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COUNTY OF LEXINGTON
GENERAL FUND
Combined Programs
Appropriation Summary
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Requested Budget

Fund 1000	Personnel	Operating	Capital	Transfers	Total
101100 County Council	335,333	419,694	3,200	0	758,227
101200 County Administrator	200,306	24,194	50	0	224,550
101300 County Attorney	0	175,500	0	0	175,500
101400 Finance	488,542	316,672	7,724	0	812,938
101410 Procurement Services	256,543	18,311	4,661	0	279,515
101420 Central Stores	235,551	32,182	9,846	0	277,579
101500 Personnel	320,211	86,159	7,492	0	413,862
101600 Planning & GIS	400,380	56,020	242,645	0	699,045
101610 Community & Economic Development	1,232,032	163,996	12,871	0	1,408,899
101700 Treasurer	563,987	255,468	45,284	0	864,739
101800 Auditor	561,842	59,139	5,973	0	626,954
101900 Assessor	1,451,982	146,217	9,952	0	1,608,151
102000 Register of Deeds	360,944	242,780	1,467	0	605,191
102100 Information Services	950,973	274,250	221,090	0	1,446,313
102110 Microfilming	114,818	14,332	100	0	129,250
Total Administrative	**7,473,444**	**2,284,914**	**572,355**	**0**	**10,330,713**
111300 Building Services	1,097,905	267,744	796,388	0	2,162,037
111310 Security Services	42,270	3,743	485	0	46,498
111320 Code Enforcement	223,619	25,778	51,912	0	301,309
111400 Fleet Services	790,671	118,935	53,874	0	963,480
Total General Services	**2,154,465**	**416,200**	**902,659**	**0**	**3,473,324**
121100 Public Works - Administration/Engineering	614,330	73,876	8,250	0	696,456
121300 Public Works - Transportation	2,729,656	1,246,639	499,650	0	4,475,945
121400 Public Works - Stormwater Management	513,141	191,117	13,925	0	718,183
Total Public Works	**3,857,127**	**1,511,632**	**521,825**	**0**	**5,890,584**
131100 Public Safety - Administration	47,461	6,952	1,625	0	56,038
131101 Emergency Preparedness	104,968	9,027	56,650	0	170,645
131200 Animal Control	325,986	109,533	10,700	0	446,219
131300 Communications	980,088	76,261	3,900	0	1,060,249
131400 Emergency Medical Services	4,568,905	686,319	1,029,850	2,200	6,287,274
131500 Fire Service	4,233,050	1,411,361	1,851,448	0	7,495,859
131599 Fire Service Non-Departmental Cost	105,756	20,000	0	0	125,756
Total Public Safety	**10,366,214**	**2,319,453**	**2,954,173**	**2,200**	**15,642,040**
141100 Clerk of Court	770,120	412,540	17,837	0	1,200,497
141101 Clerk of Court - Family Court	384,533	121,351	27,994	0	533,878
141200 Solicitor - Eleventh Judicial Circuit	1,280,562	239,537	60,301	87,640	1,668,040
141299 Circuit Court Services	0	114,019	0	0	114,019
141300 Coroner	332,276	242,153	13,351	0	587,780
141400 Public Defender	0	281,250	0	0	281,250
141500 Probate Court	383,250	29,322	8,993	0	421,565
141600 Master-In-Equity	216,475	10,325	3,742	0	230,542
142000 Magistrate Court Services	1,473,880	278,824	288,206	0	2,040,910
149900 Other Judicial Services	30,402	134,294	0	0	164,696
Total Judicial	**4,871,498**	**1,863,615**	**420,424**	**87,640**	**7,243,177**

COUNTY OF LEXINGTON
GENERAL FUND
Combined Programs
Appropriation Summary
Fiscal Year 2003-04
Requested Budget

Fund 1000	Personnel	Operating	Capital	Transfers	Total
151100 Law Enforcement - Administration	1,749,530	358,041	48,089	0	2,155,660
151200 Law Enforcement - Operations	9,618,434	1,486,666	579,033	0	11,684,133
151250 Law Enforcement - School Crossing Guards	188,601	65,279	0	0	253,880
151300 Law Enforcement - Jail Operations	5,490,656	2,711,668	143,200	0	8,345,524
159900 Law Enforcement - Non-Departmental	401,302	10,000	0	944,942	1,356,244
Total Law Enforcement	**17,448,523**	**4,631,654**	**770,322**	**944,942**	**23,795,441**
161100 Legislative Delegation	14,362	4,595	0	0	18,957
161200 Registration & Elections	221,217	86,978	400	0	308,595
161300 Assessment Appeals Board	20,406	14,817	0	0	35,223
169900 Other Agencies	0	43,993	0	0	43,993
Total Boards and Commissions	**255,985**	**150,383**	**400**	**0**	**406,768**
171100 Health Department	0	93,754	0	0	93,754
171200 Social Services	0	169,232	500	0	169,732
171300 Children's Shelter	81,018	39,522	0	0	120,540
171500 Veteran's Affairs	143,015	15,803	1,679	0	160,497
171700 Museum	145,518	21,564	90,000	0	257,082
171800 Vector Control	75,874	20,430	10,440	0	106,744
179900 Other Health & Human Services	0	257,878	0	0	257,878
Total Health and Human Services	**445,425**	**618,183**	**102,619**	**0**	**1,166,227**
Subtotal	**46,872,681**	**13,796,034**	**6,244,777**	**1,034,782**	**67,948,274**
999900 Non-Departmental	1,103,562	770,822	0	0	1,874,384
000000 Transfers To Other Funds	0	0	0	485,200	485,200
**** Total Appropriations from Undesignated Funds**	**47,976,243**	**14,566,856**	**6,244,777**	**1,519,982**	**70,307,858**
***** Total Budget Requests**	**47,976,243**	**14,566,856**	**6,244,777**	**1,519,982**	**70,307,858**

COUNTY OF LEXINGTON
GENERAL FUND
Existing Programs
Appropriation Summary
Fiscal Year 2003-04
Requested Budget

Fund 1000	Personnel	Operating	Capital	Transfers	Total
101100 County Council	335,333	419,694	3,200	0	758,227
101200 County Administrator	200,306	24,194	50	0	224,550
101300 County Attorney	0	175,500	0	0	175,500
101400 Finance	488,542	316,672	7,724	0	812,938
101410 Procurement Services	256,543	18,311	4,661	0	279,515
101420 Central Stores	235,551	32,182	9,846	0	277,579
101500 Personnel	320,211	86,159	7,492	0	413,862
101600 Planning & GIS	383,260	56,001	242,245	0	681,506
101610 Community & Economic Development	1,115,269	150,046	7,141	0	1,272,456
101700 Treasurer	562,086	255,468	24,014	0	841,568
101800 Auditor	561,842	59,139	5,973	0	626,954
101900 Assessor	1,447,383	146,217	9,952	0	1,603,552
102000 Register of Deeds	360,944	198,040	1,467	0	560,451
102100 Information Services	851,812	210,380	44,690	0	1,106,882
102110 Microfilming	114,818	14,332	100	0	129,250
Total Administrative	**7,233,900**	**2,162,335**	**368,555**	**0**	**9,764,790**
111300 Building Services	911,770	258,500	34,888	0	1,205,158
111310 Security Services	42,270	3,743	485	0	46,498
111320 Code Enforcement	223,619	25,778	51,912	0	301,309
111400 Fleet Services	732,561	114,750	19,274	0	866,585
Total General Services	**1,910,220**	**402,771**	**106,559**	**0**	**2,419,550**
121100 Public Works - Administration/Engineering	614,330	73,876	8,250	0	696,456
121300 Public Works - Transportation	2,729,656	1,246,639	499,650	0	4,475,945
121400 Public Works - Stormwater	513,141	191,117	13,925	0	718,183
Total Public Works	**3,857,127**	**1,511,632**	**521,825**	**0**	**5,890,584**
131100 Public Safety - Administration	47,461	6,952	1,625	0	56,038
131101 Emergency Preparedness	104,968	9,027	1,650	0	115,645
131200 Animal Control	325,986	109,533	10,700	0	446,219
131300 Communications	980,088	76,261	3,900	0	1,060,249
131400 Emergency Medical Services	4,568,905	682,319	356,400	2,200	5,609,824
131500 Fire Service	4,050,429	1,406,202	1,626,900	0	7,083,531
131599 Fire Service Non-Departmental Cost	105,756	20,000	0	0	125,756
Total Public Safety	**10,183,593**	**2,310,294**	**2,001,175**	**2,200**	**14,497,262**
141100 Clerk of Court	584,157	406,668	13,449	0	1,004,274
141101 Clerk of Court - Family Court	294,171	114,566	8,731	0	417,468
141200 Solicitor - Eleventh Judicial Circuit	1,280,562	239,537	60,301	87,640	1,668,040
141299 Circuit Court Services	0	114,019	0	0	114,019
141300 Coroner	332,276	242,153	13,351	0	587,780
141400 Public Defender	0	281,250	0	0	281,250
141500 Probate Court	398,530	29,322	0	0	427,852
141600 Master-In-Equity	216,475	10,325	3,742	0	230,542
142000 Magistrate Court Services	1,408,034	278,136	15,456	0	1,701,626
149900 Other Judicial Services	30,402	134,294	0	0	164,696
Total Judicial	**4,544,607**	**1,850,270**	**115,030**	**87,640**	**6,597,547**

COUNTY OF LEXINGTON
GENERAL FUND
Existing Programs
Appropriation Summary
Fiscal Year 2003-04
Requested Budget

Fund 1000	Personnel	Operating	Capital	Transfers	Total
151100 Law Enforcement - Administration	1,673,564	346,823	12,500	0	2,032,887
151200 Law Enforcement - Operations	9,355,218	1,483,988	579,033	0	11,418,239
151250 Law Enforcement - School Crossing Guards	188,601	65,279	0	0	253,880
151300 Law Enforcement - Jail Operations	5,014,665	2,697,742	133,000	0	7,845,407
159900 Law Enforcement - Non-Departmental	401,302	10,000	0	944,942	1,356,244
Total Law Enforcement	**16,633,350**	**4,603,832**	**724,533**	**944,942**	**22,906,657**
161100 Legislative Delegation	14,362	4,595	0	0	18,957
161200 Registration & Elections	221,217	86,978	400	0	308,595
161300 Assessment Appeals Board	20,406	14,817	0	0	35,223
169900 Other Agencies	0	43,993	0	0	43,993
Total Boards and Commissions	**255,985**	**150,383**	**400**	**0**	**406,768**
171100 Health Department	0	93,754	0	0	93,754
171200 Social Services	0	169,232	500	0	169,732
171300 Children's Shelter	81,018	39,522	0	0	120,540
171500 Veteran's Affairs	113,888	15,650	590	0	130,128
171700 Museum	145,518	21,564	90,000	0	257,082
171800 Vector Control	75,874	20,430	10,440	0	106,744
179900 Other Health & Human Services	0	257,878	0	0	257,878
Total Health and Human Services	**416,298**	**618,030**	**101,530**	**0**	**1,135,858**
Subtotal	**45,035,080**	**13,609,547**	**3,939,607**	**1,034,782**	**63,619,016**
999900 Non-Departmental	1,103,562	770,822	0	0	1,874,384
000000 Transfers To Other Funds	0	0	0	485,200	485,200
**** Total Appropriations from Undesignated Funds**	**46,138,642**	**14,380,369**	**3,939,607**	**1,519,982**	**65,978,600**
***** Total Budget Requests**	**46,138,642**	**14,380,369**	**3,939,607**	**1,519,982**	**65,978,600**

COUNTY OF LEXINGTON
GENERAL FUND
New Programs
Appropriation Summary
Fiscal Year 2003-04
Requested Budget

Fund 1000	Personnel	Operating	Capital	Transfers	Total
101100 County Council					0
101200 County Administrator					0
101300 County Attorney					0
101400 Finance					0
101410 Procurement Services					0
101420 Central Stores					0
101500 Personnel					0
101600 Planning & GIS	17,120	19	400		17,539
101610 Community & Economic Development	116,763	13,950	5,730		136,443
101700 Treasurer	1,901	0	21,270		23,171
101800 Auditor					0
101900 Assessor	4,599	0	0		4,599
102000 Register of Deeds	0	44,740	0		44,740
102100 Information Services	99,161	63,870	176,400		339,431
102110 Microfilming					0
Total Administrative	**239,544**	**122,579**	**203,800**	**0**	**565,923**
111300 Building Services	186,135	9,244	761,500		956,879
111310 Security Services					0
111400 Fleet Services	58,110	4,185	34,600		96,895
Total General Services	**244,245**	**13,429**	**796,100**	**0**	**1,053,774**
121100 Public Works - Administration/Engineering					0
121300 Public Works - Transportation					0
121400 Public Works - Stormwater Management					0
Total Public Works	**0**	**0**	**0**	**0**	**0**
131100 Public Safety - Administration					0
131101 Emergency Preparedness	0	0	55,000		55,000
131200 Animal Control					0
131300 Communications					0
131400 Emergency Medical Services	0	4,000	673,450		677,450
131500 Fire Service	182,621	5,159	224,548		412,328
131599 Fire Service Non-Departmental Cost					0
Total Public Safety	**182,621**	**9,159**	**952,998**	**0**	**1,144,778**
141100 Clerk of Court	185,963	5,872	4,388		196,223
141101 Clerk of Court - Family Court	90,362	6,785	19,263		116,410
141200 Solicitor - Eleventh Judicial Circuit					0
141299 Circuit Court Services					0
141300 Coroner					0
141400 Public Defender					0
141500 Probate Court	-15,280	0	8,993	0	-6,287
141600 Master-In-Equity					0
142000 Magistrate Court Services	65,846	688	272,750		339,284
149900 Other Judicial Services					0
Total Judicial	**326,891**	**13,345**	**305,394**	**0**	**645,630**

COUNTY OF LEXINGTON
GENERAL FUND
New Programs
Appropriation Summary
Fiscal Year 2003-04
Requested Budget

Fund 1000	Personnel	Operating	Capital	Transfers	Total
151100 Law Enforcement - Administration	75,966	11,218	35,589	0	122,773
151200 Law Enforcement - Operations	263,216	2,678	0	0	265,894
151250 Law Enforcement - School Crossing Guards					0
151300 Law Enforcement - Jail Operations	475,991	13,926	10,200	0	500,117
159900 Law Enforcement - Non-Departmental					0
Total Law Enforcement	**815,173**	**27,822**	**45,789**	**0**	**888,784**
161100 Legislative Delegation					0
161200 Registration & Elections					0
161300 Assessment Appeals Board					0
169900 Other Agencies					0
Total Boards and Commissions	**0**	**0**	**0**	**0**	**0**
171100 Health Department					0
171200 Social Services					0
171300 Children's Shelter					0
171500 Veteran's Affairs	29,127	153	1,089		30,369
171700 Museum					0
171800 Vector Control					0
179900 Other Health & Human Services					0
Total Health and Human Services	**29,127**	**153**	**1,089**	**0**	**30,369**
Subtotal	**1,837,601**	**186,487**	**2,305,170**	**0**	**4,329,258**
999900 Non-Departmental					0
000000 Transfers To Other Funds					0
**** Total Appropriations from Undesignated Funds**	**1,837,601**	**186,487**	**2,305,170**	**0**	**4,329,258**
***** Total Budget Requests**	**1,837,601**	**186,487**	**2,305,170**	**0**	**4,329,258**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: General Administration
Organization: 101100 - County Council

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 11	202,836	100,823	219,799	218,577		
510200	Overtime	0	15	16	0		
511112	FICA Cost	14,703	7,134	16,730	16,729		
511113	State Retirement	9,629	4,796	14,981	14,980		
511120	Insurance Fund Contribution - 11	46,200	30,800	61,600	63,360		
511130	Workers Compensation	547	272	584	590		
511213	SCRS - Retiree	4,265	2,112	0	0		
	*** Total Personnel**	**278,180**	**145,952**	**313,710**	**314,236**		
	Operating Expenses						
520100	Contracted Maintenance	359	470	470	470		
520300	Professional Services	700	0	2,500	2,500		
520400	Advertising & Publicity	1,002	82	1,000	1,000		
520500	Legal Services	357	0	0	0		
521000	Office Supplies	2,834	951	2,165	2,800		
521100	Duplicating	5,458	1,988	6,800	6,800		
522200	Small Equip. Repairs & Maintenance	0	120	126	0		
524000	Building Insurance	92	0	96	135		
524201	General Tort Liability Insurance	3,436	1,527	3,054	3,818		
524202	Surety Bonds	0	0	71	0		
525000	Telephone	652	335	400	680		
525010	Long Distance Charges	32	12	50	50		
525020	Pagers and Cell Phones	7,532	1,043	8,800	8,800		
525100	Postage	1,612	865	2,000	2,000		
525210	Conference & Meeting Expenses	11,297	13,852	21,608	21,608		
525230	Subscriptions, Dues, & Books	29,392	28,527	31,826	32,300		
525240	Personal Mileage Reimbursement	0	0	500	500		
525300	Utilities - Admin. Bldg	9,434	5,143	9,300	10,289		
529000	Unclassified	1,146	376	1,454	2,500		
	*** Total Operating**	**75,335**	**55,291**	**92,220**	**96,250**		
	**** Total Personnel & Operating**	**353,515**	**201,243**	**405,930**	**410,486**		

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: General Administration
Organization: 101100 - County Council

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Agencies Appropriations						
534002	Central Midlands Regional Plan. Coun.	98,966	49,483	98,966	126,406		
534011	Clemson Extension Service	34,678	17,339	34,678	34,678		
534012	Pine Ridge Armory	3,000	3,000	3,000	3,000		
534013	Platt Springs Armory	3,000	3,000	3,000	3,000		
534014	Batesburg Armory	3,000	3,000	3,000	3,000		
534015	Soil and Water Conservation	36,973	18,487	36,973	38,790		
534016	Babcock Center	15,000	7,500	15,000	15,000		
534017	Council on Child Abuse & Neglect	15,000	7,500	15,000	17,000		
534018	Sistercare, Inc.	6,000	3,000	6,000	7,000		
534028	Sexual Trauma Services (Rape Crisis Net.)	10,000	5,000	10,000	10,000		
534029	Aiken/Barnwell C.A.P.	5,000	2,500	5,000	15,570		
534217	Cultural Council of Richland/Lexington	40,000	20,000	40,000	50,000		
	*** Total Agencies Appropriations**	**270,617**	**139,809**	**270,617**	**323,444**		
	Capital						
540000	Small Tools & Minor Equipment	0	17	279	500		
540010	Minor Software	0	0	200	200		
	All Other Equipment	8,626	4,237	5,362			
	Codification of Ordinance				2,500		
	**** Total Capital**	**8,626**	**4,254**	**5,841**	**3,200**		
	***** Total Budget Appropriation**	**632,758**	**345,306**	**682,388**	**737,130**		

SECTION IV. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration
Program II - N/A
Program III - N/A

Program I: Administration

Objectives:

To provide the citizens of Lexington County the highest level of service at the most economical cost. To adopt policies and enact legislative actions which protect and provide the utmost quality of life possible. Maintain the official records of the County. Provide courteous and prompt response to citizens' calls, requests, complaints and issues which require Council consideration. Prepare agenda packages containing background information for Council, staff, and press. To gather and process information needed by other departments and the public resulting from Council meetings. Maintain working relationship with all elected and appointed officials.

Program II:

Objectives:

Program III:

Objectives:

SECTION IV. A. - LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Chairman	1	1		1	Unc
Vice Chairman	1	1		1	Unc
Council Member	7	1		7	Unc
Clerk to Council	1	1		1	24
Assistant Clerk to Council	1	1		1	24
Total Positions	11	11		11	

SECTION IV. C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(2) Office Phones

(10) Cell Phones for Council Members,
Clerk & Asst Clerk

(9) Pagers for Council Members

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE **$470**

This contract covers any repairs to the punch/bind machine which is used by numerous departments. It has been cost effective to maintain the contract rather than pay for service/repair calls. There is a minimum charge for a service call ($125.00) which does not include the cost of parts. Contract amount for FY 02-03 was $470.00.

520300 - PROFESSIONAL SERVICES **$2,500**

Funds in this account are used for any special studies or services.

520400 - ADVERTISING & PUBLICITY **$1,000**

These funds are used to defray the cost of publishing notices of public hearings as required by state statute.

521000 - OFFICE SUPPLIES **$2,800**

This account is used to pay for such things as pens, paper clips, legal pads, shorthand pads, etc.

521100 - DUPLICATING **$6,800**

Funds in this account are used for copying agenda packages, agendas and committee schedules for distribution to those on subscription list and to public at meetings, various information/correspondence to be distributed to Council members, etc.

524000 - BUILDING INSURANCE **$135**

524201 - GENERAL TORT LIABILITY INSURANCE **$3,818**

525000 - TELEPHONE **$680**

Allocated for expense of two phone lines 359-8103 and 359-8104.

525010 - LONG DISTANCE CHARGES **$50**

Covers the cost of any long distance calls which can not be made using the toll free lines.

525020 - PAGERS AND CELL PHONES **$8,800**

Each Council member is provided a pager; Council and staff are quipped with a cell phone. This covers the monthly fees for both the pagers and phones.

9 pagers @ $8.33/month x .05% = .42 = $8.75
$8.75 x 9 = $78.75 x 12 = $945.00

9 Nextel phones
State Performance 600 Plan
65.43 - Service Plan
2.50 - Detailed Billing
3.95 - Equipment Insurance
.75 - Estimated Universal Service Assessment
.55 - Estimated SC 911 Tax
73.18 - Per Month for B. Rucker, S. Davis, J. Carrigg, J. Jeffcoat

73.18 x 12 = 878.16 x 4 = 3,512.64

Radio/Cell Plan
33.25 - Service Plan
2.50 - Detailed Billing
3.95 - Equipment Insurance
6.00 - Caller ID, Voice Mail & 100 Text Pages
.50 - Estimated Universal Service Assessment
.55 - Estimated SC 911 Sales Tax
46.75 - Per Month for J. Wilkerson, Vacancy, J. Owens, T. Cullum, D. Black, Asst Clerk

46.75 x 12 = 561.00 x 6 = 3,366.00
(This basic monthly rate does not include any charges for calls over the 25 minutes allowed each month.)

525100 - POSTAGE **$2,000**
Covers the cost of all mailings to Council and general public.

525210 - CONFERENCE & MEETING EXPENSES **$21,608**
This account is used to cover the annual SCAC Conference; Mid-Year Conference; and refreshments for Council meetings. It is also used to pay for lunch for the Finance Committee meetings (approximately 12 meetings per year). 8 members and 1 staff person attend SCAC Annual Conference held in August.

SCAC Conference – Registration - 275.00 x 9 = $2,475.00
Institute Registration - $45.00/course x 15 = $ 675.00
Housing - $170.00 x 5 = $850.00 x 9 = $7,650.00 (Based on 5 nights)
Mileage - 360 x 32.5 = 117.00 x 9 = $1,053.00
Meals - $34.00 x 5 = $170.00 x 9 = $1,530.00

Council Meeting Expense - 24 Meetings Per Year; $125.00 Estimated Cost Per Meeting
24 x 125.00 = 3,000.00

Board & Commission Members Recognition Dinner
$4,025.00

525230 - SUBSCRIPTIONS, DUES & BOOKS **$32,300**
SCAC Annual Dues - $28,477.46; NACO Dues estimated at $3,498; SC Legislative Council (SC Code Supplement) $250.00

525240 - PERSONAL MILEAGE REIMBURSEMENT **$500**
Covers Council members' personal mileage other than that covered under Conference and Meeting Expenses.

525300 - Utilities **$10,289**

529000 - Unclassified **$2,500**
Funds allocated are used to frame resolutions adopted by Council and flowers or memorials for funerals.

CENTRAL MIDLANDS
Council of Governments

February 27, 2003

Mr. William A. Brooks, Administrator
Lexington County
212 South Lake Drive
Lexington, SC 29072

Dear Art:

We have enclosed the request of Central Midlands Council of Governments for an appropriation from Lexington County to help support the FY2003-04 work program. The amount requested of Lexington County is $126,406. This is an increase over the prior year's request. Central Midlands is using the 2000 census as the basis for calculating dues for the fiscal year 2003-04. This amount will be used to support regional planning efforts in transportation, water quality, aging economic development, and research.

The estimated utilization of the funding from Lexington County is 100 percent. Our total budget for FY2003-04 is $4,169,479 of which $1,980,389 is used to support Council operations. The remaining $2,189,090 is passed through to various agencies to support services to the elderly and for the Central Midlands Regional Transit Authority. The attached proposed budget is a draft document that has not been approved by the Council of Governments Board of Directors.

We appreciate the continued support from Lexington County. If you need additional information, please contact me.

Sincerely,

Nevetta

Nevetta W. Blocker
Interim Executive Director

Enclosures

Cc Lexington County Board Members

John Carrigg	George "Smokey" Davis
Melanie Ellerbe	Johnny Jeffcoat
Homer Mitchell	Butch Spires
S. Lyman Whitehead	Todd Cullum

1-8

Central Midlands Council of Governments
Proposed Budget for FY2003-04

Revenue Sources	
Local Revenue:	
Member Governments	447,188
State Aid	92,694
Interest Income	19,000
Sale of Data & Publications	19,000
Total Local Revenue	577,882
Regional Programs:	
Aging Planning and Administration	224,981
Ombudsman Program	216,055
Transit - Section 5303	64,000
Transit - Section 5307	284,000
Federal Highway Administration	307,471
State (Rural) Highway Planning	50,000
Economic Development Administration	52,000
Community Development Block Grant - Planning	50,000
Water Quality Planning	19,000
Total Regional Programs	1,267,507
Grant Administration:	
Community Development Block Grants	105,000
Total Grant Administration	105,000
Local Technical Assistance	30,000
Total Operating Revenue	1,980,389
Pass-Through Revenue	
Aging	1,879,090
Transportation	310,000
Total Pass-Through Revenue	2,189,090
Total Revenue	4,169,479
Expenses	
Operating Expenses:	
Salaries & Fringes	1,211,781
Merit Increases	36,353
Cost of Living	0
Employee Training	19,675
Insurance, Legal, Audit	125,801
Office Operations	117,984
Transportation	46,190
Building & Equipment	127,605
Total Operating Expenses	1,685,389
Non Operating Expenses:	
Deferred Maintenance	10,000
Consultants and Contracts	285,000
Total Non Operating Expenses	295,000
Pass-Through Expenses:	
Aging	1,879,090
Transportation	310,000
Total Pass-Through Expenses	2,189,090
Total Expenses	4,169,479

CENTRAL MIDLANDS
Council of Governments

Memorandum

To: All Member Governments

From: Walton J. McLeod, Chairman W. McLeod

Date: February 6, 2003

Subject: Membership Dues Based on 2000 Census

Dear County & Municipal Administrators and Managers:

According to the Central Midlands creating agreement, members determine local dues based on the latest census. The Board has held this assessment at 75 cents per capita for more than ten years. Since 1991, the local dues have been based on the 1990 census. At the August 22, 2002 meeting, the Executive Committee of the Central Midlands Council of Governments voted to change the base population for calculating dues to the 2000 census with the per capita remaining at 75 cents. This change will go into effect with the 2003-04 fiscal year beginning July 1, 2003.

A breakdown of how this change affects each member government is attached.

We appreciate your continued support of Central Midlands.

1-10

Central Midlands Council of Governments
Dues Assessment
July 1, 2003-June 30, 2004

Jurisdiction	1990 Census Current Assessment	2000 Census FY2003-04 Assessment
Batesburg-Leesville	3,062	4,138
Cayce	8,372	9,112
Columbia	73,539	87,208
Fairfield County	14,115	14,891
Forest Acres	5,398	7,918
Irmo	8,460	8,279
Lexington County	98,966	126,406
Lexington	2,467	7,345
Newberry County	16,973	19,146
Newberry	7,907	7,935
Richland County	129,685	140,155
Springdale	2,420	2,158
West Columbia	7,941	9,798
Winnsboro	2,606	2,699
Total	381,911	447,188

COOPERATIVE EXTENSION SERVICE

CLEMSON
UNIVERSITY

February 17, 2003

Mr. William A. Brooks
Lexington County Administrator
212 South Lake Drive
Lexington SC 29072

Re: **BUDGET REQUEST - 2003-2004**

Dear Mr. Brooks:

The Lexington County Clemson University Cooperative Extension Service is requesting the following resources for Fiscal Year 2003-2004 to insure that our staff is able to deliver the unbiased, research-based information from the University to the citizens of Lexington County. This was the intent with the signing of the Smith-Lever Act of 1914 to perpetuate the cooperative agreement between federal, state and county governments to see that their citizens were assured of receiving accurate, scientifically-based knowledge to improve the quality of their lives.

The enclosed informational packet will give you an insight to the goals and objectives of the Clemson Cooperative Extension Service and the priorities chosen for Lexington County. Based upon those priorities, the support funding requested will be used to address issues and needs in the county. You will note that, as directed by our Mission, the programmatic thrust will fall into Five Goals areas: Agrisystems Productivity and Profitability, Economic and Community Development, Environmental Conservation, Food Safety and Nutrition, and Youth Development and Families.

This year we are not requesting an increase in our appropriations from Lexington County. There is no expectation of a state mandated salary increase for the county-funded Agricultural Science Assistant II position.

Thank you for your support in the past and in the future of the Cooperative Extension Service. **We invest $515,775 Federal and State dollars in Lexington County**, and we hope you feel that the money you spend is a wise investment as we work extremely hard in a pro active manner to be a catalyst for change for the short and long range benefit of the county.

If any of the above information needs further explanation, I can be reached at (803) 359-8515.

Sincerely,

Jesse C. Eargle
Regional Director

Attachments
cc: Dr. Fran Wolak
Dr. Dan Smith
Mr. George H. (Smokey) Davis

605 WEST MAIN STREET, STE. 109 • LEXINGTON, SOUTH CAROLINA 29072-3557
TELEPHONE 803- 359-8515 - FAX 803- 359-4245
Clemson University Cooperative Extension Service offers its programs to people of all ages, regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, marital or family status and is an equal opportunity employer

Cooperative Extension Work in Agriculture and Homes Economics- State of South Carolina- Clemson University, The United States Department of Agriculture and South Carolina Counties Cooperating Public Service Activities

FORM -1

LEXINGTON COUNTY, SOUTH CAROLINA
APPROPRIATIONS REQUEST FOR FY 2003-2004

AGENCY: CLEMSON UNIVERSITY COOPERATIVE EXTENSION SERVICE - Lexington County

DESCRIPTION OF AGENCY:

The Cooperative Extension Service, mandated by the Smith-Lever Act in 1914, operates under a unique agreement between local, state and federal governments and is administered by the Land Grant University in each state. The Clemson Extension Service in Lexington County is an arm of Clemson University which carries the latest research and development to county residents in fields of agriculture, home economics, 4-H, and community development.

Issue based educational programs based on the needs and interests as identified by local advisory councils are conducted by a staff of **12.0** professionals and para-professionals. These programs will enhance the management of our natural resources; foster improvement of agriculture; strengthen families as individuals and as a unit; enhance rural and community development; and develop human resources to include leadership and citizenship.

This mission recognizes the need for educational programs that contribute to consumer and producer welfare. Programs will be offered to people of all ages regardless of race, color, sex, religion, national origin or handicap.

****

GOALS AND OBJECTIVES:	**FISCAL TEACHING EQUIVALENT * (F.T.E.)**
The 4-H and Youth Development Program is the component of the South Carolina Cooperative Extension Service for youth between the ages of five and nineteen. Adults and youth working together on on topics of personal concern and betterment is the basic 4-H method of education. Assisting youth with current issues and helping them explore various career opportunities is a major goal of 4-H. The curriculum is aimed at improving the competency of the participant and improving their skill in coping with life situations. The opportunity to gain expertise in helping others learn and accomplish a task is of primary importance in the leadership phase of each experience. The program also provides opportunities and encourages youth to become actively involved in their community decision making process.	2.5

Every 4-H Unit is a branch classroom of Clemson University, every participant is touched by knowledge from Clemson University, and every 4-H leader is a volunteer staff member of Clemson University.

GOALS AND OBJECTIVES Continued F.T.E's

Agricultural and Natural Resource Programming for both urban and rural counties in South Carolina and the Nation is critical. 4.0

In Lexington County we have hired two trained permanent Agricultural Science Assistant II's for the cost of 1 FTE (Full Time Equivalent). Their job will be to handle consumer horticulture telephone calls and walk-in clientele. The goal is to release agents from the never-ending phone demands and allow them to do more pro active educational programming in commercial Agriculture.

Research based educational programs to meet the needs of Lexington County citizens are planned and implemented under the following national initiatives: Alternative Agricultural Opportunities, Competitiveness and Profitability of Agriculture, and the Conservation and Management of Natural Resources, including home and commercial horticulture.

Extension Home Economics Programs are planned and implemented to improve the knowledge and skills of homeowners and consumers. Programs address issues related to family and economic well being; improving Nutrition, Diet and Health - including subjects such as financing and maintaining the home, financial management and planning and Environmental Concerns such as Food Safety and Water Quality. 1.1

Expanded Food and Nutrition and **LINC**, a phase of Home Economics is a federally funded program directed to providing educational programs for limited resources to adults and youth on improved nutrition. 1.2

Community Development is coalition building with community leaders to address issues of the community and to seek out resources to help solve the, i.e. **Leadership Lexington County**. Task forces of volunteers are formed to multiply the effect of leadership skills development and to involve communities. One major issue being addressed is solid waste. 1.1

The Administrative Support Staff receive visitors, coordinate and maintain effective office procedures, establish harmonious relationships between agents and clients, assist clients, if possible, when agents are out of the office, assist agents in dissemination of information to local farmers, landowners, homeowners, and youth, implement and enforce policies and procedures set forth by the director, input and retrieve information from the Clemson University computer network for easy accessibility to agents and clients, prepare information and supporting data for meetings, maintain records' management system for office, make arrangements for meetings and conferences, serve as recorder of minutes, with responsibility for transcription and distribution to participants. 2.0

Administrative .1

TOTAL STAFF **12.0**

*** 1 FTE equals approximately 230 workdays**

SERVICE LEVEL INDICATORS

500 Educational Programs and activities conducted.
8,186 Participants completing educational programs.
7,915 Participants reporting increased knowledge.
4,013 Participants planning to adopt practices.
12,727 Clientele receiving information through "non-program" contacts such as telephone, office and farm visits.

(Full details are available by request through CUMIS "Clemson University Management Information System")

Mass media education is an important tool for us in our major metropolitan area.

* 52 radio shows on WISW - listening audiences 15,000+

* WIS "Weekend Gardener" - listening audience 518,000+

* wrote news articles for the Good Earth portion of the "Home" section of "The State" - circulation 160,000+

* wrote news articles for local papers based upon need and programmatic function

* wrote monthly news article entitled "Lexington Homes" for the "Lexington County Chronicle"

Direct mail pieces:

Monthly Horticulture Newsletter - 264 recipients
"Green Sheet"

Bi-monthly Agriculture Newsletter - 164 recipients
"Crop News"

Quarterly Financial Management Newsletter - 680 recipients
"Focus On Family Matters"

Quarterly Agriculture Newsletters - 176 recipents
"Livestock News"
"Midlands Vegetable News"

Quarterly Commercial Horticulture Newsletter - 272 recipients
"Midlands Green and Growing"

Quarterly Forestry/Landowners Newsletter - 180 recipients

LEXINGTON COUNTY CLEMSON EXTENSION SERVICE
Budget Request
2003-2004

Agriculture	**$ 1,339.00**
Home Economics	**$ 1,520.00**
4-H & Youth Development	**$ 4,311.00**
Community Development	**$ 1,390.00**
Administration	**$ 3,475.00**
Agricultural Science Assistant II	**$ 22,643.00**
TOTAL	**$ 34,678.00**

CLEMSON UNIVERSITY COOPERATIVE EXTENSION SERVICE
BUDGET OUTLINE
LEXINGTON COUNTY REQUEST
FY 2003-2004

TYPE OF EXPENSE		TOTAL
Direct Program/Demonstration Support		$ 8,560.00
Agriculture & Natural Resources	1,339.00	
Agrisystems Productivity and Profitability		
Master Gardener Volunteer Program		
Commercial Horticulture Programming		
Consumer Horticulture Programs		
Forage Demonstration		
Row Crops		
Vegetable Crops		
Pesticide Applicator Licensing		
Livestock		
Small Farm Program		
Home Economics	1,520.00	
Food Safety & Nutrition Programs		
Food Preservation		
Family Resource Management		
Family Life		
Family and Community Leaders (FCL)		
4-H Youth Development	4,311.00	
Volunteer Training & Development		
Awards Banquet		
School Enrichment Programs		
State Awards Congress		
4-H Gardening Program		
Poultry Barbecue		
Cloverleaf Curriculum		
Jr. Achievement Day		
Community Development	1,390.00	
Leadership Lexington County		
Farm/City Week Education		
Family and Community Education Programs		
Governor's Beautification Program		
Environmental - Home-A-Syst		

Administration 3,475.00

Printing Costs and Office supplies
Office Support for Equipment Repair
Agricultural SAT Programming, Satellite Systems
Audio Visual Supplies
Software and Hardware maintenance and Updates
Professional Development

Agriculture Science Assistant II 22,643.00

TOTAL $34,678.00

CLEMSON UNIVERSITY COOPERATIVE EXTENSION SERVICE
LEXINGTON COUNTY, SOUTH CAROLINA
APPROPRIATIONS REQUEST FOR FY 2003-2004
SUMMARY OF REVENUE RECEIVED FROM ALL SOURCES INCLUDING LEXINGTON COUNTY

61-1

SOURCE	A FY 01-02	B FY 02-03	C FY 03-04 REQUEST
LEXINGTON COUNTY APPROPRIATION	$ 34,678.00	$ 34,678.00	$
LEXINGTON COUNTY REQUEST	$ 34,678.00	$ 35.418.00	$ 34,678.00
STATE GOVERNMENT	$ 293,791.00	$ 487,951.00	$ 415.171.00
FEDERAL GOVERNMENT	$ 315,504.00	$ 102,639.00	$ 100,604.00
TOTALS	$ 643,973.00	$ 626,008.00	$ 550,453.00

SUBMITTED BY: _____

TITLE: REGIONAL DIRECTOR

DATE: FEBRUARY 17, 2003

AGRICULTURE & NATURAL RESOURCES
2003-2004
Budget Request

Budget Items	2003-2004
EQUIPMENT	$500.00
REFERENCE MATERIALS / PROGRAMS	$500.00
AG DEMONSTRATIONS / AWARDS	$339.00
TOTALS	**$1339.00**

HOME ECONOMICS
2003-2004
Budget Request

Budget Items	**2003-2004**
DEMONSTRATION EQUIPMENT	$425.00
VISUAL AIDS	$200.00
COMPUTER PROGRAMS	$200.00
DEMONSTRATION SUPPLIES	$250.00
REFERENCE MATERIALS	$300.00
PERIODICALS SUBSCRIPTION	$145.00
TOTALS	**$ 1520.00**

4-H & YOUTH DEVELOPMENT
2003-2004
Budget Request

Budget Items	2003-2004
STATE 4-H CONGRESS	$500.00
4-H20 PONTOON CLASSROOM SCHOLARSHIPS	$300.00
4-H AWARDS	$400.00
4-H TEEN WEEKEND	$150.00
RENTAL OF FACILITIES	$200.00
4-H DEMONSTRATION / ACHIEVEMENT DAYS	$275.00
4-H POULTRY BBQ	$250.00
4-H FASHION REVUE / CLINIC	$350.00
4-H MONEY MANAGEMENT / CONSUMER JUDGING	$310.00
4-H RESOURCE MATERIALS	$400.00
4-H PUBLICITY	$200.00
4-H VOLUNTEER TRAININGS	$150.00
4-H SEWING PROJECT SUPPLIES/MAINTENANCE	$350.00
4-H PRIDE WORKSHOP	$200.00
4-H COMMUNICATIONS WORKSHOP	$100.00
4-H PINNACLE PROGRAM	$176.00
TOTALS	**$4,311.00**

COMMUNITY DEVELOPMENT
2003-2004
Budget Request

Budget Items	2003-2004
CHAMBER OF COMMERCE (3)	$500.00
YOUTH LEADERSHIP LEXINGTON COUNTY MATERIALS	$290.00
VOLUNTEER RECOGNITION	$200.00
COMMUNITY DEVELOPMENT EDUCATIONAL PROGRAMMING	$400.00
TOTALS	**$1390.00**

ADMINISTRATION
2003-2004
Budget Request

Budget Items	2003-2004
OPERATIONS	$ 2,525.00
PROFESSIONAL DEVELOPMENT	$ 950.00
	SUB TOTAL $ 3,475.00
AGRICULTURAL SCIENCE ASSISTANT II	$21,143.00
TRAVEL	$ 1,500.00
	SUB TOTAL $ 22,643.00
TOTALS	**$ 26,118.00**

South Carolina Army National Guard
59th Troop Command
3528 Platt Springs Road
West Columbia, South Carolina 29170

February 23, 2003

Lexington County Council
ATTN: Mr. William A. Brooks
212 South Lake Drive
Lexington, South Carolina 29072-3437

Re: FY 2003-2004 Fund Request

Dear Mr. Brooks:

The members of the 59th Troop Command wish to express their appreciation for the funds received last year from Lexington County. The South Carolina Army National Guard respectfully submits this request for funds for FY2003-2004. The three armories in Lexington County are: the Springdale Armory located on Platt Springs Road; the Pine Ridge Armory located on Fish Hatchery Road and the Batesburg Armory located on Armory Street. The operating cost for FY03-04 for the Springdale Armory is estimated to be $41,000, $45,000 for the Pine Ridge Armory and $25,000 for the Batesburg Armory. The economic impact on the communities for these three armories for FY00-01 is estimated to be $8,300,000.00.

As you know these armories were allocated $3,000 last fiscal year and we are again asking for your support. In appreciation for the support rendered in the past, we have always attempted to provide access to this facility for Lexington County business at no charge. We allow many community, as well as individual activities to be held at these facilities. We have had Red Cross blood drives, police training seminars, census training classes, Airport High School functions, and marriages, to name just a few.

We appreciate the financial support provided to us by the County of Lexington. The funds received are utilized in making upgrades to the building and grounds in order to continue to provide the public, the County agencies and the soldiers that work here with a nice suitable facility.

If I can be of any further assistance, do not hesitate to call me at 806-2907.

Eddie H. Goff
EDDIE H. GOFF
Colonel, SCARNG
Deputy Commander

1-25

County of Lexington

County Administrator
212 South Lake Drive
Lexington, South Carolina 29072
Telephone (803) 359-8100 Fax (803) 359-8101

January 17, 2003

Commanding Officer
West Columbia National Guard Armory
3528 Platt Springs Road
West Columbia, South Carolina 29171

Re: FY 2003-2004 Annual Budget

Dear Sir:

This is to remind you to submit your budget request if you are seeking funds from Lexington County again this year. In order for Council to make an informed decision on funding, please include the following items in your request:

(1) Total funding sources anticipated (including county request).
(2) Estimated utilization of total funding (including line item appropriation detail).
(3) Service level indicators (i.e., clients served, programs, etc.)
    a. Agency totals
    b. Lexington County portion

This information should be in our office by February 21, 2003, since the budget will be presented to County Council on April 8, 2003.

If you have any questions, please contact us.

Yours very truly,

William A. Brooks

William A. Brooks
County Administrator

Enclosure/Budget Schedule

1-26

Lexington Soil and Water Conservation District
123 Park Road - Lexington, South Carolina 29072 - Phone (803) 359-3165 - Fax (803) 359-1206

FEB
RECEIVED
COUNTY MANAGER
LEXINGTON, S. C.

Mr. William A. Brooks
Lexington County Administrator
212 South Lake Drive
Lexington, SC 29072

February 18, 2003

Re: Soil and Water Conservation District Fiscal year 2003-2004 Request for Funds in the amount of $38,790.

Dear Art:

We continue to ask for the support of you and the County Council to help us provide a service to the citizens of Lexington County relating to problems involving the natural resources. The Lexington Soil and Water Conservation District was successful in arranging for the services of an Urban Conservationist assigned to us from USDA, Natural Resources Conservation Service. If it were not for the Conservation District this additional service would not have been possible. With urban developments increasing in Lexington County, this was an important step in the right direction for all of us.

This staff person is currently working with Lexington County staff members, Charlie Compton and John Fechtel, as well as with other staff members in those Departments.

LEXINGTON CONSERVATION DISTRICT
2003 - 2004 BUDGET
July 1, 2003

EXPENSES			
	ADMINISTRATIVE ACTIVITIES	7,550.00	
	SPECIAL PURPOSE-Hollow Creek Watershed	300.00	
	CONSERVATION EDUCATION	8,150.00	
	SALARIES (Three part-time employees)	38,790.00	
	TOTAL EXPENSES		**54,790.00**
INCOME			
	State Funds (DNR)	9,000.00	
	Affiliate Memberships	7,000.00	
	County Funds	38,790.00	
	TOTAL INCOME		**54,790.00**

Again we request County Council, through your recommendation and support, to approve our funding request for 2003 - 2004 in the amount of $38,790.00.

Sincerely,

Dwight Davis

Dwight Davis, Chairman

1-27

Prevent Child Abuse South Carolina
A Chapter of Prevent Child Abuse America

WORKING TO PREVENT THE ABUSE AND NEGLECT OF THE CHILDREN OF SOUTH CAROLINA

February 19, 2003

Mr. William A. Brooks
County Administrator
Lexington County
212 South Lake Drive
Lexington, South Carolina 29072

Dear Mr. Brooks:

We are sending the annual budget request for Prevent Child Abuse South Carolina (PCASC) for the 2003-2004 fiscal year. The requested amount is $17,000.

We continue to serve Lexington County by implementing our programs to protect its most venerable citizens. Prevent Child Abuse South Carolina provided direct services through our Parent Aide and Parent Education Parent Support programs last year by serving 138 adults and children.

Many of these families have already suffered maltreatment or are at risk of abuse and neglect. PCASC's Parent Aide program provides home visitation services to families once a week. These services are available to families 24 hours a day. Parent Aides provide families with support and valuable parenting skill knowledge of positive parenting. This program help to keep these families intact and prevent children from entering foster care.

To serve one family through the Parent Aide program, it cost approximately $2,200 a year. If the same family had to enter the Lexington county system, that cost would be approximately $35,200 in that year. Therapeutic foster care placement cost taxpayers $150.00 per day.

Prevent Child Abuse South Carolina also provided 24% of its parenting education classes (PEPS) in Lexington County. We continue to receive in-kind support from churches in the community who offer space for classes.

We offer a support and resource line that allows those concern about the issue to call (1-800-CHILDREN). We provide a public awareness campaign that helps to make Lexington County residents aware of the issue of abuse and neglect and the cost to families and the community. Providing education and training to our teachers, counselors

I-28

1712 Hampton Street / Columbia, SC 29201 / PH. 803-733-5430
FAX 803-744-4020 / 1-800-CHILDREN / EMAIL pcasc@pcasc.org

and childcare providers helps those that are usually the first to notice, make good decisions when abuse or neglect is suspected in the county.

The funding we receive from Lexington County is crucial to PCASC being able to provide these services. We appreciate your support of Prevent Child Abuse South Carolina.

Sincerely,

Lynne Taylor, Ph.D.
Executive Director

Prevent Child Abuse South Carolina
A Chapter of Prevent Child Abuse America

WORKING TO PREVENT THE ABUSE AND NEGLECT OF THE CHILDREN OF SOUTH CAROLINA

February 25, 2003

Mr. William A. Brooks
County Administrator
Lexington County
212 South Lake Drive
Lexington, South Carolina 29072

Dear Mr. Brooks:

Please accept my apology for inadvertently leaving out information pertinent to our proposal sent February 21, 2003.

Enclosed are the following:

- Program Summary
- Lexington County Funding Allocation
- Agency Audit
- Agency Budget

Thank you again for considering Prevent Child Abuse South Carolina. If I can be of further assistance, please contact me at (803) 733-5430.

Sincerely,

Gwen J. Hampton, MSW
Director of Programs and Training

1-30

1712 Hampton Street / Columbia, SC 29201 / PH. 803-733-5430
FAX 803-744-4020 / 1-800-CHILDREN / EMAIL pcasc@pcasc.org

PREVENT CHILD ABUSE SOUTH CAROLINA

PROGRAM SUMMARY

The direct services offered by Prevent Child Abuse South Carolina (PCASC) include the Parent Aide program, Parent Education Parent Support (PEPS) and Baby Basics. The Parent Aides are paraprofessionals trained to work closely with individual families to promote healthy, appropriate and stable family functioning. Through weekly home visits and round-the-clock availability for crisis, Parent Aides provide role modeling and support necessary to maintain family stability and prevent out-of -home placement. Parent Aide's work with a family anywhere from 12 to 24 months. Service coordination is provided through multi-disciplinary treatment teams. The PEPS Program is a 12-week parenting class led by trained volunteer instructors to promote positive parent/child interactions. A specialized curriculum focuses on child development, anger management, discipline vs. punishment, behavior management, increasing child self-esteem and communication. Baby Basics is a family-centered, community based primary prevention model of volunteer support and education offered to first time parents. Baby Basics provides in-home support on a weekly basis to pregnant women and new mothers and fathers. Beginning in the third trimester of pregnancy and continuing until the baby is six months old, trained volunteers offer support, education and referral to appropriate resources.

Prevent Child Abuse South Carolina is the midlands chapter of Parents Anonymous, offering peer to peer mutual support groups for parents. A statewide 800 line (1-800-Children) is a service, which provides information and referrals, materials and crisis intervention.

Professional training, public awareness and general field-related education are viewed as important components of the services provided to the community. Staff members regularly conduct seminars, workshops and in-depth professional training for multi-disciplinary audiences. Our statewide annual conference held in September provides training on child abuse and treatment issues for over eight hundred professionals. The evaluations have consistently rated the conference outstanding.

Prevent Child Abuse South Carolina
Use of Lexington County Funding

- Parent Aide Program – The Cost of providing Parent Aide services to clients who are residents of Lexington County was $35,200 in 2001. This amount alone greatly exceeds our appropriation form Lexington County

- 25% of all parenting classes (Parent Education/ Parent Support) were taught in Lexington County.

- 41 of our 1-800-Children crisis calls and walk-ins originated in Lexington County. Additionally, every school in Lexington County is provided with prevention materials during Child Abuse Prevention Month. These materials include a packet filled with materials on child abuse and neglect which can be used as a resource for counselors, teachers or other school officials.

- Each year our Annual Conference, which attracts over 800 professionals through out the state, is held in Lexington County and is attended by a large number of Lexington County residents.

- All residents of Lexington County are reached by the public awareness initiatives conducted by Prevent Child Abuse South Carolina. This year in particular, a child sexual abuse public awareness campaign was launched in November 2001 and was covered by all TV, Radio, Billboards and The State newspaper which all reach Lexington County residents.

- Lexington County professionals were invited to trainings surrounding child sexual abuse.

In order to continue working towards the elimination of child abuse and neglect, Prevent Child Abuse South Carolina will expand services which are supported by the Lexington County Appropriation for Lexington County residents during the 2002-2003 fiscal year.

LEXINGTON COUNTY, SOUTH CAROLINA
APPROPRIATIONS REQUEST FOR FISCAL YEAR 2002-2003

AGENCY DESCRIPTION AND OBJECTIVES

AGENCY Prevent Child Abuse South Carolina

DESCRIPTION OF AGENCY:

Prevent Child Abuse South Carolina (PCASC) is a private non-profit organization established in 1975, as the Council on Child Abuse and Neglect. The agency was accepted as a United Way agency in 1978 and was chartered as one of the three Chapters of Prevent Child Abuse America (then the National Committee to Prevent Child Abuse) in 1983. As the Midlands Chapter, the organization provided direct primary and secondary prevention programs.

In 1998, the Council was chartered as the single statewide Chapter of Prevent Child Abuse America and at this time the organization's name was changed. The role of PCASC is to develop and coordinate a network of organizations and individuals committed to the prevention of child maltreatment in South Carolina. As the state Chapter, PCASC has expanded its education, public awareness, advocacy and resource services to include the entire state. While adopting a statewide focus, the Midlands affiliate has been maintained within the state office and direct services are being offered by PCASC only in the Midlands.

GOALS AND OBJECTIVES:

The agency's mission is *to prevent the abuse and neglect of children in South Carolina.* Since its inception PCASC has focused its efforts on the prevention of child abuse and neglect through education, intervention and treatment.

Prevent Child Abuse South Carolina believes:

- Every child has the right to grow and develop in a secure and nurturing environment;
- All services offered by agencies dealing with children should be directed toward strengthening the family and enhancing the parent/child attachment;
- Greater emphasis should be placed on primary and secondary prevention services aimed at addressing critical family needs before children are maltreated; and
- All service providers for children and families should collaborate to mobilize community resources to insure that quality services are available to those in need of assistance.

INCOME BASED REVENUE

GOVERNMENT GRANTS/CONTRACTS	
1. DHHS: Annual Conference	$ 17,000
2. DSS: CAPM	$ 25,000
3. DSS: Parent Aide	$ 184,528
4. DSS: HF - Other Pilot Sites	$ -
5. DSS: HF-LR	***$296,974***
6. DSS - Healthy Families SC Administration	$ 75,000
7. DHHS: Parent Aide	$ 28,137
8. DHHS: Administration Contract	$ 111,261
TOTAL	$ 737,899
PRIVATE GRANTS	
1. NORD: Board Con. & Technology	$ 16,750
2. DUKE: Healthy Families SC	$ 216,500
3. CHILDREN'S HOSP./DUKE: D2L	$ 16,420
4. UW-SC: CBFRS (PCASC)	$ 28,000
5. UW-SC: CBFRS (HF)	$ 60,606
6. MISSING & EXPLOITED CHILDREN: AC	$ 600
7. PARENT'S ANONYMOUS	$ 8,000
8. UW-MIDLANDS: Allocation	$ 47,370
9. UW-MIDLANDS: Parent Aide Grant	$ 25,000
10. St. Martin's in the Fields	$ 6,050
11. CHILDREN'S TRUST FUND	$ 6,542
12. STRONG COMMUNITIES GRANT	$ 11,039
TOTAL	$ 442,876
ALLOCATIONS (COUNTY)	
1. RICHLAND COUNTY	$ 5,000
2. LEXINGTON COUNTY	$ 15,000
3.FAIRFIELD COUNTY	$ 4,000
4. NEWBERRY COUNTY	$ -
TOTAL	$ 24,000
CONTRIBUTIONS	
1. INDIVIDUALS	$ 5,500
2. CHURCHES	$ 6,500
3. CORPORATE	$ 25,000
4. ATLANTIC COAST CANDY	$ 26,250
5. CIVIC CLUBS	$ 500
6. BOARD	$ 5,500
7. KAPPA DELTA	$ 10,000
TOTAL	$ 79,250
SPECIAL EVENTS	
1. CHEER FOR CHILDREN	$ 18,000
2. ART FEST	$ 18,600
3. POKER RUN	$ 5,000
4. PARTNERSHIP CAMPAIGN	$ 10,000
TOTAL	$ 51,600
TRAINING SERVICE FEES	

1. ANNUAL CONFERENCE REGISTRATIONS	$ 21,250
2. OTHER TRAINING FEES	$ -
3. DSS: PEPS Training for DSS Workers	$ 3,600
4. DSS: PEPS Classes	$ 10,752
TOTAL	$ 35,602
SALES TO THE PUBLIC	
1.BLUE RIBBON PINS (CERAMIC)	$ 100
2. CAPM PACKET SALES	$ 800
3. CHRISTMAS CARDS	$ 5,000
TOTAL	$ 5,900
OTHER REVENUE	
1. INTEREST REVENUE	$ 5,000
2. AFFLIATE FEE	$ 1,150
3. Other (TO BE RAISED)	$ 36,495
TOTAL	$ 42,645
TOTAL REVENUE	**$ 1,419,773**

TOTAL AGENCY BUDGET 2002-2003

REVENUE

CATEGORY	BUDGET	MANAGEMENT & GENERAL	FUNDRAISING	PARENT AIDE	EDUCATION & TRAINING	PEPS	PUBLIC INFORMATION	ANNUAL CONFERENCE	AFFILIATE DEVELOPMENT	HEALTHY FAMILIES - SC	HEALTHY FAMILIES - LR	HF - Pilot Sites	Total
Government Grants	$ 440,926	10,728	0	271,027	12,162	10,807	30,574	18,369	6,241	75,000	6,018	0	440,926
HFSC - 4 Pilot Sites	$ -	0	0	0	0	0	0	0	0	0	0	0	0
HF-LR	$ 296,974	0	0	0	0	0	0	0	0	0	296,974	0	296,974
Private Grants	$ 442,876	25,426	0	33,676	23,175	29,268	21,636	600	28,000	254,588	7,857	18,652	442,877
County Allocations	$ 24,000	0	0	14,000	0	10,000	0	0	0	0	0	0	24,000
Contributions	$ 79,250	17,549	0	15,850	14,151	15,850	15,850	0	0	0	0	0	79,250
Special Events	$ 51,600	0	40,797	0	0	0	10,803	0	0	0	0	0	51,600
Training Service Fees	$ 35,602	0	0	0	0	14,352	0	21,250	0	0	0	0	35,602
Sales to Public	$ 5,900	0	5,000	0	0	0	900	0	0	0	0	0	5,900
Investment Income	$ 5,000	5,000	0	0	0	0	0	0	0	0	0	0	5,000
Affiliate Fees	$ 1,150	1,150	0	0	0	0	0	0	0	0	0	0	1,150
Other (TO BE RAISED)	$ 35,827	3,927	0	6,515	0	8,705	8,514	8,080	86	0	0	0	35,827
TOTAL REVENUE	**$ 1,419,105**	**$ 63,780**	**$ 45,797**	**$ 341,068**	**$ 49,488**	**$ 88,982**	**$ 88,277**	**$ 48,299**	**$ 34,327**	**$ 329,588**	**$ 310,849**	**$ 18,652**	**$ 1,419,105**

EXPENSES

Salaries	*800,953*	24,601	11,971	216,005	24,891	43,876	38,403	15,747	22,235	196,340	206,884	0	800,953
Taxes	*62,827*	1,933	941	17,049	1,946	3,439	2,996	1,230	1,740	15,328	16,225	0	62,827
Benefits	*102,687*	2,263	1,337	28,491	2,929	6,661	4,989	1,937	2,299	21,445	30,335	0	102,687
Professional Fees	*52,690*	6,942	676	2,456	7,533	16,858	333	3,253	55	12,703	1,880	0	52,690
Supplies	*24,824*	419	316	4,384	1,283	4,985	814	81	85	7,506	4,951	0	24,824
Computer	*20,078*	7,006	197	2,494	321	346	342	56	56	7,635	1,625	0	20,078
Telephone	*12,702*	188	346	4,385	568	396	390	367	63	1,633	4,366	0	12,702
Postage	*7,925*	137	948	2,375	1,003	327	322	801	53	1,260	698	0	7,925
Office Rent	*69,744*	1,760	3,573	25,785	3,366	3,624	3,573	621	570	15,119	11,753	0	69,744
Equipment Maint., Lease, & Supplies	*18,720*	410	218	7,080	903	974	961	152	159	3,755	4,108	0	18,720
Printing & Publications	*77,160*	10,714	6,256	5,840	2,429	2,930	29,271	8,509	114	6,199	4,896	0	77,160
Advertising & PSAs	*1,020*	170	85	255	85	85	85	0	0	85	170	0	1,020
Travel Expenses	*76,387*	6,517	0	19,500	1,125	795	0	2,500	0	29,930	16,020	0	76,387
Staff Dev./Registration Fees	*5,150*	0	0	0	0	500	0	0	0	3,000	1,650	0	5,150
Agency Sponsored Meetings	*8,217*	471	204	341	118	2,293	219	103	303	2,855	1,308	0	8,217
Events Facility, Catering, Supplies, Enterta	*36,450*	0	18,600	0	0	0	5,000	12,850	0	0	0	0	36,450
Membership Dues/Exhibit Fees	*3,154*	51	27	877	112	121	119	19	20	965	845	0	3,154
Agency Insurance	*7,975*	163	87	2,819	360	388	383	60	63	1,495	2,158	0	7,975
Major Equipment	*1,320*	0	0	0	0	0	0	0	0	1,320	0	0	1,320
Direct Assistance to Clients	*310*	0	0	310	0	0	0	0	0	0	0	0	310
SLED	*184*	0	0	64	0	80	0	0	0	0	40	0	184
Volunteer / Staff Recognition	*1,800*	32	17	557	71	302	76	12	13	295	426	0	1,800
HFSC - 4 Pilot Sites	*18,652*	0	0	0	0	0	0	0	0	0	0	18,652	18,652
Grants to Affiliates	*6,500*	0	0	0	0	0	0	0	6,500	0	0	0	6,500
Miscellaneous	*510*	0	0	0	0	0	0	0	0	0	510	0	510
Contingency Reserve	*1,166*	0	0	0	445	0	0	0	0	721	0	0	1,166
TOTAL EXPENSES	*1,419,104*	**$ 63,779**	**$ 45,797**	**$ 341,068**	**$ 49,488**	**$ 88,981**	**$ 88,277**	**$ 48,299**	**$ 34,327**	**$ 329,588**	**$ 310,849**	**$ 18,652**	**$ 1,419,104**

Sistercare

PO Box 1029

Columbia, SC 29202

803 926-0505

Fax 803 794-0098

FEB
RECEIVED
COUNTY MANAGER
LEXINGTON, S. C.

January 29, 2003

Mr. William A. Brooks, County Administrator
County of Lexington
212 South Lake Drive
Lexington, SC 29072

Dear Mr. Brooks:

Enclosed please find Sistercare's $7,000 request to the County of Lexington for the fiscal year 2003-2004 budget. Funding this request will help Sistercare continue to provide emergency shelter and essential services for Lexington County domestic violence victims. Lexington County battered women and their children receive admissions priority at Sistercare's Lexington County shelter, even though our agency serves a five-county area. Late in 2003, Sistercare will open a second emergency shelter in Lexington County to serve an additional 200 domestic violence victims per year.

Sistercare's emergency shelter program offers a comprehensive continuum of services to help prevent further violence to battered women and their children and to stop the intergenerational perpetuation of violence. Sistercare's essential emergency shelter services include room, meals, case management, individual and group counseling, legal advocacy, transportation, follow up services, and community referrals to help battered women obtain housing, employment, vocational training, and financial assistance. All services are provided free of charge.

The County of Lexington's financial support has been and continues to be vital to providing safe emergency shelter for battered women and their children who are in imminent danger from domestic violence. Now, as in the past, Sistercare appreciates the County of Lexington's support.

Sincerely,

Nancy Barton, LMSW
Executive Director
ld

1-37

1.) **Total funding sources anticipated for FY 2003-2004 are as follows:**

General Operations			
State & Federal Government		$	933,788
Contributions		$	321,000
Private Foundations		$	160,000
United Ways		$	96,498
Fundraisers		$	35,000
Other		$	11,700
Lexington County		$	7,000
	Total	$	1,565,186
Capital - New Shelter			
Housing Trust Fund		$	$150,000
Capital Endowment		$	$170,000
	Sub-Total	$	$320,000
	Total	$	$1,885,186

2.1) Estimated utilization of total funding anticipated for FY 2003-2004 is as follows:

General Operations		
Salaries	$	$983,255
Health/Retirement Benefits	$	155,967
Payroll Taxes	$	84,740
Professional Fees	$	28,456
Supplies	$	40,500
Telephone	$	29,000
Postage	$	6,200
Occupancy (Shelters)	$	124,561
Maintenance of Equipment	$	18,750
Printing and Publications	$	10,400
Travel (Clients and Staff)	$	37,975
Specific Assistance to Clients	$	27,000
Membership Dues and Fund Raising Expenses	$	8,556
Miscellaneous	$	9,826
Subtotal	$	1,565,186
Capital - New Shelter		
Shelter	$	300,000
Equipment	$	20,000
Subtotal	$	320,000
Total	$	$1,885,186

2.2) Estimated utilization of Lexington County funding FY 2002-2003.

Funding from Lexington County will be used to help operate Sistercare's existing Lexington County emergency shelter for battered women and their children.

3.) **Service level indicators for 2002 were:**

Sistercare Programs	a. Total Number of Domestic Violence Victims Served by Sistercare	b. Lexington County Residents Served by Sistercare
Emergency Shelter and Essential Services, including Case Management and Counseling	593 battered women and their children sheltered	*242 Lexington County battered women and their children sheltered for an average of 28 days and provided with essential services*
Crisis Line (24 Hours a Day)	5,244 calls received	*1,682 Lexington County domestic violence victims responded to with information, referral, or crisis counseling*
Legal Advocacy, Follow Up, Community Counseling Support Groups, and Medical Crisis Intervention	3,045 domestic violence victims received support services	*1,962 Lexington County domestic violence victims (300% increase over 2001) living in the community received support services, such as individual counseling, group counseling, legal advocacy, and follow up*
Community Education Services	9,076 persons received information about domestic violence	*4,362 persons in Lexington County learned about domestic violence and Sistercare's services*

February 19, 2003

sexual trauma services
of the midlands

Mr. William A. Brooks
County Administrator, County of Lexington
212 South Lake Drive
Lexington, SC 29072

Dear Mr. Brooks,

Please accept the enclosed request for support for the coming year. We are very grateful for the continued support of Lexington County for our services, even in the midst of a failing economy. We are well aware of the fiscal constraints facing our State government and counties, but request your continued assistance in funding our programs. Sexual Trauma Services of the Midlands has had a busy year – like so many non-profits in Columbia – and we continue to provide the quality and essential services to the residents of Lexington, Newberry and Richland counties. We ask that you fund Sexual Trauma Services of the Midlands at the rate of previous years for the 2003-2004 fiscal year in the amount of $10,000.

We have increased services in Lexington County and have a new program in the Lexington office of LRADAC, in addition to activities related to our presence in Lexington county schools and in responding to Lexington County Medical Center sexual trauma vicitims. The requested allocation, as in the past, will be used to support basic services for survivors of sexual assault and their family members. The services that we offer this target group includes: 24-hour crisis intervention, hospital accompaniment, legal advocacy, individual, and group counseling. In addition, the agency provides community education to schools and civic organizations.

We have noted an increase in persons served in Lexington as the population continues to grow and awareness about this issue increases. In 2002 we served a total of 257 unduplicated persons in Lexington County. Forty four percent of our primary victims in Lexington County are 17 and under. We continue to provide group and individual counseling as well as Community Education. This program served 776 persons through 70 presentations in schools and community civic organizations throughout Lexington.

Enclosed is our approved 2002-2003 agency budget, list of our Board of Directors, and the table showing number of persons served in 2000, and 2001. If you are in need of further information regarding this request, please do not hesitate to contact me at 252-8393.

Once again, thank you for your past support of Sexual Trauma Services of the Midlands. Your willingness to fund this work has ensured that those in need of these services are able to find the assistance they seek.

Sincerely,

Carol M Wyatt

Carol M. Wyatt, M.Ed., LISW
Executive Director
Enclosures

2001 greene street
suite d
columbia, sc
29205

no. 803.252.8393
fx. 803.252.0814

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SEXUAL TRAUMA SERVICES OF THE MIDLANDS
PERSONS SERVED IN THE YEARS 2000, 2001 & 2002

NUMBER UNDUPLICATED PERSONS SERVED BY COUNTY 2000					
PROGRAM	**Lexington**	**Newberry**	**Richland**	**Other**	**Total**
Victim Advocacy	213	42	557	193	1,005
Group Services	61	6	171	13	251
Community Education	1,726	81	1,977	515	4,299
TOTAL	**2,000**	**129**	**2,705**	**721**	**5,555**

NUMBER UNDUPLICATED PERSONS SERVED BY COUNTY 2001					
PROGRAM	**Lexington**	**Newberry**	**Richland**	**Other**	**Total**
Victim Advocacy	229	41	525	147	1,089
Group Services	34	-	53	-	87
Community Education	807	134	4,959	82	5,982
TOTAL	**1,070**	**175**	**5,264**	**229**	**7,158**

NUMBER UNDUPLICATED PERSONS SERVED BY COUNTY 2002					
PROGRAM	**Lexington**	**Newberry**	**Richland**	**Other**	**Total**
Victim Advocacy	257	31	516	182	986
Group Services	42	-	48	14	104
Community Education	776	207	2,939	227	4,149
TOTAL	**1,075**	**238**	**3,503**	**423**	**5,239**

Budget Summary, 2002-03
Revenues

Item (page)	Recommended	01-02 Budget	01-02 Actual (July-April)	Budget Variance (02-03 Less 01-02)
Contributions (1)	52,716	$ 41,488	32,994	11,228
Lexington County (2)	10,000	10,000	10,000	-0-
*Lexington Medical Center Foundation (3)	25,000	15,000	4,657	10,000
Newberry County (4)	5,000	5,000	5,000	-0-
City of Columbia (5)	6,000	10,000	6,000	-4,000
Richland County	0	4,500	-0-	-4,500
**Richland County: CVF (6)	15,000	15,500	15,000	-500
DHEC (7)	100,000	103,070	104,235	-3,070
VOCA (8)	190,407	134,100	129,571	56,307
United Way of Mid. (9)	15,000	42,300	42,400	-27,300
***Special Events (10)	20,000	21,500	7,151	-1,500
Prog. Service Fees (11)	2,600	3,500	660	-900
Interest Income (12)	1,000	1,000	903	-0-
Other Grant Funding (13) New Grants 15,000 Duke -0- Un.Way Ed. 25,000 BC/BS 10,000	50,000	87,500 New Grants 15,000 Duke 37,500 Un.Way Ed. 25,000 BC/BS 5,000 Trinity Bazaar 5,000	62,197 -0- 25,000 26,000 5,000 6,197	-37,500
Corporate & Other Major Donors (14)	10,000	-0-		10,000
Totals	502,723	494,458	420,768	8,265

*Requested $50,000 with Dr. Kulbersh's Assistance, may get $0 to $50,000
**Receipts from Richland County Crime Victims Fund listed under Other Grants in 01-02; included in total expected from Richland County for 02-03.
*** Optimistic projection that includes major return on speaker event in April
(Submitted to Board 08/21/02)

Expenses

Item	Recommended	01-02 Budget	01-02 Actual (July-April)	Budget Variance (02-03 less 01-02)
Salaries (15)	247,723	$256,554	244,541	-8,831
Payroll Taxes (16)	20,495	21,478	19,475	-983
Employee Benefits (17)	44,630	43,355	24,842	1,275
Occupancy (18)	43,654	41,078	38,891	2,576
Telecommun. (19)	8,748	8,948	8,816	-200
Postage (20)	7,000	7,000	5,124	-0-
Office Supplies (21)	9,600	11,400	7,136	-1,800
Office Equipment (22)	8,530	3,100	(depr.) 12,488	5,430
Education, Promotion, & Comm. Relations (23)	20,400	24,500	10,821	-4,100
General Insurance (24)	4,000	4,000	3,920	-0-
Prof. Memberships (25)	1,663	1,500	2,081	163
Maint., Off, Equip. (26)	4,100	3,000	3,308	1,100
Travel (27)	7,500	7,500	6,883	-0-
Professional Dev. (28)	4,875	11,160	1,938	-6,285
Agency Sponsored Meetings (29)	2,000	3,500	3,276	-1,500
Contract Services (30)	58,485	33,785	19,634	24,700
CPA Services (31)	4,020	3,700	3,810	320
Miscellaneous & Int. Exp. (32)	2,600	5,000	1,464	-2,400
Assist. Survivors (33)	2,700	3,900	1,564	-1,200
*Total	$502,723	$494,458	$418,012	$8,265

*Approximately 1.7 percent increase.

(Submitted 08/21/02)

4h-1

AIKEN/BARNWELL/LEXINGTON COMMUNITY ACTION COMMISSION, INC.

GEORGE A. ANDERSON
EXECUTIVE DIRECTOR

JAMES C. MILLEDGE
CHAIRMAN OF THE BOARD

P.O. BOX 2066
AIKEN, SOUTH CAROLINA 29802
(803) 648-6836
FAX (803) 649-1588

February 10, 2003

Mr. William A. Brooks, County
Administrator
County of Lexington
212 South Lake Drive
Lexington, South Carolina 29072

Dear Mr. Brooks:

The following information is provided in response to your letter of January 17, 2003 concerning budget requests. Our Agency is very appreciative of the funding provided by Council which support our programmatic activities operated in Lexington County directed to the needy and disadvantaged citizens.

Pursuant to our funding request, we provide the following information:

1. We anticipate the receipt of approximately Eight Million Two Hundred Thousand dollars in total funding;

2. Attachment #1, Projected Funding for 2003, details anticipated funding for the three-county areas (Aiken, Barnwell and Lexington counties);

3. The attached Program Overview (Attachment #2) provides information about the services provided during 2002 and we have also enclosed an Agency brochure.

We are requesting funding from Lexington County in the amount of $15,570. In the past, Lexington County funding has enabled our Agency to provide housing and emergency services to clients in Lexington County with no interruption in service over the last several years. We have good relationships with other service entities in Lexington County and this coordination has avoided duplication of service.

The need for assistance in Lexington (and in other counties we serve) has continued to steadily increase with fewer resources from which to draw. Lexington County funding has been utilized to supplement and to offset gaps in other funding by providing our Lexington office with necessary client application supplies, maintenance, and temporary staffing as needed.

We would be more than happy to appear before Council to give a brief overview of our work in Lexington County and to present our request. As ususal, thank you for the courtesies extended. Should there be any questions, please feel free to call.

Sincerely yours,

James C. Milledge

James C. Milledge
Chairman of the Board

Encl.

cc:- Mr. Anderson, CAC.

Aiken/Barnwell/Lexington Community Action ESTIMATED PROJECTED FUNDING - FY 2003 **Attachment #1**

COST CATEGORIES	CSBG	FGP/RSVP	HEAD START	WIA	ENERGY PROGRAMS
Salaries	209,144.00	108,838.00	1,032,509.00	678,931.00	101,595.00
In-Kind					
Fringe Benefits	68,276.00	32,022.00	361, 378.00	188,488.00	31,055.00
Data Processing		3,403.00	2,000.00		
Travel	5,100.00	7,637.00	10,000.00	28,320.00	15,902.00
Space Costs	6,305.00	3,165.00	51,660.00	52,907.00	3,353.00
Utilities	5,700.00	1,128.00	35,000.00	8,050.00	4,178.00
Maintenance/Repairs	6,624.00	50.00	15,000.00	2,400.00	1,370.00
Consumable Supplies	10,607.00	1,232.00	5,300.00	6,960.00	4,494.00
Postage	2,700.00	1,011.00	2,275.00	660.00	1,000.00
Publishing/Printing		375.00	425.00		486.00
Telephone	20,400.00	3,458.00	15,000.00	20,820.00	6,472.00
Dues/Subscriptions			1,000.00		
Insurance/Bonding	1,450.00	463.00	26,755.00		795.00
Meetings/Conferences	398.00				
Client Assistance	230,000.00	306,174.00	85,929.00	1,743,078.00	856,224.00
Technical Assistance		175.00	31,151.00		4,000.00
Other	79,816.00	24,695.00	101,260.00	773,395.00	21,952.00
Motor Veh. Repairs			35,000.00		1,650.00
Janitorial Service		637.00	17,000.00		585.00
Equipment Rental					
Equipment Purchase		575.00			18,270.00
In Kind- Other		74,094.00	580,031.00		
TOTAL	646,520.00	569,132.00	2,408,673.00	3,504,009.00	1,073,021.00

Attachment # 2

Aiken/Barnwell/Lexington Community Action Agency, Inc.
Aiken - (803) 648=6836; Barnwell - (803) 259-3145; Lexington - (803) 794-6678

Programmatic Overview

Aiken/Barnwell/Lexington Community Action Commission, Inc. is a private, non-profit community-based organization that provides various program activities and services in Aiken, Barnwell, and Lexington counties. Services are directed to low-income disadvantaged persons across the age spectrum, from infants to the elderly. Eligibility for services does vary among programs, but generally require that recipients be income eligible, based on poverty guidelines, in addition to meeting other "program criterion".

Community Services Block Grant (CSBG) Projects - programmatic activities conducted under the CSBG Program include Housing/Family Case Management Services, General Emergency Assistance and Energy-related assistance.

Under the Housing/Family Case Management Project families are assisted to stabilize housing and to help them maintain permanent housing or to secure needed housing. Families enrolled in this project must agree to be case-managed. Services include assisting with housing needs, information and referral, counseling, and the development of a case management plan allowing the family to take measures which will enhance their self-sufficiency. During 2002, **482 persons benefitted from this project. In Lexington County 241 persons (79 families) and 809** persons received referral to other services in Lexington County, primarily for food. (In Aiken County 253 persons received assistance; 148 persons in Barnwell County.)

Five Hundred Thirty two (532) families received assistance through the General Emergency Assistance Project during 2002. Assistance was provided to families who faced a crisis or emergency having occurred within 30 days from the date of application for assistance. Emergency intervention provides a "safety net" for families facing very difficult circumstances. In **Lexington 594 persons benefitted (209 families);** in Aiken, 307 families served, and in Barnwell 80 families were served.

Direct Energy Assistance - Enrollment for Direct Energy Assistance was conducted in November and December 2002. Eligible households will receive a one-time energy payment in late March. **In Lexington County, 575 households were enrolled**; 600 in Aiken County, and 200 families were enrolled in Barnwell County.

Emergency Heating Assistance - **Seven Hundred and Ninety five (795) Lexington County families found relief from energy-related emergencies during the winter in 2002.** Intervention was provided to households facing the threat of termination of their heating service or help was provided in purchasing fuel for families without funds to fill their fuel tank. In Aiken County, 893 families were served with 266 families receiving Emergency Heating assistance in Barnwell County.

Emergency Cooling Assistance - The Emergency Cooling activity is intended to help families facing crisis due to the severe heating. Households must be income eligible, determined by total household income received during the past 30 day period. Assistance can be used to help to prevent termination of electricity service or in the case of medical necessity, the purchase of a room air conditioner. **In Lexington County, 280 families were served benefitting 736 persons.** Service in Aiken County totaled 341 families with 186 families being served in Barnwell County.

HEAD START - The Agency's Head Start Program provided early childhood education services to pre-school children and their families. The program provides a comprehensive approach by providing educational, social, health, nutrition, and parent activities to the families enrolled. Four Hundred Twenty Five (425) families are enrolled in Head Start in the two county area (Aiken and Barnwell).

WEATHERIZATION - Weatherization services are designed to address the energy conservation needs of the most vulnerable in our communities --low-income households including the elderly and disabled persons. Many of these households spend in excess of 50% of their limited incomes to meet the cost of energy. The primary goal of Weatherization is the conservation of energy through such measures as weatherstripping, insulation, and other low-cost measures. **In Lexington County, 36 families received Weatherization services in 2002** benefitting 56 persons. Total services for the year reached 203 families, benefitting 376 persons in Aiken, Allendale, Bamberg, Barnwell, Lexington, Calhoun, Hampton and Richland counties.

FOSTER GRANDPARENT PROJECT- The Foster Grandparent Project (FGP) offers seniors, aged 60 and over, volunteer opportunities at sites where children with special needs are found. Foster Grandparent volunteers are currently providing services in local schools, Head Start, child care centers and recreation centers. FGP volunteers provide a one-on-one relationship with children. In return for their service, volunteers receive a modest tax-free stipend, transportation allowance, hot meals, and an annual exam. Counties served include Aiken, Barnwell, Edgefield, and Allendale counties.

WORKFORCE INVESTMENT ACT (WIA) - The thrust of this employment and training program is to provide eligible dislocated workers with intensive case management and related supportive services. The program allows flexibility and identifies barriers to employment. Participants may receive training to upgrade sills, to obtain a GED or high school diploma, or to get job-specific training, depending on the assessed needs of the individual. Services are provided for Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg counties.

RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP) - RSVP matches the assets of persons aged 55 and over with the needs in Aiken, Barnwell and Edgefield counties. RSVP volunteers serve where they want and when they want. Examples of volunteer areas are offices, environmental issues, health facilities, SPCA, schools, faith-related programs, etc. The community in return receives an efficient, cost-effective program that responds to its problems.

Cultural Council *of* RICHLAND & LEXINGTON COUNTIES

1728 Gervais Street
Columbia, SC 29201
(803) 799-3115
Fax (803) 252-2787

RECEIVED
FEB
COUNTY MANAGER
LEXINGTON, S. C.

February 19, 2003

Mr. William A. Brooks
County Administrator of Lexington County
212 South Lake Drive
Lexington, SC 29072

RE: FY 2003-2004 REQUEST FOR FUNDING

Dear Mr. Brooks:

Please accept the enclosed proposal as our request for $50,000 in funding from the Lexington County general fund. Your support is vital to the continuing efforts of the Cultural Council in developing the arts in Richland and Lexington Counties.

The uncertain economy has negatively impacted our fundraising efforts in the corporate community from whom we have depended heavily in the past. The Cultural Council is experiencing tremendous interest in our ongoing public art projects and your support will impact our efforts to continue expanding the many cultural and artistic offerings in the Midlands.

The Cultural Council is sincerely grateful for your past support and your consideration of our submitted proposal for fiscal year 2003-2004.

Sincerely,

Dorothy W. Ryall
Executive Director

1-50

Executive Board
Charles H. Dickerson
Chairman
J. Hagood Tighe
Vice-Chairman
James E. Hazel, Jr.
Treasurer
Ann M. Mickle
Secretary
Sarena D. Burch
Allocations
Dan Lee
CDF
D. Michael Kelly
Legal
Boyd Jones
Workplace
Peter M. Brown
Projects Pool
Joe E. Taylor
Long Range Planning
Peter M. Bristow
Nominations
Robert T. Lyles
Public Art
J. Paul Mashburn
Special Projects

Members at Large
Charles T. Cole, Jr.
Charlotte Berry
Claire Fort

Board of Directors
Tim Asnip
William Banning, Sr.
J. Scott Blackmon, Jr.
Susan Brill
Steve Camp
Jeffrey C. Caswell
Robert Coble
Beryl Dakers
David D. Dodge
Jack C. Ellsworth
Jason A. Enoch
Samuel L. Erwin
Peter Fawcett
Kirkman Finlay, III
D. Julian Gibbons
DeAndre Gist-Benjamin
Bill Gresham
Michel Graydon
Howard Hammer
Francenia B. Heizer
Sherry Hipp
Jim Hudson
Bruce Hughes
Tomeika Isaac
Patricia J. Jeffcoat
Johnette F. Jeffcoat
Stephen Johnson
Charlotte Kahn
Dennis Kennemur
F. A. (Andy) Lowrey
Steve A. Matthews
Mary Etta McCarthy
Donald G. McLeese
Tom Monahan
Schuyler Moore
Stephen G. Morrison
Steven W. Mungo
Michael D. Newman
J. Ted Nissen
John Wayne Parrish, Jr.
Alice Perritt
Huling Poston
Scott Shockley
Mel Stebbins
Bud M. Tibshrany
William Tovell
Jeffry Wheeler
John Wong

Executive Director
Dorothy W. Ryall

LEXINGTON COUNTY FUNDS REQUEST APPLICATION

TOTAL ANTICIPATED FUND SOURCES FY 2003-2004

Cultural Development Fund Drive	$	460,000
City of Columbia Accommodations		25,000
City of Columbia Promotions		30,000
City of Columbia General		20,000
Richland County Accommodations		25,000
Lexington County General Fund		50,000
SC Arts Commission		25,000
Central Carolina Community Foundation		26,000
Knight Ridder Grant Funds		50,000
Memberships		3,000
Artist Residency		5,000
Arts in Business / Home		20,000
TOTAL	$	739,000

ESTIMATED UTILIZATION OF TOTAL FUNDING

Cultural Development Fund Allocations	$	460,000
Lexington Accommodations Subgranting		20,000
Project Pool Subgranting		25,000
Administrative / Operating Expenses		234,000
TOTAL	$	739,000

3. Service Level Indicators

The Cultural Council of Richland and **Lexington** Counties enriches the lives of the residents of the two counties, the Midlands and the state of South Carolina. The Council strives to bring the arts to life and to ensure the enrichment of lives through culturally related events and activities. With more than 100 member groups, which include all areas of the arts from theatre to dance to visual arts, the Council enables residents of the Midlands and visitors to the area to enhance their lives with art.

One of the ways the Cultural Council serves the residents of the Midlands is through the constantly revised and updated website www.getcultured.org. Even the website is a call to action to bring the arts into your world. The website contains an easy-to-use arts calendar that is updated an average of twice a week. The calendar allows the Council's staff to direct inquiring caller's right to the website where a current source of art and cultural happenings can be found. The website also contains information on the Council's member groups, current projects, contact information, artist registry and allows the Council to reach a wide and vast audience for calls to artists.

The Cultural Council has long been dedicated to their Art in Public Places Program. This program grants funds to artists to create and install pieces of public art throughout the communities of Richland and **Lexington** Counties. These pieces beautify our community and make the area unique to tourists and residents alike. In February of this year the Council unveiled an AIDS awareness statue at the Koger Center on the USC campus. This was made possible by a partnership with the University of South Carolina, The Cultural Council and **AIDS Foundation of South Carolina**. The Cultural Council

would like to invite all Lexington County Council members to recognize **Lexington County** artist, Estele Frierson, for this beautiful bronze sculpture.

The Cultural Council sent out a call to artists in February 2002 requesting proposals for a piece of public art to be installed outside the soon-to-come Edventure Children's Museum. The Council received more than 650 inquiries and ended up with upwards of 160 proposals for the project. The proposals came in from all over the world. In total 33 states and 9 countries were represented including New Zealand, Poland and Greece. The committee will be convening on the 25th of February to sort through all the proposals and select the piece that will become a permanent part of this community. We look forward to commissioning and installing this piece in the upcoming year.
The Council has two other Art in Public Places projects scheduled for this coming year. They include a piece of public art to be placed outside the new **Lexington County** Courthouse and a piece to be placed at the intersection of Blossom and Gadsden Streets. These projects stimulate community interest and support for art and arts related endeavors.

In an attempt to expand and grow the Council's Art in Public Places program the Cultural Council commissioned a Comprehensive Public Art Plan for Richland and **Lexington** Counties. The recently received plan was written by Michael Lash the Director of Public Art for the City of Chicago. The plan, commissioned for $5,000, includes a Percent for Art ordinance, which would designate a percentage of construction and renovation of municipal buildings for the acquisition of art for those buildings and a timeline and recommendations for enacting the plan.

The Cultural Council is still very much involved with children in the Midlands through the Artists in Residency program. This unique program pairs local artists with school children to bring the arts back into education. This year's artist , Sharon Licata, will conduct an artist residency program in **Lexington County** at Harbison Elementary School and Seven Oaks Elementary School from March 17th thru April 10th. The children in collaboration with the artist will create small animals made from stone which will become permanent fixtures at the Cultural Council / NCR Corporation Nature's Amphitheatre in Saluda Shoals Park.

The Cultural Council is thrilled to announce the construction of the Richard &Annette Bloch Cancer Survivors Garden at Maxcy Gregg Park near Five Points. The garden is made possible by a generous $500,000 grant from the Bloch Cancer Foundation which provides these grants to cities across the country to build Cancer Survivors Parks to remind cancer patients that there is hope. The garden is scheduled to be open in April of this year with an ongoing brick campaign. The bricks are available for purchase so that all residents of the Midlands and surrounding areas can take ownership in this wonderful park that is truly a tribute to our "Champions of Life". Along with the brick campaign, residents can sponsor benches, swings and fountains. This garden is a special project because it acknowledges that in today's world there is no one who has not been touched by cancer in some way.

We hope that all the residents of **Lexington** County enjoyed the many DOORS that were created by **Lexington** artists and placed throughout Lexington County.

All of these projects and programs touch the members of our community in more ways than one can count. Art in Public Places beautifies our neighborhoods and demonstrates our uniqueness to visitors to the area. The Artist in Residency provides children of the Midlands with much needed and often cut art education and interaction with local artists. The Bloch Cancer Garden is a constant tribute to those who have fought the cancer battle and lost, a constant source of hope to those who are still fighting, and a reminder to all that cancer does not always equal death. All of these projects would not be possible without the grants the Cultural Council receives. The Cultural Council is especially grateful to **Lexington County** for their support. Without the help of the local governing bodies the Cultural Council could not continue to enrich the lives of the residents of the Midlands.

Please review the attached list of **Lexington County** individuals and groups which have benefited from the Cultural Council subgranting program provided by the generous funds received from **Lexington County**.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: General Administration
Organization: 101200 - County Administrator

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2.1	159,255	78,781	164,414	164,050		
511112	FICA Cost	9,088	4,085	12,550	12,550		
511113	State Retirement	3,141	1,550	11,237	11,237		
511120	Insurance Fund Contribution - 2.1	8,769	5,846	11,692	12,026		
511130	Workers Compensation	430	213	431	443		
511213	SCRS - Retiree	7,768	3,846	0			
	*** Total Personnel**	**188,451**	**94,321**	**200,324**	**200,306**	**0**	**0**
	Operating Expenses						
520300	Professional Services	0	0	190	220		
521000	Office Supplies	603	150	850	850		
521100	Duplicating	654	510	1,200	1,200		
522200	Small Equipment Repairs & Maintenance	221	15	221	200		
522300	Vehicle Repairs & Maintenance	3,194	291	1,680	1,800		
524000	Building Insurance	55	0	57	57		
524100	Vehicle Insurance - 2	1,040	520	1,040	1,300		
524201	General Tort Liability Insurance	429	191	367	477		
524202	Surety Bonds	0	0	14	0		
525000	Telephone	1,496	742	1,887	1,887		
525010	Long Distance Charges	119	46	300	300		
525020	Pagers and Cell Phones	2,690	555	3,500	3,900		
525030	800 MHz Radio Charges - 2	1,107	583	1,328	1,328		
525031	800 MHz Maintenance Charges - 2	175	180	180	180		
525100	Postage	148	593	500	500		
525210	Conference & Meeting Expenses	5,521	1,843	5,500	5,820		
525230	Subscriptions, Dues, & Books	337	247	475	475		
525300	Utilities - Admin. Bldg	1,829	999	1,900	2,000		
525400	Gas, Fuel, & Oil	730	506	1,200	1,200		
529000	Unclassified	342	0	319	500		
	*** Total Operating**	**20,690**	**7,971**	**22,708**	**24,194**	**0**	**0**
	**** Total Personnel & Operating**	**209,141**	**102,292**	**223,032**	**224,500**	**0**	**0**
	Capital						
540010	Minor Software	469	180	181	50		
	All Other Equipment	24,110	0	1,200	0		
	**** Total Capital**	**24,677**	**180**	**1,381**	**50**	**0**	**0**
	***** Total Budget Appropriation**	**233,818**	**102,472**	**224,413**	**224,550**	**0**	**0**

SECTION IV. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration
Program II -
Program III -

Objectives:

To work with administration in gathering information as needed for County Council. To achieve and maintain a high standard of accuracy, completeness, and timeliness regarding the County's affairs. To assist and advise County Council. To provide to the public friendly and efficient services.

Program I: Administration

The Council/Administrator form of government was selected pursuant to a referendum held in December 1975, and ratified in August 11, 1976. The County Administrator oversees the entire operation of the County under the direction of the policies set by County Council. The county administrator serves at the pleasure of County Council. The Assistant to the County Administrator works with the Administration, the Finance Director and Council in carrying out the duties of the office.

Administrator:

The County Administrator carries out the policies of Lexington County as directed by County Council. Pursuant to Title 4, Section 4-9-630 of the South Carolina Code which delineates the powers and duties of the administrator, the administrator shall,

(1) serve as the chief administrative officer of the county government;
(2) execute the policies, directives and legislative actions of the council;
(3) direct and coordinate operational agencies and administrative activities of the county government;
(4) prepare an annual operating and capital improvement budget for submission to the county council and, to make such reports, estimates and statistics as necessary;
(5) supervises the expenditure of appropriated funds;
(6) prepare annual, monthly and other reports for council on finances and administrative activities of the county;
(7) be responsible for the administration of county personnel policies including salary and classification plans approved by council;
(8) be responsible for employment and discharge of personnel subject to provisions of subsection (7) of § 4-9-30 and the appropriation of funds for that purpose by the council; and,
(9) perform such other duties as may be required by the council.

Assistant to the County Administrator:

Assists the County Administrator with the daily operation of the department which includes scheduling and coordinating meetings, answering and handling telephone inquiries, assist in preparation of the annual department budget, process annual purchase requisitions, handle check requisitions as necessary, do employee recognition letters and schedule appearances at Council meetings, take and process pictures to Information Services for the Intranet, open and process mail, send and respond to e-mail requests and problems, respond to correspondence under the approval of the Administrator, and manage general office duties as assigned.

SECTION IV. A. - LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Administrator	1	1		1	Unc
Assistant	1	1		1	10
Total Positions	2	2		2	

COUNTY OF LEXINGTON
VEHICLE SCHEDULE
FY 2003-2004

Department Name: COUNTY ADMINISTRATOR
Department No.: 101200
Program/ Activity: 100

Vehicle #	Description	Assigned	Vehicle Repairs & Maint. 522300	Vehicle Insurance 524100	Comp. Insurance 524101	Gas, Fuel & Oil 525400	Total
20505	1999 Ford Crown Vic Serial# 2FAFP71W5XX110416	Larry Porth Finance Dept	1020	650		606	2276
23962	2002 Ford Crown Vic Serial# 2FAFP71W12X160559	Katherine Doucett Personnel Dept	690	650		606	1946
		Total	1710	1300		1212	4,222

4-2

SECTION IV. C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

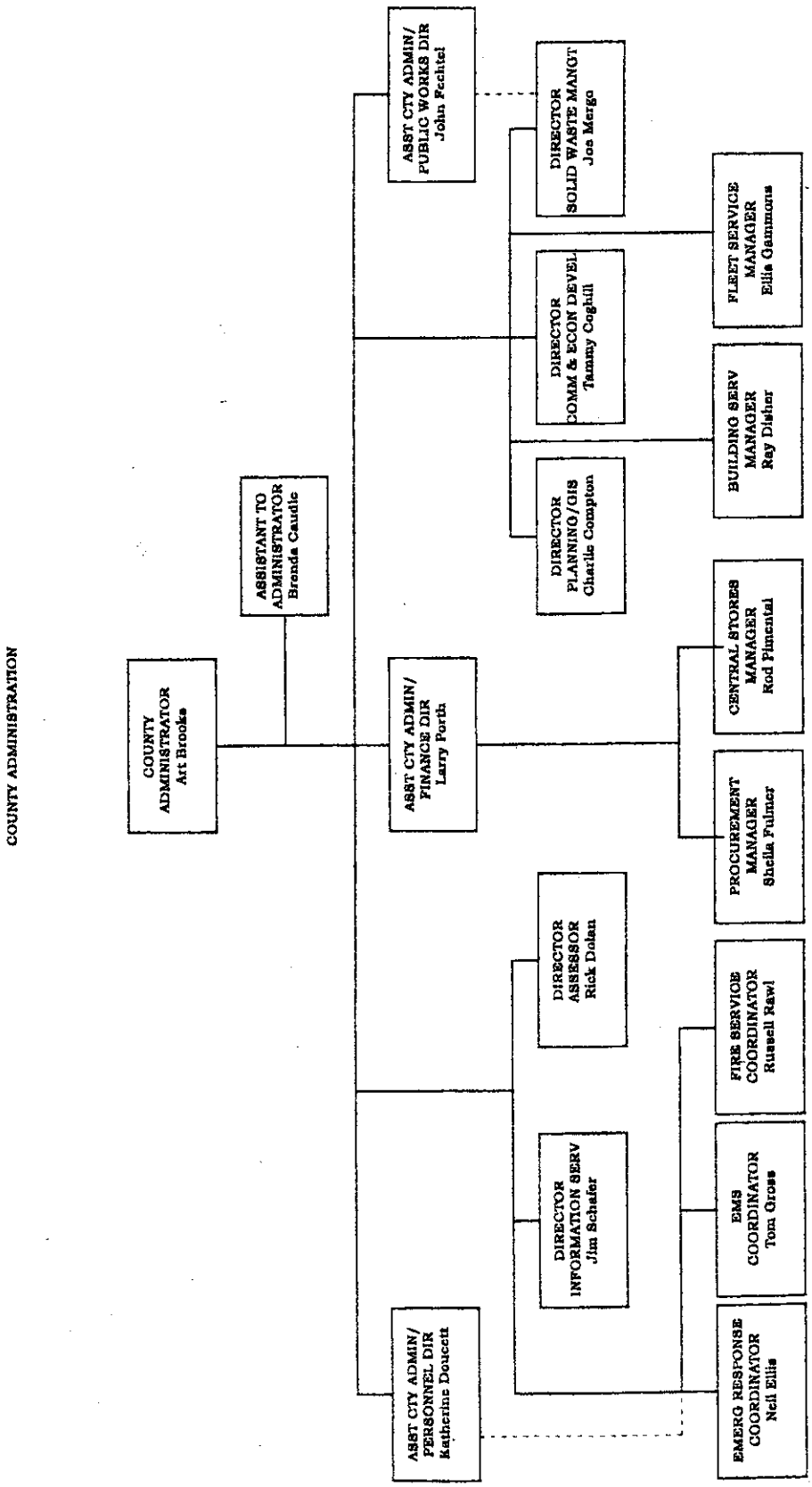
(3) Office Phones	359-8388 - Administrator (direct line) 359-8147 - Assistant 359-8100 - Reception area
(1) Phone Line for Fax Machine	359-8101 - Lobby
(1) Cell Phone for Administrator	920-3682 - car
(1) Cell Phone for Finance Dir/ Assistant Administrator	920-4180 - car
(1) Pager for Administrator	698-0456 - Administrator
(1) Pager for Finance Dir/Assistant Admin.	690-6255 - Finance
(1) Nextel	513-5340 - Administrator
(1) Nextel	513-1287 - Finance Director/Assistant Administrator
(1) Nextel	513-5341 - Assistant to the County Administrator

SECTION IV. D. - SERVICE LEVELS

Service Level Indicators:

	Actual FY 2001-02	Estimated FY 2002-03	Projected FY 2003-04
Council meetings - twice a month	22	22	22
Finance Committee meetings (as needed)	3	12	0
Economic Development meetings	15	20	15
Attend meetings with Municipalities	5	10	5
Hold staff meeting every Wednesday	50	50	50
Process Dept. Purchase Orders	59	67	65
Process Dept. Blanket Orders	10	8	8
Process Check Requests as needed	51	14	25
Approve & sign purchase orders to all depts.	1075	1076	1075
Approve & sign trip requests	1,512	1,650	1,600
Approve & sign ABTs for all depts.	650	600	600
Approve & sign attorney billings	24	24	24
Sign contracts as approved by Council	30	30	30
Review & approve time cards	5	104	5
Performance Evaluations (all Dept. Heads)	13	13	13
Review & Discuss Monthly Progress Reports with department heads	15	15	15
Attend Convention Center mtgs. and coordinate development	12	12	12
Attend EPAC meeting @ CMCOG	10	12	10
Serve on Board of Central Midlands Regional Planning Council & attend mtgs.	12	12	12
Address Civic Groups	5	8	10
Attend new Court House constructions & campus plan meetings and oversee projects	60	6	60
Attend Bid Openings & Mandatory Bid Mtgs	5	4	8
Attend Conference and take Institute courses as needed to stay abreast of duties(will graduate)	4	4	0

* some figures are estimated


COUNTY ADMINISTRATION
COUNTY ADMINISTRATOR Art Brooks
ASSISTANT TO ADMINISTRATOR Brenda Caudle
ASST CTY ADMIN/ PUBLIC WORKS DIR John Fechtel
ASST CTY ADMIN/ FINANCE DIR Larry Porth
ASST CTY ADMIN/ PERSONNEL DIR Katherine Doucett
DIRECTOR SOLID WASTE MANGT Joe Mergo
DIRECTOR COMM & ECON DEVEL Tammy Coghill
DIRECTOR PLANNING/GIS Charlie Compton
DIRECTOR ASSESSOR Rick Dolan
DIRECTOR INFORMATION SERV Jim Schafer
FLEET SERVICE MANAGER Ellis Gammons
BUILDING SERV MANAGER Ray Disher
CENTRAL STORES MANAGER Rod Pimentel
PROCUREMENT MANAGER Sheila Fulmer
FIRE SERVICE COORDINATOR Russell Rawl
EMS COORDINATOR Tom Gross
EMERG RESPONSE COORDINATOR Neil Ellis

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520300 - PROFESSIONAL SERVICES **$220**

Performance questionnaires sent to DMG on job reclassifications for department heads and/or employees. The cost is $110 (projected increase) for each questionnaire reviewed. These PQs are charges to the Administrator for department heads. This amount only cover for two reclassifications.

521000 - OFFICE SUPPLIES **$850**

Paper, stationary, toner for printer, printing envelopes, pens, forms, etc.

521100 - DUPLICATING **$1,200**

Administration estimated at 24,000 copies @ $.05 cents

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **$200**

This line item covers charges for minor repairs on small equipment as needed.

522300 - VEHICLE REPAIRS & MAINTENANCE **$1,800**

Regular quarterly services for both cars are projected to need three A-Services @ $40 each, one B-Service @ $70 and $500 for unexpected repairs. Tires may be needed on Finance Director care which has approximately 60,000 miles and tire have not been replaced. The tire replacements are estimated @ $400. This makes a total of $1,640 leaving $160 for adjustments in cost estimates.

Crown Vic (1999 model) - Finance Director/Assistant Administrator (60,000 miles)

A-Services (three @ $40 each)	$ 120
Tires	400
Other general repairs and parts as needed	$ 500
Total	$ 1,020

Crown Vic (2002 model under warranty) - Personnel Director/Assistant Administrator

A-Services (three @ $40 each)	$ 120
Other general repairs & Parts as needed	$ 500
Total	$ 620

524000 - BUILDING INSURANCE **$57**

524100 - VEHICLE INSURANCE **$1,300**

Liability insurance premium for Finance Director/Assistant Administrator's and Personnel Director/Assistant Administrator's vehicles through SC Reserve Fund @ $650/per vehicle.

524201 - GENERAL TORT LIABILITY INSURANCE **$477**

Required.

525000 - TELEPHONES **$1,887**

Five telephone lines plus voice mail and beeper transfer alert on Administrator's line @ $157.17/month = 1,886.04

525010 - LONG DISTANCE SERVICE **$300**

Estimated charges for long distance calls through BTI and Alltel.

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES cont'd.

525020 - PAGERS AND CELL PHONES **$3,900**

The County Administrator and the Finance Director/Assistant Administrator maintain pagers 24-hours, seven days a week to be available for all emergencies. The Administrator also has dispatch service. Both pagers are on state contract rate.

Pagers - total cost $440.88

Administrator pager/Dispatch Service - #698-0456
@ $23.66+5% tax & =$1.18 =$24.84 x 12 mo. = **$298.08**
Finance Dir/Assist. Admin. #690-6255
$8.33+5%=$.42=$8.75 x 12 mos.=**$104.96**

Cellular Phone - total cost $3,489.00

Administrator and the Finance Director/Assistant Administrator have mobile phones, Nextel & beepers
Assistant to Administrator has Nextel direct contact cell phone.

Nextel - #513-5340 -Administrator = $1,055
$62.90 per month =$755, plus $.31 a minute for additional air time over the 25 free minutes are estimated for additional $300 annually. = $1,055

Nextel - $513-5341 - Assistant to Admin.= $755
$62.90 a month = $755.

Nextel - #513-1287 - Finance Director = $1,055
$62.90 a mo. = $755, plus $.31 a minutes for additional air time over the 25 mins free estimate for additional $300 annually. = $1,055

Bell Atlantic - #920-3682- Administrator = $312
Mobile $14.95 + 5% tax ($.75)+ $.55 (911 sur-charge) +$.62 FCC = $17.62 x 12 mo= $211.41 plus additional air time of $100 estimated = $311.41

Bell Atlantic - #920-4180 - Finance Director/Assistant Administrator = $312
Mobile $14.95 + 5% tax ($.75)+ $.55 (911 sur-charge) +$.62 FCC = $17.62 x 12 mo= $211.41 plus additional air time of $100 estimated = $311.41

525030 - 800 MHZ RADIO AND BASE CHARGES **$1,328**

Monthly service charges for Administrator's 800 MHZ ID#760218 & base unit #760219(Acct# 7703) for Motorola MTS2000 as follows: Base unit now assigned to the Personnel Director/Assistant Administrator for her additional responsibilities.

Art Brooks 800 MHZ Radio - #760218

$39.66 Dispatch
7.00 Private call
5.00 Secure status
2.00 Talk group
2.68 SC 5% state tax
$56.34 total per month X 12 mos. = **$676.08**

Katherine Doucett - Base Dispatch Unit - ID#760219

$39.66 Dispatch
7.00 Private Call
5.00 Secure Status
$ 2.58 SC 5% state tax
$54.24 total per month X 12 mos. = **$650.88**
Total = **$1,326.96**

525031 - 800 MHZ MAINTENANCE CHARGES -2 **180**

Maintenance contract to service radios for radio and base unit at $90 each.

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES cont'd.

525100 - POSTAGE **$500**

Mailings includes once a month, general correspondence to citizens and businesses. Postage is $.37 a letter plus any certified mail costs.

525210 - CONFERENCE/MEETING EXPENSES **$5,820**

The County Administrator attends several planned conferences throughout South Carolina which are listed below. The total cost is $5,190 plus allowances for procurement card charges, other training courses and unexpected trips.
Listed below are known conferences that will be attended.

SCAC Mid-Year Conf. - Cost $190.
The County Administrator attends the SCAC Mid-Year conference, usually held in Columbia in February. This conference focuses on legislative activities.

SCAC Annual Conference - Cost $1,450
Has been held in Hilton Head in July or August of each year. With travel mileage, hotel expense, courses, registration, ext. The cost last year was $1,424.

SCARC - (SC Assoc. Of Regional Councils) - Cost $150
Held in Myrtle Beach last year. Hotel paid for by SCAC. Cost to County is mileage and per diem for food and gas. Estimated at $150.

SCAC Annual Workers' Comp Trust - $170
Held in Hilton Head by SCAC at no cost to county for accommodations. Cost involves per diem and mileage.

SCCCMA - Winter Meeting Cost $625.
The South Carolina City/County, Managers Association winter conference which is attended by the administrator held in January each year. This is an association of city and county managers across the state. This fosters better cooperation between cities and counties and generally focuses on legislation of mutual interest. Conference is usually held in Charleston.

SCCCMA - Summer Meeting - Cost approx $900
The South Carolina City/County Manager Association summer conference held at Myrtle Beach each year. Similar to the winter meeting.

Local Government. Courses - $45
The Administrator attends various Local Government Institutes courses locally. Only has one more course to graduate.

United Way - Cost $160
United Way of the Midlands has an annual meeting @ a cost of $60 and then awards breakfast meetings for the key people in the campaign @ $10 for each person. Usually 6-10 people attend. Lexington County has been and is the Pace Setter each year for the United Way campaign.

Travel Expenses for Death Penalty Cases - Estimated Cost of $300

Intercity Visit - April 2002 - Cost $1200
An intercity visit is done every year to visit different areas so we can learn how other cities are handling growth.

Lessons in Leadership Classes - $200
This is one seminar taken last year and probably will be offered again this fiscal year.

Other courses for Administrative Assistance for training as they come available - estimated costs $300

Administrative Professionals Conference - $130
Held at Seawell's Banquet & Reception Center and attended by the Administrative Assistant each April.

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES cont'd.

525230 - SUBSCRIPTION/DUES **$475**

Dues & Subs.= $288 plus additional $187 for any books or subscriptions not listed below or for unexpected price increases

Dues:	SCCCMA	65
	SCMAS	25
Subs:	The State	90
	Dispatch News	21
	Chapin Times	16
	The Chronicle	21
	The New Irmo News	20
	The Twin City News	20
	Lake Edition	10
		$ 288

525300 - UTILITIES **2,000**

Used approximate $1,000 in 6 mos. The addition amount should over the increase requested by SCE&G.

525400 - GAS, FUEL AND OIL **$1,200**

According to records, we have spent $506 for six months of FY02-03 which equals $1012 for 12 months for the Finance Director's and the Personnel Director's mileage. Gas is estimated at $1.10 a gallon this year. There is an allowance for additional mileage for unexpected trips.

529000 - UNCLASSIFIED **$500**

Funds are used for settling small claims, and other unexpected expenses not budgeted.

SECTION VI.C - CAPITAL LINE ITEM NARRATIVE

CAPITAL REQUEST

540010 - MINOR SOFTWARE **50**

(1) TLPGA Acrobat V5.0 WIN Licence
Software for filing, reporting, signing, and transmitting a variety of internal forms electronically.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: General Administration
Organization: 101300 - County Attorney

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**	**0**
	Operating Expenses						
520300	Professional Services	128,802	0	0			
520500	Legal Services	0	84,462	175,000	175,000		
525210	Conference & Meeting Expense	0	0	500	500		
	*** Total Operating**	**128,802**	**84,462**	**175,500**	**175,500**	**0**	**0**
	**** Total Personnel & Operating**	**128,802**	**84,462**	**175,500**	**175,500**	**0**	**0**
	Capital						
	**** Total Capital**	**0**	**0**	**0**	**0**	**0**	**0**
	***** Total Budget Appropriation**	**128,802**	**84,462**	**175,500**	**175,500**	**0**	**0**

SECTION IV. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Professional Services
Program II -
Program III -

Program I: Administration

Objective:

The county attorney funds are used for professional services by all departments of the county for general legal advice, labor, personnel issues and lawsuits.

The County attorney attends council meetings, does research on council matters, handles property sales, handles calls regarding county issues, reviews pending legislation, represents the county in any lawsuits, reviews resolutions, and keeps Council and County Administrator aware of any pending issues.

The labor attorney handles personnel matters such as OSHA fines and issues, SHAC charges, reviews US Supreme Court decisions related to personnel matters, makes telephone calls on matters related to personnel matters through the Director of Personnel, reviews harassment and grievance matters related to the County, etc.

We are using Nicholson, Davis, Frawley Anderson & Ayer for general legal matters related to County issues and the Tally, Malone, Thompson, Arden & Gregor for labor attorney issues.

Program II:

Objectives:

Program III:

Objectives:

SECTION IV. D. - SERVICE LEVELS

Service Level Indicators:

		Actual FY 1999-00	Estimated FY 2000-01	Projected FY 2001-02
1.	Advices Administration/County Council	*		
2.	Attends Council meeting	24	24	24
3.	Advises on Economic Development matters	*		
4.	Advises on Planning & Development issues	*		
5.	Advises on Procurement issues	*		
6.	Advises on Assessment issues	*		
7.	Advises on Public Works issues	*		
8.	Advises on Animal Control issues	*		
9.	Advises on Tax Matters	*		
10.	Advises on Property issues	*		
11.	Advises on Courthouse Properties issues	*		
12.	Advises on Personnel issues	*		
13.	Advises on Convention Center matters	*		
14.	Represents the County in General & Labor Lawsuits	15	15	15
15.	Represents the County in Tax Sale Lawsuits	4	5	5
16.	Represents and advises on SHAC lawsuits	7	9	12
17.	Advises on labor & employment matters	*		

* **totals cannot be determined**

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520300 - PROFESSIONAL SERVICES **$175,000**

Approximately **$60,000(6 mos.)** has been disbursed from July 2002 through December 2002 for Nicholson, Frawley, Davis, Anderson & Ayers firm; approximately **$30,000 (6 mos.)** has been disbursed for the same time period for the Malone and Thompson law firm-- labor attorneys. The $30,000 amount is unusually high due to lawsuits handled this past year. I do not expect that the last 6 months will run this high. This would seem to indicate that approximately **$175,000** will be paid out in attorney fees so that we could maintain the same amount as last year if no unusual lawsuits arise.

525210 - CONFERENCE & MEETING EXPENSE **$500**

To cover travel expenses

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: General Administration
Organization: 101400 - Finance

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 8.9	347,679	166,548	370,263	380,942		
510200	Overtime	67	10	12	—		
511112	FICA Cost	25,501	12,048	29,142	29,142		
511113	State Retirement	21,659	10,332	26,095	26,095		
511120	Insurance Fund Contribution - 8.9	37,431	24,954	49,908	51,324		
511130	Workers Compensation	942	451	995	1,029		
511213	SCRS - Retiree	2,162	1,078	0	—		
	*** Total Personnel**	**435,441**	**215,421**	476,415	488,542		
	Operating Expenses						
520200	Contracted Services	203,507	72,165	184,122	191,620		
520300	Professional Services	32,465	29,880	34,596	32,480		
520702	Technical Currency & Support	46,022	0	49,500	53,036		
520800	Outside Printing	7,185	3,701	7,771	7,771		
521000	Office Supplies	1,742	2,160	3,200	3,200		
521100	Duplicating	2,171	852	3,000	3,000		
521200	Operating Supplies	2,176	2,102	2,920	2,820		
524000	Building Insurance	73	0	76	82		
524201	General Tort Liability Insurance	597	265	531	663		
524202	Surety Bonds	0	0	58	0		
525000	Telephone	1,347	694	1,400	1,600		
525010	Long Distance Charges	99	38	250	250		
525100	Postage	6,117	2,319	6,400	6,400		
525110	Other Parcel Delivery Service	40	0	50	50		
525210	Conference & Meeting Expenses	5,116	3,591	6,530	6,350		
525230	Subscriptions, Dues, & Books	795	616	1,048	1,049		
525240	Personal Mileage Reimbursement	9	0	25	25		
525250	Motor Pool Reimbursement	9	0	0	0		
525300	Utilities - Admin. Bldg	5,754	3,138	5,846	6,276		
	*** Total Operating**	**315,224**	**121,521**	307,323	316,672		
	**** Total Personnel & Operating**	**750,665**	**336,942**	783,738	805,214		
	Capital						
540000	Small Tools & Minor Equipment	1,625	0	364	400		
540010	Minor Software	0	0	563	0		
	All Other Equipment	1,754	4,568	17,713	7,724		
	**** Total Capital**	**3,379**	**4,568**	18,640	7,724		
	***** Total Budget Appropriation**	**754,044**	**341,510**	802,378	812,938		

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GENERAL FUND
Organization # 101400 Organization Title: FINANCE
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
4	PERSONAL COMPUTERS / CLASS II w/MONITORS	4,242
1	LASER PRINTER	1,582
1	DOT MATRIX PRINTER	1,500

** **Total Capital (Transfer Total to Section I and II)** 7,724

SECTION IV. - PROGRAM OVERVIEW

Summary of Programs:

Program 1 - Administration, Financial Reporting, Budgeting
- a. Administration and Financial Reporting
- b. Internal Audits
- c. Accounting Operations
- d. Budgeting

Program 2 - Accounts Payable
Program 3 - Emergency Medical Services
Program 4 - Payroll

Program 1: Administration, Financial Reporting, Budgeting

Administration and Financial Reporting

Objectives:

To achieve and maintain a high standard of accuracy, completeness, and timeliness in recording the County's financial affairs to the general public, County Council, County Administration, management, and external entities. To establish and maintain a system of internal accounting controls which will provide management with a reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. The responsibilities of this office include the supervision, coordination, and administration of major financial affairs including accounting, budgeting, financial reporting, fixed assets, and the County's self-funded health insurance fund.

Service Standards:

a. To assist and advise the County Administrator and department heads in the area of financial affairs.
b. To coordinate future enhancements and modifications of the Integrated Financial Management Information System (BANNER).
c. To continue to maintain a fixed assets system, and to move towards using the BANNER system for fixed assets.
d. To continue to work with Purchasing on BANNER system problems.
e. To coordinate with the Treasurer's office the flow of revenue and receipts on the Teasurer Report
f. To receive an unqualified opinion on the County's Comprehensive Annual Financial Report (CAFR), and to maintain a financial report that could receive the Certificate of Achievement for Excellence in Financial Reporting award from the Governmental Finance Officer's Association (GFOA).
g. To close accounting records within 90 days after year-end.
h. To provide adequate training and education to user departments to increase the understanding of their accounting records.

Internal Audits

Objectives:

To review, evaluate, and report on the soundness, adequacy, and application of accounting, financial, and operating systems and controls. The Internal Auditor is also responsible for determining the extent of compliance with established policies, plans, and procedures.

Service Standards:

a. To assist the external audit firm in the annual audit and financial reporting procedures.
b. To establish and monitor a system of internal controls.
c. To assist in the development and maintenance of a detailed accounting procedures manual for all County funds.
d. To test the audit trails between Personnel and Finance fro the accuracy of payroll data to insure efficiency.
e. To test the audit trails between the Treasurer's office and Finance for accuracy of revenue and receipts.
f. To test the audit trails of the Internal Government Charges to departments and other agencies and trace Accounts Payable active to vendors for payments.

Accounting Operations

Objectives:

To maintain the official records of the County, provide a central control for the accounting of financial transactions, and prepare financial reports in accordance with legal requirements and generally accepted accounting principles. To supervise and maintain the control of general accounting records to include balance sheet accounts, revenue ledgers, expenditure ledgers, bank statements, fixed asset records, budgetary line items, and payroll records.

Service Standards:

a. To establish and maintain overall accounting controls to insure the accuracy of the County's Integrated Financial Management Information System (BANNER).
b. To monitor and process financial data input from various departments.
    1. Revenue data input through the Treasurer's office.
    2. Monthly intergovernmental charges submitted from General services.
c. To accumulate intra governmental charges and to calculate and process accounts receivable.
d. To close monthly ledgers within 10 days of prior month-end and to assist in the closing of accounting records within 90 days of year-end.
e. To prepare interim financial statements for use by management.
f. To monitor county revenues and expenditures to ensure adequate cash flow requirements are maintained or alternatives are pursued.
g. To maintain and reconcile on a monthly basis the County's operating account.
h. To account for and record the acquisition and disposal of fixed assets including land, buildings, improvements, and machinery and equipment.
I. To maintain accounting systems for the County's enterprise funds and to prepare management level financial statements and cost accounting statements.
j. To maintain accounts and proper controls in the certain special revenue funds of the County that handle program income and similar funds.

Budgeting

Objectives:

To develop county-wide systems to facilitate budget preparation, analysis, and control. To prepare, maintain, monitor, and review the County's various budgets. To develop methods of estimating and reviewing various revenue and expenditures in respective fund budgets.

Service Standards:

a. To establish and maintain an annual budget timetable.
b. To develop and monitor annual revenue and funding estimates.
c. To gather departmental input for annual appropriations and to finalize and prepare the annual published County budget document. Also, to prepare a budget document that could be submitted to the GFOA's Distinguished Budget Presentation Awards Program.
d. To monitor budget appropriations throughout the year for compliance and control, and research, review, and analyze needed budget revisions.
e. To perform econometrics and quantitative analysis of budgetary trend data including CPI weighting, demographic correlation, population averaging, cost-benefit and cost-effectiveness analysis, etc.

Program 2: Accounts Payable

Objectives:

To process in an accurate and timely manner the County's accounts payables, travel vouchers, and other vendor payments, and to record these charges while insuring proper documentation.

Service Standards:

a. To pay 90% of all accounts payable within 30 days from the receipt of invoice, while insuring the accuracy of the supporting documentation.
b. To establish specific procedures for the flow of payables data (together with appropriate supporting documentation) between Purchasing and Finance.
c. To monitor and reconcile actual daily accounts payable activity to the County's EDP accounting system's Daily File Maintenance Listing.
d. To maintain the records of the County's self-funded employee health insurance fund which is administered by a third-party (Planned Administrators, Inc.).

Program 3: Emergency Medical Services

Objective:

To process patient's ambulance reports in a timely manner with proper documentation.

Service Standards:

a. To continue to maintain EMS ambulance billing records to insure an efficient claims processing by the County's third-party administrator (Low Country Regional EMS Council).

Program 4: Payroll

Objectives:

To be responsible for the calculation, processing, and distribution of county payrolls and the associated reporting requirements. To supervise and maintain the control of payroll accounting records and bank reconciliations.

Service Standards:

a. To calculate, process, and distribute 26 biweekly payrolls for county employees in compliance with the Fair Labor Standards Act as well as county personnel policy.
b. To calculate and process all payroll liabilities; i.e., taxes, FICA/Medicare, voluntary deductions.
c. To maintain and reconcile on a monthly basis the County's payroll account.
d. To accumulate, reconcile, and distribute all payroll data for the annual Federal W-2 reporting requirements as well as the Federal quarterly 941 reports.
e. To accumulate, reconcile and distribute all payroll data for the quarterly and annual reporting requirements of the SC Department of Revenue, The SC Retirement System, and the SC Employment Security Commission.
f. To maintain all pertinent timecard and payroll records for future accountability.
g. To maintain the records of the County's self-funded employee health insurance fund which is administered by a third-party (Planned Administrators, Inc.). Also, to reconcile monthly the bank account used for the payment of claims.

SECTION IV. A. - LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Director	1	1		1	40
Manager Accounting Operations	1	1		1	24
Grants Manager	1		1	1	20
Accountant/Analyst	2	2		2	19
Accountant	1	1		1	15
Senior Accounts Payable Clerk	1	1		1	9
Payroll Clerk	2	2		2	7
Accounting Clerk I, Finance	1	1		1	7
Total Positions	10	9	1	10	

All of these positions require insurance.

SECTION IV. C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(9) Office Phones/(7) Lines

SECTION IV. D. - SERVICE LEVELS

Service Level Indicators:	Actual FY 01/02	Estimated FY02/03	Projected FY03/04
Program 1:			
County Funds Maintained	159	160	165
Total Fixed Assets Reconciliation	11,930	12,500	15,500
Fixed Assets (additions/deletions)	1,408	1,600	2,200
Accounts Receivable Invoices:			
Monthly (15x12=180)	180	180	180
Yearly - Municipal Tax Billing	12	12	12
Financial Statements:			
Monthly Reports	138	138	138
Quarterly Statements	12	12	12
Comprehensive Annual Financial Report	1	1	1
Annual Budget Documents	1	1	1
Preliminary Budgets	4	4	4
Bond Official Statements	0	0	0
Program 2:			
Invoices Reviewed and Processed for County Vouchers	35,576	35,650	35,700
Accounts Payable Checks Issued to County Vendors	18,379	18,800	19,000
Program 3:			
Number of Calls Billed			
Resident	14,825	15,100	15,300
Non-Resident	1,564	1,600	1,750
Program 4:			
Pay Vouchers/Checks Issued for Payroll:			
Per Pay Period	1,206	1,212	1,215
Per Year	31,356	31,500	31,800
Insurance Checks Issued	9,943	10,100	10,500
Employee Class Records	16	16	16
Income Record Types Maintained	28	28	28
Deduction Record Types Maintained	85	85	91

SECTION V. - SUMMARY OF REVENUES

430120 - Ambulance Fees **$2,440,218**

Ambulance fees are based on the number of calls that are billed and by a percentage of collections.

Current billing estimated:
Resident calls - 15,300 x 425.00 = $6,502,500.00
Non-Resident calls - 1,750 x 478.00 = 836,500.00
7,339,000.00

Medicare/Medicaid write-off - 65% (4,770,350.00)
2,568,650.00

Percentage of collections - x 95%

Total estimated revenue $2,440,218.00

430160 - Delinquent Ambulance Fees **$6,250**

Delinquent accounts that was turned over to the magistrate court past years.

430165 - Set-Off Debt Collections: **$256,865**

Based on the number of delinquent accounts at year end.

Estimated amount $2,568,650.00
Percentage of collection - x 10%

Total estimated revenue $ 256,865.00

430900 - Cable Franchise Fees **$645,791**

This is the 3% that cable companies pay. The collections are based on there gross earnings, that has been increasing by 10% per year.

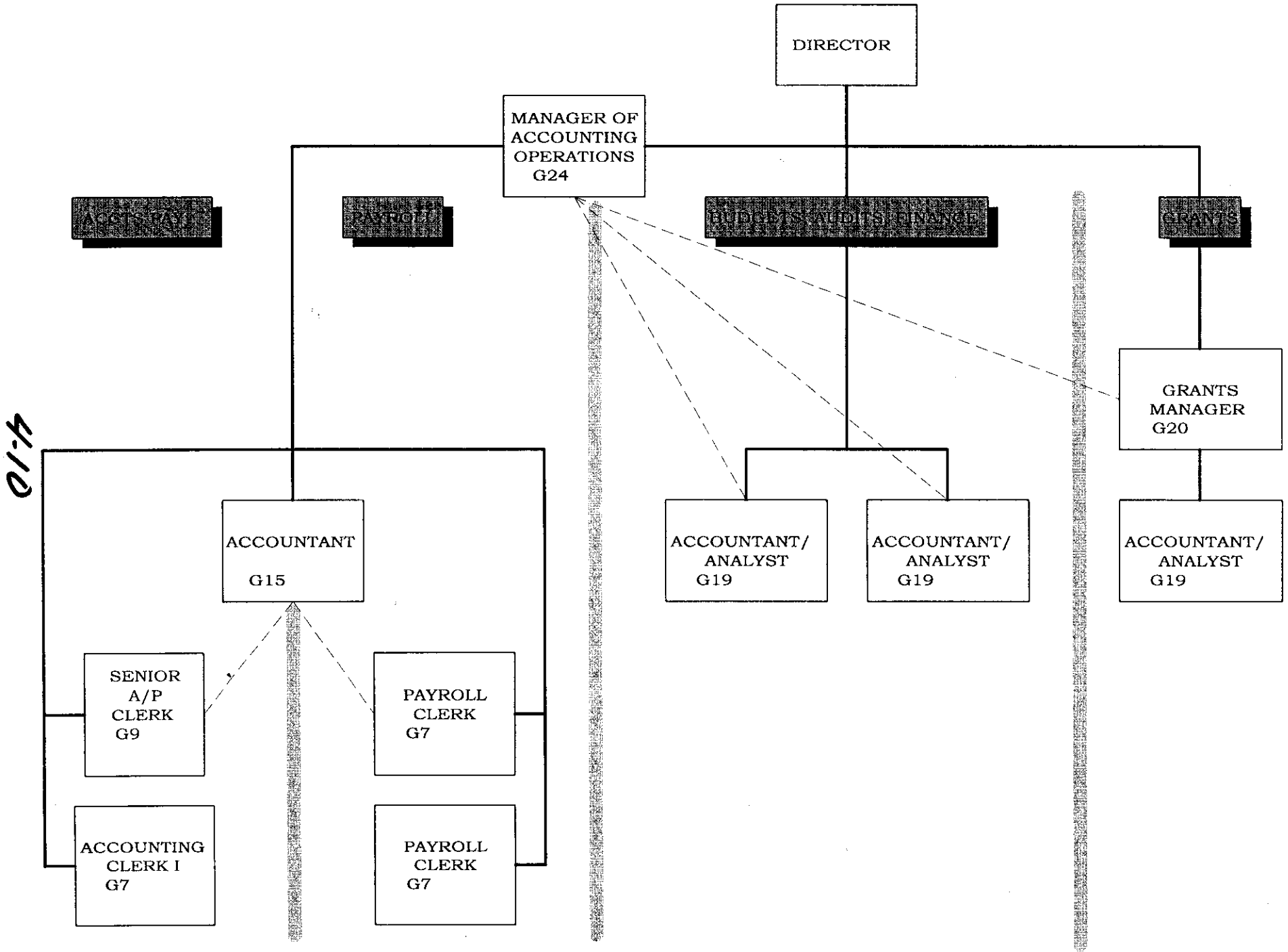
469500 - Municipal Tax Billings **$79,127**

Municipal tax billings is based on the number of Real and Vehicle Tax notices for the twelve municipals. At a rate of $1.07.

Real tax notices - 29,400 x 1.07 = 31,458
Vehicle tax notices - 44,500 x 1.07 = 47,669

Total tax notices - 79,127

FINANCE DEPARTMENT



SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES **$191,620**

Program 3: EMS

To cover EMS ambulance billings for current account collections.

Statistical Information:	
Avg. No. of billed calls per month FY(96-97)	979
Avg. No. of billed calls per month FY(97-98)	1,046
Avg. No. of billed calls per month FY(98-99)	1,164
Avg. No. of billed calls per month FY(99-00)	1,283
Avg. No. of billed calls per month FY(00-01)	1,336
Avg. No. of billed calls per month FY(01-02)	1,366
Estimated Avg. No. of billed calls per month FY(02-03)	1,385
Estimated No. of billed calls per month FY(03-04)	1,421
Assume: Collection percentage of current accounts	33.25%
Collection Rate: Current Accounts(Low country Billing Services)	6.99%

Budget Estimate:

Resident Billable Calls (1,208 per month)	15,300	
Bill Amount	x 425.00	$6,502,500.00
Non-Resident Billable Calls (143 per month)	1,750	
Bill Amount	x 478.00	$ 836,500.00
Total Combined Billing		$7,339,000.00
Current Collection percentage		x 33.25%
Estimated Current Collections		$2,440,218.00
Billing Charge		x 6.99%
Estimated Current Charges		$ 170,571.00

Delinquent ambulance fees based on non collection of current bills.

Estimated Charges	$ 6,250.00
Billing Charge	x 8.00%
	$ 500.00

Set - off debt collection.

Estimated Charges	$256,865.00
Billing Charge	x 8.00%
	$ 20,549.00

520300 - PROFESSIONAL SERVICES **$32,480**

To cover the following annual costs:

Program 1: Financial Reporting/Budgeting/Administration	
Total County Audit Contract	$33,900.00
Increase by the CPI index	x 1.025
	$34,750.00
Less:	
Library Portion	2,500.00
Solid Waste Portion	2,000.00
Finance Portion	$30,250.00
CAFR Certificate of Achievement Application	480.00
Digital Assurance Certification	1,750.00

520702 - TECHNICAL CURRENCY & SUPPORT **$53,036**

Program 1: Administration, Financial Reporting, Budgeting
ACS Government System (Yearly Maintenance Contract) $53,036
(formyl SCT)

Based on 02/03 maintenance cost of $48,213.03 this year and add an additional 10%:
(per contract agreement)

520800 - OUTSIDE PRINTING COSTS **$7,771**

To cover the following annual costs:

Program 1: Financial Reporting/Budgeting/Administration	
CAFR Printing Cost - 125 units @32.55 includes sales tax	$4,069.00
Budget Printing Cost - 100 units @37.02 includes sales tax	3,702.00

521000 - OFFICE SUPPLIES **$3,200**

To cover routine office supplies (paper, pencils, ribbons, file folders, etc.) as well as major expenditures for A/P envelopes, operating checks, payroll checks, and payroll direct deposit vouchers. This line item also includes form printing costs and computer supplies.

Program 1: Financial Reporting/Budgeting/Administration	
IGC's - Paper, pencils, ribbons, folders (based on 4 employees)	$950.00
Program 2: Accounts Payable	
Envelopes #9 (Special Windows) 20BX	600.00
IGC's - Paper, pencils, ribbons, folders (based on 3 employees)	700.00
Program 4: Payroll	
Envelopes - Payroll Vouchers 20BX	600.00
IGC's - Paper, pencils, ribbons, folders (based on 2 employees)	350.00

521100 - DUPLICATING **$3,000**

This appropriation covers the cost of making copies of invoices, budget forms, financial statements, audit and internal control work papers, data processing forms, EMS forms and reports,, and other financial documents. (Based on 60,000 copies @ .05 = $3,000.00

Program 1: Financial Reporting/Budgeting/Administration	
Monthly reports, quarterly reports, budget, CAFR, and miscellaneous	$850.00
Program 2: Account Payable	
Purchase orders, invoices, and miscellaneous	1,350.00
Program 3: EMS	
EMS reports and miscellaneous	250.00
Program 4: Payroll	
Time card problems and miscellaneous	550.00

521200 - OPERATING SUPPLIES **$2,820**

To cover operating checks, employee time cards, and year end forms.

Program 2: Accounts Payable	
Operating Checks 16M	$1,300.00
2002- 1099 Misc. (Laser forms)	220.00
Program 4: Payroll	
Time cards (Employee)	750.00
2002 - W-2's (1,800)(Laser forms)	550.00

524000 - BUILDING INSURANCE **$ 82**

To cover the cost of allocated building insurance.

524201 - GENERAL TORT LIABILITY INSURANCE **$663**

To cover the cost of general tort liability insurance. (Based on ½ of the new rate and ½ old rate.)

	Program 1 Fin. Rpt.	Program 2 A/P	Program 3 EMS	Program 4 Payroll
Director	336.00	15.00	15.00	16.00
Manager of Accounting Oper.	48.00	5.00	5.00	5.00
Accountant/Analyst	61.00			2.00
Accountant/Analyst	61.00			2.00
Payroll Clerk				18.00
Payroll Clerk				18.00
Accountant	2.00	7.00	3.00	7.00
Senior Accounts Payable Clerk		18.00		
Accounting Clerk I		13.00	6.00	

525000 - TELEPHONE **$1,600**

This appropriation is to cover all of the telephone service including A/P invoices, EMS billings, internal audit engagements, and communications with non-local departments within the County.
There are eight lines in the department and the cost is divided into the four programs by the number of slots.

8 lines x $16.44 each line = $133.12
$133.12 x 12 months = $1,597.44 = $1,600.00

Access charges per FCC order = $7.28 per line, that is already included in the $16.44

Program 1	Program 2	Program 3	Program 4
$600.00	$300.00	$100.00	$600.00

525010 - LONG DISTANCE CHARGES **$250**

This appropriation is to cover all long distance telephone charges made for 12 months. (Bond rating agencies, CAFR certification, etc.)

525100 - POSTAGE **$6,400**

To cover the cost of mailing weekly A/P checks, EMS correspondence, and miscellaneous reports and office correspondence. Annual mailings include financial reports (CAFR), 1099's and various other payroll and financial reports.

Program 1: Financial Reporting/Budgeting/Administration	$ 350.00
Program 2: Accounts Payable	5,475.00
Program 3: EMS	250.00
Program 4: Payroll	325.00

525110 - Other Parcel Delivery Service **$50**

To cover the cost of mailing 3 copies of the CAFR Report to Chicago for certification.

525210 - CONFERENCE &MEETING EXPENSE **6,350**

To cover the costs of attending the National and South Carolina GFOA conferences, SCAC conference, SCAC affiliate (SCAFDPP) meetings and regular SCGFOA monthly meetings. And to cover the cost of GFOA accounting training workshops and local accounting and personal development workshops. To maintain technical competence of professional staff to include continuing education hours for staff CGFO (Certified Government Finance Officer).

Conferences & Meetings:

GFOA (National Finance Officers Annual Conference)		
(2 @ $350.00)	$	700.00
SCGFOA (State Finance Officers Fall Conference)		
(4 @ $670.00)		2,500.00
SCGFOA (State Finance Officers Spring Conference)		
(4 @ $50.00)		200.00

Training:

Program 1: Financial Reporting/Budgeting/Administration	
GFOA Accounting and Financial Reporting	
National GFOA (2 @ $1,150)	2,300.00
Local Accounting & Personal Development Workshops	650.00

525230 - SUBSCRIPTIONS, DUES & BOOKS **$1,049**

To cover annual membership dues, professional subscriptions and updates, and other related costs including the following:

Program 1: Financial Reporting/Budgeting/Administration

Memberships:	
GFOA (2 @ $172.50)	$386.00
SCGFOA (4 @ $45.00)	180.00
Subscriptions:	
GASB Comprehensive Plan	170.00
GAAFR Review	50.00
Books:	
GFOA and Other financial Publications	200.00
SC Office of Research and Statistical	35.00
Greater Columbia Chambers	28.00

525240 - PERSONAL MILEAGE REIMBURSEMENT **$25**

To cover reimbursement for use of personal vehicles by the Finance Department staff on County business.

525300 - UTILITIES ADMINISTRATION BUILDING **6,276**

To cover the cost of utility allocation for the administration building based on the square footage of space utilized. Cost is divided into the four programs equally. The average cost per month is $523.00.

Monthly rate: 523.00x12 = 6,276.00

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - Small Tools & Minor Equipment **$400**

To replace calculators and minor furniture.

(4) Personal Computers/Class II w/Monitors - Replacements **$4,242**

To replace the older and slower units with increase ram to kept up with the new program upgrades on the finance package.

Cost of each item is $1,060.50 that includes sales tax.

(1) Laser Printer **$1,582**

To have an additional laser printer to be used by both accounts payable and payroll, because they are going to be relocated in the finance department.

(1) Dot Matrix Printer - Replacement **$1,500**

To replace old existing 393 microline dot printer. This unit has about 14 yrs on it.

LEXINGTON COUNTY
FEB 2 0 RECD
FINANCE DEPT.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: General Administration
Organization: 101410 - Procurement Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 6	185,973	92,915	193,871	193,416		
511112	FICA Cost	13,684	6,754	14,797	14,796		
511113	State Retirement	12,739	6,365	13,250	13,249		
511120	Insurance Fund Contribution - 6	25,200	16,800	33,600	34,560		
511130	Workers Compensation	502	251	512	522		
511213	State Retirement -Retiree	0	0	0	0		
	*** Total Personnel**	**238,098**	**123,085**	**256,030**	**256,543**	**0**	**0**
	Operating Expenses						
521000	Office Supplies	2,528	404	2,455	2,600		
521100	Duplicating	1,539	963	2,000	2,000		
522200	Small Equipment Repairs & Maintenance	0	0	300	300		
524000	Building Insurance	26	0	27	53		
524201	General Tort Liability Insurance	463	205	411	463		
524202	Surety Bonds	0	0	39	39		
525000	Telephone	1,456	746	1,587	1,500		
525010	Long Distance Charges	363	168	400	400		
525020	Pagers and Cell Phones	542	108	645	705		
525100	Postage	1,907	1,049	2,280	2,160		
525210	Conference & Meeting Expenses	1,212	2,931	3,578	3,385		
525230	Subscriptions, Dues, & Books	556	240	616	406		
525240	Personal Mileage Reimbursement	0	0	25	25		
525250	Motor Pool Reimbursement	43	0	200	100		
525300	Utilities - Admin Bldg.	3,713	2,024	3,700	4,100		
532000	Auction Expense	57	0	75	75		
	*** Total Operating**	**14,405**	**8,838**	**18,338**	**18,311**	**0**	**0**
	**** Total Personnel & Operating**	**252,503**	**131,923**	**274,368**	**274,854**	**0**	**0**
	Capital						
540000	Small Tools & Minor Equipment	204	299	500	1,750		
540010	Minor Software	1,127	0	1,844	286		
	All Other Equipment	0	1,827	0	2,625		
	**** Total Capital**	**1,331**	**2,126**	**2,344**	**4,661**	**0**	**0**
	***** Total Budget Appropriation**	**253,834**	**134,049**	**276,712**	**279,515**	**0**	**0**

New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 101410 Organization Title: Procurement Services
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
	SMALL TOOLS AND MINOR EQUIPMENT	1,750
3	PERSONAL COMPUTER PROCESSOR'S	2,625
	MINOR SOFTWARE	286

** **Total Capital (Transfer Total to Section I and II)** **4,661**

SECTION IV - PROGRAM OVERVIEW

The acquisition of supplies, equipment and services necessary for the every day operation of the County is the responsibility of Procurement Services. We are also responsible for negotiating and maintaining lease contracts for leased space for offices used by state agencies that we are responsible for housing. It is our responsibility to assure the Administration and members of County Council that purchases are made in a legal, ethical and professional manner, and that they are made in compliance with the mandated County Ordinance. It is our objective to achieve and maintain a high standard of accuracy, completeness and timeliness regarding the county's procurement needs.

The Procurement Manager is the County of Lexington's agent for the purpose of entering into contracts for the procurement of goods and services. This is accomplished through competitive procurement via telephone and written bids, proposals and negotiation. Competitive procurement requires extra lead time and administrative effort. Conducted properly, competitive procurement responds to user needs, results in public confidence in the integrity of public procurement, and generally brings the most favorable prices. Procurement Services is responsible for establishing and administering term contracts, consolidating purchases of like or common items, analyzing prices paid for materials, equipment, supplies and services, and generally defining how to effect cost savings for the County.

Cooperation and understanding between departments is essential in the effective operation of Procurement Services. Procurement Services maintains close liaison with departments and agencies in order to meet their purchase needs and requirements. Also responsible for discrepancy resolution for order or invoice problems.

Procurement Services also has the responsibility of processing invoices for payment. This requires auditing of invoices against the items ordered and received by the County. Once an invoice has been verified as correct and all signed documentation/receiving documents are received and posted to the computer software, the purchase order is closed and the processed paperwork is forwarded to the Finance Department for payment.

The Procurement Manager has the authority to sell surplus and obsolete supplies, materials, equipment and vehicles which cannot be used by any department or agency or which have been found to be beyond reasonable repair. This is accomplished through the coordinated efforts of the Fleet Services and the Central Warehouse by public auction and sold to the highest bidder. Sale may also be offered through competitive sealed bids or public sale.

SECTION IV.A - LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Full Time Equivalent Other Fund	Total with Insurance	Grade
Procurement Manager	1	1		1	21
Procurement Officers	2	2		2	13
Procurement Clerk II	1	1		1	7
Procurement Clerk I	2	2		2	6
Total Positions	6	6		6	

SECTION IV.C - LISTING OF TELECOMMUNICATIONS EQUIPMENT

(6) Office Phones:

(1) Phone Line for Fax Machine

(1) Pager for Manager

(1) Nextel for Manager

SECTION IV.D - SERVICE LEVELS

Service Level Indicators	FY 2000-01 Actual	FY 2001-02 Actual	FY 2002-03 Year to Date	FY 2002-03 Projection	FY 2003-04 Projection
Purchase Orders	4213	3993	3085	4494	4503
Blanket Orders	231	170	477	507	520
Counter Orders	1122	1388	724	1442	1450
Change Orders	1332	1238	630	1204	1205
Invoices	18218	19152	11053	19013	19020
Solicitations	414	331	218	348	350
Journal Entries	757	699	445	718	720
Vouchers	3820	5528	2612	5439	5450
Procurement Card	90	197	66	149	150

SECTION V - SUMMARY OF REVENUES
FUND 1000

438900- AUCTION PROCEEDS **$100,000**

Annual Auction and Public Sale proceeds for the sale of vehicles, miscellaneous surplus and obsolete property.

438904 - AUCTION FEES **$500**

An auction fee of $3.00 per lot is assessed to all county agencies, municipalities and school districts participating in the County's annual auction. This fee helps to offset the cost of the auction to include the County furnishing a detailed report of the sale and issuing a check for the agency proceeds. This fee was not set by county code or state statute, however we have been charging this fee for five years.

438910 - EQUIPMENT SALES, LAW ENFORCEMENT **$52,000**

Annual auction and Public Sale proceeds for the sale of vehicles, miscellaneous surplus and obsolete property for the Sheriff's department.

438920 - EQUIPMENT SALES, FIRE SERVICES **$3000**

Annual auction proceeds for the sale of vehicles for Fire Services.

450100 - GROUND LEASE AGREEMENT **$21,760**

1. Monthly payments in the amount of $383.33 from SpectraSite Communications for the lease of .23 acre parcel for Tower Site No. S-1039/South Lexington. Current term of lease is from December 1, 1994 - November 30, 2004, with renewal options. Current annual cost is $4,599.96. Each renewal term will increase 15%. Ordinance 94-12, 11/14/94.

2. Tower lease site on Old Cherokee Road to Crown Atlantic Company for $805.00 per month, for a total annual cost of $9660.00. Lease period is July, 2002 - 2007 with renewal options. Each five year renewal option will increase 15%. Ordinance No. 97-3, 6/10/97.

3. Monthly payments in the amount of $625.00 from Par Tee Family Golf for the lease of approximately 42 acre parcel located at 3209 Charleston Hwy., West Columbia (Old 321 Landfill). Current term of lease is from June 2002 - June 2027, with renewal options. Current annual fee is $7,500.00. First increase of monthly lease payments shall be in 2005. Ordinance No. 02-01, 5/28/02.

FUND 5700 SOLID WASTE

FUND 1000
PROCUREMENT SERVICES (101410)
FY 2003-04 BUDGET REQUEST

SUMMARY OF PROPOSED REVENUES - OTHER

FUND 2300 - LIBRARY OPERATIONS
438900 - SALE OF GENERAL FIXED ASSETS **$250**

Annual Auction and Public Sale proceeds for the sale of vehicles, miscellaneous surplus and obsolete property for the libraries.

FUND 2610 - SOLICITOR/NARCOTICS
438900 - SALE OF GENERAL FIXED ASSETS **$3200**

Annual Auction proceeds for the sale of confiscated vehicles.

FUND 2630 - LAW ENFORCEMENT/NARCOTICS
456400 - SALE OF GENERAL FIXED ASSETS **$5000**

Annual Auction proceeds for the sale of confiscated vehicles.

FUND 5700 - SOLID WASTE MANAGEMENT
490100 - SALE OF GENERAL FIXED ASSETS **$10,000**

Annual Auction and Public Sale proceeds for the sale of vehicles, miscellaneous surplus and obsolete property for SWM.

FUND 6590 - MOTOR POOL
490100 - SALE OF GENERAL FIXED ASSETS **$15,000**

Annual Auction proceeds for the sale of motor pool vehicles.

FUND 2930 - PERSONNEL/EMPLOYEE COMMITTEE
438300 - VENDING MACHINE SALES **$7445**

18% commission received from Quality Vending Services for Vending Machine Sales located throughout the County. The Library and Sheriff's Department revenues are shown separately.

FUND 2300 - LIBRARY OPERATIONS
438300 - VENDING MACHINE SALES **$840**

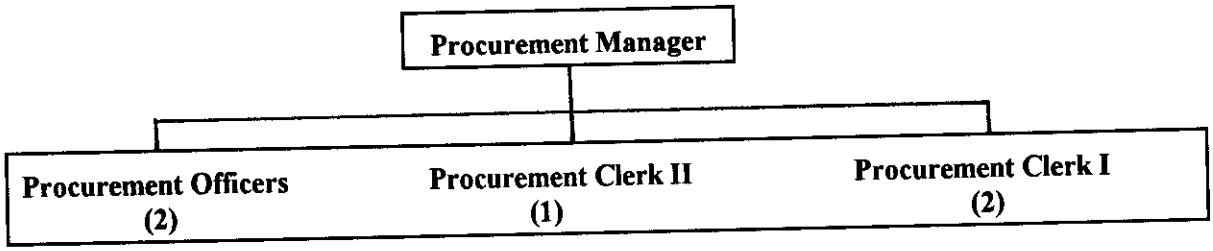
18% commission received from Quality Vending Services for Vending Machine Sales located at three (3) Library Branches.

FUND 1000 - GENERAL FUND
438205 - VENDING MACHINE SALES **$5665**

18% commission received from Quality Vending Services for Vending Machine Sales located at the Sheriff's Department.

FUND 1000
PROCUREMENT SERVICES (101410)
FY 2003-04 BUDGET REQUEST

SECTION VI.A - PERSONNEL ORGANIZATIONAL CHART



FUND 1000
PROCUREMENT SERVICES (101410)
FY 2003-04 BUDGET REQUEST

SECTION VI.B - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES — $2600

This account is used for the purchase of office supplies, ie. calculator and printer ribbons, pens and pencils, paper supplies, file folders, computer paper and other miscellaneous items. The bulk of this account is used for printed materials, ie. letterhead, envelopes, continuous form purchase orders, over the counter purchase order books, change order forms, expediting/status forms, vendor profile forms, etc. These and other miscellaneous forms are used in the routine operation of Procurement Services.

Printing:	
Purchase Order Forms	$1,550
Counter Purchase Order Books	400
Mailing Labels	0
Misc. office supplies, misc forms, envelopes, folders, computer paper, disks, printer ribbons, printer toner, fax toner, fax paper, etc.	650

521100 - DUPLICATING — $2000

This account is used for copier machine duplicating of solicitations (invitations for bids and request for proposals), statement of awards, bid tabulations, correspondence to employees and vendors, invoices for payable activity, catalog information to departments, contracts, etc. used in the daily accomplishment of the Procurement Services operation. Duplicating volume has decreased due to our increased use of the web and E-mail to distribute solicitations. Estimated usage 40,000 annually at $.05 per copy.

522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE — $300

Estimated cost of repairs should the fax machine or printers break down due to high volume of usage and age.

524000 - BUILDING INSURANCE — $53

To cover the cost of allocated building insurance.

524201 - GENERAL TORT LIABILITY INSURANCE — $ 463

To cover the cost of general tort liability insurance for six employees.
Procurement Manager at $378.00 plus 5 staff members at $17.00 each = $463.00

524202 - SURETY BONDS — $39

To cover the cost of Surety Bonds. Bonds become due again January 1, 2006.

525000 - TELEPHONE — $1500

We currently have six Centrex lines for staff use at $14.63/mo each, one Centrex line for the fax machine at $14.63/mo. and voice mail on two lines at $4.45/mo each plus tax.

525010 - LONG DISTANCE CHARGES — $400

Procurement Services utilizes toll free numbers, E-mail and the Internet whenever possible to obtain quotes, contract administration, expediting orders, resolving invoice discrepancies, etc.

FUND 1000
PROCUREMENT SERVICES (101410)
FY 2003-04 BUDGET REQUEST

525020 - PAGERS AND CELL PHONES **$705**

To cover annual cost of pager for Procurement Manager at $8.73/mo; 105.00/annually. This account also covers annual cost for Nextel cell phone at $600.00/annually.

525100 - POSTAGE **$2160**

Procurement Services mails purchase orders, change orders, request for bids and proposals, addendums, statement of award, contracts, and vendor correspondence regarding order expediting, invoice problems and other routine correspondence in the accomplishment of Procurement Services. Postage has decreased due to our increased use of the web and E-mail to distribute solicitations. Anticipated average monthly usage is $180.00.

525210 - CONFERENCE & MEETING EXPENSE **$3385**

This appropriation is used for staff to attend state, and national conferences, related meetings and other workshops and seminars sponsored by the South Carolina Association of Governmental Purchasing Officials (SCAGPO) and the National Institute of Governmental Purchasing (NIGP). Attendance at these meetings and conferences enable us to keep abreast with changes and updates in purchasing trends, policies, procedures, law, etc. and to maintain contact with other state and local government purchasing officials to exchange ideas, knowledge and information that other purchasing professionals can offer through networking. Appropriation is also needed to earn credits towards maintaining the professional certification currently held by the Procurement Manager and two Procurement Officers.

SCAGPO Annual Conference $1,085.88
Myrtle Beach, SC (11/11/03 - 11/15/03)
(Procurement Manager and Two Procurement Officers)
Per diem $97.50 x 3 = $292.50
Registration $85 x 3 = $255
Hotel = $402.60
Mileage = $135.78

NIGP Annual Conference $1891.73
Nashville, Tennessee (08/15/03 - 08/21/03)
(Procurement Manager)
Per diem = $150
Registration = $525.00
Hotel = $856.88
Mileage = 324.85
Parking = 35.00

SCAGPO Fall Training Workshop (3 staff x $35) $135.00
Columbia, SC (Sept. 03)
Per diem $10.00 x 3=$30.00

SCAGPO Spring Training Workshop (3 staff x $35) $135.00
Columbia, SC (March 04)
Per diem $10.00 x 3=$30.00

SCAGPO Summer Training Workshop (3 staff x $35) $135.00
Columbia, SC (May 04)
Per diem $10.00 x 3=$30.00

FUND 1000
PROCUREMENT SERVICES (101410)
FY 2003-04 BUDGET REQUEST

NIGP Conference (Future Plans)
FY 04/05 Biloxi, Mississippi, Dates to be determined (est $2,000)
FY 05/06 Palm Springs, Florida, Dates to be determined (est $2,000)

525230 - SUBSCRIPTIONS, DUES & BOOKS **$406**

These funds are to be used for dues in the South Carolina Association of Governmental Purchasing Officials (SCAGPO), and an agency membership in the National Institute of Governmental Purchasing (NIGP). Funds are also used for the purchase of related subscriptions and books, ie. Consumer Reports and revised edition of the Model Procurement Code. Account also used to pay UPPCC certification and recertification fees for CPPO and CPPB designations.

SCAGPO Membership (3 members) @ $30	$ 90
NIGP (Agency)	290
Consumer Reports	26

525240 - PERSONAL MILEAGE REIMBURSEMENT **$ 25**

Mileage reimbursement required when using personal vehicle to travel to meetings, pre-bid conferences, central stores, sheriff's department, etc. when county vehicle is not available.

525250 - MOTOR POOL REIMBURSEMENT **$ 100**

Mileage reimbursement charged back to department when using motor pool vehicle for in-town and out-of-town business meetings, pre-bid conferences, and training workshops and conferences.

525300 - UTILITIES **$4100**

Estimated utility cost for space occupied by Procurement Services.

532000 - AUCTION EXPENSES **$75**

These funds are for expenses such as plastic tamps, markers, etc. that may be needed at the annual auction held in May/June. The annual auction is held for the sale of county surplus and obsolete property which includes county vehicles, heavy equipment, office furniture, office machines, supplies, fire equipment, etc.

FUND 1000
PROCUREMENT SERVICES (101410)
FY 2003-04 BUDGET REQUEST

C. CAPITAL

540000 Small Tools and Minor Equipment **$1750**

Miscellaneous small office equipment that may be needed to replace existing equipment, ie. calculators ($150.00/ea), electric staplers ($82/ea) and telephone instruments ($34/ea) that may become unrepairable.
Chair: replacement of one clerical chair for Procurement Clerk ($250)
Letter Opener for Procurement Clerk to process high volume (approx 150 to 200 pieces/day) of incoming mail to the Procurement Office. ($315)
Mobile File Units: Purchase two (2) mobile file units for Procurement Clerks. These units are necessary to facilitate each employee when Procurement moves to the new office November 03. These units will replace an existing tub type file that is shared and can no longer be utilized, due to individual offices. (375.00/ea)

540010 Minor Software **$286**

Purchase of two Adobe licenses to enable the procurement department to electronically transmit various forms.
TLPGA ACROBAT V5.0 WIN LIC at 50.00/ea. including tax.
One Memory upgrade for Procurement Officer, 128MB at $40.00 including tax.
One Windows XP Pro Operating Software for Procurement Officer at $146.00 including tax.
Above items recommended by the Information Services Department.

1. Three (3) Personal Computer Processor's **$2625**

Purchase of new PC Processor's for each Procurement Clerk. These processor's will replace existing units in the Procurement Office (County ID #'s 22579, 22581 and 22582). Information Services has recommended replacing these processor's as standardization for the core Banner users. IS has recommended they be replaced with the Dell Pentium IV, 2.4GHz/512 cache; with std memory, storage, network card and CD Rom at a cost of $875.00/ea including tax.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 2 0 RECD
FINANCE DEPT.

Fund: 1000
Division: General Administration
Organization: 101420 - Central Stores

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 6	168,097	83,131	173,446	173,446		
511112	FICA Cost	12,460	6,111	13,238	13,238		
511113	State Retirement	8,590	4,257	11,854	11,854		
511120	Insurance Fund Contribution - 6	25,200	16,800	33,600	36,000	34,500	
511130	Workers Compensation	2,449	1,210	2,453	2,453		
511213	State Retirement -Retiree	2,925	1,437	0	0		
	*** Total Personnel**	**219,721**	**112,946**	**234,591**	236,991	235,551	
	Operating Expenses						
520100	Contracted Maintenance	1,225	1,225	1,287	1,287		
521000	Office Supplies	399	69	400	400		
521001	Print Shop Supplies	1,685	572	2,500	2,500		
521100	Duplicating	481	221	660	660		
521200	Operating Supplies	1,090	316	900	900		
522100	Heavy Equipment Repairs & Maintenance	294	0	300	300		
522200	Small Equipment Repairs & Maintenance	2,940	1,045	3,000	3,000		
522300	Vehicle Repairs & Maintenance	755	129	1,595	1,335		
523200	Equipment Rental	756	432	908	916		
524000	Building Insurance	405	0	418	608	742	
524100	Vehicle Insurance - 3	1,560	780	1,560	1930		
524201	General Tort Liability Insurance	502	223	446	558	446	
524202	Surety Bonds	0	0	39	39		
525000	Telephone	1,187	595	1,055	1,206		
525010	Long Distance Charges	58	33	185	185		
525100	Postage	99	79	230	30		
525101	Postage Permits	125	0	400	400		
525210	Conference & Meeting Expenses	0	0	100	100		
525250	Motor Pool Reimbursement	179	133	500	500		
525357	Utilities - Central Whse./Bldg. Maint.	7,634	4,033	11,419	11,419		
525400	Gas, Fuel, & Oil	1,493	872	1,708	2,237		
525600	Uniforms & Clothing	660	416	770	770		
528200	Duplicating Inventory Clearing	0	-72,867	5,000	—		
528201	Parts/Oil Inventory Clearing	0	5,862	5,000	—		
528202	Outside Agency Inventory Clearing	0	0	5,000	—		
528299	Inventory Clearing Budget Control	0	0	-15,000	—		
525110	OTHER PARCEL DELIVERY SERVICES	0	0		200		
	*** Total Operating**	**23,527**	**-55,832**	**30,380**	32,160	32,182	
	**** Total Personnel & Operating**	**243,248**	**57,114**	**264,971**	269,151	267,733	
	Capital						
540000	Small Tools & Minor Equipment	387	436	500	630		
540010	Minor Software	140	0	0	689		
	All Other Equipment	20,291	67,614	67,821	8,537		
	**** Total Capital**	**20,818**	**68,050**	**68,321**	9,846		
	***** Total Budget Appropriation**	**264,066**	**125,164**	**333,292**	278,997	277,579	

COUNTY OF LEXINGTON

Section II

Existing Departmental Program Request
Fiscal Year - 2003 - 2004

Fund # 1000 Fund Title: FINANCE
Organization # 101420 Organization Title: CENTRAL STORES

Object Expenditure Code	Classification	Program #1	Program #	Program #2	Program #	Total 2003-2004 Requested
	Program Title:	WAREHOUSE OPNS		PRINTING + MAIL SERVICES		
	Personnel					
510100	Salaries # 6	126,520		46,926		173,446
510300	Part Time #	0		0		0
511112	FICA Cost	9,653		3585		13,238
511113	State Retirement	7,551		4303		11,854
511114	Police Retirement	0		0		0
511120	Insurance Fund Contribution # 6	24,000		12,000		36000
511130	Workers Compensation	1,312		1,081		2453
511131	S.C. Unemployment					
	*** Total Personnel**	169,096		67,895		236,991
	Operating Expenses					
520100	Contracted maintenance			1,287		1287
520200	Contracted Services					0
						0
						0
520300	Professional Services					0
520400	Advertising					0
521000	Office Supplies	300		100		400
521100	Duplicating	400		260		660
521200	Operating Supplies	900				900
521001	PRINT SHOP SUPPLIES			2,500		2,500
						0
522100	Equipment Repairs & Maintenance	300				300
522200	Small Equipment Repairs & Maint.	300		2,700		3000
522300	Vehicle Repairs & Maintenance	1,540		395		1,935
523000	Land Rental					0
523200	EQUIPMENT RENTAL			916		916
524000	Building Insurance	500		108		608
524100	Vehicle Insurance # 3	1300		650		1,950
524101	Comprehensive Insurance # 0					0
524201	General Tort Liability Insurance	520		38		558
524202	Surety Bonds	39				39
525000	Telephone	1055		211		1266
52010	LONG DISTANCE CHARGES	185				185
525100	Postage	30				30
525210	Conference & Meeting Expenses			100		100
525101	POSTAGE PERMITS			400		400
525250	MOTOR POOL REIMB.	450		50		500
525300	Utilities - CENTRAL STORES	9000		2419		11,419
525400	Gas, Fuel, & Oil	1460		777		2237
525600	Uniforms & Clothing	700		70		770
525100	OTHER PARCEL DELIVERY CHARGES	200				200
	*** Total Operating**	19,179		12,981		32,160
	**** Total Personnel & Operating**					
	**** Total Capital (From Section III)**	2679		7167		9846
	***** Total Budget Appropriation**	190,954		88,043		278,997

SECTION III

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 101420 Organization Title: Central Stores
Cost Center 101420 Program Title:

BUDGET
2003-2004
Requested

PROGRAM 1 - WAREHOUSE OPERATIONS

Quantity	Item Description	Amount
	Small Tools & Minor Equipment	$620
6	Minor Software	689
2	Personal Computer	1,370
	Sub Total	**$ 2,679**

PROGRAM 2 - PRINTING & MAIL OPERATIONS

1	Hydraulic Paper Cutter	$7,167
	Sub Total	**$ 7,167**

Total Capital (Transfer Total to Section I and II) **$ 9,846**

SECTION IV

CENTRAL STORES - PROGRAM OVERVIEW

Summary of Program

Program 1 - Warehouse Operations

a. Administration
b. Shipping and Receiving
c. Stores Control
d. Fixed Asset Accounting

Program 2 - Printing and Mail Services

PROGRAM 1 - WAREHOUSE OPERATIONS

Administration

This involves all administration required to receive, store, and ship supplies required by customer orders. It includes resolving all discrepancies found in orders. Processes all requisitions received, pulls stock and delivers supplies. Provides all inputs to the computerized inventory control system to include recording purchase orders, receipts, issues, balances in store and quantity available. File and maintain all records and paperwork pertaining to warehouse operations.

Shipping and Receiving

Central Stores is responsible for all items received by the County. All materials received must be properly identified as to purchase order, accurately counted, inspected, and ultimately delivered to the agency that ordered it. All necessary paperwork must be documented, signed and filed. Goods are then moved to stock or delivered. Goods are reissued from the warehouse to fill customer orders. Supplies are shipped/received via UPS, US Mail, freight truck, local delivery and picked up.

Stores Control

This is the entire process of determining what items will be purchased to carry as inventory/stock. A strict accountability for all receipts, issues or movement of materials is maintained. The selection of supplies to stock will be determined by demand by County employees. A computerized perpetual inventory record reflecting all transactions affecting the movement of supplies and equipment will be maintained. Housecleaning and maintenance of the warehouse and materials handling equipment are encompassed in this area.

FUNCTIONS

Lexington County's Warehouse is called Central Stores because it is a central or single source controlling all aspects of expendable supplies and shipping in the County. It is also the place where the following occurs:

- supplies are stored for future use
- merchandise is offered for sale
- merchandise and supplies are deposited or received for safekeeping
- requisitions/orders are filled to supply to needs of its users.

Function

a. Central Stores (CS) is responsible for receiving, inspecting, storing, safeguarding, inventorying, and maintaining all supplies that are consigned to it.

b. It is also responsible for issuing supplies to authorized customers, both within the County system and outside agencies.

c. The Central Stores Manager is also the Fixed Asset (FA) Control Officer. He is responsible for all County FA's in the areas of classification, recording, physical tagging, transfers, disposal and physical inventorying. This is accomplished in coordination with the Finance Department.

d. Operates the Print Shop and accomplishes the primary printing needs of the County agencies. Acts as a central point of control for all County forms. Assigns, changes, adds or deletes forms as needed by agencies.

e. Processes interoffice and outgoing mail from County pick up points to the US Post Office or between agencies as required on a daily basis.

Fixed Asset Accounting

The Inventory Manager is initially responsible for identifying Fixed Assets (FA) as they are received in the County. All FA's are identified by placing a county number in consecutive order on them. All necessary paperwork will be completed to place them on the computer program by Finance. He will be responsible for receipt, transfer, sale, auction, salvage, or loss due to fire, theft, or any other loss. A physical inventory of all FA's will be conducted each year.

PROGRAM 2 - PRINTING AND MAIL OPERATIONS

The print shop provides the printing services for County agencies as required in the areas of letterhead stationary, memorandums, road maps, envelopes, forms, pamphlets, booklets, labels, or any other items as may be required. Print operations consist of typesetting, plate preparation, printing, assembling, cutting, wrapping, color selection, paper selection, accounting, completing requisitions for paper, ink, supplies, and delivery.

This section also picks up and delivers interoffice and outgoing mail as required; processes outgoing mail for County departments ensuring that all County mail is metered with the correct amount of postage and is mailed on a daily basis; prepares postage requisitions for postage meter and Permit 3 bulk mail accounts for County departments as required; keeps an accurate journal of Permit 3 bulk and First Class mail usage; prepares postage reports on a monthly basis to record amount of postage used by each department and submits reports to the Finance Department.

The personnel in this section cross-train in warehouse functions and are utilized there when workload permits. Assistance to operate the County Information Booth is also provided by this section.

SECTION IV. A. - LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	General Fund	Total	Grade
Inventory Manager	1	1	1	17
Ass't Inventory Manager	1	1	1	11
Administrative Assistant	1	1	1	7
Printer/Warehouse Stock Clerk	1	1	1	6
Inventory Control Clerk	1	1	1	6
Mail Clerk/Assistant Printer	1	1	1	4
Total Positions	6	6	6	

SECTION IV. B. - LISTING OF VEHICLES

DEPARTMENT: Central Stores
PROGRAM: 101420

Vehicle	Description	Assigned	Vehicle Repairs &Maint 522300	Vehicle Ins. 524100	Heavy Equip. Repairs 522100	Gas/Fuel Oil 525400*	TOTAL
11896	86 Ford Flatbed	Warehouse	$995	$650		$526	$2,131
18900	97 Dodge Van	Warehouse	$585	$650		$358	$1,593
18281	95 Hester Forklift	Warehouse			$300	$576	$ 876
20804	Chev. Mini Van	Mail/Print	$395	$650		$777	$1,822
			$1,935	$1,950	$300	$2,237	$6,422

*Gas is based on $1.00 per gallon and last year's usage.

SECTION IV. C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

(4) Office Phones

(1) Phone Line for FAX Machine

(1) Modem Line

SECTION IV. D. - SERVICE LEVELS

DESCRIPTION OF OPERATIONS	FY00-01 (Actual)	FY01-02 (Actual)	FY02-03 (As of 31 Dec.)	FY02-03 (Est. June)	FY03-04 (Projection)
Issue Tickets for Supplies	6,092	6,033	3,048	6,096	6,706
Purchase Orders Processed	2,887	2,900	1,455	2,9910	3,201
Freight Shipments Received	1,827	1,701	899	1,798	3,596
Pieces of Freight Received	12,741	13,630	5,204	10,408	11,449
Fixed Assets Added/Deleted/Transferred	2,164	1,545	344	688	757
Used Tires Sold	$1,248	$5,517	$750	$1,500	$3,000
Surplus Property Sold	$2,273	$3,574	$415	$830	$1,660
Supplies Purchased	$427,421	$510,945	$256,360	$512,720	$563,992
Supplies Issued	$505,950	$528,503	$265,988	$531,976	$585,174
Print Requisitions Processed	317	295	21	42	46
Number of Impressions Printed	1,496,273	1,249,824	555,060	1,110,120	1,221,132
Pieces of Mail Processe	1,074,132	915,646	440,440	880,880	968,968
Cost of Mail Processed	$406,880	$369,419	$196,760	$393,520	$432,872
Req. Submitted to Procurement	608	492	244	488	537
Number of Stock Items Ordered	1,290	975	511	1,022	1,124
Deliveries & Pick-Ups	1,873	1,545	852	1,704	1,874

SECTION V. - SUMMARY OF REVENUES

438903 - TIRE SALES - CENTRAL STORES $4,000

Sale of used tires was approved May 10, 1991. These are tires removed from county vehicles. Passenger tires are sold for $10 each and primarily sold to the general public. Truck tires are primarily sold to tire dealers. The sale price of truck tires varies from $25 - $65, depending on the present market price for casings.

438902 - PUBLIC SALE $3,000

Public sale of miscellaneous, obsolete, and surplus property was approved on December 3, 1999. The Procurement Manager and Inventory Manager will meet as needed to determine what price will be placed on items for sale. Prices paid for similar items purchased from State Surplus Office may be used as a guide. Prices vary on merchandise sold depending on the condition of the item at the time of sale.

SECTION V

County of Lexington
Proposed Revenues
Fines, Fee, and Other
Budget FY - 2003-2004

Fund #: 1000 **Fund Name: ADMINISTRATIVE**
Organ. #: 101420 **Organ. Name: CENTRAL STORES**

BUDGET

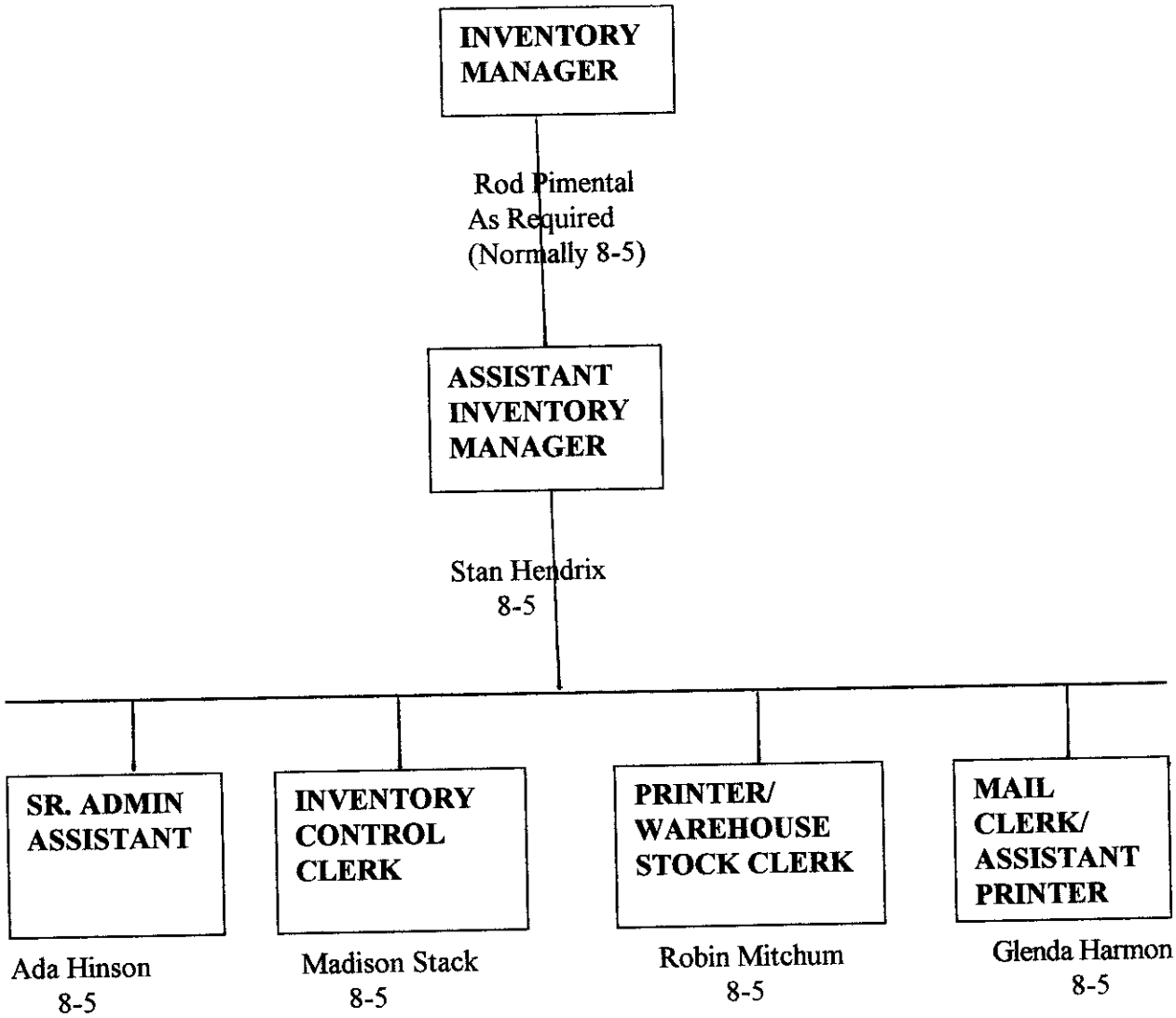
Treasurer's Revenue Code	Fee Title	Actual Fees FY02-03	Anticipated Fees FY2002-03	Units of Service	Total Current Fee	Proposed Est. Fees FY2003-04	Fee Change	Total Proposed Est. Fees FY2003-04
438903	Tire Sales	5,517	$6,500			$4,000		$4,000
438902	Surplus Sales	3,574	$4,500			$3,000		$3,000

*Car tires are sold $10 each. Truck tires are sold at market value which could run from $10 - $60.

**Surplus property is sold at various rates depending on condition and type of property like chairs, desks, file cabinets, etc. Prices range from $5.00 and up.

SECTION VI. A. - PERSONNEL LINE ITEM NARRATIVES

Organization Chart



SECTION IV. B. - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE $1,287

Cost for the third year of the maintenance contract for the Ascom 350 mail machine.

521000 - OFFICE SUPPLIES $400

To cover routine office supplies (paper, pencils, ribbons, file folders, etc.) for Central Stores, Mail Room and Print Shop.

510001 - PRINT SHOP SUPPLIES $2,500

This account is used to purchase supplies such as ink rollers, covers for water system, cleaning chemicals, and other supplies that are not charged back to the department. The supplies consist of all types of color inks used, activator, toner, litho paper, padding compound, shrink wrap, conversion solution, paper plate conditioner, chip board and adhesives.

521100 - DUPLICATING $660

This account is used for duplicating needs by Central Stores, Mail Room and Print Shop. This is based on the monthly usage of $55 per month. More customers are needing copies of shipping and receiving documents and do not have auditrons with them to make copies.

521200 - OPERATING SUPPLIES $900

Operating supplies for the warehouse include, but are not limited to the following: large quantities of paper bags are used to pack small orders to be delivered or picked up by warehouse customers; shrink film is used to provide tight, secure and moisture protection on pallets for storage and shipping; packaging materials such as general purpose sealing tape, scotch tape, masking tape are used to seal packages and boxes for storage and shipping; rope and twine are used to secure loads on orders when they are picked up by open trucks. This account is also used to buy all the cleaning supplies for the upkeep of the warehouse. Bought from this account also are hand towels, toilet paper, trash can liners, and other supplies used in warehouse operations. Mail machine supplies such as tape, ink, and labels will be purchased from this account.

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE $300

Scheduled maintenance on one forklift conducted quarterly (4 x $25 = $100). Unscheduled maintenance is difficult to estimate, but it should be no more than $200.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE $3,000

To be used on maintenance and replacement parts for equipment in the warehouse such as drills, engravers, pallet truck, branding iron, and drum handling equipment. In addition, we have several pieces of small equipment in the mail room and the print shop that require repairs. We have been informed the rollers on the SB Dick Press (at a cost of $388/set) need to be changed annually. Also, the electric paper cutter blades must be changed and sharpened 2 or 3 times per year at a cost of $75 - $100 each time. The AB Dick Press and the Mitsubishi Plat Maker in the print shop have had maintenance contracts in the past costing approximately $1,800. As of July 1, 1997, there are no vendors in the Columbia area offering contracts on this equipment. Repair work on this equipment costs $75 - $100 per hour plus parts.

522300 - VEHICLE REPAIRS & MAINTENANCE $1,935

This is for the three vehicles assigned to Central Stores for regular scheduled and unscheduled maintenance. The flatbed truck is 15 years old and fairly expensive to repair when it is needed. The other two vehicles are more economical to repair. All vehicles are used for delivery and pick up of supplies and equipment from the warehouse throughout the entire County.

Van - 18900 - (99)		Flat Bed - 11896 - (88)		Chevrolet Van - 20804 - (99)	
3 A Services =	$135	3 A Services =	$180	3 A Services =	$135
1 C Service =	$250	1 B Service =	$ 275	1 B Service =	$ 60
	$385		$ 455		$ 195

Total scheduled maintenance is estimated at $1,035.
Unscheduled maintenance is estimated at $900 annually.

523200 - EQUIPMENT RENTAL $916

The mail machine postage meter is an item that cannot be purchased. This meter is a component of the mail machine that affixes postage to the mail and keeps a cumulative total of postage used and amount remaining. When postage needs to be added a check is sent to the Post Office and the postage meter is set using the telephone. Rental is on a yearly basis.

524000 - BUILDING INSURANCE — $742

Building and property insurance for the warehouse with a 25% increase from last year. Figures were received from Risk Manager.

524100 - VEHICLE INSURANCE — $1,950

This is to fund liability insurance coverage for the three vehicles at Central Stores with a 25% increase from last year. The actual cost is $520 per vehicle. Figures received from Risk Manager.

524201 - GENERAL TORT LIABILITY INSURANCE — $446

This is to cover the cost of tort liability insurance with a 25% increase from last year. Figure provided by the Risk Manager.

524202 - SURETY BOND — $39

An insurance guaranteeing payment to an employer in the event of unforeseen loss through the actions of an employee. Figure provided by Finance in the amended column of the annual budget for 2003-2004.

525000 - TELEPHONE — $1,266

This account funds the telephone equipment rental costs and line charges as necessary to the operation of this division. This is the same cost as last year. The reason the total is wrong is because it was added incorrectly last year. (Last year - $1,055 should have been $1,266).

359-8167	12 x $17.55	=	$ 211
808-2141	12 x $17.55	=	$ 211
359-8368	12 x $17.55	=	$ 211
359-8282	12 x $17.55	=	$ 211
359-8278 (FAX)	12 x $17.55	=	$ 211
359-4494 (Modem)	12 x $17.55	=	$ 211
			$ 1,266

524010 - LONG DISTANCE CHARGES — $185

To cover long distance telephone charges. Numerous calls have to be made to vendors to correct shipping problems. Because we have first-hand knowledge of most shipping problems it is more efficient for warehouse personnel to solve them. Also, price quotes have to be obtained from some vendors who do not have 800 toll free numbers.

525040 - INTERNET SERVICE CHARGE — NONE

525100 - POSTAGE $30

To cover necessary mail fees to outside agencies and vendors.

525101 - MAILING PERMITS $400

Funds will be used for County mailing permit fees, i.e. First Class, Pre-Sort, Third Class and Business Reply. Actual cost of fees. Also in the event postage is increased again this year, a chip for the mail machine will have to be purchased.

525110 - OTHER PARCEL DELIVERY SERVICE $200

This is used to send large packages through UPS, FEDEX, AIRBORNE EXPRESS, US POST OFFICE, etc. Also merchandise refused for some reason is sent back using these services.

525210 - CONFERENCE & MEETING EXPENSES $100

Columbia Postal Customer Council conducts employee training each year. Four employees at $25 each. The Inventory Manager and three employees who handle County mail processing will attend.

525250 - MOTOR POOL REIMBURSEMENT $500

The present vehicles assigned to Central Stores are not administrative type vehicles and for the most part due to scheduling are not available. When inventorying fixed assets an administrative vehicle is necessary to travel throughout the County to Solid Waste Management collection stations, libraries, fire stations, EMS substations, and other county buildings. The Central Stores supervisor has to attend meetings several times a week throughout the County. Central Stores employees require County vehicles to attend training and other classes not held at Ball Park Road.

ESTIMATE OF YEARLY USES

Destination	Miles Round Trip	# of Trips Per Year	Total Miles	Cost
CS-Admin. Bldg.	16	60	960	$350
CS-Library HQ	20	10	200	$73
CS-Columbia	20	10	220	$80
		Mileage Rate 36.5 per mile		$503

525230 - SUBSCRIPTIONS, DUES, & BOOKS NONE

525357 - UTILITIES $11,419

Based on actual cost. Figures provided by the Finance Department.

525400 - GAS, FUEL & OIL $2,237

Includes four vehicles. The following is a breakdown of operational costs:

County # 11896 - Flat Bed Diesel
4210 MPY / 18 MPG = 526 x $1.00 = $526

County # 18900 - Dodge Van
5730 MPY / 16 MPG = 358 x $1.00 = $358

County # 20804 - Chevrolet Mini Van
13,986 MPY / 18 MPG = 777 x $1.00 = $777

Miscellaneous - Forklift (Propane)
4 tanks per month @ $12.00 x 48 = $576

MPY - Miles Per Year
MPG - Miles Per Gallon
Miles driven and estimated cost of a gallon of fuel provided by Fleet Services.

525600 - UNIFORMS & CLOTHING $770

Central Stores personnel deliver and pick up supplies throughout Lexington County and the City of Columbia. Uniforms present a professional image and help identify the worker as being from Central Stores/Lexington County. The nature of the type of work in the warehouse of unloading trucks, handling oil products, moving various size boxes and containers, moving furniture in and out of buildings, causes unusual wear and tear on clothing. By issuing uniforms we can require employees to be neat and clean and not wear worn and tattered clothing.

The safety shoes are a necessity because of the heavy object that are constantly moved around the warehouse and the County. Before we issued safety shoes, one employee dropped a box on his foot, breaking his toe.

Uniforms give the County of Lexington a quality image and make employees feel a part of a team thus improving morale and productivity.

WAREHOUSE EMPLOYEES

Five pairs of pants @ $13.85 each	=	$69.25
Five shirts @ $8.01 each	=	$40.05
Emblems & Sewing	=	$20.00
Safety Shoes	=	$75.00
Jacket	=	$24.96
Sales Tax on Items	=	$11.46
TOTAL PER EMPLOYEE	=	$240.72
$240.72 X 3 Employees	=	$722.17

MAIL ROOM & PRINT SHOP EMPLOYEES

2 Zipper Front Smocks @ $15.60	=	$32.76 (tax included)
2 Bib Aprons @ $6.50	=	$13.65 (tax included)
TOTAL FOR BOTH EMPLOYEES	=	$46.41

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUESTS

540000 - SMALL TOOLS & MINOR EQUIPMENT **$620**

To purchase small tools to be used in warehouse operations. This account will also be used to buy minor equipment in the warehouse administration area, the mail room, and the print shop. Specific items eeded this year are six uprights 42" x 8' @ $35 each and ten load beams 5,000 lb. capacity 9' long @ $19 each for a total of $420.

(6) 540010 - MINOR SOFTWARE **$689**

To have the capability completing, signing and transmitting a variety of internal forms electronically Adobe license for PC's are required. This is recommended by IS. One for the person responsible for filling out such administrative forms and the other for the department head. Two TLPGA ACROBAT V5.0 WIN LIC @ $50 each. Total $100.

- Standard Operating System for FY 03-04 will be Windows 2000. This will require 3 sets of software for the counter computer, Assistant Inventory Manager's PC and the Inventory Manager's PC. Three WIN XP Pro OS are required @ $139 each. Total $417.

- Software MS Word is required for the Administrative Assistant's PC to perform normal data entry and receiving. One MS Word is required. Total $172.

(2) PERSONAL COMPUTERS **$1,370**

These ~~three~~ two computers are required to bring Central Stores up to the standard operating system for FY 03-04 for compliance with requirements for the Banner group. These ~~three~~ two PC's are the same ones as shown with the software above WIND XP Pro OS.

(1) HYDRAULIC PAPER CUTTER **$7,167**

This machine is necessary for numerous print applications performed in the Print Shop. During normal printing requirements print shop personnel are required to cut all types of paper in the performance of their job to include construction, index, copier, laminated, art, mounting board, and crack and peel. Basically any print job requiring other tan 8 ½ x 14 paper has to be cut. At present many of the jobs requiring cutting are sent out causing a waste of time, expense and delays. We have an unusual number of print jobs that have to be cut; especially from the Sheriff's Department, Clerk of Court, and the libraries. The present cutter is more than 20 years old and no longer used because it is inaccurate and extremely difficult to operate as it is manual versus hydraulic.

LEXINGTON COUNTY

FEB 2 1 RECD

FINANCE DEPT

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: General Administration
Organization: 101500 - Personnel

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 6	238,643	117,996	246,067	246,067		
510200	Overtime	640	817	819	0		
510300	Part Time	0	1,154	1,160	0		
511112	FICA Cost	17,896	8,896	18,860	18,824		
511113	State Retirement	16,391	8,139	16,809	16,855		
511120	Insurance Fund Contribution - 6	25,200	16,800	33,600	36,000		
511130	Workers Compensation	651	330	658	2,465		
	*** Total Personnel**	**299,421**	**154,132**	**317,973**	329,211		
	Operating Expenses						
*520200	Contracted Services	1,128	846	1,128	1,128		
520400	Advertising & Publicity	7,970	2,725	9,000	11,763		
521000	Office Supplies	1,144	643	1,500	1,500		
521010	Newsletter Printing/Supplies	6,918	3,558	7,200	7,200		
521100	Duplicating	2,096	1,169	2,100	2,100		
521200	Operating Supplies	1,735	1,197	1,950	3,310		
522200	Small Equipment Repairs & Maintenance	0	0	600	600		
524000	Building Insurance	28	0	29	42		
524201	General Tort Liability Insurance	463	206	411	558		
524202	Surety Bonds	0	0	39	-		
525000	Telephone	1,618	830	1,600	1,600		
525010	Long Distance Charges	107	69	150	150		
525020	Pagers and Cell Phones	1,032	130	1,128	1,128		
525100	Postage	972	368	1,560	1,560		
525210	Conference & Meeting Expenses	1,184	1,417	2,000	2,000		
525221	Employee Training-Staff Development	15,068	11,630	19,747	20,000		
525230	Subscriptions, Dues, & Books	487	421	946	946		
525250	Motor Pool Reimbursement	80	14	100	100		
525300	Utilities - Admin. Bldg	4,376	2,379	4,474	4,474		
525700	Employee Service Awards	18,341	570	20,000	21,000		
	*** Total Operating**	**64,747**	**28,172**	**75,662**	86,159		
	**** Total Personnel & Operating**	**364,168**	**182,304**	**393,635**	406,370		
	Capital						
**540000	Small Tools & Minor Equipment	0	0	300	0		
	All Other Equipment	945	3,654	12,932	-		
5A----	Printer Upgrade				1,582		
	**** Total Capital**	**945**	**3,654**	**13,232**	1,582		
*520300	Professional Services				5,000		
**540010	Minor Software				50		
***5A----	Document Imaging Implementation				5,860		
	***** Total Budget Appropriation**	**365,113**	**185,958**	**406,867**	413,562		

1000-999900-525701 Employee Gift Services $29,000

7-1

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 101500 Organization Title: Personnel
Program # I Program Title: Printer / Document Imaging

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
1	Printer Upgrade	1,582
	Document Imaging Implementation	
1	Camera Head	2,400
5	19 inch monitors	1,150
	4 x 73GB Hard drives for NAS	2,310

** **Total Capital (Transfer Total to Section I and II)** $7,442

SECTION IV. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Employment
Program II - Administration of Benefits
Program III - Classification and Compensation
Program IV - Personnel Administration

Program I: Employment

Objectives:

The purpose of this program is to ensure proper means of advertising as prescribed by County policy in order to recruit the best qualified applicants for employment vacancies, not only for prospective employees but also to afford equal advancement opportunities to County employees. Under this program, advertising through the County's web site, The State Newspaper, Lexington Job Service, Dial-A-Job (telephone job line), area colleges, vocational schools, placement offices and County departments is ensured. Staff coordinates with Lexington Job Service the process of accepting applications for vacancies and forwards copies of applications to involved department heads/elected officials. Applications are logged in and monitored for the Federal EEO-4 report. Employee selections are reviewed to ensure that applicants have equal employment opportunity.

	FY99/00	FY 00/01	FY 01/02	Estimated FY 02/03	Projected FY 03/04
Applications Processed	1,247	1,644	2,176	3,000	3,000
Advertised Vacancies	292	256	252	250	250
Newspaper Ads	121	71	40	50	50

Program II: Administration of Benefits

Objectives:

The purpose of this program is to ensure proper administration of all fringe benefits to County employees. This includes educating employees of these benefits and ensuring accurate payroll deductions for the benefits. These benefits include: SC and Police Retirement, health, dental and life insurance, COBRA, post-employment and retiree benefits, IRS Section 125 and Post Tax Deduction Cafeteria Plan, SAFE Federal Credit Union, Savings Bonds, Deferred Compensation, and direct deposit of bi-weekly earnings for all County employees. A personnel orientation is given to each employee for a complete explanation of the County's benefit package. Upon termination of employment, exit interviews are conducted to explain voluntary continuation of certain benefits. This program also encompasses compliance with the Federal Family Medical Leave Act and COBRA.

	FY 99/00	FY 00/01	FY 01/02	Estimated FY 02/03	Projected FY 03/04
New Employees	321	287	197	200	200
Terminations/Resignations	246	230	173	200	200

Program III: Classification and Compensation

Objectives:

The purpose of this program is to maintain the position and classification system and pay plan. Under this program, staff reviews and processes all personnel actions and maintains EEO information as well as completes in-depth annual reports as required by Federal law. Staff reviews all performance evaluations and calculations for salary adjustments are made. Under this program, job descriptions are maintained and kept current. Wage and salary requests for external agencies are also performed under this program.

	FY 99/00	FY 00/01	FY 01/02	Estimated FY 02/03	Projected FY 03/04
PAFS Processed	2,419	2,410	2,164	3,500	2,500
Appraisals Processed	1,000	1,231	1,337	1,350	1,350

Program IV: Personnel Administration

Objectives:

Under this program, formulation and maintenance of general personnel policies and procedures is achieved. Staff assists department/division heads and elected officials with personnel matters on a daily basis. Under this program all personnel files are maintained as required by state and federal laws. Also as part of this program, staff verifies employment for both current and past employees (mortgage companies, DSS, Social Security, etc.). Staff also provides information as requested under the guidelines of the Freedom of Information Act and provides the SC Department of Labor with monthly reports and annual census information. Staff keeps County supervisors up to date with new laws and mandates affecting County employees and disseminates information as well as coordinates training opportunities. Also under this program, the employee newsletter is compiled and produced to inform employees of benefits and to promote communication between management and the employees of Lexington.

PERSONNEL DEPARTMENT
ALLOCATION OF STAFF TIME PER PROGRAM

Job Title	**Program I** Employment	**Program II** Benefit Admin	**Program III** Class & Comp.	**Program IV** Personnel Admin.
Personnel Director	25%	10%	25%	40%
Personnel Manager	20%	20%	45%	15%
Personnel Specialist		70%		30%
Personnel Clerk	25%	50%	25%	
Personnel Assistant	20%	10%	30%	40%

SECTION IV. A. - LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Personnel Dir/Asst Cnty Admin.	1	1		1	39
Personnel Manager	1	1		1	15
Personnel Specialist	1	1		1	10
Personnel Clerk	1	1		1	7
Personnel Assistant	1	1		1	6
PBX Operator/Receptionist	1	1		1	3
Total Positions	6	6		6	

(All positions covered by health insurance, account #511120)

SECTION IV. C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

Personnel:
(5) Office Phones

(1) Phone Line for Fax Machine

(1) Phone Line for Dial-A-Job

(1) Cell Phone for Personnel Director
(Nextel Two Way Radio/Cell)

(1) Pager for Personnel Director

Special Note: The following communications equipment is housed in Personnel but charged to a different fund and/or division.

Risk Management: (6790-101500)
(2) Office Phones

(2) Pagers for Risk Manager and
Safety/Training Coordinator

Security Services: (1000-111310)
(1) Office Phone

(1) Pager for Deputy

(1) 800 MHZ Radio

Other Office Phones not charged to 101500:

(1) Information Booth PBX
Additional numbers assigned to Information Booth

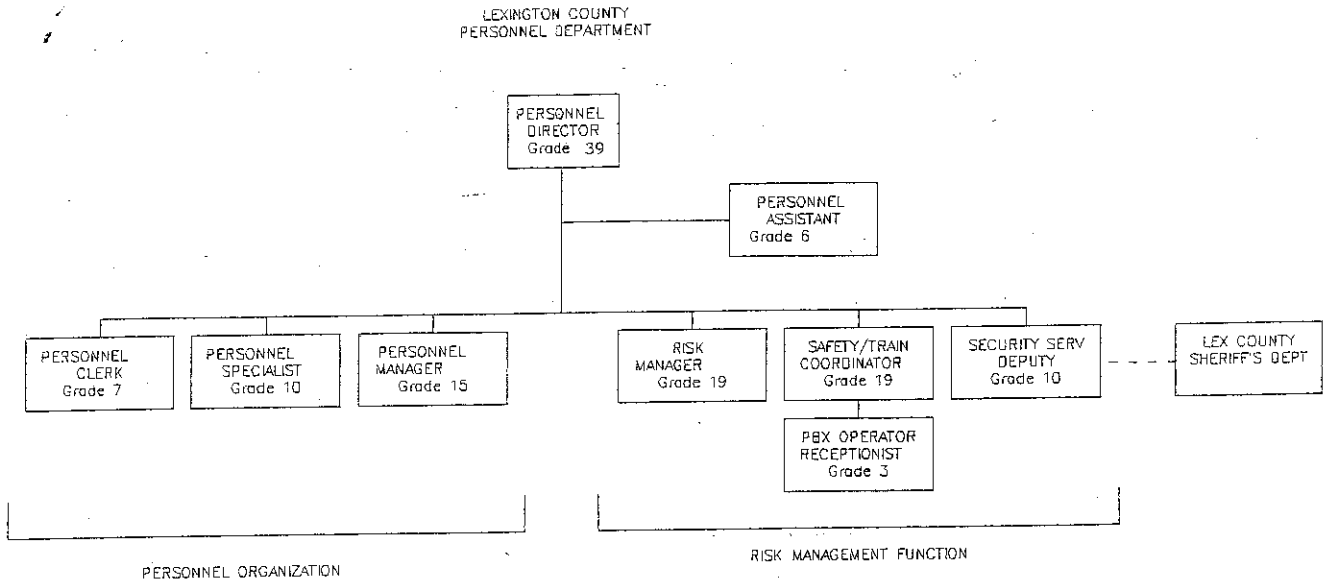
SECTION IV. D. - SERVICE LEVELS

Service Level Indicators:

	Actual FY 01/02	Estimated FY 02/03	Projected FY 02/03
Phone Calls Information Booth	39,240	44,476	45,000
Applications received/processed	2,176	3,000	3,000
New Hires	197	200	200
Personnel Action Forms Processed	2,164	3,500	3,500
Terminations	230	200	200
FMLA cases	173	210	215
Turnover	11.94%	12%	12%

SECTION VI. A. - PERSONNEL LINE ITEM NARRATIVES

ORGANIZATIONAL CHART



510100 - SALARIES **$246,067**

Current salaries for six positions.

510200 - OVERTIME **$0**

511112 - FICA COST **$18,824**

Employer's portion 7.65%.

511113 - STATE RETIREMENT **$16,855**

Employer's portion 6.85%.

511120 - INSURANCE FUND CONTRIBUTION **$36,000**

6-Employer's portion @ $6,000 per employee annually.

511130 - WORKERS COMPENSATION **$2,465**

Internal premium charges: (5) positions @ clerical rate of .27 per $100 of $162,682 of payroll = $439
(1) position @ municipal rate of 2.43 per $100 of $83,385 of payroll = $2,026

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES **$1,128**

Sheakley Uniservice, Inc. - Unemployment Compensation Claim Management Program. This company handles all employment claims.

520300 - PROFESSIONAL SERVICES **$5,000**

Axiom Corporation to provide 4 man-weeks of support in implementing a document imaging system. This will include document analysis, software changes, process analysis or any other services that may be required in this effort.

520400 - ADVERTISING **$11,763**

Advertising for employment ads in the State Newspaper. Average of 60 lines @ $3.77 per Sunday (52).

521000 - OFFICE SUPPLIES **$1,500**

Includes routine office supplies as well as in-house printing.

521010 - NEWSLETTER PRINTING/SUPPLIES **$7,200**

Includes printing costs for six (6) bi-monthly newsletters @ $1,200 each.

521100 - DUPLICATING **$2,100**

Includes general duplicating. Department on average makes 3,500 copies per month = 42,000 copies per year @ .05/per copy.

521200 - OPERATING SUPPLIES **$3,310**

Includes digital ID system Badges.	$1,360
Includes cost of orientation folders.	$600
Includes cost of Personnel File Folders	$350
Includes performance evaluation form purchase.	$1,000

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **$600**

Includes repairs needed for Canon Microprinter machine.

524000 - BUILDING INSURANCE **$42**

524201 - GENERAL TORT LIABILITY INSURANCE **$558**

4 clerical employees	$19 X 4 = $76
1 other	$62 X 1 = $62
1 director	$420 X 1 = $420

525000 - TELEPHONE **$1,600**

Includes existing six telephone lines & Voice mail for job line & Personnel Director ($127 avg monthly bill X 12 months).

525010 - LONG DISTANCE TELEPHONE **$150**

Based on current usage.

525020 - PAGERS AND CELL PHONES **$1,128**

Pager and Digital Phone usage by Personnel Director
Pager $9 x 12 months = $108
Digital Phone $85 x 12 months = $1,020

525100 - POSTAGE **$1,560**

Based on current average usage of $130 per month.

525210 - CONFERENCE & MEETING EXPENSE **$2,000**

SCAC's Annual Conference	$1,000
SHRM State Conference	$500
Miscellaneous training	$500

525221 - EMPLOYEE TRAINING - STAFF DEVELOPMENT **$20,000**

During FY 99/00, the staff implemented the professional development training program and semi-annual senior staff retreat curriculum. Based on a 1999 survey and employee requests we have targeted computer software, supervision and customer service for our training needs. On-site training has been very beneficial to front-line employees who do not belong to or have the opportunity to join professional organizations with similar types of training. Additionally, we have been able to offer a Supervisory Certification Program to 10 of our supervisors in cooperative effort with Midlands Technical College and price-sharing with Richland County ($5,625 X 2 classes). Two semi-annual one day senior staff retreats are included in this budget request ($1,500 X 2 retreats). These retreats are designed for one day of concentrated training for Department Heads and Elected/Appointed Officials, as well as one day for supervisors and managers. Past retreat topics have been employment law, performance evaluation techniques, communication styles, employee motivation and supervision strategies.

525230 - SUBSCRIPTIONS, DUES & BOOKS **$946**

Manager's Legal Bulletin (renewal) Semi-monthly forwarded to all department heads and elected officials to communicate up-to-date personnel information	$421
Personnel Law Update	$175
National Society for Human Resource Management dues	$200
Local Society for Human Resource Management dues	$150

525250 - MOTOR POOL REIMBURSEMENT **$100**

525300 - UTILITIES--ADMINISTRATION BUILDING **$4,474**

Based on usage.

525700 - EMPLOYEE SERVICE AWARDS **$21,000**

Annual Employee Service Awards

This appropriation will be used for recognition of employees with ten, twenty, and thirty years of service. Special note: The cost of the banquet has increased due an increase in the number of employees with 10 years or more of service. This is a good sign for the longevity of our employee base. Staff will continue to evaluate other alternatives such as catering if an adequately sized and conveniently located facility can be.

Awards Dinner

Approximately 71 service awards will be presented for ten, twenty and thirty years of service:

52	10 year certificates @ $14.70	= $764.40	
11	20 year plaques @ $42.00	= $462.00	
8	30 year plaques @ $57.75	= $462.00	$1,688.00

375 Employees with 10 years or more of service + guest = 750
49 Department heads and Council + guest = 98
4 Employee of the Quarter recipients + guest = 8
Dinner for 856 @ $30/Dinner (includes tax and service charge) = $13,500*
* (Assumes 450 employees/guests in attendance).

Picture of award recipients (to included Employee of the Year) at awards ceremony:
71@ $10.50/each for copy for each recipient as well as black and white photos for the newspaper = $746

Individual tribute to service. The Employee Committee typically shares in this cost.
$5.50 for 425 employees/department officials = $2,335

Employee of the Year Award = $160

Total Banquet Cost $18,500

Employee Recognition Throughout the Year

Employee of the Quarter Awards, 4 @ $12.60 Certificate of Excellence to Nominees, 16 @ $12.60	$252
Engraved clock presented to retiring employees. Average 4 retirees per quarter = 16 @ $74.00	$1,184
Greeting cards for employee's birthdays.	$1,000

1000-999900-525701 - EMPLOYEE CHRISTMAS GIFT SERVICES **$29,000**

This is an annual cost for distributing a gift certificate to each employee during the Christmas season. For the past two years, the face value of this certificate has been $25 with a purchase price of between $22-$23. The amount budgeted reflects an employee count of approximately 1,267 at $23.00/certificate.

SECTION VI.C. - CAPITAL LINE ITEM NARRATIVES

1000-101500-540010 - MINOR SOFTWARE **$50**

License for forms software.

1000-1015000-5A---- - PRINTER UPGRADE **$1,582**

Covers cost of (1) laserjet printer, as recommended by Information Services, to replace the exiting laserjet printer. Currently the exiting printer is used by Personnel, Risk Management and Security Services for computer printing needs.

1000-1015000-5A---- - Document Imaging Implementation **$5,860**

Costs includes one camera head ($2,400), five 19 inch monitors ($1,150) and 4 X 73GB hard drives for NAS ($2,310) for the implementation of a document imaging system that would allow the department to film, scan and index approximately 1500 pages per month.

I - Department of Planning and GIS BUDGET REQUEST SUMMARY

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 21 RECD
FINANCE DEPT

Fund: 1000
Division: General Administration
Organization: 101600 - Planning & GIS

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 7	1,394,249	141,827	295,940	(8)322,173	297,359	
511112	FICA Cost	103,416	10,401	22,589	24,646	22,748	
511113	State Retirement	86,873	8,612	20,227	22,069	20,369	
511120	Insurance Fund Contribution - 7	172,200	19,600	39,200	(8) 48,000	42,000	
511130	Workers Compensation	19,410	384	780	849	784	
511131	S.C Unemployment	776	940	0	0		
511213	State Retirement -Retiree	8,634	1,103	0	0		
	*** Total Personnel**	**1,785,558**	**182,867**	**378,736**	**417,737**	383,260	**0** **0**
	Operating Expenses						
520400	Advertising & Publicity	1,491	0	250	200		
520702	Technical Currency & Support	19,777	0	22,830	23,830		
520703	Computer Hardware Maintenance	1,586	0	1,900	1,900		
521000	Office Supplies	3,852	33	675	675		
521100	Duplicating	9,312	569	2,150	1,500		
521200	Operating Supplies	12,899	871	4,700	4,500		
522200	Small Equipment Repairs & Maint.	1,089	41	625	600		
522300	Vehicle Repairs & Maintenance	1,165	378	1,050	600		
524000	Building Insurance	221	0	77	58		
524100	Vehicle Insurance - 1	1,040	260	520	650		
524201	General Tort Liability Insurance	1,760	213	426	533		
524202	Surety Bonds	0	0	45	45		
525000	Telephone	9,644	1,060	1,135	1,135		
525010	Long Distance Charges	1,193	385	400	800		
525020	Pagers and Cell Phones	629	105	234	225		
525030	800 MHz Radio Service Charges	9,633	0	0	0		
525031	800 MHz Radio Maintenance Contract	1,666	0	0	0		
525100	Postage	5,709	421	250	900		
525210	Conference & Meeting Expenses	10,647	396	8,000	8,000		
525230	Subscriptions, Dues, & Books	4,366	452	1,000	1,000		
525250	Motor Pool Reimbursement	93,973	469	1,368	1,000		
525300	Utilities - Admin. Bldg	18,710	3,521	6,170	7,200		
525400	Gas, Fuel, & Oil	625	307	375	650		
525600	Uniforms & Clothing	839	0	100	0		
526500	Licenses & Permits	260	0	0	0		
	*** Total Operating**	**212,086**	**9,481**	**54,280**	**56,001**	**0**	**0**
	**** Total Personnel & Operating**	**1,997,644**	**192,348**	**433,016**	**473,738**	439,261 **0**	**0**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: General Administration
Organization: 101600 - Planning & GIS

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Capital						
540000	Small Tools & Minor Equipment	2,086	0	250	250		
540010	Minor Software	5,462	0	2,500	2,600		
	All Other Equipment	21,159	23,924	30,854	237,295	239,395	
	**** Total Capital**	**28,707**	**23,924**	**33,604**	**240,145**	242,245 **0**	

TOTAL BUDGET #681,506

III - CAPITAL REQUEST SUMMARY

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2003-2004

Fund #	1000	Fund Title:	General
Organization #	101600	Organization Title:	Planning and GIS
Program #		Program Title:	

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
1	Desk with credenza	400
	GIS Software	2,500
	SOFTWARE	2,500
1	Portable Digital Projector	3,500
1	Digital Camera	800
1	Color Laser Printer	4,400
1	Black and White Printer	3,000
2	Computers (Replacements)	5,300
2	UPS Systems (one replacement and one new)	565
	Digital Ortho Imagery Project - Phase II	211,000
1	DVD Writer	330
	Scanning 1989 Aerial Photography	5,500

NEW PROGRAM

** **Total Capital (Transfer Total to Section I and II)** **237,295**

259,395

IV - PROGRAM OVERVIEW

A. Positions

The existing department positions are listed below and all are with insurance.

	Grade
Director	32
Planning/GIS Manager	21
GIS Analyst	18
Senior Cartographer	14
(2) GIS Mapping Technician II	11
GIS Mapping Technician I	7

B. Vehicles

The following is the only vehicle assigned to the Department. It is covered by insurance.

COUNTY OF LEXINGTON
VEHICLE SCHEDULE
FY 2003-2004

Department Name: Planning and GIS
Department No.: 101600
Program/Activity:

Vehicle #	Description	Assigned	Vehicle Repairs & Maint. 522300	Vehicle Insurance 524100	Comp. Insurance 524101	Gas, Fuel & Oil 525400	Total
24181	Ford Crown Victoria	Director	600	650		650	$1,900
		Total	600	650		650	$1,900

C. Telecommunications Equipment

Phones – 7 phone lines and 8 instruments

FAX – 803 359-8188 (shared with the Department of Community and Economic Development – will need a new FAX machine for the last half of next year. The Assessor Office may be able to bring one to the floor from the Administrative Annex Building)

Pagers – two "message writers"

800 Mhz Radios – none (we borrow a unit from the Department of Community and Economic Development when needed)

D. Services

Activity	Valerie Gray, GIS Mapping Tech. I	George Hughes, GIS Mapping Tech. II	Steve Pierce, GIS Mapping Tech. II	Ralph Ford, Senior Cartographer	Michael Cameron, GIS Analyst	Jack Maguire, Planning/GIS Manager	Charlie Compton, Director
Maintain the County Comprehensive Plan							
Natural Resources Element							
Cultural Resources Element							
Community Facilities Element							
Population Element							
Economic Development Element							
Housing Element							
Land Use Element							
Budget Maintenance							
GIS Development							
Management of GIS contract licensing							
GIS Training of County employees and others							
Arc Users coordination							
Census Data preparation and distribution							
GIS software installation and training							
Road Map maintenance							
GPS new road centerlines and corrections							
Populate data associated w/road centerlines							
E911 database oversight							
MSAG enhancement							
Telephone Company coordination							
Postal Service coordination							
Map updates							
Research wrong addresses							
Digital Ortho Imagery project coordination							
Benchmark project							
Coordination							
Field work							
Customer service							
Over-the-counter plat review							
Addressing							
Data questions							
Telephone inquiries							
Planning Commission agenda preparation							
Preparation of graphics for Zoning Hearings							
Custom map preparation & other custom jobs							
Map and other data sales							
GPS training for others							
CARD creation and maintenance							
Road naming							
Economic Development maps, data & graphics							
ArcIMS application							
Maintenance							
New Development							
ArcSDE application							
General data creation							
Mapbook Atlas preparation							
Annexation maintenance							
RESPONSIBILITY	Major		Significant		Secondary		

V - SUMMARY OF REVENUES

The following chart is a summary by calendar year of the Departmental revenue sources:

Activity	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
Map, aerial & data sales	$12,334	$13,726	$15,725	$15,575	$17,827	$16,579	$12,713	$12,340	$7,034	$8,727

Revenue Source	2002	
Tax Map Sheet	35	$35.00
Map Atlas	6	85.00
Digital Contour/Topo	30	5,050.00
Topos	18	1,400.00
'89 Aerial	1	5.00
'73 Aerial	17	17.00
Computer Generated Map	12	120.00
Council Districts	3	30.00
1989 Ortho Photo	13	120.00
½ Ortho Photo	3	30.00
1/4 Ortho Photo	34	170.00
Digital Road Map	4	1,050.00
Digital Files	6	540.00
TOTALS		**$8,727.00**

Here are the estimates for FY2003/04 by revenue code. By furnishing more information to the public in convenient and useable formats, we are reducing telephone calls and walk-ins. We are also forecasting that this will mean less revenue from sales of data and maps. However, when the new aerial photography and topography begin arriving later this year, we may see an increase in sales before next fiscal year is over.

Revenue Code	Description	FY03/04 Estimates
1000-437604	Copy Sales - P&D	$20
1000-437900	Map & Aerials Sales - P&D	$9,500
	Total	$9,520

8-6

B. Operating

GENERAL NOTE: As Departmental reorganization was implemented this year the following operating accounts were divided among three departments. The same clerical staff has been handling budget maintenance for two of those departments and they have attempted to use accounts from both departments on shared supplies and activities. Because accounts from one department may have been used more heavily in the first half of the year, the monthly budget summary can not be automatically used to predict the total expenditures for the year. As we learn how to divide expenditures it was also expected that the wrong departmental accounts may be used periodically as we learn to properly implement the new budget arrangement.

520400 - Advertising **$200**

This account will only be used if the Personnel Department needs this Department to pay for advertising expenses relative to vacant positions, or if a portion of the Comprehensive Plan is being updated and needs to be advertised.

520702 - Technical Currency and Support **$23,830**

This line item now covers primarily the maintenance contract with ESRI for the County's geographic information system. Maintenance is a very important feature that ESRI provides exclusively. We benefit from this service in two ways. First, we receive technical support for guidance and help when we have difficulty with the software. We use this service almost daily. Second, when any new iterations of ArcINFO products covered by maintenance are released we get the new version at no extra charge.

ArcINFO, ArcView, and ArcEditor are the three basic elements of the ESRI ArcGIS product line. We have had ArcINFO since 1988, and ArcView since 1996. Our entire GIS system of data is built with the ESRI system of GIS software. ArcEditor is a new dimension that allows a person to do certain work aspects without engaging the entire software. Listed below are the aspects of ArcINFO that we use. The software maintenance estimates for each piece of software is listed below with the total, including the plotter and tax listed above.

ArcView (5 seats)
ArcView Spatial Analyst, 3-D Analyst, and Network Analyst
ArcPress for ArcView
ArcPad is for use with PDAs.

ArcINFO (4 seats) is a high-end GIS with tools for automation, modification, management, analysis, and display of geographic information. Various extensions are available to build on core functionality. ArcINFO adheres to modern software engineering and computing standards and runs on a variety of hardware platforms, including UNIX workstations and Windows NT. ArcInfo is the complete GIS solution for individual projects or enterprise-wide applications. The essence of enterprise GIS, ArcInfo serves as the core of an ArcGIS system that can include ArcView GIS, ArcSDE, ArcIMS, and more. ArcINFO's development environment, ArcObjects, lets users build custom ArcINFO applications and interfaces using Visual Basic.

ArcCOGO (2 seats) integrates survey data with other data layers, provides a selection of data entry methods, supports large databases including national cadastre and ground control, provides tabular reporting tools, is adjustable to fit our needs, and preserves data accuracy.

ArcGRID offers complete raster data management – including input, display, editing, analysis, and output. It includes a comprehensive set of cell-based spatial analysis tools integrated in a powerful modeling language and analysis environment. ArcGRID can perform everything from simple queries to complex modeling and supports per cell, neighborhood, zonal, continuous, and overlay analyses.

ArcTIN generates information and gives you insights that are not possible with two-dimensional analysis tools alone. ArcTIN provides a suite of tools for 3-D modeling, analyzing, and displaying surface data. ArcTIN gives the ability to interpolate surface *z* values, generate contours, calculate slope, aspect, surface area, and surface length, extract important surface features, and perform analytical hillshading.

With **ArcNETWORK**, we can find shortest or least-cost paths, or most efficient path to a series of locations. This is the module we use to locate fire stations and other county facilities.

ArcPress is the graphics metafile rasterizer for map output and printing that greatly increases the speed, efficiency, and quality of our GIS output. ArcPress increases productivity and eliminates the need for so much extra RAM on the plotter. ArcPress is fully integrated with ArcINFO, and because it handles standard ESRI graphics output formats (1039,1040, map compositions, CGM or PostScript), output from our desktop products can be sent to ArcPress.

ArcPublisher is a new program that has been added this year. It prepares very robust maps in a *.pmf format (similar to Adobe Acrobat *.pdf format). These maps are user-friendly, print-ready and available for distribution. For County-networked employees, even some data analysis is available with these map products.

520703 - Computer Hardware Maintenance **$1,900**

We are currently carrying only one piece of hardware under contract – the HP2500 Plotter.

521000 - Office Supplies **$675**

General office supply needs for the Department are handled by this account. Printing at times has been a major expenditure in this category, but now is primarily limited to things like letterhead stationery, envelopes and business cards.

521100 - Duplicating **$1,500**

Our largest routine use of the copy machine is for the reproduction of maps, plats and aerials for the public and preparation of materials for other departments, and the monthly preparation of meeting agenda packages for the Planning Commission.

521200 - Operating Supplies **$4,500**

The largest portion of this account is spent on supplies used in the production of maps, special projects, and other graphic items which are very expensive. Since a large portion of these are not used by Planning and GIS, the size of the annual expenditure is determined primarily by the demand created by the public, other departments, and outside agencies. That demand has increased steadily with the sophistication of the GIS system. For that reason it is impossible to accurately predict the size of this expenditure. It was decided six years ago that it was too cumbersome to try to have each department account for their usage, and we should simply make the best estimate of the amount needed for each year.

522200 - Small Equipment Repairs & Maintenance **$600**

This account is used for the repair of equipment not under a maintenance contract — cameras and projection equipment, etc.... and all personal computer equipment.

522300 - Vehicle Repairs & Maintenance **$600**

With most vehicles pooled and maintained at the Central Maintenance Garage, this number must cover only the one vehicle assigned to this account. With a new vehicle the amount needed in this account would be expected to be less than previous years.

524000 - Building Insurance **$58**

524100 - Vehicle Insurance **$650**

524201 - General Tort Liability Insurance **$533**

This covers seven employees, including one director. If the secretarial position is approved, we will need this to cover eight employees.

524202 - Surety Bonds **$45**

525000 - Telephone **$1,135**

This covers monthly telephone charges to AllTel.

525010 - Long Distance Charges **$800**

The majority of the Department's long distance calls can be divided into two categories — conversations with out-of-town developers, engineers, and investors; and inquiries to other jurisdictions on matters of common interest.

525020 - Pagers and Cell Phones **$225**

This line item covers the cost of two "message writer" pagers. One is used by the Director with the other designated as a "floater" to be used by the other employees while they are away from the office, especially for meetings.

525030 - 800 MHz Radio Service Charges **$0**

The Department employees are borrowing radios from the Department of Community and Economic Development as needed for field work.

525100 - Postage **$900**

Mailing maps, data, and correspondence accounts for most of our postage expenditures. The Planning Commission staffed by the Department also adds to the cost of postage with meeting agendas and related correspondence.

525210 - Conference & Meeting Expenses **$8,000**

This account includes all meeting and training expenses for the Planning and GIS staff and the Planning Commission. The following is the proposed distribution of this accounts by activity:

1100 **Planning Commission**
- Planning Commission – monthly and special meetings
- Commissioner training available quarterly in conjunction with SCAPA meetings

2700 **Planning**
- S. C. Chapter of the American Planning Association – four quarterly meetings (Includes training workshops for Planning Commissioners.)
- American Planning Association – annual and regional conferences (The Director continues to serve on the Board of Directors of the National Association of County Planners.)
- AICP Certification Exam review course
- Workshops on topics such as transportation planning, census data, development impact fees, etc. as they become available

4200 **GIS/Mapping/Demographics**
- South Carolina State Mapping Advisory Committee - annual meeting

Environmental Research Systems Institute (ESRI) - ARC/INFO
Southeast ARC/INFO User's Group
South Carolina ARC/INFO User's Group
Lexington County ARC/INFO User's Group
Programing training

525230 - Subscription, Dues, and Books **$1,000**

Memberships and dues are used for the staff and the Planning Commission members. Subscriptions to professional publications and reference books are a vital part of our staff training. The following are examples of memberships, books, etc:

Memberships
National Association of County Planners
American Planning Association (APA) - to include division memberships
This includes membership for Planning Commissioners as well as membership in AICP for any employees who have passed the certification.
Subscriptions from APA: Planning Advisory Service
"Zoning News" "APA Journal" "Land Use Law and Zoning Digest"
Southeastern Division, Association of American Geographers

525250 - Motor Pool Reimbursement **$1,000**

Based on the IRS mileage reimbursement rate each year. It will take this amount to cover this year's mileage at the rate of $0.365 per mile.

525300 - Utilities–Administration Building **$7,200**

This will be based upon the square footage occupied by the Department. At this time it appears that the space will be the same next year as this year.

525400 - Gas, Fuel, and Oil **$650**

Gas for the one vehicle not covered by the motor pool reimbursement line item.

C. Capital

540000 - Small Tools & Minor Equipment **$250**

With this account we normally purchase items such as telephones, calculators, etc. for the office. This year we may need it to purchase a secretarial chair and perhaps a couple of visitor waiting chairs.

540010 - Minor Software **$2,600**

This is an estimate of the portion of our annual software purchases and updates that would qualify as "minor." This would include most of our office, word processing, spreadsheet, and data base software. We still have shortages in the number of word processing licenses necessary to provide a copy for every user. We have included $100 to be used to purchase two Adobe licenses (TLPGA ACROBAT V5.0 WIN LIC) for use with transmitting internal forms electronically.

(1) Desk with credenza **$400**

If the secretarial position is funded we will need one desk with a return and a credenza.

NEW PROGRAM

GIS Software **$2,500**

Most existing GIS software upgrades come with the maintenance contracts. This amount is used for new system requirements. New tools are constantly evolving that continue to enhance our ability to provide the mapping products needed for E-911, our web site, our new I-Map project, and the many needs of Public Works, Community and Economic Development and the general public.

Software **$2,500**

This will be used to purchase the more expensive software not covered by the "minor" software category at #540010. This year we bypassed the update of our AUTOCAD package. We may not be able to go another year, so that may be one need. We are also much more involved with video and 3D modeling for many of our presentations, especially those for economic development. Our video capability is now about six years old, but still very limited and needs upgrading. We have done some fairly ingenious 3D modeling, but it has also been with very limited software. The graphic presentations created for use with the Farmers Market proposal could have been even stronger with better software. Now that we have completely made the transition from manual to computer graphics, our artists on staff could use a little more support on the latest graphics tools. This also includes other software that enhances our ArcIMS web development and other analyses for County staff.

(1) Portable Digital Projector **$3,500**

The Department is desperately in need of a projector that can be transported to meetings away from the County Administration Building, and has a high enough resolution and is bright enough to be seen by a large audience. All of our material is now stored in digital form and carrying poster size

"out-put" is getting very difficult and cannot be made large enough for a large group to see. The older projector used in the Council Chambers is not compatible with our laptop and the projector we have been borrowing from Public Safety is rarely available. It was so heavily used that a second projector had to be purchased to keep up with their training needs. We would intend to share such a piece of equipment with other departments as they have shared with us. It would also be used with our training programs, including ArcIMS training here and with municipalities, business groups, etc.

(1) Digital Camera **$800**

Three Departments have been unsuccessfully trying to share one digital camera. Building Inspections uses the technology so frequently to document construction issues that Community and Economic Development needs at least one additional camera. As we move to another floor, we will have even more difficulty getting access to a camera.

(1) Color Laser Printer **$4,400**

The Department has been sharing a color laser printer with the entire 5th floor as graphics and maps for the various boards, commissions, and Council are increasingly needed in color. It also gives a small size option for sale of maps to the public. As we move to another floor another color printer will be needed to ensure access by everyone currently using that technology. We would share this printer with the mapping division of the Assessor's Office and it would need to have 11 by 17 capability.

(1) Black and White Printer **$3,000**

The Department will be without a black and white printer when we move. This printer will need to be purchased with additional memory as we from time-to-time have exceeded the capability of the current 5th floor printers to handle our graphics files. It will also need 11 by 17 capability.

(2) Computers (Replacements) **$5,300**

We were budgeted this year for several upgrades to include critical increases in RAM capability for two of our "power" machines. So far those upgrades have not been able to be implemented. If that continues to be the case, then those two machines need to be scheduled for replacement this year. They are the computers used by our GIS Analyst and our Planning/GIS Manager. If the RAM upgrades can be implemented, these purchases can be delayed one year.

(2) UPS Systems (one replacement and one new) **$565**

We currently utilize four UPS systems. The one connected to our plotter is 8-10 years old and needs to be scheduled for replacement. We also need one additional UPS System to connect to the computer of the GIS Mapping Technician responsible for much of our large map production.

Digital Ortho Imagery Project – Phase II **$211,000**

This would be the total cost of phase II of this project. We are currently seeking financial partners which should reduce the amount needed to complete this aerial photography and topography project. Partners include municipalities, utilities, etc.

(1) DVD Writer **$330**

As we receive shipment of the new digital ortho imagery, it will be necessary to have a DVD writer to be able to sell the data to customers and to provide it to our partners in the project.

Scanning 1989 Aerial Photography **$5,500**

Our most current aerial photography is 1989 and resides on mylar. As we obtain 2003 photography in digital form, it will become extremely useful to the Community and Economic Development staff and the Stormwater Management staff to have digital access to the 1989 data for comparison and historical verification. There are several possibilities for executing such a project with excellent services available at the University of South Carolina. The above price is the best estimate to do just the 256 grids which are at 400-foot scale at about $20 per grid.

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2002-2003

Fund # 1000 Fund Title: GENERAL
Organization # 101600 Organization Title: PLANNING + GIS
Program # Program Title:

Object Expenditure Code	Classification	Total 2002 - 2003 Requested
	Personnel	
510100	Salaries # 1	12,407
510300	Part Time #	
511112	FICA Cost	950
511113	State Retirement	850
511114	Police Retirement	
511120	Insurance Fund Contribution # 1	2,880
511130	Workers Compensation	33
511131	S.C. Unemployment	
	*** Total Personnel**	17,120
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	19
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	
	**** Total Personnel & Operating**	
	**** Total Capital (From Section III)**	400
	***** Total Budget Appropriation**	17,539

New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2002-2003

Fund # 1000 Fund Title: GENERAL
Organization # 101600 Organization Title: PLANNING + GIS
Program # Program Title:

Qty	Item Description	***BUDGET*** 2002-2003 Requested Amount
1	DESK W/CREDENZA	400.00

** **Total Capital (Transfer Total to Section I and II)** 400.00

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VI - LINE ITEM NARRATIVES

A. Personnel

For Fiscal Year 2002/03 and for the first half of the next fiscal year, the Department of Planning and GIS and the Department of Community and Economic Development will be sharing office space. For the last half of the year the Department of Planning and GIS will be sharing space with the mapping portion of the Assessor's Office. At that point we will be without secretarial services for phones, correspondence, and budget & personnel administration.

We are requesting that a secretarial position be added to the Department of Planning and GIS to be utilized also by the mapping division of the Assessor's Office.

There is one other area that continues to be in need of re-evaluation with respect to current job descriptions and assigned grades which involves most of the employees in Planning and GIS. As technology changed from "hand" graphics to computerized technology, we simply deleted the word "Drafting" from the job titles and inserted "GIS." Without a proper re-evaluation that simple action was not sufficient enough to address the change in job requirements.

C. Capital

540000 - Small Tools & Minor Equipment **$250**

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540010 - Minor Software **$2,600**

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(1) Portable Digital Projector **$3,500**

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COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY

FEB 2 4 RECD

FINANCE DEPT.

Fund: 1000
Division: General Administration
Organization: 101610 - Community & Economic Development

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 23.90	0	403,936	842,145	834,066		
511112	FICA Cost	0	29,772	64,224	63,806		
511113	State Retirement	0	26,377	57,508	57,133		
511120	Insurance Fund Contribution - 23.90	0	67,200	134,400	143,400		
511130	Workers Compensation	0	5,315	10,839	16,864		
511213	State Retirement -Retiree	0	1,293	0	0		
	*** Total Personnel**	**0**	**533,893**	**1,109,116**	**1,115,269**	**0**	**0**
	Operating Expenses						
520400	Advertising & Publicity	0	946	1,750	2,100		
520800	Outside Printing	0	0	5,000	2,500		
521000	Office Supplies	0	1,139	3,000	2,500		
521100	Duplicating	0	2,575	6,100	5,500		
521200	Operating Supplies	0	1,379	7,675	5,000		
522200	Small Equipment Repairs & Maint.	0	0	500	250		
522300	Vehicle Repairs & Maintenance	0	670	1,050	2,000		
524000	Building Insurance	0	0	152	157		
524100	Vehicle Insurance - 1	0	260	520	650		
524201	General Tort Liability Insurance	0	523	1,046	1,394		
524202	Surety Bonds	0	0	162	0		
525000	Telephone	157	3,854	5,600	5,133		
525010	Long Distance Charges	0	95	325	250		
525020	Pagers and Cell Phones	438	3,116	8,199	7,362		
525030	800 MHz Radio Service Charges -	0	1,200	2,381	1,795		
525031	800 MHz Radio Maintenance Contract -	0	360	360	270		
525100	Postage	0	1,126	3,000	2,775		
525110	Other Parcel Delivery Service				100		
525210	Conference & Meeting Expenses	0	800	6,000	6,000		
525230	Subscriptions, Dues, & Books	0	674	3,500	3,500		
525240	Personal Mileage Reimbursement	0	67	1,200	1,200		
525250	Motor Pool Reimbursement	0	37,338	84,507	85,355		
525300	Utilities - Admin. Bldg	0	5,040	12,330	12,330		
525400	Gas, Fuel, & Oil	0	8	375	375		
525600	Uniforms & Clothing	0	0	1,500	1,000		
526500	Licences & Permits				550		
	*** Total Operating**	**595**	**61,170**	**156,232**	**150,046**	**0**	**0**
	**** Total Personnel & Operating**	**595**	**595,063**	**1,265,348**	**1,265,315**	**0**	**0**
	Capital						
540000	Small Tools & Minor Equipment	2,176	0	1,409	1,000		
	All Other Equipment	751	288	300	6,141		
	**** Total Capital**	**2,927**	**288**	**1,709**	**7,141**	**0**	**0**
	***** Total Budget Appropriation**	**3,522**	**595,351**	**1,267,057**	**1,272,456**	**0**	**0**

COUNTY OF LEXINGTON

Section II

Existing Departmental Program Request
Fiscal Year - 2003 - 2004

Fund # 1000 Fund Title: General
Organization # 101610 Organization Title: Community & Economic Development

Object Expenditure Code	Classification	Program # 1 Administration	Program # 2 Building Insp.	Program # 3 Development	Program #	Total 2003-2004 Requested
	Personnel					
510100	Salaries # 23.90	103,373	502,775	227,918		834,066
510300	Part Time # 0	0	0	0		0
511112	FICA Cost	7,908	38,462	17,436		63,806
511113	State Retirement	7,081	34,440	15,612		57,133
511114	Police Retirement	0	0	0		0
511120	Insurance Fund Contribution # 23.90	17,400	90,000	36,000		143,400
511130	Workers Compensation	1,445	9,880	5,539		16,864
511131	S.C. Unemployment	0	0	0		0
	*** Total Personnel**	137,207	675,557	302,505		1,115,269
	Operating Expenses					
520100	Contracted Maintenance					0
520200	Contracted Services					0
520300	Professional Services					0
520400	Advertising		350	1,750		2,100
520800	Outside Printing	2,500				2,500
521000	Office Supplies	834	833	833		2,500
521100	Duplicating	1,834	1,833	1,833		5,500
521200	Operating Supplies	1,667	1,667	1,666		5,000
522100	Equipment Repairs & Maintenance					0
522200	Small Equipment Repairs & Maint.	250				250
522300	Vehicle Repairs & Maintenance		2,000			2,000
523000	Land Rental					0
524000	Building Insurance	157				157
524100	Vehicle Insurance #		650			650
524101	Comprehensive Insurance #					0
524201	General Tort Liability Insurance	374	684	336		1,394
524202	Surety Bonds					0
525000	Telephone	693	3,186	1,254		5,133
525010	Long Distance Charges	250				250
525020	Pagers and Cell Phones		7,245	117		7,362
525030	800 MHz Radio Service Charges			1,795		1,795
525031	800 MHz Radio Maint. Contract			270		270
525100	Postage	925	925	925		2,775
525110	Other Parcel Delivery Service	100				100
525210	Conference & Meeting Expenses	2,000	2,000	2,000		6,000
525220	Employee Training					0
525230	Subscriptions, Dues, & Books	1,167	1,167	1,166		3,500
525240	Personal Mileage Reimbursement	1,200				1,200
525250	Motor Pool		83,932	1,423		85,355
525300	Utilities - Administration Building	12,330				12,330
525400	Gas, Fuel, & Oil		375			375
525600	Uniforms & Clothing		1,000			1,000
526500	Licenses & Permits		550			550
	*** Total Operating**	26,281	108,397	15,368		150,046
	**** Total Personnel & Operating**	163,488	783,954	317,873		1,265,315
	**** Total Capital (From Section III)**	482	3,450	3,209		7,141
	***** Total Budget Appropriation**	163,970	787,404	321,082		1,272,456

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 101610 Organization Title: Community & Economic Development
Program # 1 Program Title: Administrative

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
1	Transcriber	250
1	Adding Machine	100
	Miscellaneous Software	132

**** Total Capital (Transfer Total to Section I and II)** **482**

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 101610 Organization Title: Community & Economic Development
Program # 2 Program Title: Building Inspections

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
	Hand Tools	650
1	Plan Storage Unit	375
9	Desk Chairs	1,125
1	Camera (35mm)	200
1	Printer	1,100

** **Total Capital (Transfer Total to Section I and II)** **3,450**

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 101610 Organization Title: Community & Economic Development
Program # 3 Program Title: Development

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
	Software	
2	Win XP Pro	278
1	Corel WP	355
1	Arc View 8.2	1,235
1	Drafting Table	231
1	Noise Meter Upgrade	1,110

** **Total Capital (Transfer Total to Section I and II)** **3,209**

SECTION IV
PROGRAM OVERVIEW

Summary of Programs:

The Department of Community and Economic Development includes the following:

Building Inspections

Development
- Zoning
- Landscape
- Subdivisions

Economic Development *(Personnel and administration costs Fund 1000-101610; Project specific activities Fund 2000-181100)*

Community Development Block Grant *(Fund 2400-181200)*

Program Objectives:

- Provide plan review/approval and inspection for all residential and commercial improvements in the unincorporated area of Lexington County;
- Provide plan review/approval and inspection for select incorporated areas of Lexington County via mutual agreement;
- Investigate complaints lodged against contractors with the SC Department of Labor, Licensing, and Regulation;
- Coordinate with Fire Marshal for code compliance on construction;
- Provide staff support to the Building Code Board of Appeals;
- Coordinate all County land use ordinances and make recommendations for changes where appropriate;
- Administer Zoning Permit program, to include plan review and approval as well as investigation of violations;
- Provide staff support to the Board of Zoning Appeals;
- Coordinate with Codes Enforcement unit of Sheriff's Department;
- Track and monitor all development permitting activity, to include bonded projects;
- Implement Landscape Ordinance through plan review, approval, and education; and,
- Further the objectives also listed at Fund 2000-181100 and Fund 2400-181200

SECTION IV - A
LISTING OF POSITIONS REQUESTED

Two new positions are being submitted for consideration as part of this budget request. They are:

- Zoning Assistant
- Research/Project Coordinator

The former Planning & Development Department was dissolved in March 2002, with its various functions redirected to three County departments (Community and Economic Development, Planning/GIS, Public Works).

At that time a vacant position was eliminated from the budget. The position had originally been created for the purpose of establishing a customer service position by combining the duties of two other positions. This was made possible by the retirement of a Subdivision Administrator. Upon the dissolution of Planning & Development, it was determined that the intent of the customer service position could be met through the restructuring changes and the position was removed and the funds directed elsewhere.

Following the retooling, plans moved forward for the establishment of a Codes Enforcement Unit within the Sheriff's Department. This occurred in part because of the success of a "Quality of Life Task Force" composed of staff from Zoning, Litter, Animal Control, and the Sheriff's Department. This task force combined efforts to clean up and educate communities in targeted areas where they each were experiencing significant enforcement issues.

That task force evolved into a 4-person Codes Enforcement Unit. Two zoning positions were relocated to the Sheriff's Department as part of this change.

Thus, the Department of Community and Economic Development is operating with 3 employees less than it was one year ago. This year has been one of observation and retooling, with the Director and managers carefully identifying needs and demands while they monitored service levels.

The personnel requests are detailed on the following pages:

Personnel Request – Research/Project Coordinator
Program #1 (Administration)

The original Department of Community and Economic Development was established in May 2000 for the purposes of administering a federal Community Development Block Grant program; providing a liaison between the County's departments, its Council, and existing business/industry; and to work with incoming industrial prospects. Staff was limited to the Director for all economic development activities and the Director and 50% of a finance employee for the Grant program.

During FY 2002-03, a full-time employee was added to coordinate the Grant program. Additionally, in March 2002 the Department's role expanded, as described at the beginning of this section. The role of the Director changed as management and supervision of the Building Inspections, Zoning, Subdivision, and Landscape divisions was added. These duties naturally began to erode the time available for activities previously performed by the Director.

At the time of the restructuring of Planning & Development, it was initially thought that the vacant "customer service" position could be retooled into a position that would support the day-to-day functions related to economic development and other duties that the Director had addressed. As detailed previously, however, that position was eliminated from the budget.

The experiences of the past year have served to validate the original need for a position to assist in meeting the day-to-day demands of the Department as well as initiate larger project-related activities. A number of activities were hoped to be in place but have been indefinitely delayed by the assumption of additional duties by the Director.

Activities that would be assumed by a Research/Project Coordinator include, but would not be limited to:

- Develop marketing materials on County-owned industrial property
- Establish and maintain data base on available properties, buildings
- Establish and maintain data base on local businesses & industry
- Creating and distributing newsletter to existing business/industry
- Web page development and maintenance
- Respond to general inquiries on available properties; make referrals as appropriate
- Compile and maintain statistical information requested by industrial prospects
- Establish and maintain tracking system for fee-in-lieu projects and multi-county park sites
- Track pertinent legislation; summarize impact on programs
- Maintain paper files on properties; coordinate addition of properties with Commerce

Grade: 10
Possible Funding: Reduce transfer to 2000-181100 (Economic Development) for part or all of salary

Personnel Request - Zoning Assistant
Program #3 (Development)

As indicated in the previous section, just prior to the start of FY 2002-03 the Zoning Division had two Zoning Assistants reassigned to the Sheriff's Department as part of the new Codes Enforcement Unit. The staffing level of the Zoning Division went from 5 to 3 employees, overnight.

At that time, each of the zoning staff was responsible for a variety of duties. The two who were relocated assisted walk-in/phone-in customers, conducted plan review, prepared and presented cases for the Board of Zoning Appeals, responded to requests for zoning verification, investigated complaints of code violations, and built court cases for those violations that could not be corrected.

One of the misnomers of the establishment of the Codes Enforcement Unit was that the work of the two employees would transfer with them, since they would be responding to zoning violations among other issues, rendering the impact on the Department negligible. Unfortunately, that has not been the case.

The Zoning Assistants who were transferred spent less than half their time on complaint and enforcement issues. The steady increase in permitting activity limited the time that any of the staff could spend investigating complaints. That remains the case and has in fact been exacerbated by the reduced number of employees.

Complaints still come through the Zoning office and must be verified in the field. If the issue can be resolved and permitted, the Zoning staff continue to handle that complaint. Only if the issue is a repeat offense or if the activity is one that cannot be permitted under the Ordinance is it passed on to the Codes Enforcement Unit.

Since the Codes Enforcement Unit now has four personnel on patrol across the County, they are in the position of pro-actively identifying un-permitted activity and are regularly making referrals back to the Zoning staff. The Department regularly receives visits and calls from individuals and businesses the Unit has run across who are in violation of the Ordinance but can get permitted.

This pro-active approach is one the Department had always strived for but rarely achieved because of the volume of permitting. The establishment of the Codes Enforcement Unit is a good move for the County for a number of reasons – but the loss of two Zoning Assistants to accomplish this task has had a negative impact on the Department and our service delivery.

Another impact felt during the last year has been the continued increase in permitting while there were two fewer employees to address the demand. The Western Planning Area became fully zoned in November 2001. Additionally, non-conformities in the Northern and Western Lake Murray areas have begun to expire. These have led to

additional permitting and investigation demands, at a time when the County continues to experience tremendous growth.

Permitting activities spiked most recently in 1996 with 3,850 zoning permits issued and 1997 with 4,089 - an average of 962–1,022 permits per staff member for the year. In the past year 3,784 permits were issued – at least half of them during the period of time when only three Zoning staff remained. Permitting has been at or above 3,700 per year for six of the past seven years. There is no reason to think this trend won't continue – continuing to put the Department at an all time high ratio of approximately 1,233 permits per staff member (102 per month per zoning staff member).

There are some inherent problems to this level of service. Most concerning is the growing amount of time for plan review. With the exception of a Home Occupation Permit, most zoning permits cannot be issued at the time of application. Plans are reviewed, possible grandfathering issues investigated, and often further research involving aerial photography and old permits is required. With permitting levels as high as they presently are, the staff must take close to two full weeks before a review is complete and the permit can be issued.

While a two-week turnaround on plan review is not unusual in the field, it is not acceptable to most of the public. This is an era of immediate gratification and applicants don't typically understand the time and effort involved in a thorough plan review. At the present time, one Zoning Assistant is assigned primarily to work with walk-in customers and phone inquiries, one Zoning Assistant covers the bulk of plan review, and the Zoning Administrator reviews all subdivision plans, staffs the Board of Zoning Appeals meetings, and provides general oversight. Each of them provides back up for the other as time permits.

There is little opportunity to get in the field either to work with an applicant, verify a complaint, or address the larger issues of repeat sign offenders, mobile home parks or salvage/junk yards. Needs are met under the current staffing pattern, but most often on a reactive basis and something else gets put aside while that is being done. Continuing in the existing staffing pattern will only exacerbate the problems that the Department is beginning to experience relative to turn-around time on plan review, wait time in the office, and response to unpermitted activities and other zoning violations.

As an emphasis on customer service continues to be placed on County employees – from both internal and external customers - the Development team strives to be the leading example rather than the norm. It is with this in mind that the request for an additional Zoning Assistant is submitted so the work of the division can continue in a professional and pro-active manner.

Grade: 10
Possible Funding: Slight fee increase would cover approximately ½ of the salary

COUNTY OF LEXINGTON
VEHICLE SCHEDULE
FY 2003-2004

Department Name: Community & Economic Development
Department No.: 1000-101610
Program/ Activity: #2 / Building Inspections

Vehicle #	Description	Assigned	Vehicle Repairs & Maint. 522300	Vehicle Insurance 524100	Comp. Insurance 524101	Gas, Fuel & Oil 525400	Total
20795	1999 Ford Taurus	Building Official	2000	650	0	375	3025
		Total	2000	650	0	375	3025

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SECTION IV – C
LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telephones:
27 Telephone lines (w/23 instruments) to service two main lines into the office, fax lines, and individual lines for staff. The Director's number is presently charged to 2400-181200.

Staff member assigned:
Clerk/Typist (Incoming Line)
Roll-over Line
Secretary
Fax Line
Fax Line
Development Administrator
Development Coordinator
Landscape Administrator
Zoning Administrator
Zoning Assistant
Zoning Assistant
Building Official
Deputy Building Official
Chief Building Inspector
Commercial Building Inspector
Building Inspector
Building Inspector
Commercial Building Inspector
Building Inspector
Building Inspector (Mobile Homes)
Commercial Building Inspector
Building Inspector
Customer Service Clerk (Incoming Line)
Customer Service Clerk
Customer Service Clerk
Customer Service Clerk
Customer Service Clerk

Fax Machines:
2 Fax machines to provide service to general operations and Building Inspections (separate machine for Building Inspections requested by Council members and contractors in previous years – installed during FY 02-03).

Pagers:
Previously, 3 pagers had been assigned to the following staff members:
Building Official
Development Administrator
Landscape Administrator

This year's request includes 2 pagers - one to continue to be assigned to the Building Official and one as a floater for the Development division (which will include the users previously assigned individual pagers).

800 MHz Radios:
Previously, 1 base unit and 3 individual units were assigned to this Department, for use by Community and Economic Development staff as well as Planning/GIS staff due to co-location on the same floor. These staff members do not have individual cell phones assigned due to the fact that they are not in the field on a daily basis. While fieldwork is not conducted daily, a method of communicating with the office and with emergency services is necessary during these field visits.

Due to limited use of these units, it is recommended that 1 individual unit be turned in. This year's budget request includes the following 800 MHz radios:

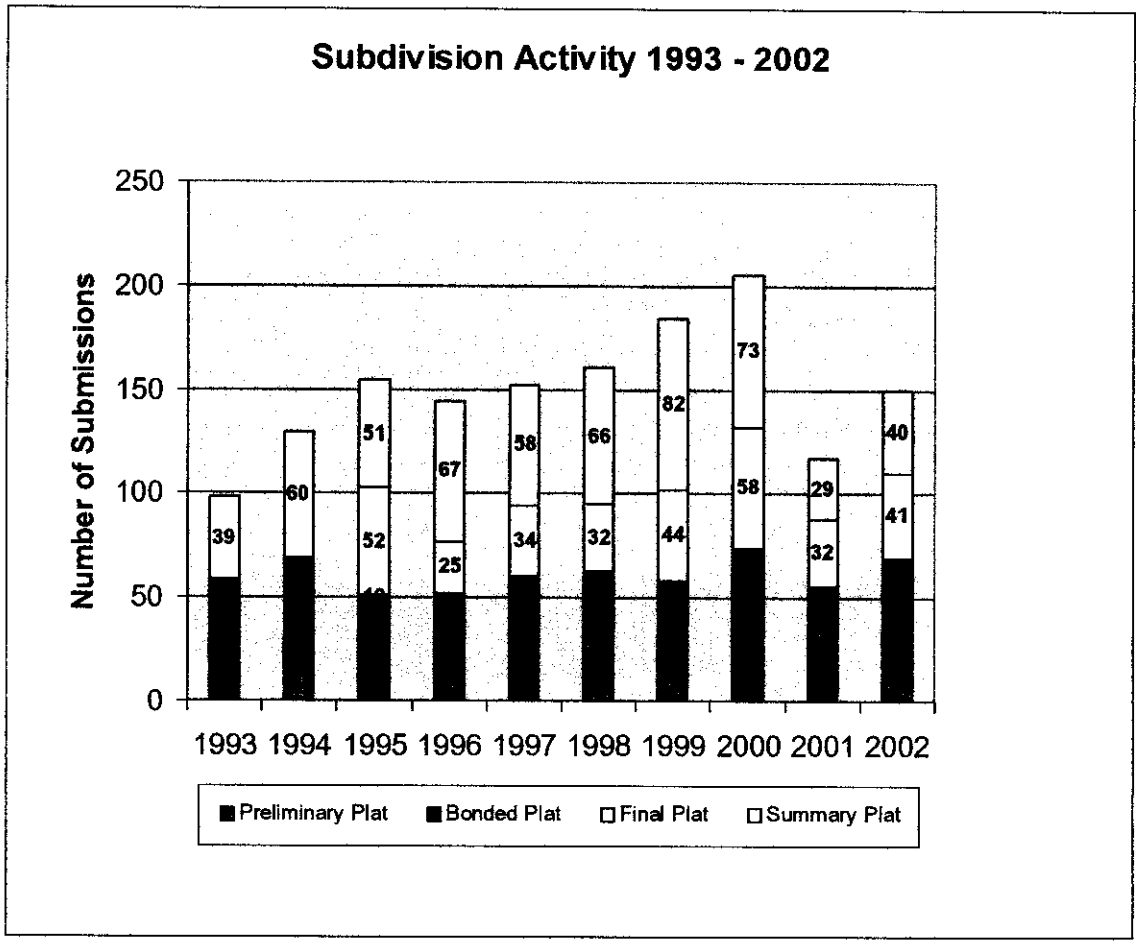
Unit Number	Type
710349	Base Unit
710352	Individual Hand-held
710356	Individual Hand-held
710050	*Turned In*

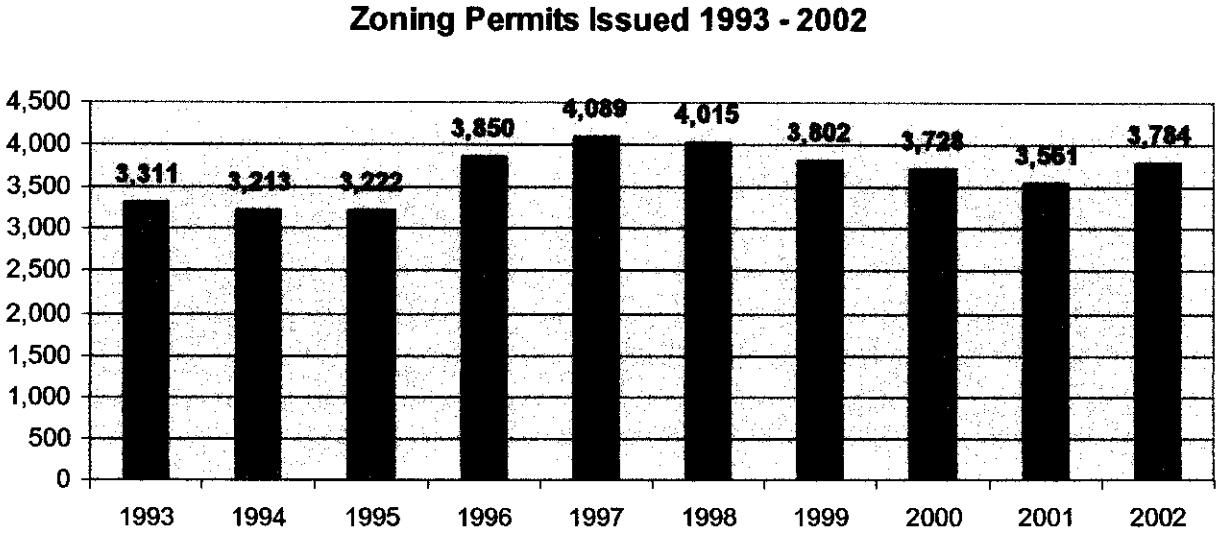
SECTION IV – D
SERVICE LEVELS

The following service levels are grouped by Regulation/Ordinance and reported by calendar year for the past 5 years:

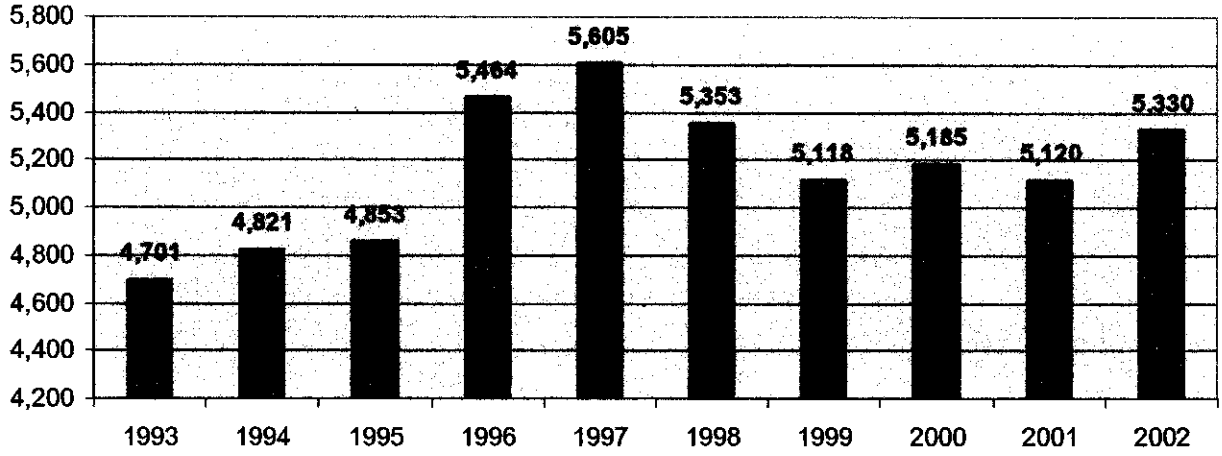
Activity	1998	1999	2000	2001	2002
Subdivision Regulations					
Preliminary Plat submissions	37	39	45	36	48
Bonded Plat submissions	26	19	29	20	21
Final Plat submissions	32	44	58	32	41
Summary Plat approvals	66	82	73	29	40
Zoning Ordinance					
Zoning Permits Issued	4,015	3,802	3,728	3561	3784
Landscape Ordinance					
Landscape permits issued				49	73
Building Code					
Inspections performed	18,535	17,790	18,271	17,272	19,349
Total Permits issued	5,353	5,118	5,185	5,120	5,330

The charts on the following pages indicate 10-year activity levels for each of the above categories:

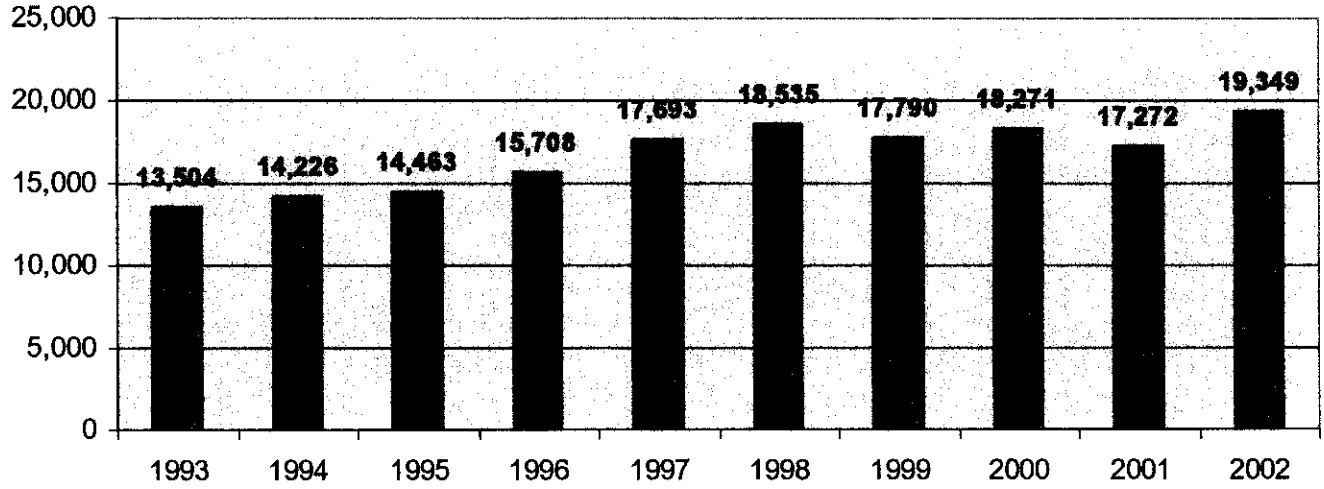

Subdivision Activity 1993 - 2002
Number of Submissions
250
200
150
100
50
0
1993 1994 1995 1996 1997 1998 1999 2000 2001 2002
39
60
51
52
67
25
58
34
66
32
82
44
73
58
29
32
40
41
Preliminary Plat
Bonded Plat
Final Plat
Summary Plat


Zoning Permits Issued 1993 - 2002
4,500
4,000
3,500
3,000
2,500
2,000
1,500
1,000
500
0
3,311
3,213
3,222
3,850
4,089
4,015
3,802
3,728
3,561
3,784
1993 1994 1995 1996 1997 1998 1999 2000 2001 2002

Building Permits Issued 1993 - 2002



Building Inspections Performed 1993 - 2002



9-16

SECTION V
SUMMARY OF REVENUES

The following chart is a summary of the last nine (9) years revenue by each of the Department's revenue sources.

Revenue Source	1994	1995	1996	1997	1998	1999	2000	2001	2002
Subdivision Regulations	$28,438	$15,809	$34,450	$24,330	$23,222	$10,055	$39,600	$35,466	$32,031
Zoning Ordinance	37,060	39,357	45,451	47,747	46,996	58,345	110,039	103,613	108,365
Landscape Ordinance								2,300	2,725
Building Code	437,754	433,344	500,931	542,751	925,409	911,449	848,303	825,289	890,652
TOTALS	**$503,252**	**$488,510**	**$580,832**	**$614,828**	**$995,627**	**$979,849**	**$997,942**	**$966,668**	**$1,033,773**

The following chart lists anticipated revenues for the next fiscal year. It is expected that building starts and expansions will be static or down due to national events and reflective of national trends.

Revenue Code	Description	FY03/04 Estimates
1000-436000	Building Code Fees - CED	$850,000
1000-437604	Copy Sales - CED	$50
1000-437700	Subdivision Regulations Fees - CED	$30,000
1000-438000	Zoning Ordinance Fees - CED	$110,000
1000-438050	Landscape Ordinance Fees - CED	$2,750
		$992,800

Fees are collected for a number of activities under each of these codes. The next page details the current fee schedule for this Department.

Lexington County Department of Planning and Development

DEVELOPMENT REVIEW and PERMIT FEES

SUBDIVISION REGULATIONS ($5)

Summary Plat submission	$30 plus $2 per lot
Preliminary Plat submission	$50 plus $5 per lot
Bonded Plat submission	$50 plus $5 per lot
Final Plat submission	$50 plus $5 per lot
Revised Plat submission	$20

STORMWATER MANAGEMENT AND SEDIMENT CONTROL ORDINANCE ($5)

Acreage Proposed for Development	Land Disturbance Permit
1 acre or less	$50
1+ to 2 acres	$100
2+ to 5 acres	$150
5+ to 10 acres	$200
10+ to 20 acres	$250
20+ to 50 acres	$300
50+ to 100 acres	$350
100+ acres	$400

ZONING ORDINANCE ($10)

Zoning Permit	$25 per acre (or portion)/$1000 maximum
Home Occupation Permit	$25
Sign Permit: Business	$25
Temporary	$50
Small Advertising	$50
Advertising (Billboard)	$100
Zoning Verification Letter	$10
Zoning Compliance Review	$25
Zoning Waiver: Residential	$15
Nonresidential	$30
Development Plat	$30
Zoning Variance Request: Residential	$50
Nonresidential	$100
Zoning Appeal	$100
Zoning Special Exception Request	$100
Zoning Text Amendment Request	$100
Zoning Map Amendment Request	$100 per every10 acres (portion thereof)

LANDSCAPE ORDINANCE

Landscape Permit	$25 per acre (or portion)/$1000 maximum
Landscape Variance Request	$100
Landscape Appeal	$100
Landscape Text Amendment Request	$100
Landscape Map Amendment Request	$100

BUILDING CODES ORDINANCE

Permit Transfer Fee	$5
Permit Refund Fee	$5
Appeal to Board of Adjustment	$0
Amendment Request	$50
Compliance Inspection	$25
Relocation Permit	$75
Mobile Home Permit: Single-wide	$110
Multi-section	$250
Swimming Pool Permit	$50
Temporary Power Permit	$25
Re-inspections	$0 first re-inspection
	$25 all others

Building Permit Fee:

$100,000 value or less	$3 per thousand or fraction thereof ($10 minimum)
$100,001 - 500,000 value	$300 for the first $100,000 plus $2 for each additional thousand or fraction thereof
Over $500,000 value	$1,100 for the first $500,000 plus $1 for each additional thousand or fraction thereof

SECTION VI – A
PERSONNEL LINE ITEM NARRATIVES

The Department contains 26 employees, total, with the following FTE breakout:

Fund	FTE's
1000-101610	23.90*
2400-181200	1.60**
	*90% of Director
	**10% of Director; 50% of Accountant Analyst

A separate request is being submitted for the following New Programs:

One (1) Zoning Assistant
One (1) Research/Project Coordinator

Automatic Personnel cost increases this year include:

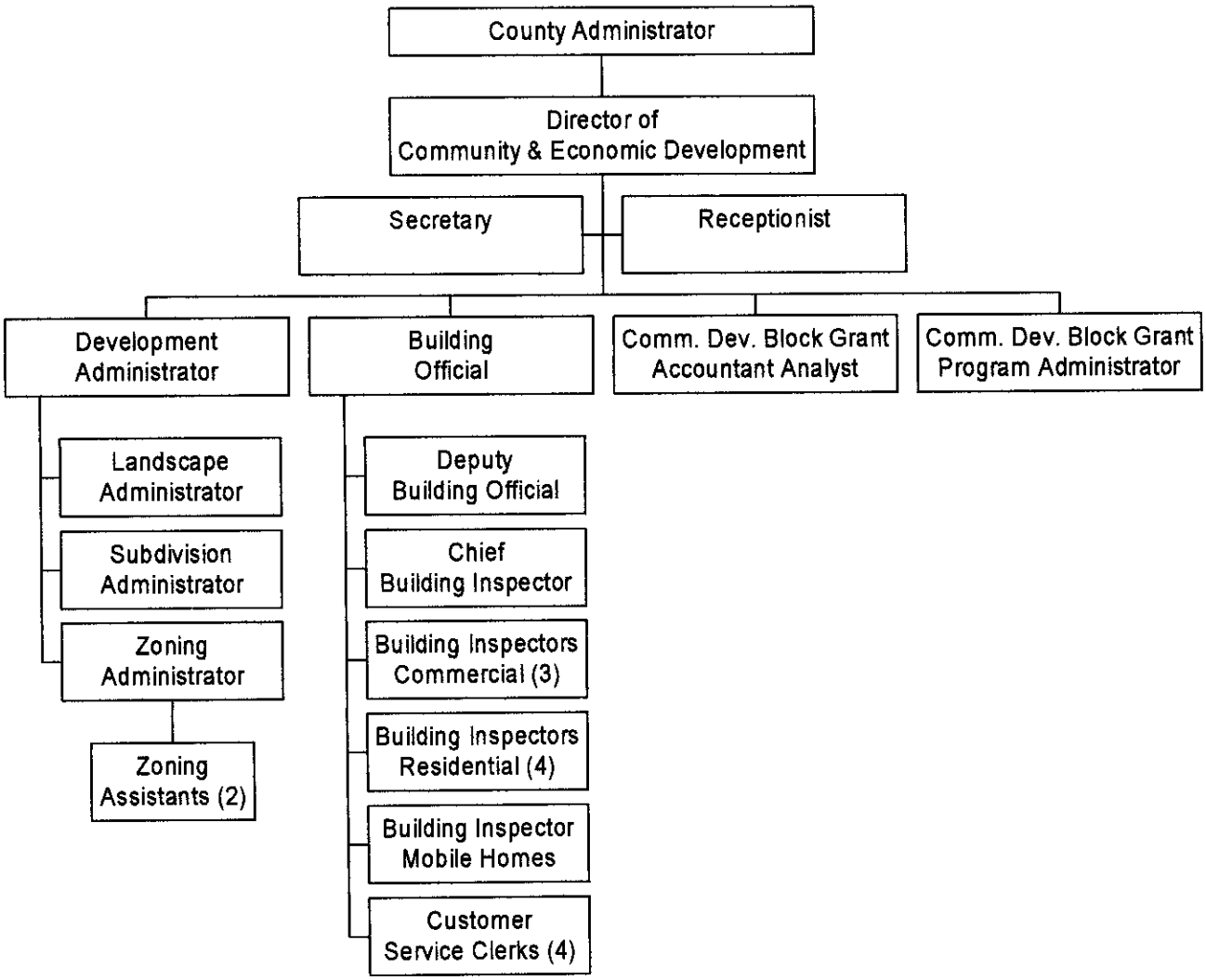
$9,000 increase for the County's portion of the employee health insurance
$6,025 increase in Workers Compensation

This increase is absorbed somewhat by the recommendation to charge 10% of the Director's time to Fund 2400-181200, representing savings to this fund of $7,617.

Organizational Chart located on next page

Fund 1000
Organization 101610
FY 2003 – 04 Budget Request

ORGANIZATIONAL CHART



OPERATING LINE ITEM NARRATIVE

520400 – Advertising and Publicity **$2,100**

Review of current and previous year's expenditures indicates that the majority of charges will be for notice of Zoning Board of Appeal meetings, Public Hearings for Zoning Map/Text Amendments, and Building Code Condemnation Notices. In addition, the Personnel office may charge individual departments during the year for employment notices.

At the midway point this year slightly more than half of last year's budget has been expended on just Zoning Board meetings alone. Based on that experience, this year's request is higher.

12 ads in the Neighbors section at an average of $175 per ad = $2,100

520800 – Outside Printing **$2,500**

This represents the production of marketing materials for use in industry recruitment and promotion of the County relative to economic development. The proposed amount is $2,500 less than the previous year's budget.

521000 – Office Supplies **$2,500**

This amount reflects historical expenses, although it has been reduced slightly from the previous year. The office utilizes some specific supplies such as subdivision classification folders that tend to increase the costs in this area.

521100 – Duplicating **$5,500**

This amount is based on historical data and has been reduced slightly. The office has significant duplicating activity with the heaviest use for copying permits, Appeal Board packets, and ordinances for public distribution.

110,000 copies at $.05 per copy $5,500

521200 – Operating Supplies **$5,000**

Also based on historical use, this department experiences heavy use of this account due to a few specific supply items pertinent to the nature of the department, such as purchases related to permitting cards and inspection notices. In addition, due to the number of people in the department (24) and the need to print permits and public hearing/appeal notifications from multiple stations, there are several printers, driving up the toner and print cartridge cost. The requested amount reflects a reduction of $2,675 from the previous year.

522200 – Small Equipment Repairs & Maintenance **$250**

Based on historic use, this item would include repairs to a typewriter that is still used for some permitting functions, as well as other general office equipment not under contract.

522300 – Vehicle Repairs & Maintenance **$2,000**

One vehicle is assigned to the Building Official and at times requires basic maintenance and repair. In addition, 9 fleet services vehicles are used daily by the Building Inspectors and repairs to these are usually charged to the Department. Funds have been included to assist with repairs in the event of an accident, as was experienced during FY 02-03.

524000 – Building Insurance **$157**

The amount requested is nearly identical to last year's request. As of 12/31/02, the line item had not been utilized so it is unknown whether this will be a sufficient amount, however the amount shown is based on an estimate provided by the Risk Manager. In addition, the square footage amount will change mid-year as the administration building expansion is completed and offices relocated. Department staff will work with Finance to address additional funds should the need arise.

524100 – Vehicle Insurance **$650**

Insurance is carried on the Building Inspector's vehicle. This amount represents a *$130 increase* over the presently budgeted amount.

524201 – General Tort Liability **$1,394**

The amount calculated reflects 6 months at the current rate and 6 months at the rate for 2004, as this policy runs on a calendar year. *Rates increased by $348* for 2004.

1 Director, Executive, Manager at 90% of $ 378	$ 340.20
17 Other at $56 each	952.00
6 Clerical at $17 each	102.00
	$1,394.00

524202 – Surety Bonds **$0**

This is a non-premium year for bonds, however this item must be planned for in the next budget cycle.

525000 – Telephone **$5,133**

Three lines were disconnected during the past year after the transition of two staff to Codes Enforcement and the consolidation of two other positions. This resulted in

savings of approximately $467.

25 lines	18 lines at $13.40 x 12	$2,894.40
	5 lines at $16.25 x 12	975.00
	1 line at $17.85 x 12	214.20
	1 line at $20.70 x 12	248.40
	15 voice mail at $4.45 x 12	801.00
		$5,133.00

525010 – Long Distance Charges **$250**

Estimate based on historical use. The requested amount is $75 less than FY 02-03.

525020 – Pagers and Cell Phones **$7,362**

Pager Charges average $117 each. Cell phones were implemented with the Building Inspectors during the last fiscal year in place of 800 MHz radios.

Presently, pagers are assigned to the Building Official, Development Administrator, and Landscape Administrator. It is proposed that one pager be removed from the contract and one be used as a floater, with the Building Official retaining his assigned pager. This will result in savings of $117.

2 pagers x $117	$ 234.00
11 cell phones x $54/month x 12 months	7,128.00
	$ 7,362.00

525030 - 800 MHz Radio Service Charges **$1,795**

The Department presently has one base station and 3 individual units assigned to it. The units are also utilized by Planning/GIS employees, presently co-located on the same floor.

It is proposed that one individual unit be returned, keeping two individual units for field work by Zoning and other staff members who do not have cell phones assigned them and aren't in the field daily. While they're not used daily, the radios are an invaluable resource in the event of trouble in the field, or as a communication tool with the office during investigations. The return of one radio will result in savings of $615.

1 base unit	$ 615.00
2 individual units (1 turned in) x $590	1,180.00
	$1,795.00

525031 - 800 MHz Radio Maintenance Contract **$270**

This item is requested at a level less than last year due to the return of one radio, as

described in the previous item. Annual savings amount to $90.

1 base unit + 2 individual units x $90 = $270.00

525100 - Postage **$2,775**

Proposed amounts per department based on historical data, anticipated mailing to various boards and commissions, and correspondence with developers.

7,500 pieces of mail x $.37 = $2775.00

525110 – Other Parcel Delivery Services **$100**

Occasionally services such as UPS or FedEx are used to send items to customers. Based on historical use, this amount is expected to cover this shipping option.

525210 – Conference & Meeting Expense **$6,000**

The proposed amount is based on a review of current year expenditures and anticipation of similar activities in the future. It represents only $250 per person for the employees' annual training, certification, and continuing education.

Activities include meetings associated with:

Quarterly Zoning Board member training
AICP Certification Exam review course
SC American Planning Association (Quarterly, Annual)
Urban Forestry Council
International Codes Council
Building Officials Association of South Carolina
Continuing education requirements for certified inspectors
SC Economic Developers Association (Mid-Year and Annual)
SC Association of Counties (Mid-Year, Annual, and Institute classes)
Palmetto Economic Development Review
Economic Developers Institute (required with certification tract)

Miscellaneous training opportunities related to zoning, subdivision review, planning, landscape, building codes, impact fees, community development, economic development, management, and customer service as needs and appropriate training are identified.

Building Inspectors are required to complete 24 hours of continuing education every two years in order to maintain SC licensure. Some of this is covered by the state at the present time, but given the state's budget considerations it would not be prudent to count on that funding source.

In addition, volunteer recognition meetings have been held previously and are recommended again for the Building Codes Board of Appeals and the Board of Zoning Appeals.

Finally, legislation is pending that would require continuing education and possible certification for Zoning Administrators. This would be a required training cost not previously experienced.

525230 – Subscriptions, Dues, and Books **$3,500**

Proposed amounts based on review of previous expenditures and include the following current memberships and subscriptions:

International Society of Arboriculture
SC Economic Developers Association
American Planning Association
Building Officials Association of South Carolina
HVAC Association of South Carolina
Association of General Contractors
Greater Columbia Homebuilders Association
Southern Building Code Congress International

Code books for Building Inspections (varies by year, approximately $200 this year)
Subscriptions through APA membership
The State
Lexington Chronicle
Twin City News

525240 – Personal Mileage Reimbursement **$1,200**

This amount is based on previous experience. Fleet vehicles are used whenever plausible.

525250 – Motor Pool Reimbursement **$85,355**

The requested amount represents an increase over FY 2002-03 in Fieldwork mileage, which is reflective of the Landscape Administrator's activities. If the federal mileage reimbursement rate changes, which it has done regularly even in years without the increase in gas prices of late, then this item may have to be amended. The inspectors' mileage is predicted exactly at last year's levels, which are on target at mid-year.

9 inspectors x 25,550 miles x $.365	$83,931.75
Fieldwork 50 miles x 3 days/week x 26 weeks x $.365	1,423.50
	$85,355.25

525300 – Utilities – Admin Building **$12,330**

As with the building insurance, costs here are projected to change once the Administration addition is complete and relocation of offices occurs. The proposed amount is in line with mid-year expenditures.

525400 – Gas, Fuel, & Oil **$375**

This expense is related to the vehicle assigned to the Building Official and is an estimate. It can be anticipated that expenses in this item (as well as others) will increase if the current national trend of rising gas prices continues.

525600 – Uniforms & Clothing **$1,000**

Boots and shirts are provided to Building Inspectors in concert with an internal policy for replacement. The amount requested has historically been sufficient to meet this need. Replacement purchases will be staggered across multiple years, so there should not be a single large hit for replacement of all items at one time. This method enables the Department to request $500 less than last year.

526500 – Licenses and Permits **$550**

The SC Department of Labor, Licensing, and Regulation requires payment of license fees by the Building Inspection staff every two years.

11 License renewals x $50 each = $550.00

CAPITAL LINE ITEM NARRATIVE

540000 - SMALL TOOLS & MINOR EQUIPMENT $1,000

Hand tools and safety equipment for inspectors make up the bulk of this category, however the following items are proposed to be purchased as well:

Transcription machine – ranges from $236.20 - $408.06
The present machine is used for Zoning Board and Planning Commission meetings and has endured sufficient wear that it skips part of the recordings and seizes up in playback situations. This machine is used several times a month by at least two different divisions of the Department. The current machine is insufficient for transcribing legal documents, as is the case when a decision of the Board is challenged.

Adding Machine – approximately $80 - $100
The machine assigned to the Department Secretary no longer prints on the tape and keys stick. This position assists with purchase orders, budgets, and other activities that require a fully functional, reliable machine.

540010 - MINOR SOFTWARE $2,000

Two users in Zoning continue to need to be upgraded from Windows 95 and 98 to be compatible with the other programs being utilized on the floor. The majority of machines were upgraded during FY 2002-03.

Word Perfect upgrade is needed for the Development Administrator, as this position is responsible for maintaining and updating all ordinances. Those are authored in a number of programs with the bulk being in Word Perfect. The current version does not easily manage the newer versions of Adobe, AutoCAD, etc. – programs that the various graphics in the Ordinances were built with.

The Development Administrator has taken on an active role in the development of presentations regarding map amendment requests. These are used in County Council's public hearings and rely heavily on the GIS information of the County. While the Planning/GIS Department historically built these graphics, the demands on them from other departments and agencies continues to grow. It is proposed that the ArcView software be upgraded to take advantage of the experience and capability for the map generation at our disposal with this position, thus eliminating some of the demand on Planning/GIS.

2 Win XP Pro OS x $139 each	$ 278.00
Corel WordPerfect Office 2002	355.41
ArcView 8.2 ($400 off list and includes one year maintenance)	1,234.80
	$1,868.21

FURNITURE

5A---- - Plans Storage Unit $375

There is presently insufficient storage area for the plans used by Building Inspectors during the review and inspection stage. Volume of plan review has reached the point for the Department to more adequately and functionally address this need.

There is no mass-produced storage unit on the market that would meet our needs. The price proposed would be for a County-produced unit.

5A---- - Desk Chairs (9) $1,125

Up to a dozen chairs in the Department are at various stages of disrepair. Several of them are at a precarious state of disrepair. Over the years they have been replaced with used furniture from other areas and state surplus. This has stemmed the tide but does not provide a long-term replacement.

If during the relocation chairs in better condition can be identified, that would be an acceptable substitute for many of these, but not all.

9 x $125 = $1,125

5A---- - Drafting Table $231

Plan review represents a significant portion of the day for Zoning Assistants. A drafting table would provide a more ergonomic environment in which to conduct the work. In addition, with the advent of PC's most work surfaces don't provide sufficient space for reviewing plans and blue prints that are typically larger than 8 ½" x 11".

ALL OTHER EQUIPMENT

5A---- - Camera (35 mm) $200

While digital cameras are available to be borrowed from other Departments, in some instances digital photography has not been accepted in Magistrate Court proceedings because it can be altered. A 35mm camera with basic accessories would serve as an appropriate secondary unit to the digital camera for these instances.

The price proposed is based on research/comparison of basic 35mm cameras with moderate zoom lens and minimal attachments. Film and processing costs would be absorbed in the existing budget.

Fund 1000
Organization 101610
FY 2003 – 04 Budget Request

5A---- - Printer **$1,100**

Presently four customer service clerks and two managers use the same networked printer. This leads to a significant delay on a regular basis for serving customers at the counter as well as those on the phone. Further delays occur with internal needs such as scheduling, etc. It is not unusual to have three people sending documents at the same time during peak hours.

Current model is HP Laser Jet 2200 dn; the price for the comparable model as specified by the County's Information Services Department is $1,096.00.

5A---- - Noise Meter Upgrades **$1,110**

A noise meter was purchased several years ago to monitor and investigate violations of the Noise regulation in the Zoning Ordinance. In order to measure the decibel ranges relative to the Ordinance, that piece of equipment must now be upgraded. The representative provided the following pricing:

Questsuite Professional Single User Upgrade	$ 245.00
Octave Band Filter Set	865.00
	$1,110.00

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GENERAL
Organization # 101610 Organization Title: Community & Economic Development
Program # n/a Program Title: n/a

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries # 3	91,461
510300	Part Time # 0	0
511112	FICA Cost	6,999
511113	State Retirement	6,267
511114	Police Retirement	0
511120	Insurance Fund Contribution # 3	18,000
511130	Workers Compensation	2,223
511131	S.C. Unemployment	0
	*** Total Personnel**	$124,950
	Operating Expenses	
520100	Contracted maintenance	0
520200	Contracted Services	0
		0
520300	Professional Services	0
520400	Advertising	0
521000	Office Supplies	0
521100	Duplicating	375
521200	Operating Supplies	465
		250
		0
522100	Equipment Repairs & Maintenance	0
522200	Small Equipment Repairs & Maint.	0
522300	Vehicle Repairs & Maintenance	0
523000	Land Rental	0
525020	Pagers & Cell Phones	0
524000	Building Insurance	648
524100	Vehicle Insurance #	0
524101	Comprehensive Insurance #	0
524201	General Tort Liability Insurance	0
524202	Surety Bonds	168
525000	Telephone	0
525250	Motor Pool Reimb.	609
525100	Postage	10,275
525210	Conference & Meeting Expenses	135
525220	Employee Training	450
525230	Subscriptions, Dues, & Books	0
525__	Utilities -	325
525400	Gas, Fuel, & Oil	0
525600	Uniforms & Clothing	0
526500	Licenses & Permits	200
		50
	*** Total Operating**	13,950
	**** Total Personnel & Operating**	138,900
	**** Total Capital (From Section III)**	5,730
	***** Total Budget Appropriation**	$144,630

New Program
Section II

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GENERAL
Organization # 101610 Organization Title: Community & Economic Development

Object Expenditure Code	Classification	Program #1	Program #2	Program #3	Program #	Total 2003 - 2004 Requested
	Program Title:	Admin	Bldg. Insp.	Dev'ment	n/a	
	Personnel					
510100	Salaries #3	30,487	30,487	30,487		91,461
510300	Part Time # 0	0	0	0		0
511112	FICA Cost	2,333	2,333	2,333		6,999
511113	State Retirement	2,089	2,089	2,089		6,267
511114	Police Retirement	0	0	0		0
511120	Insurance Fund Contribution #3	6,000	6,000	6,000		18,000
511130	Workers Compensation	741	741	741		2,223
511131	S.C. Unemployment	0	0	0		0
	*** Total Personnel**	$41,650	41,650	$41,650		$124,950
	Operating Expenses					
520100	Contracted maintenance	0	0	0		0
		0	0	0		0
520200	Contracted Services	0	0	0		0
		0	0	0		0
		0	0	0		0
520300	Professional Services	0	0	0		0
520400	Advertising	0	0	0		0
521000	Office Supplies	150	75	150		375
521100	Duplicating	300	45	120		465
521200	Operating Supplies	150	50	50		250
		0	0	0		0
		0	0	0		0
522100	Equipment Repairs & Maintenance	0	0	0		0
522200	Small Equipment Repairs & Maint.	0	0	0		0
522300	Vehicle Repairs & Maintenance	0	0	0		0
523000	Land Rental	0	0	0		0
525020	PAGERS & CELL PHONES	0	648	0		648
524000	Building Insurance	0	0	0		0
524100	Vehicle Insurance #	0	0	0		0
524101	Comprehensive Insurance #	0	0	0		0
524201	General Tort Liability Insurance	56	56	56		168
524202	Surety Bonds	0	0	0		0
525000	Telephone	203	203	203		609
525250	MOTOR POOL REIMB.	475	9,325	475		10,275
525100	Postage	50	35	50		135
525210	Conference & Meeting Expenses	150	150	150		450
525220	Employee Training	0	0	0		0
525230	Subscriptions, Dues, & Books	125	75	125		325
525	Utilities -	0	0	0		0
525400	Gas, Fuel, & Oil	0	0	0		0
525600	Uniforms & Clothing	0	200	0		200
526500	Licenses & Permits	0	50	0		50
	*** Total Operating**	1,659	10,912	1,379		13,950
	**** Total Personnel & Operating**	43,309	52,562	43,029		138,900
	**** Total Capital (From Section III)**	2060	1,760	1,910		5,730
	***** Total Budget Appropriation**	45,369	54,322	44,939		144,630

New Program
Section III

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GENERAL
Organization # 101610 Organization Title: Community & Economic Development
Program # 1 Program Title: Administration

BUDGET
2003 - 2004
Requested

Qty	Item Description	Amount
N/A	Small Tools & Minor Equipment	$ 200
	(Telephone, Adding Machine)	
1	Desk	300
1	Chair	125
1	Bookcase	150
1	File Cabinet	150
1	Computer, Standard Office, Level I	820
1	Software, Office XP Pro	315

** Total Capital (Transfer Total to Section I and II) $ 2,060

New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GENERAL
Organization # 101610 Organization Title: COMMUNITY & ECONOMIC DEVELOPMENT
Program # 2 Program Title: BUILDING INSPECTIONS

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
N/A	SMALL TOOLS & MINOR EQUIPMENT	$ 200
	BASIC OFFICE EQUIPMENT TO	
	INCLUDE TELEPHONE AND TOOLS	
	USED IN CONDUCTING INSPECTIONS	
1	DESK	360
1	CHAIR	125
1	COMPUTER (STANDARD OFFICE, LEVEL 1)	820
1	SOFTWARE (OFFICE XP PRO)	315

** Total Capital (Transfer Total to Section I and II) $ 1,760

New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GENERAL
Organization # 1011610 Organization Title: Community & Economic DEVELOPMENT
Program # 3 Program Title: DEVELOPMENT

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
N/A	SMALL TOOLS & MINOR EQUIPMENT	$ 200
	(TELEPHONE, CALCULATOR, ETC.)	
1	DESK	300
1	CHAIR	125
1	BOOKCASE	150
1	COMPUTER, STANDARD OFFICE, LEVEL 1	820
1	SOFTWARE, OFFICE XP PRO	315

** Total Capital (Transfer Total to Section I and II) $1,910

Program #1 – Administration
New Program Request

Program Overview
To support the activities of Community and Economic Development, to include developing and administering databases; monitoring and submitting articles for the website; developing marketing materials for county owned properties; and serving as first point of contact for general referrals on available properties, county statistics, etc.

Position Requested
Research/Project Coordinator
Grade 10

Please see attached request justification.

Vehicles
No vehicles will be assigned to this position.

Telecommunications Equipment
One telephone will be required for this position. All other equipment (fax, pager, 800 MHz radio) is already in place and will be shared.

Service Levels
Will include databases created; Marketing packets developed; website articles and updates; public requests responded to, etc.

Revenues
There will be no direct revenues generated by this position.

New Program Justification

Problem Statement:

The original Department of Community and Economic Development was established in May 2000 for the purposes of administering a federal Community Development Block Grant program; providing a liaison between the County's departments, its Council, and existing business/industry; and working with incoming industrial prospects. Staff at that time was limited 1.5 FTE's, with the Director responsible for all economic development activities and the Director and 50% of a finance employee for the Grant program.

The former Planning & Development Department was dissolved in March 2002, with its various functions redirected to three County departments, to include 26 positions being moved to the Department of Community and Economic Development.

Shortly thereafter, two positions were relocated to help establish the Codes Enforcement Unit at the Sheriff's Department. A third, vacant, position was eliminated from the budget. Details of these changes can be found elsewhere in the FY 2003-04 Budget Request document.

With the addition of these functions, the Department's role naturally expanded and the role of the Director changed as management and supervision of the Building Inspections, Zoning, Subdivision, and Landscape divisions was added. These duties have unfortunately had the effect of eroding the time available for activities previously performed by the Director.

At the time of the restructuring of Planning & Development, it was initially thought that the vacant "customer service" position could be retooled into a position that would support the day-to-day functions related to economic development and other duties that the Director had addressed. As noted previously, however, that position was eliminated from the budget.

The experiences of the past year have served to validate the original need for a position to assist in meeting the day-to-day demands of the Department as well as initiate larger project-related activities. A number of activities were hoped to be in place but have been indefinitely delayed by the assumption of additional duties by the Director.

Proposal:

In order to meet the expectations originally established for the office of Community and Economic Development, it is recommended that the position of Research/Project Coordinator be added.

Activities that would be assumed by a Research/Project Coordinator include, but would not be limited to:

- Develop marketing materials on County-owned industrial property
- Establish and maintain data base on available properties, buildings
- Establish and maintain data base on local businesses & industry
- Create and distribute newsletter to existing business/industry
- Web page development and maintenance
- Respond to general inquiries on available properties; make referrals as appropriate
- Compile and maintain statistical information requested by industrial prospects
- Establish and maintain tracking system for fee-in-lieu projects and multi-county park sites
- Track pertinent legislation; summarize impact on programs
- Maintain paper files on properties; coordinate addition of properties with Commerce

Funding:

Annually, a transfer is made from the General Fund to Fund 2000-181100 to support economic development activities. Prior to the expansion of the Department in March 2002, the Director was paid out of this fund. When the duties and scope of the Department expanded, the transfer amount that covered the Director's activities was reduced, with the monies remaining in the General Fund and directed to Fund 1000-101610. It is recommended that a similar reduction be made in the Economic Development fund to support the new staff functions and ensure that services expected of this department can be provided.

OPERATING LINE ITEM NARRATIVE

521000 – Office Supplies **$150**

Basic amount needed to establish an office, to include minor equipment and filing supplies.

521100 – Duplicating **$300**

Estimate of additional activity generated by this position.
6,000 copies at $.05 per copy $300

521200 – Operating Supplies **$150**

To cover start up costs of equipment.

524201 – General Tort Liability **$56**

The amount calculated reflects 6 months at the current rate and 6 months at the rate for 2004, as this policy runs on a calendar year.

524202 – Surety Bonds **$0**

This item must be planned for in the next budget cycle.

525000 – Telephone **$203**

One line at approximately $12.50 per month and Voice Mail at $4.45 per month.
$12.50 + 4.45 = $16.95 x 12

525100 - Postage **$50**

Approximately 135 additional pieces of mail at $.37 each.

525210 – Conference & Meeting Expense **$150**

For participation in continuing education or directed training as needs identified.

525230 – Subscriptions, Dues, and Books **$125**

For participation in professional association as part of job duties.

525250 – Motor Pool Reimbursement **$475**

Fieldwork 108 miles x 12 months x $.365

CAPITAL LINE ITEM NARRATIVE

540000 - SMALL TOOLS & MINOR EQUIPMENT **$200**

For basic office machine set up, to include telephone and adding machine.

FURNITURE

5A---- - Desk (1) **$300**

5A---- - Desk Chair (1) **$125**

5A---- - Bookcase (1) **$150**

5A---- - File Cabinet (1) **$150**

ALL OTHER EQUIPMENT

5A---- - Computer **$820**

Standard Office, Function Level One.

5A---- - Software **$315**

Office XP Pro if system does not come with software preloaded.

Program #2 – Building Inspections
New Program Request

Program Overview
To support the division of Building Inspections within the Department of Community and Economic Development, to include plan review, inspections, investigations, permitting, and customer service.

Position Requested
Building Inspector (Residential)
Grade 10

Please see attached request justification.

Vehicles
A fleet vehicle will be assigned to this position for daily use.

Telecommunications Equipment
One desk telephone will be required for this position, as well as one cellular phone for use in the field.

Service Levels
Will include number of permits issued and inspections conducted.

Revenues
Revenues are generated through inspection and permit fees.

New Program Justification

Problem Statement:

Lexington County continues to experience escalating inspection and permitting requests as commercial and residential growth continues on a high pace. During this growth, however, service levels as far as staffing for commercial plan review and inspection have remained stagnant.

There is presently one person responsible for commercial plan review. Review time runs from three (3) to ten (10) working days, depending on volume and type of project. For many projects, there are multiple stages of plan review. In addition, plans are at times submitted with incomplete data or not according to code. The time spent working with the architect, engineer, contractor and/or project owner to rectify these plans extends the construction schedule beyond the typical plan review phase.

Plan review is also coordinated with the Fire Marshall's office and often requires fieldwork to verify presence or absence of items such as a hydrant within the code-required distance.

During recent discussions regarding the Building Inspections Department, County Council members indicated a desire to have a higher level of service regarding turn-around time on plan review. Unfortunately, since the County presently has only one person conducting the reviews there is nowhere else to turn to meet this increased service level demand than to add a person to conduct plan.

The current staffing pattern includes the Deputy Building Official, who is the responsible party for plan review; a Chief Building Inspector, whose duties include inspections and investigations; three (3) Commercial Building Inspectors; four (4) Residential Building Inspectors; and one (1) Mobile Homes Inspector.

Proposal:

It is recommended that one (1) Residential Building Inspector be added to the division. This position would assume the inspection duties presently completed by the Chief Building Inspector, thus freeing him up to conduct a significant portion of the commercial plan review. That Chief Inspector is appropriately certified to provide this service.

Establishing a new Residential Building Inspector position would be less expensive than establishing a position dedicated to plan review; would position the County to continue to provide next-day inspection service as residential development continues to grow; and enable the County to increase its service level for plan review time, as requested by Council.

The approximate cost of adding this position is $54,322.

Funding:

It is proposed that a permit fee increase be implemented to cover the cost of this additional position.

A review of fees in seven (7) surrounding jurisdictions indicates that Lexington County's current permit fees are in the bottom third. Staff compared fees in these jurisdictions for a $324,000 project that is currently permitted in the County. Our review determined the following fees would be required (exclusive of business license fees) in the various jurisdictions for the same project:

Jurisdiction	Permit Fees
Cayce	$2,580
Columbia	$2,001
Richland County	$1,298
Lexington, Town of	$1,268
Orangeburg County	$1,122
West Columbia	$894
Lexington County (current)	$748
Saluda County	$524

The following fee increases are recommended *for commercial projects only*. For the project described above, these fees would have raised the cost of the permit by $354, to $1,102. This increase would still place Lexington County's permit costs in the bottom third, raising them from 7th place to 6th highest in ranking by cost among the eight jurisdictions.

Value of Project	Current Fee	Proposed Fee
$0 - $3,000.00	$10	$12
$3,000.01 - $100,000.00	$3.00 per thousand	$4 per thousand
$100,000.01 - $500,000.00	$300 first $100,000; $2 per thousand thereafter	$400 first $100,000; $3 per thousand thereafter
$500,000.01 and up	$1,100 first $500,000; $1 per thousand thereafter	$1,100 first $500,000 $2 per thousand thereafter

It is projected that this increase would create approximately $50,000 per year in additional revenues. If these fees had been in place during Calendar Year 2002, an additional $55,816 in revenue would have been recognized. The average commercial permit, $475 under the current fee schedule, would have been $572.

Finally, in determining whether or not to raise fees to cover the cost of service, it should also be considered that Lexington County does not charge a business license fee. This fee is standard in a number of jurisdictions and, while not directly related to building inspections, represents a significant savings to those contractors working projects in Lexington County that they pay elsewhere in addition to permit and inspection fees.

OPERATING LINE ITEM NARRATIVE

521000 – Office Supplies **$75**

Basic amount needed to establish an office, to include desk supplies.

521100 – Duplicating **$45**

Estimate of additional activity generated by this position.
900 copies (75 per month) at $.05 per copy

521200 – Operating Supplies **$50**

To cover start up costs of equipment particular to this field.

524201 – General Tort Liability **$56**

The amount calculated reflects 6 months at the current rate and 6 months at the rate for 2004, as this policy runs on a calendar year.

524202 – Surety Bonds **$0**

This item must be planned for in the next budget cycle.

525000 – Telephone **$203**

One line at approximately $12.50 per month and Voice Mail at $4.45 per month.
$12.50 + 4.45 = $16.95 x 12

525020 – Pagers and Cell Phones **$648**

One cell phone added to current plan: $54 per month x 12 months

525100 - Postage **$35**

Approximately 100 additional pieces of mail at $.37 each.

525210 – Conference & Meeting Expense **$150**

For participation in continuing education or directed training as needs identified.

525230 – Subscriptions, Dues, and Books **$75**

Purchase of code books required to perform job duties and maintain current reference sources.

525250 – Motor Pool Reimbursement **$9,325**

One inspector x 25,550 miles x $.365

525600 – Uniforms and Clothing **$200**

Cost for steel-toed boots and County-issued shirts/jacket/hat.

526500 – Licenses and Permits **$50**

The SC Department of Labor, Licensing and Regulation requires payment of license fees by the Building Inspection staff every two years.

CAPITAL LINE ITEM NARRATIVE

540000 - SMALL TOOLS & MINOR EQUIPMENT **$200**

For basic office machine set up, to include telephone, as well as tools used in the field when conducting inspections (i.e., screwdriver, pliers).

FURNITURE

5A---- - Desk (1) **$300**

5A---- - Desk Chair (1) **$125**

ALL OTHER EQUIPMENT

5A---- - Computer **$820**

Standard Office, Function Level One.

5A---- - Software **$315**

Office XP Pro if system does not come with software preloaded.

Program #3 – Development
New Program Request

Program Overview
To support the activities of Zoning within the department of Community and Economic Development, to include plan review, permitting, investigations, customer service, and Board of Zoning Appeals.

Position Requested
Zoning Assistant
Grade 10

Please see attached request justification.

Vehicles
No vehicles will be assigned to this position.

Telecommunications Equipment
One telephone will be required for this position. All other equipment (fax, pager, 800 MHz radio) is already in place and will be shared.

Service Levels
Will include number of permits issued.

Revenues
Revenues are generated through permit fees and sales of ordinance copies, as well as applications for waivers, variances, and amendments to the Ordinance.

New Program Justification

Problem Statement:

The former Planning & Development Department was dissolved in March 2002, with its various functions redirected to three County departments, to include the functions of Zoning being moved to the Department of Community and Economic Development.

Shortly thereafter, two Zoning Assistant positions were relocated to help establish the Codes Enforcement Unit at the Sheriff's Department. The staffing level of the Zoning Division went from 5 to 3 employees, overnight. Details of this change can be found elsewhere in the FY 2003-04 Budget Request document.

At that time, each of the zoning staff was responsible for a variety of duties. The two who were relocated assisted walk-in/phone-in customers, conducted plan review, prepared and presented cases for the Board of Zoning Appeals, responded to requests for zoning verification, investigated complaints of code violations, and built court cases for those violations that could not be corrected.

One of the misnomers of the establishment of the Codes Enforcement Unit was that the work of the two employees would transfer with them, since they would be responding to zoning violations among other issues, rendering the impact on the Department negligible. Unfortunately, that has not been the case.

The Zoning Assistants who were transferred spent less than half their time on complaint and enforcement issues. The steady increase in permitting activity limited the time that any of the staff could spend investigating complaints. That remains the case and has in fact been exacerbated by the reduced number of employees.

Complaints still come through the Zoning office and must be verified in the field. If the issue can be resolved and permitted, the Zoning staff continues to handle that complaint. Only if the issue is a repeat offense or if the activity is one that cannot be permitted under the Ordinance is it passed on to the Codes Enforcement Unit.

Since the Codes Enforcement Unit now has four personnel on patrol across the County, they are in the position of pro-actively identifying un-permitted activity and are regularly making referrals back to the Zoning staff. The Department regularly receives visits and calls from individuals and businesses the Unit has run across who are in violation of the Ordinance but can get permitted.

This pro-active approach is one the Department had always strived for but rarely achieved because of the volume of permitting. The establishment of the Codes Enforcement Unit is a good move for the County for a number of reasons – but the loss of two Zoning Assistants to accomplish this task has had a negative impact on the Department and our service delivery.

Another impact felt during the last year has been the continued increase in permitting while there were two fewer employees to address the demand. The Western Planning Area became fully zoned in November 2001. Additionally, non-conformities in the Northern and Western Lake Murray areas have begun to expire. These circumstances have led to additional permitting and investigation demands, at a time when the County continues to experience tremendous growth.

Permitting activities spiked most recently in 1996 with 3,850 zoning permits issued and 1997 with 4,089. In the past year 3,784 permits were issued – at least half of them during the period of time when only three Zoning staff remained. Permitting has been at or above 3,700 per year for six of the past seven years. There is no reason to think this trend won't continue – placing the Department at an all-time-high ratio of approximately 1,233 permits per staff member (102 per month per Zoning staff member).

The following chart details the growth in permitting versus staffing levels:

Years (Jan-Dec)	Permits (Range)	Increase since '72	# Staff	Permits per Staff
1972 – 1979	225 – 385	171%	1	225 – 385
1980 – 1986	661 – 1,083	481%	1+	440 – 722
1987 – 1988	1,926 – 2,181	969%	2	963 – 1,090
1989 – 1990	2,616 – 2,563	1139%	3	872 – 854
1991 – 1999	2,696 – 4,089	1817%	4	674 – 1,022
2000 - 2001	3,539 – 3,728	1657%	5	708 – 746
2002	3,784	1682%	3	1,261

There are some inherent problems to this level of service. Most concerning is the growing amount of time for plan review. With the exception of a Home Occupation Permit, most zoning permits cannot be issued at the time of application. Plans are reviewed, potential grandfathering issues investigated, and often further research involving aerial photography and old permits is required. With permitting levels as high as they presently are, the staff must take close to two full weeks before a review is complete and the permit can be issued.

While a two-week turnaround on plan review is not unusual in the field, it is not acceptable to most of the public. Applicants don't typically understand the time and effort involved in a thorough plan review. At the present time, one Zoning Assistant is assigned primarily to work with walk-in customers and phone inquiries, one Zoning Assistant covers the bulk of plan review, and the Zoning Administrator reviews all subdivision plans, staffs the Board of Zoning Appeals meetings, and provides general oversight. Each of them provides back up for the other as time permits.

There is little opportunity to get in the field either to work with an applicant, verify a complaint, or address the larger issues of repeat sign offenders, mobile home parks or salvage/junk yards. Needs are met under the current staffing pattern, but most often on a reactive basis and something else gets put aside while that is being done. Continuing in the existing staffing pattern will only exacerbate the problems that the Department is

beginning to experience relative to turn-around time on plan review, wait time in the office, and response to un-permitted activities and other zoning violations.

Proposal:

As an emphasis on customer service continues to be placed on County employees – from both internal and external customers - the Development team strives to be the leading example rather than the norm. However, the loss of positions has placed the program in a position of not meeting demanded service levels relative to turn-around time and response to violations/complaints.

It is with this in mind that the Department submits this request for an additional Zoning Assistant. At a Grade 10, the additional position would cost approximately $44,939.

Funding:

Fees for various zoning services were reviewed in 1998 – 1999 and found to be significantly lower than other jurisdictions. At that time a slight increase was approved and implemented.

The following chart proposes another slight fee increase that, if enacted, would provide approximately 40% of the funding for this position.

Category	Current	Proposed	Difference	'02 Permits	Add'l Revenue
Single Dwelling	$25/acre	$30/acre	$5/acre	1,385	$6,925
New MH	$25	$25	-0-	623	-0-
Residential Addition	$25	$30	$5	263	$1,315
Commercial	$25/acre	$30/acre	$5/acre	382	-0-
Home Occ.	$25	$30	$5	253	$1,265
Accessory Structures	$25	$30	$5	598	$2,990
Signs	$25/50/100	$30/60/110	$5/10/10	280	$4,200
Ordinance	$10	$10	-0-	66	-0-
Waiver	$15/30	$20/40	$5/10	109	$872
Variance	$50/100	$50/100	-0-	15	-0-
Map/Text Amendment	$100/acre	$100/acre	-0-	8	-0-
Special Exception	$100	$100	-0-	1	-0-
Zoning Letter	$10	$10	-0-	22	-0-
Total	**$108,365**			**3,784**	**$17,567**

Fund 1000
Organization 101610
FY 2003 – 04 Budget Request – New Program – Program #3 Development

OPERATING LINE ITEM NARRATIVE

521000 – Office Supplies **$150**

Basic amount needed to establish an office, to include minor equipment and filing supplies.

521100 – Duplicating **$120**

Estimate of additional activity generated by this position.
2,400 copies at $.05 per copy $120

521200 – Operating Supplies **$50**

To cover start up costs of equipment.

524201 – General Tort Liability **$56**

The amount calculated reflects 6 months at the current rate and 6 months at the rate for 2004, as this policy runs on a calendar year.

524202 – Surety Bonds **$0**

This item must be planned for in the next budget cycle.

525000 – Telephone **$203**

One line at approximately $12.50 per month and Voice Mail at $4.45 per month.
$12.50 + 4.45 = $16.95 x 12

525100 - Postage **$50**

Approximately 135 additional pieces of mail at $.37 each.

525210 – Conference & Meeting Expense **$150**

For participation in continuing education or directed training as needs identified.

525230 – Subscriptions, Dues, and Books **$125**

For participation in professional association as part of job duties.

525250 – Motor Pool Reimbursement **$475**

Fieldwork 108 miles x 12 months x $.365

CAPITAL LINE ITEM NARRATIVE

540000 - SMALL TOOLS & MINOR EQUIPMENT **$200**

For basic office machine set up, to include telephone.

FURNITURE

5A---- - Desk (1) **$300**

5A---- - Desk Chair (1) **$125**

5A---- - Bookcase (1) **$150**

5A---- - File Cabinet (1) **$150**

ALL OTHER EQUIPMENT

5A---- - Computer **$820**

Standard Office, Function Level One.

5A---- - Software **$315**

Office XP Pro if system does not come with software preloaded.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: General Administration
Organization: 101700 - Treasurer

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries Wages - 14	381,269	189,895	396,853	404,829	396,814	
510200	Overtime	1,128	756	4,550	6,127		
510300	Part Time - 2	16,561	4,773	31,677	10,832	18,847	
511112	FICA Cost	29,545	14,378	33,128	32,267		
511113	State Retirement	26,622	13,271	29,664	28,892		
511120	Insurance Fund Contribution - 14	54,600	36,400	72,800	84,000	78,000	
511130	Workers Compensation	1,077	528	1,126	1,139		
511131	S.C. Unemployment	1,388	0	0	0		
511213	SCRS - Retiree	393	112	0	0		
	*** Total Personnel**	**512,583**	**260,113**	**569,798**	**568,086**	**0**	**0**
	Operating Expenses						
520100	Contracted Maintenance	0	0	1,470	1,470		
520200	Contracted Services	21,053	14,388	19,795	23,181		
520221	Website Services	0	0	2,580	2,580		
520300	Professional Services	0	0	800	800		
520400	Advertising & Publicity	0	0	300	300		
520700	Technical Services	450	0	600	600		
520702	Technical Currency & Support	8,280	8,280	8,280	8,280		
521000	Office Supplies	13,604	8,979	18,000	19,680		
521100	Duplicating	2,582	1,681	3,250	3,350		
522200	Small Equipment Repairs & Maintenance	465	80	750	800		
523100	Building Rental	0	1,060	1,200	1,200		
524000	Building Insurance	109	0	113	115		
524001	Burglary Insurance	797	752	882	882		
524201	General Tort Liability Insurance	621	276	551	711		
524202	Surety Bonds	746	0	97	829		
525000	Telephone	3,667	1,886	3,348	3,800		
525001	SCDMV Dedicated Phone Line	1,539	641	1,693	1,693		
525010	Long Distance Charges	363	139	480	480		
525020	Pagers & Cell Phones	105	52	110	110		
525100	Postage	156,085	100,738	160,000	167,000		
525210	Conference & Meeting Expenses	7,625	4,689	6,945	7,670		
525230	Subscriptions, Dues, & Books	972	461	1,228	2,252		
525250	Motor Pool Reimbursement	440	21	2,000	1,000		
525300	Utilities - Admin. Bldg	9,209	5,022	6,400	6,685		
	*** Total Operating**	**228,712**	**149,145**	**240,872**	**255,468**	**0**	**0**
	**** Total Personnel & Operating**	**741,295**	**409,258**	**810,670**	**823,554**	**0**	**0**
	Capital						
540000	Small Tools & Minor Equipment	251	206	670	900		
540010	Minor Software	279	52	420	700		
	All Other Equipment	4,593	391	17,370	43,684		
	**** Total Capital**	**5,123**	**649**	**18,460**	**45,284**	**0**	**0**
	***** Total Budget Appropriation**	**746,418**	**409,907**	**829,130**	**868,838**	862,838 0	**0**

Section III

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year 2003 - 2004

Fund # 1000 Fund Title: GENERAL
Organization # 101700 Organization Title: TREASURER
Program # 100 Program Title:

BUDGET
2003 - 2004
Requested

Qty	Item Description	Amount
	SMALL TOOLS AND MINOR EQUIPMENT	$900.00
	MINOR SOFTWARE	$700.00
	(1) COMPUTER (1) MONITOR	$820.00
4	MONITORS FOR CASH REGISTERS	$540.00
1	LASERJET 4200DTN PRINTER	$2,054.00
4	LASER PRINTERS FOR (4) CURRENT CASH REGISTERS	$6,000.00
	ADG ENHANCEMENT	$2,500.00
4	OCR SCANNERS FOR (4) CASH REGISTERS	$8,000.00
	ADG ENHANCEMENT	$1,700.00
1	DRIVE THROUGH DROP BOX FOR TAX PAYMENTS	$800.00
	DOCUMENT IMAGING PROJECT	$21,270.00

** Total Capital (Transfer Total to Section I and II) $45,284.00

SECTION IV. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration of county Treasurer's Department
Program II - Delinquent Tax Collection

Program I: Administration

Objectives:

To achieve and maintain a high standard of accuracy, completeness, and timeliness regarding the County's affairs. To assist and advise County Council, County Administrator, and other department heads. To provide to the public friendly and efficient services. To maintain the official records of the County. To develop and maintain county-wide systems and internal controls. To gather and process information needed by other departments and the public.

Description of the Treasurer's Office workload:

TREASURER and TAX COLLECTOR

Elected/Unclassified

Title 12, chapters 45 & 51 of the South Carolina Code of Laws delineates the basic Duties, Responsibilities and accountability of the Elected Lexington County Treasurer. For the County of Lexington he preforms his duties as Tax Collector, Banker, Investment Agent and Custodian/purser of all funds. His office also collects the Property Taxes for the County's School Districts, Municipalities, and Special Purpose Districts. Other duties include the keeping of comprehensive financial accounting revenue receipt and disbursement records and status reporting for all County Government funds. The Treasurer's Office is accountable for all debt service on County Bond debt and other bonded indebtedness i.e.; County School Districts, Special Purpose Districts, etc. His Office disburses all funds by "Warrant" by/from the County Administrator or the Authorized Agent of the funds for which his office is custodian. He is accountable to the County's taxpayers for the supervision and direction of his staff in the management and operation of the Treasurer's and Tax Collector's Offices. The collection of Property Taxes, Current & Delinquent, the conduct of the "Delinquent Property Tax seizure / execution Legal Due Process", and the Delinquent Property Posting, Advertising and the conducting of and follow-up on our "Delinquent Property Tax Sales", is also the responsibility of the Delinquent Tax Section of this Department.

The Treasurer is by State Statutes a member of the County's "Forfeited Land Commission".

The Treasurer's county salary is supplemented by the State of South Carolina thru the payroll of the S.C. Comptroller General's Office. The Comptroller General is the Treasurer's State Government Advisor and or his titular Boss. The operating funds for the Treasurer's Department are appropriated through the County Council and it's annual Budget review and approval process. The operating funds for the Delinquent Tax Section of the Department are Budgeted and approved by the Treasurer /Tax Collector and funded through the Fees attached to the delinquent tax obligation when "executed",on or after March 16th of each Fiscal Year.

The Treasurer and his Deputies are required to attend annual Training Academy's and Workshops on the ever

changing S.C. Code, it's Statutes, and other Regulatory requirements governing the administration of their jobs. These training sessions are conducted by the Comptroller General's office in conjunction with the S.C. Department of Revenue, S.C. Department of Public Safety and the U.S.C.-Center for Governance. The State Treasurer's Office also infrequently conducts training sessions on Investment of Public Funds & Cash Management.

Many Special Reports & Abstracts are prepared for and submitted to these State Officers over the signature of the Treasurer. The work of this Department is subject to an annual External Audit the results of which are published in Lexington County's annual "CAFR" (Comprehensive Annual Financial Report)

Program II: Delinquent Tax Collection

Objectives: (See separate Special Revenue Fund Budget - Fund 2950 & brief description above)

SECTION IV. A. - LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Treasurer	1	1		1	Elected
Admin. Assist.	1	1		1	9
Deputy Treas.	1	1		1	21
(Current Tax & Investments)					
Senior Cashier	1	1		1	7
Accounting Clerk	3	3		3	7
Acctg Clerk (33%)	1	1		1	7
Clerk/Cashier	4	4		4	5
Deputy Treas.	1	1		1	19
(Fund Acct. fee & other revenue collections & distribution)					
Asst. Dep. Treas	1	1		1	13
Total Positions	14	14		14	
Part-Time Clerk	2	2		2	5
Total Part-Time	2	2		2	

SECTION IV. C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(15) Office Phones

(1) Main Line

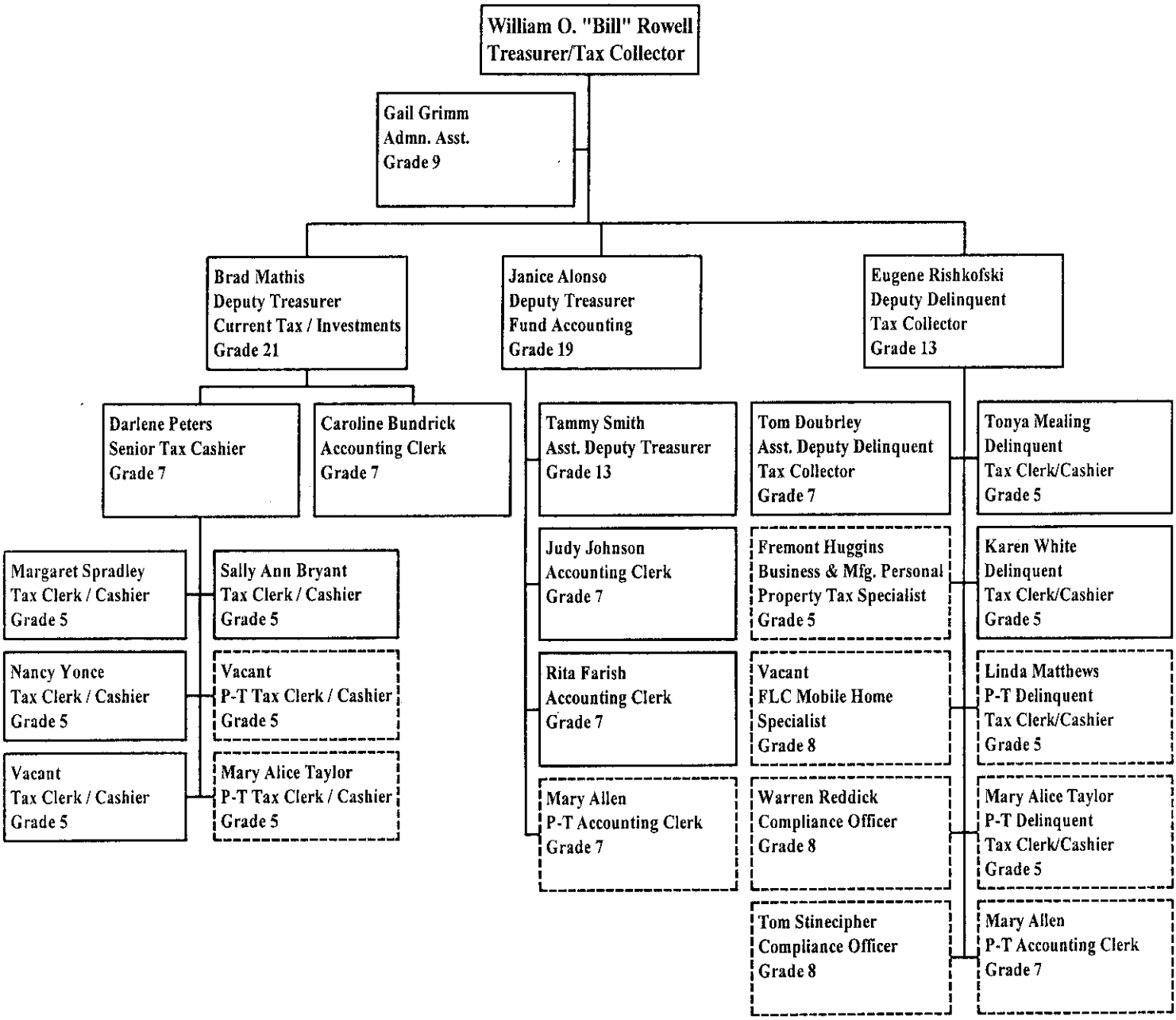
(1) Phone Line for Fax Machine

(1) Pager for Treasurer

Treasurer's Office

Organizational Chart

February 24, 2003



There are three departments: Accounting (4 full, 1 part-time), Delinquent Tax Collection (4 full, 7 part-time), and Current Tax Collection (7 full, 2 part-time). Each is reportable to its own deputy treasurer (Accounting and Current Tax) or deputy tax collector (Delinquent Tax). In addition, there are two full-time administrators (Treasurer and Administrative Assistant) to which all departments report. There are currently no working relationships that differ from reporting relationships; however, the Accounting and Current Tax Collection departments work closely together causing occasional overlap of reporting relationships.

510200 - OVERTIME **$6,127.00**

We experience a surge in the volume of tax payments and refunds in the December through March period. Although we hire part time staff and operate the lockbox system to help compensate for this surge in volume, due to the volatility of daily and weekly volume and the possibility of employee illness and unexpected absences, it is sometimes necessary to work overtime in order to avoid excessive delays in the processing of property tax payments and refunds.

18,841

510300 - PART TIME **$10,832.00**

We are requesting a change of status for one of our part-time employees to a permanent full time position. With this in mind we are decreasing our number of part time employees to 2 instead of the 3 we had budgeted last FY. This full time employee will be working (4) months for fund 1000 and (8) months for fund 2950. (Please see attached justification). If this request is not approved we will need to change our budget dollars back to (3) part-time positions.

520100 - CONTRACTED MAINTENANCE **$1,470.00**

OIR - Maintenance for Online Tax payments

520200 - CONTRACTED SERVICE **$23,181.00**

G&H Mail Service:

* Mailing of current real estate, mobile home, boats, motors, etc. (168,000) @ .0490/ea = 8,232
* Mailing of monthly vehicle renewal tax notices (15,000) notices x 12 mos.=180,000 @ .0490/ea = 8,820
* Mailing & stamping "PAID' on real estate receipts handled through the lock box system 65,000 @ . 0590/ea = 3,835 + 5% of total for possible increase or unbudgeted expenses = **$21,931.00**

Palmetto Microfilm:

* Extended warranty & service contract for new MS400 Digital Microfilm Reader/Printer = **$1,250.00**

520221 - WEB SITE SERVICES **$2,580.00**

Maintenance charge for Treasurer's Office

520300 - PROFESSIONAL SERVICES **$800.00**

For incidental legal and auditing services that may be required. $500.00
Archer study to reclassify 3 positions $300.00

520400 - ADVERTISING **$300.00**

The Treasurer is responsible for the publishing of newly released millage rates after they have been set by the Auditor in local newspapers, to include, The Lexington chronicle, and the Neighbors Section of the State Newspaper. Approximate cost combined is estimated at $300.00.

520700 - TECHNICAL SERVICES **$600.00**

Web hosting svcs, support, DB
backup, app email svcs, security svcs $50.00/mo

520702 - TECHNICAL CURRENCY & SUPPORT **$8,280.00**

ADG Software Maintenance Expense:

$4,500.00 Fund Accounting Software (SMS)
$3,780.00 Tax Billing System (TBS)

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **$19,680.00**

To cover routine office supplies (paper, pencils, file folders, etc.)as well as major expenditures for envelopes, operating checks, and printing of duplicate tax bills. This line item also includes form printing costs and computer supplies.

Paper, Pencils, Ribbons, Folders, Computer Paper	1800.00
Envelopes (Special Windows) #9 70,000	1475.00
Envelopes (Special Window) #6 70,000	1281.00
Envelopes Cream (Return Veh.) #9 200,000	3750.00
Envelopes White (Return Real Est.) #9 160,000	2400.00
Envelopes White Window #10 100,000	1550.00
Print Shop White Envelopes #10 (20) Boxes	100.00
Print Shop White return envelopes (20 Boxes)	100.00
White Detail NCR Paper (3 Cases)	400.00
NCR Ribbon for Cash Registers (30 Boxes)	1000.00
GRAND TOTAL	**13,856.00**

NEW CHECKS & ENVELOPES FOR BANK ACCOUNTS:

General Fund:	
2500 checks @ $175.00 & 2500 envelopes @ $137.50	313.00
Tax Holding:	
10,000 checks @ $500.00 & 10,000 envel @ $380.00	880.00
Magnetic Toner: 2 @ $225.00 each	450.00
GRAND TOTAL	**$1,643.00**

LTC-100 Forms (100,000) @ $22.54 per /M	2254.00
Toner for HP Laser 4050N (12) @ 116.00 ea	1392.00
Toner for Brother Fax - 3650 TN 5000 (6)	175.00
Toner for Color Printer (black & color)	100.00
Toner for Microfilm Reader (1)	220.00
Bulb for Microfilm Reader (2) @ $20.00 ea	40.00
GRAND TOTAL	**$4181.00**

521100 - DUPLICATING **$3,350.00**

This account is used for copier machine to copy reverse side of checks with refunds, vehicle notices with address changes and high mileage appeals sent to Auditors (copies needed to keep with payments - originals sent to Auditor's office for corrections), copies of various department financial reports, accounting file copies of voided tax notices, investment reports and bank reconciliation records, etc used in the daily operation of Treasurer's office operation. Estimated usage 67,000 annually @ $.05 a copy = $3,350.00.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **800.00**

This account will be used primarily for the emergency repair of typewriters, computers, printers, pace units, and other small office machines. Also for emergency repair of mail opener, microfilm reader and check camera, fax machine and laser printers.

523100 -BUILDING RENTAL **$1,200.00**

To cover rental for a storage unit needed to store records the Treasurer's Office is required to retain per the SC Department of Archives and History Division of Archives and Records Management.

524000 - BUILDING INSURANCE **$115.00**

To cover costs of allocated building insurance ($165.00)
Fund 2950 will pay $50.00 toward this cost.

524001 - BURGLARY INSURANCE **$882.00**

2001 Premium plus 15% ($1132.00)
Fund 2950 will pay $125.00 toward this cost.

524201 - GENERAL TORT INSURANCE **$711.00**

2001 Premium plus 15% ($327)
Fund 2950 will pay $100.00 toward this cost.

524202 - SURETY BONDS **$829.00**

For bonds required on Treasurer & Deputies. Cost based on estimate in 2001-02 budget. Renewed premium should run through Jan. 2005 ($829.00)
Fund 2950 will pay $275.00 toward this cost.

525000 - TELEPHONE **$3,800.00**

This department currently has (17) Centrex lines for a total charge of $316.25/mo. including tax. This includes 1 fax line and voice mail tree line.

525001 - SC - DMV DEDICATED PHONE LINE **$1,693.00**

Provides on-line connection with SC Dept. of Revenue & Division of Motor Vehicles for the Biennial Licensing Program. Monthly charge for on-line is now determined @ approximately $128.26/mo. Therefore $128.26 x 12 = $1,539.12 + 10% = $1,693.03

525010 -LONG DISTANCE CHARGES **$480.00**

Currently the Treasurer's office is averaging long distance charges of $40.00/mo. Long distance calls are necessary to correct problems or collect tax payments made by Mortgage Companies; to communicate research completed on tax amounts due on new accounts at various financial institutions as they request this information. Also, we use long distance services when necessary to assure receipt or amounts for County Bond payments. Long distance charges are sometimes necessary when using the fax machine.

525020 - PAGERS AND CELL PHONES **$110.00**

(1) Pager for the Treasurer at a cost of $8.73/mo. Therefore $8.73 x 105% = $9.17 x 12 = $110.04

525100 - POSTAGE **$167,000.00**

To cover the cost of mailing monthly vehicle bills, real estate bills, all paid receipts and any office correspondence based on the actual usage for last fiscal year. Also included is a possible 3 CENT increase in postage by the U.S. Post Office as well as approximately a 3% growth in the County.

525210 - CONFERENCE & MEETING EXPENSE **$7,670.00**

To cover the costs of attending the Spring and Fall Conferences and attending regular monthly meetings, also these funds will be used for investment training and informative workshops for the Treasurer and Deputy Treasurers. There is also additional training necessary for accounting personnel.

SCATT Workshop (Treasurer & Deputy Treasurers)	$ 150.00
SC Assoc. of Counties Conference & Institute (Treasurer & Deputies)	$ 1,500.00
GFOASC - Hilton Head, Sc (Treasurer & Deputies)	$ 2,100.00
SC Assoc. of Counties Legislative Conference (Treasurer)	$ 70.00
SCATT Legislative meeting - one day Myrtle Beach (Treasurer & Deputies)	$ 150.00
SCATT WINTER CONFERENCE (Treasurer & Deputies)	$ 950.00
SCAAO combined with SCATT Spring Conf. (Treasurer & Deputies)	$ 950.00
ACADEMY USC & Controller General (Treasurer & Deputies)	$ 600.00
SC Treasurer Investment Seminar (Treasurer & Deputy)	$ 200.00
National Payment Collection Conf.	$ 1,000.00

525230 - SUBSCRIPTIONS, DUES & BOOKS **$2,252.00**

SUBSCRIPTIONS:

Wall Street Journal Subscription (2) years renewal 5/6/04	$299.00
Miscellaneous books and Periodicals	$150.00
The State	$100.00
The Lexington Chronicle (2) Years renewed 2/1/01	$ 40.00
GFOA "The Public Investor Newsletter"	$ 55.00
GFOA "Investing Public Funds, 2nd edition"	$ 50.00

BOOKS:

Columbia City Directory	$175.00
R L Polk Directory - Lexington, Cayce & W Columbia	$130.00
National Zip Code Directory	$ 50.00
SC Code of Laws supplements and replacement volumes for (2 years) (To pay for last FY and this FY in agreement with SC Legislative Council because the General Assembly directed them to charge for these materials we receive each year and we had not budgeted in last years budget.)	$650.00 (new item)

DUES:

SCGFOA (Treasurer , (2) Deputies & (1) Asst. Deputy)	$180.00
GFOA (Treasurer portion of National Dues)	$167.50
SCATT (Treasurer & Deputy Treasurers)	$ 90.00
SCAAO (Treasurer)	$ 50.00
Leadership Lexington County (Treasurer)	$ 45.00
SC Assoc. of Assessing Officials	$ 20.00

****These professional association dues all relate to the Treasury Department's function. As Treasurer/Tax Collector all dues associated with Delinquent Tax collection are covered in Fund 2950 Budget.

525250 - MOTOR POOL REIMBURSEMENT **$1,000.00**

Based on the projected expenditure for 2002/03 and monthly average use during the first six months @ .365 per mile for one year.

525300 - UTILITIES **$6,685.00**

Based on actual use for 2002/03 FY $796.00/mo. Average YTD - 1/31/2003 plus 5% possible increase
Delinquent Tax Account 2950 will pay 1/3 of the cost of $10,027.00 = $3,342.00

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **$900.00**

To cover costs for emergency replacements of minor equipment which may need to be replaced this fiscal year such as adding machines, telephones, computer hardware, etc.

540010 - MINOR SOFTWARE **$700.00**

To cover cost for (2) Adobe licenses @ $50.00 each and other minor software needed this fiscal year.

(1) COMPUTER (1) MONITOR **$820.00**

Purchase (1) computer and (1) 17" monitor for the Administrative Assistant who is currently using a computer that is 5 yrs old. This computer is constantly having difficulties as new software gets added. I would like to replace this computer with up-to-date equipment so that she can get through the day without her computer freezing up and then having to reboot and possibly run the risk of losing unsaved data.

Computer - $685.00
Monitor - $135.00
Total $820.00

(4) MONITORS **$540.00**

Purchase monitors for (4) current cash registers @ $135.00 = $540.00

The county standard office/counter monitor is 17 inches. The monitors on our cash registers are 15 inches, with a 13.5 inch viewable area. They also have a touch screen feature, which we do not use, that lowers the resolution of the monitors. Our cashiers, who spend from 4 to 8 hours per day operating a cash register, are experiencing significant eye strain from the current monitors. Information services has recommended that we upgrade to county's standard 17 inch monitor.

(1) HP LASERJET 4200DTN PRINTER **$2,054.00**

To replace the 4SI which was determined by IS that it would be too costly to repair. IS recommendation is the 4200DTN which cost $1,951.00 + $5.00 S&H X 5% sales tax = $2,053.80

(4) LASER PRINTERS FOR FOUR CURRENT CASH REGISTERS (Estimate) **$6,000.00**

A fast-track bill in the General Assembly this year is H3538. A provision of this bill is an amendment to Section 56-2-2740 of the Code of Laws of South Carolina, 1976, to provide that a person shall obtain validation decals and motor vehicle registration cards from the county treasurer's office. If this bill passes, and it very likely will, it takes effect upon approval of the governor. In this event, we will need these printers to enable us to print the registration cards.

(4) cash registers @ approximately $1,500 each = $6,000.00
(This estimate includes toner cartridges, etc. needed to print the registration cards)

ADG ENHANCEMENT **$2,500.00**

This also relates to the bill in the General Assembly (H3538) referenced in the request for laser printers for our four current cash registers. This is the estimated cost to reprogram our tax billing and collection system to allow us to print motor vehicle registration cards. This should only be approved in conjunction with the request for laser printers.

OCR SCANNERS FOR FOUR CASH REGISTERS **$8,000.00**

These scanners will allow our cash registers to scan the barcode on the bottom of our tax bills for the bill number and the amount due, rather than our cashiers having to key this data manually. This will make our cashiers more efficient and accurate in posting tax payments.

ADG ENHANCEMENT **$1,700.00**

This is the estimated cost to reprogram our tax billing and collection system to operate with the OCR scanners requested above. This should only be approved in conjunction with the request for the scanners.

(1) DRIVE THROUGH DROP BOX FOR TAX PAYMENTS **$800.00**

The plans for the administration building renovation include a driveway on the side of the building fronting South Lake Drive. Due to budget constraints, we recommend a drop box similar to the one on the north side of the building, rather than a full service drive through with a cashier.

DOCUMENT IMAGING PROJECT $21,270

To scan and index approximately 3000 pages per day including but not limited to, checks, correspondence and envelopes. Please see attached quote per Axiom Corporation.

(2)	Scanners	$8,000.00
(2)	Workstations	$4,000.00
(2)	19 inch Monitors	$ 460.00
Axiom Services		$5,000.00
Endorser		$1,500.00
4x73GB hard drives for NAS		$2,310.00
TOTAL		**$21,270.00**

3490 Piedmont Rd.
Suite 1401
Atlanta, Georgia 30305

AXIOM Corporation

County of Lexington Document Imaging Project

Budget Estimates for Fiscal Year 2004

Background:

Axiom Corporation was asked to assist with the development of high-level F.Y. '04 budget estimates as they pertain to the ongoing Document Imaging Project for the following Lexington County Departments:

- Probate Court
- County Personnel
- County Treasurer
- Sheriff's Department Personnel

Axiom Corporation performed a very high-level document analysis within each department to ascertain the information required to prepare the budgetary estimates in preparation for the fiscal year 2004 budget cycle.

Purpose:

The purpose of this document is to provide budgetary level estimates for the above listed Lexington County Departments to assist them with the preparation of their fiscal year 2004 budget estimates.

County Treasurer Department Estimate:

The County Treasurer Department estimates that they will scan and index approximately 3000 pages per day including but not limited to, checks, correspondence and envelopes. Their indexing requirements include Date, Register Number and Transaction Number that will require some changes to the existing indexing format.

2 Scanners	$8,000
2 Workstations	$4,000
2-19 inch Monitors	$460
Axiom Services	$5,000
Endorser	$1,500
4 x 73GB hard drives for NAS	$2,310
TOTAL	**$21,270**

****

10-17

Pursuant to discussions with Lexington County I.S. Management, it was agreed that Lexington County would provide for system coding and development of system and user documentation. The Axiom Services are based on 40 hours to review the code created for each department.

****

As always Jim, if you have any questions or concerns please feel free to contact me at your convenience.

Bernard A. Rando
Vice President
3490 Piedmont Road, Suite 1401
Atlanta, Georgia 30305
Office - (404) 995-8880 Ext 231
Fax - (404) 995-8887
Cell - (770) 846-6784
e-mail - barando@axiom-corp.com

10-18

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GENERAL
Organization # 101900 Organization Title: TREASURER
Program # Program Title:

Object Expenditure Code	Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries # 1	8,015
510300	Part Time #	(8,015)
511112	FICA Cost	
511113	State Retirement	
511114	Police Retirement	
511120	Insurance Fund Contribution # 1	1,901
511130	Workers Compensation	
511131	S.C. Unemployment	
	*** Total Personnel**	
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	
	**** Total Personnel & Operating**	1,901
	**** Total Capital (From Section III)**	
	***** Total Budget Appropriation**	1,901

Employment Justification

Change of Status from Part-time to Permanent Full Time

Mary L. Allen (E71436)

Mary Allen was hired on January 10, 2000 as a Temporary Full Time Employee. At the time of her hire, that was the intent. However, with the growth of the county as well as the increase in workload both in the Treasurer's Office and the Delinquent Tax Collection, Mary has remained employed with no break in service since the day she was hired. In the past, we have had to switch her back and forth between the Delinquent Tax Department and the Accounting functions. Mary works for the Accounting Section from the beginning of December until the middle of March at which time she works for Delinquent Tax. Mary has become a valuable team member for both areas. Mr. Rowell, Gene Rishkofski and myself have discussed this situation many times and we all agree that Mary is an asset to both groups and we would like for her to become a Full time Permanent employee. Mary has gained much knowledge working in both areas and works well with all the employees.

I understand there is a problem every time you switch an employee from one department to another, and this will always be the case with Mary, because of the nature of the department, the accounting area has a need for 4 months, and the delinquent area has a need for 8 months. In talking with the finance department, I was told that we could simply split her time by percentage, and not have to do the switching back and forth.

I have had several discussions with Mary and know that she would in fact be interested in Permanent status. Permanent status would give her the advantage of benefits as well as years of service. Mary currently contributes to the Retirement Plan. As we all know, benefits are important to everyone and as situations change, it would be detrimental to us to lose the knowledge that we have given Mary if she were to seek employment elsewhere.

Mary has now been with the county for three (3) years. In that time she has more than demonstrated her devotion to her job, her willingness to do whatever it takes to get the job done as well as her respect for her fellow workers. Mary is always willing to jump in and assist any department. In those three (3) years, Mary's duties have not gotten any less; in fact they continue to grow. It is hard to understand how a position can be classified as Temporary and be filled for three(3) years, with no signs of it going away. In fact I see that position gaining more responsibilities.

10-20

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
MAR 0 3 RECD
FINANCE DEPT

Fund: 1000
Division: General Administration
Organization: 101800 - Auditor

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 14	373,793	194,748	409,483	**412,963**		
510300	Part Time	2,365	2,246	7,080	**3,600**		
511112	FICA Cost	27,771	14,378	32,092	**31,867**		
511113	State Retirement	22,610	11,927	28,408	**28,287**		
511120	Insurance Fund Contribution - 14	58,800	39,200	78,400	**84,000**		
511130	Workers Compensation	1,016	532	1,099	**1,125**		
511131	S.C. Unemployment	2,903	2,375	0	**0**		
511213	State Retirement - Retiree	3,157	1,540	0	**0**		
	*** Total Personnel**	**492,415**	**266,946**	**556,562**	**561,842**	**0**	**0**
	Operating Expenses						
520211	DNR Watercraft Database Access	650	600	840	**600**		
520212	Watercraft Valuation Services	0	0	0	**5,500**		
520400	Advertising & Publicity	0	0	450	**450**		
520702	Technical Currency & Support	3,780	3,780	3,780	**3,780**		
521000	Office Supplies	19,575	14,135	19,500	**21,537**		
521100	Duplicating	4,473	1,832	4,200	**4,200**		
522200	Small Equipment Repairs & Maintenance	0	239	250	**250**		
524000	Building Insurance	97	0	101	**104**		
524201	General Tort Liability Insurance	638	283	566	**708**		
524202	Surety Bonds	0	0	97	**0**		
525000	Telephone	3,491	1,796	5,177	**4,272**		
525010	Long Distance Charges	388	208	600	**600**		
525100	Postage	1,230	446	2,300	**2,300**		
525210	Conference & Meeting Expenses	2,309	1,505	4,220	**4,125**		
525230	Subscriptions, Dues, & Books	1,471	829	1,971	**2,325**		
525250	Motor Pool Reimbursement	29	0	400	**400**		
525300	Utilities - Admin. Bldg	7,324	3,993	7,400	**7,988**		
	*** Total Operating**	**45,455**	**29,646**	**51,852**	**59,139**	**0**	**0**
	**** Total Personnel & Operating**	**537,870**	**296,592**	**608,414**	**620,981**	**0**	**0**
	Capital						
540000	Small Tools & Minor Equipment	449	0	885	**576**		
540010	Minor Software	814	514	630	**1,117**		
	All Other Equipment	10,698	6,784	9,940	**4,280**		
	**** Total Capital**	**11,961**	**7,298**	**11,455**	**5,973**	**0**	**0**
	***** Total Budget Appropriation**	**549,831**	**303,890**	**619,869**	**626,954**	**0**	**0**

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # **1000** Fund Title:
Organization # **101800** Organization Title: **Auditor**
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
4	**Std. Office/Counter PC w/ Monitor**	**3,280**
1	**ADG Enhancement - Homestead Program**	**1,000**
3	**MS Office XP Pro**	**945**
1	**MS Excel**	**172**
2	**Calculator - Sharp 12 Digit Mdl# 2770A**	**481**
1	**Phone - AT&T Mdl # 972**	**95**

**** Total Capital (Transfer Total to Section I and II)** **5,973**

County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2003-2004

Fund #: **1000** Fund Name: **General**
Organ. #: **101800** Organ. Name: **Auditor**

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03	Anticipated Fees FY 2002-03	Budget				
				Units of Service	Current Fee	Total Estimated Fees FY 2003-04	Proposed Fee Change	Total Proposed Estimated Fees FY 2003-04
430800	Auditor - Temp Tag Fe	**910**	**3000**	**1200**	**5**	**6000**	**0**	**6000**

SECTION IV. - PROGRAM OVERVIEW

Auditor's Office

Our Department's goal is to provide knowledgeable and quality service to the citizens of Lexington County. However, our clientele does not end there. We also must provide a high level of service to our other customers, which include our fellow employees here at the County (including County Council), various other professionals such as attorneys, mortgage bankers, real estate developers and agents, as well as government entities from special purpose districts to municipalities to state legislative members to agencies/departments of the State of South Carolina.

The information and services that the County Auditor's Office provides ranges from personal property values (vehicles, airplanes, boats & motors, RVs, motorcycles, business furniture & fixtures, mobile homes) to real property values (land, houses, buildings). In valuing property and informing the public it is necessary that all employees have knowledge of current and previous laws pertaining to property taxation. In addition, we must be able to apply this knowledge to help the customer become aware of how property is valued and how the tax millage is applied.

As the County's population grows, it will become even more important that our employees understand the importance of an informed public. The better we assist the customer the first time, the fewer times that the customer will need our services in the future, allowing us to handle the County's growth without having to add addition positions. To be able to provide the wide array of information requested by the various customers, our office needs a team of educated and trained members. To achieve the quality department that this county deserves I have begun encouraging my current staff to attend classes (computer, public speaking, customer service), certification programs (GFOASC, Midlands Technical Supervisor Program), as well as undergraduate and graduate work at both USC and Midlands Technical School.

SECTION IV. A. - LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Auditor	1	1	0	1	Unc.
Deputy Auditor	1	1	0	1	19
Deputy Auditor	1	1	0	1	16
Field Apprasier/	1	1	0	1	10
Personal Property Officer	1	1	0	1	9
Homestead Supervisor	1	1	0	1	9
Real Estate Coordinator	1	1	0	1	9
Administrative Assistant II	1	1	0	1	6
Senior Tax Clerk	1	1	0	1	5
Data Entry Clerk	1	1	0	1	5
Tax Clerk II	4	4	0	1	4
Temporary Clerk	1	1	0	1	4
Total Positions	15	15		15	

SECTION IV. C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(15) Office Phones

(1) Phone Line for Fax Machine

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

We are not requesting any new positions for Fiscal Year 2003-04. We ask to remain with the current staffing levels (as noted in Section IV. A.).

510100	**SALARIES & WAGES - 14**	**$ 412,963**
510300	**PART TIME - 1**	**$ 3,600**
511112	**FICA COST**	**$ 31,867**
511113	**STATE RETIREMENT**	**$ 28,287**
511120	**INSURANCE FUND CONTRIBUTION – 14**	**$ 84,000**
511130	**WORKER COMPENSATION**	**$ 1,125**

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520211 DNR WATERCRAFT DATABASE ACCESS **$ 600**

Lexington County holds the 3rd largest registration of boats and motors in South Carolina. It is necessary for us to have access to DNR records for both collection & billings of Registered boats & motors in Lexington County. This is a service to both the county & the title holder of boats & motors.($50.00 per month)

520212 WATERCRAFT VALUATION SERVICES **$ 5,500**

Lexington County holds the 3rd largest registration of boats and motors in South Carolina. DOR no longer provides valuation of the boats and motors that we tax each year. This covers the cost of paying for an outside source.

520400 ADVERTISING **$ 450**

Public notice concerning filing period for Homestead Exemption as a courtesy to eligible taxpayers. Notice is given each April and May concerning the July 15 deadline.

Public Service Ads concerning vehicles, boats and motors, homes, business property, etc. This is an estimate and is dependent upon the type and size of ad.

521000 OFFICE SUPPLIES **$ 21,537**

- Motor Vehicle Registration (LCF 802) : 200,000	$ 4.158
- Tax Notice Supplements (LTC 100) 200,000	$ 3,696
- Real Property Envelopes (#10 windows) 300,000	$ 5,252
- Miscellaneous Forms, envelopes and Supplies	$ 1,500
- Fax Toner Cartridges	$ 520
- HP 4050 Toner Cartridges	$ 3,177
- LCF 743 Form	$ 3,234

520702 TECHNICAL CURRENCY & SUPPORT **$ 3,780**

Yearly maintenance fee for ADG (Tax Billing System)

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES (Continued)

521100 DUPLICATING **$ 4,200**

Used for duplicating back & front of titles, bill of sales, high mileage forms, etc used in the daily accomplishment of the Auditor's Office.

522200 SMALL EQUIPMENT REPAIR **$ 250**

Miscellaneous repairs to PCs, typewriters, calculators, etc.

524000 BUILDING INSURANCE **$ 104**

To cover the cost of allocated building insurance.

524201 GENERAL TORT LIABILITY INSURANCE **$ 708**

To cover the cost of general tort liability insurance.

525000 TELEPHONE **$ 4,272**

The cover the cost of telephone services.

525010 LONG DISTANCE **$ 600**

We utilize toll free numbers whenever possible, however, long distance calls are necessary at times. With the growth in the county, more and more people are being contacted outside the county and the state for returning property owners calls.

525100 POSTAGE **$ 2,300**

To cover the cost of mailing business personal property, aircraft, documented vessels, add-on vehicle bills, as well as additional correspondence with the customer.

525120 CONFERENCE & MEETING EXPENSE **$ 4,125**

Auditor and Deputy Auditor are active members of South Carolina Assn. Of Auditor's Treasurers and Tax Collectors (SCATT).

Auditor is active member of South Carolina Association of Assessing Officials (SCAAO).

Deputy Auditor is active member of Government Finance Officer's Association (GFOA).

SCATT Conference:	Fall – 2	$ 800
	Spring – 2	800

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES (Continued)

	Academy – 2	$ 100
	Legislative – 4	100
SCAAO Conference:	Educational – 1	500
	Annual Fall – 1	400
	Property Valuation – 1	100
SCAC Conference:	Annual	600
GFOA Conference:	Fall – 1	450
	Spring – 1	175
	Periodic mtgs. – 1	100

525230 SUBSCRIPTIONS, DUES, AND BOOKS $ 2,325

Subscriptions are to valuation guides used in the administration of personal property assessment. In the past, DOR supplied many of the Blue Books. Dues are for annual memberships for Auditor and Deputy Auditor in professional organizations.

Cross Reference Book		$ 150
Polk VIN Schematic		210
NADA:	Older Used Car	60
	Used Car	58
	Personal Watercraft	105
	Recreational Vehicle	158
	Heavy Truck	60
Blue Book:	Aircraft	275
	Motorcycle	58
DOR Valuation Books – Printing		500
ABOS:	Marine Blue Book	226
	CD	195
SCATT Dues – 3		90
SCAAO Dues – 1		25
GFOA Dues – 1		45
Subscription to The Dispatch News		40
Subscription to The Chronicle		40
Subscription to The Twin City News		30

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES (Continued)

525240 MOTOR POOL REIMBURSEMENT $ 400

Mileage reimbursement charged back to department when using motor pool vehicle.

525300 UTILITIES - ADMINISTRATION BLDG. $ 7,988

Projected based on average usage. $750 x 12 months.

SECTION VI. C.-CAPITAL LINE ITEM NARRATIVES

540000 SMALL TOOLS & MINOR EQUIPMENT $ 576

The following items comprise this account:

1) Calculator (2) Sharp 12 Digit # 2770A	$ 481
2) Phone (1) AT&T # 972	95

540010 MINOR SOFTWARE $ 1,117

The following items comprise this account:

1) MS Office XP Pro for 3 computers – currently do not have any Office products on these machines	$ 945
2) MS Excel for 1 computer	172

4 COMPUTER W/ MONITOR $ 3,280

One computer is for the property coordinator who runs several programs at one time. Her current computer is not upgradeable and with 16mb RAM is in need of replacement (asset # 19831, 20718). Two computers are to replace the public terminals (asset # 19832, 19835, 20721, 20719). Both are not upgradeable and are a security risk. One computer is a replacement (asset # 23366, 18924) for the homestead coordinator. This computer is also not upgradeable and runs several programs at one time with RAM of 32mb.

ADG ENHANCEMENT PROGRAMS FOR FY 2003 BUDGET $ 1,000

The current Homestead Program is a separate program on the PC of the Homestead Coordinator. We would like to move this program to the ADG System. This will allow for more than one employee to access the system at a time, which in turn will improve the response time to the homestead customer.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year 2003-2004

Fund: 1000
Division: General Administration
Organization: 101900 - Assessment & Equalization

Object Expenditure Code	Classification	2001-02 Expenditure	2002-03 Expend - DEC.	2002-03 Amended - DEC	2003-04 Requested	BUDGET 2002-03 Recommend	2002-03 Approved
	Personnel						
510100	Salaries & Wages - 33	1,006,341	482,513	1,045,060	1,062,664		
510200	Overtime	0	0	0	750		
510300	Part Time	14,966	7,256	15,262	15,257		
511112	FICA Cost	74,298	35,161	81,912	81,294		
511113	State Retirement	68,469	31,741	73,345	72,792		
511120	Insurance Fund Contributions - 33	138,600	92,400	184,800	198,000		
511130	Worker's Compensation	12,885	6,384	13,677	16,626		
511131	S C Unemployment	0	0	0	0		
511213	State Retirement - Retiree	1,377	1,808	0	0		
	Total Personnel	**1,316,936**	**657,263**	**1,414,056**	**1,447,383**		
	Operating Expenses						
520100	Contracted Maintenance	0	0	2,075	2,075		
520200	Contracted Services	0	85	85	0		
520221	Website Services	0	0	0	0		
520400	Advertising & Publicity	0	0	2,244	2,244		
520700	Technical Services	0	0	0	0		
520702	Technical Currency & Support (Software)	10,259	5,645	17,908	17,908		
520800	Outside Printing	426	0	2,575	2,575		
521000	Office Supplies	5,912	2,078	10,000	10,000		
521100	Duplicating	4,124	1,698	8,000	8,000		
521200	Operating Supplies	3,881	2,049	6,170	6,755		
522200	Small Equipment Repairs & Maintenance	336	0	346	3,000		
522300	Vehicle Repairs & Maintenance	0	0	0	0		
524000	Building Insurance	336	0	346	434		
524201	General Tort Liability Insurance	1,663	740	1,481	1,851		
524202	Surety Bonds	0	0	227	0		
525000	Telephone	8,387	4,236	8,420	8,492		
525010	Long Distance Charges	1,176	604	3,200	3,200		
525020	Pagers & Cell Phones	756	810	1,990	1,131		
525100	Postage	7,474	1,407	20,000	20,000		
525210	Conference & Meeting Expenses	5,627	3,772	9,740	9,740		
525230	Subscriptions, Dues & Books	1,882	1,678	3,582	3,582		
525240	Personal Mileage Reimbursement	0	35	350	2,500		
525250	Motor Pool Reimbursement	19,946	9,518	17,770	20,000		
525300	Utilities - Administration Building	13,057	7,123	13,800	13,800		
525302	Utilities - Memorial Building	3,674	0	0	0		
525385	Utilities - Kroger Building	3,662	3,161	6,920	3,900		
526400	Appraiser Licensing Fees	3,440	855	5,030	5,030		
527040	Outside Personnel (Temporary Help)	0	0	0	0		
	Total Operating	**96,018**	**45,494**	**142,259**	**146,217**		
	Total Personnel & Operating	**1,412,954**	**702,757**	**1,556,315**	**1,593,600**		

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year 2002-2003

Fund: 1000
Division: General Administration
Organization: 101900 - Assessment & Equalization

Object Expenditure Code Classification	2001-02 Expenditure	2002-03 Expend - DEC.	2002-03 Amended - DEC	2003-04 Requested	BUDGET 2003-04 Recommend	2003-04 Approved
Capital						
540000 Small Tools & Minor Equipment	877	500	1,160	1,160		
540010 Minor Software	188	0	700	443		
All Other Equipment	19,251	336	175,420	8,349		
Total Capital	**20,316**	**836**	**177,280**	**9,952**		

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year 2003-2004

Fund: 1000
Organization: 101900 - Assessment & Equalization
Organization: 101900 - Assessment & Equalization

Object Expenditure Code Classification Program Title	Program #1 Asministration	Program #2 Assessment Records	Program #3 Appraisal & Assessment	Program #4 Mapping	Total 2002-2003 Requested
Personnel					
510100 Salaries & Wages - 33	155,126	96,682	693,197	117,659	1,062,664
510200 Overtime	0	0	750	0	750
510300 Part Time	1,792	1,792	9,881	1,792	15,257
511112 FICA Cost	11,867	7,396	53,030	9,001	81,294
511113 State Retirement	10,626	6,623	47,484	8,060	72,792
511120 Insurance Fund Contributions - 33	24,000	24,000	126,000	24,000	198,000
511130 Worker's Compensation	1,871	261	318	14,176	16,626
511131 S C Unemployment	0	0	0	0	0
Total Personnel	**205,282**	**136,754**	**930,660**	**174,688**	**1,447,383**
Operating Expenses					
520100 Contracted Maintenance	0	0	0	0	0
520200 Contracted Services	0	500	1,575	0	2,075
520400 Advertising & Publicity	300	300	1,644	0	2,244
520700 Technical Services	0	0	0	0	0
520702 Technical Currency & Support (Software)	1,920	1,920	4,240	9,828	17,908
520800 Outside Printing	75	500	2,000	0	2,575
521000 Office Supplies	1,332	1,332	6,004	1,332	10,000
521100 Duplicating	2,133	1,069	3,729	1,069	8,000
521200 Operating Supplies	1,000	1,000	2,756	1,999	6,755
522200 Small Equipment Repairs & Maintenance	800	400	1,400	400	3,000
522300 Vehicle Repairs & Maintenance	0	0	0	0	0
524000 Building Insurance	146	144	0	144	434
524201 General Tort Liability Insurance	221	221	221	1,188	1,851
524202 Surety Bonds	0	0	0	0	0
525000 Telephone	1,347	1,517	4,110	1,518	8,492
525010 Long Distance Charges	376	376	2,072	376	3,200
525020 Pagers & Cell Phones	378	0	753	0	1,131
525100 Postage	2,733	2,669	11,929	2,669	20,000
525210 Conference & Meeting Expenses	863	572	6,963	1,342	9,740
525230 Subscriptions, Dues & Books	945	420	1,970	247	3,582
525240 Personal Mileage Reimbursement	50	0	2,450	0	2,500
525250 Motor Pool Reimbursement	500	0	17,376	2,124	20,000
525300 Utilities - Administration Building	4,600	4,600	0	4,600	13,800
525302 Utilities - Kroger Building	0	0	3,900	0	3,900
526400 Appraiser Licensing Fees	200	0	4,830	0	5,030
527040 Outside Personnel (Temporary Help)	0	0	0	0	0
538000 Claims & Judgements	0	0	0	0	0
Total Operating	19,919	17,540	79,922	28,836	146,217
Total Personnel & Operating	225,201	154,294	1,010,582	203,524	1,593,600
Total Capital	2,783	2,115	5,004	50	9,952
Total Budget Appropriation	227,984	156,409	1,015,586	203,574	1,603,552

Capital Request

Cost Center 101900 – Assessment & Equalization

Budget Quantity	Item Description	2003-2004 Requested Amount
540000 – Small Tools & Minor Equipment		1,160.00
(2)	HP12C Calculators (2 @ $100.00)	200.00
(10)	Telephones	460.00
Additional Necessary Minor Equipment		500.00
540010	Minor Software	443.00
(2)	Digital Cameras with AC Adapters	600.00
(9)	Computer with Monitors	7,749.00
Total Capital		9,952.00

JUSTIFICATION FOR EXISTENCE
DEPARTMENT OF ASSESSMENT & EQUALIZATION

Background Information

Section 12-37-90 of the South Carolina Code of Laws created the office of the County Assessor and outlined the duties and responsibilities of that office. The South Carolina Department of Revenue was given regulatory authority over that office by Section 12-4-510 through 12-4-530 of the Code.

Up until March 1, 1994, the Department of Revenue also heard assessment appeals resulting from decisions rendered by either the Assessor or the County Board of Assessment Appeals. However, assessment appeals now come under the jurisdiction of the South Carolina Administrative Law Judge Division which is an agency of the executive branch of State government.

Overview

As discussed above, the general duties and responsibilities of the County Assessor are spelled out in Section 12-37-90 of the South Carolina Code of Laws. A synopsis of these are as follows:

1) Designates the Assessor as being the person responsible for the operation of his or her office;

2) Maintains a continuous record of recorded deed sales transactions, building permits, tax maps and other records necessary for a continuing reassessment program;

3) Diligently searches for and discovers all real property not previously assessed and lists such for taxation;

4) Fairly and impartially assesses the value of all real property and enters it upon the returns and lists furnished to the County Auditor;

5) Determines assessments and reassessments of real property in such a manner that the ratio of assessed value-to-market value shall be uniform throughout the county;

6) Reassess all real property every five years to reflect its market value;

7) Appears as necessary before any appellate board to give testimony and present evidence as to the justification of any appraisals;

8) Has the right of appeal from any disapproval of or modification of any appraisal made by his office;

9) Performs such other duties relating to the office of the tax assessor as may be required by the laws of the state; and

10) Is the sole person responsible for the valuation of real property and those valuations shall be altered only by the Assessor or by a legally constituted appellate board, commission or the courts.

Over the years there have been numerous laws and South Carolina Department of Revenue Regulations signed into law which further defines the duties and responsibilities of the Assessor. The following will be a discussion of the primary tasks involved in the performance of those duties, and the organizational structure created in this department to carry out those functions.

Related Information

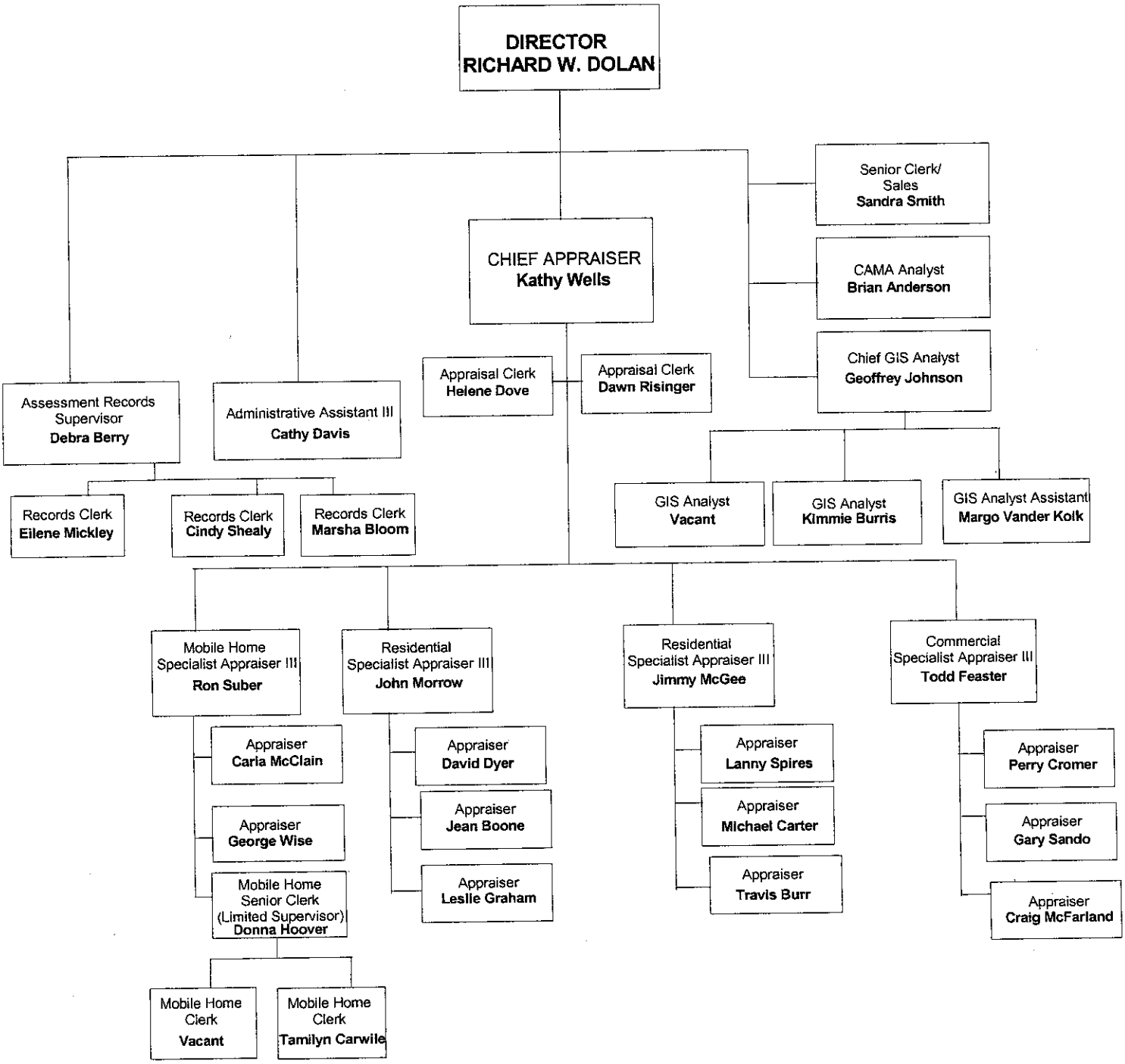
Total parcels (real estate and mobile homes) in the county

1995	1996	1997	1998	1999	2000	2001	2002
103,360	106,286	116,490	116,490	122,823	124,182	126,898	131,078

Appraised Valuation – Real Estate and Mobile Homes (Not including Tax Exempt and Manufacturing properties)

1995	1996	1997	1998	1999
$5,777,966,780	$5,998,554,730	$6,261,203,930	$6,546,804,496	6,761,396,601

2000	2001	2002
$7,033,936,046	$8,720,289,058	$9,122,082,188


DIRECTOR
RICHARD W. DOLAN
CHIEF APPRAISER
Kathy Wells
Senior Clerk/
Sales
Sandra Smith
CAMA Analyst
Brian Anderson
Chief GIS Analyst
Geoffrey Johnson
Assessment Records
Supervisor
Debra Berry
Administrative Assistant III
Cathy Davis
Appraisal Clerk
Helene Dove
Appraisal Clerk
Dawn Risinger
Records Clerk
Eilene Mickley
Records Clerk
Cindy Shealy
Records Clerk
Marsha Bloom
GIS Analyst
Vacant
GIS Analyst
Kimmie Burris
GIS Analyst Assistant
Margo Vander Koik
Mobile Home
Specialist Appraiser III
Ron Suber
Residential
Specialist Appraiser III
John Morrow
Residential
Specialist Appraiser III
Jimmy McGee
Commercial
Specialist Appraiser III
Todd Feaster
Appraiser
Carla McClain
Appraiser
George Wise
Mobile Home
Senior Clerk
(Limited Supervisor)
Donna Hoover
Appraiser
David Dyer
Appraiser
Jean Boone
Appraiser
Leslie Graham
Appraiser
Lanny Spires
Appraiser
Michael Carter
Appraiser
Travis Burr
Appraiser
Perry Cromer
Appraiser
Gary Sando
Appraiser
Craig McFarland
Mobile Home
Clerk
Vacant
Mobile Home
Clerk
Tamilyn Carwile

GENERAL ADMINSTRATION

This division consists of the Director, CAMA Analyst and Administrative Assistant all of which are involved with the overall operation of the office. Some of the specific functions performed by these individuals in addition to overall management by the Director include the following:

1) Assisting the Director in the preparation of the annual operating and capital budget

2) Payroll

3) Purchasing

4) Surety Bonds

5) Secretarial work for the Director

6) Management of the remapping/GIS project

7) Development, management and maintenance of the new CAMA system

8) Coordination with the Board of Assessment Appeals and the South Carolina Administrative Law Judge Division

9) Directs the preparation of cases to be heard by the Board and the SC Administrative Law Judge Division

10) Management of the reassessment program

11) Coordination of data processing activities

12) Reviews requests for refunds and late residential and agricultural applications

13) Coordination of damage assessment activities

Special Notes:

This budget is partitioned based primarily on the major technical functions performed by the department. In prior years general administration expenses were divided among the four (4) divisions created to handle these functions. However, this office was restructured during FY 2002-2003. Therefore, the four divisions are now Administration, Records, Mapping, and Appraisal. Some divisional totals may appear to have increased or decreased from the prior fiscal year. However, the grand totals will remain in line with last years' budget totals.

PERSONNEL – ADMINSTRATION DIVISION

Employee	Grade	Salary Range
Director	**31**	**$55,803 – $78,124**
CAMA Analyst	**16**	**$36,107 – $50,550**
Administrative Assistant	**7**	**$24,289 – $34,005**
Senior Clerk/Sales	**6**	**$22,976 - $32,167**
Current annual division salary total:	$155,126.00	

ASSESSMENT/OWNERSHIP RECORDS DISIVION

As discussed earlier, the primary function of the mapping staff is to carefully analyze newly recorded deeds, plats, highway plans, annexations, etc., for the purpose of keeping tax maps current. Once this function has been completed, these documents along with the updated maps are forwarded to staff members responsible for ensuring that the assessment records are updated.

This process involves many tasks including creating new parcels, updating ownership records, recording each parcel's size and also recording the appropriate address to send the tax bill to. Information concerning the sale such as date of sale and sales price are then entered by the senior clerl/sales to be used in the preparation of sales ratio reports for use by our appraisal staff and the South Carolina Department of Revenue.

Annual Workload

1) Deeds analyzed, researched and processed:

1996	1997	1998	1999	2000	2001	2002
10,279	11,189	10,536	10,781	13,070	10,245	11,434

2) Records for new subdivision lots created, etc.:

1996	1997	1998	1999	2000	2001	2002
1,983	2,551	2,500+/-	2,500+/-	2,688	2,742	2,459

PERSONNEL – ASSESSMENT RECORDS DIVISION

Employee	Grade	Salary Range
Assessment Records Supervisor	**9**	**$26,915 – $37,682**
Senior Clerk (1)	**6**	**$22,976 – $32,167**
Records Clerk (2) (Front Office)	**4**	**$20,350 – $28,490**

Current annual division salary total: $96,682

APPRAISAL AND ASSESSMENT DIVISION

As discussed earlier, the primary functions of the Mapping, Assessment Records and the Mobile Home Divisions are to provide an inventory and general description of all properties to be appraised and assessed.

Prior to the passage of Act 208 in 1975, no laws were in place to ensure that the property tax burden was equitably distributed in accordance with value. This was deemed unacceptable by the legislature for many reasons. Some of the primary reasons for remedying this problem included fairer taxation, and so that State funds for education could be more accurately distributed between school districts. As you know, the amount of State funding each school district receives is still distributed today in accordance with ability to pay, as measured by the assessed valuation of property located in the various school districts throughout the state.

To carry out the provisions of this act, Section 12-43-210 of the South Carolina Code of Laws was passed requiring that each county beginning in 1977 initiate an equalization program in accordance with South Carolina Tax Commission Regulations.

The primary regulation pertaining to the appraisal process required that all properties be appraised at 100% of fair market value. Furthermore, anytime the sales ratio of the county indicated the level of assessment was outside of the 80% to 105% range, or the index of inequity exceeded 15%, the county was required to reappraise. This requirement was recently replaced by a new law requiring a mandatory five (5) year reassessment cycle. Our first program under this new law should be implemented for year 2000. However, County Council voted to delay implementation until tax year 2001. The next reassessment is scheduled to be implemented for the 2005 tax year.

The following will be a description of the steps being taken to develop an going reassessment program capable of meeting the requirements of the new law.

Tax Maps

Appraisers rely on tax maps for locating and identifying properties to be appraised, ascertaining property boundaries and size for use in the appraisal process. Tax maps are used in conjunction with aerial photography in the valuation of property in which there is no road access.

During the last reassessment program, the existing tax maps proved inadequate and as a result the SCDOR issued an order stating an appropriate remapping program had to be completed prior to the implementation of the next reassessment program. In response to that order, Lexington County has completed a modern digital mapping program. The old hard copy mapping system was phased out at the end of tax year 1999.

As discussed earlier, the primary functions of the Appraisal and Assessment Division is to provide an inventory and general description of all properties to be appraised and assessed. The function of the appraisal team is to ensure that changes to properties which occur between reassessment programs are properly reflected in our assessments. Some of the specific tasks involved are the following:

1) Analyzing updated tax maps and associated assessment records for the purpose of ascertaining which land parcels need appraisal work. Next, the property is visited for the purpose of gathering physical and locational information about the property. Once this phase is completed, an analysis of the sale of comparable properties and our assessment on similar properties in the area is made. Based on the information gathered, a valuation is assigned to the parcel and an assessment notice is then mailed to the property owner. If the valuation is appealed the appraiser meets with the taxpayer in an attempt to resolve the issue. Should the matter not be settled at this level, the next step in the appeals process is to the County Board of Assessment Appeals, followed by a hearing before an Administrative Law Judge if necessary.

2) Building permits and mobile home registration forms are forwarded to the appraisal staff from various sources. These documents inform the appraisal staff of the need to visit a property for the purpose of gathering data relative to the size and type of structure moved or constructed on a property. This information is then merged with physical and locational data about the property for use in the appraisal process. Please refer to Item #1 for description of both the appraisal and appeals process.

3) Handling appeals resulting from appraisals made by the appraisal staff.

4) Revaluing subdivisions with unsold lots annually for the purpose of applying the appropriate multi-lot discount as provided for by law.

5) Analyzing new agricultural applications and making use value appraisals in instances where it was determined that the property qualifies.

Workload Analysis

Number of Parcels and Mobile Homes

1994	1995	1996	1997	1998	1999
100,801	103,360	106,176	110,280	116,490	122,823

2000	2001	2002
124,182	126,077	131,078

New land parcels appraised: 1,283

Appraisals resulting from new construction: 3,085

2002 Assessment Appeals: 1,034

Property Tax Software

The last reassessment program was performed without the benefit of modern technology. Instead, a large number of temporary employees were hired to assist in accomplishing the task, most of which had little or no training or experience. The result was a very expensive program that did not achieve the quality level desired.

For the current program we are using a much different approach. This time instead we propose relying heavily on technology and adding only small number of well trained, experienced staff members. With this in mind, modern computer assisted mass appraisal (CAMA) software has been purchased and currently in operation.

GIS

As discussed earlier, we are currently in the process of phasing in a recently completed countywide remapping project. These maps were compiled in a digital environment, which means that they are accessible by computers. Through modern computer technology, we will be linking to those maps the information contained in our new CAMA system. The merger of these two systems and the availability of information through the county GIS network will give us a tremendous number of new tools for use in both generating values and enhancing our quality control capabilities.

The new CAMA system has been installed and the digital maps have been delivered. Plans are to integrate these two systems through the purchase of IMS MapObjects software, a product of ESRI.

Workload Summary:

The appraisal & assessment staff has been divided into 16 geographical areas with each appraiser being responsible for approximately 6,500 parcels. Within these 16 areas the appraiser is responsible for property splits, new construction, appraisal appeals, sales analysis and any other problems which arise in their area.

MOBILE HOME SECTION

The function of the mobile home division of this department, much like our mapping department, is involved with the inventory process. Here, information concerning the location and ownership of each mobile home is maintained. Additional information kept on each mobile home includes a description of the mobile home, the mailing address of the owner and information relative to its sales history.

Related duties include the registration of new mobile homes and changing assessment records to reflect changes in the ownership of mobile homes already on the tax roll. Decals and moving permits are also issued by this section.

Workload Analysis

Number of mobile homes

1994	1995	1996	1997	1998	1999	2000	2001	2002
16,418	17,174	18,829	19,897	21,103	22,369	22,980	22,904	21,979

Mobile homes registered (2002)	1,065
Ownership Transfers (2002)	883
Moving Permits Issued (2002)	903

PERSONNEL – APPRAISAL & ASSESSMENT DIVISION

Employee	Grade	Salary Range
Chief Appraiser (1)	20	**$41,359 – $57,903**
Residential Appraisal (2) Specialist	16	**$36,107 – $50,550**
Commercial Appraisal (1) Specialist	16	**$36,107 – $50,550**
Senior Appraiser/ Mobile Home Division (1)	16	**$36,107 – $50,550**
Appraiser II (4)	14	**$33,481 – $46,873**
Appraiser I (7)	12	**$30,855 – $43,197**
Senior Mobile Home Clerk (1)	6	**$22,976 – $32,167**
Mobile Home Clerk (2)	4	**$20,350 – $28,490**
Appraisal Clerk (2)	4	**$20,350 – $28,490**
Temporary Appraisal/Records Clerk (1)	4	**$20,350 – $28,490**

Current annual division salary total: $693,197

MAPPING DISIVION

The overall mission of the county assessor is to inventory and assess all real estate in their jurisdiction, in accordance with the tax laws of this state. Of primary relevance is South Carolina Department of Revenue Regulation 117-117 which sets standards for tax mapping. Related to that regulation is Section 12-4-510 through 12-4-540 which gives the State the authority to order a remapping program when a county's maps no longer meet those standards.

The inventory process begins with compilation of accurate tax maps, which accurately depict the location of property lines and both natural and man-made features. Examples of natural and man-made features include roads, bridges, rivers, lakes and dams.

These maps are developed by first obtaining aerial photographs of the county and then adding ownership boundary lines upon them based on deed and survey information. During this process, the ownership of the property, its size and the mailing address of the owner is determined.

Since this process was completed many years ago, we are currently in the maintenance mode. In other words, our mapping personnel are charged with the responsibility of analyzing the 11,000+/- deeds, annexations and plats that are recorded annually and doing other related legal research as needed for the purpose of keeping the maps current.

As previously discussed, over the years our mapping program has not kept up with increasingly stringent map accuracy standards. As a result based on our need for more accurate tax maps and the insistence of the Department of Revenue, we initiated and recently completed a remapping program designed to correct deficiencies that existed.

With an eye to our ever increasing workload, we had these maps constructed in a digital format to permit their automation. This will not only permit us to increase the efficiency of our office but the organization as a whole through the sharing of these maps and associated databases with other departments through the county GIS program.

Workload Analysis

1) Deeds, plats, highway plans and annexations to be analyzed and maps updated where necessary: 11,613

2) Maps update sheets (includes 2 or more parcels): 3,085

3) Annexations: 167

4) Subdivisions: 119 for 1,895 lots

5) Highway plans: 12

6) History of the number of deeds processed:

1996	1997	1998	1999	2000	2001	2002
10,279	11,189	10,931	11,458	9,212	10,245	11,434

PERSONNEL – MAPPING DIVISION

Employee	Grade	Salary Range
Chief GIS Analyst/Cartographer	**14**	**$33,481 – $46,873**
GIS Analyst/Cartographer I (2)	**11**	**$29,542 – $41,358**
GIS Analyst/Cartographer Assistant (1)	**6**	**$22,976 – $32,167**

Current annual division salary total: $117,659

COUNTY OF LEXINGTON

OFFICE OF ASSESSMENT & EQUALIZATION

PROPOSED FISCAL YEAR 2003-2004 LINE ITEMS

510200 – OVERTIME **$ 750.00**

This department has and will continue to use compensatory time wherever possible to reduce the number of overtime hours worked. However, this is actually flex-time since it must be taken in the same calendar week. Therefore, it is not useful when during certain work weeks some employees are unable to accomplish all required tasks within 40 hours. The situations being referred to are of a very general nature such as when taxpayers remain in our office after 5:00 PM on Friday or when last minute preparations are being made before the mailing of tax bills. We feel that thirty (30) hours of overtime would be adequate to cover situations of this type which are likely to occur in the coming year but cannot be identified and itemized at this time.

In 2002 we mailed out 5,000+/- assessment notices due to new construction, new lots and other various changes. Of these, 1,034 resulted in appeals. Next year's figures should result in about the same number of appeals. Also, we will receive in excess of 10,000 inquiries in response to the assessment notices, applications and when tax bills are mailed.

Even though it will obviously take many months to resolve this many appeals, it is very important that we at least acknowledge the inquiries as quickly as possible. First because it is common courtesy and secondly because otherwise additional inquiries will be generated by taxpayers concerned we did not receive their initial correspondence.

Division Breakdown:

Administration (4)	=	0.00
Assessment Records (4)	=	0.00
Appraisal & Assessment (22)	30 hours x $25.00 =	750.00
Mapping (4)	=	0.00
Total (34)	**$**	**750.00**

510300 – PART TIME **$ 15,257.00**

Between the time when tax bills are mailed and the last day taxes can be paid without penalty, the two (2) clerks we have available to handle the telephone and walk in traffic are inadequate. This results in long lines, the inability to get through on the telephone and a general dissatisfaction of the taxpayer with this office. Furthermore, unless additional personnel is available to process the paperwork being generated by this contact with the taxpayer, changes cannot be processed prior to the date taxes are due. This employee will also be helpful in order to help handle the massive number of taxpayer inquiries and workload resulting from the implementation of reassessment in February of 2001. We are requesting funds in the amount of $15,033.00 to employ an additional administrative person during this entire year. We hope to retain our current temporary employee who is trained for this position.

1 person x $9.78* per hour x 1,560 hours = $15,256.80

* $9.78 is the hourly rate for FY 2002-2003 for a temporary employee at grade level 4

Division Breakdown:

Administration (4)	$ 1,792.00
Assessment Records (4)	1,792.00
Appraisal & Assessment (22)	9,881.00
Mapping (4)	1,792.00
Total (34)	**$ 15,257.00**

520200 – CONTRACTED SERVICES **$ 2,075.00**

Mobile Home Department Computer Tape **$75.00**

The South Carolina Department of Transportation supplies this office with a computer tape of mobile home files at a cost of $75.00 per year. This tape lists the titles of all mobile homes in Lexington County, serial number, name and address of owner, year/make/model, title number, the date the title was issued and if applicable, any lien holders.

Division Breakdown:

Administration (4)	$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	75.00
Mapping (4)	0.00
Total (34)	**$ 75.00**

Applications Processing Costs **$ 2,000.00**

This expense is related to our mailing of legal residence applications to individuals who have either constructed a new home or mobile home or purchased an existing one during the previous calendar year. Likewise, applications are mailed to purchasers of agricultural properties. We feel this expense is justified for many reasons including the following:

1) The mailout helps alleviate the inconvenience to the taxpayer of having to come into the office and stand in line to file a 4%or agricultural application.

2) There is a considerable amount of administrative cost involved with issuing refunds for previous tax years. Furthermore, refunds make it difficult to make accurate revenue projections.

In addition, assessment notices must be mailed anytime a taxpayer's value goes up over $1,000, such as where a new home is constructed.

Bulk mail for bursting, folding and stuffing of envelopes will be approximately $100.00 per 1,000.

Legal Residence Applications	5,000
Assessment Notices (Regular)	5,000
Total	10,000

Division Breakdown:

Administration (4)	$ 0.00
Assessment Records (4)	500.00
Appraisal & Assessment (22)	1,500.00
Mapping (4)	0.00
Total (34)	**$ 2,000.00**

520400 – ADVERTISING **$ 2,244.00**

These funds will be used to notify the public of the deadline for filing legal residence, agricultural use and developers discount applications. The advertisements will be run through the Lexington County Publishing Network in the following newspapers at a cost of $748.00 each time.

The State	
Twin City Times	The Chapin Times
Lexington Chronicle	The Independent News

Division Breakdown:

Administration (4)	$ 300.00
Assessment Records (4)	300.00
Appraisal & Assessment (22)	1,644.00
Mapping (4)	0.00
Total (34)	**$ 2,244.00**

520702 – TECHNICAL CURRENCY & SUPPORT (software) **$ 17,908.00**

GIS Equipment/Software Maintenance & Support **$7,508.00**

This line item covers licensing and maintenance of automated mapping software and equipment.

ESRI (maintenance on 3 Arc/Info Floating Licenses)	$3,600.00
ESRI (maintenance on 3 COGO Licenses)	600.00
ESRI (maintenance on ArcPress License)	200.00
ESRI (50% maintenance on Map Objects+SDE)	2,750.00
Tax	358.00
Total	$7,508.00

Division Breakdown:

Administration (4)	$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	0.00
Mapping (4)	7,508.00
Total (34)	**$ 7,508.00**

Parcel Mapper Maintenance & Support **$4,500.00**

This software facilitates the updating of our GIS/Automated Mapping System.

Division Breakdown:

Administration (4)	$ 600.00
Assessment Records (4)	600.00
Appraisal & Assessment (22)	2,700.00
Mapping (4)	600.00
Total (34)	**$ 4,500.00**

ORACLE Software Support **$ 5,000.00**

This item was cut from the Information Services Department in FY 2000-2001. Therefore, it is necessary that this department request funds for FY 2001-2002 to cover all ORACLE related expenses. The cost for this support in FY 2000-2001 was $4,914.00. Therefore, we are requesting $5,000.00 to cover this expenditure in FY 2001-2002.

Division Breakdown:

Administration (4)	$ 1,250.00
Assessment Records (4)	1,250.00
Appraisal & Assessment (22)	1,250.00
Mapping (4)	1,250.00
Total (34)	**$ 5,000.00**

Micro Focus COBOL Maintenance & Support **$ 500.00**

Since a small portion of the IAS system is written in COBOL, a support fee will be required for Micro Focus COBOL. The cost of support for FY 2001-2002 is estimated at $500.00.

Division Breakdown:

Administration (4)	$ 70.00
Assessment Records (4)	70.00
Appraisal & Assessment (22)	290.00
Mapping (4)	70.00
Total (34)	**$ 500.00**

AUTOCAD Maintenance, Support & Upgrades **$400.00**

This item is necessary in order to receive upgrades and software support for our Autocad Land Development Desktop which is used by our mapping department.

Division Breakdown:

Administration (4)	$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	0.00
Mapping (4)	400.00
Total (34)	**$ 400.00**

520800 – OUTSIDE PRINTING **$ 2,575.00**

This line item is to cover outside printing of assessment notices, legal residence applications and agricultural applications. The large increase is due to the number of assessment notices used due to reassessment.

Assessment notices (20,000 @ .06 each)	$ 1,200.00
Legal Residence Applications (10,000 @ .11 each)	1,100.00
Agricultural Applications (2,500 @ .11 each)	275.00
Total	$ 2,575.00

Division Breakdown:

Administration (4)	$ 75.00
Assessment Records (4)	500.00
Appraisal & Assessment (22)	2,000.00
Mapping (4)	0.00
Total (34)	**$ 2,575.00**

521000 – OFFICE SUPPLIES $ 10,000.00

This line item is to cover routine office supplies (paper, pencils, ribbons, film used to photograph new construction and appeal board cases for the year, file folders, etc.). This line item also includes specialized supplies for appraisers such as measuring tapes, engineering scales, calculators and mace as well as specialized supplies for the mapping division.

During the first 6 months of this fiscal year, approximately $5,000.00 has been spent for basic office supplies. However, these expenses are expected to increase over the next several months due to increased costs resulting from our increased use of the GIS mapping system in our daily operations. Our assumption is that our total expenses for this line item will be approximately the amount budgeted for FY 2002-2003 due to the additional expenses which will be incurred due taxpayers who missed the deadline for appealing values in 2002, appealing for 2003. Most notable will be the envelopes and paper in response to appeals and inquiries. Other additional expenses will involve the cost of photographing buildings located on properties placed under appeal. Also, there will be increased paperwork for properties going to the Lexington County Board of Assessment Appeals and the Administrative Law Judge Division.

Letterhead paper ($7.16 per ream x 100 reams)	$ 716.00
Window envelopes ($5.43 per box x 234 boxes)	1,270.00
Plain envelopes ($4.46 per box x 100 boxes)	446.00
Total increase due to reassessment	$ 2,432.00

Division Breakdown:

Administration (4)	$ 1,332.00
Assessment Records (4)	1,332.00
Appraisal & Assessment (22)	6,004.00
Mapping (4)	1,332.00
Total (34)	**$ 10,000.00**

521100 – DUPLICATING SUPPLIES $ 8,000.00

This line item covers the cost of making copies of property record cards for fieldwork, plats, deeds, tax bills, assessment notices, files going to the Board of Assessment Appeals, Administrative Law Judge Division and correspondence to taxpayers concerning their appeal. Also included in this line item is the cost of duplicating files for use in the reassessment program.

During the first six (6) months of this fiscal year we have spent nearly 40% of the amount budgeted. However, several projects requiring a considerable amount of duplicating will take place in the Spring. Expectations are that our total expense for this line item for the year will be generally in line with what was originally budgeted less the amount attributable to reassessment which was delayed. Therefore, costs will equal the amount requested in FY 2002-2003. This is true primarily due to the need to make copies of correspondence sent to taxpayers in response to inquiries and appeals.

Division Breakdown:

Administration (4)	$ 940.00
Assessment Records (4)	940.00
Appraisal & Assessment (22)	5,180.00
Mapping (4)	940.00
Total (34)	**$ 8,000.00**

521200 – OPERATING SUPPLIES **$ 6,755.00**

This line item covers the cost of many items necessary for the operation of this office. Some of the major items involved with the various divisions of this department are described below. The primary reason for increased cost in this line item is the cost for the printing of the new tax maps due to the fact the total number has more than doubled. Also, it should be noted that the Planning & Development Department no longer makes copies of tax maps for surveyors, title searchers and the general public. This service is now provided by the Assessor's Office.

Administration

1)	Miscellaneous items including, business cards, office forms, etc.	1,000.00
	TOTAL	**$ 1,000.00**

Assessment Records

1)	Miscellaneous items including printing of Split/Change sheets, Subdivision forms, business cards, etc.	1,000.00
	TOTAL	**$ 1,000.00**

Appraisal & Assessment

1)	Printing of new appraisal cards	500.00
2)	Miscellaneous items including office forms, business cards, etc.	2,000.00
3)	Mobile home decals (2,200 @ .33 each)	$ 726.00
	TOTAL	**$ 2,756.00**

Mapping

1)	Print cartridges for the HP 650C plotter (@ $44.10)	$ 353.00
2)	AZON high resolution paper for HP 650C plotter (4 @ $51.45)	206.00
3)	Paper for Reprotech 2500 blue print machine (2 @ $140.00)	280.00
4)	Print cartridges for the Designjet HP1050cPlotter(4 @ $125)	500.00
5)	Kroy Label Machine tape cartridges (5 @ $32.00)	160.00
6)	Miscellaneous supplies such as ammonia, paper, business cards, etc.	500.00
	TOTAL	**$1,999.00**

Division Breakdown:

Administration (4)	$ 1,000.00
Assessment Records (4)	1,000.00
Appraisal & Assessment (22)	2,756.00
Mapping (4)	1,999.00
Total (34)	**$ 6,755.00**

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE **$ 3,000 .00**

This line item covers the cost of repairs and maintenance to office equipment. The LandCheck Digitizer located in our mapping section, the IBM Selectric typewriter, the IBM Wheelwriter 3500 typewriter, our 5 laser printers, 3 fax machines and all of our HP12C programmable calculators are not covered by a maintenance contract. Likewise, all of our PC's and monitors are no longer under warranty. Since support is no longer available for the Design Jet Plotter for our GIS/Automated Mapping System, it is very critical that we receive this funding for FY 2003-2004.

Division Breakdown:

Administration (4)	$	800.00
Assessment Records (4)		400.00
Appraisal & Assessment (22)		1,400.00
Mapping (4)		400.00
Total (34)	**$**	**3,000.00**

524000 – BUILDING INSURANCE – ADMINISTRATION BUILDING **$ 434 .00**

The figure used for this line item was based on the amount included in last years' budget per Risk Management.

Division Breakdown:

Administration (4)	$	146.00
Assessment Records (4)		144.00
Appraisal & Assessment (22)		0.00
Mapping (4)		144.00
Total (34)	**$**	**434.00**

524201 – GENERAL TORT LIABILITY INSURANCE **$ 1,851 .00**

The figure used for this line item is based on the amount provided by Risk Management.

Division Breakdown:

Administration (4)	$	221.00
Assessment Records (4)		221.00
Appraisal & Assessment (22)		1,188.00
Mapping (4)		221.00
Total (34)	**$**	**2,206.00**

525000 – TELEPHONE **$ 8,492 .00**

Funds requested for this line item for FY 2003-2004 are the same as last year's budgeted amount. In addition to the basic services cost, an additional $500.00 is being budgeted to cover maintenance costs. The following is a breakdown of this line item among the various divisions of this department.

	Regular Lines	Multi Lines	Fax Lines	Voice Mail
General Administration	4	0	1	3
Assessment Records	2	2	0	2
Appraisal & Assessment	23	2	2	7
Mapping	4	0	0	1

35 regular lines @ $14.00 per line/per month	5,880.00
4 multi lines @ $14.00 per line/per month	672.00
3 fax lines @ $14.00 per line/per month	504.00
13 voice mailboxes @ $6.00 per line/per month	936.00
Miscellaneous maintenance & repairs	500.00
Total	**$ 8,492.00**

Division Breakdown:

Administration (4)	$ 1,347.00
Assessment Records (4)	1,517.00
Appraisal & Assessment (22)	4,110.00
Mapping (4)	1,518.00
Total (34)	**$ 8,492.00**

525010 – LONG DISTANCE CHARGES **$ 3,200 .00**

This account covers the expense of long distance calls to taxpayers, vendors, banks, finance companies and other governmental agencies. Although we have used only a small amount of the funds previously budgeted for this fiscal year, it is expected that this will increase dramatically during the remainder of FY 2003-2004 due to the handling of 2003 appeals.

Division Breakdown:

Administration (4)	$ 376.00
Assessment Records (4)	376.00
Appraisal & Assessment (22)	2,072.00
Mapping (4)	376.00
Total (34)	**$ 3,200.00**

Telephone Numbers – Assessor's Office

Administration Building 2nd Floor
Main Numbers – 8190 & 8555
Fax – 8249
Rick Dolan – 8240
Cathy Davis – 8241
Sandra Smith – 8195
Debra Berry - 8213
Vacant Cubicle - 8244
Eilene Mickley - 8293
Helene Dove - 8248
Brian Anderson – 808-8608
Margo Vander Kolk - 8469
Kimmie Burris - 8469
Vacant Position - 8469
Geoffrey Johnson – 8462

Auxiliary Building
Main Numbers - 8313 & 8109
Fax - 8300
Kathy Wells – 8162
Jean Boone – 8246
Michael Carter – 808-8604
Lanny Spires – 8487
Todd Feaster - 8519
Carla McClain – 8466
Travis Burr – 2171
Craig McFarland – 8484
David Dyer – 8478
Gary Sando – 8476
Jimmy McGee – 8475
John Morrow – 808-8608
Ron Suber – 808-8606
Leslie Graham – 808-2171
Perry Cromer - 8387
George Wise – 8247
CMLS line – 359-8238

Mobile Homes – 4th Floor
Main Number – 8367
Fax - 8194
Vacant Position – 8367
Tami Lonsberry – 8367
Donna Hoover – 8295

525020 – PAGERS & CELL PHONES **$ 1,131.00**

This line item covers the recurring expense of a five (5) cell phones utilized by the Assessor & the appraisal staff at a cost of one phone for $31.44 per month and the other four at $15.70 per month.

Cell Phones: $31.44 x 1 + $15.70 x 4 = $94.24 per month x 12 months =	1,130.88
Total	**$ 1,131.00**

Division Breakdown:

Administration (4)	$ 378.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	753.00
Mapping (4)	.00
Total (34)	**$ 1,131.00**

525100 – POSTAGE **$ 20,000.00**

At this time this office has expended over $5,000 of the $25,000 budgeted for in this fiscal year. This is due in large to many certified mailings and mass mailing just now occurring. This figure should remain the same in FY 2003-2004 due to this office mailing approximately 5,000+/- assessment notices this year and close to 10,000 various applications. However, we must anticipate the usual increase in costs from the Post Office.

Regular Postage cost (includes bulk mailing of 5,000 assessment notices 9,000 Legal Residence applications & 1,000 Agricultural Applications)	$ 5,100.00
Follow Up of Appeals/Inquiries (5,000 x .34)	1,700.00
Appeal letters (2,500 x .34)	850.00
Total	**$ 7,650.00**

Division Breakdown:

Adminstration (4)	$ 2,733.00
Assessment Records (4)	2,669.00
Appraisal & Assessment (22)	11,929.00
Mapping (4)	2,669.00
Total (34)	**$ 20,000.00**

525210 – CONFERENCE & MEETING EXPENSES **$ 9,740.00**

Funds in this line item are necessary to cover attendance at the following conferences and attending required continuing educations courses to retain appraisal licenses:

1) SCAAO Spring Conference at Myrtle Beach, SC **$ 950.00**
(Department Director & Chief Appraiser)
Justification: The South Carolina Association of Assessing Officials is a statewide organization consisting primarily of County Auditors, Assessors and employees of the South Carolina Department of Revenue.

This is an educational conference consisting of seminars relative to property taxes conducted by representatives from the Office of the Attorney General, Comptroller General and the Department of Revenue. Since these are the regulatory agencies for our offices, it is very important that this conference be attended in order to stay abreast of their ever-changing rules and regulations. I currently serve as a Committee Chairman and executive board member of this organization.

Division Breakdown:

Administration (4)	$ 238.00
Assessment Records (4)	237.00
Appraisal & Assessment (22)	238.00
Mapping (4)	237.00
Total (34)	$ 950.00

2) SCAAO Fall Conference at Columbia, SC **420.00**
(Department Director, CAMA Analyst, Chief Appraiser, Senior Appraiser, 14 Appraisers & 3 members of mapping staff = 21x $20.00 each)
Justification: This conference is very similar to the Spring Conference with the exception that it is abbreviated somewhat into a one day conference.

Division Breakdown:

Administration (4)	$ 100.00
Assessment Records (4)	60.00
Appraisal & Assessment (22)	200.00
Mapping (4)	60.00
Total (34)	$ 420.00

(3) SMAC Fall Conference in Columbia, SC **300.00**
(Department Director & 3 members of mapping staff)
Justification: The State Mapping Advisory Committee Fall Conference is sponsored by the State Mapping and Geodetic Survey Office. It consists of a series of technical seminars related to mapping and updates relative to various state and federal mapping standards and regulations.

Division Breakdown:

Administration (4)	$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	0.00
Mapping (4)	300.00
Total (34)	$ 300.00

(4) CAMA/GIS Integration Conference in Savannah, GA **500.00**
(CAMA Analyst)
Justification: This department recently completed both GIS and CAMA development projects. Even though these systems individually will increase our level of efficiency, an even greater level can be achieved by integrating these two systems. Since this is very new technology, attending this conference will be very beneficial.

Division Breakdown:

Administration (4)	$ 125.00
Assessment Records (4)	125.00
Appraisal & Assessment (22)	125.00
Mapping (4)	125.00
Total (34)	$ 500.00

(5) IAAO Courses **6,800.00**
University of South Carolina, Columbia, SC
The cost for these courses will be approximately $400.00 per person.

The following individuals will be taking appraisal courses approved by the South Carolina Appraisal Board:

Jean Boone	Travis Burr	Michael Carter	Perry Cromer	Rick Dolan
David Dyer	Todd Feaster	Leslie Graham	Carla McClain	Craig McFarland
Jimmy McGee	John Morrow	Gary Sando	Lanny Spires	Ron Suber
Kathy Wells	George Wise			

Division Breakdown:

Administration (4)	$ 400.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	6,400.00
Mapping (4)	0.00
Total (34)	**$ 6,800.00**

6) Geoff Johnson, Kimmie Burris and the new GIS/Cartographer I will attend 4 ArcGIS courses held at USC.

Since this software is upgraded each year, these classes will be very beneficial.

The cost for each course is estimated as follows:	
Tuition	$ 600.00
Lunch @ $10.00 daily x 4 days x 3	120.00
Total	**$ 620.00**

Division Breakdown:

Administration (4)	$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	0.00
Mapping (4)	620.00
Total (34)	**$ 620.00**

7) Legal Seminar sponsored by USC to be attended by Debra Berry at a cost of $150.00.

Division Breakdown:

Administration (4)	$ 0.00
Assessment Records (4)	150.00
Appraisal & Assessment (22)	0.00
Mapping (4)	.00
Total (34)	**$ 150.00**

525230 – SUBSCRIPTIONS, DUES & BOOKS $ 3,582.00

1) Marshall & Swift Residential Cost Handbook	$ 160.00
2) Marshall & Swift Valuation Service	300.00
3) IAAO Assessment & Valuation Legal Reporter on Disc	60.00
4) The Appraisal Journal	35.00
5) NADA Mobile Home Appraisal Guide	100.00
6) IAAO Membership	
Rick Dolan	265.00
Kathy Wells	125.00
7) CASC Membership	
Rick Dolan	20.00
Kathy Wells	20.00
Ron Suber	20.00
8) SC Association of Assessing Officials	
Director, Chief Appraiser, Senior Appraiser,	
13 Appraisers & Chief GIS Analyst/Cartographer	400.00
9) Urban & Regional Information Systems Association (URISA)	132.00
10) SC Association of Land Surveyors	
Geoff Johnson, Kimmie Burris & New Employee	90.00
11) Appraisal Institute Books	200.00
12) Cross Reference Directory (Blue Book) (3 @ $140.00 each)	420.00
13) Korpacz Real Estate Investor Survey	250.00
14) 2003 SC Code of Laws Supplement	30.00
15) 2003 Zip Code Directory	95.00
16) 2003 Lexington County Directory (3 @ $245.00 each)	735.00
17) Central Midlands Apartment & Office Space Survey	100.00
18) 2003 Professional Engineers & Surveyors Listing	25.00
Total	**$ 3,582.00**

Division Breakdown:

Administration (4)	$ 1,225.00
Assessment Records (4)	370.00
Appraisal & Assessment (22)	1,503.00
Mapping (4)	484.00
Total (34)	**$ 3.582.00**

525240 – PERSONAL MILEAGE REIMBURSEMENT **$ 2,500.00**

This line item is to provide for use of personal vehicles by the Assessor's Office Staff on county business, such as attendance at appeal board hearings which occur after regular work hours and attendance to schools held locally. All appraisers will be out inspected & reassessing for the upcoming 2005 reassessment and there are not enough vehicles in the fleet to be utilized for these purposes.

Division Breakdown:

Administration (4)	$ 50.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	2,450.00
Mapping (4)	0.00
Total (34)	**$ 2,500.00**

525250 – MOTOR POOL REIMBURSEMENT **$ 20,000.00**

The figure above represents the expected cost of operating vehicles on a daily basis for the purpose of appraising new construction and other maintenance related additional activities as well as for resolving appeals resulting from the implementation of the reassessment program. The current year usage indicates an average of $9,518.12 for the first six months. With the upcoming 2005 reassessment starting, all appraisers will be out in the field reassessing all properties.

Division Breakdown:

Administration (4)	$ 500.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	17,376.00
Mapping (4)	2,124.00
Total (34)	**$ 20,000.00**

525300 – UTILITIES – ADMINISTRATION BUILDING **$ 13,800.00**

Figures for this item were based on expenditures to this date for this fiscal year and expenditures for the previous year.

Division Breakdown:

Administration (4)	$ 4,600.00
Assessment Records (4)	4,600.00
Appraisal & Assessment (22)	0.00
Mapping (4)	4,600.00
Total (34)	**$ 13,800.00**

525302 – UTILITIES – AUXILIARY BUILDING **$ 3,900.00**

Figures for this item were based on expenditures to this date for this fiscal year and in the assumption that the members from this office will occupy this space for approximately five months of FY 2003-2004.

Division Breakdown:

Administration (4)	$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	3,900.00
Mapping (4)	0.00
Total (34)	**$ 3,900.00**

526400 – APPRAISER LICENSING FEES $ 5,030.00

This line item is to provide for appraiser licensing as per the requirement of South Carolina Law. The fee for renewing an appraiser license is $200.00. Nineteen (19) members of the appraisal staff must renew their licenses (19 x $200.00 = $3,800.00).

(8) appraisers will be upgrading their licenses during the coming fiscal year. The fee for upgrading is $75.00 with an additional $35.00 if the appraiser is upgrading from Apprentice Appraiser or Registered Appraiser. There is also a $70.00 examination fee.

	Upgrade Fee	Examination Fee	Extra $35.00
Michel Carter	75.00	70.00	0.00
Gary Sando	75.00	70.00	0.00
Carla McClain	75.00	70.00	35.00
John Morrow	75.00	70.00	0.00
Todd Feaster	75.00	70.00	0.00
Daniel Thompson	75.00	70.00	0.00
Travis Burr	75.00	70.00	0.00
Perry Cromer	75.00	70.00	0.00
Totals	600.00	560.00	35.00

Division Breakdown:

Administration (4)	$ 200.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	4,830.00
Mapping (4)	0.00
Total (34)	**$ 5,030.00**

540000 – SMALL TOOLS & MINOR EQUIPMENT **$ 1,160.00**

(2) HP12C Calculators (2 @ $100.00) **200.00**

Many of the HP12C calculators which the appraisers are currently using are very old. These are needed in the event that any become dysfunctional during FY 2002-2003.

Division Breakdown:

Administration (4)	$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	200.00
Mapping (4)	0.00
Total (34)	**$ 200.00**

(10) Telephones **460.00**

Additional telephones will be needed in order to handle inquiries and appeals in a timely manner as well as to replace existing telephones which may become dysfunctional during FY 2000-2001.

Division Breakdown:

Administration (4)	$ 50.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	410.00
Mapping (4)	0.00
Total (34)	**$ 460.00**

Additional Minor Equipment **500.00**

These funds are necessary for replacement of chairs, fax machine parts, electric staplers, electric pencil sharpeners, fans and parts for existing equipment which may become dysfunctional in the FY 2002-2003.

Division Breakdown:

Administration (8)	$ 50.00
Assessment Records (4)	50.00
Appraisal & Assessment (22)	350.00
Mapping (4)	50.00
Total (34)	**$ 500.00**

FY 2003-2004 Budget Request

540010 Minor Software **$ 443.00**

These funds are being requested in order to purchase additional Licenses of Word for the Records Clerks position. Mike Berrian of Information Services quoted a price of $163.27 each plus tax. We are requesting a few additional dollars in the event of a price hike in the coming fiscal year. Also, we wish to purchase 2 Adobe Licenses which will enable us to complete and submit forms on line.

(2) WORD Licenses @ $163.27 = $326.54 + 5% = $342.88

(2) Adobe Licenses @ $50.00 each = $100.00

Division Breakdown:

Administration (4)	$ 100.00
Assessment Records (4)	343.00
Appraisal & Assessment (22)	0.00
Mapping (4)	0.00
Total (34)	**$ 443.00**

(2) Digital Cameras with AC Adapters **$ 6 00.00**

The immediate need for these cameras is to more efficiently handle appeals resulting from reassessment. Specifically to photograph the 20,000+/- properties placed under appeal as well as comparable sales used in support of our valuation. It is expected that somewhere between four (4) and seven (7) photographs will be needed on each appeal. The exact number will be dependent upon the type of property involved. Once appeals resulting from reassessment are completed, the cameras will be used in conjunction with subsequent year appeals, photographing new construction and subsequent reassessment programs. Making these images available to GIS users is also anticipated.

Division Breakdown:

Administration (4)	$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	600.00
Mapping (4)	0.00
Total (34)	**$ 600.00**

(9) Computers with Monitors **$ 7,749.00**

Per Jim Schafer, this office has nine computers with monitors that are not upgradable and create a security risk. Therefore, we are requesting these funds in order to purchase computers and monitors to replace the defective ones. We intend to replace these terminals and monitors with Function #1/Standard Office/Counter PC's recommended by Jim Schafer.

(9) PC's @ $685.00 = $6,165.00 + 5% = $6,473.25

(9) 17" Monitors @ $135.00 each = $1,215.00 + 5% = $1,275.25

Division Breakdown:

Administration (4)	$ 2,583.00
Assessment Records (4)	1,722.00
Appraisal & Assessment (22)	3,444.00
Mapping (4)	0.00
Total (34)	**$ 7,749.00**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year 2003-2004

Fund: 1000
Division: General Administration
Organization: 101900 - Assessment & Equalization

Upgrade Administrative Assistant From Grade 7 to Grade 9 Code Classification	Administrative Assistant Grade 9	2003-2004 Requested	BUDGET 2003-2004 Recommend	2003-2004 Approved
Personnel				
510100 Salaries & Wages(1)		3,999		
510200 Overtime		0		
511112 FICA Cost		306		
511113 State Retirement		274		
511120 Insurance Fund Contributions - 33		0		
511130 Worker's Compensation		20		
511131 S C Unemployment				
Total Personnel		**4,598**		

(1) Administrative Assistant

At this time I wish to reclassify the (1) Administrative Assistant position (grade 7) to a grade equal to Senior Administrative Assistant III (grade 9). This position handles more paperwork, finances and overall work than the same position held in the Treasurer's, Administrator's and Coroner's Offices. All of our appraisal staff must attend continuing education classes each year, renew their appraiser's licenses and attend various conferences. All purchases (supplies and equipment) for the office are processed by this employee. She oversees and double checks time cards. Excellent organizational and planning skills are a necessity due to the volume of work that this individual performs.

Position	Grade	Salary
Senior Administrative Assistant III	9	$30,953 (+15% of starting)
Administrative Assistant III	7	$26,954
Difference for increase		3,999

Division Breakdown:

Administration (4)	$	3,999.00
Assessment Records (4)		0.00
Appraisal & Assessment (22)		0.00
Mapping (4)		0.00
Total (34)	**$**	**3,999.00**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 2 0 RECD
FINANCE DEPT.

Fund 1000 Administrative
Division: General Administration
Organization: 102000 - Register of Deeds

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - ~~10~~ 9	270,678	127,028	280,428	265,997		
510101	State Supplement	1,374	671	1,374	1,374		
510200	Overtime	263	154	500	500		
511112	FICA Cost	20,403	9,553	21,907	20,311		
511113	State Retirement	18,654	8,758	19,616	18,187		
511120	Insurance Fund Contribution - 10	42,000	28,000	56,000	54,000		
511130	Workers Compensation	735	345	757	717		
511131	S.C. Unemployment	358	0	0	358		
	*** Total Personnel**	**354,465**	**174,509**	**380,582**	360,944		
	Operating Expenses						
520300	Professional Services	0	0	49,628	—		
520701	Computer Imaging Services	189,642	99,821	194,642	166,000		
521000	Office Supplies	1,902	1,192	4,000	4,000		
521100	Duplicating	1,598	651	2,000	2,000		
521200	Operating Supplies	4,459	3,422	6,034	5,478		
522200	Small Equipment Repairs & Maint.	95	0	200	200		
524000	Building Insurance	106	0	110	154		
524201	General Tort Liability Insurance	570	253	506	633		
524202	Surety Bonds	0	0	65	375		
525000	Telephone	3,220	1,661	2,600	2,600		
525010	Long Distance Charges	170	81	250	250		
525100	Postage	1,533	741	2,855	3,000		
525210	Conference & Meeting Expenses	2,392	1,384	2,300	2,800		
525230	Subscriptions, Dues, & Books	25	50	100	100		
525300	Utilities - Admin. Bldg	10,813	5,896	10,450	10,450		
	*** Total Operating**	**216,525**	**115,152**	**275,740**	198,040		
	**** Total Personnel & Operating**	**570,990**	**289,661**	**656,322**	558,984		
	Capital						
540000	Small Tools & Minor Equipment	301	57	400	400		
540010	Minor Software	0	0	4,643	50		
	All Other Equipment	0	336	36,255	1,017		
	**** Total Capital**	**301**	**393**	**41,298**	1,467		
	***** Total Budget Appropriation**	**571,291**	**290,054**	**697,620**	560,451		

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 102000 Organization Title: ROD
Program # _____ Program Title: _____

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
3	Used computer terminals with monitors + keyboards @ $200 - ea.	600 -
3	Operation upgrades for above @ $139 - ea	417 -
	* prices per Jim Schafer - IS Director	

** **Total Capital (Transfer Total to Section I and II)** $ 1,017 -

SECTION IV – PROGRAM OVERVIEW

OBJECTIVE:

To maintain the highest levels of accuracy and efficiency in recording, indexing, processing and protecting all land records for Lexington County.

To provide superior service in a friendly atmosphere to the public and other users of the Deeds office.

SERVICE STANDARDS:

To provide service to attorneys and paralegals for recording deeds and other real estate documents.

To provide virtually error-free indexing so that all documents recorded may be located in a timely manner and liability is kept to an absolute minimum.

To provide prompt processing of original documents from the time of recording until the time of return to the original holder.

To provide service to the general public in locating documents relating to real estate.

SECTION IV.A – LISTING OF POSITIONS

Title	Grade
Registrar	00
Deputy Registrar	14
Legal/Accounting Clerk	8
Legal Clerk	6
Indexing Records Supervisor	8
Senior Index Clerk	6
Index Clerk II	5
Senior Lien Clerk	6
Records Clerk	4

One position each, full time equivalent; All General Fund; Total 9 positions

SECTION IV.C – LISTING OF TELECOMMUNICATIONS EQUIPMENT

Office Phones:
<13>

Phone line for fax:
<1>

FUND 1000
REGISTER OF DEEDS (102000)
FY 2003-2004 Budget Request

SERVICE LEVELS – SECTION IV.D

Documents recorded

FY 00-01	FY 01-02	Total est. FY 2002-03	Projected est. FY 2003-04
62,222	70,338	73,932	75,000

SECTION V – SUMMARY OF REVENUES

	Treasurer's Revenue Code	FY 01-02	Total est. FY 2002-03	Projected est. FY 2003-2004
Recording Fees	432000	$682,985.	754,704.	760,000.
Documentary Tax (State)*	432200	$54,976.	71,964.	73,000.
Documentary Tax (County)	432100	$777,145.	1,017,060.	1,020,000.
Copy Fees	437602	$71,804.	88,956.	90,000.
Totals		$1,586,910.	$1,932,684.	$1,943,000.

*County receives three percent of total State Documentary Tax collected.

SUMMARY OF REVENUES

Recording fees:
This fee is charged on each and every document filed in the ROD office. These documents include deeds, mortgages, plats, powers of attorney, easements, UCC filings, state and federal tax liens, mechanics liens and many other types of documents that deal with property in Lexington County. Affidavit, Power of Attorney and State and Federal Tax Lien recording fees were increased during the last Legislative Session. These fees went from $5 to $10, $10 to $15 and $5 to $10 dollars respectively. All of these fees are authorized per SC Code 8-21-310 and 29-5-90.

Documentary tax:
A documentary tax is charged on real estate transactions based on the fair market value of the property or the consideration paid. The rate of $3.70 per $1,000.00 of value or consideration (the County receives $1.10) is authorized per SC Code 12-21-380 and 12-25-10.

FUND 1000
REGISTER OF DEEDS (102000)
FY 2003-2004 Budget request

PERSONNEL – SECTION VI.A

Object code
510100

Registrar

Deputy Registrar

Legal Clerk/ Accounting

Indexing Records Supervisor

Senior Lien Clerk

Senior Index Clerk

Legal Clerk

Index Clerk, II

Records Clerk

$265,497.

FUND1000
REGISTER OF DEEDS (102000)
FY 2003-2004 Budget request

OPERATING – SECTION VI.B

520701 – Computer Imaging Services 166,000.

This account represents the ROD's entire records management system, which includes recording, cashiering, document imaging, indexing and retrieval. The system is fully integrated and allows for information captured at the beginning of a document's processing to be carried through to all phases of processing. This saves considerable time in repetitive procedures. The system has provided other time saving benefits as well. Scanning documents is far faster than microfilming and we no longer have to number every page of a document. This procedure is done electronically.

Our contract with the vendor provides all hardware with replacement at no additional charge, software with upgrades at no additional charge, complete maintenance, technical support and training as well as producing a roll of microfilm for security at State Archives. We are charged for all of the equipment and services on a monthly basis.

The basic contract price for the fiscal year 2003-2004 is $166,000.

The three public access stations that we have been renting from the vendor will not be needed this year, as our records will be "on line". We will purchase used computers that are internet ready in place of these. This will save more than $15,000. this year and every year while still providing good service to the public.

521000 – Office Supplies $4000.

This account is for basic office supplies such as pens, pencils, staples, scotch tape and the like for the day to day operation of the Deeds Office. A large portion of this account is used for paper to produce indexes that are updated at the end of each week and again at the end of a month.

521100 – Duplicating $2000.

This account represents all copies made for the public as well as copies for use in our office and inter-departmental communication. Copies made for the public are offset by a collection of $.25 for each copy made.

521200 – Operating Supplies $5478.

This account will be used for two areas in our department.

1. **$4958.-PLAT LAMINATION**-To laminate plats that are larger than 11x17 inches. These plats are scanned but they have to be scanned in several parts. It is necessary to have the plats on premises to be viewed in their entirety. The request is based on 540 plats at $9.18 each. This includes taxes and shipping.

2. **$520.-SMALL INDEX BINDERS**-As our county grows, more and more names are added to the indexes. We must split the books in order to keep each binder from becoming too large. 6 binders are needed at this time and the price includes peripherals such as angle backs, and printed identifying materials and also includes taxes and freight.

522200 – Small Equipment Repairs and Maintenance $200.

This account will cover repairs and maintenance on calculators, typewriters and the paper drill used for producing indexes.

525000 – Telephone $2600.

Service charges for basic usage and installation of telephones will be covered under this account.

525010 – Long Distance Charges $250.

Long distance calls are made to attorneys and mortgage companies across the state and across the country to verify and correct information on documents that are mailed in to our office. We always try to call collect or use an 800 number whenever possible.

525100 – Postage $3000.

When the recording process is complete, the original document must be returned to the proper holder. We continue to encourage the recorder to supply a self-addressed and stamped envelope and have had fine success. But with a volume of nearly 7,000 instruments per month, we still must return a good number at County expense.

525210 – Conference and Meeting Expenses $2800.

These funds are used to attend state meetings of SC Association of Counties, SC Association of Clerks of Court and Registers of Deeds and SC Public Records Association. These meetings help to keep me apprised of changing laws that affect the office and gives me the opportunity to exchange knowledge, ideas and information with other professionals in the field through networking. Registration fees and hotel rates for these conferences continues to rise.

525230 – Subscriptions, Dues and Books $100.

This account is used to pay yearly membership dues for the above listed associations.

CAPITAL LINE ITEM NARRATIVES – SECTION VI.C

540000 – Small Tools and Minor Equipment $400.

This account will be used to purchase small tools, calculators, telephones and other minor equipment.

540010 – Minor Software $50.

In order to have the capability to complete, sign and transmit a variety of internal forms electronically, an Adobe license is necessary. The cost is $50. per IS Director, Jim Schafer, and includes taxes.

Capital Items $1,017.

All of the Register of Deeds information will be available over the Internet this fiscal year. Three (3) used computer terminals, that are Internet ready, need to be purchased so that we can discontinue renting these public access stations from our Computer Imaging vendor. The cost for the rental is more than $15,000 each year. The used terminals will provide the same access to ROD records at a much lower cost.

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: Administrative
Organization # 102000 Organization Title: ROD
Program # — Program Title: —

Object Expenditure Code	Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #___	
510300	Part Time #___	
511112	FICA Cost	
511113	State Retirement	
511114	Police Retirement	
511120	Insurance Fund Contribution #___	
511130	Workers Compensation	
511131	S.C. Unemployment	
	*** Total Personnel**	
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	44,740
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #___	
524101	Comprehensive Insurance #___	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525___	Utilities - _____	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	44,740
	**** Total Personnel & Operating**	
	**** Total Capital (From Section III)**	
	***** Total Budget Appropriation**	

New Program
Section III

COUNTY OF LEXINGTON

Narrative
Fiscal Year – 2003 – 2004

Fund # 1000	Fund Title: General
Organization # 102000	Organization Title: Register of Deeds
Program # N/A	Program Title: New

The Register of Deeds department is requesting for fiscal year 2003-2004, a backfile conversion project. This project entails converting microfilmed documents to digitized images to be displayed on our computer system. Once digitized, the images would need to be matched to their corresponding information in the database. When the project is complete, images of documents will be available on the computer back to January of 1995. Currently images are only available to be viewed on computer back to December of 1999.

The process for this project would be to first purchase duplicate rolls of microfilm from the State Department of Archives. The duplicate rolls would be shipped to the chosen vendor who will then convert the microfilmed images to digitized images. The vendor will use a tracking number, usually the document's instrument number, to match the document to its appropriate information in the database.

With an additional five years of images available for viewing on computer, much time and money will be saved for the county while providing increased customer service.

Statistics for period January 1995 through November 1999:

- 2311 total Record books
- 18 total standard size Plat books
- 825,050 total frames (approximately 350 pages per Record book; 900 pages per Plat book)
- 481 total rolls of microfilm

The estimated costs for the project are as follows:

Purchase of 481 duplicate rolls of microfilm @ $6 plus 1.25 S&H per roll	**$3,487.25**
*these figures per James Barkley, SC Dept of Archives	
Vendor to convert film to image and match image to data – 825,050 frames @ .05 per frame	**$41,252.50**
*estimates given by various vendors .03-.05 per frame	
Total cost	**$44,739.75**

Please note: The above procedure for accomplishing this project is probably the "worst case scenario". All options will be explored and the project will be accomplished at the highest levels of quality and the lowest levels of cost as would be to Lexington County's best interest.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
MAR 0 4 RECD
FINANCE DEPT.

Fund: 1000
Division: General Administration
Organization: 102100 - Information Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 14	598,636	308,481	633,696	623,057		
510200	Overtime	3,367	2,869	2,870			
510300	Part Time - 4	14,129	8,253	32,081	51,172		
511112	FICA Cost	45,664	23,576	50,828	51,579		
511113	State Retirement	41,156	21,637	45,512	46,184		
511120	Insurance Fund Contribution - 13	58,275	38,850	77,700	78,000		
511130	Workers Compensation	1,664	863	1,736	1,820		
	*** Total Personnel**	**762,891**	**404,529**	**844,423**	**851,812**	**0**	**0**
	Operating Expenses						
520221	Web Site Services	2,723	702	2,210	2,190		
520300	Professional Services	95	42,915	45,000	0		
520700	Technical Services	42,917	15,850	161,580	44,080		
520702	Technical Currency & Support	14,490	15,975	40,706	38,990		
520703	Computer Hardware Maintenance	45,494	50,860	51,560	24,410		
521000	Office Supplies	10,829	5,281	11,000	9,900		
521100	Duplicating	477	313	850	700		
521200	Operating Supplies	3,117	3,275	5,380	6,660		
522100	Heavy Equip Repairs & Maintenance	2,107	214	13,400	10,000		
522200	Small Equipment Reparis & Maintenance	0	0	0	3500		
523200	Equipment Rental	6,476	0	0	0		
524000	Building Insurance	79	0	82	120		
524201	General Tort Liability Insurance	610	267	535	760		
524202	Surety Bonds	0	0	103			
524900	Data Processing Equip. Insurance	2,641	0	2,510	2,510		
525000	Telephone	7,370	3,911	7,000	7,810		
525003	T-1 Line Service Charges	7,420	3,938	7,920	8,320		
525004	WAN Service Charges	6,845	3,075	7,750	7,750		
525010	Long Distance Charges	541	220	570	480		
525020	Pagers and Cell Phones	838	697	1,824	2,280		
525040	Internet Service Charges - Cty. Wide	3,840	1,600	3,840	3,840		
525100	Postage	29	26	60	60		
525110	Other Parcel Delivery Service	0	0	70	50		
525210	Conference & Meeting Expenses	12,577	20,426	22,120	25,420		
525230	Subscriptions, Dues, & Books	645	150	970	1,070		
525240	Personal Mileage Reimbursement	13	11	200	200		
525250	Motor Pool Reimbursement	421	134	480	480		
525300	Utilities - Admin. Bldg	7,897	4,311	7,800	8,800		
	*** Total Operating**	**180,491**	**174,151**	**395,520**	**210,380**	**0**	**0**
	**** Total Personnel & Operating**	**943,382**	**578,680**	**1,239,943**	**1,062,192**	**0**	**0**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: General Administration
Organization: 102100 - Information Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Capital						
540000	Small Tools & Minor Equipment	6,370	3,159	5,600	3,990		
540010	Minor Software	6,325	1,889	7,740	8,300		
	All Other Equipment	82,112	69,850	215,629	32,400		
	**** Total Capital**	**94,807**	**74,898**	**228,969**	**44,690**	**0**	**0**
	***** Total Budget Appropriation**	**1,038,189**	**653,578**	**1,468,912**	**1,106,882**	**0**	**0**

Section II

COUNTY OF LEXINGTON

Existing Departmental Program Request

Fiscal Year - 2003 - 2004

Fund # 1000 Fund Title: General Fund

Organization # 102100 Organization Titl Information Services

Object Expenditure Code Classification	Program I Operations	Program II Tech Svcs	Program III Application Svcs	Program #___	Total 2003-2004 Requested
Program Title:					
Personnel					
510100 Salaries #_13__	141,864	162,741	318,452		623,057
510300 Part Time #__4_	25,602	25,570	0		51,172
511112 FICA Cost	12,811	14,406	24,362		51,579
511113 State Retirement	11,471	12,899	21,814		46,184
511114 Police Retirement			0		0
511120 Insurance Fund Contribution #_13__	18,000	24,000	36,000		78,000
511130 Workers Compensation	452	508	860		1,820
511131 S.C. Unemployment					
*** Total Personnel**	210,200	240,124	401,488		851,812
Operating Expenses					
520221 Website Services	2,190	0	0		2,190
520700 Technical Services	0	2,000	42,080		44,080
520702 Technical Currency and Support	5,100	1,810	32,080		38,990
520703 Computer Hardware Maintenance	8,700	15,710	0		24,410
521000 Office Supplies	9,500	200	200		9,900
521100 Duplicating	250	200	250		700
521200 Operating Supplies	1,980	4,120	560		6,660
522100 Equipment Repairs & Maintenance	5,000	5,000	0		10,000
522200 Small Equipment Repairs & Maint.	500	2,500	500		3,500
524000 Building Insurance	40	40	40		120
524201 General Tort Liability Insurance	500	110	150		760
524202 Surety Bonds					
524900 Data Processing Equipment Ins.	2,510	0	0		2,510
525000 Telephone	6,100	570	1,140		7,810
525003 T-1 Line Service Charges	8,320	0	0		8,320
525004 WAN Service Charges	0	7,750	0		7,750
525010 Long Distance Charges	160	160	160		480
525020 Pagers and Cell Phones	500	1,560	220		2,280
525040 Internet Service Charges	3,840	0	0		3,840
525100 Postage	20	20	20		60
525110 Other Parcel Delivery Service	0	50	0		50
525210 Conference & Meeting Expenses	1,260	8,300	15,860		25,420
525230 Subscriptions, Dues, & Books	500	200	370		1,070
525240 Personal Mileage Reimbursement	50	100	50		200
525250 Motor Pool Reimbursement	100	230	150		480
525340___ Utilities - _Admin. Bldg_____	8,800	0	0		8,800
*** Total Operating**	65,920	50,630	93,830		210,380
**** Total Personnel & Operating**	276,120	290,754	495,318		1,062,192
**** Total Capital (From Section III)**	7,090	16,990	20,610		44,690
***** Total Budget Appropriation**	283,210	307,744	515,928		1,106,882

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Title: Information Services
Program : I Program Title: Operations / User Services

Qty	Item Description			***BUDGET*** 2003-2004 Requested Amount
NA	540010	Minor Software	Web Site Development Software	2,100
1		Other Capital	Email Server Replacement	4,990

** **Total Capital (Transfer Total to Section I and II)** **7,090**

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Title: Information Services
Program : II Program Title: Technical Services

Qty		Item Description	***BUDGET*** 2003-2004 Requested Amount
NA	540000	Small Tools and Minor Equipment	3,600
NA	540010	Small Software	850
1	Other Capital	Console to Manage Devices in Rack	2,840
1	Other Capital	Communications/Network/PC Upgrades	8,000
1	Other Capital	Function 3 PC	1,700

**** Total Capital (Transfer Total to Section I and II)** **16,990**

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Title: Information Services
Program : III Program Title: Applications Services

Qty		Item Description	***BUDGET*** 2003-2004 Requested Amount
NA	540000	Small Tools and Minor Equipment	390
NA	540010	Minor Software	5,350
1	Other Capital	Function 3 PC	1,700
2	Other Capital	Function 6 Laptops, 2 @ $2120 ea.	4,240
1	Other Capital	Fathom Database Mgt. Software	8,930

** **Total Capital (Transfer Total to Section I and II)** **20,610**

SECTION 1V. – PROGRAM OVERVIEW

Summary of Programs:

The Information Services (IS) Department is an internal services department that supports the operations of other county departments primarily through the planning, designing, programming, installing maintaining and operating computer systems and networks. In addition, through its operation of the county's internal (Intranet) and external (Internet) web sites, IS has become a direct service provider to employees and citizens. The county's web site undoubtedly is sometimes the first representation of county government that people come into contact with.

The department's work has been divided into three primary functions:

- Program I - Operations/User Services (including web services)
- Program II – Technical Services
- Program III – Applications Services

Program I – Operations/User Services

Objectives: To receive, record and track all work order requests. To operate the computer room, including the supervision of all large print jobs. To run quality control checks, backups, and monitor system operations. To requisition and maintain adequate supplies for computer room operations and department office supplies. To review and file all purchase requisitions and manage open Purchase Orders. To perform web site development and support activities. To assist with Internet segment and network security plans and procedures.

Program II – Technical Services

Objectives: To provide technical support for the county's networks, workstations, PC's, peripherals and various network links. To install, troubleshoot and repair computers, servers, peripherals and network devices. To plan, design, specify, requisition and install hardware and software. To assist in evaluating proposed IT budget requests and purchase requisitions to determine consistency with county plans and standards. To operate the county's email system and Internet segment, including the administration of security systems and policies.

Program III – Applications Services

Objectives: To work with departments in developing, procuring, modifying and maintaining software used in support of the departments' operations. To support the core business functions of the county (finance, human resources, tax billing and collection, computer assisted mass property appraisal system, and geographic information system) that go across departmental lines through systems design, implementation administration, including user group support. To manage the county's relational database management systems (Oracle, Progress, and SQL Server) that provide flexibility for effective use of data across departmental and functional lines, but require attention to database management as databases grow and applications increase in number and complexity. To develop and administer the county's enterprise document imaging system.

SECTION IV.A. – LISTING OF POSITIONS, Current Staffing Level:

Program/Title	Nnbr.	GF FTE	Other FTE	Tot FTE	Grade
Program I—Operations/User Services					
Director	1	1		1	32
IT Specialist-Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
PC / LAN Technician I	1 PTT*	0.3		0.3	9-PTT*
Night Computer Operators	2 PT	0.6**		0.6**	8-PT
Program I Total	**6**	**4**		**4**	
Program II- Technical Services					
Systems Analyst II	1	1		1	26
Programmer /Analyst	3	3		3	16
PC / LAN Technician I	2 PTT*	1		1	9-PTT*
Program II Total	**6**	**5**		**5**	
Program III– Applications Services					
Systems Analyst II	2	2		2	26
Systems Analyst	3	3		3	24
Programmer Analyst	1	2		2	16
Program III Total	**6**	**6**		**6**	
GRAND TOTAL	**16**	**15**		**15**	

* Part-time temporary basis by Midlands Tech students through the Midlands Tech Co-operative Education program.
**24 hours per week (average) rotated between two part-time employees for a total of 48 hours every two weeks.

Proposed Staffing Level: No Change. (See "New Programs" for Requested Changes)

INFORMATION SERVICES DEPT. February 2003

- Director
  - **Applications Services**
    - Systems Analyst II
      - Systems Analyst
      - Programmer Analyst
    - Systems Analyst II
      - Systems Analyst
      - Systems Analyst
  - **Operations/User Services**
    - Operations Coordinator
      - Part-time Computer Operators
    - IT Specialist/ Web Developer
    - Microfilm/ Records Management Supervisor
      - Microfilm Operator
      - Microfilm Operator
  - **Technical Services**
    - Systems Analyst II
      - PC/LAN Tech I PT-1FTE
    - Programmer Analyst
    - Programmer Analyst
    - Programmer Analyst

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SECTION IV.D. – SERVICE LEVELS

Service Level Indicators:

WORK ORDERS COMPLETED			
Work Group	**07/00 – 06/01**	**07/01-06/02**	**07/02-06/03 est.**
Technical Services	1141	1043	1018 est.
Applications Services	118	308	244 est.

The **Technical Services** work group maintains a complex network (including a microwave link to Ball Park Road) that supports 21 servers, two firewalls and a growing number of IT devices, as shown in the following table.

PC AND RELATED EQUIPMENT FY 00 through FY 02						
Unit	New 00-01	Total 00-01	New 01-02	Total 01-02	New 02-03	Total 02-03**
PC's	50	281	60*	308	65	335
Hub/Switch	9	37	16	31	6	37
Printers	14	182	17	131	13	144
Total	73	500	93	470	84	516

*Includes 35 surplus PC's from other sources deployed as would be new PC's.
**As of Dec. 31, 2002.

The **Applications Development and Support** staff supports 35 major software systems. Of these, 19 are in-house developed applications and 16 are third party applications that staff supports in a variety of ways (as outlined in the introduction to Section IV, Summary of Programs, above). Development of a countywide document imaging system is the major new initiative of the applications development and support staff in the current fiscal year.

The **Operations** work group provides support functions for the department and computer room resource users as well as developing, maintaining, and managing the county's web site. This has included the addition of new GIS services and property record search capabilities to the site. Before the end of this fiscal year, this will include Register of Deeds imaged documents. The following tables illustrate the impact of the county's web site.

COMPARATIVE WEBSITE ACTIVITY—JANUARY 2002 AND JANUARY 2003

Statistic	Description	January 2002	January 2003
Hits	Entire Site	198,098	830,641
	Average Per Day	6,390	26,794
Page Views	Page Views (Impressions)	66,610	131,715
	Average Per Day	2,151	4,290
Visitor Sessions	Visitor Sessions	30,307	71,363
	Average Per Day	977	2,302
	Average Visitor Session Length	08:11	09:15
Visitors	Unique Visitors	7,148	13,164
Transactions	Tax Bills Paid Online	302	632

SECTION VI.A. – PERSONNEL LINE ITEM NARRATIVES

510100 – SALARIES		**$623,057**
Program I – Operations/User Services (3 FT Personnel)	$141,864	
Program II – Technical Services (4 FT Personnel)	$162,741	
Program III – Applications Services (6 FT Personnel)	$318,452	
510300 – PART TIME		**$ 51,172**
Program I – Operations/User Services (24 hrs./wk.: 0.6 FTE)	$ 25,602	
Program II – Technical Services (40 hrs. / wk.: 1.0 FTE)	25,570	
Program III – Applications Services	-0-	
511112 – FICA COST		**$ 51,579**
Program I – Operations Services	$ 12,811	
Program II – Technical Services	$ 14,406	
Program II- Applications Services	$ 24,362	
511113 – STATE RETIREMENT		**$ 46,184**
Program I – Operations Services	$ 11,471	
Program II – Technical Services	$ 12,899	
Program II- Applications Services	$ 21,814	
511120 – INSURANCE FUND CONTRIBUTION		**$ 78,000**
Program I – Operations Services (3 x $6,000)	$ 18,000	
Program II – Technical Services (4 x $6,000)	$ 24,000	
Program II- Applications Services (6 x $6,000)	$ 36,000	

FUND 1000
INFORMATION SERVICES (102100)
FY 2003-04 BUDGET REQUEST

511130 – WORKERS COMPENSATION		**$ 1,820**
Program I – Operations Services	$	452
Program II – Technical Services	$	508
Program II- Applications Services	$	860

SECTION VI. B. –OPERATING LINE ITEM NARRATIVES

520221 – WEB SITE SERVICES $ 2,190

Program I – Operations/User Services		$ 2,190
Web Link to County Code (Municipal Code Corp.)	300	
Assessment Page Hosting and Maintenance (OIR)	1,890	
Program II – Technical Services		$ 0
Program III – Applications Services		$ 0

520700 - TECHNICAL SERVICES $44,080

Program I – Operations/User Services		$ 0
Program II – Technical Services		$ 2,000
Third party assistance for troubleshooting, repairs.	2,000	
Program III – Applications Services		$ 42,080
Oracle remote database administration and services.	30,000	
GIS development and database management assistance.	6,000	
UNIX System support, 8 hrs. X $135/hr.	1,080	
Document Imaging support, 40 hrs. X $125/hr.	5,000	

520702 – TECHNICAL CURRENCY AND SUPPORT $38,990

Program I – Operations/User Services		$ 5,100
Watchguard Firewall WebBlocker	1,100	
Email System Antivirus	970	
Email System Software (Mdaemon)	500	
LANSA ROD Web Integration Software	1,330	
EGS ROD Web Presentation System	1,200	
Program II – Technical Services		$ 1,810
Norton Enterprise Antivirus	1,380	
Asset/Helpdesk Tracking Software Support	430	
Program III – Applications Services		$ 32,080
Progress 4GL, workgroup & personal databases	18,420	
Caldera Unixware (Spectrum Systems) 4 @ $1,120	4,480	
COBOL Developer	500	
FOCUS (Info Builders)	210	
ESRI SDE ($3,150) and ArcIMS ($930)	4,080	
MrSID Workstation Gold (BCS)	870	
Newhart Systems	50	
Progress FATHOM database mgt. system	1,860	
CITRIX (Firehouse System Communication Software)	800	
ERWIN System Architecture Development System	810	

520703 – COMPUTER HARDWARE MAINTENANCE $24,410

This line item funds third-party routine maintenance services as well as guaranteed-response repair services on major hardware systems.

Program I – Operations/User Services		$ 8,700
Computer Room Uninterruptible Power Supply	5,000	
Internet Router Maintenance & Management	890	
Sun Server (Banner AppServer, incl. Tech Currency)	2,810	
Program II – Technical Services		$ 15,710
Network switch maintenance	13,870	
Network management system maintenance	950	
Firewall Appliance Maintenance	890	
Program III – Applications Services		-0-

52100 – OFFICE SUPPLIES $ 9,900

The majority of this account is used for paper and toner to support large print jobs by IS for other departments done on computer room central printers.

Program I – Operations/User Services		$ 9,500
HP 8100 Print Cartridges: 50 @ $160 ea.	8,000	
HP LaserJet Print Cartridges: 3 @ $ 80 ea.	240	
8 ½ x 11, 3 hole punch paper: 300 (rms) @ $ 2.60 ea.	780	
8 ½ x 11, standard paper: 150 (rms) @ $ 2.20 ea.	330	
General office supplies	150	
Program II – Technical Services general office supplies		$ 200
Program III – Applications Services general office supplies		$ 200

521100 – DUPLICATING $ 700

Program I – Operations/User Services	$ 250
Program II – Technical Services	$ 200
Program III – Applications Services	$ 250

521200 – OPERATING SUPPLIES **$ 6,660**

Program I – Operations/User Services		$ 1,980
3.5 DSHD diskettes, 100 @ $ 0.40 ea.	$ 40	
Backup data cartridges 30 @ $60 ea.	$ 1,800	
Misc.	$ 140	
Program II – Technical Services		$ 4,120
Network backup data cartridges 30 @ $100 ea.	$ 3,000	
Network supplies (cables, connectors, etc.)	$ 1,000	
3.5 DSHD diskettes, 50 @ $0.40 ea.	$ 20	
Misc.	$ 100	
Program III – Applications Services		$ 560
Zip disks, 20 @ $8.50	$ 150	
3.5 DSHD diskettes, 50 @ $ 0.40	$ 20	
IMATION CDR 700 MB, 10 Pk.; 10 @ $25 ea.	$ 250	
Misc.	$ 140	

522100 – HEAVY EQUIPMENT REPAIR AND MAINTENANCE **$10,000**

Outside repairs may be needed if an item is out of warranty, if IS cannot complete the repair and the item is not covered by a third party maintenance contract.

Program I – Operations/User Services, application server repair	$ 5,000
Program II – Technical Services, network device, microwave repair	$ 5,000
Program III – Applications Services	$ 0

522100 – SMALL EQUIPMENT REPAIR AND MAINTENANCE **$ 3,500**

To buy parts for repairs on PC's and peripherals by IS. Also, small IT equipment occasionally must be sent out for repairs. (Last year, funds for this were budgeted in line item 540000.)

Program I – Operations/User Services	$ 500
Program II – Technical Services, PC / Peripheral Parts & Repairs	$ 2,500
Program III – Applications Services	$ 500

524000 – BUILDING INSURANCE **$ 120**

Program I – Operations/User Services	$ 40
Program II – Technical Services	$ 40
Program III – Applications Services (6 x $40)	$ 40

524201 – GENERAL TORT LIABILITY **$ 760**

Program I – Operations/User Services (4 X 19 + 420)	$ 500
Program II – Technical Services (6 x $19)	$ 110
Program III – Applications Services (8 x $19)	$ 150

524900 – COMPUTER INSURANCE **$ 2,510**

Program I – Operations/User Services	$ 2,510
Program II – Technical Services	$ 0
Program III – Applications Services	$ 0

525000 – TELEPHONE **$ 7,810**

IS has 3 phones for Operations (Director and computer room with voice mail), 12 for data/modems (Operations), 3 for Technical Services, and 6 for Applications Services.

Program I – Operations/User Services	$ 6,100
Program II – Technical Services	$ 570
Program III – Applications Services	$ 1,140

525003 – T-1 LINE CHARGES **$ 8,320**

This is for the data line that supports the county's email, Internet and web site connection.

Program I – Operations/User Services	$ 8,320
Program II – Technical Services	$ 0
Program III – Applications Services	$ 0

525004 – WIDE AREA NETWORK (WAN) SERVICE CHARGES **$ 7,750**

State Contract charges for fiber line bandwidth link and termination between the Administration Building and the Auxiliary Administration Building.

Program I – Operations/User Services	$ 0
Program II – Technical Services, 12 mo. @ $615/mo. + tax	$ 7,750
Program III – Applications Services	$ 0

525010 – LONG DISTANCE CHARGES **$ 480**

IS uses long distance to contact vendors and contractors, other data processing professionals, and government agencies as a part of normal operations. Charges so far this year have been running at about the budgeted rate that is being requested for FY 03-04.

Program I – Operations/User Services	$ 160
Program II – Technical Services	$ 160
Program III – Applications Services	$ 160

525020 – PAGERS AND CELL PHONES **$ 2,280**

Program I – Operations/User Services		$ 500
Pagers, 1 @ $110/yr. Ea..	$ 110	
Cell Phones, 1 @ 390/yr. Ea.	$ 390	
Program II – Technical Services, Cell Phones, 4 @ $390/yr. Ea.		$ 1,560
Program III – Applications Services, 2 pagers @ $110/yr.		$ 220

525040 – INTERNET SERVICE CHARGES **$ 3,840**

The county contracts with SC CIO for Internet Service Provider (ISP) services.

Program I – Operations/User Services, 12 mo. @ $320/mo.	$ 3,840
Program II – Technical Services	$ 0
Program III – Applications Services	$ 0

525100 – POSTAGE **$ 60**

Program I – Operations/User Services	$ 20
Program II – Technical Services	$ 20
Program III – Applications Services	$ 20

525110 – OTHER PARCEL DELIVERY SERVICES $ 50

It sometime is necessary to ship an item that is out of warranty to a manufacturer or authorized repair facility. This most often is accomplished through a parcel delivery service other than the Post Office.

Program I – Operations/User Services	$ 0
Program II – Technical Services	$ 50
Program III – Applications Services	$ 0

525210 – CONFERENCE AND MEETING EXPENSES $ 25,420

Technology is changing so fast that it is important for IS staff to participate in conferences and meetings that can improve the department's ability to provide cost-effective and strategic planning and implementation of information systems. Training is needed to continue improving the effectiveness and efficiency of in-house programming, database administration, and system support as well as to manage the Microsoft Windows 2000 network operating system that was deployed this fiscal year to replace the obsolete Novell 3.12 system. For Systems Analysts (development, administration, programming and support) $2,500 generally will purchase one week's training out of the Midlands area or two one week training opportunities in the Midlands area. (Needed training for Application Services staff includes: Crystal Reports ad hoc report writer system; Visual Basic Advanced; Progress software development tools and database management; Oracle database management.) This budget request is for a $2,500 training budget for each Systems Analyst. One week local training for technicians usually runs about $1,000. (Needed training for Technical Services Staff includes: Microsoft Technologies; Network Management.)

Program I – Operations/User Services		$ 1,260
SCAFDPP Summer and Winter Conferences (2 x $230 ea.)	$ 460	
GMIS Spring and Fall Conferences (2 x 400 ea.)	$ 800	
Program II – Technical Services		$ 8,300
Local Training for Technicians, 4 @ $1,000 ea.	$ 4,000	
SANS* Institute Security Training for Supervisor		$ 3,300
Onsite Training: Network Security & Troubleshooting	$ 1,000	
Program III – Applications Services, 6 System Analysts @ $2,500 ea		$ 15,860

* The SANS (SysAdmin, Audit, Network, Security) Institute was established in 1989 as a cooperative research and education organization. SANS training provides a core set of educational courses designed to help master the practical steps necessary for defending systems and networks against the most dangerous threats - the ones being actively exploited. The courses were developed through the community consensus of hundreds of administrators, security managers, and information security professionals, and address both security fundamentals and the in-depth technical aspects of the most crucial areas of information security.

525230 – SUBSCRIPTIONS, DUES & BOOKS $ 1,070

Participation in local, state, and national IT professional groups is one of the most cost-effective ways of staying in touch with developments in the field and learning what is working for others. To keep on top of a rapidly changing field also requires the acquisition of a modest number of books, manuals and periodicals.

Program I – Operations/User Services		$ 500
SCAFDPP Professional Dues--Director	$ 50	
Government Management Information Science (GMIS) -- Agency Dues	$ 400	
Software Dev. Assn. of the Midlands—Director	50	
Program II – Technical Services, Technical Manuals		$ 200
Program III – Applications Services		$ 370
Progress Software Newsletter (Subscription)	$ 70	
Software Dev. Assn. of the Midlands—2 Analyst II's	$ 100	
Technical Manuals	$ 200	

525240 – PERSONAL MILEAGE $ 200

Planned or emergency trips to installations off the Lexington campus may be necessary when a county motor pool vehicle is unavailable, necessitating the use of a POV.

Program I – Operations/User Services	$ 50
Program II – Technical Services	$ 100
Program III – Applications Services	$ 50

525250 – MOTOR POOL REIMBURSEMENT $ 480

Charges back to IS for use of a county vehicle to get to offsite locations for equipment installations, repairs, meeting, etc. Monthly charges currently are running approximately $40.

Program I – Operations/User Services	$ 100
Program II – Technical Services	$ 230
Program III – Applications Services	$ 150

FUND 1000
INFORMATION SERVICES (102100)
FY 2003-04 BUDGET REQUEST

525340 – UTILITIES – ADMINISTRATION BUILDING	**$ 8,800**
Program I – Operations/User Services	$ 8,800
Program II – Technical Services	$ 0
Program III – Applications Services	$ 0

SECTION VI.C. –CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND MINOR EQUIPMENT $ 3,990

In addition to specific items listed, funds are needed in this account to purchase items that do not have the cost, useful life, or function to track as a fixed asset. This includes items such as hand tools, repair kits, testing equipment, etc., and minor office equipment.

Program I – Operations/User Services		$ 0
Program II – Technical Services		$ 3,600
Misc. parts for repairs and minor office equipment	$ 3,600	
Program III – Applications Services		$ 390
PC UPS's, 3 @ $130 ea.	$ 390	

540010 – MINOR SOFTWARE $ 8,300

To acquire minor software for systems development, operations and monitoring.

Program I – Operations/User Services		$ 2,100
Web Site Development Software	$ 2,100	
Program II – Technical Services		$ 850
Veritas Backup Client License for One Server	$ 150	
Adobe Acrobat 5 Licenses for Online Work Orders 6 @ $50 ea.	300	
Miscellaneous	$ 400	
Program III – Applications Services		$ 5,350
Adobe Acrobat 5 Licenses for Online Work Orders 4 @ $50 ea.	$ 200	
(1) DB Artisan Software for Oracle and MS SQL Server database engineering and maintenance	$ 3,050	
Microsoft Developer Universal	$ 1,700	
Miscellaneous	$ 400	

OTHER CAPITAL **$ 32,400**

Program I – Operations/User Services		$ 4,990
Email Server Replacement (existing unit is five years old, runs on NT, and is not feasible to upgrade)	$ 4,990	
Program II – Technical Services		$ 12,540
16 Port Switch / Console and Cabling for Administering Rack-Mounted Servers and NAS Units (speeds troubleshooting and device management, plus keeps down computer room clutter)	$ 2,840	
Communications/Network/PC Upgrades (needed to address unanticipated replacements or upgrades of systems essential to the county IT function that may arise during the year)	$ 8,000	
(1) Function 3 PC for Supervisor (migrate old PC to Tech staff member)	$ 1,700	
Program III – Applications Services		$ 14,870
(1) Function 3 PC's for System Analysts, $1,700 ea. (needed for normal replacement schedule of PC's for programming power users and the migration of their old units to others in IS and retirement of obsolete/aged units)	$ 1,700	
(2) Function 6 Laptop PC for Systems Analyst II w/ modem & carrying case @ 2120 ea. (applications development staffs support remote user offices, i.e., Magistrates and Sheriff; this laptop will support troubleshooting/diagnostic work, meeting presentations and collaborative development work at offsite locations)	$ 4,240	
Progress Fathom database management software (this software will provide a proactive Progress database management tool for staff to use in monitoring and managing the Progress databases running under applications for the Treasurer, Clerk of Court, Magistrates and Sheriff)	$ 8,930	

New Program
Section I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Title: Information Services
Program # I (New) Program Title: Network Security

Object Expenditure Code	Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries # 1	40,046
510300	Part Time #	0
511112	FICA Cost	3,064
511113	State Retirement	2,743
511114	Police Retirement	0
511120	Insurance Fund Contribution # 1	~~$760~~ ~~6,000~~
511130	Workers Compensation	108
511131	S.C. Unemployment	0
	*** Total Personnel**	~~$1,721~~ ~~51,961~~
	Operating Expenses	
520221	Website Services	24,880
520700	Technical Services	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	50
524202	Surety Bonds	
525000	Telephone	800
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	25730 ~~24,880~~
	**** Total Personnel & Operating**	77451 ~~76,841~~
	**** Total Capital (From Section III)**	3,560
	***** Total Budget Appropriation**	81,011 ~~80,401~~

New Program
Section II

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Ti Information Services

Object Expenditure Code	Classification	Program # 1 Program Title: Net. Security					Total 2003 - 2004 Requested
	Personnel						
510100	Salaries # 1 (New)	40,046					40,046
510300	Part Time # 0	0					0
511112	FICA Cost	3,064					3,064
511113	State Retirement	2,743					2,743
511114	Police Retirement	0					0
511120	Insurance Fund Contribution #1	5760 ~~6,000~~					~~6,000~~
511130	Workers Compensation	108					108
511131	S.C. Unemployment	0					0
	*** Total Personnel**	51721 ~~51,961~~					51721 ~~51,961~~
	Operating Expenses						
520221	Website Services	24,880					24,880
520700	Technical Services						0
520200	Contracted Services						
520300	Professional Services						
520400	Advertising						
521000	Office Supplies						
521100	Duplicating						
521200	Operating Supplies						0
522100	Equipment Repairs & Maintenance						
522200	Small Equipment Repairs & Maint.						
522300	Vehicle Repairs & Maintenance						
523000	Land Rental						
524000	Building Insurance						
524100	Vehicle Insurance #						
524101	Comprehensive Insurance #						
524201	General Tort Liability Insurance	50					50
524202	Surety Bonds						
525000	Telephone	800					800 0
525100	Postage						
525210	Conference & Meeting Expenses						
525220	Employee Training						
525230	Subscriptions, Dues, & Books						
525	Utilities -						
525400	Gas, Fuel, & Oil						
525600	Uniforms & Clothing						
526500	Licenses & Permits						
	*** Total Operating**	25730 ~~24,880~~					25730 ~~24,880~~
	**** Total Personnel & Operating**	77451 ~~76,841~~					77451 ~~76,841~~
	**** Total Capital (From Section III**	3560					3560
	***** Total Budget Appropriation**	80911 ~~80,401~~					80911 ~~80,401~~

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New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Title: Information Services
Program # I (New) Program Title: Network Security

Qty		Item Description	***BUDGET*** 2003 - 2004 Requested Amount
NA	540010	Minor Sortware	750
1	Other Capital	Email / Internet Filtering Appliance	1,260
1	Other Capital	Function 3 PC	1,550

** **Total Capital (Transfer Total to Section I and II)** **3,560**

SECTION 1V. NEW PROGRAM OVERVIEW
New Program I: Network Security/Accountability

This year the County Library system was completely brought down twice for periods of several days as a result of overseas hackers—it can happen!! As the County of Lexington introduces more interactive web based services, opportunities for and adverse business consequences of security breaches and internal abuse of county systems and resources increase. The purpose of this new program request is for support for **three initiatives that will to beef up the county's network security**.

The first request is for the addition of a **"Network Administrator" position** to the department. The focus of this position would be the installation, development, management, repair and security of the existing and future county networks. The county will be adding significantly to its data networks as a result of the courthouse and administration building addition. As a result of this construction, the number of network switches (smart hubs) will increase to 56 from 37. Also, county's public safety departments quickly are moving toward implementation of wireless network systems that will compound the complexity of network management and security. Within the foreseeable future, the county also will be evaluating and perhaps implementing voice-over-IP telephony (telephones that operate on the data network using computer cabling and computer network switches—our network and switches were designed to accommodate such a future initiative without having to completely replace the existing network infrastructure). For an organization and network the size of Lexington County's and with the current and future expectations for network service and support, the addition of this position is critically important. This position also will enable other technical staff to redirect their attention more fully to the installation and maintenance of the ever-increasing number of PC's and network devices.

The second request is for a **"security audit"** that would be performed by a third party. A suite of penetration testing software products would be used to perform a complete analysis of the county's network. A report identifying all the security breached and the threats to the county's business environment would be issued to management. The report would also contain recommended technology and other solutions for any problems identified. The third party would review the network environment and help IS to define the best security scheme for county government. A set of documentation and policies would be included as deliverables.

The third request is for **Internet and email filtering hardware and services**. An Internet filter appliance built for high-demand, high-speed network environments would be purchased. The blocked site database updates would be automatically downloaded from third-party master servers on a nightly basis including unlimited database updates performed automatically nightly as well as unlimited telephone technical support. Training would be provided for the county's Network Administrator.

The email filter appliance would filter email BEFORE it reaches the email server, increasing network security. This also would greatly reduce the amount of resources the email server consumes and allows existing email systems to support more users. More importantly, the quality of service would increase as a result of the SPAM removed. The system would use a variety of methods to identify SPAM and other unwanted mail. These methods would include but would not be limited to RBL lists, intense content analysis, and header analysis.

Last but not least, these appliances and services would provide for all or a portion of the county's email and Internet users to be blocked from going to Internet sites or receiving from email sites one or more (up to all) of the following types of materials: adult material; alcohol and tobacco promotion / sales; "alternative lifestyle" information and promotion; audio & video file sharing; chat/BBS/Instant messaging; criminal activity (wagering, illegal drug promotion, weapon making, suicide and crime instructions); crude/tasteless (excretory functions, graphic medical or autopsy photos); downloads; gambling/wagering; job/employment; personal website communities; pornography, recreational nudity and obscenity; search sites; swimsuits / lingerie; web-based email. This would virtually eliminate the potential for employees to waste time with the inappropriate use of county PC's to access such web sites or to receive email from such sources.

SECTION IV.A. – LISTING OF POSITIONS

Current Staffing Level:

Program/Title	Nnbr.	GF FTE	Other FTE	Tot FTE	Grade
Technical Services					
Systems Analyst II	1	1		1	26
Programmer /Analyst	3	3		3	16
PC / LAN Technician I	2 PTT*	1		1	9-PTT*
Technical Services Total	**6**	**5**		**5**	

* Part-time temporary basis by Midlands Tech students through the Midlands Tech Co-operative Education program.

The new position requested in this new program request is shown in ***bold italics*** below.

Proposed Staffing Level:

Program/Title	Nnbr.	GF FTE	OtherFTE	Tot FTE	Grade
Technical Services: ***Internet Security / Accountability***					
Systems Analyst II	1	1		1	26
Network Administrator (New Position)—New Position	***1***	***1***		***1***	***19***
Programmer /Analyst	3	3		3	16
PC / LAN Technician I	2 PTT*	1		1	9-PTT*
Program II Total	**7**	**6**		**6**	

* Part-time temporary basis by Midlands Tech students through the Midlands Tech Co-operative Education program.

INFORMATION SERVICES DEPT.
New Prgr. I-- Network Security

- Director
  - **Applications Services**
    - Systems Analyst II
      - Programmer Analyst
      - Systems Analyst
    - Systems Analyst II
      - Systems Analyst
      - Systems Analyst
  - **Operations/User Services**
    - Operations Coordinator
      - Part-time Computer Operators
    - IT Specialist/ Web Developer
  - Microfilm/ Records Management Supervisor
    - Microfilm Operator
    - Microfilm Operator
  - **Technical Services**
    - Systems Analyst II
      - ***Network Administrator (New)***
      - Programmer Analyst
      - Programmer Analyst
      - Programmer Analyst
      - PC/LAN Tech I PT-1FTE

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SECTION IV. B. – LISTING OF VEHICLES

No vehicles are requested for this new program. No county vehicles are assigned to the IS Department.

SECTION IV. C. – LISTING OF TELECOMMUNICATIONS EQUIPMENT

One additional telephone and telephone line would be required to support this position.

SECTION 1V. D. – SERVICE LEVELS

Any action that can be taken to reduce breaches of security and county Internet use policy reduces the amount of IS and management staff time spent unproductively either in downtime or in time dealing with problems that could have been avoided. The value of two weeks of technical staff (5 members) in dealing with a security or virus problem is approximately $9,000, excluding any overtime.

Although the library system was hacked and consequently crashed twice this fiscal year, the county site never has had a catastrophic hacker attack to deal with. However, as our web site becomes a more visible and functional facility of government it will become a more tempting target for cyber vandalism. We need to do all we can to prevent any such attack from succeeding.

The county's network infrastructure and the number of PC's and other devices it supports continue to grow. By increasing network management and security resources and services, the time of other tech staff members currently devoted to network and security issues can be refocused on the PC and other peripheral devices that IS supports.

SECTION V. – SUMMARY OF REVENUES

This new program will generate no revenues, although cost avoidance in terms of potential network downtime and lost staff time can be achieved.

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

510100 – SALARIES **$ 40,046**

Program IV – Internet Security / Accountability $ 40,046

510300 – PART TIME **$ -0-**

511112 – FICA COST **$ 3,064**

Program IV – Internet Security / Accountability $ 3,064

511113 – STATE RETIREMENT **$ 2,743**

Program IV – Internet Security / Accountability $ 2,743

511120 – INSURANCE FUND CONTRIBUTION **$ 5,760 ~~6,000~~**

Program IV – Internet Security / Accountability (1 X ~~$6,000~~ 5,760) $ ~~6,000~~ 5,760

511130 – WORKERS COMPENSATION **$ 108**

Program IV – Internet Security / Accountability $ 108

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

520221 – WEB SITE SERVICES **$24,880**

To pay a third party to test the county's web and network security to identify and suggest solutions for any deficiencies or vulnerabilities.	$ 15,000
To pay a third party for nightly updates and 24X7 support of the county's Internet and email filtering systems.	$ 9,880

525000 – TELEPHONE **$ 800**

Provide an additional business line for the "Network Administrator," including installation.

540010 – MINOR SOFTWARE **$ 750**

To acquire minor software for systems development, operations and monitoring.

Adobe Acrobat One License for Online Work Orders 1 @ $50 ea.	$ 50
Miscellaneous, including Office XP	$ 700

OTHER CAPITAL **$ 2,810**

Email / Internet Filtering Appliance	$ 1,260
(1) Function 3 PC & Monitor for "Network Administrator"	$ 1,550

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Title: Information Services
Program # II (New) Program Title: Applications Sevices Personnel

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries # 1 (Reclassification)	7,036
510300	Part Time # 2 (1 FTE)	34,299
511112	FICA Cost	3,162
511113	State Retirement	2,831
511114	Police Retirement	0
511120	Insurance Fund Contribution # 0	0
511130	Workers Compensation	112
511131	S.C. Unemployment	0
	*** Total Personnel**	47,440
	Operating Expenses	
520221	Website Services	
520700	Technical Services	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	800
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	800
	**** Total Personnel & Operating**	48,240
	**** Total Capital (From Section III)**	4,600
	***** Total Budget Appropriation**	52,840

New Program
Section II

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Ti Information Services

Object Expenditure Code	Classification	Program Title:	Program #__II_ App Svcs Pers.				Total 2003 - 2004 Requested
	Personnel						
510100	Salaries # 1 Reclass		7,036				7,036
510300	Part Time #__2--(1 New FTE)_		34,299				34,299
511112	FICA Cost		3,162				3,162
511113	State Retirement		2,831				2,831
511114	Police Retirement		0				0
511120	Insurance Fund Contribution #0_		0				
511130	Workers Compensation		112				112
511131	S.C. Unemployment		0				0
	*** Total Personnel**		47,440				47,440
	Operating Expenses						
520221	Website Services						24,880
520700	Technical Services						0
520200	Contracted Services						
520300	Professional Services						
520400	Advertising						
521000	Office Supplies						
521100	Duplicating						
521200	Operating Supplies						0
522100	Equipment Repairs & Maintenance						
522200	Small Equipment Repairs & Maint.						
522300	Vehicle Repairs & Maintenance						
523000	Land Rental						
524000	Building Insurance						
524100	Vehicle Insurance #___						
524101	Comprehensive Insurance #___						
524201	General Tort Liability Insurance						
524202	Surety Bonds						
525000	Telephone		800				800
525100	Postage						
525210	Conference & Meeting Expenses						
525220	Employee Training						
525230	Subscriptions, Dues, & Books						
525___	Utilities - _____						
525400	Gas, Fuel, & Oil						
525600	Uniforms & Clothing						
526500	Licenses & Permits						
	*** Total Operating**		800				800
	**** Total Personnel & Operating**		48,240				48,240
	**** Total Capital (From Section III)**		4600				4600
	***** Total Budget Appropriation**		52,840				52,840

New Program
Section III

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Title: Information Services
Program # II(New) Program Title: Application Services Personnel

Qty	Item Description		***BUDGET*** 2003 - 2004 Requested Amount
NA	540010	Minor Sortware	1,500
2	Other Capital	Function 3 PC	3,100

**** Total Capital (Transfer Total to Section I and II)** **4,600**

SECTION IV. NEW PROGRAM OVERVIEW
New Program II: Application Services Position Reclassification and Part Time Temporary Position Request

IS supports **19** in-house developed software systems (each with many line-of-business programs and reporting programs) as well as **16** third party software systems, for a total of **35** systems. These systems typically involve IS Applications staff in the following types of activities:

- In-house developed systems support and development. IS responds to user requests for system changes mandated by law or regulation or for system changes desired by users. IS works with users to identify system changes to improve system function or integration with related in-house and/or third party systems. IS staff designs hardware and software solutions, does programming, system testing, user training, implementation and further system tuning. IS staff performs ongoing database monitoring and tuning. IS writes and/or produces standard and ad hoc reports. IS works with users to web-enable information, as appropriate or produce other outputs needed by the customers of user departments.
- Third party systems. IS staff works with users on identifying system requirements and assists in the system procurement process. IS staff supports user department staff in following through with the successful contractor on system requirements. IS staff coordinates system configuration and customization as well as testing, training and implementation of production. IS troubleshoots problems and assists user departments and / or the third party contractor to correctly identify and remedy the problem. IS monitors and assists with database management activities. IS develops ad hoc reports and assists with the development and support of other reports and outputs, as requested. IS staff performs ongoing database management system monitoring and tuning, and / or coordinates this activity with a third party database management contractor.

Ongoing support, whether troubleshooting and problem resolution or responding to mandated or badly needed system changes generally must take precedent over new system development. However, it is new system development that often provides the greatest gains in terms of user productivity, system integration, and web-enablement. Currently, for non-mandated, non-emergency software system development activity there is a waiting period of six-months to a year for IS to get started and 18 months or longer to complete the programming, depending on the complexity of the job. The reclassification of an existing Programmer Analyst position and the addition of part-time temporary hours to work two Midlands Tech Co-op students for hours equating to a one (1) FTE equivalent position would be a cost-effective way to address this problem.

System Analysts must be capable of taking information from user department personnel, asking appropriate questions, and operationalizing user expectations in the context of IT systems development through a process called "requirements definition." Then Systems Analysts develop a system architecture and plan. This plan is the basis for all subsequent activities needed for system development (including software programming), system testing, user training and production implementation. The skill and job expectations for Programmer Analysts primarily involve software programming (coding) within the system architecture and design developed by a Systems Analyst, requiring minimal interaction with users and minimal "big picture" design elements.

Program Analyst [redacted] has been with the IS department in his current capacity since October 1, 1990. Over the last four years Mike has demonstrated the desire and an increasing ability to work independently with a variety of users. His knowledge of systems development and of county systems and standards that he has acquired through years of self-instruction and working with others in the county (i.e. "institutional knowledge") has resulted in [redacted] capability to function as an Applications Services Systems Analyst. As a matter of internal equity and in response to the department's need for him to function at that level with a minimum of supervision, this request for the reclassification of his position is being made.

Software coding to implement the internal working of a system designed by others does not require the level of in-depth institutional knowledge and technical skills and abilities required of a Systems Analyst. Midlands Tech Co-operative Education students who have a strong background in programming with such tools as Visual Basic generally have the ability to quickly adapt to the county's programming requirements and contribute to application programming requirements with only a reasonable amount of onsite training.

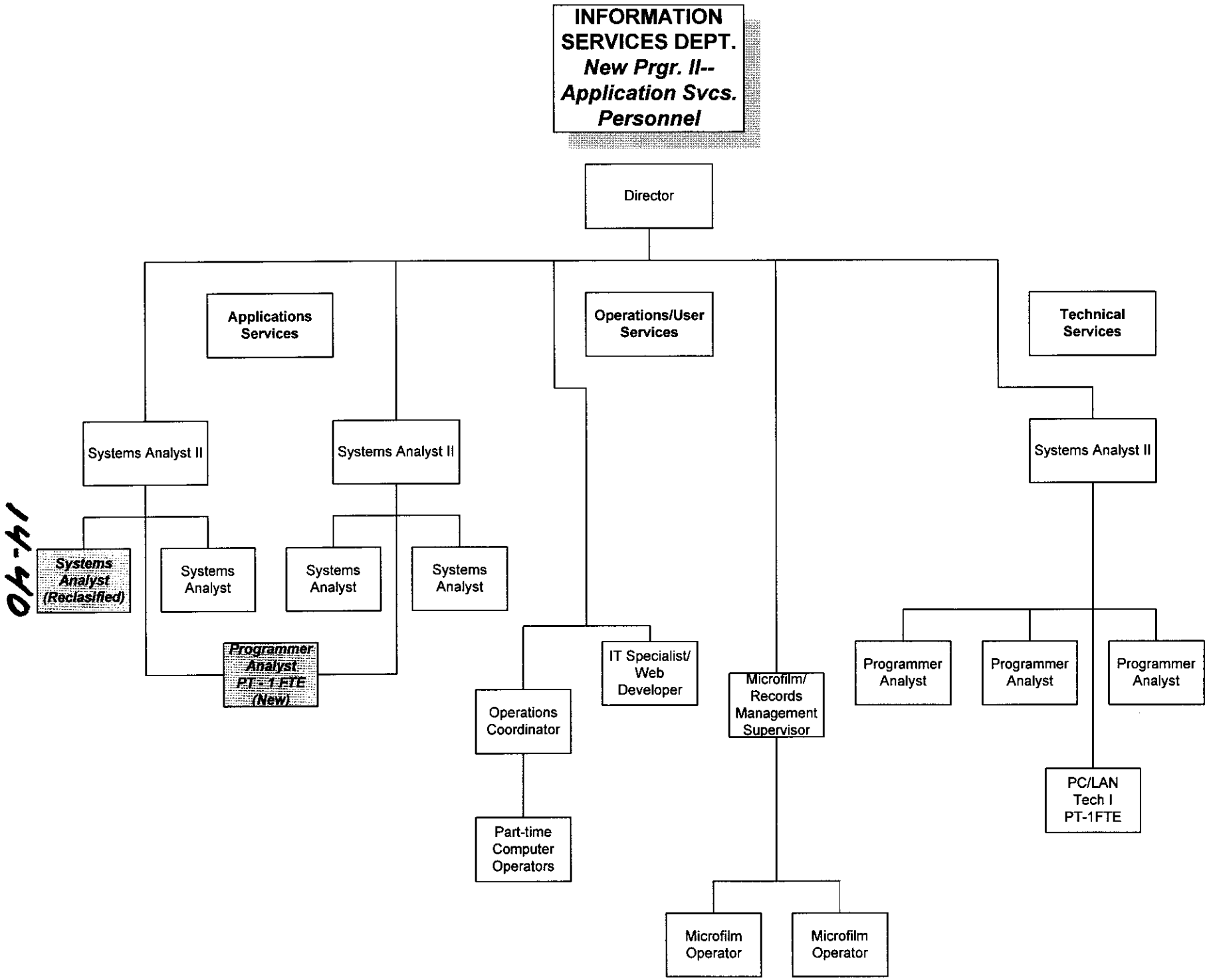
SECTION IV.A. – LISTING OF POSITIONS, Current Staffing Level:

Program/Title	Nnbr.	GF FTE	Other FTE	Tot FTE	Grade
Applications Services					
Systems Analyst II	2	2		2	26
Systems Analyst	3	3		3	24
Programmer Analyst	1	2		2	16
Total	**6**	**6**		**6**	

Proposed Staffing Level: ***Changes Requested in this Program Shown in Bold Italics***

Program/Title	Nnbr.	GF FTE	OtherFTE	Tot FTE	Grade
Applications Services					
Systems Analyst II	2	2		2	26
Systems Analyst (One reclass from Programmer Analyst)	***4***	***4***		***4***	***24***
Programmer Analyst (New)	***2PTT****	***1***		***1***	***16-PTT****
Total	**8**	**7**		**7**	

* Part-time temporary basis by Midlands Tech students through the Midlands Tech Co-operative Education program.


INFORMATION SERVICES DEPT.
New Prgr. II--
Application Svcs.
Personnel
Director
Applications Services
Operations/User Services
Technical Services
Systems Analyst II
Systems Analyst II
Systems Analyst II
Systems Analyst (Reclasified)
Systems Analyst
Systems Analyst
Systems Analyst
Programmer Analyst PT - 1 FTE (New)
Operations Coordinator
IT Specialist/ Web Developer
Microfilm/ Records Management Supervisor
Programmer Analyst
Programmer Analyst
Programmer Analyst
PC/LAN Tech I PT-1FTE
Part-time Computer Operators
Microfilm Operator
Microfilm Operator

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SECTION IV.B. – LISTING OF VEHICLES

No vehicles are requested for this new program. No county vehicles are assigned to IS.

SECTION IV.C. – LISTING OF TELECOMMUNICATIONS EQUIPMENT

An additional telephone line and two telephone sets would be needed for this new program.

SECTION IV.D. – SERVICE LEVELS

It is anticipated that implementation of the requested staffing changes in the IS Applications support staff would reduce the waiting time for application development requests to get started from the date of request to two months from six months to a year and the completion time to six months from 18 months, depending on the complexity of the request.

SECTION V. – SUMMARY OF REVENUES

No additional county revenues would be directly attributable to this program. However, because many software development projects have as their objective the improving business processes, making software more "user friendly," better integrating software with other systems, or web enabling public information, the potential for cost avoidance by increasing the efficiency of operations through software development is very real.

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

510100 – SALARIES		**$ 7,036**
Program V – Application Services Reclassification	$ 7,036	
510300 – PART TIME		**$34,299**
Program V – Application Services Co-op Temp. (1) FTE	$ 34,299	
51112 – FICA COST		**$ 3,162**
Program V – Application Services Reclassification and (1) FTE	$ 3,162	
511113 – STATE RETIREMENT		**$ 2,831**
Program V – Application Services Reclassification and (1) FTE	$ 2,831	
511120 – INSURANCE FUND CONTRIBUTION		**$ -0-**
511130 – WORKERS COMPENSATION		**$ 112**
Program V – Application Services Reclassification and (1) FTE	$ 112	

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

525000 – TELEPHONE **$ 800**

Provide an additional business line for the Co-op Programmer Analyst (1) FTE Part-Time Temp. position, including installation.

SECTION VI.C. – CAPITAL LINE ITEM NARRATIVES

540010 – MINOR SOFTWARE **$ 1,500**

To acquire minor software for systems development, operations and monitoring.

Adobe Acrobat One License for Online Work Orders 2 @ $50 ea.	$ 100
Miscellaneous, including Office XP	$ 1,400

OTHER CAPITAL **$ 3,100**

(2) Function 3 PC & Monitor for Two (1 FTE) Analysts @ $1,550 ea.	$ 3,100

New Program
Section I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Title: Information Services
Program # III (New) Program Title: Network Expanison--New Construction

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries # 0	0
510300	Part Time #	0
511112	FICA Cost	0
511113	State Retirement	0
511114	Police Retirement	0
511120	Insurance Fund Contribution # 0	0
511130	Workers Compensation	0
511131	S.C. Unemployment	0
	*** Total Personnel**	0
	Operating Expenses	
520221	Website Services	
520700	Technical Services	5,440
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	3,800
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	9,240
	**** Total Personnel & Operating**	9,240
	**** Total Capital (From Section III)**	140,120
	***** Total Budget Appropriation**	149,360

New Program
Section II

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Ti Information Services

Object Expenditure Code	Classification	Program Title:		Program #_III__ Network Exp.	Program	Program	Total 2003 - 2004 Requested
	Personnel						
510100	Salaries #0			0			0
510300	Part Time #0_			0			0
511112	FICA Cost			0			0
511113	State Retirement			0			0
511114	Police Retirement			0			0
511120	Insurance Fund Contribution #0_			0			0
511130	Workers Compensation			0			0
511131	S.C. Unemployment			0			0
	*** Total Personnel**			0			0
	Operating Expenses						
520221	Website Services						
520700	Technical Services			5,440			5,440
520200	Contracted Services						
520300	Professional Services						
520400	Advertising						
521000	Office Supplies						
521100	Duplicating						
521200	Operating Supplies			3,800			3,800
522100	Equipment Repairs & Maintenance						
522200	Small Equipment Repairs & Maint.						
522300	Vehicle Repairs & Maintenance						
523000	Land Rental						
524000	Building Insurance						
524100	Vehicle Insurance #___						
524101	Comprehensive Insurance #___						
524201	General Tort Liability Insurance						
524202	Surety Bonds						
525000	Telephone						
525100	Postage						
525210	Conference & Meeting Expenses						
525220	Employee Training						
525230	Subscriptions, Dues, & Books						
525___	Utilities - _____						
525400	Gas, Fuel, & Oil						
525600	Uniforms & Clothing						
526500	Licenses & Permits						
	*** Total Operating**			9,240			9,240
	**** Total Personnel & Operating**			9,240			9,240
	**** Total Capital (From Section III)**			140,120			140120
	***** Total Budget Appropriation**			149,360			149,360

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New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Title: Information Services
Program # III(New) Program Title: Network Expansion

Qty		Item Description	***BUDGET*** 2003 - 2004 Requested Amount
NA	540000	Small Tools and Minor Equipment	2,400
NA	Other Capital	Raised Floor Materials--New Computer Room	6,830
NA	Other Capital	Proximity Access & Locks--3 Doors	$7,500
1	Other Capital	Courthouse Core Switch, Installed	49,910
18	Other Capital	Courthouse 24-Port Switches, Installed	28,350
1	Other Capital	Admin. Bldg.--Core Switch Upgrade	17,590
14	Other Capital	Admin. Addition 24-Port Switches, Installed	21,280
1	Other Capital	Firewall Appliance, Installed	6,260

** **Total Capital (Transfer Total to Section I and II)** **140,120**

SECTION IV. NEW PROGRAM OVERVIEW
New Program III: Network Expansion—New Construction

Construction of the new courthouse and Administration Building addition is scheduled to be complete in November 2003. This affects the IS department in three ways. First, the department will be relocated to the fifth floor in order to provide more space for the Register of Deeds on the third floor. Second, the fiber optic cable installed in the new courthouse will have to be tied together by network switches and connected to the network backbone in the Administration Building. Third, the fiber optic cable installed through the General Contractor in the Administration Building Addition will have to be tied together by network switches and linked to the network backbone in the existing Administration building. The following is a more detailed discussion of what these three aspects of the new construction will require.

IS Department Relocation. Relocating infrastructure, disconnecting, and reconnecting the heart of the county's IT systems located in the IS computer room will be a major undertaking. This budget addresses the costs of reterminating the large number of fiber optic cables that come to the computer room, moving the uninterruptible power supply (UPS) system (power conditioner and bank of batteries), purchasing furniture from Central Stores to replace built-ins that cannot be moved, purchasing a used raised floor system to be installed by county forces in the new computer room, and the installation of proximity access control systems on three doors to control access to the county's IT assets located at the department.

New Courthouse. A core switch and local area network switches will need to be purchased, configured and installed by a third party in order to establish local area network connectivity within the new courthouse and to the county's wide area network and Internet / Email segment. This will involve running a fiber optic line to connect the new courthouse and the Administration Building (conduit for this will be put in place under the construction contract) as well as terminating and testing this connection.

Administration Building Addition. New switches will need to be purchased, configured and installed by a third party in order to establish local area network connectivity within the Administration Building Addition and to the county's wide area network and Internet / Email segment. The existing core switch will have to have capacity added to it to accommodate the expansion of the network. Also, the network will have outgrown the existing firewall / virtual private network (VPN) appliance that provides security services and secure outside connection capability for the network, such that its replacement is recommended.

SECTION IV.A. – LISTING OF POSITIONS

No change in personnel is requested for this new program.

SECTION 1V.B. – LISTING OF VEHICLES

No vehicles are requested for this new program. No county vehicles are assigned to IS.

SECTION IV.C. – LISTING OF TELECOMMUNICATIONS EQUIPMENT

No change in telecommunications equipment is requested for this new program.

SECTION IV.D. – SERVICE LEVELS

The requested network infrastructure will provide connectivity to the new courthouse and administration building addition. It also will support the relocation of IS and the computer room, which is the center of network switching and enterprise level application and Internet services.

SECTION V. – SUMMARY OF REVENUES

No revenues are anticipated as a result of this new program.

SECTION VI.A. –PERSONNEL LINE ITEM NARRATIVES

There is no requested personnel budget for this program. Third party vendors will provide installation of the switches and related services as described in this budget request.

SECTION VI.B. – OPERATING LINE ITEM NARRATIVES

520700 – TECHNICAL SERVICES **$ 5,440**

IS Department Relocation **$ 5,080**

The department will be relocating from the third to the fifth floor of the administration building. This will allow the expansion of the Recorder of Deeds office into the space currently occupied by IS.

Fiber Optics Termination—Fiber optic data cables will need to be terminated, tested and certified by a third party with the specialized equipment and training to do this work.	$ 2,580	
Disconnect, Move, Reinstall, Test and Tune Computer Room Uninterruptible Power Supply (UPS)	$ 2,500	
New Courthouse Network		**$ 360**
Fiber Optics Termination—Third party contractor to terminate fiber optic cable link from Administration Building to new Courthouse.	$ 360	
Administration Building Addition		**$ -0-**

521200 – OPERATING SUPPLIES **$ 3,800**

IS Department Relocation – Fiber optic cable and misc. parts.	**$ 1,930**
New Courthouse Network – Fiber optic cable for link to the Administration building and misc. parts.	**$ 1,590**
Administration Building Addition – Misc. parts.	**$ 280**

SECTION VI.C. – CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND MINOR EQUIPMENT **$ 2,400**

IS Department Relocation -- Four department offices have built-in furniture that will not be possible to relocate to the fifth floor. Four desks, four book cases, four tables, and eight file cabinets will need to be purchased from Central Stores in order to be able to replace this furniture. **$ 2,400**

New Courthouse Network **-0-**

Administration Building Addition **-0-**

OTHER CAPITAL **$144,550**

IS Department Relocation **$ 14,330**

(1) Used Raised Floor (materials & sales tax)—to facilitate cabling between devices and computer room climate control, a used raised floor system will be purchased for installation by county forces in the new computer room on the fifth floor. $ 6,830

(3) Proximity Card Door Security System and Locks—IS's new location will make the department much more accessible to unauthorized entry therefore much more vulnerable to potential thefts or vandalism. For the cost of just a very few IT devices, proximity card door security can be purchased and installed to protect the county's system and equipment assets. $ 7,500

New Courthouse Network—the following items are needed to provide local area network connectivity and connectivity to county systems (including the access control security server) and the Internet from the data outlets installed by the General contractor in the new courthouse. **$ 78,260**

(1) Core Switch, installed and configured (incl. first year maintenance) $ 49,910

(18) 24-Port Switches to provide connectivity to the data outlets in the new courthouse, installed and configured (incl. first year maintenance) and related uplink modules, stacking modules, and connectors $ 28,350

Administration Building Addition		**$ 45,130**
Core switch upgrade, installed and configured (incl. first Year maintenance).	$ 17,590	
(14) 24-Port Switches to provide connectivity to the data outlets in the administration building addition, installed and configured (incl. first year maintenance) and related uplink modules, stacking modules, and connectors.	$ 21,280	
(1) Firewall Appliance (Replacement) to provide firewall protection to the larger network and expanded VPN capability.	$ 6,260	

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Title: Information Services
Program # IV (New) Program Title: GIS Expansion

Object Code	Expenditure Classification		Total 2003 - 2004 Requested
	Personnel		
510100	Salaries # 0		0
510300	Part Time #		0
511112	FICA Cost		0
511113	State Retirement		0
511114	Police Retirement		0
511120	Insurance Fund Contribution # 0		0
511130	Workers Compensation		0
511131	S.C. Unemployment		0
	*** Total Personnel**		0
	Operating Expenses		
520221	Website Services		
520700	Technical Services		4,370
520200	Contracted Services		
520300	Professional Services		
520400	Advertising		
521000	Office Supplies		
521100	Duplicating		
521200	Operating Supplies		
522100	Equipment Repairs & Maintenance		
522200	Small Equipment Repairs & Maint.		
522300	Vehicle Repairs & Maintenance		
523000	Land Rental		
524000	Building Insurance		
524100	Vehicle Insurance #		
524101	Comprehensive Insurance #		
524201	General Tort Liability Insurance		
524202	Surety Bonds		
525000	Telephone		
525100	Postage		
525210	Conference & Meeting Expenses		
525220	Employee Training		
525230	Subscriptions, Dues, & Books		
525	Utilities -		
525400	Gas, Fuel, & Oil		
525600	Uniforms & Clothing		
526500	Licenses & Permits		
	*** Total Operating**		4,370
	**** Total Personnel & Operating**		4,370
	**** Total Capital (From Section III)**		28,120
	***** Total Budget Appropriation**		32,490

New Program
Section II

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Ti Information Services

Object Expenditure Code	Classification	Program Title:	Program # IV GIS Expansion	Total 2003 - 2004 Requested
	Personnel			
510100	Salaries # 0		0	0
510300	Part Time #0		0	0
511112	FICA Cost		0	0
511113	State Retirement		0	0
511114	Police Retirement		0	0
511120	Insurance Fund Contribution #0		0	0
511130	Workers Compensation		0	0
511131	S.C. Unemployment		0	0
	*** Total Personnel**		0	0
	Operating Expenses			
520221	Website Services			0
520700	Technical Services		4,370	4,370
520200	Contracted Services			
520300	Professional Services			
520400	Advertising			
521000	Office Supplies			
521100	Duplicating			
521200	Operating Supplies			
522100	Equipment Repairs & Maintenance			
522200	Small Equipment Repairs & Maint.			
522300	Vehicle Repairs & Maintenance			
523000	Land Rental			
524000	Building Insurance			
524100	Vehicle Insurance #			
524101	Comprehensive Insurance #			
524201	General Tort Liability Insurance			
524202	Surety Bonds			
525000	Telephone			
525100	Postage			
525210	Conference & Meeting Expenses			
525220	Employee Training			
525230	Subscriptions, Dues, & Books			
525	Utilities -			
525400	Gas, Fuel, & Oil			
525600	Uniforms & Clothing			
526500	Licenses & Permits			
	*** Total Operating**		4,370	4,370
	**** Total Personnel & Operating**		4,370	4,370
	**** Total Capital (From Section III)**		28,120	28120
	***** Total Budget Appropriation**		32,490	32,490

New Program
Section III

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Title: Information Services
Program # IV(New) Program Title: GIS Expansion

Qty		Item Description	***BUDGET*** 2003 - 2004 Requested Amount
1	Other Capital	Gigabit Network Card	160
1	Other Capital	2-Port Gigabit Module	3,470
NA	Other Capital	1.5 Terabyte Disk Storage	$14,260
1	Other Capital	ArcIMS PC w/ Operating System	3,230
1	Other Capital	ArcIMS Processor License	4,160
1	Other Capital	Servlet for IMS PC	740
1	Other Capital	Community Services Module--Ombudsman	2,100

** **Total Capital (Transfer Total to Section I and II)** **28,120**

SECTION IV. NEW PROGRAM OVERVIEW
New Program IV: GIS Services Expansion

The county's GIS system now is online. Much information that took much time for citizens to obtain and county employees to assist with is now available almost instantaneously. Opportunities still remain to expand the types and depth of information available online. The purpose of this new program is to identify and request funding for new initiatives that can further expand online GIS services.

- **Online orthophotography.** The Tax Assessor's Department and the Planning & GIS department has been funded for new aerial photography. To store and make available this storage intensive resource over the county's online GIS system, it will be necessary to increase hardware and software resources to support this function in order to avoid a degredation or the speed and quality of online GIS services when the orthophoto's are made available.
- **Online Ombudsman—Community Information.** Use of a dot on a map to help citizens identify the location they are asking about can simplify the process of asking for general types of community information, in addition to reporting problems related to a particular location. Our GIS consultants are developing a module that can be added to our new Online Ombudsman Service that will make it easier for citizens to use this service to ask general questions and for county officials to effectively receive these, route them, respond to them and track responses.
- **Interactive Multi-Parcel Property Value / Assessed Value Estimator.** The county's web site currently has an "online tax estimator" for single parcels. Additional work is needed to create the ability for ordinary GIS users, particularly within the Intranet group, to do ad hoc inquiries on the market value and assessed value of contiguous real property parcels.

SECTION IV.A. – LISTING OF POSITIONS

No change in personnel is requested for this new program.

SECTION IV.B. – LISTING OF VEHICLES

No vehicles are requested for this new program. No county vehicles are assigned to IS.

SECTION IV.C. – LISTING OF TELECOMMUNICATIONS EQUIPMENT

No change in telecommunications equipment is requested for this new program.

SECTION IV.D. – SERVICE LEVELS

Online GIS services have added greatly to the activity on the county's web site. June 2002 was the launch month for this section. The following table represents total web user activity (for the full site) before and after the launch month.

Web Site Monthly Total Activity Before and After the Launch of Online GIS Services

Time Period	Average Visitor Sessions/Mo.	Average Hits/Mo.
Five Months Prior to Launch	30,764	275,144
Seven Months After Launch	55,479	572,249
Percent Change	+ 80%	+ 80%

Adding GIS related services will result in even greater usefulness of the county's web site. The more information that citizens and businesses can obtain for themselves over the web site, the less personnel time and space resources are needed to handle inquiries in person and over the phone.

SECTION V. – SUMMARY OF REVENUES

No revenues are anticipated as a result of this new program.

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

There is no requested personnel budget for this program. This program would be implemented and used by existing personnel.

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

520700 – TECHNICAL SERVICES	**$ 4,370**
GIS Orthophotography Services—Third party assistance to configure hardware to support the service, to load the map services on the system and assist in programming to put the services out through the Internet Map Server (ArcIMS) system (8 hrs X $115 / hr.).	**$ 920**
Online Ombudsman—Community Information	**-0-**
Interactive Value Estimator—Third party assistance to customize GIS software to provide for IMS user ad hoc inquiries to obtain the market and assessed values of adjacent parcels (30 hrs. X $115 / hr.).	**$3,450**

OTHER CAPITAL **$ 28,120**

GIS Orthophotography Services--The amount of data that supports digital orthophotography is massive. Significant increases in hardware resources will be required to support this new requirement of GIS. **$ 26,020**

Gigabit Network Card for GIS Database server	$ 160
Two Port Gigabit Module for Router and Network Attached Storage device (NAS)	$ 3,470
Added Disk Storage (1.5 Terabyte) for orthophoto and GIS (SDE) database data storage and backup, with enclosure	$14,260
PC w/ operating system to divide web from spacial data functions of Arc IMS	$ 3,230
ArcIMS processor license	$ 4,160
New Atlanta Servelet for ArcIMS PC	$ 740

Online Ombudsman—Community Services Module--This is a module of software that would be purchased from and installed by our GIS Consultant, Bradshaw Consulting Services, to go with their iMap Product that is the basis for the county's "Online Ombudsman" system. **$ 2,100**

Interactive Value Estimator **-0-**

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Title: Information Services
Program # V (New) Program Title: Assessment--Sheriff's Systems

Object Code	Expenditure Classification		Total 2003 - 2004 Requested
	Personnel		
510100	Salaries # 0		0
510300	Part Time #		0
511112	FICA Cost		0
511113	State Retirement		0
511114	Police Retirement		0
511120	Insurance Fund Contribution # 0		0
511130	Workers Compensation		0
511131	S.C. Unemployment		0
	*** Total Personnel**		0
	Operating Expenses		
520221	Website Services		
520700	Technical Services		23,730
520200	Contracted Services		
520300	Professional Services		
520400	Advertising		
521000	Office Supplies		
521100	Duplicating		
521200	Operating Supplies		
522100	Equipment Repairs & Maintenance		
522200	Small Equipment Repairs & Maint.		
522300	Vehicle Repairs & Maintenance		
523000	Land Rental		
524000	Building Insurance		
524100	Vehicle Insurance #		
524101	Comprehensive Insurance #		
524201	General Tort Liability Insurance		
524202	Surety Bonds		
525000	Telephone		
525100	Postage		
525210	Conference & Meeting Expenses		
525220	Employee Training		
525230	Subscriptions, Dues, & Books		
525	Utilities -		
525400	Gas, Fuel, & Oil		
525600	Uniforms & Clothing		
526500	Licenses & Permits		
	*** Total Operating**		23,730
	**** Total Personnel & Operating**		23,730
	**** Total Capital (From Section III)**		0
	***** Total Budget Appropriation**		23,730

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New Program
Section II

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Ti: Information Services

Object Code	Expenditure Classification	Program Title:	Program #_V__ Assessment	Total 2003 - 2004 Requested
	Personnel			
510100	Salaries # 0		0	0
510300	Part Time #0_		0	0
511112	FICA Cost		0	0
511113	State Retirement		0	0
511114	Police Retirement		0	0
511120	Insurance Fund Contribution #0_		0	0
511130	Workers Compensation		0	0
511131	S.C. Unemployment		0	0
	*** Total Personnel**		0	0
	Operating Expenses			
520221	Website Services			0
520700	Technical Services		23,730	23,730
520200	Contracted Services			
520300	Professional Services			
520400	Advertising			
521000	Office Supplies			
521100	Duplicating			
521200	Operating Supplies			
522100	Equipment Repairs & Maintenance			
522200	Small Equipment Repairs & Maint.			
522300	Vehicle Repairs & Maintenance			
523000	Land Rental			
524000	Building Insurance			
524100	Vehicle Insurance #___			
524101	Comprehensive Insurance #___			
524201	General Tort Liability Insurance			
524202	Surety Bonds			
525000	Telephone			
525100	Postage			
525210	Conference & Meeting Expenses			
525220	Employee Training			
525230	Subscriptions, Dues, & Books			
525___	Utilities - _____			
525400	Gas, Fuel, & Oil			
525600	Uniforms & Clothing			
526500	Licenses & Permits			
	*** Total Operating**		23,730	23,730
	**** Total Personnel & Operating**		23,730	23,730
	**** Total Capital (From Section III)**		0	0
	***** Total Budget Appropriation**		23,730	23,730

New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Title: Information Services
Program # V(New) Program Title: Sheriff's Systems Assessment

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
	None Requested	0

** **Total Capital (Transfer Total to Section I and II)** 0

14-62

SECTION IV. NEW PROGRAM OVERVIEW
New Program V: Comprehensive Assessment—Sheriff's Department IT Systems

The Sheriff's Department is requesting approval to have performed a Comprehensive Systems Assessment addressing at least 14 specific technology objectives that the department has set. The purpose of the assessment would be to examine critical current and new functional processing areas that would best be engineered in an integrated, and interrelated solution which, by its goal and design, would save not only redundant processing time, but also costs related to overlapping workflow, development and technology. The assessment would formulate a comprehensive strategy to achieve the department's objectives, determine costs associated with implementation of the strategy, and plan for implementation priorities.

The implications of the assessment go beyond simply impacting the internal operations of the Sheriff's Department. Integration of data needed by and generated by the Sheriff's Department affects many other departments involved with judicial and criminal justice processes as well as the county's GIS system for crime analysis and strategic planning. Data flow and implementation of wireless technologies has implications for the security of the county's network. System standards need to be established that will not only benefit the Sheriff's Department but also benefit and be consistent with systems implemented by other departments.

Hence, "the county" has a very important stake in working with the Sheriff's Department and participating in the assessment. The County's special focus would be on those elements that have broad implications *vis a vis* county IT standards, network security and information sharing. The county's interests are in the areas of developing a graphical user interface for in-house developed programs, expanding wireless data communications, and integrating county GIS services to the maximum advantage of the department and the public. The following is provides more detail on the county's interests in this assessment:

- **Graphical user interface for in-house developed programs**. Sixteen of the 35 major software systems in use by county departments have been developed in-house by IS staff primarily using Progress Software Corporation (PSC) systems. Most of these systems have a "character based" user interface in which the user navigates through inquiry or input screens using words, letters and/or numbers. This architecture predates the graphical user interface (GUI) mode popularized by Microsoft's "point-and-click" navigational method that relies on a "mouse"and much less on the keyboard. Development of skill and experience in conversion of in-house developed software that IS wrote for the Sheriff's Department into a GUI format would not only benefit the Sheriff's Department but also would increase IS staff capability to upgrade many other in-house systems that use the "character based" user interface as well. This is an important objective because the GUI format is more familiar to most new workers coming out of school and because the integration of programs in a user-friendly manner which is seamless to the user relies on using the GUI format.
- **Expanding wireless data communications.** A big step in reducing redundant data entry and all its associated inefficiencies and problems is to make it possible for law enforcement and public safety personnel to file electronically from the field the reports that they complete in the field. IS staff and the county's GIS consultant, who has extensive experience with wireless data communication, can add value to the Sheriff's

project and transfer knowledge gained from it to other wireless data communication initiatives.

- **Integrating County GIS Services.** GIS services delivered electronically to law enforcement and public safety vehicles promises to help reduce response times and provide detailed geographic related data to the officers on the ground almost instantly. Integration of electronic GIS services into analysis and reporting will provide faster, and more detailed information on the dispersion and trends affecting incidents to which agencies must respond. This will provide a powerful tool for strategic planning and deployment of resources. Work done in the integration of GIS services for the Sheriff's department will assist in the development of similar capabilities for other public safety and public service departments (EMS, Public Works, Emergency Preparedness, etc.). The county has engaged Bradshaw Consulting Services (BCS) as its GIS consultant to help develop and implement GIS services expansion.

The following Table includes the assessment elements that would be supported by this new program budget.

Assessment Element	Hrs@Rate	PSC	Hrs@Rate	BCS
Department-Wide Reporting	N/A	Sheriff	8 @ $115/hr	$ 920
Migration to GUI (Mentoring)	4 @ $170/hr	$ 680		
	8 @ $160/hr	$ 1,280		
Message Switch	6 @ $170/hr	$ 1,020	4 @ $115/hr	$ 460
	6 @ $160/hr	$ 960		
Mobile Data	20 @ $170/hr	$ 3,400	20 @ $115/hr	$ 2,300
	20 @ $160/hr	$ 3,200		
SONIC Enterprise Message Servr	3 @ $2,500/day	$ 7,500		
Subtotal		$18,040		$ 3,680
Travel		$ 2,000		
TOTAL		$20,040		$ 3,690
GRAND TOTAL $23,730				

SECTION IV.A. – LISTING OF POSITIONS

No change in personnel is requested for this new program.

SECTION IV.B. – LISTING OF VEHICLES

No vehicles are requested for this new program. No county vehicles are assigned to IS.

SECTION IV.C. – LISTING OF TELECOMMUNICATIONS EQUIPMENT

No change in telecommunications equipment is requested for this new program.

SECTION IV.D. – SERVICE LEVELS

Simply documenting the redundant and duplicative data entry that goes on among the law enforcement divisions and departments as well as the courts and other related agencies would be very time-consuming and costly. The further automation of business process that meets the integration and data sharing objectives of that the Sheriff's Department has established would increase the efficiency not only of that department but of other departments that interact with it.

SECTION V. – SUMMARY OF REVENUES

No revenues are anticipated as a result of this new program.

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

There is no requested personnel budget for this program. This program would be implemented and used by existing personnel.

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

520700 – TECHNICAL SERVICES **$23,730**

To obtain consultant services to assist the completion the Sheriff's Department Comprehensive System assessment on assessment topics that have implications and consequences that will benefit other county departments. See "New Program Overview," above, for more detail.

New Program
Section II

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

NEW PROGRAMS - TOTAL

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Ti Information Services

Object Expenditure Code	Classification	Program #_I_	Program #_II_	Program #_III_	Program #_IV_	Program #_V_	Total 2003 - 2004
	Program Title:	Net. Security	App Svcs Pers.	Network Exp.	GIS Expansion	Assessment	Requested
	Personnel						
510100	Salaries # 1 (New) 1 Reclass	40,046	7,036	0	0	0	47,082
510300	Part Time #__2--(1 New FTE)_	0	34,299	0	0	0	34,299
511112	FICA Cost	3,064	3,162	0	0	0	6,226
511113	State Retirement	2,743	2,831	0	0	0	5,574
511114	Police Retirement	0	0	0	0	0	0
511120	Insurance Fund Contribution #__	6,000	0	0	0	0	6,000
511130	Workers Compensation	108	112	0	0	0	220
511131	S.C. Unemployment	0	0	0	0	0	0
	*** Total Personnel**	51,961	47,440	0	0	0	99,401
	Operating Expenses						
520221	Website Services	24,880					24,880
520700	Technical Services			5,440	4,370	23,730	33,540
520200	Contracted Services						
520300	Professional Services						
520400	Advertising						
521000	Office Supplies						
521100	Duplicating						
521200	Operating Supplies			3,800			3,800
522100	Equipment Repairs & Maintenance						
522200	Small Equipment Repairs & Maint.						
522300	Vehicle Repairs & Maintenance						
523000	Land Rental						
524000	Building Insurance						
524100	Vehicle Insurance #___						
524101	Comprehensive Insurance #___						
524201	General Tort Liability Insurance						
524202	Surety Bonds						
525000	Telephone		800				800
525100	Postage						
525210	Conference & Meeting Expenses						
525220	Employee Training						
525230	Subscriptions, Dues, & Books						
525___	Utilities - _____						
525400	Gas, Fuel, & Oil						
525600	Uniforms & Clothing						
526500	Licenses & Permits						
	*** Total Operating**	24,880	800	9,240	4,370	23,730	63,020
	**** Total Personnel & Operating**	76,841	48,240	9,240	4,370	23,730	162,421
	**** Total Capital (From Section III**	3560	4600	140,120	28,120	0	176400
	***** Total Budget Appropriation**	80,401	52,840	149,360	32,490	23,730	338,821

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COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 2 0 RECD
FINANCE DEPT.

Fund: 1000
Division: General Administration
Organization: 102110 - Microfilming

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 3	86,856	40,607	89,153	85,404		
511112	FICA Cost	6,419	3,084	6,830	6,533		
511113	State Retirement	5,949	2,781	6,116	5,850		
511120	Insurance Fund Contribution - 3	13,125	8,750	17,500	16,800		
511130	Workers Compensation	234	110	241	231		
	*** Total Personnel**	**112,583**	**55,332**	**119,840**	114,818		
	Operating Expenses						
520102	Contracted Maintenance (Microfilm)	1,665	1,665	1,665	4,149		
520200	Contracted Services	237	0	240	240		
520230	Pest Control	0	0	105	0		
521000	Office Supplies	98	56	150	150		
521100	Duplicating	116	77	90	150		
521200	Operating Supplies	1,670	1,245	2,000	2,000		
522200	Small Equipment Repairs & Maintenance	95	284	1,200	1,200		
524000	Building Insurance	42	0	44	44		
524201	General Tort Liability Insurance	427	189	378	377		
524202	Surety Bonds	0	0	20	20		
525000	Telephone	219	99	180	200		
525010	Long Distance Charges	1	2	25	25		
525100	Postage	71	51	50	105		
525230	Subscriptions, Dues, & Books	150	150	150	150		
525240	Personal Mileage Reimbursement	0	17	25	25		
525250	Motor Pool Reimbursement	11	0	35	25		
525355	Utilities - Microfilm Bldg.	733	0	0	0		
525385	Utilities - Kroger Bldg.	3,170	2,736	5,976	5,472		
540010	Small Software				100		
	*** Total Operating**	**8,705**	**6,571**	**12,333**	14,432		
	**** Total Personnel & Operating**	**121,288**	**61,903**	**132,173**	129,250		
	Capital						
	All Other Equipment	0	0	33,870	0		
	**** Total Capital**	**0**	**0**	**33,870**	0		
	***** Total Budget Appropriation**	**121,288**	**61,903**	**166,043**	129,250		

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Section II

COUNTY OF LEXINGTON

Existing Departmental Program Request

Fiscal Year - 2003 - 2004

Fund # 1000 Fund Title: General Administration

Organization # 102110 Organization Title: Records Management

Object Expenditure Code Classification	Program # 1	Program #	Program #	Program #	Total 2003-2004 Requested
Program Title:					
Personnel					
510100 Salaries # 3	85,404				85,404
510300 Part Time #					
511112 FICA Cost	6,533				6,533
511113 State Retirement	5,850				5,850
511114 Police Retirement					
511120 Insurance Fund Contribution # 3	16,800				16,800
511130 Workers Compensation	231				231
511131 S.C. Unemployment					
* Total Personnel	114,818				114,818
Operating Expenses					
520100 Contracted maintenance					
520102 " " Records Mgmt.	4,149				4,149
520200 Contracted Services	240				240
520300 Professional Services					
520400 Advertising					
521000 Office Supplies	150				150
521100 Duplicating	150				150
521200 Operating Supplies	2,000				2,000
522100 Equipment Repairs & Maintenance					
522200 Small Equipment Repairs & Maint.	1,200				1,200
522300 Vehicle Repairs & Maintenance					
523000 Land Rental					
524000 Building Insurance	44				44
524100 Vehicle Insurance #					
524101 Comprehensive Insurance #					
524201 General Tort Liability Insurance	377				377
524202 Surety Bonds	20				20
525000 Telephone	200				200
525010 Long Distance Charges	25				25
525100 Postage	105				105
525210 Conference & Meeting Expenses					
525220 Employee Training					
525230 Subscriptions, Dues, & Books	150				150
525385 Utilities - Admin. Aux. Bldg.	5,472				5,472
525400 Gas, Fuel, & Oil					
525600 Uniforms & Clothing					
526500 Licenses & Permits					
* Total Operating	14,432				14,432
** Total Personnel & Operating	129,250				129,250
** Total Capital (From Section III)	0				0
*** Total Budget Appropriation	129,250				129,250
525240 Personal Milage Reimb.	25				25
525250 Motor Pool Reimb.	25				25
540010 Small Software	100				100

SECTION IV. - PROGRAM OVERVIEW

SUMMARY OF PROGRAMS:

PROGRAM 1: Microfilm/Records Management

OBJECTIVE: To provide to all Department Heads and Elected Officials the best possible support in the areas of Records Management and Micrographics. To perform and accomplish these objectives in an efficient and professional manner.

SECTION IV.A. - LISTING OF POSITIONS

CURRENT STAFFING LEVEL:

JOB TITLE	POSITION	GENERAL FUND	TOTAL	GRADE
Microfilm/Records Management Supervisor	1	1	1	13
Microfilm Operator	2	2	2	4
TOTAL POSITIONS	3	3	3	

SECTION IV.C. - LISTING OF TELECOMMUNICATION EQUIPMENT

TELECOMMUNICATION EQUIPMENT:

(1) Office Phone

SECTION IV.D. - SERVICE LEVELS

SERVICE LEVEL INDICATORS

	ACTUAL FY 2002/2003	ESTIMATED FY 2003/2004	PROJECTED FY 2004/2005
Files Received/Indexed	7887	8675	9109
Documents Microfilmed	121,816	127,907	134,303
Jacket Headers Typed	4393	4613	4844
Jackets Loaded	4393	4613	4844
Approved Records Retention Schedules	1		
Filmed Rolls Processed:			
Microfilm	47	50	53
*C of C	4		
*Treasurer	12		

*Determined by the production of checks filmed within the Clerk of Court and Treasurer's offices. Records Management Division processes and performs quality checks only for these rolls.

OPERATING

520102 - CONTRACTED MAINTENANCE **$4149**

KODAK: Vendor Contract
(1) Prostar I Processor ($1749) Due to age of processor and this being a critical piece of operating equipment.
PALMETTO MICROFILM: Vendor Contracts
(1) Cannon DR-5060 Scanner/Camera ($2400)

520200 - CONTRACTED SERVICES **$ 240**

Methylene Blue Test/Quality Checks on Security Microfilm - State Archives
1 per month@ $20 x12 = $240

521000 - OFFICE SUPPLIES **$ 150**

Routine office supplies needed for the daily operation of the office. Items such as: pens, pencils, typewriter/computer ribbons, envelopes, file folders, boxes, shredder bags, etc.

521100 - DUPLICATING **$ 150**

Provides public and legal research copies, enhance poor originals for filming and provides copies of forms used in the microfilming/records management process. Approximately 1531 copies @ 5 cents each, based on December 2002 six months activity report.($76.55 per six months)

521200 - OPERATING SUPPLIES **$2000**

To continue the daily operation of the office and provide supplies to microfilm users - ie: film to Treasurer and Clerk of Court for their check filmers. Supplies include but are not limited to:

Film - 100' - 6cs. @ $126.40 = $758.40 ($758)
215' - 1 cs.@ $219.00 = $219.00 ($219)
Fixer - 3cs @ $42.08 = $126.24 ($126)
Developer - 3cs @ $67.04 = $201.12 ($201)
NB TA 243 Jackets - white - 2bx @ $69.95 = $139.90 ($140)
colors - 3bx @ $69.95 = $209.85 ($210)
Toner Cartridge for Laser Printer - 2 ea @ $62.00 = $124.00 ($124)

522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE $1200

Funds to be used for routine checks and needed repairs to camera equipment that does not warrant the high cost of a maintenance contract. Also for needed repairs to the typewriters used in the jacket applications.

524000 - BUILDING INSURANCE $ 44

Based on the December 2002 year to date activity report.

524201 - GENERAL TORT LIABILITY INSURANCE $ 377

524202 - SURETY BONDS $ 20

525000 - TELEPHONE $ 200

Telephone rental cost, one line, basic service - ALLTEL
$16.54/mo - Based on December 2002 six months activity report.

525010 - LONG DISTANCE CHARGES $ 25

To cover any necessary long distance charges made in connection with job duties.

525100 - POSTAGE $ 105

For mailing security rolls of microfilm and paperwork to the S.C. Dept. of Archives & History for testing and storage. Number of rolls in mailed batches vary according to production. Based on December 2002 six months activity report.($8.57 per month)

525230 - SUBSCRIPTIONS, DUES, & BOOKS $ 150

To renew membership in ARMA (Association of Records Managers & Administrators) International. Dues include membership, monthly newsletter and fax and bulletins which provide information of changes, upgrades and assistance information in both microfilming and records management.

525240 - PERSONAL MILEAGE REIMBURSEMENT **$ 25**

Use of personal vehicle when conducting county business. ARMA meetings, trips to Records Center, etc. To be used only when motor pool vehicle not available.

525250 - MOTOR POOL REIMBURSEMENT **$ 25**

Use of motor pool vehicle when conducting County business.

525385 - UTILITIES - KROGER BUILDING **$5472**

Based on December 2002 six months activity report.($456 per month)

540010- SMALL SOFTWARE **$100**

For TLPGA ACROBAT V5.0 WIN LIC

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: General Services
Organization: 111300 - Building Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 24	626,130	302,529	649,356	636,760		
510200	Overtime	4,086	2,596	2,596	—		
511112	FICA Cost	46,936	22,578	50,021	48715		
511113	State Retirement	41,696	20,179	44,791	43620		
511120	Insurance Fund Contribution - 24	96,600	67,200	134,400	138,000		
511130	Workers Compensation	44,279	21,089	42,889	44675		
511213	State Retirement -Retiree	1,473	722	0	0		
	*** Total Personnel**	**861,200**	**436,893**	**924,053**	911,770		
	Operating Expenses						
520100	Contracted Maintenance	8,234	4,731	26,033	10153		
520200	Contracted Services	20,546	8,422	14,289	14766		
520241	Refrigerant Disposal & Testing Acct.	0	0	1,000	1000		
520242	Hazardous Materials Disposal	75	0	500	500		
520300	Professional Services	95	0	0	0		
521000	Office Supplies	599	283	750	750		
521100	Duplicating	335	169	400	400		
521200	Operating Supplies	36,714	17,693	39,013	55000		
521201	Operating Supplies - Emergency Generator	893	186	1,000	1000		
522000	Building Repairs & Maintenance	73,583	44,532	77,658	100,000		
522200	Small Equipment Repairs & Maintenance	4,289	607	4,800	4800		
522300	Vehicle Repairs & Maintenance	4,524	1,944	6,370	7100		
523200	Equipment Rental	191	86	400	400		
524000	Building Insurance	795	0	819	1230		
524100	Vehicle Insurance - 12	6,240	3,120	6,240	7800		
524201	General Tort Liability Insurance	3,755	1,693	3,387	3730		
524202	Surety Bonds	0	0	149	0		
525000	Telephone	3,912	1,862	2,718	4663		
525010	Long Distance Charges	180	128	300	300		
525020	Pagers and Cell Phones	1,437	492	1,534	1910		
525030	800 MHz Radio Service Charges - 14	6,060	3,171	6,997	6997		
525031	800 MHz Radio Maintenance Charges - 14	1,140	1,182	1,260	1260		
525100	Postage	47	17	55	55		
525210	Conference & Meeting Expenses	0	219	250	250		
525230	Subscriptions, Dues, & Books	87	0	507	515		
525250	Motor Pool Reimbursement	155	10	300	201		
525356	Utilities - Custodial Bldg.	444	0	0	—		
525357	Utilities - Central Whse./Bldg. Maint.	3,678	2,130	4,253	4300		
525385	Utilities - Kroger Bldg.	518	447	984	1100		
525400	Gas, Fuel, & Oil	10,302	5,615	14,236	14236		
525600	Uniforms & Clothing	4,185	3,868	4,700	4700		
526500	Licenses & Permits	325	350	350	350		
538000	Claims & Judgements	0	241	242	400		
	*** Total Operating**	**193,338**	**103,198**	**221,494**	249666		
	**** Total Personnel & Operating**	**1,054,538**	**540,091**	**1,145,547**	1161436		

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: General Services
Organization: 111300 - Building Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Capital						
540000	Small Tools and Minor Equipment:	6,979	3,112	7,500	10,000		
540010	Minor Software	127	140	275	500		
	All Other Equipment	67,308	987	45,387	24388		
	**** Total Capital**	**74,414**	**4,239**	**53,162**	34,888		
	***** Total Budget Appropriation**	**1,128,952**	**544,330**	**1,198,709**	1,196,324		

COUNTY OF LEXINGTON
Departmental Program Request
Annual Budget - General Fund
Fiscal Year - 2003-04

Fund 1000 Fund Title General Fund
Cost Center 111300 Organizational Title Building Services

Object Code	Expenditure Classification	Program 1 Admin.	Program 2 Security	Program 3 Custodial	Program 4 Bldg. Svc.	Total 2002-03 Requested
	Personnel					
510100	Salaries	86739	43645	202634	302742	636760
510200	Overtime					
511112	FICA Cost	6636	3340	15579	23160	48715
511113	State Retirement	5993	2990	13949	20738	43620
511120	Insurance Fund Cont.	12000	12000	60000	54000	138000
11130	Workers Compensation	1446	1524	7678	34027	44675
511131	S. C. Unemployment					
	***Total Personnel**	112764	63499	300840	434667	911770
	Operating Expenses					
520100	Contracted Maintenance	10153				10153
520200	Contracted Services	14766				14766
520241	Refrig Disposal & Test				1000	1000
520242	Hazard Waste Disposal				500	500
520300	Professional Services					0
521000	Office Supplies	500	25	50	175	750
521100	Duplicating	350	10	15	25	400
521200	Operating			40000	15000	55000
521201	Operat. Supplies - Emeg.				1000	1000
522000	Blding Repairs & Maint.				100000	100000
522200	Small Eq. Repairs & Svc.			800	4000	4800
522300	Vehicle Maintenance	525		540	6035	7100
523200	Equipment Rental				400	400
524000	Building Insurance	1230				1230
524100	Vehicle Insurance	650		650	6500	7800
524201	General Tort Lia. Insc.	439	124	620	2547	3730
524202	Surety Bonds.	1118				0
525000	Telephone			1300	3359	4663
525010	Long Distance Charges	275			25	300
525020	Other Comm. Charges	347		80	783	1710
525030	800 MHz Radios	583			6414	6997
525031	800 MHz Radio Maint.	180			1080	1260
525100	Postage	10			45	55
525220	Employee Training				250	250
525230	Subscrip, Books Dues				515	515
525250	Motor Pool Reimburse			73	128	201
525357	Util Whse/Bldg Svc.	4300				4300
525385	Utilities Kroger Bldg.			1100		1100
525400	Gas Fuel & Oil	1140		996	12100	14236
525600	Uniforms & Clothing	320	380	1676	2124	4700
526500	License & Permits	350				350
528000	Claims & Judgements				400	400
	***Total Operating**	37736	539	46986	164405	249666
	****Total Per & Operate**	150,500	64038	347826	599072	1,161,436
	****Total Capital**	19,100	⇒	⇐	15,788	34,888
	*****Total Budget Appropriation**	169,600	64038	347826	614860	1,196,324

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GENERAL
Organization # 111300 Organization Title: BUILDING SERVICES
Program # 1 Program Title: ADMINISTRATIVE

Qty	Item Description	*BUDGET* 2003-2004 Requested Amount
1	MINOR SOFTWARE	500.00
~~2~~	~~ELEVATORS - ADMINISTRATION BUILDING~~	~~700,000.00~~
1	PRINTER - INKJET - GRAPHICS	675.00
1	DIGITAL CAMERA	425.00
1	PAINT MIXER / SHAKER	1365.00
1	MOWER DECK 54"	1700.00
1	COURTHOUSE - ROOF REPLACEMENT	10,000.00
3	PUSH MOWER	950.00
3	TRIMMER / BRUSH CUTTER	1,355.00
1	BLOWER	418.00
1	CAYCE MAGISTRATE - NOVAR	7,500.00
~~2~~	~~ADMINISTRATION - CHILLER WARRANTY~~	~~3,734.00~~
~~2~~	~~COURTHOUSE - CHILLER WARRANTY~~	~~5,100.00~~
		24,888
	** Total Capital (Transfer Total to Section I and II)	~~733,722~~

Summary of Programs:

Program I - Administration
Program II - Security
Program III - Custodial
Program IV - Building Maintenance/Grounds

Program I: Administration

Objectives:

We have two employees in this area, the Manager and Administrative Assistant II. With their guidance other programs function properly in Building Services. With continued growth in the county, our work continues to increase. Effective coordinating and communicating insures work orders, special projects, procurement specifications, everyday purchases and budget are performed in a timely manner. With all functions flowing smoothly in program one, it allows other staff to perform their daily task without delays. All work starts in program one, being organized to prevent delays, allowing an efficient program.

Program II: Security

Objectives:

Two Security officers work three days on and three days off, three hundred sixty-five days a year. Their schedule is based on ten-hour days, but can be adjusted according to need. We have trained one maintenance person to cover for extended absences. Security officers are never required to cover more than one three-day shift. This system has worked well and keeps someone present and/or on call at all times. All scheduled meetings throughout county facilities must be monitored at all times.

Program III: Custodial

Objectives:

Thirteen custodial employees, to include an employee assigned to Irmo, Lexington, and Cayce-West Columbia libraries (budgeted by library system), clean twenty-six facilities, approximately 300,170 square feet. One of the thirteen custodial employees is the supervisor responsible for cleaning a facility and supervision of other staff. This does not allow for constant supervision, however; the staff is well trained and each knows their responsibilities and assignments. If one or more staff is absent for any reason, the supervisor coordinates cleaning of that area. We also clean the Courtroom in the Lexington Town Hall during transfer court.

Program IV: Building Maintenance/Grounds

Objectives:

Ten employees, to include one assigned to Sheriff's Department (budgeted by Sheriff's Department), perform complete renovations to county facilities including, electrical problems, plumbing repairs, designing and construction of work stations, cabinets, desks, book cases, installation of door frames, doors, door closers, locks by certified locksmith, installation and/or repairs to acoustical or suspended ceilings. HVAC mechanics install and/or repair gas or electrical units, capturing refrigerant, and fabricate metal and/or fiberglass ducts in the sheet metal shop. All buildings are painted inside and out, wall preparations for hanging wallpaper, installation and/or repair to carpet, floor tile and cove base. Keys are made for departments, with prior approval, for county facilities and vehicles.

SECTION IV. A. - LISTING OF POSITIONS

Current Staffing Level:

		Full Time Equivalent			
Job Title	Positions	General Fund	Other Fund	Total	Grade
Manager	1	1		1	19
Asst. Manager	1	1		1	13
Sr. Const. Asst.	1	1		1	12
Const. Asst.	2	2		2	10
Maint. Asst. III	1	1		1	10
Asst HVAC Me	1	1		1	9
Maint Asst II	1	1		1	9
Cust Supervisor	1	1		1	9
Admin Asst II	1	1		1	8
Paint/Paper	1	1		1	7
Maint. Asst I	1	1		1	7
Security Guard	2	2		2	5
Sr. Cust. Worker	1	1		1	4
Custodial Worker	8	8		8	2
Total Positions	23	23	0	23	

SECTION IV. B. - LISTING OF VEHICLES

COUNTY OF LEXINGTON
Vehicle Schedule
FY 2003-04

Department: Building Services
Department No. 111300
Program One

Vehicle	Description	Assigned	Repair & Main 522300	Vehicle Insur. 524100	Comp. Insur. 524101	Gas Fuel & Oil 525400	Total
18930	97 Chevrolet	Manager	$ 450.	$ 650.	$	$1,150.	$ 2,225.

Department: Building Services
Department No. 111300
Program Three

Vehicle	Description	Assigned	Repair & Main 522300	Vehicle Insur. 524100	Comp. Insur. 524101	Gas Fuel & Oil 525400	Total
23774	2002 Van	Custodial Dept.	$ 465.	$ 650.	$	$1,005.	$2,095.

Department: Building Services
Department No. 111300
Program Four

Vehicle	Description	Assigned	Repair & Main 522300	Vehicle Insur. 524100	Comp. Insur. 524101	Gas Fuel & Oil 525400	Total
21570	91 Chevrolet	Bldg. Maint.	$ 490.	$ 650.	$	$ 908.	$ 2,023.
19952	97 Ford Pickup	HVAC Mech,	$ 675.	$ 650.	$	$1,403.	$ 2,703.
24041	02 Chev.	Asst. Mgr.	$ 415.	$ 650.	$	$1,740.	$ 2,780.
20836	99 Ford	Bldg. Maint.	$ 480.	$ 650.	$	$1,117.	$ 2,222.
21569	88 Ford	Bldg. Maint.	$ 565.	$ 650.	$	$ 750.	$ 1,940.
20786	98 Dodge Van	Bldg. Maint.	$ 490.	$ 650.	$	$1,075.	$ 2,190.
23102	2001 Dodge	Bldg. Maint.	$ 630.	$ 650.	$	$ 881.	$ 2,136.
21519	89 Ford	Bldg. Maint.	$ 540.	$ 650.	$	$1,192.	$ 2,357.
18901	97 Dodge	Bldg. Maint.	$ 545.	$ 650.	$	$1,780.	$ 2,950.
18619	96 Ford	Bldg. Maint.	$ 605.	$ 650.	$	$ 975.	$ 2,205.
Misc	Mowers & Trac	Bldg. Maint.				$ 260.	$ 260.
Misc	Towing	Bldg. Maint.	$ 400.				$ 250.
Misc	Trailer Parts	Bldg. Maint.	$ 350.				$ 250.

SECTION IV. C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(4) Office Phones

(1) Phone Line for Fax Machine

(1) Phone Line for ATM

(6) Phones Lines for NOVAR

(2) Phone Line for CARRIER

(4) Phone Lines for Alarm Systems

(1) Phone Line for Elevator Monitoring

(2) Cell Phones

(2) Nextell

(3) Pagers for Mgr./Asst Mgr./Custodial

SECTION IV. D. - SERVICE LEVELS

Service Level Indicators:

	Actual FY 2001-02	Estimated FY2002-03	Projected FY 2003-04
Work Orders Received (Maintenance)	2966	3218	3380
Work Orders Received (HVAC)	718	940	987
Work Order Completed (Maintenance)	2905	3110	3266
Work Order Completed (HVAC)	671	912	958

Buildings Maintained:

Total Number of Buildings - 112 @ 652,382Sq. Ft.

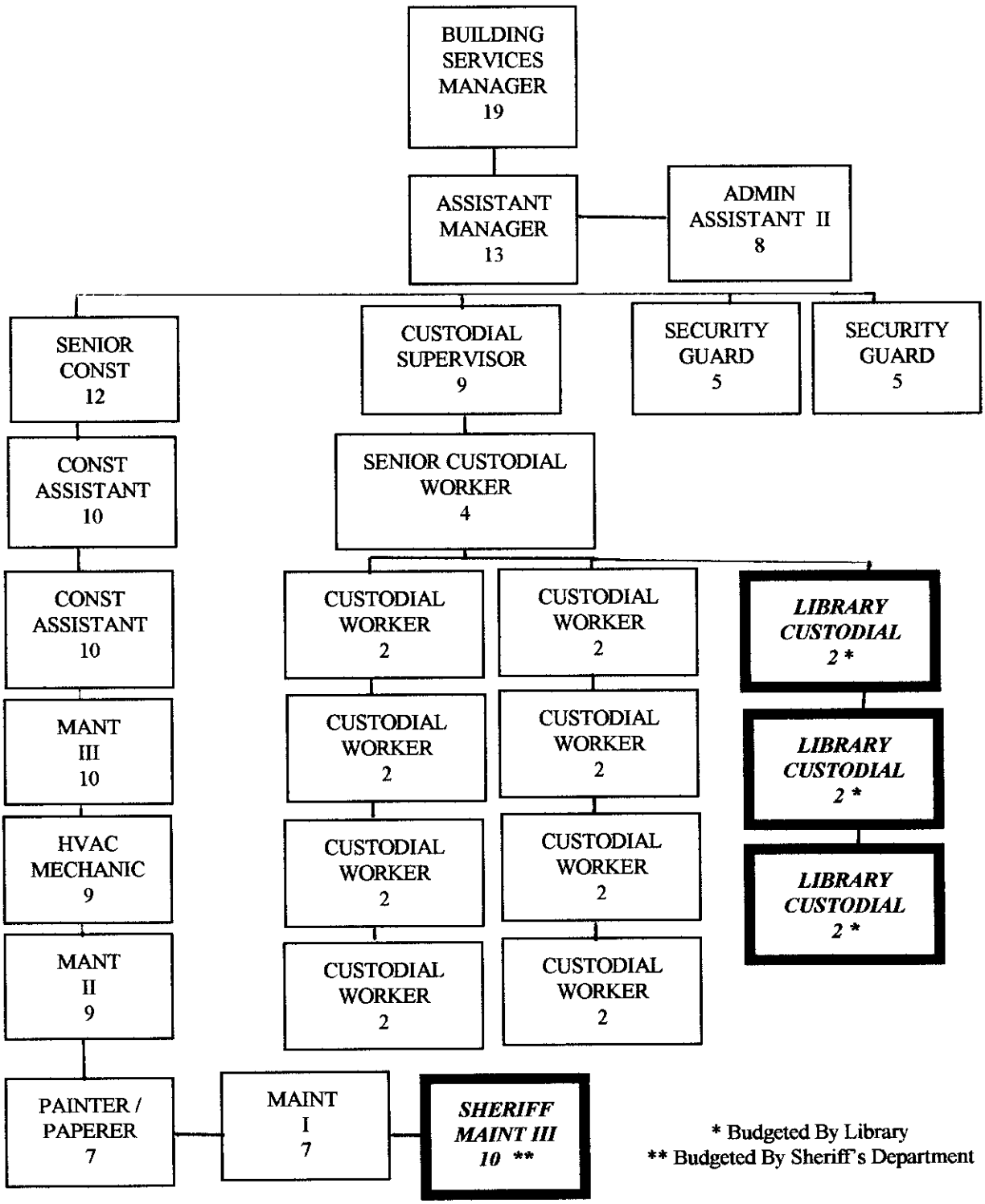
Administrative/ Maintenance Buildings - 21
Convenience Stations & Landfill - 15
DSS - 5
Fire Stations & Training Facilities - 24
Health Centers - 4
Libraries - 9
Magistrates - 5
Public Works - 10
Radio Towers - 3
Sheriff's Department - 16

At present there are 10 maintenance personnel assigned to the above areas. Nine (9) of those employees are assigned to tasks relating to a particular trade, i.e., carpentry, plumbing, HVAC. One (1) employee is assigned to grounds maintenance for the properties throughout the county and assists custodial in removal of trash from sites to the landfill. Additionally, ten (10) trusties provided by the Sheriff's Department assist with the various projects.

Building Cleaned:

Libraries - 3 Workers Clean 93,100 Sq. Ft.
West Columbia Health Center - 1 Worker Cleans 18,265 Sq. Ft.
Batesburg Health/Magistrate & Swansea Service Center - 1 Worker Cleans 15,555 Sq. Ft.
DSS - 1 Worker Cleans Four (4) buildings - 30,180 Sq. Ft.
Office Buildings - 7 Workers Clean 143,070 Sq. Ft.
* Custodial workers pick up recycled paper and carry to Central Stores storage. They also pick up trash from various sites and carry to the convenience stations. The supervisor and assistant are working supervisors.

SECTION VI. A. - ORGANIZATIONAL FLOW CHART



SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520100 CONTRACTED MAINTENANCE **$10,153**

Actual cost for annual contracted maintenance are based on current information provided by vendors.

Southern Elevator
Elevator maintenance contract for the Courthouse — 1430.
Elevator maintenance contract for the Administration Building — 5445.

Grinnel Fire Protection — 2000.
Provide and deliver all materials, equipment and labor to service (refill), repair, inspect, and hydrostatically test approximately 175 fire extinguishers.

American Door — 1278.
Deliver all material, equipment, and labor to inspect, service, and maintain overhead doors at Central Stores, Fleet Services and Building Services.

520200 CONTRACTED SERVICES **$14,766**

Actual cost for annual contracted services are based on current information provided by vendors.

Alpine Spring Water Inc. — 271.
Provide and service cold water cooler every other week, Batesburg Magistrate's office. Twelve months x $9.20 (plus tax) = 115.92
Cost for bottles $12.25 x twelve months (plus tax) = $154.35 (Approximately 48 bottles).

Columbia Container Corporation — 5,834.
Solid waste collections:
Auxiliary Administration Building - one can 86.00 x 12 (plus tax) = 1083.60
(Tuesday & Friday)
Ball Park Road - one can 86.00 x 12 (plus tax) = 1083.60
(Monday & Wednesday)
Cayce Magistrate - one can 18.00 x 12 (plus tax) = 226.80
Harbison Svc. Center - one can 129.00 x 12 (plus tax) - 1625.40
(Monday/Wednesday/Friday)
West Columbia Health Ctr one can 86.00 x 12 (plus tax) = 1083.60
(Monday & Thursday)
Swansea Svc. Center South one can 58.00 x 12 (plus tax) = 730.80
(Monday)

Lowman Communications (No Tax - Labor Only) 3,606.72
Maintenance and monitoring for fire and burglar.

Courthouse- twelve months x 32.41 = 388.92
Administration Bldg- twelve months x 32.41 = 388.92
Museum- twelve months x 32.41 = 388.92
Solicitors office- twelve months x 22.12 = 265.44
Central Stores - twelve months x 32.41 = 388.92
Fleet Services - twelve months x 32.41 = 388.92
Building Maintenance - twelve months x 32.41 = 388.92
Swansea Service Center - Twelve months x 20.07 = 240.84
Lexington Magistrate - Twelve months x 31.50 = 378.00
New Courthouse - Twelve months x 32.41 = 388.92

PSI/Carolinas
Annual flow test for fire pump system 515.
Administration Building.

SC Dept of Health & Environmental Control
Annual back flow test for domestic water systems. 1,575.
(DHEC regulations)

Annual insect and pest control agreements (No Tax - Labor Only) 2964.

Orkin Exterminator - Administration Bldg	116.
Terminix - Harbison center	156.
Terminix - Batesburg Magistrate	90.
Terminix - Courthouse and Courthouse Annex	822.
Terminix - Public Works	442.
Terminix - Kroger Facility	1338.

520241 REFRIGERANT RECYCLING & CYLINDER PRESSURE TESTING **$1,000**

The Clean Air Act prohibits releasing of refrigerant in the atmosphere, so therefore all refrigerants are recovered. Some of these refrigerants are reused if no contamination has taken place, but the majority is not suitable for reuse. This refrigerant has to be disposed of properly by sending it to a disposal company. Therefore, we have to lease proper disposal containers to ship the refrigerant as specified by the disposal company. The cost will include containers and fees for disposal. Every five years refrigerant cylinders must be pressure tested and cylinder(s) may have to be replaced if they fell the pressure test. All cylinders on hand are scheduled to be tested.

5 Replacement Cylinders @ 130.00 = 650.
10 Pressure Testing @ 35.00 = 350.

520242 HAZARDOUS WASTE DISPOSAL **$ 500**

This account is used for disposal of used thinners, cleaners, oils, and paints. Due to the chemical make up of these materials they are required to be disposed of by an authorized vendor.

521000 OFFICE SUPPLIES **$ 750**

This account is used for purchase of office supplies, i. e., typewriter ribbons, toner cartridge for printer, fax paper, pencils, pens, pads, forms, file folders, calendars, etc.

Printer Paper -60 reams @ $2.18 = 130.80
Pens 60 each @ .93 = 55.8
Color Cartridge - 2 @ $50 = 100.
Folders - 4 boxes @ 5.35 = 21.40
Calendars & Refills - 35.00
Wastebasket 4 @4.88= 19.82
2" Binders - 6 @ 1.95 = 11.70
Diskettes - 6 @ 4.44 - 26.64
Pencils 30 Dozen @ .67 = 20.10
Black Printer Cartridge - 4 @ 33.00 = 132.00
Fax Cartridge - 1 @ 45.00 - 45.00
Hanging Folder - 2 @ 5.16 = 10.32
Address Labels - 2 @ 7.85 = 15.70
1" Binders - 12 @ .95 11.40
Calculator Paper -10 Rolls @ .35 = 3.50

Various Forms (Leave Slips, Requisitions, Purchase Orders) - 45.00
Misc (Staples, Paper Clips, Binder Clips, Memo Pads, Typewriter Ribbon) 25.00
Writing Pads - (Letter & Memo) 4 pk Letter Size & 4 pk Junior = 30.00

521100 DUPLICATING **$400**

This account is used for copy machine duplicating, invoices, correspondence for employees, and vendors necessary to accomplish daily task in the Building Services Department.

8000 Copies @ .05 = 400.00

521200 OPERATING SUPPLIES **$55,000**

This account is used for purchasing supplies to paint county facilities, cleaning supplies, and ground maintenance supplies. Operating supplies breakdown:

Administration Bldg	7,875.
Auxiliary Administration Building.	4,500.
Courthouse and Courthouse Annex	13,825.
DSS and two mobile units	4,250.
Grounds, keys and lock supplies	6,650.
Carpet, tile, and furniture cleaning	6,000.
Paint and Misc paint material	5,000.
DSS Maxway Annex	2,400.
Rish Building (Juvenile Justice)	1,500.
Old Mill (Probation, Pardon & Parole)	1,500.
Triple Wide DSS (state facility)	1,500.

* Supply List: Brooms, Cleaners, Mops, Tissue, Towels, Wax, Etc.

521201 OPERATING SUPPLIES/EMERGENCY GENERATORS **$1,000**

This account is used to purchase material for maintaining the emergency generator, basement Administration Building. This generator must be operational at all times.

5 Services Calls @ 200.00 = 1000.

522000 BUILDING REPAIRS AND MAINTENANCE **$100,000**

This account is used to cover maintenance and repairs in all county buildings; exceptions are the Fire Stations, Law Enforcement Center and Libraries, and Solid Waste Management.

This cost covers daily maintenance and repair costs for 49 building to exclude those listed separately above. The cost is based on previous historical data. Additionally, it has become necessary to clean the carpets and floors on a more regular basis in order to clean the dust that accumulates. Air quality inside our building is vital to daily operations and the health of our personnel. In order to maintain good air quality, it is necessary to change the filters and clean the vents and duct system in our buildings more frequently.

We have started a policy of changing all ceiling tiles should they become stained due to any type of water damage. This will assist in eliminating possible air quality issues in our buildings. Many of our building have blinds installed in the windows to reduce glare and heat loss. These will require cleaning in order to eliminate accumulation of dust.

The new Administration Building addition and the new Courthouse will come on line this year. As we add these buildings, there will be items which will require attention in order to properly accommodate the changes.

522200 SMALL EQUIPMENT REPAIRS AND MAINTENANCE **$4,800**

This account is used to purchase replacement parts and perform minor repairs to existing equipment. Lawn mowers, weed eaters, vacuum cleaners, computers, modems, typewriters, printers, monitors, and other small equipment are repaired in the Building Maintenance department.

Ladders - 37 each
Drills - 20 each
Fans - 6 each
Routers - 2
Saws - 14
Vacuum Cleaners - 31
Mowers & Lawn Equipment (Edgers, Trimmers) - 14
Printers - 3
Computers - 4

522300 VEHICLE REPAIRS & MAINTENANCE **$7,100**

This account is used to provide service repairs and parts for eleven vehicles, and one vehicle trailer assigned to the Building Services department. All cost were figured using estimated miles driven through June 30, 2002.

Services are broken down into three (3) types:

A Service - Every 3 months/5000miles - Check Fluids, Belts and Change Oil, Etc.
B Service - Every 24 months/30,000 miles - Includes A Services & Check Transmission
C Service - Every 36 months/60,000 miles - Includes A & B Items, Differential, Wheel Bearings & Radiator

Vehicle 18930 - 97 Chevrolet Blazer — 450.
A service 50.00 x 4 = 200.
Miscellaneous repairs & tires 250.

Vehicle 24041- 2002 Chevrolet 3/4 ton pickup — 415.
A service 60.00 x 3 = 180.
B service 85.00 x 1 = 85.
Miscellaneous repairs & tires 150.

Vehicle 20836 - 99 Ford 3/4 top pickup — 480.
A service 60.00 x 3 = 180.
B Service 100.00 x 1 = 100.
Miscellaneous repairs & tires = 200.

Vehicle 21569 - 99 Ford Flatbed 1 ton — 565.
A service 60.00 x 3 = 180.
B service 85.00 x 1 = 85.
Miscellaneous repairs & tires =300.

Vehicle 20786 - 99 Dodge Van — 490.
A service 60.00 x 4 = 240.
Miscellaneous repairs & tires 250.00

Vehicle 23102 -2001Chevrolet 3/4 ton service truck — 630.
A service 60.00 x 3 = 180.
C service 250.00 x 1 = 250.
Miscellaneous repairs & tires = 200.

Vehicle 21519 - 2000 Ford one ton dump — 540.
A service 55.00 x 3 = 165.
B service 65.00 x 1 = 65.
Miscellaneous repairs & tires = 300.

Vehicle 18901 - 97 Dodge Van — 545.
A service 65.00 x 3 = 195.
B service 100.00 x 1 = 100.
Miscellaneous repairs & tires 250.

Vehicle 23774 - 2002 Dodge Van A service 60.00 x 3= 180. B service 1 x 85.= 85. Miscellaneous repairs & tires 200.	465.
Vehicle 18619 - 96 Ford pickup A service 50.00 x 3 = 150. B service 80.00 x 1 = 80. Miscellaneous repairs & tires 375.00	605.
Vehicle 21570 - 2000 Chevrolet pickup A service 60.00 x 4 = 240. Miscellaneous repairs & tires 250.	490.
Vehicle 19952 - 98 Chevrolet 3/4 ton service truck A service 50.00 x 2 = 100.00 C service 250.00 x 1 = 250. Miscellaneous repairs & tires 250.	675.
Miscellaneous Towing Fees	400.
Trailer Repairs & Parts	350.

523200 EQUIPMENT RENTAL **$400**

This account is used to rent eight gas cylinders for the Maintenance department. Cylinders are used for welding as needed throughout the County. Two argon, two oxygen, two acetylene and two protec cylinders.

16 @ 25.00 = 400.

524000 BUILDING INSURANCE **$1230**

This account is for insurance on the Building Maintenance building, custodial building and storage shed.

524100 VEHICLE INSURANCE **$7,800**

This account is for liability insurance on twelve vehicles assigned to the Building Service Department.

12 Vehicles @ 650.00 - 7800.00

- (This is based on a figure of $650 per vehicle as provided by Risk Management.)

524201 GENERAL TORT LIABILITY INSURANCE **$3,730**

To covers allocated cost for twenty-three employees.

- (Based on figures as provided by Risk Management.)

524202 SURETY BOND **$0**

To cover the cost for surety bonds for Building Services personnel. FY 2003-04 is a non payment year.

5250000 TELEPHONE **$4,663**

This account is for dedicated telephone lines and to operate the computerized (NOVAR) HVAC systems and alarm systems in various county buildings.

4 lines at 15.50= 62.00 x 12 months (tax included) = $744.00
11 lines at 14.00 = 182.00 x 12 months (tax included) = $1848.00
1 line at 10.50 = 10.50 x 12 months (tax included) = $126.00.
- Fax Machine
*Installation cost for line at the Cayce Magistrate Office $125
*1 line at 60 = 60.00 x 12 months (tax included) = $1200
*Installation cost for line at the New Courthouse $125
*1 line at 14. = 14.00 x 12 months (tax included) = $185
*Installation cost for line at Administration Bldg (ATM) - $125
*1 line at 14. = 14 x 12 months (tax included) = $185

525010 LONG DISTANCE CHARGES **$300**

This account is for long distance calls made by the Building Services department necessary to obtain information from vendors or contact vendors and other agencies. When possible, the prefix for Batesburg, Chapin, and Swansea are used.

525020 PAGERS & CELL PHONES **$1,710**

Beepers for staff that are either on call twenty-four hours a day or cannot be reached at times by two-way radio or telephone during emergencies.

State wide service $8.82 mo x 2 = $17.64 x 12 mo (plus tax) = $222.26
- R. Disher & R. Quattlebaum

Local service $6.00 mo x 2 = $72. x 12 mo (plus tax) = $79.56
- C. Davis

Car phone used by the Building Services Manager, Ray Disher $268.16
Monthly Access Fee $19.95 mo x 12 mo (plus tax) = $256.16
Estimated cost for yearly air time charge (plus tax) = $12

Car phone used by the Asst.. Building Services Manager, $203.96

R. Quattlebaum.
Monthly Access Fee $14.95 mo x 12 mo (plus tax) = $191.96
Estimated cost for yearly air time charge (plus tax) = $12.

Nextell Service used by the Building Services Manager Monthly Access Fee $39. X 12 months	468.00
Nextell Service used by the Building Asst. Manager Monthly Access Fee $39. X 12 month	468.00

525030 800 MHZ RADIO SERVICE CHARGES **$6,997**

Operating cost for 800 MHz radios which are in service at present.
Fourteen radios @ $39.66 mo (plus tax) = $583.00 x 12 mo = $6996.02

525031 800 MHZ RADIO MAINTENANCE CONTRACTS **$1,260**

To provide for the warranty of the 800 MHZ radios for Building Services.

XTS3000 Portable Radio (analog)	11 @ $7.50 x 12 mo. =	$990.
XTS3000 Portable Radio (digital)	1 @ $7.50 x 12 mo. =	90.
Mobile Spectra (digital)	1 @ $7.50 x 12 mo. =	90.
Base Station	1 @ $7.50 x 12 mo. =	90.

525100 POSTAGE ACCOUNT **$55**

This account is used to provide postage on mail that cannot be delivered using our in house system.

7 @ .55 = 3.85
150 @ .34 = 51.00

525220 EMPLOYEE TRAINING **$250**

This account is used for staff to stay certificated providing refresher training and continued education.

Climatic Corporation (updates on boilers)	100.
Climatic Corporation (HVAC systems) Four sessions a year.	150.

525230 SUBSCRIPTION, DUES & BOOKS **$515**

These funds are used for purchases of subscriptions and books, reference manuals assisting staff in their work.

Business news publications (plus tax)	95.
Climatic Schematics on CD's for HVAC Units	420.

525250 MOTOR POOL REIMBURSEMENT **$201**

This account is used when county vehicles are out of service and motor pool vehicles must be used.

550 miles x .365 per mile = 200.75
(Custodial - 200 miles Building Maintenance 350 miles)

525357 UTILITIES CENTRAL WAREHOUSE/BLDG SERVICES **$4,300**

Utility usage for space occupied by Central Warehouse, and Building Services staff.

525385 UTILITIES CUSTODIAL (KROGER) **$1100**

Utility usage for space occupied by Custodial staff.

*FY 2002-03 will be the first full year we have been in this building. The above figure is based on average use for the period we have occupied the building.

525400 GAS FUEL & OIL **$14,236**

Gas and/or fuel usage for twelve vehicles provided for travel to and from different locations throughout Lexington County. Two out of the twelve vehicles are utilized for staff that are on call at all times (twenty-four hours). Due to an increase in the number of work orders, the Building Services vehicles are traveling more miles each year.

Gasoline
10,986 gallons x 1.10 per gallon = 12,084.60
Oil and Fuel oil
1623 gallons x 1.15 gallon = 1866.45
Miscellaneous gas 203 x 1.10 = 223.30
Miscellaneous oil & fuel 53 x 1.15 = 60.95

525600 UNIFORM AND CLOTHING **$4,700**

This account is used to replace uniforms as needed. We provide uniforms to staff identifying them each as County employees. We have twenty-three employees in Building Services; departments combined are Building Maintenance, Custodial and Security Guards.

2 Security Guards Uniforms @ $380.00
11 Building Maintenance Uniforms & Shoes @ $2444.00
10 Custodial @ $1876.00

526500 LICENSE AND PERMITS **$350**

Permits are necessary for underground fuel tanks at the Administration Building and public water system for Swansea Service Center South.

SC Dept of Health & Environmental Control	
Annual fee underground tank	
Administration Building	100.
Safe drinking water permit	
Swansea Service Center South	250.

538000
~~558000~~ **CLAIMS & JUDGEMENTS** **$400**

Cost to cover any claims and judgements. This account will be used to cover the cost of replacement of any glass or windows broken as a result of any damage caused by construction and/or grounds crews.

CAPITAL LINE ITEM NARRATIVES

540000 SMALL TOOLS AND EQUIPMENT **$10,000**

This account covers replacement tools, purchase of new tools, and minor equipment.
Continued changes in technology makes replacing parts easier, but also makes some tools obsolete. Replacement tools are as follows, but not limited to: carts, wrenches, drills, skill saws, air filters, elements, telephones, modems, vacuum cleaners, buffers, other custodial equipment, etc.

540010 - MINOR SOFTWARE **$500**

This account used to purchase minor software. Purchase of Progress v.9 to operate the work order system and purchase two (2) Adobe license for the office and for the Building Services manager.

~~**ELEVATORS - ADMINISTRATION BUILDING** **$700,000**~~

~~The Administration Building was constructed with four (4) elevator shafts installed. During the construction phase a decision was made that only two (2) elevators would be installed. The two (2) additional shafts have the rails in place but do not have any cars or operators. The county had grown drastically over the last 27 years and the use of the Administration Building has increased as well. As we continue to grow, it is necessary to add the additional two (2) cars to the existing shafts.~~

~~The Administration Building needs a freight elevator to move heavy service equipment, office furniture, and renovation materials to various floors. We have been carrying large items on the top of the elevator, this is not a safe practice, but is the only way we have to get materials and other items to the various floors. One of the two (2) new cars which are included in this request would be a freight elevator. The freight elevator would give us additional space in the car's height to carry larger, over-sized items, but will be available for passengers as well.~~

PRINTER - INKJET - GRAPHICS **$675**

This is a replacement printer. The printer we are currently using does not have sufficient memory to handle the various graphically intensive drawings that are needed for various jobs. The printer would be used to produce various print jobs for this office. Additionally, this office is called upon to produce various print jobs that are two sided graphics. The replacement printer would produce two sided materials, thus allowing a more rapid print time on projects and less waste as the need for alignment would be eliminated as both sides would be produced at the same time.

DIGITAL CAMERA **$425**

This camera would be used to record building construction projects digitally so they could be stored electronically.

PAINT MIXER/SHAKER **$1,365**

This mixer/shaker would be used to mix/shake gallon cans of paint which are on hand to ensure the paint is properly mixed to give a uniform color when spread. We currently take the paint to the vendor to have shaken. Having this equipment on hand will thus eliminate travel time to and from the vendor.

MOWER DECK 54" **$1,700**

This 54" deck is a replacement unit. The unit on hand will required to be replaced as it has gone beyond its usable capacity.

COURTHOUSE - ROOF REPLACEMENT **$10,000**

The roofing on the lower area of the present Courthouse is in need of replacement. The roofing is in ill repair and will require to be replace to ensure the roof does not leak.

PUSH MOWER (3) **$950**

This is for the purchase of three (3) new push type mowers as replacements. The current units are approaching their useable life expectancy and are in need of repairs that will be close to the actual price of replacement units.

TRIMMER/BRUSH-CUTTER (3) **$1,355**

This is for the purchase of three (3) new trimmers/brush-cutters as replacements. The current units are approaching their useable life expectancy and are in need of repairs that will be close to the actual price of replacement units.

BLOWER **$418**

This is for the purchase of a blower as a replacement. The current unit is approaching its useable life expectancy and is in need of repairs that will be close to the actual price of replacement unit.

CAYCE MAGISTRATE - NOVAR **$7,500**

This is for the installation of the NOVAR system in the Cayce Magistrate's Office. This system was removed from the Memorial Building before it leveled. Installation of the system will allow this department to trouble shoot the HVAC system, remotely restart the system, check water temperatures, raise and lower temperatures, and change any other settings as necessary. Installation of the system will allow the Building Maintenance staff to monitor the HVAC system with having to travel to the site.

~~**ADMINISTRATION BUILDING - CHILLER WARRANTY** **$3,724**~~

This is for the extended warranty for years 2-5 for the chiller on the Administration Building. This warrant would cover the cost of replacement for the compressor for two (2) newly installed units at the Administration Building. There are three units presently, one of the three units was warrantied FY 2002-03. This completes the warranty for the units at the Administration Building.

~~**COURTHOUSE - CHILLER WARRANTY** **$5,100**~~

This is for the extended warranty for years 2-5 for the chiller on the Courthouse. This warrant would cover the cost of replacement for the compressor for two (2) newly installed units at the Courthouse (new facility).

NEW PROGRAM

CAPITAL LINE ITEM NARRATIVES

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NEW PROGRAM

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ADMINISTRATION BUILDING - CHILLER WARRANTY **$3,734**

* This is for the extended warranty for years 2-5 for the chiller on the Administration Building. This warrant would cover the cost of replacement for the compressor for two (2) newly installed units at the Administration Building. There are three units presently, one of the three units was warrantied FY 2002-03. This completes the warranty for the units at the Administration Building.

COURTHOUSE - CHILLER WARRANTY **$5,100**

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New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GENERAL
Organization # 111300 Organization Title: BUILDING SERVICES
Program # 3 Program Title: CUSTODIAL

Object Code	Expenditure Classification	Total 2003 - 2004 Requested	
	Personnel		
510100	Salaries # 4	~~44,000.~~	70,896
510300	Part Time #		
511112	FICA Cost	~~6,420.~~	5,424
511113	State Retirement	~~5,754~~	4,856
511114	Police Retirement		
511120	Insurance Fund Contribution # 4	~~24,000.~~	23,040
511130	Workers Compensation	~~3,167.~~	3,167
511131	S.C. Unemployment		
	*** Total Personnel**	~~123,349~~	107,383
	Operating Expenses		
520100	Contracted maintenance		
520200	Contracted Services		
520300	Professional Services		
520400	Advertising		
521000	Office Supplies	10.	
521100	Duplicating	5.	
521200	Operating Supplies		
522100	Equipment Repairs & Maintenance		
522200	Small Equipment Repairs & Maint.		
522300	Vehicle Repairs & Maintenance		
523000	Land Rental		
524000	Building Insurance		
524100	Vehicle Insurance #		
524101	Comprehensive Insurance #		
524201	General Tort Liability Insurance	248.	
524202	Surety Bonds		
525000	Telephone		
525100	Postage		
525210	Conference & Meeting Expenses		
525220	Employee Training		
525230	Subscriptions, Dues, & Books		
525___	Utilities -		
525400	Gas, Fuel, & Oil		
525600	Uniforms & Clothing	700.	
526500	Licenses & Permits		
	*** Total Operating**	963.	
	**** Total Personnel & Operating**	~~124,310~~	108,346
	**** Total Capital (From Section III)**		
	***** Total Budget Appropriation**		108,346

Custodial Staffing

Supervisor - Claudietta Davis
Assistant - Joyce Hunter

DSS	General	Health Departments	Libraries
Etheredge, Patricia	Cook, Marian	Wise, Louise	Byrd, Martha
	* Corder, Janet		Gammons, Diane
	Dennis, Corine		Isaac, Thelma
	Kennedy, Steven		
	Smith, Gloria		
	Summer, Janice		

** Janet Corder cleans the Swansea Service Center two (2) days per week and the Batesburg Health Center three (3) days per week.*

DSS Custodial - One (1) person assigned - 30,180 sq. ft. - Personnel assigned to this area clean the Department of Social Services buildings on Gibson Road and the Maxway Building on West Main Street.

General Custodial - Eight (8) persons assigned - (127,761 sq. ft./ Approx. 16,000 per employee) - Personnel assigned to this area clean building in and around the main campus complex to include but not limited to the Administration Building, Auxiliary Administration Building, Courthouse, Courthouse Annex, Swansea Service Center and they fill in other areas as needed.

Health Department Custodial - One (1) persons assigned - (18,265 sq. ft) - Personnel assigned to this area clean the West Columbia Health Center.

Libraries - Three (3) persons assigned plus one (1) trusty - (93,100 sq. ft. / Approx.23,275 per employee) - Personnel assigned to this area clean the Irmo Library, Lexington Library and the West Columbia Library. The Lexington Library also is the headquarters for the library systems and uses a trusty from the Lexington County Detention Center daily to assist with the cleaning responsibilities.

In 2001, the Amick House, Custodial Building and the Memorial Building were abandoned in preparation for the new Administration and Courthouse complex additions and the Auxiliary Administration Building was added to give temporary housing for those building being demolished or sold. With the addition of the Auxiliary Administration Building and the demolition of the three above mentioned buildings, there was an additional 34,095 square feet of building space added which require cleaning. Additionally as construction begins on the new Courthouse and the addition to the Administration Building, there will be an additional 88,076 sq. ft. of space added for the Courthouse and 33,440 sq. ft. of space for the Administration Building for a total addition of 121,516 sq. feet of added space which will require cleaning.

With the addition of the Auxiliary Administration Building and the additions of the new buildings in the complex there will be 155,611 sq. feet of spaced which will require cleaning in the next three (3) years. Based on the average square footage being cleaned presently by the 13 personnel, we will require an additional nine (9) persons to clean the addition space bringing the custodial staff to a total of 22 personnel.

The additional personnel will be brought in at the current rate of pay for custodial staff. There should not be a need for additional supervisors and should in fact allow the working supervisor the opportunity to fill in as needed much easier should one of the staff be absent for any reason.

This year we are asking for four (4) custodial positions of the total of ten (10) which will be required to maintain the building.

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GENERAL
Organization # 111300 Organization Title: BUILDING SERVICES
Program # 4 Program Title: BUILDING MAINTENANCE

Object Code	Expenditure Classification	Total 2003 - 2004 Requested	
	Personnel		
510100	Salaries # 2	~~61,046~~	53,830
510300	Part Time #		
511112	FICA Cost	~~4,670~~	4,041
511113	State Retirement	~~4,182~~	3,681
511114	Police Retirement		
511120	Insurance Fund Contribution # 2	~~12,000~~	11,520
511130	Workers Compensation	~~8,994~~	5,674
511131	S.C. Unemployment		
	*** Total Personnel**	~~90,872~~	78,752
	Operating Expenses		
520100	Contracted maintenance		
520200	Contracted Services		
520300	Professional Services		
520400	Advertising		
521000	Office Supplies	10	
521100	Duplicating	5	
521200	Operating Supplies		
522100	Equipment Repairs & Maintenance		
522200	Small Equipment Repairs & Maint.	~~1200~~	
522300	Vehicle Repairs & Maintenance	1200	
523000	Land Rental		
524000	Building Insurance		
524100	Vehicle Insurance # 2	1300	
524101	Comprehensive Insurance #		
524201	General Tort Liability Insurance	566	
524202	Surety Bonds		
525030	800 MHz RADIO	1360	
525031	800 MHz RADIO MAINT	240	
525100	Postage		
525210	Conference & Meeting Expenses		
525220	Employee Training		
525230	Subscriptions, Dues, & Books		
525	Utilities -		
525400	Gas, Fuel, & Oil	2800	
525600	Uniforms & Clothing	800	
526500	Licenses & Permits		
	*** Total Operating**	8281	
	**** Total Personnel & Operating**	~~99,153~~	87,033
	**** Total Capital (From Section III)**	61,500	
	***** Total Budget Appropriation**	~~160,653~~	148,533

New Program
Section III

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GENERAL
Organization # 111300 Organization Title: BUILDING SERVICES
Program # 4 Program Title: BUILDING MAINTENANCE

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
1	SMALL TOOLS & EQUIPMENT	7500.
2	SERVICE TRUCKS (3/4 TON w/Utility Bed)	54,000

** Total Capital (Transfer Total to Section I and II) 61,500

Building Maintenance
Additional Personnel

Proposed Grade: Grade 9
Proposed New Positions: Two (2)

In 1996, Building Services added one new position to assist with the maintenance of the buildings being built by the County of Lexington. Over the course of the last six (6) years, the county has begun an extensive building program.

Fire Service:	Two (2) new fire stations, fire training facility, and a burn training facility.
Sheriff's Department:	South Region Headquarters, West Region Headquarters, North Region Headquarters, Lake Murray facility, helicopter building have been added.
Library System:	Six (6) library buildings have been constructed adding additional square footage to the new building over what was in the previous building.
Coroner:	New building located behind DSS on Gibson Road.
Public Works:	The administrative area of Public Works was enlarged.
Fleet Services:	New office area constructed and the former area was renovated to house a new bay.
Landfill:	Several new building have been added.

During the past year, we have seen the need for better environmental upkeep on the interior of buildings as evidenced by the mitigation of the mold at the Courthouse and the Courthouse Annex. Air quality has become a priority. Changing filters, repairing plumbing leaks, and cleaning areas during sewage issues have become a demanding task to alleviate moisture problems and environmental concerns.

Additionally, Building Services in being called upon to renovate areas as additional personnel are added by the various departments. Now that construction has begun on the new Courthouse and the addition to the Administration Building, it will become necessary to have maintenance personnel available to assist with the additional square footage being added for these two (2) building.

Many of our building are starting to age and with age comes the requirement for added repairs and maintenance to keep the building fully operational. Furthermore, requirements for water saving devices have seen new building being built that have more sensitive plumbing fixtures. This often requires multiple calls to a building should water pressure be lost to the building in order to flush trash out of valves.

As we build building in the outlying areas, travel time must be factored into the equation in order to maintain the buildings. Due to the limited staff, many times personnel are required to leave a job on one side of the county in order to handle an emergency on the other side of the county. We have seen this quiet often in recent years.

Two additional personnel at this time will allow this department ample time to concentrate on providing better services in a more timely manner. As we complete the Courthouse, the Administration Building addition, and construct the new facilities that will replace the facilities on Harbison Boulevard new personnel will be required to keep up with the addition of these spaces.

LEXINGTON COUNTY
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FINANCE DEPT

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: General Services
Organization: 111310 - Security Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 1	25,044	14,504	30,261	30,261		
510200	Overtime	21	22	22	200		
511112	FICA Cost	1,889	1,102	2,310	2315		
511114	Police Retirement	2,682	1,554	3,230	3338		
511120	Insurance Fund Contribution - 1	4,200	2,800	5,600	6000		
511130	Workers Compensation	875	507	1,043	1056		
	*** Total Personnel**	**34,711**	**20,489**	**42,466**	43,170		
	Operating Expenses						
521000	Office Supplies	34	0	100	100		
521200	Operating Supplies	0	0	75	75		
521208	Police Supplies	0	0	200	200		
521401	Infectious Disease Control Supplies	0	4	50	50		
524201	General Tort Liability Insurance	535	238	476	595		
524202	Surety Bonds	0	0	6	0		
525000	Telephone	268	139	355	355		
525010	Long Distance Charges	3	4	20	20		
525020	Pager and Cell Phones	105	53	105	705		
525030	800 MHz Radio Service Charges - 1	494	247	563	563		
525031	800 MHz Radio Maintenance Contracts - 1	0	0	90	90		
525210	Conference & Meeting Expenses	0	0	400	400		
525230	Subscriptions, Dues, & Books	30	0	40	40		
525240	Personal Mileage Reimbursement	0	0	50	50		
525600	Uniforms & Clothing	555	126	500	500		
	*** Total Operating**	**2,024**	**811**	**3,030**	3,743		
	**** Total Personnel & Operating**	**36,735**	**21,300**	**45,496**	46,913		
	Capital						
540000	Small Tools and Minor Equipment: (1) Nextel Telephone	0	0	100	345.00		
	**** Total Capital**	**0**	**0**	**100**	455.00		

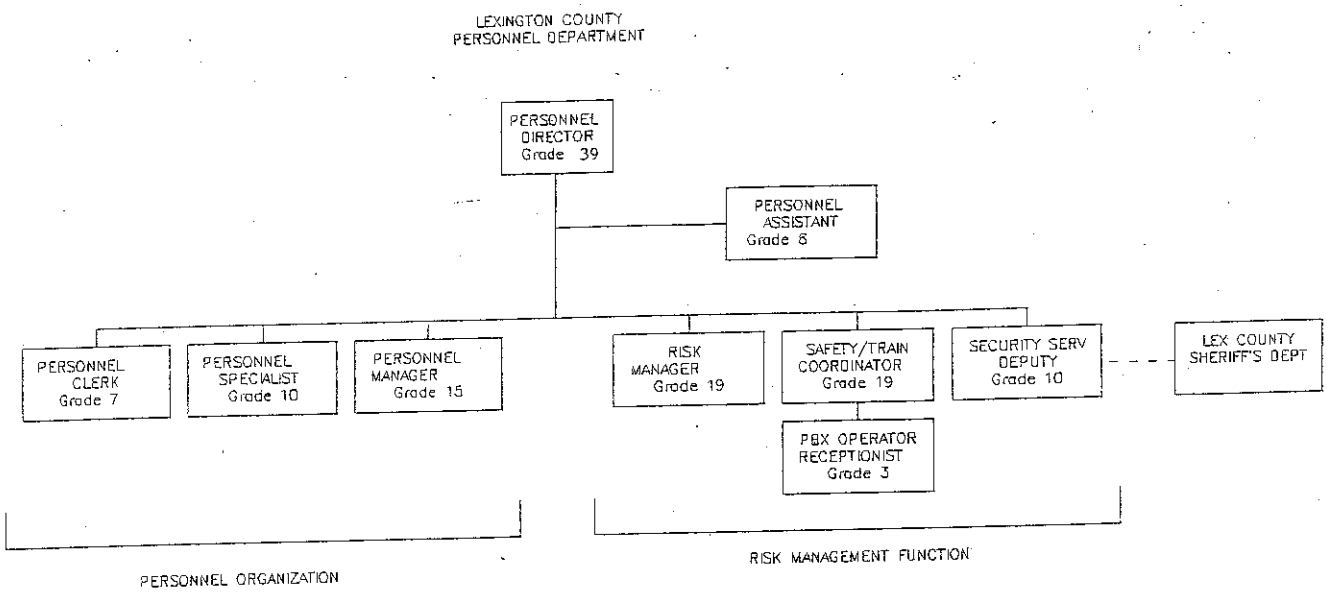
540010 - Minor Software Upgrade for Windows 2000 — 140.00

***** Total Budget Appropriation**	**36,735**	**21,300**	**45,596**	47,398	

17-1

SECTION VI. A. - PERSONNEL LINE ITEM NARRATIVES

ORGANIZATIONAL CHART



510100 - SALARIES **$30,261**

Current salary for one position.

510200 - OVERTIME **$200**

511112 - FICA COST **$2,315**

Employer's portion 7.65%.

511114 - POLICE RETIREMENT **$3,338**

Employer's portion 10.70%.

SECTION IV. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration Building Campus Security, Risk Management and Threat Assessment

Program I: Administration Building Campus Security, Risk Management and Threat Assessment

Objectives:

The purpose of this program is to enhance the security of the Administration Building campus, to include the Administration Building and adjacent parking lots. A commissioned deputy is assigned to patrol these areas during normal working hours, as well as providing security for public meetings as needed, and enhancing security for significant monetary transactions on County property. The Security Services deputy is a member of County Threat Assessment Team to include conducting threat assessments of property to include interviews and surveys of employees. The position is also responsible for interaction with the public by answering questions and directing citizens to the appropriate County offices.

SECTION IV. A. - LISTING OF POSITIONS

Current Staffing Level:

		Full Time Equivalent			
Job Title	Positions	General Fund	Other Fund	Total	Grade
Deputy	1	1		1	10
Total Positions	1	1		1	

(Position covered by health insurance, account #511120)

SECTION IV. C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(1) Office Phone

(1) Phone Line for Fax Machine

(1) Pager for Deputy

(1) 800 MHZ Radio

511120 - INSURANCE FUND CONTRIBUTION $6,000

Employer's portion @ 6,000 per employee annually.

511130 - WORKER'S COMPENSATION $1,056

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES $100

Miscellaneous disposable types of office supplies such as paper, pens, etc.

521200 - OPERATING SUPPLIES $75

NCR reports (Incident, Investigative, Supplemental, etc.), citation books, warning ticket books, handicapped parking ticket books and the like.

521208 - POLICE SUPPLIES $200

OC spray, ammunition batteries (flashlight, radio, etc.)

521401 - INFECTIOUS DISEASE CONTROL SUPPLIES $50

524201 - GENERAL TORT LIABILITY INSURANCE $595

525000 - TELEPHONE $355

One phone line with voice mail.

525010 - LONG DISTANCE CHARGES $20

525020 - PAGER AND CELL PHONES $105 + $600 =$705

Monthly fees for one digitial pager. ($105)
Nextel Digital Phone Service (@$50 x 12 months = $600)

525030 - 800 MHZ RADIO SERVICE CHARGES $563

Radio service fee for users.

525031 - 800 MHZ MAINTENANCE CONTRACT $90

525210 - CONFERENCE AND MEETING EXPENSES $400

SCLEOA Conference ($200-$350)
Crime Prevention/Risk Management Training

525230 - SUBSCRIPTIONS, DUES & BOOKS **$40**

SCLEOA membership ($30 annual dues)
Misc. Books/Publications

525240 - PERSONAL MILEAGE REIMBURSEMENT **$50**

This position is not assigned a personal vehicle. While access to a County motor pool vehicle is available, this account would cover any miscellaneous travel expenses.

525600 - UNIFORMS & CLOTHING **$500**

Uniform for one officer.

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **$345**

Citation pad/report pad holder(s); miscellaneous equipment. $100.00

(1) NEXTEL telephone with basic accessories. $245.00
- i160cPhone = 149.99
- Phone Holster = 8.25
- Desk Charger = 45.61
- Battery = 37.31
TOTAL **$241.16**

540010 - MINOR SOFTWARE **$140**

Software upgrade for Windows 2000.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Law Enforcement
Organization: 111320 - Code Enforcement Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 5	0	0	0	158,573		
519901	Salaries & Wages Adjustment Acct.	0	0	0	4,757		
510101	State Supplement	0	0	0	0		
510199	Special Overtime	0	0	0	292		
510200	Overtime	0	0	0	285		
510300	Part Time - 0	0	0	0	0		
511112	FICA Cost	0	0	0	12,326		
511113	State Retirement				6,550		
511114	Police Retirement				7,308		
511120	Insurance Fund Contribution - 5				28,800		
511130	Workers Compensation				4,728		
511213	State Retirement - Retiree				0		
511214	Police Retirement - Retiree				0		
515600	Clothing Allowance	0	0	0	0		
	*** Total Personnel**	**0**	**0**	**0**	**223,619**	**0**	**0**
	Operating Expenses						
521000	Office Supplies	0	0	0	600		
521100	Duplicating	0	0	0	324		
521200	Operating Supplies	0	0	0	500		
521208	Police Supplies	0	0	0	400		
522200	Small Equipment Repairs	0	0	0	500		
522300	Vehicle Repairs and Maintenance	0	0	0	4,000		
524100	Vehicle Insurance - 5 - 1 of 5 at 1/2 year	0	0	0	2,925		
524201	General Tort Liability Insurance	0	0	0	2,159		
525000	Telephone	0	0	0	720		
525010	Long Distance	0	0	0	200		
525020	Pagers and Cell Phones	0	0	0	473		
525030	800 MHz Radio Service Charges -5	0	0	0	3,159		
525031	800 MHz Radio Maintenance Contracts	0	0	0	612		
525210	Conference & Meeting Expenses	0	0	0	3,500		
525230	Subscriptions, Dues & Books	0	0	0	500		
525400	Gas, Fuel & Oil	0	0	0	2,206		
525600	Uniforms & Clothing	0	0	0	3,000		
	*** Total Operating**	**0**	**0**	**0**	**25,778**	**0**	**0**
	****Total Personnel & Operating**	**0**	**0**	**0**	**249,397**	**0**	**0**
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	500		
5A4	(2) Unmarked Vehicles With Equipment				48,292		
5A4	(4) Digital Cameras with Cases				3,120		
549904	Capital Contingency	0	0	0	0		
	**** Total Capital**	**0**	**0**	**0**	**51,912**	**0**	**0**
	***** Total Budget Appropriation**	**0**	**0**	**0**	**301,309**	**0**	**0**

Section III

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GF/County Ordinary

Organization # 111320 Organization Title: Code Enforcement Services

Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	SMALL TOOLS & MINOR EQUIPMENT	500
2	UNMARKED VEHICLES WITH EQUIPMENT	48,292
4	DIGITAL CAMERAS WITH CASES	3,120

**** Total Capital (Transfer Total to Section I and II)** **51,912**

SECTION IV. – PROGRAM OVERVIEW

Code Enforcement enforces the county codes and ordinances. The enforcement of these codes and ordinances aids in maintaining the beautification and overall quality of life for the citizens of Lexington County.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Code Enforcement Services:					
Deputy Patrol	2	2	0	2	12
Code Enforcement Officer	2	2	0	2	10
Administrative Assist.	1	1	0	1	8
Totals	5	5	0	5	

18-2-B

1	1000-111320	19985		98 Blazer	U		Michele Horton	Yes
1	1000-111320	24103	2002	Ford Taurus	U		K Bush	Yes
1	1000-111320	24104	2002	Ford Taurus	U		B Crapps	Yes
1	1000-111320	20118	98	Ford Crown Victoria	U	2FAFP71W1WX136249	Mark Browder	Yes
4								

3	Liability
0	Comprehensive
0	Boat Insurance
0	Aircraft Insurance
0	Not Insured

18-2-C

SECTION IV. C. – LISTING OF TELECOMMUNICATIONS

A detailed list is provided at the end of the budget document. The detailed list is not shown in this section due to the confidential nature of law enforcement.

Telephones	5
Cell Phones	0
Pagers	4
Radios	5

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES — **$600**

The major expenditures in this account are folders, pens, laser printer cartridges etc. required for preparation of case files. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

521100 – DUPLICATING — **$324**

Case files, investigative reports and other materials applying to on going investigations. The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

521200 - OPERATING SUPPLIES — **$500**

The majority of this account must pay for building cases using tickets, reports, film and film processing for evidence purposes in order to try cases in court.

521208 - POLICE SUPPLIES — **$400**

The deputies must be supplied with certain items such as flashlights, batteries, handcuffs, summons books, holders, etc. to perform their daily job duties. Some of these supplies are disposable such as OC spray, gloves, batteries and must be replaced quarterly.

522200 - SMALL EQUIPMENT REPAIRS — **$500**

Computers are a large expense in this account - case building is accomplished using photo evidence and written documentation requiring printing on laser printers which are a major cost factor due to high volume of cases. Computers and printers must be serviced regularly.

522300 - VEHICLE REPAIRS & MAINTENANCE — **$4,000**

This account is used to pay for repairs and services necessary to keep the fleet of vehicles on the road. The amount budgeted is based on the projected expenditures for current fiscal year. The amount budgeted is based on 7-month average with projection on average for 5 remaining months.

524100 - VEHICLE INSURANCE — **$2,925**

4 @ $650.00 each
1 Additional Vehicle Requested @ $325

524201 - GENERAL TORT LIABILITY INSURANCE — **$2,159**

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is calculated as follows:

Law Enforcement	$535.50	4 Positions	$2,142
Clerical	$ 17	1	$ 17

These numbers are based on a Position Budget Report dated 02/07/02.

525000 -TELEPHONE **$720**

Dedicated telephone lines are required for case purposes and for immediate contact. The budget amount is based on first six months actual cost and estimating the same for the remaining six months.

525010 - LONG DISTANCE **$200**

Investigators make numerous long distance calls daily to obtain information on a case. The budget amount is based on first six months actual cost and estimating the same for the remaining six months.

525020 – PAGERS AND CELL PHONES **$473**

Pagers and cell telephones are required for immediate contact for security purposes. Mobile telephones are required for immediate response when emergencies occur. See telecommunication equipment listing for identification detail and schedule of charges for amount detail. The budgeted amount also includes a contingency for lost pager fees and roaming and long distance charges for cell telephones.

Pagers 4 @ $8.73 month	$420
Lost Pagers 1 @ $52.50	$ 53

525030 – 800 MHz RADIO SERVICE CHARGES **$3,159**

Required for communication.

5 Radios at $52.64 per month x 12 months = $3,159

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **$612**

800 MHz radios are required for communications.

5 Radios – estimated maintenance costs prorated across all radios is $122.31 per radio = $612

525210 - CONFERENCE & MEETING EXPENSES **$3,500**

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. These include: Class I enforcement personnel (40 hours/ 3 years). This reflects our in-house training needs required by law to provide to our personnel. The academy does not teach these courses, and in many cases, we must send people outside the county for training so that they may maintain their certification and acquire advancement in technical fields, which are changing rapidly in the law enforcement. Training seminars requested during the year may vary as they are offered

525230 - SUBSCRIPTIONS, DUES & BOOKS **$500**

Membership Dues for SCLEOA allows Class I officers to benefit from conference and training workshops for certification and specialized training skills. Legal updates, technical magazine reference materials, the SC Code of Laws must be ordered to provide up to date legal assistance to prevent litigation and to assist in case trials.

525400 - GAS, FUEL & OIL **$2,206**

This account includes all fuel, oils, and fluids used in all vehicles, trucks, tractors, etc. that are used by the Sheriff's Department. 2005.30 gasoline x $1.10 per gallon = $2,205.83. Therefore amount requested is $2,206. These figures are from Fleet Services' records for total number of gallons used Jan. 01, 02 – Dec 31, 02.

525600 - UNIFORMS & CLOTHING **$3,000**

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will be purchased if funds are available. Costs included in this budget amount include leather gear and body armor. Some of our body armor will be funded by a body armor grant.

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 Small Tools & Minor Equipment — **$500**

There are always items that must be classified as small tools & minor equipment that need to be purchased during the year. These items are most always replacement items and are replaced only if broken. The items to be purchased is not known at this time.

5A4 (2) Unmarked Vehicles with Equipment — **$48,292**

Replacement marked vehicles needed as per Fleet Services Manager. Below is an itemized list of all equipment needed for the vehicles. All replacement vehicles now include a laptop for the new field reporting system.

1 S-10 Blazer 4WD	$21,000
1 Taurus	$15,200
2 Laptops	$7,000
2 Printers	$600
2 Software	$1,200
2 Mount for Laptop	$800
2 Install for Laptop Mount	$100
2 Fire Extinguisher	$86
2 Pedestal Mount	$84
2 3 Hole Power Outlet	$38
2 Headlight Flashers	$138
2 100 Watt Siren Speaker	$486
2 4 Switch Assembly	$100
2 100 Watt Siren Amplifier	$252
2 4 Corner Strobe System	$456
2 Flatlighter Visor Mount Strobe	$252
2 Emergency Equip Install	$500

5A4 (4) Digital Cameras with Cases — **$3,120**

Digital Cameras are needed to record pictures of evidence as it relates to Code Enforcement.
4 cameras with cases are estimated at $780 each.

LEXINGTON COUNTY
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Section I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-2004

Fund: 1000
Division: General Services
Organization: 111400 - Fleet Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend (Dec)	2002-03 Amended (Dec)	2002-03 Requested	BUDGET 2003-04 Recommended	2003-04 Approved
	PERSONNEL						
510100	Salaries & Wages - 15	509,722	249,659	520,672	534,792		
510200	Overtime	2,802	934	934	2,000		
511112	Fica Cost	37,652	18,187	39,720	41,093		
511113	State Retirement	34,278	15,991	35,566	45,258		
511120	Insurance Fund Contribution - 15	63,000	42,000	84,000	90,000		
511130	Worker's Compensation	15,576	7,607	15,367	19,418		
511213	State Retirement - Retiree	830	1,174	-	-		
***TOTAL PERSONNEL**		**663,860**	**335,552**	**696,259**	**732,561**		
OPERATING EXPENSES							
520302	Drug Testing	-	-	372	372		
520702	Technical Currency & Support	4,944	10,796	10,796	11,760		
521000	Office Supplies	975	478	1,500	1,500		
521100	Duplicating Supplies	460	212	350	400		
521200	Operating Supplies	7,340	3,455	7,500	8,000		
522000	Building Repairs & Maint	3,450	-	-	-		
522200	Small Equipment Repairs & Maint.	4,137	5,044	7,000	8,600		
522300	Vehicle Repairs & Maint.	5,790	3,922	7,500	9,500		
523200	Equipment Rental	2,546	912	2,924	3,032		
524000	Building Insurance	1,797	-	1,852	2,247		
524100	Vehicle Insurance - 8	4,160	2,080	4,160	5,200		
524201	General Tort Liability Ins.	1,045	465	931	4,137		
524202	Surety Bonds	-	-	97	-		
524900	Data Processing Equip. Ins.	56	-	56	56		
525000	Telephone	8,638	4,468	7,670	7,670		
525010	Long Distance Charges	444	246	360	360		
525020	Pagers & Cell Phones	1,447	621	2,048	2,022		
525030	800Mhz Radio Svc. Charges - 11	4,625	2,215	5,103	6,253		
525031	800Mhz Radio Maint. Charges - 11	789	818	810	990		
525210	Conference & Meeting Expenses	816	195	382	~~1,021~~ 5821		
525220	Employee Training	-	-	-	~~4,000~~		
525230	Subscriptions, Dues & Books	352	60	125	400		
525306	Utilities - Fleet Services	12,510	6,958	19,000	25,000		
525400	Gas, Fuel, & Oil	6,437	3,793	7,568	8,325		
525600	Uniforms & Clothing	2,454	2,687	2,705	2,705		
526500	Licenses & Permits	400	400	400	400		
527040	Outside Personnel (Temporary)	2,115	1,096	1,175	-		
***TOTAL OPERATING**		**77,727**	**50,921**	**92,384**	**114,750**		
***TOTAL PERSONNEL & OPERATING**		**741,587**	**386,473**	**788,643**	**847,311**		
CAPITAL							
540000	Small Tools & Minor Equipment:	1,955	983	2,500	3,000		
540010	Minor Software	-	-	2,903	200		
	All Other Equipment	27,775	25,689	47,490	16,074		
****TOTAL CAPITAL**		**29,730**	**26,672**	**52,893**	**19,274**		
****TOTAL BUDGET APPROPRIATION**		**771,317**	**413,145**	**841,536**	**866,585**		

Section II

COUNTY OF LEXINGTON
Existing Departmental Program Request
Fiscal Year - 2003-2004

Fund# 1000 **Fund Title: General**
Organization # 111400 **Organization Title: Fleet Services**

Object Code	Expenditure Classification	Program 1 Admin.	Program 2 Sedans Lt. Trks.	Program 3 HD. Trks. Equip.	Program 4 Emer. Veh.	Total 2002-2003 Requested
Personnel						
510100	Salaries -15	109,784	177,382	134,872	112,754	534,792
510200	Overtime	-	-	-	2,000	2,000
510300	Part Time	-	-	-	-	0
511112	Fica Cost	8,399	13,750	10,318	8,626	41,093
511113	State Retirement	7,520	12,150	9,238	16,350	45,258
511120	Ins. Fund Contribution -15	18,000	30,000	24,000	18,000	90,000
511130	Worker's Compensation	3,565	6,617	5,031	4,205	19,418
***Total Personnel**		**147,268**	**239,899**	**183,459**	**161,935**	**732,561**
Operating Expenses						
520302	Drug Testing	0	186	124	62	372
520702	Technical Currency & Support	11,760	0	0	0	11,760
521000	Office Supplies	1,500	0	0	0	1,500
521100	Duplicating Supplies	400	0	0	0	400
521200	Operating Supplies	0	3,500	3,500	1,000	8,000
522200	Small Equip. Repairs & Maint.	4,000	2,500	1,600	500	8,600
522300	Vehicle Repairs & Maint.	600	400	5,400	3,100	9,500
523200	Equipment Rental	0	1,516	1,516	0	3,032
524000	Building Insurance	2,247	0	0	0	2,247
524100	Vehicle Insurance -8	650	650	1,950	1,950	5,200
524201	General Tort Liab. Ins.	458	1,415	1,415	849	4,137
524900	Data Processing Equip. Ins.	56	0	0	0	56
525000	Telephone	7,670	0	0	0	7,670
525010	Long Distance Charges	360	0	0	0	360
525020	Pagers & Cell Phones	1,207	0	105	710	2,022
525030	800Mhz Radio Charges-11	1,953	0	2,498	1,802	6,253
525031	800Mhz Radio Maint. Charges-11	270	0	450	270	990
525210	Conference & Meeting Exp.	1,821	0	0	0	1,821
525220	Employee Training	1,000	1,000	1,000	1,000	4,000
525230	Subscriptions, Dues, & Books	400	0	0	0	400
525306	Utilities - Fleet Services	25,000	0	0	0	25,000
525400	Gas, Fuel, & Oil	750	300	2,950	4,325	8,325
525600	Uniforms & Clothing	296	625	974	810	2,705
526500	Licenses & Permits	400	0	0	0	400
***Total Operating**		**62,798**	**12,092**	**23,482**	**16,378**	**114,750**
***Total Personnel & Operating**		**210,066**	**251,991**	**206,941**	**178,313**	**847,311**
Capital		**3,200**	**8,386**	**500**	**3,988**	**16,074**
540000	Small Tools & Minor Equipment:	0	-	-	3,000	3,000
540010	Minor Software	200	-	-	-	200
****Total Capital**		**3,400**	**8,386**	**500**	**6,988**	**19,274**
***Total Budget Requested**		**213,266**	**260,377**	**207,441**	**182,301**	**866,585**

Section III

County of Lexington
Capital Item Summary
Fiscal Year - 2003-2004

Fund# 1000 **Fund Title: General**
Organization# 111400 **Organization Title: Fleet Services**

Program I **Program Title: Administration/Fuel Control**

Qty / Amount	ITEM DESCRIPTION	Budget 2002-2003 Requested
2	Red Jacket 1 1/2 HP Submersible Pumps with Vaccum Breakers	3,200
4	Online Internal Forms Completion - Adobe Licenses	200

Program II **Program Title: Sedans and Light Trucks**

Qty / Amount	ITEM DESCRIPTION	
1	Ammco Model 4000 Brake Lathe	6,961
1	Automobile/Light Truck Transmission Jack	575
2	Oil Dispensing Nozzles	850

Program III **Program Title: Heavy Duty Trucks and Yellow Equipment**

Qty / Amount	ITEM DESCRIPTION	
1	Porta-Power Unit	500

Program IV **Program Title: Emergency Vehicles**

Qty / Amount	ITEM DESCRIPTION	
1	Ruggedized Laptop Computer	3,988

Small Tools & Minor Equipment 3,000

****Total Capital (Transfer Total to Section I and II)** **19,274**

SECTION IV. – PROGRAM OVERVIEW

Summary of Programs:

Program I	-	**Administration / Fuel Control**
Program II	-	**Sedans and Light Trucks**
Program III	-	**Heavy Duty Trucks and Yellow Equipment**
Program IV	-	**Emergency Vehicles**

Program I: Administration / Fuel Control

Objectives:

This program coordinates the day-to-day operations at Fleet Services. This area is also responsible for all the fuel and gasoline dispensed at the eight- (8) sites located around the county and two - (2) mobile units. Maintaining the required inventory, preparing the monthly reports, operation and maintaining leak detection devices and tank monitors at each site are a large and very important task due to the strict regulations imposed on the operation of underground storage tanks.

Program II: Sedans and Light Trucks

Objectives:

This area is responsible for repairing and maintaining our large automotive and light truck fleet. All tires, brakes, PM services, and air-conditioning are done "in house."

Program III: Heavy Duty Trucks and Yellow Equipment

Objectives:

This area is responsible for the service and repairs of our large trucks and yellow equipment. We do all the servicing and as many minor repairs as we can handle. A good deal of the repair work is sublet, due to us not being equipped to safely handle the repairs at our facility. This allows us to handle the maintenance and small repairs in a more timely manner rather than keeping our people involved that is reflected in the life we receive from our equipment. We especially strive to keep downtime to a minimum in order to keep the equipment productive.

Program IV: Emergency Vehicles

Objectives:

This program is responsible for keeping our fire apparatus services and repaired. We do this with two (2) people; one of which is dedicated only to servicing and minor repairs at the fire stations. All of our fire apparatus is serviced within six (6) month intervals, some more often. The other man is dedicated to more technical repairs as required on the fire apparatus. These repairs are done at the station as much as possible. This area provides a 24-hour on-call support for our emergency vehicles.

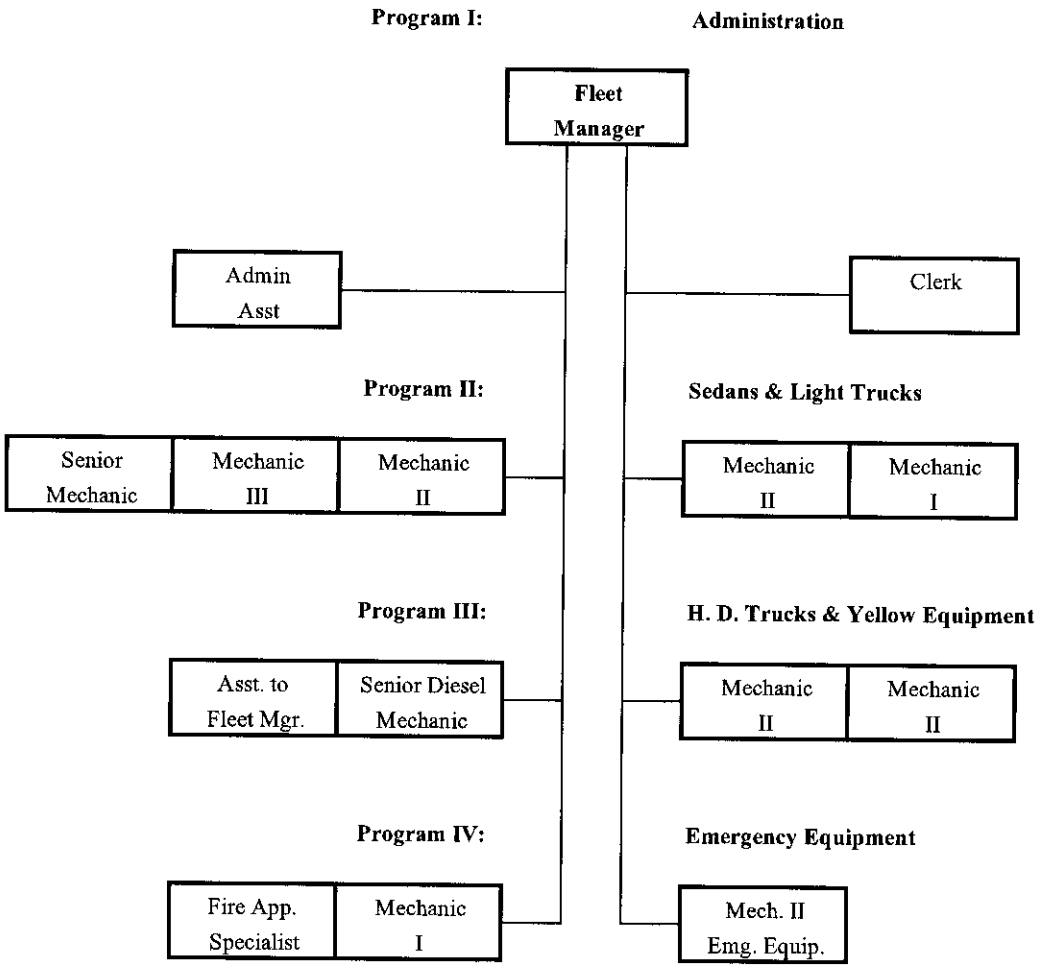
FUND 1000
FLEET SERVICES (111400)
FY 2003-2004 BUDGET REQUEST

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Full Time Equivalent Other Fund	Total With Insurance	Grade
Fleet Manager	1	1		1	20
Fire Apparatus Mechanic	1	1		1	14
Senior Mechanic	1	1		1	14
Mechanic III	1	1		1	13
Senior Diesel Mechanic	1	1		1	12
Mechanic II	4	4		4	11
Mechanic II / Emergency Equip.	1	1		1	11
Assistant to Fleet Manager	1	1		1	10
Mechanic I	2	2		2	9
Administrative Assistant I	1	1		1	4
Clerk	1	1		1	4
Total Positions	15	15		15	

SECTION IV. A. ORGANIZATIONAL CHART



Fund: 1000
Division: General Services
Organization: 111400 - Fleet Services

SECTION IV B - PROGRAM OVERVIEW

Department: Fleet Services
Department No: 1114
Program / Activity: Administration

Vehicle #	Description	Assigned	Vehicle Repair 522300	Vehicle Insurance 524100	Gas, Fuel Oil 525400	Total
21057	1999 Ford Crown Vic.	Ellis Gammons	600	650	750	2,000

Department: Fleet Services
Department No: 1114
Program / Activity: Sedans / Light Trucks

Vehicle #	Description	Assigned	522300	524100	525400	Total
19333	1998 Chevrolet Pickup	Parts Pickup	400	650	300	1,350

Department: Fleet Services
Department No: 1114
Program / Activity: H.D. Trucks / Yellow Equipment

Vehicle #	Description	Assigned	522300	524100	525400	Total
14961	1992 Ford Pickup	Asst. to Fleet Mgr.	800	650	1,014	2,464
14304	1991 Ford F-450	Mechanic II	3,800	650	611	5,061
20002	1998 Chevrolet 3500	Yellow Equip. Lub	800	650	1,325	2,775
		Totals:	5,400	1,950	2,950	10,300

Department: Fleet Services
Department No: 1114
Program / Activity: Emergency Vehicles

Vehicle #	Description	Assigned	522300	524100	525400	Total
16662	1994 Ford Svc. Truck	On-Call Mech	600	650	1,467	2,717
21779	2000 Ford F-350	Fire App. Mech.	500	650	1,667	2,817
13034	1990 Ford F-350	Fire App. Lube	2,000	650	1,191	3,841
		Totals:	3,100	1,950	4,325	9,375

SECTION IV. C. – LISTING OF TELECOMMUNICATION EQUIPMENT

Telecommunications Equipment:

(5) Office Phones
Fleet Manager
Administrative Assistant
Fuel Clerk
Asst. to the Fleet Manager
Mechanic
Modem Line

(1) Phone Line for Fax Machine

(1) Cell Phone for Fleet Manager

Nextel – Direct Connect Only

(1) Cell Phone for Fire Apparatus Spec

(4) Pagers
- Fleet Manager
- Asst. to the Fleet Manager
- Fire Apparatus Spec.
- On-Call Mechanic

(8) Modem Numbers – Fuel Master – Fuel Dispensing System
- Site 0001 – Fleet Services
- Site 0002 – Sheriff's Dept
- Site 0003 – Irmo Complex
- Site 0004 – South Congaree
- Site 0005 – Chapin Camp
- Site 0006 – Edmund Landfill
- Site 0007 – Oak Grove
- Site 0011 – Swansea Camp

(8) Modem Numbers – Veeder Root – Leak Detection System
- Site 0001 – Fleet Services
- Site 0002 – Sheriff's Dept
- Site 0003 – Irmo Complex
- Site 0004 – South Congaree
- Site 0005 – Chapin Camp
- Site 0006 – Edmund Landfill
- Site 0009 – Administration Bldg.
- Site 0011 – Swansea Camp

SECTION IV.D. – SERVICE LEVELS

Service Level Indicators	FY 2001-02 Actual	FY 2002-03 Estimated	FY 2003-04 Projected
Work Orders Processed	4,235	4,424	4,500
Gasoline Dispensed	609,540	610,000	650,000
Diesel Dispensed	308,795	323,000	330,000

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

520302 – DRUG TESTING **372**

This account will fund the cost of the mandatory drug-testing program.
6 tests @ $62.00 each = $372.00

520700 – TECHNICAL CURRENCY & SUPPORT **11,760**

This account will fund the annual support service costs related to the fleet software system we use. The support includes, but is not limited to, telephone support (toll free to us), all software updates for the coming year, special report writing that we request, company newsletters, site visits by their staff, etc. This account will also cover the costs related to support the eight (8) fixed and two (2) mobile Fuel Master units. This is a very helpful resource and it has been most beneficial to our operation.

CCG Support = $3,600.00
Fuel Master Support = $8,160
$795.00 per unit X 8 units = $6,360.00
$900.00 per unit X 2 units = $1,800.00

521000 – OFFICE SUPPLIES **1,500**

This account funds supplies used at Fleet Services such as paper, envelopes, carbon paper, paper clips, staples, pens, pencils, requisitions, central store requests, computer supplies, toner for laser printers, etc.

521100 – DUPLICATING **400**

This account is used to fund copies of requisitions, invoices, warranty information, service bulletins, etc. This request is based on actual use this year.

521200 – OPERATING SUPPLIES **8,000**

This account is used to fund small shop supplies used in the daily operation of the Fleet Services shop. These items include, but are not limited to, shop rags, nuts and bolts, fasteners, electrical connectors, body fasteners, wire, tape, wheel balancing weights, valve stems, tire plugs, brass fittings, cotter pins, set screws, oil dry, paper products, soap (hand and car washes), small batteries, etc. These items are too small to be billed back to the departments so they are all grouped under this heading. This is one of the most important accounts in the operation of Fleet Services. The costs of the supplies are steadily increasing and we are always striving to prevent any wastes where possible. We have been able to realize substantial savings by washing, drying and reusing our shop rags.

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

522200 – SMALL EQUIP. REPAIRS & MAINTENANCE **8,600**

This account is used to fund the repairs and maintenance of the shop equipment such as the wheel balancer, brake drum lathe, air tools, gasoline and diesel dispensers, submersible pumps, Fuel Master fuel dispensing system, tire machine, jacks, vehicle lifts, and air compressors. The costs of the annual tank tightness testing for the underground storage tanks are also funded from this account. Due to the fact that we provide 24 hour fueling to emergency vehicles, it is imperative we keep our systems operating. This account will fund the repairs needed for the underground hydraulic vehicle lifts. It is very important from a safety standpoint that these lifts are properly maintained.

522300 – VEHICLE REPAIRS & MAINTENANCE **9,500**

This account is used to maintain and repair the eight (8) vehicles used at Fleet Services. Due to the constant use some of these trucks receive, maintenance items such as tires, brakes, oil filters, etc. are used a lot. The three- (3) service trucks that support the emergency vehicles on a 24 hour-seven (7) days per week have accumulated miles rapidly. Due to safety and dependability reasons these trucks must be in top operating condition to provide the response required. Projected costs are as follows:

21057	1999 Ford Crown Victoria		(57,691 miles)
	Projected Mileage	25,000	
	Est. cost for services & repairs		600.00
14961	1992 Ford F-150 Pickup Truck		(141,783 miles)
	Projected Mileage	14,000	
	Est. cost for services & repairs		800.00
16662	1992 Ford Service Truck		(143,829 miles)
	Projected Mileage	18,000	
	Est. cost for services & repairs		400.00
19933	1998 Chevrolet Pickup Truck		(74,235 miles)
	Projected Mileage	7,000	
	Est. cost for services & repairs		600.00
13034	1990 Ford F-350 Service Truck		(265,842 miles)
	Projected Mileage	12,000	
	Est. cost for services & repairs		2,000.00
14304	1991 Ford F-450 Service Truck		(170,063 miles)
	Projected Mileage	12,000	
	Est. cost for services & repairs		3,800.00
20002	1998 Chevrolet 3500 Service Truck		(92,363 miles)
	Projected Mileage	35,000	
	Est. cost for services & repairs		800.00
21779	2000 Ford F-350 Service Truck		(60,366 miles)
	Projected Mileage	26,000	
	Est. cost for services & repairs		500.00

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

523200 – EQUIPMENT RENTALS **3,032**

This account funds the cost for the rental of the parts washing machine and the brake cleaning machines provided by Safety Kleen. The chemicals used in these machines are classified as hazardous waste and disposal of these chemicals is difficult and expensive. OSHA now mandates the brake-cleaning machine so we have no choice in the matter. Based on this information, it is more cost effective for us to rent these machines rather than own them. The cost of the chemicals is significant as well as the cost to dispose of them. This account also funds the costs for the rental of the Oxygen and Acetylene cylinders used in the shop. I have increased this amount to cover the annual increase that usually comes in July or August. Projected costs are:

Parts Washing Machine: 13 Services @ $129.00ea	=	$1,677.00
Brake Cleaning Machine: 8 Services @ $113.00ea	=	$ 904.00
13 Cylinders @ $35.75/mo X 12 mo. = $429.00 + $21.45 tax	=	$ 451.00

524000 – BUILDING INSURANCE **2,247**

This account funds the cost of insurance to cover the Fleet Services facility and its contents.

524100 – VEHICLE INSURANCE **5,200**

This account will cover the actual cost of the liability insurance coverage for the eight (8) vehicles assigned to Fleet Services. Anticipated costs are:

$650.00 per vehicle per year X 8 = $5,200.00

524200 – GENERAL TORT LIABILITY INSURANCE **4,137**

524900 - DATA PROCESSING EQUIPMENT INSURANCE **56**

This account will fund coverage for lightening damage and other types of damage to the computer and tank monitoring equipment.

525000 – TELEPHONE **7,670**

This account funds the cost of monthly service and equipment rentals for the twenty-eight (29) standard grade telephone lines at Fleet Services. Three (3) additional lines have been added for the Swansea fuel site and the Administration Building.

525010 – LONG DISTANCE CHARGES **360**

This account will fund the long distance calls made at Fleet Services. These calls are kept to a minimum. However, a number of vendors we deal with are out of state and we must contact them for parts and other assistance at times. We utilize toll-free numbers as much as possible.

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

525020 – PAGERS & CELL PHONES **2,022**

This account covers the cost of the cellular telephones and pagers, which are used to coordinate after hour repair request, contact wrecker services, communicate with duty officers and department heads, and keep the County Administrator advised from the scene of an incident location.

Pagers
Fleet Manager, Asst. to Fleet Manager, & Fire Apparatus Mech. (Statewide Pagers)
Duty Mechanic (Local Pager)
Pager Costs: 3 Statewide Pagers @ $8.76/mo. = $26.28 X 12 = $315.36
1 Local Pager @ $6.66/mo. X 12 = $79.92
Total Pager Costs: $396.00

Nextel
Fleet Manager Nextel Direct Connect = $39.42/mo X 12 = $474.00
Total Nextel Costs: $474.00

Cellular Telephones
Fleet Manager Basic Service + Air Time = $52.22 (projected costs) monthly X 12 = $627.00
Fire Apparatus Mechanic Basic Service + Air Time = $43.71 (projected costs) monthly X 12 = $524.52
Total Cellular Telephone Costs: $1,152.00

525030 800MHz RADIO CHARGES **6,253**

This account funds the monthly airtime service and charges for eleven (11) 800MHz radios which Neil Ellis has indicated in his listing.

525031 800MHzRADIO MAINTENANCE CHARGES **990**

This account will fund the maintenance contract costs for repairs to the eleven (11) 800MHz radios operated within Fleet Services per Neil Ellis.

525210 CONFERENCE & MEETING EXPENSE **1,821**

This account is used to fund the cost of attending the annual S.C. Governmental Fleet Managers Conference, which is held in South Carolina. This meeting is very informative and gives the opportunity to share with other fleet managers about programs we have in common. This account also funds the cost of attending the annual conference for Faster System users, which is the fleet management software we presently use. This conference is held in Norfolk, Virginia. This conference is very informative and relates to the system we use. Everyone in attendance is a user and valuable information is exchanged among participants. Lastly the Faster System's regional workshop is funded from this account, which allows two (2) staff members to attend a local workshop related to new features offered annually to our software. These workshops are close enough to drive to. Anticipated costs are:

Fleet Managers Conference
Registration - $250.00, Gasoline - $20.00, (3) Night Lodging @ $90.00 = $240.00, Per Diem - $90.00

CCG/Faster Conference
Registration - $400.00, Gasoline - $40.00, System Administrator Workshop (3rd day) - $195.00, (4) Nights Lodging @ $109.00 = $436.00, Per Diem - $120.00

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

525220 – EMPLOYEE TRAINING **4,000**

This account will fund Faster Fleet Software training and will continue the Emergency Vehicle Certifications Program.

525230 – SUBSCRIPTIONS, DUES & BOOKS **400**

This account fund the purchase of reference manuals and technical publications related to the operation of Fleet Services. Some examples are: motor, auto and truck repair manuals, motor service magazines, and manufacturers repair manuals such as: Motor Auto Repair Manual, NADA used car guides, Motor Service Magazine, SCGFMA dues.

525306 – UTILITIES – FLEET SERVICES **25,000**

This request is based on the actual costs of the 2002 – 2003 year.

525400 – GAS, FUEL & OIL **8,325**

This account funds the costs of fuel and oil for the eight (8) vehicles operated by Fleet Services. Five (5) of these trucks cover the county daily and two (2) go 24-hours, seven (7) days a week. Anticipated costs are:

(4) Gasoline vehicles
Projected gallons of gas – 3,280
3,280 gals @ $1.10 = $3,608.00

(4) Diesel vehicles
Projected gallons of gas – 4,288
4,288 gals @ $1.10 = $4,717.00

525600 – UNIFORMS AND CLOTHING **2,705**

This account fund the replacement costs for the uniforms, steel toe safety shoes, and jackets used by the staff at Fleet Services. Due to the severe demands put on this clothing, which requires frequent laundering, these clothes barely last from year to year. Since the steel-toed shoes have been required, we have not had any foot related injuries to the staff at Fleet Services. By having our employees in proper uniform, we produce a good image when out in public. Prices are projected as follows:

60 work type uniform shirts @ $8.25ea = $495.00
60 work type trousers @ $9.50ea = $570.00
120 name & division labels @ $0.70ea = $84.00
12 pairs of safety shoes @ $90.00ea = $1,080.00
2 pairs ladies safety shoes @ $49.00ea = $98.00
12 work type jackets @ $18.75ea = $225.00
3 coveralls @ $51.00ea = $153.00

526500 – LICENSES AND PERMITS **400**

This account funds the costs of the underground storage tank registration fees required each year for the four (4) tanks at Fleet Services. The present charge is $100.00 per tank. The following listed accounts are also charged each year:

Fire Service	(1 tank) – 1000-131500-526500 - $100.00
Solid Waste	(1 tank) – 1000-571000-526500 - $100.00
PW Transportation	(2 tanks) - 1000-121300-526500 - $200.00
Sheriff's Department	(2 tanks) – 1000-151200-526500 - $200.00

SECTION VI. C. – CAPITAL LINE ITEM NARRATIVE
CAPITAL REQUEST

Program I: Administration / Fuel Control

(2) RED JACKET ½ hp SUBMERSIBLE PUMPS WITH VACCUM BREAKERS 3,200

This request will fund the replacement of the two submersible pumps located at Fleet Services gasoline and diesel underground tanks. We have had some difficulty recently with these pumps and the vendor made a temporary repair with the understanding they needed to be replaced due to the fact the pumps are no longer made and no parts are available. This site is one of our busiest and central sites. All of our diesel fuel is supplied from these tanks.

MINOR SOFTWARE

(4) ONLINE INTERNAL FORMS COMPLETIONS – ADOBE LICENSES 200

This request will fund the ability to prepare inter-office forms.

Program II: Sedans and Light Trucks

(1) AMMCO MODEL 4000 BRAKE LATHE 6,961

This request will replace the existing 20-year-old machine. We had to make several major repairs recently to this machine and we have been advised we have no choice but to replace it due to the wear on it. We average turning ten drums / rotors daily that would average 2,400 per year and after twenty years we have machined 48,000 drums / rotors. The average cost of subletting work is $10.00 per drum / rotor. This machine is one of the most used pieces of equipment in our shop.

AUTOMOBILE / LIGHT TRUCK TRANSMISSION JACK 575

This request will fund the replacement of the existing jack we have. This jack is approximately 15 years old and has been repaired many times. This jack is used under the vehicle lifts to remove transmissions, axle housings, transfer cases, etc., while the vehicle is up on a lift in the shop. This is an important tool to safely assist the mechanics removing components from vehicles.

(2) OIL DISPENSING NOZZLES 850

This request will fund the replacement of two of the six nozzles we use at Fleet Services to dispense all types of oils, such as engine oil, transmission oil, gear oil, etc. These nozzles count the quantity of product we use per vehicle and this is how the bulk fluids are charged back to the respective departments. After many years of use and several rebuilding, these nozzles must be replaced.

SECTION VI. C. – CAPITAL LINE ITEM NARRATIVE
CAPITAL REQUEST

Program III: Heavy Duty Trucks and Yellow Equipment

(1) PORTA POWER UNIT **500**

This request will fund the purchase of a small porta-power unit to be used by the heavy equipment field mechanic. This tool is designed to assist in safely removing pressed in pins, bushings, shafts, bearings, etc. Most of the time, the field mechanic is out by himself working on a machine and with this unit, it would allow him to use safer procedures in a lot cases as well as ease a difficult situation.

Program IV: Emergency Equipment

(1) RUGGEDIZED LAPTOP COMPUTER **3,988**

This request will fund a P111, 700 MHz XP-OS, 256 MB, 20 GB 10.4' TFT Screen, AC adapter, with a 3 year warranty. This particular Motorola ML800 is on state contract at this time. This device will be used in the field by several mechanics that work on both fire apparatus and heavy equipment / trucks. We have in excess of 20 diesel engines in our fleet that are now diagnosed and programmed with computer programs. We have a license and the required software to be able to do this programming in house and we use it on our trucks as they come through the shop. However, now we have new fire apparatus and yellow equipment that needs to be dealt with in the field. With this rugged computer we can still take advantage of our in-house capabilities and save expensive road trips and labor costs of local vendors.

SMALL TOOLS & MINOR EQUIPMENT **3,000**

This funding will replace small hand tools that are not cost effective to repair such as electric drills, air wrenches, and creepers, drain pans, safety equipment, bench grinder, etc.

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year 2003-2004

Fund#	1000	**Fund Title:**	General
Organization#	111400	**Organization Title:**	Fleet Services
Program#	1	**Program Title:**	Fleet & Fuel Systems Administrator UPGRADE
			Grade 8

Object Code	Expenditure Classification	2003-04 Requested	BUDGET 2003-04 Recommended	2003-04 Approved
	PERSONNEL			
510100	Salaries & Wages -	5,715		
510200	Overtime	-		
510300	Part Time	-		
511112	Fica Cost	437		
511113	State Retirement	391		
511120	Insurance Fund Contribution -	0		
511130	Worker's Compensation	15		
***TOTAL PERSONNEL**		6,558		
	OPERATING EXPENSES			
520100	Contracted Maintenance	-		
520200	Contracted Services	-		
520300	Professional Services	-		
521000	Office Supplies	-		
521100	Duplicating Supplies	-		
521200	Operating Supplies	-		
522000	Building Repairs & Maint	-		
522200	Small Equipment Repairs & Maint.	-		
522300	Vehicle Repairs & Maint.	-		
523200	Equipment Rental	-		
524000	Building Insurance	-		
524100	Vehicle Insurance - 1	-		
524201	General Tort Liability Ins.	-		
524900	Data Processing Equip. Ins.	-		
525000	Telephone	-		
525010	Long Distance Charges	-		
525020	Pagers & Cell Phones	-		
525030	800Mhz Radio Svc. Charges - 1	-		
525031	800Mhz Radio Maint. Charges - 1	-		
525210	Conference & Meeting Expenses	-		
525220	Employee Training	-		
525230	Subscriptions, Dues & Books	-		
525306	Utilities - Fleet Services	-		
525400	Gas, Fuel, & Oil	-		
525600	Uniforms & Clothing	-		
526500	Licenses & Permits	-		
***TOTAL OPERATING**		-		
***TOTAL PERSONNEL & OPERATING**		6,558		

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year 2003-2004

Fund: 1000
Division: General Services
Organization: 111400 - Fleet Services

Object Code	Expenditure Classification	2003-04 Requested	BUDGET 2003-04 Recommended	2003-04 Approved
	Capital			
540000	Small Tools & Minor Equipment	-		
	All Other Equipment	-		
	****Total Capital**	-		
	*****Total Budget Appropriation**	-	-	-

6,558

SECTION IV. A. – PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration / Fuel Control

Program I: Administration / Fuel Control

Objectives:

This program coordinates the day-to-day operations at Fleet Services. This area is also responsible for all the fuel and gasoline dispensed at the eight- (8) sites located around the county and two - (2) mobile units. Maintaining the required inventory, preparing the monthly reports, operation and maintaining leak detection devices and tank monitors at each site are a large and very important task due to the strict regulations imposed on the operation of underground storage tanks.

(1) FLEET FUELING & MAINTENANCE SYSTEMS OPERATOR GRADE 8

This position is responsible for the operations of the Fleet Management computer system we operate and also the countywide Fuelmaster dispensing system as well as the Veeder Root leak detection systems at each of our eight re-fueling sites and two mobile units. The Fleet Management system is extremely important to our overall operation due to the fact it generates the intervals for our fleet maintenance programs with the mileage it captures from the fuel system daily. Every report we generate related to vehicle operations, costs, etc., come from this system. We have just completed a major upgrade of the system, which along with a new on site network system has brought us into the Windows environment. With the ever-increasing costs of vehicles, it is important, I feel, to capture good data and then be able to sort it in a way that reflects the actual fleet performance so you will have a good benchmarking tool. In 1991, when we first installed the fleet management system our fleet number was approximately 300. at that time we had 1 full time Grade 4 Clerk and another "shared" Grade 4 Clerk that was also responsible for assisting with printing duties and relieving operators at the Information Booth at the Administration Building. In the past 11 years, we have grown to 600 plus units in our fleet, added a fuel dispensing system, which presently serves eight sites and two mobile units countywide and accounts for the dispensing of nearly one million gallons of combined fuels annually to many different agencies. We also have a number of non-county agencies using the system, which in turn has increased the number of vehicles on our fuel system to over 1,000. We supply a detailed monthly report to each one of these agencies showing their activities, which allows them to verify there billing reports. We are also required by DHEC and the Federal Government to operate leak detection systems at each one of our fuel sites.

We have over the years, worked hard together at Fleet Services to provide the best service possible with the least requests for additional resources, however at this time, I feel in order to receive the level of service required for this important position and hold onto qualified people we should upgrade this pay grade to better show the proper commitment to the service level expected.

SECTION IV. A. – LISTING OF POSITIONS

Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Full Time Equivalent Other Fund	Total With Insurance	Grade
Fleet Fueling & Maintenance Systems Operator	1	1		1	8
Total Positions	1	1		1	

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year 2003-2004

Fund#	1000	**Fund Title:**	General	
Organization#	111400	**Organization Title:**	Fleet Services	
Program#	III	**Program Title:**	Assistant to Fleet Manager Grade 15	POSITION UPGRADE

Object Code	Expenditure Classification	2003-04 Requested	BUDGET 2003-04 Recommended	2003-04 Approved
	PERSONNEL			
510100	Salaries & Wages -	~~41,753~~	2625	
510200	Overtime	-		
510300	Part Time	-		
511112	Fica Cost	~~3,194~~	201	
511113	State Retirement	~~2,860~~	179	
511120	Insurance Fund Contribution -	~~6,000~~	-	
511130	Worker's Compensation	~~1,557~~	98	
***TOTAL PERSONNEL**		~~55,364~~	3,103	
	OPERATING EXPENSES			
520100	Contracted Maintenance	-		
520200	Contracted Services	-		
520300	Professional Services	-		
521000	Office Supplies	-		
521100	Duplicating Supplies	-		
521200	Operating Supplies	-		
522000	Building Repairs & Maint	-		
522200	Small Equipment Repairs & Maint.	-		
522300	Vehicle Repairs & Maint.	-		
523200	Equipment Rental	-		
524000	Building Insurance	-		
524100	Vehicle Insurance - 1	-		
524201	General Tort Liability Ins.	-		
524900	Data Processing Equip. Ins.	-		
525000	Telephone	-		
525010	Long Distance Charges	-		
525020	Pagers & Cell Phones	-		
525030	800Mhz Radio Svc. Charges - 1	-		
525031	800Mhz Radio Maint. Charges - 1	-		
525210	Conference & Meeting Expenses	-		
525220	Employee Training	-		
525230	Subscriptions, Dues & Books	-		
525306	Utilities - Fleet Services	-		
525400	Gas, Fuel, & Oil	-		
525600	Uniforms & Clothing	-		
526500	Licenses & Permits	-		
***TOTAL OPERATING**		-		
***TOTAL PERSONNEL & OPERATING**		~~55,364~~	3,103	

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year 2003-2004

Fund: 1000
Division: General Services
Organization: 111400 - Fleet Services

Object Code	Expenditure Classification	BUDGET 2003-04 Requested	2003-04 Recommended	2003-04 Approved
	Capital			
540000	Small Tools & Minor Equipment	-		
	All Other Equipment	-		
	****Total Capital**	-		
	*****Total Budget Appropriation**	-	-	- 3,103 ~~55,364~~

SECTION IV. A. – PROGRAM OVERVIEW

Summary of Programs:

Program III - Heavy Duty Trucks and Yellow Equipment

Program III: Heavy Duty Trucks and Yellow Equipment

Objectives:

This area is responsible for the service and repairs of our large trucks and yellow equipment. We complete all the servicing and as many minor repairs as we can handle. A good deal of the repair work is sublet, due to us not being equipped to safely handle the repairs at our facility. This allows us to handle the maintenance and small repairs in a more timely manner rather than keeping our people involved that is reflected in the life we receive from our equipment. We especially strive to keep downtime to a minimum in order to keep the equipment productive.

(1) ASSISTANT TO FLEET MANAGER (POSITON UPGRADE) GRADE 15

This request would better align the position's expected duties with an adequate job compensation level. The upgrade will not create another level of supervision in the department, but rather better the existing classification related to the duties already being performed. This position is responsible mainly for all the duties required to keep our yellow equipment and heavy duty trucks repaired on a daily basis to include handling all the purchase order requests, justifications, invoices, parts problems, sublet vendor issues, and assisting mechanics. This person must also be available twenty-four hours; seven days a week, to insure emergency vehicles receive adequate support. Also this position is the backup for all duties of the Fleet Manager in his/her absence. Since this position was last adjusted, many changes have been made in the Fleet Services operation that has increased the expected level of commitment on the employee's part to successfully perform the required duties.

SECTION IV. A. – LISTING OF POSITIONS

Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Full Time Equivalent Other Fund	Total With Insurance	Grade
Assistant to Fleet Manager	1	1		1	16
Total Positions	1	1		1	

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year 2003-2004

Fund#	1000	**Fund Title:**	General
Organization#	111400	**Organization Title:**	Fleet Services
Program#	4	**Program Title:**	Fire Apparatus Specialist II Grade 16

Object Code	Expenditure Classification	BUDGET 2003-04 Requested	2003-04 Recommended	2003-04 Approved
	PERSONNEL			
510100	Salaries & Wages -	~~44,383~~	36,107	
510200	Overtime	-		
510300	Part Time	-		
511112	Fica Cost	~~3,395~~	2,762	
511113	State Retirement	~~3,040~~	2,473	
511120	Insurance Fund Contribution -	~~6,000~~	5,760	
511130	Worker's Compensation	~~1,655~~	1,347	
***TOTAL PERSONNEL**		~~58,473~~	48,449	
	OPERATING EXPENSES			
520100	Contracted Maintenance	-		
520200	Contracted Services	-		
520300	Professional Services	-		
521000	Office Supplies	-		
521100	Duplicating Supplies	-		
521200	Operating Supplies	-		
522000	Building Repairs & Maint	-		
522200	Small Equipment Repairs & Maint.	500		
522300	Vehicle Repairs & Maint.	-		
523200	Equipment Rental	-		
524000	Building Insurance	-		
524100	Vehicle Insurance - 1	650		
524201	General Tort Liability Ins.	283		
524900	Data Processing Equip. Ins.	-		
525000	Telephone	-		
525010	Long Distance Charges	-		
525020	Pagers & Cell Phones	845		
525030	800Mhz Radio Svc. Charges - 1	410		
525031	800Mhz Radio Maint. Charges - 1	90		
525210	Conference & Meeting Expenses	-		
525220	Employee Training	200		
525230	Subscriptions, Dues & Books	-		
525306	Utilities - Fleet Services	-		
525400	Gas, Fuel, & Oil	1,000		
525600	Uniforms & Clothing	207		
526500	Licenses & Permits			
***TOTAL OPERATING**		**4,185**		
***TOTAL PERSONNEL & OPERATING**		~~62,658~~	52,634	

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year 2003-2004

Fund: 1000
Division: General Services
Organization: 111400 - Fleet Services

Object Code	Expenditure Classification	2003-04 Requested	BUDGET 2003-04 Recommended	2003-04 Approved
	Capital			
540000	Small Tools & Minor Equipment	-		
	All Other Equipment	-		
	Maintenance Service Truck	30,000		
	800MHz Radio	4,600		
	****Total Capital**	**34,600**		

*****Total Budget Appropriation**	-	-	-	~~97,258~~ 87,234

Section III
New Program

County of Lexington
Capital Item Summary
Fiscal Year 2003-2004

Fund# 1000 **Fund Title: General**
Organization# 111400 **Organization Title: Fleet Services**

Program IV **Program Title: Emergency Vehicles**

Qty / Amount	ITEM DESCRIPTION	
1	3/4 Ton Maintenance Service Truck	30,000
1	800 MHz Portable Radio	4,600

****Total Capital (Transfer Total to Section I and II)** **34,600**

SECTION IV. A. – PROGRAM OVERVIEW

Summary of Programs:

Program IV - Emergency Vehicles

Program IV: Emergency Vehicles

Objectives:

This program is responsible for keeping our fire apparatus serviced and repaired. We do this with two (2) people; one of which is dedicated only to servicing and minor repairs at the fire stations. All of our fire apparatus is serviced within six (6) month intervals, some more often. The other man is dedicated to more technical repairs as required on the fire apparatus. These repairs are done at the station as much as possible. This area provides a 24-hour on-call support for our emergency vehicles.

(1) FIRE APPARATUS SPECIALIST II **GRADE 16**

This additional position is needed due to the growth and the increase in the number of apparatus that our Fire Service has seen over the last few years. Over the last few years we have added five additional stations around the county. Our total number of fire service apparatus / equipment is now at 131 pieces. We presently have one Grade 9 Mechanic I that travels to each station and does routine scheduled maintenance on all of the apparatus and makes any minor repairs that are needed. This program has worked extremely well over the years and it insures that all of our equipment is serviced and checked on a regular basis.

The other present position related to Fire Service is one Grade 14 Fire Apparatus Specialist. This position is responsible for all the repairs, major and minor on all of our apparatus. He is also one of three people on call for after hour's problems that often arise with our Fire and EMS units. In the last 10 years the number of paid firefighters has grown from 29 to 69, which in turn has greatly increased the service requests received at Fleet Services. The present employee also maintains the fuel dispensing and leak detection equipment at our eight re-fueling sites around the county. This often requires after hours trips be made to the fuel site that is having a problem. Also this includes meeting with the DHEC representatives while they perform scheduled compliancy inspections at our sites.

The purchase of three aerial apparatus is going to require a substantial amount of specialized training and support related to that equipment. The NFPA has adopted training standards now related to both EMS units and fire apparatus. Due to the complexity of aerial apparatus and the many systems they require to insure they operate correctly and safely we are going to have to have a trained and certified person on staff to maintain these units. While this person is being trained the existing apparatus will still need to be maintained and repaired in a timely manner.

If this position is not funded this year, a substantial increase should be added to the Fire Service repair account to cover the cost of subletting fire apparatus repairs as needed. The only local authorized dealer is Slagle's Fire Equipment and their labor rate is $62.50 per hour plus travel expenses. Another important factor is downtime. We can limit downtime with adequate staff. "Fleet Creep" has occurred over the past few years related to the Fire Service equipment, however, staffing levels have remained the same.

SECTION IV. A. – LISTING OF POSITIONS

Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Full Time Equivalent Other Fund	Total With Insurance	Grade
Fire Apparatus Spec II	1	1		1	16
Total Positions	1	1		1	

Fund: 1000
Division: New Program
Organization: 111400 - Fleet Services

SECTION IV B - PROGRAM OVERVIEW

Department: Fleet Services
Department No: 1114
Program / Activity: Emergency Vehicles

Vehicle # Description	Assigned	522300	524100	525400	Total
	Fire App. Mech.	500	650	1,000	2,150
	Totals:	500	650	1,000	2,150

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

522300 – VEHICLE REPIARS & MAINTENANCE **500**

This account will fund the servicing and repairs on a new service truck. This new truck will have 3 years, 36,000-mile warranty.

524100 – VEHICLE INSURANCE **650**

This account will fund the liability insurance on the maintenance service truck.

524201 – GENERAL TORT & LIABILITY INSURANCE **283**

This account will fund the general tort and liability insurance for the position requested.

525020 – PAGERS & CELL PHONE **845**

This account will fund a statewide pager @ $8.76/mo X 12 mo. = $105.12 + $5.25 tax = 110.37 / year and (1) one mobile cellular telephone @ $61.35/mo X 12 = $736.20 / year.

525030 – 800 MHz RADIO CHARGES **410**

This account will fund the monthly operation of (1) one 800 MHz portable radio based on the pricing supplied by Neil Ellis.

525031 – 800 MHz RADIO MAINT. CHARGES **90**

This account will fund the cost of maintaining (1) one 800 MHz portable radio for 1 year based on the information provided by Neil Ellis.

525220 – EMPLOYEE TRAINING **200**

This account will fund the cost of fire apparatus training of our new trucks. The amount is only an estimate due to training schedules not available at this time.

525400 – GAS, FUEL, & OIL **1,000**

This account will fund the costs of fuel for the maintenance service truck.

525600 – UNIFORMS & CLOTHING **207**

This account will fund the costs of 5 work uniforms, 1 pair of shoes and 1 jacket.
Shirts X 5 = $41.25; Jacket X 1 = $18.75; Pants X 5 = $47.50
Shoes X 1 = $90.00 = $197.50 + 9.87 tax = 206.87

SECTION VI. C. – CAPITAL LINE ITEM NARRATIVE
CAPITAL REQUEST

Program IV: Emergency Vehicles

(1) – MAINTENANCE SERVICE TRUCK 30,000

This request is to fund a ¾ Ton maintenance service truck that will be needed to travel to all of the fire departments around the county and also to fire scenes to repair fire apparatus.

(1) 800 MHz PORTABLE RADIO 4,600

This will fund the purchase of 1 (one) new 800 MHz portable radio to be used by the requested position to communicate with the required agencies.

LEXINGTON COUNTY
FEB 2 1 RECD
FINANCE DEPT.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Public Works
Organization: 121100 - Administration & Engineering

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 11	454,830	225,786	471,245	471,245		
510200	Overtime	399	0	0	0		
511112	FICA Cost	34,072	16,929	35,975	35,975		
511113	State Retirement	26,126	12,971	32,213	32,213		
511120	Insurance Fund Contribution - 11	46,200	30,800	61,600	66,000		
511130	Workers Compensation	8,677	4,293	5,911	8,897		
511213	State Retirement - Retiree	5,057	2,495	0	0		
	*** Total Personnel**	**575,361**	**293,274**	**606,944**	**614,330**	**0**	**0**
	Operating Expenses						
520100	Contracted Maintenance	378	378	400	400		
520200	Contracted Services	0	0	378	378		
520300	Professional Services	0	1,500	5,000	2,000		
520702	Technical Currency & Support	1,349	0	1,500	1,500		
521000	Office Supplies	1,190	936	1,400	2,000		
521100	Duplicating	1,105	608	1,300	1,300		
521200	Operating Supplies	2,355	1,524	3,000	3,500		
522000	Building Repairs & Maintenance	261	310	700	1,700		
522200	Small Equipment Repairs & Maintenance	0	0	600	600		
522300	Vehicle Repairs & Maintenance	6,400	2,549	3,500	3,500		
524000	Building Insurance	531	0	548	800		
524100	Vehicle Insurance - 6	2,600	1,300	2,600	3,900		
524201	General Tort Liability Insurance	821	365	731	914		
524202	Surety Bonds	0	0	71	0		
525000	Telephone	2,337	1,203	2,664	3,000		
525010	Long Distance Charges	364	130	500	500		
525020	Pagers and Cell Phones - 1/1	1,302	356	1,864	1,864		
525030	800 MHz Radio Service Charges - 8	3,924	1,913	4,326	4,400		
525031	800 MHz Maintenance Charges - 8	613	636	720	720		
525100	Postage	753	251	1,400	1,400		
525110	Other Parcel Delivery Service	0	0	100	100		
525210	Conference & Meeting Expenses	3,920	4,156	6,600	6,600		
525230	Subscriptions, Dues, & Books	1,583	481	1,600	2,000		
525240	Personal Mileage Reimbursement	0	17	200	200		
525250	Motor Pool Reimbursement	5,066	1,935	5,000	3,000		
525323	Utilities - Public Works Complex	9,660	4,823	12,500	18,000		
525400	Gas, Fuel, & Oil	4,537	2,872	7,000	8,000		
525600	Uniforms & Clothing	622	413	1,600	1,600		
	*** Total Operating**	**51,671**	**28,656**	**67,802**	**73,876**	**0**	**0**

	**** Total Personnel & Operating**	**627,032**	**321,930**	**674,746**	**688,206**	**0**	**0**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Public Works
Organization: 121100 - Administration & Engineering

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Capital						
540000	Small Tools & Minor Equipment:	798	907	1,000	3,000		
540010	Minor Software	357	0	500	1,000		
	All Other Equipment	3,182	39,894	226,891	4,250		
	**** Total Capital**	**4,337**	**40,801**	**228,391**	**8,250**	**0**	**0**
	***** Total Budget Appropriation**	**631,369**	**362,731**	**903,137**	**696,456**	**0**	**0**

FUND 1000
PUBLIC WORKS – ADMINISTRATION/ENGINEERING (121100)
FY 2003/2004 BUDGET REQUEST

CAPITAL

540000 – SMALL TOOLS AND MINOR EQUIPMENT	$3,000.00
540010 - MINOR SOFTWARE	$ 1,000.00
1 EACH TRIPOD AND LEVEL	$ 450.00
2 EACH ARCVIEW VERSION 8.2 (8.3) SOFTWARE	$ 2,500.00
1 EACH PALM PEA	$ 500.00
1 EACH DIGITAL CAMERA (NEW)	$ 800.00
TOTAL CAPITAL REQUESTED	$ 8,250.00

SECTION IV
DEPARTMENT – PROGRAM OVERVIEW

Summary of Programs:

Program 1: Administration

The administrative portion of Public Works consists of three (3) personnel:

		Grade
1.	Director..... with insurance	37
2.	Administrative Assistant... with insurance	9
3.	Dispatch Clerk..... with insurance	5

1. **Director** – The director has the overall responsibility of all aspects of this department – budget, all personnel issues, "C" Fund program, etc. This position reports to the County Administrator and is responsible for implementing all policies of the County as to Public Works, Stormwater Management, and Vector Control.

2. **Administrative Assistant** – This position includes supervision and implementation of proper office procedures in compliance with County policies. This position reports directly to the Director and is responsible for assisting Director with FY budget, processing requisitions for ordering materials and verifying all invoices for payment, keeping complete personnel file, and processing bi-weekly payroll. Also monitors accounts for expenditures, prepares reports as requested, and any other office related duties.

3. **Dispatch/Clerk** – This position is primarily responsible for answering telephone and preparing work orders for road maintenance that is called in by citizens of Lexington County and keeping complete file on completed work. Enters data for "C" Fund Program for prioritization of County roads for paving. Also types all correspondence for County Engineer and Engineering Associates. Cross-trained with Administrative Assistant, assists in preparation of monthly reports as requested and does any other office job-related duties that are required.

Number of work orders taken in fiscal year: 5,096
Number of work orders complete: 5,010

Previous Year
Number of work orders taken in fiscal year: 4,659
Number of work orders complete: 4,609

FUND 1000
PUBLIC WORKS – ADMIN/ENGINEERING (121100)
FY 2003-04 BUDGET REQUEST

PROGRAM OVERVIEW

Program 2: Engineering

The Engineering component of Public Works is responsible for handling the "above normal" maintenance problems, coordination of engineering information with the Transportation division, coordination with Planning and Development in new roads accepted by the County, etc. In addition, this program is responsible for the implementation of the "C" Fund program through priority ranking, dealing with citizens, engineers, SC DOT and contractors. This program also ASSISTS OTHER DEPARTMENTS WITH "SPECIAL PROBLEMS" REQUIRING ENGINEERING-TYPE ACTIVITIES ON EXISTING OR PROPOSED FACILITIES. Also included are plans, specifications, supervision, etc., of various Public Works projects as well as other departments'.

Sign Shop Technician handles all street signs and traffic control signs throughout the County, and any specialty signs that are required.

Current Staffing Levels

			Grade
Engineering (9):	1 County Engineer.....	with insurance	30
	1 Engineering Associate IV...	with insurance	20
	1 Engineering Associate III...	with insurance	18
	1 Engineering Associate II...	with insurance	13
	3 Engineering Associate 1...	with insurance	10
	1 Sign Shop Technician....	with insurance	7

FUND 1000
PUBLIC WORKS – ADMINISTRATION (121100)
FY 2002/2003 BUDGET REQUEST

Listing of Vehicles (6)

Make & Model	Liability Insurance	Assigned to
2002 Chevrolet Tahoe 4WD	Yes	John Fechtel*
2003 Chevrolet Blazer 4WD	Yes	Gary Adkins
2003Chevrolet Pickup 4WD	Yes	Don Rumbaugh*
1994 Chevrolet Pickup	Yes	Engineering Department
2001 Ford 3/4 Ton Pickup	Yes	Randy Nash
1994 Chevrolet Pickup**	Yes	Engineering Department

* Denotes on-call

** This vehicle is scheduled for replacement this year and we request this vehicle be retained so that we can use it on an as needed basis.

Last Revision: 01/18/2001
Date Printed: 2/20/03

LEXINGTON COUNTY
800 MHz Inventory

DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES								ANNUAL SERVICE COST	Yearly Contracted Maintenance		TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Encryption $5.00	SERVICE COST (per radio)	Tax	TOTAL	SERVICE COST TOTAL		PER RADIO	TOTAL	
PW Admin 7701 -121100																		
J Fechtel		710055	270AUY0001	017460	301		$39.66	$7.00	$2.00		$ 48.66	$ 2.43	$ 51.09		**$613.08**	$90.00		
J Fechtel		760214	326AWY0415	019076	301		$39.66	$7.00		$5.00	$51.66	$2.58	$54.24		**$650.88**	$90.00		
PW Office		710056	270AUY0002	017461	remot 2		$39.66				$39.66	$1.98	$41.64		**$499.68**	$90.00		
J Jones		710061	678SAS0016	22151	308		$39.66				$39.66	$1.98	$41.64		**$499.68**	$90.00		
C Stone		710062	678SAS0035	22152	307		$39.66				$39.66	$1.98	$41.64		**$499.68**	$90.00		
G Adkins		710085	270AVJ0064	017692	302		$39.66				$39.66	$1.98	$41.64		**$499.68**	$90.00		
M Spires		710293	326AXC0882	019240	305		$39.66				$39.66	$1.98	$41.64		**$499.68**	$90.00		
D Rumbaugh		760215	326awy0416	019077	303		$39.66			$5.00	$44.66	$2.23	$46.89		**$562.68**	$90.00		
Total Radios	8												$360.44		**$4,325.29**	$720.00		

20-7

FUND 1000
PUBLIC WORKS – ADMINISTRATION/ENGINEERING (121100)
FY 2003/2004 BUDGET REQUEST

PERSONNEL

510100 – SALARIES AND WAGES (11) **$614,330.00**

Salaries, FICA Cost, State Retirement, Insurance Fund Contribution, and Workers Compensation for:

1 Director
1 Administrative Assistant
1 Dispatch/Clerk
1 County Engineer
1 Engineering Associate IV
1 Engineering Associate III
1 Engineering Associate II
3 Engineering Associate I
1 Sign Shop Technician

OPERATING

520100 – CONTRACTED MAINTENANCE **$ 400.00**

Periodic changes in software for Standard Systems Data Collector Interface and Plotter Drives. Price includes support services for program and updates as they are developed.

520200 - CONTRACTED SERVICES **$ 378.00**

Alarm monitoring @ office $31.50/mo. x 12 mos. = $378.00.

520300 – PROFESSIONAL SERVICES **$ 2,000.00**

Primarily used for County Attorney fees and minor engineering services.

520702 - TECHNICAL CURRENCY & SUPPORT **$ 1,500.00**

Maintenance of various outside computer programs.

521000 – OFFICE SUPPLIES **$ 2,000.00**

Paper, pens, file folders, forms, small office machines not considered fixed assets, etc., for the 11 employees of this department. Historical information shows that this amount needs to be budgeted to supply the department.

521100 – DUPLICATING **$ 1,300.00**

Historical information dictates that this amount should cover copying costs used for in-house copier charges (auditron reading).

FUND 1000
PUBLIC WORKS – ADMINISTRATION/ENGINEERING (121100)
FY 2003/2004 BUDGET REQUEST

521200 – OPERATING SUPPLIES **$ 3,500.00**

Primarily computer supplies, cost includes drafting supplies, blueprint machine supplies, and survey crew supplies (survey stakes, etc.) for Engineering Division. Additional costs related to GIS supplies (paper) and Autocad drawings, "C" Funds.

522000 – BUILDING REPAIRS **$ 1700.00**

Miscellaneous building repairs.

522200 – SMALL EQUIPMENT REPAIRS AND MAINTENANCE **$ 600.00**

Used to maintain small equipment repairs in Adm./Engr. Equipment includes word processors, p.c.'s, drafting plotter, printers, and survey equipment.

522300 – VEHICLE REPAIRS AND MAINTENANCE **$ 3,500.00**

Based on historical information on six vehicles.

524000 – BUILDING INSURANCE **$ 800.00**

Based on figures supplied by Risk Manager.

524100 – VEHICLE INSURANCE **$ 3,900.00**

Based on six (6) road vehicles @ $650.

524201 – GENERAL TORT LIABLITY INSURANCE **$ 914.00**

Based on figures supplied by Risk Manager..

525000 – TELEPHONE **$ 3,000.00**

Basic monthly service usage charges for eleven (11) service lines, 1 fax line.
Telephone service for the 12 lines averages $222/mo. x 12 mos. = $2664.00.
Add voice mail for 7 lines $4.00 x 12 = $336.00

525010 – LONG DISTANCE SERVICE **$ 500.00**

Long distance monthly charges for twelve (12) service lines, 1 fax line.

525020– PAGER AND CELL PHONE **$ 1,864.00**

Basic charges for beeper and mobile telephone plus airtime charges for Director.

(1) Beeper @ $ 8.73/mo. x 12 mo	$ 104.76
(1) Portable phone @ $37.73/mo. x 12 mo.	$ 452.76
Annual long distance.	$ 50.84
Estimated overtime minutes	$ 100.00
(1) NEXTEL. @ $48.13/mo. x 12 mo	$ 577.56
(1) NEXTEL for County Engineer @ $48.13/mo. x 12 mo	$ 577.56
	$ 1863.48

FUND 1000
PUBLIC WORKS – ADMINISTRATION/ENGINEERING (121100)
FY 2003/2004 BUDGET REQUEST

525030 – 800 MHz RADIO SERVICE CHARGE (8) $ 4,400.00

1 ea. 800 MHz radio	@ $41.64/mo. x 12 =	$499.68
1 ea. Private call	@ 7.35/mo. x 12 =	88.20
1 ea. Encryption (secure)	@ 5.25/mo. x 12 =	63.00
1 ea. Extra Talkgroup	@ 2.10/mo. x 12 =	25.20
		$676.08

1 ea. 800 MHz radio	@ $41.64/mo. x 12 =	$499.68
1 ea. Encryption (secure)	@ 5.25/mo. x 12 =	63.00
		$ 562.68

6 ea. 800 MHz radio	@ $41.64/mo. x 12 =	$2998.08
1 ea. Roaming charge	@ 74.96/yr =	74.96
1 ea. Private call	@ 7.35/mo. x 12 =	88.20
	Total	$4400.84

525031 – 800 MHz RADIO MAINTENANCE (8) $ 720.00

Maintenance contract on seven (8) each 800 MHz radios.
8 x $7.50 x 12 = $720.00
This covers all repairs except physical damages.

525100 – POSTAGE $ 1,400.00

Based on historical information, includes "C" Fund mailing expenses.

525110 - OTHER PARCEL DELIVERY SERVICE $ 100.00

Used to ship items for repair.

525210– CONF. & MEETING EXPENSES/EMPLOYEE TRAINING $6,600.00

SC Association of Counties Summer Conference - 5-day meeting with classes on various aspects of County government. Director working on Level I certificate.

Total estimated cost $ 1400.00

American Public Works Association (APWA) Summer Conference of APWA in July - 3-day conference with nine technical sessions about various Public Works issues (2 employees) @ $700. ea.

Total estimated cost $ 1400.00

Various storm water seminars - Standard storm water design criteria and NPDES (National Pollution Discharge Elimination System) Phase II.

Estimated costs $ 500.00

County Engineer - Technical sessions on various Public Works issues. Needed for PDH's (Professional Development Hours) required annually to maintain professional license.

Estimated cost $ 300.00

Land Surveying Seminars - Various technical sessions required for PDH's to maintain professional license.

Estimated costs $ 300.00

Autocad 2000 Training - Courses offered by Midlands Tech to improve efficiency and productivity as to current software use on Autocad 2000.

Estimated costs - 4 employees @ $500.00 ea. = $ 2000

Annual Public Works Week training and meals in May

Estimated cost $ 700.00

525230 – SUBSCRIPTIONS, DUES AND BOOKS $ 2,000.00

Subscriptions:

Engineering:

Civil Engineering News $ 46.00

Updates on Civil engineering, projects, new products, etc.

Safety Meeting Outlines, Inc. $ 58.00

Dues:

APWA dues for three (3) employees - $ 270.00

American Public Works Association is a national organization in which Public Works employees, engineers, administrative staff of cities and counties (primarily) share common problems, solutions and have a forum in which knowledge and ideas can be shared.

National Association of County Engineers (NACE) - $110.00

The National Association of County Engineers is an affiliate of the National Association of Counties. Its members enjoy the free exchange of information and ideas addressing Public Works concerns and practices throughout the nation. Technical publications are available and an audio and video library is available to members of NACE. NACE produces continuing education and technical updates to its members.

S. C. Institute of Traffic Engineers - $30.00

Dues for County Engineer and two (2) Engineering Associates.

The Institute of Traffic Engineers, S.C. Chapter, is an affiliate of the National Institute of Traffic Engineers. Traffic engineering practices, techniques and recommendations are made available to ITE members by way of publications,
seminars and meetings. It is desirable to keep abreast of current Traffic Engineering practices to ensure the safest use of our road system in Lexington County.

Midlands Chapter of Professional Surveyors - $ 30.00

Dues for Don Rumbaugh, Engineering Associate

Participation in this society allows the County Surveyor to be abreast of all current State and County Regulation affecting surveying and platting of property in Lexington County. Meetings held monthly with guest speakers dealing with current topic.

General Contractors License - $110.00

License for County Engineer. County Engineer holds this license which goes up to $250,000. This allows certain projects to be implemented through Public Works without going to outside firms.

Professional Engineers License - $ 50.00
County Engineer License. This allows Public Works to provide P.E. service for some County projects without utilizing services through a private firm.
Land Surveyor's License - $ 50.00
Allows Engineering Associate IV to maintain certification with S.C. to survey and stamp plats for County use. Eliminates need to hire surveyor in most cases.

Books:

City Directory	-	$175.00
Cross Reference Directory	-	$121.00

Public Works deals with many addresses and locations and these books provide quick references for addresses and telephone numbers.

Miscellaneous periodicals - $150.00.

525240 – PERSONAL MILEAGE REIMBURSEMENT $ 200.00
To reimburse employees for use of personally owned vehicles for County business.

525250 – MOTOR POOL REIMBURSEMENT $ 3,000.00
These vehicles are used almost daily since 5 employees only have three vehicles assigned to them.
Cost for use of Motor Pool vehicles when vehicles are being serviced or repaired.

525323 – UTILITIES – PUBLIC WORKS COMPLEX $18,000.00
Based on historical information plus new 2000 square foot addition and public sewer.

525400 – GAS, FUEL AND OIL $ 8,000.00
Gas for vehicles of Director, County Engineer, 4 engineering trucks and 1 Sign Shop vehicle.
Based on historical information, it is estimated this department uses an average of 550 gallons of gasoline per month - 550 gals. X $1.10/gal. x 12 = $ 7,260.00
Miscellaneous makeup fluids @ $60.00/mo. = 720.00
$ 7,980.00

525600 – UNIFORMS AND CLOTHING $ 1,600.00
Shirts with logo and steel-toed boots for six (6) engineering Associates and one (1) Sign Shop coordinator. Shirt replacement each year.

FUND 1000
PUBLIC WORKS – ADMINISTRATION/ENGINEERING (121100)
FY 2003/2004 BUDGET REQUEST

CAPITAL

540000 – SMALL TOOLS AND MINOR EQUIPMENT **$3,000.00**
This account would cover small calculator, surveying tripods, manhole lifters, etc.

540010 - MINOR SOFTWARE **$ 1,000.00**
This should cover any small software programs needed in the year.

1 EACH TRIPOD AND LEVEL **$ 450.00**
This equipment will enable County Engineer to accurately check grade in the field (drainage, etc.).

2 EACH ARCVIEW VERSION 8.2 (8.3) SOFTWARE **$ 2,500.00**
This software will enable the two Public Works GIS computers to operate the latest software in order to produce maps from GIS. 2 ea. @ $1250.00

1 EACH PALM PEA **$ 500.00**
The Palm PEA will be used by the director as an organizer, map of county, road index, etc.

1 EACH DIGITAL CAMERA (NEW) **$ 800.00**
A digital camera is requested so that accurate representation of accident scenes, problem areas (roads, drainage, etc.), and other items can be recorded digitally. Present use of standard photographs cannot be viewed until processed and important information may be lost while awaiting printing. Also will be used to field document NPDES stormwater outfalls.

LEXINGTON COUNTY
FEB 21 RECD
FINANCE DEPT.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Public Works
Organization: 121300 - Transportation

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 61	1,871,386	915,883	1,918,124	1,918,124		
510200	Overtime	14,631	12,352	12,352	15,000		
511112	FICA Cost	139,531	68,002	147,550	147,550		
511113	State Retirement	118,046	57,962	132,203	132,203		
511120	Insurance Fund Contribution - 61	256,200	170,800	341,600	366,000		
511130	Workers Compensation	154,373	75,872	150,779	150,779		
511131	S.C. Unemployment	513	2,144	0			
511213	State Retirement - Retiree	12,783	5,622	0			
	*** Total Personnel**	**2,567,463**	**1,308,637**	**2,702,608**	**2,729,656**	**0**	**0**
	Operating Expenses						
520100	Contracted Maintenance	90	538	1,050	1,200		
520200	Contracted Services	15,542	4,630	53,800	63,800		
520300	Professional Services	663	1,465	3,000	3,000		
520302	Drug Testing Services	1,189	598	1,567	1,567		
521000	Office Supplies	151	73	200	200		
521200	Operating Supplies	17,289	9,350	18,000	20,000		
521600	Road & Drainage Materials	248,293	161,030	280,483	310,000		
521601	Sign Materials	49,951	20,432	60,000	60,000		
522000	Building Repairs & Maintenance	962	2,484	3,000	5,000		
522100	Heavy Equipment Repairs & Maintenance	259,272	116,060	290,000	290,000		
522200	Small Equipment Repairs & Maintenance	6,408	4,394	6,000	9,000		
522300	Vehicle Repairs & Maintenance	138,445	51,045	140,000	140,000		
523200	Equipment Rental	477	614	2,000	2,000		
524000	Building Insurance	1,110	0	1,144	1,793		
524100	Vehicle Insurance - 44	21,580	11,440	22,880	28,600		
524201	General Tort Liability Insurance	13,954	5,980	11,960	14,950		
524202	Surety Bonds	0	0	396	0		
525000	Telephone	3,323	1,847	3,408	3,500		
525010	Long Distance Charges	374	142	400	400		
525020	Pagers and Cell Phones	210	157	315	315		
525030	800 MHz Radio Service Charges - 63	27,309	13,752	31,694	31,800		
525031	800 MHz Maintenance Charges - 63	5,322	5,636	5,670	5,670		
525210	Conference & Meeting Expenses				900		
525230	Subscriptions, Dues, & Books				400		
525250	Motor Pool Reimbursement	0	0	200	200		
525320	Utilities - Maint. Camp 2 - Swansea	3,308	1,671	3,384	3,384		
525321	Utilities - Maint. Camp 3 - B/L	307	115	2,760	2,760		
525322	Utilities - Maint. Camp 4 - Chapin	1,584	931	2,000	3,200		
525323	Utilities - Public Works Complex	6,295	4,343	6,200	12,000		
525400	Gas, Fuel, & Oil	156,834	88,348	211,050	211,050		
525600	Uniforms & Clothing	8,620	8,700	12,500	15,000		
526500	Licenses & Permits	300	400	400	550		
535000	Storm Disaster & Relief	0	182	200	400		
538000	Claims & Judgments (Litigation)	2,952	500	4,000	4,000		
	*** Total Operating**	**992,114**	**516,857**	**1,179,661**	**1,246,639**	**0**	**0**

**** Total Personnel & Operating**	**3,559,577**	**1,825,494**	**3,882,269**	**3,976,295**	**0**	**0**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Public Works
Organization: 121300 - Transportation

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Capital						
540000	Small Tools & Minor Equipment:	3,877	2,706	4,000	6,000		
	All Other Equipment	324,568	258,032	325,894	493,650		
	**** Total Capital**	**328,445**	**260,738**	**329,894**	**499,650**	**0**	**0**

***** Total Budget Appropriation**	**3,888,022**	**2,086,232**	**4,212,163**	**4,475,945**	**0**	**0**

FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2003/2004 BUDGET REQUEST

CAPITAL

540000 – SMALL TOOLS AND MINOR EQUIPMENT	$ 6,000.00
1 EACH REPLACEMENT 5 YD DUMP TRUCK	$ 50,300.00
1 EACH REPLACEMENT 5 YD DUMP TRUCK	$ 50,300.00
1 EACH REPLACEMENT TANDEM DUMP TRUCK	$ 62,500.00
1 EACH REPLACEMENT CREW CAB	$ 26,750.00
1 EACH REPLACEMENT CREW CAB	$ 26,750.00
1 EACH REPLACEMENT CREW CAB	$ 26,750.00
2 EACH LEVEL AND TRIPOD ($450.00 EACH)	$ 900.00
1 EACH MOTORGRADER	$157,000.00
1 EACH PLATE TAMP	$ 2400.00
1 EACH STEEL WHEEL ROLLER	$ 90,000.00
TOTAL CAPITAL REQUESTED	$ 499,650.00

SECTION IV
DEPARTMENT – PROGRAM OVERVIEW

Program 3: Transportation

This program is responsible for the maintenance of approximately 1,040 miles of County-maintained roads – approximately 730 miles of dirt and 346 of paved and the associated drainage. This includes right-of-way maintenance, storm drainage repairs and/or replacement, asphalt maintenance, maintenance of various ditches and retention/detention ponds. Also various special projects are accomplished by this program (road paving, various County facility site preparation, special drainage projects).

		Grade
Transportation (61):	1 Superintendent.....with insurance	23
	1 Assistant Superintendent.....with insurance	19
	2 Special Project Supervisors.....with insurance	18
	4 Road Maintenance Supervisors.....with insurance	16
	2 Drainage Maintenance Supervisors.....with insurance	16
	1 Pavement Supervisor.....with insurance	16
	2 Heavy Equipment Operator IV.....with insurance	10
	23 Heavy Equipment Operator III.....with insurance	9
	11 Heavy Equipment Operator II.....with insurance	7
	14 Heavy Equipment Operator I.....with insurance	6

The Superintendent and Assistant Superintendent oversee the activities of the above personnel and they are further divided into nine separate crews:

Special Projects Crew	1 Special Projects Supervisor 1 Heavy Equipment Operator III 1 Heavy Equipment Operator II 2 Heavy Equipment Operator I
Special Projects Crew	1 Special Projects Supervisor 1 Heavy Equipment Operator IV 1 Heavy Equipment Operator III 2 Heavy Equipment Operator II

FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2003-04 BUDGET REQUEST (Continued)

Drainage Crew	1 Drainage Supervisor 1 Heavy Equipment Operator III 2 Heavy Equipment Operator II 1 Heavy Equipment Operator I
Drainage Crew	1 Drainage Supervisor 1 Heavy Equipment Operator III 1 Heavy Equipment Operator II 2 Heavy Equipment Operator I
Paving Crew	1 Paving Supervisor 2 Heavy Equipment Operator III 2 Heavy Equipment Operator I
Chapin Maintenance Crew	1 Maintenance Supervisor 2 Heavy Equipment Operator III 1 Heavy Equipment Operator II 2 Heavy Equipment Operator I
Leesville Maintenance Crew	1 Maintenance Supervisor 6 Heavy Equipment Operator III 2 Heavy Equipment Operator I
Swansea Maintenance Crew	1 Maintenance Supervisor 6 Heavy Equipment Operator III 1 Heavy Equipment Operator II 1 Heavy Equipment Operator I
Lexington Maintenance Crew	1 Maintenance Supervisor 2 Heavy Equipment Operator III 1 Heavy Equipment Operator II 1 Heavy Equipment Operator I

FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2003/2004 BUDGET REQUEST

Listing of Vehicles (44)

Make & Model	Liability Insurance	Assigned to
2001 Dodge Pickup	Yes	Tommy Frost*
2001 Chevrolet Pickup	Yes	Terry Kimley*
2000 Chevrolet 3/4 Ton Crew Cab	Yes	Bruce Waters*
1999 Chevrolet 3/4 Ton Crew Cab	Yes	Dan Jennings*
1998 Chevrolet Crew Cab	Yes	Benji Belcher*
1998 Chevrolet Crew Cab	Yes	Steve Jowers*
1998 Chevrolet Crew Cab	Yes	Tommie Price*
1998 Chevrolet Crew Cab	Yes	Keith Fulmer*
2002 Ford Crew Cab	Yes	Doug Padgett*
1997 Chevrolet Crew Cab	Yes	Oneal Bickley*
1995 Ford Crew Cab	Yes	Spare District 1
1996 Ford 3/4 Ton Pickup	Yes	Chapin Office
1988 Ford Single Axle F-800 Dump Truck	Yes	Paving Crew
2002 Freightliner Single Axle Dump Truck	Yes	Drainage Crew
2002 Freightliner Single Axle Dump Truck	Yes	Chapin Office
1989 Ford F800 Dump Truck	Yes	Construction Crew
1989 Ford F800 Dump Truck	Yes	Drainage Crew
1989 Ford Tandem Sand Truck	Yes	Drainage Crew
1991 International Dump Truck	Yes	Paving Crew
1991 International Dump Truck	Yes	Chapin Office
1991 GMC Tandem Water Truck	Yes	Construction Crew
1992 Ford Tractor Trailer Truck	Yes	Alfonzo Dennis
1992 Ford Fuel Truck	Yes	Lexington Office
1992 Ford Tandem Dump Truck	Yes	Swansea Office
1992 Ford Tandem Dump Truck	Yes	Paving Crew
1992 Ford Vactor Truck	Yes	Drainage Crew
1993 GMC Single Axle Dump Truck	Yes	Drainage Crew
1993 GMC Tandem Dump Truck	Yes	Construction Crew
2001 Freightliner Triaxle	Yes	Chapin Office

(Continued on next page)
* Denotes on-call

FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2003/2004 BUDGET REQUEST

Listing of Vehicles (44)
(Continued)

Make & Model	Liability Insurance	Assigned to
2001 Freightliner Triaxle	Yes	Batesburg Office
1997 Ford Tandem Dump Truck	Yes	Swansea Office
1997 Ford Tandem Dump Truck	Yes	Batesburg Office
1999 Chevrolet Fuel Tanker	Yes	Lexington Office
2000 Freightliner Triaxle	Yes	Kenneth Bickley
2000 Freightliner Triaxle	Yes	Scott Rawl
2000 Freightliner Triaxle	Yes	Major Jackson
1995 Ford F-350 1 Ton	Yes	Batesburg Office
1996 Ford F-150 1/2 Ton	Yes	Lexington Office
1984 Ford Hydroseeder	Yes	Lexington Office
2002 Freightliner Tandem Dump Truck	Yes	Lexington Office
2001 Freightliner Triaxle 23524	Yes	Stacy Cook
2002 Ford Crew Cab	Yes	Bobby Taylor
1997 Chevrolet Pickup Crew Cab	Yes	Swansea Office
1986 Ford F800 Water Truck	Yes	Lexington Office

LEXINGTON COUNTY
800 MHz Inventory

DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES								ANNUAL SERVICE COST	Yearly Contracted Maintenance		TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Encryption $5.00	SERVICE COST (per radio)	Tax	TOTAL	SERVICE COST TOTAL		PER RADIO	TOTAL	
PW Transportation 7711																		
M Porter		710098	326AXC0884	019223	328		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
M Lindler		710348	678SYR6793	020491	325		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
S Rawl		710047	581AUE1527	017017	354		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
K Bickley		710048	581AUE1528	017018	327		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
D Dorrah		710049	581AUE1529	017019	367		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
M Jackson		710054	581AUW0802	017418	388		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
G. Germanos		710093	722AWQ1307	018603	326		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
G Jeffcoat		710187	466AUC2189	016970	389		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
B Taylor		710188	466AUC2190	016971	315		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
J Goegeline		710189	466AUC2191	016972	324		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
R Lewis		710190	466AUC2192	016973	323		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
O Bickley Jr		710191	466AUC2193	016974	361		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
D Hutto		710192	466AUC2194	016975	366		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
W Spivey		710193	466AUC2195	016976	358		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
J Williams		710194	466AUC2196	016977	355		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
A Tobias		710195	466AUC2197	016978	383		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
W Gleaton		710196	466AUC2198	016979	384		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
T Kimley		710198	466AUC2200	016981	317		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
D Fulmer		710206	466AUC2296	016989	370		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
N Riddle		710207	466AUC2297	016990	385		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
Ronnie Derrick		710208	466AUC2298	016991	377		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
Ricky Derrick (Fire)		710209	466AUC2299	016992	382		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
A Dennis (Fire)		710211	466AUC2301	016994	322		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
S Jowers		710212	466AUC2303	016996	318		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
M Taylor		710213	466AUC2304	016997	321		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
R Williamson		710214	466AUC2305	016998	386		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
J Riddle		710215	466AUC2306	016999	390		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
S Cook		710216	466AUC2307	017000	352		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
E Taylor		710217	466AUC2308	017001	362		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
B Belcher Jr		710218	466AUC2309	017002	373		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
J Ward		710219	466AUC2310	017003	387		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
B Belcher Sr		710220	466AUC2311	017004	319		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
E Price		710221	466AUC2312	017005	374		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
T Frick		710222	466AUC2313	017006	351		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
R Nash		710223	466AUC2314	017007	329		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
D Havird		710224	466AUC2315	017008	369		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
B Rivers		710226	466AUC2317	017010	354		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
F Miller		710227	466AUC2318	017011	353		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
T Price		710228	466AUW2453	017397	376		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
K Fulmer		710229	466AUW2454	017398	320		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
D Padgett		710230	466AUY3293	017473	365		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
P Blethen		710231	466AUY3294	017474	368		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
K Smith		710232	466AUY3295	017475	379		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
R Harvird		710233	466AUY3296	017476	380		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		

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LEXINGTON COUNTY
800 MHz Inventory

DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES								ANNUAL SERVICE COST	Yearly Contracted Maintenance		TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Encryption $5.00	SERVICE COST (per radio)	Tax	TOTAL	SERVICE COST TOTAL		PER RADIO	TOTAL	
D Shealy		710234	466AUY3297	017477	356		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
D Reiber		710235	466AUY3298	017478	359		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
G Koon		710286	326AXC0875	019233	381		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
R Cockrell		710287	326AXC0876	019234	360		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
G Price		710288	326AXC0877	019235	363		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
T Smith		710289	326AXC0878	019236	364		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
H B Burkett		710290	326AXC0879	019237	371		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
S Miller		710291	326AXC0880	019238	375		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
B Waters		710292	326AXC0881	019239	313		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
O Bickley Sr		710303	466AVQ1974	017975	314		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
R Jones		710304	466AVQ1975	017976	357		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
F Hodge		760216	326AWY0417	019078	311		$39.66			$5.00	$44.66	$2.23	$46.89		$562.68	$90.00		
T Frost		760217	326AWY0418	019079	310		$39.66	$7.00		$5.00	$51.66	$2.58	$54.24		$650.88	$90.00		
C Strange		710334	678SYP6579	20428	306		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
B Oswald		710335	678SYP6581	020429	391		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
K Williams		710336	678SYP6583	020430	378		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
W Cannon		710089	678SBU0756	23848	372		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
PW TRANSPORTATION 7711	63														$31,194.11	$5,580.00		$36,774.11

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FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2003/2004 BUDGET REQUEST

PERSONNEL

510100 – SALARIES AND WAGES (61) **$2,729,656.00**

Salaries, FICA Cost, State Retirement, Insurance Fund Contribution, and Workers Compensation for:

1 Superintendent
1 Assistant Superintendent
2 Special Project Supervisors
4 Road Maintenance Supervisors
2 Drainage Maintenance Supervisors
1 Pavement Supervisor
2 Heavy Equipment Operator IV
23 Heavy Equipment Operator III
10 Heavy Equipment Operator II
14 Heavy Equipment Operator I

OPERATING

520100 – CONTRACTED MAINTENANCE **$ 1,200.00**

Maintenance agreement covering overhead doors at various camps – 8 doors @ $150 each = $1,200.00.

520200 – CONTRACTED SERVICES **$63,800.00**

(1) Chemically treating large drainage ditches, retention ponds, etc., on an annual basis. Approximately $23,800.00

(2) Right-of-way spraying. $36,000.00

(3)Tree removal on an as-needed basis when safety dictates (high power lines, close proximity to houses, etc.). $ 2,000.00

Miscellaneous testing for compaction, etc., on various County projects. $ 2,000.00

Additional funds needed to increase items 1 and 2 due to increased demand.

FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2003/2004 BUDGET REQUEST

520300 – PROFESSIONAL SERVICES **$ 3,000.00**

Various legal services required.

520302 – DRUG TESTING SERVICES **$ 1,567.00**

Federal D.O.T. requirement.

Typically 3 drug tests/mo. @ $32 = $96 x 12	=	$ 1,152.00
1 alcohol test/mo. @ $15 x 12	=	180.00
		$ 1,332.00
Allow 5 extra drug tests @ $32	=	$ 160.00 for new hires.
Allow 5 extra alcohol tests @ $15	=	75.00 for new hires.
		$ 1,567.00

521000 – OFFICE SUPPLIES **$ 200.00**

This line item includes purchase of pens, calculators, forms and other supplies for the 61 positions in this department.

521200 – OPERATING SUPPLIES **$20,000.00**

This line item provides funds for supplies needed to operate various pieces of equipment. Items such as chain saw blades, concrete saw blades, fire extinguisher refills, misc. small equipment parts, cleaning and household-type supplies at each camp, formwork for concrete work and safety equipment.

Various parts needed by vehicles and equipment installed by Public Works people outside the shop: $5,800
Shovels, axes, cones, water coolers, etc. obtained through Central Stores: $5,000
Radio batteries (replacement) for 800 MHz radios: $3,000
Various mailbox, wire (fencing), lumber, etc., on an as-needed basis.

521600 – ROAD AND DRAINAGE MATERIALS **$ 310,000.00**

This line item provides funding for materials such as crusher run, slag, clay, concrete, asphalt and emulsion, concrete and plastic storm drainage pipe, catch basin lids, etc. These materials are used by all crews in maintaining roads and also in improving roads.

Some examples of major purchases:

3,088 tons asphalt @ $33.00	=	$ 101,904
630 cy concrete x $60.00 cy	=	37,800
325 bags cement @ $8.00 bag	=	2,600
Storm drain pipe (various sizes)	=	66,000

CR14, 57 stone, etc.

Quarry cost 16,712 tons @ $5.25 ton (various)	=	$ 87,738

Since there are various prices within each item, this is shown as an average.

FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2003/2004 BUDGET REQUEST

521601 – SIGN MATERIALS **$ 60,000.00**

This supports the Sign Shop in repairing or replacement of stop signs, street signs, traffic control signs, etc. Specialty signs are made also. New subdivision signs are also obtained through this but a separate revenue account gets the income. Subdivision signs (wooden) are not enforceable and will have to be replaced.

522000 – BUILDING REPAIRS AND MAINTENANCE **$ 5,000.00**

Repairs to buildings at Public Works complex and three (3) outlying camps.

522100 – HEAVY EQUIPMENT REPAIRS AND MAINTENANCE **$290,000.00**

This line item funds the repairs for motorgraders (19), backhoes (9), trailers, paving machine, AMZ machine, loaders (6), trackhoe, bulldozer, pans (3), rollers (3), dragline, hydroseeder, etc. Motorgrader tires and blades are also purchased through this account.

522200 – SMALL EQUIPMENT REPAIRS AND MAINTENANCE **$ 9,000.00**

This line item covers the repairs and maintenance of chainsaws, Sign Shop machinery, mortar mixers, drills, air compressors, tamps, welders, etc.

522300 – VEHICLE REPAIRS AND MAINTENANCE **$140,000.00**

This line item covers maintenance and repairs of dump trucks (22), pickups (14), water trucks (2), low-boy tractor, fuel truck, sand spreader, hydroseeder, etc. This also includes tires. This figure was generated by historical information.

523200 – EQUIPMENT RENTAL **$ 2,000.00**

This line item covers any specific piece of equipment needed on a very limited basis.

524000 – BUILDING INSURANCE **$ 1,793.00**

Recommended by Risk Management.

524100 – VEHICLE INSURANCE **$ 28,600.00**

Based on 44 road vehicles @ $650.00 each.

524201 – GENERAL TORT LIABLITY INSURANCE **$ 14,950.00**

Recommended by Risk Management.

524202 – SURETY BONDS **$ 0**

525000 – TELEPHONE **$3,500.00**

Monthly service charges for three (3) phones at Lexington Camp, one (1) at Swansea Camp, one (1) at Leesville, and two (2) at Chapin, one being a fuel monitoring system at this site.

FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2003/2004 BUDGET REQUEST

525010 – LONG DISTANCE CHARGES **$ 400.00**

This too is based on historical information that covers long distance charges for the four maintenance camps at Lexington, Swansea, Leesville, and Chapin.

525020 – PAGERS AND CELL PHONES **$ 315.00**

(3) beepers @ $8.73/month each = $314.28
1 each – Tom Frost, Superintendent, Assistant Superintendent, and the on-call Supervisor.

525030 – 800 MHz RADIO SERVICE CHARGES (63) **$31,800.00**

63 – 800 MHz radios	@ $41.64/mo. x 12	=	$31,479.84
2 of the above add secure operation	@ $ 5.25/mo. x 12	=	126.00
Roaming charges $105.96 annually	$105.96		105.96
1 each private call	@ $ 7.35/mo. x 12	=	88.20
			$31,800.00

525031 – 800 MHz MAINTENANCE (63) **$ 5,670.00**

Maintenance contract on 63 800 MHz radios at $7.50/mo. x 12 months.

63 x $7.50 x 12 = $5,670.60

This covers all repairs except physical damages.

525210 – CONF. & MTG. EXPENSES/EMPLOYEE TRAINING **$ 900.00**

This will allow four (4) employees to attend four seminars featuring road construction and maintenance (2) and herbicide seminars (2) in order to keep current on methods, equipment, and products, (estimated 4 @ $50.00 each = $200.00).

525230 – SUBSCRIPTIONS, DUES AND BOOKS **$ 400.00**

This will allow selected employees (4) to have membership in a herbicide organization in order to keep current on latest techniques and products.

525320 – MOTOR POOL REIMBURSEMENT **$ 200.00**

Cost for use of Motor Pool Vehicles when vehicles are out of service due to repairs, service, etc.

525320 – UTILITIES – SWANSEA MAINTENANCE CAMP **$ 3,384.00**

Estimated electricity	$257.00/mo. x 12 mos.	= $ 3084.00
Estimated propane	$ 25.00/mo. x 12 mos.	= 300.00
		$ 3384.00

525321 – UTILITIES - BATESBURG/LEESVILLE MAINT. CAMP $ 2,760.00

Estimated electricity	$150.00/mo. x 12 mos.	= $ 1,800.00
Estimated propane	$ 25.00/mo. x 12 mos.	= 300.00
Estimated city water	$ 55.00/mo. x 12 mos.	= 660.00
		$ 2,760.00

525322 - UTILITIES – CHAPIN MAINTENANCE CAMP $ 3,200.00

Estimated utilities $266.67/mo. x 12 mos. = $3200.00

525323 – UTILITIES – LEXINGTON MAINTENANCE CAMP $ 12,000.00

Estimated utilities $1000.00/mo. x 12 mos. = $12,000.00

525400 – GAS, FUEL AND OIL $211,050.00

26,000 gallons of gasoline x $1.10/gallon = $ 28,600
143,000 gallons diesel fuel x 1.15/gallon = 164,450

This is a recap of the first six months of this fiscal year so we request an additional $10,000 to allow for any shortages.

Potential overuse $ 10,000.00

Miscellaneous makeup: oil, hydraulic fluid, etc., estimated $8,000.00 annually

525600 – UNIFORMS AND CLOTHING $ 15,000.00

Based on 61 employees at an average of $245.91 per employee to either replace uniforms and steel-toed boots or outfitting new hires with same.

526500 – LICENSE AND PERMITS $ 550.00

Required by State:

2 ea.underground fuel tanks ----- $200.00 ea. = $400.00
Red Bank Pit (Mining License) ---------- $150.00

535000 – STORM DISASTER AND RELIEF $ 400.00

This covers any meal expenses incurred by long hours of work in emergencies (i.e., snow removal, tornado damages, heavy rains, etc.). This account is typically reimbursed when under contract with SCDOT for snow storms.

538000 – CLAIMS AND LITIGATION $ 4,000.00

This covers minor tort claims resulting from potholes, rocks falling off trucks, etc.

FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2003/2004 BUDGET REQUEST

CAPITAL

540000 – SMALL TOOLS AND MINOR EQUIPMENT **$ 6,000.00**
This line item is used for the purchase or replacement of small tools and minor equipment (less than $500.00) that is hard to budget for such as chain saws, concrete saw blades, etc.

1 EACH REPLACEMENT 5 YD DUMP TRUCK **$ 50,300.00**
This vehicle was recommended by Fleet Services for replacement

1 EACH REPLACEMENT 5 YD DUMP TRUCK **$ 50,300.00**
This vehicle was recommended by Fleet Services for replacement

1 EACH REPLACEMENT TANDEM DUMP TRUCK **$ 62,500.00**
This vehicle was recommended by Fleet Services for replacement

1 EACH REPLACEMENT CREW CAB **$ 26,750.00**
This vehicle was recommended by Fleet Services for replacement

1 EACH REPLACEMENT CREW CAB **$ 26,750.00**
This vehicle was recommended by Fleet Services for replacement

1 EACH REPLACEMENT CREW CAB **$ 26,750.00**
This vehicle was recommended by Fleet Services for replacement

2 EACH LEVEL AND TRIPOD ($450.00 EACH) **$ 900.00**
These instruments will allow the two special projects crews accurately transfer grade, set grade, etc. on the road projects they work on.

1 EACH MOTORGRADER **$157,000.00**
This would allow replacement of the (1991) John Deere grader (county # 14882) with excess of 10,000 hours. Fleet Services agrees with this recommendation because 10,000 hours is the average useful life of the power train.

1 EACH PLATE TAMP **$ 2400.00**
This tamp would allow better compaction in areas where the regular tamps cannot work as well.

1 EACH STEEL WHEEL ROLLER **$ 90,000.00**
This vibratory steel wheel roller will allow two Public Works crews to be compacting fill and/or asphalt whereas one has to be "shared" at this time. This would greatly enhance our road building and site prep capabilities.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 2 6 RECD
FINANCE DEPT

Fund: 1000
Division: Public Works
Organization: 121400 - Stormwater Management

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 9	0	177,231	394,442	394,442		
511112	FICA Cost	0	13,122	30,724	30,724		
511113	State Retirement	0	10,281	27,511	27,511		
511120	Insurance Fund Contribution - 9	0	25,200	50,400	54,000		
511130	Workers Compensation	0	3,571	6,464	6,464		
511213	State Retirement - Retiree	0	1,859	0	0		
	*** Total Personnel**	**0**	**231,264**	**509,541**	**513,141**	**0**	**0**
	Operating Expenses						
520300	Professional services	0	0	150,000	150,000		
520400	Advertising	0	0	100	100		
520702	Technical Currency & Support				800		
521000	Office Supplies	0	33	975	975		
521100	Duplicating	0	402	1,200	1,200		
521200	Operating Supplies	2	161	1,350	1,350		
522200	Small Equipment Repairs & Maintenance	0	0	525	525		
524201	General Tort Liability Insurance	0	368	736	920		
524202	Surety Bonds	0	0	52	0		
525000	Telephone	0	735	1,516	2,058		
525010	Long Distance Charges	0	21	250	250		
525020	Pagers and Cell Phones	0	52	117	489		
525030	800 MHz Radio Service Charges	0	1,743	4,737	4,100		
525031	800 MHz Maintenance Charges	0	720	720	720		
525100	Postage	0	342	1,250	1,250		
525110	Other Parcel Delivery Service	0	21	100	100		
525210	Conference & Meeting Expenses	0	2,120	3,450	3,200		
525230	Subscriptions, Dues, & Books	0	1,142	1,150	1,150		
525240	Personal Mileage Reimbursement	0	208	400	400		
525250	Motor Pool Reimbursement	0	8,568	12,741	18,500		
525400	Gas, Fuel, & Oil	5	5	5	30		
525600	Uniforms & Clothing	0	590	700	1,000		
526500	Licenses & Permits	0	365	2,300	2000		
	*** Total Operating**	**7**	**17,596**	**184,374**	**191,117**	**0**	**0**
	**** Total Personnel & Operating**	**7**	**248,860**	**693,915**	**704,258**	**0**	**0**
	Capital						
540000	Small Tools & Minor Equipment:	0	0	585	3,000		
540010	Minor Software	0	0	500	700		
	All Other Equipment	0	0	9,202	10,225		
	**** Total Capital**	**0**	**0**	**10,287**	**13,925**	**0**	**0**
	***** Total Budget Appropriation**	**7**	**248,860**	**704,202**	**718,183**	**0**	**0**

FUND 1000
PUBLIC WORKS - STORMWATER MANAGEMENT (121400)
FY 2003-04 BUDGET REQUEST

CAPITAL

540000 – Small Tools and Minor Equipment	$ 3,000.00
540010 – Minor Software	$ 700.00
2 Ea. New Digital Cameras ($800.00 ea.)	$ 1,600.00
1 Ea. New Laptop Computer	$ 3,800.00
1 Ea. New Software (Hydrology)	$ 1,045.00
1 Ea. New Laptop Projector	$ 3,780.00

PROGRAM OVERVIEW

Stormwater Management

The Stormwater Division has the responsibility for aiding people with the development and subdividing of property. In the performance of these duties we review, approve, and inspect all aspects of land disturbance for commercial and subdivision design. We work with proposed plans for: drainage systems for stormwater, roadway and pavement design, sediment and erosion control methods, lot access, subdividing of property, and flood control. We work closely with the general public, homeowners, developers, engineers, surveyors, builders, realtors, various governmental agencies, and other County departments. We also administer the Federal Emergency Management Agency (FEMA) program for all properties/buildings located within or near the 100-year floodplain. This department will also coordinate the NPDES (National Pollution Discharge Elimination System) program which is a USEPA/SCDHEC unfunded mandate.

Staffing Level

		Grade
1 Stormwater Manager	with insurance	24 (estimated)
1 Hydrologist	with insurance	23
1 NPDES Coordinator	with insurance	19 (estimated)
2 Engineering Associate III	with insurance	18
2 Engineering Associate II	with insurance	13
2 Engineering Associate I	with insurance	10

Communications Equipment

8 Telephones:

1 Pager:

1 800 MHz Base Station

7 800 MHz Portables

LEXINGTON COUNTY
800 MHz Inventory

DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES								ANNUAL SERVICE COST	Yearly Contracted Maintenance		TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Encryption $5.00	SERVICE COST (per radio)	Tax	TOTAL	SERVICE COST TOTAL		PER RADIO	TOTAL	
ENGINEERING - PLANNING																		
Ismail Ozbek		710361	678SYT5859	20557	470		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
Neal Mclaurin		710057	678SZX5695	21391	471		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
Bill Caldon		710362	678SYT5867	20558	473		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
Sammy Ricard		710866	678SYT5876	20562	472		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
Sherry Armstrong		710359	678SYT5824	20555	474		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
Blake Hodge		710360	678SYT5839	20556	476		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
Jesse DeFrance		710353	678SYT5803	20549	475		$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
Eng,. Office		710350	760SYR6216	20565			$39.66				$39.66	$1.98	$41.64		$499.68	$90.00		
													$333.12		$3,997.44	$720.00		

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FUND 1000
PUBLIC WORKS - STORMWATER MANAGEMENT (121400)
FY 2003-04 BUDGET REQUEST

PERSONNEL

510100 - SALARIES AND WAGES (9) **$513,141.00**

Salaries, FICA cost, state retirement, insurance fund contribution, and workers compensation.

1 Stormwater Manager
1 Hydrologist
1 NPDES Coordinator
2 Engineering Associate III
2 Engineering Associate II
2 Engineering Associate I

OPERATING

520300 - PROFESSIONAL SERVICES **$150,000.00**

Estimate $125,000 needed for mapping to GPS (Global Positioning System) outfalls into our GIS (Geographic Information System). Unsure at this point how large an area these funds will cover. Estimate $25,000.00 for a consultant to assist with overall project.

520400 - ADVERTISING **$ 100.00**

For miscellaneous advertising requirements.

520702 – TECHNICAL CURRENCY & SUPPORT **$ 800.00**

Technical support of autodesk software.

521000 - OFFICE SUPPLIES **$ 975.00**

For necessary supplies (folders, note pads, etc.).

521100 - DUPLICATING **$ 1,200.00**

Cost for necessary duplication of documents.

521200 - OPERATING SUPPLIES **$ 1,350.00**

Necessary supplies like GIS print paper, color cartridges, etc.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **$ 525.00**

Cost for repairing calculators, GPS unit, etc.

524201 - GENERAL TORT LIABILITY INSURANCE **$ 920.00**

Provided by Risk Manager

FUND 1000
PUBLIC WORKS - STORMWATER MANAGEMENT (121400)
FY 2003-04 BUDGET REQUEST

524202 – SURETY BONDS $ - 0 -

525000 - TELEPHONE $ 2,058.00

Eight (8) telephone service lines ($17.18 ea./mo.) = $1650. Add voice mail per phone (8 x $4.25/mo. x 12) = $408.

525010 – LONG DISTANCE CHARGES $ 250.00

As needed for long distance charges.

525020 – PAGERS AND CELL PHONES $ 489.00

1 ea. pager $8.73/mo. X 12 = $105.00. Allows Stormwater Manager to be reached at all times. 1 ea. cell phone $32.00/mo. X 12 = $384.00 for communication with NPDES Coordinator.

525030 – 800 MHz RADIO SERVICE CHARGES $ 4,100.00

8 ea. 800 MHz Radios @ $ 41.64 ea. / mo. x 12 = $3,997.44
1 ea. talk-group @ $ 2.00 ea. / mo. x 12 = 24.00
$4,021.44
Miscellaneous roaming charges $78.56 annually 78.56
$ 4,100.00

525031 – 800 MHz MAINTENANCE CHARGES $ 720.00

8 EA 800 MHz Radio Annual Maintenance $90.00 x 8 = $720.00

525100 - POSTAGE $ 1,250.00

Anticipated postage costs.

525110 – OTHER PARCEL DELIVERY SERVICE $ 100.00

525210 - CONFERENCE & MEETING EXPENSES $ 3,200.00

SC Association of Hazard Mitigation, 2 ea. @ $450 = $ 900
American Society of Civil Engineers Conference = 700
American Public Works Association Convention, 2 ea. @ $800 = 1600
$3200

525230 - SUBSCRIPTIONS, DUES, & BOOKS $ 1,150.00

Anticipated costs of items needed to keep up to date on program requirements (FEMA, NPDES, Engineering).

SC Association Hazard Mitigation dues, 2 ea. @ $100.00	= 200.00
Municipal Stormwater Manager dues, 4 ea. @ $150.00	= 600.00
Professional Engineers license	= 120.00
American Society of Civil Engineers membership	= 100.00
Various engineer periodicals	= 130.00

FUND 1000
PUBLIC WORKS - STORMWATER MANAGEMENT (121400)
FY 2003-04 BUDGET REQUEST

525240 – PERSONAL MILEAGE REIMBURSEMENT $ 400.00
Anticipated personal mileage to be reimbursed for County business.

525250 - MOTORPOOL REIMBURSEMENT $ 18,500.00
Anticipated costs of transportation from motorpool as needed.

525400 – GAS, FUEL & OIL $ 30.00

525260 - UNIFORMS & CLOTHING $ 1,000.00
Steel-toed shoes and necessary uniforms to identify employees to citizens.

526500 - LICENSES & PERMITS $ 2,000.00
Anticipated annual cost (permit) to SCDHEC.
NPDES = $2,000.00

FUND 1000
PUBLIC WORKS - STORMWATER MANAGEMENT (121400)
FY 2003-04 BUDGET REQUEST

CAPITAL

540000 - SMALL TOOLS & MINOR EQUIPMENT $ 3,000 .00
Equipment (calculators, etc.) needed to process information or data.

540010 – MINOR SOFTWARE $ 700.00
Miscellaneous software as needed.

2 Ea. New Digital Cameras @ $800.00 ea. = $1,600.00 $ 1,600.00
These cameras will be used for Planning Commission meeting presentations, NPDES outfall location photography, soil and sedimentation problem identification and record keeping, etc.

1 Ea. Computer $ 3,800.00
The laptop computer requested will be used in several ways:

1) Planning Commission presentations
2) NPDES data collection and public presentations
3) Public Works.

All the above require GIS and various options for maximum presentation effect. This computer will also allow field use for NPDES and mapping capabilities.

1 Ea. New Software $ 1,045.00
This specific software will be used by Hydrologist for both NPDES and soil and erosion control projects to check engineering submittals.

1 Ea. New Laptop Projector $ 3,780.00
This laptop projector is requested to assist Stormwater Manager and NPDES Coordinator in presenting projects and programs to Planning Commission, general public (public meetings), and others to provide graphic details of the various aspects of these programs. Will also be used for various training programs required under NPDES permit.

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COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Public Safety
Organization: 131100 - Administration

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 1	35,383	17,353	36,204	36,124		
511112	FICA Cost	2,611	1,267	2,764	2,764		
511113	State Retirement	2,424	1,189	2,475	2,475		
511120	Insurance Fund Contribution - 1	4,200	2,800	5,600	6,000		
511130	Workers Compensation	96	47	96	98		
	*** Total Personnel**	**44,714**	**22,656**	**47,139**	**47,461**	**0**	**0**
	Operating Expenses						
520300	Professional Services	0	1,500	3,000	0		
521000	Office Supplies	452	101	300	500		
521100	Duplicating	639	134	1,200	1,200		
521200	Operating Supplies	292	7	300	300		
522200	Small Equipment Repairs & Maintenance	163	0	100	100		
524000	Building Insurance	19	0	20	23		
524201	General Tort Liability Insurance	17	8	15	19		
524202	Surety Bonds	0	0	6	0		
525000	Telephone	1,258	627	1,300	1,360		
525010	Long Distance Charges	239	69	400	400		
525020	Pagers & Cell Phones	0	0	500	600		
525100	Postage	348	209	350	350		
525210	Conference & Meeting Expense				200		
525230	Subscriptions, Dues & Books				100		
525300	Utilities - Admin. Bldg.	1,626	891	1,600	1,800		
	*** Total Operating**	**5,053**	**3,546**	**9,091**	**6,952**	**0**	**0**
	**** Total Personnel & Operating**	**49,767**	**26,202**	**56,230**	**54,413**	**0**	**0**
	Capital						
540000	Small Tools & Minor Equipment:	499	0	500	500		
540010	Minor Software	126	0	500	500		
	All Other Equipment	0	1,057	1,062			
	Telephone				625		
	**** Total Capital**	**625**	**1,057**	**2,062**	**1,625**	**0**	**0**
	***** Total Budget Appropriation**	**50,392**	**27,259**	**58,292**	**56,038**	**0**	**0**

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003 - 2004

Fund # 1000 Fund Title: General
Organization # 131100 Organization Title: Public Safety/Administration
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	Small Tool & Minor Equipment	500
	Minor Software	500
	Telephone	625
	** **Total Capital (Transfer Total to Section I and II)**	**1,625**

SECTION IV - PROGRAM OVERVIEW

ADMINISTRATION DIVISION

SUMMARY OF PROGRAMS:

Program I - Administration

PROGRAM I: ADMINISTRATION

Objectives:

The objectives of this program are to provide coordination, and technical and administrative support to the entities that comprise the Department of Public Safety; the Emergency Preparedness Operations, Communications, Emergency Medical Services, and the Fire Service. Additional objectives are to provide effective administrative capabilities to support emergency response to the citizens of the County through dissemination of information through all media.

This program also is responsible to insure that all operations are in compliance with the financial, administrative and legal requirements set forth by county, state, and federal procedures, mandates and statutes. Other functions include the responsibility of insuring that adequate trained staff is employed to provide the most efficient delivery of services to the citizens through the many programs offered by the Public Safety Department.

SECTION IV.A - LISTING OF POSITIONS

Current Staffing Level:

JOB TITLE	POSITIONS	FULL TIME EQUIVALENT GENERAL FUND	FULL TIME EQUIVALENT OTHER FUND	TOTAL	GRADE
Senior Admin Asst I	1	1		1	9
TOTAL POSITIONS	1	1		1	

SECTION IV.C - LISTING OF TELECOMMUNICATIONS EQUIPMENT

(5) Office Phones

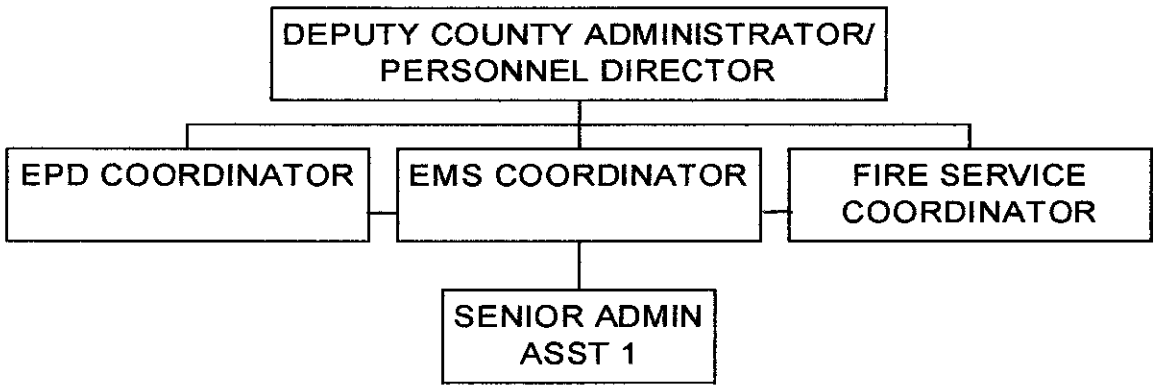
(1) Fax Line

(1) Computer Fax Modem

(1) Nextel

SECTION VI.A – PERSONNEL LINE ITEM NARRATIVE

DEPARTMENT OF PUBLIC SAFETY
ADMINISTRATION DIVISION



SECTION VI.B - OPERATING LINE ITEM NARRATIVES

PUBLIC SAFETY
ADMINISTRATION DIVISION

OPERATING BUDGET

521000 - OFFICE SUPPLIES **$ 500**

This account provides for the varied supplies required for the Administrative program which are utilized by the Administrative Assistant and the division management staff to support the entire Public Safety Department.

521100 - DUPLICATING **$1,200**

This account supports the duplicating efforts of the various programs that make up the Administrative Division. Individual copies are charged back at the cost of five cents per copy.

521200 - OPERATING SUPPLIES **$ 300**

This account will be used to purchase supplies associated with the fax machine such as toner, drum, etc.

522200 - SMALL EQUIPMENT REPAIRS **$ 100**

This account will be used for repairs as needed to office equipment used by the Administrative Division, to include the typewriter, the computer and printer.

524000 - BUILDING INSURANCE **$ 23**

This account is used to purchase building and personal property insurance for the Administrative Division.

524201 - GENERAL TORT LIABILITY INSURANCE $ 19

This account is utilized to provide tort liability for the Administrative Division.

525000 - TELEPHONE $ 1,360

The telephone account reflects the expenses involved with providing telephone services for the Administrative Division. This amount reflects the pro-rated chargeback of the basic telephone system and other related to telephone services to include the lines for the fax machine and the paging system. Monthly Average - $110/mo x 12 mo = $1,320. Telephone Directory - $40.

525010 - LONG DISTANCE CHARGES $ 400

This account reflects the expenses involved with long distance telephone charges for the Administrative Division, as well as long distance charges associated with the fax machine.

525020 - PAGERS AND CELL PHONES $ 600

This account reflects the expenses involved with a Nextel radio used by the Administrative Division. Monthly Plan $50/mo x 12 mo = $600

525100 - POSTAGE $ 350

The Administrative Division is required to correspond with numerous local, state, and federal agencies. Many of these correspondences require that they be registered mail. Some of the specific correspondence provided through this account is mailing agendas, and mailing requested information to citizens concerning the various areas of Public Safety.

525210 - CONFERENCE & MEETING EXPENSE $ 200

This account will be utilized to provide training updates for the Administrative Assistant in order to maintain proficiency in the upgraded computer software programs.

525230 - SUBSCRIPTIONS, DUES & BOOKS **$ 100**

This account is utilized to subscribe to publications related to administrative and computer software training.

525300 - UTILITIES - ADMIN. BUILDING **$1,800**

This account provides for the utilities necessary to sustain the Administrative Division within the Administration Building.
Monthly Average - $150/mo x 12 mo = $1,800

SECTION VI.C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT $500

The office chair in the Administrative Division will need to be replaced this year at an estimated cost of $250. A laminating machine will be purchased to laminate training charts, etc. at an estimated cost of $250.

540010 - MINOR SOFTWARE $500

This will provide for upgrade of paging software for desktop computer used in Administration Division. Software needed include flowchart software for budgeting purchases and Adobe Acrabat.

TELEPHONE $625

The desk phone currently being used by Administrative Staff is a Meridian 18-key phone which the county installed in 1994. This version phone is no longer available, and only refurbished models may be purchased as replacements. We are currently using a refurbished model and Alltel has recommended that we purchase a new system. M5316 phone - $435; 22-key add on - $112; labor - $30; and tax.

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COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Public Safety
Organization: 131101 - Emergency Preparedness

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2	79,190	38,823	81,003	81,003		
511112	FICA Cost	6,057	2,979	6,184	6,197		
511113	State Retirement	5,425	2,659	5,537	5,549		
511120	Insurance Fund Contribution - 2	8,400	5,600	11,200	12,000		
511130	Workers Compensation	217	106	214	219		
	*** Total Personnel**	**99,289**	**50,167**	**104,138**	**104,968**	**0**	**0**
	Operating Expenses						
520200	Contracted Services	1,890	1,890	2,300	2,300		
520300	Professional Services	95	0	0	0		
520400	Advertising & Publicity	0	0	100	100		
521000	Office Supplies	197	81	200	200		
521100	Duplicating	0	91	150	150		
521200	Operating Supplies	275	16	500	500		
524000	Building Insurance	0	0	30	23		
524201	General Tort Liability Insurance	48	176	351	439		
524202	Surety Bonds	0	0	13	0		
525000	Telephone	731	404	675	850		
525010	Long Distance Charges	56	33	200	200		
525020	Pagers and Cell Phones	253	124	300	300		
525030	800 MHz Radio Service Charges - 2	998	494	1,063	1,075		
525031	800 MHz Maintenance Charges - 2	175	180	180	190		
525100	Postage	36	19	100	100		
525210	Conference & Meeting Expenses	33	0	650	650		
525230	Subscriptions, Dues, & Books	50	50	150	150		
525300	Utilities - Admin. Bldg.	1,627	891	1,650	1,800		
	*** Total Operating**	**6,464**	**4,449**	**8,612**	**9,027**	**0**	**0**
	**** Total Personnel & Operating**	**105,753**	**54,616**	**112,750**	**113,995**	**0**	**0**
	Capital						
540000	Small Tools & Minor Equipment	62	335	500	500		
	Refrigerator				650		
	Stove				500		
	**** Total Capital**	**62**	**335**	**500**	**1,650**	**0**	**0**
	***** Total Budget Appropriation**	**105,815**	**54,951**	**113,250**	**115,645**	**0**	**0**

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Section II

COUNTY OF LEXINGTON

Existing Departmental Program Request
Fiscal Year - 2003 - 2004

Fund # 1000 Fund Title: General
Organization # 131101 Organization Title: Emergency Preparedness

Object Expenditure Code	Classification	Program #__1_ SARA	Program #__2_ EPD	Program #___	Program #___	Total 2000 - 01 Requested
	Program Title:					
	Personnel					
510100	Salaries #___		81,003			81,003
510300	Part Time #___					
511112	FICA Cost		6,197			6,197
511113	State Retirement		5,549			5,549
511114	Police Retirement					
511120	Insurance Fund Contribution #___		12,000			12,000
511130	Workers Compensation		219			219
511131	S.C. Unemployment					
	*** Total Personnel**	0	104,968			104,968
	Operating Expenses					
520100	Contracted maintenance					
520200	Contracted Services		2,300			2,300
520300	Professional Services					
520400	Advertising	100				100
521000	Office Supplies	100	100			200
521100	Duplicating	50	100			150
521200	Operating Supplies		500			500
522100	Equipment Repairs & Maintenance					
522200	Small Equipment Repairs & Maint.					
522300	Vehicle Repairs & Maintenance					
523000	Land Rental					
524000	Building Insurance	12	11			23
524100	Vehicle Insurance #___					
524101	Comprehensive Insurance #___					
524201	General Tort Liability Insurance		439			439
524202	Surety Bonds					
525000	Telephone		850			850
525010	Long Distance Charges		200			200
525020	Pagers & Cell Phones		300			300
525030	800 MHZ Radio Service Charges		1,075			1,075
525031	800 MHZ Contracted Maintenance		190			190
525100	Postage	50	50			100
525210	Conference & Meeting Expenses	50	600			650
525230	Subscriptions, Dues, & Books		150			150
525300	Utilities - Admin. Building	900	900			1,800
525600	Uniforms & Clothing					
526500	Licenses & Permits					
	*** Total Operating**	1,262	7,765			9,027
	**** Total Personnel & Operating**	1,262	112,733			113,995
	**** Total Capital (From Section III)**		1,650			1,650
	***** Total Budget Appropriation**	1,262	114,383			115,645

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Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 131101 Organization Title: Emergency Preparedness
Program # Program Title:

Qty	Item Description	***BUDGET*** 2002-03 Requested Amount
	Small Tools and Minor Equipment	500
1	Refrigerator	650
1	Stove	500

**** Total Capital (Transfer Total to Section I and II)** **1,650**

SECTION IV. – PROGRAM OVERVIEW
EMERGENCY PREPAREDNESS DIVISION

PROGRAM 1 - SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT OF 1986, (SARA)

This program is mandated by federal law under the Title III, Emergency Planning and Community Right-to-Know Act of the Superfund Amendments and Reauthorization Act of 1986 (SARA). Responsibilities at the local level are implemented by the Local Emergency Planning Committee (LEPC), the coordinator of which is the Emergency Response Coordinator. Responsibilities for the LEPC include:

1. Develop local emergency response plans
2. Give public notice of LEPC activities
3. Establish procedures for handling public requests for information
4. Request any information from facilities needed for emergency planning
5. Receive chemical inventory forms and data sheets (MSDS)
6. Receive release reports

PROGRAM 2 - EMERGENCY PREPAREDNESS

This program provides the capability to plan for natural and man-made disasters which may affect the population of Lexington County. Planning is a continuous process and encompasses mitigation, actions taken to prepare for disaster, actions to be taken during the event which lessen injuries, and a recovery process which will enable the population to resume normalcy in the shortest amount of time. Specific activities include planning for natural disasters (tornadoes, earthquakes, floods, hurricanes, winter storms, etc.) accidents involving the fixed nuclear facility at V.C. Summer Nuclear Station, airport crashes and incidents at the Columbia Metropolitan Airport, and the failure of the Lake Murray Dam. This program also provides a central point for coordination between local government and state and federal assistance agencies in all phases of planning.

SECTION IV.A. – LISTING OF POSITIONS

Current Staffing Level:

		Full Time Equivalent			
Job Title	Positions	General Fund	Other Fund	Total	Grade
Coordinator	1	1		1	22
Secretary I	1	1		1	6
TOTAL POSITIONS	2	2		2	

SECTION IV.C. – LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(2) Office Phones

(1) Fax Modem

(1) Cell Phone

(1) Pager

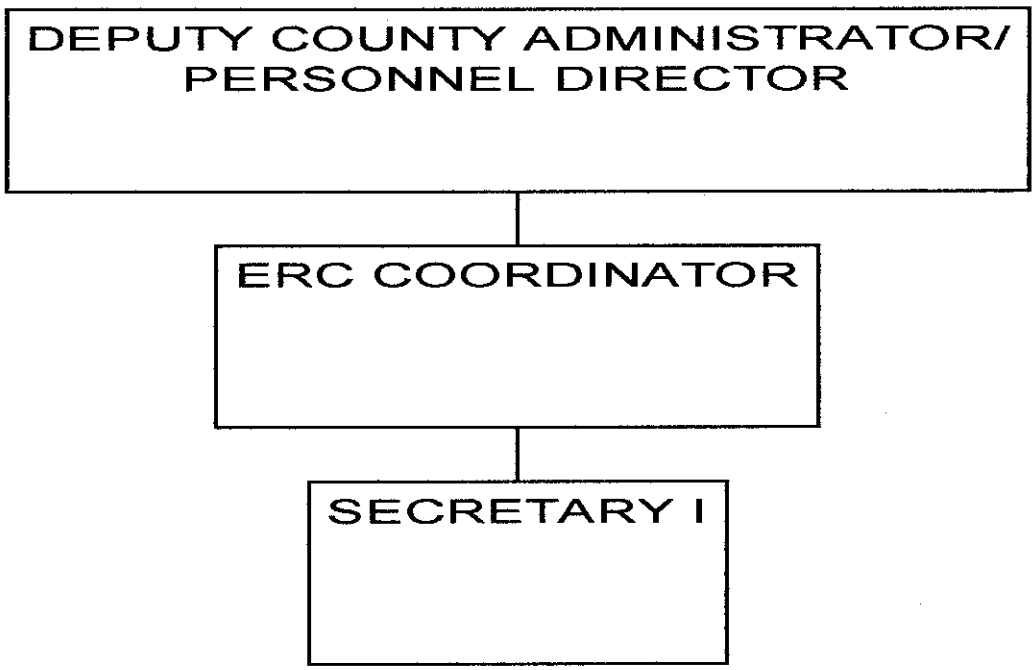
LEXINGTON COUNTY
800 MHz Inventory

DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES							ANNUAL SERVICE COST	ANNUAL CONTRACTED MAINTENANCE	TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Secure $5.00	Service Cost	Tax	TOTAL			
EPD 6030AM	2	760238	494AXC0678	19193			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
		760240	326AXC0936	19221	204		$39.66			$5.00	$44.66	$2.23	$46.89	$562.68	$90.00	$652.68
													$88.54	$1,062.36	$180.00	$1,242.36

24-7

SECTION VI.A – PERSONNEL LINE ITEM NARRATIVE

EPD DIVISION



SECTION VI.B.-OPERATING LINE NARRATIVES

EPD DIVISION

520200 – CONTRACTED SERVICES $2,300

Program 2 – EMERGENCY PREPAREDNESS $2,300

This account will cover the cost of the yearly fee for the Meterologic weather system.

$184 per mo x 12 mo = $2,208

520400 - ADVERTISING $ 100

PROGRAM 1 - SARA $100

This account provides for the annual notification of the citizens of Lexington County of the fact that records of hazardous materials within the county are maintained in the Office of Public Safety and are available for review. This notification is required by SARA, Title III.

521000 - OFFICE SUPPLIES $ 200

PROGRAM 1 - SARA $ 100

This account provides for the varied supplies required for the Local Emergency Planning Committee (SARA) program. These supplies are utilized by the Secretary and Coordinator to support these programs.

PROGRAM 2 - EMERGENCY PREPAREDNESS $ 100

This account provides for the varied supplies required for the Emergency Preparedness program. These supplies are utilized by the Secretary and Coordinator to support these programs.

521100 - DUPLICATING **$ 150**

PROGRAM 1 - SARA $ 50

This account supports the duplicating efforts of the various programs that make up the Emergency Preparedness Division. Individual copies are charged back at the cost of five cents per copy.

PROGRAM 2 - EMERGENCY PREPAREDNESS $ 100

This account supports the duplicating efforts of the various programs that make up the Emergency Preparedness Division. Individual copies are charged back at the cost of five cents per copy.

521200 - OPERATING SUPPLIES **$500**

PROGRAM 2 - EMERGENCY PREPAREDNESS $ 500

This account is to purchase toner and drum for printer, as well as operating supplies to be used during disaster operations and exercises.

524000 - BUILDING INSURANCE **$ 23**

PROGRAM 1 - SARA $ 12

This account is used to purchase building and personal property insurance for the Emergency Preparedness Division.

PROGRAM 2 - EMERGENCY PREPAREDNESS DIVISION $ 11

This account is used to purchase building and personal property insurance for the Emergency Preparedness Division.

524201 - GENERAL TORT LIABILITY INSURANCE **$439**

PROGRAM 2 - EMERGENCY PREPAREDNESS $ 439

This account is utilized to provide tort liability for the Emergency Preparedness Division.

525010 - TELEPHONE **$850**

PROGRAM 2 - EMERGENCY PREPAREDNESS DIVISION $ 850

This telephone account reflects the expenses involved with providing telephone services for the Emergency Preparedness Division. This amount reflects the pro-rated chargeback of the basic telephone system.

$68/mo x 12 mo. = $816

525010 - LONG DISTANCE CHARGES **$200**

PROGRAM 2 - EMERGENCY PREPAREDNESS DIVISION $ 200

This account reflects the expenses involved with long distance telephone charges for the Emergency Preparedness Division.

525020 – PAGERS AND CELL PHONES **$300**

PROGRAM 2 - EMERGENCY PREPAREDNESS DIVISION $ 300

This account reflects the costs associated with a pager for the Coordinator and a spare cellular telephone to be used during emergencies.

Phone $16.00/month x 12 month = $192
Pager $8.75/mo x 12 month = $105

25030 - 800 MHZ RADIO SERVICE CHARGES **$1,075**

PROGRAM 2 - EMERGENCY PREPAREDNESS DIVISION $1,075

This account is to cover monthly operations service charges and roaming charges for 800 MHZ radios.

1 radio x $42/month x 12 month = $504
1 radio x $47/month x 12 month = $564

525031 - 800 MHZ CONTRACTED MAINTENANCE **$190**

PROGRAM 2 – EMERGENCY PREPAREDNESS DIVISION $ 190

This account will cover monthly maintenance cost of two 800 MHz radios.

2 x $7.50/mo x 12 mo + tax

525100 - POSTAGE **$ 100**

PROGRAM 1 - SARA $ 50

The Emergency Preparedness Division is required to correspond with numerous local, state, and federal agencies. Many of these correspondences require that they be registered mail. Some of the specific correspondence provided through this account is mailing agendas, mailing requested information to citizens concerning the various areas of Emergency Preparedness and in the Emergency Planning areas.

PROGRAM 2 - EMERGENCY PREPAREDNESS $ 50

The Emergency Preparedness Division is required to correspond with numerous local, state, and federal agencies. Many of these correspondences require that they be registered mail. Some of the specific correspondence provided through this account is mailing agendas, mailing requested information to citizens concerning the various areas of Emergency Preparedness and in the Emergency Planning areas.

525210 - CONFERENCES & MEETING EXPENSE **$ 650**

PROGRAM 1 - SARA $ 50

Annual LEPC meeting supplies - $50

PROGRAM 2 - EMERGENCY PREPAREDNESS $ 600

Emergency Management Conference $600
(Required by CCA - FEMA Funding)

525230 - SUBSCRIPTIONS DUES & BOOKS **$ 150**

PROGRAM 2 - EMERGENCY PREPAREDNESS $150

This account is utilized to pay for dues to the South Carolina Emergency Preparedness Association ($50) and to the state merit system ($100) for rating of EPD positions.

525300 - UTILITIES - ADMIN. BUILDING **$1,800**

PROGRAM 1 - SARA $ 900

This account provides for the utilities necessary to sustain the Emergency Preparedness Division within the Administration Building.

PROGRAM 2 - EMERGENCY PREPAREDNESS $ 900

This account provides for the utilities necessary to sustain the Emergency Preparedness Division within the Administration Building.

SECTION VI.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

Small Tools and Minor Equipment $500

Replace telephones and cords and equipment used during emergency operations.

REFRIGERATOR $650

Replace exiting refrigerator to support EOC operations. Existing refrigerator is 15 years old.

STOVE $500

Replace existing stove to support EOC operations. Existing stove is 15 years old and has knobs that do not match. On numerous occasions the stove has been left on for extended periods due to inaccurate knobs.

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New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 131101 Organization Title: Emergency Preparedness
Program # Program Title: Reverse 9-1-1

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
	Reverse 9-1-1	55,000

** **Total Capital (Transfer Total to Section I and II)** **55,000**

24-15

REVERSE 9-1-1 $55,000

This program will allow emergency messages to be disseminated through exisitng telephone lines to each affected citizens home. Calls may be made to the entire county or to only the affected area. Examples of use include a call to those homes that would be affected by a hazardous materials spill or the Lake Murray Dam failing. Law enforcement could use the system to alert citizens to missing persons or Alzheimer's patients.

This project has been submitted as part of the Department of Justice Grant. If approved, the County match would be $13,750, resulting in a significant savings.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year -2003-04

LEXINGTON COUNTY
FEB 2 4 RECD
FINANCE DEPT.

Fund: 1000
Division: Public Safety
Organization: 131200 - Animal Control

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommenc	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 8	192,000	94,160	199,241	201,323		
510200	Overtime	9,071	3,914	3,914	5,000		
510300	Part Time - 2	27,017	14,150	32,134	32,136		
511112	FICA Cost	16,905	8,222	17,860	17,860		
511113	State Retirement	15,624	7,687	15,993	15,993		
511120	Insurance Fund Contribution - 8	33,600	22,400	44,800	48,000		
511130	Workers Compensation	3,946	1,941	3,972	5,674		
	*** Total Personnel**	**298,163**	**152,474**	**317,914**	**325,986**		
	Operating Expenses						
520200	Contracted Services	4,031	1,548	7,000	7,000		
520300	Professional Services	1,993	500	3,000	3,000		
520400	Advertising & Publicity	0	0	2,000	2,000		
521000	Office Supplies	960	205	1,250	1,250		
521100	Duplicating	441	173	1,000	1,000		
521200	Operating Supplies	29,522	19,263	32,000	32,000		
521300	Food Supplies	0	0	2,000	2,000		
521402	Occupational Health Supplies	0	0	500	2,500		
522000	Building Repairs & Maintenance	2,815	71	4,000	4,000		
522200	Small Equipment Repairs & Maintenan	450	0	1,000	1,000		
522300	Vehicle Repairs & Maintenance	4,528	1,707	5,600	5,600		
524000	Building Insurance	163	0	168	204		
524100	Vehicle Insurance - 5	2,600	1,300	2,665	3,250		
524201	General Tort Liability Insurance	787	350	701	876		
524202	Surety Bonds	0	0	65	~~65~~ 0		
524900	Data Processing Equipment Insurance	0	0	10	10		
525000	Telephone	1,447	731	1,700	1,700		
525010	Long Distance Charges	196	143	500	500		
525020	Pagers & Cell Phones	1,221	539	1,240	1,240		
525030	800MHz Radio Service Charges - 7	3,087	1,534	3,499	3,523		
525031	800MHz Maintenance Charges - 7	438	455	630	630		
525100	Postage	162	113	250	250		
525210	Conference & Meeting Expenses	3,025	3,312	5,500	5,500		
525230	Subscriptions, Dues, & Books	0	0	350	200		
525240	Personal Mileage Reimbursement	21	0	200	100		
525307	Utilities - Service Center South	15,410	7,611	16,179	16,200		
525400	Gas, Fuel, & Oil	7,031	4,139	9,000	10,000		
525600	Uniforms & Clothing	2,959	1,385	3,000	3,000		
526500	Licenses & Permits	575	0	500	500		
538000	Claims & Judgements (Litigation)	0	25	500	500		
	*** Total Operating**	**83,862**	**45,104**	**106,007**	~~109,598~~ 109,533		
	**** Total Personnel & Operating**	**382,025**	**197,578**	**423,921**	~~435,584~~ 435,519		

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year -2003-04

Fund: 1000
Division: Public Safety
Organization: 131200 - Animal Control

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommenc	2003-04 Approved
	Capital						
540000	Small Tools & Minor Equipment:	1,278	422	2,000	5,175		
	All Other Equipment	15,328	1,049	22,590	5,525		
	**** Total Capital**	**16,606**	**1,471**	**24,590**	**10,700**		
	***** Total Budget Appropriation**	**398,631**	**199,049**	**448,511**	446,219 ~~446,284~~		

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year 2003-2004

Fund: 1000 (General)
Organization: 131200 (Animal Services)

Qty.	Item Description	***BUDGET*** 2003-2004 Requested Amount
1	Small Tools and Minor Equipment	$5,175
1	Recovery Cages with Mobil Platform	$2,100
1	Electric Platform Scale with AC/DC Adapter	$1,200
1	Refrigerator (Replacement)	$725
1	10X14 Storage Shed	$1,500
	**** Total Capital (Transfer Total to Main Sheet)**	$10,700

COUNTY OF LEXINGTON
VEHICLE SCHEDULE
FY 2003-2004

Department Name: Animal Services
Department No.: 131200
Program/Activity:

Vehicle #	Description	Assigned	Vehicle Repairs & Maint. 522300	Vehicle Insurance 524100	Comp. Insurance 524101	Gas, Fuel & Oil 525400	Total
18970	1997 Ford F-150	Animal Srv.	$1,120	$650	$0	$2,000	$3,770
18971	1997 Ford F-150	J. Hill	$1,120	$650	$0	$2,000	$3,770
21513	2000 Dodge Pkp	J. Blackman	$1,120	$650	$0	$2,000	$3,770
21514	2000 Dodge Pkp	J. Uschold	$1,120	$650	$0	$2,000	$3,770
22778	2001 Chev. 1500	J. Mcgee	$1,120	$650	$0	$2,000	$3,770

COUNTY OF LEXINGTON
2003 –2004 ANNUAL BUDGET
PROGRAM OVERVIEW

FUND 1000
ANIMAL SERVICES (131200)

MISSION / OBJECTIVES

The purpose of Animal Services is to enforce Lexington County's animal control ordinance, shelter animals in a way to ensure the publics safety, and to promote responsible pet ownership. Animal Services shelters unwanted, abandoned, stray, and impounded animals. It is the duty of the shelter to:

- Minimize stress on the animals, protect them from the elements, and provide a place of safety and comfort while they are in the shelter's care.
- Provide humane disposition of unwanted, sick, dangerous, or injured animals.
- Responsible placement of adopted animals.
- Improve conditions for animals in Lexington County.
- Provide a facility that is attractive to the citizens of Lexington County.

MISCELLANEOUS AND STATISTICAL DATA

Lexington County is approximately 750 square miles consisting of an estimated 210,000 people. Animal Services has (4) animal control officers which patrol the county. Animal Services divided the county into (4) sections. Each officer is assigned a specific area to patrol. Each week the officers rotate on call duty. An officer is on call 24 hours a day, seven days a week.

John Uschold:	Downtown Lexington – Irmo – Chapin – Part of West Columbia
James Hill:	South Congaree – Pine Ridge – Part of Lexington – Part of West Columbia
John McGee:	Pelion – Swansea – Gaston
Johnny Blackman:	Batesburg – Leesville – Gilbert – Summit

A.) LISTING OF POSITIONS

Job Title	*Positions*	*General Fund*	*Grade*
Coordinator	*1*	*1*	*12*
Veterinarian	*1*	*1*	*15*
Animal Control Officer	*4*	*1*	*5*
Shelter Attendant	*1*	*1*	*5*
Shelter Attendant	*2*	*1*	*5-P/T*
Clerk	*1*	*1*	*4*

B.) VEHICLES

COUNTY #	MAKE & MODEL	INSURANCE
18970	1997 FORD F-150	$650
18971	1997 FORD F-150	$650
21513	2000 DODGE PKP	$650
21514	2000 DODGE PKP	$650
22778	2001 CHEV 1500	$650

C.) TELECOMMUNICATION EQUIPMENT

QUANTITY	EQUIPMENT
6	TELEPHONE
6	800 MHz RADIO
1	800 MHz BASE STATION
5	PAGERS

D.) SERVICE LEVELS

*SEE NEXT PAGE

COUNTY OF LEXINGTON
2003-2004
ANNUAL BUDGET JUSTIFICATION

Program 1

FUND 1000
ANIMAL SERVICES (131200)
OPERATING EXPENSES:

520200 CONTRACTED SERVICES: $ 7,000

WASTE DISPOSAL BY CAROLINA CONTAINER CORPORATION. MONDAY THROUGH SATURDY AT A COST OF $442 PER MONTH. VECTOR CONTROL BY ECOLAB AT A COST OF $125 PER MONTH

520300 PROFESSIONAL SERVICES: $ 3,000

CONTRACT FOR VETERANARIAN SERVICES TO INCLUDE EMERGENCY AFTER HOUR CARE AND OTHER RELATED VETERINARIAN SERVICES.

520400 ADVERTISING / PUBLICITY: $ 2,000

NEWSPAPER ADS, BOOTHS AT FESTIVALS, FLYERS ABOUT SPECIAL EVENTS

521000 OFFICE SUPPLIES: $ 1,250

PAPER, PENS, ENVELOPES, SCOTCH TAPE, FOLDERS, STORAGE BOXES, HOUSEHOLD SUPPLIES, ANIMAL SERVICE FORMS, RUBBER BANDS, TOWN DIRECTORIES, DESK CALENDARS & PLANNERS, COMPUTER BACKUP TAPES; PRINTER, CALCULATOR & FAX RIBBONS, INDEX & BUSINESS CARDS, ECT...

521100 DUPLICATING: $ 1,000

COPY MACHINE DUPLICATING USED IN THE DAILY ACCOMPLISHMENT OF THE ANIMAL SERVICES OPERATION.

521200 OPERATING SUPPLIES: $ 32,000

VETERINARY SUPPLIES SUCH AS MEDICATIONS, VACCINATIONS, ANTIBIOTICS, ANESTHESIA, SYRINGE, NEEDLES, FLEA DIP, AND FATAL PLUS (EUTHANASIA FLUID). FATAL PLUS IS $35 PER BOTTLE AT AN AVERAGE OF 18 BOTTLES PER MONTH.

521300 FOOD SUPPLIES: $ 2,000

PURCHASE DOG AND CAT FOOD FOR THE ANIMALS THAT ARE HELD IN THE SHELTER. AN ESTIMATED 12,000 ANIMALS ARE PROCESSED THROUGH THE SHELTER IN A YEAR. PRICE OF FOOD VARIES.

521402 OCCUPATIONAL HEALTH SUPPLIES: $2,500

3 SETS OF SHOTS PER PERSON FOR PRE- INNOCULATION AGAINST RABIES. THE VACCINE IS CALLED IMOVAX.

$83.33 PER SHOT (3 SHOT SERIES) = $250 PER PERSON (10 EMPLOYEES)

522000 BUILDING REPAIRS AND MAINTENANCE: $ 4,000

BUILDING IS OLD AND REQUIRES REPAIRS THROUGHOUT THE YEAR

522200 SMALL EQUIPMENT REPAIRS & MAINT.: $ 1,000

FUNDS WILL BE USED FOR EMERGENCY REPAIR AND MAINTENANCE FOR SMALL OFFICE MACHINES SUCH AS COMPUTERS, PRINTERS, FAX MACHINES, AND TYPEWRITERS, ETC.

522300 VEHICLE REPAIRS AND MAINENANCE: $ 5,600

THIS FIGURE IS BASED ON THE AVERAGE YEARLY REPAIRS OF 5 VEHICLES FROM MAINTENANCE REPORTS PREPARED BY FLEET SERVICES.

524000 BUILDING INSURANCE: $ 204

TO COVER THE COST OF ALLOCATED BUILDING INSURANCE.

524100 VEHICLE INSURANCE: $ 3,250

LIABILITY COVERAGE FOR A YEAR IS $520 PER VEHICLE. ANIMAL SERVICES HAS 5 VEHICLES IN ITS FLEET.

524201 GENERAL TORT LIABILITY INSURANCE: $ 876

$420 FOR THE COORDINATOR AND $62 FOR ALL OTHER EMPLOYEES (9)

524900 DATA PROCESSING EQUIPMENT INSURANCE: $ 10

TO COVER ONE ANIMAL SERVICES OFFICE AT $9.90 PREMIUM AT A RATE OF $.198 FOR A $5,000 LIMIT OF COVERAGE

525000 TELEPHONE: $ 1,700

TELEPHONE EXPENSE FOR (6) TELEPHONES, (3) TELEPHONE NUMBERS, AND (1) FAX LINE.

525010 LONG DISTANCE CHARGES: $ 500

CALLING OTHER ANIMAL SHELTERS IS THE COUNTRY.

525020 PAGERS & CELL PHONES: $ 1,240

RENTAL OF (5) PAGERS FOR THE PERIOD OF JULY 1, 2001 through JUNE 30, 2002. ALPHA PAGERS WITH STATEWIDE RANGE AT $9 PER MONTH FOR A COST OF $540

(1) CELL PHONE FOR THE ON-CALL OFFICER $58.33 PER MONTH = $700

525030 800 MHz RADIO SERVICE CHARGES: $ 3,523

THIS ACCOUNT COVERS THE COST OF (7) RADIOS @ $42 PER MONTH PLUS $10 ROAMING PER RADIO

525031 800 MHz RADIO MAINTENANCE: $ 630

CONTRACTED MAINTENNCE COST OF 7 RADIOS @ $90 PER MONTH

525100 POSTAGE: $ 250

MAILING OF CORRESPONDANCE DEALING WITH THE OPERATION OF ANIMAL SERVICES.

525220 EMPLOYEE TRAINING: $ 5,500

TRAINING ON ANIMAL CONTROL SPECIFFICALLY DESIGNED TO HELP EMPLOYEES PERFORM THEIR DUTIES MORE EFFICIENTLY AND TO HELP REDUCE COST TO LEXINGTON COUNTY. TRAINING WILL INCLUDE BUT IS NOT LIMITED TO EUTHANASIA, PUBLIC RELATIONS, ANIMAL CRUELTY INVESTIGATION, PROPER HANDLING OF DANGEROUS ANIMALS, AND A NATIONAL CONFERENCE FOR ANIMAL SERVICE COORDINATORS. HOTELS AND FOOD COSTS ALSO INCLUDED.

525230 SUBSCRIPTIONS, DUES, & BOOKS: $ 200

FUNDS ARE USED FOR THE PURCHASE OF A SUBSCRIPTION TO THE NATIONAL ANIMAL CONTROL ASSOCIATION MAGAZINE THAT PROVIDES INFORMATION AND UPDATES ON ANIMAL SERVICES AS WELL AS EMPLOYEE MEMBERSHIP TO THE ASSOCIATION. COST IS $35 PER EMPLOYEE. THERE ARE 9 ELIGIBLE EMPLOYEES

525240 PERSONAL MILEAGE REIMBURSEMENT: $ 100

MILEAGE REIMBURSEMENT REQUIRED WHEN USING PERSONAL VEHICLE TO TRAVEL. $.32 PER MILE ALLOWS FOR 780 MILES.

525307 UTILITIES- ANIMAL SERVICES: $ 16,200

UTILITY USAGE FOR SPACE OCCUPIED BY THE ANIMAL SHELTER.

SEWER $31 PER MONTH
WATER$70-$100 PER MONTH
PROPANE ~$325 PER MONTH (5 MONTH USEAGE)
ELECTRIC ~$225 PER MONTH

525400 GAS, FUEL, & OIL: $ 10,000

ANIMAL SERVICES HAS 5 VEHICLES IN THEIR FLEET. THESE VEHICLES ARE ASSIGNED TO ANIMAL CONTROL OFFICERS WHO PATROL LEXINGTON COUNTY ON A DAILY BASIS ANSWERING COMPLAINTS AND GENERAL PROACTIVE ENFORCEMENT. THE FIGURE IS BASED ON REPORTS RECEIVED FROM FLEET SERVICES.

525600 UNIFORMS & CLOTHING: $ 3,000

UNIFORM RENTAL FROM G&K SERVICES FOR 52 WEEKS FOR 4 ANIMAL CONTROL OFFICERS AT A COST OF 31.50 PER WEEK. SHOES, BOOTS, SCRUB TOPS, AND OTHER RELATED ITEMS FOR 9 STAFF MEMBERS AND A VETERINARIAN.

526500 LICENSES & PERMITS: $ 500

FOR VETERINARY D.E.A. LICENSE TO ENABLE THE PURCHASE OF DRUGS. THERE IS A BILL THAT HAS PASSED THE SENATE TO REQUIRE SHELTERS TO HAVE DIRECT LICENSING.

538000 CLAIMS & JUDGEMENTS (LITIGATION): $ 500

PAYMENT ON DEDUCTABLE FOR ANY CLAIMS FILED AGAINST LEXINGTON COUNTY.

COUNTY OF LEXINGTON
2003-2004
ANNUAL BUDGET JUSTIFICATION

Program 1

FUND 1000
ANIMAL SERVICES (131200)
CAPITAL EXPENSES:

540000 **Small Tools & Minor Equipment** ~~$5,175~~ $3,525

- Catch Poles (30) @ $80 EACH. The poles are used to ensure the safety of the officer while capturing dogs.
- Portable Pediatric Scale $150. This is required to weigh small dogs to the ounce so while performing surgeries the animals receive the proper dosage of medicine.
- R ~~$~~ • Cage Dryer $375. Needed for drying adoption dogs after baths, especially in the winter time to prevent animals from getting sick.
- R ~~$~~ • Digital Camera $275 will allow the use of the Internet to assist in adoptions.
- Shop Vacuum $75. To clean in the cat rooms.
- Vacuum $275. Used to clean the carpet in the Animal Service Center.
- Microwave $100 (replacement)
- R ~~$~~ • Banners for adoption advertisement in front of Animal Service center and Shelter $1,000
- Digital Recorder (5) $525. Animal Control Officers and the Coordinator need these in the field to record conversations. This recorder will securely fit in shirt pocket.

Recovery Cages with Mobile Platform **$2,100**

For animals recovering from surgeries that will keep the animals away from the general shelter population.

Electric Platform Scale w/ AC/DC Adapter **$1,200**

This is required to weigh large dogs so while performing surgeries the animals receive the proper dosage of medicine.

Refrigerator (Replacement) **$725**

Animal Services uses drugs that require refrigeration. The current refrigerator is over forty years old and is not performing.

Storage Shed **$1,500**

10 x 14 portable storage shed without insulation for food storage. All food is currently donated and space is required to store this food. This is a quoted price

page 1

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Public Safety
Organization: 131300 - Communications

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 24	497,178	248,137	518,349	518,349		
510199	Special Overtime	158,169	72,545	143,000	143,000		
510200	Overtime	1,191	-104	0	0		
510300	Part Time - LS	44,080	17,826	67,140	67,140		
511112	FICA Cost	51,899	24,984	55,679	55,730		
511113	State Retirement	45,988	22,931	49,857	49,902		
511120	Insurance Fund Contribution - 24	100,800	67,200	134,400	144,000		
511130	Workers Compensation	1,891	914	1,921	1,967		
511131	S.C. Unemployment	1,011	0	0			
511213	State Retirement - Retiree	521	0	0			
	*** Total Personnel**	**902,728**	**454,433**	**970,346**	**980,088**	**0**	**0**
	Operating Expenses						
520100	Contracted Maintenance	5,235	2,015	5,450	5,450		
520200	Contracted Services	570	456	1,000	1,500		
520207	SLED Terminals Contract	3,941	1,642	4,500	4,500		
520300	Professional Services	95	0	0	0		
521000	Office Supplies	992	325	1700	2,000		
521100	Duplicating	1,729	570	1000	1,200		
521200	Operating Supplies	1,700	1,477	2,400	2,400		
522200	Small Equipment Repairs & Maintenance	1,200	1,007	2,500	2,500		
522300	Vehicle Repairs & Maintenance	132	117	1,500	0		
524000	Building Insurance	401	0	413	691		
524100	Vehicle Insurance - 1	520	260	520	0		
524201	General Tort Liability Insurance	786	180	360	456		
524202	Surety Bonds	0	0	102	0		
524900	Data Processing Insurance	139	0	139	139		
525000	Telephone	35,058	3,256	3,100	3,500		
525002	Telephone (800 Service)	841	11	1,500	0		
525003	T-1 Line Service	11,886	0	5,000	0		
525010	Long Distance Charges	5,974	51	3,000	0		
525020	Pagers and Cell Phones	953	450	1,005	1,005		
525030	800 MHz Radio Service Charges - 6	6,562	3,312	6,681	6,700		
525031	800 MHz Maintenance Charges - 6	12,802	12,856	15,131	27,000		
525210	Conference & Meetings	1,069	476	500	2,000		
525230	Subscriptions, Dues, & Books	300	0	300	420		
525250	Motor Pool Reimbursement	0	0	500	1,000		
525300	Utilities - Admin. Bldg.	3,477	1,897	3,498	3,900		
525332	Utilities - Comm. Tower	4,930	2,846	5,000	5,700		
525400	Gas, Fuel & Oil	683	177	1,000	0		
525600	Uniforms & Clothing	3,205	0	4,200	4,200		
	*** Total Operating**	**105,180**	**33,381**	**71,999**	**76,261**	**0**	**0**
	**** Total Personnel & Operating**	**1,007,908**	**487,814**	**1,042,345**	**1,056,349**	**0**	**0**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Public Safety
Organization: 131300 - Communications

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Capital						
540000	Small Tools & Minor Equipment:	1,137	377	2,000	2,000		
540010	Minor Software	0	327	840	1,900		
	All Other Equipment	0	0	2,404			
	NCIC 2000 Router				2,000		
	NCIC Printer				400		
	Monitor (2)				400		
	Network Printer				1,100		
	Time Clocks (5)				3,500		
	**** Total Capital**	**1,137**	**704**	**5,244**	**11,300**	**0**	**0**
	***** Total Budget Appropriation**	**1,009,045**	**488,518**	**1,047,589**	**1,067,649**	**0**	**0**

Section II

COUNTY OF LEXINGTON

Existing Departmental Program Request
Fiscal Year - 2003 - 2004

Fund # 1000 Fund Title: General
Organization # 131300 Organization Title: Communications

Object Code	Expenditure Classification	Program #_1_ Cen DisOp	Program #_2_ Admin	Program #_3_ CAD	Program #___	Total 2003 - 04 Requested
	Program Title:					
	Personnel					
510100	Salaries # 24	518,349				518,349
510199	Special Overtime	143,000				143,000
510200	Overtime	0				0
510300	Part Time #___	67,140				67,140
511112	FICA Cost	55,730				55,730
511113	State Retirement	49,902				49,902
511120	Insurance Fund Contribution # 15	144,000				144,000
511130	Workers Compensation	1,967				1,967
511131	S.C. Unemployment					
	*** Total Personnel**	980,088				980,088
	Operating Expenses					
520100	Contracted maintenance	5,450				5,450
520200	Contracted Services	1,500				1,500
520207	SLED Termincal Contracts	4,500				4,500
521000	Office Supplies	2,000				2,000
521100	Duplicating	1,000	100	100		1,200
521200	Operating Supplies	2,000	400			2,400
522200	Small Equipment Repairs & Maint.	2,500				2,500
522300	Vehicle Repairs & Maintenance					0
524000	Building Insurance	691				691
524100	Vehicle Insurance #_1__		0			0
524101	Comprehensive Insurance #___					
524201	General Tort Liability Insurance	456				456
524202	Surety Bonds					
524900	Data Processing Insurance	139				139
525000	Telephone	3,500				3,500
525002	Telephone (800 Line)	0				0
525003	T-1 Line Service Charge	0				0
525010	Long Distance Charges	0				0
525020	Pagers and Cell Phones	1,005				1,005
525030	800 MHZ Radio Service Charges	6,700				6,700
525031	800 MHZ Maintenance	27,000				27,000
525100	Postage					
525210	Conference & Meeting Expenses		2,000			2,000
525230	Subscriptions, Dues, & Books		420			420
525250	Motor Pool Reimbursement		1,000			1,000
525300	Utilities - Admin Bldg	3,000	900			3,900
525332	Utilities-Communications Tower	5,700				5,700
525400	Gas, Fuel, & Oil		0			0
525600	Uniforms & Clothing	4,200				4,200
	*** Total Operating**	71,341	4,820	100		76,261
	**** Total Personnel & Operating**	1,051,429	4,820			1,056,249
	**** Total Capital (From Section III)**	11,300				11,300
	***** Total Budget Appropriation**	1,062,729	4,820	100		1,067,649

New Program
Section III

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2003 - 2004

Fund # 1000 Fund Title: General
Organization # 131300 Organization Title: Communications
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	Small Tools and Minor Equipment	2,000
	Minor Software	1,900
	NCIC 2000 Router	2,000
	NCIC Printer	400
	Monitor (2)	400
	Network Printer	1,100
	Time Clocks (5)	3,500
	** **Total Capital (Transfer Total to Section I and II)**	**11,300**

SECTION IV. – PROGRAM OVERVIEW
COMMUNICATIONS DIVISION

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS

This program consists of most job tasks that are required for daily operations of the 9-1-1 Center (Communications). Central operates 24 hours per day, seven days per week, and is responsible for receiving all 9-1-1 calls from citizens, and for dispatching for the Lexington County Fire Service, Lexington County Emergency Medical Services, and eight municipal police agencies. These police departments are Chapin, Gaston, Airport, Irmo, Pine Ridge, Lexington, South Congaree, and Irmo/Chapin Park and Recreation. Central receives over 8,000 9-1-1 calls per month which results in approximately 13,900 fire; 23,000 EMS; and 71,000 police calls per year. Additionally, Central operates a National Crime Information Computer through SLED.

Staffing consists of four five-man shifts, two who work 2:00 p.m. until 2:00 a.m., a Central Supervisor/CAD Administrator, and a Systems Status Controller.

PROGRAM 2 - ADMINISTRATION

The Communications Division's administration program consists of most job tasks that do not require a particular individual assignment. The following is a list of these duties.

Animal Control Dispatch - The Communications Division handles after hours and weekend calls for Animal Control and must call Animal Control Officers at home to respond to calls.

Coroner's Office - The Communications Division handles after hours and weekend calls for the Coroner's Office and is responsible for dispatching the Coroner to all calls.

After Hours and Holiday Switchboard - The Communications Division handles after hours and holiday communications for seven municipal police agencies, Public Works, building security, Building Maintenance, and Fleet Services.

PROGRAM 3 - COMPUTER AIDED DISPATCH

The Communications Division has implemented a computer assisted dispatch program. This computer system aids dispatch personnel by instantly providing more details associated with caller's address to allow a more timely dispatch of emergency personnel with hopes of reducing response times and loss of life and property. In addition, the computer system is an excellent records management system and is capable of furnishing data for numerous reports.

SECTION IV.A. – LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
System Status Controller	1	1		1	18
Central Communications Admin	1	1		1	16
Telecomm Shift Supervisor	4	4		4	11
Emergency Medical Dispatchers	8	8		8	8
Telecommunications Operator	10	10		10	7
TOTAL POSITIONS	24	24		24	

LEXINGTON COUNTY
800 MHz Inventory

DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES							ANNUAL SERVICE COST	ANNUAL CONTRACTED MAINTENANCE	TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Secure $5.00	Service Cost	Tax	TOTAL			
Communications 6030AK	6															
		710003	494ABA0081	22729		added 7/5/01	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
		710004	494ABA0082	22730		added 7/5/01	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
		761008	494AXL0611	19885	CEN	added 3/20/99	$39.66			$5.00	$44.66	$2.23	$46.89	$562.68	$90.00	$652.68
		761009	494AXL0612	19886	CEN	added 3/20/99	$39.66			$5.00	$44.66	$2.23	$46.89	$562.68	$90.00	$652.68
		761010	494AXL0613	19887	CEN	added 3/20/99	$39.66			$5.00	$44.66	$2.23	$46.89	$562.68	$90.00	$652.68
Consoles													$750.00	$750.00	$26,858.00	$27,608.00
													$973.97	**$3,437.40**	**$27,308.00**	**$30,745.40**

26-7

E-911 STATISTICAL REPORT

January - December 2002

Date of Report: 01/02/2003

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
911 Calls	8753	8596	10052	9347	10245	10038	10871	10919	10052	9933	9810	9702	118318
Airport PD	25	27	33	53	61	43	42	28	55	34	47	54	502
Chapin PD	267	180	200	369	481	403	463	438	388	313	279	263	4044
Gaston PD	8	7	9	4	11	13	90	98	77	83	67	60	527
Irmo PD	941	970	1123	1185	1143	1097	1231	1354	1240	1247	1265	1205	14001
Lexington PD	1427	1518	1844	1579	2013	2177	2141	1832	1567	1701	1932	1823	21554
Pineridge PD	116	117	160	161	140	191	164	152	132	150	121	108	1712
South Congaree PD	460	516	633	547	547	539	568	1019	828	896	748	609	7910
Springdale PD	417	605	793	584	573	547	598	600	614	455	439	417	6642
Lexington County EMS	2027	1580	2058	1822	2085	1919	2007	2046	1906	1926	1757	1935	23068
Batesburg Rescue	48	40	30	36	34	34	36	40	32	37	32	31	430
AMR Hand-Off	0	0	0	0	0	0	0	0	0	0	0	0	0
RM Hand-Off	0	0	0	0	0	0	0	0	0	0	0	0	0
Lexington County Fire	1109	1201	1273	1024	1137	1024	1231	1078	889	880	890	823	12559
Irmo Fire	125	108	114	99	149	116	111	93	104	90	104	130	1343
Arson	4	10	10	7	2	1	6	18	21	14	9	6	108
NCIC Entries/Cancellations	62	82	104	65	73	78	77	71	Attached	Attached	Attached	Attached	881
Animal Control	53	33	67	53	53	53	65	54	72	47	39	45	634
Coroner	81	64	95	71	81	78	77	61	68	68	80	89	913
Announcements	28	26	41	22	27	36	30	34	43	58	19	26	390
Preplans	1	3	4	0	0	6	2	0	2	2	0	5	25
CAD Updates	557	485	520	600	1000	1500	777	500	300	800	560	691	8290
Cell Calls	5631	5582	5625	5704	5674	5762	5663	5738	5672	5799	5615	5814	68279
Average Dispatch													
EMS	1m 02sec	1m 00sec	1m 05sec	59sec	58sec	46sec	1m 00sec	1m 06sec	1m 15sec	1m 27sec	1m 31sec	1m 24sec	
FIRE	1m 11sec	1m 02sec	40sec	48sec	34sec	44sec	1m 45sec	1m 10sec	54sec	1m 27sec	29sec	32sec	
POLICE	58sec	46sec	52sec	57sec	1m 01sec	1m 09sec	1m 01sec	55sec	57sec	57sec	52sec	47sec	

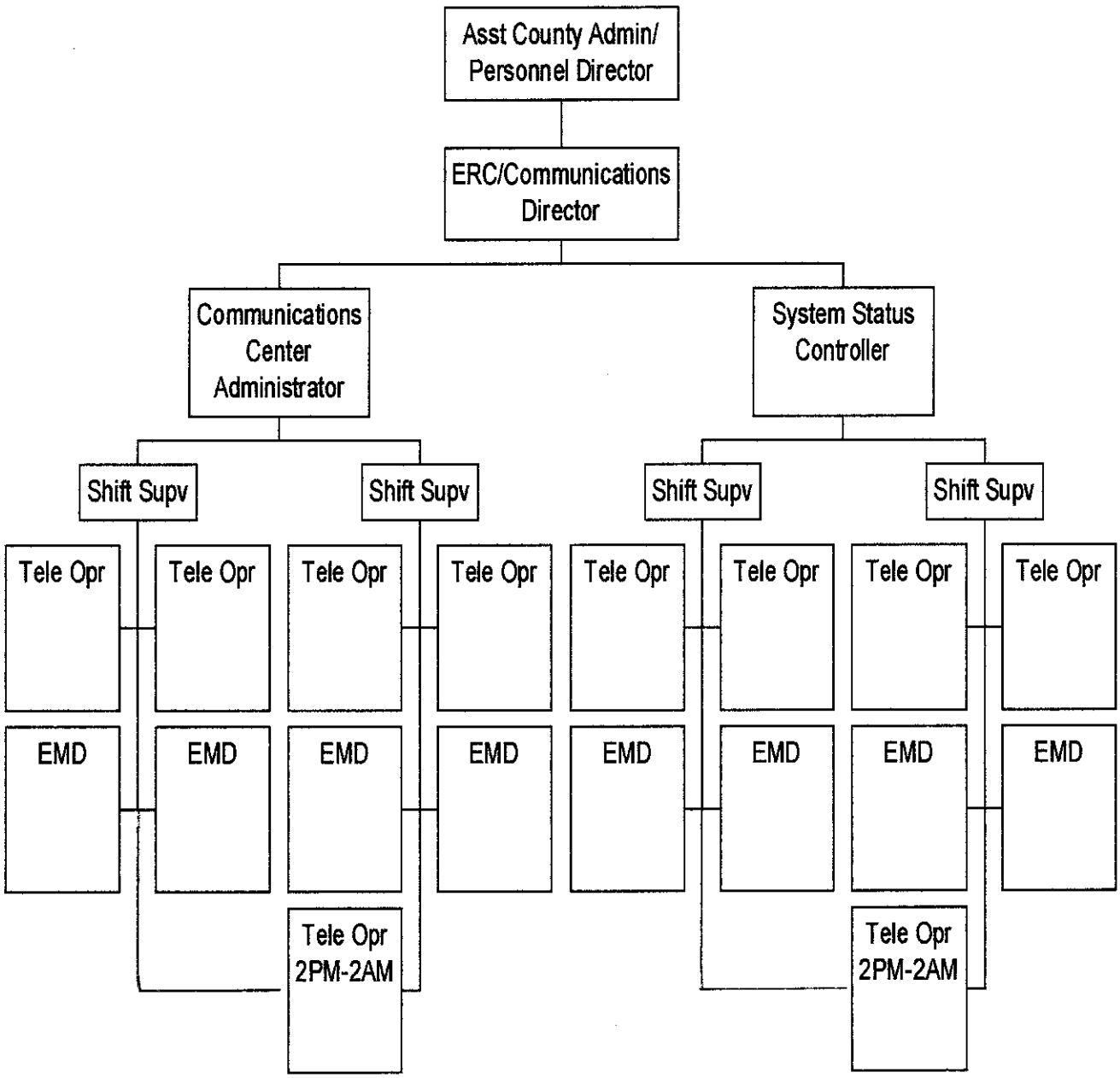
SECTION IV.C. – LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(2) Office Phones

(12) Pager

COMMUNICATIONS DIVISION



SECTION VI.B – OPERATING LINE ITEM NARRATIVES

COMMUNICATIONS DIVISION

520100 - CONTRACTED MAINTENANCE $ 5,450

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $5,450

Covers annual maintenance for VHF remote control backup equipment, base stations, and control stations.

Two-Way Radio - $5,000

Simplex Time Clocks - 3 clocks x $150/yr $450

520200 - CONTRACTED SERVICES $1,500

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $1,500

Covers cost of monitoring of burglar and fire alarms on transmitter buildings at three sites in the county. These alarms prevent loss of equipment due to fire or vandalism.

$120/mo x 12 mo = $1,440

520207 – SLED Terminal Contracts $4,500

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $4,500

Covers cost of operating the SLED Criminal Justice Information System and National Crime Information System. Cost will be reduced during FY '03-'04 due to NCIC 2000 implementation.

State Law Enforcement Division - $375/month x 12 mo

521000 - OFFICE SUPPLIES $2,000

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $2,000

This account is used for dispatch logs, time sheets, pens and maps, printer paper and cartridges for

SLED printer, CAD printer and fax machine. Additional funds due to increase in call volume requiring more supplies to support Central operations.

521100 - DUPLICATING **$1,200**

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $1,000

This account is used to make copies of fire run cards, EMS run cards, dispatch sheets, NCIC entries, etc. Increase due to establishment of Quality Assurance and in-house training programs.

PROGRAM 2 - ADMINISTRATION $ 100

This account is used to make copies of personnel records, memorandums, etc.

PROGRAM 3 - COMPUTER AIDED DISPATCH $ 100

This account is used to make copies of memos, maps, street guides.

521200 - OPERATING SUPPLIES **$2,400**

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $2,000

Account buys gas, oil and batteries for the transmitters and generator sites, dispatch sheets, toner cartridges for printers. Rising costs of propane gas has caused an increase in this line item. Account also buys cassette tapes for recording purposes. Additional funds requested due to increase in call volume requiring increase in budget line.

PROGRAM 2 - ADMINISTRATION $ 400

Account buys recorder cleaning supplies, Blue Book, printing of forms, etc.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **$2,500**

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $2,500

Covers cost of repairs not covered under contract including damage due to severe weather, emergency generators, and antennas.

524000 - BUILDING INSURANCE **$ 691**

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $ 691

This account covers insurance on transmitter building.

524201 - GENERAL TORT LIABILITY **$ 456**

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $ 456

This protects Communications personnel from liability associated with errors or omission in performance of their duties. 24 @ $19/ea = $456

524900 – DATA PROCESSING EQUIPMENT INSURANCE **$139**

PROGRAM 1 – CENTRAL DISPATCH OPERATIONS $139

This account will cover insurance protection for data processing equipment.

525000 - TELEPHONE **$3,500**

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $3,500

This account covers monthly charges for directory listing, and ringdown lines. Last year's costs transferred to Fund 2605 include $22,000 for radio loops, ringdown lines and telephone lines.

Directory Listing - $1,600/yr
Elevator Alarm Lines - $1,500

525020 - PAGERS AND CELL PHONES **$1,005**

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $1,005

This account covers statewide coverage for pager used by CAD Administrator and Systems Status Controller.

2 @ $8.75/month x 12 months (Central Commo Administrator & Systems Status Controller) = $210

Telecommunicators are required to be on call-back status on their days off. These pagers are provided to staff members who are on call-back status as a reliable way to contact them if required. Shift Supervisors must be notified if call-back person is unavailable.

10 @ $6.63 month x 12 months (Telecommunicators & Shift Supervisors) = $796

525030 - 800 MHZ RADIO SERVICE CHARGES **$6,700**

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $6,700

This account covers the cost of operating consoles and radios in Central Dispatch operations.
5 backup radios x $42/mo x 12 mo = $2,520 + tax = $2,700
Console service charge $250/mo x12 mo + tax = $3,150
1 portable radio x $42/mo x 12 mo + tax = $530

525031 - 800 MHZ MAINTENANCE **$27,000**

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $26,680

This account covers the cost of 800 MHZ consoles and radios.
5 backup radios x $7.50/mo x 12 mo + tax = $450
5 consoles x $150/mo x 12 mo + tax = $9,450
2 Max Trac x $8.50/mo x 12 mo + tax = $204
1 CEB x $161/mo x 12 mo + tax = $2,050
1 AMB Card x $53/mo x 12 mo + tax = $670
1 AIMJ Card x $71/mo x 12 mo + tax = $890
1 Bi-directional AMP x $85/mo x 12 mo + tax = $1,100
1 Data Tac x $435/mo x 12 mo + tax = $5,500
24 VRAX x $15/mo x 12 mo + tax = $4,500
24 GPS Receivers x $6.15/mo x 12 mo + tax = $1,860

525210 - CONFERENCE & MEETING EXPENSES **$ 2,000**

PROGRAM 2 - ADMINISTRATION $ 2,000

This will cover cost of sending four dispatchers to annual NENA/APCO conference, and to send dispatchers to a two-day seminar to increase skill in dispatch procedures and increase leadership and management skills.

525230 - SUBSCRIPTIONS, DUES & BOOKS **$ 420**

PROGRAM 2 - ADMINISTRATION $ 420

The account covers the cost of NENA/APCO dues for six people and subscriptions to professional journals.

525250 - MOTOR POOL REIMBURSEMENT **$1,000**

PROGRAM 2 - ADMINISTRATION $ 1,000

This account will cover cost of travel to training classes, seminars, conferences, and use of motor pool vehicles while assigned vehicle is in for scheduled/unscheduled maintenance.

525300 - UTILITIES - ADMIN BUILDING **$ 3,900**

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $3,000

The Communications Division is housed in the basement of the County Administration Building. The division is responsible for utilities in the Central Dispatch Center.

PROGRAM 2 - ADMINISTRATION $ 900

The Communications Division is housed in the basement of the County Administration Building. The division is responsible for utilities in the Central Dispatch Center.

525332 - UTILITIES - COMMUNICATIONS TOWER **$ 5,700**

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $5,700

This account covers the cost of lighting, heating, cooling, and propane for emergency generators at three repeater sites that house radio transmitters. Increase from last year is due to additional equipment which will require more electricity for heating and cooling.

525600 - UNIFORMS & CLOTHING **$ 4,200**

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS $4,200

This account will provide sufficient uniforms for Central Communications personnel.

SECTION VI.C. – CAPITAL LINE ITEM NARRATIVES

Capital Requests

SMALL TOOLS & MINOR EQUIPMENT $ 2,000

This account provides for replacement of items which become inoperative that are needed for the day-to-day operations of the Communications Center. Examples include keyboard (replacement cost: $150), handset/cords for telephones (replacement cost: $20) and ink cartridges for printer/fax machines (replacement cost: $300).

MINOR SOFTWARE $ 1,900

Covers cost of software to upgrade existing programs (i.e. CAD software upgrades, interface upgrades and other upgrades not covered under maintenance) currently running in Central

2 computers x $35/mo x 12 month = $840

Covers cost of software to support two computers with NCIC 2000 software.

2 computers x $35/m0 x 12 month = $840

NCIC 2000 ROUTER $2,000

Covers cost of hardware to distribute NCIC 2000 from T-1 line to two (2) computers.

PRINTER $400

Equipment will replace current NCIC printer that will not be compatible with NCIC 2000.

MONITOR (2) $400

Two 19" monitors (Communications Coordinator and Systems Controller) to replace 15" monitors currently used. Both users require larger monitors for mapping and Excel spreadsheets.

PRINTER $1,100

One high volume network printer has been recommended to replace current non-network printer in Central Dispatch. Current HP Laserjet 2100 printer can be reallocated to another department.

TIME CLOCKS (5) $3,500

Five time clocks to replace outdated equipment currently being used. Clocks on hand are 15 years old and repair parts are no longer available. The equipment is used as backup to computer system to print times for fire/police/EMS calls.

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COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Public Safety
Organization: 131400 - Emergency Medical Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 111	1,695,281	808,808	2,049,625	2,211,115		
510199	Special Overtime	830,713	388,421	845,440	845,440		
510200	Overtime	9,198	14	121	121		
510300	Part Time - L/S	93,423	52,238	146,889	146,889		
511112	FICA Cost	195,016	92,392	238,239	245,073		
511113	State Retirement	178,513	84,381	213,325	219,445		
511114	Police Retirement	46	114	0	0		
511120	Insurance Fund Contribution - 111	431,550	294,000	588,000	666,000		
511130	Workers Compensation	191,732	90,042	225,629	234,822		
511131	S.C. Unemployment	7,575	0	0			
516100	Volunteer Subsistence	3,336	3,770	0			
	*** Total Personnel**	**3,636,383**	**1,814,180**	**4,307,268**	**4,568,905**	**0**	**0**
	Operating Expenses						
520100	Contracted Maintenance	5,062	2,516	6,672	8,000		
520201	Physical Fitness Program	8,585	0	7,000	7,000		
520202	Medical Service Contract	16,800	9,900	19,800	19,800		
520300	Professional Services	0	0	900	900		
520302	Drug Testing Services	0	0	300	300		
520305	Infectious Disease Services	700	216	10,000	10,000		
520900	Rescue Squad Services	60,000	30,000	60,000	60,000		
521000	Office Supplies	663	313	900	900		
521100	Duplicating	4,515	2,641	4,000	4,000		
521200	Operating Supplies	8,639	4,894	9,287	11,000		
521400	Health Supplies	151,094	63,841	155,000	152,000		
521402	Occupational Health	3,959	460	1,500	0		
522200	Small Equipment Repairs & Maintenance	10,999	6,720	15,500	7,000		
522300	Vehicle Repairs & Maintenance	56,568	33,979	74,000	74,000		
523100	Building Rental	1,500	750	1,500	1,500		
523200	Equipment Rental	3,853	1,280	2,500	2,500		
524000	Building Insurance	85	0	88	120		
524100	Vehicle Insurance - 23	11,700	5,980	11,960	14,950		
524101	Comprehensive Insurance - 19	7,137	0	8,800	8,800		
524200	Professional Liability Insurance	3,289	0	5,100	5,418		
524201	General Tort Liability Insurance	4,678	1,918	3,836	7,292		
524202	Surety Bonds	0	0	681	0		
524800	Ambulance Equipment Insurance - 14	2,665	0	6,370	6,370		
525000	Telephone	8,136	4,438	8,400	9,100		
525010	Long Distance Charges	1,931	620	2,100	2,100		
525020	Pagers and Cell Phones	7,117	3,773	8,650	8,650		
525030	800 MHz Radio Service Charges - 54	23,673	12,347	27,134	27,134		
525031	800 MHz Maintenance Charges - 54	3,604	3,909	4,860	4,860		
525100	Postage	347	331	500	675		
525110	Other Parcel Delivery	297	154	500	500		
525210	Conference & Meeting Expenses	34,077	12,656	18,900	27,650		
525230	Subscriptions, Dues, & Books	125	328	805	805		
525300	Utilities - Admin. Bldg.	1,559	849	1,564	1,750		

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Public Safety
Organization: 131400 - Emergency Medical Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Con't:						
525305	Utilities - Harbison Complex	71	0	100	100		
525312	Utilities - Mag. Dist. 3 - B/L	788	418	845	845		
525353	Utilities - Mag. Dist. 4 - Serv. Ctr. South	425	253	600	600		
525400	Gas, Fuel, & Oil	65,643	34,782	69,000	69,000		
525500	Laundry & Linen Service	17,101	8,600	20,000	23,000		
525600	Uniforms & Clothing	45,518	29,515	52,000	55,000		
525700	Service Awards	0	164	400	400		
526500	Licenses & Permits	250	100	300	300		
527020	Volunteer Subsistence	22,640	15,590	52,200	48,000		
	*** Total Operating**	**595,793**	**294,235**	**674,552**	**682,319**	**0**	**0**
	**** Total Personnel & Operating**	**4,232,176**	**2,108,415**	**4,981,820**	**5,251,224**	**0**	**0**
	Capital						
540000	Small Tools & Minor Equipment:	6,044	2,227	9,580	10,000		
540010	Minor Software	0	0	1,200	1,000		
	All Other Equipment	440,251	32,810	251,233			
	Biomedical Accessories				5,000		
	Equipment Bags				2,500		
	Stretcher Replacement (3)				8,000		
	Spinal and Extremity Immobilization Dev				10,000		
	Airway Instruments				1,500		
	Automatic External Defibrillator				3,500		
	800 MHz Portable Radios, Batteries, Acc				9,000		
	Cardiac Monitors (4)				40,000		
	Power Unit for Operations of Rescue Tool				7,500		
	Pulse Oximeter (4) and Accessories				6,500		
	CPR Machine (2)				12,000		
	Handheld Portable Lighting (22)				3,000		
	Multifunction Printer/Fax/Scanner				500		
	Desktop Computer and Accessories				2,200		
	Desktop Computer (2) and Accessories				2,200		
	Rescue Equipment				2,000		
	Heavy Duty Rescue/Support Vehicle				50,000		
	EMS Unit Remounts (4)				180,000		
	**** Total Capital**	**446,295**	**35,037**	**262,013**	**356,400**	**0**	**0**
	***** Total Budget Appropriation**	**4,678,471**	**2,143,452**	**5,243,833**	**5,607,624**	**0**	**0**

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Section II

COUNTY OF LEXINGTON

Existing Departmental Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 131400 Organization Title: Emergency Medical Services

Object Expenditure Code	Classification / Program Title:	Program # 1 Operations	Program # 2 Training	Program # 3 MCO	Program # 4 Occu Health	Total 2003 - 04 Requested
	Personnel					
510100	Salaries # 111					2,211,115
510199	Special Overtime					845,440
510200	Overtime					121
510300	Part Time #___					146,889
511112	FICA Cost					245,073
511113	State Retirement					219,445
511114	Police Retirement					0
511120	Insurance Fund Contribution # 111					666,000
511130	Workers Compensation					234,822
	*** Total Personnel**					4,568,905
	Operating Expenses					
520100	Contracted maintenance	8,000				8,000
520201	Physical Fitness Program				7,000	7,000
520202	Medical Service Contract			19,800		19,800
50300	Professional Services	900				900
520302	Drug Testing Services	300				300
520305	Infectious Disease Services				10,000	10,000
520900	Rescue Squads	60,000				60,000
521000	Office Supplies	450	450			900
521100	Duplicating	2,000	2,000			4,000
521200	Operating Supplies	11,000				11,000
521400	Health Supplies	152,000				152,000
521402	Occupational Health				0	0
522200	Small Equipment Repairs & Maint.	7,000				7,000
522300	Vehicle Repairs & Maintenance	74,000				74,000
523100	Building Rental (Cayce)	1,500				1,500
523200	Equipment Rental	2,500				2,500
524000	Building Insurance	120				120
524100	Vehicle Insurance # 23	14,950				14,950
524101	Comprehensive Insurance # 19	8,800				8,800
524200	Professional Liability Insurance	5,418				5,418
524201	General Tort Liability Insurance	7,292				7,292
524800	Ambulance Equipment Insurance	6,370				6,370
525000	Telephone	9,100				9,100
525010	Long Distance Charges	2,100				2,100
525020	Pagers and Cell Phones	8,650				8,650
525030	800 MHz Service Charges	27,134				27,134
525031	800 MHz Maintenance	4,860				4,860
525100	Postage	675				675
525101	Other Parcel Delivery Services	500				500
525210	Conference & Meeting Expenses	150	27,500			27,650
525230	Subscriptions, Dues, & Books	250	405	150		805
525300	Utilities - Admin Bldg	1,750				1,750
525305	Utilities - Harbison Complex	100				100
525312	Utilities - Mag Dist 3 (BL)	845				845
525353	Utilities - Mag Dist 4 (Swansea)	600				600
525400	Gas, Fuel, & Oil	69,000				69,000
525500	Laundry & Linen	23,000				23,000
525600	Uniforms & Clothing	55,000				55,000
525700	Service Awards	400				400

526500 Licenses & Permits	300				300
527020 Volunteer Subsistence	48,000				48,000
*** Total Operating**	615,014	30,355	19,950	17,000	682,319
**** Total Personnel & Operating**	615,014	30,355	19,950	17,000	5,251,224
**** Total Capital (From Section III)**					356,400
***** Total Budget Appropriation**	615,014	30,355	19,950	17,000	5,607,624

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Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 131400 Organization Title: Public Safety/Emergency Medical Services
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	Small Tool & Minor Equipment	10,000
	Minor Software	1,000
	Biomedical Accessories	5,000
	Equipment Bags	2,500
3	Stretcher - Replacement	8,000
	Spinal & Immobilization Devices	10,000
	Airway Instruments	1,500
	Automatic External Defibrillator	3,500
	800 MHz Portable Radios(2), Spare Batteries	9,000
4	Cardiac Monitors	40,000
	Power Unit for Operation of Rescue Tools	7,500
4	Pulse Oximeter and Accessories	6500
2	CPR Machines	12,000
22	Handheld Portable Lighting for EMS Units	3,000
	Multifunction Printer/Fax/Scanner	500
1	Desktop Computer w/Peripherals	2,200
2	Desktop Computers w/Monitors & Modems	2,200
	Rescue Equipment	2,000
1	Heavy Duty Rescue/Support Vehicle	50,000
4	EMS Remounts	180,000
	**** Total Capital (Transfer Total to Section I and II)**	**356,400**

SECTION VI. - OVERVIEW OF PROGRAMS

EMERGENCY MEDICAL SERVICES DIVISION

PROGRAM 1 - OPERATIONS

The EMS Division is authorized to operate Advanced Life Support (ALS) units, 24 hours a day, seven days a week. The objective of this division is to provide emergency treatment and transportation for the sick and injured, with an optimum response time. In order to meet this objective, all units must be staffed, stocked and operational. This requires all full time slots to be filled plus a reserve of part-time employees that fill in due to personnel shortages. A reserve fleet of spare units is needed to place into operation when first line units are being serviced or repaired.

Any deficiency in fleet or personnel requires the closing of substations. This reduction in service results in prolonged run times, which will reduce the chance of surviving certain cardiac, respiratory or trauma emergencies. These facts are supported by studies published by the American Heart Association and the American Academy of Orthopaedic Surgeons.

PROGRAM 2 - TRAINING

The training program is designed to meet the requirements mandated by the Department of Health and Environmental Control (DHEC) for EMS to operate. A major aspect of the training program is in-service training, which is conducted for all personnel four hours each month. This activity is required to maintain certification for Paramedics and EMTs, and the service license to provide advanced life support. This program also provides for the training of new Paramedics, necessary due to personnel turnover. This program also pays for various internal and regional training needed to keep personnel competent and current in their skills.

Funds for this program are also used to pay subscriptions and purchase various resource material needed by the Training Officer in the preparation of routine and remedial training activities.

PROGRAM 3 - MEDICAL CONTROL OFFICER (MCO)

This program provides for the services of a Medical Control Officer (MCO). This physician authorizes Paramedics to perform advanced life support (ALS) procedure by issuing standing orders. Other MCO duties include in-service reviews, post-call critiques, remedial training, and oversight of the Quality Assurance Program.

PROGRAM 4 - OCCUPATIONAL HEALTH

This program provides for compliance with the Department of Labor/OSHA regulations outlining the employee health care programs, that must be provided by the employer. These requirements are outlined in the following regulations: Fire Protection (1910.156, Subpart L), and Hazardous Materials Response and Operations (1910.120). Another major component of this program is Infectious Disease Control (1910.1030). Requirements include immunizations, post-exposure follow-up, training, personal protection devices, and health and fitness records management.

SECTION IV.A. – LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Coordinator	1	1		1	22
Shift Supervisor	4	4		4	18
Logistics Officer	1	1		1	17
Training Officer	1	1		1	17
Senior Paramedic	15	15		15	14
Paramedic	38	38		38	10
Temporary Paramedic	N/A	1		1	10
Intermediate EMT	13	13		13	9
Emergency Medical Technician	37	3		37	8
Temporary EMT	N/A	1		1	8
Administrative Assistant	1	1		1	8
Total Positions	111	113		113	

SECTION IV.B – LISTING OF VEHICLES

Vehicle Number	Serial Number	Description	Assigned	Vehic Insur	Comp Insur
14965	2FACP72WXNX206654	92 Ford Crown Vic	Coordinator	X	
19513	1FDKF37F1VEB16932	97 Ford Taylor Made	Ambulance	X	X
19515	1FDKF37FIVEB16977	97 Ford Taylor Made	Ambulance	X	X
19516	1FDKF37F1VEB16991	97 Ford Taylor Made	Ambulance	X	X
20041	1FDKF37FOVEC91852	97 Ford Taylor Made	Ambulance	X	X
20042	1FDKF37FXVEC91857	97 Ford Taylor Made	Ambulance	X	X
20116	3GNEK18R4XG110989	99 Chevrolet Tahoe	Shift Supv	X	
21400	1FDWF36F3YEA44008	00 Ford Wheel Coach	Ambulance	X	X
21421	1FDWF36F7YEA43525	00 Ford Taylor Made	Ambulance	X	X
21422	1FDWF36FOYEA43527	00 Ford Taylor Made	Ambulance	X	X
21423	1FDWF36F7XED83658	99 Ford Taylor Made	Ambulance	X	X
21481	1FDWF36F3YEB79795	00 Ford Wheel Coach	Ambulance	X	X
22831	1FDWF36F41EA14795	01 Ford Wheel Coach	Ambulance	X	X
22832	1FDWF36F61EA14796	01 Ford Wheel Coach	Ambulance	X	X
22833	1FDWF36F81EA14797	01 Ford Wheel Coach	Ambulance	X	X
22834	1FDWF36F81EA14797	01 Ford Wheel Coach	Ambulance	X	X
22992	1B4HS28ZX1F575715	01 Dodge Durango	Logistics	X	
23141	1B4HS28Z71F589829	01 Dodge Durango	QRV	X	
23215	1FDWF36F31EC41315	01 Ford Wheel Coach	Ambulance	X	X
23509	1DWF36F92EA37037	02 Ford Taylor Made	Ambulance	X	X
23510	1DWF36F02EA37041	02 Ford Taylor Made	Ambulance	X	X
23511	1FDWF36F52EB37345	02 Ford Wheel Coach	Ambulance	X	X
23512	1FDWF36F32EB37344	02 Ford Wheel Coach	Ambulance	X	X

SECTION IV.C. – LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(14) Office Phones

(16) Pagers

(23) Cell Phones

(1) Nextel

LEXINGTON COUNTY
800 MHz Inventory

DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES							ANNUAL SERVICE COST	ANNUAL CONTRACTED MAINTENANCE	TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Secure $5.00	Service Cost	Tax	TOTAL			
EMS 6030AF	**56**															
Tom Gross Veh 14965		710318	270AXC0148	19210	211		$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Tom Gross WT		760221	326AWY0422	19083	211		$39.66	$7.00		$5.00	$51.66	$2.58	$54.24	$650.88	$90.00	$740.88
WT		761016	326ACC3209	23761		added 2/12/02	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 20042		710320	270AXL0000	19543			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 23141		760459	466ABE0705	22934		added 8/17/01	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
WT		760233	326AWY0434	19095		added 8/21/01	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
		760220	326AWY0421	19082			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
WT		760222	326AWY0423	19084			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
WT		760223	326AWY0424	19085			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
WT		760224	326AWY0426	19086			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
		760464	721CCU0225	24074		added 8/06/02	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 15784		710295	270AXC0138	19200			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 19513		710296	270AXC0139	19201			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 19515		710297	270AXC0140	19202			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 16918		710298	270AXC0141	19203			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
B/L Rescue WT		760225	326AWY0427	19087			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
B/L Res WT		710001	678SZX7405			added 5/2/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
B/L Res WT		710002	678SZZ7654			added 5/2/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
		710301	466AXJ3165	19772			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 21421		710314	270AXC0151	19213			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 21400		710315	270AXC0146	19208			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
		710316	270AXC0149	19211			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 23511		710317	270AXL0001	19544			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 23510		710319	270AXL0002	19545			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 23509		710321	270AXC0147	19209			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 20041		710322	270AXC0144	19206			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 21481		710323	270AXC0142	19204			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 19516		710324	270AXC0150	19212			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68

LEXINGTON COUNTY
800 MHz Inventory

DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES							ANNUAL SERVICE COST	ANNUAL CONTRACTED MAINTENANCE	TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Secure $5.00	Service Cost	Tax	TOTAL			
B/L Rescue 231		710327	270AXC0143	19205			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
B/L Rescue 232		710328	270AXC0145				$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
David Shealy WT B/L Rescue		760232	326AWY0433	19094			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 20116		710332	494AYJ0937	20122			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
		710333	270AYJ0001	20298		added 8/7/99	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
WT		760226	326AWY0428	19088			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
WT		760227	326AWY0425	19089			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
WT		760228	326AWY0429	19090			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Lex Med Ctr - BASE		760239	494AXC0436	18953			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
WT		760458	326AYJ2476	20259			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
WT		710873	678SYT5614	20536		added 10/15/98	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
WT		710874	678SYT5634	20535		added 2/19/99	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Dr. Carroll/Donato		710875	678SZF7754	20899		added 4/22/99	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
WT		760229	326AWY0430	19091		added 4/18/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Supervisor WT		760230	326AWY0431	19092			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
WT		760231	326AWY0432	19093			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Ric Switch		710005	481SVM5746				$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
		710877	678SZR6698	21245			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
WT		710876	678SZR6697	21244		added 11/10/99	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 21423		710058	494AZW0120	21210		added 12/22/99	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 21422		710059	494AZW0121	21211		added 12/22/99	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 22992		710878	760SYR6140	20541		added 12/12/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 22832		710879	494AAY3251	22618		added 2/1/01	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Veh 22834		710880	494AAY3252	22619		added 2/1/01	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68

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LEXINGTON COUNTY
800 MHz Inventory

DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES							ANNUAL SERVICE COST	ANNUAL CONTRACTED MAINTENANCE	TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Secure $5.00	Service Cost	Tax	TOTAL			
Veh 22831		710881	494AYY3253	22620		added 2/1/01	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$519.12
Veh 22833		710882	494AAY3254	22621		added 2/1/01	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$519.12
		760441	494ABC1463	22822		added 2/7/01	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$519.12
													$2,302.97	**$27,633.60**	**$4,950.00**	**$32,583.60**

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E-911 STATISTICAL REPORT

January - December 2002

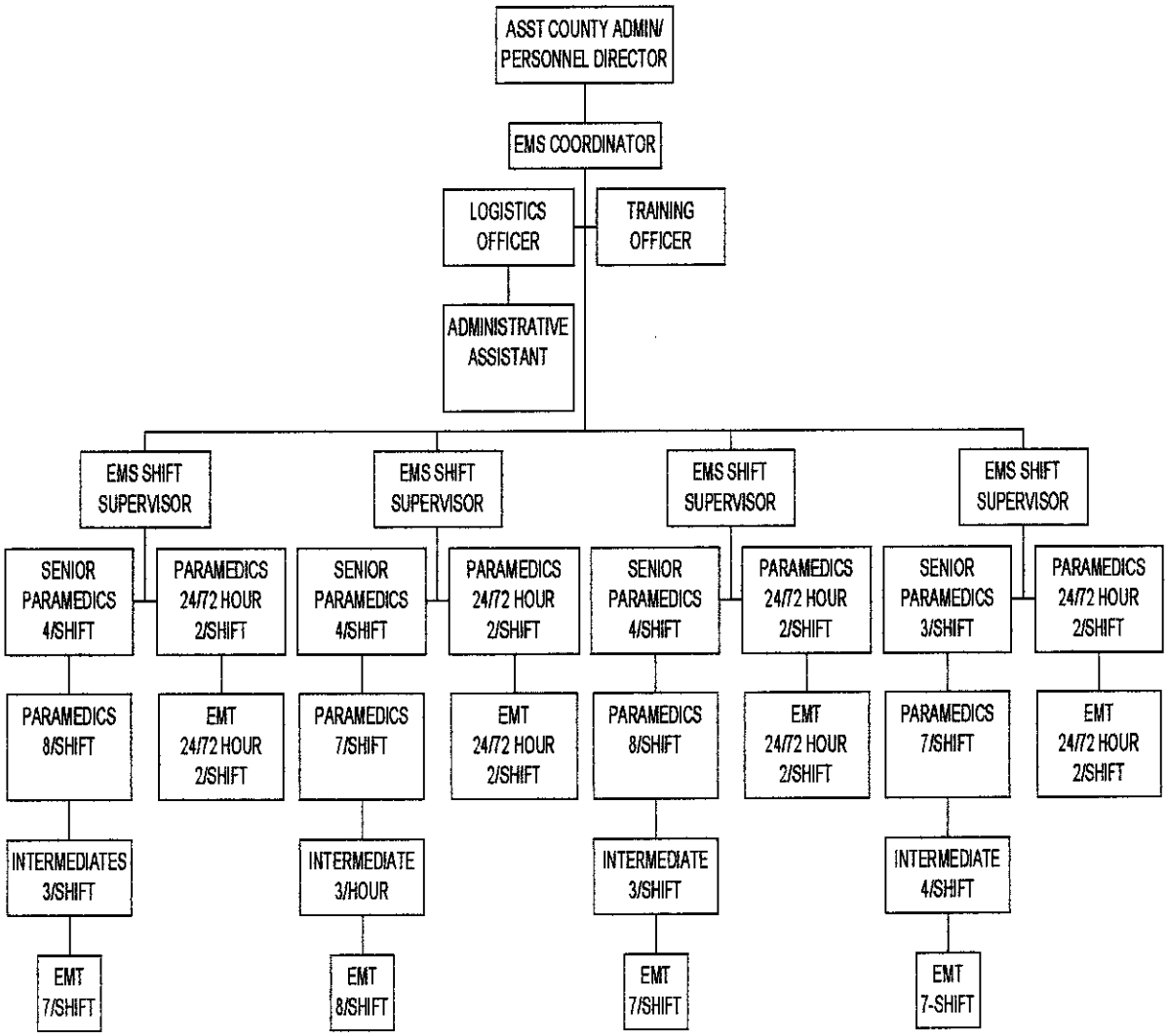
Date of Report: 01/02/2003

27-14

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
911 Calls	8753	8596	10052	9347	10245	10038	10871	10919	10052	9933	9810	9702	118318
Airport PD	25	27	33	53	61	43	42	28	55	34	47	54	502
Chapin PD	267	180	200	369	481	403	463	438	388	313	279	263	4044
Gaston PD	8	7	9	4	11	13	90	98	77	83	67	60	527
Irmo PD	941	970	1123	1185	1143	1097	1231	1354	1240	1247	1265	1205	14001
Lexington PD	1427	1518	1844	1579	2013	2177	2141	1832	1567	1701	1932	1823	21554
Pineridge PD	116	117	160	161	140	191	164	152	132	150	121	108	1712
South Congaree PD	460	516	633	547	547	539	568	1019	828	896	748	609	7910
Springdale PD	417	605	793	584	573	547	598	600	614	455	439	417	6642
Lexington County EMS	2027	1580	2058	1822	2085	1919	2007	2046	1906	1926	1757	1935	23068
Batesburg Rescue	48	40	30	36	34	34	36	40	32	37	32	31	430
AMR Hand-Off	0	0	0	0	0	0	0	0	0	0	0	0	0
RM Hand-Off	0	0	0	0	0	0	0	0	0	0	0	0	0
Lexington County Fire	1109	1201	1273	1024	1137	1024	1231	1078	889	880	890	823	12559
Irmo Fire	125	108	114	99	149	116	111	93	104	90	104	130	1343
Arson	4	10	10	7	2	1	6	18	21	14	9	6	108
NCIC Entries/Cancellations	62	82	104	65	73	78	77	71	Attached	Attached	Attached	Attached	881
Animal Control	53	33	67	53	53	53	65	54	72	47	39	45	634
Coroner	81	64	95	71	81	78	77	61	68	68	80	89	913
Announcements	28	26	41	22	27	36	30	34	43	58	19	26	390
Preplans	1	3	4	0	0	6	2	0	2	2	0	5	25
CAD Updates	557	485	520	600	1000	1500	777	500	300	800	560	691	8290
Cell Calls	5631	5582	5625	5704	5674	5762	5663	5738	5672	5799	5615	5814	68279
Average Dispatch													
EMS	1m 02sec	1m 00sec	1m 05sec	59sec	58sec	46sec	1m 00sec	1m 06sec	1m 15sec	1m 27sec	1m 31sec	1m 24sec	
FIRE	1m 11sec	1m 02sec	40sec	48sec	34sec	44sec	1m 45sec	1m 10sec	54sec	1m 27sec	29sec	32sec	
POLICE	58sec	46sec	52sec	57sec	1m 01sec	1m 09sec	1m 01sec	55sec	57sec	57sec	52sec	47sec	

SECTION VI.A – PERSONNEL LINE ITEM NARRATIVE

EMERGENCY MEDICAL SERVICES



SECTION IV.B – OPERATING LINE NARRATIVES

EMERGENCY MEDICAL SERVICES

520100 - CONTRACTED MAINTENANCE **$8,000**

PROGRAM 1 - OPERATIONS $8,000

The model 35-A/Model 35-P stretchers and Ferno Washing stair chairs require periodic maintenance, consisting of inspection, cleaning, adjustments, and minor repairs to insure the safety of crew members and patients. This service is performed biannually for stair chairs, and quarterly for stretchers, due to heavy use. The estimated cost of this service is $8,000.

520201 – PHYSICAL FITNESS PROGRAM **$7,000**

PROGRAM 4 – OCCUPATIONAL HEALTH $7,000

Approximately 28 employees will require cardio/respiratory fitness evaluations during FY '03-'04 at an approximate cost of $275 each. This is to maintain compliance with OSHA standards for employees required to wear respirators or HEPA masks.

520202 – MEDICAL SERVICE CONTRACT **$19,800**

PROGRAM 3 - MCO $19,800

This account is used to pay a physician to serve as Medical Control Officer (MCO), in conjunction with the in-service/quality assurance requirements. State law requires the service to have a Medical Control Officer in order to maintain the advanced life support license.

12 months @ $1,650/mo

520300 – PROFESSIONAL SERVICES **$900**

PROGRAM 1 – OPERATIONS $900

EMS personnel are at risk of developing post-trauma stress problems when exposed to certain types of emergency calls. This can occur as a result of a specific high-stress event, or can accumulate over time, and intervention by mental health professionals is required in order to assist affected employees. Current cost is $85 per hour.

520302 DRUG TESTING SERVICES **$300**

PROGRAM 1 – OPERATIONS $300

This account will pay for drug testing for employees for probable cause or accidents.

520305 INFECTIOUS DISEASE SERVICES **$10,000**

PROGRAM 4 – OCCUPATIONAL HEALTH $10,000

These funds are required to provide all OSHA mandated vaccinations, immunity testing, and all related records management. Vaccinations include Hepititus B, influenza, measles, mumps and rubella. These services are provided by Occupational Health of Lexington Medical Center. Estimates for this service for approximately 100 employees - $5,500

This account also pays for treatment of EMS personnel who have been exposed to infectious diseases on duty. These charges are not covered by Workers' Compensation. Estimated cost - $3,000

This account also pays for disposal of needles and other contaminated "sharpes" waste. Estimated cost - $1,500

520900 - RESCUE SQUAD **$60,000**

PROGRAM 1 - OPERATIONS $60,000

This account is used for funding the Batesburg-Leesville Rescue Squad which operates within Lexington County. The use of this rescue squad to augment EMS is a cost effective way to enhance EMS coverage. This squad answers emergencies within it's response area, supplementing the county EMS, averaging approximately fifty calls per month.

4 quarterly payments @ $15,000 = $60,000

521000 - OFFICE SUPPLIES **$ 900**

PROGRAM 1 - OPERATING $ 450

This account is used to pay for various forms and documents, writing materials, and filing supplies needed by the Coordinator and Shift Supervisors in the management of daily reports and general record keeping.

PROGRAM 2 - TRAINING $ 450

To meet the requirements of the in-service training program, all training activities must be recorded and filed. In addition to filing supplies, the Training Officer needs the materials used to develop audio visual training aids, lesson plans and student hand-outs, training projects such as new personnel training packets and employee skills handbooks.

521100 - DUPLICATING $4,000

PROGRAM 1 - OPERATING $2,000

Shift Supervisors are required to make copies of call run reports to be forwarded to billing, averaging 100 copies per day. The duplicating needs pertain to routine operations such as memorandums, announcements, and incident reports. An increase in call volume also increases budget.

PROGRAM 2 - TRAINING $2,000

The Training Officer is required to make copies of all advanced life support calls for post call review. Copies are made of numerous tests, quizzes and other training documents for in-service training. Additional increase is due in part to EMS courses being taught.

521200 - OPERATING SUPPLIES $11,000

PROGRAM 1 - OPERATING $11,000

These funds are used to purchase all non-medical supplies required for EMS operations. Items include housekeeping and cleaning supplies, single use items and light tools and equipment. This account is also used to repair and replace low cost equipment such as first aid bags, blood pressure cuffs, stethoscopes, and flashlights.

Housekeeping	$6,000	Light Tools	$3,000
In-House Printing	1,500	Fire Extinguisher Refills	500

521400 - HEALTH SUPPLIES $152,000

PROGRAM 1 - OPERATING $152,000

This account is used to purchase disposable medical supplies. OSHA decontamination regulations require as few reusable items as possible. Most disposable supplies are on the Medical Supplies Contract, which remains in effect until 2005, so few cost increases are expected. Due to the improved inventory control and the efficiencies gained by long-term bulk

contracts, the expenses projected in this line items have been reduced by $3,000. The following table describes the costs breakdown.

MONTHLY PROJECTIONS

Advanced Life Support

ITEM	QUANTITY	UNIT $	TOTAL $
IV	500	6.00	$ 3,000
EKG - ELECTRODES	800	.50	400
EKG – DEFIB PADS	30	25.00	750
INTUBATION	75	2.00	150
PULSE OXIMETRY	50	14.00	700
DRUGS	Varies	Varies	1,800
MISC. AIRWAY/IV			450
TOTAL			$ 7,250

ALS – $7250/month x 12 = $87,000

Basic Life Support

ITEM	QTY	UNIT $	TOTAL $
BASIC AIRWAY/BVM	35	10.00	$ 350
OXYGEN MASKS	400	1.50	600
SUCTION	15	10.00	150
BANDAGING	2000	0.25	500
CERVICAL COLLARS	180	3.00	540
SANITATION	120	0.75	90
MISC. AIRWAY/O2			300
TOTAL			$ 2,530

BLS – $2,530/month x 12 = $30,360

Personal Protection Equipment

ITEM	QTY	UNIT $	TOTAL $
DISPOSABLE GLOVES	150	8.00	$1,200
DISPOSABLE SHEETS/PILLOWCASES	2,000	0.50	1,000
TOTAL			$2,200

BLS – $2,200/month x 12 = $26,400

Oxygen

ITEM	QTY	UNIT $	TOTAL $
Oxygen Gas Refills	350	2.00	$700.00
TOTAL			$700.00

Oxygen – $700/month x 12 = $8,400

521402 - OCCUPATIONAL HEALTH SUPPLIES **$0**

The expenses associated with this line item have been incorporated within account 1000-131400-520305 (infectious disease services).

522200 - SMALL EQUIPMENT REPAIR **$7,000**

PROGRAM 1 - OPERATIONS $7,000

This account covers repairs for biomedical equipment, which needs regular maintenance and calibration. Defective equipment must be repaired and loaners made available. It is required that these services be provided by factory authorized technicians to insure warranty and legal protection. This equipment consists of cardiac monitors, blood pressure monitors, pulse oximenters and CO2 detectors. This account is also needed to repair non-medical equipment and biomedical devices not covered by maintenance contract.

CPR Machines	$2,000
Hurst Rescue Tools	3,000
VHF Radio	500
Miscellaneous	1,500

522300 - VEHICLE REPAIRS AND MAINTENANCE **$74,000**

PROGRAM 1 - OPERATIONS $74,000

According to a ten-year retrospective analysis, an estimate of 22,000 calls will be handled in FY '03-'04. In order to keep all EMS vehicles safe and operational, and to obtain maximum economy and utility, this account requires $74,000.

523100 - BUILDING RENTAL (CAYCE) **$1,500**

PROGRAM 1 - OPERATIONS $1,500

EMS Unit 7 is housed at the Cayce Fire Department, which provides crew quarters and an inside heated parking slot for the unit. This is a strategic location and a cost effective arrangement. $125 per month x 12 months = $1,500.

523200 – EQUIPMENT RENTAL **$2,500**

PROGRAM 1 – OPERATIONS $2,500

This account will allow for rental of oxygen tanks. Currently monthly rental is estimated at $200/month.

524000 - BUILDING INSURANCE **$120**

PROGRAM 1 - OPERATIONS $120

These funds are for an insurance policy on the EMS operations office.

524100 - VEHICLE INSURANCE **$14,950**

PROGRAM 1 - OPERATIONS $14,950

These funds are for vehicle insurance coverage for the 19 EMS units, Coordinator's vehicle, Shift Supervisor's Tahoe, Logistics Officer Durango, and the Quick Response Vehicle, as outlined on county vehicle schedule for FY '03-'04.

$650/vehicle x 23 vehicles

524101 - COMPREHENSIVE INSURANCE **$8,800**

PROGRAM 1 - OPERATIONS $8,800

This account is to pay comprehensive and collision insurance on the 19 EMS vehicles as outlined in the vehicle schedule for FY '03-'04.

524200 - PROFESSIONAL LIABILITY INSURANCE **$5,418**

PROGRAM 1 - OPERATIONS $5,418

These funds are used to pay liability insurance for EMS personnel to protect them in the event of litigation in the conduct of their professional duties.

524201 - GENERAL TORT LIABILITY INSURANCE **$7,292**

PROGRAM 1 - OPERATIONS $6,920

This account was established to purchase general tort liability insurance to protect the county's interests in the event of litigation concerning EMS operations.

524800 - AMBULANCE EQUIPMENT INSURANCE **$6,370**

PROGRAM 1 - OPERATIONS $6,370

The equipment on board each of the fourteen operating EMS units is valued at approximately $30,000. This account was established to purchase insurance for this property in the event of damage or loss. Additional funds are needed in order to insure the portable 800 MHZ radios. Due to high call volume (22,000/year), and the nature of emergency responses, the potential for loss of these costly items is significant, and loss protection is required.

15 portables - approximate cash value $4,000/ea
Cost $1.053/$100 ACV
$1.053 x 40 x 15 portables = $631

5 portables – approximate cash value $2,000/ea
$1.053 x $20 x 5 portables = $106

525000 - TELEPHONE **$9,100**

PROGRAM 1 - OPERATIONS $9,100

This account is used to pay for telephone services used by the nine substations, the Shift Supervisor's Office, Logistics Officer Office, Administrative Assistant, Training Office, and the Coordinator's Office.

525010 - LONG DISTANCE CHARGES **$2,100**

PROGRAM 1 - OPERATIONS $2,100

This account is used to pay long distance charges for operations and training telephone lines.

2525020 - PAGERS AND CELL PHONES **$ 8,650**

PROGRAM 1 - OPERATIONS $ 8,650

This account is used to pay for pagers for the EMS units, Coordinator, Logistics Officer, Training Officer, and each Shift Supervisor. Pagers are more reliable inside buildings than radios and have proven to be help reduce delays in notifying crews of emergency calls. Pagers are a cheaper means of notifications than radios. Estimated cost of pager service is $1,400.

Also included in this account is the cost of cellular telephones which are located in nineteen of the EMS units, Coordinator, Logistics Officer, Shift Supervisor, and QRV vehicles. Plans are to install cell phones in the remaining EMS units. Estimated cost of cellular telephones is $6,600.

Nextel telephone used by Coordinator - $50/mo x 12 mo = $600

NOTE: Funding for pager and cell phone services for units 12, 13, and 14 not currently operating due to low staffing levels. Pagers – 3 @ $8/mo x 12 mo; Cell Phones – 3 @ $20/mo x 12 mo. Funds will need to be reallocated during the fiscal year if the staffing reaches optimum level.

525030 - 800 MHZ SERVICE CHARGES **$27,134**

PROGRAM 1 - OPERATIONS $27,134

Operational costs for 800 MHZ radios is as follows:

23 Mobile Radios	21 Portables Radios	1 Hospital Radio
19 County EMS Units	14 County EMS Units	
1 Coordinator Vehicle	1 Shift Supervisor	1 Ric Switch
1 Shift Supv Vehicle	1 Coordinator	
1 QRV	1 Logistics	6 Rescue Squad
1 Logistics Officer	4 Spare	

52 radios x $42/mo

525031 - 800 MHZ MAINTENANCE **$4,860**

PROGRAM 1 - OPERATIONS $4,860

This account is to fund maintenance of all 800 MHZ radios used by the EMS Division. The inventory is: 21 - portables, 23 - mobiles, 1 - desk top, and 1 – ric switch. This includes the six portables and mobiles for Batesburg Rescue Squad.

52 units x $7/mo

525100 - POSTAGE **$675**

PROGRAM 1 - OPERATIONS $675

This account is used to pay for postage fees associated with mailing legal transactions by certified mail, and routine correspondence with regulatory agencies.

525101 – OTHER PARCEL DELIVERY SERVICES **$500**

PROGRAM 1 – OPERATIONS $500

This account will cover for shipping and insurance of medical equipment which needs to be returned to manufacturer for repair.

525210 - CONFERENCES & MEETING EXPENSES **$27,650**

PROGRAM 1 - OPERATIONS $150

This account will be used to pay meal expenses for employees on official business who are required to travel.

PROGRAM 2 – TRAINING $27,500

Funds are required to pay for Paramedic training in order to fill vacant Paramedic slots. Additional funding is required to provide training in technical rescue.

Paramedic Certifications	4 @ $4,000 ea	$24,000
Technical Rescue	20 @ $ 100 ea	2,000
High Level Rescue		
Farm Medic		

Funds are required to send select staff and field personnel to the EMS Symposium. This event offers participants training and education and promoted professional networking. The vendor exhibit provides the opportunity to evaluate new products and equipment. Cost - $1,500.

525230 - SUBSCRIPTIONS, BOOKS, AND DUES $805

PROGRAM 1 - OPERATIONS $ 250

Dues for the South Carolina EMS Association are expected to be $250. This association meets monthly to discuss and exchange information pertaining to EMS operations. The activities of this group are instrumental in securing large sums of state funding which is spent to improve EMS delivery.

PROGRAM 2 - TRAINING $405

Funds are required in order to purchase textbooks, instructor manuals, and audio visual material. These programs of instruction are needed in order to maintain the certification status of Lexington County Paramedics.

PHTLS Text	12 @ $ 25 = $300
EMS Educators Association Dues	1 @ $ 75 = $ 75
JEMS Subscription	1 @ $ 30 = $ 30

PROGRAM 4 - OCCUPATIONAL HEALTH $150

These funds are used to pay membership dues for the IDC Officers Association, which keeps the Designated Officer informed on OSHA regulations and provides recommendations for managing IDC incidents and includes membership dues to Infectious Control Network – Cost $150.

525300 - UTILITIES - ADMIN BUILDING $1,750

PROGRAM 1 - OPERATIONS $1,750

These funds are to pay utility fees associated with EMS operations within the Administration Building.

525305 - UTILITIES - HARBISON COMPLEX $100

PROGRAM 1 - OPERATIONS $100

These funds are required to pay utility fees for the Irmo EMS substation.

525312 - UTILITIES - MAG. DIST. 3 (B\L) **$845**

PROGRAM 1 - OPERATIONS $845

These funds are required to pay utilities for the Batesburg EMS substation.

525353 - UTILITIES - MAG. DIST. 4 (SWANSEA) **$600**

PROGRAM 1 - OPERATIONS $600

These funds are required to pay utilities for the Swansea EMS substation.

525400 - GAS, FUEL & OIL **$69,000**

PROGRAM 1 - OPERATIONS $69,000

This account is used for gasoline, diesel fuel, and motor oil for EMS vehicles. The sum is based on a ten-year retrospective analysis of EMS call volume.

525500 - LAUNDRY & LINEN SERVICE **$23,000**

PROGRAM 1 - OPERATIONS $23,000

This account provides for linen products on the ambulances as well as for employee use at 10 EMS substations. Most linen used on calls is exchanged with clean linen from stock in the emergency rooms at area hospitals. However, adequate quantities need to be kept on the units from our own stock to insure a ready supply. The bulk of the linen is used for either for bedding and cleaning at the substations, or for cleaning and patient comfort on the ambulance. Units must be decontaminated after each call, requiring large quantities of linen. An increase in linen costs and increased call volume requires an increase in funds requested. The following list itemizes cost and usage of linen:

Contour Sheets	400/month @ $0.75 ea.	$300
Top Sheets	800/month @ $0.75 ea.	$600
Pillow Cases	400/month @ $0.15 ea.	$60
Bath Towels	1,000/month @ $0.50 ea.	$500
Wash Cloths	400/month @ $0.05 ea.	$20
Thermal Spread	100/ month @$2.55 ea.	$255
OR Towels	500/month @ $0.30 ea.	$150
Linen Bags	100/month @ $0.00 ea.	$0

MONTHLY TOTAL---------- $1,885 X 12 mo = $22,620/year

525600 - UNIFORMS & CLOTHING **$55,000**

PROGRAM 1 - OPERATIONS $55,000

EMS operations are conducted in all types of demanding weather situations. Most uniforms are in need of replacement in less than one year. In that EMS employees represent Lexington County in homes, businesses and hospitals proper appearance is essential. The EMS division maintains individual uniform records for each employee. Based on last years turnover and anticipated staffing level increases for next year, we expect a need to outfit 35 to 40 new full and part time employees during this budget cycle.

The following list itemizes uniform equipment issued to **new** employees:

ITEM	UNIT COST	QUANTITY	TOTAL
Short Sleeve Shirt	40.00	3	$120
Long Sleeve Shirt	43.00	1	43
Trousers	56.00	3	168
Belt	15.00	1	15
Boots	95.00	1	95
Tee Shirt	3.00	3	9
Winter Coat	55.00	1	55
Hat	8.00	1	8

Average cost per new employee---------- $513
X 40 employees ---------- -$20,520

Each year a replacement order is done for all existing employees with one year or more of service. The following list itemizes uniform equipment typically issued to **current** employees each year:

ITEM	UNIT COST	QUANTITY	TOTAL
Short Sleeve Shirt	40.00	3	120
Long Sleeve Shirt	43.00	0	0
Trousers	56.00	3	168
Belt	15.00	0	0
Boots	95.00	1	95
Tee Shirt	3.00	3	9
Winter Coat	55.00	0	0
Hat	8.00	0	0

Average cost per current employee---------- $392
X 75 employees ----------$29,400

In FY '00-'01 a plan to improve winter wear for EMS employees with at least three years tenure was approved and implemented. Thirteen of these coats were purchased last year. Fifteen will be purchased this year @ $300 each.

Improved winter wear----------$4500

During third quarter of FY '02-'03, six new personnel were approved for implementation of 12-hour shift conversation.

525700 – SERVICE AWARDS **$400**

PROGRAM 1 – OPERATIONS $400

The EMS division has implemented an employee recognition program that awards one employee per quarter. An EMS employee of the year is selected from the quarterly winners. Funds are required to purchase recognition items, such as, apparel, pins, badges and gift certificates for these employees and for other peer recognition rewards. Additionally, the EMS employee of the year is awarded a choice of gift certificates from local merchants, or a trip of equal value (approximately $200.00).

4 employee of the quarter @$50 ea. = $200
1 employee of the year @ $200 = $200

526500 – LICENSES AND PERMITS **$300**

PROGRAM 1 – OPERATIONS $300

Funds are required to pay state and federal controlled substance permits.

527020 – VOLUNTEER SUBSISTENCE **$48,000**

PROGRAM 1 – OPERATIONS $48,000

The Fire Service/EMS First Responder Program provides for initial response to medical emergencies by Fire Service personnel when they are substantially closer to a call than an EMS unit. The first responder unit provides basic life support and is responsible for patient care until turned over to the Paramedic in charge of the arriving EMS unit. At that time they provide

assistance as required. This service often eliminates the requirement of having to dispatch additional EMS units as well as providing initial patient care in a more timely manner. This program will provide for minimum compensation for the use of personal vehicles responding as EMS first responder and to staff the station during these calls. The compensation is distributed according to participation. There are 17 fire stations participating as first responders.

1,600 calls x 3 first responders per calls @ $10 = $48,000

SECTION VI.C.-CAPITAL LINE ITEM NARRATIVE

CAPITAL REQUEST

540000 - SMALL TOOLS AND MINOR EQUIPMENT $10,000

In addition to minor office equipment, this account will cover items on the EMS units that are subject to frequent damage, such as mobile phones and roof antennas. Also covers maintenance and replacement of appliances and furnishings such as chairs, bedding, phones, flooring and cooking equipment at ten EMS substations. Pending changes in staffing arrangements this year would require the purchase of additional furnishings, such as replacing beds with recliners, at several substations.

540010 – MINOR SOFTWARE $1,000

The addition of laptop computers on the ambulances for data reporting may require additional software for communications and other information distribution.

BIOMEDICAL ACCESSORIES $ 5,000

These funds are required to purchase and replace essential components and accessories of the cardiac, blood pressure, and airway monitoring systems onboard the EMS units. Some components have a short life span due to heavy use.

EQUIPMENT BAGS $ 2,500

Each unit is stocked with equipment bags that contain the various medical kits used by EMS crews. Given high volume and heavy use, this equipment is subject to wear and tear, and requires periodic replacement.

STRETCHER REPLACEMENT (3) $ 8,000

Last year a replacement program was begun to upgrade our current model stretcher from Model 35-A to Model 35-P. We currently have in our inventory a number of stretchers that are in excess of ten years old. These funds will allow us to continue our replacement schedule and replace three more stretchers with the improved model.

SPINAL AND EXTREMITY IMMOBILIZATION DEVICES **$10,000**

Long and short spine boards, Reeves Sleeves, scoop stretchers, and all straps and securing devices receive heavy daily use. These items are required in order to deliver proper trauma care, and need to be replaced when worn, damaged, lost or stolen. With 12 operating ALS units and 17 first responder units, a large inventory is required.

AIRWAY INSTRUMENTS **$1,500**

Each EMS unit is stocked with a full set of airway management equipment, including laryngoscopes, laryngoscope blades, oxygen regulators, oxygen accessories and airway maintenance instruments. Funds are needed to maintain adequate supplies of this equipment.

AUTOMATIC EXTERNAL DEFIBRILLATOR **$3,500**

Automatic external defibrillators (AEDs) are a low cost alternative to cardiac monitors for use in emergency defibrillation. Funds are needed for one additional unit, spare batteries and AED training materials.

AED	$3,000
Accessories & Training	500

800 MHZ PORTABLE RADIO (2), SPARE BATTERIES & ACCESSORIES **$9,000**

Funds are required to purchase portable radios to replace two older models in our current inventory. The newer models will provide more reliable reception and area coverage throughout the county. This is a continuation of an on-going replacement program for portable radios. The batteries have a relatively short life span and need to be replaced often, as do accessories such as antennas, controls, etc. Portable radios are used by every EMS unit and are critical to safe and efficient operations. Costs may decrease if a trade-in option is available.

2 radios with batteries @ $3,500/ea = $7,000
Spare Batteries as needed = $1,000

CARDIAC MONITORS (4) **$40,000**

In 2001, as part of our capital replacement strategy, we evaluated a number of cardiac monitors and chose the Laerdal HS 4000 as a replacement cardiac monitor. We have thus far purchased a total of 10 of these monitors. Funds are needed to purchase 4 more units, which will complete our replacement of the current model. This will allow us to equip 12 EMS units, one

Supervisor's vehicle and one quick response vehicle (QRV). Having the same model on all units will eliminate training difficulties and potential confusion resulting from crews having to maintain proficiency in the operation of two different monitors. As staffing levels increase, additional monitors will be needed in the future.

POWER UNIT (1) FOR OPERATION OF RESCUE TOOLS **$7,500**

Following a refurbishing project in 2002, a number of rescue tools were repaired or replaced. One power unit was identified as borderline efficient. This unit needs to be replaced this year to insure safe and reliable operation. Funds are requested to replace this unit. This will allow us to maintain enough inventory to have spare units readily available in the event of a critical failure.

PULSE OXIMETER (4) AND ACCESSORIES - **$6,500**

All EMS units are equipped with these devices. Pulse oximetry, a measurement of oxygen concentration in the blood, is now considered a "vital sign" by health care professionals and is an essential diagnostic tool for EMS personnel. The model we currently use combines pulse oximetry with another critical tool, a carbon dioxide detector, thereby eliminating the need to purchase separate devices. Funds are needed to equip the shift supervisor and QRV vehicles with the same model available on the ambulances. Each unit comes with a zippered case and detachable, reusable probes, which receive heavy use and require frequent repair and replacement.

4 @ $1400 = $5600
Accessories = $ 900

CPR MACHINE (2) **$12,000**

Pneumatic CPR machines are essential life support adjuncts that provide CPR for patients in cardiac arrest. Funds are needed to replace two of our existing machines, purchased in 1992. Funds are also needed to purchase spare storage cases. We plan to request that the procurement department negotiate a trade-in price with the vendor.

2 @ $5,500 = $11,000
Accessories = $1,000

HANDHELD PORTABLE LIGHTING FOR EMS UNITS (22) **$3,000**

EMS crews are required to respond to a wide variety of situations. Frequently, these situations involve crewmembers going into areas that are either very poorly lit, or not lit at all. For the safety of all involved, adequate lighting is essential. Funds are requested to equip each EMS unit (plus two spares) with a wide beam rechargeable lantern. We currently use D-cell flashlights on

the units, which lack the intensity, range and reliability of the rechargeable lanterns. The addition of this equipment will provide our crews with a reliable and convenient light source, ensuring a safe environment for rescuers and patients. Replacement items such as shoulder straps and bulbs are also needed.

22 @ $130 = $2860
Accessories = $140

MULTIFUNCTION/PRINTER/FAX/SCANNER $500

Funds are requested to purchase a printer/fax/scanner unit for the EMS office at Station 10. Our current fax machine is approximately three years old and only partially functioning. We currently do not have a scanner, which would be useful to the division for reproducing maps, equipment manuals, diagrams, training material, photos, etc.

DESKTOP COMPUTER WITH PERIPHERALS FOR EMS ADMINISTRATIVE FUNCTIONS AND MANAGEMENT OF DATA REPORTING SOFTWARE $2200

The EMS division is in the process of evaluating a computerized patient care reporting system. Our research indicates that most software available for this purpose requires a "administration workstation computer", to be equipped to specifications of a *Function 2 Programming/GIS PC* with monitor, modem (Our location, Fire Station 10, is not on the county network) and backup. These units also requires an external CD-ROM and external floppy drive for loading the data reporting and other third party software onto the mobile computers. A USB CD-ROM is recommended. At least one PC card reader and network adapter card or docking station with LAN connection capability is also recommended to download service packs and upgrade files on the mobile computers.

This computer will also service all general task functions for the EMS Administrative Assistant and will suffice for all of all other current needs, in addition to operating the data reporting software above.

CPU	$875
19" Monitor	$200
Modem	$ 50
Docking Station	$210
USB CD ROM	$200
Card Reader	$100
External Floppy	$ 50
Office Pro XP	$315

STANDARD FUNCTION DESKTOP COMPUTER W/MONITOR/ MODEM (2) $2,200

Funds are requested to purchase a desktop computer for the EMS shift supervisor, and to upgrade the Logistics Officer's computer at Station 10. A *Function 1 Standard Office/counter model* should be sufficient for our current needs. The unit currently used by the Logistics Officer was acquired (used) from Information Services 2 ½ years ago and is equipped with a 1 1/2-gigabyte hard drive and a 233 MHz processor.

EMS Shift Supervisors currently do not have a PC. A dedicated unit is needed for supervisors since they are now sharing the Logistics officer's PC. Data reporting software requires that Shift Supervisors have computer access. This system, it's files and reports, must be accessible to supervisors for purposes of call review, electronic communication with crews, compliance issues, and maintenance.

The purchase of these units will also allow both stations to interface effectively with the operating system on the "administration workstation computer" and the reports and data it will generate. These newer models will also provide USB capability and will allow these computers to interface with the peripherals purchased for the Function 2 unit above. With USB functionality, both will be capable of being used as a form of backup, eliminating the need to purchase separate peripherals.

CPU	$688
Monitor	$135
Modem	$ 50
CDRW	$143
	$1,016 x 2 = $2,032

RESCUE EQUIPMENT $2,000

Funds are requested to purchase rope and hardware in order to train and equip EMS personnel to provide technical rescue.

600' roll of Rescue Rope – 2 @ 700 ea. =	$1,400
Assorted length utility rope -	300
Rope Rigging Hardware -	300

HEAVY DUTY RESCUE/SUPPORT VEHICLE - EMS SHIFT SUPERVISOR $50,000

The current shift supervisor's vehicle is a 1999 Chevy Tahoe, which has received heavy use and needs to be replaced this year. The replacement vehicle needs to be a larger, heavy-duty type, four-wheel drive chassis, which will be capable of providing specialized technical rescue and

mass casualty support. The requested design includes a utility body equipped with a portable generator, lighting system, shoring, and stabilization equipment. The utility body will also include a slide-out tray for ready access to existing extrication equipment. It will also serve as a Quick Response Vehicle (QRV) for supervisory personnel.

Four-Wheeled Drive HD Chassis -	$33,500
Utility Body	7,500
Accessories	9,000

EMS UNIT REMOUNTS (4) **$180,000**

In order to maintain a fleet of fourteen operating units, a fleet of 19 is required. The "spare" fleet allows for scheduled maintenance, emergency repairs, body work, and factory recalls. Each chassis has a projected life span of five years (5 years/200,000 miles), and each module can be remounted at least twice.

NOTE: The four units recommended to be replaced include three that were approved for replacement in FY '02-'03. This project was not executed due to low staffing and the corresponding reduction in "wear and tear" of these units.

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New Program

Section I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General

Organization # 131400 Organization Title: Emergency Medical Services

Program # Program Title: Additional Personnel - Intermediate EMT (3)

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #__3_	80,745
510300	Part Time #___	
511112	FICA Cost	6,177
511113	State Retirement	5,532
511114	Police Retirement	
511120	Insurance Fund Contribution #__3_	18,000
511130	Workers Compensation	5,919
511131	S.C. Unemployment	
	*** Total Personnel**	116,373
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #___	
524101	Comprehensive Insurance #___	
524201	General Tort Liability Insurance	186
524900	Data Processing Insurance	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525___	Utilities - EMS Operations Center	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	1,550
526500	Licenses & Permits	
	*** Total Operating**	1,736
	**** Total Personnel & Operating**	118,109
	**** Total Capital (From Section III)**	
	***** Total Budget Appropriation**	118,109

NEW PERSONNEL REQUESTS -- INTERMEDIATE EMTS (3)

An additional three Intermediate EMT positions are required in order to implement 12-hour conversion that was approved by Council in the third quarter of FY '02-'03.

Intermediate EMT	Grade 9 (entry)	3 @ $26,915 = $80,745
	FICA (7.65%)	6,177
	State (6.85%)	5,532
	Insurance ($6,000 ea)	18,000
	Workers Comp (.0733%)	5,919
	TOTAL	$116,373

GENERAL TORT LIABILITY **$$186**

3 @ $62/ea

UNIFORMS & CLOTHING **$1,550**

3 @ $513/ea

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 131400 Organization Title: Emergency Medical Services
Program # Program Title: Automated Time Records

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #___	
510300	Part Time #___	
511112	FICA Cost	
511113	State Retirement	
511114	Police Retirement	
511120	Insurance Fund Contribution #___	
511130	Workers Compensation	
511131	S.C. Unemployment	
	*** Total Personnel**	0
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #___	
524101	Comprehensive Insurance #___	
524201	General Tort Liability Insurance	
524900	Data Processing Insurance	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525___	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	0
	**** Total Personnel & Operating**	0
	**** Total Capital (From Section III)**	14,650
	***** Total Budget Appropriation**	14,650

New Program
Section III

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 131400 Organization Title: Emergency Medical Services
Program # Program Title: Automated Time Records

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
	Automated Time Records	14,650

**** Total Capital (Transfer Total to Section I and II)** **14,650**

Automated Time Records **$14,650**

Funds are requested to purchase a computerized time records system. Our current time card system is very work intensive and subject to errors, which results in improper compensation, morale problems, and extra administrative work. This is due to keeping track of approximately 100 employees working four different pay codes, plus overtime, part-time, sick leave, annual leave, and workers' compensation leave. The sum of all these entries has become overwhelming, and automation is needed.

The system proposed would consist of card readers at each of the ten stations, connected by modem to a system administrator to automatically register employee activity and prepare bi-weekly payroll records.

Badge clocks (card readers)	10 @ $1,000 ea -	$10,000
Programming, Installation		$ 300
Badges/Cards	100 @ $1.50 ea -	$ 150
Software		$ 2,200 *
Computer		$ 2,000
		$14,650

* Includes scheduling feature

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New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 131400 Organization Title: Emergency Medical Services
Program # Program Title: Automated EMS Records

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #___	
510300	Part Time #___	
511112	FICA Cost	
511113	State Retirement	
511114	Police Retirement	
511120	Insurance Fund Contribution #___	
511130	Workers Compensation	
511131	S.C. Unemployment	
	*** Total Personnel**	
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #___	
524101	Comprehensive Insurance #___	
524201	General Tort Liability Insurance	
524900	Data Processing Insurance	500
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525___	Utilities - _____	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	500
	**** Total Personnel & Operating**	500
	**** Total Capital (From Section III)**	165,000
	***** Total Budget Appropriation**	165,500

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New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 131400 Organization Title: Emergency Medical Services
Program # Program Title: Automated EMS Records

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
	Automated EMS Records	165,000

** **Total Capital (Transfer Total to Section I and II)** **165,000**

Automated EMS Records **$165,000**

The EMS Division is currently using hard-copy triplicate forms for all call run reports. These documents require significant additional tasks, including four separate filing categories which are: (1) hospital copy, (2) DHEC copy, (3) billing copy, (4) original report for archives, and (5) quality assurance records.

Computerized medical records would significantly streamline the administrative management of medical records, and provide great efficiencies in billing. QA, and inventory control.

Mobile Data Workstations
$5,000 ea x 19 units = $95,000

Software (to include installation, training, updates, etc)
$70,000

NOTE: The software includes EMS billing capabilities.

524900 Data Processing Insurance **$500**

The account will cover insurance premium cost for computer equipment.

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New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 131400 Organization Title: Emergency Medical Services
Program # Program Title: EMS Operations Center

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #___	
510300	Part Time #___	
511112	FICA Cost	
511113	State Retirement	
511114	Police Retirement	
511120	Insurance Fund Contribution #___	
511130	Workers Compensation	
511131	S.C. Unemployment	
	*** Total Personnel**	0
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	500
524100	Vehicle Insurance #___	
524101	Comprehensive Insurance #___	
524201	General Tort Liability Insurance	
524900	Data Processing Insurance	
525000	Telephone	500
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525___	Utilities - EMS Operations Center	2,500
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	3,500
	**** Total Personnel & Operating**	3,500
	**** Total Capital (From Section III)**	493,800
	***** Total Budget Appropriation**	497,300

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New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 131400 Organization Title: Emergency Medical Services
Program # Program Title: EMS Operations Center

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
	Small Tools & Minor Equipment	3,000
1	Fax Machine	300
	EMS Operations Center	490,500

** **Total Capital (Transfer Total to Section I and II)** **493,800**

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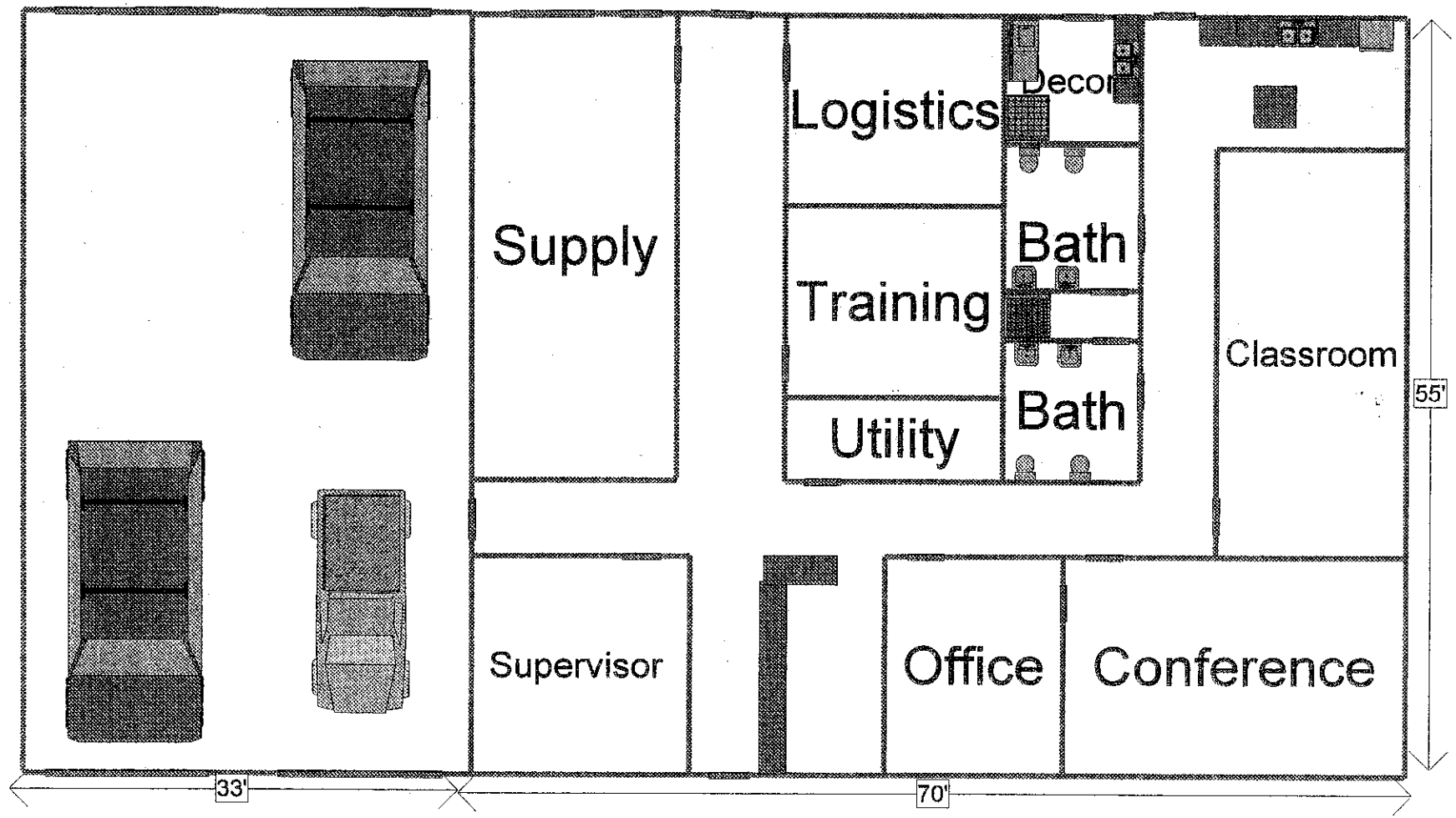
EMS OPERATIONS CENTER

Funding is requested to construct an operations headquarters for the EMS Division. The Shift Supervisors, Logistic Officer, Lexington EMS Unit 5 crew, and various Quick Response Vehicles (QRVs) and peak-time crews all operate out of the Lexington Fire Station. This facility has been modified several times to accommodate additional activities and increased work load, and is no longer an adequate work environment for the EMS staff. Plans are under way to implement an Administrative Assistant, but this existing facility lacks the sufficient office space.

The parking shed originally constructed to house EMS Unit 5 has become an overflow supply storage facility, but this space is neither secure nor weather proof, and should not be used for storage. The Supervisor's Office has been modified several times, but remains susceptible to rainwater leakage, creating an unsafe environment for personnel and costly office equipment.

Building – 55'x103' (5,665 square feet) Bay – 55' x 33'	$424,875
Site Prep * Water $3,500 • Sewer $15,000 • Grading, etc $15,000	$ 33,500
Architect Fee	7% total cost
Total Cost	**$490,500**

The scale is 1" : 10'
EMS Headquarters



27-50

524000 Building Insurance **$500**

Covers cost of building insurance.

525000 Telephone **$500**

Covers cost of new telephone lines for EMS Billing. Current phones lines being utilized will be transferred to new building.

5253-- Utilities – EMS Operations Center **$2,500**

This account will cover utilities expense for Operations Center

Small Tools & Minor Equipment **$3,000**

This account will cover office equipment, phones, furniture, and filing cabinets for each of the positions to be located at the Operations Center: Shift Supervisor, Training Officer, and Logistics Officer.

Fax Machine (1) **$300**

This will cover cost of fax machine for EMS Operations Center.

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COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Public Safety
Organization: 131500 - County Fire Service

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend
	Personnel					
510100	Salaries & Wages - 90	2,074,658	1,053,707	2,667,779	2,678,631	
510199	Special Overtime	113,899	51,873	109,200	109,200	
510200	Overtime	1,375	164	166	166	
510300	Part Time - L/S	52,599	47,391	106,703	87,822	
511112	FICA Cost	165,585	85,546	221,234	220,001	
511113	State Retirement	1,732	1,820	2,785		
511114	Police Retirement	236,096	118,725	309,438	307,713	
511120	Insurance Fund Contribution - 90	289,800	249,200	498,400	~~540,000~~ 518400	
511130	Workers Compensation	93,303	48,791	116,153	115,896	
511131	SC Unemployment	0	120	0		
511213	SCRS - Retiree	35	40	0		
511214	PORS - Retiree	0	292	0		
516100	Volunteer Subsistence	15,589	20,755	0		
516130	Workers Compensation - Non Employees	15,736	8,293	12,600	12,600	
	*** Total Personnel**	**3,060,407**	**1,686,717**	**4,044,458**	~~4,072,029~~ 4,050,429 0	
	Operating Expenses					
520100	Contracted Maintenance	24,676	13,533	34,150	39,350	
520200	Contracted Services	2,001	975	2,450	2,450	
520201	Phys. Fitness Prog. (OSHA Reg.1990)	30,925	21,721	31,500	37,000	
520209	Driver History Screening	3,616	524	4,200	4,200	
520230	Pest Control	2,040	1,470	2,600	2,600	
520300	Professional Services	190	1,500	3,000	0	
520302	Drug Testing	0	0	200	200	
520304	Fire Protection Services	85,386	42,693	85,387	85,387	
521000	Office Supplies	3,239	1,737	3,650	3,650	
521100	Duplicating	1,912	951	2,500	2,500	
521200	Operating Supplies	31,274	17,113	26,000	26,000	
521202	Fire Prevention Supplies	0	0	1,500	1,500	
521203	Fire Investigation Team Supplies	191	0	400	400	
521204	Foam	5,949	1,851	16,000	16,000	
521205	Hazardous Materials Supplies	4,057	2,441	3,000	5,000	
521401	Infectious Disease Control Supplies	0	0	4,500	4,500	
522000	Building Repairs & Maintenance	17,240	6,905	17,128	21,000	
522200	Small Equipment Repairs & Maintenance	12,714	10,887	20,000	22,000	
522300	Vehicle Repairs & Maintenance	166,846	83,416	155,000	150,000	
522600	Water Site Maintenance	0	0	1,000	1,000	
524000	Building Insurance	7,108	0	7,321	9,420	
524100	Vehicle Insurance - 104	52,000	26,520	54,080	67,600	
524101	Comprehensive Insurance - 65	12,450	0	20,868	33,142	
524200	Professional Liability Insurance	358	34	462	622	
524201	General Tort Liability Insurance	3,672	1,638	3,276	5,658	
524202	Surety Bonds	0	0	454	0	
524300	Volunteer Fireman Disability Insurance	8,592	8,592	8,600	8,600	
525000	Telephone	20,242	10,443	20,500	20,500	
525004	WAN Service Charges	0	0	10,320	10,080	
525010	Long Distance Charges	2,051	982	2,200	2,200	

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Public Safety
Organization: 131500 - County Fire Service

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend
	Con't Operating Expenditures:					
525020	Pagers and Cell Phones	2,351	1,358	3,950	4,200	
525030	800 MHz Radio Service Charges - 175	70,889	36,930	87,449	87,449	
525031	800 MHz Contracted Maintenance - 175	11,470	12,544	15,660	15,660	
525100	Postage	620	329	800	800	
525110	Other Parcel Delivery Services	74	54	500	500	
525210	Conference & Meeting Expenses	18,074	9,346	22,300	24,000	
525230	Subscriptions, Dues, & Books	295	598	1,300	1,300	
525240	Personal Mileage Reimbursement	89	0	300	300	
525250	Motor Pool Reimbursement	2,001	575	1,000	1,000	
525300	Utilities - Admin. Bldg.	2,232	1,217	2,242	2,432	
525332	Utilities - Communications Tower	0	39	0	0	
525333	Utilities - Boiling Springs	3,315	1,872	4,158	4,158	
525334	Utilities - Chapin	5,669	2,924	7,086	7,086	
525335	Utilities - Edmund	3,644	1,935	5,109	5,109	
525336	Utilities - Fairview	3,466	2,363	4,373	4,373	
525337	Utilities - Gilbert	3,711	2,222	4,820	4,820	
525339	Utilities - Hollow Creek	3,782	2,669	4,598	4,800	
525340	Utilities - Gaston	3,867	2,086	4,800	4,800	
525341	Utilities - Lake Murray	5,308	3,310	5,937	6,200	
525342	Utilities - Lexington	15,929	8,667	16,412	18,000	
525343	Utilities - Mack Edisto	2,576	1,491	3,575	3,575	
525344	Utilities - Oak Grove	13,694	8,246	16,505	16,505	
525345	Utilities - Pelion	3,061	1,884	4,568	4,568	
525346	Utilities - Round Hill	3,762	2,242	5,999	5,999	
525347	Utilities - Sandy Run	3,561	1,978	3,646	4,300	
525348	Utilities - South Congaree	16,708	6,681	16,752	16,752	
525349	Utilities - Swansea	4,513	2,408	5,801	5,801	
525368	Utilities - Pine Grove	5,477	3,151	5,417	5,417	
525369	Utilities - Amicks Ferry	2,624	1,494	3,603	3,603	
525370	Utilities - Bush River Rd/Hwy 60	0	0	380	380	
525373	Utilities - Cross Roads (FS 23)	2,673	1,531	3,297	3,297	
525374	Utilities - Red Bank	4,699	2,285	5,321	5,321	
525379	Utilities - Training Facility	6,112	3,197	5,659	6,000	
525382	Utilities - Samaria	2,376	1,237	4,000	4,000	
525400	Gas, Fuel, & Oil	52,284	24,991	57,000	57,000	
525500	Laundry and Linen	3,466	1,957	3,800	4,200	
525600	Uniforms & Clothing	22,223	11,101	47,338	47,338	
525700	Employee Service Awards	4,258	53	6,000	6,000	
525720	Employee Incentive Payments	0	0	25,000	25,000	
526500	Licenses & Permits	463	502	600	600	
527020	Volunteer Subsistence	101,158	111,310	400,000	400,000	
538000	Claims & Judgments	1,296	0	1,000	1,000	
	*** Total Operating**	**912,499**	**534,703**	**1,360,301**	**1,406,202**	**0**
	**** Total Personnel & Operating**	**3,972,906**	**2,221,420**	**5,404,759**	~~**5,478,231**~~ 5,456,631	**0**

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COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Public Safety
Organization: 131500 - County Fire Service

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommend
	Capital					
540000	Small Tools & Minor Equipment:	336	757	1,650	2,000	
540010	Minor Software	101	481	500	500	
	All Other Equipment	180,562	47,339	745,833		
	Computer Equipment				800	
	Fire Ground & Special Equipment				30,000	
	Fire Hose Replacement				30,000	
	Personal Protective Equipment				48,000	
	Air Packs & Air Cylinders				35,000	
	Monitor/Receiver Replacement				12,000	
	HazMat Equipment				4,200	
	Station Renovation (Round Hill)				60,000	
	Station Renovation (Pelion)				60,000	
	Station Renovation (Sandy Run)				60,000	
	Station Renovation (Edmund)				72,600	
	Protective Clothing Washing Machine				5,000	
	Service Truck Replacement (2)				100,000	
	Pumper Replacement (2)				541,800	
	Tanker Replacement (2)				399,000	
	Portable Radios				21,000	
	Class A Foam System				15,000	
	Wildland Pumpers (2)				130,000	
	**** Total Capital**	**180,999**	**48,577**	**747,983**	**1,626,900**	**0**
	***** Total Budget Appropriation**	**4,153,905**	**2,269,997**	**6,152,742**	~~7,105,131~~ 7,083,531	**0**

Section III

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COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003 - 2004

Fund # 1000 Fund Title: General
Organization # 131500 Organization Title: Fire Service
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	Small Tools & Minor Equipment	2,000
	Minor Software	500
	Computer Equipment	800
	Fire Ground and Special Equipment	30,000
	Fire Hose Replacement	30,000
	Personal Protective Equipment	48,000
	Air Packs and Air Bottles	35,000
	Monitor/Receiver Replacement	12,000
	Haz-Mat Equipment	4,200
	Station Renovation (Round Hill)	60,000
	Station Renovation (Pelion)	60,000
	Station Renovation (Sandy Run)	60,000
	Station Renovation (Edmund)	72,600
	Protective Clothing Washing Machine	5,000
2	Service Truck Replacements	100,000
2	Pumper Replacement	541,800
2	Tanker Replacement	399,000
21	Portable Radios	21,000
2	Class "A" Foam Retrofits	15,000
2	Wildland Pumpers	130,000
	**** Total Capital (Transfer Total to Section I and II)**	**1,626,900**

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Lexington County Fire Service Capital Budget Appropriations Worksheet								
FY 2000-2001	FY 2001-2002	FY2002-2003		FY2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
Misc. firefighting equipment	3 Aerial Apparatus: $1,200,000.00	HUD Funding: $907,762.00 2 Pumpers, 2 Tankers, 2 Service Trucks, 30 VHF Radios 7 Class A Foam Systems						
			Special Note: Budget estimates below include capital and operating expenses (see attached project sheets).					
21 portable 800MHz radios		WMD Grant: $135,442.00 1 Breathing Air Compressor 250 Face Pieces for SCBA 1 Quick Response Trailer 15 Chemical Respirators	Lexington Fire Station Relocation	$282,807.00	$118,775.28	$123,526.29	$128,467.34	$133,606.04
		FY 02-03 Capital Items 1 Breathing Air Compressor 20 VHF Radios, 40 MIN IV Pager Sta 12 Addition and Renovation 2 Pickup Trucks, 21 Fax and Computers,	Old Lexington Road Fire Station	$15,000.00	$932,634.13	$66,963.40	$69,641.93	$72,427.61
			Chapin Fire Station Relocation	$0.00	$0.00	$50,000.00	$447,077.54	$0.00
			Lake Murray Fire Station Relocation	$0.00	$0.00	$50,000.00	$0.00	$411,549.42
			Hwy. 6 & Fish Hatchery Rd. Fire Station	$0.00	$0.00	$0.00	$0.00	$16,537.50
			Ridge Road Fire Station	$0.00	$0.00	$0.00	$0.00	$0.00
			Station Upgrades / Repairs	$252,600.00	$151,008.00	$157,048.32	$163,330.25	$169,863.46

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FY 2000-2001	FY 2001-2002	FY2002-2003		FY2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
			Service Truck Replacement	$100,000.00	$105,000.00	$110,250.00	$115,762.50	$121,550.63
			Pumper Replacement	$540,000.00	$567,000.00	$595,350.00	$625,117.50	$656,373.38
			Tanker Replacement	$400,000.00	$210,000.00	$441,000.00	$231,525.00	$486,202.50
			Aerial Apparatus Acquisition	$0.00	$0.00	$0.00	$729,303.75	$0.00
			Wildland Pumper	$130,000.00				
			Communications Equipment Acquisition	$32,750.00	$32,413.50	$34,034.18	$35,735.88	$37,522.68
		20 New Positions	Additional Personnel FY2002-2003	$155,357.00	$161,571.28	$168,034.13	$174,755.50	$181,745.72
			Additional Personnel FY2003-2004		$228,816.64	$237,969.31	$247,488.08	$257,387.60
			Additional Personnel FY2004-2005			$198,022.57	$205,943.48	$214,181.21
			Additional Personnel FY2005-2006				$198,711.73	$206,660.19
			Additional Personnel FY2006-2007					$262,038.96
$172,200.00	$1,791,700.00	$156,492.00	Firefighting Equipment Capital Purchases	$170,523.00	$199,021.65	$189,557.11	$214,899.34	$206,519.46
		$417,000.00	Volunteer Incentive Plan					

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County of Le on
Five Year Analysis of Capital Improvements and
Reoccurring Costs as a result of Personnel and Operating Expenditures

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FY 2000-2001	FY 2001-2002	FY2002-2003		FY2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
$428,770.20	$422,806.00	$501,415.00	Projected Value Of A Mill For Fire Service	$506,146.00	$526,391.84	$547,447.51	$569,345.41	$592,119.23
9.4	9.4	13.91	Current Millage	13.931	13.931	13.931	13.931	13.931
$4,030,439.88	$3,974,376.40	$6,974,682.65	Projected Revenue	$7,051,119.93	$7,333,164.72	$7,626,491.31	$7,931,550.96	$8,248,813.00
$3,552,558.00	$3,768,721.00	$5,030,562.00	Total Estimated Operating and Re-Occuring Costs Due To Existing Personnel and Operating Expenditures	$5,477,895.00	$5,697,010.80	$5,924,891.23	$6,161,886.88	$6,408,362.36
$477,881.88	$205,655.40	$1,944,120.65	Available Fund Balance (Does Not Include Carryover)	$1,573,224.93	$1,636,153.92	$1,701,600.08	$1,769,664.08	$1,840,450.65
$172,200.00	$1,791,700.00	$1,713,643.00	Total Capital and Re-occurring Costs Due To New Personnel and Operating Expenditures	$2,079,037.00	$2,706,240.48	$2,421,755.30	$3,587,759.81	$3,434,166.35
$3,724,758.00	$5,560,421.00	$6,744,205.00	Total Estimated Annual Fiscal Requirement Including New Initiatives / Programs	$7,556,932.00	$8,403,251.28	$8,346,646.53	$9,749,646.69	$9,842,528.71
$305,681.88	($1,586,044.60)	$230,477.65	Total Projected Revenue Less Estimated Annual Fiscal Requirement	($505,812.07)	($1,070,086.55)	($720,155.22)	($1,818,095.73)	($1,593,715.71)
				Special Note: Potential revenue source may exist in sale of existing Lexington Fire Station Property.				

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Lexington Station Relocation Breakout

	FY2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
Recurring costs are estimated including a 4% appropriation each year					
Land	$100,000.00				
Building Construction Cost	$400,000.00				
Station Furnishing	$7,000.00				
Personnel					
3 Captains					
3 Apparatus Operators					
3 Firefighters	$111,996.00				
Total Personnel	$111,996.00	$116,475.84	$121,134.87	$125,980.27	$131,019.48
Pumper / Equipment					
Tanker / Equipment					
Personal Protective Equipment					
Monitor / Receiver					
Radio Equipment					
Estimated Annual Operating	$2,211.00	$2,299.44	$2,391.42	$2,487.07	$2,586.56
Less Appropriations Budget 00-01	$338,400.00				
Total	$282,807.00	$118,775.28	$123,526.29	$128,467.34	$133,606.04

Chapin Station Relocation Breakout

	FY2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
Recurring costs are estimated including a 4% appropriation each year					
Land			$50,000.00		
Building Construction Cost				$441,000.00	
Station Furnishing				$6,077.54	
Personnel					
3 Captains					
3 Apparatus Operators					
3 Firefighters					
Total Personnel	$0.00	$0.00	$0.00	$0.00	$0.00
Pumper / Equipment					
Tanker / Equipment					
Personal Protective Equipment					
Monitor / Receiver					
Radio Equipment					
Estimated Annual Operating		$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$50,000.00	$447,077.54	$0.00

Old Lexington Road Fire Station Breakout					
	FY2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
Recurring costs are estimated including a 4% appropriation each year					
Land	$15,000.00				
Building Construction Cost		$350,000.00			
Station Furnishing		$5,512.50			
Personnel					
1 Apparatus Operators	Note: Personnel and Operating budget amount based on 4 months employment during initial year.	$13,917.63			
Total Personnel		$13,917.63	$43,423.00	$45,159.92	$46,966.31
Pumper / Equipment		$297,675.00			
Tanker / Equipment		$220,500.00			
Personal Protective Equipment		$13,230.00			
Monitor / Receiver		$7,717.00			
Radio Equipment		$16,537.00			
Estimated Annual Operating		$7,545.00	23540.4	$24,482.02	$25,461.30
Total	$15,000.00	$932,634.13	$66,963.40	$69,641.93	$72,427.61
Lake Murray Station Relocation					
	FY2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
Recurring costs are estimated including a 4% appropriation each year					
Land			$50,000.00		
Building Construction Cost					$405,168.00
Station Furnishing					$6,381.42
Personnel					
3 Captains					
3 Apparatus Operators					
Total Personnel	$0.00	$0.00	$0.00	$0.00	$0.00
Pumper / Equipment					
Tanker / Equipment					
Personal Protective Equipment					
Monitor / Receiver					
Radio Equipment					
Estimated Annual Operating		$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$50,000.00	$0.00	$411,549.42

County of Lexington
Five Year Analysis of Capital Improvements and
Reoccurring Costs as a result of Personnel and Operating Expenditures

	Highway 6 & Fish Hatchery Fire Station Breakout				
	FY2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
Recurring costs are estimated including a 4% appropriation each year					
Land					$16,537.50
Building Construction Cost					
Station Furnishing					
Personnel					
1 Apparatus Operator					
Total Personnel					
Pumper / Equipment					
Tanker / Equipment					
Personal Protective Equipment					
Monitor / Receiver					
Radio Equipment					
Estimated Annual Operating					
Total	$0.00	$0.00	$0.00	$0.00	$16,537.50
	Ridge Road Fire Station Breakout				
	FY2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
Recurring costs are estimated including a 4% appropriation each year					
Land					
Building Construction Cost					
Station Furnishing					
Personnel					
1 Apparatus Operator					
Total Personnel					$0.00
Pumper / Equipment					
Tanker / Equipment					
Personal Protective Equipment					
Monitor / Receiver					
Radio Equipment					
Estimated Annual Operating					$0.00
Total	$0.00	$0.00	$0.00	$0.00	$0.00

County of Lexington
Five Year Analysis of Capital Improvements and
Reoccurring Costs as a result of Personnel and Operating Expenditures

		Station Upgrades / Repairs			
	FY2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
Recurring costs are estimated including a 4% appropriation each year					
Vinyl Siding and Windows	$7,600.00	$7,904.00	$8,220.16	$8,548.97	$8,890.93
Interior Upgrades / Repairs	$5,000.00	$5,200.00	$5,408.00	$5,624.32	$5,849.29
Renovation of Bay Area	$60,000.00	$62,400.00	$64,896.00	$67,491.84	$70,191.51
Total Upgrade / Repair	$72,600.00	$75,504.00	$78,524.16	$81,665.13	$84,931.73
	FY2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
Vinyl Siding and Window Projects	1	2	2	2	2
Interior Upgrade Projects	1	2	2	2	2
Bay Renovation Projects	4	2	2	2	2
Budgetary Amount	$252,600.00	$151,008.00	$157,048.32	$163,330.25	$169,863.46
		Additional Personnel Breakout			
	FY2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
Base salary + fringe including a 4% appropriation each year					
Firefighter	$37,332.00	$38,825.28	$40,378.29	$41,993.42	$43,673.16
Apparatus Operator	$40,147.00	$41,752.88	$43,423.00	$45,159.92	$46,966.31
Captain	$46,574.00	$48,436.96	$50,374.44	$52,389.42	$54,484.99
Assistant Fire Inspector	$43,361.00	$45,095.44	$46,899.26	$48,775.23	$50,726.24
Assistant Fire Instructor	$43,361.00	$45,095.44	$46,899.26	$48,775.23	$50,726.24
Administrative Assistant	$36,932.00	$38,409.28	$39,945.65	$41,543.48	$43,205.22
Position Upgrades	$0.00				
Number of Positions					
Firefighter	3	0	0	0	6
Apparatus Operator	0	2	0	0	0
Captain	0	3	3	3	0
Assistant Fire Inspector	0	0	1	0	0
Assistant Fire Instructor	1	0	0	0	0
Administrative Assistant	0	0	0	1	0
Position Upgrades	0	0	0	0	0
Total	4	5	4	4	6
Budgetary Amount	$155,357.00	$228,816.64	$198,022.57	$198,711.73	$262,038.96

County of Lexington
Five Year Analysis of Capital Improvements and
Reoccurring Costs as a result of Personnel and Operating Expenditures

Capital Firefighting Equipment					
	FY2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008
Base cost + 5% appropriation each year					
Bunker Gear	$1,067.00	$1,120.35	$1,176.37	$1,235.19	$1,296.95
Air Packs (MSA)	$2,188.00	$2,297.40	$2,412.27	$2,532.88	$2,659.53
Gear Washer	$5,000.00	$5,250.00	$5,512.50	$5,788.13	$6,077.53
Face Fit Test Machine	$10,500.00	$11,025.00	$11,576.25	$12,155.06	$12,762.82
Breathing Air Compressor	$26,250.00	$27,562.50	$28,940.63	$30,387.66	$31,907.04
Class A Foam System	$7,500.00	$7,875.00	$8,268.75	$8,682.19	$9,116.30
Fire Hose Replacement	$30,000.00	$31,500.00	$33,075.00	$34,728.75	$36,465.19
Miscellaneous Equipment	$30,000	$30,000	$30,000	$30,000	$30,000
Small Tools & Minor Equipment	$2,000.00	$2,100.00	$2,205.00	$2,315.25	$2,431.01
Minor Software	$500.00	$525.00	$551.25	$578.81	$607.75
Haz-Mat Equipment	$4,200.00	$4,410.00	$4,630.50	$4,862.03	$5,105.13
Bay Addition	$25,000.00	$26,250.00	$27,562.50	$28,940.63	$30,387.66
Thermal Imaging Cameras	$10,000.00	$10,500.00	$11,025.00	$11,576.25	$12,155.06
Computer Equipment	$800.00	$840.00	$882.00	$926.10	$972.41
Sets of gear	45	45	45	45	45
Number of airpacks	16	16	16	16	16
Gear washer	1	0	0	0	0
Face fit test machine	0	0	0	0	1
Breathing air compressors	0	1	0	0	0
Class A foam systems	2	2	2	2	2
Fire hose replacement packages	1	1	1	1	1
Misc. equipment packages	1	1	1	1	1
Small Tools & Minor Equipment	1	1	1	1	1
Minor Software	1	1	1	1	1
Haz-Mat Equipment	1	1	1	1	1
Bay Addition	0	0	0	1	0
Thermal Imaging Cameras	0	0	1	0	0
Computer Equipment	1	0	0	0	0
Budgetary Amount	$170,523.00	$199,021.65	$189,557.11	$214,899.34	$206,519.46

Suppression Personnel FY 2002-2003					
	Firefighter	**Appa Oper**	**Captain**	**Total Personnel**	**Staffing Level**
Hollow Creek	0	1.5	0	1.5	*1.5(day)
Round Hill	0	3	3	6	2 per shift
Boiling Springs	0	1.3	0	1.3	*1.5(day)
South Congaree	3	3	3	9	3 per shift
Pelion	0	1.3	0	1.3	*1.3(day)
Mack Edisto	0	1.3	0	1.3	*1.31(day)
Gilbert	0	1.5	0	1.5	*1.5(day)
Oak Grove	3	3	3	9	3 per shift
Lexington	3	3	3	9	3 per shift*
Chapin	3	3	3	9	3 per shift
Gaston	0	3	3	6	2 per shift
Edmund	0	3	0	3	1 per shift
Fairview	0	1.5	0	1.5	*1.5(day)
Lake Murray	0	3	3	6	2 per shift
Swansea	0	1.5	0	1.5	*1.5(day)
Sandy Run	0	1.5	0	1.5	*1.5(day)
Pine Grove	0	3	3	6	2 per shift
Amick's Ferry	0	1.5	0	1.5	*1.5(day)
Crossroads	0	1.5	0	1.5	*1.5(day)
Red Bank	0	3	0	3	1 per shift
Samaria	0	1.5	0	1.5	*1.5day)
Total per Position	12	46	24	82	
*NOTE: Includes floater positions					

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Section II

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COUNTY OF LEXINGTON

Existing Departmental Program Request
Fiscal Year - 2003 - 2004

Fund # 1000 Fund Title: General
Organization # 131500 Organization Title: Fire Service

Object Code	Expenditure Classification	Program # 5 First Responder	Program # 6 Contract Mngm	Program # 7 Vol Services	Program # 8 Awards	Total 2003 - 04 Requested
	Personnel					
510100	Salaries # 90					2,678,631
510199	Special Overtime					109,200
510200	Overtime					166
510300	Part Time #___					87,822
511112	FICA Cost					220,001
511114	Police Retirement					307,713
511120	Insurance Fund Contribution #_90__					540,000
511130	Workers Compensation					115,896
511131	S.C. Unemployment					0
516130	Workers Compensation-Non Employees					12,600
	*** Total Personnel**					4,072,029
	Operating Expenses					
520100	Contracted maintenance					39,350
520200	Contracted Services					2,450
520201	Physicals					37,000
520209	Driving History					4,200
520230	Pest Control		2,600			2,600
520300	Professional Services					0
520302	Drug Testing Services					200
520304	Fire Protection Services		85,387			85,387
521000	Office Supplies					3,650
521100	Duplicating				100	2,500
521200	Operating Supplies					26,000
521202	Fire Prevention Supplies					1,500
521203	Fire Investigation Supplies					400
521204	Foam					16,000
521205	HazMat Supplies					5,000
521401	Infectious Disease Control	1,000				4,500
522000	Building Repairs & Maintenance					21,000
522200	Small Equipment Repairs & Maint.					22,000
522300	Vehicle Repairs & Maintenance	3,500				150,000
522400	Water Site Maintenance					1,000
524000	Building Insurance					9,420
524100	Vehicle Insurance # 104					67,600
524101	Comprehensive Insurance # 65					33,142
524200	Professional Liability Insurance	622				622
524201	General Tort Liability Insurance					5,658
524300	Volunteer Firemen Disability Insurance			8,600		8,600
525000	Telephone					20,500
525004	WAN Service Charges					10,080
525010	Long Distance Charges					2,200
525020	Pagers & Cell Phones					4,200
525030	800 Mhz Radio Service Charger					87,449
525031	800 Mhz Radio					15,660
525100	Postage				35	800
525110	Other Parcel Delivery Services					500
525210	Conference & Meeting Expenses	2,000				24,000
525230	Subscriptions, Dues, & Books					1,300
525240	Personal Mileage Reimbursement					300
525250	Motor Pool Reimbursement					1,000

525300 Utilities - Admin Building					2,432
525333 Utilities - Boiling Springs					4,158
525334 Utilities - Chapin					7,086
525335 Utilities - Edmund					5,109
525336 Utilities - Fairview					4,373
525337 Utilities - Gilbert					4,820
525339 Utilities - Hollow Creek					4,800
525340 Utilities - Gaston					4,800
525341 Utilities - Lake Murray					6,200
525342 Utilities - Lexington					18,000
525343 Utilities - Mack Edisto					3,575
525344 Utilities - Oak Grove					16,505
525345 Utilities - Pelion					4,568
525346 Utilities - Round Hill					5,999
525347 Utilities - Sandy Run					4,300
525348 Utilities - South Congaree					16,752
525349 Utilities - Swansea					5,801
525368 Utilities - Pine Grove					5,417
525369 Utilities - Amicks Ferry					3,603
525370 Utilities - Bush River/Hwy 60					380
525373 Utilities - Crossroads					3,297
525374 Utilities - Red Bank					5,321
525376 Utilities - Training Facility					6,000
525382 Utilities - Samaria					4,000
525400 Gas, Fuel, & Oil	3,000				57,000
525500 Laundry & Linen					4,200
525600 Uniforms & Clothing			21,300		47,338
525700 Service Awards				6,000	6,000
525720 Employee Incentives					25,000
526500 Licenses & Permits					600
527020 Volunteer Subsistence			400,000		400,000
538000 Claims & Judgements					1,000
*** Total Operating**	10,122	87,987	429,900	6,135	1,406,202
**** Total Personnel & Operating**					5,478,231
**** Total Capital (From Section III)**					1,626,900
***** Total Budget Appropriation**	67,400	122,254	132,639	41,330	7,105,131

Section II

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COUNTY OF LEXINGTON

Existing Departmental Program Request

Fiscal Year - 2003 - 2004

Fund # 1000 Fund Title: General

Organization # 131500 Organization Title: Fire Service

Object Expenditure Code	Classification	Program Title:	Program # 1 Operations	Program # 2 Training	Program # 3 Fire Preven	Program # 4 OccupHealth	Total 2003 - 04 Requested
	Personnel						
510100	Salaries # 90						
510300	Part Time #___						
511112	FICA Cost						
511113	State Retirement						
511114	Police Retirement						
511120	Insurance Fund Contribution #___						
511130	Workers Compensation						
511131	S.C. Unemployment						
	*** Total Personnel**						
	Operating Expenses						
520100	Contracted maintenance		39,350				
520200	Contracted Services		2,450				
520201	Physicals					37,000	
520209	Driving History		4,200				
520230	Pest Control						
520300	Professional Services						
520302	Drug Testing Services					200	
520304	Fire Protection Services						
521000	Office Supplies		3,175	400	75		
521100	Duplicating		1,400	900	100		
521200	Operating Supplies		21,000	5,000			
521202	Fire Prevention Supplies				1,500		
521203	Fire Investigation Supplies		400				
521204	Foam		16,000				
521205	HazMat Supplies		5,000				
521401	Infectious Disease Control					3,500	
522000	Building Repairs & Maintenance		20,000	1,000			
522200	Small Equipment Repairs & Maint.		19,300	2,700			
522300	Vehicle Repairs & Maintenance		145,350	750	400		
522400	Water Site Maintenance		1,000				
524000	Building Insurance		9,000	420			
524100	Vehicle Insurance #104		66,300	650	650		
524101	Comprehensive Insurance # 57		20,868				
524200	Professional Liability Insurance						
524201	General Tort Liability Insurance		5,658				
524300	Volunteer Firemen Disability Insurance						
525000	Telephone		19,750	500	250		
525004	WAN Service Charge		10,080				
525010	Long Distance Charges		1,900	200	100		
525020	Pagers & Cell Phones		3,600	300	300		
525030	800 Mhz Radio Service Charger		86,361	500	588		
525031	800 Mhz Radio		15,480	90	90		
525100	Postage		615	100	50		
525110	Other Parcel Delivery Services		500				
525210	Conference & Meeting Expenses		1,990	19,448	562		
525230	Subscriptions, Dues, & Books		365	60	875		
525240	Personal Mileage Reimbursement		200	100			
525250	Motor Pool Reimbursement		1,000				
525300	Utilities - Admin Building		2,432				
525333	Utilities - Boiling Springs		4,158				

525334	Utilities - Chapin	7,086				
525335	Utilities - Edmund	5,109				
525336	Utilities - Fairview	4,373				
525337	Utilities - Gilbert	4,820				
525339	Utilities - Hollow Creek	4,800				
525340	Utilities - Gaston	4,800				
525341	Utilities - Lake Murray	6,200				
525342	Utilities - Lexington	18,000				
525343	Utilities - Mack Edisto	3,575				
525344	Utilities - Oak Grove	16,505				
525345	Utilities - Pelion	4,568				
525346	Utilities - Round Hill	5,999				
525347	Utilities - Sandy Run	4,300				
525348	Utilities - South Congaree	16,752				
525349	Utilities - Swansea	5,801				
525368	Utilities - Pine Grove	5,417				
525369	Utilities - Amicks Ferry	3,603				
525370	Utilities - Bush River/Hwy 60	380				
525373	Utilities - Crossroads	3,297				
525374	Utilities - Red Bank	5,321				
525376	Utilities - Training Facility	6,000				
525400	Gas, Fuel, & Oil	51,500	1,200	1,250		
525500	Laundry & Linen	4,200				
525600	Uniforms & Clothing	25,280	400	400		
525700	Service Awards					
525720	Employee Incentives	25,000				
526500	Licenses & Permits	600				
527020	Volunteer Subsistence					
538000	Claims& Judgements	1,000				
	*** Total Operating**	773,168	34,718	7,190	40,700	
	**** Total Personnel & Operating**					
	**** Total Capital (From Section III)**					
	***** Total Budget Appropriation**	773,168	34,718	7,190	40,700	

SECTION IV. – PROGRAM OVERVIEW

FIRE SERVICE DIVISION

PROGRAM 1 - OPERATIONS

The Operations Program of the Lexington County Fire Service provides fire protection to all areas of Lexington County with the exception of the municipalities of Cayce, West Columbia, Batesburg-Leesville, and the Irmo Fire District. The fire suppression effort is comprised of 21 fire stations strategically located throughout the county, manned by a paid staff of 90 full time and a volunteer staff of over 400 personnel. The stations are operated 24 hours a day, 365 days a year, and are equipped with 104 apparatus/vehicles used for firefighting.

Also, provided in this program are the necessary supplies for maintaining these stations, operations of the Fire Service fleet, and equipping of personnel.

PROGRAM 2 - TRAINING

The Training Program is developed to meet the training mandates established by the Department of Labor - OSHA. This includes the following regulations: Fire Protection (1910.156 Subpart L), Hazardous Materials Response and Operations (1910.120), Confined Space (1910.1040), Infectious Disease Control and Hazardous Materials Communications (1910.1030). In addition to these mandated standards, this program also provides for meeting the requirement outlined by the National Fire Protection Association (NFPA) and the Insurance Service Office (ISO).

The Training Program consists of a Training Officer that coordinates all training for the paid staff of 90 full time, as well as over 400 volunteers. It also provides for necessary supplies and resources to carry out these training requirements.

PROGRAM 3 - FIRE PREVENTION

The Fire Prevention Program provides for promoting fire and life safety throughout the Fire Service. As required by State Statute 23-9-36, it provides for a Fire Prevention Officer, who must inspect public buildings and business establishments and submit quarterly reports to the State Fire Marshal in order to receive benefits from the Firemen's Insurance and Inspection Fund. In November, 1999, Lexington County, as a requirement of State law, adopted the Standard Fire Prevention Code as a part of its code package. As a part of this code adoption, the Fire

Prevention Officer is required to perform plan review and fire protection system review on all new construction projects in Lexington County. Code compliance inspections are required to be performed on all new and existing commercial properties in Lexington County.

This program also provides for fire prevention activities included but not limited to public education in primary and secondary public and private schools. Discussion meetings are conducted upon request with homeowner's associations, civic, rotary, and garden clubs, local business chambers, and business associations.

PROGRAM 4 - OCCUPATIONAL HEALTH

This program provides for compliance with the Department of Labor - OSHA regulations outlining the employee health care programs, that must be provided by the employer. These requirements are outlined in the following regulations: Fire Protection (1910.156, Subpart L), Hazardous Materials Response and Operations (1910.120), Confined Space (1910.1040) and Infectious Disease Control (1910.1030).

PROGRAM 5 - FIRST RESPONDER

The First Responder Program provides for initial response to medical emergencies by Fire Service personnel when they are substantially closer to a call than an EMS unit. The first responder unit provides basic life support and is responsible for patient care until turned over to the Paramedic in charge of the arriving EMS unit. At that time they provide assistance as required. This service often eliminates the requirement of having to dispatch additional EMS units as well as providing initial patient care in a more timely manner.

PROGRAM 6 - CONTRACT MANAGEMENT

This provides for contracting with the municipalities of Irmo, West Columbia and Batesburg-Leesville to provide fire protection to areas of Lexington County adjacent to their city limits.

PROGRAM 7 - VOLUNTEER SERVICES

The Lexington County Fire Service is staffed with a volunteer force of over 400. This program provides for compensation for responding to fire calls, attending training programs, retaining certifications, and continuing education. The compensation is distributed according to participation and qualifications. Also included in this program is a supplemental disability insurance policy, which will assist volunteer firefighters with financial assistance should they become disable or injured while performing fire department duties.

PROGRAM 8 - AWARDS

This provides an Awards Program for each of the county's fire departments. Each department selects a firefighter and fire officer of the year. Those selected in each category then participate in the Lexington County Fire Service Firefighter and Fire Officer of the Year. Service awards are also presented, recognizing personnel for their years of service (five, ten, fifteen, twenty, and twenty-five years of service). All the awards are presented at the annual Fire Service Awards Dinner.

SECTION IV.A. – LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Coordinator	1	1		1	22
Fire Chief	2	2		2	18
Chief Administrative Officer	1	1		1	19
Chief Operations Officer	1	1		1	19
Training Officer	1	1		1	16
Fire Prevention Officer	1	1		1	15
Captain	24	24		24	14
Breathing Air Coordinator	1	1		1	12
Fire Apparatus Operator	46	46		46	10
Firefighter	12	12		12	8
Temporary Firefighter	NA	.5		.5	8
TOTAL POSITIONS	90	90.5		90.5	

LEXINGTON COUNTY FIRE SERVICE
VEHICLE MAINTENANCE SHEET

PRINTED: 02/20/2003

	A	B	C	D	E	F	G	H	I	J
1	STA	CO #	UNIT #	SERIAL #	YR	LIFE CYCLE REPLACEMENT DATE	MAKE	ACQRD	LIABILITY ONLY	COMP/ LIABILITY
2	2	12886	T-24	1FDYK84A4LVA01914	90	2005	FORD	10/06/1989		X
3	2	17907	E-21	1HTSDAAR2SH241629	95	2010	INT/E-ONE	07/07/1995		X
4	2	52103	>R-2	1FDAF57F01EC58349	01	2016	FORD	06/14/2001		X
5	2	52943	E-22	F75FVV66074	75	1990	FORD	10/15/1979	X	
6	3	12970	E-31	4S7AT9D0XKC002428	89	2004	FMC	11/28/1989		X
7	3	12975	E-32	4S7AT9DO3KC002433	89	2004	FMC	01/04/1990		X
8	3	15057	T-34	1FDYK84A7NVA24011	92	2007	FORD	03/31/1992		X
9	3	15886	ESU-1	1FDYK84A1PVA02296	92	2007	FORD	01/11/1993		X
10	3	52001	>R-3	1FDLF47M3REA20007	94	2009	FORD	04/25/1994		X
11	3	53300	TK-3	1GCHD34J9EF3552247AG	84	1999	CHEVY	05/06/1999	X	
12	4	15064	T-44	1FDYK84XNVA24018	92	2007	FORD	03/31/1992		X
13	4	15435	E-41	1HTSDPCR8NH432699	92	2007	KME	06/15/1992		X
14	4	51901	TK-4	80259602	54	1969	DODGE	02/01/1987	X	
15	4	52300	>ST-4	1FDKF37H2MNA05984	91	2006	FORD	04/03/1997	X	
16	4	52944	E-42	F75FVV66073	75	1989	FORD	10/29/1979	X	
17	5	12917	E-51	4S7AT9D06KC002426	89	2004	FMC	11/02/1989		X
18	5	15000	>R-5	2FDLF47M8NCA75178	92	2007	FORD	05/20/1992		X
19	5	15058	T-54	1FDYK84A9NVA24012	92	2007	FORD	03/31/1992		X
20	5	17244	TK-5	1GCG24K6RE213325	94	2009	CHEVY	09/30/1994		X
21	5	21882	C-5	2FAFP71W0YX162430	00	2015	FORD	06/21/2000	X	
22	5	22577	E-52	1HTSDADRX1H294119	01	2016	KME	01/08/2001		X
23	5	52101	E-5	1FDXF47F8XEE73555	99	2014	FORD	07/28/1999		X
24	6	11797	>ST-6	1GBGC34K7JE176426	88	2003	CHEVY	04/21/1988	X	
25	6	15059	T-64	1FDYK84A0NVA24013	92	2007	FORD	03/31/1992		X
26	6	17906	E-61	1HTSDAAROSH241628	95	2010	INT/E-ONE	07/07/1995		X
27	6	52942	E-62	F75FVV68896	75	1990	FORD	02/23/1980	X	
28	7	10353	>SQ-7	1FDKF3716GNA43063	86	2001	FORD	03/19/1986	X	
29	7	14579	T-74	1FDYK84A3MVA35537	91	2006	FORD	07/31/1991		X
30	7	20048	E-71	1HTSDAAR7WH548350	98	2013	INT/KME	03/13/1998		X
31	7	59903	TK-7	17443	63	1978	JEEP KAISER	09/29/2000	X	
32	8	15051	>SQ-8	1FDNK74P6NVA24020	92	2007	FORD	07/16/1992		X
33	8	15061	T-84	1FDYK84A4NVA24015	92	2007	FORD	03/31/1992		X
34	8	15436	E-81	1HTSDPCR0NH432700	92	2007	KME	06/19/1992		X
35	8	52986	E-82	F75FVK14503	70	1985	FORD	12/07/1979	X	
36	8	53090	TK-8	1GBHK34M1FS185737	85	2000	CHEVY	05/01/1991		X
37	9	11660	E-92	1S9AT6D03JC185483	87	2002	FMC	01/18/1988		X
38	9	15052	>SQ-9	1FDNK74P8NVA24021	92	2007	FORD	07/16/1992		X
39	9	15060	T-94	1FDYK84A2NVA24014	92	2007	FORD	03/31/1992		X
40	9	20037	C-9	2FAFP71W4WL13097	98	2013	FORD	03/06/1998	X	
41	9	22574	E-91	1HTSDADR21H294115	00	2015	KME	12/22/2000		X
42	9	23562	B/A	1FDS34F1VHA27646	97	2012	FORD	11/13/2001	X	
43	10	10858	T-104	1FDXK84N2HVA24453	87	2002	FORD	02/17/1986	X	
44	10	12771	TK-10	2GTEC14H2K155498	89	2004	GMC	06/01/1989	X	
45	10	12969	E-101	4S7AT9D08KC002427	89	2004	FMC	11/28/1989		X
46	10	15438	E-102	1HTSDPCR4NH432702	92	2007	KME	06/23/1992		X
47	10	20510	C-10	2FAFP71W6XX110490	99	2014	FORD	09/28/1998	X	
48	11	11713	T-114	1FDYK84A2JVA24010	88	2003	FORD	03/08/1988		X
49	11	12968	E-111	4S7AT9D04KC002425	89	2004	FMC	11/28/1989		X
50	11	20835	>ST-11	1FDXF46FDXEE42625	99	2014	FORD F450	05/17/1999		X
51	11	52935	E-112	D80DVY85611	79	1994	FORD	04/03/1979		X
52	11	53111	TK-11	1GCGD34J6GF346293	85	1985	CHEVY	02/01/2002	X	
53	11	59988	E-113	HC653T133273	65	1980	CHEVY	09/11/1980	X	
54	12	18952	>R-12	1FDLF47FXVEA85710	97	2012	FORD	01/10/1997		X
55	12	22571	T-124	1HTSDADR51H294089	00	2015	KME	12/12/2000		X
56	12	22575	E-121	1HTSDADR91H294113	00	2015	KME	12/22/2000		X
57	13	09274	E-132	1FDPK84N3EVA31911	84	1999	FORD	09/13/1984	X	

> DESIGNATES SERVICE TRUCKS

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LEXINGTON COUNTY FIRE SERVICE
VEHICLE MAINTENANCE SHEET

PRINTED: 02/20/2003

	A	B	C	D	E	F	G	H	I	J
1	STA	CO #	UNIT #	SERIAL #	YR	LIFE CYCLE REPLACEMENT DATE	MAKE	ACQRD	LIABILITY ONLY	COMP/ LIABILITY
58	13	12885	T-134	1FDYK84A2LVA01913	90	2005	FORD	10/06/1989		X
59	13	15434	E-131	1HTSDPCR6NH432698	92	2007	KME	06/10/1992		X
60	13	52111	>R-13	1FDJF37M1LNB27758	90	2005	FORD	07/17/1990		X
61	14	17908	E-141	1HTSDAAR9SH241630	95	2010	INT/E-ONE	08/25/1995		X
62	14	22572	T-144	1HTSDADR11H294087	00	2015	KME	12/12/2000		X
63	14	51126	TK-14	10593	67	1982	JEEP	02/13/1992	X	
64	14	52934	E-142	F70CVDC5594	79	1994	FORD	02/16/1979	X	
65	14	53200	>R-14	CCZ335A156945	75	1990	CHEVY	04/03/1997	X	
66	15	12971	E-151	4S7AT9D01KC002429	89	2004	FMC	11/28/1989		X
67	15	15065	T-154	1FDYK84A1NVA24019	92	2007	FORD	03/31/1992		X
68	15	51907	TK-15	W24BF3S149974	73	1988	DODGE	05/25/1993	X	
69	15	52999	E-152	F70CVDG5595	79	1994	FORD	01/08/1979	X	
70	15	53222	>SQ-15	1G8GK26M8DF140972	83	1998	CHEVY	01/27/1984	X	
71	16	12776	>SQ-16	1FDKF37MBKNA87942	89	2004	FORD	06/06/1989	X	
72	16	12974	E-161	4S7AT9DO1KC002432	89	2004	FMC	01/04/1990		X
73	16	22570	T-164	1HTSDADR21H294101	00	2015	KME	12/12/2000		X
74	16	52939	E-163	D80UVJH2093	80	1995	FORD	05/28/1981		X
75	16	53936	E-162	154594	73	1988	CHEVY	10/16/1979	X	
76	18	10857	T-185	1FDXK84N4HVA24454	87	2002	FORD	02/17/1986	X	
77	18	11712	T-184	1FDYK84A4JVA24011	88	2003	FORD	03/08/1988		X
78	18	17905	E-181	1HTSDAAROSH241631	95	2010	INT/E-ONE	07/07/1995		X
79	18	20489	>SQ-18	1FDAW56F7XEB58145	98	2013	FORD	09/10/1998		X
80	18	52933	E-182	F70CVDG7667	79	1994	FORD	01/18/1979	X	
81	19	12973	E-191	4S7AT9D0XKC002431	89	2004	FMC	01/01/1989		X
82	19	15062	T-194	1FDYK84A6NVA24016	92	2007	FORD	03/31/1992		X
83	19	21574	>SQ-19	1FDKF3718GNA18116	85	2000	FORD	04/10/2000	X	
84	19	53905	TK-19	1GCGD34J4EF38230	77	1992	CHEVY	05/28/1985	X	
85	22	15063	T-224	1FDYK84A8NVA24017	92	2007	FORD	03/31/1992		X
86	22	15437	E-221	1HTSDPCR2NH432701	92	2007	KME	06/15/1992		X
87	22	20145	TK-22	1FDKF37F5VED13246	97	2012	FORD	05/07/1998	X	
88	23	18108	T-234	1HTSDADR95H23902	95	2010	INT/QUALITY	10/24/1995		X
89	23	20047	E-231	1HTFDAAR0WH548349	98	2013	INT/KME	03/13/1998		X
90	23	20144	TK-23	1FDKF37F5VED13229	97	2012	FORD		X	
91	24	14998	>R-24	1FDKF37MXNNA49116	92	2007	FORD	02/11/1992	X	
92	24	18470	T-244	1FDYF80E2TVA15825	96	2011	FORD/KME	05/20/1996		X
93	24	18471	E-241	1HTSDAAR6TH312560	96	2011	INT/E-ONE	05/20/1996		X
94	27	22573	T-274	1HTSDADR71H294093	00	2015	KME	12/12/2000		X
95	27	22576	E-271	1HTSDADR71H294109	00	2015	KME	12/22/2000		X
96	Hdqtrs	19197	Inspector	1FALP57U8VA189387	97	2012	FORD	01/23/1997	X	
97	Hdqtrs	20036	Ops Off	2FAFP71WZWX136096	98	2013	FORD	03/06/1998	X	
98	Hdqtrs	20509	Admin Off	2FAFP71WXXX110489	99	2014	FORD	09/28/1998	X	
99	Hdtrs	23866	Coord	2FAFP71WX2X128970	02	2017	FORD	03/14/2002	X	
100	TO	10320	Tanker	1FDXK84N6GVA28231	86	2001	FORD	03/07/1986		X
101	TO	19931	TO	1GCFG25R4W1047916	98	2013	CHEVY	01/06/1998	X	
102	TO	52960	Engine	D80UVGG6911	79	1994	FORD	12/13/1979		X
103			Aerial	**						X
104			Aerial	**						X
105			Aerial	**						X
106										
107	Total	Eqp	104							

> DESIGNATES SERVICE TRUCKS

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SECTION IV.C. – LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(31) Office Phones

(6) Cellular Phones

(3) Nextels

(4) Pagers

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DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES							ANNUAL SERVICE COST	ANNUAL CONTRACTED MAINTENANCE	TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Secure $5.00	Service Cost	Tax	TOTAL			
Fire Service 6030AC	175															
Ric Switch		710285	722AXG0349	19512			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Mob		710145	494AXC0490	19026		added 3/1/01	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Mob		710146	494AXC0491	19027		added 3/1/01	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Mob		710177	494AXC0522	19065		added 3/1/01	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-5		710114	494AXC0459	18995			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Mobile		710124	494AXC0469	19005			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Mobile		710166	494AXC0511	19054			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Russell Rawl		760453	326AXL0444	19755	203		$39.66	$7.00		$5.00	$51.66	$2.58	$54.24	$650.88	$90.00	$740.88
Admin		710249	466AUY3313	17493			$39.66	$7.00			$46.66	$2.33	$48.99	$587.88	$90.00	$677.88
Spare		710104	494AXC0449	18961			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Robert Risinger		710300	466ATA1292	16995	208		$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Brian Hood		760426	326AXC0958	19220	205	added 9/4/01	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
David Fulmer		710250	466AUY3314	17494	207		$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Mike Rawl		710265	466AWC4452	18283	206		$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Car 2		710256	466AUY3320	17500			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 2		710270	466DPT010J	18288			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 2							$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-21		710156	494AXC0501	19037			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-22		710169	494AXC0514	19057			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
TK-2		710113	494AXC0458	18994			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-24		710155	494AXC0500	19036			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68

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LEXINGTON COUNTY
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DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES							ANNUAL SERVICE COST	ANNUAL CONTRACTED MAINTENANCE	TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Secure $5.00	Service Cost	Tax	TOTAL			
Car 3		710254	466AUY3318	17498			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 3		710267	466AWC4454	18285			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 3		710201	466AUC2203	16984			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-31		710125	494AXC0470	19006			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-32		710183	494AXC0528	19071			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
R-3		710185	494AXC0530	18960			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-34		710176	494AXC0521	19064			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
ESU-1		710009	270AXJ0021	19530			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Spare		710091	464ACC0781	23896		added 4/2/02	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Car 4		710280	466AUC2208	17013			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 4		710242	466AUY3306	17487			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 4		710259	466AVS3375	18053			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 4		710065	466ABE0212	22252		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-41		710174	494AXC0519	19062			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-42		710173	494AXC0518	19061			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-44		710175	494AXC0520	19063			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
SQ-4		710172	494AXC0517	19060			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Car 5		710299	466AWC4450	18264			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 5		710264	466AWC4451	18282			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 5		710239	466AUY3302	17485			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 5		710066	466ABE0213	22253		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-51		710131	494AXC0476	19012			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-52		710130	494AXC0475	19011			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
R-5		710134	494AXC0479	19015			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-54		710136	494AXC0481	19017			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68

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DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES							ANNUAL SERVICE COST	ANNUAL CONTRACTED MAINTENANCE	TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Secure $5.00	Service Cost	Tax	TOTAL			
Car 6		710253	466AUY3317	17497			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 6		710258	466AVS3374	18052			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 6		710278	466AVW1238	18099			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 6		710067	466ABE0214	22254		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-61		710138	494AXC0483	19019			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-62		710167	494SCV0512	19055			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-64		710139	494AXC0484	19020			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Car 7		710281	466AUC2209	17014			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 7		710276	466AWC4463	18294			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 7		710263	466AWA4480	18229			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 7		710068	466ABE0215	22255		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-71		710178	494AXC0523	20048			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-74		710164	494AXC0509	19045			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
TK-7		710141	494AXC0486	19022			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Car 8		710277	466AVW1237	18098			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 8		710268	466AWC4455	18286			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 8		710243	466AUY3307	17488			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 8		710069	466ABE0216	22256		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-81		710184	494AXC0529	19072			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-82		710152	494AXC0497	19033			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T 84		710116	494AXC0461	18997			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
SQ 8		710117	494AXC0462	18998			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Car 9		710255	466AUY3319	17499			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 9		710202	466AUC2204	16985			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 9		710240	466AUY3304	17480			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 9		710070	466ABE0217	22257		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-91		710181	494AXC0526	19069			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-92		710149	494AXC0494	19030			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-94		710160	494AXC0505	19041			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
SQ-9		710150	494AXC0495	19031			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68

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LEXINGTON COUNTY
800 MHz Inventory

DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES							ANNUAL SERVICE COST	ANNUAL CONTRACTED MAINTENANCE	TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Secure $5.00	Service Cost	Tax	TOTAL			
Car 10		710283	466AUC2211	17016			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 10		710257	466AVL6575	17856			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 10		710238	466AUY3301	17484			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 10		710071	466ABE0218	22258		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 10 added 5/21/02		710006	466ABY3377	24008			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-101		710133	494AXC0478	19014			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-102		710157	494AXC0502	19038			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-103		710159	494AXC0504	19040			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
TK-10		710112	494AXC0457	18993			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-104		710171	494AXC0516	19059			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 11		710236	466AUY3299	17479			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 11		710266	466AWC4453	18284			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 11		710072	466ABE0219	22259		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-111		710122	494AXC0467	19003			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-113		710127	494AXC0472	19008			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-112		710129	494AXC0474	19010			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-114		710165	494AXC0510	19053			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
TK-11		710126	494AXC0471	19007			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Spare		710092	466ACC0782	23897		added 4/2/02	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 12		710199	466AUC2201	16982			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 12		710260	466AVS3376	18054			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 12		710073	466ABE0220	22260		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-121		710123	494AXC0468	19004			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
TK-124		710105	494AXC0450	18986			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
R-12		710135	494AXC0480	19016			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Car 13		710284	466AVQ1972	17973			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 13		710247	446AUY3311	17492			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 13		710203	466AUC2205	16986			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 13		710074	466ABE0221	22271		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-131		710144	494AXC0489	19025			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-134		710142	494AXC0487	19023			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
R-13		710143	494AXC0488	19024			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68

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LEXINGTON COUNTY
800 MHz Inventory

DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES							ANNUAL SERVICE COST	ANNUAL CONTRACTED MAINTENANCE	TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Secure $5.00	Service Cost	Tax	TOTAL			
Car 14		710279	466AUC2207	17012			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 14		710205	466AUC2295	16988			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 14		710075	466ABE0222	22272		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-141		710170	494AXC0515	19058			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-141		710163	494AXC0508	19044			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-144		710161	494AXC0506	19042			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
SQ-14		710162	494AXC0507	19043			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Spare		710090	466ACC0780	23895		added 4/2/02	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Car 15		710252	466AUY3316	17496			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 15		710275	466AWC4462	18293			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 15		710244	466AUS1032Z	17489		added 2/5/99	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 15		710076	466ABE0223	22273		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-151		710182	494AXC0527	19070			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-152		710151	494AXC0496	19032			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-154		710153	494AXC0498	19034			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
SQ-15		710154	494AXC0499	19035			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Car 16		710251	466AUY3315	17495			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 16		710273	466AWC4460	18291			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 16		710246	466AUY3310	17491			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 16		710077	466ABE0224	22274		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-161		710107	494AXC0452	18988			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-162		710109	494AXC0454	18990			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-163		710110	494AXC0455	18991			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-164		710108	494AXC0453	18989			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
SQ-16		710106	494AXC0451	18987			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68

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LEXINGTON COUNTY
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DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES							ANNUAL SERVICE COST	ANNUAL CONTRACTED MAINTENANCE	TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Secure $5.00	Service Cost	Tax	TOTAL			
Bruce Rucker-St 18		710274	466AWC4461	18292			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Car 18		710282	466AUC2210	17015			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 18		710269	466AWC4456	18287			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 18		710204	466AUC2206	16987			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 18		710078	466ABE0225	22265		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-181		710111	494AXC0456	18992			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-182		710119	494AXC0464	19000			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
SQ-18		710120	494AXC0465	19001			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
TK-185		710121	494AXC0466	19002			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-184		710186	494AXC0531	18959			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 19		710272	466AWC4459	18290			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 19		710241	466AUY3305	17481			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 19		710079	466ABE0226	22266		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-191		710148	494AXC0493	19029			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-194		710180	494AXC0525	19068			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 22		710271	466AWC4458	18289			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 22		710262	466AWA4479	18228			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 22		710080	466ABE0227	22267		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-221		710168	494AXC0513	19056			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-224		710137	494AXC0482	19018			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
TK-22		710140	494AXC0485	19021			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 23		710237	466AUY3300	17483			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 23		710261	466AVU2296	18082			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 23		710081	466ABE0228	22268		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-231		710147	494AXC0492	20047			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
TK-23		710115	494AXC0460	18996			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
TK-234		710128	494AXC0473	19009			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68

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LEXINGTON COUNTY
800 MHz Inventory

DEPARTMENT/ ACCOUNT #	TOTAL EQP	ID #	SERIAL #	CO #	RADIO	COMMENTS	MONTHLY SERVICES							ANNUAL SERVICE COST	ANNUAL CONTRACTED MAINTENANCE	TOTAL ANNUAL COSTS (Service & Contracted Maintenance)
							Dispatch (5 Site Rate) $39.66	Private Call $7.00	Talkgroup $2.00	Secure $5.00	Service Cost	Tax	TOTAL			
Station 24		710248	466AUY3312	17482			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 24		710294	466AUY3303	17486			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 24		710082	466ABE0229	22269		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
E-241		710158	494AXC0503	19039			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T-244		710118	494AXC0463	18999			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 27		710083	466ABE0230	22270		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 27		710084	466ABE0231	22261		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 27		710086	466ABE0232	22262		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Station 27		710087	466ABE0233	22263		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
T274 added 3/1/01		710179	494AXC0635	19067			$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Breath Air Tech added 11/13/00		710088	466ABE0234	22264		added 11/13/00	$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Aerial Truck							$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Aerial Truck							$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
Aerial Truck							$39.66				$39.66	$1.98	$41.64	$499.68	$90.00	$589.68
													$7,182.54	$86,184.36	$15,480.00	$101,664.36

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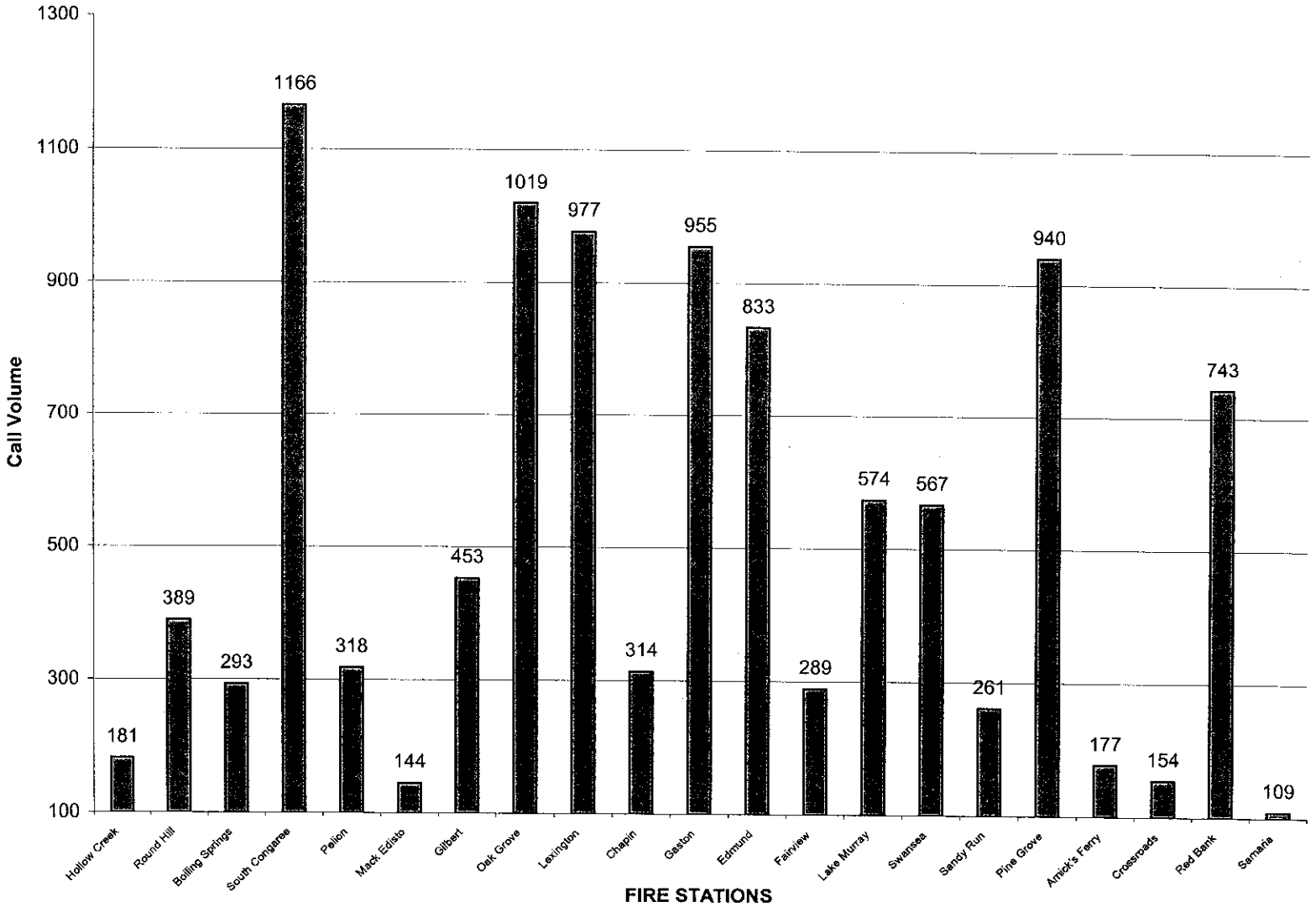
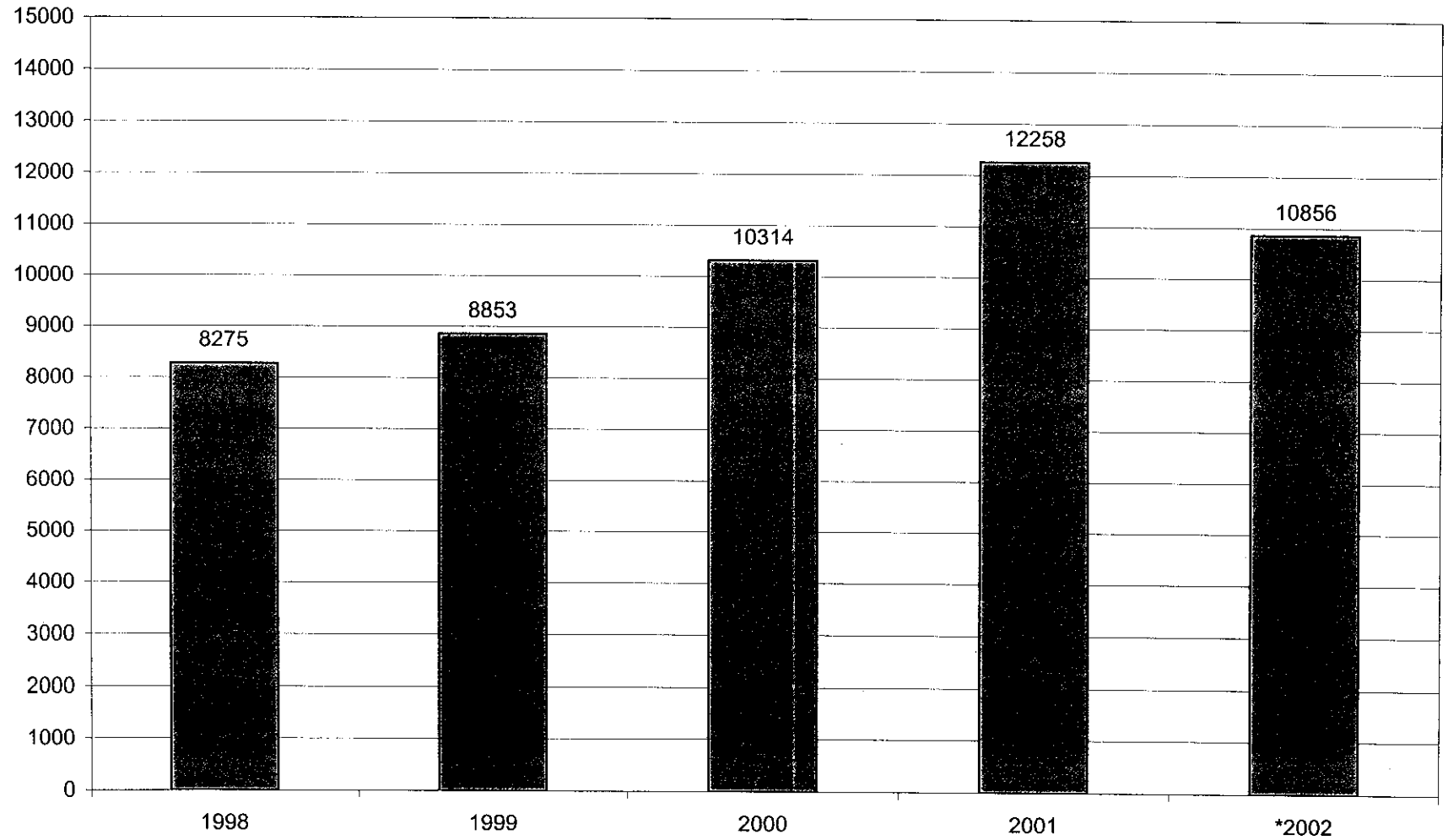
Fire Service Call Volume Breakdown Per station - 2002



Total Call Volume - 10856

LEXINGTON COUNTY FIRE SERVICE

Total Fire Service Calls: 1998 - 2002



*IMPLEMENTED PRIORITY DISPATCH FOR EMS FIRST RESPONDER CALLS - 37% (1158) REDUCTION IN EMS CALLS

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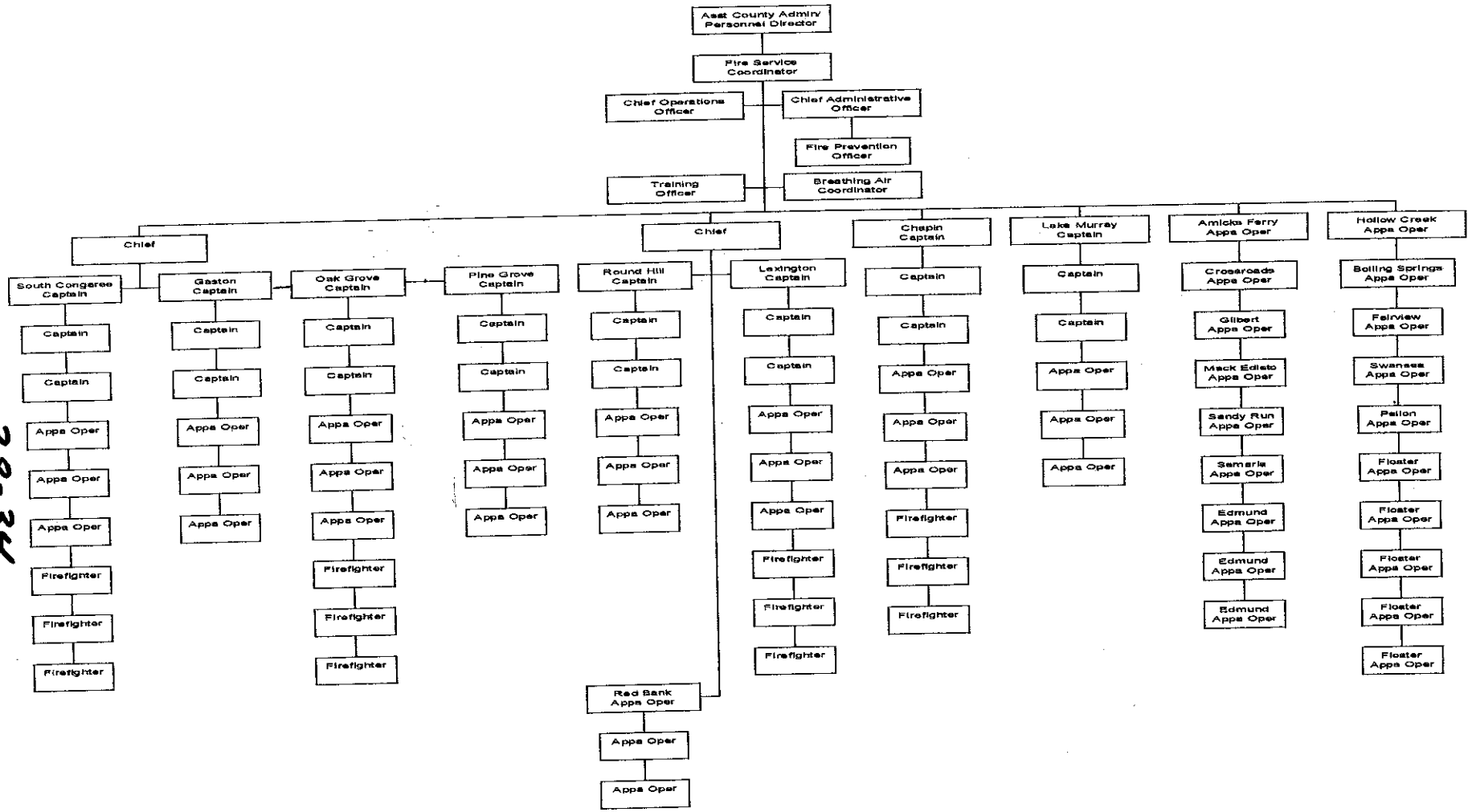
LEXINGTON COUNTY FIRE SERVICE



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SECTION VI.B. – OPERATING LINE ITEM NARRATIVES

FIRE SERVICE DIVISION

520100 - CONTRACTED MAINTENANCE **$39,350**

PROGRAM 1 - OPERATIONS $39,350

The Fire Service requires specialized equipment which requires routine maintenance and services. Since the County does not have staff personnel to provide this service, it is necessary to contract them. This includes the following:

Communications Equipment	$17,000
Breathing Air Compressor	$ 2,100
Overhead Door Service	$ 4,300
Ladder Testing	$ 5,200
Fire Extinguishers	$ 2,100
Air Bottle Hydrostatic	$ 2,000
Breathing Air Test	$ 2,000
Calibration Fit Test Machine	$ 800
Fire Alarm Maintenance	$ 750
Software Maintenance	$ 600
Janitorial Services – Training Center	$ 2,500

520200 - CONTRACTED SERVICES **$2,450**

PROGRAM 1 – OPERATIONS $2,450

This account provides for specialized services not provided by County staff.

Refuse Collection	$ 1,725
Fire Alarm Monitoring	$ 725

520201 - PHYSICALS **$37,000**

PROGRAM 4 - OCCUPATIONAL HEALTH $37,000

OSHA Regulation 1910.156, Fire Brigades, Section 2, Personnel, states, effective September 15, 1990, personnel who are expected to do interior structural firefighting are to be physically capable of performing these duties. Personnel with known heart disease, epilepsy, or emphysema are not allowed to participate, unless a physician certifies the person is physically capable of performing these duties. Also, OSHA Regulation 1910.120, Hazardous Waste Operations and Emergency Response, requires hazardous materials team members to have annual physicals. Physicals are scheduled as follows:

* All new personnel
* Annually for haz-mat team members
* Annually for personnel over 40 years of age
* Every three years for personnel between ages 30 to 40

Cost projections are:

* New personnel	60 @ $275 = $15,500
* Haz-mat team members	30 @ $275 = $ 8,500
* Personnel over 40 years of age	24 @ $275 = $ 6,600
* Personnel between 20-30 years	23 @ $275 = $ 6,325

520209 – DRIVING HISTORY **$4,200**

PROGRAM 1 – OPERATIONS $4,200

This account will provide for driving histories to be obtained on all Fire Service personnel authorized to drive county fire apparatus, as well as new applicants – salaried and volunteer. This program was begun in FY '00-'01. Cost of driver history screening is $9 ea . The number of histories has increased due to Sheriff's Department no longer being able to run driving histories on volunteer applicants at no cost.

465 histories @ $9/ea = $4,200

520230 – PEST CONTROL **$2,600**

PROGRAM 6 – CONTRACE MANAGEMENT $2,600

This account provides termite inspection for 21 fire stations and Training Facility. It also provides for extermination of roaches, mice, ants, etc, as needed

520302 – DRUG TESTING SERVICES **$200**

PROGRAM 4 – OCCUPATIONAL HEALTH $ 200

This account will provide funds for drug testing associated with probable cause/accidents.

520304 - FIRE PROTECTION SERVICES **$85,387**

PROGRAM 6 – CONTRACT MANAGEMENT $85,387

This provides for contract fees to two municipalities (Batesburg-Leesville and West Columbia) to provide fire protection to areas adjacent to their city limits. These contract fees are authorized by inter-governmental contracts and may vary year to year.

Batesburg-Leesville	$35,000
West Columbia	$50,387

521000 - OFFICE SUPPLIES **$3,650**

PROGRAM 1 - OPERATIONS $3,175

This provides resources for all fire departments and staff with the necessary clerical supplies, forms, and files for the required record keeping. This includes fire reports, pre-plans, personnel records, general correspondence, etc.

PROGRAM 2 - TRAINING $ 400

This provides for clerical supplies for conducting training classes, drills and maintain training files.

PROGRAM 3 - FIRE PREVENTION $ 75

This provides for clerical supplies for conducting fire inspections, fire prevention programs, and maintaining inspection files.

521100 - DUPLICATING **$ 2,500**

PROGRAM 1 - OPERATIONS $1,400

Duplicating service provides for correspondence with fire victims, vendors, insurance companies, meeting agendas, as well as memorandums within the Fire Service about policy, procedures, and emergency response changes.

PROGRAM 2 - TRAINING $ 900

Duplicating service provides for producing and distributing training announcements, copies of lesson plans, making transparencies and maintaining training files.

PROGRAM 3 - FIRE PREVENTION $ 100

Duplicating service is used by the Fire Prevention Officer for daily fire inspection reports and correspondence.

PROGRAM 8 - AWARDS $ 100

This provides for producing programs and invitations for the Fire Service Awards program.

521200 - OPERATING SUPPLIES **$26,000**

PROGRAM 1 - OPERATIONS $21,000

This account is used to provide supplies for all the fire departments, that are necessary for the day-to-day operations of the stations. This includes cleaning supplies and equipment; expendable items such as batteries, bulbs, etc; replacement of damaged items such as shovels, rakes, lanterns, etc.; and film and film developing for documenting fire scenes.

PROGRAM 2 - TRAINING $5,000

This provides for the necessary supplies to conduct training classes and drills. This includes projector bulbs, slide trays, VCR tapes, training foam, LP gas, fire extinguisher refills, etc.

521202 - FIRE PREVENTION SUPPLIES **$1,500**

PROGRAM 3 - FIRE PREVENTION $1,500

This account provides fire prevention literature, films, demonstrations, exhibits and classes to educate people of all ages on the importance of fire prevention. It is used to provide this information and supplies for all the fire departments to be used throughout the county. Last year the Fire Service participated in demonstrations and conducted many prevention programs in the schools.

521203 - FIRE INVESTIGATION SUPPLIES $ 400

PROGRAM 1 - OPERATIONS $ 400

The objective of fire investigations is to determine the cause and origin of fires, which is in accordance with state laws. This will provide for items used in this specialized work.

521204 - FOAM $16,000

PROGRAM 1 - OPERATIONS $16,000

Due to the increased exposure to hazards that require specialized extinguishing foam agents (Class A for structure, woods, and grass fires, and Class B foam for flammable liquid fires) it is necessary to carry a supply of foam on each pumper (10 gallons per ISO recommendations). A central supply is also maintained that can be dispatched as incidents dictate. This will also provide for replacing foam that is used throughout the year.

521205 - HAZMAT SUPPLIES $ 5,000

PROGRAM 1 - OPERATIONS $5,000

This account provides for the specialized supplies used in incidents involving hazardous materials. This includes chemical suits, gloves, boots, containment materials, etc.

521401 - INFECTIOUS DISEASE CONTROL $ 4,500

PROGRAM 4 - OCCUPATIONAL HEALTH $3,500

This will provide for the infectious disease control program that has been implemented by the Fire Service to comply with OSHA 1910.1030, which outlines protective measure for employees who may be exposed to bloodborne disease causing agents (includes vaccinations and protective equipment). Cost projections are as follows:

Hepatitis B Vaccinations 40 @ $80 = $3,200
Post Exposure Follow-up = $ 300
(not covered by Workers' Comp)

PROGRAM 5 - FIRST RESPONDER $1,000

This provides the protective measures for personnel who provide patient care, as outlined in the Department of Labor and OSHA requirements. Cost projections are as follows:

Tuberculosis Test 40 @ $ 20 = $ 800
Post Exposure Follow-Up = $ 200
(not covered by Workers' Comp)

522000 - BUILDING REPAIRS & MAINTENANCE $21,000

PROGRAM 1 - OPERATIONS $20,000

This account provides for upkeep and maintenance for the county fire stations.

PROGRAM 2 – TRAINING $ 1,000

This account provides for upkeep and maintenance for the training facility.

522200 - SMALL EQUIPMENT REPAIRS $22,000

PROGRAM 1 - OPERATIONS $19,300

This account provides for the repair and maintenance of portable equipment carried on fire apparatus. This includes the following items - portable generators, portable pumps, float pumps, ventilation saws, air compressors (breathing air), self-contained breathing apparatus, portable lights, and hand lights. It also provides for the calibration of the specialized instruments, that is required annually.

PROGRAM 2 - TRAINING $2,700

This provides for the repair and maintenance of training equipment. This includes self-contained breathing apparatus, smoke generators, VCR, projectors, etc.

522300 - VEHICLE REPAIR & MAINTENANCE **$150,000**

PROGRAM 1 - OPERATIONS $145,350

This will provide for the repair and maintenance of vehicles assigned to the fire stations and Fire Service Coordinator, Chief Administrative Officer and Chief Operations Officer, as outlined in the vehicle schedule.

PROGRAM 2 - TRAINING $ 750

This will provide for the repair and maintenance of vehicle assigned to Training Officer.

PROGRAM 3 - FIRE PREVENTION $ 400

This will provide for the repair and maintenance of vehicle assigned to Fire Prevention Officer.

PROGRAM 5 - FIRST RESPONDER $3,500

This provides for the portion of repairs and maintenance of vehicles used for first responder calls.

(Special Note: This budget estimate is subject to increase during the fiscal year due to unplanned maintenance costs.)

522400 - WATER SITE MAINTENANCE **$ 1,000**

PROGRAM 1 - OPERATIONS $1,000

In many areas of the county there are no water systems with fire hydrants. In these areas the Fire Service utilizes many ponds, streams and lake access. Insurance Service Office has established a standard that these sights must be properly marked and accessible in all weather conditions. This provides for this maintenance and marking of these sites throughout the county.

524000 - BUILDING INSURANCE **$9,420**

PROGRAM 1 - OPERATIONS $9,000

This provides protection of the county fire stations and out buildings against loss due to theft, fire and severe weather.

PROGRAM 2 - TRAINING $ 420

This provides protection of the county training facility against loss due to theft, fire and severe weather.

524100 - VEHICLE INSURANCE $67,600
(Please see vehicle schedule)

PROGRAM 1 - OPERATIONS $66,300

This provides for liability coverage on vehicles assigned to the fire stations and Fire Service Coordinator, Chief Administrative Officer, and Chief Operations Officer.

102 vehicles x $650 = $66,300

PROGRAM 2 - TRAINING $ 650

This provides for liability coverage on the vehicle assigned to the Training Officer.

PROGRAM 3 - FIRE PREVENTION $ 650

This provides for liability coverage on the vehicle assigned to the Fire Prevention Officer.

524101 - COMPREHENSIVE INSURANCE $33,142
(Please see vehicle schedule)

PROGRAM 1 - OPERATIONS $33,142

This provides for comprehensive insurance on vehicles assigned to the Fire Service fleet (65 vehicles). Also included are the pumper and tanker replacement that will be added to fleet around September.

524200 - PROFESSIONAL LIABILITY INSURANCE $ 622

PROGRAM 5 - FIRST RESPONDER $ 622

This is to provide protection from civil litigation brought about through errors in the performance of providing medical services as first responders.

524201 - GENERAL TORT LIABILITY INSURANCE $ 5,658

PROGRAM 1 - OPERATIONS $ 5,658

This is to protect all fire personnel from civil litigation brought about through errors of omission during the performance of their duties.

524300 - VOLUNTEER FIREMEN DISABILITY INSURANCE $8,600

PROGRAM 7 - VOLUNTEER SERVICES $8,600

This will assist in providing the Fire Service's 400 volunteer firefighters with financial assistance in the event they would be injured or disabled in the performance of their firefighting duties.

525000 - TELEPHONE $20,500

PROGRAM 1 - OPERATIONS $19,750

This account provides for telephone service for all fire stations. It is necessary for personnel to make calls between stations, communicate with fire victims, communicate with vendors, insurance companies, etc. This will also provide for three additional phone lines to be dedicated for the records management system.

PROGRAM 2 - TRAINING $ 500

In order to conduct a countywide training program, it is necessary for the Training Officer to have communications with each station in order to coordinate training classes and drills. It is also necessary to communicate with other fire departments; instructors; and contact vendors reference equipment and training programs.

PROGRAM 3 - FIRE PREVENTION $ 250

This provides for communications for the Fire Prevention Officer. This includes scheduling fire inspections as well as communicating with the general public.

525004 WAN SERVICE CHARGES $10,080

Each fire station has a computer that is dedicated to the Fire Services Records Management System (RMS). This system is utilized to collect and maintain all aspects of Fire Service data.

This additional funding would allow for the continued use of high speed, high bandwidth data access in each of our more suburban fire stations that spend a great deal of time each day using the RMS. This higher bandwidth will increase proficiency and decrease the total amount of time required to input this data. This will also free up the four (4) existing dial in connections to be used exclusively by the more rural areas who run much fewer calls and spend much less time tying up the phone lines.

High Speed Data Access Per Station $60 Monthly x 12 Months = $720 x 14 stations = $10,080/annually

525010 - LONG DISTANCE CHARGES **$2,200**

PROGRAM 1 - OPERATIONS $ 1,900

This provides long distance service for all fire stations. It is necessary to make long distance calls between stations, communicate with fire victims, communicate with vendors, insurance companies, etc.

PROGRAM 2 - TRAINING $ 200

In order to conduct a countywide training program, it is necessary for the Training Officer to place long distance calls to fire departments, instructors, and contact vendors reference equipment and training programs.

PROGRAM 3 - FIRE PREVENTION $ 100

This provides for long distance calls for the Fire Prevention Officer in communicating with the general public reference fire inspections.

525020 - PAGERS AND CELL PHONES **$4,200**

PROGRAM 1 - OPERATIONS $ 3,600

This provides for a cellular phone, Nextel phone, and pager for the Fire Service Coordinator, Chief Administrative Officer, and Chief Operations Officer, and cellular phone for two Fire Chiefs and the Emergency Response Unit.

PROGRAM 2 - TRAINING $ 300

This provides for a cellular phone and pager for the Training Officer.

PROGRAM 3 - FIRE PREVENTION $ 300

This provides for a pager and cellular telephone for the Fire Prevention Officer.

525030 - 800 MHZ RADIO SERVICE CHARGES $87,449

PROGRAM 1 - OPERATIONS $86,361

This provides for the operating cost of 800 MHz radios for all fire stations.

170 units x $41.64/mo x 12 mo = $84,946
1 unit x $54.24/mo x 12 mo = $ 651
1 units x $48.99/mo x 12 mo = $ 588

PROGRAM 2 - TRAINING $ 500

This provides for the 800 MHz radio assigned to the Training Officer.

1 unit x $41.64/mo x 12 mo = $500

PROGRAM 3 - FIRE PREVENTION $ 588

This provides for the 800 MHz radio assigned to the Fire Prevention Officer.

1 unit x $48.99/mo x 12 mo = $588

525031 - 800 MHz RADIO MAINTENANCE CONTRACT $15,660

PROGRAM 1 - OPERATIONS $15,480

This provides for contracted maintenance for the 800 MHz radios.

172 units @ $90 = $15,480

PROGRAM 2 - TRAINING $ 90

This provides for contracted maintenance for the 800 MHz radio for the Training Officer.

PROGRAM 3 - FIRE PREVENTION $ 90

This provides for the contracted maintenance for the 800 MHz radio for the Fire Prevention Officer.

525100 - POSTAGE $ 800

PROGRAM 1 - OPERATIONS $ 615

This provides for distributing information between the fire departments, which include meeting agendas, minutes and memorandums concerning policy and procedures. It also includes correspondence with other Fire Service groups, vendors, as well as the general public.

PROGRAM 2 - TRAINING $ 100

This provides for distributing training announcements, training schedules, certificates and correspondence between other Fire Service organizations.

PROGRAM 3 - FIRE PREVENTION $ 50

This provides for distributing fire inspection reports as well as correspondence with the general public.

PROGRAM 8 - AWARDS $ 35

This provides for the mailing of information, announcements, and invitations for the awards program.

525110 – OTHER PARCEL DELIVERY SERVICES $ 500

PROGRAM 1 – OPERATIONS $ 500

This account will provide for shipping of items to manufacturers for repair. A majority of these repairs need to be insured.

525210 - CONFERENCE & MEETING EXPENSES **$24,000**

PROGRAM 1 - OPERATIONS $ 1,990

In order for chief officers and other specialized personnel to maintain current in their related fields, it is necessary to attend workshops, seminars and conferences. This will allow these personnel to maintain their certifications, evaluate equipment and stay current with new developments within the Fire Service.

Fire Service Coordinator - SC State Associations of Fire Chiefs
(location not yet available)

Registration	- $ 75
Per Diem	- $ 78
Lodging 3 nights @ $95	- $285

SC Firemens Convention
(Myrtle Beach)

Registration	- $100
Per Diem	- $ 90
Lodging 3 nights @ $120	- $360

Fire Investigators (4 Team Leaders) - SC State Arson Association
(location not yet available)

Registration	4 @ $75 - $300
Per Diem	4 @ $78 - $312
Lodging 2 rm @ $65 x 3 ni	- $390

PROGRAM 2 - TRAINING $ 19,448

The South Carolina Fire Academy requires instructors to meet professional development standards to maintain their certification. This account will provide for sending the Training Officer to the annual Instructors Improvement Conference to meet this requirement.

Training Officer - Instructors Improvement Conference
(locations not yet available)

Registration	- $ 75
Per Diem	- $ 78
Lodging 3 ni @ $95/ni	- $285

This also provides for the training mandated by Department of Labor – O.S.H.A., and the standards established by NFPA and ISO. It allows training for over 400 full-time and volunteer personnel. It

includes the following: monthly in-service training, new recruit training, apparatus operator training, officer training, and hazardous materials training. Cost projections are as follows:

New Recruit - SCFA 1152 and 1153; wildland firefighting; flammable liquid, CPR, first aid, haz-mat first responder, radiological monitoring, vehicle firefighting, fire service orientation.

Apparatus Operator - Emergency vehicle drivers training, pump operations, mobile water supply, large diameter hose.

Officer Training - Incident command system, Leadership I, II, III, managing company operations, firefighter safety and survival, volunteer fire service management.

Specialized Training - HazMat, Confined Space Rescue, Arson Investigation, Instructor Certification.

PROGRAM 3 - FIRE PREVENTION $ 562

This will allow the Fire Prevention Officer to attend the annual Fire Inspection Conference, which allows him to stay current with the standard fire prevention codes administered by the State Fire Marshal's Office.

Fire Prevention Officer - SC Fire Inspection Conference
(location not yet determined)

Registration	- $ 75
Per Diem	- $ 91
Lodging 3 ni @ $95	- $380

PROGRAM 5 - FIRST RESPONDER $ 2,000

This allows for the required training for personnel who respond to EMS calls and provide initial patient care. Cost projections are:

First Responder 16 @ $125 = $1,000

525230 - SUBSCRIPTIONS, DUES & BOOKS **$1,300**

PROGRAM 1 - OPERATIONS $ 365

This provides for membership dues in fire related organizations, and publications, which are necessary for staying abreast in firefighting technology, regulations and other items affecting the Fire Service. Projected costs are:

Intl Asso of Arson Investigators 2 @ $60 = $120 (2 Fire Investigation Team Leaders)	
S.C. State Asso of Fire Chiefs (Fire Service Coordinator)	$ 50
National Fire Protection Association (Dept)	$ 90
Fire Engineering Magazine	$ 30
Fire House Magazine	$ 25
Lexington County Fire Officers Asso (3)	$ 50

PROGRAM 2 - TRAINING $ 60

This provides for the membership of the Training Officer in the Society of Fire Service Instructors, which allow the Fire Service to stay current in training requirements.

Society of Fire Service Instructors (Training Officer)	$ 60

PROGRAM 3 - FIRE PREVENTION $ 875

This will provide for renewal of the State Fire Marshal certifications as required by the State Fire Marshal's Office. It also provides for publications necessary for stay abreast of the latest regulations and standards.

Renewal State Fire Marshal Cert 10 @ $15 = $ 150
(Chief Inspector and nine Inspectors)
National Fire Protection Association Standards - $525
International Building and Fire Codes - $100

525240 - PERSONAL MILEAGE REIMBURSEMENT $ 300

PROGRAM 1 - OPERATIONS $ 200

The purpose of this account is to reimburse personnel who use their personal vehicle for travel while conducting Fire Service business. This includes the following:

Volunteer Fire Chiefs - travel in personal vehicles to attend meetings and conducting department business
Fire Advisory Board Members - travel in attending Fire Advisory Board meetings and special committee meetings
Other Fire Service Personnel - travel in picking up supplies and attending special meetings.

PROGRAM 2 - TRAINING $ 100

This provides for reimbursement for volunteer instructors who used their personal vehicle while conducting training.

525250 - MOTOR POOL REIMBURSEMENT $1,000

PROGRAM 1 - OPERATIONS $ 1,000

This provides use of motor pool vehicle in the event an authorized vehicle is out of service due to repair or scheduling maintenance.

525300 - UTILITIES - ADMIN BUILDING $2,432

PROGRAM 1 - OPERATIONS $ 2,432

525333 - UTILITIES - BOILING SPRINGS $4,158

PROGRAM 1 - OPERATIONS $ 4,158

525334 - UTILITIES - CHAPIN $7,086

PROGRAM 1 - OPERATIONS $ 7,086

525335 - UTILITIES - EDMUND		**$5,109**
PROGRAM 1 - OPERATIONS	$ 5,109	
525336 - UTILITIES - FAIRVIEW		**$4,373**
PROGRAM 1 - OPERATIONS	$ 4,373	
525337 - UTILITIES - GILBERT		**$4,820**
PROGRAM 1 - OPERATIONS	$ 4,820	
525339 - UTILITIES - HOLLOW CREEK		**$4,800**
PROGRAM 1 - OPERATIONS	$ 4,800	
525340 - UTILITIES - GASTON		**$4,800**
PROGRAM 1 - OPERATIONS	$ 4,800	
525341 - UTILITIES - LAKE MURRAY		**$6,200**
PROGRAM 1 - OPERATIONS	$ 6,200	
525342 - UTILITIES - LEXINGTON		**$18,000**
PROGRAM 1 - OPERATIONS	$ 18,000	
525343 - UTILITIES - MACK EDISTO		**$3,575**
PROGRAM 1 - OPERATIONS	$ 3,575	
525344 - UTILITIES - OAK GROVE		**$16,505**
PROGRAM 1 - OPERATIONS	$16,505	
525345 - UTILITIES - PELION		**$4,568**
PROGRAM 1 - OPERATIONS	$ 4,568	

525346 - UTILITIES - ROUND HILL		**$5,999**
PROGRAM 1 - OPERATIONS	$ 5,999	
525347 - UTILITIES - SANDY RUN		**$4,300**
PROGRAM 1 - OPERATIONS	$ 3,646	
525348 - UTILITIES - SOUTH CONGAREE		**$16,752**
PROGRAM 1 - OPERATIONS	$16,752	
525349 - UTILITIES - SWANSEA		**$5,801**
PROGRAM 1 - OPERATIONS	$ 5,801	
525368 - UTILITIES - PINE GROVE		**$5,417**
PROGRAM 1 - OPERATIONS	$ 5,417	
525369 - UTILITIES - AMICKS FERRY		**$3,603**
PROGRAM 1 - OPERATIONS	$ 3,603	
525370 - UTILITIES - BUSH RIVER/HWY 60		**$ 380**
PROGRAM 1 - OPERATIONS	$ 380	
525373 - UTILITIES - CROSSROADS		**$3,297**
PROGRAM 1 - OPERATIONS	$ 3,297	
525374 - UTILITIES - RED BANK		**$5,321**
PROGRAM 1 - OPERATIONS	$ 5,321	
525379 - UTILITIES - TRAINING FACILITY		**$6,000**
PROGRAM 1 – OPERATIONS	$ 6,000	

525382 – UTILITIES – SAMARIA **$4,000**

PROGRAM 1 – OPERATIONS $4,000

525400 - GAS, FUEL AND OIL **$57,000**

PROGRAM 1 - OPERATIONS $51,500

This provides gas, fuel and oil for vehicles outlined in the county vehicle schedule.

PROGRAM 2 - TRAINING $ 1,200

This provides gas, fuel and oil vehicles outlined in the county vehicle schedule.

PROGRAM 3 - FIRE PREVENTION $ 1,250

This provides gas, fuel and oil vehicles outlined in the county vehicle schedule.

PROGRAM 5 - FIRST RESPONDER $ 3,000

This provides for the portion of gas, fuel and oil for vehicles used for first responder calls.

5225500 - LAUNDRY AND LINEN **$4,200**

PROGRAM 1 - OPERATIONS $ 4,200

This account provides for sheets, pillow cases, towels, etc., for personnel assigned to work 24-hour shifts. Cost projections for 40 personnel per month are as follows:

Sheets	225 @ $ .50	$100.00
Pillow Cases	225 @ $ .11	22.00
Spread	100 @ $1.41	105.75
Towels	500 @ $ .22	110.00
Wash Clothes	500 @ $ .03	15.00

525600 - UNIFORMS AND CLOTHING **$47,338**

PROGRAM 1 - OPERATIONS $ 25,280

In order to maintain a neat and professional appearance all paid staff are issued clothing at time of hire and worn or damaged items are replaced as needed. The following is an itemized list issued to each employee:

Item	Unit Price	Qty Issued	Total
Short Sleeve Shirt	$21	2	$ 42
Long Sleeve Shirt	$24	2	$ 48
Trousers	$46	3	$138
Belt	$19	1	$ 19
Uniform Boots	$130	1	$130
Jacket	$129	1	$129
Nametag	$ 9	1	$ 9
Utility Shirts	$ 6	3	$ 18
Polo Shirts	$25	2	$ 50
Jumpsuit	$28	1	$ 28

PROGRAM 2 - TRAINING $ 400

This provides clothing for the Training Officer.

Item	Unit Price	Qty Issued	Total
Short Sleeve Shirt	$21	3	$ 63
Long Sleeve Shirt	$24	2	$ 48
Trousers	$46	3	$138
Belt	$19	1	$ 19
Uniform Boots	$130	1	$130
Nametag	$ 9	1	$ 9
Utility Shirts	$ 6	3	$ 18
Polo Shirts	$25	3	$ 75
Jumpsuit	$28	1	$ 28

PROGRAM 3 - FIRE PREVENTION $ 400

This provides clothing for the Fire Prevention Officer.

Item	Unit Price	Qty Issued	Total
Short Sleeve Shirt	$21	3	$ 63
Long Sleeve Shirt	$24	2	$ 48
Trousers	$46	3	$138
Belt	$19	1	$ 19
Uniform Boots	$130	1	$130
Nametag	$ 9	1	$ 9
Utility Shirts	$ 6	3	$ 18
Polo Shirt	$25	3	$ 75
Jumpsuit	$28	1	$ 28

PROGRAM 7 – VOLUNTEER SERVICES $21,300

As part of the volunteer incentive program in an effort to recruit and retain volunteers one each shirt and pants will be issued to each volunteer that completes and maintains their firefighter certification.

Trousers	$46/ea
Polo Shirts	$25/ea

5257000 - SERVICE AWARDS $6,000

PROGRAM 8 - AWARDS $ 6,000

This provides for the awards program, which includes all the county fire departments. The awards program includes a dinner, where Firefighter and Fire Officer of the Year, as well as personnel with five, ten, fifteen, twenty, and twenty-five years of service are recognized. This year we will be recognizing our fifth 25-year award recipients.

525720 – EMPLOYEE INCENTIVES $25,000

As outlined in the County's Education and Pay Procedure , this will allow for rewarding employees that have obtained certifications that have enhanced their skills in their present position. This plan will also serve as an incentive for employees to obtain skills allowing the continuing upgrading of our workforce.

526500 - LICENSES & PERMITS **$600**

PROGRAM 1 - OPERATIONS $ 600

This provides for complying with DHEC requirements for drinking water permits for wells at the Sandy Run, Amicks Ferry, Crossroads, Samaria and Fairview fire stations.

527020 - VOLUNTEER SUBSISTENCE **$400,000**

PROGRAM 7 - VOLUNTEER SERVICES $400,000

This allows for compensation for volunteers for cost incurred in responding to fire calls, maintaining certifications, and attending certified training.

Fire Calls ($10 per call)	-	$294,000
Achieving & Maintaining Certification	-	48,000
Attending Certified Training	-	58,000

538000 – CLAIMS & JUDGEMENTS **$1,000**

PROGRAM 1 – OPERATIONS $1,000

This account will provide reimbursements for damages to personal property not covered by county insurance, while responding to fire calls.

SECTION VI.C. – CAPITAL LINE ITEM NARRATIVES

Capital Request

540000 - SMALL TOOLS AND MINOR EQUIPMENT $2,000

This account will provide for the replacement of miscellaneous small equipment

2 - Chairs - $400
1 - Slide Projector - $600
(lens and case)
1 - Television - $500
1 – Refrigerator - $500

520010 – MINOR SOFTWARE $ 500

This will be used to acquire software that will allow the Fire Service to realize the maximum benefit from the inventory of computing devices. This software includes but is not limited to updated paging software, and the latest updates to the FireHouse records management software

COMPUTER EQUIPMENT $ 800

The Fire Service Fire Inspector currently uses paper forms to perform inspections in the field and returns to the office each afternoon to enter all inspection reports into the records management system (RMS) software. Until now, there has not been a software solution for this application. In response to this reported gap in service, our RMS vendor has introduced a software solution that is compatible with handheld mobile computing device. This will provide for the purchase of one mobile handheld computing device for this specific application allowing our inspector to spend more time in the field and less time in the office duplicating work tasks (entering reports).

FIRE GROUND AND SPECIAL EQUIPMENT $30,000

The county's fire departments use fire ground and special equipment to meet the demands of firefighting. Because of severe demands placed on this equipment, some items will require replacing during the year. These items include but are not limited to nozzles, salvage covers, flashlights, chainsaws, assorted tools, fire rakes, etc. In addition to normal replacement, this will allow us to continue toward equipping all fire apparatus to meet the ISO and NFPA standards. This type of equipment will include heat detecting devices, cutting torches, generators, stepladders, electric fans, foam educators, etc. This line item will also help standardize firefighting vehicles throughout the county.

FIRE HOSE REPLACEMENT **$30,000**

Much of the existing hose in service today is nearing the end of its service life. Damaged hose is repaired until the hose is in such a condition that it is no longer fit for fire service use. Once no longer fit for use or when a section of hose is damaged beyond repair, it must be replaced. Fire hose has a service life of 10 years. Every effort is being made to maximize the service life of our hose. As new hose is placed into service, older hose that will still pass service test is being placed onto second out attack pumpers. This line item will be used to replace all sizes of fire hose no longer fit for service. Currently, there are over 11,000 feet of five-inch diameter hose that are in excess of 10 years old.

PERSONAL PROTECTIVE EQUIPMENT **$48,000**

OSHA Regulations have required us to update and provide firefighters with the necessary equipment to protect them from the hazards to which they are exposed. It is projected that protective clothing last approximately five to eight years under normal use. With approximately 400 firefighters, it is necessary to budget for replacement as well as additional equipment. This includes the following equipment: pants and coat, suspenders, helmet, boots, and gloves. This will allow for replacement of approximately 45 sets of gear.

AIR PACKS & AIR CYLINDERS **$35,000**

OSHA Regulations 1910.156 Subpart L require that respiratory protection must be worn while inside buildings or confined spaces where the toxic products of combustion or an oxygen deficiency is in all likelihood present. Therefore, it is necessary to replace non-serviceable units as well as add additional units as the demand increases. This will also provide for replacing air cylinders that have reached the service life and must be removed from service. This year approximately 30 cylinders MUST be taken out of service. Over the next five years we will take 145 cylinders out of service due to the fifteen-year service life limit.

MONITOR/RECEIVER REPLACEMENT **$12,000**

Monitors are utilized to alert personnel of an emergency call. Each of the approximately 400 volunteers are issued a monitor. Many of the existing units are approaching 20 years old and are in need of replacing. Additional monitors are required in order to meet an increase in personnel, as well as replace monitors that are lost, stolen, damaged, or no longer serviceable. This will allow for the replacement/purchase of approximately 25 monitors.

HAZ-MAT EQUIPMENT **$ 4,200**

This will provide equipment and supplies for the protection of personnel responding to incidents involving hazardous materials and specialized rescue. This equipment will be added to the emergency support unit, which is responded throughout the county as needed. Some of the specialized equipment includes: decontamination supplies; containment supplies; detection and monitoring equipment; protective clothing; specialized communications equipment; and specialized rescue equipment.

STATION RENOVATION (Round Hill) **$60,000**

Many of our fire stations are approaching 30 years old and are in the need of extensive repairs. A renovation program has been implemented to improve the general appearance and efficiency of these stations. This is a three step program which includes renovation of the office and living quarters, replacing the windows and exterior wooden siding on the office and living areas and replacing the metal panels, insulation and overhead doors on the bay area. The office area has been renovated, the wooden siding and windows have been replaced at this station. This will provide for the upgrades to the bay area, thus completing this project.

STATION RENOVATION (Pelion) **$60,000**

Many of our fire stations are approaching 30 years old and are in the need of extensive repairs. A renovation program has been implemented to improve the general appearance and efficiency of these stations. This is a three step program which includes renovation of the office and living quarters, replacing the windows and exterior wooden siding on the office and living areas and replacing the metal panels, insulation and overhead doors on the bay area. The office area has been renovated, the wooden siding and windows have been replaced at this station. This will provide for the upgrades to the bay area, thus completing this project.

STATION RENOVATION (Sandy Run) **$60,000**

Many of our fire stations are approaching 30 years old and are in the need of extensive repairs. A renovation program has been implemented to improve the general appearance and efficiency of these stations. This is a three step program which includes renovation of the office and living quarters, replacing the windows and exterior wooden siding on the office and living areas and replacing the metal panels, insulation and overhead doors on the bay area. The office area has been renovated, the wooden siding and windows have been replaced at this station. This will provide for the upgrades to the bay area, thus completing this project.

STATION RENOVATION (Edmund) **$72,600**

Many of our fire stations are approaching 30 years old and are in the need of extensive repairs. The metal panels are rusted and beyond repair. The siding has deteriorated and requires replacing. The windows do not close properly, therefore increasing the heating and cooling costs. A renovation program has been implemented to improve the general appearance and efficiency of these stations. This is a three step program which includes renovation of the office and living quarters, replacing the windows and exterior wooden siding on the office and living areas and replacing the metal panels, insulation and overhead doors on the bay area. This will provide for the renovation of one station.

PROTECTIVE CLOTHING WASHING MACHINE **$5,000**

OSHA and NFPA standards both require protective clothing to be cleaned regularly to insure personnel are not exposed to contaminants that are retained in protective clothing (bunker gear) during the course of firefighting duties. Clothing manufacturers also recommend regular cleaning of protective equipment to increase service life and effectiveness. The protective clothes washers are currently located at the Lexington and Swansea, and Hollow Creek Stations and are being used to clean approximately 400 sets regularly. The addition of a fourth machine to be located in the northern portion of the county would provide for a faster, more efficient process of maintaining our protective equipment.

SERVICE TRUCK REPLACEMENT (2) **$100,000**

The service truck is a vital part of the Fire Service fleet. This vehicle is used for transporting specialized equipment and personnel to emergency scene. It is recognized by the Insurance Service Office and the National Fire Protection Association. The capabilities of this vehicle greatly enhances our firefighting capabilities as well as contributes to lowering our ISO rating. This will allow for the replacement of two vehicles. The anticipated life expectancy of this type apparatus is 15 years. Based on this a replacement schedule has been developed to replace and upgrade these vehicles. This will replace two vehicles.

PUMPER REPLACEMENT (2) **$541,800**

The County has pumpers in service that were purchased in 1975 and have pumping capacities of 750 GPM to 1000 GPM. These pumpers have an anticipated life expectancy of approximately 12-15 years. Based on these facts a replacement scheduled has been developed to replace these older pumpers and increase the pumping capacity. This will provide for the replacement of two pumpers.

TANKER REPLACEMENT (2) **$399,000**

The use of the jet dump system has enabled the Fire Service to reduce its ISO rating. To continue this level of service, a replacement schedule has been established to replace the aging tankers as well as increase their water carrying capacity. The new tankers carry 1500 gallons of water, instead of 1000 gallons, which in some cases reduces the number of tankers that are needed to obtain needed water supply. The life expectancy of these vehicles are 12-15 years. Based on this, a replacement schedule has been developed to replace and upgrade these vehicles. This will provide for the replacement of two tankers.

PORTABLE RADIOS **$21,000**

While the increased volume of emergency calls and the continued need for effective fire ground communications, Fire Services uses the available VHF frequencies. To accomplish this plan as well as maintain a backup to the 800 MHz system, it is necessary to add VHF portable radios. This will provide for one radio per station which is compatible with existing batteries, chargers and other accessories.

CLASS "A" FOAM SYSTEM **$15,000**

Class A foam is a firefighting equipment option that is quickly becoming standard equipment for most attack pumpers. Class A foam mixed in standard concentration with water is three times as effective as water alone used to extinguish fire. When used effectively it can reduce total time on calls and decrease the possibility of a re-flash fire. It is extremely effective in woods and grass fires, as well as mop-up or overhaul operations on structure fires. This line item will be used to retrofit two existing attack pumpers with Class A foam capabilities.

WIDLAND PUMPER (2) **$130,000**

As the amount of "urban sprawl" continues to increase throughout the rural areas of Lexington County, so does the threat of wildland / urban interface fires. These types of fires account for a larger portion of our total responses each year. Traditional fire equipment can be used to make a defensive stand on suitable roadways or an offensive attack close to the same suitable roadway. This funding will allow for a pumper specifically suited for this type of fire threat. A lighter weight semi off road all wheel drive vehicle that carries a combination of water and Class A foam. This vehicle is able to leave the stability of hard roadways and agressively attack the fast moving interface fires.

New Program

Section I

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COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General

Organization # 131500 Organization Title: Fire Service

Program # Program Title: Additional Personnel Request (Edmund Station) Firefighter (3)

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries # 3	76,806
510300	Part Time #	
511112	FICA Cost	5,876
511113	State Retirement	
511114	Police Retirement	8,219
511120	Insurance Fund Contribution #	18,000
511130	Workers Compensation	3,096
511131	S.C. Unemployment	
	*** Total Personnel**	111,997
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520201	Physicals	825
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	186
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	1,200
526500	Licenses & Permits	
	*** Total Operating**	2,211
	**** Total Personnel & Operating**	114,208
	**** Total Capital (From Section III)**	
	***** Total Budget Appropriation**	114,208

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ADDITIONAL PERSONNEL REQUEST (EDMUND STATION) – FIREFIGHTER (3)

These positions will be assigned to the Edmund Station, where the demands for service continue to grow. This station is presently staff with one apparatus operator per 24 hour shift. These positions will increase the staffing level to 2 personnel per shift. This staffing level is necessary due to the increased demands for service along with the decrease of the available volunteer force. This continues our goal of increasing the initial manpower available to respond to emergencies in the higher call volume stations.

This addition of available manpower also enables the Fire Service to better meet the staffing levels outlined in OHSA 29 CFR 1910 and 1927, which states when performing interior structural firefighting at least two personnel must enter the IDLH atmosphere. These firefighters must remain in contact with one another and at least two qualified personnel are located outside the IDLH atmosphere available to render immediate assistance to personnel inside if needed.

Grade 8 - $25,602 + fringe x 3 positions

520201 – PHYSICALS **$825**

Projected cost of physical - 3 @ $275/ea = $825

524201 – GENERAL TORT LIABILITY **$186**

3 @$62/ea = $186

525600 – UNIFORMS & CLOTHING **$1,200**

Uniforms per employee – 3 @ $400 per employee = $1,200

New Program

Section I

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COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General

Organization # 131500 Organization Title: Fire Service

Program # Program Title: Assistant Training Officer

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries # 3	30,855
510300	Part Time #	
511112	FICA Cost	2,361
511113	State Retirement	
511114	Police Retirement	3,302
511120	Insurance Fund Contribution #	6,000
511130	Workers Compensation	1,245
511131	S.C. Unemployment	
	*** Total Personnel**	43,763
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520201	Physicals	275
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	62
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	400
526500	Licenses & Permits	
	*** Total Operating**	737
	**** Total Personnel & Operating**	44,500
	**** Total Capital (From Section III)**	
	***** Total Budget Appropriation**	44,500

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FUND 1000
PS/FIRE SERVICE (1315)
FY '03-'04 BUDGET REQUESTS
PAGE 67

ADDITIONAL PERSONNAL REQUEST – ASSISTANT TRAINING OFFICER

This position provides for assistance in providing oversight and support to the Fire Service's training program. It will allow the Chief Training Officer to devote more time to developing and providing supervision to the overall management of the training division. The Assistant Training Officer's duties will include assisting the Training Officer with managing the Training Center operations, developing the Fire Service's Training Standards to insure compliance with state and federal mandates, development and coordination of station training for 21 fire stations, and serve as a primary instructor. With the increased demands and the increased requirement for training for the fire service's staff of 90 salaried and 400 volunteers, this position will greatly enhance the ability of the Fire Service to meet it's goal of insuring all personnel are properly trained. It will also allow for making training opportunities more convenient and accessible to our volunteer staff who must attend training on weekends and at night.

Grade 12 - $30,855 + fringe

520201 – PHYSICALS **$275**

Projected cost of physical - 1 @ $275/ea = $275

524201 – GENERAL TORT LIABILITY **$ 62**

1 @$62/ea = $62

525600 – UNIFORMS & CLOTHING **$ 400**

Uniforms per employee – 1 @ $400 per employee = $400

New Program

Section I

PAGE 69

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General

Organization # 131500 Organization Title: Fire Service

Program # Program Title: Land Purchase Hwy 378 / Old Lexington Road Area

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #_3__	
510300	Part Time #___	
511112	FICA Cost	
511113	State Retirement	
511114	Police Retirement	
511120	Insurance Fund Contribution #___	
511130	Workers Compensation	
511131	S.C. Unemployment	
	*** Total Personnel**	0
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520201	Physicals	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #___	
524101	Comprehensive Insurance #___	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525___	Utilities - _____	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	0
	**** Total Personnel & Operating**	0
	**** Total Capital (From Section III)**	15,000
	***** Total Budget Appropriation**	15,000

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New Program
Section III
PAGE 70

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 131500 Organization Title: Fire Service
Program # Program Title: Land Purchase Hwy 378 / Old Lexington Road Area

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	Land Purchase	15,000

**** Total Capital (Transfer Total to Section I and II)** **15,000**

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FUND 1000
PS/FIRE SERVICE (1315)
FY '03-'04 BUDGET REQUESTS
PAGE 71

LAND PURCHASE – W. HWY 378/OLD LEXINGTON ROAD AREA $15,000

This will allow for the purchase of up to three acres of property in western Lexington County, located in the area of W. Hwy. 378 / Old Lexington Road. This will allow for the construction of a fire station that will provide fire protection to a large area of property currently more than five miles from a fire station.

New Program

Section I

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COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General

Organization # 131500 Organization Title: Fire Service

Program # Program Title: Lexington Fire Station Relocation

Object Code	Expenditure Classification	Total 2003 - 2004 Requested	
	Personnel		
510100	Salaries #_3__	76,806	
510300	Part Time #___		
511112	FICA Cost	5,876	
511113	State Retirement		
511114	Police Retirement	8,219	
511120	Insurance Fund Contribution #___	~~18,000~~	17,280
511130	Workers Compensation	3,096	
511131	S.C. Unemployment		
	*** Total Personnel**	111,997	111,277
	Operating Expenses		
520100	Contracted maintenance		
520200	Contracted Services		
520201	Physicals	825	
521000	Office Supplies		
521100	Duplicating		
521200	Operating Supplies		
522100	Equipment Repairs & Maintenance		
522200	Small Equipment Repairs & Maint.		
522300	Vehicle Repairs & Maintenance		
524000	Building Insurance		
524100	Vehicle Insurance #___		
524101	Comprehensive Insurance #___		
524201	General Tort Liability Insurance	186	
525000	Telephone		
525100	Postage		
525210	Conference & Meeting Expenses		
525220	Employee Training		
525230	Subscriptions, Dues, & Books		
525___	Utilities - _____		
525400	Gas, Fuel, & Oil		
525600	Uniforms & Clothing	1,200	
526500	Licenses & Permits		
	*** Total Operating**	2,211	
	**** Total Personnel & Operating**	114,208	
	**** Sub-total Capital (From Section III)**	507,000	
	Less Appropriation FY '00-'01 Budget - Corley Mill Station	-338,400	
	***** Total Capital**	168,600	
	***** Total Budget Appropriation**	~~282,808~~	282,088

New Program
Section III
PAGE 73

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 131500 Organization Title: Fire Service
Program # Program Title: Lexington Fire Station Relocation

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	Land	100,000
	Station Construction	400,000
	Furnishings	7,000

** **Total Capital (Transfer Total to Section I and II)** **507,000**

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FUND 1000
PS/FIRE SERVICE (1315)
FY '03-'04 BUDGET REQUESTS
PAGE 74

LEXINGTON FIRE STATION RELOCATION **$507,000**

This will provide for the present Lexington Fire Station located on Park Road to be more centrally located to the Town of Lexington and the adjacent fire stations (Lake Murray, Round Hill, Red Bank, Pine Grove, and Oak Grove). Relocating this station will also bring the properties in the Corley Mill Road area which is presently more than five miles from a fire station, within five from this station. This will eliminate the need to build the proposed Corley Mill Fire Station at this time, thus substantially reducing the cost of the personnal and capital items needed. The anticipated completion of construction is March 2004. Therefore, the personnel and operating costs for FY '03-'04 is for three months.

Land		$100,000
Station Construction		400,000
Furnishings		7,000
		$507,000
Less Appropriation FY '00-'01 Budget (Corley Mill Station)	-	338,400
		$168,600

PERSONNEL REQUESTED – LEXINGTON FIRE STATION RELOCATION

This will provide for increased staffing in the Lexington area due to the increased response area and the continued rapid growth of residential and commercial properties. The three firefighter positions will be 24-hour shift positions and will increase the available response level in the Lexington and surrounding areas.

Firefighter	Grade 8	$25,602 + fringe x 3 positions

520201 – PHYSICALS **$825**

Projected cost of physical - 3 @ $275/ea = $825

524201 – GENERAL TORT LIABILITY **$186**

3 @$62/ea = $186

525600 – UNIFORMS & CLOTHING **$1,200**

Uniforms per employee – 3 @ $400 per employee = $1,200

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Public Safety
Organization: 131599 - Fire Service Non-Departmental Costs

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
511112	FICA Cost - Salary Adjustment	0	0	3,649	6,600		
511114	Police Retirement - Sal. Adjustment	0	0	2,321	9,231		
511130	Workers Compensation	0	0	2,323	3,650		
519901	Wage & Salary Adjustment	0	0	55,799	86,275		
	*** Total Personnel**	**0**	**0**	**64,092**	**105,756**	**0**	**0**
	Operating Expenses						
525400	Gas, Fuel, & Oil	0	0	20,000	20,000		
529903	Contingency (Volunteer Subsistence)	0	0	58,050	0		
529904	Capital Contingency	0	0	817,121	0		
	*** Total Operating**	**0**	**0**	**895,171**	**20,000**	**0**	**0**
	****Total Personnel & Operating**	**0**	**0**	**959,263**	**125,756**	**0**	**0**
	Transfer To Other Funds:						
812474	Muti Anti-Terrorism Grant	0	33,861	33,861	0		
	Residual Equity transfers:						
834600	R.E.T. - Fire Station / Service Ctr. Const.	257,452	46,301	46,301	0		
	****Total Transfers To Other Funds**	**257,452**	**80,162**	**80,162**	**0**	**0**	**0**
	Capital						
549904	Capital Contingency	0	0	0			
	**** Total Capital**	**0**	**0**	**0**	**0**	**0**	**0**
	***** Total Budget Appropriation**	**257,452**	**80,162**	**1,039,425**	**125,756**	**0**	**0**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 2 1 RECD
FINANCE DEPT.

Fund: 1000 Judicial
Division: Judicial
Organization: 141100 - Clerk of Court

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 13	394,440	192,462	421,570	405,733		
510101	State Supplement	1,377	672	1,377	1,399		
510200	Overtime	10,604	4,330	12,000	12,000		
510300	Part Time - 2	12,559	4,761	16,660	16,660		
511112	FICA Cost	30,369	14,580	34,942	33,338		
511113	State Retirement	25,579	12,422	31,288	29,852		
511120	Insurance Fund Contribution - 13	54,600	39,200	78,400	84,000		
511130	Workers Compensation	1,289	546	1,175	1,175		
511131	S.C Unemployment	1,876	2,144	0	0		
511213	State Retirement - Retiree	2,546	1,096	0	0		
	*** Total Personnel**	**535,239**	**272,213**	**597,412**	**584,157**	**0**	**0**
	Operating Expenses						
520100	Contracted Maintenance	314	200	208	416		
520200	Contracted Services	770	369	1,000	1,200		
520300	Professional Services	0	0	680	0		
520702	Technical Currency & Support	1,750	3,500	3,850	10,850		
521000	Office Supplies	13,391	5,815	16,377	16,320		
521100	Duplicating	22,100	10,702	24,000	24,000		
521200	Operating Supplies	2,034	125	2,074	2,074		
521400	Health Supplies	0	370	500	500		
522000	Building Repairs & Maintenance	0	0	4,878	0		
522200	Small Equipment Repairs & Maint.	842	562	1,728	3,000		
523200	Equipment Rental	0	2,700	5,400	5,400		
524000	Building Insurance	983	0	1,031	1,001		
524201	General Tort Liability Insurance	638	290	586	726		
524202	Surety Bonds	0	0	107	0		
525000	Telephone	7,660	3,826	7,436	8,766		
525010	Long Distance Charges	1,684	597	2,900	2,200		
525020	Pagers and Cell Phones	1,301	420	1,077	1,305		
525100	Postage	15,430	8,636	21,600	21,600		
525210	Conference & Meeting Expenses	4,887	1,914	5,500	5,500		
525230	Subscriptions, Dues, & Books	5,306	165	6,873	1,800		
525240	Personal Mileage Reimbursement	196	56	400	350		
525250	Motor Pool Reimbursement	113	0	200	200		
525301	Utilities - Courthouse	29,203	18,254	30,000	40,260		
525700	Employee Service Awards	0	0	200	200		
527010	Jury Pay & Expenses	128,037	50,348	259,500	259,500		
	*** Total Operating**	**236,639**	**108,849**	**398,105**	**407,168**	**0**	**0**
	**** Total Personnel & Operating**	**771,878**	**381,062**	**995,517**	**991,325**	**0**	**0**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000 Judicial
Division: Judicial
Organization: 141100 - Clerk of Court

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommend	2003-04 Approved
	Capital						
540000	Small Tools & Minor Equipment:	1,669	732	2,100	1,680		
540010	Minor Software	188	0	0	3,249		
	All Other Equipment	591	6,604	35,536	8,520		
	**** Total Capital**	**2,448**	**7,336**	**37,636**	**13,449**	**0**	**0**
	***** Total Budget Appropriation**	**774,326**	**388,398**	**1,033,153**	**1,004,774**	**0**	**0**

Section III

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2003-2004

Fund: 1000 Fund Title: General

Organization # 141100 Organization Title: Clerk of Court

Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
540010	MINOR SOFTWARE	3,249
3	17" STANDARD MONITORS	420
7	FUNCTION 1 COMPUTER UNITS	4,820
1	MODEM	55
1	PRINTER - HPLJ4200DTN	2,099
3	FUJITSU IMPRINTER	1,126

** **Total Capital (Transfer Total to Section I and II)** **11,769**

County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2003-2004

Fund #:1000 Fund Name: General Fund

Organ. #:141100 Organ. Name:Clerk of Court

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03	Anticipated Fees FY 2002-03	Budget: Units of Service	Budget: Current Fee	Budget: Total Estimated Fees FY 2003-04
431000	Clerk of Court Fees		164,832			
431102	General Session Court Fees		27,274			
431103	CP/DL Reinstatement Fee		280			
437601	Copy Sales-		10,667			
443000	Circuit Court Fines		116,343			
443500	Bond Estreatment County		250			
462000	Clerk of Court Budg. Reimb		2,667			
451802	IV-D Filing Fee		23,751			

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION IV. – PROGRAM OVERVIEW

Summary of Programs:

Program I – Administration Department
Program II – Common Pleas Department
Program III – General Sessions Department

Program I: Administration and Court Criers

Objectives:

To provide all support functions necessary for the operation of the Clerk of Court's office for Lexington County. To file all new cases, orders and miscellaneous pleadings in an efficient and timely manner. To monitor all checking and other accounts. To process monies collected by the Clerk's office and to keep accurate records of these transactions. To make sure the treasure receives all money collected on a daily basis and the reports are accurate. To handle all court needs as required. To prepare an accurate operational budget. To maintain all supplies necessary for the daily functions of the Clerk's office. To insure all equipment is operational. To maintain a professional level of performance for court personnel. To keep records on all proceedings such as passport request, certifying public notaries, registering businesses, and issuing fireworks licenses. To organize and maintain all evidence submitted in Common Pleas and Family Court trials and make available to Supreme Court for the appeals process. The goal of this program is commitment to excellence service and assist the public in a friendly and courteous manner and to modernize the Clerk of Courts' office and save the County money by reducing the cost to process and mail paperwork in a case.

Program II: Common Pleas Department

Objectives:

To maintain all documents pertaining to jury and non-jury cases, arbitration and post conviction relief cases. To process these documents error free for viewing by the public. To report all cases to Court Administration as required. To provide on internet rosters notifying attorneys and public of cases being called to court, both jury and non-jury. To process mail in a timely matter daily. To make sure the case jackets are prepared properly and are filed in numerical order. To work with all judges in a professional manner. To maintain and administrate the schedules of cases before the civil court. To keep records on all proceedings, orders and verdicts. To coordinate jury selection and jury support services. To maintain all exhibits that are introduced in jury and non-jury trials in a manner governed by Court Administration. To keep mediation and arbitration records. Assist attorneys in obtaining certified mediators and arbitrators and see that the civil cases are mediated or arbitrated according to the guidelines set by the state.

Program III: General Sessions

Objectives:

To achieve and maintain a high standard of accuracy and efficiency regarding all arrest warrants, bonds, indictments and sentences for the county. To insure all records are received and processed for county magistrates and municipalities. To report this information to various other entities (Solicitor, Public Defender, Probation Department, and attorneys. To report "disposition of charges" information to South Carolina Court Administration for disbursement throughout the state. To assist and advise circuit court judges, solicitors, attorneys and the public. To interview all individuals to determine qualification for court appointed counsel. To maintain and run both General Sessions Court and Transfer Court. To maintain and collect fines imposed by judges in both these courts. To organize and maintain all evidence submitted in criminal trials and make available to Supreme Court for the appeals process. To maintain all bonding company licenses and provides current information of those companies to all magistrates. To prepare and mail all jury summons for circuit and criminal court in an efficient and timely manner. To assist all persons drawn for jury duty and maintain all juror information for civil, criminal, and transfer court. To compile all jury information for trials in these courts. To coordinate jury selection and jury support service. The goal of this department is to assure accurate transmittal of information pertaining to criminal offenses occurring in Lexington County, produce revenue for the county by timely collection of fines and continued service to the citizens.

FUND 1000
CLERK OF COURT (141100)
FY 2002-03 BUDGET REQUEST

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

		Full Time Equivalent			
Job Title	**Positions**	**General Fund**	**Other Fund**	**Total**	**Grade**
Clerk of Court	1	1		1	Unc.
Senior Deputy Clerk of Court	1	1		1	18
Deputy Clerk, General Sessions	1	1		1	12
Deputy Clerk, Common Pleas	1	1		1	12
Deputy Clerk, Administration	1	1		1	12
Senior Court Asst., General Sessions	1	1		1	8
Senior Court Asst., Common Pleas	1	1		1	8
Office Coordinator	1	1		1	8
Clerical Asst. 1, General Sessions	2	2		2	4
Clerical Asst. 1, Common Pleas	2	2		2	4
Clerical Asst. 1, Transfer & Consent	1	1		1	4
Court Crier	2	1		1	P/T
Total Positions	15	14		14	

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION IV.C. –LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(13) Office Phones

(3) Phone Line for Fax Machine

(1) Pager

(1) Cell Phone

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION IV. D. – SERVICE LEVELS

Service Level Indicators:

	Actual FY00-01	Actual FY01-02	Estimated FY02-03	Projected FY03-04
Program 1: Administration Department				
Issue Purchase Order	139	102	105	105
Issue Blanket Order	6	6	9	9
Issue Change Orders	9	9	9	6
Approve Invoices	95	110	110	110
Process Surety Bonds	25	14	20	20
Issue Central Stores Requisitions	45	45	40	40
Issue ABT'S	15	10	10	10
Issue Information Service Work Request	43	154	75	75
Condemnation/Accounts Opened	58	24	24	30
Passports Issued	648	450	450	500
Cases filed in F.C. and C.P. & DSS	6,804	7,561	8,317	9,149
Misc. pleadings filed such as answers, certificates motions, etc. for civil and family court	24,920	22,870	25,155	23,570
Lis Pendens Filed	1,350	1,768	1,945	2,139
Judgments Filed	5,200	2,670	2,937	3,231
Juvenile Cases filed	671	655	720	792
Hospital Liens filed	250	310	0	0
Dismissals filed	3,520	3,700	4,070	4,477
Trip Requests	12	15	15	15
Arbitration Cases filed	8	12	13	15
Fireworks Licenses				
Program 11: Common Pleas				
Common Pleas Jury and Non-Jury Cases	3,862	4,574	5,031	5,535
Judgments Index	5,200	2,670	2,937	3,231
Rosters Fax & Mailed For Jury Court	3,000	3,500	3,850	4,235
Rosters Fax & Mailed for Non-Jury Court	4,800	5,200	5,720	6,292
Terms of Court for Jury Court	30	20	25	25
Terms of Court for Non-Jury				
Pending Cases	2,700	3,896	4,286	4,714
Arbitration Cases	8	12	13	15
Lis Pendens Indexed	1,350	1,768	1,945	2,139
Hospital Liens Indexed	250	310	0	0
Dismissals Indexed	3,520	3,700	4,070	4,477
Misc. pleading such as answers, certificates				
Motions, etc. (Avg. of 50 pages per/case)	24,920	22,870	25,155	23,570
Appeals	61	114	125	138
Cancellation of Lis Pendens	1150	1300	1430	1573
Change of Venue	144	95	105	115
Order to Restore	115	130	143	157
PCRS	61	72	79	87
Satisfaction of Hospital Liens	100	150	165	182

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

CONTINUED SECTION IV. D. – SERVICE LEVELS

Service Level Indicators:

	Actual FY00-01	Actual FY01-02	Estimated FY02-03	Projected FY03-04
Program 111: General Sessions				
General Sessions Warrants Received	5,818	6,287	7,700	7,607
Indictments	5,200	4,553	8,100	5,509
Depositions	8,100	4,968	8,900	6,011
Bench Warrants	750	1,125	1,500	1,361
Terms of Court	70	83	80	84
Jurors Drawn &mailed for civil and criminal court	10,500	7,650	8,415	9,257
Public Defender Interviews	1,500	826	908	999
Pending Cases	6,103	7,525	8,277	9,105
Expungements	750	1,031	1,134	1,248

*Lexington Clerk of Court is the only place for processing passports in Lexington Co. Saluda Co. and Newberry Co. does not process applications. The post offices in Columbia/Richland Co. stop processing at 4:00 P.M.
** Condemnations vary according to SCDOT funds available. (Projects: Platt Springs & Hwy. 6)
*** By state law, restitution goes to the Probate Office as of July 1999. However, the Clerk of Court's office still has to collect the old restitution cases.
**** These figures depend on number of General Session with fines and fees as ordered by the Judge. The amount ordered and not collected as of 01/31/03 is $ 8,789,670.48

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION V. – SUMMARY OF REVENUES

431100-CLERK OF COURT FEES **$164,831.90**

This revenue fund is generated from the fees charged for letter of no judgments ($3.00), surety bonds ($10.00) business ($.25) & fire works licenses ($50.00), true copies ($1.00), bond issue ($10.00), notary commission ($5.00), transcripts ($10.00), arbitration panel ($5.00) lis pendens ($10.00), confessions ($10.00), and forfeitures ($25.00). The revenues generated from the filing fees of these fee titles go 100% to the county. The filing fees for new cases for the Common Plea fees ($100.00), Common Pleas fees (foreign judgment) ($100.00),are distributed 56% to the county and 44% to the state. Based on the Daily Worksheet for the period of 07/01/02 – 12/31/02 Fund 1000 generated $82,415.95. This figure was doubled for an estimate for 2003/2004 budget.

431102-GENERAL SESSIONS COURT FEES **$27,273.76**

This revenue fund is generated from the three percent collected from criminal restitution and fines plus a 3% collection cost charge and also from the $35.00 filing fee for expungements. These fees go 100% to the county. Based on the Daily Worksheet for the period of 07/01/02 - 12/31/02 Fund 1000 generated $13,636.88. This figure was doubled for an estimate for 2003/2004 budget.

431103 – CP/DL REINSTATEMENT FEE **$280.00**

This is a driver license reinstatement fee with 44% to the County and 56% to the State. This is used when a driver license has been suspended because of being a habitual offender. They can partition the civil court to have their license reinstated. This figure was based on the Daily Worksheet for the period of 07/01/02 – 12/31/02.

437601-COPY SALES-CLERK OF COURT **$10,666.56**

A copy charge of .25 cents per page to the public and attorneys for copies of requested documents such as warrants, expungments, civil law suits, in detail jury list, divorces and any other miscellaneous documents filed with the Clerk of Courts' office. These fees go 100% to the county. The county keeps 80% and 20% is put back into the Clerk of Courts operating expense budget. Based on the Daily Worksheet for the period of 07/01/02 – 12/31/02 Fund 1000 generated $5,333.28. This figure was doubled for an estimate for 2003/2004 budget.

443000 – CIRCUIT COURT FINES **$116,342.50**

This revenue fund is generated from the collection of criminal fines that a circuit court judge imposes. The revenue generated in the General Sessions and Common Pleas court from the fines requires that 56% of all such money shall be paid over to the county. The remaining 44% of all such money must be forward to the County Treasurer for remittance to the State Treasurer. Based on the Daily Worksheet for the period of 07/01/02 – 12/31/02 Fund 1000 generated $58,171.25. This figure was doubled for an estimate for 2003/2004 budget.

443500 – BOND ESTREATMENT COUNTY **$250.00**

A judge or magistrate sets a bond on someone that has been arrested and if they violate the conditions of a Bond, the court estreats the amount of the bond. The bonds are no set amount. Funds resulting from a bond estreatment are divided as follows. (25% to the State, 25% to the Solicitors office, and 50% to the County General fund.). We have no way to know how much we will generate. However, as of 07/01/02 a handling fee of 4% of the original bond will be imposed on any bond estreatment put on installments. That 4% has to be paid at the time the 1st installment is made.

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION V. – SUMMARY OF REVENUES

462000 – CLERK OF COURT BUDG. REIMB. **$2,666.64**

The revenues generated from the sales of copies. The Cost per copy at .25 cents each. These fees go 100% to the county. The county keeps 80% and 20% is put into the Clerk of Courts budgetary reimbursement account. Based on the Daily Worksheet for the period of 07/01/02 – 12/31/02 Fund 1000 generated $1,333.32. This figure was doubled for an estimate for 2003/2004 budget

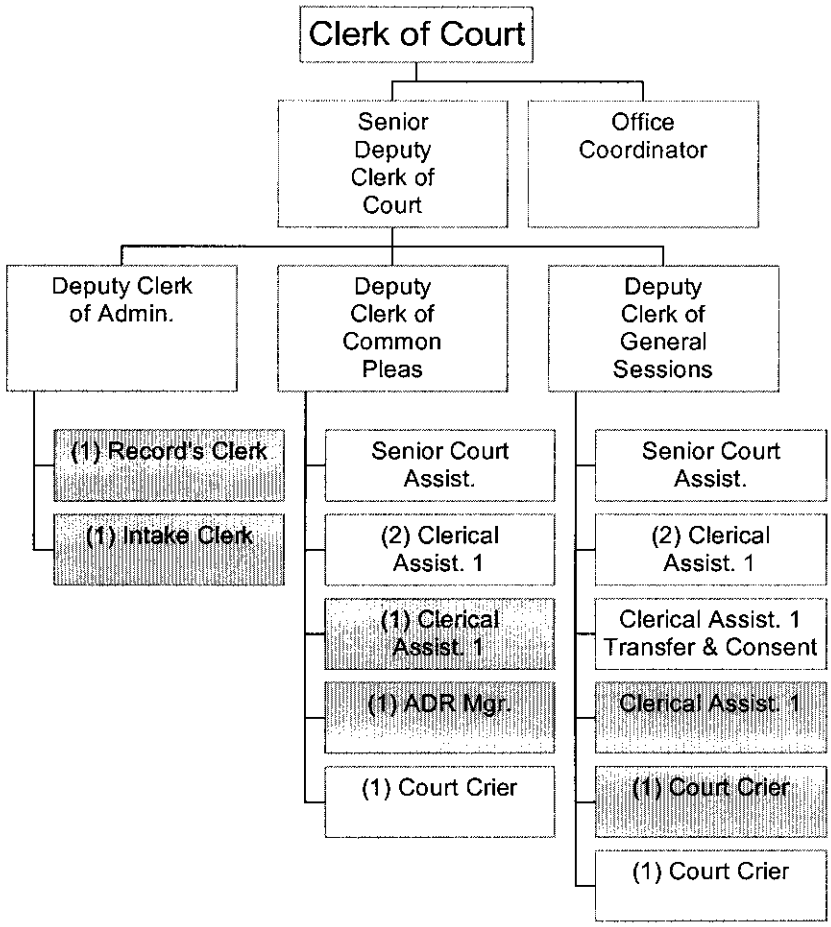
451802 – IV-D CASE FILING FEE **$23,751.20**

The revenues generated from the fees collected from Title IV-D new cases. Based on the Daily Worksheet for the period of 07/01/02 – 12/31/02 Fund 1000 generated $11,875.60. This figure was doubled for an estimate for 2003/2004 budget. This goes into Fund 1000

** These figures were based on the actual figures taken from the **attached Daily Worksheet** for the period 07/01/02 – 12/31/02 and doubled for estimate for the 2003/2004 budget.

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION VI. A. – PERSONNEL ORGANIZATION CHART



FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION VI.A. – PERSONNEL OVERTIME

510200- ADMINISTRATION, COMMON PLEAS, & GENERAL SESSIONS OVERTIME $12,000.00

This account is used for Program I (Administration), Program II (Common Pleas), and Program III (General Sessions). There is an estimated total of 46 weeks Common Pleas, jury and non-jury court and 33 weeks of General Sessions Court and 30 weeks of Transfer Court scheduled for 2003-04. The Lexington County Court schedule is sent to us from Court Administration and this office has no control of this schedule. Some of these weeks are double court which means Common Pleas jury and non-jury court, on many occasions can have two jury trials in one week (term) and General Sessions and Consent/Transfer court is scheduled for the same week. Usually there are two courts scheduled during the same week; however, we have had three courts being held at the same time. We then have to use a Family Court courtroom or even the Town of Lexington's courtroom and our Grand Jury room to accommodate these requirements. These courts usually run past 5:00 due to waiting on the jurors' decisions or the cases lasting longer then expected. The employees in Common Pleas jury and non-jury court and General Sessions and Consent/Transfer court have to work overtime.

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – OPERATING LINE ITEM NARRATIVES

520100 CONTRACTED MAINTENANCE **$416.00**

To cover maintenance contracts on four (4) time stamp machines

Program I: Two (2) time stamp machines are located in the Administration area for walk in cases and documents Model # 1605-9001 S# B08111-EW and Model # 1605-9001 S# B98327-IR

2@ $104.00 **Total** 208.00

Program II: One (1) time stamp machine located in Common Pleas for clocking mail. Model # 1605-9001 S# B08110-EW

1@ $104.00 **Total** 104.00

Program III: One (1) time stamp machine located in the General Sessions Department. Model # 1605-9001 S# B84119-FV

1@ $104.00 **Total** 104.00

520200-CONTRACTED SERVICES **$1,200.00**

To cover expenses for nine legal mailboxes that are used by Clerk of Court personnel and Deputy over security at courthouse. The monthly minimum is $8.93 per box plus including tax plus any 800 numbers. This system is used by jurors for civil and criminal court to call to see if they have to report for jury duty and also by attorneys to get the latest updates of the cases coming up for trial. The estimated monthly cost is $80.37 x 12 = $964.44. plus any 800 numbers.. **Program I administers this account.**

520702-TECHNICAL SUPPORT & CURRENCY **$10,850.00**

Program II: Common Pleas has Evans Caseloads software installed on their computers The cost for the Caseload 2003-2004 subscription for licenses is $350.00 each times six (6) for a total of $2100.00. We are requesting five (5) additional licenses at $1750.00 each for a total of $8750.00 which will bring the total licenses to ten (11). The two (2) additional licenses are to be installed on the Kiosk for the general public. The Kiosk's are used by the abstractors and general public to look up judgments, lis pendens, and Common Pleas cases. When the new imaging system is installed, the Family Court documents will also be accessible. This should cut down on the number of files pulled by the record's clerk. Also three (3) terminals within the Clerk of Court's office to help with the input of the backlog in Common Pleas. These licenses have enabled the Common Pleas department to run rosters, monitor cases and to operate more efficient. The Kiosks are used by the public and abstractors to view judgments, lis pendens, and search by name any Common Pleas and Family court documents.

Total 10,850.00

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

521000-OFFICE SUPPLIES	**$16,319.79**
To cover routine office supplies (pencils, file folders, and etc.) as well as printing.	
Program I: Administration Department	
Case folders 5000 @ 177.35 per/1000 (includes tax)	886.75
Miscellaneous office supplies such as pens, pencils, batteries, extension cords, calendars, computer paper & rubber stamps	1,000.00
Printing of letterhead, envelops and forms	500.00
Drum cartridges for the Hewlett Packard Laser Jet LJ3200XI (fax) -8 per year at (C4092A) 59.84 (includes tax)	478.72
Drum cartridges for the Hewlett Packard Laser Jet 5 SI (printer) -6 per year at (C3909A) 174.29 (includes tax)	1045.74
Ricoh staples for Ricoh copy machines – 3 boxes @ $63.00 (includes tax)	189.00
Simplex time stamp machine ribbons for three time stamps -24 @ $15.87 (includes tax)	380.88
Passport Brochures/Applications(500 @ $1.50)	750.00
Toner cartridges for Canon Microfilm 90 printer –2 @ $136.50 (includes tax)	273.00
TOTAL	**5,504.09**
Program II: Common Pleas	
Case folders 5000 @ 177.35 per/1000 (includes tax)	886.75
Common Pleas index books and sheets	500.00
Printing cost for judgment forms, juror envelops, letterhead and other miscellaneous printing.	500.00
Miscellaneous office supplies such as pens, pencils, batteries, extension cords, calendars, computer paper, evidence tape & rubber bands.	1,000.00
Drum cartridges for the Hewlett Packard Laser Jet 4050TN (printer) -8 per year at (C4127X) 135.44 (includes tax)	1083.52
Drum cartridges for the Hewlett Packard Laser Jet 3100 (fax) -8 per year at (C3906A) $ 61.94 (includes tax)	495.52
Toner cartridges for Canon Microfilm 90 printer –2 @ $136.50 (includes tax)	273.00
TOTAL	**4,738.79**
Program III: General Sessions	
Case folders 5000 @ 177.35 per/1000 (includes tax)	886.75
General Sessions index books and sheets	500.00
Printing sentencing sheets	800.00
Miscellaneous office supplies, such as pens, pencils, batteries, extension cords, calendars, computer paper, evidence tape & rubber bands, collated numbers, etc.	1,000.00
Simplex time stamp machine ribbons for one time stamps 12 @ $15.87 each (includes tax)	190.44
Ricoh staples for Ricoh copy machines – 3 boxes @ $63.00 each	189.00
Juror disk, data base format from the S.C. Election Commission	75.00
Toner cartridges for Canon Microfilm 90 printer –2 @ $136.50 (includes tax)	273.00
Drum cartridges for Hewlett Packard Laser Jet 4100N (printer) -8per year at (C8061X) $142.78 (includes tax)	1142.24

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

Drum cartridges for the Hewlett Packard Laser Jet J4000N (printer)	
-6 per year at (C4127A) 135.44 each (includes tax)	812.64
Drum cartridges for Panasonic KX-FL521 (fax)	
-6 per year at (KX—FA76) $$30.61 (includes tax)	207.84
TOTAL	**6,076.91**

521100-DUPLICATING **$24,000.00**

This account covers the expense from three auditrons (# 454, 455, 456) located in the Clerk of Court's office and two circuit court judges' auditrons (458 & 461), Probation (#462) also a coin-machine. Copier machine duplication of court orders, cases, expungements, jury and non-jury rosters (weekly), miscellaneous pleadings that are mailed to attorneys and public, warrants, tickets, bonds and other miscellaneous documents pertaining to criminal records used in the daily accomplishment of three programs operations. There are six auditron readings these expenses cover. Average spent for five auditrons is 2,000.00
per month @ $.05 a copy.

Program I: Copies of expungements, miscellaneous pleadings, cases, court orders and letters received from attorneys and public. # 454 **$5,700.00**

Program II: Copies of rosters weekly for jury and non-jury trials sent to all attorneys on record, copies of orders and other miscellaneous pleadings. # 455 **$8,800.00**

Program III: Copies of warrants, bonds, tickets and other miscellaneous pleading pertaining to criminal court for attorneys and the public. This department has a higher expense because of the juror venires that have to be copied to make up the jury list for attorneys of record and clients. # 456 & #462
$9,500.00

521200-OPERATING SUPPLIES **$2,074.00**

This account is necessary in order to cover the expense of receipt for fees and restitution being paid and reimbursing jurors for their civic duty. ******PLEASE NOTE****** I am requesting the same amount for 2003/2004 even though this was not spent in the 2002/2003 budget. I feel that I have enough jury checks and receipts to get me through until the new budget year but will need to reorder for this budget year.

Program I

Checks for restitution accounts	200.00
Receipts for restitution, fine and fee payments,	
copies, expungements fees, public defender application fees	
and other fees taken in. (30,000 @ 27.50 per/1000) includes tax	866.25
TOTAL	**1,066.25**

Program II

Checks for jury pay for civil court (3000 @ $168.00) includes tax	504.00

Program III

Checks for jury pay for criminal court (3000 @ $168.00) includes tax	504.00

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

521400-HEALTH SUPPLIES **$500.00**

This account was set up to replenish the supplies in the Zee first aid medical cabinet that was installed in the Family Court area. The company comes out quarterly and stocks the cabinet with the necessary supplies. This medical cabinet has proven to be worthwhile as it has helped everyone within the office

522200-SMALL EQUIPMENT REPAIRS ADMINISTRATION **$3,000.00**

Programs I, II and III uses this account for maintenance and repair on typewriters at $45.00 an hour plus cost for parts. Repairs on electric seals, calculators, printers and any other miscellaneous equipment located within the Clerk of Courts' office. We have spent approximately $270.00 alone on repair for our typewriters. This account is also used to repair the Circuit Court computers and other miscellaneous equipment they have. APC replacement batteries $36.75 x 13= $477.75. (2) Preventive Maintenance Kit for LJ4100N & 4050TN @ $275.10 (including tax) x 2= $550.20. Also, an additional $1,190.00 is needed to cover costs for repairs on the new scanners Fujitusi FL-4340C that were recently purchased for the scanning system. The cost of a maintenance agreement for one year would be $1,190.00 per unit x 3 for a cost of $3357.00, which we could have purchased another one should it have gone out.

523200-EQUIPMENT RENTAL **$5,400.00**

This account needs to be set up to cover 2/3 of the monthly equipment rental for service and license fee with the Daisi Systems and Service. This is a phone service provided by Daisi. The monthly fee is $675.00, of which Fund 2410/141100 will share a portion the cost. This system serves all courts in the courthouse; Common Pleas, General Sessions, and Family Court. This voice system works as an operator to place people to the proper court area.

524000-BUILDING INSURANCE **$1,001.00**

This is based on the information provided by Mr. Ed Salyer **Program I** administers this fund.

524201-GENERAL TORT LIABILITY INSURANCE **$726.00**

Program I- One Director $336.00 and three (3) employees ($19.00) per fee schedule provided by Ed Salyer. 574.00

Program II
Four employees @ 19.00 each per fee schedule provided by Ed Salyer. 76.00

Program III
Five employees @ $15.00 each per fee schedule provided by Ed Salyer. 76.00

524202 SURETY BONDS **.00**

This is a fee that is payable **every three years** per Ed Salyer.

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

525000-TELEPHONE **$8,766.00**

Program I (Administration Depart.) currently has four employees plus a fax machine. $16.68 for each phone and $16.68 for fax. Additional charges for CourtHouse burglar alarm and Courtroom alarms (4 pairs of cables) @ $25.00 each. Currently **Program I, Program II, and Program III** are carrying the bulk of the phones for the Courthouse (35). It also covers one Circuit Court Judge, his secretary, law clerk for a total of ten lines plus one fax $16.68 for each phone and $16.68 for (3) fax Monthly average bill is approximately $640.00 x 12= $7,680.00

24 lines @ $16.68 = $400.32 x 12= $4803.84 and 2 Alarms @ $25.00 = $50.00 x 12 = $600.00		5,403.84
This account is also used for any replacement, moves, or changes.		1,116.00
	TOTAL	6,563.84

Program II (Common Pleas) currently has four (4) employees plus one (1) fax . This program is requesting two (2) new employees and one (1) fax for fiscal year 2003-2004. **However, this is not included in this figure).**

4 lines @ $16.68 = 83.40 x 12=	**TOTAL**	1,000.80

Program III (General Sessions) currently has five (5) employees plus one (1) fax. This program is requesting one new employy for fiscal year 2003-2004. **However, this is not included in this figure).**

6 lines @ $16.69 = $100.08 x 12	**TOTAL**	1,200.96

525010-LONG DISTANCE CHARGES **$2,200.00**

Program I, II, & III uses this account for long distance charges to judges, attorneys and other agencies in reference to court related matters dealing with Lexington County. The charges are approximately $150.00 a month with Alltel and BTI. Additional 20% for estimated increases. **Program I-$733.34 Program II-$733.33, Program III-$733.33**

525020-PAGERS AND CELL PHONES **$1,305.00**

Pager rental for statewide digital pager for Thomas H. Comerford, Clerk of Court @ 8.00 each month for $96.00. One mobile phone on the Carolina Freedom Plan at a monthly cost of $88.32 service, which includes 850 free minutes, 4.58 for 911 tax for estimated cost of $88.32 x 12 months = $1059.78. This reflects a 10% increase for estimated costs. Additional $150.00 for unexpected overage.

525100-POSTAGE **$21,600.00**

Program I – uses this account for administrative document mailings, and other correspondence to attorneys of record. Mailing of letters, records and other documents to individual that request copies of cases. Passport processing and restitution payments mailed to victims.

	Program I: $500.00 monthly totaling	6,000.00

Program II – uses this account for mail of rosters weekly, letters of no judgments, three part order forms and other miscellaneous documents. Mailing of all civil juror summons

	Program II: $600.00 monthly totaling	7,200.00

Program III – uses this account for mailing of documents, tickets, warrants and bonds to other agencies, letters of no criminal judgments and other miscellaneous documents. This expense of this account also is for the juror summons during the course of a year. There are 250 plus jurors drawn for each death penalty cases that are scheduled. There are two death penalty cases scheduled to be retried for this fiscal year 2003-04.

	Program III: $700.00 monthly totaling	8,400.00

According to the Status report the monthly average cost is approximately $1439.00, however, this figure can change depending upon the number of juror notices sent. ***In the year 2001-2002, the courts were closed the month of December 2001 and for several weeks in August 2003. The close down resulted in less terms of court for juries, therefore less notices sent.**

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

525210-CONFERENCE AND MEETING EXPENSE **$5,500.00**

The Clerk of Court uses this account for conferences and meetings for the staff in order to educate them of new laws and procedures. The Clerk of Court takes at least two of his employees to these conferences.

S.C. Assoc. of Counties annual conference registration, estimated cost for lodging, per diem and mileage which is usually held in Hilton Head or Myrtle Beach.	1,200.00
S. C. Assoc. of Countywide Elected Executives registration, estimated cost for lodging, mileage and per diem.	500.00
National Assoc. for Court Management annual conference is usually held out of state. Registration, estimated cost of lodging, mileage and per diem.	1,500.00
Registration for S.C. Public Records Assoc.	300.00
National Assoc. Child Support Enforcement	2,000.00

Program I – Administers this fund

525230-SUBSCRIPTIONS, DUE, & BOOKS **$1,800.00**

This account is used for the Clerk of Court for dues and subscriptions to various organizations. ***We have checked with Richland County and Court Administration in reference to this account due to the past years' cost. Due to Court Administration making the law book information available on the internet, and all judges have laptops, we are saving the County a substantial amount of money by not providing the hard copies. See attached letter from Court Administration.***

Program I

The Dispatch News Yearly	24.00
S.C. Association of Clerk of Court & Registers of Deeds	50.00
S.C. Bar	27.00
National Association for Court Management	75.00
S.C. Public Records Association	25.00
This account also covers the renewals and new notary public application fee of $25.00 each. Every job within the Clerk's office requires a notary public.	200.00
S.C. Legislative Council for S.C. Codes of Law @ $333.00 x 3	999.00
TOTAL	**1400.00**

Program I, II, & III use this account for purchases of book such as new zip code, blue book with current address for bench warrants and rule to show causes, replacing the S.C. Code of Laws books in the courtrooms, cross reference directories and other misc. volumes of books that help them in their daily performance of their duties.

Program I -$166.67. Program II - $166.67. Program III- $166.66 400.00

525240-PERSONAL MILEAGE **$350.00**

This account is needed to reimburse Clerk of Court personnel for trips to and from the Courthouse to 1st Citizens Bank to make deposits and pick up bank bag and for taking passports to the post office that require express delivery. The mileage is 3 miles per trip with an estimate of 171 miles a quarter @ $.34.5 = $237.00. This will include any personal mileage that the Clerk of Court uses.

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

525250-MOTOR POOL REIMBURSEMENT **$200.00**

The account covers the expenses for mileage for motor pool vehicles that are used to attend seminars and other educational functions. **This fund is used by program I, II, and III.**

525301-UTIL/COURTHOUSE **$40,260.00**

This account is charged by the square footage located inside the courthouse used by the Clerk of Court's office. The average monthly charge by the Town of Lexington and SCE&G is approximately $3,050.00. This is based on previous costs obtained from the Budget Status report provided by Finance. The average If $3050.00 x 12 for a total of $36,600.00 x 10%. However, with the new construction of the courthouse, it will be just a guess as to how much is actually needed.

525700-EMPLOYEE SERVICE AWARDS **$200.00**

This account will cover awards for retiring employees in our Department for their dedication and loyalty.
Program I- Administers this fund

527010-JURY PAY AND EXPENSES **$259,000.00**

Program II (Common Pleas) draw's and average of 125-150 jurors per week of court. There will be an estimated total of 46, which 25 weeks are jury trials, weeks of court from January 1, thru December 30, 2003 @ $15.00 a day plus $.28 per mile and per diem for every day that a juror serves. ***The average spent per term of court for C.P. court is 2,908.00*** for a yearly total of **Program II** 72,700.00

Program III (General Sessions) draws an average of 150 jurors per week of court. There will be an estimated total of 33 weeks of G.S. Court from January 1, through December 30, 2002 @ $15.00 a day plus $.28 per mile and per diem for every day that a juror serves. There are also 18 jurors on the Grand Jury that meets twice a month. The average spent per term for General Session Court, Transfer/Consent court, and for the Grand Jury is **$5,500.00.** There are two (2) death penalty cases scheduled for this fiscal year and one retrial. ***These expenses for retrials are around $10,000.00 and each death penalty*** is approximately $20,000.00

Program III 186,300.00

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION VI. C. – CAPITAL LINE ITEM NARRATIVES

540000-SMALL TOOLS AND MINOR EQUIPMENT **$1,680.00**

This account is used for calculators, telephone replacement, and electric pencil sharpener. We average replacing each phone per year.

Program I

Calculator 2 @ 124.95 each (includes tax)		249.90
Telephones four (4) @$44.00		176.00
Electric pencil sharpener $39.95 (includes tax)		39.95
Electric heavy duty stapler $178.49 (includes tax)		178.49
Rabbit ears for TV		50.00
	TOTAL	**$694.34**

Program II

Telephones (4) @ $44.00		176.00
Electric stapler @ $39.95 (includes tax)		39.95
Calculator 1 @ $124.95 (includes tax)		124.95
	TOTAL	**$340.90**

Program III

Calculator 2@ $124.95 each (includes tax)		249.90
Telephones (4) @ $44.00		176.00
Electric Pencil sharpener @ $39.95 (includes tax)		39.95
Electric heavy duty stapler $178.49 (includes tax)		178.49
	TOTAL	**644.34**

540010 – MINOR SOFTWARE **$3,249.00**

(2)- ADOBE LICENSES **$100.00**

This will be necessary in order to perform Online internal forms. Cost of each license is $50.00 including tax

(7)-OFFICE XP PRO **$2,215.00**

This software is needed to be installed on the new (7 Function 1 computer units that we are requesting. Cost of each is $315.00 including tax. $10.00 has been added for freight

(6)-WINDOWS XP PRO OS **$844.00**

These are needed to upgrade six current computers to Windows 2000 because of the network security recommendations. Each cost $139.00. $10.00 has been added for freight

(50)- ANZIO LITE LICENSES **$90.00**

These licenses are necessary for running different programs in the Clerk of Court's office. Cost is $16.80 including tax for a total of 84.00. $5.00 additional added for freight.

CAPITAL

(3) 17" STANDARD MONITOR **$420.00**

These are necessary to replace three 15" monitors to county standard. Cost of each monitor is $135.00 including tax. Additional $15.00 for freight.

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION VI. C. – CONTINUE CAPITAL LINE ITEM NARRATIVES

(7)- FUNCTION 1 COMPUTER UNIT **$4,820.00**

These are to replace seven PC's that does not meet the requirements for the new imaging system. Cost of unit only without monitor is $685.00 including tax. Additional $25.00 freight

(1)- MODEM **$55.00**

This modem is needed for Common Pleas because it is mandated by Court Administration that we electronically transmit caseload data to weekly. Cost of unit is $50.00. Additional $5.00 for freight.

(1)- HP LJ 4200DTN **$2,099.00**

The 5-SI printer currently being used out front in the Administrative is no longer operable. This unit was purchased in 1996. Cost is $1984.00 + 99.20 tax + 15.00 freight

(3)- FUJITSU IMPRINTERS **$1,126.00**

These are necessary for the scanner that were recently purchased to the new imaging system to imprint information such as "SCANNED" and "DATE" on the documents as they are scanned. Presently, we are stamping each document by hand with a rubber stamp and this would cut out anther step and save time.

South Carolina Court Administration

South Carolina Supreme Court

Columbia, South Carolina

ROSALYN FRIERSON
DIRECTOR

MARY S. SCHROEDER
DEPUTY DIRECTOR

1015 SUMTER STREET, SUITE 200
COLUMBIA, SOUTH CAROLINA 29201
TELEPHONE: (803) 734-1800
FAX: (803) 734-1821

February 13, 2003

The Honorable Thomas H. Comerford
139 E. Main Street, Rm 107
Lexington, SC 29072-3456

Dear Mr. Comerford,

It is my understanding that due to budget constraints a review of the contents of the Lexington County courthouse library has been performed and questions have surfaced regarding which publications and books of the courthouse library are required to be maintained.

With the exceptions of S.C. Code Ann. § 8-15-30 and Rule 78(c), SCRCP, copies of which are attached for your reference, this office is not aware of a statutory or regulatory requirement that would dictate the contents of your courthouse library. It appears that those publications and books purchased with county funds may be maintained at the discretion of the county. However, I would also suggest that you involve your Chief Judges for Administrative Purposes in any discussions on this matter.

Sincerely,

Ted Holland
Circuit Court Representative

attachments: noted

cc: Rosalyn W. Frierson, Director
The Honorable Marc H. Westbrook
The Honorable Richard W. Chewning, III

30-23

New Program
Section I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2003-2004

LEXINGTON COUNTY
FEB 2 1 RECD
FINANCE DEPT.

Fund # 1000 Fund Title: General Fund

Organization # 141100 Organization Title: Clerk of Court

Program # 2 Program Title: Common Pleas ADR & Clerical Asst.

Object Code	Expenditure Classification	Clerical Asst 1 Grade 4	ADR Grade 10	Total 2003 - 2004 Requested	
	Personnel				
510100	Salaries #__2_	20,350	30,681	51,031	
510300	Part Time #___				
511112	FICA Cost	1,557	2,347	3,904	
511113	State Retirement	1,394	2,102	3,496	
511114	Police Retirement				
511120	Insurance Fund Contribution # 2	~~5,760~~ ~~6,000~~	~~5,760~~ ~~6,000~~	~~12,000~~	11,520
511130	Workers Compensation	55	83	138	
511131	S.C. Unemployment				
	*** Total Personnel**	~~29,116~~ ~~29,356~~	~~40,973~~ ~~41,213~~	~~70,569~~	70,089
	Operating Expenses				
520100	Contracted maintenance		110	110	
520702	Technical Support & Curr	1,750	350	2,100	
520200	Contracted Services				
520300	Professional Services				
520400	Advertising				
521000	Office Supplies	100	718	818	
521100	Duplicating				
521200	Operating Supplies				
522100	Equipment Repairs & Maintenance				
522200	Small Equipment Repairs & Maint.				
522300	Vehicle Repairs & Maintenance				
523000	Land Rental				
524000	Building Insurance				
524100	Vehicle Insurance #___				
524101	Comprehensive Insurance #___				
524201	General Tort Liability Insurance	19	19	38	
524202	Surety Bonds				
525000	Telephone	276	401	677	
525010	Long Distance		200	200	
525100	Postage				
525210	Conference & Meeting Expenses				
525220	Employee Training				
525230	Subscriptions, Dues, & Books				
525___	Utilities - _____				
525400	Gas, Fuel, & Oil				
525600	Uniforms & Clothing				
526500	Licenses & Permits				
	*** Total Operating**	2,145	~~1,998~~ 1793	~~4,143~~	3943
	**** Total Personnel & Operating**	~~31,501~~ 31,261	~~43,211~~ 42,771	~~74,712~~	74,032
	**** Total Capital (From Section III)**	1,296	250	1546	
	***** Total Budget Appropriation**	~~32,797~~ 32,557	~~43,461~~ 43,021	~~76,258~~	75,578

30-24

New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 141100 Organization Title: Clerk of Court
Program # Program Title: Common Pleas-Clerical Ast

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
540010	MINOR SOFTWARE	315
540000	SMALL TOOLS & MINOR EQUIPMENT	136
1	FUNCTION 1 COMPUTER	845

** Total Capital (Transfer Total to Section I an 1,296

New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 141100 Organization Title: Clerk of Court
Program # Program Title: Common Pleas-ADR

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
540000	SMALL TOOLS & MINOR EQUIPMENT	250

** **Total Capital (Transfer Total to Section I an** **250**

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

NEW PROGRAM OVERVIEW FOR TWO ADDITIONAL PERSONNEL
(Clerical Asst.)

Program II: Common Pleas Department

Objectives of Clerical Asst.:

To maintain all documents pertaining to jury and non-jury cases, arbitration and post conviction relief
cases. To process these documents error free for viewing by the public. To report all cases to Court Administration
as required. To fax and mail rosters notifying attorneys and public of cases being called to court. To process mail in a timely manner daily. To make sure the case jackets and docket sheets are prepared properly and are filed in numerical order. To work with all judges in a professional manner. To maintain and administrate the schedules of cases before the civil court. To keep records on all proceedings, orders and verdicts. To maintain exhibits in an orderly manner that are introduced in all civil cases. To assist court assistant in courtroom and with all her duties. Fill in where needed in all civil posistion.

The Common Pleas Department has not hired a new person since 1975. They have and still are operating this department with four employees. Common Pleas Court's caseload has increased tremendously over these years. Employees are behind in their work. They have to work over a lot of times to keep afloat. The Clerical Assistant is four months behind in indexing all new cases received. Court Administration has to wait on the reports due to this tremendous workload. The new Clerical Assistant I position would assist in indexing Common Pleas, Arbitration, Lis Pendens, Hospital Liens, PCR and etc. The workload has increased due to the fact that the county has grown. The lawsuits and other civil cases have gone up in proportion to the county's growth. Cases have not been indexed in the books timely. This is creating a problem and hindering the jobs of researching cases. This person will assist in getting this done in a timely manner.

Over the last ten years the number of new cases in Common Pleas has increased by 45%. Just this past year January 1, 2002 through December 31, 2002 the increase was 18.44%. For each case that is filed, there is an average of 50 documents filed per case over its duration, which is usually about one year before it comes up to trial of is disposed of. ***In the period of January 1, 2002 – December 31, 2002 we filed 4574 cases therefore, at 50 documents per case, we are generating approximately 22,870 documents that would have to be indexed on the computer by an employee.*** Currently, we are approximately four months behind in indexing these documents. This is including other employees helping out with the workload. Also the number of Lis Pendens increased at an alarming rate of 149.72%. For each Lis Pendens that is filed a Civil case, in most cases, is generated. Because of this increase the ***present*** employee is not able to keep up with the demands of her other duties. ***We are currently behind in indexing as well by three months. With the number of foreclosure at an all-time high we are experiencing a much larger than normal filing of judgments.***

Below is a listing of **ONLY** the new cases and lis pendens filed from 1993 – 2002.

NEW CASES			LIS PENDENS		
YEAR	# OF NEW CASES	PERCENTAGE	YEAR	# OF NEW CASES	PERCENTAGE
1992	3148				
1993	3165	.5	1993	708	
1994	2793	-11.75	1994	605	-6
1995	2828	1.28	1995	572	-14
1996	2961	4.70	1996	780	36
1997	3303	11.55	1997	876	12.3
1998	3343	1.28	1998	971	10.85
1999	3647	9.09	1999	1185	22.04
2000	3790	3.92	2000	1312	10.72
2001	3862	1.9	2001	1483	13.03
2002	4574	18.44	2002	1768	19.22
10 YEAR AVERAGE 45%			***10 YEAR AVERAGE 149.72%***		

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

NEW PROGRAM OVERVIEW FOR TWO ADDITIONAL PERSONNEL

(Clerical Asst.)

Objectives of ADR Manager:

To achieve and maintain a high standard of accuracy and efficiency regarding of content and procedural conformity to make sure proper Alternative Dispute Resolution documents have been filed and that proper legal procedures have been followed. To prepare docket and schedules for Arbitration and Mediation cases in a timely and efficient manner. The ADR manager was previously funded by the State for half of the 2001-2002 year. It is now being funded by the County.

Fund 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

LISTING OF POSITIONS FOR ADDITIONAL PERSONNEL IN PROGRAM II

Job Title	Positions	General Fund	Other Fund	Total	Grade
Clerical Asst. I	1	1	1		4
ADR Manager	1	1	1		10

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

LISTING OF TELECOMMUNICATIONS EQUIPMENT FOR NEW PROGRAM
Common Pleas Department

Telecommunications Equipment:

(1) Additional Phone Line. One for Clerical Asst. I
** **No additional phone lines for ADR manager as it is already in place**
359-8251
359-8160 Fax
359 - **Clerical Asst. I**

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

ANTICIPATED SERVICE LEVELS FOR NEW PERSONNEL IN PROGRAM II

Service Level Indicators for Clerical Asst. I

	Projected FY 2002-03
Program 11: Common Pleas	
Judgments Index	1615
Lis Pendens Indexed	1069
Hospital Liens Indexed	0
Dismissals Indexed	2041
Misc. pleading such as answers, certificates motions, etc	22,870

Service Level Indicators for ADR Manager

	Actual FY2001-02	Estimated FY2002-03	Projected FY2003-04
Arbitration Cases	1515	1617	1700
Mediation Cases	1239	1323	1400
Breach Contract	175	195	215
Claim & Delivery	102	1375	252
Condemantion	165	175	229
Collection 1	325	1375	1396
Tort	382	400	410
Wreck	605	607	650

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

OPERATING LINE ITEM NARRATIVES FOR ONE NEW EMPLOYEE

Program 1I: Common Pleas Department
Clerical Asst. I

520702-TECHNICAL SUPPORT & CURRENCY **$1750.00**
This account will be necessary in order to purchase an additional license for the Evans Caseload program that Common Pleas is currently using.

521000-OFFICE SUPPLIES **$100.00**
Miscellaneous office supplies such as pens, pencils, extension cords, calendars, computer paper, rubber bands, etc

521000-GENERAL TORT INSURANCE **$19.00**
To cover the cost of General Tort liability insurance

525000-TELEPHONE **$276.00**
To cover the cost of a new line at $16.68 a month plus installation charges of approximately $75.00 for wire and jack.. 16.68 x 12 $200.16

ADR ManagerI

520702-TECHNICAL SUPPORT & CURRENCY **$350.00**
This aaccount is for one subscription license for Evans software that is currently on the ADR Manager's computer.

520200-CONTRACTED SERVICES **$110.00**
This aaccount is for one (1) legal mailbox. The monthly fee is $8.93 x 12 = 107.16 plus any 800 numberrs.

521000-OFFICE SUPPLIES **$718.00**
Miscellaneous office supplies such as pens, pencils, batteries, extension cords, calendars, computer paper & rubber stamps. Four drum cartridges for fax machine HP LJ3100 that is already in place at $54.60 (includes tax).

525000-TELEPHONE **$401.00**
The basic charge of $16.68 each a month for Centrex line and (1) fax machine. $16.68 x 2 = $33.36 x 12 = $400.32

525010-LONG DISTANCE CHARGES **$200.00**
This account will be set up to cover the expenses for long distance charges to attorneys or record, out of state agencies, other Clerk of Court's offices, judges, and their staff.

524201-GENERAL TORT LIABILITY INSURANCE **19.00**
To cover the cost of General Tort Liability insurance

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

CAPITAL LINE ITEMNARRATIVES FOR
ONE NEW POSITION IN PROGRAM 11 (COMMON PLEAS)
(Clerical Asst. 1)

Program II: Common Pleas
Clerical Assist. 1

540000- SMALL TOOLS AND MINOR EQUIPMENT **$136.00**

The clerical assist. requested needs a telehone to operate efficiently. (1) Telephone @ $44.00, (1) Chair $29.00 and (1) Desk $63.00. (Per Ron at Central Stores of an average cost for an used desk and chair)

540010- MINOR SOFTWARE **$315.00**

(1) OFFICE XP PRO **315.00**

This will be needed on the new Function 1 computer and monitor that is requested

CAPITAL

(1) FUNCTION 1 COMPUTER **845.00**

This will be necessary for a new employee

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

CAPITAL LINE ITEM NARRATIVES FOR
ONE NEW POSITION IN PROGRAM II (COMMON PLEAS)
(ADR MGR.)

540000-SMALL TOOLS AND MINOR EQUIPMENT **$250.00**

The ADR Mgr. Requested in program II (Common Pleas Department) needs an account to cover the cost of a replacement phone ($44.00) plus any minor repairs on fax machine.

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

FEB 2 1 RECD

Fund # 1000 Fund Title: General Fund
Organization # 141100 Organization Title: Clerk of Court
Program # 1 Program Title: Intake Clerk - Grade 6

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries # 1	22,976
510300	Part Time #	
511112	FICA Cost	1,758
511113	State Retirement	1,574
511114	Police Retirement	
511120	Insurance Fund Contribution # 1	~~6,000~~ 5760
511130	Workers Compensation	62
511131	S.C. Unemployment	
	*** Total Personnel**	~~32,370~~ 32130
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	100
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	19
524202	Surety Bonds	
525000	Telephone	276
525010	Long Distance	200
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	595
	**** Total Personnel & Operating**	32,965
	**** Total Capital (From Section III)**	1,421
	***** Total Budget Appropriation**	34,386

New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 141100 Organization Title: Clerk of Court
Program # Program Title: Intake Clerk - Grade 6

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
540010	MINOR SOFTWARE	315
540000	SMALL TOOLS & MINOR EQUIPMENT	261
1	FUNCTION 1 COMPUTER	845

**** Total Capital (Transfer Total to Section I an** **1,421**

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

NEW PROGRAM OVERVIEW FOR ONE ADDITIONAL PERSONNEL
(Intake Clerk)

Program II: Administration Department

Objectives of Intake Clerk.:

To provide all support functions necessary for the operation of the Clerk of Court's office for Lexington County. ***To process all documents pertaining to jury and non-jury civil cases, arbitration and post conviction relief cases, hospital lien and lis pendens cases, foreign judgments, transcripts from magistrates court, executions, satisfactions, civil and criminal appeals, change of venue cases, arbitration cases, motions, judgments, foreclosures, bond issues, bankruptcy court dismissals, receipt and maintaining all evidence submitted from Civil Court trials, registering businesses and fictitious names (DBA).*** Issuing fireworks licenses and process expungments in Criminal Court. Processing all miscellaneous pleadings such as answers, counterclaims, certificates of service and etc.

This also includes processing documents pertaining to Family Court Cases: Foreign and local Adoptions, name changes, divorces, DSS cases, juvenile cases, receipt and maintaining all evidence submitted for the Family Court trials. This also includes all miscellaneous pleadings such as answers, counterclaims, certificate of services and etc.

The steps involved in processing documents consist of clocking in each document, which usually has four to six pages, stamping them with an original and copy stamp, conforming judges signatures on all copies, initialing each clocked in document and mailing copies back to the attorneys and parties. This has to be done in an efficient and timely manner daily. Once the processing procedure has been done to each case, then it has to be notated in that courts' notebook for the public to view. The miscellaneous pleading have to be numerical order for Common Pleas and Family Court.

All the monies that are collected by the Clerk of Court's office are taken in through the Administration Department. Example: All fines, fees and restitution, filing fees for all cases in Civil and Family Court, notary fees, motion fees for Civil and Family Court, registering DBA's, fireworks licenses, expungments, copy and true copy sales. These documents are either brought in by the attorneys, runners or public or receive by mail. This department has to be committed to excellence service and assist the public in a friendly and courteous manner at all times.

One person performs all this. This department is also responsible for monitoring all public service workers. The caseload has increase tremendously over the years, thus overtime has to be worked to keep afloat. The workload has increased due to the fact that the county has grown. Cases have to be stamped received in a timely manner due to the statue of limitation.

Over the last ten years the number of new cases in Common Pleas has increased by 45%. Just this past year January 1, 2002 through December 31, 2002 the increase was 18.44%. For each case that is filed, there is an average of 50 documents filed per cases over its duration, which is usually about one year before it comes up to trial or it's disposed of. ***In the period of January 1, 2002 through December 31, 2002, this department filed 4574 cases***; therefore, at 50 documents per cases, approximately 22,870 documents were generated that would have had to be clocked in and processed by the steps mentioned. Currently, this department runs two to three days behind in filing documents. Due to the other department being short-handed, they cannot assist. ***The number of Lis Pendens increased at an alarming rate of 149.72%.*** For each Lis Pendens that is filed a Civil Cases is generated.

The Family Court and Civil Court judges bring twenty to thirty documents a day to be filed such as orders, judgments, and miscellaneous pleadings. That is separate from the documents received by mail and the public. When DSS comes twice a month, they have 50 to 100 new cases to file and when PTI has expungement day, which is the last Friday of the month, the classes are usually 30 to 40 people lined up to have their paperwork processed. All this has to be done along with waiting on the public all at the same time.

Effective July 1, 2002, Act No. 329 of 2002 amended the Code of Laws by adding &8-21-320, which requires a fee of $25.00 to be collected for every motion made in Civil and Family Court. Then effective January 31,2003, Chief Justice Jean H. Toal implemented a new procedure, a Motion Information Form and Cover Sheet to be submitted with every motion or proposed order filed with the Clerk of Court. See attached order from the Supreme Court. This form has to be completed by this department showing the fee was collected or exempted. This has increased the volume of miscellaneous pleadings filed by the Clerks' office. It has also created more work to be done at the time of collecting the fee. *In most cases the memorandum from Chief Justice Jean H. Toal has to be reviewed several times daily to determine if the fee is owed or exempt also calls to Court Administration to make the final determination.*

When the Clerk of Court and DSS has rule day there are fines imposed on all the defendants that are in arrearages in paying their child support. These fines are collected through this department. The judges either makes them pay after their court appearance or give them a deadline to pay. The deputies bring the defendants up in groups of five or more to pay the fines that were imposed. The deputies have to wait on the receipt and then take it and show the judge that it has been paid before the defendants can leave. The public and/or attorneys are waiting on their paperwork to be processed alone with the deputies waiting on receipts all at the same time. *The fine money that is collected goes all to the co*unty. There is a substantial amount of money that is owed to the county from these fines where people do not pay. One person handles all this at present.

The new position being requested for the Administration Department could not only assist in the processing of the procedures mentioned in this request, but could also assist in collecting the owed fine monies. *This department has not been able to monitor these fees due to the workload at present; however, with the new person they can send letters out and/or issue Bench Warrants and send to the Sheriff's Department for service. This amount is in the thousands that could be collected for the county. The workload has gotten to be overbearing for one person to handle in an efficient and timely manner.*

Fund 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

LISTING OF POSITIONS FOR ADDITIONAL PERSONNEL IN PROGRAM I
(Intake Clerk)

Job Title	Positions	General Fund	Other Fund	Total	Grade
Intake Clerk	1	1		1	6

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

LISTING OF TELECOMMUNICATIONS EQUIPMENT FOR NEW PROGRAM
Administration Department
(Intake Clerk)

Telecommunications Equipment:

(1) Additional Phone Line. One for Clerical Asst. I
359-

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

ANTICIPATED SERVICE LEVELS FOR NEW PERSONNEL IN PROGRAM I

Service Level Indicators for Intake Clerk:

	Projected FY 2003-04
Cases filed in FC, CP & DSS	4,574
Misc. pleadings such as answers, Certificates, motions, etc.	11,785
Lis Pendens	1,069
Judgments	1,615
Juvenile cases	396
Dismissals	2,238
Arbitration	8
Firework Licenses	22

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

OPERATING LINE ITEM NARRATIVES FOR ONE NEW EMPLOYEE

Program I: Administration Department
Intake Clerk:

521000-OFFICE SUPPLIES **$100.00**
Miscellaneous office supplies such as pens, pencils, extension cords, calendars, computer paper, rubber bands, etc

524201-GENERAL TORT LIABILITY INSURANCE **$19.00**
To cover the cost of General Tort liability insurance

525000-TELEPHONE **$276.00**
The cover cost of a new line at $16.68 a month plus installation charges of approximately $75.00 for wire and jack. $16.68 x 12 = $200.16

525010-LONG DISTANCE CHARGES **$200.00**
Clerk of Court utilizes toll free numbers whenever possible, however, long distance calls are necessary in calling attorneys on record, out of state agencies, other Clerk of Court's offices, judges, and their staff.

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

CAPITAL LINE ITEMNARRATIVES FOR
ONE NEW POSITION IN PROGRAM I
(Intake Clerk)

Program I. Intake Clerk

540000- SMALL TOOLS AND MINOR EQUIPMENT **$261.00**

The clerical Asst. 1 requested in Program I (Administration Department) needs a telphone to operate efficiently. (1) Telephone @ $44.00, (1) calculator $124.95, (1) Chair $29.00 and (1) Desk. (Per Ron at Central Stores of an average cost for an used desk and chair) (63.00)

540010- MINOR SOFTWARE **$315.00**

(1) OFFICE XP PRO **315.00**

This will be needed on the new Function 1 computer and monitor that is requested

CAPITAL

(1) FUNCTION 1 COMPUTER **845.00**

This will be necessary for a new employee

The Supreme Court of South Carolina

ORDER

Pursuant to the provisions of S.C. Const. Art. V § 4,

Effective January 31, 2003, the attached Motion Information Form and Cover Sheet, SCCA/233 (1/2003) is approved for use in the Family and Circuit Courts of the State of South Carolina. This form replaces SCCA 233, which was approved for use by Administrative Order of the Chief Justice dated August 21, 1986. For the purposes of administration, the attached form shall be submitted with every motion or proposed order filed with the clerk of court or presented to a judge at chambers and shall remain as an attachment to the motion or proposed order, or copy of the same, as proof of payment, or in the alternative, as instruction for payment. The attached form shall also provide documentation for motion fee disputes in which a judge must make a determination on contested motion fees. Further, the attached form shall contain information necessary for the scheduling of motion hearings.

IT IS SO ORDERED.

s/ Jean Hoefer Toal C.J.
FOR THE COURT

January 15, 2003
Columbia, South Carolina

30-45

STATE OF SOUTH CAROLINA
COUNTY OF _____

IN THE ☐ COURT OF COMMON PLEAS
☐ FAMILY COURT

_____)
)
☐ Plaintiff)
)
v.)
)
_____)
☐ Defendant)
check box above indicating submitting party)

CASE NO.

____ - ____ - ____ - _____

MOTION INFORMATION FORM AND COVER SHEET

name, S.C. Bar no. and address of plaintiff's attorney	name, S.C. Bar no. and address of defendant's attorney
telephone: fax: e-mail: other:	telephone: fax: e-mail: other:

☐ **MOTION HEARING REQUESTED (attach written motion and complete SECTIONS I and III)**
☐ **FORM MOTION, NO HEARING REQUESTED (complete SECTIONS II and III)**

SECTION I: Hearing Information

Nature of Motion: _____
Estimated Time Needed: Court Reporter Needed: YES / NO

SECTION II: Motion Type

☐ Written motion attached
☐ Form Motion –
I hereby move for relief or action by the court as set forth in the attached proposed order.

_____ _____
Signature of Attorney for Plaintiff / Defendant Date submitted

SECTION III: Motion Fee

☐ PAID – AMOUNT: _____
☐ EXEMPT: (check reason)
☐ Rule to Show Cause in Child or Spousal Support
☐ Domestic Abuse or Abuse and Neglect
☐ Indigent Status ☐ State Agency v. Indigent Party
☐ Sexually Violent Predator Act ☐ Post-Conviction Relief
☐ Motion for Stay in Bankruptcy
☐ Motion for Publication ☐ Motion for Execution (Rule 69, SCRCP)
☐ Proposed order submitted at request of the court; or,
reduced to writing from motion made in open court per judge's instructions
Name of Court Reporter: _____
☐ Other:

JUDGE'S SECTION

☐ Motion Fee to be paid upon filing of the attached order.
☐ Other:

_____
JUDGE

CODE: Date: _____

CLERK'S VERIFICATION

DATE FILED

Collected by: _____
(print name)

☐ MOTION FEE COLLECTED: _____
☐ CONTESTED – AMOUNT DUE: _____

SCCA/233 (1/2003)

30-46

The Supreme Court of South Carolina

JEAN HOEFER TOAL
CHIEF JUSTICE

POST OFFICE DRAWER 12456
COLUMBIA, SOUTH CAROLINA 29211
TELEPHONE: (803) 734-1684
FAX: (803) 734-1167
E-MAIL: jtoal@scjd.state.sc.us

MEMORANDUM

TO: Circuit Court Judges
Family Court Judges
Masters-In-Equity
Clerks of Court
Members of the Bar

FROM: The Honorable Jean H. Toal

RE: Motion Fee -- Update to Memorandum Issued August 16, 2002

DATE: January 15, 2003

Effective July 1, 2002, Act No. 329 of 2002 amended the Code of Laws by adding § 8-21-320, which requires a fee of $25.00 to be collected for every motion made in the Court of Common Pleas and Family Court. The fee does not apply to family court juvenile delinquency proceedings, nor to family court matters involving rules to show cause in child and spousal support matters. The legislation also exempts certain matters involving indigents as provided in the Order of the Chief Justice dated June 26, 2002. **The fee shall not be imposed on any motions in the Court of General Sessions.** The revenues from the motion fee must be separately transmitted to the state treasurer to be used exclusively by the Judicial Department.

Rule 7(b)(1), SCRCP generally provides that all motions must be made in open court or in writing. All written, filed motions that fall into this definition and do not fall under the exceptions stated in the paragraph above require the $25.00 fee. All matters traditionally exempt from a filing fee do not carry the $25.00 fee on motions subsequently made in those cases. In those instances

where it is not clear whether the motion fee applies, the applicable statute or rule should serve as a guide. If the word application, petition, motion, or affidavit appears in the statute or rule and no exemption applies, the motion fee should be assessed.

On August 16, 2002, I issued a memorandum concerning this matter. After reviewing numerous suggestions from the Bar and court personnel, I present you with an updated listing as a guide to promote uniformity in the application of the $25.00 motion fee. These changes are effective as of today's date and shall not be retroactively applied. We will continue to monitor the situation, and inform you of any additions or changes to this list. If you have any questions or suggestions, please contact Court Administration at (803) 734-1800. [1]

A. Motions Requiring the $25.00 Fee

1. Motion for Court Approved Settlement: $25.00.

2. Motion for Release of Counsel: $25.00.

3. Consent Orders: $25.00. (See Rule 43(k), SCRCP; See also C.14 for special circumstance).

4. Supplemental Pleadings: Rule 15(d), SCRCP: $25.00.

5. Motion for Default Judgment: Rule 55, SCRCP: $25.00, regardless of whether damages are liquidated or unliquidated. No further fee required if proposed order presented ten days later.

   a. Motion to Set Aside Default: Rule 55(c), SCRCP: $25.00.

6. Motion for New Trial: Rule 59, SCRCP: $25.00, if made in writing after the conclusion of the trial.

7. Motion to Alter or Amend Judgment: Rule 59(e): $25.00, if made in writing after the conclusion of the trial.

8. Motion to Amend a Motion: $25.00.

9. Motion to Intervene: Rule 24, SCRCP: $25.00.

10. Motion Requesting Physical and/or Mental Examination: Rule 35, SCRCP: $25.00.

11. Motion for Amendment of Judgment: Rule 52(b), SCRCP: $25.00.

12. Motion for Summary Judgment: Rule 56, SCRCP: $25.00.

13. Motion for Relief from Judgment or Order: Rule 60, SCRCP: $25.00.

14. Motion for Seizure of Person or Property: Rule 64, SCRCP: $25.00

15. Motion for Execution or Assistance: Rule 70, SCRCP: $25.00.

16. Motion for Appointment of Receiver: Rule 66, SCRCP: $25.00.

17. Single Motion Applied to Multiple Cases: $25.00 Per Case.

18. Subsequent Motions to Master: $25.00.

19. Motion to Restore to Active Docket After Bankruptcy: $25.00.

20. Motion for Order Updating Judgment Figures due to Stay Caused by Bankruptcy: $25.00.

21. Motion for Admission *Pro Hac Vice*: Rule 404, SCACR: $25.00 Per Case.

22. Rule to Show Cause in Family Court for Non-Payment of Previously Court Ordered Fees: $25.00.

23. Motion to Reduce or Increase Child Support: $25.00.

B. Motions Requiring Fee With Special Conditions

1. Motion for Referral to Master: Rule 53, SCRCP: If referred to Master by Motion or Consent of Parties: $25.00. If referred to Master by Motion of Court: No Fee.

   a. § 14-11-310 requires various fees to be collected in Master's Court and retained by County. These fees will be collected in addition to the motion fee.

2. Supplemental Proceedings: If conducted in the Court of Common Pleas: $25.00. If conducted by Master, refer to #1 above.

3. Amendment of Pleadings: Rule 15(a), SCRCP: When leave of Court is required: $25.00. With consent of both parties and without leave of court: No Fee.

4. Third Party Practice: Rule 14, SCRCP: Defendant as Third Party Plaintiff bringing in Non-Party, if done within ten days after service of original answer: No Charge. After ten days with leave of Court: $25.00.

5. Joinder, Permissive Joinder, Misjoinder, and Non-Joinder of Parties: Rules 19, 20, and 21, SCRCP: If by Motion of Party: $25.00. If by Motion of the Court: No Fee.

6. Depositions before Action or Pending Appeal: Rule 27, SCRCP: If by Petition of Party: $25.00.

7. Depositions Upon Oral Examination: Rule 30, SCRCP: If leave of Court required: $25.00.

8. Motion for Dismissal: Rule 41, SCRCP.

   a. (a)(1)(A): By Plaintiff by Stipulation, without leave of Court: No Fee.
   b. (a)(1)(B): By Stipulation with Consent of both Parties without Leave of Court: No Fee.
   c. (a)(2): By Order of Court: $25.00.
   d. (b): Involuntary Dismissal, Non-Suit: $25.00. If made in open court during trial: No Fee.

9. Motion to Consolidate or Sever: Rule 42, SCRCP: If requested by Party: $25.00 (Only one Fee regardless of number of Cases). Upon Court's own Motion: No Fee.

10. Rule 65, SCRCP: All actions contained in the Rule require separate filing fees; subsequent Motions in same action: $25.00.

11. Motion to Enforce Settlement: $25.00, but may be shifted to other Party by judge.

12. Motion to Compel: Rule 26, SCRCP: $25.00, but may be shifted to other Party by judge.

13. Rule 40, SCRCP

a. (a): Request for Jury or Non-Jury in Pleadings: No Charge.
b. (c): Transfer to Jury Trial Roster by Agreement: $25.00.
c. (d): Objection to Transfer: $25.00.
d. (e): Request Transfer to Jury Roster Nine Months to Twelve Months after Filing: $25.00.
e. (g): Motion to Strike from Jury Trial Roster: $25.00.
f. (i): Continuance: $25.00.
g. (j): Requires New Filing Fee and New Case Number: No Motion Fee.
h. (k): Alternate Method of Transfer to Jury Roster: $25.00.

14. Motion for Order of Protection from Discovery; Motion to Quash: Rules 24, 37, and 45, SCRCP: $25.00, but may be assessed to other Party by judge.

15. Motion for Temporary Relief in Family Court: Rule 21, SCRFC: $25.00. This Motion may include numerous standard forms of relief, such as temporary custody, visitation, support, etc. However, only one fee charged.

16. Matters Involving Rule to Show Cause in Court Ordered Custody and Visitation Cases: $25.00.

17. Motion for Appointment of Guardian ad Litem: $25.00. If by Motion of Court: No Fee.

18. Motion to Restore to Active Docket in Family Court: $25.00, but no Fee if Filed by State Agency or if Indigency Case.

19. Motion for Substitution of Counsel: If in attorney appointed case: No fee. Otherwise: $25.00.

20. Motion for Order of Continuance: $25.00. If requested pursuant to Rule 601, SCACR, conflict in hearing dates: No fee.

21. Rule 50, SCRCP.

a. Motion for Directed Verdict: No fee.
b. Motion for Judgment Notwithstanding the Verdict if reduced to writing: $25.00. If made orally in open court: No fee.
c. Motion for New Trial if reduced to writing: $25.00. If made orally in open court: No fee.

22. Rule 12, SCRCP Motions: If presented in an answer: No fee. If made by separate motion: $25.00.

C. Motions With No Fee

1. **No Fees Shall be Charged for any Motions in the Court of General Sessions.**

2. Motions for Orders of Protection of Attorneys from Court Appearances: No Fee.

3. Sexually Violent Predator Cases: Regulation exempts filing fee. No subsequent Motion Fees.

4. General request for Subpoena: No Fee.

5. Matters Involving Rules to Show Cause for Spousal Support: No Fee. No Subsequent Motion Fees.

6. Matters Involving Rules to Show Cause for Child Support: No Fee. No Subsequent Motion Fees.

7. Juvenile Delinquency Matters in Family Court: No Fee. No Subsequent Motion Fees.

8. Matters Involving Indigency in Common Pleas or Family Court where a Party has been allowed to proceed without costs. No Subsequent Motion Fees for that Party.

9. Matters Involving Orders of Protection from Domestic Abuse: No Fee. No Subsequent Motion Fees.

10. Matters Involving Abuse and Neglect: No Fee. No Subsequent Motion Fees.

11. Execution on Judgment: Rule 69, SCRCP: No Fee.

12. Matters Involving State Agency v. Party Granted Indigent Status Pursuant to Rule 3(c), SCRCP: No Fee for either party.

13. Motion for Stay Due to Bankruptcy: No Fee.

14. Consent Order filed resolving Motion on which the Fee has been paid: No Additional Fee.

15. Anything Contained in an Answer: No Fee.

16. Motion for Request for Jury Instruction: Rule 51, SCRCP: No fee.

17. Collateral Matters Contained in Rules to Show Cause and Support Cases: No Fee if Relief is directly related to Defendant's Non-Payment of Child or Spousal Support.

18. Motion for Order of Publication: § 15-9-710: No Fee.

18. Motion for Substitution of Parties: Rule 25, SCRCP: No Fee.

19. Post-Conviction Relief: No Fee.

20. Rule 43, SCRCP

a. Rule 43(j): Motion for Right to Open and Close: No Fee.

b. Rule 43(k): Agreement of Counsel, Consent Order or Written Stipulation **made in Court**: No Fee.

JHT/amh

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[1] All court rules and Acts cited in this memorandum have been hyperlinked for your convenience.

30-54

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

LEXINGTON COUNTY
FEB 2 1 RECD
FINANCE DEPT.

Fund # 1000 Fund Title: General Fund
Organization # 141100 Organization Title: Clerk of Court
Program # Program Title: Record's Room Clerk - Grade 4

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #_1__	22,913
510300	Part Time #___	
511112	FICA Cost	1,753
511113	State Retirement	1,570
511114	Police Retirement	
511120	Insurance Fund Contribution #__1_	~~6,000~~ 5760
511130	Workers Compensation	62
511131	S.C. Unemployment	
	*** Total Personnel**	~~32,298~~ 32,058
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	100
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #___	
524101	Comprehensive Insurance #___	
524201	General Tort Liability Insurance	19
524202	Surety Bonds	
525000	Telephone	201
525010	Long Distance	100
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525___	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	420
	**** Total Personnel & Operating**	~~32,718~~ 32,478
	**** Total Capital (From Section III)**	
	***** Total Budget Appropriation**	~~32,718~~ 32,478

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

NEW PROGRAM OVERVIEW FOR ONE ADDITIONAL PERSONNEL
~~FAMILY COURT~~
(Record's Room Clerk)

Program: Family Court

Objectives of Record's Room:

When the Record's Room Clerk position originated, the primary function was working with the family court files. The salary was appropriated out of Title IV-D Funds.

At this time, the duties of this position have drastically changed. The majority of the workload now consists of handling Common Pleas files and assisting the general public. With the increase in civil filings, civil judgments have also increased, thereby causing an increase in requests by the public to view and copy files. They do not know how to search the records, so the file clerk must help them. She is also responsible for making copies, pulling files, preparing paperwork for microfilm and demonstrating how to use the Kiosk. Kiosk views files that have been imaged.

This position is clearly working in Civil and Criminal courts more than she is in Family Court. The county needs to be responsible for this position.

CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

OPERATING LINE ITEM NARRATIVES FOR ONE NEW EMPLOYEE

Program 1I: Administration Department
Record's Room Clerk

521000-OFFICE SUPPLIES **$100.00**
Miscellaneous office supplies such as pens, pencils, extension cords, calendars, computer paper, rubber bands, etc

524201-GENERAL TORT LIABILITY INSURANCE **$19.00**
To cover the cost of General Tort liability insurance

525000-TELEPHONE **$201.00**
The cover cost of a new line at $16.68 a month x 12 = $200.16

525010-LONG DISTANCE CHARGES **$100.00**
Clerk of Court utilizes toll free numbers whenever possible, however, long distance calls are necessary in calling attorneys on record, out of state agencies, other Clerk of Court's offices, judges, and their staff.

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

CAPITAL LINE ITEM NARRATIVES FOR
ONE NEW POSITION IN PROGRAM I (ADMINISTRATION)
(Record's Room Clerk)

540000-SMALL TOOLS AND MINOR EQUIPMENT **$169.00**

The Clerical Asst. I requested in Program I (Administration Department) needs a telephone to operate efficiently. (1) Telephone @ $44.00, (1) calculator $124.95

FEB 2 1 RECD

FINANCE DEPT.

MEMORANDUM

WE ARE IN THE PROCESS OF OBTAINING A COPY OF THE BUILDING PLANS FOR THE NEW COURTHOUSE. ONCE WE RECEIVED THAT AND ARE ABLE TO GO OVER IT THOROUGHLY, WE WILL BE ABLE TO PROVIDE A MORE CONCISE FURNITURE/CAPITAL LISTING.

LEXINGTON COUNTY
FEB 21 RECD
FINANCE DEPT.

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 141100 Organization Title: Clerk of Court
Program # III Program Title: UPGRADE (From budget of FY02/03

Object Code	Expenditure Classification	2002/2003 Grade 4	2003/2004 Grade 10	Total 2003 - 2004 Requested
	Personnel			
510100	Salaries #_1__	19,409	28,229	28229 ~~8,820~~
510300	Part Time #___			
511112	FICA Cost	1,485	2,160	2160 ~~675~~
511113	State Retirement	1,330	1,934	1934 ~~604~~
511114	Police Retirement			
511120	Insurance Fund Contribution #__1_	5,600	~~6,000~~ 5760	5760 ~~400~~
511130	Workers Compensation	53	76	76 ~~23~~
511131	S.C. Unemployment			
	*** Total Personnel**	27,877	38,399	38159 ~~10,522~~
	Operating Expenses			
520100	Contracted maintenance			
520200	Contracted Services			
520300	Professional Services			
520400	Advertising			
521000	Office Supplies	500	100	100 ~~400~~
521100	Duplicating			
521200	Operating Supplies			
522100	Equipment Repairs & Maintenance			
522200	Small Equipment Repairs & Maint.			
522300	Vehicle Repairs & Maintenance			
523000	Land Rental			
524000	Building Insurance			
524100	Vehicle Insurance #___			
524101	Comprehensive Insurance #___			
524201	General Tort Liability Insurance	15	19	19 ~~4~~
524202	Surety Bonds			
525000	Telephone	236	276	276 ~~40~~
525010	Long Distance	500	500	500 ~~0~~
525100	Postage			
525210	Conference & Meeting Expenses			
525220	Employee Training			
525230	Subscriptions, Dues, & Books			
525___	Utilities - _____			
525400	Gas, Fuel, & Oil			
525600	Uniforms & Clothing			
526500	Licenses & Permits			
	*** Total Operating**	1,251	895	895 ~~356~~
	**** Total Personnel & Operating**	29,128	39,294	39,054 ~~10,166~~
	**** Total Capital (From Section III)**	237	1,421	1,421 ~~1,184~~
	***** Total Budget Appropriation**	29,365	40,715	40,475 ~~11,350~~

New Program
Section III

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 141100 Organization Title: Clerk of Court
Program # Program Title: UPGRADE (General Sessions)

This was budgeted FY 2002/03 but never filled as a grade 4

BUDGET
2003 - 2004
Requested

Qty	Item Description	Amount
540010	MINOR SOFTWARE	315
540000	SMALL TOOLS & MINOR EQUIPMENT	261
1	FUNCTION 1 COMPUTER	845

** **Total Capital (Transfer Total to Section I an** 1,421

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION IV. – NEW PROGRAM OVERVIEW FOR ONE ADDITIONAL PERSONNEL IN PROGRAM III (Clerical Asst. –Grade 10)

Summary of Programs:

Program 111 – **General Sessions Department**
Objectives:

To achieve and maintain a high standard of accuracy and efficiency regarding all arrest warrants, bonds, indictments and sentences for the county. To insure all records are received and processed for county magistrates and municipalities. To report this information to various other entities (Solicitor, Public Defender, Probation Department, and attorneys. To report "disposition of charges" information to South Carolina Court Administration for disbursement throughout the state. ***To assist and advise circuit court judges, solicitors, attorneys and the public. To interview all individuals to determine qualification for court appointed counsel. To maintain and run both General Sessions Court and Transfer Court.*** To maintain and collect fines imposed by judges in both these courts. To organize and maintain all evidence submitted in criminal trials and make available to Supreme Court for the appeals process. To maintain all bonding company licenses and provides current information of those companies to all magistrates. To prepare and mail all jury summons for circuit and criminal court in an efficient and timely manner. ***To assist all persons drawn for jury duty and maintain all juror information for both civil and criminal and transfer court. To compile all jury information for trials in these courts. To coordinate jury selection and jury support service.***

The requested Clerical Asst. I position would be assigned to assist in both General Sessions and Transfer Court. Along with court duties, he/she would concentrate on the collection of delinquent fines for both courts. With an average of 45 weeks a year of court, the fines ordered are enormous. At this time, if a defendant is not placed on probation, we have no one to supervise payment of fines. If a new employee were added, they would be responsible for issuing and scheduling rule to show cause hearings for delinquent fines. ***We have found that most defendants seem to come up with the money when their feet are put to the fire.*** Other responsibilities of this employee would be to assist and maintain bench warrants and keep up with bond estreatments issued by the solicitor. This employee would also assist with the jury returns for court in particular, death penalty cases.

The goal of this department is to assure accurate transmittal of information pertaining to criminal offenses occurring in Lexington County, produce revenue for the county by timely collection of fines and continued service to the citizens. Court Administration continues to schedule more court for Lexington County. It is impossible to expect one employee to work continuously in the courtroom day in and day out and then maintain a full-time desk job in the office.

If we had the adequate staffing to monitor these monies on a weekly basis, it would make it possible to have the delinquent accounts brought into a manageable level. ***As of 01/31/03 approximately $524,822.45 is owed in Transfer Court of the $8,789,670.48 total outstanding. Below is a breakdown of fines, fees, and assessments as of 01/31/03.***

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION IV. – CONTINUED NEW PROGRAM OVERVIEW FOR ONE ADDITIONAL PERSONNEL IN PROGRAM III (Clerical Asst. Grade 10)

Listed below is a breakdown of the Fines, Fees, and Assessments as of 01/31/03.

TOTAL FINES, FEES AND ASSESSMENTS AS OF 01/31/03	**$8,789,670.48**

Of the $8,789,670.48
This is owed thru Probation 1,564,851.92
However, collectible **only** if Probation enforces

This is owed thru Transfer Court. This amount is 100% collectable by 524,822.45
Clerk of Court's office

Currently under bench warrant from Transfer cases 357,009.73
This amount is 100% collectable when warrant is served

Of the $8,789,670.48 there is 393,227.67
This is strictly $100 surcharge plus 3% that the state mandates charged for
Each case that comes before Circuit Court. (It does not matter if the defendant
is sentenced to death or time served we must still charge $100 plus 3% per the state)
This money cannot be bench warranted for collection or rule-to-show cause to show why.
Therefore, this amount represents an uncollectable amount in our current outstanding owed.

Of the $8,789,670.48 there is 132,626.62
Which is also the $100 surcharge plus the 3% that is owed by defendant who
are on probation. This amount can be collected but only if Probation enforces

If you deduct	Collected by Probation	1,564,851.92
	Collectable thru Transfer Court	524,822.45
	General Sessions $100 plus 3%	393,227.67
	$100 plus 3% thru Probation	132,626.62
True balance is		6,174,141.82

With adequate manpower to perform the duties listed below, we could possibly (not a guarantee) reduce this figure significantly.

Send letters to defendants
Issuing Rule-to-Show Cause
Do research to locate defendants' status i.e. (dead, in prison, etc.)
Work with employers to do payroll deductions if defendant will agree
Issue Bench Warrants per judge's order

FUND 100
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

LISTING OF POSITIONS FOR ADDITIONAL PERSONNEL
IN PROGRAM III (GENERAL SESSION)
Clerical Asst. Grade 10

Job Title	Positions	General Fund	Other Fund	Total	Grade
Clerical Asst. I	1	1		1	10

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

ANTICIPATED SERVICE LEVELS FOR NEW PERSONNEL IN PROGRAM III

Service Level Indicators For One New Clerical Asst. I Position

	Projected FY 2003-04
Program 111: General Sessions	
General Sessions Warrants Received	7,700
Indictments	8,100
Dispositions	8,900
Bench Warrants	1,500
Terms of Court	80
Juries Drawn &mailed for civil and criminal court	11,500
Public Defender Interviews	2,500
Pending Cases	6,700
Expungements	900

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

OPERATING LINE ITEM NARRATIVES FOR ONE NEW EMPLOYEE
(Clerical Asst. – Grade 10)

Program 1I I: General Sessions Department

521000-OFFICE SUPPLIES **$100.00**
Miscellaneous office supplies such as pens, pencils, extension cords, calendars, computer paper, rubber bands for one additional employee

521000-GENERAL TORT INSURANCE **$19.00**
To cover the cost of General Tort liability insurance

525000-TELEPHONE **$276.00**
To cover the cost of a new line at $16.68 a month plus installation charges of approximately $75.00 for wire and jack..

525010- LONG DISTANCE **500.00**
This account will be set up to cover the expenses for long distance charges to attorneys of records, out of state agencies, other clerk of courts' offices, judges and their staff

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

CAPITAL LINE ITEM NARRATIVES FOR ONE NEW POSITION IN PROGRAM II
(GENERAL SESSIONS)
(Clerical Asst. Grade 10)

540000-SMALL TOOLS AND MINOR EQUIPMENT **$261.00**

The Clerical Asst. I requested in program III needs a telephone to operate efficiently. (1) Telephone @ $44.00, (1) calculator $124.76 (1) Chair $29.00 (Per Ron at Central Stores of an average cost for a used chair that he can provide from Central Stores), (1) Desk $63.00 (Per Ron at Central Stores of an average cost for an used desk that he can proved from Central Stores.

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

LEXINGTON COUNTY
FEB 2 1 RECD
FINANCE DEPT.

Fund # 1000 Fund Title: General Fund
Organization # 141100 Organization Title: Clerk of Court
Program # Program Title: Court Crier

Object Code	Expenditure Classification	Part-time	Total 2003 - 2004 Requested
	Personnel		
510100	Salaries #_1__	6.407912 x 50	8,330
510300	Part Time #___		
511112	FICA Cost		637
511113	State Retirement		571
511114	Police Retirement		
511120	Insurance Fund Contribution #___		
511130	Workers Compensation		22
511131	S.C. Unemployment		
	*** Total Personnel**		9,560
	Operating Expenses		
520100	Contracted maintenance		
520200	Contracted Services		
520300	Professional Services		
520400	Advertising		
521000	Office Supplies		
521100	Duplicating		
521200	Operating Supplies		
522100	Equipment Repairs & Maintenance		
522200	Small Equipment Repairs & Maint.		
522300	Vehicle Repairs & Maintenance		
523000	Land Rental		
524000	Building Insurance		
524100	Vehicle Insurance #___		
524101	Comprehensive Insurance #___		19
524201	General Tort Liability Insurance		
524202	Surety Bonds		
525000	Telephone		
525010	Long Distance		
525100	Postage		
525210	Conference & Meeting Expenses		
525220	Employee Training		
525230	Subscriptions, Dues, & Books		
525___	Utilities - _____		
525400	Gas, Fuel, & Oil		
525600	Uniforms & Clothing		
526500	Licenses & Permits		
	*** Total Operating**		19
	**** Total Personnel & Operating**		9,579
	**** Total Capital (From Section III)**		
	***** Total Budget Appropriation**		9,579

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

NEW PROGRAM OVERVIEW FOR ONE ADDITIONAL PERSONNEL (Court Crier)

Program I: Administration Department

Objectives of Court Crier:

To provide support functions necessary for the operation in the courts for both Common Pleas and General Sessions. We are requesting one (1) new court crier for the Clerk of Court's office. The new court crier will be needed when we move into the new courthouse as more court is scheduled. The position of court crier plays an important role for Common Pleas and General Sessions. The court crier assists the clerk's personnel in performing court duties. The duties of the court crier consist of calling names of the defendants who are suppose to be in court. He/she is instrumental in signing affidavits for bench warrants for defendants who do not appear in court as well as making copies of documents i.e. (orders, indictments, disposition sheets etc.) when needed in court. He/she is responsible for picking up meals from local restaurants when ordered for jurors. He/she is responsible for escorting the defendants and/or family members to clerk's office to make payments on court ordered money. The court crier assists personnel in carrying evidence to and from court. He/she in this position should be able to climb stairs and ladders and the ability to lift and carry weight between 25 to 50 lbs.

Fund 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

LISTING OF POSITIONS FOR ADDITIONAL PERSONNEL IN PROGRAM I
(Court Crier)

Job Title	Positions	General Fund	Other Fund	Total	Grade
Court Crier	1	1		1	P/T

New Program
Section I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2003-2004

FEB 2 1 RECD

FINANCE DEPT.

Fund # 1000 Fund Title: General Fund

Organization # 141100 Organization Title: Clerk of Court

Program # 1 Program Title: UPGRADE - OFFICE COORDINAOTR

Object Expenditure Code	Classification	Grade 8	Grade 11	Total 2003 - 2004 Requested
	Personnel			
510100	Salaries #_1__	28,448	31,905	3,457
510300	Part Time #___			
511112	FICA Cost	2,176	2,441	265
511113	State Retirement	1,949	2,185	236
511114	Police Retirement			
511120	Insurance Fund Contribution #_1__	~~6,000~~ 5,760	~~6,000~~ 5,760	0
511130	Workers Compensation	77	86	9
511131	S.C. Unemployment			
	*** Total Personnel**	~~38,650~~ 410	~~42,617~~ 377	3,967
	Operating Expenses			
520100	Contracted maintenance			
520200	Contracted Services			
520300	Professional Services			
520400	Advertising			
521000	Office Supplies			
521100	Duplicating			
521200	Operating Supplies			
522100	Equipment Repairs & Maintenance			
522200	Small Equipment Repairs & Maint.			
522300	Vehicle Repairs & Maintenance			
523000	Land Rental			
524000	Building Insurance			
524100	Vehicle Insurance #___			
524101	Comprehensive Insurance #___			
524201	General Tort Liability Insurance			
524202	Surety Bonds			
525000	Telephone			
525100	Postage			
525210	Conference & Meeting Expenses			
525220	Employee Training			
525230	Subscriptions, Dues, & Books			
525___	Utilities -			
525400	Gas, Fuel, & Oil			
525600	Uniforms & Clothing			
526500	Licenses & Permits			
	*** Total Operating**			
	**** Total Personnel & Operating**	38,650	42,617	3967
	**** Total Capital (From Section III)**			
	***** Total Budget Appropriation**	38650	42617	3967

30-71

CLERK OF COURT

Memorandum

To: Art Brooks, County Administrator
Cc: Larry Porth, Finance Director

From: Thomas H. Comerford, Clerk of Court

Date: February 20, 2003

Re: Upgrade of Office Coordinator

Art, I am requesting an upgrade for the Office Coordinator's position from a Grade 8 to a Grade 11 in this year's 2003/2004 budget and ask that you approve the upgrade.

Due to the significant changes over the past two years, the duties of the Office Coordinator have increased. This position plays a vital role in the operation of my office. This position requires someone who is able to use sound judgment and analytical skills, work within time restraints and able to communicate with the general public, administrative staff, elected and appointed officials effectively and clearly.

Art, I am asking that you approve this much needed upgrade in this year's budget.

tom

30-72

FUND 1000
OF COURT (141100)
FY 2003-04 BUDGET REQUEST

PERSONNEL UPGRADE FROM GRADE 8 TO GRADE 11
OFFICE COORDINATOR

Program I- Administration

Objective of Office Coordinator:

Due to the significant changes over the past two years of the duties for the Office Coordinator, a request is made to upgrade the position from a Grade 8 to a Grade 11. This position plays a vital role in the operation of the office for the Clerk of Court. This position requires someone who is able to use sound judgment and analytical skills, work within time restraints, and able to communicate with the general public, administrative staff, elected and appointed officials effectively and clearly.

GENERAL STATEMENT OF JOB

Under general supervision performs a variety of standardized secretarial and clerical duties for the Clerk of Court's office using judgment in applying established office *procedures using sound judgment and analytical skills in applying the various functions necessary to carry out the duties of the Clerk of Court. Knowledgeable in the terminology used in applying applicable laws and operation of the Clerk of Court and the court system. Excellent verbal and written skills a must. Reports to the Clerk of Court.*

SPECIFIC DUTIES AND RESPONSIBILITIES

Prepares, processes, and transmit purchase orders, central stores requisitions and administrative budgetary transfer through the Procurement, Central Stores, and Finance Departments *for all areas of the Clerk of Court (five (5) areas). Prepares and processes ABT's for all areas. Obtains quotes and assists with bid process to ensure all Procurement procedures are followed for the purchase of services, supplies, and equipment. Searches the Internet for bid information*

Prepares and coordinates the operating budget for *five (5) areas, which include Administration, Family Court, Title IV-D, Process Server, and General Sessions (Bond);* prepares yearly fixed asset inventory for courthouse: issues postage stamps and maintains petty cash. *Monitors budgets to ensure funds are available as necessary for the proper operation of the clerk of Court and works closely with Finance and Procurement to correct any deficiencies. Processes trip requests and makes reservations accordingly. Collects the funds for the public copier.*

In the absence of the Clerk of Court and the Deputy Clerk, relays information to the necessary personnel to ensure coordination of work. In emergency situations, routes work accordingly to maintain the safety of the citizens and employees in the courthouse and to protect the best interest of the County of Lexington.

Processes all Title IV-D reports monthly and sends a monthly report to Department of Social Services (DSS). Additionally, ensures proper funds have been received from DSS each month. Completes a detailed yearly Family Court Unit Cost report to DSS, which includes collection of information, such as monthly per unit cost (cost for personnel of Clerk of Court, to include all services and supplies), collection of funds report, new case report for all new DSS recipients, number of checks processed and sent yearly, to ensure proper preparation of the report.

Represents the Clerk of Court's office at Departmental meetings in all matters relating to the operation of the Courthouse.

Assists public with application and processing of Passports for the U.S. Department of State Passport Services.

Assists in issuing Fireworks licenses for businesses throughout Lexington County. Ensures all necessary paperwork is in compliance with applicable laws and approved by the Sheriff's Department.

Ensures daily computer backup tapes of all County functions supplied by Information Services are properly stored in the Clerk of Court vault.

Answers phones, screens calls as necessary, routes to appropriate person, answers routine inquiries. *Maintains the automated answering service for the Clerk of Court, which includes changing the information on the system related to holiday and business closings of the Clerk of Court.*

Types correspondence, memos, forms, etc. *Answers e-mails for the Clerk of Court and the office from the general public, county offices and administrative staff within the Clerk of Court, to include e-mails which are forwarded and require responses to outside agencies and departments.*

Assists the public, attorneys, clients, county personnel, etc., by answering questions or in finding information. *Additionally, assist staff and public in the Record's Room.*

Works with Court Administration (State) to ensure Clerk of Court's office has the up-to-date information for correct filing fees and procedures.

Handles staff training and some public relations duties, *which includes tours for schools and civic organizations.*

Handles pleadings for Common Pleas, General Sessions, Family Court, and Juvenile Arbitration cases.

Maintains the Law Library with new books and supplements.

Assists in accepting and posting child support payments; assists the Deputy Clerk of Court Administration and Record's Clerk as needed, *therefore, must be knowledgeable of all applicable laws and administrative procedures necessary to follow compliance of all laws and regulations relating to the collection of child support payments, fines, fees and filing of new cases.*

Collect bad checks and signs warrants for non-collection, *to include issuing letters and warrants and keeps track of all processes and report to the Treasurer collection of funds.*

Operates and cares for standard office machines and equipment, such as typewriters, Dictaphone, copy machine, cash register, adding machine, telephone, PC, and printers, etc.

Prepares employment ads, works with Personnel during the hiring process, completes necessary paperwork for new hires and trains new employees and familiarizes them with the policies and procedures of the Clerk of Court's office and Lexington County.

Process and reports Workers Compensation claims, to include completing necessary paperwork for Supervisors First Report of Injury and reports injury to Risk Management. Reports injuries received by general public and reports of injury of jurors while on jury duty.

Handles various request from Circuit Court judges.

Assists in opening and sorting mail: receives and process time cards *in the absence of Deputy Clerk.*

Ensures that all areas of the Clerk of Court's office have necessary supplies and equipment to function in a productive and effective manner. ***Reports auditron readings to Finance monthly and calls copy count into vendor monthly.***

Works closely with Building Services to ensure all building deficiencies and problems are reported and corrected for all areas of the Courthouse. Maintains all keys for the Clerk of Court's office. Acts as building warden for the Courthouse.

Performs other related duties as required.

MINIMUM TRAINING EXPERIENCE

An associate degree in business and two (2) years experience or an equivalent combination of education and experience. ***Must possess the ability to communicate with the general public, administrative staff, elected and appointed officials effectively and clearly.*** Must be able to type a corrected rate of 45 words per minute at entry level. ***Should be knowledgeable in the applicable laws relating the proper function of the Clerk of Court and the court system.***

PHYSICAL REQUIREMENT

Must be able to use calculator, computer, peripheral equipment, as well as other basic office machines. Must be able to stoop, reach, and climb in obtaining files and perform light lifting g(>10lbs.)

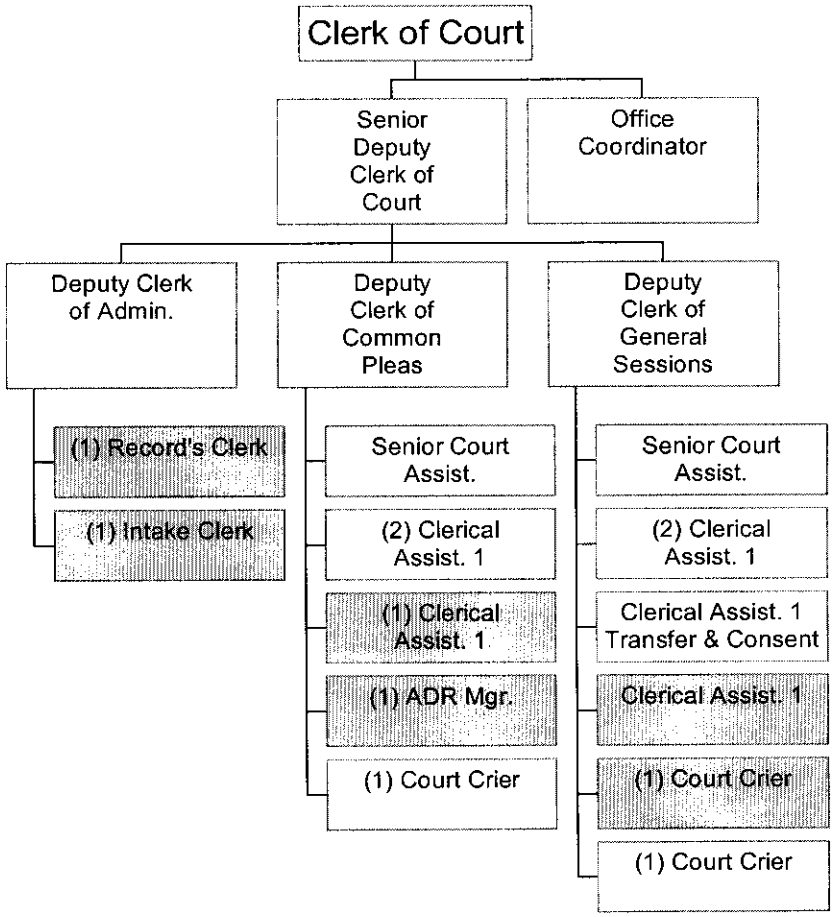
PERFORMANCE INDICATORS

Knowledge of Job: Has ***a high degree of*** working knowledge of laws and regulations relating to specific functions of the Clerk of Court's office. Has knowledge of business arithmetic sufficient to accept, receipt, account for and balance funds. Has knowledge of office filing systems. Know how to operate and care for standard office equipment and machines. Is able to learn and apply office procedures and policies and communicate ***with a high degree of efficiency.*** Is able to establish and maintain effective working relationships with other staff members and the public. Has ***a high degree of the*** knowledge of other county offices, personnel and functions that interact with the court. Has substantial knowledge of procedures and content of functional areas described under specific duties and responsibilities. ***Often works under time restraints to comply with court order and executive orders. Has a duty to properly report with a high degree of accuracy information for the court system and the Department of Social Services. Must ensure all functions of the Clerk of Court operative relationally.***

QUALITY OF WORK: Maintain high standards of accuracy in exercising duties and responsibilities. Exercise immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintain high quality communication and interface with all County departments and divisions, co-workers, and the general public.

FUND 1000
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION VI. A. – PERSONNEL ORGANIZATION CHART



COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 2 1 RECD
FINANCE DEPT.

Fund: 1000 Judicial
Division: Judicial
Organization: 141101 - Family Court

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	BUDGET 2003-04 Recommend
	Personnel					
510100	Salaries & Wages - 8	190,059	100,041	208,678	208,503	
510200	Overtime	795	5,136	5,137	6,000	
511112	FICA Cost	14,308	7,873	16,305	16,410	
511113	State Retirement	13,073	7,205	14,600	14,694	
511120	Insurance Fund Contribution - 8	33,600	22,400	44,800	48,000	
511130	Workers Compensation	515	284	549	564	
	*** Total Personnel**	**252,350**	**142,939**	**290,069**	**294,171**	**0**
	Operating Expenses					
520100	Contracted Maintenance	3,355	3,140	3,144	2,307	
520200	Contracted Services	1,230	297	2,000	950	
520300	Professional Services				650	
521000	Office Supplies	5,695	3,266	6,877	7,351	
521100	Duplicating	4,053	1,512	4,500	4,500	
521200	Operating Supplies	10,328	8,330	10,515	10,674	
522200	Small Equipment Repairs & Maintenance	1,941	764	1,728	1,728	
523100	Building Rental	0	990	1,330	1,051	
524000	Building Insurance	224	0	231	284	
524201	General Tort Liability Insurance	175	77	155	152	
524202	Surety Bonds	0	0	52	0	
524900	Data Processing Equipment Insurance	146	0	146	175	
525000	Telephone	5,055	2,608	4,800	5,800	
525010	Long Distance Charges	677	332	1,000	1,200	
525100	Postage	49,939	24,980	60,000	60,000	
525210	Conference & Meeting Expense	0	0	2,500	~~2,500~~ 3,100	
~~525221~~	~~Employee Training~~				~~600~~	
525230	Subscriptions, Dues & Books	267	244	600	644	
525301	Utilities - Courthouse	8,174	5,101	8,000	14,000	
~~0~~	~~Accounting Package~~				~~15,000~~	
0	Service Charges/Posting Error				5,000	
	*** Total Operating**	**91,259**	**51,641**	**107,578**	~~134,566~~ 119,566	**0**
	**** Total Personnel & Operating**	**343,609**	**194,580**	**397,647**	~~428,737~~ 413,737	**0**
	Capital					
540000	Small Tools & Minor Equipment:	1,941	173	1,000	1,402	
540010	Minor Software	150	0	0	2,600	
	All Other Equipment	2,001	858	1,080	~~4,729~~ 19,729	
	**** Total Capital**	**4,092**	**1,031**	**2,080**	~~8,731~~ 23,731	**0**
	***** Total Budget Appropriation**	**347,701**	**195,611**	**399,727**	437,468 ~~437,468~~	**0**

Section III

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund

Organization # 141101 Organization Title: Family Court

Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
540010	MINOR SOFTWARE	2,600
4	FUNCTION 1 COMPUTER	2,765
3	PRINTERS -	1,819
1	MONITOR	145
	Accounting Package Software	15,000

** **Total Capital (Transfer Total to Section I and II)** 22,329 ~~7,329~~

County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2003-2004

Fund #:1000 Fund Name: General Fund
Organ. #: 141101 Organ. Name: Family Court

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03	Anticipated Fees FY 2002-03	Budget: Units of Service	Budget: Current Fee	Budget: Total Estimated Fees FY 2003-04
431101	Clerk of Court Fees D.R.	115,243				115,243
442000	Clerk of Court Fines D.R.	336				336

FUND 1000
CLERK OF COURT/FAMILY COURT (141101)
FY 2003-04 BUDGET REQUEST

SECTION IV. - PROGRAM OVERVIEW

Summary of Program:

Program 1 - Family Court

Objectives

To achieve and maintain a high standard of accuracy, completeness, and security in matters involving domestic and family relationships, and those involving minors who are neglected or abused or those under the age of seventeen who are alleged to have violated a state law or municipal ordinance are within the Family Court's jurisdiction. To insure juvenile cases are handled and maintain in a professional manner. To maintain the records of the Family Court in the manner designated by Court Administration. To process the docket sheets, submission of statistical reports, distribution of forms to indigents, and receipt and disbursement of alimony, child support, and other payments ordered to be made through the court in a efficient manner. To insure the confidential records in Family Court records are maintain in a confidential manner and inspected only with special permission. Juvenile delinquency, adoption, termination of parental rights, abuse and neglect, and any sealed records must be kept in a secure location with carefully controlled access. To insure the Docket sheets in all these case types are marked to indicate their confidentiality. To insure the collection and disbursement of alimony, child support, and restitution are handled in an efficient and timely manner. To pay special attention to the funds received and disbursed due to the high volume received. To serve as many deadbeat parents as possible to get the children's deserved child support.

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level: Program I (Family Court)

Full Time Equivalent

Job Title	Positions	General Fund	Other Fund	Total	Grade
Deputy Clerk	1	1		1	12
Courtroom Assistant	1	1		1	8
Chief Accounting Clerk	1	1		1	7
Accounting Assistant	1	1		1	6
Docket Clerk	1	1		1	6
Clerical Assistant I	2	2		2	4
Payment Clerk/Child Support	1	1		1	4
Total Positions	8	8		8	

FUND 1000
CLERK OF COURT(141101)
FY 2003-04 UDGET REQUEST

SECTION IV.C. –LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(8) Office Phones

(1) Fax

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

SECTION IV. D. – SERVICE LEVELS

Service Level Indicators: PROGRAM I (FAMILY COURT)

	Actual FY 2001-02	Estimated FY 2002-03	Projected FY2003-04
Divorces	795	856	950
Annulments	3	2	3
TPR's	15	13	14
Separate Maintenance Agree	98	102	112
Name Change	59	62	68
Custody	125	117	120
Support Orders	494	509	560
Neglect Cases	41	32	40
Dismissals	320	325	357
Domestic Abuse	99	102	112
Struck Cases	535	650	780
Order of Protection	242	270	300
Family Court New Cases	2962	3117	3275
Juvenile New Cases	655	720	792
Restored Cases	15	17	18
RTSC	3000/3pg	3500/3pg	4083/3pg
Bench Warrants	250	300	360
Order of Discharge	180/3pg	200/3pg	222/3pg
Transport Order	96	110	126
Payment History	4800/5[g	5000/5pg	5208/5pg
Audit Accts & Review Orders	1200	1500	1875
Aff. Of Service & Non-Service	3600	3800	4011
Child Support Orders	4200	4500	4821
Files Reviewed	240	260	282
Correspondence	480	520	563
Phone Calls	36,000	38,000	40,109
Address Changes	1860	2000	2150
Filing	2400	2800	3265
Summary Report for Court	96/180pg	100/180pg	104/180pg
Preparation Orders for Court	1800	2000	2222
Child Support Posted	15,000,000	17,000,000	19,266,100
Child Support Receipts	110,000	115,000	120,175
Child Support Batches	1900	2100	2321
Child Support Checks	110,000	115,000	120,175
Scanned Documents	396,000	425,000	456,025

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

SECTION V. – SUMMARY OF REVENUES

431101–CLERK OF COURT FEES D.R. **$115,243.00**

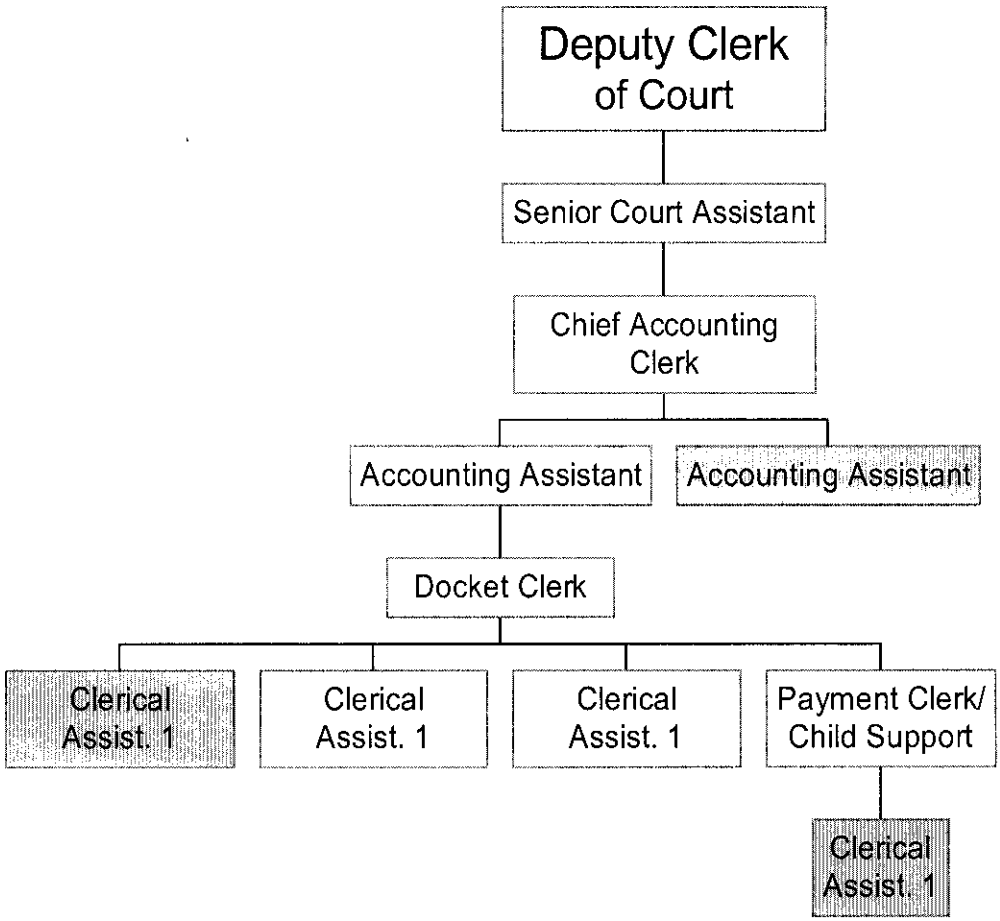
The revenues that are generated from Domestic Relation fees, name changes and domestic relation reimbursements make up the revenue code. These fees are distributed 56% to the county and 44% to the state. The filing fee for these fees is $100.00 for new cases and $100.00 for foreign cases. The domestic relation reimbursement fee is an assessment that a family court judge imposes on someone that has been served with a rule to show cause for arrearage on child support and or alimony. The fee goes 100% to the county to reimburse the court for the paperwork generated by the process. The amount of the fee varies due to the circumstance and judge. Based on the attached Daily Worksheet, the amount collected from 01/01/02 – 12/31/02 is $57,621.20. This amount was doubled to get an estimate for the 2003/2004 budget.

442000–CLERK OF COURT FINES D.R. **$336.00**

The general rule for distribution of fines generated in family court is 56% of all such monies remain with the County treasury and 44% is remitted to the state treasurer. The fine amount varies per case and family court judge. Based on the attached Daily Worksheet, the amount collected from 01/01/02 – 12/31/02 is $$168.00. This amount was doubled to get an estimate for the 2003/2004 budget.

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

SECTION IV. A. –PERSONNEL ORGANIZATION CHART



CLERK OF COURT/FAMILY COURT (141101)
FY 2003-04 BUDGET REQUEST

SECTION VI.A. – PERSONNEL OVERTIME

510200-FAMILY COURT OVERTIME **$6,000.00**

This account is used by Program 1 (Family Court). This program has had an increase in their caseload. With Lexington County's growth we have more divorces, adoptions and juvenile court scheduled. The Family Court schedule is sent to use from Court Administration. There are three courts scheduled to be heard the same weeks. Many times court is held past 5:00 causing overtime for this program. With our new courthouse, we are adding a new courtroom. With this increase of personnel, we should be able to hold overtime to this amount.

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – OPERATING LINE ITEM NARRATIVES

520100-CONTRACT MAINTENANCE **$2,307.00**

There is a MP90 W/Universal Carrier located in the record's room that is used to view the records that are on microfilm. Most all of family court cases are on microfilm. This machine is used by attorneys, paralegal and public. This machine is also used to read the rolls of film that has copies of all child support checks received by this office. (1) Model MP90 Serial # AR301632. The cost of maintenance is $1085.00.

Total 1085.00

There is a 560D camera located in the Family Court account area that is used to make copies of all child support Checks received by this office. This machine puts the copies of the checks on a roll. The rolls are then read on the MP90 Carriers. The Family Court accounting area has to pull copies of child support checks due to claims of forgery and other reasons stated by the parties involved. (1) Model 560D Camera Serial # 32100082. The cost of maintenance is $785.00.

Total 785.00

There are two time/date stamp machine in Family Court area that need to be placed on a maintenance contract. (1) Model 1605-9001 Serial # B84115FV & (1) Model 1605-9001 Serial #B08109EW

2@ $104.00 **Total** 208.00

There is also a Pitney Bowes mail opener that is used to open 400 pieces of mail daily. The maintenance on this machine is very important to this office. Without contracted maintenance, the cost for one repair is $256.00 per hour plus parts. The contracted maintenance cost is $229.00

Total 229.00

520200-CONTRACT SERVICES **$950.00**

This account is set up to cover for 7 Teleserve boxes that are used by two Family Court judges and Family Court personnel and our 24 hour 7 day a week clerk alert. Minimum rate is 8.93 per box plus including tax plus any 800 numbers. The estimated monthly cost is 62.51 x 12 = 750.12. Two of the mailboxes are being charged an additional .10 a minute for local usage due to high volume. Estimated $200.00

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

520300-PROFESSIONAL SERVICES **$650.00**

This account is needed for professional services of an accountant to help the Family Court in their balancing of accounts and other pertinent information that they may provide. Estimated cost of $65.00 x 10 hrs.

521000-OFFICE SUPPLIES	**$7,351.00**
Printing Special Direct Forms ACH Forms	300.00
Ricoh Staples for Ricoh copy machine 2 boxes @ $63.00	126.00
Family Court Case Folders $177.35 per 1000 (4500 x $177.35)	798.08
Simplex time stamp machine ribbons for Two (2) time stamps. 24 @ $15.87 (includes tax)	380.88
Drum Cartridges for (2) HP Laser Jet J4050N printer -14 per year at (C4127X) $135.44 (includes tax)	1,896.16
Family Court Notification Forms	500.00
Index Books for Family Court each year	1000.00
Drum cartridges for Hewlett Packard Laser Jet 1200 (printer) 4- per year at (C7115A) $65.05 (includes tax)	260.20
Drum cartridges for Hewlett Packard Laser Jet 1200 (printer) ***** 9- per year (C7115A) $65.05 (includes tax)	589.50
**** Proposed for the (3) new LJ1200 for the (3) Family Court courtrooms which Court Administration mandated that we have.	

Printing of forms, miscellaneous office supplies such as rubber stamps, page reinforcements for the index books, direct line labels for wage withholding forms, file folders for juvenile cases, out cards for sealed cases, computer stock paper for printouts to function on a daily basis. 1,500.00

TOTAL **$7,350.82**

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

521100-DUPLICATING **$4,500.00**

This account is used to cover the meter readings from two auditions (#416 & #453). Copies of court orders, divorce cases, child support cases and other miscellaneous pleadings pertaining to this court. This includes the meter readings from two auditions located in the family court area used by our judges and their secretaries. The average cost per month from this account is $252.00 x 12 = 3024.00

521200-OPERATING SUPPLIES **$10,674.00**

Family Court processes on the average 450 to 500 child support checks daily.

Items required to operate Family Court	**Total Cost For Each Required Item**
Family Court Child Support Checks: 18.90 per 1000 (125,000 x 18.90) includes tax	2,362.50
Family Court Child Support Receipts: 28.86 per 1000 (125,000 x 28.22) includes tax	3,607.50
Family Court Envelops: 22.14 per 1000 (125,000 x 22.14) includes tax	2,767.50
Wage Withholding Certified Mailers Form# 35662 $460.97 per 1000 x 4	1,936.04
Total	**$10,673.54**

522200-SMALL EQUIPMENT REPAIRS & MAINTENANCE **$1,728.00**

Program 1 uses this account to cover the repairs and maintenance on equipment not covered under the contracted maintenance account. There are 12 typewriters located in the Family Court area that require maintenance and repairs through out the year. The Martin Yale check signer Model # 931 and Martin Yale check perforator Model # 970A are not covered under the contracted maintenance account due to the age of the equipment. These two machines are used on a daily bases and we need to have some way of getting them repaired if they break down. The hourly rate for these two machines is $110.00 per hour. The record's room hi-density mobile filing system crank assembly and adjustments is taken out of this account. The hourly rate is $95.00 (the cost of repairs have been as much as $450.00) Computer repairs and all other equipment such as adding machines, electric and hand seals, calculators, etc. These machines are located in the family court area and are used by family court personnel. UPS replacement batteries $36.75 x 14 = $514.50. (2) Preventive maintenance kits for Laser Jet 4050 @ $262.00 each x 2 = $524.00

**Also, we have been having problems with our hi-density mobile filing system's crank and it appears we will be having to do maintenance on this unit until we move into the new courthouse.

523100-BUILDING RENTAL **$1,051.00**

This is to renew the lease for year 2003/2004. Price for a 10x10 "Climate Control" unit usually runs $129.00 a month with two months free. The normal rent for one (1) year is $1,548.00. However, we are prorating this year in order to be within our fiscal year from 7/1/03- 06/30/04. The facility has agreed to honor our $99.00 per month fee rather than the $129.00, however, this does not include any free month

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

524000-BUILDING INSURANCE **$284.00**
Figures based on fee schedule provided by Ed Salyer.

524201-GENERAL TORT LIABILITY INSURANCE **$152.00**
Eight employees times $19.00 for a total of $152.00. This is figured based on the schedule provided by Ed Salyer.

524900-DATA PROCESSING EQUIPMENT INSURANCE **$175.00**
This account covers the computer equipment insurance within the Clerk of Court's office. This figure was arrived from last years figure of $146.00 x 20% for an estimated figure.

525000-TELEPHONE **$5,800.00**
There are a total of 26 phones charged to this account with an average base rate of $16.68 this covers staff, judges and their personnel, Daisi system, deputies, holding cell, etc.. The monthly average cost for Alltel is $450.00. Each centrex line is 7.82 + 7.28 FCC chg. + 1.58 state, federal, and city tax= 16.68 25 x $16.68 = $5004.00. One (1) line (Judge's secretary) line is $16.68 + 7.50 for her voice mail = 24.10 x 12 = 290.16. Additional $500.00 for replacement, moves, or changes

525010-LONG DISTANCE CHARGES **$1,200.00**
This account was set up to cover the expense of long distance charges made by Family Court personnel to attorneys of record, out of state agencies, other clerks of court offices, and judges and their personnel. The monthly average for long distance charges with Alltel and BTI is $80.00 month. The Family Court personnel will be making more long distance calls due to the new 1997 Federal law where UIFSA (Uniform Interstate Family Support Act) made inter state child support more accessible. This will cause the monthly long distance charges per month higher.

525100-POSTAGE **$60,000.00**
Program 1 uses this account for mailing out Family Court wage withholding forms, notice of hearing forms, pretrial orders, family court checks, receipts, notifications, and general office mailing for all cases in Lexington County. The average spend monthly from this account is $4,300.00. This is obtained from figures of the Status Report provided by Finance. ** As of 2/1/03 the Family Court Judges are requiring that the Docket Clerk mail each hearing notice rather than insert in their box located in the Clerk's office. Also, the judges are continuing ordering more and more people to pay thru the courts, there more receipts will be mailed. This figure will depend on just how many are ordered to pay through the court.

525210-CONFERENCE & MEETING EXPENSES 3,100.00 ~~$ 2,500.00~~
This account will be used for any conferences & meetings that are related Family Court. The conference and meetings affect the entire office and assist everyone who is involved to stay abreast of the new laws and requirements.

Annual meeting of Association of Counties	$1000.00
S.C. Records & Deeds Meeting	500.00
National Association of Child Support Enforcement	1000.00

~~**525221-EMPLOYEE TRAINING**~~ **$ 600.00**
This account will be used for training seminars that may benefit the personnel in order to carry out their job functions.

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

525230-SUBSCRIPTIONS, DUE & BOOKS	**$644.00**
Family Court's employees have personnel have to have their notary. The cost is $25.00 each.	
Four (3) @ $25.00	75.00
South Carolina Family Court Handbook	68.25
City Directory	350.00
Cross Reference (Blue Book)	150.25
TOTAL	643.50

525301-UTILITIES-COURTHOUSE **$14,000.00**

Currently the average monthly utility expense from the Town of Lexington and South Carolina Electric and Gas runs approximately $850.00 per month. This is based on figures from the Status Report provided by Finance. $850.00 x 12 = 10,200. Additional 3800.00 for new facility. This is just a guess.

~~**000000 – ACCOUNTING PACKAGE**~~ Capital Item ~~**$15,000.00**~~

~~The bank (First Citizens) is working with us to what they can provide us as far as an accounting package they can provide that will intertwine with our information systems.~~

000000-SERVICE CHARGES/POSTING ERRORS **$5,000.00**

This account is requested for possible interest charges that may occur as well as incidentals such as stop payment charges, return checks that uncollected, shortages in batches, and human errors,

FUND 1000
CLERK OF COURT (141101)W
FY 2003-04 BUDGET REQUEST

SECTION VI. C. – CAPITAL LINE ITEM NARRATIVES

540000-SMALL TOOLS & MINOR EQUIPMENT	**$1,402.00**
(2) Calculators @ $124.95 (including tax)	249.90
Telephones five (5) @ $44.00	220.00
(1) 2-Door file cabinet (Central Stores)	63.00
Electric pencil sharpener	39.95
(1) Chair (Central Stores)	63.00
Electric stapler	191.95
(1) Meridan M5316 Phone ***	456.75
(1) M522 add-on for the Meridan M5316 ****	117.60
TOTAL	**$1402.15**

**** This is the phone system (Meridan) that the Family Court Judges and their secretaries use. Judge Chewning's secretary is having problems with her phone. Chris Meetz with Alltel came by and said it was wearing out and that it would need to be replaced shortly.

540010 – MINOR SOFTWARE **$2,600.00**

(9) Windows XP PRO @ $139.00 **$1,251.00**

These are needed to upgrade 9 computers to Windows 2000 because of the newtwork security recommendations.

(4) OFFICE XP PRO **$1,270.00**

This software is needed to be installed on the new Function 1 computer units that we are requesting. Cost of each is $315.00 including tax. $10.00 has been added for freight

(2) MEMORY UPGRADE **79.00**

This is needed for memory and operating systems upgrade from 64B to 128MB. Cost of each is $31.50. $5.00 has been added for freight

CAPITAL

(4)-FUNCTION 1 COMPUTER **$2,765.00**

These are to replace four PC's that does not meet the requirements for the new imaging system. The cost of unit is $685.00. Additional $25.00 freight

(3)- PRINTERS - HP 1200NDP **$1,819.00**

These are to be placed in Family Court courtrooms A,B, C. Court Administration mandated laser jet printers. Cost of each @ $598.00 = 1794.00 + 25.00 freight

(1)- 17" STANDARD MONITOR **$145.00**

This is to go with one of the Function 1 computers that we are requesting above. Cost of monitor is $135.00 including tax. Addition $10.00 for freight.

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

525230-SUBSCRIPTIONS, DUE & BOOKS $644.00

Family Court's employees have personnel have to have their notary. The cost is $25.00 each.

Four (3) @ $25.00	75.00
South Carolina Family Court Handbook	68.25
City Directory	350.00
Cross Reference (Blue Book)	150.25
TOTAL	643.50

525301-UTILITIES-COURTHOUSE $14,000.00

Currently the average monthly utility expense from the Town of Lexington and South Carolina Electric and Gas runs approximately $850.00 per month. This is based on figures from the Status Report provided by Finance. $850.00 x 12 = 10,200. Additional 3800.00 for new facility. This is just a guess.

000000 – ACCOUNTING PACKAGE see Capital Item **$15,000.00**

The bank (First Citizens) is working with us to what they can provide us as far as an accounting package they can provide that will intertwine with our information systems.

000000-SERVICE CHARGES/POSTING ERRORS $5,000.00

This account is requested for possible interest charges that may occur as well as incidentals such as stop payment charges, return checks that uncollected, shortages in batches, and human errors,

LEXINGTON COUNTY
FEB 21 RECD
FINANCE DEPT.

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 141101 Organization Title: Family Court
Program # Program Title: Clerical Assistant - Grade 4

Object Code	Expenditure Classification	Grade 4	Grade 4	Total 2003 - 2004 Requested
	Personnel			
510100	Salaries # 2	20,350	20,350	40,700
510300	Part Time #			
511112	FICA Cost	1,557	1,557	3,114
511113	State Retirement	1,394	1,394	2,788
511114	Police Retirement			
511120	Insurance Fund Contribution # 2	~~6,000~~ 5,760	~~6,000~~ 5,760	~~12,000~~ 11,520
511130	Workers Compensation	55	55	110
511131	S.C. Unemployment			
	*** Total Personnel**	~~29,356~~ 29,116	~~29,356~~ 29,116	~~58,712~~ 58,232
	Operating Expenses			
520100	Contracted maintenance			
520200	Contracted Services			
520300	Professional Services			
520400	Advertising			
521000	Office Supplies	100	100	200
521100	Duplicating			
521200	Operating Supplies			
522100	Equipment Repairs & Maintenance			
522200	Small Equipment Repairs & Maint.			
522300	Vehicle Repairs & Maintenance			
523000	Land Rental			
524000	Building Insurance			
524100	Vehicle Insurance #			
524101	Comprehensive Insurance #			
524201	General Tort Liability Insurance	19	19	38
524202	Surety Bonds			
525000	Telephone	276	276	552
525010	Long Distance	200	200	400
525100	Postage			
525210	Conference & Meeting Expenses			
525220	Employee Training			
525230	Subscriptions, Dues, & Books			
525	Utilities -			
525400	Gas, Fuel, & Oil			
525600	Uniforms & Clothing			
526500	Licenses & Permits			
	*** Total Operating**	595	595	1,190
	**** Total Personnel & Operating**	~~29,951~~ 29,711	~~29,951~~ 29,711	~~65,586~~ 59,422
	**** Total Capital (From Section III)**	1421	1421	2,842
	***** Total Budget Appropriation**	~~31,372~~ 31,132	~~31,372~~ 31,132	~~62,744~~ 62,264

31-18

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

NEW PROGRAM OVERVIEW FOR TWO ADDITIONAL PERSONNEL
2- (Clerical Asst.)

Program: Family Court

Objectives of Clerical Assistant:

Under general supervision performs a variety of standard clerical and administration duties for the Office of Family Court. The new clerical assistants will sign and verify that all Family Court files are present and accounted for that were clocked in on the previous day. These assistants will prepare the new files in order to be entered into the systems by determining the nature of the action, writing the names of all parties involved and the date the action was filed, on the outside of each file folder. These assistants will basically do the same thing for all new juvenile files filed with the Clerk of Court's office. These new assistants will answer phones and direct callers to the proper person to answer questions other than basic family court questions i.e. payments made etc. These new assistants will also be responsible for daily mail. Including separating for each department and handling all of family court mail. Making sure it gets to the right parties. This consist of clocking in all family court mail, stamping the originals and copies, mailing back attorney copies and filing originals in the proper box out front. He/she will also be involved in helping clients with the paperwork for domestic abuse orders of protection, contempt of visitation, affidavit's of support through the court, contempt of order of protection and motion's to terminate child support. He/she will also be responsible for returning all files to the records room when the other clerks are finished inputting information into the computer and or when they come back from scanning. These assistants will also receive general knowledge of how to post checks to the proper account (s).

Especially with the addition of a third family court, they may be called up to assist the judge during other hearings which will require them to write up orders as dictated by the judge during these hearings. These persons will be heavily involved in assisting the Delinquent Account Manager, DSS Coordinator and the private caseworker in the courtroom involving child or spousal support. They will run reports for rule-to-show cause hearings for both DSS and private case rule days. They will learn how to type orders on the computer as the judge is stating the order along with learning how to write the actual order on a contempt order form for both the DSS rule days and the private rule days. At this time, these cases number over 500 per month. But with the addition of a new court, we hope to increase these numbers to 800+ per month. This is just the rule to show cause cases. We have increased the amount of collections by more than 60% in the past five years and will look to increase this amount each year, making more cases available to be "ruled in."

New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 141101 Organization Title: Family Court
Program # Program Title: Clerical Assistant - Grade 4

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
540010	MINOR SOFTWARE	315
540000	SMALL TOOLS & MINOR EQUIPMENT	261
1	FUNCTION 1 COMPUTER	845

**** Total Capital (Transfer Total to Secti 1,421**

New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 141101 Organization Title: Family Court
Program # Program Title: Clerical Assistant - Grade 4

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
540010	MINOR SOFTWARE	315
540000	SMALL TOOLS & MINOR EQUIPMENT	261
1	FUNCTION 1 COMPUTER	845

**** Total Capital (Transfer Total to Secti 1,421**

31-21

Fund 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

LISTING OF POSITIONS FOR ADDITIONAL PERSONNEL IN PROGRAM I

Job Title	Positions	General Fund	Other Fund	Total	Grade
Clerical Asst. I	2	2		2	4

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

LISTING OF TELECOMMUNICATIONS EQUIPMENT FOR NEW PROGRAM
Family Court
(Clerical Assistant)

Telecommunications Equipment:

(2) Additional Phone Line. One for Clerical Asst. I
359-
359-

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

ANTICIPATED SERVICE LEVELS FOR NEW PERSONNEL IN FAMILY COURT CLERICAL ASSISTANTS

Service Level Indicators for Clerical Asst. I

	Projected FY 2002-03
New Family Court Cases	3000
Juvenile Cases	800
Pieces of Mail Daily	200
Orders of Protectin	270
Motions	250
Misc. Filing	1000 pgs

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

OPERATING LINE ITEM NARRATIVES FOR ONE NEW EMPLOYEE
FAMILY COURT
(Clerical Assistants)

Program: Family Court
Clerical Asst. I

521000-OFFICE SUPPLIES **$100.00**
Miscellaneous office supplies such as pens, pencils, extension cords, calendars, computer paper, rubber bands, etc

524201-GENERAL TORT LIABILITY INSURANCE **$19.00**
To cover the cost of General Tort liability insurance

525000-TELEPHONE **$261.00**
The cover cost of a new line at $15.50 a month plus installation charges of approximately $75.00 for wire and jack.

525010-LONG DISTANCE CHARGES **$200.00**
Clerk of Court utilizes toll free numbers whenever possible, however, long distance calls are necessary in calling attorneys on record, out of state agencies, other Clerk of Court's offices, judges, and their staff.

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

OPERATING LINE ITEM NARRATIVES FOR ONE NEW EMPLOYEE
FAMILY COURT
(Clerical Assistants)

Program: Family Court
Clerical Asst. I

521000-OFFICE SUPPLIES **$100.00**
Miscellaneous office supplies such as pens, pencils, extension cords, calendars, computer paper, rubber bands, etc

524201-GENERAL TORT LIABILITY INSURANCE **$19.00**
To cover the cost of General Tort liability insurance

525000-TELEPHONE **$261.00**
The cover cost of a new line at $15.50 a month plus installation charges of approximately $75.00 for wire and jack.

525010-LONG DISTANCE CHARGES **$200.00**
Clerk of Court utilizes toll free numbers whenever possible, however, long distance calls are necessary in calling attorneys on record, out of state agencies, other Clerk of Court's offices, judges, and their staff.

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

CAPITAL LINE ITEMNARRATIVES FOR ONE NEW POSITION IN FAMILY COURT

Program: Family Court
Clerical Assistant

540000- SMALL TOOLS AND MINOR EQUIPMENT **$261.00**

The clerical Asst. 1 requested in Program I (Administration Department) needs a telphone to operate efficiently. (1) Telephone @ $44.00, (1) calculator $124.95, (1) Chair $29.00 and (1) Desk $63.00. (Per Ron at Central Stores of an average cost for an used desk and chair)

540010- MINOR SOFTWARE **$315.00**

(1) OFFICE XP PRO **315.00**

This will be needed on the new Function 1 computer and monitor that is requested

CAPITAL

(1) FUNCTION 1 COMPUTER **845.00**

This will be necessary for a new employee

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

CAPITAL LINE ITEMNARRATIVES FOR ONE NEW POSITION IN FAMILY COURT

Program: Family Court
Clerical Assistant

540000- SMALL TOOLS AND MINOR EQUIPMENT **$261.00**

The clerical Asst. 1 requested in Program I (Administration Department) needs a telphone to operate efficiently. (1) Telephone @ $44.00, (1) calculator $124.95, (1) Chair $29.00 and (1) Desk $63.00. (Per Ron at Central Stores of an average cost for an used desk and chair)

540010- MINOR SOFTWARE **$315.00**

(1) OFFICE XP PRO **315.00**

This will be needed on the new Function 1 computer and monitor that is requested

CAPITAL

(1) FUNCTION 1 COMPUTER **845.00**

This will be necessary for a new employee

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

FEB 2 1 RECD
FINANCE DEPT.

Fund # 1000 Fund Title: General Fund
Organization # 141101 Organization Title: Family Court
Program # Program Title: Accounting Assistant - Grade 6

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #_1__	22,976
510300	Part Time #___	
511112	FICA Cost	1,758
511113	State Retirement	1,574
511114	Police Retirement	
511120	Insurance Fund Contribution #__1_	~~6,000~~ 5
511130	Workers Compensation	62
511131	S.C. Unemployment	
	*** Total Personnel**	~~32,370~~ 32,130
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	100
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #___	
524101	Comprehensive Insurance #___	
524201	General Tort Liability Insurance	19
524202	Surety Bonds	
525000	Telephone	276
525010	Long Distance	200
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525___	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	595
	**** Total Personnel & Operating**	~~32,965~~ 32,725
	**** Total Capital (From Section III)**	1,421
	***** Total Budget Appropriation**	~~34,386~~ 34,186

New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 141101 Organization Title: Family Court
Program # Program Title: Accounting Assistant - Grade 6

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
540010	MINOR SOFTWARE	315
540000	SMALL TOOLS & MINOR EQUIPMENT	261
1	FUNCTION 1 COMPUTER	845

** **Total Capital (Transfer Total to Secti** **1,421**

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

NEW PROGRAM OVERVIEW FOR TWO ADDITIONAL PERSONNEL
FAMILY COURT
(Accounting Asst. I – Grade 6)

Program: Family Court

Objectives of Accounting Assistant:

Additional staff is necessary in order to properly maintain on a daily basis all the aspects of the family court child support account. This position has a direct affect on the parents and children of this county. ***Child support collection has increased approximately 45% over the past five (5) years whereby increasing posting 45%, processing checks and receipts 35% and court cost has doubled.*** We now have more checks, money orders, certified checks, credit cards, and bank drafts to be processed. Naturally, if posting has increased, then checks, receipts, batches, deposits and book balancing has as well.

We have only one (1) person to handle all aspects of the Family Court account along with the responsibilities of balancing the jury account, trust account, and bond account. This person handles this without any assistance, human or machine.

We need one (1) additional person to assist the payors and recipients with audits of their account, lost checks, stop payments, return checks, addresses, return mail, and name changes. ***This person would assist with identifying accounts where monies are to be posted, correct posting errors, stop payments, and reissues. This person would also assist the attorneys, law clerks, and judges with matters relating to family court.*** This person would assist the family court staff with any problems with money, batches, and posting. This person would handle all communication with the public by either telephone, correspondence, or set appointments. ***This is a position that is long over due as there is no possible way that one person is capable of keeping up with duties and responsibilities of this position due to the rapidly increasing collection and caseload of child support***

The collections are going to grow in Family Court through new orders and ruling in non-payers to pay. *The state has increased court cost from 3% to 5%.* This will bring in an additional new dollars of $168,000 if we just collect the same amount as we did in 2002. ***This is our percentage of the court costs for the General Fund.***

Fund 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

LISTING OF POSITIONS FOR ADDITIONAL PERSONNEL IN FAMILY COURT
(Accounting Asst. – Grade 6)

Job Title	Positions	General Fund	Other Fund	Total	Grade
Accounting Assistant	1	1		1	6

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

LISTING OF TELECOMMUNICATIONS EQUIPMENT FOR NEW PROGRAM
FAMILY COURT
(Accounting Assistant – Grade 6)

Telecommunications Equipment:

(1) Additional Phone Line. One for Clerical Asst. I
359-

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

ANTICIPATED SERVICE LEVELS FOR NEW PERSONNEL IN FAMILY COURT
Accounting Assistant

Service Level Indicators for Accounting Assistant

	Projected FY 2003-04
Number of Support Cases	1500
Increase of monthly collectins (61% from 1998 through 200 FEB)	$1,500,000 Per month
Average # of Add changes per month	10
Number of returned checks per month	100
Number of audited cases per month	45
Average number of stop payments	50

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

OPERATING LINE ITEM NARRATIVES FOR ONE NEW EMPLOYEE
FAMILY COURT

Program: Family Court
Accounting Assistant.

521000-OFFICE SUPPLIES **$100.00**
Miscellaneous office supplies such as pens, pencils, extension cords, calendars, computer paper, rubber bands, etc

524201-GENERAL TORT LIABILITY INSURANCE **$19.00**
To cover the cost of General Tort liability insurance

525000-TELEPHONE **$276.00**
The cover cost of a new line at $16.68 a month plus installation charges of approximately $75.00 for wire and jack. $16.68 x 12 = $200.16

525010-LONG DISTANCE CHARGES **$200.00**
Clerk of Court utilizes toll free numbers whenever possible, however, long distance calls are necessary in calling attorneys on record, out of state agencies, other Clerk of Court's offices, judges, and their staff.

FUND 1000
CLERK OF COURT (141101)
FY 2003-04 BUDGET REQUEST

CAPITAL LINE ITEMNARRATIVES FOR ONE NEW POSITION IN FAMILY COURT (Accounting Assistant)

Program: Family Court
Accounting Assistant

540000- SMALL TOOLS AND MINOR EQUIPMENT **$261.00**

The accounting asst. requested) needs a telphone to operate efficiently. (1) Telephone @ $44.00,(1) calculator $124.95, (1) Chair $29.00 and (1) Desk $63.00. (Per Ron at Central Stores of an average cost for an used desk and chair)

540010- MINOR SOFTWARE **$315.00**

(1) OFFICE XP PRO **315.00**

This will be needed on the new Function 1 computer and monitor that is requested

CAPITAL

(1) FUNCTION 1 COMPUTER **845.00**

This will be necessary for a new employee

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
MAR 0 5 RECD
FINANCE DEPT.

Fund: 1000
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 21.5634	978,995	459,088	994,005	996,468		
510200	Overtime	903	484	484			
511112	FICA Cost	73,420	34,222	77,045	76,230		
511113	State Retirement	55,559	25,340	59,800	60,608		
511114	Police Retirement	18,063	9,592	15,480	11,950		
511120	Insurance Fund Contribution - 21.5634	91,163	60,383	120,755	130,306		
511130	Workers Compensation	3,497	1,830	4,689	5,000		
	*** Total Personnel**	**1,221,600**	**590,939**	**1,272,258**	**1,280,562**	**0**	**0**
	Operating Expenses						
520200	Contracted Services	8,580	1,512	9,072	34,260		
520207	SLED Terminals	3,427	1,946	4,700	5,141		
520500	Legal Services	4,986	961	30,000	30,000		
521000	Office Supplies	13,959	5,510	15,825	16,750		
521100	Duplicating	10,775	5,071	13,200	13,200		
522200	Small Equipment Repairs & Maint.	462	0	1,000	1,000		
522300	Vehicle Repairs & Maintenance	7,290	3,677	7,200	8,000		
523100	Building Rental	672	1,120	1,120	1,125		
523200	Equipment Rental (Vehicle)	6,450	2,796	6,466	6,500		
524000	Building Insurance	442	0	435	737		
524100	Vehicle Insurance - 8	4,160	2,080	4,160	5,200		
524101	Comprehensive Insurance - 1	218	0	311	350		
524201	General Tort Liability Insurance	1,089	325	650	813		
524203	Handgun Permits	50	0	100	100		
524900	Data Processing Equipment Insurance	146	0	146	146		
525000	Telephone	15,843	8,023	13,900	16,000		
525010	Long Distance Charges	2,634	1,090	4,000	2,500		
525020	Pagers and Cell Phones	6,445	3,034	6,350	6,550		
525030	800 MHz Radio Service Chargers - 2	862	431	1,000	1,000		
525031	800 MHz Radio Maintenance Charges - 2	175	180	180	180		
525100	Postage	10,035	5,654	13,200	11,500		
525210	Conference & Meeting Expenses	19,421	18,024	23,000	23,000		
525230	Subscriptions, Dues, & Books	18,065	5,739	18,900	16,900		
525240	Personal Mileage Reimbursement	0	0	250	250		
525250	Motor Pool Reimbursement	886	58	1,000	1,000		
525301	Utilities - Courthouse	3,369	1,933	2,460	2,460		
525303	Utilities - Solicitor's Annex	24,603	9,742	27,700	27,700		
525400	Gas, Fuel, & Oil	5,670	3,408	6,600	6,800		
525600	Uniforms & Clothing	0	0	280	225		
525700	Employee Service Awards	126	90	150	250	150	
529900	Miscellaneous Operating Expenses	297	0	0			
	*** Total Operating**	**171,137**	**82,404**	**213,355**	**239,637**	**0**	**0**
	**** Total Personnel & Operating**	**1,392,737**	**673,343**	**1,485,613**	**1,520,199**	**0**	**0**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Capital						
540000	Small Tools & Minor Equipment:	1,409	549	879	11,651		
540010	Minor Software	2,497	0	807	2,100		
	All Other Equipment	15,196	10,770	11,009	46,550		
	**** Total Capital**	**19,102**	**11,319**	**12,695**	**60,301**	**0**	**0**

Total Solicitor's Budget

General Fund - 1000	1,495,242
Juvenile Drug Court - 2465	0
Adult Drug Court - 2466	0
Victim Witness Program - 2500	0
Community Juvenile Arbitration Grant - 2501	0
Total	1,495,242

COUNTY POPULATION PER 2000 CENSUS

LEXINGTON - 216,014
EDGEFIELD - 24,595
SALUDA - 19,171
MCCORMICK - 9,958

***** Total Budget Appropriation**	**1,411,839**	**684,662**	**1,498,308**	**1,580,500**	**0**	**0**

1,580,400

SECTION III.

COUNTY OF LEXINGTON
SOLICITOR'S OFFICE
Capital Item Summary
Fiscal Year – 2003-2004

Fund # 1000 — Fund Title: General
Organization # 141200 — Organiz. Title: Solicitor's Office
Program # — Program Title:

Qty	Item Description	Budget 2003-2004 Requested Amount
	Small Tools & Minor Equipment	$11,651.00
	Minor Software	$2,100.00

CAPITAL

$46,650.00

1.		NCIC Router	$1,500.00
2.	(2)	APC Smart-UPS 1400 (Battery backup)	$ 1,500.00
3.	(1)	File Server	$ 9,000.00
4.	(12)	Replacement Computers	$13,740.00
5.	(1)	Cisco C3005 VPN Concentrator	$ 5,000.00
6.	(2)	Presentation Laptops	$ 4,200.00
7.	(40)	Windows XP upgrades	$ 5,265.00
8.	(2)	HP Laser Jet 4300dtns Network Printers with Accessories	$ 6,030.00
9.	(1)	HP Photosmart 7550	$ 315.00

FORM IV.

Mission Statement:

The Office of the Eleventh Judicial Circuit is responsible for the prosecution of persons who have broken the laws of South Carolina regardless of age, nationality, color, and/or social class, and for which warrants and/or tickets have been issued in its four (4) counties -- Lexington, Saluda, Edgefield and McCormick. The Solicitor has the authority of the State of South Carolina to bring all persons in these counties who have broken the law into the General Sessions court system for prosecution and punishment.

The office of the Solicitor also have the authority to create programs which are beneficial to the non-violent and first time offenders though self-help and community service, i.e. Pre-trial Intervention for adults (PTI), Community Juvenile Arbitration (CJA) for juveniles under age 17, adult and juvenile Drug Court. Also, created has been the Transfer Court system to help handle cases which carry less than 1 year incarceration and/or $5,000 in fines, and which can be handled before a Magistrate level judge to help alleviate the case load of General Sessions Court.

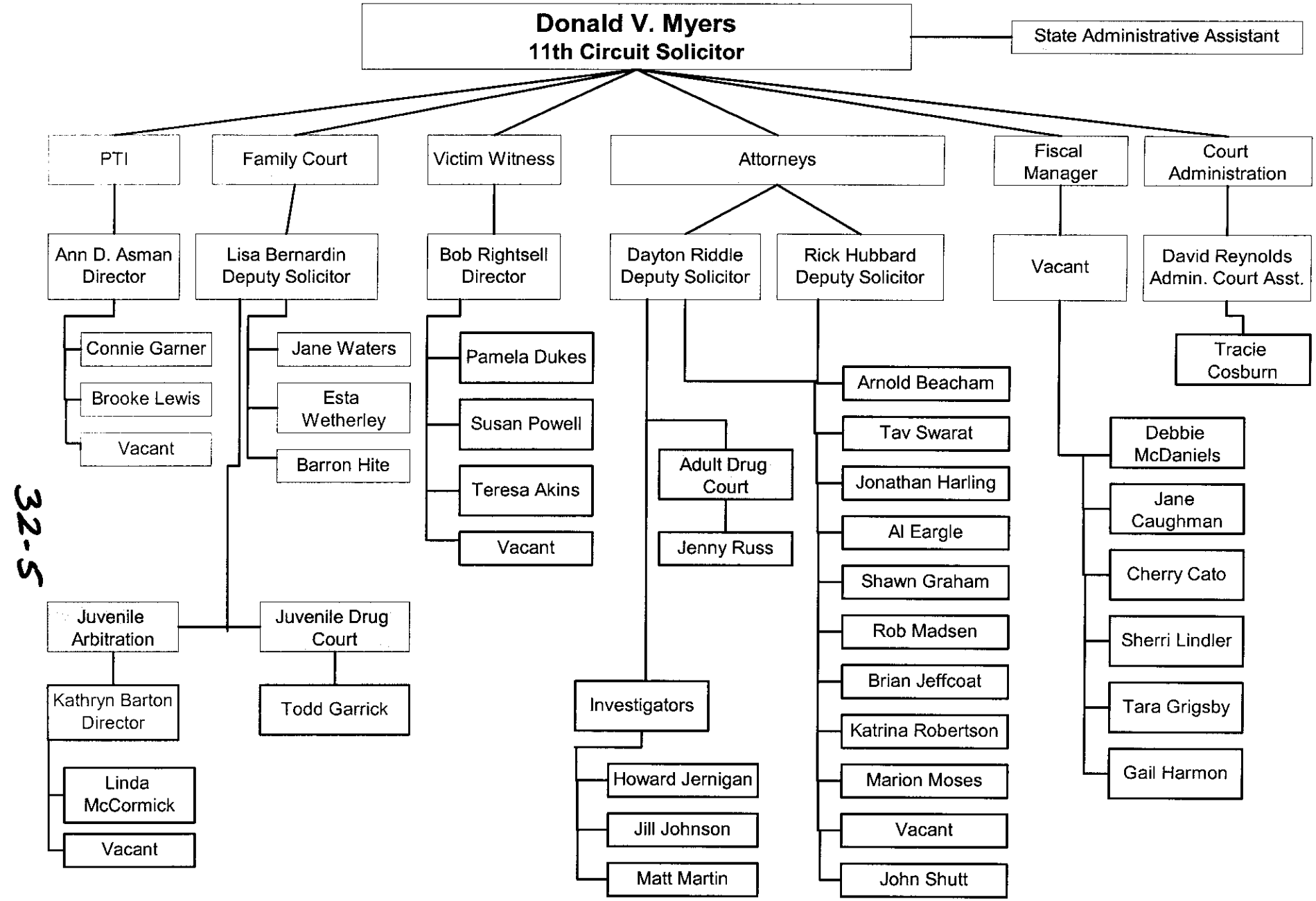
The office of the Solicitor also assists victims of violent crimes, not only to counsel them in handling their losses, but also to keep them informed of the status of their case(s), its progress and when it will be presented in court.

A. Positions requested:
See Solicitor's Office personnel chart

B. There are (8) vehicles shown in the General Fund.
See attached Vehicle Schedule. Only 2001 Park Avenue carries Comprehensive insurance.

C. Telecommunication Equipment (see lists)
Telephones numbers - plus modems
Message Writers – Arch Communications
Mobile phones – Verizon Wireless and Alltel
800 MHz radios

D. Charts of General Sessions Cases and Family Court Cases


Donald V. Myers
11th Circuit Solicitor
State Administrative Assistant
PTI
Family Court
Victim Witness
Attorneys
Fiscal Manager
Court Administration
Ann D. Asman Director
Lisa Bernardin Deputy Solicitor
Bob Rightsell Director
Dayton Riddle Deputy Solicitor
Rick Hubbard Deputy Solicitor
Vacant
David Reynolds Admin. Court Asst.
Connie Garner
Brooke Lewis
Vacant
Jane Waters
Esta Wetherley
Barron Hite
Pamela Dukes
Susan Powell
Teresa Akins
Vacant
Tracie Cosburn
Arnold Beacham
Tav Swarat
Jonathan Harling
Al Eargle
Shawn Graham
Rob Madsen
Brian Jeffcoat
Katrina Robertson
Marion Moses
Vacant
John Shutt
Adult Drug Court
Jenny Russ
Debbie McDaniels
Jane Caughman
Cherry Cato
Sherri Lindler
Tara Grigsby
Gail Harmon
Juvenile Arbitration
Juvenile Drug Court
Kathryn Barton Director
Todd Garrick
Linda McCormick
Vacant
Investigators
Howard Jernigan
Jill Johnson
Matt Martin

32-5

2-27-03

Section IV.B.

COUNTY OF LEXINGTON
Vehicle Schedule
FY 2003-2004

Department: Solicitor
Department No.: 141200

Vehicle#	Description	Assigned:	Vehicle Repairs & Main 522300	Vehicle Insur. 524100	Comp. Insur. 525101	Gas Fuel & Oil 525400*	TOTAL
020013	98 Ford Crown Vic	Howard Jernigan	$ 1,000	$ 650	$	$ 851.	$ 2,501.
020797	99 Ford Taurus	Lisa Bernardin	1,000	650		851.	2,501.
020117	99 Chev. Tahoe	Dayton Riddle	1,000	650		851.	2,501.
023994	02 Ford Taurus	Shawn Graham	1,000	650		851.	2,501.
21562	00 Ford Crown Vic	Jill Johnson	1,000	650		851.	2.501.
32113	01 Buick Park Ave.	Donald V. Myers	1.000	650	350	851.	2,851.
20506	99 Ford Crown Vic	Matt Martin	1,000	650		851.	2,501.
23140	2001 Jeep	Rick Hubbard	1,000	650		851.	2,501.
			$8,000.	$5,200.	$ 350.	$6,808.	$20,358.

Motor Pool Reimbursement - $ 1.000.

*Gas is based on usage from 7-1-02 to 1-31-03

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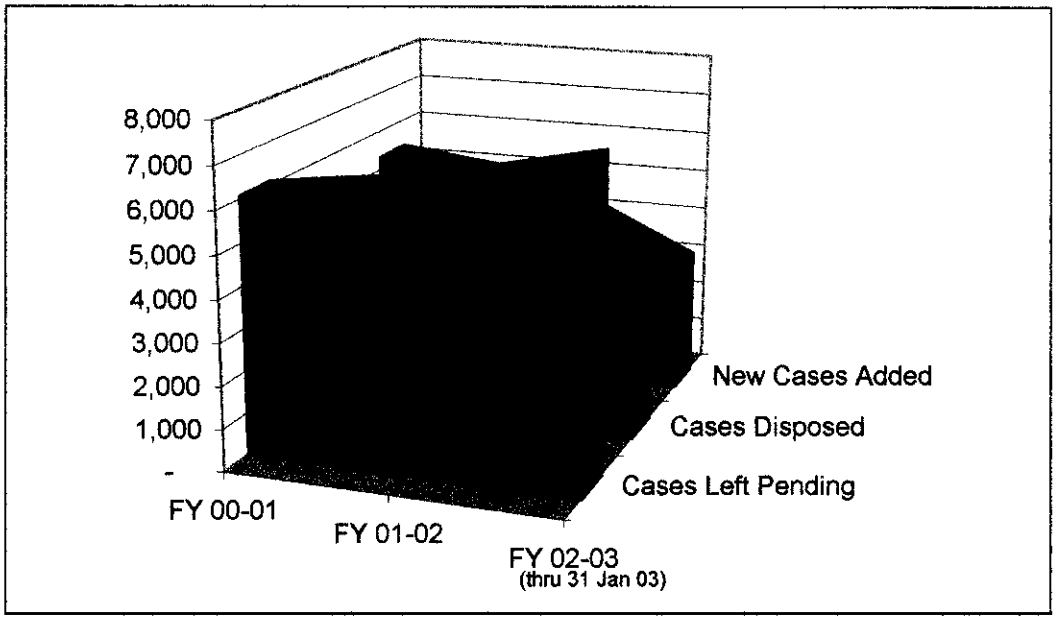
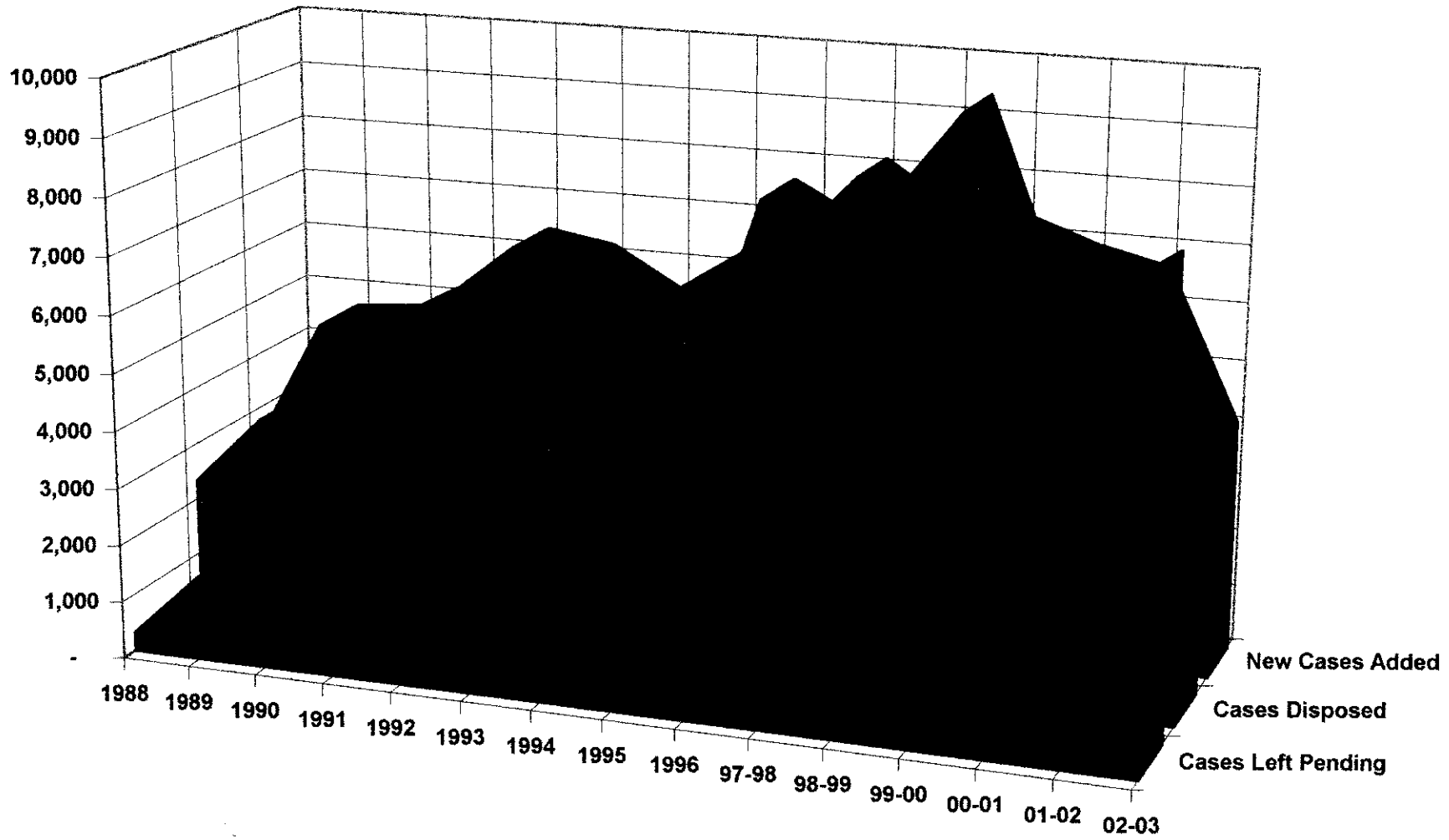
11th Circuit Solicitor's Office General Sessions Caseload

Year	Cases Left Pending	Cases Disposed	New Cases Added	
FY 00-01	6,072	5,076	5,304	
FY 01-02	6,555	4,516	4,850	
FY 02-03	7,396	2,421	3,075	thru 1/31/03

Source: S.C. Court Administration



11th Circuit Solicitor's General Sessions Caseload



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11th Circuit Solicitor's Office General Sessions Caseload

Year	Cases Left Pending	Cases Disposed	New Cases Added
1988	322	2,327	2,434
1989	1,442	3,548	4,644
1990	2,275	3,913	4,740
1991	2,850	4,857	5,399
1992	3,750	5,456	6,368
1993	3,911	6,017	6,169
1994	3,375	5,989	5,486
1995	3,936	5,788	6,284
1996	5,066	5,889	6,803
97-98	8,736	5,865	8,095
98-99	8,084	8,232	7,296
99-00	5,799	9,825	7,308
00-01	6,533	6,634	6,892
01-02	7,239	6,072	6,603
02-03	8,088	3,401	4,022

Source: S.C. Court Administration

FORM VI.B.

COUNTY OF LEXINGTON
SOLICITOR'S OFFICE

Proposed Fiscal Year 2003-04 Operating Budget

1. 1000-141200-521200
Contracted Services $34,260.00

A. WestLaw legal research computer service. Master contract with the State of South Carolina and Westlaw called for 36 months from November 1, 2002 to October 31, 2005, at monthly payments as per the contract, plus tax as follows:

July 1, 2003 to October 31, 2003 at $756 =	$3,024
November 1, 2003 to June 30, 2004 at $ 779.10 =	$6,233

B. Funds for retired employee Jack Hensell to assist our office set up new case management system in which he has been involved for the past 2 years. Statements to be submitted against this amount as billed.

July 1,2003 through June 30, 2004 .....$25,000.00

2. 1000-141200-520207
SLED Terminal $5,141.00

This account is used to secure FBI/NCIC criminal records on defendants for prosecution purposes. This service will be updated and be complete and on-line by 12/31/03 per the attached letter. The new rate on the internet with the NCIC users will probably run around $429. per month, or $5,141.00 per year. We are waiting to implement new system until we move into Judicial Center due to costs involved. See attached letter.

3. 1000-141200-520500
Legal Expenses $30,000.00

This account is used to pay for the costs of legal expense for attorneys with regard to meals and other costs while in trial, transcripts, limited victim mileage and food, and cost of copying

with their food, lodging, and mileage. Each year varies with the number of schedule trials. We have (2) cases planned for this year.

4. **1000-141200-521000**
Office Supplies $16,750.00

This account is used for the purchase of all necessary office supplies, stationery, envelopes, badges, business cards, printed forms, etc. as well as other items needed to support the ever-growing staff's (approximately 50) needs in the daily performance of their duties. This account is also used to supplement other General Fund Accounts with unexpected costs, as well as purchase small Capital Account items for which there is no budgetary allocation and which are necessary for continuous update of equipment and personnel needs. This item also supplements supplies such as printing, stationery and envelopes for PTI and Juvenile Arbitration. Victim Witness no longer has a line item for Outside Printing for their brochures or separate VW stationery for their program; and have no office supplies line item. These are estimate break-downs, as follows:.

Printing - Stationery, case files, folders, business cards For all circuits, badges, and PTI, JA, VW etc.	$3,600
Paper for Indictments - 32 lb. Weight.....	320.
Water	1,651.
Copier, Fax, Printer laser toner, ink refills	2,250.
Film Development	250 to 500.
Death Penalty Supplies	1,500.
Misc. Office Supplies, i.e. pens, pencils, legal pads, paper for printers, faxes, etc.	4,084.
Design Jet Printer Paper ($70 ea) , Ink Design Jet printer (4 colors - $35 each), tapes for Camcorder and Laminator Film, Print heads for HP 2900 and Photo paper	2,000.

5. **1000-141200-521100**
Duplicating $ 13,200.00

Two (2) copiers are running about $1,100 per mo. Courthouse basement, PTI, Juvenile Arbitration, and (2) Drug Courts all have their own auditrons.

6. **1000-141200-522200**
Small Equip. Repair & Maint. $ 1,000.00

As we no longer have service contracts on our equipment, this

account is for necessary repairs to our many terminals, printers and other peripheral equipment. We have also purchased APC battery backups from this account.

7. 1000-41200-522300
Vehicle Repairs and Maintenance $ 8,000.00

This figure represents normal repairs and maintenance on the existing fleet of eight (8) vehicles based on repairs for past 6 months. See Vehicle Schedule.

Estimate for FY 2003-04 will be $1,000.00 per vehicle

8. 1000-141200-523100
Building Rental $ 1,125.00

Storage building rental for closed files and miscellaneous items, etc. Actual amount due in July, 2003.

9. 1000-141200-523200
Rental Equipment/Vehicle $6,500.00

Lease Payments on Solicitor's 2001 Buick Park Avenue for 4 months beginning July 1st, 2003 through October, 2003, at 465.94 per month. 4 lease car payments remaining in 36-month lease. Vehicle Tax based on new car as of January, 2004 is $1,000+.

10. 1000-141200-524000
Building Insurance $ 737.00

Based on last years estimate/expenditure.

11. 1000-141200-524100
Vehicle Insurance $ 5,200.00

Eight (8) vehicles @ $650.00 per vehicle.

12. 1000-141200-52410
Comprehensive/Collision Insurance $ 350.00

Comprehensive/Collision Insurance on 2001 Buick Park Avenue.

13. 1000-141200-524201
General Tort Liability Insurance $ 813.00

Per Schedule Furnished for FY 2003-04.

14. 1000-141200-524203
Handgun Permits $ 100.00

The cost of new and/or renewal application every other year is $50 for persons being approved by SLED for concealed weapons.

15. 1000-141200-52490
Data Processing Equipment Insur. $ 146.00

This is to insure the data processing equipment in the Courthouse Annex (SOLICITOR) and Courthouse basement (PTI) previously included in a breakdown on invoice as Courthouse/Solicitor.

16. 1000-141200-525000
Telephone $16,000.00

This is an estimate per usage for basic telephone and voice mail at an average of $1,200. per month for last 6 months.

17. 1000-141200-525010
Long Distance Charges $ 2,500.00

Estimate based on usage for last 6 mos. - which includes BTI long distance service and Alltel SC Inc.

18. 1000-141200-525020
Pagers and Cell Phones $ 6,550.00

Estimated based on current FY usage for first 6 months for digital beepers and mobile telephones and usage plans.

Arch Comm ($263. mo. x 12) $3,157.00
Solicitor's Office Fund 1000 only – includes no grants
Based on rates of $8,00., $5.00 additional for 1-800 #, $8.73 for Message writer with one local number, and $13.98 for Message writer w/1-800 #.

Alltel – ($243. per mo. x 12) $3,416.00
(See Schedule for Users and numbers. Includes $500 for overtime calls.

19. 1000-141200-525030
800 MHz Radio Service Charges $ 1,000.00

The monthly service charge per month per unit is $41.65 (inc. tax) x 12 months on (2) radios #710097 and #710099 based on 5 Site Rate. $999.43 per quote of Public Safety.

20. 1000-141200-525031
800 MHz Radio Maintenance Charge $ 180.00

Service and Maintenance costs at $90 each per year for (2) radios per Public Safety's estimates.

21. 1000-141200-525100
Postage $ 11,500.00

Estimate of $1,100.00 per month. This account is also used for FedEx, Express Mail and office postage which is averaging $750.00 per year or more.

22. 1000-141200-525210
Conference and Meeting Expense $23,000.00

Annual conferences for Solicitor and Assistant Solicitors and various support personnel. This annual conference offers yearly CLE and Legal Ethics credits required of attorneys each year. This amount needs to cover any other conferences that the Solicitor and his assistants may need to attend.

...Registration for SC Solic. Conference - $165x 16-20 Includes Banquet Ticket) $ 3,300.00

...SC Solicitors' Conference @ $450 (avg.) x 16-20 attendees $ 7,200.00
(Based on past conferences-- and includes use of 2 and 3 BR condos!)

...Solicitor's Conferences:
Nat. College of DA $ 450
SCTLA $ 750

NDAA (Summer/Winter)	$1,200 E	
AGACL	$ 500	
SCBar (Summer/Winter)	$ 500 E	
SC Solicitor's quarterly Meetings	$1,500 E	
		$ 4,900.00

Formerly Training Costs include:

...S.C. Bar - CLE Yearly Certification ($20 x15) $ 300.00

...S.C. Bar - Criminal Practice in SC - Registration only In Columbia - USC Law School $ 1,000.00

...S.C. Bar - Annual Criminal Law Update - in conjunction with S.C. Bar Annual/ Mid-Winter meeting in Charleston(2003) (No overnight lodging - only registration, mileage (if personal vehicle used) and meal receipts ($300 ea x 6) $ 1,800.00

...S.C. Bar/SCCPC/ & Miscellaneous Seminars/Specialty (Some of these are free to prosecutors, i.e. changes each year)

CLE - Family Court Bench Bar	$ 380.00	
CLE - SC Assoc. of Drug Ct. Prof.	240.00	
USC-CLE –Finding Words SC	300.00	
Forensic Training	1,100.00	
Investigator Training	1,000.00	
		$ 3,200.00E

Solicitor Myers speaks at both Criminal Law Updates sponsored by the S.C. Bar each year, and although he does not require the attorneys' attendance, all of the assistant solicitors try, depending on their court schedule, to attend to hear his presentation and also to receive CLE credits which are required by the S.C Supreme Court Commission on Continuing Legal Education and Specialization each year. The new National Advocacy Center in Columbia, SC should keep training costs down.

23. 1000-141200-525230
Subscriptions, Dues and Books $16,900.00

Necessary legal updates, renewals, publications, newspapers, legal memberships for attorneys and support staff, which seem to be increasing in cost each year, as follows:

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Yearly Renewals -

U.S. Court of Appeals Opinions -	$ 550	
S.C. Supreme Court/Advance Sheets	$ 280	
BNA (Crim Law Reporter)	$ 977	
Criminal Law Updates (Misc.)	$1,200	
Lexis-Shepard's McGraw-Hill	$ 900	
		$3,907.00

Legal Updates -

Thompson-west Group (Combination of West Publishing, Lawyers' Cooperative, Clark Boardman, Thompson – and 1 CD-ROM subscription update ($1,461)	$4,000.00	
Harrison Co.	$ 112.00	
SC Legislative Council Updates to S.C. Code of Laws	$ 900.00	
		$6,473.00

Newspapers -

The Chronicle/Dispatch	$ 24
The Twin City News	$ 14
Dorchester Eagle	$ 18.50
Saluda Sentinel	$ 15
McCormick Messenger	$ 25
Citizen News	$ 20
Edgefield Co.	$ 12
The State Newspaper	$ 343.
USA Today	$ 119.
	$ 591.00

Solicitor Memberships -

S.C. Solicitors' Assn.	$ 100
West Metro Chamber of Commerce	$ 100
S.C. Sheriff's Assn.	$ 20
SCLEOA	$ 30
NDAA	$ 315
SCTLA	$ 75
American Bar Assn.	$ 221
S.C. Bar	$ 200
Lexington County Bar	$ 50
Assn Trial Lawyers of America	$ 295
AGACL	$ 100
National College of Dist.Attys.	$ 15.

$1,521.00

Attorneys Memberships /Dues

...S.C. Bar Dues(Attorneys $110 - $190 - Practice under 3 yr or over 3 years)	$2,655.
...S.C. Solicitors' Association Dues $25.00 each atty. X 14	350.
...SCLEOA (1 person)	30
...Supreme Court CLE (Attys x 14)	280
...NPIA (1) National Prosecutors Investigators Assn.	20
	$3,300.00

Miscellaneous – Varies each year

Legal Directories (City Directories/Blue Book for Serving Subpoenas	$ 500
S.C.Bar book/publications -(varies each year, i.e. SC Offenses and Penalties ($40 ea.)	$ 700-1,000
Notary Renewals (3)	75
National Judicial College - Crim. Law	20
	$1,500.00

24. 1000-141200-525240
Personal Mileage Reimbursement $ 250.00

Need allocation for office personnel, i.e. when County vehicles are not available.

25. 1000-141200-525250
Motor Pool Reimbursement $1,000.00

Account created to cover expenses for use of motor pool cars when repairs are being done, and also when a vehicle is needed for trips when office County cars are not available.

26. 1000-141200-525301
Utilities-Courthouse $ 2,460.00

PTI, Juvenile Arbitration, and 2 Drug Courts are housed in the basement of the Courthouse; plus, Town of Lexington charging for use of their facilities.

27. 1000-141200-525303
Utilities-Solicitor's Annex $27,700.00

Based on usage as of December, 2002.

28. 1000-141200-525230
Gas, Fuel and Oil $ 6,800.00

Fleet of eight (8) vehicles -- See Vehicle Schedule attached.

29. 1000-141200-525600
UNIFORMS/CLOTHING $ 225.00

Purchase of clothes as needed for investigators, etc.

30. 1000-141200-527000
Employee Service Award $ 150.00

For awards and plaques for employees.

FORM VI. C.

COUNTY OF LEXINGTON
SOLICITOR'S OFFICE

SMALL TOOLS & MINOR EQUIPMENT
and
MINOR SOFTWARE
REQUESTS FOR FISCAL YEAR 2003-2004

SMALL TOOLS & MINOR EQUIPMENT.....$11,651.00

1. **(3 Palm Pilot Devises $400.00**

The Solicitor and both Deputy Solicitors have requested the Palm Devices to be able to review office calendars, notes, emails, etc. when access to their computers is not possible

2. **(1) HP Scanjet 5500C $325.00**

A lot of the evidence that the Solicitor's Office receives from law enforcement agencies is photographs and documents. Some of these items are reproduced in a larger size, which requires them to be scanned into the computer system to be reproduced. The requested scanner would allow the Solicitor's Office to copy the pictures and documents. An additional feature of the scanner, which would reduce the scanning time of photos, is the automatic 3x5 and 4x6 photo feeder that is included with the scanner. The Solicitor, Deputy Solicitors and Senior Solicitor normally request several photos to be reproduced at a time. This scanner would aid in this process.

3. **(1) HP Deskjet 5550 $151.00**

The Solicitor needs a basic color printer to print his color PowerPoint Presentation handout on, along with other basic charts and graphs.

4. **(12) APC Back-UPS ES 500 $775.00**

These battery backup power supplies for the computers of the Solicitor's Office is needed to protect the county's investment in the computers and software at the Solicitor's Office. In the event of a power surge or power outage, the APC units would give the user about 7 minutes of power to properly shutdown their computers without losing any work. In addition, while the user is connected to the Crimes' database and if the power fails, the user can gracefully disconnect to avoid possible data loss or corruption.

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5. **Replacement Furniture** **$10,000.00**

These funds will be used to replace old, beatup furniture which we have been using in the hopes of getting replacement suitable furnishings when we move into the new courthouse. Also, our office will be needing additional 7 foot bookcases for our library area as well as several conference room set-ups. We are presently using built-ins which may or may not be able to be moved for library and also office supplies. More tables are needed for work areas.

MINOR SOFTWARE $2,100.00

1. **(2) Adobe Acrobat Digital Signature Software v5.0 $ 100**
The Solicitor's Office wishes to obtain the above software to allow digital signatures to be added to purchase orders and other documents that can be transmitted electronically.

2. **(1) Vertias Backup w/ Exchange/Oracle Agents $1,825.00**

Backup software is needed to protect the information being store on the servers in the Solicitor's Office. The requested software will backup the server and the information stored in Microsoft Exchange and the Oracle database (Crimes). By using backup software specialized for Exchange and Oracle, the recovery of data is higher with less chance of lost data. The vendor of Crimes process of backing up the Oracle database is to take the database off-line at night and perform a cold backup of the database. The requested Oracle agent will allow backups to occur without taking the Crimes software offline. By using both methods of the Oracle agent and the cold backups, a more reliable backup is achieved.

3. **Miscellaneous Software** **$ 100.00**

This money will be used to purchase whatever minor software as may be needed to accessorize the new case management system.

CAPITAL ACCOUNT REQUESTS
FISCAL YEAR 2003-2004
(Detail)
$46,550.00
(Listed In Order of Priority, Highest-Lowest)

1. **(1) NCIC Router — $1,500.00**

On February 13, 2003, Major Mark Huguley from SLED wrote a memo on NCIC 2000 Client Fees. The memo indicated that by December, the Solicitor's Office will have to move from the SLED terminals to the new NCIC 2000 system. Currently, the Solicitor's Office has a total of ten (10) users that connect to SLED to run background checks on defendants. Major Huguley stated that if more than five (5) users will need to connect to SLED, a dedicated intranet line is required. The dedicated intranet line would require installation from the state CIO office and monthly support charges. The projected monthly cost of using NCIC has a charge of CIO Router Maintenance. The memo does not mention the cost of the router. SLED is currently recommending the use of the Cisco 2600 router. The $1,500 cost would include the router and Wide-Area Network card for the router.

2. **(2) APC Smart-UPS 1400 $1,500.00**

(Battery Backup) The main database server for Crimes needs to be connected to a battery backup power source in case of power failure. The current UPS protecting the server is overloaded and does not provide sufficient time for a proper shutdown during long power outages. The selected UPS will supply around 17 minutes of power to allow the server to properly shutdown during an extended power outage. The Oracle database stores information in the computer memory before writing the information to the server's hard drive. The UPS ensures that the database has time to write the information to the server's hard drive before shutting down. The second UPS is for the requested file server.

3. **File Server $9,000.00**

The current configuration of the Solicitor's server setup is a 6 year old server for MS Exchange, a donated server to run LawDesk and a two year old server for the Crimes database and file server. During the testing phase of Crimes, a performance problem has been noted and it has been recommended by Crimes to have the Crimes database to run on a separate server. Based on the current layout, Crimes suggest a new file server that can also handle LawDesk and MS Exchange, which is used with Crimes program. The demands of the file server storage are high as the Solicitor's Office moves to migrate all user files (i.e. Word, Pictures, etc) to a centralized location along with the storage of court exhibit photos and jail booking photos. The photos being stored have taken at a high level of resolution to allow the best reproduction to larger media size. Some of the pictures are reproduced up to 36" x 40" for court exhibits. Some of the

images that are either scanned or taken with a digital camera can exceed over 2MB in size. On high profile cases, it is not uncommon to have hundreds of pictures. Currently, most of the pictures are spread out amount several desktop computers. The centralized location is now required since the new Crimes package allows these photos to be attached to the case they relate to. Plus, the centralized location provides better security and backup of the photos. The recommend server is a Windows 2000 server that can run MS Exchange and have amble storage space for the next several years.

4. **(12) Replacement Computers $13,740.00**

Metamor, the owner of the Crimes' software recommends that the minimum configuration to operate just their software is an Intel Pentium 4, 128MB+ and 10GB of hard drive space. Taking into account the software demands of existing software requirements, 9 function level two computers and 3 function level three computers are requested. The overall objective is to replace all of the Pentium 133 and 166 computers and some of the Pentium II 333 computers that are having hardware problems. We tested the Crimes software on three different Windows98 computers (Pentium III 733MHz with 128MB, Pentium II 333 with 64MB and Pentium III 650Mhz with 128MB) and discovered that the Crimes software takes between 38% and 43% of the computer resources. On Windows2000 computers, the amount of computer resources used decreased to around 20%. Windows 2000 and Windows XP computers are able to manage computer resources better than Windows98 and the computers that would be replaced cannot run Windows 2000 or XP.

5. **(1) Cisco C3005 VPN Concentrator $5,000.00**

SC state law requires that certain information within the Solicitor's Office remains confidential at all time (all juvenile and a majority of adult). To ensure that the confidential is maintained, the Solicitor's Office needs to be able to validate that only authorized personnel can access the new Crimes' database. It is proposed that a Virtual Private Network (VPN) be installed between the Solicitor's servers and all users (internal and external). Each user would have a VPN client that would connect to the VPN concentrator. The connection would use encryption from the workstation to the VPN concentrator. This function would increase the security of the juvenile and adult database. Additional benefits are that the VPN concentrator would allow remote users to securely connect to the Crimes database. These remote users would include employees of the Solicitor's Office, judicial agencies (Court Administration, Department of Correction, Department of Juvenile Justice, etc.)

6. **(2) Presentation Laptops $4,200.00**

Both Deputy Solicitors have requested a presentation laptop to allow them to give courtroom presentations in the new courthouse. In addition, they wish to be able to connect to the Crimes database from the courtrooms. The requested laptops include Microsoft Office Professional (Word, Excel, PowerPoint and Publisher).

7. **(2) HP Laser Jet 4300dtns Network Printers w/ Accessories $6,030.00**

The LaserJet 4300dtns has three paper trays, duplexer and is network ready. The Office of Solicitor uses three types of paper in its daily operation (plain paper, letterhead and Indictment paper). The Indictments are a two-sided document, which require the duplexer. In addition, the envelope feeder is needed to print the envelopes used in correspondence. Both printers will replace old laser printers that are unable to keep up with the demands of the Solicitor's Office. The old laser printers will continue to be utilized in less demanding roles. The 4300 series printer was chosen over its similar model the 4200 series because of the higher monthly print volume (50,000 more), print speed (10 ppm faster) and lower cost of operation (The 4300 series printer cost around $.0114 per page to print vs. the 4200 series printer costing around $.0129 per page to print. For example, if the solicitor printed 10,000 pages per month for 12 months, the county would save $180 a year.)

8. **(40) Windows XP upgrades $5,265.00**

Security and standardization has become a major concern of the Solicitor's Office. Most of the computers in the Solicitor's Office are using Windows 98, which does not provide much security. Windows XP allows system administrators to restrict what end users are able to do on their computer (i.e. change computer settings). Plus, Windows XP has a higher level of security to prevent someone from accessing files when the computer is locked. During startup of Windows 98, if a person presses cancel on the logon screen, that person would be able to access information on that computer and of the county network. Windows XP can prevent this from occurring. We tested the Crimes software on three different Windows98 computers (Pentium III 733MHz with 128MB, Pentium II 333 with 64MB and Pentium III 650Mhz with 128MB) and discovered that the Crimes software takes between 38% and 43% of the computer resources. On Windows2000 computers, the amount of computer resources used decreased to around 20%. Windows 2000 and Windows XP computers are able to manage computer resources better than Windows98 and we wish to upgrade the computers running Windows98 and can run Windows XP to the Windows XP platform.

9. **(1) HP Photosmart 7550 $ 315.00**

A photo printer is needed to reproduce photos from crime scenes along with the court exhibit photos taken with digital cameras. The HP Photosmart 7550 was chosen because of its ability to easily print directly from digital camera memory cards (CompactFlash Type I and II, SmartMedia, Secure Digital, Multi-Media cards, Sony Memory Stick). In addition, the printer can print borderless photos, which make a better presentation to the jury. The HP 7550 uses a total of seven different inks to print photos instead of the standard four inks.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Judicial
Organization: 141299 - Circuit Court Expenses

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**	**0**
	Operating Expenses						
520501	Legal Expenses (Public Defender)	0	0	89,921	90,000		
520502	Legal Services (Extradition)	3,525	760	15,000	15,000		
520503	Legal Services (Quattlebaum)	3,495	0	0	0		
525000	Telephone - Circuit Judges	2,692	1,366	2,620	2,730		
525010	Long Distance Charges	398	159	1,000	1,000		
525020	Pagers and Cell Phones	701	226	550	550		
525301	Utilities - Courthouse	-542	0	0	0		
525327	Utilities - Circuit Judges	3,992	2,550	3,070	4,739		
	*** Total Operating**	**14,261**	**5,061**	**112,161**	**114,019**	**0**	**0**
	**** Total Personnel & Operating**	**14,261**	**5,061**	**112,161**	**114,019**	**0**	**0**
	Capital						
540000	Small Tools & Minor Equipment	630	79	79	0		
	**** Total Capital**	**630**	**79**	**79**	**0**	**0**	**0**
	***** Total Budget Appropriation**	**14,891**	**5,140**	**112,240**	**114,019**	**0**	**0**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 2 0 RECD
FINANCE DEPT.

Fund: 1000
Division: Judicial
Organization: 141300 - Coroner

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 3	135,815	63,397	136,057	148,791		
510300	Part Time - 5	80,137	45,644	94,182	100,743		
511112	FICA Cost	16,283	8,081	17,614	18,847		
511113	State Retirement	2,954	1,526	3,497	3,742		
511114	Police Retirement	15,086	5,274	19,595	20,967		
511120	Insurance Fund Contribution - 5	21,000	14,000	28,000	30,000		
511130	Workers Compensation	4,729	2,192	4,577	4,898		
511214	Police Retirement - Retiree	3,407	4,007	0	4,288		
	*** Total Personnel**	**279,411**	**144,121**	**303,522**	332,276		
	Operating Expenses						
520200	Contracted Services	39,209	14,263	40,000	45,000		
520300	Professional Services	99,062	39,490	95,000	143,300		
521000	Office Supplies	904	91	1,500	1,500		
521100	Duplicating	471	198	500	500		
521200	Operating Supplies	16,275	12,638	14,000	18,311		
522200	Small Equipment Repairs & Maintenance	0	95	100	100		
522300	Vehicle Repairs & Maintenance	1,499	385	4,300	1,800		
524000	Building Insurance	40	0	41	59		
524100	Vehicle Insurance - 4	1,560	1,040	2,080	2,600		
524101	Comprehensive Insurance - 1	94	0	250	125		
524201	General Tort Liability Insurance	563	251	501	525		
524202	Surety Bonds	0	0	52	52		
525000	Telephone	1,621	832	1,830	1,830		
525010	Long Distance Charges	299	238	1,500	1,500		
525020	Pagers and Cell Phones	3,252	710	4,000	4,000		
525030	800 MHz Radio Service Charges - 3	1,296	648	1,500	2,000		
525031	800 MHz Radio Maintenance Charges - 3	263	270	270	360		
525100	Postage	150	76	272	296		
525210	Conference & Meeting Expenses	1,600	136	4,500	4,500		
525230	Subscriptions, Dues, & Books	465	380	610	645		
525240	Personal Mileage Reimbursement	0	0	350	350		
525380	Utilities - Coroner	3,216	1,901	3,500	4,000		
525400	Gas, Fuel, & Oil	2,328	1,599	4,100	4,000		
525600	Uniforms & Clothing	2571	773	4,800	4,800		
	*** Total Operating**	**176,738**	**76,014**	**185,556**	242,153		
	**** Total Personnel & Operating**	**456,149**	**220,135**	**489,078**	574,429		

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Judicial
Organization: 141300 - Coroner

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Capital						
540000	Small Tools & Minor Equipment:	737	0	1,000	1,000		
	All Other Equipment	23,381	21,761	25,815	12,351		
	**** Total Capital**	**24,118**	**21,761**	**26,815**	13,351		
	***** Total Budget Appropriation**	**480,267**	**241,896**	**515,893**	587,780		

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Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 141300 Organization Title: Coroner
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
	Small Tools & Minor Equipment	1,000
4	Digital Cameras (Replacement of Polaroids)	2,000
1	Computer with CD Writer and Photo Grade Printer	2,500
	Computer Software Package	1,500
	Computer Software License	2,500
8	Grave Markers	1,051
1	800 MHz Analog Walkie-Talkie Radio	2,800

** Total Capital (Transfer Total to Section I and II) 13,351

SECTION IV. - PROGRAM OVERVIEW

Program I.

Objectives:

To determine the cause and manner of death by responding to the scene, securing the area and evidence, photographing and gathering statements from witnesses. To take possession of and preserve personal belongings. Order autopsies and coordinate death investigations between law enforcement, pathologist and Coroners Office. To make notification of kin. Testifies in court. Processes and distributes public health information. To investigate and arrange for disposition of indigent and unclaimed bodies. To maintain communication with families, insurance companies, physicians, chemists, attorneys, law enforcement personnel, etc. To gather and process information needed by other agencies and the public. To maintain official records of the Coroners Office. On call 24 hours a day, 7 days a week, as needed.

FUND - 1000
DIVISION - JUDICIAL
CORONER - 141300
FY 2003-2004 BUDGET REQUEST

SECTION IV. A. - LISTING OF POSITIONS

CURRENT STAFFING LEVEL:

Job Title	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Coroner	1	1		1	Unc.
Sr. Deputy Coroner	1	1		1	13
Sr. Deputy Coroner	1	0.6		0.6	13 - PT
Deputy Coroner	3	1.8		1.8	11 - PT
Office. Manager/ Exec. Dep. Coroner	1	1		1	11
Secretary I	1	0.6		0.6	6 - PT
	8	**6.0**		**6.0**	

REQUESTING:

Job Title	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Coroner	1	1		1	Unc.
Sr. Deputy Coroner	1	1		1	13
Sr. Deputy Coroner	1	0.6		0.6	13 - PT
Deputy Coroner	3	1.8		1.8	11 - PT
Office Manager/Dep. Coroner	1	1		1	11
Secretary I	1	0.6		0.6	6 - PT
	8	**6.0**		**6.0**	

FUND - 1000
DIVISION - JUDICIAL
CORONER - 141300
FY 2003-2004 BUDGET REQUEST

SECTION IV. B. - LISTING OF VEHICLES

COUNTY #	YEAR/MAKE	LIABILITY INSURANCE	COMPREHENSIVE INSURANCE
20012	1998 Ford Crown Victoria	Yes	No
23076	2001 Ford Crown Victoria	Yes	No
23999	2002 Chevrolet Impala	Yes	No
24180	2003 Ford Crown Victoria	Yes	Yes

COUNTY OF LEXINGTON
VEHICLE SCHEDULE
FY 2003-2004

Department Name: Coroner
Department No.: 141300
Program/ Activity: 1

Vehicle #	Description	Assigned	Vehicle Repairs & Maint. 522300	Vehicle Insurance 524100	Comp. Insurance 524101	Gas, Fuel & Oil 525400	Total
20012	1998 Ford Crown Vic.	Sr. Dep. Coroner	600	650		1,200	2,450
23076	2001 Ford Crown Vic.	All other deputies	600	650		1,000	2,250
23999	2002 Chev. Impala	Back-up deputy other deputies	300	650		800	1,750
24180	2003 Ford Crown Vic.	Coroner	300	650	125	1,000	2,075
		Total	1,800	2,600	125	4,000	8,525

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SECTION IV. C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(5) Office Phones

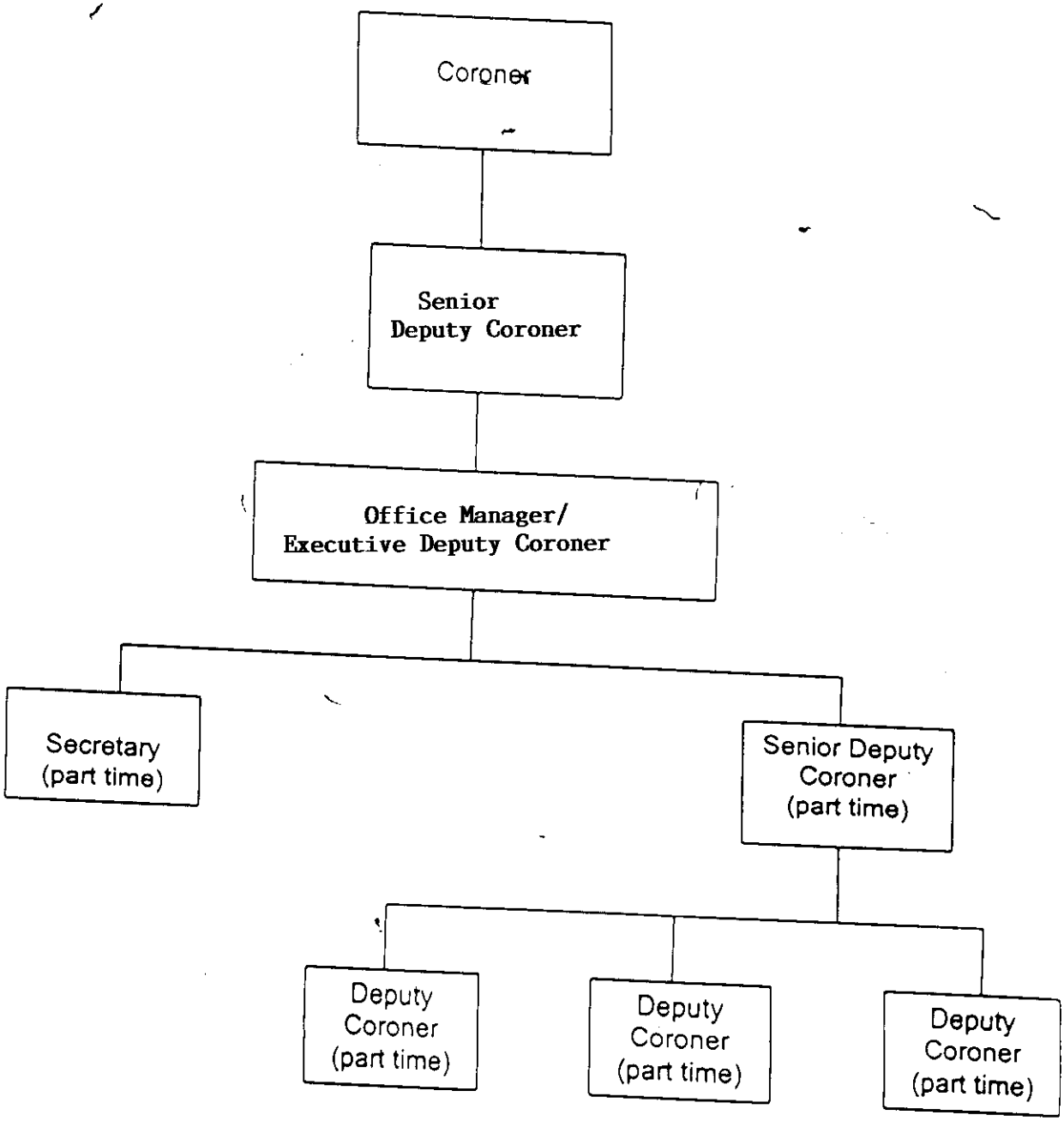
(1) Phone Line for Fax Machine

(1) Phone Line for Computer Modem

(6) Pagers

(5) Mobile Phones

SECTION VI. A. - PERSONNEL



FUND - 1000
DIVISION - JUDICIAL
CORONER - 141300
FY 2003-2004 BUDGET REQUEST

SECTION IV. D. - SERVICE LEVELS

Service Level Indicators:

	Actual FY 2001-2002	Estimated FY 2002-2003	Projected FY 2003-2004
Deaths	944	1050	1100
Victims Transported	231	270	295
Autopsies	155	180	200
Indigent Deaths	8	5	8

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES **$ 45,000.00**

Contract with Knight Systems for removal of bodies from death scenes and transportation to and from autopsies mandated by law - estimated 295 removals and transportations out of an estimated 1100 deaths at $ 137.50 each. Demurrage charge per hour for standby $ 33.00 in 15 minute increments. Transportation from Lexington County to Newberry County Memorial Hospital Morgue, cost per trip $ 187.00 and transportation from Lexington County to Charleston $ 253.00.

As of 12/31/02, we had used $ 18,146.25 leaving a balance of $ 21,853.75 with six months left in FY 02-03.

Averaging $ 3,024.38 per month for this service.

520300 - PROFESSIONAL SERVICES **$ 143,300.00**

Contract with Newberry County Memorial Hospital, forensic pathologist
50 autopsies @ $ 895.00 each = 44,750.00
As of 12/31/02, we had already sent 22 cases to Newberry. As of July 1, 2003, Newberry is increasing the cost per autopsy from $ 695.00 to $895.00 per autopsy.

Contract with Medical University of South Carolina forensic pathologist
2 autopsies @ $ 900.00 each = 1,800.00

Contract with Pathology Associates of Lexington
150 autopsies @ $ 550.00 each = 82,000.00

Contract with Lexington Radiology Associates (reading of x-rays for various deaths, no set fee per x-ray, each case different) 750.00

Contract with Lexington Medical Center Lab 12,000.00

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES CONTINUED

520300 - PROFESSIONAL SERVICES CONTINUED

Contract with Wylie Mitchell - toxicology	1,000.00
Contract with Edward V. Hite - toxicology	1,000.00

These contracts fund autopsies, lab fees, x-rays and other tests vital to establishing the cause and manner of death.

521000 - OFFICE SUPPLIES $ 1,500.00

This account is used for the purchase of office supplies such as typewriter and printer ribbons, pens, pencils, paper supplies, file folders, computer and fax paper, letterhead, envelopes, computer disks, printer toner, fax toner, etc.

521100 - DUPLICATING $ 500.00

This account is used for copier machine duplicating. Administration and public information 800 copies per month @ 5 cents each. Increase due to increase in workload and legal matter (i.e. subpoenas).

521200 - OPERATING SUPPLIES $ 18,311.00

Body pouches 175 lightweight @ $ 16.00 each plus tax	2,940.00
Body pouches 175 heavy duty @ $ 46.00 each plus tax	8,453.00
Body pouches 30 odorless @ $ 85.00 each plus tax	2,678.00
Body pouches 10 water retrieval @ $ 49.00 each plus tax	515.00
Film - Polaroid 150 packs for 1100 deaths @ 17.10 per twin pack plus tax	2,695.00

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES CONTINUED

521200 - OPERATING SUPPLIES CONTINUED

*Protective gloves 12 boxes @ $29.79 each plus tax, shipping and handling	400.00
*Protective clothing 2 cases @ $ 62.00 each plus tax	130.00
Miscellaneous (baby thermometers, flashlights, batteries, septic soap, etc.)	500.00

*Mandated by OSHA requirements

As of 12/31/02, we've spent $12,639.00 of the appropriated $14,000.00 with six months left in FY 02-03. The money we've spent has been for gloves, film, and body bags leaving no money for other items needed.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE $ 100.00

These funds are used for repairs of camera, video equipment, etc.

522300 - VEHICLE REPAIRS & MAINTENANCE $ 1,800.00

Funds are used for regular quarterly service of vehicles assigned to Coroner and three vehicles for six deputy coroners to share - 30,000 miles servicing, parts and repairs.

524000 - BUILDING INSURANCE $ 59.00

524100 - VEHICLE INSURANCE $ 2,600.00

Liability insurance premium for four vehicles through SC Reserve Fund.

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES CONTINUED

524101 - COMPREHENSIVE INSURANCE **$ 125.00**

To cover cost of comprehensive insurance.

524201 - GENERAL TORT LIABILITY INSURANCE **$ 525.00**

To cover cost of general tort liability insurance.

525000 - TELEPHONES **$ 1,830.00**

Basic service charges for usage of phones. $ 152.50 per month X 12 months.

525010 - LONG DISTANCE **$ 1,500.00**

Our office has to make long distance phone calls in order to locate and notify next of kin. This account is to pay for long distance service.

525020 - PAGERS AND CELL PHONES **$ 4,000.00**

Cellular phones and pagers for the Coroner and six deputies have been an absolute must in emergency situations where radio communications are not feasible nor other phones are available. Mobile and transportable phones also expedite investigations by saving time and allowing some uncharged calling. Pagers are also a must since these people are on call 24 hours.

525030 - 800 MHZ RADIO SERVICE CHARGES **$ 2,000.00**

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES CONTINUED

525031 - 800 MHZ RADIO MAINTENANCE CHARGES **$ 360.00**

525100 - POSTAGE **$ 296.00**

Mailings - approximately 800 letters mailed yearly @ .37 cents each.

525210 - CONFERENCE AND MEETING EXPENSES **$ 4,500.00**

These funds are used for the Coroner to attend meetings and conferences SCLEOA (South Carolina Law Enforcement Officers Association), SCAC (South Carolina Association of Counties), LCPFF (Lexington County Planning for the Future), and SCCA (South Carolina Coroners Association).

Also, 16 hours CEU's (continuing education units mandated by law) yearly for the Coroner and each deputy coroner - estimated $ 500.00 per person. Most of these seminars are announced just weeks prior. These funds include the cost of seminars, lodging, mileage, per diem, etc. Training is essential in securing and keeping qualified individuals. Education must be provided for updated techniques. Legislation requiring Coroners and Deputy Coroners 16 hours training yearly has been mandated. We have been fortunate because of free and in-town training which we can't guarantee each year.

525230 - SUBSCRIPTIONS, DUES & BOOKS **$ 645.00**

<u>Coroner's Dues</u>	
SCLEOA	30.00
SCCA	50.00
LCLEOA	10.00

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES CONTINUED

525230 - SUBSCRIPTIONS, DUES & BOOKS CONTINUED

Deputy Coroners	
SCLEOA	180.00
SCCA	150.00
LCLEOA	60.00
Books	
Physician's Desk Reference & Supplements	165.00

(Dues paid are for law enforcement and Coroners Association. Subscriptions pertain to various types of deaths which educate coroners on newly discovered causes and manners of deaths. Books are for reference).

525240 - PERSONAL MILEAGE REIMBURSEMENT $ 350.00

This office has four vehicles, one being assigned to Coroner Harman, one being assigned to our Sr. Deputy Coroner and the others are shared among five other deputies. With two individuals on call, extra private extra private vehicles are a necessity. Considering the overall expense of vehicle operation and the liability, mileage is a very inexpensive mode for the county.

525301 - UTILITIES $ 4,000.00

525400 - GAS, FUEL & OIL $ 4,000.00

525600 - UNIFORMS & CLOTHING $ 4,800.00

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS & MINOR EQUIPMENT **$ 1,000.00**

To purchase items for daily office operations under $ 500.00 as needed.

DIGITAL CAMERAS (Replacement) **$ 2,000.00**

The purchase of four digital camera to replace the Polaroid cameras currently being used. Only one of these cameras is currently operating correctly and needs to be replaced. The transition to digital would allow a significant savings of approximately $ 800.00 to $ 1200.00 per year in film. These cameras should pay for themselves in 2 to 3 years.

COMPUTER WITH CD WRITER AND PHOTO GRADE PRINTER (Replacement) **$ 2,500.00**

The main computer in the department is almost four years old and needs upgrading. This upgrade would allow compatibility with the digital cameras for printing of pictures and digital storage on CD's.

COMPUTER SOFTWARE PACKAGE **$ 1,500.00**

This will allow all of the computers in the office to have the same operating program and software package. There are currently three different packages.

COMPUTER SOFTWARE LICENSE **$ 2,500.00**

This will allow for the purchase of the Progress multi user license so that a program can be developed to develop a computer data base of the Coroner's files for data sharing with the Sheriff's Department, Magistrates Office, Clerk of Court and Voter Registration. Their being able to purge their files by utilizing the death reports from our office should reduce duplication of effort on their part.

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES CONTINUED

GRAVE MARKERS **$ 1,051.00**

To purchase and place 8 permanent granite markers for cremated and/or unidentified remains of indigent persons @ $ 125.00 each plus $ 6.25 tax for a total of $ 131.25 per marker.

800 MHZ ANALOG WALKIE-TALKIE RADIO **$ 2,800.00**

Our office has four vehicles with three (3) 800 MHz analog walkie-talkie radios. We need one additional radio to use in our fourth vehicle.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Judicial
Organization: 141400 - Public Defender

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**	**0**
	Operating Expenses						
534000	Contributions	281,250	140,625	281,250	281,250		
	*** Total Operating**	**281,250**	**140,625**	**281,250**	**281,250**	**0**	**0**
	**** Total Personnel & Operating**	**281,250**	**140,625**	**281,250**	**281,250**	**0**	**0**
	Capital						
	**** Total Capital**	**0**	**0**	**0**	**0**	**0**	**0**
	***** Total Budget Appropriation**	**281,250**	**140,625**	**281,250**	**281,250**	**0**	**0**

LEXINGTON COUNTY DEFENDER AGENCY, INC.
206 E. MAIN STREET
LEXINGTON, SOUTH CAROLINA 29072
(803) 957-8873
FAX: (803) 957-1443

ELIZABETH C. FULLWOOD
Public Defender

SALLY J. HENRY
Assistant Public Defender

BRADLEY M. KIRKLAND
Assistant Public Defender

CONNIE D. BREEDEN
Assistant Public Defender

WALLIS A. ALVES
Assistant Public Defender

BOARD OF DIRECTORS
GEORGE W. BRANSTITER
Chairman
LEX A. ROGERSON, JR.
JONATHAN R. HENDRIX
PATRICK J. FRAWLEY
BELINDA ELLISON

FY 2003-2004 BUDGET REQUEST
LEXINGTON COUNTY DEFENDER AGENCY, INC.

TOTAL FUNDING	$ 564.643.00
Lexington County	**281,250.00**
State of South Carolina	171,793.00
Estimated Indigent Defense disbursements	100,600.00
Estimated trial court assessments	11,000.00
TOTAL PERSONNEL SERVICES	$ 484.683.00
Salaries	397,127.00
Employer's FICA/MEDI Contribution	30,380.00
Health, disability and life insurance	30,300.00
Workers' Compensation	1,063.00
Employer's Retirement Contribution	25,813.00
TOTAL OPERATIONAL EXPENSE	$ 79,960.00
Rent	19,200.00
Office Expenses/Maintenance Contracts	15,760.00
Janitorial Service	2,100.00
Postage	4,200.00
Audit and Tax Preparation	2,500.00
Utilities	3,400.00
Telephone	10,500.00
Mileage	10,000.00
Dues, Seminars, Schools	4,000.00
Publications	3,800.00
Liability Insurance	3,000.00
File Storage Facility	1,500.00
TOTAL EXPENSES	$ 564,643.00

LEXINGTON COUNTY
FEB 2 1 RECD
FINANCE DEPT

LEXINGTON COUNTY DEFENDER AGENCY, INC.
206 E. MAIN STREET
LEXINGTON, SOUTH CAROLINA 29072
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PATRICK J. FRAWLEY
BELINDA ELLISON

February 21, 2003

Mr. Art Brooks
County Administrator
Lexington County Administration Building
212 South Lake Dr.
Lexington SC 29072

HAND-DELIVERED

Re: FY 2003-2004 Public Defender Budget Request

Dear Mr. Brooks:

Enclosed is the FY2003-2004 appropriations request from the Public Defender's Office. Realizing the fiscal difficulties all divisions of government face at this time, we are asking the County for funding at last year's level. This is the same funding we have received since 2001-2002. I have been told by the Commission of Indigent Defense that we can expect our State contribution to remain at the same level, despite the recent budget cuts. However, new directives from the Budget and Control Board could change our State funding.

I must advise the County that this office is reaching the point where we will need additional funding in order to meet the increasing demand for our services. We have been staffed at five attorneys since 1995. These attorneys represent defendants charged in general sessions court, family court, and transfer court. The caseload increases each year. In 2002, we opened 2,344 cases. We presently have eight capital cases. The workload demands of capital cases alone are staggering. Each case that goes to trial requires an average of 1,900 hours of investigation and preparation. In addition, a new United States Supreme Court ruling, Alabama v. Shelton, could mean that we will be required in represent persons in magistrate's court in the near future.

Each attorney in this office represents more clients than permissible under prevailing national standards. The House of Delegates of the American Bar Association has adopted caseload limits of 150 felonies, 400 misdemeanors, or 200 juvenile cases a year per attorney. The caseload here comes close to double that. This is a matter of concern because we could be vulnerable to claims of malpractice or ineffective assistance of counsel. For this reason, we will need to ask for funding for at least one new attorney

during fiscal year 2004-2005.

Feel free to contact me if you have questions concerning our budget.

With kind regards, I am,

Sincerely,

Elizabeth C. Fullwood

enclosure

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
MAR 11 11 RECD
FINANCE DEPT.

Fund: 1000
Division: Judicial
Organization: 141500 - Probate Court

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 8	296,764	144,448	303,325			
510101	State Supplement	1,326	646	1,326			
510200	Overtime	11,099	8,746	8,746			
511112	FICA Cost	22,593	11,141	23,284			
511113	State Retirement	15,611	7,822	15,288			
511114	Police Retirement	8,698	4,243	8,688			
511120	Insurance Fund Contribution - 8	33,600	22,400	44,800			
511130	Workers Compensation	835	415	805			
	*** Total Personnel**	**390,526**	**199,861**	**406,262**			
	Operating Expenses						
520400	Advertising & Publicity	0	0	100	100.00		
520702	Technical Currency & Support	0	1,500	1,500	2,325.00		
521000	Office Supplies	6,094	3,731	6,773	7,463.00		
521100	Duplicating	2,392	1,331	2,546	2,765.00		
522200	Small Equipment Repairs & Maintenance	223	0	525	525.00		
524000	Building Insurance	107	0	110	151.00		
524201	General Tort Liability Insurance	519	231	461	577.00		
524202	Surety Bonds	0	0	52	52.00		
525000	Telephone	2,412	1,235	2,189	2,470.00		
525010	Long Distance Charges	270	138	212	276.00		
525020	Pagers and Cell Phones	159	80	163	163.00		
525100	Postage	3,423	2,293	3,559	4,587.00		
525210	Conference & Meeting Expenses	813	425	2,853	2,853.00		
525230	Subscriptions, Dues, & Books	866	581	965	1,215.00		
525240	Personal Mileage Reimbursement	0	0	100	100.00		
525301	Utilities - Courthouse	3,894	2,430	3,700	3,700.00		
	*** Total Operating**	**21,172**	**13,975**	**25,808**	29,322.00		
	**** Total Personnel & Operating**	**411,698**	**213,836**	**432,070**			
	Capital						
540000	Small Tools & Minor Equipment:	817	0				
	All Other Equipment	23,866	0		8,993.00		
	**** Total Capital**	**24,683**	**0**	**0**	29,322.00		
	***** Total Budget Appropriation**	**436,381**	**213,836**	**432,070**			

New Program
Section III

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 141500 Organization Title: Probate Court
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
1	Printer	598.00
1	Document Scanner	3,585.00
1	F2 Class Workstation driver	2,000.00
4	73GB hard drives	2,310.00
1	Microfiche Reader	500.00

** **Total Capital (Transfer Total to Section I and II)** 8,993.00

SECTION IV - PROGRAM OVERVIEW

Summary of Programs:

Program I - Probate Court

Program I - Probate Court

Objectives:

To provide Probate Court services to the citizens and taxpayers in accordance with State law.

SECTION IV.A - LIST OF POSITIONS

Current Personnel Level:

Full Time Equivalents

JOB TITLE	POSITIONS	GEN. FUND	GRADE
1. Probate Judge	1	1	Unc.
2. Associate Probate Judge	1	1	23
3. Clerk of Probate Court	1	1	10
4. Administrative Assistant IV	1	1	8
5. Estate Clerk II	1	1	7
6. Estate Clerk I	1	1	6
7. Clerk II	2	2	5
TOTAL POSITIONS	8	8	

SECTION IV.C - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(9) Office Phones

(1) FAX Line

(2) Pagers for Judge and Associate Judge

SECTION IV.D - SERVICE LEVELS

Service Level Indicators:

	Actual FY 2002-03	Projected FY 2003-04
Estate	1225	1084
Guardianship/Cons.	77	112
Marriage License	1464	1316

Note: Numbers reflect actual and projected cases to be commenced during respective fiscal year.

SECTION V - SUMMARY OF PROJECTED REVENUES THIS FY

ESTATES, GUARDIANSHIP/CONSERVATORSHIP FEES	**$ 273,000.00**
MARRIAGE LICENSE APPLICATION FEES	**$ 15,420.00**
MICROFILM COPY FEES	**$ 2,010.00**
MENTAL HEALTH FEES	**$ 15.00**

SECTION VI.B - OPERATING LINE ITEM NARRATIVE

520400 Advertising 100.00

For serving notice by publication upon persons in probate court proceedings, when required by State law.

520702 Technical Currency & Support 2,325.00

For service contract on coordinated computer software program.

521000 Office Supplies 7,463.00

Normal office supplies for all probate court service programs. Includes purchase of various multi-paged and color coded forms mandated by State law, stationery, envelopes, forms and file folders in the administration of estates, protective proceedings and in the issuance and indexing of marriage licenses.

521100 Duplicating 2,765.00

Estimated expense for copier leased by County of Lexington. File duplication is necessary in all court proceedings and correspondence in this court of record.

522200 Small Equip Repairs & Maintenance 525.00

For required repairs of microfilm readers and printer, microfilm carrier and search unit.

524000 Building Insurance 151.00

524201 General Tort Liability Insurance 577.00

524202 Surety Bonds 52.00

525000 Telephone 2,470.00

Basic telephone service is budgeted by General Services based upon prior FY needs. The above request includes all office telephones, including marriage license information line, dedicated

fax machine line, and all lines for probate court personnel.

525010 Long Distance Charges 276.00

Long distance calls are required to confer between other probate courts, attorneys, government agencies and person involved in probate court proceedings.

525020 Pagers and Cell Phones 163.00

Two (2) pagers for use by Judge and Associate Judge to receive communications from law enforcement and S.C. Mental Health Department personnel in connection with mental health emergencies on 24 hour basis.

525100 Postage 4,587.00

Substantial mailing is required in all divisions of the court. The estimate is increased from last year due to increasing requirements to serve notice in estate, guardianship and conservatorship proceedings, and other required mailings for court of public record.

525210 Conference & Meeting Expenses 2,853.00

Includes SC Probate Judge's Association annual legislative conference and convention, when held at in-state locations, and includes mandatory judicial continuing legal education courses for probate judge and associate judge as required by SC Supreme Court, as well as training courses for probate court clerks to ensure professional proficiency.

525230 Subscription, Dues & Books 1,215.00

Increase of $250.00 this year due to State budget proviso requiring counties to pay S.C. Legislative Counsel for subscription to S.C. Code. Prior to this year, the subscription was funded by the State pursuant to statute. This line item also reflects cost of probate court subscriptions; directories; SC Probate Practice Manual revisions; SC Rules of Civil Procedure revisions; memberships in SC and National Probate Judges; Judicial memberships in SC Bar; and section dues for Probate and Estate Planning Section of SC Bar.

525240 Personal Mileage Reimbursement 100.00

For required official travel.

525301 Utilities - Courthouse 3,700.00

SECTION VI.C - CAPITAL LINE ITEM NARRATIVE

Acct. No.	**Printer**	**598.00**
Acct. No.	**Scanner**	**3,585.00**
Acct. No.	**F2 Class Workstation driver**	**2,000.00**
Acct. No.	**4 x 73GB hard drives for NAS**	**2,310.00**
Acct. No.	**Microfiche Reader**	**500.00**

These capital items are required to perform basic scanning and records storage/retrieval functions in accordance with the County of Lexington Document Imaging Project.

3490 Piedmont Rd.
Suite 1401
Atlanta, Georgia 30305

AXIOM Corporation

County of Lexington Document Imaging Project

Budget Estimates for Fiscal Year 2004

Background:

Axiom Corporation was asked to assist with the development of high-level F.Y. '04 budget estimates as they pertain to the ongoing Document Imaging Project for the following Lexington County Departments:

- Probate Court
- County Personnel
- County Treasurer
- Sheriff's Department Personnel

Axiom Corporation performed a very high-level document analysis within each department to ascertain the information required to prepare the budgetary estimates in preparation for the fiscal year 2004 budget cycle.

Purpose:

The purpose of this document is to provide budgetary level estimates for the above listed Lexington County Departments to assist them with the preparation of their fiscal year 2004 budget estimates.

Probate Court Estimate:

The Probate Court estimates that they process 1200 pages per day. There are five (5) microfiche readers throughout the Court of which three (3) are functioning. There appears to be adequate capability with the 3 readers. Approximately 35% of their documents are bi-fold or tri-fold forms that, by law, cannot be separated. This is one area of concern in that a scanner capable of scanning a document of that length (tri-fold documents are approximately 33 inches long) will cost between $60,000-$100,000 and the user will not be able to identify individual pages. The alternatives to the large format scanner are 1) to scan these documents by hand, folding and re-folding them as required, 2) re-print the documents and amend the governing law, 3) make copies of the original and scan the copies. This issue aside, our estimate to integrate the Probate Court into the Lexington County Imaging Database is as follows.

Scanner	$4,000
Workstation	$2,000
3 Microfiche Readers	$1,500
Axiom Services	$5,000
4 x 73GB hard drives for NAS	$2,310
TOTAL	**$14,810**

Probate Court Estimate (cont.):

The scanner price is based upon the scanner procured for the Family Court. I recommend that the County standardize their scanner configurations as they have their desktop configurations for the same reasons. This will also simplify sharing of scanners should the need arise.

I recommend that the County use an F2 Class workstation as defined in the Information Services FY2003 Recommended PC Specifications Document to drive the scanner. This workstation should be configured with a 40 GB hard-drive and a minimum 19" monitor.

Axiom services are based upon 4 man-weeks of services at $125 per hour. These services will be required to analyze and design an interface to the existing ICON imaging platform and/or should Probate Courts business rules, indexing or security requirements differ from the established format.

Pursuant to discussions with Lexington County I.S. Management, it was agreed that Lexington County would provide for system coding and development of system and user documentation. The Axiom Services are based on 40 hours to review the code created for each department.

****

As always Jim, if you have any questions or concerns please feel free to contact me at your convenience.

Bernard A. Rando
Vice President
3490 Piedmont Road, Suite 1401
Atlanta, Georgia 30305
Office - (404) 995-8880 Ext 231
Fax - (404) 995-8887
Cell - (770) 846-6784
e-mail - barando@axiom-corp.com

FUND 1000
PROBATE COURT (141500)
FY 2003-04 BUDGET REQUEST NEW PROGRAM

SECTION VI.A - PERSONNEL LINE ITEM NARRATIVE

Request:

To convert Grade 10 (Clerk of Probate Court) position to Grade 12, to reflect new job duties in connection with automated case processing reporting from Probate Court to S.C. Court Administration, and to perform administrative and supervisory duties upon reclassification of Associate Probate Judge to PT position.

LEXINGTON COUNTY

FEB 2 0 RECD

FINANCE DEPT.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Judicial
Organization: 141600 - Master-In-Equity

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 3	155,712	77,311	161,356	172,650		
511112	FICA Cost	10,669	5,061	12,319	13,250		
511113	State Retirement	7,386	2,118	11,031	12,100		
511120	Insurance Fund Contribution - 3	12,600	8,400	16,800	18,000		
511130	Workers Compensation	420	209	430	475		
511213	State Retirement - Retiree	3,280	3,178	0			
	*** Total Personnel**	**190,067**	**96,277**	**201,936**	216,475		
	Operating						
521000	Office Supplies	607	172	1,000	1300		
521100	Duplicating	1,238	698	1,200	1600		
524000	Building Insurance	67	0	70	75		
524201	General Tort Liability Insurance	412	183	366	400		
524202	Surety Bonds	0	0	19	~~25~~ 75		
525000	Telephone	577	297	560	650		
525010	Long Distance Charges	64	24	75	75		
525100	Postage	756	456	900	1100		
525210	Conference & Meeting Expenses	205	0	1,250	1250		
525230	Subscriptions, Dues, & Books	326	0	200	~~200~~		
525301	Utilities - Courthouse	2,452	1,530	2,800	~~3600~~ 325		
	*** Total Operating**	**6,704**	**3,360**	**8,440**	10,~~250~~		
	*** Total Personnel & Operating**	**196,771**	**99,637**	**210,376**	226,750		
	Capital						
	All Other Equipment	210	192	300	3742		
	**** Total Capital**	**210**	**192**	**300**	3742		
	***** Total Budget Appropriation**	**196,981**	**99,829**	**210,676**	230,~~492~~ 542		

COUNTY OF LEXINGTON

Section II

Existing Departmental Program Request
Fiscal Year - 2003 - 2004

Fund # 1000 Fund Title: General
Organization # 141600 Organization Title: Master-in-Equity

Object Expenditure Code	Classification	Program #1	Program #	Program #	Program #	Total 2003-2004 Requested
	Program Title:	Master-in-Equity				
	Personnel					
510100	Salaries #3	172,650				
510300	Part Time #	-0-				
511112	FICA Cost	13,250				
511113	State Retirement	12,100				
511114	Police Retirement	-0-				
511120	Insurance Fund Contribution # 3	18,000				
511130	Workers Compensation	475				
511131	S.C. Unemployment	-0-				
	*** Total Personnel**	216,475				
	Operating Expenses					
520100	Contracted maintenance					
520200	Contracted Services					
520300	Professional Services					
520400	Advertising					
521000	Office Supplies	1,300				
521100	Duplicating	1,600				
521200	Operating Supplies					
522100	Equipment Repairs & Maintenance					
522200	Small Equipment Repairs & Maint.					
522300	Vehicle Repairs & Maintenance					
523000	Land Rental					
524000	Building Insurance	75				
524100	Vehicle Insurance #					
524101	Comprehensive Insurance #					
524201	General Tort Liability Insurance	400				
524202	Surety Bonds	25				
525000	Telephone	650				
525010	Long Distance	75				
525100	Postage	1,100				
525210	Conference & Meeting Expenses	1,250				
525220	Employee Training					
525230	Subscriptions, Dues, & Books	200				
525301	Utilities - Courthouse	3,600				
525400	Gas, Fuel, & Oil					
525600	Uniforms & Clothing					
526500	Licenses & Permits					
	*** Total Operating**	10,275				
	**** Total Personnel & Operating**	226,750				
	**** Total Capital (From Section III)**	3,742				
	***** Total Budget Appropriation**	230,492				

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 141600 Organization Title: Master-in-Equity
Program # 1 Program Title: Master-in-Equity

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount	
1	STANDARD OFFICE/COUNTER COMPUTER	685.00	
1	CORE BANNER/DOCUMENT IMAGER COMPUTER	875.00	
2	STANDARD MONITORS- 17" (135.00 ea.)	270.00	
2	HP LASERJET 1200 PRINTERS (406.00 ea.)	812.00	
1	OFFICE XP PRO SOFTWARE & 1 QUICKEN UPGRADE	400.00	MINOR SOFTWARE
1	STANDARD CASSETTE RECORDER/TRANSCRIPTION SYSTEM	500.00	SMALL TOOLS & MINOR EQUIP.
3	TWO LINE MEMORY SPEAKER PHONES	200.00	

**** Total Capital (Transfer Total to Section I and II)** 3,742.00

Fund 1000 Judicial
Cost Center 141600
Master-in-Equity Court

SECTION IV.A. - LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Fund	Grade	Insurance?
Master-in-Equity	1	General	Uncl.	Yes
Docket Manager	1	General	10	Yes
Court Assistant II	1	General	6	Yes
Total Positions	3			

Fund 1000 Judicial
Cost Center 141600
Master-in-Equity Court

SECTION IV.C . - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(3) Office Phones

(1) Fax Machine/Phone

Fund 1000 Judicial
Cost Center 141600
Master-in-Equity Court

SECTION IV.D . - SERVICE LEVELS

Service Level Indicators:

	Actual FY 2000-01	Actual FY 2001-02	Actual 7/02-1/03	Estimated FY 2002-03	Projected FY 2003-04
Total # of Cases Referred	664	806	551	920	925
Total # of Cases Closed	668	767	527	905	925
Total # of Cases Pending	178	217	241	232	232
Total # of Foreclosures Referred to Court and scheduled	479	642	454	775	790
Total # of Foreclosures Carried through to Judicial Sale	350	423	347	595	600

***The number of cases referred to the Master-in-Equity Court and the number of foreclosures that are carried all the way through to judicial sale will fluctuate with the size of the Common Pleas non-jury docket and with the number of mortgage foreclosures in the county each year. These numbers are hard to predict because they are greatly influenced by the performance of the banking industry and other economic factors.

County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2003-2004

Fund #: 1000 Fund Name: General
Organ. #: 141600 Organ. Name: Master-in-Equity

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03	Anticipated Fees FY 2002-03	Budget: Units of Service	Budget: Current Fee	Budget: Total Estimated Fees FY 2003-04	Budget: Proposed Fee Change	Budget: Total Proposed Estimated Fees FY 2003-04
443600	Reference Fee(MF)	56,750	96,500	790	125.00	98,750	-0-	98,750
"	Reference Fee(SP)	825	1,425	55	25.00	1,375	-0-	1,375
"	Reference Fee(Oth)	1,500	2,500	50	50.00	2,500	-0-	2,500
"	1% Bid Fee (MF)	126,213	205,000	460	1% of bid	205,000	-0-	205,000

Code: MF-Mortgage Foreclosures, SP-Supplemental Proceedings, Oth-other Common Pleas cases
Bid Fee is 1% of bid at judicial sale with a minimum of 25.00 and a maximum of 2,500.00

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **$ 1,300.00**

To cover routine office supplies (pens, pencils, file folders, envelopes, paper, legal pads, tape, staples, etc.) as well as cassette tapes for recording hearings, heavy binders for monthly sales, court documents, computer print cartridges, fax machine and calculator supplies. This account is also used to replace broken or worn out staplers, scissors, trash cans, bulletin boards, desk trays, etc.

521100 - DUPLICATING **$ 1,600.00**

This account is used to cover copier machine duplicating of judgments, reports, notices of hearings, monthly sale rosters for the public, correspondence, court exhibits, office forms, legal formats, etc. used in the daily operations of the court. This account also covers copier supplies (such as toner, developer and paper). Annual usage varies with the number of foreclosures and non-jury cases filed each year. Foreclosure cases have increased this year by approximately twenty percent.

524000 - BUILDING INSURANCE **$ 75.00**

This figure is based on building insurance costs from past years.

524201 - GENERAL TORT LIABILITY INSURANCE **$ 400.00**

This figure is based on liability insurance costs from past years.

524202 - SURETY BONDS **$ 75.00**

This figure is based on surety bond costs from past years.

525000 - TELEPHONE **$ 650.00**

As of January 2003, this court has three activated telephone lines (one for the judge, one for the staff and one for the fax machine) at an approximate cost of $16.65 each per month.

SECTION VI.B. OPERATING LINE ITEM NARRATIVES (Cont'd)

525010 - LONG DISTANCE CHARGES **$ 75.00**

The operation of this court requires constant communication with attorneys and their staff pertaining to the scheduling of and preparation for upcoming cases as well as post trial conferences and follow ups. Because foreclosures must take place in the county where property is located, foreclosure attorneys practice statewide and a number of our foreclosures each month are handled by attorneys located out of our local calling area. This figure is based on average charges of $ 6.50 per month.

525100 - POSTAGE **$ 1100.00**

To cover the costs of mailing affidavits and judgments, hearing notices, correspondence and monthly reports. This figure is based on an average postal costs for the past six months of $ 77.00 per month. This figure also takes into account increasing postage costs over the next 18 months due to a 20% increase in foreclosure cases.

525210 - CONFERENCE AND MEETING EXPENSE **$ 1250.00**

This account covers the costs of mandatory CLE classes for the Master-in-Equity, as well as other appropriate training and conferences as needed. Each year we request a portion of this account to cover the cost of the Annual Bar Meeting for the Master-in-Equity, including registration, lodging and CLE (Continuing Legal Education) classes. The location of this meeting, which varies from year to year, effects the total cost. The request is always based on an average from past years. During fiscal year 2002-2003, the Master-in-Equity elected not to attend this meeting, due to an absence of any CLE programs relevant to this court's needs and also due scheduling conflicts and personal conflicts. We would request that funds for the coming fiscal year not be struck from this account due to nonattendance in 2002-2003.

525230 - SUBSCRIPTIONS, DUES, & BOOKS **$ 200.00**

To cover the costs of updating and obtaining new legal books and references needed in the daily operation of this court.

525301 - UTILITIES-COURTHOUSE **$ 3,600.00**

This figure is based on the average utility costs for the past six months (approximately $ 255.00 per month) and a probable increase over the next year due to larger square footage area in the new courthouse and to probable inflationary increases.

SECTION VI.C . - CAPITAL LINE ITEM NARRATIVES

STANDARD OFFICE COMPUTER $ 685.00

Replacement of office computer for the Court Assistant. The Court Assistant's present computer was purchased in 1996 and is extremely slow and does not seem to be capable of running the Office 2000 software in it's entirety. This computer is used in the preparation of the monthly foreclosure sale roster and statistics, pleading formats, correspondance, and creation of mailing and address labels and envelopes for the court. The large increase in the number of foreclosures coming through this court as well as the increase in other types of Common Pleas cases coming through this court necessitates a faster computer with more updated capabilities.

CORE/BANNER COMPUTER $ 875.00

Replacement of office computer for the Docket Manager. Present computer was purchased in 1996 and is extremely slow. This computer contains accounting software and all of our financial and accounting files and records. It also contains the main docketing program for the court and is used in the preparation of all deeds, sales reports, dismissals and court orders, Court Administration reports, treasurer's reports and budget requests. Banner was installed in the present computer two years ago, but we are unable to access it now because of system requirements.

(2) 17" STANDARD MONITORS $ 270.00

Replacement of monitors connected to the above referenced computers. The monitors presently in use were also purchased in 1996. They have a small 15" screen and poor quality visuals.

(2) HP LASERJET 1200 PRINTERS $ 812.00

Replacement of printers connected to the above referenced computers. The printers presently in use are 7 or 8 years old and have a poor print quality.

SECTION VI.C. CAPITAL LINE ITEM NARRATIVES (Cont'd)

MINOR SOFTWARE **$ 400.00**

The computer currently used by the Docket Manager runs an older version of WordPerfect as it's main office program. We need to update the word processing on this computer and come in line with what the rest of the county is using and therefore are requesting Office XP Pro software at a cost of $315.00. We also need to upgrade our accounting program (Quicken) at a cost of $ 69.95 plus tax and S&H.

STANDARD CASSETTE RECORDER/TRANSCRIPTION SYSTEM **$ 500.00**

The Master-in-Equity Court, as a division of the Court of Common Pleas, hears many cases which need a record. Since our court does not employ a court reporter, we rely on a taping system for many of our records. The tape recorder presently in use is a microcassette system which some court reporters don't transcribe (attorneys may have tapes transcribed at their expense by a certified court reporter when necessary). This recorder is close to ten years old and has very poor playback capabilities. The Judge will often need to listen to a portion of a trial when drafting orders and needs a system with a decent playback quality. Our research has found the average cost of these systems to be around $500.00.

MINOR TOOLS AND EQUIPMENT **$ 200.00**

Replacement of telephones for the Judge and staff. Telephones presently in use are 4-6 years old and have static reception at times, buttons that stick, and have had numerous cord replacements. We are asking for 3 new two-line memory speaker phones. Two lines enable us to transfer calls to each other and other departments and to conference call with attorneys. Speaker phone capabilities allow the Judge or staff to conference with an attorney or party who is present in the building and one who is on the phone when necessary.

LEXINGTON COUNTY
FEB 21 RECD
FINANCE DEPT.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Judicial
Organization: 142000 - Magistrate Court Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 27	858,776	478,014	1,009,374	1,005,515		
510200	Overtime	1,842	0	0	0		
510300	Part Time - 3	49,716	21,891	49,840	46,879		
511112	FICA Cost	67,386	36,701	81,459	80,509		
511113	State Retirement	31,957	17,326	36,152	36,159		
511114	Police Retirement	46,148	26,426	57,463	56,130		
511120	Insurance Fund Contribution - 30	113,400	84,000	168,000	180,000		
511130	Workers Compensation	2,458	2,109	2,822	2,842		
511131	S.C. Unemployment	128	20	0	0		
511213	State Retirement - Retiree	857	0	0	0		
	*** Total Personnel**	**1,172,668**	**666,487**	**1,405,110**	**1,408,034**	**0**	**0**
	Operating Expenses						
520200	Contracted Services	995	0	1,200	1,700		
520300	Professional Services	0	85	95	0		
520500	Legal Services	1,167	1,142	1,500	3,000		
520702	Technical Currency & Support	536	0	2,350	200		
521000	Office Supplies	13,109	6,770	17,723	17,500		
521100	Duplicating	8,511	4,312	9,504	10,000		
522200	Small Equipment Repairs & Maintenance	345	0	800	800		
523100	Building Rental	1,500	750	5,250	9,000		
524000	Building Insurance	564	0	631	1,005		
524201	General Tort Liability Insurance	1,020	503	1,006	1,258		
524202	Surety Bonds	0	1,376	1,558	0		
524900	Data Processing Equipment Insurance	35	0	70	70		
525000	Telephone	24,314	14,327	25,440	29,300		
525010	Long Distance Charges	2,019	1,174	2,820	3,000		
525020	Pagers and Cell Phones	1,831	614	2,470	2,700		
525100	Postage	28,265	15,115	32,500	34,400		
525210	Conference & Meeting Expenses	9,691	7,195	11,000	12,000		
525230	Subscriptions, Dues, & Books	1,424	1,459	4,821	4,500		
525240	Personal Mileage Reimbursement	3,702	1,473	7,652	8,000		
525305	Utilities - Harbison Complex	8,929	2,103	8,752	8,752		
525312	Utilities - Mag. Dist. 3	3,110	1,727	3,485	3,485		
525331	Utilities - Law Enf. Ctr.	4,052	2,606	4,132	5,212		
525351	Utilities - Mag. Dist. 6	3,358	2,252	4,197	4,504		
525353	Utilities - Mag. Dist. 4	1,981	1,183	2,344	2,366		
525367	Utilities - Mag. Dist. 1	958	0	0	0		
525385	Utilities - Kroger Bldg.	3,119	2,692	5,400	5,384		
525387	Utilities - Oak Grove	0	123	1,000	2,000		
527010	Jury Pay and Expenses	89,964	32,403	90,000	108,000		
538005	Bank Service Charges	30	0	0	0		
	*** Total Operating**	**214,529**	**101,384**	**247,700**	**278,136**	**0**	**0**
	**** Total Personnel & Operating**	**1,387,197**	**767,871**	**1,652,810**	**1,686,170**	**0**	**0**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Judicial
Organization: 142000 - Magistrate Court Services

Object Code	Expenditure Classification	2001-02 Requested	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommend	2003-04 Approved
	Capital						
540000	Small Tools & Minor Equipment:	1,900	4,642	5,420	3,400		
540010	Minor Software	1,510	35	450	50		
	All Other Equipment	52,982	777	14,950	12,006		
	**** Total Capital**	**56,392**	**5,454**	**20,820**	**15,456**	**0**	**0**
	***** Total Budget Appropriation**	**1,443,589**	**773,325**	**1,673,630**	**1,701,626**	**0**	**0**

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 142000 Organization Title: Magistrate Court Services
Program # 1 Program Title: Magistrates

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
	Account # 540000 Small Tools and Minor Equipment	3,400
	Account # 540010 Minor Software	50
1	Server	4,250
1	Monitor	150
1	LAN Database Software	1,350
1	LAN Client Software	750
1	Executive Chair	400
1	Commercial Shredder	500
1	Commercial Vacuum	500
6	Courtroom Chairs	275
4	Fax Machines	2,500
3	Print Servers	770
1	HUB	170
2	Uninterrupted Power Sources (UPS)	275
2	Network Interface Cards	116
	** **Total Capital (Transfer Total to Section I and II)**	**15,456**

COUNTY OF LEXINGTON
MAGISTRATE COURT SERVICES
BUDGET FY 2003 – 2004
PROGRAM OVERVIEW

FUND: 1000
ORGANIZATION: 142000

Section IV

The Magistrate Court Services Department's goal is to serve the citizens of Lexington County by administering justice and adjudicating cases in a timely manner.

(A) The Magistrate's Department is made up of nine full-time Judges, eighteen full-time support staff, and three part-time support staff. All of the positions, including the part-time, are eligible for insurance. The Judges are: (1) Chief Magistrate-District 6 (2) Magistrate Dist. 1 (3) Magistrate Dist. 2 (4) Magistrate Dist. 3 (5) Magistrate Dist. 4 (6) Magistrate Dist. 5 (7) At-Large Magistrate (8) At-Large Magistrate (9) At-Large MagistrateThe at-large magistrates preside at the Traffic / Bond Court. The departments positions, # of employees in that position, and pay grades are: (1) Chief Court Administrator, 1 employee – Pay Grade 16 (2) Traffic Court Administrator, 1 employee – Pay Grade 10 (3) Assistant Court Administrator, 2 employees – Pay Grade 8 (4) Magistrate Court Assistants, 9 employees – Pay Grade 6 (5) Traffic Court Assistants, 3 employees – Pay Grade 6 (6) Magistrate Court Clerks, 2 employees – Pay Grade 4 (7) Part-Time Magistrate Court Clerks, 3 employees – Pay Grade 4. We are requesting, as a new program, two additional Court Assistant positions at a pay grade 6 for the Oak Grove Magistrate's Office.

(B) We do not have any vehicles in the Department.

(C) All of the Magistrates, as well as the Chief Court Administrator and one of the Assistant Court Administrators, have pagers. In addition, the Chief Magistrate and the Chief Court Administrator have Nextel telephones. We are requesting an additional Nextel telephone for the Bond Court to be used by the Judge presiding over the Bond Court. There are 24 telephone lines, nine fax lines, and three voice mail lines in the Magistrate Department. There are 32 telephones throughout all of the offices in the Magistrate Department.

County of Lexington
Magistrate Court Services
FY 2003 - 2004 Projected Revenues

Office	Criminal/Traffic Fines	Civil Fees
Lexington Magistrate #1	80,000	60,000
Irmo Magistrate #2	65,000	60,000
Batesburg Magistrate #3	35,000	40,000
Swansea Magistrate #4	100,000	80,000
Oak Grove Magistrate #5	50,000	60,000
Cayce-W.Cola. Magistrate #6	75,000	60,000
Central Traffic Court	1,000,000	N/A
CDV Court	25,000	N/A
***Total Department Proj. Revenues	**1,430,000**	**360,000**

COUNTY OF LEXINGTON
2003 – 2004
ANNUAL BUDGET JUSTIFICATION

FUND (1000)
MAGISTRATE COURT SERVICES (142000)
OPERATING EXPENSES:

520200 CONTRACTED SERVICES $ 1,700

Juror pools are pulled from Voter Registration Lists that are updated every year. We purchase these Voter Registration Lists on a disk from the South Carolina Election Commission. In order to use the lists, the disk is broken down by districts and installed in each office. The work is done by an outside vendor. In the upcoming budget year, there will be changes made to the juror program due to the addition of a new Magistrates District. It will cost roughly $300 to make these changes plus the fee for each office to receive the updated information. It cost us this year a fee of $165.00 per office at a total of $825.00. Also, there have been times in the past where we have had to call the vendor out, for an additional fee, to correct problems that we had with the program.

520500 LEGAL SERVICES $ 3,000

Allows for the use of Court Reporters, Interpreters, etc. With the increasing number of cases comes the increasing number of defendants who do not speak English. We have to call on Interpreters quite frequently.

520702 TECHNICAL CURRENCY & SUPPORT $ 200

This will go towards the maintenance contract for the Progress Software that we are requesting for the Batesburg Magistrate's Office. This office will be set up on a Local Area Network. It is estimated to cost no more than $200 per office for this initial contract. The last purchase was for $156.31.

521000 OFFICE SUPPLIES $17,500

Paper, pens, envelopes, cassette tapes, scotch tape, folders, storage boxes, household supplies, court forms, rubber bands, computer backup tapes and disks, ribbon for printers, fax and calculators, index and business cards, business checks, etc. Traffic Court uses receipts, forms, and envelopes that have to be ordered from an outside vendor.
Computer receipts for Traffic Court=$1008.00 (last order)
NRVC Envelopes for Traffic Court=$719.57 (last order)
NRVC Forms for Traffic Court=$1093.93 (last order)

521100 DUPLICATING $10,000

Copier machine duplicating of civil notices, criminal notices, fraudulent checks, jury lists, correspondence to employees, etc. Used in the daily accomplishment of the Magistrate Systems operation. There are currently eight copiers in the Magistrate system. There is a slight increase from the current year due to the addition of the eighth copier, which is located at the Oak Grove Magistrate's Office, in December 2002. It is estimated to cost no more than $1,000 to lease the copier the entire year at the Oak Grove Magistrate's Office.

522200 SMALL EQUIPMENT REPAIRS & MAINTENANCE $ 800

Funds will be used for emergency repair and maintenance for small office machines such as computers, printers, fax machines, typewriters, etc.

523100 BUILDING RENTAL $ 9,000

This is for the lease of the Oak Grove Magistrate's Office. The monthly rent is $750 per month.

524000 BUILDING INSURANCE $ 1,005

To cover the cost of allocated building insurance. Figures provided by Risk Management.

524201 GENERAL TORT LIABILITY INSURANCE $ 1,258

To cover the cost of general tort liability insurance. Figures provided by Risk Management.

524900 DATA PROCESSING EQUIPMENT INSURANCE $ 70

To cover seven Magistrates Courts at $9.90 premium for each office.

525000 TELEPHONE $29,300

Out of seven Magistrate Offices, there are a total of 24 telephone lines in the Magistrate System. In addition, three lines are voice mail boxes for jurors and nine are fax lines. The breakdown for each office is as follows:

Magistrate Dist.1(Lexington)= 4 telephone lines, 1 voice mail line for jurors, and 1 fax line
Magistrate Dist.2(Irmo)= 3 telephone lines, 1 voice mail line for jurors, and 1 fax line
Magistrate Dist.3(Batesburg)= 3 telephone lines and 1 fax line
Magistrate Dist.4(Swansea)= 3 telephone lines and 1 fax line
Magistrate Dist.5(Oak Grove)= 2 telephone lines and 1 fax line
Magistrate Dist.6(Cayce)= 4 telephone lines, 2 fax lines, 1 voice mail for jurors
Traffic Court= 3 telephone lines and 1 fax line
CDV Court= 1 telephone line and 1 fax line
Administrative Magistrate (Judge Sons)= 1 telephone line
Administrative Magistrate (Judge Whittle)= Currently, he does not have a telephone line. He is sharing a phone line with the CDV Court. We would like to get him a telephone line so that he does not tie up the CDV Court telephone line and vice versa.
We would like to add a jury line for the Batesburg Office for jurors to call in and confirm receipt of their jury summons.

Also, the current year's total only reflects 7 months for the Oak Grove Office. The requested increase accounts for 12 months for all telephone lines as well as the addition of two telephone lines (Judge Whittle and jury line in Batesburg).

525010 LONG DISTANCE CHARGES $ 3,000

The Swansea Magistrate's Office is a long distance telephone call. Also, there are times when affiants and defendants have representation from out of town attorneys that need to be called as a means of correspondence. Each Magistrate Office also has to accept collect calls from incarcerated defendants.

525020 PAGERS AND CELL PHONES $ 2,700

This is used for the rental of eleven pagers for the period of July 1, 2003 through June 30, 2004. An alpha pager with statewide range is currently $8.73 per month. Also, this is for the use of three Nextel telephones, which are roughly $40 per month for each one. ****The current budget year only reflects two Nextel telephones. The third telephone will be used at the Bond Court by the Judge on duty.**

525100 POSTAGE $34,400

The Magistrate System mails juror notices, court date notices for criminal and civil hearings, preliminary hearing notices, and other routine correspondence in the accomplishment of operation. Once again, the increase is due to projected costs for the entire year in the Oak Grove Magistrate's Office.

525210 CONFERENCE AND MEETING EXPENSES $12,000

This appropriation is used for the Judges and Administrator to attend state and national conferences and related meetings for the South Carolina Summary Court Judges Association (SCSCJA). Attendance at these meetings and conferences enables us to keep abreast with changes and updates in trends, policies, procedures, law, etc. In addition, these meetings and conferences enable us to maintain contact with other state and local Judges and Administrators to exchange ideas, knowledge and information that other Judges can offer through networking. For each Judge to go to the Annual Summary Court Judges Seminar, it costs approximately $1000. Five or six Judges are normally sent to this seminar. Appropriation is also needed to earn credit hours towards their certification. Each Judge is required to earn eighteen credit hours. This

appropriation is also used for the Judge's staff to attend the Annual South Carolina Summary Court Judges Association Staff Conference. The training conference is three days and two nights. Conference fee for this past year was $95 per employee. The hotel cost was $119 a night. The per diem per person for the entire conference is normally around $60.00 per person. The class is specifically designed to help them perform their duties more efficiently and to help reduce costs to Lexington County.

525230 SUBSCRIPTIONS, DUES, AND BOOKS $ 4,500

These funds are to be used for dues in the South Carolina Summary Court Judges Association for nine Judges at $50 per Judge. These funds are also used to purchase books and pamphlets for the Magistrates to perform their jobs effectively. These funds are also used to purchase updated "Blue Books" from Central Stores each year. It also goes to the purchase of annual updates for the supplements to the law books, which this year cost $260 per supplement set. Until this year, the supplements were provided at no charge through Legislative Council.

525240 PERSONAL MILEAGE REIMBURSEMENT $ 8,000

Mileage reimbursement required when using personal vehicle to travel to meetings, Central Stores, Sheriff's Department, etc. Staff Meetings are held every Wednesday. A Judge is assigned Weekend Bond Court which has one setting Saturday and Sunday.

525 UTILITIES $31,703

525	Utilities- Northlake Service Center	$ 8,752
525312	Utilities- Magistrate District 3	$ 3,485
525331	Utilities- Law Enforcement Center	$ 5,212
525351	Utilities- Magistrate District 6	$ 4,504
525353	Utilities- Magistrate District 4	$ 2,366
525385	Utilities- Magistrate Dist. 1-Kroger	$ 5,384
525387	Utilities- Oak Grove Magistrate	$ 2,000
Total for all		$31,703

These numbers are based on the current budget.

527010 JURY PAY AND EXPENSES $108,000

This is to cover the expense of jurors. The current rates are $10 for service and $3 for mileage for a total of $13 per juror. Through court observation, the trend for defendants seems to be to request a jury trial. With the growth in jury trials comes the growth in jury pay. This account is also used in some cases to feed the jurors. The current year budget is $90,000 divided between 5 offices at an average of $18,000 per office. The addition of the Oak Grove Magistrate holding jury trials causes the increase from the current budget year.

COUNTY OF LEXINGTON
2002-2003
ANNUAL BUDGET JUSTIFICATION

FUND 1000
MAGISTRATE (142000)
CAPITAL EXPENSES:

540000 SMALL TOOLS AND MINOR EQUIPMENT $ 3,400

---This money will be used to purchase calculators that are old or out of commission. These calculators are used to add money collected by each office, to make deposits, and also to balance the reports and dockets. The price for each calculator will be in the range of $60 - $80.

---We would like to purchase a Nextel Telephone for the Bond Court to stay at the Court to have instant contact with the Supervisors on duty at the jail, as well as the Chief Magistrate and Chief Court Administrator. The telephone should cost around $200.

---Each Magistrate Office always needs additional file cabinets. These will be used to compensate for the increased case volume that is handled in the Magistrates' Courts. The file cabinets can be purchased from Central Stores for $63 each.

---These funds will also be used to purchase any other minor equipment (electric staplers, telephones, zip drives, chairs, furniture, etc.) that may be needed throughout the year. The Irmo Magistrate and Lexington Magistrate has requested bookcases. These bookcases can be purchased from Central Stores.

540010 MINOR SOFTWARE $ 50

We have to purchase a disk from the SC Election Commission every year for Jury Pools. The disk has been $35 plus tax in the past.

(1) SERVER $4,250

The server will be used in the Batesburg Magistrate's Office. This server will be used to connect each stand-alone computer to create a local area network. Through assistance from the I.S. Dept., the latest quote of a new server is $3,269 plus tax. The server will need 5 Windows 2000 CAL licenses at a cost of $19.20 each (total=$96) plus shipping and tax, a Windows 2000 server license at a cost of $476.06 plus shipping and tax, and PC Anywhere 10.5 Host and Remote at a cost of $155 plus shipping and tax. The prices for the licenses and PC Anywhere are from the latest purchase.

(1) MONITOR $ 150

This monitor will be used for the server at the Batesburg Magistrate's Office. The current price of the monitor is $135 including tax.

(1) LAN DATABASE SOFTWARE $ 1,350

The Batesburg Magistrate Office will need this software to create the local area network. It cost $1,250 plus shipping and sales tax each for the last purchase.

(5) LAN CLIENT SOFTWARE $ 750

This will be for the individual users to be networked in the local area network in the Batesburg Magistrate Office. It cost $700 plus shipping and sales tax for the software for 5 users on the last purchase.

(1) EXECUTIVE CHAIR $ 400

This chair will be for the Oak Grove Magistrate. It is estimated to cost no more than $400.

(1) COMMERCIAL SHREDDER $ 500

The shredder will be for the Oak Grove Magistrate's Office. It is estimated to cost no more than $500. The last shredder purchased cost $419.

(1) COMMERCIAL VACUUM $ 500

This vacuum will be used at the Oak Grove Magistrate's Office. We currently do not get cleaning services. This will be for the Magistrate's staff to clean the office. The last vacuum, at the Cayce Magistrate's Office, was purchased for $493.45.

(6) COURTROOM CHAIRS $ 275

These chairs will replace the old and worn out juror chairs at the Lexington Magistrate's Office. These chairs are estimated to cost $30-$35 each plus shipping and sales tax.

(4) FAX MACHINES $ 2,500

These fax machines will replace old worn out machines at the Irmo Office, Lexington Office, Oak Grove Office, and Batesburg Office. The Brother 4750 fax machine on state contract is $595 plus tax each.

(3) PRINT SERVERS $ 770

Two of these print servers will go to Batesburg for the networking of the office. The third print server will be for the CDV Court printer. The last print server was purchased for $237 plus shipping and sales tax.

(1) HUB $ 170

This hub will be used at the Batesburg office to network the computers. The last hub purchased was $140 plus shipping and sales tax.

(2) UNINTERRUPTED POWER SOURCES (UPS) $ 275

One UPS will be used for the server. The last UPS purchased cost $193 plus shipping and sales tax. The other UPS will be for the hub. The last UPS (hub) purchased cost $36 plus shipping and sales tax.

(2) NETWORK INTERFACE CARDS $ 116

These network cards will be used in Batesburg for the networking of the computers. The network cards should not cost more than $50 each plus shipping and sales tax.

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 142000 Organization Title: Magistrate Court Services
Program # 1 Program Title: Oak Grove Magistrate's Office

Object Code	Expenditure Classification	Total 2003-2004 Pers,Oper,Cap	Total Requested 2003-2004 (General Fund)	Total Requested 2003 - 2004 (New Program)
	Personnel			
510100	Salaries #_3__	97,288	49,956	47,332
510300	Part Time #___			
511112	FICA Cost	7,444	3,822	3,622
511113	State Retirement	3,244	0	3,244
511114	Police Retirement	5,346	5,346	0
511120	Insurance Fund Contribution #_3__	18,000	6,000	12,000
511130	Workers Compensation	263	135	128
511131	S.C. Unemployment			
	*** Total Personnel**	131,585	65,259	66,326
	Operating Expenses			
520100	Contracted maintenance			
524900	Data Processing Equip. Insurance	10	10	0
520200	Contracted Services	500	500	0
520300	Professional Services	~~20,750~~	0	~~20,750~~
527010	Jury Pay and Expenses	18,000	18,000	0
521000	Office Supplies	2,500	2,500	0
521100	Duplicating	1,000	1,000	0
525020	Pagers and Cell Phones	108	108	0
525240	Personal Mileage Reimbursement	800	800	0
522200	Small Equipment Repairs & Maint.	200	200	0
523000	Land Rental			
523100	Building Rental	(9 months) 6,750	9,000	(9 months) -2,250
524000	Building Insurance	550	50	500
524100	Vehicle Insurance #___			
524101	Comprehensive Insurance #___			
524201	General Tort Liability Insurance	101	63	38
524202	Surety Bonds	0	0	0
525000	Telephone	1,000	600	400
525010	Long Distance	400	400	0
525100	Postage	4,400	4,400	0
525210	Conference & Meeting Expenses	1,000	1,000	0
525220	Employee Training			
525230	Subscriptions, Dues, & Books	550	550	0
525___	Utilities - _____	4,000	2,000	2,000
525400	Gas, Fuel, & Oil			
525600	Uniforms & Clothing			
526500	Licenses & Permits			
	*** Total Operating**	41,869 ~~62,619~~	41,181	~~21,438~~ 6688
	**** Total Personnel & Operating**	173,454 ~~194,204~~	106,440	~~87,764~~ 67,014
	**** Total Capital (From Section III)**	274,375 ~~253,625~~	0 ~~1,625~~	~~252,000~~ 272,500
	***** Total Budget Appropriation**	446,204 ~~447,829~~	106,440 ~~108,065~~	339,764

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New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 142000 Organization Title: Magistrate Court Services
Program # 1 Program Title: Oak Grove Magistrate's Office

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
1	Construction of New Building for Oak Grove Magistrate's Office	250,000
1	Courtroom Tape Recording System	2,000
	ARCHITECT ESTIMATED COST	20,750

** Total Capital (Transfer Total to Section I and II) 272,750 ~~252,000~~

COUNTY OF LEXINGTON
FY 2003 – 2004 BUDGET
NEW PROGRAM JUSTIFICATION
PROGRAM 1
STAFF, OPERATING, & CAPITAL FOR ADDITIONAL MAGISTRATE (DISTRICT)

FUND (1000)
MAGISTRATE COURT SERVICES (142000)
PERSONNEL EXPENSES:

510100 SALARIES $47,332
This will cover the salary of two Court Assistants ($23,666 each).

511112 FICA COST $ 3,622
FICA cost for the two Court Assistants.

511113 STATE RETIREMENT $ 3,244
SCRS expenses for two Court Assistants.

511120 INSURANCE FUND CONTRIBUTION $12,000
To cover the cost of employer's portion of the Insurance fund for the two Court Assistants at $6,000 each.

511130 WORKERS COMPENSATION $ 128
To cover the cost of Workers Compensation for the two Court Assistants.

OPERATING EXPENSES:
UNDER CAPITAL ITEMS:
~~520300 PROFESSIONAL SERVICES $20,750~~
To cover the cost of the services provided by the Architect for the construction of a new building. This figure is 8.3% of the estimated $250,000 constuction costs. This figure was estimated by the architect for the Northlake Service Center.

523100 BUILDING RENTAL $ 6,750
The current office is leased at $750 per month. We would need the building for an estimate of 9 months during the construction of the new building. We have requested the lease of the building for the full year in the General Fund Budget. If the new building is approved, the costs would be cut by $2,250

524000 BUILDING INSURANCE $ 500
This will cover the builders risk insurance for the construction of a new office.

524201 GENERAL TORT LIABILITY INSURANCE $ 38
The cost of general tort liability insurance for the two Court Assistants ($19 each).

525000 TELEPHONE $ 400
We currently have telephone lines in the leased building. The additional fees will be for the moving of the lines to the newly constructed building.

525387 UTILITIES-DISTRICT OFFICE $ 2,000

This is an estimate of the additional costs for the newly constructed building.

CAPITAL EXPENSES:

CONSTRUCTION OF NEW BUILDING FOR OAK GROVE MAGISTRATE $250,000

Currently, the Oak Grove Magistrate is working out of a leased building. This building will be a permanent site for the Oak Grove Magistrate and staff. The amount was estimated on a 3000 square foot building at $75 per square foot coming to a total of $225,000. The architect for the Northlake Service Center gave the estimate and said it may be safe to budget $250,000 for the project.

(1) COURTROOM TAPE RECORDING SYSTEM $ 2,000

This system will be placed in the Courtroom at the District Magistrate's Office.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Judicial
Organization: 149900 - Other Judicial Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510300	Part Time	0	5,975	21,000	26,000		
511112	FICA	0	457	1,989	1,989		
511113	State Retirement	0	0	1,781	1,781		
511130	Worker's Compensation	0	145	57	632		
511213	State Retirement - Retiree	0	409	0	0		
	*** Total Personnel**	**0**	**6,986**	**24,827**	**30,402**		
	Operating Expenses						
523100	Building Rental	45,677	23,209	50,729	38,646		
	Juvenile Justice - 1,925.00 x 12 = 23,100.00						
	Prob./Parole - sharing space w/DJJ						
	Prob./Parole: Old Mill						
	7/1/03-2/28/04 - 1,943.13 x 8 = 15,545.04						
	* Based on 2900 sqft @ $8.04						
524000	Building Insurance - Courthouse (New)	0	0	0	4,950		
524201	General Tort Liability Insurance	0	0	50	63		
525000	Telephone	0	110	309	360		
525020	Pagers & Cell Phones	0	28	83	110		
525375	Utilities - Old Mill - Prob/Parole	4,355	2,735	3,432	5,106		
525___	Utilities - Courthouse (New)	0	0	0	85,059		
	*** Total Operating**	**50,032**	**26,082**	**54,603**	**134,294**		
	**** Total Personnel & Operating**	**50,032**	**33,068**	**79,430**	**164,696**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	31	0		
	**** Total Capital**	**0**	**0**	**31**	**0**		
	***** Total Budget Appropriation**	**50,032**	**33,068**	**79,461**	**164,696**		

Sheriff
James R. Metts, Ed. D.

LEXINGTON COUNTY
MAR 0 4 RECD
FINANCE DEPT.

LEXINGTON COUNTY SHERIFF'S DEPARTMENT

FY 2003-2004 BUDGET
LEXINGTON COUNTY SHERIFF'S DEPARTMENT
FEBRUARY 28, 2003

Attached is the proposed fiscal year 2003-2004 budget of $22,651,054 for the Lexington County Sheriff's Department. According to our estimates, it appears that law enforcement revenue will provide the funding necessary to continue the current level of law enforcement services. Preliminary estimates for next fiscal year indicate that revenue will be approximately $22,653,942, a positive difference of $2,888.

Understanding the importance of the county revenue available for fiscal year 2003-04, I have directed my staff to submit a balanced budget. While the balanced budget is not all inclusive of the items essential for our agency to remain effective in a fast growing county, I am cognizant of other County government funding concerns. Therefore, the Sheriff's Office will remain the good stewards we have proven to be in the past and will operate within this proposed budget.

Even with this balanced budget proposed, we do have financial concerns for our department in the coming year. Post September 11th, our agency continues to be called upon even more than ever. Additionally, South Carolina remains in a critical state, thus requiring our agency to absorb agendas that were once handled at the State level. Also, with the expansion of the County Administration Building and the opening of the new courthouse, we should all be prepared to address the issues of security as they arise during fiscal year 2003-04. It is also important to realize that again this year, we experienced an increase in the demand for our services. During 2002, our department answered more calls for service than ever before. Based upon current manpower and space, we are already above our maximum capacity in our detention facility.

In closing, let me re-emphasize our determination to work within our budget, while remaining the effective agency our citizenry has grown to rely upon. However, should special circumstances arise during the year, your continued support will be greatly appreciated.

Sincerely yours
in effective law enforcement,

J. R. Metts

James R. Metts, Ed.D.
Sheriff

A Nationally Accredited Law Enforcement Agency
P.O. Box 639/Lexington, South Carolina 29071 (803) 359-8230, Fax # (803) 359-1162

Lexington County Sheriff's Department
Summary of Requested Budget
Fiscal Year 2003-2004

	Personnel	Operating	Capital	Operating Transfers to Other Funds	New Programs	Total Requested Appropriations
Administration	$ 1,673,564	$ 346,823	$ 12,500	$ -	$ 122,773	**$ 2,155,660**
Operations	$ 9,355,218	$ 1,483,988	$ 579,033	$ -	$ 265,895	**$ 11,684,134**
School Crossing Guards	$ 188,600	$ 65,278	$ -	$ -	$ -	**$ 253,878**
Jail Operations	$ 5,014,665	$ 2,697,742	$ 133,000	$ -	$ 500,116	**$ 8,345,523**
Non-Departmental	$ 401,302	$ 10,000	$ -	$ 944,942	$ -	**$ 1,356,244**
Total Requested Appropriations	**$ 16,633,349**	**$ 4,603,831**	**$ 724,533**	**$ 944,942**	**$ 888,784**	**$ 23,795,439**
Total Estimated Revenues						**$ 22,653,942**
Surplus or (Deficit)						**$ (1,141,497)**

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Lexington County Sheriff's Department
Summary of Recommended Budget
Fiscal Year 2003-2004

	Personnel	Operating	Capital	Operating Transfers to Other Funds	New Programs	Total Requested Appropriations
Administration	$ 1,673,564	$ 346,823	$ 12,500	$ -	$ 14,040	**$ 2,046,927**
Operations	$ 9,355,218	$ 1,483,988	$ 190,480	$ -	$ 262,710	**$ 11,292,396**
School Crossing Guards	$ 188,600	$ 65,278	$ -	$ -	$ -	**$ 253,878**
Jail Operations	$ 5,014,665	$ 2,697,742	$ 3,000	$ -	$ -	**$ 7,715,407**
Non-Departmental	$ 401,302	$ 10,000	$ -	$ 931,971	$ -	**$ 1,343,273**
Total Requested Appropriations	**$ 16,633,349**	**$ 4,603,831**	**$ 205,980**	**$ 931,971**	**$ 276,750**	**$ 22,651,881**
Total Estimated Revenues						**$ 22,653,942**
Surplus or (Deficit)						**$ 2,061**

County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2003-2004

Fund #: 1000 Fund Name: GF/County Ordinary
Organ. #: 159999 Organ. Name: LE/Non-Departmental

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03	Anticipated Fees FY 2002-03	Budget: Units of Service	Budget: Current Fee	Budget: Total Estimated Fees FY 2003-04	Budget: Proposed Fee Change	Budget: Total Proposed Estimated Fees FY 2003-04
410000	CURRENT PROPERTY TAXES	6,681,324	14,931,879			15,610,880		15,610,880
410500	HOMESTEAD EXEMP REIMBURSEMENT	0	250,000			256,000		256,000
410520	MANFACTURER'S TAX EXEMPTION	29	90,000			92,160		92,160
411000	CURRENT VEHICLE TAXES	1,740,111	3,433,293			3,502,080		3,502,080
412000	CURRENT TAX PENALTIES	(253)	30,000			30,720		30,720
413000	DELINQUENT TAXES	441,317	500,000			512,000		512,000
414000	DELINQUENT TAX PENALTIES	65,903	100,000			102,400		102,400
417100	FEE IN LIEU OF TAXES	0	497,000			563,200		563,200
418000	MOTOR PAYMENTS	33,650	50,000			51,200		51,200
419000	MERCHANTS EXEMPTIONS	71,915	143,830			147,282		147,282
419900	TAX REFUNDS	(37)	(12,500)			(12,800)		(12,800)
437605	COPY SALES	3,857	6,171			6,171		6,171
438202	LE FUNERAL ESCORT FEES	15,780	27,051			27,051		27,051
438204	LE FOOD SERVICE PREPARATION FEES	17,584	22,682			0		0
438205	LE VENDING MACHINE SALES	2,859	1,200			5,676		5,676
438206	ALCOHOL ENFORCE TEAM FEES	19,023	19,026			19,026		19,026
438910	EQUIPMENT SALES - LE	0	46,100			46,100		46,100
440000	BOATING FINES	1,169	1,693			1,693		1,693
441000	SHERIFF'S FEES & FINES	250	250			500		500
452000	FEDERAL PRISON REIMB	608,359	1,691,346			1,384,005		1,384,005
452001	STATE CRIM ALIEN ASSIST	0	27,362			27,362		27,362
452010	SCHOOL CROSSING	0	269,044			281,236		281,236
TOTAL								22,653,942

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Law Enforcement
Organization: 151100 - Administration

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 28	1,093,294	554,439	1,166,370	1,173,059	1,173,059	
510101	State Supplement	1,297	632	1,297	0	0	
510199	Special Overtime	181	0	1,200	21,600	21,600	
510200	Overtime	4,313	3,972	3,972	0	0	
510300	Part Time - 6	31,935	19,857	43,217	61,543	61,543	
511112	FICA Cost	84,174	42,798	92,429	96,099	96,099	
511113	State Retirement	33,035	16,763	36,829	38,318	38,318	
511114	Police Retirement	60,914	25,323	70,673	67,975	67,975	
511120	Insurance Fund Contribution - 31	117,600	78,400	156,800	178,560	178,560	
511130	Workers Compensation	15,484	7,977	24,044	25,463	25,463	
511213	State Retirement - Retiree	2,951	2,018	0	779	779	
511214	Police Retirement - Retiree	4,406	7,538	0	5,368	5,368	
515600	Clothing Allowance - 6	4,800	2,400	4,800	4,800	4,800	
	*** Total Personnel**	**1,454,384**	**762,117**	**1,601,631**	**1,673,564**	**1,673,564**	**0**
	Operating Expenses						
520100	Contracted Maintenance	6,901	0	0	4,500	4,500	
520200	Contracted Services	6,447	1,085	8,500	9,500	9,500	
520207	SLED Terminals Contract	3,428	0	0	0	0	
520300	Professional Services	8,466	3,159	14,250	13,250	13,250	
520302	Drug Testing Services	2,052	1,243	3,600	3,600	3,600	
520307	Accreditation Services	9,400	4,947	9,400	9,400	9,400	
520400	Advertising & Publicity	281	0	800	800	800	
520500	Legal Services	1,678	1,194	5,000	5,000	5,000	
520702	Technical Currency & Support	0	4,494	8,996	9,500	9,500	
520703	Computer Hardware Maintenance	4,698	3,364	15,000	8,400	8,400	
520800	Outside Printing	397	19	1,000	1,000	1,000	
521000	Office Supplies	14,378	8,269	15,000	20,000	20,000	
521100	Duplicating	32,499	20,918	40,000	42,000	42,000	
521200	Oper. Supplies (Computer/Microfilm)	2,774	944	3,000	3,000	3,000	
521206	Training Supplies	27,811	3,334	30,000	30,000	30,000	
521207	OSHA Supplies	4,159	2,122	10,700	10,700	10,700	
521208	OSHA Supplies/Police Supplies	374	154	1,000	1,000	1,000	
522200	Small Equipment Repairs & Maintenance	4,441	4,611	7,500	9,000	9,000	
522300	Vehicle Repairs & Maintenance	3,526	627	7,000	7,000	7,000	
522601	Firing Range Repairs & Maintenance	17	378	1,000	1,000	1,000	
524000	Building Insurance	220	0	227	277	277	
524100	Vehicle Insurance - 10	5,200	2,600	5,200	6,500	6,500	
524201	General Tort Liability Insurance	5,661	2,515	5,030	8,874	8,874	
524202	Surety Bonds	0	0	199	0	0	
524204	Polygraph Examiner Bond	300	100	300	300	300	
524205	Firing Range Insurance	0	0	3,000	3,000	3,000	
524900	Data Processing Equipment Insurance	355	0	354	355	355	
525000	Telephone	19,702	9,861	18,000	21,000	21,000	
525002	Telephone (800 Line)	651	251	1,000	1,000	1,000	
525003	T-1 Line Service Charges	6,422	0	0	0	0	
525010	Long Distance Charges	3,375	1,816	4,500	4,000	4,000	

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Law Enforcement
Organization: 151100 - Administration

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Con't Operating Expenditures:						
525020	Pagers and Cell Phones	12,787	2,930	14,293	13,954	13,954	
525030	800 MHz Radio Service Charges - 12	5,873	2,966	8,979	7,581	7,581	
525031	800 MHz Maintenance Charges - 12	0	1421	1422	1,468	1,468	
525050	SLED Telecommunication Charges	2,284	0	0	0	0	
525090	Other Communication Charges	410	225	800	600	600	
525100	Postage	17,589	8,778	17,200	18,500	18,500	
525110	Other Parcel Delivery Service	312	389	700	800	800	
525201	Transportation & Education - Sheriff	1,653	3,964	5,000	5,000	5,000	
525210	Conference & Meeting Expenses	20,540	5,666	27,900	27,900	27,900	
525230	Subscriptions, Dues, & Books	7,487	4,930	9,250	12,000	12,000	
525240	Personal Mileage Reimbursement	163	0	200	200	200	
525331	Utilities - Law Enf. Ctr.	5,516	3,364	6,900	7,344	7,344	
525362	Utilities - Law Enf. Ctr. - New Admin.	1,937	891	4,400	2,520	2,520	
525400	Gas, Fuel & Oil	4,868	2,923	6,000	6,000	6,000	
525600	Uniforms & Clothing	3,127	825	10,250	9,000	9,000	
	*** Total Operating**	**260,159**	**117,277**	**332,850**	**346,823**	**346,823**	**0**
	**** Total Personnel & Operating**	**1,714,543**	**879,394**	**1,934,481**	**2,020,387**	**2,020,387**	**0**
	Capital						
540000	Small Tools & Minor Equipment:	4,102	213	2,500	2,500	2,500	
540010	Minor Software	1,066	0	0			
	All Other Equipment	20,101	0	62,023			
5A3	(2) Restroom Renovations				10,000	10,000	
	**** Total Capital**	**25,269**	**213**	**64,523**	**12,500**	**12,500**	**0**
	***** Total Budget Appropriation**	**1,739,812**	**879,607**	**1,999,004**	**2,032,887**	**2,032,887**	**0**

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GF/County Ordinary
Organization # 151100 Organization Title: LE/Administration
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	Small Tools & Minor Equipment	2,500
2	Restroom Renovations	10,000

**** Total Capital (Transfer Total to Section I and II)** **12,500**

SECTION IV. – PROGRAM OVERVIEW

The Administrative Services organization provides for the direction and overall management of the Lexington County Sheriff's Department. Administration provides support to all law enforcement and detention center personnel by coordinating day-to-day operations. Administration encompasses legal services, grants administration, personnel administration, finance, records management, information technology, training and career development, staff inspections, internal investigations, research and development, public information, and maintenance of the department's nationally accredited status. It is the ultimate responsibility of Administration to ensure that our deputy sheriffs have the resources necessary to provide professional law enforcement service delivery to the citizens of Lexington County.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Law Enforcement/Administration:					
Sheriff	1	1		1	Unc
Assistant Sheriff	1	1		1	37
General Counsel	1	1		1	24
Director of Technical Services	1	1		1	23
Major/Administration	1	1		1	23
Captain/ Administration	1	1		1	22
Captain/Public Information	1	1		1	22
Personnel and Grants Director	1	1		1	22
Inspector	1	1		1	20
Senior Accountant	1	1		1	17
Information Services Coordinator	1	1		1	16
Professional Conduct Sergeant	1	1		1	16
Training Sergeant	1	1		1	16
Sergeant/Investigations	1	1		1	16
Crime Analyst	1	1		1	14
Senior Paralegal Investigator	1	1		1	12
Administrative Assistant to Sheriff	1	1		1	11
Inventory Specialist	1	1		1	11
Office Support Manager	1	1		1	10
Senior Admin Asst I	1	1		1	9
Accounting Clerk 1	1	1		1	7
Computer Operator 1	2	2		2	7
Senior Secretary/LE	1	1		1	7
Personnel Clerk	1	1		1	6
Secretary I	3	3		3	6
Computer Terminal Operator PT	1	0.5		0.5	5-P/T
Administrative Officer	N/A	0.5		0.5	P/T-L/S
Operations Deputy	N/A	0.75		0.75	P/T-L/S
Totals	29	29.75	0	29.75	

SHERIFF'S DEPARTMENT VEHICLE LISTING

Count	Account Number	Vehicle Number	Year	Make	Category	Serial Number	Assignment	Insured
1	1000-151100	16696	94	Chevrolet Astro Van	M	1GNDM19W0RB172217	Admin Services	Yes
1	1000-151100	17565	95	Ford Crown Victoria	U	2FALP71W5SX178842	John Tate	Yes
1	1000-151100	17566	95	Ford Crown Victoria	U	2FALP71W8SX161095	Rusty Manley	Yes
1	1000-151100	17568	95	Ford Crown Victoria	U	2FALP71WXSX161017	Mills Scoggins	Yes
1	1000-151100	18974	97	Ford Taurus	U	1FALP52U7VA190571	Joel Huggins	Yes
1	1000-151100	20507	99	Ford Crown Victoria	U	2FAFP71W6XX110425	Ron Smith	Yes
1	1000-151100	20798	99	Ford Taurus	U	1FAFP5223XG185153	John Allard	Yes
1	1000-15100	23762	2002	Ford Explorer	U		Tim James	Yes
1	1000-151100	21516	2000	Ford Explorer 2WD	U	1FMZU63P8YZB36452	Scott Prill	Yes
1	1000-151100	32100	90	Chevrolet Van	U	1GNDM15Z2LB211980	Training	Yes
10	**Total Vehicles**							

10	Liability
0	Comprehensive
0	Boat Insurance
0	Aircraft Insurance
0	Not Insured
10	**Total**

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SECTION IV. C. – LISTING OF TELECOMMUNICATIONS

A detailed list is provided at the end of the budget document. The detailed list is not shown in this section due to the confidential nature of law enforcement.

Telephones	51
Cell Phones	11
Pagers	19
Radios	12

SECTION IV.D. – SERVICE LEVELS

The statistics below are listed in both fiscal and calendar year basis.

Calendar Year 2002 Personnel Applications Accepted	520
Calendar Year 2002 Training Classes Conducted	184
Calendar Year 2002 Training Hours	841
Calendar Year 2002 Investigative Tapes Transcribed	250
Fiscal Year 2002 Requisitions Submitted	656
Fiscal Year 2002 Central Stores Requisitions	222
Fiscal Year 2002 Change Orders to Purchase Orders	59
Fiscal Year 2002 Administrative Budgetary Transfers	50
Fiscal Year 2002 Trip Requests	64

SECTION IV.D. – SERVICE LEVELS

The statistics below are listed in both fiscal and calendar year basis.

Calendar Year 2002 Personnel Applications Accepted	520
Calendar Year 2002 Training Classes Conducted	184
Calendar Year 2002 Training Hours	841
Calendar Year 2002 Investigative Tapes Transcribed	250
Fiscal Year 2002 Requisitions Submitted	656
Fiscal Year 2002 Central Stores Requisitions	222
Fiscal Year 2002 Change Orders to Purchase Orders	59
Fiscal Year 2002 Administrative Budgetary Transfers	50
Fiscal Year 2002 Trip Requests	64

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE **$4,500**

Maintenance agreements are required to maintain the operations of equipment.

Microfilm Reader & Printer	(Palmetto Microfilm)	$ 4,500

520200 – CONTRACTED SERVICES **$9,500**

Contracts for press clipping services and microfilming services of archives. Due to increased workload, the county microfilm department can no longer microfilm all of our records; therefore, these services will need to be contracted out next fiscal year. The exact cost of microfilming services is not known and $5,000 is only an estimate. The amount budgeted is based on average monthly expenditures.

Press Clipping Services	(SC Press Clipping Bureau)	$2,000
Microfilm Services for Archives	(SC Dept. of Archives)	$1,500
Microfilming Services Daily	(Palmetto Microfilm)	$5,000
Public Record Information	(Accurint)	$1,000

520300 – PROFESSIONAL SERVICES **$13,250**

Personality surveys for applicants	(Compu-Guide)	$3,200
Medical Services / Exposures During Hours	(LMC Occupational Health)	$1,000
Medical Services / Exposures After Hours	(Lexington Medical Center)	$ 800
Psychological Testing for Re-tests	(DPS)	$ 100
Personnel Questionnaires	(David Griffith & Associates)	$1,000
Pre-employment physicals	(Midlands Exams&Drug Screening)	$7,150

520302 – DRUG TESTING SERVICES **$3,600**

To provide drug test required of employees and applicants.

Employee & Random Drug Test	(Midlands Exams & Drug Screening)	$3,600

520307 – ACCREDITATION SERVICES **$9,400**

To pay yearly accreditation fees. The amount budgeted is based on cost this fiscal year.

520400 – ADVERTISING & PUBLICITY **$800**

Advertising fees for employee vacancies, abandoned vehicles, and items to be auctioned.

Advertisement of Position Vacancies	The State Record Company)	$800

520500 – LEGAL SERVICES **$5,000**

Legal services of the county attorney, labor attorney, and title searches will be required for the fiscal year.

Tally, Malone, Thompson, Arden & Gregor	$ 1,000
Davidson, Morrison, and Lindemann	$ 4,000

520702 – TECHNICAL CURRENCY & SUPPORT **$9,500**

To pay computer software maintenance agreements

Firewall	(First Net Security)	$ 1,000
Database & Dev Tools Software	(Progress Software)	$ 7,000
Support Contract for Server & Software	(Uniworks)	$ 700
UnixWare software support	(Caldera Services Sales)	$ 800

520703 – COMPUTER HARDWARE MAINTENANCE **$8,400**

To pay computer hardware maintenance agreements

Network hardware	(Logicom)	$ 4,200
Cisco Routers	(Systems & Services LLC)	$ 600
Entrasys Network Support	(Southern Business Systems)	$ 3,600

520800 – OUTSIDE PRINTING **$1,000**

Funds are required for printing of various manuals, brochures, and business cards.

521000 – OFFICE SUPPLIES **$20,000**

Basic office supplies, word processing and printer supplies, calendars, fax machine supplies, laser and inkjet toner cartridges, computer paper and supplies, and stationery are a significant cost in this account. The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

521100 – DUPLICATING **$ 42,000**

Training materials, managerial reports, financial records, personnel records, and other documents must be copied for future reference. The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

521200 – OPERATING SUPPLIES **$3,000**

This account will be used to purchase microfilm, camera film, projection lamps for microfilm equipment, and batteries.

521206 – TRAINING SUPPLIES **$30,000**

Supplies are needed for training officers.

Ammunition	$20,500
Ammunition less lethal	$ 2,000
Targets	$ 2,500
Training Materials (videos, books, etc.)	$ 5,000

521207 – OSHA SUPPLIES **$10,700**

For compliance with health and safety requirements, the following items are required for all regulations. These figures are based on current usage. This account will be used to purchase the following items.

Containers for bio-hazard	(Allegiance Healthcare)	$1,400
Medical masks	(Dyna Med Inc)	$1,500
Irrigation solutions	(Allegiance Healthcare)	$1,400
Safety glasses	(Safeco)	$1,200
Hepatitis B vaccine	(Smith Kline Beecham)	$1,000
Ear Protection	(Safeco)	$1,200
Safety vests	(Lawmen's Safety Supply)	$1,000
Safety straps	(Lawmen's Safety Supply)	$ 600
Gloves	(Allegiance Healthcare)	$1,400

521208 – POLICE SUPPLIES **$1,000**

This account will be used to purchase police supplies for those officers assigned to the Administrative Bureau.

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE **$9,000**

The repair of transcribers, computers, printers, typewriters, copiers, fax machines, telephones, video and audio recorders, and calculators.

Typewriter and Fax Repair	(Business Office Machines)	$1,000
Network cabling and accessories	(Communications Supply Corp)	$3,500
Computer, Printer, Monitor Repair Supplies	(Irmo PC)	$4,000
Repairs to Cell Phones	(Nextel)	$ 500

522300 – VEHICLE REPAIRS & MAINTENANCE **$7,000**

The amount budgeted is based on first 6 months expenditures and projected cost for entire fiscal year plus a small increase due to increased mileage and more maintenance costs.

522601 – FIRING RANGE REPAIRS AND MAINTENANCE **$1,000**

The firing range is used for training of officers. This account will be used for maintenance costs required to keep the firing range operational.

524000 – BUILDING INSURANCE **$277**

Building insurance amounts as allocated based on square footage. The amount budgeted is recommendation of County Risk Manager.

524100 – VEHICLE INSURANCE **$6,500**

10 Vehicles * $650 premium refer to vehicle listing for assignments

524201 – GENERAL TORT LIABILITY INSURANCE **$8,874**

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is calculated as follows:

Law Enforcement	$535.50	16 Positions	$8,568
Clerical	$17.00	18 Positions	$ 306

524204 – POLYGRAPH EXAMINER BOND **$300**

This bond is required for the 3 officers performing polygraphs used for employee hiring and investigations.

Polygraph Bonds for 3 officers (3*$100) (Ellison Insurance) $300

524205 – FIRING RANGE INSURANCE **$3,000**

Firing range insurance must be maintained.

524900 – DATA PROCESSING EQUIPMENT INSURANCE **$355**

This amount is determined by county information services. The amount budgeted is the recommendation of the County Risk Manager.

525000 – TELEPHONE **$21,000**

This account will be used to pay telephone line charges, fax line charges, and telephone extension relocations. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

525002 – TELEPHONE (800 Line) **$1,000**

This account is used to pay for 800-line service. The establishment of this line reduces the amount charged to long distance. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

525010 – LONG DISTANCE CHARGES **$4,000**

This account is used to pay for long distance service. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

525020 – PAGERS AND CELL PHONES **$13,954**

Pagers and cell telephones are required for communication. Mobile telephones are required for immediate response when emergencies occur. See telecommunication equipment listing for identification detail and schedule of charges for amount detail. The budgeted amount also includes a contingency for lost pager fees and roaming and long distance charges for cell telephones.

Pagers	$2,117
Lost Pagers 5 @ $52.50	$ 263
Alltel Cell Phones	$2,188
Nextel Cell Phones	$5,836
Roaming & Overages	$3,550

525030 – 800 MHz RADIO SERVICE CHARGES $7,581

800 MHz radios are required for communications.

12 Radios @ $52.64 per month per radio – please see 800 MHz Inventory Listing

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS $1,468

800 MHz radios are required for communications.

12 Radios – estimated maintenance costs prorated across all radios is $122.31 per radio.

525090 – OTHER COMMUNICATION CHARGES $600

This account will be used to pay voicemail press box charges for Public Information Officer and the Sheriff. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

Voicemail Press Box	Voicelink	$600.00

525100 – POSTAGE $18,500

This account is used to pay for postage fees. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months.

525110 – OTHER PARCEL DELIVERY SERVICE $800

This account is used to pay for postage fees for Federal Express. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

525201 – TRANSPORTATION & EDUCATION - SHERIFF $5,000

SC Code of Laws, Section 23-23-10 ET. Seq. (1976 as amended)
The revised Training Act passed by the General Assembly requires that the Sheriff must successfully complete 20 hours of training per year. Seminars, workshops, dues, conventions, training courses, and publications comprise the requested amount in this account. Not all training courses to be attended are known at this time. Therefore, possible requirements are as follows:

FBI Training Conference	$ 500
SC Sheriff's Association	$ 500
SC Law Enforcement Officers Convention	$ 800
SC Prayer Breakfast Conference	$ 200
International Association of Sheriff's Conference	$1,000
National Accreditation Conference	$1,000
Contingency for Unknown Courses	$1,000

525210 – CONFERENCE & MEETING EXPENSES **$27,900**

Employees will be attending training seminars and conferences to enhance their skills and provide better service in law enforcement. These conferences are important to the county for the knowledge obtained by the officers. This account will also be used to pay meeting expenses incurred by the Assistant Sheriff. Not all seminars, meetings or conferences that will be attended are known therefore only a partial list is given below.

Various meeting with Media	$ 100
Executive staff meeting	$ 300
Meetings with State Law Enforcement	$ 100
International Association of Chief's Conf.	$ 300
Contingency for Unknown conferences	$1,200
American Red Cross CPR Training	$1,000
SC Police Chiefs Training	$ 500
Internal Affairs Training (2)	$2,000
CALEA Training (2)	$2,000
NOIA Training	$1,000
Public Sector Employment Law in SC	$ 500
SC Negotiators Training	$1,000
SC Bar Association Training	$1,000
SCFBINAA Spring Trainer	$1,000
Progress Software Training	$6,000
Database administration & GUI applications development training	$5,000
Unknown Training Opportunities	$4,900

525230 – SUBCRIPTIONS, DUES & BOOKS **$12,000**

Subscriptions to correctional institution publications, legal publications related to law enforcement, and dues to various organizations for our administrative staff.

SCLEOA memberships	$1,000
American Correctional Association	$ 35
Leadership Lexington County Memberships	$ 225
SC Employment Law Letter Subscription	$ 367
Notary Applications	$ 75
International Association of Crime Analysts	$ 25
International Association of Chief's of Police	$ 100
South Carolina Legislative Council Code of Laws Books	$ 546
American Bar Membership	$ 200
Search & Seizure Bulletin	$ 200
West Law Updates (West Group)	$4,000
SC Bar Advance Sheets	$ 50
SC Bar Dues	$ 300
American Polygraph Memberships	$ 520
Membership American Society of Law Enforcement Training	$ 50
SC Association of Polygraph Examiners	$ 150
Subscription for Arrest Law Bulletin & Search & Seizure Bulletin	$ 200
Fraternal Order of Police Memberships	$ 50
Labor Law Postings	$ 400
Criminal Law of SC Publications	$ 200
SC Lawyers Weekly	$ 300
Criminal Justice Funding Report	$ 250
Constitutional Law & US Supreme Court Decisions	$ 100
Regional Organized Crime Information Center Membership	$ 300
Various Memberships	$1,100
Various subscriptions for Criminal Justice Publications	$1,257

525240 – PERSONAL MILEAGE REIMBURSEMENT **$200**

This account will be used to pay personal mileage for administrative employees using a personal vehicle for county business. A county vehicle will be used when available.

525331 – UTILITIES – LAW ENF. CTR. **$7,344**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year, at $612 per month.

525362 – UTILITIES – LAW ENF. CTR. ADDITION **$2,520**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs of $200 per month + a 5% contingency for increase of usage or increase of rate.

525400 – GAS, FUEL, & OIL **$6,000**

The budget amount is based on projected costs for current fiscal year. 5262.10 gallons * $1.10 = $5,788.31. These figures are from Fleet Services records for total number of gallons used from Jan. 01, 02 – Dec 31, 02.

525600 – UNIFORMS & CLOTHING **$9,000**

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will need to be purchased. Cost to uniform 1 officer is approximately $1,011. It is estimated that 7 officers will need uniform replacements the current fiscal year. It is also estimated that 6 officers will need replacement coats at $300 each. The total estimated cost for uniforms and coats is $8,877. The additional $123 is for replacement nametags, badges, and brass.

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 – SMALL TOOLS & MINOR EQUIPMENT **$2,500**

There are always items that must be classified as small tools & minor equipment that need to be purchased during the year. These items are most always replacement items and are replaced only if broken. The items to be purchased are not known at this time.

5A3 – (2) RESTROOM RENOVATIONS **$10,000**

The current facilities are in need of replacement fixtures and painting. The estimated cost is $5,000 per restroom.

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GF/County Ordinary
Organization # 151100 Organization Title: LE/Administration
Program # Program Title: (2) Position Upgrades

Object Expenditure Code	Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries # 2	12,233
510300	Part Time #	0
511112	FICA Cost	936
511113	State Retirement	838
511114	Police Retirement	0
511120	Insurance Fund Contribution #	0
511130	Workers Compensation	33
511131	S.C. Unemployment	0
	*** Total Personnel**	**14,040**
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	**0**
	**** Total Personnel & Operating**	**14,040**
	**** Total Capital (From Section III)**	**0**
	***** Total Budget Appropriation**	**14,040**

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New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GF/County Ordinary
Organization # 151100 Organization Title: LE/Administration
Program # Program Title: (8) Position Upgrades

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries # 8	9,456
510300	Part Time #	0
511112	FICA Cost	723
511113	State Retirement	648
511114	Police Retirement	0
511120	Insurance Fund Contribution #	0
511130	Workers Compensation	26
511131	S.C. Unemployment	0
	*** Total Personnel**	**10,853**
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	**0**
	**** Total Personnel & Operating**	**10,853**
	**** Total Capital (From Section III)**	**0**
	***** Total Budget Appropriation**	**10,853**

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SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

A Upgrade of Information Services Coordinator to Information Services Manager
Grade 16 to Grade 22
Base Salary Increase of $5,312.

B Upgrade of Senior Accountant to Finance and Procurement Manager
Grade 17 to Grade 22
Base Salary Increase of $6,921

C Upgrade of Computer Operator I to Computer Operator II
Grade 7 to Grade 8
Base Salary Increase of $1,481

C Upgrade of Computer Operator I to Computer Operator II
Grade 7 to Grade 8
Base Salary Increase of $525

D Upgrade of Accounting Clerk I to Administrative Assistant IV
Grade 7 to Grade 8
Base Salary Increase of $1,308

E Upgrade of Senior Secretary to Administrative Assistant IV
Grade 7 to Grade 8
Base Salary Increase of $1,362

F Upgrade of Secretary I to Senior Secretary
Grade 6 to Grade 7
Base Salary Increase of $1,421

F Upgrade of Secretary I to Senior Secretary
Grade 6 to Grade 7
Base Salary Increase of $525

F Upgrade of Secretary I to Senior Secretary
Grade 6 to Grade 7
Base Salary Increase of $1,451

G Upgrade of Computer Terminal Operator PT to Computer Operator I PT
Grade 5 to Grade 7
Base Salary Increase of $1,383

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GF/COUNTY ORDINARY
Organization # 151100 Organization Title: LE/ADMINISTRATION
Program # NEW Program Title: TRAINING SERGEANT GRADE 16

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries # 1	37,191
510300	Part Time #	0
511112	FICA Cost	2,845
511113	State Retirement	0
511114	Police Retirement	3,979
511120	Insurance Fund Contribution # 1	5,760
511130	Workers Compensation	1,298
511131	S.C. Unemployment	0
	*** Total Personnel**	**51,073**
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	200
521100	Duplicating	
521200	Operating Supplies	200
521208	Police Supplies	380
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	2,000
523000	Land Rental	
524100	Vehicle Insurance # 1	650
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	536
524202	Surety Bonds	
525000	Telephone	720
525020	Pagers and Cell Phones	120
525030	800 MHz Radio Service Charges	632
525100	Postage	
525210	Conference & Meeting Expenses	2,000
525220	Employee Training	
525230	Subscriptions, Dues, & Books	200
525	Utilities -	
525400	Gas, Fuel, & Oil	2,000
525600	Uniforms & Clothing	1,580
526500	Licenses & Permits	
	*** Total Operating**	**11,218**
	**** Total Personnel & Operating**	**62,291**
	**** Total Capital (From Section III)**	**35,589**
	***** Total Budget Appropriation**	**97,880**

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GF/COUNTY ORDINARY
Organization # 151100 Organization Title: LE/ADMINISTRATION
Program # NEW Program Title: TRAINING SERGEANT - GRADE 16

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
1	UNMARKED CAR WITH EQUIPMENT	25,545
1	800 MHZ RADIO	5,294
1	DESK WITH CREDENZA	1,000
1	CHAIR	200
1	COMPUTER WITH MONITOR & SOFTWARE	1,500
1	NETWORK PRINTER	2,000
1	TELEPHONE	50

**** Total Capital (Transfer Total to Section I and II)** **35,589**

SECTION IV. – PROGRAM OVERVIEW

The addition of a training sergeant would allow for additional training classes to be held and reduce the amount of overtime for the trainee.

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

Additional Training Sergeant to hold additional classes for deputies and reduce overtime used by deputies to attend training.
Grade 16
Base Salary Estimated at $36,107

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **$200**

The major expenditures in this account are folders, pens, laser printer cartridges etc. required for preparation of training files. The amount budgeted is estimated.

521200 - OPERATING SUPPLIES **$200**

Various supplies needed to perform job functions as training sergeant.

521208 - POLICE SUPPLIES **$380**

The deputies must be supplied with certain items such as flashlights, batteries, handcuffs, summons books, holders, etc. to perform their daily job duties. The ASP batons and OC spray are required by policy and procedure.

Badge	$46
Holster	$62
Handcuff case (x2)	$40
Handcuffs	$42
Mag Light	$30
Mag Holder	$11
Glove pouch	$16
Flashlight	$18
Flashlight carrier	$8
Asp baton	$46
Side break Scabbard	$20
OC	$4
OC Holder	$20
Mini mag	$9
Mini mag holder	$8

522300 - VEHICLE REPAIRS & MAINTENANCE **$2,000**

This account is used to pay for repairs and services necessary.

524100 - VEHICLE INSURANCE **$650**

$650.00 each

524201 - GENERAL TORT LIABILITY INSURANCE **$536**

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is calculated as follows:

Law Enforcement $535.50

525000 -TELEPHONE **$720**

Telephone line for officer. Estimated cost is $60 per month.

525020 – PAGERS AND CELL PHONES **$120**

Pager for Sergeant is needed for communication.
1 Pager @ $10 per month.

525030 – 800 MHz RADIO SERVICE CHARGES **$632**

Radios are required for communication.

$52.64 per month per radio

525210 - CONFERENCE & MEETING EXPENSES **$2,000**

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. These include: Class I enforcement personnel (40 hours/ 3 years). This reflects our in-house training needs required by law to provide to our personnel. The academy does not teach these courses, and in many cases, we must send people outside the county for training so that they may maintain their certification and acquire advancement in technical fields, which are changing rapidly in the law enforcement field. Training seminars requested during the year may vary as they are offered.

525230 - SUBSCRIPTIONS, DUES & BOOKS **$200**

Membership Dues for SCLEOA, FBI dues and drug enforcement dues allow members of the department to benefit from conference and training workshops to allow for certification and specialized training skills. Legal updates, technical magazine reference materials, the Drug Enforcement magazine, law procedures on warrants, the rights of juveniles, and the SC Code of Laws must be ordered to provide up to date legal assistance to prevent litigation and to assist in case trials.

Unknown subscriptions, dues, & books	$200

525400 - GAS, FUEL & OIL **$2,000**

Estimated $2,000 for gas, fuel & oil for new position.

525600 - UNIFORMS & CLOTHING **$1,580**

Uniforms are requested under Section 23-13-30 of the SC Code of Laws.

Street gear Shirts (x3)	$117
Street gear Pants (x3)	$173
Poly Shirts (x5)	$145
Poly Pants (x5)	$230
Golf Shirts	$25
Tactical Pants	$42
Outer Belt	$7
Inner Belt	$23
Keepers (4)	$18
Body Armor and Raid Vest	$800

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

5A4 (1) Unmarked Cars with Equipment **$25,545**

Replacement marked vehicles needed as per Fleet Services Manager. Below is an itemized list of all equipment needed for the vehicles. All replacement vehicles now include a laptop for the new field reporting system.

Car (Impala)	$19,500
Laptop	$3,500
Printer	$300
Software	$600
Mount for Laptop	$400
Install for Laptop Mount	$50
Fire Extinguisher	$43
Pedestal Mount	$42
3 Hole Power Outlet	$19
Headlight Flashers	$69
100 Watt Siren Amplifier	$126
100 Watt Siren Speaker	$243
4 Corner Strobe System	$228
4 Switch Assembly	$49
Flatlighter Visor Mount Strobe	$126
Emergency Equip Install	$250

5A4 (1) 800 MHz Radio **$5,294**

The 800MHz radio is needed for officer safety and communication with dispatch.
Radio $5,200 + 1 Extra Battery $94

5A4 (1) Desk with Credenza **$1,000**

State contract desk with a credenza and keyboard drawer is estimated at $1,000.

5A4 (1) Chair **$200**

Estimated cost of 1 desk chair is $200

5A4 (1) Computer with Monitor & Software **$1,500**

Estimated cost for 1 computer with monitor $1,100 and Software is estimated at $400.

5A4 (1) Network Printer **$2,000**

Estimated cost for 1 network printer.

5A4 (1) Telephone **$50**

Estimated cost for 1 office telephone.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 187	5,660,332	2,997,390	6,391,265	6,438,527	6,438,527	
510199	Special Overtime	196,198	120,598	170,000	193,400	193,400	
510200	Overtime	11,369	7,388	15,000	0	0	
510210	Overtime - Dog Care	6,827	3,843	9,000	11,466	11,466	
510300	Part Time - 5	84,605	36,420	79,092	100,266	100,266	
511112	FICA Cost	440,061	231,663	509,824	531,157	531,157	
511113	State Retirement	6,284	6,739	7,774	13,219	13,219	
511114	Police Retirement	657,085	317,651	701,231	690,195	690,195	
511120	Insurance Fund Contribution - 192	711,550	515,667	1,030,400	1,105,920	1,105,920	
511130	Workers Compensation	206,301	108,921	226,121	229,140	229,140	
511131	S.C. Unemployment	0	1,072	0	0	0	
511214	PORS - Employer Portion (Retiree)	9,595	12,023	0	10,728	10,728	
515600	Clothing Allowance- 39	26,800	13,800	30,400	31,200	31,200	
	*** Total Personnel**	**8,017,007**	**4,373,175**	**9,170,107**	**9,355,218**	**9,355,218**	**0**
	Operating Expenses						
520100	Contracted Maintenance	234	117	250	5,138	5,138	
520200	Contracted Services	0	0	0	0	0	
520207	SLED Terminal Contracts	0	571	11,160	900	900	
520300	Professional Services	4,883	699	9,500	8,500	8,500	
520702	Technical Currency & Support	400	400	500	2,721	2,721	
520800	Outside Printing	1,137	4,259	6,600	8,200	8,200	
521000	Office Supplies	13,009	9,170	17,000	20,000	20,000	
521100	Duplicating	11,336	5,050	12,000	12,000	12,000	
521200	Operating Supplies	32,463	20,641	30,500	39,800	39,800	
521208	Police Supplies	24,952	24,283	25,000	27,125	27,125	
521210	Canine Supplies (Dog,Food,Training)	0	0	500	200	200	
522100	Heavy Equipment Repairs & Maint.	42	0	5,000	1,000	1,000	
522200	Small Equipment Repairs & Maint.	10,034	4,536	15,000	17,200	17,200	
522300	Vehicle Repairs & Maintenance	217,592	117,091	206,000	206,000	206,000	
522400	Water Craft Repairs & Maintenance	3,205	4,793	7,000	8,400	8,400	
522500	Aviation Repairs & Maintenance	1,398	0	4,000	4,000	4,000	
523200	Equipment Rental	409	131	526	526	526	
524000	Building Insurance	3,127	0	3,222	4,640	4,640	
524100	Vehicle Insurance - 178	88,140	46,280	92,560	117,000	117,000	
524101	Comprehensive Insurance - 1	112	0	98	195	195	
524201	General Tort Liability Insurance	81,379	37,310	77,798	99,705	99,705	
524202	Surety Bonds	0	0	1,484	0	0	
524206	Canine Insurance	2,345	128	3,000	3,500	3,500	
524400	Water Craft Insurance - 9	2,248	0	2,249	2,522	2,522	
524500	Aircraft Insurance - 1	4,648	0	5,150	5,150	5,150	
524600	Diver Instructor Insurance	200	0	200	350	350	
524999	Other Insurance	0	0	1,000	0	0	
525000	Telephone	41,417	22,189	41,920	44,400	44,400	
525003	T-1 Line Service Charges	0	3,234	6,400	6,500	6,500	
525004	WAN Service Charges	0	14,627	31,200	31,200	31,200	
525010	Long Distance Charges	6,115	3,103	6,000	6,200	6,200	
525020	Pagers and Cell Phones	33,465	14,676	38,400	38,155	38,155	

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	2001-02 Expend.	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Con't Operating Expenditures:						
525030	800 MHz Radio Service Charges - 218	93,353	50,014	147,465	141,411	141,411	
525031	800 MHz Radio Maint. Contracts- 218	29,082	25,579	25,579	26,664	26,664	
525050	SLED Telecommunication Charges	0	381	2,285	2,285	2,285	
525202	Certified Officer Training Payments	5,377	0	15,000	10,000	10,000	
525210	Conference & Meeting Expenses	24,698	13,137	26,000	26,000	26,000	
525230	Subscriptions, Dues, & Books	10,056	8,858	10,090	11,000	11,000	
525240	Personal Mileage Reimbursement	0	632	1,200	1,800	1,800	
525305	Utilities - Harbison Complex	177	3,154	500	9,360	9,360	
525331	Utilities - Law Enf. Ctr.	63,606	35,253	71,000	76,920	76,920	
525353	Utilities - Magistrate District #4	0	0	789	0	0	
525381	Utilities - Caboose - Gilbert	1,290	891	1,000	1,944	1,944	
525383	Utilities - Riveroaks Substation	211	495	1,400	1,080	1,080	
525384	Utilities - West Region	1,264	837	1,500	1,836	1,836	
525400	Gas, Fuel, & Oil	236,146	142,096	273,000	301,861	301,861	
525410	Aviation Operations Fuel	1,042	279	4,000	4,000	4,000	
525420	Water Craft Operations Fuel	8,057	1,675	12,000	4,000	4,000	
525600	Uniforms & Clothing	93,955	24,025	100,000	100,000	100,000	
526500	Licenses & Permits	500	390	500	600	600	
529000	Unclassified	40,000	28,500	40,000	40,000	40,000	
538000	Claims & Judgments (Litigation)	50	900	2,000	2,000	2,000	
	*** Total Operating**	**1,193,154**	**670,384**	**1,396,525**	**1,483,988**	**1,483,988**	**0**
	**** Total Personnel & Operating**	**9,210,161**	**5,043,559**	**10,566,632**	**10,839,206**	**10,839,206**	**0**
	Capital						
540000	Small Tools & Minor Equipment:	2,431	0	0	0	0	
540010	Minor Software	60	0	1,733	0	0	
5A4	(300) 800 MHz Batteries				28,035	28,035	
5A4	(125) Rechargeable Flashlights with Cases				12,500	12,500	
5A4	(5) Digital Cameras with Cases				3,900	3,900	
5A4	(5) Marked Cars with Equipment				140,545	140,545	
5A4	(50) Chairs				4,000	4,000	
5A4	(3) Fax Machines				1,500	1,500	
5A4	(2) Marked Cars with Equipment				56,218	0	
5A4	(3) Unmarked Cars with Equipment				72,335	0	
5A4	(50) Replacement 800 MHz Radios				260,000	0	
	All Other Equipment	675,378	5,277	628,232	0	0	
	****Total Capital**	**677,869**	**5,277**	**629,965**	**579,033**	**190,480**	**0**
	***** Total Budget Appropriation**	**9,888,030**	**5,048,836**	**11,196,597**	**11,418,239**	**11,029,686**	**0**

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GF/County Ordinary
Organization # 151200 Organization Title: LE/Operations
Program # Program Title:

Qty	Item Description	***BUDGET*** 2002-03 Requested Amount
300	800 MHZ RADIO BATTERIES	28,035
125	RECHARGEABLE FLASHLIGHTS WITH CASES	12,500
5	DIGITAL CAMERAS WITH CASES	3,900
5	MARKED CARS WITH EQUIPMENT	140,545
50	CHAIRS	4,000
3	FAX MACHINES	1,500
2	MARKED CARS WITH EQUIPMENT	56,218
3	UNMARKED CARS WITH EQUIPMENT	72,335
50	REPLACEMENT 800 MHZ RADIOS	260,000

**** Total Capital (Transfer Total to Section I and II)** **579,033**

SECTION IV. – PROGRAM OVERVIEW

The Law Enforcement Operations organization provides for the supervision, control, and direction in the area of field operations to provide for the enforcement of state and local laws relating to public safety and welfare. The primary service objective for law enforcement is the timely response to calls-for-service and for the prevention and detection of criminal activity. Law Enforcement Operations encompasses patrol services, criminal and specialized investigations, telecommunications, courthouse security, traffic enforcement, narcotics investigations, victim assistance, marine patrol services on county waterways, and the service of criminal and civil process. This organization also provides for bloodhound tracking, Special Weapons and Tactics (SWAT), Explosive Ordnance Disposal (EOD), aviation, underwater operations/recovery, tactical negotiations, VIP/Dignitary security, and coordination during mass arrests and natural/man-made disasters.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

		Full Time Equivalent			
	Positions	General Fund	Other Fund	Total	Grade
Law Enforcement/Operations:					
Chief of Law Enforcement Services	1	1		1	27
Attorney/Crim Domestic Violence	1	1		1	24
Major/Bureau Commander	2	2		2	23
Captain/ Regional Commander	3	3		3	22
Lieut./ Assistant Region Commander	4	4		4	20
Lieutenant Support Services	1	1		1	20
Lieutenant/Headquarters	1	1		1	20
Lieutenant/Patrol	2	2		2	18
Lieutenant/ Marine Unit	1	1		1	18
Sergeant Community Relations	2	2		2	16
Sergeant Investigations	4	4		4	16
Sergeant Judicial Services	2	2		2	16
Sergeant/ Shift Supervisor	7	7		7	16
Sergeant/Telecommunications	1	1		1	16
Sergeant Traffic	1	1		1	16
Crime Prevention Officer	2	2		2	14
Identification Officer	2	2		2	14
Senior Invest/Sheriff	2	2		2	14
Investigator/Criminal	31	31		31	13
Investigator/CDV	2	2		2	13
Marine Officer	2	2		2	13
Master Deputy	26	26		26	13
Master Deputy/Judicial Service	1	1		1	13
Master Deputy/Traffic	2	2		2	13
School Services Officer	2	2		2	13
DUI Officers	3	3		3	13
Project Coordinator/Sheriff	1	1		1	13
Master Telecommunications Operator	4	4		4	11
Deputy/Judicial Services	9	9		9	10-12
Deputy/Judicial Services	5	2.51		2.51	10 - P/T
Deputy/Patrol	38	38		38	10-12
Deputy/Traffic	6	6		6	10-12
Deputy Telecommunications	1	1		1	10
Evidence Clerk	1	1		1	9
Senior Admin Asst I	1	1		1	9
Telecommunications Operator	14	14		14	7
Criminal Records Operator	2	2		2	7
Totals	190	187.51	0	187.51	

1	1000-151200	10906	87	Dodge Van	Unknown	2B7HB23T8HK266634	Narcotics	Yes
1	1000-151200	14062	91	Ford Ambulance	NA	1FDKF37MXMNA43797	Aviation	Yes
1	1000-151200	15054	92	Chevrolet Blazer	M	1GNEK18KONJ325221	Bloodhounds	Yes
1	1000-151200	15774	92	Ford Econovan	U	1FTDE14Y8NHB65666	Narcotics	Yes
1	1000-151200	13766	91	Ford Crown Victoria - White Thunder	U	2FACP72G9MX157745	Eric Russell	Yes
	1000-151200	16516	94	Suzuki LTF250R 4Wheeler	NA	JSAAJ47A8R2101709	Not Assigned	No
	1000-151200	16603	93	Wesco Trailer	NA	1W7UB60S8R1000504	Not Assigned	No
1	1000-151200	16680	94	Ford Crown Victoria	M	2FALP71W7RX161227	Unassigned	Yes
1	1000-151200	17553	95	Ford Crown Victoria	M	2FALP71W5SX161006	M Faglie	Yes
1	1000-151200	17557	95	Ford Crown Victoria	M	2FALP71W7SX161010	David Bryan	Yes
1	1000-151200	17564	95	Ford Crown Victoria	U	2FALP71W5SX146263	Kevin Collins	Yes
	1000-151200	17612	69	Stevens Fuel Trailer 941M-69	NA	447	Aviation	No
	1000-151200	17746	68	Bell Ranger Helicopter	NA	N321LC	Aviation	Yes/Aviation
1	1000-151200	18122	87	GMC Step Van	U	1GBK6T1F9HV104713	Narcotics	Yes
1	1000-151200	18190	96	Ford Ranger Pick Up	U	1FTCR10U2TUB40219	M Poole	Yes
	1000-151200	18219	95	Smart Trailer 5901	NA	1K9BS0812SK118355	Traffic	No
	1000-151200	18220	95	Smart Unit 5901	NA	1K9BS0812SK118355	Traffic	Yes/Comp
1	1000-151200	18231	96	Ford Crown Victoria	U	2FALP71W6TX138738	O Sexton	Yes
1	1000-151200	18232	96	Ford Crown Victoria	U	2FALP71W8TX138739	Robert Singleton	Yes
1	1000-151200	18233	96	Ford Crown Victoria	U	2FALP71W8TX138689	Brad Melton	Yes
1	1000-151200	18243	96	Ford Crown Victoria	U	2FALP71W6TX138688	SPARE, Shop	Yes
1	1000-151200	18247	96	Ford Crown Victoria	M	2FALP71W3TX138664	North Region Spare	Yes
1	1000-151200	18249	96	Ford Crown Victoria	M	2FALP71W7TX138666	SPARE, Shop	Yes
1	1000-151200	18257	96	Ford Crown Victoria	M	2FALP71W6TX138674	Spare Warrant	Yes
1	1000-151200	18316	96	Ford Crown Victoria	U	2FALP71W7TX123827	Dominique Blasingame	Yes
1	1000-151200	18609	96	Ford Bronco	M	1FMEU15H5TLB86387	George Brothers	Yes
1	1000-151200	18610	96	Ford Crown Victoria	U	2FALP71W5TX202378	A Driggers	Yes
1	1000-151200	18611	96	Ford Crown Victoria	U	2FALP71W4TX193091	David Pritchard	Yes
1	1000-151200	18612	96	Ford Crown Victoria	U	2FALP71W2TX193106	Chris Lorick	Yes
	1000-151200	18721	97	Grady-White 209 Escape	M	NTLSC132H697	Robbie Rabon	Yes/Boat
	1000-151200	18723	97	Grady-White	M	NTLSC126H697	Clark Rowe	Yes/Boat
	1000-151200	18724	97	Grady-White 209 Escape	M	NTLSC125H697	Dan Campbell	Yes/Boat
	1000-151200	18799	97	Majic Tilt Trailer	NA	1M5ABMT26V1091651	Clark Rowe	Yes
1	1000-151200	19345	97	Chevrolet S-10 Blazer	U	1GNCS13W5VK173545	Barbara McMullen	Yes
1	1000-151200	19346	97	Chevrolet S-10 Blazer	U	1GNCS13W3VK173897	John Jones	Yes
1	1000-151200	19347	97	Chevrolet S-10 Blazer	U	1GNCS13W7VK172493	Applegate	Yes
1	1000-151200	19356	97	Ford Crown Victoria	M	2FALP71W1VX142845	Stoudemire	Yes
1	1000-151200	19362	97	Ford Crown Victoria	M	2FALP71W2VX142854	Taxi	Yes
1	1000-151200	19367	97	Ford Crown Victoria	M	2FALP71W5VX142850	Shawn Dunkley	Yes
1	1000-151200	19368	97	Ford Crown Victoria	M	2FALP71W9VX142849	Manchester, Billy	Yes
1	1000-151200	19369	97	Ford Crown Victoria	M	2FALP71W0VX142853	Unassigned	Yes
1	1000-151200	19370	97	Ford Crown Victoria	M	2FALP71W6VX142856	H Taylor	Yes
1	1000-151200	19841	97	Ford Crown Victoria	U	2FALP71W1VX211470	L Fossum	Yes
1	1000-151200	19842	97	Ford Crown Victoria	U	2FALP71W3VX211471	Ron O'Neill	Yes
1	1000-151200	19843	97	Ford Crown Victoria	M	2FALP71W5VX211472	B Boroughs	Yes
1	1000-151200	19845	97	Ford Crown Victoria	M	2FALP71W9VX211474	West Region Spare	Yes
1	1000-151200	19847	97	Ford Crown Victoria	M	2FALP71W2VX211476	Sandy Black	Yes
1	1000-151200	19848	97	Ford Crown Victoria	M	2FALP71W4VX211477	Jim Braun	Yes
1	1000-151200	19849	97	Ford Crown Victoria	M	2FALP71W6VX211478	Unassigned	Yes
	1000-151200	19867	98	Mercury Outboard 102531	NA	0G647326	Jon Boat	Yes/Boat
1	1000-151200	19899	98	Ford 3/4 Ton Pick Up	M	3FTHF26H4VMA58871	Dan Campbell	Yes
1	1000-151200	19900	98	Ford 3/4 Ton Pick Up	M	3FTHF26H6VMA58872	Robbie Rabon	Yes
1	1000-151200	19915	98	Chevrolet Camaro	U	2G1FP22G7W2122348	Neil Burke	Yes
	1000-151200	19917	98	Aluminum Trailer	NA	1W7B11718V1004403	John Boat	Yes/Boat
	1000-151200	19918	98	War Eagle 102531	U	MTW05887H798	John Boat	Yes/Boat
	1000-151200	19923	98	Grady-White 209 ESCAPE	M	NTKSC536J798	Clark Rowe	Yes/Boat
	1000-151200	19924	98	Magic-Tilt Trailer TML2044	NA	1M5ABMT26W1007264	Clark Rowe	Yes/Boat
	1000-151200	19925	98	Mercury Outboard 1-225423U	NA	6655848	Clark Rowe	Yes/Boat
1	1000-151200	19932	98	Chevrolet S-10 Blazer	U	1GNCS18W4WK155032	Chris Stout	Yes
1	1000-151200	19947	98	Chevrolet S-10 Blazer	U	1GNDT13W9WK169730	Mike Gordon	Yes
	1000-151200	19951	98	USCA Trailer	NA	4PL500C17W1010648	Narcotics	No
1	1000-151200	20011	98	Ford Crown Victoria	U	2FAFP71W1WX136090	Unassigned-rainwater	Yes
1	1000-151200	20014	98	Ford Crown Victoria	U	2FAFP71W5WX136092	Greg Smith	Yes
1	1000-151200	20015	98	Ford Crown Victoria	M	2FAFP71W0WX136095	South Region Spare	Yes
1	1000-151200	20038	98	Ford Crown Victoria	U	2FAFP71W7WX136093	PC Faglie	Yes
1	1000-151200	20040	98	Ford Crown Victoria	U	2FAFP71W3WX136091	Unassigned - Banks	Yes
1	1000-151200	20062	98	Chevrolet S-10 Blazer	M	1GNCS13W7WK194740	Laura Grimes	Yes
1	1000-151200	20063	98	Chevrolet S-10 Blazer	U	1GNDT13W4WK192638	Ken Correll	Yes
1	1000-151200	20077	98	Chevrolet S-10 Blazer	M	1GNCS13W8WK193497	Vicki Hallman	Yes
1	1000-151200	20119	98	Ford Crown Victoria	U	2FAFP71W8WX136250	Larry Shea	Yes
1	1000-151200	20120	98	Ford Crown Victoria	M	2FAFP71WXWX136251	Clif Hayes	Yes
1	1000-151200	20508	99	Ford Crown Victoria	U	2FAFP71W8XX110488	Pat Hartman	Yes
1	1000-151200	20511	99	Ford Crown Victoria	M	2FAFP71WXXX103414	Brian Hinz	Yes
1	1000-151200	20512	99	Ford Crown Victoria	M	2FAFP71W1XX103415	Stacey Gadson	Yes
1	1000-151200	20513	99	Ford Crown Victoria	M	2FAFP71W3XX103416	Mark Joyner	Yes
1	1000-151200	20515	99	Ford Crown Victoria	M	2FAFP71W5XX103420	Kyle Collins	Yes
1	1000-151200	20516	99	Ford Crown Victoria	M	2FAFP71W7XX103421	David Arnold	Yes
1	1000-151200	20517	99	Ford Crown Victoria	M	2FAFP71W7XX103418	Tom Cook	Yes
1	1000-151200	20518	99	Ford Crown Victoria	M	2FAFP71W9XX103419	Dean Smith	Yes

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1	1000-151200	20787	99	Jeep Cherokee	U	1J4FT28S3XL591446	Sam Gunter	Yes
1	1000-151200	20788	99	Jeep Cherokee	U	1J4FT28S5XL591447	Unassigned	Yes
1	1000-151200	20794	99	Jeep Cherokee 2WD	U	1J4FT28S1XL591753	Jon Mount	Yes
1	1000-151200	20806	99	Dodge D150 Pick Up	U	3B7HC16YXXM553257	B Snellgrove	Yes
1	1000-151200	20807	99	Dodge D150 Pick Up	U	1B7HC16Z7XS227559	Mike Burke	Yes
1	1000-151200	20808	99	Ford Crown Victoria	M	2FAFP71W9XX170814	Chris Fields	Yes
1	1000-151200	20810	99	Ford Crown Victoria	M	2FAFP71W2XX170816	Glenn Oxendine	Yes
1	1000-151200	20811	99	Ford Crown Victoria	M	2FAFP71W4XX170817	Bill Wright	Yes
1	1000-151200	20812	99	Ford Crown Victoria	M	2FAFP71W6XX170818	Mike Nesbitt	Yes
1	1000-151200	20813	99	Ford Crown Victoria	M	2FAFP71W8XX170819	Dean Sutton	Yes
1	1000-151200	20814	99	Ford Crown Victoria	M	2FAFP71W4XX170820	Terry Hite	Yes
1	1000-151200	20815	99	Ford Crown Victoria	M	2FAFP71W6XX170821	John Watts	Yes
1	1000-151200	20816	99	Ford Crown Victoria	M	2FAFP71W8XX170822	Daryl Tolen	Yes
1	1000-151200	20817	99	Ford Crown Victoria	M	2FAFP71WXXX170823	Jason Gould	Yes
1	1000-151200	20818	99	Ford Crown Victoria	M	2FAFP71W1XX170824	Jason Burbage	Yes
1	1000-151200	20819	99	Ford Crown Victoria	M	2FAFP71W3XX170825	Brian Burroughs	Yes
1	1000-151200	20820	99	Ford Crown Victoria	M	2FAFP71W5XX170826	Brannon Slice	Yes
1	1000-151200	20822	99	Ford Crown Victoria	M	2FAFP71W9XX170828	Wayne Freeman	Yes
1	1000-151200	20823	99	Ford Crown Victoria	M	2FAFP71W0XX170829	Robert Wessinger	Yes
1	1000-151200	20824	99	Ford Crown Victoria	M	2FAFP71W7XX170830	Shannon Lovell	Yes
1	1000-151200	20825	99	Ford Crown Victoria	M	2FAFP71W9XX170831	Jeff Weed	Yes
1	1000-151200	20826	99	Ford Crown Victoria	M	2FAFP71W0XX170832	Don Parnell	Yes
1	1000-151200	20827	99	Ford Crown Victoria	U	2FAFP71W1XX187915	Scottie Frier	Yes
1	1000-151200	20828	99	Ford Crown Victoria	U	2FAFP71W3XX187916	Jon Gabert	Yes
1	1000-151200	21061	99	Ford Crown Victoria	U	2FAFP71W3XX231297	Oscar McIntosh	Yes
1	1000-151200	21063	99	Ford Crown Victoria	U	2FAFP71W0XX231256	Ashley Milton	Yes
1	1000-151200	21162	99	Ford Crown Victoria	U	2FAFP71W3XX234717	Clark Rowe	Yes
1	1000-151200	21520	2000	Jeep Cherokee 2WD	M	1J4FT28S3YL208865	Jim Hickman	Yes
1	1000-151200	21521	2001	Dodge D150 1/2 Ton Pick Up	U	1B7HC16Y11S676721	Thomas Hamilton	Yes
1	1000-151200	21527	2000	Ford Crown Victoria	M	2FAFP71W0YX163980	James Thompson	Yes
1	1000-151200	21529	2000	Ford Crown Victoria	M	2FAFP71W0YX163994	Wesley Swinson	Yes
1	1000-151200	21531	2000	Ford Crown Victoria	M	2FAFP71W4YX163996	Troy Crump	Yes
1	1000-151200	21541	2000	Ford Crown Victoria	M	2FAFP71W3YX163973	Michael Phipps	Yes
1	1000-151200	21542	2000	Ford Crown Victoria	M	2FAFP71W5YX163974	James Gleaton	Yes
1	1000-151200	21543	2000	Ford Crown Victoria	M	2FAFP71W7YX163975	Jim Crawford	Yes
1	1000-151200	21544	2000	Ford Crown Victoria	M	2FAFP71W9YX163976	Than Collins	Yes
1	1000-151200	21545	2000	Ford Crown Victoria	M	2FAFP71W6YX163983	Victoria Bargeman	Yes
1	1000-151200	21546	2000	Ford Crown Victoria	M	2FAFP71WXYX163985	Rivera	Yes
1	1000-151200	21548	2000	Ford Crown Victoria	M	2FAFP71W3YX163987	R Mefford	Yes
1	1000-151200	21549	2000	Ford Crown Victoria	M	2FAFP71W5YX163988	Ray Chandler	Yes
1	1000-151200	21550	2000	Ford Crown Victoria	M	2FAFP71W7YX163989	Everette Smith	Yes
1	1000-151200	21551	2000	Ford Crown Victoria	M	2FAFP71W3YX163990	Kevin Howard	Yes
1	1000-151200	21552	2000	Ford Crown Victoria	M	2FAFP71W5YX163991	Shane Lucas	Yes
1	1000-151200	21553	2000	Ford Crown Victoria	M	2FAFP71W7YX163992	John Esposito	Yes
1	1000-151200	21555	2000	Ford Crown Victoria	M	2FAFP71W2YX164001	Terry Snead	Yes
1	1000-151200	21556	2000	Ford Crown Victoria	M	2FAFP71W5YX164008	Bobby Goss	Yes
1	1000-151200	21557	2000	Ford Crown Victoria	M	2FAFP71W7YX164009	Tim Carpenter	Yes
1	1000-151200	21558	2000	Ford Crown Victoria	M	2FAFP71W3YX164010	Reggie Ward	Yes
1	1000-151200	21559	2000	Ford Crown Victoria	M	2FAFP71W7YX164012	Ladd Roof	Yes
1	1000-151200	21560	2000	Ford Crown Victoria	M	2FAFP71W0YX164014	Patsolic	Yes
1	1000-151200	21561	2000	Ford Crown Victoria	M	2FAFP71W6YX164003	Danny Lewis	Yes
1	1000-151200	21563	2000	Ford Crown Victoria	M	2FAFP71W9YX164013	Prestigiacomo	Yes
1	1000-151200	21564	2000	Ford Crown Victoria	M	2FAFP71W4YX163982	Henry Dukes	Yes
1	1000-151200	21565	2000	Ford Crown Victoria	M	2FAFP71W9YX163993	Walter Goss	Yes
1	1000-151200	21566	2000	Ford Crown Victoria	M	2FAFP71WXYX163999	Tom Cave	Yes
1	1000-151200	21567	2000	Ford Crown Victoria	M	2FAFP71WXYX164005	Tracy Barr	Yes
1	1000-151200	21568	2000	Ford Crown Victoria	M	2FAFP71W3YX164007	Kenneth Gatti	Yes
1	1000-151200	21571	2000	Ford Crown Victoria	U	2FAFP71W6YX164020	Joe Quig	Yes
1	1000-151200	21572	2000	Ford Crown Victoria	U	2FAFP71W8YX164021	Lee Marshall	Yes
1	1000-151200	21573	2000	Ford Crown Victoria	U	2FAFP71WXYX164022	B Aiken	Yes
	1000-151200	21785	2000	West Co Trailer (Boston Whaler)	NA	1W7B1262141003971	Clark Rowe	Yes
	1000-151200	21875	2000	Boston Whaler	M	US-BWC8C6406000	Clark Rowe	Yes
1	1000-151200	21905	2000	Ford Crown Victoria	U	2FAFP71W6YX197180	Jon Mount	Yes
1	1000-151200	22307	2000	Ford Crown Victoria	U	2FAFP71WXYX193939	Brett Sims	Yes
1	1000-151200	22517	83	Ford F-8000 Bomb Truck	M	1FDYL80U2DVA36658	Seboe	Yes
1	1000-151200	22777	89	Ford F-750 Swat Truck	M	1FDPK74P5KVA13367	Seboe	Yes
1	1000-151200	23111	2001	Camaro	M	2G1FP22G812138535	Wilson Matthews	Yes
1	1000-151200	23112	2001	Camaro	M	2G1FP22G712138574	Opie Smith	Yes
1	1000-151200	23278	2001	Ford Taurus	U	1FAFP52271A249611	Jeff Flanders	Yes
1	1000-151200	23377	2001	Ford Crown Victoria	M	2FAFP71W71X191135	Tricia Edel	Yes
1	1000-151200	23378	2001	Ford Crown Victoria	M	2FAFP71W91X191136	Marti Longshore	Yes
1	1000-151200	23379	2001	Ford Crown Victoria	M	2FAFP71W01X191137	Guy Triano	Yes
1	1000-151200	23380	2001	Ford Crown Victoria	M	2FAFP71W21X191138	Robin Walters	Yes
1	1000-151200	23381	2001	Ford Crown Victoria	M	2FAFP71W41X191139	Caleb Black	Yes
1	1000-151200	23382	2001	Ford Crown Victoria	M	2FAFP71W01X191140	Steve Collins	Yes
1	1000-151200	23383	2001	Ford Crown Victoria	M	2FAFP71W21X191141	Bill Finch	Yes
1	1000-151200	23384	2001	Ford Crown Victoria	M	2FAFP71W41X191142	Heyward Douglass	Yes
1	1000-151200	23385	2001	Ford Crown Victoria	M	2FAFP71W61X191143	Brian Anderson	Yes
1	1000-151200	23386	2001	Ford Crown Victoria	M	2FAFP71W81X191144	Earl Martin	Yes

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1	1000-151200	23387	2001	Ford Crown Victoria	M	2FAFP71WX1X191145	Stephen Gamble	Yes
1	1000-151200	23518	90	Holiday Rambler RV	U		Command Staff	Yes
1	1000-151200	23572	2002	Ford Crown Victoria	M		Chris Mixon	Yes
1	1000-151200	23573	2002	Ford Crown Victoria	M		Angela Nimmons	Yes
1	1000-151200	23574	2002	Ford Crown Victoria	M		Jenn Burns	Yes
1	1000-151200	23575	2002	Ford Crown Victoria	M		Coccaro	Yes
1	1000-151200	23576	2002	Ford Crown Victoria	M		Stazer	Yes
1	1000-151200	23577	2002	Ford Crown Victoria	M		Scott Marrray	Yes
1	1000-151200	23578	2002	Ford Crown Victoria	M		Norm Nicholson	Yes
1	1000-151200	23579	2002	Ford Crown Victoria	M		Andy Cox	Yes
1	1000-151200	23580	2002	Ford Crown Victoria	M		John Sowell	Yes
1	1000-151200	23581	2002	Ford Crown Victoria	M		Mark Jones	Yes
1	1000-151200	23582	2002	Ford Crown Victoria	M		Mark Madden	Yes
1	1000-151200	23583	2002	Ford Crown Victoria	M		Todd Hartman	Yes
1	1000-151200	23584	2002	Ford Crown Victoria	M		Mark Goodwin	Yes
1	1000-151200	23585	2002	Ford Crown Victoria	M		Terry Govan	Yes
1	1000-151200	23586	2002	Ford Crown Victoria	M		David Amick	Yes
1	1000-151200	23587	2002	Ford Crown Victoria	M		Fred McManus	Yes
1	1000-151200	23588	2002	Ford Crown Victoria	M		B Kyzer	Yes
1	1000-151200	23589	2002	Ford Crown Victoria	M		Wayne Wilson	Yes
1	1000-151200	23590	2002	Ford Crown Victoria	M		Jeff McCann	Yes
1	1000-151200	23733	2002	Chevrolet 1/2 Truck	U		Darren Amick	Yes
1	1000-151200	23734	2002	Chevrolet Extended Cab Truck	U		Keith Kirchner	Yes
1	1000-151200	23735	2002	Chevrolet Extended Cab Truck	U		Jeff Palkowski	Yes
1	1000-151200	23736	2002	Chevrolet 1/2 Truck	U		Kevin Wilson	Yes
1	1000-151200	23741	2002	Chevrolet Extended Cab Truck	U		Tom Bryant	Yes
1	1000-151200	23775	2002	Chev S-10 4x4	U		Barkley	Yes
1	1000-151200	23855	2002	Ford Taurus	U		James Harris	Yes
1	1000-151200	23856	2002	Ford Taurus	U		Diane Paaevl	Yes
1	1000-151200	24359	2003	Ford Crown Victoria	M		Bill Finch	Yes
1	1000-151200	24360	2003	Ford Crown Victoria	M		Franklin Finch	Yes
1	1000-151200	24361	2003	Ford Crown Victoria	M		Lee Barrett	Yes
1	1000-151200	24362	2003	Ford Crown Victoria	M		John Hatchell	Yes
1	1000-151200	24363	2003	Ford Crown Victoria	M		Jerry Watson	Yes
1	1000-151200	24364	2003	Ford Crown Victoria	M		Jason Stoner	Yes
1	1000-151200	24365	2003	Ford Crown Victoria	M		Darrenbacher	Yes
1	1000-151200	24366	2003	Ford Crown Victoria	M		Brandon Poole	Yes
1	1000-151200	24367	2003	Ford Crown Victoria	M		Mike Crider	Yes
1	1000-151200	24368	2003	Ford Crown Victoria	M		J Gainey	Yes
178	**Total Vehicles**							

201	Liability
2	Comprehensive
9	Boat Insurance
1	Aircraft Insurance
5	Not Insured
218	**Total**

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SECTION IV. C. – LISTING OF TELECOMMUNICATIONS

A detailed list is provided at the end of the budget document. The detailed list is not shown in this section due to the confidential nature of law enforcement.

Telephones	154
Cell Phones	32
Pagers	147
Radios	218

SECTION IV.D. – SERVICE LEVELS

All service levels for operations and the detention center are maintained on a calendar year basis. The below statistics are for calendar year 2002.

Call for Service	100,951
Cases Investigated	8,589
Miles Traveled	5,839,110
Reserve Deputies Hours Worked	3,921 (saved taxpayers $114,449)
Narcotics Cases Investigated	1,300
Narcotic Arrests	900
Homicides	8
Rapes	58
Robberies	131
Aggravated Assaults	554
Burglaries	1,601
Larcenies	3,558
Vehicle Thefts	537
Bloodhound Calls	174
Bloodhound Call Ground Miles	386
Bomb Calls	26
Swat Calls	9

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SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE **$5,138**

All communications equipment must be covered under contract to provide 24 hours of public service.

Alarm System Monitoring	(Lowman Communication)	$ 250
South District Phone System	(Fortran)	$1,000
Prox Security System	(ADT)	$3,888

520207 – SLED TERMINAL CONTRACTS **$900**

This account will be used to pay the lease and maintenance fees. $75 * 12 = $900

520300 - PROFESSIONAL SERVICES **$8,500**

Medical services, plus miscellaneous services such as sign linguists, and forensic lab fees are required.

Fit for Duty Psychological Evaluations	(Klohn Psychology)	$2,000
Veterinary Services (K9)	(Cherokee Trail)	$4,300
Subpoena for phone charges	(Bell South)	$2,200

520702 – TECHNICAL CURRENCY & SUPPORT **$2,721**

Drug Trak services are required to keep accurate narcotic records and files.

Database & Dev Tools Software (Progress)	$2,221
Drug Trak Confidential Filing System (Institute of Police Technology)	$ 500

520800 – OUTSIDE PRINTING **$8,200**

Printing of various forms. The budget amount is an estimate. These forms are ordered in bulk and bids must be solicited for their purchase.

Warning Ticket Books	(Formsouth)	$1,000
Investigative & Incident Reports	(Data-Tec)	$6,000
Business Cards	(Chu Graphics)	$1,200

521000 - OFFICE SUPPLIES **$20,000**

The major expenditures in this account are folders, pens, laser printer cartridges etc. required for preparation of investigation case files. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

521100 – DUPLICATING **$12,000**

Case files, investigative reports and other materials applying to on going investigations. The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

521200 - OPERATING SUPPLIES $39,800

The majority of this account must pay for film processing, film, audio logging tapes for 911 calls and incoming calls VHS tapes, and 8mm tapes for evidence purposes for investigative cases and traffic cases which must be tried in court. Departmental standards will require that evidence tapes not be reused, necessitating the need for more tapes. Evidence bags, disposable gloves, fingerprint kits, evidence boxes, evidence labels, hazardous waste disposal kits, etc, must be used to process a criminal investigative case according to SC Code of Laws and Federal laws. Greater emphasis on domestic violence cases will require an increase in the use of Polaroid film.

Photo Processing	$14,500
Lab Chemicals	$ 1,500
Evidence Storage Items	$ 1,000
Waste Disposal Kits	$ 500
VHS, 8mm, Cassette Tapes	$ 5,000
Gloves	$ 2,500
Drug Kits	$ 500
Camera Batteries	$ 800
Film	$ 6,000
Audio Logging Tapes	$ 1,000
Polaroid Film	$ 2,500
Boxes	$ 4,000

521208 - POLICE SUPPLIES $27,125

The deputies must be supplied with certain items such as flashlights, batteries, handcuffs, summons books, holders, etc. to perform their daily job duties. The radio batteries are to replace existing stock that is no longer rechargeable. The ASP batons, OC spray and fire extinguishers are required by policy and procedure.

Batteries (AA, A, AAA, C, D)	$ 2,955
1000 Flex Cuffs x $2 each	$ 2,000
100 County maps x $12 each	$ 1,200
40 "D" Cell Flashlights x $80.00 each	$ 3,200
25 Pair Handcuffs x $25.00 each	$ 500
20 ASP Baton & Holders x $78.00 each	$ 1,560
Summons Books & Covers	$ 100
Traffic Ticket Books	$ 400
Reflective Vests/Gloves	$ 440
Radar Brackets/Suction Cups/Supplies	$ 100
20 OC/Holders x $16 each	$ 320
300 OC Spray x $7 each	$ 2,100
Leg Irons and Transport Belts	$ 500
800 MHz Radio Accessories	$10,000
35 Fire Extinguishers x $50 each	$ 1,750

521210 - CANINE SUPPLIES $200

Hay for kennels, dog harnesses/leashes, flea and tick dips, feeding bowls, etc. must be purchased. Training equipment must also be purchased for safety protection purposes. The budget amount is only an estimate because these items are not purchased on a regular basis.

522100 - HEAVY EQUIPMENT REPAIRS **$1000**

This account will cover the repairs made to the bomb truck, tractor, and other equipment not classified as "vehicle".

522200 - SMALL EQUIPMENT REPAIRS **$17,200**

Required inspections and calibrations for video and voice recording equipment, antennas, radio parts, weight scales, gas pumps, and AT&T service lines on the dispatch consoles, training equipment and surveillance equipment must be allowed for repairs in this account. Computers are a large expense in this account also. Departmental standards will required more maintenance costs of issue firearms to maintain and factory specifications

In-Car Video Cameras	(Mobile Vision Inc)	$1,200
Mobile Data Terminals	(Two Way Radio)	$1,200
Radar Units Repair	(Mobex)	$2,000
Radio Repairs	(Comm. Spec.)	$2,500
Undercover Equipment	(Maunz)	$1,000
Fax and Typewriter Repairs	(Business Machines)	$1,000
Camera Repairs	(Ritz Camera)	$ 200
Shedder Repair	(Duplicating Specialties)	$1,000
Cell Phone Repairs	(Nextel)	$ 500
Radar Units Calibration	(Mid West Radar)	$1,500
Printer Repairs	(Pomeroy)	$3,000
Contingency for Unknown Repairs or Increases		$2,100

522300 - VEHICLE REPAIRS & MAINTENANCE **$206,000**

This account is used to pay for repairs and services necessary to keep the fleet of vehicles on the road 24 hours a day, seven days a week. With all recommended replacement vehicles not being purchased, this account must be funded to provide for the safety of officers. The amount budgeted is based on the projected expenditures for current fiscal year. The amount budgeted is based on 7-month average with projection on average for 5 remaining months.

522400 - WATERCRAFT REPAIRS & MAINTENANCE **$8,400**

Repairs and services for watercraft to be operable. This includes maintenance and servicing of dive tank regulators, maintenance costs, inspection fees, equipment needs and parts, and batteries are purchased from this account.

522500 - AVIATION REPAIRS & MAINTENANCE **$4,000**

Repairs and maintenance for the operation of the aircraft to be available 24 hour per day.

523200 – EQUIPMENT RENTAL **$526**

Rental is required on equipment used at the State Fair Display. The amount budgeted is based on actual cost for current fiscal year.

524000 - BUILDING INSURANCE **$4,640**

Building insurance amounts as allocated based on square footage. The amount budgeted is based on recommendation of County Risk Manager.

524100 - VEHICLE INSURANCE $117,000

180 @ $650.00 each

524101 – COMPREHENSIVE INSURANCE $195

Comprehensive insurance is budgeted based on recommendation of County Risk Manager.

524201 - GENERAL TORT LIABILITY INSURANCE 99,705

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is calculated as follows:

Law Enforcement	$535.50	186 Positions	$99,603
Clerical	$17.00	6	$102

524206 - CANINE INSURANCE $3,500

Insurance is required for canines used in drug investigations. There are 7 dogs * $500 premium per year = $3,500.

524400 – WATER CRAFT INSURANCE $2,522

Insurance charges to cover our 4 boats and motors. The amount budgeted is the recommendation of County Risk Manager.

524500 - AIRCRAFT INSURANCE $5,150

The cost to insure one aircraft and a contingency for a rate increase. FY03 premium was $4,649 and it is estimated that the FY04 premium will be $5,150.

524600 - DIVER'S INSTRUCTOR INSURANCE $350

Divers are required by law to be certified yearly. By insuring our dive instructor, certification fees are eliminated for our deputies. Certified instructor's insurance cost $700.00 per year. Because not all of the training provided by our instructor is within the department, we only pay half.

525000 -TELEPHONE $44,400

Dedicated telephone lines are required for case purposes and for immediate contact. The budget amount is based on first six months actual cost and estimating the same for the remaining six months.

525003 – T-1 LINE SERVICE CHARGES $6,500

This account is used to pay for T-1 line service. This account is a BellSouth telecomm line for the 800 MHz radio service. This is the line charge for link to the state line at the Palmetto Center. Average = $535.07*12=$6421. $6500 is budgeted to cover months that exceed average.

525004 – WAN SERVICE CHARGES $31,200

This account is used to pay for frame relay and relay line charges for wide area networks. The Cops More grant (Fund 2426) previously paid for these charges. The amount budgeted is based on actual charges for first 6 months of this fiscal year and projecting the remaining 6 months will cost approximately the same. There are currently 4 locations for WAN charges.

525010 - LONG DISTANCE **$6,200**

Investigators make numerous long distance calls daily to obtain information on a case. Our "missing persons" and "run-aways" seem to travel all over the U.S., making our contact with other agencies very expensive. The budget amount is based on first six months actual cost and estimating the same for the remaining six months.

525020 – PAGERS AND CELL PHONES **$38,155**

Pagers and cell telephones are required for immediate contact for security purposes. Mobile telephones are required for immediate response when emergencies occur. See telecommunication equipment listing for identification detail and schedule of charges for amount detail. The budgeted amount also includes a contingency for lost pager fees and roaming and long distance charges for cell telephones.

Pagers	$15,295
Lost Pagers 5 @ $52.50	$ 263
Alltel Cell Phones	$10,937
Nextel Cell Phones	$11,160
Contingency for Plan Overages	$ 500

525030 – 800 MHz RADIO SERVICE CHARGES **$141,411**

Required for communication.

218 Radios * $52.64 per month per radio
Miscellaneous Charges related to entire system - $3,696

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **$26,664**

800 MHz radios are required for communications.
218 Radios – estimated maintenance costs prorated across all radios is $122.31 per radio = $26,663.58

525050 – SLED TELECOMMUNICATION CHARGES **$2,285**

Line charges for SLED telecommunication equipment. The total line charge per month $190.35 * 12 = $2,284.20 per year.

525202 - CERTIFIED OFFICER TRAINING PAYMENTS **$10,000**

State law requires payment of training costs to agency from which certified officers are recruited. The amount budgeted is only an estimate.

525210 - CONFERENCE & MEETING EXPENSES $26,000

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. These include: Class I enforcement personnel (40 hours/ 3 years), Class II detention personnel (24 hour/year), Class III dispatch personnel (in-service legal updates) and reserve officer (in-service once a month). This reflects our in-house training needs required by law to provide to our personnel. The academy does not teach these courses, and in many cases, we must send people outside the county for training so that they may maintain their certification and acquire advancement in technical fields, which are changing rapidly in the law enforcement field. Training seminars requested during the year may vary as they are offered. A partial list is below.

SCLEOA Conference 15 x $200	$ 3,000
SC FBI Annual Conference 2 x $400 (Col. & Inv.)	$ 800
Respect for Law State Conference 12 x $40 (Deputies)	$ 480
SCIAAI Training Conference (Arson) 4 x $125	$ 500
ASLET Annual Conference 3 x $300	$ 900
SC International Association of Arson Investigators (6 x $500)	$ 3,000
SC National Emergency Number Associations (6 x $100)	$ 600
Interrogation Training (5 x $250)	$ 1,250
Advanced Driver Instructor Training (2 x $600)	$ 1,200
Highway Interdiction Training (2 x $300)	$ 600
Street Survival (1 x $400)	$ 400
Firearms Instruction Training (2 x $500)	$ 1,000
Drug Canine Training (2 x $600)	$ 1,200
Identification Officer Training (4 x $400)	$ 1,600
National intelligence Sup. Seminar (2 x $260)	$ 520
Street Gang Identification & Investigation (4 x $200)	$ 800
Contingency for unknown training opportunities	$ 8,150

525230 - SUBSCRIPTIONS, DUES & BOOKS **$11,000**

Membership Dues for SCLEOA, FBI dues and drug enforcement dues allow members of the department to benefit from conference and training workshops to allow for certification and specialized training skills. Legal updates, technical magazine reference materials, the Drug Enforcement magazine, law procedures on warrants, the rights of juveniles, and the SC Code of Laws must be ordered to provide up to date legal assistance to prevent litigation and to assist in case trials.

SCLEOA (176 x $30)	$5,280
Code of SC Law Updates	$ 150
FBI Dues	$ 60
Chamber of Commerce	$ 50
Association of Public Safety Dues	$ 60
National Directory for Child Abuse	$ 50
Crime Scene Analysis Update	$ 30
Interviewing & Criminal Techniques	$ 50
Criminal Law Reporter	$ 50
SCDHEC Drug Enforcement Fees	$ 150
Driver Manual Update	$ 30
Law Officers Pocket Manuals	$ 100
Association of Law Enforcement Response Trainers	$ 125
National Association of Professional Accident Reconstruction Specialists	$ 90
International Association of Law Enforcement Firearms Institution	$ 100
American Society of Law Enforcement Trainers	$ 150
SC Independent Association of Arson Investigators	$ 200
International Association of Arson Investigators	$ 100
National Fire Prevention Association	$ 50
LETN Membership	$ 200
Cross Reference Manuals	$ 125
Notary Public Fees	$ 100
Map Books	$2,662
Unknown subscriptions, dues, & books	$1,038

525240 – PERSONAL MILEAGE REIMBURSEMENT **$1,800**

This account will be used to pay personal mileage for employees using a personal vehicle for county business. A county vehicle will be used when available. The amount budgeted is based on projected expenditures for current fiscal year.

525305 - UTILITIES – HARBISON COMPLEX **$9,360**

The amount budgeted is based on projections for current fiscal year and a 3% contingency for new facility.

525331 - UTILITIES - LAW ENF. CTR. **$76,920**

The amount budgeted is based on projections for current fiscal year.

525381 - UTILITIES – CABOOSE – GILBERT **$1,944**

The amount budgeted is based on projections for current fiscal year.

525383 - UTILITIES – RIVEROAKS SUBSTATION $1,080

The amount budgeted is based on projections for current fiscal year.

525384 - UTILITIES – WEST REGION $1,836

The amount budgeted is based on projections for current fiscal year.

525400 - GAS, FUEL & OIL $301,861

This account includes all fuel, oils, and fluids used in all vehicles, trucks, tractors, lawnmowers, etc. that are used by the Sheriff's Department. The amount budgeted is based on the projected expenditures for current fiscal year. 274,007.30 gasoline x $1.10 per gallon = $301,408.03; 411.80 gallon (diesel) x $1.10 gallon = $452.98. Therefore amount requested is $301,861. These figures are from Fleet Services' records for total number of gallons used Jan. 01, 02 – Dec 31, 02.

525410 - AVIATION OPERATIONS FUEL $4,000

The helicopter will require fuel for various cases requiring air surveillance.

525420 - WATERCRAFT OPERATIONS FUEL $4,000

The boats will require fuel for various cases requiring watercraft. This budget is an estimated amount based on current fiscal year projections.

525600 - UNIFORMS & CLOTHING $100,000

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will be purchased if funds are available. Costs included in this budget amount include leather gear and body armor. Some of our body armor will be funded by a body armor grant. This amount is only an estimate because this fiscal year only necessary items were purchased because we were looking at alternative uniforms for various positions. A decision has been made and a bid award issued. The amount requested should be sufficient to cover expenses.

526500 - LICENSES & PERMITS $600

License fees are required for operations as required by Federal regulations. This account will also be used to pay boat registration fee and various DHEC fees.

529000 - UNCLASSIFIED $40,000

Informants are used in the area of criminal investigations and because of the increase in drug related operations, monies must be readily available to aid in the process of capturing the drug dealers.

538000 – CLAIMS & JUDGEMENTS (LITIGATION) $ 2,000

Funds must be available to pay small claims for damaged items during an arrest, seizure, or raid.

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

5A4 (300) 800 MHz Radio Batteries $28,035

Replacement 800 MHz radio batteries are needed each year. Each officer uses at least 2 batteries each year.
300* $93.45 each with tax = $28,035

5A4 (125) Rechargeable Flashlights with Cases $12,500

Rechargeable flashlights are needed for officer safety. The new flashlights will offer better illumination and are rechargeable.
125 flashlights with cases estimated cost with tax is $100.00 per light.

5A4 (5) Digital Cameras with Cases $3,900

Digital cameras are needed to record pictures of evidence at crime scenes.
5 cameras with cases estimated cost with tax is $780 per camera.

5A4 (5) Marked Cars with Equipment $140,545

Replacement marked vehicles needed as per Fleet Services Manager. Below is an itemized list of all equipment needed for the vehicles. All replacement vehicles now include a laptop for the new field reporting system.

Car	$21,500
Laptop	$3,500
Printer	$300
Software	$600
Mount for Laptop	$400
Install for Laptop Mount	$50
Fire Extinguisher	$43
Pedestal Mount	$42
3 Hole Power Outlet	$19
100 Watt Siren Speaker	$243
4 Switch Assembly	$49
Light Bar	$751
100 Watt Siren Amplifier	$362
Emergency Equip Install	$250

Total Cost for 1 Vehicle and Equipment $28,109
Total Cost for 5 Vehicles and Equipment $140,545

5A4 (50) Chairs $4,000

Replacement chairs are needed for our squad room The estimated cost is 50 chairs * $80 = $4,000.

5A4 (3) Fax Machines $1,500

3 Fax machines with a capacity for higher volume are needed for 3 of our district headquarters. The estimated cost is $500 per fax machine.

5A4 (2) Marked Cars with Equipment $56,218

Replacement marked vehicles needed as per Fleet Services Manager. Below is an itemized list of all equipment needed for the vehicles. All replacement vehicles now include a laptop for the new field reporting system.

Car	$21,500
Laptop	$3,500
Printer	$300
Software	$600
Mount for Laptop	$400
Install for Laptop Mount	$50
Fire Extinguisher	$43
Pedestal Mount	$42
3 Hole Power Outlet	$19
100 Watt Siren Speaker	$243
4 Switch Assembly	$49
Light Bar	$751
100 Watt Siren Amplifier	$362
Emergency Equip Install	$250

Total Cost for 2 Vehicles and Equipment $56,218

5A4 (3) Unmarked Cars with Equipment $72,335

Replacement marked vehicles needed as per Fleet Services Manager. Below is an itemized list of all equipment needed for the vehicles. All replacement vehicles now include a laptop for the new field reporting system.

2 Cars (Impalas)	$19,500 ea.
1 Car (Taurus)	$15,200
Laptop	$3,500
Printer	$300
Software	$600
Mount for Laptop	$400
Install for Laptop Mount	$50
Fire Extinguisher	$43
Pedestal Mount	$42
3 Hole Power Outlet	$19
Headlight Flashers	$69
100 Watt Siren Amplifier	$126
100 Watt Siren Speaker	$243
4 Corner Strobe System	$228
4 Switch Assembly	$49
Flatlighter Visor Mount Strobe	$126
Emergency Equip Install	$250

Total Cost for 2 Vehicles (Impalas) and Equipment $51,090
Total Cost for 1 Vehicle (Taurus) and Equipment $21,245

5A4 (50) Replacement 800 MHz Radios **$260,000**

There are 279 800 MHz radios in service and 200 of those are nine years old. Motorola suggests that the anticipated life of their product is ten years. In an effort to minimize the budget impact of 200 replacements, we will submit for a 25% replacement amount for the next 4 years.

50 radios at $5,200 each

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GF/County Ordinary
Organization # 151200 Organization Title: LE/Operations
Program # Program Title: (2) Position Upgrades

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #2	2,775
510300	Part Time #	0
511112	FICA Cost	212
511113	State Retirement	190
511114	Police Retirement	0
511120	Insurance Fund Contribution #	0
511130	Workers Compensation	7
511131	S.C. Unemployment	0
	*** Total Personnel**	**3,185**
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	**0**
	**** Total Personnel & Operating**	**3,185**
	**** Total Capital (From Section III)**	**0**
	***** Total Budget Appropriation**	**3,185**

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New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GF/County Ordinary
Organization # 151200 Organization Title: LE/Operations
Program # Program Title: (6) Personnel Upgrades

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries # 6	7,440
510300	Part Time #	0
511112	FICA Cost	569
511113	State Retirement	0
511114	Police Retirement	796
511120	Insurance Fund Contribution #	0
511130	Workers Compensation	260
511131	S.C. Unemployment	0
	*** Total Personnel**	**9,065**
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	**0**
	**** Total Personnel & Operating**	**9,065**
	**** Total Capital (From Section III)**	**0**
	***** Total Budget Appropriation**	**9,065**

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SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

A Upgrade of Lieutenant/Headquarters to Captain/Headquarters
Grade 20 to Grade 22
Base Salary Increase of $869

B Upgrade of Lieutenant Patrol to Lieutenant Administration
Grade 18 to Grade 20
Base Salary Increase of $2,061

C Upgrade of Lieutenant Patrol to Lieutenant Assistant Regional Commander
Grade 18 to Grade 20
Base Salary Increase of $545

D Upgrade of Lieutenant Marine Unit to Lieutenant Assistant Regional Commander
Grade 18 to Grade 20
Base Salary Increase of $1,287

E Upgrade of Criminal Investigator to Identification Officer
Grade 13 to Grade 14
Base Salary Increase of $1,329

E Upgrade of Criminal Investigator to Identification Officer
Grade 13 to Grade 14
Base Salary Increase of $1,349

F Upgrade of Criminal Records Operator to Computer Operator II
Grade 7 to Grade 8
Base Salary Increase of $1,414

F Upgrade of Criminal Records Operator to Computer Operator II
Grade 7 to Grade 8
Base Salary Increase of $1,361

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New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GF/COUNTY ORDINARY
Organization # 151200 Organization Title: LE/OPERATIONS
Program # Program Title: 2440 UNIVERSAL HIRING GRANT ENDING

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries # 10	155,402
510300	Part Time #	0
511112	FICA Cost	11,888
511113	State Retirement	0
511114	Police Retirement	16,628
511120	Insurance Fund Contribution # 10	28,800
511130	Workers Compensation	5,424
511131	S.C. Unemployment	0
	*** Total Personnel**	218,142
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	2,678
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	2,678
	**** Total Personnel & Operating**	220,820
	**** Total Capital (From Section III)**	0
	***** Total Budget Appropriation**	220,820

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New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund #1000 Fund Title: GF/County Ordinary
Organization # 151200 Organization Title: LE/Operations
Program # Program Title: Absorption of (2) VA Part Time

Object Expenditure Code	Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #___	
510300	Part Time #__2_	28,600
511112	FICA Cost	2,188
511113	State Retirement	1,960
511114	Police Retirement	
511120	Insurance Fund Contribution #___	
511130	Workers Compensation	77
511131	S.C. Unemployment	0
	*** Total Personnel**	**32,825**
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #___	
524101	Comprehensive Insurance #___	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525___	Utilities - _____	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	**0**
	**** Total Personnel & Operating**	**32,825**
	**** Total Capital (From Section III)**	**0**
	***** Total Budget Appropriation**	**32,825**

41-18

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

The funding under the Victims Assistance Program is not projected to be sufficient to cover the cost of 2 part time victims assistance clerks. Therefore, it is requested that these positions be funded from the general fund.

Base salary for the 2 positions is estimated at $28,600.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Law Enforcement
Organization: 151250 - School Crossing Guards

Object Code	Expenditure Classification	2001-02 Expenditure	2002-02 Expend. (Dec)	2002-02 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510300	Part Time - 39/7	145,809	71,937	161,471	159,840	159,840	
511112	FICA Cost	11,154	5,503	12,354	12,230	12,230	
511113	State Retirement	9,257	4,280	11,063	10,951	10,951	
511130	Workers Compensation	5,344	2,635	5,547	5,580	5,580	
511131	SC Unemployment	732	218	0	0	0	
511213	State Retirement - Retiree	731	648	0	0	0	
	*** Total Personnel**	**173,027**	**85,221**	**190,435**	**188,601**	**188,601**	
	Operating Expenses						
520204	School Crossing Guards	51,386	0	62,200	56,421	56,421	
521209	School Patrol Supplies	1,689	1,876	5,341	6,968	6,968	
524201	General Tort Liability Insurance	744	388	775	1,438	1,438	
525100	Postage	277	152	450	452	452	
	*** Total Operating**	**54,096**	**2,416**	**68,766**	**65,279**	**65,279**	
	**** Total Personnel & Operating**	**227,123**	**87,637**	**259,201**	**253,880**	**253,880**	
	Capital						
	**** Total Capital**	**0**	**0**	**0**	**0**	**0**	
	***** Total Budget Appropriation**	**227,123**	**87,637**	**259,201**	**253,880**	**253,880**	

COUNTY OF LEXINGTON
SCHOOL DISTRICT #1
Annual Budget
Fiscal Year - 2003-04

Fund 1000
Division: Law Enforcement
Organization: 151251 - School Crossing #1

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510300	Part Time 10	0	0	0	36,720		
511112	FICA - Employer's Portion	0	0	0	2,810		
511112	SCRS - Employer's Portion	0	0	0	2,516		
511114	PORS - Employer's Portion	0	0	0	0		
511120	Employee Insurance - 10	0	0	0	0		
511130	Workers Compensation	0	0	0	1,282		
	*** Total Personnel**	**0**	**0**	**0**	**43,328**		
	Operating Expenses						
521000	Office Supplies				0		
521100	Duplicating				0		
521200	Operating Supplies				0		
521208	Police Supplies				0		
521209	School Patrol Supplies				1,340		
522200	Small Equipment Repairs & Maint				0		
522300	Vehicle Repairs & Maintenance				0		
524100	Vehicle Insurance				0		
524201	General Tort Liability Insurance				277		
524202	Surety Bonds				0		
525000	Telephone				0		
525010	Long Distance				0		
525020	Pagers and Cell Phones				0		
525030	800 MHz Radio Service Charges				0		
525031	800 MHz Radio Maintenance Charges				0		
525100	Postage				116		
525210	Conference & Meeting Expense				0		
525230	Subscriptions, Dues, & Books				0		
525400	Gas, Fuel, & Oil				0		
525600	Uniforms & Clothing				0		
	*** Total Operating**	**0**	**0**	**0**	**1,733**		
	**** Total Personnel & Operating**	**0**	**0**	**0**	**45,061**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	0	0	0		
	**** Total Capital**	**0**	**0**	**0**	0		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**45,061**		

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

521209 – SCHOOL PATROL SUPPLIES $ 1340

School patrol supplies such as vests, signs, lights, uniforms, batteries and other safety equipment is required for the school crossing guards to be visible for the safety of the children and for awareness purposes of citizens.

524201 – GENERAL TORT INSURANCE $ 277

Insurance is paid according to County policy for each employee at the rate quoted by the County Risk Manager.

525100 – POSTAGE $ 116

Postage is required for the bi-weekly mailing of the payroll deposit check amounts to the school crossing guards.

COUNTY OF LEXINGTON
SCHOOL DISTRICT #2
Annual Budget
Fiscal Year - 2003-04

Fund 1000
Division: Law Enforcement
Organization: 151252 - School Crossing #2

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510300	Part Time 5	0	0	0	22,680		
511112	FICA - Employer's Portion	0	0	0	1,736		
511112	SCRS - Employer's Portion	0	0	0	1,554		
511114	PORS - Employer's Portion	0	0	0	0		
511120	Employee Insurance -	0	0	0	0		
511130	Workers Compensation	0	0	0	792		
	*** Total Personnel**	**0**	**0**	**0**	**26,762**		
	Operating Expenses						
520204	School Crossing Guards - 13				56,421		
521000	Office Supplies				0		
521100	Duplicating				0		
521200	Operating Supplies				0		
521208	Police Supplies				0		
521209	School Patrol Supplies				2,412		
522200	Small Equipment Repairs & Maint				0		
522300	Vehicle Repairs & Maintenance				0		
524100	Vehicle Insurance				0		
524201	General Tort Liability Insurance				498		
524202	Surety Bonds				0		
525000	Telephone				0		
525010	Long Distance				0		
525020	Pagers and Cell Phones				0		
525030	800 MHz Radio Service Charges				0		
525031	800 MHz Radio Maintenance Charges				0		
525100	Postage				58		
525210	Conference & Meeting Expense				0		
525230	Subscriptions, Dues, & Books				0		
525400	Gas, Fuel, & Oil				0		
525600	Uniforms & Clothing				0		
	*** Total Operating**	**0**	**0**	**0**	**59,389**		
	**** Total Personnel & Operating**	**0**	**0**	**0**	**86,151**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	0	0	0		
	**** Total Capital**	**0**	**0**	**0**	0		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**86,151**		

SECTION IV. – PROGRAM OVERVIEW

School Crossing Guards ensure the safety of our children during arrival and departure from school.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Law Enforcement/School Crossing Guards:					
School Crossing Guards	N/A	8.2	0	8.2	L/S - P/T
Totals	N/A	8.2	0	8.2	

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SECTION IV.D. – SERVICE LEVELS

School crossing guards worked 12,846.59 hours during fiscal year 2002.

SECTION IV.D. – SERVICE LEVELS

School crossing guards worked 12,846.59 hours during fiscal year 2002.

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

520204 – SCHOOL CROSSING GUARDS **$ 56,421**

The Cities of Cayce and West Columbia hire the school crossing guards for their schools. They bill the Lexington County Sheriff's Department for the salary and fringe cost and ½ of the administrative fee. The Sheriff's Department bills District#2 for all costs incurred by this contract.

521209 – SCHOOL PATROL SUPPLIES **$ 2412**

School patrol supplies such as vests, signs, lights, uniforms, batteries and other safety equipment is required for the school crossing guards to be visible for the safety of the children and for awareness purposes of citizens.

524201 – GENERAL TORT INSURANCE **$ 498**

Insurance is paid according to County policy for each employee at the rate quoted by the County Risk Manager.

525100 – POSTAGE **$ 58**

Postage is required for the bi-weekly mailing of the payroll deposit check amounts to the school crossing guards.

COUNTY OF LEXINGTON
SCHOOL DISTRICT #3
Annual Budget
Fiscal Year - 2003-04

Fund 1000
Division: Law Enforcement
Organization: 151253 School Crossing #3

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510300	Part Time 3	0	0	0	11,880		
511112	FICA - Employer's Portion	0	0	0	909		
511112	SCRS - Employer's Portion	0	0	0	814		
511114	PORS - Employer's Portion	0	0	0	0		
511120	Employee Insurance -	0	0	0	0		
511130	Workers Compensation	0	0	0	415		
	*** Total Personnel**	**0**	**0**	**0**	**14,017**		
	Operating Expenses						
521000	Office Supplies				0		
521100	Duplicating				0		
521200	Operating Supplies				0		
521208	Police Supplies				0		
521209	School Patrol Supplies				402		
522200	Small Equipment Repairs & Maint				0		
522300	Vehicle Repairs & Maintenance				0		
524100	Vehicle Insurance				0		
524201	General Tort Liability Insurance				83		
524202	Surety Bonds				0		
525000	Telephone				0		
525010	Long Distance				0		
525020	Pagers and Cell Phones				0		
525030	800 MHz Radio Service Charges				0		
525031	800 MHz Radio Maintenance Charges				0		
525100	Postage				35		
525210	Conference & Meeting Expense				0		
525230	Subscriptions, Dues, & Books				0		
525400	Gas, Fuel, & Oil				0		
525600	Uniforms & Clothing				0		
	*** Total Operating**	**0**	**0**	**0**	**519**		
	**** Total Personnel & Operating**	**0**	**0**	**0**	**14,536**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	0	0	0		
	**** Total Capital**	**0**	**0**	**0**	0		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**14,536**		

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

521209 – SCHOOL PATROL SUPPLIES $ 402

School patrol supplies such as vests, signs, lights, uniforms, batteries and other safety equipment is required for the school crossing guards to be visible for the safety of the children and for awareness purposes of citizens.

524201 – GENERAL TORT INSURANCE $ 83

Insurance is paid according to County policy for each employee at the rate quoted by the County Risk Manager.

525100 – POSTAGE $ 35

Postage is required for the bi-weekly mailing of the payroll deposit check amounts to the school crossing guards.

COUNTY OF LEXINGTON
SCHOOL DISTRICT #5
Annual Budget
Fiscal Year - 2003-04

Fund 1000
Division: Law Enforcement
Organization: 151255 - School Crossing #5

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510300	Part Time	0	0	0	88,560		
511112	FICA - Employer's Portion	0	0	0	6,775		
511112	SCRS - Employer's Portion	0	0	0	6,067		
511114	PORS - Employer's Portion	0	0	0	0		
511120	Employee Insurance -	0	0	0	0		
511130	Workers Compensation	0	0	0	3,091		
					0		
	*** Total Personnel**	**0**	**0**	**0**	**104,493**		
	Operating Expenses						
521000	Office Supplies				0		
521100	Duplicating				0		
521200	Operating Supplies				0		
521208	Police Supplies				0		
521209	School Patrol Supplies				2,814		
522200	Small Equipment Repairs & Maint				0		
522300	Vehicle Repairs & Maintenance				0		
524100	Vehicle Insurance				0		
524201	General Tort Liability Insurance				580		
524202	Surety Bonds				0		
525000	Telephone				0		
525010	Long Distance				0		
525020	Pagers and Cell Phones				0		
525030	800 MHz Radio Service Charges				0		
525031	800 MHz Radio Maintenance Charges				0		
525100	Postage				243		
525210	Conference & Meeting Expense				0		
525230	Subscriptions, Dues, & Books				0		
525400	Gas, Fuel, & Oil				0		
525600	Uniforms & Clothing				0		
	*** Total Operating**	**0**	**0**	**0**	**3,637**		
	**** Total Personnel & Operating**	**0**	**0**	**0**	**108,130**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	0	0	0		
	**** Total Capital**	**0**	**0**	**0**	0		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**108,130**		

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

521209 – SCHOOL PATROL SUPPLIES $ 2814

School patrol supplies such as vests, signs, lights, uniforms, batteries and other safety equipment is required for the school crossing guards to be visible for the safety of the children and for awareness purposes of citizens.

524201 – GENERAL TORT INSURANCE $ 580

Insurance is paid according to County policy for each employee at the rate quoted by the County Risk Manager.

525100 – POSTAGE $ 243

Postage is required for the bi-weekly mailing of the payroll deposit check amounts to the school crossing guards.

Lexington County Sheriff's Department
Estimated Cost for 2003/2004
School Crossing Guards

	Number of Guards	School Days Per Year	Hours Worked Per Day	Total Hours Worked Per Year	Hourly Pay Rate	Total Salary Charged	FICA 7.65%	SCRS - 6.85%	W/C - 3.49%	General Tort $56.00/Yr./FTE Prorate(180days)	Total Fringes	Hourly Rate Charged Per District	TOTAL Salary & Fringe Charged to School District	Yearly Contracts	Postage	Estimated Administrative Fee ($720.09/guard) (Attachment A)	Estimated Equipment (Attachment B)	Estimated District Cost
District 1																		
	8	180	1.5	2,160.0	12.000000	$ 25,920.00	$ 1,982.88	$ 1,775.52	$ 904.61	$ 220.93	$ 4,883.94	13.61	$ 30,803.94		$ 92.31	$ 5,760.72	$ 1,072.00	$ 37,728.97
	1	180	2.0	360.0	12.000000	$ 4,320.00	$ 330.48	$ 295.92	$ 150.77	$ 27.62	$ 804.78	13.61	$ 5,124.78		$ 11.54	$ 720.09	$ 134.00	$ 5,990.41
	1	180	3.0	540.0	12.000000	$ 6,480.00	$ 495.72	$ 443.88	$ 226.15	$ 27.62	$ 1,193.37	13.61	$ 7,673.37		$ 11.54	$ 720.09	$ 134.00	$ 8,539.00
District 1 Total	10			3,060.0		$ 36,720.00	$ 2,809.08	$ 2,515.32	$ 1,281.53	$ 276.16	$ 6,882.09		$ 43,602.09	$ -	$ 115.38	$ 7,200.90	$ 1,340.00	$ 52,258.38
District 2																		
	1	180	1.5	270.0	12.000000	$ 3,240.00	$ 247.86	$ 221.94	$ 113.08	$ 27.62	$ 610.49	13.61	$ 3,850.49		$ 11.54	$ 720.09	$ 134.00	$ 4,716.12
	2	180	2.0	720.0	12.000000	$ 8,640.00	$ 660.96	$ 591.84	$ 301.54	$ 55.23	$ 1,609.57	13.61	$ 10,249.57		$ 23.08	$ 1,440.18	$ 268.00	$ 11,980.83
	2	180	2.5	900.0	12.000000	$ 10,800.00	$ 826.20	$ 739.80	$ 376.92	$ 55.23	$ 1,998.15	13.61	$ 12,798.15		$ 23.08	$ 1,440.18	$ 268.00	$ 14,529.41
Sub-Total	5			1,890.0														
Contracts:																		
W. Cola.	6	180	1.5	1,620.0						$ 165.70				$ 23,357.62		$ 2,160.27	$ 804.00	$ 26,487.59
Cayce	1	180	1.8	324.0						$ 27.62				$ 4,666.00	$ -	$ 360.05	$ 134.00	$ 5,187.66
	6	180	1.5	1,620.0						$ 165.70				$ 23,357.62		$ 2,160.27	$ 804.00	$ 26,487.59
Sub-Total	13			3,564.0														
District 2 Total	18			5,454.0		$ 22,680.00	$ 1,735.02	$ 1,553.58	$ 791.53	$ 497.10	$ 4,218.21		$ 26,898.21	$ 51,381.24	$ 57.69	$ 8,281.04	$ 2,412.00	$ 89,030.18
District 3																		
	1	180	1.5	270.0	12.000000	$ 3,240.00	$ 247.86	$ 221.94	$ 113.08	$ 27.62	$ 610.49	13.61	$ 3,850.49		$ 11.54	$ 720.09	$ 134.00	$ 4,716.12
	2	180	2.0	720.0	12.000000	$ 8,640.00	$ 660.96	$ 591.84	$ 301.54	$ 55.23	$ 1,609.57	13.61	$ 10,249.57		$ 23.08	$ 1,440.18	$ 268.00	$ 11,980.83
District 3 Total	3			990.0		$ 11,880.00	$ 908.82	$ 813.78	$ 414.61	$ 82.85	$ 2,220.06		$ 14,100.06	$ -	$ 34.62	$ 2,160.27	$ 402.00	$ 16,696.95
District 5																		
	8	180	1.5	2,160.0	12.000000	$ 25,920.00	$ 1,982.88	$ 1,775.52	$ 904.61	$ 220.93	$ 4,883.94	13.61	$ 30,803.94		$ 92.31	$ 5,760.72	$ 1,072.00	$ 37,728.97
	10	180	2.0	3,600.0	12.000000	$ 43,200.00	$ 3,304.80	$ 2,959.20	$ 1,507.68	$ 276.16	$ 8,047.84	13.61	$ 51,247.84		$ 115.38	$ 7,200.90	$ 1,340.00	$ 59,904.13
	3	180	3.0	1,620.0	12.000000	$ 19,440.00	$ 1,487.16	$ 1,331.64	$ 678.46	$ 82.85	$ 3,580.11	13.61	$ 23,020.11		$ 34.62	$ 2,160.27	$ 402.00	$ 25,616.99
District 5 Total	21			7,380.0		$ 88,560.00	$ 6,774.84	$ 6,066.36	$ 3,090.74	$ 579.95	$ 16,511.89		$ 105,071.89	$ -	$ 242.31	$ 15,121.89	$ 2,814.00	$ 123,250.09
Grand Total	52			16,884.0		$ 159,840.00	$ 12,227.76	$ 10,949.04	$ 5,578.42	$ 1,436.05	$ 29,832.26		$ 189,672.26	$ 51,381.24	$ 450.00	$ 32,764.10	$ 6,968.00	$ 281,235.59

Note:
Equipment not billed to Cayce & West Cola.
Equipment will be billed to School Dist. 2

Total Revenue $ 281,235.59

Estimated Contract Amounts:

	Guards	Days	Hours			Salary	FICA - 7.65%	SCRS - 6.85%	W/C - 4.8%	General Tort $56 per yr. Per FTE	Total Fringe		Total Salary Contract	50% Of Admin. Fee	Estimated Equipment	Total Contract
City of W. Cola.	6	180	1.5	1620	12.000000	$ 19,440.00	$ 1,487.16	$ 1,331.64	$ 933.12	$ 165.70	$ 3,917.62	13.76	$ 23,357.62	$ 2,160.27	804.00	$ 26,321.89
City of Cayce	1	180	1.8	324	12.000000	$ 3,888.00	$ 297.43	$ 266.33	$ 186.62	$ 27.62	$ 778.00	13.76	$ 4,666.00	$ 360.05	134.00	$ 5,160.05
	6	180	1.5	1620	12.000000	$ 19,440.00	$ 1,487.16	$ 1,331.64	$ 933.12	$ 165.70	$ 3,917.62	13.76	$ 23,357.62	$ 2,160.27	804.00	$ 26,321.89
	7			1944		$ 23,328.00	$ 1,784.59	$ 1,597.97	$ 1,119.74	$ 193.32	$ 4,695.62		$ 28,023.62	$ 2,520.32	$ 938.00	$ 31,481.93
Total	13			3564		$ 42,768.00	$ 3,271.75	$ 2,929.61	$ 2,052.86	$ 359.01	$ 8,613.24		$ 51,381.24	$ 4,680.59	$ 1,742.00	$ 57,803.82

Total Revenue to Bill Out does not include payment we must make to City of W. Cola. And City of Cayce.
The 1/2 administrative fee paid to the Cities of West Columbia and Cayce was agreed upon in a contract by prior administration. An agreement was made t

Revised 9-25-02

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Attachment A
Administrative Fee Calculation

	Secretary	Sergeant
FICA	7.6500%	7.6500%
Retirement	6.8500%	10.7000%
W/C	0.2700%	3.4900%
General Tort per year	$ 17.00	$ 535.50

	Annual Salary	FICA	Retirement	Worker's Compensation	General Tort	Life/Health Insurance $5600/Yr.	Subtotal	Total Billable Admin. Fee 40%	Admin. Fee Per Guard Per Year 52Guards All Districts
Secretary	$ 25,931.00	$ 1,983.72	$ 1,776.27	$ 70.01	$ 17.00	$ 5,760.00	$ 35,538.01	$ 14,215.20	$ 273.37
Master Traffic Deputy	$ 42,497.00	$ 3,251.02	$ 4,547.18	$ 1,483.15	$ 535.50	$ 5,760.00	$ 58,073.84	$ 23,229.54	$ 446.72
Total	**$ 68,428.00**	**$ 5,234.74**	**$ 6,323.45**	**$ 1,553.16**	**$ 552.50**	**$ 11,520.00**	**$ 93,611.85**	**$ 37,444.74**	**$ 720.09**

Note: The administrative fee is calculated for all school crossing guards. The total number for guards is 52. The 52 guards include the 7 City of contract guards.

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Attachment B
Supply Estimate Per Guard

Equipment	Quantity	Unit Price	Total Price
Vest	1	14.99	$ 14.99
Stop Sign	1	18.99	18.99
Strobe Light	1	18.75	18.75
Flashlight	1	7.5	7.50
Rainsuit	1	9.77	9.77
Jacket	1	29.99	29.99
Cap	1	12.99	12.99
Gloves	1	2.99	2.99
Whistle	1	4.66	4.66
Batteries D	6	0.62	3.72
Batteries AA	8	0.35	2.80
Subtotal			**$ 127.15**
5% Sales Tax			6.36
Total Estimated Cost			**$ 133.51**

42-12

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Law Enforcement
Organization: 151300 - Jail Operations

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 106	3,023,576	1,492,778	3,211,832	3,226,977	3,226,977	
510199	Special Overtime	297,409	152,326	310,000	215,000	215,000	
510200	Overtime	10,797	3,113	6,000	0	0	
510300	Part Time - 13	95,979	43,102	98,642	172,471	172,471	
511112	FICA Cost	253,720	124,295	277,425	276,505	276,505	
511113	State Retirement	8,074	3,546	6,840	14,719	14,719	
511114	Police Retirement	349,092	171,630	377,348	363,754	363,754	
511120	Insurance Fund Contribution - 107	445,200	296,800	593,600	616,320	616,320	
511130	Workers Compensation	120,891	59,712	125,733	128,919	128,919	
511131	S.C Unemployment	7,051	1,478	0	0	0	
511213	State Retirement - Retiree	1,328	637	0	0	0	
511214	Police Retirement - Retiree	1,178	2,307	0	0	0	
	*** Total Personnel**	**4,614,295**	**2,351,724**	**5,007,420**	**5,014,665**	**5,014,665**	**0**
	Operating Expenses						
520100	Contracted Maintenance	27,632	14,680	36,265	59,045	59,045	
520200	Contracted Services	25,148	7,519	11,424	12,650	12,650	
520202	Medical Service Contract	974,160	410,365	984,876	998,519	998,519	
520203	Food Service Contract	586,449	266,055	724,357	755,450	755,450	
520207	SLED Terminal Contract	1,372	229	720	900	900	
520215	Housing of Juveniles	43,763	18,350	60,000	50,000	50,000	
520230	Pest Control	1,380	300	4,200	0	0	
520300	Professional Services	0	160	10,000	6,000	6,000	
520400	Advertising & Publicity	1,454	0	0	0	0	
520702	Technical Currency & Support	0	8,361	16,880	12,271	12,271	
520703	Computer Hardware Maintenance	15,975	0	2,500	2,500	2,500	
521000	Office Supplies	7,905	3,638	8,000	13,000	13,000	
521100	Duplicating	5,945	3,817	8,000	8,000	8,000	
521200	Operating Supplies	74,261	32,115	86,500	86,500	86,500	
521208	Police Supplies	7,717	425	8,000	8,000	8,000	
521300	Food Supplies	4,848	1,875	7,000	8,000	8,000	
521400	Health Supplies	10,138	3,070	11,000	10,300	10,300	
522000	Building Repairs & Maintenance	44,433	22,317	45,000	48,000	48,000	
522200	Small Equipment Repairs & Maintenance	15,264	5,910	23,000	23,200	23,200	
522300	Vehicle Repairs & Maintenance	4,207	3,086	10,000	6,200	6,200	
524000	Building Insurance	9,652	0	9,942	10,982	10,982	
524100	Vehicle Insurance - 12	5,980	3,120	6,240	7,800	7,800	
524201	General Tort Liability Insurance	55,602	24,711	49,579	56,835	56,835	
524202	Surety Bonds	0	0	878	0	0	
524999	Other Insurance	0	0	0	0	0	
525000	Telephone	9,991	5,247	9,800	10,500	10,500	
525010	Long Distance Charges	883	385	1,300	1,300	1,300	
525020	Pagers and Cell Phones	3,281	1,025	4,707	6,325	6,325	
525030	800 MHz Radio Service Charges - 14	7,557	3,461	11,811	8,845	8,845	
525031	800 MHz Radio Maintenance Charges-14	0	1,974	2,000	1,713	1,713	
525050	SLED Telecommunication Charges	10,917	1,820	10,918	10,918	10,918	
525210	Conference & Meeting Expenses	5,484	3,858	14,000	12,000	12,000	
525230	Subscriptions, Dues, & Books	3,590	3,630	5,000	8,605	8,605	

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Law Enforcement
Organization: 151300 - Jail Operations

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Cont'd Operating Expenditures:						
525331	Utilities - Law Enf. Ctr.	53,292	32,593	65,000	68,880	68,880	
525363	Utilities - Annex	100,095	50,515	120,000	133,848	133,848	
525364	Utilities - Jail Electric Gate	171	86	220	220	220	
525366	Utilities - Detention PODS	128,685	60,899	150,000	158,300	158,300	
525400	Gas, Fuel & Oil	7,519	3,240	8,300	7,086	7,086	
525600	Uniforms & Clothing	20,261	6,558	30,000	30,000	30,000	
525601	Inmate Clothing	25,708	0	30,000	32,000	32,000	
526500	Licenses & Permits	0	0	50	50	50	
527030	Inmate Compensation	14,211	6,172	18,000	18,000	18,000	
538000	Claims & Judgments (Litigation)	946	2,214	4,000	5,000	5,000	
	*** Total Operating**	**2,315,876**	**1,013,780**	**2,609,467**	**2,697,742**	**2,697,742**	**0**
	**** Total Personnel & Operating**	**6,930,171**	**3,365,504**	**7,616,887**	**7,712,407**	**7,712,407**	**0**
	Capital						
540000	Small Tools & Minor Equipment:	2,664	355	5,000	3,000	3,000	
540010	Minor Software	89	0	0	0	0	
5A4	(2) Walk In Freezer Coolers	0	0	0	100,000	0	
5A4	(2) Cooling Units	0	0	0	30,000	0	
	All Other Equipment	38,870	1,861	1,861	0	0	
	**** Total Capital**	**41,623**	**2,216**	**6,861**	**133,000**	**3,000**	**0**
	***** Total Budget Appropriation**	**6,971,794**	**3,367,720**	**7,623,748**	**7,845,407**	**7,715,407**	**0**

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-04

Fund # 1000 Fund Title: GF/County Ordinary
Organization # 151300 Organization Title: LE/Jail Operations
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	Small Tools & Minor Equipment	3,000
2	Replacement Walk-In Freezer Coolers	100,000
2	Replacement Cooling Units	30,000

**** Total Capital (Transfer Total to Section I and II)** **133,000**

SECTION IV. – PROGRAM OVERVIEW

Jail operations provides for the incarceration of persons arrested pending adjudication by a court of law. The primary service objective of Detention is to ensure the safety of the citizens of Lexington County by providing a safe and secure facility for individuals pending trial. The Detention organization provides for the day-to-day operations of the facility to include intake and booking, prisoner transportation, and inmate services. The organization provides medical services, mental health services, food services, and maintains religious services for inmates.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

		Full Time Equivalent			
	Positions	General Fund	Other Fund	Total	Grade
Law Enforcement/Jail:					
Chief of Jail Operations	1	1		1	23
Captain/Facility Administrator	1	1		1	22
Lieutenant	3	3		3	17
Sergeant Court Services	1	1		1	16
Master Deputy/ Court Services	1	1		1	13
Sergeant Classification	1	1		1	13
Sergeant/Jail	8	8		8	13
Master Correctional Officer	4	4		4	12
Deputy/ Court Services	5	5		5	10-12
Maintenance Assistant III	1	1		1	10
Correctional Officers	74	74		74	9-11
Correctional Officers	1	0.5		0.5	9 - P/T
Litter Control Officer	2	2		2	9
Transportation Officer	3	3		3	9
Secretary I	1	1		1	6
Bailiff	N/A	6		6	L/S - P/T
Totals:	107	112.5	0	112.5	

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1	1000-151300	20086	98	Ford Explorer	U	1FMZU35P8WUB89304	Allan Paavel	Yes
	1000-151300	9817	89	Cat	NA	NA	Jail	No
	1000-151300	13088	90	Intl 255 Tractor	NA	17699071	Jail	No
1	1000-151300	14315	91	Dodge Maxivan	NA	2B5WB35Z4MK439647	Jury van	Yes
	1000-151300	14517	94	Onan Generator	NA	F900327339	Jail	No
	1000-151300	15555	92	Nu-Life Trailer	NA	XX	Jail	No
	1000-151300	15557	92	Nu-Life Trailer	NA	XX	Jail	No
1	1000-151300	15787	93	Dodge Minivan	NA	1B4GH4439PX641651	Court Services	Yes
1	1000-151300	15789	93	Dodge Minivan	NA	1B4GH4437PX641650	Court Services	Yes
	1000-151300	16098	92	Cummins Generator	NA	NA	Jail	No
1	1000-151300	16692	94	Ford F-350	M	1FTJW35M3REA26995	Jail	Yes
1	1000-151300	16887	89	GMC Pick Up	U	1GTDC14K6KE550044	Maintenance Vehicle	Yes
1	1000-151300	17567	95	Ford Crown Victoria	U	2FALP71W3SX146262	Siller Anderson	Yes
1	1000-151300	18244	96	Ford F-350	M	1FTJW35F7TEA56414	Jail	Yes
1	1000-151300	23732	2002	Chevrolet 1/2 Truck	U		Buddy Williams	Yes
1	1000-151300	20799	99	Plymouth VOGR Van	M	2P4GP24G9XR310155	Jail	Yes
1	1000-151300	20832	99	Chevrolet Van	M	1GAHG39J7X1128017	Jail	Yes
1	1000-151300	20833	99	Chevrolet Van	M	1GAHG39J9X1126026	Jail	Yes
	1000-151300	21121	96	International Garden Tractor	NA	610061	Jail	No

12 **Total Vehicles**

12 Liability
0 Comprehensive
0 Boat Insurance
0 Aircraft Insurance
7 Not Insured
19 **Total**

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SECTION IV. C. – LISTING OF TELECOMMUNICATIONS

A detailed list is provided at the end of the budget document. The detailed list is not shown in this section due to the confidential nature of law enforcement.

Telephones	42
Cell Phones	5
Pagers	17
Radios	14

SECTION IV.D. – SERVICE LEVELS

All service levels for operations and the detention center are maintained on a calendar year basis. The below statistics are for calendar year 2002.

Total number of Inmates Booked	11,841
Average Daily Population	656
Average Length of Stay	21.6 Days
Number of Meals Served	718,320
Prison Transports	395

SECTION IV.D. – SERVICE LEVELS

All service levels for operations and the detention center are maintained on a calendar year basis. The below statistics are for calendar year 2002.

Total number of Inmates Booked	11,841
Average Daily Population	656
Average Length of Stay	21.6 Days
Number of Meals Served	718,320
Prison Transports	395

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE $59,045

Maintenance agreements are required to maintain the operations of equipment in the detention facility.

Washers & Dryers	(Texchine)	$8,400
Gate System	(Palmetto Southern)	$3,000
Elevator System	(Southern Elevator)	$3,600
Fire & Security Maintenance	(Lowman Communications)	$1,380
Door System	(American Door)	$2,800
Extinguishers	(Grinnell Fire Protection)	$1,000
Kitchen Equipment	(Hobart Corp)	$125
Lock System	(Vendor to be Named)	$5,000
Kitchen Hood System	(Caraway Fire & Safety)	$ 740
Cameras, Electronic Panels & Fire Systems New Jail	(Southwestern Comm)	$16,000
New Internal Jail Camera Security System	(W H Platts)	$16,000
Contingency for Potential Increase for Door Maintenance		$ 1,000
Current Contract Expires 11/30/03		

520200 – CONTRACTED SERVICES $12,650

Contracts for waste removal and pest control.

Medical Waste	(Medical Waste Systems)	$2,400
Termite Bond Renewal #1126 & 316	(Pro Exterminating Co.)	$2,950
Green Box	(Columbia Container)	$7,300

520202 – MEDICAL SERVICE CONTRACT $998,519

Contract to provide medical service to inmates

12 months @ fifth year contract prices $81,180.33 per month	$974,164
12 months @ fifth year adjustment to CPI increase of 2.5%	$ 24,355

520203 – FOOD SERVICE CONTRACT $755,450

Contract to provide meals for inmates – cost is based on the average daily population

ADP 750 + 60 Trustees	
Inmates 750 * .8092 per meal cost * 3 meals per day * 365 days per year	$664,556
Trustees 60 * 1.103 per meal cost * 3 meals per day * 365 days per year	$ 72,468
CPI Increase for 5th year of Contract 2.5%	$ 18,426

520207 – SLED TERMINAL CONTRACTS **$900**

This account will be used to pay the lease and maintenance fees required for the 2 SLED terminals. $75 * 12=$900,

520215 – HOUSING OF JUVENILES **$50,000**

In accordance with the Juvenile Detention ACT (R700-S1485), effective January 1, 1993, juveniles may not be detained in adult jails or lock-ups. The Department of Youth Services will house these juveniles for the Lexington County Sheriff's Department.

520230 – PEST CONTROL **$0**

Pest control is maintained by county vector control

520300 – PROFESSIONAL SERVICES **$6,000**

To cover services, which are not covered under the medical service contract for inmates and emergency room expenses, incurred for inmates before booking. This account will also cover costs of psychological debriefing needed for employees.

Psychological Debriefing for Employees	(Klohn Psychology)	$1,000
Contingency for other services as needed		$5,000

520702 – TECHNICAL CURRENCY & SUPPORT **$12,271**

Software maintenance agreements are required to maintain operation of software.

Unixware Software	(Caldera)	$ 250
Mugshot & Imaging System	(Printrak)	$9,800
Database & Dev Tools Software	(Progress)	$2,221

520703 – COMPUTER HARDWARE MAINTENANCE **$2,500**

Hardware maintenance agreements are required.

Lancare Maintenance	(Data Netguard Solutions)	$2,500

521000 – OFFICE SUPPLIES **$13,000**

To cover cost of operating the detention facility. Forms, calendars, paper, and toner will be purchased from this account. The amount budgeted is based on six months average with a projection of the same for the remaining six months.

521100 – DUPLICATING **$8,000**

Training materials, booking information and other information as related to inmates. The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

521200 – OPERATING SUPPLIES **$86,500**

The SC Department of Health & Environmental Control and the Minimum Standards for Local Detention Facilities in SC as enforced by the SC Department of Corrections (SC Code of Laws, Section 24-9-10 through 35) regulate the requirements for this account. This account will be used to purchase cleaning chemicals, laundry detergents, kitchen chemicals, film, and paper used in the booking operation, paper bags used for storing inmates belongings, towels, sheets, and blankets for inmates.

Cleaning supplies	(Central Stores)	$40,000
Laundry Chemicals	(Ecolab)	$25,000
Towels & Sheets	(Tabb Textiles)	$10,000
Blankets	(Northwest Woolen Mills)	$ 5,000
Valuable Bags	(Bob Barker)	$ 2,000
Supplies for vacuums	(Electrolux)	$ 1,000
Bags for Inmates Possessions	(Xpedex)	$ 2,000
Paper for booking system	(Pinnacle)	$ 1,500

521208 – POLICE SUPPLIES **$8,000**

This account will be used to purchase restraints: belly chains, handcuffs, leg irons, electronic shields, and tasers. In addition, batteries for radios and flashlights will be purchased from this account. The restraint equipment has to be replaced often due to excessive use.

Flashlight Batteries	(Central Stores)	$ 200
Radio Batteries	(Motorola)	$ 500
Tasers and accessories	(Tasertron)	$ 1,000
Leg irons	(Bob Barker)	$ 300
Electronic Shields	(NOVA Products)	$ 2,000
Various restraint equipment	(BID)	$ 4,000

521300 – FOOD SUPPLIES **$8,000**

Pursuant to Federal Constitutional Law, the Minimum Standards for Local Detention Facilities in SC as enforced by the Department of Corrections (SC Code of Laws, Section 24-9-10 through 35) plus the SC Department of Health and Environmental Control regulate the requirements for this account. This account will cover the expenditures not covered under the food service contract.

Food trays	(ABL)	$3,000
Refreshments	(ABL)	$5,000

521400 – HEALTH SUPPLIES **$10,300**

Pursuant to Federal Constitutional Law, the Minimum Standards for Local Detention Facilities in SC as enforced by the Department of Corrections (SC Code of Laws, Section 24-9-10 through 35) plus the SC Department of Health and Environmental Control regulate the requirements for this account. This account will cover the expenditures not covered under the medical service contract.

Indigent Care Packets	(Pro-Pac)	$5,000
Disposable Gowns	(Hawthorne Pharmacy)	$1,000
Medical Gloves	(Bergen-Brunswick)	$3,500
First Aid Kits	(Dyna Med)	$ 800

522000 – BUILDING REPAIRS AND MAINTENANCE $48,000

This account will be used to maintain a facility that is operational 24 hours per day 365 days per year. The plumbing and sewage needs are paid from this account. In addition, smoke detectors, heating and cooling system, lighting, and grounds maintenance supplies are purchased from this account.

522200 – SMALL EQUIPMENT REPAIRS $23,200

Repairs to microwaves, small kitchen equipment, utility carts, lawnmowers, weed eaters, cameras, sewing machines, vacuums, blowers, tractor, and other equipment must be paid from this account.

Sprinkler System Repair	(Crawford Sprinkler)	$ 2,000
Intercom System Repair	(Southwestern Communications)	$ 2,000
Printer Repairs	(Pomeroy)	$ 1,000
Radio Repair	(Communication Specialists)	$ 500
Kitchen Equipment Repair	(Authorized Commerical Equipment	$14,000
Cell Phone Repair	(Total Communications)	$ 200
Camera Repair	(WH Platts Co)	$ 1,000
Racc Belt Repair	(NOVA Products)	$ 200
Fax Machine Repair	(Business Office Machines)	$ 300
Mug Shot Printer Repair	(Sony)	$ 1,000
Lawnmower & Tractor Repair	(Palmetto Lawn & Leisure)	$ 500
Welding of Kitchen Equipment	(Mikes Specialities)	$ 500

522300 - VEHICLE REPAIRS & MAINTENANCE $6,200

This account is used to pay for repairs and services necessary to keep the fleet of vehicles on the road 24 hours a day, seven days a week. With all recommended replacement vehicles not being purchased, this account must be funded to provide for the safety of officers. The amount budgeted is based on the projected expenditures for current fiscal year.

524000 – BUILDING INSURANCE $10,982

Building insurance amounts as allocated based on square footage. The amount budgeted is based on recommendation of County Risk Manger.

524100 – VEHICLE INSURANCE $7,800

12 Vehicles * $650 premium

524201 – GENERAL TORT LIABILITY INSURANCE $56,835

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is calculated as follows:

Law Enforcement	$535.50	105 Postions	$56,227.50
Maintenance Personnel	$254.50	1 Positions	$254.50
Clerical	$17.00	1 Positions	$17.00
Others, NOC	$56.00	12 Postions 6.0 FTE	$336.00

525000 – TELEPHONE $10,500

Telephone service for the detention facility. The amount budgeted is based on first six months average with a projection of the same for the remaining six months plus a $1,000 contingency.

525010 – LONG DISTANCE CHARGES $1,300

Long distance telephone service for the detention facility. The amount budgeted is based on first six months average with a projection of the same for the remaining six months.

525020 – PAGERS AND CELL PHONES $6,325

Pagers and cell telephones are required for immediate contact for security purposes. Mobile telephones are required for immediate response when emergencies occur. See telecommunication equipment listing for identification detail and schedule of charges for amount detail. The budgeted amount also includes a contingency for lost pager fees, roaming charges and long distance charges for cell telephones.

Pagers	$1,781
Lost Pagers 2 @ $52.50	$ 105
Nextel Cell Phones	$3,939
Contingency for Plan Overages	$ 500

525030 – 800 MHz RADIO SERVICE CHARGES $8,845

800 MHz radios are required for communication.

14 Radios * $52.64 per month

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS $1,713

800 MHz radios are required for communications.

14 Radios – estimated maintenance costs prorated across all radios is $122.31 per radio = $1,713.

525050 – SLED TELECOMMUNICATION CHARGES $10,918

Line charges for SLED telecommunication equipment. The total line charge per month $909.76 * 12 = $10,917.12 per year.

525210 – CONFERENCE & MEETING EXPENSES $12,000

With more personnel being hired, staff officers will be attending more conferences to enhance their skills and provide better service in law enforcement. Training seminars are required to keep the employees abreast with the new safety techniques necessary in handling critical areas of the detention facility required under SC law. We are required to provide training to our personnel. These training schedules are as follows:
Class I enforcement personnel – 40 hours – 3 years
Class II detention personnel – 24 hours – 1 year
Class III dispatch personnel – in-service legal updates
Reserve Officer – in-service once a month
Not all training courses are known therefore only a partial list is given below.

Training Packet & Manual for CO's	(National Sheriff's Association)	$2,000
SCLEOA Conference (2 * $300)		$ 600
Litter Control Conference (1 * $400)		$ 400
Correctional Symposium (4 * $250)		$1,000
American Red Cross CPR Training		$1,000
American Jail Association		$1,000
SC Jail Administrators Workshop		$3,000
Hostage Negotiations		$1,000
Response Team Technical		$1,000
Unknown Training Opportunities		$1,000

525230 – SUBCRIPTIONS, DUES & BOOKS $8,605

Subscriptions to correctional institution publications, legal publications related to detention facilities, and dues to various organizations for our correctional staff.

SCLEOA memberships (219 * $35)	$7,665
American Corrections Association Dues	$ 90
American Jail Association Dues	$ 70
Litter Control Dues	$ 50
American Corrections Health	$ 30
Jail Reform News	$ 30
National Jail Directory	$ 30
Criminal Justice Newsletter	$ 235
Prisoners' and the Law	$ 405

525331 – UTILITIES – LAW ENF. CTR. $68,880

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year.

525363 – UTILITIES – NEW JAIL $133,848

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year.

525364 – UTILITIES – JAIL ELECTRIC GATE $220

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year.

525366 – UTILITIES – DETENTION PODS $158,300

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year.

525400 - GAS, FUEL & OIL $7,086

The amount budgeted is based on Fleet Services records for gallons used 01/01/02-12/31/02. Gas 5302.70 * $1.10 = $5,833, Diesel 1138.80 * $1.10 = $1,253

525600 – UNIFORMS & CLOTHING $30,000

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will be purchased if funds are available. Costs included in this budget amount include uniforms and utility gear. This amount is an estimate because this fiscal year only necessary items were purchased, due to the fact that the detention center staff are still looking at alternative uniforms for various positions. The amount requested should be sufficient to cover expenses.

525601 – INMATE CLOTHING $32,000

Pursuant to the Federal Constitutional Law, the Minimum Standards for Local Detention Facilities in SC as enforced by the Department of Corrections (SC Code of Laws Section 24-9-10 through 35) plus the SC Department of Health & Environmental Control regulate the requirements of this account. Clothing for inmates and trustees are purchased from this account. The increased population will require additional amounts to be purchased. Jumpsuits, scrub suits, undergarments, shoes, and shirts. Frequent washing of clothes causes wear and tear, requiring replacement often.

526500 – LICENSES & PERMITS $50

This account will be used to pay license required by SC Department of Health and Environmental Control for the x-ray machine.

527030 – INMATE COMPENSATION $18,000

Trustees work for the County and the amount requested in the budget has been increased to allow for their pay. The amount budgeted is based on the average projected cost for fiscal year 2001 of $18,000.

538000 – CLAIMS & JUDGEMENTS (LITIGATION) $5,000

Funds must be available to pay small claims for lost items during booking process or to pay judgements because of litigation.

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 – SMALL TOOLS & MINOR EQUIPMENT $3,000

There are always items that must be classified as small tools & minor equipment that need to be purchased during the year. These items are most always replacement items and are replaced only if broken. The items to be purchased is not known at this time.

5A4 – (2) WALK IN FREEZER COOLERS $100,000

The walk in coolers are original equipment when the jail was constructed and were moved to the annex when it was completed. The coolers are in ill repair. Due to the poor quality, it is possible the kitchen will fail DHEC inspection. These coolers are recommended replacements by the Building Services Manager. The cost is estimated at $50,000 each.

5A4 – (2) COOLING UNITS $30,000

The facility has 2 cooling units in need of replacement. These cooling units are recommended replacements by the Building Services Manager. The cost is estimated at $15,000 each.

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GF/County Ordinary
Organization # 151300 Organization Title: LE/ Jail Operations
Program # Program Title: (12) Correctional Officers - Grade 9

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #12	332,676
510300	Part Time #___	0
511112	FICA Cost	25,450
511113	State Retirement	0
511114	Police Retirement	35,596
511120	Insurance Fund Contribution #_12__	69,120
511130	Workers Compensation	11,610
511131	S.C. Unemployment	0
	*** Total Personnel**	**474,452**
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	600
521100	Duplicating	
521200	Operating Supplies	1,200
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #___	
524101	Comprehensive Insurance #___	
524201	General Tort Liability Insurance	6,426
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	1,200
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525___	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	4,500
526500	Licenses & Permits	
	*** Total Operating**	**13,926**
	**** Total Personnel & Operating**	**488,378**
	**** Total Capital (From Section III)**	**10,200**
	***** Total Budget Appropriation**	**498,578**

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Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-04

Fund # 1000 Fund Title: GF/County Ordinary
Organization # 151300 Organization Title: LE/Jail Operations
Program # Program Title: (12) Correctional Officers - Grade 9

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
12	Portable Radios with Accessories	10,200

**** Total Capital (Transfer Total to Section I and II)** **10,200**

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SECTION IV. – PROGRAM OVERVIEW

Jail operations provides for the incarceration of persons arrested pending adjudication by a court of law. The primary service objective of Detention is to ensure the safety of the citizens of Lexington County by providing a safe and secure facility for individuals pending trial. The Detention organization provides for the day-to-day operations of the facility to include intake and booking, prisoner transportation, and inmate services. The organization provides medical services, mental health services, food services, and maintains religious services for inmates. Additional correctional officers are needed to increase security for officers and inmates.

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

Additional Correctional Officer's are needed to provide better security for inmates and officers.
Grade 9
Base Salary Estimated at $26,915

43-13-B

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

521000 – OFFICE SUPPLIES **$600**

To provide necessary pens, pencils and pads for 12 new correctional officers. The estimated cost per officer is $50.

521200 – OPERATING SUPPLIES **$1,200**

To provide gloves, cal stat, batteries and other required supplies for 12 new correctional officers. The estimated cost per officer is $100.

524201 – GENERAL TORT LIABILITY INSURANCE **$6,426**

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is calculated as follows:

Law Enforcement	$535.50	12 Positions

525210 – CONFERENCE & MEETING EXPENSES **$1,200**

Training packets and manuals for 12 new correctional officers. Cost is $100 per packet.

525600 – UNIFORMS & CLOTHING **$4,500**

Uniforms and gear for 12 new correctional officers. Estimated cost per officer is $375.

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

5A4 – (12) Portable Radios with Accessories **$10,200**

12 new portable radios are needed for the 12 new correctional officers. These are HT750's.

Radio	$714
Spare Battery	$59
Microphone	$65
Spare Clip	$12
Total for 1 radio	$850

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GF/County Ordinary
Organization # 151300 Organization Title: LE/Jail Operations
Program # Program Title: (1) Position Upgrade

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #2	1,340
510300	Part Time #	0
511112	FICA Cost	103
511113	State Retirement	92
511114	Police Retirement	0
511120	Insurance Fund Contribution #	0
511130	Workers Compensation	4
511131	S.C. Unemployment	0
	*** Total Personnel**	**1,538**
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	**0**
	**** Total Personnel & Operating**	**1,538**
	**** Total Capital (From Section III)**	**0**
	***** Total Budget Appropriation**	**1,538**

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SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

A Upgrade of Secretary I to Senior Secretary
Grade 6 to Grade 7
Base Salary Increase of $1,340

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Law Enforcement
Organization: 159900 - Non-Departmental

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
511112	FICA Cost - Salary Adjustment	0	0	1,388	25,642	25,642	
511113	State Retirement - Sal. Adjustment	0	0	0	1,983	1,983	
511114	Police Retirement - Sal. Adjustment	0	0	2,732	32,246	32,246	
511130	Workers Compensation - Adjustment	0	0	7,609	5,740	5,740	
511213	State Retirement - (Retiree)	0	0	0	161	161	
511214	Police Retirement - (Retiree)	0	0	0	345	345	
519901	Salaries & Wages Adjustment Account	0	0	10,316	335,185	335,185	
	*** Total Personnel**	**0**	**0**	**22,045**	**401,302**	**401,302**	**0**
	Operating Expenses						
525381	Util/Caboose-Gilbert	0	0	0	0	0	
525400	Gas, Fuel, & Oil	0	0	12,793	10,000	10,000	
529903	Contingency	0	0	0	0	0	
	*** Total Operating**	**0**	**0**	**12,793**	**10,000**	**10,000**	**0**
	****Total Personnel & Operating**	**0**	**0**	**34,838**	**411,302**	**411,302**	**0**
	Capital						
549904	Capital Contingency	0	0	146,564	0	0	
	**** Total Capital**	**0**	**0**	**146,564**	**0**	**0**	**0**
	Operating Transfers To/From Special Revenue Funds:						
	Continuation Grants:						
802425	Alcohol Impaired Drivers Enforcement	-73,395	0	0	0	0	
812413	Title V - Senior Community Service Employm	0	0	0	0	0	
812414	Bulletproof Vest Program	10,372	1,375	1,375	5,000	5,000	
812415	Body Armor Purchase Program	0	4,995	4,995	0	0	
812424	Domestic Violence Task Force	40,478	0	0	0	0	
812428	FY 99 Local L/E Block Grant	225	0	0	0	0	
812429	FY 01 Local L/E Block Grant	0	9	10	0	0	
812436	Multijurisdictional Tsk Force Narc. L/E	0	54,100	54,100	64,463	64,463	
812437	L/E School Resource Officers	95,002	0	0	0	0	
812438	Universal Hiring Grant	203,841	0	416	0	0	
812440	FY 01 Universal Hiring Grant	164,798	177,344	177,344	80,922	80,922	
812441	Multijurisdictional forensic Drug Lab Grt.	0	63,402	63,402	43,380	43,380	
812443	Gang Investigative Unit	0	0	0	19,771	19,771	
812444	Automated Fingerprint Indentification	0	0	0	44,375	44,375	
812445	National Incident Based Reporting System	0	0	0	125,100	125,100	
812450	Local L/E Block Grant	17,316	0	0	0	0	
812451	FY02 Local L/E Block Grant	0	14,994	14,994	0	0	
812452	FY03 Local L/E Block Grant	0	0	0	17,550	17,550	
812633	L/E School District #1	64,037	232,525	232,525	224,102	211,131	
812634	L/E School District #2	45,111	116,160	116,160	107,355	107,355	
812635	L/E Swansea Agreement	31,593	0	0	0	0	
812639	L/E School District #3	20,480	29,147	29,147	28,002	28,002	
812640	L/E School District #4	18,982	27,056	27,056	25,520	25,520	
812641	L/E School District #5	49,815	144,595	144,595	131,685	131,685	
	Victims of Crime Act	0	0	0	18,636	18,636	
	Project Safe Neighborhoods	0	0	0	0	0	
	Match for Title IVD Fund 2411	0	0	0	9,081	9,081	
	**** Total Transfers To Other Funds**	**688,655**	**865,702**	**866,119**	**944,942**	**931,971**	**0**
	***** Total Budget Appropriation**	**688,655**	**865,702**	**1,047,521**	**1,356,244**	**1,343,273**	**0**

LEXINGTON COUNTY
MAR 27 REC'D
FINANCE DEPT.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Boards & Commissions
Organization: 161100 - Legislative Delegation

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510300	Part Time - 1	12,274	6,056	12,514	12,514		
511112	FICA Cost	939	463	958	958		
511113	State Retirement	0	0	858	858		
511130	Workers Compensation	33	16	33	33		
511213	State Retirement - Retiree	841	415	0	0		
	*** Total Personnel**	**14,087**	**6,950**	**14,363**	14,363		
	Operating Expenses						
521000	Office Supplies	269	103	500	500		
521100	Duplicating	477	227	600	600		
522200	Small Equipment Repairs & Maintenance	97	0	100	100		
524000	Building Insurance	42	0	43	43		
524201	General Tort Liability Insurance	17	7	15	15		
524202	Surety Bonds	0	0	6	6		
525000	Telephone	441	227	400	400		
525010	Long Distance Charges	4	2	25	25		
525020	Pagers and Cell Phones	0	0	0	0		
525100	Postage	1,013	388	1,135	1,135		
525301	Utilities - Courthouse	1,520	949	1,450	1,450		
~~527050~~	~~Election Poll Workers & Expenses~~	~~100~~	0	0	0		
	*** Total Operating**	**3,980**	**1,903**	**4,274**	4,274		
	*** Total Personnel & Operating**	**18,067**	**8,853**	**18,637**	18,637		
	Capital						
540010	Minor Software	187	0	0	0		
	All Other Equipment	1,300	0	0	0		
	**** Total Capital**	**1,487**	**0**	**0**	0		
	***** Total Budget Appropriation**	**19,554**	**8,853**	**18,637**	18637		

Rep. Chip Huggins
for Lexington County Delegation
@ the request of
Sen. Jake Knotts - Chairman.

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COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 2 5 RECD
FINANCE DEPT.

Fund: 1000
Division: Boards & Commissions
Organization: 161200 - Registration & Elections

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 4	145,546	71,578	149,341	152,708		
510200	Overtime	2,522	2,850	4,800	~~3,260~~ 3200		
510300	Part Time - L/S - 8	12,704	6,676	10,175	13,265		
511112	FICA Cost	11,831	5,931	12,544	11,683		
511113	State Retirement	6,592	3,349	11,232	10,461		
511120	Insurance Fund Contribution - 4	16,800	11,200	22,400	24,000		
511130	Workers Compensation	521	269	420	437		
511131	S.C. Unemployment	62	0	0	0		
511213	State Retirement - Retiree	3,389	1,664	0	3,463		
517050	Election Poll Workers	2,491	1,428	2,000	2,000		
	*** Total Personnel**	**202,458**	**104,945**	212,912	221,277		
	Operating Expenses						
520100	Contracted Maintenance	600	0	610	113		
520200	Contracted Services	0	0	0	0		
520400	Advertising & Publicity	48	76	1,480	2,060		
520702	Technical Currency & Support	3,089	3,089	3,335	3,418		
520703	Computer Hardware Maintenance	2,796	2,044	2,270	2,327		
520800	Outside Printing	1,172	1,735	4,600	2,500		
521000	Office Supplies	173	61	250	250		
521100	Duplicating	1,117	757	1,200	1,200		
521200	Operating Supplies	22,210	12,855	18,300	20,020		
522200	Small Equipment Repairs & Maintenance	0	0	250	250		
524000	Building Insurance	178	0	184	281		
524201	General Tort Liability Insurance	480	213	426	533		
524202	Surety Bonds	0	0	78	78		
525000	Telephone	4,308	2,145	4,128	4,297		
525010	Long Distance Charges	54	32	100	100		
525100	Postage	8,701	10,040	13,616	11,000		
525210	Conference & Meeting Expenses	3,538	1,564	5,162	5,661		
525230	Subscriptions, Dues, & Books	220	220	220	240		
525240	Personal Mileage Reimbursement	86	33	100	100		
525302	Utilities - Memorial Bldg.	2,646	0	0	0		
525385	Utilities - Kroger Bldg.	4,161	3,591	7,200	7,200		
527050	Election Poll Workers & Expenses	-7,374	704	26,000	25,350		
	*** Total Operating**	**48,203**	**39,159**	89,509	86,978		
	*** Total Personnel & Operating**	**250,661**	**144,104**	302,421	308,255		
	Capital						
540000	Small Tools & Minor Equipment:	1,091	729	900	400		
	**** Total Capital**	**1,091**	729	900	400		
	***** Total Budget Appropriation**	251,752	144,833	303,321	308,655		

COUNTY OF LEXINGTON

SECTION II — Existing Departmental Program Request

Fiscal Year - 2003-2004

Fund # 1000 Fund Title General

Organization # 161200 Organization Title Registration and Elections

Object Expenditure Code Classification	Program # 1	Program # 2	Program # 3	Total 2003-04 Requested
Program Title	Admin.	Voter Reg.	Elections	
Personnel:				
510100 Saleries/Wages # 11	68,766	39,033	44,909	152,708
510200 Overtime		1,630	1,630	3,260
510300 Part Time # 1		6,633	6,632	13,265
511112 Fica Cost	5,261	2,986	3,436	11,683
511113 State Retirement	4,711	2,674	3,076	10,461
511120 Insurance Fund Cont # 4	6,000	9,000	9,000	24.000
511130 Workers Compensation	180	121	136	437
511213 State Retirement/Retiree	3,463			3,463
517050 Election Poll Workers			2,000	2,000
*TOTAL PERSONNEL	88,381	62,077	70,819	221,277
OPERATING EXPENSES:				
520100 Contracted Maintenance	113			113
520400 Advertising & Publicity			2,060	2,060
520702 Technical Currency & Support			3,418	3,418
520703 Computer Hardware Maint.			2,327	2,327
520800 Outside Printing			2,500	2,500
521000 Office Supplies	75	100	75	250
521100 Duplicating	300	400	500	1,200
521200 Operating Supplies	8,020	6,000	6,000	20,020
522200 Small Equip Repairs Maint.	250			250
524000 Building Insurance	281			281
524201 General Tort Liability Ins	420	56	57	533
524202 Surety Bonds	78			78
525000 Telephone	1,432	1,432	1,432	4,297
525010 Long Distance Charges	50	25	25	100
525100 Postage	1,000	5,000	5,000	11,000
525210 Conference & Meeting Exp.	4,781	440	440	5,661
525230 Subscriptions-Dues-Books	160	40	40	240
525240 Personal Mileage Reimburse.	70	15	15	100
525385 Utilities-Kroger Bldg.	2,400	2,400	2,400	7,200
527050 Election Poll Workers/Exp.			25,350	25,350
*Total Operating	19,430	15,908	51,640	86,978
**Total Personnel & Operating	107,811	77,985	122,459	308,255
**Total Capital (From Sect.III)	200	200		400
***Total Budget Appropriation	108,011	78,185	122,459	308,655

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General
Organization # 161200 Organization Title: Registration and Elections
Program # 1 & 2 Program Title:

		BUDGET 2003-2004 Requested
540000	Small Tools & Minor Equipment	
Qty	Item Description	Amount
2	Legal size file cabinets	400.00

** Total Capital (Transfer Total to Section I and II) 400.00

SECTION IV. - PROGRAM OVERVIEW

SUMMARY OF PROGRAMS:

PROGRAM 1 - ADMINISTRATION (Director - Commissioners)

PROGRAM 2 - VOTER REGISTRATION

PROGRAM 3 - ELECTIONS

Program 1 - Administration (Director - Commissioners)

Objectives:

To be sure that all qualified citizens wishing to register to vote is given this opportunity. Coordinate all elections according to state and federal guidelines. Check all voting and tabulating equipment for proper working order, and there is sufficient equipment at all polling locations. Secure and train poll managers. Coordinate ballot layout; frame & equipment assembly; Order ballots and ballot labels; Plans annual budget; Canvass and certify each election:

Program 2:

Objectives:

To issue, receive, accept, coordinate, approve, research, and then process new applications, changes of addresses, and transfers for voter registration. This includes walk-ins, by mail, faxs, satellite locations, state and federal agencies: Issue duplicates: To keep all records and files updated: To assist and inform the public, candidates, and elected officials, when info is requested: To issue supplies and keep in contact with satellite offices.

Program 3:

Objectives:

To conduct all elections in Lexington County professionally and error free: Making sure that each qualified citizen wishing to vote is given this opportunity. To assist, issue, and inform voters about absentee ballots. Receive, clock and prepare absentee ballots for tabulating. Prepare voting equipment: Assemble precinct supplies: Check ballots: Issue fail-safe ballots: Prepare election lists: Inventory and clean out equipment after elections.

SECTION IV.A-LISTING OF POSITIONS

Current Staffing Level:

Full Time Equivalent

JOB TITLE	POSITIONS	GENERAL FUND	OTHER FUND	TOTAL	GRADE
Commissioners	7	7	State	7	Unc.
*Director	1	1		1	16
*R/E Dept. Registrar	1	1		1	7
*Senior Clerk	1	1		1	6
*Clerk Typist II	1	1		1	5
Clerk 1 P/T	1	1		1	4
Total Positions	12	12		12	

*INSURANCE

COMMISSIONERS
JOHN SAMUEL WEST
Chairperson
JOHN H. HUDGENS, III
MARLON E. KIMPSON
JOHN D. MARTIN
PAMELA T. PINSON

State of South Carolina

Election Commission

PHONE: (803) 734-9060
FAX: (803) 734-9366
www.state.sc.us/scsec

MARCI ANDINO
Executive Director
DONNA C. ROYSON
Deputy Executive Director
Director
Election Services
JANET REYNOLDS
Director
Administrative Services
WAYNE HALE
Interim Director
Information Services
GARRY BAUM
State Training Coordinator
HANNAH MAJEWSKI
Public Information Officer

TO: Lexington County Treasurer

FROM: State Election Commission

DATE: JANUARY 21, 2003

SUBJECT: AID-TO COUNTY - QUARTERLY CHECKS

PLEASE NOTE: The amount of the annual supplement for members of County Registration Boards and County Election Commissions is **$1,500 annually, capitalized at $12,500 per county.** These monies will be forwarded to you in quarterly installments of $375 per member, with the exception of those members who are not on the respective board for the full quarter. We will prorate the amount that we are sending based on the amount of time the person is on the board.

AID TO COUNTY - LOCAL REGISTRATION EXPENSE To maintain the County Board of Registration: Section 7-5-40 of the 1980 Code of Laws of South Carolina requires that these funds be used specifically to help defray the expenses of personnel in keeping the registration office open during normal courthouse hours.	$1825.00
PROVISO 62.1 - REGISTRATION BOARD AND ELECTION COMMISSION MEMBERS COMPENSATION The 2001-2002 South Carolina Appropriation Act provides that the amounts appropriated for "County Registration Board Members and County Election Commissioners" **shall be disbursed annually to the County Treasurer at the rate of $1,500 per member, with a cap of $12,500 per county.** These payments are to be made in quarterly installments.	$2625.00

Any funds not used for the purposes outlined above are to be returned to the State Treasurer.

cc: County Registration Board
County Election Commission

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FUND 1000
REGISTRATION AND ELECTIONS (161200)
FY 2003-04 BUDGET REQUEST

510200 - OVERTIME $3,260.00

Overtime will be mandatory for the upcoming 2003 primary elections: (Presidential, June Primaries & Run-off's. The overtime funds requested will be used to pay overtime for three (3) full time employees, before and during these elections. (This includes Saturdays, Sundays, early and late hours & election days)

1-3-04	Last day to register	3 X 3 hrs	=	9 ~~12~~ hours
2-3-04	Presidential Primary	3 X 5 hrs	=	15 hours
5-8-04	Last day to register	3 X 3 hrs	=	9 ~~12~~ hours
5-22-04	Prepare & post absentees	1 X 8 hrs	=	8 hours
5-23-04	Prepare & post absentees	1 x 8 hrs	=	8 hours
5-31-04/6-4-04	Prepare & post absentees	3 x 5 hrs = 15 hrs x 3	=	45 hours
6-5/6-04	Prepare & post absentees	1 x 3 hrs X 2	=	6 hours
6-7-04	Prepare & post absentees	3 X 3 hrs	=	9 hours
6-8-04	Primary Election Day	3 X 7 hrs	=	21 hours
6-19-04	Sat. before Run-off	3 X 3 hrs	=	9 hours
6-22-04	Run-off	~~36~~ X 7 hurs	=	21 hours

Total number of hours needed for overtime: ~~163~~ 160 hours $20.00 = ~~$3,260.00~~ $3,200.00

FUND 1000
REGISTRATION AND ELECTIONS (1601200)
FY 2003-04 BUDGET REQUEST

510300 - PART TIME	$13,265.

Part time normally works 3 days per week, 8 hours per day: Will be working 5 + days before 2004 Party Primary Elections:

Hours estimated for 2003-04 Primary Elections & Budget Year:

1,344 hrs. X 9.87 = $13,265.00

FUND 1000
REGISTRATION AND ELECTIONS (161200)
FY 2003-04 BUDGET REQUEST

510100 - COMMISSIONERS SALARIES ($414. increase) $16,952.00

The Commission request a compensation increase equal to the cost of leaving, as other county employees, because the duties of the Voter Registration and Elections Commission is constantly increasing: More time spent in the office; more precincts to be responsible for; More training required by the state:

EXAMPLE: Total compensation for seven Commissioners = $16,539.00
X 2.5% = $413.47

Total $16,952.47

SECTION IV.C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment

(5) Office Phones

(1) Phone Line for Fax

(1) Dedicated line to State Voter Registration System for entering and issuing voter registration certificates: Absentee Ballot System: Poll Managers Data:

FUND 1000
REGISTRATION AND ELECTIONS (161200)
FY 2003-04

SECTION IV.D. - SERVICE LEVELS

SERVICE LEVEL INDICATORS:

	ACTUAL FY 2001-02	ESTIMATED FY 2002-03	PROJECTED FY 2003-04
ELECTIONS CONDUCTED:			
PRIMARIES	3	3	3
SPECIALS/GENERALS	3	2	1
MUNICIPALS	8	8	6

	ACTUAL	ACTUAL TO 1-19-03 ESTIMATED TO 6-30-03	ESTIMATED
New Registrations/ Applications Processed	7,185	7,494	7,500
Changes within County (new cards issued)	21,386	18,812	18,000
New cards issued for new precincts	7,333	1,700	
Voters moved to new polling locations only		1,996	
Duplicates issued (estimated)	500	500	500
Absentee Requests/general/primaries/ municipal/specials:	1,875	4,200	5,000+
Absentees Issued for the above:	1,675	3,950	5,000+
Citizens served in office Est.	1,900	2,300	3,500+

SECTION VI.A. - PERSONNEL LINE ITEM NARRATIVES

PROGRAM 1 - COMMISSIONERS:

Responsible for conducting all special, primary, & general elections: Canvass & certify results: Assist in office when necessary: Conduct monthly meetings: Atend state training programs, etc:

PROGRAM 1 - DIRECTOR:

To supervise a staff of three full time and one part time: To meet and communicate with Commissioners: To see all voter registrations are processed: Coordinate all phases of the election process and conduct: To see that all functions of this office is in compliance with Registration and Elections Laws: That each citizens request is handled professionally:

PROGRAM 2 - CLERK TYPIST II - VOTER REGISTRAITON:

Responsible for the processing of applications for voter registration: Making changes: Issuing certificates: Deleting transfers: To asist citizens in person and by phone: Researching, filing (active & inactive) & transfering: Assist with absentee procedures: Daily mail:

PROGRAM # 3 - REGISTRATION AND ELECTIONS DEPUTY REGISTRAR:

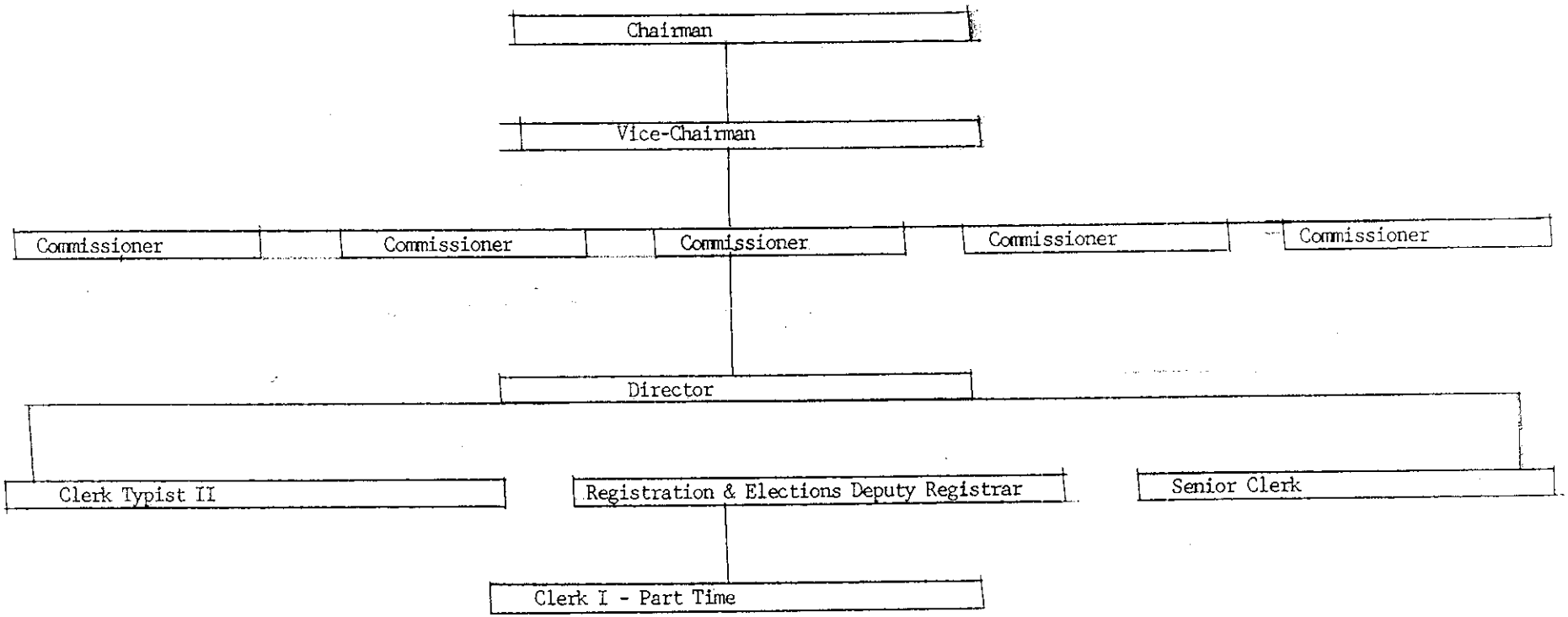
Responsible for issuance of all absentee ballots: Keep records of absentee requests and logs: Preparing election packets for polling locations: Assist director in preparing election equipment: Issuance of election equipment: Responsible for petition verification: Assist director with poll managers/training: Assists citizens in person and by phone:

PROGRAMS 2 & 3 - SENIOR CLERK:

Responsible for voter applications from DMV & other State Agencies: Transfers to other states: Works with satellite offices: Enters data for tabulation of ballots: Assist with absentees, both applications & ballots: Enters data for payroll of poll managers: Assists with research of applications and filing: Daily mail: Orders supplies from state: Assists citizens in person and by phone:

PROGRAMS 2 & 3 - PART TIME - VOTER REGISTRATION & ELECTIONS:

Answers telephone: Assists with both the voter registration and elections process: Assist with mail when necessary: Works with files to keep updated: Presently working 8 hrs daily X 3 per week = 24 hours: Will work 5 to 6 days per week before 2002 General Election: (Duties include: taking absentee requests; posting returned absentees; issuing duplicates; processing new registrars; researching returns, assisting at counter, answering telephone:


Chairman
Vice-Chairman
Commissioner
Commissioner
Commissioner
Commissioner
Commissioner
Director
Clerk Typist II
Registration & Elections Deputy Registrar
Senior Clerk
Clerk I - Part Time

FUND 1000
REGISTRATION AND ELECTIONS (161200)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE $113.00

Maintenance contracts to cover equipment in the daily operations of the office;

1	Simplex Time Clock	$113.00

520400 - ADVERTISING AND PUBLICITY $2,060.00

Legal or election notices that would not be paid by the State: Necessary for a special election: Notice of computer tests (not paid by state)

ESTIMATED COSTS:

First Notice of Election	$980.00
Second Notice of Election	980.00
Notice of computer test	100.00

520702 - TECHNICAL CURRENCY AND SUPPORT $3,418.00

Software licensing fee; (Software used for tabulation of ballots)

1	Election Management Systems Licensing	$1,353.00
1	Election Tabulation Program Licensing	2,065.00

520703 - COMPUTER HANDWARE MAINTENANCE $2,327.00

Maintenance contracts to cover the following that is used in the tabulation of ballots:

2	Card Reader Cables +	
2	Card Interface Boards	$ 543.00
2	Card Readers	1784.00

FUND 1000
REGISTRATION AND ELECTIONS (161200)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. - OPERATING LINE ITEM NARRATIVES CONT:

520800 - OUTSIDE PRINTING $2,500.00

This account is used for ballot labels (pages) for the vote recorders: Absentee pages and paper ballots for special elections, not paid by the state:

Estimated: 2 extra pages not paid by state for Specials:

2 X 800 vote recorders = 1600 X .75	$1,200.00
Absentee pages for mailing with ballots	500.00
Paper ballots (special elections)	800.00

521000 - OFFICE SUPPLIES $250.00

Pens; pencils; typewriter & calculator ribbons; staples; file folders; envelopes; legal pads; felt tip pens; markers; correction tape; & other related items.

521100 - DUPLICATING $1,200.00

Duplicate changes: Election Data: General Office: General Letters - poll managers letters - election central letters: (Budget will cover 2004 primaries)

521200 - OPERATING $20,020.00

This account will cover the extra expenses of 2004 Primary Elections: Possibly a special election: Must be estimated and emergencies arise:

Masks (recorders)	1000 X .24	=	$240.
Seals (boxes/cases)	2000 X .125M	=	250.
Hinges	8000 X .07	=	560.
Felt tips	15 dzs X 1.58	=	24.
Ext Cords	10 X 3.	=	30.
Light bulbs/recorders	20 X 3.	=	60.
Templets	50 X 5.5	=	275.
Pens 30 dzs.	X 1.21	=	37.
Ribbons Printers		=	100.
Styrofoam backers		=	320.
Special labels	4 X 34.	=	136.
Starters (recorders		=	25.
Computer paper	3 X 22.	=	66.

Punch Cards (not pd by state (125,000 X 79.85	=	$9,981.
Tax & shipping		956.
Envelopes/certificates 20 x 51125	=	205.
Envelopes - general		205.
Cards/labels (due to redistricting/ precincting (new legislation) = (all voters must be notified of changes)		2,500.
Pencils/poll mgrs training 75 dzs. X .67	=	50.

FUND 1000
REGISTRATION AND ELECTIONS (161200)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. - OPERATING LINE ITEM NARRATIVES CONT:

521200 - OPERATING CONTINUED:

Miscellaneous Items Est: $4,000.00

Posterboard (20 X .48 = $10) Masking tape (68 X .55 = $38) Plain clasp envelopes for precincts (1 bx 10 X 15 - 1 bx 6 X 9 = $11) File pockets (100 X .51 = $51) Letter head stationery $20. Binders: Folders: Maps: Print Powder:

522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE $250.00

If needed to repair:

1 Brother Fax Machine

1 Sharp Calculator

524000 - BUILDING INSURANCE $281.00

To cover the cost of allocated building insurance:

524201 - GENERAL TORT LIABILITY INSURANCE $533.00

To cover the cost of general tort liability insurance:

524202 - SURETY BONDS $78.00

To cover the cost of surety bonds

525000 - TELEPHONE $4,297.00

Five (5) centrex lines for individual use:			
One (1) centrex line for fax machine:	(12) X 98.73	=	$1,185.00
Dedicated line to state files	(12) X 259.36	=	$3,112.00

FUND 1000
REGISTRATION AND ELECTIONS (161200)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. - OPERATING LINE ITEM NARRATIVES CONT:

525010 - LONG DISTANCE CALLS $100.00

Toll numbers are used when available and long distance calls are avoided: This budget will cover Presidential Preference Elections - Party Primaries: Poll managers may call collect: Calls are made to other counties: Long distance calls are sometimes made to applicants:

525100 - POSTAGE $11,000.00

Postage to mail voter registration applications: certificates: absentee requests: absentee ballots: general and special letters: checks: general office:

8,000	Certificates	.37	$2,960.00
1,200	Application requests	.37	444.00
5,000	Absentee requests	.37	1,850.00
5,000	Absentee ballots	.57	2,850.00
100	Election Cent. Checks/ letters	.37	37.00
900	Poll workers letters	.37	333.00
900	Poll workers checks	.37	333.00
	General mail est. cost		5,000.00

There is pending legislation that all voters affected by a district change (House, Council, Senate) must be notified by mail. If the legislation passes, this will have a major impact on this account, since all new senate districts will be in effect for the 2004 primaries and general elections:

525210 - CONFERENCE AND MEETING EXPENSES $5,661.00

To pay expenses of Director: Five Commissioners: Two staff members to attend SCARE Conference:

8 X $440.00 = $3,520.00

Director and one Commissioner to attend SCAC August Conference:

2 X $958.00 = $1,916.00

Legislation now requires Commissioners and Staff to attend certified training classes:
Cost per class = $15.00

6 Commissioners	X 1	=	$90.00
1 Commissioner	X 5	=	$75.00
4 Staff	X 1	=	$60.00

FUND 1000
REGISTRATION AND ELECTIONS (161200)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. - OPERATING LINE ITEM NARRATIVES CONTINUED

525230 - SUBSCRIPTIONS, DUES AND BOOKS $240.00

Membership dues to Association of Registration and Elections Officials for 7 Commissioners, Director and 4 staff members:

12 X $20.00 = $240.00

525240 - PERSONAL MILEAGE REIMBURSEMENT $100.00

For attending training sessions: Commissioners checking election day polls; Picking up or delivering election material: Searching for new polling locations:

525385 - Utilities - Auxillary Administration Building (Kroger Bldg) $7,200.00

To cover the cost of utilities for Registration and Elections:

527050 - ELECTION POLL WORKERS AND EXPENSES $25,350.00

The following expenses will not be paid by the State Election Commission. They are mandatory to cover the extra expenses of the primary elections and any special election.

Poll Managers (400 X $50.)	=	$20,000.00
Election Central Workers (38 X $50)		1,900.00
Consultant	=	100.00
Couriers (5 X $50)	=	250.00
Polling location fees	=	1,700.00
Poll Chairmen Expenses (Pick up/delivery)	=	1,400.00

FUND 1000
REGISTRATION AND ELECTIONS (161200)
FY 2003-04 BUDGET REQUEST

SECTION VI.C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT	(LEGAL FILE CABINETS)	$400.00

1 Legal file cabinet for filing election material

1 Legal file cabinet for filing voter registration applications

- Voters who have not voted in two or more consecutive general elections for federal office and have not responded to a notice would be removed from their respective state's voter registration list.
- Voters who do not appear on a registration list or who are challenged about their identification, would be offered the opportunity to cast a provisional ballot. Such voters would sign an affidavit attesting that the voter believes he or she is registered and eligible to vote in that precinct under state law. If—and only if—the affidavit is verified, the ballot would be tabulated. (Effective January 1, 2004)
- Votes cast after the normal poll-closing time as the result of a court-ordered delay in closing would have to be cast provisionally and held separately from other provisional ballots. (Effective January 1, 2004)
- Conspiracy to deprive voters of a fair election would become a federal crime, as would providing false information in registering and voting.

Replacement of Punch Card Voting Machines and Election Administration Improvement

- Establishes a one-time, federal **replacement program for punch-card or lever voting machines**
- The Administrator of the General Services Administration (GSA) would make a payment to each eligible state or unit of local government that used a punch card or lever voting system to administer the regularly scheduled general election for federal office held in November 2000.
- The payment for each state would be equal to the number of qualifying precincts within a state times $4,000.
- A state could only use such payment to replace its punch card voting system with a system that "does not use punch cards or levers."
- Mandates that a state implement the replacement system in time for Election Day 2004 (subject to appeal for a two-year extension).
- If the deadlines are not met, the state would have to refund portions of the initial federal payment in proportion to the number of precincts failing to meet the deadlines.

- Establishes a payment program for **improving the administration of elections**.
- The Administrator of GSA would make a payment to each state for:
  --improving the administration of elections for federal office
  --educating voters on voting procedures
  --training election officials
  --improving, modifying, or acquiring voting systems
  --improving polling-place accessibility (including for those voters with disabilities and limited English proficiency)
  --establishing toll-free phone hotlines for voters to report fraud, get election information, and get information on their registration status
- States could not use such funds for litigation or the payment of a judgment.
- Funds would be distributed in proportion to each state's voting age population.

46-20

LEXINGTON COUNTY
REGISTRATION & ELECTIONS COMMISSION

FEB
RECEIVED
COUNTY MANAGER
LEXINGTON, S. C.

COMMISSIONERS
Elton M. Wilson, Chm.
H. Wayne Skipper, Vice Chm.
Marjorie S. Carter, Sect.
Beverly J. Cave
M. Dale Cook
Carolyn Medders
Orris F. Bickley, Jr.

Janice Warren
Director
Phone (803) 359-8361
Fax (803) 359-8390

605 W. MAIN STREET, SUITE 105
LEXINGTON, SOUTH CAROLINA 29072-2503

February 21, 2003

To - Mr. Smokey Davis, Chairman County Council
Mr. Art Brooks, County Administrator
Mr. Larry Porth, Finance Director

The 2003-04 budget request for the Registration and Elections Commission has been prepared with the concept that for the 2004 party primary elections, the punch card system will be used.

We are sure that all of you are aware that federal legislation has been passed that greatly affects the voter registration and elections process.

One of these changes was first to get rid of the punch card system completely, and second you may keep the punch card system, but with major reform.

This legislation also provides funding to replace the punch card system, train poll managers, and build handicapped ramps.

This brings us to the point that if Lexington County keeps the punch card system, a purchase of at least 150-200 vote recorders, additional demonstrators, and black ballot boxes must be made, because for the past couple of elections, we have had to piece equipment together inorder to get by.

When these federal funds become available to purchase a new system, it will be a one time offer. If the funds are turned down, they won't be offered again. They will be passed on to another county or state.

In talking with the State Election Commission's Director, she said the legislation calls for a matching fund of 5%. Possibly all from the state, or all fron the county or possibly 2.5% from the state and 2.5% from the county.

The federal government will forward these funds to the state. Once a county purchases a new system, they will receive a reimbursement from the state.

At present no one knows when these funds are coming. The state is expecting them any day, possibly in time for the 2004 presidential and June primaries.

The director of the State Election Commission has estimated that if a county has to pick up a portion it should not be over $50,000.

Since there are so many unanswered questions, and until we get all the facts, such as the cost of equipment, type of equipment, and will Lexington County be purchasing a new voter system, this letter

is being submitted as information and what might to expect.

As soon as this office is informed, we will begin immediately to contact each of you.

See excert from Bill 3295

Thank you

Sincerely,

Janice Warren, Director
for
Lexington County
Commissioners.

46-22

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year 2003-2004

Fund: 1000
Division: General Administration
Organization: 161300 - Board of Assessment Appeals

Object Expenditure Code	Classification	2001-002 Expenditure	2001-02 Expend - DEC.	2002-03 Amended - DEC	2003-04 Requested
	Personnel				
510100	Salaries & Wages	18,624	9,097	18,933	18,933
511112	FICA Cost	1,425	696	1,449	1,449
511130	Worker's Compensation	50	25	24	24
511113	State Retirement - Retiree	1,276	623	0	0
	Total Personnel	**21,375**	**10,441**	**20,406**	**20,406**
	Operating Expenses				
521000	Office Supplies	394	12	1,000	1,000
522200	Small Equipment Repair & Maintenance	110	0	0	300
524201	General Tort Liability Insurance	17	7	15	17
524202	Surety Bonds	0	0	6	0
525010	Long Distance Charges	0	0	200	200
525100	Postage	34	13	500	500
525210	Conference & Meeting Expenses	2,400	575	5,625	~~5,625~~ 12,500
525220	Employee Training	0	0	0	0
525230	Subscriptions, Dues & Books	0	0	0	0
525240	Personal Mileage Reimbursement	0	0	300	300
	Total Operating	**2,955**	**607**	**7,646**	**7,942**
	Total Personnel & Operating	**24,330**	**11,048**	**28,052**	**28,348**
	Total Budget Request	**24,330**	**11,048**	**28,052**	**28,348**

JUSTIFICATION FOR EXISTENCE
BOARD OF ASSESSMENT APPEALS

Background Information

In South Carolina, property taxes are based on the value of the property subject to taxation. Section 12-37-930 of the South Carolina Code of Laws describes this value as being a property's true value as measured by the "willing buyer, willing seller" standard. That is, what price the property would bring following a reasonable exposure to the market, where both the seller and the buyer are willing, are not acting under compulsion and are reasonably well informed as to the uses and purposes for which it is adapted and for which it is capable of being use.

Accordingly, when a taxing authority values property either below or in excess of true value, the resulting tax is unjust. To prevent this from happening, there are various appeal procedures available to ensure a fair valuation. One of these is the procedure by which a property owner may appeal the valuation placed on their property by the County Assessor, as provided for in Chapter 60 of the South Carolina Code of Laws. Following a mandatory review by the Assessor, the next avenue of appeal is to the County Board of Assessment Appeals.

Overview

The Board of Assessment Appeals is an independent body appointed by County Council with the authority to hear appeals to valuation placed upon real properties by the County Assessor. Their findings may subsequently be appeals by either the taxpayer or the Assessor to the South Carolina Administrative Law Judge Division.

PERSONNEL

As discussed earlier, the Board of Assessment Appeals is a part time independent body whose function is to resolve disagreements between the Assessor and the taxpayer. The primary responsibilities of the Board Secretary, which is also a part time position, are as follows:

1. Answers inquiries from the public.
2. Coordinates Appeal Board activities with the Assessor, the taxpayer and the South Carolina Administrative Law Judge Division.
3. Copies and mails documentation provided by the Assessor and taxpayers to Board members and when applicable to the South Carolina Administrative Law Judge Division.
4. Takes minutes at Appeal Board hearings and transcribes them when necessary.
5. Various other duties as assigned by the Board Chairman.

PERSONNEL – BOARD OF ASSESSMENT APPEALS

Employee	Grade	Salary Range
Secretary	N/A	$18,933

COUNTY OF LEXINGTON

BOARD OF ASSESSMENT APPEALS

PROPOSED FISCAL YEAR 2003-2004

LINE ITEMS

521000 – OFFICE SUPPLIES **$ 1,000.00**

This line item is to cover routine office supplies (paper, pencils, ribbons, file folders, etc.). There are approximately 250 pages of documentation per appeal for each hearing. The secretary will have to make one copy per Board member (9 members). She has a copy machine in her home, but the cost of paper plus toner cartridges for the copier will be purchased from this account.

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE **$ 300 .00**

This line item covers the cost of repairs and maintenance to the copier which is utilized by the appeal board secretary. Copies made by the secretary include one copy for each of the appeal board members of all information submitted for the appeal by the Assessor and the taxpayer/representative.

524201 – GENERAL TORT LIABILITY INSURANCE **$ 17 .00**

The figure used for this line item was based on the amount provided in last years' budget. This office has not been made aware of any potential increase for this line item. This expense is for coverage of the Appeal Board Members.

525010 – LONG DISTANCE CHARGES **$ 200 .00**

Long distance calls will need to be made to Board members and taxpayers with regards to Appeal Board hearings. This expense is expected to increase for this fiscal year due to implementation of reassessment.

525100 – POSTAGE **$ 500.00**

This item will cover hearing date letters, agendas and Board decisions which must be mailed to taxpayers. Documentation for each Appeals Board hearing will need to be mailed to each Board member prior to the hearing. If the taxpayer or the Assessor continues the appeal to the state level, all documentation involved must then be mailed to the appropriate South Carolina Administrative Law Judge. Most documents are sent by certified mail. Due to the implementation of reassessment, this expense is expected to increase above the amount spent in FY 2000-2001.

12,500

525210 – CONFERENCE & MEETING EXPENSES **$ ~~11,250.00~~**

A per diem of $25.00 per meeting is paid to the Appeal Board members for each Board meeting they attend. It is also anticipated that the SCDOR may conduct training seminars for Board members during the coming year. The figure requested is based on the assumption the Board will meet fifty (20) times to hear appeals resulting from reassessment.

10 members X $25.00 = ~~$225.00~~ 250.00 X 50 meetings = $~~11,250.00~~ 12,500.00

525240 – PERSONAL MILEAGE REIMBURSEMENT **$ 300.00**

This line item will provide mileage reimbursement for the part time secretary to procure and copy files from the Assessor's Office and to distribute documentation to Board members on appeals when time does not permit her to mail them. Since most mail has to be sent certified, numerous trips to the Post Office or the Administration Building are also required. In addition to attending meeting, sometimes the Appeal Board members personally visit the properties under appeal.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Boards & Commissions
Cost Center 169900 - Other Agencies

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**	**0**
	Operating Expenses						
523110	Building Rental - (In-Kind) Admin. Bldg. Auxiliary: - Clemson Extension - 4,389 sq.ft. x 8.00 = $35,112.00	0	0	35,112	35,112		
524000	Building Insurance - Clemson Extension	740	0	763	337		
525302	Utilities - Memorial Bldg.	3,440	0	0	0		
525385	Utilities - Kroger Bldg. - Clemson Extension	4,988	4,306	7,500	8,544		
	*** Total Operating**	**9,168**	**4,306**	**43,375**	**43,993**	**0**	**0**
	****Total Personnel & Operating**	**9,168**	**4,306**	**43,375**	**43,993**	**0**	**0**
	Capital						
	****Total Capital**	**0**	**0**	**0**	**0**	**0**	**0**
	*****Total Budget Appropriation**	**9,168**	**4,306**	**43,375**	**43,993**	**0**	**0**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Health and Human Services
Organization: 171100 - Health Department

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**	**0**
	Operating Expenses						
520100	Contracted Maintenance	1,778	1,178	2,500	1,900		
520200	Contracted Services	1,873	889	2,108	2,000		
520300	Professional Services	47	0	400	300		
521000	Office Supplies	526	5	700	700		
521100	Duplicating	2,513	1,194	2,600	2,600		
521200	Operating Supplies	3,069	2,023	3,500	3,500		
522000	Building Repairs & Maintenance	6,387	3,703	6,000	6,000		
523100	Bldg. Rental Space For Supplies	0	0	0	0		
524000	Building Insurance	967	0	997	1,000		
525000	Telephone	23,317	11,572	26,000	24,000		
525010	Long Distance Charges	4,181	1,506	4,500	3,600		
525020	Pagers and Cell Phones	0	0	0	0		
525100	Postage	8,582	4,696	8,354	8,354		
525300	Utilities - Administration Bldg.	7,583	4,132	7,500	7,500		
525308	Utilities - Health Center Clinic	24,648	10,950	25,000	25,000		
525310	Utilities - Health Center Batesburg	2,462	1,389	2,700	2,700		
525353	Utilities - Magistrate District #4	3,622	2,164	5,500	5,500		
	*** Total Operating**	**91,555**	**45,401**	**98,359**	**94,654**	**0**	**0**
	*** Total Personnel & Operating**	**91,555**	**45,401**	**98,359**	**94,654**	**0**	**0**
	Capital						
	All Other Equipment	73,930	0	3,000	0		
	**** Total Capital**	**73,930**	**0**	**3,000**	**0**	**0**	**0**
	***** Total Budget Appropriation**	**165,485**	**45,401**	**101,359**	**94,654**	**0**	**0**

SECTION IV. - PROGRAM OVERVIEW

Objectives:

To promote and protect the health of the public and the environment of Lexington County. To provide friendly and efficient services to the public.

Services Provided:

EPIDEMIOLOGY: The responsibility of maintaining the disease surveillance system for reportable conditions in South Carolina lies with the Division of Disease Control and Epidemiology. This includes promoting timely and complete reporting, assuring investigation and follow-up of reports when needed, and analyzing report data to improve disease control. This responsibility is shared with the health districts and county health departments.

FAMILY PLANNING: The main goal of Family Planning is to help people have the number of children they want, when they want them. Most of our clients are trying to prevent pregnancy. Most clients seek a method to prevent pregnancy. All patients are seen by appointment only. Counseling and referrals for individuals with special needs are available. Charges are based on income.

HOME HEALTH SERVICES: Home Health Services provides health care to people who are homebound or confined to their homes because of illness or injury and are in need of skilled nursing care, physical therapy, occupational therapy, speech therapy, medical social work, and nutrition on a part-time basis. Care is provided under the direction of the patient's doctor. A registered nurse visits the patient to determine if he is eligible for home care.

DENTAL CLINIC The Children's Dental Clinic is a division of Family Services Center. This program provides comprehensive free dental services to children and youth currently enrolled in public schools. Eligibility is based upon a family's income and resources. (This clinic is operated independent of our clinic. We provide space.)

HEALTH EDUCATION: Enhanced Health Education services are provided in each clinic. These services include educational needs assessments and education classes. Community services are provided as requested to help promote better health and/or prevent health related problems.

TB CLINIC: Tuberculosis control is the primary mission of the TB clinic. Diagnosis is made through use of skin test, sputum examination, and x-rays. Medicine and counseling are given to people who have TB and to their contacts. Preventive medicine is available for others as recommended by a physician.

CHILD HEALTH: The main purpose of the Child Health Program is well child care with a special emphasis on screening and prevention through patient education, immunizations, vision, hearing, and developmental screening. Child Health Staff helps patients who need referrals for services not available at the Health Department clinics.

WIC: The WIC (Women, Infants, and Children) Program, provided through all clinic sites, is available to all those who qualify. Nutrition education and a food package are provided to all those who participate.

HIV/AIDS: Services include free, confidential, and voluntary HIV testing and counseling; education to community groups and professionals; assistance with partner notification; and coordination with community groups.

SEXUALLY TRANSMITTED DISEASE CONTROL: The purpose of the STD Clinic is to interrupt the transmission of sexually transmitted disease. Services include evaluation, treatment, counseling, education, and assistance with partner notification.

IMMUNIZATION: Immunizations are an important part of prevention. All childhood immunizations are available. Adult immunizations are available for targeted population.

NUTRITION: Proper eating habits are an important part of health. Classes and individual counseling are provided to women, infants, and children. Special nutrition services are available for children with special health care needs, low birth weight babies, women with high risk pregnancies, and persons on special nutritional formulas.

SOCIAL WORK SERVICES: The goal of the Social Work program is to promote the prevention of ill health and the maintenance of good health by counseling patients and their families. The Social Work staff reaches beyond the clinic, serving groups in the community and individuals in their homes. Referrals are accepted from all service areas.

VITAL STATISTICS: The Vital Statistics section records, maintains, and corrects birth and death records for Lexington County. Filing paternity acknowledgments, legitimation and delayed records on people under age 52 are done at the office.

FAMILY SUPPORT SERVICES (FSS): FSS are provided to appropriate Medicaid eligible persons (females, males, adults and children) who have serious medical conditions and/or who exhibit significant multiple lifestyles, psychosocial, and/or environmental risk factors that may negatively impact the health status of the recipient. Family Support Services are usually time-limited in nature with an identified clinical benefit and include brief or in-depth assessments, planning, patient monitoring and tracking, treatment and education interventions. FSS are designed to maximize the client's treatment benefits and outcomes and to promote healthier lifestyles by supplementing and supporting medical care.

PRENATAL: Intake services include pregnancy testing, enrollment in the WIC program, risk screening, facilitation of Medicaid application and referral to a physician for prenatal care.

ENVIRONMENTAL HEALTH

General Sanitation - This program (1) permits and inspects mobile home parks, hotel/motels, school premises, and recreational camps, (2) conducts sanitation inspections of day care facilities, foster homes, child development centers and Council on Aging feeding sites as requested by other State, Federal and local agencies, (3) conducts inspections of facilities for the presence of lead-based paint and investigates lead poisoning cases, (4) investigates animal bites as mandated by the Rabies Control Act. (5) provides technical assistance regarding ticks and other disease carrying insect vectors and pests, and (6) investigates vector related complaints.

Food Protection - This program (1) permits, inspects and posts grades at all restaurants, school lunchrooms, retail markets, mobile food service and temporary food service facilities in Lexington County, (2) inspects as requested vending machines and meat transportation vehicles, and (3) investigates alleged and actual food-borne disease outbreaks.

Water and Wastewater - This program (1) evaluates property for the installation of septic tank systems for individuals and commercial projects, (2) approve subdivisions proposing to utilize septic tanks as the means for sewage disposal (3) conducts inspections of the final installation of septic tank systems and investigates sewage-related complaints, and (4) provides technical assistance with private water supply problems.

SECTION IV. C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

Lexington County Health Department

Lexington County Home Health

Batesburg Health Center

(1) Phone Line for Fax Machine

Swansea Health Center

(1) Phone Line for Fax Machine

Environmental Health

(1) Phone Line for Fax Machine

SECTION IV. D. - SERVICE LEVELS

Service Level Indicators:

	Actual FY 1999-00	Actual FY 2000-01	Actual FY 2001-02	Actual FY 2002-03
Family Planning Visits	6835	6500	6504	6500
Home Health Nursing Visits	1978	2111	1584	650
Home Health Nursing Assistant Visits	153	338	50	79
Home Health Social Work Visits	214	115	144	41
Physical Therapy Visits	2,098	930	787	574
Speech Therapy Visits	504	233	114	0
Occupational Therapy Visits	814	435	50	11
TB Clinic Visits & Home Visits	1,528	1600	1748	1700
Child Health Comprehensive Visits	1,176	1100	798	700
Children's Immunizations Visits	21,224	10000	10344	10000
Newborn Home Visits	1,985	1700	1552	1500
EPSDT Outreach Visits	1,397	2000	2517	2500
Attend WIC Classes Participants	5,425	5000	5482	5000
WIC Certifications and Re-certifications (Nsg., Nutrition, W&C)	10,667	10000	11289	11000
HIV/AIDS Clinic Visits	502	450	484	500
STD Clinic Visits	1,799	1700	1650	1700
Death Certificates Searches/Issuances	14,642	14000	9933	13884
Birth Certificates searches/Issuances	1,801	1800	635	1103
Pregnancy Tests	1,093	1000	889	1000
Day Care/Foster Home Inspections	121	202	145	170
Field activities related to Animal Bites	4,414	2833	2649	2650
Food Protection Activities	6,909	3640	3955	3900
Septic Tank /Sewage Related	11,019	5787	5186	4950

Activities				

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE $ 1,900

Maintenance agreement with Southeastern Telecom Inc. for telephone system located at Batesburg Health Center 700

Contract with Southern Elevator Company for elevator located at Lexington County Health Department. 1,200

520200 - CONTRACTED SERVICES $ 2,000

Floyd's of South Carolina, Inc., for removal of medical hazardous waste at Lexington County Health Department, Swansea Health Center and Batesburg Health Center: $1,700

Lowman Communications for alarm system monitoring and maintenance: $300

520300 - PROFESSIONAL SERVICES $ 300

Blanket purchase order with Cherokee Trail Veterinary for removal of animal heads for rabies testing.

521000 - OFFICE SUPPLIES $ 700

Office supplies

521100 - DUPLICATING $2,600

Printing and duplicating cost for normal operations.

521200 - OPERATING SUPPLIES $3,500

Supplies to operate the health department to include safety, cleaning, and laboratory supplies and Environmental Health instruments.

1522000 - BUILDING REPAIRS AND MAINTENANCE $ 6,000

Normal repairs and maintenance of three facilities

524000 - BUILDING INSURANCE $1,000

Payment to S.C. Division of General Services for insurance on the health department.

525000 - TELEPHONE
$24,000

Telephone equipment, Fax lines and charges for Environmental Health, Batesburg, Swansea and Lexington County Health Department.

525010 - LONG DISTANCE SERVICE **$**
3,600

Long distant telephone charges for Environmental Health, Batesburg, Swansea and Lexington County Health Department.

525100 - POSTAGE **$**
8,354

Rental of box for Swansea Health Center	54	
Postage for Swansea Health Center	500	
Postage for Batesburg Health Center		500
Postage for Lexington County Health Department	5,704	
Postage for Environmental Health Services (IGC)	1,596	

525300 - UTILITIES - ADMINISTRATIVE BUILDING
$7,500

Electricity, water and sewer usage for Environmental Health staff housed in the County Administration Building based on current usage rate.

525308 - UTILITIES - LEXINGTON COUNTY HEALTH DEPT.
$25,000

Electricity, water and sewer usage for employees housed at the health department based on current usage.

525310 - UTILITIES - BATESBURG HEALTH CENTER **$**
2,700

Electricity, water and sewer usage for employees housed in Batesburg based on our current usage.

525353 - UTILITIES - SWANSEA HEALTH CENTER **$**
5,000

Electricity, water and sewer usage for employees housed in Swansea based on our current usage.

LEXINGTON COUNTY
FEB 2 0 RECD
FINANCE DEPT

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Health and Human Services
Organization: 171200 - Social Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**	**0**
	Operating Expenses						
521000	Office Supplies	0	0	0	0		
521100	Duplicating	15	0	0	0		
523100	Building Rental	54,816	30,303	60,606	60,606		
524000	Building Insurance	292	0	301	301		
525000	Telephone	41,302	21,166	40,000	42,335		
525010	Long Distance Charges	1,654	1,256	1,650	2,515		
525020	Pagers and Cell Phones	1,832	876	2,200	2,105		
525325	Utilities - Social Serv. Ctr.	18,579	10,985	16,000	21,975		
525365	Utilities - Rental Bldg (Maxway)	20,581	11,717	22,500	23,435		
525371	Utilities - DSS - Unit A	3,127	2,190	3,750	4,385		
525372	Utilities - DSS - Unit B	1,683	1,085	2,000	2,175		
527041	Board Members Honorarium	1,400	0	2,700	2,700		
534100	Emergency Charity Relief	5,450	2,350	6,700	6,700		
	*** Total Operating**	**150,731**	**81,928**	**158,407**	**169,232**	**0**	**0**
	*** Total Personnel & Operating**	**150,731**	**81,928**	**158,407**	**169,232**	**0**	**0**
	Capital						
540000	Small Tools & Minor Equipment	493	0	500	500		
	**** Total Capital**	**493**	**0**	**500**	**500**	**0**	**0**
	***** Total Budget Appropriation**	**151,224**	**81,928**	**158,907**	**169,732**	**0**	**0**

Section III

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: General Fund
Organization # 171200 Organization Title: Health & Human Services
Program # Program Title: Social Services

BUDGET
2003-2004
Requested

Qty	Item Description	Amount
	Small Tools and Minor Equipment	500

** Total Capital (Transfer Total to Section I and II) 500

FUND 1000
SOCIAL SERVICES (171200)
FY 2003-04 BUDGET REQUEST

DEPARTMENT – PROGRAM OVERVIEW

The Lexington County Department of Social Services (LCDSS) has approximately 100 employees. These employees are housed in three (3) separate buildings at two (2) locations. The primary location at 541 Gibson Road is located on county property and consists of one (1) county owned building and one (1) state leased modular unit. The second location is at 414 West Main Street and consists of one (1) county leased building. LCDSS provides services to the citizens of Lexington County. These services include economic services to those who are financially needy as well as to those who may be in danger of physical abuse, sexual abuse, mental injury or physical, medical or educational neglect and their families. LCDSS also provides services to those who are unable to protect themselves due to age or disability and who are in danger of neglect, exploitation, or abuse.

The Medicaid program transferred from the Department of Social Services (DSS) to the Department of Health and Human Services (DHHS) on July 1, 2002. The Medicaid workers continue to be housed in two (2) county owned modular units located at 541 Gibson Road. The program overview for the Medicaid program is included with the Medically Indigent Care Program under Fund 2200.

LCDSS, as well as, DHHS are primarily funded by state and federal appropriations; however, most of the facilities cost and utilities along with some other expenses are funded by Lexington County and eligible for reimbursement in the form of Federal Financial Participation. Most of these costs are not easily identifiable to a particular agency and will continue to be included with the budget request for Fund 1000. Utilities cost for Unit A and Unit B are identifiable and could be included with Operating Costs for Fund 2200.

A. Positions Requested

All positions are funded through State Budget.

B. Vehicles in Department

LCDSS does not use county owned vehicles.

FUND 1000
SOCIAL SERVICES (171200)
FY 2003-04 BUDGET REQUEST

DEPARTMENT – PROGRAM OVERVIEW

C. Telecommunications Equipment in Department

LCDSS and DHHS have approximately 135 Centrex telephone lines with voice mail. LCDSS and DHHS also have a "tree" telephone line, which is the main switchboard line. This line has two voice mail numbers associated with it. There are also 20 data lines as well as a telephone bank, with eight (8) telephones, for clients located in the Family Independence modular unit. LCDSS also has seven (7) cellular telephones. The purchase and ongoing monthly service for most of these telephones are funded by Lexington County and eligible for reimbursement in the form of Federal Financial Participation. LCDSS has approximately 60 pagers, which, along with the 23 telephone lines located in the Family Independence modular unit and three (3) of the cellular telephones, are funded by state and federal appropriations.

FUND 1000
SOCIAL SERVICES (171200)
FY 2003-04 BUDGET REQUEST

DEPARTMENT – PROGRAM OVERVIEW

D. Service Level Indicators

	Actual FY00/01	Actual FY01/02	YTD FY02/03	Estimated FY02/03	Projected FY03/04
Avg. Mthly AFDC/FI Recipients	1,450	N/A	N/A	N/A	N/A
Total AFDC/FI Payments	$ 1,156,356	N/A	N/A	N/A	N/A
Avg. Mthly Food Stamp Recip.	10,052	N/A	N/A	N/A	N/A
Total Food Stamp Payments	$ 8,751,600	N/A	N/A	N/A	N/A
Average Medicaid Recipients	24,192	N/A	N/A	N/A	N/A
Total Medicaid Payments	$90,622,022	N/A	N/A	N/A	N/A
Avg. Monthly Foster Care Cases	87	N/A	N/A	N/A	N/A
Total Foster Care Payments	$ 446,529	N/A	N/A	N/A	N/A
Human Service Referrals (Mthly)	685	N/A	N/A	N/A	N/A

Note: The statistics indicated with N/A were previously taken from the SCDSS monthly statistics book. This publication was discontinued in 2001 and the figures are no longer readily available.

Section V

FUND 1000
SOCIAL SERVICES (171200)
FY 2003-04 BUDGET REQUEST

SUMMARY OF REVENUES

Lexington County Department of Social Services is primarily funded by state and federal appropriations; however, most of the facilities cost and utilities along with some other expenses are funded by Lexington County. These expenditures are eligible for reimbursement in the form of Federal Financial Participation (FFP). Lexington County is reimbursed at the rate of approximately 50% for building rental and maintenance as well as utilities and telephone expense provided to Lexington County DSS. Lexington County also receives a use allowance of approximately 2% per year for the use by DSS of county owned buildings. This reimbursement averages approximately $85,000 per year.

FUND 1000
SOCIAL SERVICES (171200)
FY 2003/2004 BUDGET REQUEST

A. PERSONNEL

Lexington County DSS requests no personnel budget from the General Fund. All personnel costs are included in the Lexington County DSS budget funded by the State of South Carolina. The Department of Health and Human Services, in Lexington, requests no personnel budget from the General Fund. All personnel costs, except for the Medically Indigent Care Worker funded out of the Indigent Care Fund (2200), are included in the Department of Health and Human Services, in Lexington, budget funded by the State of South Carolina.

FUND 1000
SOCIAL SERVICES (171200)
FY 2003/2004 BUDGET REQUEST

B. OPERATING

523100 – Building Rental **$ 60,606.00**

The Agency is occupying the facility located at 414 West Main Street (Maxway). The General Services negotiated the lease for this facility at $5,050 per month for FY02-03. The rental agreement includes an automatic increase tied to the C.P.I., however, this amount is negotiated by General Services. Pending notification of the new lease amount for FY03-04, the amount is estimated at $5,050 per month.

524000 – Building Insurance **$ 301.00**

The estimated costs for the insurance is the same as last year.

525000 – Telephone **$ 42,335.00**

The estimated costs for local service are somewhat higher than last year. Monthly costs for local service are approximately $3528 per month.

525010 – Long Distance Service **$ 2,515.00**

The estimated cost for long distance service has increased somewhat over last year. The monthly cost for long distance service is estimated to be approximately $210.

525020 – Pagers and Cell Phones **$ 2,105.00**

The estimated cost for pagers and cell phones has decreased somewhat since last year. The monthly cost for pagers and cell phones is approximately $175 per month.

525325 – Utilities (Gibson Road Facility) **$ 21,975.00**

Estimated utilities cost for the Gibson Road facility based on historical data averages $1,831 per month.

525365 – Utilities (Main Street Facility) **$ 23,435.00**

Estimated utilities cost for the Main Street facility based on historical data averages $1,953 per month.

525371 – Utilities (Gibson Road Facility – Unit A) **$ 4,385.00**

Estimated utilities cost for the Gibson Road Facility – Unit A based on historical data averages $365 per month.

525372 – Utilities (Gibson Road Facility – Unit B) **$ 2,175.00**

Estimated utilities cost for the Gibson Road Facility – Unit B based on historical data averages $181 per month.

FUND 1000
SOCIAL SERVICES (171200)
FY 2003/2004 BUDGET REQUEST

526300 – County Social Services Board Honorarium **$ 2,700.00**

Lexington County Department of Social Services currently has nine (9) members on the County Advisory Board. Board Members are provided $25 for each monthly meeting attended.

534100 – Emergency Charity Relief **$ 6,700.00**

The Agency receives $350 per month for providing emergency assistance to Lexington County citizens who cannot be assisted through any other Federal, State or other programs. These funds are expended for food, shelter, clothes and medicines. ($350x12=$4,200).

The county also provides for "indigent" cremations through an agreement with Caughman-Harman Funeral Home. In special situations, the same payment has been made for regular funeral services. Through December, we have provided this service for one (1) person. We have averaged 8-10 per year in the past. ($250x10=$2,500).

FUND 1000
SOCIAL SERVICES (171200)
FY 2003/2004 BUDGET REQUEST

C. CAPITAL

540000 – Small Tools and Minor Equipment **$ 500.00**

DSS is requesting funds to replace fourteen (14) telephones at approximately $35 per telephone. Historically, we have replaced approximately 15 – 20 telephones per year due to normal wear and tear and equipment failure.

COUNTY OF LEXINGTON

Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Health & Human Services
Organization: 171300 - Children's Shelter

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2	17,316	8,961	29,163	22,300		
510199	Special Overtime	0	0	0			
510200	Overtime	10,815	4,944	4,944	11,000		
510300	Part Time - 3	23,924	12,585	27,962	27,962		
511112	FICA Cost	3,614	1,795	4,424	4,424		
511113	State Retirement	3,211	1,641	2,046	3,282		
511120	Insurance Fund Contribution - 2	8,400	5,600	11,200	11,200		
511130	Workers Compensation	537	222	1,392	500		
511213	State Retirement - Retiree	355	173	0	350		
	*** Total Personnel**	**68,172**	**35,921**	**81,131**	81,108	81,018	
	Operating Expenses						
521000	Office Supplies	157	0	200	200		
521200	Operating Supplies	565	71	600	600		
521300	Food Supplies	5,687	2,956	8,000	6,100	6,000	
521400	Health Supplies	481	0	600	600		
522300	Vehicle Repairs & Maintenance	2,291	1,023	1,700	2,000		
524000	Building Insurance	389	0	400	503		
524100	Vehicle Insurance - 2	1,040	520	1,040	1,040		
524101	Comprehensive Insurance - 2	111	0	150	325		
524201	General Tort Liability Insurance	490	218	436	486		
524202	Surety Bonds	0	0	32	0	32	
525000	Telephone	653	337	600	674		
525010	Long Distance Charges	53	24	200	100		
525100	Postage	428	70	400	200		
525326	Utilities - Children's Shelter	8,496	5,506	12,600	1,102	11,012	
525400	Gas, Fuel & Oil	1,503	882	1,400	1,800		
527040	Outside Personnel (Temporary)	14,524	7,737	11,300	14,000		
	*** Total Operating**	**36,868**	**19,344**	**39,658**	39,590		
	*** Total Personnel & Operating**	**105,040**	**55,265**	**120,789**	120,698		
	Capital						
	**** Total Capital**	**0**	**0**	**0**			
	***** Total Budget Appropriation**	**105,040**	**55,265**	**120,789**	120,540		

SECTION IV
CHILDREN'S SHELTER - PROGRAM OVERVIEW

MISSION:
The mission of The Children's Shelter is to provide high quality, emergency residential care for children who have been abused, neglected, abandoned or exploited, or who require placement due to a family crisis. Care is provided in a home-like setting using a house parent model for service delivery.

Section IV A: CURRENT STAFFING LEVEL (see organizational chart on page 2)

Houseparent	1	full time	Grade 7	with insurance
Houseparent	1	part time		without insurance
Housekeeper	1	part time	Grade 3	with insurance
Secretary	1	part time	Grade 4	without insurance
Exec. Director	1	full time	unclassified	without insurance
Total positions	**5; 2 salaried, 3 hourly**			

Section IV B: LISTING OF VEHICLES
The following vehicles are owned by The Children's Shelter, but are insured and serviced as part of the county fleet. Please see schedule on page 3.

Vehicle #	*Description*	*Liability Insurance*	*Comprehensive Insurance*
93106	'94 Dodge 15 passenger van	yes	yes
93107	'96 Dodge Caravan wagon	yes	yes
93108	2002 GMC 15 Passenger School Bus	yes	yes

Section IV C: TELECOMMUNICATIONS
The following equipment is owned by the Children's Shelter, but used as a part of the County centrex system:

One (1) office telephone for houseparent	359-
One (1) office telephone for executive director	359-
One (1) office telephone for administrative assistant	359-
One (1) office fax/phone	359-

Section IV D: SERVICE LEVEL
Actual: 87 children served in fiscal year 2001-02. .
Projected: 118 children served on average during a full fiscal year of operation.

SECTION VI A
CHILDREN'S SHELTER - PERSONNEL

510100 Salaries and Wages **$22, 300**

This line item is the salary for the primary houseparent as the only fulltime employee and the salary of the executive director. These would be maintained at the current levels plus any cost of living or merit increases granted.

510200 Overtime **$11, 000**

Includes overtime regularly built into the full time houseparent salary

510300 Part time **$27, 962**

This line item includes three part time positions: secondary houseparent, housekeeper, and administrative assistant.

- The secondary houseparent position is compensated for (21) twenty-one hours weekly at minimum wage for an annual gross pay of $6,414.
- The housekeeper is currently a grade 3 and works thirty (30) hours weekly. Three-fourths the current salary at that grade is $14,767.
- The administrative assistant is currently a grade 4 and is needed at least twenty (20) hours per week. At the current rate, this would require an allocation of $5,086 in the coming fiscal year.

511112 FICA **$ 4,424**

This budget request includes FICA for the primary houseparent, secondary houseparent, housekeeper, secretary and executive director at the salaries requested.

511113 State Retirement **$ 3, 282**

This budget request includes state retirement benefits for the primary houseparent, secondary houseparent, housekeeper.

511120 Insurance Fund Contributions **$ 11,200**

This request assumes that the executive director, primary houseparent and the housekeeper will be eligible to participate in the County's insurance program.

511130 Worker's Compensation **$ 500**

This request assumes that all positions require worker's compensation insurance.

511213 State Retirement-Retiree **$350**

SECTION VI B
CHILDREN'S SHELTER - OPERATING

521000 Office Supplies **$ 200**

This account is used to purchase school supplies for residents and office supplies, including county forms, necessary for day-to-day operations. Donations from the community allow these expenditures to be minimal.

521200 Operating Supplies **$ 600**

This account is used primarily to purchase cleaning and laundry supplies such as detergents, cleaning and disinfecting solutions, mops, brooms, etc.; paper supplies such as toilet tissue, paper towels and napkins; and other household supplies such as light bulbs, garbage bags, and food storage bags. Health standards must be maintained at all times to ensure the health and safety of residents and to comply with regulations. Donations from the community allow purchase of these items to be minimal.

521300 Food Supplies **$ 6,000**

This account is required to ensure the availability of nutritious food for up to twelve (12) children and the house parent staff at any given time. This allocation is well-supplemented by donated food items and free school lunches. However, USDA commodities, which had been available to residential programs in the past, are no longer accessible. Licensing requirements include compliance with a menu that has been approved by a nutritionist.

521400 Health Supplies **$600**

This account is used to purchase personal hygiene items, first aid supplies, across-the-counter medications and prescription drugs. Many children who are placed in The Children's Shelter have not had good health care and their needs are significant. The majority of children placed at The Children's Shelter are taking some type of prescription medication and this must be purchased until Medicaid is accessed. The need to provide treatment for lice is becoming necessary more frequently and the shampoos are very expensive. Donated items help to offset the total cost of health supplies allowing this request to be relatively small considering the expensive nature of these kinds of supplies.

522300 Vehicle Repairs and Maintenance **$2,000**

One of the shelter's vehicles is a 1994 15-passenger van and the other is a 1996 minivan. The smaller van is used whenever possible for economy. Both vehicles require regular maintenance and as these vehicles age, the need for more maintenance can reasonably be expected. This year we purchased a GMC 15 passenger school bus to meet legal requirements in the future. Additional funds will be needed to maintain this vehicle.

524000 Building Insurance **$ 503**

The premium for building insurance (through the State Insurance Reserve Fund) was $503 this year.

524100 Vehicle Insurance **$1,040**

This account is used to pay liability insurance on three vehicles. The first premium for this fiscal year was $650.00, so this increase is needed to fund a full year of coverage.

524101 Comprehensive Insurance **$325**

This type of insurance is important because The Children's Shelter has no other means to fund this kind of repair, should it be necessary. This figure includes additional funds for comprehensive coverage of the school bus (new vehicle).

524201 General Tort Liability **$436**

This semi-annual premium paid for this insurance this year. This coverage is necessary to protect the employees and the board of trustees.

524202 Surety Bond **$ 32**

This bond is required by the state.

525000 Telephone **$ 674**

This request is based on actual expenditures during the past fiscal year. The shelter's telephone lines are part of the county centrex system. Three lines are necessary to support the telephone and to allow fax machine and computer modem use.

525010 Long Distance Charges **$ 100**

Some long distance calls must be made related to children's cases and obtaining services. However, use of technologies is minimizing these expenses. This request is reduced by $100 from last year based on the previous year expenditures.

525100 Postage **$ 200**

These funds are necessary to support fundraising, acknowledgment of donations and other related correspondence of the shelter administration and to pay postage for the children's correspondence. The amount has been reduced by $200 based on last years expenditures.

525326 Utilities **$ 11,012**

The shelter has been constructed to be energy efficient using low energy lighting and heating. Based on utility use for the first six months of this year, an allocation of this amount will be necessary for electricity and water in the coming year.

525400 Gas, Fuel and Oil **$ 1,800**

This request is based on usage in previous years and also includes a slight increase as the school bus has been added to the fleet and it is not as fuel efficient.

527040 Outside Personnel (Temp. Help) **$14, 000**

This account is used to pay the part time services of relief houseparents when the regular house parents are on annual or sick leave, or when they are away from the shelter on a regular schedule of time off. In addition to their annual leave, accrued at the same rate as other county employees, the houseparents are given relief from their responsibilities one five-hour evening and week and two 48-hour weekends per month. Relief house parents have all the responsibilities of the regular house parents when they are on duty. Currently, the relief house parents are paid $150 for a 14 to 24 hour period and $10 per hour up to 14 hours.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year- 2003-04

LEXINGTON COUNTY
FEB 2 1 RECD
FINANCE DEPT.

Fund: 1000
Division: Health & Human Services
Organization: 171500 - Veteran's Affairs

Object Code	Expenditure Classification	2001-02 Expend.	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Request.	2003-04 Recom.	2003-04 Approved
	Personnel						
510100	Salaries & Wages- 4	82,281	39,947	83,551	103,901	83,551	
510200	Overtime	189	349	350	0		
511112	FICA Cost	6,186	2,946	6,392	7,949	6,392	
511113	State Retirement	5,649	2,760	5,724	7,118	5,724	
511120	Insurance Fund Contribution- 4	12,600	8,400	16,800	24,000	18,000	
511130	Workers Compensation	223	109	221	280	221	
	***Total Personnel**	**107,128**	**54,511**	**113,038**	**143,248**	113,888	
	Operating Expenses						
520200	Contracted Services	0	0	0	0		
520703	Computer I Hardware	0	600	600	600		
521000	Office Supplies	663	226	800	850		
521100	Duplicating	400	301	800	750		
521200	Operating Supplies - Records Storage	0	0	195	0		
522200	Small Equipment Repairs & Maintenance	0	0	130	130		
524000	Building Insurance	55	0	57	70		
524201	General Tort Liability Insurance	412	183	366	611	458	
524202	Surety Bonds	0	0	19	0		
525000	Telephone	877	447	812	812		
525010	Long Distance Charges	41	18	100	100		
525020	Pagers and Cell Phones	333	136	490	490		
525100	Postage	365	244	700	700		
525210	Conference & Meeting Expenses	3,735	1,503	4,200	4,200	5,400	
525230	Subscriptions, Dues & books	150	62	200	300		
525240	Personal Mileage Reimbursement	606	55	2,070	2,190		
525302	Utilities - Memorial Bldg.	740	0	0	0		
525385	Utilities - Kroger Bldg.	1,600	1,381	2,800	2,800		
527040	Outside Personnel (Temporary)	0	0	0	0		
538000	Claims & Judgements	500	0	0	0		
	***Total Operating**	**11,079**	**5,156**	**14,379**	**14,603**	15,450	
	***Total Personnel & Operating**	**118,207**	**59,667**	**127,277**	**157,851**		
	Capital						
540000	Small Tools & Minor Equipment	364	59	300	300	90	
540010	Minor Software	0	0	500	500		
	All Other Equipment	849	0	879	879	0	
	**** Total Capital**	**1,213**	**59**	**1,679**	**1,679**	590	
	***** Total Budget Appropriation**	**119,420**	**59,726**	**128,956**	**159,530**	130,128	

COUNTY OF LEXINGTON
Annual Budget- Fiscal Year 2003-2004
Existing Department Program Request Form

Fund #: 1000 Fund Title: General Fund

Organization #: 171500 Organization Title: Veterans' Affairs

Division #: 170000 Division Title: Health & Human Svcs.

Object Code	Expenditure Classification	Program #1	Program #2	Program #N/A	Program #N/A	Total 2003-2004 Requested
	Program Title:	Administration	New Personnel			
	Personnel					
510100	Salaries #4 (TBD)	83,551	20,350			103,901
510200	Overtime	0				0
511112	FICA Cost	6,392	1,557			7,949
511113	State Retirement	5,724	1,394			7,118
511130	Insurance Fund Contribution #4 (TBD)	18,000	6,000			24,000
511130	Workers Compensation (TBD)	221	59			280
511131	S.C. Unemployment (TBD)	TBD	TBD			TBD
	***Total Personnel (SCUC not included)**	113,888	29,360			143,248
	Operating Expenses					
520200	Contracted Services	600				600
	Main. Contract - VIMS Software	----				----
521000	Office Supplies	850				850
521100	Duplicating	750				750
521200	Operating Supplies	0				0
522200	Small Equipment Repairs & Maintenance	130				130
524000	Building Insurance	70				70
524201	General Tort Liability Insurance	458	153			611
524202	Surety Bonds	0				0
525000	Telephone: Basic Chg. For 4 IC/I Fax Line	812				812
525010	Telephone: Long-Distance Charges	100				100
525020	Telephone: Pagers/Cell Phones	490				490
525100	Postage	700				700
525210	Conference & Meeting Expenses	4,200				4,200
525230	Subscriptions, Dues & Books	300				300
525240	Personal Mileage Reimbursement	2,190				2,190
525302	Utilities - Kroger Bldg.	2,800				2,800
	*Total Operating	14,450	153			14,603
	** Total Capital (From Section III)	1,679				1,679
	*** Total Budget Appropriation	130,017	29,513			159,530

(TBD - To be determined by Personne/Finance based on # of employees, evaluations, ins. rates, etc.)

COUNTY OF LEXINGTON
Annual Budget- Fiscal Year 2003-2004
Capital Item Request Worksheet Form

Fund #: 1000 Fund Title: General Fund
Org. #: 171500 Organization Title: Veteran's Affairs Division #: 170000
Program #: 1 Program Title: Administration Div. Title: Health & Human Svcs.

Quantity	Item Description	Amount
	Account Code: 540000 - Small Tools & Minor Equipment	
1	Necessary minor office equipment/items as needed (i.e., (1) calculator, (1) used desk and chair , (1) telephone	$300
	Account Code: 540010 - Minor Software	
1	Necessary general office and VA-based software as needed for department computers/network to fulfill requirements as necessary to adhere to VA regulation, procedures, and expectations	$500
	Account Code: 5400- Capital Line Items >$500	
1	IBM compatible personal computer with monitor as described below: Intel Celeron 400 MHz/4.3 GB/32 MB/95W Processor with 17" S700 Monitor and 32 x CD ROM	$879

**** Total Capital (Transfer Total to Section I and II) $1,679**

FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2003-2004 BUDGET REQUEST

SECTION IV. – PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration
Program II - New Position
Program III – Not Applicable

Program I: Administration

Objectives:

The Lexington County Veterans Affairs Department exists to assist veterans and their families to obtain benefits for which they are entitled. The vast range of services we provide involves all areas of VA benefit assistance through providing information as well as properly filing claims, following proper VA procedures, and adhering to all VA regulations.

Program II: New Personnel Position

Objectives:

The new employee will provide our office with greatly needed assistance by performing routine duties which are extremely time consuming, yet necessary, tasks to provide services to veterans and their families in an efficient manner. Specific duties which would be required for this position are further detailed in the justification we are providing in Section VI.A., Personnel Line Item Narratives. Ultimately, this position will allow the VA office to provide the services and needs of the Lexington County veterans in a more timely and efficient manner.

Program III: Not Applicable

Objectives:

FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2003-2004 BUDGET REQUEST

SECTION IV.A. - LISTING OF POSITIONS

Current Staffing Levels:

		Full Time Equivalent			
Job Title	**Position**	**General Fund**	**Other Fund**	**Total**	**Grade**
Veteran's Affairs Director	1	1		1	14
Veteran's Affairs Assistant	1	1		1	7
Veteran's Affairs Specialist	1	1		1	6
Veteran's Affairs Clerk*	1	1		1	4
Total Positions	**4**	**4**		**1**	

*New Full Time Position Requested

SECTION IV.C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(3) Office Phones
(1) Phone Line for Fax Machine
(1) Cell Phone for VA Director
(1) Pager for VA Director

SECTION IV.D. - SERVICE LEVELS

Service Level Indicators:

	Estimated 2002-2003	Projected 2003-2004
New Claims- Veterans/Survivors	86	94
Reopened Claims- Veterans/Survivors	74	81
Medical/Dental (VAF 10-10)	110	131
Education (includes SC Free Tuition)	2	4
Burial/Grave Marker	10	12
Notice of Disagreements Filed	6	8
Appeals Filed (VAF 9)	2	4
Claims Referred	20	25
Eligibility Verification Reports	4	6
Power of Attorney	100	120
Requests for Records (SF 180)	68	75
Delayed/Missing Checks	2	3
Assist with Social Security/SSI/Food Stamps.Etc.	32	38
Referral to Other Agencies	26	35
Miscellaneous Actions	1,040	1,150
Facility Visits	14	40
Meetings/Seminars/Training	56	75
Funeral/Funeral Home Visits	12	35
Home Visits	2	50
TOTAL SERVICE ACTIONS	1666	1986

FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2003-2004 BUDGET REQUEST

SECTION V. – SUMMARY OF REVENUES

CONTRIBUTIONS MADE BY THE SC DVA **$8,712.00**

The South Carolina Department of Veteran's Affairs disburses funds throughout the state and in the various 46 counties, based on each individual county's veteran population. This amount is forwarded to the Lexington County Treasurer/Finance Department in an effort to assist the County Veterans' Affairs Office in meeting the needs of the annual budget. The total amount for FY 2002-2003 was $8,712; FY 2001-2002 was $10,458. **Note:** It is anticipated that there will be a further decrease to each county and to the Lexington County VA office as long as the State.faces its budgetary shortfalls.

Lexington County ranks #5 in the State in terms of veteran population. As a result, Lexington County veterans as a whole, are recipients of one of the highest monetary VA benefit amounts, bringing in more than $25 million annually (FY2001 latest figures), the 4th largest in the State. This office is responsible in large part for the amount of these monetary benefits by successfully evaluating, advising, and assisting veterans with their claims, thereby being awarded the largest benefits possible. These monetary benefits accrue to Lexington County through taxes, material items, living expenses, etc. which are spent throughout the County economy and therefore, increases the cash flow for the County.

This office employs part-time veteran work-study students who split their time between college and work to benefit themselves throughout their college career. We have one part-time work-study for FY 2002-2003. While there is no direct monetary benefit, these part-time employees are paid with federal funds through the VA benefit program. These work-study students provide invaluable assistance to the office at no cost to the county. They are usually residents of Lexington County whose federally funded disability benefits and federally funded wages provide revenue for the County of Lexington.

Attached is the Proposed Revenue Form which we have listed only the proposed monetary annual revenue amount which is supplied to the county by the SC DVA.

County of Lexington
Proposed Revenues
Fines, Fees and Other
Budget FY 2003-2004

Fund #: 1000
Fund Name: General Fund

Organ.# 171500
Organ. Name: Veterans' Affairs

				Budget				
Treasurer's Revenue Code	Fee Title	Actual Fees FY 2001-02	Anticipated Fees FY 2002-03	Units of Service	Current Fee	Total Estimated Fees FY 2003-04	Proposed Fee Change	Total Proposed Estimated Fees FY 2003-04
	SCDVA	10,458.00	$8,712.00	(4) Quarterly	$2,177.91	$8,712.00	($1,746.00)	$8,712.00

FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2003-04 BUDGET REQUEST

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

510100 – SALARIES – CURRENT EMPLOYEES **TBD***

This account is used for salaries of the Veterans' Affairs Director, Assistant, and Specialist,
who currently form the Lexington County Veterans' Affairs Department.

*Amount to be determined by Personnel based on possible paygrade increases, COLA increases, and merit increases.

NEW PROGRAM

510100 – SALARIES – NEW POSITION REQUESTED **$20,350**

The VA Office is requesting the salary (Grade 4) and benefits for a new position, Veterans' Affairs Clerk. This grade and amount appears to be comparable to other Lexington county Department positions of similar responsibilities. Please refer to Section IV – Program Overview, Program 2 Objectives for a general overview and objective for this position.

The VA Department provides a wealth of services to the veterans of Lexington County. These services include various benefits, which may be available to the veteran, and/or their families based on a number of criteria. These benefits require a host of procedures, which include completion of initial applications, providing current and/or in-military medical evidence, research of VA regulations and the veteran's compliance with them, and any other information which the VA may request or require of the veteran. In addition, for all certain veterans (about 75% of this office's total claims), are required to complete an annual report providing income and medical expense information for the previous year, which is extremely time-consuming, as well. Pertaining to other benefits and requests, much research and evidence is required to produce the necessary criteria required to file and complete the claims process. Still other veteran needs involve such requests as assistance with overpayment waivers, property tax exemptions, benefits for permanent and total disability veterans, appeal processing, educational and home loan assistance, and many other requests too many to mention. These activities are routinely handled by theVeterans Service Officer and the other two office employees.

The workload of these employees has increased substantially in recent years due to an increasing veteran population in Lexington County, changes in VA regulations, and the aging veteran population. This has resulted in substantial increases in appointments, incoming calls, and "walk-ins".

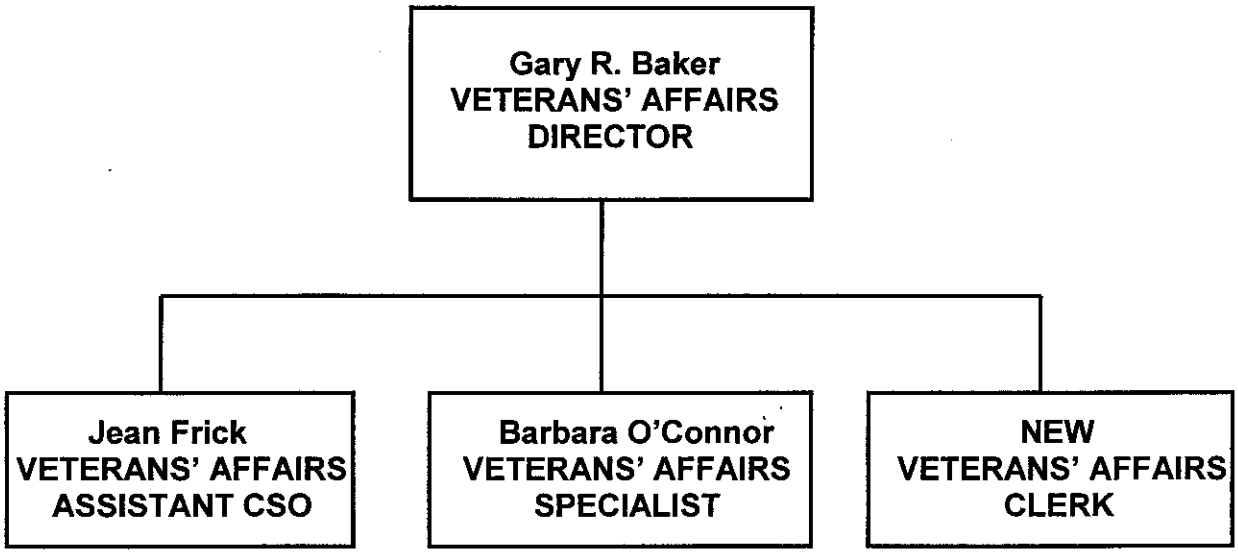
The VA Clerk position will handle, among other responsibilities, receptionist duties. This will include answering incoming calls and determining the necessary steps to assist the

FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2003-04 BUDGET REQUEST

client, greeting clients and determining their immediate needs or requests, and scheduling appointments for clients to be interviewed and assessed in order for the office to best provide the service which meets their needs. This employee will be responsible for filing, data entry and word processing pertaining to routine veterans procedures, record keeping of information for required annual and semi-annual reports, filing of veteran discharges for public record, and related duties. The expected client base is expected to grow 30% by 2012. In addition, the newly-appointed Veteran Service Officer will be engaged in networking to advise veterans and social services agencies to the benefits and claims procedures. This combination will result in a substantial increase in agency workload while working to meet the needs of these veterans and their families.

FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2003-2004 BUDGET REQUEST

VETERANS' AFFAIRS OFFICE ORGANIZATIONAL CHART



FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2003-2004 BUDGET REQUEST

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES (MAINTENANCE CONT.-VIMS*) $600.00

This account is used for period maintenance and upgrades for the *Veteran's Information Management System (VIMS) software annual maintenance contract renewal. Amount requested is equal to the amount requested and approved for last year's budget.

521000 – OFFICE SUPPLIES $850.00

This account is used for computer paper, printer ribbons, business cards, stationary with matching envelopes, plain white papers, 81/2 x 11" and 81/2 x 14", etc. Also needed are pads, pens, pencils, staples, typewriter ribbons, correction tapes, gem clips, scotch tape, calculator ribbons, file folders, manila folders, and toner cartridges for fax and printer, etc.

521100 – DUPLICATING – COPIER $750.00

This account is used for copies of materials from veterans or family members which are made to accompany claims to the US Department of Veterans Affairs Administration and file copies for the VA office. Occasionally, copies are made for a veteran or family member when a claim has financial or medical information, which may be needed for future reference.

This amount is being requested due to the increase of new claims, as well as other requests, which will therefore require increased duplicating of VA forms, veteran medical records, etc., as well as adding those veterans to our list of ongoing annual EVR reports for VA pension recipients. Also, VA regulations require additional medical records to be submitted with a claim is so this office sends copies to the VA, retains file copies, and since the claimant maintains the original records.

521200 – OPERATING SUPPLIES (RECORDS STORAGE) $00.00

This account is used for the contract we have with "SINOACT", a Hall & McChesney Book System for veterans' recorded discharge and DD-214 permanent records. This is a necessary line item because the Lexington County Veteran's Affairs is now the custodian of all Lexington County Veterans' records. South Carolina Code S, 617/H-3493 and signed by the Governor on June 12, 1991. This book has to be published approximately every 18-24 months. The book was published in 2002-2003, therefore, it is not anticipated that a new book will be required during the FY 2003-2004.

FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2002-03 BUDGET REQUEST

525200- SMALL EQUIPMENT REPAIRS & MAINTENANCE $130.00
This account is used for repair and maintenance of the office typewriter, printer, and facsimile machine.

524000- BUILDING INSURANCE $70.00
This account is used to pay for allocated building insurance, assessed by the County, based on the office square footage. This represents a slight increase.

524201- GENERAL TORT LIABILITY INSURANCE ~~**611.00**~~ 458.00
This account covers the cost of general tort liability insurance, assessed by the County. This represents a slight increase and includes the requested new position.

524202- SURETY BONDS $00.00
This account covers the cost of surety bonds, assessed by the County. The bond premium will not be due this fiscal year so there is a slight reduction.

525000 – TELEPHONE $812.00
This account covers the cost of four tellephone lines and one facsimile line to transmit and receive data pertaining to veterans from the VA Regional Office, Dorn VA Medical Center, and other nstitutions serving veterans and their families.

525010 – LONG DISTANCE CHARGES $100.00
This account covers the cost of limited long distance telephone calls and facsimile transmissions. Occasionally, calls must be made to other County VA Offices, must be made to staff attending conferences away from Lexington County, or non-routine matters which must be resolved in other areas. This is the same amount as requested in FY 2002-2003.

525020 – PAGERS AND CELL PHONES
490.00
This account is used to pay for a cellular telephone and a pager utilized by the County Service Officer or staff personnel when on official business away from the office.

FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2002-03 BUDGET REQUEST

525100 – POSTAGE **700.00**

This account pays for postage required to mail correspondence and claims to the VA Regional Office, Dorn VA Medical Center, as well as to veterans and family members regarding claims or special information requests. This is the same amount as requested for FY2002-2003.

525210 – CONFERENCE & MEETING EXPENSES **$4,200.00**

The Veterans Service Officer and staff are required to attend training programs to be certified and to be recertified by the Veterans Administration. In addition, the Veterans Service Officer will attend conferences and meetings of veterans organizations. These include 2 three day conferences of the SC Association of County Veterans Affairs Officers (one in the spring and one in the fall), the Disabled American Veterans State Convention, two American Legion state conventions (one in the summer and one in the winter), The budgeted amount is the same as for FY2002-2003 since information has not yet been released for specific dates and costs.

525220 – EMPLOYEE TRAINING **$1,200**

This account is used to assist funding of VA employee's training, which is a necessary item due to the edited laws of the US Department of Veterans Affairs which requires all employees representing veterans to attend at least two (2) training sessions and seminars annually. In addition, the Governor's State Division of Veterans Affairs now requires at least two (2) other training sessions and seminars, totaling four (4) annually per employee. This now applies to all three (3) employees of this department since the VA Assistant and VA Specialist have, in the past year, obtained certification and accreditation for representing veterans. This requirement is prompted by the ever-changing laws and procedures for veteran's benefits and is to ensure that employees have the opportunity to continue to maintain annual accreditation and recertification.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **$ 300.00**

This account covers the cost of subscriptions to The Lexington Dispatch News and The State newspaper, "What Every Veteran Should Know" and its periodic supplements, and VA Fact Sheets. This also covers dues to the SC Association of County Veterans Officers and veterans service organizations. This is a slight increase over FY2002-2003.

FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2002-03 BUDGET REQUEST

525240 – PERSONAL MILEAGE REIMBURSEMENT $2,190.00

This account is used for reimbursement of personal mileage which is used by the County Service Officer in his own personal automobile for outside meetings or visits, periodic community assistance meetings, visits to Dorn VA Medical Center (including assistance to veterans who have no transportation or cannot physically travel on their own to VAMC), VA Regional Office, visits to homes and nursing homes and other institutions to complete claims or obtain information and/or signatures, when necessary. This account is also for mileage reimbursement for the staff to attend required conferences and seminars throughout the year for training. This also includes transportation costs for the CSO to travel to various veterans' organizations, upon request, for speaking engagements and required veteran's organizational meetings he attends to give or receive updates on veterans benefits. Projected miles for FY 2003-2004 is approximately 6,000. The increase is based on the current mileage rate of $0.365 per mile.

525302 – UTILITIES (KROGER BUILDING) $2,800.00

This account is used for utility usage for space occupied by Veterans Affairs in the Auxiliary Bldg. This is our prorated share of the utilities as determined by the County.

FUND 1000
LEXINGTON CONTY VETERANS' AFFAIRS (171500)
FY 2003-2004 BUDGET REQUEST

SECTION VI.C. – CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND MINOR EQUIPMENT **$300.00**

This account is used to purchase necessary minor office equipment/items as needed. We expect to purchase at least one (1) additional calculator, (1) desk and chair (used), and one (1) telephone for the new position.

540010 – MINOR SOFTWARE **$500.00**

This account is used to purchase general office and VA-based minor software as needed for department computers/network to fulfill requirements as necessary to adhere to VA regulations, procedures, and expectations.

5400 – CAPITAL LINE ITEMS > $500 **$879.00**

Intel Celeron 400 MHz/4.3 GB/32 MB/95W Processor with 17" S700 Monitor and 32 X CD ROM

This account is used for funds to upgrade the office computer system by providing current staff and the new position with current technology for handling correspondence, VIMS, and processing of claims. continuing to complete the increased claims and other workload, we are still operating

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GENERAL
Organization # 171500 Organization Title: VETERAN'S AFFAIRS
Program # Program Title:

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries # 1	20,350
510300	Part Time #	
511112	FICA Cost	1,557
511113	State Retirement	1,394
511114	Police Retirement	
511120	Insurance Fund Contribution #	6,000
511130	Workers Compensation	66
511131	S.C. Unemployment	
	*** Total Personnel**	29,367
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	153
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	
	**** Total Personnel & Operating**	29,520
	**** Total Capital (From Section III)**	1,089
	***** Total Budget Appropriation**	30,609

New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: GENERAL FUND
Organization # 171500 Organization Title: VETERAN'S AFFAIRS
Program # _____ Program Title: _____

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
	SMALL TOOLS + MINOR EQUIPMENT	144.00
	(CHAIR - $23.00, TELEPHONE - $47.00	
	CALCULATOR - $74.00)	
1	DESK	66.00
1	PERSONAL COMPUTER & MONITOR	879.00

** **Total Capital (Transfer Total to Section I and II)** 1,089.00

FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2003-04 BUDGET REQUEST

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

510100 – SALARIES – CURRENT EMPLOYEES **TBD***

This account is used for salaries of the Veterans' Affairs Director, Assistant, and Specialist,
who currently form the Lexington County Veterans' Affairs Department.

*Amount to be determined by Personnel based on possible paygrade increases, COLA increases, and merit increases.

510100 – SALARIES – NEW POSITION REQUESTED **$20,350**

The VA Office is requesting the salary (Grade 4) and benefits for a new position, Veterans' Affairs Clerk. This grade and amount appears to be comparable to other Lexington county Department positions of similar responsibilities. Please refer to Section IV – Program Overview, Program 2 Objectives for a general overview and objective for this position.

The VA Department provides a wealth of services to the veterans of Lexington County. These services include various benefits, which may be available to the veteran, and/or their families based on a number of criteria. These benefits require a host of procedures, which include completion of initial applications, providing current and/or in-military medical evidence, research of VA regulations and the veteran's compliance with them, and any other information which the VA may request or require of the veteran. In addition, for all certain veterans (about 75% of this office's total claims), are required to complete an annual report providing income and medical expense information for the previous year, which is extremely time-consuming, as well. Pertaining to other benefits and requests, much research and evidence is required to produce the necessary criteria required to file and complete the claims process. Still other veteran needs involve such requests as assistance with overpayment waivers, property tax exemptions, benefits for permanent and total disability veterans, appeal processing, educational and home loan assistance, and many other requests too many to mention. These activities are routinely handled by theVeterans Service Officer and the other two office employees.

The workload of these employees has increased substantially in recent years due to an increasing veteran population in Lexington County, changes in VA regulations, and the aging veteran population. This has resulted in substantial increases in appointments, incoming calls, and "walk-ins".

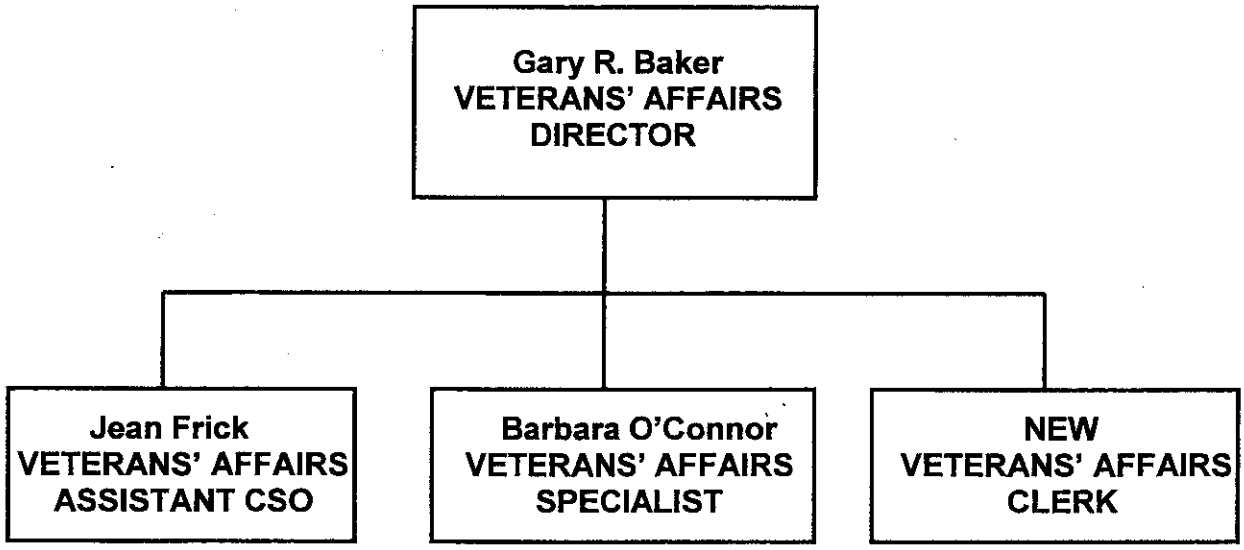
The VA Clerk position will handle, among other responsibilities, receptionist duties. This will include answering incoming calls and determining the necessary steps to assist the

FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2003-04 BUDGET REQUEST

client, greeting clients and determining their immediate needs or requests, and scheduling appointments for clients to be interviewed and assessed in order for the office to best provide the service which meets their needs. This employee will be responsible for filing, data entry and word processing pertaining to routine veterans procedures, record keeping of information for required annual and semi-annual reports, filing of veteran discharges for public record, and related duties. The expected client base is expected to grow 30% by 2012. In addition, the newly-appointed Veteran Service Officer will be engaged in networking to advise veterans and social services agencies to the benefits and claims procedures. This combination will result in a substantial increase in agency workload while working to meet the needs of these veterans and their families.

FUND 1000
LEXINGTON COUNTY VETERANS' AFFAIRS (171500)
FY 2003-2004 BUDGET REQUEST

VETERANS' AFFAIRS OFFICE
ORGANIZATIONAL CHART



FUND 1000
LEXINGTON CONTY VETERANS' AFFAIRS (171500)
FY 2003-2004 BUDGET REQUEST

SECTION VI.C. – CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND MINOR EQUIPMENT **$300.00**

This account is used to purchase necessary minor office equipment/items as needed. We expect to purchase at least one (1) additional calculator, (1) desk and chair (used), and one (1) telephone for the new position.

540010 – MINOR SOFTWARE **$500.00**

This account is used to purchase general office and VA-based minor software as needed for department computers/network to fulfill requirements as necessary to adhere to VA regulations, procedures, and expectations.

5400 – CAPITAL LINE ITEMS > $500 **$879.00**

Intel Celeron 400 MHz/4.3 GB/32 MB/95W Processor with 17" S700 Monitor and 32 X CD ROM

This account is used for funds to upgrade the office computer system by providing current staff and the new position with current technology for handling correspondence, VIMS, and processing of claims. continuing to complete the increased claims and other workload, we are still operating

LEXINGTON COUNTY
FEB 2 1 RECD
FINANCE DEPT

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Health & Human Services
Organization: 171700 - Museum

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2	80,438	35,639	74,371	72,387		
510300	Part Time - 6	33,456	18,023	39,939	44,000		
511112	FICA Cost	8,683	4,087	8,730	8,730		
511113	State Retirement	7,625	2,092	7,817	7,817		
511120	Insurance Fund Contribution - 2	8,400	5,600	11,200	12,000		
511130	Workers Compensation	592	279	584	584		
511213	State Retirement - Retiree	62	1,584	0			
	*** Total Personnel**	**139,256**	**67,304**	**142,641**	145,518		
	Operating Expenses						
520200	Contracted Services (Alarm)	0	0	800	800		
521100	Duplicating	142	68	300	300		
521200	Operating Supplies	228	192	250	250		
522000	Building Repairs & Maintenance	101	52	3,000	3,000		
524000	Building Insurance	1,157	0	1,372	1,372		
524201	General Tort Liability Insurance	412	183	366	366		
524202	Surety Bonds	0	0	52	52		
525000	Telephone	601	309	1,500	1,500		
525010	Long Distance Charges	83	32	250	250		
525100	Postage	0	0	102	111		
525210	Conference & Meeting Expenses	1,667	2,927	3,683	3,683		
525230	Subscriptions, Dues & Books	50	0	280	280		
525240	Personal Mileage	160	0	500	500		
525304	Utilities - Museum Bldg.	7,999	5,309	9,100	9,100		
	*** Total Operating**	**12,600**	**9,072**	**21,555**	21,564		
	*** Total Personnel & Operating**	**151,856**	**76,376**	**164,196**	167,082		
	Capital						
	All Other Equipment	210	0	0	90,000		
	**** Total Capital**	**210**	**0**	**0**	90,000		
	***** Total Budget Appropriation**	**152,066**	**76,376**	**164,196**	257,082		

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 1000 Fund Title: HEALTH & HUMAN SERVICES
Organization # 171700 Organization Title: MUSEUM
Program # 1 Program Title: Museum management

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
1	Restoration of the Leaphart/Harman House	$ 90,000

** **Total Capital (Transfer Total to Section I and II)** $ 90,000

PROGRAM OVERVIEW C

FUND 1000
MUSEUM - 171700
FY 2003/2004 BUDGET REQUEST

TELECOMMUNICATIONS EQUIPMENT

(3) three office telephone lines:

(1) one line for internet, e-mail access for two desk top computers.

PROGRAM OVERVIEW D

FUND 1000
MUSEUM - 171700
FY 2003/2004 BUDGET REQUEST

SERVICE LEVELS

Service Level Indicators:

	Actual FY 2001/2002	Estimated FY 2002/2003	Projected FY 2003/2004
Museum visitation:	17,468	20,000	22,000
Public programs	948	1,000	1,000

County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2003-2004

Fund #: 1000 Fund Name: HEALTH & HUMAN SERVICES
Organ. #: 171700 Organ. Name: MUSEUM

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03	Anticipated Fees FY 2002-03	Budget: Units of Service	Budget: Current Fee	Budget: Total Estimated Fees FY 2003-04	Budget: Proposed Fee Change	Budget: Total Proposed Estimated Fees FY 2003-04
100 435000	Museum Fees	$ 1,074	$ 2,000	833	$ 3.00	$ 2,500	None	$ 2,499

53-4

PROGRAM OVERVIEW A

FUND 1000
MUSEUM -171700
FY 2003/2004 BUDGET REQUEST

POSITIONS REQUESTED

The museum presently has two full time positions with insurance:

Museum Director: Horace Harmon
Coordinator for visitor services: Bonnie Haynie

The museum also has 6 part time positions without insurance. They are paid for hourly work as needed.

FUND 1000
MUSEUM - 171700
FY 2003/2004 BUDGET REQUEST

PERSONNEL

510100 - SALARIES & WAGES $ 72,387

Salaries for two full time employees, both paid from the general fund:

Museum Director, Horace Harmon (Grade 16)

Museum Coordinator for visitor services, Bonnie Haynie, (Grade 7)

510300 - PART TIME $ 44,000

This account pays six part time employees from the general fund to give yours and implement programs on the museum site. They are responsible for taking up visitor fees and assisting the director and coordinator for visitor services in any and all museum activities, and to run the museum without supervision on Saturdays and Sundays. They primarily conduct school tours with demonstrations of spinning, weaving, butter churning, candlemaking, schoolhouse and cooking demonstrations.

The museum commission is requesting $ 4,061 increase over last year's allocation to allow for merit increases for the 6 and to meet the increasing demands for the growing number of school tours.

511112 - FICA COST $ 8,730

This account provides for FICA for two full time and six part time employees.

511113 - STATE RETIREMENT $ 7,817

This account provides South Carolina retirement fees for two full time and six part time employees.

511120 - INSURANCE FUND CONTRIBUTION $ 12,000

This account provides fees for insurance on two full time employees.

511130 - WORKERS COMPENSATION $ 584

This account provides workers compensation for the museum staff of two full time and six part time employees.

TOTAL PERSONNEL REQUEST: $145,518

FUND 1000
MUSEUM - 171700
FY 2003/2004

OPERATING EXPENSES

520200 - CONTRACTED SERVICES (Alarm) $ 800

This account pays the monitoring fee for the two security systems at the museum: one on the John Fox house; one on the exhibit/office building.

521100 - DUPLICATING $ 300

This account pays for copies on the IKON copier at the museum. Most of these copies pertain to the monthly meetings of the museum commission, their notices, minutes and agenda materials.

521200 - OPERATING SUPPLIES $ 250

This account provides funds for office, administrative and facilities needs: various county forms, admission receipt books, stationary, printing supplies, cleaning supplies for buildings and paper products for four restrooms.

522000 - BUILDING REPAIRS & MAINTENANCE $ 3,000

This account funds repairs to 22 wooden buildings, picket fencing and five heating and air conditioning systems.

524000 - BUILDING INSURANCE $ 1,372

This fund covers insurance on the museum's 22 buildings, all but one of which are over 150 years old.

524201 - GENERAL TORT LIABILITY INSURANCE $ 366

This account is for the museum's share in this expense.

524202 - SURETY BONDS $ 52

This account is for the museum's share in this expense.

525000 - TELEPHONE $ 1,500

The museum presently has two telephone lines, one FAX line and one computer access line for a total of four (4) lines.

525010 - LONG DISTANCE CHARGES $ 250

Long distance calls are necessary in booking museum tours, communications with other museums and museum conservation centers for management of the museum's programs and collections.

525100 - POSTAGE $ 111

The museum office mails approximately 300 pieces of mail for museum commission business and routine office mail for the museum in a year.

53-7

525210 - CONFERENCE & MEETING EXPENSE $ 3,683

This fund provides attendance at a number of professional annual meetings: S.C. Federation of museums which is the organization of museum staff members; the Landmark Conference which is the annual meeting of the SC Confederation of Local Historical Societies and Museums; The Southeastern Museums Conference, and the American Association for State & Local History. These conferences offer opportunities for museum staff and commission members to receive updates on issues pertinent to operation of a public facility dedicated to preservation and education. All of these meetings offer sessions on a variety of subjects and the opportunity to network with other museum personnel.

SC Federation of Museums: Conference , Greenville, S.C. 2 nights, 3 days for one attendee:	$ 300
Landmark Conference, Jasper County, SC (site not firm) 2 nights, 3 days, 3 attendees (1 staff, 2 commission)	1,683
Southeastern Museums conference, Charleston, SC (site not firm) 3 nights, 4 days, 1 attendee:	850
American Association for State & Local History, St. Louis, Missouri. 3 nights, 4 days, 1 attendee:	850
Total requested:	$ 3,683

525230 - SUBSCRIPTIONS, DUES & BOOKS $ 280

This account provides dues for various museum organizations:

Southeastern Museums Conference (dues):	$ 120
SC Museum Federation:	40
Confederation of SC Local Historical Societies:	20
American Assoc. for State & Local History:	100
Total requested:	$ 280

525240 - PERSONAL MILEAGE REIMBURSEMENT $ 500

This account covers use of private vehicles used by museum staff to give presentations to various groups about the museum and to visit potential donors of historic artifacts.

525304 - UTILITIES - MUSEUM BUILDINGS $ 9,100

Four museum buildings are heated and cooled. All four are used for office, exhibit and working areas. The museum has three outside security lights. Water for four restrooms and yard irrigation is included in this account. The museum site covers 5½ acres.

TOTAL OPERATIONS REQUEST: $ 21,564

FUND 1000
MUSEUM - 171700
FY 2003/2004 BUDGET REQUEST

CAPITAL REQUEST $ 90,000

The Lexington County Museum Commission requests $ 90,000 to restore the Leaphart/Harman House. This building, constructed in the late 1700's of wood is approximately 1500 sq. feet, and is in an excellent state of preservation. It is two storey and has five rooms. It has had very few alterations in its history and has been designated as one of the 11 most endangered historic structures in South Carolina by the Palmetto Trust for Historic Preservation. It contains architectural features found in no other building in Lexington County. The Friends of the Lexington County Museum and The Lexington County Historical Society as well as the county of Lexington have provided funds for relocating the house to the museum.

We now need funds to appropriately restore the building for its unique architectural features as well as for use as exhibition space for the museum's collection of late 1700's and very early 1800's decorative arts.

Breakdown of expenses:

$	25,000	Reconstructing two end chimneys, one with decorative criss/cross
	18,000	Replacing raised seam metal roof
	15,000	Paint exterior with decorative trim
	8,000	Replace/repair front and rear porches with decorative railing
	4,000	Construct brick foundation/underpinning
	4,000	Heating/AC installation
	5,000	Paint interior
	3,000	Repairs to weatherboards, shutters, window sash
	3,500	Electrification
	2,000	Installation of storm windows
	1,000	Repairs to original brass door locks
	1,500	Floor cleaning
$	90,000	Total request

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 2 1
FINANCE DEPT.

Fund: 1000
Division: Health & Human Services
Organization: 171800 - Vector Control

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2	43,390	21,356	44,481	44,481		
510200	Overtime	0	265	265			
510300	Part Time - L/S	2,512	1,523	6,464	6,464		
511112	FICA Cost	3,418	1,709	3,893	3,893		
511113	State Retirement	3,026	1,585	3,486	3,486		
511120	Insurance Fund Contribution - 2	8,400	5,600	11,200	12,000		
511130	Workers Compensation	5,095	2,569	5,550	5,550		
	*** Total Personnel**	**65,841**	**34,607**	**75,339**	**75,874**	**0**	**0**
	Operating Expenses						
521000	Office Supplies	116	13	300	300		
521100	Duplicating	49	59	250	250		
521200	Operating Supplies	2,363	5,843	6,451	9,000		
522300	Vehicle Repairs & Maintenance	836	226	2,100	2,100		
524000	Building Insurance	123	0	128	154		
524100	Vehicle Insurance - 3	1,300	780	1,560	1,950		
524201	General Tort Liability Insurance	34	15	30	38		
524202	Surety Bonds	0	0	19	0		
525000	Telephone	218	128	224	530		
525010	Long Distance Calls	119	1	100	100		
525020	Pagers and Cell Phones	0	54	109	978		
525210	Conference & Meeting Expenses	512	519	1,515	1,515		
525230	Subscriptions, Dues, & Books	144	0	220	220		
525357	Utilities - Centr. Whse./Bldg. Maint.	285	250	415	415		
525400	Gas, Fuel & Oil	2,063	1,152	2,890	2,880		
	*** Total Operating**	**8,162**	**9,040**	**16,311**	**20,430**	**0**	**0**
	*** Total Personnel & Operating**	**74,003**	**43,647**	**91,650**	**96,304**	**0**	**0**
	Capital						
540000	Small Tools & Minor Equipment:	409	0	165	500		
540010	Minor Software	235	0	0	500		
	All Other Equipment	0	0	1,482	9,440		
	**** Total Capital**	**644**	**0**	**1,647**	**10,440**	**0**	**0**
	***** Total Budget Appropriation**	**74,647**	**43,647**	**93,297**	**106,744**	**0**	**0**

FUND 1000
PUBLIC WORKS – VECTOR CONTROL (171800)
FY 2003/2004 BUDGET REQUEST

CAPITAL

540000 – SMALL TOOLS AND MINOR EQUIPMENT	$ 500.00
540010 - MINOR SOFTWARE	$ 500.00
1 EACH TRUCK MOUNTED MOSQUITO SPRAYER	$ 7,200.00
4 EACH STANDARD LIGHT TRAP ($350.00 EACH)	$ 1,400.00
1 EACH LASER PRINTER	$ 840.00
TOTAL CAPITAL REQUESTED	$ 10,440.00

SECTION IV
DEPARTMENT – PROGRAM OVERVIEW

Summary of Programs:

Program 1: Mosquito Control and Abatement

This program utilizes two full time and part-time positions:

	Grade
1. Field Technician II with insurance	**6**
2. Field Technician I with Insurance	**4**
3. Lump sum part-time without insurance	**PT**

(1) The field technician II is the division's supervisor and answers to Director of Public Works. This person handles the day-to-day operations and supervises the Field Tech I and the part-time staff (during active mosquito months).
(2) The Field Technician I primarily conducts mosquito and vermin surveys, provides citizens with advice on how to avoid these problems, places pesticides where needed for Vector Control. Assists at times in vehicular spraying of mosquitoes.
(3) Part-time personnel primarily perform the vehicular spraying of mosquitoes after dusk on roads in the County.

Vector Control is responsible for mosquito and vermin control, surveys, and citizen education of these areas. In addition they spray most of the county owned buildings for roaches, ants, etc. The mosquito season runs generally March through October.

FUND 1000
PUBLIC WORKS – VECTOR CONTROL (171800)
FY 2003/2004 BUDGET REQUEST

LISTING OF VEHICLES (3)

Make & Model	Liability Insurance	Assigned to
1997 Ford F150 Pickup	Yes	David Mitchum
1999 Dodge D150 Pickup	Yes	Paul Sarkozy
2000 Chevrolet S-10	Yes	Vector Control

FUND 1000
PUBLIC WORKS – VECTOR CONTROL (171800)
FY 2003/2004 BUDGET REQUEST

COMMUNICATIONS EQUIPMENT

1 each telephone 359-
Requesting 1 each additional telephone line.
Two (2) pagers.
Requesting two (2) each cell phones.

FUND 1000
PUBLIC WORKS – VECTOR CONTROL (171800)
FY 2003/2004 BUDGET REQUEST

PERSONNEL

510100 – SALARIES AND WAGES (11) **$ 75,874.00**

Salaries, FICA Cost, State Retirement, Insurance Fund Contribution, and Workers Compensation for:

1 each Field Technician II
1 each Field Technician I

Temporary Adulticider(s) (part-time)

OPERATING

521000 – OFFICE SUPPLIES **$ 300.00**

Paper, pens, file folders, forms, small office machines not considered fixed assets, etc., for the 2 employees of this department. Historical information shows that this amount needs to be budgeted to supply the department.

521100 – DUPLICATING **$ 250.00**

Historical information dictates that this amount should cover copying costs used for in-house copier charges (Auditron reading).

521200 – OPERATING SUPPLIES **$ 9,000.00**

Necessary items for day to day operations plus pesticides like malathion and other chemicals. Estimated use of Malathion (165 gals @ $29.00 / gal. = $4,785.00

522300 – VEHICLE REPAIRS AND MAINTENANCE **$ 2,100.00**

Repairs and maintenance on three vehicles assigned to this department.

524000 – BUILDING INSURANCE **$ 154.00**

Based on figures supplied by Risk Manager.

524100 – VEHICLE INSURANCE **$ 1,950.00**

Based on three (3) road vehicles @ $ 650.00 / vehicle .

524201 – GENERAL TORT LIABLITY INSURANCE **$ 38.00**

Based on figures supplied by Risk Manager..

524202 – SURETY BONDS **-0-**

FUND 1000
PUBLIC WORKS – VECTOR CONTROL (171800)
FY 2003/2004 BUDGET REQUEST

525000 – TELEPHONE $ 530.00

Basic monthly service usage charges for two (2) service lines.
Telephone service for the 2 lines averages $ 223.08 / each /mo. x 12 mos. = $530.00.
This is an increase in one phone for this department, which has 2 each FTE's, and only 1 phone.

525010 – LONG DISTANCE SERVICE $ 100.00

Long distance monthly charges for two (2) service lines.

525020– PAGER AND CELL PHONE $ 978.00

Two employees have pagers:

2 ea. @ $8.73/month - $17.46 x 12 = $209.52

Request two cell phones @ $32.00 / month each for communications to and from employees, staff and citizens.

2 ea. x $32.00 . month = $64.00 x 12 months = $768.00

Cell phones are less expensive than 800 MHz radios plus allow communications with outside people (DHEC, citizens) and also department head and other county staff.
Request upgrade to message writers and state wide coverage.

525210– CONF. & MEETING EXPENSES/EMPLOYEE TRAINING $ 1,515.00

This will allow employee's (4) to attend annual SC Mosquito Association conference in Myrtle Beach. 4 ea. x $340.00 = $1,360.00. This includes Director of Public Works. The balance will be used for various smaller meetings.

525230 – SUBSCRIPTIONS, DUES AND BOOKS $ 220.00

This will be used to subscribe to various industry magazines that are not free, to keep employees up to date in their respective jobs.

525357 – UTILITIES – CENTR. WHSE./BLDG. MAINT. $ 415.00

Based on historical information.

525400 – GAS, FUEL AND OIL $ 2,880.00

Gas for vehicles of
Based on historical information, it is estimated this department uses an average of 200 gallons of gasoline per month – 200 gals. X $1.10/gal. x 12 = $ 2640.00
Miscellaneous makeup fluids @ $ 20.00/mo. = 240.00
$ 2,880.00

FUND 1000
PUBLIC WORKS – VECTOR CONTROL (171800)
FY 2003/2004 BUDGET REQUEST

CAPITAL

540000 – SMALL TOOLS AND MINOR EQUIPMENT **$ 500.00**
This line item is used for replacing small tools and minor equipment such as calculators, etc.

540010 - MINOR SOFTWARE **$ 500.00**
For any necessary basic software needs.

1 EACH TRUCK MOUNTED MOSQUITO SPRAYER **$ 7,200.00**
This unit will supplement the present spraying unit and will allow twice as much coverage as has been utilized. "Since the discovery of West Nile disease in Lexington County this past August there has been a tremendous increase in the demand for spraying.

4 EACH STANDARD LIGHT TRAP ($350.00 EACH) **$1,400.00**
Light trays are used to collect mosquito's so that (1) concentrations can be determined and (2) species can be identified. This is an important tool to survey areas and determine what application methods are needed, if any.

1 EACH LASER PRINTER **$ 840.00**
This department presently uses an old dot matrix printer which will not allow printing of maps, etc. of GIS system. Request laser printer, network capable, upgraded to copy/scanner. Department presently does not have copier.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Health & Human Services
Organization: 179900 - Other Health & Human Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**	**0**
	Operating Expenses						
523110	Building Rental - (In-Kind)		0	244,008	244,008		
	Admin. Building:						
	- DHEC - 2,278 sq.ft. x 8.00 = $18,224.00						
	Swansea Bldg.:						
	- Mental Health Dept. - 1,000 sq.ft. x 8.00 = $8,000.00						
	- Health Dept. - 3,200 sq.ft. x 8.00 = $25,600.00						
	Batesburg Hlth Center:						
	- Health Dept. - 1,558 sq.ft. x 8.00 = $12,464.00						
	W. Cola. Hlth Center:						
	- Health Dept. - 18,265 sq.ft. x 8.00 = $146,120.0.00						
	W. Cola. Mental Hlth.:						
	- Mental Health Dept. - 4,200 sq.ft. x 8.00 = $33,600.00						
524000	Building Insurance	328	0	338	398		
	Swansea Service Center South:						
	- Mental Health Dept. - $70.00						
	- Dance School - $54.00						
	- Community Center - $274.00						
525353	Utilities - Magistrate District #4	5,417	3,236	5,500	6,472		
	Swansea Service Center South:						
	- Mental Health Dept. - $1,120.00						
	- Dance School - $880.00						
	- Community Center - $4,472.00						
525354	Utilities - Recreation Building	0	0	760	0		
	- Security Lights						
525385	Utilities - Admin. Bldg. Auxiliary	688	0	0	0		
534085	GLEAMS - Headstart	7,000	7,000	7,000	7,000		
	*** Total Operating**	**13,433**	**10,236**	**257,606**	**257,878**	**0**	**0**
	****Total Personnel & Operating**	**13,433**	**10,236**	**257,606**	**257,878**	**0**	**0**
	Capital						
	****Total Capital**	**0**	**0**	**0**	**0**	**0**	**0**
	*****Total Budget Appropriation**	**13,433**	**10,236**	**257,606**	**257,878**	**0**	**0**

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Non-Departmental
Organization: 999900 - Non-Departmental Costs

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
511112	FICA Cost - Salary Adjustment	0	0	12,878	54,406		
511113	State Retirement - Sal. Adjustment	0	0	1,468	46,605		
511114	Police Retirement - Sal. Adjustment	0	0	8,642	3,051		
511120	Insurance Fund Contribution	0	0	0	0		
511121	Post Employment Health Insurance	426,486	91,194	180,100	193,320		
511130	Workers Compensation	0	0	75,000	75,000		
511131	S.C. Unemployment	0	0	20,000	20,000		
519900	Overtime Compensation	0	0	135,841	175,000		
519901	Salaries & Wages Adjustment Account	0	0	454,741	536,180		
	*** Total Personnel**	**426,486**	**91,194**	**888,670**	**1,103,562**		
	Operating Expenses						
520100	Contracted Maintenance	0	0	1,000	1,000		
520300	Professional Services	0	250	82,500	85,000		
522200	Small Equipment Repairs & Maintenance	0	0	10,000	10,000		
523110	Building Rental (In-Kind)	0	0	-279,120	-279,120		
524000	Building Insurance	0	0	10,000	10,000		
	Building Insurance - Admin Bldg (New)				2,280		
524100	Vehicle Insurance	0	-260	10,000	10,000		
524110	Vehicle Insurance Suspense	-1,040	0	0	0		
524201	General Tort Liability Insurance	3,500	-201	10,000	10,000		
524202	Surety Bonds	0	0	10,000	10,000		
525000	Telephone	27,031	13,617	38,700	38,700		
	Information Booth - $26,700.00						
525010	Long Distance Charges	3	4	500	500		
525030	800 MHz Radio Charges	0	0	2,500	0		
525300	Utilities - Admin Bldg	0	0	50,000	50,000		
	Utilities - Admin Bldg (New)				41,962		
525400	Gas, Fuel, & Oil	0	0	300,000	300,000		
525701	Employee Christmas Gift Services	25,938	28,508	28,520	29,000		
528000	Inventory Over/Short	1,801	0	0	0		
528101	FICA #941 Reconciliation	257	0	500	500		
529900	Miscellaneous Operating Expenses	0	575	1,000	1,000		
529903	Contingency	0	0	410,264	450,000		
535200	SCDOT Snow Removal Contract	30,979	0	0	0		
538100	Sales Tax Penalties / Interest	1,772	0	0	0		
	*** Total Operating**	**90,241**	**42,493**	**686,364**	**770,822**		
	****Total Personnel & Operating**	**516,727**	**133,687**	**1,575,034**	**1,874,384**		

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 1000
Division: Non-Departmental
Organization: 999900 - Non-Departmental Costs

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Transfer To Other Funds:						
	Operating transfers:						
812424	L/E Domestic Violence Task	8,951	0	0	0		
812436	Sol/Tsk Force Narcotic Enforcement	0	0	0	42,640		
812451	FY 02 Local L/E Block Grant	0	1,295	1,295	0		
812452	FY 03 Local L/E Block Grant	0	0	0	1,200		
812465	Sol/Juvenile Drug Court	19,922	19,922	19,922	0		
812466	Sol/Adult Drug Court Cont.	45,487	45,487	45,487	0		
812501	Sol/Comm. Juvenile Arbitration	45,000	45,000	45,000	45,000		
812510	Alternate Dispute Resolution	21,411	0	0	0		
812520	DHEC/EMS Grant-in-Aid	3,216	3,260	3,260	2,200		
812990	Finance/Grants Administration	95,000	98,000	98,000	114,000		
815700	Solid Waste	375,837	394,874	430,764	0		
	Residual Equity transfers:						
831300	R.E.T. - Capital Improvement	0	8,502,486	0	0		
832000	R.E.T. - Economic Development	400,000	370,000	370,000	370,000		
835700	R.E.T. - Solid Waste	400,000	0	0	0		
	****Total Transfers To Other Funds**	**1,414,824**	**9,480,324**	**1,013,728**	**575,040**		
	Capital						
549904	Capital Contingency	0	0	1,018,497	0		
549906	Technology Systems Contingency	0	0	175,000	0		
	All Other Equipment	0	0	46,580			
	****Total Capital**	**0**	**0**	**1,240,077**	**0**		
	***** Total Budget Appropriation**	**1,931,551**	**9,614,011**	**3,828,839**	**2,449,424**		

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COUNTY OF LEXINGTON
ALL OTHER FUNDS
Appropriation Summary
Fiscal Year - 2003-04

Date: 3-20-03
Requested
Appsum04

Fund	Description	Appropriations: Personnel	Operating	Capital	Transfers Out	Total	Revenue: Estimated Revenue	Transfers In	Total Revenue
2300	County Library Operations	3,168,772	654,913	365,350	0	4,189,035	3,721,908	0	3,721,908
2310	Library Escrow	0	0	19,000	0	19,000	19,000	0	19,000
2320	Library Bond	0	0	0	0	0	0	0	0
2330	Library State Funds	0	0	270,017	0	270,017	270,017	0	270,017
2331	Library Lottery Funds	0	49,400	31,363	0	80,763	80,763	0	80,763
2340	Library Federal Funds	0	0	0	0	0	0	0	0
	Total Library	**3,168,772**	**704,313**	**685,730**	**0**	**4,558,815**	**4,091,688**	**0**	**4,091,688**
2461	Sol/Lucas Grant	Ended				0	0	0	0
2462	Sol/Narcotics Suppression Grant	Ended				0	0	0	0
2463	Sol/Capital Prosecution Team Grant	Ended				0	0	0	0
2464	Sol/Juvenile Acct Incentive Blk Grt	0	0	0	0	0	0	0	0
2465	Sol/Juvenile Drug Court	44,390	61,711	0	0	106,101	0	0	0
2466	Sol/Adult Drug Court	97,609	106,236	0	0	203,845	190,000	0	190,000
2467	Sol/Radio Communications Project	0	0	39,000	0	39,000	29,250	9,750	39,000
2500	Sol/Victim Witness Program	165,406	6,607	0	0	172,013	53,042	118,969	172,011
2501	Sol/Community Juvenile Arbitration	116,640	8,769	4,715	0	130,124	45,150	83,379	128,529
2610	Sol/Forfeiture Narcotics Fund	39,888	50	0	9,750	49,688	10,500	0	10,500
2611	Sol/ State Funds	148,188	2,422	0	121,374	271,984	276,000	0	276,000
2612	Sol/Pre-Trial Intervention	214,799	5,056	0	0	219,855	219,855	0	219,855
	Total Solicitor	**826,920**	**190,851**	**43,715**	**131,124**	**1,192,610**	**823,797**	**212,098**	**1,035,895**
2411	Title IV-D Child Support Process Server	28,119	0	0	0	28,119	16,830	9,081	25,911
2413	Title V - Senior Comm Service Employ	13,193	220	0	0	13,413	13,413	0	13,413
2414	Bulletproof Vest Program	0	10,000	0	0	10,000	5,000	5,000	10,000
2415	Body Armor Purchase Program	0	0	0	0	0	0	0	0
2423	Community Education on Gun Violence	37,280	11,900	21,350	0	70,530	70,530	0	70,530
2424	LE/Domestic Violence Task Force	Ended				0	0	0	0
2425	LE/Alcohol/Drug Impaired Drivers	Ended				0	0	0	0
2426	LE/Cops More '98 Grant	Ended				0	0	0	0
2430	LE/Ace Team Grant	Ended				0	0	0	0
2431	LE/Abuse Investigation Team Grant	Ended				0	0	0	0
2432	LE/Cops Ahead Grant	Ended				0	0	0	0
2433	LE/Highway Safety	Ended				0	0	0	0
2434	LE/Boat Patrol Grant	Ended				0	0	0	0
2436	LE/Multi Task Force Narcotics Team:								
	Law Enforcement Budget	98,732	240,284	174,800		513,816	449,354	64,463	513,817
	Solicitor Budget	110,726	21,780	38,050		170,556	127,916	42,640	170,556
2437	LE/School Resource Officers	Ended				0	0	0	0
2438	LE/FY99 COPS Universal Hiring Program	Ended				0	0	0	0
2440	FY01 COPS Universal Hiring Program	218,142	2,678	0	0	220,820	100,622	80,922	181,544
2441	LE/Forensic Drug Lab	57,465	58,056	58,000	0	173,521	130,141	43,380	173,521
2442	LE/Highway Safety Equipment Grant	Ended				0	0	0	0
2443	LE/Gang Investigation Unit	102,079	25,626	70,000	0	197,705	177,934	19,771	197,705
2444	Automated Fingerprint Identification	0	34,500	143,000	0	177,500	133,125	44,375	177,500
2445	National Incident Based Reporting System	0	212,400	288,000	0	500,400	375,300	125,100	500,400
2446	Victim Assistance Program Enhancement	0	19,980	73,200	0	93,180	74,544	18,636	93,180
2530	LE/Water Recreation Resources Tax	Carryforward				0	0	0	0
2630	LE/Forfeiture Narcotics Fund	0	41,300	5,000	0	46,300	46,000	0	46,000
2632	LE/Inmate Services	279,933	132,186	2,000	0	414,119	421,320	0	421,320
2633	LE/School District #1	387,448	34,814	25,942	0	448,204	224,102	224,102	448,204
2634	LE/School District #2	197,790	16,920	0	0	214,710	107,355	107,355	214,710
2635	LE/Swansea Agreement	Ended				0	0	0	0
2637	LE/Federal Narcotics Forfeitures	0	74,037	0	0	74,037	16,000	0	16,000
2638	LE/Civil Process Server	37,300	16,703	0	0	54,003	53,954	0	53,954
2639	LE/School District #3	51,480	4,525	0	0	56,005	28,003	28,002	56,005
2640	LE/School District #4	46,115	4,925	0	0	51,040	25,520	25,520	51,040
2641	LE/School District #5	243,751	19,619	0	0	263,370	131,685	131,685	263,370
	Total Law Enforcement	**1,909,553**	**982,453**	**899,342**	**0**	**3,791,348**	**2,728,648**	**970,032**	**3,698,680**

COUNTY OF LEXINGTON
ALL OTHER FUNDS
Appropriation Summary
Fiscal Year - 2003-04

Date: 3-20-03
Requested
Appsum04

Fund	Description	Appropriations: Personnel	Operating	Capital	Transfers Out	Total	Revenue: Estimated Revenue	Transfers In	Total Revenue
2400	HUD Entitlement Community Develop	93,007	1,112,399	4,594	0	1,210,000	1,210,000	0	1,210,000
2409	Clk of Crt/Title IV-D Process Server	37,713	6,379	240	0	44,332	14,447	20,306	34,753
2410	Clk of Crt/Title IV-D Child Support	216,831	20,191	4,185	20,306	261,513	241,789	0	241,789
2450	FY01 Local Law Enforcement Blk Grt:	Carryforward				0	0	0	0
2451	FY02 Local Law Enforcement Blk Grt:	Carryforward				0	0	0	0
2452	FY03 Local Law Enforcement Blk Grt:								
	Solicitor Budget	0	20,000	0	0	20,000	18,000	2,405	20,405
	Magistrate Budget	0	0	12,000	0	12,000	10,800	1,200	12,000
	Law Enforcement Budget	0	175,500	0	0	175,500	135,000	17,550	152,550
	Non-Departmental	0	0	6,000	0	6,000	6,000	0	6,000
2470	Adolescent Pregnancy Prevention Init	Ended				0	0	0	0
2471	Transportation Enhancement Prog	Ended				0	0	0	0
2472	Landscaping & Scenic Beautification	Carryforward				0	0	0	0
2473	FEMA TCMPA Grant	Ended				0	0	0	0
2474	Multijurisdict Anti-terrorism Team	0	0	0	0	0	0	0	0
2475	Domestic Preparedness Equipment	0	0	0	0	0	0	0	0
2510	Clk of Crt/Alternate Dispute Resolution	Ended				0	0	0	0
2520	DHEC EMS Grant-In-Aid	0	42,200	0	0	42,200	40,000	2,200	42,200
	Total Other Miscellaneous Grants	**347,551**	**1,376,669**	**27,019**	**20,306**	**1,771,545**	**1,676,036**	**43,661**	**1,719,697**
2000	Economic Development	0	1,277,842	0	0	1,277,842	907,842	370,000	1,277,842
2120	Accommodations Tax	0	1,260,515	0	0	1,260,515	287,405	0	287,405
2130	Tourism Development Fee	0	851,000	0	0	851,000	851,000	0	851,000
2140	Temporary Alcohol Beverage Lic. Fee	0	80,000	0	38,379	118,379	111,000	0	111,000
2141	Minibottle Tax	0	345,000	0	0	345,000	344,941	0	344,941
2150	Video Poker License	Ended				0	0	0	0
2200	Indigent Care	27,206	718,697	0	0	745,903	591,161	0	591,161
2521	DHEC Waste Water Fees	Ended				0	0	0	0
2600	Clk of Crt/Professional Bond Fees	0	18,896	1,500	0	20,396	17,731	0	17,731
2605	Emergency Telephone System E-911	44,428	744,300	796,186	0	1,584,914	1,049,000	0	1,049,000
2606	SCE&G Support Fund	0	2,450	2,550	0	5,000	5,054	0	5,054
2620	Victims Bill of Rights:								
	Solicitor Budget	76,386	-9,289	0	0	67,097	67,097	0	67,097
	Magistrate Budget	78,934	3,129	100	0	82,163	41,565	0	41,565
	Law Enforcement Budget	228,787	52,051	0	0	280,838	280,838	0	280,838
2700	Schedule "C" Funds	0	3,750,000	0	0	3,750,000	3,750,000	0	3,750,000
2701	Road Improvement Private Contrib	Carryforward				0	0	0	0
2930	Personnel/Employee Committee	0	12,775	0	0	12,775	12,775	0	12,775
2950	Delinquent Tax Collections	296,970	460,264	7,550	0	764,784	1,106,000	0	1,106,000
2990	Grants Administration	110,517	8,706	800	0	120,023	6,000	114,000	120,000
2999	Pass-Thru-Grants - Magistrate	62,158	125	0	0	62,283	62,168	0	62,168
	Total Other Special Revenue	**925,386**	**9,576,461**	**808,686**	**38,379**	**11,348,912**	**9,491,577**	**484,000**	**9,975,577**
5700	Solid Waste	907,440	5,755,397	1,446,731	0	8,109,568	5,846,597	0	5,846,597
5710	Solid Waste Tires	0	139,265	1,000	0	140,265	91,750	0	91,750
5720	SW/DHEC Management Grant	Ended				0	0	0	0
5721	SW/ Waste Tire Grant	Ended				0	0	0	0
5722	SW/DHEC Used Oil Grant	0	15,728	7,200	0	22,928	22,928	0	22,928
5723	SW/DHEC Auto Dismantler Grant	Ended				0	0	0	0
	Total Enterprise Fund	**907,440**	**5,910,390**	**1,454,931**	**0**	**8,272,761**	**5,961,275**	**0**	**5,961,275**
6590	Motor Pool	0	110,900	54,200	0	165,100	152,500	0	152,500
6710	Workers Compensation Insurance Fund	0	767,070	0	118,999	886,069	1,253,000	0	1,253,000
6730	Employee Insurance Fund	0	7,646,092	0	0	7,646,092	9,081,761	0	9,081,761
6790	Risk Management Administration	112,710	6,290	278	0	119,278	1,000	118,999	119,999
	Total Internal Service	**112,710**	**8,530,352**	**54,478**	**118,999**	**8,816,539**	**10,488,261**	**118,999**	**10,607,260**
		8,198,332	**27,271,489**	**3,973,901**	**308,808**	**39,752,530**	**35,261,282**	**1,828,790**	**37,090,072**

COUNTY OF LEXINGTON
MATRIX OF TRANSFER OF FUNDS
Annual Budget
Fiscal Year - 2003-04

Updated: 3-20-2003
Requested Budget

	SOURCE							
	General Fund Revenue	Law Enforce Revenue	Temp Alcohol Beverage	Clk of Crt Title IV-D Program	Narcotics Forfeiture Fund	Solicitor State Fund	Workers Comp Insurance	
FUND	1000	1000	2140	2410	2610	2611	6710	
ORGANIZATION	999900	159900	999900	141100	141200	141200	999900	**TOTALS**
DESTINATION								
2465 SOL / Juvenile Drug Court								-
2466 SOL / Adult Drug Court								-
2467 SOL / Radio Communications Project					9,750			9,750
2500 SOL / Victim Witness Program						118,969		118,969
2501 SOL / Community Juvenile Arbitration	45,000		38,379					83,379
2452 Local Law Enforcement Block Grant	1,200	17,550				2,405		21,155
2411 LE/Title IV-D Process Server		9,081						9,081
2414 Bulletproof Vest Program		5,000						5,000
2436 Multi Task Force Narcotic Enforce	42,640	64,463						107,103
2440 LE / FY01 Cops Universal Hiring		80,922						80,922
2441 Multi Forensic Drug Lab Grant		43,380						43,380
2443 LE/Gang Investigation Unit		19,771						19,771
2444 Automated Fingerprint Identification		44,375						44,375
2445 National Incident Based Reporting		125,100						125,100
2446 Victim Assistance Program Enhancement		18,636						18,636
2633 LE / School District #1		224,102						224,102
2634 LE / School District #2		107,355						107,355
2639 LE / School District #3		28,002						28,002
2640 LE / School District #4		25,520						25,520
2641 LE / School District #5		131,685						131,685
2409 Clk of Crt Title IV-D Process Server				20,306				20,306
2520 DHEC / EMS Grant-In-Aid	2,200							2,200
2990 Finance / Grants Administration	114,000							114,000
6790 Risk Management Administration							118,999	118,999
2000 R.E.T. - Economic Development Fund	370,000							370,000
*** TOTAL TRANSFER OF FUNDS**	575,040	944,942	38,379	20,306	9,750	121,374	118,999	1,828,790

COUNTY OF LEXINGTON
COUNTY LIBRARY
COMBINED STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2003-04

	Library Operations (2300)	Capital Fd. (Escrow) (2310)	Bond Fund (2320)	State Aid (2330)	Lottery Fund (2331)	Federal Grants (2340)	Total Estimated 2003-04	Percentage
REVENUE:								
County Tax Revenue	3,495,408						3,495,408	85.43%
State Aid				270,017			270,017	6.60%
State Lottery					80,763		80,763	1.97%
Investment Interest	45,000	2,500					47,500	1.16%
Miscellaneous	181,500	16,500					198,000	4.84%
TOTAL REVENUES	3,721,908	19,000	0	270,017	80,763	0	4,091,688	100.00%
EXPENDITURES:								
General Administrative	3,823,685				49,400		3,873,085	84.96%
Capital Outlay	365,350	19,000		270,017	31,363		685,730	15.04%
TOTAL EXPENDITURES	4,189,035	19,000	0	270,017	80,763	0	4,558,815	100.00%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(467,127)	0	0	0	0	0	(467,127)	
OTHER FINANCING SOURCES (USES):	0	0	0	0	0	0	0	
TOTAL FINANCING SOURCES (USES):	0	0	0	0	0	0	0	
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	(467,127)	0	0	0	0	0	(467,127)	
FUND BALANCE - Estimated Beginning of Year 7-01-03	1,483,442	(2,257)	1,018	0	0	0	1,482,203	
FUND BALANCE - Projected End of Year 6-30-04	1,016,315	(2,257)	1,018	0	0	0	1,015,076	

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
FY 2003-04 Estimated Revenue

LEXINGTON COUNTY
FEB 2 6 RECD
FINANCE DEPT.

Object Code	Revenue Account Title	2001-02 Actual	Amended Budget Thru Dec 2002-03	6 Months Received Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Total Estimated 2003-04
	*County Library Operations 2300 :	5.3 Mills		4.916 Mills	4.916 Mills	4.995 Mills
	Revenues:(Organization: 000000)					
410000	Current Property Taxes	2,269,408	2,510,951	1,138,745	2,510,951	
410500	Homestead Exemption	113,736	60,000	0	60,000	
410520	Manufacturer's Tax Exemption	15,792	14,000	5	14,000	
411000	Current Vehicle Taxes	682,509	606,261	318,300	606,261	
412000	Current Tax Penalties	6,912	5,100	(46)	5,100	
413000	Delinquent Tax	117,708	100,000	83,249	100,000	
414000	Delinquent Tax Penalties	17,212	15,000	12,424	15,000	
417100	Fee in Lieu of Taxes	95,787	93,000	0	93,000	
417110	Fee in Lieu of Taxes - Prior Year Distrib. Correction	0	0	0	0	
417120	Fee in Lieu of Taxes - Prior Year	(820)	0	0	0	
417130	Fee in Lieu of Taxes - Manuf. Tax Exemption	2,390	0	1,447	0	
418000	Motor Carrier Payments	10,550	10,000	6,150	10,000	
419000	Merchants Exemptions	28,550	28,550	14,275	28,550	
419900	Tax Refund	(101)	(2,500)	(7)	(2,500)	
	Total Property Tax Revenue	3,359,633	3,440,362	1,574,542	3,440,362	
	Other Revenues:					
438300	Vending Machine Sales	371	0	538	0	1,000
438900	Sale of General Fixed Assets	0	0	0	0	0
438902	Surplus Sales	160	1,000	387	1,000	500
449000	Library Book Fines	149,768	160,000	67,900	160,000	180,000
461000	Investment Interest	55,983	35,000	29,577	35,000	45,000
461001	Tax Appeal Interest	35	0	10	0	
461002	Delinquent Tax Interest	0	0	0	0	
462001	Sales Tax Payable	(12)	0	0	0	
	Total Other Revenue	206,305	196,000	98,412	196,000	226,500
	** Total Revenue	3,565,938	3,636,362	1,672,954	3,636,362	
	Total Appropriation:				4,103,177	
	FUND BALANCE Beginning of Year				1,950,257	1,483,442
	FUND BALANCE - Projected End of Year				1,483,442	

FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

SECTION V. - SUMMARY OF REVENUES

438300 – Vending Machine Sales **$1,000.00**

438902 – Surplus Sales **$500.00**

449000 – Library Book Fines **$180,000.00**

These are fines collected from library patrons who return library materials overdue or pay for a lost item. The amount per item varies from $.15 per day for books and magazines to $.75 per day for videos. The charges for a lost item is the price listed in the library's database plus a $5.00 processing fee.

461000 – Investment Interest **$45,000.00**

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2003-04

Fund 2300
Division: Library
Organization Recap

Object Code	Expenditure Classification	2003-04 Requested	BUDGET General Admin. 230005	Batesburg/ Leesville 230010	Lexington 230020	Cayce / W.Cola. 230030	Irmo 230040	Chapin 230050	Swansea 230060	Gaston 230070	Pelion 230080	Gilbert/ Summit 230090	Non-Departmental 230099
	Personnel												
510100	Salaries & Wages	1,893,683	558,980	91,300	410,106	327,472	342,549	54,313	21,420	21,502	45,432	20,609	
510200	Overtime	10,000											10,000
510300	Part Time	431,021	32,449	32,242	87,820	58,443	97,340	40,525	16,863	19,715	28,966	16,658	
511112	FICA - Employer's Portion	183,940	45,244	9,451	38,091	29,522	33,653	7,255	2,929	3,153	5,691	2,851	6,100
511113	SCRS - Employer's Portion	164,703	40,513	8,463	34,108	26,435	30,132	6,496	2,622	2,823	5,096	2,553	5,462
511120	Employee Insurance - Employer's Portion	403,200	103,680	17,280	92,160	74,880	74,880	11,520	5,760	5,760	11,520	5,760	
511130	Workers Compensation	12,484	3,076	642	2,589	1,991	2,300	489	197	214	377	194	415
519901	Salaries & Wages Adjustment Account	69,741	0	0	0	0	0	0	0	0	0	0	69,741
	*** Total Personnel**	**3,168,772**	**783,942**	**159,378**	**664,874**	**518,743**	**580,854**	**120,598**	**49,791**	**53,167**	**97,082**	**48,625**	**91,718**
	Operating Expenses												
520100	Contracted Maintenance	20,500											20,500
520200	Contracted Services	85,800	3,000	6,000	7,000	24,000	5,000	6,200	1,300	3,500	4,500	3,300	22,000
520220	Book Binding	500											500
520300	Professional Services	10,000											10,000
520400	Advertising & Publicity	500											500
520702	Technical Currency & Support	48,235											48,235
520703	Computer Hardware Maintenance	11,900											11,900
521000	Office Supplies	4,475		400	750	900	1,200	300	150	300	300	175	
521100	Duplicating	1,050		50	25	25	25	200	100	250	250	125	
521200	Operating Supplies	46,200	35,000	1,000	1,000	3,000	2,750	1,100	350	600	1,100	300	
522000	Building Repairs & Maintenance	23,000											23,000
522200	Small Equipment Repairs & Maint.	2,500											2,500
522300	Vehicle Repairs & Maintenance	3,500											3,500
523204	Lease Books	0											
524000	Building Insurance	10,650		1,500	2,859	2,723	1,480	413	169	453	600	453	
524100	Vehicle Insurance	1,950											1,950
524101	Comprehensive Vehicle Insurance	250											250
524201	General Tort Liability Insurance	2,000	758	75	375	300	270	75	38	34	45	30	
524202	Surety Bonds	724	117	39	162	123	149	45	19	19	32	19	
524900	Data Processing Equip. Insurance	651											651
525000	Telephone	33,248	7,850	2,124	5,790	6,300	5,292	2,232	660	900	1,620	480	
525010	Long Distance Charges	2,689	350	200	300	400	413	301	300	75	250	100	
525020	Pagers and Cell Phones	1,100											1,100
525100	Postage	5,526	900	350	1,100	876	1,300	300	150	250	175	125	

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COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2003-04

Fund 2300
Division: Library
Organization Recap

Object Code	Expenditure Classification	2003-04 Requested	BUDGET: General Administr. 230005	Batesburg/ Leesville 230010	Lexington 230020	Cayce / W.Cola. 230030	Irmo 230040	Chapin 230050	Swansea 230060	Gaston 230070	Pelion 230080	Gilbert/ Summit 230090	Non-Departmental 230099
525210	Conference & Meeting Expenses	7,000											7,000
525211	Library Board Expenses	2,000											2,000
525230	Subscription, Dues, & Books	96,265											96,265
525240	Personal Mileage Reimbursement	8,000											8,000
525377	Utilities - (9) Branches	219,350		10,750	90,000	41,000	47,500	9,500	1,500	5,300	9,000	4,800	
525400	Gas, Fuel, & Oil	4,850											4,850
525600	Uniforms & Clothing	500											500
	*** Total Operating**	**654,913**	**47,975**	**22,488**	**109,361**	**79,647**	**65,379**	**20,666**	**4,736**	**11,681**	**17,872**	**9,907**	**265,201**
	*** Total Personnel & Operating**	**3,823,685**	**831,917**	**181,866**	**774,235**	**598,390**	**646,233**	**141,264**	**54,527**	**64,848**	**114,954**	**58,532**	**356,919**
	Capital												
540000	Small Tools & Minor Equipment	9,000											9,000
540002	Microforms	2,750											2,750
540004	CD-ROM/Subscriptions	1,600											1,600
540006	Library Materials (Books,Audio Visual Mat.)	345,000											345,000
540010	Minor Software	7,000											7,000
	**** Total Capital**	**365,350**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**365,350**
	***** Total Budget Appropriation**	**4,189,035**	**831,917**	**181,866**	**774,235**	**598,390**	**646,233**	**141,264**	**54,527**	**64,848**	**114,954**	**58,532**	**722,269**

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COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2003-04

Fund 2300
Division: Library
Organization: 230005 - Administration

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 17	539,233	264,104	550,616	558,980		
510200	Overtime	987	560	561	0		
510300	Part Time - 2	20,488	14,445	32,313	32,449		
511112	FICA - Employer's Portion	41,602	20,620	44,463	45,244		
511113	SCRS - Employer's Portion	32,378	16,208	39,814	40,513		
511120	Insurance Fund Contribution - 18	75,600	50,400	100,800	103,680		
511130	Workers Compensation	3,518	1,747	2,967	3,076		
511213	State Retirement - Retiree	6,030	2,911	0			
	New Program Items						
	*** Total Personnel**	**719,836**	**370,995**	**771,534**	783,942		
	Operating Expenses						
521000	Office Supplies	2,827	1,695	3,000	3,000		
521200	Operating Supplies	35,740	15,400	38,000	35,000		
524201	General Tort Liability Insurance	650	296	591	758		
524202	Surety Bonds	0	0	117	117		
525000	Telephone	5,036	2,243	7,056	7,850		
525010	Long Distance Charges	289	129	500	350		
525100	Postage	730	306	1,000	900		
	*** Total Operating**	**45,272**	**20,069**	**50,264**	47,975		
	****Total Personnel & Operating**	**765,108**	**391,064**	**821,798**	831,917		
	Capital						
	****Total Capital**	**0**	**0**	**0**	0		
	***** Total Budget Appropriation**	**765,108**	**391,064**	**821,798**	831,917		

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2003-04

Fund 2300
Division: Library
Organization: 230010 - Batesburg/Leesville Branch

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 3	89,693	43,864	91,526	91,300		
510200	Overtime	0	4	6	0		
510300	Part Time - 4	33,779	16,393	32,242	32,242		
511112	FICA - Employer's Portion	9,334	4,524	9,452	9,451		
511113	SCRS - Employer's Portion	4,859	2,405	8,464	8,463		
511120	Insurance Fund Contribution - 3	12,600	8,400	16,800	17,280		
511130	Workers Compensation	642	313	631	642		
511213	State Retirement - Retiree	3,294	1,609	0	0		
	*** Total Personnel**	**154,201**	**77,512**	**159,121**	159,378		
	Operating Expenses						
520200	Contracted Services	9,536	4,358	10,000	6,000		
521000	Office Supplies	291	163	450	400		
521100	Duplicating	2	0	50	50		
521200	Operating Supplies	872	478	1,000	1,000		
524000	Building Insurance	2,016	0	2,077	1,500		
524201	General Tort Liability Insurance	68	30	60	75		
524202	Surety Bonds	0	0	39	39		
525000	Telephone	1,034	866	1,860	2,124		
525010	Long Distance Charges	202	93	150	200		
525100	Postage	219	148	400	350		
525377	Utilities - County Branch Library	7,760	4,938	9,500	10,750		
	*** Total Operating**	**22,000**	**11,074**	**25,586**	22,488		
	****Total Personnel & Operating**	**176,201**	**88,586**	**184,707**	181,866		
	Capital						
	****Total Capital**	**0**	**0**	**0**			
	***** Total Budget Appropriation**	**176,201**	**88,586**	**184,707**	181,866		

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2003-04

Fund 2300
Division: Library
Organization: 230020 - Lexington Branch

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 16	389,946	186,804	402,015	410,106		
510200	Overtime	266	25	25	0		
510300	Part Time - 10	87,602	43,759	88,071	87,820		
511112	FICA - Employer's Portion	35,620	16,939	37,950	38,091		
511113	SCRS - Employer's Portion	29,639	14,248	33,982	34,108		
511120	Insurance Fund Contribution - 16	67,200	44,800	89,600	92,160		
511130	Workers Compensation	2,485	1,199	2,533	2,589		
511213	State Retirement - Retiree	2,971	1,443	0	0		
	*** Total Personnel**	**615,729**	**309,217**	**654,176**	664,874		
	Operating Expenses						
520200	Contracted Services	8,134	4,083	8,155	7,000		
521000	Office Supplies	731	185	1,000	750		
521100	Duplicating	33	1	50	25		
521200	Operating Supplies	575	540	1,200	1,000		
524000	Building Insurance	2,287	0	2,357	2,859		
524201	General Tort Liability Insurance	340	150	300	375		
524202	Surety Bonds	0	0	162	162		
525000	Telephone	5,284	1,595	5,220	5,790		
525010	Long Distance Charges	238	131	300	300		
525100	Postage	1,060	516	1,000	1,100		
525377	Utilities - County Branch Library	84,476	45,922	86,000	90,000		
	*** Total Operating**	**103,158**	**53,123**	**105,744**	109,361		
	****Total Personnel & Operating**	**718,887**	**362,340**	**759,920**	774,235		
	Capital						
	****Total Capital**	**0**	**0**	**0**			
	***** Total Budget Appropriation**	**718,887**	**362,340**	**759,920**	774,235		

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2003-04

Fund 2300
Division: Library
Organization: 230030 - Cayce/West Columbia Branch

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 13	311,771	151,696	323,639	327,472		
510200	Overtime	539	385	385	0		
510300	Part Time - 7	56,704	28,874	58,820	58,443		
511112	FICA - Employer's Portion	27,673	13,456	29,472	29,522		
511113	SCRS - Employer's Portion	24,345	11,924	26,390	26,435		
511120	Insurance Fund Contribution - 13	54,600	36,400	72,800	74,880		
511130	Workers Compensation	2,849	1,254	1,950	1,991		
511213	State Retirement - Retiree	629	312	0	0		
	*** Total Personnel**	**479,110**	**244,301**	**513,456**	518,743		
	Operating Expenses						
520200	Contracted Services	19,282	8,603	25,000	24,000		
521000	Office Supplies	774	524	1,000	900		
521100	Duplicating	3	1	50	25		
521200	Operating Supplies	3,340	1,461	3,000	3,000		
524000	Building Insurance	2,133	0	2,197	2,723		
524201	General Tort Liability Insurance	272	120	240	300		
524202	Surety Bonds	0	0	123	123		
525000	Telephone	2,400	2,725	4,608	6,300		
525010	Long Distance Charges	380	192	350	400		
525100	Postage	863	562	1,000	876		
525377	Utilities - County Branch Library	33,553	22,646	38,000	41,000		
	*** Total Operating**	**63,000**	**36,834**	75,568	79,647		
	****Total Personnel & Operating**	**542,110**	**281,135**	**589,024**	598,390		
	Capital						
	****Total Capital**	**0**	**0**	**0**			
	***** Total Budget Appropriation**	**542,110**	**281,135**	**589,024**	598,390		

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2003-04

Fund 2300
Division: Library
Organization: 230040 - Irmo Branch

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 13	327,191	157,397	342,227	342,549		
510200	Overtime	227	148	148	0		
510300	Part Time - 11	89,217	43,807	105,149	97,340		
511112	FICA - Employer's Portion	31,322	14,976	34,429	33,653		
511113	SCRS - Employer's Portion	27,580	13,345	30,828	30,132		
511120	Insurance Fund Contribution - 13	54,600	36,400	72,800	74,880		
511130	Workers Compensation	2,741	1,304	2,244	2,300		
511131	SC Unemployment	1,378	0	0	0		
511213	State Retirement - Retiree	669	323	0	0		
	New Program Items						
	*** Total Personnel**	**534,925**	**267,700**	**587,825**	580,854		
	Operating Expenses						
520200	Contracted Services	5,217	2,773	5,420	5,000		
521000	Office Supplies	1,068	438	1,300	1,200		
521100	Duplicating	4	0	50	25		
521200	Operating Supplies	2,465	2,032	3,000	~~2,738~~ 2,750		
524000	Building Insurance	1,184	0	1,220	1,480		
524201	General Tort Liability Insurance	306	135	270	270		
524202	Surety Bonds	0	0	149	149		
525000	Telephone	3,448	2,481	5,208	5,292		
525010	Long Distance Charges	439	216	375	~~425~~ 413		
525100	Postage	1,136	628	1,200	1,300		
525377	Utilities - County Branch Library	43,896	23,016	49,000	47,500		
	*** Total Operating**	**59,163**	**31,719**	**67,192**	65,379		
	****Total Personnel & Operating**	**594,088**	**299,419**	**655,017**	646,233		
	Capital						
	****Total Capital**	**0**	**0**	**0**			
	***** Total Budget Appropriation**	**594,088**	**299,419**	**655,017**	646,233		

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2003-04

Fund 2300
Division: Library
Organization: 230050 - Chapin Branch

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2	53,148	26,091	54,441	54,313		
510200	Overtime	0	0	0	0		
510300	Part Time - 5	41,288	21,046	39,819	40,525		
511112	FICA - Employer's Portion	7,195	3,588	7,137	7,255		
511113	SCRS - Employer's Portion	4,915	2,401	6,391	6,496		
511120	Insurance Fund Contribution - 2	8,400	5,600	11,200	11,520		
511130	Workers Compensation	491	245	480	489		
511213	State Retirement - Retiree	490	234	0	0		
	*** Total Personnel**	**115,927**	**59,205**	119,468	120,598		
	Operating Expenses						
520200	Contracted Services	6,220	3,100	6,340	6,200		
521000	Office Supplies	225	92	400	300		
521100	Duplicating	172	81	250	200		
521200	Operating Supplies	993	454	1,200	1,100		
524000	Building Insurance	330	0	340	413		
524201	General Tort Liability Insurance	68	30	60	75		
524202	Surety Bonds	0	0	45	45		
525000	Telephone	1,909	1,094	2,268	2,232		
525010	Long Distance Charges	274	102	400	301		
525100	Postage	301	166	300	300		
525377	Utilities - County Branch Library	8,606	4,498	9,500	9,500		
	*** Total Operating**	**19,098**	**9,617**	21,103	20,666		
	****Total Personnel & Operating**	**135,025**	**68,822**	140,571	141,264		
	Capital						
	****Total Capital**	**0**	**0**	0			
	***** Total Budget Appropriation**	**135,025**	**68,822**	140,571	141,264		

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2003-04

Fund 2300
Division: Library
Organization: 230060 - Swansea Branch

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 1	21,935	10,814	21,997	21,420		
510200	Overtime	0	75	75	0		
510300	Part Time - 2	16,745	8,385	16,863	16,863		
511112	FICA - Employer's Portion	2,836	1,395	2,930	2,929		
511113	SCRS - Employer's Portion	1,986	998	2,623	2,622		
511120	Insurance Fund Contribution - 1	4,200	2,800	5,600	5,760		
511130	Workers Compensation	201	100	193	197		
	*** Total Personnel**	**47,903**	**24,567**	**50,281**	49,791		
	Operating Expenses						
520200	Contracted Services	1,560	675	1,620	1,300		
521000	Office Supplies	70	40	150	150		
521100	Duplicating	70	27	100	100		
521200	Operating Supplies	324	98	400	350		
524000	Building Insurance	78	0	81	169		
524201	General Tort Liability Insurance	34	15	30	38		
524202	Surety Bonds	0	0	19	19		
525000	Telephone	23	46	444	660		
525010	Long Distance Charges	46	141	300	300		
525100	Postage	115	98	200	150		
525377	Utilities - County Branch Library	1,274	709	1,400	1,500		
	*** Total Operating**	**3,594**	**1,849**	**4,744**	4,736		
	****Total Personnel & Operating**	**51,497**	**26,416**	**55,025**	54,527		
	Capital						
	****Total Capital**	**0**	**0**	**0**			
	***** Total Budget Appropriation**	**51,497**	**26,416**	**55,025**	54,527		

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2003-04

Fund 2300
Division: Library
Organization: 230070 - Gaston Branch

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 1	21,125	10,327	21,550	21,502		
510200	Overtime	18	0	0	0		
510300	Part Time - 2	20,749	10,008	19,715	19,715		
511112	FICA - Employer's Portion	3,035	1,476	3,154	3,153		
511113	SCRS - Employer's Portion	2,870	1,393	2,824	2,823		
511120	Insurance Fund Contribution - 1	4,200	2,800	5,600	5,760		
511130	Workers Compensation	218	106	209	214		
	*** Total Personnel**	**52,215**	**26,110**	**53,052**	53,167		
	Operating Expenses						
520200	Contracted Services	3,843	1,998	4,060	3,500		
521000	Office Supplies	265	71	300	300		
521100	Duplicating	202	73	300	250		
521200	Operating Supplies	673	196	600	600		
524000	Building Insurance	362	0	374	453		
524201	General Tort Liability Insurance	34	15	30	34		
524202	Surety Bonds	0	0	19	19		
525000	Telephone	467	454	840	900		
525010	Long Distance Charges	64	7	150	75		
525100	Postage	263	82	250	250		
525377	Utilities - County Branch Library	4,285	2,625	4,500	5,300		
	*** Total Operating**	**10,458**	**5,521**	**11,423**	11,681		
	****Total Personnel & Operating**	**62,673**	**31,631**	**64,475**	64,848		
	Capital						
	****Total Capital**	**0**	**0**	**0**			
	***** Total Budget Appropriation**	**62,673**	**31,631**	**64,475**	64,848		

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COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2003-04

Fund 2300
Division: Library
Organization: 230080 - Pelion Branch

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2	44,469	21,919	45,629	45,432		
510300	Part Time - 3	28,569	14,306	28,966	28,966		
511112	FICA - Employer's Portion	5,477	2,701	5,692	5,691		
511113	SCRS - Employer's Portion	5,003	2,481	5,097	5,096		
511120	Insurance Fund Contribution - 2	8,400	5,600	11,200	11,520		
511130	Workers Compensation	380	188	368	377		
	*** Total Personnel**	**92,298**	**47,195**	**96,952**	97,082		
	Operating Expenses						
520200	Contracted Services	5,225	2,238	5,310	4,500		
521000	Office Supplies	297	80	300	300		
521100	Duplicating	529	73	300	250		
521200	Operating Supplies	892	448	1,500	1,100		
524000	Building Insurance	32	0	475	600		
524201	General Tort Liability Insurance	51	23	45	45		
524202	Surety Bonds	0	0	32	32		
525000	Telephone	854	123	1,386	1,620		
525010	Long Distance Charges	191	108	450	250		
525100	Postage	175	73	175	175		
525377	Utilities - County Branch Library	7,196	4,542	8,500	9,000		
	*** Total Operating**	**15,442**	**7,708**	**18,473**	17,872		
	****Total Personnel & Operating**	107,740	**54,903**	**115,425**	114,954		
	Capital						
	****Total Capital**	**0**	**0**	**0**			
	***** Total Budget Appropriation**	**107,740**	**54,903**	**115,425**	114,954		

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COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2003-04

Fund 2300
Division: Library
Organization: 230090 - Gilbert/Summit Branch

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 1	19,044	10,133	20,896	20,609		
510300	Part Time - 2	16,393	6,578	16,658	16,658		
511112	FICA - Employer's Portion	2,641	1,227	2,852	2,851		
511113	SCRS - Employer's Portion	1,897	880	2,554	2,553		
511120	Insurance Fund Contribution - 1	4,200	2,800	5,600	5,760		
511130	Workers Compensation	184	87	192	194		
	*** Total Personnel**	**44,359**	**21,705**	**48,752**	48,625		
	Operating Expenses						
520200	Contracted Services	3,705	1,752	3,825	3,300		
521000	Office Supplies	181	28	200	175		
521100	Duplicating	130	55	150	125		
521200	Operating Supplies	202	52	500	300		
524000	Building Insurance	362	0	374	453		
524201	General Tort Liability Insurance	34	15	30	30		
524202	Surety Bonds	0	0	19	19		
525000	Telephone	147	0	426	480		
525010	Long Distance Charges	36	0	200	100		
525100	Postage	105	87	150	125		
525377	Utilities - County Branch Library	4,198	2,296	4,500	4,800		
	*** Total Operating**	**9,100**	**4,285**	**10,374**	9,907		
	****Total Personnel & Operating**	**53,459**	**25,990**	**59,126**	58,532		
	Capital						
	****Total Capital**	**0**	**0**	**0**			
	***** Total Budget Appropriation**	**53,459**	**25,990**	**59,126**	58,532		

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2003-04

Fund 2300
Division: Library
Organization: 230099 - Non-departmental Library Operations

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510200	Overtime	0	0	8,800	10,000		
511112	FICA - Employer's Portion	0	0	423	6,100		
511113	SCRS - Employer's Portion	0	0	376	5,462		
511130	Workers Compensation	0	0	286	415		
519901	Salaries & Wages Adjustment Account	0	0	3,017	69,741		
	*** Total Personnel**	**0**	**0**	**12,902**	91,718		
	Operating Expenses						
520200	520100 Contracted Maintenance Contracted Services	16,794	14,870	19,362	20,500	22,000	
	520220 Book Binding	177	304	500	500		
	520300 Professional Services	7,157	4,300	10,000	10,000		
	520400 Advertising & Publicity	0	0	500	500		
	520702 Technical Currency & Support	42,292	1,000	46,029	48,235		
	520703 Computer Hardware Maintenance	8,962	10,262	10,469	11,900		
	522000 Building Repairs & Maintenance	14,506	11,258	22,080	23,000		
	522200 Small Equipment Repairs & Maintenance	21	73	7,000	2,500		
	522300 Vehicle Repairs & Maintenance	2,881	683	4,000	3,500		
	523204 Lease Books	79,427	75,425	81,000	0		
	524000 Building Insurance	0	0	0	0		
	524100 Vehicle Insurance - 3	1,560	780	1,560	1,950		
	524101 Comprehensive Vehicle Insurance	186	0	336	250		
	524900 Data Processing Equip. Insurance	651	0	651	651		
	525020 Pagers and Cell Phones	991	428	1,100	1,100		
	525210 Conference & Meeting Expenses	3,737	5,810	9,000	7,000		
	525211 Library Board Expenses	1,517	692	4,000	2,000		
	525230 Subscriptions, Dues, & Books	102,267	95,026	111,000	96,265		
	525240 Personal Mileage Reimbursement	6,793	3,187	8,000	8,000		
	525400 Gas, Fuel, & Oil	2,916	1,695	8,500	4,850		
	525600 Uniforms & Clothing	264	0	600	500		
	*** Total Operating**	**293,099**	**225,793**	**345,687**	265,201		
	****Total Personnel & Operating**	**293,099**	**225,793**	**358,589**	356,919		
	Capital						
540000	Small Tools & Minor Equipment	6,274	6,398	8,000	9,000		
540001	Books	0	0	0	0		
540002	Microforms	3,599	2,420	6,000	2,750		
540004	CD Rom Publications	4,410	1,418	2,500	1,600		
540006	Library Materials (Book, Audio Visual)	259,240	72,683	275,000	345,000		
540010	Minor Software	3,705	2,604	8,000	7,000		
	All Other Equipment	0	0	0	0		
	****Total Capital**	**277,228**	**85,523**	**299,500**	365,350		
	***** Total Budget Appropriation**	**570,327**	**311,316**	**658,089**	722,269		

SECTION IV. - PROGRAM OVERVIEW

The Lexington County Public Library exists to provide library and information service to the citizens of Lexington County. The Board of Trustees adopted the following mission statement in 1991:

> The Lexington County Public Library System is responsible for and committed to providing timely, accurate, courteous, and useful information to the citizens, businesses and organizations of Lexington County and surrounding areas. The Library System is dedicated to encouraging children to develop life-long interest in reading and learning; to offering current, high-demand materials for all ages; and to assisting patrons in meeting educational objectives. The Library supports these commitments by providing materials, services, and a well-trained and knowledgeable staff.

This fiscal year will see the continuing improvement in the Library's ability to provide library service to the citizens of Lexington County. The library's new automation system became operational in August, 2001. It received a major software upgrade early in FY 2002. Further upgrades are anticipated to take place in FY 2003-2004. The Library is also addressing the building needs of its Swansea, Gilbert-Summit, and Gaston branches. It is recommending that as soon as funding is available for additional space be created for Swansea, Gilbert-Summit, and Gaston branches. It is the Library's mission to use all our facilities and resources well in order to meet the commitments expressed in the mission statement.

Each year the overall use of our library system increases, which reflects the growth of our county and the needs people have which the library can meet. In an increasingly complex society, our citizens need a source of information that will allow them to make informed decisions. The Library is the one place where information from a wide variety of sources is gathered, organized, and made available for this purpose. By doing this, the Library helps meet people's informational, educational, recreational, and cultural needs. In the coming years, the Library will continue to expand its services and programs to better fulfill its mission.

FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

SECTION 1V. A – LISTING OF POSITIONS

Current Staffing Level: 117 - 69 full time and 48 part time

Lexington Headquarters-Administration	Job Title	Positions	FTE	Grade
	Director	1	1	29
	Deputy Director	1	1	26
	Systems Librarian	1	1	18
	Librarian III	2	2	14
	Database Administrator	1	1	14
	Librarian II	1	1	13
	Bookmobile Librarian	1	1	7
	Library Assistant III	1	1	6
	Secretary I	1	1	6
	Accounting Clerk	1	1	6
	Library Assistant II	2	2	4
	Library Assistant II (PT)	1	0.8	4
	Library Assistant I	1	1	3
	Library Assistant I (PT)	1	0.5	3
	Receptionist	1	1	2
	Courier	1	1	2
	Custodian	1	1	2
	Total	19	18.3	
Batesburg-Leesville Branch				
	Librarian IV	1	1	16
	Library Assistant I	2	2	3
	Library Assistant I (PT)	3	1.5	3
	Student Intern (PT)	1	0.5	N/A
	Total	7	5	
Lexington Main Library				
	Librarian IV	1	1	16
	Librarian II	1	1	13
	Librarian I	3	3	12
	Library Assistant III	3	3	6
	Library Assistant II	1	1	4
	Library Assistant I	5	4	3
	Library Assistant I (PT)	8	4.5	3
	Library Clerk (PT)	1	0.4	3
	Page	2	2	2
	Student Intern (PT)	1	0.5	N/A
	Total	26	20.9	

FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

Cayce-West Columbia Branch

Librarian IV	1	1	16
Librarian II	2	2	13
Librarian I	1	1	12
Library Assistant III	2	2	6
Library Assistant II	1	1	4
Library Assistant I	5	5	3
Library Assistant I (PT)	3	1.5	3
Page (PT)	3	1.5	2
Custodian	1	1	2
Student Intern (PT)	1	0.5	N/A
Total	20	16.5	

Irmo Branch

Librarian IV	1	1	16
Librarian II	1	1	13
Librarian I	3	3	12
Library Assistant III	2	2	6
Library Assistant II	1	1	4
Library Assistant I	4	4	3
Library Assistant I (PT)	7	3.5	3
Page (PT)	3	1.5	2
Custodian	1	1	2
Student Intern (PT)	1	0.5	N/A
Total	24	18.5	

Chapin Branch

Librarian I	1	1	12
Library Assistant I	1	1	3
Library Assistant I (PT)	2	1	3
Library Clerk	3	1.2	3
Total	7	4.2	

Swansea Branch

Branch Head	1	1	7
Library Assistant I (PT)	1	0.5	3
Library Clerk (PT)	1	0.4	3
Total	3	1.9	

FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

Gaston Branch

Branch Head	1	1	7
Library Assistant I (PT)	2	1	3
Total	3	2	

Pelion Branch

Branch Head	1	1	7
Library Assistant I	1	1	3
Library Assistant I (PT)	3	1.5	3
Total	5	3.5	

Gilbert-Summit Branch

Branch Head	1	1	7
Library Assistant I (PT)	1	0.5	3
Library Clerk (PT)	1	0.4	3
Total	3	1.9	
Total Library	117	92.7	

SECTION IV. B - LISTING OF VEHICLES

Department: Library
Department Number: 2300

Vehicle#	Description	Assigned	Vehicle Repairs 522300	Vehicle Insur. 524100	Comp. Insur. 525101	Gas, Fuel & Oil 525400	Total
	94 Blue Bird Bookmobile	Mary Lott	$2,500	$650	$250	$3,000	$6,400
	01 Dodge Van	Olin Roper	500	650		1,200	2,350
	99 Jeep Cherokee	Thelma Isaac	500	650		800	1,950
			$3,500	$1,950	$250	$5,000	$10,700

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SECTION IV. C - LISTING OF TELECOMMUNICATION EQUIPMENT

Lexington Main Library

(41) Office Phones

(15) Fax/Modem Lines

(3) Mobile Phones

(2) Pagers

Batesburg – Leesville Branch

(2) Voice Lines

(1) Fax Line

Cayce-West Columbia Branch

(5) Voice Lines

(2) Fax/Modem Lines

Chapin Branch

(2) Voice Lines

(1) Fax Line

Gaston Branch

Gilbert-Summit Branch

Irmo Branch

(5) Voice Lines

(3) Fax/Modem Lines

Pelion Branch

(2) Voice Lines

(1) Fax Line

Swansea Branch

SECTION IV. D - SERVICE LEVELS

2000 – 2001 Statistics

Total materials circulation: 1,432,632
Total registered borrowers: 76,125
Total reference transactions: 387,207
Total service to groups: 45,837
Number of Internet users per typical week: 1,741
Number of materials borrowed for patrons by interlibrary loan: 3,420

2001 – 2002 Statistics

Total materials circulation: 1,419,417
Total registered borrowers: 93,535
Total reference transactions: 392,567
Total service to groups: 47,741
Number of internal and external virtual visitors: 167,357
Number of materials borrowed for patrons by interlibrary loan: 3,444

2002 – 2003 Estimates

Total materials circulation: 1,500,000
Total registered borrowers: 110,000
Total reference transactions: 420,000
Total service to groups: 50,000
Number of internal and external virtual visitors: 180,000
Number of materials borrowed for patrons by interlibrary loan: 3,600

2003 – 2004 Projections

Total materials circulation: 1,550,000
Total registered borrowers: 125,000
Total reference transactions: 435,000
Total service to groups: 52,000
Number of internal and external virtual visitors: 190,000
Number of materials borrowed for patrons by interlibrary loan: 3,700

FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

510100 - Salaries & Wages **$1,893,683.00**

These are the salaries and wages for the current 69 full-time employees in the Library system. We are requesting upgrades for two current full-time staff members. This will be detailed in the new programs section. We are not requesting any additional full-time positions.

510200 – Overtime **$10,000.00**

This covers overtime for full-time staff and part-time staff.

510300 - Part-time **$431,021.00**

This budget covers 44 regular part-time employees plus 4 Student Interns that are placed in 4 branches. We are not requesting any additional part-time positions.

511112 - FICA –Employer's Portion **$183,940.00**

511113 – SCRS – Employer's Portion **$164,703.00**

511120 – Employee Insurance – Employer's Portion **$403,200.00**

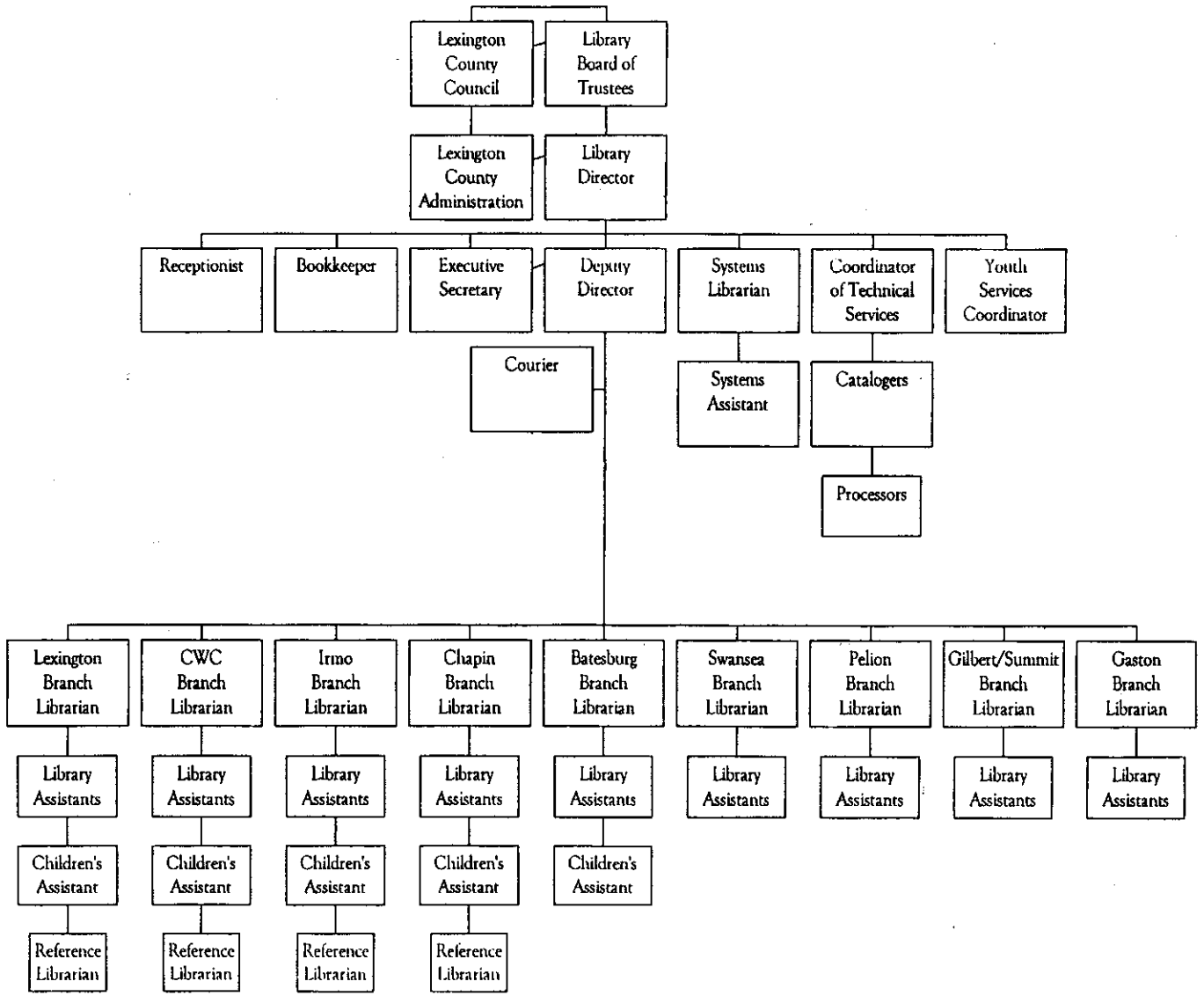
511130 - Workers Compensation **$12,484.00**

519901 – Salary & Wages Adjustment Account **$69,741.00**

This represents 3% of the full-time and part-time salaries and wages.

The Lexington County
Public Library System

February 18, 2000



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SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

Organization 230099 - Library/Non-departmental

520100 - Contracted Maintenance **$20,500.00**

Microfilm Reader/Printers (4) – 4,590
Telephone system at Cayce-West Columbia Branch – 757
Telephone system at Irmo Branch – 946
Telephone system at Chapin Branch – 496
Security System for all 9 buildings – 2,973
Elevators (6) – 3,420
Photocopiers (5) – 4,691
Fire Extinguishers – 608
Automatic Doors – 1,444
Video Cleaning Machine - 425
3M Resensitizers – 150

520200 - Contracted Services **$22,000.00**

This account provides for a contract covering labor for repairs to the automation system equipment. It also includes a contract for the services of a collection agency to help us retrieve long overdue materials and unpaid fines.

520220 - Book Binding **$500.00**

Books that become worn out or damaged and cannot be replaced because of cost or being out of print can be rebound. This helps preserve important books that contain needed information.

520300 - Professional Services **$10,000.00**

This line item includes the Library's share of the County's annual financial audit and attorney's fees as well as funds for program presenters for such areas as the Summer Reading Program and staff in-service programs.

520400 - Advertising **$500.00**

These funds will be used to pay for ads in area newspapers or in other media relating to programs and services the library provides. This will be particularly important now that we have moved into new facilities and can greatly expand our service to the public. Public relations is vital to the library's informing people of all that is available.

FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

Organization 230099 – Library / Non-departmental

520702 – Technical Currency and Support **$48,235.00**

Gaylord Library Automation System (Software) – 46,877
N2H2 Internet Filtering Software – 1,103
Log Analyzer – 89
Deep Freeze - 166

520703 – Computer Hardware Maintenance **$11,900.00**

Laser scanner/decoders – 6,995
Routers for Internet Access – 4,905

522000 - Building Repairs and Maintenance **$23,000.00**

This account provides funds to make minor repairs to any of the nine buildings in the library system. The amount in this line item will increase as buildings begin to age.

522200 - Small Equipment Repairs and Maintenance **$2,500.00**

Funds will be used to make repairs to such small equipment as fax machines, typewriters, printers, computers, book security systems, etc. The amount is based on past history over the last several years.

522300 - Vehicle Repairs and Maintenance **$3,500.00**

The library has three vehicles: a bookmobile, a van, and a utility vehicle.

523204 - Rental - Lease Books **$0**

524100 - Vehicle Insurance **$1,950.00**

This amount will cover three vehicles: the bookmobile, van, and utility vehicle. Amount based on information provided by Risk Manager.

524101 - Comprehensive Insurance **$250.00**

Amount based on information provided by Risk Manager.

524900 - Data Processing Equipment Insurance **$651.00**

Covers computers, servers, and network devices.

525020 – Pagers and Cell Phone **$1,100.00**

This amount represents the cost for three mobile telephones (Bookmobile, courier van, Systems Librarian) and two pagers (Director and Systems Librarian).

Organization 230099 – Library / Non-departmental

525210 - Conference and Meeting Expense **$7,000.00**

This appropriation is used for staff to attend state, regional, and national conferences and related meetings directly related to library service. It also includes funds for staff to attend educational workshops, training courses, and continuing education programs. Such meetings include the annual meeting of the South Carolina Library Association (SCLA), the Public Library Association and the annual conference of the South Carolina Association of Public Library Administrators. Most of the training activities are provided by the South Carolina State Library, the USC School of Library Science, and Midlands Technical College. These programs will allow staff to keep up with current developments in libraries and their services.

525211 - Library Board Expenses **$2,000.00**

The Library Board meets monthly, with special called meetings on occasion. These funds provide a lunch during regular meetings, travel expenses on Library business, costs for workshops or conferences, and other expenses directly related to Board business.

525230 - Subscriptions, Dues, and Books **$96,265.00**

The largest expenditure in this account is for all the periodicals and newspapers that the Library purchases for all the branches. It also includes the cost of subscribing to on-line research databases through the Internet that are made available to the public in each branch. A small amount is used to pay for the dues to professional organizations such as the South Carolina Library Association.

525240 - Personal Mileage Reimbursement **$8,000.00**

These funds pay mileage expenses for staff who are required to travel within the library system as part of their job as well as for those attending local and regional meetings and workshops that do not require overnight travel.

525400 - Gas, Fuel and Oil **$4,850.00**

Provides funds for gas, diesel fuel, and oil for our three vehicles.

525600 – Uniforms & Clothing **$500.00**

Provides uniforms for the library's custodial workers.

FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

LIBRARY ACCOUNTS BY BRANCH

520200 - Contracted Services **$60,800.00**

230005 - $0.00
230010 – 6,000.00
- Grounds Maintenance – 1,868
- Cleaning service – 3,300
- Pest control – 400
- Trash pick-up - 432

230020 – 7,000.00
- Grounds maintenance – 5,195
- Pest control – 500
- State elevator inspection – 225
- Trash pick-up – 230
- Subterranean termite service – 850

230030 – 24,000.00
- Security guard – 20,976
- Pest control – 380
- State elevator inspection – 400
- Trash pick-up – 600
- Grounds maintenance – 1,644

230040 – 5,000.00
- Grounds maintenance – 3,000
- Pest control – 380
- Subterranean termite service – 800
- Trash pick-up – 820

230050 – 6,200.00
- Grounds maintenance – 2,428
- Pest control – 380
- Cleaning service – 2,892
- Subterranean termite service – 350
- Trash pick-up – 150

230060 – 1,300.00
- Cleaning service – 1,000
- Pest control – 300

LIBRARY ACCOUNTS BY BRANCH

230070 – 3,500.00
- Grounds maintenance – 1,636
- Cleaning service – 1,164
- Pest control – 300
- Subterranean termite service – 250
- Trash pick-up – 150

230080 – 4,500.00
- Grounds maintenance – 1,608
- Pest control – 216
- Cleaning service – 2,526
- Trash pick-up – 150

230090 – 3,300.00
- Grounds maintenance – 1,730
- Cleaning service – 1,164
- Subterranean termite service - 250
- Trash pick-up – 156

521000 - Office Supplies **$7,475.00**

230005 - $3,000.00	230050 - $300.00
230010 - 400.00	230060 - 150.00
230020 - 750.00	230070 - 300.00
230030 - 900.00	230080 - 300.00
230040 - 1,200.00	230090 - 175.00

Office supplies include all necessary supplies for daily operation, including pens, pencils, ribbons, ink cartridges, printed forms, toner, computer paper, file folders, and other miscellaneous items. The amount for 230005 reflects the cost of materials used both in the administrative offices and in system-wide programs.

521100 - Duplicating **$1,050.00**

230005 - $0.00	230050 - $200.00
230010 - 50.00	230060 - 100.00
230020 - 25.00	230070 - 250.00
230030 - 25.00	230080 - 250.00
230040 - 25.00	230090 - 125.00

Pays for in-house photocopy charges using the auditron readings.

FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

LIBRARY ACCOUNTS BY BRANCH

521200 -Operating Supplies **$46,200.00**

230005 -	$35,000.00	230050 -	$1,100.00
230010 -	1,000.00	230060 -	350.00
230020 -	1,000.00	230070 -	600.00
230030 -	3,000.00	230080 -	1,100.00
230040 -	2,750.00	230090 -	300.00

With the exception of 230005 (Administration) the items spent out of this account for each branch include all general housekeeping supplies for each building, such as paper towels, toilet tissue, soap, cleaning supplies, etc. used by library staff and contracted cleaning services. It also includes library-specific supplies such as promotional materials for branch programs and circulation materials (cards, boxes, etc.).

The amount in 230005 includes supplies such as all housekeeping and cleaning supplies for the main library building; all processing supplies for the books and audiovisual materials that are purchased each year (book covers, labels, tapes and glues, repair materials, cases for videos and audio tapes, security strips, etc.); library cards for the patrons; toner cartridges and printer supplies for the system, and supplies such as promotional material for system-wide programs such as the summer reading program.

524000 – Building Insurance **$10,650.00**

230005 -	0.00	230050 -	413.00
230010 -	1,500.00	230060 -	169.00
230020 -	2,859.00	230070 -	453.00
230030 -	2,723.00	230080 -	600.00
230040 -	1,480.00	230090 -	453.00

FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

LIBRARY ACCOUNTS BY BRANCH

524201 – General Tort Liability Insurance **$2,000.00**

230005 -	$758.00	230050 -	75.00
230010 -	75.00	230060 -	38.00
230020 -	375.00	230070 -	34.00
230030 -	300.00	230080 -	45.00
230040 -	270.00	230090 -	30.00

Premiums based on information from Risk Management.

524202 – Surety Bonds **$724.00**

230005 -	$117.00	230050 -	45.00
230010 -	39.00	230060 -	19.00
230020 -	162.00	230070 -	19.00
230030 -	123.00	230080 -	32.00
230040 -	149.00	230090 -	19.00

525000 - Telephone **$33,248.00**

230005 - $7,850.00
30 lines @ $21.80/line/month

230010 - 2,124.00
3 lines @ $50/line/month
1 line @ $27/month

230020 - 5,790.00
26 lines @ $18.55/line/month

230030 - 6,300.00
7 lines @ $75/line/month

230040 - 5,292.00
7 lines @ $63/line/month

230050 – 2,232.00
3 lines @ $62/line/month

FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

LIBRARY ACCOUNTS BY BRANCH

230060 – 660.00
1 line @ $55/month

230070 – 900.00
1 line @ $75/month

230080 – 1,620.00
3 lines @ $45/line/month

230090 – 480.00
1 line @ $40/month

The amount per line was obtained from the current telephone bill for each branch.

525010 - Long Distance Charges **$2,689.00**

230005 -	$350.00	230050 -	$301.00
230010 -	200.00	230060 -	300.00
230020 -	300.00	230070 -	75.00
230030 -	400.00	230080 -	250.00
230040 -	413.00	230090 -	100.00

This account covers long distance charges for each branch. Given the way the county is divided among three telephone companies, the libraries incur some charges within the county. This also covers necessary calls outside the county.

525100 - Postage **$5,526.00**

230005 -	$900.00	230050 -	$300.00
230010 -	350.00	230060 -	150.00
230020 -	1,100.00	230070 -	250.00
230030 -	876.00	230080 -	175.00
230040 -	1,300.00	230090 -	125.00

Covers the cost of mailing letters, notices, books for interlibrary loan, etc.

FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

LIBRARY ACCOUNTS BY BRANCH

525377 - Utilities **$219,350.00**

230005 -	$0.00	230050 -	$9,500.00
230010 -	10,750.00	230060 -	1,500.00
230020 -	90,000.00	230070 -	5,300.00
230030 -	41,000.00	230080 -	9,000.00
230040 -	47,500.00	230090 -	4,800.00

SECTION VI. C – CAPITAL LINE ITEM NARRATIVES

Organization 230099 – Library/Non-departmental

540000 – Small Tools & Minor Equipment **$9,000.00**

These funds are used to purchase items costing under $500.00.

540002 - Microforms **$2,750.00**

Purchased with these funds are back issues of periodicals on microfilm and microfiche and genealogical material on microfilm, such as census records.

540004 - CD-ROM Purchases/Subscriptions **$1,600.00**

The Library provides a few CD-ROM databases on its automation system as well as databases available on the World Wide Web. The amount requested is less than last year since most vendors providing CD-ROM databases have placed their product on the Internet where it is much easier and quicker to access.

540006 – Library Materials (Books, Audio Visual) **$345,000.00**

This account is the main account for purchasing the books and audio visual materials (videos, books-on-tape, etc.) for the library system. We have combined the former Books account and Audio Visual Account into one account. This year we have also deleted leasing books and placed the funds from that account in this one.

540010 – Minor Software **$7,000.00**

Used for purchasing general office software and library-specific minor software.

COUNTY OF LEXINGTON
LIBRARY ESCROW
Annual Budget
Fiscal Year - 2003-04

Fund 2310
Division: Library
Organization: 230099 - Non-departmental

Object Code	Revenue Account Title	Actual 2001-02	Amended Budget Thru Dec 2002-03	6 Months Received Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Total Estimated 2003-04
	Revenues: (Organization: 000000)					
410000	Current Property Taxes	40	25	8	25	
411000	Current Vehicle Taxes	39	40	16	40	
412000	Current Tax Penalties	0	2	0	2	
413000	Delinquent Taxes	210	150	83	150	
414000	Delinquent Tax Penalties	28	25	12	25	
417100	Fee in Lieu of Taxes	999	12	0	12	
417120	FILOT - Prior Year	(70)	876	0	876	
417130	FILOT - Manufacturer's Tax Exemptio	179	70	109	70	
419900	Tax Refunds	0	0	(1)	0	
	Total Property Tax Revenue	1,425	1,200	227	1,200	
	Other Revenues:					
434900	Library Non-resident User Fee	15,050	15,000	7,125	15,000	15,000
461000	Investment Interest	1,974	2,500	677	2,500	1,500
469100	Gifts & Donations	21,113	5,000	152	5,000	2,500
469200	Donated Capital Items	0	16,000	0	16,000	0
	**** Total Revenue**	39,562	39,700	8,181	39,700	19,000
	*****Total Appropriation**				110,590	19,000
	FUND BALANCE Beginning of Year				68,633	(2,257)
	FUND BALANCE - Projected End of Year				(2,257)	

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommend	2003-04 Approved
	Operating Expenses						
520700	Technical Services	0	525	2,790	0		
520703	Computer Hardware Maintenance		0	520	0		
525210	Conference & Meeting Expense	331	0	0	0		
	*** Total Operating**	**331**	**525**	**3,310**	0		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
540001	Books	0	0	57,326	15,000		
540005	Gift & Donation Purchases	15,903	1,295	8,812	4,000		
549904	Capital Contingency	0	0	1,343	0		
	All Other Equipment	59,877	19,655	39,799	0		
	**** Total Capital**	**75,780**	**20,950**	**107,280**	19,000		
	***** Total Budget Appropriation**	**76,111**	**21,475**	**110,590**	19,000		

FUND 2310 (LIBRARY CAPITAL – ESCROW)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

SECTION V
SUMMARY OF REVENUES

434900 – Library Non-Resident User Fee **$15,000.00**

This fee of $25.00 per person is collected from non-residents of Lexington County who wish to get a library card. The amount of the fee is based on the amount of taxes the average tax payer in Lexington County pays for library service, including operating budget and bond repayment.

461000 – Investment Interest **$1,500.00**

469100 – Gifts and Donations **$2,500.00**

The library receives each year gifts for purchasing items in memory or honor of an individual.

FUND 2310 (LIBRARY CAPITAL- ESCROW)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

SECTION VI. B.
LINE ITEM NARRATIVES

540001 - Books **$15,000.00**

As we did in 2001 - 2002, we plan to supplement our regular materials budget by using funds in this Escrow account.

540005 - Gifts & Donations Purchases **$4,000.00**

This represents expenditures of regular gifts received by the library, usually in memory or honor of a person. The funds are non-designated.

Note: Existing capital amounts for FY 2002 - 03 to be carried over to FY 2003 - 04.

COUNTY OF LEXINGTON
LIBRARY BOND CONSTRUCTION FUND
Annual Budget
Fiscal Year - 2003-04

Fund 2320
Division: Library
Organization: 230099 - Non-departmental

Object Code	Expenditure Classification	2001-02 Expenditure	2001-03 Expend. (Dec)	2001-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommend	2003-04 Approved
	Operating Expenses						
	*** Total Operating**	**0**	**0**	**0**	0		
	Capital						
549904	Capital Contingency	0	0	1,018	0		
	All Other Equipment	8,296	0	0	0		
	**** Total Capital**	**8,296**	**0**	**1,018**	0		
	***** Total Budget Appropriation**	**8,296**	**0**	**1,018**	0		

FY 02-03 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	Amended Budget Thru Dec 2002-03	6 Months Received Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Total Estimated 2003-04
	***Library Capital Fund (Escrow) 2310:**					
	Revenues:					
461000	Investment Interest	227	0	8	0	
	**** Total Revenue**	227	0	8	0	
	*****Total Appropriation**					
	FUND BALANCE Beginning of Year				1,018	1,018
	FUND BALANCE - Projected End of Year				1,018	

COUNTY OF LEXINGTON
LIBRARY STATE FUNDS
Annual Budget
Fiscal Year - 2003-04

Fund 2330
Division: Library Division
Organization: 230099 - Non-departmental

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Estimated 2003-04
	Revenues (Organization: 000000)						
429000	State Aid	274,469	143,277	286,555	286,555	270,017	
	**** Total Revenue**	274,469	143,277	286,555	286,555	270,017	
	*****Appropriation Total**				286,555	270,017	0
	FUND BALANCE Beginning of Year				0	0	0
	FUND BALANCE - Projected End of Year				0	0	0

Object Expenditure Code	Classification	2001-02 Expend	2002-03 Expend (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**	**0**
	Operating Expenses						
540001	Books	274,469	177,111	286,555	270,017		
549904	Capital Contingency	0	0	0	0		
	*** Total Operating**	**274,469**	**177,111**	**286,555**	270,017		
	**** Total Personnel & Operating**	**274,469**	**177,111**	**286,555**	270,017		
	***** Total Budget Appropriation**	**274,469**	**177,111**	**286,555**	270,017		

FUND 2330 (LIBRARY STATE FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

SECTION V
SUMMARY OF REVENUES

429000 – State Aid **$270,017.00**

This amount of State Aid is based on the amount received in FY 2002 - 2003. If the Legislature changes the per capita amount, the total amount of State Aid will be different.

FUND 2330 (LIBRARY STATE FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

SECTION VI. B.
LINE ITEM NARRATIVES

529904 – Capital Contingency **$0.00**

In case the legislature reduces State Aid from this year's level, the amount of reduction will placed in this contingency account. Depending on state revenue collections next year, funds may be transferred to 540001 after the State budget is finalized.

540001 - Books **$270,017.00**

All State Funds will be used for purchasing books for the entire Library System.

COUNTY OF LEXINGTON
LIBRARY LOTTERY FUNDS
Annual Budget
Fiscal Year - 2003-04

TY
FEB 27 RECD
FINANCE DEPT.

Fund 2331
Division: Library Division
Organization: 230099 - Non-departmental

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Estimated 2003-04
	Revenues (Organization: 000000)						
429100	State Lottery Funds	0	0	80,763	80,763	80,763	
	Other Revenue:						
461000	Investment Interest	0	0	0	0		
	**** Total Revenue**	0	0	80,763	80,763	80,763	
	*****Appropriation Total**				80,763	80,763	
	FUND BALANCE Beginning of Year				0	0	0
	FUND BALANCE - Projected End of Year				0	0	0

Object Code	Expenditure Classification	2001-02 Expend	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	0	0	0	0	0	0
	Operating Expenses						
520702	Technical Currency & Support	0	44,643	46,000	47,000		
525210	Conference & Meeting Expense		2,196	2,600	2,400		
	*** Total Operating**	0	46,839	48,600	49,400		
	**** Total Personnel & Operating**	0	46,839	48,600	49,400		
	Capital						
549904	Capital Contingency	0	0	22,678	0		
	Other Equipment	0	1,916	9,485	0		
	Print Management System				5,250		
	Voice Mail System - CWC				6,300		
	PCs				19,813		
	Total Capital				31,363		
	***** Total Budget Appropriation**	0	48,755	80,763	80,763		

FUND 2331 (LIBRARY LOTTERY FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

SECTION IV - PROGRAM OVERVIEW

Beginning in FY 2003, the State Legislature placed public libraries in the Education Lottery Spending Budget. This was in recognition that public libraries are an important part of education for both students and citizens of all ages.

Lottery funds can be used only for technology. This includes purchasing and maintaining computers and networks, software, telecommunication projects, training, and other technology-based programs. The funds cannot be use for buying books or other materials or non-technology operating or capital costs. The funds are appropriated on a per-capita basis.

We will use the funds to continue a replacement program of PCs, with a certain number being replaced each year. We will also use the funds to pay for the maintenance and software upgrades of our automation system. Finally, we will use some funds to provide a voicemail system for one of the branch libraries and pay for some training for our automation staff.

FUND 2331 (LIBRARY LOTTERY FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

SECTION V
SUMMARY OF REVENUES

429100 – State Lottery Funds **$80,763.00**

These are funds provided to public libraries from lottery proceeds. Our share is based on the County's population.

FUND 2331 (LIBRARY LOTTERY FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2003-04 BUDGET REQUEST

SECTION VI. B
LINE ITEM NARRATIVES

520702 – Technical Currency and Support **$47,000.00**

Software maintenance and support and upgrades for Library's automation system.

525210 – Conference and Meeting Expense **$2,400.00**

Funds to allow our System Administrator and Database Administrator attend technical conferences.

- **Print ManagementSystem** **$5,250.00**
- **Voice Mail System** **$6,300.00**
- **PCs** **$19,813.00**

COUNTY OF LEXINGTON
LIBRARY FEDERAL FUNDS
Annual Budget
Fiscal Year - 2003-04

Fund 2340
Division: Library Division
Organization: 230099 - Non-departmental

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Estimated 2003-04
	Revenues (Organization: 000000)						
457000	Federal Grant Income	0	13,500	13,500	13,500	0	
	Other Revenue:						
461000	Investment Interest	0	0	0	0	0	
	**** Total Revenue**	0	13,500	13,500	13,500	0	
	*****Appropriation Total**				13,500	0	
	FUND BALANCE Beginning of Year				0	0	0
	FUND BALANCE - Projected End of Year				0	0	0

Object Expenditure Code	Classification	2001-02 Expend	2002-03 Expend (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**	**0**
	Operating Expenses						
540001	Books	0	13,500	13,500	0		
	*** Total Operating**	**0**	**13,500**	**13,500**	0		
	**** Total Personnel & Operating**	**0**	**13,500**	**13,500**	0		
	***** Total Budget Appropriation**	**0**	**13,500**	**13,500**	0		

COUNTY OF LEXINGTON
SOLICITOR'S OFFICE
Annual Budget
Fiscal Year 2003-2004

Division: Judicial
Organization: 141200 - Solicitor

Requested Budget
Updated: 3-20-2003

		Special Revenue							*Grants*					
	General Fund 1000	Juvenile Drug Court 2465	Adult Drug Court 2466	Victim Witness Program 2500	Narcotics Forfeiture Funds 2610	Solicitor State Aid Funds 2611	Pretrial Intervention Program 2612	Victim's Bill of Rights 2620	Multijuris Task Force Narcotic Enforce 2436	Local Law Enforce Block Grant 2452	Radio Communi-cations Project 2467	Community Juvenile Arbitration Grants 2501	Elimination of Interfund Transfers	Combined
Prior Year Fund Balance	0	-111,288	1	-14,467	1,215	-18,082	23	0	0	0	0	1,595		
Prior Year Contingency	0	0	2,373	0	68,620	28,367	0	0	0	0	0	-5,518		
# of Employees	[21.6]	[1]	[2]	[4]	[1]	[2.2]	[4]	[2]	[2]	[0]	[0]	[3]		[42.8]
Revenues														
State Victim Service Funds	0	0	0	53,030	0	0	0	0	0	0	0	0		53,030
Judicial Circuit State Support	0	0	0	0	0	270,000	0	0	0	0	0	0		270,000
Bond Escheatment	0	0	0	0	0	5,000	0	0	0	0	0	0		5,000
Program Income	0	0	190,000	0	10,000	0	219,855	67,097	0	0	0	0		486,952
State Grant Income	0	0	0	0	0	0	0	0	0	0	0	45,000		45,000
Federal Grant Income	0	0	0	0	0	0	0	0	127,916	18,000	29,250	0		175,166
Investment Interest	0	0	0	12	500	1,000	0	0	0	0	0	150		1,662
General Fund Revenue Sources	1,668,040	0	0	0	0	0	0	0	0	0	0	0	(87,640)	1,580,400
Oper Trn In From General Fund	0	0	0	0	0	0	0	0	42,640	0	0	45,000		87,640
Oper Trn In From Other Funds	0	0	0	0	0	0	0	0	0	0	9,750	38,379		48,129
Oper Trn In From Solicitor State Fund	0	0	0	118,969	0	0	0	0	0	2,405	0	0		121,374
***Total Funding**	**1,668,040**	**0**	**190,000**	**172,011**	**10,500**	**276,000**	**219,855**	**67,097**	**170,556**	**20,405**	**39,000**	**128,529**	**(87,640)**	**2,874,353**
Appropriations														
Personnel	1,280,562	44,390	97,609	165,406	49,638	148,188	214,799	76,386	110,726	0	0	116,640		2,304,344
Operating Expenses	239,537	61,711	106,236	6,607	50	2,422	5,056	-9,289	21,780	20,000	0	8,769		462,879
Capital	60,301	0	0	0	0	0	0	0	38,050	0	39,000	4,715		142,066
Operating Transfer Out	87,640	0	0	0	0	121,374	0	0	0	0	0	0	(87,640)	121,374
***Total Appropriations**	**1,668,040**	**106,101**	**203,845**	**172,013**	**49,688**	**271,984**	**219,855**	**67,097**	**170,556**	**20,000**	**39,000**	**130,124**	**(87,640)**	**3,030,663**
Projected Ending Fund Balance	**0**	**-217,389**	**-11,471**	**-14,469**	**30,647**	**14,301**	**23**	**0**	**0**	**405**	**0**	**-5,518**		

COUNTY OF LEXINGTON
JUVENILE DRUG COURT
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Solicitor / Juvenile Drug Court 2465**						
	Revenues:						
457000	Federal Grant Income	164,376	125,394	0	45,550	0	
458001	Judicial Aid to Drug Court	0	0	103,135	103,135		
459900	Miscellaneous Payments & Grants	0	0	0	0		
461000	Investment Interest	70	2	37	2		
801000	Op Trn from General Fund/Cty Ordinary	19,922	19,922	19,922	19,922		
802140	Op Trn from Temp Alcohol License						
	****Total Revenue**	184,368	145,318	123,094	168,609	**0**	
	*****Total Appropriations**				202,860	106,101	0
	Adjustments to Approp:						
	-MM Transferred Jan 03				(25,755)		
	- LRADAC decrease for Feb-Jun				(16,500)		
	FUND BALANCE						
	Beginning of Year				26,098	34,102	
	FUND BALANCE - Projected						
	End of Year				34,102	(71,999)	0

No Funding Source Confirmed for FY 03/04

Not shown in Budget:
Remaining $990.00 of Program Incentive Funds Given by a Private Organization will need to be CarriedOver or applied against deficit for FY 02/03.

COUNTY OF LEXINGTON
JUVENILE DRUG COURT
Annual Budget
Fiscal Year - 2003-04

Fund 2465
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - ~~2~~ 1	64,505	31,759	70,846	32,134		
	Salaries & Wages Adjustment Account	0	0	0	0		
511112	FICA - Employer's Portion	4,875	2,411	5,431	2,458		
511113	SCRS - Employer's Portion	453	0	0	0		
511114	PORS - Employer's Portion	6,195	3,398	7,595	3,438		
511120	Employee Insurance - 2	8,400	5,600	12,135	5,760		
511130	Workers Compensation	1,217	599	1,324	600		
	*** Total Personnel**	**85,645**	**43,767**	**97,331**	**44,390**		
	Operating Expenses						
520200	Contracted Services	81,059	23,786	95,618	57,600		
520207	SLED Terminals Contract	571	0	450	450		
521000	Office Supplies	466	0	655	200		
521100	Duplicating	640	171	585	350		
521200	Operating Supplies	369	682	935	500		
521208	Police Supplies	0	0	0	0		
522300	Vehicles Repairs & Maintenance	79	139	837	200		
524100	Vehicle Insurance - 1	520	260	780	600		
524201	General Tort Liability Insurance	592	263	526	265		
524202	Surety Bonds	0	0	13	0		
524302	Court Ref Volunteer Liability Insurance	129	129	130	130		
525000	Telephone	286	148	300	150		
525010	Long Distance Charges	29	10	43	30		
525020	Pagers and Cell Phones	731	322	738	456		
525210	Conference & Meeting Expense	4,321	125	125	0		
525240	Personal Mileage Reimbursement	126	148	362	0		
525400	Gas, Fuel, & Oil	861	455	1,152	780		
525600	Uniforms & Clothing	0	0	270	0		
526000	Program Recipient Incentives	560	40	1,030	0		
	*** Total Operating**	**91,339**	**26,678**	**104,549**	**61,711**		
	**** Total Personnel & Operating**	**176,984**	**70,445**	**201,880**	**106,101**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	978	980	0		
	**** Total Capital**	**0**	**978**	**980**	**0**		
	***** Total Budget Appropriation**	**176,984**	**71,423**	**202,860**	**106,101**		

SECTION IV. – PROGRAM OVERVIEW

To provide a Juvenile Drug Court program for Lexington County non-violent, drug/alcohol addicted offenders, ages of 12 - 16 ½. This program will involve team members from the court, public defender, prosecution, state juvenile justice, school administrators, mental health, law enforcement, to work with the staff in monitoring the offenders and providing structure and discipline in their home, school, work and treatment environments while these youth participate in the program.

Objectives:

1) To reduce alcohol and other drug use among participants, both during and after program participation;
2) To reduce delinquent behavior among participants, both during and after program participation:
3) To improve academic and vocational functioning among participants, both during and after program participation; and
4) To improve family functioning among the families of the participants; both during and after program participation.

Fund 2465
FY2003-04 Budget Request
Solicitor's JUVENILE DRUG COURT

SECTION IV. A. – LISTING OF POSITIONS

Staffing Level:

Job Title	# of Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Case Manager/Investigator	1		1	1	13
Total Positions	**1**		**1**	**1**	

Fund 2465
FY2003-04 Budget Request
Solicitor's JUVENILE DRUG COURT

SECTION IV. B. – Listing of Vehicles

Vehicle #	Description	Odometer Reading	Assigned to:	Vehicle Repairs & Maint. 522300	Vehicle Insurance 524100	Comp. Insurance 524101	Gas, Fuel, & Oil 525400	Total
23140	'00 Jeep Cherokee		Juv. Drug Court	200	600	00	780	$1,580

69.5

Fund 2465
FY2003-04 Budget Request
Solicitor's JUVENILE DRUG COURT

SECTION IV. D. – SERVICE LEVELS

INDICATORS:	FY 99/00	FY 00/01	FY 01/02	FY 02/03 (Tot. Est.)	FY 03/04 (Projected)
# OF ACTIVE CASES	15	36	36	15	35
# OF PENDING CASES	10	24	30	35	40
# OF REJECTED CASES	10	31	42	68	70

The FY 02/03 numbers are distorted due to cost-saving measures taken in mid-year.

Fund 2465
FY2003-04 Budget Request
Solicitor's JUVENILE DRUG COURT

SECTION V. – REVENUE LINE ITEM NARRATIVE

457000– Federal Grant Income $ 0

458001 – Judicial State Aid to Drug Court $ 0
Although appropriated for FY 02/03, no judicial funding has been remitted to date.

801000 – Operating Transfer from General Fund - $ 0

802140 Operating Transfer from Temp Alcohol License - $ 0
Funding for the Juvenile Drug Court can certainly be appropriated from this fund.

Fund 2465
FY2003-04 Budget Request
Solicitor's JUVENILE DRUG COURT–

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVE

510100 - Salary **$ 32,134**

This budget covers the salary for ONE Case Manager.

Fringe Benefits on the above Salary:

511112 - FICA	**$ 2,458**
511113 – SCRS	**$ 0**
511114 – PORS	**$ 3,438**
511120 – Employee Insurance	**$ 5,760**
511130 – Workers Compensation	**$ 600**
519901 – Salary & Wage Adjustment Account	***$ 0***

No Salary Increases will be Allowed in FY 03/04

Fund 2465
FY2003-04 Budget Request
Solicitor's JUVENILE DRUG COURT–

SECTION VI. B. – OPERATING LINE ITEM NARRATIVE

520200 – Contractual Services **$ 57,600**
To purchase treatment/counseling/drug testing services for JDC defendants .

520207– Sled Terminal Rental **$ 450**
The cost of 1/3 of the SLED hookup for criminal background checks.

521000 – Office Supplies **$ 200**
General office supplies such as pens, pencils, folders, stationary, envelopes, staples, paper clips will be purchased through this account.

521100 – Duplicating **$ 350**
To cover the county cost of $.05/copy for forms, contracts, brochures, etc.

521200 – Operating Supplies **$ 500**
Supplies such as ink cartridge replacements for the printer and fax machine, and incentives for the courtjudge to use, such as movie tickets, restaurant gift certificates, bowling passes, etc.

521208 – Police Supplies **$ 0**
This account will cover the cost of handcuffs, leg irons, badges, holsters, etc.

522300 – Vehicles Repairs & Maintenance **$ 200**
Any scheduled maintenance and repair cost by the County's fleet maintenance department.

524100 – Vehicle Insurance **$ 600**
Comprehensive collision insurance cost on the county vehicle assigned to JDC in FY 99/00.

524201 – General Tort Liability Insurance **$ 265**
Liability insurance coverage for the two employees on this program.

524302 – Court Ref. Volunteer Liab. Insurance **$ 130**
Liability insurance coverage on juveniles sanctioned to community service work.

525000- Telephone **$ 150**
To cover the service cost of one telephone line for calling defendants, attorneys, administrations, etc.

525010- Long Distance **$ 30**
To cover the cost of long distance charges for the telephones.

525020 – Pagers and Cell Phones **$ 456**
A pager is necessary for the case manager, and a cell phone is used in the vehicle during business travel.

525210 – Conference & Meeting **$ 0**
This account will be used by JDC staff to attend national and state drug court conferences.

525230 – Subscriptions, Dues, & Books $ 0

525240 – Personnel Mileage Reimbursement $ 0
Reimbursement allowance for use of personal vehicle in carrying out the JDC program.

525400 – Gas, Fuel, Oil $ 780
Account to charge for fuel and oil for the county vehicle.

525600 – Uniforms and Clothing $ 0

SECTION VI. C. – CAPITAL LINE ITEM NARRATIVE

540000– Small Tools & Minor Equipment $ 0

COUNTY OF LEXINGTON
ADULT DRUG COURT
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Solicitor / Adult Drug Court 2466**						
	Revenues:						
431001	Drug Court Income **	23,148	9,954	19,000	19,000	40,000	
431002	Guilty Plea Fees - GS Drug Cases***	0	0	0	0	150,000	
457000	Federal Grant Income	0	0	0	0	0	
458001	Judicial Aid to Drug court	66,000	84,000	147,973	143,843	0	
461000	Investment Interest	98	111	115	115	0	
801000	Op Trn from General Fund/Cty Ordinary	45,487	45,487	45,487	45,487	0	
802610	Op Trn from Sol/Forfeiture Fund	10,000	0	0	0	0	
802611	Op Trn from Solicitor State Fund	0	0	0	0	0	
	****Total Revenue**	144,733	139,552	212,575	208,445	**190,000**	
	*****Total Appropriations**				215,571	203,845	0
	Adjustment to Approp. - Decrease in LRADAC contract				(21,500)		
	FUND BALANCE Beginning of Year				7,127	21,501	0
	FUND BALANCE - Projected End of Year				21,501	7,656	0

PROPOSED REVENUE SOURCES

**Drug Court Income	Defendant Fees will be increased to $150/month, the Assessment Fee will increase to $100/applicant. This income will be determined by the number of applicants and a increase in the number of program clients which proportionately will increase the treatment cost.
***Guilty Plea Fees - GS Drug Cases	A guilty plea on a Drug Charge is being assessed $300.00 designated for the Adult Drug Court program.

The Judicial Aid that was appropriated to cover the FY 02/03 budget hasn't been forthcoming from the State. This will effect the fund balance at 6/30/03.

COUNTY OF LEXINGTON
ADULT DRUG COURT
Annual Budget
Fiscal Year - 2003-04

Fund 2466
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2	43,117	35,938	67,563	75,066		
	Salaries & Wages Adjustment	0	0	0	0		
510300	Part Time - 0	5,325	0	0	0		
511112	FICA - Employer's Portion	3,666	2,721	5,169	5,743		
511113	SCRS - Employer's Portion	3,318	2,462	4,629	5,142		
511120	Employee Insurance - 2	8,400	5,600	11,200	11,520		
511130	Workers Compensation	92	68	138	138		
	*** Total Personnel**	**63,918**	**46,789**	**88,699**	**97,609**		
	Operating Expenses						
520200	Contracted Services	90,000	66,050	120,950	104,400		
520207	SLED Terminal Contract	571	0	571	500		
520300	Professional Services	95	0	0	0		
521000	Office Supplies	34	0	100	100		
521100	Duplicating	224	133	150	200		
521200	Operating Supplies	0	0	0	0		
522200	Small Equip Repairs & Maintenance	0	0	0	0		
524201	General Tort Liability Insurance	73	33	65	66		
524202	Surety Bonds	0	0	13	0		
524302	Court Ref Volunteer Liability Insurance	143	143	144	145		
525000	Telephone	882	388	724	775		
525010	Long Distance Charges	103	22	75	50		
525210	Conference & Meeting Expense	868	100	1,500	0		
525230	Subscriptions, Dues, & Books	0	0	100	0		
525240	Personal Mileage Reimbursement	0	0	107	0		
529903	Contingency	0	0	2,373	0		
	*** Total Operating**	**92,993**	**66,869**	**126,872**	**106,236**		
	**** Total Personnel & Operating**	**156,911**	**113,658**	**215,571**	**203,845**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0			
540010	Minor Software	0	0	0			
	All Other Equipment	0	0	0			
	**** Total Capital**	**0**	**0**	**0**	**0**		
	***** Total Budget Appropriation**	**156,911**	**113,658**	**215,571**	**203,845**		

SECTION IV. – PROGRAM OVERVIEW

Objectives:

To provide an alternative to jail and prison for non-violent, drug-addicted offenders; to promote public safety by mandating drug treatment to this population in either a diversionary or post-plea track and by providing close monitoring, including case management and drug testing; to protect victims by soliciting input before offenders enter the program, and by requiring participants to pay restitution to victims when appropriate; to provide immediate accountability for offenders by sanctioning non-compliant behavior, requiring offenders to enter job training, secure employment, pay child support, continue education, relocate to suitable housing, and follow all individual treatment and case management recommendations; to take drug-addicted, felony offenders and transform them into productive tax-paying citizens at a fraction of the cost of incarceration.

Fund 2466
FY2003-04 Budget Request
Solicitor's ADULT DRUG COURT

SECTION IV. A. – LISTING OF POSITIONS

Staffing Level:

Job Title	# of Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
ADC Program Investigator	1.0		1.0	1.0	12
Asst Solicitor	1.0		1.0	1.0	19
Total Positions	**2.0**		**2.0**	**2.0**	

Fund 2466
FY2003-04 Budget Request
Solicitor's ADULT DRUG COURT

SECTION IV. D. -- SERVICE LEVELS

INDICATORS:	FY 00/01	FY 01/02	FY 02/03 (Tot. Est.)	FY 03/04 (Projected)
# OF ACTIVE CASES	85	85	22	50
# OF PENDING CASES	31	50	42	30
# OF REJECTED CASES	42	51	68	45
# OF COMMUNITY SERVICE HOURS	1,400	1,500	1,100	1,400
Amount of Victim Restitution	$12,500	$11,000	$8,500	$10,000

The # of cases includes active and completed during the fiscal year. Projections for next fiscal year increase after the drop in number of clients in FY 02/03 due to budget shortfall. The impediment to entering these participants is the lack of services due to funding limitations. The unique team effort that has made this program such a success involves law enforcement agencies, the Solicitor's office, public defenders' office, court administration, DSS, Mental Health, employers, and education facilities.

When the last comprehensive statistics were done for the adult drug court programs in SC, Lexington's adult program had the lowest recidivism rate (8%) of all adult drug courts in the State. This means that the graduates of Lexington's adult drug court have a lower rate of becoming involved in the criminal justice system after graduation, resulting in significant cost savings for the taxpayers of Lexington County. According to American University in Washington, DC, the average recidivism rate for the profile of a drug court participant WITHOUT treatment and intervention is 45 – 65 %. Compared to these figures, Lexington's program reduces recidivism by up to 57%.

In 1995, a research report by the Public Defenders' Office showed the average jail stay of a typical drug court participant before that individual either made bond or went to court, was 94 to 115 days. Drug court affects the release of these individuals in an average of less than 35 days. Thus, with over 500 referrals a year, the drug court will save 29,500 jail bed days; and at an average cost of $45/day, $1,327,500 in total Lexington County jail cost. Of course, the overall savings of getting these addicts out of the vicious circle of drugs, burglary, drugs, deceit of family members, drugs, abandonment of family, drugs, arrest, court, jail, and then drugs again, is difficult to put a $$ figure on - but obvious to all.

Fund 2466
FY2003-04 Budget Request
Solicitor's ADULT DRUG COURT

SECTION V. – REVENUE LINE ITEM NARRATIVE

431001 – Drug Court Income ** $ 40,000

431002 – Guilty Plea Fees – GS Drug Cases * $ 150,000**

458001 – Judicial State Aid to Drug Court $ 0
Although appropriated for FY 02/03, no judicial funding has been remitted to date.

801000 – Operating Transfer from General Fund - $ 0

PROPOSED REVENUE SOURCES :

**Drug Court Income	Defendant Fees will be increased to $150/month, the Assessment Fee will increase to $100/applicant. This income will be determined by the number of applicants and a increase in the number of program clients which proportionately will increase the treatment cost.
***Guilty Plea Fees - GS Drug Cases	A guilty plea on a Drug Charge is being assessed $300.00 designated for the Adult Drug Court program.

The Judicial Aid that was appropriated to cover the FY 02/03 budget hasn't been forthcoming from the State. This will effect the fund balance at 6/30/03.

Fund 2466
FY2003-04 Budget Request
Solicitor's ADULT DRUG COURT–

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVE

510100 - Salary	**$ 75,066**

This budget covers the salaries for one Program Director and one Assistant Solicitor

Fringe Benefits on the above Salary:

511112 - FICA	**$ 5,743**
511113 – SCRS	**$ 5,142**
511114 – PORS	**$ 0**
511120 – Employee Insurance	**$ 11,520**
511130 – Workers Compensation	**$ 138**
519901 – Salary & Wage Adjustment Account	***$ 0***

No Salary Increases will be Allowed in FY 03/04

Fund 2466
FY2003-04 Budget Request
Solicitor's ADULT DRUG COURT–

SECTION VI. B. – OPERATING LINE ITEM NARRATIVE

520200 – Contractual Services **$ 104,400**
To purchase treatment/counseling/drug testing services for ADC defendants.

520207– Sled Terminal Rental **$ 500**
The cost of 1/3 of the SLED hookup for criminal background checks.

521000 – Office Supplies **$ 100**
General office supplies such as pens, pencils, folders, stationary, envelopes, staples, paper clips will be purchased through this account.

521100 – Duplicating **$ 200**
To cover the county cost of $.05/copy for forms, contracts, brochures, etc.

521200 – Operating Supplies **$ 0**
Supplies such as ink cartridge replacements for the printer and fax machine.

524201 – General Tort Liability Insurance **$ 66**
Liability insurance coverage for the two employees on this program.

524302 – Court Ref. Volunteer Liab. Insurance **$ 145**
Liability insurance coverage on defendants sanctioned to community service work.

525000- Telephone **$ 775**
To cover the service cost of two telephone lines for calling defendants, attorneys, administrations, etc.

525010- Long Distance **$ 50**
To cover the cost of long distance charges for the telephones.

525020 – Pagers and Cell Phones **$ 0**
A pager is necessary for the case manager, and a cell phone is used in the vehicle during business travel.

525210 – Conference & Meeting **$ 0**
This account will be used by ADC staff to attend state drug court conferences.

525230 – Subscriptions, Dues, & Books **$ 0**

525240 – Personnel Mileage Reimbursement **$ 0**
Reimbursement allowance for use of personal vehicle in carrying out the ADC program.

525600 – Uniforms and Clothing **$ 0**

COUNTY OF LEXINGTON
SOLICITOR / RADIO COMMUNICATIONS PROJECT
New Program
Annual Budget
Fiscal Year - 2003-04

Fund: 2467
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenues: (Organization - 000000)						
457000	Federal Grant Income	0	0	0	0	29,250	
461000	Investment Interest	0	0	0	0	0	
802610	Op trn from Narcotics Forfeiture Fund	0	0	0	0	9,750	
	**** Total Revenue**	0	0	0	0	39,000	
	*****Appropriation Total**				0	39,000	0
	FUND BALANCE Beginning of Year				0	0	0
	FUND BALANCE - Projected End of Year				0	0	0

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	***BUDGET*** 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**		
	Operating Expenses						
	*** Total Operating**	**0**	**0**	**0**	**0**		
	**** Total Personnel & Operating**	**0**	**0**	**0**	**0**		
	Capital						
	(6) 800MHz Radios	0	0	0	39,000		
	**** Total Capital**	**0**	**0**	**0**	**39,000**		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**39,000**		

GRANT PERIOD: 7-1-03 TO 6-30-04
GRANT AWARD: FEDERAL $ COUNTY $
PERCENTAGES: 75% / 25%

68-1

List items under each Budget Category heading. Explain exactly how each item in your budget (both grantor and match) will be utilized. It is important that the necessity of these items, as they relate to the operation of the project, be established. Dollar amounts **DO NOT** have to be provided.

EQUIPMENT:

800mhz Radio: (6) To provide officers of the Lexington County Solicitor's Office with an effective means of communication with office staff, solicitors, and both state and local law enforcement.

COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	**Revised** Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Solicitor / Victim Witness Program 2500:**							
	Revenues:							
456100	Program Income	48,913	25,000	56,286	55,005	54,424	53,030	
461000	Investment Interest	922	6	0	0	12	12	
469900	Miscellaneous Revenues	686	0	0	0	0		
801000	Op Trn from General Fund	0	0	0	0	0		
802611	Op Trn from Solicitor State Fun	145,786	118,969	133,436	118,969	118,969	118,969	
	Op Trn					16,425		
	**** Total Revenue**	196,307	143,975	189,722	173,974	189,830	172,011	
	*****Total Appropriation**					183,700	172,013	0
	FUND BALANCE Beginning of Year					(6,128)	2	0
	FUND BALANCE - Projected End of Year					2	0	0

LEXINGTON COUNTY
FEB 27 RECD
FINANCE DEPT.

COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM
Annual Budget
Fiscal Year - 2003-04

Fund: 2500
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	**2002-03 Projected**	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel							
510100	Salaries & Wages - 3	163,972	71,733	140,034	140,644	131,742		
	Salaries & Wages Adjustment	0	0	0	0	0		
510200	Overtime	0	0	0	0	0		
511112	FICA Cost	11,914	5,101	10,712	10,362	10,088		
511113	SCRS - Employer's Portion	11,232	4,914	9,592	9,633	9,022		
511120	Employee Insurance - 3	16,800	9,800	19,250	18,200	17,280		
511130	Workers Compensation	311	136	245	272	260		
	Employee Furloughs 6 Days					(3,486)		
	Unemployment Insurance					500		
	*** Total Personnel**	**204,229**	**91,684**	**179,833**	**179,111**	**165,406**		
	Operating Expenses							
520800	Outside Printing	0	0	0	0	0		
520400	Advertising & Publicity	0	0	0	0	0		
521000	Office Supplies	0	0	0	0	0		
521100	Duplicating	0	0	0	0	0		
522300	Vehicle Repairs & Maint	461	382	600	500	800		
524100	Vehicle Insurance - 2	520	260	520	520	600		
524201	General Tort Liability Ins	403	100	200	200	200		
524202	Surety Bonds	0	0	26	0	0		
525000	Telephone	160	40	454	40	0		
525020	Pagers and Cell Phones	1,113	589	1,100	1,100	1,000		
525210	Conference & Meeting Exp	1,691	1,418	1,418	1,418	2,400		
525230	Subscriptions, Dues, & Books	211	211	211	211	300		
525240	Personal Mileage Reimb	0	0	0	0	0		
525250	Motor Pool Reimbursement	0	0	0	0	0		
525400	Gas, Fuel & Oil	744	361	650	600	800		
529903	Contingency	0	0	0	0	507		
	*** Total Operating**	**5,303**	**3,361**	**5,179**	**4,589**	**6,607**		
	**** Total Personnel & Operati**	**209,532**	**95,045**	**185,012**	**183,700**	**172,013**		
	Capital							
540000	Small Tools & Minor Eqmt	0	0	0	0	0		
						0		
	**** Total Capital**	**0**	**0**	**0**	**0**	**0**		
	***** Total Budget Approp**	**209,532**	**95,045**	**185,012**	**183,700**	**172,013**		

SECTION IV. – PROGRAM OVERVIEW

Objectives:

Our mission is to fully comply with State laws governing provision of rights and services to crime victims in the Eleventh Judicial Circuit.

SECTION IV. A. – LISTING OF POSITIONS

Staffing Level:

Job Title	# of Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Director	1		1	1	17
Victim Counselor	1		1	1	13
Family Court Victim Advocate	1		1	1	13
Total Positions	**3**		**3**	**3**	

SECTION IV. B. – LISTING OF VEHICLES

1. County # 18893 1997 Ford Crown Victoria – Assigned to the Director

Vehicle Repairs & Maintenance	#522300	800
Vehicle Insurance	#524100	600
Gas, Fuel & Oil	#525400	800
Total Budget Request		$2,200

SECTION IV. D. – SERVICE LEVELS

INDICATORS:	FY 98/99 Total	FY 99/00*	FY00/01**	FY00/01**	FY01/02
	2,270*	2,309*	2,375*	2,400*	2,583*

**Figures are for new cases received during the period; Does not include ongoing work on cases received in a prior period.*

***Figures are estimates only*

SECTION V. – REVENUE LINE ITEM NARRATIVE

456100– Program Income **$ 53,030**

The program is reimbursed via a state line item appropriation, which is anticipated to be $12,547 in the new fiscal year due to State Budget cuts; and surplus funds from the Div. Of Victim Assistance pool usually amounts to just over $40,000.

461100 – Interest Earnings **$12**

802611 – Operating Transfer from Solicitor's State Fund **$118,969**

The Solicitor's Office State funds will cover 69% of the funding request.

Fund 2500
FY2003-04 Budget Request
Solicitor's VICTIM WITNESS PROGRAM

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVE

510100 - Salary **$ 131,742**

This budget covers the salary for the Director, one Victim Counselor, and the Family Court Victim Advocate.

NOTE: No pay increase of any kind will be granted to employees in this program for fiscal year 2002-2003.

Fringe Benefits on the above Salaries:

511112 - FICA	**$ 10,088**
511113 – SCRS	**$ 9,022**
511120 – Employee Insurance	**$ 17,280**
511130 – Workers Compensation	**$ 260**
519901 – Salary & Wage Adjustment Account	**$ 0**

New Categories:

Employee Furloughs – 6 days each	**$ (3,486)**
Unemployment Compensation	**$ 500**

NOTE: Each employee in this program will be required to take six days of unpaid furlough during FY 2002-2003. These will be scheduled in conjunction with Holidays to minimize work flow disruption. While it is unlikely that employees with file for unemployment benefits due to the complexity of filing, the appropriate amount has been budgeted.

Fund 2500
FY2003-04 Budget Request
Solicitor's VICTIM WITNESS PROGRAM

SECTION VI. B. – OPERATING LINE ITEM NARRATIVE

520800 – Outside Printing **$ 0**
Letterhead, Victim Impact Statements, brochures

521000 – Office Supplies **$ 0**

522300 – Vehicles Repairs & Maintenance **$800**
Any scheduled maintenance and repair cost by the County's fleet maintenance department.

524100 – Vehicle Insurance **$600**
Comprehensive collision insurance cost on the vehicle..

524201 – General Tort Liability Insurance **$200**
Liability insurance coverage for the employees on this program.

524202 – Surety Bonds **$0**
Bonding coverage for county employees.

525000 – Telephone **$0**

525020 – Pagers and Cell Phones **$ 1,000**
A pager is necessary for all personnel and a cell phone is used in the vehicle during business travel.

525210 – Conference & Meeting **$ 2,400**
This account will be used by personnel to the annual Solicitors' Convention and Victim Advocates Training Forum (one event).

525220 – Employee Training **$ 0**
To attend training in addition to the annual session

525230 – Subscriptions, Dues, & Books **$ 300**
This account will pay for materials related to victim services.

525240 - Personal Mileage Reimbursement **$0**
For incidental travel.

Motor Pool Reimbursement **$0**
Self explanatory.

525400 – Gas, Fuel, Oil **$800**
Account to charge for fuel and oil for the county vehicle.

529903 – Contingency **$507**
Unforeseen circumstances that may arise during the year.

COUNTY OF LEXINGTON
COMMUNITY JUVENILE ARBITRATION PROGRAM
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Solicitor / Community Juvenile Arbitration 2501:**						
	Revenues:						
458000	State Grant Income	45,000	11,250	45,000	45,000	45,000	
469100	Gifts & Donations	200	0	0	0	0	
461000	Investment Interest	94	15	150	150	150	
801000	Op Trn from Genrl Fund/Cty Ordinary	45,000	45,000	45,000	45,000	45,000	
802140	Op Trn from Temporary Alcohol Bev	0	33,000	33,000	33,000	38,379	
802611	Op Trn from Solicitor State Funds	33,000	0	0	0	0	
	**** Total Revenue**	123,294	89,265	123,150	123,150	**128,529**	
	*****Total Appropriation**				116,925	**130,124**	0
	Contingency deficit:				-5,518		
	FUND BALANCE Beginning of Year				888	1,595	
	FUND BALANCE - Projected End of Year				1,595	**0**	

GRANT PERIOD: 07-01-2003 to 06-30-2004

GRANT AWARD: $45,000 State Grant

PERCENTAGE SHARED:
State 35%, County 35%, TempAlcohol 30%

COUNTY OF LEXINGTON
COMMUNITY JUVENILE ARBITRATION PROGRAM
Annual Budget
Fiscal Year - 2003-04

Fund: 2501
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2	75,268	36,819	76,945	77,102		
	Salaries & Wages Adjustment Account	0	0	0	2,668		
510300	Part-time - 1	11,442	5,677	11,934	11,822		
511112	FICA - Employer's Portion	6,496	3,163	6,799	7,007		
511113	SCRS - Employer's Portion	5,940	2,911	6,088	6,274		
511120	Employee Insurance - 2	8,400	5,600	11,200	11,520		
511130	Workers Compensation	234	115	240	247		
	*** Total Personnel**	**107,780**	**54,285**	**113,206**	**116,640**		
	Operating Expenses						
520300	Professional Services	0	0	0	0		
521000	Office Supplies	696	401	650	650		
521100	Duplicating	1,486	846	1,500	1,700		
521200	Operating Supplies	116	0	131	135		
521206	Training Supplies	0	0	0	0		
522200	Small Equip Repairs & Maintenance	0	0	0	0		
524201	General Tort Liability Insurance	112	50	100	100		
524202	Surety Bonds	0	0	19	0		
524301	Volunteer Liability Ins.	368	363	368	368		
524302	Court Ref Volunteer Liab Ins	626	626	626	626		
525000	Telephone	680	350	650	700		
525010	Long Distance Charges	190	115	200	200		
525100	Postage	2,318	1,575	2,200	2,200		
525210	Conference & Meeting Expenses	1,553	791	2,193	1,500		
525230	Subscriptions, Dues, & Books	85	90	100	90		
525240	Personal Mileage Reimbursement	353	362	500	500		
529903	Contingency	0	0	-5,518	0		
	*** Total Operating**	**8,583**	**5,569**	**3,719**	**8,769**		
	**** Total Personnel & Operating**	**116,363**	**59,854**	**116,925**	**125,409**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
540010	Minor Software (3-OfficeXP Pro)				945		
	(2) Core Banner/Doc. Imager PC				1,750		
	(1) Pres/GIS Laptop				2,020		
	**** Total Capital**	**0**	**0**	**0**	**4,715**		
	***** Total Budget Appropriation**	**116,363**	**59,854**	**116,925**	**130,124**		

SECTION IV. – PROGRAM OVERVIEW

Objectives:

To provide a model community-based mediation/arbitration program that successfully diverts non-violent, first time juvenile offenders from the juvenile justice system, while promoting offender accountability, victim restitution, and the protection of the public. The program uses trained volunteers to conduct informal hearings in the community between law enforcement officers, victims and juvenile offenders. To provide this program by constant recruitment, training, monitoring, and supervising over 60 community volunteers who handle the juvenile case referrals. To provide recruit community service sites where juvenile offenders can repay their community by performing community service work. Also, to offer restitution and restorative justice to victims of crime.

SECTION IV. A. – LISTING OF POSITIONS

Staffing Level:

Job Title	# of Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Director	1.00		1.00	1.00	17
Case Manager	1.00		1.00	1.00	11
Clerk Typist I -P/T	.50		.50	.50	4
Total Positions	**2.50**		**2.50**	**2.50**	

SECTION IV. D. – SERVICE LEVELS

INDICATORS:	FY00/01	FY 01/02	FY 02/03 (To Date)	FY 03/04 (Projected)
# OF ARBITRATION HEARINGS	**376**	**364**	**264**	**400**
# OF CASES REFERRED	536	629	368	700
# OF COMMUNITY SERVICE HOURS	4,353	4,762	2,385	5,000
AMOUNT OF VICTIM RESTITUTION	$3,111	$3,592	$1,806	$4,000
AMOUNT OF CHARITABLE DONATIONS	$1,026	$ 478	$310	$600

**** Statistics reflected by date referred. As previously pointed out, the Department of Juvenile Justice has nine (9) employees handling Lexington County, and three (3) open caseworker positions, routinely, there is a three to four month delay in their referring cases to CJA. Notoriously the majority of referred cases will come in from DJJ in the last quarter of the fiscal year.**

SECTION V. – REVENUE LINE ITEM NARRATIVE

458000– State Income (SCDJJ) **$ 45,000**

A line item appropriation for CJA services in the State Department of Juvenile Justice's budget to provide a juvenile diversion program for the Eleventh Judicial Circuit. 35% of funding necessary. This has been the same amount 1986.

461000 – Investment Interest **$ 150**

801000 – Operating Transfer from General Fund - **$ 45,000**

The requested budget will require a commitment of 35% of the funding request for the Community Juvenile Arbitration program. Same requested amount as prior years.

802140 – Operating Transfer from Temporary Alcohol Fees **$ 38,379**

The requested budget will require a commitment of 35% of the funding request for the Community Juvenile Arbitration program.

Fund 2501
FY2003-04 Budget Request
Solicitor's COMMUNITY JUVENILE ARBITRATION PROGRAM

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVE

510100 - Salary **$ 77,102**
This budget covers the salary for the Director and the Case Manager

510300 – Part Time **$ 11,822**
This budget covers the salary for the Part time Clerk (no insurance coverage)

Fringe Benefits on the above Salaries:

511112 - FICA	**$ 7,007**
511113 – SCRS	**$ 6,274**
511114 – PORS	**$ 00**
511120 – Employee Insurance	**$ 11,520**
511130 – Workers Compensation	**$ 247**
519901 – Salary & Wage Adjustment Account	**$ 2,668**

SECTION VI. B. – OPERATING LINE ITEM NARRATIVE

520200 – Contractual Services $ 00

521000 – Office Supplies $ 650
General office supplies such as pens, pencils, folders, stationary, envelopes, staples, paper clips will be purchased through this account.

521100 – Duplicating $ 1,700
The county charges $.05 per copy and this program has to copy the complete case file to supply all staff, arbitrators, and law enforcement involved with the case. A monthly newsletter is sent to over 100 volunteers and this report/schedule is copied. ***E-mailing and faxing will be investigated and used when possible.***

521200 – Operating Supplies $ 135
Supplies such as ink cartridge replacements for the printer and fax machine, film for camera, etc

524201 – General Tort Liability Insurance $ 100
Liability insurance coverage for the three employees on this program.

524202 – Surety Bonds $ 0
Bonding coverage for county employees .

524301 – Volunteer Liability Insurance $ 368
This account covers liability insurance on the volunteer arbitrators.

524302 - Court Ref Volunteer Liability Insurance $ 626
This account covers liability insurance on community service sanctioned work by clients.

525000 - Telephone $ 700
This account covers cost of phone service for three phones.

525010 - Long Distance Charges $ 200
This account covers the cost of long distance phone charges necessary for the efficiency of the program.

525100 - Postage $ 2,200
The CJA office sends out four notices on every hearing; a monthly newsletter (report/schedule) to over 150 volunteers and interested parties to make them aware of scheduled prison tours, program training, special monthly programs & events, recognition of volunteers and law enforcement officers; apology letters, essays, book reports are copied and mailed to victims, schools, and volunteers. ***Again, this is a "down to the bone" amount. E-mailing and faxing will be used whenever feasible.***

Fund 2501
FY2003-04 Budget Request
Solicitor's COMMUNITY JUVENILE ARBITRATION PROGRAM

525210 – Conference & Meeting **$ 1,500**

This account will be used by staff to attend meetings and conferences on juvenile justice. Staff will attend the in-state training provided by the Dept of Juvenile Justice, the SC Prosecution Commission, and the SC Youth Workers Workshop.

525230 – Subscriptions, Dues, & Books **$ 90**

This account will pay for dues to the Midlands Affiliate of SC Association of Volunteer Administrators, Pre-Trial Association, and the volunteers' membership in the SC Youth Worker Association. Miscellaneous books for juveniles, or about juveniles, are also purchased for use by the arbitrators.

525240 – Personal Mileage Reimbursement **$ 500**

When a fleet vehicle isn't available or practical for the trip, CJA business is conducted via a personal vehicle. These trips include traveling to prisons, to arbitrators' homes, to arbitration hearings, etc. ***Since a state-wide coordinator was hired at the Department of Juvenile Justice to oversee the 14 circuit arbitration programs across the state, the Lexington director will be doing less statewide travel and consultation for the programs modeled after the Lexington CJA program.***

SECTION VI. C. – CAPITAL LINE ITEM NARRATIVE

540000– Small Tools & Minor Equipment **$ 0**

540010– Minor Software **$ 945**

XXXXXX –(2) Core Banner/Doc.Imager PC **$ 1,750**

Replacement for current Desktops that are obsolete for Banner and CRIMES

XXXXXX –(1) Pres/GIS Laptop **$ 2,020**

Replacement for current Laptop to use offsite for presentations and information dealing with juvenile case arbitrations.

COUNTY OF LEXINGTON
FORFEITURE (NARCOTICS) FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 2610
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenues: (Organization - 000000)						
438900	Auction Sales	3,166	3,132	0	0	0	
456400	Narcotics Confiscation	13,272	0	15,000	15,000	10,000	
461000	Investment Interest	777	372	1,000	1,000	500	
	**** Total Revenue**	17,215	3,504	16,000	16,000	10,500	
	*****Appropriation Total**				68,620	40,471	0
	-Adjustment to Proj Approp.				(68,620)		
	FUND BALANCE Beginning of Year				53,835	69,835	39,864
	FUND BALANCE - Projected End of Year				69,835	39,864	39,864

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages	0	0	0	29,744		
511112	FICA - Employer's Portion	0	0	0	2,276		
511113	SCRS - Employer's Portion	0	0	0	2,037		
511120	Employees Insurance	0	0	0	6,293		
511130	Workers Compensation	0	0	0	71		
	*** Total Personnel**	**0**	**0**	**0**	**40,421**		
	Operating Expenses						
524000	Building Insurance	0	0	0	0		
524201	Tort Liability Insurance	0	0	0	50		
529903	Contingency	45,010	0	68,620	0		
	*** Total Operating**	**45,010**	**0**	**68,620**	**50**		
	**** Total Personnel & Operating**	**45,010**	**0**	**68,620**	**40,471**		
	Capital						
	**** Total Capital**	**0**	**0**	**0**	**0**		
	Other Operating Expenses						
812466	Op Trn to Sol/Adult Drug Court	10,000	0	0	0		
	**** Total Other Operating Expenses**	**10,000**	**0**	**0**	**0**		
	***** Total Budget Appropriation**	**55,010**	**0**	**68,620**	**40,471**		

SECTION IV. – PROGRAM OVERVIEW

Objectives:

As established by State legislation in 1990, forfeitures from narcotic cases (once broken down to cash) are to be proportioned to the arresting law enforcement agency, the prosecutor's office and the State treasury.

The Solicitor's portion of these monies may be used only by the solicitor for cost incurred in matters relating to the prosecution of drug offenses and litigation of drug related matters.

These funds cannot be used to supplant local government funds.

Fund 2610
FY2003-04 Budget Request
Solicitor's NARCOTICS FORFEITURE FUND

SECTION IV. A. – LISTING OF POSITIONS

Staffing Level:

Job Title	# of Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Transfer from Fund 2611 due to reduction of revenue.					
Secretary I	1.0		1.0	1.0	6
TOTAL POSITION	**1.0**		**1.0**	**1.0**	

SECTION V. – REVENUE LINE ITEM NARRATIVE

456400 – Narcotics Forfeiture Confiscation **$ 15,000**

Proceeds from narcotic forfeitures are distributed by the seizing law enforcement agencies, with the appropriate percentage being remitted to this account for the Solicitor's use.

It should be noted that although a concentrated effort has been made by the Solicitor's office to clear the backlog of forfeiture cases, the horrendous civil work involved in each case is daunting at best. Currently, there are many consent orders that have been sent to law enforcement agencies for distribution of forfeitures; but the records on these cases and the assets continue to be a problem for closure.

461000 – Investment Interest **$ 1,000**

Fund 2610
FY 2003-04 Budget Request
Solicitor's NARCOTICS FORFEITURE PROGRAM

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVE

510100 - Salary	**$ 29,744**

These budgets cover the full salaries for (1) Secretary; also salary supplements to General Fund employees. Both positions handle the majority of drug case prosecution.

Fringe Benefits on the above Salaries:

511112 - FICA	**$ 2,276**
511113 – SCRS	**$ 2,037**
511114 – PORS	**$ 0**
511120 – Employee Insurance	**$ 6,293**
511130 – Workers Compensation	**$ 71**
519901 – Salary & Wage Adjustment Account	**$ 0**

SECTION VI. B. – OPERATING LINE ITEM NARRATIVE

524201 – General Tort Liability Insurance	**$ 50**

Liability insurance coverage for the employee on this program.

SECTION VI. C. – CAPITAL LINE ITEM NARRATIVE

N/A

COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Solicitor - State Funds 2611:**						
	Revenues:						
443500	Bond Escheatment	27,110	125	30,000	5,000	5,000	
451500	Circuit Solicitor - State Supplement	150,000	300,000	315,325	300,000	270,000	
458001	Judicial Aid to Drug Court	0	0	0	0	0	
459900	Miscellaneous Payments & Grants	0	0	0	0	0	
461000	Investment Interest	2,133	1,091	1,000	1,800	1,000	
	**** Total Revenue**	179,243	301,216	346,325	306,800	**276,000**	
	*****Appropriation Total**				442,953	271,984	0
	Adjustments to Projected Approp.				(38,367)		
	- Contingency 28,367						
	- Nye Sal/Fr 10,000						
	FUND BALANCE Beginning of Year				93,871	(3,915)	101
	FUND BALANCE - Projected End of Year				(3,915)	101	101

COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
Annual Budget
Fiscal Year - 2003-04

Fund: 2611
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - ~~5.4366~~ **2.1899**	162,575	74,947	200,452	98,425		
	Salaries & Wages Adjustment Account	0	0	0			
510200	Overtime	0	0	0			
510300	Part Time - 1	19,119	9,480	19,141	19,743		
511112	FICA - Employer's Portion	13,657	6,326	16,799	9,040		
511113	SCRS - Employers Portion	12,446	5,783	15,042	8,095		
511120	Employee Insurance - ~~4.4366~~ 2.1899	18,037	13,351	24,845	12,614		
511130	Workers Compensation	379	177	399	272		
	*** Total Personnel**	**226,213**	**110,064**	**276,678**	**148,188**		
	Operating Expenses						
520200	Contracted Services	0	0	0	0		
520300	Professional Services (Consultant)	0	0	0	0		
520500	Legal Services	0	0	0	0		
521000	Office Supplies	721	0	0	0		
524201	General Tort Liability Insurance	323	130	260	150		
524202	Surety Bonds	0	0	28	0		
525000	Telephone	190	100	207	207		
525010	Long Distance Charges	31	19	50	50		
525020	Pagers and Cell Phones	336	0	400	215		
525210	Conference & Meeting Expenses	837	1,292	972	1,500		
525230	Subscriptions, Dues, & Books	45	0	50	300		
525240	Personal Mileage Reimbursement	0	0	100	0		
525301	Util / Courthouse	0	0	0	0		
529903	Contingency	0	0	28,367			
539553	Judicial Aid to 11th Circuit	0	0	0	0		
	*** Total Operating**	**2,483**	**1,541**	**30,434**	**2,422**		
	**** Total Personnel & Operating**	**228,696**	**111,605**	**307,112**	**150,610**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	0	0	0		
	**** Total Capital**	**0**	**0**	**0**	**0**		
	Other Financing Uses						
812450	Op Trn to Local LLEBG Block Grant	5,500	0	0	0		
812451	Op Trn to Local LLEBG Block Grant	0	2,405	2,405	2,405		
812464	Op Trn to Sol/Juv Incent Blk Grant	712	0	0	0		
812466	Op Trn to Sol/Adult Drug Court	0	0	0	0		
812500	Op Trn to Sol/Victim Witness	145,786	0	133,436	118,969		
812501	Op Trn to Comm Juvenile Arbitration	33,000	118,969	0	0		
812612	Op Trn to Pre-Trial Intervention	0	0	0	0		
	*****Total Other Financing Uses**	**184,998**	**121,374**	**135,841**	**121,374**		
	***** Total Budget Appropriation**	**413,694**	**232,979**	**442,953**	**271,984**		

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SECTION IV. – PROGRAM OVERVIEW

Objectives:

Appropriations are established at the State level and distributed by the SC Prosecution Commission to each judicial circuit solicitor. These funds are apportioned among the circuits on a per capita basis (based on the latest official census numbers) and are intended for use **in addition to** any amounts presently being provided by the county general fund for prosecution services; and may not be used to supplant local government funding already allocated for like services. The fund balance at year end is to be carried over for use in the subsequent years.

SECTION IV. A. – LISTING OF POSITIONS

Staffing Level:

Job Title	# of Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Assistant Solicitor I**	2.00		2.00	2.00	24/19
Part-Time Secretary (Insurance Covered)	.50		.50	.50	6
Total Positions	**2.50**		**2.50**	**2.50**	

**Asst Sol INTERNs can be brought into these positions as Grade 19.

SECTION V. – REVENUE LINE ITEM NARRATIVE

443500 – Bond Escheatment **$ 5,000**

Estimated proceeds from calling in bonds from bonding companies.

451500 – Circuit Solicitor State Supplement **$ 270,000**

State Appropriation for supplemental funding of prosecution department .

461000 – Investment Interest **$ 1,000**

Fund 2611
FY 2003-04 Budget Request
Solicitor's STATE FUND

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVE

510100 - Salary	**$ 98,425**
510300 – Part-time	**$ 19,743**

These budgets cover the full salaries for (1) Assistant Solicitor, (1) Asst. Solicitor Intern, and (1) Part-time Family Court Secretary; also salary supplements to General Fund employees.

Fringe Benefits on the above Salaries:

511112 - FICA	**$ 9,040**
511113 – SCRS	**$ 8,095**
511114 – PORS	**$ 0**
511120 – Employee Insurance	**$ 12,614**
511130 – Workers Compensation	**$ 272**
519901 – Salary & Wage Adjustment Account	**$ 0**

SECTION VI. B. – OPERATING LINE ITEM NARRATIVE

524201 – General Tort Liability Insurance $ 150
Liability insurance coverage for the four employees on this program.

524202 – Surety Bonds $ 00
Bonding coverage for county employees .

525000 – Telephone $ 207
Covers the phones for the two Asst. Solicitors

524010 – Long Distance $ 50
Covers the long distance phone costs for the fiscal manager.

525020 – Pagers and Cell Phones $ 215
A pager is necessary for two Asst. Solicitors

525210 – Conference & Meeting $ 1,500
This account will be used by employees to attend CLE training.

525230 – Subscriptions, Dues, & Books $ 300
This account will pay for dues to the statewide organizations and periodicals.

525240 – Personal Mileage Reimbursement $ 00
Account to charge when an employee vehicle is used for solicitor business.

529903 – Contingency $ 00

SECTION VI. C. – CAPITAL LINE ITEM NARRATIVE

540000– Small Tools & Minor Equipment **$ 00**

To cover incidental equipment purchases for the solicitor's programs.

OTHER FINANCING USES NARRATIVE

81245X – Op Transfer to LLEBG'03 **$ 2,405**

To provide the match on the LLEBG '03 allotment.

812500 – Op Transfer to Sol's Victim Witness **$ 118,969**

To provide 70% funding of the Victim Witness program.

COUNTY OF LEXINGTON
PRE-TRIAL INTERVENTION GRANT
Annual Budget
Fiscal Year - 2003-04

Fund: 2612
Division: Judicial
Organization: 141200 - Pre-Trial Intervention

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenue: (Organization - 000000)						
456100	Program Income	197,576	86,384	212,592	212,592	219,855	
461000	Investment Interest	0	10	0	0	0	
802611	Op Trn from Solicitor State Fund	0	0	0	0	0	
	**** Total Revenue**	197,576	86,394	212,592	212,592	219,855	
	*****Total Appropriation**				212,592	219,855	0
	FUND BALANCE Beginning of Year				23	23	23
	FUND BALANCE - Projected End of Year				23	23	23

						BUDGET	
Object Code	Expenditure Classification	2001-02 Expenditur	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 4	154,493	52,950	162,150	162,226		
	Salaries & Wages Adjustment Account	0	0	0	4,866		
511112	FICA - Employer's Portion	11,460	3,938	12,404	12,783		
511113	SCRS - Employer's Portion	10,583	3,627	11,108	11,446		
511120	Employee Insurance - 4	16,800	11,200	22,400	24,000		
511130	Workers' Compensation	417	143	438	438		
	*** Total Personnel**	**193,753**	**71,858**	**208,500**	**215,759**		
	Operating Expenses						
520207	SLED Terminals Contract	571	0	571	575		
521100	Duplicating	1,644	981	1,900	1,900		
524201	General Tort Liability Insurance	177	65	150	150		
524202	Surety Bonds	0	0	26	26		
524302	Court Ref Volunteer Liab Ins	1,431	1,431	1,445	1,445		
529903	Contingency	0	0	0			
	*** Total Operating**	**3,823**	**2,477**	**4,092**	**4,096**		
	**** Total Personnel & Operating**	**197,576**	**74,335**	**212,592**	**219,855**		
	***** Total Budget Appropriation**	**197,576**	**74,335**	**212,592**	**219,855**		

SECTION IV. – PROGRAM OVERVIEW

Objectives:

To divert defendants with no significant criminal history from the traditional criminal justice system processing into a rehabilitative program of counseling, community service and repayment to the victim resulting in dismissal of criminal charges thereby assisting the Circuit Solicitor's office, magistrate and city courts with the handling of criminal cases.

Fund 2612
FY2002-03 Budget Request
Solicitor's PRE-TRIAL INTERVENTION PROGRAM

SECTION IV. A. – LISTING OF POSITIONS

Staffing Level:

Job Title	# of Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
PTI Director	1.00		1.00	1.00	18
Case Manager II	1.00		1.00	1.00	14
Case Manager I	2.00		2.00	2.00	12
Total Positions	**4.00**		**4.00**	**4.00**	

All positions are covered by Insurance.

FUND 2612
SOLICITOR'S PRE-TRIAL INTERVENTION PROGRAM (141200)
FY2003-04 BUDGET REQUEST

SECTION IV. D. – SERVICE LEVELS

INDICATORS:	FY 01/02	FY 02/03 (as of 2/01)	FY 02/03 (Tot. Est.)	FY 03/04 (Projected)
APPLICATIONS	597	530	833	850
APPROVED	512	410	666	708
COMPLETED	357	180	400	552
COMMUNITY SERVICE	17850hrs	12000 hrs	23000 hrs	28000 hrs

SECTION V. – REVENUE LINE ITEM NARRATIVE

455100 – Program Income **$ 219,855**

The Pretrial Intervention program charges fees as set by SC Law 17-22-10. The application fee is $100 and the participation fee is $250. However, the solicitor can waive fees in cases of indigence or inability to pay. The program will reimburse the county for salaries/ fringe benefits and telephones and pager services, duplicating, and sanctioned community service insurance on a monthly basis.

FUND 2612
SOLICITOR'S PRE-TRIAL INTERVENTION PROGRAM (141200)
FY2003-04 BUDGET REQUEST

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVE

510100 - Salary **$ 162,226**

This budget covers the salary for the PTI Director, Case Manager II, 2 Case Manager I(1 vacant). Included in the Salary and wage adjustment account is 3% increase.

Fringe Benefits on the above Salaries:

511112 - FICA	**$12,783**
511113 – SCRS	**$11,446**
511120 – Employee Insurance	**$24,000**
511130 – Workers Compensation	**$ 438**
519901 – Salary & Wage Adjustment Account	**$ 4,866**

FUND 2612
SOLICITOR'S PRE-TRIAL INTERVENTION PROGRAM (141200)
FY2003-04 BUDGET REQUEST

SECTION VI. B. – OPERATING LINE ITEM NARRATIVE

520200 – Contractual Services **$ 575**

Contract with SLED for terminal to conduct criminal history checks on all defendants who apply to the program. Record checks are conducted again before successful completion is granted. Criminal history checks are also conducted on potential employees. The cost monthly is $ 71.40.

521100 – Duplicating **$ 1900**

Covers the copying charges of $.05 per copy for letters, reports, notices to program participants, officers, victims and routine office work.

524201 – General Tort Liability Insurance **$ 150**

Covers the cost of liability insurance coverage for the five employees on this program.

524302 – Court Referred Volunteer Liability Insurance **$ 1445**

Covers the cost to provide insurance coverage on program participants performing community service work.

COUNTY OF LEXINGTON
LAW ENFORCEMENT
Annual Budget
Fiscal Year 2003-2004

Division: Law Enforcement
Organization: 151100 - 159999

Requested Budget
Update: 3-14-2003

		Grants												Special Revenue										
	General Fund 1000	Title IV-D Child Support 2411	Title V Senior Employ 2413	Bullet Proof Vest Grant 2414	Comm Education on Gun Violence 2423	Multi Task Force Narcotic Team 2436	FY01 COPS Universal Hiring 2440	Multijuris dictional Forensic Drug Lab 2441	Gang Investi-gation Unit 2443	Automated Fingerprint Ident System 2444	National Incident Reporting System 2445	Victim Assistance Program Enhance 2446	Law Enforce Block Grt 2452	Victims Bill of Rights 2620	Narcotics Forfeiture Funds 2630	Inmate Services Fund 2632	School District No. 1 2633	School District No. 2 2634	Federal Narcotics Forfeiture 2637	Civil Process Server 2638	School District No. 3 2639	School District No. 4 2640	School District No. 5 2641	Elimination of Interfund Transfers	Combined
Prior Year Fund Balance	0	-155	3	217	0	0	-5,507	1	0	0	0	0	0	0	189,523	51,006	753	4	9,286	0	8	13	13		
Prior Year Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0	0	155,004	471,923	0	0	54,987	0	0	0	0		
# of Employees	[382]	[1]	[2]		[1]	[2]	[10]	[1]	[2]					[5]		[5]	[8]	[4]		[2]	[1]	[1]	[5]		[432]
Revenues																									
Program Income	0	0	0	0	0	28,952	0	0	0	0	0	0	0	280,838	40,000	393,603	224,102	107,355	0	0	28,003	25,520	131,685		1,260,058
Fees, Permits, and Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16,717	0	0	0	53,904	0	0	0		70,621
State Grant Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
Federal Grant Income	0	16,830	13,413	5,000	70,530	420,402	100,622	130,141	177,934	133,125	375,300	74,544	134,100	0	0	0	0	0	15,000	0	0	0	0		1,666,941
Miscellaneous Payments & Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
Investment Interest	0	0	0	0	0	0	0	0	0	0	0	0	900	0	6,000	11,000	0	0	1,000	50	0	0	0		18,950
General Fund Revenue Sources	23,795,441	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(944,942)	22,850,499
Oper Trn In From Other Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
Oper Trn In From LE/General Fund	0	9,081	0	5,000	0	64,463	80,922	43,380	19,771	44,375	125,100	18,636	17,550	0	0	0	224,102	107,355	0	0	28,002	25,520	131,685		944,942
***Total Funding**	**23,795,441**	**25,911**	**13,413**	**10,000**	**70,530**	**513,817**	**181,544**	**173,521**	**197,705**	**177,500**	**500,400**	**93,180**	**152,550**	**280,838**	**46,000**	**421,320**	**448,204**	**214,710**	**16,000**	**53,954**	**56,005**	**51,040**	**263,370**	**(944,942)**	**27,756,953**
Appropriations																									
Personnel	17,448,523	28,119	13,193	0	37,280	98,732	218,142	57,465	102,079	0	0	0	0	228,787	0	279,933	387,448	197,790	0	37,300	51,480	46,115	243,751		19,476,137
Operating Expenses	4,631,654	0	220	10,000	11,900	240,284	2,678	58,056	25,626	34,500	212,400	19,980	175,500	52,051	41,300	132,186	34,814	16,920	74,037	16,703	4,525	4,925	19,619		5,819,878
Capital	770,322	0	0	0	21,350	174,800	0	58,000	70,000	143,000	288,000	73,200	0	0	5,000	2,000	25,942	0	0	0	0	0	0		1,631,614
Operating Transfer Out	944,942	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(944,942)	0
***Total Appropriations**	**23,795,441**	**28,119**	**13,413**	**10,000**	**70,530**	**513,816**	**220,820**	**173,521**	**197,705**	**177,500**	**500,400**	**93,180**	**175,500**	**280,838**	**46,300**	**414,119**	**448,204**	**214,710**	**74,037**	**54,003**	**56,005**	**51,040**	**263,370**	**(944,942)**	**27,872,571**
Projected Ending Fund Balance	**0**	**-2,363**	**3**	**217**	**0**	**1**	**-44,783**	**1**	**0**	**0**	**0**	**0**	**-22,950**	**0**	**344,227**	**530,130**	**753**	**4**	**6,236**		**8**	**13**	**13**		

COUNTY OF LEXINGTON
LAW ENFORCEMENT/TITLE IV-D PROCESS SERVER
Annual Budget
Fiscal Year - 2003-04

Fund 2411
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenues (Organization: 000000)						
451803	IV-D Service of Process Pmts	17,193	8,382	17,952	17,952	16,830	
461000	Investment Interest	1	0	1	1	0	
	Op Transfer from General Fund	0	0	0	0	9,081	
	**** Total Revenue**	**17,194**	**8,382**	**17,953**	**17,953**	**25,911**	
	*****Total Appropriation**				**18,442**	**25,756**	0
	FUND BALANCE Beginning of Year				334	(155)	0
	FUND BALANCE - Projected End of Year				(155)	0	0

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510199	Special Overtime	0	488	0	0		
510200	Overtime	0	386	0	0		
510300	Part-Time - 1	15,018	8,005	10,329	16,916		
	Salaries & Wages Adjustment Account	0	0	0	507		
511112	FICA - Employer's Portion	1,122	669	1,290	1,333		
511113	SCRS - Employer's Portion	1,028	608	1,156	1,194		
511120	Employee Insurance - 1	4,200	2,800	5,600	5,760		
511130	Workers Compensation	328	24	46	46		
	*** Total Personnel**	**21,696**	**12,980**	**18,421**	**25,756**		
	Operating Expenses						
521000	Office Supplies	0	0	0	0		
521200	Operating Supplies	0	0	0	0		
524201	General Tort Liability Insurance	17	8	15	0		
524202	Surety Bonds	0	0	6	0		
	*** Total Operating**	**17**	**8**	**21**	**0**		
	**** Total Personnel & Operating**	**21,713**	**12,988**	**18,442**	**25,756**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
	**** Total Capital**	**0**	**0**	**0**	**0**		
	***** Total Budget Appropriation**	**21,713**	**12,988**	**18,442**	**25,756**		

SECTION IV. – PROGRAM OVERVIEW

The Lexington County Sheriff's Department has a contract to serve non-support papers initiated by SC Department of Social Services. This contracted service generates revenue of $16.50 for service and $16.50 for warrant of failure to comply. The revenue generated by this contract is used to fund a part time clerical position to enter the papers into a database, which tracks the service records of the documents. This information is then returned to the courts for official dockets.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
LE / Child Support Enforcement Program (2411-151200)					
Computer Operator	1	0	0.38	0.38	5-P/T
Totals:	1	0	0.38	0.38	

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SECTION IV.D. – SERVICE LEVELS

All service levels for operations and the detention center are maintained on a calendar year basis. The below statistics are for calendar year 2002.

Title IVD Papers Served	1,042

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 2411 Fund Title: Title IV-D
Organization # 151200 Organization Title: LE/Operations
Program # Program Title: (1) Position Upgrades

Object Expenditure Code	Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #1	2,059
510300	Part Time #	0
511112	FICA Cost	158
511113	State Retirement	141
511114	Police Retirement	0
511120	Insurance Fund Contribution #	0
511130	Workers Compensation	6
511131	S.C. Unemployment	0
	*** Total Personnel**	**2,363**
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	**0**
	**** Total Personnel & Operating**	**2,363**
	**** Total Capital (From Section III)**	**0**
	***** Total Budget Appropriation**	**2,363**

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

Upgrade of Computer Terminal Operator PT to Computer Operator I PT
Grade 5 to Grade 7
Base Salary Increase of $2,059

COUNTY OF LEXINGTON
TITLE V - SENIOR COMMUNITY SERVICE EMPLOYMENT
Annual Budget
Fiscal Year - 2003-04

Fund 2413
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenues: (C/C - 000000)						
457000	Federal Grant Income	1,417	-574	11,956	11,382	13,413	
461000	Investment Interest	2	1	0	0	0	
	**** Total Revenue**	**1,419**	**-573**	**11,956**	**11,382**	**13,413**	
	*****Total Appropriation**				**11,956**	**13,413**	**0**
	FUND BALANCE Beginning of Year				577	0	0
	FUND BALANCE - Projected End of Year				3	0	0

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	***BUDGET*** 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510300	Part-time - 2	747	0	10,712	12,000		
511112	FICA Cost	57	0	820	918		
511113	SCRS - Employer's Portion	7	0	0	0		
511130	Workers Compensation	2	0	201	225		
511131	S.C. Unemployment Insurance	0	0	43	50		
	*** Total Personnel**	**813**	**0**	**11,776**	**13,193**		
	Operating Expenses						
520202	Medical Service Contract	0	0	60	60		
524201	General Tort Liability	17	0	120	160		
	*** Total Operating**	**17**	**0**	**180**	**220**		
	**** Total Personnel & Operating**	**830**	**0**	**11,956**	**13,413**		
	Capital						
	**** Total Capital**	**0**	**0**	**0**	**0**		
	***** Total Budget Appropriation**	**830**	**0**	**11,956**	**13,413**		

GRANT PERIOD: 7-1-2003 to 6-30-2004
FEDERAL GRANT AWARD:
COUNTY MATCH: 10% In-Kind match provided by supervision/training

SECTION IV. – PROGRAM OVERVIEW

This is a federal program administered by the Santee Lynches Area Agency of Aging. This program gives the senior citizens of our county an opportunity to work in their community.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
LE / Title V - Senior Community Serv. (2413-151200)					
Clerk	2	0	1	1	L/S - P/T
Totals:	2	0	1	1	

SECTION IV.D. – SERVICE LEVELS

This program was not active during fiscal year 2002. No applications were forwarded for senior citizen employment.

COUNTY OF LEXINGTON
BULLETPROOF VEST PROGRAM
Annual Budget
Fiscal Year - 2003-04

Fund 2414
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2000-01	Amended Budget Thru Dec 2001-02	6 Months Received Thru Dec 2001-02	Projected Revenues Thru Jun 2001-02	Total Estimated 2002-03	Total Requested 2003-04
	Revenues (Organization: 000000)						
457000	Federal Grant Income	15,415	10,372	0	10,461	14,438	5,000
461000	Investment Interest	0	0	11	11	0	0
801000	Op Trn From General Fund/Cty Ordina	15,416	10,372	10,372	10,372	14,438	5,000
	**** Total Revenue**	**30,831**	**20,744**	**10,383**	**20,844**	**28,876**	**10,000**
	*****Total Appropriation**				**20,844**	**0**	**10,000**
	FUND BALANCE Beginning of Year					0	
	FUND BALANCE - Projected End of Year				0	28,876	

Object Code	Expenditure Classification	2000-01 Expenditure	2001-02 Expenditure (Dec)	*BUDGET* 2001-02 Budgeted (Dec)	2002-03 Requested	2002-03 Recommend	2002-03 Approved	2003-04 Requested
	Personnel							
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**		
	Operating Expenses							
525600	Uniforms & Clothing	30,831	6,930	20,844	24,961	28,876		
	*** Total Operating**	**30,831**	**6,930**	**20,844**	**24,961**	**28,876**		
	**** Total Personnel & Operating**	**30,831**	**6,930**	**20,844**	**24,961**	**28,876**		
	Capital							
	**** Total Capital**	**0**	**0**	**0**	**0**	**0**		
	***** Total Budget Appropriation**	**30,831**	**6,930**	**20,844**	**24,961**	**28,876**		

GRANT PERIOD: 6-1-2002 to 9-30-2007
GRANT AWARD: $ Federal and $ County
PERCENTAGE SHARED: 50% / 50%

SECTION IV. – PROGRAM OVERVIEW

This program provides federal reimbursement of up to 50% of the cost for body armor.

SECTION IV.D. – SERVICE LEVELS

This program provided matching funds for the purchase of 30 vests.

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

525600 – UNIFORMS AND CLOTHING **$ 10,000**

Bullet proof vests must be purchased for the officers as required by county policy for safety purposes.

COUNTY OF LEXINGTON
COMMUNITY EDUCATION ON GUN VIOLENCE
New Program
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Annual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Community Education on Gun Violence - 2423**						
	Revenues:						
457000	Federal Grant Income	0	0	0	0	70,530	
461000	Investment Interest	0	0	0	0	0	
801000	Op Trn from General Fund/LE	0	0	0	0	0	
	**** Total Revenue**	0	0	0	0	70,530	
	*****Total Appropriation**				0	70,530	0
	FUND BALANCE Beginning of Year				0	0	0
	FUND BALANCE - Projected End of Year				0	0	0

GRANT PERIOD: 07-01-2003 to 06-30-2005

GRANT AWARD: Federal $ 70,530

PERCENTAGE SHARED: 100% Federal

COUNTY OF LEXINGTON
COMMUNITY EDUCATION ON GUN VIOLENCE
New Program
Annual Budget
Fiscal Year - 2003-04

Fund 2423
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2002-03 Requested	BUDGET 2002-03 Recommend	BUDGET 2002-03 Approved
	Personnel						
510100	Salaries & Wages	0	0	0	0		
	Salaries & Wages Adjustment Account	0	0	0	0		
510300	Part Time - 1	0	0	0	32,000		
511112	FICA Cost	0	0	0	2,448		
511113	SCRS - Employer's Portion	0	0	0	2,192		
511120	Employee Insurance	0	0	0	0		
511130	Workers Compensation	0	0	0	640		
515600	Clothing Allowance	0	0	0	0		
	*** Total Personnel**	**0**	**0**	**0**	**37,280**		
	Operating Expenses						
520800	Outside Printing	0	0	0	2,200		
521000	Office Supplies	0	0	0	800		
521100	Duplicating	0	0	0	1,000		
521200	Operating Supplies	0	0	0	200		
521206	Training Supplies	0	0	0	6,000		
524201	General Tort Liability Insurance	0	0	0	0		
524202	Surety Bonds	0	0	0	0		
525000	Telephone	0	0	0	600		
525010	Long Distance Charges	0	0	0	100		
525020	Pagers and Cell Phones	0	0	0	0		
525030	800 MHz Radio Service Charges	0	0	0	0		
525210	Conference & Meeting Expense	0	0	0	1,000		
525230	Subscriptions, Dues & Books	0	0	0	0		
525400	Gas, Fuel, & Oil	0	0	0	0		
525600	Uniforms & Clothing	0	0	0	0		
	*** Total Operating**	**0**	**0**	**0**	**11,900**		
	**** Total Personnel & Operating**	**0**	**0**	**0**	**49,180**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	0	0	0		
	(1) Laptop Docking Station Sys & Acces.		0	0	3,600		
	(1) LCD Digital Projector and Acces.				4,000		
	Digital Camera				500		
	Gun Safety Devices				12,000		
	Office Furniture				1,000		
	Fax Machine				250		
	**** Total Capital**	**0**	**0**	**0**	**21,350**		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**70,530**		

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # _____ Fund Title: PROJECT SAFE NEIGHBORHOODS GRANT Page 1
Organization # 151200 Organization Title: LE/Operations
Program # _____ Program Title: _____

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
1	Laptop Docking Station System and Accessories	3,600
1	LCD Digital Projector and Accessories	4,000
1	Digital Camera	500
	Gun Safety Devices	12,000
	Promotional/Educational Items	~~6,000~~
	Office Furniture	1,000
	Fax Machine	250

** **Total Capital Page 1 Transfer Total to Page 2** 21,350 ~~27,350~~

SECTION IV. – PROGRAM OVERVIEW

The Lexington County Sheriff's Department with the assistance of the National Rifle Association and the SC Department of Natural Resources will develop training and educational programs for firearm safety and permitting. School resource officers, resident deputies, crime prevention officers, and weapons instructors will present these programs. The focus of these programs will be proper handling of firearms to reduce the number of accidental shootings. The programs will also demonstrate the proper storage of firearms to reduce the number of firearms stolen, ultimately falling into the hands of violent criminals.

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

520800 – OUTSIDE PRINTING **$ 2,200**

Brochures will need to be printed for distribution to all participants in gun violence classes and for awareness.

521000 - OFFICE SUPPLIES **$ 800**

Office supplies needed for the project safe neighborhood specialist are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521100 – DUPLICATING **$ 1000**

Duplicating services will be required for the copying of files, training materials, surveys and other documents.

521200 - OPERATING SUPPLIES **$ 200**

Operating supplies such as batteries, film, tapes, and other items must be purchased.

525000 – TELEPHONE **$ 600**

Telephone service charges will allow the specialist to have telephone service to include voice mail for messages received from citizens.

525010 – LONG DISTANCE CHARGES **$ 100**

The long distance service is required to make out of state calls for gun violence educational purposes.

525210 - CONFERENCE AND MEETING EXPENSE **$ 1000**

The grant requires that each person employed on the grant attend a minimum of two training classes per year. One of those classes must be a national training seminar. The registration, travel, lodging, per diem and additional fees are paid by the grant from this account.

Promotional / Education Items $6,000

Promotional and Education items will be offered at workshop, schools, and community functions to show the value of the gun violence reduction education program.

SECTION VI. C. –CAPITAL LINE ITEM NARRATIVES

(1) LAPTOP DOCKING STATION COMPUTER SYSTEM AND ACCESSORIES $ 3600

A laptop computer with a docking station, a laser jet color printer, a scanner, and software is required to develop curriculum, educational brochures, lesson plans and to maintain statistical data for gun violence reduction.

(1) LCD PROJECTOR WITH SCREEN AND ACCESSORIES $ 4000

The portable LCD projector with screen and accessories will be utilized for educational presentations.

(1) DIGITAL CAMERA AND ACCESSORIES $ 500

The digital camera will be used to document and record information for later use in educational presentations.

GUN SAFETY DEVICES $12,000

Gun safety devices will be offered to citizens who participate in the gun educational programs.

~~**PROMOTIONAL/EDUCATIONAL ITEMS $ 6000**~~

~~Promotional and educational items will be offered at workshops, schools, and community functions to show the value of the gun violence reduction educational program.~~

OFFICE FURNITURE $ 1000

Office furniture will be needed to establish an office for the Crime Prevention Specialist to perform the duties required of the Project Safe Neighborhoods Grant.

(1) FAX MACHINE $ 250

A fax machine will allow for the transmission of necessary documents related to this program.

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Annual 2000-01	Amended Budget Thru Dec 2001-02	6 Months Received Thru Dec 2001-02	Projected Revenues Thru Jun 2002-03	Total Estimated 2003-2004
	***Multijurisdictional Task Force Narcotic Enforcement Team Grant - 2436**					
	Revenues:					
457000	Federal Grant Income	0	0	0	0	548,318
461000	Investment Interest	0	0	0	0	0
801000	Op Trn from General Fund/LE	0	0	0	0	64,463
	Op Trn from Narcotic Forfeiture Fund/Solicitor					42,639
	Cayce Public Safety Share (25%)					38,548
	Springdale Police Dept. Share (25%)					12,456
	Irmo Police Department Share (25%)					24,666
	**** Total Revenue**					**731,090**
	*****Total Appropriation**				0	**875,442**
	FUND BALANCE Beginning of Year				0	0
	FUND BALANCE - Projected End of Year				0	0

GRANT PERIOD: 07-01-2003 to 06-30-2004

GRANT AWARD:

PERCENTAGE SHARED: 75% / 25%

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Annual 2000-01	Amended Budget Thru Dec 2001-02	6 Months Received Thru Dec 2001-02	Projected Revenues Thru Jun 2002-03	Total Estimated 2003-2004
	***Multijurisdictional Task Force Narcotic Enforcement Team Grant - 2436**					
	Revenues:					
457000	Federal Grant Income	0	0	0	0	193,391
461000	Investment Interest	0	0	0	0	0
801000	Op Trn from General Fund/LE	0	0	0	0	64,463
	Op Trn from General Fund/Solicitor					0
	Cayce Public Safety Share (25%)					0
	Springdale Police Dept. Share (25%)					0
	Irmo Police Department Share (25%)					0
	**** Total Revenue**					**257,854**
	*****Total Appropriation**				0	**402,206**
	FUND BALANCE Beginning of Year				0	0
	FUND BALANCE - Projected End of Year				0	0

GRANT PERIOD: 07-01-2003 to 06-30-2004

GRANT AWARD:

PERCENTAGE SHARED: 75% / 25%

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT
Annual Budget
Fiscal Year - 2003-04
LEXINGTON COUNTY SHERIFF'S DEPT.

Fund: 2436
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	1999-00 Expenditure	2000-01 Expenditure (Dec)	2000-01 Amended (Dec)	2003-2004 Requested	*BUDGET* 2003-2004 Recommend	2003-2004 Approved
	Personnel						
510100	Salaries & Wages - 2	0	0	0	70,000		
	Salaries & Wages Adjustment Account	0	0	0	0		
510199	Special Overtime	0	0	0	0		
	Overtime	0	0	0	3,000		
511112	FICA Cost	0	0	0	5,584		
511113	SCRS - Employer's Portion	0	0	0	2,329		
511114	PORS - Employer's Portion	0	0	0	4,173		
511120	Employee Insurance	0	0	0	11,520		
511130	Workers Compensation	0	0	0	1,326		
515600	Clothing Allowance	0	0	0	800		
	*** Total Personnel**	**0**	**0**	**0**	**98,732**		
	Operating Expenses						
521000	Office Supplies	0	0	0	400		
521100	Duplicating	0	0	0	1,500		
521200	Operating Supplies	0	0	0	500		
521206	Training Supplies	0	0	0	0		
521208	Police Supplies	0	0	0	500		
522200	Small Equipment Repair and Maint.	0	0	0	0		
522300	Vehicle Repairs & Maintenance	0	0	0	500		
523100	Building Rental	0	0	0	30,000		
524100	Vehicle Insurance	0	0	0	1,300		
524201	General Tort Liability Insurance	0	0	0	1,072		
524202	Surety Bonds	0	0	0	0		
525000	Telephone	0	0	0	1,200		
525010	Long Distance Charges	0	0	0	265		
525020	Pagers and Cell Phones	0	0	0	8,880		
525030	800 MHz Radio Service Charges	0	0	0	632		
525031	800 MHz Radio Maintenance Contract	0	0	0	123		
525210	Conference & Meeting Expense	0	0	0	9,000		
525230	Subscriptions, Dues & Books	0	0	0	0		
525240	Personal Mileage Reimbursement	0	0	0	1,200		
525400	Gas, Fuel, & Oil	0	0	0	2,800		
525600	Uniforms & Clothing	0	0	0	1,500		
537099	Grant Funds to other Agencies-Cayce	0	0	0	74,409		
537099	Grant Funds to other Agencies-Spring				31,411		
537099	Grant Funds to other Agencies-Irmo				38,532		
	*** Total Operating**				**205,724**		
	**** Total Personnel & Operating**				**304,456**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	2,150		
540010	Computer Software	0	0	0	0		
	All Other Equipment	0	0	0	95,600		
	**** Total Capital**	**0**	**0**	**0**	**97,750**		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**402,206**		

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 2436 Fund Title: Multijurisdictional Narcotic Task Force Page 1
Organization # 151200 Organization Title: LE/Operations
Program # Program Title: Lexington County Sheriff's Dept.

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	Small Tools & Minor Equipment	2,150
1	Technical Equipment Vehicle and Accessories	29,600
1	Time Lapse Color VCR/Duplex Multiplexed System	7,000
1	Digital Video Recorder System	4,500
1	Low Lux Camera System	1,200
2	Night Vision Goggles	6,000
1	Digital Video Computer & Photo Printer System	4,500
1	Digital Electronic Surveillance Equipment	12,000
1	Wireless Camera System	18,000
2	Tactical Entry Rifles	4,000
1	GPS Tracking System	7,500
2	Fiber Optic System	1,300
	**** Total Capital (Transfer Total to Section I and II)**	**97,750**

SECTION IV. – PROGRAM OVERVIEW

The primary purpose of the Multi-Jurisdictional Narcotic Task Force is to enhance efforts in law enforcement, prosecution and the conviction of major drug and violent crime offenders by eliminating jurisdictional problems and by sharing critical resources. The overall objective of the Multi-Jurisdictional Narcotics Task Force is to identify, investigate and prosecute members of mid or high level criminal organizations that participate in elicit drug distribution, street sales, financial backing, crop cultivation, manufacturing, diversion, importation, violent crime, money laundering, official corruption and gang activity.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
LE / Multi-jurisdictional Nrc Tsk Force (2436-151200)					
Narcotic Investigator	1	0	1	1	13
Senior Admin Assist.	1	0	1	1	9
Totals:	2	0	2	2	

78-4-B

1	2436-151200	24108	2002	Chev Tahoe	U	B Setree	Yes

1 Total Vehicles

1 Liability
0 Comprehensive
0 Boat Insurance
0 Aircraft Insurance
0 Not Insured
1 Total

78-4-C

SECTION IV. C. – LISTING OF TELECOMMUNICATIONS

A detailed list is provided at the end of the budget document. The detailed list is not shown in this section due to the confidential nature of law enforcement.

Telephones	2
Cell Phones	16
Pagers	2
Radios	4

78-4-D

SECTION IV.D. – SERVICE LEVELS

The Multijurisdictional Narcotic Task Force began operation in 07/01/03. The statistics listed below are for the period 07/01/02 through 12/31/02.

Amount of Drugs Removed:

Cocaine	13.18 ounces
Crack	1 pound 9.08 ounces
Hallucinogens	2.5 pounds
Stimulants	3 pounds 9.02 ounces
Cannabis	916 pounds 11 ounces
Multiple/other Drugs (pills)	382

Assets Seized and Forfeited:

Vehicles	19 valued at $181,000
Currency (#of Incidents)	25 valued at $61,342
Real Property	65 valued at $28,750
Weapons	41 valued at $6,125

Total Number of Individuals Investigated: 660

Arrests: 446

Convictions: 225

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES $ 400

Office Supplies for the Multijurisdictional Narcotic investigators and paralegal are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521100 – DUPLICATING $ 1500

Duplicating costs are required for the operation for the enforcement team to make copies of case files, documents that must be retained, and documents for court purposes.

521200 - OPERATING SUPPLIES $ 500

The grant allows the purchase of tapes, film, disks, batteries, and other supplies as required for the grant team.

521208 – POLICE SUPPLIES $ 500

Police supplies are needed to purchase flashlights, mag lights, gun cleaning kits, OSHA kits, etc., required by policy for the job performance of the undercover investigations.

522300 - VEHICLE REPAIRS AND MAINTENANCE $ 500

This account is used to repair and to maintain the vehicle purchased by the grant.

523100 – BUILDING RENTAL $30,000

An undisclosed Narcotic Task Force location is needed to secure the confidentiality of the operations of the task force.

524100 - VEHICLE INSURANCE $ 1300

Vehicle insurance is required for the vehicle. Cost is estimated at $650 each.

524201 - GENERAL TORT LIABILITY INSURANCE $ 1072

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

525000 – TELEPHONE $ 1200

Telephone line charges are required for the task force for daily operations and for voice mail to receive calls for the operation of the task force.

525010 – LONG DISTANCE CHARGES $ 265

Long distance telephone line charges are required for the task force to contact persons for investigative purposes both out of state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES $ 8880

The grant personnel and narcotic team investigators are required to have a pager and a mobile telephone for safety purposes immediate communication with each other and with the agencies.

525030 – 800 MHz RADIO SERVICE CHARGES $ 632

Monthly service is required for the 800 MHz radios used by the investigators for communication digital encryption.

525031 – 800 MHz RADIO MAINTENANCE CONTRACT $ 123

A maintenance contract is required on all radios.

525210 - CONFERENCE AND MEETING EXPENSE $ 9000

The grant requires that each person employed on the grant and members serving on the narcotic team attend a minimum of two training classes per year. The registration, travel, lodging, per diem and additional fees are paid by the grant from this account.

525240 – PERSONAL MILEAGE REIMBURSEMENT $ 1200

Mileage reimbursement to the grant paralegal is paid at the federal rate for task force job travel requirements.

525400 - GAS, FUEL, AND OIL $ 2800

The grant reimburses for travel miles at the federal rate per mile to travel to perform their duties and to seminars.

525600 – UNIFORMS AND CLOTHING $ 1500

Raid gear and clothing is required for the task force investigators to perform their duties according to County Policy.

SECTION VI. C. –CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS AND MINOR EQUIPMENT $ 2,150

Breaching tools are needed to safely open locked and barricaded doors on drug search warrants. A paper shredder will allow for the discarding of confidential materials and information.

(1) TECHNICAL EQUIPMENT VEHICLE & EMERGENCY EQUIPMENT $29,600

A technical vehicle will provide immediate response and on site surveillance. The vehicle will contain all electronic surveillance equipment and tools utilized by the grant task force for cover operations.

(1) TIME LAPSE COLOR VCR/DUPLEX MULTIPLEXED SYSTEM $ 7,000

This system is required to record incidents covertly and incidents when motion is detected.

(1) DIGITAL VIDEO RECORDER SYSTEM $ 4,500

The digital recorder system is required to record long-term undercover operations.

(1) LOW LUX CAMERA SYSTEM $ 1,200

This system is required to video covert operations with little or no light and is most useful in operations that take place at night.

(2) NIGHT VISION GOGGLES $ 6,000

Night vision goggles are required for the narcotics officers during night hours to move in close to a suspected drug location that is very unfamiliar.

(1) DIGITAL VIDEO CAMERA COMPUTER AND PHOTO PRINTER SYSTEM $ 4,500

This system will be required to record, store, and print all of the surveillance tapes. These recordings will be electronically distributed to the solicitor for court cases.

(1) DIGITAL ELECTONIC SURVEILLANCE EQUIPMENT $ 12,000

This system will record and will work in conjunction with the digital video computer printer system for recording still evidence, audio and video from undercover operations and search warrants.

(1) WIRELESS CAMERA SYSTEM $18,000

This system will monitor and record undercover operations from a long distance using a microwave transmitter or existing AC wires of a building.

(2) TACTICAL ENTRY RIFLES $ 4000

Tactical entry rifles will be used in tactical entries for drug search warrants. These rifles will be used not as a SWAT unit but as support firepower when needed.

(1) GPS TRACKING SYSTEM $ 7500

The GPS tracking system will track up to three items (vehicle, person, packages, etc.) simultaneously from a central or moving location to follow the suspects or drugs to make arrests.

(2) FIBER OPTIC SYSTEM $ 1300

Fiber optic scopes are used to see into areas that are inaccessible: such as corners, gas tank of vehicle, under doors, inside wall cavities, for hidden items, objects or persons during a search for illegal substances and evidence.

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT
Annual Budget
FY 2003-04 Estimated Revenue
CAYCE PUBLIC SAFETY

Object Code	Revenue Account Title	Annual 2000-01	Amended Budget Thru Dec 2001-02	6 Months Received Thru Dec 2001-02	Projected Revenues Thru Jun 2002-03	Total Estimated 2003-04
	***Multijurisdictional Task Force Narcotic Enforcement Team Grant - 2436**					
	Revenues:					
457000	Federal Grant Income	0	0	0	0	115,644
461000	Investment Interest	0	0	0	0	0
801000	Op Trn from General Fund/LE	0	0	0	0	0
	Op Trn from General Fund/Solicitor					0
	Cayce Public Safety Share (25%)					38,548
	Springdale Police Dept. Share (25%)					0
	Irmo Police Department Share (25%)					0
	**** Total Revenue**					**154,192**
	*****Total Appropriation**				0	**154,192**
	FUND BALANCE Beginning of Year				0	0
	FUND BALANCE - Projected End of Year				0	0

GRANT PERIOD: 07-01-2003 to 06-30-2004

GRANT AWARD:

PERCENTAGE SHARED: 75% / 25%

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT
Annual Budget
Fiscal Year - 2003-04
CAYCE PUBLIC SAFETY

Fund: # 2436
Division: Law Enforcement
Organization: # 151200 - Operations

Object Code	Expenditure Classification	1999-00 Expenditure	2000-01 Expenditure (Dec)	2000-01 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2	0	0	0	71,700		
	Salaries & Wages Adjustment Account	0	0	0	0		
510199	Special Overtime	0	0	0	0		
510200	Overtime	0	0	0	6,000		
511112	FICA Cost	0	0	0	5,944		
511113	SCRS - Employer's Portion	0	0	0	0		
511114	PORS - Employer's Portion	0	0	0	8,314		
511120	Employee Insurance	0	0	0	4,100		
511130	Workers Compensation	0	0	0	1,554		
515600	Clothing Allowance	0	0	0	1,000		
	*** Total Personnel**	**0**	**0**	**0**	**98,612**		
	Operating Expenses						
521000	Office Supplies	0	0	0	400		
521100	Duplicating	0	0	0	0		
521200	Operating Supplies	0	0	0	0		
521206	Training Supplies	0	0	0	0		
521208	Police Supplies	0	0	0	0		
522200	Small Equipment Repair and Maint.	0	0	0	0		
522300	Vehicle Repairs & Maintenance	0	0	0	0		
524100	Vehicle Insurance	0	0	0	0		
524201	General Tort Liability Insurance	0	0	0	600		
524202	Surety Bonds	0	0	0	0		
525000	Telephone	0	0	0	0		
525003	T-1 Line Service Charges	0	0	0	0		
525010	Long Distance Charges	0	0	0	0		
525020	Pagers and Cell Phones	0	0	0	1,680		
525030	800 MHz Radio Service Charges	0	0	0	1,440		
525210	Conference & Meeting Expense	0	0	0	3,200		
525230	Subscriptions, Dues & Books	0	0	0	0		
525400	Gas, Fuel, & Oil	0	0	0	8,760		
525600	Uniforms & Clothing	0	0	0	0		
526500	Licenses, Fees, Permits	0	0	0	0		
	*** Total Operating**				**16,080**		
	**** Total Personnel & Operating**				**114,692**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
540010	Computer Software	0	0	0	0		
	All Other Equipment	0	0	0	39,500		
	**** Total Capital**	**0**	**0**	**0**	**39,500**		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**154,192**		

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Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004
Cayce Public Safety

Fund # 2436 Fund Title: Multijurisdictional Narcotic Task Force Page 1
Organization # 151200 Organization Title: LE/Operations
Program # Program Title: Cayce Public Safety

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
1	Vehicle (SUV) & Emergency Equipment	26,100
1	Laptop Computer Printer System	2,200
1	Surveillance Equipment System	7,200
2	Digital Video Recorder	2,000
1	Tactical Entry Rifle	2,000

**** Total Capital (Transfer Total to Section I and II)** **39,500**

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

521000 –OFFICE SUPPLIES $ 400

Office supplies are needed to purchase general supplies such as pens, paper, printer cartridges, toner, folders and other supplies.

524201 – GENERAL TORT LIABILITY INSURANCE $ 600

General Tort Insurance is based on the amount charged to each agency for coverage.

525020 – PAGERS AND CELL PHONES $ 1680

Pager, Mobile Phone Charges are communication user fees that are required for the safety and immediate contact of the investigators.

525030 – 800 MHz RADIO SERVICE CHARGE $ 1440

Radio Service Charges are communication user fees that are required for the safety and immediate contact of the investigators.

525210 – CONFERENCE AND MEETING EXPENSES $ 3200

Registration, lodging, per diem, car rental and airline cost is needed to pay for training to be attended by the Investigators.

525400 – GAS, FUEL & OIL $ 8760

Gas, fuel and oil are needed for undercover vehicles.

SECTION VI. C. –CAPITAL LINE ITEM NARRATIVES

5A4 - (1) VEHICLE (SUV) & EMERGENCY EQUIPMENT $26,100

Undercover vehicle is required to travel to and from work and to investigate undercover operations.

5A4 - (1) LAPTOP COMPUTER PRINTER SYSTEM $ 2,200

Laptop computers are needed in the field for inputting narcotic investigative case data.

5A4 - (1) SURVEILLANCE EQUIPMENT SYSTEM $ 7,200

Surveillance equipment is required to monitor and to record undercover operations for illicit drug crimes.

5A4 - (1) DIGITAL VIDEO RECORDER $ 2,000

The digital video recorder is needed to record illicit drug activity in covert operations and in surveillance of drug activities for court presentations.

5A4 - (1) TACTICAL ENTRY RIFLE $ 2,000

Tactical rifles will be used in entries for drug searches.

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT
Annual Budget
FY 2003-04 Estimated Revenue
SPRINGDALE POLICE DEPARTMENT

Object Code	Revenue Account Title	Annual 2000-01	Amended Budget Thru Dec 2001-02	6 Months Received Thru Dec 2001-02	Projected Revenues Thru Jun 2002-03	Total Estimated 2003-04
	***Multijurisdictional Task Force Narcotic Enforcement Team Grant - 2436**					
	Revenues:					
457000	Federal Grant Income	0	0	0	0	37,366
461000	Investment Interest	0	0	0	0	0
801000	Op Trn from General Fund/LE	0	0	0	0	0
	Op Trn from General Fund/Solicitor					0
	Cayce Public Safety Share (25%)					0
	Springdale Police Dept. Share (25%)					12,456
	Irmo Police Department Share (25%)					0
	**** Total Revenue**					**49,822**
	*****Total Appropriation**				0	**49,822**
	FUND BALANCE Beginning of Year				0	0
	FUND BALANCE - Projected End of Year				0	0

GRANT PERIOD: 07-01-2003 to 06-30-2004

GRANT AWARD:

PERCENTAGE SHARED: 75% / 25%

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT
Annual Budget
Fiscal Year - 2003-04
SPRINGDALE POLICE DEPT

Fund: # 2436
Division: Law Enforcement
Organization: #151200 - Operations

Object Code	Expenditure Classification	1999-00 Expenditure	2000-01 Expenditure (Dec)	2000-01 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 1	0	0	0	29,000		
510199	Special Overtime	0	0	0	0		
510200	Overtime	0	0	0	3,000		
511112	FICA Cost	0	0	0	2,448		
511113	SCRS - Employer's Portion	0	0	0	0		
511114	PORS - Employer's Portion	0	0	0	3,424		
511120	Employee Insurance	0	0	0	2,700		
511130	Workers Compensation	0	0	0	660		
515600	Clothing Allowance	0	0	0	500		
	*** Total Personnel**	**0**	**0**	**0**	**41,732**		
	Operating Expenses						
521000	Office Supplies	0	0	0	200		
522300	Vehicle Repairs & Maintenance	0	0	0	0		
524100	Vehicle Insurance	0	0	0	0		
524201	General Tort Liability Insurance	0	0	0	150		
525020	Pagers and Cell Phones	0	0	0	840		
525030	800 MHz Radio Service Charges	0	0	0	720		
525210	Conference & Meeting Expense	0	0	0	1,800		
525400	Gas, Fuel, & Oil	0	0	0	4,380		
525600	Uniforms & Clothing	0	0	0	0		
	*** Total Operating**				**8,090**		
	**** Total Personnel & Operating**				**49,822**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
540010	Computer Software	0	0	0	0		
	All Other Equipment	0	0	0	0		
	**** Total Capital**	**0**	**0**	**0**	**0**		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**49,822**		

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

521000 –OFFICE SUPPLIES $ 200

Police supplies are needed to purchase required items to perform undercover investigations.

524201 – GENERAL TORT LIABILITY INSURANCE $ 150

General Tort Liability Insurance premiums are based on the individual agency for their employee.

525020 – PAGERS AND CELL PHONES $ 840

Pager, Mobile Phone Charges are communication user fees that are required for the safety and immediate contact of the investigators.

525030 – 800 MHz RADIO SERVICE CHARGE $ 720

Radio Service Charges are communication user fees that are required for the safety and immediate contact of the investigators.

525210 – CONFERENCE AND MEETING EXPENSES $ 1800

Training seminars must be attended for each grant employee. The expenses include registration, travel miles, lodging , per diem and miscellaneous expenses.

525400 – GAS, FUEL & OIL $ 4380

Gas, fuel and oil are needed for undercover vehicle.

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT
Annual Budget
FY 2002-03 Estimated Revenue
IRMO POLICE DEPARTMENT

Object Code	Revenue Account Title	Annual 2000-01	Amended Budget Thru Dec 2001-02	6 Months Received Thru Dec 2001-02	Projected Revenues Thru Jun 2002-03	Total Estimated 2003-2004
	***Muultijurisdictional Task Force Narcotic Enforcement Team Grant - 2436**					
	Revenues:					
457000	Federal Grant Income	0	0	0	0	74,000
461000	Investment Interest	0	0	0	0	0
801000	Op Trn from General Fund/LE	0	0	0	0	0
	Op Trn from General Fund/Solicitor					0
	Cayce Public Safety Share (25%)					0
	Springdale Police Dept. Share (25%)					0
	Irmo Police Department Share (25%)					24,666
	**** Total Revenue**					**98,666**
	*****Total Appropriation**				0	**98,666**
	FUND BALANCE Beginning of Year				0	0
	FUND BALANCE - Projected End of Year				0	0

GRANT PERIOD: 07-01-2003 to 06-30-2004

GRANT AWARD:

PERCENTAGE SHARED: 75% / 25%

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT
Annual Budget
Fiscal Year - 2003-04
IRMO POLICE DEPARTMENT

Fund: # 2436
Division: Law Enforcement - Operations
Organization- # 151200

Object Code	Expenditure Classification	1999-00 Expenditure	2000-01 Expenditure (Dec)	2000-01 Amended (Dec)	2003-2004 Requested	BUDGET 2003-2004 Recommend	BUDGET 2003-2004 Approved
	Personnel						
510100	Salaries & Wages - 1	0	0	0	35,000		
	Salaries & Wages Adjustment Account	0	0	0	0		
510199	Special Overtime	0	0	0	0		
	Overtime	0	0	0	3,000		
511112	FICA Cost	0	0	0	2,907		
511113	SCRS - Employer's Portion	0	0	0	0		
511114	PORS - Employer's Portion	0	0	0	4,173		
511120	Employee Insurance	0	0	0	4,200		
511130	Workers Compensation	0	0	0	946		
515600	Clothing Allowance	0	0	0	500		
	*** Total Personnel**	**0**	**0**	**0**	**50,726**		
	Operating Expenses						
521000	Office Supplies	0	0	0	250		
521100	Duplicating	0	0	0	0		
521200	Operating Supplies	0	0	0	250		
521206	Training Supplies	0	0	0	0		
521208	Police Supplies	0	0	0	500		
522200	Small Equipment Repair and Maint.	0	0	0	0		
522300	Vehicle Repairs & Maintenance	0	0	0	0		
523100	Building Rental	0	0	0	0		
524100	Vehicle Insurance	0	0	0	0		
524201	General Tort Liability Insurance	0	0	0	650		
524202	Surety Bonds	0	0	0	0		
525000	Telephone	0	0	0	0		
525010	Long Distance Charges	0	0	0	0		
525020	Pagers and Cell Phones	0	0	0	840		
525030	800 MHz Radio Service Charges	0	0	0	720		
525210	Conference & Meeting Expense	0	0	0	2800		
525230	Subscriptions, Dues & Books	0	0	0	0		
525240	Personal Mileage Reimbursement	0	0	0	0		
525400	Gas, Fuel, & Oil	0	0	0	4380		
525600	Uniforms & Clothing	0	0	0	0		
	*** Total Operating**				**10,390**		
	**** Total Personnel & Operating**				**61,116**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	100		
540010	Computer Software	0	0	0	0		
	All Other Equipment	0	0	0	37,450		
	**** Total Capital**	**0**	**0**	**0**	**37,550**		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**98,666**		

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Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004
Irmo Police Department

Fund # 2436 Fund Title: Multijurisdictional Narcotic Task Force
Organization # 151200 Organization Title: LE/Operations
Program # Program Title: Irmo Police Department

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	Small Tools & Minor Equipment	100
1	Vehicle & Emergency Equipment	26,600
1	Laptop Computer & Printer System	2,200
1	800 MHz Radio	5,200
1	Tactical Entry Rifle	2,000
1	Digital Camera	700
1	Handgun & Accessories	750
	**** Total Capital (Transfer Total to Section I and II)**	**37,550**

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES $ 250

Office Supplies for the Multijurisdictional Narcotic investigators and paralegal are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521200 - OPERATING SUPPLIES $ 250

The grant allows the purchase of tapes, film, disks, batteries, and other supplies as required for the grant team.

521208 – POLICE SUPPLIES $ 500

Police supplies are needed to purchase flashlights, mag lights, gun cleaning kits, OSHA kits, etc., required by policy for the job performance of the undercover investigations.

524201 - GENERAL TORT LIABILITY INSURANCE $ 650

General Tort Liability Insurance is required for each person employed by the individual agency on the grant.

525020 - PAGERS AND CELL PHONES $ 840

The grant personnel and narcotic team investigators are required to have a pager and a mobile telephone for safety purposes immediate communication with each other and with the agencies.

525030 – 800 MHz RADIO SERVICE CHARGES $ 720

Monthly service is required for the 800 MHz radios used by the investigators for communication digital encryption.

525210 - CONFERENCE AND MEETING EXPENSE $ 2800

The grant requires that each person employed on the grant and members serving on the narcotic team attend a minimum of two training classes per year. The registration, travel, lodging, per diem and additional fees are paid by the grant from this account.

525400 - GAS, FUEL, AND OIL $ 4380

The grant reimburses for travel miles at the federal rate per mile to travel to perform their duties and to seminars.

SECTION VI. C. –CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS & MINOR EQUIPMENT **$ 100**

A mobile phone is required for communication purposes for the investigator for task force operations.

5A4 - (1) VEHICLE & EMERGENCY EQUIPMENT **$26,600**

Undercover vehicle is required to travel to and from work and to investigate undercover operations.

5A4 - (1) LAPTOP COMPUTER PRINTER SYSTEM **$ 2,200**

Laptop computers are needed in the field for inputting narcotic investigative case data.

5A4 - (1) 800 MHZ RADIO SYSTEM **$ 5,200**

A radio system is required for immediate communication with the task force investigators and other agencies.

5A4 - (1) TACTICAL ENTRY RIFLE **$ 2,000**

A tactical entry rifle will be used when performing searches for drugs.

5A4 - (1) DIGITAL CAMERA **$ 700**

A digital camera will be required for photos of drug cases in preparation for court case prosecution.

5A4 - (1) HANDGUN AND ACCESSORIES **$ 750**

A handgun and accessories is required for the prosecutor when performing legal investigation of narcotic cases.

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT
Annual Budget
FY 2002-03 Estimated Revenue
SOLICITOR'S OFFICE

Object Code	Revenue Account Title	Annual 2000-01	Amended Budget Thru Dec 2001-02	6 Months Received Thru Dec 2001-02	Projected Revenues Thru Jun 2002-03	Total Estimated 2003-2004
	***Muultijurisdictional Task Force Narcotic Enforcement Team Grant - 2436**					
	Revenues:					
457000	Federal Grant Income	0	0	0	0	127,917
461000	Investment Interest	0	0	0	0	0
801000	Op Trn from General Fund/LE	0	0	0	0	0
	Op Trn from Narcotic Forfeiture Fund/Solicitor					42,639
	Cayce Public Safety Share (25%)					0
	Springdale Police Dept. Share (25%)					0
	Irmo Police Department Share (25%)					0
	**** Total Revenue**					170,556
	*****Total Appropriation**				0	170,556
	FUND BALANCE Beginning of Year				0	0
	FUND BALANCE - Projected End of Year				0	0

GRANT PERIOD: 07-01-2003 to 06-30-2004

GRANT AWARD:

PERCENTAGE SHARED: 75% / 25%

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT
Annual Budget
Fiscal Year - 2003-04
SOLICITOR'S OFFICE

Fund 2436
Division: Solicitor
Organization-141200

Object Code	Expenditure Classification	1999-00 Expenditure	2000-01 Expenditure (Dec)	2000-01 Amended (Dec)	2003-2004 Requested	*BUDGET* 2003-2004 Recommend	2003-2004 Approved
	Personnel						
510100	Salaries & Wages - 2	0	0	0	88,000		
	Salaries & Wages Adjustment Account	0	0	0	0		
510199	Special Overtime	0	0	0	0		
	Overtime	0	0	0	0		
511112	FICA Cost	0	0	0	6,732		
511113	SCRS - Employer's Portion	0	0	0	2,603		
511114	PORS - Employer's Portion	0	0	0	0		
511120	Employee Insurance	0	0	0	11,520		
511130	Workers Compensation	0	0	0	1,871		
515600	Clothing Allowance	0	0	0	0		
	*** Total Personnel**	**0**	**0**	**0**	**110,726**		
	Operating Expenses						
521000	Office Supplies	0	0	0	300		
521100	Duplicating	0	0	0	1,000		
521200	Operating Supplies	0	0	0	500		
521206	Training Supplies	0	0	0	0		
521208	Police Supplies	0	0	0	500		
522200	Small Equipment Repair and Maint.	0	0	0	0		
522300	Vehicle Repairs & Maintenance	0	0	0	250		
523100	Building Rental	0	0	0	0		
524100	Vehicle Insurance	0	0	0	650		
524201	General Tort Liability Insurance	0	0	0	1,200		
524202	Surety Bonds	0	0	0	0		
525000	Telephone	0	0	0	0		
525010	Long Distance Charges	0	0	0	0		
525020	Pagers and Cell Phones	0	0	0	1,560		
525030	800 MHz Radio Service Charges	0	0	0	720		
525210	Conference & Meeting Expense	0	0	0	6,000		
525230	Subscriptions, Dues & Books	0	0	0	5,000		
525240	Personal Mileage Reimbursement	0	0	0	1,200		
525400	Gas, Fuel, & Oil	0	0	0	2,900		
525600	Uniforms & Clothing	0	0	0	0		
537099	Grant Funds to other Agencies-Cayce	0	0	0	0		
537099	Grant Funds to other Agencies-Spring				-		
537099	Grant Funds to other Agencies-Irmo				0		
	*** Total Operating**				**21,780**		
	**** Total Personnel & Operating**				**132,506**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	200		
540010	Computer Software	0	0	0	0		
	All Other Equipment	0	0	0	37,850		
	**** Total Capital**	**0**	**0**	**0**	**38,050**		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**170,556**		

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Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004
Solicitor's Office

Fund # 2436 Fund Title: Multijurisdictional Narcotic Task Force
Organization # 141200 Organization Title: LE/Operations
Program # Program Title: Solicitor's Office

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	Small Tools & Minor Equipment	200
1	Vehicle & Equipment	25,500
1	Laptop Computer & Printer System	2,200
1	Computer & Printer System	2,200
	Office Furniture	2,000
1	800 MHz Radio System	5,200
1	Handgun & Accessories	750
	**** Total Capital (Transfer Total to Section I and II)**	**38,050**

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FUND 2436
Fy2003-04 Budget Request
Multijurisdictional Task Force Narcotic Enforcement Team Grant

SECTION IV.A. – LISTING OF POSITIONS

Staffing Level:

Job Title	# of Positions	Full Time Equivalent General Fund	Other Funds	Total	Grade
Drug Prosecutor	1.0		1.0	1.0	
Paralegal	1.0		1.0	1.0	
TOTAL POSITIONS	2.0		2.0	2.0	

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SECTION VI. B.–OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES $ 300

Office Supplies for the Multijurisdictional Narcotic prosecutor and paralegal are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521100–DUPLICATING $ 1,000

Duplicating costs are required for the operation for the enforcement team to make copies of case files, documents that must be retained, and documents for court purposes.

521200 - OPERATING SUPPLIES $ 500

The grant allows the purchase of tapes, film, disks, batteries, and other supplies as required for the grant team.

521208–POLICE SUPPLIES $ 500

Police supplies are needed to purchase flashlights, mag lights, gun cleaning kits, OSHA kits, etc., required by policy for the job performance of the undercover investigations.

522300 - VEHICLE REPAIRS AND MAINTENANCE $ 250

This account is used to repair and to maintain the vehicle purchased by the grant.

524100 - VEHICLE INSURANCE $ 650

Vehicle insurance is required for the vehicle. Cost is estimated at $650 each.

524201 - GENERAL TORT LIABILITY INSURANCE $ 1,200

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

525020 - PAGERS AND CELL PHONES $ 1,560

The grant personnel and narcotic team investigators are required to have a pager and a mobile telephone for safety purposes immediate communication with each other and with the agencies.

525030–800 MHz RADIO SERVICE CHARGES $ 720

Monthly service is required for the 800 MHz radios used by the investigators for communication digital encryption.

525210 - CONFERENCE AND MEETING EXPENSE $ 6,000

The grant requires that each person employed on the grant and members serving on the narcotic team attend a minimum of two training classes per year. The registration, travel, lodging, per diem and additional fees are paid by the grant from this account.

525230–SUBSCRIPTIONS, DUES, AND BOOKS **$ 5,000**

The South Carolina Code of Laws and other reference books must be purchased for the Prosecutor.

525240–PERSONAL MILEAGE REIMBURSEMENT **$ 1,200**

Mileage reimbursement to the grant paralegal is paid at the federal rate for task force job travel requirements.

525400 - GAS, FUEL, AND OIL **$ 2,900**

The grant reimburses for travel miles at the federal rate per mile to travel to perform their duties and to seminars.

SECTION VI. C. –CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS & MINOR EQUIPMENT **$ 200**

Mobile phones are required for communication purposes for the prosecutor and the paralegal for task force operations.

5A4 - (1) VEHICLE & EMERGENCY EQUIPMENT **$25,500**

Undercover vehicle is required to travel to and from work and to investigate undercover operations.

5A4 - (1) LAPTOP COMPUTER PRINTER SYSTEM **$ 2,200**

Laptop computers are needed in the field for inputting narcotic investigative case data.

5A4 - (1) COMPUTER AND PRINTER SYSTEM **$ 2,200**

A computer system with accessories and a printer is required for the paralegal to perform the tasks required by the task force grant and the task force prosecutor for court preparation of cases.

5A4 - OFFICE FURNITURE **$ 2,000**

Office furniture to completely establish a work area for the task force prosecutor and the task force paralegal is required to perform the daily task of the job duties required.

5A4 - (1) 800 MHZ RADIO SYSTEM **$ 5,200**

A radio system is required for immediate communication with the task force investigators and other agencies.

5A4 - (1) HANDGUN AND ACCESSORIES **$ 750**

A handgun and accessories is required for the prosecutor when performing legal investigation for narcotic cases.

COUNTY OF LEXINGTON
FY01 COPS UNIVERSAL HIRING PROGRAM
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2000-01	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***FY01 COPS Universal Hiring Program 2440:**							
	Revenues:							
457000	Federal Grant Income	139,471	259,907	125,391	250,000	250,000		100,622
461000	Interest Earnings	1,188	417	1,431	478	1,600		0
801000	Op Trn from General Fund/Cty Ordi	137,472	164,798	177,344	177,344	177,344		80,922
	**** Total Revenue**	**278,131**	**425,122**	**304,166**	**427,822**	**428,944**		**181,544**
	*****Total Appropriation**					**0**	**0**	**220,820**
	FUND BALANCE Beginning of Year					**42,814**	**471,758**	**39,276**
	FUND BALANCE - Projected End of Year					**471,758**	**471,758**	**0**

GRANT PERIOD:	Effective July 1, 2000 for three years to June 30, 2003				
PERCENTAGE:	(Must be at least 25%/75% match)				
Federal	70%	65%	64%	62%	
County	30%	35%	36%	38%	
	Year 1	Year 2	Year 3	Year 4	Total
FEDERAL GRANT AWARD:	139,471	259,907	250,000	100,622	750,000
COUNTY MATCH:	137,472	164,798	177,344	0	479,614
	276,943	424,705	427,344	100,622	1,229,614

Note: Operating expenses and overtime are unallowable expenses and must be paid 100% by County

Note: Year 4 is balance of Year 1 due to late hiring of officers in first year. Need to request extension.

COUNTY OF LEXINGTON
FY01 COPS UNIVERSAL HIRING PROGRAM
Annual Budget
Fiscal Year - 2003-04

Fund 2440
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	2000-01 Expend Year 1	2001-02 Expend Year 2	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested Year 4	2003-04 Recommend	2003-04 Approved
	Personnel							
510100	Salaries & Wages - 10	148,700	287,746	135,716	313,633	155,402		
	Salaries & Wages Adjustment Accou	0	0	0	0	0		
510199	Special Overtime	6,214	9,363	5,475	5,000	0		
510200	Overtime	201	452	0	185	0		
511112	FICA Cost	11,444	21,878	10,209	25,252	11,888		
511114	Police Retirement	16,597	30,789	14,006	34,542	16,628		
511120	Employee Insurance - 10	18,113	42,000	28,000	58,012	28,800		
511130	Workers Compensation	5,414	10,385	4,928	19,554	5,424		
511214	PORS - Emplr. Port. (Retiree)		1,050	1,101	0	0		
	*** Total Personnel**	**206,683**	**403,663**	**199,435**	**456,178**	**218,142**		
	Operating Expenses							
521000	Office Supplies	0	0	0	1,450			
521200	Operating Supplies	0	0	0	1,500			
521208	Police Supplies	1,312	0	0	687			
524201	General Tort Liability Insurance	2,975	5,355	2,380	8,380	2,678		
524202	Surety Bonds	0	0	0	278			
525030	800 MHz Radio Service Charge	670	2,513	0	1,017			
525210	Conferences & Meeting Expense	0	0	0	1,800			
525230	Subscriptions, Dues & Books	0	0	0	300			
525600	Uniforms & Clothing	2,117	0	0	2,063			
	*** Total Operating**	**7,074**	**7,868**	**2,380**	**17,475**	**2,678**		
	**** Total Personnel & Operating**	**213,757**	**411,531**	**201,815**	**473,653**	**220,820**		
	Capital							
	All Other Equipment	34,056	1,095	0	3,612			
	**** Total Capital**	**34,056**	**1,095**	**0**	**3,612**	**0**		
	***** Total Budget Appropriation**	**2,117**	**0**	**0**	**59,812**	**220,820**		

SECTION IV. - PROGRAM OVERVIEW

Provides additional law enforcement services to the citizens of Lexington County to reduce the time it takes an officer to respond to the needs of a citizen. The Universal Hiring Grant will pay for 50% of the salary and fringes of each officer hired under the grant for a period of three years. This grant allows the citizens of Lexington County to use the tax dollars that are set aside by the Federal Government and at the same time providesa tax savings on services that would be required at 100%. All operating and capital expenditures for this grant come from the general fund. The grant only pays salary and fringe costs.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
LE / COPS II Universal Hiring Program (2440-151200)					
Deputy Patrol	10	0	10	10	10-12
Totals:	10	0	10	10	

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SECTION IV. C. – LISTING OF TELECOMMUNICATIONS

A detailed list is provided at the end of the budget document. The detailed list is not shown in this section due to the confidential nature of law enforcement.

Telephones	1
Cell Phones	0
Pagers	1
Radios	1

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL FORENSIC DRUG LAB
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Annual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Multijurisdictional Forensic Drug Lab - 2441**						
	Revenues:						
457000	Federal Grant Income	0	0	190,205	190,205	130,141	
461000	Investment Interest	0	198	0	0	0	
801000	Op Trn from General Fund/LE	0	63,402	63,402	63,402	43,380	
	**** Total Revenue**	**0**	**63,600**	**253,607**	**253,607**	**173,521**	
	*****Total Appropriation**				**253,606**	**173,521**	0
	FUND BALANCE Beginning of Year				0	0	0
	FUND BALANCE - Projected End of Year				0	0	0

GRANT PERIOD: 07-01-2003 to 06-30-2004

GRANT AWARD: Federal $130,141 and County $43,380 = $173,521

PERCENTAGE SHARED: 75% / 25%

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL FORENSIC DRUG LAB
Annual Budget
Fiscal Year - 2003-04

Fund 2441
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	2003-2004 Requested	*BUDGET* 2003-2004 Recommend	2003-2004 Approved
	Personnel						
510100	Salaries & Wages - 1	0	0	24,236	43,000		
	Salaries & Wages Adjustment Account	0	0	0	0		
510199	Special Overtime	0	0	500	0		
511112	FICA Cost	0	0	1,892	3,290		
511114	PORS - Employer's Portion	0	0	1,694	4,601		
511120	Employee Insurance 1	0	0	3,730	5,760		
511130	Workers Compensation	0	0	1,208	814		
	*** Total Personnel**	**0**	**0**	**33,260**	**57,465**		
	Operating Expenses						
520200	Contacted Services	0	0	0	32,000		
520202	Medical Service Contract	0	0	0	800		
521000	Office Supplies	0	0	200	500		
521200	Operating Supplies	0	0	18,315	12,000		
521206	Training Supplies	0	0	500	0		
522300	Vehicle Repairs & Maintenance	0	0	40	270		
524100	Vehicle Insurance	0	260	650	650		
524201	General Tort Liability Insurance	0	238	650	536		
524202	Surety Bonds	0	0	0	0		
525000	Telephone	0	0	0	0		
525010	Long Distance Charges	0	0	0	0		
525020	Pagers and Cell Phones	0	0	410	1,200		
525210	Conference & Meeting Expense	0	0	3,050	4,600		
525230	Subscriptions, Dues & Books	0	0	5,000	2,500		
525400	Gas, Fuel, & Oil	0	0	1,500	2,000		
525600	Uniforms & Clothing	0	0	0	1,000		
526500	Licenses, Fees, Permits	0	0	0	0		
	*** Total Operating**	**0**	**498**	**30,315**	**58,056**		
	**** Total Personnel & Operating**	**0**	**498**	**63,575**	**115,521**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0			
	All Other Equipment	0	0	190,031	58,000		
	**** Total Capital**	**0**	**0**	**190,031**	**58,000**		
	***** Total Budget Appropriation**	**0**	**498**	**253,606**	**173,521**		

Section III

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2003-2004

Fund # 2441 Fund Title: Multijurisdictional Forensic Drug Lab Page 1

Organization # 151200 Organization Title: Operations

Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
1	Infrared Spectroscopy/Hot Stage System	58,000

**** Total Capital Page 1 Transfer Total to Page 2** **58,000**

SECTION IV. – PROGRAM OVERVIEW

The Forensic Drug Lab will provide for a timely drug analysis report to the Solicitor. This will allow for swift prosecution, reduced pre-trial inmate population for those jailed on drug charges, and will prevent unnecessary drug and collateral crimes committed by drug offenders while out of jail on bond for extended periods of time waiting trial. All of the aforementioned will expedite the justice process, which will in turn provide for a maximum public safety at a minimum expense to the citizens of Lexington County.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
LE / Multi-jurisdictional Forensic Drug Lab (2441-151200)					
Chemist	1	0	1	1	20
Totals:	1	0	1	1	

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SECTION IV. C. – LISTING OF TELECOMMUNICATIONS

A detailed list is provided at the end of the budget document. The detailed list is not shown in this section due to the confidential nature of law enforcement.

Telephones	1
Cell Phones	1
Pagers	1
Radios	0

SECTION IV.D. – SERVICE LEVELS

This program did not become operational until March 1, 2003. There are no statistics to report at this time.

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES $32,000

The Gas Mass Spectrometer and UV Spectrometer must be serviced several times a year. If the equipment breaks down, it must be repaired immediately so that the drug lab will be operable at all times.

520202 – MEDICAL SERVICE CONTRACT $ 800

Hazardous waste disposal is required for the hazardous waste that comes from chemicals and from drugs.

521000 - OFFICE SUPPLIES $ 500

Office Supplies for the Multijurisdictional Forensic Drug Lab are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521200 - OPERATING SUPPLIES $12,000

The grant allows the purchase of inserts, tapes, spot plates, test tube racks, test tubes, chemical wipes, cups, plates, and other supplies as required for the lab. Chemicals and lab gas must be purchased from this account.

522300 - VEHICLE REPAIRS AND MAINTENANCE $ 270

This account is used to repair and to maintain the vehicle purchased by the grant.

524100 - VEHICLE INSURANCE $ 650

Vehicle insurance is required for the vehicle. Cost is estimated at $650 each.

524201 - GENERAL TORT LIABILITY INSURANCE $ 536

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

525020 - PAGERS AND CELL PHONES $ 1,200

The grant person is required to have a pager and a mobile telephone for immediate contact.

525210 - CONFERENCE AND MEETING EXPENSE $ 4,600

The grant requires that each person employed on the grant attend a minimum of two training classes per year. One of those classes must be a national training seminar. The registration, travel, lodging, per diem and additional fees are paid by the grant from this account.

525230 - SUBSCRIPTIONS, DUES, AND BOOKS $ 2,500

Drug reference materials, training manuals, training tapes, and other materials must be purchased.

525400 - GAS, FUEL, AND OIL $ 2,000

The grant reimburses the chemist at the federal rate of .365 per mile to travel to perform their duties.

525600 - UNIFORMS AND CLOTHING **$ 1,000**

The chemist must wear personal protective clothing while working in the laboratory.

SECTION VI. C. –CAPITAL LINE ITEM NARRATIVES

(1) INFRARED SPECTROSCOPY/HOT STAGE SYSTEM $ 58,000

The Infrared Spectroscopy/Hot Stage System is required to enable the chemist to perform spectral identification of unknown drug samples to determine what class of compounds may be present. The Hot State is the part of the system that works with the Infrared Spectroscopy and is required to analyze the liquid sample of drugs to determine the compound elements present.

COUNTY OF LEXINGTON
GANG INVESTIGATIVE UNIT
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Annual 2000-01	Amended Budget Thru Dec 2001-02	6 Months Received Thru Dec 2001-02	Projected Revenues Thru Jun 2002-03	Total Estimated 2003-2004
	GANG INVESTIGATIVE UNIT --- 2443					
	Revenues:					
457000	Federal Grant Income	0	0	0	0	177,934
461000	Investment Interest	0	0	0	0	0
801000	Op Trn from General Fund/LE	0	0	0	0	19,771
	**** Total Revenue**	0	0	0	0	**197,705**
	*****Total Appropriation**				0	**197,705**
	FUND BALANCE Beginning of Year				0	0
	FUND BALANCE - Projected End of Year				0	0

GRANT PERIOD: 06-14-2003 to 06-13-2004

GRANT AWARD:

PERCENTAGE SHARED: 90% /10%

COUNTY OF LEXINGTON
GANG INVESTIGATIVE UNIT
Annual Budget
Fiscal Year - 2003-04

Fund: # 2443
Division: Law Enforcement
Organization: # 151200 - Operations

Object Code	Expenditure Classification	1999-00 Expenditure	2000-01 Expenditure (Dec)	2000-01 Amended (Dec)	BUDGET 2003-2004 Requested	BUDGET 2003-2004 Recommend	BUDGET 2003-2004 Approved
	Personnel						
510100	Salaries & Wages - 2	0	0	0	74,000		
	Salaries & Wages Adjustment Account	0	0	0	0		
510199	Special Overtime	0	0	0	0		
	Overtime	0	0	0	500		
511112	FICA Cost	0	0	0	5,661		
511113	SCRS - Employer's Portion	0	0	0	0		
511114	PORS - Employer's Portion	0	0	0	7,918		
511120	Employee Insurance	0	0	0	11,520		
511130	Workers Compensation	0	0	0	1,480		
515600	Clothing Allowance	0	0	0	1,000		
	*** Total Personnel**	**0**	**0**	**0**	**102,079**		
	Operating Expenses						
520800	Outside Printing	0	0	0	2,200		
521000	Office Supplies	0	0	0	800		
521100	Duplicating	0	0	0	694		
521200	Operating Supplies	0	0	0	600		
521206	Training Supplies	0	0	0	0		
521208	Police Supplies	0	0	0	700		
522200	Small Equipment Repair and Maint.	0	0	0	0		
522300	Vehicle Repairs & Maintenance	0	0	0	1,000		
524100	Vehicle Insurance	0	0	0	1,300		
524201	General Tort Liability Insurance	0	0	0	812		
524202	Surety Bonds	0	0	0	0		
525000	Telephone	0	0	0	500		
525010	Long Distance Charges	0	0	0	100		
525020	Pagers and Cell Phones	0	0	0	1,800		
525030	800 MHz Radio Service Charges	0	0	0	1,440		
525210	Conference & Meeting Expense	0	0	0	4,900		
525230	Subscriptions, Dues & Books	0	0	0	0		
525400	Gas, Fuel, & Oil	0	0	0	6,460		
525600	Uniforms & Clothing	0	0	0	2,320		
	*** Total Operating**				**25,626**		
	**** Total Personnel & Operating**				**127,705**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	200		
540010	Computer Software	0	0	0	0		
	All Other Equipment	0	0	0	69,800		
	**** Total Capital**	**0**	**0**	**0**	**70,000**		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**197,705**		

Section III

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2003-2004

Fund # 2443 Fund Title: GANG INVESTIGATIVE UNIT

Organization # 151200 Organization Title: LE/Operations

Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
2	Mobile Telephone	200
2	Laptop Computer System, Printer, Scanner	5,000
2	LCD Projector With Screen and Accessories	7,000
2	Digital Camcorder/Camera/Accessories	2,200
2	Vehicles (SUV & Utility Truck)	40,000
2	800 MHz Radio System and Accessories	10,600
2	Lockable File Cabinets	500
2	Undercover Vehicle Light Packages	2,100
2	Handguns, Magazines, and Accessories	1,400
	Office Furniture	1,000

**** Total Capital Page 1 Transfer Total to Page 2** **70,000**

SECTION IV. - PROGRAM OVERVIEW

The Gang Investigative Unit program is 90% funded by the federal government. This program will educate and increase the knowledge of law enforcement about gang indicators, intelligence collection, use of gage reports, and to disseminate useful gang information. Additionally, sponsor statewide gang training for the SC Law Enforcement Officers Association, SC Juvenile Officers Association, SC School Resource Officers Association, SC Magistrates Association and the SC Criminal Justice Academy's Regional Training program which will serve the entire region and state, and foster better inter-agency communication regarding gang activity. This program will aide in the prevention and early detection of gang violence.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
LE / Operations (2443-151200)					
Sergeant	1	0	1	1	16
Investigator	1	0	1	1	13
Totals:	1	0	2	2	

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SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

520800 – OUTSIDE PRINTING **$ 2,200**

Brochures will need to be printed for distribution to inform youth and citizens about gangs and to offer assistance for gang resistance.

521000 - OFFICE SUPPLIES **$ 800**

Office supplies needed for the gang unit are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521100 – DUPLICATING **$ 694**

Duplicating services will be required for the copying of files, incident reports, case files and other documents.

521200 - OPERATING SUPPLIES **$ 600**

Supplies such as batteries, film, tapes, and other items must be purchased.

520800 – POLICE SUPPLIES **$ 700**

Law enforcement accessories are required for the purchase of leather goods for the investigators, flashlights, handcuffs, flex cuffs, OSHA supplies, and other items for the operation of the gang unit.

522300 - VEHICLE REPAIRS AND MAINTENANCE **$ 1000**

This account is used to repair and to maintain the vehicles purchased by the grant.

524100 - VEHICLE INSURANCE **$ 1300**

Vehicle insurance is required for the vehicles. Cost is estimated at $650 each x 2 vehicles.

524201 - GENERAL TORT LIABILITY INSURANCE **$ 812**

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

525000 – TELEPHONE **$ 500**

This account is for charges for telephone service to include voice mail for messages received from citizens.

525010 – LONG DISTANCE TELEPHONE SERVICE **$ 100**

The long distance service is required to make out-of-state calls for investigative purposes.

525020 - PAGERS AND CELL PHONES **$ 1,800**

The grant investigators are required to have a pager and a mobile telephone for immediate contact.

525030 – 800 MHz RADIO SERVICE CHARGES **$ 1440**

The 800 MHz radio fees are required for the operation of 800 MHz radios.

525210 - CONFERENCE AND MEETING EXPENSE **$ 4,900**

The grant requires that each person employed on the grant attend a minimum of two training classes per year. One of those classes must be a national training seminar. The registration, travel, lodging, per diem and additional fees are paid by the grant from this account.

525400 - GAS, FUEL, AND OIL **$ 6460**

The grant reimburses the chemist at the federal rate of .365 per mile to travel to perform their duties.

525600 - UNIFORMS AND CLOTHING **$ 2320**

The investigators must wear vests, field clothes and uniforms when performing their duties according to county policy.

SECTION VI. C. –CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND MINOR EQUIPMENT **$ 200**

Mobile telephones (2) are required for the investigators to communicate and to perform job tasks for the gang unit.

(2) LAPTOP COMPUTER SYSTEM, PRINTER, SCANNER **$ 5000**

Laptop computers, color printers, and a scanner are required for the gang investigators to record information, keep records of gang activities, and other investigative job tasks.

(2) LCD PROJECTOR WITH SCREEN AND ACCESSORIES **$ 7000**

The portable LCD projector with screen and accessories will be utilized for educational presentations.

(2) DIGITAL CAMCORDER/CAMERA/ACCESSORIES **$ 2200**

The digital camcorder/camera and accessories are required to film gang graffiti and other gang insignias, to film teaching tapes for training purposes, and for educational film presentations.

(2) VEHICLES (SUV AND UTILITY TRUCK) **$40,000**

Vehicles such as a large truck and SUV will be required for the day to day operations and in performing the duties of gang investigators.

(2) 800 MHz RADIO SYSTEM AND ACCESSORIES **$10,600**

800 MHz radios are required for immediate communication and for the safety of the investigators.

(2) LOCKABLE FILE CABINETS **$ 500**

Lockable file cabinets are required to keep confidential data on gang activities and gang information.

(2) UNDERCOVER VEHICLE LIGHT PACKAGES **$ 2100**

The undercover light packages for the vehicles are necessary for the proper identification of the investigators in emergency situations.

(2) HANDGUNS, MAGAZINES, AND ACCESSORIES **$ 1400**

Issued firearms for the unit's investigators.

OFFICE FURNITURE **$ 1000**

Office furniture is required to establish an office for the investigators.

COUNTY OF LEXINGTON
AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM "AFIS"
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Annual 2000-01	Amended Budget Thru Dec 2001-02	6 Months Received Thru Dec 2001-02	Projected Revenues Thru Jun 2002-03	Total Estimated 2003-2004
	AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM "AFIS"					
	Revenues:					
457000	Federal Grant Income	0	0	0	0	133,125
461000	Investment Interest	0	0	0	0	0
801000	Op Trn from General Fund/LE	0	0	0	0	44,375
	**** Total Revenue**					**177,500**
	*****Total Appropriation**				0	**177,500**
	FUND BALANCE Beginning of Year				0	0
	FUND BALANCE - Projected End of Year				0	0

GRANT PERIOD: 07-01-2003 to 06-30-2004

GRANT AWARD:

PERCENTAGE SHARED: 75% / 25%

COUNTY OF LEXINGTON
AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM "AFIS"
Annual Budget
Fiscal Year - 2003-04

Fund: # 2444
Division: Law Enforcement
Organization: # 151200 - Operations

Object Code	Expenditure Classification	1999-00 Expenditure	2000-01 Expenditure (Dec)	2000-01 Amended (Dec)	2003-2004 Requested	*BUDGET* 2003-2004 Recommend	2003-2004 Approved
	Personnel						
510100	Salaries & Wages -	0	0	0	0		
	Salaries & Wages Adjustment Account	0	0	0	0		
510199	Special Overtime	0	0	0	0		
	Overtime	0	0	0	0		
511112	FICA Cost	0	0	0	0		
511113	SCRS - Employer's Portion	0	0	0	0		
511114	PORS - Employer's Portion	0	0	0	0		
511120	Employee Insurance	0	0	0	0		
511130	Workers Compensation	0	0	0	0		
515600	Clothing Allowance	0	0	0	0		
					0		
	*** Total Personnel**	**0**	**0**	**0**	**0**		
	Operating Expenses						
520201	Contracted Maintenance				26,000		
521000	Office Supplies				1,500		
521200	Operating Supplies				1,500		
525210	Conference and Meeting Expenses				5,500		
	*** Total Operating**				**34,500**		
	**** Total Personnel & Operating**				**34,500**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
540010	Computer Software	0	0	0	0		
	All Other Equipment	0	0	0	143,000		
	**** Total Capital**	**0**	**0**	**0**	**143,000**		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**177,500**		

Section III

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2003-2004

Fund # 2444 Fund Title: AFIS GRANT Page 1

Organization # 151200 Organization Title: LE/Operations

Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
1	Fingerprint Workstation	132,000
1	Color Video Printer	11,000

**** Total Capital Page 1 Transfer Total to Page 2** **143,000**

SECTION IV. – PROGRAM OVERVIEW

The automated fingerprint identification system is a 75% federally funded program. This program will standardize and establish procedures for the entry and search of latent fingerprints from remote site to the state database maintained at SC Law Enforcement Division. After training, an AFIS operator should be proficient in the entry of latent prints, thus reducing time spent per case and increasing the case/hit ratio. The implementation of this program will also make a latent workstation available to agencies that have an operator who has successfully completed the training program.

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE $ 26,000

The service maintenance bundle fee is required for this latent equipment. The equipment must be operational at all times and can only be repaired only by a certified technician.

521000 – OFFICE SUPPLIES $ 1500

Office supplies are required for the purchase of paper for the workstation and for the printer. Other general supplies will be required for the staff to support the operation of the latent printer.

521200 – OPERATING SUPPLIES $ 1500

Operating supplies are required for the toner, cartridges, chemicals and other operational needs of the latent workstation and the color printer.

525210 – CONFERENCE AND MEETING EXPENSES $ 5500

Training is required for the officer operating the AFIS fingerprints system. The training for this equipment is held in Anaheim, California. Another officer will also be trained as a back up.

SECTION VI. C. –CAPITAL LINE ITEM NARRATIVES

(1) LATENT WORKSTATION **$132,000**

The latent workstation is a system that can perform fingerprint comparisons utilizing SLED's fingerprint records. This increases the success rate on matching suspect latent prints.

(1) COLOR VIDEO PRINTER **$ 11,000**

The color video printer is located at the workstation and allows the printing of a hard copy photo of the image on the screen.

COUNTY OF LEXINGTON
NATIONAL INCIDENT BASED REPORTING SYSTEM "NIBRS"
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Annual 2000-01	Amended Budget Thru Dec 2001-02	6 Months Received Thru Dec 2001-02	Projected Revenues Thru Jun 2002-03	Total Estimated 2003-2004
	NATIONAL INCIDENT BASED REPORTING SYSTEM "NIBRS"					
	Revenues:					
457000	Federal Grant Income	0	0	0	0	375,300
461000	Investment Interest	0	0	0	0	0
801000	Op Trn from General Fund/LE	0	0	0	0	125,100
	**** Total Revenue**					**500,400**
	*****Total Appropriation**				0	**500,400**
	FUND BALANCE Beginning of Year				0	0
	FUND BALANCE - Projected End of Year				0	0

GRANT PERIOD: 07-01-2003 to 06-30-2004

GRANT AWARD:

PERCENTAGE SHARED: 75% / 25%

COUNTY OF LEXINGTON
NATIONAL INCIDENT BASED REPORTING SYSTEM "NIBRS"
Annual Budget
Fiscal Year - 2003-04

Fund: # 2445
Division: Law Enforcement
Organization: # 151200 - Operations

Object Code	Expenditure Classification	1999-00 Expenditure	2000-01 Expenditure (Dec)	2000-01 Amended (Dec)	2003-2004 Requested	*BUDGET* 2003-2004 Recommend	2003-2004 Approved
	Personnel						
510100	Salaries & Wages -1 (PT)	0	0	0	0		
	Salaries & Wages Adjustment Account	0	0	0	0		
510199	Special Overtime	0	0	0	0		
	Overtime	0	0	0	0		
511112	FICA Cost	0	0	0	0		
511113	SCRS - Employer's Portion	0	0	0	0		
511114	PORS - Employer's Portion	0	0	0	0		
511120	Employee Insurance	0	0	0	0		
511130	Workers Compensation	0	0	0	0		
515600	Clothing Allowance	0	0	0	0		
					0		
	*** Total Personnel**	**0**	**0**	**0**	**0**		
	Operating Expenses						
520200	Contracted Services				150,000		
525003	T-1 Line Charges				24,000		
525090	Other Communication Services				38,400		
	*** Total Operating**				**212,400**		
	**** Total Personnel & Operating**				**212,400**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
540010	Computer Software	0	0	0	0		
	All Other Equipment	0	0	0	288,000		
	**** Total Capital**	**0**	**0**	**0**	**288,000**		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**500,400**		

Section III

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2003-2004

Fund # 2445 Fund Title: NIBRS GRANT

Organization # 151200 Organization Title: LE/(Operations

Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
64	Laptop Computer Systems and Accessories	224,000
64	Laptop Car Mounts	32,000
64	Wireless Communications Adapters	32,000

**** Total Capital Page 1 Transfer Total to Page 2** **288,000**

SECTION IV. – PROGRAM OVERVIEW

The National Incident Reporting System grant is federally funded. This grant will provide 75% funding for automating our records system and electronic submission of data to the SC Law Enforcement Division.

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES **$150,000**

NIBRS software is mandated for compliance within SLED's new electronic submission guidelines to accept electronic submission of incident based reporting statistics. As of December 31, 2003, SLED will no longer accept paper submission of this data. A software program must be developed to come in compliance with these new standards.

525003 – T-1 LINE CHARGES **$ 24,000**

The T-1 service line fees provide a connection from the wireless carrier to the Lexington County Sheriff's department for the transmission of reports electronically.

525090 – OTHER COMMUNICATION SERVICES **$ 38,400**

These service fees are required for the wireless communication systems on a monthly basis per unit for the operation of the equipment.

SECTION VI. C. –CAPITAL LINE ITEM NARRATIVES

(64) LAPTOP COMPUTER SYSTEM AND ACCESSORIES **$224,000**

Laptop computers and software will be provided to road deputies to electronically submit incident, supplemental and investigative reports to Lexington County Sheriff's Department records management database in real time.

(64) LAPTOP CAR MOUNTS **$ 32,000**

The laptop car mounts are required for officer safety so that the laptops will be locked in a stable place.

(64) WIRELESS COMMUNICATION ADAPTERS **$ 32,000**

The wireless communication adapters will be used to transmit report data from the field to our headquarters database system

COUNTY OF LEXINGTON
VICTIM ASSISTANCE PROGRAM ENHANCEMENT
New Program
Annual Budget
Fiscal Year - 2003-04

Fund 2446
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenues (Organization: 000000)						
457000	Federal Grant Income	0	0	0	0	74,544	
461000	Investment Interest	0	0	0	0	0	
801000	Op Trn From General Fund/LE	0	0	0	0	18,636	
	**** Total Revenue**	0	0	0	0	93,180	
	*****Total Appropriation**				0	93,180	0
	FUND BALANCE Beginning of Year				0	0	0
	FUND BALANCE - Projected End of Year				0	0	0

Object Code	Expenditure Classification	2001-02 Expend	2002-03 Expend (Dec)	2002-03 Budgeted (Dec)	2003-04 Requested	***BUDGET*** 2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**	
	Operating Expenses						
520800	Outside Printing	0	0	0	2,000		
521000	Office Supplies	0	0	0	1,500		
521200	Operating Supplies	0	0	0	1,000		
522300	Vehicle Rapairs & Maintenance	0	0	0	3,000		
524100	Vehicle Insurance	0	0	0	1,950		
525210	Conference & Meeting Expense	0	0	0	6,720		
525400	Gas, Fuel, & Oil	0	0	0	3,810		
	*** Total Operating**	**0**	**0**	**0**	**19,980**		
	**** Total Personnel & Operating**	**0**	**0**	**0**	**19,980**		
	Capital						
	(3) Vehicles & Equipment	0	0	0	67,500		
	(3) Computer Systems	0	0	0	3,900		
	(3) Printer Systems	0	0	0	1,800		
	**** Total Capital**	**0**	**0**	**0**	**73,200**		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**93,180**		

GRANT PERIOD: 4-1-2003 to 9-30-2003
GRANT AWARD: $ Federal and $ County
PERCENTAGE SHARED: 80% / 20%

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Section III

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2003-2004

Fund # _____ Fund Title: VICTIMS OF CRIME ACT GRANT

Organization # 151200 Organization Title: Operations

Program # _____ Program Title: _____

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
3	Vehicles , Emergency Equipment and Accessories	67,500
3	Computer Systems and Accessories	3,900
3	Printer Systems and Accessories	1,800

**** Total Capital Page 1 Transfer Total to Page 2** **73,200**

SECTION IV. – PROGRAM OVERVIEW

The Victims of Crime Act is a program funded 80% by federal government. This program will provide extensive training for the Victim's Assistance Officers on various investigative techniques. These techniques will be used to obtain critical information from victims. The information gathered will strengthen court presentations and increase incarcerations.

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

520800 – OUTSIDE PRINTING $ 2,000

Brochures will need to be printed for distribution to victims of crimes and to citizens for awareness purposes.

521000 - OFFICE SUPPLIES $ 1,500

Office supplies needed for the victim assistance unit are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521200 - OPERATING SUPPLIES $ 1000

The operating supplies such as batteries, film, tapes, and other items must be purchased. Audio and video tapes will be used for court presentations and training.

522300 - VEHICLE REPAIRS AND MAINTENANCE $ 3000

This account is used to repair and to maintain the vehicles purchased by the grant.

524100 - VEHICLE INSURANCE $ 1950

Vehicle insurance is required for the vehicles. Cost is estimated at $650 each x 3 vehicles.

525210 - CONFERENCE AND MEETING EXPENSE $ 6720

The grant requires that each person employed on the grant attend a minimum of two training classes per year. One of those classes must be a national training seminar. The registration, travel, lodging, per diem and additional fees are paid by the grant from this account.

525400 - GAS, FUEL, AND OIL $ 3810

The grant reimburses the chemist at the federal rate of .365 per mile to travel to perform their duties.

SECTION VI. C. –CAPITAL LINE ITEM NARRATIVES

(3) VEHICLES, EMERGENCY EQUIPMENT AND ACCESSORIES **$ 67,500**

Vehicles, emergency equipment and accessories are needed as transportation for the victim assistance officers to assist victims in court cases and to investigate crimes.

(3) COMPUETER SYSTEMS AND ACCESSORIES **$ 3,900**

Computers and accessories are required for the victim assistance officers to record information and to keep records of victims of crimes for presentation in court.

(3) PRINTER SYSTEMS AND ACCESSORIES **$ 1,800**

Printers are required for the victim assistance officers to print documents and all data required for case management.

COUNTY OF LEXINGTON
FORFEITURE FUNDS (NARCOTICS)
Annual Budget
Fiscal Year - 2003-04

Fund 2630
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenues: (Organization - 00000)						
456400	Narcotics Confiscation	34,175	209,376	17,355	215,000	40,000	
461000	Investment Interest	2,630	1,302	3,000	5,000	6,000	
	**** Total Revenue**	**36,805**	**210,678**	**20,355**	**220,000**	**46,000**	
	*****Total Appropriations**				**27,865**	~~41,300~~ 46,300	**0**
	FUND BALANCE Beginning of Year				152,392	344,527	344,527
	FUND BALANCE - Projected End of Year				344,527	349,227	344,527

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**		
	Operating Expenses						
521200	Operating Supplies	504	450	1,000	5,000		
521208	Police Supplies	2,359	0	2,500	5,000		
522000	Building Repairs & Maintenance	348	0	2,000	2,000		
522300	Vehicle Repairs & Maintenance	2	0	0	0		
522200	Small Equip Repairs & Maintenance	0	0	1,500	1,500		
524000	Building Insurance	545	0	225	400		
525000	Telephone	1,243	943	2,880	2,400		
525010	Long Distance Charges	40	74	240	240		
525100	Postage	0	0	0	2,000		
525210	Conference & Meeting Expense	2,790	658	5,000	5,000		
525230	Subscriptions, Dues, & Books	150	0	200	200		
525376	Utilities - Helicopter Storage Building	523	391	960	960		
525386	Utilities - Investigations Substation	972	1,530	3,360	3,600		
525600	Uniforms & Clothing	10,524	2,117	6,000	8,000		
529903	Contingency				5,000		
526500	PERMITS + LICENSES						
	*** Total Operating**	**20,000**	**6,163**	**25,865**	~~36,300~~	41,300	
	**** Total Personnel & Operating**	**20,000**	**6,163**	**25,865**	~~36,300~~	41,300	
	Capital						
540000	Small Tools & Minor Equipment	0	0	2,000	5,000		
	All Other Equipment	0	0	0	0		
	**** Total Capital**	**0**	**0**	**2,000**	**5,000**		
	Other Financing Uses						
812442	Op Trn to Highway Safety Equipment	141	0	0	0		
	**** Total Other Financing Uses**	**141**	**0**	**0**	**0**		
	***** Total Budget Appropriation**	**20,141**	**6,163**	**27,865**	~~41,300~~	46,300	

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund 2630 Fund Title: Forfeiture Funds (Narcotics)
Organization 151200 Organization Title: LE/Operations
Program Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	Small Tools & Minor Equipment	5,000

**** Total Capital (Transfer Total to Section I and II)** **5,000**

SECTION IV. – PROGRAM OVERVIEW

The State forfeiture fund is a collection of monies from narcotic seizures that have been forfeited through the court process. State law mandates that these funds be used specifically for narcotic law enforcement.

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

521200 - OPERATING SUPPLIES **$5,000**

The majority of this account must pay for various items used during narcotics investigations.

521208 - POLICE SUPPLIES **$5,000**

Various items of use during narcotic investigations.

522000 – BUILDING REPAIRS & MAINTENANCE **$2,000**

The Investigations Substation is an old house and will need minor repairs throughout the fiscal year.

522200 - SMALL EQUIPMENT REPAIRS **$1,500**

Required inspections and repair of various audio and video equipment used during narcotics surveillance operations.

524000 – BUILDING INSURANCE **$400**

The substation and its contents needs to be insured. The amount budgeted is the recommendation of the County Risk Manager.

525000 – TELEPHONE **$2,400**

The amount budgeted is based on expenses for the first six months of the current fiscal year with an estimate of the same for the next six months.

525100 – POSTAGE **$2,000**

This account will be used to send certified letters of notifications of seized properties before forfeiture orders are issued.

525010 – LONG DISTANCE CHARGES **$240**

The amount budgeted is based on expenses for the first six months of the current fiscal year with an estimate of the same for the next six months.

525210 - CONFERENCE & MEETING EXPENSES **$5,000**

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. This reflects our in-house training needs required by law to provide to our personnel. The academy does not teach these courses, and in many cases we must send people outside the county for training so that they may maintain their certification and acquire advancement in technical fields which are changing rapidly in the law enforcement field. Training seminars requested during the year may vary as they are offered.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **$200**

Funds are used to pay for reference materials, training manuals, subscriptions to periodical literture, and dues to professional organizations.

525376 – UTILITIES – HELICOPTER STORAGE BUILDING **$960**

The amount budgeted is based on the first six months actual expenditures with a projection of the remaining six months of the same.

525386 – UTILITIES – INVESTIGATIONS SUBSTATION **$3,600**

The amount budgeted is based on the first six months actual expenditures with a projection of the remaining six months of the same.

525600 – UNIFORMS & CLOTHING **$8,000**

The officers will need to purchase replacement uniforms, jackets and uniforms for tactical operations. The amount budgeted is an estimate.

526500 – LICENSES & PERMITS **$5,000**

This account will be used to pay filing fees to the Clerk of Court and inspection fees to DHEC for the Drug Lab. The amount budgeted is an estimate.

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **$5,000**

There are always items that must be classified as small tools & minor equipment that need to be purchased during the year. These items are most always replacement items and are replaced only if broken. The items to be purchased is not known at this time.

COUNTY OF LEXINGTON
INMATE SERVICES
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***L/E - Inmate Services 2632:**						
	Revenues:						
438201	Inmate Phone System	239,818	188,559	200,352	306,353	306,353	
438203	LE Canteen Proceeds	85,215	46,318	70,807	87,250	87,250	
438207	LE Inmate Work Release Fees	0	885	1,500	3,540	3,540	
438208	LE Inmate Medical Services Fees	0	3,843	21,300	13,177	13,177	
461000	Investment Interest	12,973	6,009	12,000	12,000	11,000	
	**** Total Revenue**	338,006	245,614	305,959	422,320	421,320	
	*****Total Appropriation**				904,042	412,310	0
	FUND BALANCE Beginning of Year				649,089	167,367	167,367
	FUND BALANCE - Projected End of Year				167,367	176,377	167,367

COUNTY OF LEXINGTON
INMATE SERVICES
Annual Budget
Fiscal Year - 2003-04

Fund 2632
Division: Law Enforcement
Organization: 151300 - Jail Operations

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 5	115,620	85,613	186,744	199,783		
	Salaries & Wages Adjustment Account	0	0	0	5,993		
510199	Special Overtime	0	0	0	0		
510200	Overtime	0	0	0	0		
511112	FICA - Employer's Portion	8,454	6,377	14,287	15,742		
511113	SCRS - Employer's Portion	1,953	959	2,088	2,091		
511114	PORS - Employer Portion	9,385	7,706	17,016	18,806		
511120	Employee Insurance - 5	12,600	13,067	33,600	28,800		
511130	Workers Compensation	3,138	2,467	6,524	6,109		
515600	Clothing Allowance	600	400	1,600	800		
	*** Total Personnel**	**151,750**	**116,589**	**261,859**	**278,124**		
	Operating Expenses						
520100	Contracted Maintenance	0	0	16,000	0		
520200	Contracted Services	12,091	876	2,400	2,400		
520202	Medical Services	5,398	1,838	2,000	5,000		
520300	Professional Services	71,520	23,840	71,520	80,520		
521000	Office Supplies	481	107	1,100	1,100		
521200	Operating Supplies	326	0	2,400	2,400		
521208	Police Supplies	183	0	3,300	3,300		
522300	Vehicles Repairs & Maintenance	79	671	3,000	4,500		
524100	Vehicle Insurance - 3	1,040	520	1,560	1,950		
524201	General Tort Liability Insurance	493	491	1,934	2,159		
524202	Surety Bonds	0	0	38	0		
525020	Pagers & Cell Phones	210	156	1,104	1,440		
525030	800 MHz Radio Service Charges	994	659	2,774	2,527		
525031	800 MHz Radio Maintenance Contr	0	355	586	490		
525210	Conference & Meeting Expenses	915	1,022	4,000	10,000		
525230	Subscriptions, Dues, & Books	0	0	400	400		
525400	Gas, Fuel, & Oil	1,523	1,046	3,444	6,000		
525600	Uniforms & Clothing	813	125	7,000	8,000		
529903	Contingency	0	0	471,923			
	*** Total Operating**	**96,066**	**31,706**	**596,483**	**132,186**		
	**** Total Personnel & Operating**	**247,816**	**148,295**	**858,342**	**410,310**		
	Capital						
540000	Small Tools & Minor Equipment	0	294	2,000	2,000		
540010	Minor Software	315	0	2,000	0		
	All Other Equipment	263,037	1,680	41,700	0		
	**** Total Capital**	**263,352**	**1,974**	**45,700**	**2,000**		
	***** Total Budget Appropriation**	**511,168**	**150,269**	**904,042**	**412,310**		

Section III

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2003-04

Fund # 2632 Fund Title: Inmate Services

Organization # 151300 Organization Title: LE/Jail Operations

Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	Small Tools & Minor Equipment	2,000

**** Total Capital (Transfer Total to Section I and II)** **2,000**

SECTION IV. - PROGRAM OVERVIEW

The inmate services program is a special revenue fund used to provide various needs of the inmates. The funds used in this account are generated by revenue received from inmate canteen sales, phone calls, medical visits and work release program.

86-3-A

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
LE / Inmate Services (2632-151300)					
Captain/Facility Administrator	1	0	1	1	22
Training Lieutenant	1	0	1	1	20
Training Sergeant	1	0	1	1	16
Volunteer Services Coordinator	1	0	1	1	13
Canteen Accountant	1	0	1	1	7
Totals:	5	0	5	5	

36-3-B

1	2632-151300	23375	2001	Chevrolet Impala	U	2G1WF55K519354371	Chris Garner	Yes
1	2632-151300	23376	2001	Chevrolet Impala	U	2G1WF55K519354371	Kathy DeHay-Harrell	Yes
1	2632-151300	21554	2000	Ford Crown Victoria	M	2FAFP71W0YX164000	Don Wieder	Yes
3	**Total Vehicles**							

2	Liability
0	Comprehensive
0	Boat Insurance
0	Aircraft Insurance
0	Not Insured
2	**Total**

86-3-C

SECTION IV. C. – LISTING OF TELECOMMUNICATIONS

A detailed list is provided at the end of the budget document. The detailed list is not shown in this section due to the confidential nature of law enforcement.

Telephones	0
Cell Phones	1
Pagers	4
Radios	4

86-3-D

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES **$2,400**

Cable services cost approximately $200 per month * 12 months = $2,400

520202 – MEDICAL SERVICE CONTRACT **$5,000**

Catastrophic medical cases are estimated at $5,000.

520300 – PROFESSIONAL SERVICES **$80,520**

Mental Health contract for the inmates will cost approximately $6,710 per month * 12 months = $80,520.

521000 – OFFICE SUPPLIES **$1,100**

Office supply costs for 5 positions is estimated at $220 per position.

521200 – OPERATING SUPPLIES **$2,400**

Operating supplies for 5 positions is estimated.

521208 – POLICE SUPPLIES **$3,300**

Police supplies for 5 positions are estimated.

522300 – VEHICLE REPAIRS & MAINTENANCE **$4,500**

Estimated cost for vehicle repairs and maintenance for 3 vehicles at a cost of $1,500 each.

524100 – VEHICLE INSURANCE **$1,950**

3 vehicles @ $650 each.

524201 – GENERAL TORT LIABILITY **$2,159**

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is calculated as follows:

Law Enforcement	$535.50	4 positions
Clerical	$17.00	1 position

525020 – PAGERS AND CELL PHONES **$1,440**

Pager expense for 4 pagers for 12 months at $10 per month = $480. Cell phone expense for 1 position at $55 per month plus $300 contingency for overages.

525030 - 800 MHz RADIO SERVICE CHARGES **$2,527**

Radio Service Charges for 4 radios @ $52.64 per radio per month.

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **$490**

4 radios estimated maintenance costs @ $122.31 per radio.

525210 – CONFERENCE & MEETING EXPENSES **$10,000**

Conference and meeting expenses are estimated at $2,500 for the 4 certified positions.

525230 – SUBSCRIPTIONS. DUES & BOOKS **$400**

Subscriptions, Dues & Books are estimated at $100 for the 4 certified positions.

525400 – GAS, FUEL, & OIL **$6,000**

Gas, Fuel, & Oil for the 3 vehicles are estimated at $2,000 per vehicle.

525600 – UNIFORMS & CLOTHING **$8,000**

Estimated uniform cost: 4 * $2000 = $8,000.

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 Small Tools & Minor Equipment **$2,000**

Office supply type items that need replacement and other small tools that may be needed throughout the year.

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 2632 Fund Title: Inmate Services
Organization # 151200 Organization Title: LE/Jail Operations
Program # Program Title: (1) Position Upgrades

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #1	1,576
510300	Part Time #	0
511112	FICA Cost	121
511113	State Retirement	108
511114	Police Retirement	0
511120	Insurance Fund Contribution #	0
511130	Workers Compensation	4
511131	S.C. Unemployment	0
	*** Total Personnel**	**1,809**
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	**0**
	**** Total Personnel & Operating**	**1,809**
	**** Total Capital (From Section III)**	**0**
	***** Total Budget Appropriation**	**1,809**

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

Upgrade of Canteen Accountant to Administrative Assistant IV
Grade 7 to Grade 8
Base Salary Increase of $1,576

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COUNTY OF LEXINGTON
SCHOOL DISTRICT #1
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenue 2003-04	Total Recommend 2003-04
	***L/E - School District #1 2633:**						
	Revenues:						
456100	Program Income	114,886	85,546	232,525	232,525	224,102	211,131
461000	Investment Interest	58	960	0	737	0	0
801000	Op Trn from Genrl Fund/Cty Ordinary	64,038	232,525	232,525	232,525	224,102	211,131
	**** Total Revenue**	**178,982**	**319,031**	**465,050**	**465,787**	**448,204**	**422,262**
	*****Total Appropriation**				**465,051**	**448,204**	**422,262**
	FUND BALANCE Beginning of Year				0	0	
	FUND BALANCE - Projected End of Year				736	0	

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COUNTY OF LEXINGTON
SCHOOL DISTRICT #1
Annual Budget
Fiscal Year - 2003-04

Fund 2633
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 8	130,829	135,380	289,376	272,124	272,124	
	Salaries & Wages Adjustment Account	0	0	0	8,164	8,164	
510199	Special Overtime	376	0	0	0	0	
510200	Overtime	0	371	0	0	0	
511112	FICA - Employer's Portion	9,856	10,219	22,138	21,442	21,442	
511112	SCRS - Employer's Portion	0	0	808	0	0	
511114	PORS - Employer's Portion	14,039	14,525	29,701	29,991	29,991	
511120	Employee Insurance - 8	16,800	22,400	47,040	46,080	46,080	
511130	Workers Compensation	4,579	4,738	9,721	9,647	9,647	
	*** Total Personnel**	**176,479**	**187,633**	**398,784**	**387,448**	**387,448**	
	Operating Expenses						
521000	Office Supplies	93	0	1,680	0	0	
521100	Duplicating	0	0	420	0	0	
521200	Operating Supplies	0	0	800	0	0	
521208	Police Supplies	0	0	0	0	0	
522200	Small Equipment Repairs & Maint	0	3,016	2,100	0	0	
522300	Vehicle Repairs & Maintenance	2,660	0	24,000	8,000	8,000	
524100	Vehicle Insurance - 8	2,080	2,080	4,160	5,200	5,200	
524201	General Tort Liability Insurance	2,142	1,904	3,814	4,284	4,284	
524202	Surety Bonds	0	0	63	0	0	
525000	Telephone	202	102	1,008	408	408	
525010	Long Distance	0	0	210	25	25	
525020	Pagers and Cell Phones	419	210	1,280	864	864	
525030	800 MHz Radio Service Charges	1,978	2,025	5,544	5,054	5,054	
525031	800 MHz Radio Maintenance Charges	0	947	948	979	979	
525210	Conference & Meeting Expense	1,056	0	4,000	0	0	
525230	Subscriptions, Dues, & Books	0	0	240	0	0	
525400	Gas, Fuel, & Oil	3,396	2,527	8,000	6,000	6,000	
525600	Uniforms & Clothing	1,330	608	8,000	4,000	4,000	
	*** Total Operating**	**15,356**	**13,419**	**66,267**	**34,814**	**34,814**	
	**** Total Personnel & Operating**	**191,835**	**201,052**	**465,051**	**422,262**	**422,262**	
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0	0	
5A4	(1) Marked Vehicle	0	0	0	25,942	0	
	**** Total Capital**	**0**	**0**	**0**	**25,942**	**0**	
	***** Total Budget Appropriation**	**191,835**	**201,052**	**465,051**	**448,204**	**422,262**	

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 2633 Fund Title: School District #1
Organization # 151200 Organization Title: LE/Operations
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
1	MARKED CAR WITH EQUIPMENT	25,942

**** Total Capital (Transfer Total to Section I and II)** **25,942**

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SECTION IV. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County School Districts. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
LE / School District #1 Agreement (2633-151200)					
School Resource Officer	8	0	8	8	13
Totals:	8	0	8	8	

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1	2633-151200	21528	2000	Ford Crown Victoria	M	2FAFP71W2YX163981	James Moore	Yes
1	2633-151200	21533	2000	Ford Crown Victoria	M	2FAFP71W8YX163998	Tim Darling	Yes
1	2633-151200	21523	2000	Ford Crown Victoria	M	2FAFP71W4YX164002	Jason Burbage	Yes
1	2633-151200	16695	94	Ford Crown Victoria	M	2FALP71W5RX161209	Terry Hall	Yes
1	2633-151200	20514	99	Ford Crown Victoria	M	2FAFP71W5XX103417	Lee Anderson	Yes
1	2633-151200	21538	2000	Ford Crown Victoria	M	2FAFP71W2YX164015	Devon Hughes	Yes
1	2633-151200	21534	2000	Ford Crown Victoria	M	2FAFP71W2YX163978	Jason Haig	Yes
1	2633-151200	21539	2000	Ford Crown Victoria	M	2FAFP71W4YX164016	Dan Ross	Yes
8	**Total Vehicles**							

8	Liability
0	Comprehensive
0	Boat Insurance
0	Aircraft Insurance
0	Not Insured
8	**Total**

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SECTION IV. C. – LISTING OF TELECOMMUNICATIONS

A detailed list is provided at the end of the budget document. The detailed list is not shown in this section due to the confidential nature of law enforcement.

Telephones	8
Cell Phones	0
Pagers	8
Radios	8

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SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE $8,000

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE $5,200

Vehicle insurance is required for the vehicles. Cost is estimated at $650 each.

524201 - GENERAL TORT LIABILITY INSURANCE $4,284

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

525000 – TELEPHONE $ 408

Telephone line charges are required for the task force for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES $ 25

Long distance telephone line charges are required to contact persons both out of state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES $ 864

The School Resource Officers are required to have a pager and a mobile telephone for safety purposes immediate communication with each other.

525030 – 800 MHz RADIO SERVICE CHARGES $5,054

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication digital encryption.

525031 – 800 MHz RADIO MAINTENANCE CHARGES $ 979

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL $6,000

The officers must travel to perform their duties at schools and school activities. They also travel to seminars.

525600 – UNIFORMS AND CLOTHING $4,000

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

5A4 (1) Marked Car with Equipment $25,942

Replacement marked vehicles needed as per Fleet Services Manager. Below is an itemized list of all equipment needed for the vehicles. All replacement vehicles now include a laptop for the new field reporting system.

Car (Impala)	$19,500
Laptop	$3,500
Printer	$300
Software	$600
Mount for Laptop	$400
Install for Laptop Mount	$50
Fire Extinguisher	$43
Pedestal Mount	$42
3 Hole Power Outlet	$19
Headlight Flashers	$69
100 Watt Siren Amplifier	$126
100 Watt Siren Speaker	$243
4 Switch Assembly	$49
Lightbar	$751
Emergency Equip Install	$250

COUNTY OF LEXINGTON
SCHOOL DISTRICT #2
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenue 2003-04	Total Recommend 2003-04
	***L/E - School District #2 2634:**						
	Revenues:						
456100	Program Income	58,608	53,695	116,160	116,160	107,355	107,355
461000	Investment Interest	39	244	0	0		
801000	Op Trn from Genrl Fund/Cty Ordinary	45,111	116,160	116,160	116,160	107,355	107,355
	**** Total Revenue**	**103,758**	**170,099**	**232,320**	**232,320**	**214,710**	**214,710**
	*****Total Appropriation**				**0**	**214,710**	**0**
	FUND BALANCE Beginning of Year				4	0	0
	FUND BALANCE - Projected End of Year				**232,324**	**0**	**214,710**

COUNTY OF LEXINGTON
SCHOOL DISTRICT #2
Annual Budget
Fiscal Year - 2003-04

Fund 2634
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
510100	Salaries & Wages - 4	67,635	66,370	144,520	139,304	139,304	
	Salaries & Wages Adjustment Acct	0	0	0	4,179	4,179	
510199	Special Overtime	0	118	0	0	0	
510200	Overtime	0	0	0	0	0	
511112	FICA - Employer's Portion	5,143	4,962	11,055	10,977	10,977	
511113	SCRS - Employer's Portion	0	0	404	0	0	
511114	PORS - Employer's Portion	7,237	7,114	14,833	15,353	15,353	
511120	Employee Insurance - 4	8,400	11,200	23,520	23,040	23,040	
511130	Workers Compensation	2,361	2,321	4,854	4,937	4,937	
	*** Total Personnel**	**90,776**	**92,085**	**199,186**	**197,790**	**197,790**	
	Operating Expenses						
521000	Office Supplies	90	0	840	0	0	
521100	Duplicating	0	0	210	0	0	
521200	Operating Supplies	0	0	400	0	0	
521208	Police Supplies	0	0	0	0	0	
522200	Small Equipment Repairs & Maint.	0	0	1,050	0	0	
522300	Vehicle Repairs & Maintenance	885	570	12,000	2,500	2,500	
524100	Vehicle Insurance - 4	1,040	1,040	2,080	2,600	2,600	
524201	General Tort Liability Insurance	1,071	1,904	1,907	2,142	2,142	
524202	Surety Bonds	0	0	32	0	0	
525000	Telephone	51	25	504	204	204	
525010	Long Distance	0	0	105	25	25	
525020	Pagers and Cell Phones	209	105	640	432	432	
525030	800 MHz Radio Service Charges	948	990	2,772	2,527	2,527	
525031	800 MHz Radio Maintenance Charges	0	474	474	490	490	
525210	Conference & Meeting Expense	0	0	2,000	0	0	
525230	Subscriptions, Dues, & Books	0	0	120	0	0	
525400	Gas, Fuel, & Oil	2,046	1,335	4,000	4,000	4,000	
525600	Uniforms & Clothing	559	193	4,000	2,000	2,000	
	*** Total Operating**	**6,899**	**6,636**	**33,134**	**16,920**	**16,920**	
	**** Total Personnel & Operating**	**97,675**	**98,721**	**232,320**	**214,710**	**214,710**	
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0	0	
	All Other Equipment	0	0	0	0	0	
	**** Total Capital**	**0**	**0**	**0**	**0**	**0**	
	***** Total Budget Appropriation**	**559**	**193**	**4,000**	**214,710**	**214,710**	

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SECTION IV. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County School Districts. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
LE / School District #2 Agreement (2634-151200)					
School Resource Officer	4	0	4	4	13
Totals:	4	0	4	4	

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1	2634-151200	21526	2000	Ford Crown Victoria	M	2FAFP71W5YX164011	Debra Miller	Yes
1	2634-151200	21524	2000	Ford Crown Victoria	M	2FAFP71W1YX164006	Craig Stirewalt	Yes
1	2634-151200	19846	97	Ford Crown Victoria	M	2FALP71W0VX211475	Michelle McLaurin	Yes
1	2634-151200	21540	2000	Ford Crown Victoria	M	2FAFP71W6YX164017	Kendra Brown	Yes
4	**Total Vehicles**							

4	Liability
0	Comprehensive
0	Boat Insurance
0	Aircraft Insurance
0	Not Insured
4	**Total**

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SECTION IV. C. – LISTING OF TELECOMMUNICATIONS

A detailed list is provided at the end of the budget document. The detailed list is not shown in this section due to the confidential nature of law enforcement.

Telephones	4
Cell Phones	0
Pagers	4
Radios	4

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SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE **$2,500**

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE **$2,600**

Vehicle insurance is required for the vehicles. Cost is estimated at $650 each.

524201 - GENERAL TORT LIABILITY INSURANCE **$2,142**

General Tort Liability Insurance is required for each person employed by the County. The amount listed is calculated by the County Risk Manager at $536 per officer.

525000 – TELEPHONE **$204**

Telephone line charges are required for the task force for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES **$25**

Long distance telephone line charges are required to contact persons out of state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES **$432**

The School Resource Officers are required to have a pager and a mobile telephone for communication purposes.

525030 – 800 MHz RADIO SERVICE CHARGES **$2,527**

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication purposes.

525031 – 800 MHz RADIO MAINTENANCE CHARGES **$490**

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL **$4,000**

The officers must travel to perform their duties at schools and school activities.

525600 – UNIFORMS AND CLOTHING **$2,000**

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

COUNTY OF LEXINGTON
FEDERAL NARCOTICS FORFEITURES
Annual Budget
Fiscal Year - 2003-04

Fund 2637
Division: Law Enforcement
Organizatiion: 151200 - Operations

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Estimated Revenues 2003-04	Total Recommend 2003-04
	Revenues: (Organizatiion - 000000)						
456400	Narcotics Confiscation	41,859	5,772	37,200	15,000	15,000	
461000	Investment Interest	689	540	1,382	1,000	1,000	
	**** Total Revenue**	42,548	6,312	38,582	16,000	16,000	
	*****Total Appropriations**				**92,207**	**74,037**	**0**
	FUND BALANCE Beginning of Year				62,911	(13,296)	(13,296)
	FUND BALANCE - Projected End of Year				(13,296)	(71,333)	(13,296)

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	***BUDGET*** 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**	**0**
	Operating Expenses						
520307	Accreditation Services	0	0	4,700	4,700		
521000	Office Supplies	45	0	5,000	0		
521200	Operating Supplies	2,231	2,159	0	8,000		
522000	Building Repairs & Maintenance	169	0	0	0		
522300	Vehicle Repairs & Maintenance	0	0	3,000	500		
524100	Vehicle Insurance	260	260	520	650		
525210	Conference & Meeting Expense	9,470	0	5,000	5,000		
525230	Subscriptions, Dues, & Books	2,042	0	0	0		
525400	Gas, Fuel, & Oil	120	0	3,000	200		
529903	Contingency	0	0	54,987	54,987		
	*** Total Operating**	**14,337**	**2,419**	**76,207**	**74,037**		
	**** Total Personnel & Operating**	**14,337**	**2,419**	**76,207**	**74,037**		
	Capital						
540000	Small Tools & Minor Equipment	472	0	0	0		
	All Other Equipment	0	16,000	16,000	0		
	**** Total Capital**	**472**	**16,000**	**16,000**	**0**		
	***** Total Budget Appropriation**	**14,809**	**18,419**	**92,207**	**74,037**		

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520307 – ACCREDITATION SERVICES **$4,700**

Yearly fees required to maintain accreditation status.

521200 - OPERATING SUPPLIES **$8,000**

The majority of this account must pay for various items used during narcotics investigations.

522300 – VEHICLE REPAIRS & MAINTENANCE **$500**

These funds will be used to repair donated vehicle. The donated vehicle is used for undercover operations.

524100 – VEHICLE INSURANCE **$650**

These funds will be used to insure donated vehicle.

525210 – CONFERENCE & MEETING EXPENSES **$5,000**

These funds will be used to pay for employee training.

525400 – GAS, FUEL & OIL **$200**

These funds will be used for the donated vehicle. The donated vehicle is used for undercover operations.

SECTION IV. – PROGRAM OVERVIEW

The federal forfeiture fund is a collection of monies from federal narcotic seizures that have been forfeited through the court process. Federal law mandates that these funds be used for law enforcement.

COUNTY OF LEXINGTON
LE / CIVIL PROCESS SERVER
Annual Budget
Fiscal Year - 2003-04

Fund 2638
Division: Law Enforcement
Organization: 151100 - Administration

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenues: (Organization - 000000)						
441000	Sheriff's Fees & Fines	0	20,910	44,444	44,444	53,904	
445101	Mag Dist 1 - Civil Process Fees	0	0	0	0	0	
445201	Mag Dist 2 - Civil Process Fees	0	0	0	0	0	
445301	Mag Dist 3 - Civil Process Fees	0	0	0	0	0	
445401	Mag Dist 4 - Civil Process Fees	0	0	0	0	0	
445601	Mag Dist 6 - Civil Process Fees	0	0	0	0	0	
801000	Op Trn From General Fund/Cty Ordinary	0	0	0	0	0	
461000	Investment Interest	0	27	0	50	50	
	**** Total Revenue**	0	20,937	44,444	44,494	53,954	
	*****Total Appropriation**				44,445	54,003	0
	FUND BALANCE Beginning of Year				0	49	49
	FUND BALANCE - Projected End of Year				49	(0)	49

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510300	Part Time - 2	0	0	7,000	32,500		
511112	FICA - Employers Portion	0	0	536	2,486		
511113	SCRS - Employers Portion	0	0	480	2,226		
511120	Employee Insurance	0	0	0	0		
511130	Workers Compensation	0	0	19	88		
	*** Total Personnel**	**0**	**0**	**8,035**	**37,300**		
	Operating Expenses						
524201	General Tort Liability Insurance	0	0	15	30		
529903	Contingency	0	0	36,395	16,673		
	*** Total Operating**	**0**	**0**	**36,410**	**16,703**		
	**** Total Personnel & Operating**	**0**	**0**	**44,445**	**54,003**		
	Capital						
	**** Total Capital**	**0**	**0**	**0**	**0**		
	***** Total Budget Appropriation**	**0**	**0**	**44,445**	**54,003**		

SECTION IV. – PROGRAM OVERVIEW

This program is for the service of all common pleas papers. The party requesting service pays an amount of $0 to $25. The amount paid depends on varying circumstances. The revenue generated by this program will be used to fund two part time clerical positions to enter the papers into a database, which tracks the service and attempted service of these documents. This information is then returned to the courts for official dockets.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

		Full Time Equivalent			
	Positions	General Fund	Other Fund	Total	Grade
Civil Process Server (2638-151200)					
Criminal Records Operators	2	0	2	2	7 –P/T
Totals:	2	0	2	2	

SECTION IV.D. – SERVICE LEVELS

All service levels for operations and the detention center are maintained on a calendar year basis. The below statistics are for calendar year 2002.

Civil Process Papers Served	11,324

COUNTY OF LEXINGTON
SCHOOL DISTRICT #3
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenue 2003-04	Total Recommend 2003-04
	***L/E - School District #3 2639:**						
	Revenues:						
456100	Program Income	29,077	16,834	29,147	29,147	28,003	28,003
461000	Investment Interest	13	64	4	4	0	0
801000	Op Trn from Genrl Fund/Cty Ordinary	20,480	29,147	29,147	29,147	28,002	28,002
	**** Total Revenue**	**49,570**	**46,045**	**58,298**	**58,298**	**56,005**	**56,005**
	*****Total Appropriation**				**58,294**	**56,005**	**56,005**
	FUND BALANCE Beginning of Year				4	0	0
	FUND BALANCE - Projected End of Year				8	0	0

COUNTY OF LEXINGTON
SCHOOL DISTRICT #3
Annual Budget
Fiscal Year - 2003-04

Fund 2639
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 1	33,589	17,500	36,447	36,447	36,447	
	Salaries & Wages Adjustment Account	0	0	0	1,093	1,093	
510199	Special Overtime	356	0	0	0	0	
510200	Overtime	0	0	0	0	0	
511112	FICA - Employer's Portion	2,582	1,259	2,789	2,872	2,872	
511113	SCRS - Employer's Portion	0	0	0	0	0	
511114	PORS - Employer's Portion	3,632	1,872	3,900	4,017	4,017	
511120	Employee Insurance - 1	4,200	3,733	5,600	5,760	5,760	
511130	Workers Compensation	1,185	611	1,272	1,291	1,291	
	*** Total Personnel**	**45,544**	**24,975**	**50,008**	**51,480**	**51,480**	
	Operating Expenses						
521000	Office Supplies	41	0	210	0	0	
521100	Duplicating	0	0	53	0	0	
521200	Operating Supplies	0	0	100	0	0	
521208	Police Supplies	0	0	0	0	0	
522200	Small Equipment Repairs & Maint	0	0	263	0	0	
522300	Vehicle Repairs & Maintenance	312	217	3,000	600	600	
524100	Vehicle Insurance - 1	520	260	520	650	650	
524201	General Tort Liability Insurance	536	238	477	536	536	
524202	Surety Bonds	0	0	8	0	0	
525000	Telephone	50	25	126	51	51	
525010	Long Distance Charges	0	0	27	25	25	
525020	Pagers and Cell Phones	105	52	160	108	108	
525030	800 MHz Radio Service Charges	505	248	693	632	632	
525031	800 MHz Radio Maintenance Contracts	0	119	119	123	123	
525210	Conference & Meeting Expense	260	0	500	0	0	
525230	Subscriptions, Dues, & Books	0	0	30	0	0	
525400	Gas, Fuel, & Oil	826	103	1,000	1,200	1,200	
525600	Uniforms & Clothing	115	0	1,000	600	600	
529903	Contingency	0	0	0	0	0	
	*** Total Operating**	**3,270**	**1,262**	**8,286**	**4,525**	**4,525**	
	**** Total Personnel & Operating**	**48,814**	**26,237**	**58,294**	**56,005**	**56,005**	
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0	0	
	All Other Equipment	0	0	0	0	0	
	**** Total Capital**	**0**	**0**	**0**	**0**	**0**	
	***** Total Budget Appropriation**	**48,814**	**26,237**	**58,294**	**56,005**	**56,005**	

SECTION IV. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County School Districts. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
LE / School District #3 Agreement (2639-151200)					
School Resource Officer	1	0	1	1	13
Totals:	1	0	1	1	

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1	2639-151200	21522	2000	Ford Crown Victoria	M	2FAFP71W0YX163977	Leonard Thomas	Yes

1 Total Vehicles

1 Liability
0 Comprehensive
0 Boat Insurance
0 Aircraft Insurance
0 Not Insured
1 Total

91-2-C

SECTION IV. C. – LISTING OF TELECOMMUNICATIONS

A detailed list is provided at the end of the budget document. The detailed list is not shown in this section due to the confidential nature of law enforcement.

Telephones	1
Cell Phones	0
Pagers	1
Radios	1

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE **$ 600**

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE **$ 650**

Vehicle insurance is required for the vehicles. Cost is estimated at $650 each.

524201 - GENERAL TORT LIABILITY INSURANCE **$ 536**

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager. ($536 per officer)

525000 – TELEPHONE **$ 51**

Telephone line charges are required for the task force for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES **$ 25**

Long distance telephone line charges are required to contact persons both out of state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES **$ 108**

The School Resource Officers are required to have a pager and a mobile telephone for safety purposes immediate communication purposes.

525030 – 800 MHz RADIO SERVICE CHARGES **$ 632**

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication purposes.

525031 – 800 MHz RADIO MAINTENANCE CHARGES **$ 123**

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL **$1,200**

The officers must travel to perform their duties at schools and school activities.

525600 – UNIFORMS AND CLOTHING **$ 600**

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

COUNTY OF LEXINGTON
SCHOOL DISTRICT #4
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenue 2003-04	Total Recommend 2003-04
	***L/E - School District #4 2640:**						
	Revenues:						
456100	Program Income	28,256	16,194	27,055	27,055	25,520	25,520
461000	Investment Interest	13	56	0	0	0	0
801000	Op Trn from Genrl Fund/Cty Ordinary	18,982	27,056	27,056	27,056	25,520	25,520
	**** Total Revenue**	**47,251**	**43,306**	**54,111**	**54,111**	**51,040**	**51,040**
	*****Total Appropriation**				**54,111**	**51,040**	**51,040**
	FUND BALANCE Beginning of Year				13	0	0
	FUND BALANCE - Projected End of Year				13	0	0

No new contract established.

COUNTY OF LEXINGTON
SCHOOL DISTRICT #4
Annual Budget
Fiscal Year - 2003-04

Fund 2640
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 1	31,700	15,848	33,040	32,168	32,168	
	Salaries & Wages Adjustment Account	0	0	0	965	965	
510199	Special Overtime	58	78	0	0	0	
510200	Overtime	0	0	0	0	0	
511112	FICA - Employer's Portion	2,403	1,203	2,528	2,535	2,535	
511113	SCRS - Employer's Portion	0	0	0	0	0	
511114	PORS - Employer's Portion	3,398	1,704	3,536	3,545	3,545	
511120	Employee Insurance - 1	4,200	3,733	5,600	5,760	5,760	
511130	Workers Compensation	1,108	556	1,153	1,142	1,142	
	*** Total Personnel**	**42,867**	**23,122**	**45,857**	**46,115**	**46,115**	
	Operating Expenses						
521000	Office Supplies	42	0	205	0	0	
521100	Duplicating	0	0	52	0	0	
521200	Operating Supplies	0	0	100	0	0	
521208	Police Supplies	0	0	250	0	0	
522200	Small Equipment Repairs & Maint	0	0	7	0	0	
522300	Vehicle Repairs & Maintenance	818	472	3,000	1,000	1,000	
524100	Vehicle Insurance - 1	520	260	520	650	650	
524201	General Tort Liability Insurance	536	238	477	536	536	
524202	Surety Bonds	0	0	8	0	0	
525000	Telephone	152	76	123	51	51	
525010	Long Distance Charges	0	0	26	25	25	
525020	Pagers and Cell Phones	105	52	145	108	108	
525030	800 MHz Radio Service Charges	495	265	692	632	632	
525031	800 MHz Radio Maintenance Contracts	0	119	119	123	123	
525210	Conference & Meeting Expense	135	0	500	0	0	
525230	Subscriptions, Dues, & Books	0	0	30	0	0	
525400	Gas, Fuel, & Oil	1,469	189	1,000	1,200	1,200	
525600	Uniforms & Clothing	0	0	1,000	600	600	
	*** Total Operating**	**4,272**	**1,671**	**8,254**	**4,925**	**4,925**	
	**** Total Personnel & Operating**	**47,139**	**24,793**	**54,111**	**51,040**	**51,040**	
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0	0	
	All Other Equipment	0	0	0	0	0	
	**** Total Capital**	**0**	**0**	**0**	**0**	**0**	
	***** Total Budget Appropriation**	**47,139**	**24,793**	**54,111**	**51,040**	**51,040**	

SECTION IV. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County School Districts. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
LE / School District #4 Agreement (2640-151200)					
School Resource Officer	1	0	1	1	13
Totals:	1	0	1	1	

92-2-B

1	2640-151200	21530	2000	Ford Crown Victoria	M	2FAFP71W2YX163995	Reg Smiley	Yes
1	**Total Vehicles**							

1	Liability
0	Comprehensive
0	Boat Insurance
0	Aircraft Insurance
0	Not Insured
1	**Total**

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SECTION IV. C. – LISTING OF TELECOMMUNICATIONS

A detailed list is provided at the end of the budget document. The detailed list is not shown in this section due to the confidential nature of law enforcement.

Telephones	1
Cell Phones	0
Pagers	1
Radios	1

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SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE $1,000

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE $ 650

Vehicle insurance is required for the vehicles. Cost is estimated at $650 each.

524201 - GENERAL TORT LIABILITY INSURANCE $ 536

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager. ($535.50 per officer)

525000 – TELEPHONE $ 51

Telephone line charges are required for the task force for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES $ 25

Long distance telephone line charges are required to contact persons out of state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES $ 108

The School Resource Officers are required to have a pager and a mobile telephone for safety purposes immediate communication purposes.

525030 – 800 MHz RADIO SERVICE CHARGES $ 632

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication purposes.

525031 – 800 MHz RADIO MAINTENANCE CHARGES $ 123

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL $1,200

The officers must travel to perform their duties at schools and school activities.

525600 – UNIFORMS AND CLOTHING $ 600

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

COUNTY OF LEXINGTON
SCHOOL DISTRICT #5
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***L/E - School District #5 2641:**						
	Revenues:						
456100	Program Income	79,486	59,001	144,595	144,595	131,685	131,685
461000	Investment Interest	58	259	2	2	0	0
801000	Op Trn from Genrl Fund/Cty Ordinary	49,815	144,595	144,595	144,595	131,685	131,685
	**** Total Revenue**	**129,359**	**203,855**	**289,192**	**289,192**	**263,370**	**263,370**
	*****Total Appropriation**				**289,192**	**263,370**	**263,370**
	FUND BALANCE Beginning of Year				13	0	0
	FUND BALANCE - Projected End of Year				13	0	0

COUNTY OF LEXINGTON
SCHOOL DISTRICT #5
Annual Budget
Fiscal Year - 2003-04

Fund 2641
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 5	90,152	81,838	179,613	171,351	171,351	
	Salaries & Wages Adjustment Acct	0	0	0	5,141	5,141	
510199	Special Overtime	879	8,427	0	0	0	
510200	Overtime	0	76	0	0	0	
511112	FICA - Employer's Portion	6,637	6,571	13,741	13,501	13,501	
511113	SCRS - Employer's Portion	0	0	505	0	0	
511114	PORS - Employer's Portion	9,740	9,666	18,430	18,885	18,885	
511120	Employee Insurance - 5	12,600	14,000	29,400	28,800	28,800	
511130	Workers Compensation	3,177	3,153	6,032	6,073	6,073	
	*** Total Personnel**	**123,185**	**123,731**	**247,721**	**243,751**	**243,751**	
	Operating Expenses						
521000	Office Supplies	123	0	1,050	0	0	
521100	Duplicating	0	0	263	0	0	
521200	Operating Supplies	97	0	500	0	0	
521208	Police Supplies	0	0	0	0	0	
522200	Small Equipment Repairs & Maint	0	0	1,313	0	0	
522300	Vehicle Repairs & Maintenance	1,331	822	15,000	3,000	3,000	
524100	Vehicle Insurance - 5	1,560	1,300	2,600	3,250	3,250	
524201	General Tort Liability Insurance	1,607	1,190	2,384	2,678	2,678	
524202	Surety Bonds	0	0	92	0	0	
525000	Telephone	152	76	630	255	255	
525010	Long Distance	0	0	131	25	25	
525020	Pagers and Cell Phones	314	157	800	540	540	
525030	800 MHz Radio Service Charges	1,696	1,421	3,465	3,159	3,159	
525031	800 MHz Radio Maintenance Contracts	0	592	593	612	612	
525210	Conference & Meeting Expense	799	0	2,500	0	0	
525230	Subscriptions, Dues, & Books	0	0	150	0	0	
525400	Gas, Fuel, & Oil	2,189	1,462	5,000	3,600	3,600	
525600	Uniforms & Clothing	289	290	5,000	2,500	2,500	
	*** Total Operating**	**10,157**	**7,310**	**41,471**	**19,619**	**19,619**	
	**** Total Personnel & Operating**	**133,342**	**131,041**	**289,192**	**263,370**	**263,370**	
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0	0	
	All Other Equipment	0	0	0	0	0	
	**** Total Capital**	**0**	**0**	**0**	**0**	**0**	
	***** Total Budget Appropriation**	**133,342**	**131,041**	**289,192**	**263,370**	**263,370**	

SECTION IV. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County School Districts. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
LE / School District #5 Agreement (2641-151200)					
School Resource Officer	5	0	5	5	13
Totals:	5	0	5	5	

93-2-B

1	2641-151200	21532	2000	Ford Crown Victoria	M	2FAFP71W6YX163997	Tony Ayers	Yes
1	2641-151200	21525	2000	Ford Crown Victoria	M	2FAFP71W8YX164018	Steve Baumgardner	Yes
1	2641-151200	21535	2000	Ford Crown Victoria	M	2FAFP71W4YX163979	Robbie Oswalt	Yes
1	2641-151200	21536	2000	Ford Crown Victoria	M	2FAFP71W8YX164004	Larry Smith	Yes
1	2641-151200	21537	2000	Ford Crown Victoria	M	2FAFP71WXYX164019	Barry Sowards	Yes
5	**Total Vehicles**							

5	Liability
0	Comprehensive
0	Boat Insurance
0	Aircraft Insurance
0	Not Insured
5	**Total**

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SECTION IV. C. – LISTING OF TELECOMMUNICATIONS

A detailed list is provided at the end of the budget document. The detailed list is not shown in this section due to the confidential nature of law enforcement.

Telephones	5
Cell Phones	0
Pagers	5
Radios	5

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE **$3,000**

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE **$3250**

Vehicle insurance is required for the vehicles. Cost is estimated at $650 each.

524201 - GENERAL TORT LIABILITY INSURANCE **$2678**

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager. ($535.50 per officer)

525000 – TELEPHONE **$255**

Telephone line charges are required for the task force for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES **$25**

Long distance telephone line charges are required to contact persons out of state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES **$540**

The School Resource Officers are required to have a pager and a mobile telephone for communication purposes.

525030 – 800 MHz RADIO SERVICE CHARGES **$3159**

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication purposes.

525031 – 800 MHz RADIO MAINTENANCE CHARGES **$612**

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL **$3600**

The must travel to perform their duties at schools and school activities.

525600 – UNIFORMS AND CLOTHING **$2500**

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE **$3,000**

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE **$3,250**

Vehicle insurance is required for the vehicles. Cost is estimated at $650 each.

524201 - GENERAL TORT LIABILITY INSURANCE **$2,678**

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager. ($535.50 per officer)

525000 – TELEPHONE **$ 255**

Telephone line charges are required for the task force for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES **$ 25**

Long distance telephone line charges are required to contact persons out of state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES **$ 540**

The School Resource Officers are required to have a pager and a mobile telephone for communication purposes.

525030 – 800 MHz RADIO SERVICE CHARGES **$3,159**

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication purposes.

525031 – 800 MHz RADIO MAINTENANCE CHARGES **$ 612**

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL **$3,600**

The must travel to perform their duties at schools and school activities.

525600 – UNIFORMS AND CLOTHING **$2,500**

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

COUNTY OF LEXINGTON
OTHER MISCELLANEOUS GRANTS
Annual Budget
Fiscal Year 2003-2004

Requested Budget
Updated: 3-13-03

	Urban Entitlement Community Development 2400	Clerk of Court Title IV-D Process Server 2409	Clerk of Court Title IV-D Child Support 2410	*Grants* Local Law Enforcement Block Grant (Magistrate) 2452	DHEC Emergency Services Grant-In-Aid 2520	Combined
Prior Year Fund Balance	7,848	9,579	48,441	0	0	
Prior Year Contingency	189,345	0	29,341	0	0	
# of Employees	[1.50]	[1]	[7]	[0]	[0]	[9.50]
Revenues						
Property Taxes	0	0	0	0	0	0
Fees, Permits, and Sales	0	0	0	0	0	0
State Grant Income	0	0	0	0	40,000	40,000
Federal Grant Income	1,210,000	14,322	241,289	16,200	0	1,481,811
Program Income	0	0	0	0	0	0
Miscellaneous Payments & Grants	0	0	0	0	0	0
Investment Interest	0	125	500	600	0	1,225
General Fund Revenue Sources	0	0	0	0	0	0
Oper Trn In From General Fund	0	0	0	1,200	2,200	3,400
Oper Trn In From Other Funds	0	20,306	0	0	0	20,306
***Total Funding**	**1,210,000**	**34,753**	**241,789**	**18,000**	**42,200**	**1,546,742**
Appropriations						
Personnel	93,007	37,713	216,831	0	0	347,551
Operating Expenses	1,112,399	6,379	20,191	6,000	42,200	1,187,169
Capital	4,594	240	4,185	12,000	0	21,019
Operating Transfer Out	0	0	20,306	0	0	20,306
***Total Appropriations**	**1,210,000**	**44,332**	**261,513**	**18,000**	**42,200**	**1,576,045**
Projected Ending Fund Balance	**197,193**	**0**	**58,058**	**0**	**0**	

COUNTY OF LEXINGTON
URBAN ENTITLEMENT COMMUNITY DEVELOPMENT
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-2002	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Urban Entitlement Community Development 2400**						
	Revenues:						
456100	Program Income	0	330	0	0	0	
457000	Federal Grant Income	390,241	65,178	2,255,742	2,255,742	~~1,185,000~~	1,210,000 TC
461000	Investment Interest	29	0	0	0	0	
	****Total Revenue**	390,270	65,508	2,255,742	2,255,742	~~1,185,000~~	1,210,000
	*****Total Appropriations**				2,255,742	~~1,185,000~~	1,210,000 0
	FUND BALANCE Beginning of Year				7,848	7,848	7,848
	FUND BALANCE - Projected End of Year				7,848	7,848	7,848

GRANT PERIOD: 07-01-2003 to 06-30-2004

GRANT AWARD: Federal $ 1,185,000 Admin = $ 177,750 Projects = $ 887,250

PERCENTAGE SHARED: 100% Federal

Note: The HUD Program Adminstrator and 50% of an Accountant/Analyst are being funded in this fund.
The Director of Community and Economic Development is being funded 10% by this fund and 90% by 1000-101610.

COUNTY OF LEXINGTON
URBAN ENTITLEMENT COMMUNITY DEVELOPMENT
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 21 RECD
FINANCE DEPT.
BUDGET

Fund 2400
Division: Community & Economic Development
Organization: 181200 - Community Development Administration

Object Code	Expenditure Classification	2001-02 Expend	2002-03 Expend (Dec)	2002-03 Amended (Dec)	2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 1.6	72,835	15,659	58,377	64,924		
	Salaries & Wages Adjustment Account	0	0	0	0		
510200	Overtime	42	0	0	0		
511112	FICA - Employer's Portion	5,524	1,158	4,484	4,967		
511113	SCRS - Employer's Portion	4,992	1,073	3,998	4,447		
511120	Employee Insurance - 1.5	6,300	1,400	8,400	9,600		
511130	Workers Compensation	197	42	158	1,578		
	*** Total Personnel**	**89,890**	**19,332**	**75,417**	**85,516**		
	Operating Expenses						
520300	Professional Services	2,238	0	4,000	4,000		
520400	Advertising & Publicity	820	360	1,400	1,400		
521000	Office Supplies	913	548	1,500	1,500		
521100	Duplicating	225	104	750	500		
524201	General Tort Liability Insurance	313	29	67	122		
525000	Telephone	661	354	801	610		
525010	Long Distance Charges	142	85	150	175		
525020	Pagers and Cell Phones	105	52	105	105		
525040	Internet Service Charges	431	219	479	240		
525100	Postage	24	6	150	150		
525210	Conference & Meeting Expense	2,176	1,731	7,000	7,000		
525230	Subscriptions, Dues, & Books	2,071	1,640	3,305	3,700		
525240	Personal Mileage Reimbursement	304	93	800	875		
525250	Motor Pool Reimbursement	43	0	300	450		
525300	Util / Administration Building	965	297	1,000	1,000		
529903	Contingency	0	0	64,345	65,813		
	*** Total Operating**	**11,431**	**5,518**	**86,152**	**87,640**		
	**** Total Personnel & Operating**	**101,321**	**24,850**	**161,569**	**173,156**		
	Capital						
540000	Small Tools & Minor Equipment	31	0	100	100		
540010	Minor Software	0	0	1,000	2,174		
	All Other Equipment	655	0	150	0		
	RAM upgrade				120		
	Computer				1,550		
	Desk Chair				250		
	Display Rack				400		
	**** Total Capital**	**686**	**0**	**1,250**	**4,594**		
	***** Total Budget Appropriation**	**102,007**	**24,850**	**162,819**	**177,750**		

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COUNTY OF LEXINGTON
URBAN ENTITLEMENT COMMUNITY DEVELOPMENT
Annual Budget
Fiscal Year - 2003-04

Fund 2400
Division: Community & Economic Development
Organization - 181201 Community Development Projects

Object Code	Expenditure Classification	2001-02 Expend	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**		
	Operating Expenses						
529000	Unclassified	0	0	125,000	~~48,167~~	73,167 TC	
537101	Swansea Water Line	160,827	0	60,464	0		
537103	Bellemeade Drainage Improvements	0	0	100,000	0		
537104	Happy Town Sewer Improvements	0	0	561,850	0		
537105	Happy Town Road Improvements	0	0	270,150	477,000		
537106	Walter Shealy Road	0	0	63,897	362,083		
537108	Quality of Life Task Force	0	0	3,800	0		
	*** Total Operating**	**160,827**	**0**	**1,185,161**	~~**887,250**~~	912,250.00	
	**** Total Personnel & Operating**	**160,827**	**0**	**1,185,161**	~~**887,250**~~	912,250.00	
	Capital						
	**** Total Capital**	**0**	**0**	**0**	**0**		
	***** Total Budget Appropriation**	**160,827**	**0**	**1,185,161**	~~**887,250**~~	912,250.00	

COUNTY OF LEXINGTON
URBAN ENTITLEMENT COMMUNITY DEVELOPMENT
Annual Budget
Fiscal Year - 2003-04

Fund 2400
Division: Public Safety
Organization: 131500 Fire Service

Object Code	Expenditure Classification	2001-02 Expend	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**		
	Operating Expenses						
521200	Operating Supplies	6,963	0	8,003	0		
	*** Total Operating**	**6,963**	**0**	**8,003**	**0**		
	**** Total Personnel & Operating**	**6,963**	**0**	**8,003**	**0**		
	Capital						
	All Other Equipment	120,474	24,558	899,759	0		
	(2) Wildland Pumper Trucks	0	0	0	120,000		
		0	0	0	0		
		0	0	0	0		
		0	0	0	0		
		0	0	0	0		
	**** Total Capital**	**120,474**	**24,558**	**899,759**	**120,000**		
	***** Total Budget Appropriation**	**127,437**	**24,558**	**907,762**	**120,000**		

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 2400 Fund Title: Urban Entitlement Communit Development
Organization # 181200 Organization Title: Community Development Administration
Program # n/a Program Title: N/A

Qty	Item Description		***BUDGET*** 2003-2004 Requested Amount
	Small Tools and Capital Equipment		100
	Minor Software		
1	ArcView 8.3		1,575
1	Windows XP OS		139
1	WordPerfect 9		340
	Additional Costs/Fees		120
2	**RAM upgrades**	64 MB RAM upgrades for 2 existing computers ($60 ea.)	120
1	**Computer w/ monitor**	Level 3 GIS Power User	1,550
1	**Desk Chair**		250
1	**Display Rack**		400

** **Total Capital (Transfer Total to Section I and II)** **4,594**

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Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

N/A

Fund # 2400 Fund Title: Urban Entitlement Communit Development
Organization # 131500 Organization Title: Community Development Projects
Program # n/a Program Title: N/A

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
2	**Wildland Pumper (Brush) Trucks**	120,000

**** Total Capital (Transfer Total to Section I and II)** **120,000**

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SECTION IV
PROGRAM OVERVIEW

Summary of Programs:

To provide general administration, implementation and oversight of the County's Urban Entitlement program as established through the US Department of Housing and Urban Development, Community Development Block Grant Program.

Program Objectives:

- To plan and administer the HUD CDBG Urban Entitlement program in the unincorporated areas of Lexington County;
- To identify needs and determine an eligible course of action to address them; and,
- To identify partners in these activities to assure the most efficient use of federal dollars.

SECTION IV - A
LISTING OF POSITIONS REQUESTED

Current Staffing Level:

Job Title	Grade	Positions (FTE)	General Fund	Other Fund	Insurance	Total
Account Analyst	19	.50	N/A	X	Yes	.50
Administrator	18	1.00	N/A	X	Yes	1.00
Total		1.5				1.5

Proposed Staffing Level:

Job Title	Grade	Positions (FTE)	General Fund	Other Fund	Insurance	Total
Director	30	.10	N/A	X	Yes	.10
Account Analyst	19	.50	N/A	X	Yes	.50
Administrator	18	1.00	N/A	X	Yes	1.00
Total		1.60				1.60

The Director for this department has historically been funded, in part, through 2400-181200. In anticipation of bringing the Program Administrator on-line during FY 02-03 and the Director's time with the program diminishing due to that addition, the 02-03 budget did not include part of the Director's salary. It has been the program's experience during the year, however, that at least 10% of the Director's time continues to be spent on activities related to this grant.

The budget request for 03-04 includes the reinstatement of a portion of the Director's salary under this Fund. The balance is proposed to be paid through 1000-101610.

FUND 2400
ORGANIZATION 181200 – COMMUNITY DEVELOPMENT ADMINISTRATION
FY 2003 – 04 BUDGET REQUEST

SECTION IV – C
LISTING OF TELECOMMUNICATIONS EQUIPMENT

Type of Equipment	Amount	Assigned to:	Maintenance Contract
Pager	1	Director	No
Office Phones	3	Director	No
		Account Analyst	No
		Program Administrator	No

FUND 2400
ORGANIZATION 181200 – COMMUNITY DEVELOPMENT ADMINISTRATION
FY 2003 – 04 BUDGET REQUEST

SECTION IV – D
SERVICE LEVELS

Indicators	Actual		Year to Date	Estimated	Projected
	FY2000/01	FY2001/02		FY2002/03	FY2003/04
Additional Linear Feet of water line to service LMI households	48,000	6,000	0	0	0
LMI neighborhoods with drainage improvements	0	0	0	1	0
LMI neighborhoods with water system improvements	0	0	0	1	1
LMI neighborhoods with road improvements	0	0	0	1	1
Analysis of Impediments to Fair Housing conducted	0	1	0	0	0
Various pieces of Fire Services Vehicles purchased		0	0	6	2
Various pieces of Fire Services Equipment purchased		1	0	0	0
Various pieces of Fire Services VHF Radio Equipment purchased		0	0	42	0
Class A Foam Retrofits of Fire Equipment purchased		7	0	0	0

The addition of a full-time Program Administrator during FY 02-03 has greatly enhanced the County's ability to move forward with several projects that had previously been delayed due to other staffing demands.

In this current year we are purchasing six (6) different fire vehicles. We are beginning phase I of two separate road paving projects and completing drainage improvements. The proposed year includes completing the two road paving projects and purchasing two (2) additional fire service vehicles.

SECTION V
SUMMARY OF REVENUES

457000 – FEDERAL GRANT INCOME ~~**$1,185,000**~~ 1,210,000

The US Department of Housing and Urban Development establishes the annual award for all CDBG Urban Entitlement Counties. The annual award has not been appropriated for the year. HUD's projections however, show a $55,000 increase over the current years funding level. No other revenues are anticipated for this program.

Partners are identified to assist with funding the projects wherever feasible. In addition, two of the three employees assigned to this program have a portion of their salaries paid for by other fund accounts.

SECTION VI – A
PERSONNEL LINE ITEM NARRATIVES

Increase by .10 FTE
Increase Director's percentage of time from 0% to 10%. This amount is based on the actual time being spent by the Director on CDBG administration, since the hiring of the Administrator.

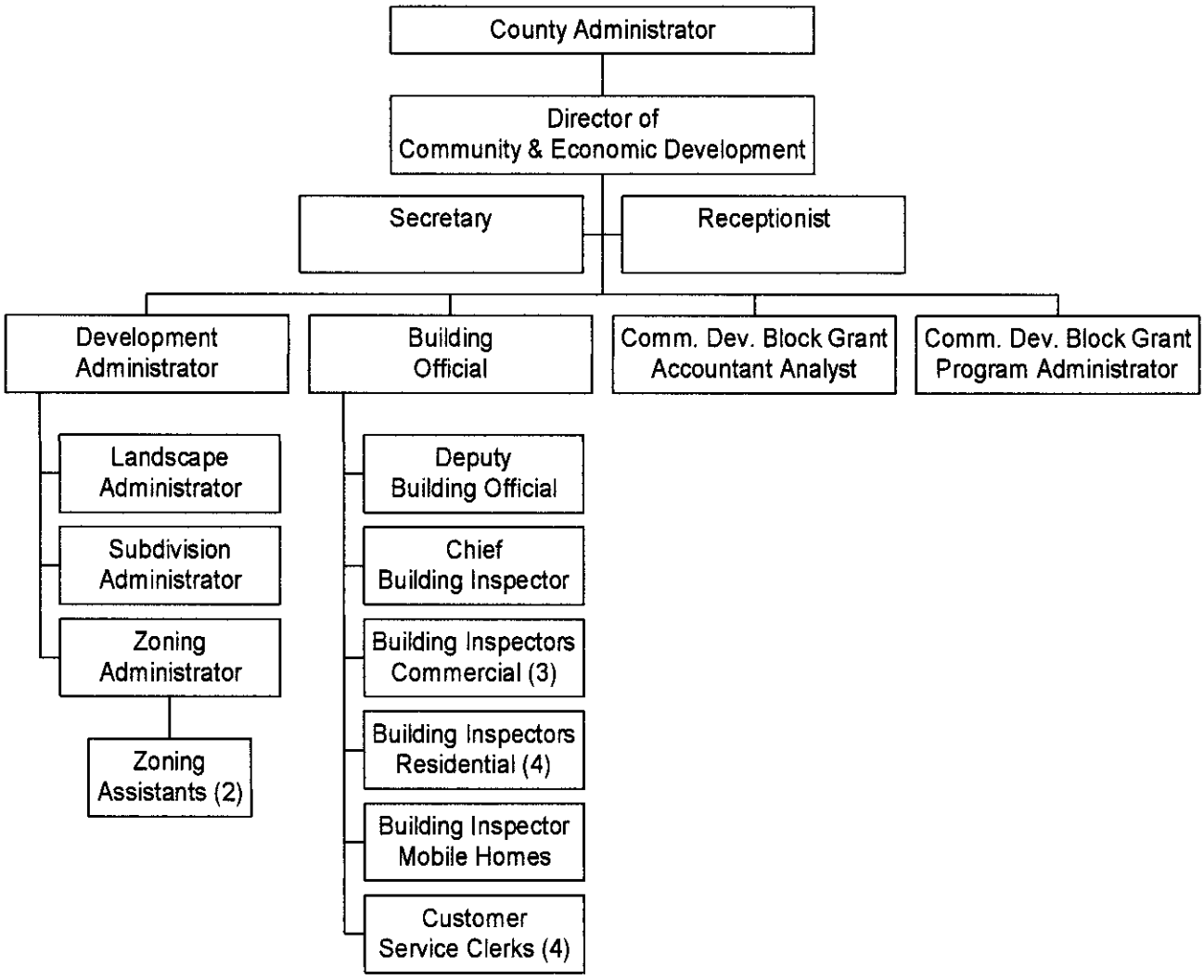
Aggregate change from 1.50 to 1.60 FTE

The justification for this change is that it was determined internally for FY 02-03 that if the Directors' time spent working with the Grant was less than 10% then the Fund would not be charged. It has since been experienced that the Director will spend at least 10% of their time in different facets of administering the grant.

Organizational Chart on next page

FUND 2400
ORGANIZATION 181200 – COMMUNITY DEVELOPMENT ADMINISTRATION
FY 2003 – 04 BUDGET REQUEST

ORGANIZATIONAL CHART



SECTION VI – B
OPERATING LINE ITEM NARRATIVES

520300 - PROFESSIONAL SERVICES **$4,000**

The County Attorney's services are utilized for review of subrecipient contracts and other legal details related to the expenditure of grant funds. It is not anticipated that he will be used monthly, but rather as different projects come on line and additional agreements are developed: $150 per quarter @ 4 quarters = $600

Additionally, the use of professional consultants for conducting Assessments, monitoring progress, conducting surveys, and analyzing trends is projected at $3,400.

520400 – ADVERTISING **$1,400**

Public notice in the paper is required at several points throughout the grant year, to include prior to public hearings for the Annual Action Plan, the Consolidated Annual Performance and Evaluation Report (CAPER), and any Amendments to the Consolidated Plan or Annual Action Plan. The prior year's experience indicates an average of $350 per ad: 4 ads @ $350 each = $1,400

521000 - OFFICE SUPPLIES **$1,500**

Routine office supplies are used (paper, pencils, file folders, etc.) in the course of conducting business. A number of letters are sent to interested parties, subrecipients, and the grantor. This projected amount is based on prior year's experience.

521100 - DUPLICATING **$500**

This account is used for copier machine duplicating of agreements, reports, correspondence, Environmental reviews, Time Studies, and other documents used in the daily accomplishment of the department's operations. Based on previous experience, this amount is estimated at: 10,000 annually @ $.05 a copy = $500

524201 - GENERAL TORT LIABILITY **$122**

Work sheets for Personnel costs, to include tort liability, were submitted by the Risk Manager. The cost shown is established by position and has been pro-rated based on the percentage of time established per the budget and reflects 6 months at the current rate and 6 months at the 2004 (calendar year) rate:

Directors, Executives, Managers	$378 x .10 = $37.80
Other	$ 56 x 1.50 = $84.00
	$121.80

525000 – TELEPHONE **$610**

This department currently has three Alltel lines at $12.50/month each and voice mail on three lines at $4.45/month each plus tax.

3 x $12.50 x 12 months =	$450.00
3 x $ 4.45 x 12 months =	$160.20
	$610.20

525010 - LONG DISTANCE CHARGES **$175**

To cover the cost of phone calls such as those to HUD's Atlanta office for Labor Relations and Environmental Review, as well as to other CDBG jurisdictions and professional associations.

525020 - PAGERS AND CELL PHONES **$105**

To cover the cost of Message Writer pager service, required of Department Heads. Based on historical charges: $8.73 per month x 12 months = $104.76.

525040 - INTERNET SERVICE CHARGES **$240**

An Internet service provider account is activated for the laptop computer, as the IS Department will not allow dial-in access through the Internet Explorer to a County modem when the e-mail or internet use is required away from the office.

$19.95 per month x 12 months x 1 user = $239.40

525100 - POSTAGE **$150**

To cover the cost of mailing office correspondence, notices, reports, and planning materials. This is based on the usage for last fiscal year.

525210 - CONFERENCE & MEETING EXPENSE **$7,000**

To cover the costs of attending IDIS training, Wage and Labor training, CDBG program training and annual meetings. HUD-sponsored training has either no or a minimal registration fee, but does require travel, meals and lodging. Locations in past years included Washington, DC, Jacksonville, Wilmington, Greenville and Atlanta. Upcoming recommended training will be held in Atlanta and Washington. The annual meetings include a National Association, GFOA, and the Association of Counties.

The proposed cost is based on approximate lodging, transportation, and registration rates anticipated as a result of the prior year's travel.

525230 - SUBSCRIPTIONS, DUES, BOOKS **$3,700**

To cover the costs of two National Association memberships, recommended by HUD staff and other entitlement counties; two state association to develop and maintain local resources.

National Association for County Community and Economic Development	$1,750
National Community Development Association	1,480
SC Low Income Housing Coalition	100
SC Community Developer's Association	60
Government Finance Officers Association	45
Books & Training Manuals	265
	$3,700

-

525240 - PERSONAL MILEAGE REIMBURSEMENT **$875**

This cost is based on historical driving patterns to project sites and meetings:

(200 miles x 12 months) = 2400 miles x .365 = $876

525250 - MOTOR POOL REIMBURSEMENT **$450**

Previous use has been minimal, however with the advent of several construction projects and the addition of a full time employee monitoring projects and conducting neighborhood meetings, it is anticipated that motor pool use will increase.

(100 miles x 12 months) = 2400 miles x .365 = $438

525300 – UTILITIES **$1,000**

This cost is based on the historical usage.

FUND 2400
ORGANIZATION 181200 – COMMUNITY DEVELOPMENT ADMINISTRATION
FY 2003 – 04 BUDGET REQUEST

529903 - CONTINGENCY **$65,813**

These funds will be available for unanticipated administration expenses. They may also be reassigned for projects, provided the proper public notice and public hearings have taken place to amend the Consolidated and/or Annual Action Plans.

Identifying the maximum amount allowable for Administration ensures that it won't be overspent, as it is separate from the program funds. Blending it with unclassified program funds then using for an unplanned administration cost leaves the program vulnerable to exceeding the cap.

SECTION VI – C
CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS & MINOR EQUIPMENT **$100**

Since the physical office has been established in previous years, expenses in this category are expected to be limited to minor items that may need to be replaced/repaired, with the exception of a telephone and other minor office supplies.

540010 - MINOR SOFTWARE **$2,174**

To cover the cost of upgrades to operating systems and software products and maintenance fees on three computers

Arc view 8.3	$1575
Windows XP OS	139
WordPerfect 9	340
Additional Costs/Fees	120
	$2174

54---- - RAM upgrades **$120**

To cover the cost of two (64MB) RAM upgrades to existing computer systems.

54---- - Computer **$1,550**

This is for a Level 3 GIS Power User and is needed to perform the mapping and demographic GIS requirements for CDBG projects. This system will replace a current computer system, which is not adequate for it current working environment. The current system will become a public access terminal.

54--- - Desk Chair **$250**

This is to replace a current chair, which was originally purchased used, and does not have a locking mechanism or provide adequate ergonomic support.

54--- - Display Rack **$400**

This will allow the department to make various types of Community Development information more accessible to the citizens of the county.

COMMUNITY DEVELOPMENT PROJECTS

529000 - UNCLASSIFIED ~~$48,167~~ 73,167

This is the amount available that has yet to be programmed to a specific activity. It may be used to add funding to an already identified activity or to address a newly identified need, provided the proper public notice and public hearings have taken place to amend the Consolidated and/or Annual Action Plans.

Activities currently underway and those proposed to be underway are identified below. These projects and their amounts are subject to change based on factors such as engineering timetable, environmental reviews, neighborhood input, etc.

537105 - Happy Town Road Improvements **$477,000**

This is phase two of a project to reconstruct and pave major portions of Happy Town Road and Boggy Branch Court in southern Lexington County. The project is being timed so that construction will coincide with this years' Water Improvements Project. This project will tie in to the Jasper Sutton Road paving project that the county currently has underway.

537106 - Walter Shealy Road Improvements **$362,083**

This is phase two of a project that will reconstruct and pave Walter Shealy Rd in western Lexington County. This will connect with the road-paving project that the county is completing on Bozard Mill Rd.

FIRE SERVICE PROJECTS

5A31--- - Fire Services Equipment **$120,000**

Purchase of two (2) Wildland Pumper Trucks used to combat the threat of wildland/urban interface fires. These vehicles are of great importance when fighting fires in the more rural regions of the county. The vehicles will service areas which have a large portion of Low to moderate income residents. These types of fires are an increasing portion of the total number of fire service responses. This funding will allow for a pumper specifically suited for this type of fire threat; lighter-weight semi-off-road all wheel drive vehicle that carries a combination of water and Class A foam. This vehicle is able to leave the stability of hard roadways and aggressively attack fast moving interface fires.

COUNTY OF LEXINGTON
CLERK OF COURT/TITLE IV-D PROCESS SERVER
Annual Budget
Estimat **FY 2003-04 Estimate Revenue**

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2002-04	Total Recommend 2003-04
	***Clerk of Court Title IV-D Process Server 2409:**						
	Revenues:						
451803	IV-D Service of Process Payments	15,411	6,435	29,700	29,700	14,322	
461000	Investment Interest	135	104	125	125	125	
802410	Op Trn from Title IV-D Child Support	29,739	28,989	28,989	28,989	20,306	
	**** Total Revenue**	45,285	35,528	58,814	58,814	34,753	
	Total Appropriation:				58,814	44,332	0
	FUND BALANCE Beginning of Year				9,579	9,579	9,579
	FUND BALANCE - Projected End of Year				9,579	0	9,579

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COUNTY OF LEXINGTON
CLERK OF COURT/TITLE IV-D PROCESS SERVER
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 21 RECD
FINANCE DEPT.

Fund: 2409
Division: Judicial
Organization: 141100 - Clerk of Court

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 1	25,786	12,749	26,313	26,547		
	Salaries & Wages Adjustment Account	0	0	0	796		
511112	FICA - Employer's Portion	1,958	966	2,012	2,092		
511113	SCRS - Employer's Portion	1,766	873	1,802	1,873		
511120	Employee Insurance - 1	4,200	2,800	5,600	5,760		
511130	Workers Compensation	627	310	639	645		
	*** Total Personnel**	**34,337**	**17,698**	**36,366**	**37,713**		
	Operating Expenses						
520208	Civil Process Service	5,028	214	14,850	0		
520300	Professional Services	0	0	95	0		
521000	Office Supplies	75	5	200	50		
522300	Vehicle Repairs & Maintenance	414	26	2,000	2,000		
524100	Vehicle Insurance	260	260	520	624		
524201	General Tort Liability Insurance	17	7	15	20		
524202	Surety Bonds	0	0	6	0		
525020	Pagers & Cell Phones	435	165	500	500		
525210	Conference & Meeting Expenses	0	0	975	725		
525230	Subscriptions, Dues & Books	0	25	25	0		
525250	Motor Pool Reimbursement	118	12	250	100		
525400	Gas, Fuel, & Oil	1,677	905	2,500	2,360		
529903	Contingency	0	0	412			
	*** Total Operating**	**8,024**	**1,619**	**22,348**	**6,379**		
	**** Total Personnel & Operating**	**42,361**	**19,317**	**58,714**	**44,092**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
540010	Minor Software	0	21	100	100		
	All Other Equipment	0	0	0	140		
	**** Total Capital**	**0**	**21**	**100**	**240**		
	***** Total Budget Appropriation**	**42,361**	**19,338**	**58,814**	**44,332**		

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Section III

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2003-2004

Fund # 2409 Fund Title: Title IV-D Process Server

Organization #141100 Organization Title: Clerk of Court

Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
1	Minor Software-Expedita Trips & Streets	100
1	17" MONITOR	140

**** Total Capital (Transfer Total to Section I and II)** **240**

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County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2003-2004

Fund #:2409 Fund Name: Title IV-D Process Server
Organ. #:141100 Organ. Name: Clerk of Court

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03	Anticipated Fees FY 2002-03	Budget: Units of Service	Budget: Current Fee	Budget: Total Estimated Fees FY 2003-04	Budget: Proposed Fee Change	Budget: Total Proposed Estimated Fees FY 2003-04
451803	IV-D Service of Process Payment	7161	14,322	868	16.5	14,322		14,322
461000	Investment Interest		125					125

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COUNTY OF LEXINGTON
VEHICLE SCHEDULE
FY 2003-2004

Department Name: Title IV-D Process Server
Department No.: 2409-141100
Program/ Activity:

Vehicle #	Description	Assigned	Vehicle Repairs & Maint. 522300	Vehicle Insurance 524100	Comp. Insurance 524101	Gas, Fuel & Oil 525400	Total
22281	Chev. 1500 PU	J. Winders	2000	624		2360	4984
		Total	2000	624		2360	4984

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FUND 2409
CLERK OF COURT (141100)
FY 2003-04 BUDGET EXPLANATION

SECTION IV. A. – PROGRAM OVERVIEW

Family Court Process Officer is responsible for service of rules to show cause and other civil papers pertaining to Family Court. This person will work very closely with our Delinquent Case Manager to assess the delinquent cases. This person will work hours outside of the normal 8:00 a.m. to 5:00 p.m. In order to serve the rules to show cause, this person will work early morning, late afternoon/early evening, Saturday, Sunday, and holidays. This job requires a very strong ability to deal with all types of people and possible adverse situations. Maintain high standards of accuracy in data and up date information as soon as possible, meeting dead lines/court dates in accordance with directions, court orders, county plaice, and prescribe procedures. Accepts supervisory instructions and directions and strives to meet goals and objectives. Will keep all equipment, vehicles, and other county property assign to him/her in clean and excellent working condition. This person must be self-motivated and a self-starter. A Process Officer is required to properly and effectively serve rules to show cause on non-custodial parents in contempt of Family Court orders. We must get these people served in order to get the child support to the children of Lexington County. The county has no cost nor function in this position other then the fact that finance will take out all proper deductions and pay this person through payroll. All dollars will come from the Federal/State IV-D Fund.

Incentives are earned based upon collections made by the county Family Court, if CSED cannot summonses non-custodial parents (NCP) to court in order to establish paternity and support collections suffer. If CSED cannot rule in a non-paying NCP collection suffer. If collections suffer then what CSED pays the Clerk of Court in unit cost suffers because a unit represents a check issued by the Family Court to a custodial parent or to another jurisdiction for the payment of child support.

My major concern, as I'm sure you'll agree is getting the court ordered child support to the children of Lexington County. Every day a non-custodial parent doesn't pay his/her child support our arrearages go up and our young citizens are victimized by the lack of ruling in the parent. We must bring these people to court as soon as possible, the non-paying parent.

FUND 2409
CLERK OF COURT (141100)
FY 2003-04 BUDGET EXPLANATION

SECTION IV.A. – LISTING OF POSITIONS

Current Staffing Level:

		Full Time Equivalent			
Job Title	Positions	General Fund	Other Fund	Total	Grade
Process Officer	1		1	1	8

FUND 2409
CLERK OF COURT (141100)
FY 2003-04 BUDGET EXPLANATION

SECTION IV.B. – LISTING OF VEHICLES

Chevrolet 1500 Pick -up
Vehicle Number – IGCEC14W41221383255
County Vehicle Number – 00022281
Automobile Liability- $624.00

FUND 2409
CLERK OF COURT (141100)
FY 2003-04 BUDGET EXPLANATION

SECTION IV.C.- LISTING OF COMMUNICATIONS EQUIPMENT

(1) Office Phone 359-xxxx No Phone

(1) Cell Phone

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FUND 2409
CLERK OF COURT (141100)
FY 2003-04 BUDGET EXPLANATION

SECTION IV.D. – SERVICE LEVELS

Service Level Indicators:

	Actual FY2001-02	Estimated FY2002-03	Projected FY2003-04
Rule to Show Cause Cases Issued	2049	2210	2300
Total Rule to Show Cause Cases Served DSS	749	920	960

FUND 2409
CLERK OF COURT (141100)
FY 2003-04 BUDGET EXPLANATION

SECTION V. – SUMMARY OF REVENUES

451803- IV-D SERVICE OF PROCESS PAYMENTS **$14,322.00**
This is money generated by the Process Servers of which we are reimbursed $16.50 for each case served. This is based on a six-month average of $1193.50 doubled for an estimate figure for the fiscal year.

461000- INVESTMENT INTEREST **$125.00**
Earned interest.

812409- OP TRN TO TITLE IV-D PROCESS OFFICER **$20,306.00**
This account is necessary in order to transfer money from Title IV-D to Fund 1409 for Process Server who serves papers and generates the income for the Title IV-D child support.

FUND 2409
CLERK OF COURT (141100)
FY 2003-04 BUDGET EXPLANATION

SECTION VI.B. – OPERATING LINE ITEM NARRATIVES

521000 – OFFICE SUPPLIES **50.00**

This account will be used for miscellaneous IV-D needs such as office supplies that will be generated by the Process Officer.

522300 - VEHICLE REPAIRS & MAINTENANCE **$2000.00**

This account will be used for any repairs and maintenance for Process Officer's truck which may include tires, brakes, filters, hoses, belts, wiper blades, etc. This vehicle currently has 83,871 miles as of 2/1/03, therefore is out of warranty. The cost for routine schedule service is approximately $275.00. Tires will be needed, which will cost approximately $350.00. Also, due to the high mileage, this truck may well need other unexpected service and parts.

524100-VEHICLE INSURANCE **$624.00**

This was based on the fee schedule provided by Ed Salyer. This figure was arrived from last years amount of $520.00 times 20%.

524201- GENERAL TORT LIABILITY INSURANCE **$20.00**

This was based on the fee schedule provided by Ed Salyer. This figure was arrived from last years amount of $15.00 times 25% .

525020- PAGERS AND CELL PHONES **$500.00**

This account is to cover the cost of one cell phone. Due to the areas and hours that the Process Officer must work, this item is essential for his well-being. One mobile phone on the Carolina Freedom plan at a monthly cost of $29.95 for service which includes 250 free minutes, $.58 for 911 tax, estimated universal service fund charge and applicable SC sales tax. 12 months x $32.93= $395.16 excluding any long distance charges.

525210- CONFERENCE & MEETING EXPENSES **$725.00**

This account will be used for any conferences & meetings that are related to the IV-D funds. These meetings will assist the process server in performing his job and staying abreast of the new laws and requirements.

525250- MOTOR POOL REIMBURSEMENT **$100.00**

This account will cover the use of a motor pool vehicle should the process officer's truck be in the shop for repairs and/or maintenance.

525400- GAS, FUEL & OIL **$2,360.00**

This account is necessary for gas for the processor officer's truck. The processor officer is averaging 157 gals. of gas a month based on $.90 = $141.30 x $1695.60. Oil approximately $100.00. The price of gas is uncertain as it fluctuates.

FUND 2409
CLERK OF COURT (141100)
FY 2003-04 BUDGET EXPLANATION

SECTION VI.C. – CAPITAL LINE ITEM NARRATIVES

540010-MINOR SOFTWARE **$100.00**

Process Officer will need an updated version of Microsoft Streets & Trips. This is a program that maps out addresses with directions. This is very helpful when trying to locate clients to serve Rule to Serve Cause.

CAPITAL

(1) 17" STANDARD MONITOR **$140.00**

This is necessary in order to meet county standard of 17" monitor. Cost of unit is $135.00 including tax. Additional $5.00 has been added for freight.

COUNTY OF LEXINGTON
CLERK OF COURT/TITLE IV-D CHILD SUPPORT
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Clerk of Court Title IV-D DSS Child Support 2410:**						
	Revenues:						
451800	IV-D Transaction Reimbursement	205,085	87,530	201,941	210,073	210,073	
451801	IV-D Incentive Payments	45,355	13,006	35,280	69,365	31,216	
	Other Revenues:						
461000	Investment Interest	859	289	800	600	500	
	**** Total Revenue**	251,299	100,825	238,021	280,038	242,089	
	Total Appropriation:				311,511	290,530	0
	FUND BALANCE Beginning of Year				79,914	48,441	48,441
	FUND BALANCE - Projected End of Year				48,441	0	48,441

COUNTY OF LEXINGTON
CLERK OF COURT/TITLE IV-D CHILD SUPPORT
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 21 RECD
FINANCE DEPT

Fund: 2410
Division: Judicial
Organization: 141100 - Clerk of Court

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 6	155,337	74,873	155,205	155,928		
	Salaries & Wages Adjustment Account	0	0	0	4,678		
510200	Overtime	900	2,410	2,000	2,500		
510300	Part Time - 2	16,457	7,435	20,431	20,961		
511112	FICA - Employer's Portion	12,954	6,329	13,436	13,890		
511113	SCRS - Employer's Portion	11,001	5,462	12,031	12,437		
511120	Employee Insurance - 6	25,200	16,800	33,600	34,560		
511130	Workers Compensation	467	229	474	474		
511131	S. C. Unemployment	293	262	0	0		
	*** Total Personnel**	**222,609**	**113,800**	**237,177**	**245,428**		
	Operating Expenses						
520100	Contracted Maintenance	952	875	950	0		
520200	Contracted Services	0	1,050	1,200	0		
520303	Accounting Services	500	500	500	500		
520400	Advertising & Publicity	1,249	785	2,000	2,000		
520500	Legal Services	0	0	200	150		
521000	Office Supplies	3,822	592	3,000	1,500		
521400	Health Supplies	496	0	0	0		
522200	Small Equipment Repair & Maint.	70	50	350	350		
523200	Equipment Rental	8,100	1,350	2,700	2,700		
524201	General Tort Liability Insurance	85	38	75	94		
524202	Surety Bonds	0	0	52	0		
525000	Telephone	0	0	0	0		
525020	Pagers & Cell Phones	0	0	0	0		
525210	Conference & Meeting Expenses	2,147	1,251	3,000	6,000		
525230	Subscriptions, Dues & Books	250	350	1,118	721		
529903	Contingency	0	0	29,341	6,596		
	*** Total Operating**	**17,671**	**6,841**	**44,486**	**20,611**		
	**** Total Personnel & Operating**	**240,280**	**120,641**	**281,663**	**266,039**		
	Capital						
540000	Small Tools & Minor Equipment	233	250	565	635		
	All Other Equipment	0	235	294	3,550		
	**** Total Capital**	**233**	**485**	**859**	**4,185**		
	Other Financing Uses						
812409	Op Trn to Title IV-D Process Server	29,739	28,989	28,989	20,306		
	*****Total Other Financing Uses**	**29,739**	**28,989**	**28,989**	**20,306**		
	***** Total Budget Appropriation**	**270,252**	**150,115**	**311,511**	**290,530**		

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COUNTY OF LEXINGTON

Section II

Existing Departmental Program Request
Fiscal Year - 2003 - 2004

Fund #2410 Fund Title: Title IV-D
Organization #141100 Organization Title: Clerk of Court

Object Code	Expenditure Classification	Program #___	Program #___	Program #___	Program #___	Total 2003-2004 Requested
	Program Title:					
	Personnel					
510100	Salaries #__6_	155,928				155,928
	Salaries & Wages Adjustment Account	4,678				4,678
510200	Overtime	2,500				2,500
510300	Part Time #_2_	20,961				20,961
511112	FICA Cost	13,890				13,890
511113	State Retirement	12,437				12,437
511114	Police Retirement					
511120	Insurance Fund Contribution # 6_	34,560				34,560
511130	Workers Compensation	474				474
511131	S.C. Unemployment					
	*** Total Personnel**	245,428				245,428
	Operating Expenses					
520100	Contracted maintenance	0				0
520200	Contracted Services	0				0
520300	Professional Services					
520303	Accounting Services	500				500
520400	Advertising	2,000				2,000
520500	Legal Services	150				150
521000	Office Supplies	1,500				1,500
521100	Duplicating					
521200	Operating Supplies					
522100	Equipment Repairs & Maintenance					
522200	Small Equipment Repairs & Maint.	350				350
522300	Vehicle Repairs & Maintenance					
523000	Land Rental					
523200	Equipment Rental	2,700				2,700
524000	Building Insurance					
524100	Vehicle Insurance #___					
524101	Comprehensive Insurance #___					
524201	General Tort Liability Insurance	94				94
524202	Surety Bonds	0				0
525000	Telephone	0				0
525100	Postage					
525210	Conference & Meeting Expenses	6,000				6,000
525220	Employee Training					
525230	Subscriptions, Dues, & Books	721				721
525___	Utilities - _____					
525400	Gas, Fuel, & Oil					
529903	Contingency	6,596				6,596
526500	Licenses & Permits					
	*** Total Operating**	20,611				20,611
	**** Total Personnel & Operating**	266,039				266,039
	**** Total Capital (From Section III)**	4,185				4,185
812409	Op Trn to Title IV-D Process Server	20,306				20,306
	***** Total Budget Appropriation**	290,530				290,530

Section III

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2003-2004

Fund # 2410 Fund Title: Title TV-D Child Support

Organization # 141100 Organization Title: Clerk of Court

Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
1	MINOR SOFTWARE	1,660
2	17" Standard Monitor	280
1	FUNCTION 1 COMPUTER UNIT	710
1	FUNCTION 2 COMPUTER UNIT	900

**** Total Capital (Transfer Total to Section I** **3,550**

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County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2003-2004

Fund #:2410 Fund Name:Title IV-D Title IV-D Process Server
Organ. #:141100 Organ. Name:C Clerk of Court

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03	Anticipated Fees FY 2002-03	Budget: Units of Service	Budget: Current Fee	Budget: Total Estimated Fees FY 2003-04	Budget: Proposed Fee Change	Budget: Total Proposed Estimated Fees FY 2003-04
451800	IV-D Transaction Reimbursement		210,073					210,073
451801	IV-D Incentive		31,216					31,216
461000	Investment Interest		500					500

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FUND 2410
CLERK OF COURT (141100)
FY 2003-04 BUDGET

SECTION IV. - PROGRAM OVERVIEW

Program II- Title IV-D Fund

Objective

To insure that the Federal Child Support Enforcement Act that sets forth a detailed system in which local authorities MUST work together to enforce child support obligations is achieved. To insure the States whose enforcement provisions meet federal guidelines, as South Carolina's do, receive federal funds. Use of federal Child Support Enforcement Act funds is controlled by the ***S.C. Code of Laws § 20-7-1317***, which provides:

> *"Notwithstanding existing county funds allocated to the Clerks of Court, and federal funds eared by the Clerks of Court under a contract with the Department of Social Services pursuant to Title IV-D of the Social Security Act Must first be used by the Family Court section of the respective offices of the Clerks of Court to provide adequate staff and equipment to implement and operate the provisions of δ20—7-1315. Thereafter, excess funds shall revert to the general fund of the county."*

To coordinate efforts in child support enforcement with the "Agreement of Cooperation" entered in with DSS. ***To insure and maintain the Federal funds received by DSS under the federal Child Support Enforcement Act be place in the custody of the county treasurer, and MUST be maintained as separate, identifiable funds to be used at the discretion of the Clerk of Court to carry out provisions of the state child support code (§ 20-7-1315).***

To insure the State law (§ 20-7-1317) which is clearly stating that the Clerk of Court has sole discretion to determine use of the *Fund to* carry out the provisions of the § 20-7-1315 statute is observed.

To convert more cases from private to Department of Social Services. This relates to more dollars for the county through the IV-D fund. To continue a commitment to excellence in service to the public. To continue increasing child support collection. And improve our filing systems to maintain safe and accessible files, for all who research Family Court Cases.

FUND 2410
CLERK OF COURT (141100)
FY 2003-04 BUDGET

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level: Program II (Title IV-D Fund)

		Full Time Equivalent			
Job Title	Positions	General Fund	Other Fund	Total	Grade
Delinquent Account Manager	1		1	1	12
DSS Coordinator	1		1	1	8
Wage Withholding Clerk	1		1	1	5
DSS Clerk	2		2	2	4
Records Clerk	1		1	1	4
Clerk I	2		2	2	4-P/T
Total Positions	6		8	8	

Fund 2410
CLERK OF COURT(141100)
FY 2003-04 BUDGET

SECTION IV.C. –LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment: Title IV-D Fund

(6) Office Phones

(1) Fax

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FUND 2410
CLERK OF COURT (141100)
FY 2002-03 BUDGET

SECTION IV. D. – SERVICE LEVELS

Service Level Indicators: PROGRAM II (Title IV-D Funds)

	Actual FY 2001-02	Estimated FY 2002-03	Projected FY2003-04
RTSC	7680/3pg	7850/3pg	8023/pg
Bench Warrants	250	260	270
Order of Discharge	300	315	331
Orders	4680	4880	5089
Audits & Review	1500	1800	2160
Payment History	7700/8pg	8300/8pg	8947/8pg
Transport Orders	144	152	160
EARPS	2200	2400	2618
Files Pulled	2340	2560	2899
Aff of Service/Non-Service	3840	4000	4166
Correspondence	240	270	304
Telephone	30,000	35,000	40,831
Summary Report	72/180pg	80/180pg	89/180pg
Fed. & State Tax Return	48/100pg	60/100pg	75/100pg
Bank Deposit	240	260	281
Supp. Housing Appl.	720/8pg	760/8pg	802/8pg
Monthly AFDC Report	12/50pg	12/52pg	12/52pg
Monthly Non-AFDC Report	12/75pg	12/77 pg	12/77pg
Monthly URESA Report	12/25 pg	12/25pg	12/25pg
Monthly Arreage Report	12/120pg	12/125pg	12/125pg
DSS Bank Report	240/6pg	260/6pg	281/6pg
Filing of Documents	18,000	20,000	22,222
Court Orders	1320/5pg	1340/5pg	1360/5pg
Wage Withholding Orders		8400	9250
Certified Letters		8400	9250
File Returned Certified Letters		8400	9250
Input Payors Answers & Files		2000	2200
Audit Cases with Companies		420	462
Talk with CP & NCP regarding Wage Withholding information		60/mo	66/mo
Handle Wage Withholding EARPS From SCDSS		1200	1320
Telphone calls from CP/NCP/Companies		40/day	44/day

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FUND 2410
CLERK OF COURT (141100)
FY 2003-04 BUDGET

SECTION V. – SUMMARY OF REVENUES FOR PROGRAM II (TITLE IV-D FUND)

451800 – TITLE IV-D UNIT COST REIMBURSEMENT **$210,073.00**

An Agreement of Cooperation contract was entered into by and between Clerk of Court of each county and the South Carolina Department of Social Services. In accordance with section 43-5-235 of the South Carolina Code of Laws (1976 as Amended), DSS will provide to the County fiscal incentives and federal financial participation. These monies will be paid to the County Treasurer on a monthly basis. The Treasurer will deposit these monies into a separate account for the Family Court section of the office of the Clerk of Court for the exclusive use for all activities related to the establishment, collection, and enforcement of child support obligations for the fiscal ye r in which the payments are earned. These funds may be used only by the Family Court section. Monies paid to the county may not be used to replace operating funds of the budget to the family court section. Upon determination by DSS that the Treasurer has failed to comply with the full intent of these finding provisions, DSS may escrow the financial incentive and federal financial participation funds until the county complies or terminate this agreement of cooperation. Funds in this separate account not encumbered for child support activities revert to the general fund of the count at the end of the fiscal year in which they are earned. The average received thus far for July thru December 2002 has been $17,349.83 a month.

451801 – TITLE IV-D. INCENTIVE **$31,216.00**

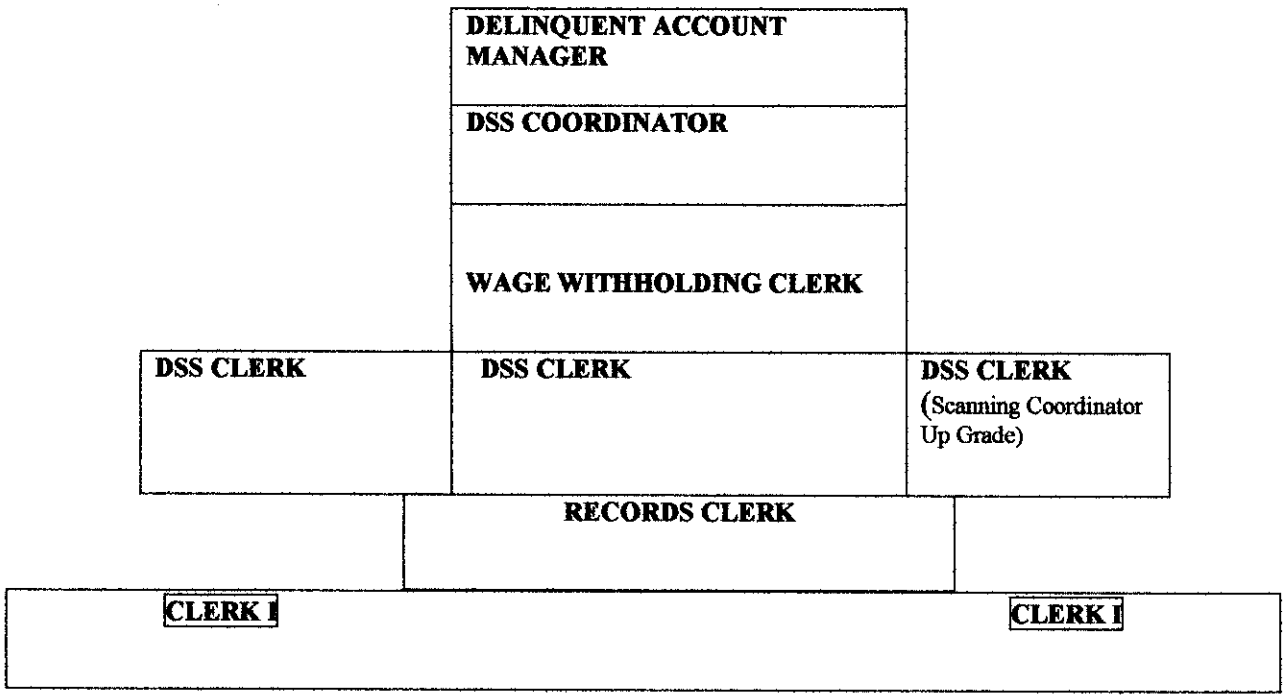
The Child Support Enforcement Program under Title IV-D of the Social Security Act provides for the payment of incentives to the eligible political subdivision in which child support collections are made. It is treaded the same way as the Title IV-D unit cost reimbursement. The average received thus far for July thru December 2002 has been $1,764.12

461000- INVESTMENT INTEREST **$500.00**

Earned interest on accounts.

FUND 2410
CLERK OF COURT (141100)
FY 2003-04 BUDGET

SECTION VI. A. –PERSONNEL LINE ITEM NARRATIVE



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FUND 2410
CLERK OF COURT (141100)
FY 2003-04 BUDGET

VI. A. – PERSONNEL OVERTIME

510200- TITLE IV-D FUND OVERTIME **$2,500.00**

This account is used by program 2 (Title IV-D Fund). The employees within this program work with DSS cases. They are required to run DSS monthly reports which are very lengthy and have to be ran after five due to only having one printer. This printer is used to run child support checks, print outs and other requirements for court during 8:00 to 5:00. The workload is heavy and at times we need to work after 5:00 or on Saturday mornings.

FUND 2410
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – OPERATING LINE ITEM NARRATIVES

520100-CONTRACT MAINTENANCE **$.00**

520300-ACCOUNTING SERVICES **$500.00**

The Clerk of Court and Advanced Solutions entered into an agreement for automated bank draft processing service. The Clerk of Court agrees to obtain and furnish to Advanced Solutions customer draft information updated monthly, including completed and signed draft authorization form indicating dates and amounts of each draft, and the $5.00 check form customer's draft account for initial activation. This information must be furnished to Advance Solutions at least 10 working days prior to drafting date. Advance solutions agrees to hold all clients information confidential and will not discuss or share said information with anyone outside the Clerk of Court's or Advance Solutions authorized office staff. This is an additional way to pay child support. This year is annual renewal automated band draft agreement.

520400-ADVERTISING SERVICES **$2,000.00**

Lexington County Chronicle for classified ads and any miscellaneous ads as needed. This informs the residents about our phone lines to access our office 24 hours, and 7 days a week.	1,645.00
Chamber of Commerce (The Bellue Co.)	175.00
Lexington County Peach Festival	80.00
Misc. ads in Lexington Timberwolves	100.00

520500-LEGAL SERVICES **$150.00**

This is necessary if and when Clerk of Court needs copies of original transcript of a hearing.

FUND 2410
CLERK OF COURT (141100)
FY 2003-04 BUDGET REQUEST

SECTION VI.B. – CONTINUED OPERATING LINE ITEM NARRATIVES

521000-OFFICE SUPPLIES **$1,500.00**

This account is used for pens, pencils, printing, paper for Show to Rule causes, and
Miscellaneous supplies 1500.00
Toner cartridge for Canon Microfilm 90 printer-2@ 136.50 (including tax)

522200- SMALL EQUIPMENT REPAIRS & MAINTENANCE **$350.00**

This account will be used for maintenance and repair on typewriters at $45.00 an hour plus cost for parts. Repairs on electric seals, calculators, printers and any other miscellaneous equipment located within the Clerk of Courts' office.

523200-EQUIPMENT RENTAL **$2,700.00**

This account was set up to cover the monthly equipment rental for service and license fee with Daisi Systems and Service. This is a phone service provided by Daisi. The monthly fee is $675.00 for a total of $8,100.00. Fund 1000/141100 will share 2/3 of this fee, which is $5,400.00. This system serves all courts in the courthouse; Common Pleas, General Sessions, and Family Court. This voice system works as an operator to place people to the proper court area.

524201-GENERAL TORT LIABILITY INSURANCE **$94.00**

Eight employees times $62.00. This is based on the fee schedule provided by Ed Salyer.

525210-CONFERENCE & MEETING EXPENSES **$6,000.00**

This account will be used for any conferences & meetings that are related to the IV-D funds. These meetings assist the Clerk of Court in performing his job and staying abreast of the new laws and requirements. Mr. Comerford and the Delinquent DSS Manager likes to attend the Spring and Fall seminars as laws and requirements change. The costs vary as to the location. The past fall seminar was approximately $3215.00 and the upcoming spring seminar is approximately $2612.00.

National Assoc. Child Support Enforcement 6,000.00

FUND 2410
CLERK OF COURT (141100)
FY 2003-04 BUDGET

SECTION VI.B. – CONTINUED OPERATING LINE ITEM NARRATIVES

525230- SUBSCRIPTIONS, DUE & BOOKS	**$721.00**
The expenses in this account are membership dues for the Clerk of Court	
S.C. Association of Countywide Elected Executives	75.00
National Child Support Enforcement	50.00
Lexington Chamber of Commerce	125.00
Notary 3 @ $25.00 for a total of $75.00 which is essential for employees	75.00
Columbia/Richland County City Directory (Blue Book)	150.25
Cross Reference	245.00
TOTAL	720.45

529903 – CONTINGENCY **$ 6,596.00**

Any monies generated from the Title IV-D Cost Reimbursement incentives.

812409- OP TRN TO TITLE IV-D PROCESS OFFICER **$20,306.00**

This account is necessary in order to transfer money from Title IV-D to Fund 2409 for Process Officer who serves Rule to Show Causes cases that generates money for Title IV-D.

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FUND 2410
CLERK OF COURT (141100)
FY 2003-04 BUDGET

SECTION VI. C. – CAPITAL LINE ITEM NARRATIVES

540000-SMALL TOOLS AND MINOR EQUIPMENT	**$635.00**
Need to purchase five (5) telephones $44.00 each for a total of	220.00
(3) Calculator @ 124.95 (includes tax)	374.85
(1) Electric staples @ 39.95 (includes tax)	39.95
TOTAL	**634.80**

540010 – MINOR SOFTWARE **$1,660.00**

(2) OFFICE XP PRO **640.00**
This software is needs to be installed on the new Function 1 and Function 2 computer units that we are requesting. Cost of each is $315.00 including tax. $10.00 has been added for freight

(7) WINDOWS XP PRO OS **$983.00**
These are needed to upgrade seven current computers to Windows 2000 because of the network security recommendations. Each cost $139.00. $10.00 has been added for freight

(1) MEMORY UPGRADE **$37.00**
this is needed for memory and operating systems upgrade from 64MB to 128MB. Cost of each is $31.50. $5.00 has been added for freight.

CAPITAL

(2) 17" STANDARD MONITOR **$280.00**
These are necessary to replace two 15" monitors to county standard. Cost of each monitor is $135.00 including tax. Additional $10.00 for freight.

(1) FUNCTION 1 COMPUTER UNIT **$710.00**
This is to replace a PC that does not meet the requirements for the new imaging system. Cost of unit only without monitor $685.00 including tax. Additional $25.00 freight

(1) FUNCTION 2 COMPUTER UNIT **$900.00**
This is to replace current system used for scanning. Unit needs to be upgraded to Windows 2000 operating system for network security reasons and better utilize the new county imaging system. Cost of unit only without monitor is $875.00 including tax. Additional $25.00 freight

FUND 2410
CLERK OF COURT (141100)
FY 2003-04 BUDGET

PERSONNEL UPGRADE FROM GRADE 4 TO GRADE 6 LINE ITEM NARRATIVE

DSS Clerk- The position organizes and maintains all Family Court documents by case number and year including verifying correctness of documents (s), batching documents by case number and, receiving /categorizing documents into existing files or new files.

Daily prepares or reviews the preparation of documents to be scanned including removing staple from original court documents, organizes the order to be scanned, types required "symbols" through the computer keyboard, indexes the electronic image with the appropriate docket number/type and regularly inspects the scanned image for required results and quality.

Daily executes and "End of the Day" computer program to organize and verifies scanned images for use in the Kiosk system.

Daily receives and responds to telephone/personal requests for scanned documents from respective Courts, attorneys and/or the general public and, makes appropriate copies of requested documents.

Regularly is required by the Court (s), attorneys or individuals to re-scan existing documents already in the system due to address changes, Court decisions or other actions that require said changes.

Regularly handles checks "ordered/directed" by the Court (s) which have been returned by the postal service due to incorrect information. This includes re-entering updated data into the computer and mailing to the corrected address, calling individuals by phone and making arrangements for the individuals to come to the Court house to pick up their check (s) or, any other arrangements that re required for the proper distribution of these Court ordered checks.

THE CLERK OF COURTS OFFICE IS REQUIRING AN UPGRADE FOR THE DSS CLERK TO ELECTRONIC SCANNING COORDINATOR

The DSS Clerk's position at present is a **grade 4** however it needs to be upgraded to a **grade 6.** This position is responsible in addition to the above for organizing and directing the actions of a (PT/FT) Electronic Scanner Operator or must direct outside facility and to insure the proper scanning activities are performed in an accurate manner. This position schedules the workflow, approves the (PT/FT) Scanner Operator's time card or outside facility and answers all scanning operational questions.

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COUNTY OF LEXINGTON
CLERK OF COURT / TITLE IV-D CHILD SUPPORT
New Program
Annual Budget
Fiscal Year - 2003-04

Fund: 2410
Division: Judicial
Organization: 141100 - Clerk of Court

Object Code	Expenditure Classification	Move Record Room Clerk to General Fund 1000	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel				
510100	Salaries & Wages - 1		-22,913		
511112	FICA Cost		-1,753		
511113	State Retirement		-1,570		
511120	Insurance Fund Contribution		-5,760		
511130	Workers Compensation		-62		
	*** Total Personnel**		**-32,058**	**0**	**0**
	Operating Expenses				
521000	Office Supplies		-100		
521100	Duplicating		0		
521200	Operating Supplies		0		
524201	General Tort Liability Insurance		-19		
525000	Telephone		-201		
525010	Long Distance Charges		-100		
525250	Motor Pool Reimbursement		0		
525100	Postage		0		
525210	Conference & Meeting		0		
525230	Subscriptions , Dues & Books		0		
	*** Total Operating**		**-420**	**0**	**0**
	**** Total Personnel & Operating**		**-32,478**	**0**	**0**
	Capital				
	**** Total Capital**		**0**	**0**	**0**
	***** Total Budget Appropriation**		**-32,478**	**0**	**0**

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New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 2410 Fund Title: Title IV-D
Organization # 141100 Organization Title: Clerk of Court
Program # Electronic Scanning Coordinator

Object Code	Expenditure Classification	Grade 4	Grade 6	Total 2003 - 2004 Requested
	Personnel			
510100	Salaries #_1__	23,360	26,375	3,015
510300	Part Time #___			
511112	FICA Cost	1,787	2,018	231
511113	State Retirement	1,600	1,807	207
511114	Police Retirement			
511120	Insurance Fund Contribution #__1_	6,000	6,000	0
511130	Workers Compensation	63	71	8
511131	S.C. Unemployment			
	*** Total Personnel**	32,810	36,271	3,461
	Operating Expenses			
520100	Contracted maintenance			
520200	Contracted Services			
520300	Professional Services			
520400	Advertising			
521000	Office Supplies			
521100	Duplicating			
521200	Operating Supplies			
522100	Equipment Repairs & Maintenance			
522200	Small Equipment Repairs & Maint.			
522300	Vehicle Repairs & Maintenance			
523000	Land Rental			
524000	Building Insurance			
524100	Vehicle Insurance #___			
524101	Comprehensive Insurance #___			
524201	General Tort Liability Insurance	19	19	0
524202	Surety Bonds			
525000	Telephone			
525010	Long Distance			
525100	Postage			
525210	Conference & Meeting Expenses			
525220	Employee Training			
525230	Subscriptions, Dues, & Books			
525___	Utilities -			
525400	Gas, Fuel, & Oil			
525600	Uniforms & Clothing			
526500	Licenses & Permits			
	*** Total Operating**			
	**** Total Personnel & Operating**			3,461
	**** Total Capital (From Section III)**			
	***** Total Budget Appropriation**			3,461

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COUNTY OF LEXINGTON
FY2003 LOCAL LAW ENFORCEMENT BLOCK GRANT
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***FY2002 Local Law Enforcement Block Grant 2452:**						
	Revenues:						
457000	Federal Grant Income	0	0	0	0	157,950	
461000	Interest Earnings	0	0	0	0		
802611	Op Trn from Solicitor State Funds	0	0	0	0		
801000	Op Trn from Gen Fund/Magistrate	0	0	0	0		
801000	Op Trn from Genrl Fund/Sheriff	0	0	0	0	17,550	
	**** Total Revenue**	**0**	**0**	**0**	**0**	**175,500**	
	*****Total Appropriation**				0	0	0
	FUND BALANCE Beginning of Year				0	0	0
	FUND BALANCE - Projected End of Year				0	0	0

GRANT PERIOD: 10-01-2003 to 09-30-2005

GRANT AWARD: Federal $ + County Match $ = $

PERCENTAGE SHARED: 90% / 10%

COUNTY OF LEXINGTON
FY 2003 LOCAL LAW ENFORCEMENT BLOCK GRANT
Annual Budget
Fiscal Year - 2003-2004

LEXINGTON COUNTY
FEB 21 RECD
FINANCE

Fund: 2452
Division: Judicial
Organization: 142000 - Magistrate Court Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**		
	Operating Expenses						
	*** Total Operating**	**0**	**0**	**0**	**0**		
	**** Total Personnel & Operating**	**0**	**0**	**0**	**0**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	750		
540010	Minor Software	0	0	0	1,550		
	(4) Laptop Computers	0	0	0	7,500		
	(2) LaserJet Printers	0	0	0	1,300		
	(1) Computer	0	0	0	750		
	(1) Monitor	0	0	0	150		
	**** Total Capital**	**0**	**0**	**0**	**12,000**		
	*****Total Budget Appropriation**	**0**	**0**	**0**	**12,000**		

99-2

SECTION IV. – PROGRAM OVERVIEW

This is a federal grant program that provides a block of funds to be used by local law enforcement for equipment purchases.

99-2-A

COUNTY OF LEXINGTON
FY 2003
LOCAL LAW ENFORCEMENT BLOCK GRANT

FUND (2452)
MAGISTRATE COURT SERVICES (142000)

CAPITAL EXPENSES:

540000 SMALL TOOLS AND MINOR EQUIPMENT $ 750

These funds will be used to purchase new or replacement equipment that may be needed throughout the fiscal year.

540010 MINOR SOFTWARE $ 1,550

Microsoft Office Pro software will be purchased for the laptops that are also being requested. According to Information Services specifications, the software currently cost $315 plus shipping and sales tax each. Microsoft Word will also be purchased for a computer to be requested for the Irmo Magistrate's Office. Information Services' current specifications prices Word at $172 plus tax.

(4) LAPTOP COMPUTERS $ 7,500

These laptops will be purchased for the Magistrates that currently do not have computers on the bench. The laptops will go to 2 At-large Magistrates, the Irmo Magistrate, and the Lexington Magistrate. According to Information Services specifications, one laptop with a laptop modem and carrying case currently cost $1,779 plus tax.

(2) LASERJET PRINTERS $ 1,300

One of these printers will go to the Batesburg Magistrate's Office and the other printer will go to the Oak Grove Magistrate's Office. According to Information Services specifications, one LaserJet 1200n printer currently cost $598 plus shipping and sales tax.

(1) COMPUTER $ 750

This computer will replace an old computer at the Irmo Magistrate's Office. Through Information Services specifications, the computer currently cost $685 plus sales tax.

(1) MONITOR $ 150

This monitor will be purchased for the above requested computer to be placed in the Irmo Magistrate's Office. Information Services current specifications prices the monitors at $135 plus tax.

COUNTY OF LEXINGTON
FY2003 LOCAL LAW ENFORCEMENT BLOCK GRANT
Annual Budget
Fiscal Year - 2003-04

Fund: 2452
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**		
	Operating Expenses						
525210	Conference & Meeting Expense	0	0	0	1,500		
	*** Total Operating**	**0**	**0**	**0**	**1,500**		
	**** Total Personnel & Operating**	**0**	**0**	**0**	**1,500**		
	Capital						
522200	Small Equipment and Repairs				10,000		
529903	Contingency				164,000		
	**** Total Capital**	**0**	**0**	**0**	**174,000**		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**175,500**		

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

522200 – SMALL EQUIPMENT AND REPAIRS $10,000

Equipment and parts to repair small items that are not covered under warranty must be taken from this account

525210 – CONFERENCE AND MEETING EXPENSES $ 1,500

Grant requires training for financial programmatic grant managers during the grant period.

529903 - CONTINGENCY $164,000

Funds will be used for budget expenses that are emergency and priority purchases during the fiscal year.

COUNTY OF LEXINGTON
FY2003 LOCAL LAW ENFORCEMENT BLOCK GRANT
Annual Budget
Fiscal Year - 2003-04

Fund: 2452
Division: Non-departmental
Organization: 999900 Non-departmental

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**		
	Operating Expenses						
520306	Counseling Services - Sistercare	0	0	0	6,000		
	*** Total Operating**	**0**	**0**	**0**	**6,000**		
	**** Total Personnel & Operating**	**0**	**0**	**0**	**6,000**		
	Capital						
	**** Total Capital**	**0**	**0**	**0**	**0**		
	***** Total Budget Appropriation**	**0**	**0**	**0**	**6,000**		

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page 3

COUNTY OF LEXINGTON
DHEC - EMS GRANT-IN-AID
Annual Budget
Fiscal Year - 2003-04

Fund: 2520
Division: Public Safety
Organization: 131400 - Emergency Medical Services

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenue: (Organization - 000000)						
459100	DHEC - EMS Grant-In-Aid	67,251	36,888	46,987	46,987	40,000	
461000	Investment Interest	11	9	11	11	0	
801000	Operating Transfer from General Fund	3,216	3,260	3,260	3,260	2,200	
	****Total Revenue**	70,478	40,157	50,258	50,258	42,200	
	*****Total Appropriation**				49,866	42,200	42,200
	FUND BALANCE Beginning of Year				-392	0	0
	FUND BALANCE - Estimated End of Year				0	0	-42,200

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**			
	Operating Expenses						
525210	Conference & Meeting Expense	33,815	0	49,866		42,200	
525230	Subscriptions, Dues, & Books	1,375	0	0			
	*** Total Operating**	**35,190**	**0**	**49,866**		**42,200**	
	**** Total Personnel & Operating**	**35,190**	**0**	**49,866**		**42,200**	
	Capital						
	All Other Equipment	38,075	0	0		0	
	**** Total Capital**	**38,075**	**0**	**0**		**0**	
	*****Total Budget Appropriation**	**73,265**	**0**	**49,866**		**42,200**	

GRANT PERIOD: July 1, 2003 to June 30, 2004
GRANT AWARD: Federal $ and County $
PERCENTAGE SHARED: 94.5% / 5.5%

100-1

SECTION VI. – OVERVIEW OF PROGRAMS

EMERGENCY MEDICAL SERVICES DIVISION
GRANT-IN-AID

PROGRAM 1 - TRAINING

This program also provides for the training of new Paramedics and EMTs, necessary due to personnel turnover. This program also pays for various internal and regional training needed to keep personnel competent and current in their skills.

Funds are made available through the DHEC Grant-In-Aid Program and requires a local match of 5.5%.

525210 – CONFERENCES & MEETING EXPENSES $39,000

Funds are needed to train Paramedics in order to implement full staffing.

6 students @ $4,000/ea = $24,000

Funds are required to conduct in-house EMT training in order to train firefighter first responders and potential full and part time employees.

$15,000 per class of 24 students

525230 – SUBSCRIPTIONS, BOOKS AND DUES $ 3,000

Textbooks for Paramedic and EMT training - $3,000.

COUNTY OF LEXINGTON
OTHER SPECIAL REVENUE PROGRAMS
Annual Budget
Fiscal Year 2003-2004

Updated: 3-17-03
Requested Budget

	Special Revenue															
	Economic Develop-ment 2000	Accom-modations Tax 2120	Tourism Develop-ment Tax 2130	Temp Alcohol Beverage License 2140	Minibottle Tax 2141	Indigent Care Tax 2200	Clk of Crt Profes-sional Bond Fee 2600	Emergency Phone System E-911 2605	SCE&G Support Fund 2606	Victims' Bill of Rights 2620	Schedule "C" Funds 2700	Personnel Employee Committee 2930	Delinquent Tax Collection 2950	Grants Adminis-tration 2990	Pass Thru Grants 2999	Combined
Prior Year Fund Balance	65,390	46,602	0	49,300	59	413,565	2,665	48,823	205	46,452	5,968,270	812	-32,496	235	115	
Prior Year Contingency	503,510	0	1,542	214,590	0	0	75,977	1,152,914	1,682	127,977	0	20,286	322,685	275,202	811	
# of Employees						[1]		[1]		[2]			[9]	[1.50]	[PT]	[14.50]
Revenues																
Property Taxes	870,832	287,375	0	0	0	576,161	0	0	0	0	0	0	1,100,000	0	0	2,834,368
Fees, Permits, and Sales	0	0	850,000	105,000	0	0	16,500	1,032,000	0	0	0	12,750	0	0	62,158	2,078,408
State Grant Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Grant Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Program Income	0	0	0	0	344,841	0	0	0	0	41,565	3,600,000	0	0	0	0	3,986,406
Miscellaneous Payments & Grants	10	0	0	0	0	0	0	0	5,000	0	0	0	0	0	0	5,010
Investment Interest	37,000	30	1,000	6,000	100	15,000	1,231	17,000	54	0	150,000	25	6,000	6,000	10	239,450
General Fund Revenue Sources	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oper Trn In From General Fund	370,000	0	0	0	0	0	0	0	0	0	0	0	0	114,000	0	484,000
Oper Trn In From Other Funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
***Total Funding**	**1,277,842**	**287,405**	**851,000**	**111,000**	**344,941**	**591,161**	**17,731**	**1,049,000**	**5,054**	**41,565**	**3,750,000**	**12,775**	**1,106,000**	**120,000**	**62,168**	**9,627,642**
Appropriations																
Personnel	0	0	0	0	0	27,206	0	44,428	0	78,934	0	0	296,970	110,517	62,158	620,213
Operating Expenses	1,277,842	1,260,515	851,000	80,000	345,000	718,697	18,896	744,300	2,450	3,129	3,750,000	12,775	460,264	8,706	125	9,533,699
Capital	0	0	0	0	0	0	1,500	796,186	2,550	100	0	0	7,550	800	0	808,686
Operating Transfer Out	0	0	0	38,379	0	0	0	0	0	0	0	0	0	0	0	38,379
***Total Appropriations**	**1,277,842**	**1,260,515**	**851,000**	**118,379**	**345,000**	**745,903**	**20,396**	**1,584,914**	**5,000**	**82,163**	**3,750,000**	**12,775**	**764,784**	**120,023**	**62,283**	**11,000,977**
Projected Ending Fund Balance	**568,900**	**-926,508**	**1,542**	**256,511**	**0**	**258,823**	**75,977**	**665,823**	**1,941**	**133,831**	**5,968,270**	**21,098**	**631,405**	**275,414**	**811**	

COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenue Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Economic Development 2000:**						
	Revenues:						
417100	Fee In Lieu of Taxes	119,241	0	431,319	431,319	870,832	
417130	FILOT - Manufacturer's Tax Exemption	0	18,020	0	18,020	0	
450000	Rental Income	10	0	10	10	10	
452232	CCED # 1613 Pirelli Cable Systems	58,897	0	0	0	0	
452235	CCED # 2632 NCR Corporation	1,500,000	0	0	0	0	
452236	CCED # 1631 Mike's Specialties	7,443	0	0	0	0	
452237	CCED # 1477 SMI/Owens Steel	250,000	0	0	0	0	
452238	CCED # 1653 Michelin North America	0	27,000	2,000,000	2,000,000	0	
452239	CCED # 1643 Diamond Pet Food Process	0	0	100,000	100,000	0	
466015	SCANA Donation - Diamond Pet Foods	77,625	24,500	24,500	24,500	0	
466100	Pirelli Cables & Systems Payments	0	77,625	77,625	77,625	0	
469404	Sale of Land-Platt Springs Road	10,200	0	0	0	0	
461000	Investment Interest	36,359	18,907	37,000	37,000	37,000	
469900	Miscellaneous Revenues	1,200	0	0	0	0	
802001	Op Trn from Rural Development Act	6,278	0	0	0	0	
821000	Residual Equity Transfer from General Fund	400,000	370,000	370,000	370,000	370,000	
	****Total Revenue**	2,467,253	536,052	3,040,454	3,058,474	1,277,842	
	*****Total Appropriation**				4,095,084	1,277,842	0
	FUND BALANCE Beginning of Year				1,102,000	65,390	65,390
	FUND BALANCE - Projected End of Year				65,390	65,390	65,390

Note: The Director of Community and Economic Development in FY03-04 is being funded in Funds 1000-101610 and 2400-181200.

Note: 417100 includes $437,823 to be collected from Pirelli FILOT January 2004, payable August 2004.

COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 2 1 RECD
FINANCE DEPT.

Fund 2000
Division: Community & Economic Development
Organization: 181100 - Economic Development

Object Code	Expenditure Classification	2001-02 Expend	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 0	13,808	0	0	0		
511112	FICA - Employer's Portion	1,053	0	0	0		
511113	SCRS - Employer's Portion	946	0	0	0		
511120	Employee Insurance	1,050	0	0	0		
511130	Workers Compensation	37	0	0	0		
	*** Total Personnel**	**16,894**	**0**	**0**	**0**		
	Operating Expenses						
520300	Professional Services	36,135	2,128	16,000	30,000		
520800	Outside Printing	175	0	0	0		
521000	Office Supplies	571	0	0	0		
521100	Duplicating	86	0	0	0		
524201	General Tort Liability Insurance	94	0	0	0		
525020	Pagers and Cell Phones	642	0	0	0		
525100	Postage	249	0	0	0		
525210	Conference & Meeting Expense	8,650	0	0	0		
525230	Subscriptions, Dues, & Books	193	0	0	0		
525240	Personal Mileage Reimbursement	994	0	0	0		
534301	Central Carolina Econ. Develop Alliance	72,000	36,000	72,000	72,000		
534303	Riverfront Alliance	51,000	25,500	51,000	25,500		
534502	RDA - Loxscreen Industrial Park	157,312	0	0	0		
536012	CAE Loan Solectron SC Corp	230,975	0	230,975	230,975		
536013	CAE Loan PBR Automotive SC	173,231	0	173,232	173,232		
536015	CCED # 1613 Pirelli Cable Systems	47,907	0	29,311	0		
536016	CCED # 1618 ReturnBuy.com	6,758	0	41,242	0		
536018	CCED #1632 NCR Corporation	1,500,000	0	0	0		
536019	NCR Corporation County Commitment	360,900	0	0	0		
536020	CCED #1631 Mike's Specialties	7,443	0	0	0		
536021	CCED #1477 SMI/Owens Steel	250,000	0	0	0		
536022	CAE Loan Pirelli Cables & Systems	77,625	77,625	77,625	77,625		
536023	CCED #1653 Michelin North America	0	27,000	2,000,000	0		
536024	CCED #1643 Diamond Pet Food Proc	0	0	124,500	0		
536025	Diamond Pet Food County Commit	0	16,960	16,960	0		
537006	USC Incubator Project	25,000	25,000	25,000	25,000		
537007	B/L Business Park Improvements	0	0	35,000	15,000		
537008	B/L Business Park Sign	0	0	15,000	0		
537009	Lexington Cty East Industrial Park	0	0	40,000	0		
537010	Certified Sites Program	0	0	11,370	25,000		
537011	Site Improvements Program	0	0	50,000	100,000		
539900	Unclassified	0	0	1,085,869	503,510		
	*** Total Operating**	**3,007,940**	**210,213**	**4,095,084**	**1,277,842**		
	**** Total Personnel & Operating**	**3,024,834**	**210,213**	**4,095,084**	**1,277,842**		
	Capital						
540000	Small Tools & Minor Equipment	82	0	0	0		
540010	Minor Software	41	0	0	0		
	****Total Capital**	**123**	**0**	**0**	**0**		
	***** Total Budget Appropriation**	**3,024,957**	**210,213**	**4,095,084**	**1,277,842**		

SECTION IV
PROGRAM OVERVIEW

Summary of Programs:

The Economic Development component of the Department of Community and Economic Development was established to provide general administration and coordination of business recruitment, retention and expansion activities for Lexington County. Activities are primarily conducted by the Director of the Department, with support and guidance of the Economic Development Committee of County Council and in partnership with various outside entities.

Program Objectives:

- To serve as liaison between County Council & its departments and business prospects, as well as existing businesses;
- To coordinate activities between the SC Department of Commerce, Central Carolina Economic Development Alliance, and the County;
- To develop recommendations for provision of infrastructure, site development, and product development;
- To promote the County to prospective businesses;
- To coordinate with local chambers, businesses, and school systems; and,
- To otherwise assist the County in making sound investment decisions while maintaining and growing the business and industrial base in Lexington County.

SECTION IV - A
LISTING OF POSITIONS REQUESTED

No positions are requested in this fund this year.

The Director is presently funded through Fund 1000-101610 (Community and Economic Development). All other staff for the department are funded in either 1000-101610 or 2400-181200 (Urban Entitlement).

SECTION IV – B
LISTING OF VEHICLES AND INSURANCE COVERAGE

There are no vehicles assigned to this fund.

All vehicles for the Department of Community and Economic Development are located in Fund 1000-101610.

SECTION IV – C
LISTING OF TELECOMMUNICATIONS EQUIPMENT

There is no telecommunications equipment in this fund.

All equipment for this Department is funded either in 1000-101610 or 2400-181200.

SECTION IV – D
SERVICE LEVELS

Indicators	Actual		Year to Date	Estimated	Projected
	FY2000-01	FY2001-02		FY2002-03	FY2003-04
New industry announced	5	3	1	2	2
Existing industry expansion	3	3	0	2	2
Industry visits	11	9	3	10	12

SECTION V
SUMMARY OF REVENUES

A residual equity transfer is made from the General Fund annually for activities in this program. In addition, revenues are generated through investment interest and fee-in-lieu-of-taxes payments.

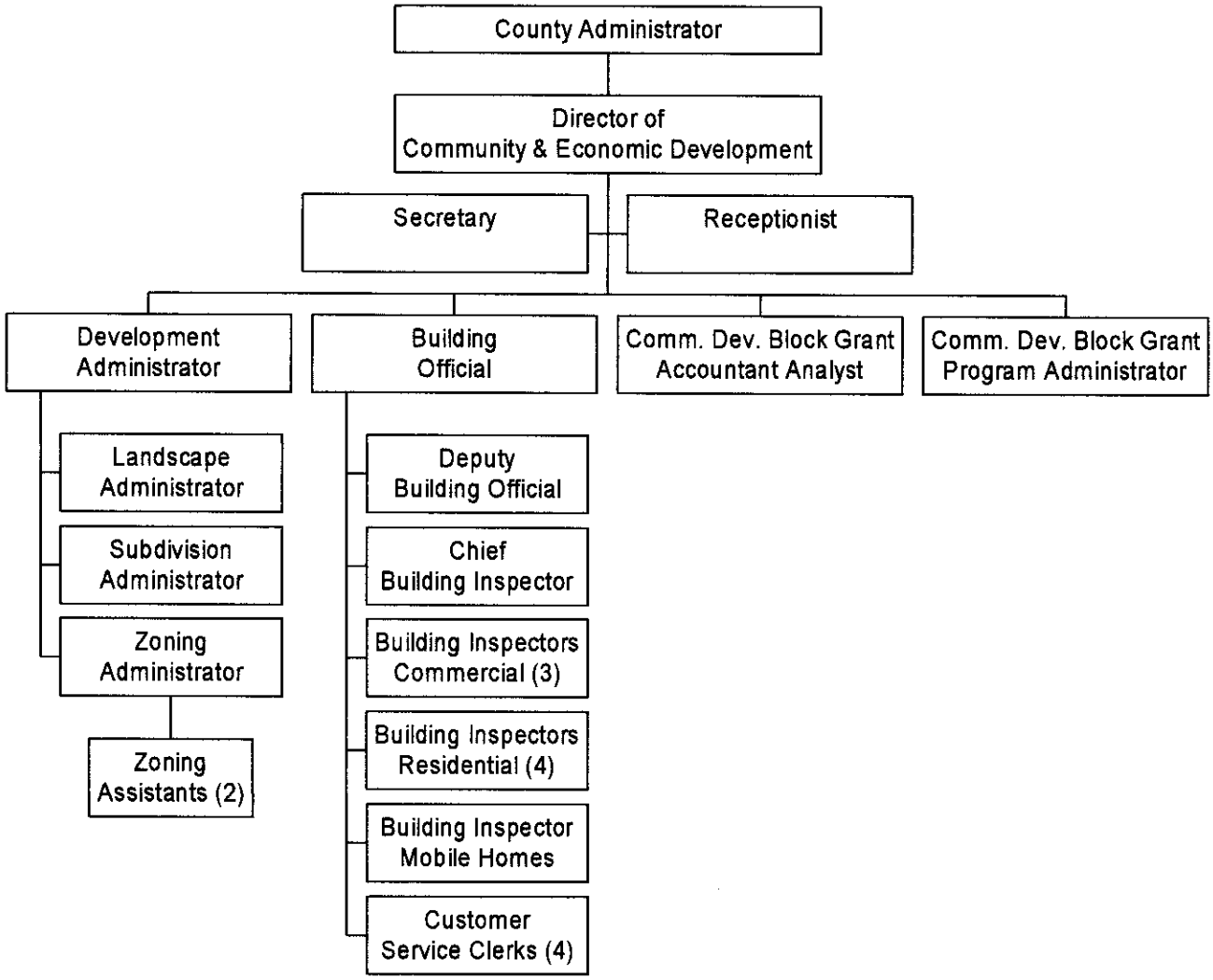
Monies are also received in this fund through grants from the SC Coordinating Council for Economic Development (SC Department of Commerce) and grants from various utilities. These grants are each dedicated to specific projects and scopes of work and should be treated as "pass-through" funds only.

Finally, rental income and interest payments are received from two industrial investments. The interest payment is a pass-through and the rental income is minimal.

Revenues are also received as part of Lexington County's multi-county park agreements with Newberry and Calhoun Counties. Those agreements generate approximately $12,000 annually and have been collected since FY 2000-01. Presently those revenues are held in Fund 7600 (Tax Fund Clearing). Plans are underway to develop an ordinance directing their use for Economic Development activities.

FUND 2000
ORGANIZATION 181100 - ECONOMIC DEVELOPMENT
FY 2003– 04 BUDGET REQUEST

ORGANIZATIONAL CHART



SECTION VI – B
OPERATING LINE ITEM NARRATIVES

520300 – Professional Services **$30,000**

The County Attorney's services are utilized for review of FILOT agreements, Inducement and Millage Rate Agreements, closing documents and other legal details related to new and expanding industrial activity. His services will be utilized as different projects are considered. The amount proposed is based on recent history and estimated at: $375 per month x 12 months = $4,500

Lexington County Council recently agreed to participate in a Cluster Analysis study with partners from the City of Columbia, Richland County, and the private sector. The Council made a two-year commitment of $35,000. The second phase of that commitment takes place in FY 2003-04 and will cost $17,500.

Finally, the Central Carolina Economic Development Alliance previously submitted a proposal to County Council's Economic Development Committee to compile project books related to each industrial investment and provide an annual update of the project so that staff can monitor and respond to progress toward investment thresholds. The initial books have been completed. The continued analysis on existing projects and new investment books was proposed to cost $8,000 annually. This initiative was previously discussed at Council Committee level where it was recommended that the County participate as the present County staffing level does not yet enable this level of data gathering, reporting, and analysis.

$ 4,500
17,500
8,000
$30,000

534301 – Central Carolina Economic Development Alliance **$72,000**

The County participates in this public-private partnership to promote the region and manage potential projects. The County's portion of funding is not projected to increase in FY 2003-04 and is equal to that charged other participating counties.

534303 – Riverfront Alliance **$25,500**

Previously funded at a rate of $51,000 annually, this organization's funding from the County was reduced by 50% during FY 2002-03. It is proposed that the same amount be funded this year as this organization moves beyond the development phase into operation and other partners have been identified.

536012 – CAE Loan Solectron SC Corp **$230,975**

The County is making this payment as part of a property purchase under a Fee-In-Lieu of Taxes (FILOT) agreement entered into with Solectron. In accordance with the conditions of a Promissory Note entered into April 27, 1999, the County will make payment to the Richland-Lexington Airport District in the amount of $230,974.80 in May 2004. This payment is due annually through May 2006.

The agreement included two payments of interest-only ($50,000) and five payments of principal and interest ($230,974.80). The County reclaims this expense through the FILOT payment made by the company.

536013 – CAE Loan PBR Automotive SC **$173,232**

The County is making this payment as part of a property purchase under a Fee-In-Lieu of Taxes (FILOT) agreement entered into with PBR. In accordance with the conditions of a Promissory Note entered into May 20, 1999, the County will make payment to the Richland-Lexington Airport District in the amount of $173,231.10 in May 2004. This payment is due annually through May 2006.

The agreement included two payments of interest only ($37,500) and five payments of principal and interest ($173,231.10). The County reclaims this expense through the FILOT payment made by the company.

536022 – CAE Loan Pirelli Cables & Systems **$77,625**

The County is making this payment as part of a property purchase under a Fee-In-Lieu of Taxes (FILOT) agreement entered into with Pirelli. In accordance with the conditions of a Promissory Note entered into August 25, 2000, the County will make payment to the Richland-Lexington Airport District in the amount of $77,625 in August 2003. This reflects the third of three payments of interest-only. Beginning August 2004, principal and interest will be due in the amount of $437,823. These payments will continue for four years, ending in 2007.

As part of the same agreement, the Company paid the County for the first two years interest payments. In subsequent years the County reclaims this expense through the FILOT payment made by the company.

537006 – USC Incubator Project $25,000

This program is operated through the USC Research Foundation and supports start-up businesses. This represents another multi-partner enterprise and directly supports small business and entrepreneurial development. The amount proposed is equivalent to funding provided in the past. Staff from the Incubator has provided regular updates on progress and several companies have graduated since its inception.

537007 – B/L Business Park Improvements $15,000

During FY 2002-03, $35,000 was budgeted for improvements to this site. However, those funds have not yet been expended due to the implementation of a certified sites program to perform basic due diligence activities at this site. It would not have been prudent to expend funds on improvements prior to the results of that study being made available. If a carry-over of those funds is approved, the amount proposed would bring the total available for site improvements at this location to $50,000.

537008 – B/L Business Park Sign $0

The funds budgeted for FY 2002-03 for this project have not yet been expended due to other activity on the site. It is proposed that those funds ($15,000) be carried forward and no additional monies be budgeted for signs at this time. The amount previously budgeted should be sufficient. If not, the Town of Batesburg-Leesville has indicated a willingness to assist.

537009 – Lexington Cty East Industrial Park $0

As noted in last year's budget request, while this particular item was funded for improvements in FY 2002-03, Finance staff have requested that all such improvements be planned for in the line items below, and not designated to a particular site. It is, however, recommended that the $40,000 budgeted for this project be carried forward as work has begun to develop an Industrial Park in Eastern Lexington County.

537010 – Certified Sites Program **$25,000**

This category was established to assist with the costs of activities such as engineering design, Phase 1 environmental studies, historical and cultural surveys, floodplain and wetlands review, aerial photography, and other items necessary to complete due diligence and prepare a prospect packet on available sites in Lexington County. The program will be managed through the Central Carolina Economic Development Alliance, who is identifying other funding sources as well.

537011 – Site Improvements Program **$100,000**

During preparation of the prior fiscal year's budget, specific accounts were established for site improvements and construction of a sign at the Batesburg-Leesville Business Park. Those improvements continue to be a priority, but only after the completion of the Certified Sites process at that location. In addition, there will be improvements required at other, yet unknown sites. Finance staff has asked that the specific sites not be listed as part of the budget process, as they may in fact not be known until during the year.

539900 – Unclassified **$503,510**

This item represents the balance of funds available based on all known revenues and expenditures. It is anticipated that if needed, it will be used for further product development as well as any economic development activities specifically directed by County Council, to include Council and staff participation on trade missions, property acquisition, etc.

COUNTY OF LEXINGTON
ACCOMMODATIONS TAX
Annual Budget
Fiscal Year - 2003-04

Fund 2120
Division: General Administrative
Organization: 101100 - County Council

Object Code	Revenue Account Title	Actual 2001-2002	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenues (Organization: 000000)						
420800	Accommodations Tax	297,817	151,835	288,000	287,410	287,375	287,375
461000	Investment Interest	74	6	100	30	30	30
	**** Total Revenue**	297,891	151,841	288,100	287,440	287,405	287,405
	***** Total Appropriation**				288,000	1,260,515	275,750
	FUND BALANCE Beginning of Year				47,162	46,602	46,602
	FUND BALANCE - Projected End of Year				46,602	-926,508	58,257

Estimated Total Accommodations Tax Funds:	327,500.00
--- Minus General Fund Portion ----	25,000.00
Sub-Total	302,500.00
--- Minus General Fund 5% Portion ----	15,125.00
*** Total Estimated Revenue	287,375.00

COUNTY OF LEXINGTON
ACCOMMODATIONS TAX
Annual Budget
Fiscal Year - 2003-04

Fund 2120
Division: General Administrative
Organization: 101100 - County Council

Object Code	Expenditure Classification	2001-2002 Expend	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Operating Expenses						
	Advertising and Promotion (30% Fund)						
534201	Columbia Metro Convention/Visitor Bureau	94,048	19,004	91,000	95,550	90,750	
	Tourism Related Exp. (70% Fund)						
534204	West Metro Chamber of Commerce	2,000	1,872	1,872	5,000	2,000	
534205	Lexington Chamber of Commerce	3,000	2,808	2,808	10,000	1,000	
534206	Batesburg/Leesville Cham. of Comm.	2,000	1,872	1,872	12,000	500	
534209	Lex. Cty. Recreation Softball Tournament	30,000	0	28,083	30,000	20,000	
534212	Capital City Lake Murray Country	100,000	46,805	93,610	115,000	85,000	
534220	Riverbanks Zoo	42,500	19,892	39,784	75,000	30,000	
534228	Lexington County Museum	12,500	11,701	11,701	20,000	5,000	
534231	Chapin Chamber of Commerce	2,000	1,872	1,872	12,000	500	
534242	Irmo/Chapin Recreation Commission	1,000	936	936	5,000	2,000	
534246	Carolina Marathon Association	12,450	5,827	11,654	16,000	7,500	
534252	Greater Irmo Chamber of Commerce	3,000	2,808	2,808	9,125	1,000	
534253	Convention Center/Jamil Temple	5,000	0	0	0	0	
534254	LCAA/Village Square Theatre	1,000	0	0	5,600	0	
	NEW:						
	Columbia Regional Sports Council				10,000	0	
534244	Lex. Cty. Recreation & Aging - Tennis				30,000	20,000	
	Lake Murray Elementary School				1,000	0	
	Friends of the Lexington Parks				700,000	0	
	USTA Southern Sectional Adult & Senior Championships - Tennis				30,000	0	
	The Ridge Choral Society				240	0	
	Town of Pine Ridge				40,000	0	
	Leisure Fun				14,000	0	
534223	EdVenture Children's Museum				25,000	10,500	
	*** Total Operating**	**310,498**	**115,397**	**288,000**	**1,260,515**	**275,750**	
	**** Total Personnel & Operating**	**310,498**	**115,397**	**288,000**	**1,260,515**	**275,750**	
	***** Total Budget Appropriation**	**310,498**	**115,397**	**288,000**	**1,260,515**	**275,750**	

COUNTY OF LEXINGTON
TOURISM DEVELOPMENT FEE
Annual Budget
Fiscal Year - 2003-04

Fund 2130
Division: General Administrative
Organization: 101100 - County Council

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenues (Organization: 000000)						
435300	Tourism Development Fees	813,599	414,210	900,000	868,907	850,000	
	Other Revenue:						
461000	Investment Interest	38,369	727	240	1,000	1,000	
	**** Total Revenue**	851,968	414,937	900,240	869,907	851,000	
	*****Appropriation Total**				950,333	851,000	0
	FUND BALANCE Beginning of Year				80,426	0	0
	FUND BALANCE - Projected End of Year				0	0	0

Object Code	Expenditure Classification	2001-02 Expend	2002-03 Expend (Dec)	2002-03 Amended (Dec)	***BUDGET*** 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**	**0**
	Operating Expenses						
520300	Professional Services	5,909	6,840	15,000	15,000		
521000	Office Supplies	0	0	100	100		
521100	Duplicating	23	0	100	100		
525100	Postage	43	0	150	150		
529903	Contingency	0	0	1,542	650		
534400	Convention Center Facility	2,319,751	347,455	933,441	835,000		
534402	University Arena Facility	2,500,000	0	0	0		
	*** Total Operating**	**4,825,726**	**354,295**	**950,333**	**851,000**		
	**** Total Personnel & Operating**	**4,825,726**	**354,295**	**950,333**	**851,000**		
	***** Total Budget Appropriation**	**4,825,726**	**354,295**	**950,333**	**851,000**		

COUNTY OF LEXINGTON
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
Annual Budget
FY2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Temporary Alcohol Beverage License Fee 2140:**						
435400	Temporary Alcohol Beverage Permit Fee	132,950	60,350	50,000	104,300	105,000	
461000	Investment Interest	11,176	4,236	10,000	5,000	6,000	
	**** Total Revenue**	144,126	64,586	60,000	109,300	111,000	
	*****Appropriation Total**				689,592	118,379	0
	FUND BALANCE Beginning of Year				629,592	49,300	49,300
	FUND BALANCE - Projected End of Year				49,300	41,921	49,300

LEXINGTON COUNTY
MAR 17 RECD
FINANCE DEPT.

COUNTY OF LEXINGTON
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
Annual Budget
Fiscal Year - 2003-04

Fund 2140
Division: Non-departmental
Organization: 999900 Non-departmental

Object Code	Expenditure Classification	2000-01 Expend	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	***Total Personnel**	**0**	**0**	**0**	**0**	**0**	**0**
	Operating Expenses						
529903	Contingency	0	0	214,590			
534070	Gaston Collard Festival	2,500	0	2,500	5,000		
534071	Lexington County Peach Festival	2,500	2,500	2,500	5,000		
534072	SC Poultry Festival	2,500	0	2,500	2,500		
534073	Pelion Peanut Festival	2,500	2,500	2,500	2,500		
534074	Chapin Labor Day Festival	2,500	0	2,500	2,500		
534075	Irmo Okra Strut	2,500	0	2,500	2,500		
534076	Lexington Fun Fest	2,500	0	2,500	2,500		
534077	Congaree Western Weekend	2,500	0	2,500	2,500		
534080	Swansea Festival	2,500	0	2,500	2,500		
534083	Riverfest - Epilepsy Foundation of SC	2,500	0	2,500	2,500		
534086	Lake Murray Hydrilla Control	23,000	0	0			
534087	Gilbert Community Park	12,500	0	0			
534088	Veterans of Foreign Wars Memorial	10,000	23,788	23,788			
534089	Camp Moore/Styx Memorial Park	0	12,000	12,000			
534090	So Congaree Park & Recreation Improvement	0	39,975	39,975			
534091	Pine Ridge Complex Improvements	0	9,000	9,000			
534204	West Metro Chamber of Commerce	0	17,287	17,288			
534205	Lexington Chamber of Commerce	0	10,000	10,000			
534206	Batesburg/Leesville Chamber of Commerce	0	5,000	5,000			
534212	Capital City Lake Murray Country	0	10,000	10,000			
534225	Brookland-Cayce Foundation	0	17,500	17,500			
534228	Lexington County Museum Commission	0	22,950	22,950			
534231	Chapin Chamber of Commerce	0	5,000	5,000			
534242	Irmo-Chapin Recreation Commission	0	10,000	10,000			
534244	Lexington Cty Recreation & Aging Comm	0	21,000	21,000			
534252	Irmo Chamber of Commerce	0	10,000	10,000			
534260	Town of Pelion	0	16,667	16,667			
534261	Town of Gaston	0	16,667	16,667			
534262	Town of Swansea	0	16,667	16,667			
534263	Town of Irmo	0	40,000	40,000			
534264	Town of Chapin	0	15,000	15,000			
534265	Town of Lexington	0	17,500	17,500			
534266	Town of Cayce	0	18,500	18,500			
534267	Town of Batesburg/Leesville	0	20,000	20,000			
534268	Town of Summit	0	7,500	7,500			
534269	Town of Springdale	0	25,000	25,000			
534270	City of West Columbia	0	10,000	10,000			
	FRIENDS OF THE LEXINGTON PARKS- CORLEY STREET PARK RENOVATIONS		0	0	50,000		
	* Total Operating	70,500	422,001	656,592	80,000		
	** Total Personnel & Operating	70,500	422,001	656,592			
	Other Financing Uses						
812501	Op Trn to Community Juvenile Arbitration	0	33,000	33,000	38,379		
	**Total Other Financing Uses	0	33,000	33,000			
	*** Total Budget Appropriation	70,500	455,001	689,592	118,379		

104-2

County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2003-2004

Festival Gaston Collard festival.

Address 186 North Carlisle St. P.O Box 429 Gaston, SC 29053

Festival Director Jennifer K. Poole Telephone 803-910-7725

Address SAME

Festivals must submit a budget of planned revenues and expenditures with this funding request. Disbursement of funds will be made after the festival and will require an accounting of all festival revenues and expenses with copies of supporting documentation as necessary.

Estimated Cost of Festival 24,000.— Total Funds Requested 5,000.—

Explain how funds will be used:
The funds we raise are used to refurbish our Civic Center. This was the old Elementary School, and needs much improvements.

Jennifer K. Poole 1-27-03

Signature of Festival Director Date

Please attach:

Forms listing actual and requested revenues; actual and anticipated expenditures.

Return completed form to: Lexington County
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

County of Lexington
Type of Revenue **Attachment 1, Page 1**

Festival Gaston Collard Festival

Type of Revenue	01-02 Actual	02-03 Actual	03-04 Estimated
Beauty Pageant	3574.90	2790.00	4500.00
Crafters	480.00	420.00	600.00
Carnival	389.45	rained out ~~0~~	900.00
Kitchen	4,854.25	3,499.50	4800.00
Auction	507.00	1065.75	1500.00
T-Shirts, Souvenirs	440.00	125.62	800.00
Adv. & Sponsorships/Prog.	4,800.00	3970.00	5000.00
Concessions/Food Vendors	600.00	751.60	800.00
Cake Deco. Contest	75.00	179.40	200.00
Grants(PET)/Acc. Tax	2,500.00	2500.00	2500.00
Softball Tournament	~~0~~	~~0~~	1000.00
Granny Pageant/Talent Co	~~0~~	~~0~~	1000.00
Donations	~~0~~	~~0~~	400.00
TOTAL	18,220.60	15,301.87	24,000.00

We were rained out completely this year 02-03 Poole

104-4

County of Lexington
Type of Expenditure

Attachment 1, Page 2

Festival Gaston Collard Festival

Type of Expenditure	01-02 Actual	02-03 Actual	03-04 Estimated
WIS-AM/B106	—	400.00	900.00
KISS 98.5/oldies 103	—	500.00	900.00
Graphics Adv/fees/Program/Brochure	1992.00	2500.00	2500.00
The Chapin Times	200.00	200.00	200.00
The State Newspaper	440.35	—	500.00
TOTAL	2632.35	3600.00	5000.00

County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2003-2004

Festival Lexington County Peach Festival

Address PO Box 124, Gilbert SC 29054

Festival Director Raymond L. Booker Telephone (803) 892-2473

Address PO Box 124, Gilbert SC 29054

Festivals must submit a budget of planned revenues and expenditures with this funding request. Disbursement of funds will be made after the festival and will require an accounting of all festival revenues and expenses with copies of supporting documentation as necessary.

Estimated Cost of Festival $60,000.00 Total Funds Requested $5,000.00

Explain how funds will be used:
Funds received will be used to support the Lexington County Peach Festival through promotion, entertainment, etc.

Raymond L. Booker, Chm. 12-20-02

Signature of Festival Director Date

Please attach:

Forms listing actual and requested revenues; actual and anticipated expenditures.

Return completed form to: Lexington County
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

County of Lexington
Type of Revenue **Attachment 1, Page 1**

Festival Lexington County Peach Festival

Type of Revenue	01-02 Actual	02-03 Actual	03-04 Estimated
	47,385.35	52,571.20	58,500.00
* Please refer to attached Financial Report dated Aug. 1, 2002			
TOTAL			

County of Lexington
Type of Expenditure **Attachment 1, Page 2**

Festival Lexington County Peach Festival

Type of Expenditure	01-02 Actual	02-03 Actual	03-04 Estimated
	$15,000.00	60,200.78	60,000.00
*Please refer			
to attached			
Financial Report			
dated Aug. 1, 2002			
TOTAL			

LEXINGTON COUNTY PEACH FESTIVAL
GILBERT SC

BUDGET 2003 - 2004

INCOME (PROJECTED)	
Peach Queen Contest Entry Fees & Door Receipts	$ 5,500.00
Program Ads	20,000.00
Arts & Crafts Fees	6,000.00
Peachy Art Contest Sponsor	10,000.00
Fireworks Sponsors	2,500.00
Festival Sponsors	12,000.00
Lexington County Accommodations Tax	2,500.00
Total Projected Income	$58,500.00
EXPENSES (PROJECTED)	
Administration (Secretary's Salary, Postage, Phone & Electricity)	$12,000.00
Liability Insurance	1,000.00
Programs (Printing)	12,000.00
Arts & Crafts (Postage, Town License, etc.)	1,200.00
Dues	400.00
Peach Queen Contests (Trophies, Crowns, Emcees, Judges)	3,200.00
Peachy Art Contest Awards	1,000.00
Fireworks	4,500.00
Promotion	1,500.00
Banquets	6,500.00
Entertainment (3 Stages & PA Systems)	13,000.00
Rentals (Portable Toilets)	200.00
Parade (Band, Plaques)	500.00
Labor	1,000.00
Total Projected Expenses	$58,000.00
Balance	$ 500.00

LEXINGTON COUNTY PEACH FESTIVAL
Financial Report - August 1, 2002

OPENING BALANCE (August 2, 2001).....$17,465.28

RECEIPTS for August 2, 2001 - August 1, 2002

Administration (Rebates on computer, monitor and printer).....$	300.00
Arts & Crafts/Children's Activities.....	8573.20
Entertainment (Refund for Overpayment to Sonya & Daniel).....	225.00
Fireworks.....	2970.00
Pageants (Entry Fees, Door Receipts).....	5448.00
Peachy Art Contests.....	1000.00
Programs	
Received for 2001 Ads.....	3945.00
Received for 2002 Ads.....	20,180.00
Sponsors.....	14,100.00
Closed BB&T Account.....	2797.03
Cashed Certificate of Deposit.....	15,178.79
Recovered Returned Check Amount.....	80.00
TOTAL RECEIPTS.....$	74,797.02

EXPENSES for August 2, 2001 - August 1, 2002

Administration .....$	10,065.01
(Secretary's Salary, Repair Copier, Computer, Postage, Phone & Electricity)	
Arts & Crafts (Postage, Town License Fees, Supplies).....	955.05
Banquets & Meetings	
2001 Success Banquet, Pre-Festival Banquet & Noon Luncheon.....	5,197.32
Decorations (U S Flags, Pennants, etc.).....	332.85
Dues (SC Festival Association, Secretary of State/Charitable Organization	
Registration, SC/NC Festival Meeting).....	335.00
Entertainment.....	11,562.00
Fireworks.....	4,300.00
Gilbert Community Park Foundation.....	10,000.00
Liability Insurance.....	662.50

Maintenance/Festival Labor	607.48
(Upkeep of Restrooms, Stocking Tents with Ice, etc.)	
Memorials	76.25
Pageants (Trophies, Crowns, Gifts for Judges, Flowers)	2,782.62
Parade	
(Judges Gifts for 2001)	53.46
(Plaques, Gifts for Judges, Donation to Band)	381.44
Peachy Art Contests	991.55
Photography	353.15
Purchased CDs (1 @ $4,000 and 1 @ 15,000)	19,000.00
Program (Envelopes & Postage for Mailing, Printing)	10,275.34
Promotion/Advertisement	1,034.06
Purchase of Checks, Stamp, etc.	67.25
Rentals (Portable Toilets)	173.25
Returned Checks and Fees	217.70
Signs (Lumber)	16.28
Youngest & Oldest (Plaques)	46.17
TOTAL EXPENSES	$ 79,485.73
CLOSING BALANCE (August 1, 2002)	$ 12,776.57

ANTICIPATED EXPENSES: Phone & Electricity/Town Hall - $200.00
Success Banquet - $1600.00

ANTICIPATED INCOME: Unpaid Ads - $3,935.00
Accommodations Tax - $2,500.00

CURRENT INVESTMENTS (CDs): (1) $10,905.84 (2) 16,050.00 (3) $4,023.01

LEXINGTON COUNTY PEACH FESTIVAL

July 4th
P.O. Box 62 • Gilbert, S.C. 29054

COMMUNITY CLUB OFFICERS

Donnie Crout, President
Billy Crout, Vice-President
Cyndee Crout, Secretary
Mary Carole Caughman, Treasurer

FESTIVAL OFFICERS

R.L. Boozer, General Chairman, (803) 892-2473
Donnie Crout, Co-Chairman
Jean Fallaw, Secretary
Cyndee Crout, Treasurer
Cyndee Crout, Office Secretary, (803) 892-5207

December 20, 2002

Lexington County Council
212 South Lake Drive
Lexington SC 29072

Dear County Council Members:

For a number of years now, the Lexington County Peach Festival has received a generous contribution in the amount of $2,500.00 from the Accommodations Tax Fund. This money is a great help to our festival, and is very much appreciated.

As the years go by, our costs continue to increase as we do our best to provide a quality family event. Whether it is postage, entertainment, printing/promotion, etc., most divisions of our festival will require more money than the year before. Because of these changes, we would like to ask you to consider allowing the Lexington County Peach Festival a grant of $5,000.00 from the Accommodations Tax Fund or Temporary Alcohol Beverage License Fee Fund for the fiscal year 2003-2004.

Again, thank you so much for your help in years past, and for your time and consideration of our present request.

Sincerely,

Raymond L. Boozer
Chairman

JAN
RECEIVED
LEXINGTON COUNTY COUNCIL
LEXINGTON, S. C.

104-12

FAX TO 359-8101

County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2003-2004

Festival SOUTH CAROLINA POULTRY FESTIVAL

Address PO Box 4067 LEESVILLE, SC 29070

Festival Director JOAN TAYLOR/TOM THOMPSON Telephone 803-532-4601

Address PO Box 4067 LEESVILLE, SC 29070

Festivals must submit a budget of planned revenues and expenditures with this funding request. Disbursement of funds will be made after the festival and will require an accounting of all festival revenues and expenses with copies of supporting documentation as necessary.

Estimated Cost of Festival $ 80,000.00 Total Funds Requested $ 2,500.00

Explain how funds will be used:
ADVERTISING - BILLBOARDS, NEWSPAPER, RADIO

Signature of Festival Director

2-03-03
Date

Please attach:

Forms listing actual and requested revenues; actual and anticipated expenditures.

Return completed form to: Lexington County
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

RECEIVED FEB LEXINGTON COUNTY COUNCIL LEXINGTON, S.C.

104-13

County of Lexington
Type of Revenue

Attachment 1, Page 1

Festival SOUTH CAROLINA POULTRY FESTIVAL

Type of Revenue	01-02 Actual	02-03 Actual	03-04 Estimated
VENDORS	21,000.	21,000.	22,000.00
AMUSEMENT RIDES	18731	19,026	20,000.00
SOUVENEIR SALES	8,764.	9,421.	10,000.00
SPONSORSHIPS	23,500.	22,900.	25,500.00
GRANTS	2500.	2500.	2,500.00
TOTAL	74,495.00	74,847.00	80,000.00

104-14

County of Lexington
Type of Expenditure

Festival SOUTH CAROLINA POULTRY FESTIVAL

Type of Expenditure	01-02 Actual	02-03 Actual	03-04 Estimated
ADVERTISING	9567.	9812.	10,000.00
ENTERTAINMENT	24,000.	24671.	25,000.00
CONTRIBUTIONS	3950	4217.	4,000.00
SCHOLARSHIPS	2500.	2500.	2,000.00
INSURANCE	1975.	1975	2,000.00
POULTRY PRIZES	2000.	2000.	2000.00
AWARDS/PRIZES	2000.	2000.	2000.00
FIREWORKS	12500.	12,500.	14,000.00
OTHER	18250.	18250.	19,000.00
TOTAL	76742.00	77985.00	80,000.00

County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2003-2004

Festival SC Pelion Peanut Party

Address P.O. Box 386, Pelion, SC 29123

Festival Director _____ Telephone _____

Address _____

Festivals must submit a budget of planned revenues and expenditures with this funding request. Disbursement of funds will be made after the festival and will require an accounting of all festival revenues and expenses with copies of supporting documentation as necessary.

Estimated Cost of Festival $3,650.00 Total Funds Requested $2500.00

Explain how funds will be used:

Advertising & promotion

Janice Poole For Susan Enlow
Treasurer

Janice Poole 1-13-03

Signature of Festival Director Date

Please attach:

Forms listing actual and requested revenues; actual and anticipated expenditures.

Return completed form to: Lexington County
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

104-16

County of Lexington
Type of Revenue **Attachment 1, Page 1**

Festival SC Pelion Peanut Party

Type of Revenue	01-02 Actual	02-03 Actual	03-04 Estimated
County of Lexington	$2,500	$2,500	$2,500
TOTAL	$2,500	$2,500	$2,500

104-17

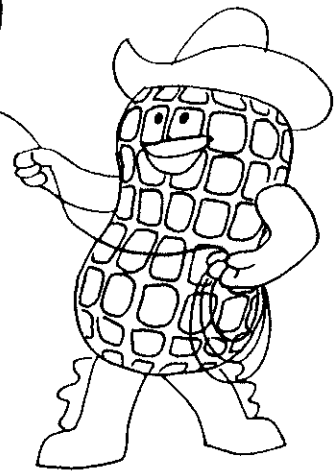
County of Lexington
Type of Expenditure

Festival SC Pelion Peanut Party

Type of Expenditure	01-02 Actual	02-03 Actual	03-04 Estimated
Advertising	$3,129	$1,423	$1,500
Brochures& Programs	$1,510	$1,779	$1,800
TOTAL	$4,639	$3,202	$3,300

SOUTH CAROLINA PEANUT PARTY

P. O. Box 386
Pelion,
South Carolina 29123
Phone 803 894-3535
August



2003 Advertising Budget

Revenue:

Lexington County	$2,500.00
Festival Revenue	1,150.00
Total Revenue	$3,650.00

Expense:

Newspapers	$1,500.00
Brochures	650.00
Programs	1,500.00
Total Expense	$3,650.00

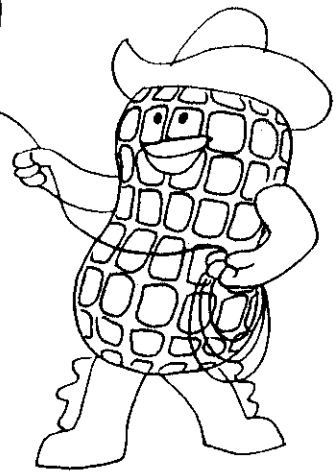
PEANUTS for the good life

South Carolina Peanut Party...
Voted a top tourist attraction by Southeast Tourist Society

104-19

SOUTH CAROLINA PEANUT PARTY

P. O. Box 386
Pelion,
South Carolina 29123
Phone 803 894-3535
August



January 13, 2003

Ms. Dot Black, Clerk
Lexington County Council
212 South Lake Drive
Lexington, SC 29072

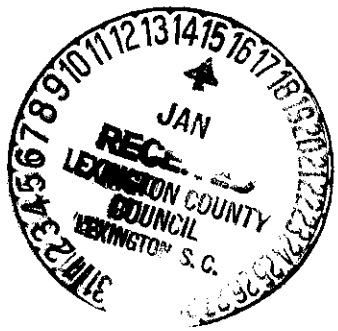
Dear Ms. Black,

Please accept the enclosed request for funds application. The festival committee has not yet appointed a festival director, so I am sending this application on behalf of the current Treasurer, Susan Enlow.

Sincerely,

Janice Poole

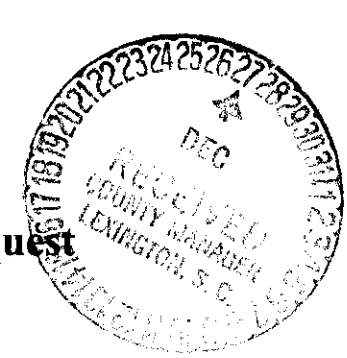
Janice Poole



PEANUTS for the good life

South Carolina Peanut Party...
Voted a top tourist attraction by Southeast Tourist Society

104-20



County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2003-2004

Festival Chapin Labor Day Festival

Address P.O. Box 183, Chapin SC 29036

Festival Director Mayor Stanley E. Shealy, Director / William Chick, Chairman Telephone 803-345-2444

Address c/o Town of Chapin / Po. Box 183, Chapin SC 29036

Festivals must submit a budget of planned revenues and expenditures with this funding request. Disbursement of funds will be made after the festival and will require an accounting of all festival revenues and expenses with copies of supporting documentation as necessary.

Estimated Cost of Festival $10,000 Total Funds Requested $2500.00

Explain how funds will be used:

Tourism related expenditures: Advertising + promotion of three-day festival — Aug 30 - Sept 1, 2003

Stanley E Shealy 12-26-02

Signature of Festival Director Date

Please attach:

Forms listing actual and requested revenues; actual and anticipated expenditures.

Return completed form to: Lexington County
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

104-21

County of Lexington
Accommodations Tax Fund Request **Attachment 1, Page 1**

Organization Chapin Labor Day Festival

Type of Revenue	2000-2001	2001-2002	2002-2003
Advertising	See Attached	See Attached	$3,500
Donations			3,200
Vendor Fees			800
Accommodations	$2,500		$2,500
TOTAL			$10,000.00

104-22

County of Lexington
Accommodations Tax Fund Request **Attachment 1, Page 2**

Organization Chapin Labor Day Festival

Type of Expenditure	2000-2001	2001-2002	2002-2003
Advertising	See Attached	See Attached	2,000
Programs			2,000
Entertainment			5,000
Facilities			500
Miscellaneous			500
TOTAL			2,500.00 Requested

Chapin Labor Day Festival
Profit & Loss Prev Year Comparison
January 1 through December 26, 2002

	Jan 1 - Dec 26, 02	Jan 1 - Dec 26, 01	$ Change	% Change
Ordinary Income/Expense				
Income				
booth rental	0.00	1,275.00	-1,275.00	-100.0%
County Contribution	2,500.00	0.00	2,500.00	100.0%
Miscellaneous Income	0.00	60.00	-60.00	-100.0%
vendor fees	1,878.28	0.00	1,878.28	100.0%
Total Income	4,378.28	1,335.00	3,043.28	228.0%
Expense				
Advertising	-4,186.12	-4,969.64	783.52	15.8%
Brochures	457.35	0.00	457.35	100.0%
Carnival	-262.02	-487.04	225.02	46.2%
electrician	40.00	0.00	40.00	100.0%
Equipment Rental	0.00	157.50	-157.50	-100.0%
Fireworks	2,500.00	2,500.00	0.00	0.0%
gratuity	100.00	200.00	-100.00	-50.0%
Miscellaneous	405.30	55.00	350.30	636.9%
Postage and Delivery	186.78	374.25	-187.47	-50.1%
Prizes	0.00	175.00	-175.00	-100.0%
Program Expense	1,944.08	1,978.09	-34.01	-1.7%
Run Expenses	200.00	0.00	200.00	100.0%
Sanitation	1,075.00	1,020.00	55.00	5.4%
Shirts	0.00	136.50	-136.50	-100.0%
Sponsor	-1,000.00	0.00	-1,000.00	-100.0%
Stage Entertainment	2,000.00	2,600.00	-600.00	-23.1%
Supplies	89.78	200.00	-110.22	-55.1%
t-shirt sales	0.00	-48.00	48.00	100.0%
T-shirts	221.55	0.00	221.55	100.0%
Telephone	200.00	0.00	200.00	100.0%
Travel & Ent				
Meals	53.50	0.00	53.50	100.0%
Total Travel & Ent	53.50	0.00	53.50	100.0%
Trophies	0.00	169.26	-169.26	-100.0%
Uncategorized Expenses	150.00	100.00	50.00	50.0%
Total Expense	4,175.20	4,160.92	14.28	0.3%
Net Ordinary Income	203.08	-2,825.92	3,029.00	107.2%

42-401

Chapin Labor Day Festival
Profit & Loss Prev Year Comparison
January 1 through December 26, 2002

	Jan 1 - Dec 26, 02	Jan 1 - Dec 26, 01	$ Change	% Change
Other Income/Expense				
Other Income				
Interest Income	12.37	2.14	10.23	478.0%
Total Other Income	12.37	2.14	10.23	478.0%
Net Other Income	12.37	2.14	10.23	478.0%
Net Income	**215.45**	**-2,823.78**	**3,039.23**	**107.6%**

104.25

Chapin Labor Day Festival
Balance Sheet Detail
As of December 26, 2002

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
ASSETS								7,343.03
Current Assets								7,343.03
Checking/Savings								7,343.03
Checking								7,343.03
Deposit	12/29/2000					Interest Income	2.27	7,345.30
Deposit	3/7/2001		T-Shirts			t-shirt sales	23.00	7,368.30
Check	3/15/2001	263	Jimmy Anderson	SoundTrax		Stage Entertai...	-500.00	6,868.30
Deposit	3/25/2001		T-Shirts			t-shirt sales	25.00	6,893.30
Check	4/4/2001	264	William Chick	Postage		Postage and ...	-136.00	6,757.30
Deposit	4/24/2001		Program Book			Advertising	600.00	7,357.30
Deposit	5/4/2001		Program Book	Sponsorships		Advertising	2,550.00	9,907.30
Deposit	5/23/2001		Program Book			Advertising	1,016.00	10,923.30
Check	6/7/2001	265	William Chick	Postage		Postage and ...	-68.00	10,855.30
Deposit	6/8/2001		Program Book			Advertising	555.00	11,410.30
Deposit	6/26/2001		Program Book	Sponsorship		Advertising	525.00	11,935.30
Check	7/2/2001	266	Running Journal	Ad for 5k Run		Advertising	-25.00	11,910.30
Deposit	7/9/2001		Program Book	Vendors also		Advertising	910.00	12,820.30
Deposit	7/17/2001		Vendors			booth rental	550.00	13,370.30
Check	7/18/2001	267	Samiko			Shirts	-136.50	13,233.80
Deposit	7/19/2001		Program Book			Advertising	275.00	13,508.80
Deposit	8/2/2001		Program Book	Also booth re...		Advertising	1,285.00	14,793.80
Deposit	8/13/2001		Vendors			booth rental	110.00	14,903.80
Check	8/16/2001	268	Chapin Chamber of ...	Reimburse fo...		Advertising	-65.42	14,838.38
Check	8/16/2001	269	cash	fruit and drink...		Supplies	-200.00	14,638.38
Deposit	8/17/2001		Vendors			booth rental	85.00	14,723.38
Check	8/24/2001	270	Mike's Fireworks			Fireworks	-1,250.00	13,473.38
Check	8/27/2001	271	Red Roof Inn	Rooms for C...		Carnival	-175.96	13,297.42
Check	8/28/2001	272	Parkers of Lexington	For Parade ...		Trophies	-169.26	13,128.16
Check	8/31/2001	273	William Chick	Postage & P...		Postage and ...	-95.96	13,032.20
Check	8/31/2001	274	cash	For Truck Co...		Prizes	-175.00	12,857.20
Check	8/31/2001	275	William Chick	Reimburse P...		Sanitation	-250.00	12,607.20
Deposit	8/31/2001		Vendors	Advertising		booth rental	530.00	13,137.20
Check	9/1/2001	276	Mike's Fireworks			Fireworks	-1,250.00	11,887.20
Check	9/1/2001	277	Carolina Rebels			Stage Entertai...	-600.00	11,287.20
Check	9/1/2001	278	Void			Uncategorized...	0.00	11,287.20
Check	9/1/2001	279	Jimmy Anderson	SoundTrax ...		Stage Entertai...	-1,500.00	9,787.20
Check	9/3/2001	282	American Legion	clean-up		Sanitation	-500.00	9,287.20
Check	9/3/2001	288	The Chapin Times	advertising		Advertising	-580.50	8,706.70
Check	9/4/2001	280	O'cain Advertising	programs		Program Expe...	-1,978.09	6,728.61
Check	9/4/2001	281	Thai Cuisine			Miscellaneous	-15.00	6,713.61
Check	9/4/2001	283	William Chick	Reimb. Electr...		Miscellaneous	-40.00	6,673.61
Deposit	9/5/2001		Vendors	Plus $75 for ...		Carnival	663.00	7,336.61
Check	9/7/2001	284	James Eskew	clean-up		Sanitation	-135.00	7,201.61
Check	9/7/2001	285	Margaret Epting	clean-up		Sanitation	-135.00	7,066.61
Check	9/7/2001	286	Lexington Publishin...			Advertising	-185.44	6,881.17
Check	9/7/2001	287	WIS-AM	radio ad		Advertising	-1,010.00	5,871.17

12-26-01

Chapin Labor Day Festival
Balance Sheet Detail
As of December 26, 2002

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	9/9/2001	289	Vicki Azarigian			Postage and ...	-74.29	5,796.88
Check	9/19/2001	290	Chapin High School...	Parade Prize		gratuity	-50.00	5,746.88
Check	9/19/2001	291	CHS NJROTC	Parade Prize		gratuity	-50.00	5,696.88
Check	9/19/2001	292	St. Peter Lutheran ...	Parade Prize		gratuity	-100.00	5,596.88
Check	9/19/2001	293	WTCB Radio			Advertising	-880.00	4,716.88
Deposit	9/25/2001	DEP	Truckey's Wheels	Registration f...		Miscellaneous...	60.00	4,776.88
Check	9/25/2001	294	RentZall			Equipment Re...	-157.50	4,619.38
Deposit	9/28/2001	DEP				Interest Income	1.39	4,620.77
Check	11/22/2001	295	ASCAP			Uncategorized...	-100.00	4,520.77
Deposit	11/30/2001					Interest Income	0.75	4,521.52
Deposit	2/11/2002		F.B. Johnston Group			Sponsor	500.00	5,021.52
Deposit	2/19/2002		Lexington County			County Contri...	2,500.00	7,521.52
Deposit	3/29/2002					Interest Income	1.22	7,522.74
Check	4/1/2002	296	Postmaster	stamps		Postage and ...	-68.00	7,454.74
Deposit	4/1/2002		Ellett Brothers			Sponsor	500.00	7,954.74
Check	4/11/2002	297	William Chick	Stationery/ex...		Miscellaneous	-120.48	7,834.26
Deposit	4/11/2002					Advertising	275.00	8,109.26
Deposit	5/2/2002					Advertising	300.00	8,409.26
Check	5/21/2002	298	Postmaster	stamps		Postage and ...	-34.00	8,375.26
Deposit	5/22/2002					Advertising	2,550.00	10,925.26
Deposit	5/31/2002					Interest Income	1.98	10,927.24
Deposit	6/10/2002					Advertising	500.00	11,427.24
Check	6/11/2002	299	Postmaster	stamps		Postage and ...	-34.00	11,393.24
Deposit	6/12/2002					Advertising	1,450.00	12,843.24
Deposit	6/21/2002					Advertising	1,090.00	13,933.24
Check	6/23/2002	300	Jimmy Anderson	SoundTrax		Stage Entertai...	-500.00	13,433.24
Deposit	6/28/2002					Interest Income	1.98	13,435.22
Deposit	6/28/2002			VOID:	X	Interest Income	0.00	13,435.22
Check	7/9/2002	301	William Chick	Staples/Kinkos		Miscellaneous	-44.91	13,390.31
Deposit	7/9/2002					Advertising	405.00	13,795.31
Deposit	7/10/2002					vendor fees	327.50	14,122.81
Deposit	7/24/2002					vendor fees	440.00	14,562.81
Deposit	7/31/2002					Interest Income	2.37	14,565.18
Check	8/1/2002	302	Pyrotechnico			Fireworks	-1,250.00	13,315.18
Check	8/2/2002	303	William Chick	Kinkos/Office...		Brochures	-457.35	12,857.83
Deposit	8/6/2002					vendor fees	180.00	13,037.83
Deposit	8/9/2002					vendor fees	230.00	13,267.83
Check	8/12/2002	304	Chapin Chamber of ...	Direct Mail Br...		Advertising	-743.88	12,523.95
Check	8/12/2002	305	Embroidery by Joyce			T-shirts	-221.55	12,302.40
Check	8/12/2002	306	Lexington Printing			Program Expe...	-1,944.08	10,358.32
Check	8/12/2002	307	William Chick	Kinkos/Office...		Miscellaneous	-197.97	10,160.35
Check	8/14/2002	313	Thompson Services	sanitation		Sanitation	-200.00	9,960.35
Deposit	8/23/2002		Vendors			vendor fees	350.00	10,310.35
Check	8/25/2002	308	ICRC			Run Expenses	-200.00	10,110.35
Check	8/27/2002	309	Red Roof Inn	Rooms for C...		Carnival	-87.98	10,022.37
Check	8/27/2002	311	Vicki Azarigian			Postage and ...	-37.00	9,985.37
Check	8/27/2002	312	Chapin Chamber of ...			Telephone	-200.00	9,785.37

10H-27

Chapin Labor Day Festival
Balance Sheet Detail
As of December 26, 2002

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	8/29/2002	310	Fastsigns	signs		Supplies	-89.78	9,695.59
Deposit	8/29/2002		Vendors			vendor fees	135.00	9,830.59
Deposit	8/30/2002					Interest Income	2.01	9,832.60
Check	9/1/2002	314	Jimmy Anderson	SoundTrax		Stage Entertai...	-1,500.00	8,332.60
Check	9/2/2002	315	American Legion	clean-up		Sanitation	-500.00	7,832.60
Deposit	9/4/2002		Carnival	includes $50 ...		Carnival	350.00	8,182.60
Check	9/8/2002	319	Margaret Epting	clean-up		Sanitation	-150.00	8,032.60
Check	9/8/2002	320	James Eskew	clean-up		Sanitation	-225.00	7,807.60
Check	9/9/2002	316	Chapin Sertoma Club			Meals	-53.50	7,754.10
Check	9/9/2002	317	electrician			electrician	-40.00	7,714.10
Check	9/9/2002	318	Pyrotechnico			Fireworks	-1,250.00	6,464.10
Check	9/12/2002	321	The Chapin Times	advertising		Advertising	-630.00	5,834.10
Check	9/12/2002	322	ASCAP			Uncategorized...	-150.00	5,684.10
Check	9/23/2002	323	St. Peter Lutheran ...	Parade Prize		gratuity	-100.00	5,584.10
Check	9/26/2002	324	William Chick	Kinkos/Office...		Miscellaneous	-41.94	5,542.16
Deposit	9/30/2002					Interest Income	1.17	5,543.33
Deposit	10/3/2002					vendor fees	215.78	5,759.11
Check	10/12/2002	325	WIS-AM	radio ad		Advertising	-1,010.00	4,749.11
Deposit	10/31/2002					Interest Income	0.97	4,750.08
Deposit	11/29/2002					Interest Income	0.67	4,750.75
Check	12/12/2002	326	William Chick	postage		Postage and ...	-13.78	4,736.97
Total Checking							-2,606.06	4,736.97
Total Checking/Savings							-2,606.06	4,736.97
Accounts Receivable								0.00
Accounts Receivable								0.00
Total Accounts Receivable								0.00
Total Accounts Receivable								0.00
Other Current Assets								0.00
Undeposited Funds								0.00
Total Undeposited Funds								0.00
Total Other Current Assets								0.00
Total Current Assets							-2,606.06	4,736.97
Fixed Assets								0.00
Fixed Assets								0.00
Accumulated Depreciation								0.00
Total Accumulated Depreciation								0.00

82-401

County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2003-2004

Festival Irmo Okra Strut Festival

Address P. O. Box 406, Irmo, SC 29063

Festival Director Susan K. Hoots Telephone 803-407-6440

Address 130 B oulters Lock Road, Irmo, SC 29063

Festivals must submit a budget of planned revenues and expenditures with this funding request. Disbursement of funds will be made after the festival and will require an accounting of all festival revenues and expenses with copies of supporting documentation as necessary.

Estimated Cost of Festival $183,000 Total Funds Requested $2,500

Explain how funds will be used:

These funds are used to help pay for our newspaper & radio advertising as well as our pre-festival banners and flyers. These funds are much needed and we appreciate Lexington County supporting us through these funds.

Susan K. Hoots 1/28/03

Signature of Festival Director Date

Please attach:

Forms listing actual and requested revenues; actual and anticipated expenditures.

Return completed form to: Lexington County
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

104-29

03-104

2002 Okra Strut Budget

Account #	Description	2002 BUDGET	2002 ACTUALS	ESTIMATED BUDGET 03/04
FESTIVAL REVENUE				
40500	Interest Earned	2,500.00	790.67	100.00
40615	Other Revenues	0.00	0	0.00
40610	Other Revenues (cash overage/shortage)	0.00	13.00	25.00
40620	Other Revenues (cash/Trolley)	105.00	54.34	100.00
40320	Booth Rentals	12,000.00	13,943.00	15,500.00
40325	Parade Entries	600.00	475.00	500.00
40110	Accommodation Tax Fund	2,500.00	2,500.00	2,500.00
40625	Corporate Sponsorship	20,600.00	16,271.36	24,250.00
40330	Concession Sales (Other)	700.00	1,519.20	2,000.00
40335	Concession Sales (Beer)	15,000.00	14,077.50	15,000.00
40340	Concession Sales (Pepsi)	5,000.00	4,442.35	5,000.00
40345	Concession Sales (Food)	55,000.00	45,519.50	58,000.00
40350	Concession Sales (Amusements)	40,000.00	38,587.00	42,000.00
40355	Concession Sales (Kiss The Goat)	825.00	316.15	800.00
40630	Okra Strut Souvenirs (Festival)	1,000.00	856.40	1,200.00
40635	Okra Strut Souvenirs (Pre-festival)	500.00	483.40	600.00
40115	Alcohol Permit Funds	15,000.00	21,350.00	15,000.00
	TOTAL REVENUE	171,330.00	161,198.87	182,575.00
50170	Volunteer Expense	2,000.00	1,219.94	2,500.00
50500	Memberships, Dues & Subs	100.00	100.00	150.00
50805	Telephone	1,500.00	590.90	1,500.00
	Town Staff Overtime	0	0	3,000.00
50350	Law Enforcement (Irmo & Lexington)	3,500.00	2,265.00	6,000.00
50230	Marketing (Radio/Newspapers)	3,000.00	2,723.15	3,000.00
50231	Marketing (Signs/Banners)	2,500.00	1,371.10	2,500.00
50232	Marketing (Tickets)	1,600.00	1,647.84	1,700.00
50233	Marketing (Trolley)	1,000.00		500.00
50906	Chamber Luncheon	300.00	325.00	325.00
50425	Contract Labor (Susan Hoots)	14,000.00	13,235.00	16,000.00
50907	Entertainment	12,000.00	11,075.50	16,000.00
50908	Scholarships	3,250.00	3,200.00	3,100.00
50911	Donations	600.00	150.00	600.00
50215	Bank Service Charge	100.00	0.00	
50200	Postage	500.00	293.00	500.00
50205	Printing & Reproduction	1,000.00	944.74	1,200.00
50901	Misc. Expense	5,500.00	3,855.30	6,000.00

2002 Okra Strut Budget

50902 Misc. Expense (Photographer)	350.00	275.26	300.00
50903 Misc. Expense (Kiss the Goat)	600.00	212.73	600.00
50904 Misc. Expense (Fireworks)*	4,000.00	4,000.00	0.00
50905 Misc. Expense (Volunteer Shirts)	1,200.00	1,051.20	1,200.00
TOTAL ADMINISTRATIVE EXPENSES	58,600.00	48,535.66	66,675.00
FESTIVAL EXPENSES			
CONCESSIONS			
50921 Vendor Reimbursement (Food)	48,000.00	37,814.90	48,000.00
50922 Vender Reimbursement (Beer Civic Groups)	1,400.00	1,145.60	1,400.00
50923 Vender Reimbursement (Pepsi Civic Groups)	900.00	875.00	900.00
50924 Vendor Reimbursement (Amusements)	35,000.00	28,940.25	35,000.00
50926 Vendor Reimbursement (Civic Groups)	4,000.00	3,986.25	4,200.00
50931 Beer	4,000.00	3,606.14	4,000.00
50933 Pepsi	2,000.00	2,093.50	2,100.00
50936 Souvenir Expense	1,500.00	1,481.88	2,000.00
OPERATIONS			
50600 Utilities	3,500.00	3,280.91	3,500.00
50715 Street Cleaning (Fri/Sat)	1,600.00	1,600.00	1,800.00
50330 Equipment Rental (tables, tents, chairs)	4,530.00	3,592.73	4,500.00
50335 Equipment Rental (portable toilets)	1,600.00	1,911.00	2,000.00
50340 Stage Rentals	5,000.00	4,550.00	5,000.00
50345 Stage Technical Support	1,200.00	1,200.00	1,500.00
TOTAL FESTIVAL EXPENSES	114,230.00	96,078.16	115,900.00
GRAND TOTAL (Administrative & Festival Expenses)	171,330.00	144,613.82	182,575.00
TOTAL AFTER EXPENSES		16,285.05	

OKRA STRUT COMMISSION

P.O.BOX 406

IRMO, SC 29063

RON JOYE, CHAIRMAN
HAZEL BENNETT, VICE CHAIRMAN
SHERRY SQUIRES
JEFF ALLEN
LINDA MILLER
BRIAN HALEY
JEAN ANN SCOTT
SUSAN K. HOOTS, ADMINISTRATOR

January 28, 2003

VIA FACSIMILE

Dot Black, Clerk
Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

Dear Ms. Black:

Attached is our application for funding through the Lexington County Temporary Alcohol Beverage License Fee Fund.

On behalf of the Okra Strut Commission, I would like to thank Lexington County Council for the opportunity to apply for these funds for our 2003 Okra Strut Festival.

If you have any questions, please call me. My office number is 803-407-6440 and my cell phone number is 803-331-3875.

Sincerely,

Susan K. Hoots

Susan K. Hoots
Okra Strut Administrator

104-32

County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2003-2004

Project FUN FEST of LEXINGTON

Address 512 WINDWARD Lane

Project Director KIM ENGLISH Telephone 414-8765

Address P.O. Box 2551 LEXINGTON SC 29071

A budget of planned revenues and expenditures must be submitted with this funding request. Disbursement of funds will be made after an accounting of all project revenues and expenses with copies of supporting documentation as necessary.

Estimated Cost of Project 35606.11 Total Funds Requested 2500.00

Explain how funds will be used:
TO PRODUCE THE 2003 ANNUAL FUN FEST EVENT DURING WEEK OF 9/15 - 9/20/2003. FUN FEST IS A COMMUNITY EVENT THAT FOCUSES ON ENTERTAINMENT AND EDUCATION PREDOMINANTLY FOR THE YOUTH OF TODAY.

TREASURER 1/28/03

Signature of Project Director Date

Please attach:

Forms listing actual and requested revenues; actual and anticipated expenditures.

Return completed form to: Lexington County
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072
FAX 359-8101

104-33

Lexington Festivals Inc.,
Budget Overview
January through December 2003

	Jan - Dec '03
Ordinary Income/Expense	
Income	
DONATIONS	35,000.00
Total Income	35,000.00
Expense	
ADVERTISING	1,000.00
COMMISSIONS	10,000.00
ENTERTAINMENT	6,400.00
EQUIPMENT RENT	2,096.00
EXPENSE REIMBURSEME...	1,200.00
FOOD	500.00
ICE	1,000.00
Insur	1,000.00
Kid City	1,500.00
PARADE EXPENSE	100.00
Postage	100.00
Printing	500.00
SERVICES	
ELECTRIC	1,000.00
SECURITY	500.00
Total SERVICES	1,500.00
Stage	5,000.00
SUPPLIES	3,000.00
Total Expense	34,896.00
Net Ordinary Income	104.00
Net Income	**104.00**

104-34

Lexington Festivals Inc.,
Profit and Loss
January through December 2002

	Jan - Dec '02
Ordinary Income/Expense	
Income	
DONATIONS	
INDIVIUALS/BUSINSSES	13,940.00
LEXINGTON COUNTY	2,500.00
TOWN OF LEXINGTON	3,000.00
Total DONATIONS	19,440.00
INCOME FROM ACTIVITIES	
CAMEL RIDE	200.00
CARNIVAL	5,608.30
CRAFTS	2,985.00
DOODAH PARADE	212.73
FOOD VENDORS	4,200.00
RACE TRACK	68.00
ROCK CLIMB	217.00
T SHIRTS/HATS	1,222.00
Total INCOME FROM ACTIVITIES	14,713.03
Total Income	34,153.03
Expense	
ADVERTISING	25.00
COMMISSIONS	6,510.00
Committee Expenses	200.74
ENTERTAINMENT	
BAND	5,950.00
OTHER ENTERTAINMENT	450.00
Total ENTERTAINMENT	6,400.00
EQUIPMENT RENT	
Other	593.25
EQUIPMENT RENT - Other	1,502.95
Total EQUIPMENT RENT	2,096.20
EXPENSE REIMBURSEMENT	1,112.15
FOOD	500.00
ICE	914.14
Insur	968.00
Licenses	150.00
PARADE EXPENSE	74.00
Postage	68.00
Printing	430.23
SERVICES	
ELECTRIC	9,806.90
SECURITY	420.00
Total SERVICES	10,226.90
Stage	3,300.00
SUPPLIES	
BANNERS	640.50
HATS & T SHIRTS	1,891.09
Total SUPPLIES	2,531.59
Util	
Elect	99.16
Total Util	99.16
6999 · Uncategorized Expenses	0.00
Total Expense	35,606.11
Net Ordinary Income	-1,453.08
Other Income/Expense	
Other Income	
INTEREST INCOME	30.63
Total Other Income	30.63

104-35

Lexington Festivals Inc.,
Profit and Loss
January through December 2002

	Jan - Dec '02
Net Other Income	30.63
Net Income	-1,422.45

104-36

Lexington Festivals Inc.,
Balance Sheet
As of December 31, 2002

	Dec 31, '02
ASSETS	
Current Assets	
Checking/Savings	
BBT LEX FESTIVALS INC.	16,995.24
Total Checking/Savings	16,995.24
Accounts Receivable	
Receivables	1,350.00
Total Accounts Receivable	1,350.00
Total Current Assets	18,345.24
TOTAL ASSETS	**18,345.24**
LIABILITIES & EQUITY	
Equity	
3000 · Open Bal Equity	10,750.71
3900 · Earnings	9,016.98
Net Income	-1,422.45
Total Equity	18,345.24
TOTAL LIABILITIES & EQUITY	**18,345.24**

104-37

Lexington Festivals Inc.,
P&L Previous Year Comparison
January through December 2001

	Jan - Dec '01
Ordinary Income/Expense	
Income	
DONATIONS	
INDIVIUALS/BUSINSSES	13,550.00
LEXINGTON COUNTY	2,500.00
TOWN OF LEXINGTON	3,000.00
DONATIONS - Other	45.75
Total DONATIONS	19,095.75
INCOME FROM ACTIVITIES	
BASEBALL PITCH	60.00
BEER SALES	670.32
CARNIVAL	2,910.40
CRAFTS	2,880.00
DOODAH PARADE	524.43
FOOD VENDORS	4,200.00
GOLF TOURNAMENT	1,000.00
ICE	152.00
ROCK CLIMB	215.00
Total INCOME FROM ACTIVITIES	12,612.15
Total Income	31,707.90
Expense	
Charges	0.00
COMMISSIONS	5,250.00
ENTERTAINMENT	
BAND	6,800.80
Total ENTERTAINMENT	6,800.80
EQUIPMENT RENT	
Other	593.25
EQUIPMENT RENT - Other	564.46
Total EQUIPMENT RENT	1,157.71
EXPENSE REIMBURSEMENT	322.23
Insur	880.00
Kid City	1,335.22
Licenses	50.00
MAILING	162.91
PARADE EXPENSE	
BAND BOOSTERS	200.00
PARADE EXPENSE - Other	500.00
Total PARADE EXPENSE	700.00
Postage	222.00
Printing	2,240.12
Repairs	338.65
SERVICES	
ELECTRIC	1,315.00
SECURITY	144.00
Total SERVICES	1,459.00
Stage	4,200.00
SUPPLIES	
BANNERS	52.50
HATS & T SHIRTS	112.35
Total SUPPLIES	164.85
Util	
Elect	77.34
Total Util	77.34
6999 · Uncategorized Expenses	0.00
Total Expense	25,360.83
Net Ordinary Income	6,347.07

104-38

Lexington Festivals Inc.,
P&L Previous Year Comparison
January through December 2001

	Jan - Dec '01
Other Income/Expense	
Other Income	
INTEREST INCOME	33.23
Total Other Income	33.23
Other Expense	
CONTRIBUTIONS	
DOUBLE DUTCH	100.00
Total CONTRIBUTIONS	100.00
Total Other Expense	100.00
Net Other Income	-66.77
Net Income	**6,280.30**

104-39

County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2003-2004

Festival Congaree Western Weekend Rodeo & Festival

Address 300 Oak Street West Columbia, SC 29172

Festival Director H. R. Williams Telephone (803) 755-2512

Address 1644 Pine Street West Columbia, SC 29172

Festivals must submit a budget of planned revenues and expenditures with this funding request. Disbursement of funds will be made after the festival and will require an accounting of all festival revenues and expenses with copies of supporting documentation as necessary.

Estimated Cost of Festival $ 50,000.00 Total Funds Requested $ 2,500.00

Explain how funds will be used:
The accommodations tax funds that we receive each year are used to defray the expense of our advertising budget that exceeds the requested amount of accommodations tax fund annually.

H R Williams
Signature of Festival Director

January 13, 2002
Date

Please attach:

Forms listing actual and requested revenues; actual and anticipated expenditures.

Return completed form to: Lexington County
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

104-40

Congaree Western Weekend
Profit & Loss
January through December 2002

	Jan - Dec 02
Income	
Administrative Income	
Accomodations Tax	2,500.00
Change In	4,000.00
Interest	77.77
Administrative Income - Other	174.55
Total Administrative Income	6,752.32
Arts & Crafts Income	
Arts & Crafts Booth	140.00
Arts & Crafts Income - Other	895.00
Total Arts & Crafts Income	1,035.00
Festival Income	
Carnival	4,589.55
Festival Booth	513.00
Festival Elec.	215.00
Festival Food	865.00
Petting Zoo	157.25
Festival Income - Other	2,283.00
Total Festival Income	8,622.80
Food Vendor	
Food Vendor	78.31
Total Food Vendor	78.31
Pageant Income	
Pageant Concessions	94.00
Pageant Door	465.00
Pageant Reg.	3,045.00
Total Pageant Income	3,604.00
Rodeo Income	
Advance Sales from Outlets	13,972.00
Program Ads	6,223.50
Rodeo Banners	650.00
Rodeo Sponsorship	22,850.00
Rodeo T's In	1,214.00
Rodeo Ticket	8,581.00
Rodeo Tkt Sat Adult	8,938.00
Total Rodeo Income	62,428.50
Total Income	82,520.93
Gross Profit	82,520.93
Expense	
Administration	
Admin. Postage	504.85
Advertising	8,679.85
Appreciation Banquet	1,124.89
Bad Check Return	674.00
Charge Card Fee	465.63
Charity Reg.	50.00
Computer Supplies	76.99
Event Improvement	1,687.99
Long Distance	394.28
Meeting Expenses	198.48
Office	1,546.81
Pager Lease	151.75
Reimbursment	800.00
Rodeo Jons	555.50
Sponsor Split	31,954.76
Telephone	1,237.70
Administration - Other	827.85
Total Administration	50,931.33

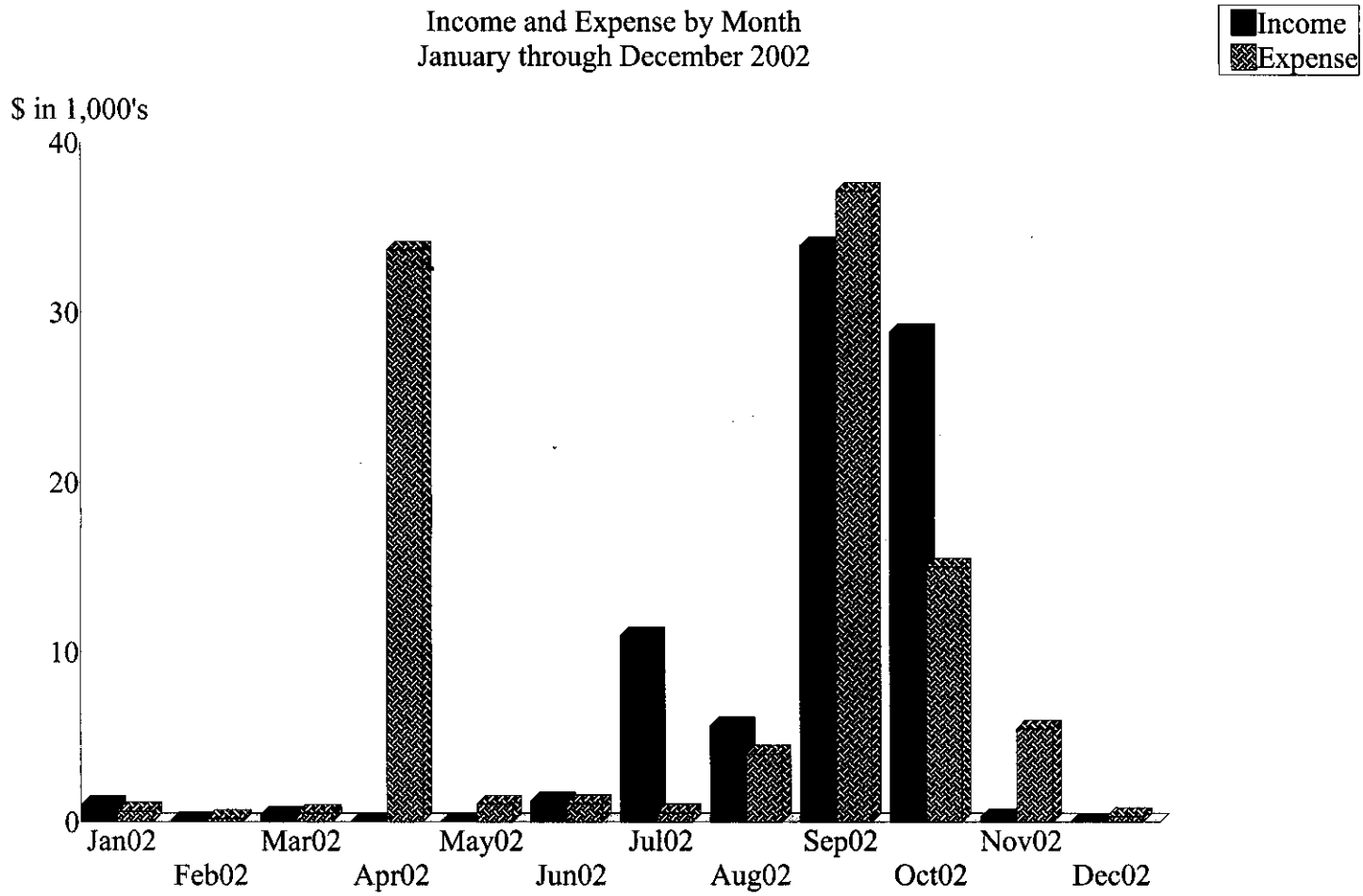
104-41

Congaree Western Weekend
Profit & Loss
January through December 2002

	Jan - Dec 02
Festival	
Advertising	108.12
Arts and Craft	291.40
Electrician	325.00
Entertrainment	4,759.60
Games	3,235.54
Parade Exp.	77.00
Petting Zoo Exp.	637.50
Total Festival	9,434.16
Pageant	
Pageant Awards	1,317.56
Pageant Hall	360.00
Pageant Judge	75.00
Pageant MC	50.00
Pageant Printing	286.27
Pageant Shirts	770.71
Pageant - Other	15.00
Total Pageant	2,874.54
Pet Show	6.83
Rodeo	
Rodeo Advertising	10,223.87
Rodeo Bleachers	4,300.00
Rodeo Change	11,500.00
Rodeo Contract	7,000.00
Rodeo Printing	540.00
Rodeo T's	2,838.13
Rodeo - Other	20.00
Total Rodeo	36,422.00
Uncategorized Expenses	134.18
Total Expense	99,803.04
Net Income	**-17,282.11**

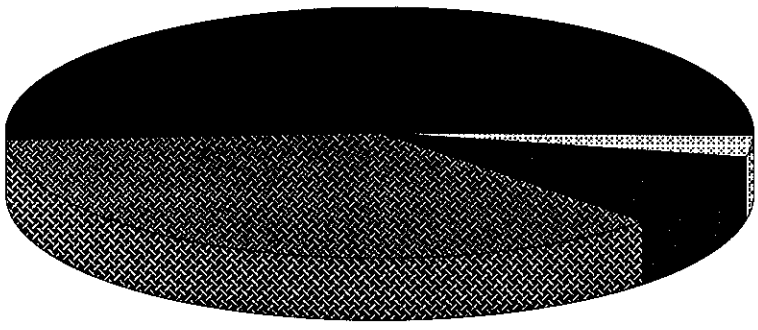
104-42

Income and Expense by Month
January through December 2002



Expense Summary
January through December 2002

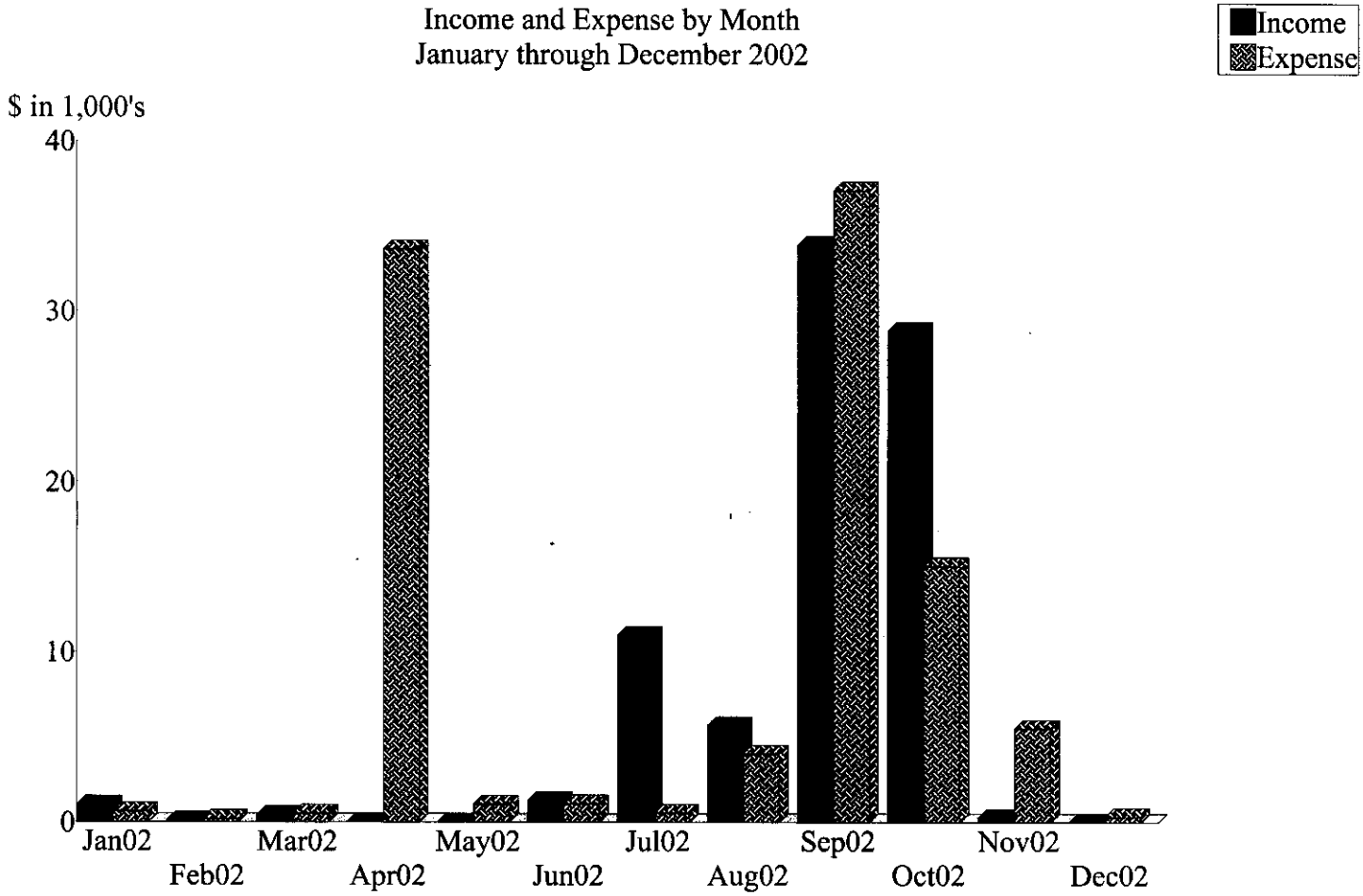
Administration	%51.03
Rodeo	36.49
Festival	9.45
Pageant	2.88
Uncategorized Expenses	0.13
Pet Show	0.01
Total	$99,803.04



By Account

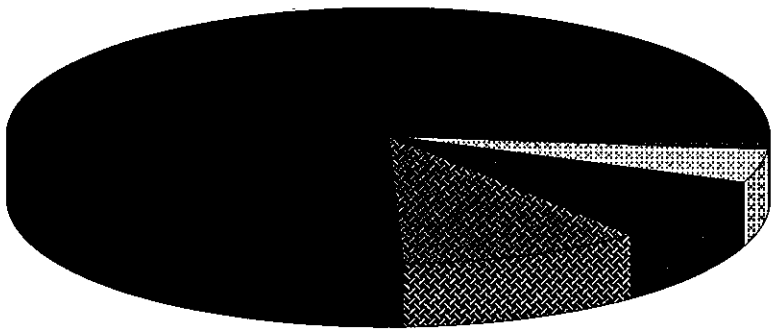
104-43

Income and Expense by Month
January through December 2002



Income Summary
January through December 2002

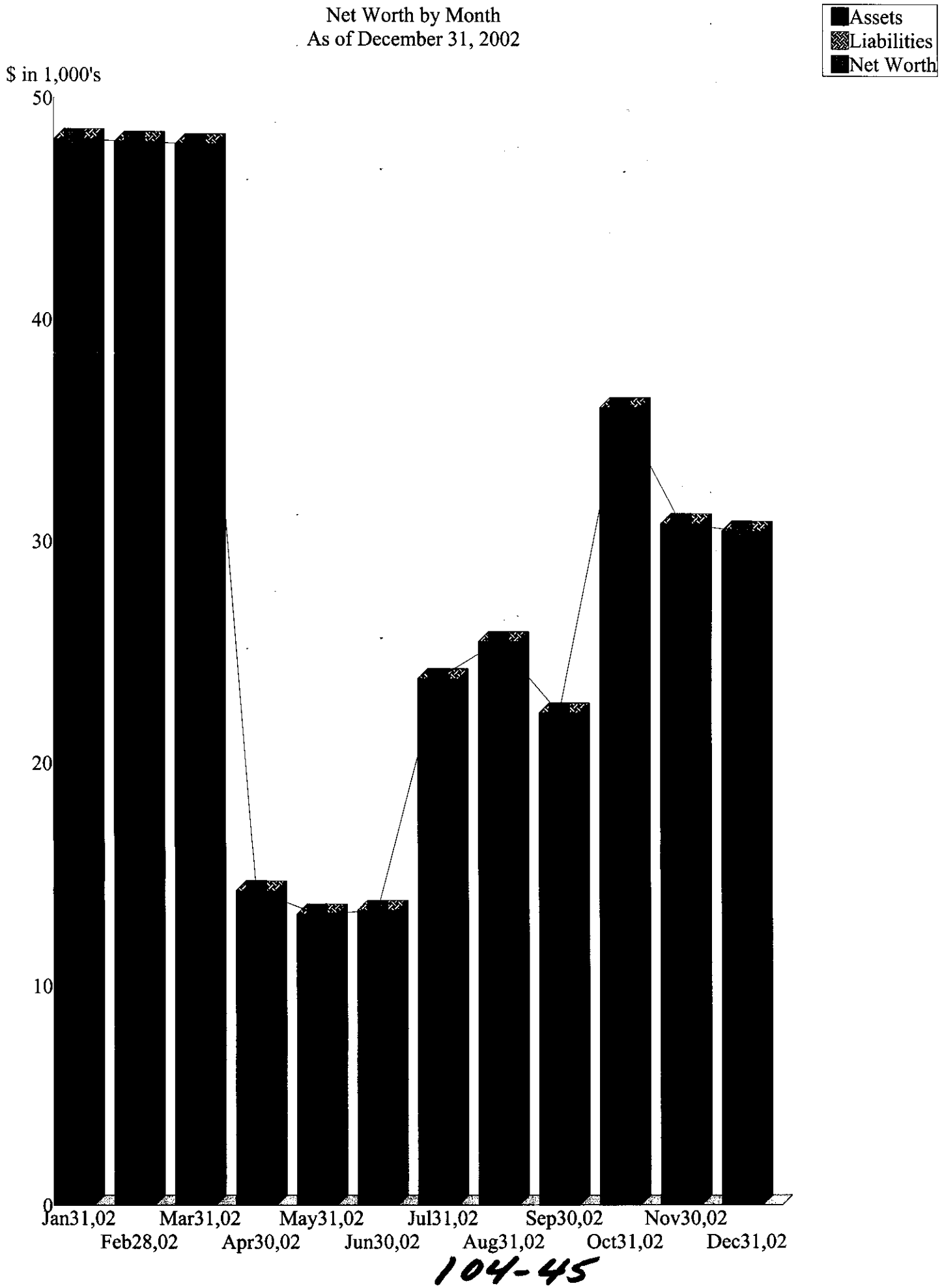
Rodeo Income	%75.65
Festival Income	10.45
Administrative Income	8.18
Pageant Income	4.37
Arts & Crafts Income	1.25
Food Vendor	0.09
Total	$82,520.93



104-44

By Account

Net Worth by Month
As of December 31, 2002



County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2003-2004

Festival Town of Swansea

Address PO Box 429 Swansea, SC 29160

Festival Director Ray Spires Telephone (803) 568-2835

Address PO Box 429 Swansea, SC 29160

Festivals must submit a budget of planned revenues and expenditures with this funding request. Disbursement of funds will be made after the festival and will require an accounting of al festival revenues and expenses with copies of supporting documentation as necessary.

Estimated Cost of Festival 18,550.00 Total Funds Requested 2,500.

Explain how funds will be used:
To improve public park and play ground, refurbish the log cabin, and to improve the beauty of the town.

Ray Spires
Signature of Festival Director

01-29-03
Date

Please attach:

Forms listing actual and requested revenues; actual and anticipated expenditures.

Return completed form to: Lexington County
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

104-46

County of Lexington
Type of Revenue **Attachment 1, Page 1**

Festival Swansea Fall Festival

Type of Revenue	01-02 Actual	02-03 Actual	03-04 Estimated
Sponsorship		3225.00	5000.00
Ads		2128.00	5000.00
Food Vendors		837.50	1200.00
Craft Vendors		625.00	300.00
Car Show		325.00	350.00
Carnival		794.60	1200.00
Lexington County		2500.00	2500.00
Beauty Pageant		-0-	2500.00
TOTAL		10,435.10	18,550.00

104-47

County of Lexington
Type of Expenditure **Attachment 1, Page 2**

Festival Swansea Fall Festival

Type of Expenditure	01-02 Actual	02-03 Actual	03-04 Estimated
Michael's Carnival		4500.00	5,000.00
Johnson Rodeo		6734.00	6,300.00
Randy Alford (Band)		2800.00	2,500.00
Beauty Pageant			1,000.00
Dunking Booth		150.00	150.00
E&D (Porta-Johns)		630.00	650.00
Banners, Etc.		936.08	500.00
Car Show Trophies		329.44	350.00
Preparation of Site		819.46	250.00
Promotions/Advertisement		1200.00	500.00
Donation to Church		500.00	-0-
Printing, flyers, Etc.		1050.00	250.00
TOTAL		19648.98	17450.00

104-48

County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2003-2004

Festival **RIVERFEST 2003**

Address **Epilepsy Foundation of South Carolina**
652 Bush River Road, Suite 211, Columbia, SC 29210

Festival Director **Christine Porter; Bill Rorie** Telephone **798-8502; 397-3087**

Address **652 Bush River Road, Suite 211, Columbia, SC 29210**

Festivals must submit a budget of planned revenues and expenditures with this funding request. Disbursement of funds will be made after the festival and will require an accounting of all festival revenues and expenses with copies of supporting documentation as necessary.

Estimated Cost of Festival $25,000 Total Funds Requested $2,500
(does not include in-kind gifts)
Explain how funds will be used:
Funds will be used for advertisements/promotions, printing, posters, flyers, billboards, banners, newspaper ads, radio and t.v. advertising, awards, accommodations for race director and staff, promotion of hotels, restaurants and businesses in the Midlands area, registration forms, supplies and equipment, local people contracted for entertainment--there is something for everyone in Lexington County at this exciting festival that benefits a good cause.

Christine Porter ~ Bill Rorie January 10, 2003
Signature of Festival Director Date

Please attach:

Forms listing actual and requested revenues; actual and anticipated expenditures.

Return completed form to: Lexington County
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

104-49

County of Lexington
Type of Expenditure **Attachment 1, Page 2**

Festival RiverFest 2003

Type of Expenditure	01-02 Actual	02-03 Actual	03-04 Estimated
Promotional/	$28,307	$20,300	$25,000
Advertisement/			
Supplies and			
equipment; park,			
staff & facility charge;			
city police, fire			
Marshals, race			
director + staff, with			
accommodations, band			
coordinator, photographer,			
printing, postage,			
billboards, banners,			
newspaper ads,			
radio, t.v., flyers			
festival t-shirts for			
runners, walkers, bikers			
TOTAL	$28,307	$20,300	$25,000

104-50

County of Lexington
Type of Revenue **Attachment 1, Page 1**

Festival RIVERFEST 2003

Type of Revenue	01-02 Actual	02-03 Actual	03-04 Estimated
A Tax - Lexington County	#2,500	2,500	2,500
" - City of Columbia	5,000	5,000	5,000
Sponsors (Major + Corporate)	18,000	12,600	25,000
Festival (food vendors, crafters, run/walk/bike registrations, festival t-shirts, products	15,000	4,100	15,000
TOTAL	40,500	24,200	57,500

County of Lexington
Temporary Alcohol beverage license Fee Fund Request

Funding Year 2003-2004

Project Friends of the Lexington Parks Corley Street Park Renovations

Address P.O. Box 2319 Lexington, S.C. 29072

Project Director Alex Butler Telephone 957-6101

Address 504 East Butler Street Lexington, South Carolina 29072

A budget of planned revenues and expenditures must be submitted with this funding request.
Disbursement of funds will be made after accounting of all project revenues and expenses with
Copies of supporting documentation as necessary.

Estimated Cost of Project $765,100.00 Total Funds Requested $50,000.00

Explain how funds will be used:

To bring Corley Street Park up to date with safer playground equipment, to include better lighting, as well to build restrooms and increase options for recreation and healthy lifestyle activities.

Corley Butler
Signature of Project Director (ID # 57-1119789)

1-14-03
Date

Please attach:

Forms listing actual and requested revenues; actual and anticipated expenditures.

Return completed form to: Lexington County
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

104-52

Friends of the Lexington Parks

P.O. Box 2319
Lexington, S.C. 29071
FOTLP@Aol.com

Friends of the Lexington Parks

Corley Street Park project

In October of 2000, a group of citizens came together as volunteers and with legal incorporation as a non-profit entity they elected a hierarchy of officers and formed the Friends of the Lexington Parks. Their challenge was to work in a parallel role with the Town of Lexington's Parks, Streets and Sanitation Department in the development and updating of the green space and existing parks within the town limits.

A mission statement was created to read as follows:

A BODY DEDICATED TO THE NEEDS OF OUR COMMUNITY'S CITIZENS AND FUTURE GENERATIONS BY FOSTERING THE MAINTENANCE, REJUVENATION AND EXPANSION OF THE PARKS AND GREEN SPACES WITHIN LEXINGTON.

With a consensus and unanimous vote the Friends of the Lexington Parks decided that the first project should be the renovation of the Corley Street Park in the heart of downtown Lexington. This park currently has playground equipment that is extremely old and does not meet the safety standards that govern park equipment and because of its isolation and lack of amenities it suffers very little use with the exception of its spray fountain which is enjoyed by children during the hot summers. The group after taking a walking tour of the entire park decided that with the correct renovation and addition of some additional equipment that this park could very easily become a flagship park that would be enjoyed by not only Town of Lexington residents but also people from surrounding county communities and people from the greater Metropolitan Columbia area.

One deficit that has detracted use of the park was the lack of restroom facilities. Another was the dark and isolated ambiance that threatened the security and safety of the mothers bringing their small children. Antiquated playground equipment, lack of adequate parking and lack of park sites for families or groups also were obstacles preventing use of this park.

After meetings were conducted on a once, sometimes twice a month basis the Lexington Friends of the Parks arrived at a plan to make the Corley Street Park a focal point and could easily become the biggest people gathering attraction in the entire Town limits. The plan conceived is to make the park easy to access with a new gated entrance and drop off area, have security lights and emergency phones, have a computerized water park unprecedented by anything of the like around Lexington, have rest room facilities, have family picnic areas, have modern and safe playground equipment, walking trails through the beautiful wooded and challenging topographical landscape and additional parking and upgrades to accommodate up to 150 people at any given moment . This park and equipment will be designed with handicap accessibility as a priority.

The ultimate goal of the Friends of the Lexington Parks cannot be better reached than the plans for this park upgrade. With so many acres of unused Town green space and so many projects that lie ahead, the renovation and rejuvenation of the Corley Street Park will set a standard that will surely make the Town of Lexington a destination for all those who love to recreate in a safe, secure and beautiful setting that has been engineered by a dedicated group of Lexington citizens.

A body dedicated to the needs of our community's citizens and future generations by fostering the maintenance, rejuvenation and expansion of the parks and green spaces within Lexington

County of Lexington

Type of Revenue

Project **Friends of Lexington Parks**

Type of revenue	2001-2002	2002-2003	2003-2004
Gifts, grants	4,972.00	4,018.00	3,149.21
Fundraiser	0.00	1,231,.00	0.00
Total	4,972.00	5,248.00	3,149.21

104-54

County of Lexington

Type of expenditure

Project **Friends of Lexington I Parks**

Corley Street Park

Type of expenditures	Actual 2001-2002	Actual 2002-2003	Estimated 2003-2004
Fund-raiser	0.00	729.22	1,400.00
Publicity (signs, brochures, etc.)	0.00	4,400	7,000.00
Rendition of Park Plan/s		1,581.00	3,000.00
Postage, State Treasurer fees, etc.	200	161.67	2,200.00
Master Plan			5,000.00
Phase I. Updates (playground, bathrooms)			135,000.00
Audit			1,500.00
Phase II Update sprinkle pool			600,00.00
Total	4,972.00	5,248.00	765,100.00

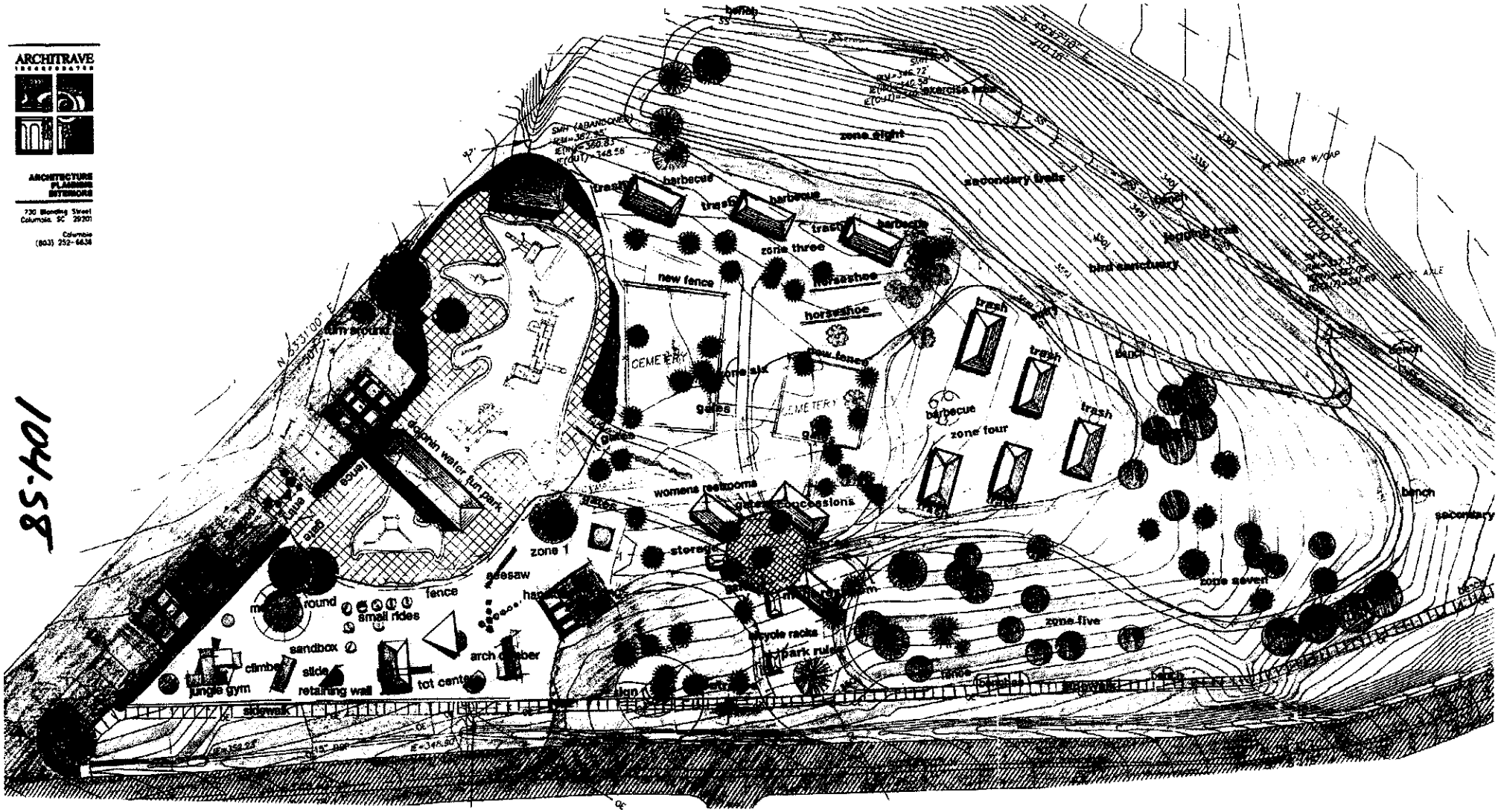
104-55

Corley Street Park Renovation Project
Cost Estimates

Project site preparation 4 acres	**$135,700**
Removal of trees, stumps, brush, vines	$6,500.00
Fill dirt delivered 20 loads	$7,200.00
Land survey, excavation and grading	$14,400.00
Remove all existing equipment	$3,200.00
Architect and engineering fees	$24,400.00
Rock Clause	$80,000.00
Parking facilities	**$48,375.00**
Gravel delivered 6 loads	$2,350.00
Curb construction and paving	$8,275.00
Retaining wall construction 30'l x 10' h	$8,950.00
Site drainage run off preparation	$4,300.00
Landscaping	$4,100.00
Lighting	$4,500.00
Gated entrance and fencing	$15,900.00
Playground (approx.1200 sq feet)	**$96,511.00**
Equipment and installation	$72,500.00
Rubber matt surfacing	$7,800.00
Benches qty 4	$3,016.00
ADA approved drinking fountain	$3,670.00
Landscaping	$3,875.00
Picnic shelter 15' x 12'	$5,650.00
Water park (approx.1500 sq. feet)	**$268,814.00**
Cement Dolphin shaped base construction	$46,000.00
Safety surfacing	$10,000.00
12 feature spray units installed	$109,500.00
Computer cabinet unit	$35,000.00
Landscaping	$18,500.00
Picnic shelters qty 3	$14,950.00
ADA approved water fountains qty 2	$7,340.00
Benches qty 6	$5,524.00
Lighting	$9,000.00
Plumbing	$13,000.00
Pauper Gravesite(Historical/Educational)	**$8,200.00**
Vinyl fencing	$2,400.00
Educational monument	$4,000.00
Landscaping	$500.00
Lighting	$1300.00

Walking Trail, Bird Sanctuary and Horticultural Area (approx. ¼ mile area)	**$70,400.00**
Landscaping	$25,000.00
Lighting	$7,400.00
Rubberized asphalt path	$38,000.00
Corley Street Park Entrance	**$89,650.00**
Restroom facilities qty 2 (12'8'' x 16'8'')	$65,450.00
Bricked walkway	$7,800.00
Park pathways	$9,200.00
Concessions building	$7,200.00
Marketing and Advertising	**$22,850.00**
Brochures and handouts qty 15,000	$2,200.00
Media (paper and T.V. ads)	$650.00
Two Local fundraising events	$20,000.00
Contingency 10%	$73,950.00
Total project cost	**$814,450.00**

ARCHITRAVE
ARCHITECTURE
PLANNING
INTERIORS
730 Blanding Street
Columbia, SC 29201
Columbia
(803) 252-6638



MASTER PLAN **CORLEY STREET PARK** **LEXINGTON, S.C.**

COUNTY OF LEXINGTON
MINIBOTTLE TAX FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 2141
Division: Health & Human Services
Organization: 171600 - Minibottle Contributions

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenue (Organization: 000000)						
420700	Minibottle Tax	335,356	186,672	368,548	368,548	344,841	
461000	Investment Interest	159	46	200	100	100	
	**** Total Revenue**	335,515	186,718	368,748	368,648	344,941	
	*****Total Appropriation**				368,974	345,000	0
	FUND BALANCE Beginning of Year				385	59	59
	FUND BALANCE - Projected End of Year				59	0	59

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**	**0**
	Operating Expenses						
534000	Contributions	335,356	87,842	368,974	345,000		
	*** Total Operating**	**335,356**	**87,842**	**368,974**	**345,000**		
	**** Total Personnel & Operating**	**335,356**	**87,842**	**368,974**	**345,000**		
	Capital						
	**** Total Capital**	**0**	**0**	**0**	**0**	**0**	**0**
	***** Total Budget Appropriation**	**335,356**	**87,842**	**368,974**	**345,000**		

COUNTY OF LEXINGTON
INDIGENT CARE
Annual Budget
Fiscal Year - 2003-04

Fund 2200
Division: Health & Human Services
Organization: 171200 - Social Services

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2001-02	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenues (Organization: 000000)						
410000	Current Property Taxes	342,900	171,965	370,683	370,683		
410500	Homestead Exemption Reimbursements	17,160	0	12,500	12,500		
410520	Manufacturer's Tax Exemption	2,384	1	2,000	2,000		
411000	Current Vehicle Taxes	103,186	48,128	91,516	91,516		
412000	Current Tax Penalties	1,044	-7	1,000	1,000		
413000	Delinquent Taxes	18,258	12,745	20,000	20,000		
414000	Delinquent Tax Penalties	2,667	1,903	2,500	2,500		
417100	Fee in Lieu of Taxes	34,954	0	34,000	34,000		
417120	FILOT Prior Year	-221	0	0	0		
417130	FILOT - Manufacturer's Tax Exemption	630	382	0	0		
418000	Motor Carrier Payments	1,592	928	1,500	1,500		
419000	Merchants Exemptions	23,800	11,900	23,800	23,800		
419900	Tax Refunds	-17	-1	-750	-750		
461000	Investment Interest	11,389	3,395	15,000	15,000		
461001	Tax Appeals Interest	7	1	0	0		
	**** Total Revenue**	559,733	251,340	573,749	573,749		
	*****Total Appropriation**				745,503	745,903	0
	FUND BALANCE Beginning of Year				585,319	413,565	413,565
	FUND BALANCE - Projected End of Year				413,565	-332,338	413,565

Object Expenditure Code	Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	***BUDGET*** 2003-04 Recommend	2003-04 Approved
	Personnel						
510300	Part time - .75	18,094	8,955	18,476	18,476		
	Salaries & Wages Adjustment Account	0	0	0	0		
511112	FICA - Employer's Portion	1,189	558	1,414	1,414		
511113	SCRS - Employer's Portion	1,239	613	1,266	1,266		
511120	Employee Insurance-Employer Portion - 1	4,200	2,800	5,600	6,000		
511130	Workers Compensation	49	24	50	50		
	*** Total Personnel**	**24,771**	**12,950**	**26,806**	**27,206**		
	Operating Expenses						
521000	Office Supplies	0	0	25	25		
521100	Duplicating	0	0	100	100		
521110	Copies (Not Auditron)	0	0	100	100		
524201	General Tort Liabililty Insurance	17	8	15	15		
524202	Surety Bonds	0	0	6	6		
534000	Contributions	664,312	359,226	718,451	718,451		
	*** Total Operating**	**664,329**	**359,234**	**718,697**	**718,697**		
	**** Total Personnel & Operating**	**689,100**	**372,184**	**745,503**	**745,903**		
	Capital						
	**** Total Capital**	**0**	**0**	**0**	**0**		
	***** Total Budget Appropriation**	**689,100**	**372,184**	**745,503**	**745,903**		

Section IV

FUND 2200 – INDIGENT CARE
SOCIAL SERVICES (171200)
FY 2003-04 BUDGET REQUEST

PROGRAM OVERVIEW

The Department of Health and Human Services (DHHS), in Lexington, has approximately 15 employees. DHHS provides services to the citizens of Lexington County. These services include medical assistance to those who are financially and medically needy. The Medicaid program transferred from the Department of Social Services (DSS) to the Department of Health and Human Services (DHHS) on July 1, 2002. The Medicaid workers continue to be housed in two (2) county owned modular units located at 541 Gibson Road. The Medically Indigent Care Program is designed to help those who are uninsured and who are not Medicaid eligible to pay inpatient hospital bills.

DHHS is primarily funded by state and federal appropriations; however, most of the facilities cost and utilities along with some other expenses are funded by Lexington County and eligible for reimbursement in the form of Federal Financial Participation. Lexington County also funds one (1) position that is housed at the DHHS office in Lexington. This is the Medically Indigent Care worker and is funded out of Fund 2200 (Indigent Care).

A. Positions Requested

DHHS requests funding to continue the current Medically Indigent Care worker housed at DHHS in Lexington.

B. Vehicles in Department

DHHS does not use county owned vehicles.

C. Telecommunications Equipment in Department

Telecommunications equipment is addressed in the budget request for Fund 1000.

D. Service Level Indicators

	Actual FY00/01	Actual FY01/02	YTD FY02/03	Estimated FY02/03	Projected FY03/04
Medically Indigent Cases	13	9	6	10	10

FUND 2200
SOCIAL SERVICES (171200)
FY 2003/2004 BUDGET REQUEST

A. PERSONNEL

510100 – Salaries **$ 18,476.00**

This is for salary expense for the Medically Indigent Care Worker funded by Lexington County and housed at Department of Health and Human Services – Lexington.

511112 – FICA Cost **$ 1,414.00**

This is for FICA expense for the Medically Indigent Care Worker funded by Lexington County and housed at at Department of Health and Human Services – Lexington.

511113 – State Retirement **$ 1,266.00**

This is for State Retirement expense for the Medically Indigent Care Worker funded by Lexington County and housed at at Department of Health and Human Services – Lexington.

511120 – Insurance Fund Contributions **$ 6,000.00**

This is for Insurance Fund Contributions expense for the Medically Indigent Care Worker funded by Lexington County and housed at at Department of Health and Human Services – Lexington.

511130 – Worker Compensation **$ 50.00**

This is for Workers Compensation expense for the Medically Indigent Care Worker funded by Lexington County and housed at at Department of Health and Human Services – Lexington.

FUND 2200
SOCIAL SERVICES (171200)
FY 2003/2004 BUDGET REQUEST

B. OPERATING

521000 – Office Supplies $ 25.00

DHHS is requesting this line item to purchase forms. Some of the County forms that we use have been updated and we want to have access to the current forms in order to carry out day to day business with the County of Lexington.

521100 – Duplicating Costs $ 100.00

Duplicating costs charged to DHHS by other county departments for copies of certain court and property documents not available through the on-line system. Costs have historically averaged approximately $8.25 per month.

521100 – Copies (Not Auditron) $ 100.00

Duplicating costs charged to DHHS by other county departments for copies of certain court and property documents not available through the on-line system. Costs have historically averaged approximately $8.25 per month.

524201 – General Tort Liability Insurance $ 15.00

This is for General Tort Liability Insurance for the Medically Indigent Care Worker funded by Lexington County and housed at Department of Health and Human Services – Lexington.

COUNTY OF LEXINGTON
CLERK OF COURT / PROFESSIONAL BOND FEES
Annual Budget
Fiscal Year - 2003-04

FEB 2 1 RECD
FINANCE DEPT.

Fund: 2600
Division: Judicial
Organization: 141100 - Clerk of Court

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenues: (Organization - 000000)						
431100	Clerk of Court Fees	16,515	8,070	11,900	11,900	16,500	16,500
461000	Investment Interest	1,250	615	1,050	1,050	1,231	1,231
	**** Total Revenue**	17,765	8,685	12,950	12,950	17,731	17,731
	*****Total Appropriation**				77,517	20,396	0
	FUND BALANCE Beginning of Year				67,232	2,665	2,665
	FUND BALANCE - Projected End of Year				2,665	0	20,396

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**		
	Operating Expenses						
520100	Contracted Maintenance	0	0	0	0		
521000	Office Supplies	0	0	0	0		
523100	Building Rental	1,010	990	990	1,077		
525230	Subscriptions, Dues & Books	381	0	550	550		
529903	Contingency	0	0	75,977	17,269		
	*** Total Operating**	**1,391**	**990**	**77,517**	**18,896**		
	**** Total Personnel & Operating**	**1,391**	**990**	**77,517**	**18,896**		
	Capital						
540000	Small Tools & Minor Equipment	189	0	0	0		
	All Other Equipment	5,784	0	0	1,500		
	**** Total Capital**	**5,973**	**0**	**0**	**1,500**		
	***** Total Budget Appropriation**	**7,364**	**990**	**77,517**	**20,396**		

Section II

COUNTY OF LEXINGTON

Existing Departmental Program Request

Fiscal Year - 2003 - 2004

Fund #2600 Fund Title:Professional Bond Fees

Organization #141100 Organization Title:Clerk of Court

Object Code	Expenditure Classification	Program #___	Program #___	Program #___	Program #___
	Program Title:				
	Personnel				
510100	Salaries #___				
510300	Part Time #___				
511112	FICA Cost				
511113	State Retirement				
511114	Police Retirement				
511120	Insurance Fund Contribution #___				
511130	Workers Compensation				
511131	S.C. Unemployment				
	*** Total Personnel**	0			
	Operating Expenses				
520100	Contracted maintenance	0			
520200	Contracted Services	0			
520300	Professional Services	0			
520400	Advertising	0			
521000	Office Supplies	0			
521100	Duplicating	0			
521200	Operating Supplies	0			
522100	Equipment Repairs & Maintenance	0			
522200	Small Equipment Repairs & Maint.	0			
522300	Vehicle Repairs & Maintenance				
523000	Land Rental	0			
523100	Building Rental	1,077			
524000	Building Insurance				
524100	Vehicle Insurance #___				
524101	Comprehensive Insurance #___				
524201	General Tort Liability Insurance				
524202	Surety Bonds				
525000	Telephone				
525100	Postage				
525210	Conference & Meeting Expenses				
525220	Employee Training				
525230	Subscriptions, Dues, & Books	550			
525___	Utilities - _____				
525400	Gas, Fuel, & Oil				
529900	Contingency	17,269			
525600	Uniforms & Clothing				
526500	Licenses & Permits				
	*** Total Operating**	18,896			
	**** Total Personnel & Operating**	18,896			
	**** Total Capital (From Section III)**	1500			
	***** Total Budget Appropriation**	20,396			

Section III

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2003-2004

Fund #2600 Fund Title: Professional Bond Fees

Organization #141100 Organization Title: Clerk of Court

Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
3	Typewriters	1,500

** **Total Capital (Transfer Total to Section I and II)** **1,500**

County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2003-2004

Fund #: 2600 Fund Name: Professional Bond Fees
Organ. #: 141100 Organ. Name: Clerk of Court

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03	Anticipated Fees FY 2002-03	Budget: Units of Service	Budget: Current Fee	Budget: Total Estimated Fees FY 2003-04	Budget: Proposed Fee Change	Budget: Total Proposed Estimated Fees FY 2003-04
431100	Clerk of Court Fees		16,500					16,500
461000	Investment Interest		1,231					1,231

FUND 2600
CLERK OF COURT (141100)
FY 2003-04 BUDGET

SECTION IV. A. – PROGRAM OVERVIEW

Program : General Sessions

Objectives:

To achieve and maintain a high standard of accuracy and efficiency regarding all arrest warrants, bonds, indictments and sentences for the county. To insure all records are received and processed for county magistrates and municipalities. To report this information to various other entities (Solicitor, Public Defender, Probation Department, and attorneys. To report "disposition of charges" information to South Carolina Court Administration for disbursement throughout the state. To assist and advise circuit court judges, solicitors, attorneys and the public. To interview all individuals to determine qualification for court appointed counsel. To maintain and run both General Sessions Court and Transfer Court. To maintain and collect fines imposed by judges in both these courts. To organize and maintain all evidence submitted in criminal trials and make available to Supreme Court for the appeals process. To maintain all bonding company licenses and provides current information of those companies to all magistrates. To prepare and mail all jury summons for circuit and criminal court in an efficient and timely manner. To assist all persons drawn for jury duty and maintain all juror information for both civil and criminal and transfer court. To compile all jury information for trials in these courts. To coordinate jury selection and jury support service.

The goal of this department is to assure accurate transmittal of information pertaining to criminal offenses occurring in Lexington County, produce revenue for the county by timely collection of fines and continued service to the citizens.

Fund 2600
CLERK OF COURT (141100)
FY 2003-04 BUDGET

SECTION V. – SUMMARY OF REVENUES

431100-CLERK OF COURT ACCOUNT **$ 16,500.00**

Collecting passport execution fee and professional bondsman fees generates the Clerk of Court account. 100% of the fee is remitted to the County Treasurer to be put back into the Clerk of Courts discretional account. A professional or surety bondsman, doing business in a county other than the bondsman's principal place of business, is required to pay to the Clerk of Court in the county in which such foreign business is conducted, the sum of $100.00 annually. When the professional bondsman is doing business in his principal place of business the annual fee is $150.00. These monies paid by professional bondsmen are to be retained by the Clerk of Court. These funds are used to help defray the ordinary expenses of operating the Clerk of Courts office (estimated). Based on our Daily Worksheet dated 07/01/02 – 12/31/03 we have collected is $8250.00. This figure has been doubled to get an estimated figure.

461000- INVESTMENT INTEREST **$1,231.00**

Interest earned (estimated). As of our Daily Worksheet dated 07/01/02 – 12/31/03 we have earned $615.32. This figure has been doubled to get an estimated figure.

** The figures were based on the actual figures taken from the attached Daily Worksheet for the period of 07/01/02 – 12/31/02 and doubled for an estimate for the 2003/2004 budget.

FUND 2600
CLERK OF COURT (141100)
FY 2002-03 BUDGET

SECTION VI.B. –OPERATION LINE ITEM NARRATIVES

523100- BUILDING RENTAL **$1077.00**

Due to the amount of cases that are filed on a daily basis, we are being over run with boxes. We do not have the necessary space for storage. The current storage unit has been a blessing. It has enabled us to move boxes that have been microfilmed moved out of the courthouse into this facility. Price for a 10x10 "Climate Control" unit usually runs $129.00 a month with two months free. The normal rent for one (1) year is $1,548.00. However, we are prorating this year in order to be within our fiscal year from 7/1/03- 06/30/04. The facility has agreed to honor our $99.00 per month fee rather than the $129.00, however, this does not include any free month. Therefore, out yearly rate will be $1076.23. According to the South Carolina Department of Archives and History listed below are the recommendations for storage records.

(1) It shall be kept clean to avoid accumulations of dust and dirt
(2) If the facility is not climate-controlled, the records storage area shall be well-ventilated and shall not be subject to rapid and extreme fluctuations of temperature and temperature and humidity (more than plus or minus forty degrees or forty percent within twenty-four hours)
(3) It shall be free of vermin and shall have a pest control program to guard against insects and rodents
(4) It shall be well-lighted, but records shall not be exposed to direct sunlight
(5) Records shall be protected from the threat of damage caused by smoking, eating and drinking
(6) Records shall be placed a minimum of three inches from the floor on sturdy, well-supported shelving units, file cabinets, or wooden pallets. Unbound inactive records shall be stored in file cabinets or in closed containers placed on shelves or pallets.
(7) Records shall not be placed in areas subject to flooding or excessive moisture, in areas with exposed water or steam pipes subject to leaking, or in areas that are adjacent to furnaces or boilers unless separated by a four-hour fire wall.

525230- SUBSCRIPTIONS, DUES, & BOOKS **$550.00**

General sessions is need of updated books of the Cross Reference Directory and City Directory. With such a large amount of unpaid fees from Transfer Court ($628,118.33) and unpaid fees from General Sessions ($7,893,232.37), it would benefit them in trying to locate individuals for collection purposes

Cross Reference Directory	150.00
City Directory	350.00

529903- CONTINGENCY **$17,269.00**

FUND 2600
CLERK OF COURT (141100)
FY 2003-04 BUDGET

SECTION VI. C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL

(3) TYPEWRITERS **$1500.00**

We are in dire need of replacing (3) old worn-out typewriters. Typewriters that need replacing were purchased in 4/1985, 01/1991, and 02/1991. We are constantly having to have service calls for various problems. County # 14168 can no longer be serviced per Midlands Office Machines. (2) IBM WW 100 @ $341.25 each including tax and (1) 17" wide carriage Nakajima 681.45

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COUNTY OF LEXINGTON
EMERGENCY TELEPHONE SYSTEM E-911
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Public Safety / Emergency Telephone System E-911 2605:**						
	Revenues:						
435100	911 Tariff	741,411	331,144	744,000	744,000	768,000	
435101	911 CMRS Cell Phone Surcharge	260,594	100,342	240,000	240,000	264,000	
438901	Equipment Sales	1,250	0	0	0		
	Other Revenues:						
461000	Investment Interest	14,783	8,120	17,000	17,000	17,000	
	**** Total Revenue**	1,018,038	439,606	1,001,000	1,001,000	1,049,000	
	*****Total Appropriation**				1,820,869		0
	FUND BALANCE Beginning of Year				868,692	48,823	48,823
	FUND BALANCE - Projected End of Year				48,823	1,097,823	48,823

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COUNTY OF LEXINGTON
EMERGENCY TELEPHONE SYSTEM E-911
Annual Budget
Fiscal Year - 2003-04

Fund: 2605
Division: Public Safety
Organization: 131300 - Communications

Object Code	Expenditure Classification	2001-02 Expend	2002-03 Expend (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**		
	Operating Expenses						
520100	Contracted Maintenance	35,910	48,232	49,000	50,000		
520200	Contracted Services (Log Recorder Main	261,535	136,161	299,500	305,000		
520702	Technical Currency & Support	0	0	38,000	45,500		
521000	Office Supplies	0	0	100	100		
521100	Duplicating	0	0	300	300		
521200	Operating Supplies (Public Ed Materials)	933	275	1,000	1,000		
522100	Heavy Equipment Repairs & Maint.	0	0	5,000	2,000		
522200	Small Equip Repairs & Maintenance	313	4,816	10,000	10,000		
523200	Equipment Rental	6,718	3,376	44,500	7,000		
524101	Comprehensive Insurance	0	0	200	0		
524201	General Tort Liability Insurance	0	0	315	0		
525000	Telephone	0	14,595	24,000	30,000		
525002	Telephone (800 Service)	0	221	1,000	1,000		
525003	T-l Line Service Charge	0	5,986	11,800	12,000		
525010	Long Distance Charges	0	2,311	6,000	6,000		
525210	Conference & Meeting Expense	5,681	3,579	15,000	15,000		
525230	Subscriptions, Dues, & Books	332	345	4,500	4,000		
525250	Motor Pool Reimbursement	716	195	1,500	1,000		
529903	Contingency	0	0	1,152,914	254,100		
	*** Total Operating**	**312,138**	**220,092**	**1,664,629**	**744,000**		
	Debt Service Payments:						
555200	Lease Purchase Principal/Interest	73,276	18,319	25,000	0		
	**** Total Personnel & Operating**	**385,414**	**238,411**	**1,689,629**	744,000		
	Capital						
540000	Small Tools and Minor Equipment	1,937	0	5,000	5,000		
540010	Minor Software	9,285	0	15,000	15,000		
	All Other Equipment	664,749	20,335	111,240			
	Dispatch Chairs (12)				9,000		
	Dispatch Furniture				25,000		
	Flat Panel Monitors (4)				3,000		
	Fiber Optic Connection to SO				100,000		
	Central Security System				12,000		
	Server/Workstation Replacement (2)				119,000		
	**** Total Capital**	**675,971**	**20,335**	**131,240**	**288,000**		
	Other Financing Uses						
812474	Op Trn to Multi Anti-terrorism Team	0	0	0			
	****Total Other Financing Uses**	**0**	**0**	**0**			
	***** Total Budget Appropriation**	**1,061,385**	**258,746**	**1,820,869**	**1,032,000**		

Section II

COUNTY OF LEXINGTON

Existing Departmental Program Request

Fiscal Year - 2003 - 2004

Fund # 2605 Fund Title: E-911 Emergency Telephone System

Organization # 131300 Organization Title: PS/Communications

Object Expenditure Code	Classification	Program #_1__ Training	Program #__2_ Public Educa	Program #_3__ Systems Mng	Program #___	Total 2003 - 04 Requested
	Program Title:					
	Personnel					
510100	Salaries #___					
510300	Part Time #___					
511112	FICA Cost					
511113	State Retirement					
511114	Police Retirement					
511120	Insurance Fund Contribution #___					
511130	Workers Compensation					
511131	S.C. Unemployment					
	*** Total Personnel**					
	Operating Expenses					
520100	Contracted maintenance			50,000		50,000
520200	Contracted Services (Log Recorder Maint)			305,000		305,000
520702	Technical Currency & Support			45,500		45,500
521000	Office Supplies		100			100
521100	Duplicating	250	50			300
521200	Operating Supplies		1,000			1,000
522100	Heavy Equipment Repairs & Maintenance			2,000		2,000
522200	Small Equipment Repairs & Maint.			10,000		10,000
523200	Equipment Rental			7,000		7,000
524101	Comprehensive Insurance #___			0		0
524201	General Tort Liability Insurance			0		0
525000	Telephone			30,000		30,000
525002	Telephone (800 Service)			1,000		1,000
525003	T-1 Line Service Charge			12,000		12,000
525010	Long Distance Charges			6,000		6,000
525210	Conference & Meeting Expenses	15,000				15,000
525230	Subscriptions, Dues, & Books	3,300	700			4,000
525240	Motor Pool Reimbursement	1,000				1,000
529903	Contingency	254,100				254,100
	*** Total Operating**	273,650	1,850	468,500		744,000
	555200 Lease Purchase Principle/Interest					
	**** Total Personnel & Operating**	273,650	1,850	468,500		744,000
	**** Total Capital (From Section III)**					288,000
	***** Total Budget Appropriation**	273,650	1,850	468,500		1,032,000

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COUNTY OF LEXINGTON

Section III

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 2605 Fund Title: 911 Funds
Organization # 131300 Organization Title: Communications
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
	Small Tools & Minor Equipment	5,000
	Minor Software	15,000
12	Dispatch Chairs (3 for Central; Remaining for other PSAPs)	9,000
	Dispatch Furniture (West Columbia & Cayce)	25,000
4	Flat Panel Monitors	3,000
	Fiber Optic Connections to Sheriff's Department	100,000
	Central Security System	12,000
2	Server/Workstation Replacement	119,000

** **Total Capital (Transfer Total to Section I and II)** **288,000**

SECTION IV. – PROGRAM OVERVIEW

911 DIVISION

PROGRAM 1 - 911 TRAINING

The 911 Division is responsible for all training for Lexington County Central Dispatch and will provide training upon request to all Public Safety Answering Points (PSAPs) countywide. The division maintains training records and handles recertification of all telecommunicators at the SC Criminal Justice Academy for NCIC/CSICS. Additionally, the Division works with all PSAPs coordinating mandated 911 Operator Training at the Criminal Justice Academy to include, but not limited to, generating trip requests for payment of required courses.

PROGRAM 2 - 911 PUBLIC EDUCATION

The 911 Division handles public education for 911 and related emergency services for the citizens of Lexington County to ensure that the service of 911 is understood by every segment of our population -- young, old, rural, city, business owners, employees, etc. This will be accomplished through presentations to schools, churches, community groups, handicapped, hearing and speech impaired groups, etc., as well as distribution of flyers, stickers, and posters.

PROGRAM 3 - 911 SYSTEM MANAGEMENT

The 911 Division is responsible for contracting database and 911 related telephone equipment for all Lexington County 911 PSAPs. This includes coordinating monthly payments for services as well as all upgrades and replacement of equipment as needed.

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County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2003-2004

Fund #: 2605 Fund Name: 9-1-1

Organ. #: 131300 Organ. Name: Communications

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03	Anticipated Fees FY 2002-03	Budget				
				Units of Service	Current Fee	Total Estimated Fees FY 2003-04	Proposed Fee Change	Total Proposed Estimated Fees FY 2003-04
435100	9-1-1 Surcharge			128,000	.50/mo	768,000		768,000
435101	Wireless 9-1-1 Surch			44,000	.50/mo	264,000		264,000

SECTION VI.B. – OPERATING LINE ITEM NARRATIVES

911 DIVISION

520100 - CONTRACTED MAINTENANCE **$ 50,000**

PROGRAM 3 - 911 SYSTEM MANAGEMENT $ 50,000

This account will cover the cost of maintaining 911 equipment at five Public Safety Answering Points.

BellSouth			37,894
	Batesburg	$456/mo x 12 + tax	$5,746
	Cayce	$474/mo x 12 + tax	5,973
	W.Colum	$456/mo x 12 + tax	5,746
	Sheriff	$607/mo x 12 + tax	7,649
	Psafety	$919/mo x 12 + tax	11,580
	Estimated Franchise Fee (3%)		1,200
		Total	$37,894

Cover cost of maintaining RACAL recording equipment 24 hours per day, seven days per week, at Public Safety, Sheriff's Office, Cayce and West Columbia.

Public Safety	- $4,007
Sheriff	- $ 800
Cayce	- $1,900
West Columbia	- $1,900
Batesburg	- $1,200
Total	$ 9,807 + tax

520200 - CONTRACTED SERVICES **$305,000**

PROGRAM 3 - 911 SYSTEM MANAGEMENT $305,000

This account will cover the cost of E-911 network service charges.

Subscriber Billing (Est) $23,000* x 12 mo =	$276,000
Tax	13,800
Estimates Franchise Charge (3%)	8,280
Total	$298,080

This account will also provide service to allow all PSAP's in Lexington County to have access to an interrupter during 9-1-1 operations. Experience is demonstrating numerous 9-1-1 calls from non-English speaking persons. Cell phones from interstate traffic add significantly to this number.

Monthly Fees - $900/mo x 12 mo = $ 4,800

* FY '02-'03 subscriber billing $23,000/mo

520702 – TECHNICAL CURRENTY & SUPPORT **$45,500**

PROGRAM 3 – 911 SYSTEM MANAGEMENT $45,500

Cover cost of maintain CAD system in Public Safety and the Sheriff's Department with 24 hour per day, seven day per week support.

$43,890 x 1 yr = $43,890

Cover cost to maintain EMD software program (AQUA/PROQA) = $1,500

521000 - OFFICE SUPPLIES **$ 100**

PROGRAM 2 – 911 PUBLIC EDUCATION $ 100

This account is needed to cover cost of pens, pads, computer paper and other supplies needed for in-service training.

521100 - DUPLICATING **$ 300**

PROGRAM 1 - 911 TRAINING $ 250

This account is used to cover cost of making copies of materials used in communications employee

training. Increase due to in-house certification training for EMD, APCO, and NCIC.

PROGRAM 2 - 911 PUBLIC EDUCATION $ 50

This account is used to cover costs of making copies of letters and files used for public education.

521200 - OPERATING SUPPLIES $1,000

PROGRAM 2 - 911 PUBLIC EDUCATION $1,000

This account will be used to cover costs of books, tapes, flyers, bumper stickers, and other materials required for presentations and special events.

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE $2,000

PROGRAM 3 - 911 SYSTEM MANAGEMENT $2,000

This account will be used to cover the cost of repairing and maintaining the radio tower, two back-up generators, and equipment not covered under contracted maintenance.

522200 - SMALL EQUIPMENT REPAIR & MAINTENANCE $10,000

PROGRAM 3- 911 SYSTEM MANAGEMENT $10,000

This account will be used to cover the cost of repairing computers, fax machines, paging system, printer and equipment not covered under contracted maintenance.

523200 - EQUIPMENT RENTAL $7,000

PROGRAM 3 - 911 SYSTEM MANAGEMENT $7,000

This account will cover costs of 911 equipment (TDD, teleprinters, etc) at five PSAP locations.

Batesburg	$ 33.85/mo x 12 mo	407
Cayce	33.85/mo x 12 mo	407

W.Colum	33.85/mo x 12 mo	407
Sheriff	177.35/mo x 12 mo	2,129
PSafety (CAD	247.35/mo x 12 mo	2,969
Subtotal		6,319
Tax		616
Estimated Franchise Fee (3%)		200
Subtotal		$ 6,835

525000 - TELEPHONE **$ 30,000**

PROGRAM 3 – 911 SYSTEM MANAGEMENT $30,000

This account covers monthly charges for telephone lines, radio loops from Central Dispatch to the transmitter sites, and ringdown lines.
Radio Loops (7) - $100/loop/month x 12 months = $10,800
Central Dispatch Alarm and Ringdown Lines = $2,000
Ringdown Lines to/from Central to Sheriff's Department = $200/month x 12 months = $2,400
SCE&G Ringdown Line - $127/month x 12 months = $1,700
35 Telephone Lines @ $20/mo x 12 months = $8,400

525002 – TELEPHONE (800 SERVICE) **$ 1,000**

PROGRAM 3 – 911 SYSTEM MANAGEMENT $1,000

This account covers the cost of providing 800 telephone service to citizens living outside the Lexington telephone service area.

525003 - T-1 LINE SERVICE CHARGE **$12,000**

PROGRAM 3 – 911 SYSTEM MANAGEMENT $12,000

This account covers the cost of two T-1 lines from the Palmetto Center to Central Dispatch to operate 800 MHZ consoles.

$906/month x 12 months + tax = $11,415.60
Franchise Fees Estimated @ 3% = $343.00

525010 - LONG DISTANCE CHARGES **$6,000**

PROGRAM 3 - SYSTEM MANAGEMENT $6,000

This account is needed for chargeback on long distance charges associated with the administration of the Communications Division related to contacting other communications center agencies and increase in fire call increases costs due to faxing of run sheets to long distance fire stations.

525210 – CONFERENCE & MEETING EXPENSE **$15,000**

PROGRAM 1 - 911 TRAINING $15,000

This account will be used to cover cost of sending personnel to state mandated 911 certification course at SC Criminal Justice Academy. Per performance audit, it will allow for attendance of dispatch personnel at annual APCO conference and EMD instructor recertification for System Status Controller.

$350/class x 30 employees = $10,500
Additional seminars = $ 4,500

525230 - SUBSCRIPTIONS DUES & BOOKS **$4,000**

PROGRAM 1 – 911 TRAINING $3,300

This will cover the cost of materials to maintain certification of Central personnel in EMD.

Quarterly Test $5 x 125 tests = $625 = tax
EMD Advancement Series (CDE) 1 @ $650 = tax
EMD Certification Course $225 x 10 personnel = $2,250 + tax

This is the initial bi-annual recertification required by Central Communications personnel to maintain EMD program.

PROGRAM 2 - 911 PUBLIC EDUCATION $ 700

This will allow purchase of video tapes and books to facilitate 9-1-1 training in schools. Additionally will cover the cost of five APCO memberships.

525240 – MOTOR POOL REIMBUSEMENT **$1,000**

PROGRAM 1 – 911 TRAINING $1,000

This will allow for the use of motor pool vehicles by employees to attend training courses.

529903 - CONTINGENCY **$ 254,100**

PROGRAM 3 - 911 SYSTEM MANAGEMENT $254,100

This account will cover the cost of items and programs which may become available and/or necessary to provide updated 9-1-1 system.

SECTION VI.C. – CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS & MINOR EQUIPMENT **$ 5,000**

This account will cover the cost of additional lighting in Central Dispatch, relocation of consoles and computer equipment as required by operations, and equipment to enhance existing console and 9-1-1 equipment.

540010 – MINOR SOFTWARE **$15,000**

This software is used to add memory to existing CAD system in order to improve performance both in speed and storage capabilities. Memory will be added to four servers and ten workstation PCs. Also sued to update arcview software to version 8.0

DISPATCH CHAIRS (12) **$ 9,000**

Chairs are utilized by Central Dispatch 24 hours per day, seven days per week, and are subject to extreme wear and tear. These chairs will replace worn out chairs in all five PSAP's in Lexington County. The following is the distribution: Cayce – 2; West Columbia – 2; Batesburg – 2; Sheriff's Department – 3; Central – 3.

12 chairs @ $700 ea = $8,400 + tax

DISPATCH FURNITURE **$25,000**

This will replace equipment currently in use by West Columbia and Cayce Public Safety Answering Points. The console in Cayce is the first model of console purchased by the County and repair parts are no longer available. West Columbia is operating from a conference room table with their communications equipment sitting on top. New furniture is specifically designed to provide ergonomic workspace for the dispatcher and is the future for PSAP equipment as consoles are phased out.

FLAT PANEL MONITORS (4) **$3,000**

These monitors will be ordered, as required, to replace monitors that become inoperative. Current monitors are approaching five years of continuous use and will begin to malfunction. Repair is not an option, according to manufacturer. These type of monitors are in use at Central Dispatch and Sheriff's Department.

FIBER OPTIC CONNECTION TO SHERIFF **$100,000**

This will allow Central and the alternate PSAP, Sheriff's Office, to be linked for sharing of information. This includes mapping updates, CAD information, and other information that would be required to be on hand if either dispatch center was forced to evacuate.

CENTRAL SECURITY SYSTEM **$ 12,000**

This system will allow for Central Dispatch to operate in a secure environment. As the main 911 Center for the County, it is imperative that the center be secure from intruders. The current system offers minimal security as only one door to the outside is automatically locked when closed. The system will be placed on four doors in the basement and will be accessed by security ID card. This is the same system that will be installed in the courthouse.

SERVER/WORKSTATION REPLACEMENT(2) **$119,000**

This computer equipment will replace the CAD equipment at the Sheriff's Department and Central Dispatch. Current equipment has been in continuous use for approximately five years and is beginning to become suspect as far as performance. In the past year, two hard drives on the central server had to be replaced. Replacement will include upgrades to both hardware and software, thus increasing reliability, capacity and speed. This area is too critical to wait until things break before replacing. Current PC's and servers will be migrated to other County offices as needed. Cost will be somewhat less based on availability of hardware on state contract.

Public Safety Replacement	$61,000
Sheriff's Department Replacement	$58,000

Approval will negate the need for spare flat panel monitors as listed above.

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New Program

Section I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2003-2004

Fund # 2605 Fund Title: E-911 Telephone

Organization # 131300 Organization Title: Communications

Program # Program Title: Additional Personnel - 911 Training Coordinator

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #___	33,481
510300	Part Time #___	
511112	FICA Cost	2,562
511113	State Retirement	2,294
511114	Police Retirement	
511120	Insurance Fund Contribution #___	6,000
511130	Workers Compensation	91
511131	S.C. Unemployment	
	*** Total Personnel**	44,428
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #___	
524101	Comprehensive Insurance #___	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525___	Utilities - _____	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	300
526500	Licenses & Permits	
	*** Total Operating**	300
	**** Total Personnel & Operating**	44,728
	**** Total Capital (From Section III)**	
	***** Total Budget Appropriation**	44,728

COMMUNICATIONS DIVISION

OPERATING BUDGET

ADDITIONAL PERSONNEL – 9-1-1 Training Coordinator

This position is being created to oversee all education and training programs concerning 9-1-1 and its capabilities and responsibilities. Responsibilities will include public presentations to schools and civic groups as required, basic orientation of new personnel including familiarization of SOP's and equipment, and scheduling and conducting monthly in-service training. Additional requirements will include implementing the Communications Center Quality Assurance program and providing feedback to the Telecommunicators and his/her Shift Supervisor, scheduling personnel for NCIC and E9-1-1 classes, and maintaining training records for EMD and all other training. Will serve as the assistant to the Central Communications Administrator to update and make necessary changes to CAD. Will establish and maintain reverse 9-1-1 data base

1 ea – 9-1-1 Training Coordinator	
Estimated Grade 14 (Entry)	$33,481
FICA Cost (7.65%)	2,562
State Retirement (6.85%)	2,294
Insurance Fund Contribution	6,000
Workers' Compensation (.0027)	91

	$44,428

525600 UNIFORMS & CLOTHING **$300**

1 employee @$300

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New Program

Section I

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2003-2004

Fund # 2605 Fund Title: EMS Message Switch Project

Organization # 131300 Organization Title: Communications

Program # Program Title:

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #___	
510300	Part Time #___	
511112	FICA Cost	
511113	State Retirement	
511114	Police Retirement	
511120	Insurance Fund Contribution #___	
511130	Workers Compensation	
511131	S.C. Unemployment	
	*** Total Personnel**	0
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #___	
524101	Comprehensive Insurance #___	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525___	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	0
	**** Total Personnel & Operating**	0
	**** Total Capital (From Section III)**	510,000
	***** Total Budget Appropriation**	510,000

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New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 2605 — Fund Title: 911 Funds
Organization # 131300 — Organization Title: Communications
Program # — Program Title: EMS Message Switch Project

Qty	Item Description	*BUDGET* 2003 - 2004 Requested Amount
	EMS Message Switch Project	510,000

** **Total Capital (Transfer Total to Section I and II)** **510,000**

EMS MESSAGE SWITCH PROJECT **$510,000**

This project will place a laptop computer in each ambulance. All data pertaining to the call will be displayed on the screen, including name, address, telephone number and nature of the call. Additionally, a map will be available to the crew that shows the location of the call and the shortest route. All times, dispatch, en route, on-scene, en route to hospital, and clear from hospital will be sent electronically to Central , thus eliminating or minimizing the amount of radio traffic.

The project will allow EMS to have a paperless reporting system for local storage of reports and submission of report to DHEC. Expansion of the system will allow for electronic download of EMS run calls to the billing agency.

With the map and the paperless reporting, the crew will have a direct route to the call, thus reducing run times. The crew will clear the hospital in a shorter time, due to the report being completed electronically.

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COUNTY OF LEXINGTON
SCE & G SUPPORT FUND
Annual Budget
Fiscal Year - 2003-04

Fund: 2606
Division: Public Safety
Organization: 131101 - Emergency Preparedness

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2002-03	Total Recommend 2003-04
	Revenue: (Organization - 000000)						
466000	SCE & G Support Funds	5,250	5,000	5,000	5,000	5,000	
461000	Investment Interest	54	33	54	54	54	
	**** Total Revenue**	5,304	5,033	5,054	5,054	5,054	
	*****Total Appropriation**				8,004	5,000	0
	FUND BALANCE Beginning of Year				3,155	205	205
	FUND BALANCE - Projected End of Year				205	259	205

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**		
	Operating Expenses						
520100	Contracted Maintenance	0	0	0	0		
520800	Outside Printing	0	1,947	1,947	0		
521000	Office Supplies	197	0	300	100		
521100	Duplicating	0	0	100	100		
521200	Operating Supplies	124	53	100	100		
522200	Small Equipment Repairs & Maintenanc	0	0	150	100		
525020	Pagers and Cell Phones	439	120	650	540		
525030	800 MHz Radio Service	0	0	480	480		
525210	Conference & Meeting Expenses	776	0	1,095	830		
525240	Personal Mileage Reimbursement				200		
529903	Contingency	0	0	1,682	0		
	*** Total Operating**	**1,536**	**2,120**	**6,504**	**2,450**		
	**** Total Personnel & Operating**	**1,536**	**2,120**	**6,504**	**2,450**		
	Capital						
540000	Small Tools & Minor Equipment	650	0	1,000	100		
540010	Minor Software	68	0	500	300		
	All Other Equipment	2,458	0	0			
	Fax Machine				650		
	Laptop Computer				1,500		
	**** Total Capital**	**3,176**	**0**	**1,500**	**2,550**		
	***** Total Budget Appropriation**	**4,712**	**2,120**	**8,004**	**5,000**		

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Section II

COUNTY OF LEXINGTON

~~**New Program Request**~~

Fiscal Year - 2003-2004

Fund # 2606 Fund Title: SCE&G Support Funds

Organization # 131101 Organization Title: PS/SCE&G

Object Expenditure Code	Classification	Program # Admin	Program #	Program #	Program #	Total 2003 - 2004 Requested
	Program Title:					
	Personnel					
510100	Salaries #					
510300	Part Time #					
511112	FICA Cost					
511113	State Retirement					
511114	Police Retirement					
511120	Insurance Fund Contribution #					
511130	Workers Compensation					
511131	S.C. Unemployment					
	*** Total Personnel**	0				0
	Operating Expenses					
520100	Contracted maintenance	0				0
520400	Advertising					
520800	Outside Printig	0				0
521000	Office Supplies	100				100
521100	Duplicating	100				100
521200	Operating Supplies	100				100
522100	Equipment Repairs & Maintenance					
522200	Small Equipment Repairs & Maint.	100				100
522300	Vehicle Repairs & Maintenance					
525000	Telephone					
525020	Pagers and Cell Phones	540				540
525030	800 MHz Radio Service	480				480
525100	Postage					
525210	Conference & Meeting Expenses	830				830
525230	Subscriptions, Dues, & Books					
525240	Personal Mileage Reimbursement	200				200
529903	Contingency	0				0
	*** Total Operating**	2,450				2,450
	**** Total Personnel & Operating**	2,450				2,450
	**** Total Capital (From Section III)**	2,550				2,550
	***** Total Budget Appropriation**	5,000				5,000

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 2606 Fund Title: SCE&G Support Funds
Organization # 131101 Organization Title: PS?SEC&G
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-04 Requested Amount
	Small Tools and Minor Equipment	100
	Minor Software	300
	Fax Machine	650
	Laptop Computer	1,500

** **Total Capital (Transfer Total to Section I and II)** **2,550**

SECTION IV. – PROGRAM OVERVIEW

SCE&G SUPPORT FUNDS

EXPLANATION OF PROGRAMS

PROGRAM 1 - ADMINISTRATION

This program provides for services required to support the emergency management for V.C.Summer Nuclear Station operations. Lexington County is required by FEMA to plan for evacuation and emergency measures within a ten-mile radius of the plant. A portion of the county (Chapin) falls into this area.

SECTION IV.C – LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(1) Nextel - Emergency Response Coordinator

FUND 2606
PS/SCE&G SUPPORT FUND
FY '03-'04 BUDGET REQUESTS
PAGE 6

SECTION V. – SUMMARY OF REVENUES

466000 SCE&G SUPPORT FUNDS	**$5,000**

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County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2003-2004

Fund #: 2606 Fund Name:SCE&G Support Funds
Organ. #:131101 Organ. Name:SCE&G

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03	Anticipated Fees FY 2002-03	Budget: Units of Service	Budget: Current Fee	Budget: Total Estimated Fees FY 2003-04	Budget: Proposed Fee Change	Budget: Total Proposed Estimated Fees FY 2003-04
466000	SCE&G Support	5,033				5,000		5,000

SECTION VI.B. – OPERATING LINE ITEM NARRATIVES

SCE&G SUPPORT FUNDS

521000 - OFFICE SUPPLIES **$100**

This account will cover the cost of office supplies to support fixed nuclear facility (FNF) exercises.

521100 – DUPLICATING **$100**

Covers cost of duplicating documents to support VC Summer operations.

521200 - OPERATING SUPPLIES **$100**

This account will cover the cost of operating supplies to support fixed nuclear facility (FNF) exercises.

522200 – SMALL EQUIPTMENT REPAIRS & MAINTENANCE **$100**

This account will cover necessary repairs for the fax machine used to support nuclear stations.

525020 - PAGERS AND CELL PHONES **$540**

This account will cover the cost of one Nextel telephone to support program.

Nextel - 1 x $45/mo x 12 mo = $540

525030 – 800 MHZ RADIO SERVICE CHARGES **$480**

This account will cover monthly service charges for shelter radio.

1 radio x $40/mo x 12 mo = $480

525210 - CONFERENCE AND MEETING EXPENSES **$830**

This account will cover the cost of meals for fixed nuclear facility (FNF) exercise and several coordination meetings held throughout the year.

525240 – PERSONAL MILEAGE REIMBURSEMENT **$200**

Mileage reimbursement for ERC Coordinator while attending off site meetings.

529903 – CONTINGENCY **$0**

SECTION VI.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS AND MINOR EQUIPMENT **$1,500**

This account will cover cost to replace equipment required to support Emergency Operations Center operations.

540010 – MINOR SOFTWARE **$500**

This account will cover cost of Excel, Word, and Power Point for Emergency Operations Center use during V.C. Summer operations.

FAX MACHINE **$650**

This will replace the current fax machine which has become unreliable. This equipment is required to receive emergency action forms from the plants.

LAPTOP COMPUTER **$1,500**

This computer is for the HazMat Team to be used when responding to decontamination missions associated with VC Summer Nuclear Station.

COUNTY OF LEXINGTON
VICTIMS' BILL OF RIGHTS
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Victims' Bill of Rights 2620:**						
	Revenues:						
443002	Clerk of Court Conviction Surcharges ($100)	111,917	58,936	110,000	117,872	117,900	
443003	Clerk of Court General Sessions - 38% Asses:	62,538	35,574	60,000	71,148	71,200	
444011	Traffic Court Conviction Surcharge ($25)	29,143	3,062	30,000	6,124	6,200	
444012	Traffic Court - 12% Assessment	142,975	57,722	170,000	115,444	115,500	
444050	Criminal Domestic Violence Court	5,574	2,767	7,500	5,534	5,600	
444111	Magistrate Court Conviction Surcharge ($25)	9,675	8,025	10,000	16,050	16,100	
444112	Magistrate Court - 12% Assessment	6,548	5,180	6,000	10,360	10,400	
444211	Magistrate Court - Conviction Surcharge	900	550	1,000	1,100	1,100	
444212	Magistrate Court - 12% Assessment	4,039	2,042	4,000	4,084	4,100	
444311	Magistrate Court - Conviction Surcharge	1,321	575	2,000	1,150	1,200	
444312	Magistrate Court - 12% Assessment	1,945	723	2,000	1,446	1,500	
444411	Magistrate Court - Conviction Surcharge	10,367	4,940	10,000	9,880	9,900	
444412	Magistrate Court - 12% Assessment	11,999	4,783	12,000	9,566	9,600	
444511	Magistrate Court - Conviction Surcharge	0	0	0	0	2,900	
444512	Magistrate Court - 12% Assessment	0	0	0	0	3,900	
444611	Magistrate Court - Conviction Surcharge	5,225	1,440	6,000	2,880	2,900	
444612	Magistrate Court - 12% Assessment	5,519	1,925	6,000	3,850	3,900	
469900	Miscellaneous Revenues	685	0	0	0		
	Other Revenues:						
461000	Investment Interest	6,355	2,774	7,000	5,548	5,600	
	**** Total Revenue**	416,725	191,018	443,500	382,036	389,500	
	*****Total Appropriations**				767,087	430,098	0
	Add back Unclassified				127,977		
	FUND BALANCE Beginning of Year				303,526	46,452	46,452
	FUND BALANCE - Projected End of Year				46,452	5,854	46,452

COUNTY OF LEXINGTON
VICTIMS' BILL OF RIGHTS
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 27 RECD
FINANCE DEPT.

Fund 2620
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	**2002-03 Projected**	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel							
510100	Salaries & Wages - 2	51,512	20,580	59,940	52,173	60,398		
	Salaries & Wages Adjustment	0	0	0	0	0		
510200	Overtime	0	0	0	0	0		
511112	FICA - Employer's Portion	3,664	1,464	4,586	3,853	4,620		
511113	SCRS - Employer's Portion	3,529	1,410	4,105	3,572	4,137		
511120	Employee Insurance - 2	8,400	5,600	11,200	11,200	11,520		
511130	Workers Compensation	98	39	114	107	117		
	Employee Furloughs - 24 Days					(6,408)		
	Unemployment Ins					2,002		
	*** Total Personnel**	**67,203**	**29,093**	**79,945**	**70,905**	**76,386**		
	Operating Expenses							
520800	Outside Printing	618	227	1,000	1,000	0		
521000	Office Supplies	0	0	400	400	0		
521200	Operating Supplies	0	0	356	356	0		
524201	General Tort Liability Ins	112	50	100	100	100		
524202	Surety Bonds	0	0	13	0	0		
525000	Telephone	0	0	0	0	0		
525020	Pagers and Cell Phones	105	44	150	188	288		
525210	Conference & Meeting Exp	1,348	729	1,500	729	0		
525230	Subscriptions, Dues, & Books	0	0	0	0	109		
525240	Personal Mileage Reimb	0	0	0	0	0		
525250	Motor Pool Reimbursement	0	0	0	0	0		
529903	Contingency	0	0	0	9,786	-9,786		
	*** Total Operating**	**2,183**	**1,050**	**3,519**	**12,559**	**-9289**		
	**** Total Personnel & Operatin**	**69,386**	**30,143**	**83,464**	**83,464**	**67,097**		
	Capital							
540000	Small Tools & Minor Equipment	0	0	0	0	0		
	Computer Replacement	122	0	100,000	100,000	0		
	**** Total Capital**	**122**	**0**	**100,000**	**100,000**	**0**		
	Op Trn					0		
	**** Total Operating Transfers**					**0**		
	***** Total Budget Appropriatio**	**69,508**	**30,143**	**183,464**	**183,464**	**67,097**		

Fund 2620
FY2003-04 Budget Request
Solicitor's VICTIM'S BILL OF RIGHTS PROGRAM

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVE

510100 - Salary	**$ 60,398**

This budget covers the salary for one Victim Counselor, and the Restitution Coordinator.

NOTE: No pay increase of any kind will be granted to employees in this program for fiscal year 2002-2003.

Fringe Benefits on the above Salaries:

511112 - FICA	**$ 4,620**
511113 – SCRS	**$ 4,137**
511120 – Employee Insurance	**$ 11,520**
511130 – Workers Compensation	**$ 117**
519901 – Salary & Wage Adjustment Account	**$ 0**

New Categories:

Employee Furloughs – 24 days each	**$ (6,408)**
Unemployment Compensation	**$ 2,002**

NOTE: Each employee in this program will be required to take twenty-four days of unpaid furlough during FY 2002-2003. These will be scheduled in conjunction with Holidays and other appropriate times to minimize work flow disruption. While it is unlikely that employees with file for unemployment benefits due to the complexity of filing, the appropriate amount has been budgeted.

Fund 2620
FY2003-04 Budget Request
Solicitor's VICTIM'S BILL OF RIGHTS PROGRAM

SECTION VI. B. – OPERATING LINE ITEM NARRATIVE

520300 – Professional Services $ 00

520800 – Outside Printing $ 0
Letterhead, Victim Impact Statements, brochures

522300 – Vehicles Repairs & Maintenance $ 0
Any scheduled maintenance and repair cost by the County's fleet maintenance department.

524100 – Vehicle Insurance $ 0
Comprehensive collision insurance cost on the vehicle..

524201 – General Tort Liability Insurance $ 100
Liability insurance coverage for the employees on this program.

524202 – Surety Bonds $ 0
Bonding coverage for county employees .

525000 – Telephone $ 0

525020 – Pagers and Cell Phones $ 288
A pager is necessary for all personnel.

525210 – Conference & Meeting $ 0
This account will be used by personnel to the annual Solicitors' Convention, the Solicitors' Victim Advocates Forum Training, and/or other professional trainings.

525220 – Employee Training $ 0
To attend training in addition to the annual session

525230 – Subscriptions, Dues, & Books $ 109
This account will pay for materials related to victim services.

525240 – Personal Mileage Reimbursement $ 0
For incidental travel.

Motor Pool Reimbursement $ 0
Self explanatory.

525400 – Gas, Fuel, Oil $ 0
Account to charge for fuel and oil for the county vehicle.

SECTION VI. C. – CAPITAL LINE ITEM NARRATIVE

540000– Small Tools & Minor Equipment **$ 0**

Two replacement office chairs.

Fund 2620
FY2003-04 Budget Request
Solicitor's VICTIM BILL OF RIGHTS PROGRAM

SECTION V. – REVENUE LINE ITEM NARRATIVE

44XXXX– Assessments & Surcharges on County Fines $ 67,097

As agreed by the Solicitor's Office, the Chief Magistrate, and the Sheriff's Department, this amount will be the Solicitor's Victim Witness Program share of Assessments and Surcharges for fiscal year 2002-2003.

NOTE: As agreed by the Solicitor's Office, the Chief Magistrate, and the Sheriff's Department, THE Solicitor's Victim Witness Program will be allowed to carry forward any unspent FY02/03 funds into its FY 02/03 budget. This is shown as 529903, Contingency.

SECTION IV. – PROGRAM OVERVIEW

Objectives:

Our mission is to fully comply with State laws governing provision of rights and services to crime victims in the Eleventh Judicial Circuit.

SECTION IV. A. – LISTING OF POSITIONS

Staffing Level:

Job Title	# of Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Victim Counselor	1		1	1	13
Restitution Coordinator	1		1	1	9
Total Positions	**2**		**2**	**2**	

SECTION IV. C. – LISTING OF TELECOMMUNICATIONS EQUIPMENT

Pagers	– Victim Counselor - Restitution Coordinator

Fund 2620
FY2003-04 Budget Request
Solicitor's VICTIM BILL OF RIGHTS PROGRAM

SECTION IV. D. – SERVICE LEVELS

INDICATORS:	FY 98/99 Total	FY 99/00*	FY00/01**	FY00/01**	FY01/02
	2,270*	2,309*	2,375*	2,400*	2,583*

**Figures are for new cases received during the period; Does not include ongoing work on cases received in a prior period.*

***Figures are estimates only*

COUNTY OF LEXINGTON
VICTIMS' BILL OF RIGHTS
Annual Budget
Fiscal Year - 2003-04

LEXINGTON COUNTY
FEB 2 6 RECD
FINANCE DEPT.

Fund 2620
Division: Judicial
Organization: 142000 - Magistrate Court Services

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 3	68,701	32,922	70,629	47,313		
	Salaries & Wages Adjustment Account	0	0	0	1,421		
510199	Special Overtime	33	0	0	0		
510200	Overtime	43	0	500	0		
510300	Part Time - 0	0	0	0	0		
511112	FICA - Employer's Portion	5,154	2,484	5,480	3,729		
511113	SCRS - Employer's Portion	4,711	2,255	4,907	3,339		
511120	Employee Insurance - 3	12,600	8,400	16,800	12,000		
511130	Workers Compensation	186	89	219	132		
511131	S. C. Unemployment	2,100	0	0	11,000		
	*** Total Personnel**	**93,528**	**46,150**	**98,535**	**78,934**		
	Operating Expenses						
521000	Office Supplies	196	64	787	700		
521100	Duplicating	0	0	0	0		
522200	Small Equipment Repairs & Maintenance	0	0	300	300		
524201	General Tort Liability Insurance	112	50	100	125		
524202	Surety Bonds	0	0	19	19		
524900	Data Processing Equipment Insurance	0	0	25	10		
525000	Telephone	239	123	250	250		
525010	Long Distance Charges	35	20	200	200		
525020	Pagers and Cell Phones	314	157	350	225		
525100	Postage	68	0	100	100		
525210	Conference & Meeting Expense	433	0	2,000	1,000		
525230	Subscriptions, Dues, & Books	25	0	100	100		
525240	Personal Mileage Reimbursement	0	0	100	100		
	*** Total Operating**	**1,422**	**414**	**4,331**	**3,129**		
	**** Total Personnel & Operating**	**94,950**	**46,564**	**102,866**	**82,063**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	100	100		
	**** Total Capital**	**0**	**0**	**100**	**100**		
	***** Total Budget Appropriation**	**94,950**	**46,564**	**102,966**	**82,163**		

COUNTY OF LEXINGTON
2003 - 2004
ANNUAL BUDGET JUSTIFICATION

Fund 2620 (Victims Bill of Rights)
Organization (142000) Magistrate Court Services
Personnel Expenses:

510100 SALARIES & WAGES $47,313
This will cover the salaries of 2 full time employees.

SALARIES & WAGES ADJUST. ACCOUNT $ 1,421
This would cover a 3% increase for the 2 full time employees.

511112 FICA-EMPLOYER'S PORTION $ 3,729
This is the cost of FICA for the 2 full time employees.

511113 SCRS-EMPLOYER'S PORTION $ 3,339
This is the cost of State Retirement for the 2 full time employees.

511120 INSURANCE FUND CONTRIBUTION $12,000
The cost of each employee's insurance is $6,000. This is the cost of the 2 employees.

511130 WORKER'S COMPENSATION $ 132
This is the cost of Worker's Compensation for the 2 full time employees.

511131 S.C. UNEMPLOYMENT $11,000
This will cover the cost of one employee for 39 weeks at $278 per week.

Operating Expenses:

521000 OFFICE SUPPLIES $ 700
Paper, pens, envelopes, scotch tape, folders, storage boxes, household supplies, court forms, rubber bands, desk calendars and planners, printer ribbons, calculator and fax ribbons, index and business cards, etc.

522200 SMALL EQUIPMENT REPAIRS & MAINT. $ 300
These funds will be used for emergency repair and maintenance for small office machines such as computers, printers, fax machines, and typewriters, etc.

524201 GENERAL TORT LIABILITY INSURANCE $ 125
To cover the cost of General Tort Liability Insurance.

524900 DATA PROCESSING EQUIP. INSURANCE $ 10
To cover the cost of data processing equipment insurance.

525000 TELEPHONE $ 250
There is one phone for Victim's Assistance. The line also has voice mail. Phone number is 359-8471 and is through Alltel.

110-12

525010 LONG DISTANCE $ 200

Victims of crimes in Lexington County can live all over the United States. By law, it is our responsibility to contact them and advise them of their rights under this Bill.

525020 PAGERS AND CELL PHONES $ 225

Rental of two pagers for the period of July 1, 2003 through June 30, 2004. Alpha pagers with statewide range at $8.73 a month.

525100 POSTAGE $ 100

The Victim's Assistance Coordinators mail notifications of hearings and other routine correspondence in order to comply with the Victim's Bill of Rights.

525210 CONFERENCE & MEETING EXPENSES ~~$ 2,000~~ $1,000

The training is specifically designed for the Victim's Assistance to gain additional knowledge and procedures to perform their duties more efficiently and to help victims in Lexington County.

525230 SUBSCRIPTIONS, DUES, AND BOOKS $ 100

These funds are to be used for dues in the South Carolina Victim Assistance Network.

525240 PERSONAL MILEAGE REIMBURSEMENT $ 100

Mileage reimbursement is required when using personal vehicles to travel to meetings, central stores, Magistrate Offices, etc.

COUNTY OF LEXINGTON
2003 – 2004
ANNUAL BUDGET JUSTIFICATION

FUND (2620) VICTIM'S BILL OF RIGHTS
ORGANIZATION (142000) MAGISTRATE COURT SERVICES
CAPITAL EXPENSES:

540000	SMALL TOOLS AND MINOR EQUIPMENT	$ 100

To purchase electric staplers, file cabinets (from Central Stores), telephones, or any other small equipment that may be needed.

COUNTY OF LEXINGTON
VICTIMS' BILL OF RIGHTS
Annual Budget
Fiscal Year - 2003-04

Fund 2620
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages -5	154,199	75,654	159,039	159,450		
	Salaries & Wages Adjustment Account	0	0	0	3,986		
510199	Special Overtime	693	1,190	1,000	0		
510200	Overtime	0	0	0	0		
510300	Part Time - 0	11,890	14,818	45,229	0		
511112	FICA - Employer's Portion	12,586	6,848	15,696	12,564		
511113	SCRS - Employer's Portion	3,951	2,261	6,782	3,740		
511114	PORS - Employer's Portion	11,287	5,699	11,360	11,731		
511120	Employee Insurance - 5	21,000	22,400	44,800	28,800		
511130	Workers Compensation	3,853	1,966	4,035	3,974		
511213	SCRS - Employer's Portion (Retiree)	412	452	0	0		
515600	Clothing Allowance	2,400	1,200	2,400	2,400		
	*** Total Personnel**	**222,271**	**132,488**	**290,341**	**226,645**		
	Operating Expenses						
520200	Contracted Services	35,688	15,762	40,671	40,092		
520800	Outside Printing	0	0	0	0		
521000	Office Supplies	645	512	900	0		
521200	Operating Supplies	227	0	200	0		
521208	Police Supplies	0	0	200	0		
522300	Vehicles Repairs & Maintenance	547	781	2,000	1,700		
524100	Vehicle Insurance - 3	1,560	780	1,560	1,950		
524201	General Tort Liability Insurance	1,641	729	1,458	1,641		
524202	Surety Bonds	0	0	39	0		
525000	Telephone	590	761	1,040	1,522		
525010	Long Distance Charges	66	60	311	150		
525020	Pagers and Cell Phones	314	157	330	315		
525030	800 MHz Radio Service Charges	0	743	2,074	1,896		
525031	800 MHz Radio Maintenance Contr	0	355	356	367		
525210	Conference & Meeting Expense	1,404	258	2,000	0		
525230	Subscriptions, Dues, & Books	361	125	400	0		
525400	Gas, Fuel, & Oil	1,741	954	2,500	2,418		
525600	Uniforms & Clothing	0	58	100	0		
	*** Total Operating**	**44,784**	**22,035**	**56,139**	**52,051**		
	**** Total Personnel & Operating**	**267,055**	**154,523**	**346,480**	**278,696**		
	Capital						
540000	Small Tools & Minor Equipment	0	0	200	0		
540010	Minor Software	0	0	0	0		
	All Other Equipment	11,561	0	0	0		
	**** Total Capital**	**11,561**	**0**	**200**	**0**		
	***** Total Budget Appropriation**	**278,616**	**154,523**	**346,680**	**278,696**		

SECTION IV. – PROGRAM OVERVIEW

The Victim's Assistance program provides assistance and support for victims of crime.

110-15-A

SECTION IV. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Victim's Bill of Rights (2620-151200)					
Victim Asst Officer/LE	3	0	3	3	13
Victim Assistance Clerk	2	0	2	2	6
Victim Assistance Clerk PT	3	0	1.5	1.5	P/T
Totals:	8	0	6.5	6.5	

110-15-B

1	2620-151200	20039	98	Ford Crown Victoria	U	2FAFP71W1WX136221	Lisa Throckmorton	Yes
1	2620-151200	20821	99	Ford Crown Victoria	U	2FAFP71WXXX187914	Andrea Arnold	Yes
1	2620-151200	21062	99	Ford Crown Victoria	U	2FAFP71W7XX231321	Todd Strange	Yes
3	**Total Vehicles**							

3	Liability
0	Comprehensive
0	Boat Insurance
0	Aircraft Insurance
0	Not Insured
3	**Total**

110-15-e

SECTION IV. C. – LISTING OF TELECOMMUNICATIONS

A detailed list is provided at the end of the budget document. The detailed list is not shown in this section due to the confidential nature of law enforcement.

Telephones	6
Cell Phones	0
Pagers	3
Radios	3

110-15-D

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES **$40,092**

This account is used pay expenditures for the victim's notification system. ($3,341 per mo.)

522300 - VEHICLE REPAIR & MAINTENANCE **$1,700**

This account is used to pay for repairs and services necessary to maintain fleet vehicles.

524100 - VEHICLE INSURANCE **$1,950**

3 @ $650.00 each

524201 - GENERAL TORT LIABILITY INSURANCE **$1,641**

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is calculated as follows:

Law Enforcement	$535.50	3 Positions
Clerical	$17.00	2 Positions

525000 -TELEPHONE **$1,522**

Dedicated telephone lines are required for case purposes and for immediate contact.

525010 - LONG DISTANCE **$150**

Investigators make numerous long distance calls daily to obtain information on a case. Notification to victims is required by state law.

525020 – PAGERS AND CELL PHONES **$315**

Pagers and cell telephones are required for immediate contact for security purposes.
3 Pagers at a yearly cost of $315.

525030 – 800 MHz RADIO SERVICE CHARGES **$1,896**

Required service charges for 800 MHz radios.

3 Radios @ $52.64 each per month.

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **$367**

800 MHz radios are required for communications.
3 Radios @ $122.31 each

525400 - GAS, FUEL & OIL **$2,418**

This account includes all fuel, oils, and fluids used in all vehicles.

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 2620 Fund Title: Victims Assistance
Organization # 151200 Organization Title: LE/Operations
Program # Program Title: (2) Position Upgrades

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #2	1,866
510300	Part Time #	0
511112	FICA Cost	143
511113	State Retirement	128
511114	Police Retirement	0
511120	Insurance Fund Contribution #	0
511130	Workers Compensation	5
511131	S.C. Unemployment	0
	*** Total Personnel**	**2,142**
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	**0**
	**** Total Personnel & Operating**	**2,142**
	**** Total Capital (From Section III)**	**0**
	***** Total Budget Appropriation**	**2,142**

110-17

SECTION VI. A. – PERSONNEL LINE ITEM NARRATIVES

Upgrade of Victim Assistance Clerk to Senior Secretary
Grade 6 to Grade 7
Base Salary Increase of $525

Upgrade of Victim Assistance Clerk to Senior Secretary
Grade 6 to Grade 7
Base Salary Increase of $1,341

COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMISSION
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Schedule "C" Funds 2700:**						
	Revenues:						
452200	C Fund SCDOT Proportionment	2,733,632	1,501,311	2,300,000	2,300,000	2,300,000	
452202	C Fund Donor County Settlement	1,421,144	1,421,144	900,000	900,000	1,300,000	
	Other Revenues:						
461000	Investment Interest	169,229	75,469	164,884	164,884	150,000	
	**** Total Revenue**	4,324,005	2,997,924	3,364,884	3,364,884	3,750,000	
	*****Total Appropriation**				9,510,379	3,750,000	0
	FUND BALANCE Beginning of Year				5,968,270	(177,225)	(177,225)
	FUND BALANCE - Projected End of Year				(177,225)	(177,225)	(177,225)

COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMISSION
Annual Budget
Fiscal Year - 2003-04

Fund 2700
Divsion: Public Works
Organization: 121300 - PW / Transportation

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Operating Expenses						
	Special Projects (Local Paving)						
521600	Road & Drainage Materials	0	0	0			
530001	Road Resurfacing	495,698	0	404,323	400,000		
	Road Construction (Priority List):						
539511	Refund - SCDOT Prior Yr Project	0	0	0			
539606	Cross Street	771	0	0			
539609	Beckman Road	0	0	300,000			
539628	Strawberry Court	8,152	12,078	55,002			
539642	Gilbert High School Road Improvement	37,500	0	0			
539643	Pelion Elem & High School Roads	37,500	0	0			
539808	Sugar Loaf Road	7,235	0	0			
539816	Meetze Road	59,778	0	0			
539826	Water Tank Road	4,527	227,613	424,224			
539830	Olivewood Drive	153	0	0			
539831	Will Wise Road & Court	4,975	0	0			
539833	Treemount Lane	376	0	0			
539851	Founders Road	13,331	411,580	520,570			
539852	Alta Vista Court	65,136	766	2,400			
539853	Bundrick Road	1,519	8,512	91,235			
539854	Stockman Drive	69,858	0	0			
539855	Wood Craft Drive	78,726	7,997	17,899			
539856	Jasper Sutton Road	16,230	1,219	162,070			
539857	Archwood Street	22,686	7,300	170,800			
539858	Oakey Springs Drive	9,852	8,000	59,620			
539859	Clay Hill Road	82,399	1,500	1,043,462			
539860	Danwood Avenue	53,388	0	0			
539861	Grove Lane	128,674	0	0			
539862	Oak Street, #1, S. Congaree	85,283	801	801			
539863	East Chateau Drive	82,008	15,358	15,358			
539864	Weaver Drive	9,411	98,851	151,941			
539865	Willow Lake Road	7,916	48,771	231,087			
539866	Pound Road	39,251	2,391	305,950			
539867	Dunbar Road	26,406	68,246	259,461			
539868	Bozard Mill Road	78,282	166,884	479,885			
539872	Gilbert Elementary School Improvement	0	0	25,000			
539873	White Knoll Elem & Mid Sch Improv.	0	0	25,000			
539875	Beverly Drive	46,427	95,100	112,639			
539876	Lewis Rast Road	232,398	0	0			
539877	Stoneridge Road	8,152	25,884	123,695			
539878	Cannon Road	57,553	0	430,597			
539879	Lost Branch Road	121,417	332,251	711,249			
539880	Lillie Avenue	12,485	2,441	98,059			
539881	Dacus Lane	11,633	4,435	102,054			
539882	Stephanie Drive	19,898	4,671	139,604			
539883	Woodthrush Road	17,616	2,229	282,053			
539885	Pine Plain Road	191,970	0	1,182,261			
539887	Wayne Street	22,055	0	117,770			
539888	Sharpes Hill Road	85,501	0	1,000			
539889	Scrub Oak Road	18,482	5,686	112,418			

COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMISSION
Annual Budget
Fiscal Year - 2003-04

Fund 2700
Divsion: Public Works
Organization: 121300 - PW / Transportation

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Operating Expenses						
539890	Addie Lucas Road	29,982	11,606	222,213			
539891	John Kinard Circle & Court	0	0	0	50,000		
539892	Elbert Taylor Road, I	0	0	0	350,000		
539893	Hill Haven Road	0	9,029	37,334	129,500		
539894	Dogwood Road, 1 & 2	0	0	0	280,000		
539895	Middlefield Road	0	11,427	63,068	227,500		
539896	Ben Franklin Road, I	0	51,256	166,447	1,566,944		
539898	Fort Street	55,773	0	24,228			
539900	Unclassified	0	0	229	371,056		
539901	Unclassified - School Road Projects	0	0	150,000	75,000		
	*** Total Operating**	**2,458,363**	**1,643,882**	**8,823,006**	**3,450,000**		
	Other Financing Uses						
812472	Op Trn to Landscaping & Scenic Grt	114,864	0	0			
	*** Total Other Financing Uses**	**114,864**	**0**	**0**			
	***** Total Budget Appropriation**	**2,573,227**	**1,643,882**	**8,823,006**	**3,450,000**		

COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMISSION
Annual Budget
Fiscal Year - 2003-04

Fund 2700
Divsion: Public Works
Organization: 121301 - PW / Transportation / Economic Development

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Operating Expenses						
539897	Project Frame	0	0	250,000			
539900	Unclassified	0	0	96,000	112,500		
539902	Unclassified - Economic Development	0	0	0			
	*** Total Operating**	**0**	**0**	**346,000**	**112,500**		
	***** Total Budget Appropriation**	**0**	**0**	**346,000**	**112,500**		

COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMISSION
Annual Budget
Fiscal Year - 2003-04

Fund 2700
Divsion: Public Works
Organization: 121302 - PW / Transporation / Special Projects

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Operating Expenses						
539708	Canterfield Road Drainage Project	48,568	0	0			
539709	Little Creek Drive	0	0	55,000			
539710	CSX Railroad Crossings	0	0	27,550			
539711	Interstate Visitor Information Sign	400	0	0			
539841	East Lawn Road / Sidewalks	6,787	0	0			
539842	Wilkinson Street / Sidewalks	0	-3,268	0			
539843	North Eden Drive / Sidewalks	0	0	14,400			
539844	Mack Street / Sidewalks	32,438	0	0			
539845	David Drive / Sidewalks	25,288	0	7,071			
539846	Leaphart Road / Sidewalks	0	0	20,300			
539847	Axtel Drive / Sidewalks	0	0	11,900			
539848	Shealy Road & Amos St./Sidewalks	114,069	0	16,238			
539849	US 321 / Sidewalks	37,224	4,289	17,464			
539850	Holland Street / Sidewalks	70,851	0	0			
539869	Platt Springs / Old Orangeburg	0	0	0			
539870	Two Notch / Cedarcrest	0	0	0			
539871	Old Bush River / Coldstream	310,728	0	0			
539899	South Congaree Traffic Light Poles	41,000	0	0			
	Municipalities Fund	0	0	0	50,000		
539900	Unclassified	0	0	78,660	137,500		
539903	Unclassified - Special Projects	0	0	0			
	*** Total Operating**	**687,353**	**1,021**	**248,583**	**187,500**		
	Other Financing Uses						
812471	Op Trn to Transportation Enhancement	0	92,790	92,790			
	*** Total Other Financing Uses**	**0**	**92,790**	**92,790**			
	***** Total Budget Appropriation**	**687,353**	**93,811**	**341,373**	**187,500**		

LEXINGTON COUNTY
FEB 21 RECD
FINANCE DEPT.

FUND 2700
PUBLIC WORKS – "C" FUNDS
FY 2003-04 BUDGET REQUEST

PROGRAM OVERVIEW

Program: "C" Funds

Revenues – "C" Fund

The "C" Fund revenues are in three (3) areas:

C Fund SCDOT Proportionment- 2.66 cents of the State's 16 cent gasoline tax is earmarked for "C" Funds. This is based on a statewide formula of population, land area of the counties, and number of miles of rural roads.

C Fund Donor County Settlement- some counties, like Lexington, collect more "C" Funds that they receive back from the state. SCDOT provides $9,500,000.00 annually to be dispersed to the donor counties by formula.

Investment Interest – Interest earned by investments through Treasures Office until funds are spent.

Expenditures – "C" Funds Public Works Transportation (121300) – These funds are utilized for road resurfacing, dirt road paving, and $75,000.00 is dedicated to School Projects.

Expenditures – "C" Funds Economic Development (121301) – Three percent (3%) of annual revenues is set aside for Economic Development projects as needed.

Expenditures – "C" Funds Special Projects (121302) – Five percent (5%) of annual revenues is set aside for special drainage projects, sidewalks, and $50,000.00 for Municipal Special Projects.

The County Council has been appointed by the Lexington County Delegation as the County Transportation Committee (C.T.C.). County Council sets the policies, approves the budget, and votes on all bids. The Public Works Department administers the program, evaluates all projects, and makes recommendations to the Council.

LEXINGTON COUNTY

FINANCE DEPT

COUNTY OF LEXINGTON
PERSONNEL / EMPLOYEE COMMITTEE
Annual Budget
Fiscal Year - 2003-04

Fund 2930
Division: General Administrative
Organization: 101500 - Personnel

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenues: (Organization - 000000)						
438300	Vending Machine Sales	3,525	4,384	2,400	2,400	2400	
438601	Employee Comm - T-shirt Sales	872	150	4,000	4,000	4000	
438604	Employee Comm - Raffle/Ticket Sales	0	0	0	0	- 0 -	
438606	Employee Comm - Antique Car Show	50	0	4,000	4,000	- 0 -	
439900	Misc Fees, Permits, and Sales	1,254	139	6,350	6,350	6350	
	Other Revenues:						
461000	Investment Interest	22	19	25	25	25	
	**** Total Revenue**	5,723	4,692	16,775	16,775	12775	
	*****Total Appropriation**				20,786	0	0
	FUND BALANCE Beginning of Year				4,823	812	812
	FUND BALANCE - Projected End of Year				812	812	812

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**			
	Operating Expenses						
521100	Duplicating	102	70	500	200		
539900	Unclassified	7,338	1,990	20,286			
	*** Total Operating**	**7,440**	**2,060**	**20,786**			
	**** Total Personnel & Operating**	**7,440**	**2,060**	**20,786**			
	Capital						
	**** Total Capital**	**0**	**0**	**0**			
	***** Total Budget Appropriation**	**7,440**	**2,060**	**20,786**	12575		

COUNTY OF LEXINGTON
DELINQUENT TAX COLLECTIONS
Annual Budget
FY 2003-04 Estimated Revenue

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Treasurer / Delinquent Tax Collections 2950:**						
	Revenues:						
416000	Delinquent Tax Costs	468,506	338,093	675,000	675,000	1,100,000	
419900	Tax Refunds	(90)	0	0	0	0	
439900	Misc Fees, Permits, and Sales	2,574	600	0	600	0	
450000	Rental Income	8,192	0	0	0	0	
461000	Investment Interest	8,766	4,039	10,000	10,000	6,000	
461020	Delinquent Tax Account Interest	6,407	0	0	0	0	
	**** Total Revenue**	494,355	342,732	685,000	685,600	1,106,000	
	*****Total Appropriation**				1,062,671	760,925	0
	FUND BALANCE Beginning of Year				344,575	0	0
	FUND BALANCE - Projected End of Year						0

COUNTY OF LEXINGTON
DELINQUENT TAX COLLECTIONS
Annual Budget
Fiscal Year - 2003-04

Fund: 2950
Division: General Administration
Organization: 101700 Treasurer

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 4 Proposed 6	107,408	49,323	109,827	157,125		
	Salaries & Wages Adjustment Account	0	0	0	0		
510200	Overtime	2,396	2,632	5,000	5,000		
510300	Part time - 7 Proposed 5	92,321	53,556	101,884	61,694		
511112	FICA - Employer's Portion	15,127	7,893	16,579	16,740		
511113	SCRS - Employer's Portion	11,213	5,517	14,845	13,941		
511120	Employee Insurance - 6	33,600	25,200	50,400	36,000		
511130	Workers Compensation	1,526	898	2,415	1,563		
511213	SCRS - Employer's Portion (Retiree)	468	701	650	1,048		
	*** Total Personnel**	**264,059**	**145,720**	**301,600**	**293,111**		
	Operating Expenses						
520200	Contracted Services	14,188	2,004	2,257	23,170		
520208	Civil Process Service	210	130	1,000	0		
520244	Moving Services - Buildings	3,840	0	14,113	0		
520300	Professional Services	42,000	27,928	44,305	47,700		
520400	Advertising & Publicity	62,177	94,753	94,953	104,000		
521000	Office Supplies	3,237	3,624	5,000	5,000		
521100	Duplicating	703	286	1,000	1,000		
522200	Small Equipment Repairs & Maintenanc	129	0	300	300		
524000	Building Insurance	0	0	50	50		
524001	Burglary Insurance	0	0	125	125		
524201	General Tort Liability Insurance	85	38	387	387		
524202	Surety Bonds	0	0	275	275		
525000	Telephone	1,474	1,143	1,600	2,100		
525010	Long Distance Charges	223	169	300	360		
525020	Pagers and Cell Phones	1,095	714	1,650	1,755		
525100	Postage	129,029	19,858	245,000	260,690		
525210	Conference & Meeting Expense	2,108	2,230	3,560	4,160		
525230	Subscriptions, Dues, & Books	437	346	835	850		
525250	Motor Pool Reimbursement	3,657	3,788	4,200	5,000		
525300	Utilities	0	0	3,300	3,342		
526900	DMV Title & License Fee	100	40	1,000	0		
529900	Miscellaneous Operating Expense	0	0	500	0		
529903	Contingency	0	0	322,685	0		
	*** Total Operating**	**264,692**	**157,051**	**748,395**	**460,264**		
	**** Total Personnel & Operating**	**528,751**	**302,771**	**1,049,995**	**753,375**		
	Capital						
540000	Small Tools & Minor Equipment	515	0	2,076	700		
540010	Minor Software	187	0	600	600		
	All Other Equipment	4,010	2,598	10,000	6,250		
	**** Total Capital**	**4,712**	**2,598**	**12,676**	**7,550**		
	***** Total Budget Appropriation**	**533,463**	**305,369**	**1,062,671**	**760,925**		

Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 2950 Fund Title: DELINQUENT
Organization # 101700 Organization Title: TREASURER
Program # Program Title:

Qty	Item Description	***BUDGET*** 2003-2004 Requested Amount
	SMALL TOOLS & MINOR EQUIPMENT	700.00
	MINOR SOFTWARE	600.00
2	MONITORS FOR DELINQUENT TAX CASH REGISTERS	400.00
2	ENABLE OCR SCANNERS FOR DELINQUENT TAX CASH REGISTERS	4,850.00
	ADG SYSTEM PROGRAMING COSTS (TAX SALE DATA BASE)	1,000.00

**** Total Capital (Transfer Total to Section I and II)** 7,550.00

DELINQUENT BILLS	3/17/2002	6/30/2002	BILLS PAID	TOTAL COST 2002	TOTAL COST EST. 2003
MFG REAL ESTATE "XR"	5	3	2	$ 70.00	$ 150.00
MFG PERSONAL "XP"	10	6	4	$ 40.00	$ 80.00
TAX COMMISSION	2331	1471	860	$ 8,600.00	$ 17,200.00
REAL ESTATE	9099	5867	3232	$ 113,120.00	$ 242,400.00
MFG REAL ESTATE "MR"	9	7	2	$ 70.00	$ 150.00
MFG UTILITIES "MPU"	1	1	0	$ -	$ -
MFG PERSONAL "MP"	23	16	7	$ 70.00	$ 140.00
MOBILE HOMES	6010	4532	1478	$ 51,730.00	$ 110,850.00
FURNITURE & FIXTURES	143	77	66	$ 660.00	$ 1,320.00
AIRCRAFT	19	17	2	$ 20.00	$ 40.00
BOATS & MOTORS	3170	2110	1060	$ 10,600.00	$ 21,200.00
TOTAL BILLS	20820	14107	6713	$ 184,980.00	$ 393,530.00

Type	Count		C-Rate	#	Total Cost	Factor	70% Collections	$5 Trans to General	Balance To 2950
B	3,950	X	25.00	=	98,750.00	0.7	69,125.00	13,825.00	55,300.00
C	14	X	25.00	=	350.00	0.7	245.00	50.00	195.00
F	149	X	25.00	=	3,725.00	0.7	2,607.50	520.00	2,087.50
H	7,535	X	80.00	=	602,800.00	0.7	421,960.00	26,375.00	395,585.00
MP	30	X	25.00	=	750.00	0.7	525.00	105.00	420.00
MPU	9	X	25.00	=	225.00	0.7	157.50	30.00	127.50
MR	14	X	80.00	=	1,120.00	0.7	784.00	50.00	734.00
R	11,586	X	80.00	=	926,880.00	0.7	648,816.00	40,550.00	608,266.00
T	2,548	X	25.00	=	63,700.00	0.7	44,590.00	8,920.00	35,670.00
V	1	X	0.00	=	0.00	0.7	-	-	-
W	3	X	0.00	=	0.00	0.7	-	-	-
XP	16	X	25.00	=	400.00	0.7	280.00	55.00	225.00
XR	5	X	80.00	=	400.00	0.7	280.00	20.00	260.00
					1,699,100.00		1,189,370.00	90,500.00	1,098,870.00

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OFFICE OF THE TREASURER
COUNTY OF LEXINGTON, SOUTH CAROLINA

212 South Lake Drive, Lexington, South Carolina, Zip- 29072
PHONE: (803) 359-8277 FAX: (803 359-0023

WILLIAM O. "BILL" ROWELL
TREASURER & TAX COLLECTOR
COUNTY OF LEXINGTON,
SOUTH CAROLINA

February 26, 2003

DELINQUENT TAX - SPECIAL REVENUE FUND 2950
2003 - 2004 BUDGET MEMO

MEMORANDA:

Our EXECUTION FEES will be raised this year to $80.00 from $40.00 on each Delinquemt Real Estate Parcel in anticipation of the law being changed to require that a Title Search be performed on each Parcel prior to the Tax Sale each year and that certified letters be sent out to all Lenders of record. This will / would require a large increase in cost of execution.

We anticipate that approximately 1200 Title searches will need to be performed @ @ LEAST $40.00 EACH and at least one(1) certified letter each be sent. This will increase our cost @ least $60,000.00 Year. The expected increased revenue will cover these expenses should we be required to do this. Several other counties have gone to this and report a reduction in the number of properties going to sale ,so there can / may be a pay back in doing this.

I have not included this anticipated change in our Budget but have increased our Execution Fees which shall be changed this year on March 17.

Respectfully,

William O. Rowell
Treasurer & Tax Collector

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SECTION IV. A. - LISTING OF POSITIONS

Current Staffing Level:

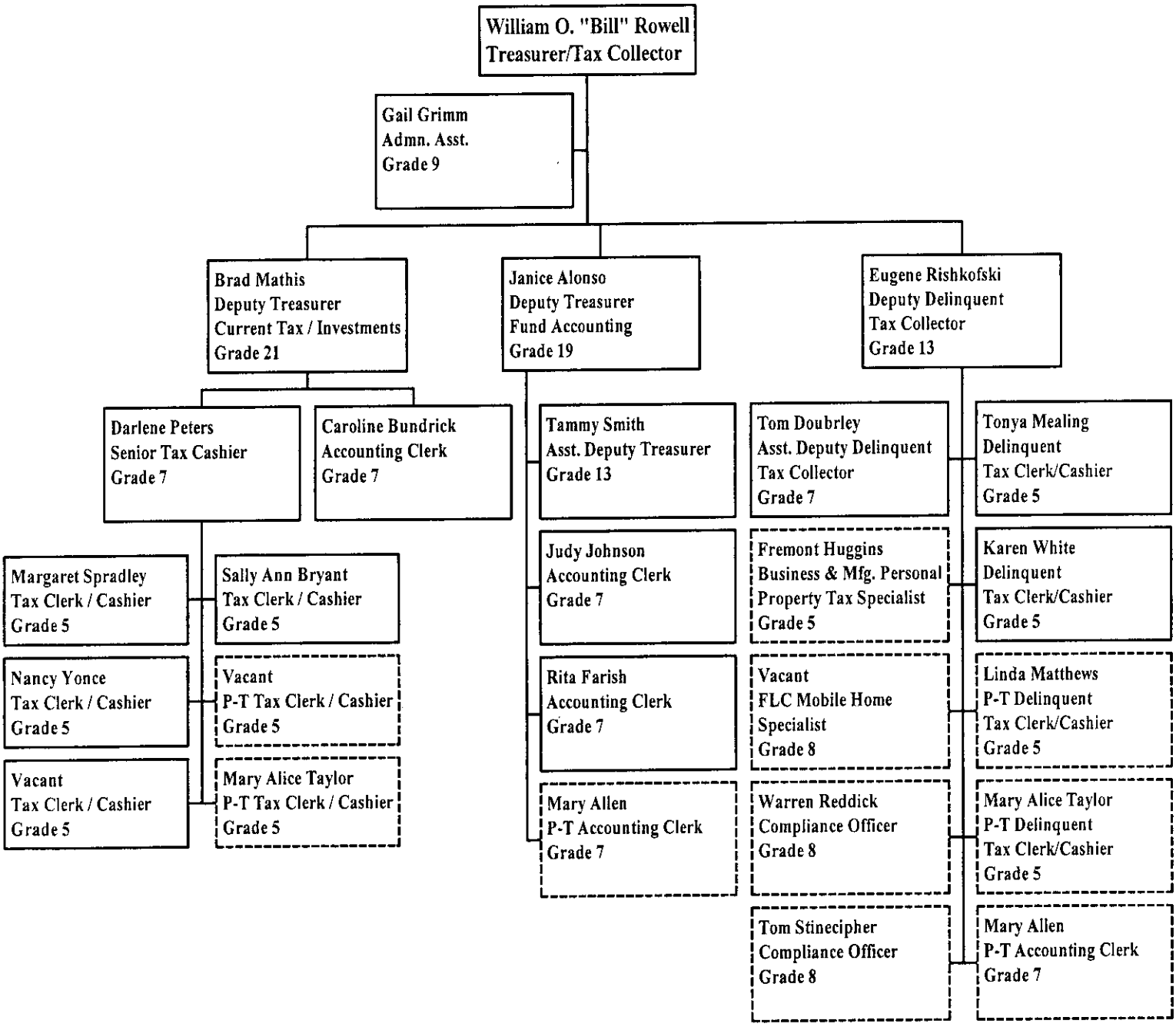
		Full Time Equivalent			
Job Title	Positions	General Fund	Other Fund	Total	Grade
Deputy Tax Collector	1		1	1	13
Assist. Deputy Tax Collector	1		1	1	7
Cashier/Clerk	2		2	2	5
Total Positions	4		4	4	
		Part Time			
Compliance Officer	2		2	2	8
Cashier/Clerk	3		3	3	5
Business & Mfg. Personal Property Tax Specialist	1		1	1	5
FLC Mobile Home Specialist	1		1	1	8
Total Positions	7		7	7	

(SEE ORGANIZATION CHART ON NEXT PAGE)

Treasurer's Office

Organizational Chart

February 24, 2003

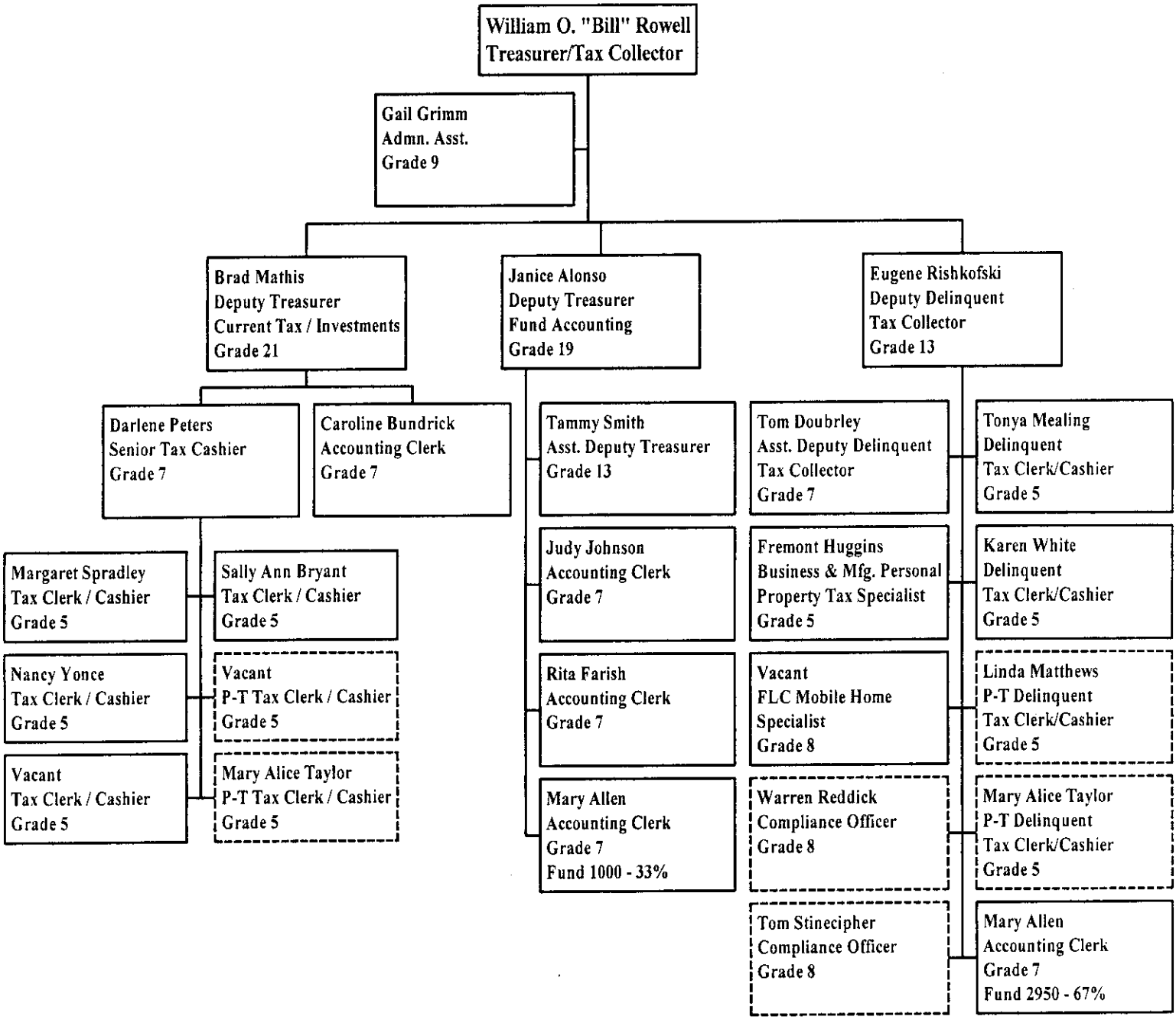


There are three departments: Accounting (4 full, 1 part-time), Delinquent Tax Collection (4 full, 7 part-time), and Current Tax Collection (7 full, 2 part-time). Each is reportable to its own deputy treasurer (Accounting and Current Tax) or deputy tax collector (Delinquent Tax). In addition, there are two full-time administrators (Treasurer and Administrative Assistant) to which all departments report. There are currently no working relationships that differ from reporting relationships; however, the Accounting and Current Tax Collection departments work closely together causing occasional overlap of reporting relationships.

Treasurer's Office

Organizational Chart

FY 2003-2004 Proposed



There are three departments: Accounting (5 full-time), Delinquent Tax Collection (7 full, 4 part-time), and Current Tax Collection (7 full, 2 part-time). Each is reportable to its own deputy treasurer (Accounting and Current Tax) or deputy tax collector (Delinquent Tax). In addition, there are two full-time administrators (Treasurer and Administrative Assistant) to which all departments report. There are currently no working relationships that differ from reporting relationships; however, the Accounting and Current Tax Collection departments work closely together causing occasional overlap of reporting relationships.

JUSTIFICATION FOR CHANGE OF STATUS FROM PART-TIME TO FULL TIME.

PRESENTLY WE HAVE TWO POSITIONS WITHIN THE DELINQUENT TAX OFFICE THAT ARE CLASSIFIED AS PART-TIME. ONE IS THE BUSINESS & MFG. PERSONAL PROPERTY TAX SPECIALIST AND THE OTHER IS THE FLC MOBILE HOME SPECIALIST. BECAUSE OF THE COMPLEXITY OF THESE POSITIONS THEY NEED TO BE MADE FULL TIME.

BUSINESS & MFG. PERSONAL PROPERTY TAX SPECIALIST

THIS POSITION IS PRESENTLY FILLED BY MR. FREMONT HUGGINS. HE HAS SERVED IN THIS CAPACITY FOR SEVERAL YEARS AND HAS DONE AN OUTSTANDING JOB IN COLLECTING THESE UNPAID TAXES ON AVERAGE OF $81,000.00 PER MONTH. HE DOES AN EXTENSIVE AMOUNT OF RESEARCH BY PHONE, COMPUTER AND VISITING INDIVIDUAL BUSINESSES IN HIS QUEST TO COLLECT THESE DELINQUENT ACCOUNTS. BECAUSE OF HIS LOYALTY, DEDICATION, KNOWLEDGE OF HIS JOB AND HIS UNIQUE CUSTOMER SERVICE SKILLS, I FELL THIS POSITION SHOULD BE GRANTED FULL TIME STATUS.

FLC MOBILE HOME SPECIALIST.

THIS IS A FAIRLY NEW POSITION WITHIN OUR DEPARTMENT THAT IS VACANT AT THE PRESENT TIME DUE TO A PROMOTION INTO A FULL TIME POSITION. THIS POSITION DEALS WITH ALL ASPECTS OF THE FORFEITED LAND COMMISSION. HE PREPAIRS THE AGENDA FOR ALL OF THEIR MEETINGS. HE IS THEIR AGENT IN DEALING WITH FLC MOBILE HOME SALES AND PREPAIRS AND FILES ALL THE NECESSARY PAPERS INVOLVED WITH THE SALE. IF EVICTIONS OR COURT APPEARANCES ARE NECESSARY, HE IS THE PERSON THAT REPRESENTS THEM. HE MAKES FIELD CHECKS OF ALL MOBILE HOMES THAT HAVE BIDS BY THE FLC TO DETERMINE IF THEY SOULD BE ACQUIRED BY THE FLC OR TO ABANDON THE BID. I FEEL THAT DUE TO THE COMPLEXITY OF THIS POSITION AND THE KNOWLEDGE NEEDED TO FILL THIS POSITION IT SHOULD BE FILLED BY A FULL TIME INDIVIDUAL.

SECTION IV. C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(8) Office Phone Lines
(7) Phones

(1) Phone Line for Fax Machine
(Shared with Treasurer)

(3) Cell Phone for Posting properties

(1) Cell Phone for Tax Collector

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

510200 - OVERTIME **$5,000**

This is for overtime worked by office staff during busy times and in preparation for tax sale.

510300 - PART TIME **$61,694**

We are using 7 part time people. Three are used year round. One as a Cashier/Clerk doing numerous duties, one is our FLC Mobile Home Specialist, the other is our Tax Commission Specialist. The other four are seasonal employees. Two are used for mapping and posting tax sale signs and two are used during busy times mailing execution notices, certified mail and preparing for tax sale. Two that are full time with two to three years service are being moved to full time equivalent status.

520200 - CONTRACTED SERVICES **$23,170**

Southern Imaging Group		20,720.00
Execution Notices	4,210.00	
Certified Letters	16,510.00	
Pacer on line Bankruptcy Court		500.00
Extended warranty & service contract (for surveillance system)		1,950.00

520300 - PROFESSIONAL SERVICES **$47,700**

Attorney fees	38,000.00
Title Searches, deed preparation, & consultations	
Auctioneer fees	9,300.00
Griffith study to reclassify 4 positions	400.00

520400 - ADVERTISING **$104,000**

Tax Sale	
Lexington County Publishing Network	48,000.00
The State Record Company Inc.	56,000.00

521000 - OFFICE SUPPLIES **$5,000**

Paper, Pencils, Ribbons, Staples, Tape, etc	1,000.00
Envelopes #45000	400.00
Tax bill forms	800.00
Posting signs #10000	2,000.00
Special paper for laser printer	200.00
Toner for new laser printer	600.00

521100 - DUPLICATING **$1,000**

This account is used for copier machine duplicating of correspondence to employees and customers, packet copies for lawyers, etc. Estimated usage 20,000 @ $.05 a copy.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **$300**

Repair of typewriters, computers, printers, kard-veyer file

524000 - BUILDING INSURANCE **$50**

1/3 of square footage of Treasurers office

524001 - BURGLARY INSURANCE **$125**

1/3 of square footage of Treasurers office

524201 - GENERAL TORT LIABILITY INSURANCE **$387**

524202 - SURETY BONDS **$275**

Required for Treasurer and Deputies

525000 - TELEPHONE (8 phones lines) **$2,100**

525010 - LONG DISTANCE CHARGES **$360**

525020 - PAGERS AND CELL PHONES (see summary section IV.C Pg.4) **$1,755**

525100 - POSTAGE **$260,690**

Due to law changes, we are required to notify by certified mail, old and new owners and separate letters sent to each individual owner. This was not done last year on the advice of our attorney.

Certified mail May - July	estimate 27,000 @ $7.92 ea.	-	213,840.00
Certified mail other	estimate 4,000 @ $7.92 ea.	-	31,680.00
Receipts & other mail	estimate 17,600 @ $.37 ea.	-	6,660.00
Execution notices mailed	estimate 21,000 @ $.37 ea.	-	8,510.00

525210 - CONFERENCE & MEETING EXPENSE **$4,160**

To cover the costs of attending the Spring and Fall Conferences.

SCATT Spring	(2 employees)		$1,200.00
SCATT Fall	(2 employees)		$1,200.00
Meals for workers on overtime			$ 100.00
SCACEE			$ 400.00
TAPS Workshop	(3 employees)	$ 120.00	
TAPS Meeting	(3 employees)	$ 120.00	
SCATT Academy	(1 employee)		$ 200.00
Taps Workshop	(3 employees)	$ 120.00	
SCAAO Educational Seminar (1 empl)			$ 300.00
Computer Training			$ 400.00

525230 - SUBSCRIPITIONS, DUES, & BOOKS **$850**

TAPS	3 employees	$ 60.00
SCACEE	1 employee	$ 75.00
SCATT	2 employee	$ 60.00
Cross Reference Book		$ 155.00
Zip Code Directory		$ 55.00
Lexington County Directory		$ 245.00
Supplement to Title 12 Tax Book		$ 15.00
Misc.		$ 200.00

525250 - MOTOR POOL REIMBURSEMENT **$5,000**

525300 - UTILITIES **$3,342**

1/3 of square footage of Treasurers office

529903 - CONTINGENCY **$0**

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **$700**

540010 - MINOR SOFTWARE **$600**

ALL OTHER EQUIPMENT

MONITORS FOR TWO DELINQUENT TAX CASH REGISTERS **$400**

At the present time we are operating the delinquent tax cash registers with touch screen monitors that were put in place on the recommendation of information services. Our cashiers spend several hours a day at the registers and because of the poor resolution and size of the monitors in place now, they are incurring significant eye strain. It is recommended that we change out these monitors with a normal 17 or 19 inch monitor.

ENABLE OCR SCANNERS FOR 2 CASH REGISTERS **$4,850**

This is to enable us to use bar codes to read our tax bill payments into the cash registers. This will speed up entry of tax payments and eliminate data entry errors.

Software - 2 registers $ 850
Hardware - 2 registers $ 4,000

ADG SYSTEM PROGRAMING COSTS **$1,000**

Tax Sale database enhancements $1,000

COUNTY OF LEXINGTON
DELINQUENT TAX FUND
New Program
Annual Budget
Fiscal Year - 2003-04

Fund: 2950
Division: General Administration
Organization: 101700 - Treasurer

Reclassification

Object Code	Expenditure Classification	Delinquent Fund - 67% Funding Part-Time Grade 7	Full-Time Grade 7	2003-04 Requested	*BUDGET* 2003-04 Recommend	2003-04 Approved
	Personnel					
510100	Salaries & Wages - 1	0	16,274	16,274		
510300	Part -Time	16,274	0	(16,274)		
511112	FICA Cost	1,245	1,245	0		
511113	State Retirement	1,115	1,115	0		
511120	Insurance Fund Contribution	0	3,859	3,859		
511130	Workers Compensation	44	44	0		
	*** Total Personnel**	**18,678**	**22,537**	**3,859**	**0**	**0**
	Operating Expenses					
	*** Total Operating**			**0**	**0**	**0**
	**** Total Personnel & Operating**			**3,859**	**0**	**0**
	Capital					
	**** Total Capital**			**0**	**0**	**0**

Note: Salary of $24,289 will be divided between two funds.
$ 8,015 (33% 1000 - General Fund)
$16,274 (67% 2950 - Delinquent Tax Fund)

***** Total Budget Appropriation**	**3,859**	**0**	**0**

113-16

Employment Justification

Change of Status from Part-time to Permanent Full Time

Mary L. Allen (E71436)

Mary Allen was hired on January 10, 2000 as a Temporary Full Time Employee. At the time of her hire, that was the intent. However, with the growth of the county as well as the increase in workload both in the Treasurer's Office and the Delinquent Tax Collection, Mary has remained employed with no break in service since the day she was hired. In the past, we have had to switch her back and forth between the Delinquent Tax Department and the Accounting functions. Mary works for the Accounting Section from the beginning of December until the middle of March at which time she works for Delinquent Tax. Mary has become a valuable team member for both areas. Mr. Rowell, Gene Rishkofski and myself have discussed this situation many times and we all agree that Mary is an asset to both groups and we would like for her to become a Full time Permanent employee. Mary has gained much knowledge working in both areas and works well with all the employees.

I understand there is a problem every time you switch an employee from one department to another, and this will always be the case with Mary, because of the nature of the department, the accounting area has a need for 4 months, and the delinquent area has a need for 8 months. In talking with the finance department, I was told that we could simply split her time by percentage, and not have to do the switching back and forth.

I have had several discussions with Mary and know that she would in fact be interested in Permanent status. Permanent status would give her the advantage of benefits as well as years of service. Mary currently contributes to the Retirement Plan. As we all know, benefits are important to everyone and as situations change, it would be detrimental to us to lose the knowledge that we have given Mary if she were to seek employment elsewhere.

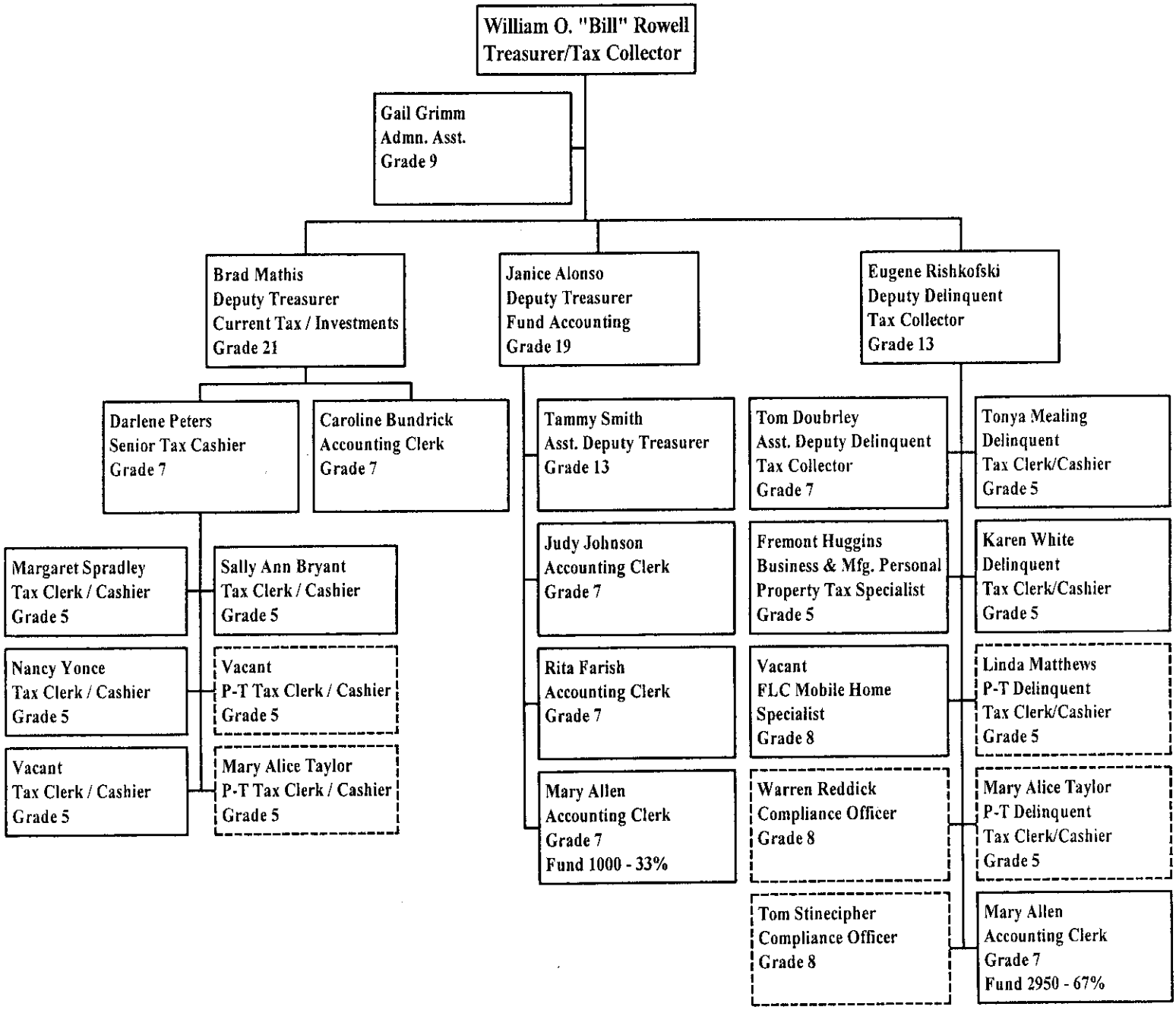
Mary has now been with the county for three (3) years. In that time she has more than demonstrated her devotion to her job, her willingness to do whatever it takes to get the job done as well as her respect for her fellow workers. Mary is always willing to jump in and assist any department. In those three (3) years, Mary's duties have not gotten any less; in fact they continue to grow. It is hard to understand how a position can be classified as Temporary and be filled for three(3) years, with no signs of it going away. In fact I see that position gaining more responsibilities.

113-17

Treasurer's Office

Organizational Chart

FY 2003-2004 Proposed



There are three departments: Accounting (5 full-time), Delinquent Tax Collection (7 full, 4 part-time), and Current Tax Collection (7 full, 2 part-time). Each is reportable to its own deputy treasurer (Accounting and Current Tax) or deputy tax collector (Delinquent Tax). In addition, there are two full-time administrators (Treasurer and Administrative Assistant) to which all departments report. There are currently no working relationships that differ from reporting relationships; however, the Accounting and Current Tax Collection departments work closely together causing occasional overlap of reporting relationships.

113-18

COUNTY OF LEXINGTON
GRANTS ADMINISTRATION
Annual Budget
FY 2003-04 Estimated Revenue

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Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Finance / Grants Administration 2990:**						
	Revenues:						
801000	Op Trn from Genrl Fund/Cty Ordinary	95,000	98,000	98,000	98,000	114,000	
802470	Op Trn from Adolescent Preg Prevention	5,291	0	0	0	0	
461000	Investment Interest	6,236	3,121	6,000	6,000	6,000	
	**** Total Revenue**	106,527	101,121	104,000	104,000	120,000	
	*****Total Appropriation**				384,278	120,023	0
	FUND BALANCE Beginning of Year				280,513	235	235
	FUND BALANCE - Projected End of Year				235	212	235

COUNTY OF LEXINGTON
GRANTS ADMINISTRATION
Annual Budget
Fiscal Year - 2003-04

Fund: 2990
Division: General Administration
Organization: 101400 Finance

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 1.5	54,542	32,517	67,582	67,693	88,501	
	Salaries & Wages Adjustment Account	0	0	0	20,308		
510200	Overtime	126	172	500	500		
511112	FICA - Employer's Portion	4,122	2,469	5,191	6,770		
511113	SCRS - Employer's Portion	3,745	2,239	4,664	6,062		
511120	Employee Insurance	5,250	4,200	9,800	9,000		
511130	Workers Compensation	148	88	183	183		
519901	Salaries & Wages Adjustment Account	0	0	6,116	0		
	*** Total Personnel**	**67,933**	**41,685**	**94,036**	**110,517**		
	Operating Expenses						
521000	Office Supplies	451	227	600	600		
521100	Duplicating	446	393	1,500	900		
524201	General Tort Liability Insurance	21	11	29	46		
524202	Surety Bonds	0	0	10	0		
525000	Telephone	218	128	250	270		
525010	Long Distance Charges	19	3	60	20		
525100	Postage	0	0	50	50		
525210	Conference & Meeting Expense	1,589	999	6,331	5,200		
525230	Subscriptions, Dues, & Books	744	503	1,300	1,300		
525240	Personal Mileage Reimbursement	98	0	200	200		
526500	Licenses & Permits	60	0	110	120		
529903	Contingency	0	0	275,202	0		
	*** Total Operating**	**3,646**	**2,264**	**285,642**	**8,706**		
	**** Total Personnel & Operating**	**71,579**	**43,949**	**379,678**	**119,223**		
	Capital						
540000	Small Tools & Minor Equipment	60	4	2,000	200		
540010	Minor Software	0	0	600	600		
	Other Equipment	0	913	2,000	0		
	**** Total Capital**	**60**	**917**	**4,600**	**800**		
	***** Total Budget Appropriation**	**71,639**	**44,866**	**384,278**	**120,023**		

SECTION IV. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration
Program II -
Program III -

Program I: Administration

Objectives:

To achieve and maintain a high standard of accuracy, completeness, and timeliness regarding the County's grants and special revenues. To assist and advise County Council, County Administrator, other department heads and program managers. To provide to the public friendly and efficient services. To maintain the official records of the County. To develop and maintain county-wide systems and internal controls. To gather and process information needed by other departments and the public.

Program II:

Objectives:

Program III:

Objectives:

SECTION IV. A. - LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Full Time Equivalent General Fund	Other Fund	Total	Grade
Manager	1.00	0	1.00	1.00	20
Accountant	.50	0	.50	.50	19
Total Positions	1.50	0		1.50	

SECTION IV. C. - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

(1) Office Phone	359-	- Manager

SECTION IV. D. - SERVICE LEVELS

Service Level Indicators:

	Actual FY 2001-02	Estimated FY 2002-03	Projected FY 2003-04
Solicitor Grants	7	8	5
Solicitor Special Revenue	5	4	7
Law Enforcement Grants	15	14	11
LE Special Revenue	16	15	15
Other Grants	38	33	35
Other Special Revenue	29	30	30

SECTION V. - SUMMARY OF REVENUES

801000 - OPERATING TRANSFER FROM GENERAL FUND **$114,000**

To cover the costs of grant administration, funds are transferred from the General Fund in the amount of 3% of the total grants approved each year.

461000 - INVESTMENT INTEREST **$6,000**

Interest is earned on the Fund Balance in the account.

County of Lexington
Grants Administration (3% of Total Grants)
FY 2003-2004 Operating Transfer Detail

Filename: GRTADM03.XLS
Date: 2-21-03
Prepared by: EB

Journal Entry: Operating Transfer Out (Fund 1000 - General Fund) 1000-999900-812990
Operating Transfer In (Fund 2990 - Finance / Grants Administration) 2990-000000-801000

Name of Grant	Fund Number	Amount of FY 2003-04 Total Grant	3% of Total Grant
FEMA State & Local Assistance	1000	19,552.00	587
DSS - Operating Reimbursements	1000	116,391.00	3,492
Mapping Grant	1000	15,000.00	450
Economic Development Grants	2000	0.00	0
Rural Development Act	2001	277,375.00	8,321
Urban Entitlement Community Development	2400	1,185,000.00	35,550
Clk of Crt/Title IV-D Process Server	2409	34,753.00	1,043
Clk of Crt/Title IV-D Child Support	2410	241,789.00	7,254
LE/Title IV-D Process Server	2411	17,000.00	510
Title V Senior Community Service Employ	2413	11,956.00	359
Bulletproof Vest Program	2414	15,000.00	450
Bopdy Armor Purchase Program	2415	14,985.00	450
Community Education on Gun Violence	2423	70,530.00	2,116
Multijurisdiction Task Force	2436	731,090.00	21,933
FY01 Cops Universal Hiring Program	2440	176,877.00	5,306
Multijurisdiction Forensic Drug Lab	2441	173,521.00	5,206
Gang Investigation Unit	2443	197,705.00	5,931
Automatic Fingerprint Identification System	2444	177,500.00	5,325
National Incident Based Rptg. System	2445	500,400.00	15,012
FY03 Law Enforce Block Grant	2452	187,000.00	5,610
Juvenile Account Incentive Block Grant	2464	0.00	0
Radio Communication Projects	2467	39,000.00	1,170
Landscape & Scenic Beautification	2472	0.00	0
FEMA TCMPA Grant	2473	0.00	0
Multijurisdiction Anti-terrorism Team	2474	0.00	0
Domestic Preparedness Equipment	2475	82,000.00	2,460
		0.00	0
Juvenile Arbitration	2501	45,000.00	1,350
		0.00	0
DHEC/EMS Grant-In-Aid	2520	47,000.00	1,410
Pass-Thru Grants	2999	0.00	0
Solid Waste - DHEC Management Grant	5720	0.00	0
Solid Waste - DHEC Waste Tire Grant	5721	0.00	0
Solid Waste - DHEC Used Oil Grant	5722	22,928.00	688
Solid Waste - DHEC Auto Dismantler	5723	0.00	0
		4,399,352	131,981

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **$600**

Funds are used to purchase special 4-part file folders for the grants and special revenue funds and other miscellaneous supplies as needed.,

521100 - DUPLICATING **$900**

Funds will be used to photocopy monthly reports, quarterly reports, and other documents related to grants and special revenue programs.

524201 - GENERAL TORT LIABILITY INSURANCE **$46**

Manager of Grants	1.00 position	$31
Accountant/Analyst	.50 position	$15

525000 - TELEPHONE **$270**

One phone $16.00 @month and voice mail/studder tone $4.45 @ month.

525010 - LONG DISTANCE CHARGES **$20**

Phone calls to make reservations, contact grantors, and grantees.

525100 - POSTAGE **$50**

Postage charges for sending materials FEDEX.

525210 - CONFERENCE & MEETING EXPENSE **$5,200**

To cover the costs of attending occupational continuing education and program related workshops and seminars required for grants and special revenue programs and to cover the costs of attending the occupational and program related conferences and monthly meetings.

GFOASC Spring Conference, Columbia vicinity (May 2002)	$200
GFOASC Fall Conference, Myrtle Beach, SC (September 2001)	$1,500
National GFOA Conference (location/time to be announced)	$1,500
Monthly meetings	$200
Other Training Sessions	$2,000

525230 - SUBSCRIPTIONS, DUES, & BOOKS **$1,300**

Funds are used for membership dues to the following professional organizations. The grant publication provides information on available funding from the Department of Justice. The Federal Register provides specific grant information required on the Schedule of Expenditures of Federal Awards.

GFOASC annual membership (2)	$100
SCACPA annual membership	$180
National GFOA annual membership	$350
AICPA annual membership	$150
National Association of Community Developers	$160
Federal Register	$95
Capital City Publishers	$258

525240 - PERSONAL MILEAGE REIMBURSEMENT **$200**

Mileage reimbursement required when using personal vehicles to travel to meetings, etc., when county vehicle is not available.

526500 - LICENSES & PERMITS **$120**

Account is used to pay the annual fee for the SC Certified Public Accountant license.

SECTION VI. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **$200**

Funds will be used to purchase minor equipment as needed.

540010 - MINOR SOFTWARE **$600**

Purchase software and software licenses as needed.

LEXINGTON COUNTY
MAR 1 3 RECD
FINANCE DEPT

COUNTY OF LEXINGTON
Pass-thru-Grants
Annual Budget
Fiscal Year 2003-2004

Fund: 2999
Division: Judicial
Organization: 142000 - Magistrate Court Services

Object Code	Expenditure Classification	2003-04 Requested	BUDGET 2003-04 Recommended	BUDGET 2003-04 Approved
	Personnel			
510100	Salaries & Wages	52,400		
511112	FICA - Employer's Portion	4,009		
511114	Police Retirement - Employer's Portion	5,607		
511130	Workers Compensation - Employer Cost	142		
	Total Personnel	**62,158**		
	Total Operating	**0**		
	Total Capital	**0**		
	Total Budget Appropriation	**62,158**		

COUNTY OF LEXINGTON
PASS-THRU GRANTS
Annual Budget
Fiscal Year - 2003-04

Fund: 2999
Division:
Organization: 142000 - Magistrate Court Services (Personnel Costs)
Organization: 999900 - Non-departmental (Special Projects)

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenues: (Organization - 000000)						
452100	Town Recorders Fees	38,260	25,326	41,521	41,521	62,158	
453005	B&C #1186 Bull Swamp Water System	0	0	0	0	0	
453006	B&C #1171 Rural Swansea Water Main	0	0	0	0	0	
454001	CDBG Frankfurth & Associates, PC	0	0	0	0	0	
466001	SCE&G Dam Project	0	100,000	100,000	100,000	0	
461000	Investment Interest	4	20	4	25	10	
	**** Total Revenue**	38,264	125,346	141,525	141,546	62,168	
	*****Total Appropriation**				142,332	62,283	0
	FUND BALANCE Beginning of Year				901	115	115
	FUND BALANCE - Projected End of Year				115	0	115

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expenditure (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel: (Organization - 142000)						
510100	Salaries & Wages	32,250	21,397	35,000	52,400		
511112	FICA - Employer's Portion	2,441	1,619	2,676	4,009		
511114	PORS - Employer's Portion	3,451	2,289	3,745	5,607		
511130	Workers Compensation	87	69	100	142		
	*** Total Personnel**	**38,229**	**25,374**	**41,521**	**62,158**		
	Operating Expenses: (Organization - 999900)						
529903	Contingency	0	0	811	125		
536014	Lake Murray Dam Project	0	100,000	100,000	0		
	*** Total Operating**	**0**	**100,000**	**100,811**	**125**		
	**** Total Personnel & Operating**	**38,229**	**125,374**	**142,332**	**62,283**		
	Capital						
	**** Total Capital**	**0**	**0**	**0**	**0**		
	***** Total Budget Appropriation**	**38,229**	**125,374**	**142,332**	**62,283**		

COUNTY OF LEXINGTON
SOLID WASTE FUNDS
COMBINED STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2003-04

	Solid Waste Operations (5700)	Solid Waste Tires (5710)	Solid Waste Recycling Grt. (5722)
REVENUE:			
County Tax Revenue	4,790,847		
Fees & Permits	948,250		
Intergovernmental Revenue		90,000	22,928
Investment Interest		1,750	
Miscellaneous	107,500		
Operating Transfer from General Fund			
TOTAL REVENUE	5,846,597	91,750	22,928
EXPENDITURES:			
Personnel & Operating	6,337,337	126,265	15,728
Depreciation	325,500	13,000	
Capital Outlay	1,446,731	1,000	7,200
TOTAL EXPENDITURES	8,109,568	140,265	22,928
NON-CASH EXPENSE (Add Back)			
Depreciation	325,500	13,000	0
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-1,937,471	-35,515	0
OTHER FINANCING SOURCES (USES):			
Tranfer to Risk Management			
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINACING SOURCES OVER EXPENDITURES AND OTHER USES	-1,937,471	-35,515	0
FUND BALANCE - Estimated Beginning of Year 7-01-03	391,754	202,279	(915)
FUND BALANCE - Projected End of Year 6-30-04	-1,545,717	166,764	(915)

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
FY 2003-04 Estimated Revenues & Other Funding Sources

LEXINGTON COUNTY
FEB 2 1 RECD
FINANCE DEPT.

Fund #: 5700 Fund Name: Enterprise

Dept. # 121201 Department Name: Solid Waste Management

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03 (6 Months)	Anticipated Fees FY 2002-03	Budget Units of Service	Budget Current Fee	Budget Total Estimated Fees FY 2003-04	Budget Proposed Fee Change	Budget Total Proposed Estimated Fees FY 2003-04
	* Undesignated Revenues:							
	Property Taxes:	Mills 7.067	Mills 7.067			Mills 7.067		Mills 7.067
410000	Current Property Taxes	$1,611,057	$3,558,901					$3,558,901
410500	Homestead Exemption Reimburse.	$0	$80,000					$80,000
410520	Manufacturer's Exempt. Reimburse.	$7	$15,000					$15,000
411000	Current Vehicle Taxes	$450,319	$857,746					$857,746
411001	Current Vehicle 5 Yr. Adjustment	$0	$7,200					$7,200
412000	Current Tax Penalties	-$65	$140,000					$140,000
413000	Delinquent Taxes	$117,757	$22,000					$22,000
414000	Delinquent Tax Penalties	$17,570	$102,000					$102,000
417100	Fee in Lieu of Taxes	$2,047	$0					$0
418000	Motor Carrier Payments	$8,703	$10,000					$10,000
419900	Tax Refunds	-$9	-$2,000					-$2,000
	Total Property Taxes	**$2,207,386**	**$4,790,847**			**$0**		**$4,790,847**
	Landfill Revenue Sources:							
434000	Landfill Fees	$480,860	$800,000		C&D $22/ton MSW $33/ton			$800,000
434100	Landfill Permit Fees	$2,235	$3,000		$5			$3,000
434200	Garbage Franchise Fees	$34,165	$57,250		$5/House			$57,250
434400	Paper Recycling Fees	$5,792	$7,000		Vary			$7,000
434401	Battery Recycling Fees	$969	$3,300		Vary			$3,300
434402	Aluminum Recycling Fees	$10,692	$24,000		Vary			$24,000
434403	Plastic Recycling Fees	$0	$500		Vary			$500
434405	White Goods Recycling Fees	$8,224	$25,000		Vary			$20,000
434406	Waste Tire Fees	$5,501	$1,800		$125/ton			$2,500
434407	Textile Recycling Fees	$0	$200		Vary			$200
434408	Cardboard Recycling Fees	$15,497	$15,000		Vary			$15,000
434409	Glass Recycling Fees	$308	$0		Vary			$0
434410	Vinyl Recycling Fees	$0	$0		Vary			$0
434411	Oil Filter Recycling Fees	$343	$0		$25 per 55 gal. drum			$0
434413	Scrap Aluminum Recycling Fees	$504	$500		Vary			$500
434414	Refrigerant Recycling Fees	$7,754	$15,000		Vary			$15,000
	Total Revenue Sources	**$572,844**	**$952,550**			**$0**		**$948,250**
	Other Revenues:							
450000	Rental Income	$3,750	$0					
450100	Ground Lease Agreement							$7,500
459200	DHEC /Solid Waste Mgt Grant	$0	$0					
461000	Investment Interest	$5,127	$10,000					
461001	Tax Appeals Interest	$14	$0					
461002	Delinquent Tax Interest	$0	$0					
463100	EPA Oversight Reimbursement	$0	$200,000					$100,000
463110	Property Cost Reimburse -PRP	$0	$0					
463200	Insurance Claims Reimb- Prop/Liab	$0	$0					
469900	Miscellaneous Revenues	$0	$0					
469901	Sales Tax Discount	$0	$0					
490100	Sale of General Fixed Assets	$14,500	$5,000					
491000	Contributed Capital	$0	$35,890					
801000	OP. Trn. From General Fund	$394,874	$394,874					
821000	R.E.T From General Fund	$0	$0					
821550	R.E.T From GO Bond (1997)	$0	$0					
	Depreciation (non-cash expenditure)	$0	$0					$345,500
	Total Other Revenue	**$418,265**	**$645,764**	**$0**	**$0**	**$0**	**$0**	**$453,000**
	**** Total Undesignated Landfill Revenues**	**$3,198,495**	**$6,389,161**	**$0**	**$0**	**$0**	**$0**	**$6,192,097**

LEXINGTON COUNTY
FEB 2 1 RECD
FINANCE DEPT.

COUNTY OF LEXINGTON
Combined Annual Budget - Enterprise Fund
Fiscal Year 2003-04

Fund 5700
Division: Solid Waste
Organzation: All Department

Object Code	Expenditure Classification	2002-03 Amended (Dec)	2003-2004 Requested (Total)	Budget: Admin.	Acctg. & Collections	Conv. Stations	Landfill Operations	321 Landfill	Transfer Station	Recycling	Non-Departmental
	Personnel										
510100	Salaries & Wages	429,438	428,223	62,480	52,454	33,022	137,094	0	103,513	39,660	
510200	Overtime	7,150	7,350	0	500	150	3,500	0	3,000	200	
510300	Part Time	206,358	264,000	0	30,929	105,196	0	0	0	127,875	
511112	FICA Cost	48,933	52,854	4,776	6,379	10,475	10,488	0	7,919	12,817	
511113	State Retirement	41,312	46,233	4,277	5,712	9,380	9,391	0	7,091	10,382	
511114	Police Retirement	0	0	0	0	0	0	0	0	0	
511120	Insurance Fund Contribution	72,800	78,000	6,000	18,000	6,000	24,000	0	18,000	6,000	
511130	Workers Compensation	32,271	29,681	156	794	6,920	8,075	0	6,097	7,639	
511213	State Retirement - Retiree	0	1,095	0	0	0	0		0	1,095	
519901	Salaries & Wages Adjustment Account	83	0	0	0	0	0	0	0	0	
	***Total Personnel**	**838,345**	**907,436**	**77,689**	**114,768**	**171,143**	**192,548**	**0**	**145,620**	**205,668**	
	Operating Expenses										
520100	Contracted Maintenance	112,601	177,148	0	0	0	95,523	0	81,625	0	
520200	Contracted Services	3,936,824	4,151,654	0	0	754,770	3,409	240,000	3,153,475	0	
520241	Refrigerant Disposal & Testing	15,000	15,000	0	0	0	15,000	0	0	0	
520300	Professional Services	182,825	139,965	3,000	3,000	100	82,775	50,000	1,090	0	
520702	Technical Currency & Support	1,000	1,000	0	1,000	0	0	0	0	0	
520302	Drug Testing Services	820	820	75	0	50	350	0	195	150	
520400	Advertising & Publicity	250	550	50	0	500	0	0	0	0	
520601	Landfill Monitoring - Batesburg	55,600	46,650	0	0	0	46,650	0	0	0	
520602	Landfill Monitoring - Edmund	68,100	16,800	0	0	0	16,800	0	0	0	
520603	Landfill Monitoring - Chapin	38,700	8,500	0	0	0	8,500	0	0	0	
520612	Closure/Post-Closure Care Cost	30,000	30,000	0	0	0	30,000	0	0	0	
520620	EPA Cost	200,000	50,000	0	0	0	0	50,000	0	0	
521000	Office Supplies	1,825	2,325	100	2,000	100	0	0	75	50	
521100	Duplicating	950	1,050	150	200	400	100	0	150	50	
521200	Operating Supplies	14,850	16,900	150	1,500	7,000	3,800	0	3,850	600	
521402	Occupational Health Supplies	400	400	0	0	0	0	0	0	400	
522000	Building Repairs & Maintenance	31,375	43,375	0	0	9,000	5,800	0	28,575	0	
522100	Heavy Equipment Repairs & Maintenance	145,793	154,370	0	0	25,000	70,000	0	58,620	750	
522200	Small Equipment Repairs & Maintenance	8,250	13,500	0	250	250	0	0	3,000	10,000	
522300	Vehicle Repairs & Maintenance	13,150	15,200	1,000	0	1,000	7,700	0	0	5,500	

COUNTY OF LEXINGTON
Combined Annual Budget - Enterprise Fund
Fiscal Year 2003-04

Fund 5700
Division: Solid Waste
Organization:All Department

Object Code	Expenditure Classification	2002-03 Amended (Dec)	2003-04 Requested (Total)	Budget Admin.	Acctg. & Collections	Conv. Stations	Landfill Operations	321 Landfill	Transfer Station	Recycling	Non-Departmental
523000	Land Rental	1,500	1,500	0	0	1,500	0	0	0	0	
523200	Equipment Rental	429	429	0	0	0	0	0	429	0	
524000	Building Insurance	1,577	1,922	242	0	606	0	0	1,074	0	
524100	Vehicle Inusrance	6,240	7,775	650	0	650	3,225	0	0	3,250	
524101	Comprehensive Insurance	5,454	9,377	0	0	0	7,761	0	1,110	506	
524201	General Tort Liability Insurance	1,886	3,182	450	75	125	1,465	0	879	188	
524202	Surety Bonds	375			0	246	0	0	0	32	
524900	Data Processing Equipment Insurance	56	56	0	56	0	0	0	0	0	
525000	Telephone	13,600	17,574	8,574	0	9,000	0	0	0	0	
525010	Long Distance Charges	1,600	2,000	1,000	0	1,000	0	0	0	0	
525020	Pagers and Cell Phones	2,313	2,313	1,496	0	110	494	0	105	108	
525030	800 MHz Radio Service Charges	7,067	7,248	666	504	530	2,318	0	1,688	1,542	
525031	800 MHz Radio Maintenance	1,170	1,202	90	90	90	378	0	284	270	
525100	Postage	800	1,200	0	1,200	0	0	0	0	0	
525210	Conference & Meeting Expenses	2,100	5,536	500	0	1,000	1,720	0	1,816	500	
525230	Subscriptions, Dues & Books	627	847	150	0	0	120	0	277	300	
525240	Personal Mileage Reimbursement	200	250	0	0	250	0	0	0	0	
525250	Motor Pool Reimbursement	0	25	25	0	0	0	0	0	0	
525135	Utilities - Landfill (Cayce 321)	11,000	22,000	0	0	0	0	22,000	0	0	
525317	Utilities - Landifll (Edmund)	17,600	17,600	6,000	0	0	4,000	0	7,600	0	
525318	Utilities - Convenience Stations	31,500	35,000	0	0	35,000	0	0	0	0	
525400	Gas, Fuel & Oil	43,700	52,146	1,500	0	1,200	31,946	0	8,000	9,500	
525600	Uniforms & Clothing	5,500	5,051	100	0	500	1,700	0	1,155	1,596	
526500	Licenses & Permits	4,260	3,925	0	25	600	1,800	800	700	0	
527040	Outside Personnel (Temporary)	318,267	318,267	0	0	318,267	0	0	0	0	
529903	Contingency	0	0	0	0	0	0	0	0	0	
530100	Depreciation	468,000	440,500	10,000	2,500	95,000	163,000	22,000	140,000	8,000	
534027	Keep America Beautiful Program	24,000	24,000	24,000	0	0	0	0	0	0	
538000	Claims & Judgments (Litigation)	550	550	0	0	250	100	0	100	100	
538600	SCDHEC Fines Administrative Order	0	0	0	0	0	0	0	0	0	
	***Total Operating**	**5,829,684**	**5,866,960**	**59,968**	**12,400**	**1,264,094**	**606,434**	**384,800**	**3,495,872**	**43,392**	
	**** Total Personnel & Operating**	**6,668,029**	**6,774,396**	**137,657**	**127,168**	**1,435,237**	**798,982**	**384,800**	**3,641,492**	**249,060**	
	****Total Capital**	**187,717**	**1,446,231**	**4,866**	**5,000**	**234,690**	**897,500**	**25,000**	**257,600**	**21,575**	
	*****Total Budget Appropriation**	**6,855,746**	**8,220,627**	**142,523**	**132,168**	**1,669,927**	**1,696,482**	**409,800**	**3,899,092**	**270,635**	

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LEXINGTON COUNTY
FEB 21 RECD
FINANCE DEPT.

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste Management
Organization: 121201 - Administration

Object Code	Expenditure Classification	2000-01 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommended	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2/1	106,598	29,981	62,480	62,480		
511112	FICA Cost	7,877	2,228	4,776	4,776		
511113	State Retirement	4,276	2,054	4,277	4,277		
511114	Police Retirement	4,488	0	0	0		
511120	Insurance Fund Contribution - 2/1	12,600	2,800	5,600	6,000		
511130	Workers Compensation	2,557	82	156	156		
	*** Total Personnel**	**138,396**	**37,145**	**77,289**	**77,689**		
	Operating Expenses						
520300	Professional Services	522	893	3,000	3,000		
520302	Drug Testing Services	0	0	75	75		
520400	Advertising & Publicity	15	20	50	50		
521000	Office Supplies	124	0	100	100		
521100	Duplicating	68	29	150	150		
521200	Operating Supplies	380	0	250	150		
522300	Vehicle Repairs & Maintenance	1,086	332	750	1,000		
524000	Building Insurance	225	0	189	242		
524100	Vehicle Insurance - 1	1,560	260	520	650		
524201	General Tort Liability Insurance	546	168	336	450		
524202	Surety Bonds	0	0	26	0		
525000	Telephone	5,318	3,023	6,000	8,574		
525010	Long Distance Charges	905	329	1,000	1,000		
525020	Pagers and Cell Phones	1,387	420	1,496	1,496		
525030	800 MHz Radio Service Charges - 1	1,460	217	661	666		
525031	800 MHz Radio Maintenance - 1	263	90	90	90		
525210	Conference & Meeting Expenses	692	0	600	500		
525230	Subscriptions, Dues & Books	119	121	100	150		
525250	Motor Pool Reimbursement	0	0	0	25		
525137	Utilities - L/F Edmund	5,007	2,545	6,000	6,000		
525400	Gas, Fuel & Oil	3,327	664	1,000	1,500		
525600	Uniforms & Clothing	0	0	0	100		
530100	Depreciation	18,654	0	26,000	10,000		
534027	Keep America Beautiful Program	23,000	12,000	24,000	24,000		
538000	Claims & Judgments (Litigation)	0	0	0	0		
	*** Total Operating**	**64,658**	**21,111**	**72,393**	**59,968**		
	**** Total Personnel & Operating**	**203,054**	**58,256**	**149,682**	**137,657**		
	Capital						
540000	Small Tools & Minor Equipment:	105	0	500	500		
	All Other Equipment	0	0	485	4,366		
	**** Total Capital**	**105**	**0**	**985**	**4,866**		
	***** Total Expenses**	**203,159**	**58,256**	**150,667**	**142,523**		

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year 2003-2004

Fund: 5700 (Enterprise)
Organization: 121201 (Administration)

Qty.	Item Description	***BUDGET*** 2003-2004 Requested Amount
1	Small Tools and Minor Equipment	$500
1	2 Port Analog Telephone Station Card	$500
1	Additional Memory for Lap Top	$75
1	Dell 600SC Server	$2,297
1	Windows 2000 Server	$494
1	4+ Machine Router	$250
1	Netscreen Device	$750
	**** Total Capital (Transfer Total to Main Sheet)**	$4,866

COUNTY OF LEXINGTON
VEHICLE SCHEDULE
FY 2003-2004

Department Name: 5700- Solid Waste Management
Department No.: 121201- Administration
Program/Activity:

Vehicle #	Description	Assigned	Vehicle Repairs & Maint. 522300	Vehicle Insurance 524100	Comp. Insurance 524101	Gas, Fuel & Oil 525400	Total
23101	2001 Chevy Blazer	Joe Mergo	$1,000	$650		$1,500	$3,150

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COUNTY OF LEXINGTON
Annual Budget- Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121201 - Administration

PROGRAM OVERVIEW

Program 1 Solid Waste Management Administration

This program handles the day to day operations at SWM and includes 2 full time positions of Director and Assistant to Director of SWM. A total of 14 full time and approximately 50 part-time employees make up the total work force of SWM.

Current Positions

Director of Solid Waste Management (Insured)	Grade 32
Assistant to Director of Solid Waste Management (Insured)	Grade 23

Vehicles

County ID #	Vehicle Description	Vehicle Insurance
23101	01 Chevy Blazer	Liability

Telecommunication Equipment

Quantity	Equipment	Maintenance Contract
11	Office Telephones	Yes
1	800 MHz Radio	Yes
1	Pager	No
1	Cell Phone	No
1	Nextel	No

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121201 - Administration

Requested Personnel Budget

510100	**Salaries & Wages (1)**	**$62,480**

These funds are for the Director

511112	**FICA Cost (1)**	**$4,776**

These funds are for the Director

511113	**State Retirement (1)**	4,277 ~~$3,722~~

Program 1 These funds are for the Director and Assistant to Director of SWM.

511120	**Insurance Fund Contribution (1)**	**$6,000**

These funds are for the Director.

511130	**Workers Compensation (1)**	**$156**

These funds are for the Director

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121201 - Administration

Requested Operating Budget

520300	**Professional Services**	**$3,000**

County Attorney to draw up contracts, review agreements or contracts prior to signing, update SWM Plan, review or draw up other legal documents for department

520302	**Drug Testing Services**	**$75**

This account cover the cost for any necessary drug testing $75.00

520400	**Advertising**	**$50**

Newspaper publication cost for the Full Cost Disclosure of Solid Waste Management as required by state legislation.

521000	**Office Supplies**	**$100**

Business cards for Director, file folders, pens, pencils, message pads, calendars, etc.

521100	**Duplicating**	**$150**

These expenses are for the Director and will include information for County Administrator, inter-office memos, correspondence to citizens of Lexington County.

521200	**Operating Supplies**	**$150**

Misc. operating supplies such as batteries, film, etc.

522300	**Vehicle Repairs & Maintenance**	**$1,000**

Chevy Blazer for Director of SWM - Service and maintenance every 3,000 miles; additional repairs, tires, $2,000

524000	**Building Insurance**	**$242**

To cover the cost of allocated building insurance for the Edmund facility.

524100 Vehicle Insurance (1) $650

Chevy Blazer for Director of SWM

524201 General Tort Liability Insurance $450

General Tort Liability Insurance for Director

525000 Telephone $8,574

$6,200 for telephone service for six lines at the Edmund Landfill.
$1,116 for 1 year maintenance on telephone system, Fortran.
$1,008 for DSL Internet Fees
$250 for DSL Installation and Activation

525010 Long Distance Charges $1,000

Long Distance service for Edmund Landfill.

525020 Pagers & Cell Phones $1,496

(1) Dial Page @ $8.73/month = $108
(1) Cell Phone @ $68/month = $816
(1) Nextel @ $44/month= $528
Potential overages = $44

525030 800 MHz Radio Service Charges $666

800 MHz radio service for Director @ $54.25/month & $15/yr Roam. = $666

525031 800 MHz Radio Maintenance $90

800 MHz radio maintenance for Director, $93.

525210 Conference & Meeting Expenses $500

Director of SWM to attend Solid Waste Association of North America Regional conference in Myrtle Beach

525230 Subscriptions, Dues and Books $150

Program 1 Magazines on job related subjects: Recycling News Subscription for SC Environmental Compliance updates, Membership to South Carolina Chapter SWANA for Director

525250 Motor Pool Reimbursement $25

Reimbursement for use of Motor Pool Vehicles at .365/per mile.

525317	**Utilities - Edmund**	**$6,000**

Electric utilities for Edmund Landfill

525400	**Gas Fuel & Oil**	**$1,500**

Chevy Blazer for Director: gas, transmission fluid, chassis grease, antifreeze and other lubricants

525600	**Uniforms & Clothing**	**$100**

1 pair of boots

530100	**Depreciation**	**$10,000**

To cover the cost of allocated depreciation,

534027	**Keep The Midlands Beautiful Program**	**$24,000**

Funding for the non-profit organization Keep The Midlands Beautiful.
This is a contract agreement between Lexington County Council and KAB.

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121201 - Administration

Requested Capital Items

540000	**Small Tools and Minor Equipment**	**$500**

This account will cover any cost for small tools and minor equipment which falls below the $500 capital cost limit. $135 for Back-up Tapes.

2 Port Analog Telephone Station Card	**$500**

Will allow the department to program and activate the automated attendant feature of the existing voice mail system. This feature will communicate fixed information to the public as well as updated information to convenience station employees. This price was received by written quote on Jan. 24, 2003

Additional Memory for Lap Top	**$75**

Per Information Services, memory is 20% below where it should be. More memory will help speed up computer, a little.

Dell 600SC Server	**$2,297**
Windows 2000 Server	**$494**

The current Compaq server county asset number 20665 purchased in 1998 is currently handling the county's solid waste management software package. This server also has no backup hardware to backup the daily data written to the server. Do to its remote location, this server should have backup tape capabilities. This server if replaced could be assigned to the Director and provide necessary additional memory with an updated operating system and serve as a network ready PC and continue its useful life for a couple of years

4+ Machine Router	**$250**
Netscreen Device	**$750**

As the County continues to put more and more information on the Internet, and as this office continues to depend on Internet access to obtain data, it is increasingly important that the SWM staff be able to access this data in a timely fashion. Currently, using the fastest desktop machine in the office, it usually takes approximately 1 to 2 minutes to fully open Internet resources such as CARD or Current Data from the Lex-co web site. SWM accesses the County network server via telephone dial-up. After opening, attempts to narrow or search the data can often times take even longer. In order to reduce the risks of problems similar to those experienced during the last Franchise Waste Collections start-up, we are attempting to better document franchise collection routes and customers. As part of this effort efficient access to these Internet resources and others are a true necessity.

LEXINGTON COUNTY
FEB 2 1 2003
FINANCE DEPT.

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste Management
Organization: 121202 - Accounting & Collections

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommended	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2	52,568	25,424	52,797	52,454		
510200	Overtime	847	223	1,000	500		
510300	Part Time - 2	18,095	11,326	26,377	30,929		
511112	FICA Cost	5,338	2,801	6,211	6,379		
511113	State Retirement	4,823	2,533	5,493	5,712		
511120	Insurance Fund Contribution - 3	12,600	8,400	16,800	18,000		
511130	Workers Compensation	2,647	1,281	2,612	794		
	*** Total Personnel**	**96,918**	**51,988**	**111,290**	**114,768**		
	Operating Expenses						
520300	Professional Services	2,424	2,286	3,000	3,000		
520702	Technical Currency & Support	1,000	500	1,000	1,000		
521000	Office Supplies	1,403	377	1,500	2,000		
521100	Duplicating	125	53	200	200		
521200	Operating Supplies	1,186	584	1,000	1,500		
522200	Small Equipment Repairs & Maint.	237	21	500	250		
524201	General Tort Liability Insurance	51	22	45	75		
524202	Surety Bonds	66	0	26	0		
524900	Data Processing Equipment Insurance	0	0	56	56		
525030	800 MHz Radio Service Charges	457	218	504	504		
525031	800 MHz Radio Maintenance	88	90	90	90		
525100	Postage	651	465	800	1,200		
526500	License & Permits	0	0	25	25		
530100	Depreciation	2,324	0	3,000	2,500		
538000	Claims & Judgments (Litigation)	0	0	0	0		
	*** Total Operating**	**10,012**	**4,616**	**11,746**	**12,400**		
	**** Total Personnel & Operating**	**106,930**	**56,604**	**123,036**	**127,168**		
	Capital						
540000	Small Tools & Minor Equipment:	0	0	250	250		
540010	Minor Software	0	0	0	315	331	
	All Other equipment	0	0	1,605	4,435	4,419	
	**** Total Capital**	**0**	**0**	**1,855**	**5,000**		
	***** Total Expenses**	**106,930**	**56,604**	**124,891**	**132,168**		

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year 2003-2004

Fund: 5700 (Enterprise)
Organization: 121202 (Accounting & Collections)

Qty.	Item Description	***BUDGET*** 2003-2004 Requested Amount
1	Small Tools and Minor Equipment	$250
1	Replacement Computer	$919
1	Office XP Pro Software	~~$331~~ ✓
1	Safe	$2,000
1	Canvas Awning for Scale House	$1,500
	**** Total Capital (Transfer Total to Main Sheet)**	~~$5,000~~ ✓

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121202 - Accounting & Collections

PROGRAM OVERVIEW

Program 1 Accounting and Collections

This phase of operation requires the effort of two full time employees, the Accounting and Collection Supervisor and the Scale Master. This operation also requires the effort of a part-time Scale Master. The functions of this cost center are to weigh incoming solid waste, record the results and insure payment as required. The weighing/billing operation is computerized and invoices are generated on a daily basis and the Accounting and Collection Supervisor generate statements on a monthly basis.

Current Positions

Accounting and Collection Supervisor (Insured)	Grade 8
Scale Master (Insured)	Grade 6
Scale Master (Partially Insured)	Grade 6 P/T
Clerk	Grade 6 P/T

Telecommunications

Quantity	Equipment	Maintenance Contract
1	MHz Radio (Base)	Yes

Service Levels

	FY 00/01 (Actual)	FY 01/02 (Actual)	FY 02/03 (Dec.)	FY 02/03 (Est. June)	FY 03/04 (Projected)
Landfill Permits Issued	677	614	447	900	900
Landfill Tickets Issued	50,285	52,862	24,370	53,000	54,000

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121202 - Accounting & Collections

Requested Personnel Budget

510100	**Salaries & Wages (2)**	**$52,454**

These funds are for the Accounting & Collections Supervisor and the Scale Master.

510200	**Overtime**	**$500**

These funds are for anticipated overtime

510300	**Part Time (2)**	**$30,929**

These funds are for the Part Time Scale Master and Clerk.

511112	**FICA Cost (4)**	**$6,379**

These funds are for the Accounting & Collections Supervisor, Scale Master, Part Time Scale Master, and Clerk.

511113	**State Retirement (4)**	**$5,712**

These funds are for the Accounting & Collections Supervisor, Scale Master, Part Time Scale Master, and Clerk.

511120	**Insurance Fund Contribution (3)**	**$18,000**

These funds are for the Accounting & Collections Supervisor, Scale Master, and the Part Time Scale Master.

511130	**Workers Compensation (4)**	**$794**

These funds are for the Accounting & Collections Supervisor, Scale Master, Part Time Scale Master, and Clerk.

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121202 - Accounting & Collections

Requested Operating Budget

520300 Professional Services $3,000

Annual external audit - $2,000, Credit Report service for potential new landfill customers; Annual fees and Credit Report fees - $1,000.

520702 Technical Currency & Support $1,000

Maintenance and support on scale program and any upgrades.

521000 Office Supplies $2,000

printer ribbons for accounting printer, printer ribbons for scale printer, 2-part computer paper, 1-part computer paper, Misc. Office Supplies, receipt books, printed window envelopes for landfill billing, printed stationary and envelopes, ABT's, purchase requisitions and other county forms, pens, pencils, calculator tape, staples, paper clips and etc. for accounting and scalehouse,

521100 Duplicating ~~$1,000~~ 200

These expenses are for the Accounting and Collections program and will include duplicating of landfill tickets, recycling records, various reports for finance, invoices for payable activity and etc.

521200 Operating Supplies ~~$200~~ 1500

Landfill permit stickers, Landfill scale tickets, Misc. operating supplies such as batteries, etc,

522200 Small Equipment Repairs & Maint. $250

Funds will be used for emergency repair and maintenance for small office machines in Accounting and Collections.

524201 General Tort Liability Insurance $75

General Tort Liability Insurance for Accounting & Collection Supervisor, Scale Master, Part Time Scale Master, and Clerk

524900	**Data Processing Equipment Insurance**	**$56**

To cover the cost of allocated data processing equipment insurance.

525030	**800 MHz Radio Service Charges**	**$504**

800 MHz radio for office use @ $42/month for 12 months.

525031	**800 MHz Radio Maintenance**	**$90**

800 MHz radio maintenance for office use.

525100	**Postage**	**$1,200**

To mail monthly billing and assorted correspondence.

526500	**Licenses & Permits**	**$25**

To cover the cost to renew weighmaster license,

530100	**Depreciation**	**$2,500**

To cover the cost of allocated depreciation.

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121202 - Accounting & Collections

Requested Capital Items

540000 Small Tools and Minor Equipment $250

This account will cover the cost to purchase any small office machines as needed, which are not carried through Central Warehouse

540010 Minor Software ~~$315~~ 331

Office XP Pro Software for replacement Computer.

Computer (replacement) $919

Computer for the Clerk that, per information services, is not capable of running Microsoft Office. The current computer does not meet the needs of this department nor does it allow the job requirements of the clerk to be met.

Safe $2,000

Solid Waste makes deposits of approximately $10,000 a week and at times over $50,000. Currently there is no secure place to keep this money. Just this past year over $600 was stolen during a break-in. Solid Waste received quotes in reference to a fire and burglary proof as well as floor anchored safe.

Canvas Awning for Scale House $1,500

When working in the scale house, surrounded by glass windows with metal buildings located in front of the windows, it is very difficult to see. It is necessary for the Scale Master to view the types of material that are on the scales as well as enter customer information and proper weights. The constant glare, which at times is unbearable, creates a very unpleasant work environment. Solid Waste has tried several options to eliminate this problem to no avail. We received this price from an awning contractor.

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2001-02

Fund: 5700
Division: Solid Waste Management
Organization: 121203 - Convenience Stations

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	2003-04 Requested	BUDGET 2001-02 Recommended	BUDGET 2001-02 Approved
	Personnel						
510100	Salaries & Wages - 1	29,750	15,828	33,022	33,022		
510200	Overtime	158	0	150	150		
510300	Part Time	131,310	39,811	83,944	105,196	103,900?	
511112	FICA Cost	12,200	4,208	8,641	10,475		
511113	State Retirement	10,139	3,542	7,644	9,380		
511120	Insurance Fund Contribution - 1	4,200	2,800	5,600	6,000		
511130	Workers Compensation	9,462	3,277	6,585	6,920		
511131	SC Unemployment	1,522	97	0	0		
511213	State Retirement - Retiree	865	269	0	0		
	*** Total Personnel**	**199,606**	**69,832**	**145,586**	**171,143**		
	Operating Expenses						
520200	Contracted Services	835,851	363,060	780,000	754,770	849,630	
520300	Professional Services	0	0	100	100		
520302	Drug Testing Services	0	0	50	50		
520400	Advertising & Publicity	311	194	200	500		
521000	Office Supplies	98	59	100	100		
521100	Duplicating	342	113	400	400		
521200	Operating Supplies	5,090	3,184	7,000	7,000		
522000	Building Repairs & Maintenance	2,664	585	6,000	9,000		
522100	Heavy Equipment Repairs & Maint.	11,152	4,229	20,000	25,000		
522200	Small Equipment Repairs & Maint.	163	5	250	250		
522300	Vehicle Repairs & Maintenance	758	382	1,000	1,000		
523000	Land Rental	1500	1500	1500	1500		
524000	Building Insurance	584	0	503	606		
524100	Vehicle Insurance - 1	520	260	520	650		
524201	General Tort Liability Insurance	112	50	100	125		
524202	Surety Bonds	0	0	246	246	0	
525000	Telephone	8,651	4,730	7,600	9,000	9,500	
525010	Long Distance Charges	1,031	502	600	1,000		
525020	Pagers and Cell Phones	105	52	110	110		
525030	800 MHz Radio Service Charges - 1	435	215	530	530		
525031	800 MHz Radio Maintenance - 1	88	90	90	90	95	
525100	Postage	0	0	0	0		
525210	Conference & Meeting Expenses	0	0	0	1,000		
525240	Personal Mileage Reimbursement	88	69	200	250		
525318	Utilities - Convenience Stations	30,010	16,305	31,500	35,000		
525400	Gas, Fuel & Oil	261	122	1,200	1,200		
525600	Uniforms & Clothing	170	0	500	500		
526500	Licenses & Permits	540	500	600	600		
527040	Outside Personnel (Temporary)	242,595	133,847	318,267	318,267	318,300	
530100	Depreciation	93,020	0	126,000	95,000		
538000	Claims & Judgments (Litigation)	157	0	250	250		
	*** Total Operating**	**1,236,296**	**530,053**	**1,305,416**	**1,264,094**		
	**** Total Personnel & Operating**	**1,435,902**	**599,885**	**1,451,002**	**1,435,237**		

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste Management
Organization: 121203 - Convenience Stations

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2001-02 Recommended	2001-02 Approved
	Capital						
540000	Small Tools & Minor Equipment:	280	100	500	500		
	All Other Equipment	0	2,695	3,222	234,190	106,840	
	** **Total Capital**	**280**	**2,795**	**3,722**	**234,690**		
	*** **Total Expenses**	**1,436,182**	**602,680**	**1,454,724**	**1,669,927**	1,637,724	

COUNTY OF LEXINGTON
Annual Budget
Fiscal Year 2002-2003

Fund: 5700 (Enterprise)
Organization: 121203 (Convenience Stations)

Qty.	Item Description	*BUDGET* 2003-04 Requested Amount	
1	Small Tools and Minor Equipment	$500	
5	Compactors	$95,000	#127,350
4	Electrical Service Poles	$6,000	
8	Concrete Pades for new & repositioned compactors	$26,350	
12	Sets New & Replacement Signs at Stations	$12,500	
20	Sets Steel Runners for Compactors	$15,000	
13	Concrete & Asphalt Pads/Drives (Improvements)	$42,690	
6	Attendant's Buildings	$33,000	
12	Locks for Attendant's Buildings	$2,000	
2	Heater/Air Conditioner Units	$1,650	
	**** Total Capital (Transfer Total to Main Sheet)**	$234,690	

New Program

COUNTY OF LEXINGTON
VEHICLE SCHEDULE
FY 2003-2004

Department Name: Solid Waste Management
Department No: 5700 (Enterprise)
Program/Activity: 121203 Convenience Station

Vehicle #	Description	Assigned	Vehicle Repairs & Maint. 522300	Vehicle Insurance 524100	Comp. Insurance 524101	Gas, Fuel & Oil 525400	Total
19930	1998 Ford Taurus		$1,000.00	$650.00	$0.00	$1,200.00	$2,850.00
		Total	$1,000.00	$650.00	$0.00	$1,200.00	$2,850.00

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County of Lexington
Annual Budget - Enterprise Fund
Fiscal Year 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121203 - Convenience Stations

PROGRAM OVERVIEW

Program 1 Convenience Stations

This operation requires the effort of a full time Convenience Station Coordinator and approximately 12 to 20 county employed part-time Station Attendants and additional contracted personnel from Babcock Industries. The function of this cost center is to ensure the proper disposal of materials brought by Lexington County citizens to the various Convenience Stations. The attendants also keep records of all contracted waste container pulls, contracted and SWM recycle materials pulls and vehicle traffic counts in the stations. The attendants are also responsible for housekeeping activity in the attendants building and on the grounds at the station. Currently there are twelve (12) Convenience Stations throughout the county with Babcock Industries personnel staffing eight (8) of these stations.

The Convenience Station Coordinator is housed at the SWM offices at the Lexington County Landfill. In addition to supervising the operations of the convenience stations and the activities of the Station Attendants, the coordinator also is responsible for overseeing Franchise Residential Waste Collectors and with enforcing the rules and regulations specified in the County's Franchise Agreement. In this capacity, the coordinator serves as a liaison for the citizens and county government with the Franchise Waste Collectors.

Current Positions

Franchise and Convenience Station Coordinator	Grade 13
Convenience station Attendants (12 – 20)	Part-time

Vehicles

County ID #	Vehicle Description	Vehicle Insurance
19930	1998 Ford Taurus	Liability

Telecommunication Equipment

Quantity	Equipment	Maintenance Contract
1	Pager	No
1	800 MHz Radio	Yes
12	Station Telephones	No

Service Levels

Services Provided	FY 00 /01 (Actual)	FY 01 /02 (Actual)	FY 02 /03 (Jul - Dec)	FY 02 /03 (Est. FY)	FY 03 /04 (Projected)
MSW Collected (Tons)	27,232.31	27,865.03	14,117.03	28,939.11	29,645.76
Yard Waste Collected (Tons)	17,998.94	18,556.55	9,823.52	19,647.04	20,629.39
Visiting Vehicles	1,612,905	1,488,100	753,264	754,000	1,582,00

Attachments A through C provide detail information related to these figures.

MUNICIPAL SOLID WASTE CONTAINER PULLS										
	FY 01 (7/00 thru 6/01)			**FY 02 (7/01 thru 6/02)**			% of Prev.	FY 03 (7/02 - 12/02)*		
	Pulls	Tons	Avg	**Pulls**	**Tons**	**Avg**	Year Pulls	Pulls	Tons	Avg
Bailey	324	2,046.84	6.32	**345**	**2,165.20**	**6.28**	**106.48%**	215	1,011.44	4.70
Ball Park	403	2,949.37	7.32	**419**	**2,921.23**	**6.97**	**103.97%**	209	1,434.88	6.87
Bush River	452	3,777.22	8.36	**428**	**3,544.75**	**8.28**	**94.69%**	231	1,762.33	7.63
Chapin	311	1,945.55	6.26	**343**	**2,072.54**	**6.04**	**110.29%**	194	1,096.09	5.65
Edmund	174	1,194.20	6.86	**183**	**1,350.72**	**7.38**	**105.17%**	97	691.12	7.12
Hollow Creek	215	1,415.45	6.58	**250**	**1,418.10**	**5.67**	**116.28%**	145	747.67	5.16
Leesville	68	510.26	7.50	**72**	**577.45**	**8.02**	**105.88%**	42	326.37	7.77
Pelion	194	1,455.03	7.50	**239**	**1,620.19**	**6.78**	**123.20%**	129	828.18	6.42
Red Bank	684	4,498.16	6.58	**696**	**4,426.84**	**6.36**	**101.75%**	350	2,188.41	6.25
River Chase	495	3,557.83	7.19	**542**	**3,715.40**	**6.85**	**109.49%**	263	1,742.00	6.62
Sandhills	273	2,564.26	9.39	**305**	**2,649.60**	**8.69**	**111.72%**	199	1,510.61	7.59
Summit	167	1,318.14	7.89	**180**	**1,403.01**	**7.79**	**107.78%**	109	777.93	7.14
Total	3760	27,232.31	7.24	**4002**	**27,865.03**	**6.96**	**106.44%**	2183	14,117.03	6.47

YARD TRASH CONTAINER PULLS										
	FY 01 (7/00 thru 6/01)			**FY 02 (7/01 thru 6/02)**			% of Prev.	FY 03 (7/02 - 12/02)*		
	Pulls	Tons	Avg	**Pulls**	**Tons**	**Avg**	Year Pulls	Pulls	Tons	Avg
Bailey	201	898.91	4.47	**107**	**759.95**	**7.10**	**53.23%**	104	524.24	5.04
Ball Park	245	1,415.38	5.78	**287**	**1,509.07**	**5.26**	**117.14%**	157	762.59	4.86
Bush River	495	3,483.81	7.04	**514**	**3,416.17**	**6.65**	**103.84%**	252	1,831.31	7.27
Chapin	523	1,708.91	3.27	**519**	**1,713.95**	**3.30**	**99.24%**	326	995.31	3.05
Edmund	325	735.72	2.26	**397**	**746.30**	**1.88**	**122.15%**	173	398.56	2.30
Hollow Creek	388	1,202.93	3.10	**257**	**1,098.66**	**4.27**	**66.24%**	137	538.59	3.93
Leesville	383	976.87	2.55	**366**	**817.70**	**2.23**	**95.56%**	171	392.88	2.30
Pelion	378	779.37	2.06	**411**	**785.94**	**1.91**	**108.73%**	223	432.61	1.94
Red Bank	536	2,155.58	4.02	**607**	**2,443.38**	**4.03**	**113.25%**	281	1,029.94	3.67
River Chase	536	2,770.08	5.17	**649**	**2,870.06**	**4.42**	**121.08%**	339	1,339.70	3.95
Sandhills	179	958.25	5.35	**281**	**1,473.63**	**5.24**	**156.98%**	204	1,078.90	5.29
Summit	459	913.03	1.99	**467**	**921.74**	**1.97**	**101.74%**	251	498.89	1.99
Total	4648	17,998.84	3.87	**4862**	**18,556.55**	**3.82**	**104.60%**	2618	9,823.52	3.75

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* Represents actual pulls for first half of FY 02-03 (July - December)

Grand Total	8408	45,231.15	5.38	**8864**	**46,421.58**	**5.24**	**105.42%**	4801	23,940.55	4.99

Month	#	Bailey	Ball Park	Bush River	Chapin	Edmund	Hollow Creek	Totals
01/01/02	01	9825	15913	15804	8769	6329	7914	*64554*
02/01/02	02	11701	15153	15135	10049	5590	8675	*66303*
03/01/02	03	12603	19093	16608	12584	7177	8816	*76881*
04/01/02	04	11184	19733	16365	11715	7343	8612	*74952*
05/01/02	05	7898	13962	11610	7531	5369	8478	*54848*
06/01/02	06	5023	9725	11029	6311	4082	6256	*42426*
07/01/02	07	2930	5162	6052	3722	2106	4401	**24373**
08/01/02	08	7917	17058	19693	11857	4473	9548	**70546**
09/01/02	09	7446	17035	18636	9919	5534	7680	**66250**
10/01/02	10	5804	16426	17475	9928	5368	7166	**62167**
11/01/02	11	5944	15508	19567	10377	6185	7312	**64893**
12/01/02	12	6946	17326	21914	10355	6649	7581	**70771**

	Bailey	Ball Park	Bush River	Chapin	Edmund	Hollow Creek
Total Vehicles - Year	95221	182094	189888	113117	66205	92439
Avg Vehicles per Month	7935	15175	15824	9426	5517	7703

Month	#	Leesville	Pelion	Red Bank	Riverchase	Sandhills	Summit	
01/01/02	01	4754	9229	6049	14289	13799	5279	*53399*
02/01/02	02	5509	9656	17627	13992	16359	5660	*68803*
03/01/02	03	5956	10294	20599	17030	15261	6785	*75925*
04/01/02	04	6359	9091	20477	15463	13967	6597	*71954*
05/01/02	05	4563	6836	15479	11569	8534	5098	*52079*
06/01/02	06	3816	5165	11223	10009	7385	3871	*41469*
07/01/02	07	2000	3340	6164	5946	4091	2141	**23682**
08/01/02	08	6567	10748	18317	14953	13070	7425	**71080**
09/01/02	09	6341	11617	19336	15221	12069	6777	**71361**
10/01/02	10	5985	10870	19160	14917	12189	7271	**70392**
11/01/02	11	6157	12590	19863	15615	14459	7405	**76089**
12/01/02	12	7271	12118	20218	19555	15243	7255	**81660**

	Leesville	Pelion	Red Bank	Riverchase	Sandhills	Summit
Total Vehicles - Year	65278	111554	194512	168559	146426	71564
Avg Vehicles per Month	5440	9296	16209	14047	12202	5964

Total Vehicles for Calender Year 2002	**1,496,857**	Avg. Veh. per month for Calender Year 2002	**124,738**	Total Vehicles for Jan - Jun, 2002	**743,593**	Total Vehicles for Jul - Dec, 2002	**753,264**

Calender Year 2001 Vehicle Counts Summary

County of Lexington
Annual Budget - Enterprise Fund
Fiscal Year 2003-2004

Month	#	Bailey	Ball Park	Bush River	Chapin	Edmund	Hollow Creek	Totals
1-Jan	01	1577	16217	16382	000	8345	000	*42521*
1-Feb	02	13028	14566	14486	000	4861	000	*46941*
1-Mar	03	14413	16330	19057	000	5288	6845	*61933*
1-Apr	04	13801	16751	21464	000	5163	7676	*64855*
1-May	05	14468	18256	16781	000	5444	6941	*61890*
1-Jun	06	13454	22405	18573	000	6059	8215	*68706*
1-Jul	07	9997	25648	19543	000	6567	8420	**70175**
1-Aug	08	9629	22492	19377	000	6145	7822	**65465**
1-Sep	09	000	18080	16354	000	5446	8226	**48106**
1-Oct	10	000	20910	15023	000	5003	8343	**49279**
1-Nov	11	4183	21181	18987	5264	6166	7687	**63468**
1-Dec	12	10993	19223	23077	11946	7233	8757	**81229**

		Bailey	Ball Park	Bush River	Chapin	Edmund	Hollow Creek	
Total Vehicles - Year		105543	232059	219104	17210	71720	78932	
Avg Vehicles per Month		8795	19338	18259	1434	5977	6578	

Month	#	Leesville	Pelion	Red Bank	Riverchase	Sandhills	Summit	
1-Jan	01	5946	8629	19149	17140	15767	3759	*70390*
1-Feb	02	5025	7651	18127	16347	14186	4204	*65540*
1-Mar	03	5225	8381	21477	17965	13459	4516	*71023*
1-Apr	04	5396	8683	16496	17206	14549	5233	*67563*
1-May	05	5157	10122	20822	16241	11006	4888	*68236*
1-Jun	06	5113	9306	22649	15763	11301	4866	*68998*
1-Jul	07	5051	9237	21616	13900	11223	4535	**65562**
1-Aug	08	5143	8810	3958	16491	12552	4612	**51566**
1-Sep	09	4668	9394	14432	15922	14950	4989	**64355**
1-Oct	10	4415	8614	20319	14116	14295	5290	**67049**
1-Nov	11	4508	9444	000	20086	12666	5196	**51900**
1-Dec	12	6223	11121	7360	19227	16162	6260	**66353**

		Leesville	Pelion	Red Bank	Riverchase	Sandhills	Summit	
Total Vehicles - Year		61870	109392	186405	200404	162116	58348	
Avg Vehicles per Month		5156	9116	15534	16700	13510	4862	

Total Vehicles for Calender Year 2001	**1,503,103**	Avg. Veh. per month for Calender Year 2001	**125,259**	Total Vehicles for Jan - Jun, 2001	**758,596**	Total Vehicles for Jul - Dec, 2001	**744,507**

REQUESTED PERSONNEL BUDGET

510100	**Salaries and Wages (1)**	$ 33,022

These funds are for the Franchise/Convenience Station Coordinator

510200	**Salaries and Wages**	$ 150

These funds are for the Convenience Station Attendants

510300	**Part Time (L/S)**	105,196 $103,900

These funds are for the part-time Station Attendants. The requested increase results from increased personnel hours to accommodate the higher volume of waste and the increased numbers of citizen users.

511112	**FICA Costs (L/S)**	$ 10,475

These funds are for the Coordinator and part-time station attendants.

511113	**State Retirement (L/S)**	$ 9,380

These funds are for the Coordinator and part-time station attendants.

511120	**Insurance Fund Contribution (1)**	$ 6,000

These funds are for the Franchise/Convenience Station Coordinator. This figure provided Mr. Ed Salyer, County Risk Manager.

511130	**Workers Compensation (1) (L/S)**	$ 6,920

These funds are for the Coordinator and part-time station attendants.

511131	**SC Unemployment Compensation (L/S)**	$ 0

These funds are for the Coordinator and part-time station attendants.

511213	**State Retirement - Retiree**	$ 0

These funds are for the Coordinator and part-time station attendants.

Attachments D & E provides detail information related to Salary and Benefits costs.

Attendants

	Scheduled Hours		Salary		FICA (Sal*0.0765)		Retirement (Sal*0.0685)		Workers Comp (Sal/100)*5.89	
	weekly	yearly	weekly	yearly	weekly	yearly	weekly	yearly	weekly	yearly
Edmund	56	2912	$333.20	$17,326.40	$25.49	$1,325.47	$22.82	$1,186.86	$19.63	$1,020.52
Leesville	72	3744	$428.40	$22,276.80	$32.77	$1,704.18	$29.35	$1,525.96	$25.23	$1,312.10
Pelion	104	5408	$618.80	$32,177.60	$47.34	$2,461.59	$42.39	$2,204.17	$36.45	$1,895.26
Summit	72	3744	$428.40	$22,276.80	$32.77	$1,704.18	$29.35	$1,525.96	$25.23	$1,312.10
Landfill	28	1456	$166.60	$8,663.20	$12.74	$662.73	$11.41	$593.43	$9.81	$510.26
Administrative		192		$1,142.40		$87.39		$78.25		$67.29
Total Attendants		17456	$1,975.40	$103,863.20 $103,863.20	$151.12	$7,945.53 $7,945.53	$135.31	$7,114.63 $7,114.63	$116.35	$6,117.54 $6,117.54

Coordinator

	Scheduled Hours		Salary		FICA (Sal*0.0765)		Retirement (Sal*0.0685)		Workers Comp (Sal/100)*2.43	
	weekly	yearly	weekly	yearly	weekly	yearly	weekly	yearly	weekly	yearly
Coordinator	40	2080	$635.04	$33,022.00		$2,526.18		$2,262.01		$802.43

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Totals

	Scheduled Hours		Salary		FICA (Sal*0.0765)		Retirement (Sal*0.0685)		Workers Comp (Sal/100)*5.89+(Sal/100)*2.43	
	weekly	yearly	weekly	yearly	weekly	yearly	weekly	yearly	weekly	yearly
Attendants				$103,863.20		$7,945.53		$7,114.63		$6,117.54
Coordinator				$33,022.00		$2,526.18		$2,262.01		$802.43
Totals				$136,885.20		$10,471.71		$9,376.64		$6,919.97

County of Lexington
Annual Budget - Enterprise Fund
Fiscal Year 2003-2004

Open 52 hours per week (Mon: 7a-7p, Wed: 7a-7p, Fri: 7a-7p, Sat: 7a-7p, Sun:3p-7p,)

Conv. Site	Schd. Hours	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Pers. Total:03-04	Total County Hrs/Wk
Edmund	7am - 1 pm	1		1		1	1			
	11am - 7 pm									
	1 pm - 7 pm	1		1		1	1			
	3 pm - 7 pm							2		$17,326.40 dollars/year
	Daily Cost	$71.40		$71.40		$71.40	$71.40	$47.60	$333.20	56 total hours/week
Leesville	7am - 1 pm	1		1		1	1			
	11am - 7 pm					1	1			
	1 pm - 7 pm	1		1		1	1			
	3 pm - 7 pm							2		$22,276.80 dollars/year
	Daily Cost	$71.40		$71.40		$119.00	$119.00	$47.60	$428.40	72 total hours/week
Pelion	7am - 1 pm	2		2		2	2			
	11am - 7 pm									
	1 pm - 7 pm	2		2		2	2			
	3 pm - 7 pm							2		$32,177.60 dollars/year
	Daily Cost	$142.80		$142.80		$142.80	$142.80	$47.60	$618.80	104 total hours/week
Summit	7am - 1 pm	1		1		2	2			
	11am - 7 pm									
	1 pm - 7 pm	1		1		2	2			
	3 pm - 7 pm							2		$24,752.00 dollars/year
	Daily Cost	$71.40		$71.40		$142.80	$142.80	$47.60	$476.00	80 total hours/week
Total - County Staffed Stations									$96,532.80	312 total hours/week
										16224 total hours/year

Additional Hours Scheduled for 2003-2004 per week at Conveninence Stations						72	Total Part-time
Additional Hours Scheduled for 2003-2004 per week at Landfill Station						28	FY03-04
Additional Hours Scheduled for 2003-2004 per year						5200	$105,196.00
Additional Personnel Cost for 2003-2004 per year						$30,940.00	
Total Personnel Costs for 2003-2004 (based on $5.95/hr)						$105,196.00	

520200 Contracted Services $ 754,770

These funds are for the removal of solid waste from the 12 convenience stations. The list below represents the expected number of pulls from and the total cost of those pulls based on the average pulls per station per month for the 30 consecutive months. These costs are based on the fixed contract price of $90 per pull (except at Bush River, Chapin and Riverchase Stations at $100 per pull) and $50 per container rental at all stations.

Bailey	519 pulls/yr.	@ $46,710	+ $2,400 rent: Yearly Total =	$49,110
Ball Park	688 pulls/yr.	@ $61,920	+ $3,000 rent: Yearly Total =	$64,920
Bush River	948 pulls/yr.	@ $94,800	+ $3,000 rent: Yearly Total =	$97,800
Chapin	886 pulls/yr.	@ $88,600	+ $3,000 rent: Yearly Total =	$91,600
Edmund	418 pulls/yr.	@ $27,000	+ $1,200 rent: Yearly Total =	$28,200
Hollow Creek	557 pulls/yr.	@ $50,130	+ $1,200 rent: Yearly Total =	$51,330
Leesville	316 pulls/yr.	@ $17,460	+ $1,200 rent: Yearly Total =	$18,660
Pelion	492 pulls/yr.	@ $32,310	+ $1,800 rent: Yearly Total =	$34,110
Red Bank	1,262 pulls/yr.	@ $113,580	+ $3,000 rent: Yearly Total =	$116,580
Riverchase	1,130 pulls/yr.	@ $113,000	+ $3,000 rent: Yearly Total =	$116,000
Sandhills	576 pulls/yr.	@ $51,930	+ $3,000 rent: Yearly Total =	$54,930
Summit	493 pulls/yr.	@ $30,330	+ $1,200 rent: Yearly Total =	$31,530

Note: These numbers are based on the premise that capital expenditures for new waste compactors presented later in this document will be approved. Without the purchase of the compactors, the expected number of pulls at the Edmund, Leesville, Pelion and Summit stations will increase substantially, resulting in a line item increase of $ 94,860, to a total line item need of $849,630.

SEE NEW PROGRAM

Attachment F-2 provides detail information regarding this request.

520300 Professional Services $ 100

These funds are for personnel questionnaires and related services as necessary.

520302 Drug Testing Services $ 50

These funds are for testing of employees if necessary.

520400 Advertising/Convenience Station Brochure Services $ 500

These funds are for the production and distribution of printed flyers, handouts, advertisements, etc. regarding the SWM Collection Stations and Franchise Residential Waste collection. Handouts would include information regarding the operation of the convenience stations. Flyers would include information designed to increase the number of residences participating in the Residential Waste Collection program, thereby increasing revenues from that programs. A substantial increase in the residential collection program may also result in a reduction of expenditures related to Convenience Station operations. This cost also includes production and distribution of holiday schedules and/or changes to the operations of Convenience Stations and Franchise Residential Waste Collection.

FY 2003-2004 Projected Costs w/o new Compactors							
	MSW	YT	Total Pulls	Cost Per	Pull Costs	Rent	Total Costs to WM
Bailey	354	165	**519**	$90.00	$46,710.00	$2,400.00	$49,110.00
Ball Park	412	276	**688**	$90.00	$61,920.00	$1,800.00	$63,720.00
Bush River	444	504	**948**	$100.00	$94,800.00	$2,400.00	$97,200.00
Chapin	339	547	**886**	$100.00	$88,600.00	$2,400.00	$91,000.00
Edmund	182	358	**540**	$90.00	$48,600.00	$1,800.00	$50,400.00
Hollow Creek	244	313	**557**	$90.00	$50,130.00	$2,400.00	$52,530.00
Leesville	73	368	**441**	$90.00	$39,690.00	$1,800.00	$41,490.00
Pelion	225	405	**630**	$90.00	$56,700.00	$1,800.00	$58,500.00
Red Bank	692	570	**1,262**	$90.00	$113,580.00	$2,400.00	$115,980.00
River Chase	520	610	**1,130**	$100.00	$113,000.00	$2,400.00	$115,400.00
Sandhills	311	266	**577**	$90.00	$51,930.00	$1,800.00	$53,730.00
Summit	182	471	**653**	$90.00	$58,770.00	$1,800.00	$60,570.00
	3,978	4,853	**8,831**		$824,430.00	$25,200.00	$849,630.00

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FY 2003-2004 Projected Costs w/ new Compactors							
	MSW	YT	Total Pulls	Cost Per	Pull Costs	Rent	Total Costs to WM
Bailey	354	165	**519**	$90.00	$46,710.00	$2,400.00	$49,110.00
Ball Park	412	276	**688**	$90.00	$61,920.00	$3,000.00	$64,920.00
Bush River	444	504	**948**	$100.00	$94,800.00	$3,000.00	$97,800.00
Chapin	339	547	**886**	$100.00	$88,600.00	$3,000.00	$91,600.00
Edmund	182	118	**300**	$90.00	$27,000.00	$1,200.00	$28,200.00
Hollow Creek	244	313	**557**	$90.00	$50,130.00	$1,200.00	$51,330.00
Leesville	73	121	**194**	$90.00	$17,460.00	$1,200.00	$18,660.00
Pelion	225	134	**359**	$90.00	$32,310.00	$1,800.00	$34,110.00
Red Bank	692	570	**1,262**	$90.00	$113,580.00	$3,000.00	$116,580.00
River Chase	520	610	**1,130**	$100.00	$113,000.00	$3,000.00	$116,000.00
Sandhills	311	266	**577**	$90.00	$51,930.00	$3,000.00	$54,930.00
Summit	182	155	**337**	$90.00	$30,330.00	$1,200.00	$31,530.00
	3,978	3,779	7,757		$727,770.00	$27,000.00	$754,770.00

Lex Co SWM:03-04 Budget 121203,
WM Pulls (F),

521000	**Office Supplies**	**$ 100**

These funds are for business cards for the coordinator, file folders, pens, pencils, calendars, and other necessary general office supplies.

521100	**Duplicating**	**$ 400**

These funds are for necessary copying of work reports, time sheets, time cards, etc. related to both Convenience Station and Franchise Residential Waste Collections.

521200	**Operating Supplies**	**$ 7,000**

These funds are for such items as cleaning supplies and disinfectants, brooms, rakes, shovels, water hoses, gloves (rubber, cotton & leather) misc. cleaning and other necessary operating supplies. First Aid supplies, Employee Personal Protective Equipment (safety glasses, safety vests, etc), ladders, labeling supplies, and film are also included in this program. Operating supplies are necessary to maintain a clean and safe environment for employees and citizens. Supplies are stored at the SWM offices and distributed to the stations as needed.

522000	**Building Repairs and Maintenance**	**$ 9,000**

These funds are for normal maintenance and upkeep of the 12 convenience station attendant's buildings, repair and upkeep of station fence and gate work, modification of electrical service and related tasks to install compactors. Note: At least four (4) of the stations will require extensive fence repair/replacement in order to insure the security of the facilities.

522100	**Heavy Equipment Repairs and Maintenance**	**$ 25,000**

These funds are for the necessary and normal repair and maintenance of compactors at the 12 Convenience Stations. In addition, at least four (4) compactors will require complete overhaul during this FY, each overhaul costing approximately $3,000. As these machines continue to age, coupled with ongoing growth in the use of these machines, the need for these funds has become more important than ever.

522200	**Small Equipment Repairs and Maintenance**	**$ 250**

These funds are for the repair of lawnmowers, weed eaters and other small equipment needed to maintain aesthetic appearance of the convenience sites.

522300	**Vehicle Repairs and Maintenance**	**$ 1,000**

These funds are for normal maintenance costs (as outlined by Fleet Services) associated with the operation of the 1998 Ford Taurus assigned to this account.

523000	**Land Rental**	**$ 1,500**

These funds represent the contracted amount due for rental of land for the Bailey Site.

524000	**Building Insurance**	**$ 606**

These funds are for insurance of the buildings at the 12 sites. This figure provided by Mr. Ed Salyer, County Risk Manager

524100	**Vehicle Insurance**	$ 650

These funds are for insurance the 1998 Ford Taurus (ID# 19903) assigned to this account. This figure provided by Mr. Ed Salyer, County Risk Manager.

524201	**General Tort Liability Insurance**	$ 125

These funds are for General Tort Liability Insurance for the Convenience Station Coordinator and county employed station attendants. This figure provided by Mr. Ed Salyer, County Risk Manager.

525000	**Telephone**	$ 9,500

These funds are for telephone service for 12 Convenience Stations. Attachment G shows the details related to this budget estimate.

525010	**Long Distance Charges**	$ 1,000

These funds are for long distance service for the 12 Convenience Stations.

525020	**Pagers and Cell Phones**	$ 110

These funds are for pager service @ $ 8.73 per month for the Convenience Station Coordinator.

525030	**800 MHz Radio Service Charge**	$ 530

These funds are for 800 MHz radio service for Convenience Station Coordinator @ $ 42 per month plus an additional $ 26 Annual Roaming Charge.

525031	**800 MHz Radio Maintenance**	$ [illegible]90

These funds are for general maintenance of an 800 MHz radio for the Convenience Station Coordinator.

525210	**Conference and Meeting Expense**	$ 1000

These funds are for completion of several training programs in the use of ArcView GIS/Mapping software. The software was purchased during FY 02-03. In addition, training will be sought in database development and management to be used in such information as citizen complaints, customer lists, equipment/supplies inventory, etc. When possible, this training will be completed using local or internet resources rather than traveling to a training site.

525240	**Personal Mileage Reimbursement**	$ 250

These funds are for reimbursement to cover the cost to the Convenience Station Coordinator when it is appropriate to use her/his personal vehicle for in the conduct of county business. Examples of this may occur when it is necessary to visit the Convenience Stations in the early mornings or in the late afternoon, or when the county vehicle is not available due to service.

County of Lexington
Annual Budget - Enterprise Fund
Fiscal Year 2003-2004

Estimated telephone charges for the twelve (12) Convenience Stations.

BellSouth		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bush River	731-8269	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$70.00	$70.00	$70.00
Chapin	345-9335	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$70.00	$70.00	$70.00
Edmund	755-2601	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$70.00	$70.00	$70.00
Leesville	532-2623	$105.00	$105.00	$105.00	$105.00	$105.00	$105.00	$105.00	$105.00	$105.00	$110.00	$110.00	$110.00
Sandhills	739-0315	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$70.00	$70.00	$70.00

Pond Branch		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bailey	568-3043	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$60.00	$60.00	$60.00
Hollow Creek	892-6139	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$60.00	$60.00	$60.00
Pelion	894-4663	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$60.00	$60.00	$60.00
Summit	892-6138	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$60.00	$60.00	$60.00

AllTell		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ball Park	359-4401	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$60.00	$60.00	$60.00
Red Bank	359-4933	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$60.00	$60.00	$60.00
Riverchase	356-8752	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$55.00	$60.00	$60.00	$60.00

Total per Month		$750.00	$750.00	$750.00	$750.00	$750.00	$750.00	$750.00	$750.00	$750.00	$810.00	$810.00	$810.00

Yearly Total		$9,000.00	estimated annual telephone costs excluding long distance charges.

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525318	**Utilities - Convenience Stations**	$ 35,000

These funds are for utility expenses at the 12 Convenience Stations. The installation of new area lighting, necessary to promote the safety of the site, personnel and citizens, and the continued aging of the waste compactors will continue to impact this program.

525400	**Gas, Fuel, and Oil**	$ 1,200

These funds are for gas, oil and other fluids and lubricants necessary (as outlined by Fleet Services) for the operation of the vehicle assigned to this account.

525600	**Uniforms and Clothing**	$ 500

These funds are for caps, t-shirts and raincoats for station attendants and the Convenience Station coordinator as appropriate.

526500	**Licenses and Permits**	$ 600

These funds are for water testing as required by SC DHEC at the Chapin, Bush River, Edmund, Bailey, Pelion, and Red Bank Convenience Stations.

527040	**Outside Personnel**	$318,300

These funds are for payment for labor under the existing contract with Babcock Industries for staffing the Bailey, Ball Park, Bush River, Chapin, Hollow Creek, Red Bank, Riverchase, and Sandhills Convenience Stations.

530100	**Depreciation**	$ 95,000

These funds are to cover the cost of allocated depreciation.

538000	**Claims and Judgments**	$ 250

These funds are to cover costs related to any claim(s) that may be filed.

REQUESTED CAPITAL IMPROVEMENT

540000 **Small Tools and Minor Equipment** $ 500

This account will cover the cost for any small tools and/or minor equipment which falls below the $500 capital cost limit, especially items not stocked at Central Warehouse. Among the items to be purchased are lawn mower(s), weed trimmer(s), leaf blower(s), small hand tools, etc. for use at the 12 convenience stations.

0000000 **Compactors (5 units)** $ 95,000

Purchase of five (5) high compression compactors with 6-yard hopper at $19,000 each according to a quote from Amick Equipment Company, a local equipment retailer. The new compactors will be installed as follows:

Two (2) will be installed at the Chapin Convenience Station as MSW containers. Currently, the Chapin Station utilizes two (2) smaller self-contained compactors owned by Waste Management Inc. These smaller units are no longer sufficient to handle the large amount of waste brought into this station.

One (1) will be installed at the Gwen Bailey Convenience Station as an MSW container. Currently, the Bailey Station utilizes one (1) smaller self-contained compactor owned by Waste Management Inc. This smaller unit is no longer sufficient to handle the large amount of waste brought into this station.

One (1) will be installed at the Sandhills Convenience Station as a YT/CD compactor. The current YT/CD container will be converted back to a Cardboard Recycling compactor. The presence of the cardboard compactor will provide more efficiency in that effort and in turn will result in an expected increase in revenue. That compactor was used as a cardboard compactor at the old Sandhills Station but was converted to YT/CD when the new Sandhills Station opened. That conversion was intended to be a temporary situation.

One (1) will be installed at the Pelion convenience Station as an MSW container. The current compactor at that station will be converted to a YT/CD container. Currently, the Pelion Station uses two (2) smaller, non-compacting open-top containers for YT/CD.

Note: The three (3) smaller self-contained units currently placed at the Gwen Bailey and Chapin Stations will be moved to the Edmund, Leesville and Summit Stations as MSW compactors. These units are large enough to accommodate the amount of waste brought in to those stations.

The current MSW compactors at those stations will be converted to YT/CD compactors as will the older 40-yard compactor at Pelion. The result is that these four stations, Edmund, Leesville, Pelion and Summit will each have compactors for both MSW and YT/CD. It is important to realize that, based on container pull weights at the stations over the last 2 ½ years, one 40-yard compactor container will hold approximately three (3) times the amount of YT/CD waste as will a 20-yard open-top container. Each container pulled from either of these stations costs Lexington County $90, no matter the size or weight of the container. Attachment F-1 provides details of pull information during the past 30 months along with estimated savings had the new compactors been in place during that time.

By reducing the number of container pulls by 2/3 we can expect a savings of approximately $94,860 in our Contracted Services expenditures (5700-121203-520200) as compared to the expected costs without these new compactors.

* **This expected savings is reflected in the expenditure listed on the Contracted Services line item in this document. Without the additional compactors, that line item will need to be increased by $94,860 to $849,630 in order to meet the expected costs of meeting the existing contract.**

NEW PROGRAM

	FY 2000-2002			FY 2001-2002			FY 2002-2003 (Jul - Dec)			30 Month Totals		
	MSW	YT	Total	MSW	YT	Total	MSW	YT	Total	MSW	YT	Total
Bailey	324	201	**525**	345	107	**452**	215	104	**319**	884	412	**1,296**
Ball Park	403	245	**648**	419	287	**706**	209	157	**366**	1031	689	**1,720**
Bush River	452	495	**947**	428	514	**942**	231	252	**483**	1111	1261	**2,372**
Chapin	311	523	**834**	343	519	**862**	194	326	**520**	848	1368	**2,216**
Edmund	174	325	**499**	183	397	**580**	97	173	**270**	454	895	**1,349**
Hollow Creek	215	388	**603**	250	257	**507**	145	137	**282**	610	782	**1,392**
Leesville	68	383	**451**	72	366	**438**	42	171	**213**	182	920	**1,102**
Pelion	194	378	**572**	239	411	**650**	129	223	**352**	562	1012	**1,574**
Red Bank	684	536	**1220**	696	607	**1303**	350	281	**631**	1730	1424	**3,154**
River Chase	495	536	**1031**	542	649	**1191**	263	339	**602**	1300	1524	**2,824**
Sandhills	273	179	**452**	305	281	**586**	199	204	**403**	777	664	**1,441**
Summit	167	459	**626**	180	467	**647**	109	251	**360**	456	1177	**1,633**
	3,760	4,648	**8,408**	4,002	4,862	**8,864**	2,183	2,618	**4,801**	9,945	12,128	**22,073**

	Per Month Average			FY 2003-2004 Projected			FY 2003-2004 Projected w/ New Compactors		
	MSW	YT	Total	MSW	YT	Total	MSW	YT	Total
Bailey	29	14	**43**	354	165	**519**	354	165	**519**
Ball Park	34	23	**57**	412	276	**688**	412	276	**688**
Bush River	37	42	**79**	444	504	**948**	444	504	**948**
Chapin	28	46	**74**	339	547	**886**	339	547	**886**
Edmund	15	30	**45**	182	358	**540**	182	118	**300**
Hollow Creek	20	26	**46**	244	313	**557**	244	313	**557**
Leesville	6	31	**37**	73	368	**441**	73	121	**194**
Pelion	19	34	**52**	225	405	**630**	225	134	**359**
Red Bank	58	47	**105**	692	570	**1,262**	692	570	**1,262**
River Chase	43	51	**94**	520	610	**1,130**	520	610	**1,130**
Sandhills	26	22	**48**	311	266	**577**	311	266	**577**
Summit	15	39	**54**	182	471	**653**	182	155	**337**
	332	404	**736**	3,978	4,851	**8,831**	3,978	3,778	**7,757**

11/6-39

0000000 Electrical Service Equipment & Supplies $ 6,000

This figure represents the costs of purchasing and installing electrical service poles (with service boxes, wire and breaker switches) necessary to operate the additional (new and/or repositioned) compactors at the Edmund, Leesville, Pelion and Summit stations. Mr. Ray Disher, Building Services Director, provided this price estimate.

0000000 Concrete pads for new & repositioned compactors $ 26,350

Attached spreadsheet shows the sites involved and work to be done. Because of the weight of a 40-yard compactor container when full, the container must be placed on a concrete pad rather than asphalt one. Each concrete pad would need to be approximately 45' long by 36' wide by 6" thick (Approximately 540 sq. ft.). This work represents only new concrete pads necessary as a result of installing additional (new or repositioned) compactors on the Bailey, Chapin, Edmund, Leesville, Pelion and Summit stations. Attachment H provides details related to this request. NEW PROGRAM

0000000 New and Replacement Signs for the twelve (12) convenience stations $ 12,500

This amount represents the amount necessary to obtain new directional, informational and educational signs needed at each of the convenience stations. In some cases the signs are needed to solve a safety issue (i.e. traffic direction/control). In other instances, the signs will direct the types of recycle products accepted in a given container, reducing the chance of contaminated containers and insuring the optimum revenue for the container when delivered to the processor. Mr. Randy Nash in the Lexington County Public Works Sign Shop provided this figure.

000000 Steel Runners for Compactors (20) $ 15,000

This represents a part of a request submitted in the FY 02-03 budget request that was not funded.

This consists of the installation of ½" steel plate as runners under most of the compactor containers. Because of the weight of these containers, and normal wear and tear resulting from the steel wheels rolling on the concrete pads, the concrete gradually wears away, leaving "ruts". Aside from being unsightly, these ruts can cause the container to not be level and therefore, not connect properly to the compactor mechanism. Such a situation can cause additional stress on the compactor, resulting in unnecessary wear to the mechanism. In addition, an uneven or improper fit between the container and the compactor can result in the compactor not working properly or at all. The lack of these runners is one reason for the need to repair and or replace so many of the concrete and/or asphalt pads that compactors currently sit on. This request is for one-half of the compactors in the county system. A similar request for the remaining twenty (20) containers will be included in the FY 04-05 budget request. Attachments I & J provide details related to this request.

0000000 Concrete and Asphalt pads/drives $ 42,690

This item was submitted in the FY 02-03 budget request but was not funded.

Attached spreadsheet shows the sites involved and work to be done. This work has been in budget requests for several years and at most of these sites has become a critical need. In some instances, short-term patches have been used to deal with the safety concerns at the sites. The expansion of some existing concrete pads, and the installation of concrete pads where asphalt currently is in place is expected to reduce ongoing problems of damage to the sites and the compactors. Attachment K provides details related to this request.

0000000 Attendants Building (6) $ 33,000

A portion of this request was submitted in the FY 02-03 budget request but was not funded.

This is to replace six (6) attendants building currently in use at the Sandhills, Bush River, Chapin, Ball Park Road, Hollow Creek and Bailey Convenience Stations. The existing buildings are in very bad shape and in most cases pose potential safety hazards. Costs to patch or repair these existing structures would be more than the replacement costs. Funds to replace the remaining six (6) buildings will be submitted in the FY 04-05 budget request. This request, including the cost estimate of $5,500 each, is made on the recommendation of Mr. Ray Disher in the County Building Services Department.

Concrete									
Site	# Needed	W	L	D	Area	Cyards	$/each	Sub-total	Total $
Bailey									**$3,600.00**
	1	36	45	0.5	810	30.00	$3,600.00	$3,600.00	
Chapin									**$7,200.00**
	2	36	45	0.5	810	30.00	$3,600.00	$7,200.00	
Edmund									**$3,600.00**
	1	36	45	0.5	810	30.00	$3,600.00	$3,600.00	
Leesville									**$3,600.00**
	1	36	45	0.5	810	30.00	$3,600.00	$3,600.00	
Pelion									**$3,600.00**
	1	36	45	0.5	810	30.00	$3,600.00	$3,600.00	
Summit									**$3,600.00**
	1	36	45	0.5	810	30.00	$3,600.00	$3,600.00	

Asphalt									
Site	# Needed	W	L	SqF	SqY	Lbs	Tons	$/Ton	**Total $**
Edmund									
Asphalt	1	100	25	2500	277.7778	45833.33	22.9166667	$50.00	**$1,145.83**
Total Concrete & Asphalt								$25,250.00	**$26,345.83**

STEEL RUNNERS FOR 39 & 40 YARD COMPACTORS

Per Piece Pricing	
4' X 8' X1/2" steel	$185.46
Cut & punch steel	$20.00
Nuts, Bolts, Mounting Hardware	$131.40

Per Compactor Pricing	
3 sheets steel	$556.38
Cut & punch 3 sheets	$60.00
Nuts, Bolts, Mounting Hardware	$131.40
Total	$747.78

Total Units in County System	40	$29,911.20
Total Units requested FY 03-04	20	$14,955.60
Total Units to be requested FY 04-05	20	$14,955.60

116-42

County of Lexington
Annual Budget - Enterprise Fund
Fiscal Year 2003-2004

Current Compactor Placements as of 1/28/03

	MSW		Yard Trash	Card board	
	40 yard	39 yard	40 yard	40 Yard	
Landfill				1	
Bailey		1	1		
Ball Park	2		1	1	
Bush River	2		2	1	
Chapin		2	1	1	
Edmund	1				
Hollow Creek		1	1	1	
Leesville	1			1	
Pelion	1			1	
Red Bank	2		1		
River Chase	2		1		
Sandhills	2		1		
Summit	1			1	
Sub-Totals	**14**	**4**	**9**	**8**	
Total				**35**	

Proposed Compactor Placements as of 1/28/03

	MSW		Yard Trash	Card board	
	40 Yard	39 Yard	40 Yard	40 Yard	
Landfill				1	
Bailey	1	0	1		Replace 39 MSW with **new 40 MSW**
Ball Park	2		1	1	
Bush River	2		2	1	
Chapin	2	0	1	1	Replace 2 39 MSW with **2 new 40 MSW**
Edmund	0	1			Replace existing 40 MSW with 39 MSW
Hollow Creek		1	1	1	
Leesville	0	*1*	1	1	Convert existing 40 MSW to YT, Install 39 MSW
Pelion	1		*1*	1	Convert existing 40 MSW to YT, Install **new 40 MSW**
Red Bank	2		*2*		Install 40 from Edmund as 2nd YT
River Chase	2		1		
Sandhills	2		1	*1*	Convert existing 40 YT to CB, Install **new 40 YT**
Summit	0	*1*	1	1	Convert existing 40 MSW to YT, Install 39 MSW
Sub-Totals	**14**	**4**	**13**	**9**	
Total				**40**	Result of purchase of 5 new 40 yard compactors

Add YT compactor to Leesville, Pelion, Summit
Add CB compactor to Sandhills
Add 2nd YT compactor to Red Bank

County of Lexington
Annual Budget - Enterprise Fund
Fiscal Year 2003-2004

Site	# Needed	W	L	D	Area	Cyards	$/each	Sub-total	Total $
Bush River									**$16,800.00**
Concrete	4	36	45	0.5	810	30.00	$3,600.00	$14,400.00	
Concrete	1	24	45	0.5	540	20.00	$2,400.00	$2,400.00	
Leesville									**$7,200.00**
Concrete	2	36	45	0.5	810	30.00	$3,600.00	$7,200.00	
Hollow Creek									**$7,200.00**
Concrete	2	36	45	0.5	810	30.00	$3,600.00	$7,200.00	
Pelion									**$3,600.00**
Concrete	1	36	45	0.5	810	30.00	$3,600.00	$3,600.00	
Summit									**$3,600.00**
Concrete	1	36	45	0.5	810	30.00	$3,600.00	$3,600.00	
Total Concrete								$38,400.00	**$38,400.00**

Site	# Needed	W	L	SqF	SqY	Lbs	Tons	$/Ton	Total $
Chapin									
Asphalt	1	65	65	4225	469.4444	77458.33	38.7291667	$48.00	**$1,859.00**
Hollow Creek									
Asphalt	1	85	65	5525	613.8889	101291.67	50.6458333	$48.00	**$2,431.00**
Total Asphalt									**$4,290.00**
Total Concrete & Asphalt									**$42,690.00**

116-44

0000000 Locks for Attendants Building (12) $ 2,000

This item was submitted in the FY 02-03 budget request but was not funded.

Currently, the buildings at all 12 convenience sites have the locks originally installed when the sites opened. In some cases these locks are 12 to 13 years old. In addition, during this period, there have been personnel changes that may have resulted in keys being in the possession of persons no longer employed by the county. Also, each building is keyed separately resulting in the need for 12 different keys. Our plan is to purchase new locks for the buildings that can be keyed alike. Keying these locks in this manner will facilitate the scheduling of staff (particularly in non-ordinary situations) to work at multiple sites. Mr. Ray Disher, Building Services Director, provided this price estimate.

0000000 Heater/Air Conditioner Units (2) $ 1,650

This item was submitted in the FY 02-03 budget request but was not funded.

These units are used in the attendant's buildings at the convenience sites. The units will be used as replacements for units that have become very inefficient with age. The older units, where possible will be used for back-ups and temporary replacements for other units that may quit functioning properly throughout the year. In the past, we have had "spare" units but recently, as the older units wore out, our stock of replacements was depleted. Currently, we have no spare Heater/Air Conditioner units for the sites. The budget estimate is based on the figure of $825 per unit as provided by Mr. Ray Disher, Building Services Director.

116-45

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2003-2004

Fund # 5700 Fund Title: SOLID WASTE
Organization # 121203 Organization Title: CONVENIENCE STATIONS
Program # Program Title:

Object Expenditure Code	Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #	
510300	Part Time #	
511112	FICA Cost	
511113	State Retirement	
511114	Police Retirement	
511120	Insurance Fund Contribution #	
511130	Workers Compensation	
511131	S.C. Unemployment	
	*** Total Personnel**	
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	(94,860)
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #	
524101	Comprehensive Insurance #	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	
	**** Total Personnel & Operating**	
	**** Total Capital (From Section III)**	127,350
	***** Total Budget Appropriation**	32,490

COUNTY OF LEXINGTON
Annual Budget
Fiscal Year 2002-2003

Fund: 5700 (Enterprise)
Organization: 121203 (Convenience Stations)

Qty.	Item Description	***BUDGET*** 2003-04 Requested Amount	
1	Small Tools and Minor Equipment	$500	
5	Compactors	$95,000	#129,350
4	Electrical Service Poles	$6,000	
8	Concrete Pades for new & repositioned compactors	$26,350	
12	Sets New & Replacement Signs at Stations	$12,500	
20	Sets Steel Runners for Compactors	$15,000	
13	Concrete & Asphalt Pads/Drives (Improvements)	$42,690	
6	Attendant's Buildings	$33,000	
12	Locks for Attendant's Buildings	$2,000	
2	Heater/Air Conditioner Units	$1,650	
	**** Total Capital (Transfer Total to Main Sheet)**	$234,690	

New Program

520200 Contracted Services $ 754,770

These funds are for the removal of solid waste from the 12 convenience stations. The list below represents the expected number of pulls from and the total cost of those pulls based on the average pulls per station per month for the 30 consecutive months. These costs are based on the fixed contract price of $90 per pull (except at Bush River, Chapin and Riverchase Stations at $100 per pull) and $50 per container rental at all stations.

Bailey	519 pulls/yr.	@ $46,710	+ $2,400 rent: Yearly Total =	$49,110
Ball Park	688 pulls/yr.	@ $61,920	+ $3,000 rent: Yearly Total =	$64,920
Bush River	948 pulls/yr.	@ $94,800	+ $3,000 rent: Yearly Total =	$97,800
Chapin	886 pulls/yr.	@ $88,600	+ $3,000 rent: Yearly Total =	$91,600
Edmund	418 pulls/yr.	@ $27,000	+ $1,200 rent: Yearly Total =	$28,200
Hollow Creek	557 pulls/yr.	@ $50,130	+ $1,200 rent: Yearly Total =	$51,330
Leesville	316 pulls/yr.	@ $17,460	+ $1,200 rent: Yearly Total =	$18,660
Pelion	492 pulls/yr.	@ $32,310	+ $1,800 rent: Yearly Total =	$34,110
Red Bank	1,262 pulls/yr.	@ $113,580	+ $3,000 rent: Yearly Total =	$116,580
Riverchase	1,130 pulls/yr.	@ $113,000	+ $3,000 rent: Yearly Total =	$116,000
Sandhills	576 pulls/yr.	@ $51,930	+ $3,000 rent: Yearly Total =	$54,930
Summit	493 pulls/yr.	@ $30,330	+ $1,200 rent: Yearly Total =	$31,530

Note: These numbers are based on the premise that capital expenditures for new waste compactors presented later in this document will be approved. Without the purchase of the compactors, the expected number of pulls at the Edmund, Leesville, Pelion and Summit stations will increase substantially, resulting in a line item increase of $ 94,860, to a total line item need of $849,630.

Attachment F-2 provides detail information regarding this request.

520300 Professional Services $ 100

These funds are for personnel questionnaires and related services as necessary.

520302 Drug Testing Services $ 50

These funds are for testing of employees if necessary.

520400 Advertising/Convenience Station Brochure Services $ 500

These funds are for the production and distribution of printed flyers, handouts, advertisements, etc. regarding the SWM Collection Stations and Franchise Residential Waste collection. Handouts would include information regarding the operation of the convenience stations. Flyers would include information designed to increase the number of residences participating in the Residential Waste Collection program, thereby increasing revenues from that programs. A substantial increase in the residential collection program may also result in a reduction of expenditures related to Convenience Station operations. This cost also includes production and distribution of holiday schedules and/or changes to the operations of Convenience Stations and Franchise Residential Waste Collection.

FY 2003-2004 Projected Costs w/o new Compactors							
	MSW	YT	Total Pulls	Cost Per	Pull Costs	Rent	Total Costs to WM
Bailey	354	165	**519**	$90.00	$46,710.00	$2,400.00	$49,110.00
Ball Park	412	276	**688**	$90.00	$61,920.00	$1,800.00	$63,720.00
Bush River	444	504	**948**	$100.00	$94,800.00	$2,400.00	$97,200.00
Chapin	339	547	**886**	$100.00	$88,600.00	$2,400.00	$91,000.00
Edmund	182	358	**540**	$90.00	$48,600.00	$1,800.00	$50,400.00
Hollow Creek	244	313	**557**	$90.00	$50,130.00	$2,400.00	$52,530.00
Leesville	73	368	**441**	$90.00	$39,690.00	$1,800.00	$41,490.00
Pelion	225	405	**630**	$90.00	$56,700.00	$1,800.00	$58,500.00
Red Bank	692	570	**1,262**	$90.00	$113,580.00	$2,400.00	$115,980.00
River Chase	520	610	**1,130**	$100.00	$113,000.00	$2,400.00	$115,400.00
Sandhills	311	266	**577**	$90.00	$51,930.00	$1,800.00	$53,730.00
Summit	182	471	**653**	$90.00	$58,770.00	$1,800.00	$60,570.00
	3,978	4,853	**8,831**		$824,430.00	$25,200.00	$849,630.00

6A-9/11

FY 2003-2004 Projected Costs w/ new Compactors							
	MSW	YT	Total Pulls	Cost Per	Pull Costs	Rent	Total Costs to WM
Bailey	354	165	**519**	$90.00	$46,710.00	$2,400.00	$49,110.00
Ball Park	412	276	**688**	$90.00	$61,920.00	$3,000.00	$64,920.00
Bush River	444	504	**948**	$100.00	$94,800.00	$3,000.00	$97,800.00
Chapin	339	547	**886**	$100.00	$88,600.00	$3,000.00	$91,600.00
Edmund	182	118	**300**	$90.00	$27,000.00	$1,200.00	$28,200.00
Hollow Creek	244	313	**557**	$90.00	$50,130.00	$1,200.00	$51,330.00
Leesville	73	121	**194**	$90.00	$17,460.00	$1,200.00	$18,660.00
Pelion	225	134	**359**	$90.00	$32,310.00	$1,800.00	$34,110.00
Red Bank	692	570	**1,262**	$90.00	$113,580.00	$3,000.00	$116,580.00
River Chase	520	610	**1,130**	$100.00	$113,000.00	$3,000.00	$116,000.00
Sandhills	311	266	**577**	$90.00	$51,930.00	$3,000.00	$54,930.00
Summit	182	155	**337**	$90.00	$30,330.00	$1,200.00	$31,530.00
	3,978	3,779	7,757		$727,770.00	$27,000.00	$754,770.00

Lex Co SWM:03-04 Budget 121203,
WM Pulls (F),

REQUESTED CAPITAL IMPROVEMENT

540000 **Small Tools and Minor Equipment** $ 500

This account will cover the cost for any small tools and/or minor equipment which falls below the $500 capital cost limit, especially items not stocked at Central Warehouse. Among the items to be purchased are lawn mower(s), weed trimmer(s), leaf blower(s), small hand tools, etc. for use at the 12 convenience stations.

0000000 **Compactors (5 units)** $ 95,000

Purchase of five (5) high compression compactors with 6-yard hopper at $19,000 each according to a quote from Amick Equipment Company, a local equipment retailer. The new compactors will be installed as follows:

Two (2) will be installed at the Chapin Convenience Station as MSW containers. Currently, the Chapin Station utilizes two (2) smaller self-contained compactors owned by Waste Management Inc. These smaller units are no longer sufficient to handle the large amount of waste brought into this station.

One (1) will be installed at the Gwen Bailey Convenience Station as an MSW container. Currently, the Bailey Station utilizes one (1) smaller self-contained compactor owned by Waste Management Inc. This smaller unit is no longer sufficient to handle the large amount of waste brought into this station.

One (1) will be installed at the Sandhills Convenience Station as a YT/CD compactor. The current YT/CD container will be converted back to a Cardboard Recycling compactor. The presence of the cardboard compactor will provide more efficiency in that effort and in turn will result in an expected increase in revenue. That compactor was used as a cardboard compactor at the old Sandhills Station but was converted to YT/CD when the new Sandhills Station opened. That conversion was intended to be a temporary situation.

One (1) will be installed at the Pelion convenience Station as an MSW container. The current compactor at that station will be converted to a YT/CD container. Currently, the Pelion Station uses two (2) smaller, non-compacting open-top containers for YT/CD.

Note: The three (3) smaller self-contained units currently placed at the Gwen Bailey and Chapin Stations will be moved to the Edmund, Leesville and Summit Stations as MSW compactors. These units are large enough to accommodate the amount of waste brought in to those stations.

The current MSW compactors at those stations will be converted to YT/CD compactors as will the older 40-yard compactor at Pelion. The result is that these four stations, Edmund, Leesville, Pelion and Summit will each have compactors for both MSW and YT/CD. It is important to realize that, based on container pull weights at the stations over the last 2 ½ years, one 40-yard compactor container will hold approximately three (3) times the amount of YT/CD waste as will a 20-yard open-top container. Each container pulled from either of these stations costs Lexington County $90, no matter the size or weight of the container. Attachment F-1 provides details of pull information during the past 30 months along with estimated savings had the new compactors been in place during that time.

By reducing the number of container pulls by 2/3 we can expect a savings of approximately $94,860 in our Contracted Services expenditures (5700-121203-520200) as compared to the expected costs without these new compactors.

This expected savings is reflected in the expenditure listed on the Contracted Services line item in this document. Without the additional compactors, that line item will need to be increased by $94,860 to $849,630 in order to meet the expected costs of meeting the existing contract.

County of Lexington
Annual Budget - Enterprise Fund
Fiscal Year 2003-2004

Current Compactor Placements as of 1/28/03

	MSW		Yard Trash	Card board
	40 yard	39 yard	40 yard	40 Yard
Landfill				1
Bailey		1	1	
Ball Park	2		1	1
Bush River	2		2	1
Chapin		2	1	1
Edmund	1			
Hollow Creek		1	1	1
Leesville	1			1
Pelion	1			1
Red Bank	2		1	
River Chase	2		1	
Sandhills	2		1	
Summit	1			1
Sub-Totals	**14**	**4**	**9**	**8**
Total				**35**

Proposed Compactor Placements as of 1/28/03

	MSW		Yard Trash	Card board	
	40 Yard	39 Yard	40 Yard	40 Yard	
Landfill				1	
Bailey	1	0	1		Replace 39 MSW with **new 40 MSW**
Ball Park	2		1	1	
Bush River	2		2	1	
Chapin	2	0	1	1	Replace 2 39 MSW with **2 new 40 MSW**
Edmund	0	1			Replace existing 40 MSW with 39 MSW
Hollow Creek		1	1	1	
Leesville	0	*1*	1	1	Convert existing 40 MSW to YT, Install 39 MSW
Pelion	1		*1*	1	Convert existing 40 MSW to YT, Install **new 40 MSW**
Red Bank	2		*2*		Install 40 from Edmund as 2nd YT
River Chase	2		1		
Sandhills	2		1	*1*	Convert existing 40 YT to CB, Install **new 40 YT**
Summit	0	*1*	1	1	Convert existing 40 MSW to YT, Install 39 MSW
Sub-Totals	**14**	**4**	**13**	**9**	
Total				**40**	Result of purchase of 5 new 40 yard compactors Add YT compactor to Leesville, Pelion, Summit Add CB compactor to Sandhills Add 2nd YT compactor to Red Bank

	FY 2000-2002			FY 2001-2002			FY 2002-2003 (Jul - Dec)			30 Month Totals		
	MSW	YT	Total	MSW	YT	Total	MSW	YT	Total	MSW	YT	Total
Bailey	324	201	**525**	345	107	**452**	215	104	**319**	884	412	**1,296**
Ball Park	403	245	**648**	419	287	**706**	209	157	**366**	1031	689	**1,720**
Bush River	452	495	**947**	428	514	**942**	231	252	**483**	1111	1261	**2,372**
Chapin	311	523	**834**	343	519	**862**	194	326	**520**	848	1368	**2,216**
Edmund	174	325	**499**	183	397	**580**	97	173	**270**	454	895	**1,349**
Hollow Creek	215	388	**603**	250	257	**507**	145	137	**282**	610	782	**1,392**
Leesville	68	383	**451**	72	366	**438**	42	171	**213**	182	920	**1,102**
Pelion	194	378	**572**	239	411	**650**	129	223	**352**	562	1012	**1,574**
Red Bank	684	536	**1220**	696	607	**1303**	350	281	**631**	1730	1424	**3,154**
River Chase	495	536	**1031**	542	649	**1191**	263	339	**602**	1300	1524	**2,824**
Sandhills	273	179	**452**	305	281	**586**	199	204	**403**	777	664	**1,441**
Summit	167	459	**626**	180	467	**647**	109	251	**360**	456	1177	**1,633**
	3,760	4,648	**8,408**	4,002	4,862	**8,864**	2,183	2,618	**4,801**	9,945	12,128	**22,073**

116-52

	Per Month Average			FY 2003-2004 Projected			FY 2003-2004 Projected w/ New Compactors		
	MSW	YT	Total	MSW	YT	Total	MSW	YT	Total
Bailey	29	14	**43**	354	165	**519**	354	165	**519**
Ball Park	34	23	**57**	412	276	**688**	412	276	**688**
Bush River	37	42	**79**	444	504	**948**	444	504	**948**
Chapin	28	46	**74**	339	547	**886**	339	547	**886**
Edmund	15	30	**45**	182	358	**540**	182	118	**300**
Hollow Creek	20	26	**46**	244	313	**557**	244	313	**557**
Leesville	6	31	**37**	73	368	**441**	73	121	**194**
Pelion	19	34	**52**	225	405	**630**	225	134	**359**
Red Bank	58	47	**105**	692	570	**1,262**	692	570	**1,262**
River Chase	43	51	**94**	520	610	**1,130**	520	610	**1,130**
Sandhills	26	22	**48**	311	266	**577**	311	266	**577**
Summit	15	39	**54**	182	471	**653**	182	155	**337**
	332	404	**736**	3,978	4,851	**8,831**	3,978	3,778	**7,757**

0000000 Electrical Service Equipment & Supplies $ 6,000

This figure represents the costs of purchasing and installing electrical service poles (with service boxes, wire and breaker switches) necessary to operate the additional (new and/or repositioned) compactors at the Edmund, Leesville, Pelion and Summit stations. Mr. Ray Disher, Building Services Director, provided this price estimate.

0000000 Concrete pads for new & repositioned compactors $ 26,350

Attached spreadsheet shows the sites involved and work to be done. Because of the weight of a 40-yard compactor container when full, the container must be placed on a concrete pad rather than asphalt one. Each concrete pad would need to be approximately 45' long by 36' wide by 6" thick (Approximately 540 sq. ft.). This work represents only new concrete pads necessary as a result of installing additional (new or repositioned) compactors on the Bailey, Chapin, Edmund, Leesville, Pelion and Summit stations. Attachment H provides details related to this request.

0000000 New and Replacement Signs for the twelve (12) convenience stations $ 12,500

This amount represents the amount necessary to obtain new directional, informational and educational signs needed at each of the convenience stations. In some cases the signs are needed to solve a safety issue (i.e. traffic direction/control). In other instances, the signs will direct the types of recycle products accepted in a given container, reducing the chance of contaminated containers and insuring the optimum revenue for the container when delivered to the processor. Mr. Randy Nash in the Lexington County Public Works Sign Shop provided this figure.

000000 Steel Runners for Compactors (20) $ 15,000

This represents a part of a request submitted in the FY 02-03 budget request that was not funded.

This consists of the installation of ½" steel plate as runners under most of the compactor containers. Because of the weight of these containers, and normal wear and tear resulting from the steel wheels rolling on the concrete pads, the concrete gradually wears away, leaving "ruts". Aside from being unsightly, these ruts can cause the container to not be level and therefore, not connect properly to the compactor mechanism. Such a situation can cause additional stress on the compactor, resulting in unnecessary wear to the mechanism. In addition, an uneven or improper fit between the container and the compactor can result in the compactor not working properly or at all. The lack of these runners is one reason for the need to repair and or replace so many of the concrete and/or asphalt pads that compactors currently sit on. This request is for one-half of the compactors in the county system. A similar request for the remaining twenty (20) containers will be included in the FY 04-05 budget request. Attachments I & J provide details related to this request.

0000000 Concrete and Asphalt pads/drives $ 42,690

This item was submitted in the FY 02-03 budget request but was not funded.

Attached spreadsheet shows the sites involved and work to be done. This work has been in budget requests for several years and at most of these sites has become a critical need. In some instances, short-term patches have been used to deal with the safety concerns at the sites. The expansion of some existing concrete pads, and the installation of concrete pads where asphalt currently is in place is expected to reduce ongoing problems of damage to the sites and the compactors. Attachment K provides details related to this request.

0000000 Attendants Building (6) $ 33,000

A portion of this request was submitted in the FY 02-03 budget request but was not funded.

This is to replace six (6) attendants building currently in use at the Sandhills, Bush River, Chapin, Ball Park Road, Hollow Creek and Bailey Convenience Stations. The existing buildings are in very bad shape and in most cases pose potential safety hazards. Costs to patch or repair these existing structures would be more than the replacement costs. Funds to replace the remaining six (6) buildings will be submitted in the FY 04-05 budget request. This request, including the cost estimate of $5,500 each, is made on the recommendation of Mr. Ray Disher in the County Building Services Department.

Concrete									
Site	# Needed	W	L	D	Area	Cyards	$/each	Sub-total	Total $
Bailey									**$3,600.00**
	1	36	45	0.5	810	30.00	$3,600.00	$3,600.00	
Chapin									**$7,200.00**
	2	36	45	0.5	810	30.00	$3,600.00	$7,200.00	
Edmund									**$3,600.00**
	1	36	45	0.5	810	30.00	$3,600.00	$3,600.00	
Leesville									**$3,600.00**
	1	36	45	0.5	810	30.00	$3,600.00	$3,600.00	
Pelion									**$3,600.00**
	1	36	45	0.5	810	30.00	$3,600.00	$3,600.00	
Summit									**$3,600.00**
	1	36	45	0.5	810	30.00	$3,600.00	$3,600.00	

Asphalt									
Site	# Needed	W	L	SqF	SqY	Lbs	Tons	$/Ton	**Total $**
Edmund									
Asphalt	1	100	25	2500	277.7778	45833.33	22.9166667	$50.00	**$1,145.83**
Total Concrete & Asphalt								$25,250.00	**$26,345.83**

LEXINGTON COUNTY
FEB 21 RECD
FINANCE DEPT.

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste
Organization: 121204 / Landfill Operations

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommended	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 4	133,931	65,604	136,744	137,094		
510200	Overtime	2,334	2,526	2,800	3,500		
511112	FICA Cost	10,264	5,120	10,641	10,488		
511113	State Retirement	9,325	4,667	9,530	9,391		
511120	Insurance Fund Contribution - 4	16,800	11,200	22,400	24,000		
511130	Workers Compensation	8,019	4,013	8,022	8,075		
	*** Total Personnel**	**180,673**	**93,130**	**190,137**	**192,548**		
	Operating Expenses						
520100	Contracted Maintenance	53,350	30,778	84,385	95,523		
520200	Contracted Services	5,095	758	2,879	3,409		
520241	Refrigerant Disposal & Testing	5,966	3,013	15,000	15,000		
520300	Professional Services	90	150	13,225	82,775		
520302	Drug Testing Services	0	0	350	350		
520601	Landfill Monitoring - Batesburg	39,009	1,145	55,600	46,650		
520602	Landfill Monitoring - Edmund	42,781	4,950	68,100	16,800		
520603	Landfill Monitoring - Chapin	21,855	7,550	38,700	8,500		
520612	Closure/Post-Closure Care Cost	0	0	30,000	30,000		
521000	Office Supplies	0	0	0	0		
521100	Duplicating	38	19	75	100		
521200	Operating Supplies	2,822	1,153	3,000	3,800		
522000	Building Repairs & Maintenance	474	1,273	1,800	5,800		
522100	Heavy Equipment Repairs & Maint.	44,036	35,850	66,620	70,000		
522200	Small Equipment Repairs & Maint.	9	0	0	0		
522300	Vehicle Repairs & Maintenance	2,658	1,724	3,900	7,700		
523200	Equipment Rental	0	0	0	0		
524100	Vehicle Insurance -5	3,120	1,300	2,600	3,225	3250	
524101	Comprehensive Insurance	5,602	0	4,674	7,761		
524201	General Tort Liability Insurance	819	364	728	1,465		
524202	Surety Bonds	0	0	26	0		
525020	Pagers and Cell Phones	373	164	494	494		
525030	800 MHz Radio Service Charges - 4	1,763	796	2,230	2,318		
525031	800 MHz Radio Maintenance - 4	263	273	360	378		
525210	Conference & Meeting Expenses	355	0	0	1,720		
525230	Subscriptions Dues & Books	0	0	0	120		
525317	Utilities - Landfill (Edmund)	3,089	1,740	4,000	4,000		
525400	Gas, Fuel & Oil	21,616	14,376	24,000	31,946		
525600	Uniforms & Clothing	1,724	951	2,000	1,700		
526500	Licenses & Permits	1,775	2,305	2,330	1,800		
530100	Depreciation	155,172	0	163,000	160,000		
538000	Claims & Judgments (Litigation)	0	0	100	100		
538600	SCDHEC Fines - Administrative Order	1,800	0	0	0		
	*** Total Operating**	**415,654**	**110,632**	**590,176**	**603,434**		
	**** Total Personnel & Operating**	**596,327**	**203,762**	**780,313**	**795,982**		

116-55

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste
Organization: 121204 / Landfill Operations

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommended	2003-04 Approved
	Capital						
540000	Small Tools & Minor Equipment:	486	353	500	500		
	All Other Equipment	0	6,500	70,390	897,000		
	**** Total Capital**	**486**	**6,853**	**70,890**	**897,500**		
	***** Total Expenses**	**596,813**	**210,615**	**851,203**	**1,693,482**	1,693,507	

COUNTY OF LEXINGTON
Annual Budget
Fiscal Year 2003-2004

Capital Request Worksheet
Cost Center: Landfill Operations (121204)
Program: 1 - Landfill Operations

Qty.	Item Description	***BUDGET*** 2003-04 Requested Amount
1	Small Tools and Minor Equipment	$500
1	Steam/Pressure Washer	$4,000
1	Caterpiller 826-C Compactor (Replacement)	$398,000
1	Caterpiller 623-E Scraper Pan (Replacement)	$495,000
	**** Total Capital (Transfer Total to Main Sheet)**	$897,500

COUNTY OF LEXINGTON
VEHICLE SCHEDULE
FY 2003-2004

Department Name: Solid Waste
Department No.: 121204
Program/Activity: Landfill Operations

Vehicle #	Description	Assigned	Vehicle Reparis & Maint. 522300	Vehicle Insurance 524100	Comp. Insurance 524101	Gas, Fuel & Oil 525400	Total
20293	Ford Pickup	Sonny Craven	$1,700.00	$650.00		$1,750.00	$4,100.00
16697	GMC Dump Truck	Landfill	$767.00	$650.00		$216.00	$1,633.00
14994	Boom Truck	Landfill	$767.00	$650.00		$1,067.00	$2,484.00
22601	Ford Semi Tractor	Landfill	$767.00	$650.00		$216.00	$1,633.00
15830	Ford Crew Cab	Landfill	$3,700.00	$650.00		$542.00	$4,892.00

85-911

COUNTY OF LEXINGTON
Annual Budget- Enterprise Fund
Fiscal Year – 2003-2004

PROGRAM OVERVIEW

Fund: 5700
Division: Solid Waste Management
Organization: 121204 - Solid Waste / Landfill Operations

Department - Program Overview

Solid Waste Management - Landfill Operations

This program oversees the administrative portion of the Landfill Operations, supervises 3 (Three) Heavy Operators and enforces County ordinance, SCDHEC SWM rules and regulations. The Administrative personnel works 50% of the time in this department and 50% in the Transfer Station Operations. The salary is paid proportionately.

Current Position

Superintendent of SWM (Insured)	Grade20
Supervisor of Landfill Operations (Insured)	Grade 12

Current Positions

(3) Heavy Equipment Operator (Insured)	Grade 9

Vehicle/Equipment

County ID #	Vehicle Description	Vehicle Insurance
15830	Ford Crew Cab	Liability
16697	GMC Dump Truck	Liability
14994	Boom Truck	Liability
22601	Ford Semi Tractor	Liability
20293	Ford Pickup	Liability
11841R	87 Cat Compactor	Comprehensive
21129	88 Cat Rebuilt Compactor	Comprehensive
15123	92 Cat Pan	Comprehensive
15122	92 Cat Dozer	Comprehensive
18898	96 John Deere Tractor	Comprehensive
10135	Motor Grader	Comprehensive
18868	96 Volvo Loader	Comprehensive

PROGRAM OVERVIEW (Cont.)

Telecommunications

Quantity	Equipment	Maintenance Contact
1	Pager	No
1	Cell Phone	No
4	MHz Radio	Yes

Service Levels

C&D Yard Waste Landfilled	FY 00/01 (Actual)	FY 01/02 (Actual)	FY 02/03 (Dec.)	FY 02/03 (Est. June)	FY 03/04 (Projected)
Tons	68,180.02	72,545.41	34,681.88	73,000.00	75,000.00

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121204/ Landfill Operations

Requested Personnel Budget

510100	**Salaries (4)**	**$137,094**
Program 1	These funds are for 50% for the Superintendent, Landfill Supervisor and for 3 (Three) Heavy Equipment Operators	
510200	**Overtime (3)**	**$3,500**
Program 1	These funds are for 50% for the Landfill Supervisor if overtime is necessary and for 3 (Three) Heavy Equipment Operators	
511112	**FICA (4)**	**$10,488**
Program 1	These funds are for 50% for the Superintendent, Landfill Supervisor and for 3 (Three) Heavy Equipment Operators	
511113	**State Retirement (4)**	**$9,391**
Program 1	These funds are for 50% for the Superintendent, Landfill Supervisor and for 3 (Three) Heavy Equipment Operators	
511115	**Insurance Fund Contribution (4)**	**$24,000**
Program 1	These funds are for 50% for the Superintendent, Landfill Supervisor and for 3 (Three) Heavy Equipment Operators	
511130	**Workers Compensation (4)**	**$8,075**
Program 1	These funds are for 50% for the Superintendent, Landfill Supervisor and for 3 (Three) Heavy Equipment Operators	

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2002-2003

Fund: 5700
Division: Solid Waste Management
Organization: 121204 - Solid Waste / Landfill Operations

Requested Operating Budget

520100	**Contracted Maintenance**	**$95,523**

Program 1 This account will cover the expenditures of a one year Contracted Maintenance Service for four (4) pieces of heavy equipment to include Total Maintenance & Repair (TM&R) for mechanical and general maintenance, fire protection systems for each and to cover the cost of portable fire extinguishers. Each piece of equipment is serviced every 250 operating hours for (TM&R) and the monthly cost is a set price based on the individual equipment. The (TM&R) covers all maintenance, except for ground engaging tools. All Caterpillar equipment is used in the C & D Landfill Program. Each piece of equipment is also covered by a separate contract for a fire protection system, based on three inspections per year, and each inspection's cost is based on the individual piece of equipment.
Estimated replacement parts for fire protection systems are $5,000
Forty (40) portable fire extinguishers are inspected twice a year and recharged

(40) Inspections @ $1.00/inspection	$40.00
(40) Recharging @ $7.60/charge	$304.00
Estimated replace. parts	$800.00
Total for fire extinguishers	**$1,144.00**

Co # 11841R 1987 Caterpillar 826 Landfill Compactor
(Certified Rebuilt in 96-97 FY)

(TM&R) Payment @ 12 month	$3,400./each
(TM&R) Total	$40,800/year
Fire protection inspection	$175.00/every four months
Total inspections	$525.00/year
Total	**$41,325**

Co # 21129 - Rebuilt 1988 Caterpillar 826 Landfill Compactor

(TM&R) Payment @12 month	$1,125/year
(TM&R) Payment Total	$13,500/year
Fire protection inspection	$175.00/every four months
Total inspections	$525.00/year
Total	**$14,025**

Co # 15123 - Caterpillar 623 Scraper Pan (12 months)
Serviced by Blanchard Machinery

(TM&R) Payment per month	$2,162/each
(TM&R) Total	$25,944/year
Fire protection inspection	$175.00/every four months
Total inspections	$525/year
Total	**$26,496**

520100 Contracted Maintenance (Cont.)

Co # 15122 1992 Caterpillar D7 Dozer	
Serviced by Blanchard Machinery	
(TM&R) Payment per month	$584/each
(TM&R) Total	$7,008/year
Fire protection inspection	$175.00/every four months
Total inspections	$525.00/year
Total	**$7,533**

520200 Contracted Services $3,409

Program 1 This account is to cover the cost of chemical analysis performed by Columbia Analytical Laboratories, Inc. Chemical analysis is performed each month from samples taken from the water discharge of our sediment pond. The pond is located at the base our MSW Landfill. These analysis tests are part of the requirement of our National Pollutant Discharge Elimination System (NPDES) Permit. A monthly Discharge Monitoring Report (DMR) is required for this permit. The DMR is a report of the actual analysis. South Carolina Department of Health & Environmental Control (SCDHEC) require the NPDES permit

Monthly testing =	$117.98 x 8 = $943.84
Quarterly testing =	$158.28 x 4 = $633.23
Sample collecting	$94.25 x 12 = $1,131.00
Additional testing as needed	$700.00

520241 Refrigerant Disposal & Testing $15,000

Program 1 This account covers the EPA required removal of refrigerant (freon) from all units containing freon entering the landfill facility, prior to recycling

520300 Professional Services $82,775

Program 1 This account covers cost associated with several types of Professional Services These services include:
Engineering observations & surveying providing technical assistance/over view of construction activities:

Batesburg/Leesville @ $14,850
Edmund @ $8.400
Chapin @ $7,500
Topographic survey @ $6,800
Permit application @ $45,000
This total service is $82,550/year.

A mandatory fee of $225.00 is to cover cost of SCDHEC Drinking Water annual fee for public wells located on our site.

520302 Drug Testing Services $350

The required Random Drug/Alcohol Testing is for
four (4) employees that hold CDL licenses, as required for their position.

Blood Testing $35.75 ea. & Urine Testing $25 ea.
Potential Random Testing is estimated at $175/ea. Total testing = $350
If an accident/incident were to occur to any employee operating heavy equipment vehicles, Drug/Alcohol testing is mandatory. This cost is included in the above

520601 L/F Well Monitoring - Batesburg/Leesville $46,650

Program 1The proposed engineering fee is to perform bi-annual sampling and laboratory analysis of groundwater at the Batesburg/Leesville Landfill. Engineering consultants oversees and handles all lab cost and reporting, as required by SCDHEC. This fee includes: The sampling and laboratory analysis of indicator parameters, review of results in relation to maximum contaminant levels and forwarding of results to SCDHEC. Installation of3 Bedrock Assessment-monitoring wells

520602 L/F Well Monitoring - Edmund $16,800

Program 1 The proposed engineering fee is to perform bi-annual sampling and laboratory analysis of groundwater at the Edmund Landfill. Engineering consultants oversees and handles all lab cost and the reporting as required by SCDHEC. This fee includes: The sampling and laboratory analysis of indicator parameters, review of results in relation to maximum contaminant levels and forwarding of results to SCDHEC. The analysis is more extensive for Edmund than our other closed MSW Landfills. This extensive analysis is listed on the " Appendix 2" and is the same requirements for Subtitle D landfills, by SCDHEC. This fee also includes a bi-annual statistical analysis report sent to SCDHEC..

520603 L/F Well Monitoring - Chapin $8,500

Program 1 The proposed engineering fee is to perform bi-annual sampling and laboratory analysis of groundwater at the Chapin Landfill. Engineering consultants oversees and handles all lab cost and reporting as required by SCDHEC. This fee includes: The sampling and laboratory analysis of indicator parameters, review of results in relation to maximum contaminant levels and forwarding of results to SCDHEC.

520612 Closure/Post Closure Care Cost $30,000

Program 1 This cost is part of our Financial Assurance, as required by SCDHEC, and is for covering the cost of correcting any potential contamination

521100 Duplicating $100

Program 1 This account covers the cost of duplicating the following:

Daily fuel sheets, vehicle & equipment service reports, notification of needed repairs, inter-office and SCDHEC correspondence, etc.
Landfill Supervisor - 2,000 copies @ .05 = $150.00

521200 Operating Supplies $3,800

Program 1 This account covers the cost for operating supplies used daily in the Landfill operations.

Erosion control maintenance for approx. 142 acres requiring vegetation to include sediment pond dams/trench slopes & closed MSW. Portions of C&D will close requiring: seed, fertilizer, mulch, etc.

General operating supplies are to include rake, shovels, work & safety gloves, equipment cleaning supplies, trash bags for litter control throughout Landfill facility, etc. This also cover cost of supplies not carried at Central Warehouse.

522000 Building Repairs & Maintenance $5,800

Program 1 This account covers cost for needed repairs to the office building at the Edmund facility.

Generator maint., well & septic tank maint., paving asphalt to repair entrance of scales, sandblast and paint for scales, fuel tank maintenance, general maintenance of oil & maintenance storage sheds, office building $1,000
Replace intercom system in scale house $3,000
Annual Inspection for Garage doors $50.00/ea. X 6 = $300/yr
Estimated cost for repairs to garage doors $500

522100 Heavy Equipment Repairs & Maint. $70,000

Program 1 This account is for landfill heavy equipment and covers repairs to any equipment not covered by contracted maintenance (TM&R), such as tires, cutting blades, elevator chains, Compactor cleats, Pan tires, etc.

Estimated cost for parts	$20,000
Pan Co# 15123	$10,000
D7 Dozer Co# 15122	$5,000
826 Compactor Co# 11841R	$28,000
826 Compactor Co# 21129	$6,000
Utility Tractor Co # 18898	$500
Motor Grader Co # 10135	$500

522300 Vehicle Repairs & Maintenance $7,700

Program 1 This account is for cost associated with the service maintenance & repairs for the following vehicles:
Vehicle used by Solid Waste Superintendent
3/4 Chevy Truck Co# 20293
Quarterly service @ $50 = $200/year
Dump Truck Co# 16697
Quarterly service @ $50 = $200
GMC Boom Truck Co# 14994
Quarterly service @ $50 = $200
Ford Tractor Low Boy Co# 22601
Quarterly service @ $50 = $200
Ford Crew Cab Co# 15830
Quarterly service @ $50 = $200
Estimated cost for transmission replacement $2,500. (15830)
Estimated cost for the above vehicles parts $4,200

524100 Vehicle Insurance $3,250

Program 1 This account will cover the cost for liability insurance for five (5) vehicles @ $650.00 ea.

Truck Co# 20293
Dump Truck Co# 16697
Boom Truck Co# 14994
Truck Co# 15830
Low Boy Co# 22601

524101 Comprehensive Insurance/Landfill Equip. $7,761

Program 1 This account fee is cost of Comprehensive Insurance for Heavy Equipment.

524201 General Tort Liability Insurance $1,465

Program 1 This account fee covers the cost for the 03-04 year for the current number of employees

525020 Pagers and Cell Phones $494

Program 1 This account covers cost for Pagers and Cell Phones.
(1) Dial Page @ $8.73/month = $105
(1) Cell Phones @ $22.84 ea./month = $275.00
Extra air time not covered in first months free 30 min.
Estimated $100.00/ea. = $100
Universal Service Fund $0.62/month = $7.40
911 Services $0.55/month = $6.60

525030 800 MHz Radio Service Charges $2,318

This account covers cost for four (4) 800 MHz Radios and are assigned to the following:

Program 1 Superintendent
(1) Service for 800 MHz Radio @ $50/month ea., plus SC tax = $630/year
Roaming fees $100/year
Total cost $730

Three HEO III
(3) Service for 800 MHz Radio @ $42.00/month ea., plus SC tax = $1,588/year

525031 800 MHz Radio Maintenance $378

Program 1 This account covers cost for any maintenance for (4) 800 MHz Radio needing repairs during 01-02 FY
Superintendent
(1) Radio $7.50/month = $90 + SC Tax = $94.50
Three HEO III
(3) Radios $7.50/month = $270 + SC Tax = $283.50

525210 Conference & Meeting Expenses $1,720

Program 1 This account will cover the cost for Solid Waste Superintendent to attend: Solid Waste Association of North America Regional Conference, to be held in South Carolina in 02-03. This conference is an educational program to update those in the field of Solid Waste Management on Federal, State regulations and Landfill Operational applications. Courses are offered to assist with CEU hours that are required in maintaining both SWANA and SCDHEC Management Re-Certifications.
Registration & Special Courses = $550
3 nights lodging $135/night = $405 (incl. SC tax)
Per Diem = $78
Total $1,033

The Superintendent is commissioned through the Lexington County Sheriffs Department as a Litter Control Officer. As an Officer the Superintendent is a member of the South Carolina Litter Control Association. An Officer is required to maintain all updated laws and information associated with his commission. The Litter Control Association holds a yearly conference in South Carolina and this provides the required information (cont.)
Registration = $45
2 night lodging $95/night = $190
Per Diem = $52
Total $287

This account will also cover the cost of the Superintendent to attend quarterly SWANA for education of solid waste regs. and updated procedures.
$25/meeting/quarterly = Total $100

525230 Subscriptions, Dues & Book $120

Program 1 This account is to cover the cost for Superintendents yearly membership, re-certification, dues for SWANA and the Litter Control Association
SWANA membership = $110
Litter Control Association = $10

525317 Utilities - Edmund Landfill $4,000

Program 1 This account covers the cost of all utilities at the Edmund Facility, except for the Transfer Station.

525400 Gas Fuel & Oil $31,946

Program 1 This account will cover the cost for daily gas, diesel, transmission, hydraulic, chassis, antifreeze and other lubricants required for vehicles, and other heavy equipment's 250 hour services for one year.

Truck Co# 20293	$1,750
Truck Co# 15830	$542
Pan Co# 15123	$4,265
D7 Dozer Co# 15122	$1,847
L 70 C Loader Co# 8868	$1,868
Dump Truck Co# 16697	$216
Low Boy Co# 22601	$216
Boom Truck Co# 14994	$1,067
836 Compactor Co# 11841R	$7,913
826 Compactor Co# 21129	$9,362
Utility Tractor Co # 18898	$100
Motor Grader Co # 10135	$300

This account will also cover the miscellaneous cost for the air compressor, steam cleaner, lawn mowers, weed eaters, welder, etc.
Total misc. $2,500

525600 Uniforms & Clothing $1,700

These account covers cost for Four employees on staff and are required to wear uniforms to identify themselves as County employees, while working directly with the public. Safety apparatus must be worn, due to some of the hazardous conditions the employees work.

Safety Boots	8 @	$ 50.00 ea. =	$ 400.00
Winter Jackets	2 @	$ 26.50 ea. =	$ 53.00
Work Pants	18 @	$ 15.50 ea. =	$ 279.00
Tee Shirts	18 @	$ 6.85 ea. =	$ 123.30
Long Sleeve Tee Shirt	13 @	$ 9.85 ea. =	$ 128.05
Hooded sweatshirts	13 @	$ 14.85 ea. =	$ 193.05
Work Shirts	18 @	$ 12.00 ea. =	$ 216.00
Summer Caps	8 @	$ 4.64 ea. =	$ 37.12
County Emblem	24 @	$ 0.76 ea. =	$ 18.24

525600 Uniforms & Clothing (Cont.)

Sewing on Emblem	24 @	$ 0.50 ea. =	$ 12.00
Summer Coveralls	2 @	$ 25.25 ea. =	$ 50.50
Insulated Coveralls	2 @	$ 53.00 ea. =	$ 106.00

526500 License and Permits **$1,800**

Program 1 This account will cover the cost for the following required permits

Underground Fuel Tank $200
Landfill NPDES Permit $1,600

530100 Depreciation **$160,000**

Program 1 This cost will cover the Depreciation of our 03-04 FY

538000 Claims & Judgments **$100**

Program 1 This account will cover any cost which may occur that are lower than the deductible of our insurance.

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121204 - Solid Waste / Landfill Operations

Requested Capital Items

540000 Small Tools & Minor Equipment $500

This account will cover any cost for any small tools and minor equipment which falls below the $500 capital cost limit. To include replacements items not stocked at Central Warehouse such as wrenches, ratchets, sockets, floor jacks, dollies etc.
Estimated misc. tools $500.00

000000 Cat 826-C Compactor $398,000

This account will cover cost to purchase a new Landfill Compactor. We are required to maintain two compactors for operation of our landfill. Our oldest Co # 11841R, originally purchased in 1988 received a complete Certified Caterpillar Rebuilt in 1997. This equipment is in need of replacement, as a Certified Rebuild the second time would be more expensive than a new. The blades and drums must be replaced and this is one portion of the expense. In addition the Total Maintenance Repair Contract is substantially less for a new compactor.

000000 Replacement Cat 623-E Pan $495,000

This account will cover the cost to purchase a new 623-E Pan.for the C&D Landfill. This equipment will replace the pan originally purchased in 1992 with the current hours of 7,782. The Maintenance Contract has been extended for the past six-(6) years and will be substantially higher due to the current hours and condition. The current pan will have if not replaced close to 10,000 hours in the Fiscal Year 03/04

0000000 Steam/Pressure Washer $4,000

This account will cover any cost associated with the purchase to replace the current Steam/Pressure Washer. This equipment is used weekly to clean the heavy equipment in the Landfill and Transfer Station. The current machine requires constant repair and is unreliable

LEXINGTON COUNTY
FEB 21 RECD
FINANCE DEPT.

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2003-04

Fund: 5700
Division: Public Works
Organization: 121205 - Solid Waste / 321 Reclamation/Close/Superfund

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**	**0**	**0**	**0**
	Operating Expenses						
520200	Contracted Services	5,769	0	188,435	240,000		
520300	Professional Services	393,030	134,968	163,000	50,000		
520620	EPA Cost	0	113,268	200,000	50,000		
525315	Utilities - Landfill/Cayce 321	23,936	9,950	11,000	22,000		
526500	Licenses & Permits	475	605	605	800		
530100	Depreciation	21,614	0	2,000	2,000		
	*** Total Operating**	**444,824**	**258,791**	**565,040**	**364,800**	**0**	**0**
	**** Total Personnel & Operating**	**444,824**	**258,791**	**565,040**	**364,800**	**0**	**0**
	Capital						
549904	Capital Contingency	0	0	0	25,000		
	All Other Equipment	0	0	74,265			
	**** Total Capital**	**0**	**0**	**74,265**	**25,000**	**0**	**0**
	***** Total Expenses**	**444,824**	**258,791**	**639,305**	**389,800**	**0**	**0**

FUND 5700
SOLID WASTE - 321 LANDFILL (121205)
FY 2003-04 BUDGET REQUEST

PROGRAM OVERVIEW

Program: 321 Landfill

The 321 landfill was declared a superfund site in the early 1990's by USEPA. We have completed all the capital requirements that USEDA and SCDHEC have indicated we need to address and continue to operate the methane and ground water systems. Past experience, however, makes us aware additional items may come up.

All costs related to this program are USEPA/SCDHEC mandated requirements.

FUND 5700
SOLID WASTE/321 LANDFILL (121205)
FY 2003-04 BUDGET REQUEST

OPERATING

520200 - CONTRACTED SERVICES **$240,000.00**

The following services will be contracted to outside companies:

Groundwater Recovery System - Weekly reporting, maintenance, repairs, quarterly flushing of system, sampling and testing. $130,000.00 estimated

Gas Extraction System - Monitoring (weekly, monthly, semi-annually), maintenance, repairs, and sampling. $110,000.00 estimated

520300 - PROFESSIONAL SERVICES **$ 50,000.00**

Operational management	$37,000.00
Annual inspection and reporting	3,000.00
Legal fees	10,000.00
Total	$50,000.00

520620 EPA COST **$50,000.00**

Based on previous billings, it is estimated that this amount will be needed to cover oversight costs.

525315 UTILITIES **$ 22,000.00**

Estimated utility costs for groundwater recovery and methane recovery systems. Based on historical information.

526500 LICENSES AND PERMITS **$ 800.00**

Estimated SCDHEC fees for spray irrigation system and other permits.

530100 DEPRECIATION **$ 2,000.00**

CAPITAL

1 EACH CAPITAL CONTINGENCY **$ 25,000.00**

This item is budgeted to cover any unforeseen issues that may come up during the budget year.

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste
Organization: 121206 / Transfer Station

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommended	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 3	103,874	50,275	104,735	103,513		
510200	Overtime	1,577	1,134	3,000	3,000		
511112	FICA Cost	7,559	3,685	8,217	7,919		
511113	State Retirement	7,127	3,522	7,358	7,091		
511120	Insurance Fund Contribution -3	12,600	8,400	16,800	18,000		
511130	Workers Compensation	6,128	3,028	6,181	6,097		
	*** Total Personnel**	**138,865**	**70,044**	**146,291**	**145,620**		
	Operating Expenses						
520100	Contracted Maintenance	21,088	11,490	28,216	83,625		
520200	Contracted Services	2,772,379	1,220,072	2,965,510	3,153,475		
520300	Professional Services	135	100	500	1,090		
520302	Drug Testing Services	0	0	195	195		
521000	Office Supplies	71	44	75	75		
521100	Duplicating	59	43	75	150		
521200	Operating Supplies	2,989	197	3,000	3,850		
522000	Building Repairs & Maintenance	7,227	18,018	23,575	28,575		
522100	Heavy Equipment Repairs & Maint.	49,496	29,839	57,173	58,620		
522200	Small Equipment Repairs & Maint.	3,484	461	3,000	3,000		
523200	Equipment Rental	341	144	429	429		
524000	Building Insurance	1,030	0	885	1,074	1,266	
524101	Comprehensive Insurance-Inland Marine	935	0	780	1,110	1,115	
524201	General Tort Liability Insurance	593	264	527	879		
524202	Surety Bonds	0	0	19	0		
525020	Pagers and Cell Phones	105	52	105	105		
525030	800 MHz Radio Service Charges -3	1,310	654	1,600	1,688		
525031	800 MHz Radio Maintenance - 3	263	270	270	284		
525210	Conference & Meeting Expenses	355	0	1,000	1,816		
525230	Subscriptions Dues & Books	0	0	227	277		
525317	Utilities - County L/F Edmund	7,425	3,501	7,600	7,600		
525400	Gas, Fuel & Oil	5,974	2,911	8,000	8,000		
525600	Uniforms & Clothing	1,583	629	1,500	1,155	1,000	
526500	Licenses & Permits	0	0	700	700		
530100	Depreciation	43,802	0	140,000	45,000		
538000	Claims & Judgments (Litigation)	0	0	100	100		
	*** Total Operating**	**2,920,644**	**1,288,689**	**3,245,061**	**3,402,872**		
	**** Total Personnel & Operating**	**3,059,509**	**1,358,733**	**3,391,352**	**3,548,492**		

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste
Organization: 121206 / Transfer Station

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommended	2003-04 Approved
	Capital						
	Small Tool & Minor Equipment	408	216	500	800		
	All Other Equipment	0	0	0	256,800		
	**** Total Capital**	**408**	**216**	**500**	**257,600**		
	***** Total Expenses**	**3,059,917**	**1,358,949**	**3,391,852**	**3,806,092**		

3,806,134

COUNTY OF LEXINGTON
Annual Budget
Fiscal Year 2003-2004

Capital Request Worksheet
Cost Center: Transfer Station (121206)
Program: - Transfer Station

Qty.	Item Description	***BUDGET*** 2003-04 Requested Amount
1	Small Tools and Minor Equipment	$800
1	Tamp Replacement	$2,500
1	Replacement Cat 938-G Front-End Loader	$158,000
1	Repair Floor in Transfer Station (Price Quoted in FY 02/03	$96,300
	**** Total Capital (Transfer Total to Main Sheet)**	$257,600

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121206 – Transfer Station

PROGRAM OVERVIEW

Program 1 Transfer Station

This program required the efforts of 2 (two) Two Heavy Operators, 1 (one) Superintendent and 1 (one) Supervisor. This program processes all Municipal Solid Waste entering the facility through the Transfer Station, while enforcing County ordinance, SCDHEC SWM rules and regulations. The Superintendent and Supervisor work 50% of the time in this department and 50% in the Landfill Operations.

Current Positions

Superintendent of Solid Waste Management	Grade 20
Supervisor of Landfill Operations (Insured)	Grade 12
(2) Heavy Equipment Operators (Insured)	Grade 9

Vehicle/Equipment

County ID#	Description	Equipment Insurance
20867	*938GCaterpillar Loader	Comprehensive

Telecommunication Equipment

Quantity	Equipment	Maintenance Contract
1	Pager	No
3	800 MHz Radio	Yes

Service Levels

Service Levels MSW Processed	FY 00/01 (Actual)	FY 01/02 (Actual)	FY 02/03 (Dec.)	FY 02/03 (Est. June)	FY 03/04 (Projected)
Tons	96,318.40	103,525.19	54,355.25	108,710.50	115,000.00

COUNTY OF LEXINGTON
Annual Budget – Enterprise Fund
Fiscal Year 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121206 – Transfer Station

Requested Personnel Budget

510100	**Salaries (3)**	**$103,513**
Program 1	These funds are for 50% for the Superintendent and Landfill Supervisor and (2) Heavy Equipment Operators	
510200	**Overtime (2.5)**	**$3,000**
Program 1	These funds are for 50% for the Landfill Supervisor, if overtime is necessary, and (2) Heavy Equipment Operators	
511112	**FICA (3)**	**$7,919**
Program 1	These funds are for 50% for the Superintendent and Landfill Supervisor and (2) Heavy Equipment Operators	
511113	**State Retirement (3)**	**$7,091**
Program 1	These funds are for 50% for the Superintendent and Landfill Supervisor and (2) Heavy Equipment Operators	
511115	**Insurance Fund Contribution (3)**	**$18,000**
Program 1	These funds are for 50% for the Superintendent and Landfill Supervisor and (2) Heavy Equipment Operators	
511130	**Workers Compensation (3)**	**$6,097**
Program 1	These funds are for 50% for the Superintendent, Landfill Supervisor and (2) Heavy Equipment Operators	

COUNTY OF LEXINGTON
Annual Budget – Enterprise Fund
Fiscal Year 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121206 – Transfer Station

Requested Operating Budget

520100 Contracted Maintenance $83,625

This account will cover the expenditures of one year Contracted Maintenance Service for one (1) piece of heavy equipment to include: Total Maintenance & Repair (TM&R) extension for mechanical and general maintenance, fire protection system on the equipment and cost of maintenance for (1) scales.

The heavy equipment is serviced every 250 operating hours for (TM&R) and the monthly cost is a set price to cover all maintenance, except for ground engaging tools. Also the equipment is covered by a separate contract for a fire protection system, based on three inspections per year.

Estimated cost for replacement part for the fire protection system $2,000

Co.# 20867 Caterpillar 938G Front-End Loader

Serviced by Blanchard Machinery	
(TM&R) Total for 12 mos.	$74,000
Fire protection inspection	$175/every four months
Total inspection	$525
Total $74,525	

Maintenance contract for inspecting (1) scales. The scales are tested and re-calibrated if necessary. The scales located at the entrance are required by the Department of Agriculture for monthly inspections. This scale weighs all vehicles.
Estimated replacement parts $3,000.
Inspections $175/month x 12 =$2,100/year

520200 Contracted Services $3,153,475

This account covers the cost of Transport and Disposal of Municipal Solid Waste (MSW) from the Transfer Station to Chambers Landfill. This account also covers cost for hauling and disposing of washdown leachate water from the Transfer Station. This water is collected in an underground storage tank (UST) & the removal of solids from the (UST)

520200 Contracted Services (Cont.)

The Transport, by NW White, of MSW to Chambers Landfill is estimated, and based on the previous year's tonnage. Estimated tonnage for fiscal year of 02-03 is 108,710.50 tons. Projected increase for fiscal year 03-04, for an estimated tonnage of 115,000 tons. Current 02-03 rate for transporting is $7.12/ton, plus a 3% cost of living increases the rate to $7.33/ton for 03-04.

Total Transporting Cost = $830,875

The Disposal of MSW at Chambers Landfill is estimated, and based on the previous year's tonnage. Estimated tonnage for fiscal year of 02-03 is 108,710.50 tons. Projected increase for fiscal year 03-04 for an estimated tonnage of 115,000.00 tons. Current 02-03 rate for disposal is $20.00/ton.

Total Disposal Cost = $2,300,000

The contract for hauling and disposal of (UST) water is estimated at 144,000 gallon/year and the rate is $0.15/gallon.

Total Haul & Disposal Cost = $21,600

Analysis for potential request from WTP = $1,000

520300 Professional Services $1,090

Program 1 This account covers cost associated with several types of Profession Services

South Carolina Department of Health & Environmental Control (SCDHEC)
Annual drinking water fee = $90.
Laboratory analysis for Transfer Station (UST) leachate for (2) random
Tests is $1,000ea.

520302 Drug Testing Services $195

The required Random Drug/Alcohol Testing is for three (3) employees that hold CDL licenses, as required for their position.

Blood Testing $35.75 ea. & Urine Testing $25 ea.
Potential Random Testing is estimated at $175/ea.

If an accident/incident were to occur to any employee while operating County equip./vehicle, a Drug/Alcohol testing is mandatory.

Total Drug/Alcohol Testing = $95

521000 Office Supplies $75

Program 1 This account is to cover all Office Supplies used in this program. Business cards, printer ribbons, file folders, bulletin board, pens, pencils, message pads, calendars, etc.

521100 Duplicating $150

Program 1 This account is to cover all Duplicating. Daily fuel sheets, vehicle & equipment service reports, insurance forms workers comp. forms, notices of needed repairs, purchase requisitions, PAF'S, random inspection reports, etc.

521200 Operating Supplies $3,850

Program 1 This account covers the cost for operating supplies used daily in the Transfer Station operations.

Stakes to barricade, barricade tape, pH test kits, hazardous loads, and chemical resistant rubber gloves. Total of $628
Safety glasses 6 pair @ $25/pr. = $150.00
Work gloves 300 pair @ $0.74/pr. = $222.00
General operating supplies are to include: cleaning supplies and grounds upkeep, etc. $2,000
Steam cleaning chemicals $211/drum @ 4 = $846.20

522000 Building Repairs & Maintenance $28,575

Program 1 This account cover cost for needed repairs to all structures and paving pertaining to the Transfer Station. Generator maint., well & UST maint.

Cleaning Storm Drainage System Est. $5,000
Repair of hopper and push wall $12,000
Repair concrete to entrance of Bay one $5,000
Grate replacement for drainage system $75/ea @ 20 = $1,575

All other estimated building repairs estimated at $5,000

522100 Heavy Equipment Repairs & Maint. $58,620

Program 1 This account is for heavy equipment and covers repairs to equipment not covered by contracted maintenance (TM&R), such as tires, loader edges, sweep broom, etc.

Estimated repair cost for parts: $12,000
Rubberized wear pad for 938G loader @ $802 ea.
Ten per year = $8,429 including tax
Exchange set of tire on 938G $4,546 /tire, including tax, set of 4 including tax = $19,095.59 two sets per year = $38,191.18

522200 Small Equipment Repairs and Maintenance $3,000

Program 1 This account is to cover cost of any small equipment used in the Transfer Station operations.

Maintain & repair, Tech21 fuel system, air compressor, lawn mower, welder, grease gun, air hammer, etc. Estimated at $3,000

523200 Equipment Rental $429

Program 1

Oxygen Acetylene Bottle Rental:
Thirteen bottles @ $35.75/month, one year $429

524000 Building and Contents Insurance $1,266

Program 1 This account fee is for insurance to cover Transfer Station and its contents

524101 Comprehensive Insurance **$1,115**

Program 1 This account fee is for insurance to cover: Inland, Marine, Fire, Vandalism, etc. of Heavy Equipment used in the Transfer Station operations

524201 General Tort Liability Insurance **$879**

Program 1 This account fee covers cost for the 02-03 year and is for the current number of employees

525020 Pagers and Cell Phones **$105**

Program 1 This account covers cost for a pager
One Dial Page @ $9.73/month = $105

525030 800 MHz Radio Service Charges **$1,688**

Program 1 This account cover cost for (3) 800 MHz Radios and are assigned to the following:
(3) Service for 800 MHz Radio $504, plus SC tax = $1,588 year
Roaming fees for Radios $100

525031 800 MHz Radio Maintenance **$284**

Program 1 This account covers cost for any maintenance for (3) 800 MHz Radio needing repairs during 02-03 FY
(3) Radio $94.50/year, plus SC tax = $284

525210 Conference & Meeting **$1,816**

Program 1 This account will cover the cost for the Solid Waste Supervisor to attend: Solid Waste Association of North America Regional Conference and the Carolina Recycling Conference, to be held in South Carolina in 02-03. These conferences are an educational program to update those in the field of Solid Waste Management on Federal, State regulations, Landfill Operational applications and Recycling. Courses are offered to assist with CEU hours that are required in maintaining both SWANA and SCDHEC Management re-Certifications.

SWANA Registration & Special Courses = $550
3 nights lodging $138/night = $405,Per Diem = $78 Total $1,033
CRA Registration & Special Courses = $200
3 nights lodging $138/night = $405,Per Diem = $78 Total $683

This account will also cover the cost of the Supervisor to attend quarterly SWANA meetings for education of solid waste regs. and updated procedures $25.00/meeting/quarter = $100

525400 Gas, Fuel & Oil $8,000

This account covers the cost for gas, diesel, transmission, hydraulic, chassis, anti-freeze and other lubricants required for equipment's services and daily fuel for one year

938G Loader CO # 20867	$7,000
Misc. equipment	$1,000

525400 Uniforms & Clothing $1,000

This account covers cost for two employees on staff and are required to wear uniforms to identify themselves as County employee, while working directly with the public. Safety apparatus must be worn, due to some of the hazardous conditions the employees work. It has been over two years since the purchase of jackets, rubber boots or safety belts.

Safety Boots	4 @	$50.00 ea. =	$200.00
Work Pants	8 @	$15.50 ea. =	$124.00
Work Shirts	8 @	$12.00 ea. =	$96.00
Tee Shirts	8 @	$6.85 ea. =	$55.00
Long Sleeve Tee Shirts	8 @	$9.85 ea. =	$79.00
Hooded sweatshirts	8@	$14.85 ea. =	119.00
Work Coats	2 @	$26.50 ea. =	$53.00
Summer Caps	4 @	$4.64 ea. =	$18.00
CO. emblems	10 @	$0.76 ea. =	$8.00
Sew on emblems	10 @	$0.50 ea. =	$5.00
Summer Coveralls	2 @	$25.25 ea. =	$51.00
Insulated Coveralls	2 @	$53.00 ea. =	$106.00

526500 License & Permits $700

This account will cover required permits

Transfer Station (UST) permit $200
Drinking Water well license $250
Transfer Station permit $250

530100 Depreciation $45,000

This cost will cover the Depreciation of our 03-04 year

538000 Claims & Judgments $100

This account will cover any cost that may occur that are lower than the deductible of our insurance

COUNTY OF LECXINGTON
Annual Budget – Enterprise Fund
Fiscal Year 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121206 – Transfer Station

Requested Capital Improvement

540000 Small Tools & Minor Equipment $800

This account will cover any cost for any small tools and minor equipment which falls below the 500 capital cost limit. To include replacements items not stocked at Central Warehouse such as wrenches, ratchets, sockets, floor jacks, dollies, cell phone replacement and battery etc.

00000 Replacement Tamp $2,500

This account will cover the cost to replace tamp used for loading transfer station pack down transporting trailers. Current tamp has been repaired several times. This type of metal structure must be replaced as additional welds are not structurally feasible.

00000 Replacement Cat 938-G Front End Loader $158,000

This account will cover cost to purchase a new Front End-Loader for the transfer station. The normal life expectancy for a Loader is 5,000 hours, but we extended last years Maintenance Contract due budgetary constraints. Our current loader was purchased in 1999 and has 7,303 hour at this rate the 938 will have over 9,000 hours on it when a bid is let. In addition, the Total Maintenance Repair Contract is substantially lower for a new Front End Loader

00000 Repair floor in Transfer Station (Price Quoted in FY 02/03) $96,300

This account will cover the cost to repair the Transfer Station Floor. The floor in the first entrance bay has eroded to the point that the rebar has been exposed. Due to safety issues of the rebar exposure, we have actually used acetylene to cut the rebar flush to the eroded concrete. In the second and third entrance bay the aggregate and wire mash is now showing through and we estimate the rebar is soon to be exposed.

LEXINGTON COUNTY
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COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2002-03

Fund: 5700
Division: Solid Waste
Organization: 121207- Recycling

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommended	BUDGET 2002-03 Approved
	Personnel						
510100	Salaries & Wages - 1	40,221	19,005	39,660	39,660		
510200	Overtime	217	0	200	200		
510300	Part Time - 8	74,549	55,317	96,037	127,875		
511112	FICA Cost	8,615	5,654	10,374	12,817		
511113	State Retirement - 8	6,664	4,601	6,946	10,382		
511120	Insurance Fund Contribution - 1	4,200	2,800	5,600	6,000		
511130	Workers Compensation	6,680	4,378	7,937	7,639		
511213	State Retirement - Retiree - 1	1,104	490	0	1,095		
	*** Total Personnel**	**142,250**	**92,245**	**166,754**	**205,668**		
	Operating Expenses						
520302	Drug Testing Services	0	0	150	150		
521000	Office Supplies	34	0	50	50		
521100	Duplicating	26	18	50	50		
521200	Operating Supplies	470	209	600	600		
521402	Occupational Health Supplies	0	0	400	400		
522100	Heavy Equipment Repairs & Maint.	278	1,083	2,000	750		
522200	Small Equipment Repairs & Maint.	5,751	3,260	4,500	10,000		
522300	Vehicle Repairs & Maintenance	13,051	4,369	7,500	5,500		
524100	Vehicle Insurance - 5	2,600	1,300	2,600	3,250		
524101	Comprehensive Insurance	0	0	0	506		
524201	General Tort Liability Insurance	168	75	150	188		
524202	Surety Bonds	0	0	32	32		
525020	Pagers and Cell Phones	105	52	108	108		
525030	800 MHz Radio Service Charges - 3	1,305	652	1,542	1,542		
525031	800 MHz Radio Maintenance - 3	88	270	270	270		
525210	Conference & Meeting Expenses	0	0	500	500		
525230	Subscriptions Dues & Books	200	200	300	300	250	
525400	Gas, Fuel & Oil	6,315	3,652	9,500	9,500		
525600	Uniforms & Clothing	1,228	1,031	1,500	1,596		
530100	Depreciation	10,299	0	8,000	11,000		
538000	Claims & Judgments (Litigation)	0	0	100	100		
	*** Total Operating**	**41,918**	**16,171**	**39,852**	**46,392**		
	**** Total Personnel & Operating**	**184,168**	**108,416**	**206,606**	**252,060**		
	Capital						
540000	Small Tools & Minor equipment:	176	389	500	500		
	All Other Equipment	0	0	35,000	21,075		
	**** Total Capital**	**176**	**389**	**35,500**	**21,575**		
	***** Total Expenses**	**184,344**	**108,805**	**242,106**	**273,635**	273,585	

116-85

COUNTY OF LEXINGTON
Annual Budget
Fiscal Year 2002-2003

Capital Request Worksheet
Cost Center: Recycling Collection (121207)
Program: 1 - Recycling

Qty.	Item Description	***BUDGET*** 2002-03 Requested Amount
1	Small Tools and Minor Equipment	$500
1	Minor Software	$375
1	Computor /Monitor Replacement	$2,700
1	Hydraulic Magnet Power System	$16,500
2	Vertical Air Tanks	$1,500
	**** Total Capital (Transfer Total to Main Sheet)**	$21,575

COUNTY OF LEXINGTON
Annual Budget Enterprise Fund
Fiscal Year 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121207 – Recycling

PROGRAM OVERVIEW

Program 1 Recycling

This program requires the efforts of 8 (eight) part-time Recycling Collectors and (1) full time Supervisor (Project Coordinator). This program collects, transports and processes recycling material collected at the 12 County Convenience Stations and when requested recycling from, Fleet Services, County Jail, Central Stores and the Library. The Project Coordinator supervises all recycling personnel and holds the Recycling Coordinators responsibilities as required in the SCDHEC Solid Waste Management Act of 1991. The Project Coordinator is responsible for formulating and allocating the Recycling Budget. Other responsibilities include: Reporting monthly NPDES reports, formulates and submits an Solid Waste, SCDHEC required, Annual Progress Report for all recycling performed within Lexington County, an Edmund Transfer Station and C&D annual report. Prepares and reports an annual Solid Waste, SCDHEC required, Full Cost Disclosure of solid waste cost for SWM. Project Coordinator's other duties include, SCDHEC Solid Waste Grant applications formulation and allocation of the budgets for awarded grants money.

Current Position

Project Coordinator (Insured)	Grade 16
(8) Recycling Collectors	(Part-time) Grade 5

Vehicle/Equipment

County ID #	Vehicle Description	Vehicle Insurance
20800	Ford Crew Cab	Liability
20001	Chevy Crew Cab	Liability
00000	Chevy Flat Bed	Liability
00000	Chevy Flat Bed	Liability
16201	Van (Passenger)	Liability
	Kruncher Oil Cuber	Comprehensive
19986	Komatsu Fork Lift	Comprehensive

Telecommunication Equipment

Quantity	Equipment	Maintenance Contract
1	Pager	No
3	800 MHz Radio	Yes

Service Levels

Recycling Type (in Tons)	FY 00/01 (Actual)	FY 01/02 (Actual)	FY 02/03 (Dec.)	FY 02/03 (Est. June)	FY 03/04 (Projected)
Plastic	115.81	84.27	41.91	85.00	100.00
Aluminum	26.37	30.04	14.15	31.00	35.00
Cardboard	677.00	651.02	326.78	650.00	700.00
Glass	97.95	*37.22	47.40	65.00	40.00
Textiles	62.74	33.06	25.08	60.00	60.00
Oil Bottles	38.34	**13.30	**	**	20.00
Oil Filters	45.55	***6.01	***5.71	***	50.00
Magazines	104.67	54.31	38.06	70.00	75.00
Office Paper	27.45	25.36	13.79	20.00	30.00

* Logistic problems with vendor FY01/02 due to contamination. Disposal was performed and began new stockpile for a minimum of 20 ton accumulation, prior to shipment.

** Oil bottles vendor changed our processing requirements and accepted the then accumulation without any value. Bottles are now drained prior to shredding and stored until a minimum of 18 tons has accumulated recycling considered complete after shipment.

***Local market unavailable during FY01/02. Mechanical problems developed during 02/03 with filter cuber SCDHEC to assist and oil filter cuber is expected up and running by spring of 02/03

Recycling Collection performed July 2002 through January 2003

Station Totals	Total 2002 - 2003											
	Aluminum 10' or 20' Trailer	Plastic 10' or 20' Trailer	Cardboard Compactor or 20' Trailer	Glass 10' Dump Trailer	Green Glass 96-Gal. Roll Cart	Textiles 96-Gal. Roll Cart	Office Paper 96-Gal. Roll Cart	Magazines 96-Gal. Roll Cart	Oil Bottles 140 Gal. Plastic Bag	Oil Filters 55-Gal. Steel Drum	** Miscellaneous Pickup/Deliver	Total Pulls/Site
Bailey	2	9	39	9	12	93	11	25	26	8	9	243
Ball Park	11	20	0	14	30	43	23	56	34	9	14	254
Bushriver	6	19	0	12	51	64	31	65	31	7	15	301
Chapin	4	18	0	10	34	55	23	50	20	7	11	232
Edmund	2	10	34	2	1	44	9	13	18	2	6	141
Hollow Ck	6	12	0	11	31	35	15	26	21	4	10	171
Leesville	4	10	0	7	12	42	17	33	27	26	13	191
Pelion	3	17	0	7	10	74	11	16	32	7	6	183
Red Bank	6	20	56	18	22	126	16	29	39	11	16	359
Riverchase	6	19	51	15	47	47	57	51	27	11	19	350
Sandhills	4	13	43	11	25	105	22	47	39	8	14	331
Summit	4	10	0	10	13	56	10	22	25	7	12	169
* Misc. Sites	0	0	12	0	0	0	10	0	0	10	8	40
Total Per Commodity	58	177	235	126	288	784	255	433	339	117	153	2965

Aluminum	These sites use 20' trailers
Plastic	These sites use 10' trailers
Cardboard	These sites use 40 yd compactors & serviced by PaperStock

* Misc. Sites include: Library, Sheriffs Dept. & Central Stores - Trailer size may vary upon availability

**Misc. Pickup/Deliver are counted as (1) per vehicle trip and consist of delivering supplies or picking up bulk/illegal disposed debris (appliance, tire, lawn mowers, etc.)

COUNTY OF LEXINGTON
VEHICLE SCHEDULE
FY 2003-2004

Department Name:
Department No.:
Program/Activity:

Vehicle #	Description	Assigned	Vehicle Repairs & Maint. 522300	Vehicle Insurance 524100	Comp. Insurance 524101	Gas, Fuel & Oil 525400	Total
20800	Ford Crew Cab	Recycling	$1,750.00	$520.00	$0.00	$1,200.00	$3,470.00
20001	Chevy Crew Cab	Recycling	$1,750.00	$520.00	$0.00	$1,200.00	$3,470.00
00000	Flat Bed	Recycling	$750.00	$520.00	$0.00	$3,400.00	$4,670.00
00000	Flat Bed	Recycling	$750.00	$520.00	$0.00	$3,400.00	$4,670.00
16201	Ford Passenger Van	Recycling	$500.00	$520.00	$0.00	$100.00	$1,120.00

96-911

COUNT OF LEXINGTON
Annual Budget – Enterprise Fund
Fiscal Year 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121207 – Recycling

Requested Personnel Budget

510100	**Salaries & Wages (1)**	**$39,660**
Program 1	These funds are for the Project Coordinator Supervisor	
510200	**Overtime (8)**	**$200**
Program 1	These funds are the (8) Part time employee for potential overtime as needed	
510300	**Part Time (8)**	**$127,875**
Program 1	These funds are for 8 Recycling Collectors at 29.5 hours per week x 52 weeks per year @ $10.42/hr	
511112	**FICA Cost (9)**	**$12,817**
Program 1	These funds are for the Project Coordinator and Recycling Collectors	
511113	**State Retirement (8)**	**$10,382**
Program 1	These funds are for the Project Coordinator and Recycling Collectors	
511115	**Insurance Fund Contribution (1)**	**$6,000**
Program 1	These funds are for the Project Coordinator and Recycling Collectors	
511130	**Workers Compensation (9)**	**$7,639**
Program 1	These funds are for the Project Coordinator and Recycling Collectors	
511213	**State Retirement - Retiree (1)**	**$1,095**
Program 1	These funds are for the part time employee currently on State Retirement	

COUNTY OF LEXINGTON
Annual Budget – Enterprise Fund
Fiscal Year 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121207 – Recycling

Requested Operating Budget

520302	**Drug Testing Services**	**$150**
Program 1	This account covers any potential need for drug testing of employees	
521000	**Office Supplies**	**$50**
Program 1	For file folders pens, pencils, pads, calendars, etc.	
521100	**Duplicating**	**$50**
Program 1	Worksheets, time sheets, recycling reports, etc., 1000 copies at .05 per copy.	
521200	**Operating Supplies**	**$600**
Program 1	For general cleaning supplies, first aid supplies and safety devices.	
521402	**Occupational Health**	**$400**
Program 1	This account will cover the cost for hepatitis "B" inoculations available to (4) employees. 29CFR 1910.1030 Guidelines apply to any personnel considered at risk under OSHA 1970 General Data clause. There is considerable information available to support the inclusion of certain personnel in the Solid Waste Management Division in a pathogenic exposure program to vaccinate against hepatitis "B". The cost is approximately $100 x (4) employees = $400	
522100	**Heavy Equipment Repairs & Maintenance**	**$750**
Program 1	To cover repairs for forklift, tires, hydraulic hoses, etc.	
522200	**Small Equipment Repairs & Maintenance**	**$10,000**
Program 1	To cover repairs to recycling trailers: lights, tires, roll carts, etc. There are approx. 70 trailer, one-third are over 10 years old and in dire need of replacement, additional money is requested to refurbish the older trailers for much needed safety concerns, i.e. Loose mesh flooring, rusted bracing, wheel fenders etc. Contamination has become a problem with our glass trailers and we are requesting each to be modified with mesh wire tops. Prototype was made in 2001 and has proven effective.	

522300	**Vehicle Repairs & Maintenance**	**$5,500**
Program 1	Ford Crew Cab service every 3,000 miles $1,000/yr., Misc. parts, $750 Chevy Flat Bed service every 3,000 miles $250/yr., Misc. parts, $500 Chevy Flat Bed service every 3,000 miles $250/yr., Misc. parts, $500 Chevy Crew Cab service every 3,000 miles $1,000/yr, Misc. parts, $750 Ford Passenger Van service every 3,000 miles $100, Misc. parts, $400	
524100	**Vehicle Insurance (5)**	**$3,250**
Program 1	To cover the cost of allocated vehicle insurance for 5 vehicles at $520 each	
524101	**Comprehensive**	**$506**
Program 1	To cover the cost of Comprehensive Insurance for Fork Lift and the Oil Filter Cuber.	
524201	**General Tort Liability Insurance**	**$188**
Program 1	To cover the cost of allocated general tort liability insurance for (9) employees	
524202	**Surety Bonds**	**$32**
Program 1	To cover the cost of surety bonds	
525020	**Pagers & Cell Phones**	**$108**
Program 1	(1) Pager Service for Project Coordinator @ $9.00/month = $108	
525030	**800 MHz Radio Service Charge (3)**	**$1,542**
Program 1	800 MHz radio service for 3 radios @ $42/ month/year =$1,500 Roaming Charges @ $30/year	
525031	**800 MHz Radio Maintenance Charge (3)**	**$270**
Program 1	800 MHz radio maintenance for 3 radio at $90.00/year	
525210	**Conference & Meeting**	**$500**
Program 1	This account will cover the cost for the Project Coordinator to attend the Carolina Recycling Association (CRA) Conference. This conference is an educational program to update those in the field of Recycling on State programs, guidelines and the newest technologies. CRA Registration & Special Courses 3 nights lodging $130/night = $390 (include. SC tax) Per Diem & Mileage= $110	

525230 Subscriptions, Dues & Books $250

Program 1 This account is to cover the cost for Project Coordinator yearly membership due Recycling Market magazine.

Carolina Recycling Association Group Membership $250

525400 Gas, Fuel and Oil $9,500

Program 1 For gas, transmission fluid, motor oil, chassis grease, antifreeze and other lubricants required for operation of the following vehicles:

Ford Crew Cab Co #20800	$1,200
98 Chevy Crew Cab Co, # 20001	$1,200
96 Chevy Flat Bed Co #18557	$3,400
98 Chevy Flat Bed Co. #19982	$3,400
Van Co. #16201	$100
Komatsu Fork Lift Co # 19986	$100
Misc. equip, lawn mower, weed eater, etc.	$100

525600 Uniforms & Clothing $1,596

Program 1 Uniforms & Work Boots for the (8) Recycling Drivers

Safety Boots	8 @	$50.00 ea. =	$400
Orange T-Shirts	18 @	$6.85 ea. =	$123.30
Orange Long Sleeve T-Shirts	15 @	$9.85 ea. =	$147.75
Orange Hooded Sweatshirts	16 @	$14.85 ea. =	$237.60
Work Pants	24 @	$15.50 ea. =	$372.00
Orange Short Sleeve Shirts	6 @	$8.01 ea. =	$48.06
Orange Long Sleeve Shirts	9 @	$9.59 ea. =	$86.31
Summer Caps	8 @	$4.70 ea. =	$37.12
Winter Caps	8 @	$6.11 ea. =	$48.88
County Emblem	15 @	$0.76 ea. =	$11.40
Sewing on Emblem	15 @	$0.50 ea. =	$7.50
	SC Tax	$76.00	

530100 Depreciation $11,000

Program 1 To cover depreciation of equipment within organization

538000 Claims & Judgments $100

Program 1 To cover the cost of claims not covered by regular County Insurance.

COUNTY OF LEXINGTON
Annual Budget Enterprise Fund
Fiscal Year 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121207 – Recycling

Requested Capital Improvement

540000 Small Tools & Minor Equipment $500

These funds will be used to purchase small tools and minor equipment such as dollies, hand trucks, ratchets, etc.

540010 Minor Software $375

These funds will cover cost to purchase Office XP and Publisher with license registration.

000000 Computer/Monitor Replacement to include Software $2,700

These funds will cover the cost to replace the loaner computer presently being used from Information Services. Loaner computer does not have capacity to handle applications needed. Unable to convert files received from state agencies, using newest software and not enough memory to update or add needed software. This computer is used daily to dial into county network. Cost to include a Pentium IV 2.40 GHz, 21" monitor. Also to include cost of modem as we are not part of the County network and must dial into County's system.

000000 Hydraulic Magnet Power System $16,500

These funds will be used to purchase a hydraulic magnet power system. After our scrap metal vendor removes our bulky stockpiled appliances and scrap metal the area must be cleaned. The current process picks up the smaller pieces of scrap metal with soil and therefore must be landfilled. The magnet would also assist in our refrigerant removal process, by adding safety and efficiency in arranging the refrigerant units. The arrangement of units is necessary and required by the remediation company. In addition we are losing valuable metal in our landfill when mixed loads of construction/demolition enter. We would be able to segregate these loads, later remove the scrap for recycling. The proposed magnet would add to our revenue and we estimate $10,000.00 of revenue is being landfilled each year.

000000 Vertical Air Tanks $1,500

These funds will cover the cost to replace two (2) horizontal air compressors, presently being used as air tanks. These tanks are used to maintain tires on the recycling trailers located in the Collection Stations throughout the County. The present compressors are excess for the application needed, as one tank of air is sufficient for all daily tasks. They also utilize space needed for recycling containers, saving excessive trips to each site for collection. One will replace the landfill tank, which is in need of replacement. The other air compressor is needed as a mobile to assist in the landfill. Cost will also include hose, couplings and other attachments required for complete installation.

LEXINGTON COUNTY
FEB 2 4 RECD
FINANCE DEPT.

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget - Comparison with New Division
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste
Organization: - Solid Waste

Object Code	Expenditure Classification	121204 2003-04 MSW	121206 2003-04 Transfer	121208 2003-04 C & D
	Personnel			
510100	Salaries & Wages	86,444	60,291	93,872
510200	Overtime	~~2,000~~ 3000	1,500	2,000
511112	FICA Cost	6,613	4,613	7,182
511113	State Retirement	5,922	4,130	6,431
511120	Insurance Fund Contribution	12,000	12,000	18,000
511130	Workers Compensation	5,092	3,552	5,530
	*** Total Personnel**	**118,071**	**86,086**	**133,015**
	Operating Expenses			
520100	Contracted Maintenance	1,144	83,625	94,352
520200	Contracted Services	3,408	3,153,475	0
520241	Refrigerant Disposal & Testing	15,000	0	0
520300	Professional Services	30,975	1,090	51,800
520302	Drug Testing Services	122	122	183
520601	Landfill Monitoring - Batesburg	46,650	0	0
520602	Landfill Monitoring - Edmund	16,800	0	0
520603	Landfill Monitoring - Chapin	8,500	0	0
520612	Closure/Post-Closure Care Cost	30,000	0	0
521000	Office Supplies	300	0	0
521100	Duplicating	300	0	0
521200	Operating Supplies	2,500	1,585	1,500
522000	Building Repairs & Maintenance	5,800	28,575	0
522100	Heavy Equipment Repairs & Maint.	0	58,620	69,500
522200	Small Equipment Repairs & Maint.	3,500	0	0
522300	Vehicle Repairs & Maintenance	4,000	0	3,700
523200	Equipment Rental	429	0	0
524000	Building Insurance	0	1,074	0
524100	Vehicle Insurance	2,600	0	650
524101	Comprehensive Insurance	1,165 1166	1,110	8,904
524201	General Tort Liability Insurance	1,832	1,099	1,832
524202	Surety Bonds	0	0	0
525020	Pagers and Cell Phones	599	0	0
525030	800 MHz Radio Service Charges	1,260	1,059	1,588
525031	800 MHz Radio Maintenance	189	199	284
525210	Conference & Meeting Expenses	1,720	0	0
525230	Subscriptions Dues & Books	120	0	0
525317	Utilities - Landfill (Edmund)	4,000	7,600	0
525400	Gas, Fuel & Oil	5,217	8,000	26,729
525600	Uniforms & Clothing	720	1,000	1,600
526500	Licenses & Permits	1,800	700	0
530100	Depreciation	0	45,000	160,000
538000	Claims & Judgments (Litigation)	100	100	100
538600	SCDHEC Fines - Administrative Order		0	0
	*** Total Operating**	**190,750**	**3,394,033**	**422,722**
	**** Total Personnel & Operating**	**308,821**	**3,480,119**	**555,737**

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COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget - Comparison with New Division
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste
Organization: - Solid Waste

Object Code	Expenditure Classification	121204 2003-04 MSW	121206 2003-04 Transfer	121208 2003-04 C & D
	Capital			
540000	Small Tools & Minor Equipment:	500	800	500
	All Other Equipment	4,000	256,800	893,000
	**** Total Capital**	**4,500**	**257,600**	**893,500**
	***** Total Expenses**	314,322 ~~313,321~~	**3,737,719**	**1,449,237**

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COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste
Organization: 121204 / Landfill Operations

Object Code	Expenditure Classification	2000-02 Expenses	2001-03 Expenses (Dec)	2001-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommended	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2	133,931	65,604	136,744	86,444		
510200	Overtime	2,334	2,526	2,800	3,000		
511112	FICA Cost	10,264	5,120	10,641	6,613		
511113	State Retirement	9,325	4,667	9,530	5,922		
511120	Insurance Fund Contribution - 2	16,800	11,200	22,400	12,000		
511130	Workers Compensation	8,019	4,013	8,022	5,092		
	*** Total Personnel**	**180,673**	**93,130**	**190,137**	**119,071**		
	Operating Expenses						
520100	Contracted Maintenance	53,350	30,778	84,385	1,144		
520200	Contracted Services	5,095	758	2,879	3,408		
520241	Refrigerant Disposal & Testing	5,966	3,013	15,000	15,000		
520300	Professional Services	90	150	13,225	30,975		
520302	Drug Testing Services	0	0	350	122		
520601	Landfill Monitoring - Batesburg	39,009	1,145	55,600	46,650		
520602	Landfill Monitoring - Edmund	42,781	4,950	68,100	16,800		
520603	Landfill Monitoring - Chapin	21,855	7,550	38,700	8,500		
520612	Closure/Post-Closure Care Cost	0	0	30,000	30,000		
521000	Office Supplies	0	0	0	300		
521100	Duplicating	38	19	75	300		
521200	Operating Supplies	2,822	1,153	3,000	2,500		
522000	Building Repairs & Maintenance	474	1,273	1,800	5,800		
522100	Heavy Equipment Repairs & Maint.	44,036	35,850	66,620	0		
522200	Small Equipment Repairs & Maint.	9	0	0	3,500		
522300	Vehicle Repairs & Maintenance	2,658	1,724	3,900	4,000		
523200	Equipment Rental	0	0	0	429		
524100	Vehicle Insurance -4	3,120	1,300	2,600	2,600		
524101	Comprehensive Insurance	5,602	0	4,674	1,166		
524201	General Tort Liability Insurance	819	364	728	1,832		
524202	Surety Bonds	0	0	26	0		
525020	Pagers and Cell Phones	373	164	494	599		
525030	800 MHz Radio Service Charges - 2	1,763	796	2,230	1,260		
525031	800 MHz Radio Maintenance - 2	263	273	360	189		
525210	Conference & Meeting Expenses	355	0	0	1,720		
525230	Subscriptions Dues & Books	0	0	0	120		
525317	Utilities - Landfill (Edmund)	3,089	1,740	4,000	4,000		
525400	Gas, Fuel & Oil	21,616	14,376	24,000	5,217		
525600	Uniforms & Clothing	1,724	951	2,000	720		
526500	Licenses & Permits	1,775	2,305	2,330	1,800		
530100	Depreciation	155,172	0	163,000	0		
538000	Claims & Judgments (Litigation)	0	0	100	100		
538600	SCDHEC Fines - Administrative Order	1,800	0	0	0		
	*** Total Operating**	**415,654**	**110,632**	**590,176**	**190,751**		
	**** Total Personnel & Operating**	**596,327**	**203,762**	**780,313**	**309,822**		

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COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste
Organization: 121204 / Landfill Operations

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommended	2003-04 Approved
	Capital						
540000	Small Tools & Minor Equipment:	486	353	500	500		
	All Other Equipment	0	6,500	70,390	4,000		
	**** Total Capital**	**486**	**6,853**	**70,890**	**4,500**		
	***** Total Expenses**	**596,813**	**210,615**	**851,203**	**313,321**	314,322	

116-99

COUNTY OF LEXINGTON
Annual Budget
Fiscal Year 2003-2004

Capital Request Worksheet
Cost Center: Landfill Operations (121204)
Program: 1 - Landfill Operations

Qty.	Item Description	***BUDGET*** 2003-04 Requested Amount
1	Small Tools and Minor Equipment	$500
1	Steam/Pressure Washer	$4,000
	**** Total Capital (Transfer Total to Main Sheet)**	$4,500

COUNTY OF LEXINGTON
VEHICLE SCHEDULE
FY 2003-2004

Department Name: Solid Waste
Department No.: 121204
Program/Activity: Landfill Operations

Vehicle #	Description	Assigned	Vehicle Repairs & Maint. 522300	Vehicle Insurance 524100	Comp. Insurance 524101	Gas, Fuel & Oil 525400	Total
20293	Ford Pickup	Sonny Craven	$1,700.00	$650.00		$1,750.00	$4,100.00
16697	GMC Dump Truck	Landfill	$767.00	$650.00		$216.00	$1,633.00
14994	Boom Truck	Landfill	$767.00	$650.00		$1,067.00	$2,484.00
22601	Ford Semi Tractor	Landfill	$767.00	$650.00		$216.00	$1,633.00

116-101

COUNTY OF LEXINGTON
Annual Budget- Enterprise Fund
Fiscal Year – 2003-2004

PROGRAM OVERVIEW

Fund: 5700
Division: Solid Waste Management
Organization: 121204 / Landfill Operations

Department - Program Overview

Landfill Operations

This program oversees the administrative portion of the Landfill Operations, supervises 2 (Two) Heavy Operators and enforces County ordinance, SCDHEC SWM rules and regulations.

Current Position

Superintendent of SWM (Insured)	Grade 20
Supervisor of Landfill Operations (Insured)	Grade 12

Vehicle/Equipment

County ID #	Vehicle Description	Vehicle Insurance
20293	Ford Pickup	Comprehensive
16697	Ford Dump Truck	Liability
14994	Boom Truck	Liability
22601	Ford Semi Tractor	Liability
18898	96 John Deere Tractor	Comprehensive
18868	96 Volvo Loader	Comprehensive

Telecommunications

Quantity	Equipment	Maintenance Contact
2	Pager	No
1	Cell Phone	No
2	MHz Radio	Yes

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121204/ Landfill Operations

Requested Personnel Budget

510100	**Salaries (2)**	**$86,444**

These funds are for the Superintendent and Landfill Supervisor.

510200	**Overtime (1)**	**$3,000**

These funds are for the Landfill Supervisor if overtime is necessary.

511112	**FICA (2)**	**$6,613**

These funds are for the Superintendent and Landfill Supervisor.

511113	**State Retirement (2)**	**$5,922**

These funds are for the Superintendent and Landfill Supervisor.

511115	**Insurance Fund Contribution (2)**	**$12,000**

These funds are for Superintendent and Landfill Supervisor

511130	**Workers Compensation (2)**	**$5,092**

These funds are for the Superintendent, Landfill Supervisor.

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121204/ Landfill Operations

Requested Operating Budget

520100 Contracted Maintenance $1,144

This account will cover the expenditures of a one year Contracted Maintenance Service for Forty (40) portable fire extinguishers are inspected twice a year and recharged

(40) Inspections @ $1.00/inspection	$40.00
(40) Recharging @ $7.60/charge.	$304.00
Estimated replace. parts	$800.00
Total for fire extinguishers	$1,144.00

520200 Contracted Services $3,408

This account is to cover the cost of chemical analysis performed by Columbia Analytical Laboratories, Inc. Chemical analysis is performed each month from samples taken from the water discharge of our sediment pond. The pond is located at the base our MSW Landfill. These analysis tests are part of the requirement of our National Pollutant Discharge Elimination System (NPDES) Permit. A monthly Discharge Monitoring Report (DMR) is required for this permit. The DMRis a report of the actual analysis. South Carolina Department of Health & Environmental Control (SCDHEC) require the NPDES permit

Monthly testing =	$117.98 x 8 = $943.84
Quarterly testing =	$158.28 x 4 = $633.12
Sample collecting	$94.25 x 12 = $1,131.00
Additional testing as needed	$700.00

520241 Refrigerant Disposal & Testing $15,000

This account covers the EPA required removal of refrigerant (freon) from all units Containing freon entering the landfill facility, prior to recycling

520300 Professional Services $30,975

This account covers cost associated with several types of Professional Services These services include:
Engineering observations & surveying providing technical assistance/over view of construction activities:

Batesburg/Leesville @ $14,850
Edmund @ $8.400
Chapin @ $7,500
This total service is $30,750/year.

520300 Professional Services (Cont.)

A mandatory fee of $225.00 is to cover cost of SCDHEC Drinking Water annual fee for public wells located on our site.

520302 Drug Testing Services $122

The required Random Drug/Alcohol Testing is for
two (2) employees that hold CDL licenses, as required for their position.

Blood Testing $35.75 ea. & Urine Testing $25 ea.
Potential Random Testing is estimated at $50/ea. Total testing = $122
If an accident/incident were to occur to any employee operating heavy equipment vehicles, Drug/Alcohol testing is mandatory. This cost is included in the above

520601 L/F Well Monitoring - Batesburg/Leesville $46,650

The proposed engineering fee is to perform BI-annual sampling and laboratory analysis of groundwater at the Batesburg/Leesville Landfill. Engineering consultants oversees and handles all lab cost and reporting, as required by SCDHEC. This fee includes: The sampling and laboratory analysis of indicator parameters, review of results in relation to maximum contaminant levels and forwarding of results to SCDHEC. Installation of 3 Bedrock Assessment-monitoring wells

520602 L/F Well Monitoring - Edmund $16,800

The proposed engineering fee is to perform bi-annual sampling and laboratory analysis of groundwater at the Edmund Landfill. Engineering consultants oversees and handles all lab cost and the reporting as required by SCDHEC. This fee includes: The sampling and laboratory analysis of indicator parameters, review of results in relation to maximum contaminant levels and forwarding of results to SCDHEC. The analysis is more extensive for Edmund than our other closed MSW Landfills. This extensive analysis is listed on the " Appendix 2" and is the same requirements for Subtitle D landfills, by SCDHEC. This fee also Includes a bi-annual statistical analysis report sent to SCDHEC.

520603 L/F Well Monitoring – Chapin $8,500

The proposed engineering fee is to perform bi-annual sampling and laboratory analysis of groundwater at the Chapin Landfill. Engineering consultants oversees and handles all lab cost and reporting as required by SCDHEC. This fee includes: The sampling and laboratory analysis of indicator parameters, review of results in relation to maximum contaminant levels and forwarding of results to SCDHEC.

520612 Closure/Post Closure Care Cost $30,000

This cost is part of our Financial Assurance, as required by SCDHEC, and is for covering the cost of correcting any potential contamination

521000 Office Supplies **$300**

This account is to cover all Office Supplies used in this program. Business cards, printer ribbons, file folders, bulletin board, pens, pencils, message pads, calendars, etc.

521100 Duplicating **$300**

This account covers the cost of duplicating the following:

Daily fuel sheets, vehicle & equipment service reports, notification of needed repairs, inter-office and SCDHEC correspondence, etc.
Landfill Supervisor - 6,000 copies @ .05 = $300.00

521200 Operating Supplies **$2,500**

This account covers the cost for operating supplies used daily in the Landfill operations.

Erosion control maintenance for approx. 142 acres requiring vegetation to include sediment pond dams/trench slopes & closed MSW. Portions of C&D will close requiring seed, fertilizer, mulch, etc.

General operating supplies are to include rake, shovels, work & safety gloves, equipment cleaning supplies, trash bags for litter control throughout Landfill facility, etc. This also covers cost of supplies not carried at Central Warehouse.

522000 Building Repairs & Maintenance **$5,800**

This account cover cost for needed repairs to the office building at the Edmund facility.

Generator maint., well & septic tank maint., paving asphalt to repair entrance of scales, sandblast and paint for scales, fuel tank maintenance, general maintenance of oil & maintenance storage sheds, office building $1,000

Replace intercom system in scale house $4,000
Annual Inspection for Garage doors $50.00/ea. X 6 = $300/yr
Estimated cost for repairs to garage doors $500

522200 Small Equipment Repairs and Maintenance **$3,500**

This account is to cover cost of any small equipment used in the Transfer Station operations.

Utility Tractor CO.# 18898 $500.00

Maintain & repair, Tech21 fuel system, air compressor, lawn mower, welder, grease gun, air hammer, etc. Estimated at $3,000

522300 Vehicle Repairs & Maintenance $4,000

This account is for cost associated with the service maintenance & repairs for the following vehicles:
Vehicle used by Solid Waste Superintendent
3/4 Chevy Truck Co# 20293
Quarterly service @ $50 = $200/year
Dump Truck Co# 16697
Quarterly service @ $50 = $200
GMC Boom Truck Co# 14994
Quarterly service @ $50 = $200
Ford Tractor Low Boy Co# 22601
Quarterly service @ $50 = $200
Estimated cost for the above vehicles parts $3,200

523200 Equipment Rental $429

This account covers cost for Oxygen Acetylene Bottle Rental:
Thirteen bottles @ $35.75/month, one year $429

524100 Vehicle Insurance $2,600

This account will cover the cost for liability insurance for Four (4) vehicles @ $650.00 ea.

Truck Co# 20293	Boom Truck Co# 14994
Dump Truck Co# 22529	Low Boy Co# 22601

524101 Comprehensive Insurance/Landfill Equip.-Inland Marine $1,166

This account fee is cost of Comprehensive Insurance for Heavy Equipment.

524201 General Tort Liability Insurance $1,832

This account fee covers the cost for the 03-04 year for the current number of employees

525020 Pagers and Cell Phones $599

This account covers cost for Pagers and Cell Phones.
(2) Dial Page @ $8.73/month = $210
(1) Cell Phones @ $22.84 ea./month = $275.00
Extra airtime not covered in first months free 30 min.
Estimated $100.00/ea. = $100
Universal Service Fund $0.62/month = $7.40
911 Services $0.55/month = $6.60

525030 800 MHz Radio Service Charges $1,260

This account covers cost for two (2) 800 MHz Radios and are assigned to the following:

Superintendent
(1) Service for 800 MHz Radio @ $50/month ea., plus SC tax = $630/year
Roaming fees $100/year
Total cost $730

Landfill Supervisor
(1) Service for 800 MHz Radio @ $42.00/month ea., plus SC tax = $530/year

525031 800 MHz Radio Maintenance $189

This account covers cost for any maintenance for (2) 800 MHz Radio needing repairs during 03-042 FY
Superintendent
(1) Radio $7.50/month = $90 + SC Tax = $94.50
Landfill Supervisor
(1) Radios $7.50/month = $90 + SC Tax = $94.50

525210 Conference & Meeting Expenses $1,720

This account will cover the cost for Solid Waste Superintendent to attend: Solid Waste Association of North America Regional Conference, to be held in South Carolina in 03/04. This conference is an educational program to update those in the field of Solid Waste Management on Federal, State regulations and Landfill Operational applications. Courses are offered to assist with CEU hours that are required in maintaining both SWANA and SCDHEC Management Re-Certifications.

Registration & Special Courses = $550
3 nights lodging $135/night = $405 (incl. SC tax)
Per Diem = $78
Total $1,033

The Superintendent is commissioned through the Lexington County Sheriffs Department as a Litter Control Officer. As an Officer the Superintendent is a member of the South Carolina Litter Control Association. An Officer is required to maintain all updated laws and information associated with his commission. The Litter Control Association holds a yearly conference in South Carolina and this provides the required information.

Registration = $45
2 night lodging $95/night = $190
Per Diem = $52
Total $287

This account will also cover the cost of the Superintendent to attend quarterly SWANA for education of solid waste regs. and updated procedures.
$25/meeting/quarterly = Total $100

525230 Subscriptions, Dues & Book $120

This account is to cover the cost for Superintendents yearly membership, Re-certification, dues for SWANA and the Litter Control Association
SWANA membership = $110
Litter Control Association = $10

525317 Utilities - Edmund Landfill $4,000

This account covers the cost of all utilities at the Edmund Facility, except for the Transfer Station.

525400 Gas Fuel & Oil $5,217

This account will cover the cost for daily gas, diesel, transmission, hydraulic, chassis, antifreeze and other lubricants required for vehicles, and other heavy equipment's 250 hour services for one year.

Truck Co# 20293	$1,750
L 70 C Loader Co# 8868	$1,868
Dump Truck Co# 22529	$216
Low Boy Co# 22601	$216
Boom Truck Co# 14994	$1,067
Utility Tractor Co # 18898	$100

This account will also cover the miscellaneous cost for the air compressor, steam cleaner, lawn mowers, weed eaters, welder, etc.
Total misc. $500

525600 Uniforms & Clothing $720

These account covers cost for Two employees on staff and are required to wear uniforms to identify themselves as County employees, while working directly with the public. Safety apparatus must be worn, due to some of the hazardous conditions the employees work.

Safety Boots	2 @	$ 50.00 ea. =	$ 200.00
Tee Shirts	10 @	$ 6.85 ea. =	$ 68.50
Long Sleeve Tee Shirts	10 @	$ 9.85 ea. =	$ 98.50
Hooded sweatshirts	5 @	$ 14.85 ea. =	$ 74.25
Work Pants	10 @	$ 15.50 ea. =	$ 155.00
Work Shirts	5 @	$ 12.00 ea. =	$ 60.00
Summer Cap	5 @	$ 4.64 ea. =	$ 23.20
County Emblem	5 @	$ 0.76 ea. =	$ 3.80
Sewing on Emblem	5 @	$ 0.50 ea. =	$ 2.50

526500 License and Permits $1,800

This account will cover the cost for the following required permits
Underground Fuel Tank $200
Landfill NPDES Permit $1,600

538000	Claims & Judgments	$100

This account will cover any cost which may occur that are lower than the deductible of our insurance.

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121204/ Landfill Operations

Requested Capital Items

540000 Small Tools & Minor Equipment $500

This account will cover any cost for any small tools and minor equipment which falls below the $500 capital cost limit. To include replacements items not stocked at Central Warehouse such as wrenches ratchets sockets, floor jacks, dollies etc.
Estimated misc. tools $500.00

000000 Steam/Pressure Washer $4,000

This account will cover any cost associated with the purchase to replace the current Steam/Pressure Washer. This equipment is used weekly to clean the heavy equipment in the Landfill and Transfer Station. The current machine requires constant repair and is unreliable.

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste
Organization: 121206 / Transfer Station

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommended	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2	103,874	50,275	104,735	60,291		
510200	Overtime	1,577	1,134	3,000	1,500		
511112	FICA Cost	7,559	3,685	8,217	4,613		
511113	State Retirement	7,127	3,522	7,358	4,130		
511120	Insurance Fund Contribution -2	12,600	8,400	16,800	12,000		
511130	Workers Compensation	6,128	3,028	6,181	3,552		
	*** Total Personnel**	**138,865**	**70,044**	**146,291**	**86,086**		
	Operating Expenses						
520100	Contracted Maintenance	21,088	11,490	28,216	83,625		
520200	Contracted Services	2,772,379	1,220,072	2,965,510	3,153,475		
520300	Professional Services	135	100	500	1,090		
520302	Drug Testing Services	0	0	195	122		
521000	Office Supplies	71	44	75	0		
521100	Duplicating	59	43	75	0		
521200	Operating Supplies	2,989	197	3,000	1,585		
522000	Building Repairs & Maintenance	7,227	18,018	23,575	28,575		
522100	Heavy Equipment Repairs & Maint.	49,496	29,839	57,173	58,620		
522200	Small Equipment Repairs & Maint.	3,484	461	3,000	0		
523200	Equipment Rental	341	144	429	0		
524000	Building Insurance	1,030	0	885	1,074		
524101	Comprehensive Insurance-Inland Marine	935	0	780	1,110		
524201	General Tort Liability Insurance	593	264	527	1,099		
524202	Surety Bonds	0	0	19	0		
525020	Pagers and Cell Phones	105	52	105	0		
525030	800 MHz Radio Service Charges -2	1,310	654	1,600	1,059		
525031	800 MHz Radio Maintenance - 2	263	270	270	199		
525210	Conference & Meeting Expenses	355	0	1,000	0		
525230	Subscriptions Dues & Books	0	0	227	0		
525317	Utilities - County L/F Edmund	7,425	3,501	7,600	7,600		
525400	Gas, Fuel & Oil	5,974	2,911	8,000	8,000		
525600	Uniforms & Clothing	1,583	629	1,500	1,000		
526500	Licenses & Permits	0	0	700	700		
530100	Depreciation	43,802	0	140,000	45,000		
538000	Claims & Judgments (Litigation)	0	0	100	100		
	*** Total Operating**	**2,920,644**	**1,288,689**	**3,245,061**	**3,394,033**		
	**** Total Personnel & Operating**	**3,059,509**	**1,358,733**	**3,391,352**	**3,480,119**		

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COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste
Organization: 121206 / Transfer Station

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	2003-04 Requested	BUDGET 2003-04 Recommended	BUDGET 2003-04 Approved
	Capital						
	Small Tool & Minor Equipment	408	216	500	800		
	All Other Equipment	0	0	0	256,800		
	**** Total Capital**	**408**	**216**	**500**	**257,600**		
	***** Total Expenses**	**3,059,917**	**1,358,949**	**3,391,852**	**3,737,719**		

COUNTY OF LEXINGTON
Annual Budget
Fiscal Year 2003-2004

Capital Request Worksheet
Cost Center: Transfer Station (121206)
Program: - Transfer Station

Qty.	Item Description	***BUDGET*** 2003-04 Requested Amount
1	Small Tools and Minor Equipment	$800
1	Tamp Replacement	$2,500
1	Replacement Cat 938-G Front-End Loader	$158,000
1	Repair Floor in Transfer Station (Price Quoted in FY 02/03	$96,300
	**** Total Capital (Transfer Total to Main Sheet)**	$257,600

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121206 – Transfer Station

PROGRAM OVERVIEW

Transfer Station

This program required the efforts of 2 (two) Heavy Equipment Operators This program process all Municipal Solid Waste entering the facility through the Transfer Station, while enforcing County ordinance, SCDHEC SWM rules and regulations.

Current Positions

(2) Heavy Equipment Operators (Insured)	Grade 9

Vehicle/Equipment

County ID#	Description	Equipment Insurance
20867	*938G Caterpillar Loader	Comprehensive

Telecommunication Equipment

Quantity	Equipment	Maintenance Contract
2	800 MHz Radio	Yes

Service Levels

Service Levels MSW Processed	FY 00/01 (Actual)	FY 01/02 (Actual)	FY 02/03 (Dec.)	FY 02/03 (Est. June)	FY 03/04 (Projected)
Tons	96,318.40	103,525.19	54,355.25	108,710.50	115,000.00

COUNTY OF LEXINGTON
Annual Budget – Enterprise Fund
Fiscal Year 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121206 – Transfer Station

Requested Personnel Budget

510100	**Salaries (2)**	**$60,291**

These funds are for the (2) Heavy Equipment Operators

510200	**Overtime (2)**	**$1,500**

These funds are for overtime if necessary for (2) Heavy Equipment Operators

511112	**FICA (2)**	**$4,613**

These funds are for (2) Heavy Equipment Operators

511113	**State Retirement (2)**	**$4,130**

These funds are for (2) Heavy Equipment Operators

511115	**Insurance Fund Contribution (2)**	**$12,000**

These funds are for (2) Heavy Equipment Operators

511130	**Workers Compensation (2)**	**$3,552**

These funds are for (2) Heavy Equipment Operators

COUNTY OF LEXINGTON
Annual Budget – Enterprise Fund
Fiscal Year 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121206 – Transfer Station

Requested Operating Budget

520100 Contracted Maintenance $83,625

This account will cover the expenditures of one year Contracted Maintenance Service for one (1) piece of heavy equipment to include: Total Maintenance & Repair (TM&R) extension for mechanical and general maintenance, fire protection system on the equipment and cost of maintenance for (1) scales.

The heavy equipment is serviced every 250 operating hours for (TM&R) and the monthly cost is a set price to cover all maintenance, except for ground engaging tools. Also the equipment is covered by a separate contract for a fire protection system, based on three inspections per year.

Estimated cost for replacement part for the fire protection system $2,000

Co.# 20867 Caterpillar 938G Front-End Loader

Serviced by Blanchard Machinery	
(TM&R) Total for 12 mos.	$74,000
Fire protection inspection	$175/every four months
Total inspection	$525

Total $74,525

Maintenance contract for inspecting (1) scales. The scales are tested and re-calibrated if necessary. The scales located at the entrance are required by the Department of Agriculture for monthly inspections. This scale weighs all vehicles.
Estimated replacement parts $3,000.
Inspections $175/month x 12 =$2,100/year

520200 Contracted Services $3,153,475

This account covers the cost of Transport and Disposal of Municipal Solid Waste (MSW) from the Transfer Station to Chambers Landfill. This account also covers cost for hauling and disposing of washdown leachate water from the Transfer Station. This water is collected in an underground storage tank (UST) & the removal of solids from the (UST)

520200 Contracted Services (Cont.)

The Transport, by NW White, of MSW to Chambers Landfill is estimated, and based on the previous year's tonnage. Estimated tonnage for fiscal year of 02-03 is 108,710.50 tons. Projected increase for fiscal year 03-04, for an estimated tonnage of 115,000.00 tons. Current 02-03 rate for transporting is $7.12/ton, plus a 3% cost of living increases the rate to $7.33/ton for 03-04.

Total Transporting Cost = $830,875.00

The Disposal of MSW at Chambers Landfill is estimated, and based on the previous year's tonnage. Estimated tonnage for fiscal year of 02-03 is 108,710.50 tons. Projected increase for fiscal year 03-04 for an estimated Tonnage of 115,000.00 tons. Current 02-03 rate for disposal is $20.00/ton.

Total Disposal Cost = $2,300,000

The contract for hauling and disposal of (UST) water is estimated at 144,000 gallon/year and the rate is $0.15/gallon.

Total Haul & Disposal Cost = $21,600

Analysis for potential request from WTP = $1,000

520300 Professional Services $1,090

This account covers cost associated with several types of Profession Services

South Carolina Department of Health & Environmental Control (SCDHEC)
Annual drinking water fee = $90.
Laboratory analysis for Transfer Station (UST) leachate for (2) random
Tests are $1,000/ea.

520302 Drug Testing Services $122

The required Random Drug/Alcohol Testing is for two (2) employees that hold CDL licenses, as required for their position.
Blood Testing $35.75 ea. & Urine Testing $25 ea.
Potential Random Testing is estimated at $121.50/ea.
If an accident/incident were to occur to any employee while operating County equip./vehicle, a Drug/Alcohol testing is mandatory.

521200 Operating Supplies $1,585

This account covers the cost for operating supplies used daily in the Transfer Station operations.
Safety glasses 6 pair @ $25/pr. = $150.00
Work gloves 120 pair @ $0.74/pr. = $88.80
General operating supplies are to include: cleaning supplies and grounds upkeep, etc. $500
Steam cleaning chemicals $211/drum @ 4 = $846.20

522000 Building Repairs & Maintenance $28,575

This account cover cost for needed repairs to all structures and paving pertaining to the Transfer Station. Generator maint., well & UST maint.

Cleaning Storm Drainage System Est. $5,000
Repair of hopper and push wall $12,000
Repair concrete to entrance of Bay one $5,000
Grate replacement for drainage system $75/ea @ 20 = $1,575
All other estimated building repairs estimated at $5,000

522100 Heavy Equipment Repairs & Maint. $58,620

This account is for heavy equipment and covers repairs to equipment not covered by contracted maintenance (TM&R), such as tires, loader edges, sweep broom, etc.

Estimated repair cost for parts: $12,000
Rubberized wear pad for 938G loader @ $802 ea.
Ten per year = $8,429 including tax
Exchange set of tire on 938G $4,546 /tire, set of 4 including tax = $19,095.59 two sets per year = $38,191.18

524000 Building and Contents Insurance $1,074

This account fee is for insurance to cover Transfer Station and its contents

524101 Comprehensive Insurance-Inland, Marine $1,110

This account fee is for insurance to cover: Inland, Marine, Fire, Vandalism, etc. of Heavy Equipment used in the Transfer Station operations

524201 General Tort Liability Insurance $1,099

This account fee covers cost for the 03-04 year and is for the current number of employees

525030 800 MHz Radio Service Charges $1,059

This account cover cost for (2) 800 MHz Radios and are assigned to the following:

(2) Service for 800 MHz Radio $504, plus SC tax = $1,059 year

525031 800 MHz Radio Maintenance $199

This account covers cost for any needed maintenance repairs for (2) 800 MHz Radio during 03-04 FY
(2) Radio $94.50/year, plus SC tax = $199

525317 Utilities $7,600

This account covers the cost of all utilities associated with the Transfer Station

525400 Gas, Fuel & Oil **$8,000**

This account covers the cost for gas, diesel, transmission, hydraulic, chassis, anti-freeze and other lubricants required for equipment's services and daily fuel for one year

938G Loader CO # 20867	$7,000
Misc. equipment	$1,000

525400 Uniforms & Clothing **$1,000**

This account covers cost for two employees on staff and are required to wear uniforms to identify themselves as County employee, while working directly with the public. Safety apparatus must be worn, due to some of the hazardous conditions the employees work. It has been over two years since the purchase of jackets, rubber boots or safety belts.

Safety Boots	4 @	$50.00 ea. =	$200.00
Work Pants	8 @	$15.50 ea. =	$124.00
Work Shirts	8 @	$12.00 ea. =	$96.00
Tee Shirts	8 @	$6.85 ea. =	$55.00
Long Sleeve Tee Shirts	8 @	$9.85 ea. =	$79.00
Hooded sweatshirts	8@	$14.85 ea. =	119.00
Work Coats	2 @	$26.50 ea. =	$53.00
Summer Caps	4 @	$4.64 ea. =	$18.00
CO. emblems	10 @	$0.76 ea. =	$8.00
Sew on emblems	10 @	$0.50 ea. =	$5.00
Summer Coveralls	2 @	$25.25 ea. =	$51.00
Insulated Coveralls	2 @	$53.00 ea. =	$106.00

526500 License & Permits **$700**

This account will cover required permits

Transfer Station (UST) permit $200
Drinking Water well license $250
Transfer Station permit $250

530100 Depreciation **$45,000**

This cost will cover the Depreciation of our 03-04 year

538000 Claims & Judgments **$100**

This account will cover any cost that may occur that are lower than the deductible of our insurance

COUNTY OF LECXINGTON
Annual Budget – Enterprise Fund
Fiscal Year 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121206 – Transfer Station

Requested Capital Improvement

540000 Small Tools & Minor Equipment $800

This account will cover cost for any small tools and minor equipment that falls below the 500 capital cost limit. To include replacements items not stocked at Central Warehouse such as wrenches, ratchets, sockets, floor jacks, cell phone replacement and battery etc.

00000 Replacement Tamp $2,500

This account will cover the cost to replace tamp used for packing down transporting trailers. Current tamp has been repaired several times. This type of metal structure must be replaced, as additional welds are neither structurally sound nor feasible.

00000 Replacement Cat 938-G Front End Loader $158,000

This account will cover cost to purchase a new Front End-Loader for the transfer station. The normal life expectancy for a Loader is 5,000 hours, but we extended last years Maintenance Contract due budgetary constraints. Our current loader was purchased in 1999 and has 7,303 hour at this rate the 938 will have over 9,000 hours on it when a bid is let. In addition, the Total Maintenance Repair Contract is substantially lower for a new Front End Loader

00000 Repair floor in Transfer Station (Price Quoted in FY 02/03) $96,300

This account will cover the cost to repair the Transfer Station Floor. The floor in the first entrance bay has eroded to the point that the rebar has been exposed. Due to safety issues of the rebar exposure, we have actually used acetylene to cut the rebar flush to the eroded concrete. In the second and third entrance bay the aggregate and wire mash is now showing through and we estimate the rebar is soon to be exposed.

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste
Organization: 121208 - / C&D Landfill Operations
New Program:

Object Code	Expenditure Classification	2000-02 Expenses	2001-03 Expenses (Dec)	2001-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommended	2003-04 Approved
	Personnel						
510100	Salaries & Wages - 3	0	0	0	93,872		
510200	Overtime	0	0	0	2,000		
511112	FICA Cost	0	0	0	7,182		
511113	State Retirement	0	0	0	6,431		
511120	Insurance Fund Contribution - 3	0	0	0	18,000		
511130	Workers Compensation	0	0	0	5,530		
	*** Total Personnel**	**0**	**0**	**0**	**133,015**		
	Operating Expenses						
520100	Contracted Maintenance	0	0	0	94,352		
520200	Contracted Services	0	0	0	0		
520241	Refrigerant Disposal & Testing	0	0	0	0		
520300	Professional Services	0	0	0	51,800		
520302	Drug Testing Services	0	0	0	183		
520601	Landfill Monitoring - Batesburg	0	0	0	0		
520602	Landfill Monitoring - Edmund	0	0	0	0		
520603	Landfill Monitoring - Chapin	0	0	0	0		
520612	Closure/Post-Closure Care Cost	0	0	0	0		
521000	Office Supplies	0	0	0	0		
521100	Duplicating	0	0	0	0		
521200	Operating Supplies	0	0	0	1,500		
522000	Building Repairs & Maintenance	0	0	0	0		
522100	Heavy Equipment Repairs & Maint.	0	0	0	69,500		
522200	Small Equipment Repairs & Maint.	0	0	0	0		
522300	Vehicle Repairs & Maintenance	0	0	0	3,700		
523200	Equipment Rental	0	0	0	0		
524100	Vehicle Insurance -1	0	0	0	650		
524101	Comprehensive Insurance-Inland Marine	0	0	0	8,904		
524201	General Tort Liability Insurance	0	0	0	1,832		
524202	Surety Bonds	0	0	0	0		
525020	Pagers and Cell Phones	0	0	0	0		
525030	800 MHz Radio Service Charges - 3	0	0	0	1,588		
525031	800 MHz Radio Maintenance - 3	0	0	0	284		
525210	Conference & Meeting Expenses	0	0	0	0		
525230	Subscriptions Dues & Books	0	0	0	0		
525317	Utilities - Landfill (Edmund)	0	0	0	0		
525400	Gas, Fuel & Oil	0	0	0	26,729		
525600	Uniforms & Clothing	0	0	0	1,600		
526500	Licenses & Permits	0	0	0	0		
530100	Depreciation	0	0	0	160,000		
538000	Claims & Judgments (Litigation)	0	0	0	100		
538600	SCDHEC Fines - Administrative Order	0	0	0	0		
	*** Total Operating**	**0**	**0**	**0**	**422,722**		
	**** Total Personnel & Operating**	**0**	**0**	**0**	**555,737**		

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2003-04

Fund: 5700
Division: Solid Waste
Organization: 121208- /C&D Landfill Operations
New Program:

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommended	2003-04 Approved
	Capital						
540000	Small Tools & Minor Equipment:	0	0	0	500		
	All Other Equipment	0	0	0	893,000		
	**** Total Capital**	**0**	**0**	**0**	**893,500**		
	***** Total Expenses**	**0**	**0**	**0**	**1,449,237**		

COUNTY OF LEXINGTON
Annual Budget
Fiscal Year 2003-2004

Capital Request Worksheet
Cost Center: C&D Landfill Operations (121208)
New Program:

Qty.	Item Description	***BUDGET*** 2003-04 Requested Amount
1	Small Tools and Minor Equipment	$500
1	Caterpiller 826-c Compactor (Replacement)	$398,000
1	Caterpiller 623-E Scraper Pan (Replacement)	$495,000
	**** Total Capital (Transfer Total to Main Sheet)**	$893,500

COUNTY OF LEXINGTON
VEHICLE SCHEDULE
FY 2003-2004

Department Name: Solid Waste
Department No.: 121208
Program/Activity: **New Program:C&D Landfill Operations**

Vehicle #	Description	Assigned	Vehicle Repairs & Maint. 522300	Vehicle Insurance 524100	Comp. Insurance 524101	Gas, Fuel & Oil 525400	Total
15830	Ford Crew Cab	Landfill	$3,700	$650		$542	$4,892

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COUNTY OF LEXINGTON
Annual Budget- Enterprise Fund
Fiscal Year – 2003-2004

PROGRAM OVERVIEW

Fund: 5700
Division: Solid Waste Management
Organization: 121208 / C&D Landfill Operations
New Program:

Department - Program Overview

Landfill Operations

This program oversees the administrative portion of the Landfill Operations, 3 (Three) Heavy Equipment Operators and enforces County ordinance, SCDHEC SWM rules and regulations.

Current Positions

(3) Heavy Equipment Operators (Insured) Grade 9

Vehicle/Equipment

County ID #	Vehicle Description	Vehicle Insurance
15830	Ford Crew Cab	Liability
10959	Motor Grader	Comprehensive
11841R	97 Cat Compactor	Comprehensive
21129	88 Cat Rebuilt Compactor	Comprehensive
15123	92 Cat Pan	Comprehensive
15122	92 Cat Dozer	Comprehensive

Telecommunications

Quantity	Equipment	Maintenance Contact
3	MHz Radio	Yes

Service Levels

C&D Yard Waste Landfilled	FY 00/01 (Actual)	FY 01/02 (Actual)	FY 02/03 (Dec.)	FY 02/03 (Est. June)	FY 03/04 (Projected)
Tons	68,180.02	72,545.41	34,681.88	73,000.00	75,000.00

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121208 / C&D Landfill Operations
New Program:

Requested Personnel Budget

510100	**Salaries (3)**	**$93,872**
	These funds are for 3 (Three) Heavy Equipment Operators	
510200	**Overtime (3)**	**$2,000**
	These funds are for 3 (Three) Heavy Equipment Operators	
511112	**FICA (3)**	**$7,182**
	These funds are for 3 (Three) Heavy Equipment Operators	
511113	**State Retirement (3)**	**$6,431**
	These funds are for 3 (Three) Heavy Equipment Operators	
511115	**Insurance Fund Contribution (3)**	**$18,000**
	These funds are for 3 (Three) Heavy Equipment Operators	
511130	**Workers Compensation (3)**	**$5,530**
	These funds are for 3 (Three) Heavy Equipment Operators	

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121208 / C&D Landfill Operations
New Program:

Requested Operating Budget

520100 Contracted Maintenance $94,352

This account will cover the expenditures of a one-year Contracted Maintenance Service for four (4) pieces of heavy equipment to include Total Maintenance & Repair (TM&R) for mechanical and general maintenance, fire protection systems for each and to cover the cost of portable fire extinguishers. Each piece of equipment is serviced every 250 operating hours for (TM&R) and the monthly cost is a set price based on the individual equipment. The (TM&R) covers all maintenance, except for ground engaging tools. All Caterpillar equipment is used in the C & D Landfill Program. Each piece of equipment is also covered by a separate contract for a fire protection system, based on three inspections per year, and each inspection's cost is based on the individual piece of equipment. Estimated replacement parts for fire protection systems are $5,000

Co # 11841R 1987 Caterpillar 826 Landfill Compactor	
(Certified Rebuilt in 96-97 FY)	
(TM&R) Payment @ 12 month	$3,400./each
(TM&R) Total	$40,800/year
Fire protection inspection	$175.00/every four months
Total inspections	$525.00/year
Total	**$41,325**

Co # 21129 - Rebuilt 1988 Caterpillar 826 Landfill Compactor	
(TM&R) Payment @ 12 month	$1,125/year
(TM&R) Payment Total:	**$13,500/year**
Fire protection inspection	$175.00/every four months
Total inspections	$525.00/year
Total	**$14,025**

Co # 15123 - Caterpillar 623 Scraper Pan (12 months)	
Serviced by Blanchard Machinery	
(TM&R) Payment per month	$2,162/each
(TM&R) Total	$25,944/year
Fire protection inspection	$175.00/every four months
Total inspections	$525.00/year
Total	**$26,469**

520100 Contracted Maintenance (Cont.)

Co # 15122 1992 Caterpillar D7 Dozer	
Serviced by Blanchard Machinery	
(TM&R) Payment per month	$584/each
(TM&R) Total	$7,008/year
Fire protection inspection	$175.00/every four months
Total inspections	$525.00/year
Total	**$7,533**

520300 Professional Services **$51,800**

This account covers cost associated with several types of Professional Services These services include: Engineering observations & surveying providing technical assistance/overview of construction activities of C&D landfill lateral expansion.

Topographic survey @ $6,800
Permit application @ $45,000

520302 Drug Testing Services **$183**

The required Random Drug/Alcohol Testing is for three (3) employees that hold CDL licenses, as required for their position.
Blood Testing $35.75 ea. & Urine Testing $25 ea.
Potential Random Testing is estimated at $75/ea. Total testing = $183
If an accident/incident were to occur to any employee operating heavy equipment vehicles, Drug/Alcohol testing is mandatory. This cost is included in the above

521200 Operating Supplies **$1,500**

This account covers the cost for operating supplies used daily in the Landfill operations.
Erosion control maintenance for approx. 100 acres requiring vegetation to include sediment pond dams/trench slopes Portions of C&D will close requiring: seed, fertilizer, mulch, etc.
General operating supplies are to include rake, shovels, work & safety gloves, equipment cleaning supplies, trash bags for litter control throughout Landfill facility, etc. This also covers cost of supplies not stocked at Central Warehouse.

522100 Heavy Equipment Repairs & Maint. $69,500

This account is for landfill heavy equipment and covers repairs to any equipment not covered by contracted maintenance (TM&R), such as tires, cutting blades, elevator chains, Compactor cleats, Pan tires, etc.

Estimated cost for parts	$20,000
Pan Co# 15123	$10,000
Dozer Co# 15122	$5,000
826 Compactor Co# 11841R	$28,000
826 Compactor Co# 21129	$6,000
Motor Grader Co # 10135	$500

522300 Vehicle Repairs & Maintenance $3,700

This account is for cost associated with the service maintenance & repairs for the following vehicle
Ford Crew Cab Co# 15830
Quarterly service @ $50 = $200
Estimated cost for transmission replacement $2,500. (15830)
Estimated cost for the above vehicles parts $1,000

524100 Vehicle Insurance $650

This account will cover the cost for liability insurance for one-(1) vehicles @ $650.00 ea.
Truck Co# 15830

524101 Comprehensive Insurance/Landfill Equip.-Inland Marine $8,904

This account fee is cost of Comprehensive Insurance for Heavy Equipment.

524201 General Tort Liability Insurance $1,832

This account fee covers the cost for the 03-04 year for the current number of employees

525030 800 MHz Radio Service Charges $1,588

This account covers cost for (3) 800 MHz Radios and are assigned to the following:

Program 1 (3) HEO III
(3) Service for 800 MHz Radio @ $42.00/month ea., plus SC tax = $1,588/year

525031 800 MHz Radio Maintenance $284

This account covers cost for any maintenance for (3) 800 MHz Radio needing repairs during 03-04 FY
(3) HEO III
(3) Radios $7.50/month = $270 + SC Tax = $283.50

This account will cover the cost for daily gas, diesel, transmission, hydraulic, chassis, antifreeze and other lubricants required for vehicles, and other heavy equipment's 250 hour services for one year.

Truck Co# 15830	$542
Pan Co# 15123	$4,265
D7 Dozer Co# 15122	$1,847
836 Compactor Co# 11841R	$7,913
826 Compactor Co# 21129	$9,362
Motor Grader Co # 10135	$300

This account will also cover the miscellaneous cost for the air compressor, steam cleaner. Total misc. = $2,500

525600 Uniforms & Clothing $1,600

These account covers cost for Three employees on staff and are required to wear Uniforms to identify themselves as County employees, while working directly with the public. Safety apparatus must be worn, due to some of the hazardous conditions the employees work.

Safety Boots	6 @	$ 50.00 ea. =	$300.00
Winter Jackets	3 @	$ 26.50 ea. =	$79.50
Tee Shirts	15 @	$6.85 ea. =	$102.75
Long Sleeve Tee Shirts	15 @	$9.85 ea. =	$147.75
Hooded sweatshirts	15 @	$14.85 ea. =	$222.75
Work Pants	13 @	$ 15.50 ea. =	$201.50
Work Shirts	13 @	$ 12.00 ea. =	$156.00
Summer Caps	12 @	$ 4.64 ea. =	$55.68
County Emblem	30 @	$0.76 ea. =	$22.80
Sewing on Emblem	30 @	$0.50 ea. =	$15.00
Summer Coveralls	3 @	25.25 ea. =	$75.75
Insulated Coveralls	3 @	$ 53.00 ea. =	$159.00

530100 Depreciation $160,000

This cost will cover the Depreciation of our 03-04 FY

538000 Claims & Judgments $100

This account will cover any cost which may occur that are lower than the deductible of our insurance.

COUNTY OF LEXINGTON
Annual Budget - Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5700
Division: Solid Waste Management
Organization: 121208 / C&D Landfill Operations
New Program:

Requested Capital Items

540000 Small Tools & Minor Equipment $500

This account will cover any cost for any small tools and minor equipment which falls below the $500 capital cost limit. To include replacements items not stocked at Central Warehouse such as wrenches, ratchets, sockets, floor jacks etc.
Estimated misc. tools $500.00

000000 Cat 826-C Compactor $398,000

This account will cover cost to purchase a new Landfill Compactor. We are required to maintain two compactors for operation of our landfill. Our oldest Co # 11841R, originally purchased in 1988 received a complete Certified Caterpillar Rebuilt in 1997. This equipment is in need of replacement, as a Certified Rebuild the second time would be more expensive than a new. The blades and drums must be replaced and this is one portion of the expense. In addition the Total Maintenance Repair Contract is substantially less for a new compactor.

000000 Replacement Cat 623-E Pan $495,000

This account will cover the cost to purchase a new 623-E Pan.for the C&D Landfill. This equipment will replace the pan originally purchased in 1992 with the current hours of 7,782. The Maintenance Contract has been extended for the past six-(6) years and will be substantially higher due to the current hours and condition. The current pan will have if not replaced close to 10,000 hours in the Fiscal Year 03/04

COUNTY OF LEXINGTON
SOLID WASTE TIRES
Annual Budget
Fiscal Year 2003-04

Fund: 5710
Division: Solid Waste
Organization: 121204 - Landfill Operations / State Tire Fund

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expenses (Dec)	2002-03 Amended (Dec)	2003-04 Requested	*BUDGET* 2003-04 Recommended	2003-04 Approved
	Operating Expenses						
520100	Contracted Maintenance	7,299	7,118	17,900	19,025		
520240	Tire Disposal	54,068	29,924	57,816	74,100		
522100	Heavy Equipment Repairs & Maint.	6,130	17,733	28,000	21,140		
522300	Vehicle Repairs & Maintenance	0	659	10,000	12,000		
530100	Depreciation	28,632	0	13,000	13,000		
529903	Contingency	0	0	45,492	0		
	*** Total Operating**	**96,129**	**55,434**	**172,208**	**139,265**		
	**** Total Personnel & Operating**	**96,129**	**55,434**	**172,208**	**139,265**		
	Capital						
540000	Small Tools & Minor Equipment:	173	0	500	1,000		
	All Other Capital Equipment	0	0	59,000	0		
	**** Total Capital**	**173**	**0**	**59,500**	**1,000**		
	**** Total Appropriation**	**96,302**	**55,434**	**231,708**	**140,265**		

FY 2002-03 Estimated Revenue

Fund: 5710
Division: Solid Waste

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	***Solid Waste - Tires Fund 5710:**						
	Revenues:(C/C -000000)						
422000	Landfill - Tires	88,636	48,765	90,000	90,000	90,000	
461000	Investment Interest	1,384	706	1,750	1,750	1,750	
	**** Total Revenue**	90,020	49,471	91,750	91,750	91,750	0
	**** Total Appropriation**				231,708	0	0
	Noncash Expenses:						
	Depreciation				13,000	0	0
	FUND BALANCE Beginning of Year				329,237	202,279	202,279
	FUND BALANCE - Projected End of Year				202,279	202,279	202,279

COUNTY OF LEXINGTON
State Tire Fund
Annual Budget
Fiscal Year 2002-2003

Capital Request Worksheet
Cost Center: Landfill Operations (121204)
Program: 1 - Landfill Operations / State Tire Fund

Qty.	Item Description	***BUDGET*** 2002-03 Requested Amount
1	Small Tools & Minor Equipment	$1,000
	** **Total Capital (Transfer Total to Main Sheet)**	$1,000

COUNTY OF LEXINGTON
Annual Budget Enterprise Fund
Fiscal Year – 2003-2004

Fund: 5710 Solid Waste - Tires
Division: Solid Waste Management
Organization: 121204 - Landfill – State Tire Fund

PROGRAM OVERVIEW

Tire Disposal

This program is for the disposal of all waste tires. The funds for this account are provided by the State Tire Fund on a quarterly basis. Whole tires are banned from Landfills, per SCDHEC. In order to dispose of tires the only alternative is to ship them to a local vendor for recycling. These funds will also be used for the equipment necessary for this operation.

Service Levels

Tires Recycled	FY 00/01 (Actual)	FY 01/02 (Actual)	FY 02/03 (Dec.)	FY 02/03 (Est. June)	FY 03/04 (Projected)
Tons	505.24	625.10	442.42	885.00	950.00

COUNTY OF LEXINGTON
Annual Budget Enterprise Fund
Fiscal Year 2002-2003

Fund: 5710 Solid Waste - Tires
Division: Solid Waste Management
Organization: 121204 - Landfill – State Tire Fund

Requested Operating Budget

520300 Contracted Maintenance $19,025

This account will cover the expenditures for one year for one (1) piece of heavy equipment to include Total Maintenance & Repair (TM&R) for mechanical and general maintenance and fire protection system. This piece of equipment is serviced every 250 operating hours for (TM&R) and the monthly cost is a set price to cover all maintenance, except for ground engaging tools. The Volvo is used in the Tire Recycling within the C&D Landfill. TM&R Payments for FY02-03.

TM&R Payments at $1375 @ 12 months = $16,500

This equipment is also covered by a separate contract for a fire protection system, based on 3 inspections per year at $175.00 x 3 = $525.00

Estimated replacement parts for the fire protection system $2,000

520240 Tire Disposal Services $74,100

Program 1 This account is to cover the cost of disposing waste tires. Whole tires are banned from Landfills, per SCDHEC. In order to dispose of tires the only alternative is to ship them to a local vendor for recycling.

522100 Heavy Equipment Rep & Maintenance $21,140

This account is to cover the cost of replacement tires and other repairs not covered under the TM&R for the 1996 Volvo Front End Loader. Replacement Tires-$11,140, Estimated Replacement Parts-$10,000

522300 Vehicle Repairs & Maintenance $12,000

This account is to cover the cost of repairs as needed for the 1998 Freightliner Boom Truck Co # 20311.

530100 Depreciation $13,000

COUNTY OF LEXINGTON
Annual Budget Enterprise Fund
Fiscal Year 2003-2004

Fund: 5710
Division: Solid Waste Management
Organization: 121204 – Landfill Operations / State Tire Fund

Requested Capital Improvement

540000	**Small Tools & Minor Equipment**	**$1,000**

These funds will be used to purchase small tools and minor equipment to maintain tire rim crusher, Loader and Boom Truck.

COUNTY OF LEXINGTON
DHEC USED OIL GRANT
Annual Budget
Fiscal Year - 2003-04

Fund: 5722
Division: Public Works
Organization: 121207 - Solid Waste / Recycling

Object Code	Revenue Account Title	Actual 2001-02	6 Months Received Thru Dec 2002-03	Amended Budget Thru Dec 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Recommend 2003-04
	Revenues: (C/C - 000000)						
458000	State Grant Income	9,407	8,097	22,150	22,150	22,928	
461000	Investment Interest	0	0	0	0	0	
	**** Total Revenue**	9,407	8,097	22,150	22,150	22,928	
	*****Total Appropriation**				23,065	22,928	0
	FUND BALANCE Beginning of Year				0	-915	-915
	FUND BALANCE - Projected End of Year				-915	-915	-915

Object Code	Expenditure Classification	2001-02 Expenses	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Operating Expenses						
520200	Contracted Services	0	0	0	0		
520400	Advertising & Publicity	2,825	0	2,180	2,000		
521200	Operating Supplies	1,615	0	1,000	2,628		
522100	Heavy Equip Repairs & Maintenance	4,733	3,525	6,235	1,000		
523200	Equipment Rental				9,600		
525210	Conference & Meeting Expense	0	212	1,000	500		
	*** Total Operating**	**9,173**	**3,737**	**10,415**	**15,728**		
	****Total Personnel & Operating**	**9,173**	**3,737**	**10,415**	**15,728**		
	Capital						
540000	Small Tools & Minor Equipment	234	0	800	0		
	Other Equipment	1,937	0	11,850			
	(20) Secondary Containment Trays	0	0	0	7,200		
	****Total Capital**	**2,171**	**0**	**12,650**	**7,200**		
	**** Total Appropriation**	**11,344**	**3,737**	**23,065**	**22,928**		

COUNTY OF LEXINGTON
Annual Budget
SCDHEC Used Oil Grant
Fiscal Year 2003-2004

Fund: 5722
Division: Solid Waste Management
Organization: 121207 – Recycling / SCDHEC Used Oil Grant

PROGRAM OVERVIEW

Program 1 Recycling

This program is supported in part by a SCDHEC Grant for collection of used oil, filters and bottles. The grant assists the Recycling Department with equipment, supplies, and tools for education. The Recycling Department processes all Oil Bottles and Oil Filters generated from: the SWM's 12 Convenience Stations, Central Maintenance Garage, local business, participating Counties which SCDHEC has assigned for Lexington County to be host County as the Regional Used Oil Filter/Bottle Recycler.

Service Levels

Recycling Type (in Tons)	FY 00/01 (Actual)	FY 01/02 (Actual)	FY 02/03 (Dec.)	FY 02/03 (Est. June)	FY 03/04 (Projected)
Used Oil	*382.17	*305.41	*162.42	*325.00	400.00
Oil Bottles	38.34	**13.30	**	**	20.00
Oil Filters	45.55	***6.01	***	***	100.00

* Used Oil 1 gallon = 7.2 pounds
** Oil bottles vendor changed our processing requirements and accepted the then accumulated without any value. Bottles are now drained prior to shredding and stored until a minimum of 18 tons has accumulated recycling considered complete after shipment.
***Local market unavailable during FY01/02. Mechanical problems developed during 02/03 with filter cuber SCDHEC to assist and oil filter cuber is expected up and running by spring of 02/03

COUNT OF LEXINGTON
Annual Budget
SCDHEC Used Oil Grant
Fiscal Year 2003-2004

Fund: 5722
Division: Solid Waste Management
Organization: 121207 – Recycling / SCDHEC Used Oil Grant

Requested Operating Budget

520400	**Advertising & Publicity**	**$2,000**
Program 1	This account covers cost for Public Education of Oil Filter, Bottle & Waste Oil Recycling performed in Lexington County	
521200	**Operating Supplies**	**$2,628**
Program 1	To cover cost to purchase Gaylord boxes for shredded oil bottles and heavy duty bags for bottle collection	
522100	**Heavy Equipment Repairs & Maintenance**	**$1,000**
Program 1	Oil bottle shredder: general maintenance: $500. Forklift repairs to include maintenance, ties, etc. $500.	
523200	**Equipment Rental**	**$9,600**
Program 1	To cover cost of lease for oil filter cuber $800.00/month @ $16/hr and a minimum of 50 hours per month	
525210	**Conference & Meeting Expense**	**$500**
Program 1	To attend DHEC approved workshops, conferences, etc. pertaining to used oil.	

COUNTY OF LEXINGTON
SCDHEC Used Oil Grant
Annual Budget
Fiscal Year 2003-2004

Capital Request Worksheet
Cost Center: Recycling Collection (121207)
Program: 1 - Used Oil

Qty.	Item Description	***BUDGET*** 2003-04 Requested Amount
20	Secondary Containment Trays	$7,200
	**** Total Capital (Transfer Total to Main Sheet)**	**$7,200**

COUNT OF LEXINGTON
Annual Budget
SCDHEC Used Oil Grant
Fiscal Year 2003-2004

Fund: 5722
Division: Solid Waste Management
Organization: 121207 – Recycling / SCDHEC Used Oil Grant

Requested Capital Improvement

000000	**(20) Secondary Containment Trays**	$7,200

To cover cost to purchase twenty secondary containment trays for draining and storing oil filter drums, after processed.

COUNTY OF LEXINGTON
OTHER PROPRIETARY FUNDS
COMBINED STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2003-04

	Motor Pool (6590)	Workers Compensation (6710)	Employee Insurance (6730)	Risk Management (6790)
REVENUE:				
Fees & Permits	135,000			
Insurance Contributions		1,200,000	9,021,761	
Investment Interest	2,500	53,000	60,000	1,000
Gain on Sale of Fiixed Assets	15,000			
TOTAL REVENUE	152,500	1,253,000	9,081,761	1,000
EXPENDITURES:				
Personnel & Operating	48,900	767,070	7,646,092	118,800
Depreciation	62,000			200
Capital Outlay	54,200			278
TOTAL EXPENDITURES	165,100	767,070	7,646,092	119,278
NON-CASH EXPENSE (Add Back) Depreciation	62,000			200
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	49,400	485,930	1,435,669	-118,078
OTHER FINANCING SOURCES (USES): Tranfer to Risk Management		(118,999)		118,999
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINACING SOURCES OVER EXPENDITURES AND OTHER USES	49,400	366,931	1,435,669	921
FUND BALANCE - Estimated Beginning of Year 7-01-03	153,928	2,462,840	2,292,385	59,387
FUND BALANCE - Projected End of Year 6-30-04	203,328	2,829,771	3,728,054	60,308

Section I

COUNTY OF LEXINGTON
MOTOR POOL
Annual Budget
Fiscal Year - 2003-2004

LEXINGTON COUNTY
FEB 2 0 RECD
FINANCE DEPT.

Fund 6590
Division: General Services
Organization: 111500 - Motor Pool

Summary Page	2001-02 Actual	2002-03 Actual (Dec)	2002-03 Amended (Dec)	2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
Activity From Operations:						
Revenues:						
438700 Motor Pool Services Charges	128,719	65,627	138,000	135,000		
461000 Investment Interest	2,542	1,470	3,000	2,500		
463200 Insurance Claims Reimb - Prop/Lia	0	36	0	0		
490100 Sale of General Fixed Assets	0	0	-	0		
490300 Gain on Sale of Fixed Assets	150	0	17600	15,000		
Total Revenues	**131,411**	**67,133**	**158,600**	**152,500**		
Expenditures:						
Operations	47,982	26,816	57,364	55,000		
Depreciation	62,015	0	60,000	60,000		
Capital Outlay	0	5,756	115,556	54,200		
Total Expenditures	**109,997**	**32,572**	**232,920**	**169,200**		
Noncash Expenses:						
Depreciation: Add Back In	62,015	0	60,000	62,000		
Net Cash	**83,429**	**34,525**	**(14,320)**	**49,400**		
Income Calculation:						
Capitaly Outlay: Add Back In	0	5756	115,556	54,200		
Net Income (Loss)	**21,414**	**40,281**	**41,236**	**41600**		
FUND BALANCE - Estimated Beginning				168,248		153,928
FUND BALANCE - Projected End of Year				153,928		153,928

Section I

COUNTY OF LEXINGTON
MOTOR POOL
Annual Budget
Fiscal Year - 2003-2004

Fund 6590
Division: General Services
Organization: 111500 - Motor Pool

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend (Dec)	2002-03 Amended (Dec)	*BUDGET* 2003-04 Requested	2003-04 Recommend	2003-04 Approved
Personnel							
***Total Personnel**		0	0	0	0		
	OPERATING EXPENSES						
522300	Vehicle Repairs & Maint.	14,363	8,567	12,000	12,000		
524100	Vehicle Insurance - 26	13,520	6,760	13,520	16,900		
525400	Gas, Fuel, & Oil	20,099	11,489	20,000	20,000		
529903	Contingency	-	-	11,844	-		
530100	Depreciation	62,015	-	60,000	62,000		
***Total Operating**		**109,997**	**26,816**	**117,364**	**110,900**		
****Total Personnel & Operating**		**109,997**	**26,816**	**117,364**	**110,900**		
Capital							
All Other Equipment		0	5,756	115,556	54,200		
****Total Capital**		0	5,756	115,556	54,200		
*****Total Budget Appropriation**		**109,997**	**32,572**	**232,920**	**165,100**		

County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY 2003-2004

Fund# 6590 **Fund Name: Internal Service**
Organ.# 111500 **Oran. Name: Motor Pool**

				BUDGET				
Treasurer's Revenue Code	Fee Title	Actual Fees FY 2001-02	Anticipated Fees FY 2002-03	Units of Service	Current Fee	Total Estimated Fees FY 2003-04	Proposed Fee Change	Total Proposed Estimated Fees FY 2003-04
438700	Svc. Charge	128,709	136,510	26	0.365	138,700	-	138,700
461000	Interest	2,542	3,000			2,500		2,500

119-3

Section III

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year 2003-2004

Fund # 6590
Division: General Services
Organization: 111500 - Motor Pool

Qty	Item Description	Amount
2	Replacement Vehicles 4 DR Sedans	33,200
1	Replacement Vehicle 4WD Utility Vehicle	21,000

*****Total Capital (Transfer Total to Section I and II)** 54,200

SECTION IV. – PROGRAM OVERVIEW

Summary of Programs:

To provide clean, well maintained, safe vehicles to support our other county departments in their day-to-day operations and to provide adequate transportation for special requests out of town.

SECTION IV. B. – LISTING OF VEHICLES

14297	1991 Ford Tempo	
	Est. cost for services & repairs	$462.00
14301	1991 Ford Tempo	
	Est. cost for services & repairs	$462.00
14302	1991 Chevrolet S-10 Blazer – 4WD	
	Est. cost for services & repairs	$462.00
14960	1992 Ford Pickup Truck	
	Est. cost for services & repairs	$462.00
18972	1997 Ford Aerostar Van	
	Est. cost for services & repairs	$462.00
19196	1997 Chevrolet Blazer	
	Est. cost for services & repairs	$462.00
20000	1998 Chevrolet Blazer	
	Est. cost for services & repairs	$462.00
20801	1999 Jeep Cherokee	
	Est. cost for services & repairs	$462.00
20802	1999 Jeep Cherokee	
	Est. cost for services & repairs	$462.00
20830	1999 Chevrolet Blazer – 4WD	
	Est. cost for services & repairs	$462.00
20831	1999 Chevrolet Blazer – 4WD	
	Est. cost for services & repairs	$462.00
20834	1999 Chevrolet Blazer – 4WD	
	Est. cost for services & repairs	$462.00
21393	2000 Jeep Cherokee	
	Est. cost for services & repairs	$462.00
21394	2000 Jeep Cherokee	
	Est. cost for services & repairs	$462.00
21395	2000 Jeep Cherokee	
	Est. cost for services & repairs	$462.00
21396	2000 Jeep Cherokee	
	Est. cost for services & repairs	$462.00

SECTION IV. B. – LISTING OF VEHICLES

21397	2000 Jeep Cherokee	
	Est. cost for services & repairs	$462.00
22706	2001 Jeep Cherokee	
	Est. cost for services & repairs	$462.00
22707	2001 Jeep Cherokee	
	Est. cost for services & repairs	$462.00
22824	2001 Jeep Cherokee	
	Est. cost for services & repairs	$462.00
22825	2001 Jeep Cherokee	
	Est. cost for services & repairs	$462.00
	2003 Dodge Intrepid (New Vehicle)	
	Est. cost for services & repairs	$462.00
	2003 Chevrolet S-10 Blazer 4WD (New Vehicle)	
	Est. cost for services & repairs	$462.00
	2003 Chevrolet S-10 Blazer 4WD (New Vehicle)	
	Est. cost for services & repairs	$462.00
	2003 Chevrolet S-10 Blazer 4WD (New Vehicle)	
	Est. cost for services & repairs	$462.00
	2003 Chevrolet S-10 Blazer 4WD (New Vehicle)	
	Est. cost for services & repairs	$462.00

SECTION IV. D. – SERVICE LEVELS

Service Levels Indicators:

	Actual FY 2001-02	Estimated FY 2002-03	Projected FY 2003-04
Miles Driven	373,071	374,000	380,000

SECTION V. – SUMMARY OF REVENUES

Service Charge

The rental rate is currently $0.365 per mile for each vehicle in the motor pool.

SECTION VI. B. – OPERATING LINE ITEM NARRATIVES

522300 – VEHICLE REPAIRS & MAINTENANCE 12,000

This account will fund the cost of repairs and routine maintenance on the twenty-six (26) vehicles operated in the motor pool. This request is based on the actual expenditures in this year's budget.

524100 – VEHICLE INSURANCE 16,900

This account will fund the cost of liability on twenty-six (26) vehicles in the motor pool. County employees operate these vehicles on a daily basis only. Cost is $650.00 X 26 = $16,900.00

525400 – GAS, FUEL, & OIL 20,000

This account will fund the cost of gasoline and oils used by the twenty-six (26) vehicles assigned to the motor pool. This request is based on actual usage this year.

SECTION VI. C. – CAPITAL LINE ITEM NARRATIVES
CAPITAL REQUEST

(2) SEDAN (REPLACEMENTS) 33,200

This request will fund the replacement of the following vehicles:

County ID#	Description	Projected Mileage @ Replacement	Cost
14297	1991 Ford Tempo	61,709	16,600
14301	1991 Ford Tempo	84,124	16,600

(1) 4WD UTILITY VECHICLES (REPLACEMENT) 21,000

This request will fund the replacement of the following vehicles:

County ID#	Description	Projected Mileage @ Replacement	Cost
14302	1991 Chevy S-10 Blazer (4x4)	124,975	21,000

Due to Fleet Management policy replacement procedures, these vehicles are due to be replaced by either mileage or time.

COUNTY OF LEXINGTON
WORKER'S COMPENSATION INSURANCE FUND
Annual Budget
Fiscal Year - 2003-04

Fund 6710
Division: Non-departmental
Organization 999900 - Non-departmental

Summary Page	2001-02 Actual	2002-03 Actual (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
Activity From Operations:						
Revenues:						
439601 Employer Insurance Contributions	1,042,809	490,551	1,115,056	1,200,000		
461000 Investment Interest	61,803	26,477	45,000	53,000		
Total Revenues	**1,104,612**	**517,028**	**1,160,056**	1,253,000		
Expenditures:						
Operations	837,550	397,946	690,303	767,070		
Depreciation	0	0	0			
Capital Outlay	0	0	0			
Operating Transfer to Risk Management	113,789	119,175	119,175	118,999		
Total Expenditures	**951,339**	**517,121**	**809,478**	886,069		
Noncash Expenses:						
Depreciation: Add Back In	0	0	0			
Net Cash	**153,273**	**(93)**	**350,578**	366,931		
Income Calculation						
Capital Outlay: Add Back In	0	0	0			
Net Income (Loss)	**153,273**	**(93)**	**350,578**	366,931		
FUND BALANCE - Estimated Beginning			2,112,262			2,462,840
FUND BALANCE - Projected End of Year			2,462,840			2,462,840

LEXINGTON COUNTY
FEB 21 RECD
FINANCE DEPT

COUNTY OF LEXINGTON
WORKER'S COMPENSATION INSURANCE FUND
Annual Budget
Fiscal Year - 2003-04

Fund 6710
Division: Non-departmental
Organization 999900 - Non-departmental

Object Code	Expenditure Classification	2001-02 Expend	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**			
	Operating Expenses						
520206	Background History Screening	4,250	1,650	7,500	5,000		
520209	Driver History Screening	514	168	675	3,070		
520301	Safety Management Services	19,000	9,500	19,000	19,000		
520302	Drug Testing Services	5,889	2,309	11,128	8,000		
525710	Safety Awards	1,290	0	2,000	2,000		
527305	Worker's Comp Insurance Claims	662,208	226,504	350,000	350,000		
527306	WC Excess Insurance Premiums	26,005	15,014	15,014	20,000		
527307	SC Workers Compensation Taxes	13,374	11,547	11,548	25,000		
527308	WC Second Injury Assessments	32,379	74,782	154,213	160,000		
527309	Workers Compensation Ins. Premiums	72,641	56,472	119,225	175,000		
	*** Total Operating**	**837,550**	**397,946**	**690,303**	767,070		
	**** Total Personnel & Operating**	**837,550**	**397,946**	**690,303**	767,070		
	Transfers:						
816790	Operating Transfer to Risk Management	113,789	119,175	119,175	118,999		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0			
	**** Total Capital**	**0**	**0**	**0**			
	***** Total Budget Appropriation**	**951,339**	**517,121**	**809,478**			

SECTION V. - SUMMARY OF REVENUES

439601 – Employer Insurance Contributions **$1,200,000**

Estimated Employer BI-weekly Contributions at current rates assuming all positions are to filled.

461000 – Investment Interest **$53,000**

Estimate based on current budget status activity.

SECTION VI – OPERATING LINE ITEM NARRATIVES

520206 – Background History Screening **$5,000**

All conditionally hired employee screenings based on two-year average of New Hires.
200 conditionally hired employee average x $25/test

520209 – Driver History Screening **$3,070**

Phase I:
A driving history will be performed for all conditionally hired employees in safety sensitive or CDL positions in accordance with County policy. (Special Note: The price of the driving history has increased from $5 per history to $9 per history.) Approximately 75 annually @ $9 per history.

Phase II:
266 checks based upon current fleet utilization less Sheriff's Department. Driver histories will be performed on all employees who are required to operate county vehicles.

520301 – Safety Management Services **$19,000**

Safety Management Consultant Services, Inc. Service agreement initiatives.

520302 – Drug Testing Services **$8,000**

Pre-employment Drug Screen
200 conditionally hired employee average x $32 / test =$6,400

Monthly Random Drug Tests – Safety Sensitive positions, excluding SCDOT positions.
3 standard @ $32/each (no alcohol) x 12 months = $1,152

Particular suspicion test in accordance with County Policy—estimate.
3 x $47 = $141 (includes $15 alcohol test)

Post accident drug and alcohol testing –estimate.
5 x $47 = $235

525710 – Safety Awards **$2000**

In anticipation June "National Safety Month" to include an awards presentation luncheon, and incentives.

527305 – Workers Compensation Insurance Claims **$350,000**

Based on open reserves needed for July 1, 1997 – June 30, 2003 claims. Total Paid out for claims has averaged $326, 834 for each pay interval or plan year. Based on these numbers and the August 2002 SCCWCT Actuarial Study's mid-range of the pure loss ratio for the $300,000 deductible program, it is recommend that the Claims account be funded at $350,000. Self-Insurance Recoveries are deducted for this figure to represent a forecast of net losses.

527306 – Workers Compensation Excess Insurance Premium **$20,000**

The current Aggregate insurance policy for the WC program will reimburse the County Of Lexington for WC claims that exceeds an aggregate retention of $1,084,200. The policy limit is $1,000,000. Figure allows for minimum increase in premium. The excess insurance market is experiencing higher trends.

527307 – SC Workers Compensation Tax **$25,000**

According to the SCCWCT Large Deductible Contract, Counties operating under the Large Deductible Option must be responsible for their own WC Tax. Based upon previous claims history, SCCWCT to invoice for the taxes based on claims occurring after July 1, 1997 for the plan year 2001-2002. This will get the County back to a 1 year billing cycle.

527308 – WC Second Injury Fund Assessment **$160,000**

The SIF assessment is based a percent of gross losses paid for a plan year at an assessment rate as set by the SC Second Injury Fund based on claims occurred after 7/01/1997 and paid during the calendar year 2001. SCCWCT advises that the SIF assessment for the Trust was the largest since its origin. This is an estimate, the SCCWCT will provide a detailed worksheet for the Lexington prorated amount of the Trust's assessment.

527309 – Workers Compensation Insurance Premium **$175,000**

Recommending continuing the Large Deductible option of $300,000 per occurrence at a factor of .198 of normal contribution based upon payroll projections. Do not anticipate a discount from the Trust for this year. This estimate anticipates a high experience modification figure for 2003-2004 due to severe claims in 2001. The experience MOD is based on the last three preceding plan year's experience. SCCWCT will meet by April 2002. However, anticipate more data to be available by mid March 2003.

Lexington County
Future Risk Management & Safety Plans/Programs

Spring, 2003 - Future

In the upcoming year Safety Management would like to re-visit the fundamental elements of the Lexington County Safety & Accident Prevention Program to insure all are in compliance and working properly. The following are some of the specific Risk Management & Safety fundamentals, objectives and other possible programs planned by Safety Management to assist Lexington County for the future:

⇒ Safety Management will perform a comprehensive review of the Lexington County Safety Manual for the Risk Management team to review. From these workings the team **will create a comprehensive safety manual for all County employees**, that will cover all general safety policies, as well as be department specific in certain circumstances.

⇒ The annual **Lexington County Safety Day** will be held again this Spring (as well as next Spring), to distribute well deserved safety awards, to distribute appropriate safety materials, and to further broadcast our safety program's intent and objectives.

⇒ Safety Management will **perform a comprehensive review of each of the cost variables of Lexington County's safety program**, and working together with the Risk Management team will present this comprehensive and formal review to County Management and County Council.

⇒ Safety Management will assist the Risk Management team to **follow-through on each of the commitments** made with the Safety program initiatives implemented since July 1, 1997. These include, but aren't limited to: Monthly Large Claims reports, Quarterly Safety Newsletters & reports, a specific safety inspection schedule as well as numerous other initiatives

⇒ Safety Management will assist the County to **further expand its safety training opportunities**, to include assistance to Safety Coordinator Ron Farr for continuation of his successful "Tool Box Talks" programs.

⇒ Safety Management will assist Risk Management team to continue to **work with** and encourage **the County's "Big 4" departments** to organize and further encourage those departments to **implement specific safety committees** within their own departments.

⇒ Safety Management, working together with Safety Coordinator Ron Farr will continue with it's **"Mock OSHA" safety inspections** (of all appropriate Lexington County buildings and facilities) As "Mock" OSHA inspections are completed, full reports will be issued regarding those inspections.

⇒ Safety Management will assist the Risk Management team with **County's driver training programs**, to include the new Certified Emergency Vehicle Operator (CEVO) program, as well as other driver training and education programs for all County employees who drive County vehicles.

⇒ Safety Management will assist the Risk Management team to **assess, evaluate and implement Lexington County's fire protection program**, to include creation of evacuation procedures for all County buildings and facilities.

⇒ The Risk Management team will **continue to insure that all County safety rules are monitored and adhered to** by all County employees.

LEXINGTON COUNTY
FEB 21 RECD.
FINANCE DEPT.

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 6710 Fund Title: Worker's Compensation Insurance Fund
Organization # 999900 Organization Title: Non-Departmental
Program # Program Title: Fire and Tornado Alarm Upgrade

Object Code	Expenditure Classification	Total 2003 - 2004 Requested
	Personnel	
510100	Salaries #___	
510300	Part Time #___	
511112	FICA Cost	
511113	State Retirement	
511114	Police Retirement	
511120	Insurance Fund Contribution #___	
511130	Workers Compensation	
511131	S.C. Unemployment	
	*** Total Personnel**	
	Operating Expenses	
520100	Contracted maintenance	
520200	Contracted Services	
520300	Professional Services	
520400	Advertising	
521000	Office Supplies	
521100	Duplicating	
521200	Operating Supplies	
522100	Equipment Repairs & Maintenance	
522200	Small Equipment Repairs & Maint.	
522300	Vehicle Repairs & Maintenance	
523000	Land Rental	
524000	Building Insurance	
524100	Vehicle Insurance #___	
524101	Comprehensive Insurance #___	
524201	General Tort Liability Insurance	
524202	Surety Bonds	
525000	Telephone	14,340.00
525100	Postage	
525210	Conference & Meeting Expenses	
525220	Employee Training	
525230	Subscriptions, Dues, & Books	
525___	Utilities -	
525400	Gas, Fuel, & Oil	
525600	Uniforms & Clothing	
526500	Licenses & Permits	
	*** Total Operating**	14,340.00
	**** Total Personnel & Operating**	14,340.00
	**** Total Capital (From Section III)**	19,955.00
	***** Total Budget Appropriation**	34,295.00

New Program
Section II

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 6710 Fund Title: Worker's Compensation Insurance Fund
Organization # 999900 Organization Title: Non-Departmental

Object Expenditure Code	Classification	Program #1	Program #2	Program #3	Program #4	Total 2003 - 2004 Requested
	Program Title:	Admin Bldg	Aux. Admin	Crtthse/Annex	Judicial Complex	
	Personnel					
510100	Salaries #					
510300	Part Time #					
511112	FICA Cost					
511113	State Retirement					
511114	Police Retirement					
511120	Insurance Fund Contribution #					
511130	Workers Compensation					
511131	S.C. Unemployment					
	*** Total Personnel**					
	Operating Expenses					
520100	Contracted maintenance					
520200	Contracted Services					
520300	Professional Services					
520400	Advertising					
521000	Office Supplies					
521100	Duplicating					
521200	Operating Supplies					
522100	Equipment Repairs & Maintenance					
522200	Small Equipment Repairs & Maint.					
522300	Vehicle Repairs & Maintenance					
523000	Land Rental					
524000	Building Insurance					
524100	Vehicle Insurance #					
524101	Comprehensive Insurance #					
524201	General Tort Liability Insurance					
524202	Surety Bonds					
525000	Telephone	297.00	297.00	297.00	297.00	
525100	Postage					
525210	Conference & Meeting Expenses					
525220	Employee Training					
525230	Subscriptions, Dues, & Books					
525___	Utilities -					
525400	Gas, Fuel, & Oil					
525600	Uniforms & Clothing					
526500	Licenses & Permits					
	*** Total Operating**	297.00	297.00	297.00	297.00	
	**** Total Personnel & Operating**	297.00	297.00	297.00	297.00	
	**** Total Capital (From Section III)**	6,360.00	1,603.00	2120.00	3,180.00	
	***** Total Budget Appropriation**	6,657.00	1,900.00	2417.00	3477.00	

New Program
Section II

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2003-2004

Fund # 6710 Fund Title: Worker's Compensation Insurance Fund
Organization # 999900 Organization Title: Non-Departmental

Object Expenditure Code	Classification	Program #5	Program #6	Program #7	Program #	Total 2003 - 2004 Requested
	Program Title:	Libraries (Lex, Irmo, Cayce/W-Cola)	Ballparked (Fleet Services)	Communications Center		
	Personnel					
510100	Salaries #					
510300	Part Time #					
511112	FICA Cost					
511113	State Retirement					
511114	Police Retirement					
511120	Insurance Fund Contribution #					
511130	Workers Compensation					
511131	S.C. Unemployment					
	*** Total Personnel**					
	Operating Expenses					
520100	Contracted maintenance					
520200	Contracted Services					
520300	Professional Services					
520400	Advertising					
521000	Office Supplies					
521100	Duplicating					
521200	Operating Supplies					
522100	Equipment Repairs & Maintenance					
522200	Small Equipment Repairs & Maint.					
522300	Vehicle Repairs & Maintenance					
523000	Land Rental					
524000	Building Insurance					
524100	Vehicle Insurance #					
524101	Comprehensive Insurance #					
524201	General Tort Liability Insurance					
524202	Surety Bonds					
525000	Telephone	6,575.00	594.00	5,983.00		
525100	Postage					
525210	Conference & Meeting Expenses					
525220	Employee Training					
525230	Subscriptions, Dues, & Books					
525___	Utilities -					
525400	Gas, Fuel, & Oil					
525600	Uniforms & Clothing					
526500	Licenses & Permits					
	*** Total Operating**	6,575.00	594.00	5,983.00		14,340.00
	**** Total Personnel & Operating**	6,575.00	594.00	5,983.00		14,340.00
	**** Total Capital (From Section III)**	4,572.00	2,120.00	- 0 -		19,955.00
	***** Total Budget Appropriation**	11,147.00	2,714.00	5,983.00		34,295.00

New Program
Section III

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2003-2004

Fund # 6710 Fund Title: Worker's Compensation Insurance Fund
Organization # 999900 Organization Title: Non-Departmental
Program # _____ Program Title: Fire & Tornado Alarm Upgrade

Qty	Item Description	***BUDGET*** 2003 - 2004 Requested Amount
1	Alarm System Upgrade -- Administration Bldg	6,360.00
1	Alarm System Upgrade -- Aux. Administration Bldg	1,603.00
1	Alarm System Upgrade -- Courthouse/Annex	2,120.00
1	Alarm System Upgrade -- Judicial Complex	3,180.00
1	Alarm System Upgrade -- Lexington, Irmo & Cayce/West Columbia Libraries	4,572.00
1	Alarm System Upgrade -- Ballpark Rd Facilities	2,120.00

** Total Capital (Transfer Total to Section I and II) 19,955.00

FY03/04 New Program – Fire and Tornado Alarm Upgrade

OSHA Regulations 29CFR 1910.38 standard (Emergency Action Plans) requires all employers to have an Emergency Action Plan that addresses employee safety from fire and other emergencies. This regulation specifically singles out buildings that are occupied by 10 or more employees. The plan requires that: 1) all employees can recognize the type of alarm (fire vs. other emergencies); 2) employees and visitors know the primary means of egress; 3) the alarm system has more than one type of alarm sound for different types of emergencies; and 4) systems must be tested at regular intervals.

Currently, the County has alarm systems in all buildings that are occupied by 10 or more employees. These buildings are listed below. In the Lexington, Cayce Wets Columbia and Irmo Libraries, there is only one alarm sound for all emergencies. This proposed new program will add the required multiple alarm sounds, upgrade the alarm system to be OSHA's recommended voice alarm in lieu of the tone alarm, and allow activation of tornado alarms from Central Communications – the weather status point for the County Emergency Operations Center. Voice evacuation alarms would be installed in the Auxiliary Administration Building, County Courthouse, County Administration Building (to include the addition), West Columbia Library, Lexington Library, and Irmo Library. Additionally, a speaker system would be installed in the Fleet Services complex on Ballpark Road.

The following is a breakdown of pricing for County facilities:

Administration Building

Telephone charges		297.00	
Paging Interface	$218.97		
Transformer	17.94		
Installation	60.00		
Alarm system		$6,360.00	
Total cost (Admin Building)			$6,657.00

Auxiliary Administration Building

Telephone charges		297.00	
Paging Interface	$218.97		
Transformer	17.94		
Installation	60.00		
Alarm system		$1,603.00	
Total cost (Aux.Admin Bldg)			$1,900.00

Courthouse / Annex

Telephone charges		297.00	
Paging Interface	$218.97		
Transformer	17.94		
Installation	60.00		
Alarm system		$2,120	
Total cost (Crthse/Annex)			$2,417.00

120-11

Judicial Complex

Telephone charges		297.00	
	Paging Interface	$218.97	
	Transformer	17.94	
	Installation	60.00	
Alarm system		$3,180	
Total cost (Judicial Complex)			$3,477.00

Libraries --Lexington, Irmo, Cayce / West Columbia

Lexington Library

Telephone charges		297.00	
	Paging Interface	$218.97	
	Transformer	17.94	
	Installation	60.00	
Alarm system		$1,524	
Total (Lexington)			$1,821.00

Irmo

Telephone charges		3,139	
	Paging Interface	$218.97	
	Transformer	17.94	
	Installation	60.00	
Foreign Exchange line		391.00	
Monthly (204.22)		2451.00	
Alarm system		$1,524	
Total (Irmo)			$4,663.00

Cayce/West Columbia

Telephone charges		3,139	
	Paging Interface	$218.97	
	Transformer	17.94	
	Installation	60.00	
Foreign Exchange line		391.00	
Monthly (204.22)		2451.00	
Alarm system		$1,524	
Total (Cayce/West Columbia)			$4,663.00

120-12

Ballpark Road (Fleet Services)

Telephone charges		594.00	
Paging Interface	$437.94		
Transformer	35.88		
Installation	120.00		
Alarm system		$2,120	
Total cost (Ballpark Rd)			$2,714.00

Central Communications

Telephone Monthly charges			
1 leased cable pair (Crthse/Annex)	$25.00		
2 IBN Centrex Extensions	27.56		
2 Foreign Exchange lines	446.00		
Total monthly fees		$498.56 X 12	$5,983.00

TOTAL	$34,295.00

120-13

COUNTY OF LEXINGTON

INTER-OFFICE MEMORANDUM

TO: Art Brooks, County Administrator
Larry Porth, Finance Director
FROM: Katherine Doucett, Personnel Director
DATE: February 20, 2003
SUBJECT: Tornado & Fire Alarms

I have received the attached information from Safety & Training Coordinator Ron Farr regarding a proposed upgrade to the tornado and fire alarms in county buildings. I have included it as a new program for Risk Management; however, I recognize that the costs may need to be shifted to other organization budgets.

Ron is prepared to discuss this proposal in more detail at your convenience. If you need any additional information, please let me know.

Enc(1)
cc: Ed Salyer, Risk Manager
Ron Farr, Safety & Training Coordinator
Ray Disher, Building Services Manager
Budget File

120-14

Tornado alarms for County Buildings

As required of OSHA Regulations 29CFR 1910.38 standard addressing Emergency Action Plans, all employers are to have an Emergency Action Plan which covers the designated actions employers and employees must take to ensure employee safety from fire and other emergencies. The plan requires: That employees can recognize the alarm; Employees know the primary means of egress; The alarm system has more than one type of alarm for different types of emergencies and systems are to be tested at required intervals.

The County's plan needs to be updated to include adding additional alarms to several buildings and changing to voice alarms for the type of emergency to be easily understood.

Voice evacuation alarms would be installed in the Auxiliary Administration Building, County Courthouse, County Administration Building (to include the addition), West Columbia Library, Lexington Library, and Irmo Library. Additionally, a speaker system would be installed on in the Fleet Services complex on Ballpark Road. The purpose of the voice alarms will be to notify employees and citizens that a tornado warning is in effect. Furthermore, the present fire alarms in these buildings would be changed to a voice alarm to identify the type of emergency.

Alarm Systems for Lexington, West Columbia & Irmo Libraries $4,571

Alarm Systems for the County Administration Building, Auxiliary Administration Building, County Courthouse, and New Courthouse Complex $15,383

Telephone lines and wiring to be furnished through Alltel

The following is a breakdown of pricing for County facilities:

Auxiliary Administration building..... $1603

Administration Building...$3180

Administration Building Addition...$3180

New Courthouse...$3180

Old Courthouse / Solicitor...$2120

Ballpark Road...$2120

Libraries

Lexington, Irmo, Cayce / West Columbia...$4571

TOTAL $19,954

120-15

Tornado & Fire Alarm telephone lines

As required of OSHA Regulations 29CFR 1910.38 standard, addressing Emergency Action Pans, all employers are to have an emergency Action Plan which covers the designated actions employers and employees must take to ensure employee safety from fire and other emergencies. The alarm systems for the County buildings require telephone lines to activate the alarms.

The following are the Deregulated costs for the telephone lines needed to complete the project:

Auxiliary Administration Building...Paging Interface $218.97, Transformer $17.94

Administration Building... Paging Interface $218.97, Transformer $17.94

New Courthouse... Paging Interface $218.97, Transformer $17.94

Old Courthouse... Paging Interface $218.97, Transformer $17.94

Ballpark Road... Paging Interface $218.97, Transformer $17.94

Lexington Library... Paging Interface $218.97, Transformer $17.94

Irmo Library... Paging Interface $218.97, Transformer $17.94
1 Telephone Foreign exchange line..$391 Activation Fee & 204.22 per month

West Columbia Library... Paging Interface $218.97, Transformer $17.94
1 Telephone Foreign exchange..$391 Activation Fee & 204.22 per month

1 lineBallpark Road... Paging Interface $218.97, Transformer $17.94

9 Hours Labor		$540.00
	Total	$3,454.19

Alltel Regulated Charges...$32.00 Service Charge
$18.00 Central Office Charge
$9.00 Premise Visit Charge
Total $59.00

Grand Total- $3627.19

Monthly Charges:

1 Leased cable pair between Courthouse & Solicitor's Office-	$25.00 per month
2 IBN Centrex Extensions-	$27.56 per month
2 Foreign Exchange Lines	$446 per month
Total Monthly	$498.56

120-16

COUNTY OF LEXINGTON
EMPLOYEE INSURANCE FUND
Annual Budget
Fiscal Year - 2003-04

Fund 6730 Employee Insurance Fund
Division: Non-departmental
Organization: 999900 - Non-departmental

Summary Page		2001-02 Actual	2002-03 Actual (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
Activity From Operations:							
Revenues:							
439601	Employer Insurance Contributions	4,522,350	2,582,067	5,600,000	6,000,000		
439602	Employee Premiums (Payroll Deduct)	990,100	642,877	1,307,400	1,300,000		
439603	Sub-group Insurance Premiums	636,554	369,373	744,210	765,761		
439604	Term Employee Insurance Premium	58,880	29,465	58,895	60,000		
439606	Cobra Payments	20,270	7,198	4,620	14,000		
439607	Employer Subsidy - Post Employment	426,486	607,328	0	700,000		
439630	Insurance Reimbursements	64,608	41,178	76,000	82,000		
439632	Stop-Loss Insurance	663,204	39,330	666,000	100,000		
461000	Investment Interest	68,009	39,915	55,000	57,000		
461200	Dividends Earned	9,059	0	6,800	0	3,000	
490600	Proceeds from Sale of Stock	0	451,848	0	0		
	Total Revenues	**7,459,520**	**4,810,579**	**8,518,925**	9,078,761	9081,761	
Expenditures:							
	Operations	6,897,239	3,735,049	8,518,642	7,638,092	7,646,092	
	Depreciation	0	0	0			
	Capital Outlay	0	0	0			
	Total Expenditures	**6,897,239**	**3,735,049**	**8,518,642**	7,638,092		
Noncash Expenses:							
	Depreciation: Add Back In	0	0	0			
	Net Cash	**562,281**	**1,075,530**	**283**	1,440,669		
Income Calculation:							
	Capital Outlay: Add Back In	0	0	0			
	Net Income (Loss)	**562,281**	**1,075,530**	**283**	1,440,669	1,435,669	
	FUND BALANCE Beginning of Year			2,292,102			2,292,385
	FUND BALANCE - Projected End of Year			2,292,385			2,292,385

LEXINGTON COUNTY
FEB 21 RECD
FINANCE DEPT

COUNTY OF LEXINGTON
EMPLOYEE INSURANCE FUND
Annual Budget
Fiscal Year - 2003-04

Fund 6730 Employee Insurance Fund
Division: Non-departmental
Organization: 999900 - Non-departmental

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	2003-04 Recommend	2003-04 Approved
	Personnel						
	*** Total Personnel**	**0**	**0**	**0**			
	Operating Expenses						
520300	Professional Services	0	0	0	0		
520308	Health Screening Services	1,460	0	2,000	2,000		
521200	Operating Supplies	0	0	650	650		
527300	Health Insurance Claims	5,811,241	3,105,441	7,120,276	6,229,962		
527302	Third Party Administrator Costs	154,197	82,270	186,265	182,400		
527303	Life Insurance Premiums	312,221	158,383	310,000	317,000		
527304	Stop-Loss Insurance Premiums	618,120	388,955	751,451	766,080		
529903	Contingency	0	0	148,000	140,000	148,000	
	*** Total Operating**	**6,897,239**	**3,735,049**	**8,518,642**	7,638,092		
	**** Total Personnel & Operating**	**6,897,239**	**3,735,049**	**8,518,642**	7638.092	7,646,092	
	Capital						
	**** Total Capital**	**0**	**0**	**0**			
	***** Total Budget Appropriation**	**6,897,239**	**3,735,049**	**8,518,642**			

SECTION V. - SUMMARY OF REVENUES

439601 – Employer Insurance Contributions **$6,000,000**

Based upon 01/01/02 average enrollee census, expected claims, and other Plan Renewal Calculations as determined by staff and PAI. (1000 average enrollees x $6,000 annually)

439602 – Employee Premiums (payroll deduct) **$1,300,000**

Based upon 01/01/03 employee subscriber count.

439603 – Sub-group Insurance Premiums **$765,761**

Estimate based on Recreation and Aging Commission subscriber count at renewed COBRA rates at 01/01/03.

439604 – Term Employee Insurance Premiums **$60,000**

Based on estimated Post Employment participation as of 01/01/03.

439606 – COBRA Payments **$14,000**

Based on current participation at 01/01/03.

439607 – Employer Subsidy – Post Employment **$700,000**

Based upon current budget activity through 1/01/03.

439630 – Insurance Reimbursements **$82,000**

Based upon current budget activity through 1/01/03

439632 – Stop-loss Insurance Reimbursements **$100,000**

Based on review of PAI specific analysis report and budget activity reports as of 01/01/03.

461000 – Investment Interest **$57,000**

Based upon current budget activity reports by Finance.

461200 – Dividends Earned **$3,000**

Sun Life Financial

SECTION VI – OPERATING LINE ITEM NARRATIVES

520308 – Health Screening Services **$2,000**

Risk Management/Wellness Committee employee health screenings.

521200 – Operating Supplies **$650**

Materials cost estimate

527300 – Health Insurance Claims **$6,229,962**

Recommend Claims funding based upon projections, trend less anticipated stop-loss reimbursements

527302 – Third Party Administrator Costs **$182,400**

PAI fixed costs increased at 01/01/02. Fixed costs (1000 enrollees x $15.20 x 12) average.

- Administration and customer service fee – 6.80
- COBRA administration fee - .50
- HIPAA administration (except 2% of premium) - .30
- PPO network access fee – 4.00
- Pre-certification and manage care fee – 2.10
- HIPAA Privacy Product - .75
- *New Product Service – **Advance PCS Prescription Drug Network - .75***

Proposed Fixed rate includes .75/ee/month for the Advance PCS Network Administration. Without this product the rate would be $14.45/ee/month.

527303 – Life Insurance Premiums **$317,000**

An average of budget status activity.

527304 – Stop Loss Premiums **$766,080**

The 01/01/03 Sun Life renewal resulted in the stop-loss premium increasing from 55.27 to 63.84 per employee with a $50,000 aggregating deductible. Meaning, any claims over the individual specific amount of $75,000 are applied to the aggregated deductible. These claims may result from one individual or several, with all applying to the same aggregate deductible. Once the aggregate deductible is met, eligible claims will be reimbursed to the County.

529903- Contingency **$148,000**

This contingency line item will act as an additional funded lost-control measure.

Ed Salyer

From: "Claire Carney" <ccarney@paisc.com>
To: "Ed Salyer" <esalyer@lex-co.com>
Cc: "Curt Owens" <curt.owens@bcbssc.com>; "Scot Dawkins" <sdawkins@paisc.com>
Sent: Wednesday, February 12, 2003 4:55 PM
Attach: planned administrators contracted pricing.doc; planned administrators net eff pricing.doc; lex co rx pricing.xls
Subject: RE: Advance PCS

Ed,

After much discussion regarding this request, we have discovered that we don't have the capabilities to fully answer this question. In order to provide savings based on experience in 2001 and 2002, PAI/Advance PCS would need exact prescriptions filled for Lexington (Drug Name and Strength, Quantity Dispensed, Day Supply Dispenses, AWP, Average Wholesale Price, Pharmacy Usual and Customary Charge, Ingredient Cost, Dispensing Fee, Allowed Amount, Member Paid, and Plan Paid).

However, we don't retain specific drug information in our system. We don't know exact prescriptions that were filled for Lexington; we only know if it was generic, or brand and it is noted in our system as a procedure code.

We do have some useful information that will help you understand the savings/discounts. Average savings for Advance PCS off the pharmacy's usual and customary charge is 20.6%. And for mail order, the average savings off the pharmacy's usual and customary charge is 26.5%. Also, FYI, fixed costs are .75 pepm.

Attached are the pricing sheets, we thought these might be helpful. Please note the net effective rates demonstrate the actual discounts Advance receives based on actual adjudication for member's claims. If you look at the contractual pricing sheet, you will see "lower of" terms for the retail pharmacy pricing. When we look at actual experience and average together all of the claims that paid at the pharmacy charge vs AWP (average wholesale price) - % and MAC (maximum allowable costs), you can calculate an overall discount at retail. This overall discount is reflected in the net effective pricing.

Also, attached is a prescription drug comparison sheet. Advance has priced popular drugs at retail and mail to show the discounts and application of MAC pricing.

I hope this information will be useful and beneficial. I know our contact at Advance PCS and Curt would be happy to help answer any questions.

Please let me know if you need anything else. Thanks.

Regards,

Claire

-----Original Message-----
From: Ed Salyer [mailto:esalyer@lex-co.com]
Sent: Tuesday, February 11, 2003 12:36 PM
To: Claire Carney
Cc: Curt Owens; Greg Fischer
Subject: Advance PCS

Claire,

The County has discussed the possibility of adding Advance PCS on number of occasions. During one of our last meetings either with John Tournet and/or Curt Owens, we talked about preparing a worksheet taking the County Rx costs (by the month) over the last two years and relating it to the fixed costs involved (any user fees and other

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fixed County expenses for the program) and showing potential savings missed.

The columns would look something like this:

Month/Year	**Rx Costs *(brand/generic)***	**Lex. Co.Fixed Costs**	**<less> Network Discounts**	**= Net Savings**
January 01	$	$	$	$
February 01				
.				
.				
.				
December02				

We are still interested in the possibility of adding this program effective July 1, 2003. However, we remain a little apprehensive until we can see this type of data.

Can this be pulled together by Thrus. 2/13 or Friday a.m. 2/14?

Thanks, Ed

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Planned Administrators, Inc.
AdvancePCS Contracted Pricing

Custom Network – APCSI

Brand Disc	Lower of AWP-15% or UCR
Brand Dispensing Fee	$1.50
Per Claim Admin Fee	$0.00
Generic Discount	Lower of UCR, MAC or AWP - 15%
Generic Dispensing Fee	$1.50
Per Claim Admin Fee	$0.00

National Network – APCSII

Brand Disc	Lower UCR or AWP less 13%
Brand Dispensing Fee	$2.25
Per Claim Admin Fee	$0.00
Generic Discount	Lower UCR, MAC or AWP less 13%
Generic Dispensing Fee	$2.25
Per Claim Admin Fee	$0.00

NOTE: Disp Fee does not apply to UCR pricing

AdvancePCS Mail Order Pharmacy
Birmingham, AL

Brand Disc	AWP - 19.5%
Brand Dispensing Fee	$0.00
Per Claim Admin Fee	$0.00
Generic Discount	Lower of MAC or AWP - 52.5%
Generic Dispensing Fee	$0.00
Per Claim Admin Fee	$0.00

Planned Administrators, Inc.
AdvancePCS 2001 Net Effective Pricing*

2001 Retail Net Effective Pricing

Brand Disc	AWP-15.9%
Brand Dispensing Fee	$1.49
Per Claim Admin Fee	$0.00
Generic Discount	AWP-49.4%
Generic Dispensing Fee	$1.41
Per Claim Admin Fee	$0.00

2001 Mail Order Net Effective Pricing

Brand Disc	AWP - 19.5%
Brand Dispensing Fee	$0.00
Per Claim Admin Fee	$0.00
Generic Discount	AWP – 64.4%
Generic Dispensing Fee	$0.00
Per Claim Admin Fee	$0.00

* Net Effective pricing based on actual adjudication during 2001.

Prescription Drug Comparison Sheet

NDC Number	Drug Name	Unit AWP or MAC Price	MAC	Retail Qty	Mail Order Qty	Unit AWP less % discount or MAC	G=generic P=preferred brand NP=nonpreferred brand	RETAIL Ingred.cost before copay*	MAIL Ingred.cost before copay
							Based on your standard 3-tier program	Dispensing Fee Included in Amount Shown below:	
							Admin Fee	$0.00	$0.00
							Dispensing Fee*	$1.50	$0.00
							Guaranteed rebate per Rx	$0.00	$0.00
							Other fees	$0.00	$0.00
59930156001	ALBUTEROL 90MCG INHALER	0.6920	Y	17	51	0.6920	Generic	$13.26	$35.29
00088110947	ALLEGRA 180MG TABLET	2.4455	N	30	90	2.0787	Preferred	$63.86	$177.18
00093310905	AMOXICILLIN 500MG CAPSULE	0.1401	Y	30	90	0.1401	Generic	$5.70	$12.61
00378023101	ATENOLOL 50MG TABLET	0.0875	Y	30	90	0.0875	Generic	$4.13	$7.88
00029608612	AUGMENTIN 875-125 TABLET	5.6130	N	30	90	4.7711	Preferred	$144.63	$406.66
59627000103	AVONEX ADMIN PACK 30MCG VL	269.0625	N	4	12	228.7031	Preferred	$916.31	$2,599.14
00025152531	CELEBREX 200MG CAPSULE	2.8795	N	30	90	2.4476	Preferred	$74.93	$208.62
00456404001	CELEXA 40MG TABLET	2.5158	N	30	90	2.1384	Preferred	$65.65	$182.27
00093314701	CEPHALEXIN 500MG CAPSULE	0.5153	Y	30	90	0.5153	Generic	$16.96	$46.38
00008083601	EFFEXOR XR 150MG CAPSULE SA	2.6750	N	30	90	2.2738	Preferred	$69.71	$193.80
00378021610	FUROSEMIDE 40MG TABLET	0.3335	Y	30	90	0.3335	Generic	$11.51	$30.02
00087606313	GLUCOPHAGE XR 500MG TAB SA	0.7674	N	30	90	0.6523	Nonpreferred	$21.07	$55.60
00172208380	HYDROCHLOROTHIAZIDE 25MG TB	0.0355	N	30	90	0.0302	Generic	$2.41	$2.57
00406035705	HYDROCODONE/APAP 5/500 TAB	0.2314	Y	30	90	0.2314	Generic	$8.44	$20.83
00173045900	IMITREX 50MG TABLET	17.8611	N	8	24	15.1819	Preferred	$122.96	$345.08
00071015623	LIPITOR 20MG TABLET	3.6437	N	30	90	3.0971	Preferred	$94.41	$263.98
00008251402	LO/OVRAL 28 TABLET	1.7161	N	28	84	1.4587	Nonpreferred	$42.34	$116.04
00186504031	NEXIUM 40MG CAPSULE	4.4210	N	30	90	3.7579	Preferred	$114.24	$320.30
00069154068	NORVASC 10MG TABLET	2.1745	N	30	90	1.8483	Preferred	$56.95	$157.54
00029321120	PAXIL 20MG TABLET	2.9367	N	30	90	2.4962	Preferred	$76.39	$212.76
00003519410	PRAVACHOL 40MG TABLET	4.5204	N	30	90	3.8424	Preferred	$116.77	$327.51
00046087506	PREMPRO 0.625/2.5MG TABLET	0.7732	N	30	90	0.6572	Preferred	$21.22	$56.02
00300304613	PREVACID 30MG CAPSULE DR	4.5426	N	30	90	3.8612	Nonpreferred	$117.34	$329.11
00186074231	PRILOSEC 20MG CAPSULE DR	4.6144	N	30	90	3.9222	Preferred	$119.17	$334.31
00093089005	PROPOXY-N/APAP 100-650 TAB	0.1617	Y	30	90	0.1617	Generic	$6.35	$14.55
00777310530	PROZAC 20MG PULVULE	2.4473	N	30	90	2.0802	Nonpreferred	$63.91	$177.31
00378135201	TRIAMTERENE/HCTZ 37.5/25 TB	0.2761	Y	30	90	0.2761	Generic	$9.78	$24.85
00006011068	VIOXX 25MG TABLET	2.8756	N	30	90	2.4443	Preferred	$74.83	$208.34
00173013555	WELLBUTRIN SR 150MG TAB SA	1.8767	N	30	90	1.5952	Preferred	$49.36	$135.96
00006074031	ZOCOR 20MG TABLET	4.5851	N	30	90	3.8973	Nonpreferred	$118.42	$332.19
00069551066	ZYRTEC 10MG TABLET	2.1095	N	30	90	1.7931	Nonpreferred	$55.29	$152.83
							Total $ Amount:	$2,678.28	$7,487.53

*Includes dispensing fee

Your source for unit AWP:

Medispan 02/07/03

COUNTY OF LEXINGTON
RISK MANAGEMENT ADMINISTRATION
Annual Budget
Fiscal Year - 2003-04

Fund 6790
Division: General Administrative
Organization: 101500 - Personnel

Summary Page	2001-02 Actual	2002-03 Actual (Dec)	2002-03 Amended (Dec)	BUDGET 2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
Activity From Operations:						
Revenues:						
461000 Investment Interest	397	329	600	1,000		
806710 Op Trn from Workers Comp Ins.	113,789	119,175	119,175	118,999		
Total Revenues	**114,186**	**119,504**	**119,775**	119,999		
Expenditures:						
Operations	112,647	55,929	118,900	119,999	118,800	
Depreciation	314	0	275		200	
Capital Outlay	0	0	0		278	
Total Expenditures	**112,961**	**55,929**	**119,175**	119,999	119,278	
Noncash Expenses:						
Depreciation: Add Back In	314	0	275		200	
Net Cash	**1,539**	**63,575**	**875**	1000	921	
Income Calculation:						
Capital Outlay: Add Back In	0	0	0		278	
Net Income (Loss)	**1,225**	**63,575**	**600**	1000	999	
FUND BALANCE - Estimated Beginning			58,512			59,387
FUND BALANCE - Projected End of Year			59,387			59,387

COUNTY OF LEXINGTON
RISK MANAGEMENT ADMINISTRATION
Annual Budget
Fiscal Year - 2003-04

Fund 6790
Division: General Administrative
Organization: 101500 - Personnel

Object Code	Expenditure Classification	2001-02 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2003-04 Requested	BUDGET 2003-04 Recommend	BUDGET 2003-04 Approved
	Personnel						
510100	Salaries & Wages - 2	85,152	41,374	86,109	86,127		
	Salaries & Wages Adjustment Account						
511112	FICA - Employer's Portion	6,279	3,034	6,587	6,589		
511113	SCRS - Employer's Portion	6,433	2,834	5,899	5,900		
511120	Employee Insurance - Employer Portion	8,400	5,600	11,200	12,000		
511130	Workers Compensation	228	112	2,051	2,094		
	*** Total Personnel**	**106,492**	**52,954**	**111,846**	112,709	112,710	
	Operating Expenses						
521000	Office Supplies	187	108	550	450		
521100	Duplicating	824	366	800	700		
521200	Operating Supplies	475	133	200	200		
522200	Small Equip Repairs & Maintenance	0	0	100	100		
524000	Building Insurance	6	0	12	16		
524201	General Tort Liability Insurance	112	50	100	126		
525000	Telephone	486	249	427	428		
525010	Long Distance Charges	73	12	120	75		
525020	Pagers and Cell Phones	210	105	210	210		
525100	Postage	203	53	300	225		
525210	Conference & Meeting Expense	1,381	509	1,535	1,535		
525230	Subscriptions, Dues, & Books	380	300	700	400		
525250	Motor Pool Reimbursement	833	543	1,000	625		
525300	Utilities / Administration Building	985	547	1,000	1,000		
530100	Depreciation	314	0	275	200		
540010	Minor Software				278		
	*** Total Operating**	**6,469**	**2,975**	**7,329**	6,290		
	**** Total Personnel & Operating**	**112,961**	**55,929**	**119,175**	118,999		
	Capital						
540000	Small Tools & Minor Equipment	0	0	0			
540010	Minor Software	0	0	0	278		
	**** Total Capital**	**0**	**0**	**0**	278		
	***** Total Budget Appropriation**	**112,961**	**55,929**	**119,175**	118,999	119,278	

LEXINGTON COUNTY
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FINANCE DEPT.

COUNTY OF LEXINGTON

Section II

Existing Departmental Program Request
Fiscal Year 2002 - 2003

Fund # 6790 Fund Title: Risk Management Administration
Organization # 101500 Organization Title: Personnel

Object Code	Expenditure Classification	Program #_1	Program #_2	Program #___	Program #___	Total 2002-03 Requested
	Program Title:	Risk Mgt.	Safety			
	Personnel					
510100	Salaries # 2	41,897	44,230			86,127
510300	Part Time #___					
511112	FICA Cost	3,205	3,384			6,589
511113	State Retirement	2,870	3,030			5,900
511114	Police Retirement					
511120	Insurance Fund Contribution #2	6,000	6,000			12,000
511130	Workers Compensation	1,019	1,075			2,094
511131	S.C. Unemployment					
	*** Total Personnel**	54,991	57,719			112,709
	Operating Expenses					
520100	Contracted maintenance					
520200	Contracted Services					
520300	Professional Services					
520400	Advertising					
521000	Office Supplies	225	225			450
521100	Duplicating	350	350			700
521200	Operating Supplies	100	100			200
522100	Equipment Repairs & Maintenan					
522200	Small Equipment Repairs & Maint.		100			100
522300	Vehicle Repairs & Maintenance					
523000	Land Rental					
524000	Building Insurance	8	8			16
524100	Vehicle Insurance #___					
524101	Comprehensive Insurance #___					
524201	General Tort Liability Insurance	63	63			126
524202	Surety Bonds					
525000	Telephone	214	214			428
525010	Long Distance Charges	55	20			75
525020	Pagers and Cell Phones	105	105			210
525100	Postage	100	125			225
525210	Conference & Meeting Expenses	775	760			1,535
525220	Employee Training					
525230	Subscriptions, Dues, & Books	200	200			400
525250	Motor Pool Reimbursement	275	350			625
525300	Utilities - Admn.	500	500			1,000
525400	Gas, Fuel, & Oil					
525600	Uniforms & Clothing					-
526500	Licenses & Permits					-
530100	Depreciation Expense	100	100			200
540010	Minor Software	139	139			278
	*** Total Operating**	3,070	3,220			6,290
	**** Total Personnel & Operating**	58,061	60,939			118,999
	**** Total Capital (From Section III)**					-
	***** Total Budget Appropriation**	58,061	60,939			118,999

SECTION IV – PROGRAM OVERVIEW

Summary of Program

Program I – Risk Management
PragramII – Safety/Training

Program I: Risk Management Administration

Objectives:

The purpose of this program is to ensure proper planning, development and coordination of various insurance and other loss control programs within the County. The risk manager is responsible for the identification, maintenance and measurement of all risks of accidental loss. This includes, but not limited to, tort liability, vehicle liability, buildings and content liability, worker's compensation, health insurance, and recovery of damage to County property. The risk manager also plays an integral role in the employee health insurance program renewal process. One directive for FY 2003-2004 will be to assess the County's Risk Retention for Worker's Compensation. The County current carries a $300,000 deductible per occurrence for job related injuries. The Risk Management Division will compare the costs of maintaining the retention or fully insuring the exposure. Generally, retaining some risk through deductibles or self-insured retention results in lower premiums than are associated with insurance that pays the first dollar of any covered claim.

There are two elements to risk management. (1) Loss Prevention measures are developed to keep accidents and other incidents from happening. (2) Loss Reduction methods are implemented too properly manage claims in effort to decrease the severity of losses when they occur. These elements are critical for managing all risks, rather than just paying claims. Risk management involves developing cost saving techniques, maintaining adequate insurance coverage, tracking and projecting claims. This program consists of one full time risk manager position including benefits.

Program II:

Objective:

To ensure that employees who work for Lexington County have a place of employment that is free of recognized hazards that are likely to cause physical harm or death. The County's safety program extends to providing a secure environment for visitors to all county owned facilities. This program provides safety training for specific job duties as needed and mandated by State and Federal laws. This program consists of one full time safety/training coordinator position including benefits.

SECTION IV A. - LISTING OF POSITIONS

Current Staffing Level:

		Full Time Equivalent			
Job Title	Positions	General Fund	Other Fund	Total	Grade
Risk Manager	1		1	1	19
Safety & Training Coordinator	1		1	1	19
Total Positions	2		2	2	

SECTION IV B. – LISTING OF VEHICLES

None

SECTION IV C. – LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunication Equipment:

(2) Office Phones	359-	Risk Manager
	359-	Safety & Training Coordinator
(1) Phone Line for Fax Machine	359-	(Personnel Fund 1000)
(1) Cell Phone	606-	Risk Manager
(2) Pagers for Director and Manager	954-	Risk Manager
	954-	Safety & Training Coordinator

SECTION IV D. – SERVICE LEVELS

Service Level Indicators:

	Actual FY 2001-2002	Estimated FY 2002-2003	Projected FY 2003-2004
WC Claims Processing	122	90	80
Auto Claims	40	30	25
OSHA 300	110	80	60
(Mock) OSHA/Safety Inspections	67	50	50
Risk/Wellness Committee	4	4	4
OSHA Classes	20	20	30
Driver Histories	131	110	200

SECTION V – SUMMARY OF REVENUES

806710 – Operations Transfer from Workers Compensation Insurance $118,999

A transfer of funds to cover the salaries and operations of two employees in the Risk Management Division.

SECTION VI A. – PERSONNEL LINE ITEM NARRATIVES

510100 – Salaries and Wages **$86,127**

Salaries and Wages for two employees as of July 1, 2002

511112 – FICA Cost **$6,589**

Employer's Portion 7.65%

511113 – State Retirement **$5,900**

Employer's Portion 6.85%

511120 – Insurance Fund Contribution #2 **$12,000**

(2) Employer's Portion @ $6,000 per employee annually

511130 – Worker's Compensation **$2,094**

Internal premium charge 2.4312 per $100 of payroll. Risk Management staff is Code 9410 because staff is subject to operate a county vehicle as part of job duties.

SECTION VI B. – OPERATING ITEM NARRATIVES

521000 – Office Supplies **$450**

To cover routine office supplies (paper, pencils, file folders, etc.). This line item will include form printing costs and computer supplies.

Program I: $225
Program II: $225

521100 – Duplicating **$700**

This account is used for copier machine duplicating of correspondence to employees, invoices for payment, information to various departments, contract, etc. that are use in the daily operations of the division.

Program I: $350
Program II: $350

521200 – Operating Supplies **$200**

This account is needed for specific supplies such as training materials, operations manual material, etc.

Program I: $100
Program II: $100

522200 – Small Equipment Repairs and Maintenance **$100**

Audio and visual equipment repair.

Program II: $100

524000 – BuildingInsurance **$16**

Building and Personal Property Insurance for division.

Program I: $8
Program II: $8

524201 – General Tort Liability Insurance **$126**

Tort Liability Premium.

Program I: $63
Program II: $63

525000 – Telephone **$428**

Two lines for the Risk Management Division with voice mail.

Program I: $214
Program II: $214

525010 – Long Distance Charges **$ 75**

Program I: $55
Program II: $20

525020 – Pagers and Cell Phones **$210**

2 pagers @ $8.73 per month.

Program I: $105
Program II: $105

525100 – Postage **$225**

Postage expense for office correspondence, claims forms to TPA, and various reports.

Program I: $100
Program II: $125

525210 – Conference & Meeting Expenses **$1,535**

To cover the costs of attending Spring and Fall Conferences sponsored by SCCWCT , SC/NC PRIMA, and other various local workshops.

Program I:	Conference:	
	Registration	$100
	Lodging	$200
	Per Diem	$75
	Mileage	$100
	Local Seminars	$300

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Program II:	SC Occupational Council	
	Registration	$100
	Conference	$130
	Lodging	$360
	Per Diem	$75
	Mileage	$95

525230 – Subscriptions, Dues, and Books **$400**

This account will cover costs for membership dues, publications, and services.

Program I:	PRIMA	$50
	Other	$125
Program II:		
	SC Occupational Council	$125
	Safety Internet Site	$100

525250 – Motor Pool Reimbursement **$625**

Program I: $275

Program II: $350

525300 – Utilities – Administration **$1000**

Based on current budget activity.

530100 – Depreciation Expense **$200**

540010 – Minor Software **$278**

WIN XP PRO OS Upgrade 95/98 into W-ME

Program I: $139

Program II: $139

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COUNTY OF LEXINGTON
Millage Agency Comparison
Fiscal Year 2003-04

	Fiscal Year 2002-03 Request/Actual Disbursement			Fiscal Year 2003-04 Requested	
	Requested Amount	Actual * Disbursement	Millage	Amount	Millage
Lexington County Community Mental Health Fund 7610	$500,000	$462,248	0.848	$750,000	0.848
Lexington County Recreation & Aging Commission Fund 7620	$5,220,795	$3,946,951	10.221	$5,443,295	10.221
Irmo Chapin Recreation Commission Fund 7630	$3,327,860	$2,105,371	13.046	$2,604,105	13.046
Midlands Technical College Fund 7650 & 7652	$2,200,556 $661,600	$1,709,567 $0	3.137 0.946	$2,863,364 $665,000	3.137 0.946
Riverbanks Zoological Park & Botanical Garden Fund 7680	$740,347	$617,803	1.131	$762,500	1.131
Irmo Fire District Funds 7800 & 7802	$1,041,409	$1,200,719	13.931	$1,564,000	13.931

* Actual disbursements through February 28, 2003

LEXINGTON COUNTY COMMUNITY MENTAL HEALTH

Budgeted Revenues and Expenditures
Fund 7610
Fiscal Year 2003-04

Revenues:		
State Funds	$ 1,912,766	
Paying Patient Account / Clinic Fees	1,170,000	
Clinic Fees	450,000	
Lexington County Appropriation	**750,000**	
Medicaid	4,149,989	
Federal / State Block Grants	246,085	
Total Revenues		$ 8,678,840
Expenditures:		
Personal Services	$ 4,652,497	
Contractual Services	950,000	
Supplies, Equipment	150,000	
Fixed Charges	515,000	
Travel	15,000	
Equipment	70,000	
Case Services	839,000	
Fringe Benefits	1,367,343	
Light, Power, Heat, Gasoline	120,000	
Total Expenditures		8,678,840
Excess (Deficiency) of Revenues Over Expenditures		0
Estimated Fund Balance - Beginning of Fiscal Year		Information not provided
Projected Fund Balance - End of Fiscal Year		Information not provided

Budgeted Revenues and Expenditures provided by Lexington County Community Mental Health Center.

Revenue Disbursements from Lexington County to Community Mental Health
FY 1991-92 through FY 2003-04

	Requested	Actual	Difference	Millage
FY 1991-92	-	328,923	-	1.00
FY 1992-93	-	337,645	-	0.80
FY 1993-94	350,000	341,800	(8,200)	0.80
FY 1994-95	365,464	403,073	37,609	0.90
FY 1995-96	400,000	400,000	0	0.90
FY 1996-97	450,000	450,000	0	0.90
FY 1997-98	450,000	450,000	0	0.90
FY 1998-99	450,000	450,000	0	0.90
FY 1999-00	500,000	500,000	0	0.90
FY 2000-01	500,000	500,000	0	0.90
FY 2001-02	500,000	500,000	0	0.835
FY 2002-03	500,000	462,248 *	(37,752)	0.848
* Received through February 28, 2003				
FY 2003-04	**750,000**	-	-	**0.848**

Lexington County Community Mental Health Center

LCCMHC

Administration

301 Palmetto Park Blvd.
Lexington, SC 29072

Telephone: (803) 996-1500
Fax: (803) 996-1510

February 21, 2003

Mr. William A. Brooks, County Administrator
County of Lexington
212 South Lake Drive
Lexington, SC 29072

Re: Fiscal Year 2002/2003 Budget

Dear Mr. Brooks:

This is in response to your letter concerning our fiscal year 2003/2004 Annual Budget.

The following is the information you requested:

1. Total Anticipated Funding Sources (including county request)

State Funds (A000)	$ 1,912,766
Paying Patient Account (B000)	1,170,000
Clinic Fees (B100)	450,000
County Appropriations (B400)	750,000
Medicaid (B800)(B850)	4,149,989
Federal/State Block Grants (various funds)	246,085
TOTAL	$ 8,678,840

2. Estimated Utilization of Total Funding

Personal Services	$ 4,652,497
Contracted Services	950,000
Supplies	150,000
Fixed Charges	515,000
Travel	15,000
Equipment	70,000
Case Services	839,000
Fringe Benefits	1,367,343
Light/Power/Heat	70,000
Gasoline	50,000
TOTAL	$ 8,678,840

The Center has already experienced State funds cut of $150,000. We are expecting these reductions to be permanent for future budgeting purposes. Therefore, we are requesting a $750,000. appropriations from Lexington County to offset these reductions and maintain existing services noted herein.

3. Service Level Indicators

We continue to provide high level of quality services for the citizens of Lexington County. In 2002 we provided mental health services to more than 5,700 residents of Lexington County, a 10% decrease over the previous year. The decrease in the number of persons seen is a result of decreased funding. This has caused the Center to lose ten (10) full time direct care positions from the previous year. Our major programs include:

ACUTE SERVICES

This program is the "front door" to mental health services for adults. Major service components include:

a. Emergency Service - 24 hour services for all citizens of Lexington County. Evening and weekend coverage is provided in the Lexington Medical Center Emergency Room.
b. Outpatient Clinic - Short term and individual, family, and group therapy for those 18 years or older with acute psychiatric needs.
c. Lexington Detention Center - On site counseling, psychiatric consultation, and education.
d. HomeShare Enhanced Respite - A local respite program to divert hospital admissions for adolescents and adults.
e. Criminal Domestic Violence Project - A collaborative effort with the Lexington County Sheriff's Department and the Solicitor's Office to treat both the victims and predators of Criminal Domestic Violence.

CHILD, ADOLESCENT, AND FAMILY SERVICES (CAF)

a. Crisis-stabilization and Emergency Services - Available 24 hours a day, 7 days a week.
b. Family Preservation Services - Intensive, in-home services to children, adolescents and families in crisis.
c. School-based Services - Individual, group, and family therapy, crisis intervention, and consultation to teachers, parents, and staff in more than 25 schools in the county.
d. Outreach Services - Staff working with county agencies such as DSS.
e. Clinic Based Services - Daytime, evening, and weekend clinic services in our main and satellite offices.
f. Rehabilitation Program - Day treatment, including social skills development.
g. Family Crisis Intervention Program - Diversion program for status offenders.

CONTINUED ADULT PROGRAM (CAP)

This is our largest program and is targeted for severely mentally ill adults. Currently, we have more than 1600 open cases in this service. The major programs for this service are:

a. Outpatient Clinics - Psychiatric and case management services, clinic, and home-based, provided county-wide through offices in West Columbia, Lexington, Swansea, and Batesburg-Leesville.
b. Our House Clubhouse - A day treatment program for 90 clients which focuses on development of employment and independent living skills.
c. Rehabilitative Psychosocial Treatment - Day treatment programs for severely mentally ill adults which teach social and daily living skills.

SPECIALIZED PROGRAMS FOR THE ELDERLY

We have three (3) specialized programs for the chronic mentally ill elderly (over age 60). These are:

a. Supported Apartment Program - Independent living for psychiatrically disabled elderly adults with a day treatment component.
b. HomeShare Program - Services for psychiatrically disabled elderly adults living with families.
c. Lexington Partnership - A program for Alzheimer's Victims and families in the Batesburg-Leesville area. This is a conjoint program with the Lexington Recreation and Aging Commission, and the Governor's Office on Aging.

1. The major service area for which county funds will continue to be utilized is for our emergency/after hours services program. The staff handles emergency phone calls and walk-in emergencies at the Center during regular hours and also cover the Emergency Room at Lexington Medical Center after hours during the week, and all day Saturday and Sunday. This program operates 24 hours a day, 7 days a week. We have also developed a Diversion Program for clients who do not require hospitalization and who could be stabilized in the community.

2. County revenues are used to fund a clinic based mental health professional in the Child, Adolescent, and Family Services.

3. County Revenues - The revenue that the county provides the Center will continue to be utilized to fund supplement for our Family Crisis Intervention Program. This program remains the first of its kind in the state and is a program that is intended to divert adolescents away from the criminal justice system. This program has served more than 200 families. Our program has been presented as a successful model at national conferences.

As you are aware, the revenue the county provides the Center is critical to our operation and has made it possible for us to develop programs that are unique to this county. It clearly indicates that LCCMHC is indeed a Community Mental Health Center, and our mission is to offer the best services we can for Lexington County citizens. Through funding from the county, we have been able to fulfill our mission and are appreciative of your support.

I hope the foregoing addresses your questions adequately. However, please let me know if you require more detail or further information.

Yours very truly,

Richard L. Acton
Executive Director

RLA:tec

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LEXINGTON COUNTY RECREATION & AGING COMMISSION

Budgeted Revenues and Expenditures
Fund 7620
Fiscal Year 2003-04

Revenues:		
Lexington County Appropriation	$ **5,443,295**	
Fees, Registration, & Sales	1,655,242	
Other	105,800	
Total Revenues		$ 7,204,337
Expenditures:		
Personnel	$ 3,717,836	
Maintenance	1,497,535	
Operations	259,615	
Programs	663,208	
Capital	198,700	
Total Expenditures		6,336,894
Excess (Deficiency) of Revenues Over Expenditures		867,443
Other Uses:		
Transfers to Other Funds (i.e. Aging Fund)		(1,327,443)
Transfers to Capital Projects Fund		0
Excess (Deficiency) of Revenues Over Expenditures and Other Uses		(460,000)
Estimated Fund Balance - Beginning of Fiscal Year		3,156,807
Projected Fund Balance - End of Fiscal Year		$ 2,696,807

Budgeted Revenues and Expenditures provided by Lexington County Recreation & Aging Commission.

Revenue Disbursements from Lexington County to Lexington County Recreation & Aging Commission
FY 1991-92 through FY 2003-04

	Requested	Actual		Difference	Millage
FY 1991-92	-	2,895,269		-	12.50
FY 1992-93	-	3,046,839		-	10.20
FY 1993-94	-	3,261,782		-	10.70
FY 1994-95	-	3,524,860		-	10.70
FY 1995-96	3,748,214	3,604,053		(144,161)	10.70
FY 1996-97	3,933,662	3,898,983		(34,679)	10.70
FY 1997-98	4,092,797	4,075,063		(17,734)	10.70
FY 1998-99	4,328,131	4,138,989		(189,142)	10.70
FY 1999-00	4,438,223	4,634,734		196,511	10.70
FY 2000-01	4,578,228	4,702,087		123,859	10.70
FY 2001-02	4,780,832	5,064,720		283,888	10.060
FY 2002-03	5,220,795	3,946,951	*	(1,273,844)	10.221
* Received through February 28, 2003					
FY 2003-04	**5,443,295**	-		-	**10.221**

LEXINGTON COUNTY RECREATION & AGING COMMISSION
PRELIMINARY GENERAL FUND BUDGET
FISCAL YEAR 2003-2004

Revenues:	
Property Taxes	$ 5,443,295
Fees & Registrations	1,655,242
Other	105,800
Total Revenues	7,204,337
Expenditures:	
Personnel	3,717,836
Maintenance	1,497,535
Operations	259,615
Programs	663,208
Capital	198,700
Total Expenditures	6,336,894
Excess Revenue Over (Under) Expenditures	867,443
Other Financing Sources (Uses)	
Transfer To Aging Fund	(1,327,443)
Transfer To Capital Projects Fund	0
Excess Revenue And Other Financing Sources Over (Under) Expenditures And Other Uses	(460,000)
Estimated Fund Balance - Beginning	3,156,807
Projected Fund Balance - Ending	$ 2,696,807

IRMO CHAPIN RECREATION COMMISSION

Budgeted Revenues and Expenditures
Fund 7630
Fiscal Year 2003-04

Revenues:		
Lexington County Appropriation	$ **2,604,105**	
Fees, Rentals, Registrations, Grants	278,196	
Other	228,112	
Total Revenues		$ 3,110,413
Expenditures:		
Personnel	$ 2,070,511	
Maintenance	461,627	
Operations	323,116	
Programs	88,085	
Capital	167,074	
Total Expenditures		3,110,413
Excess (Deficiency) of Revenues Over Expenditures		0
Other Uses:		
Transfers to Other Funds		0
Estimated Fund Balance - Beginning of Fiscal Year		1,048,346
Projected Fund Balance - End of Fiscal Year		$ 1,048,346

Budgeted Revenues and Expenditures provided by Irmo Chapin Recreation Commission.

Revenue Disbursements from Lexington County to Irmo Chapin Recreation Commission
FY 1991-92 through FY 2003-04

	Requested	Actual		Difference	Millage
FY 1991-92	-	1,317,102		-	13.00
FY 1992-93	1,360,000	1,408,651		48,651	10.90
FY 1993-94	-	1,434,925		-	10.90
FY 1994-95	-	1,516,844		-	10.90
FY 1995-96	1,515,000	1,557,817		42,817	10.90
FY 1996-97	1,645,000	1,657,188		12,188	10.90
FY 1997-98	1,732,250	1,702,453		(29,797)	10.90
FY 1998-99	1,813,612	1,733,845		(79,767)	10.90
FY 1999-00	1,780,260	1,858,285		78,025	10.90
FY 2000-01	1,860,309	1,850,740		(9,569)	10.90
FY 2001-02	1,920,769	1,975,727	*	54,958	9.888
FY 2002-03	3,327,860	2,105,371		(1,222,489)	13.046
* Received through February 28, 2003					
FY 2003-04	**2,604,105**	-		-	**13.046**

IRMO CHAPIN RECREATION COMMISSION

EXECUTIVE DIRECTOR
Dan Wells

COMMISSIONERS
Beverly D. Brandes
Kenneth V. Frick
Carl M. Hust
Julia G. Lee
Scott A. Wilhide

5605 Bush River Road • Columbia, SC 29212 • Tel: (803) 772-1228 • Fax: (803) 772-6865

February 12, 2003

Mr. Art Brooks
County Administrator-County of Lexington
212 South Lake Drive
Lexington, SC 29072

Re: Proposed FY 2003-2004 Budget

Dear Mr. Brooks:

Pursuant to your request of January 17, 2003, I have enclosed the proposed, preliminary FY 03-04 General Fund budget for the Irmo Chapin Recreation Commission. On Wednesday, January 22, 2003, our Commission approved this proposed, preliminary budget. This budget will be used as a basis for staff and Executive Director input before our Commission budget workshop on April 28. Our public hearing is tentatively scheduled for May 14. I expect the Commission to adopt the final budget at their meeting of May 28. When the final budget is adopted, I will instruct staff to submit it to you.

We were grateful that County Council voted to give ICRC a three mill increase for the current fiscal year. Already this year, we have seen substantial increases in our employee health insurance and workers' compensation policies. Additionally, we have been notified that our unemployment tax rate has increased slightly, and the State Budget and Control Board has told us to expect a 20% in the cost of all policies which will go into effect in February, 2004. Without the millage increase we received, we would be faced with a struggle to maintain our current facilities and staff, and we definitely would not be in a position to make any of the capital and programming improvements that our constituents have requested. I feel certain you are facing the same issues at the County.

While we do not intend to seek a millage increase for FY 03-04, we definitely request to be considered for any cost of living increase that County Council may grant for the County and other millage agencies for FY 03-04. Our preliminary General Fund budget includes total funding sources anticipated, including our county property tax request.

With reference to your request for service level indicators, we are enclosing our 2002 annual report. This report reflects the number of clients served, number and types of programs provided, and other descriptive details of our operations.

On an unrelated topic, I have asked our Finance Director, Sandra Ballington, to attend future County Council meetings so that we can be apprised of any Council decisions which may affect our District. Therefore, I am requesting that the Council Agendas which you now send to me be directed to her, at the same address as you have used in mailings to me.

In closing, I would ask that you feel free to contact me if you need additional information regarding the enclosures.

Sincerely,

Dan Wells

Dan Wells
Executive Director

Enclosures

cc: Mr. John Carrigg
Mr. Johnny Jeffcoat

CROOKED CREEK PARK
1098 Old Lexington Highway
Chapin, SC 29036
Tel: (803) 345-6181
Fax: (803) 345-6112

SALUDA SHOALS PARK
5605 Bush River Road
Columbia, SC 29212
Tel: (803) 731-5208
Fax: (803) 772-6865

SEVEN OAKS PARK
200 Leisure Lane
Columbia, SC 29210
Tel: (803) 772-3336
Fax: (803) 772-2128

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Irmo Chapin Recreation Commission
General Fund
Proposed Budget
Fiscal Year 2003-2004

Revenues:		
Lexington County Appropriation	$ 2,604,105	
Fees, Rentals, Registrations, Grants	278,196	
Other	228,112	
Total Revenues		$ 3,110,413
Expenditures:		
Personnel (including fringes)	$ 2,070,511	
Maintenance	461,627	
Operations	323,116	
Programs	88,085	
Capital	167,074	
Total Expenditures		$ 3,110,413
Excess (Deficiency) of Revenues over Expenditures		(0)
Estimated Fund Balance - 7/1/03		1,048,346
Projected Fund Balance - 6/30/04		$ 1,048,346

MIDLANDS TECHNICAL COLLEGE
Budgeted Revenues and Expenditures
Fund 7650
Fiscal Year 2003-04

Revenues:		
Student Tuition & Fees	$ 22,794,459	
State Appropriations	21,146,076	
Lexington County Appropriation	**2,863,364**	
Richland County Appropriation	4,463,905	
Fairfield County Appropriation	92,407	
Auxiliary Enterprises, Other	8,528,894	
Restricted Revenues (Federal and State Grants, Student Financial Aid, Other)	12,687,561	
Total Revenues		$ 72,576,666
Expenditures:		
Instruction / Academic Support	33,387,267	
Student Support Services	7,129,662	
Plant Operations	4,944,418	
Institutional Support, Auxiliary Enterprises	12,288,008	
Restricted Disbursements (Federal and State Grants, Student Financial Aid, Other)	12,687,561	
Total Expenditures		70,436,916
Excess (Deficiency) of Revenues Over Expenditures		2,139,750
Other Uses:		
Transfers (Capital)		2,139,750
Excess (Deficiency) of Revenues Over Expenditures and Other Uses		0
Estimated Fund Balance - Beginning of Fiscal Year		Information not provided
Projected Fund Balance - End of Fiscal Year		Information not provided

Budgeted Revenues and Expenditures provided by Midlands Technical College.

Revenue Disbursements from Lexington County to Midlands Technical College
FY 1991-92 through FY 2003-04

	Requested	Actual		Difference	Millage
FY 1991-92	1,174,458	1,230,576		56,118	3.60
FY 1992-93	1,204,350	1,222,816		18,466	2.80
FY 1993-94	1,204,350	1,240,098		35,748	2.80
FY 1994-95	1,328,860	1,406,402		77,542	3.00
FY 1995-96	1,481,395	1,481,547		152	3.00
FY 1996-97	1,511,707	1,511,707		0	3.00
FY 1997-98	1,605,221	1,605,221		0	3.00
FY 1998-99	1,708,570	1,650,034		(58,536)	3.00
FY 1999-00	1,746,808	1,805,344		58,536	3.00
FY 2000-01	1,852,281	1,852,281		0	3.00
FY 2001-02	2,027,666	2,027,666		0	2.792
FY 2002-03	2,200,556	1,709,567	*	(490,989)	3.137
* Received through February 28, 2003					
FY 2003-04	**2,863,364**	-		-	**3.137**

MIDLANDS TECHNICAL COLLEGE

Capital Budget - Classroom Project, Engineering Lab Renovation and Wade Martin Addition
Budgeted Revenues and Expenditures
Fund 7652
Fiscal Year 2003-04

Lexington County's Appropriation request for Capital Projects of Midlands Technical College include:
Wade Martin Addition - Beltline, totaled $920,075 to be paid in four annual increments of $90,250; $95,000; $48,000; $605,600; and $575,900 beginning in FY 1999-00 and ending in FY 2003-04

Money should be disbursed in a lump sum in June 2002.

Revenues:		
Lexington County Appropriation - Capital	**$ 665,000**	
Total Revenues		$ 665,000
Expenditures:		
Wade Martin Addition - Beltline	575,900	
Collegewide Renovation Project	89,100	
Total Expenditures		665,000
Excess (Deficiency) of Revenues Over Expenditures		0
Estimated Fund Balance - Beginning of Fiscal Year		Information not provided
Projected Fund Balance - End of Fiscal Year		Information not provided

Budgeted Revenues and Expenditures provided by Midlands Technical College.

Revenue Disbursements from Lexington County to Midlands Technical College - Capital Budget
FY 1995-96 through FY 2003-04

	Requested	Actual		Difference	Millage
FY 1995-96	171,000	171,000		0	
FY 1996-97	171,000	171,000		0	
FY 1997-98	171,000	171,000		0	
FY 1998-99	475,000	475,000		0	
FY 1999-00	489,250	489,250		0	1.00
FY 2000-01	494,000	494,000		0	1.00
FY 2001-02	520,000	520,000		0	0.931
FY 2002-03	661,600	0	*	(661,600)	0.946
* Received through February 28, 2003					
FY 2003-04	**665,000**	-		-	**0.946**

LEXINGTON COUNTY
FEB 2 0 RECD
FINANCE DEPT.

Midlands Technical College

February 20, 2003

Mr. William A. Brooks
Lexington County Administrator
212 S. Lake Drive
Lexington, SC 29072

Dear Art:

Enclosed is Midlands Technical College's 2003-2004 Budget Request (12 copies) from Lexington County. Also enclosed is a report of funding sources and service level indicators. Please note that the college will utilize 100 percent of the requested budget during 2003-2004.

We would appreciate as much of an advance notice as possible if the college is expected to present its budget.

As always, thank you for your support and please call if you have questions.

Sincerely,

Ronald L. Rhames

Ronald L. Rhames, D.B.A.
Vice President for Business Affairs

RLR:pl
Enclosures

C: Mr. Larry Porth, Finance Director, Lexington County
Dr. Barry Russell, President
Ms. Helen Koon, Director of Finance & Accounting
Mr. Bob Humphreys, Director of Operations
Ms. Jeanette Hayes, Director of Budgets

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Midlands Technical College
Budgeted Revenues, Disbursements and Transfers
Fiscal Year 2003-2004

REVENUES		
Unrestricted		
Student Tuition and Fees	$	22,794,459
Government		
State	$	21,146,076
County		
Lexington	$	2,863,364
Richland	$	4,463,905
Fairfield	$	92,407
Auxiliary Enterprises	$	5,848,590
Other	$	2,680,304
TOTAL	**$**	**59,889,105**
Restricted		
Federal Grants	$	4,049,281
Student Financial Aid	$	7,870,308
State Grants	$	754,152
Other	$	13,820
TOTAL*	**$**	**12,687,561**
TOTAL REVENUES	**$**	**72,576,666**
DISBURSEMENTS AND TRANSFERS		
Disbursements		
Unrestricted		
Instruction/Academic Support	$	33,387,267
Student Support Services	$	7,129,662
Plant Operations	$	4,944,418
Institutional Support	$	7,433,504
Auxiliary Enterprises	$	4,854,504
TOTAL	**$**	**57,749,355**
Restricted		
TOTAL*	**$**	**12,687,561**
Transfers (Capital)		
TOTAL	**$**	**2,139,750**
TOTAL DISBURSEMENTS AND TRANSFERS	**$**	**72,576,666**

*Restricted revenues and disbursements are the same amount and must balance.

2003-04 Projected Enrollment (Service Level Indicator):

25,341 Annual Credit Headcount (34% from Lexington)

22,834 Annual Continuing Education Headcount (34% from Lexington)

MIDLANDS TECHNICAL COLLEGE
Budget Request
Fiscal Year 2003-04
Richland-Lexington Counties, South Carolina

Midlands Technical College is pleased to submit its budget request for fiscal year 2003-04. In developing this budget request, the college is keenly aware of the pressures on local governments to provide quality services to citizens, while minimizing the effect on taxes. Midlands Technical College has a history of keeping its requests to County Councils at a minimum. The college does this by controlling personnel costs, deferring maintenance and limiting essential equipment purchases. Despite making these sacrifices, the college has been able to maintain high level, quality educational services and facilities for the citizens of the Midlands. This budget is developed with the same level of commitment the college has to providing quality services to the citizenry, while minimizing the effect on the taxpayers.

Midlands Technical College receives funding from Richland and Lexington Counties for facilities and operations under South Carolina Article 1730 to Chapter 53, Title 59, of the Code of Law, 1989. Facilities and Operations funding consists of funds for utilities, security, housekeeping, transportation, non-personnel insurance, maintenance and repair of buildings and grounds, building alterations and modifications and construction of new facilities, as well as funds for college personnel associated with these activities. The funding responsibility is based on a population distribution and is split 40% Lexington County and 60% Richland County based on the census done in 2000.

Pages 2-4 represent the college's 2003-04 operating budget request. Pages 5-6 represent the college's capital budget request. Included in the capital request is a 5-year capital plan.

Based on the population distribution outlined in Paragraph 2 above, the budget request for fiscal year 2003-04 is shown below:

Lexington County	**2002-03**	**2003-04**
Operating Budget	$2,200,556	$2,198,364
Capital Budget	661,600	665,000 ***
Total Budget	**$2,862,156**	**$2,863,364**

Richland County	**2002-03**	**2003-04**
Operating Budget	$3,300,833	$3,467,905
Capital Budget	1 Mill *	1 Mill **

* For 2002-03, $992,400 was designated. Any undesignated funds collected were escrowed to support future capital projects.

** For 2003-04, $996,000 will be designated. Any undesignated funds will be escrowed for future projects.

***$575,900 Fifth of five installments for Student Services/Precision Machining Project and $89,100 towards Collegewide Renovation project.

MIDLANDS TECHNICAL COLLEGE

Plant Operations Budget
FY 2003-04

Facilities and Operations Funding Requirements: The college's total FY 2003-04 Facilities and Operations Budget is shown below (excluding capital):

	FY 02-03	FY 03-04
Administration	$412,363	$412,363
Utilities	1,257,683	1,279,000
General Maintenance	956,520	968,553
Housekeeping/Grounds	1,212,267	1,294,270
Transportation	128,000	128,000
Security	669,084	716,527
Insurance	95,472	97,556
Renovation Projects	70,000	70,000
Major Repairs/Construction	700,000	700,000
TOTAL	$5,501,389	$5,666,269

FY 2003-04
COUNTY BUDGET

	FY 02-03	FY 03-04
ADMINISTRATION		
Salaries - Permanent	$311,399	$311,399
Staff Benefits	$80,964	$80,964
Training	$6,000	$6,000
Travel	$3,000	$3,000
Office Support	$11,000	$11,000
Total Administration	**$412,363**	**$412,363**
UTILITIES	**$1,257,683**	**$1,279,000**
GENERAL MAINTENANCE		
Salaries - Permanent	$407,194	$410,948
Salaries - Temporary	$40,000	$40,000
Staff Benefits	$105,870	$106,846
Uniforms	$10,000	$10,000
Painting	$10,000	$10,000
Elect./Mech. Systems Repairs	$15,000	$15,000
Flooring/Carpeting	$15,000	$15,000
General Repair/Maintenance	$198,968	$202,417
Professional Services	$25,000	$25,000
Supplies	$129,488	$133,342
Total General Maintenance	**$956,520**	**$968,553**
HOUSEKEEPING/GROUNDS		
Salaries - Permanent	$360,109	$368,554
Salaries - Temporary	$5,000	$5,000
Staff Benefits	$93,628	$95,824
Contract Labor	$624,630	$693,280
Supplies (Housekeeping)	$70,400	$72,512
Supplies (Grounds)	$20,000	$20,600
Uniforms	$9,000	$9,000
Equipment	$29,500	$29,500
Total Housekeeping/Grounds	**$1,212,267**	**$1,294,270**

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FY 2003-04
COUNTY BUDGET (continued)

	FY 02-03	FY 03-04
TRANSPORTATION		
Motor Vehicle Supplies/Repair	$56,000	$56,000
Vehicle Replacement	$72,000	$72,000
Total Transportation	**$128,000**	**$128,000**
SECURITY		
Salaries - Permanent	$144,283	$170,033
Staff Benefits	$41,481	$48,885
Contract Security	$477,320	$491,609
Supplies	$6,000	$6,000
Total Security	**$669,084**	**$716,527**
INSURANCE		
Buildings and Contents	$69,472	$71,556
Motor Vehicles	$26,000	$26,000
Total Insurance	**$95,472**	**$97,556**
RENOVATION PROJECTS		
Minor Renovations	$60,000	$60,000
ADA Modifications	$10,000	$10,000
Total Renovation Projects	**$70,000**	**$70,000**
MAJOR REPAIRS/CONSTRUCTION		
General Alterations/Repairs	$350,000	$100,000
Roof Repairs - Collegewide (Plant)	$150,000	$200,000
Mech Systems	$100,000	$200,000
Tech Infrastructure	$100,000	$100,000
Road/Paving Project - Collegewide		$100,000
Total Major Repairs/Construction	**$700,000**	**$700,000**
TOTAL	**$5,501,390**	**$5,666,269**

MIDLANDS TECHNICAL COLLEGE MAJOR CAPITAL NEEDS CASH FLOW

BY SOURCE OF FUNDS	99/00	00/01	01/02*	02/03	03/04	04/05	05/06	06/07	07/08	08/09	09/10****	TOTAL	PROJ. TOTAL
1 BELTLINE WM RENOVATION													
STATE FUNDS-CIB							$ 10,000,000					$ 10,000,000	$ 10,000,000
2 TOOL AND DIE PROJECT													
RICHLAND	$ 147,250	$ 155,000	$ 72,000	$ 906,400	$ 863,850							$ 2,146,500	
LEXINGTON	$ 90,250	$ 95,000	$ 48,000	$ 605,800	$ 575,900							$ 1,414,750	
COLLEGE FUNDS-SNI	$ 12,500				$ 1,426,250							$ 1,438,750	$ 5,000,000
3 AP FIRE ACADEMY DEVELOPMENT													
STATE BOARD FUNDS		$ 5,000,000										$ 5,000,000	
COLLEGE FUNDS-FB	$ 350,000	$ 350,000										$ 700,000	$ 5,700,000
4 NE TECHNOLOGY CENTER													
COLLEGE FUNDS-FB LOAN			$ 1,400,000									$ 1,400,000	
RICHLAND			$ 707,700	$ 84,000								$ 791,700	
LEXINGTON			$ 472,300	$ 56,000								$ 528,300	
RICHLAND SPECIAL		$ 1,500,000										$ 1,500,000	
STATE FUNDS-CIB		$ 2,640,000	$ 3,640,000									$ 6,280,000	
SPECIAL SCHOOLS			$ 500,000									$ 500,000	$ 11,000,000
5 PLANT PROJECTS***													
COUNTY PLANT FUNDS			$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 6,300,000	
COLLEGE FUNDS-SNI			$ 150,000	$ 250,000	$ 250,000	$ 100,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 1,750,000	$ 8,050,000
6 SL BREEZEWAY RESTORATION													
COLLEGE FUNDS-SNI						$ 500,000						$ 500,000	
RICHLAND COUNTY						$ 374,000						$ 374,000	
LEXINGTON COUNTY						$ 249,000						$ 249,000	$ 1,123,000
7 BELTLINE LET RENOVATION													
STATE FUNDS-CIB						$ 10,000,000						$ 10,000,000	$ 10,000,000
8 LIBRARY RENOVATIONS (BOTH)													
STATE FUNDS-CIB								$ 4,000,000				$ 4,000,000	$ 4,000,000
9 COLLEGE WIDE SIGNAGE UPGRADE													
COLLEGE FUNDS-FB		$ 300,000										$ 300,000	$ 300,000
10 NE CLASSRM/STUDENT FACILITY													
RICHLAND						$ 84,000	$ 372,000	$ 456,000	$ 456,000	$ 456,000	$ 456,000	$ 2,280,000	
LEXINGTON						$ 56,000	$ 248,000	$ 304,000	$ 304,000	$ 304,000	$ 304,000	$ 1,520,000	
FAIRFIELD						$ -	$ -	$ -	$ -	$ -	$ -	$ -	
STATE FUNDS-CIB					$ 15,200,000							$ 15,200,000	$ 19,000,000
11 NE CLASSRM/ADMIN FACILITY**													
RICHLAND											$ 1,680,000	$ 1,680,000	
LEXINGTON											$ 1,120,000	$ 1,120,000	
STATE FUNDS-CIB											$ 11,200,000	$ 11,200,000	$ 14,000,000
12 MAJOR BUILDING RENOVATION													
RICHLAND					$ 132,150	$ 558,000	$ 664,000	$ 601,000	$ 623,000	$ 645,000		$ 3,223,150	
LEXINGTON					$ 89,100	$ 372,000	$ 443,000	$ 401,000	$ 415,000	$ 430,000		$ 2,150,100	
FAIRFIELD													$ 5,373,250
TOTAL ALL SOURCES	**$ 600,000**	**$ 10,040,000**	**$ 7,690,000**	**$ 2,604,000**	**$ 19,237,250**	**$ 12,993,000**	**$ 12,627,000**	**$ 6,882,000**	**$ 2,898,000**	**$ 2,736,000**	**$ 15,680,000**	**$ 93,646,250**	**$ 93,646,250**
TOTAL BY SOURCE (PER YEAR)	**99/00**	**00/01**	**01/02***	**02/03**	**03/04**	**04/05**	**05/06**	**06/07**	**07/08**	**08/09**	**09/10*****	**TOTAL**	
RICHLAND COUNTY	$ 147,250	$ 155,000	$ 779,700	$ 992,400	$ 986,000	$ 1,016,000	$ 1,036,000	$ 1,057,000	$ 1,079,000	$ 1,101,000	$ 2,136,000	$ 10,495,350	
LEXINGTON COUNTY	$ 90,250	$ 95,000	$ 520,300	$ 661,800	$ 665,000	$ 677,000	$ 691,000	$ 705,000	$ 719,000	$ 734,000	$ 1,424,000	$ 6,982,150	
FAIRFIELD COUNTY	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
RICHLAND SPECIAL	$ -	$ 1,500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,500,000	
STATE FUNDS	$ -	$ 2,640,000	$ 3,640,000	$ -	$ 15,200,000	$ 10,000,000	$ 10,000,000	$ 4,000,000	$ -	$ -	$ 11,200,000	$ 56,680,000	
STATE TECH FUNDS	$ -	$ 5,000,000	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,500,000	
COLLEGE FUNDS	$ 362,500	$ 650,000	$ 1,550,000	$ 250,000	$ 1,676,250	$ 800,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 6,068,750	
COUNTY PLANT FUNDS	$ -	$ -	$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 6,300,000	
TOTAL ALL SOURCES	**$ 600,000**	**$ 10,040,000**	**$ 7,690,000**	**$ 2,604,000**	**$ 19,237,250**	**$ 12,993,000**	**$ 12,627,000**	**$ 6,882,000**	**$ 2,898,000**	**$ 2,736,000**	**$ 15,680,000**	**$ 93,646,250**	
RICHLAND COUNTY EST. VALUE OF MILL	$ 820,000	$ 844,600	$ 869,938	$ 900,000	$ 1,009,500	$ 1,029,990	$ 1,050,590	$ 1,071,606	$ 1,093,040	$ 1,114,901	$ 1,137,199		
LEXINGTON COUNTY EST. VALUE OF MILL	$ 559,476	$ 576,260	$ 593,548	$ 672,000	$ 686,440	$ 699,149	$ 713,132	$ 727,394	$ 741,942	$ 756,781	$ 771,917		
FAIRFIELD COUNTY EST. VALUE OF MILL	$ 103,000	$ 106,090	$ 109,273	$ 111,458	$ 113,687	$ 115,961	$ 118,280	$ 120,646	$ 123,059	$ 125,520	$ 128,030		
EST. RICHLAND MILL	0.2 ^	0.2 ^	0.9	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.9		
EST. LEXINGTON MILL	0.2 ^	0.2 ^	0.9	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.8		
EST. FAIRFIELD MILL						0.0	0.0	0.0	0.0	0.0	0.0		

*ASSUMES POPULATION FOR RICHLAND AND LEXINGTON COUNTIES SHIFT FROM 62%/38% TO 60%/40% AS COUNTY POPULATIONS SHIFT THERE IS A PROPORTIONAL SHIFT IN RESPONSIBILITY

**COUNTY FUNDS FOR THIS PROJECT WILL BE ALLOCATED OVER A 3-4 YEAR PERIOD STARTING IN 2009/10

***RICHLAND & LEXINGTON FUNDS TO BE ALLOCATED OVER 3 - 4 YEAR PERIOD, THUS REDUCING REQUIREMENT TO 1 MILL

****SUPPLEMENT PLANT FUNDS PARKING, PAVING, MECHANICAL SYSTEMS, ROOFING COLLEGE WIDE

^AC CLASSROOM PROJECT ACCOUNTED FOR THE REMAINING .8 MIL WAS COMPLETED AND REMOVED FROM PLAN

PROJECTED INCREASE IN VALUE OF MILL(3% PER YEAR THRU 01-02 & 2% THRU 09-10)

ICPF = INSTITUTIONAL CAPITAL PROJECT FUND; SNI = SOURCE NOT IDENTIFIED

CF= CAPITAL FEES; FB = FUND BALANCE; CIB = CAPITAL IMPROVEMENT BOND; R&R = RENEWAL AND REPLACEMENT

FILE:CAPITAL Jan 29, 2003

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RIVERBANKS ZOOLOGICAL PARK & BOTANICAL GARDEN

Budgeted Revenues and Expenditures
Fund 7680
Fiscal Year 2003-04

Revenues:		
Earned Revenues	$	
Lexington County Appropriation	**762,500**	
Richland County Appropriation		
State Funding		
Accomodations Tax		
Federal Grant		
Total Revenues		$ 762,500
Expenditures:		
Administrative	$	
Animal Care		
Botanical		
Facility Management		
Public Services		
Total Expenditures		0
Excess (Deficiency) of Revenues Over Expenditures		762,500
Estimated Fund Balance - Beginning of Fiscal Year		546,145
Projected Fund Balance - End of Fiscal Year		546,145

* Fund Balance consists of Reserves for Operations (necessary when inclement weather conditions negatively affect attendance and revenues) and Reserves for Major Repairs.

Budgeted Revenues and Expenditures provided by Riverbanks Zoological Park & Botanical Gardens.

Revenue Disbursements from Lexington and Richland Counties to Riverbanks Zoological Park
FY 1991-92 through FY 2003-04

	Lexington County				**Richland County**		
	Requested	Actual	Difference	Millage	Requested	Actual	Millage
FY 1991-92	466,128	492,373	26,245	1.50	582,454	582,454	1.00
FY 1992-93	466,128	504,717	38,589	1.20	582,454	582,454	1.00
FY 1993-94	492,373	510,490	18,117	1.20	666,000	666,000	0.90
FY 1994-95	492,373	545,281	52,908	1.20	666,000	666,000	1.00
FY 1995-96	492,373	492,373	0	1.20	666,000	666,000	0.80
FY 1996-97	542,000	542,000	0	1.20	999,000	999,000	1.00
FY 1997-98	542,000	542,000	0	1.20	999,000	999,000	1.30
FY 1998-99	615,600	615,600	0	1.20	999,000	999,000	1.30
FY 1999-00	666,540	666,540	0	1.20	1,108,121	1,108,121	1.20
FY 2000-01	699,868	699,868	0	1.20	1,305,928	1,305,928	1.20
FY 2001-02	718,764	718,764	0	1.113	1,300,837	1,300,837	1.30
FY 2002-03	740,327	617,803 *	(122,524)	1.131	1,381,424	1,381,424	1.30
* Received through February 28, 2003							
FY 2003-04	**762,500**	-	-	**1.131**			

RIVERBANKS
ZOOLOGICAL PARK & BOTANICAL GARDEN COLUMBIA SC

P.O. Box 1060
Columbia, SC 29202-1060, USA
(803) 779-8717
Fax (803) 253-6381

FEB 2 6 RECD
FINANCE DEPT.

February 25, 2003 By Fax 359-8101

Mr. William A. Brooks
County Administrator
County of Lexington
212 South Lake Drive
Lexington, SC 29072

Re: FY 2003-04 Annual Budget

Dear Art,

I apologize for the delay in providing our 2003-04 budget, but we need the additional time to project our own revenues. Riverbanks request for funding from Lexington County is tremendously affected by our own earned revenue – admissions, concession sales, etc. These revenues are directly tied to attendance. Our attendance has been extremely volatile due to the inclement weather that has been experienced since the beginning of December. We had hoped to get through this period of inclement weather so we could have a better basis to determine the attendance trend before making our projections and ultimately our request for funding from Lexington County.

The latest attendance information shows our annual attendance to be around 900,000 visitors, down from the 1,020,000 that came last fiscal year. Most of this drop off appears to be due to the inclement weather. At this level of attendance our budget is projected to be in a deficit of approximately $250,000. If this ultimately turns out to be the basis of the 2003-04 budget we will make cuts in our operating costs and request only a modest increase in funding from Lexington County to compensate for inflationary effects. Thus, our request from Lexington County is $762,500, an increase of three percent from the $740,300 budgeted for the current fiscal year. We hope this minor increase will allow the millage to remain the same.

The Riverbanks Park Commission has not yet approved this specific request for funding, nor our fiscal year 2003-04 budget. The staff's recommendations will be sent to the Commission in March and they are scheduled to meet in early April to adopt the budget. I will forward the complete, adopted budget to you immediately after that meeting. I hope that this provides you with enough information to continue forward with your budgeting process. Please call if you have any questions. Thank you for your consideration.

Sincerely,

Palmer E. Krantz
Executive Director

cc: Larry Porth, Finance Director

Accredited by the American Association of Zoological Parks and Aquariums

Member of the American Association of Botanical Gardens and Arboreta

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IRMO FIRE DISTRICT
Budgeted Revenues and Expenditures
Funds 7800 & 7802
Fiscal Year 2003-04

Revenues:		
Lexington County Appropriation	**$ 1,564,000**	
Town of Irmo	130,000	
Total Revenues		$ 1,694,000
Expenditures:		
Salaries/Employee Benefits	$ 1,286,300	
Contracted Services/Professional Services	26,000	
Conference/Meeting/Employee Education/Dues	10,700	
Gas/Fuel/Oil	12,000	
Insurance - Vehicle/Tort	117,000	
Protective Gear/Clothing/Physicals/Uniforms	32,000	
Repairs and Maintenance - Bldg/Small Equip/Vehicles	39,000	
Tax/License, Postage, and Supplies - Office/Operating	17,000	
Telephone Services and Utilities - Electricity/Water	43,000	
Volunteer Subsistance	12,000	
800 MHz Radios	5,000	
Truck Payment	84,000	
Equipment Purchases	10,000	
Total Expenditures		1,694,000
Excess (Deficiency) of Revenues Over Expenditures		0
Estimated Fund Balance - Beginning of Fiscal Year		Information not provided
Projected Fund Balance - End of Fiscal Year		Information not provided

Budgeted Revenues and Expenditures provided by Irmo Fire District.

Revenue Disbursements from Lexington County to Irmo Fire District
FY 1991-92 through FY 2003-04

	Requested	Actual	Difference	Millage
FY 1991-92	-	598,398	-	8.20
FY 1992-93	-	630,342	-	5.00
FY 1993-94	-	618,728	-	7.60
FY 1994-95	-	581,615 *	-	5.00
* Separated from County Budget Mid-Year (December 1994)				
FY 1995-96	-	803,410	-	9.40
FY 1996-97	732,814	864,963	132,149	9.40
FY 1997-98	843,500	854,760	11,260	9.40
FY 1998-99	1,700,000	871,486	(828,514)	18.40
FY 1999-00	926,000	917,600	(8,400)	9.40
FY 2000-01	1,015,000	895,432	(119,568)	9.40
FY 2001-02	1,060,850	973,074	(87,776)	8.790
FY 2002-03	1,041,409	1,200,719 *	159,310	13.931
* Received through February 28, 2003				
FY 2003-04	**1,564,000**	-	-	**13.931**

IRMO FIRE DISTRICT

Serving Since 1963

February 20, 2003

William A. Brooks
County Administrator
212 South Lake Drive
Lexington, SC. 29072

Dear Mr. Brooks:

This year's budget request represents the new millage rate that was approved by County Council during the past budget work sessions. The submitted budget is for the operation of the new headquarters station on St. Andrews road as well as the North Lake station on Lincreek Dr.

In the next few months I will be going over this budget with the districts Board of Fire Control and will be able to provide you with a more detailed description of the individual expenses in each category as well as a cost break down for the operation of each station.

I look forward to working with you and your staff as we enter this new year. Please contact me if you have any questions about this request or any other matters that I can assist you with.

Sincerely,

Mike Sonefeld
Irmo Fire Chief

128-2

Phone: (803) 781-7652 • Fax: (803) 749-2360
108 Harbison Blvd. • Columbia, S.C. 29212

	A	B	C	D
1		**IRMO FIRE DISTRICT**		
2		**BUDGET REQUEST FOR 2002/2003**		
3			**DRAFT**	
4				
5		**2002-2003**	**2003-2004**	**INCREASE/DECREASE**
6	REVENUES:			
7	LEX TAX MONEY	1,011,492	1,564,000	552508
8	TOWN OF IRMO	130,000	130000	0
9	CARRYFORWARD FROM 2000			
10	**TOTAL ANTICIPATED REVENUE**	1,141,492	1,694,000	552508
11				
12				
13	**EXPENSES**			
14	CONT. UNCLASSIFIED	16400	0	-16400
15	CONTR. SERVICES	22908	26000	3092
16	DUES & SUBS	1200	1500	300
17	ED-FIRE PREVEN	1200	1200	0
18	EDUCAT-EMPLOYEE	7008	8000	1000
19	EMERG.VEH. PURCHASE	0	0	0
20	EMPLOYER FICA	48744	80350	31606
21	EQUIPMENT PURCHASES	15000	10000	-5000
22	GAS,FUEL,OIL	8004	12000	4000
23	TOTAL INSURANCE	78746	117,000	38254
24	PAYMENT-TRUCK	83899	84000	0
25	PER PROT EQ	8000	11000	3000
26	PHYSICALS-MED	6504	11000	4500
27	POLICE RETIREME	68004	110,000	42000
28	POSTAGE	660	1000	340
29	RADIOS	5000	5000	0
30	TOTAL REPAIR& MAINT	28512	39000	10500
31	TOTAL SALARY	662004	1,045,950	552500
32	SUPPLIES	10999	16000	5000
33	TELEPHONE	9000	16000	7000
34	UNIFORMS	4700	10000	5300
35	UTILITIES	14000	27000	13000
36	VOLUNTEER SUB	12000	12000	0
37	WORKER'S COMP	29000	50000	31000
38	**TOTAL EXPENSES**	1,141,493	1,694,000	525507

LINE ITEM DETAILS OF THE BUDGET REQUEST FOR FY2003/2004

REVENUES:
Line 7. Projected revenues based on the most current available assessments provided by the Lexington Co. Auditors office.

Line 8. Projected revenues anticipated from the Richland Co. Town limits of Irmo.

Line 10. Total revenues.

EXPENSES:
Line 14. Contingency for possible overtures in Maintenance and fuel areas.

Line 15. Contracted service includes phone and computer services, CPA and payroll services, Legal services and all other equipment contracts.

Line 16. Dues and Subscriptions cover various association dues, videos and book subscriptions to trade related material.

Line 17. Fire prevention literature to assist with tours and demonstrations.

Line 18. Employee Education includes all firefighter and staff training for the year.

Line 19. Station pick-up truck not funded at this time.

Line 20. Employers portion of FICA contribution.

Line 21. Equipment purchases include all small engine equipment for both stations.

Line 22. Fuel and oil for all vehicles (estimated).

Line 23. Insurance payments for health, auto, liability and disability.

Line 24. Annual payment on Lease-purchase of emergency vehicles.

Line 25. Personal protective equipment for firefighting personnel. This includes bunkergear, helmets, flashhoods etc.

Line 26. Annual OSHA physicals for all personnel.

Line 27. Employers portion of the Police retirement contribution.

Line 28. Postage for parcel and letter deliveries.

Line 29. Radio purchases and battery replacement as needed.

Line 30. Fleet maintenance for all department vehicles. 11 total.

Line 31. Salaries for 31 department personnel.

Line 32. General supplies for the operation of both stations. This includes all cleaning supplies as well as office supplies.

Line 33. Telephone service for both fire stations.

Line 34. Uniform purchases on a need basis for all personnel.

Line 35. Electric, gas, water and sewer for both fire stations.

Line 36. Volunteer subsistence pay for all volunteers. Paid per call, twice a year.

Line 37. Worker's Compensation Insurance for all employees.

Line 38. Total estimated expenses for 2003/2004