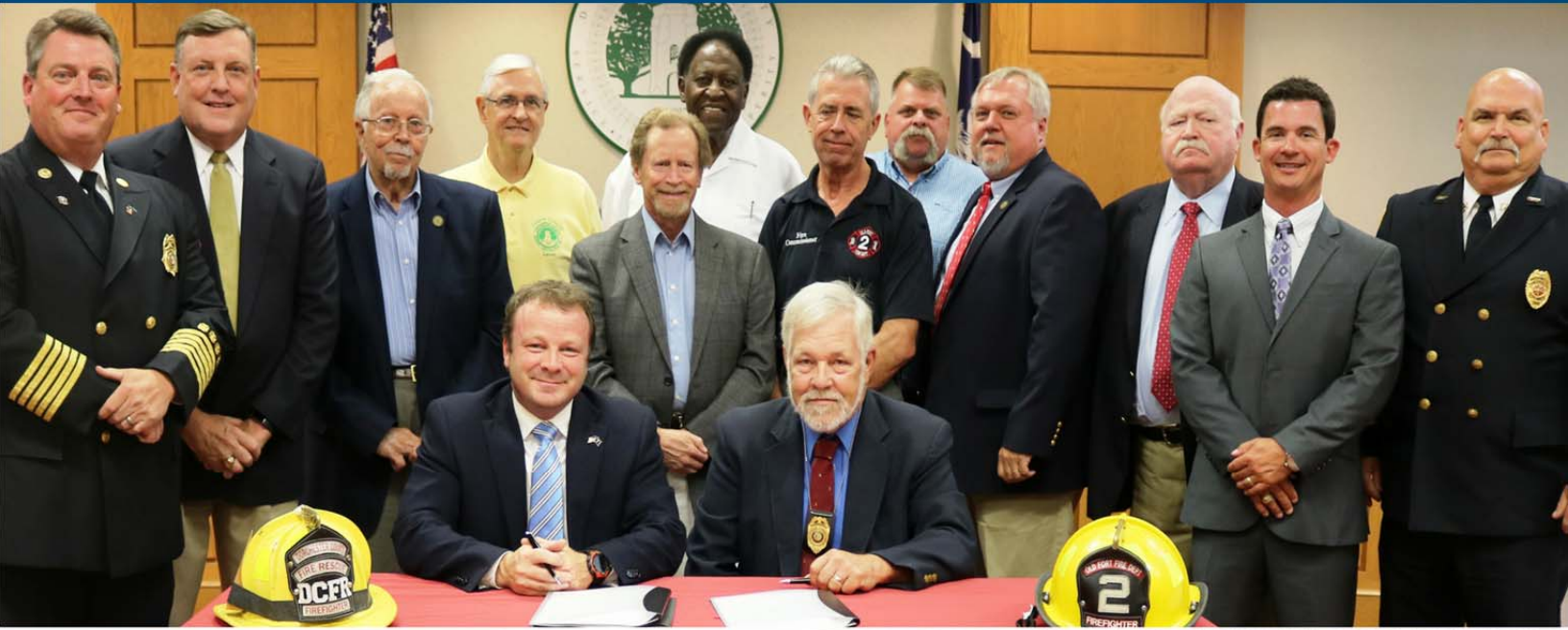





# DORCHESTER COUNTY, SOUTH CAROLINA




# ANNUAL BUDGET FISCAL YEAR 2017-2018

There are two ways to navigate the electronic budget document which can be found at [www.dorchestercountysc.gov](http://www.dorchestercountysc.gov) or P:\BSD\BUDGET&REVENUE\Budget Books\Approved Budget Book 2018

## **BOOKMARKS**

On the left side of the screen you should see the following bookmark icon . Click on the icon and you will see a bookmark for the highlights in the budget documentation.

## **LINKS**

Slides 9-12 of the electronic budget document are a Table of Contents. If you hover over the page descriptions, a hand tool will appear , a click of the mouse will take you to that page.

## **COVER PHOTOS**

The following is a description of the photos on the cover of this document beginning counter clockwise from the top:

- Dorchester County Council and the Board of the Old Fort Fire Department are featured together during the signing of the merger agreement that absorbed Old Fort Fire Department into Dorchester County Fire Rescue effective July 22, 2017.
- A Farm in rural Dorchester County.
- Historic Koger House near the Town of St. George.
- Cypress as pictured in a swamp in Dorchester County. This is symbolic to Dorchester County as a significant portion of the county's land area is either swamp or wetlands.

# **DORCHESTER COUNTY**

## **ANNUAL BUDGET**

**FISCAL YEAR  
2017-2018**

### **COUNTY COUNCIL:**

**JAY BYARS, CHAIRMAN  
GEORGE BAILEY, VICE CHAIRMAN  
WILLIE DAVIS  
DAVID CHINNIS  
LARRY HARGETT  
CON CHELLIS  
WILLIAM HEARN JR.**

**COUNTY ADMINISTRATOR: JASON L. WARD  
DEPUTY COUNTY ADMINISTRATOR: CHARLES H. POTTS  
DEPUTY COUNTY ADMINISTRATOR/CFO: DANIEL T. PRENTICE  
DIRECTOR OF BUSINESS SERVICES: JESSICA D. SHULER**



# DORCHESTER COUNTY

## MISSION STATEMENT

Dorchester County government delivers essential services that contribute to the well being and quality of life of its citizens. In doing so we seek to meet the collective needs of our citizens in a cost-effective manner.

**ADOPTED BY DORCHESTER COUNTY COUNCIL NOVEMBER 18, 2002**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Dorchester County  
South Carolina**

For the Fiscal Year Beginning

**July 1, 2016**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Dorchester County, South Carolina for the Annual Budget beginning July 01, 2008. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.

Jason L. Ward, County Administrator  
Charles H. Potts, Deputy Administrator  
Daniel T. Prentice, Deputy Administrator/Chief Financial Officer  
Jessica D. Shuler, Director of Business Services

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# DORCHESTER COUNTY COUNCIL



Willie Davis  
District 1



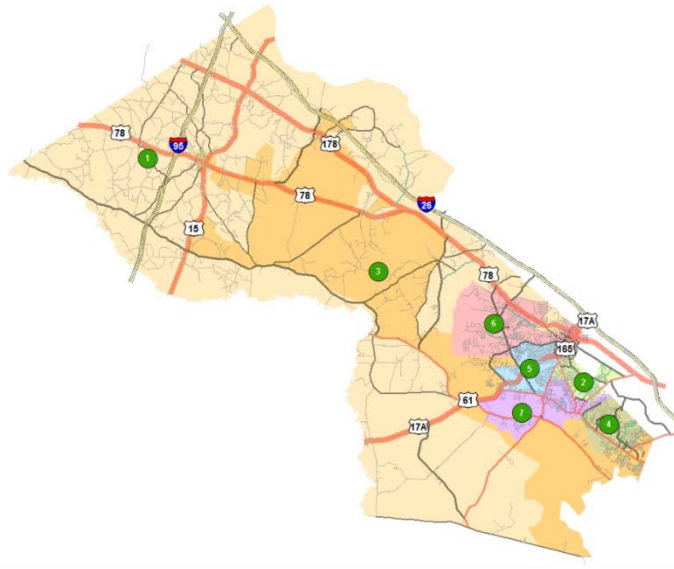
David Chinnis  
District 2



George Bailey  
District 3



Larry Hargett  
District 4



Con Chellis  
District 5



William (Bill) Hearn  
District 6



Jay Byars  
District 7

# **DORCHESTER COUNTY GUIDE TO THE BUDGET DOCUMENT**

Dorchester County's budget document is a guide for making decisions as well as a resource for learning about the operations of Dorchester County. This document will illustrate to the reader how Dorchester County Government plans to meet the needs of the citizens.

This budget document is divided into several sections: Introduction, Schedules, Budget Narratives, Capital Improvement Plan and Appendix. Financial information is included for the entire governmental entity in the schedules section and broken down by departments within the budget narratives.

## **Introduction Section**

This section contains the County Administrator's Transmittal which outlines key features of the FY 2018 budget as well as an overview of each fund. This section also contains the strategic direction for Dorchester County, the County Profile, statistics, organizational chart, as well as a description of funds and a fund structure chart.

## **Schedules**

The schedules section summarizes the operating budgets of the County.

## **Budget Narratives**

The Budget Narratives section provides an overview of the budget information by specific department. These pages include a description of the department as well as goals, explanation of service areas, funding adjustments, performance indicators, and a detailed line-item listing of department revenues and expenditures.

## **Capital Improvement Plan**

The Capital Improvement Plan section contains an overview of the capital projects. Both general projects and enterprise fund projects have summary pages listing current and future projects. Also provided is a detailed description of each project as well as estimated start and end dates, and estimated cost of completion.

## **Long Range Financial Forecast**

This section contains forecasts of revenues and expenditures for the next five years. They are based on the Strategic Plan, Capital Improvement Plan, debt schedule, and economic indicators.

## **Appendix**

This section contains approved budget ordinances, description of the budget process, budget calendar, and financial policies of the County. This section also contains a glossary of terms and acronyms used in the budget book and an index.



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Summerville Fax (843) 832-0137

Jason L. Ward  
County Administrator



**OFFICE OF THE DORCHESTER COUNTY ADMINISTRATOR**  
201 JOHNSTON STREET  
ST. GEORGE, SOUTH CAROLINA 29477

July 1, 2017

Dorchester County Council  
County of Dorchester, South Carolina  
201 Johnston Street  
St. George, SC 29477

Dear Chairman Byars, Honorable Members of Dorchester County Council, and Interested Citizens:

I am pleased to present the FY 2017-18 Adopted Budget, as approved by County Council on June 8, 2017. The budget document reflects the actions taken by County Council at that meeting, but also the directives provided by Council during the four budget retreats held in March, April, May, and June, and the two budget public hearings held in both St. George and Summerville. The budget herein works to accomplish the following goals:

- Fund increased benefits costs.
- Provide Pay Increases for employees.

According to the most recent data available from the US Census Bureau released in December 2016, Dorchester County's population increased by 1,295 from July 1, 2015 until July 1, 2016. Dorchester County is the 13<sup>th</sup> largest County in South Carolina. Like all counties in South Carolina, Dorchester County's budget has been harmed by the General Assembly's failure to fund the Local Government Fund at the amount required by law. As a result, the County continues to absorb the growing cost of state mandates and state-required services.

To that end, several other important items that were brought up to County Council during the retreat were not included in the budget such as:

- Additional prime-time units in EMS as well as new positions to handle increased call volume
- Additional Deputy in the Coroner’s Office

The budget sets forth the appropriations needed for County operations, but also authorized the tax rates for the following entities: School District #2 (operating), School District #4 (operating), Dorchester County Career School, Trident Technical College, County Library, Dorchester County Fire Rescue, Old Fort Fire Department, Ashley River Fire Department, Dorchester Seniors Inc., and Children in Crisis. Finally, this budget is aligned with the County’s Mission: “Dorchester County Government delivers essential services that contribute to the well being of and quality of life of its citizens.”

**Fiscal Year 2017-18 Budget Highlights**

**Summary**

Overall, budgeted expenditures for all county funds for FY 2017-18 are \$122,289,722, a decrease of \$12,184,506 over FY 2016-17 as indicated below in TABLE 1. This is primarily due to capital construction budgeted in the enterprise funds as well as the capital fund.

**TABLE 1**

	<b>FY2017</b>	<b>FY2018</b>	
	<b>Adjusted</b>	<b>Approved</b>	
	<b>Budget*</b>	<b>Budget</b>	<b>Difference</b>
<b>General Fund</b>	52,699,338	52,225,227	(474,111)
<b>Capital Improvements Fund</b>	6,276,063	4,302,855	(1,973,208)
<b>Debt Service Fund</b>	3,390,089	3,465,443	75,354
<b>Special Revenues Fund</b>	25,179,461	27,180,678	2,001,217
<b>Enterprise Funds</b>	46,929,277	35,115,519	(11,813,758)
<b>Total Budget</b>	134,474,228	122,289,722	(12,184,506)

\*Note: The use of Fund Balance from the prior year is included in the Adjusted Budget

## General Fund

The General Fund is the County's primary operating fund and its expenditures include the majority of the County's operations including public safety, public works, judicial, economic development, health and welfare, general government, and growth management. For FY 2017-18, the General Fund is \$52,225,227, an increase of \$2,172,391 more than the previous year's base budget of \$50,052,836. Most of this increase is attributable to pay increases and increases in health insurance as well as increases in retirement contributions.

For FY 2017-18, the General Fund's single largest source of revenue is property taxes, which are 60% of the General Fund total revenues, are projected to increase by \$1,119,354 to \$31,455,704 compared to \$30,336,350 for FY 2016-17. The County is projecting 3.7% growth in real property taxes.

**TABLE 2**

Fiscal Year	General Fund Budgeted Tax Revenues
2018	\$31,455,704
2017	\$30,336,350
Difference FY2018 - FY2017	\$1,119,354

The second largest source of funding for the General Fund is State Aid to Subdivisions, also referred to as the Local Government Fund. Since 2009, the General Assembly has not fully funded the Local Government Fund at the amount required by statute. In FY 2017-18, the amount budgeted is \$5,405,095 based on the state's increased base funding level of \$10M. Although this is less than the Senate proposal of \$10.6M, these are recurring revenues appropriated by the conference committee. However, Local Government Funding is still \$2,556,933 less than the statutory funding level of \$7,976,261 for Dorchester County. **Table 3** below shows funding from the State over three years.

**TABLE 3**

	FY 2016	FY 2017	FY 2018	FY 2018 - FY 2017
Local Government Fund	Actual	Budget	Budget	Difference
	\$ 5,063,370	\$ 5,419,847	\$ 5,405,095	\$ (14,752)

The remaining revenues in the General Fund come primarily from the collection of fines, fees, and licenses and permits. Within fees for services, the third largest source of the General Fund is emergency medical services fees. Fee collections have generally been on an upward trend consistent with increased call volumes and estimated to be \$4,525,783 in FY 2017-18. In FY 2016-17, Business Licenses were the second largest revenue source within Licenses and Permits. Since the inception of the Dorchester County Business License in 1991, fees have been calculated using a rate structure based on the Standard Industrial Classification (SIC) code. In recent years, a majority of United States government entities have transitioned to the North American Industry Classification System (NAICS) code as implemented by the Executive Office of the President, Office of Management and Budget (OMB) and revised in 2017. The County is converting to NAICS in FY 2017-18 and this conversion is estimated to generate an additional \$1,200,000 within this category, thus making Business Licenses the largest revenue source within Licenses and Permits moving forward.

On the expenditure side, the General Fund was under increasing pressure from rising personnel costs from \$38,869,554 in FY 2016-17 to \$40,862,603 in FY 2017-18. This was attributable to a number of factors including:

- 1) Annualizing the increases approved by County Council in January 2017, which were funded from salary and benefit savings due to position vacancies.
- 2) Increases in cost related to the State Health Plan. The budget includes a 3.3% premium increase for health insurance effective January 2018.
- 3) Increases in cost related to the SCRS and PORS of 2% for the employer portion of the pension contribution effective July 2017.
- 4) Pay Increases of 2% for all employees effective January 2018.

The major cost centers in terms of General Fund appropriations are the three major public safety departments: Detention Center, Emergency Medical Services (EMS), and Sheriff's Office, as indicated below in **Table 4**.

**TABLE 4**

<b>Department</b>	<b>General Fund Budget</b>	<b>% of General Fund Expenditures</b>
Detention Center	\$6,599,518	12.63%
Emergency Medical Services	\$6,643,496	12.72%
Sheriff's Office	\$12,916,691	24.73%

Due to increases in personnel costs and generally modest revenue growth, the County's budget strategy for FY 2017-18 was focused on the sustainability of existing operations with minimal new programs. Items to note include:

- Due to a change in the State's expungement law, the Magistrate Court must process expungements on criminal violations that were either found not guilty or nolo proded within 30 days. To avoid liability resulting from this unfunded state mandate, funding was included for a part-time Admin I in Magistrate Court to handle this requirement and for this position to be made a permanent position at an annual cost of \$14,055.
- EMS requested a part-time billing specialist to help with the billing volume related to increased call volume. EMS is running more calls in a week than the current biller can bill each and every week. Funding was included for this position to help with the volume and get bills out more expediently which will help the County collect revenues timely.
- The Assessor's Office requested continued funding for a temporary Admin II position in order to provide continuous customer service in the Summerville Office. Funding for this Admin position was included in the budget and this position was made a permanent part time position at an annual cost of \$15,460.
- Legal Residence Coordinator to manage the audit that will be conducted on properties receiving legal residence exemptions. This is a temporary position that will be funded through increased property tax revenues recovered through the audit.
- HR Deputy Director to maintain and improve on current HR processes and implement others, and to efficiently serve both ends of the county.

## **Capital Fund**

The Capital Fund Budget, which covers the cost of equipment and buildings with a useful life of more than one year, totals \$4,302,855 in FY 2017-18. This fund is primarily supported by a 7.0 mill tax levy for capital improvements. This includes funding for the purchase of 19 replacement vehicles and one new vehicle at a cost of \$788,728, security upgrades across the county at a cost of \$61,892, information technology upgrades and enhancements at \$469,810, as well as funding for other capital and equipment replacements which total \$317,323. It also includes \$623,249 in debt service on lease purchases for vehicles, jail equipment, HVAC replacements, and the P-25 conversion.

Capital construction to be funded in this budget includes:

- \$150,000 for road improvement, sidewalk enhancement and parking lot improvement projects.
- \$400,000 for facilities repairs and renovations to address issues due to the age and condition of the County's buildings.
- \$725,606 in continued funding for Trident Technical College for a Dorchester County campus.
- \$125,000 for security upgrades at the Sheriff's Office at the Law Enforcement Complex.
- \$100,000 for replacement of the Courthouse columns.
- \$300,000 to go toward design of the plan for the EOC/911 Center building.
- \$50,000 for replacement of the pump house at the Summerville Airport that is in disrepair.
- \$144,165 in grant matching funds related to numerous grant applications for both the Summerville and St. George Airport improvements.

At the back of this document is a proposed five-year construction plan proposed for the County. The projects included would be subject to future appropriations.

## **Debt Service Fund**

In addition to the Capital Fund projects, property acquisition and other major building projects are funded by the County Debt Service Fund. The budget for FY 2017-18 includes all debt service to date for an annual budget of \$3,465,443.

## **Fire Fund**

In 2013, Dorchester County transitioned to countywide fire protection, except in the areas covered by the Town of Summerville, the City of North Charleston, Old Fort Fire Department, and Ashley River Fire Department. Dorchester County Fire Rescue continues to make significant strides in improving fire protection in its service area and will continue to do so in FY 2017-18. In January 2017, Dorchester County began serving the area known as Knightsville-Jedburg District 209 as well. The budget for the Fire Fund is \$3,662,397 and is funded by a combination of a 4-mill levy and a 15-mill levy. Funding includes base operations of the Countywide fire service. However, Dorchester County entered into a merger agreement with Old Fort Fire Department to assume District 202 as of July 22, 2017 and a budget amendment to the Budget Ordinance will be forthcoming to reflect these changes.

## **Enterprise Funds**

Dorchester County's three major enterprise funds, Solid Waste, Stormwater, and Water and Sewer, fund vital county operations and capital improvements. While still under the governance of County Council, these enterprise funds operate as separate business components of the Dorchester County Government, which are fully funded by rates, user fees, and grants.

## **Water and Sewer Fund**

The Water and Sewer Fund supports operations and maintenance of the Water and Sewer Department, as well as debt service related to the water and sewer construction. The budget for FY 2017-18 totals \$25,327,519. Significant investments are being made to improve our wastewater collections and increase treatment capacity in the form of pump station upgrades, force main upgrades, and lower Dorchester County Wastewater Treatment Plant upgrades. Additionally, the Dorchester Reach from the Town of Harleyville to the Ridgeville Commerce Park down US Hwy 178 and US Hwy 78 in FY 2017-18 will provide up to 1MGD of potable water for drinking, fire protection, and use by emerging industries and businesses. The budget maintains current operations as well as the addition of five new positions. The budget also includes various capital projects funded from water and sewer impact fees for a total of \$4,160,000.

### Solid Waste Fund

With a budget of \$7,359,000, the Solid Waste Management Fund supports the operation of the county's Solid Waste Department and is funded through a user fee imposed on residential and commercial properties. This funds the county's convenience sites; the county's recycling program, and waste disposal including municipal solid waste, yard debris, and construction and demolition debris. With a continued focus on providing a higher level of service to Dorchester County citizens, this year's budget contains \$1,000,000 for the upgrade of the 14 Convenient Sites to improve safety and access for citizens as well as improved working conditions for employees at these locations.

### Stormwater Fund

With a budget of \$2,429,000, the Stormwater Fund is the County's smallest enterprise fund. The revenues of the Stormwater Fund are derived from a three-tiered rate structure adopted by County Council in FY 2010, which are being reinstated as of July 1, 2017. This rate structure is based upon imperviousness, and supports Stormwater operations including ditch and drainage maintenance and inspections required by the County's NPDES permit. The budget includes capital projects funded from Stormwater revenues for a total of \$260,000 in FY 2017-18. Currently, staff has budgeted for the replacement of rusted metal pipes and undersized pipes in the areas that have experienced sink holes, flooding, and other issues related to poor performing infrastructure. During FY 2017 staff performed studies in conjunction with contractors to evaluate the work that would be needed to improve drainage in these areas which resulted in approximately \$4,000,000 in identified drainage improvements needed.

### Conclusion

In Conclusion, FY 2017-18 is a year of difficult choices for the County as it deals with increasing costs surrounding employee retirement, healthcare, and the ability to continue to offer competitive salaries to recruit and retain top talent. State-level mandates erode the County's ability to recommend more substantial personnel and operational increases in an environment where residential growth does not provide adequate funding to support the increased demand for services. The underfunding of the Local Government Fund (LGF) by the General Assembly forces the county to delay much needed technological and operational improvements to avoid tax increases. While funding woes continue to negatively impact the budget, Dorchester County is making significant strides to ensure a bright

future in the years ahead. We continue to focus on implementing goals outlined in the County's Strategic Plan, look forward to updating the Comprehensive Plan in the upcoming year, and are making strategic investments in infrastructure to support workforce training and new industry. We are fortunate to have construction of our first speculative building underway at Winding Woods and hope to develop a future partnership with Trident Technical College to achieve these goals. With growth from companies locating in Dorchester County like the recently announced Sundaram-Clayton at the Ridgeville Commerce Park and the expansion of Scout Boats, Dorchester County's economy will grow and lead to improved quality of life. With continued focus, I believe Dorchester County is poised to enjoy another prosperous and blessed year in FY 2017-18.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jason L. Ward". The signature is written in black ink and includes a long horizontal flourish extending to the right.

Jason L. Ward, County Administrator

---

# Strategic Direction for Dorchester County

## March 15, 2016

### Introduction

**Council Members:** George Bailey, David Chinnis, Jay Byars, Willie Davis, Carroll S. Duncan, and William R. "Bill" Hearn

**Staff:** Jason Ward, Charlie Potts, John Frampton, Jessica Shuler, and Tracey Langley

**Facilitators:** Bill Tomes

Members of Council were asked what they wanted to accomplish during the day. The following were mentioned:

- An update on where we are and what our needs are
- Plan for the future for the betterment of citizens and being fiscally sound
- Where we are today and where we are going, and the progress we have made
- Decide on adjustments to be made to the strategic plan
- Discuss the reality of the Local Government Fund
- Identify actions to be taken

Council then reviewed the vision and mission statements:

### Vision Statement

The government of Dorchester County will be recognized for its innovative, efficient, and effective delivery of services. County government will be characterized by its enlightened policy leadership, dedicated and professional employees, its commitment to quality, and its citizen focus.

In partnership with its citizens and businesses, it will play a leadership role in achieving a balance between growth, the environment, and preservation of the unique cultural and natural characteristics of Dorchester County.

### Mission Statement

Dorchester County Government delivers essential services that contribute to the well-being and quality of life of its citizens. In doing so, we seek to meet the collective needs of our citizens in a cost-efficient manner.

The Council then identified the following current challenges to achieving the vision

1. Cuts in Local Government Fund
2. Highway funding
3. Tax structure
4. Federal policies

5. Competition with other counties
6. Geographic limitations
7. Challenges of providing services to growing areas/rural areas
8. Finding/retaining good employees
9. Communication with citizens
10. Technology changes/impact on industry
11. Infrastructure needs
12. Impact of Volvo plant in Berkeley County
13. Managing growth
14. Working with other elected bodies (school districts, municipalities) to address issues
15. Quality of life demands from citizens
16. Homeless citizens and youth
17. Workforce development and availability of technical education

## Issue Identification

Based on Council's vision for the County and the challenges faced, Council Members identified the following issues to be addressed over the next two to three years.

1. Health care in the western end of the County
2. Wetlands strategy
3. Delivery of County services
4. Quality of life facilities (parks, libraries)
5. Zoning issues (impact on the public)
6. Unfunded state mandates
7. Shortage in the Local Government Fund
8. Drainage issues
9. Retention of County employees
10. Consolidation of County operations
11. Economic development
12. Getting some of the Volvo related businesses
13. Planning for future industries
14. Finding additional revenue sources
15. Citizen education on funding and zoning issues
16. Workforce development
17. Planning for growth

## Strategic issues

Council then reviewed issues suggested by staff during the staff retreat in January. Those issues included Roads/Transportation, Water/Sewer Infrastructure, County Facilities, Public Safety, Human Resources, and Information Technology. After reviewing all of the issues, Council categorized the issues into the following issue areas and developed key results and strategies for each:

### **1. Funding**

#### **Key Results:**

- Diversify revenue stream
- Build capital projects without impacting property taxes
- Fully fund Local Government Fund

**Strategies:**

- A. Communicate with state senators about the importance of fully funding the Local Government Fund
- B. Consider a hospitality tax
- C. Perform a residential property audit

**2. Economic Development**

**Key Results:**

- Improve the “hit rate”
- Increase jobs and investments
- Increase office space
- Increase retail businesses
- Address the wetlands issue

**Strategies:**

- A. Work with the legislature in getting a Trident Technical College campus in Dorchester County
- B. Request assistance from the governor and delegation about wetlands regulations at the state level
- C. Seek assistance from hydrologists about wetlands issues (\$)
- D. Focus on zoning and infrastructure in the SC 27/I-26 area of the County (\$)

**3. Delivery of County Services**

**Key Results:**

- Improve employee retention
- Improve customer service to taxpayers

**Strategies:**

- A. Continue to develop online delivery of services (\$)
- B. Streamline County services, beginning with development review and building inspections (\$)
- C. Develop a plan for consolidating operations to include: (\$)
  - a. Moving state offices
  - b. Moving some County operations from St. George
- D. Establish a revenue office (\$)
- E. Fund training for employees (\$)

**4. Growth Management**

**Key Results:**

- County is zoned for managed growth
- Plan for road funding
- Have infrastructure in place for future development
- Improve library access for citizens
- Improve County parks

## Strategies

- A. Replace main library branch (\$)
- B. Meet with property owners to explain zoning changes
- C. Consider recommendation from the Parks and Recreation Commission on Parks and Recreation Master Plan, and operating and capital costs (\$)
- D. Consider recommendation from the Library Board on Library Master Plan, and operating and capital costs (\$)
- E. Seek TIGER grant funding for roads
- F. Seek CHATS funding for roads
- G. Seek grants through SCDOT and Federal Highway Administration for roads
- H. Seek funding through Rural Infrastructure Authority, Economic Development Administration and Private/Public partnerships for infrastructure funding (\$)
- I. Seek additional authorization under the Water Resources Development Act (\$)
- J. Prepare Stormwater Capital Improvement Plan and recommend funding for projects (\$)
- K. Meet with health care providers about providing services in western Dorchester County



## COUNTY PROFILE

Date Formed: 1897

Land Area: 575 square miles

County Seat: St. George

Other Cities and Towns: Harleyville, North Charleston, Reevesville, Ridgeville, Summerville

Form of Government: Council-Administrator

Method of Election: Single Member and Chairman Elected Annually By Council

Council Members: 7

Term length: 4 years

Council of Governments: Berkeley-Charleston-Dorchester

### COUNTY HISTORY:

Dorchester County was named for Dorchester, Massachusetts. In 1696 Congregationalists from that town moved south and established a new settlement called Dorchester. Although the town of Dorchester had been abandoned by 1788, the parish in which it was located continued to be referred to as St. George Dorchester. This name was subsequently adopted for the county when it was formed from parts of Colleton and Berkeley counties in 1897. The town of Summerville was settled in the late eighteenth century as a summer resort for planters who wished to escape the malaria prevalent on their rice plantations; the town later became a winter resort also. Middleton Place Gardens, the remains of an old rice plantation, are the oldest landscaped gardens in the country, having been laid out in 1741. Middleton Place was the home of Henry Middleton (1717-1784), president of the Continental Congress, his son Arthur Middleton (1742-1787), a signer of the Declaration of Independence, and his grandson Henry Middleton (1770-1846), South Carolina Governor, United States Congressman, and ambassador to Russia. Dorchester County was formed in 1897.

### BACKGROUND AND DESCRIPTION:

The County is located in the southern part of South Carolina and bordered by the counties of Bamberg, Berkeley, Charleston, Colleton, and Orangeburg. It occupies 575 square miles in South Carolina. Dorchester County is a mixed landscape of suburban development in the lower part of the County in the Summerville area, rural development primarily concentrated in compact nodes as incorporated towns and unincorporated communities, and an abundance of pristine environmental resources. Incorporated towns located in rural Dorchester County include Harleyville, Reevesville, Ridgeville, and St. George. The Town of Summerville and the

City of North Charleston are the more densely populated area of the County. The city of North Charleston overlaps three counties: Dorchester, Berkeley, and Charleston Counties. The county seat is located in St. George. Given the County’s proximity to the city of Charleston, South Carolina, the County has experienced significant growth. The southeastern part of the County continues to experience most of the County's residential and commercial growth. This part of the County, in the Summerville area, is bordered by the Great Cypress Swamp and the counties of Berkeley and Charleston. Remaining portions of the County retain the rural and agricultural character associated with Dorchester County's past despite subtle changes in the County's countryside. Farms and forests still account for a significant portion of this countryside and contribute significantly to the County's economy. Incorporated towns within these rural areas have experienced both increases and decreases in populations concurrent with changes in the economy and stability of local industries, but remain service centers for rural residents. The County should continue to grow over the next several years. Therefore, concerns about growth, development patterns, and the future are increasing. Residential and commercial growth in suburban areas has confronted the County with issues regarding efficient transportation systems, adequacy of public services and loss of community identity. Changes in rural areas have provoked concerns about the future of agricultural and forestry operations and the loss of the County's valuable environmental resources due to sprawling and uncontrolled development. The population analysis and projections provided are central to the policies and goals in developing Dorchester County Comprehensive Plan. The County completed a comprehensive plan update and Lower Dorchester County water capacity study in 2008 to address Growth concerns. The County also completed a Parks and Recreation Master Plan to address concerns related to active and passive recreational opportunities. The remaining elements have been developed based upon current and expected population changes in the County. This information allows Dorchester County to prepare for the impacts of future growth on land use and community facilities and services. In addition, the County will be able to use this information to identify and solicit state and federal assistance programs to provide facilities and services for specific residential population groups living in Dorchester County. Following are Tables and Narratives that reflect the growth and composition of Dorchester County.

**2016 POPULATION:**

According to the U.S. Census Bureau, the population of Dorchester County continued to grow steadily in the 2000s with an estimated total population in 2010 of 136,555 (Table 1.1). The population of Dorchester County has increased an estimated 12.6% since 2010. In comparison, the population of nearby Charleston County grew by an estimated 18.6%, while the number of residents in Berkeley County increased by an estimated 13.2% from 2010 until 2016. The State of South Carolina had a population growth of an estimated 7.3% for the same period.

Table 1.1 Population Growth for Dorchester County (2010-2016)			
	Estimated 2010 Population	Estimated 2016 Population	% Change
Dorchester County	136,555	153,773	12.6%

Source: S.C. Revenue and Fiscal Affairs Office ([http://sccommunityprofiles.org/census/proj\\_c2010](http://sccommunityprofiles.org/census/proj_c2010))

U.S. Census QuickFacts <https://www.census.gov/quickfacts/fact/table/dorchestercountysouthcarolina,US/PST045216>

**POPULATION PROJECTIONS:**

For analysis in this document, the following population data was taken from the Health and Demographic Division of the South Carolina Office of Research and Statistics in July of 2017 (Table 1.2). There were 136,555 residents in Dorchester County in 2010 according to the 2010 Census. The estimated population for 2015 was 152,000 and the projected population for 2020 is approximately 167,400; therefore the population is anticipated to grow approximately 22% between 2010 and 2020.

Table 1.2 Projected Population for Dorchester County				
	2010 Census Population	2015 Population Estimate	2020 Population Projection	% Change
Total Population	136,555	152,000	167,400	22%

Source: S.C. Revenue and Fiscal Affairs Office

**AGE AND GENDER DISTRIBUTION:**

In 2016, the Census reported that the average age of Dorchester County residents was 35 years old. Females comprised 51.3% of the population while males were 48.7% of the population. Of the total estimated population of 153,773 residents in 2016, 6.4% were under the age of five while a total of 25.1% were under the age of 18. The estimated residents age 65 and over in the County totaled 19,529.

**RACIAL CHARACTERISTICS:**

The estimated racial composition of Dorchester County shows minimal change over the last five years. Between 2010 and 2016, the estimated white population increased by 14%, black residents increased by 12%, while members of other races decreased by 3% (Table 1.3).

Table 1.3 Estimated Racial Composition of Dorchester County (2010-2016)									
	White 2010	White 2016	% Change	Black 2010	Black 2016	% Change	Other 2010	Other 2016	% Change
Dorchester County	92,584	105,796	14%	35,231	39,520	12%	8,740	8,458	3%

Source: U.S. Census Bureau QuickFacts

**UNEMPLOYMENT RATES:**

Unemployment data measures only those individuals looking for employment and ignores those persons who have chosen not to work. Annual unemployment rates for Dorchester County declined from 9.5% in 2010 to 4.4% in 2016 (Table 1.4); this was a 54% decrease in unemployment and may be a result of the improving economy throughout the state and region. Overall, unemployment rates in Dorchester County are less than both the state and national averages.

Table 1.4 Unemployment Rates for Dorchester County (2010-2016)								
	2010	2011	2012	2013	2014	2015	2016	% Change
Dorchester County	9.5%	9.0%	7.8%	6.6%	5.8%	5.5%	4.4%	54%

Source: US Bureau of Labor and Statistics, July 2017

**EMPLOYMENT BY INDUSTRY:**

Dorchester County’s workforce is fast-growing, young, well-educated and diverse. Table 1.5 indicates the number of the labor force employed by various industries. This table indicates that the majority of persons in Dorchester County’s labor force were employed in educational services, and health care and social assistance; professional, scientific, and management, and administrative and waste management services; manufacturing; retail trade; and arts, entertainment, and recreation, and accommodation, and food services.

Table 1.5 Dorchester County Employment by Industry (2015)	
Industry	Total
<b>Total</b>	70,651
Agriculture, forestry, fishing and hunting, and mining	283
Construction	3,718
Manufacturing	9,868
Wholesale Trade	1,164
Retail Trade	8,708
Transportation and warehousing, and utilities	2,806
Information	1,893
Finance and insurance, and real estate and rental and leasing	2,950
Professional, scientific, and management, and administrative and waste management services	9,911
Educational services, and health care and social assistance	15,199
Arts, entertainment, and recreation, and accommodation, and food services	7,120
Other services, except public administration	3,007
Public administration	4,024

Source: U.S. Census Bureau 2015 American Community Survey 1-Year Estimates

**EDUCATIONAL ATTAINMENT:**

Educational attainment has continually increased in Dorchester County since 1970. One factor in this may be the increasing urbanization. The estimated percentage of residents in Dorchester County over age twenty-five, earning at least a high school diploma (GED), increased between 2010 and 2015 (Table 1.6). The estimated number of residents with a high school diploma grew by 7% from 2010 to 2015, while those with an associate degree increased by 25% during the same time period.

Table 1.6 Estimated Educational Attainment for Dorchester County (2010-2015)						
	2010	2015		2010	2015	
	High School Graduate	High School Graduate	% Change	Associate Degree	Associate Degree	% Change
Dorchester County	27,188	29,101	7%	7,970	9,969	25%

Source: U.S. Census Bureau 2015 American Community Survey 1-Year Estimates

By 2015, the estimated number of residents in Dorchester County with a college degree had grown by 10% while the number of residents with graduate or professional degrees increased by 55% (Table 1.7).

Table 1.7 Estimated Educational Attainment for Dorchester County (2010-2015)						
	2010	2015		2010	2015	
	College Graduate	College Graduate	% Change	Graduate or Professional Degree	Graduate or Professional Degree	% Change
Dorchester County	14,967	16,488	10%	7,085	10,953	55%

Source: U.S. Census Bureau 2015 American Community Survey 1-Year Estimates

In summary, the population of the County increased 12.6% from 2010 to 2016 while the number of educated adults increased at a lower rate (7% more residents earned high school diplomas while 25% more earned an associate degree). The number of residents with graduate and/or professional degrees increased by about 55%.

**INCOME:**

As noted in Table 1.8, from 2010 to 2015, Dorchester County’s average per person income decreased 20% from \$31,545 to \$25,223 (income was adjusted for inflation). The estimated average household income in Dorchester County in 2015 was \$54,901. In comparison, the estimated average household income for the State of South Carolina in 2015 was \$45,483. It is important to note that the U.S. Census Bureau questionnaire asks for the income of the year prior to the regular ten-year Census. For example, the 2010 Census provided 2009 income data.

Table 1.8 Estimated Per Capita/Per Person Income (2000-2015)					
	2000	2005	2010	2015	% Change
Dorchester County	\$22,287	\$26,728	\$31,545	\$25,223	20%

Source: U.S. Census Bureau QuickFacts

**POVERTY:**

Poverty statistics can provide valuable information regarding the economic status of an area. Poverty statistics are based on a definition originated by the Social Security Administration and Federal interagency committees. Poverty thresholds are revised annually to allow for changes in the cost of living as reflected in the Consumer Price Index. These thresholds are based on 48 separate criteria including family size, number of children, and age of householder. In 2013, the Census estimated 19,017 persons in the County living below the poverty level; this was 13.3% of the total population. From 2010 to 2013, the percentage of persons below the estimated poverty level in Dorchester County increased 19.9% (Table 1.9).

Table 1.9 Estimated Persons Below Poverty Status (2010-2013)			
	2010	2013	% Change
Dorchester County	15,859	19,017	19.9%

Source: South Carolina Revenue and Fiscal Affairs Office, Statistical Abstract

# STATISTICS

## Appraised Property Values

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FISCAL YEAR	REAL	PERSONAL	TOTAL
2017	422,205,582	135,585,200	557,790,782
2016	414,327,690	123,694,280	538,021,970
2015	401,612,821	119,887,179	521,500,000
2014	396,931,011	113,932,489	510,863,500
2013	391,497,010	106,075,112	497,572,122
2012	386,522,680	99,719,147	486,241,827
2011	382,216,120	101,292,639	483,508,759
2010	374,374,041	108,739,834	483,113,875
2009	342,251,240	116,770,530	459,021,770
2008	301,491,740	100,009,977	401,501,717

Source: Dorchester County Auditor's Office

## Construction

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<u>FISCAL YEAR</u>	<u>NUMBER OF PERMITS</u>	<u>RESIDENTIAL VALUE</u>	<u>COMMERCIAL VALUE</u>
2017	502	130,050,095	12,460,620
2016	479	251,324,140	14,201,840
2015	564	134,544,538	30,467,073
2014	383	91,792,005	11,781,948
2013	398	92,489,000	29,172,000
2012	320	78,405,000	5,681,000
2011	346	83,748,000	11,118,000
2010	639	124,207,000	4,825,000
2009	420	91,523,000	9,788,000
2008	543	112,050,000	34,914,000

Source: Dorchester County Building Services - figures include new construction permits only

## Demographics

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<u>CALENDAR YEAR</u>	<u>PER CAPITA INCOME*</u>	<u>UNEMPLOYMENT RATE**</u>
2017	24,497	3.2
2016	25,836	4.4
2015	24,633	5.5
2014	33,199	6.1
2013	32,009	7.3
2012	32,136	8.5
2011	32,022	9.5
2010	30,571	9.6
2009	30,331	10.5
2008	30,947	5.5

\*Source: Office of Research and Statistics

\*\*Source: U.S. Bureau of Labor Statistics

# STATISTICS

## Principal Taxpayers

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<u>NAME</u>	<u>ASSESSED VALUE</u>	<u>Percentage</u>
South Carolina Electric and Gas	\$15,850,480	2.84%
Robert Bosch LLC	9,058,230	1.62%
Showa Denko Carbon Inc.	6,257,950	1.12%
Argos Cement LLC	6,246,610	1.12%
Giant Cement Co	3,712,660	0.67%
Charleston-N CHAS MSA CO 646	2,076,100	0.37%
Bellsouth Telecommunications	2,073,620	0.37%
FAE Holdings LLC	1,754,550	0.31%
Trident Medical Center LLC	1,499,410	0.27%
Atrium at Wescott LLC	1,425,390	0.26%

Source: Dorchester County Auditor's Office

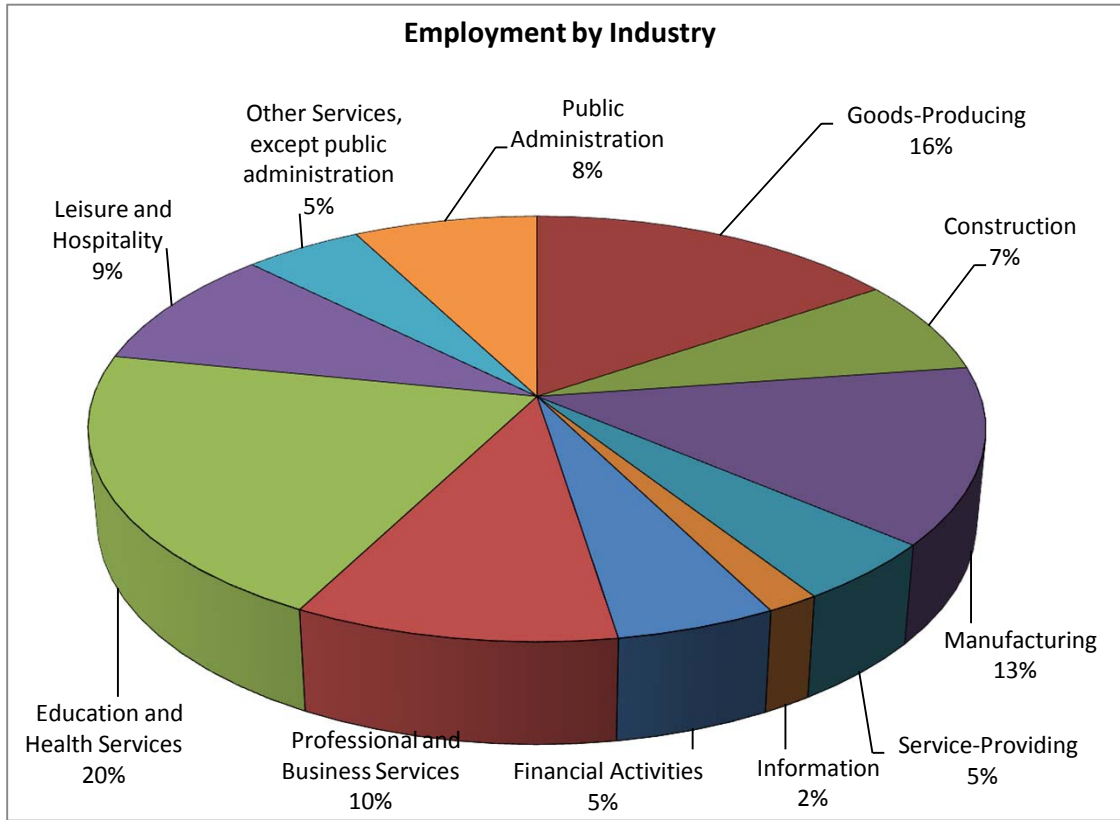
## Principal Employers

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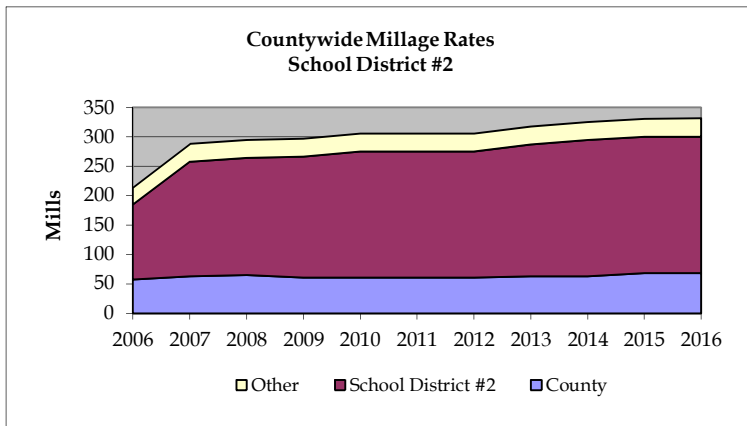
<u>NAME</u>	<u>NUMBER OF EMPLOYEES</u>
Robert Bosch Corporation	2,141
iQor	1,100
InterContinental Hotels Group	700
BAE	524
Scout Boats	360
Sportsman Boats	264
Showa Denko Carbon	242
Key West Boats	235
Knight's Companies	218
KION North America Corporation	210

Source: Dorchester County Economic Development

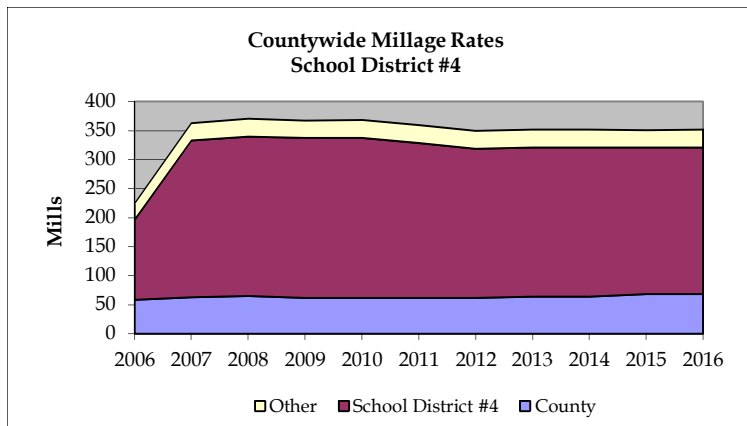
# STATISTICS



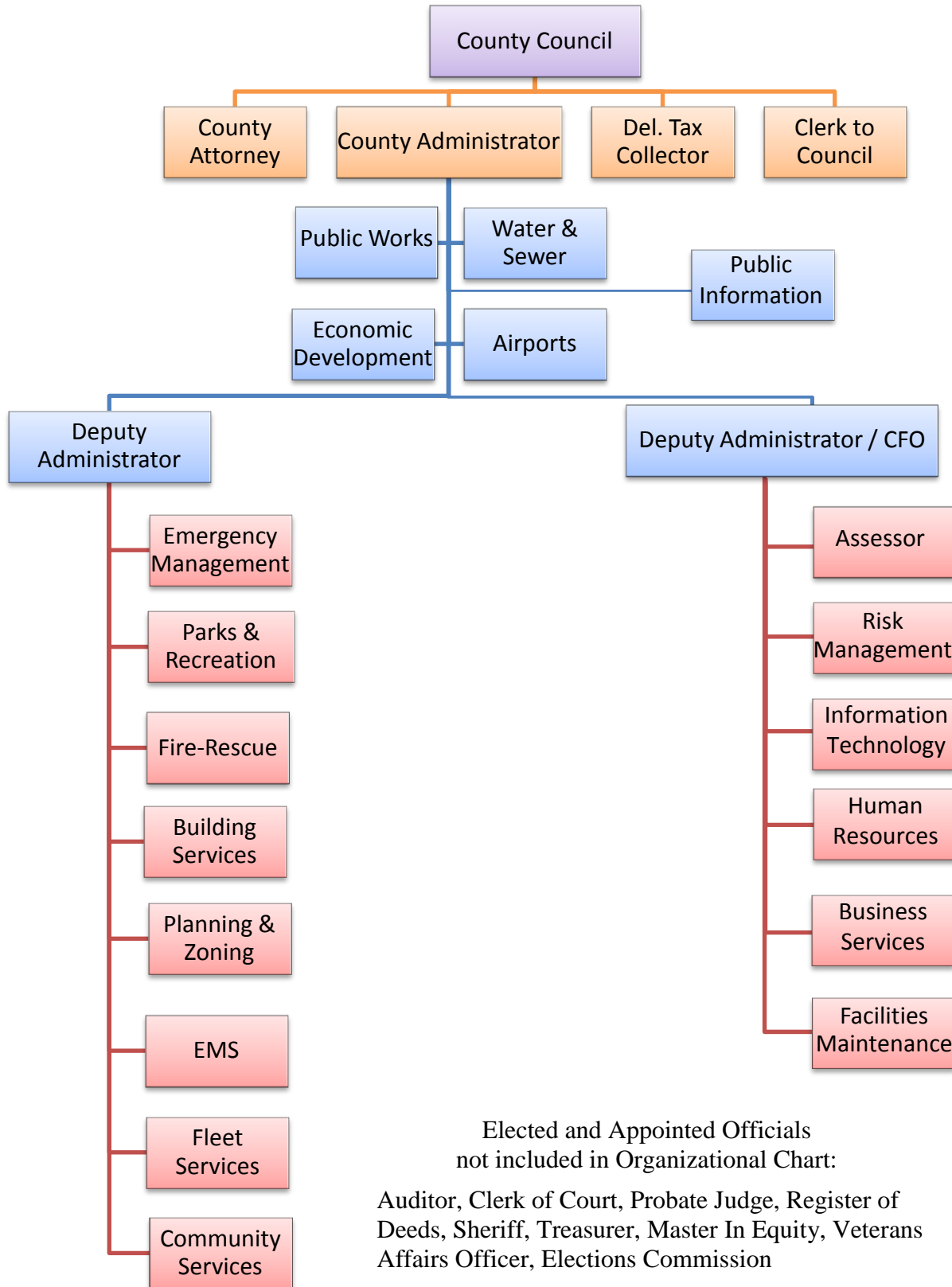
## COUNTY WIDE MILLAGE RATES



Tax Year	School			Total
	County	District #2	Other	
2006	58.0	127.3	28.3	213.6
2007	63.0	195.2	29.8	288.0
2008	65.0	199.7	30.4	295.1
2009	61.5	205.0	30.3	296.8
2010	61.5	213.9	30.4	305.8
2011	61.5	213.9	30.4	305.8
2012	61.5	213.9	30.4	305.8
2013	63.7	223.9	30.4	318.0
2014	63.7	230.9	30.6	325.2
2015	68.2	232.2	30.6	331.0
2016	68.2	232.2	31.2	331.6



Tax Year	School			Total
	County	District #4	Other	
2006	58.0	137.5	28.3	223.8
2007	63.0	269.9	29.8	362.7
2008	65.0	274.8	30.4	370.2
2009	61.5	275.8	30.3	367.6
2010	61.5	276.0	30.4	367.9
2011	61.5	267.5	30.4	359.4
2012	61.5	257.3	30.4	349.2
2013	63.7	257.3	30.4	351.4
2014	63.7	257.3	30.6	351.6
2015	68.2	252.3	30.6	351.1
2016	68.2	252.3	31.2	351.7



## **Description of Funds**

### **Governmental Funds**

#### **Major Governmental Funds**

The General Fund is the general operating fund of the County and accounts for all financial resources except for those required to be accounted for in another fund.

The Capital Improvements Fund reports financial resources funded by property taxes that are restricted for the purchase of assets greater than \$500.

#### **Nonmajor Governmental Funds**

Special Revenue Funds are used to account for revenue sources that are restricted by law to fund specific functions or activities of government. These include grants, fire, recreation and other special purpose fees, and economic development.

The Debt Service Fund accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The County's Debt Service Fund was established and is maintained in accordance with acts passed by the General Assembly of South Carolina authorizing the sale of general obligation bonds of the County.

The Capital Projects Fund accounts for the acquisition of fixed assets or construction of major capital projects not being financed by proprietary or nonexpendable trust funds.

### **Proprietary Funds**

#### **Major Proprietary Funds**

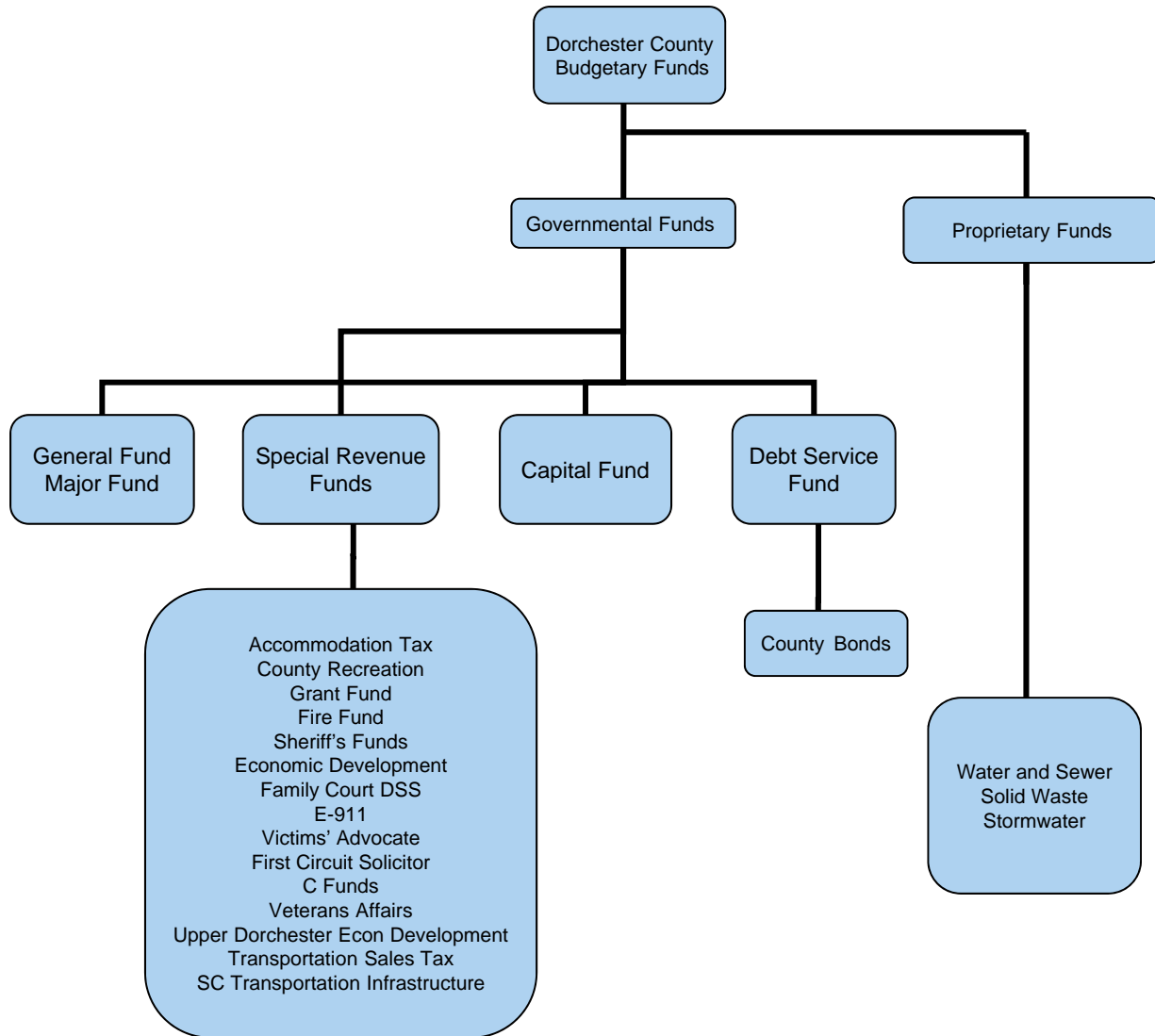
The Water and Sewer Fund accounts for the sale and distribution of potable water, the operation of sewer treatment plants, pump stations and systems for the collection and treatment of sewage.

The Solid Waste Fund accounts for the operation and maintenance of the County collection sites and contracts for the collection and disposal of solid waste for county residents.

#### **Nonmajor Proprietary Funds**

The Stormwater Utility Fund accounts for the operation and maintenance of the County's stormwater systems including all infrastructure required to minimize risk of flooding and improve the quality of stormwater runoff reaching waters of the state.

# Dorchester County Fund Structure



**Major Revenue Sources**

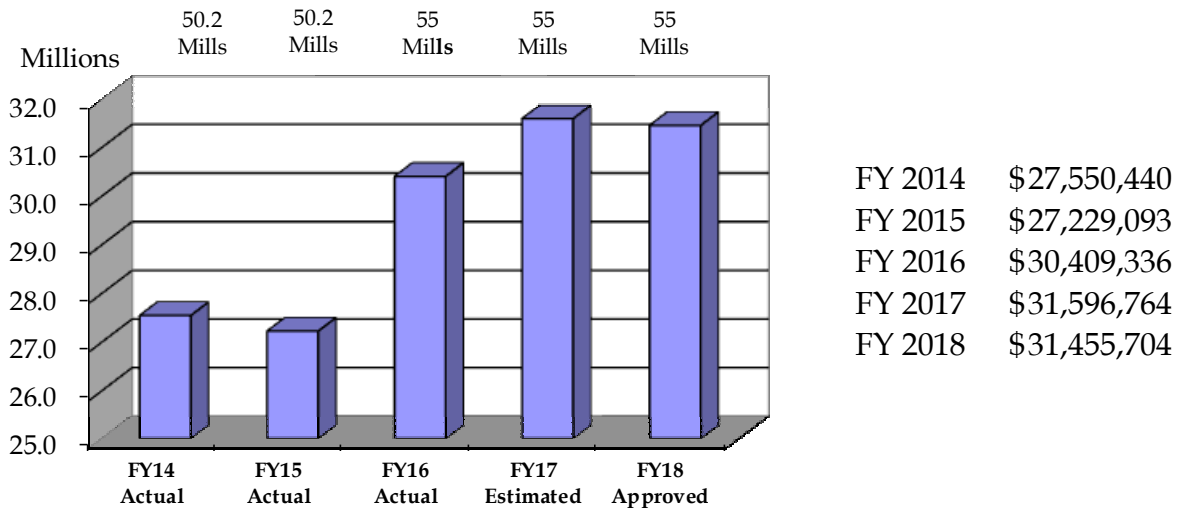
**General Fund - Ad Valorem Taxes**

*What are Ad Valorem Taxes?*

The County Assessor, County Auditor, and the State calculate the taxable value of the county’s real property, personal property, and motor vehicles. The County Auditor applies the appropriate millage rates for the various taxing entities in the county to determine the ad valorem taxes. The Treasurer collects the ad valorem taxes for all of the taxing entities in the county and remits the collections in the following month. The real and personal property are billed annually in September and are due the following January. The motor vehicle taxes are billed annually during the month when the taxpayer’s license registration is due for renewal.

*How are Ad Valorem Taxes estimated?*

Property taxes reflect limited growth up until FY2016 as the County and its tax base continued to recover from the 2008-09 recession. In FY2016, the County experienced a 4.8 mill tax increase. Since then the County has seen a significant improvement in growth related to its tax base and such is reflected in the County’s estimated assessment base.



**Major Revenue Sources**

**General Fund - Local Government Fund**

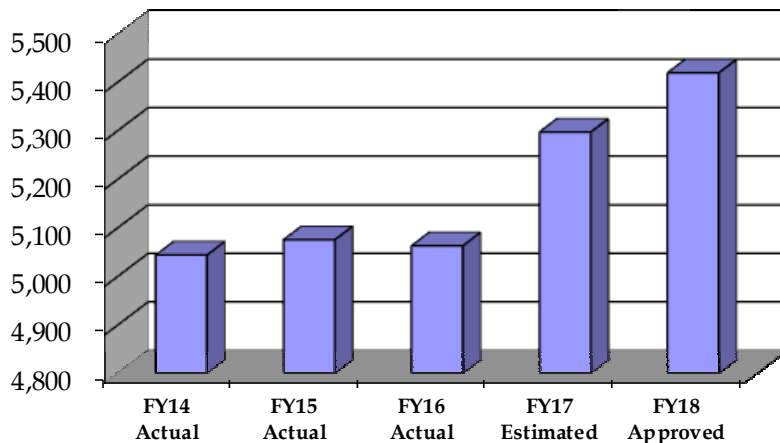
*What is the Local Government Fund?*

The County receives funds from the State of South Carolina to subsidize its operations. This funding was created to reduce the pressure on property taxes and to provide a predictable source of revenue for county and municipal budgeting. In Fiscal Year 1992, the aid to local subdivisions replaced and consolidated many other taxes allocated by the State. These taxes included the alcohol beverage tax, the bank tax, the beer and wine tax, the brokers’ tax, the gasoline tax, the income tax and insurance license fees.

*How is the Local Government Fund revenue estimated?*

The State determines the local government fund based on 4.5 percent of the State’s General Fund revenues for the State’s last completed fiscal year. However, the statutory formula has been suspended since FY2009. Changes in the State’s overall economy are not reflected in these revenues until two years after the change. Local government fund allocations are based on population estimates.

Thousands



FY 2014	\$5,044,293
FY 2015	\$5,075,912
FY 2016	\$5,063,370
FY 2017	\$5,297,538
FY 2018	\$5,419,328

## Major Revenue Sources

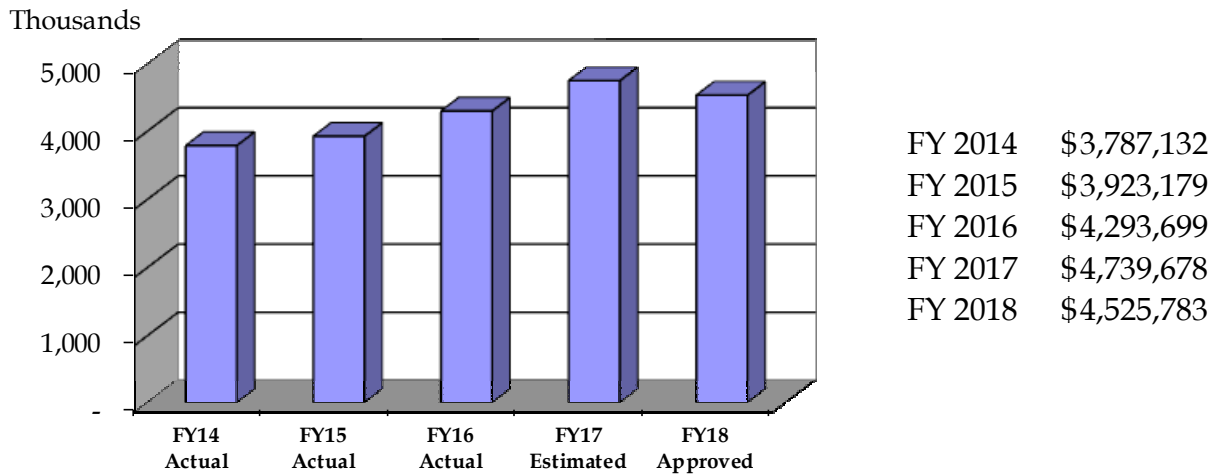
### General Fund - Emergency Medical Service Charges

*What is the Emergency Medical Service Charge?*

The department charges to provide a full range of Basic and Advanced Life Support to include comprehensive injury and illness assessment, cardiac care including electrocardiogram administration and interpretation, medication administration, defibrillation and transdermal pacemakers, spinal immobilization, limb splinting, bleeding control and bandaging, and emergency transportation.

*How is the Emergency Medical Service Charge revenue estimated?*

The revenues from emergency medical service charges show steady growth consistent with the population growth estimated in the County by way of EMS call volume.



**Major Revenue Sources**

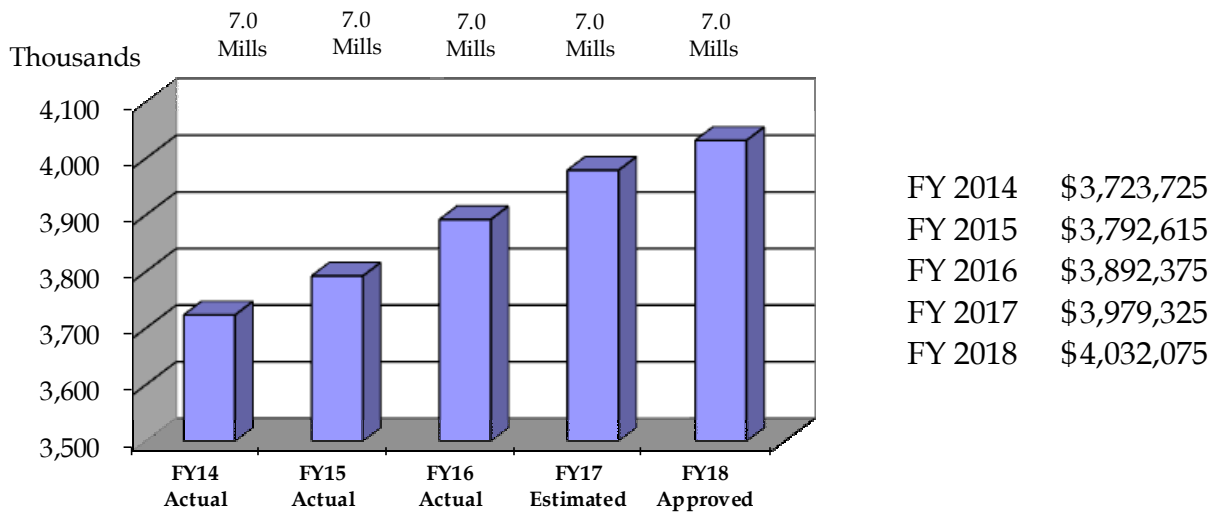
**Capital Improvement Fund - Ad Valorem Taxes**

*What are Ad Valorem Taxes?*

The County Assessor, County Auditor, and the State calculate the taxable value of the county’s real property, personal property, and motor vehicles. The County Auditor applies the appropriate millage rates for the various taxing entities in the county to determine the ad valorem taxes. The Treasurer collects the ad valorem taxes for all of the taxing entities in the county and remits the collections in the following month. The real and personal property are billed annually in September and are due the following January. The motor vehicle taxes are billed annually during the month when the taxpayer’s license registration is due for renewal.

*How are Ad Valorem Taxes for the Capital Improvement Fund estimated?*

Property taxes reflect limited growth up until FY2016 as the County and its tax base continued to recover from the 2008-09 recession. Since then the County has seen a significant improvement in growth related to its tax base and such is reflected in the County’s estimated assessment base while keeping the tax rate at 7.0 mills.



**Major Revenue Sources**

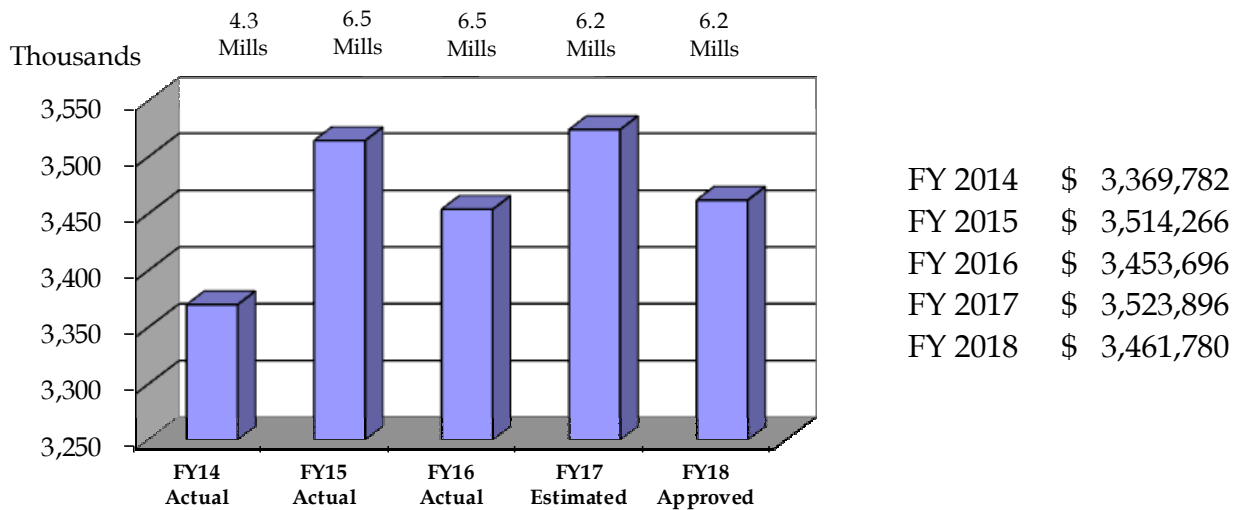
**Debt Service Fund - Ad Valorem Taxes**

*What are Ad Valorem Taxes?*

The County Assessor, County Auditor, and the State calculate the taxable value of the county’s real property, personal property, and motor vehicles. The County Auditor applies the appropriate millage rates for the various taxing entities in the county to determine the ad valorem taxes. The Treasurer collects the ad valorem taxes for all of the taxing entities in the county and remits the collections in the following month. The real and personal property are billed annually in September and are due the following January. The motor vehicle taxes are billed annually during the month when the taxpayer’s license registration is due for renewal.

*How are Ad Valorem Taxes for the Debt Service Fund estimated?*

The County’s portion of ad valorem taxes for the Debt Service Fund is based on actual debt. See Debt Service information on pages 314-316.



## Major Revenue Sources

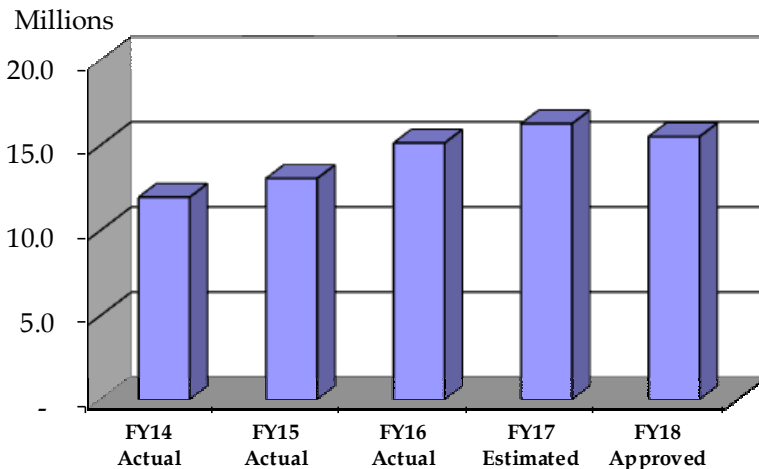
### Special Revenue Fund - Transportation Sales Tax

*What is the Transportation Sales Tax?*

The citizens of Dorchester County passed by referendum an additional one cent (1%) sales and use tax to take effect May 1, 2005 and continue for 25 years to fund \$125,000,000 in road projects. The County issued \$68 million GOB in 2005 to fund the road projects. The remaining \$57 million in GOB were issued in 2009.

*How is the Transportation Sales Tax revenue estimated?*

The transportation sales tax is directly linked to the level of consumer spending in Dorchester County. During the downturn in the economy in 2008-2009, revenues for transportation sales tax decreased but in more recent years these revenues are starting to recover and continue to show growth.



FY 2014	\$11,945,213
FY 2015	\$13,045,977
FY 2016	\$15,128,858
FY 2017	\$16,260,233
FY 2018	\$15,500,000

**Major Revenue Sources**

**Enterprise Fund – Water & Sewer Charges & Fees**

*What are Water & Sewer Charges & Fees?*

**Water Charges & Fees**

**Origination Fee:**

Residential customers connecting to the water system pay an origination fee of \$25.00 for each new account. Commercial customers connecting to the water system pay an origination fee of \$100 for each new account. This fee is for establishing the account and is nonrefundable upon discontinuance of service.

**Connection Fees:**

Each new account pays a connection fee, including backflow prevention in accordance with the following:

(1)	5/9" x 3/4"	\$ 800
(2)	1"	\$1,200
(3)	1-1/2"	\$3,000
(4)	2"	\$4,000
(5)	3"	\$8,000
(6)	4"	\$14,000
(7)	6"	\$16,000
(8)	8"	\$20,000
(9)	10"	\$28,000
(10)	12"	\$34,000

**Impact Fee:**

\$690 per Equivalent Residential User (ERU)

**Water Charges:**

(a) Monthly usage is based on meter readings:

<u>Gallons used</u>	<u>Charge</u>
0-3,000	\$25.00 (minimum charge)
3,001-7,000 (per thousand gallons)	\$3.15
All over 7,001 (per thousand gallons)	\$3.41

(b) SCDHEC Fee \$0.50/month

**Major Revenue Sources**

**Enterprise Fund – Water & Sewer Charges & Fees (con’t)**

**Water Charges & Fees (con’t)**

Minimum monthly charges shall be based upon:

<u>Meter Size</u>	<u>Minimum charge</u>
¾"	\$ 25.00
1"	\$ 44.00
1-1/2"	\$ 83.00
2"	\$126.00
3"	\$202.00
4"	\$291.00
6"	\$422.00
8"	\$477.00
10"	\$532.00
12"	\$587.00

**Sewer Charges & Fees**

**Origination Fee:**

Residential customers connecting to the sewer system pay an origination fee of \$25.00 for each new account. Commercial customers connecting to the sewer system pay an origination fee of \$100 for each new account. This fee is for establishing the account and is nonrefundable upon discontinuance of service.

**Impact Fee:**

\$2,600 per Equivalent Residential User (ERU)

**Sewer Service Charges:**

- (a) Residential Flat Rate:
  - (1) Monthly \$40.00
- (b) Metered, Commercial:
  - (1) Monthly Base (0 – 7,000 gallons) \$40.00
  - (2) 7,001+ (cost per 1,000 gallons) 7.40
- (c) Metered, Industrial:
  - (1) Monthly Base (0 – 7,000 gallons) \$40.00
  - (2) 7,001+ (cost per 1,000 gallons) 7.40

**Major Revenue Sources**

**Enterprise Fund – Water & Sewer Charges & Fees (con't)**

**Sewer Charges & Fees (con't)**

**Connection Fees:**

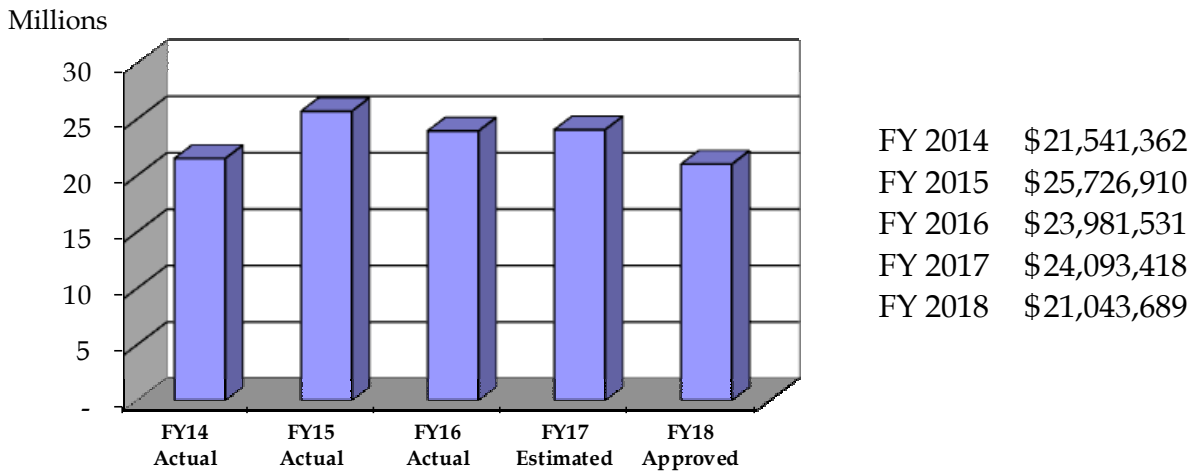
Connection fees to the sewer system shall be based upon size and the following:

Single Building Connection

<u>Size</u>	<u>Cost</u>
4" Connection – 1 or 2 ERU's	\$1,145
All lines over 4"	\$3,435
*Up to 24 units, plus \$100 per unit thereafter	

*How are the Water & Sewer Charges & Fees revenue estimated?*

Water and Sewer revenues are estimated based on historical trends and consideration of any new subdivisions or major projects that would generate additional revenue. Increases in rates or fees are considered, as well as, the trend in our local economy.



**Major Revenue Sources**

**Enterprise Fund – Solid Waste User Fee**

*What is the Solid Waste User Fee?*

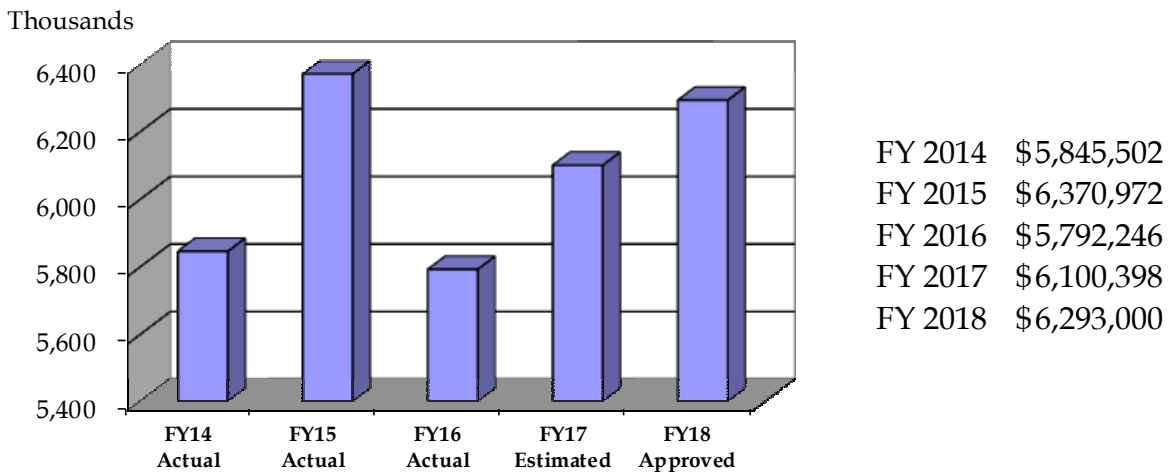
The County charges a user fee to real property owners and certain commercial and governmental entities to provide funding for the County’s recycling, solid waste, and disposal efforts. The user fee for residential property owners is included in the County Auditor’s annual tax bill.

The following solid waste fees shall apply:

1. An annual fee of \$75.00 for a Resident.
2. An annual fee of \$130.00 for a Non-Resident.
3. An annual fee of \$75.00 for Multi-Family @ 80% occupancy.

*How is the Solid Waste User Fee revenue estimated?*

For FY 2017 we used a conservative approach to estimate revenues. The spike in revenue collection in FY 2015 was largely attributable to past due account collections as well as a change in the way solid waste user fees are billed and collected.



**Minor Revenue Source**

**Enterprise Fund – Stormwater Fee**

*What is the Stormwater Fee?*

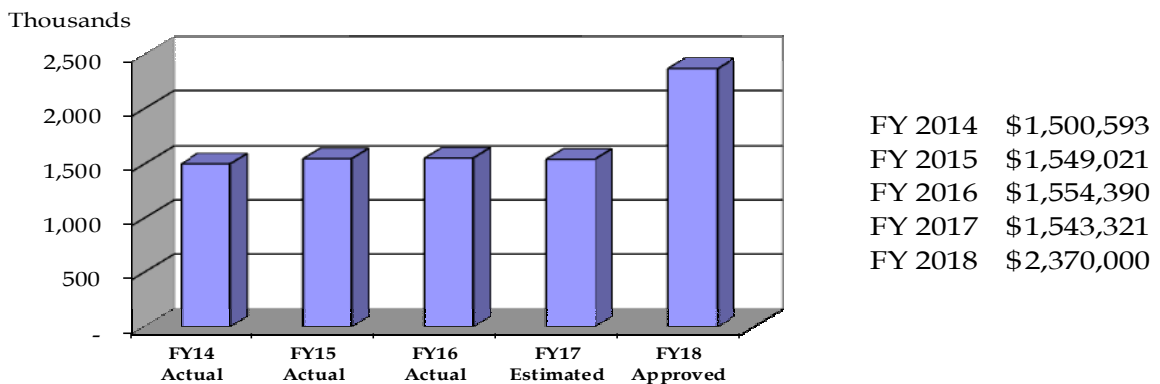
The Stormwater fee is based on assessed square footage ranges of improvements on residential properties. The Stormwater fee for Commercial and Industrial properties are assessed based on the number of Equivalent Residential Units (ERU’s) of impervious surface. Agricultural and vacant land as well as cemeteries are exempt.

The following stormwater rates shall apply:

1. For a parcel of land containing one or more single-family residential structures totaling 2,241 square feet or less, an annual fee of \$31.97.
2. For a parcel of land containing one or more single-family residential structures totaling more than 2,241 but less than 5,529 square feet, an annual fee of \$44.76.
3. For a parcel of land containing one or more single-family residential structures totaling more than 5,529 square feet or more, an annual fee of \$62.67.
4. For parcels of land containing multi-family residential units (apartments, condos, duplexes, townhouses, etc.), an annual fee of \$20.76 per residential unit.
5. For parcels of land used as mobile home parks, an annual fee of \$19.24 per mobile home located thereon.
6. For parcels of land used for commercial or industrial purposes, an annual fee of \$44.76 per ERU or any portion thereof. An ERU is defined as 3,735 square feet of impervious surface.

*How is Stormwater Fee revenue estimated?*

The revenue is estimated on a 90% collection rate of the projected fees. The projections were determined by actual GIS measurements of industrial and commercial properties and a random sampling of residential properties to statistically determine the mean impervious areas of 3 size groups of residences.





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## **Schedules**

The schedules section summarizes the operating budgets of the County. Governmental Funds and Proprietary Funds are budgeted annually. The Governmental Funds include: General Fund, Debt Service Fund, Capital Improvement Fund, and Special Revenue Funds. The Proprietary Funds include the Enterprise Funds.

Pages 38 & 39 provide a summary of where County funds come from and where they go. All revenue sources, including interfund transfers in and use of fund balance are included on page 43. All expenditure functions including interfund transfers in and use of fund balance are included on page 48. Pages 40-41 provide a budget summary of each fund as well as beginning and ending fund balances.

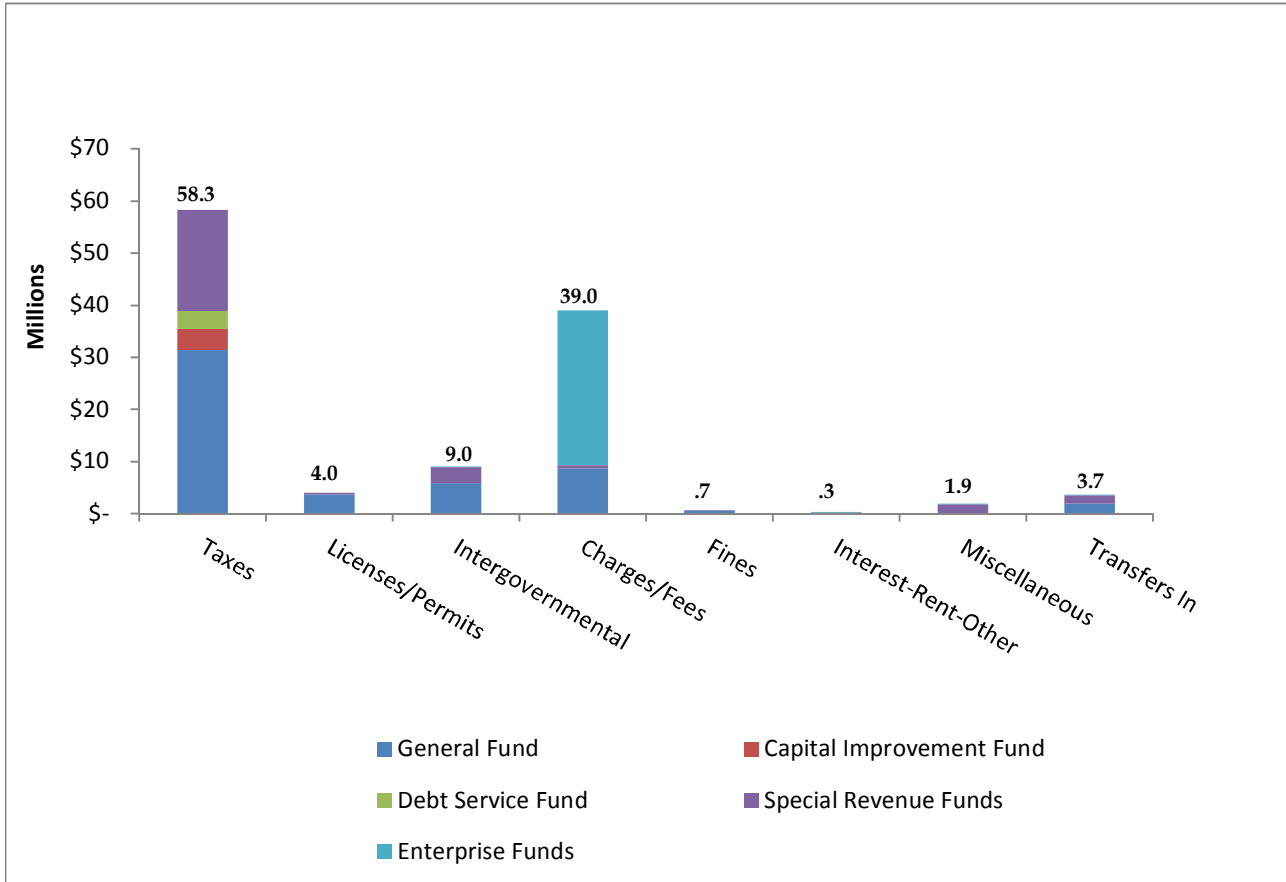
Pages 43-52 of this section include a graphical presentation of the budgeted Revenues (by source) and Expenditures (by function) for all budgeted funds for FY 2018. **Note that these schedules do not include interfund transfers or fund balance.** Page 53 provides a summary schedule of the interfund transfers.

The next section includes a graphical summary of all authorized County positions by functional area (page 54), detail of positions by functional area and fund (page 55-56), and detail of positions by department and function (page 57).

The last section (pages 58-81) displays graphical summaries for each of the fund types budgeted by the County as well as fund statements for the individual funds that make up these fund types.

## WHERE IT COMES FROM: FY 2018 All Funds

Funding for the operating budget comes from many sources. The County expects to receive funding from the following sources to fund the operating budget for FY 2018.

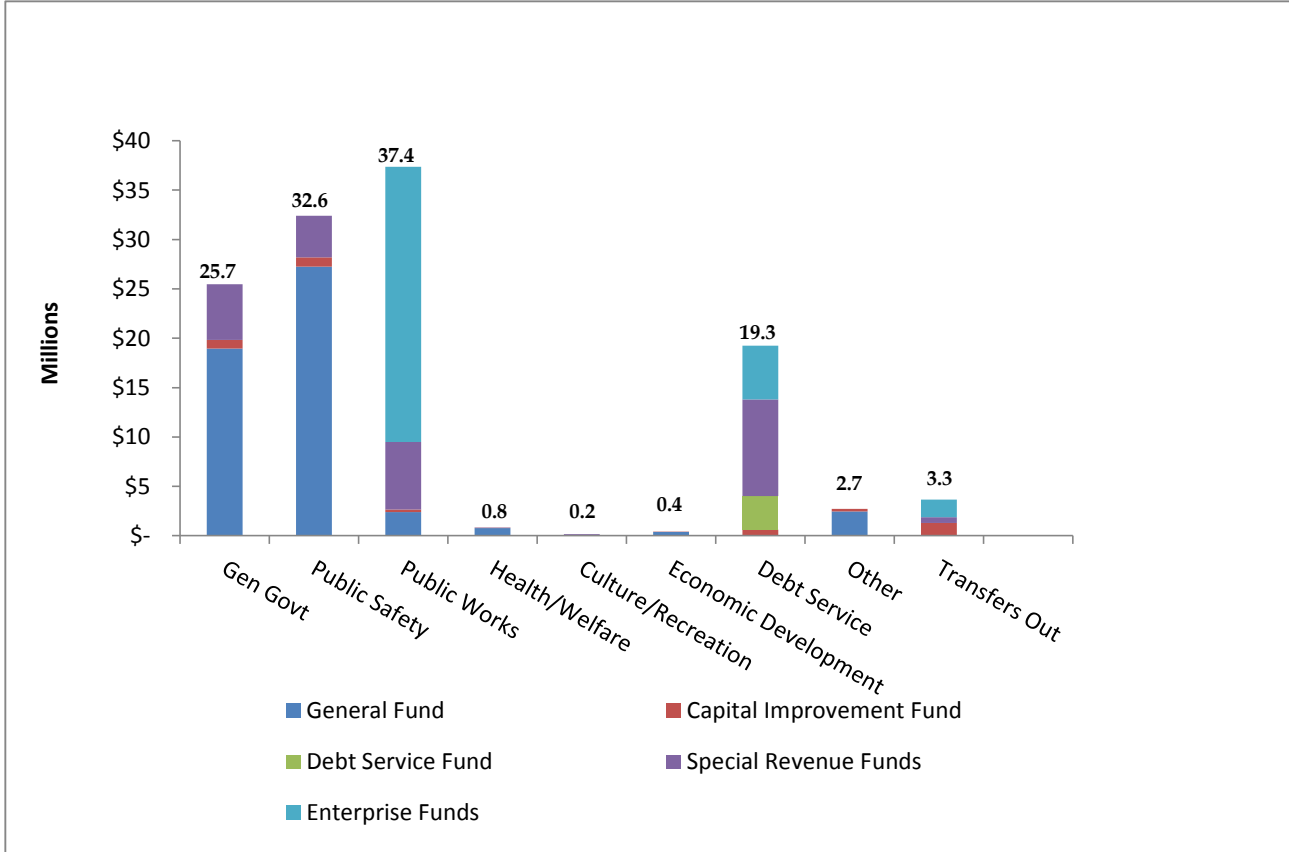


**Total Available Budgeted: \$122,289,722**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved	Change
Taxes	\$ 50,146,675	\$ 55,536,748	\$ 52,622,698	\$ 58,254,281	\$ 5,631,583
Licenses & Permits	\$ 2,723,285	\$ 2,747,590	\$ 2,881,500	\$ 4,027,590	1,146,090
Intergovernmental	\$ 14,872,314	\$ 12,706,751	\$ 8,888,174	\$ 8,976,625	88,451
Charges & Fees	\$ 43,110,164	\$ 41,329,627	\$ 37,149,802	\$ 39,035,819	1,886,017
Fines	\$ 952,897	\$ 1,136,432	\$ 827,386	\$ 743,884	(83,502)
Interest-Rent-Other	\$ 8,499,005	\$ 10,891,777	\$ 220,819	\$ 284,721	63,902
Miscellaneous	\$ 1,885,932	\$ 2,903,002	\$ 541,641	\$ 1,892,145	1,350,504
Other Financing	\$ 6,553,979	\$ 143,650	\$ -	\$ -	-
<b>Total Revenues</b>	<b>128,744,251</b>	<b>127,395,577</b>	<b>103,132,020</b>	<b>113,215,065</b>	<b>10,083,045</b>
Transfers In	7,099,672	3,943,032	4,127,734	3,664,657	(463,077)
Use of Fund Balance	(17,191)	808,933	15,932,465	5,410,000	(10,522,465)
<b>Total Available</b>	<b>\$ 135,826,732</b>	<b>\$ 132,147,542</b>	<b>\$ 123,192,219</b>	<b>\$ 122,289,722</b>	<b>\$ (902,497)</b>

## WHERE IT GOES: FY 2018 All Funds

The County expects to expend funding in the following areas (functions) in FY 2018.



**Total Uses: \$122,289,722**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved	Change
General Government	\$ 22,182,456	\$ 23,997,811	\$ 24,668,746	\$ 25,457,689	\$ 788,943
Public Safety	\$ 41,690,350	\$ 37,755,062	\$ 31,248,907	32,398,273	1,149,366
Public Works	\$ 44,559,551	\$ 41,835,854	\$ 40,789,095	37,359,408	(3,429,687)
Health/Welfare	\$ 28,312	\$ 26,882	\$ 25,545	800,160	774,615
Culture/Recreation	\$ 93,000	\$ 290,227	\$ 134,554	168,820	34,266
Economic Development	\$ 2,574,320	\$ 2,262,629	\$ 379,329	401,293	21,964
Debt Service	\$ 13,114,161	\$ 14,820,362	\$ 20,049,334	19,241,058	(808,276)
Other	\$ 2,171,578	\$ 1,937,987	\$ 1,578,845	2,798,364	1,219,519
<b>Total Expenditures</b>	<b>126,413,728</b>	<b>122,926,814</b>	<b>118,874,355</b>	<b>118,625,065</b>	<b>(249,290)</b>
Transfers Out	9,148,741	4,586,668	2,977,632	3,664,657	687,025
<b>Total Disbursements</b>	<b>135,562,469</b>	<b>127,513,482</b>	<b>121,851,987</b>	<b>122,289,722</b>	<b>437,735</b>
Increase in Fund Balance	-	725,606	-	-	-
<b>Total Uses</b>	<b>\$ 135,562,469</b>	<b>\$ 128,239,088</b>	<b>\$ 121,851,987</b>	<b>\$ 122,289,722</b>	<b>\$ 437,735</b>

Dorchester County, South Carolina  
 Budget Summary, All Funds  
 FY 2018

	Fund Statement Page Number	Revenues (Pages 43-47)	Transfers In (Page 53)	Sources	Expenditures/ Expenses (Pages 48-52)
GENERAL FUND	59	<u>\$ 50,325,136</u>	<u>\$ 1,900,091</u>	<u>\$ 52,225,227</u>	<u>\$ 51,840,827</u>
CAPITAL IMPROVEMENTS FUND	61	<u>4,302,855</u>	<u>-</u>	<u>4,302,855</u>	<u>3,002,249</u>
DEBT SERVICE FUND	63	<u>3,465,443</u>	<u>-</u>	<u>3,465,443</u>	<u>3,465,443</u>
SPECIAL REVENUE FUNDS					
Accommodations Tax	65	49,000	-	49,000	49,000
Capital Projects	66	-	1,300,606	1,300,606	1,300,606
Economic Development Fund	67	369,225	-	369,225	289,665
Emergency 911	68	557,773	128,664	686,437	686,437
Family Court/DSS	69	-	-	-	-
Fire Protection Improvement	70	3,662,397	-	3,662,397	3,562,397
Public Defender	71	1,817,888	-	1,817,888	1,817,888
Recreation	72	378,516	-	378,516	378,516
Sheriff - Victims' Advocate	73	113,388	57,650	171,038	171,038
Solicitor	74	2,923,018	-	2,923,018	2,923,018
Transportation Sales Tax	75	15,620,000	-	15,620,000	15,620,000
Upper Dorchester Economic Dev.	76	-	-	-	-
Veterans Affairs	77	4,467	198,086	202,553	202,553
Subtotal		<u>25,495,672</u>	<u>1,685,006</u>	<u>27,180,678</u>	<u>27,001,118</u>
ENTERPRISE FUNDS					
Solid Waste	79	7,359,000	-	7,359,000	7,013,571
Stormwater	80	2,429,000	-	2,429,000	2,248,365
Water & Sewer	81	25,247,959	79,560	25,327,519	24,053,492
Subtotal		<u>35,035,959</u>	<u>79,560</u>	<u>35,115,519</u>	<u>33,315,428</u>
<b>Total, All Funds</b>		<u><b>\$ 118,625,065</b></u>	<u><b>\$ 3,664,657</b></u>	<u><b>\$ 122,289,722</b></u>	<u><b>\$ 118,625,065</b></u>

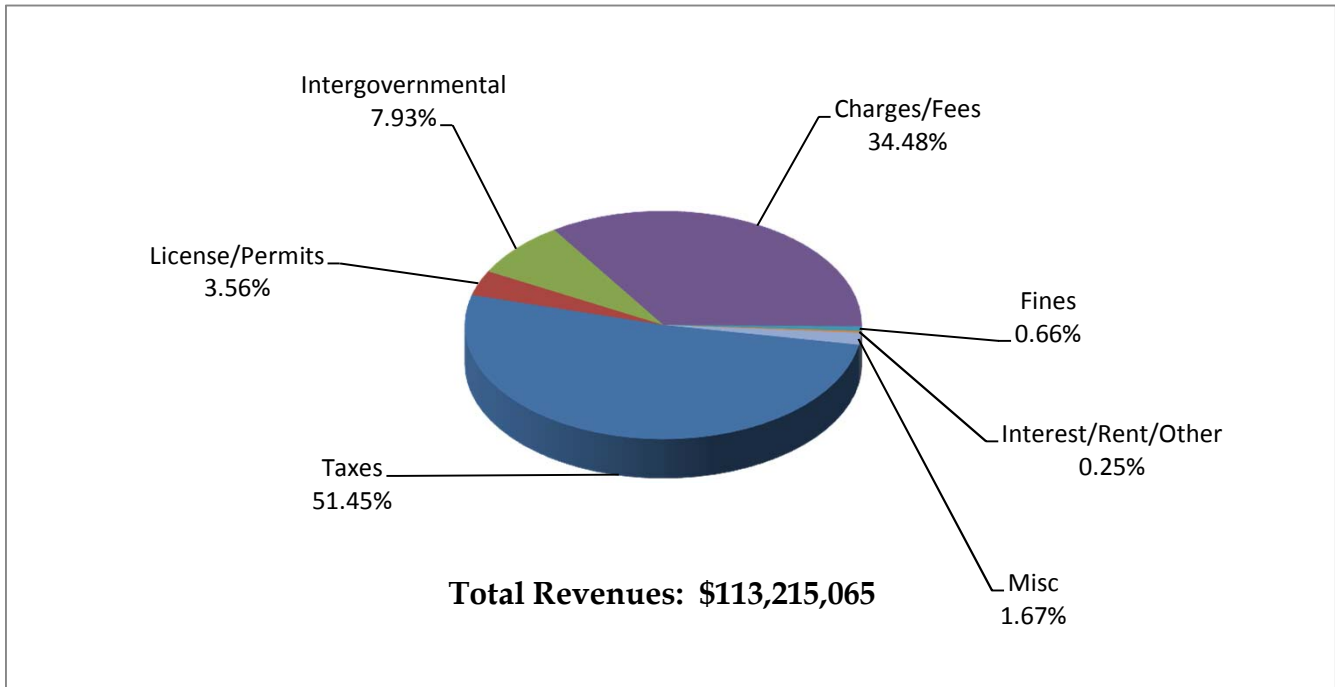
	Transfers Out (Page 53)	Disbursements	Net Increase (Decrease) in Fund Balance	Beginning Fund Balance	Ending Fund Balance
GENERAL FUND	\$ 384,400	\$ 52,225,227	\$ -	\$ 24,505,704	\$ 24,505,704
CAPITAL IMPROVEMENTS FUND	1,300,606	4,302,855	-	4,791,000	4,791,000
DEBT SERVICE FUND	-	3,465,443	-	3,768,328	3,768,328
SPECIAL REVENUE FUNDS					
Accommodations Tax	-	49,000	-	61,618	61,618
Capital Projects	-	1,300,606	-	5,146,716	5,146,716
Economic Development Fund	79,560	369,225	-	5,030,435	5,030,435
Emergency 911	-	686,437	-	1,840	1,840
Family Court/DSS	-	-	-	251,749	251,749
Fire Protection Improvement	100,000	3,662,397	-	845,566	845,566
Public Defender	-	1,817,888	-	-	-
County Recreation	-	378,516	-	2,131,295	2,131,295
Sheriff - Victims' Advocate	-	171,038	-	3,106	3,106
Solicitor	-	2,923,018	-	502,320	502,320
Transportation Sales Tax	-	15,620,000	-	17,763,457	17,763,457
Upper Dorchester Economic Dev.	-	-	-	1,517,653	1,517,653
Veterans Affairs	-	202,553	-	(50,563)	(50,563)
Subtotal	179,560	27,180,678	-	33,205,192	33,205,192
ENTERPRISE FUNDS					
Solid Waste	345,429	7,359,000	-	2,670,584	2,670,584
Stormwater	180,635	2,429,000	-	3,128,641	3,128,641
Water & Sewer	1,274,027	25,327,519	-	149,412,868	149,412,868
Subtotal	1,800,091	35,115,519	-	155,212,093	155,212,093
<b>Total, All Funds</b>	<b>\$ 3,664,657</b>	<b>\$ 122,289,722</b>	<b>\$ -</b>	<b>\$ 221,482,317</b>	<b>\$ 221,482,317</b>



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## REVENUES BY SOURCE FY 2018 All Funds

Throughout the budget document, the revenues are presented in several different ways: by Source; by Fund Type; and by Department. Each format shows the \$122,289,722 in revenues, but each format organizes the revenues by different categories. The County's Revenues are presented below by Source. The County's Revenues are presented by Fund Type and Organization on pages 44-47.



Source	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved	Change
Taxes	\$ 50,146,675	\$ 55,536,748	\$ 52,622,698	\$ 58,254,281	\$ 5,631,583
Licenses & Permits	2,723,285	2,747,590	2,881,500	4,027,590	1,146,090
Intergovernmental	14,872,314	12,706,751	8,888,174	8,976,625	88,451
Charges & Fees	43,110,164	41,329,627	37,149,802	39,035,819	1,886,017
Fines	952,897	1,136,432	827,386	743,884	(83,502)
Interest	8,499,005	10,891,777	220,819	284,721	63,902
Rents & Royalties	1,885,932	2,903,002	541,641	13,350	(528,291)
Miscellaneous	6,553,979	143,650	-	1,878,795	1,878,795
<b>Total Revenues</b>	<b>\$ 128,744,251</b>	<b>\$ 127,395,577</b>	<b>\$ 103,132,020</b>	<b>* \$ 113,215,065</b>	<b>\$ 10,083,045</b>

Reconciliation between statements:	* \$ 113,215,065	Total Revenues by Source
	9,074,657	Interfund transfers
	<u>\$ 122,289,722</u>	Total Revenues by Fund Type & Department

**Dorchester County, South Carolina**  
**All Funds Revenues by Fund Type and Department**

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
<b>GENERAL FUND</b>				
<b>TAXES</b>				
Current - Motor Vehicle Taxes	\$ 3,182,812	\$ 3,582,428	\$ 3,365,384	\$ 3,404,669
Current - Real Estate Taxes	21,015,221	23,459,980	24,060,515	24,799,997
Current - Rollback Taxes	15,192	20,455	-	-
Advance Mobile Home Taxes	2,198	2,031	2,500	2,563
Fee-in-Lieu of Taxes	736,567	805,719	800,000	828,899
Homestead Reimbursement	813,339	925,047	741,653	925,047
Manufacturing Exempt	189,292	224,739	152,079	177,079
Motor Carrier FILOT	44,456	55,688	36,379	37,289
Merchants Inventory Tax	67,841	67,841	67,840	69,536
Legal Residence Tax Audit Revenue	-	-	-	70,000
Delinquent - Real Estate Taxes	1,032,151	1,115,361	1,000,000	1,025,000
Delinquent - Excess Land Sale	71,177	78,569	85,000	90,000
Delinquent - Legal Residence Tax Audit Revenue	3,785	-	-	-
Delinquent - Fee-in-Lieu of Taxes	55,062	71,478	25,000	25,625
Subtotal	27,229,093	30,409,336	30,336,350	31,455,704
<b>LICENSES AND PERMITS</b>				
Assessor - Mobile Home Licenses	\$ 2,145	\$ 2,460	\$ 2,500	\$ 2,000
Building Services - Building Permits	1,324,730	1,300,226	1,455,000	1,300,000
Business Services - Business Licenses	715,595	729,267	740,000	1,975,590
Cable TV Franchises	333,555	351,474	335,000	368,000
Probate Judge - Marriage Licenses	13,705	12,689	14,000	14,000
Subtotal	2,389,730	2,396,116	2,546,500	3,659,590
<b>INTERGOVERNMENTAL</b>				
Accommodations Tax	\$ 28,235	\$ 27,973	\$ 29,000	\$ 30,000
Clerk of Court - State Supplement	1,575	1,575	1,575	1,575
Coroner - Supplement	1,575	1,575	1,575	1,575
DSS/Federal Financial Participation	61,464	17,685	60,000	65,000
Family Court - Unit Cost Process	8,811	2,195	9,336	-
Elections Commission - Supplement	54,528	93,152	79,000	78,650
Emergency Management	1,031	1,017	-	-
Probate Judge - Supplement	1,575	1,575	1,575	1,575
ROD - Supplement	1,575	1,575	1,575	1,575
Sheriff - Supplement	1,575	1,575	1,576	1,575
State - Local Government Fund	5,075,912	5,063,370	5,419,847	5,419,328
State - Retirement Reimbursement	-	-	-	265,000
Subtotal	5,237,856	5,213,267	5,605,059	5,865,853
<b>CHARGES FOR SERVICES</b>				
Assessor - Moving Permit Fees	\$ 8,375	\$ 8,950	\$ 8,000	\$ 8,000
Assessor - School Dist #2 SRO	30,000	30,000	30,000	30,000
Clerk of Court - County Fees 5%	2,969	1,945	2,400	1,068
Clerk of Court - Criminal Expungements	3,710	4,200	3,500	3,612
Clerk of Court - Filing Fees	65,690	73,311	65,000	56,400
Clerk of Court - Judgment and Misc	20,937	19,817	19,500	21,204
Codes Enforcement - Salary Reimbursement	5,460	6,403	5,000	5,000
Delinquent Taxes - Research Fee	162,372	13,455	16,900	12,000
Delinquent Taxes - Tax Fee	213,603	228,561	209,900	215,000
Delinquent Taxes - Bad Check Fees	-	-	-	1,000
Delinquent Taxes - North Chas STWMF Fees 5%	732	731	347	700
Delinquent Taxes - Summerville Solid Waste 2%	2,022	1,514	1,434	1,500

**Dorchester County, South Carolina**  
**All Funds Revenues by Fund Type and Department**

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Delinquent Taxes - Ridgeville Solid Wt Fees	91	108	157	145
EMS - Fees	3,923,179	4,293,669	4,400,000	4,525,783
Family Court - Copy Charges	5,572	7,821	8,148	6,024
Family Court - County Fees 3%	282,714	301,294	295,788	294,444
Family Court - Court Costs	10,872	8,904	7,452	4,464
Family Court - Filing Fees	67,100	65,164	62,304	53,116
Family Court - Criminal Expungements	-	35	-	-
Magistrates' Courts - Civil Fines	330,721	330,109	333,500	317,000
Master-in-Equity - Fees	460,616	359,130	440,000	400,000
Planning - Copy Charges	20	3,765	-	-
Planning - Maps & Publications	-	87	-	-
Planning - Fees	88,036	62,944	90,000	125,000
Planning - MWV Development Agreement	125,000	75,000	100,000	-
Probate Judge - Wedding Ceremonies	1,225	-	-	-
Probate Judge - Contract Fees	11,700	20,300	15,000	16,000
Probate Judge - Copy Charges	11,334	10,876	11,000	11,000
Probate Judge - Fees	159,299	158,786	160,000	166,000
Probate Judge - Bad Check Fees	-	90	-	-
ROD - Bad Check Fees	115	60	90	90
ROD - Copy Charges	40,337	37,418	40,000	38,800
ROD - County Stamp	868,637	1,071,868	850,000	875,500
ROD - Documentary Stamps 3% Fees	61,594	76,005	66,500	68,495
ROD - Federal Tax Lien	2,180	2,478	1,900	1,960
ROD - Real Estate Recording Fee	292,637	315,189	292,000	300,760
ROD - SC Tax Lien	41,920	18,565	38,000	39,140
ROD - UCC Recording Fee	1,636	2,050	1,250	1,300
Sheriff - DD2 School Security	159,313	151,276	162,000	162,000
Sheriff - False Alarm Fees	1,550	650	900	900
Sheriff - Fees	20,971	19,697	22,548	19,920
Sheriff - SCAAP Program	3,645	2,031	2,031	5,130
Sheriff - School Dist # 4 SRO	64,258	120,000	126,212	126,212
Sheriff - School Dist # 2 SRO	300,340	49,776	511,178	511,178
Sheriff - Career School SRO	51,814	67,895	64,489	64,489
Sheriff - US Marshall Housing Prisoners	1,493	14,667	2,160	63,000
Solicitor - Traffic Education Program	1,040	937	700	700
Treasurer - Copy Charges	678	-	-	-
Treasurer - Decal/Regis Issuance Fee	98,837	101,471	101,725	100,000
Treasurer - Temporary Tag Fee	1,085	1,120	1,100	1,000
Treasurer - Bad Check Fee	25,824	3,450	4,555	4,200
Treasurer - North Chas STWMF Fees 5%	-	22,332	22,368	25,000
Treasurer - Summerville Solid Waste 2%	47,381	24,333	23,893	27,500
Treasurer - Ridgeville Solid Wt Fees	1,101	574	541	600
Subtotal	8,081,735	8,190,811	8,621,470	8,712,334
<b>FINES</b>				
Clerk of Court - Fines	\$ 3,286	\$ 4,121	\$ 4,000	\$ 990
Family Court - Fines	1,148	812	1,008	3,828
Magistrate - Fines	728,735	897,969	600,000	550,000
Pollution Control Fines	2,879	1,808	2,000	2,000
Subtotal	736,048	904,710	607,008	556,818
<b>INTEREST REVENUES</b>				
Treasurer - Interest Income	\$ 34,061	\$ 36,119	\$ 36,500	\$ 37,000
Department Interest Income	12,696	137	80	80
Subtotal	46,757	36,256	36,580	37,080

**Dorchester County, South Carolina**  
**All Funds Revenues by Fund Type and Department**

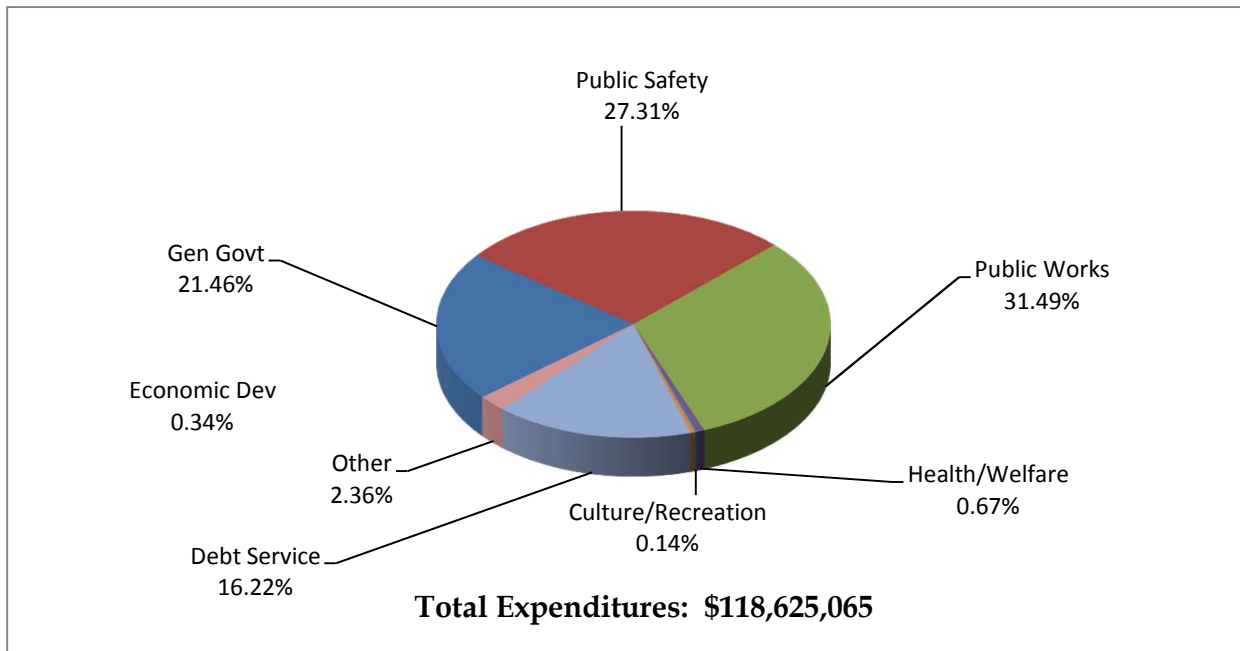
	<u>FY 2015 ACTUAL</u>	<u>FY 2016 ACTUAL</u>	<u>FY 2017 BUDGET</u>	<u>FY 2018 APPROVED</u>
<b>RENTS AND ROYALTIES</b>				
Airport Ops - Summerville FBO Rent	\$ 4,578	\$ 4,991	\$ 4,000	\$ 4,000
Airport Ops - Summerville Hangar Lease	4,266	3,847	4,000	4,000
ITS - Clemson Extension Internet Lease	2,000	2,000	2,000	2,000
EMS - Health Fair	1,150	5,720	3,000	3,000
EMS - Santa's Ambulance Christmas	867	281	350	500
Subtotal	<u>12,861</u>	<u>16,839</u>	<u>13,350</u>	<u>13,500</u>
<b>MISCELLANEOUS</b>				
Assessor - Sale of Maps & Publications	\$ 8,338	\$ 13,751	\$ 6,500	\$ 6,500
Planning - Developers-Other	-	16,500	-	-
Miscellaneous Revenues	59,599	19,281	8,550	17,757
Subtotal	<u>67,937</u>	<u>49,532</u>	<u>15,050</u>	<u>24,257</u>
<b>OTHER FINANCING SOURCES</b>				
Transfers from other Funds	\$ 1,747,394	\$ 2,102,173	\$ 2,271,469	\$ 1,900,091
Subtotal	<u>1,747,394</u>	<u>2,102,173</u>	<u>2,271,469</u>	<u>1,900,091</u>
<b>Total GENERAL FUND</b>	<u>\$ 45,549,411</u>	<u>\$ 49,319,040</u>	<u>\$ 50,052,836</u>	<u>\$ 52,225,227</u>
<b>CAPITAL IMPROVEMENTS FUND</b>				
Taxes	\$ 3,792,615	\$ 3,892,375	\$ 3,857,749	\$ 4,032,075
Interest	20,900	18,780	12,100	20,780
Other Financing Sources	1,306,348	93,401	1,122,667	250,000
Transfers from other Funds	58,471	129,548	-	-
<b>Total CAPITAL IMPROVEMENTS FUND</b>	<u>\$ 5,178,334</u>	<u>\$ 4,134,104</u>	<u>\$ 4,992,516</u>	<u>\$ 4,302,855</u>
<b>DEBT SERVICE FUND</b>				
Debt Service Fund	<u>3,522,598</u>	<u>3,473,354</u>	<u>3,390,089</u>	<u>3,465,443</u>
<b>Total DEBT SERVICE FUND</b>	<u>\$ 3,522,598</u>	<u>\$ 3,473,354</u>	<u>\$ 3,390,089</u>	<u>\$ 3,465,443</u>
<b>SPECIAL REVENUE FUNDS</b>				
Accommodations Tax	\$ 61,465	\$ 56,496	\$ 49,000	\$ 49,000
Airport Grants - Federal	537,513	54,154	-	-
Capital Projects	5,066,415	174,623	2,035,030	1,300,606
County Recreation	339,450	366,485	344,250	378,516
County Reserve	2,672,508	982,139	-	-
DHEC EMS Grant	14,548	14,592	-	-
Disaster	-	738,335	-	-
Economic Development	1,671,650	1,501,831	369,225	369,225
Emergency 911	583,064	1,402,527	668,367	686,437
Family Court/DSS	26,783	42,500	-	-
Family Court/Unit Cost	209,872	191,116	-	-
Fire Protection Improvement Fund	2,283,578	2,725,963	2,834,680	3,662,397
Infrastructure Bank	552,824	70,126	-	-
LLEBG Grants	28,937	24,578	-	-
Miscellaneous Grants	114,446	206,277	-	-
Planning - Fee in Lieu of Planting	10,600	400	-	-

**Dorchester County, South Carolina**  
**All Funds Revenues by Fund Type and Department**

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Public Defender	1,577,115	1,525,744	637,525	1,817,888
School Resource Fund	62	150	-	-
Sheriff - Child Support Enforcement	4,679	3,839	-	-
Sheriff - DEA Funds	393,948	51,875	-	-
Sheriff - Drug Funds	4,734	8,785	-	-
Sheriff - Equipment Fund	40,856	27,321	-	-
Sheriff - Grants	321,505	148,179	-	-
Sheriff - ICE Equip	21,458	4	-	-
Sheriff - Seized Funds	21	435,391	-	-
Sheriff - Solicitor Funds	18,513	12,924	-	-
Sheriff - Victims' Advocate	143,164	158,044	163,532	171,038
Solicitor	2,648,378	2,573,746	2,974,051	2,923,018
Solicitor- Federal Grants	14,845	27,656	-	-
Solid Waste Grants	36,575	21,676	-	-
State C-Funds	879,144	2,421,436	-	-
Transportation Impact Fee	532,932	836,043	-	-
Transportation Sales Tax	18,314,282	20,334,564	12,068,000	15,620,000
Upper Dorchester Economic Development	501,907	401,093	-	-
Veterans Affairs	130,019	186,675	191,981	202,553
<b>Total SPECIAL REVENUE FUNDS</b>	<b>\$ 39,757,790</b>	<b>\$ 37,727,287</b>	<b>\$ 22,335,641</b>	<b>\$ 27,180,678</b>
<b>ENTERPRISE FUNDS</b>				
Solid Waste	\$ 6,445,527	\$ 5,846,152	\$ 6,349,150	\$ 7,359,000
Stormwater	1,649,084	1,626,346	1,898,400	2,429,000
Water & Sewer	29,297,635	30,021,259	34,173,587	25,327,519
<b>Total ENTERPRISE FUNDS</b>	<b>\$ 37,392,246</b>	<b>\$ 37,493,757</b>	<b>\$ 42,421,137</b>	<b>\$ 35,115,519</b>
<b>Total GENERAL FUND</b>	<b>45,549,411</b>	<b>49,319,040</b>	<b>50,052,836</b>	<b>52,225,227</b>
<b>Total OTHER FUNDS</b>	<b>85,850,968</b>	<b>82,828,502</b>	<b>73,139,383</b>	<b>70,064,495</b>
<b>Total REVENUES</b>	<b>\$ 131,400,379</b>	<b>\$ 132,147,542</b>	<b>\$ 123,192,219</b>	<b>\$ 122,289,722</b>

## EXPENDITURES BY FUNCTION FY 2018 All Funds

Throughout the budget document, the expenditures are presented in several different ways: by Function - programmatic area of government; by Department; and by Object - type of expenditure. Each format shows the \$122,289,722 in expenditures, but each format organizes the expenditures by different categories. The County's Expenditures are presented below by Function. The expenditures are presented by Department on pages 49-52.



Function	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved	Change
General Government	\$ 22,182,456	\$ 23,997,811	\$ 24,668,746	\$ 25,457,689	\$ 788,943
Public Safety	41,690,350	37,755,062	31,248,907	32,398,273	1,149,366
Public Works	44,559,551	41,835,854	40,789,095	37,359,408	(3,429,687)
Health/Welfare	28,312	26,882	25,545	800,160	774,615
Culture/Recreation	93,000	290,227	134,554	168,820	34,266
Economic Development	2,574,320	2,262,629	379,329	401,293	21,964
Debt Service	13,114,161	14,820,362	20,049,334	19,241,058	(808,276)
Other	2,171,578	1,937,987	1,578,845	2,798,364	1,219,519
<b>TOTAL EXPENDITURES</b>	<b>\$ 126,413,728</b>	<b>\$ 122,926,814</b>	<b>\$ 118,874,355</b>	<b>\$ 118,625,065</b>	<b>\$ (249,290)</b>

**Dorchester County, South Carolina  
 All Funds Expenditures by Fund Type and Department**

	<u>FY 2015 ACTUAL</u>	<u>FY 2016 ACTUAL</u>	<u>FY 2017 BUDGET</u>	<u>FY 2018 APPROVED</u>
<b>GENERAL FUND</b>				
<b>GENERAL GOVERNMENT</b>				
County Council	\$ 348,739	\$ 371,818	\$ 398,974	\$ 396,949
Administrator	706,478	646,621	906,909	881,948
Attorney	269,504	252,569	284,647	299,467
Auditor	583,746	603,508	632,261	661,614
Building Utilities	877,321	993,730	954,757	1,115,780
Business Services	-	-	-	1,022,420
Delinquent Tax Collector	388,187	379,100	411,117	411,663
Election Commission	472,582	613,109	505,509	487,645
Facilities & Grounds Maintenance	1,758,013	1,819,461	1,917,606	1,908,818
Finance	367,578	433,681	490,448	-
Fleet Services	865,011	882,951	882,243	916,883
Forfeited Land Commission	517	4,296	1,050	1,050
Human Resources	261,663	310,081	317,597	459,918
Information Technology Systems	1,257,230	1,196,130	1,243,961	1,254,828
Purchasing	219,371	191,026	200,857	-
Register of Deeds	425,506	436,572	482,657	495,541
Risk Management & Safety	209,392	216,999	234,246	246,688
Treasurer	884,791	877,942	925,049	946,410
Subtotal	<u>9,895,629</u>	<u>10,229,594</u>	<u>10,789,888</u>	<u>11,507,622</u>
<b>JUDICIAL</b>				
Circuit Court	\$ 80,675	\$ 74,116	\$ 84,251	\$ 84,251
Clerk of Court	582,160	612,764	647,570	639,620
Family Court	599,321	588,622	622,459	682,601
Family Court / DSS	387	-	-	-
Juvenile Justice	42,616	42,432	45,400	45,400
Magistrates	1,193,091	1,218,650	1,398,179	1,333,555
Master-in-Equity	239,731	247,493	252,909	265,148
Probate Judge	429,496	443,521	491,684	550,820
Public Defender	637,525	637,525	637,525	637,525
Solicitor	673,050	768,050	768,050	768,050
Subtotal	<u>4,478,052</u>	<u>4,633,173</u>	<u>4,948,027</u>	<u>5,006,970</u>
<b>GROWTH</b>				
Animal Control	\$ 443	\$ 348,094	\$ 472,760	\$ -
Assessor	1,161,956	1,293,427	1,374,940	1,377,885
Building Services	424,832	491,212	523,701	562,268
Codes Enforcement	489,337	-	-	-
Planning and Zoning	381,573	614,367	703,221	511,142
Planning Commission	1,826	185	999	999
Subtotal	<u>2,459,967</u>	<u>2,747,285</u>	<u>3,075,621</u>	<u>2,452,294</u>

**Dorchester County, South Carolina  
 All Funds Expenditures by Fund Type and Department**

	<u>FY 2015 ACTUAL</u>	<u>FY 2016 ACTUAL</u>	<u>FY 2017 BUDGET</u>	<u>FY 2018 APPROVED</u>
<b>PUBLIC SAFETY</b>				
Communications Support	\$ 167,135	\$ 172,572	\$ 197,322	\$ 217,113
Coroner	491,056	440,129	476,003	473,275
Detention & Corrections	4,968,344	5,685,826	6,501,953	6,599,518
Emergency Medical Services	5,042,305	6,234,628	6,437,768	6,643,496
Emergency Management	178,230	184,353	190,405	189,218
Probation, Pardon & Parole	37,425	38,197	36,000	39,000
SD 2 School Security	159,910	151,414	162,000	162,000
Sheriff	11,595,863	12,009,864	12,560,388	12,916,691
Subtotal	<u>22,640,268</u>	<u>24,916,983</u>	<u>26,561,839</u>	<u>27,240,311</u>
<b>PUBLIC WORKS</b>				
Airport Operations	\$ 55,518	\$ 54,593	\$ 61,164	\$ 62,078
Road Maintenance	2,004,965	2,121,668	2,247,304	2,323,824
Subtotal	<u>2,060,483</u>	<u>2,176,261</u>	<u>2,308,468</u>	<u>2,385,902</u>
<b>HEALTH AND WELFARE</b>				
Community Services	\$ -	\$ -	\$ -	\$ 741,740
Health Department	26,113	26,882	25,545	25,545
Subtotal	<u>26,113</u>	<u>26,882</u>	<u>25,545</u>	<u>767,285</u>
<b>ECONOMIC DEVELOPMENT</b>				
Economic Development	\$ 301,418	\$ 368,309	\$ 375,217	\$ 390,058
Economic Development Board	180	49	415	-
Subtotal	<u>301,598</u>	<u>368,358</u>	<u>375,632</u>	<u>390,058</u>
<b>OTHER</b>				
Auditing Services	\$ 75,575	\$ 66,755	\$ 80,000	\$ -
Benefits	604,189	291,125	99,994	299,782
Insurance	339,570	367,103	388,025	590,502
Unemployment Compensation	18,432	-	-	-
Transfer to Grant Funds	77,296	86,348	800	800
Non-departmental	377,862	533,035	488,171	655,289
Subtotal	<u>1,492,924</u>	<u>1,344,366</u>	<u>1,056,990</u>	<u>1,546,373</u>
<b>INTERGOV. &amp; PRIVATE NON-PROFIT EXPENSE FOR SERVICES</b>				
Alcohol and Drug Abuse Comm	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
BCD Council of Governments	129,727	129,727	170,694	170,694
Board of Disabilities	22,500	22,500	22,500	22,500
Charleston Area Mental Health	15,000	15,000	15,000	15,000
Charleston Regional Devel. Alliance	50,353	198,000	198,000	198,000
Clemson Extension	23,478	23,583	23,700	23,700
Dept. of Social Services	54,297	48,067	64,100	64,100
Legislative Delegation	29,014	29,014	29,014	29,014
Library	-	6,121	-	-
MIAP	331,623	230,832	245,104	247,690

**Dorchester County, South Carolina  
 All Funds Expenditures by Fund Type and Department**

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Resources Conservation	500	500	500	500
S.C. Association of Counties	16,814	16,814	16,814	16,814
Senior Citizens Tax Workoff Program	10,045	12,145	15,400	15,400
Soil & Water Conservation	10,000	10,000	10,000	10,000
Summer Youth Program	23,582	24,471	25,000	40,000
North Charleston - Road Payment	90,000	-	-	-
<b>Subtotal</b>	<b>881,933</b>	<b>841,774</b>	<b>910,826</b>	<b>928,412</b>
<b>Total GENERAL FUND</b>	<b>44,236,967</b>	<b>47,284,676</b>	<b>50,052,836</b>	<b>52,225,227</b>
<b>DEBT SERVICE</b>				
General Obligation Bonds	\$ 3,071,413	\$ 3,381,321	\$ 3,390,089	\$ 3,465,443
<b>Total DEBT SERVICE FUNDS</b>	<b>3,071,413</b>	<b>3,381,321</b>	<b>3,390,089</b>	<b>3,465,443</b>
<b>CAPITAL IMPROVEMENT FUND</b>				
Capital Improvements	\$ 3,792,229	\$ 4,221,134	\$ 4,992,516	\$ 4,302,855
<b>Total CAPITAL IMPROVEMENT FUND</b>	<b>3,792,229</b>	<b>4,221,134</b>	<b>4,992,516</b>	<b>4,302,855</b>
<b>SPECIAL REVENUE FUNDS</b>				
Accommodations Tax	\$ 57,111	\$ 61,465	\$ 49,000	\$ 49,000
Airport Grants - Federal	69,638	54,155	-	-
Capital Projects	13,756,626	8,952,654	2,035,030	1,300,606
County Recreation	302,696	591,007	344,250	378,516
County Reserve Fund	-	738,335	-	-
DHEC EMS Grant	14,713	14,611	-	-
Disaster	-	729,739	-	-
Economic Development	2,214,863	1,744,971	369,225	369,225
Emergency 911	1,398,363	587,227	668,367	686,437
Family Court/DSS	15,300	33,830	-	-
Family Court/Unit Cost	-	3,086	-	-
Fire Protection Improvement Fund	2,361,335	2,292,715	2,834,680	3,662,397
Infrastructure Bank Fund	552,824	74,991	-	-
LLEBG Grants	28,937	24,579	-	-
Miscellaneous Grants	151,730	271,478	-	-
Public Defender	1,372,772	1,492,181	637,525	1,817,888
Sheriff-Child Support Enforcement	4,724	2,196	-	-
Sheriff - DEA Funds	60,185	80,922	-	-
Sheriff-Drug Funds	6,000	6,000	-	-
Sheriff-Equipment Funds	25,415	24,546	-	-
Sheriff - Grants	208,080	146,300	-	-
Sheriff - ICE Equip	-	63,502	-	-
Sheriff - Seized Funds	137,926	75,519	-	-
Sheriff - Solicitor Funds	26,030	7,249	-	-
Sheriff-Victims' Advocate	157,091	159,959	163,532	171,038

**Dorchester County, South Carolina**  
**All Funds Expenditures by Fund Type and Department**

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Solicitor	2,445,895	2,648,894	2,974,051	2,923,018
Solicitor- Federal Grants	14,979	66,365	-	-
Solid Waste Grants	36,574	20,445	-	-
State C-Funds	881,647	1,355,138	-	-
Transportation Sales Tax	25,670,560	22,162,631	12,068,000	15,620,000
Upper Dorchester Economic Dev.	359,109	790,948	-	-
Veterans Affairs	178,688	192,357	191,981	202,553
<b>Total SPECIAL REVENUE FUNDS</b>	<b>52,509,811</b>	<b>45,469,995</b>	<b>22,335,641</b>	<b>27,180,678</b>
<b>ENTERPRISE FUNDS</b>				
Solid Waste	\$ 5,798,043	\$ 5,971,401	\$ 6,349,150	\$ 7,359,000
Stormwater	1,658,195	1,692,927	1,898,400	2,429,000
Water & Sewer	19,031,239	19,492,028	34,173,587	25,327,519
<b>Total ENTERPRISE FUNDS</b>	<b>26,487,477</b>	<b>27,156,356</b>	<b>42,421,137</b>	<b>35,115,519</b>
Total GENERAL FUND	44,236,967	47,284,676	50,052,836	52,225,227
Total OTHER FUNDS	85,860,930	80,228,806	73,139,383	70,064,495
Total EXPENDITURES	<u>\$ 130,097,897</u>	<u>\$ 127,513,482</u>	<u>\$ 123,192,219</u>	<u>\$ 122,289,722</u>

**Dorchester County, South Carolina**  
**Interfund Transfers**  
**Fiscal Year Beginning July 1, 2017**

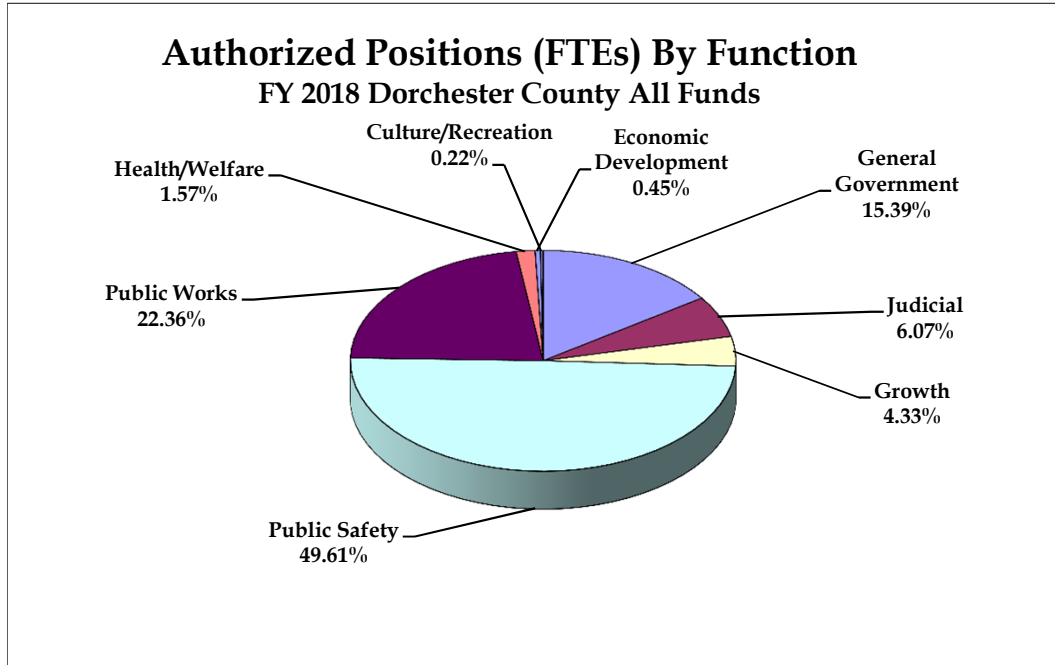
**TRANSFER TO**

**TRANSFER  
FROM**

<b>FUND</b>	<b>General</b>	<b>Water &amp; Sewer</b>	<b>Capital Projects</b>	<b>E911</b>	<b>Victims Advocate</b>	<b>Veterans Affairs</b>	<b>Total Out</b>
General				128,664	57,650	198,086	384,400
Capital Imp.			1,300,606				1,300,606
Solid Waste	345,429						345,429
Stormwater	180,635						180,635
Water & Sewer	1,274,027						1,274,027
Fire Improv.	100,000						100,000
Economic Dev.		79,560					79,560
<b>Total In</b>	<b>1,900,091</b>	<b>79,560</b>	<b>1,300,606</b>	<b>128,664</b>	<b>57,650</b>	<b>198,086</b>	<b>3,664,657</b>

# AUTHORIZED POSITIONS BY FUNCTION

The authorized positions or full-time equivalents (FTEs) are summarized below by function. The following pages present the FTEs by department and fund type.



	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved	Change
General Government	131.50	132.50	132.50	137.00	4.5
Judicial	51.00	52.50	53.50	54.00	0.5
Growth	44.00	45.00	46.00	38.50	(7.5)
Public Safety	372.00	417.00	441.00	441.50	0.5
Public Works	187.50	189.50	193.50	199.00	5.5
Health/Welfare	3.00	3.00	3.00	14.00	11.0
Economic Development	4.00	4.00	4.00	4.00	0.0
Culture/Recreation	1.00	1.00	1.00	2.00	1.0
<b>TOTAL FTEs</b>	<b>794.00</b>	<b>844.50</b>	<b>874.50</b>	<b>890.00</b>	<b>15.5</b>

Dorchester County, South Carolina  
Authorized Positions by Fund and Department

	<u>FY 2015 ACTUAL</u>	<u>FY 2016 ACTUAL</u>	<u>FY 2017 BUDGET</u>	<u>FY 2018 APPROVED</u>	<u>CHANGE</u>
<b><u>General Fund</u></b>					
GENERAL GOVERNMENT					
Administrator	7.00	8.00	8.00	7.00	-1.00
Attorney	2.00	2.00	2.00	2.00	0.00
Auditor	12.00	12.00	12.00	12.00	0.00
Business Services	0.00	0.00	0.00	12.50	12.50
County Council	8.00	8.00	8.00	8.00	0.00
Delinquent Tax Collector	4.50	4.50	4.50	4.50	0.00
Elections and Voter Registration	6.00	6.00	6.00	6.00	0.00
Facilities & Grounds Maintenance	31.50	31.50	31.50	33.50	2.00
Finance	7.00	7.50	7.50	0.00	-7.50
Fleet Services	11.00	11.00	11.00	11.00	0.00
Human Resources	4.00	4.00	4.00	5.00	1.00
Information Technology	10.00	10.00	10.00	10.00	0.00
Purchasing	3.00	2.50	2.50	0.00	-2.50
Register of Deeds	8.00	8.00	8.00	8.00	0.00
Risk Management & Safety	3.00	3.00	3.00	3.00	0.00
Treasurer	14.50	14.50	14.50	14.50	0.00
Subtotal	<u>131.50</u>	<u>132.50</u>	<u>132.50</u>	<u>137.00</u>	<u>4.50</u>
JUDICIAL					
Clerk of Court	11.00	11.00	11.00	11.00	0.00
Family Court	11.50	11.50	12.50	12.50	0.00
Magistrates	20.00	20.00	20.00	20.00	0.00
Master-in-Equity	2.00	3.00	3.00	3.00	0.00
Probate Court	6.50	7.00	7.00	7.50	0.50
Subtotal	<u>51.00</u>	<u>52.50</u>	<u>53.50</u>	<u>54.00</u>	<u>0.50</u>
GROWTH					
Animal Control	0.00	5.00	6.00	0.00	-6.00
Assessor	20.00	20.00	20.00	21.50	1.50
Building Services	9.00	10.00	10.00	10.00	0.00
Codes Enforcement	7.00	0.00	0.00	0.00	0.00
Planning & Zoning	8.00	10.00	10.00	7.00	-3.00
Subtotal	<u>44.00</u>	<u>45.00</u>	<u>46.00</u>	<u>38.50</u>	<u>-7.50</u>
PUBLIC SAFETY					
Communications Support	2.00	2.00	2.00	2.00	0.00
Coroner	5.00	5.00	5.00	5.00	0.00
Emergency Management	3.00	3.00	3.00	3.00	0.00
Emergency Medical Services	73.50	89.50	89.50	90.00	0.50
Sheriff - Law Enforcement	184.00	186.00	187.00	187.00	0.00
Sheriff - Detention Services	74.00	101.00	101.00	101.00	0.00
Subtotal	<u>341.50</u>	<u>386.50</u>	<u>387.50</u>	<u>388.00</u>	<u>0.50</u>

Dorchester County, South Carolina  
Authorized Positions by Fund and Department

	<u>FY 2015 ACTUAL</u>	<u>FY 2016 ACTUAL</u>	<u>FY 2017 BUDGET</u>	<u>FY 2018 APPROVED</u>	<u>CHANGE</u>
PUBLIC WORKS					
Airport Operations	0.50	0.50	0.50	0.50	0.00
Road Maintenance	47.00	47.00	47.00	47.00	0.00
Subtotal	<u>47.50</u>	<u>47.50</u>	<u>47.50</u>	<u>47.50</u>	<u>0.00</u>
HEALTH AND WELFARE					
Community Services	0.00	0.00	0.00	11.00	11.00
Subtotal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11.00</u>	<u>11.00</u>
ECONOMIC DEVELOPMENT					
Economic Development	4.00	4.00	4.00	4.00	0.00
Subtotal	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>
Total General Fund	<u>619.50</u>	<u>668.00</u>	<u>671.00</u>	<u>680.00</u>	<u>9.00</u>
<b><u>Special Revenue Funds</u></b>					
COUNTY RECREATION					
Recreation	1.00	1.00	1.00	2.00	1.00
Subtotal	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>2.00</u>	<u>1.00</u>
HEALTH AND WELFARE					
Veterans Affairs	3.00	3.00	3.00	3.00	0.00
Subtotal	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>0.00</u>
PUBLIC SAFETY					
E-911	1.00	1.00	1.00	1.00	0.00
Fire Department	26.50	26.50	49.50	49.50	0.00
Sheriff-Victims Advocate	3.00	3.00	3.00	3.00	0.00
Subtotal	<u>30.50</u>	<u>30.50</u>	<u>53.50</u>	<u>53.50</u>	<u>0.00</u>
Total Special Revenue Funds	<u>34.50</u>	<u>34.50</u>	<u>57.50</u>	<u>58.50</u>	<u>1.00</u>
<b><u>Enterprise Funds</u></b>					
PUBLIC WORKS					
Solid Waste	37.00	38.00	38.00	38.50	0.50
Stormwater	24.00	24.00	24.00	24.00	0.00
Water and Sewer	79.00	80.00	84.00	89.00	5.00
Subtotal	<u>140.00</u>	<u>142.00</u>	<u>146.00</u>	<u>151.50</u>	<u>5.50</u>
Total Enterprise Funds	<u>140.00</u>	<u>142.00</u>	<u>146.00</u>	<u>151.50</u>	<u>5.50</u>
Total FTEs	<u><u>794.00</u></u>	<u><u>844.50</u></u>	<u><u>874.50</u></u>	<u><u>890.00</u></u>	<u><u>15.50</u></u>

**Dorchester County, South Carolina**  
**Summary of Authorized Positions by Function and Department**

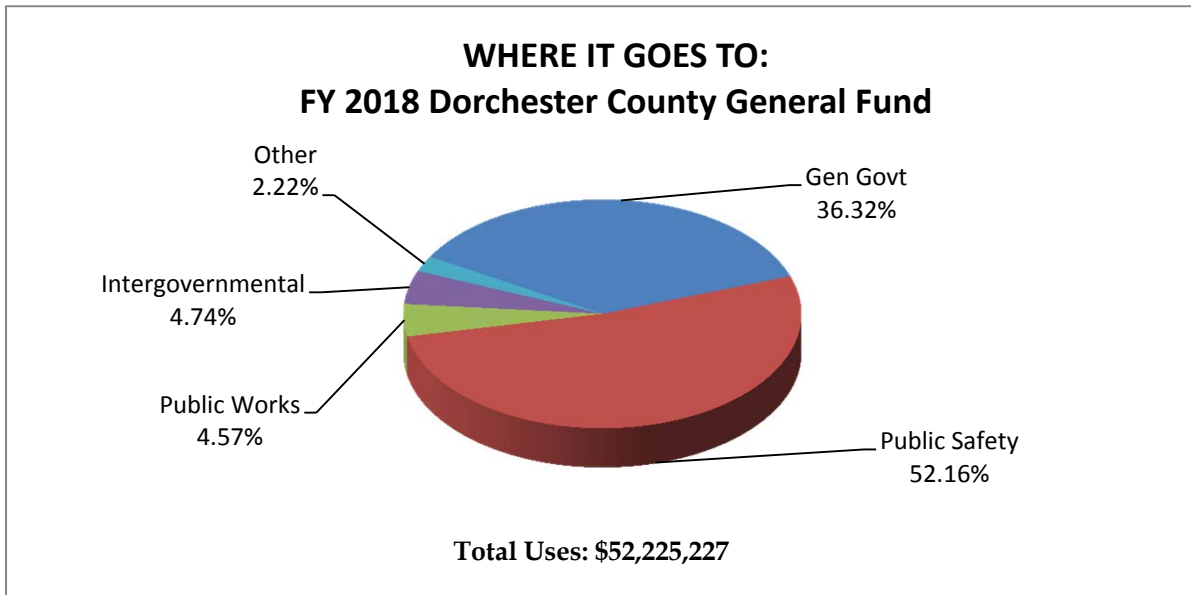
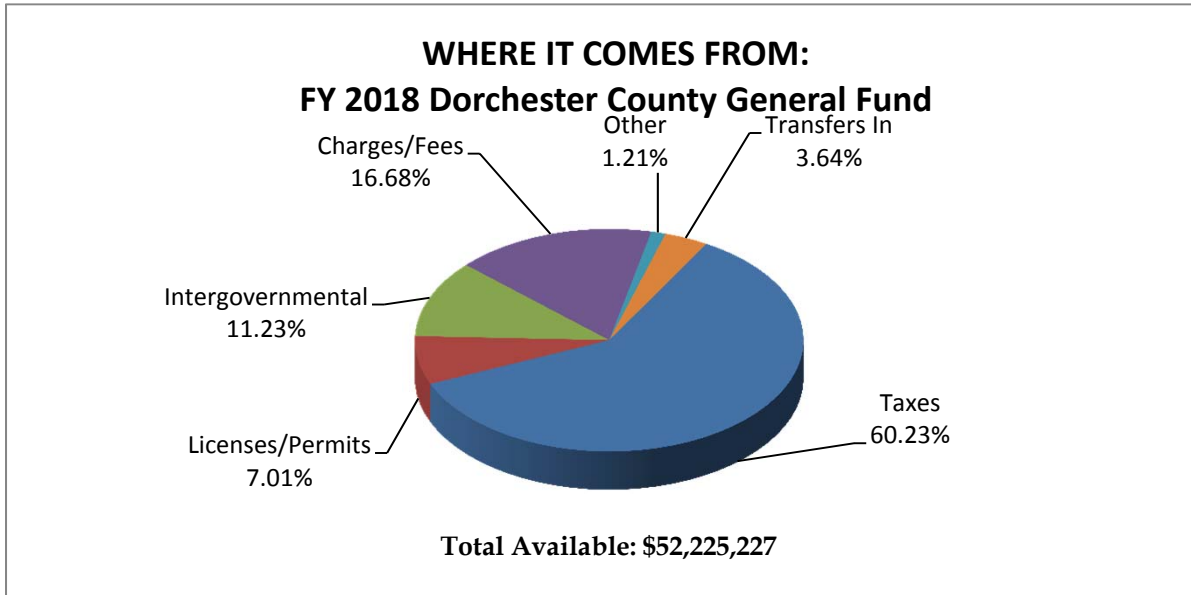
Organization	General Govt.	Judicial	Growth	Public Safety	Public Works	Health/ Welfare	Econ. Dev.	Rec.	Total
Administrator	7.00								7.00
Airport Operations					0.50				0.50
Assessor			21.50						21.50
Attorney	2.00								2.00
Auditor	12.00								12.00
Building Services			10.00						10.00
Business Services	12.50								12.50
Clerk of Court		11.00							11.00
Communications Support				2.00					2.00
Community Services						11.00			11.00
Coroner				5.00					5.00
County Council	8.00								8.00
Delinquent Tax Collector	4.50								4.50
Detention Center				101.00					101.00
E911 Services				1.00					1.00
Economic Development							4.00		4.00
Elections and Voter Registration	6.00								6.00
Emergency Management				3.00					3.00
Emergency Medical Services				90.00					90.00
Facilities & Grounds Maintenance	33.50								33.50
Family Court		12.50							12.50
Fire Department				49.50					49.50
Fleet Services	11.00								11.00
Human Resources	5.00								5.00
Information Tech. Systems	10.00								10.00
Magistrates		20.00							20.00
Master-in-Equity		3.00							3.00
Planning & Zoning			7.00						7.00
Probate Judge		7.50							7.50
Recreation								2.00	2.00
Register of Deeds	8.00								8.00
Risk Management & Safety	3.00								3.00
Road Maintenance					47.00				47.00
Sheriff				187.00					187.00
Solid Waste					38.50				38.50
Stormwater					24.00				24.00
Treasurer	14.50								14.50
Veterans Affairs						3.00			3.00
Victim Advocate				3.00					3.00
Water and Sewer					89.00				89.00
Total FTEs	<u>137.00</u>	<u>54.00</u>	<u>38.50</u>	<u>441.50</u>	<u>199.00</u>	<u>14.00</u>	<u>4.00</u>	<u>2.00</u>	<u>890.00</u>

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# GENERAL FUND

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The General Fund is the general operating fund of the County. It accounts for all financial resources except for those required to be accounted for by other funds.



Dorchester County, South Carolina  
General Fund  
Fund Statement

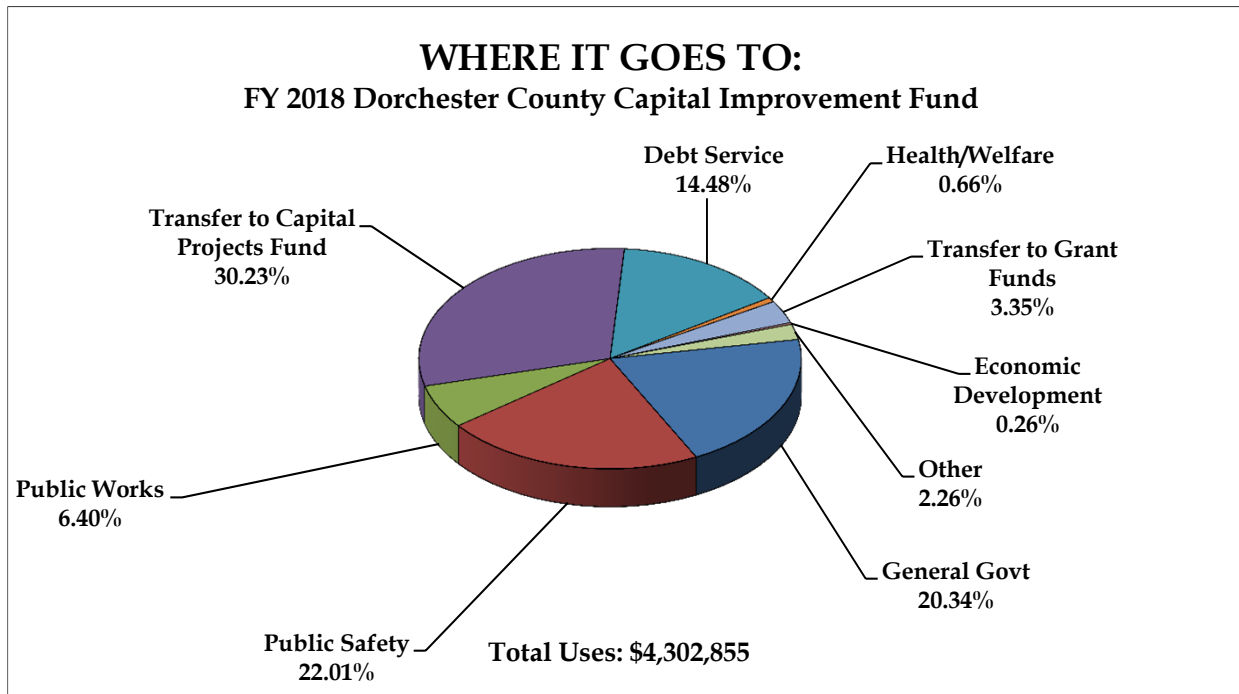
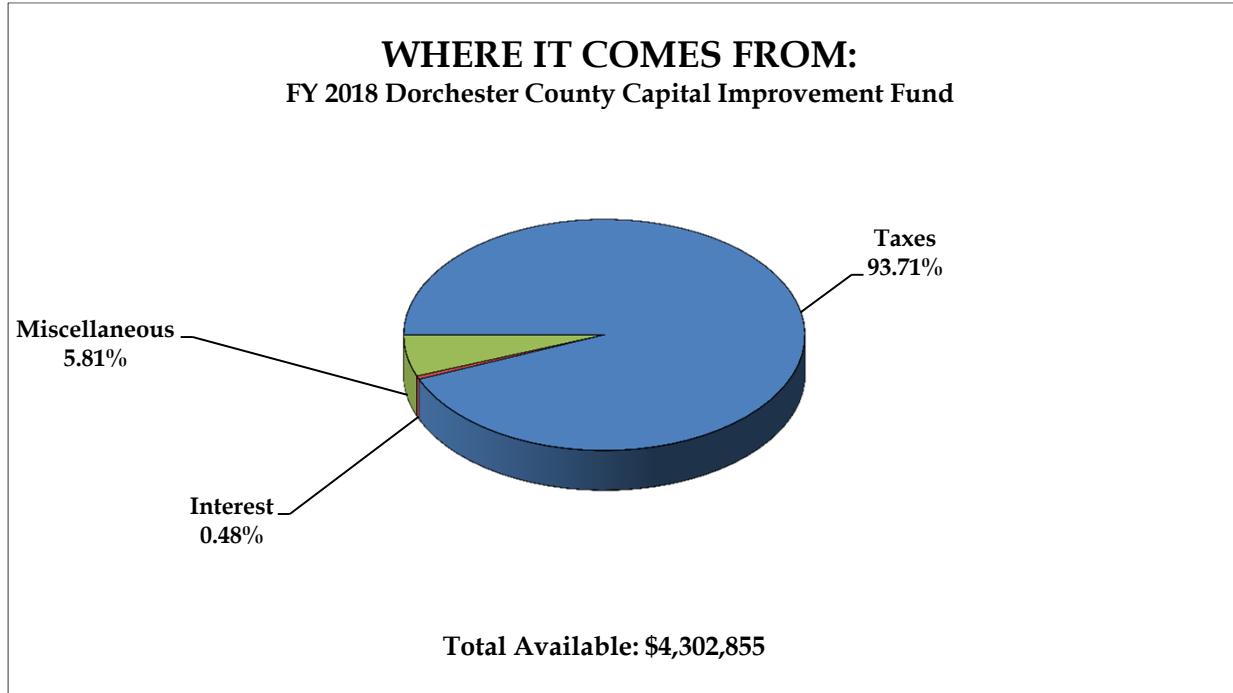
	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
Beginning Balance, July 1	\$ 18,282,868	\$ 22,219,128	\$ 24,505,704	\$ 24,505,704
Revenues:				
Taxes	27,229,093	30,409,336	30,336,350	31,455,704
Licenses and Permits	2,040,325	2,029,493	2,546,500	3,659,590
Intergovernmental	8,487,260	6,078,422	5,605,059	5,865,853
Charges and Fees	6,391,734	6,760,489	8,621,470	8,712,334
Fines	2,138,838	2,226,533	607,008	556,818
Other	183,379	688,872	64,980	74,837
Subtotal	<u>46,470,629</u>	<u>48,193,145</u>	<u>47,781,367</u>	<u>50,325,136</u>
Interfund Transfer In	<u>1,876,330</u>	<u>3,040,730</u>	<u>2,271,469</u>	<u>1,900,091</u>
Total Available	<u>66,629,827</u>	<u>73,453,003</u>	<u>74,558,540</u>	<u>76,730,931</u>
Expenditures:				
Personnel	33,251,670	36,298,047	39,081,569	40,181,462
Operating	<u>10,800,507</u>	<u>11,373,431</u>	<u>10,583,096</u>	<u>11,658,565</u>
Subtotal	44,052,177	47,671,478	49,664,665	51,840,027
Interfund Transfer Out	<u>358,522</u>	<u>1,275,821</u>	<u>388,171</u>	<u>385,200</u>
Total Disbursements	<u>44,410,699</u>	<u>48,947,299</u>	<u>50,052,836</u>	<u>52,225,227</u>
Nonspendable	545,846	175,150	175,150	175,150
Restricted	-	-	-	-
Committed	3,965,900	3,988,014	3,988,014	3,988,014
Assigned	566,542	1,167,793	1,167,793	1,167,793
Unassigned	<u>17,140,840</u>	<u>19,174,747</u>	<u>19,174,747</u>	<u>19,174,747</u>
Ending Balance, June 30	<u>\$ 22,219,128</u>	<u>\$ 24,505,704</u>	<u>\$ 24,505,704</u>	<u>\$ 24,505,704</u>

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# CAPITAL IMPROVEMENT FUND

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This fund was created by County Council to ensure funding of capital improvement items. The Capital Improvement Fund reports the purchases of General Fund assets that are greater than \$500.



Dorchester County, South Carolina  
Capital Improvements  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
Beginning Balance, July 1	\$ 3,459,015	\$ 4,845,535	\$ 4,791,000	\$ 4,791,000
Revenues:				
Taxes	3,792,615	3,892,375	3,857,749	4,032,075
Interest	20,900	18,780	12,100	20,780
Other Sources	1,306,348	93,401	1,122,667	250,000
Subtotal	<u>5,119,863</u>	<u>4,004,556</u>	<u>4,992,516</u>	<u>4,302,855</u>
Interfund Transfer In	<u>58,471</u>	<u>129,548</u>	<u>-</u>	<u>-</u>
Total Available	<u>8,637,349</u>	<u>8,979,639</u>	<u>9,783,516</u>	<u>9,093,855</u>
Expenditures:				
Capital	2,325,359	2,395,972	2,172,161	2,234,835
Debt Service	392,907	761,811	750,868	623,249
Subtotal	<u>2,718,266</u>	<u>3,157,783</u>	<u>2,923,029</u>	<u>2,858,084</u>
Interfund Transfer Out	<u>1,073,548</u>	<u>1,030,856</u>	<u>2,069,487</u>	<u>1,444,771</u>
Total Disbursements	<u>3,791,814</u>	<u>4,188,639</u>	<u>4,992,516</u>	<u>4,302,855</u>
Nonspendable	-	-	-	-
Restricted	4,845,535	4,791,000	4,791,000	4,791,000
Committed	-	-	-	-
Assigned	-	-	-	-
Unassigned	-	-	-	-
Ending Balance, June 30	<u><u>\$ 4,845,535</u></u>	<u><u>\$ 4,791,000</u></u>	<u><u>\$ 4,791,000</u></u>	<u><u>\$ 4,791,000</u></u>

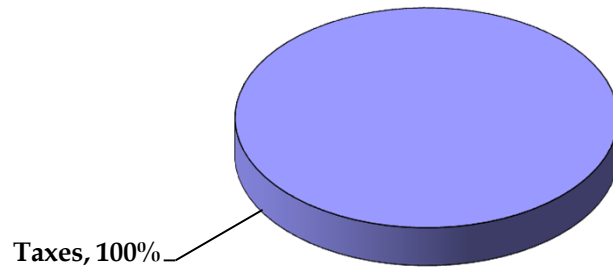
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## DEBT SERVICE FUND

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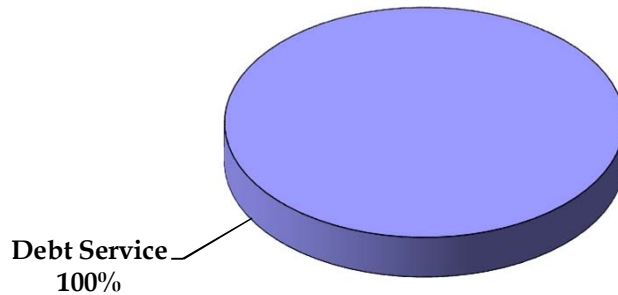
The Debt Service Fund reports the payment of principal and interest on borrowed funds such as General Obligation Bonds. The following page displays the fund statement for this fund.

### WHERE IT COMES FROM: FY 2018 Dorchester County Debt Service Fund



**Total Available: \$3,465,443**

### WHERE IT GOES TO: FY 2018 Dorchester County Debt Service Fund



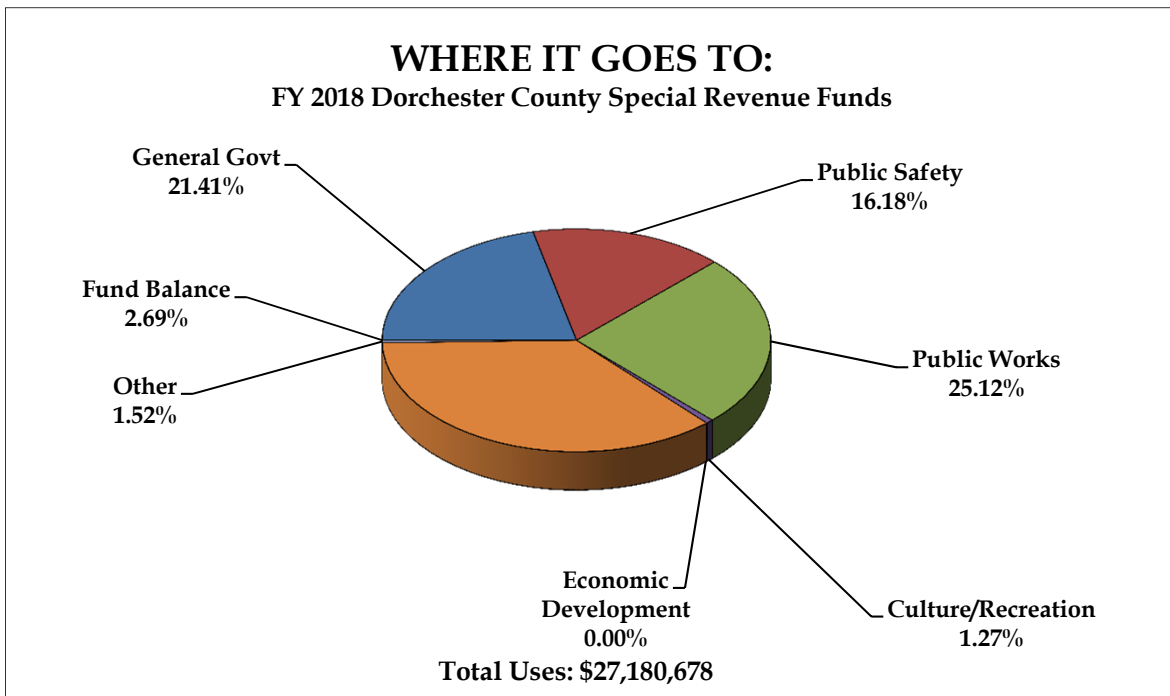
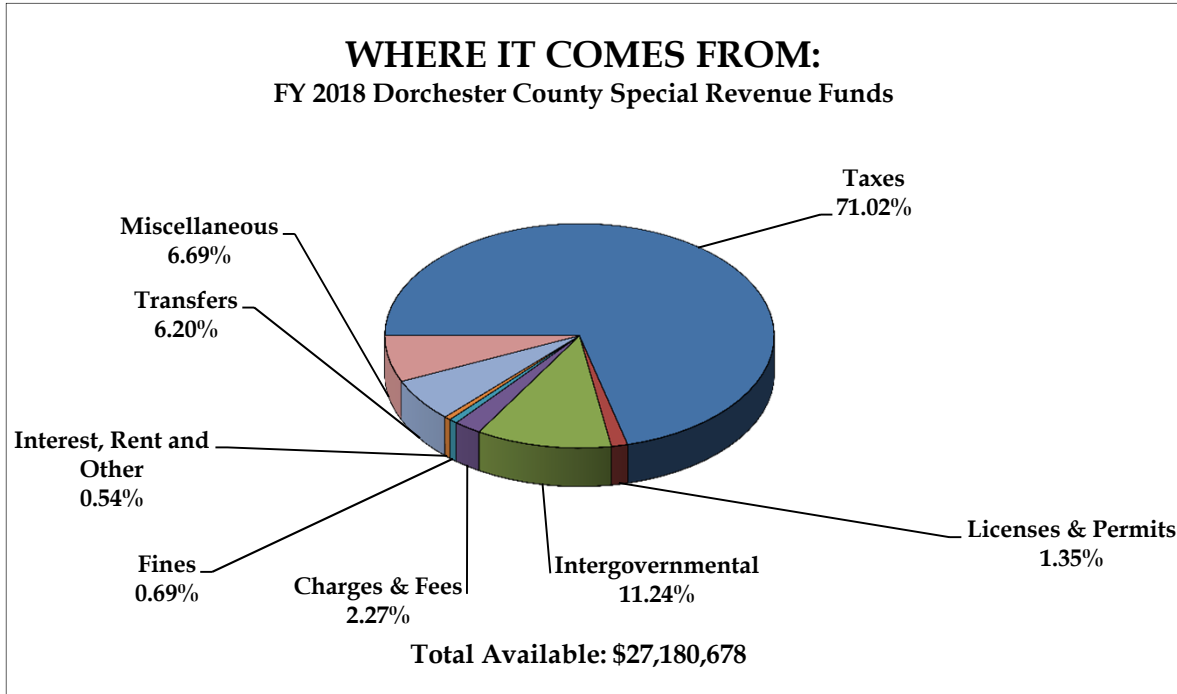
**Total Uses: \$3,465,443**

Dorchester County, South Carolina  
Debt Service  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
Beginning Balance, July 1	\$ 3,225,113	\$ 3,676,297	\$ 3,768,328	\$ 3,768,328
Revenues:				
Taxes	3,514,264	3,453,696	3,386,426	3,461,780
Interest	8,332	19,658	3,663	3,663
Subtotal	<u>3,522,596</u>	<u>3,473,354</u>	<u>3,390,089</u>	<u>3,465,443</u>
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Available	<u>6,747,709</u>	<u>7,149,651</u>	<u>7,158,417</u>	<u>7,233,771</u>
Expenditures:				
Operating	-	-	-	-
Debt Service				
Principal Payments	1,761,592	2,049,653	2,108,062	2,166,835
Interest Payments	1,309,820	1,331,670	1,282,027	1,216,653
Subtotal	<u>3,071,412</u>	<u>3,381,323</u>	<u>3,390,089</u>	<u>3,383,488</u>
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>81,955</u>
Total Disbursements	<u>3,071,412</u>	<u>3,381,323</u>	<u>3,390,089</u>	<u>3,465,443</u>
Nonspendable	-	-	-	-
Restricted	3,676,297	3,768,328	3,768,328	3,768,328
Committed	-	-	-	-
Assigned	-	-	-	-
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance, June 30	<u>\$ 3,676,297</u>	<u>\$ 3,768,328</u>	<u>\$ 3,768,328</u>	<u>\$ 3,768,328</u>

# SPECIAL REVENUE FUNDS

The Special Revenue Funds account for revenue sources that are legally restricted to expenditure for specific purposes. The following pages display fund statements for these funds.



Dorchester County, South Carolina  
Special Revenue Fund  
Accommodations Tax  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ 57,111	\$ 61,465	\$ 56,496	\$ 56,496	\$ 61,618
Revenues:					
Taxes	61,465	56,496	49,000	61,618	49,000
Subtotal	61,465	56,496	49,000	61,618	49,000
Total Available	118,576	117,961	105,496	118,114	110,618
Expenditures:					
Operating	57,111	61,465	49,000	56,496	49,000
Capital	-	-	-	-	-
Subtotal	57,111	61,465	49,000	56,496	49,000
Total Disbursements	57,111	61,465	49,000	56,496	49,000
Nonspendable	-	-	-	-	-
Restricted	61,465	56,496	56,496	61,618	61,618
Committed	-	-	-	-	-
Assigned	-	-	-	-	-
Unassigned	-	-	-	-	-
Ending Balance, June 30	\$ 61,465	\$ 56,496	\$ 56,496	\$ 61,618	\$ 61,618

Dorchester County, South Carolina  
Special Revenue Fund  
Capital Projects  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ 19,521,542	\$ 12,778,271	\$ 4,836,286	\$ 4,836,286	\$ 5,146,716
Revenues:					
Intergovernmental	-	-	-	-	-
Interest	33,415	30,313	-	25,750	-
Other Financing Sources	5,454,000	-	-	-	-
Other Sources	532,931	841,353	-	-	-
Subtotal	<u>6,020,346</u>	<u>871,666</u>	<u>-</u>	<u>25,750</u>	<u>-</u>
Interfund Transfer In	<u>993,000</u>	<u>139,000</u>	<u>2,035,030</u>	<u>1,399,924</u>	<u>1,300,606</u>
Total Available	<u>26,534,888</u>	<u>13,788,937</u>	<u>6,871,316</u>	<u>6,261,960</u>	<u>6,447,322</u>
Expenditures:					
Operating	729,205	725,605	900,606	725,606	725,606
Capital	12,974,554	8,174,266	1,134,424	319,638	575,000
Debt Service	52,858	52,780	-	-	-
Subtotal	<u>13,756,617</u>	<u>8,952,651</u>	<u>2,035,030</u>	<u>1,045,244</u>	<u>1,300,606</u>
Interfund Transfer Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>70,000</u>	<u>-</u>
Total Disbursements	<u>13,756,617</u>	<u>8,952,651</u>	<u>2,035,030</u>	<u>1,115,244</u>	<u>1,300,606</u>
Nonspendable	-	-	-	-	-
Restricted	10,249,524	1,786	1,786	1,401,710	1,401,710
Committed	2,528,747	4,834,500	4,834,500	3,745,006	3,745,006
Assigned	-	-	-	-	-
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance, June 30	<u><u>\$ 12,778,271</u></u>	<u><u>\$ 4,836,286</u></u>	<u><u>\$ 4,836,286</u></u>	<u><u>\$ 5,146,716</u></u>	<u><u>\$ 5,146,716</u></u>

Dorchester County, South Carolina  
Special Revenue Fund  
Economic Development Fund  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ 3,180,676	\$ 2,637,504	\$ 2,394,382	\$ 2,394,382	\$ 5,030,435
Revenues:					
Taxes	461,398	493,974	366,675	546,762	366,825
Intergovernmental	686,321	477,319	-	400,000	-
Interest	3,696	4,488	2,550	18,593	2,400
Other Sources	390,000	526,050	-	3,324,880	-
Subtotal	<u>1,541,415</u>	<u>1,501,831</u>	<u>369,225</u>	<u>4,290,235</u>	<u>369,225</u>
Interfund Transfer In	<u>130,235</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Available	<u>4,852,326</u>	<u>4,139,335</u>	<u>2,763,607</u>	<u>6,684,617</u>	<u>5,399,660</u>
Expenditures:					
Operating	1,517,395	530,947	-	600,693	-
Capital	41,100	572,123	-	543,447	-
Debt Service	341,088	346,004	369,225	351,372	289,665
Subtotal	<u>1,899,583</u>	<u>1,449,074</u>	<u>369,225</u>	<u>1,495,512</u>	<u>289,665</u>
Interfund Transfer Out	<u>315,239</u>	<u>295,879</u>	<u>-</u>	<u>158,670</u>	<u>79,560</u>
Total Disbursements	<u>2,214,822</u>	<u>1,744,953</u>	<u>369,225</u>	<u>1,654,182</u>	<u>369,225</u>
Nonspendable	-	-	-	-	-
Restricted	904,028	904,299	904,299	3,592,202	3,592,202
Committed	1,733,476	1,490,083	1,490,083	1,438,233	1,438,233
Assigned	-	-	-	-	-
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance, June 30	<u>\$ 2,637,504</u>	<u>\$ 2,394,382</u>	<u>\$ 2,394,382</u>	<u>\$ 5,030,435</u>	<u>\$ 5,030,435</u>

Dorchester County, South Carolina  
Special Revenue Fund  
Emergency 911  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ -	\$ (815,253)	\$ -	\$ -	\$ 1,840
Revenues:					
Intergovernmental	188,130	146,288	154,353	147,981	151,977
Charges and Fees	388,306	427,162	374,000	416,803	405,796
Interest	1	-	-	-	-
Other Sources	-	808,933	-	-	-
Subtotal	<u>576,437</u>	<u>1,382,383</u>	<u>528,353</u>	<u>564,784</u>	<u>557,773</u>
Interfund Transfer In	<u>6,627</u>	<u>20,144</u>	<u>140,014</u>	<u>140,014</u>	<u>128,664</u>
Total Available	<u>583,064</u>	<u>587,274</u>	<u>668,367</u>	<u>704,798</u>	<u>688,277</u>
Expenditures:					
Personnel	52,447	51,906	57,411	57,157	59,009
Operating	533,558	535,368	610,956	564,577	623,816
Capital	812,312	-	-	80,055	3,612
Debt Service	-	-	-	-	-
Subtotal	<u>1,398,317</u>	<u>587,274</u>	<u>668,367</u>	<u>701,789</u>	<u>686,437</u>
Interfund Transfer Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,169</u>	<u>-</u>
Total Disbursements	<u>1,398,317</u>	<u>587,274</u>	<u>668,367</u>	<u>702,958</u>	<u>686,437</u>
Nonspendable	-	-	-	-	-
Restricted	-	-	-	-	-
Committed	-	-	-	-	-
Assigned	-	-	-	-	-
Unassigned	(815,253)	-	-	1,840	1,840
Ending Balance, June 30	<u>\$ (815,253)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,840</u>	<u>\$ 1,840</u>

Dorchester County, South Carolina  
Special Revenue Fund  
Family Court/DSS  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ 208,957	\$ 220,440	\$ 229,110	\$ 229,110	\$ 251,749
Revenues:					
Intergovernmental	26,311	41,364	-	56,418	-
Interest	472	1,136	-	1,716	-
Subtotal	<u>26,783</u>	<u>42,500</u>	<u>-</u>	<u>58,134</u>	<u>-</u>
Total Available	<u>235,740</u>	<u>262,940</u>	<u>229,110</u>	<u>287,244</u>	<u>251,749</u>
Expenditures:					
Personnel	6,833	26,546	-	33,540	-
Operating	8,467	7,284	-	1,955	-
Subtotal	<u>15,300</u>	<u>33,830</u>	<u>-</u>	<u>35,495</u>	<u>-</u>
Interfund Transfer Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Disbursements	<u>15,300</u>	<u>33,830</u>	<u>-</u>	<u>35,495</u>	<u>-</u>
Nonspendable	-	-	-	-	-
Restricted	220,441	229,110	229,110	251,749	251,749
Committed	-	-	-	-	-
Assigned	-	-	-	-	-
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance, June 30	<u>\$ 220,440</u>	<u>\$ 229,110</u>	<u>\$ 229,110</u>	<u>\$ 251,749</u>	<u>\$ 251,749</u>

Dorchester County, South Carolina  
Special Revenue Fund  
Fire Protection Improvement  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ 687,182	\$ 609,426	\$ 1,042,573	\$ 1,042,573	\$ 211,687
Revenues:					
Taxes	2,103,326	2,158,509	2,626,498	2,918,397	3,437,897
Charges and Fees	28,046	493,827	194,682	226,568	211,000
Miscellaneous	10,457	17,343	12,000	13,673	12,000
Other Sources	140,103	12,510	-	54,958	-
Interest	1,646	1,024	1,500	3,686	1,500
Subtotal	<u>2,283,578</u>	<u>2,683,213</u>	<u>2,834,680</u>	<u>3,217,282</u>	<u>3,662,397</u>
Interfund Transfer In	<u>-</u>	<u>42,750</u>	<u>-</u>	<u>758,525</u>	<u>-</u>
Total Available	<u>2,970,760</u>	<u>3,335,389</u>	<u>3,877,253</u>	<u>4,259,855</u>	<u>3,874,084</u>
Expenditures:					
Personnel	1,222,845	1,249,007	1,780,236	2,058,103	2,577,275
Operating	525,935	452,397	496,564	556,671	532,413
Capital	104,392	50,560	50,822	926,337	4,966
Debt Service	447,742	447,742	447,743	447,742	447,743
Subtotal	<u>2,300,914</u>	<u>2,199,706</u>	<u>2,775,365</u>	<u>3,988,853</u>	<u>3,562,397</u>
Interfund Transfer Out	<u>60,420</u>	<u>93,110</u>	<u>59,315</u>	<u>59,315</u>	<u>100,000</u>
Total Disbursements	<u>2,361,334</u>	<u>2,292,816</u>	<u>2,834,680</u>	<u>4,048,168</u>	<u>3,662,397</u>
Nonspendable	-	-	-	-	-
Restricted	609,426	1,042,573	1,042,573	211,687	211,687
Committed	-	-	-	-	-
Assigned	-	-	-	-	-
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance, June 30	<u><u>\$ 609,426</u></u>	<u><u>\$ 1,042,573</u></u>	<u><u>\$ 1,042,573</u></u>	<u><u>\$ 211,687</u></u>	<u><u>\$ 211,687</u></u>

Dorchester County, South Carolina  
Special Revenue Fund  
Public Defender  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ (263,245)	\$ (58,903)	\$ (25,342)	\$ (25,342)	\$ (6,404)
Revenues:					
Intergovernmental	939,590	888,219	-	1,061,937	1,180,363
Charges and Fees	-	-	-	-	-
Fines	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Other Sources	-	-	-	-	-
Subtotal	<u>939,590</u>	<u>888,219</u>	<u>-</u>	<u>1,061,937</u>	<u>1,180,363</u>
Interfund Transfer In	<u>637,525</u>	<u>637,525</u>	<u>637,525</u>	<u>637,525</u>	<u>637,525</u>
Total Available	<u>1,313,870</u>	<u>1,466,841</u>	<u>612,183</u>	<u>1,674,120</u>	<u>1,811,484</u>
Expenditures:					
Personnel	1,323,269	1,442,837	-	1,628,921	1,755,715
Operating Capital	49,504	49,346	637,525	51,604	62,173
Capital	-	-	-	-	-
Subtotal	<u>1,372,773</u>	<u>1,492,183</u>	<u>637,525</u>	<u>1,680,524</u>	<u>1,817,888</u>
Interfund Transfer Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Disbursements	<u>1,372,773</u>	<u>1,492,183</u>	<u>637,525</u>	<u>1,680,524</u>	<u>1,817,888</u>
Nonspendable	-	-	-	-	-
Restricted	-	-	-	-	-
Committed	(58,903)	(25,342)	(25,342)	(6,404)	(6,404)
Assigned	-	-	-	-	-
Unassigned	-	-	-	-	-
Ending Balance, June 30	<u><u>\$ (58,903)</u></u>	<u><u>\$ (25,342)</u></u>	<u><u>\$ (25,342)</u></u>	<u><u>\$ (6,404)</u></u>	<u><u>\$ (6,404)</u></u>

Dorchester County, South Carolina  
Special Revenue Fund  
Recreation  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ 2,659,584	\$ 2,696,338	\$ 2,471,816	\$ 2,471,816	\$ 2,131,295
Revenues:					
Licenses and Permits	333,555	351,474	335,000	357,390	368,000
Intergovernmental	-	1,000	-	2,500	-
Interest	5,895	14,011	9,250	19,291	10,516
Subtotal	<u>339,450</u>	<u>366,485</u>	<u>344,250</u>	<u>379,181</u>	<u>378,516</u>
Total Available	<u>2,999,034</u>	<u>3,062,823</u>	<u>2,816,066</u>	<u>2,850,997</u>	<u>2,509,811</u>
Expenditures:					
Personnel	64,976	87,027	85,903	87,672	110,181
Operating	26,406	203,200	43,652	415,931	51,981
Capital	1,618	-	4,999	6,404	6,658
Debt Service	209,696	209,695	209,696	209,695	209,696
Subtotal	<u>302,696</u>	<u>499,922</u>	<u>344,250</u>	<u>719,702</u>	<u>378,516</u>
Interfund Transfer Out	<u>-</u>	<u>91,085</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Disbursements	<u>302,696</u>	<u>591,007</u>	<u>344,250</u>	<u>719,702</u>	<u>378,516</u>
Nonspendable	-	-	-	-	-
Restricted	2,383,959	2,273,224	2,273,224	1,901,735	1,901,735
Committed	312,379	198,592	198,592	229,560	229,560
Assigned	-	-	-	-	-
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance, June 30	<u>\$ 2,696,338</u>	<u>\$ 2,471,816</u>	<u>\$ 2,471,816</u>	<u>\$ 2,131,295</u>	<u>\$ 2,131,295</u>

Dorchester County, South Carolina  
Special Revenue Fund  
Sheriff - Victims Advocate  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ 30,173	\$ 16,248	\$ 14,332	\$ 14,332	\$ 3,106
Revenues:					
Fines	143,159	158,032	146,688	134,704	113,376
Interest	5	12	9	19	12
Subtotal	<u>143,164</u>	<u>158,044</u>	<u>146,697</u>	<u>134,723</u>	<u>113,388</u>
Interfund Transfer In	<u>-</u>	<u>-</u>	<u>16,835</u>	<u>16,835</u>	<u>57,650</u>
Total Available	<u>173,337</u>	<u>174,292</u>	<u>177,864</u>	<u>165,890</u>	<u>174,144</u>
Expenditures:					
Personnel	157,089	159,960	163,532	162,784	171,038
Operating	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal	<u>157,089</u>	<u>159,960</u>	<u>163,532</u>	<u>162,784</u>	<u>171,038</u>
Total Disbursements	<u>157,089</u>	<u>159,960</u>	<u>163,532</u>	<u>162,784</u>	<u>171,038</u>
Nonspendable	-	-	-	-	-
Restricted	-	-	-	-	-
Committed	-	-	-	-	-
Assigned	-	-	-	-	-
Unassigned	<u>16,248</u>	<u>14,332</u>	<u>14,332</u>	<u>3,106</u>	<u>3,106</u>
Ending Balance, June 30	<u>\$ 16,248</u>	<u>\$ 14,332</u>	<u>\$ 14,332</u>	<u>\$ 3,106</u>	<u>\$ 3,106</u>

Dorchester County, South Carolina  
Special Revenue Fund  
Solicitor-First Circuit  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ (29,473)	\$ 173,010	\$ 97,861	\$ 97,861	\$ 502,320
Revenues:					
Intergovernmental	1,531,133	1,573,711	1,680,770	1,933,120	2,099,328
Charges and Fees	857	519	-	-	-
Fines	73,690	73,690	73,690	73,690	73,690
Miscellaneous	200,000	347,000	469,591	350,000	-
Interest	198	126	-	104	-
Other Sources	-	1,200	-	(60,710)	-
Subtotal	<u>1,805,878</u>	<u>1,996,246</u>	<u>2,224,051</u>	<u>2,296,204</u>	<u>2,173,018</u>
Interfund Transfer In	<u>842,500</u>	<u>577,500</u>	<u>750,000</u>	<u>750,000</u>	<u>750,000</u>
Total Available	<u>2,618,905</u>	<u>2,746,756</u>	<u>3,071,912</u>	<u>3,144,065</u>	<u>3,425,338</u>
Expenditures:					
Personnel	2,153,077	2,321,619	2,673,551	2,316,628	2,640,518
Operating	289,850	314,285	300,500	309,958	282,500
Capital	-	-	-	758	-
Subtotal	<u>2,442,927</u>	<u>2,635,904</u>	<u>2,974,051</u>	<u>2,627,344</u>	<u>2,923,018</u>
Interfund Transfer Out	<u>2,968</u>	<u>12,991</u>	<u>-</u>	<u>14,401</u>	<u>-</u>
Total Disbursements	<u>2,445,895</u>	<u>2,648,895</u>	<u>2,974,051</u>	<u>2,641,745</u>	<u>2,923,018</u>
Nonspendable	-	-	-	-	-
Restricted	-	-	-	-	-
Committed	173,010	97,861	97,861	502,320	502,320
Assigned	-	-	-	-	-
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance, June 30	<u>\$ 173,010</u>	<u>\$ 97,861</u>	<u>\$ 97,861</u>	<u>\$ 502,320</u>	<u>\$ 502,320</u>

Dorchester County, South Carolina  
Special Revenue Fund  
Transportation Sales Tax  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ 22,094,254	\$ 14,737,977	\$ 12,909,910	\$ 12,909,910	\$ 17,763,457
Revenues:					
Taxes	13,045,977	15,128,858	12,000,000	16,260,233	15,500,000
Intergovernmental	5,201,427	5,101,225	-	3,806,874	-
Interest	66,878	104,481	68,000	141,369	120,000
Other Sources	-	-	-	180,000	-
Subtotal	<u>18,314,282</u>	<u>20,334,564</u>	<u>12,068,000</u>	<u>20,388,476</u>	<u>15,620,000</u>
Total Available	<u>40,408,536</u>	<u>35,072,541</u>	<u>24,977,910</u>	<u>33,298,386</u>	<u>33,383,457</u>
Expenditures:					
Operating	17,854,786	14,336,366	3,225,997	7,403,689	6,777,997
Debt Service	7,815,773	7,826,265	8,842,003	8,131,240	8,842,003
Subtotal	<u>25,670,559</u>	<u>22,162,631</u>	<u>12,068,000</u>	<u>15,534,929</u>	<u>15,620,000</u>
Interfund Transfer Out	-	-	-	-	-
Total Disbursements	<u>25,670,559</u>	<u>22,162,631</u>	<u>12,068,000</u>	<u>15,534,929</u>	<u>15,620,000</u>
Nonspendable	-	-	-	-	-
Restricted	14,737,977	12,909,910	12,909,910	17,763,457	17,763,457
Committed	-	-	-	-	-
Assigned	-	-	-	-	-
Unassigned	-	-	-	-	-
Ending Balance, June 30	<u><u>\$ 14,737,977</u></u>	<u><u>\$ 12,909,910</u></u>	<u><u>\$ 12,909,910</u></u>	<u><u>\$ 17,763,457</u></u>	<u><u>\$ 17,763,457</u></u>

Dorchester County, South Carolina  
Special Revenue Fund  
Upper Dorchester Economic Development  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ 2,322,380	\$ 2,465,179	\$ 2,075,323	\$ 2,075,323	\$ 1,517,653
Revenues:					
Intergovernmental	499,590	399,745	-	187,067	-
Interest	2,317	1,348	-	663	-
Subtotal	501,907	401,093	-	187,730	-
Total Available	2,824,287	2,866,272	2,075,323	2,263,053	1,517,653
Expenditures:					
Operating	359,108	790,949	-	745,400	-
Subtotal	359,108	790,949	-	745,400	-
Total Disbursements	359,108	790,949	-	745,400	-
Nonspendable	-	-	-	-	-
Restricted	-	-	-	-	-
Committed	2,465,179	2,075,323	2,075,323	1,517,653	1,517,653
Assigned	-	-	-	-	-
Unassigned	-	-	-	-	-
Ending Balance, June 30	\$ 2,465,179	\$ 2,075,323	\$ 2,075,323	\$ 1,517,653	\$ 1,517,653

Dorchester County, South Carolina  
Special Revenue Fund  
Veterans Affairs  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ -	\$ (48,669)	\$ (54,351)	\$ (54,351)	\$ (50,563)
Revenues:					
Intergovernmental	4,556	4,556	4,467	4,704	4,467
Other Sources	-	-	-	-	-
Subtotal	<u>4,556</u>	<u>4,556</u>	<u>4,467</u>	<u>4,704</u>	<u>4,467</u>
Interfund Transfer In	<u>125,463</u>	<u>182,119</u>	<u>187,514</u>	<u>187,514</u>	<u>198,086</u>
Total Available	<u>130,019</u>	<u>138,006</u>	<u>137,630</u>	<u>137,867</u>	<u>151,990</u>
Expenditures:					
Personnel	168,201	180,251	180,395	178,186	187,552
Operating	9,079	10,766	10,245	8,904	10,245
Capital	1,408	1,340	1,341	1,340	4,756
Subtotal	<u>178,688</u>	<u>192,357</u>	<u>191,981</u>	<u>188,430</u>	<u>202,553</u>
Total Disbursements	<u>178,688</u>	<u>192,357</u>	<u>191,981</u>	<u>188,430</u>	<u>202,553</u>
Nonspendable	-	-	-	-	-
Restricted	(48,669)	(54,351)	(54,351)	(50,563)	(50,563)
Committed	-	-	-	-	-
Assigned	-	-	-	-	-
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance, June 30	<u><u>\$ (48,669)</u></u>	<u><u>\$ (54,351)</u></u>	<u><u>\$ (54,351)</u></u>	<u><u>\$ (50,563)</u></u>	<u><u>\$ (50,563)</u></u>

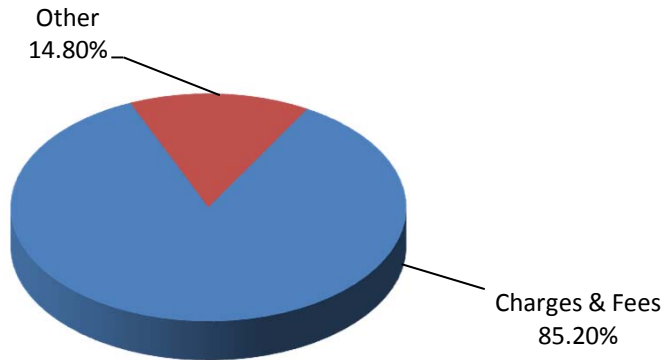
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# ENTERPRISE FUNDS

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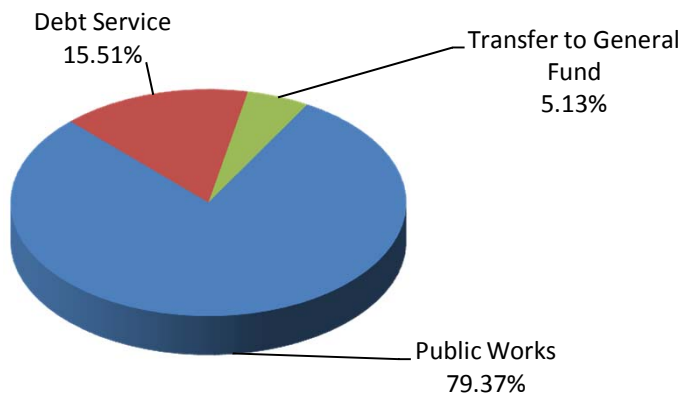
The Enterprise Funds account for those operations that are financed and operated in a manner similar to a private business or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public body, management control, accountability, or other purposes.

## WHERE IT COMES FROM: FY 2018 Dorchester County Enterprise Funds



Total Available: \$35,115,519

## WHERE IT GOES TO: FY 2018 Dorchester County Enterprise Funds



Total Available: \$35,115,519

Dorchester County, South Carolina  
Enterprise Fund  
Solid Waste  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ 2,965,391	\$ 3,612,880	\$ 3,487,631	\$ 3,487,631	\$ 2,670,584
Revenues:					
Intergovernmental	54,077	57,650	56,000	57,919	56,000
Charges and Fees	6,370,972	5,792,246	6,293,150	6,200,398	6,293,000
Interest	6,331	10,616	-	10,205	10,000
Miscellaneous	-	-	-	891	-
Other Sources	1,293	1,510	-	5,260	1,000,000
Subtotal	<u>6,432,673</u>	<u>5,862,022</u>	<u>6,349,150</u>	<u>6,274,673</u>	<u>7,359,000</u>
Interfund Transfer In	<u>12,854</u>	<u>(15,870)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Available	<u>9,410,918</u>	<u>9,459,032</u>	<u>9,836,781</u>	<u>9,762,304</u>	<u>10,029,584</u>
Expenditures:					
Personnel	1,469,126	1,472,426	1,711,657	1,551,426	1,676,901
Operating	4,025,150	4,147,380	4,119,392	4,154,407	5,115,895
Capital	1,912	868	172,672	97,938	220,775
Subtotal	<u>5,496,188</u>	<u>5,620,674</u>	<u>6,003,721</u>	<u>5,803,771</u>	<u>7,013,571</u>
Interfund Transfer Out	<u>301,850</u>	<u>350,727</u>	<u>345,429</u>	<u>1,287,949</u>	<u>345,429</u>
Total Disbursements	<u>5,798,038</u>	<u>5,971,401</u>	<u>6,349,150</u>	<u>7,091,720</u>	<u>7,359,000</u>
Invested in Capital Assets	560,811	519,446	519,446	519,446	519,446
Restricted	-	-	-	-	-
Unrestricted	<u>3,052,069</u>	<u>2,968,185</u>	<u>2,968,185</u>	<u>2,151,138</u>	<u>2,151,138</u>
Ending Balance, June 30	<u><u>\$ 3,612,880</u></u>	<u><u>\$ 3,487,631</u></u>	<u><u>\$ 3,487,631</u></u>	<u><u>\$ 2,670,584</u></u>	<u><u>\$ 2,670,584</u></u>

Dorchester County, South Carolina  
Enterprise Fund  
Stormwater  
Fund Statement

	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Projected	FY 2018 Approved
Beginning Balance, July 1	\$ 3,523,884	\$ 3,514,777	\$ 3,448,200	\$ 3,448,200	\$ 3,128,641
Revenues:					
Charges and Fees	1,549,021	1,554,590	1,595,400	1,600,738	2,370,000
Interest	5,299	10,358	8,000	18,272	9,000
Miscellaneous	58,765	44,952	45,000	59,804	50,000
Other Financing Sources	13,355	15,535	250,000	2,261	-
Subtotal	<u>1,626,440</u>	<u>1,625,435</u>	<u>1,898,400</u>	<u>1,681,075</u>	<u>2,429,000</u>
Interfund Transfer In	<u>22,644</u>	<u>911</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Available	<u>5,172,968</u>	<u>5,141,123</u>	<u>5,346,600</u>	<u>5,129,275</u>	<u>5,557,641</u>
Expenditures:					
Personnel	894,691	944,755	1,176,665	993,189	1,221,029
Operating	580,031	561,410	289,571	257,372	337,737
Capital	3,775	1,434	251,529	556,918	689,599
Subtotal	<u>1,478,497</u>	<u>1,507,599</u>	<u>1,717,765</u>	<u>1,807,479</u>	<u>2,248,365</u>
Interfund Transfer Out	<u>179,694</u>	<u>185,324</u>	<u>180,635</u>	<u>193,155</u>	<u>180,635</u>
Total Disbursements	<u>1,658,191</u>	<u>1,692,923</u>	<u>1,898,400</u>	<u>2,000,634</u>	<u>2,429,000</u>
Invested in Capital Assets	1,470,864	1,759,753	1,759,753	1,759,753	1,759,753
Restricted	-	-	-	-	-
Unrestricted	<u>2,043,913</u>	<u>1,688,447</u>	<u>1,688,447</u>	<u>1,368,888</u>	<u>1,368,888</u>
Ending Balance, June 30	<u>\$ 3,514,777</u>	<u>\$ 3,448,200</u>	<u>\$ 3,448,200</u>	<u>\$ 3,128,641</u>	<u>\$ 3,128,641</u>

Dorchester County, South Carolina  
Enterprise Fund  
Water & Sewer  
Fund Statement

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Budget</u>	<u>FY 2017 Projected</u>	<u>FY 2018 Approved</u>
Beginning Balance, July 1	\$ 125,089,031	\$ 135,344,918	\$ 145,875,032	\$ 145,875,032	\$ 149,412,868
Revenues:					
Intergovernmental	51,515	48,023	-	-	-
Charges and Fees	25,726,910	23,981,531	20,071,100	24,419,288	21,043,689
Interest	37,816	73,556	43,015	4,129,057	20,784
Miscellaneous	3,004,962	5,430,511	22,802	-	23,486
Other Sources	59,880	15,756	-	143,090	-
Subtotal	<u>28,881,083</u>	<u>29,549,377</u>	<u>20,136,917</u>	<u>28,691,435</u>	<u>21,087,959</u>
Use of Fund Balance	-	-	13,878,000	-	4,160,000
Interfund Transfer In	416,552	471,882	158,670	158,670	79,560
Total Available	<u>154,386,666</u>	<u>165,366,177</u>	<u>180,048,619</u>	<u>174,566,467</u>	<u>174,740,387</u>
Expenditures:					
Personnel	3,907,587	4,140,400	4,597,343	4,019,180	5,161,739
Operating	11,999,555	12,208,008	7,418,365	6,985,383	8,408,437
Capital	44,998	71,875	14,844,142	6,242,117	5,038,102
Debt Service	1,784,872	1,847,524	6,039,710	6,039,658	5,445,214
Subtotal	<u>17,737,012</u>	<u>18,267,807</u>	<u>32,899,560</u>	<u>23,286,338</u>	<u>24,053,492</u>
Interfund Transfer Out	1,304,736	1,223,338	1,274,027	1,867,261	1,274,027
Total Disbursements	<u>19,041,748</u>	<u>19,491,145</u>	<u>34,173,587</u>	<u>25,153,599</u>	<u>25,327,519</u>
Invested in Capital Assets	108,826,071	114,691,006	114,691,006	118,228,842	118,228,842
Restricted	18,634,320	20,820,572	20,820,572	20,820,572	20,820,572
Unrestricted	7,884,527	10,363,454	10,363,454	10,363,454	10,363,454
Ending Balance, June 30	<u>\$ 135,344,918</u>	<u>\$ 145,875,032</u>	<u>\$ 145,875,032</u>	<u>\$ 149,412,868</u>	<u>\$ 149,412,868</u>

## **ADMINISTRATOR - 1301**

The County Administrator's department is the chief administrative office of the County. This office executes and enforces all ordinances, resolutions, and orders of the County Council and plans, directs, and supervises the activities of County departments to ensure fiscal responsibility, administrative effectiveness and operational efficiency. Additionally, the Administrator is the liaison for Council and departments headed by elected and appointed officials. In addition to the Administrator, the Deputy Administrator for Community Services and Deputy Administrator/Chief Financial Officer assist in carrying out the duties of the department. The department is responsible for:

### **GOALS**

1. Economic Development: Work to acquire easements and secure authorization for construction of the Lake Marion Regional Water Agency - Dorchester Reach by September 30, 2017.
2. Growth Management: Work with Santee Cooper and the Army Corps of Engineers to complete the design of the Lake Marion Regional Water Agency Reach to St. George. Seek federal appropriation through the Corps Civil Works Program. (Strategic Plan)
3. Economic Development: Work with County Council, the Dorchester County Legislative Delegation and Trident Technical College to establish a technical college campus in Dorchester County to provide training for our workforce. (Strategic Plan)
4. Growth Management: Work towards county zoning for managed growth, by securing funding and selecting a consultant for Comprehensive Plan to zone the county. (Strategic Plan)
5. Finalize FY2017-2018 Council approved budget document and receive GFOA Budget Award.

### **SERVICE AREAS**

**Recommendations to Council:** The Administrator and his staff provide recommendations and staff support to County Council and its subcommittees. The Administrator prepares memorandums to Council on agenda items to be discussed at upcoming meetings; drafts policies, resolutions, and ordinances for Council approval; and follows up on Council's requests for additional information and helps Council address citizens' concerns.

**Budgeting and Finance:** The Administrator produces balanced operating and capital budgets for Council approval, including a description of important features of the proposed budgets; provides periodic financial reports to Council; identifies sources of revenue to meet current and future operational requirements; and monitors expenditures of appropriated funds.

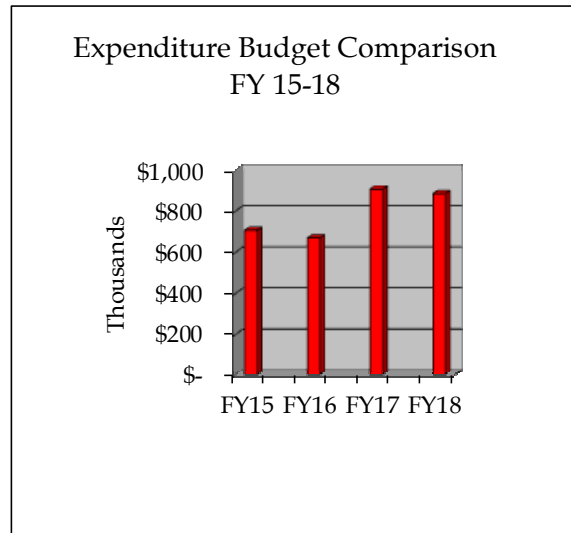
**Policy Guidance and Strategic Direction:** The Administrator guides the implementation of the Strategic Plan; provides County officials with guidance on policies formulated by County Council by developing operating procedures; provides overall guidance on budgetary matters by articulating Council's priorities; and coordinates activities affecting all or multiple county departments.

**Personnel Guidance:** As the administrative head of the County, the Administrator directs, supervisors, and evaluates department heads; ensures compliance with County Council policies on personnel, including salary and classification plans and employment and discharge; and makes staffing and policy changes to improve organizational effectiveness and efficiency.

**ADMINISTRATOR - 1301**

**Elected Official and Outside Agency Communications:** The Administrator acts as the focal point for coordination between the County Council and the departments headed by elected and appointed officials and coordinates County contact with outside agencies whether public or private.

<b>Departmental Summary:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	7	7	8	7	-1
(PT)	0	0	0	0	0
Interest/Rent/Other	\$ -	\$ -	\$ -	\$ 8,176	\$ 8,176
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,176</b>	<b>\$ 8,176</b>
Personnel	\$ 608,919	\$ 547,127	\$ 783,487	\$ 743,598	\$ (39,889)
Operating	97,559	99,481	123,422	138,350	14,928
Capital	1,498	23,793	940	4,082	3,142
<b>TOTAL EXPENDITURES</b>	<b>\$ 707,976</b>	<b>\$ 670,401</b>	<b>\$ 907,849</b>	<b>\$ 886,030</b>	<b>\$ (21,819)</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases. However, the Budget Officer position was moved from the Administrator’s Office to Business Services due to the reorganization.

Operating expenditures reflect increases due to operational costs.

Capital expenditures reflect IT Refresh Costs for computers owned by the County.

**ADMINISTRATOR - 1301**

Funding approved for 7 full-time equivalents:

Clerk to County Administrator	1.00
County Administrator	1.00
Deputy Administrator – Chief Financial Officer	1.00
Deputy Administrator – Community Services	1.00
Executive Assistant	2.00
Public Information Officer	<u>1.00</u>
	<b>7.00</b>

**OBJECT**

- 33-09 Funding for Government consultant.
- 56-01 Includes funding for ICMA, NACO, SCCCMA, and SCMASA for Administrator and Deputy Administrators.
- 57-01 Funding for travel to conferences, meetings, etc.
- 61-12 Funding for communications supplies.
- 63-01 Food for department head meetings, budget retreats, etc.
- 64-01 Funding for various books and subscriptions.
- 80-04 Funding for unforeseen contingencies that the County Administrator must cover.

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Total County General Fund, Capital & Debt Millage Assessed	63.7	68.2	68.2	68.2
General Fund Budget	\$44,264,107	\$48,904,528	\$50,052,836	\$52,225,227
Capital Improvement Budget	\$3,819,578	\$3,691,013	\$4,992,516	\$4,302,855

**ADMINISTRATOR - 1301**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1301-413-11-01	Regular Wages	473,328	421,338	608,554	575,191
101-1301-413-13-01	Overtime Wages	-	6,946	-	-
101-1301-413-21-01	Employee Group Health Insurance	34,014	30,527	41,204	29,349
101-1301-413-21-02	Employee Group Dental Insurance	469	340	1,057	808
101-1301-413-22-01	Social Security and Medicare	34,074	29,346	46,606	43,298
101-1301-413-23-01	State and Police Retirement	51,461	46,864	70,333	77,995
101-1301-413-26-01	Workers Compensation	15,573	11,766	15,733	16,957
101-1301-413-32-01	Training & Professional Development	2,306	1,079	3,200	3,930
101-1301-413-33-09	Other Contracted Personnel	66,425	69,225	66,425	74,997
101-1301-413-44-01	Rental & Leases	2,157	3,100	2,847	-
101-1301-413-53-01	Data Processing	-	-	-	240
101-1301-413-53-02	Mobile & Cellular Telephones	1,885	1,199	1,900	2,660
101-1301-413-53-06	Postage	176	334	300	300
101-1301-413-53-07	Telephone	84	36	151	100
101-1301-413-54-01	Advertising	2,356	502	1,500	3,044
101-1301-413-55-01	Printing & Binding	-	613	500	1,500
101-1301-413-56-01	Membership Fees	2,459	1,385	3,750	4,370
101-1301-413-57-01	Travel	6,778	7,434	6,250	7,370
101-1301-413-61-01	Office Supplies	4,300	3,049	4,400	5,365
101-1301-413-61-06	Computer Software	123	-	-	-
101-1301-413-61-07	Computer Equipment (Less than \$500)	83	-	-	-
101-1301-413-61-08	Office Furniture (Less than \$500)	1,533	266	-	-
101-1301-413-61-09	IT Refresh Costs	893	1,502	1,696	1,184
101-1301-413-61-24	Per Copy Copier Charges	199	6,122	6,153	6,600
101-1301-413-61-80	Kitchen Supplies	-	86	-	-
101-1301-413-62-02	Fuel	2,216	2,022	3,500	4,500
101-1301-413-63-01	Food	494	1,214	500	500
101-1301-413-64-01	Books & Periodicals	249	296	325	1,630
101-1301-413-80-04	Contingency	2,818	-	20,000	20,000
101-1301-413-80-07	Parking Lots	25	17	25	60
<b>General Fund Total</b>		<b>706,478</b>	<b>646,608</b>	<b>906,909</b>	<b>881,948</b>
<b>Capital Improvement Fund</b>					
201-1301-413-74-02	Vehicles	-	22,329	-	-
201-1301-413-74-14	Computer Equipment \$500-\$5,000	-	801	-	-
201-1301-413-74-15	Office Equipment \$500-\$5,000	563	-	-	-
201-1301-413-74-24	Computer IT Lease Program	935	663	940	4,082
<b>Capital Improvement Fund Total</b>		<b>1,498</b>	<b>23,793</b>	<b>940</b>	<b>4,082</b>

**ATTORNEY - 1605**

The Office of the County Attorney provides the delivery and coordination of legal services for the County; processing and managing tort claims; handling County litigation through direct representation or coordination of retained council; prosecution of ordinance violations; court appearances; representation before regulatory agencies; processing public finance and economic development tax issues; attendance at conferences and meetings; legal opinions; legal research; drafting ordinances, contracts, leases and other legal documents; review and interpretation of Council rules; provides representation for the County as employer and the Grievance Committee at Grievance proceedings; provides legal consultation with County departments, Officials, and certain Boards and Commissions.

**GOALS**

To provide comprehensive and timely legal advice to various County officials and departments.

**SERVICE AREAS**

**Document Preparation:** In accordance with Ordinance 97-05, Organization and Rules of Dorchester County Council, the County Attorney prepares contracts, deeds, ordinances, and other legal documents as necessary to assist the Administrator in preparing materials for Council consideration and to assist in implementing actions approved by Council.

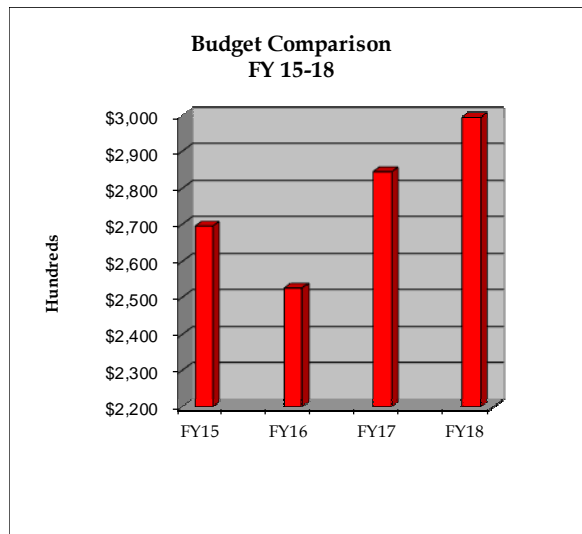
**Advisor to Council:** The County Attorney is required to attend all Council meetings and advise Council of matters pertaining to the legality of proceedings and its actions thereon.

**County Litigation:** The County Attorney participates in litigation involving the County to represent the County's interests.

**Interpretation of Procedural Matters:** The County Attorney provides assistance and interpretations on procedural matters that involve County operating departments in conjunction with the Administrator.

<b>Departmental Summary:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	2	2	2	2	0
(PT)	0	0	0	0	0
Personnel	\$ 223,469	\$ 235,772	\$ 248,153	\$ 254,973	\$ 6,820
Operating	46,028	16,797	36,494	44,494	8,000
Capital	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 269,497</b>	<b>\$ 252,569</b>	<b>\$ 284,647</b>	<b>\$ 299,467</b>	<b>\$ 14,820</b>

**ATTORNEY - 1605**



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect increases related to outside attorney costs due to pending litigation.

**Funding approved for 2 full-time equivalents:**

County Attorney	1.00
Legal Assistant	<u>1.00</u>
	<b>2.00</b>

**OBJECT**

33-01 Funding for outside legal fees.

52-01 Funding for malpractice liability insurance.

55-01 Funding for preparation of court documents and other necessary supplies, such as envelopes, stationary and business cards, etc.

57-01 Funding for travel needed to attend necessary trainings, meetings or court hearings.

**ATTORNEY - 1605**

<b>Performance Indicators</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Freedom of Information Act Requests	45	79	42	5
Lawsuits	10	9	18	10
Contracts Reviewed	57	66	105	75
Ordinances Drafted	11	6	3	5
Opinions	2	3	1	5
FILOTS	9	0	3	5
EMS HIPAA Request Responses	32	19	21	10

Note: The County's Public Information Officer began handling all FOIA for County departments in FY2017.

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1605-416-11-01	Regular Wages	172,325	182,310	189,975	193,207
101-1605-416-13-01	Overtime Wages	-	542	-	-
101-1605-416-21-01	Employee Group Health Insurance	19,385	19,328	20,130	19,835
101-1605-416-21-02	Employee Group Dental Insurance	170	138	302	324
101-1605-416-22-01	Social Security and Medicare	11,499	12,217	14,654	14,388
101-1605-416-23-01	State and Police Retirement	18,731	20,244	21,962	26,199
101-1605-416-26-01	Workers Compensation	1,362	988	1,130	1,020
101-1605-416-32-01	Training & Professional Development	215	455	750	750
101-1605-416-33-01	Attorneys	25,891	1,218	7,000	15,000
101-1605-416-34-09	Other Technical Services	260	-	3,000	3,000
101-1605-416-44-01	Rental & Leases	-	-	400	400
101-1605-416-52-01	Various Insurance Liabilities	15,608	10,790	12,518	12,518
101-1605-416-53-02	Mobile & Cellular Telephones	628	630	616	616
101-1605-416-53-06	Postage	103	133	330	330
101-1605-416-53-07	Telephone	15	9	200	200
101-1605-416-55-01	Printing & Binding	43	-	2,000	1,900
101-1605-416-56-01	Membership Fees	485	390	400	500
101-1605-416-57-01	Travel	36	239	250	250
101-1605-416-61-01	Office Supplies	1,792	1,010	4,000	4,000
101-1605-416-61-06	Computer Software	-	158	430	430
101-1605-416-61-08	Office Furniture (Less than \$500)	-	105	-	-
101-1605-416-61-12	Communications Supplies	-	20	-	-
101-1605-416-61-24	Per Copy Copier Charges	-	1,403	1,600	1,600
101-1605-416-64-01	Books & Periodicals	271	230	3,000	3,000
101-1605-416-80-07	Parking Lots	685	-	-	-
<b>General Fund Total</b>		<b>269,504</b>	<b>252,557</b>	<b>284,647</b>	<b>299,467</b>

## **AUDITOR - 1509**

The Auditor's Office is responsible for levying ad valorem taxes for real and personal property under the jurisdiction of the county, state and municipalities. Additionally, the Auditor's Office compiles the assessed value of all taxable property to establish the value of one mill and calculates the number of mills required to collect enough revenue for budgets in a courteous and efficient manner to ensure our tax system is equitable to all. Currently, the office levies over \$185 million in taxes and reimbursements annually.

### **GOALS**

1. To continue to enhance our business personal property process and increase filings and collections. This would include creating a better relationship with Delinquent Tax in order to facilitate greater collections for the accounts we bill.
2. Continue to improve office efficiency through Cross Training, Personnel Re-Organization, Group Work, and Low cost Technology.
3. Continue with the Out of State Tag Program, in an effort to identify vehicles that are not registered in Dorchester County but are required to be by South Carolina State Law. This includes but is not limited to creating relationships with local governments to work together to identify violators. For this budget year, we are looking to develop a stronger partnership with the Magistrates Court as well as the Sheriff's office to ensure more of our files are called to court to facilitate payment of taxes that are to be paid under South Carolina Code of Laws.
4. Strive to improve communication between the Dorchester County Auditor's office and all entities that we serve.
5. Make the Public aware of tax savings and how to navigate through the process.
6. Continue with constant contact between this office and all other entities we serve as well as the other County Departments.

### **SERVICE AREAS**

**Vehicle Notices:** The Auditor's Office receives a tape of renewals and dealer purchases from the DMV each month which is loaded, assessed, districted, calculated, printed and mailed to taxpayers six to eight weeks in advance of the due date, as required by law. Additional notices are added to the system daily for walk-ins and processed. About 10,500 - 12,500 vehicle notices are processed monthly and about 20% are appealed or adjusted.

**Fee in Lieu of Taxes (FILOT) Billing:** The Auditor personally handles all FILOT in the county. Fees are negotiated by County Council as proposed by Economic Development, contracts are drawn, and copies are sent to all parties involved. FILOT is calculated by the participating companies and that information is sent to the Auditor for billing. The Auditor bills for 15 negotiated fees and 8 Multi-County Park (MCP) properties. Total amount billed for Tax Year 2013 was over \$6,200,000.

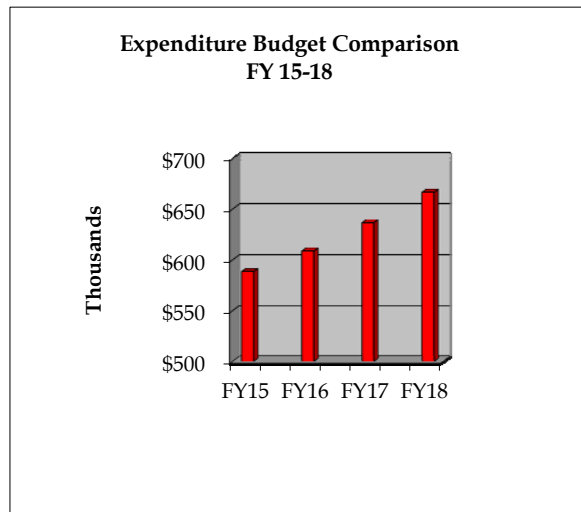
**Personal Property Notices:** From February - June the Auditor's Office will begin receiving tapes from the Department of Natural Resources, Department of Revenue, and Federal Aviation Administration, local County Businesses, which contain information for those to be billed for watercraft, aircraft, business personal property, manufacturer, railroad and utilities. This information must be districted, assessed, calculated, printed and mailed by September 30 each year. These notices may also be appealed for value corrections, etc.

**AUDITOR - 1509**

**State Reimbursements:** The Auditor's Office is also responsible for reporting property tax relief, manufacturing reimbursement and homestead exemption information to the Comptroller General yearly. This office must run reports yearly (usually due by April 1 following the tax year). These exemptions/reimbursements total approximately 4.25 million annually.

**Index Report:** The Auditor's Office is also responsible for gathering the information from other offices and completing the Index of Taxpaying Ability Report each year and filing this information online with the Comptroller General. This report is due October 1 each year and is used to determine the ability of each School District to pay its own way based on their assessed value.

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	12	12	12	12	0
(PT)	0	0	0	0	0
Personnel	\$ 554,207	\$ 574,401	\$ 595,693	\$ 624,746	\$ 29,053
Operating	29,539	29,096	36,568	36,868	300
Capital	4,610	5,079	4,254	4,729	475
<b>TOTAL EXPENDITURES</b>	<b>\$ 588,356</b>	<b>\$ 608,576</b>	<b>\$ 636,515</b>	<b>\$ 666,343</b>	<b>\$ 29,828</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflects a minor increase related to increase in program costs.

Capital expenditures reflect IT Refresh Costs for computers owned by the County.

**AUDITOR - 1509**

Funding approved for 12 full-time equivalents:

Abatement Coordinator	1.00
Accounting Clerk	3.00
Admin II	1.00
Admin III	3.00
Chief Deputy Auditor	1.00
County Auditor	1.00
Deputy Auditor/Personal Property/WC	1.00
Deputy Auditor/Vehicles	<u>1.00</u>
	<b>12.00</b>

**OBJECT**

- 32-01 Funding for registrations fees and workshops (some mandatory by statute) for Auditor or staff to attend the Academy and various conferences.
- 44-01 Funding for rental of copiers in St. George and Summerville offices. Also pays service contract on time stamp machine.
- 52-01 Funding for bonding of county auditor.
- 53-01 Funding for Lexis-Nexis data processing.
- 53-02 Funding for cellular / mobile phones (one phone for auditor, one phone for field use).
- 53-06 Funding for mailing official notices for refunds, military exemption receipts, office mail (includes projects to collect past due business personal property and watercraft property taxes), and the funding of correspondence mail for the Out of State Tag Program.
- 53-07 Includes long distance charges only.
- 55-01 Funding for binding of tax duplicate books, contract for vessel valuations for watercraft assessment, internet access to Dept. of Natural Resources, millage card printing, Tax Tip Flyers, business cards, auditors tax notices (window adds), military exemption books and envelopes.
- 56-01 Includes funds for dues for SCATT, SCAAO, and SCAC, and SCACEE.
- 57-01 Funding for travel expenses to SCATT seminars; annual Auditor’s, Treasurer’s, and Tax Collector’s Academy; SCAC conference; and other miscellaneous meetings.
- 61-01 Funding includes pens, paper, toner and other general office supplies for the Summerville and St. George offices. Includes a subscription for GoToMyPC to sign into system remotely and purchase of temporary tags (new law).

**AUDITOR - 1509**

- 62-02 Funding for fuel to perform field work which includes scanning the county for untaxed business property and personal property.
- 64-01 Funding for annual supplements for SC Code of Laws (only Title 12 and 56 now), watercraft CD (electronic info used in valuation of watercraft), and (6) NADA CD to value new vehicles for which Dept. of Revenue provides no value.

<b>Performance Indicators</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Vehicle Renewals, Adds, Dealer Adds, Refunds, Appeals	167,090	173,085	188,000	195,000
Real Property and Mobile Home Records	66,659	67,442	68,260	69,000
Revenue Billed for Vehicle Transactions	\$22,034,762	\$23,911,250	\$24,542,556	\$24,750,000
Revenue Billed for Real Property and Mobile Homes	\$144,858,938	\$149,694,907	\$154,754,274	\$157,500,000
FILOT/MCP, Personal Property, Aircraft, Utility/Tran. Records	13,944	14,274	14,263	14,300
Revenue billed for FILOT/MCP, Personal Property, Aircraft, and Utility/Tran. Records	\$24,475,921	\$25,277,918	\$27,507,854	\$27,750,000

Dorchester County  
 Operating and Capital Budget  
 Fiscal Year 2018

**AUDITOR - 1509**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1509-415-11-01	Regular Wages	419,386	438,339	452,614	466,946
101-1509-415-13-01	Overtime Wages	-	887	-	-
101-1509-415-21-01	Employee Group Health Insurance	55,600	51,394	52,129	55,749
101-1509-415-21-02	Employee Group Dental Insurance	852	737	1,661	1,779
101-1509-415-22-01	Social Security and Medicare	30,456	32,356	34,668	34,812
101-1509-415-23-01	State and Police Retirement	45,623	48,629	52,278	63,318
101-1509-415-26-01	Workers Compensation	2,290	2,059	2,343	2,142
101-1509-415-32-01	Training & Professional Development	365	450	1,000	1,000
101-1509-415-34-09	Other Technical Services	-	2,996	3,000	3,000
101-1509-415-43-01	Maintenance & Service Contracts	-	125	125	125
101-1509-415-44-01	Rental & Leases	6,939	6,730	8,101	7,501
101-1509-415-53-01	Data Processing	3,082	3,089	2,880	3,180
101-1509-415-53-02	Mobile & Cellular Telephones	-	-	240	240
101-1509-415-53-05	Fire Alarm & Security	-	-	1,440	1,440
101-1509-415-53-06	Postage	1,356	1,410	3,500	3,500
101-1509-415-53-07	Telephone	92	135	110	110
101-1509-415-55-01	Printing & Binding	7,596	5,767	6,250	6,250
101-1509-415-56-01	Membership Fees	130	180	350	350
101-1509-415-57-01	Travel	1,372	1,160	1,300	1,300
101-1509-415-61-01	Office Supplies	5,238	4,767	5,700	5,700
101-1509-415-61-07	Computer Equipment (Less than \$500)	538	-	-	-
101-1509-415-61-08	Office Furniture (Less than \$500)	1,685	165	-	-
101-1509-415-61-09	IT Refresh Costs	411	621	622	622
101-1509-415-61-12	Communications Supplies	-	-	25	25
101-1509-415-61-24	Per Copy Copier Charges	-	-	-	600
101-1509-415-61-55	Uniforms & Clothing	108	362	200	200
101-1509-415-62-02	Fuel	294	211	264	264
101-1509-415-64-01	Books & Periodicals	333	281	850	850
101-1509-415-80-09	Property Taxes/User Fees	-	610	611	611
101-1509-415-80-10	Late Fees	-	37	-	-
<b>General Fund Total</b>		<b>583,746</b>	<b>603,497</b>	<b>632,261</b>	<b>661,614</b>
<b>Capital Improvement Fund</b>					
201-1509-415-74-15	Office Equipment \$500-\$5,000	-	1,036	-	-
201-1509-415-74-24	Computer IT Lease Program	4,610	4,043	4,254	4,729
<b>Capital Improvement Fund Total</b>		<b>4,610</b>	<b>5,079</b>	<b>4,254</b>	<b>4,729</b>

**BUILDING UTILITIES - 1918**

The Building Utilities Department, which is managed by Facilities & Grounds Maintenance, fund various utilities and expenses for county-owned buildings including, electricity and gas; telephone systems and trunk lines; water and sewer; maintenance contracts for security, fire, and elevators; extermination services; Department of Social Services janitorial services; and postage machine leases and maintenance.

**SERVICE AREAS**

**Heating and Air Conditioning:** Ensures that sufficient funding is appropriated to maintain adequate climate controls for county-owned buildings. Amounts are determined by historical averages. Rates are determined by Public Service Commission. Facilities Maintenance staff helps to standardize equipment to regulate comfort.

**Telephone Systems and Trunk Lines:** Ensures that sufficient funding is appropriated to maintain county phone operations. Amounts are determined by historical averages by calculating averages for past months. Phone switches, circuits, trunk lines and pay phones are included. Rates are established by the Public Services Commission.

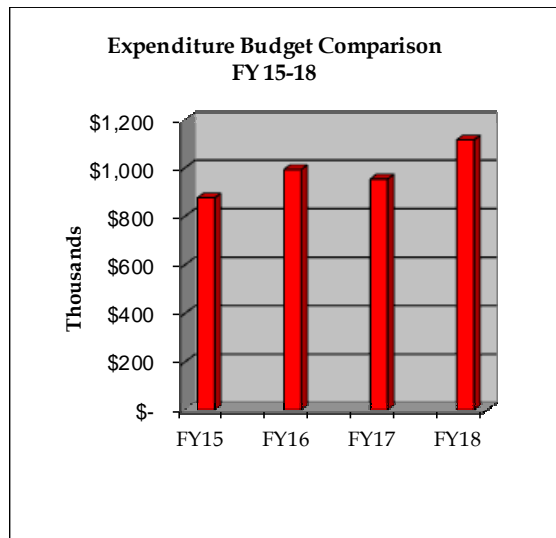
**Water and Sewer Utilities:** Ensures that sufficient funding is appropriated to maintain water and sewer for county-owned buildings. Amounts are determined by historical averages by calculating annual amounts based on monthly average. Rates are not negotiated.

**Maintenance Contracts:** Ensures that sufficient funding is appropriated to maintain service contracts for security, fire, elevators, pest control, mail machines, and janitorial services. Some contracts are based on past history, some on current contracts by monitoring price escalation requests (i.e. elevator maintenance). Some contracts are annual and some have been extended for up to five years.

<b>Division Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	877,321	993,724	954,757	1,115,780	161,023
Capital	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 877,321</b>	<b>\$ 993,724</b>	<b>\$ 954,757</b>	<b>\$ 1,115,780</b>	<b>\$ 161,023</b>

**Budget Note:** There are no personnel expenditures captured as this dept. is managed by Facilities & Grounds Maintenance.

**BUILDING UTILITIES - 1918**



**FUNDING ADJUSTMENTS FOR FY 2018:**

Operating expenditures reflect an increase for electricity and property taxes/user fees.

**OBJECT**

- 41-01 Funding for water/sewer for county facilities and meters for fire protection.
- 42-01 Funding for janitorial services for DSS.
- 43-01 Maintenance and service contracts for facility fire and safety services with ADT, elevator maintenance for 4 elevators, and extermination services.
- 44-01 Funding for rental and maintenance of facility postage machines.
- 53-05 Funding for ADT fire / security alarm lines.
- 53-07 Funding for cost of T-1 Megalinks phone/data lines, elevator phones and phone equipment/maintenance for county facilities.
- 61-98 Funds miscellaneous supplies for postage machine and other small purchases.
- 62-01 Includes cost for electricity, gas and heat for county facilities.

**BUILDING UTILITIES - 1918**

**Performance Indicators**

	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Projected</b>
Number of Buildings	12	12	12	12
Number of Elevators	6	6	6	6

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
General Fund					
101-1918-419-41-01	Water / Sewerage	96,519	120,990	112,820	110,510
101-1918-419-41-02	Cable Services	1,094	1,469	1,301	1,300
101-1918-419-42-01	Custodial-Janitorial	10,200	10,200	10,200	10,200
101-1918-419-42-02	Garbage Collection and Disposal	-	-	-	17,820
101-1918-419-43-01	Maintenance & Service Contracts	14,639	-	-	-
101-1918-419-44-01	Rental & Leases	27,194	22,612	29,100	28,000
101-1918-419-53-01	Data Processing	32	48	50	50
101-1918-419-53-05	Fire Alarm & Security	4,886	10,405	17,086	20,500
101-1918-419-53-07	Telephone	61,542	62,052	70,000	66,000
101-1918-419-61-98	Miscellaneous Supplies	2,133	1,693	2,200	2,200
101-1918-419-62-01	Electricity	643,513	749,125	697,000	844,200
101-1918-419-80-09	Property Taxes/User Fees	14,345	15,066	15,000	15,000
101-1918-419-80-10	Late Fees	1,224	64	-	-
<b>General Fund Total</b>		<b>877,321</b>	<b>993,724</b>	<b>954,757</b>	<b>1,115,780</b>

## **BUSINESS SERVICES - 1540**

Business Services functions in three primary divisions with responsibility for the County's Finance, Purchasing, and Budget & Revenue operations. Under the direction of the Director of Business Services, the department is the unified authority for a wide range of administrative-type services, each with top level impact on the County's daily operations. All financial operations of the County are managed through the Financial Services Division. This includes working with the annual audit, establishing and maintaining controls over all financial activities, providing information to departments and the public, processing accounts payable on a weekly basis, payroll on a biweekly basis and various other duties as necessary.

Business Services is also responsible for the procurement of quality equipment, supplies and services in support of the operational needs of the County through the Purchasing Services Division. Purchasing Services is the central buying authority for the County as well as responsible for maintaining county insurance policies, coordinating records management, organizing property disposal services, and monitoring maintenance contracts.

The department is responsible for the preparation and administration of the County's budgets for governmental as well as proprietary funds through the Budget & Revenue Division. This includes working with departments annually to prepare the budget for County Council's approval, maintaining the budgets throughout the fiscal year and ensuring the ordinance that governs administration of the budget is being upheld. Budget & Revenue is also responsible for ensuring proper collections of county revenues as well as creating a revenue manual, capital improvement plan and budget document annually. Beginning in FY2018, administration of the business license fees fall under the Budget & Revenue Division.

### **GOALS**

1. Create a Fixed Assets inventory system that contains information as well as pictures for all county assets to be used in the event of a disaster.
2. Coordinate with Communications as well as ITS to inventory the computer and radio assets in the county and implement a process by which these assets are tracked for our fixed assets as well as insurance.
3. Assist County departments and local jurisdictions with monitoring grant funding as well as obtaining new grants.
4. Complete Audit by December 31, 2017.
5. Prepare a Comprehensive Annual Financial Report (CAFR) for fiscal year ending June 30, 2017.
6. Continue to work to convert County vendors to ACH e-payment to reduce paper checks.
7. Research new ways to convert as much of the bid process to a digital platform as possible, including sealed bids.
8. Purchasing will work to expand the pool of vendors currently in the electronic system, as well as develop strategies to increase the number of vendors responding to formal bids.
9. Maintain and track all County contracts through an electronic system to ensure up to date and current contracts are on file and updated when expired.
10. Continue collaborating with Risk Management and Fleet Services regarding the County's insurance policies; ensuring all County assets are properly insured. Work to create a workflow related to insurance management to outline how the process will be handled between the numerous departments involved in the future.

## **BUSINESS SERVICES - 1540**

11. Implement a standardized request form related to Outside Agency budget requests for the FY2018-2019 budget process.

### **SERVICE AREAS**

**Annual Audit:** This department works as the liaison between the County and its independent auditors during the performance of our annual audit. This includes gathering information from departments for the auditors, preparing worksheets and schedules, preparing and entering year-end journal entries, and sending the completed document to various agencies.

**Budgeting:** This department works with Administration to produce balanced operating and capital budgets for Council approval, including a description of important features of the proposed budgets; provides periodic financial reports to Council; identifies sources of revenue to meet current and future operational requirements; and monitors expenditures of appropriated funds.

**Revenue:** The Budget and Revenue Division is responsible for comprehensive invoicing related to County revenues due from outside agencies. Invoices are prepared monthly, quarterly and annually and received by the Revenue Analyst to ensure proper and timely posting.

**Financial Operations:** Throughout the year, this department works to accurately maintain the general ledger accounting records for the County as a whole by monitoring financial transactions. This includes entering daily activity, adjustments, and budget transfers as well as interfacing with payroll and cash receipts.

**Accounts Payable:** This department processes all of the County's accounts payables, non-purchase orders such as utility bills, telephone bills, travel, conferences, memberships, employee reimbursements, attorneys, payroll benefits, etc. These are received on a daily basis and checks are disbursed weekly.

**Information Source:** This department is the source for all financial information of the County. The Director of Business Services produces a monthly financial report for the Administrator and County Council. Business Services provides various information daily as needed to other departments, the Administrator, County Council, and general public.

**Grants and Special Projects:** The Grants and Special Projects Coordinator is responsible for working with all departments to monitor all grants of the County and help obtain new grants.

**Payroll Administration:** The Payroll Manager is responsible for producing payroll in a timely manner. The Financial Services Division monitors all monthly, quarterly and yearly reports to assure that the reports are accurate and produced in a timely manner.

**Purchasing/Receiving:** Purchasing Services Division is responsible for maintaining the purchasing and receiving function for all departments' purchases. Invoices are authorized for payment once the received items are electronically receipted by the user department. Vendor statements are reconciled back to the purchase order. Files are maintained for worker's compensation certificates, W-9's, sole source forms, and emergency purchase justification forms.

**BUSINESS SERVICES - 1540**

**Fuel Management:** Purchasing Services administers and manages fuel usage for the County fleet, which includes the following: preparing monthly fuel reports, coordinating fuel usage information with Fleet Services, processing invoices and reports for all departments with County vehicles.

**Records Management:** Purchasing Services assists user departments with the management of public records, including storage and destruction of such records, maintaining the County's archives, which houses records for County departments. Staff maintains a system for recording authorized entry to the Archives Room.

**Inmate Food Program:** Purchasing Services administers the inmate food program, including, establishing contracts for food supplies, coordinating with the Kitchen Supervisor to maintain monthly food inventory reports, and purchasing over 200 varieties of food products for an average inmate population of 200 per day.

**Surplus Property:** Purchasing Services works closely with Fleet Services to advertise surplus equipment and vehicles for on-line auctions.

**Vendor Management:** Purchasing Services utilizes an electronic system to register vendors, post bids online, send formal and informal solicitations as well as add award information and bid tabulations for vendors to electronically access.

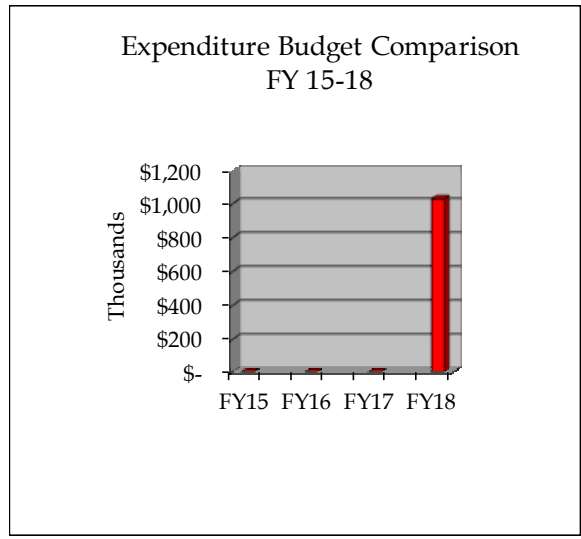
**Postage/Mail Rooms:** Purchasing Services is responsible for the operations of the County's postage machines, which includes updating machine contracts as appropriate, assisting departments at six locations throughout the County, and coordinating with user departments to maintain proper postage for mail rooms.

**Insurance Services:** Business Services along with Risk Management & Safety work with user departments to ensure that all County insurance policies are maintained at a sufficient level, all County assets are properly insured and that appropriate funding is maintained in the Insurance Account.

**Business License Administration:** In accordance with Ordinance 17-15, staff ensures that persons or companies conducting business in unincorporated Dorchester County adhere to the Ordinance and secure an annual business license.

<b>Departmental Summary:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>Change</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Approved</u></b>	
Positions:					
(PFT)	0	0	0	12	12
(PT)	0	0	0	1	1
License/Permits	\$ -	\$ -	\$ -	\$ 1,975,590	\$ 1,975,590
Miscellaneous	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,975,590</b>	<b>\$ 1,975,590</b>
Personnel	\$ -	\$ -	\$ -	\$ 794,131	\$ 794,131
Operating	-	-	-	228,289	228,289
Capital	-	-	-	7,835	7,835
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,030,255</b>	<b>\$ 1,030,255</b>

**BUSINESS SERVICES - 1540**



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases. Business Services is made up departments that previously stood alone such as Finance and Purchasing. Reorganization was approved by County Council in June 2017 that combined Finance, Purchasing and Budget into one department now known as Business Services.

Capital expenditures reflect IT Refresh Costs for computers owned by the County.

**Funding approved for 12.50 full-time equivalents:**

Accounting Specialist	2.00
Budget & Revenue Manager	1.00
Business License Administrator	1.00
Director of Business Services	1.00
Financial Services Manager	1.00
Grants and Special Projects Coordinator	1.00
Payroll Manager	1.00
Purchasing Agent	2.00
Purchasing Services Manager	1.00
Revenue Analyst	1.00
Senior Accounting Clerk	<u>0.50</u>
	<b>12.50</b>

**OBJECT**

- 33-04 Funding for arbitrage calculations on County bonds that is required during this fiscal year, OPEB study as well as the annual contract for the County’s annual external audit.
- 33-09 Includes cost of the annual submission of the budget document for the GFOA Distinguished Budget Award Program as well as funding for a payroll management system for time & attendance as well as payroll processing.

**BUSINESS SERVICES - 1540**

- 53-02 Funding for mobile phones for the Director of Business Services as well as the Business License Administrator.
- 53-06 This account funds postage for checks to vendors, mailing general correspondence, mailing audit reports, annual renewal forms for business licenses, etc.
- 54-01 Advertising related to the Accommodations Tax program that is administered from this department annually.
- 55-01 Funding for printing direct deposit slips.
- 56-01 Includes dues for Government Finance Officers Association of South Carolina.
- 57-01 Includes travel to trainings, seminars and meetings for the Director of Business Services as well as other staff as needed.
- 62-02 Fuel for the Business License Administrator function for fieldwork related to enforcement of the County’s Business License Ordinance.
- 64-01 Includes governmental accounting guides and publications for staff as needed.

**Performance Indicators**

	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Projected</b>
Checks Issued for Operating, Capital and Enterprise Funds	12,245	12,015	11,441	11,441
Checks Issued for Capital Projects Fund	16	43	71	71
Checks Issued for Agency Funds	174	192	112	112
Checks Issued for 1% Sales Tax Fund	252	205	113	113
Number of Budget Transfers Processed	1,420	1,615	1,364	1,364
Average turnaround days for Budget Transfers	4	4	3	3
Number of Payroll Checks Processed	4,936	4,618	4,369	4,369
Number of Direct Deposits Processed	18,761	18,986	19,942	19,942
Number of New Grants Awarded	26	16	23	20
Number of Funds Maintained	62	66	66	66
Number of Grants Maintained	65	59	55	50
Number of Projects Maintained	77	72	73	60
Number of E-Payable Transactions	0	0	578	900
Number of Vendors Using E-Payable System	0	0	145	200
Purchase Orders	3,923	3,671	3,585	3,600
Field Purchase Orders	6,399	4,838	3,509	3,600
Formal Bid Solicitations	18	31	38	40
Contracts / Agreements	n/a	n/a	112	125
Long Distance Codes	n/a	n/a	61	75

\*E-Payables were implemented in FY2017

**BUSINESS SERVICES - 1540**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1540-415-11-01	Regular Wages	-	-	-	576,075
101-1540-415-11-02	Part-time Wages	-	-	-	16,426
101-1540-415-21-01	Employee Group Health Insurance	-	-	-	69,124
101-1540-415-21-02	Employee Group Dental Insurance	-	-	-	1,943
101-1540-415-22-01	Social Security and Medicare	-	-	-	44,529
101-1540-415-23-01	State and Police Retirement	-	-	-	81,498
101-1540-415-26-01	Workers Compensation	-	-	-	4,536
101-1540-415-32-01	Training & Professional Development	-	-	-	3,000
101-1540-415-33-04	Auditing/Accounting	-	-	-	88,000
101-1540-415-33-09	Other Contracted Personnel	-	-	-	98,914
101-1540-415-43-01	Maintenance & Service Contracts	-	-	-	3,978
101-1540-415-53-01	Data Processing	-	-	-	350
101-1540-415-53-02	Mobile & Cellular Telephones	-	-	-	1,305
101-1540-415-53-06	Postage	-	-	-	5,040
101-1540-415-53-07	Telephone	-	-	-	40
101-1540-415-54-01	Advertising	-	-	-	750
101-1540-415-56-01	Membership Fees	-	-	-	2,100
101-1540-415-57-01	Travel	-	-	-	3,153
101-1540-415-61-01	Office Supplies	-	-	-	12,254
101-1540-415-61-12	Communications Supplies	-	-	-	100
101-1540-415-61-24	Per Copy Copier Charges	-	-	-	7,800
101-1540-415-62-02	Fuel	-	-	-	1,200
101-1540-415-64-01	Books & Periodicals	-	-	-	305
<b>General Fund Total</b>		-	-	-	<b>1,022,420</b>
<b>Capital Improvement Fund</b>					
201-1540-415-74-24	Computer IT Lease Program2	-	-	-	7,835
<b>Capital Improvement Fund Total</b>		-	-	-	<b>7,835</b>

## COUNTY COUNCIL - 1110

Dorchester County has a Council-Administrator form of government. County Council is the governing authority of the County. County Council retains executive and legislative power and employs an Administrator to carry out administrative matters under their direction and discretion. The Council is comprised of seven members who are elected by district and serve four-year terms.

### GOALS

1. Growth Management: Improve library access for citizens and improve county parks by issuing the voter approved Parks and Recreation and Library bonds to finance the master plan projects by December 31, 2017. Replace the main library branch by working with the Library Board to identify a location and begin design (Strategic Plan)
2. Economic Development: Increase jobs and investment in the county by working with the state and federal legislative delegations to address the wetlands regulations that prevent the county from developing previously delineated properties. (Strategic Plan)
3. Economic Development: Work with the Dorchester County Legislative Delegation and Trident Technical College to establish a technical college campus in Dorchester County to provide training for our workforce. (Strategic Plan)
4. Growth Management: Work towards county zoning for managed growth and approve funding for Comprehensive Plan to zone the county. (Strategic Plan)

### SERVICE AREAS

**Audit Committee:** Provides oversight of county financial matters by monitoring the integrity of the County's financial reporting process and systems of internal controls regarding finance, accounting, and compliance with legal requirements; recommends the selection and discharge of the County's independent auditors as required by Section 4-9-150, Code of Laws of South Carolina, (1976), etc. A committee of the whole Council chaired by the Council Chairman hears these matters.

**Administrative and Intergovernmental Affairs Committee:** Establishes policies on pay, recruitment and selection, and creates new agencies and departments as necessary to improve service delivery. A subcommittee of three County Council members holds meetings to hear these matters and provides recommendations to the Council as a whole.

**Budget, Finance, and Purchasing Committee:** Provides resources for County service provision by setting millage and fee rates, adopting balanced operating and capital budgets, establishing purchasing policies and procedures, and issuing bonds in support of the County priorities. A committee of the whole Council chaired by the Council Chairman hears these matters.

**Planning, Development and Building Committee:** Guides County development by adopting land use policy and zoning ordinances, provides for recreation and capital improvement programming, and provides for the maintenance of county buildings and grounds. A subcommittee of three County Council members holds meetings to hear these matters and provides recommendations to the Council as a whole.

**Public Safety, Health, and Human Services Committee:** Provides policy guidance and resources for programs that promote the health, safety, and well-being of all citizens including law enforcement, fire

**COUNTY COUNCIL - 1110**

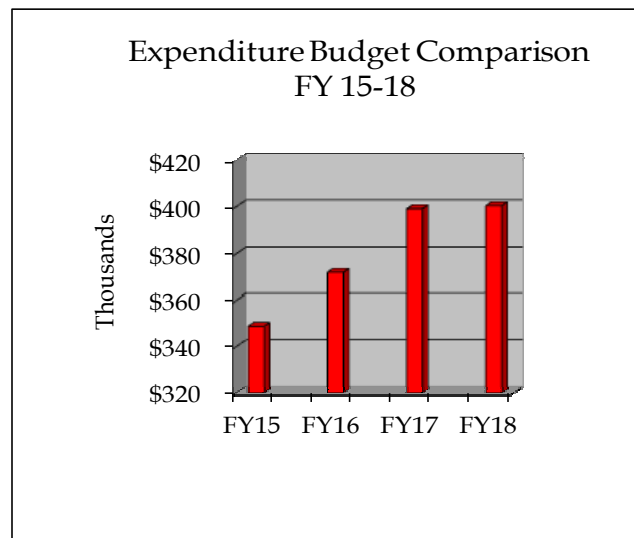
protection, and emergency medical services. A subcommittee of three County Council members holds meetings to hear these matters and provides recommendations to the Council as a whole.

**Public Works, Property, and Utilities Committee:** Provides policy guidance and resources for the collection and disposal of solid waste and sewage, the protection of soil and water resources, and the upkeep of County maintained roads. A subcommittee of three County Council members holds meetings to hear these matters and provides recommendations to the Council as a whole.

**Agenda and Rules Committee:** Establishes the rules under which the Council, its subcommittees, and appointed boards and commissions operate. A subcommittee of three County Council members holds meetings to hear these matters and provides recommendations to the Council as a whole.

**Water and Sewer Committee:** Makes recommendations to Dorchester County Council involving matters concerning decisions affecting the provision of water and sewer services, to include, but not limited to the expansion of water and sewer services to areas of Dorchester County not previously served by such systems, decisions concerning the expansion of treatment facilities, the installation of additional water and/or sewer lines and facilities, as well as decisions concerning the expansion of water and sewer facilities not heretofore served by such facilities. A committee of the whole Council chaired by the Council Chairman hears these matters.

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	8	8	8	8	0
(PT)	0	0	0	0	0
Personnel	\$ 288,306	\$ 296,620	\$ 299,820	\$ 287,793	\$ (12,027)
Operating	60,433	75,184	99,154	109,156	10,002
Capital	-	-	-	3,337	3,337
<b>TOTAL EXPENDITURES</b>	<b>\$ 348,739</b>	<b>\$ 371,804</b>	<b>\$ 398,974</b>	<b>\$ 400,286</b>	<b>\$ 1,312</b>



**COUNTY COUNCIL - 1110**

**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect the increase for the new agenda management system Granicus.

Capital expenditures reflect the cost of IT Refresh program for computers owned by the County.

<u>Funding proposed for 8 full-time equivalents:</u>	<u>No. of FTE:</u>
Clerk to County Council	1.00
Councilmember	<u>7.00</u>
	<b>8.00</b>

**OBJECT**

- 32-01      Funding for training courses for Council and Clerk. Includes funding for strategic planning.
- 53-01      Includes funding for 2 data cards for laptops.
- 54-01      Funding for advertising of Council meetings, etc.
- 55-01      Funding for framing for resolutions and proclamations.
- 56-01      Funding for dues to Greater Summerville Dorchester County Chamber of Commerce, National Association of Counties, SC Clerks to Council.
- 57-01      Funding for mileage, hotel, and food for work related activities, conferences, and meetings.
- 63-01      Refreshments for various meetings.
- 64-01      Funding for newspaper subscription.
- 80-04      Funding to be held in contingency for emergency use.
- 80-85      Charleston Metro Chamber of Commerce funding for annual defense issues support and First Robotics annual support.

<b>Performance Indicators</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
Number of Ordinances Issued	23	10	18	18
Number of Resolutions Issued	18	9	16	16
Number of Proclamations Issued	8	5	6	6

**COUNTY COUNCIL - 1110**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1110-411-11-01	Regular Wages	193,100	197,911	196,793	188,480
101-1110-411-13-01	Overtime Wages	-	208	-	-
101-1110-411-21-01	Employee Group Health Insurance	55,670	58,964	61,026	57,877
101-1110-411-21-02	Employee Group Dental Insurance	420	416	906	971
101-1110-411-22-01	Social Security and Medicare	12,942	13,261	15,082	11,698
101-1110-411-23-01	State and Police Retirement	19,148	19,686	20,526	22,846
101-1110-411-26-01	Workers Compensation	7,026	6,174	5,487	5,921
101-1110-411-32-01	Training & Professional Development	3,835	90	4,170	4,170
101-1110-411-33-09	Other Contracted Personnel	2,997	1,867	4,842	15,842
101-1110-411-43-01	Maintenance & Service Contracts	-	-	400	400
101-1110-411-44-01	Rental & Leases	1,423	-	1,500	-
101-1110-411-53-01	Data Processing	456	456	460	460
101-1110-411-53-02	Mobile & Cellular Telephones	1,793	1,912	2,250	2,250
101-1110-411-53-06	Postage	371	400	500	500
101-1110-411-53-07	Telephone	4	6	208	208
101-1110-411-54-01	Advertising	3,450	2,892	3,700	3,700
101-1110-411-55-01	Printing & Binding	578	623	1,221	1,221
101-1110-411-56-01	Membership Fees	3,120	3,460	3,220	3,220
101-1110-411-57-01	Travel	11,574	11,208	11,000	11,000
101-1110-411-61-01	Office Supplies	4,184	1,575	3,885	3,885
101-1110-411-61-06	Computer Software	-	40	-	-
101-1110-411-61-09	IT Refresh Costs	1,036	997	998	-
101-1110-411-61-12	Communications Supplies	56	-	250	250
101-1110-411-61-24	Per Copy Copier Charges	-	-	-	1,500
101-1110-411-61-43	Top Soil/Sod/Lawn	174	417	300	300
101-1110-411-61-98	Miscellaneous Supplies	-	178	800	800
101-1110-411-63-01	Food	5,332	4,256	4,250	4,250
101-1110-411-64-01	Books & Periodicals	50	72	200	200
101-1110-411-80-04	Contingency	-	14,568	25,000	25,000
101-1110-411-80-10	Late Fees	-	167	-	-
101-1110-411-80-85	Direct Assistance	20,000	30,000	30,000	30,000
<b>General Fund Total</b>		<b>348,739</b>	<b>371,804</b>	<b>398,974</b>	<b>396,949</b>
<b>Capital Improvement Fund</b>					
201-1110-411-74-24	Computer IT Lease Program	-	-	-	3,337
<b>Capital Improvement Fund Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>3,337</b>

## **DELINQUENT TAX - 1520**

The Delinquent Tax Collector's Office is responsible for collecting delinquent taxes, penalties and costs, including mailing notices, physically placing a sign on property to notify the owner, advertising in local newspapers and conducting a Tax Sale. The mission of the Delinquent Tax Collector's Office is to treat the citizens of Dorchester County with dignity and respect while following the guidelines of SC Code of Law.

### **GOALS**

1. Continue to work toward consistency with mobile home files. The goal continues to be to account for all mobile homes in Dorchester County, having correct serial numbers and locations.
2. All staff to continue to cross-train in duties of others in the office.
3. Take at least one seminar on customer service.
4. Know and understand new laws as they affect the Tax Collector's Office, the Treasurer's Office, the Auditor's Office and the Assessor's Office in order to better serve citizens of Dorchester County.

### **SERVICE AREAS**

**Notification:** When taxes become delinquent on March 17<sup>th</sup>, a first-class notice is sent the first part of April, and if not paid within 30 days, a certified-restricted bill is mailed that must be signed by the owner. These are the first two attempts to notify owners of the possible sale of their property if taxes, penalties and costs are not paid.

**Posting Property:** For each certified-restricted notice that is returned unsigned or signed incorrectly, a field agent from this office must go to the property and place a sign on it in a prominent place notifying the owner of the Tax Sale. At this time, a picture of the property is taken with the sign on it for our records in the event of questions or legal action.

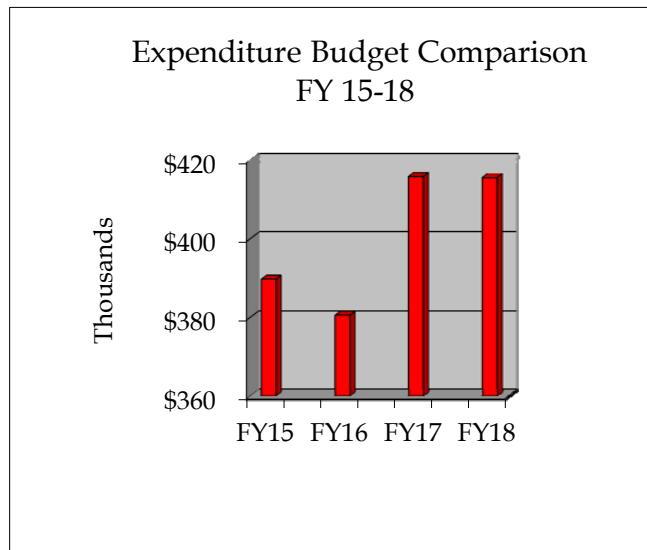
**Advertising:** Before properties are sold, this office must generate a list of all properties to be sold and advertise in local newspapers for three consecutive weeks prior to the Tax Sale. This information is the final way of notification to the defaulting taxpayer and also is used by the bidders for research prior to the Tax Sale.

**Tax Sale:** A Tax Sale can be held on any Monday of any month, but are usually held in October or November. During the sale, an opening bid of the delinquent taxes and the present year's taxes is offered by the Tax Collector. The bidders then have the opportunity to bid until a final high bid is reached. At the end of each day of the sale, the bidders must pay the amount they bid with a Certified Check, Money Order or cash.

**Collections:** Payments are received for delinquent taxes daily. When a piece of property has been sold, the defaulting taxpayer has the opportunity to redeem the property for one year and a day following the sale. It is the responsibility of this office to configure interest quarterly and inform the owner of amounts to pay. Once collected, this money is turned over to the Treasurer's Office for distribution.

**DELINQUENT TAX - 1520**

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	4	4	4	4	0
(PT)	1	1	1	1	0
Taxes	\$ 1,162,175	\$ 1,265,408	\$ 1,110,000	\$ 1,140,625	\$ 30,625
Charges and Fees	378,820	244,369	228,738	230,345	1,607
Miscellaneous	(25,315)	440	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 1,515,680</b>	<b>\$ 1,510,217</b>	<b>\$ 1,338,738</b>	<b>\$ 1,370,970</b>	<b>\$ 32,232</b>
Personnel	\$ 261,786	\$ 261,336	\$ 278,682	\$ 279,124	\$ 442
Operating	126,401	117,752	132,435	132,539	104
Capital	1,477	1,436	4,727	3,928	(799)
<b>TOTAL EXPENDITURES</b>	<b>\$ 389,664</b>	<b>\$ 380,524</b>	<b>\$ 415,844</b>	<b>\$ 415,591</b>	<b>\$ (253)</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect minimal increase in operating costs.

Capital expenditures reflect IT Refresh Costs for computers owned by the County.

**DELINQUENT TAX - 1520**

<u>Funding approved for 4.5 full-time equivalents:</u>	<u>No. of FTE:</u>
Accounting Specialist	1.00
Delinquent Tax Collector	1.00
Deputy Tax Collector	1.00
Posting Clerk	<u>1.50</u>
	<b>4.50</b>

**OBJECT**

- 32-01 Funding for training, conferences and workshops for the tax collector and staff as needed.
- 34-05 Title Research on all property sold at the tax sale as required by law.
- 34-08 Funding for deed preparation.
- 53-06 Funding for mailing certified notices on delinquent taxes including regular tax notices, receipts, end of redemption letters, mortgage and heirs letters which are all required by law.
- 54-01 Advertising in two county newspapers for tax sale as required by law.
- 55-01 Various forms printed such as receipts, land sale forms, and bills mailed from this office.
- 56-01 Membership dues for the South Carolina Association of Auditors, Treasurers, and Tax Collectors as well as the Tax Collector’s Association of Palmetto State.
- 57-01 Includes rooms and meals for attending SCATT and TAPS conferences.
- 61-51 Supplies used for posting property; such as signs, sticks for signs, staples, hammers, etc.

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Value of Executions	\$6,989,391	\$7,614,834	\$9,804,061	\$7,500,000
Executions (Unpaid Tax Bills as of March 16th)	9,579	9,979	9,134	9,800
<b>Number of Notices Mailed:</b>				
First Class	8,849	9,320	8,386	9,300
Certified Restricted	4,042	3,976	3,910	4,200
Delinquent Tax Amounts Collected from				
Execution to Date of Sale	\$6,134,029	\$6,800,252	\$6,200,000	\$6,700,000
Properties Posted	1,915	1,920	1,900	1,900
Number of Properties Sold	389	399	360	400
Taxes collected at Tax Sale	\$412,478	\$339,744	\$400,000	\$350,000

Note: Executions occur in the Spring, latter part of previous fiscal year, and the tax sale occurs in the fall of the current fiscal year.

**DELINQUENT TAX - 1520**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1520-415-11-01	Regular Wages	182,340	178,956	189,191	189,998
101-1520-415-11-02	Part-time Wages	10,890	13,331	13,874	14,713
101-1520-415-13-01	Overtime Wages	-	156	-	-
101-1520-415-21-01	Employee Group Health Insurance	32,406	32,268	33,610	28,774
101-1520-415-21-02	Employee Group Dental Insurance	340	277	604	647
101-1520-415-22-01	Social Security and Medicare	13,551	13,594	15,616	15,079
101-1520-415-23-01	State and Police Retirement	19,927	20,676	23,466	25,712
101-1520-415-26-01	Workers Compensation	2,332	2,078	2,321	2,154
101-1520-415-32-01	Training & Professional Development	220	330	1,000	1,000
101-1520-415-33-09	Other Contracted Personnel	3,790	500	700	700
101-1520-415-34-01	Application Development	-	6,505	-	-
101-1520-415-34-05	Title Research	13,055	8,450	16,900	16,900
101-1520-415-34-08	Deed Preparation	7,700	5,900	8,000	8,000
101-1520-415-34-09	Other Technical Services	3,845	-	-	-
101-1520-415-43-01	Maintenance & Service Contracts	125	157	125	125
101-1520-415-53-01	Data Processing	1,669	1,669	1,669	1,669
101-1520-415-53-02	Mobile & Cellular Telephones	514	650	750	750
101-1520-415-53-06	Postage	61,999	60,895	65,000	65,000
101-1520-415-53-07	Telephone	21	30	40	40
101-1520-415-54-01	Advertising	19,043	19,949	21,000	21,000
101-1520-415-55-01	Printing & Binding	4,898	5,058	6,300	6,300
101-1520-415-56-01	Membership Fees	100	110	235	110
101-1520-415-57-01	Travel	727	1,140	1,466	1,466
101-1520-415-61-01	Office Supplies	5,417	4,915	4,947	5,267
101-1520-415-61-07	Computer Equipment (Less than \$500)	269	-	-	-
101-1520-415-61-08	Office Furniture (Less than \$500)	249	264	-	-
101-1520-415-61-09	IT Refresh Costs	367	366	516	425
101-1520-415-61-10	Safety Equipment Supplies	-	-	250	250
101-1520-415-61-24	Per Copy Copier Charges	-	-	1,560	1,560
101-1520-415-61-51	Sign & Sign Materials	1,118	15	662	662
101-1520-415-61-55	Uniforms & Clothing	194	193	300	300
101-1520-415-62-02	Fuel	954	567	820	820
101-1520-415-63-01	Food	32	34	100	100
101-1520-415-64-01	Books & Periodicals	55	55	55	55
101-1520-415-80-07	Parking Lots	40	-	40	40
<b>General Fund Total</b>		<b>388,187</b>	<b>379,088</b>	<b>411,117</b>	<b>409,616</b>
<b>Capital Improvement Fund</b>					
201-1520-415-74-13	Furniture & Fixtures \$500-\$5,000	-	-	3,290	-
201-1520-415-74-24	Computer IT Lease Program2	1,477	1,436	1,437	3,928
<b>Capital Improvement Fund Total</b>		<b>1,477</b>	<b>1,436</b>	<b>4,727</b>	<b>3,928</b>

## **FACILITIES & GROUNDS MAINTENANCE - 1930**

Facilities & Grounds Maintenance provides a clean, comfortable, productive, environmentally safe place for citizens and employees of Dorchester County to meet and to work.

### **GOALS**

1. Facilities Maintenance will strive to always complete assigned tasks in a timely manner (24 hours) and work effectively on safety and quality of work for all employees.
2. Always keep accurate records and stay within the approved budget.
3. Ensure all County lawns are cut weekly during the summer and bi-weekly during the winter.
4. During the winter months shrubbery is trimmed, leaves raked & parking lines are repainted.
5. Maintain a safe and secure environment for individuals entering and exiting the county service centers.
6. Evaluate and make recommendations for improvements of custodial service delivery.
7. Implement various facility repairs and renovations projects throughout the County via recommendations from Facilities General Condition Report.

### **SERVICE AREAS**

**Electrical Repairs:** Facilities changes over 160 cases of light bulbs in County facilities each year. The electrical crew repairs, maintains and relocates all outlets, repairs motors, repair or replace airport runway lighting, security systems in the jail, or replacing the lights atop the County communications tower. Emergency generators for the Sheriff, E911, and EOC are maintained by this crew.

**Plumbing:** Facilities maintains and repairs over 390 restrooms in County facilities. The Plumbing crew maintains all hot water heaters; repairs and installs all sinks and commodes; repair water leaks; clears sewer lines; and maintains wells and other irrigation systems.

**Monitoring Technician:** Facilities provides individuals to monitor security cameras and computers to maintain a safe and secure environment for individuals entering and exiting the county service centers.

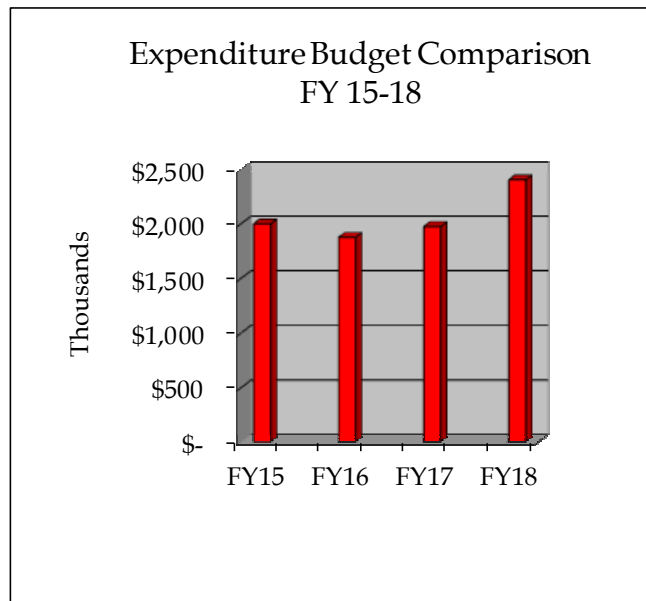
**Carpenter Shop:** Facilities has a carpenter shop to fabricate any cabinet or storage shelf as may be required in the County. This crew does remodeling and repairs as required. They paint all the offices throughout the County inside and out as may be required, install windows, maintain the elevators, clean or replace carpet, hang pictures and install curtains.

**Janitorial Service:** Facilities provides janitorial service for every County office. The janitors dust, vacuum, empty waste baskets, strip and wax floors, wash down walls, clean restroom facilities and supply paper towels, soap and toilet tissue.

**Landscaping:** Dorchester County is responsible for the maintenance of numerous properties within the County. Facilities landscape crew maintains the three administrative buildings, the LEC, the two Airports, EMS Station, sidewalk on Orangeburg Road, and other sites as required. The crew mows, edges, maintains planting beds, trims trees and shrubs, and conducts other beautification projects.

**FACILITIES & GROUNDS MAINTENANCE - 1930**

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	30	30	30	32	2
(PT)	3	3	3	3	0
Miscellaneous	-	300	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Personnel	\$ 1,341,748	\$ 1,290,415	\$ 1,383,235	\$ 1,396,801	\$ 13,566
Operating	416,265	529,022	534,371	512,017	(22,354)
Capital	242,072	56,673	57,067	494,076	437,009
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,000,085</b>	<b>\$ 1,876,110</b>	<b>\$ 1,974,673</b>	<b>\$ 2,402,894</b>	<b>\$ 428,221</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases. Also, two positions related to the Mosquito Abatement Program were moved to Community Services and four new Monitor Technicians were added in Facilities for security at both county service centers.

Operating expenditures reflect increases in the maintenance & service contract and communications line items for cost increases related to the HVAC contract and the Fleetmatics service as well as minimal operational costs for supplies for the new Security Team.

**FACILITIES & GROUNDS MAINTENANCE - 1930**

Capital expenditures reflect the replacement of one vehicle as well as security cameras, bullet resistant glass and card access control system at the LEC, a circulation desk for the security team at the HSB, funding for the Facilities Repairs and Renovations Plan (FRRP) to be implemented in FY2018 as well as IT Refresh Costs for computers owned by the County.

<u>Funding approved for 33.50 full-time equivalents:</u>	<u>No. of FTE:</u>
Admin IV	1.00
Building Maintenance Supervisor	2.00
Facilities Crew Leader	2.00
Courier	1.00
Custodian	12.00
Monitoring Technician	4.00
Director of Facilities & Grounds Maintenance	1.00
Grounds Maintenance Worker	2.00
Grounds Maintenance Worker (PT)	2.00
Maintenance Worker II	<u>7.00</u>
	<b>33.50</b>

**OBJECT**

- 43-01 Electronics support, carpet cleaning, air conditioning work.
- 43-03 Includes repairs to electronic control panels, HVAC equipment, cameras, electric detention locks, alarm systems, elevators, and lawn equipment.
- 43-04 Includes items used to repair damages to structures for county facilities.
- 61-02 Funding for garbage bags, cleaners, floor wax and stripper, general cleaning supplies, paper products, etc. used by in-house janitorial service.
- 61-03 Includes funding to stock medicine cabinet.
- 61-31 Funding to purchase building materials for repairs and maintenance to County buildings.
- 61-32 Paints and painting material for county facilities.
- 61-33 Light bulbs, fixtures, wiring, conduit, switches, breakers, and other miscellaneous electrical supplies.
- 61-37 Funding to purchase oil and lubrication for repairs and maintenance to County property.
- 61-50 Funding to purchase chemicals for maintenance of County properties.
- 61-51 Funding for various signs for Facilities Maintenance and other County buildings.

**FACILITIES & GROUNDS MAINTENANCE - 1930**

- 61-52 Includes funding for items such as, lawnmower, weed eaters, edgers, and chain saws.
- 61-55 Includes funds for safety shoes, safety glasses, rain gear, uniforms, and safety equipment as required by OSHA.
- 62-02 Fuel & Oil for equipment, such as, lawn mowers, chain saws, generators, etc. as well as for County Courier.
- 63-01 Food for employee training and meetings.

<b>Performance Indicators</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Building Maintenance Repairs	850	875	850	875
Plumbing Repairs	380	390	400	375
Electrical Repairs	440	450	350	375
Other calls (furniture and records moving/trash runs)	500	525	475	425
Mosquito Spraying (miles)	9,000	9,500	15,600	n/a

\*The Mosquito spraying function has been moved to Community Services as of FY2018.

**FACILITIES & GROUNDS MAINTENANCE - 1930**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1930-419-11-01	Regular Wages	906,288	881,252	937,519	927,406
101-1930-419-11-02	Part-time Wages	31,375	20,031	35,117	46,668
101-1930-419-13-01	Overtime Wages	-	9,126	-	-
101-1930-419-21-01	Employee Group Health Insurance	159,278	149,246	158,364	153,048
101-1930-419-21-02	Employee Group Dental Insurance	2,341	1,811	4,076	4,989
101-1930-419-22-01	Social Security and Medicare	66,795	65,684	74,959	72,919
101-1930-419-23-01	State and Police Retirement	101,535	100,470	112,403	132,006
101-1930-419-25-01	Unemployment Compensation	-	110	-	-
101-1930-419-26-01	Workers Compensation	74,136	62,685	60,797	59,765
101-1930-419-32-01	Training & Professional Development	-	-	100	500
101-1930-419-33-09	Other Contracted Personnel	-	-	40,000	-
101-1930-419-43-01	Maintenance & Service Contracts	94,326	186,317	226,906	240,500
101-1930-419-43-03	Equipment Repairs & Maintenance	47,086	88,990	25,586	30,000
101-1930-419-43-04	Building Repairs & Maintenance	63,723	42,691	59,744	59,744
101-1930-419-44-01	Rental & Leases	2,577	383	2,770	1,330
101-1930-419-44-02	Rentals (< 1 year)	1,655	5,769	942	942
101-1930-419-53-01	Data Processing	456	456	391	391
101-1930-419-53-02	Mobile & Cellular Telephones	4,074	4,000	5,200	5,200
101-1930-419-53-05	Fire Alarm & Security	-	888	1,351	1,351
101-1930-419-53-07	Telephone	13	27	128	128
101-1930-419-53-08	Communications Support	-	-	-	6,800
101-1930-419-56-01	Membership Fees	21	21	175	175
101-1930-419-57-01	Travel	2,149	2,778	3,176	1,000
101-1930-419-61-01	Office Supplies	1,718	2,922	1,900	1,900
101-1930-419-61-02	Custodial & Laundry	56,480	53,941	48,000	48,000
101-1930-419-61-03	Medical & Medicine	-	-	294	294
101-1930-419-61-07	Computer Equipment (Less than \$500)	238	399	-	-
101-1930-419-61-08	Office Furniture (Less than \$500)	761	-	-	-
101-1930-419-61-09	IT Refresh Costs	762	923	924	513
101-1930-419-61-12	Communications Supplies	107	467	98	98
101-1930-419-61-24	Per Copy Copier Charges	-	-	-	1,000
101-1930-419-61-31	Building Materials	15,830	12,487	20,000	14,000
101-1930-419-61-32	Painting Supplies	5,964	5,496	10,000	8,000
101-1930-419-61-33	Electrical Supplies	21,261	18,823	20,000	14,000
101-1930-419-61-34	Plumbing Supplies	4,533	3,506	3,000	3,000
101-1930-419-61-36	Equipment Repair Parts	17,410	15,932	11,000	11,000
101-1930-419-61-37	Oil & Lubrication	245	224	245	245
101-1930-419-61-43	Top Soil/Sod/Lawn	2,394	2,467	2,500	10,000
101-1930-419-61-50	Chemicals	9,210	27,292	9,200	-
101-1930-419-61-51	Sign & Sign Materials	2,244	1,858	550	500
101-1930-419-61-52	Small Hand Tools	7,687	8,099	7,085	7,000
101-1930-419-61-55	Uniforms & Clothing	11,083	10,953	10,500	12,000
101-1930-419-61-98	Miscellaneous Supplies	1,974	2,004	-	-
101-1930-419-62-02	Fuel	39,490	28,409	21,406	31,406
101-1930-419-63-01	Food	434	36	1,000	800
101-1930-419-64-01	Books & Periodicals	-	-	100	100
101-1930-419-80-07	Parking Lots	360	432	100	100
101-1930-419-80-10	Late Fees	-	32	-	-
<b>General Fund Total</b>		<b>1,758,013</b>	<b>1,819,437</b>	<b>1,917,606</b>	<b>1,908,818</b>
<b>Capital Improvement Fund</b>					
201-1930-419-72-02	Building Improvements	186,497	18,148	-	419,910
201-1930-419-72-03	Security Systems	-	-	-	41,982
201-1930-419-74-02	Vehicles	-	21,088	48,000	27,675
201-1930-419-74-09	Other (over \$5,000)	47,143	16,334	-	-
201-1930-419-74-13	Furniture & Fixtures \$500-\$5,000	-	-	-	1,500
201-1930-419-74-18	Other (\$500-\$5,000)	7,261	-	7,885	-
201-1930-419-74-24	Computer IT Lease Program	1,171	1,103	1,182	3,009
<b>Capital Improvement Fund Total</b>		<b>242,072</b>	<b>56,673</b>	<b>57,067</b>	<b>494,076</b>

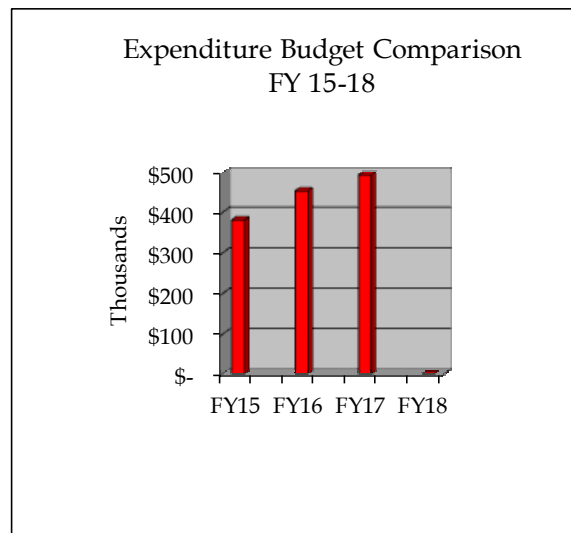
**FINANCE - 1540**

The Finance Department was eliminated through the creation of the Business Services Department and a new Financial Services Division was created within that department.

**GOALS**

Note: See Business Services (1540) for related goals.

<b>Departmental Summary:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	7	7	7	0	-7
(PT)	0	0	1	0	-1
License/Permits	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	-	277	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 277</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Personnel	\$ 340,455	\$ 391,872	\$ 450,877	\$ -	\$ (450,877)
Operating	27,123	41,809	39,571	-	(39,571)
Capital	14,712	20,053	3,170	-	(3,170)
<b>TOTAL EXPENDITURES</b>	<b>\$ 382,290</b>	<b>\$ 453,734</b>	<b>\$ 493,618</b>	<b>\$ -</b>	<b>\$ (493,618)</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

This department was consolidated into Business Services (1540) in FY2018.

Dorchester County  
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**FINANCE - 1540**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1540-415-11-01	Regular Wages	257,702	285,853	329,889	-
101-1540-415-11-02	Part-time Wages	1,584	14,181	15,257	-
101-1540-415-13-01	Overtime Wages	170	1,375	-	-
101-1540-415-21-01	Employee Group Health Insurance	32,088	33,846	36,159	-
101-1540-415-21-02	Employee Group Dental Insurance	462	420	1,057	-
101-1540-415-22-01	Social Security and Medicare	18,884	22,039	26,453	-
101-1540-415-23-01	State and Police Retirement	28,164	32,007	39,888	-
101-1540-415-25-01	Unemployment Compensation	-	734	-	-
101-1540-415-26-01	Workers Compensation	1,401	1,412	2,174	-
101-1540-415-32-01	Training & Professional Development	806	1,479	2,400	-
101-1540-415-33-04	Auditing/Accounting	4,550	8,500	10,000	-
101-1540-415-33-09	Other Contracted Personnel	-	5,357	489	-
101-1540-415-43-01	Maintenance & Service Contracts	718	1,459	-	-
101-1540-415-44-01	Rental & Leases	813	-	-	-
101-1540-415-53-01	Data Processing	-	-	-	-
101-1540-415-53-02	Mobile & Cellular Telephones	391	339	-	-
101-1540-415-53-06	Postage	5,378	5,162	4,950	-
101-1540-415-53-07	Telephone	23	41	25	-
101-1540-415-54-01	Advertising	-	-	750	-
101-1540-415-55-01	Printing & Binding	3,226	-	-	-
101-1540-415-56-01	Membership Fees	-	640	1,500	-
101-1540-415-57-01	Travel	781	3,066	1,693	-
101-1540-415-61-01	Office Supplies	7,491	7,754	10,514	-
101-1540-415-61-06	Computer Software	325	755	-	-
101-1540-415-61-07	Computer Equipment (Less than \$500)	185	101	-	-
101-1540-415-61-08	Office Furniture (Less than \$500)	2,213	794	-	-
101-1540-415-61-12	Communications Supplies	-	-	-	-
101-1540-415-61-24	Per Copy Copier Charges	-	5,827	7,000	-
101-1540-415-62-02	Fuel	-	-	-	-
101-1540-415-64-01	Books & Periodicals	23	78	250	-
101-1540-415-80-10	Late Fees	200	265	-	-
101-1540-415-80-98	Miscellaneous	-	187	-	-
<b>General Fund Total</b>		<b>367,578</b>	<b>433,671</b>	<b>490,448</b>	<b>-</b>
<b>Capital Improvement Fund</b>					
201-1540-415-74-07	Computer Software	10,489	10,707	-	-
201-1540-415-74-13	Furniture & Fixtures \$500-\$5,000	-	3,894	-	-
201-1540-415-74-14	Computer Equipment \$500-\$5,000	972	2,324	-	-
201-1540-415-74-15	Office Equipment \$500-\$5,000	628	-	-	-
201-1540-415-74-24	Computer IT Lease Program2	2,623	3,127	3,170	-
<b>Capital Improvement Fund Total</b>		<b>14,712</b>	<b>20,052</b>	<b>3,170</b>	<b>-</b>

**Note: This department was consolidated with Business Services (1540) in FY2018.**

## **FLEET SERVICES - 1945**

Fleet Services provides safe, high quality, and low cost repairs and preventive maintenance for all County vehicles and equipment including, 24 hour wrecker service and 24 hour minor repair services for EMS and Sheriff vehicles to minimize down time. Fleet services delivers fuel for equipment and generators and is responsible for maintaining the fuel card system. This department is responsible for vehicle and equipment specifications, acquisitions, outfitting, and disposal within the County.

### **GOALS**

1. Implement billed work order documents for monthly dept billing
2. Improve Customer Service by tracking and reducing “come backs”.
3. Obtain NIMS certifications IS 100, 200, 700, 800 for ESF1 and backup.
4. Increase Technical Training/Classes.
5. Obtain Updated Vehicle Service training.

### **SERVICE AREAS**

**Preventive Maintenance:** In order to minimize road breakdowns and expensive repairs, Fleet Services performs a preventive service every 3 months or 3,000 miles on all County vehicles. Preventive maintenance service consists of oil and filter changes, checks and replacement of air filters, chassis lubrication, fluid level checks, and 26 other preventive maintenance checks. Preventive Maintenance and repair work orders are kept in the Fleet Services computer and files for accurate record keeping.

**Vehicle and Equipment Repairs:** Fleet Services repairs and services electrical systems, cooling systems, engines, transmissions, brakes, rear ends, etc. This department also repairs engines, chains, cutting heads, carburetors, etc., for chainsaws, weed eaters, mowers and blowers. Parts are fabricated when needed for repairs or to retrofit equipment.

**Service in the Field:** Fleet Services has two service trucks that deliver fuel to equipment in the field. Service truck personnel also make repairs or replace hydraulic lines, batteries, filters, blades, tires etc., in the field, to reduce time.

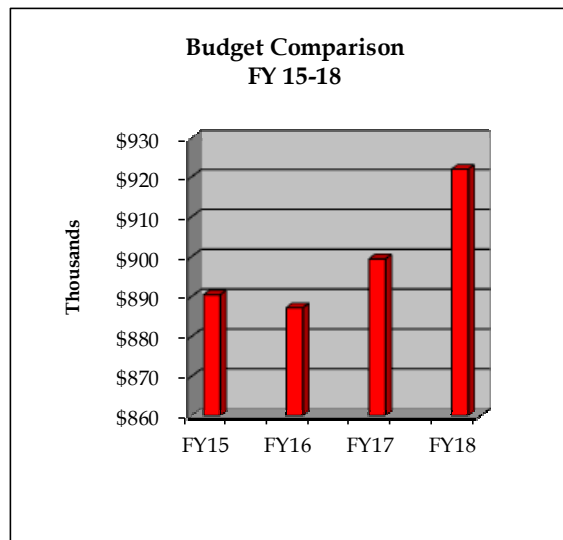
**Wrecker Service:** Fleet Services provides 24 hour pickup or repair of broken down, wrecked, stuck, and crime scene vehicles. This department also provides 24 hour flat tire and minor repair services for EMS and Sheriff’s vehicles.

**Vehicle and Equipment Acquisition, Outfitting and Disposal:** Fleet Services provides the Purchasing Department with all vehicle and equipment specifications and possible vendors. This department checks all vehicle and equipment bids and assists departments in bid decisions. This department inspects and ensures that the vehicle and equipment meet specifications at the time of delivery. Fleet Services outfits all vehicles and equipment with a first aid kit, fire extinguisher, fuel cards and County seals. This department also installs strobe lights, radios, measuring devices, etc. All radios, lights, safety equipment, and signage are removed after the useful life of vehicles or equipment. Vehicles are then prepared and sold at auction.

**FLEET SERVICES - 1945**

**Training:** Fleet Services technicians attend schools and/or conferences to better educate themselves on the County vehicle and equipment. By doing so, they are able to efficiently implement the proper repair procedures. Training is taken to assist in obtaining Automotive Service Excellence Certifications.

<b>Expenditure Summary:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Approved</u>	<u>Change</u>
Positions:					
(PFT)	11	11	11	11	0
(PT)	0	0	0	0	0
Personnel	\$ 519,384	\$ 538,894	\$ 557,395	\$ 582,035	\$ 24,640
Operating	345,627	344,041	324,848	334,848	10,000
Capital	25,455	4,287	17,227	5,072	(12,155)
<b>TOTAL EXPENDITURES</b>	<b>\$ 890,466</b>	<b>\$ 887,222</b>	<b>\$ 899,470</b>	<b>\$ 921,955</b>	<b>\$ 22,485</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect increase in fuel.

Capital expenditures reflect IT Refresh Costs for computers owned by the County as well as the replacement of a tire changer.

**FLEET SERVICES - 1945**

<u>Funding approved for 11 full-time equivalents:</u>	<u>No. of FTE:</u>
Fleet Maintenance Superintendent	1.00
Maintenance Worker	1.00
Parts Manager	1.00
Purchasing Assistant	1.00
Service Truck Operator	1.00
Shop Supervisor	1.00
Technician I	<u>5.00</u>
	<b>11.00</b>

**OBJECT**

- 43-02 Funds to pay for vehicles repairs, windshield replacements, maintenance on vehicles performed at off site locations such as dealerships or related to accidents.
- 43-03 Funds for maintenance on equipment done by outside vendors.
- 44-01 Funds to pay for monthly rental on oxygen, saline and argon cylinders for welding and torches in the shop.
- 56-01 Includes funding for dues for Public Works Association, South Carolina Government Fleet Manager's Association, and Mobile Air Conditioning Society.
- 61-02 Funds to pay for cleaning supplies for office and brake room, shop rags, air freshener, hand sanitizer and soaps.
- 61-03 Funds for first aid supplies for the shop such as; bandages, burn gel, eye wash and antiseptic pads.
- 61-35 Funds for all routine maintenance parts and replacement parts for vehicles.
- 61-36 Funds for all routine maintenance parts and replacement parts for equipment and trailers.
- 61-37 Funds for oil, lubrication, diesel exhaust fluid, washer fluid, transmission fluid, and penetrants.
- 61-52 Funds for small hand tools, such as screwdrivers, wrenches, hammers, sockets, wiring and air tools.
- 61-54 Funds for all tires for all county vehicles, heavy equipment and trailers.
- 61-55 Funds for weekly rental uniforms and safety shoes for 10 employees.
- 62-02 Includes costs for service trucks, pool cars, a parts truck, service vehicles, and wrecker.

**FLEET SERVICES - 1945**

62-03 Funding for propane to heat the shop and generators.

64-01 Funding for equipment manuals and A.S.E. study materials.

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Preventive Maintenance Service	1,300	1,116	1,206	1,300
Preventive Maintenance Service Reminders	350	264	303	400
Repair to vehicles	950	1,016	1,109	1,200
Fabricated Parts	70	41	36	40
Wrecker Calls	60	58	54	50
Service Truck - Fuel delivered in Gallons	25,000	23,750	19,216	28,000
Service Truck - Repairs	250	174	309	250
Number of Employees Trained	11	9	10	10
Number of Classes Attended	10	6	4	8
Number of ASE Certifications	15	9	12	13

Dorchester County  
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**FLEET SERVICES - 1945**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1945-419-11-01	Regular Wages	359,454	372,232	383,315	392,732
101-1945-419-13-01	Overtime Wages	320	2,670	-	-
101-1945-419-21-01	Employee Group Health Insurance	59,245	65,689	72,013	75,298
101-1945-419-21-02	Employee Group Dental Insurance	883	763	1,661	1,779
101-1945-419-21-05	Employee Group Vision Care	-	-	-	-
101-1945-419-22-01	Social Security and Medicare	25,608	26,593	29,389	28,807
101-1945-419-23-01	State and Police Retirement	39,161	41,507	44,304	53,254
101-1945-419-26-01	Workers Compensation	34,713	29,440	26,713	30,165
101-1945-419-43-02	Vehicle Repairs & Maintenance	32,978	43,092	15,151	15,151
101-1945-419-43-03	Equipment Repairs & Maintenance	3,391	659	1,954	1,954
101-1945-419-44-01	Rental & Leases	1,765	-	1,857	-
101-1945-419-44-02	Rentals (< 1 year)	-	2,098	-	1,857
101-1945-419-53-02	Mobile & Cellular Telephones	2,441	2,311	2,150	2,150
101-1945-419-53-07	Telephone	834	724	620	620
101-1945-419-56-01	Membership Fees	-	-	150	150
101-1945-419-57-01	Travel	-	-	250	250
101-1945-419-61-01	Office Supplies	853	595	831	831
101-1945-419-61-02	Custodial & Laundry	478	562	587	587
101-1945-419-61-03	Medical & Medicine	502	469	500	500
101-1945-419-61-07	Computer Equipment (Less than \$500)	110	-	-	-
101-1945-419-61-08	Office Furniture (Less than \$500)	-	226	-	-
101-1945-419-61-35	Vehicle Repair Parts	132,799	130,433	132,313	132,313
101-1945-419-61-36	Equipment Repair Parts	27,955	30,049	30,000	30,000
101-1945-419-61-37	Oil & Lubrication	24,339	24,392	24,540	24,540
101-1945-419-61-52	Small Hand Tools	5,729	5,723	5,735	5,735
101-1945-419-61-54	Tires	84,893	85,092	85,000	85,000
101-1945-419-61-55	Uniforms & Clothing	3,321	3,006	4,592	4,592
101-1945-419-62-02	Fuel	21,478	14,465	16,644	26,644
101-1945-419-63-01	Food	139	145	147	147
101-1945-419-64-01	Books & Periodicals	1,605	-	1,627	1,627
101-1945-419-80-09	Property Taxes/User Fees	17	-	200	200
<b>General Fund Total</b>		<b>865,011</b>	<b>882,935</b>	<b>882,243</b>	<b>916,883</b>
<b>Capital Improvement Fund</b>					
201-1945-419-74-02	Vehicles	24,521	-	-	-
201-1945-419-74-09	Other (over \$5,000)	-	-	11,740	-
201-1945-419-74-18	Other (\$500-\$5,000)	-	3,421	4,500	4,250
201-1945-419-74-24	Computer IT Lease Program	934	866	987	822
<b>Capital Improvement Fund Total</b>		<b>25,455</b>	<b>4,287</b>	<b>17,227</b>	<b>5,072</b>

**FORFEITED LAND COMMISSION - 1990**

In accordance with the South Carolina Code of Laws, the Forfeited Land Commission exists to receive property that is not bid upon during the Delinquent Tax Sale, thereby becoming property of the County. The FLC then attempts to dispose of the forfeited property in the best interest of the County. In Dorchester County, the FLC is comprised of the County Auditor, ROD and Treasurer. One member serves as Chairman and is elected by the Commissioners.

**GOALS**

1. To increase revenue for the County by finding viable owners for property.
2. To dispose of properties for which ownership is deemed not in the best interest of the County.
3. To improve information exchange with related county offices.

**SERVICE AREAS**

**Receipt of Forfeited Land:** The FLC coordinates with the Delinquent Tax office to transfer information on properties that pass from the defaulting tax payer to the County. Once the information is received, the FLC obtains title or deed to the property. The Commissioners then determine how best to use the property to benefit the County.

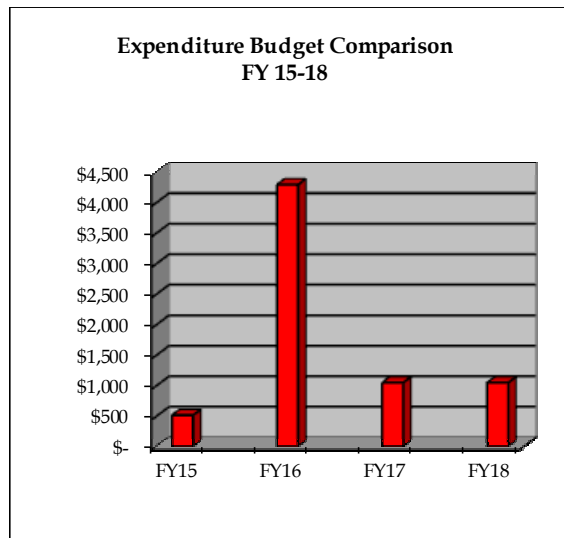
**Commission Meetings:** The FLC, as a Commission, is required to follow state law as it relates to publication of meetings, which are open to the public. The DCFLC meets quarterly as needed but no less than twice a year. The meetings are to address any issues that arise and to hold an annual sale of properties received through the Delinquent Tax process. The Commission alternates between the Human Services Building in Summerville and the Council Chambers at the Waggoner Building in order to better serve the totality of the citizens.

**Sale of Property:** The Commission, through its agent, continues the sale of properties throughout the year, as buyers become available.

**Disposal/Demolition:** The Commission attempts to contract the demolition of those properties that are not viable as domiciles or storage units and have not attracted buyers.

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	0	0	0	0	0
(PT)	0	0	0	0	0
Miscellaneous	-	5,604	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 5,604</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	517	4,294	1,050	1,050	-
Capital	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 517</b>	<b>\$ 4,294</b>	<b>\$ 1,050</b>	<b>\$ 1,050</b>	<b>\$ -</b>

**FORFEITED LAND COMMISSION - 1990**



**OBJECT**

- 53-06 The FLC mails notifications to all property owners and other interested parties.
- 54-01 As with all other Commissions, the FLC must give proper notice of meetings. The Commission advertises in local papers to meet this requirement.
- 57-01 Cost of any seminars or training that the Commission or its agent(s) undertake.

**Performance Indicators**

	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Projected</b>
Properties Received-Mobile Homes	5	5	6	5
Properties Received-Land	7	7	1	2
Properties Disposed of	3	3	0	6
Properties Sold	4	4	4	0
Rent paid out	\$0	\$0	\$0	\$200
Properties Remaining-Mobile Homes	3	3	3	0
Properties Remaining-Land	12	12	12	2

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1990-419-43-10	Demolition Costs	-	3,750	-	-
101-1990-419-44-02	Rentals (< 1 year)	-	200	-	-
101-1990-419-53-06	Postage	105	21	350	350
101-1990-419-54-01	Advertising	312	208	500	500
101-1990-419-56-01	Membership Fees	-	30	-	-
101-1990-419-57-01	Travel	32	-	100	100
101-1990-419-61-01	Office Supplies	68	85	100	100
<b>General Fund Total</b>		<b>517</b>	<b>4,294</b>	<b>1,050</b>	<b>1,050</b>

## **HUMAN RESOURCES - 1762**

Through strategic partnerships and collaboration, the Human Resources Department provides overall policy direction on human resource management issues in order to attract, develop, engage and retain a high performing and diverse workforce and to foster a healthy, safe, and productive work environment for employees through effective communication, employee relations, training, compensation administration, policy implementation and compliance with applicable federal, state, and local laws and regulations.

In addition to providing strategic human resources, the Human Resources Department is responsible for managing centralized health benefits, unemployment compensation, ancillary benefits, retirement and disability programs. Further responsibilities include countywide coordination of wellness initiatives, employee recognition, variable hour employee services, and communications through face-to-face meetings/events, fliers, memos and a monthly newsletter.

### **GOALS**

1. Conduct a classification and compensation study for Dorchester County Government to support structural changes/reorganization, improve hiring decisions, implement an equitable pay plan schedule and create a common pay line, salary grades, and class specifications.
2. Identify and recommend opportunities for improving the overall total rewards package for our employees.
3. In conjunction with Risk Management, develop and implement a robust safety program with active employee involvement.
4. Participate in coordinating process to acquire new time and attendance system with Business Services and the Chief Financial Officer.
5. Research and identify ways to actively reduce turnover.
6. Establish an on-boarding facility in the upper county.

### **SERVICE AREAS**

**Compliance:** Formulates and Interprets Policy. Human Resources interprets and formulates policies and procedures; recommends new or revised policies to maintain compliance with Federal and State labor law regulations; prepares policy and procedure manual; and communicates openly with department heads and employees on employee problems, promotions, and disciplinary actions.

**Recruitment and Selection:** Compete for top talent with effective recruitment strategies, efficient recruitment processes, and an attractive total rewards package.

**Retention:** Improve employee retention by leading efforts for adoption of strategies which create a great work climate.

**Benefits:** Provide responsive and accurate service relating to the variety of benefit programs available to employees and dependents. Conduct educational and training programs concerning benefit choices for employees to achieve a balance between growth and development of employees both professionally and personally.

**Compensation & Classification:** Ensure that compensation and classification are aligned appropriately with the market and internal wages, reflecting our compensation and classification program philosophy. Determine the compensation and classification of a position based on what the

**HUMAN RESOURCES - 1762**

job requires, not the degrees or experience an applicant or incumbent may possess. In administering our compensation and classification program jobs are evaluated in relation to one another.

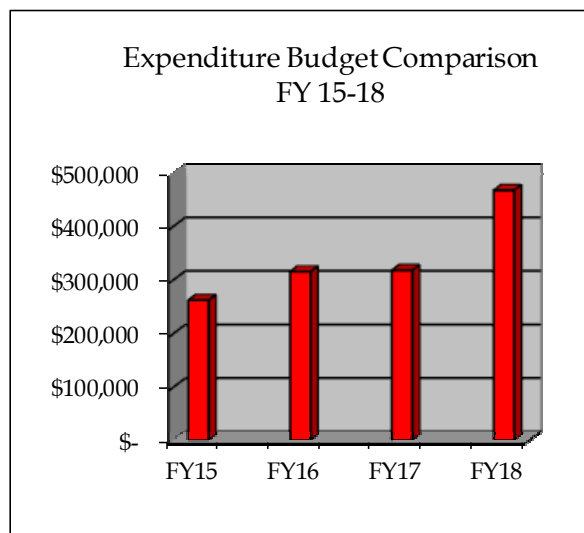
Compensation is based on the market value of the job, its value to the County, and its relationship to other jobs requiring similar knowledge, skills, and ability.

**Employee Relations:** Human Resources will advise, monitor and coordinate employee disciplinary actions, grievance procedures, and EEOC matters. Assists employees with procedures on how to file grievances or assist them with any complaint they may have in hopes to resolve the problem at hand.

**Talent Development:** Support the talent development of our employees through professional and career development.

**Reporting:** Human Resources is responsible for completing all mandatory Federal and State employment related surveys and reports. The department participates in salary and industry specific surveys.

<b>Departmental Summary:</b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>	<b><u>FY17</u></b>	<b><u>FY18</u></b>	<b><u>Change</u></b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Approved</u></b>	
Positions:					
(PFT)	4	4	4	5	1
(PT)	0	0	0	0	0
Personnel	\$ 239,060	\$ 273,667	\$ 285,748	\$ 371,057	\$ 85,309
Operating	22,603	36,401	31,849	88,861	57,012
Capital	939	5,919	906	7,651	6,745
<b>TOTAL EXPENDITURES</b>	<b>\$ 262,602</b>	<b>\$ 315,987</b>	<b>\$ 318,503</b>	<b>\$ 467,569</b>	<b>\$ 149,066</b>



**HUMAN RESOURCES - 1762**

**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases. Also, a new Deputy Director position was added for FY2018.

Operating expenditures reflect increases in various line items related to the new position in the Department, ACA compliance costs as well as funding for a Compensation study to be performed in FY2018.

Capital expenditures reflect costs for equipment related to the new position in the department as well as IT Refresh Costs for computers owned by the County.

<u>Funding approved for 5 full-time equivalents:</u>	<u>No. of FTE:</u>
Generalist II	2.00
HR Generalist I	1.00
Human Resources Deputy Director	1.00
Human Resources Director	<u>1.00</u>
	<b>5.00</b>

**OBJECT**

- 32-01 Cost associated with professional trainings for employees.
- 33-09 SLED and other contractual services e.g. ACA processing and background checks.
- 34-11 Drug testing for new hires, promotions, transfers.
- 53-06 Postage for various employee related documents (separation, FMLA, COBRA, ACA, ADA)
- 54-01 Advertising for hard to fill positions
- 55-01 Printing of various forms, certificate booklets, HR manuals, and related items.
- 56-01 Funding for PASC, SHRM, TCHRM, and ATD memberships.
- 57-01 Reimbursement for travel to meetings and training by the Director and staff.
- 61-01 Funding for general office supplies, applications, forms, envelopes, folders, handbooks, etc.
- 61-04 Funding for supplies to provide County employee training.
- 63-01 Funding to provide snacks for employees attending workshops or training sessions as well as reinstating the Lunch and Learn program, annual employee get together and service award reception.
- 65-12 Develop and coordinate wellness program and employee benefits and wellness fair.

**HUMAN RESOURCES - 1762**

<b>Performance Indicators</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of newly hired employees	203	213	210	220
Number of Applications processed	2,550	3,990	4,077	4,500
Turnover	103	115	162	125
Number of full-time positions	732	732	812	839
Number of part-time positions excluding poll workers	194	183	144	150
Training programs offered	11	34	49	35
Number of Employees trained	198	603	843	650
Employees placed on FMLA	83	71	102	85
Background Checks Completed*	n/a	71	106	110
Unemployment Claims processed*	n/a	21	16	21

\*These measured were initiated in FY2015. Therefore, figures are not available until FY2016.

**HUMAN RESOURCES - 1762**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1762-417-11-01	Regular Wages	186,833	215,440	223,179	284,739
101-1762-417-21-01	Employee Group Health Insurance	16,968	17,370	17,973	22,222
101-1762-417-21-02	Employee Group Dental Insurance	250	208	453	647
101-1762-417-22-01	Social Security and Medicare	13,498	15,788	17,138	21,455
101-1762-417-23-01	State and Police Retirement	20,579	23,852	25,795	38,611
101-1762-417-26-01	Workers Compensation	932	1,009	1,210	3,383
101-1762-417-32-01	Training & Professional Development	963	343	1,000	1,300
101-1762-417-32-02	Corporate Training	-	1,800	1,500	1,500
101-1762-417-33-09	Other Contracted Personnel	4,622	6,633	4,475	61,274
101-1762-417-34-11	Drug Testing	-	5,045	5,500	5,275
101-1762-417-44-01	Rental & Leases	2,936	1,526	3,142	-
101-1762-417-44-02	Rentals (< 1 year)	-	225	250	-
101-1762-417-53-02	Mobile & Cellular Telephones	408	578	604	632
101-1762-417-53-06	Postage	1,256	1,324	1,000	1,000
101-1762-417-53-07	Telephone	24	58	49	49
101-1762-417-54-01	Advertising	349	793	500	500
101-1762-417-55-01	Printing & Binding	59	1,506	1,000	433
101-1762-417-56-01	Membership Fees	375	280	280	324
101-1762-417-57-01	Travel	1,796	2,866	1,500	2,875
101-1762-417-61-01	Office Supplies	6,455	5,303	3,500	3,006
101-1762-417-61-04	Training Supplies	702	1,024	1,000	1,000
101-1762-417-61-06	Computer Software	-	1,088	-	401
101-1762-417-61-08	Office Furniture (Less than \$500)	792	-	-	-
101-1762-417-61-09	IT Refresh Costs	499	498	499	-
101-1762-417-61-24	Per Copy Copier Charges	-	-	-	3,142
101-1762-417-63-01	Food	463	4,555	4,650	5,000
101-1762-417-64-01	Books & Periodicals	23	23	250	250
101-1762-417-65-12	Wellness Incentive	881	786	1,000	750
101-1762-417-65-13	Wellness Supplies	-	147	150	150
<b>General Fund Total</b>		<b>261,663</b>	<b>310,068</b>	<b>317,597</b>	<b>459,918</b>
<b>Capital Improvement Fund</b>					
201-1762-417-74-14	Computer Equipment \$500-\$5,000	-	5,014	-	1,668
201-1762-417-74-17	Software \$500-\$5,000	-	-	-	847
201-1762-417-74-24	Computer IT Lease Program	939	905	906	5,136
<b>Capital Improvement Fund Total</b>		<b>939</b>	<b>5919</b>	<b>906</b>	<b>7,651</b>

## **INFORMATION TECHNOLOGY SERVICES - 1971**

The ITS Department endeavors to provide responsive, quality, and cost effective solutions and services to Dorchester County with the goal of enabling County departments, agencies, and local government units to be successful in achieving their respective missions, ultimately providing optimum support for its citizenry.

### **GOALS**

1. Research and create timeline for converting major on premise services (i.e. email) to true cloud in FY 2018.
2. Initiate partnership with the Department of Homeland Security to ensure county systems are secure by completing external scans, phishing campaigns, and an onsite systems analysis. Also, improve county security standards to ensure we are following best practices.
3. Acquire and implement a Tax Collection and Billing System to replace the current antiquated system.
4. Implement new help desk ticketing platform that steers away from using email and provides more automation and better workflow in FY2018.
5. Deploy Lynx emergency alerting software to key county employees disperse alerts throughout the organization as needed in an emergency situation.
6. Upgrade council and conference room capabilities to provide tools for the county to more efficiently conduct meetings both in person and remote.
7. Acquire and implement an Intrusion Detection and Prevention System (IDPS) by September 2018 in conjunction with SLED. (This is not only added protection for the Dorchester County network against malicious attacks, but a new FBI/SLED requirement for the Sheriff's Office.)

### **SERVICE AREAS**

**Help Desk Support:** The ITS Department provides daily support to various county departments including but not limited to hardware, software, application, network support, vendor management, user training, etc., ensuring their ability to service the citizens of Dorchester County. This service is manned after business hours by computer technicians to ensure service to those emergency services such as EMS, EMD and the Sheriff's Office.

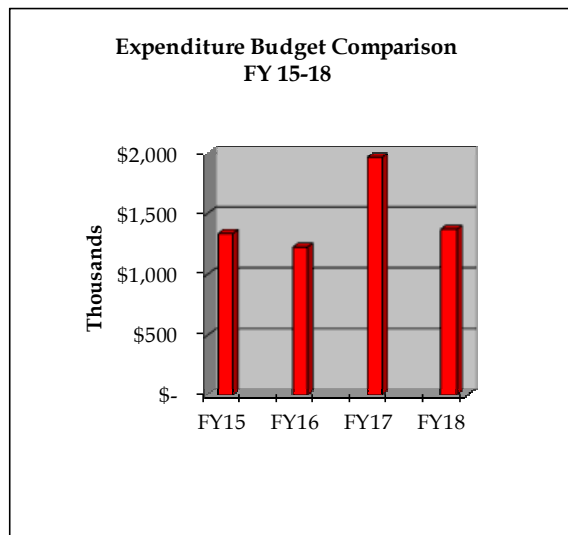
**24 by 7 Support:** The ITS Department guarantees an operational and technically sound infrastructure to facilitate the business needs of each department by ensuring systems performance and providing 24 by 7 support. Should a situation occur relative to information technology that may impede Dorchester County Government operations, i.e. AS400 system failure, network operability, etc., the staff is always on call.

**Technical Guidance:** The ITS Department assists the County in achieving its goals through the efficient use of information technology, i.e. ensuring the County's awareness of the most current hardware and software platforms that may aid in the efficient and effective performance of their jobs, providing solutions to business needs through the use of technology, etc.

**Ensure Computer Systems and Infrastructure Performance:** The ITS Department ensures Dorchester County has the most efficient resources available by maintaining industry standard statistics such as system availability, processor utilization, network performance, etc., by constantly monitoring these systems, and by taking a proactive approach to problem resolution before problems actually occur.

**INFORMATION TECHNOLOGY SERVICES - 1971**

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	10	10	10	10	0
(PT)	0	0	0	0	0
Interest/Rent/Other	2,000	2,000	2,000	2,000	-
<b>TOTAL REVENUES</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>
Personnel	\$ 706,920	\$ 717,987	\$ 739,664	\$ 748,068	\$ 8,404
Operating	550,310	478,131	504,297	506,760	2,463
Capital	79,359	28,614	721,096	116,331	(604,765)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,336,589</b>	<b>\$ 1,224,732</b>	<b>\$ 1,965,057</b>	<b>\$ 1,371,159</b>	<b>\$ (593,898)</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect an increase in Maintenance and Service Contracts.

Capital expenditures reflect IT Refresh Costs for computer owned by the County as well as the purchase of new helpdesk system and upgrade of the County Council AV system.

**INFORMATION TECHNOLOGY SERVICES - 1971**

<u>Funding approved for 10 full-time equivalents:</u>	<u>No. of FTE:</u>
Admin IV	1.00
Chief Information Officer	1.00
Microcomputer Technician	3.00
Network Administrator	2.00
Programmer/Analyst	2.00
System Technician	<u>1.00</u>
	<b>10.00</b>

**OBJECT**

- 32-01 Funding for technical training for ITS staff (i.e. maintaining technical certifications, obtaining training for new technologies, etc.).
  
- 34-07 Funding used to support Dorchester County’s increasing dependency on hardware/software solutions to provide superior service to its citizens. The infrastructure account is used for the acquisition of hardware/software tools, utilities, etc. that ensure the most efficient use of the ITS resources, i.e. network communications, telephone support, desktop hardware, etc.
  
- 43-01 Funding for annual maintenance agreements for major systems including AS/400, VoIP, Document Imaging, CSRA, H.T.E. and Court Management System.
  
- 53-01 Funding for internet services to support daily operations for County Departments.
  
- 53-08 Funding used to support data communication, metro Ethernet charges and telecommunications support.
  
- 56-01 Membership dues for HTE HUG Users Group, S.C.A.G.P.O., and GMIS International Headquarters.

<b>Performance Indicators</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Network Availability	n/a	n/a	n/a	99%
Server Availability	n/a	n/a	n/a	99%
Cybersecurity Threat Prevention	n/a	n/a	n/a	*
Website Hits	n/a	n/a	n/a	*

\*These performance indicators are all new and have been implemented with the onboarding of a new CIO in FY2017. Therefore, the metrics for this are just starting to be tracked and are unavailable for previous years.

**INFORMATION TECHNOLOGY SERVICES - 1971**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1971-419-11-01	Regular Wages	528,606	536,489	549,836	552,340
101-1971-419-13-01	Overtime Wages	-	4,432	-	-
101-1971-419-21-01	Employee Group Health Insurance	71,575	68,755	74,086	66,487
101-1971-419-21-02	Employee Group Dental Insurance	834	678	1,510	1,618
101-1971-419-22-01	Social Security and Medicare	38,098	39,047	42,296	42,133
101-1971-419-23-01	State and Police Retirement	57,759	59,826	63,550	76,547
101-1971-419-26-01	Workers Compensation	10,048	8,760	8,386	8,943
101-1971-419-32-01	Training & Professional Development	8,142	4,761	4,500	4,500
101-1971-419-33-09	Other Contracted Personnel	2,500	11,829	-	-
101-1971-419-34-07	IT Infrastructure	4,621	4,825	6,529	6,529
101-1971-419-43-01	Maintenance & Service Contracts	296,097	297,477	325,493	351,549
101-1971-419-53-01	Data Processing	33,149	32,705	33,150	2,150
101-1971-419-53-02	Mobile & Cellular Telephones	3,803	4,242	4,500	4,500
101-1971-419-53-06	Postage	78	14	100	100
101-1971-419-53-07	Telephone	185	201	100	100
101-1971-419-53-08	Communications Support	116,336	115,451	118,500	76,100
101-1971-419-56-01	Membership Fees	410	385	410	410
101-1971-419-57-01	Travel	1,263	316	200	200
101-1971-419-61-01	Office Supplies	2,610	2,792	2,800	2,800
101-1971-419-61-06	Computer Software	77,315	(33)	2,656	46,417
101-1971-419-61-08	Office Furniture (Less than \$500)	444	-	-	-
101-1971-419-61-09	IT Refresh Costs	2,180	2,350	4,611	10,657
101-1971-419-61-12	Communications Supplies	(54)	99	100	100
101-1971-419-62-02	Fuel	1,231	717	648	648
<b>General Fund Total</b>		<b>1,257,230</b>	<b>1,196,118</b>	<b>1,243,961</b>	<b>1,254,828</b>
<b>Capital Improvement Fund</b>					
201-1971-419-74-04	Computer Equipment	36,120	5,348	70,240	-
201-1971-419-74-07	Computer Software	-	-	632,337	50,675
201-1971-419-74-09	Other (over \$5,000)	-	-	-	47,091
201-1971-419-74-14	Computer Equipment \$500-\$5,000	5,343	7,435	12,305	-
201-1971-419-74-17	Software \$500-\$5,000	32,782	10,985	-	-
201-1971-419-74-24	Computer IT Lease Program	5,114	4,846	6,214	18,565
<b>Capital Improvement Fund Total</b>		<b>79,359</b>	<b>28,614</b>	<b>721,096</b>	<b>116,331</b>

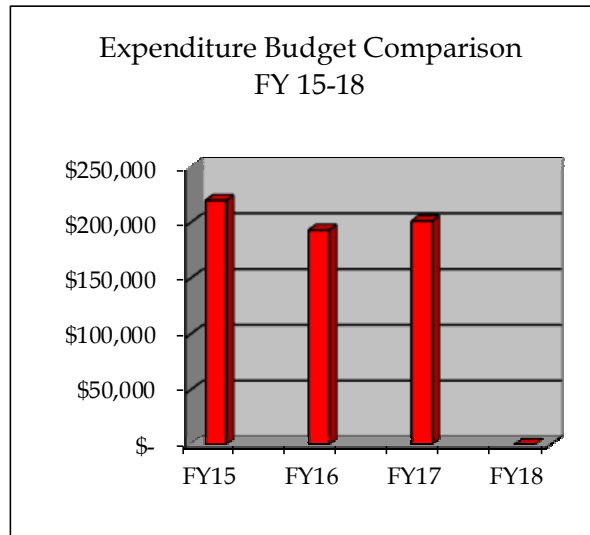
**PURCHASING -1560**

The Purchasing Department was eliminated through the creation of the Business Services Department and a new Purchasing Services Division was created within that department.

**GOALS**

Note: See Business Services (1540) for related goals.

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	3	3	2	0	-2
(PT)	0	0	1	0	-1
Personnel	\$ 209,015	\$ 182,857	\$ 189,331	\$ -	\$ (189,331)
Operating	10,356	8,169	11,526	-	(11,526)
Capital	700	2,424	692	-	(692)
<b>TOTAL EXPENDITURES</b>	<b>\$ 220,071</b>	<b>\$ 193,450</b>	<b>\$ 201,549</b>	<b>\$ -</b>	<b>\$ (201,549)</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

This department was consolidated with Business Services (1540) in FY2018.

Dorchester County  
 Operating and Capital Budget  
 Fiscal Year 2018

**PURCHASING -1560**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1560-415-11-01	Regular Wages	161,593	136,775	130,803	-
101-1560-415-11-02	Part-time Wages	-	4,527	13,874	-
101-1560-415-21-01	Employee Group Health Insurance	17,088	15,096	15,723	-
101-1560-415-21-02	Employee Group Dental Insurance	208	138	302	-
101-1560-415-22-01	Social Security and Medicare	11,484	10,010	11,175	-
101-1560-415-23-01	State and Police Retirement	17,589	15,644	16,722	-
101-1560-415-26-01	Workers Compensation	1,053	662	732	-
101-1560-415-32-01	Training & Professional Development	320	455	600	-
101-1560-415-33-09	Other Contracted Personnel	2,849	-	-	-
101-1560-415-43-01	Maintenance & Service Contracts	1,800	2,202	5,220	-
101-1560-415-44-02	Rentals (< 1 year)	400	333	400	-
101-1560-415-53-01	Data Processing	120	120	200	-
101-1560-415-53-02	Mobile & Cellular Telephones	628	630	655	-
101-1560-415-53-06	Postage	162	61	150	-
101-1560-415-53-07	Telephone	17	15	15	-
101-1560-415-56-01	Membership Fees	246	251	600	-
101-1560-415-57-01	Travel	1,321	1,312	1,460	-
101-1560-415-61-01	Office Supplies	1,819	1,800	1,740	-
101-1560-415-61-06	Computer Software	-	520	-	-
101-1560-415-61-08	Office Furniture (Less than \$500)	198	-	-	-
101-1560-415-61-09	IT Refresh Costs	411	410	411	-
101-1560-415-61-12	Communications Supplies	10	-	25	-
101-1560-415-64-01	Books & Periodicals	55	55	50	-
<b>General Fund Total</b>		<b>219,371</b>	<b>191,016</b>	<b>200,857</b>	<b>-</b>
<b>Capital Improvement Fund</b>					
201-1560-415-74-17	Software \$500-\$5,000	-	1,733	-	-
201-1560-415-74-24	Computer IT Lease Program2	700	691	692	-
<b>Capital Improvement Fund Total</b>		<b>700</b>	<b>2,424</b>	<b>692</b>	<b>-</b>

**Note: This department was consolidated with Business Services (1540) in FY2018.**

**RECREATION - 5110**  
**Special Revenue Fund (150)**

The mission of the Parks and Recreation Department is to provide sustainable recreational, cultural, and leisure opportunities that complement the diverse and progressive nature of our community and enhance quality of life for residents and visitors. Recreation services contribute directly to the Dorchester County government mission, which is to ensure well-being and quality of life for its citizens.

**GOALS**

1. Secure capital funding for substantial construction of Ashley River Park, Pine Trace Natural Area, Courthouse Park, and trail projects.
2. Secure a minimum of \$150,000 in grants, donations and sponsorships.
3. Work with Friends of Dorchester County Parks to secure a minimum of \$200,000 in corporate and private donations and sponsorships for capital projects.
4. Complete construction phase of Courthouse Park.
5. Complete construction of Ashley River Park.
6. Begin design phase of at least one new trail project.
7. Finalize staffing plan, policies, and procedures required to operate new recreational facilities.
8. Provide effective support to the Parks and Recreation Commission.
9. Communicate to the general public park plans and existing County and partner recreational offerings.
10. Incorporate new Administrative Assistant into park operations in order to expand staff capacity.

**SERVICE AREAS**

**Park Planning:** The Parks and Recreation Master Plan is the guiding document for recreational facility development in Dorchester County. Maintaining a current, relevant Master Plan is essential to planning for a sustainable countywide park system.

**Project Management:** Work with contracted firms to ensure Master Plan recreational infrastructure projects are implemented with an acceptable balance between scope, funding, and schedule.

**Park Maintenance:** Ensure Rosebrock Park, boater access sites, and other facilities as they come online are safe, clean, and secure.

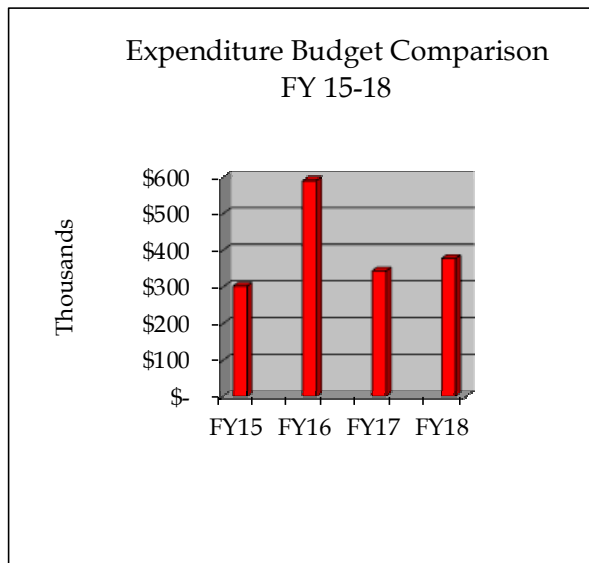
**Recreation and Leisure Programming:** Work with contractors, volunteers and partner organizations to expand and diversify recreation and leisure programming in Dorchester County. Work with partners to avoid duplication of offerings.

**Development:** Provide staff support to Friends of Dorchester County Parks nonprofit group and its efforts to secure resources for facility development, enhancement, and maintenance. Pursue revenue opportunities to offset the costs of facility development and operations.

**Marketing and Public Information:** Ensure the public is informed of plans, programs, events, and other department offerings. Work to maintain stakeholder support for department endeavors through regular engagement in various media.

**RECREATION - 5110**  
**Special Revenue Fund (150)**

<b>Program Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Licenses and Permits	\$ 333,555	\$ 351,473	\$ 335,000	\$ 368,000	\$ 33,000
Grant Revenue	-	1,000	-	-	-
Interest	5,895	14,011	9,250	10,516	1,266
Other Sources	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 339,450</b>	<b>\$ 366,484</b>	<b>\$ 344,250</b>	<b>\$ 378,516</b>	<b>\$ 34,266</b>
<b>Positions:</b>					
(PFT)	0	0	1	2	1
(PT)	0	0	0	0	0
Personnel	\$ 64,976	\$ 87,025	\$ 85,903	\$ 110,181	\$ 24,278
Operating	26,406	203,190	43,652	51,981	8,329
Capital	1,618	-	4,999	6,658	1,659
Debt Service	209,696	209,695	209,696	209,696	-
Transfers	-	91,085	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 302,696</b>	<b>\$ 590,995</b>	<b>\$ 344,250</b>	<b>\$ 378,516</b>	<b>\$ 34,266</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases as well as partial year funding for the additional of an administrative position.

Operating expenditures reflect increases in operational costs related to the addition of a new position in this department.

Capital expenditures reflect IT Refresh Costs for computers owned by the County as well as furniture, computer and other office equipment related to the addition of a new position in this department.

**RECREATION - 5110**  
**Special Revenue Fund (150)**

**OBJECTS**

- 32-01 Includes South Carolina Parks and Recreation Association State Conference registration fees as well as other CEU course fees.
- 32-09 Consulting services such as landscape architecture, park planning, environmental and regulatory work, etc.
- 44-01 Rosebrock Park property lease for public recreational use and portable restroom rentals.
- 55-01 Printing of park plans, booklets, promotional items, and renderings.
- 56-01 Membership dues for Director for SC Recreation and Parks Association and the National Recreation and Park Association.
- 57-01 Includes travel for SCRPA state conference.
- 61-02 Custodial and regular maintenance supplies for Rosebrock Park.
- 61-10 Funding for safety equipment and supplies for staff and volunteers.
- 61-31 Funds for raw building materials for public service projects in public park facilities.
- 61-52 Tools and hardware necessary for park maintenance activities.
- 63-01 Includes food and refreshments for stakeholder meetings, volunteer events, and other department activities and meetings.

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Parks and Recreation Commission Meetings	10	10	10	12
Grants Funding and In-Kind Secured	\$10,500	\$366,000	\$366,000	\$150,000
Corporate Sponsorships/Donations Secured	\$5,000	\$4,750*	\$5,335*	\$200,000*
Acres of Park Land Open to Public	70	70	72	177
Trail/Greenway Miles Added	0	0	0	3
Capital Projects - Design Phase Completed	0	0	4	1
Capital Projects - Construction Completed	0	0	3	4
Stewardship Events Undertaken	0	4	5	6
Special Events Offered to Public	0	2	1	2
Accident Claims in Recreational Facilities	0	0	0	0
Social Media Followers	1,550	1,900	2,140	3,500

\*In Conjunction with Friends of Dorchester County Parks

**RECREATION - 5110**  
**Special Revenue Fund (150)**

**REVENUES**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
Non-departmental					
150-6999-323-11-00	Cable TV Franchise Fees	333,555	351,473	335,000	368,000
Non-departmental Total		333,555	351,473	335,000	368,000
Treasurer					
150-1585-361-12-00	Treasurer's Interest	5,895	14,011	9,250	10,516
Treasurer Total		5,895	14,011	9,250	10,516
Recreation					
150-5110-331-70-00	State Grant Revenues	-	1,000	-	-
Recreation Total		-	1,000	-	-
Revenues Total		339,450	366,484	344,250	378,516

**RECREATION - 5110**  
**Special Revenue Fund (150)**

**EXPENDITURES**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
Special Revenue Funds					
150-5110-451-11-01	Regular Wages	51,399	65,042	66,050	83,071
150-5110-451-12-01	Temporary	-	2,680	-	-
150-5110-451-13-01	Overtime Wages	-	201	-	-
150-5110-451-21-01	Employee Group Health Insurance	3,857	4,356	4,536	6,738
150-5110-451-21-02	Employee Group Dental Insurance	75	69	151	243
150-5110-451-22-01	Social Security and Medicare	3,793	5,045	5,066	6,276
150-5110-451-23-01	State and Police Retirement	5,595	7,520	7,635	11,034
150-5110-451-26-01	Workers Compensation	236	2,068	2,465	2,819
150-5110-451-32-01	Training & Professional Development	-	440	750	500
150-5110-451-33-06	Engineers	-	34,092	2,000	-
150-5110-451-33-09	Other Contracted Personnel	3,415	8,608	17,074	15,000
150-5110-451-43-02	Vehicle Repairs & Maintenance	-	-	500	500
150-5110-451-43-03	Equipment Repairs & Maintenance	-	-	100	100
150-5110-451-43-09	Other Repairs & Maintenance	-	-	2,000	-
150-5110-451-44-01	Rental & Leases	3,797	4,681	5,000	5,000
150-5110-451-44-02	Rentals (< 1 year)	-	-	1,560	1,560
150-5110-451-52-01	Various Insurance Liabilities	-	-	1,000	1,082
150-5110-451-53-02	Mobile & Cellular Telephones	459	630	630	630
150-5110-451-53-06	Postage	-	43	400	300
150-5110-451-54-01	Advertising	-	395	500	1,000
150-5110-451-55-01	Printing & Binding	-	-	250	3,000
150-5110-451-56-01	Membership Fees	209	230	230	295
150-5110-451-57-01	Travel	-	899	500	2,100
150-5110-451-61-01	Office Supplies	876	766	800	3,000
150-5110-451-61-02	Custodial & Laundry	-	197	750	1,500
150-5110-451-61-03	Medical & Medicine	-	76	50	50
150-5110-451-61-06	Computer Software	493	-	-	718
150-5110-451-61-07	Computer Equipment (Less than \$500)	633	-	-	195
150-5110-451-61-10	Safety Equipment Supplies	160	360	400	300
150-5110-451-61-12	Communications Supplies	36	64	-	-
150-5110-451-61-31	Building Materials	-	69	3,000	2,000
150-5110-451-61-35	Vehicle Repair Parts	-	-	-	250
150-5110-451-61-50	Chemicals	-	-	-	500
150-5110-451-61-51	Sign & Sign Materials	-	931	2,000	8,000
150-5110-451-61-52	Small Hand Tools	-	1,777	500	1,937
150-5110-451-61-55	Uniforms & Clothing	-	-	250	-
150-5110-451-62-02	Fuel	861	884	3,008	2,000
150-5110-451-63-01	Food	-	157	400	464
150-5110-451-74-13	Furniture & Fixtures \$500-\$5,000	-	-	-	2,500
150-5110-451-74-14	Computer Equipment \$500-\$5,000	1,618	-	-	1,864
150-5110-451-74-15	Office Equipment \$500-\$5,000	-	-	-	1,000
150-5110-451-74-18	Other (\$500-\$5,000)	-	-	4,999	-
150-5110-451-74-24	Computer IT Lease Program	-	-	-	1,294
150-5110-451-80-07	Parking Lots	25	110	-	-
150-5110-451-80-21	Debt Services Interest	19,944	15,143	10,221	5,175
150-5110-451-80-22	Debt Services Principal	189,752	194,552	199,475	204,521
150-5110-451-80-85	Direct Assistance	-	3,000	-	-
<b>Special Revenue Funds Total</b>		<b>287,233</b>	<b>355,085</b>	<b>344,250</b>	<b>378,516</b>

**RECREATION - 5110**  
**Special Revenue Fund (150)**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>Special Revenue Funds</b>					
150-5111-451-26-01	Workers Compensation	21	44	-	-
150-5111-451-44-01	Rental & Leases	100	-	-	-
150-5111-451-45-04	Environmental	2,750	29,298	-	-
150-5111-451-45-12	Engineering Fees	2,269	24,000	-	-
150-5111-451-45-36	Reimbursables	73	33	-	-
150-5111-451-45-37	Permits	250	-	-	-
150-5111-451-80-85	Direct Assistance	10,000	91,450	-	-
150-6999-469-90-04	Operating Transfers Out to General Fund	-	91,085	-	-
<b>Special Revenue Funds Total</b>		<b>15,463</b>	<b>235,910</b>	<b>-</b>	<b>-</b>

## **REGISTER OF DEEDS (ROD) - 1981**

In accordance with the South Carolina Code of Laws, the ROD records land records. This includes the collecting of filing fees and document recording fees; producing accurate and timely reports and hard copies of land records for use by other county departments, the South Carolina Archives, and the public; maintaining the Document Imaging System; and assisting in the researching of land records both electronically and manually.

### **GOALS**

1. To increase web accessibility of Dorchester County land records.
2. To move towards paperless research capabilities.
3. To improve information exchange with related county offices.
4. To work with the Secretary of State and the State E-filing committee to implement electronic filing of documents and electronic cashiering.
5. Work on back file indexing and scanning using current tools available.

### **SERVICE AREAS**

**Recording of Land Records:** The ROD records deeds, mortgages, Uniform Commercial Code (UCC), State Tax Liens, plats, and other documents according to the South Carolina Code of Laws and records Federal Tax Liens according to Federal guidelines. These records are recorded in order to provide an archive of all documents pertaining to land transfers in Dorchester County.

**Reports and Hard Copies:** The ROD produces accurate, timely reports and hard copies of land records including deeds and plats used by the Assessor, Auditor, Tax Collector, and Probate Judge to determine ownership for taxation or probate matters. Additionally, plats are approved by Planning and Codes, and utilized by GIS for mapping. Microfilm copies of land records are sent to the South Carolina Archives as required by law.

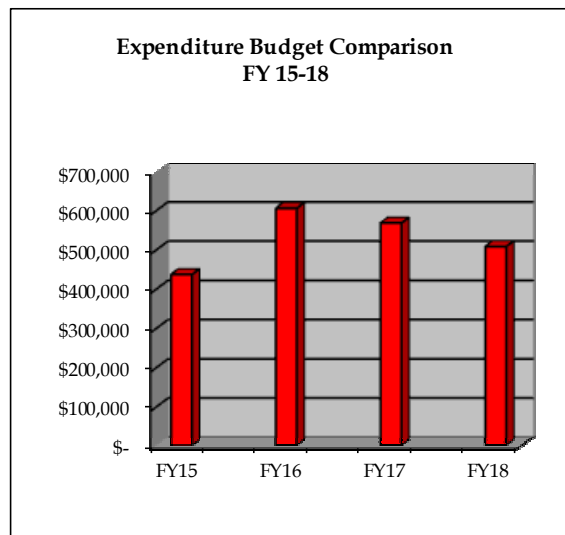
**Document Imaging:** The ROD maintains a document imaging system for scanning and indexing land records, producing electronic reports, electronic retrieval and duplication of documents, as well as burning a CD that is sent to a vendor to produce microfilm to meet requirements of South Carolina Archives.

**Records Access Assistance:** The ROD assists the public and other departments in accessing land records using the document imaging system or by using the hard copies of these documents. This office provides a land archive library for research of any document recorded in Dorchester County ROD office to anyone wishing to search the record.

**Revenue Generation:** The ROD generates revenue for the General Fund by charging for copies of documents and collecting fees for recording state/county land records, South Carolina Tax Liens, and Federal Tax Liens. The fee charges are set by the South Carolina Code of Laws and Federal law. Copy charges are determined by the ROD.

**REGISTER OF DEEDS (ROD) - 1981**

<b>Departmental Summary:</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Approved</b>	<b>Change</b>
Positions:					
(PFT)	8	8	8	8	0
(PT)	0	0	0	0	0
Intergovernmental	\$ 1,575	\$ 1,575	\$ 1,575	\$ 1,575	\$ -
Charges and Fees	1,309,056	1,523,633	1,289,740	1,326,045	36,305
Interest	109	137	80	80	-
Miscellaneous	949	1,111	1,050	1,081	31
<b>TOTAL REVENUES</b>	<b>\$ 1,311,689</b>	<b>\$ 1,526,456</b>	<b>\$ 1,292,445</b>	<b>\$ 1,328,781</b>	<b>\$ 36,336</b>
Personnel	\$ 386,653	\$ 398,587	\$ 426,202	\$ 439,183	\$ 12,981
Operating	38,853	37,973	56,455	56,358	(97)
Capital	13,450	171,405	87,574	14,933	(72,641)
<b>TOTAL EXPENDITURES</b>	<b>\$ 438,956</b>	<b>\$ 607,965</b>	<b>\$ 570,231</b>	<b>\$ 510,474</b>	<b>\$ (59,757)</b>



**Funding Adjustments for FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect a minimal decrease related to IT Refresh costs.

Capital expenditures include IT Refresh Costs for computers owned by the County.

**REGISTER OF DEEDS (ROD) - 1981**

<u>Funding approved for 8 full-time equivalents:</u>	<u>No. of FTE:</u>
Admin I	1.00
Admin II	2.00
Admin III	2.00
Assistant Register of Deeds	1.00
Deputy Register of Deeds	1.00
Register of Deeds	<u>1.00</u>
	<b>8.00</b>

**OBJECT**

- 32-01 Funding for seminars, workshops, and conference fees.
- 43-01 Includes BIS software support; GTCO Calcomp maintenance on Scanplus.
- 44-01 Includes leases for 3 time clocks, and 3 copiers, and some document imaging maintenance.
- 55-01 Funds for microfilm processing, and archival storage of microfilm.
- 56-01 Funding for dues for South Carolina Association of Clerks and RODs, South Carolina Public Records Association and the SC Association of Elected Officials.
- 57-01 Funding for travel to meetings, to pick up mail daily, and to make daily deposits at bank.
- 61-01 Includes stationary, envelopes, computer paper and supplies, plat cabinet supplies, and numerous printed forms.

**Performance Indicators**

<b>Number of the following:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Deeds, Mortgages, etc. Recorded	23,883	23,653	28,548	29560
Plats Recorded	368	309	370	390
S.C. Tax and Mechanic's Liens	7,131	4468	5207	5300
Federal Tax Liens Recorded	369	309	339	350
UCC's Recorded	164	174	595	300
Total Documents Recorded Manually (not compact books)	31,939	28,915	35,059	33,300
Compact Books Produced (Hard Copy & CD of Imaged Records)	465	503	576	540
Total Pages in Compact Books (Hard Copy/CD of Imaged Rec.)	165,075	178,565	204,480	191,700
Grand Total of Pages Made Available to Public/County	165,075	178,565	204,480	191,700
Total Revenue Collected	\$1,309,056	\$1,523,633	\$1,789,250	\$1,326,045

**REGISTER OF DEEDS (ROD) - 1981**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1981-419-11-01	Regular Wages	293,206	297,321	314,930	321,741
101-1981-419-13-01	Overtime Wages	-	273	-	-
101-1981-419-21-01	Employee Group Health Insurance	38,095	44,812	48,232	47,698
101-1981-419-21-02	Employee Group Dental Insurance	331	274	604	647
101-1981-419-22-01	Social Security and Medicare	21,502	21,565	24,180	23,993
101-1981-419-23-01	State and Police Retirement	31,915	32,948	36,377	43,628
101-1981-419-26-01	Workers Compensation	1,604	1,394	1,879	1,476
101-1981-419-32-01	Training & Professional Development	705	730	800	800
101-1981-419-43-01	Maintenance & Service Contracts	-	375	25,000	25,450
101-1981-419-43-03	Equipment Repairs & Maintenance	19,342	20,504	-	-
101-1981-419-44-01	Rental & Leases	1,450	194	3,747	3,297
101-1981-419-53-02	Mobile & Cellular Telephones	2	2	10	10
101-1981-419-53-06	Postage	1,638	1,834	1,729	1,729
101-1981-419-53-07	Telephone	20	14	15	15
101-1981-419-55-01	Printing & Binding	3,718	2,093	9,000	9,000
101-1981-419-56-01	Membership Fees	285	285	285	285
101-1981-419-57-01	Travel	1,099	1,035	2,210	2,210
101-1981-419-61-01	Office Supplies	9,554	5,097	5,990	5,990
101-1981-419-61-06	Computer Software	564	-	-	-
101-1981-419-61-07	Computer Equipment (Less than \$500)	-	361	-	-
101-1981-419-61-09	IT Refresh Costs	476	475	669	572
101-1981-419-61-24	Per Copy Copier Charges	-	4,875	7,000	7,000
101-1981-419-63-01	Food	-	99	-	-
<b>General Fund Total</b>		<b>425,506</b>	<b>436,560</b>	<b>482,657</b>	<b>495,541</b>
<b>Capital Improvement Fund</b>					
201-1981-419-74-03	Furniture & Fixtures	7,021	-	-	-
201-1981-419-74-07	Computer Software	-	159,900	79,950	-
201-1981-419-74-24	Computer IT Lease Program	6,429	6,289	7,624	14,933
<b>Capital Improvement Fund Total</b>		<b>13,450</b>	<b>171,405</b>	<b>87,574</b>	<b>14,933</b>

## **RISK MANAGEMENT & SAFETY - 1720**

The Risk Management and Safety Department is a part of the Administrative Services of Dorchester County with a primary focus of employee and workplace safety. RMS is responsible for meeting OSHA, DOT and other safety standards. RMS handles all the Workers' Compensation Claims; Property & Liability Insurance claims; driver training, safety training, administers the County's Drug & Alcohol-Free Workplace program.

### **GOALS**

1. Continue the Drug & Alcohol Screening program and associated training.
2. Provide OSHA approved safety training, specialized to department level needs.
3. Support and provide regional training from SCAC and other agencies for DC employees and employees of neighboring entities as well.
4. Provide Workers' Compensation insurance coverage and claims support to all DC employees.
5. Provide Property and Liability claims coverage for Dorchester County Government.
6. Implement Occupational Health & Safety Program in FY 2018.

### **SERVICE AREAS**

**Development of Policies and Procedures:** The RMS staff works to review, revise and update safety methods, policies and procedures to promote a safe and drug & alcohol free workplace.

**Safety Training:** The RMS staff develops and conducts workplace safety related training to motivate and educate all County employees to avoid work-related accidents and illnesses through regular classroom and on site workplace training sessions. In order to comply with Dorchester County's Strategic Plan Strategy "D": Develop and implement a robust safety program with active employee involvement. Risk Management and Safety will be working with Human Resources to provide direct Safety information to employees at various HR Forums.

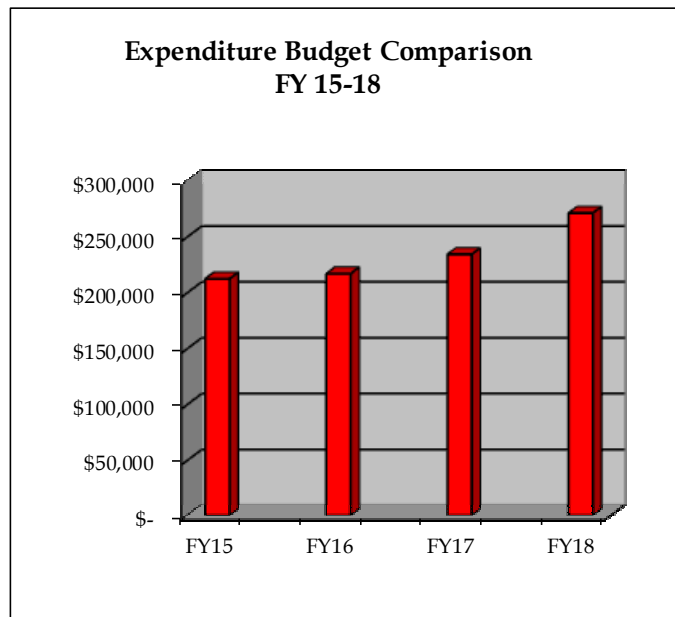
**Accident and Injury Investigations:** The RMS staff conducts thorough accident and injury investigations and files detailed written reports on action taken to prevent recurrence of accidents. The RMS staff makes recommendations to improve safety policies and procedures.

**Workers Compensation Administration:** The RMS staff ensures that injured employees receive prompt medical attention through a network of approved providers. Claim forms are filed and follow-up attention is provided to the employees, medical care providers and claims adjusters.

**Drug & Alcohol Free Workplace Safety:** The RMS staff promotes and administers the drug free workplace policies and procedures. The program provides for random, post-accident, and reasonable suspicion screenings. Referrals to appropriate drug and alcohol counseling are made through the Employee Assistance Program.

**RISK MANAGEMENT & SAFETY - 1720**

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	3	3	3	3	0
(PT)	0	0	0	0	0
Personnel	\$ 170,067	\$ 180,658	\$ 191,912	\$ 205,207	\$ 13,295
Operating	39,326	36,329	42,334	41,481	(853)
Capital	3,161	235	236	24,714	24,478
<b>TOTAL EXPENDITURES</b>	<b>\$ 212,554</b>	<b>\$ 217,222</b>	<b>\$ 234,482</b>	<b>\$ 271,402</b>	<b>\$ 36,920</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect a decrease due to the reduction of funding for furniture and fixtures.

Capital expenditures reflect the IT Refresh Costs for computers owned by the County and new claims and safety incident management system.

**Funding approved for 3 full-time equivalents:**

Claims Assistant	<u>1.00</u>
Director of Risk Management & Safety	<u>1.00</u>
Safety Officer	<u>1.00</u>
	<b>3.00</b>

**RISK MANAGEMENT & SAFETY - 1720**

**OBJECT**

- 32-01 Funding for OSHA certification for Safety Officer.
- 34-11 Funding for random drug testing and 100% of Sheriff's Department employees.
- 34-12 Funding for industrial hygiene testing.
- 43-01 Funding for maintenance, testing and badges for x-ray machines.
- 56-01 Includes National Safety Council dues for the County, SC Occupational Safety Council dues, ASSE membership, and PRIMA dues.
- 57-01 Travel to safety conferences and training including hotels, meals, etc.
- 61-03 Provides funds for Hepatitis B vaccinations; flu shot program, hearing test, AED supplies.
- 61-04 Includes interactive materials, driver training materials; video library.
- 61-10 Funding for first aid and safety equipment supplies.
- 61-51 Funding for safety posters.
- 61-55 Funding for embroidered coat and shirts, safety vests, hard hats, safety shoes, and eye protection for safety staff and miscellaneous safety equipment provided to employees in the field, who have forgotten or lost required safety glasses, gloves, etc.
- 63-01 Funding for food, snacks, drinks for training classes as well as Gatorade for field workers.
- 65-06 Funding for Safety Incentives for the Safety Program for County Departments.

**Performance Indicators**

	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Projected</b>
Number of Employees Trained:				
Driver Training	940	163	129	130
Safety Training	1,076	1,481	1,410	1,500
Workers' Compensation Claims	70	56	91	80
Property & Liability Claims	48	57	66	50
Random Drug Screenings	372	363	284	280
Post-Accident Drug Screenings	41	76	74	70

**RISK MANAGEMENT & SAFETY - 1720**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1720-417-11-01	Regular Wages	123,161	132,104	140,129	141,473
101-1720-417-13-01	Overtime Wages	-	296	-	-
101-1720-417-21-01	Employee Group Health Insurance	20,071	19,457	20,217	28,947
101-1720-417-21-02	Employee Group Dental Insurance	240	208	453	647
101-1720-417-22-01	Social Security and Medicare	8,860	9,646	10,833	10,451
101-1720-417-23-01	State and Police Retirement	13,406	14,658	16,199	19,184
101-1720-417-26-01	Workers Compensation	4,328	4,289	4,081	4,505
101-1720-417-32-01	Training & Professional Development	1,823	632	500	1,375
101-1720-417-33-01	Attorneys	169	-	-	-
101-1720-417-34-11	Drug Testing	16,222	13,446	16,000	16,000
101-1720-417-34-12	Industrial Hygiene Testing	-	325	1,685	1,685
101-1720-417-43-01	Maintenance & Service Contracts	2,779	2,420	6,000	4,500
101-1720-417-44-01	Rental & Leases	792	725	1,402	1,402
101-1720-417-53-01	Data Processing	-	-	-	1,080
101-1720-417-53-02	Mobile & Cellular Telephones	1,173	1,262	1,375	1,255
101-1720-417-53-06	Postage	163	199	200	200
101-1720-417-53-07	Telephone	477	487	500	500
101-1720-417-56-01	Membership Fees	1,054	1,154	1,054	1,054
101-1720-417-57-01	Travel	739	796	500	900
101-1720-417-61-01	Office Supplies	1,542	695	700	700
101-1720-417-61-03	Medical & Medicine	1,107	754	2,500	1,000
101-1720-417-61-04	Training Supplies	1,118	1,030	1,500	1,500
101-1720-417-61-06	Computer Software	217	-	-	-
101-1720-417-61-07	Computer Equipment (Less than \$500)	163	609	-	-
101-1720-417-61-08	Office Furniture (Less than \$500)	3,410	2,560	-	-
101-1720-417-61-09	IT Refresh Costs	832	1,439	1,439	636
101-1720-417-61-10	Safety Equipment Supplies	1,029	2,057	1,500	1,500
101-1720-417-61-12	Communications Supplies	25	24	-	-
101-1720-417-61-24	Per Copy Copier Charges	-	300	300	300
101-1720-417-61-51	Sign & Sign Materials	-	378	50	-
101-1720-417-61-55	Uniforms & Clothing	533	242	400	400
101-1720-417-62-02	Fuel	2,492	2,123	2,252	3,017
101-1720-417-63-01	Food	1,383	1,172	977	977
101-1720-417-65-06	Safety Incentive Program	-	1,500	1,500	1,500
101-1720-417-65-12	Wellness Incentive	80	-	-	-
101-1720-417-80-10	Late Fees	1	-	-	-
101-1720-417-80-98	Miscellaneous	4	-	-	-
<b>General Fund Total</b>		<b>209,393</b>	<b>216,987</b>	<b>234,246</b>	<b>246,688</b>
<b>Capital Improvement Fund</b>					
201-1720-417-74-14	Computer Equipment \$500-\$5,000	-	-	-	6,859
201-1720-417-74-17	Software \$500-\$5,000	-	-	-	15,000
201-1720-417-74-18	Other (\$500-\$5,000)	2,459	-	-	675
201-1720-417-74-24	Computer IT Lease Program2	702	235	236	2,180
<b>Capital Improvement Fund Total</b>		<b>3,161</b>	<b>235</b>	<b>236</b>	<b>24,714</b>

## **TREASURER - 1585**

The Treasurer's Office collects, invests and disburses all county funds including taxes, vehicle registration fees, solid waste collection fees for the town of Summerville and Ridgeville, solid waste user fees, storm water fees for the County and for that portion of Dorchester County that has been annexed into North Charleston and miscellaneous revenue for departments. Additionally, the Treasurer's Office maintains bond indebtedness accounts for the county, two school districts, the countywide fire district, as well as the libraries, and ensures timely and accurate payments. This office also maintains the Sheriff's drug monies.

### **GOALS**

1. Redesign and simplify both real estate and vehicle bills to reduce printing and postage costs. Tax bills should be easy to understand.
2. Enroll in an electronic check payment feature for collecting tax payments online via the Treasurer's website at a low, flat rate fee of \$1.50 incurred by the customer. Currently, we are able to accept credit/debit cards through PayPal with a fee based on a percentage of the amount of the charge. This will provide customers with an additional option for payment.
3. Implement the process of imaging checks for electronic deposit. This will allow for immediate access of funds.
4. Complete Employee Procedures Documents to empower employees and serve customers in an efficient manner.
5. Investigate other options for making tax payments for real estate bills similar to the current Lockbox feature where processing is outsourced.
6. Continue to educate the public about the Installment Tax Program through outreach programs.
7. Make the Treasurer's website more customer friendly by updating features available by the software developer.
8. Digitize records for retention purposes using OnBase program available countywide.
9. Investigate banking services and increase services from banking vendors.
10. To continue to provide the taxpayers of Dorchester County excellent customer service.

### **SERVICE AREAS**

**Revenue Collection:** In the service area of revenue collection the Treasurer's Office collects, receipts and makes daily deposits of taxes to proper accounts, miscellaneous department revenue, state and federal aid, grants, county and municipal fees, vehicle registration renewal fees, and revenue from miscellaneous sources. The Sheriff's drug money when collected is receipted and deposited into the proper accounts by the Treasurer's personnel.

**Investment of Funds:** The Treasurer's Office invests funds received for the county, school districts and special districts. Monies are invested in various banking institutions. The Treasurer's goals in the investment of funds are as follows: (1) maximize security of the funds; (2) achieve the maximum rate of return; and (3) maintain liquidity of the funds invested.

**Revenue Disbursement:** The Treasurer's Office collects and disburses taxes and other revenue to cities, schools, and special districts. Taxes are distributed electronically with supporting documents provided to the involved agencies. The Enterprise Funds and the Fireman's 1% Fund for fire districts are maintained and disbursed by the Treasurer's Office. The frequency of these distributions is consistent with the county budget ordinance.

**TREASURER - 1585**

**Cash Flow:** The Treasurer's Office monitors cash flow by maintaining and reconciling county bank accounts under its jurisdiction. Spreadsheets are maintained to track incoming and outgoing funds and interest disbursements. At month end, bank statements are reconciled to the general ledger and bookkeeping software for accuracy. This system of checks and balances ensures accurate bank balances with the general ledger.

**Internal Services:** The Treasurer's Office provides supporting documentation to independent auditors, verifies revenue collected on behalf of the school and special districts for annual audits, and prepares abstracts and reports required by the Comptroller General and other state agencies. The Treasurer monitors general ledger cash balances and works with Finance to correct any differences.

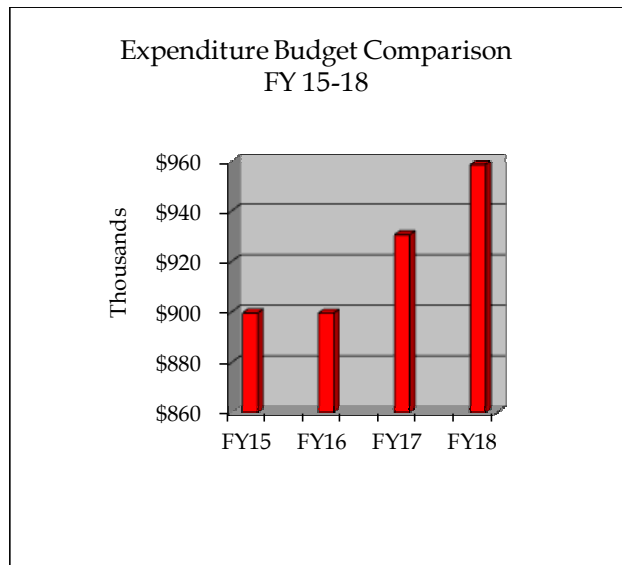
**Technology:** The Treasurer's Office transfers funds electronically to various agencies; monitor daily bank activity (allowing any differences to be quickly identified and resolved); and transmit the direct deposit payroll file. Upcoming goal is to continue streamlining processes and scan checks for deposit for immediate access of funds. OnBase is aggressively being pursued to digitize records required to be maintained by the State.

**Customer Service:** The Treasurer's Office assists the DMV by printing renewal decals, eliminating the taxpayer to visit the DMV. Credit card/debit card payments for vehicle and real property taxes can be made on line via the Treasurer's website. A new feature will include e-check ability for customers to pay by check at a reduced fee less than the credit card fee.

Reorganization of the Treasurer's Office increased the customer service windows to four (4) in the Summerville Office. Thereby, reducing wait time in a high volume office.

<b>Departmental Summary:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	14	14	14	14	0
(PT)	1	1	1	1	0
Taxes	\$ 26,066,918	\$ 29,143,928	\$ 29,226,350	\$ 30,315,079	\$ 1,088,729
Charges and Fees	174,906	153,280	154,182	158,300	4,118
Interest	46,648	36,119	36,500	37,000	500
Miscellaneous	36,941	622	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 26,325,413</b>	<b>\$ 29,333,949</b>	<b>\$ 29,417,032</b>	<b>\$ 30,510,379</b>	<b>\$ 1,093,347</b>
Personnel	\$ 683,828	\$ 689,857	\$ 722,987	\$ 743,513	\$ 20,526
Operating	200,963	188,077	202,062	202,897	835
Capital	14,889	21,651	5,571	12,004	6,433
<b>TOTAL EXPENDITURES</b>	<b>\$ 899,680</b>	<b>\$ 899,585</b>	<b>\$ 930,620</b>	<b>\$ 958,414</b>	<b>\$ 27,794</b>

**TREASURER - 1585**



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect a minor increase associated with IT Refresh Cost.

Capital expenditures reflect IT Refresh Costs for computers owned by the County.

**Funding approved for 14.5 full-time equivalents:**

	<u>No. of FTE:</u>
Accounting Clerk	3.50
Accounting Specialist	3.00
Deputy Treasurer	1.00
Finance Manager	1.00
Senior Accounting Clerk	5.00
Treasurer	<u>1.00</u>
	<b>14.50</b>

**OBJECT**

- 32-01 Costs of registration for meetings and training sessions that are attended each year (SCAC conferences, SCATT conferences, GFOA conference, and SCACCO conference and staff development workshops).
- 43-01 Costs for maintenance agreements on office equipment and for annual Peachtree support.
- 43-03 Funding for repairs and maintenance to the vault and various office equipment.

**TREASURER - 1585**

- 44-01 Costs for leasing copier, post office box rental and cost per copy contract on leased copiers.
- 53-01 Includes website maintenance and mandated installment tax program.
- 55-01 Funding for bookbinding and for printing/processing real estate and vehicle tax notices.
- 56-01 Funding for membership dues for SCATT, SCACEE, and SCAAO.
- 57-01 Includes travel to schools, meetings, seminars, meals and lodging, and travel between the Summerville and St. George offices.

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Ad Valorem Tax Receipts	200,264	205,220	211,319	216,000
Credit Memos	325	314	258	325
Dealer Adds	4,414	4,517	5,111	5,250
Deposits	5,324	5,294	5,355	5,500
Fee in Lieu Receipts	63	59	67	75
General Ledger Receipts Written	6,991	5,800	6,000	6,500
Manual Transactions	36,031	37,710	35,805	40,000
Overages/Shortages Processed	1,154	1,082	1,237	1,500
Real Estate Tax Notices Mailed	84,808	85,004	87,861	90,000
Net Real Estate Taxes Collected	\$118 million	\$125 million	\$127 million	\$130 million
Real Estate Refunds	1,008	1,476	1,256	1,300
Rollback Taxes Collected	\$101,145	\$135,200	\$59,321	\$75,000
Vehicle Tax Notices Mailed	124,073	128,553	130,982	135,000
Net Vehicle Taxes Collected	\$22 million	\$24 million	\$24.5 million	\$25 million
Vehicle Refunds	1,464	1,646	1,686	1,700
TANS Proceeds	-	-	-	-
Credit Card Transactions	36,730	41,120	45,596	47,500
Vehicle Taxes Paid by CC	\$6,220,192	\$7,200,960	\$8,005,056	\$8,750,000
Real Estate Taxes Paid by CC	\$1,942,522	\$2,094,374	\$2,339,690	\$2,500,000
Ambulances Charges Paid by CC	\$37,983	\$36,412	\$57,341	\$58,000
Pieces in Drop-Payment Box	637	800	1,012	1,150
Total Fees Collected	\$7.6 million	\$8.2 million	\$8.4 million	\$8.6 million

Dorchester County  
 Operating and Capital Budget  
 Fiscal Year 2018

**TREASURER - 1585**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1585-415-11-01	Regular Wages	522,563	524,697	542,326	544,693
101-1585-415-11-02	Part-time Wages	5,231	5,891	7,075	7,444
101-1585-415-13-01	Overtime Wages	-	468	-	-
101-1585-415-21-01	Employee Group Health Insurance	56,682	58,101	63,578	71,388
101-1585-415-21-02	Employee Group Dental Insurance	675	567	1,359	1,456
101-1585-415-22-01	Social Security and Medicare	38,490	38,931	42,135	41,128
101-1585-415-23-01	State and Police Retirement	57,450	58,713	63,508	74,870
101-1585-415-26-01	Workers Compensation	2,737	2,489	3,006	2,534
101-1585-415-32-01	Training & Professional Development	455	440	875	875
101-1585-415-34-09	Other Technical Services	1,717	4,530	-	-
101-1585-415-43-01	Maintenance & Service Contracts	7,164	6,456	9,188	15,008
101-1585-415-43-03	Equipment Repairs & Maintenance	266	-	907	907
101-1585-415-43-09	Other Repairs & Maintenance	49	128	-	-
101-1585-415-44-01	Rental & Leases	205	186	-	-
101-1585-415-44-02	Rentals (< 1 year)	122	117	126	126
101-1585-415-53-01	Data Processing	6,156	6,156	6,200	500
101-1585-415-53-02	Mobile & Cellular Telephones	2	2	75	75
101-1585-415-53-05	Fire Alarm & Security	919	960	1,312	1,312
101-1585-415-53-06	Postage	120,532	106,346	116,500	116,500
101-1585-415-53-07	Telephone	96	119	100	100
101-1585-415-54-01	Advertising	582	582	660	660
101-1585-415-55-01	Printing & Binding	16,529	20,948	18,000	19,000
101-1585-415-56-01	Membership Fees	150	125	250	250
101-1585-415-57-01	Travel	1,027	1,213	2,000	2,000
101-1585-415-61-01	Office Supplies	40,557	38,274	39,571	39,500
101-1585-415-61-07	Computer Equipment (Less than \$500)	225	-	-	835
101-1585-415-61-08	Office Furniture (Less than \$500)	480	-	-	-
101-1585-415-61-09	IT Refresh Costs	411	512	513	513
101-1585-415-61-24	Per Copy Copier Charges	-	-	-	1,735
101-1585-415-61-55	Uniforms & Clothing	-	-	100	100
101-1585-415-63-01	Food	166	145	185	185
101-1585-415-64-01	Books & Periodicals	264	285	550	550
101-1585-415-80-03	Bank Fees	2,797	360	4,450	1,666
101-1585-415-80-15	Over/ Short	92	193	500	500
<b>General Fund Total</b>		<b>884,791</b>	<b>877,934</b>	<b>925,049</b>	<b>946,410</b>
<b>Capital Improvement Fund</b>					
201-1585-415-74-07	Computer Software	-	12,198	-	-
201-1585-415-74-09	Other (over \$5,000)	5,370	-	-	-
201-1585-415-74-14	Computer Equipment \$500-\$5,000	3,699	-	-	-
201-1585-415-74-17	Software \$500-\$5,000	-	4,066	-	-
201-1585-415-74-24	Computer IT Lease Program2	5,820	5,387	5,571	12,004
<b>Capital Improvement Fund Total</b>		<b>14,889</b>	<b>21,651</b>	<b>5,571</b>	<b>12,004</b>

## **VOTER REGISTRATION AND ELECTIONS - 1430**

In compliance with all applicable State Election Commission rules and regulations, the Board of Voter Registration and Elections registers any eligible citizen of Dorchester County. This office also issues absentee voting applications and ballots, serves as the absentee precinct, provides registration lists, and checks the validity of voter petitions for nominations and referendums.

The Board of Voter Registration and Elections is the focal point for all county, state, and federal elections conducted within Dorchester County. This office receives directions and guidance from the State Election Commission, and conducts elections in accordance with the laws of the State of South Carolina. The Board provides assistance to municipalities and public schools conducting elections upon request. Demonstrations of the new equipment are conducted regularly.

### **GOALS**

1. To enforce the registration and election laws of the State of South Carolina.
2. To comply with the Help America Vote Act (HAVA) requirements for voter registration.
3. To process voter registration applications and mail certificates in a timely manner.
4. To ensure proper mailing and security of absentee applications and ballots.
5. To review, correct, and update voter registration lists to ensure electors vote in the correct precinct and election districts.
6. To work with GIS and town planning officials to keep accurate & updated street address information.
7. To notify voters of changes due to re-precincting and polling location changes.
8. To provide elected officials, candidates, political parties, electors and other interested persons with voter registration reports, election results, and other general information.
9. To publish in local newspapers voter registration deadlines and locations, agencies, and websites to register to vote.
10. To perform the maintenance of voter records with missing or partial information and invalid addresses in order to comply with the Help America Vote Act (HAVA).
11. To take continuing educational classes conducted by the State Election Commission that provide professional training & development in the areas of voter registration & elections.
12. To provide the safest, most accurate and HAVA (Help America Vote Act) approved elections for the more than 100,000 voters of Dorchester County.
13. To provide adequate, fully trained staff and poll managers for elections.
14. Ensure polling sites are adequate for numbers of voters in precinct.
15. Fully train board, staff and voters on our voting system.
16. Strive to maintain a full Board and ensure they are trained and certified through the State Election Commission.

### **SERVICE AREAS**

**Voter Registration:** This office reviews new applications to ensure they have been completed properly, determines if applicants' street addresses are in Dorchester County, assigns precincts and districts, issues registration certificates to notify voters of their voting precinct and poll location, and mails authorizations to cancel voter registrations to the state or county where the applicant was last registered.

## **VOTER REGISTRATION AND ELECTIONS - 1430**

**Absentee Voting** - Voter Registration issues absentee voting applications, reviews absentee applications, produces an absentee log for public view, issues ballots to qualified electors, serves as the absentee precinct for all elections, and secures absentee ballots until election days.

**Quarterly Reports:** This office provides quarterly reports, compiled by the State Election Commission, on registered voters by precinct for congressional, senate, house, and county, city, and town council districts broken down by age, race, and sex. This office also provides reports to show the number of active and inactive voters in each precinct.

**Education:** Voter Registration provides assistance and information to the public on how to register to vote and obtain registration applications, furnishes applications to schools and organizations for voter registration drives, educates electors on the absentee voting process, and publishes ads in local newspapers to notify voters of registration and absentee voting deadlines.

**Provision and Update of Registration Lists:** This office provides voter registration lists for general, primary, municipal and special elections, updates voters' records by entering new changes due to name or address changes or new precinct or district lines, and submits change forms to the State Election Commission to cancel the registration of voters that are deceased or have moved out of the county.

**Petition Verification:** Voter Registration checks petitions to nominate candidates for office and petitions calling for referenda for the required number of signatures needed for approval, to verify that voters' signatures match the signatures on their registration applications, check for duplication of signatures, and check if the voters reside in the county, precinct, district or municipality for which the petition is submitted.

**Voting Machine Preparation & Maintenance:** Provides in-house database preparation for elections and maintains the voting equipment before, during, and after each election.

**Polling Place Operations:** Continually reviews need for expansion of precincts due to growth in population. When necessary, prepares justification and briefs county delegation on needs, and assists with process to file with the US Department of Justice. Provides enough trained personnel to operate a total of 81 precincts; takes necessary action to ensure that all polling places are HAVA approved and available as required on Election Day; and provides expendable administrative supplies at each polling place for each election. This office prepares payroll for all election workers. This office also prepares reports for the State Election Commission after each election.

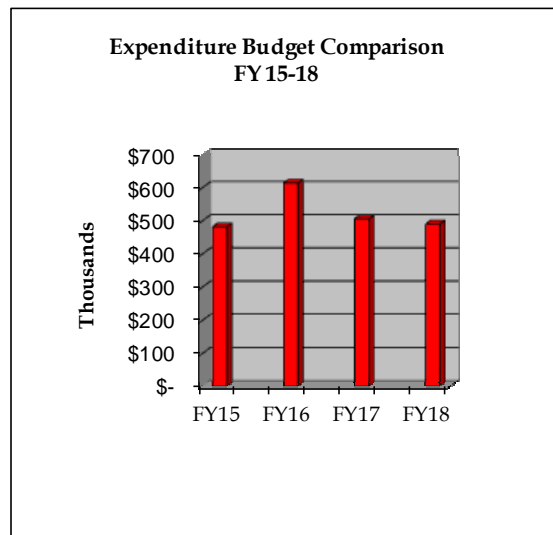
**Administration:** Provides ballots to the absentee precinct and emergency, curbside, and fail safe ballots to other polling places; provides training for each poll manager; provides sample ballots to each polling place; and publishes two notices of each election in newspapers in Dorchester County as required. This office also certifies election results for county, school, and state elections.

**Training & Professional Development:** Trains poll managers, rovers, and clerks; provides support for Board Members and staff to attend S. C. Election Commission training and the South Carolina Association of Registration and Election Officials annual conference; and ensures that voting machine technicians receive proper training and updated data for the voting machines.

**VOTER REGISTRATION AND ELECTIONS - 1430**

**Obtains and Upgrades Voting Machines:** Currently have 327 iVotronic voting machines. The Commission is required to have one machine for every 250 voters.

<b>Departmental Summary:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Approved</u>	<u>Change</u>
Positions:					
(PFT)	6	6	6	6	0
(PT)	0	0	0	0	0
Intergovernmental	\$ 54,528	\$ 93,152	\$ 91,652	\$ 78,650	\$ (13,002)
Miscellaneous	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 54,528</b>	<b>\$ 93,152</b>	<b>\$ 91,652</b>	<b>\$ 78,650</b>	<b>\$ (13,002)</b>
Personnel	\$ 334,787	\$ 349,709	\$ 335,474	\$ 397,796	\$ 62,322
Operating	137,795	263,390	170,035	89,849	(80,186)
Capital	10,025	1,308	1,309	3,457	2,148
<b>TOTAL EXPENDITURES</b>	<b>\$ 482,607</b>	<b>\$ 614,407</b>	<b>\$ 506,818</b>	<b>\$ 491,102</b>	<b>\$ (15,716)</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect a decrease in the Poll Workers line item.

Capital expenditures reflect IT Refresh Costs for computers owned by the County.

**VOTER REGISTRATION AND ELECTIONS - 1430**

<u>Funding approved for 6 full-time equivalents:</u>	<u>No. of FTE:</u>
Admin II	2.00
Deputy Director of Elections & Registration	1.00
Director of Elections & Registration	1.00
Elections Analyst	1.00
Manager of Voter Registration	<u>1.00</u>
	<b>6.00</b>

**OBJECT**

- 31-01 Quarterly stipend for maximum of seven board members at \$1,500 per year.
- 31-03 Funding for poll managers' salaries. Managers' salaries are calculated at \$60 per day; poll clerks receive an extra \$60.
- 32-01 Funding for tuition for board members and staff to attend state-sponsored training, and the annual SCARE conference registration. Funding for training & certification classes for voter registration staff.
- 34-09 Funds to cover various technical services such as database consultation and audio charges for elections.
- 42-01 Fee for opening and closing polling sites at schools.
- 43-01 Funding for maintenance on voting machines and equipment and document imaging services.
- 44-01 Rent payment to private owners for use of their property as a polling site and the charge for leasing a truck to deliver voting equipment.
- 53-02 Pays for the Director's cell phone usage during elections as well as a wireless access device.
- 53-06 Pays postage for mailing voter registration applications and certificates; and absentee applications and ballots, ups charges and other correspondence.
- 54-01 Fee for mandatory advertising of upcoming elections and polling locations in local newspapers. Funding for advertisements in 2 local newspapers.
- 55-01 Includes printing of absentee and emergency ballots for one Primary election and possible run-off election. Funding for printing regular and window envelopes. Funding for printing new voter registration cards for new precincts.
- 56-01 Dues to the South Carolina Association of Registration and Election Officials (SCARE). Used to pay membership dues for commissioners, voter registration and election staff.

**VOTER REGISTRATION AND ELECTIONS - 1430**

- 57-01 Funding for local mileage of board members and director plus mileage and subsistence for attending meetings outside the local area. Funding for travel to meetings and training & certification classes; pays for lodging, travel, and meals to annual S.C.A.R.E. conference.
- 61-01 Funding for various office supplies to accommodate daily office functions as well as election activities.
- 61-36 Funding for replacement parts for the voting equipment.
- 61-51 Printing of signs for precincts and polling locations.

<b>Performance Indicators</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Elections Conducted	1	8	3	5
Training Sessions	6	20	10	12
Machines Procured	0	0	0	0
Commissioners/Staff Certified	1	2	1	2
Registered Voters	91,000	99,789	103,000	107,508
Voted Primary Election	n/a	14,192	n/a	20,000
Voted General Election	34,767	4,974	63,138	3,500
Absentee Applications Issued	4,413	1,680	15,637	1,500
Number of Absentee Votes	3,957	1,457	15,117	1,000
New Registered Voters	3,830	4,000	5,228	3,508
Voter Changes Processed	20,967	21,000	21,648	16,000

**VOTER REGISTRATION AND ELECTIONS - 1430**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1430-414-11-01	Regular Wages	244,239	253,259	253,443	251,300
101-1430-414-11-03	Part-time Other Wages	-	-	-	50,698
101-1430-414-13-01	Overtime Wages	-	160	-	-
101-1430-414-21-01	Employee Group Health Insurance	37,107	33,282	29,619	29,185
101-1430-414-21-02	Employee Group Dental Insurance	507	411	906	971
101-1430-414-22-01	Social Security and Medicare	18,014	25,833	19,422	22,868
101-1430-414-23-01	State and Police Retirement	27,358	30,191	29,276	39,719
101-1430-414-25-01	Unemployment Compensation	-	131	-	-
101-1430-414-26-01	Workers Compensation	7,562	6,442	2,808	3,055
101-1430-414-31-01	Board Members-not regular payroll	8,625	7,125	10,500	-
101-1430-414-31-03	Poll Workers	44,720	154,805	62,375	-
101-1430-414-32-01	Training & Professional Development	1,080	1,260	2,000	2,000
101-1430-414-34-09	Other Technical Services	2,795	-	3,340	3,340
101-1430-414-41-02	Cable Services	-	283	560	560
101-1430-414-42-01	Custodial-Janitorial	1,425	6,000	1,525	1,525
101-1430-414-43-01	Maintenance & Service Contracts	28,675	28,675	32,140	32,140
101-1430-414-44-02	Rentals (< 1 year)	1,700	7,764	2,000	2,000
101-1430-414-53-01	Data Processing	418	456	495	495
101-1430-414-53-02	Mobile & Cellular Telephones	44	7	75	75
101-1430-414-53-05	Fire Alarm & Security	844	843	844	844
101-1430-414-53-06	Postage	10,945	16,528	10,000	10,000
101-1430-414-53-07	Telephone	61	82	50	50
101-1430-414-54-01	Advertising	2,058	8,022	3,500	3,500
101-1430-414-55-01	Printing & Binding	3,667	6,418	5,200	5,200
101-1430-414-56-01	Membership Fees	480	440	440	440
101-1430-414-57-01	Travel	8,527	13,225	10,500	8,000
101-1430-414-61-01	Office Supplies	3,654	3,140	4,597	3,397
101-1430-414-61-07	Computer Equipment (Less than \$500)	567	-	-	-
101-1430-414-61-08	Office Furniture (Less than \$500)	252	-	-	-
101-1430-414-61-09	IT Refresh Costs	779	1,428	1,429	1,018
101-1430-414-61-24	Per Copy Copier Charges	-	-	-	1,200
101-1430-414-61-36	Equipment Repair Parts	12,620	3,220	14,400	10,000
101-1430-414-61-51	Sign & Sign Materials	554	-	1,000	1,000
101-1430-414-62-01	Electricity	3,250	3,614	3,000	3,000
101-1430-414-64-01	Books & Periodicals	55	55	65	65
<b>General Fund Total</b>		<b>472,582</b>	<b>613,099</b>	<b>505,509</b>	<b>487,645</b>
<b>Capital Improvement Fund</b>					
201-1430-414-72-02	Building Improvements	5,470	-	-	-
201-1430-414-74-13	Furniture & Fixtures \$500-\$5,000	813	-	-	-
201-1430-414-74-15	Office Equipment \$500-\$5,000	1,180	-	-	-
201-1430-414-74-16	Communications Equipment \$500-\$5,000	950	-	-	-
201-1430-414-74-24	Computer IT Lease Program2	1,612	1,308	1,309	3,457
<b>Capital Improvement Fund Total</b>		<b>10,025</b>	<b>1,308</b>	<b>1,309</b>	<b>3,457</b>

**CIRCUIT COURT - 1220**

The Circuit Court is a state court of general jurisdiction. Administrative support for the Circuit Court is provided by the Clerk of Court’s office. Dorchester County is a part of the 1st Judicial Circuit Court. The Court of Common Pleas is commonly known as Civil and the Court of General Sessions is commonly known as Criminal. Every individual that comes through the Circuit Court is entitled to a jury trial. In addition to its general trial jurisdiction, the Circuit Court has limited appellate jurisdiction over appeals from the Probate Court, Magistrate's Court, and Municipal Court, as well as appeals from the Administrative Law Judge Division, which hears matters relating to state administrative and regulatory agencies.

**GOALS**

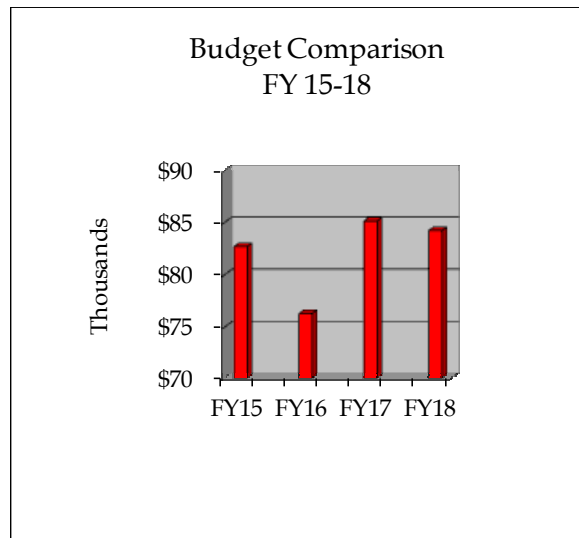
1. To process judicial commitments daily during General Sessions Court.
2. Summoning of prospective jurors no less than 15 days and no more than 35 days prior to term of Court.
3. Process juror compensation after each term of Court and remit to the Finance Department for payment.
4. Implement and coordinate all Civil Court case rosters efficiently and effectively.
5. Summon and coordinate appearances for Grand Juror’s to serve by reporting periodically throughout the year.

**SERVICE AREAS**

**Administrative Support:** The Clerk’s office is responsible for accepting and processing all paperwork concerning the Circuit Court, required to maintain all court records and exhibits, and responsible for summoning of prospective jurors for Common Pleas and General Sessions Courts. For Common Pleas, this includes maintaining all paperwork in the civil cases, scheduling jury and non-jury trials and scheduling all motions that need to be heard before a Judge. For General Sessions, this includes accepting and maintaining warrants that are processed from all Magistrate Courts and Municipalities of Dorchester County to the First Circuit Solicitor’s office for prosecution; handling cash bonds, surety bonds, and also property bonds for parties that are able to post bond until trial; and receiving and disbursing fees, fines, and restitution.

<b>Departmental Summary:</b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>	<b><u>FY17</u></b>	<b><u>FY18</u></b>	<b><u>Change</u></b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Approved</u></b>	
Positions:					
(PFT)	0	0	0	0	0
(PI)	0	0	0	0	0
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	80,675	74,110	84,251	84,251	-
Capital	2,022	2,191	900	-	(900)
<b>TOTAL EXPENDITURES</b>	<b>\$ 82,697</b>	<b>\$ 76,301</b>	<b>\$ 85,151</b>	<b>\$ 84,251</b>	<b>\$ (900)</b>

**CIRCUIT COURT - 1220**



**OBJECT**

- 43-01 Funding for audio visual equipment maintenance and service contract for the Courthouse.
- 53-01 Software program for juror information.
- 53-06 Mailing of jury summons and jury payment.
- 55-01 Funding for jury information cards, letters and envelopes.
- 57-01 Mileage reimbursement for Circuit Court employees.
- 63-01 Food and drinks for jurors when ordered by the Judge.
- 64-01 SC Code of Laws for Courtroom.

Dorchester County  
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**CIRCUIT COURT - 1220**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1220-412-31-02	Court Personnel	48,375	41,350	50,000	50,000
101-1220-412-43-01	Maintenance & Service Contracts	16,593	16,593	16,593	16,593
101-1220-412-43-03	Equipment Repairs & Maintenance	2,177	938	98	98
101-1220-412-53-01	Data Processing	35	35	38	38
101-1220-412-53-02	Mobile & Cellular Telephones	522	508	750	750
101-1220-412-53-06	Postage	4,323	3,889	4,377	4,377
101-1220-412-55-01	Printing & Binding	334	343	587	587
101-1220-412-57-01	Travel	861	848	977	977
101-1220-412-61-01	Office Supplies	1,601	1,479	1,520	1,520
101-1220-412-61-07	Computer Equipment (Less than \$500)	-	1,722	1,830	1,830
101-1220-412-61-08	Office Furniture (Less than \$500)	-	307	-	-
101-1220-412-61-24	Per Copy Copier Charges	-	191	350	350
101-1220-412-61-80	Kitchen Supplies	177	342	230	230
101-1220-412-63-01	Food	5,415	5,281	6,500	6,500
101-1220-412-64-01	Books & Periodicals	262	284	401	401
<b>General Fund Total</b>		<b>80,675</b>	<b>74,110</b>	<b>84,251</b>	<b>84,251</b>
<b>Capital Improvement Fund</b>					
201-1220-412-74-14	Computer Equipment \$500-\$5,000	2,022	-	-	-
201-1220-412-74-18	Other (\$500-\$5,000)	-	2,191	900	-
<b>Capital Improvement Fund Total</b>		<b>2,022</b>	<b>2,191</b>	<b>900</b>	<b>-</b>

## CLERK OF COURT - 1221



The Clerk of Court has contact with and impact on every element of the Judicial System: the Courts, the Bar and administrative support. The Clerk of Court's office is responsible for the administration and supervision of the General Sessions, Common Pleas, and Family Court including courtroom duties such as administering oaths and publishing verdicts, docket management, preparing trial rosters, receiving and disbursing revenue from bonds, restitution, fines, and fees, and juror related matters.

### GOALS

1. To process arrest warrants within two working days.
2. File and docket cases immediately upon receipt.
3. Post and deposit fines and fees daily.
4. Post civil trial rosters online within thirty days of Court terms.
5. Revenues and reports to Treasurer by the 1<sup>st</sup> of each month.
6. Supervise the physical upkeep of the Courthouses.
7. Ensure the Judicial System is operating efficiently on a daily basis.
8. Report case load statistics to SC Court Administration.
9. Select the appropriate number of State Grand Jurors each year.

### SERVICE AREAS

**Docket Management:** Processes arrest warrants, indictments, expungements, files civil actions, Lis Pendens, Motions, Judgments and Commissions. Pursuant to South Carolina state law, the Clerk's office is mandated to carry out these procedures.

**Trial Roster:** The Clerk's office implements and coordinates civil rosters to be utilized by the attorneys and the court by arranging the civil cases on a trial roster and scheduling the attorneys to appear in court.

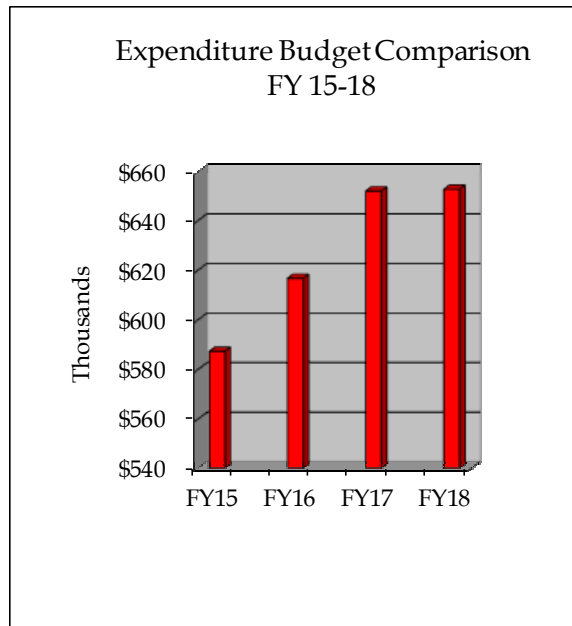
**Revenue:** The Clerk's office receives court fees, fines, costs, restitution and bonds and disburses fees, fines, costs, restitutions and bond monies that are associated with the Court and the Set-Off Debt Program. The Clerk's office also processes and maintains civil escrow bank accounts. These monies are received and disbursed daily.

**Juror Related Matters:** The Clerk of Court serves as the Jury Commissioner for summoning all prospective Grand and Petit Jurors, venire preparation and management, and compensation of jurors for the Circuit and Probate Court thru the automated State wide Jury Management System. The Clerk of Court is also responsible for the drawing of the State Grand Jury.

**Courtroom:** The presence of the Clerk or her Deputy is required at all terms of Court. The duties consist of selecting jurors, administering oaths, publishing verdicts, processing court documents and operating technical audio visual equipment, etc.

**CLERK OF COURT - 1221**

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	10	10	10	10	0
(PT)	2	2	2	1	-1
Licenses and Permits	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	1,575	1,575	1,575	1,575	-
Charges and Fees	93,306	99,273	90,400	82,284	(8,116)
Fines and Penalties	3,286	4,121	4,000	990	(3,010)
<b>TOTAL REVENUES</b>	<b>\$ 98,167</b>	<b>\$ 104,969</b>	<b>\$ 95,975</b>	<b>\$ 84,849</b>	<b>\$ (11,126)</b>
Personnel	\$ 555,170	\$ 586,578	\$ 619,639	\$ 612,191	\$ (7,448)
Operating	26,990	26,175	27,931	27,429	(502)
Capital	5,220	4,108	4,470	13,124	8,654
<b>TOTAL EXPENDITURES</b>	<b>\$ 587,380</b>	<b>\$ 616,861</b>	<b>\$ 652,040</b>	<b>\$ 652,744</b>	<b>\$ 704</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases. However, the part time Computer Support Specialist I position was moved to Family Court during FY2017 which resulted in an overall decrease in the personnel line items.

Operating expenditures reflects a minor decrease related to IT Refresh Cost.

Capital expenditures reflect IT Refresh Costs for computers owned by the County as well as the replacement of the time date stamps machines.

**CLERK OF COURT - 1221**

<u>Funding approved for 10.50 full-time equivalents:</u>	<u>No. of FTE:</u>
Admin II	.50
Admin III	3.00
Admin IV	1.00
Chief Deputy Clerk of Court	1.00
Chief Deputy General Sessions	1.00
Chief of Operations	1.00
Clerk of Court	1.00
Deputy Clerk of Court	<u>2.00</u>
	<b>10.50</b>

**OBJECT**

- 32-01 State training for employees.
- 43-03 Maintenance and repairs to office equipment.
- 44-01 Funding for record storage.
- 53-06 Funding for mailing court rosters, restitution checks and receipts; notices of filing plus other correspondences.
- 53-07 Funding for long distance service.
- 55-01 Funding for printing envelopes, folders for common pleas and general sessions as well as permanent record books.
- 56-01 Membership dues for SC Association of Clerk of Courts & Register of Deeds, SC Public Records Association and SCACEE.
- 57-01 Travel to state and local meetings throughout the year, and to attend the State Clerk of Court meetings. Also includes travel to Family Court.
- 61-01 Funding for general office supplies, judgment indexing, file folders, etc.

**CLERK OF COURT - 1221**

<b>Performance Indicators</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
<b>COMMON PLEAS</b>				
Cases Filed	2,526	2,376	2,500	2,500
Lis Pen Dens	646	660	675	675
Cancellation Of Lis Pen Dens	373	313	400	400
Commissions	399	477	450	450
Non-Jury Judgments	1,550	1,458	1,500	1,500
Jury Judgments	7	10	10	10
Motions	2,472	2,172	2,300	2,300
<b>GENERAL SESSIONS</b>				
Warrants	1,725	2,480	2,500	2,500
Indictments	1,960	2,033	2,000	2,000
Fines & Fees	1,419	1,396	1,600	1,600
Expungements	893	527	750	750
Court Days Attended	282	271	280	280
Escrow Accts	82	98	100	100
Juror Summons	5,608	5,657	5,800	5,800
Bench Warrants	145	130	150	150
Bondsman License	52	51	52	52
Bonds Posted	1,275	1,283	1,300	1,300

Dorchester County  
 Operating and Capital Budget  
 Fiscal Year 2018

**CLERK OF COURT - 1221**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1221-412-11-01	Regular Wages	405,074	425,585	447,214	439,081
101-1221-412-11-02	Part-time Wages	21,358	23,037	23,721	13,300
101-1221-412-13-01	Overtime Wages	-	856	-	-
101-1221-412-21-01	Employee Group Health Insurance	48,442	52,323	56,321	62,047
101-1221-412-21-02	Employee Group Dental Insurance	678	554	1,208	1,132
101-1221-412-22-01	Social Security and Medicare	30,809	32,334	36,105	33,213
101-1221-412-23-01	State and Police Retirement	46,484	49,782	52,207	61,343
101-1221-412-26-01	Workers Compensation	2,325	2,107	2,863	2,075
101-1221-412-32-01	Training & Professional Development	920	1,200	1,500	1,500
101-1221-412-34-09	Other Technical Services	120	120	132	132
101-1221-412-43-01	Maintenance & Service Contracts	-	500	-	500
101-1221-412-43-03	Equipment Repairs & Maintenance	460	48	526	26
101-1221-412-44-01	Rental & Leases	1,185	1,211	1,326	1,326
101-1221-412-53-06	Postage	4,376	3,838	4,000	4,000
101-1221-412-53-07	Telephone	174	222	250	250
101-1221-412-55-01	Printing & Binding	6,610	6,744	7,226	7,226
101-1221-412-56-01	Membership Fees	225	225	294	294
101-1221-412-57-01	Travel	1,645	1,639	1,750	1,750
101-1221-412-61-01	Office Supplies	9,916	3,797	3,860	3,860
101-1221-412-61-09	IT Refresh Costs	784	777	927	425
101-1221-412-61-24	Per Copy Copier Charges	-	5,621	6,100	6,100
101-1221-412-64-01	Books & Periodicals	32	-	40	40
101-1221-412-80-10	Late Fees	-	4	-	-
101-1221-412-80-98	Miscellaneous	543	229	-	-
<b>General Fund Total</b>		<b>582,160</b>	<b>612,753</b>	<b>647,570</b>	<b>639,620</b>
<b>Capital Improvement Fund</b>					
201-1221-412-74-14	Computer Equipment \$500-\$5,000	1,004	-	-	-
201-1221-412-74-18	Other (\$500-\$5,000)	-	-	-	1,878
201-1221-412-74-24	Computer IT Lease Program2	4,216	4,108	4,470	11,246
<b>Capital Improvement Fund Total</b>		<b>5,220</b>	<b>4,108</b>	<b>4,470</b>	<b>13,124</b>

## **FAMILY COURT - 1230**

The Clerk of Court's office is responsible for the administration and supervision of the Family Court. The Family Court is dictated by the South Carolina Code of Laws and Supreme Court to insure proper operation of the legal process involved. The staff prepares related tasks including filing domestic and juvenile documents; collecting and disbursing support payments, attorneys' fees and medical fees when necessary; service of papers and corresponding with different courts and agencies; and maintaining enforcement collection of support and many others, etc. The Family Court has exclusive jurisdiction in all matters involving domestic or family relationships.

### **GOALS**

1. To develop a plan to improve customer satisfaction with an automated phone system. An automated system will provide the custodial and non-custodial parents with current payments and balances.
2. Implementing strategies to increase child support collections. Increasing child support collections will increase county and state revenue.
3. Provide Family Court Docket for internet access through the county website.
4. Enhancing our current support programs to better serve the public.
5. Continue to keep employees up-to-date with policies and procedures.
6. To have 100% customer satisfaction.

### **SERVICE AREAS**

**Docket Management:** Process and maintain legal documents prepared by attorneys, self represented litigants and different agencies for domestic and juvenile actions for the purpose of court hearings. Fees are charged when applicable. Department of Social Services (DSS) support actions are filed by the legal division. Legal documents are prepared by the DSS attorneys and files are maintained for the purpose of court hearings.

**Receiving and Disbursement of Revenue:** Collects support, court fees, fines, attorney fees, medical fees, etc. established by court order daily and disburse to appropriate parties daily. Revenues are balanced and deposited daily.

**Support Enforcement:** Support is enforced when a customer has failed to comply with a court order and is more than five days late with making a support payment. A Rule to Show Cause is issued for the purpose of a court appearance before a Family Court judge. Failure to comply could result in jail time. Manage and enforce delinquent support cases daily and issue Rule To Show Cause and Bench Warrants when necessary.

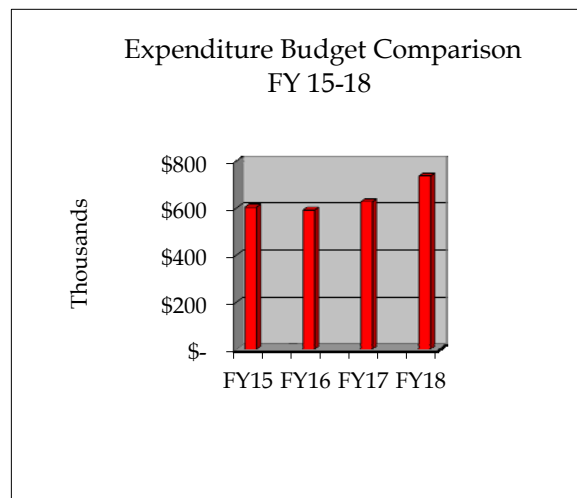
**Docket Management:** The Family Court Clerk's Office implements and coordinates domestic and juvenile dockets to be utilized by judges, attorneys and the court by arranging such cases to appear in court. Dockets are generated weekly and court schedules are prepared six months in advance.

**Report Preparation:** Prepares daily, monthly, quarterly and annual reports when due for the purpose of turning fees over to the Treasurer's office, the State office by the first of each month and billing the Department of Social Services for unit cost, the service of process, and filing fees.

**FAMILY COURT - 1230**

**Service of DSS Legal documents:** The process server serves all paperwork pertaining to Dorchester County generated by the Department of Social Services Legal Division and the Family Court Clerk. The documents are normally new cases for support and Rules to be served on customers to appear in court.

<b>Program Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	11	11	12	12	0
(PT)	1	1	1	1	0
Charges and Fees	\$ 366,258	\$ 383,218	\$ 373,692	\$ 358,048	\$ (15,644)
Intergovernmental	27,209	2,195	9,336	-	(9,336)
Fines and Penalties	1,148	812	1,008	3,828	2,820
<b>TOTAL REVENUES</b>	<b>\$ 394,615</b>	<b>\$ 386,225</b>	<b>\$ 384,036</b>	<b>\$ 361,876</b>	<b>\$ (22,160)</b>
Personnel	\$ 527,238	\$ 534,678	\$ 553,651	\$ 614,204	\$ 60,553
Operating	72,083	53,932	68,808	68,397	(411)
Capital	4,794	3,052	3,808	53,305	49,497
<b>TOTAL EXPENDITURES</b>	<b>\$ 604,115</b>	<b>\$ 591,662</b>	<b>\$ 626,267</b>	<b>\$ 735,906</b>	<b>\$ 109,639</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect a minimal decrease related to IT Refresh costs.

Capital expenditures reflect the IT Refresh Costs for computers owned by the County as well as the replacement of two vehicles (Asset #11762 and Asset #12467) per the 5-year vehicle replacement plan.

**FAMILY COURT - 1230**

<u>Funding approved for 12.5 full-time equivalents:</u>	<u>No. of FTE:</u>
Accounting Specialist	1.00
Admin III	4.00
Chief Deputy Family Court Clerk	1.00
Computer Support Specialist I	1.00
Constable	1.50
Court Coordinator	1.00
Court Specialist I	1.00
Docket Coordinator	1.00
Senior Accounting Clerk	<u>1.00</u>
	<b>12.50</b>

**OBJECT**

- 32-01 Funding for Clerks Conference
- 34-09 Funding for monthly shredding service
- 43-01 Repair and maintenance on office equipment
- 44-01 Cost per copy lease of copy machine and PO Box rental
- 53-04 Funding for monthly service for two way radios
- 53-06 Funding for postage for mailing support checks and general office mail
- 53-07 Includes long distance charges made by the clerks and Judges' office
- 57-01 Funding for trips to Post Office, bank and annual spring conference in Myrtle Beach
- 61-55 Funding for County logo shirts
- 80-03 Funding for checks
- 80-07 Funding for DMV license and registration for vehicles

**Performance Indicators**

<b>Number of the following:</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Projected</b>
Domestic Cases Filed	1,895	1,955	1,950	1,900
Juvenile Cases Filed	448	346	350	350
<i>Rule to Show Cause</i> Issued	1,117	1,057	1,065	1,037
Bench Warrants Issued	197	257	252	297
Checks Issued	65,296	66,323	67,428	65,336
Affidavits Successfully Served	611	679	700	710
Court Sessions Clerk Attended	36	36	36	36

Dorchester County  
 Operating and Capital Budget  
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**FAMILY COURT - 1230**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1230-412-11-01	Regular Wages	388,901	393,662	402,738	434,490
101-1230-412-11-02	Part-time Wages	18,821	16,918	19,349	19,132
101-1230-412-13-01	Overtime Wages	1,193	120	-	-
101-1230-412-21-01	Employee Group Health Insurance	35,577	39,250	40,740	57,686
101-1230-412-21-02	Employee Group Dental Insurance	834	687	1,510	1,851
101-1230-412-22-01	Social Security and Medicare	30,685	31,993	33,795	34,200
101-1230-412-23-01	State and Police Retirement	45,255	46,965	50,381	61,511
101-1230-412-26-01	Workers Compensation	5,972	5,083	5,138	5,334
101-1230-412-32-01	Training & Professional Development	2,015	2,190	2,190	2,190
101-1230-412-34-09	Other Technical Services	163	195	163	195
101-1230-412-43-01	Maintenance & Service Contracts	1,636	1,351	1,761	1,761
101-1230-412-44-01	Rental & Leases	52	903	966	966
101-1230-412-44-02	Rentals (< 1 year)	783	-	-	-
101-1230-412-53-02	Mobile & Cellular Telephones	720	733	825	825
101-1230-412-53-04	Radio Communications	-	-	360	360
101-1230-412-53-06	Postage	34,218	15,479	28,050	28,018
101-1230-412-53-07	Telephone	190	214	128	128
101-1230-412-55-01	Printing & Binding	11,562	10,369	12,000	12,000
101-1230-412-56-01	Membership Fees	250	200	75	75
101-1230-412-57-01	Travel	3,948	3,734	3,977	3,977
101-1230-412-61-01	Office Supplies	12,008	8,761	8,685	8,685
101-1230-412-61-06	Computer Software	63	-	-	-
101-1230-412-61-07	Computer Equipment (Less than \$500)	97	952	503	503
101-1230-412-61-08	Office Furniture (Less than \$500)	-	99	-	-
101-1230-412-61-09	IT Refresh Costs	411	410	411	-
101-1230-412-61-12	Communications Supplies	207	48	265	265
101-1230-412-61-24	Per Copy Copier Charges	-	5,238	5,400	5,400
101-1230-412-61-55	Uniforms & Clothing	575	260	600	600
101-1230-412-62-02	Fuel	2,690	2,402	2,220	2,220
101-1230-412-64-01	Books & Periodicals	340	-	-	-
101-1230-412-80-03	Bank Fees	155	309	195	195
101-1230-412-80-07	Parking Lots	-	-	34	34
101-1230-412-80-98	Miscellaneous	-	85	-	-
<b>General Fund Total</b>		<b>599,321</b>	<b>588,610</b>	<b>622,459</b>	<b>682,601</b>
<b>Capital Improvement Fund</b>					
201-1230-412-74-02	Vehicles	-	-	-	41,000
201-1230-412-74-14	Computer Equipment \$500-\$5,000	1,044	-	-	-
201-1230-412-74-15	Office Equipment \$500-\$5,000	697	-	-	-
201-1230-412-74-24	Computer IT Lease Program2	3,053	3,052	3,808	12,305
<b>Capital Improvement Fund Total</b>		<b>4,794</b>	<b>3,052</b>	<b>3,808</b>	<b>53,305</b>

**JUVENILE JUSTICE -1240**

The Department of Juvenile Justice provides for a continuum of effective interventions that enables juveniles to become responsible, productive citizens and fosters safe and healthy communities.

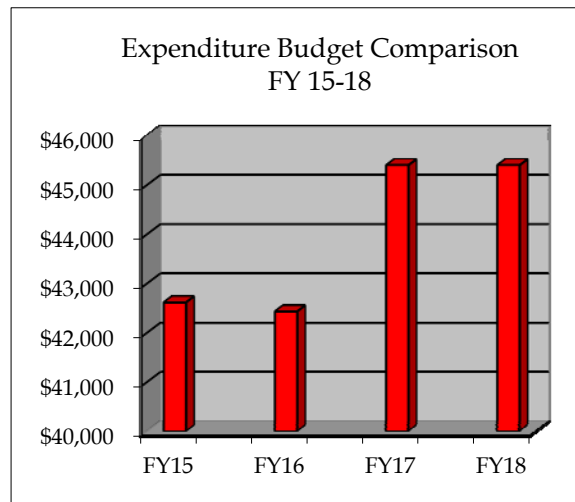
**SERVICE AREAS**

**Dorchester County Mental Health:** Provides counseling for juveniles and family as well as group counseling.

**Dorchester County Drug and Alcohol Commission:** Provides counseling to juveniles, drug screenings as well as some family counseling through the Drug and Alcohol Commission.

**Family Intensive Services:** Juvenile Justice provides WRAP services in the home to help the family as well as the individual juvenile adapt to the home situations.

<b>Program Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	0	0	0	0	0
(PT)	0	0	0	0	0
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	42,616	42,432	45,400	45,400	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,616</b>	<b>\$ 42,432</b>	<b>\$ 45,400</b>	<b>\$ 45,400</b>	<b>\$ -</b>



Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1240-412-44-01	Rental & Leases	37,200	37,200	38,000	38,000
101-1240-412-62-01	Electricity	5,416	5,232	7,400	7,400
<b>General Fund Total</b>		<b>42,616</b>	<b>42,432</b>	<b>45,400</b>	<b>45,400</b>

## **MAGISTRATE - 1252**

The Magistrate's Court seeks to provide the citizens of Dorchester County with a well-run, efficient court system, utilize the newest technology available to streamline its operations, and assist other county agencies. Judges and staff are constantly increasing their training and level of expertise by attending seminars and schools offered by the South Carolina Court Administration.

### **GOALS**

1. To process evictions within 24 hours.
2. Revenue reports to Treasurer within 5 – 7 days from end of the month.
3. To notify victims of court day within 48 hours of bond hearing.
4. To process and transfer all bond hearing paperwork to correct court within 72 hours.
5. To have better customer satisfaction.
6. To maintain adequate procedures such that the media has access to our court.

### **SERVICE AREAS**

**Jurisdiction:** Magistrate's have jurisdiction over criminal offenses that are subject to the penalty of a fine not exceeding \$500 (before assessments) or imprisonment not exceeding 30 days, all civil matters involving disputes of \$7,500 or less, all landlord-tenant eviction matters, traffic matters on infractions occurring within Dorchester County, and restraining orders.

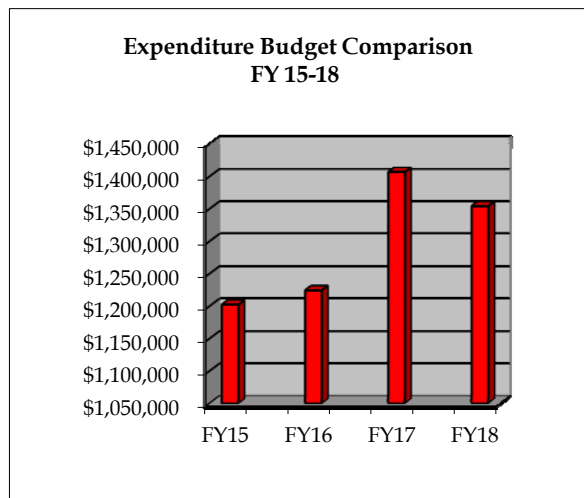
**Duties:** Magistrates are responsible for setting bail, conducting preliminary hearings, issuing arrest and search warrants, conducting jury trials when requested, issuing bench warrants, and collecting outstanding fine payments to the court. All scheduling, notifying, filing, tracking, data entry, involved in each case is handled by the staff.

**Financial Duties:** Magistrate's Court receipts, deposits, and disburses all filing fees, fines, and collections of monies to the Dorchester County Treasurer and other agencies as mandated by various state laws in the manner specified from each judges bank account on a monthly basis.

**Responsibilities:** At least one Magistrate must be on duty, available to do arrest warrants, bond hearings twice daily (365 days per year), search warrants, and any emergency hearings necessary on a 24 hour a day basis. A duty list is posted with the Dorchester County Sheriff's Office at all times so they can call the duty Magistrate assigned by the Chief Magistrate. Magistrates preside over court hearings involving Civil, Criminal and Traffic matters.

**MAGISTRATE - 1252**

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	13	13	17	17	0
(PT)	13	13	6	6	0
Charges and Fees	\$ 330,721	\$ 330,109	\$ 333,500	\$ 317,000	\$ (16,500)
Fines and Penalties	728,735	897,969	600,000	550,000	(50,000)
<b>TOTAL REVENUES</b>	<b>\$ 1,059,456</b>	<b>\$ 1,228,078</b>	<b>\$ 933,500</b>	<b>\$ 867,000</b>	<b>\$ (66,500)</b>
Personnel	\$ 1,124,469	\$ 1,154,830	\$ 1,333,777	\$ 1,269,939	\$ (63,838)
Operating	68,622	63,813	64,402	63,616	(786)
Capital	8,925	5,750	8,576	20,835	12,259
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,202,016</b>	<b>\$ 1,224,393</b>	<b>\$ 1,406,755</b>	<b>\$ 1,354,390</b>	<b>\$ (52,365)</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases. However, an overall decrease is showing due to part-time wages being rolled up in excess in FY2017.

Operating expenditures reflect a decrease in IT Refresh costs.

Capital expenditures reflect the purchase of two replacement printers as well as IT Refresh Cost for computers owned by the County.

**MAGISTRATE - 1252**

<u>Funding approved for 20 full-time equivalents:</u>	<u>No. of FTE:</u>
Admin I	2.00
Admin II	3.00
Admin III	2.00
Admin IV	5.00
Associate Chief Magistrate	.50
Chief Magistrate	1.00
Clerk of Magistrates	2.00
Magistrate	<u>4.50</u>
	<b>20.00</b>

**OBJECT**

- 31-02 Funding for jurors and witnesses who appear in connection with jury trials.
- 32-01 Funding for instructional classes, required schools for judges and staff.
- 44-01 Includes rental on 4 copy machines.
- 52-01 Funding for fiduciary bonds on judges and clerks in the Magistrate’s office.
- 53-06 Funding for mailing court notices, summons, any court related correspondence.
- 55-01 Funding for printing of all court related forms, receipts, envelopes, etc.
- 57-01 This line item has been increased due to the mandatory judge/staff training which requires travel.
- 61-01 Includes general office supplies such as pens, paper, envelopes, stationery, tapes, etc.
- 63-01 Includes funding for jury snacks.
- 64-01 Includes funding for 2 copies of yearly volume of SC Rules of Court and 2 Blue Area cross directories for reference.

<b>Performance Indicators</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Civil Cases Filed/Processed	8,604	8,299	8,049	8,200
Traffic Cases Processed	17,764	16,862	15,168	16,000
Criminal Cases Processed	2,047	1,397	1,150	1,300
Bond Hearings Conducted	2,844	2,366	2,680	2,800
Jury Trials-(Calendar Year)	816	775	752	750
Preliminary Hearings	577	456	438	500

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**MAGISTRATE - 1252**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1252-412-11-01	Regular Wages	497,988	781,960	792,760	807,997
101-1252-412-11-02	Part-time Wages	362,668	96,776	224,314	141,521
101-1252-412-13-01	Overtime Wages	3,184	2,248	3,000	-
101-1252-412-13-02	Overtime Wages - Holiday	145	528	-	-
101-1252-412-21-01	Employee Group Health Insurance	92,929	98,682	103,526	100,180
101-1252-412-21-02	Employee Group Dental Insurance	1,101	1,054	2,264	2,588
101-1252-412-22-01	Social Security and Medicare	62,887	64,275	78,220	71,209
101-1252-412-23-01	State and Police Retirement	99,154	105,178	124,789	129,057
101-1252-412-26-01	Workers Compensation	4,413	4,129	4,904	4,356
101-1252-412-31-02	Court Personnel	21,660	18,900	20,000	20,000
101-1252-412-32-01	Training & Professional Development	1,845	2,740	3,400	3,400
101-1252-412-34-09	Other Technical Services	482	397	547	547
101-1252-412-44-01	Rental & Leases	3,136	2,208	3,862	3,862
101-1252-412-53-06	Postage	15,340	14,563	14,341	14,341
101-1252-412-53-07	Telephone	109	171	171	171
101-1252-412-55-01	Printing & Binding	2,217	990	1,000	1,000
101-1252-412-56-01	Membership Fees	550	330	600	600
101-1252-412-57-01	Travel	4,394	6,321	6,000	6,000
101-1252-412-61-01	Office Supplies	14,169	11,169	10,495	10,495
101-1252-412-61-06	Computer Software	73	-	-	-
101-1252-412-61-07	Computer Equipment (Less than \$500)	-	140	-	-
101-1252-412-61-08	Office Furniture (Less than \$500)	2,924	1,069	-	-
101-1252-412-61-09	IT Refresh Costs	831	785	786	-
101-1252-412-61-12	Communications Supplies	-	-	50	50
101-1252-412-61-24	Per Copy Copier Charges	-	2,919	2,000	2,000
101-1252-412-63-01	Food	296	291	300	300
101-1252-412-64-01	Books & Periodicals	596	820	750	750
101-1252-412-80-03	Bank Fees	-	-	100	100
<b>General Fund Total</b>		<b>1,193,091</b>	<b>1,218,643</b>	<b>1,398,179</b>	<b>1,320,524</b>
<b>Capital Improvement Fund</b>					
201-1252-412-74-14	Computer Equipment \$500-\$5,000	1,916	-	2,850	2,200
201-1252-412-74-15	Office Equipment \$500-\$5,000	920	-	-	-
201-1252-412-74-24	Computer IT Lease Program2	6,089	5,750	5,726	18,635
<b>Capital Improvement Fund Total</b>		<b>8,925</b>	<b>5,750</b>	<b>8,576</b>	<b>20,835</b>

## MASTER IN EQUITY -1254



The Master in Equity is the judge of the Equity Division of the Circuit Court, and is part of the South Carolina Unified Court System. The Master in Equity, when authorized by the Chief Justice, may serve as Special Circuit Judge. The Master adjudicates trials involving remedies in equity, and conducts hearings on motions brought before the Court. By Statute, when some or all of the causes of action in a case are referred to a Master in Equity, the Master shall enter final judgment as to those causes of action, and an appeal from an order or judgment of the Master must be to the Supreme Court or the court of appeals as provided by the South Carolina Appellate Court Rules.

### GOALS

1. Conduct a Court of Equity; or Court of Law when such matters are referred to this Court.
2. Research the law, deliberate upon the facts and argument presented in trial, and render decisions.
3. Publish Rosters of Cases pending, including a Public Sales Roster beginning approximately two weeks before each public auction – the first Tuesday of Each Month.
4. Complete required monthly reports to the South Carolina Court Administration.
5. Review monthly reports to monitor the timely disposition of cases.
6. Account for fees and commissions collected for the general fund of Dorchester County.
7. Maintain a paperless Court by archiving all correspondence; thus, supplementing the electronic storage of files by the Clerk of the Court, the Honorable Cheryl Graham.
8. Attend mandatory continuing judicial education seminars.

### SERVICE AREAS

**Referred Cases:** In an action where the parties consent, in a default case, or an action for foreclosure, some or all of the causes of action in a case may be referred to the Master by order of a circuit judge or the clerk of court. In all other actions, the circuit court may, upon application of any party or upon its own motion, direct a reference of some or all of the causes of action in a case.

**Non-Jury Common Pleas Court:** The Chief Justice may appoint the Master to serve as Special Circuit Judge. In such instances, the Master hears and rules upon motions pending in jury and non-jury civil cases and conducts trials on the merits of non-jury civil cases.

**Judicial Duty:** The Master, as judge of the equity court, is entitled to all the benefits and subject to all the requirements of the South Carolina Bar and the rules of the Supreme Court in the same respect as circuit court and family court judges.

**Public Sales of Real Property:** The Master conducts judicial sales. The terms of each sale are set for in the Court's Order of Foreclosure.

**Assigned Terms of Court:** The Court maintains a roster of pending cases. Once a term of Court is set, the Court publishes its roster using the South Carolina Court Administration's Case Management System.

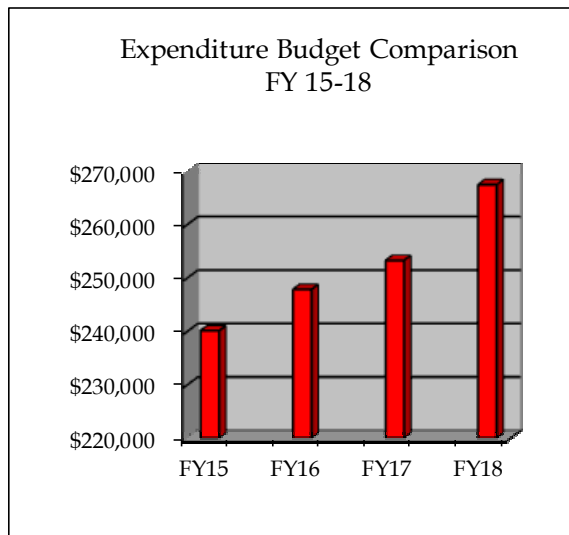
**MASTER IN EQUITY -1254**

**Master's Deeds:** The Master executes and delivers Master's Deeds conveying title to real property to successful bidders at the public auctions.

**Disposition of Cases:** The Court monitors cases referred to the Master by reviewing its roster of accepted cases, which is reported monthly to South Carolina Court Administration.

**Revenue Collection:** Historically, the Court is a revenue producer for the County. The recent economic recession has enhanced county revenues. The Court collects, accounts for, and remits to the County Treasurer, statutory fees and commissions related to cases referred to the Master. In correlation, the Court collects, accounts for, and remits to plaintiff mortgage companies net sale proceeds from the public sales. Surplus funds are noticed, and the Court receives and deliberates upon claims for such funds, conducts hearings as necessary to accept proof of entitlement to such funds and disburses the funds to the parties entitled to them.

<b>Departmental Summary:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Approved</u>	<u>Change</u>
Positions:					
(PFT)	2	2	3	3	0
(PT)	0	0	0	0	0
Charges and Fees	\$ 460,616	\$ 359,130	\$ 440,000	\$ 400,000	\$ (40,000)
<b>TOTAL REVENUES</b>	<b>\$ 460,616</b>	<b>\$ 359,130</b>	<b>\$ 440,000</b>	<b>\$ 400,000</b>	<b>\$ (40,000)</b>
Personnel	\$ 235,460	\$ 244,430	\$ 248,026	\$ 260,356	\$ 12,330
Operating	4,271	3,060	4,883	4,792	(91)
Capital	469	465	466	2,409	1,943
<b>TOTAL EXPENDITURES</b>	<b>\$ 240,200</b>	<b>\$ 247,955</b>	<b>\$ 253,375</b>	<b>\$ 267,557</b>	<b>\$ 14,182</b>



**MASTER IN EQUITY -1254**

**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect a minimal decrease related to IT Refresh Costs.

Capital expenditures reflect IT Refresh Costs for computers owned by the County.

<u>Funding approved for 3 full-time equivalents:</u>	<u>No. of FTE:</u>
Court Coordinator	1.00
Master in Equity	1.00
Specialist, Equity Court	<u>1.00</u>
	<b>3.00</b>

**OBJECT**

- 32-01      Funding for required conferences and required continuing legal education.
- 53-06      Funding for postage: correspondence to attorneys and parties.
- 53-07      Funding for long distance calls.
- 56-01      Funding for professional licenses and membership fees.
- 57-01      Funding for travel and mileage to attend required conferences, required continuing legal education, and required meetings.
- 64-01      Funding for subscriptions to newspapers of general circulation in the county and for continuing legal education materials.

**Performance Indicators**

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
<b>CASELOAD INFORMATION:</b>				
Pending First of FY	340	496	392	322
Number of Cases referred to Judge	775	469	501	426
Number of Cases Disposed or Concluded	615	572	571	451
Pending Cases at end of FY	496	392	322	296
Master in Equity Sales Held	393	426	317	233

**MASTER IN EQUITY -1254**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1254-412-11-01	Regular Wages	186,592	193,925	195,345	202,568
101-1254-412-21-01	Employee Group Health Insurance	13,374	13,390	13,826	13,739
101-1254-412-21-02	Employee Group Dental Insurance	84	69	151	162
101-1254-412-22-01	Social Security and Medicare	13,982	14,567	15,138	15,390
101-1254-412-23-01	State and Police Retirement	20,255	21,470	22,582	27,468
101-1254-412-26-01	Workers Compensation	1,173	1,007	984	1,029
101-1254-412-32-01	Training & Professional Development	480	595	595	595
101-1254-412-34-09	Other Technical Services	249	-	-	-
101-1254-412-53-06	Postage	63	18	100	100
101-1254-412-53-07	Telephone	21	16	27	27
101-1254-412-56-01	Membership Fees	385	435	450	450
101-1254-412-57-01	Travel	1,744	963	1,712	1,712
101-1254-412-61-01	Office Supplies	991	1,035	983	483
101-1254-412-61-06	Computer Software	338	-	-	-
101-1254-412-61-09	IT Refresh Costs	-	-	516	425
101-1254-412-61-24	Per Copy Copier Charges	-	-	-	500
101-1254-412-64-01	Books & Periodicals	-	-	500	500
<b>General Fund Total</b>		<b>239,731</b>	<b>247,490</b>	<b>252,909</b>	<b>265,148</b>
<b>Capital Improvement Fund</b>					
201-1254-412-74-24	Computer IT Lease Program2	469	465	466	2,409
<b>Capital Improvement Fund Total</b>		<b>469</b>	<b>465</b>	<b>466</b>	<b>2,409</b>

## **PROBATE COURT - 1265**



The Probate Court is the Judicial and Administrative arm operating over the following areas: determination of the validity of wills, administration of estates, determination of asset distribution among beneficiaries or heirs, hearing will contest cases, determining heirs' property, all matters relating to trusts, approval and establishment of Special Needs Trusts, appointment and management of conservators for incapacitated adults and for minors receiving funds, appointment and management of guardianships for incapacitated adults and special needs minors reaching the age of majority, case management (including court hearings as required) of conservatorships and guardianship to include approval of monthly budgets, approval of expenditures, approval of hiring of professionals, and any other matters that involve the protected individual, providing marriage licenses, correcting marriage licenses, and distributing marriage licenses as needed.

The Probate Court also handles all matters for Dorchester County residents who are incapacitated by mental illness, or drug or alcohol addiction. The Probate Court hears Heirs' Property Determination cases, approvals of Settlements for Minor Children who have received a personal injury, and Wrongful Death Settlements for persons who died due to the fault of another person or entity. The Probate Court also handles hearings regarding the Adult Health Care Consent Act brought the Department of Disability and Special Needs. The Probate Court functions in both a judicial capacity as well as an administrative level often working hand-in-hand with attorneys, families, other courts, and other agencies within the county and state.

For almost every case the Probate Court handles, the family is facing one of the most traumatic and stressful times in their lives. We strive to look at each case on an individual basis and let the families know the importance of their case. The Probate Court's mission is to handle these emotionally challenging and legally complex matters with competence and compassion. We also strive to work expeditiously so that families have the most expedient resolution of their cases.

### **GOALS**

1. To offer educational presentations and seminars in Summerville and St. George, including evenings and on weekends, which provide education on probate matters.
2. To ensure that hearings are held in a timely fashion
3. To provide presentations to community, civic organizations, and other county organizations on the procedural functioning of the Probate Court.
4. To process Mental Health and Alcohol and Drug paperwork within 24 hours.
5. To assist families and attorneys in navigating the process of having a Guardian or Conservator appointed for a loved one who is incapacitated.
6. To assist attorneys in processing cases involving Heirs' Property Determinations, Minor Settlements, Wrongful Death Settlements, and Petitions to Sell Real Estate.
7. To handle all matters related to Trusts including termination of the Trust, modification of the Trust, review of the Trustee's actions, and any other issues arising from the Trust.
8. To handle all matters related to Special Needs Trusts, including but not limited to the establishment a Special Needs Trust.
9. To handle matters brought before the court on the Adult Health Care Consent Act.
10. To meet with families daily regarding estates, guardianship, and conservatorship matters.

## **PROBATE COURT - 1265**

11. To update the Court's website to provide greater public access to Estate and Marriage License records.
12. To provide non-private information online for the public obfuscating the need for them to travel to the Courthouse.
13. To report to Court Administration on a monthly basis to ensure compliance with statutory time limits.

## **SERVICE AREAS**

**Estate Administration:** Opens, administers, and closes the estates and/or trusts of every decedent whose case is brought before this Court. This includes Dorchester residents as well as those who live outside the county, but who maintain real estate within our county. To ensure that assets are distributed properly either according to the law of intestacy or the decedent's will. To closely monitor and track the estate to ensure that the Personal Representative is fulfilling all statutory requirements in a timely manner. To handle any will contests, undue influence contests, fights over distribution of assets, contests over the personal representative's actions, or other conflicts in a judicial setting.

**Therapeutic Administration (Guardianship and Conservatorship Division):** Opens, maintains, and closes files on all judicially-adjudicated incapacitated persons within Dorchester County for whom a Guardian and/or Conservator has been appointed. Communicates with the court-appointed Guardians and Conservators on an annual basis and reviews necessary paperwork. Assists in daily and long-term living decisions for the incapacitated person by way of court orders for placement, treatment, and other necessary care. Manages the budgets of the Conservatorships accounts, and responds to Petitions for Expenditures on a daily basis. Holds hearings routinely on budget requests, annual accountings, and placement of the incapacitated person. Also presides over hearings for "contests" over the determination of who is appointed over an incapacitated person. Works closely with banks, bonding companies, trust companies, hospitals, nursing care facilities, and other outside agencies within the Dorchester County area.

**Therapeutic Administration (Commitment Division - Mental Health and Chemical Dependency):** Administers all commitment files for the mentally ill, drug or alcohol addicted or those incapacitated due to dementia or mental deficiency. Counsels concerned parties as to the appropriate steps in the involuntary commitment process for those with mental health and drug or alcohol addictions. All required paperwork for these cases are under mandatory time frame limits such as 24 hours, 48 hours, and other short turn-around time frames. Hearings are held on a weekly basis at the hospitals in all cases and twice a month at Dorchester County Mental Health for other types of hearings. Work closely with hospitals, Sheriff's Department, Dorchester County Mental Health, Dorchester Alcohol and Drug, and other local agencies.

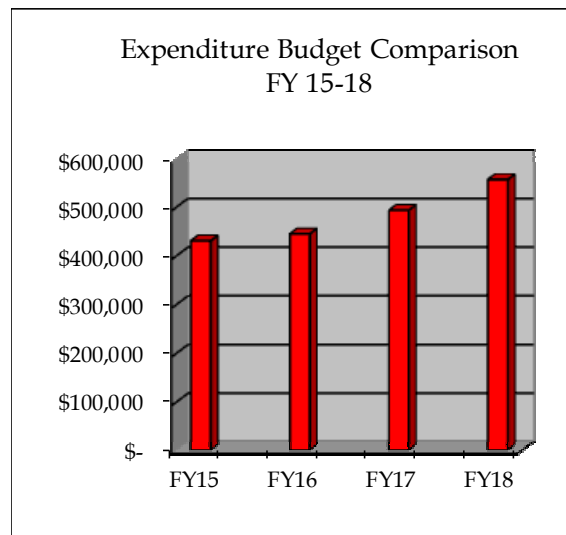
**Marriage License Division:** Issues and records all marriage licenses for any person, resident or non-resident, who applies through Dorchester County to be married within South Carolina. Scans and maintains all marriage licenses issued by Dorchester County as permanent records. Manages the correction of marriage licenses including providing the necessary paperwork to other agencies including DHEC.

**PROBATE COURT - 1265**

**Public Records:** Pursuant to the Records Retention policy governing Probate Court files, the Probate Court files and maintains vital public records stored in its office including marriage licenses, wills, deeds of distribution, and other related documents.

**Judicial Division:** Schedules hearings for the Estate and Therapeutic Divisions in order to render judgment in contested matters. Coordinates closely with attorneys and families to schedule without conflicts, even when there are often numerous parties and attorneys involved. Seeks to provide professional and courteous services to those in the midst of a dispute. Deals with all questions of law and evidence, including contact with attorneys. Conducts legal research to determine the correct legal outcome of the case. Drafts and issues Orders from each Court Hearing and sends copies to all interested parties or attorneys of record. Closely monitors directives issues in the Judge’s Orders to ensure compliance by all parties. Rules parties into Court if there is evidence of failure to comply with a Court Order or if a Personal Representative fails to comply with the legal requirements of administering an estate.

<b>Departmental Summary:</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Approved</b>	<b>Change</b>
Positions:					
(PFT)	6	6	6	7	1
(PT)	1	1	2	1	-1
Licenses and Permits	\$ 13,705	\$ 12,689	\$ 14,000	\$ 14,000	\$ -
Intergovernmental	1,575	1,575	1,575	1,575	-
Charges and Fees	183,558	190,052	186,000	193,000	7,000
<b>TOTAL REVENUES</b>	<b>\$ 198,838</b>	<b>\$ 204,316</b>	<b>\$ 201,575</b>	<b>\$ 208,575</b>	<b>\$ 7,000</b>
Personnel	\$ 396,796	\$ 411,345	\$ 457,751	\$ 516,978	\$ 59,227
Operating	32,700	32,168	33,933	33,842	(91)
Capital	1,877	2,008	2,400	6,498	4,098
<b>TOTAL EXPENDITURES</b>	<b>\$ 431,373</b>	<b>\$ 445,521</b>	<b>\$ 494,084</b>	<b>\$ 557,318</b>	<b>\$ 63,234</b>



**PROBATE COURT - 1265**

**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases. Also, personnel costs reflect the conversion of two part-time positions in Probate Court to full time positions and also elimination of a separate full time position during FY2017.

Operating expenditures reflect a decrease in IT Refresh costs.

Capital expenditures reflect IT Refresh Costs for computers owned by the County.

<u>Funding approved for 7.5 full-time equivalents:</u>	<u>No. of FTE:</u>
Associates Judges	1.50
Clerk of Probate	1.00
Division Chief of Estates	1.00
Estate Clerk	1.00
Mental Health and Chemical Dependency Commitment Clerk	1.00
Probate Judge	1.00
Therapeutic Clerk	<u>1.00</u>
	<b>7.50</b>

**OBJECT**

- 32-01 Includes funding for mandatory and optional training of the judge and the employees.
- 34-01 Funding for application development for software, maintenance, supplies & training on the Probate Court imaging system.
- 54-01 Funds for estate and/or auction advertising.
- 56-01 Includes dues for the South Carolina Bar, South Carolina Association of Probate Judges, SC Association of Counties, and the National College of Probate Judges and required membership fees for the Associate Judge.
- 57-01 Travel expenses associated with court, training, and commitment hearings.
- 64-01 Funding for S.C. Law CD-ROM updates, LEXIS-NEXIS, and legal supplements.

<b>Performance Indicators</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>
Estate files opened	747	868	847	875
GC files opened	56	59	62	65
Commitment files opened	606	813	825	950
Marriage licenses issued	684	683	675	675

Dorchester County  
 Operating and Capital Budget  
 Fiscal Year 2018

**PROBATE COURT - 1265**

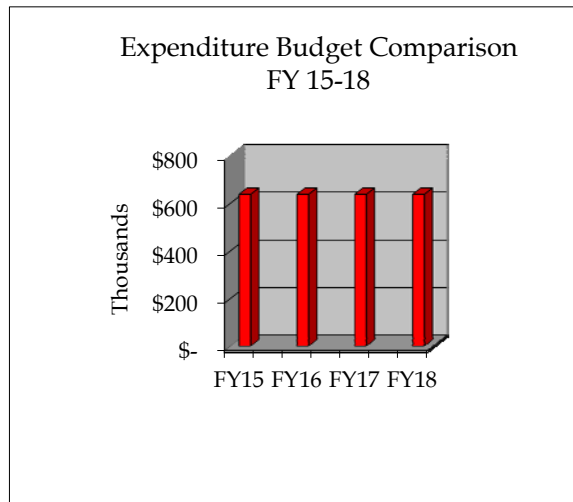
Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1265-412-11-01	Regular Wages	274,399	276,089	285,534	362,760
101-1265-412-11-02	Part-time Wages	35,199	47,485	71,270	20,114
101-1265-412-21-01	Employee Group Health Insurance	27,211	26,510	29,690	49,061
101-1265-412-21-02	Employee Group Dental Insurance	424	323	755	809
101-1265-412-22-01	Social Security and Medicare	22,928	23,727	27,363	28,086
101-1265-412-23-01	State and Police Retirement	33,713	35,695	41,300	54,392
101-1265-412-26-01	Workers Compensation	2,922	1,516	1,839	1,756
101-1265-412-32-01	Training & Professional Development	1,910	3,073	3,332	3,332
101-1265-412-34-01	Application Development	2,200	2,200	2,220	2,220
101-1265-412-34-09	Other Technical Services	120	120	200	200
101-1265-412-43-01	Maintenance & Service Contracts	150	-	-	-
101-1265-412-44-01	Rental & Leases	2,464	2,463	2,464	464
101-1265-412-53-01	Data Processing	912	912	915	915
101-1265-412-53-02	Mobile & Cellular Telephones	1,257	1,261	1,472	1,472
101-1265-412-53-06	Postage	4,233	4,390	4,500	4,500
101-1265-412-53-07	Telephone	137	165	155	155
101-1265-412-54-01	Advertising	-	-	100	100
101-1265-412-54-02	Publications	1,960	100	1,374	1,374
101-1265-412-56-01	Membership Fees	1,485	1,978	2,000	2,000
101-1265-412-57-01	Travel	5,494	5,838	4,732	4,732
101-1265-412-61-01	Office Supplies	7,522	7,690	7,441	7,441
101-1265-412-61-07	Computer Equipment (Less than \$500)	1,070	213	-	-
101-1265-412-61-09	IT Refresh Costs	718	879	1,028	937
101-1265-412-61-24	Per Copy Copier Charges	-	-	850	2,850
101-1265-412-61-55	Uniforms & Clothing	139	-	150	150
101-1265-412-61-80	Kitchen Supplies	103	-	-	-
101-1265-412-64-01	Books & Periodicals	826	886	1,000	1,000
<b>General Fund Total</b>		<b>429,496</b>	<b>443,513</b>	<b>491,684</b>	<b>550,820</b>
<b>Capital Improvement Fund</b>					
201-1265-412-74-24	Computer IT Lease Program2	1,877	2,008	2,400	6,498
<b>Capital Improvement Fund Total</b>		<b>1,877</b>	<b>2,008</b>	<b>2,400</b>	<b>6,498</b>

**PUBLIC DEFENDER - 1268**



The Defender Corporation of Dorchester County provides legal assistance to persons financially unable to retain counsel who are entitled under the constitution of the United States and the South Carolina laws.

<b>Departmental Summary:</b>	<b><u>FY15 Actual</u></b>	<b><u>FY16 Actual</u></b>	<b><u>FY17 Budget</u></b>	<b><u>FY18 Approved</u></b>	<b><u>Change</u></b>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	637,525	637,525	637,525	637,525	-
Capital	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 637,525</b>	<b>\$ 637,525</b>	<b>\$ 637,525</b>	<b>\$ 637,525</b>	<b>\$ -</b>



Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
General Fund					
101-1268-412-80-85	Direct Assistance	637,525	637,525	637,525	637,525
<b>General Fund Total</b>		<b>637,525</b>	<b>637,525</b>	<b>637,525</b>	<b>637,525</b>

**SOLICITOR - 1280**



The First Judicial Circuit Solicitor's Office is responsible for the prosecution of all general session criminal offenses as well as all juvenile offenders in Dorchester, Orangeburg, and Calhoun Counties. This account pays for Dorchester County's share of the expenses needed for the Solicitor to operate.

**GOALS**

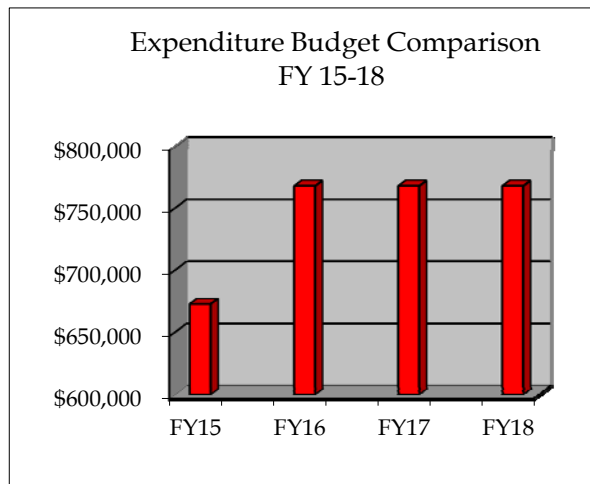
Dispose of General Session cases within 180 days of receipt of the arrest warrants.

**SERVICE AREAS**

**General Session Cases:** The Solicitor's Office strives to dispose of General Sessions cases within 180 days of receipt of the arrest warrants.

**Juvenile adjudications:** The Solicitor's Office handles many juvenile adjudications.

<b>Departmental Summary:</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Approved</b>	<b>Change</b>
Positions:					
(PFT)	0	0	0	0	0
(PT)	0	0	0	0	0
Charges and Fees	\$ 1,040	\$ 937	\$ 700	\$ 700	\$ -
Miscellaneous	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 1,040</b>	<b>\$ 937</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ -</b>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	673,050	768,050	768,050	768,050	-
Capital	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 673,050</b>	<b>\$ 768,050</b>	<b>\$ 768,050</b>	<b>\$ 768,050</b>	<b>\$ -</b>



**SOLICITOR - 1280**

**OBJECT**

- 43-01      Cleaning services for the Solicitor's office in Summerville.
- 44-01      Office rent for the Solicitor's office in Summerville.
- 80-85      Dorchester County's annual allocation for the Solicitor's Office function.

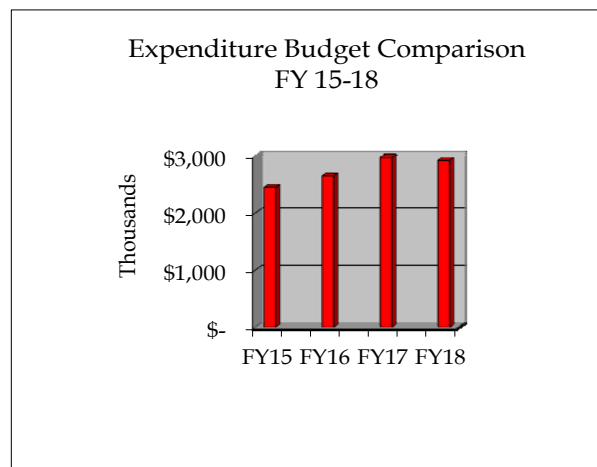
Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
General Fund					
101-1280-412-42-01	Custodial-Janitorial	1,700	1,700	1,700	1,700
101-1280-412-44-01	Rental & Leases	16,350	16,350	16,350	16,350
101-1280-412-80-85	Direct Assistance	655,000	750,000	750,000	750,000
<b>General Fund Total</b>		<b>673,050</b>	<b>768,050</b>	<b>768,050</b>	<b>768,050</b>

**SOLICITOR -1280**  
**SPECIAL REVENUE FUND (370)**

**FOR INFORMATIONAL PURPOSES ONLY**

The First Judicial Circuit Solicitor's office is responsible for the prosecution of all general session criminal offenses as well as all juvenile offenders in Dorchester, Orangeburg, and Calhoun Counties. In addition to the traditional methods of conviction and punishment, the Solicitor's Office also administers administrative and diversion programs such as Pre-Trial Intervention, Juvenile Arbitration, and the Worthless Check program. These programs are alternatives to conviction and sentencing and attempt to serve the same underlying policies of traditional criminal justice methods. Furthermore, these programs are designed to supplement the Solicitor's operating budget to ease the burden to taxpayers.

<b>Program Summary:</b>	<b>FY15</b> <b><u>Actual</u></b>	<b>FY16</b> <b><u>Actual</u></b>	<b>FY17</b> <b><u>Budget</u></b>	<b>FY18</b> <b><u>Approved</u></b>	<b><u>Change</u></b>
Intergovernmental	\$ 1,531,133	\$ 1,573,711	\$ 1,754,460	\$ 2,099,328	\$ 344,868
Charges for Services	857	519	-	-	
Fines	73,690	73,690	-	73,690	
Interest	198	126	-	-	-
Miscellaneous	200,000	348,200	469,591	-	(469,591)
<b>TOTAL REVENUES</b>	<b>1,805,878</b>	<b>1,996,246</b>	<b>2,224,051</b>	<b>2,173,018</b>	<b>(51,033)</b>
Interfund Transfer In	842,500	577,500	750,000	750,000	-
<b>TOTAL SOURCES</b>	<b>\$ 2,648,378</b>	<b>\$ 2,573,746</b>	<b>\$ 2,974,051</b>	<b>\$ 2,923,018</b>	<b>\$ (51,033)</b>
Personnel	\$ 2,153,077	\$ 2,321,619	\$ 2,673,551	\$ 2,640,518	\$ (33,033)
Operating	289,850	314,274	300,500	282,500	(18,000)
<b>TOTAL EXPENDITURES</b>	<b>2,442,927</b>	<b>2,635,893</b>	<b>2,974,051</b>	<b>2,923,018</b>	<b>(51,033)</b>
Interfund Transfer Out	2,968	12,991	-	-	-
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 2,445,895</b>	<b>\$ 2,648,884</b>	<b>\$ 2,974,051</b>	<b>\$ 2,923,018</b>	<b>\$ (51,033)</b>
Increase (Use) of Fund Balance	\$ 202,483	\$ (75,138)	\$ -	\$ -	\$ -
Beginning Fund Balance	(80,810)	121,673	46,535	46,535	-
<b>Ending Fund Balance</b>	<b>\$ 121,673</b>	<b>\$ 46,535</b>	<b>\$ 46,535</b>	<b>\$ 46,535</b>	<b>\$ -</b>



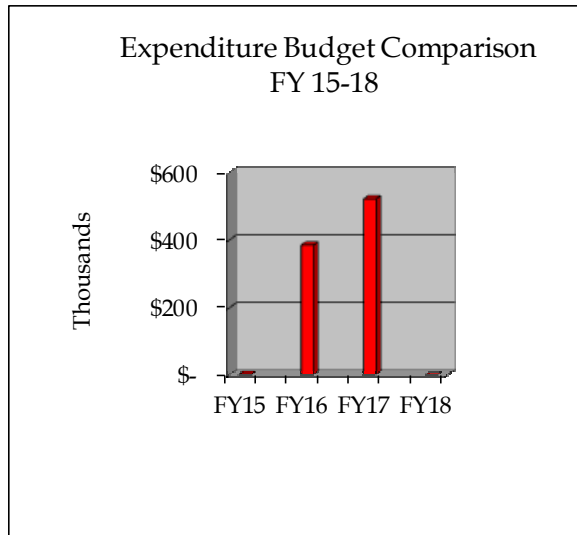
**ANIMAL CONTROL - 1807**

The Animal Control Division was eliminated through the creation of the Community Services Department.

**GOALS**

Note: See Community Services (4175) for related goals.

<b>Departmental Summary:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	0	0	6	0	-6
(PT)	0	0	0	0	0
Personnel	\$ 179	\$ 185,925	\$ 299,342	\$ -	\$ (299,342)
Operating	264	162,161	173,418	-	(173,418)
Capital	-	37,201	48,435	-	(48,435)
<b>TOTAL EXPENDITURES</b>	<b>\$ 443</b>	<b>\$ 385,287</b>	<b>\$ 521,195</b>	<b>\$ -</b>	<b>\$ (521,195)</b>



Note: This department was consolidated with Community Services (4175) in FY2018.

**ANIMAL CONTROL - 1807**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1807-418-11-01	Regular Wages	-	124,775	206,218	-
101-1807-418-13-01	Overtime Wages	-	4,296	5,700	-
101-1807-418-21-01	Employee Group Health Insurance	56	29,105	40,518	-
101-1807-418-21-02	Employee Group Dental Insurance	1	265	755	-
101-1807-418-22-01	Social Security and Medicare	43	9,110	15,784	-
101-1807-418-23-01	State and Police Retirement	64	14,467	23,812	-
101-1807-418-26-01	Workers Compensation	15	3,907	6,555	-
101-1807-418-32-01	Training & Professional Development	-	581	400	-
101-1807-418-53-02	Mobile & Cellular Telephones	-	1,354	1,440	-
101-1807-418-53-07	Telephone	-	15	27	-
101-1807-418-55-01	Printing & Binding	-	224	289	-
101-1807-418-57-01	Travel	-	10	300	-
101-1807-418-61-01	Office Supplies	-	558	1,000	-
101-1807-418-61-52	Small Hand Tools	-	253	415	-
101-1807-418-61-55	Uniforms & Clothing	-	1,133	1,325	-
101-1807-418-61-98	Miscellaneous Supplies	260	2,254	2,000	-
101-1807-418-62-02	Fuel	4	9,549	9,902	-
101-1807-418-80-85	Direct Assistance	-	146,230	156,320	-
<b>General Fund Total</b>		<b>443</b>	<b>348,086</b>	<b>472,760</b>	<b>-</b>
<b>Capital Improvement Fund</b>					
201-1807-418-74-02	Vehicles	-	20,040	48,000	-
201-1807-418-74-16	Communications Equipment \$500-\$5,000	-	16,727	-	-
201-1807-418-74-24	Computer IT Lease Program	-	434	435	-
<b>Capital Improvement Fund Total</b>		<b>-</b>	<b>37,201</b>	<b>48,435</b>	<b>-</b>

**Note: This department was consolidated with Community Services (4175) in FY2018.**

## **ASSESSOR - 1808**

The Assessor's Office appraises and assesses all taxable real estate and mobile homes in the county that fall under the county's jurisdiction, including new land parcels and construction; maintains property ownership records; processes special assessment requests and roll-back taxes; reviews property valuations; and performs a county-wide reassessment; coordinates Geographic Information Systems (GIS) implementation, data design, maintenance, analysis and cartographic services.

### **GOALS**

1. Continue to advance CAMA system and take advantage of software updates/customization which provides efficiency to the department.
2. Continue to check all parcels receiving the Agricultural Use Exemption are legally qualified.
3. Complete all appeals of Real Property Valuations in a timely manner.
4. Maintain GIS data layers and property ownership records.
5. Coordinate all GIS efforts in various stages of implementation.
6. Develop and deploy new technologies as appropriate for enterprise wide common operating views.
7. Complete Legal Residence applications for transferred Military personnel.
8. Implement and complete a Legal Residence Audit.
9. Make electronic filing for Legal Residence Exemption available.

### **SERVICE AREAS**

**Property Ownership:** Staff reads all recorded deeds and updates ownership records in our database and on property record cards. State law requires that tax notices be sent to the owner of record as of December 31st preceding the tax year for all new properties and those where the value has increased more than \$1,000. Updated ownership records insure that tax notices reach the appropriate taxpayer.

**GIS Data:** Designs, builds, maintains, or acquires spatial and tabular relational databases while adhering to national, state, and county data standards using data collected from the field with global positioning systems (GPS), deeds and plats, and engineering surveys to provide the most accurate and up-to-date information.

**Property Appraisal:** Office personnel appraise all new buildings, mobile homes and land parcels yearly. On a five year cycle, performs county-wide reassessments during which all property is re-valued.

**Property Assessment:** Applications for special assessments on legal residence and agricultural use are processed by staff and appropriate assessment ratios are applied in accordance with state laws. Applications received after tax bills have been issued require staff to adjust the assessment record and notify the Auditor's Office (abatements/additions). These are changes to existing property assessments.

**Assessment Reviews and Appeals:** Each year the Assessor's office reviews numerous property valuation and assessment issues with taxpayers. These issues cover such matters as value of land, buildings and mobile homes, qualification for special assessments, equity of assessments, penalties and other taxpayer questions and concerns.

**ASSESSOR - 1808**

**Multi Lot Discounts:** If a builder has 10 or more unsold lots in a subdivision, they may qualify for a discount on each lot value. This application must be filed by May 1 of the applicable tax year.

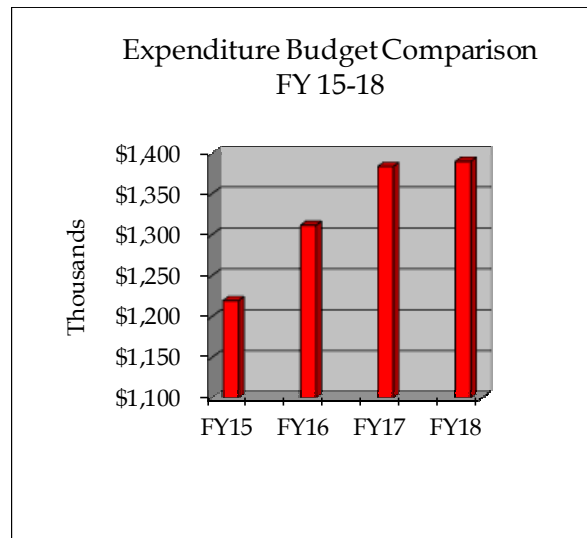
**25% Reduction in value for 6% ATI's:** South Carolina law now allows a partial exemption from taxation of up to 25% of an "ATI fair market value" that is the result of an Assessable Transfer of Interest. The exemption allowed results in a "taxable value" of 75% of the "ATI fair market value" or the previous fair market value, whichever is higher.

**GIS Data Dissemination:** Provides GIS analysis, mapping and reporting using internet mapping technology, hard copy map production, graphs, and reports to support all county departments' missions and to comply with State Regulation 117-117 Tax Maps and Other Related Matters.

**GIS Implementation Coordination:** Coordinates full systems integration of GIS and related software into county departments' culture through research of legacy data and programs, industry standards and new technology, and creating an implementation plan to migrate data. Trains and supports employees to create an enterprise-wide GIS.

<b>Departmental Summary:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Approved</u>	<u>Change</u>
Positions:					
(PFT)	20	20	20	21	1
(PT)	0	0	0	1	1
Licenses and Permits	\$ 2,145	\$ 2,460	\$ 2,500	\$ 2,000	\$ (500)
Charges and Fees	38,375	38,950	38,000	38,000	-
Miscellaneous	8,338	13,751	6,500	6,500	-
<b>TOTAL REVENUES</b>	<b>\$ 48,858</b>	<b>\$ 55,161</b>	<b>\$ 47,000</b>	<b>\$ 46,500</b>	<b>\$ (500)</b>
Personnel	\$ 1,031,893	\$ 1,068,662	\$ 1,158,662	\$ 1,220,603	\$ 61,941
Operating	130,063	224,751	216,278	157,282	(58,996)
Capital	57,712	18,371	8,571	11,902	3,331
<b>TOTAL EXPENDITURES</b>	<b>\$1,219,668</b>	<b>\$1,311,784</b>	<b>\$ 1,383,511</b>	<b>\$ 1,389,787</b>	<b>\$ 6,276</b>

**ASSESSOR - 1808**



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases. Also, a Legal Residence Coordinator temporary position and a permanent part-time Admin II position was added for FY2018.

Operating expenditures reflect an overall decrease due to one-time expenditures in the FY2017 budget for reassessment as well as High Resolution Aerial Photography.

Capital expenditures reflect the IT Refresh Costs for computers owned by the County as well as funding for a computer for the new Legal Residence Coordinator.

**Funding approved for 21.50 full-time equivalents:**

**No. of FTE:**

Admin II	3.50
Appraiser	4.00
Assessor	1.00
Assessor Analyst	1.00
Chief Appraiser	1.00
Deputy Assessor	1.00
GIS Analyst	1.00
GIS Technician II	2.00
Legal Residence Coordinator	1.00
Listor	2.00
Senior Appraiser	2.00
Tax Services Manager	1.00
Title Abstractor	<u>1.00</u>
	<b>21.50</b>

**ASSESSOR - 1808**

**OBJECT**

- 32-01 Funding for SCAAO Fall Conference, GIS training and other training
- 43-01 Funding for ESRI maintenance contract
- 43-03 Maintenance and repairs on office equipment
- 53-06 Postage for mailing letters, forms, assessment notices, etc.
- 55-01 Includes cost of printing assessment notices, mobile home decals, special assessment applications and other forms used in the office
- 56-01 Includes funds for dues for the South Carolina Association of Assessing Officials, SC Assessors Association, and annual license fees
- 57-01 Funding for rooms, meals, and mileage for employees to attend required educational courses, seminars, etc.
- 61-05 Funding for mapping supplies.
- 63-01 Funding for food/drinks during Assessor’s departmental meeting (once a year)
- 64-01 Includes NADA Mobile Home Appraisal Guide, Charleston area Cross Reference Index, Marshal Valuation Service manuals, USPAP Books, Apt Index Book, and various others.

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
<b>Number of the following:</b>				
Abatements	6,000	6,270	5,917	6,062
Properties Assessed	68,821	23,879	35,000	42,500
Properties Transfers	7,500	6,523	7,316	7,100
Appraisals Reviewed	2,000	786	1,063	1,280
4% LR Applications Processed	2,500	3,579	2,916	3,000
Mobile Home Moving Permits	370	344	395	320
Mobile Home Decals	450	432	488	400
Roll Back Dollar Amount	\$40,506	\$352,842	\$100,000	\$100,000
GIS Data Requests	30	22	29	27
GIS Projects	20	31	24	25
GIS Maps	800	165	612	525
GIS Reports	40	15	31	28
GIS Users Trained	80	52	51	61
GIS Data Layers	20	30	25	25

Dorchester County  
 Operating and Capital Budget  
 Fiscal Year 2018

**ASSESSOR - 1808**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1808-418-11-01	Regular Wages	756,853	778,440	824,500	866,835
101-1808-418-11-02	Part-time Wages	-	6,836	25,212	12,707
101-1808-418-13-01	Overtime Wages	-	4,387	-	-
101-1808-418-21-01	Employee Group Health Insurance	112,788	116,480	126,228	128,929
101-1808-418-21-02	Employee Group Dental Insurance	1,319	1,304	3,019	3,397
101-1808-418-22-01	Social Security and Medicare	54,728	56,684	65,114	65,137
101-1808-418-23-01	State and Police Retirement	82,218	87,358	98,189	119,265
101-1808-418-25-01	Unemployment Compensation	-	(593)	-	-
101-1808-418-26-01	Workers Compensation	23,987	17,766	16,400	24,333
101-1808-418-32-01	Training & Professional Development	3,205	6,184	7,240	5,540
101-1808-418-33-01	Attorneys	3,175	-	-	-
101-1808-418-33-09	Other Contracted Personnel	4,500	50,500	60,000	-
101-1808-418-34-01	Application Development	-	1,681	-	-
101-1808-418-34-09	Other Technical Services	-	400	-	-
101-1808-418-43-01	Maintenance & Service Contracts	73,167	77,796	85,510	89,355
101-1808-418-43-03	Equipment Repairs & Maintenance	-	-	1,000	1,000
101-1808-418-44-01	Rental & Leases	-	-	862	862
101-1808-418-53-01	Data Processing	-	-	457	457
101-1808-418-53-02	Mobile & Cellular Telephones	991	1,969	2,300	2,300
101-1808-418-53-06	Postage	1,409	25,580	4,000	4,000
101-1808-418-53-07	Telephone	257	238	400	400
101-1808-418-55-01	Printing & Binding	3,696	8,485	1,000	2,800
101-1808-418-56-01	Membership Fees	415	630	4,000	4,000
101-1808-418-57-01	Travel	3,437	3,401	2,602	1,000
101-1808-418-61-01	Office Supplies	9,520	6,803	6,600	6,600
101-1808-418-61-05	Mapping Supplies	1,425	1,870	2,000	2,000
101-1808-418-61-06	Computer Software	900	603	263	795
101-1808-418-61-07	Computer Equipment (Less than \$500)	162	962	200	200
101-1808-418-61-08	Office Furniture (Less than \$500)	459	1,030	-	585
101-1808-418-61-09	IT Refresh Costs	6,150	6,001	10,496	7,553
101-1808-418-61-12	Communications Supplies	-	40	25	25
101-1808-418-61-24	Per Copy Copier Charges	-	6,840	6,200	6,200
101-1808-418-61-36	Equipment Repair Parts	172	-	100	100
101-1808-418-61-55	Uniforms & Clothing	559	296	500	500
101-1808-418-61-98	Miscellaneous Supplies	-	74	-	-
101-1808-418-62-02	Fuel	1,931	2,044	2,000	2,300
101-1808-418-63-01	Food	-	16	-	-
101-1808-418-64-01	Books & Periodicals	14,516	21,308	18,523	18,710
101-1808-418-80-07	Parking Lots	17	-	-	-
<b>General Fund Total</b>		<b>1,161,956</b>	<b>1,293,413</b>	<b>1,374,940</b>	<b>1,377,885</b>
<b>Capital Improvement Fund</b>					
201-1808-418-74-02	Vehicles	18,506	-	-	-
201-1808-418-74-04	Computer Equipment	8,127	-	-	-
201-1808-418-74-07	Computer Software	23,000	1,500	-	-
201-1808-418-74-14	Computer Equipment \$500-\$5,000	-	1,925	-	2,361
201-1808-418-74-15	Office Equipment \$500-\$5,000	824	-	-	-
201-1808-418-74-17	Software \$500-\$5,000	-	7,464	-	-
201-1808-418-74-24	Computer IT Lease Program	7,255	7,482	8,571	9,541
<b>Capital Improvement Fund Total</b>		<b>57,712</b>	<b>18,371</b>	<b>8,571</b>	<b>11,902</b>

## **BUILDING SERVICES - 1870**

Building Services is a part of Growth Management for Dorchester County and is responsible for the administration and enforcement of the County Ordinances and State Laws pertaining to building codes, building permits, contractor licenses, mobile homes and unsafe structures. This is done to promote the public health, safety and general welfare of the citizens of the County.

### **GOALS**

1. Continue to look for ways to improve customer service.
2. Encourage and provide staff continued education and training to effectively and efficiently perform their duties.
3. Process building plans, permits, and inspections in an accurate, efficient and timely manner.
4. Investigate life-safety complaints promptly and ensure that proper action is taken to secure the life, health and safety of the public.

### **SERVICE AREAS**

**Building Plans Reviews:** Plans are reviewed to ensure they meet or exceed the adopted Building Codes before a permit is issued and the structure built. The safety and welfare of the residents purchasing homes in our County is enhanced by diligent review of stamped and engineering plans. By review, our field inspectors have readily available code compliant plans on site.

**Field Inspections:** Performs field inspections to ensure compliance with the applicable building, electrical, mechanical, plumbing, fuel gas and fire codes during residential and commercial construction. Also, enforces the property maintenance code addressing the public health, safety and welfare as they relate to the use and maintenance of existing structures and premises.

**Building Permits:** Staff issues permits for all construction activities that are regulated by the adopted codes. Permits must be obtained prior to the start of work. The permit is the official document issued by the County authorizing construction-related activities to take place.

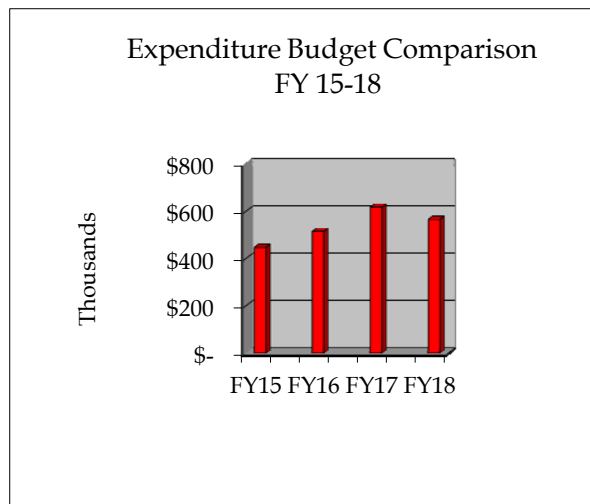
**Contractor's Licenses:** Dorchester County Ordinance 90-15 requires all contractors that perform construction in the unincorporated areas of the County to obtain a contractor's license. This is done to ensure that all contractors are knowledgeable and competent to perform construction safely and in compliance with the applicable building codes.

**Mobile Home Decals:** Staff ensures that all mobile home permits have a Mobile Home Decal affixed to the proper location for the purpose of assessment that all mobile homes are accounted for because they may be moved in and out of the County easily. Homes that are not HUD sanctioned after 1976 are not allowed in the County with the exception of those that were allowed by Ordinance 08-06.

**Enforcement:** Any person caught violating the requirements of the County's ordinance or failing to comply therewith in the performance of work under the Code shall be guilty of a misdemeanor and will be punished by fine of not more than \$200 or imprisonment for a term of not more than thirty (30) days for each offense.

**BUILDING SERVICES - 1870**

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	9	9	10	10	0
(PT)	0	0	0	0	0
Licenses and Permits	\$ 1,324,730	\$ 1,300,226	\$ 1,455,000	\$ 1,300,000	\$ (155,000)
Charges for Services	\$ 5,460	\$ 6,403	\$ 5,000	\$ 5,000	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 1,330,190</b>	<b>\$ 1,306,629</b>	<b>\$ 1,460,000</b>	<b>\$ 1,305,000</b>	<b>\$ (155,000)</b>
Personnel	\$ 397,130	\$ 459,659	\$ 499,508	\$ 520,250	\$ 20,742
Operating	27,702	31,542	24,193	42,018	17,825
Capital	23,244	24,032	94,893	4,692	(90,201)
<b>TOTAL EXPENDITURES</b>	<b>\$ 448,076</b>	<b>\$ 515,233</b>	<b>\$ 618,594</b>	<b>\$ 566,960</b>	<b>\$ (51,634)</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect increases in the maintenance & service contract for Infovision as well as minimal operational costs associated with the new software system.

Capital expenditures reflect IT Refresh Costs for computers owned by the County.

**BUILDING SERVICES - 1870**

<u>Funding approved for 10 full-time equivalents:</u>	<u>No. of FTE:</u>
Admin II	3.00
Chief Building Official	1.00
Codes Enforcement Officer – Building Services	3.00
Plans Examiner	1.00
Senior Codes Enforcement Officer – Building Services	<u>2.00</u>
	<b>10.00</b>

**OBJECT**

- 32-01 Funding for required CEU’s, Code Classes for certification, and testing
- 43-01 Funding for annual support cost for Permit software.
- 53-02 Funding for mobile phones
- 53-07 Includes funds for telephone service
- 53-08 Funding for Fleetmatics
- 55-01 Printing/Binding – Permit apps/Inspection Cards/Non-Compliance
- 56-01 Membership fees – ICC, BOASC, CCEA of SC for inspectors and County
- 57-01 Lodging and meals to attend training and conferences
- 61-12 Communication supplies – car chargers, cellular phone holders, etc.
- 61-52 Small hand tools – gfci testers, screw drivers, flashlights, etc.
- 61-55 Uniforms for inspectors, work boots
- 64-01 Code Books, Test Study guides, Standards, etc.

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Building Permits Issued	6,072	7,371	7,602	**7,100
Contractor’s Licenses Issued	528	517	347	525
Building Inspections Performed	13,133	12,948	13,146	13,100
Building Plans Reviewed	849	957	1,209	1,200

\*\*On June 12, 2017, we began issuing permits for new construction in bundles instead of individually. Therefore, this will create a decline in permits issued while activity level may still be the same.

**BUILDING SERVICES - 1870**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1870-418-11-01	Regular Wages	293,817	340,596	371,860	384,798
101-1870-418-13-01	Overtime Wages	-	2,129	-	-
101-1870-418-21-01	Employee Group Health Insurance	38,154	42,622	43,336	40,373
101-1870-418-21-02	Employee Group Dental Insurance	445	532	1,359	1,294
101-1870-418-22-01	Social Security and Medicare	21,705	25,282	28,477	28,881
101-1870-418-23-01	State and Police Retirement	31,933	37,935	42,961	48,331
101-1870-418-26-01	Workers Compensation	11,076	10,563	11,515	12,725
101-1870-418-32-01	Training & Professional Development	880	737	1,050	1,550
101-1870-418-33-09	Other Contracted Personnel	9,281	12,821	-	-
101-1870-418-43-01	Maintenance & Service Contracts	-	1,493	2,800	19,500
101-1870-418-53-02	Mobile & Cellular Telephones	2,048	2,415	2,434	4,548
101-1870-418-53-06	Postage	9	-	-	-
101-1870-418-53-07	Telephone	95	102	40	40
101-1870-418-53-08	Communications Support	3,161	2,759	2,760	2,760
101-1870-418-55-01	Printing & Binding	964	980	1,000	700
101-1870-418-56-01	Membership Fees	590	390	405	405
101-1870-418-57-01	Travel	797	441	1,950	1,450
101-1870-418-61-01	Office Supplies	928	685	783	783
101-1870-418-61-06	Computer Software	-	-	-	412
101-1870-418-61-07	Computer Equipment (Less than \$500)	172	61	1,000	-
101-1870-418-61-08	Office Furniture (Less than \$500)	-	-	-	999
101-1870-418-61-52	Small Hand Tools	-	261	200	200
101-1870-418-61-55	Uniforms & Clothing	76	875	800	600
101-1870-418-62-02	Fuel	8,152	6,833	7,454	7,454
101-1870-418-64-01	Books & Periodicals	532	672	1,500	600
101-1870-418-80-07	Parking Lots	17	17	17	17
<b>General Fund Total</b>		<b>424,832</b>	<b>491,201</b>	<b>523,701</b>	<b>558,420</b>
<b>Capital Improvement Fund</b>					
201-1870-418-74-02	Vehicles	21,142	22,140	43,000	-
201-1870-418-74-07	Computer Software	-	-	50,000	-
201-1870-418-74-14	Computer Equipment \$500-\$5,000	-	-	-	2,175
201-1870-418-74-24	Computer IT Lease Program	2,102	1,892	1,893	2,517
<b>Capital Improvement Fund Total</b>		<b>23,244</b>	<b>24,032</b>	<b>94,893</b>	<b>4,692</b>

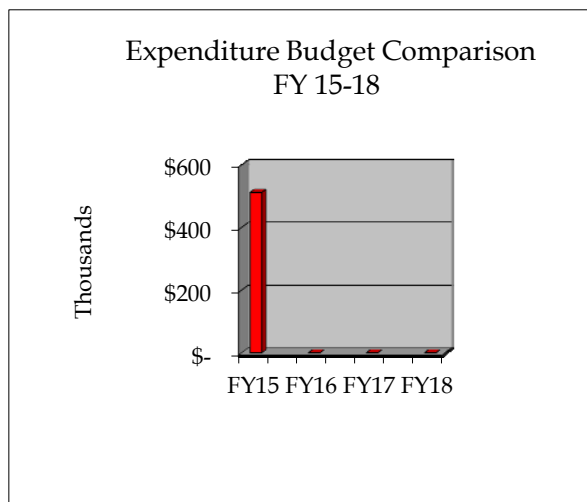
**CODES ENFORCEMENT - 1820**

Codes Enforcement Division is a part of the Community Services for Dorchester County and is responsible for the interpretation, administration and enforcement of the County Ordinances and State Laws pertaining to business license permits, litter, nuisance, and business license violations. This is done to promote the public health, safety, morals, convenience, prosperity, efficiency, economy, and general welfare of the County.

**GOALS**

Note: See Community Services (4175), Building Services (1870), or Planning & Zoning (1865) for related goals.

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	7	0	0	0	0
(PT)	0	0	0	0	0
Licenses and Permits	\$ 715,595	\$ -	\$ -	\$ -	\$ -
Charges and Fees	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 715,595</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Personnel	\$ 304,154	\$ -	\$ -	\$ -	\$ -
Operating	185,183	-	-	-	-
Capital	22,944	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 512,281</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



Note: This department was consolidated in FY2016.

**CODES ENFORCEMENT - 1820**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1820-418-11-01	Regular Wages	225,022	-	-	-
101-1820-418-13-01	Overtime Wages	3,545	-	-	-
101-1820-418-21-01	Employee Group Health Insurance	22,580	-	-	-
101-1820-418-21-02	Employee Group Dental Insurance	320	-	-	-
101-1820-418-22-01	Social Security and Medicare	16,846	-	-	-
101-1820-418-23-01	State and Police Retirement	26,360	-	-	-
101-1820-418-26-01	Workers Compensation	9,481	-	-	-
101-1820-418-43-01	Maintenance & Service Contracts	2,800	-	-	-
101-1820-418-44-01	Rental & Leases	616	-	-	-
101-1820-418-53-01	Data Processing	411	-	-	-
101-1820-418-53-02	Mobile & Cellular Telephones	2,204	-	-	-
101-1820-418-53-06	Postage	2,685	-	-	-
101-1820-418-53-07	Telephone	54	-	-	-
101-1820-418-53-08	Communications Support	3,359	-	-	-
101-1820-418-61-01	Office Supplies	1,827	-	-	-
101-1820-418-61-06	Computer Software	123	-	-	-
101-1820-418-61-08	Office Furniture (Less than \$500)	78	-	-	-
101-1820-418-61-09	IT Refresh Costs	351	-	-	-
101-1820-418-61-21	Law Enforcement Supplies	453	-	-	-
101-1820-418-61-55	Uniforms & Clothing	755	-	-	-
101-1820-418-61-98	Miscellaneous Supplies	1,793	-	-	-
101-1820-418-62-02	Fuel	13,557	-	-	-
101-1820-418-80-07	Parking Lots	17	-	-	-
101-1820-418-80-85	Direct Assistance	154,100	-	-	-
<b>General Fund Total</b>		<b>489,337</b>	-	-	-
<b>Capital Improvement Fund</b>					
201-1820-418-74-02	Vehicles	21,542	-	-	-
201-1820-418-74-24	Computer IT Lease Program	1,402	-	-	-
<b>Capital Improvement Fund Total</b>		<b>22,944</b>	-	-	-

**Note: This department was consolidated in FY2016.**

## **PLANNING AND ZONING - 1865**

Planning & Zoning is responsible for the interpretation, administration, and enforcement of the County's Zoning and Development Standards Ordinance, as well as administration of the County's Comprehensive Plan. This is done to promote the public health, safety, morals, convenience, prosperity, efficiency, economy, and general welfare of the citizens of Dorchester County. Planning & Zoning serves as the administrative office for the Planning Commission and Board of Zoning Appeals.

### **GOALS**

1. Update the County's Comprehensive Plan (FY18-FY19) and Transportation Planning Documents (Master Plan, Capital Improvements Plan and Impact Fee program) (FY19-FY20) with the help of multi-disciplinary planning firms.
2. Complete a major overhaul of the Zoning & Land Development Standards to implement recommendations of the Comprehensive Plan, deal with zoning in the rural areas of the County, update old standards, clarify errors and inconsistencies, and set the stage for large-scale rezoning (FY19-FY20).
3. Revise the zoning map to correct the zoning that was improperly implemented in 2004. (FY19-FY20)
4. Create a Development Guide to assist the development community and potential investors understand the land development process and County procedures (FY18).

### **SERVICE AREAS**

**Comprehensive Plan:** Planning & Zoning staff helps the Planning Commission maintain the Comprehensive Plan and update as may be necessary, such as, if a particularly large development locates outside of areas for which urban infrastructure and services exist or are planned. The Comprehensive Plan must be reviewed every five years – a Planning Commission responsibility – and updated every ten – a County Council responsibility upon recommendation of the Planning Commission.

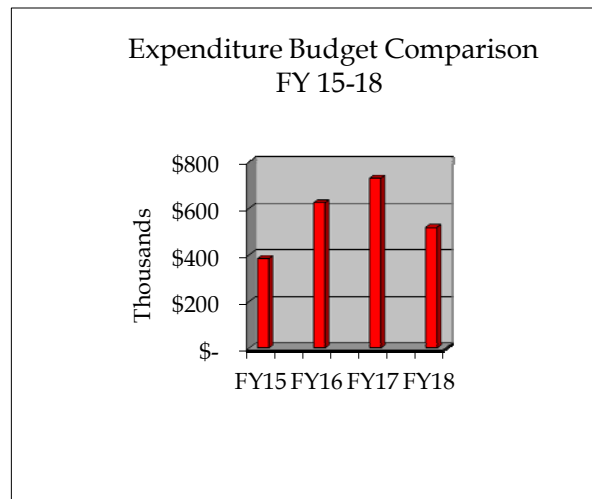
**Zoning and Subdivision Ordinance Administration:** Staff reviews construction plans for land development projects of all types to ensure consistency with zoning, subdivision, and land development standards adopted by County Council. Planning & Zoning staff focuses on site plans for adequate vehicular and pedestrian access and circulation on and across the property, adequate parking, tree protection and canopy enhancement, architecture and landscaping. Staff further works with Planning Commission to ensure these ordinances meet with the needs and expectations of landowners, business owners, citizens, and public service providers. Planning & Zoning staff convenes a Technical Review Committee of various departments and utilities to cooperatively review plans submitted to the County for construction.

**Rezoning Requests:** Staff reviews and processes for action rezoning requests (a.k.a. zoning map amendments) in accordance with the Comprehensive Plan and the standards of the zoning ordinance. The Planning Commission reviews the requests and makes recommendations to County Council. The County Council decides the final disposition of a zoning change which is an ordinance amendment.

**PLANNING AND ZONING - 1865**

**New Addresses and Street Names:** The staff is responsible for assigning all street names and street addresses to all locations and maintaining inventories thereof. Street names must be approved by Planning Commission per State Code. Accurate naming and addressing translates into MARVLIS to ensure emergency responders can be dispatched to and locate the source of the emergency.

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	8	10	10	7	-3
(PT)	0	0	0	0	0
License and Permits	\$ -	\$ 729,267	\$ 740,000	\$ -	\$ (740,000)
Charges and Fees	\$ 213,056	\$ 141,796	\$ 190,000	\$ 125,000	\$ (65,000)
Interest	\$ -	\$ 16,500	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 213,056</b>	<b>\$ 887,563</b>	<b>\$ 930,000</b>	<b>\$ 125,000</b>	<b>\$ (805,000)</b>
Personnel	\$ 345,254	\$ 584,132	\$ 628,260	\$ 434,112	\$ (194,148)
Operating	36,319	30,225	74,961	77,030	2,069
Capital	1,871	8,654	24,759	6,449	(18,310)
<b>TOTAL EXPENDITURES</b>	<b>\$ 383,444</b>	<b>\$ 623,011</b>	<b>\$ 727,980</b>	<b>\$ 517,591</b>	<b>\$ (210,389)</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases. Also, two positions related to Environmental Control were moved to Community Services and the Business License Administrator was moved to Business Services all as part of reorganization.

Operating expenditures reflect minimal increase associated with operational cost increases.

Capital expenditures reflect the IT Refresh Costs for computers owned by the County.

**PLANNING AND ZONING - 1865**

Business License revenue was also moved to Business Services as part of the reorganization.

<u>Funding approved for 7 full-time equivalents:</u>	<u>No. of FTE:</u>
Admin III	1.00
Director of Planning & Zoning	1.00
Land Surveying Tech	2.00
Planner	1.00
Senior Planner	1.00
Zoning Administrator	<u>1.00</u>
	<b>7.00</b>

**OBJECT**

- 32-01 Includes registration fees for American Planning Association meetings, one-day seminars, and computer training. Planning staff is required to attend mandatory continuing education courses as per state law.
- 54-01 Funding cost for newspaper advertising of Public Hearing for re-zonings & variances.
- 56-01 Includes memberships to American Planning Association (and local chapter dues) as well as other relevant professional memberships.
- 61-01 Includes costs for copier paper, letterhead stationary and envelopes, file folders, record keeping and long term storage materials, presentation materials, and other miscellaneous office supplies.
- 64-01 Funding needed for SC Law Book Library Updates and other needed publications in related fields.

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Planning Commission Meetings	13	11	11	12
Board of Zoning Appeals Meetings	7	10	10	10
Zoning Appeals	13	19	20	20
Preliminary and Final Plat Reviewed	27	15*	12*	18
Rezoning Requests	16	21	23	20
Commercial Site Plans Processed	25	15	36	30
Addresses Assigned	117	233	195	200
Plats Accepted	184	176	340	350

Notes: \*Plat review appears reduced because East Edisto development processes differ. If similar East Edisto documents were captured in the total, it would skew high. They're not included because they're not subject to Planning Commission review.

**PLANNING AND ZONING - 1865**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1865-418-11-01	Regular Wages	246,866	431,556	463,827	315,430
101-1865-418-13-01	Overtime Wages	-	1,172	-	-
101-1865-418-21-01	Employee Group Health Insurance	43,438	54,247	56,621	39,796
101-1865-418-21-02	Employee Group Dental Insurance	380	457	1,057	809
101-1865-418-22-01	Social Security and Medicare	17,085	31,013	35,560	23,545
101-1865-418-23-01	State and Police Retirement	26,960	48,747	54,668	39,126
101-1865-418-26-01	Workers Compensation	10,525	16,940	16,527	11,759
101-1865-418-32-01	Training & Professional Development	1,070	1,049	820	1,043
101-1865-418-33-09	Other Contracted Personnel	18,762	-	40,000	50,140
101-1865-418-43-01	Maintenance & Service Contracts	-	-	1,952	1,952
101-1865-418-44-01	Rental & Leases	-	616	620	620
101-1865-418-53-01	Data Processing	-	100	456	456
101-1865-418-53-02	Mobile & Cellular Telephones	51	2,006	1,430	1,862
101-1865-418-53-06	Postage	40	1,870	1,750	1,750
101-1865-418-53-07	Telephone	41	83	77	77
101-1865-418-53-08	Communications Support	-	551	3,312	552
101-1865-418-54-01	Advertising	3,169	3,230	2,880	2,880
101-1865-418-55-01	Printing & Binding	230	1,524	1,000	1,000
101-1865-418-56-01	Membership Fees	675	450	1,475	775
101-1865-418-57-01	Travel	32	781	1,180	500
101-1865-418-61-01	Office Supplies	7,531	9,417	9,160	3,160
101-1865-418-61-06	Computer Software	247	161	-	-
101-1865-418-61-07	Computer Equipment (Less than \$500)	64	-	-	-
101-1865-418-61-08	Office Furniture (Less than \$500)	2,471	445	-	750
101-1865-418-61-09	IT Refresh Costs	411	923	924	513
101-1865-418-61-21	Law Enforcement Supplies	-	920	1,000	-
101-1865-418-61-24	Per Copy Copier Charges	-	595	-	6,000
101-1865-418-61-51	Sign & Sign Materials	75	185	500	500
101-1865-418-61-55	Uniforms & Clothing	-	948	1,000	200
101-1865-418-62-02	Fuel	1,254	4,178	4,738	2,000
101-1865-418-64-01	Books & Periodicals	150	193	687	300
101-1865-418-80-10	Late Fees	46	-	-	-
<b>General Fund Total</b>		<b>381,573</b>	<b>614,357</b>	<b>703,221</b>	<b>507,495</b>
<b>Capital Improvement Fund</b>					
201-1865-418-74-02	Vehicles	-	-	22,000	-
201-1865-418-74-14	Computer Equipment \$500-\$5,000	-	6,158	-	-
201-1865-418-74-24	Computer IT Lease Program	1,871	2,496	2,759	6,449
<b>Capital Improvement Fund Total</b>		<b>1,871</b>	<b>8,654</b>	<b>24,759</b>	<b>6,449</b>

## **PLANNING COMMISSION - 1866**

In accordance with the Planning Enabling Act of 1994, the Planning Commission oversees and guides the physical growth and development of Dorchester County. To those ends, it prepares and maintains a comprehensive planning program for Dorchester County. Planning Commission is further empowered to prepare and implement zoning and land development standards, landscaping and tree protection requirements, an official map identifying future road rights-of-way and sites for public facilities, and a capital improvements program. Plans and programs completed by the Planning Commission are subject to County Council approval by ordinance. Exceptions to Council scrutiny are certain quasi-administrative functions in which Planning Commission enjoys qualitative supervision: subdivision review, major land development review, and street name review. The Planning Commission is staffed by a secretary and a planning director, who maintains records and brings forward landowner requests, respectively. These staff persons are housed within the County's Planning & Zoning Department (1865).

### **SERVICE AREAS**

**Comprehensive Plan:** The Planning Commission is tasked with updating the Dorchester County Comprehensive Plan any time County Council makes an ordinance change that differs from the existing plan and reviewing the plan every five years and updating the plan every 10 years in accordance with state statute. The Comprehensive Plan was most recently reviewed in 2013, which led to a 2014 update adopted by ordinance of County Council. Planning Commission will embark on a Comprehensive Plan Update in FY2018 with the assistance of staff and consultants.

**County Zoning and Land Development Standards Ordinance:** The Planning Commission works with County Council and staff to update the ordinances in a manner that is consistent with the Comprehensive Plan and public input from local constituents.

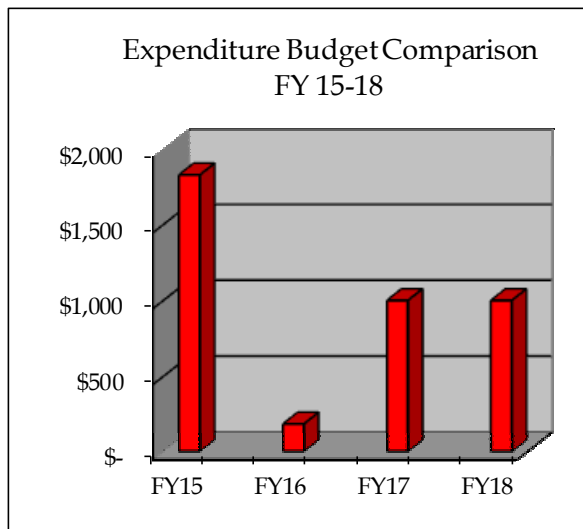
**Reviews and Approves Major Land Development Plans:** The Planning Commission reviews and approves preliminary and final plats of major subdivisions and major land developments to ensure that all the standards and criteria are met for the good of public welfare.

**Reviews and Approves Street Names:** The Planning Commission reviews and approves all new street names to ensure that there are no duplications and to maintain consistency and accuracy so that the public safety officers can reach residents in their times of need.

**Makes Recommendations to County Council:** The Planning Commission prepares and recommends changes to the Comprehensive Plan, including those plans furthering study of required elements (e.g., transportation, parks and recreation), zoning ordinances and maps and appropriate revisions thereto, and programs to implement capital projects to County Council.

**PLANNING COMMISSION - 1866**

<b>Division Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	0	0	0	0	0
(PT)	0	0	0	0	0
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	1,826	185	999	999	-
Capital	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,826</b>	<b>\$ 185</b>	<b>\$ 999</b>	<b>\$ 999</b>	<b>\$ -</b>



**OBJECT**

- 32-01 Funding for expenses for one day training sessions, and SCAPA conferences.
- 34-09 Funding for miscellaneous contract work with the County Zoning and Subdivision Ordinances.
- 53-06 Funding for postage for Planning Board and Zoning Board packages, notice to adjacent property owners, and general correspondence.
- 56-01 Funding for each planning board member for the American Planning Association and the local SCAPA chapter memberships.
- 57-01 Funds travel necessary for the Planning Commission.

**PLANNING COMMISSION - 1866**

<b>Performance Indicators</b>					
		<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Planning Commission Meetings		13	11	11	12
<hr/>					
Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1866-418-32-01	Training & Professional Development	200	44	200	200
101-1866-418-34-09	Other Technical Services	1,553	-	-	-
101-1866-418-53-06	Postage	-	-	49	49
101-1866-418-56-01	Membership Fees	-	-	150	150
101-1866-418-57-01	Travel	-	141	500	500
101-1866-418-63-01	Food	73	-	100	100
<b>General Fund Total</b>		<b>1,826</b>	<b>185</b>	<b>999</b>	<b>999</b>

## **Communications Support - 1922**

The Communications Support Division provides communications systems, assets management and support for the County's public safety and emergency services community. Its goal is to provide quality and reliable communications, training and enhanced 911 services.

### **GOALS**

1. In coordination with Mobile Communications of Charleston and Pal800, monitor the progress of P25 migration and address issues related to operating on the digital platform.
2. Provide an increased level of diagnostic support to all 800MHz users by rolling out an enhanced radio shop function to reduce service trips to Mobile Communications of Charleston.
3. Track all service/support activities to capture import metrics and identify trends in departments and radio models.
4. Maintain a comprehensive list of all county radio's and communications assets through a newly developed database.
5. In coordination with the DCFR, monitor and address issues related to their transition from the county VHF system to 800MHz.
6. Conduct an annual review, revision and update to the Communications Support Division standard operating procedures, as well as associated plans and procedures for the Mobile Communications Unit.
7. Provide in-person and quick reference guide tutorials for successful operations and troubleshooting in the P25 environment.
8. Continued maintenance of existing Wireless Phase II (wireless handset 911 caller location information) database in coordination with all wireless carriers operating in Dorchester County.
9. In coordination with DHEC, install HAM equipment, currently located in DHEC medical containers, and conduct regular preventative maintenance and testing.
10. Address LEC and PW tower related issues per the 2016 post Hurricane Matthew inspections.

### **SERVICE AREAS**

**Evaluating Technology:** This division is the central clearing house for evaluating technologies in the "personal communications services" arena that will be used by our public safety and emergency services responders.

**Management of Wireless Communication Assets/Inventory:** Critical activity relating to financial accountability/asset management is performed by Communications including, audit charges on invoices to ensure the County is not being overcharged for the wireless services and equipment our public safety/emergency services responders use. During emergencies, Communications manages the use of our assets with mutual aid partners.

**Maintenance and Repair Service Program:** Communications provides 1st level maintenance and repairs to wireless communication equipment, troubleshoots data equipment used by our dispatchers, and coordinates replacement units for use while major repairs are performed to our equipment.

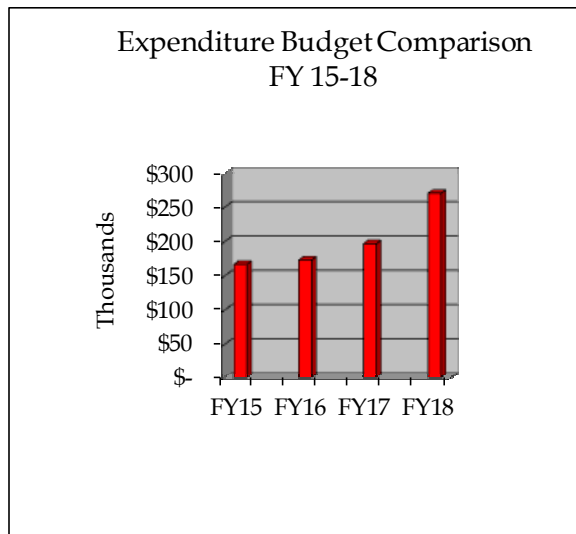
**Management of Communication Rental and Leases (Sites and Towers):** Communications rents two towers which extend the communication range of our fire rescue service.

**Management of 911 Program Budget (Accounting and Reporting):** Receives monthly revenue from all phone companies doing business in the County and receives a portion of cellular charges from the State Budget and Control Board based on the number of cellular 911 calls received at our 911 center on a

**Communications Support - 1922**

quarterly basis. This fund finances all 911 center upgrades and dispatcher certifications. Accounting and reporting of these funds is coordinated with the 911 GIS Analyst.

<b>Division Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	2	2	2	2	0
(PT)	0	0	0	0	0
Personnel	\$ 98,769	\$ 102,987	\$ 110,237	\$ 118,026	\$ 7,789
Operating	68,366	69,573	87,085	99,087	12,002
Capital	-	838	-	53,928	53,928
<b>TOTAL EXPENDITURES</b>	<b>\$ 167,135</b>	<b>\$ 173,398</b>	<b>\$ 197,322</b>	<b>\$ 271,041</b>	<b>\$ 73,719</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect an increase for radio tower repairs and maintenance needs as well as a satellite phone for the CFO.

Capital expenditures reflect a bird deterrent for the communications tower as well as the replacement of 8 radios for various administrative departments to be P25 compliant as well as the addition of 5 radios for various departments that would be needed during an emergency event.

<u>Funding approved for 2 full-time equivalents:</u>	<u>No. of FTE:</u>
Deputy Director of Emergency Management	1.00
Communications Technician	<u>1.00</u>
	<b>2.00</b>

**Communications Support - 1922**

**OBJECT**

- 32-01 Funding for training costs, conference and registration fees for conferences, seminars & product shows.
- 34-09 Inspection services for the (2) county-owned radio towers, conducted every 5 years.
- 43-01 Funding for maintenance on digital voice logging recorder located in the dispatch center and the Public Works VHF repeater system.
- 43-03 Funding for repairs, parts, miscellaneous upgrades to various communications equipment and towers not covered by service contracts.
- 44-01 Funding for tower space on the Ridgeville and St. George towers in support of the County Fire Service VHF repeaters.
- 53-02 Funding for wireless contract for County-wide personal communication services (PCS). Increase reflects new contract for additional services consolidated on one subscriber unit.
- 53-03 Funding for paging services for County users. Pagers are for those Emergency Responders who live in locations outside the PCS coverage area.
- 53-04 Funding for new conventional 2 way radios for new employees and to replace aging or damaged radios. Also funds monthly user id fees for all Palmetto 800 trunked radios.
- 56-01 Includes dues to Association of Public Safety Communications Official’s (APCO), National Emergency Number Association (NENA).

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
800MHz Radios	726	675	733	785
911 Center Service Calls	16	26	21	30
Radio Service Calls	15	11	19	35
Radios Programmed In-house	8	15	20	26

**Communications Support - 1922**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-1922-419-11-01	Regular Wages	79,272	80,726	88,267	89,895
101-1922-419-13-01	Overtime Wages	-	2,027	-	-
101-1922-419-21-01	Employee Group Health Insurance	4,371	4,356	4,494	4,470
101-1922-419-22-01	Social Security and Medicare	6,064	6,330	6,752	6,877
101-1922-419-23-01	State and Police Retirement	8,629	9,161	10,196	12,190
101-1922-419-26-01	Workers Compensation	433	387	528	4,594
101-1922-419-32-01	Training & Professional Development	420	420	440	440
101-1922-419-34-09	Other Technical Services	750	7,800	7,198	2,650
101-1922-419-43-01	Maintenance & Service Contracts	19,497	11,574	11,574	11,574
101-1922-419-43-02	Vehicle Repairs & Maintenance	-	-	250	250
101-1922-419-43-03	Equipment Repairs & Maintenance	12,756	7,604	6,806	22,756
101-1922-419-44-01	Rental & Leases	8,026	17,052	20,087	19,256
101-1922-419-53-01	Data Processing	1,824	1,824	2,000	2,000
101-1922-419-53-02	Mobile & Cellular Telephones	1,353	1,217	1,500	1,500
101-1922-419-53-04	Radio Communications	2,420	3,683	3,660	4,260
101-1922-419-53-06	Postage	27	45	100	100
101-1922-419-53-07	Telephone	565	2,369	2,650	2,650
101-1922-419-55-01	Printing & Binding	-	-	70	70
101-1922-419-56-01	Membership Fees	196	281	628	628
101-1922-419-57-01	Travel	460	489	500	500
101-1922-419-61-01	Office Supplies	2,225	2,398	2,380	2,380
101-1922-419-61-07	Computer Equipment (Less than \$500)	77	-	-	-
101-1922-419-61-12	Communications Supplies	13,327	8,513	21,666	21,666
101-1922-419-61-24	Per Copy Copier Charges	-	-	-	831
101-1922-419-61-55	Uniforms & Clothing	49	-	100	100
101-1922-419-62-01	Electricity	2,702	2,892	3,500	3,500
101-1922-419-62-02	Fuel	1,138	1,059	1,268	1,268
101-1922-419-62-03	Propane-Other	315	-	343	343
101-1922-419-63-01	Food	51	62	65	65
101-1922-419-64-01	Books & Periodicals	188	291	300	300
<b>General Fund Total</b>		<b>167,135</b>	<b>172,560</b>	<b>197,322</b>	<b>217,113</b>
<b>Capital Improvement Fund</b>					
201-1922-419-74-13	Furniture & Fixtures \$500-\$5,000	-	838	-	-
201-1922-419-74-16	Communications Equipment \$500-\$5,000	-	-	-	53,928
<b>Capital Improvement Fund Total</b>		<b>-</b>	<b>838</b>	<b>-</b>	<b>53,928</b>

## **CORONER - 2920**

The Coroner's Office is solely responsible for determining the cause and manner of every death occurring within Dorchester County. This office oversees death scenes, schedules autopsies, performs removal and notification services, testifies in court and works cooperatively with law enforcement agencies and funeral homes in an effort to provide competent and compassionate services to families of decedents. The Coroner's Office also issues Cremation Permits to funeral service providers and certifies death certificates in the absence of an attending physician.

### **GOALS**

The goal of the Coroner's Office is to serve the people of Dorchester County in a timely, efficient and caring manner with integrity, and fiscal responsibility to Dorchester County.

### **SERVICE AREAS**

**Notification:** Staff performs notifications to next of kin in-person for those who die in Dorchester County, as well as performing notification for other Coroners when decedent's family lives within Dorchester County.

**Cause & Manner:** Staff works cooperatively with various agencies and professionals (physicians, law enforcement, forensic pathologists, etc.) to determine the cause and manner of death; arranges and attends autopsies when determined necessary, and draws fluids for toxicology reports when needed; and handles and processes evidence as needed to assist in determination and prosecution when applicable.

**Disposal:** Staff handles the removal and transfer of human remains. This includes transportation to local funeral homes when applicable, or arranging for cremation when needed; properly handles all unclaimed remains; and also maintains body parts later used as evidence or collected at a scene.

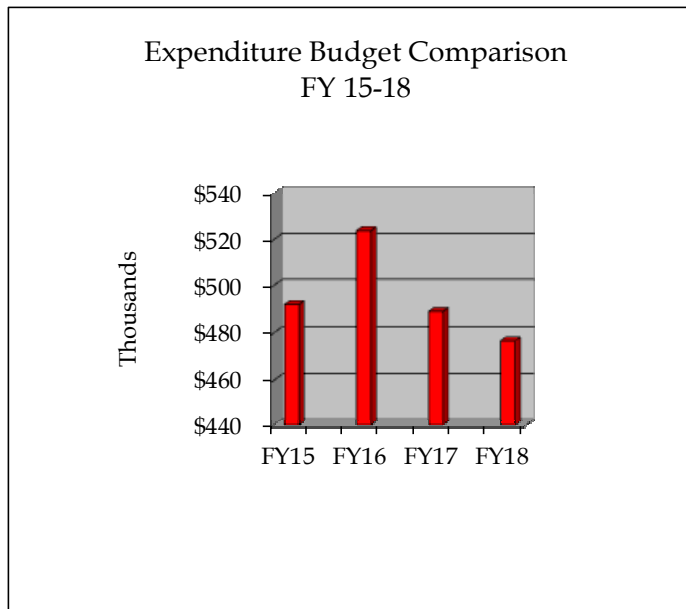
**State Paperwork Requirements:** Staff completes all necessary paperwork with relation to each individual death including but not limited to, death certificates, burial removal permits, DHEC inquiries, cremation certificates, case reports, and Coroner's reports.

**Media:** Staff communicates with members of the media regarding all deaths and investigations of public interest within the office, holds press conferences when necessary, and works diligently to protect private information.

**Testimony:** Staff testifies and cooperates in any trial, inquests, or hearings as requested, keeps accurate records and chains of custody for purposes of aiding in prosecution, and meets with local attorneys and cooperates in wrongful deaths and medical malpractice cases.

**CORONER - 2920**

<b>Departmental Summary:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	5	5	5	5	0
(PT)	0	0	0	0	0
Intergovernmental	\$ 1,575	\$ 1,575	\$ 1,575	\$ 1,575	\$ -
Miscellaneous	16,904	8,610	7,500	7,500	-
<b>TOTAL REVENUES</b>	<b>\$ 18,479</b>	<b>\$ 10,185</b>	<b>\$ 9,075</b>	<b>\$ 9,075</b>	<b>\$ -</b>
Personnel	\$ 343,319	\$ 317,699	\$ 333,213	\$ 335,568	\$ 2,355
Operating	147,737	122,414	142,790	137,707	(5,083)
Capital	939	83,699	13,091	3,468	(9,623)
<b>TOTAL EXPENDITURES</b>	<b>\$ 491,995</b>	<b>\$ 523,812</b>	<b>\$ 489,094</b>	<b>\$ 476,743</b>	<b>\$ (12,351)</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect a decrease related to the removal of one-time items.

Capital expenditures reflect the IT Refresh Costs to refresh computers owned by the County.

**CORONER - 2920**

<u>Funding approved for 5 full-time equivalents:</u>	<u>No. of FTE:</u>
Admin II	1.00
Chief Deputy Coroner	1.00
Coroner	1.00
Deputy Coroner	<u>2.00</u>
	<b>5.00</b>

**OBJECT**

- 32-01 Funding for mandated training.
- 34-09 Includes toxicology that is sent to a private lab.
- 53-01 Internet access for Coroner and 3 Deputy Coroners.
- 56-01 Funding for memberships for SC Coroners Association, American Board of Medicolegal Death, SC Association of Countywide Elected Executives.
- 57-01 Any travel related expenses for coroner outside County or meals related to seminars.
- 61-01 Includes all letterhead, envelopes, subpoenas, and other miscellaneous office supplies.
- 61-03 Funding for toxicological studies, and other tests; studies and medical supplies as required.
- 61-12 Supplies and replacement for broken phones/radios.
- 61-13 DVD, film, processing and miscellaneous supplies for photo processing.
- 64-01 Funding for law books, telephone cross references and other books and publications relating to the coroner's office.

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of Autopsies Performed	106	71	60	60
Number of Deaths	813	907	940	940
Toxicology Performed	146	127	125	125
<b>Deaths Caused By:</b>				
Natural	693	805	831	831
Motor Vehicle Accident	33	28	22	22
Suicide	21	29	35	35
Accident	42	28	35	35
Homicide	21	8	10	10
Pending	0	0	0	0
Drowning	2	6	3	3
Undetermined	1	3	4	4

Please note that all of the figures provided are based on the Calendar Year (CY) as that is how crime is reported nationally.

Dorchester County  
 Operating and Capital Budget  
 Fiscal Year 2018

**CORONER - 2920**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-2920-429-11-01	Regular Wages	236,353	218,642	239,763	235,863
101-2920-429-13-01	Overtime Wages	62	1,899	-	-
101-2920-429-21-01	Employee Group Health Insurance	47,131	44,006	33,613	35,369
101-2920-429-21-02	Employee Group Dental Insurance	391	319	755	647
101-2920-429-22-01	Social Security and Medicare	16,438	15,479	18,465	17,339
101-2920-429-23-01	State and Police Retirement	30,909	28,798	31,845	37,439
101-2920-429-26-01	Workers Compensation	12,035	8,556	8,772	8,911
101-2920-429-32-01	Training & Professional Development	2,200	650	2,500	2,350
101-2920-429-33-03	Autopsies & Post Mortems	93,509	74,274	83,000	80,000
101-2920-429-34-09	Other Technical Services	2,784	6,870	8,000	8,000
101-2920-429-34-10	Autopsy Transport	19,900	11,888	17,800	16,700
101-2920-429-43-01	Maintenance & Service Contracts	350	1,097	3,334	1,000
101-2920-429-43-02	Vehicle Repairs & Maintenance	1,036	210	2,000	2,000
101-2920-429-43-03	Equipment Repairs & Maintenance	-	3,558	-	-
101-2920-429-53-01	Data Processing	2,545	2,304	2,640	2,285
101-2920-429-53-02	Mobile & Cellular Telephones	1,049	1,056	1,416	3,021
101-2920-429-53-06	Postage	785	800	841	841
101-2920-429-53-07	Telephone	44	23	25	-
101-2920-429-56-01	Membership Fees	425	300	475	475
101-2920-429-57-01	Travel	5,044	(2,664)	2,825	2,000
101-2920-429-61-01	Office Supplies	3,882	2,881	2,895	2,895
101-2920-429-61-02	Custodial & Laundry	83	248	304	304
101-2920-429-61-03	Medical & Medicine	2,694	6,154	2,750	2,750
101-2920-429-61-06	Computer Software	-	452	-	-
101-2920-429-61-07	Computer Equipment (Less than \$500)	410	-	550	-
101-2920-429-61-09	IT Refresh Costs	1,115	1,114	1,546	1,274
101-2920-429-61-12	Communications Supplies	-	450	50	-
101-2920-429-61-13	Photo/Microfilm Supplies	-	-	150	200
101-2920-429-61-21	Law Enforcement Supplies	177	778	799	800
101-2920-429-61-22	Crime Scene Supplies	497	481	500	500
101-2920-429-61-24	Per Copy Copier Charges	-	-	1,000	1,000
101-2920-429-61-55	Uniforms & Clothing	2,123	491	700	2,800
101-2920-429-61-98	Miscellaneous Supplies	48	18	28	-
101-2920-429-62-02	Fuel	6,714	4,015	5,762	5,762
101-2920-429-63-01	Food	63	203	250	250
101-2920-429-64-01	Books & Periodicals	220	230	650	500
101-2920-429-80-07	Parking Lots	-	17	-	-
101-2920-429-80-10	Late Fees	40	17	-	-
<b>General Fund Total</b>		<b>491,056</b>	<b>440,113</b>	<b>476,003</b>	<b>473,275</b>
<b>Capital Improvement Fund</b>					
201-2920-429-74-02	Vehicles	-	40,401	-	-
201-2920-429-74-13	Furniture & Fixtures \$500-\$5,000	-	3,061	-	-
201-2920-429-74-15	Office Equipment \$500-\$5,000	-	-	-	-
201-2920-429-74-17	Software \$500-\$5,000	-	-	-	-
201-2920-429-74-18	Other (\$500-\$5,000)	-	10,972	12,185	-
201-2920-429-74-24	Computer IT Lease Program	939	905	906	3,468
<b>Capital Improvement Fund Total</b>		<b>939</b>	<b>83,699</b>	<b>13,091</b>	<b>3,468</b>

**E911 Geographic Information Systems (2930)**  
**Special Revenue Fund (354)**

The E911 Services Division (GIS) provides Systems Administration, Technical Support, and Funding to the County's 911-Dispatch Center. Systems and equipment supported/funded include 911 telephone equipment, computer aided dispatch (CAD) system, voice recording systems, advanced radio systems, 911 GIS/Mapping Services, high capacity voice/data links, and dispatcher training.

**GOALS**

1. Insure systems are maintained to public safety grade mission-critical level.
2. Assist in the maintenance of the county road atlas.
3. Assist in updating and maintenance of road centerlines, address location and validation, and all other GIS data required by the county's role in responding to emergencies.
4. Maintenance of GIS mapping software utilized by 911 answering point.
5. Maintain the county's jurisdictionally-based Emergency Service Numbers (ESN) GIS data layer and validation of those ESNs based on data provided by public safety and data provided by numerous other sources.
6. Collection and processing of any and all public safety data to be converted into GIS for the purposes of providing the 911 answering point with all pertinent mission-critical information.
7. Increase the use of GIS based programs amongst public safety by ensuring that stakeholders understand the departments full capability.
8. In coordination with the county ITS department and Sheriff's Office, plan for potential existing equipment impacts/shortfalls related to the implementation of new Next Generation 911 technology.
9. Provide input to the statewide 911 strategic planning committee regarding new technology requirements and the roll-out of the ESiNet in SC.

**SERVICE AREAS**

**Accounting and Reporting of Funds:** Wire line funds collected from the phone companies are remitted to the County on a monthly basis. The State Treasurer disburses wireless 911 funds quarterly based on number of wireless 911 calls. Many systems and equipment are reimbursable by the state 911 office on a quarterly basis.

**Dispatcher Certification Training:** This funds 911-Dispatch specific training. This training program aids in the most effective call processing of our citizens' emergency requests.

**911 Related Contracts and Hardware:** This funds annual maintenance contracts for the CAD software, digital voice recording/playback hardware and software, Dispatch and 911 systems and software.

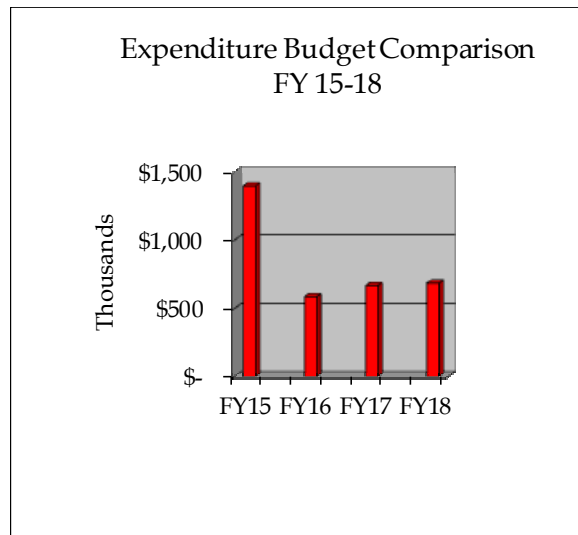
**911 GIS Support:** GIS activities supporting the County's 911-Dispatch Center, First Responders and the Emergency Operations Center (EOC). The 911 GIS Analyst creates and maintains the county's road network data layer, Public Safety Jurisdiction/Service Area (ESN) data layer and administers the Dispatch Mapping System.

**911 Circuits:** Telephone and data circuit costs for the E-911-Dispatch Center including 911 trunks, 7-digit lines and ethernet circuits linking dispatch consoles to the Palmetto 800 MHz Network controller in Columbia.

**E911 Geographic Information Systems (2930)**  
**Special Revenue Fund (354)**

**Capital Equipment Funds:** This funds furniture and communication accessories for the 911 center, 911/Dispatch Systems and other public safety communications equipment lease-purchase payments. 911 Tariff Revenues solely support this function.

<b>Division Summary:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	1	1	1	1	0
(PT)	0	0	0	0	0
Intergovernmental	\$ 188,130	\$ 146,287	\$ 154,353	\$ 151,977	\$ (2,376)
Charges and Fees	388,307	427,161	374,000	405,796	31,796
Interest	1	-	-	-	-
Other Sources	-	808,932	-	-	-
<b>TOTAL REVENUES</b>	<b>576,438</b>	<b>1,382,380</b>	<b>528,353</b>	<b>557,773</b>	<b>29,420</b>
Interfund Transfer In	6,626	20,144	140,014	128,664	(11,350)
<b>TOTAL SOURCES</b>	<b>\$ 583,064</b>	<b>\$ 1,402,524</b>	<b>\$ 668,367</b>	<b>\$ 686,437</b>	<b>\$ 18,070</b>
Personnel	\$ 52,447	\$ 51,903	\$ 57,411	\$ 59,009	\$ 1,598
Operating	533,604	535,317	610,956	623,816	12,860
Capital	812,312	-	-	3,612	3,612
Debt Service	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,398,363</b>	<b>587,220</b>	<b>668,367</b>	<b>686,437</b>	<b>18,070</b>
Interfund Transfer Out	-	-	-	-	-
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 1,398,363</b>	<b>\$ 587,220</b>	<b>\$ 668,367</b>	<b>\$ 686,437</b>	<b>\$ 18,070</b>



Funding approved for 1 full-time equivalent:  
 GIS Analyst

1.00  
1.00

**E911 Geographic Information Systems (2930)**  
**Special Revenue Fund (354)**

**OBJECT**

- 32-01 Funds for certification of dispatchers from State 911 Dispatch Academy, APCO basic course, EMD (EMS dispatch) recertification training, and attendance at APCO/NENA conferences.
- 43-01 Maintenance for Computer Aided Dispatch (CAD) software, logging recorder Motorola Centralink and Centracomm dispatch systems, and other software requirements.
- 44-01 Equipment rental for a portion of the department’s Xerox machine.
- 53-02 Monthly cell phone fees for GIS Analyst and Dispatchers
- 53-04 Palmetto 800MHz network user fees.
- 53-07 Includes BellSouth service costs for E911 service, 7 digit emergency lines located at the Dispatch Center, as well as T-1 circuits linking our dispatch center consoles to the smartzone controller in Columbia, S.C.
- 53-08 Communication Support, replacement keyboards, microphones, etc...
- 56-01 Membership Fees for Dispatcher APCO/NENA conferences.
- 57-01 Travel for Dispatchers to attend required certification classes and conferences (State 911 Dispatch Academy, APCO basic course, EMS dispatch recertification training, and attendance at APCO/NENA conferences.)
- 61-04 Includes various 911 public education materials as well as dispatch training materials, manuals, etc.
- 61-06 CAD maplink software to implement phase 2 wireless E-911 which displays the location of wireless 911 callers.

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Active Wireline*	22,522	22,359	21,782	21,432
911 Wireline Calls	4,595	4,588	4,287	4,266
911 Wireless Calls	22,700	24,598	23,829	24,500

\*The number of active wireline fluctuates throughout the year as residences and businesses activate and deactivate phone lines – all figures are estimates.

**E911 Geographic Information Systems (2930)**  
**Special Revenue Fund (354)**

**REVENUES**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>E-911 Services</b>					
354-2930-342-11-00	E911 Service Charge/Subscriber Fees	258,613	260,749	239,000	262,500
354-2930-342-12-00	E911 Service Charge/Cell Phones	129,693	166,412	135,000	133,796
354-2930-331-70-00	State Grant Revenues	188,130	146,287	154,353	151,977
354-2930-391-10-00	Transfer in from General Fund	6,626	20,144	140,014	128,664
354-2930-342-10-00	Municipal Radio User Fees	-	-	-	9,500
<b>Non-departmental</b>					
354-6999-391-09-00	Use of Fund Balance	1	808,932	-	-
<b>Treasurer</b>					
354-1585-361-12-00	Treasurer's Interest	1	-	-	-
<b>Revenues Total</b>		<b>583,064</b>	<b>1,402,524</b>	<b>668,367</b>	<b>686,437</b>

**EXPENDITURES**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>Special Revenue Funds</b>					
354-2930-429-11-01	Regular Wages	39,011	34,502	39,297	40,468
354-2930-429-13-01	Overtime Wages	-	1,292	-	-
354-2930-429-21-01	Employee Group Health Insurance	4,316	8,133	8,943	8,812
354-2930-429-21-02	Employee Group Dental Insurance	84	64	151	(485)
354-2930-429-22-01	Social Security and Medicare	2,895	2,461	3,006	3,080
354-2930-429-23-01	State and Police Retirement	4,246	3,963	4,538	5,487
354-2930-429-26-01	Workers Compensation	1,895	1,488	1,476	1,647
354-2930-429-32-01	Training & Professional Development	3,015	3,840	2,671	3,360
354-2930-429-43-01	Maintenance & Service Contracts	184,621	186,785	234,697	240,000
354-2930-429-44-01	Rental & Leases	1,462	500	1,200	-
354-2930-429-53-02	Mobile & Cellular Telephones	715	685	805	800
354-2930-429-53-04	Radio Communications	184,702	212,226	217,029	254,456
354-2930-429-53-06	Postage	-	-	-	-
354-2930-429-53-07	Telephone	147,168	119,459	150,000	120,000
354-2930-429-53-08	Communications Support	1,572	692	-	1,500
354-2930-429-56-01	Membership Fees	586	655	1,400	700
354-2930-429-57-01	Travel	3,226	524	1,533	3,000
354-2930-429-61-07	Computer Equipment (Less than \$500)	6,537	1,620	1,621	-
354-2930-429-61-12	Communications Supplies	-	8,311	-	-
354-2930-429-74-06	Communications Equipment	808,697	-	-	-
354-2930-429-74-17	Software \$500-\$5,000	3,615	-	-	-
354-2930-429-74-24	Computer IT Lease Program	-	-	-	3,612
354-2930-429-80-10	Late Fees	-	20	-	-
<b>Special Revenue Funds Total</b>		<b>1,398,363</b>	<b>587,220</b>	<b>668,367</b>	<b>686,437</b>

## **EMERGENCY MANAGEMENT DEPARTMENT - Emergency Preparedness - 2936**



The Emergency Preparedness Division is responsible for mitigation, preparedness, response and recovery from natural and man-made hazards and managing the County EOC during activations.

### **GOALS**

1. Develop and maintain a public awareness campaign to address the county's new hurricane evacuation zones and continue to provide emergency preparedness education as requested by the public including civic groups and home owners associations.
2. Update the Emergency Operations Plan (EOP) in coordination with all Emergency Support Function (ESFs) primary agencies through meetings and workshops with supporting agencies.
3. Assist county and local entities (municipal, non-governmental/ profit and private industry) with emergency planning to include coordination with their local, regional and state counterparts.
4. Continue to assist county public safety departments with implementation of the statewide badging and credentialing program in accordance with the National Incident Management System.
5. Provide hazard preparedness information to county agencies, elected/appointed officials and public safety departments for continued development of their individual/family emergency plans.
6. Increase capability of the county's Emergency Operations Center (EOC), Alternate EOC, Mobile Command and Communications Trailers.
7. Continue to develop the Community Emergency Response Team (CERT) program for the training of citizens as support to first responders during an emergency or catastrophic event and identify district team leaders and liaisons.
8. Continue to address recovery planning issues to expedite short, intermediate and long term recovery operations in coordination with the Tri-County Recovery Task Force, SC Recovery Task Force and SC Emergency Management Department (SCEMD).
9. In coordination with the Regional Disaster Recovery Network (Long-term Recovery Group), continue to address unmet community needs as a direct result of the flood event that occurred in October, 2015, as well as the cases as a result of Hurricane Matthew.
10. Finalize the county pet-friendly shelter plan, in coordination with the local SPCA, Dorchester School District 2 and other local and state stakeholders. Solicit for volunteers to address projected staffing requirement shortfalls.
11. In effort to reduce repetitive loss properties in select areas impacted by the October 2015 Floods and Hurricane Matthew, facilitate the application process for HMGP and FMA grants to assist with land acquisition for select properties that meet NFIP and DNR.
12. Continue developing web-based vulnerable populations self-registry through county website.
13. Design and finalize plans and funding for new EOC to begin construction in 2019.

## **EMERGENCY MANAGEMENT DEPARTMENT - Emergency Preparedness - 2936**

### **SERVICE AREAS**

**Prevention:** Continue to take actions to avoid a hazardous incident or to intervene to stop an incident from occurring. EMD activities include, but are not limited to, coordination with the 911-Dispatch Center as the Warning Point for municipalities as well as the use of CodeRED to warn citizens and businesses of potential or pending emergencies. Activities also include the dissemination of bulletins from the State Fusion Center and Severe Weather Alerts and the further development of Countermeasures for Man-Made events. Being a partner with NOAA for 'Storm Ready' is an example of this phase of Emergency Management.

**Preparedness:** Continue to coordinate with department stakeholders and other agencies in the development of effective emergency plans and response protocols according to the principals contained within the National Incident Management System (NIMS); to support and enhance response and recovery operations. This also includes working with DHEC and local chemical companies and their reporting of hazardous materials. Continue to assist county and other local entities with training opportunities in support of follow-on drills and exercises as well as 'lessons learned' in after-action reports and conferences. Provide representation on all committees and task forces, where able, for homeland security and civil preparedness initiatives.

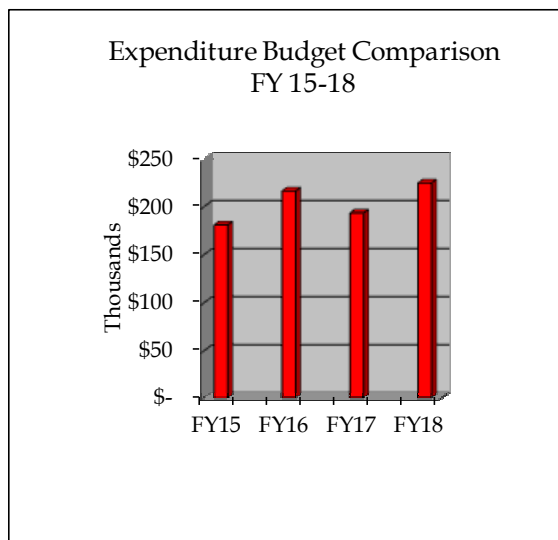
**Response:** These are time-sensitive activities undertaken to save lives thru the activities coordinated at the Emergency Operations Center (EOC) and/or an Incident Command Post (ICP). Addressing the latter, EMD will continue efforts to increase response and on-scene capabilities of the mobile ICP apparatus and for the former to improve staffing within the department as well as within the EOC, including improved protocols. Finally, EMD will work closely with the Sheriff's Office regarding the operational activities within the 911-Dispatch Center, including the further development of Dispatcher Protocols and EMD-related SOPs and the furtherance of Quality Assurance initiatives in coordination with senior dispatch leadership.

**Recovery:** The efforts to restore infrastructure and to help return the social and economic life of a community to normalcy is an enormous undertaking. EMD will coordinate with the SC Recovery Task Force and County's recovery Officer for the further development of initial and short term recovery operation plans. EMD will match county and other local entities tasked with this objective to their counterparts at the state and local level. Increased public education on self-sufficiency so as to reduce the burden on local governments for the first few days of recovery operations will be a major part of this service area.

**Mitigation:** These activities are designed to reduce or eliminate risks to persons or property within Dorchester County and in some cases lessen the actual or potential effects or consequences of an incident. Since EMD does not have any legislated authority or special powers in this regard (e.g. building codes, enforcement and land use development); EMD will participate in a county-wide initiative as a liaison to state and federal hazard mitigation initiatives. Furthermore, EMD will primarily serve as a facilitator between county and other local entities involved in the aforementioned examples and the agencies charged with the primary responsibility as part of their mission statement.

**EMERGENCY MANAGEMENT DEPARTMENT - Emergency Preparedness - 2936**

<b>Departmental Summary:</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Approved</b>	<b>Change</b>
Positions:					
(PFT)	3	3	3	3	0
(PT)	0	0	0	0	0
Intergovernmental	\$ 1,031	\$ 1,017	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 1,031</b>	<b>\$ 1,017</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Personnel	\$ 160,751	\$ 168,338	\$ 171,033	\$ 177,672	\$ 6,639
Operating	17,479	16,008	19,372	11,546	(7,826)
Capital	2,756	31,960	3,055	35,479	32,424
<b>TOTAL EXPENDITURES</b>	<b>\$ 180,986</b>	<b>\$ 216,306</b>	<b>\$ 193,460</b>	<b>\$ 224,697</b>	<b>\$ 31,237</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect a decrease in one-time costs.

Capital expenditures reflect IT Refresh costs for computer owned by the County.

**Funding approved for 3 full-time equivalents:**

Administrative Specialist	<u>1.00</u>
Director of Emergency Management	<u>1.00</u>
Emergency Planner (partially grant funded)	<u>1.00</u>
	<b>3.00</b>

**EMERGENCY MANAGEMENT DEPARTMENT - Emergency Preparedness - 2936**

**OBJECT**

- 32-01 Funding for conferences attended by EMD.
- 44-01 Funding for copier lease.
- 53-01 EOC and Office Software; Upgrades; Weather Data Service Charges
- 53-02 Funding for mobile phones.
- 53-07 Includes long distance charges for office and EOC phones.
- 56-01 Includes funds for dues for South Carolina Emergency Management Association, International Association of Emergency Managers, cost share for participation in SC merit system (mandated for receiving SC/FEMA funds), SC EPD system, Association of Public Safety Comm. (APCO), National Emergency Number Assoc. (NENA), and Sam’s Club membership.
- 57-01 Includes cost to attend SC and National Emergency Mgmt Conference, SC and National Hurricane Conference, SC APCO-NENA conference, and other routine business travel for in-state training.
- 61-01 Includes general office supplies such as paper, binders, filing supplies, pens, pads, etc.
- 61-12 Includes funding for mobile phone and radio supplies.
- 61-55 Includes funding for County logo shirts.
- 63-01 Food / meals for Emergency Operations staff and volunteers during operations and exercises.
- 64-01 Funding for newspaper subscriptions.
- 80-98 Includes funding for Community Emergency Response Team supplies (i.e. backpacks).

**Performance Indicators**

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Estimated
Drills, Functional/ Full Scale Exercises	7	5	5	7
Emergency OPS/ Major Incidents	0	1	2	*
Public Education/ PR Events	31	22	17	**

\*No way for EMD to forecast and not all incidents are at the same level of response.

\*\*EMD public education outreach dependent on staff availability and the invitations of groups for which we have little control. It is also driven by the local media outlets who respond to actual or pending events. This is an estimate only.

**EMERGENCY MANAGEMENT DEPARTMENT - Emergency Preparedness - 2936**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-2936-429-11-01	Regular Wages	117,044	120,137	128,171	131,469
101-2936-429-13-01	Overtime Wages	-	5,075	-	-
101-2936-429-21-01	Employee Group Health Insurance	12,832	11,327	11,449	11,339
101-2936-429-21-02	Employee Group Dental Insurance	135	113	226	243
101-2936-429-22-01	Social Security and Medicare	8,727	9,334	9,514	9,487
101-2936-429-23-01	State and Police Retirement	12,680	13,862	14,385	17,043
101-2936-429-26-01	Workers Compensation	9,333	8,490	7,288	8,091
101-2936-429-32-01	Training & Professional Development	150	150	150	150
101-2936-429-33-09	Other Contracted Personnel	-	-	-	600
101-2936-429-44-01	Rental & Leases	1,120	465	1,120	-
101-2936-429-53-01	Data Processing	456	456	640	640
101-2936-429-53-02	Mobile & Cellular Telephones	1,893	1,892	1,908	1,908
101-2936-429-53-06	Postage	11	46	100	100
101-2936-429-53-07	Telephone	1,657	28	30	30
101-2936-429-55-01	Printing & Binding	-	-	70	70
101-2936-429-56-01	Membership Fees	105	155	225	225
101-2936-429-57-01	Travel	160	230	335	335
101-2936-429-61-01	Office Supplies	797	1,624	1,624	1,624
101-2936-429-61-09	IT Refresh Costs	9,175	8,637	9,700	1,874
101-2936-429-61-12	Communications Supplies	(22)	-	-	-
101-2936-429-61-24	Per Copy Copier Charges	-	-	-	1,120
101-2936-429-61-55	Uniforms & Clothing	90	73	185	185
101-2936-429-61-98	Miscellaneous Supplies	-	931	1,700	1,100
101-2936-429-62-02	Fuel	1,763	1,107	1,410	1,410
101-2936-429-63-01	Food	24	75	75	75
101-2936-429-64-01	Books & Periodicals	100	100	100	100
101-2936-429-80-10	Late Fees	-	39	-	-
<b>General Fund Total</b>		<b>178,230</b>	<b>184,346</b>	<b>190,405</b>	<b>189,218</b>
<b>Capital Improvement Fund</b>					
201-2936-429-74-02	Vehicles	-	29,205	-	-
201-2936-429-74-24	Computer IT Lease Program	2,756	2,755	3,055	35,479
<b>Capital Improvement Fund Total</b>		<b>2,756</b>	<b>31,960</b>	<b>3,055</b>	<b>35,479</b>

## EMERGENCY MEDICAL SERVICES - 2935



The EMS Department provides emergency ambulance response to all emergency requests for assistance within Dorchester County. This agency operates 8 advanced life support ambulances and one Quick Response Vehicle, providing emergency medical care, stabilization, and transport in order to preserve the lives of the citizens and visitors of the County. The EMS department also provides a wide variety of injury prevention programs to the public and to other public safety agencies in the County.

### GOALS

1. Respond to all requests for assistance in a timely manner. Appropriately manage each request for assistance so as to meet the needs of the citizens.
2. Maintain Gold certification through Mission: Lifeline of the American Heart Association.
3. Provide public and community education programs throughout the County to increase awareness of appropriate use of EMS. Emphasis will be placed on the "Vial of Life" program serving the elderly population in the more rural parts of the County.
4. Remount and refurbish one ambulance.
5. Design, bid and begin construction of a new EMS station in the Oakbrook area of Summerville.
6. Replace obsolete patient care equipment.
7. Complete the upgrade our ability to deliver CPAP, BiPAP, and ventilatory support to non-breathing patients which was begun in FY 17.

### SERVICE AREAS

**Emergency Medical Care and Transportation:** The department provides a full range of Basic and Advanced Life Support to include comprehensive injury and illness assessment, cardiac care including electrocardiogram administration and interpretation, medication administration, defibrillation and transdermal pacemakers, spinal immobilization, limb splinting, bleeding control and bandaging, and emergency transportation.

**Responding to Emergency Calls:** The department operates 8 paramedic staffed ambulances located throughout the County in order to provide service to all citizens of the County and adequately manage growing call volume. The goal is to have a response time of less than 9 minutes to all calls in the County.

**Training of Departmental Personnel:** Under the direction of the department's Training Officer, EMS provides State mandated recertification training, including OSHA blood borne and airborne pathogen training, pediatric care training, adult cardiac care training, trauma care training, and special operations training, to each employee of the department. The department will continue to train and support the tactical team operated by the Town of Summerville and the Dorchester County Sheriff as well as Hazardous Materials Technician level support to all fire departments. The department will also work closely with the County Fire Rescue to explore cross training opportunities, where appropriate.

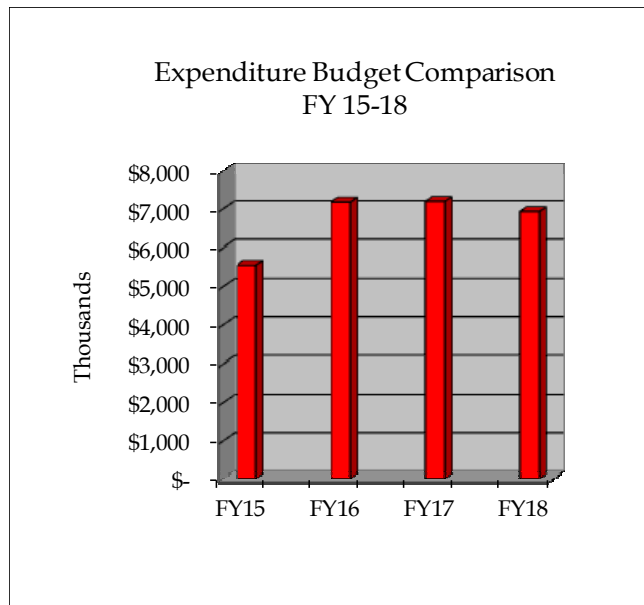
**Training of Public Safety Personnel:** The EMS department is prepared to provide Emergency Medical Responder (EMR) training for County public safety personnel as requested. Provide CPR and Automated External Defibrillation training (initial or ongoing) for firefighters and County employees in conjunction with the Risk Management and Safety Department so as to improve survivability from heart attack and other life threatening problems.

**EMERGENCY MEDICAL SERVICES - 2935**

**Public Information and Education:** EMS provides injury prevention programs at all schools throughout the county that are appropriate for the age group of the students. EMS provides school bus, bicycle and skateboard safety education programs for elementary schools, seat belt use and alcohol and drug abuse prevention programs for middle and high school programs. The department will continue its participation in the High School Injury Prevention Coalition. This non-profit group of public safety agencies in the tri-county area works with area high schools to increase seat belt use and to decrease poor decision making by high school age residents. The department will conduct community education events, (health fairs) one in the St. George area and one in Summerville.

**Billing and Revenue Collection:** EMS personnel generate invoices for service to insurance companies, Medicare and Medicaid, and individuals. The department utilizes the South Carolina Association of Counties debt setoff collection process to collect delinquent accounts of South Carolina residents and an outside collection agency to pursue out of state delinquent accounts.

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFI)	61	61	77	77	0
(PT)	25	25	25	26	1
Charges and Fees	\$ 3,923,179	\$ 4,293,669	\$ 4,400,000	\$ 4,525,783	\$ 125,783
Interest	2,017	6,001	3,350	3,500	150
<b>TOTAL REVENUES</b>	<b>\$ 3,925,196</b>	<b>\$ 4,299,670</b>	<b>\$ 4,403,350</b>	<b>\$ 4,529,283</b>	<b>\$ 125,933</b>
Personnel	\$ 4,317,416	\$ 5,535,135	\$ 5,772,573	\$ 5,909,432	\$ 136,859
Operating	724,889	699,467	665,195	734,064	68,869
Capital	491,874	944,744	759,888	279,800	(480,088)
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,534,179</b>	<b>\$ 7,179,346</b>	<b>\$ 7,197,656</b>	<b>\$ 6,923,296</b>	<b>\$ (274,360)</b>



**EMERGENCY MEDICAL SERVICES - 2935**

**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases as well as the addition of a part-time billing specialist.

Operating expenditures reflect increases related to maintenance and service contracts.

Capital expenditures reflect IT Refresh Costs as well as the purchase of the following items:

Refurb/Remount Ambulance (Asset #100302)	\$130,000
Replace Asset #100216	\$38,250
Replace Asset #100218	\$38,250
5 Zoll AEV Clinical Ventilators	\$45,500
Computer	\$2,213
Dell Rugged laptops	\$15,015

<u>Funding approved for 90 full-time equivalents:</u>	<u>No. of FTE:</u>
Admin II	2.00
Admin IV	1.00
Billing Clerk III	1.00
Billing Manager	1.00
Billing Specialist	.50
Deputy Director of EMS	1.00
Director of EMS	1.00
EMS Shift Supervisor	4.00
EMS Training/CQI Officer	1.00
EMT - Basic	17.50
EMT - Intermediate	7.00
Paramedic Crew Chief	30.50
Paramedic Crew Member	15.50
Senior Paramedic Crew Chief	<u>7.00</u>
	<b>90.00</b>

**OBJECT**

- 32-01 Paramedic training, SC EMS symposium registrations, medical director EMS symposium, specialty training classes including hazardous materials management, supervisory development training, and instructor development courses.
- 33-02 Medical Control Physician (contract medical director) and department nurse salaries and provides for physical exams and vaccinations required for employees.
- 43-01 Maintenance contracts on 20 cardiac monitors and other durable medical equipment.
- 43-02 Solid Waste collection at Station 7 (The Ponds).
- 44-04 Funding for copier rental and postage meter at EMS headquarters.

**EMERGENCY MEDICAL SERVICES - 2935**

- 53-07 Telephone service for 7 stations, supervisor’s office and headquarters.
- 61-01 Includes funds for general office supplies for all stations, shift supervisors’ office, billing office and headquarters staff.
- 61-03 Funding for all medical supplies, oxygen, medications and small equipment used by the department.
- 61-11 Replacement batteries for portable medical equipment not covered under service contracts.
- 61-55 Funding for uniform replacement and safety clothing for all department employees.
- 61-98 Funding for equipment for the EMS Special Operations Team and miscellaneous small equipment used throughout the department.

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>
Number of EMS Calls	17,595	19,038	19,901	20,500
Number of Patient Pay EMS Bills Sent	23,075	25,706	23,782	24,000
Number of Third Party Claims Submitted	12,810	13,595	14,190	14,500
Number of Injury Prevention Programs Conducted	26	45	27	40
Number of Community CPR Classes	12	15	14	25
Number of Community Events Requiring Coverage	118	84	79	100
Special Operations Team Activations	7	11	7	10
Number of Patients Transported	10,836	11,919	12,257	12,500

**EMERGENCY MEDICAL SERVICES - 2935**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
General Fund					
101-2935-429-11-01	Regular Wages	1,779,684	2,729,007	3,389,302	3,229,738
101-2935-429-11-02	Part-time Wages	143,652	140,803	240,425	401,317
101-2935-429-13-01	Overtime Wages	1,084,449	894,152	335,602	335,602
101-2935-429-13-02	Overtime Wages - Holiday	-	137,176	112,517	112,517
101-2935-429-21-01	Employee Group Health Insurance	337,946	410,405	437,658	455,965
101-2935-429-21-02	Employee Group Dental Insurance	4,733	4,743	10,567	11,808
101-2935-429-22-01	Social Security and Medicare	219,831	286,541	310,923	305,159
101-2935-429-23-01	State and Police Retirement	328,208	432,035	474,692	553,969
101-2935-429-26-01	Workers Compensation	418,913	500,273	460,887	503,357
101-2935-429-32-01	Training & Professional Development	9,678	13,796	27,064	27,064
101-2935-429-33-02	Nurses, Physicians	30,624	32,596	35,700	38,355
101-2935-429-33-09	Other Contracted Personnel	6,050	50	125	125
101-2935-429-34-09	Other Technical Services	22,957	27,118	26,810	25,875
101-2935-429-41-01	Water / Sewerage	3,872	5,174	4,000	4,201
101-2935-429-41-02	Cable Services	1,580	1,630	1,650	1,842
101-2935-429-42-02	Garbage Collection and Disposal	319	367	420	444
101-2935-429-43-01	Maintenance & Service Contracts	54,714	51,045	19,097	63,827
101-2935-429-43-03	Equipment Repairs & Maintenance	2,760	1,398	2,000	2,000
101-2935-429-43-04	Building Repairs & Maintenance	765	-	1,000	1,000
101-2935-429-44-01	Rental & Leases	6,477	3,836	4,563	4,563
101-2935-429-44-02	Rentals (< 1 year)	-	-	6,000	6,000
101-2935-429-53-01	Data Processing	50,255	38,039	40,374	12,905
101-2935-429-53-02	Mobile & Cellular Telephones	9,072	9,890	10,035	9,361
101-2935-429-53-03	Pagers	-	9	-	-
101-2935-429-53-05	Fire Alarm & Security	240	240	240	240
101-2935-429-53-06	Postage	7,326	6,862	7,100	7,100
101-2935-429-53-07	Telephone	7,612	7,947	9,782	8,196
101-2935-429-53-08	Communications Support	5,975	14,473	6,000	9,000
101-2935-429-56-01	Membership Fees	1,825	1,386	2,032	1,450
101-2935-429-57-01	Travel	9,512	5,295	8,253	8,253
101-2935-429-61-01	Office Supplies	8,305	8,832	6,714	6,714
101-2935-429-61-02	Custodial & Laundry	3,041	4,208	3,500	2,000
101-2935-429-61-03	Medical & Medicine	202,486	218,045	230,000	239,710
101-2935-429-61-04	Training Supplies	1,642	4,028	5,059	1,290
101-2935-429-61-06	Computer Software	-	5,722	1,000	-
101-2935-429-61-07	Computer Equipment (Less than \$500)	324	-	-	-
101-2935-429-61-08	Office Furniture (Less than \$500)	1,311	779	2,000	2,000
101-2935-429-61-09	IT Refresh Costs	817	803	804	-
101-2935-429-61-11	Medical Equipment Batteries	170	-	3,713	5,568
101-2935-429-61-12	Communications Supplies	845	288	500	-
101-2935-429-61-24	Per Copy Copier Charges	-	-	3,660	3,660
101-2935-429-61-30	Community Education Materials	1,697	-	-	-
101-2935-429-61-55	Uniforms & Clothing	34,724	44,225	32,700	32,700
101-2935-429-61-98	Miscellaneous Supplies	2,556	5,667	6,500	6,500
101-2935-429-62-01	Electricity	44,112	41,990	45,954	42,775
101-2935-429-62-02	Fuel	175,488	137,352	102,216	152,216
101-2935-429-63-01	Food	2,948	2,114	2,500	1,000
101-2935-429-64-01	Books & Periodicals	362	184	389	389
101-2935-429-65-15	EMS Health Fair	3,405	2,677	3,000	3,000
101-2935-429-65-17	Santa Ambulance Christmas	648	183	850	850
101-2935-429-80-07	Parking Lots	7,659	377	496	496
101-2935-429-80-09	Property Taxes/User Fees	736	842	1,395	1,395
<b>General Fund Total</b>		<b>5,042,305</b>	<b>6,234,602</b>	<b>6,437,768</b>	<b>6,643,496</b>

**EMERGENCY MEDICAL SERVICES - 2935**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>Capital Improvement Fund</b>					
201-2935-429-74-02	Vehicles	205,533	503,516	381,469	206,500
201-2935-429-74-07	Computer Software	-	4,540	-	-
201-2935-429-74-09	Other (over \$5,000)	37,229	72,859	211,160	45,500
201-2935-429-74-13	Furniture & Fixtures \$500-\$5,000	-	9,489	-	-
201-2935-429-74-14	Computer Equipment \$500-\$5,000	20,297	4,832	-	17,228
201-2935-429-74-16	Communications Equipment \$500-\$5,000	79,727	193,062	14,600	-
201-2935-429-74-17	Software \$500-\$5,000	-	7,322	-	-
201-2935-429-74-18	Other (\$500-\$5,000)	3,909	2,992	6,206	-
201-2935-429-74-24	Computer IT Lease Program	5,159	6,112	6,432	10,572
201-2935-429-80-21	Debt Services Interest	9,290	6,264	3,168	-
201-2935-429-80-22	Debt Services Principal	130,730	133,756	136,853	-
<b>Capital Improvement Fund Total</b>		<b>491,874</b>	<b>944,744</b>	<b>759,888</b>	<b>279,800</b>

**FIRE DEPARTMENT - 2266**  
**Special Revenue Fund (385)**



Dorchester County Fire Rescue works under the general direction of the County Administrator and is responsible for planning, organizing, coordinating, fire training programs, fire emergency response operational guidelines, reviews and prioritizes the Fire Capital Improvement Fund purchases, to provide fire protection, fire prevention, and medical first responder services to the unincorporated areas of Dorchester County. This office has the tasks of tracking equipment and schedules of all county owned fire related assets and oversees the placement of firefighting personnel in the county fire stations.

**GOALS**

1. Implement a seamless transition to providing fire protection service in the Old Fort Fire District area from the fire protection currently being provided.
2. Continue to develop and implement county wide Standard Operating Guidelines for firefighting operations and training requirements.
3. Increase Fire Prevention Educational programs throughout the county.
4. Evaluate and develop the current fire station facilities, station locations, and proposed station locations for future improvements and locations of fire station so that we may reduce the current ISO classification.
5. Design and implement a 5-year strategic plan for Dorchester County Fire Services.
6. Station upgrades and/or replacement and placement of new fire station buildings.
7. Maintain status of part-time firefighters working in all volunteer fire departments 90% of the time during the 8-hour daytime operations when most volunteers are working regular jobs.

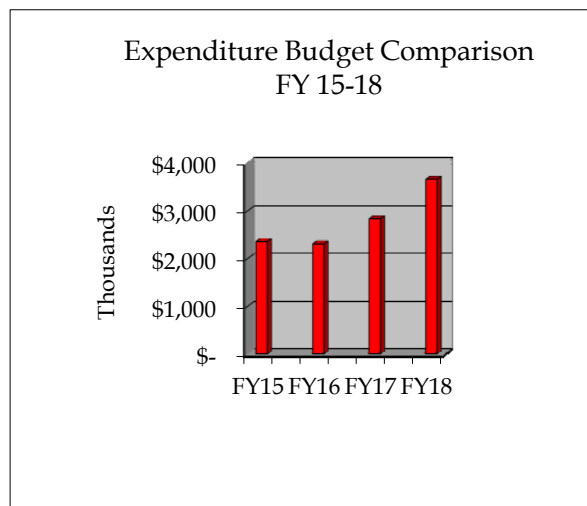
**SERVICE AREAS**

The fire service area in Dorchester County is covered by 1 municipal fire department (Summerville), 3 contracted fire districts, and 11 county fire districts, with the contracted fire departments being considered as a combination fire department (career and volunteer). Dorchester County covers a 575 square mile area and is served by approximately 170 firefighters. Each fire district is responsible for a certain amount of square miles and the citizens that live within the appointed fire district.

In FY 2018, we will continue to operate as a Countywide Fire Service: 1 department with 11 districts, with the goal of a single, county-wide ISO rating, additional personnel. In July 2017, we will assume fire operations for the entire Old Fort Fire District. This district will operate as a fully-staffed district running out of three fire stations with our goal of being augmented by Summerville Fire Rescue and North Charleston Fire Department through Automatic Aid Agreements. These agreements will allow for the closest fire unit to respond to an emergency call, regardless of whose service district the emergency is in.

**FIRE DEPARTMENT - 2266**  
**Special Revenue Fund (385)**

<b>Division Summary:</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Approved</b>	<b>Change</b>
Positions:					
(PFT)	13	13	36	36	0
(PT)	27	27	27	27	0
Taxes	\$ 2,103,326	\$ 2,158,509	\$ 2,626,498	\$ 3,437,897	\$ 811,399
Charges for Services	28,046	493,827	194,682	211,000	16,318
Interest	11,796	13,924	13,500	13,500	-
Miscellaneous	307	4,443	-	-	-
Other Sources	140,103	55,260	-	-	-
<b>TOTAL REVENUES</b>	<b>2,283,578</b>	<b>2,725,963</b>	<b>2,834,680</b>	<b>3,662,397</b>	<b>827,717</b>
Interfund Transfer In	-	-	-	-	-
<b>TOTAL SOURCES</b>	<b>\$ 2,283,578</b>	<b>\$ 2,725,963</b>	<b>\$ 2,834,680</b>	<b>\$ 3,662,397</b>	<b>\$ 827,717</b>
Personnel	\$ 1,222,845	\$ 1,249,001	\$ 1,780,236	\$ 2,577,275	\$ 797,039
Operating	525,936	452,274	496,564	532,413	35,849
Capital	104,392	68,346	50,822	4,966	(45,856)
Debt Service	447,742	447,741	447,743	447,743	-
<b>TOTAL EXPENDITURES</b>	<b>2,300,915</b>	<b>2,217,362</b>	<b>2,775,365</b>	<b>3,562,397</b>	<b>787,032</b>
Interfund Transfer Out	60,420	93,110	59,315	100,000	40,685
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 2,361,335</b>	<b>\$ 2,310,472</b>	<b>\$ 2,834,680</b>	<b>\$ 3,662,397</b>	<b>\$ 827,717</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases and full year funding for new positions related to District 209.

Operating expenditures reflect increases in various line items associated with the increased costs of operating District 209 for a full fiscal year in FY2018.

**FIRE DEPARTMENT - 2266**  
**Special Revenue Fund (385)**

Capital expenditures reflect IT Refresh Costs for computers owned by the County.

<u>Funding approved for 49.50 full-time equivalents:</u>	No. of FTE:
Admin I	1.00
Admin IV	1.00
Battalion Chief	4.00
Captain	3.00
Deputy Fire Chief	1.00
Fire Chief	1.00
Fire Marshal/Lieutenant	1.00
Lieutenants	6.00
Engineers	12.00
Firefighters	6.00
Firefighter (PT)	<u>13.50</u>
	<b>49.50</b>

**OBJECT**

- 43-02 Funding for Apparatus Repairs and Maintenance.
- 52-01 Funding for Apparatus and Building Insurance.
- 53-04 Funding for 800 MHz radio ID fees and Flash Upgrades.
- 61-03 Funding for OSHA required physicals.
- 61-10 Funding for Gloves, Eye Protection, and other Safety Related items.
- 61-55 Includes funding for uniforms and bunker gear for personnel.
- 62-02 Includes funding for fuel.
- 62-03 Funding for Propane for fire stations.
- 90-04 Funding for general fund cost allocation.

**FIRE DEPARTMENT - 2266**  
**Special Revenue Fund (385)**

**Performance Indicators**

Through in-house training efforts, as well as our partnership with the SC Fire Academy, we now have 85 personnel trained to the level of Firefighter I, 66 personnel trained to the level of Firefighter II, and 39 Fire Instructors certified by the SC Fire Academy. We now have the ability to train new members to be Firefighter II, Emergency Vehicle Drivers, and Pump Operators using in-house instructors who can work around the schedule of the volunteers instead of having to rely on SC Fire Academy course schedules.

To enhance our response, some of the fire apparatus have been relocated to a different District where it is needed more and can be better utilized. We have also standardized the equipment mounting on the apparatus to make all the County apparatus basically the same.

As a cost cutting measure, we have removed from service and sold several pieces of apparatus and spare equipment, that was either functionally obsolete, due to its age and/or condition, or didn't meet our operational plan.

**Performance Indicators**

	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Projected</b>
Number of Responses	1,642	1,434	1,720	3,500
Number of Public Fire Prevention Activities	48	35	56	115
Number of Pre-Fire Inspections	185	220	300	400
Number of Smoke Detectors Installed	64	57	177	250
Number of New Volunteer Firefighters	15	7	4	10
Number of New Firefighter Explorers	8	8	0	8

**FIRE DEPARTMENT - 2266**  
**Special Revenue Fund (385)**

**REVENUES**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>Delinquent Tax Collector</b>					
385-1520-311-15-00	Real Estate-Delinquent	110,940	113,059	80,000	82,000
385-1520-311-51-00	Fee-In-Lieu-Of Taxes	14,171	14,814	7,000	7,175
<b>Fire Protection Improvement</b>					
385-2266-391-10-00	Transfer in from General Fund	-	21,750	-	-
385-2266-392-01-00	Sale of Fixed Assets	140,103	12,510	-	-
385-2266-342-30-00	Contract - Town of Harleyville	28,046	26,646	30,000	27,000
385-2266-342-31-00	Contract - Town of Ridgeville	-	58,186	28,261	29,000
385-2266-342-32-00	Contract - Town of St. George	-	387,851	126,421	135,000
385-2266-365-25-00	Contributions-Other Sources	10,000	12,000	10,000	10,000
385-2266-370-14-00	Sale of Scrap Metal	152	-	-	-
385-2266-370-91-00	Miscellaneous Sales	110	4,277	-	-
385-2266-365-39-00	Contributions-Fire Rescue Day	150	900	2,000	2,000
385-2266-342-34-00	Fire Rescue Services	-	21,143	10,000	20,000
385-2266-370-20-00	Sale of Address Signs	45	165	-	-
385-2266-391-21-00	Transfer in from CIF	-	21,000	-	-
<b>Treasurer</b>					
385-1585-311-11-00	Real Estate-Current	1,480,477	1,516,598	2,078,404	2,878,686
385-1585-311-41-00	Vehicles-Current	242,303	254,690	228,539	228,539
385-1585-361-12-00	Treasurer's Interest	1,646	1,023	1,500	1,500
385-1585-311-51-00	Fee-In-Lieu-Of Taxes	134,515	134,930	143,875	147,475
385-1585-311-12-00	Homestead Reimb	78,711	79,565	75,000	80,000
385-1585-311-19-00	Manufacturing Exempt	37,393	39,712	10,965	11,240
385-1585-311-13-00	Rollback Taxes-Current	1,186	846	-	-
385-1585-311-14-00	Advance Mobile Homes Taxes	372	329	-	-
385-1585-311-52-00	Motor Carrier-FILOT	3,220	3,923	2,715	2,782
385-1585-312-11-00	Merchant's Inventory Tax	38	37	-	-
<b>Revenues Total</b>		<b>2,283,578</b>	<b>2,725,954</b>	<b>2,834,680</b>	<b>3,662,397</b>

**FIRE DEPARTMENT - 2266**  
**Special Revenue Fund (385)**

**EXPENDITURES**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
Special Revenue Funds					
385-2266-422-11-01	Regular Wages	534,863	517,357	956,847	1,407,202
385-2266-422-11-02	Part-time Wages	230,677	245,883	156,090	176,135
385-2266-422-13-01	Overtime Wages	74,448	107,132	117,837	110,986
385-2266-422-21-01	Employee Group Health Insurance	78,341	77,147	131,619	247,351
385-2266-422-21-02	Employee Group Dental Insurance	1,092	900	3,560	5,823
385-2266-422-22-01	Social Security and Medicare	62,040	64,845	94,115	125,996
385-2266-422-23-01	State and Police Retirement	109,856	117,933	173,520	273,402
385-2266-422-25-01	Unemployment Compensation	-	56	-	-
385-2266-422-26-01	Workers Compensation	131,528	117,748	146,648	230,380
385-2266-422-32-01	Training & Professional Development	1,956	3,509	2,200	900
385-2266-422-33-09	Other Contracted Personnel	500	2,000	500	-
385-2266-422-34-01	Application Development	-	-	3,310	-
385-2266-422-34-14	Firemen's Accident Insurance	8,300	8,986	9,346	9,346
385-2266-422-41-01	Water / Sewerage	2,146	2,211	2,300	3,600
385-2266-422-41-02	Cable Services	5,094	6,554	5,440	9,600
385-2266-422-42-02	Garbage Collection and Disposal	-	-	250	380
385-2266-422-43-01	Maintenance & Service Contracts	2,982	3,404	3,800	3,200
385-2266-422-43-02	Vehicle Repairs & Maintenance	57,873	70,943	51,500	20,000
385-2266-422-43-03	Equipment Repairs & Maintenance	4,791	-	-	-
385-2266-422-43-04	Building Repairs & Maintenance	15,853	27,939	2,750	500
385-2266-422-43-09	Other Repairs & Maintenance	3,309	4,959	5,000	3,000
385-2266-422-44-01	Rental & Leases	3,101	3,101	4,000	3,200
385-2266-422-45-20	Site Improvements	10,254	-	-	-
385-2266-422-45-22	Construction Contract 1	46,893	-	-	-
385-2266-422-52-01	Various Insurance Liabilities	50,012	47,506	50,000	60,000
385-2266-422-53-01	Data Processing	5,948	7,826	6,912	10,500
385-2266-422-53-02	Mobile & Cellular Telephones	2,987	2,523	4,300	4,500
385-2266-422-53-04	Radio Communications	10,849	6,686	10,600	40,000
385-2266-422-53-06	Postage	234	212	420	200
385-2266-422-53-07	Telephone	4,911	5,071	6,700	10,800
385-2266-422-53-08	Communications Support	-	-	-	3,300
385-2266-422-54-01	Advertising	-	-	100	-
385-2266-422-55-01	Printing & Binding	497	-	100	100
385-2266-422-56-01	Membership Fees	611	1,143	1,100	700
385-2266-422-57-01	Travel	7,148	11,921	6,000	6,000
385-2266-422-61-01	Office Supplies	3,058	2,413	3,800	3,500
385-2266-422-61-02	Custodial & Laundry	3,022	3,423	3,200	3,200
385-2266-422-61-03	Medical & Medicine	14,713	11,842	15,000	18,000
385-2266-422-61-04	Training Supplies	4,233	1,817	1,800	200
385-2266-422-61-06	Computer Software	7,296	151	500	250
385-2266-422-61-07	Computer Equipment (Less than \$500)	-	446	700	250
385-2266-422-61-08	Office Furniture (Less than \$500)	2,732	365	6,263	250
385-2266-422-61-09	IT Refresh Costs	539	512	1,028	937

**FIRE DEPARTMENT - 2266**  
**Special Revenue Fund (385)**

385-2266-422-61-10	Safety Equipment Supplies	2,805	6,512	2,750	1,000
385-2266-422-61-12	Communications Supplies	4,941	2,016	500	500
385-2266-422-61-21	Law Enforcement Supplies	1,226	899	500	-
385-2266-422-61-23	Boarding Supplies	-	-	1,200	100
385-2266-422-61-24	Per Copy Copier Charges	-	1,181	1,000	1,000
385-2266-422-61-31	Building Materials	-	100	100	-
385-2266-422-61-33	Electrical Supplies	-	93	150	-
385-2266-422-61-35	Vehicle Repair Parts	246	3,132	3,000	1,500
385-2266-422-61-37	Oil & Lubrication	191	460	550	300
385-2266-422-61-43	Top Soil/Sod/Lawn	89	40	100	100
385-2266-422-61-51	Sign & Sign Materials	8,556	173	-	-
385-2266-422-61-54	Tires	1,546	4,397	1,800	2,500
385-2266-422-61-55	Uniforms & Clothing	32,293	24,365	64,169	18,000
385-2266-422-62-01	Electricity	43,157	41,344	45,200	40,000
385-2266-422-62-02	Fuel	72,276	53,878	68,500	70,000
385-2266-422-62-03	Propane-Other	9,464	5,158	10,000	7,000
385-2266-422-63-01	Food	3,087	670	1,500	2,300
385-2266-422-64-01	Books & Periodicals	1,150	8,016	7,000	7,300
385-2266-422-65-14	Firemen's Accident Insurance2	18,519	17,779	18,000	-
385-2266-422-65-16	Fire Rescue Day	2,385	2,484	2,500	2,500
385-2266-422-74-02	Vehicles	59,398	16,300	35,000	-
385-2266-422-74-09	Other (over \$5,000)	10,620	17,788	15,122	-
385-2266-422-74-14	Computer Equipment \$500-\$5,000	1,426	4,784	500	-
385-2266-422-74-18	Other (\$500-\$5,000)	32,948	29,275	-	-
385-2266-422-74-24	Computer IT Lease Program	-	199	200	4,966
385-2266-422-80-04	Contingency	-	-	16,901	119,725
385-2266-422-80-07	Parking Lots	394	132	150	100
385-2266-422-80-09	Property Taxes/User Fees	1,739	1,983	2,000	2,000
385-2266-422-80-10	Late Fees	30	-	75	75
385-2266-422-80-21	Debt Services Interest	34,938	26,439	17,718	17,718
385-2266-422-80-22	Debt Services Principal	412,804	421,302	430,025	430,025
385-2266-422-80-30	Firemen's Assistance	40,000	39,999	40,000	40,000
385-2266-422-90-02	Operating Transfers Out to Capital Improvements	-	21,000	-	-
385-2266-422-90-04	Operating Transfers Out to General Fund	60,420	72,110	59,315	100,000
<b>Special Revenue Funds Total</b>		<b>2,361,335</b>	<b>2,310,472</b>	<b>2,834,680</b>	<b>3,662,397</b>

## **SHERIFF - 2180**



The Sheriff of Dorchester County, as specified by state law, is the senior law enforcement official within the county. It is the Sheriff's responsibility to assure the roadways, neighborhoods and public areas within the county are patrolled on a regular basis. The Sheriff's Office also has the responsibility to enforce local, state, and federal law within the county. Other responsibilities include enforcing civil remedy as specified by the Court of Common Pleas. Additional duties include assisting agencies and municipalities within and outside the county and providing security for Magistrate, General Sessions and Family Courts in Dorchester County. Additionally, the Sheriff is responsible for all emergency communications within the county, which includes fire service, Emergency Medical Services, and law enforcement.

### **GOALS**

The primary goal is to provide the highest quality of law enforcement to all citizens within Dorchester County. This can be done by working toward and maintaining agency accreditation. The Dorchester County Sheriff's Office received State Accreditation on March 4, 2016. A secondary goal is to practice fiscal responsibility and work closely with community leaders to address citizen concerns. An emphasis on customer service, enforcing the law, and handling complaints are priorities. This agency will be proactive by working with other agencies that can assist us in disrupting and bringing law breakers to justice. We will provide the latest equipment and training to all personnel. The Sheriff's Office main focus is to protect the quality of life for all Dorchester County citizens.

### **SERVICE AREAS**

The Sheriff and Chief Deputy manage the Office of the Sheriff. Two Majors are Department Heads. Each Major is responsible for supervising three Divisions.

**Patrol Division:** The Patrol Division is the backbone of any police organization. They are the front line between the citizens of Dorchester County and the criminal element. The patrol division answers calls for service twenty four hours a day, seven days a week. These officers are usually the first contact the citizens have with the Sheriff's Office. They will be courteous, understanding and always professional. They patrol all streets and neighborhoods within the county to deter criminal activity and stop crimes in progress. It is important for these officers to always look their best, as they represent, not only the Sheriff's Office, but the county as a whole. Their issued vehicles, uniforms and other equipment will be properly maintained at all times. The Patrol Division Captain is responsible for supervising four lieutenants. Each lieutenant is assigned to supervise one of four teams on a designated shift.

**Emergency Communications Division:** The Dispatch Center is responsible for all emergency calls. The assigned operators are responsible for dispatching the appropriate personnel to incident locations, emergency medical and fire dispatch, running N.C.I.C. checks for law enforcement, verifying active warrants on wanted persons, and entering all records mandated for N.C.I.C. entry, i.e. stolen vehicles, missing and wanted persons. The Dispatch center is the lifeline for public servants and citizens alike. Dorchester County Dispatch provides primary dispatch/communications for: Dorchester County Sheriff's Office, Dorchester County Emergency Medical Service (EMS), Dorchester County Emergency Operations Center (EOC), Dorchester County Fire Rescue, Dorchester County Coroner, Ashley River Fire Department, Old Fort Fire Department, Saint George Police Department, Harleyville Police Department and Ridgeville Police Department. A civilian Supervisor is in charge of this division. She has 23 Dispatchers assigned in this area, including one assistant supervisor and 4 shift supervisors.

## **SHERIFF - 2180**

**Support Services Division:** The Support Services Division Captain has one Lieutenant, one Sergeant and several Admins assisting him with Supply, Fleet Management, Training and Education, River Patrol, Dive Team, Accreditation and the Field Training Officer Program (FTO).

- The supply section is responsible for all logistical support for the Sheriff's Office, the maintenance of current inventories of equipment, all records associated with the supply function and the purchase of uniforms and law enforcement supply and equipment for the Sheriff's Office.
- The Sheriff's Office Fleet Management Section coordinates the maintenance and associated equipment upgrades to over 150 vehicles which include marked and unmarked law enforcement vehicles, boats and other specialty vehicles owned by the department.
- The Training Unit is responsible for maintaining training records of Sheriff's employees, reporting to the South Carolina Criminal Justice Academy, and informing individual officers and supervisors of those who need training or who have failed to meet standards. Deputies receive 40+ hours of annual training in the areas of firearms, response to resistance, defensive tactics, defensive driving, first aid, C.P.R., computer operations, crime scene protection and preservation, legal updates and other topics that serve to improve the performance of personnel, better enabling them to serve the public. The Sheriff's Office maintains several in-house instructors on topics that are taught on a regular basis and brings instructors to the facility to train on other special topics. Curriculums are maintained and updated by the training staff to ensure material taught is applicable and current.

**Criminal Investigations Division:** This division has five smaller units which are General Investigations, Crime Scene, Narcotics, School Resource Officers and Victims Services. The Division Captain has three Lieutenant Supervisors assisting him.

- The General Investigations Unit is the largest of the four. This unit consists of one captain, one lieutenant and eleven investigators. This unit is mostly a reactive unit. The reports turned in by patrol are reviewed and assigned by the investigations supervisors. The investigators will conduct follow up on assigned cases. These officers investigate fraud, burglaries, assaults, and homicides. These officers must receive specialized training in these areas to keep up with ever changing trends. One investigator has been designated to work juvenile crimes.
- The Crime Scene Unit consists of one lieutenant and five crime scene investigators who specialize in forensic investigations. This unit is tasked with processing crime scenes, gathering evidence, locating and lifting latent prints, comparing fingerprints, collecting, analyzing and preserving foot and tire impressions, and photographing scenes. The crime scene unit is responsible for logging, securing, transporting and maintaining evidence. This unit also analyzes marijuana and provides expert testimony in court. An Automated Fingerprint Identification System (AFIS) was purchased in 2014 with grant funds and is utilized to process latent fingerprints recovered from crime scenes through SLED and FBI databases in order to identify possible suspects.

## **SHERIFF - 2180**

- The Narcotics Unit consists of one lieutenant and five investigators. The Sheriff's Office has several agreements with adjacent law enforcement agencies. These agreements provide the Sheriff's Office with extra manpower and equipment to assist with narcotics investigation which helps tremendously with this unit. One of the five investigators has been assigned to the D.E.A. Task Force which makes available resources and man power for larger investigations. The Sheriff's Office receives a portion of the forfeited assets from that Task Force. The Metro Narcotics unit is a proactive unit comprised of Dorchester County Narcotic officers and Summerville Police Department Narcotic officers that, under a Memorandum of Agreement, not only addresses complaints, but seeks out and brings to justice violators of narcotics and other criminal laws within all of Dorchester County. They handle the local asset forfeitures, informants, conduct covert operations, draft and execute search and arrest warrants. It is necessary for the members of this unit to receive specialized training and certifications to effectively perform their duties.
- The School Resource Officer Unit consists of law enforcement officers who work in conjunction with public schools within Dorchester County to provide necessary security and law enforcement assistance.
- The Victim Services Unit consists of three Victims Advocate personnel who assist victims of crime in Dorchester County. Dedicated volunteers answer telephones and assist with administrative tasks.

**The Judicial Services and Civil Process Division** Captain is responsible for supervising three units.

- The Civil Process Unit has the responsibility of supervising judgments, civil process and court orders to serve executions on personal or real property to satisfy claims.
- The Warrants Unit serves court ordered warrants and Magistrate level civil papers.
- The Court House Security Unit protects and secures both the Dorchester County Courthouse in St. George and the Troy Knight Judicial Complex in Summerville.

**The Special Services Division** Captain has three Lieutenants assisting him with the responsibilities of managing the Traffic Unit, the K-9 Unit, Community Services, Reserve Deputies, State Constables and off duty job coordination. Neighborhood Watch is a part of this division as well as the Sex Offender Registry Office, the Records Office and the Duty Officer/Reception.

- The Traffic Unit proactively enforces state and county traffic laws in an effort to reduce traffic crashes, fatalities and injuries.
- The K-9 Unit consists of one lieutenant, one sergeant, three deputies and five K-9 partners who are "dual purpose" canines trained in drug detection and patrol work. The Unit includes one Bloodhound who is trained in tracking.

## **SHERIFF - 2180**

- The Sex Offender Registry Unit is responsible for registering and monitoring convicted sexual offenders and predators, who reside, own real property, are employed, or attend any public or private school within Dorchester County.
- The Saturation Team was developed to target criminal activity and build community support and communication. The focus and mission is to patrol areas that have been determined to be high crime areas; this is determined through data received through incident reports and citizen complaints.

### **Several Administrative Units report directly to the Sheriff.**

**Internal Affairs:** This Unit handles any complaints that come into the Sheriff's Office, accidents involving departmental employees or vehicles, and background investigations on perspective applicants.

**Finance/Purchasing:** This Unit consists of a Finance Manager and an Accounting-Procurement Processor. The Finance/Purchasing Unit handles all finance functions including researching, writing and administering all grants, assembling and monitoring the annual budget, transferring funds from various departments to accommodate departmental needs, issuing checks for accounts payable, processing account receivables, reconciling budget line items, and processing requisitions and purchase orders.

**Project Management:** This Unit consists of a full-time Lieutenant and Corporal who oversee Information Technology, Cell Phone communication, Digital In-Car camera data, Body Camera data and GPS Fleet monitoring for the Sheriff's Office.

**The Sheriff's Office has several specialized teams that are considered collateral duty assignments of selected, highly motivated law enforcement officers and detention deputies.**

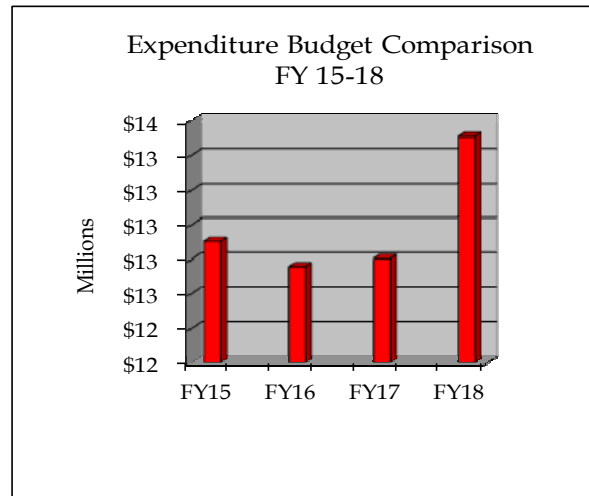
**SET Team:** The Specialized Entry Team (SET) performs high risk entries, establishes perimeters around critical incidents, and assists with high risk service of warrants. This unit receives specialized training and equipment.

**River Patrol / Dive Team:** The River Patrol Unit is fully outfitted with boats that have been donated, including a 19 foot Scout Boat with a center console and a 17 foot John Boat which is primarily used in shallow water. The Units are utilized to rescue citizens from the Edisto River during flooding and to patrol the waterways during special events. The Units are manned by deputies from various divisions and supervised by the Support Services Captain. Dive Team members receive special training in water rescue.

**Honor Guard:** The Honor Guard Unit performs ceremonial guard detail at designated law enforcement funerals.

**SHERIFF - 2180**

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	174	174	177	177	0
(PT)	20	20	20	20	0
Intergovernmental	\$ 1,575	\$ 1,575	\$ 1,576	\$ 1,575	\$ (1)
Charges and Fees	444,071	274,716	729,518	790,829	61,311
Miscellaneous	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 445,646</b>	<b>\$ 276,291</b>	<b>\$ 731,094</b>	<b>\$ 792,404</b>	<b>\$ 61,310</b>
Personnel	\$ 10,342,081	\$ 10,932,301	\$ 11,496,472	\$ 11,726,378	\$ 229,906
Operating	1,253,782	1,077,542	1,063,916	1,190,313	126,397
Capital	1,308,679	749,159	244,836	591,216	346,380
<b>TOTAL EXPENDITURES</b>	<b>\$12,904,542</b>	<b>\$12,759,002</b>	<b>\$12,805,224</b>	<b>\$13,507,907</b>	<b>\$ 702,683</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect an increase in Fuel.

Capital expenditures reflect IT Refresh Costs as well as the purchase of a shredder, replacement of 17 portable and 5 mobile radios, 38 taser replacements, replacement of the ID badge system and the replacement of the following vehicles according to the five year replacement plan:

REPLACE #11994	\$41,850
REPLACE #100015	\$41,850
REPLACE #100016	\$30,014
REPLACE #100056	\$39,445
REPLACE #100048	\$42,331

**SHERIFF - 2180**

REPLACE #100277	\$30,014
REPLACE #100162	\$30,014
REPLACE #100160	\$39,445
REPLACE #100197	\$39,445
REPLACE #100273	\$39,445

<u>Funding approved for 187 full-time equivalents:</u>	<u>No. of FTE:</u>
Accounting Procurement Processor	1.00
Admin I	1.50
Admin II	8.50
Admin III	5.00
Admin IV	2.00
AFIS Operator	1.00
Assistant Dispatch Supervisor	1.00
Baliff	1.50
Captain	5.00
Chief Deputy Sheriff	1.00
Constable	1.50
Corporal	31.00
Court Security Officer	2.50
Deputy	55.00
Deputy Sheriff	.50
Dispatch Operations Supervisor	1.00
Dispatcher	18.00
Finance Manager	1.00
Lieutenant	16.50
Major	2.00
Monitor Technician	1.00
Road Guard	.50
Senior Dispatcher	5.00
Sergeant	22.00
Sheriff	1.00
Traffic Enforcement (Grant funded)	<u>1.00</u>
	<b>187.00</b>

**OBJECT**

- 32-01 Funding for training of law enforcement personnel and civilian employees to enable them to fulfill their duties.
- 33-02 Funding for veterinarian services, physicals, and flu shots for deputies.
- 43-01 Funding for Maintenance/Service contract fees for Records Management Program, Automatic Fingerprint Identification System, Victim Advocate Program Software, Evidence Software, and Investigations Software.
- 43-02 Repairs and Maintenance of Sheriff's fleet vehicles, boats and trailers.

**SHERIFF - 2180**

- 44-01 Lease of 3 mobile offices for Investigations, Victim Advocates and Warrants.
- 53-01 Fees for SLED / NCIC terminal access and data access for deputies.
- 53-02 Mobile phones for deputies for communicating with citizens and supervisors.
- 56-01 Membership dues for professional organizations such as South Carolina Sheriff's Association, SC Police Accreditation Coalition and SC Law Enforcement Officers Association.
- 57-01 Funding for travel and meals associated with training.
- 61-21 Funding for supplies for deputies such as ammunition, batons, holsters, handcuffs, and personal protection kits.
- 61-22 Lab processing fees for films from crime scenes, fingerprint supplies, camera batteries and equipment, evidence boxes, heat sealers, etc.
- 61-55 Funding for Law Enforcement uniforms, footwear, and body armor.
- 64-01 Funding for law books and publications.
- 80-07 Includes funding for vehicle license and registration as well as fee for oaths to office.

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Total Number of Calls for Service	133,489	113,747	120,101	123,704
Number of EMS Calls Dispatched	16,154	17,439	19,829	20,424
Number of Fire Calls Dispatched	5,780	5,667	5,586	6,145
Number of DCSO Calls Dispatched	106,492	85,467	89,445	92,305
Number of Municipal PD Calls Dispatched	4,994	5,792	4,689	4,830
Murders	12	3	2	2
Assaults / Domestic Assaults Reported	2,218	2,303	2,423	2,533
Rape/Sexual Assaults Reported	29	30	37	35
Larceny Reported	1,387	1,417	1,471	1,515
Motor Vehicle Thefts Reported	188	226	214	220
Breaking/Entering	564	547	437	441
Robberies Reported	71	82	131	107
Traffic Stops	10,326	9,225	10,844	11,386

Note: the figures provided are based on a Calendar Year (CY) as that is how crime is reported nationally.

Dorchester County  
 Operating and Capital Budget  
 Fiscal Year 2018

**SHERIFF - 2180**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
General Fund					
101-2180-421-11-01	Regular Wages	6,602,988	6,785,534	7,253,480	7,277,394
101-2180-421-11-02	Part-time Wages	339,837	359,742	336,116	374,456
101-2180-421-13-01	Overtime Wages	406,501	632,823	444,261	444,261
101-2180-421-13-02	Overtime Wages - Holiday	144,943	157,996	169,290	169,290
101-2180-421-21-01	Employee Group Health Insurance	955,425	933,933	1,030,087	1,003,115
101-2180-421-21-02	Employee Group Dental Insurance	12,417	10,336	25,341	26,852
101-2180-421-22-01	Social Security and Medicare	547,179	583,339	678,969	664,650
101-2180-421-23-01	State and Police Retirement	959,494	1,037,064	1,211,042	1,387,159
101-2180-421-25-01	Unemployment Compensation	-	7,711	-	-
101-2180-421-26-01	Workers Compensation	373,297	423,823	347,886	379,201
101-2180-421-32-01	Training & Professional Development	27,967	19,776	26,141	26,141
101-2180-421-33-02	Nurses, Physicians	10,076	13,460	13,800	13,800
101-2180-421-33-09	Other Contracted Personnel	535	1,070	3,000	3,000
101-2180-421-43-01	Maintenance & Service Contracts	61,141	52,397	66,946	66,946
101-2180-421-43-02	Vehicle Repairs & Maintenance	10,552	12,253	14,655	14,655
101-2180-421-43-03	Equipment Repairs & Maintenance	10,981	27,202	12,700	12,700
101-2180-421-43-04	Building Repairs & Maintenance	1,899	813	2,500	2,500
101-2180-421-44-01	Rental & Leases	43,790	41,925	43,354	39,854
101-2180-421-52-01	Various Insurance Liabilities	2,420	2,328	2,361	2,361
101-2180-421-53-01	Data Processing	43,670	23,154	45,000	25,000
101-2180-421-53-02	Mobile & Cellular Telephones	50,640	80,232	60,520	89,520
101-2180-421-53-04	Radio Communications	-	1,974	-	-
101-2180-421-53-06	Postage	2,722	2,383	4,286	4,286
101-2180-421-53-07	Telephone	3,120	3,277	3,324	3,324
101-2180-421-53-08	Communications Support	-	-	27,360	33,176
101-2180-421-55-01	Printing & Binding	7,263	7,778	8,229	8,229
101-2180-421-56-01	Membership Fees	3,139	3,000	5,279	5,279
101-2180-421-57-01	Travel	25,575	17,908	34,150	30,150
101-2180-421-61-01	Office Supplies	51,536	56,671	36,705	36,705
101-2180-421-61-02	Custodial & Laundry	1,183	468	489	489
101-2180-421-61-04	Training Supplies	70,784	45,132	47,064	45,064
101-2180-421-61-06	Computer Software	-	3,365	-	-
101-2180-421-61-07	Computer Equipment (Less than \$500)	348	-	-	-
101-2180-421-61-09	IT Refresh Costs	39,737	51,895	57,657	44,467
101-2180-421-61-12	Communications Supplies	258	232	14,650	937
101-2180-421-61-14	Security Supplies	323	-	500	-
101-2180-421-61-15	Security Supplies	1,853	2,433	2,800	2,800
101-2180-421-61-21	Law Enforcement Supplies	39,029	51,622	41,700	41,700
101-2180-421-61-22	Crime Scene Supplies	16,398	14,810	20,000	20,000
101-2180-421-61-24	Per Copy Copier Charges	-	84	27,500	28,000
101-2180-421-61-55	Uniforms & Clothing	91,597	100,956	98,806	98,806
101-2180-421-61-57	Uniform Allowance	22,338	19,804	23,448	21,532
101-2180-421-61-98	Miscellaneous Supplies	1,914	1,043	2,250	2,150
101-2180-421-62-02	Fuel	570,183	397,006	286,988	436,988
101-2180-421-63-01	Food	753	992	1,000	1,000
101-2180-421-64-01	Books & Periodicals	1,996	1,726	1,880	1,880
101-2180-421-65-02	Crime Prevention	3,139	3,096	3,168	3,168
101-2180-421-65-04	Riverine Patrol	2,837	771	2,977	2,977
101-2180-421-65-05	SERT Unit	4,135	1,346	4,149	4,149
101-2180-421-65-07	Extradiction	2,687	3,156	4,000	4,000
101-2180-421-65-08	K-9 Team	8,903	8,817	9,000	9,000
101-2180-421-80-07	Parking Lots	712	834	1,000	1,000
101-2180-421-80-09	Property Taxes/User Fees	-	-	2,080	2,080
101-2180-421-80-10	Late Fees	-	35	-	-
101-2180-421-80-16	Investigation Expenses	649	318	500	500
101-2180-421-80-87	Lawsuit Settlements	15,000	-	-	-
<b>General Fund Total</b>		<b>11,595,863</b>	<b>12,009,843</b>	<b>12,560,388</b>	<b>12,916,691</b>

Dorchester County  
 Operating and Capital Budget  
 Fiscal Year 2018

**SHERIFF - 2180**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>Capital Improvement Fund</b>					
201-2180-421-74-02	Vehicles	1,035,598	600,930	225,105	373,853
201-2180-421-74-09	Other (over \$5,000)	-	12,769	-	-
201-2180-421-74-14	Computer Equipment \$500-\$5,000	-	8,865	-	-
201-2180-421-74-16	Communications Equipment \$500-\$5,000	105,796	19,393	-	94,562
201-2180-421-74-17	Software \$500-\$5,000	1,873	273	-	-
201-2180-421-74-18	Other (\$500-\$5,000)	142,547	84,792	-	55,351
201-2180-421-74-24	Computer IT Lease Program	22,865	22,137	19,731	67,450
<b>Capital Improvement Fund Total</b>		<b>1,308,679</b>	<b>749,159</b>	<b>244,836</b>	<b>591,216</b>

## **SHERIFF - DETENTION SERVICES - 2352**

All standards and requirements for the Detention Facility (Jail) are set forth by the Minimum Standards for Local Detention Facilities in South Carolina (12/19/2006) as delineated in South Carolina Code Section 24-5-10 through 24-5-170. The Sheriff is tasked with the safety of detention staff and the safe keeping, transportation and well-being of those individuals detained or sentenced with violations of State and/or Federal statutes. The Sheriff is responsible for the new 350-bed detention facility in Summerville that was opened in August 2016.

### **GOALS**

The Detention Center will, to the extent practical, provide all inmates with the opportunity to increase their social skills, education, and literacy skills, provide a safe and secure environment including proper medical care and to prevent escapes.

### **SERVICE AREAS**

**Detention Center Safety:** Ensures the safety and security of staff and those inmates being housed in the Detention Center by providing the required number of Detention Deputies trained and certified in the areas of emergency procedures-escape, riot, hostage, evacuation, fire, and suicide on each team to provide proper supervision of inmate/detainee activity.

**Security Standards:** Maintains high standards of cleanliness and hygienic conditions to comply with OSHA standards for blood borne and air borne pathogens by scheduling routine cleaning procedures and through a continuous inspection routine.

**Staff/Facility Standards:** Maintains compliance to the maximum extent practical with Minimum Standards for Local Adult Detention Facilities including staff ratios to inmates/beds, sinks, showers, medical care and diet through a semi-annual review and inspection by the Department of Corrections Inspection Division.

**Officer Re-certification:** To establish and maintain a high degree of proficiency and competence through an aggressive training program specifying annual re-certification.

**Living Standards:** Provide for the minimum living standards of those individuals in the Detention Center by providing an approved diet, shelter, bedding, and medical attention, and recreation as prescribed by law and maintain records suitable for presentation in court, concerning each detainee or sentenced inmate.

**Self-Improvement Classes:** Provide classes to detainees or sentenced inmates for self-improvement such as; Purpose Driven Life Classes, Alcohol and Drug Rehabilitation Classes, Educational Classes, etc.

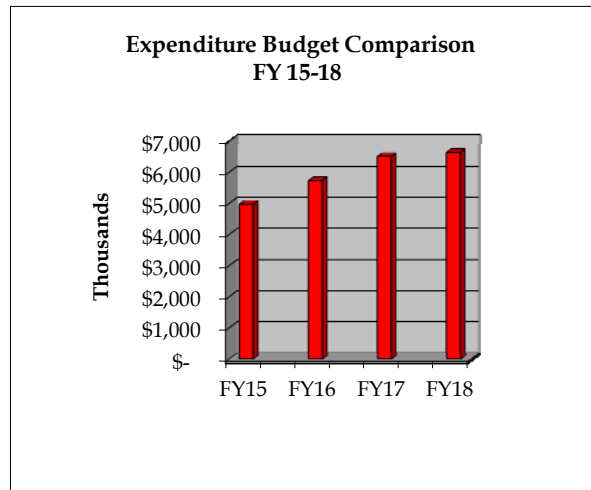
**Transport:** County and statewide transportation of inmates and detainees to and from court and medical facilities; guarding hospitalized inmates; transportation of mental patients on orders from Probate Court.

**SHERIFF - DETENTION SERVICES - 2352**

**State Trustees:** State-sentenced inmates with non-violent sentences and good behavior may be assigned to the Dorchester County Detention Center as State Trustees. These inmates perform labor for Dorchester County and Municipal governments saving thousands of taxpayer dollars.

**The Detention Division:** The Major is responsible for managing county jail operations at the Detention Center in Summerville. The Major is assisted by an Operations Captain and an Administrative Captain. In addition, there are four Lieutenants who are responsible for supervising their respective duty teams. The Department has implemented checks and balances to manage and ensure that money is handled properly by this division.

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	70	70	97	97	0
(PT)	8	8	8	8	0
Personnel	\$ 3,945,074	\$ 4,628,598	\$ 5,328,062	\$ 5,428,410	\$ 100,348
Operating	1,023,270	1,057,218	1,173,891	1,171,108	(2,783)
Capital	7,522	46,353	1,494	37,184	35,690
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,975,866</b>	<b>\$ 5,732,169</b>	<b>\$ 6,503,447</b>	<b>\$ 6,636,702</b>	<b>\$ 133,255</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect minimal decrease associated with IT Refresh costs and other one time expenditures.

Capital expenditures reflect the IT Refresh Costs to refresh computers owned by the County as well as replacement of the livescan at the LEC for booking juveniles.

**SHERIFF - DETENTION SERVICES - 2352**

<u>Funding approved for 101 full-time equivalents:</u>	<u>No. of FTE:</u>
Admin II	1.00
Captain	1.00
Carpenter	1.00
Detention Captain	1.00
Detention Lieutenant	5.00
Detention Sergeant	19.00
Detention Corporal	22.00
Detention Kitchen Supervisor	4.00
Detention Officer	42.00
Major	1.00
Transport Officer	<u>4.00</u>
	<b>101.00</b>

**OBJECT**

- 33-02 Funding for medical services contract for inmate medical services.
- 53-06 Postage for indigent inmates and official mail for jail management functions.
- 61-02 Cleaning & laundry supplies for detention facilities, inmate uniforms, sheets, blankets.
- 61-23 Purchases of inmate uniforms, soap, flip flops, sheets, blankets, towels, mattresses.
- 61-80 Food trays, plastic & paper products, small kitchen appliances, tools, cleaning supplies.
- 63-01 Inmate meals to include special meals due to medical or religious dietary restrictions
- 80-85 Funding for juvenile and PREA inmates held at other detention facilities.

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Ratio of Detention Deputies On Post				
Supervising Inmates Housed 24 hours daily	1:22	1:20	1:20	1:20
Number of Officers Certified/Recertified	24	32	34	34
OSHA Inspections	0	2	2	2
Number of Transports	5,867	6,311	6,555	6,761
Number of Inmate Medical Visits	13,440	11,782	12,128	12,479
Number of Inmate Assaults	31	34	32	30
Number of Assaults on Corrections Officers	10	20	22	18
Number of Escapes	0	0	0	0
Number of Suicides	0	0	0	0
Number of Self Improvement Classes Held	682	516	516	520
Annual Average Cost Per Meal Served	\$3.46	\$3.16	\$3.40	\$3.42
Average Inmate Daily Population	194	229	224	228

Note: the figures provided are based on the Calendar Year (CY) as that is how crime is reported nationally.

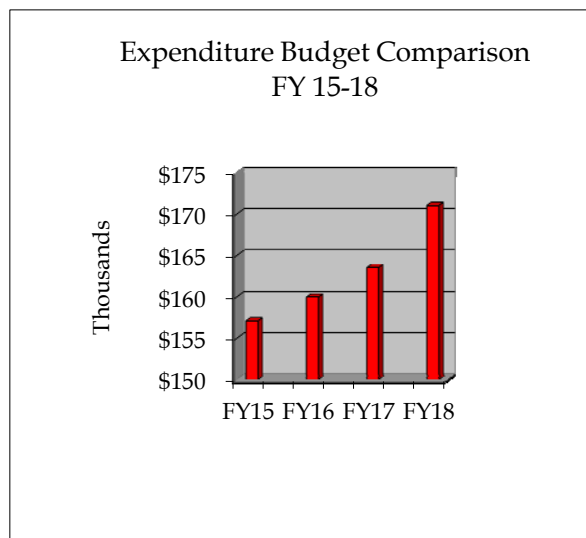
**SHERIFF - DETENTION SERVICES - 2352**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-2352-423-11-01	Regular Wages	2,489,305	2,870,453	3,202,000	3,184,905
101-2352-423-11-02	Part-time Wages	104,463	145,063	158,570	144,322
101-2352-423-13-01	Overtime Wages	157,766	222,944	274,246	274,246
101-2352-423-13-02	Overtime Wages - Holiday	74,454	97,288	103,903	103,903
101-2352-423-21-01	Employee Group Health Insurance	373,265	424,200	514,757	559,504
101-2352-423-21-02	Employee Group Dental Insurance	5,535	5,311	13,737	16,014
101-2352-423-22-01	Social Security and Medicare	204,331	243,794	308,245	299,822
101-2352-423-23-01	State and Police Retirement	369,900	449,742	565,589	642,859
101-2352-423-26-01	Workers Compensation	166,055	169,803	187,015	202,835
101-2352-423-32-01	Training & Professional Development	7,555	5,910	11,968	11,968
101-2352-423-33-02	Nurses, Physicians	463,768	470,855	508,994	508,994
101-2352-423-43-01	Maintenance & Service Contracts	44,760	48,764	49,979	49,979
101-2352-423-43-03	Equipment Repairs & Maintenance	19,041	21,174	25,000	25,000
101-2352-423-43-04	Building Repairs & Maintenance	28,263	12,939	13,000	13,000
101-2352-423-44-01	Rental & Leases	-	-	19,530	19,530
101-2352-423-53-01	Data Processing	-	-	1,000	850
101-2352-423-53-06	Postage	4,215	3,181	4,700	4,700
101-2352-423-53-07	Telephone	-	-	2,400	1,250
101-2352-423-53-08	Communications Support	-	2,604	6,600	5,600
101-2352-423-56-01	Membership Fees	500	750	1,089	1,089
101-2352-423-57-01	Travel	3,840	1,923	4,000	4,000
101-2352-423-61-01	Office Supplies	29,229	25,597	16,120	16,120
101-2352-423-61-02	Custodial & Laundry	36,886	33,705	35,000	35,000
101-2352-423-61-04	Training Supplies	293	2,807	3,274	3,274
101-2352-423-61-08	Office Furniture (Less than \$500)	1,397	-	-	-
101-2352-423-61-09	IT Refresh Costs	416	392	908	425
101-2352-423-61-21	Law Enforcement Supplies	17,381	23,128	26,372	26,372
101-2352-423-61-23	Boarding Supplies	39,901	50,058	51,500	51,500
101-2352-423-61-24	Per Copy Copier Charges	-	470	13,200	13,200
101-2352-423-61-55	Uniforms & Clothing	19,794	36,421	43,358	43,358
101-2352-423-61-80	Kitchen Supplies	13,632	14,847	15,000	15,000
101-2352-423-61-98	Miscellaneous Supplies	431	706	1,000	1,000
101-2352-423-63-01	Food	244,005	248,737	272,744	272,744
101-2352-423-80-09	Property Taxes/User Fees	-	-	2,080	2,080
101-2352-423-80-85	Direct Assistance	47,963	52,250	45,075	45,075
<b>General Fund Total</b>		<b>4,968,344</b>	<b>5,685,816</b>	<b>6,501,953</b>	<b>6,599,518</b>
<b>Capital Improvement Fund</b>					
201-2352-423-74-02	Vehicles	4,403	41,241	-	-
201-2352-423-74-09	Other (over \$5,000)	-	-	-	32,000
201-2352-423-74-14	Computer Equipment \$500-\$5,000	-	3,740	-	-
201-2352-423-74-18	Other (\$500-\$5,000)	1,712	-	-	-
201-2352-423-74-24	Computer IT Lease Program	1,407	1,372	1,494	5,184
<b>Capital Improvement Fund Total</b>		<b>7,522</b>	<b>46,353</b>	<b>1,494</b>	<b>37,184</b>

**SHERIFF - VICTIMS ADVOCATE - 2185**  
**Special Revenue Fund (362)**

Under 16-3-1410 of the South Carolina Code of Laws, the Victim Services Unit is required to serve victims and provide assistance to both victims and law enforcement. Victims Advocates act as a liaison between law enforcement and the various courts and assists all victims in obtaining restraining orders. They assist in transporting victims to and from courts and law enforcement interviews as well as medical assessment exams. Victims Advocates also assist victims of violent crimes to recoup lost wages for injuries and out of pocket expenses that victims had to pay.

<b>Program Summary:</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Approved</b>	<b>Change</b>
Positions:					
(PFT)	3	3	3	3	0
(PT)	0	0	0	0	0
Fines	\$ 143,159	\$ 158,032	\$ 146,688	\$ 113,376	\$ (33,312)
Interest	5	12	9	12	12
<b>TOTAL REVENUES</b>	<b>143,164</b>	<b>158,044</b>	<b>146,697</b>	<b>113,388</b>	<b>(33,309)</b>
Interfund Transfer In	-	-	16,835	57,650	40,815
<b>TOTAL SOURCES</b>	<b>\$ 143,164</b>	<b>\$ 158,044</b>	<b>\$ 163,532</b>	<b>\$ 171,038</b>	<b>\$ 7,506</b>
Personnel	\$ 157,091	\$ 159,956	\$ 163,532	\$ 171,038	\$ 7,506
Operating	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 157,091</b>	<b>\$ 159,956</b>	<b>\$ 163,532</b>	<b>\$ 171,038</b>	<b>\$ 7,506</b>



**FUNDING ADJUSTMENTS FOR FY2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

**SHERIFF - VICTIMS ADVOCATE - 2185**  
**Special Revenue Fund (362)**

Funding approved for 3 full-time equivalents:

Victim/Witness Advocate	<u>3.00</u>
	<b>3.00</b>

**Performance Indicators**

	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Total Number of Victims Requests for Service	2,392	1,924	2,552	2,307
Case files created	227	310	414	384
Court accompaniment	382	290	338	350
Crisis Intervention	14	5	10	11
Emergency Legal Advocacy	251	196	250	220
Information and Referral	891	630	858	820
Personal Advocacy	7	6	6	8
Other	5	1	6	6

Note: the figures provided are based on the Calendar Year (CY) as that is how crime is reported nationally.

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>Special Revenue Funds</b>					
362-2185-421-11-01	Regular Wages	113,465	117,626	120,718	124,122
362-2185-421-21-01	Employee Group Health Insurance	15,575	14,062	13,717	13,409
362-2185-421-21-02	Employee Group Dental Insurance	170	138	302	324
362-2185-421-22-01	Social Security and Medicare	8,479	8,825	9,224	9,708
362-2185-421-23-01	State and Police Retirement	12,351	13,022	13,933	16,831
362-2185-421-26-01	Workers Compensation	7,051	6,283	5,638	6,644
<b>Special Revenue Funds Total</b>		<b>157,091</b>	<b>159,956</b>	<b>163,532</b>	<b>171,038</b>

## **AIRPORT OPERATIONS - 6103**

Airport Operations administers and operates two county-owned General Aviation Airports. The safe, efficient and effective operation is in accordance with Federal Aviation Administration and State Aeronautics Division directives. This department conducts safety and equipment inspections as required. Airport Operations ensures proper repairs of buildings and equipment. This Department also negotiates and executes leases with the Fixed Base Operators (FBOs) and tenants.

### **GOALS**

1. Safety – Comply with all county, state and federal regulations
2. Budget – Achieve budget as approved
3. Projects – Achieve project completion dates as listed
4. Grants – Secure at least two grants per year to continue to grow and improve both Airports
5. Communications – Continue to keep County Administrator, County Council, Aeronautics Board Members, pilots and community informed
6. To provide state of the art conference facility for businesses using air travel.

### **SERVICE AREAS**

**Executive Leadership and Community Relations:** The Airport Operations Manager serves as executive director for the Aeronautics Board, serves on the FAAS Team and performs public relations duties for the airport. The manager is available at both airports weekly and each month at the Aeronautics Board Meeting. The manager is also available upon request.

**Federal and State Directives:** Ensures compliance with federal and state directives. Compliance is ensured by weekly inspections and monthly dialog with both state and federal agencies.

**Budget, Finance and Purchasing:** Collects and accounts for all revenue payments due the county including FBO rent, hangar lease and tie downs. Prepares, monitors, and maintains compliance with the approved Airport Operations annual budget through monthly reviews.

**Pilot and Aircraft Services/Safety:** Provides pilots and aircraft with modern, up-to-date, professionally maintained, safe, and efficient airports and airport operations in order to make the airports of Dorchester County the preferred airports in the area to attract a higher volume of traffic.

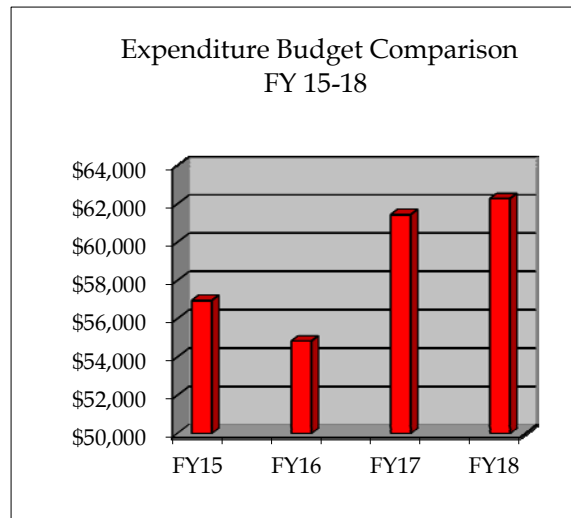
**Planning and Development:** Prepares strategic plans and programs. Negotiates and executes leases that are fair and reasonable to both parties. Obtain federal and state grants via the Airport Improvement Program.

**Construction Management:** Airport Operations is also responsible for the initiation and management of construction projects at both, Summerville and St. George airports.

- A) The land acquisition for the safety approach zones at the St. George Airport will be completed by June 15, 2018.
- B) The land acquisition for the safety approach zones at the Summerville Airport will be completed by June 30, 2018.
- C) DYB obstruction removal will be completed by October 1, 2018.
- D) Removal of displacement, runway rejuvenation and markings at the Summerville Airport will be completed by June 30, 2018.

**AIRPORT OPERATIONS - 6103**

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	0	0	0	0	0
(PT)	1	1	1	1	0
Rents and Royalties	\$ 8,844	\$ 8,838	\$ 8,000	\$ 8,000	\$ -
Miscellaneous	\$ -	\$ 56	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 8,844</b>	<b>\$ 8,894</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ -</b>
Personnel	\$ 16,263	\$ 16,345	\$ 16,532	\$ 17,537	\$ 1,005
Operating	39,255	38,248	44,632	44,541	(91)
Capital	1,440	240	276	197	(79)
<b>TOTAL EXPENDITURES</b>	<b>\$ 56,958</b>	<b>\$ 54,833</b>	<b>\$ 61,440</b>	<b>\$ 62,275</b>	<b>\$ 835</b>



**FUNDING ADJUSTMENTS FOR FY2018:**

Personnel expenditures reflect adjustments for actual personnel costs.

Operating expenditures reflect minimal decrease associated with operating costs.

Capital expenditures reflect IT Refresh Costs for computers owned by the County.

Funding approved for .5 full-time equivalents:

Airport Manager

No. of FTE:

.50

**.50**

**AIRPORT OPERATIONS - 6103**

**OBJECT**

- 43-01 Funding for AWOS, annual contract for NDB inspections and maintenance, Sonitrol Security System, DHEC stormwater permits and sweeping of pavements.
- 43-03 Funding to maintain airport equipment.
- 53-07 Includes cost of public phones at each airport and long distance charges.
- 56-01 Includes funding for dues for South Carolina Aviation Association, and American Association of Airport Executives.
- 57-01 Funding for SC Aviation Association Airports Conference for Airports Manager and Aeronautics Board Chairman.
- 61-40 Funding for repairs to sections of the runway at Summerville Airport.

**Performance Indicators**

	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Projected
Number of Home-Based Aircraft				
Summerville Airport	64	64	64	62
St. George Airport	4	4	4	2
Outstanding Safety Write-ups				
Summerville Airport	1	1	0	0
St. George Airport	1	1	0	0
Backlogged Maintenance Items				
Summerville Airport	0	0	0	0
St. George Airport	0	0	0	0
Past Due Accounts				
Summerville Airport	0	0	0	0
St. George Airport	0	0	0	0
Airport Layout Plan				
Summerville Airport	0	1	1	1
St. George Airport	0	1	1	1
Grants Requested				
Summerville Airport	1	1	1	1
St. George Airport	0	1	1	1

**AIRPORT OPERATIONS - 6103**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-6103-461-11-02	Part-time Wages	13,062	13,199	13,357	13,895
101-6103-461-22-01	Social Security and Medicare	999	1,009	1,022	1,063
101-6103-461-23-01	State and Police Retirement	1,422	1,461	1,544	1,884
101-6103-461-26-01	Workers Compensation	780	674	609	695
101-6103-461-41-02	Cable Services	1,318	1,382	1,365	1,365
101-6103-461-43-01	Maintenance & Service Contracts	4,322	2,355	3,243	3,243
101-6103-461-43-03	Equipment Repairs & Maintenance	2,382	5,541	6,682	6,682
101-6103-461-43-04	Building Repairs & Maintenance	150	-	796	796
101-6103-461-44-01	Rental & Leases	-	-	114	114
101-6103-461-44-02	Rentals (< 1 year)	112	114	-	-
101-6103-461-53-01	Data Processing	456	506	485	485
101-6103-461-53-05	Fire Alarm & Security	1,650	1,699	1,700	1,700
101-6103-461-53-06	Postage	-	-	-	-
101-6103-461-53-07	Telephone	1,452	1,483	2,310	2,310
101-6103-461-56-01	Membership Fees	-	250	285	285
101-6103-461-61-01	Office Supplies	220	347	418	418
101-6103-461-61-09	IT Refresh Costs	372	371	516	425
101-6103-461-61-33	Electrical Supplies	337	-	200	200
101-6103-461-62-01	Electricity	16,287	13,968	16,288	16,288
101-6103-461-64-01	Books & Periodicals	50	84	85	85
101-6103-461-80-09	Property Taxes/User Fees	10,144	10,144	10,145	10,145
101-6103-461-80-10	Late Fees	3	-	-	-
<b>General Fund Total</b>		<b>55,518</b>	<b>54,587</b>	<b>61,164</b>	<b>62,078</b>
<b>Capital Improvement Fund</b>					
201-6103-461-74-18	Other (\$500-\$5,000)	1,200	-	-	-
201-6103-461-74-24	Computer IT Lease Program	240	239	276	197
<b>Capital Improvement Fund Total</b>		<b>1,440</b>	<b>239</b>	<b>276</b>	<b>197</b>

**ROADS MAINTENANCE - 3185**

The Roads Maintenance Department works to ensure proper operation and maintenance in order to provide safe and efficient infrastructure that is able to support public needs and steer infrastructure expansion towards growth management efforts that support the County's targeted Economic areas. The department maintains County infrastructure associated with transportation and includes the maintenance and oversight of paved and dirt roads, signage, potholes, curb and gutter repairs, dust control and construction of subdivisions by contractors.

**GOALS**

1. Improve response time to complete work order requests
2. Develop a communication plan to notify residents of work being performed in their area prior to the commencement of projects
3. Update work order system through the use of modern technology and programs

**SERVICE AREAS**

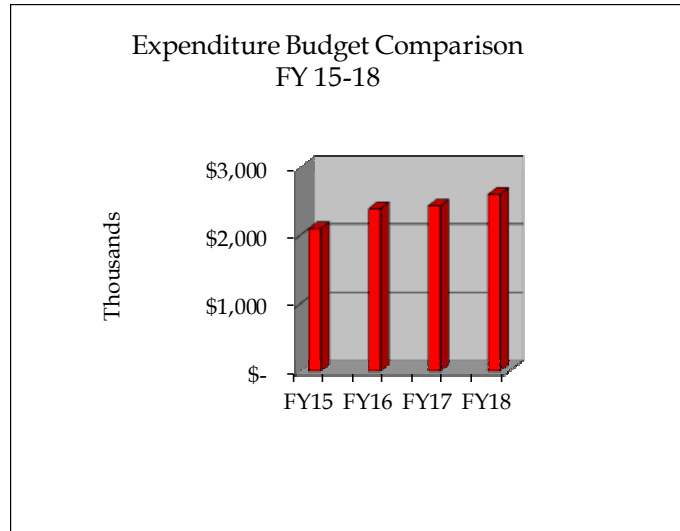
**Maintain Dirt Roads:** Dorchester County has over 60 miles of County dirt roads in the unincorporated areas. The Roads Maintenance Department has a challenge to maintain these roads and keep them safe and passable. This generally requires grading and graveling at least on a monthly basis. Storm events often upset established schedules and often require additional emergency repair work.

**Maintain Paved Roads:** Dorchester County has over 435 miles of County paved roads in the unincorporated areas. Roads Maintenance maintains County highways in a drivable condition by patching potholes and repaving rough areas and repaving entire streets. SC DOT maintains State and Federal Highways. Towns maintain the roads within their jurisdiction.

**Administers the DCTC:** The Dorchester County Transportation Committee (DCTC) has been very successful. It puts down more pavement per dollar than any other C-Fund Committee in the State. The Public Works Department and the SC DOT administer the program. The committee sorts priorities and makes decisions. The Public Works Department prepares the RFP's and manages the contracts.

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	47	47	47	47	0
(PT)	0	0	0	0	0
Charges for Services	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Personnel	\$ 1,792,444	\$ 1,951,068	\$ 2,061,063	\$ 2,127,414	\$ 66,351
Operating	212,521	170,587	186,241	196,410	10,169
Capital	94,971	268,564	183,798	275,098	91,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,099,936</b>	<b>\$ 2,390,219</b>	<b>\$ 2,431,102</b>	<b>\$ 2,598,922</b>	<b>\$ 167,820</b>

**ROADS MAINTENANCE - 3185**



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect increase in fuel.

Capital expenditures reflect IT Refresh Costs, funds for various road, sidewalk and parking lot improvement projects, as well as the purchase of the following replacements:

Asset #11492	\$22,000
Asset #100005	\$27,000
Asset #100069	\$65,300

**Funding approved for 47 full-time equivalents:**

**No. of FTE:**

Admin II	1.00
Admin IV	1.00
Civil Engineer	1.00
Crew Supervisor	3.00
Director of Public Works	1.00
Engineering Manager	1.00
Guard	1.00
Maintenance Worker	12.00
MEO I	8.00
MEO II	6.00
MEO III	9.00
Operations Manager	1.00
Superintendent Transportation/Stormwater	1.00
Vac Truck Operator	<u>1.00</u>
	<b>47.00</b>

**ROADS MAINTENANCE - 3185**

There are a total of eleven positions within Road Maintenance, Stormwater and Solid Waste that are split between these departments based on the work they perform for each department. Additionally, the following three positions continue to be frozen in FY2018; Maintenance Worker, MEO I and Vac Truck Operator.

**OBJECT**

- 57-01 Funding to pay for employees traveling expenses to attend seminars or training courses.
- 61-31 Funding for materials used to repair utilities damaged during excavations.
- 61-41 Includes stabilized aggregate course for road repair.
- 61-43 Funds for top soil, sod, etc. for placement after making repairs when necessary.
- 61-50 Funds to purchase supplies to make and install signs on County maintained roads.

<b>Performance Indicators</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Miles of dirt roads maintained	200	195	56	60
Number of Potholes Repaired	1,810	1,800	2,509	1,620
C-Funds Program Number Miles Paved	9	10	10	12
Number of acres maintained	100	100	100	100
Responses to Work Orders	375	375	321	350
Driveways Installed	29	30	28	30

**ROADS MAINTENANCE - 3185**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-3185-431-11-01	Regular Wages	1,193,232	1,290,784	1,390,491	1,423,590
101-3185-431-13-01	Overtime Wages	-	37,409	6,681	6,681
101-3185-431-21-01	Employee Group Health Insurance	217,591	223,734	249,368	233,122
101-3185-431-21-02	Employee Group Dental Insurance	3,014	2,619	6,139	6,335
101-3185-431-22-01	Social Security and Medicare	85,219	95,949	106,154	106,531
101-3185-431-23-01	State and Police Retirement	129,831	147,051	159,879	193,944
101-3185-431-25-01	Unemployment Compensation	-	580	-	-
101-3185-431-26-01	Workers Compensation	163,557	152,942	142,351	157,211
101-3185-431-32-01	Training & Professional Development	656	125	1,500	1,000
101-3185-431-33-09	Other Contracted Personnel	2,490	6,609	3,600	3,600
101-3185-431-43-01	Maintenance & Service Contracts	1,969	-	-	-
101-3185-431-43-02	Vehicle Repairs & Maintenance	94	10,613	101	101
101-3185-431-43-03	Equipment Repairs & Maintenance	1,198	593	15,128	1,000
101-3185-431-43-09	Other Repairs & Maintenance	-	-	250	250
101-3185-431-44-01	Rental & Leases	1,184	608	1,200	1,200
101-3185-431-44-02	Rentals (< 1 year)	46	60	100	100
101-3185-431-45-20	Site Improvements	-	(8,015)	25,000	-
101-3185-431-53-01	Data Processing	33	39	40	40
101-3185-431-53-02	Mobile & Cellular Telephones	2,475	2,555	2,500	2,500
101-3185-431-53-06	Postage	76	-	80	80
101-3185-431-53-07	Telephone	17	42	60	60
101-3185-431-53-08	Communications Support	-	5,891	6,500	6,500
101-3185-431-56-01	Membership Fees	183	266	500	500
101-3185-431-57-01	Travel	-	-	500	500
101-3185-431-61-01	Office Supplies	831	1,500	1,000	1,000
101-3185-431-61-03	Medical & Medicine	465	917	250	250
101-3185-431-61-07	Computer Equipment (Less than \$500)	320	-	-	-
101-3185-431-61-09	IT Refresh Costs	702	702	703	-
101-3185-431-61-10	Safety Equipment Supplies	-	181	275	275
101-3185-431-61-24	Per Copy Copier Charges	-	-	-	500
101-3185-431-61-31	Building Materials	791	510	500	500
101-3185-431-61-36	Equipment Repair Parts	3,523	2,502	2,500	2,500
101-3185-431-61-40	Asphalt Supplies	20,643	17,814	33,786	33,786
101-3185-431-61-41	ROC Supplies	29,030	22,377	28,000	28,000
101-3185-431-61-43	Top Soil/Sod/Lawn	2,700	875	3,500	3,500
101-3185-431-61-50	Chemicals	526	1,686	1,000	1,000
101-3185-431-61-51	Sign & Sign Materials	18,964	19,407	20,000	20,000
101-3185-431-61-52	Small Hand Tools	3,802	1,488	1,000	1,000
101-3185-431-61-55	Uniforms & Clothing	12,070	13,654	13,100	13,100
101-3185-431-61-98	Miscellaneous Supplies	839	-	1,000	1,000
101-3185-431-62-01	Electricity	122	-	-	-
101-3185-431-62-02	Fuel	104,985	65,746	20,770	70,770
101-3185-431-63-01	Food	1,495	1,774	1,500	1,500
101-3185-431-64-01	Books & Periodicals	253	-	100	100
101-3185-431-80-07	Parking Lots	-	68	68	68
101-3185-431-80-09	Property Taxes/User Fees	-	-	130	130
101-3185-431-80-10	Late Fees	39	-	-	-
<b>General Fund Total</b>		<b>2,004,965</b>	<b>2,121,655</b>	<b>2,247,304</b>	<b>2,323,824</b>
<b>Capital Improvement Fund</b>					
201-3185-431-73-07	Road Improvements	-	-	50,000	150,000
201-3185-431-74-01	Heavy Equipment	93,490	44,204	84,000	-
201-3185-431-74-02	Vehicles	-	126,813	49,000	114,300
201-3185-431-74-07	Computer Software	-	-	-	10,000
201-3185-431-74-18	Other (\$500-\$5,000)	781	-	-	-
201-3185-431-74-24	Computer IT Lease Program	700	797	798	798
<b>Capital Improvement Fund Total</b>		<b>94,971</b>	<b>268,564</b>	<b>183,798</b>	<b>275,098</b>

**STORMWATER – 3183**  
**ENTERPRISE FUND (603)**

The mission of the Stormwater Department is to minimize risk of flooding and seek to improve the quality of stormwater runoff reaching waters of the state in order to promote a quality of life which encourages economic development and be in compliance with Federal, State and County requirements. The department is responsible for sustaining the County stormwater systems to include all infrastructure with dedicated easements and/or right of way. This includes driveway installations, cutting and cleaning canals and ditches, erosion and sediment control measures (BMP's) and stormwater management inspections on pre and post construction for residential and commercial development, taking inventory of all drainage infrastructure and replacement and/or new installation of drainage infrastructure (capital program).

**GOALS**

1. Develop a process to identify/prioritize flooding problems.
2. Identify stormwater infrastructure needs and continue to repair, replace and/or install new infrastructure (capital program).
3. Continue to implement the six minimum measures required under the MS4 Stormwater Permit.
4. Continue to implement plan review to include compliance with the pre and post construction requirements regulated under the Federal, State and County regulations and ordinances.

**SERVICE AREAS**

**Installs Driveway Pipes:** The Stormwater Department installs driveway drainage pipes for those property owners requesting them. Drainage pipes have to be properly sized and installed on grade to tie into the existing drainage pipe. The owner is charged for the cost of materials and the County provides the labor to install the pipe.

**Maintains Drainage Ditches/Canals:** The County maintains drainage ditches and canals within easements or ROWs to ensure flow is maintained to include cutting, maintaining ditch configuration and removal of obstructions.

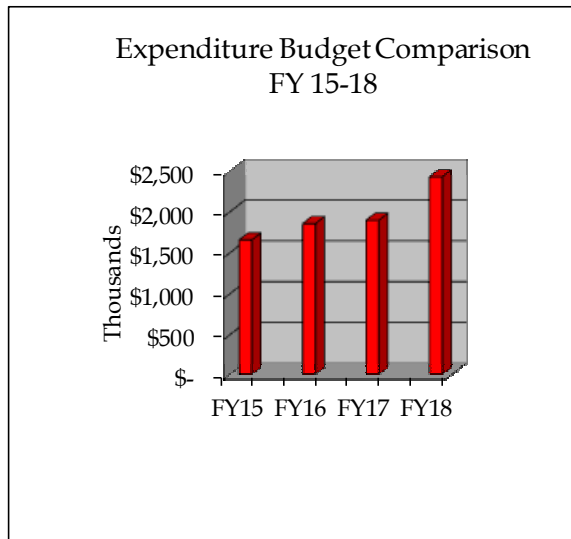
**Inspects Construction Sites:** Federal, State and County regulations require developers and contractors to maintain erosion control measures during and after construction for the purpose of improving the quality and quantity of stormwater runoff. Silt fences and other erosion control devices reduce the amount of sediment from discharging into waters of the state. Inspectors ensure the procedures are being followed and that these steps are properly maintained.

**Maintains Drainage Inventory:** As required by the MS4 Permit and County Ordinance, the Stormwater Department must maintain an inventory of existing ditches, drain pipes, streams and rivers that convey stormwater runoff. The inventory is used to facilitate maintenance and sustainability of the piping systems (replacement/upsizing/new).

**Reviews Development Plans:** Development plans prepared by registered engineers, calculate the amount of rainfall runoff generated as a result of new construction. The Stormwater Department reviews these plans to ensure compliance with State, Federal and County requirements. One criteria is to ensure post development runoff does not exceed predevelopment figures and erosion and stormwater control measures pre and post are properly designed and installed correctly.

**STORMWATER – 3183**  
**ENTERPRISE FUND (603)**

<b>Division Summary:</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Approved</b>	<b>Change</b>
Positions:					
(PFT)	24	24	24	24	0
(PT)	0	0	0	0	0
Charges & Fees	\$ 1,549,021	\$ 1,554,590	\$ 1,595,400	\$ 2,370,000	\$ 774,600
Interest	5,299	10,357	8,000	9,000	1,000
Miscellaneous	58,765	44,952	45,000	50,000	5,000
Other Sources	35,999	16,446	250,000	-	(250,000)
<b>TOTAL REVENUES</b>	<b>\$ 1,649,084</b>	<b>\$ 1,626,345</b>	<b>\$ 1,898,400</b>	<b>\$ 2,429,000</b>	<b>\$ 530,600</b>
Personnel	\$ 894,691	\$ 944,752	\$ 1,176,665	\$ 1,221,029	\$ 44,364
Operating	580,035	561,391	289,571	337,737	48,166
Capital	3,775	165,834	251,529	689,599	438,070
<b>TOTAL EXPENDITURES</b>	<b>1,478,501</b>	<b>1,671,977</b>	<b>1,717,765</b>	<b>2,248,365</b>	<b>530,600</b>
Interfund Transfers Out	179,694	185,324	180,635	180,635	-
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 1,658,195</b>	<b>\$ 1,857,301</b>	<b>\$ 1,898,400</b>	<b>\$ 2,429,000</b>	<b>\$ 530,600</b>



**FUNDING ADJUSTMENTS FOR FY2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases as well as a Guard position being unfrozen for FY2018.

Operating expenditures reflect an increase due to funding allocated for pipe replacement and slip lining projects in FY2018.

Capital expenditures reflect funding for the purchase of a work order system, a skid steer and menzi muck as well as two additional vehicles for the surveying and ditch cleaning crews.

**STORMWATER – 3183**  
**ENTERPRISE FUND (603)**

<u>Funding approved for 24 full-time equivalents:</u>	<u>No. of FTE:</u>
Admin III	1.00
Administrative Services Manager	1.00
Civil Engineering Tech	3.00
Codes Enforcement Officer	2.00
Crew Supervisor	1.00
Guard	3.00
Maintenance Worker	3.00
MEO I	3.00
MEO II	3.00
Survey Instrument Technician	2.00
Survey Party Crew Chief	<u>2.00</u>
	<b>24.00</b>

There are a total of eleven positions within Road Maintenance, Stormwater and Solid Waste that are split between these departments based on the work they perform for each department. Additionally, the following four positions continue to be frozen in FY2018; Codes Enforcement Officer, Maintenance Worker, Survey Instrument Technician and Survey Party Crew Chief.

**OBJECT**

- 32-01 Employees to be trained by SC Stormwater Managers Association.
- 57-01 Travel expenses due to training seminars and work related courses.
- 61-42 Drainage pipe for maintenance, repair and improvement of the County drainage system.

**Performance Indicators**

	FY15	FY16	FY17	FY18
	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Projected</u>
Driveway Pipes Installed	18	20	28	30
Miles of Canals/Ditches Mowed	96	96	98	98
Pipe Replacement (FT)	550	600	784	800
New Pipe Installed (FT)	485	500	460	500
Work Orders	250	275	232	240
Plans review	52	60	81	80
Plans approved	40	50	29	30
Erosion Control Inspections	408	450	390	400
RMAA Inspections	35	40	32	35

**STORMWATER – 3183**  
**ENTERPRISE FUND (603)**

**REVENUES**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>Delinquent Tax Collector</b>					
603-1520-344-31-00	Stormwater Fees	97,326	147,949	95,000	100,000
<b>Non-departmental</b>					
603-6999-391-10-00	Transfer in from General Fund	22,644	911	-	-
<b>Stormwater Utility</b>					
603-3183-344-31-00	Stormwater Fees	(85)	(67)	-	-
603-3183-370-91-00	Miscellaneous Sales	1,950	-	-	-
603-3183-392-01-00	Sale of Fixed Assets	13,355	15,535	-	-
603-3183-370-11-00	Sales of Pipe	17,124	9,205	5,000	5,000
603-3183-370-14-00	Sale of Scrap Metal	205	563	-	-
603-3183-370-89-00	Plan Review Revenue	39,486	35,184	40,000	45,000
603-3183-344-58-00	Inspection Fees	56,850	65,467	62,400	82,000
603-3183-391-09-00	Use of Fund Balance	-	-	250,000	-
<b>Treasurer</b>					
603-1585-344-31-00	Stormwater Fees	1,372,562	1,341,240	1,438,000	2,188,000
603-1585-361-12-00	Treasurer's Interest	5,299	10,357	8,000	9,000
603-1585-344-33-00	North Charleston STWMF Fees 5%	22,368	-	-	-
<b>Revenues Total</b>		<b>1,649,084</b>	<b>1,626,344</b>	<b>1,898,400</b>	<b>2,429,000</b>

**STORMWATER – 3183**  
**ENTERPRISE FUND (603)**

**EXPENDITURES**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>Enterprise Funds</b>					
603-3183-431-11-01	Regular Wages	597,437	628,367	804,146	810,393
603-3183-431-13-01	Overtime Wages	-	14,944	7,834	7,834
603-3183-431-21-01	Employee Group Health Insurance	117,410	121,246	136,063	150,145
603-3183-431-21-02	Employee Group Dental Insurance	1,367	1,070	2,591	3,261
603-3183-431-21-50	OPEB Cost	6,130	5,244	9,963	9,494
603-3183-431-22-01	Social Security and Medicare	41,426	46,143	64,401	60,480
603-3183-431-23-01	State and Police Retirement	74,918	75,207	93,865	110,698
603-3183-431-26-01	Workers Compensation	56,003	52,531	57,802	68,724
603-3183-431-32-01	Training & Professional Development	2,528	1,134	1,500	12,850
603-3183-431-33-06	Engineers	9,981	-	-	-
603-3183-431-33-09	Other Contracted Personnel	61,791	48,957	50,000	57,300
603-3183-431-34-03	Environmental Testing & Monitoring	-	-	-	10,000
603-3183-431-43-01	Maintenance & Service Contracts	11,872	1,125	6,000	8,622
603-3183-431-43-02	Vehicle Repairs & Maintenance	495	47	500	500
603-3183-431-43-03	Equipment Repairs & Maintenance	3,831	4,312	4,500	10,000
603-3183-431-44-01	Rental & Leases	964	608	2,000	2,000
603-3183-431-44-02	Rentals (< 1 year)	6	103	400	400
603-3183-431-45-20	Site Improvements	20,926	121,810	250,000	260,000
603-3183-431-52-01	Various Insurance Liabilities	34,419	45,578	50,000	35,000
603-3183-431-53-01	Data Processing	489	496	580	580
603-3183-431-53-02	Mobile & Cellular Telephones	2,843	2,966	2,700	3,352
603-3183-431-53-04	Radio Communications	-	-	-	677
603-3183-431-53-06	Postage	500	219	500	500
603-3183-431-53-07	Telephone	97	119	120	120
603-3183-431-53-08	Communications Support	5,387	9,405	9,500	10,000
603-3183-431-54-01	Advertising	168	-	-	-
603-3183-431-55-05	Copying Charges	63	164	200	200
603-3183-431-56-01	Membership Fees	890	1,065	1,000	1,500
603-3183-431-57-01	Travel	3,113	1,243	500	7,000
603-3183-431-61-01	Office Supplies	3,426	5,736	5,000	5,323
603-3183-431-61-03	Medical & Medicine	396	237	250	250
603-3183-431-61-04	Training Supplies	968	-	500	500
603-3183-431-61-06	Computer Software	-	-	200	700
603-3183-431-61-07	Computer Equipment (Less than \$500)	-	-	100	100
603-3183-431-61-08	Office Furniture (Less than \$500)	321	679	500	1,000
603-3183-431-61-10	Safety Equipment Supplies	735	870	800	1,000
603-3183-431-61-12	Communications Supplies	65	290	150	150
603-3183-431-61-24	Per Copy Copier Charges	-	-	-	1,000
603-3183-431-61-31	Building Materials	2,199	2,583	2,500	2,500
603-3183-431-61-33	Electrical Supplies	-	300	-	-
603-3183-431-61-35	Vehicle Repair Parts	3,453	4,984	5,000	5,000
603-3183-431-61-36	Equipment Repair Parts	11,133	26,846	16,000	16,000
603-3183-431-61-37	Oil & Lubrication	3,890	4,008	3,000	3,000
603-3183-431-61-40	Asphalt Supplies	2,326	7,676	9,000	10,000
603-3183-431-61-41	ROC Supplies	30,022	30,024	28,000	25,700
603-3183-431-61-42	Pipe for Roads	11,619	11,956	12,000	12,013
603-3183-431-61-43	Top Soil/Sod/Lawn	4,029	2,792	3,000	3,000
603-3183-431-61-50	Chemicals	1,212	994	2,000	2,100
603-3183-431-61-51	Sign & Sign Materials	3,184	4,531	1,500	1,600
603-3183-431-61-52	Small Hand Tools	2,489	2,312	2,000	2,000
603-3183-431-61-54	Tires	4,579	5,363	5,000	5,000
603-3183-431-61-55	Uniforms & Clothing	6,942	7,238	8,371	9,000
603-3183-431-61-71	Manhole & Accessories	3,064	835	2,500	2,500
603-3183-431-61-98	Miscellaneous Supplies	1,089	914	1,000	1,000
603-3183-431-62-01	Electricity	6,293	5,935	7,000	7,000
603-3183-431-62-02	Fuel	48,158	37,997	40,000	55,000
603-3183-431-63-01	Food	1,248	1,402	1,500	2,000
603-3183-431-64-01	Books & Periodicals	-	600	600	600
603-3183-431-74-01	Heavy Equipment	-	-	-	334,943
603-3183-431-74-02	Vehicles	-	164,400	-	69,150
603-3183-431-74-07	Computer Software	-	-	-	10,000
603-3183-431-74-16	Communications Equipment \$500-\$5,000	-	-	-	7,800
603-3183-431-74-18	Other (\$500-\$5,000)	2,074	-	-	-
603-3183-431-74-24	Computer IT Lease Program	1,701	1,434	1,529	7,706
603-3183-431-80-07	Parking Lots	2,017	19	2,000	2,000
603-3183-431-80-09	Property Taxes/User Fees	85	85	100	100
603-3183-431-80-85	Direct Assistance	130,000	-	-	-
603-3183-431-80-92	Depreciation Expenses	134,730	154,834	-	-
603-3183-431-90-02	Operating Transfers Out to Capital Improver	5,146	10,667	-	-
603-3183-431-90-04	Operating Transfers Out to General Fund	174,548	174,657	180,635	180,635
<b>Enterprise Funds Total</b>		<b>1,658,195</b>	<b>1,857,301</b>	<b>1,898,400</b>	<b>2,429,000</b>

**SOLID WASTE - 3284**  
**ENTERPRISE FUND (605)**

The mission of the Solid Waste Department is to provide for the collection and disposal of Solid Waste from the County's residents throughout the County by use of the convenience sites and to encourage not only recycling, but also reuse and reduce in order to minimize waste disposal. Dorchester County utilizes a comprehensive public education program for K-12 and adult education in an effort to achieve its mission.

**GOALS**

1. Increase recycling rates.
2. Prepare a plan to begin a curbside franchise for MSW and recyclables.
3. Hire a Recycling & Education Coordinator.
4. Prepare capital plan to address convenience site safety and working conditions.
5. Identify and implement cost reductions at convenience sites.

**SERVICE AREAS**

**Tire Recycling Collection Program:** Solid Waste monitors the numbers of tires being collected (Truck, Passenger, off-road plus rims) from the various tire collection points. When certain numbers are reached, a County truck is dispatched to make collections. The County then transports the tires to a SCDHEC approved recycling/disposal facility.

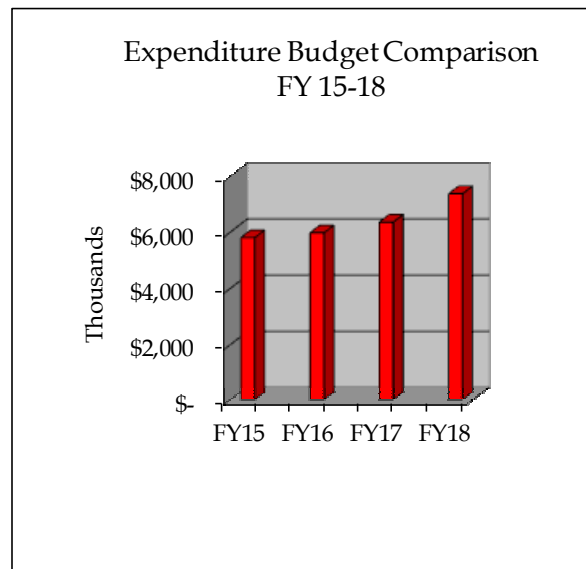
**Collection Site Operation:** The County has twelve (12) convenience sites and two (2) yard debris sites in the unincorporated area for residential use. Each site is manned and requires the sorting of various elements: Paper, cardboard, oil, batteries, glass, white goods, brown goods, and E-Waste. Each container is monitored and when it reaches maximum capacity, the vendor is contacted for pick-up.

**Separation of White Goods:** The County has five (5) convenience sites in the unincorporated area that collect White Goods. White goods are separated and readied for proper disposal. Each container is monitored and when it reaches maximum capacity, the vendor is contacted for pick-up.

**Separation of Commingled Goods:** The County has five (5) convenience sites in the unincorporated area that accept plastics, glass and aluminum. Each site is manned and requires the sorting of various elements. Commingled goods are separated and readied for proper disposal. Each container is monitored and when it reaches maximum capacity, the vendor is contacted for pick-up.

**SOLID WASTE - 3284**  
**ENTERPRISE FUND (605)**

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	18	18	19	19	0
(PT)	38	38	38	39	1
Intergovernmental	\$ 54,077	\$ 57,650	\$ 56,000	\$ 56,000	\$ -
Charges & Fees	6,370,972	5,792,246	6,293,150	6,293,000	(150)
Interest	6,331	10,616	-	10,000	10,000
Miscellaneous	-	-	-	-	-
Other Sources	14,147	(14,360)	-	1,000,000	1,000,000
<b>TOTAL REVENUES</b>	<b>6,445,527</b>	<b>5,846,152</b>	<b>6,349,150</b>	<b>7,359,000</b>	<b>1,009,850</b>
Personnel	\$ 1,469,127	\$ 1,472,426	\$ 1,711,657	\$ 1,676,901	\$ (34,756)
Operating	4,025,154	4,147,380	4,119,392	5,115,895	996,503
Capital	1,912	868	172,672	220,775	48,103
<b>TOTAL EXPENDITURES</b>	<b>5,496,193</b>	<b>5,620,674</b>	<b>6,003,721</b>	<b>7,013,571</b>	<b>1,009,850</b>
Interfund Transfer Out	301,850	350,727	345,429	345,429	-
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 5,798,043</b>	<b>\$ 5,971,401</b>	<b>\$ 6,349,150</b>	<b>\$ 7,359,000</b>	<b>\$ 1,009,850</b>



**FUNDING ADJUSTMENTS FOR FY2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases as well as an additional part-time Site Attendant position being added in FY2018.

Operating expenditures reflect an increase due to funding being allocated for site improvement projects in FY2018.

**SOLID WASTE - 3284**  
**ENTERPRISE FUND (605)**

Capital expenditures reflect IT Refresh Costs, funding for the purchase of a work order system, a new vehicle for the Recycling Education Coordinator, as well as the replacement of Asset #100053.

<u>Funding approved for 38.50 full-time equivalents:</u>	<u>No. of FTE:</u>
Environmental Services Officer	2.00
Maintenance Worker	5.00
MEO I	3.00
MEO III	1.00
Purchasing Assistant*	1.00
Recycling and Education Coordinator	1.00
Sanitation Equipment Operator	2.00
Site Attendant	19.50
Site Operator	1.00
Solid Waste Crew Supervisor	1.00
Solid Waste Manager	1.00
Solid Waste Superintendent	<u>1.00</u>
	<b>38.50</b>

There are a total of eleven positions within Road Maintenance, Stormwater and Solid Waste that are split between these departments based on the work they perform for each department.

**OBJECT**

- 32-01 Includes Keep America Beautiful dues and newsletter.
- 34-03 Funding for monitoring wells at the old county landfill as required by SCDHEC.
- 34-06 Includes recycling contract, Charleston Recycling Center, Carolina Waste (compost), and Universal Environmental Services (motor oil).
- 42-02 Fees for garbage disposal (Oakridge Landfill, Green Box contract, C&D brown goods).
- 44-01 Rent for convenience centers as per contracts with landowners.
- 54-01 Printed brochures and public service announcements for advertising.
- 56-01 Includes membership to SWANA, SCBBI, CCEA, BOASC, and SC Recycling Association.

**SOLID WASTE - 3284**  
**ENTERPRISE FUND (605)**

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Tons per year for tires	206	198	191	250
Pick-up sites for Recyclables tons per year*	66	58	102	100
Tons Per Year for White Goods	504	624	985	1,000
Roadside Pick-up Tons Per Year	27	24	34	35
Mixed Paper - Tons Per Year**	963	1,031	1,129	1,150
Comingled - Tons Per Year***	350	471	628	650
Tons per year MSW DISPOSED	68,000	75,493	76,444	78,000
Used Motor Oil (Gallons/Year)	16,946	20,342	21,753	22,000
E-Scrap Hauled (Tons/Year)	227	192	248	250

\*Includes cardboard & mixed papers from schools

\*\*Includes cardboard & mixed papers from convenience sites

\*\*\*Includes plastic, glass & aluminum/steel cans from convenience sites

**REVENUES**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
Solid Waste					
605-3284-331-80-00	Solid Waste Grants-Tire Fee Rebate2	54,077	57,649	56,000	56,000
605-3284-344-43-00	Host Fees-Chambers	426,035	292,888	400,000	400,000
605-3284-344-46-00	User Fees-Public Works	978,086	(22,477)	500,000	100,000
605-3284-344-47-00	User Fees-Treasurer	4,524,931	5,071,484	5,093,150	5,318,000
605-3284-344-49-00	Recycling Bin Sales	299	4	-	-
605-3284-344-50-00	Recycling Fees	86,496	57,093	50,000	75,000
605-3284-344-72-00	Solid Waste Delinquent Fees	355,125	393,250	250,000	400,000
605-3284-361-12-00	Treasurer's Interest	6,331	10,616	-	10,000
605-3284-391-09-00	Use of Fund Balance	-	-	-	1,000,000
605-3284-392-01-00	Sale of Fixed Assets	1,293	1,510	-	-
<b>Solid Waste Total</b>		<b>6,432,673</b>	<b>5,862,017</b>	<b>6,349,150</b>	<b>7,359,000</b>

**SOLID WASTE – 3284**  
**ENTERPRISE FUND (605)**

**EXPENDITURES**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
Enterprise Funds					
605-3284-432-11-01	Regular Wages	608,499	607,752	758,323	746,347
605-3284-432-11-02	Part-time Wages	443,896	462,013	432,811	457,179
605-3284-432-13-01	Overtime Wages	14	14,260	-	-
605-3284-432-21-01	Employee Group Health Insurance	96,443	91,420	106,942	93,843
605-3284-432-21-02	Employee Group Dental Insurance	1,434	1,150	2,893	3,020
605-3284-432-21-50	OPEB Cost	2,784	2,695	22,475	22,639
605-3284-432-22-01	Social Security and Medicare	78,457	80,616	92,181	90,827
605-3284-432-23-01	State and Police Retirement	133,264	127,815	137,695	165,171
605-3284-432-26-01	Workers Compensation	104,336	84,700	158,337	97,875
605-3284-432-32-01	Training & Professional Development	446	-	4,000	5,000
605-3284-432-33-09	Other Contracted Personnel	-	16,929	1,000	2,000
605-3284-432-34-03	Environmental Testing & Monitoring	4,650	7,106	5,000	6,000
605-3284-432-34-04	Tire Disposal	10,678	6,465	14,790	30,000
605-3284-432-34-06	Recycling	785,403	772,227	780,000	815,000
605-3284-432-41-01	Water / Sewerage	1,740	1,542	1,500	1,500
605-3284-432-42-02	Garbage Collection and Disposal	2,861,831	2,999,992	3,000,000	2,975,000
605-3284-432-43-01	Maintenance & Service Contracts	7,872	6,300	5,122	6,000
605-3284-432-43-02	Vehicle Repairs & Maintenance	13,883	-	12,168	10,000
605-3284-432-43-03	Equipment Repairs & Maintenance	211	581	2,000	2,000
605-3284-432-44-01	Rental & Leases	28,276	31,086	41,000	42,000
605-3284-432-44-02	Rentals (< 1 year)	46	69	200	1,987
605-3284-432-45-01	Contract Services	-	-	250	-
605-3284-432-45-20	Site Improvements	-	21,631	-	1,000,000
605-3284-432-52-01	Various Insurance Liabilities	44,095	41,139	50,000	35,000
605-3284-432-53-01	Data Processing	33	40	40	50
605-3284-432-53-02	Mobile & Cellular Telephones	2,743	3,027	4,000	4,000
605-3284-432-53-06	Postage	2,396	751	1,500	1,000
605-3284-432-53-07	Telephone	6,881	7,638	6,000	6,000
605-3284-432-53-08	Communications Support	5,387	8,914	12,878	12,878
605-3284-432-54-01	Advertising	51	48	500	250
605-3284-432-55-01	Printing & Binding	1,051	288	750	500
605-3284-432-56-01	Membership Fees	500	921	1,000	500
605-3284-432-57-01	Travel	1,683	811	3,300	4,000
605-3284-432-61-01	Office Supplies	2,854	4,108	5,000	4,000
605-3284-432-61-03	Medical & Medicine	153	999	1,000	800
605-3284-432-61-04	Training Supplies	300	1,900	2,000	100
605-3284-432-61-06	Computer Software	338	221	450	450
605-3284-432-61-07	Computer Equipment (Less than \$500)	260	-	400	400
605-3284-432-61-08	Office Furniture (Less than \$500)	565	473	500	500
605-3284-432-61-10	Safety Equipment Supplies	550	1,422	1,500	750
605-3284-432-61-12	Communications Supplies	-	-	500	500
605-3284-432-61-21	Law Enforcement Supplies	1,289	267	500	500
605-3284-432-61-24	Per Copy Copier Charges	-	-	1,000	1,000
605-3284-432-61-31	Building Materials	1,331	212	6,000	2,485
605-3284-432-61-35	Vehicle Repair Parts	10,932	16,588	10,000	9,000
605-3284-432-61-36	Equipment Repair Parts	10,424	9,966	10,000	9,000

**SOLID WASTE - 3284**  
**ENTERPRISE FUND (605)**

605-3284-432-61-37	Oil & Lubrication	2,791	3,069	3,000	3,000
605-3284-432-61-41	ROC Supplies	405	-	2,500	1,000
605-3284-432-61-50	Chemicals	6,049	7,782	7,000	6,000
605-3284-432-61-51	Sign & Sign Materials	-	750	5,000	2,500
605-3284-432-61-52	Small Hand Tools	3,343	1,283	3,500	2,500
605-3284-432-61-53	Recycling Supplies	995	330	1,000	1,000
605-3284-432-61-54	Tires	15,932	13,730	8,000	8,000
605-3284-432-61-55	Uniforms & Clothing	10,367	5,305	14,250	15,000
605-3284-432-61-98	Miscellaneous Supplies	3,952	4,353	4,500	2,000
605-3284-432-62-01	Electricity	20,579	18,789	16,500	16,500
605-3284-432-62-02	Fuel	55,296	35,480	55,000	55,000
605-3284-432-63-01	Food	1,094	1,463	1,500	2,000
605-3284-432-64-01	Books & Periodicals	315	325	500	500
605-3284-432-74-02	Vehicles	-	39,680	161,700	203,000
605-3284-432-74-07	Computer Software	-	-	-	10,000
605-3284-432-74-13	Furniture & Fixtures \$500-\$5,000	-	-	10,000	5,000
605-3284-432-74-18	Other (\$500-\$5,000)	1,210	-	-	-
605-3284-432-74-24	Computer IT Lease Program	702	867	972	2,775
605-3284-432-80-07	Parking Lots	-	34	-	50
605-3284-432-80-09	Property Taxes/User Fees	154	153	250	250
605-3284-432-80-10	Late Fees	80	30	-	-
605-3284-432-80-92	Depreciation Expenses	82,871	81,044	-	-
605-3284-432-90-02	Operating Transfers Out to Capital Improvements	-	10,667	-	-
605-3284-432-90-04	Operating Transfers Out to General Fund	301,850	340,060	345,429	345,429
<b>Solid Waste Total</b>		<b>5,785,964</b>	<b>6,001,276</b>	<b>6,338,106</b>	<b>7,348,555</b>

**RECYCLING**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
Enterprise Funds					
605-3285-432-34-06	Recycling	2,483	2,793	2,000	-
605-3285-432-44-01	Rental & Leases	939	608	2,000	2,000
605-3285-432-44-02	Rentals (< 1 year)	46	44	100	100
605-3285-432-53-02	Mobile & Cellular Telephones	628	632	670	670
605-3285-432-53-06	Postage	366	219	500	500
605-3285-432-54-01	Advertising	-	-	200	200
605-3285-432-55-01	Printing & Binding	68	-	125	125
605-3285-432-56-01	Membership Fees	300	300	350	350
605-3285-432-57-01	Travel	239	294	300	300
605-3285-432-61-01	Office Supplies	279	461	500	500
605-3285-432-61-09	IT Refresh Costs	499	498	499	-
605-3285-432-61-24	Per Copy Copier Charges	-	-	-	450
605-3285-432-61-30	Community Education Materials	-	-	-	500
605-3285-432-61-56	Keep America Beautiful	4,975	3,291	3,500	2,500
605-3285-432-62-02	Fuel	981	410	-	1,250
605-3285-432-63-01	Food	276	224	300	1,000
<b>Recycling Total</b>		<b>12,079</b>	<b>9,774</b>	<b>11,044</b>	<b>10,445</b>

**TRANSPORTATION AUTHORITY - 3120/3121**  
**Special Revenue Fund (521)**

Pursuant to S.C. Code Section 4-37-10, Dorchester County Council is authorized to establish a Transportation Authority with all of the rights and powers described in Section 4-37-20. The Authority was established to have the rights and powers of a public body, politic and corporate of this State, including without limitation, all of the rights and powers necessary or convenient to manage the business and affairs of the Authority for multiple transportation projects, including the 22 originally approved road projects from inception of the Dorchester County Transportation Authority.

**GOALS**

To oversee and make recommendations regarding the multiple transportation projects of the County.

**SERVICE AREAS**

**Dorchester County:** Includes the 575 square miles of the County.

**Federal and State Directives:** Ensures compliance with federal and state directives.

**Budget, Finance and Purchasing:** The Authority must comply with Dorchester County ordinances or procedures governing competitive procurement.

**REVENUE**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>Sales Tax Transportation Authority</b>					
521-3121-365-85-00	Contributed Roads	4,947,585	4,480,058	-	-
521-3121-331-66-00	SCT Infrastructure Bank	253,842	450,186	-	-
521-3121-331-10-01	Federal Grant Revenues	-	170,980	-	-
<b>Treasurer</b>					
521-1585-361-12-00	Treasurer's Interest	66,878	104,481	68,000	120,000
<b>1% Sales Tax General</b>					
521-3120-313-11-00	1% Sales Tax Roads	13,045,977	15,128,858	12,000,000	15,500,000
<b>Revenues Total</b>		<b>18,314,282</b>	<b>20,334,563</b>	<b>12,068,000</b>	<b>15,620,000</b>

\* Debt Service Interest includes an approximate annual subsidy of 35% paid to the issuer on interest for the \$68M Build America Bonds.

**EXPENDITURES**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
521-3120-431.33-01	Attorneys	11,471	5,454	8,950	10,000
521-3120-431.33-04	Auditing/Accounting	2,400	3,700	-	-
521-3120-431.52-01	Insurance	3,570	3,570	3,570	3,570
521-3120-431.57-01	Travel	3,462	2,483	1,715	2,500
521-3120-431.80-03	Bank Fees and Charges	500	250	250	250
521-3120-431.80-21	Debt Service Interest	3,295,273	3,126,015	2,945,990	3,657,003
521-3120-431.80-22	Debt Service Principal	4,520,000	4,700,000	5,185,000	5,185,000
<b>1% Sales Tax General Total</b>		<b>7,836,676</b>	<b>7,841,472</b>	<b>8,145,475</b>	<b>8,858,323</b>

All funds above the annual debt service and other administrative costs for the DCTA are used for construction of road projects in conjunction with state and federal grant funding received for projects.

**WATER AND SEWER – 3282**  
**ENTERPRISE FUND (601)**



The mission of the Water and Sewer Department is to provide our customers with safe, clean drinking water, uninterrupted service, and to protect our environment by treatment of wastewater to the highest available standards. This includes the operation and maintenance of sewage collection systems, water distribution systems, 125 pump stations, 5 potable water wells, a 10 million gallon per day (mgd) wastewater treatment facility located in North Charleston and a 1.8 mgd wastewater treatment plant located in Saint George.

**GOALS**

1. Continue to provide the best possible customer service and maintenance to the County's water and sewer systems.
2. Maintain and update the capital improvement program.
3. Continue safety meetings and training.
4. Charge customers rates that cover the cost of safely and efficiently operating the water and sewer systems.

**SERVICE AREAS**

**System Operation:** The Water and Sewer Department oversees all new construction, maintenance and repair for existing infrastructure. They own and maintain two sewer treatment plants and the associated collections system and infrastructure. There are presently 126 pump stations, hundreds of miles of sewer lines, and a staff of 45 persons operating the system. The Dorchester County Water and Sewer Department operates (5) well sites: Woodlands, Edisto Tribal Council 1 and 2 (Bridlewood), the Dorchester County Public Works Building and I-95/Wilco. The Dorchester County Water Authority (a Special Purpose District), Summerville Commissioner of Public Works (a Municipal Utility) and Charleston Water System also provide water to County residents.

**24-hour Maintenance and Repair:** The sewer system requires maintenance and repair daily at all hours, to keep it operating at peak efficiency. On call personnel respond to emergencies after working hours. The system and equipment must be inspected, tested, maintained and updated continuously to meet regulatory standards.

**Plans Review:** Construction drawings and specifications are reviewed to determine if the overall system will work as planned, that the system is consistent with the County's Construction Specifications and the Water and Sewer Ordinance and there will be adequate capacity available for the developed lots. Each developer is required to provide sewer and water services for the lots that are developed.

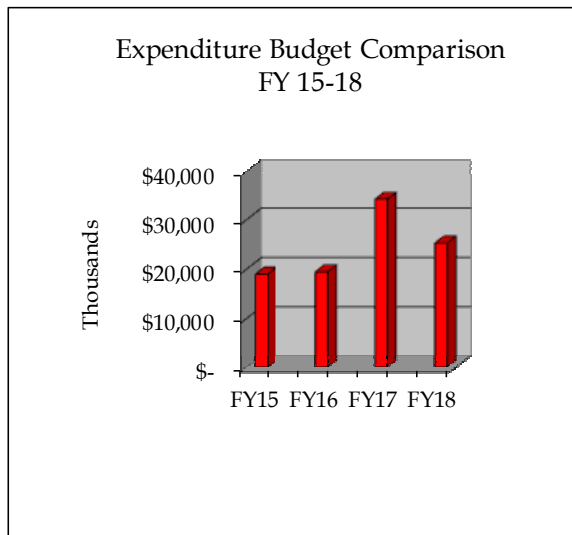
**Expanding the system:** The Water and Sewer Department personnel inspect and test new developments prior to accepting them for operations and maintenance. Once the development is compliant, the ownership of these assets and the associated easements are transferred to the County.

**Revenue Generation:** The Water and Sewer Department is operated as an Enterprise Fund and does not use any tax dollars for operations and maintenance. All fees are user generated. All activities are monitored and approved by County Council. The Water and Sewer Department can issue revenue

**WATER AND SEWER - 3282**  
**ENTERPRISE FUND (601)**

bonds for expansions. When persons fail to pay their bill in a timely manner, service may be disconnected. Once the account is current, the water and/or sewer service is restored to the customer.

<b>Department Summary:</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Approved</b>	<b>Change</b>
Positions:					
(PFT)	79	79	84	89	5
(PT)	0	0	0	0	0
Charges and Fees	\$ 25,726,910	\$ 23,981,531	\$ 20,071,100	\$ 21,043,689	\$ 972,589
Intergovernmental	51,515	48,023	-	-	-
Interest	37,816	73,556	43,015	20,784	(22,231)
Miscellaneous	3,004,962	5,430,511	22,802	23,486	684
Other Sources	161,193	13,523	13,878,000	4,160,000	(9,718,000)
<b>TOTAL REVENUES</b>	<b>\$ 28,982,396</b>	<b>\$ 29,547,144</b>	<b>\$ 34,014,917</b>	<b>\$ 25,247,959</b>	<b>\$ (8,766,958)</b>
Interfund Transfer In	315,239	474,115	158,670	79,560	(79,110)
<b>TOTAL SOURCES</b>	<b>\$ 29,297,635</b>	<b>\$ 30,021,259</b>	<b>\$ 34,173,587</b>	<b>\$ 25,327,519</b>	<b>\$ (8,846,068)</b>
Personnel	\$ 3,907,588	\$ 4,140,400	\$ 4,597,343	\$ 5,161,739	\$ 564,396
Operating	11,989,045	12,208,891	7,418,365	8,408,437	990,072
Capital	44,998	71,875	14,844,142	5,038,102	(9,806,040)
Debt Service	1,784,872	1,847,524	6,039,710	5,445,214	(594,496)
<b>TOTAL EXPENDITURES</b>	<b>17,726,503</b>	<b>18,268,690</b>	<b>32,899,560</b>	<b>24,053,492</b>	<b>(8,846,068)</b>
Interfund Transfer Out	1,304,736	1,223,338	1,274,027	1,274,027	-
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 19,031,239</b>	<b>\$ 19,492,028</b>	<b>\$ 34,173,587</b>	<b>\$ 25,327,519</b>	<b>\$ (8,846,068)</b>



**WATER AND SEWER – 3282**  
**ENTERPRISE FUND (601)**

**FUNDING ADJUSTMENTS FOR FY2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases. Five positions were added in FY2018: (2) System Operator Apprentice’s, Industrial Electrician, Warehouse Clerk and a Plant Mechanic as well as 25 various reclassifications as part of an overall reorganization of the Water & Sewer department.

Operating expenditures reflect increases in various operational costs associated with water & sewer service for FY2018.

Capital expenditures reflect IT Refresh Costs for computers owned by the County, water and sewer projects budgeted in the Water & Sewer CIP for FY2018 as well as other items as follows:

Roof replacement on the admin building at the lower WWTP	\$17,000
Utility cart for plant operations	\$10,000
Replacement utility cart at the lower WWTP	\$10,000
100KW Stationary generator	\$110,000
Fork lift to the upper WWTP	\$39,000
Inventory software, GIS interface with Logics and Operations and Maintenance Software	\$67,245
Repairs and replacements related to maintenance at the Wastewater Treatment Plants	\$360,311
Furniture, fixtures, computer and communications equipment	\$32,945

Replacement of various vehicles as recommended in the 5 year capital replacement plan:

Asset #09994	\$25,000
Asset #100018	\$29,375
Asset #11375	\$30,000
Asset #100083	\$30,000
Asset #100318	\$30,250
Asset #12470	\$35,000
Asset #100102	\$38,000

**Funding proposed for 89 full-time equivalents:**

**No. of FTE:**

Admin III (Accounting Clerk)	1.00
Admin IV	1.00
Civil Engineering Technician/GIS	1.00
CMOM CCTV Inspector	2.00
CMOM Supervisor	1.00
Customer Service Representatives	6.00
Customer Service Supervisor	1.00
Director of Administration & Utility Services	1.00
Director of Water & Sewer	1.00
Dispatch Clerk	1.00
Engineering & New Construction Manager	1.00
Finance & Customer Service Manager	1.00
Finance Supervisor	1.00

**WATER AND SEWER - 3282**  
**ENTERPRISE FUND (601)**

Grease Trap/Pretreatment Inspector	1.00
Grounds Keeper	2.00
Industrial Electrician	3.00
Metering/Data Management Supervisor	1.00
New Construction Inspector	1.00
Operations & Maintenance Manager	1.00
Operations & Maintenance Superintendent	1.00
Wastewater Plant Manager	2.00
Water Superintendent	1.00
Plant Mechanic	1.00
Pretreatment/Engineering Administrator	1.00
Pumpstation Inspector	1.00
Pumpstation Superintendent	1.00
Pumpstation Technician	6.00
Purchasing Assistant	1.00
Senior Wastewater Plant Manager	1.00
Senior Water & Sewer Engineer	1.00
Sewer Inspector	1.00
Survey Instrument Person	1.00
Surveyor	1.00
System Operators (Apprentice)	19.00
Utility Locator	3.00
Utility Crew Supervisor	3.00
Vacuum Truck Operator	2.00
Vacuum Truck Technician	2.00
Valve Maintenance Supervisor	1.00
Warehouse Clerk	1.00
Water Inspector	1.00
Water Treatment & Distribution Operator (A)	1.00
Water Treatment & Distribution Operator (D)	1.00
Wastewater Plant Operator (A)	1.00
Wastewater Plant Operator (Apprentice)	<u>6.00</u>
	<b>89.00</b>

**OBJECT**

- 33-09 Cost of work performed by outside sources.
- 34-03 Monthly and quarterly testing required by SCDHEC and EPA for wastewater plant and water system.
- 41-01 Water purchased from Charleston Water System, Dorchester Water Authority and Summerville CPW. Cost paid to the Town of Harleyville and Summerville CPW for treatment of sewage.

**WATER AND SEWER – 3282**  
**ENTERPRISE FUND (601)**

- 42-02 Costs related to disposal of sludge from the Treatment Plant dumpster lease at plant.
- 43-01 Contracts for copiers, software renewals and plant generator.
- 43-03 Repairs to the wastewater treatment facilities.
- 43-05 Pay for repairs to 126 pump stations-motors, pumps, wet wells, etc.
- 43-09 AT&T repairs, concrete coring services, welding, two way radio repairs, lawn equipment repairs, SCADA System services.
- 44-02 Rent bypass pumps and piping, lift trucks, line cameras and loaders for less than one year.
- 53-01 Water Authority for customer information and monthly data services.
- 53-06 Water & Sewer bill mailings each month, second notices, and consumer confidence reports.
- 56-01 American Water Works Association, American Public Works Association, Department of Labor, Licensing and Regulation memberships.
- 57-01 Travel expenses incurred by employees during seminars, school and conventions.
- 61-33 Supplies to maintain offices, plant buildings and facilities, pump stations, generators, etc.
- 61-36 Repair parts to sewer washer, backhoe, line camera and bypass pump.
- 61-41 ROC, sand, cement, and stone for installation of water and/or sewer lines.
- 61-50 Weed killer, bug spray, wasp/hornet spray, degreaser, and polymer for sludge drying beds.
- 61-72 Funds for construction and rehabilitation of water and/or sewer lines.
- 61-73 Water and sewer pipe needed for repairs to the system.
- 61-74 Guide rails, chains, hatches, pipe, valves, float switches, gauges, etc. for 125 pump stations.

**Performance Indicators**

	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Projected
Taps "In-house"	38	66	45	50
Inspections of Developer Taps	1,477	1,505	1,135	1,375
Repairs to System	198	345	158	235
After Hour Service Calls	909	589	591	590
Service Terminations	5,196	5,419	5,808	5,475
New Service Applications	374	582	867	750

**WATER AND SEWER – 3282**  
**ENTERPRISE FUND (601)**

**REVENUES**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>Water and Sewer</b>					
601-3282-341-51-00	Sewer Impact Fees	6,009,749	2,489,140	-	-
601-3282-341-52-00	Water Impact Fees	124,124	803,591	-	-
601-3282-341-53-00	Misc Fees	82,465	107,658	85,000	95,444
601-3282-341-84-00	Bad Check Fees	15,540	18,166	15,500	15,820
601-3282-341-86-00	Credit Card Fees	91,462	394	-	-
601-3282-344-51-00	Sewer Charges	11,011,017	11,636,005	11,375,000	11,966,218
601-3282-344-52-00	Water Charges	3,682,695	3,955,745	3,954,000	4,026,356
601-3282-344-53-00	Sewer Fees-CPW	2,264,370	2,423,030	2,343,300	2,524,422
601-3282-344-54-00	Origination Fees	164,518	179,892	172,800	164,673
601-3282-344-55-00	Reconnection Fees	985,883	840,255	985,000	889,942
601-3282-344-56-00	Sewer Tap Fees	831,363	894,168	650,000	795,216
601-3282-344-57-00	Water Tap Fees	149,915	218,102	150,000	184,009
601-3282-344-58-00	Inspection Fees	100,149	160,050	105,000	138,740
601-3282-344-60-00	Misc. Prepay	12,965	-	-	-
601-3282-344-61-00	DHEC Fees	50,201	51,448	50,500	52,586
601-3282-344-62-00	Reclaimed Water Fees	7,573	15,299	18,500	21,756
601-3282-344-64-00	Reclaimed Connection Fees	142,921	188,583	166,500	168,507
601-3282-361-12-00	Treasurer's Interest	36,731	73,463	43,000	20,635
601-3282-361-13-00	Department Interest	17	72	15	149
601-3282-363-23-00	T-Mobile Lease	21,493	22,137	22,802	23,486
601-3282-365-82-00	Contributed Capital Developers-Sewer	2,733,493	4,785,125	-	-
601-3282-365-83-00	Contributed Capital Developers-Water	268,168	619,957	-	-
601-3282-365-90-00	Miscellaneous	40,000	-	-	-
601-3282-370-14-00	Sale of Scrap Metal	2,394	3,291	-	-
601-3282-370-91-00	Miscellaneous Sales	(20,651)	-	-	-
601-3282-370-92-00	W/S Misc. Revenue	65	-	-	-
601-3282-370-93-00	Financed Impacts	-	(140,092)	-	-
601-3282-391-08-00	Transfer in from Econ Dev Fund	315,239	295,879	158,670	79,560
601-3282-391-09-00	Use of Fund Balance	-	-	13,878,000	4,160,000
601-3282-391-23-00	Transfer in from SRFs	-	178,236	-	-
601-3282-392-01-00	Sale of Fixed Assets	10,113	13,264	-	-
601-3282-392-02-00	Compensation for Loss of FA	-	2,493	-	-
601-3282-393-34-00	Misc Rev Ref Bd Proceeds	-	196,428	-	-
<b>Water and Sewer Total</b>		<b>29,133,972</b>	<b>30,031,779</b>	<b>34,173,587</b>	<b>25,327,519</b>

**WATER AND SEWER - 3282**  
**ENTERPRISE FUND (601)**

**EXPENDITURES**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
Enterprise Funds					
601-3282-432-11-01	Regular Wages	2,672,446	2,861,731	3,184,950	3,504,213
601-3282-432-13-01	Overtime Wages	121,089	153,861	150,000	200,000
601-3282-432-13-02	Overtime Wages - Holiday	9,624	8,332	9,050	9,050
601-3282-432-21-01	Employee Group Health Insurance	375,762	385,782	447,503	443,382
601-3282-432-21-02	Employee Group Dental Insurance	5,665	4,827	12,056	12,942
601-3282-432-21-50	OPEB Cost2	15,013	12,591	31,507	33,228
601-3282-432-22-01	Social Security and Medicare	206,563	220,365	245,685	278,428
601-3282-432-23-01	State and Police Retirement	352,396	350,643	368,180	503,521
601-3282-432-25-01	Unemployment Compensation	-	199	-	-
601-3282-432-26-01	Workers Compensation	149,030	142,064	148,412	176,975
601-3282-432-32-01	Training & Professional Development	8,169	9,668	11,944	14,824
601-3282-432-33-01	Attorneys	11,966	(26,437)	11,000	11,000
601-3282-432-33-04	Auditing/Accounting	2,400	3,350	2,500	2,500
601-3282-432-33-06	Engineers	43,787	97,850	200,000	200,000
601-3282-432-33-09	Other Contracted Personnel	352,950	462,242	339,100	440,362
601-3282-432-34-01	Application Development	-	10,921	-	-
601-3282-432-34-03	Environmental Testing & Monitoring	80,333	82,119	107,000	108,000
601-3282-432-34-09	Other Technical Services	500	-	1,000	1,000
601-3282-432-41-01	Water / Sewerage	1,883,271	2,138,776	2,431,200	2,400,000
601-3282-432-41-02	Cable Services	761	1,163	1,200	2,650
601-3282-432-41-03	Utility Services - Lake Marion Water Authority	153,741	121,563	161,406	157,530
601-3282-432-41-05	Pump Station Repairs & Maintenance	-	-	-	300,000
601-3282-432-41-06	Summerville CPW	116,914	131,574	125,525	126,000
601-3282-432-42-02	Garbage Collection and Disposal	115,384	123,032	94,000	120,275
601-3282-432-43-01	Maintenance & Service Contracts	121,093	88,861	78,855	313,775
601-3282-432-43-02	Vehicle Repairs & Maintenance	3,870	910	4,000	4,000
601-3282-432-43-03	Equipment Repairs & Maintenance	94,616	192,783	325,066	584,394
601-3282-432-43-04	Building Repairs & Maintenance	368	5,530	-	5,000
601-3282-432-43-05	Pump Station Repairs & Maintenance	207,753	260,075	251,000	400,000
601-3282-432-43-09	Other Repairs & Maintenance	57,826	68,947	75,000	80,420
601-3282-432-44-01	Rental & Leases	6,256	7,641	9,269	30,200
601-3282-432-44-02	Rentals (< 1 year)	63,195	108,344	89,200	108,860
601-3282-432-52-01	Various Insurance Liabilities	258,201	253,141	255,000	275,000
601-3282-432-53-01	Data Processing	3,497	6,820	7,718	18,420
601-3282-432-53-02	Mobile & Cellular Telephones	19,127	22,206	23,460	26,747
601-3282-432-53-03	Pagers	277	306	317	317
601-3282-432-53-04	Radio Communications	3,083	3,232	3,726	3,698
601-3282-432-53-05	Fire Alarm & Security	5,139	159	5,500	6,006
601-3282-432-53-06	Postage	127,804	123,769	125,600	127,800
601-3282-432-53-07	Telephone	14,356	16,642	18,780	21,500
601-3282-432-53-08	Communications Support	18,155	41,578	51,340	52,200
601-3282-432-54-01	Advertising	540	641	1,000	1,050
601-3282-432-56-01	Membership Fees	5,271	4,973	6,200	6,500
601-3282-432-57-01	Travel	6,339	2,346	9,000	7,500
601-3282-432-61-01	Office Supplies	23,730	25,877	29,000	30,200
601-3282-432-61-02	Custodial & Laundry	1,647	1,074	1,700	1,444
601-3282-432-61-03	Medical & Medicine	1,896	2,398	2,200	2,200
601-3282-432-61-06	Computer Software	2,012	513	1,000	1,030
601-3282-432-61-07	Computer Equipment (Less than \$500)	1,334	736	1,000	2,500
601-3282-432-61-08	Office Furniture (Less than \$500)	1,267	280	2,100	7,973
601-3282-432-61-09	IT Refresh Costs	5,174	3,931	3,588	3,588

**WATER AND SEWER - 3282**  
**ENTERPRISE FUND (601)**

601-3282-432-61-10	Safety Equipment Supplies	10,653	12,774	12,000	15,300
601-3282-432-61-12	Communications Supplies	5,069	1,753	3,600	3,850
601-3282-432-61-24	Per Copy Copier Charges	-	146	3,020	4,400
601-3282-432-61-31	Building Materials	7,843	5,997	8,600	9,000
601-3282-432-61-32	Painting Supplies	1,932	1,099	1,500	1,500
601-3282-432-61-33	Electrical Supplies	5,655	4,232	5,950	5,950
601-3282-432-61-35	Vehicle Repair Parts	12,370	16,412	18,700	24,000
601-3282-432-61-36	Equipment Repair Parts	5,259	7,709	6,730	5,500
601-3282-432-61-37	Oil & Lubrication	4,443	5,077	4,500	4,500
601-3282-432-61-40	Asphalt Supplies	20,670	5,659	21,000	15,000
601-3282-432-61-41	ROC Supplies	12,920	17,198	15,000	15,000
601-3282-432-61-43	Top Soil/Sod/Lawn	5,590	4,389	6,000	6,000
601-3282-432-61-50	Chemicals	140,564	143,874	125,000	128,000
601-3282-432-61-51	Sign & Sign Materials	691	876	1,000	1,000
601-3282-432-61-52	Small Hand Tools	11,342	12,525	15,415	18,000
601-3282-432-61-54	Tires	14,443	22,055	23,000	23,000
601-3282-432-61-55	Uniforms & Clothing	25,246	26,399	26,397	27,477
601-3282-432-61-70	Water Meters & Accessories	276,761	359,155	317,000	300,000
601-3282-432-61-71	Manhole & Accessories	6,233	17,499	18,500	80,000
601-3282-432-61-72	Expansion of System	789,155	159,495	87,664	23,397
601-3282-432-61-73	Pipe for Sewer & Water	44,377	53,350	50,000	50,000
601-3282-432-61-74	Pump Station Supplies	58,394	112,076	75,000	-
601-3282-432-61-98	Miscellaneous Supplies	11,606	12,508	13,500	13,500
601-3282-432-62-01	Electricity	1,217,837	1,176,395	1,296,000	1,216,200
601-3282-432-62-02	Fuel	211,613	192,322	190,000	195,000
601-3282-432-63-01	Food	1,236	1,414	1,500	3,500
601-3282-432-64-01	Books & Periodicals	600	1,355	1,355	1,000
601-3282-432-72-02	Building Improvements	-	-	44,500	17,000
601-3282-432-72-13	Security Systems	1,055	2,250	-	-
601-3282-432-73-02	Fences	-	18,729	-	-
601-3282-432-73-12	OPEB Cost	-	7,760	-	-
601-3282-432-74-01	Heavy Equipment	-	204,291	-	169,000
601-3282-432-74-02	Vehicles	-	331,351	479,275	217,625
601-3282-432-74-04	Computer Equipment	-	-	9,500	-
601-3282-432-74-07	Computer Software	-	26,116	28,000	67,245
601-3282-432-74-09	Other (over \$5,000)	-	352,375	324,600	360,311
601-3282-432-74-13	Furniture & Fixtures \$500-\$5,000	823	-	6,675	6,600
601-3282-432-74-14	Computer Equipment \$500-\$5,000	7,885	13,992	-	3,855
601-3282-432-74-16	Communications Equipment \$500-\$5,000	3,841	-	33,120	10,300
601-3282-432-74-17	Software \$500-\$5,000	6,847	17,817	2,000	-
601-3282-432-74-18	Other (\$500-\$5,000)	18,360	22,831	28,500	12,190
601-3282-432-74-24	Computer IT Lease Program	6,187	7,223	9,972	13,976
601-3282-432-80-01	OPEB Cost	9	-	-	-
601-3282-432-80-02	Bad Debts	470,799	168,529	-	-
601-3282-432-80-03	Bank Fees	121,904	9,026	12,860	15,000
601-3282-432-80-05	Collection Fees	144,375	145,374	137,480	144,000
601-3282-432-80-07	Parking Lots	38,779	36,486	38,000	38,000
601-3282-432-80-09	Property Taxes/User Fees	7,053	6,762	7,500	6,800
601-3282-432-80-10	Late Fees	310	70	100	100
601-3282-432-80-21	Debt Services Interest	1,784,886	1,847,549	2,315,218	2,184,194
601-3282-432-80-22	Debt Services Principal	(14)	(25)	3,724,492	3,261,020
601-3282-432-80-23	Debt Issue Costs	-	307,277	-	-
601-3282-432-80-73	Insurance Cost Reimbursed	4,695	500	5,000	5,000
601-3282-432-80-74	Refunds-Sewer	2,007	1,326	3,000	3,000
601-3282-432-80-91	Amortization of Issue Costs	(153,360)	(175,363)	-	-
601-3282-432-80-92	Depreciation Expenses	4,625,970	4,897,639	-	-
601-3282-432-90-03	Operating Transfers Out to Other Special Revenue Funds	41,000	-	-	-
601-3282-432-90-04	Operating Transfers Out to General Fund	1,133,501	1,223,338	1,274,027	1,274,027
<b>Enterprise Funds Total</b>		<b>18,901,004</b>	<b>20,386,895</b>	<b>20,295,587</b>	<b>21,167,519</b>

**WATER AND SEWER - 3282**  
**ENTERPRISE FUND (601)**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
Enterprise Funds					
601-3290-432-45-12	Engineering Fees	-	241,003	-	-
601-3290-432-45-20	Site Improvements	-	184,132	13,878,000	4,160,000
601-3290-432-80-85	Direct Assistance	-	-	-	-
601-3290-432-90-03	Operating Transfers Out to Other Special Revenue Funds	130,235	-	-	-
<b>Enterprise Funds Total</b>		<b>130,235</b>	<b>1,091,071</b>	<b>13,878,000</b>	<b>4,160,000</b>

## **COMMUNITY SERVICES - 4175**

Community Services is responsible for enforcing the Dorchester County Animal Control Ordinance and State Statutes that prohibit animal's at large, animal abuse and abandonment, control of dangerous animals, nuisance, and mistreatment of animals. The purpose of the Ordinance is to ensure public safety by enforcement, keeping vicious animals from roaming and becoming a nuisance or life threatening to the general public. Community Services is also responsible for the interpretation, administration and enforcement of the County Ordinances and State Laws pertaining to litter and nuisance violations. This is done to promote the public health, safety, morals, convenience, prosperity, efficiency, economy, and general welfare of the County.

### **GOALS**

1. Increase the current level of service and response time to complaints by investigating ways of streamlining our present processes.
2. Provide continuing education and/or training so that Code Enforcement Officers can effectively and efficiently perform their duties.
3. Focus on being more diligent in attention to details when preparing incident reports.
4. Continue to be courteous and professional in the field, and be open to suggestions and ideas for improvement.
5. Increase proactivity to situations that might be considered a health and safety risk to our citizens.

### **SERVICE AREAS**

**Code Enforcement Officers - Complaints:** Staff responds to all properly reported complaints by treating all customers with due respect while conducting themselves in a professional manner. The response time is based on the severity of the complaints with respect to public protection. However, the goal is to respond to all complaints the same day they are received.

**Public Safety and Control:** Trained professionals work with the public by providing Animal Control, Environmental Services first and foremost, while advising them of the current County or State statutes.

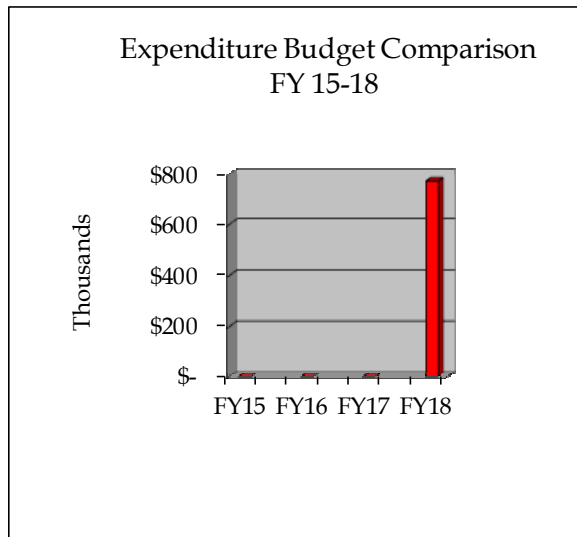
**Enforcement:** If a violation of the ordinance occurs, Code Enforcement Officers are professionally trained to converse with, and if necessary cite the person(s) who may bear the responsibility of the violation. A violation occurs when an animal is not protected by the owner(s) who may allow them to roam without restraint, especially if the animal is vicious. If the owner(s) abuses the animal, it is also a violation, as is abandonment, and failing to have an animal properly inoculated.

The County requires landowners to maintain property free of nuisances (i.e., derelict vehicles, trash and debris, and overgrown vegetation). Any person caught violating the requirements of the County's Ordinance or failing to comply therewith in the performance of work under the Code shall be guilty of a misdemeanor and will be punished by a fine of not more than \$470.00 or imprisonment for a term of not more than thirty (30) days for each offense.

**COMMUNITY SERVICES - 4175**

**Mosquito Abatement Program:** Staff responds to complaints, performs surveillance, trapping and identifying species, then uses the appropriate abatement method, larvacide or adulticide, for mosquitoes throughout the County. Also provides education for citizens on preventative action to minimize breeding of mosquitos on their and surrounding property. Residents can visit the county website to find the schedule of when their area will be sprayed.

<b>Departmental Summary:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFT)	0	0	0	9	9
(PT)	0	0	0	4	4
Personnel	\$ -	\$ -	\$ -	\$ 491,672	\$ 491,672
Operating	-	-	-	250,068	250,068
Capital	-	-	-	28,408	28,408
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 770,148</b>	<b>\$ 770,148</b>



**Funding approved for 10 full-time equivalents:**

Admin III	<u>1.00</u>
Codes Enforcement Officers - Animal Control	4.00
Community Services Manager	1.00
Environmental Services Officers	2.00
Seasonal Spray Operators (PT)	4.00
Mosquito & Pest Control Coordinator	<u>1.00</u>
	<b>10.00</b>

**COMMUNITY SERVICES - 4175**

**OBJECT**

- 32-01 Computer and clerical training. Code Enforcement training.
- 55-01 Printing of violation and summons books, business cards, etc.
- 57-01 Lodging and meals to attend training.
- 61-01 Routine office supplies – paper, receipt books, film, pens, etc.
- 61-52 Funding for flashlights, batteries, small hand tools, multi-purpose tools, leashes, poles, gloves, etc.
- 61-55 Funding for Code Enforcement Officers’ uniforms, employees’ county shirts and OSHA required safety equipment.
- 61-98 Euthanasia medications, darts, insecticides.
- 80-85 County fees to SPCA for housing animals.

<b>Performance Indicators</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
<b>ANIMAL CONTROL</b>				
Complaints Answered	5,901	6,631	7,672	8,400
Dogs Picked Up	1,044	1,071	977	1,200
Cats Picked Up	1,166	1,129	1,203	1,400
Other Animals Picked Up	152	120	135	140
<b>ENVIRONMENTAL SERVICES</b>				
Littering Cases	176	55	137	75
Prohibited Nuisance	1,915	1,530	1,289	1,800
Abandoned Vehicles	199	184	559	750
<b>MOSQUITO CONTROL</b>				
Complaints Received*	n/a	371	200	300
Mileage*	n/a	15,601	17,246	28,500
Chemical Gallons Used*	n/a	n/a	n/a	1,600

\*These performance measures were not being tracked prior.

**COMMUNITY SERVICES - 4175**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-4175-441-11-01	Regular Wages	-	-	-	316,354
101-4175-441-11-02	Part-time Wages	-	-	-	23,334
101-4175-441-13-01	Overtime Wages	-	-	-	5,700
101-4175-441-21-01	Employee Group Health Insurance	-	-	-	60,000
101-4175-441-21-02	Employee Group Dental Insurance	-	-	-	1,456
101-4175-441-22-01	Social Security and Medicare	-	-	-	25,412
101-4175-441-23-01	State and Police Retirement	-	-	-	46,835
101-4175-441-26-01	Workers Compensation	-	-	-	12,581
101-4175-441-32-01	Training & Professional Development	-	-	-	400
101-4175-441-53-02	Mobile & Cellular Telephones	-	-	-	5,088
101-4175-441-53-07	Telephone	-	-	-	40
101-4175-441-53-08	Communications Support	-	-	-	4,968
101-4175-441-55-01	Printing & Binding	-	-	-	578
101-4175-441-57-01	Travel	-	-	-	300
101-4175-441-61-01	Office Supplies	-	-	-	1,000
101-4175-441-61-21	Law Enforcement Supplies	-	-	-	500
101-4175-441-61-50	Chemicals	-	-	-	32,520
101-4175-441-61-52	Small Hand Tools	-	-	-	915
101-4175-441-61-55	Uniforms & Clothing	-	-	-	2,125
101-4175-441-61-98	Miscellaneous Supplies	-	-	-	2,000
101-4175-441-62-02	Fuel	-	-	-	19,634
101-4175-441-80-85	Direct Assistance	-	-	-	180,000
<b>General Fund Total</b>		-	-	-	<b>741,740</b>
<b>Capital Improvement Fund</b>					
201-4175-441-74-02	Vehicles	-	-	-	25,400
201-4175-441-74-24	Computer IT Lease Program	-	-	-	3,008
<b>Capital Improvement Fund Total</b>		-	-	-	<b>28,408</b>

## **HEALTH DEPARTMENT - 4150**



The Dorchester County Health Department administers programs designed to promote and protect the health of the public and the environment. This is done through SC DHEC by regulating activities related to environmental hazards and communicable diseases. The Health Department operates a clinic in Summerville to deliver health services to those who otherwise might not receive them.

### **SERVICE AREAS**

**Environmental Health Services:** Prevents the spread of communicable disease through inspection of food establishments, rabies control, investigations related to subdivision site evaluations, food borne disease investigations, etc. This is accomplished via enforcement of rules and regulations, education and consultation services.

**TB (Tuberculosis) Treatment:** If you have been diagnosed with TB, we will give you medicines to help treat it. We will also help you get any other medical services you may need. Since TB is very easily passed from person to person, we'll also try to find out how you were exposed to it. We'll try to locate anyone else who may have been exposed to it so we can encourage them to get medical care as well. This will help limit the spread of TB.

**Preventive Health Program:** Do you want to prevent pregnancy or plan future pregnancies? . We provide reproductive health services that include birth control, information, counseling, health examinations and laboratory tests for both females and males. All services are confidential, meaning we promise to protect your identity.

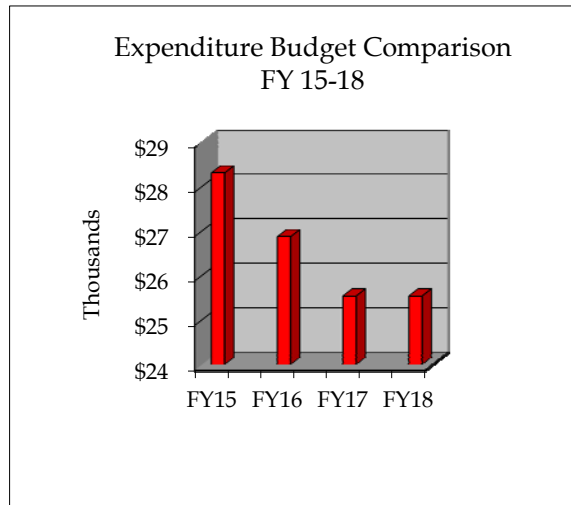
**WIC (Women, Infants and Children) Services:** Are you pregnant, postpartum, breastfeeding or the mother of children under 5? If you meet program income guidelines, you may qualify for WIC. WIC provides food products, health screenings, and health information for women, infants and children 5 years of age or younger. Program services include nutrition assessments, nutrition counseling and delivery of supplemental foods such as infant formula, milk, eggs, and cheese to women and children eligible under program guidelines.

**STI (Sexually Transmitted Infections) Treatment:** Are you worried you may have a sexually transmitted infection? We can test your blood and urine for HIV, syphilis, gonorrhea, chlamydia and other sexually transmitted infections. If we find that you do have an STI, we can give you medicines to treat it, and we will refer you to additional health care services if needed. We can also give you information to help you protect yourself and your partner from STIs in the future. All services are confidential, meaning we promise to protect your identity. In some cases we may need to notify your partner(s) that they may have been exposed to an STI so that they can get medical care, but we will not use your name.

**Fast Track (15 Minute) STI Test:** If you meet certain qualifications, you can get a super quick – 15-minute – appointment to get an HIV, syphilis, gonorrhea and/or chlamydia test. You'll just need to provide blood/urine samples during your appointment. You must be symptom-free, not an IV drug user, not have had an STI in the past 6 months, and not have a partner who has STI symptoms or who told you to get tested.

**HEALTH DEPARTMENT - 4150**

<b>Program Summary:</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Approved</b>	<b>Change</b>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	26,113	26,877	25,545	25,545	-
Capital	2,199	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 28,312</b>	<b>\$ 26,877</b>	<b>\$ 25,545</b>	<b>\$ 25,545</b>	<b>\$ -</b>



Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-4150-441-42-05	Medical Waste	803	434	1,000	1,000
101-4150-441-43-01	Maintenance & Service Contracts	310	370	500	-
101-4150-441-43-04	Building Repairs & Maintenance	14,628	13,865	8,345	12,345
101-4150-441-44-01	Rental & Leases	1,882	2,117	6,700	2,500
101-4150-441-53-06	Postage	4,874	5,839	5,300	4,500
101-4150-441-53-07	Telephone	119	111	500	200
101-4150-441-61-01	Office Supplies	3,497	4,086	3,000	-
101-4150-441-61-03	Medical & Medicine	-	-	200	-
101-4150-441-61-24	Per Copy Copier Charges	-	-	-	5,000
101-4150-441-80-10	Late Fees	-	55	-	-
<b>General Fund Total</b>		<b>26,113</b>	<b>26,877</b>	<b>25,545</b>	<b>25,545</b>
<b>Capital Improvement Fund</b>					
201-4150-441-74-18	Other (\$500-\$5,000)	2,199	-	-	-
<b>Capital Improvement Fund Total</b>		<b>2,199</b>	<b>-</b>	<b>-</b>	<b>-</b>

**VETERANS AFFAIRS - 4695**  
**Special Revenue Fund (364)**

The Veterans Affairs office advises and assists veterans and their families, and surviving family members of benefits available to them from the state, US Department of Veterans Affairs, and the US Department of Defense. The long term goal is to work with the appropriate state and federal agencies and departments to make the system more responsive to the veterans' needs and to increase the revenue to the county.

**GOALS**

1. Continue to provide the best possible service to our veterans and their families.
2. Through initial accreditation training and continuation training, maintain complete working knowledge in changes of federal and state policies and laws.
3. Continue to work with and improve relations with the local, state, and federal agencies necessary to support our veterans and their families.
4. Continue to work with national service organizations, networking and communicating in such an effective manner as to keep abreast of differing interpretations of the changing law.
5. Work with different agencies and organizations to implement programs, at the local level for VA Outreach programs, and to work at the local level to help implement recommendations of the Department of Veterans Affairs programs.

**SERVICE AREAS**

**Form Preparation and Documentation:** Veterans Affairs assists the veterans and/or their families in the preparation and submission of the necessary forms and documents to enable them to receive the appropriate benefits from the state, US Dept. of Veterans Affairs, or the US Dept. of Defense to which they are entitled.

**Appeals Preparation:** Veterans Affairs researches and prepares the necessary documentation for cases pending before the South Carolina Office of Veterans Affairs, the US Dept. of Veterans Affairs Regional Office hearing officers and decision review officers, The Board of Veterans Appeals in Washington, DC., or the federal court. (Also in Washington, DC)

**Medical Care Coordination:** Veterans Affairs assists with medical care problems by coordinating with, or directing the veteran/families/survivors to the proper officials at the VA Medical Center or appropriate federal, state, or county agencies.

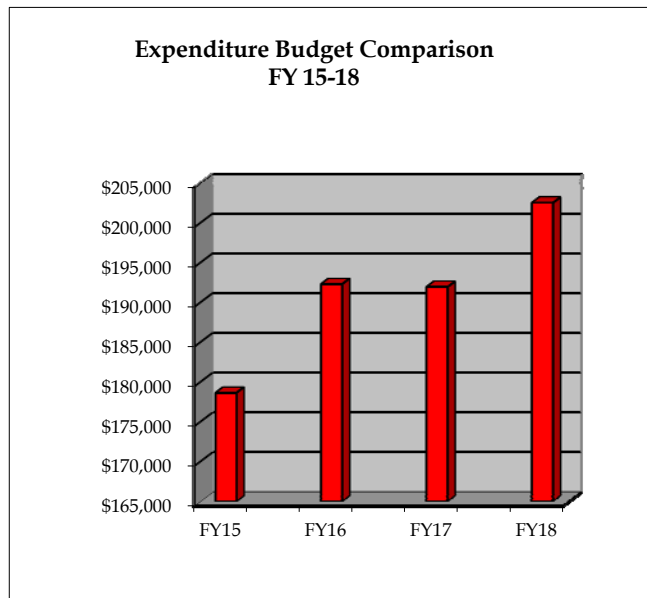
**Maintaining Operational Proficiency:** Veterans Affairs maintains proficiency by attending training conducted by the National Association of County Service Officers, the South Carolina Division of Veterans Affairs, and the South Carolina Association of County Veterans Affairs Officers.

**Community Relations:** Veterans Affairs interacts and communicates with various veterans' and community organizations to better enhance veteran relationships, and to maintain networking and educational relationships among veterans, families, and survivors. (Director sits on the board of Heroes' Haven, a non-profit organization of homeless veterans)

**Budget Formulation:** Formulates budget requirements for the daily operation of the Veterans Affairs Office in order to administer to veterans' needs for benefits and provide the best possible service to the county constituency as well as enhance the revenue to the county.

**VETERANS AFFAIRS - 4695**  
**Special Revenue Fund (364)**

<b>Departmental Summary:</b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>	<b><u>FY17</u></b>	<b><u>FY18</u></b>	<b><u>Change</u></b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Approved</u></b>	
Positions:					
(PFT)	3	3	3	3	0
(PT)	0	0	0	0	0
Intergovernmental	\$ 4,556	\$ 4,556	\$ 4,467	\$ 4,467	\$ -
Transfers In	\$ 125,463	\$ 182,119	\$ 187,514	\$ 198,086	\$ 10,572
<b>TOTAL REVENUES</b>	<b>\$ 130,019</b>	<b>\$ 186,675</b>	<b>\$ 191,981</b>	<b>\$ 202,553</b>	<b>\$ 10,572</b>
Personnel	\$ 168,201	\$ 180,246	\$ 180,395	\$ 187,552	\$ 7,157
Operating	9,079	10,762	10,245	10,245	-
Capital	1,408	1,340	1,341	4,756	3,415
<b>TOTAL EXPENDITURES</b>	<b>\$ 178,688</b>	<b>\$ 192,348</b>	<b>\$ 191,981</b>	<b>\$ 202,553</b>	<b>\$ 10,572</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Capital expenditures reflect IT Refresh Costs for computer owned by the County.

**Funding approved for 3 full-time equivalents:**

	<b><u>No. of FTE:</u></b>
Admin IV	1.00
Deputy Director of Veterans Affairs Office	1.00
Director of Veterans Affairs Office	<u>1.00</u>
	<b>3.00</b>

**VETERANS AFFAIRS - 4695**  
**Special Revenue Fund (364)**

**OBJECT**

- 32-01 Professional and technical training for employees.
- 43-01 Maintenance for 2 copiers, and 6 PC printers, 2 fax machines and the Veterans Information Management System (VIMS).
- 43-03 Funding for equipment repairs and maintenance.
- 44-01 Funding for rental and leases.
- 56-01 Dues for national and state professional organizations.
- 57-01 Includes travel and subsistence to professional organizations, training / conference sessions, to the US Dept. of Veterans Affairs Regional Office, the SC Division of VA, and local outreach.
- 61-55 Funding for County logo shirts and uniforms.
- 64-01 Funding for reference and professional publications and yearly subscriptions for professional periodicals for both offices.

**Performance Indicators**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of Veterans Served	9,600	8,510	9,000	9,600
Number of New Files	440	510	600	650
Number of Claims Filed	1,550	1,310	1,500	1,560

**VETERANS AFFAIRS - 4695**  
**Special Revenue Fund (364)**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>Special Revenue Funds</b>					
364-4695-446-11-01	Regular Wages	131,778	141,069	139,164	141,502
364-4695-446-21-01	Employee Group Health Insurance	8,705	9,892	11,433	11,308
364-4695-446-21-02	Employee Group Dental Insurance	169	131	302	324
364-4695-446-22-01	Social Security and Medicare	9,985	10,654	10,655	10,721
364-4695-446-23-01	State and Police Retirement	14,343	15,618	16,075	19,188
364-4695-446-26-01	Workers Compensation	3,221	2,882	2,766	4,509
364-4695-446-32-01	Training & Professional Development	235	330	342	342
364-4695-446-43-01	Maintenance & Service Contracts	700	700	700	700
364-4695-446-43-03	Equipment Repairs & Maintenance	-	-	50	50
364-4695-446-44-01	Rental & Leases	1,303	1,304	1,303	1,303
364-4695-446-53-06	Postage	1,397	806	1,507	1,507
364-4695-446-53-07	Telephone	69	26	98	98
364-4695-446-56-01	Membership Fees	195	195	195	195
364-4695-446-57-01	Travel	3,307	3,728	3,500	3,500
364-4695-446-61-01	Office Supplies	1,873	2,392	2,097	2,097
364-4695-446-61-07	Computer Equipment (Less than \$500)	-	414	-	-
364-4695-446-61-08	Office Furniture (Less than \$500)	-	66	-	-
364-4695-446-61-55	Uniforms & Clothing	-	-	69	69
364-4695-446-64-01	Books & Periodicals	-	801	384	384
364-4695-446-74-24	Computer IT Lease Program	1,408	1,340	1,341	4,756
<b>Special Revenue Funds Total</b>		<b>178,688</b>	<b>192,348</b>	<b>191,981</b>	<b>202,553</b>

## **ECONOMIC DEVELOPMENT - 6531**

Dorchester County Economic Development is the organization responsible for growing and retaining business in the County. Its mission is to create and support an environment that welcomes business and helps companies expand and succeed over the long-term. This goal will increase the standard of living for all of Dorchester County's citizens through job opportunities with higher skills and better wages.

### **GOALS**

1. Develop an improved business and industry attraction and expansion strategy with an emphasis on manufacturing that is compatible with County goals and objectives. This is achieved by surveying the newly-formed Dorchester Economic Development Corporation and key County allies.
2. Implement the Economic Development Strategic Plan to guide and direct the location of parks, sites and buildings, and infrastructure to meet the needs of targeted industries. Report progress as steps/phases of implementation are completed.
3. Examine workforce issues in Dorchester County by surveying manufacturers and other allies.
4. Develop plans to increase the number of available sites in upper Dorchester County.
5. Coordinate with varying agencies and jurisdictions to target commercial recruitment, development/redevelopment, beautification, and disaster mitigation strategies to promote community vitality.

### **SERVICE AREAS**

**Project Management and Marketing:** Staff manages industrial projects in the County including industry recruitment, expansion, and maintenance; manages the marketing of County buildings, sites, and parks by assistance to market speculative industrial buildings, selected sites, and buildings; and serves as the single point of contact for development project problems.

**Infrastructure, Site, and Park Improvement:** Staff develops a variety of conceptual and/or detailed plans to improve the County infrastructure - primarily wastewater, water and roads and works closely with site and park owners to improve available sites using experience to facilitate individual or joint improvements such as improved parks and speculative industrial buildings.

**Networking and Awareness Marketing:** Staff works with the Charleston Regional Development Alliance, the SC Department of Commerce, national allies, and consultants to market sites, buildings, parks, and other attributes in Dorchester County to ensure that potential prospects and existing industries are aware of our assets.

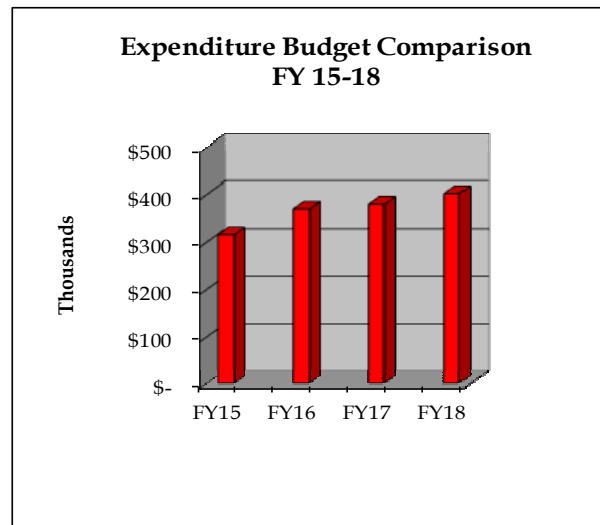
**Existing Industry Relations:** Staff works with existing industry in Dorchester County to ensure they remain competitive in a global marketplace. Staff visits industries quarterly to determine trends in their businesses, as well as determine any needs that the County can assist in providing.

**Incentive Programs:** Staff analyzes projects using a cost benefit analysis and presents incentive packages based on the analysis to the Economic Development Board and County Council. Incentive review begins at the departmental level, goes to the Economic Development Board, and finally to County Council for approval.

**ECONOMIC DEVELOPMENT - 6531**

**Community Development & Retail Recruitment:** Staff collaborates with varying jurisdictions to develop planning initiatives for the County’s surrounding communities. Staff investigates priority investment areas that can support commercial/retail and community development based on existing market dynamics.

<b>Departmental Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Positions:					
(PFI)	4	4	4	4	0
(PI)	0	0	0	0	0
Personnel	\$ 247,190	\$ 309,578	\$ 318,108	\$ 330,695	\$ 12,587
Operating	54,228	58,720	57,109	59,363	2,254
Capital	13,989	235	3,697	11,235	7,538
<b>TOTAL EXPENDITURES</b>	<b>\$ 315,407</b>	<b>\$ 368,533</b>	<b>\$ 378,914</b>	<b>\$ 401,293</b>	<b>\$ 22,379</b>



**FUNDING ADJUSTMENTS FOR FY 2018:**

Personnel expenditures reflect increases in Health Insurance and Retirement costs as well as 2% employee increases.

Operating expenditures reflect minimal increases in various line items associated with training, rentals and leases and subscriptions.

Capital expenditures include the purchase of office furniture as well as IT Refresh Costs for computers owned by the County.

**ECONOMIC DEVELOPMENT - 6531**

<u>Funding approved for 4 full-time equivalents:</u>	<u>No. of FTE:</u>
Admin IV	1.00
Community Development Manager	1.00
Director of Economic Development	1.00
Deputy Director of Economic Development	<u>1.00</u>
	<b>4.00</b>

**OBJECT**

- 32-01 Includes SCEDA conference, SEDC annual conference, SCEDA and BREI training seminars, and Governor’s Rural Summit. Also includes continued education through SEDC and IEDC, and advanced professional training for the Director, Deputy Director, and Community Development Manager. Basic Economic Development educational courses for the Administrative Assistant are also included.
  
- 43-01 Cost of website maintenance - updates as needed to maintain and manage the website.
  
- 44-01 Includes copier lease, office rent, and postage machine and scale rent.
  
- 53-02 Includes monthly charges for 3 iPhones used by staff members.
  
- 53-05 Monthly monitoring contract for security system.
  
- 53-06 Postage and air express - domestic and international. Also includes freight costs, mailing of all prospect and advertising materials, allies materials, and marketing materials; mailings for ground breakings, job fairs, open houses, and new industry announcements; and day-to-day correspondence.
  
- 53-07 Includes 4 service lines, long distance charges, caller ID, answering service, web site hosting and domain, and high speed internet.
  
- 54-01 Includes all print and web advertisements for various economic development magazines, publications, websites, etc.
  
- 55-01 Includes printing of prospect materials and packages, color copies, maps and promotional materials, business cards, letterhead, envelopes, building flyers and promotional materials, specialized forms and documents, and special events printing.
  
- 56-01 Dues for Director, Deputy Director, and Community Development Manager to professional organizations needed in networking and professional certifications.
  
- 57-01 Includes funding for prospect activities, including travel, lodging, meals, mileage reimbursement, and prospect activities.
  
- 61-01 Includes all office supplies, film, film processing, etc. Also includes assorted large mailing envelopes; CDs; binders for prospect, sites, and building presentations; and general office supplies.

**ECONOMIC DEVELOPMENT - 6531**

- 62-02 Includes monthly fuel expenses for 2 vehicles.
- 64-01 Includes yearly subscriptions to *The Dorchester Eagle-Record* and the *Charleston Regional Business Journal*, in addition to other periodicals that may be needed throughout the year.
- 80-07 Includes expenses associated with filing fees for registration and renewal for 2 vehicles.

<b>Performance Indicators</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Prospect Visits	29	29	28	40
Active Projects	26	35	18	40
Announcements	4	4	9	10
Number of Projects Worked	26	35	75	90
Number of Jobs Created	345	659	1,171	500
Amount of Investment in Millions	\$42.3M	\$6.5M	\$264.5M	\$200M
Existing Industry Visits	70	108	131	150

**ECONOMIC DEVELOPMENT - 6531**

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-6531-465-11-01	Regular Wages	187,085	236,786	242,578	250,461
101-6531-465-11-02	Part-time Wages	489	743	-	-
101-6531-465-13-01	Overtime Wages	-	173	-	-
101-6531-465-21-01	Employee Group Health Insurance	17,778	19,615	20,259	19,962
101-6531-465-21-02	Employee Group Dental Insurance	262	282	604	647
101-6531-465-22-01	Social Security and Medicare	13,321	16,944	18,586	18,646
101-6531-465-23-01	State and Police Retirement	20,346	26,235	28,021	33,963
101-6531-465-26-01	Workers Compensation	7,909	8,800	8,060	7,016
101-6531-465-32-01	Training & Professional Development	1,780	2,942	2,400	2,400
101-6531-465-33-09	Other Contracted Personnel	-	3,150	-	600
101-6531-465-34-09	Other Technical Services	-	4,000	-	300
101-6531-465-43-01	Maintenance & Service Contracts	1,615	-	1,600	1,600
101-6531-465-44-01	Rental & Leases	28,420	28,795	28,449	30,198
101-6531-465-53-01	Data Processing	101	164	500	540
101-6531-465-53-02	Mobile & Cellular Telephones	1,406	1,842	2,650	2,650
101-6531-465-53-05	Fire Alarm & Security	427	436	450	450
101-6531-465-53-06	Postage	460	250	695	695
101-6531-465-53-07	Telephone	618	538	700	700
101-6531-465-53-08	Communications Support	5,975	5,975	6,600	6,600
101-6531-465-54-01	Advertising	-	1,067	82	1,337
101-6531-465-55-01	Printing & Binding	328	261	300	300
101-6531-465-56-01	Membership Fees	915	500	1,750	1,949
101-6531-465-57-01	Travel	2,621	2,082	1,351	1,351
101-6531-465-61-01	Office Supplies	2,887	2,087	4,668	2,454
101-6531-465-61-07	Computer Equipment (Less than \$500)	1,021	-	-	-
101-6531-465-61-08	Office Furniture (Less than \$500)	982	-	-	-
101-6531-465-61-09	IT Refresh Costs	1,887	1,853	1,854	-
101-6531-465-61-12	Communications Supplies	24	-	50	50
101-6531-465-61-24	Per Copy Copier Charges	-	113	-	1,914
101-6531-465-62-02	Fuel	2,736	2,396	2,695	2,695
101-6531-465-64-01	Books & Periodicals	23	162	265	530
101-6531-465-80-07	Parking Lots	2	50	50	50
101-6531-465-80-10	Late Fees	-	57	-	-
<b>General Fund Total</b>		<b>301,418</b>	<b>368,298</b>	<b>375,217</b>	<b>390,058</b>
<b>Capital Improvement Fund</b>					
201-6531-465-74-07	Computer Software	11,500	-	-	-
201-6531-465-74-13	Furniture & Fixtures \$500-\$5,000	-	-	3,461	4,426
201-6531-465-74-14	Computer Equipment \$500-\$5,000	2,254	-	-	-
201-6531-465-74-24	Computer IT Lease Program	235	235	236	6,809
<b>Capital Improvement Fund Total</b>		<b>13,989</b>	<b>235</b>	<b>3,697</b>	<b>11,235</b>

**ECONOMIC DEVELOPMENT BOARD - 6532**

The Economic Development Board is appointed by County Council and serves several functions in Dorchester County. It advises County Council on incentive recommendations; advises the Economic Development Department, and makes policy and recommendations; assists with industrial relations through monthly visits; and assists the Economic Development Department as volunteers.

**GOALS**

1. Complete transition from 501(c)6 to 501(c)3 organization
2. Promote the development of speculative industrial buildings
3. Promote the construction of Class A office space
4. Encourage the improvement of industrial sites to be more construction-ready

**SERVICE AREAS**

**Advises County Council:** The Economic Development Board gathers and evaluates information on economic development subjects vital to Dorchester County; assists County Council and the Economic Development Department in analyzing specific projects; conducts regular meetings to provide County Council with advice on economic development policy and incentives; and provides other help and assistance as may be requested by County Council.

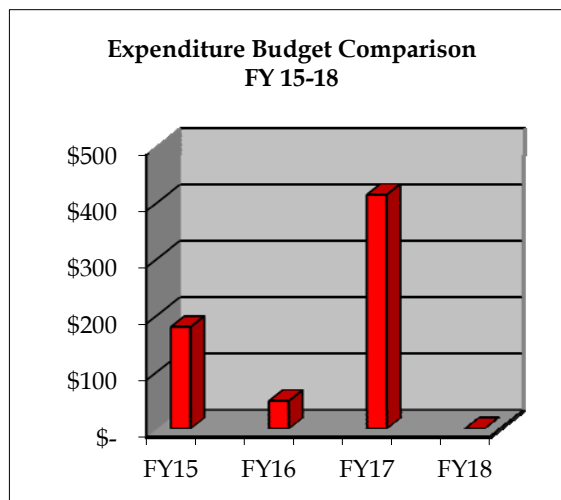
**Promotes Economic Development:** The Economic Development Board promotes economic development in the community by assisting other organizations in economic development matters; assisting the Economic Development Department as an advisory board to provide help and insight at the operational level; and serving as a volunteer committee to assist Economic Development.

**Program Summary:**

	<u>FY15 Actual</u>	<u>FY16 Actual</u>	<u>FY17 Budget</u>	<u>FY18 Approved</u>	<u>Change</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	180	49	415	-	(415)
Capital	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 180</b>	<b>\$ 49</b>	<b>\$ 415</b>	<b>\$ -</b>	<b>\$ (415)</b>

**Budget Note:**

This board is made up of citizen volunteers appointed by County Council.



**ECONOMIC DEVELOPMENT BOARD - 6532**

**OBJECT**

- 32-01 Includes attendance to various functions for training and professional development purposes, including the Governor’s Rural Summit.
- 53-06 Includes postage, special event mailings, FedEx, etc.
- 56-01 Includes funding for membership fees.
- 57-01 Travel to meetings, lodging, meals, mileage reimbursement, and participation in prospect activities.
- 61-01 Includes letterhead, envelopes, business cards, materials for and distribution of annual report, copy paper, materials for special events, and other miscellaneous office supplies.

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
General Fund					
101-6532-465-53-06	Postage	-	49	50	-
101-6532-465-57-01	Travel	180	-	315	-
101-6532-465-61-01	Office Supplies	-	-	50	-
General Fund Total		180	49	415	-

**Note: This department has been consolidated with the Economic Development Department (6531) in FY2018.**

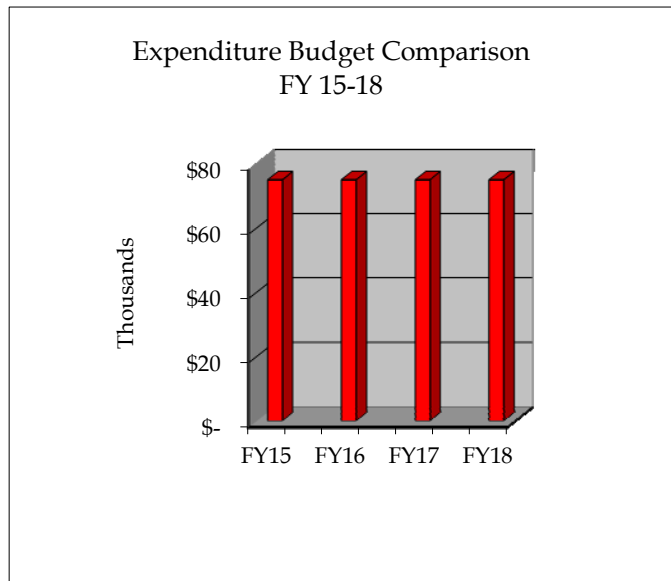
**ALCOHOL AND DRUG COMMISSION - 8003**

The Dorchester Alcohol and Drug Commission is responsible for providing area residents with high-quality, yet affordable evaluation, treatment, and prevention services for alcohol, tobacco, and other drug problems, as well as other personal or family issues that may require counseling.

**SERVICE AREAS**

The Alcohol and Drug Commission budget is derived from a County Ordinance which was passed in 1986. This ordinance earmarked 25% of revenue derived from the sale of beer, wine, and liquor in the County for the Dorchester Alcohol and Drug Commission. This County-initiated funding is in addition to the allocation provided under state law.

<b>Program Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	75,000	75,000	75,000	75,000	-
Capital	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>

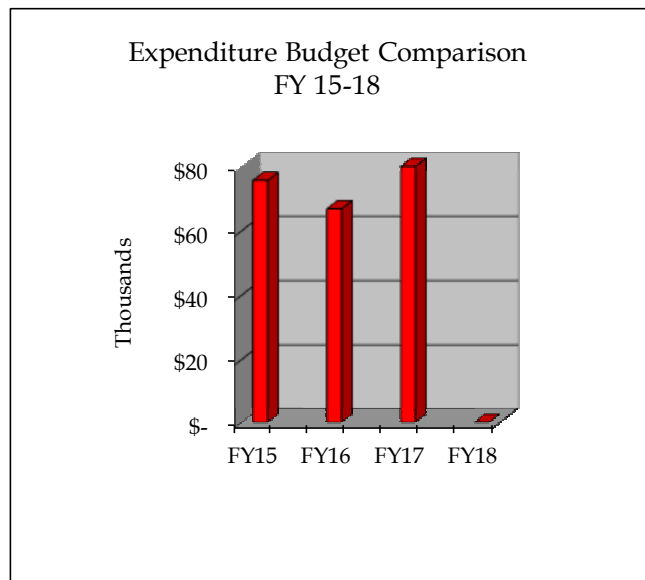


Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-8003-480-80-85	Direct Assistance	75,000	75,000	75,000	75,000
<b>General Fund Total</b>		<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>

**AUDITING SERVICE - 6908**

This department provides funding for the annual audit of Dorchester County financial statements performed by Independent Auditor. This funding has been moved to the Business Services Department in FY2018. This operating cost will be part of Business Services' operating expenditures going forward since the annual audit is part of the Business Services area.

<b>Program Summary:</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Approved</u>	<u>Change</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	75,575	66,755	80,000	-	(80,000)
Capital	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 75,575</b>	<b>\$ 66,755</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ (80,000)</b>



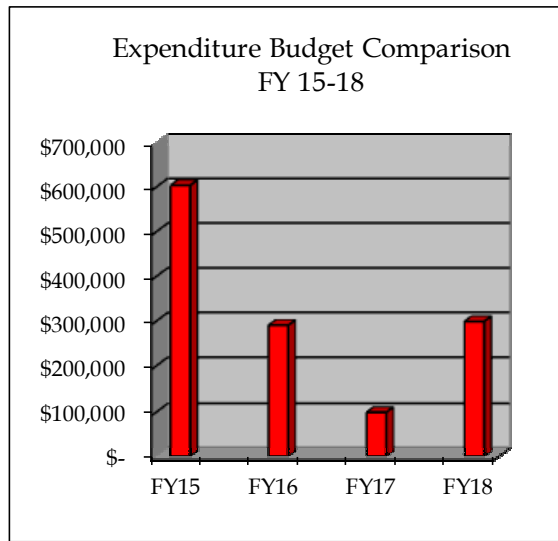
**OBJECT**

33-04 Includes funding for annual audit by Certified Public Accountant.

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
General Fund					
101-6908-469-33-04	Auditing/Accounting	75,575	66,755	80,000	-
<b>General Fund Total</b>		<b>75,575</b>	<b>66,755</b>	<b>80,000</b>	<b>-</b>

**BENEFITS - 6912**

<b>Program Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	604,189	291,125	99,994	299,782	199,788
Capital	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 604,189</b>	<b>\$ 291,125</b>	<b>\$ 99,994</b>	<b>\$ 299,782</b>	<b>\$ 199,788</b>



**OBJECT**

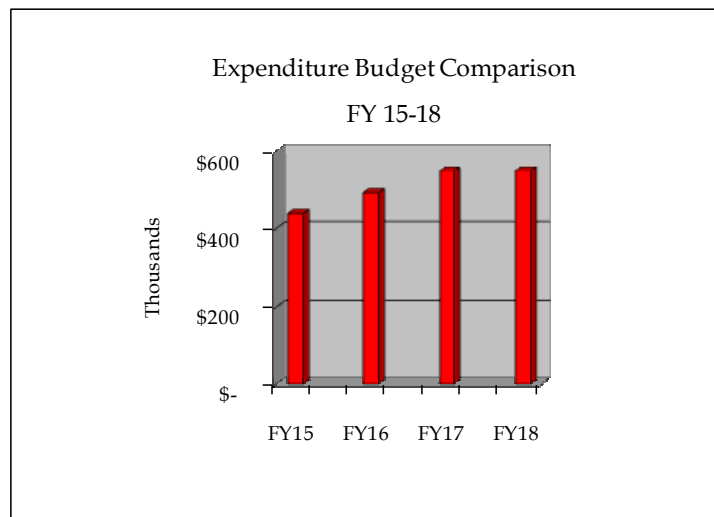
80-04 Funding to cover liability for health and dental benefits for the current and future retirees.

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
General Fund					
101-6912-469-80-04	Contingency	604,189	291,125	99,994	299,782
<b>General Fund Total</b>		<b>604,189</b>	<b>291,125</b>	<b>99,994</b>	<b>299,782</b>

**DIRECT ASSISTANCE**

Dorchester County provides direct assistance to ten agencies that provide services to the county government and/or county citizens.

<b>Program Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
BCD Council of Governments	\$ 129,727	\$ 129,727	\$ 170,694	\$ 170,694	\$ -
Board of Disabilities	22,500	22,500	22,500	22,500	-
Charleston Regional Dev. Alliance	50,353	198,000	198,000	198,000	-
Clemson Extension Service	23,478	23,583	23,700	23,700	-
Department of Social Services	54,297	48,067	64,100	64,100	-
Dorchester Soil & Water Conservation	10,000	10,000	10,000	10,000	-
Legislative Delegation	29,014	29,014	29,014	29,014	-
Lowcountry Resource Conservation	500	500	500	500	-
North Charleston Road Payment	90,000	-	-	-	-
Dorchester County Mental Health Center	15,000	15,000	15,000	15,000	-
S.C. Association of Counties	16,814	16,814	16,814	16,814	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 441,683</b>	<b>\$ 493,205</b>	<b>\$ 550,322</b>	<b>\$ 550,322</b>	<b>\$ -</b>



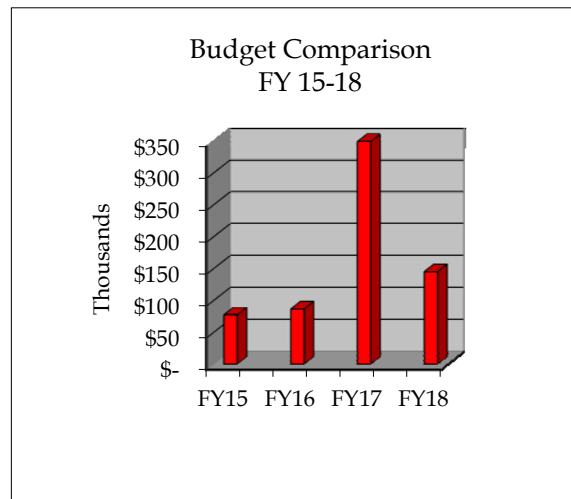
**GRANTS - 9125**

Funding included for the following grants:

DHEC EMS-GIA (5.5% Match) for EMS Dept.	\$ 800
DC Project AB1501 SG Airport Land Acquis./Tree Clearing Svcs. (Pre-Grant)	\$ 52,000
FAA SG Airport Land Acquisition 7 Properties (10% Match)	\$ 59,861
FAA SV Airport Land & Easement Acquisition 4 Properties (10% Match)	\$ 12,504
FAA SV Airport Runway Markings/Rejuvenation/PAPI/DBE (10% Match)	\$ <u>19,800</u>
	<b>\$ 144,965</b>

**Grant Summary:**

	<u>FY15</u> <u>Actual</u>	<u>FY16</u> <u>Actual</u>	<u>FY17</u> <u>Budget</u>	<u>FY18</u> <u>Approved</u>	<u>Change</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	-
Capital	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interfund Transfers Out	77,296	86,347	348,800	144,965	(203,835)
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 77,296</b>	<b>\$ 86,347</b>	<b>\$ 348,800</b>	<b>\$ 144,965</b>	<b>\$ (203,835)</b>



Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-9125-491-90-01	Operating Transfers Out to Grants Funds	77,296	86,347	-	800
101-9125-491-80-85	Direct Assistance	-	-	800	-
<b>General Fund Total</b>		<b>77,296</b>	<b>86,347</b>	<b>800</b>	<b>800</b>
<b>Capital Improvement Fund</b>					
201-9125-491-90-01	Operating Transfers Out to Grants Funds	-	-	348,000	144,165
<b>Capital Improvement Fund Total</b>		<b>-</b>	<b>-</b>	<b>348,000</b>	<b>144,165</b>

## **INSURANCE - 6955**

The Insurance Account, which is managed by Risk Management & Safety, funds the employee blanket bond and all insurance coverage for buildings, equipment, data processing, and vehicles funded by the General and Capital funds. Water and Sewer, Stormwater, Solid Waste, Fire Department, and the Solicitor's Office are covered also, but funding is appropriated in these departments for insurance for the various policies.

### **GOALS**

Continue to work with user departments regarding their insurance needs.

### **SERVICE AREAS**

**Employee Blanket Bond:** Ensures that sufficient funding is appropriated to maintain a \$250,000 blanket bond on County employees. The premium is determined by advanced notification from the carrier. This service is needed to cover public employee dishonesty, including faithful performance, money and securities, and forgery.

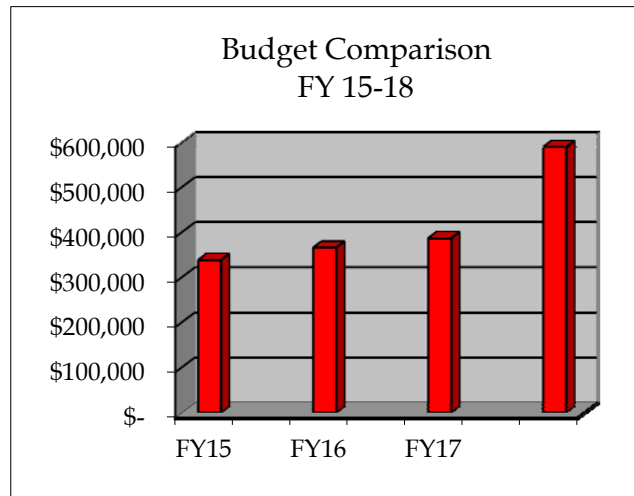
**Insurance Policies:** Ensures that sufficient funding is appropriated to maintain insurance coverage for county buildings and contents, equipment, data processing, communications equipment, and vehicles. The County is notified in advance of each policy's expiration date and of any increases in premiums.

**Insurance Claims:** User departments are to report all claims to Risk Management and to the insurance carrier/adjuster. Claim processing by the insurance carrier are monitored for reimbursements and payments. The Procurement Director works closely with the Treasurer to assure that claim checks are credited to the proper accounts.

**Insurance Provider:** The Insurance Reserve Fund provides the County's coverage. This fund provides the following types of coverage for State entities and political subdivisions: Building and Contents; Inland Marine; Data Processing Equipment; Builders Risk; Business Interruption; Tort Liability; Automobile Insurance; and Medical Professional Liability.

**INSURANCE - 6955**

<b>Program Summary:</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Approved</b>	<b>Change</b>
Positions:					
(PFT)	0	0	0	0	0
(PT)	0	0	0	0	0
Operating	339,569	367,103	388,025	590,502	202,477
<b>Total Expenditures</b>	<b>\$ 339,569</b>	<b>\$ 367,103</b>	<b>\$ 388,025</b>	<b>\$ 590,502</b>	<b>\$ 202,477</b>



**Performance Indicators**

	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Projected</b>
Insurance Policies	13	13	13	13

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
General Fund					
101-6955-469-52-01	Various Insurance Liabilities	339,570	367,103	388,025	590,502
<b>General Fund Total</b>		<b>339,570</b>	<b>367,103</b>	<b>388,025</b>	<b>590,502</b>

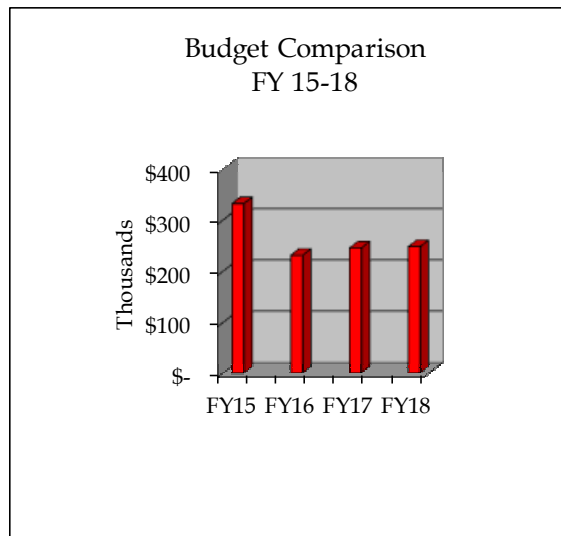
**MEDICALLY INDIGENT ASSISTANCE PROGRAM - 8068**

MIAP provides financial assistance for in-hospital expenses for persons not eligible for other aid programs. Eligibility determination was transferred to local South Carolina Department of Health and Human Services (D.H.H.S.) office in March 2003. This budget amount is the assessment charged to the County by D.H.H.S. for indigent health care. County assessments are added to certain Medicaid funds to fund the MIAP program.

**SERVICE AREAS**

Application Review and Eligibility Determination: The South Carolina Department of Health and Human Services (D.H.H.S.) review applications for assistance to determine eligibility.

<b>Program Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	331,623	230,832	245,104	247,690	2,586
Capital	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 331,623</b>	<b>\$ 230,832</b>	<b>\$ 245,104</b>	<b>\$ 247,690</b>	<b>\$ 2,586</b>



Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
General Fund					
101-8068-480-80-85	Direct Assistance	331,623	230,832	245,104	247,690
<b>General Fund Total</b>		<b>331,623</b>	<b>230,832</b>	<b>245,104</b>	<b>247,690</b>

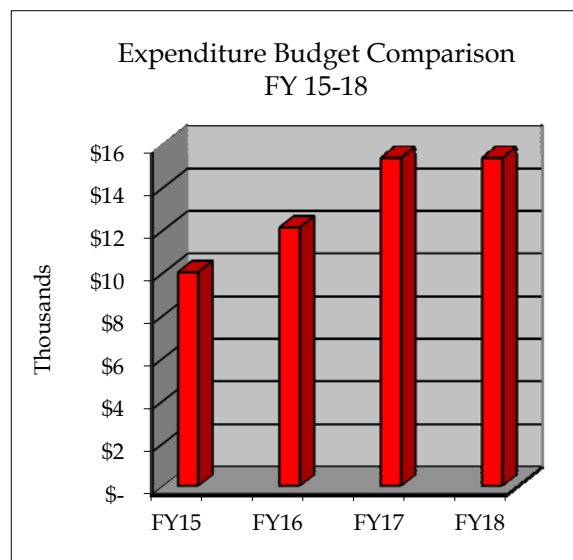
**SENIOR CITIZENS TAX WORK-OFF PROGRAM – 8082**

The Senior Citizens Tax Work-Off Program allows county residents, meeting certain criteria, an opportunity to earn minimum wage for the amount equal to the county portion of their property taxes working for various departments within the county government. The citizens must be 60 years of age or older, own property (in their name) in Dorchester County, and reside in Dorchester County.

**SERVICE AREAS**

The County began the Senior Citizens Tax Work-Off Program in the fall of 1994. The program has been successful, showing active participation by county residents.

<b>Program Summary:</b>	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Budget</u></b>	<b>FY18 <u>Approved</u></b>	<b><u>Change</u></b>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	10,045	12,144	15,400	15,400	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,045</b>	<b>\$ 12,144</b>	<b>\$ 15,400</b>	<b>\$ 15,400</b>	<b>\$ -</b>



**Performance Indicators**

	<b>FY15 <u>Actual</u></b>	<b>FY16 <u>Actual</u></b>	<b>FY17 <u>Estimated</u></b>	<b>FY18 <u>Projected</u></b>
Applications Received	55	66	57	65
Participants Employed	49	46	50	58

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
General Fund					
101-8082-480-31-04	Senior Citizens Tax Workoff	9,659	11,639	15,000	15,000
101-8082-480-54-01	Advertising	386	386	400	400
<b>General Fund Total</b>		<b>10,045</b>	<b>12,144</b>	<b>15,400</b>	<b>15,400</b>

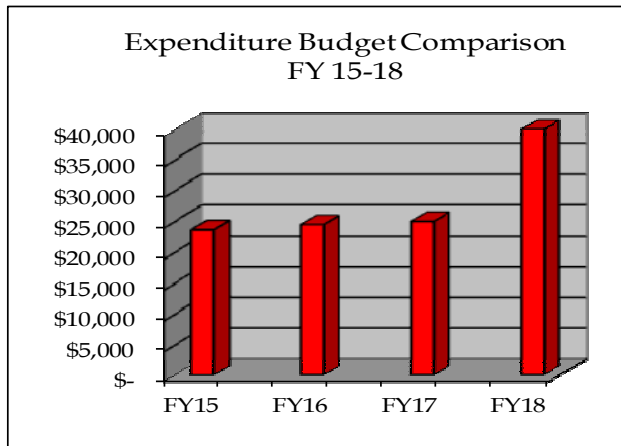
**SUMMER YOUTH EMPLOYMENT PROGRAM - 8088**

The Summer Youth Employment Program allows Dorchester County youths between the ages of 16 and 22 to work in various departments within the county government. These youth earn minimum wage and work for approximately 20 hours a week for six weeks.

**SERVICE AREAS**

The County started the Summer Youth Employment Program in the summer of 1997. The program has been successful for area youth as well as county departments. The Program begins in June and ends in August.

<b>Program Summary:</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Approved</b>	<b>Change</b>
Personnel	\$ 23,582	\$ 24,468	\$ 25,000	\$ 40,000	\$ 15,000
Operating	-	-	-	-	-
Capital	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 23,582</b>	<b>\$ 24,468</b>	<b>\$ 25,000</b>	<b>\$ 40,000</b>	<b>\$ 15,000</b>



**Performance Indicators**

	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Estimated</b>	<b>FY18 Projected</b>
Positions Requested	15	15	25	40
Positions Filled	15	15	25	40

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
<b>General Fund</b>					
101-8088-480-12-01	Temporary	21,798	22,596	25,000	36,520
101-8088-480-22-01	Social Security and Medicare	1,668	1,728	-	3,060
101-8088-480-26-01	Workers Compensation	116	105	-	185
101-8088-480-23-01	State and Police Retirement	-	39	-	235
<b>General Fund Total</b>		<b>23,582</b>	<b>24,468</b>	<b>25,000</b>	<b>40,000</b>

**UNEMPLOYMENT - 6990**

The Dorchester County Unemployment Compensation program is managed by the Human Resources Department. The County is self-insured for unemployment benefits and pays these benefits directly out of its General Fund. Eligibility is determined by the South Carolina Employment Security Commission.

**GOALS**

1. To educate departments in the importance of good hiring practices.
2. To reduce employee turnover.
3. To educate departments on sound termination procedures.

**SERVICE AREAS**

**Administration:** Training is provided to departments assisting with interviews and acceptable hiring practices.

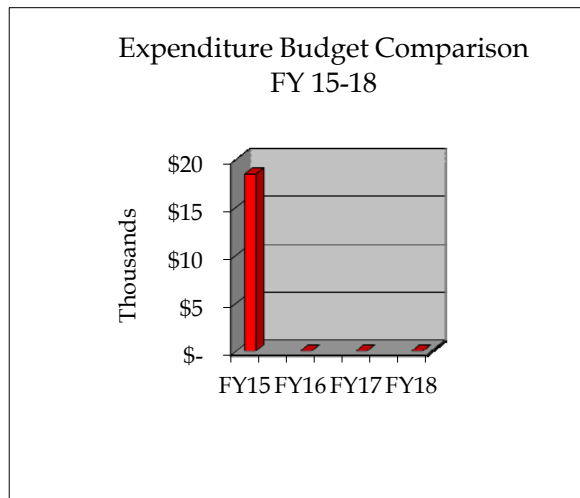
**Turnover:** Staff works daily to reduce employee turnover rate by counseling employees and discouraging discrimination and harassment of employees.

**Appeal Cases:** HR Policy dictates the importance of documenting all employee issues to justify termination. Proper documentation makes the difference and helps to ensure cases will not be overturned.

**Proper Termination Procedures:** The HR Policy Manual requires all departments to discuss terminations with the County Administrator prior to any actions being taken. This is done to ensure that policies and procedures have been followed and proper documentation and justification exists.

**Division Summary:**

	<u>FY15</u> <u>Actual</u>	<u>FY16</u> <u>Actual</u>	<u>FY17</u> <u>Budget</u>	<u>FY18</u> <u>Approved</u>	<u>Change</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	18,432	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,432</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**UNEMPLOYMENT - 6990**

**FUNDING ADJUSTMENTS FOR FY 2018:**

These costs were moved to be charged to the individual departments in FY2016 and going forward. Therefore, the budget for this department has been zeroed out.

Acct No	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Approved
General Fund					
101-6990-469-25-01	Unemployment Compensation	18,135	-	-	-
101-6990-469-80-10	Late Fees	297	-	-	-
<b>General Fund Total</b>		<b>18,432</b>	<b>-</b>	<b>-</b>	<b>-</b>

## **DEBT SERVICE**

### **GENERAL OVERVIEW**

Dorchester County issues debt to undertake large capital projects that are fiscally impractical to pay from annual operations of the County. The County has the following forms of long-term indebtedness:

**General Obligation Bonds (GOB)** - The County issues this type of bond to provide funds for the acquisition and construction of major capital facilities for use in government activities. The primary source of revenue for repayment of bonds reported in the governmental activities is property taxes. General obligation bonds are direct obligations and pledge the full faith and credit of the County.

**Revenue Bonds** - Four Revenue Bonds are reported in the proprietary funds or enterprise funds since they are expected to be repaid from revenues, primarily water and sewer sales and services, which are generated by proprietary fund activities. Two Revenue Bonds are reported in the Transportation Authority special revenue fund because it will be liquidated with revenues collected from a 1% local sales tax assessed for that purpose. There is also a revenue bond associated with the East Edisto Industrial Park because it will be liquidated with payments in lieu of taxes received and retained by Dorchester County under a Joint County Industrial and Business Park Agreement with Orangeburg County.

**Capital Lease Obligations** - The County uses notes and leases to finance the purchase of equipment.

**Notes Payable** - Notes payable are not general obligations of the County.

**Debt Service** - is the payment of principal and interest on borrowed funds.

### **DEBT POLICY**

The Debt Policy is intended to promote the efficient uses of resources, appropriate use of financing, and comply with legal statutes. Listed below is the policy.

1. Comply with the South Carolina constitution that permits the County to incur GOB indebtedness not to exceed eight percent of the assessed value of taxable property in the County.
2. Long-term debt will be utilized when capital improvements or projects cannot be financed from current revenues.
3. Current operations will not be financed by long-term debt.
4. The County will use revenue or other self-supporting bonds instead of general obligation bonds when it is advantageous.
5. Maintain the highest bond rating possible by providing the rating agencies the required information in a timely manner.

## DEBT SERVICE

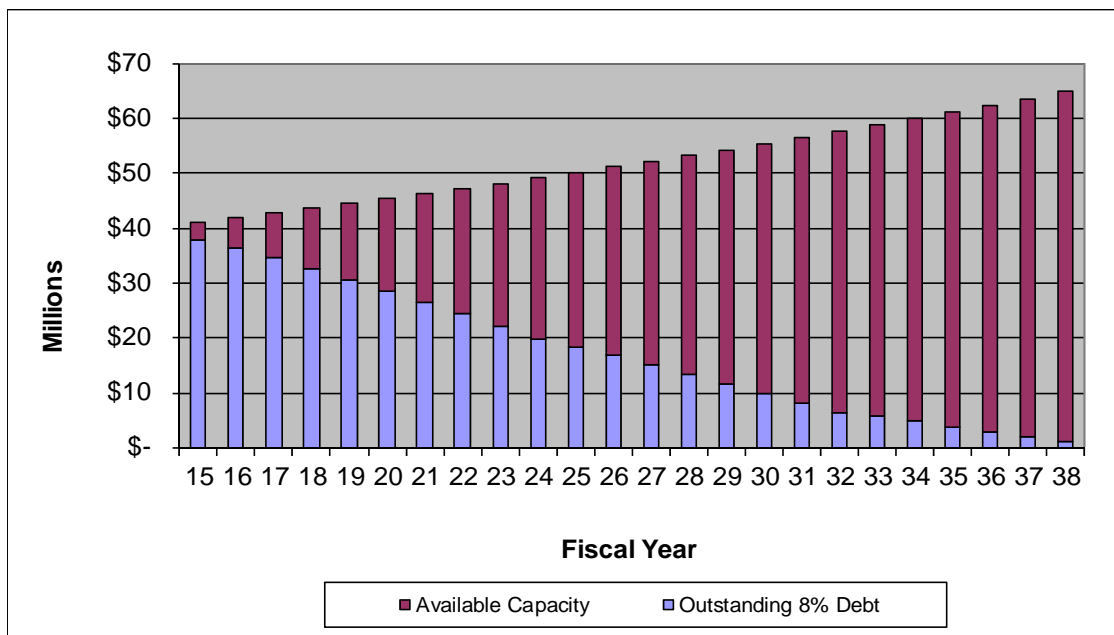
### LEGAL DEBT SERVICE LIMIT

The South Carolina constitution permits the County to incur general obligation (general purposes) bonded indebtedness not to exceed eight percent of the assessed value of taxable property in the County. As of June 30, 2017, Dorchester County is in compliance with this requirement. The County's outstanding debt subject to the eight percent limit is approximately \$32,829,521 at June 30, 2017. The following table and graph reflect the County's eight percent debt limit.

#### Constitutional 8% Debt Limit

Total Assessment at June 30, 2017	\$557,790,782
Constitutional Debt Limit - 8%	\$ 44,623,263
Outstanding 8% Debt	\$ 32,829,521
Available Capacity	\$ 11,793,742

It is important that Dorchester County maintains available debt capacity. Below is a graph depicting the current and anticipated available debt capacity.



The preceding graph includes assumptions that there will be a 1.94 Percent Annual Growth per S.C. Office of Research and Statistics, Health and Demographics Division and 7 Percent reassessment increase at 5 year intervals.

## **DEBT SERVICE**

**Other Limitations** Long-term borrowing is restricted to capital improvements or projects that cannot be financed from current operations. Current operations will not be financed with long-term debt.

**County Bond Rating** The County strives to maintain the highest possible bond rating. The latest Standard & Poor's rates Dorchester County 'AA-'. The latest from Moody's Rating Committee gave Dorchester County AA2. In order to maintain the ratings, the County must furnish annual audit reports and budgets, and if applicable, updated operating and construction progress data. With the anticipated bond issues, it is imperative that the County strive to maintain and improve its' bond rating.

### **FY 2018 Budgeted Debt Service by Fund:**

Fund 401	Debt Service Fund	\$3,465,443
Fund 352	Economic Development Fund	\$369,225
Fund 385	Fire Improvement Fund	\$447,743
Fund 150	Recreation Fund	\$209,696
Fund 521	1% Sales Tax Transportation Authority	\$8,842,003
Fund 601	Water & Sewer Fund	\$5,445,214

## **CAPITAL PROJECTS**

### **General Project Cost Detail**

The FY 2018-2022 Adopted Capital Improvement Plan (CIP) includes an overview, a General Fund CIP section, and an Enterprise Funds CIP section. The overview outlines the County’s policies regarding capital investments and provides summarized information of the CIP. Detailed information about individual projects is included behind a summary of the General Fund CIP and the Enterprise Funds CIP.

### **Capital Improvement Policy**

1. The County has implemented a five year capital improvement plan. The capital improvement plan is updated annually.
2. The County will coordinate development of the capital improvement budget with development of the operating budget. Operating costs relating to capital improvements will be projected and included in the operating budget.
3. The County will identify the estimated costs and funding sources for capital projects before submitting to County Council for approval.

### **Overview**

Capital expenditures consist of a single item that costs \$500 or more and has a useful life of more than one year. Some capital expenditures are included within the operating budgets of the Enterprise Funds since they are recurring or affordable on a pay-as-you-go basis. General Fund capital expenditures are budgeted for in the Capital Improvements Fund. Examples of capital expenditures included in the operating budget are vehicles and equipment purchases. In the table below, the capital expenditures included in the FY2018 budget are summarized by fund type.

<b>Capital Expenditures</b>	
Capital Improvements Funds	\$9,280,606
Enterprise Funds	5,420,000
<b>Grand Total</b>	<b>\$14,700,606</b>

Capital expenditures that are significant, non-routine and costs over \$50,000 are placed in the Capital Improvements Plan (CIP). The CIP has been developed to identify major projects that occur infrequently and should be financed over a period of years. The development of the CIP began with County Departments identifying needed projects and submitting them to the Budget Office. The projects were reviewed during the Budget Process to determine the current and future financing capabilities. Next, the Budget Office submitted the projects to the Administrator for review and recommendation. The Administrator recommended the CIP to County Council during Budget Retreats to be reviewed and passed with the operating budget. Council and staff will review the program, its direction, progress, and financing requirements on an annual basis.

During the FY2008 budget process, the first formal five-year CIP was adopted (FY2008-FY2012). The list of projects for FY2018 was also incorporated into the FY2018 Budget in the Capital Improvements Fund.

### **Impact on the Operating Budget**

The capital improvement plan has a direct impact on current and future operating budgets. The County estimated the additional personnel and operating costs for the projects that are ongoing in FY2018. For some projects, the additional operating costs are either insignificant or are offset by cost savings.

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**TOTAL CIP FUNDING AND PROJECT SUMMARY**

EXISTING FUNDING SOURCES	COMMITTED	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
2006 Revenue Bond	-	300,000	-	-	-	-	-	300,000
Capital Improvement Fund	5,136,666	3,646,030	1,150,606	-	-	-	-	9,933,302
CTC Fund	1,035,000	-	-	-	-	-	-	1,035,000
Developer Contributions	-	-	-	600,000	-	-	-	600,000
Discretionary Funds	-	-	-	220,000	-	-	-	220,000
Fire Fund	860,000	-	-	-	-	-	-	860,000
Grants	-	-	913,000	-	-	-	-	913,000
2010 Recreation Bond	3,659,947	-	-	-	-	-	-	3,659,947
NEW Recreation Bond	1,063,466	-	7,217,000	4,730,000	1,053,000	-	-	14,063,466
NEW Revenue Bond	-	6,000,000	-	-	-	-	-	6,000,000
SC Transportation Infrastructure Bank	17,000,000	-	-	-	-	-	-	17,000,000
Sewer Impact Fees	-	15,548,000	1,910,000	-	-	-	-	17,458,000
Solid Waste Fund	-	60,537	1,000,000	-	-	-	-	1,060,537
Stormwater Fund	-	1,408,165	260,000	260,000	260,000	260,000	260,000	2,708,165
Water Impact Fees	-	605,000	250,000	-	-	-	-	855,000
Water & Sewer Fund	-	1,030,000	2,000,000	1,500,000	1,500,000	1,500,000	1,500,000	9,030,000
<b>Unfunded</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,485,000</b>	<b>6,467,000</b>	<b>-</b>	<b>-</b>	<b>14,952,000</b>
	<b>28,755,079</b>	<b>28,597,732</b>	<b>14,700,606</b>	<b>15,795,000</b>	<b>9,280,000</b>	<b>1,760,000</b>	<b>1,760,000</b>	<b>100,648,417</b>

PROJECTS BY DEPARTMENT	COMMITTED	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Administrative	3,774,394	900,606	725,606	-	-	-	-	5,400,606
E911	-	-	300,000	-	-	-	-	300,000
EMS	1,362,272	645,204	-	600,000	-	-	-	2,607,476
Fire Department	860,000	-	-	-	-	-	-	860,000
Public Works	-	183,537	-	-	-	-	-	183,537
Recreation	4,723,413	-	8,130,000	4,730,000	1,053,000	-	-	18,636,413
Sheriff's Office	-	31,000	125,000	220,000	-	-	-	376,000
Solid Waste	-	-	1,000,000	-	-	-	-	1,000,000
Stormwater	-	1,360,165	260,000	260,000	260,000	260,000	260,000	2,660,165
Transportation	18,035,000	1,994,220	-	-	-	-	-	20,029,220
Water and Sewer	-	23,483,000	4,160,000	1,500,000	1,500,000	1,500,000	1,500,000	33,643,000
<b>Unfunded</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,485,000</b>	<b>6,467,000</b>	<b>-</b>	<b>-</b>	<b>14,952,000</b>
	<b>28,755,079</b>	<b>28,597,732</b>	<b>14,700,606</b>	<b>15,795,000</b>	<b>9,280,000</b>	<b>1,760,000</b>	<b>1,760,000</b>	<b>100,648,417</b>

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<b>DEPARTMENT:</b>		Administrator's Office					
<b>PROJECT TITLE:</b>		Trident Technical College Campus					
<b>PROJECT STATUS:</b>		Not started					
<b>START/FINISH DATE:</b>		Funding recommended as of July 1, 2017					
<b>Project Description:</b>							
Dorchester County is appropriating continued funding for TTC with the goal to partner with Trident Technical College in the future for a campus in Dorchester County.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$725,606	\$0	\$0	\$0	\$0	\$725,606
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$725,606</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$725,606</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Capital Fund	\$0	\$725,606					\$725,606
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$725,606</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$725,606</b>

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<b>DEPARTMENT:</b>	Emergency Management Department						
<b>PROJECT TITLE:</b>	EOC/E911 Center						
<b>PROJECT STATUS:</b>	Not started						
<b>START/FINISH DATE:</b>	Design funding recommended as of July 1, 2017						
<b>Project Description:</b>							
This project consists of constructing a new-hardened facility to house the Emergency Operations Center and E911 Dispatch Center. At the present time, these two critical functions are housed in the LEC and have outgrown their operating areas. In addition, the current facility is not rated to withstand any significant wind speed (hurricane-force) or seismic activity and has a floating roof.							
Based on the results of the Facilities Assessment Report, staff is anticipating the potential to use existing County property on Deming Way for the facility.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$0	\$4,120,000	\$0	\$0	\$0	\$4,120,000
Equipment	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$6,120,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,420,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Capital Fund	\$0	\$300,000					\$300,000
Unfunded	\$0		\$6,120,000				\$6,120,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$6,120,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,420,000</b>

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<b>DEPARTMENT:</b>		Emergency Medical Services					
<b>PROJECT TITLE:</b>		Medic 2 on Travelers Blvd.					
<b>PROJECT STATUS:</b>		Ongoing Project					
<b>START/FINISH DATE:</b>		Funded as of July 1, 2016. Estimated completion in 2018.					
<b>Project Description:</b>							
Medic 2 Station consists of one room in the Waring Fire Station (Town of Summerville) located on Trolley Road. The Medic 2 district has a high call volume and Council approved the transfer of funding of \$1,284,547 from the Bridlewood Station to this station in the fall of 2015. In 2016, the County purchased land on Travelers Blvd. from Charleston CPW and plans to build a facility for Medic 2 on this site. Due to the conversion to 12 hour shifts, the plans from the Bridlewood station are being adapted to remove sleeping quarters.							
<b>Project Status:</b>							
Design is in progress. The County has engaged with JLA to amend the Bridlewood design and is proceeding with that process.							
<b>PROJECT ITEMS</b>	<b>FUNDING TO-DATE</b>	<b>FY 2018 COST</b>	<b>FY 2019 COST</b>	<b>FY 2020 COST</b>	<b>FY 2021 COST</b>	<b>FY 2022 COST</b>	<b>TOTAL PROJECT COST</b>
Planning /Design	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000
Site Acquisition Costs	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Improvements	\$1,265,000	\$0	\$0	\$0	\$0	\$0	\$1,265,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$1,365,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,365,000</b>
<b>PROJECT FUNDING SOURCES (LIST)</b>	<b>FUNDING TO-DATE</b>	<b>FY 2018 EST. FUNDS</b>	<b>FY 2019 EST. FUNDS</b>	<b>FY 2020 EST. FUNDS</b>	<b>FY 2021 EST. FUNDS</b>	<b>FY 2022 EST. FUNDS</b>	<b>TOTAL PROJECT FUNDING</b>
Capital Fund	\$1,365,000						\$1,365,000
<b>TOTAL FUNDING</b>	<b>\$1,365,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,365,000</b>

<b>DEPARTMENT:</b>		Emergency Medical Services					
<b>PROJECT TITLE:</b>		EMS Headquarters Parking					
<b>PROJECT STATUS:</b>		Ongoing Project					
<b>START/FINISH DATE:</b>		Funded as of July 1, 2016. Estimated completion unknown.					
<b>Project Description:</b>							
County Council approved funding in FY 2017 for land acquisition to purchase property adjacent to EMS Headquarters.							
<b>Project Status:</b>							
An appraisal was received in early 2017 for the Carter Electronics property at 823 W 5th North Street valued at \$515,000. Staff is reviewing at this time.							
<b>PROJECT ITEMS</b>	<b>FUNDING TO-DATE</b>	<b>FY 2018 COST</b>	<b>FY 2019 COST</b>	<b>FY 2020 COST</b>	<b>FY 2021 COST</b>	<b>FY 2022 COST</b>	<b>TOTAL PROJECT COST</b>
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$450,000	\$0	\$0	\$0	\$0	\$0	\$450,000
Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$450,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450,000</b>
<b>PROJECT FUNDING SOURCES (LIST)</b>	<b>FUNDING TO-DATE</b>	<b>FY 2018 EST. FUNDS</b>	<b>FY 2019 EST. FUNDS</b>	<b>FY 2020 EST. FUNDS</b>	<b>FY 2021 EST. FUNDS</b>	<b>FY 2022 EST. FUNDS</b>	<b>TOTAL PROJECT FUNDING</b>
Capital Fund	\$450,000						\$450,000
Unfunded	\$0		\$75,000				\$75,000

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<b>DEPARTMENT:</b>		Emergency Medical Services					
<b>PROJECT TITLE:</b>		Medic 6 EMS Station					
<b>PROJECT STATUS:</b>		New Project					
<b>START/FINISH DATE:</b>							
<b>Project Description:</b>							
Medic 6 is currently located in the corner of their response district with the Ashley River Fire Department on Dorchester Road. The station needs to be located near the center of the district to optimize response times.							
<b>Project Status:</b>							
County purchased land for Medic 6 at the corner of Patriot Boulevard and Appian Way in 2013.							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$192,476	\$0	\$0	\$0	\$0	\$0	\$192,476
Improvements	\$0	\$0	\$1,325,000	\$0	\$0	\$0	\$1,325,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$192,476</b>	<b>\$0</b>	<b>\$1,325,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,517,476</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Capital Fund	\$192,476						\$192,476
Unfunded	\$0		\$1,325,000				\$1,325,000
<b>TOTAL FUNDING</b>	<b>\$192,476</b>	<b>\$0</b>	<b>\$1,325,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,517,476</b>

<b>DEPARTMENT:</b>		Emergency Medical Services					
<b>PROJECT TITLE:</b>		East Edisto EMS/Fire Station					
<b>PROJECT STATUS:</b>		New Project					
<b>START/FINISH DATE:</b>							
<b>Project Description:</b>							
WestRock will donate 2 acres and contribute \$600,000 for Fire/EMS Station upon issuance of 500 Certificates of Occupancy or notification by County that funds are available. Station will front a public road at the intersection of Summers Drive and the spine road that will connect SC-165 and US-17A.							
<b>Project Status:</b>							
This station will be built in the first phase of Summers Corner.							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$0	\$815,000	\$2,100,000	\$0	\$0	\$2,915,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$0</b>	<b>\$815,000</b>	<b>\$2,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,915,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Capital Fund	\$0						\$0
Developer Contribution	\$0		\$600,000				\$600,000
Unfunded	\$0		\$215,000	\$2,100,000			\$2,315,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$0</b>	<b>\$815,000</b>	<b>\$2,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,915,000</b>

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<b>DEPARTMENT:</b>		Emergency Medical Services					
<b>PROJECT TITLE:</b>		Ravenel EMS Station					
<b>PROJECT STATUS:</b>		New Project					
<b>START/FINISH DATE:</b>							
<b>Project Description:</b>							
This would provide a single bay station to be located near the intersection of Highway 165 and Clubhouse Road. This station will initially house a quick response vehicle (QRV) and a single paramedic.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$0	\$310,000	\$0	\$0	\$0	\$310,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$0</b>	<b>\$310,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$310,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Unfunded	\$0		\$310,000				\$310,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$0</b>	<b>\$310,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$310,000</b>

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<b>DEPARTMENT:</b>	Fire Department						
<b>PROJECT TITLE:</b>	Reevesville Fire Station						
<b>PROJECT STATUS:</b>	New Project						
<b>START/FINISH DATE:</b>							
<b>Project Description:</b>							
Construct a 2-bay fire station in the Reevesville Community. The station that the Reevesville fire district currently operates out of belongs to the Town of Reevesville. It was built in the 1940s as a mechanics garage but was converted over the years into the current configuration as a fire station/town hall. The County is leasing the space occupied by the Fire Department from the Town as well as covering any and all maintenance on the building. The new station would be a main district station, which would require 2 bays, 2 trucks deep, a kitchen, meeting area, day room and office/storage space.							
<b>Project Status:</b>							
The County does not currently own land for this station. Therefore, land would need to be identified as suitable and purchased to construct this station.							
<b>PROJECT ITEMS</b>	<b>FUNDING TO-DATE</b>	<b>FY 2018 COST</b>	<b>FY 2019 COST</b>	<b>FY 2020 COST</b>	<b>FY 2021 COST</b>	<b>FY 2022 COST</b>	<b>TOTAL PROJECT COST</b>
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000
Improvements	\$0	\$0	\$0	\$295,000	\$0	\$0	\$295,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$320,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$320,000</b>
<b>PROJECT FUNDING SOURCES (LIST)</b>	<b>FUNDING TO-DATE</b>	<b>FY 2018 EST. FUNDS</b>	<b>FY 2019 EST. FUNDS</b>	<b>FY 2020 EST. FUNDS</b>	<b>FY 2021 EST. FUNDS</b>	<b>FY 2022 EST. FUNDS</b>	<b>TOTAL PROJECT FUNDING</b>
Unfunded	\$0			\$320,000			\$320,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$320,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$320,000</b>

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<b>DEPARTMENT:</b>		Parks and Recreation					
<b>PROJECT TITLE:</b>		Rosebrock Park Restrooms					
<b>PROJECT STATUS:</b>		New Project					
<b>START/FINISH DATE:</b>							
<b>Project Description:</b>							
68-acre Rosebrock Park is the County's only facility open to the public. It features a nature trail through protected bottomland forest, parking area, shelters, Ashley Scenic River access, and porta-potties. As part of an overall park enhancement program, staff is seeking to construct a permanent restroom facility and to redesign the oversized parking area to create a small activity lawn.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$0	\$115,000	\$0	\$0	\$0	\$115,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Unfunded	\$0		\$130,000				\$130,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130,000</b>

<b>DEPARTMENT:</b>		Parks and Recreation					
<b>PROJECT TITLE:</b>		Ashley River Park					
<b>PROJECT STATUS:</b>		Master Plan design complete. Construction not started.					
<b>START/FINISH DATE:</b>		Funding recommended as of July 1, 2017 per Bond Referendum					
<b>Project Description:</b>							
The Ashley River Property encompasses approximately 85 acres of riverfront property at the intersection of Hwy. 165 and the SC State Scenic Ashley River. Aside from the nature trail at Rosebrock Park, Dorchester County owns and operates no other park or recreation facilities. Ashley River Park has been identified by the Parks Commission as the top priority for park development in the lower County. When compared with other County-owned properties, this property is the most promising for park development due to existing infrastructure, proximity to population centers, potential for revenue opportunities (rentals, special events, user fees, and recreation programming), attractiveness for sponsorships/donations/gifts, and viability for competitive grants. This park will take advantage of the natural attributes found within and will focus largely on outdoor/nature based recreation opportunities, while providing standard park features such as a playground, shelters, trails/boardwalks, fishing access, restrooms, dog park, and picnic areas. Phase I of this project should include a combination office/maintenance building to house both park and administrative staff and equipment.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$789,897	\$0	\$0	\$0	\$0	\$0	\$789,897
Site Acquisition Costs	\$1,450,787	\$0	\$0	\$0	\$0	\$0	\$1,450,787
Improvements	\$0	\$3,000,000	\$4,500,000	\$0	\$0	\$0	\$7,500,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$2,240,684</b>	<b>\$3,000,000</b>	<b>\$4,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,740,684</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
2010 GO Bond	\$2,240,684						\$2,240,684
2017 GO Bond	\$0	\$3,000,000	\$4,500,000				\$7,500,000
<b>TOTAL FUNDING</b>	<b>\$2,240,684</b>	<b>\$3,000,000</b>	<b>\$4,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,740,684</b>



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<b>DEPARTMENT:</b>	Parks and Recreation						
<b>PROJECT TITLE:</b>	Pine Trace Natural Area						
<b>PROJECT STATUS:</b>	Not started						
<b>START/FINISH DATE:</b>	Funding recommended as of July 1, 2018 per Bond Referendum						
<b>Project Description:</b>							
Due to site conditions and regulatory trends, Pine Trace has morphed from a regional soccer complex design into a 300+ acre natural area with fishing pond, outdoor classroom, extensive trails, picnic shelters, championship disc golf course, and large dog park. It will also anchor the northern end of the planned Eagle/Chandler Trail.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$230,000	\$0	\$0	\$0	\$230,000
Site Acquisition Costs	\$1,063,466	\$0	\$0	\$0	\$0	\$0	\$1,063,466
Improvements	\$0	\$0	\$0	\$2,100,000	\$0	\$0	\$2,100,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$1,063,466</b>	<b>\$0</b>	<b>\$230,000</b>	<b>\$2,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,393,466</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
2010 GO Bond	\$1,063,466						\$1,063,466
2017 GO Bond	\$0		\$230,000	\$1,053,000			\$1,283,000
Unfunded	\$0			\$1,047,000			\$1,047,000
<b>TOTAL FUNDING</b>	<b>\$1,063,466</b>	<b>\$0</b>	<b>\$230,000</b>	<b>\$2,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,393,466</b>

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<b>DEPARTMENT:</b>		Sheriff's Office					
<b>PROJECT TITLE:</b>		LEC Jail Annex Remodeling					
<b>PROJECT STATUS:</b>		New Project					
<b>START/FINISH DATE:</b>							
<b>Project Description:</b>							
Remodel the LEC Jail Annex for a larger Crime Lab and for office space for the Warrants Division, the Criminal Investigations Division and/or the Victim Advocates which may eliminate some of the leased office trailers.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$0	\$0	\$3,000,000	\$0	\$0	\$3,000,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Capital Fund	\$0						\$0
Unfunded	\$0			\$3,000,000			\$3,000,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000,000</b>

<b>DEPARTMENT:</b>		Sheriff's Office					
<b>PROJECT TITLE:</b>		LEC Lobby Expansion					
<b>PROJECT STATUS:</b>		New Project					
<b>START/FINISH DATE:</b>		Funding recommended as of July 1, 2017					
<b>Project Description:</b>							
<ol style="list-style-type: none"> <li>Bullet-proof glass between the lobby &amp; receptionist is required for the safety of employees.</li> <li>The elevator is vulnerable to unauthorized access at night and on weekends jeopardizing safety of dispatchers. Secure digital keypad control or swipe-card access is requested.</li> <li>The current LEC lobby has no public access restroom and seats only 6 people. We have to send LEC visitors needing a restroom to the Family Courthouse building located next to the LEC. A small expansion would allow for a public restroom and additional seating.</li> </ol>							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$125,000	\$225,000	\$0	\$0	\$0	\$350,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$225,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Capital Fund	\$0	\$125,000					\$125,000
Unfunded	\$0		\$225,000				\$225,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$225,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350,000</b>

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<b>DEPARTMENT:</b>	Sheriff's Office						
<b>PROJECT TITLE:</b>	Weapons Training Facility						
<b>PROJECT STATUS:</b>	New Project						
<b>START/FINISH DATE:</b>							
<b>Project Description:</b>							
Approximately 150 Dorchester County law enforcement officers qualify each year with firearms. Training (separate from qualifying) on the use of department weapons occurs at least 2 times per year for the same 150 officers. We currently use Charleston City Police Department's leased space which is in Berkeley County. Other surrounding agencies also use this range and it must be scheduled in advance. We also have access to a small Mead WestVaco owned range near the Clubhouse Community and East Edisto project which may soon be closed as part of the developers' land agreement. Specialty DCSO units currently pay an annual fee for time on a private range. If we were able to train and qualify officers on our own range, we could schedule the officers in such a manner as to reduce overtime costs, reduce travel time, gas consumption and annual fees.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$220,000	\$0	\$0	\$0	\$220,000
Improvements	\$0	\$0	\$85,000	\$0	\$0	\$0	\$85,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$0</b>	<b>\$305,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$305,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Sheriff's Discretionary Funds	\$0		\$220,000				\$220,000
Unfunded	\$0		\$85,000				\$85,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$0</b>	<b>\$305,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$305,000</b>

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<b>DEPARTMENT:</b>		Public Works - Solid Waste					
<b>PROJECT TITLE:</b>		Convenience Site Improvements					
<b>PROJECT STATUS:</b>		Not started					
<b>START/FINISH DATE:</b>		Funding recommended as of July 1, 2017					
<b>Project Description:</b>							
<p>The Solid Waste Division staffs and operates 14 County Convenience sites where residents can recycle and dispose of their waste. The sites have significant infrastructure, structural and operational deficiencies that have created safety, security and inefficiency concerns. This project addresses those concerns by recommending building and infrastructure upgrades at the following sites:</p> <p>Geddisville, Reevesville, Dorchester, Ridgeville, Rosinville, Knightsville, St. George, Givhans, Oakbrook, Sprucewood, Grover, Harleyville, Sandy Pines and Miles Jamison.</p>							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Solid Waste Fund	\$0	\$1,000,000					\$1,000,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>

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<b>DEPARTMENT:</b>		Public Works - Stormwater					
<b>PROJECT TITLE:</b>		Stormwater Pipe Replacement					
<b>PROJECT STATUS:</b>		Not started					
<b>START/FINISH DATE:</b>		Funding recommended as of July 1, 2017					
<b>Project Description:</b>							
Dorchester County has an undetermined amount of Metal Drainage Pipe that has deteriorated beyond repair. Before the 1990's, corrugated metal pipe was the preferred material for builders due to its inexpensiveness and ease of installation. Over time, these pipes have deteriorated to the extent that the stormwater system has become less efficient. Dorchester County Public Works is working to identify locations in need of immediate repair and address them accordingly. This project would allow Public Works to combine multiple smaller pipe replacement projects throughout the year.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$625,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Stormwater Fund	\$0	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$625,000</b>

<b>DEPARTMENT:</b>		Public Works - Stormwater					
<b>PROJECT TITLE:</b>		Stormwater Pipe Slip Lining					
<b>PROJECT STATUS:</b>		Not started					
<b>START/FINISH DATE:</b>		Funding recommended as of July 1, 2017					
<b>Project Description:</b>							
Dorchester County has an undetermined amount of Metal Drainage Pipe that has deteriorated beyond repair. Some of these pipes are in close proximity to structures which makes it difficult to replace them with conventional methods. By slip lining the pipe, we can restore it to its original condition without removing the pipe. The construction time is approximately 80% less time and the cost is comparable. Locations will be determined over time based on field observations and conditions.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$135,000	\$135,000	\$135,000	\$135,000	\$135,000	\$675,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>\$675,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Stormwater Fund	\$0	\$135,000	\$135,000	\$135,000	\$135,000	\$135,000	\$675,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>\$675,000</b>

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<b>DEPARTMENT:</b>	Water & Sewer						
<b>PROJECT TITLE:</b>	Pump Station #104 and Force Main Upgrade						
<b>PROJECT STATUS:</b>	Not started						
<b>START/FINISH DATE:</b>	Funding recommended as of July 1, 2017						
<b>Project Description:</b>							
This project is to increase capacity to serve the James Hardie Buildings Products facility on Belgium Way. Pump Station #104 is located on Thorpe Road near the McQueen and Eastport Commerce Parks in Jedburg. Upgrades include higher capacity pumps and a larger force main that will extend to pump station #5 located near the Highway 78 and Deming Way intersection.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$1,610,000	\$0	\$0	\$0	\$0	\$1,610,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$1,610,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,610,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Sewer Impact Fees	\$0	\$1,610,000					\$1,610,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$1,610,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,610,000</b>

<b>DEPARTMENT:</b>	Water & Sewer						
<b>PROJECT TITLE:</b>	Edisto Tribal Council Well #1						
<b>PROJECT STATUS:</b>	Not started						
<b>START/FINISH DATE:</b>	Funding recommended as of July 1, 2017						
<b>Project Description:</b>							
Edisto Trail Well is located near Ridge Road in Ridgeville. The existing building does not meet current code requirements regarding chlorine gas. A new building will be constructed to meet all of the new code requirements. New control panel and other electrical upgrades are included in the project.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Water & Sewer Fund	\$0	\$250,000					\$250,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>

Dorchester County  
 Operating and Capital Budget  
 Fiscal Year 2018

<b>DEPARTMENT:</b>	Water & Sewer						
<b>PROJECT TITLE:</b>	Pump Station Rehabilitation						
<b>PROJECT STATUS:</b>	Not started						
<b>START/FINISH DATE:</b>	Funding recommended as of July 1, 2017						
<b>Project Description:</b>							
Rehabilitate the wetwell, replace existing pumps with new submersible pumps and replace existing controls and electrical system.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$1,400,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,400,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$1,400,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$5,400,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Water & Sewer Fund	\$0	\$1,400,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,400,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$1,400,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$5,400,000</b>

<b>DEPARTMENT:</b>	Water & Sewer						
<b>PROJECT TITLE:</b>	Pump Station #30 Force Main Extension to Pump Station #9						
<b>PROJECT STATUS:</b>	Not started						
<b>START/FINISH DATE:</b>	Funding recommended as of July 1, 2017						
<b>Project Description:</b>							
During the emergency work at pump station #9, an existing 10 inch pipe connected between these two stations was found. The pipe is currently being evaluated to see if it can be used for the extension.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Water & Sewer Fund	\$0	\$100,000					\$100,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

Dorchester County  
 Operating and Capital Budget  
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<b>DEPARTMENT:</b>		Water & Sewer					
<b>PROJECT TITLE:</b>		I&I Sewer Rehabilitation					
<b>PROJECT STATUS:</b>		Not started					
<b>START/FINISH DATE:</b>		Funding recommended as of July 1, 2017					
<b>Project Description:</b>							
The sewer system has significant amounts of inflow and infiltration (I&I). The Water & Sewer department has focused on identifying the sources and is following maps to show the extent of the challenge. This is a multi-year project that will require substantial resources to rehabilitate or replace defective pipes.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$2,500,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Water & Sewer Fund	\$0	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$2,500,000</b>

<b>DEPARTMENT:</b>		Water & Sewer					
<b>PROJECT TITLE:</b>		Pecan Drive Sewer Main					
<b>PROJECT STATUS:</b>		Not started					
<b>START/FINISH DATE:</b>		Funding recommended as of July 1, 2017					
<b>Project Description:</b>							
Project originally approved by County Council in 2008. Only a short section of sewer was installed. This project completed the 2008 project scope. The current residents are experiencing problems with their septic tanks.							
<b>Project Status:</b>							
PROJECT ITEMS	FUNDING TO-DATE	FY 2018 COST	FY 2019 COST	FY 2020 COST	FY 2021 COST	FY 2022 COST	TOTAL PROJECT COST
Planning /Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Acquisition Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>
PROJECT FUNDING SOURCES (LIST)	FUNDING TO-DATE	FY 2018 EST. FUNDS	FY 2019 EST. FUNDS	FY 2020 EST. FUNDS	FY 2021 EST. FUNDS	FY 2022 EST. FUNDS	TOTAL PROJECT FUNDING
Water & Sewer Fund	\$0	\$300,000					\$300,000
<b>TOTAL FUNDING</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>

## **VEHICLE AND HEAVY EQUIPMENT REPLACEMENT POLICY**

### **CAPITAL OVERVIEW**

Dorchester County has implemented a five year vehicle and heavy equipment plan. The Business Services – Financial Services Division tracks fixed assets and maintains the replacement plans for these assets. The vehicle and heavy equipment plan is updated annually based on the following criteria:

1. Vehicles and heavy equipment are replaced based on usage. Vehicles will be replaced at five or seven year intervals and heavy equipment at 10 year intervals.
2. Department Directors and the Fleet Maintenance Director will work together to determine if a vehicle or heavy equipment requires replacement.
3. The County will determine if a vehicle and heavy equipment requires replacement during the budget process before submitting to County Council for approval.

**Dorchester County SC**  
**5 Year Replacement Summary by Department**  
**FY 2018-2022 General Fund - Vehicles**

<b>Department</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Assessor			43,000		22,500
Auditor					
Building Services		24,600	22,575		23,625
Communications Support				32,450	
Community Services			23,650	24,200	23,625
Coroner		44,100		46,200	
County Administrator					22,500
Detention Services				45,832	46,873
Economic Development		21,000			
Emergency Management					44,649
Emergency Medical Service	206,500	468,150	440,750	791,450	545,000
Facilities & Grounds Maintenance	27,675	77,700	58,050	29,025	25,313
Family Court	41,000				
Fleet Services			47,300	26,950	62,438
Information Tech Services			43,000	22,000	
Planning & Zoning			21,500		
Risk Management & Safety					22,500
Road Maintenance	114,300	251,160		56,100	56,100
Sheriff	373,853	523,358	561,898	688,578	746,684
<b>Total Amount</b>	<b>763,328</b>	<b>1,410,068</b>	<b>1,261,723</b>	<b>1,762,785</b>	<b>1,641,807</b>
<b>Total Number of Vehicles</b>	<b>19</b>	<b>28</b>	<b>28</b>	<b>32</b>	<b>36</b>

**Dorchester County SC**  
**5 Year Replacement Summary by Department**  
**FY 2018-2022 General Fund - Heavy Equipment**

<b>Department</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Airport Operations</b>		<b>34,850</b>			
<b>Facilities &amp; Grounds Maintenance</b>		<b>8,200</b>			
<b>Road Maintenance</b>		<b>410,800</b>	<b>198,875</b>	<b>462,000</b>	<b>168,750</b>
<b>Sheriff</b>		<b>28,700</b>			
<b>Total Amount</b>	<b>-</b>	<b>482,550</b>	<b>198,875</b>	<b>462,000</b>	<b>168,750</b>
<b>Total Pieces of Heavy Equipment</b>		<b>14</b>	<b>3</b>	<b>5</b>	<b>1</b>

**Dorchester County SC**  
**5 Year Replacement Summary by Department**  
**FY 2018-2022 Enterprise Fund - Vehicles**

<b>Department</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Solid Waste	180,000	114,050	76,325	81,840	79,875
Stormwater	-	52,276	-	-	27,563
Water & Sewer	215,050	448,879	274,540	203,500	576,000
<b>Total Amount</b>	<b>395,050</b>	<b>615,205</b>	<b>350,865</b>	<b>285,340</b>	<b>683,438</b>
<b>Total Number of Vehicles</b>	<b>8</b>	<b>17</b>	<b>9</b>	<b>8</b>	<b>12</b>

**Dorchester County SC**  
**5 Year Replacement Summary by Department**  
**FY 2018-2022 Enterprise Fund - Heavy Equipment**

<b>Department</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Solid Waste	-	113,850	123,625	138,600	239,625
Stormwater	-	695,413	107,500	-	66,375
Water & Sewer	-	282,875	-	159,500	-
<b>Total Amount</b>	-	<b>1,092,138</b>	<b>231,125</b>	<b>298,100</b>	<b>306,000</b>
<b>Total Pieces of Heavy Equipment</b>	-	<b>45</b>	<b>4</b>	<b>4</b>	<b>7</b>

## **Long-Range Financial Forecast**

Located in the Charleston Region of South Carolina, Dorchester County is one of the fastest-growing areas in the state. With communities ranging from urban to more rural, the County offers all the amenities of a major metropolitan area while maintaining the charms of small town living.

### **Financial Trends & Forecasting**

Forecasting requires estimating the future value of revenues and expenditures. It involves determining how the County's total financial program will be affected by changing demographic and economic factors. It addresses the question of whether the County will have sufficient resources to meet the resource requirements of ongoing, planned or mandated programs given assumptions about local financial policies and economic trends. Forecasting has the added value of providing a planning tool for capital projects and whether bonded indebtedness will be required for capital funding. In summary, it provides an estimate of the financial flexibility of the County, as well as insight into tax, revenue, and service options the council must address.

Forecasting is not an exact science and at times relies upon the best professional judgment of the forecasters. In order to reduce the risks of miscalculating revenues or expenditures, the goal is to identify as many factors as possible that may contribute to changes in revenues and expenditures. The County's revenue and expenditure budgets are comprised of many unique elements that respond to a variety of external factors such as population growth, development, inflation, and interest rates.

The revenue forecast begins with current year budget or prior year actual trends. The remaining years of the revenue forecast are from consensus forecasts of trends in key economic and demographic indicators. These forecasts typically cover global, regional and state or tri-county area as a whole, so adjustments to reflect unique conditions in the County are necessary.

The goal is to match revenue sources with the economic and demographic variables that most directly affect year-to-date changes in those revenues. For example, revenue such as the 1% sales tax will reflect consensus forecasts related to taxable sales growth. In contrast, revenue from building permits and plan review are tied to the expected trends in development. Other revenues, such as those from EMS services, are linked to the County's expected population growth or fee increases. By identifying and utilizing as many revenue-related variables as possible in the forecast, the goal is to minimize the risk of overstating or understating revenues that could arise from using only a few variables to forecast all revenue sources.

The expenditure forecast begins with prior year expenditures adjusted for non-recurring expenditures. Expenditure growth is closely linked to two major factors:

## **Long-Range Financial Forecast**

- 1) Inflation which includes general inflation, market adjustments to salaries and changes in benefit costs.
- 2) County financial policies and strategic plan related to the amount of new funding added each year for new programs and the expansion of existing programs.

As with the revenue forecast, consensus forecasts of trends in key economic and demographic indicators are factored into the County's expenditure forecast. For certain expenditure categories such as fuel and utilities, inflation factors are used that reflect the historical rate of price inflation in these categories relative to overall inflation. Amounts for new programs and expansions are assumed to be constant over the forecast period.

**DORCHESTER COUNTY**  
**GENERAL FUND: REVENUE AND EXPENDITURE FORECAST**

	FY 2017 Projection	FY 2018 Forecast	FY 2019 Forecast	FY 2020 Forecast	FY 2021 Forecast	FY 2022 Forecast
<b>REVENUES (BY ACCOUNT TYPE)</b>						
PROPERTY TAXES	31,702,621	31,455,704	32,084,818	32,726,514	33,381,045	34,048,666
LICENSES & PERMITS	2,179,540	3,447,971	3,563,618	3,683,481	3,807,726	3,936,523
FRANCHISE FEES	363,228	379,573	396,654	414,503	433,156	452,648
GOVERNMENT GRANTS	266,379	278,366	290,893	303,983	317,662	331,957
INTERGOVERNMENTAL	5,272,467	5,509,728	5,757,666	6,016,761	6,287,515	6,570,453
CHARGES FOR SERVICES	9,322,924	9,742,456	10,180,866	10,639,005	11,117,760	11,618,059
FINES AND PENALTIES	752,478	786,340	821,725	858,702	897,344	937,724
INTEREST	99,798	104,289	108,982	113,886	119,011	124,366
RENTS AND ROYALTIES	23,283	24,331	25,426	26,570	27,765	29,015
CONTRIBUTIONS AND DONATIONS	256,731	268,284	280,357	292,973	306,156	319,934
MISCELLANEOUS	158,195	165,314	172,753	180,527	188,650	197,140
<b>TOTAL REVENUES</b>	<b>50,397,644</b>	<b>52,162,355</b>	<b>53,683,756</b>	<b>55,256,905</b>	<b>56,883,791</b>	<b>58,566,486</b>
<b>EXPENDITURES (BY ACCOUNT TYPE)</b>						
REGULAR EMPLOYEES	25,289,045	26,427,052	27,616,269	28,859,001	30,157,657	31,514,751
TEMPORARY	22,992	24,027	25,108	26,238	27,418	28,652
OVERTIME	2,292,547	2,395,712	2,503,519	2,616,177	2,733,905	2,856,931
GROUP HEALTH INSURANCE	3,548,143	3,707,809	3,874,661	4,049,021	4,231,227	4,421,632
SOCIAL SECURITY CONTRIBUTIONS	2,058,952	2,151,605	2,248,427	2,349,606	2,455,339	2,565,829
RETIREMENT CONTRIBUTIONS	3,516,028	3,674,249	3,839,590	4,012,372	4,192,929	4,381,611
UNEMPLOYMENT COMPENSATION	2,959	3,092	3,231	3,377	3,529	3,687
WORKERS' COMPENSATION	1,539,615	1,608,898	1,681,298	1,756,956	1,836,020	1,918,640
OFFICIAL / ADMINISTRATIVE	152,485	159,347	166,517	174,011	181,841	190,024
PROFESSIONAL	87,007	90,922	95,014	99,289	103,757	108,427
OTHER PROFESSIONAL	932,466	974,427	1,018,276	1,064,099	1,111,983	1,162,022
TECHNICAL	109,570	114,501	119,653	125,038	130,664	136,544
UTILITY SERVICES	132,949	138,932	145,184	151,717	158,544	165,679
CLEANING SERVICES	17,171	17,944	18,751	19,595	20,477	21,398
REPAIR & MAINTENANCE	1,317,570	1,376,861	1,438,819	1,503,566	1,571,227	1,641,932
RENTALS AND LEASES	242,459	253,370	264,771	276,686	289,137	302,148
CONSTRUCTION SERVICES	12,809	13,385	13,988	14,617	15,275	15,962
INSURANCE OTHER THAN EMPLOYEE BENEFITS	396,980	414,844	433,512	453,020	473,406	494,709
COMMUNICATIONS	756,245	790,276	825,838	863,001	901,836	942,419
ADVERTISING	33,353	34,854	36,422	38,061	39,774	41,564
PRINTING AND BINDING	78,821	82,368	86,075	89,948	93,996	98,225
INTERGOVERNMENTAL	26,549	27,744	28,992	30,297	31,660	33,085
TRAVEL	104,640	109,349	114,269	119,412	124,785	130,400
GENERAL SUPPLIES	1,755,147	1,834,129	1,916,664	2,002,914	2,093,045	2,187,232
ENERGY	1,731,822	1,809,754	1,891,193	1,976,297	2,065,230	2,158,165
FOOD	298,820	312,267	326,319	341,003	356,348	372,384
BOOKS AND PERIODICALS	22,493	23,505	24,563	25,668	26,823	28,030
SPECIAL PROGRAMS	22,123	23,119	24,159	25,246	26,382	27,569
OTHER USES	2,901,970	3,032,559	3,169,024	3,311,630	3,460,653	3,616,383
<b>TOTAL EXPENDITURES, BY ACCOUNT GROUP</b>	<b>49,403,730</b>	<b>51,626,898</b>	<b>53,950,108</b>	<b>56,377,863</b>	<b>58,914,867</b>	<b>61,566,036</b>
<b>EXPENDITURES (BY DEPARTMENT GROUP)</b>						
GENERAL GOVERNMENT	18,621,923	19,459,910	20,335,605	21,250,708	22,206,990	23,206,304
PUBLIC SAFETY	26,489,670	27,681,705	28,927,382	30,229,114	31,589,424	33,010,948
PUBLIC WORKS	2,143,158	2,239,600	2,340,382	2,445,699	2,555,756	2,670,765
HEALTH AND WELFARE	22,446	23,456	24,512	25,615	26,767	27,972
TRANSPORTATION - EDF - OTHER	44,461	46,462	48,553	50,737	53,021	55,406
ECONOMIC DEVELOPMENT & ASSISTANCE	380,939	398,081	415,995	434,715	454,277	474,719
OTHER	833,316	870,815	910,002	950,952	993,745	1,038,463
INTERGOV. & PRIVATE NON-PROFIT ORG	867,817	906,869	947,678	990,323	1,034,888	1,081,458
<b>TOTAL EXPENDITURES, BY DEPARTMENT GROUP</b>	<b>49,403,730</b>	<b>51,626,898</b>	<b>53,950,108</b>	<b>56,377,863</b>	<b>58,914,867</b>	<b>61,566,036</b>
<b>CURRENT SURPLUS/(DEFICIT)</b>	<b>993,914</b>	<b>535,457</b>	<b>(266,352)</b>	<b>(1,120,958)</b>	<b>(2,031,076)</b>	<b>(2,999,550)</b>
<b>TRANSFERS-IN AND FINANCE PROCEEDS</b>						
INTERFUND OPERATING TRANSFERS	1,934,662	2,021,722	2,112,699	2,207,771	2,307,120	2,410,941
<b>TRANSFERS-OUT</b>						
TRANSFERS OUT	664,825	694,742	726,006	758,676	792,816	828,493
TOTAL REVENUE & TRANSFERS-IN	52,332,306	54,184,076	55,796,456	57,464,676	59,190,911	60,977,426
TOTAL EXPENDITURES & TRANSFERS-OUT	50,068,555	52,321,640	54,676,114	57,136,539	59,707,683	62,394,529
TOTAL SURPLUS/(DEFICIT)	2,263,751	1,862,437	1,120,342	328,137	(516,772)	(1,417,102)
<b>FUND BALANCE-BEGINNING</b>	<b>23,496,943</b>	<b>25,760,694</b>	<b>26,643,054</b>	<b>26,895,588</b>	<b>26,472,021</b>	<b>25,480,930</b>
<b>FUND BALANCE-END</b>	<b>25,760,694</b>	<b>26,643,054</b>	<b>26,895,588</b>	<b>26,472,021</b>	<b>25,480,930</b>	<b>23,725,779</b>
<b>FUND BALANCE POLICY REQUIREMENT</b>	<b>16,691,954</b>	<b>17,178,802</b>	<b>17,682,210</b>	<b>18,202,813</b>	<b>18,741,275</b>	<b>19,245,092</b>

**DORCHESTER COUNTY**  
**CAPITAL FUND: REVENUE AND EXPENDITURE FORECAST**

	FY 2017 Projection	FY 2018 Forecast	FY 2019 Forecast	FY 2020 Forecast	FY 2021 Forecast	FY 2022 Forecast
<b>REVENUES (BY ACCOUNT TYPE)</b>						
PROPERTY TAXES	4,434,277	4,262,656	4,366,354	4,472,348	4,602,696	4,715,137
INTEREST	52,095	54,439	56,889	59,449	62,124	64,920
<b>TOTAL REVENUES</b>	<b>4,486,372</b>	<b>4,317,096</b>	<b>4,423,243</b>	<b>4,531,798</b>	<b>4,664,820</b>	<b>4,780,057</b>
<b>EXPENDITURES (BY ACCOUNT TYPE)</b>						
BUILDINGS	(7,454)	-	-	-	-	-
IMPROVEMENTS OTHER THAN BUILDINGS	10,200	-	-	-	-	-
MACHINERY AND EQUIPMENT	2,261,063	2,234,835	2,436,569	2,297,207	2,682,273	2,626,551
DEBT EXPENSE	750,840	623,249	616,278	617,718	387,026	387,750
<b>TOTAL EXPENDITURES, BY ACCOUNT GROUP</b>	<b>3,014,649</b>	<b>2,858,084</b>	<b>3,052,847</b>	<b>2,914,925</b>	<b>3,069,299</b>	<b>3,014,301</b>
<b>EXPENDITURES (BY DEPARTMENT GROUP)</b>						
GENERAL GOVERNMENT	585,720	849,771	926,478	873,487	1,019,904	998,717
PUBLIC SAFETY	1,412,387	1,001,075	1,091,440	1,029,014	1,201,501	1,176,541
PUBLIC WORKS	214,638	275,295	300,145	282,978	330,412	323,548
TRANSPORTATION - EDF - OTHER	40,456	-	-	-	-	-
ECONOMIC DEVELOPMENT & ASSISTANCE	3,658	11,235	12,249	11,549	13,484	13,204
OTHER	6,950	97,459	106,256	100,179	116,971	114,541
DEBT SERVICE	750,840	623,249	616,278	617,718	387,026	387,750
<b>TOTAL EXPENDITURES, BY DEPARTMENT GROUP</b>	<b>3,014,649</b>	<b>2,858,084</b>	<b>3,052,846</b>	<b>2,914,925</b>	<b>3,069,299</b>	<b>3,014,301</b>
<b>CURRENT SURPLUS/(DEFICIT)</b>	<b>1,471,723</b>	<b>1,459,012</b>	<b>1,370,397</b>	<b>1,616,872</b>	<b>1,595,521</b>	<b>1,765,756</b>
<b>TRANSFERS-IN AND FINANCE PROCEEDS</b>						
INTERFUND OPERATING TRANSFERS	147,303	-	-	-	-	-
PROCEEDS OF GENERAL FIXED ASSET DISPOSITIONS	205,562	-	-	-	-	-
PROCEEDS OF GENERAL LONG-TERM LIABILITIES	39	-	-	-	-	-
<b>TRANSFERS-OUT</b>						
TRANSFERS OUT	1,360,638	1,444,771	-	-	-	-
TOTAL REVENUE & TRANSFERS-IN	4,839,276	4,317,096	4,423,243	4,531,798	4,664,820	4,780,057
TOTAL EXPENDITURES & TRANSFERS-OUT	4,375,287	4,302,855	3,052,847	2,914,925	3,069,299	3,014,301
TOTAL SURPLUS/(DEFICIT)	463,989	14,241	1,370,397	1,616,872	1,595,521	1,765,756
<b>FUND BALANCE-BEGINNING</b>	<b>5,360,712</b>	<b>5,824,701</b>	<b>5,838,942</b>	<b>7,209,338</b>	<b>8,826,210</b>	<b>10,421,732</b>
<b>FUND BALANCE-END</b>	<b>5,824,701</b>	<b>5,838,942</b>	<b>7,209,338</b>	<b>8,826,210</b>	<b>10,421,732</b>	<b>12,187,488</b>
<b>FUND BALANCE POLICY REQUIREMENT</b>	<b>1,049,515</b>	<b>1,052,913</b>	<b>1,064,953</b>	<b>847,296</b>	<b>859,264</b>	<b>678,302</b>

**DORCHESTER COUNTY**  
**FIRE FUND: REVENUE AND EXPENDITURE FORECAST**

	FY 2017 Projection	FY 2018 Forecast	FY 2019 Forecast	FY 2020 Forecast	FY 2021 Forecast	FY 2022 Forecast
<b>REVENUES (BY ACCOUNT TYPE)</b>						
PROPERTY TAXES	2,990,778	4,983,397	5,107,982	5,235,681	5,366,574	5,500,738
CHARGES FOR SERVICES	229,120	239,430	250,205	261,464	273,230	285,525
INTEREST	3,910	4,086	4,270	4,462	4,663	4,873
CONTRIBUTIONS AND DONATIONS	12,400	12,958	13,541	4,150	4,787	5,453
MISCELLANEOUS	1,538	1,607	1,680	1,755	1,834	1,917
<b>TOTAL REVENUES</b>	<b>3,237,746</b>	<b>5,241,479</b>	<b>5,377,677</b>	<b>5,507,513</b>	<b>5,651,087</b>	<b>5,798,505</b>
<b>EXPENDITURES (BY ACCOUNT TYPE)</b>						
REGULAR EMPLOYEES	1,181,421	2,563,116	2,614,378	2,666,666	2,719,999	2,774,399
OVERTIME	189,050	196,564	200,495	204,505	208,595	212,767
GROUP HEALTH INSURANCE	171,549	445,482	454,392	463,479	472,749	482,204
SOCIAL SECURITY CONTRIBUTIONS	101,953	207,448	211,597	215,829	220,145	224,548
RETIREMENT CONTRIBUTIONS	196,415	446,202	455,126	464,229	473,513	482,983
WORKERS' COMPENSATION	217,715	379,823	387,419	395,168	403,071	411,133
PROFESSIONAL	1,163	1,215	1,270	1,327	1,387	1,449
OTHER PROFESSIONAL	600	627	655	685	716	748
TECHNICAL	5,732	5,990	6,259	6,541	6,836	7,143
UTILITY SERVICES	9,889	10,334	10,799	11,285	11,793	12,323
REPAIR & MAINTENANCE	141,328	147,688	154,334	161,279	168,536	176,120
RENTALS AND LEASES	3,101	3,241	3,386	3,539	3,698	3,864
INSURANCE OTHER THAN EMPLOYEE BENEFITS	49,176	51,389	53,701	56,118	58,643	61,282
COMMUNICATIONS	31,426	32,840	34,318	35,862	37,476	39,163
PRINTING AND BINDING	321	335	351	366	383	400
INTERGOVERNMENTAL	710	742	775	810	847	885
TRAVEL	9,243	9,659	10,094	10,548	11,022	11,518
GENERAL SUPPLIES	109,691	114,627	119,785	125,176	130,809	136,695
ENERGY	111,528	116,547	121,791	127,272	132,999	138,984
FOOD	2,232	2,332	2,437	2,547	2,662	2,781
BOOKS AND PERIODICALS	8,435	8,815	9,211	9,626	10,059	10,512
SPECIAL PROGRAMS	22,897	23,927	25,004	26,129	27,305	28,534
MACHINERY AND EQUIPMENT	306,866	-	-	-	-	-
OTHER USES	37,044	38,711	40,453	42,273	44,176	46,164
DEBT EXPENSE	447,742	447,742	447,742	447,742	447,742	447,742
<b>TOTAL EXPENDITURES, BY ACCOUNT GROUP</b>	<b>3,357,227</b>	<b>5,255,396</b>	<b>5,365,775</b>	<b>5,479,001</b>	<b>5,595,161</b>	<b>5,714,343</b>
<b>EXPENDITURES (BY DEPARTMENT GROUP)</b>						
PUBLIC SAFETY	2,909,485	4,807,654	4,918,033	5,031,259	5,147,419	5,266,601
DEBT SERVICE	447,742	447,742	447,742	447,742	447,742	447,742
<b>TOTAL EXPENDITURES, BY DEPARTMENT GROUP</b>	<b>3,357,227</b>	<b>5,255,396</b>	<b>5,365,775</b>	<b>5,479,001</b>	<b>5,595,161</b>	<b>5,714,343</b>
<b>CURRENT SURPLUS/(DEFICIT)</b>	<b>(119,481)</b>	<b>(13,918)</b>	<b>11,902</b>	<b>28,511</b>	<b>55,926</b>	<b>84,162</b>
<b>TRANSFERS-IN AND FINANCE PROCEEDS</b>						
INTERFUND OPERATING TRANSFERS	5,629	-	-	-	-	-
<b>TRANSFERS-OUT</b>						
TRANSFERS OUT	59,315	100,000	130,000	130,000	130,000	130,000
TOTAL REVENUE & TRANSFERS-IN	3,243,375	5,241,479	5,377,677	5,507,513	5,651,087	5,798,505
TOTAL EXPENDITURES & TRANSFERS-OUT	3,416,542	5,355,396	5,495,775	5,609,001	5,725,161	5,844,343
TOTAL SURPLUS/(DEFICIT)	(173,167)	(113,918)	(118,098)	(101,489)	(74,074)	(45,838)
<b>FUND BALANCE-BEGINNING</b>	<b>870,828</b>	<b>697,661</b>	<b>583,743</b>	<b>465,645</b>	<b>364,157</b>	<b>290,083</b>
<b>FUND BALANCE-END</b>	<b>697,661</b>	<b>583,743</b>	<b>465,645</b>	<b>364,157</b>	<b>290,083</b>	<b>244,246</b>
<b>FUND BALANCE POLICY REQUIREMENT</b>	<b>1,257,955</b>	<b>1,290,643</b>	<b>1,321,803</b>	<b>1,356,261</b>	<b>1,391,641</b>	<b>1,424,646</b>

**DORCHESTER COUNTY**  
**DEBT SERVICE FUND: REVENUE AND EXPENDITURE FORECAST**

	FY 2017 Projection	FY 2018 Forecast	FY 2019 Forecast	FY 2020 Forecast	FY 2021 Forecast	FY 2022 Forecast
<b>REVENUES (BY ACCOUNT TYPE)</b>						
PROPERTY TAXES	3,920,421	3,768,688	3,860,369	3,954,081	4,069,323	4,168,735
INTEREST REVENUES	31,493	32,910	34,391	35,939	37,556	39,246
<b>TOTAL REVENUES</b>	<b>3,951,914</b>	<b>3,801,598</b>	<b>3,894,760</b>	<b>3,990,019</b>	<b>4,106,879</b>	<b>4,207,981</b>
<b>EXPENDITURES (BY ACCOUNT TYPE)</b>						
OTHER USES	250	261	273	285	298	312
DEBT EXPENSE	3,713,328	3,383,486	3,397,659	3,392,871	3,393,020	3,390,770
<b>TOTAL EXPENDITURES, BY ACCOUNT GROUP</b>	<b>3,713,578</b>	<b>3,383,747</b>	<b>3,397,932</b>	<b>3,393,156</b>	<b>3,393,318</b>	<b>3,391,082</b>
<b>EXPENDITURES (BY DEPARTMENT GROUP)</b>						
DEBT SERVICE	3,713,578	3,383,747	3,397,932	3,393,156	3,393,318	3,391,082
<b>TOTAL EXPENDITURES, BY DEPARTMENT GROUP</b>	<b>3,713,578</b>	<b>3,383,747</b>	<b>3,397,932</b>	<b>3,393,156</b>	<b>3,393,318</b>	<b>3,391,082</b>
<b>CURRENT SURPLUS/(DEFICIT)</b>	<b>238,336</b>	<b>417,851</b>	<b>496,828</b>	<b>596,864</b>	<b>713,561</b>	<b>816,899</b>
TOTAL REVENUE & TRANSFERS-IN	3,951,914	3,801,598	3,894,760	3,990,019	4,106,879	4,207,981
TOTAL EXPENDITURES & TRANSFERS-OUT	3,713,578	3,383,747	3,397,932	3,393,156	3,393,318	3,391,082
TOTAL SURPLUS/(DEFICIT)	238,336	417,851	496,828	596,864	713,561	816,899
<b>FUND BALANCE-BEGINNING</b>	<b>3,225,935</b>	<b>3,464,271</b>	<b>3,882,122</b>	<b>4,378,950</b>	<b>4,975,814</b>	<b>5,689,375</b>
<b>FUND BALANCE-END</b>	<b>3,464,271</b>	<b>3,882,122</b>	<b>4,378,950</b>	<b>4,975,814</b>	<b>5,689,375</b>	<b>6,506,274</b>

**DORCHESTER COUNTY**  
**WATER & SEWER FUND: REVENUE AND EXPENDITURE FORECAST**

	FY 2017 Projection	FY 2018 Forecast	FY 2019 Forecast	FY 2020 Forecast	FY 2021 Forecast	FY 2022 Forecast
<b>REVENUES (BY ACCOUNT TYPE)</b>						
CHARGES FOR SERVICES	25,042,702	26,169,624	27,347,257	28,577,883	29,863,888	31,207,763
INTEREST	116,546	121,791	127,271	132,998	138,983	145,238
RENTS AND ROYALTIES	22,802	23,828	24,900	26,021	27,192	28,415
CONTRIBUTIONS AND DONATIONS	4,108,665	4,293,555	4,486,765	4,688,669	4,899,659	5,120,144
MISCELLANEOUS	9,820	10,262	10,724	11,206	11,711	12,238
<b>TOTAL REVENUES</b>	<b>29,300,535</b>	<b>30,619,059</b>	<b>31,996,917</b>	<b>33,436,778</b>	<b>34,941,433</b>	<b>36,513,797</b>
<b>EXPENDITURES (BY ACCOUNT TYPE)</b>						
REGULAR EMPLOYEES	2,929,030	3,060,836	3,198,574	3,342,510	3,492,923	3,650,104
OVERTIME	178,587	186,623	195,021	203,797	212,968	222,552
GROUP HEALTH INSURANCE	426,486	445,678	465,733	486,691	508,592	531,479
SOCIAL SECURITY CONTRIBUTIONS	231,248	241,654	252,529	263,892	275,768	288,177
RETIREMENT CONTRIBUTIONS	364,472	380,873	398,013	415,923	434,640	454,198
UNEMPLOYMENT COMPENSATION	10,510	10,983	11,477	11,994	12,533	13,097
WORKERS' COMPENSATION	149,645	156,379	163,416	170,770	178,454	186,485
PROFESSIONAL	6,966	7,279	7,607	7,949	8,307	8,681
OTHER PROFESSIONAL	458,602	479,239	500,805	523,341	546,891	571,502
TECHNICAL	105,566	110,316	115,281	120,468	125,889	131,554
UTILITY SERVICES	2,382,188	2,489,386	2,601,409	2,718,472	2,840,804	2,968,640
CLEANING SERVICES	131,082	136,981	143,145	149,586	156,318	163,352
REPAIR & MAINTENANCE	699,951	731,449	764,364	798,760	834,705	872,266
RENTALS AND LEASES	106,258	111,040	116,036	121,258	126,715	132,417
CONSTRUCTION SERVICES	3,512,310	3,670,364	3,835,530	4,008,129	4,188,495	4,376,977
INSURANCE OTHER THAN EMPLOYEE BENEFITS	253,517	264,925	276,847	289,305	302,324	315,928
COMMUNICATIONS	219,535	229,414	239,738	250,526	261,800	273,581
ADVERTISING	963	1,006	1,052	1,099	1,148	1,200
INTERGOVERNMENTAL	5,830	6,092	6,367	6,653	6,952	7,265
TRAVEL	5,941	6,208	6,488	6,780	7,085	7,404
GENERAL SUPPLIES	884,609	924,416	966,015	1,009,486	1,054,913	1,102,384
ENERGY	1,300,455	1,358,975	1,420,129	1,484,035	1,550,817	1,620,604
FOOD	3,258	3,405	3,558	3,718	3,885	4,060
BOOKS AND PERIODICALS	600	627	655	685	716	748
BUILDINGS	35,152	-	-	-	-	-
IMPROVEMENTS OTHER THAN BUILDINGS	(10,969)	6,710,000	500,000	500,000	500,000	500,000
MACHINERY AND EQUIPMENT	(126,056)	-	-	-	-	-
OTHER USES	293,743	306,961	320,775	335,210	350,294	366,057
DEBT EXPENSE	2,330,055	5,445,209	5,446,259	5,446,959	5,439,059	5,428,759
<b>TOTAL EXPENDITURES, BY ACCOUNT GROUP</b>	<b>16,889,534</b>	<b>27,476,322</b>	<b>21,956,822</b>	<b>22,677,997</b>	<b>23,422,994</b>	<b>24,199,471</b>
<b>EXPENDITURES (BY DEPARTMENT GROUP)</b>						
PUBLIC WORKS	16,889,534	27,476,322	21,956,822	22,677,997	23,422,994	24,199,471
<b>TOTAL EXPENDITURES, BY DEPARTMENT GROUP</b>	<b>16,889,534</b>	<b>27,476,322</b>	<b>21,956,822</b>	<b>22,677,997</b>	<b>23,422,994</b>	<b>24,199,471</b>
<b>CURRENT SURPLUS/(DEFICIT)</b>	<b>12,411,001</b>	<b>3,142,737</b>	<b>10,040,095</b>	<b>10,758,781</b>	<b>11,518,439</b>	<b>12,314,327</b>
<b>TRANSFERS-IN AND FINANCE PROCEEDS</b>						
INTERFUND OPERATING TRANSFERS	158,670	165,810	173,272	181,069	189,217	197,732
PROCEEDS OF GENERAL FIXED ASSET DISPOSITIONS	137,854	144,057	150,540	157,314	164,393	171,791
<b>TRANSFERS-OUT</b>						
TRANSFERS OUT	1,867,261	1,951,288	2,039,096	2,130,855	2,226,743	2,326,947
TOTAL REVENUE & TRANSFERS-IN	29,597,059	30,928,927	32,320,728	33,775,161	35,295,043	36,883,320
TOTAL EXPENDITURES & TRANSFERS-OUT	18,756,795	29,427,609	23,995,917	24,808,852	25,649,737	26,526,418
TOTAL SURPLUS/(DEFICIT)	10,840,264	1,501,317	8,324,811	8,966,309	9,645,306	10,356,903
<b>FUND BALANCE-BEGINNING</b>	<b>153,900,339</b>	<b>164,740,603</b>	<b>166,241,920</b>	<b>174,566,731</b>	<b>183,533,040</b>	<b>193,178,347</b>
<b>FUND BALANCE-END</b>	<b>164,740,603</b>	<b>166,241,920</b>	<b>174,566,731</b>	<b>183,533,040</b>	<b>193,178,347</b>	<b>203,535,249</b>
<b>FUND BALANCE POLICY REQUIREMENT</b>	<b>10,716,671</b>	<b>11,198,921</b>	<b>11,702,872</b>	<b>12,229,502</b>	<b>12,779,829</b>	<b>13,291,022</b>

**DORCHESTER COUNTY**  
**STORMWATER FUND: REVENUE AND EXPENDITURE FORECAST**

	FY 2017 Projection	FY 2018 Forecast	FY 2019 Forecast	FY 2020 Forecast	FY 2021 Forecast	FY 2022 Forecast
<b>REVENUES (BY ACCOUNT TYPE)</b>						
CHARGES FOR SERVICES	1,755,054	2,370,000	2,476,650	2,588,099	2,704,564	2,826,269
INTEREST	16,882	17,642	18,436	19,265	20,132	21,038
CONTRIBUTIONS AND DONATIONS	8,275	8,647	9,037	9,443	9,868	10,312
MISCELLANEOUS	50,288	52,551	54,916	57,387	59,969	62,668
<b>TOTAL REVENUES</b>	<b>1,830,499</b>	<b>2,448,840</b>	<b>2,559,038</b>	<b>2,674,195</b>	<b>2,794,533</b>	<b>2,920,287</b>
<b>EXPENDITURES (BY ACCOUNT TYPE)</b>						
REGULAR EMPLOYEES	691,363	722,474	754,986	788,960	824,463	861,564
OVERTIME	6,509	6,802	7,108	7,428	7,762	8,111
GROUP HEALTH INSURANCE	145,470	152,016	158,857	166,005	173,476	181,282
SOCIAL SECURITY CONTRIBUTIONS	50,500	52,773	55,147	57,629	60,222	62,932
RETIREMENT CONTRIBUTIONS	81,741	85,419	89,263	93,280	97,478	101,864
WORKERS' COMPENSATION	61,020	63,766	66,635	69,634	72,767	76,042
PROFESSIONAL	2,595	2,712	2,834	2,961	3,095	3,234
OTHER PROFESSIONAL	48,407	50,585	52,862	55,240	57,726	60,324
TECHNICAL	1,350	1,411	1,474	1,541	1,610	1,682
REPAIR & MAINTENANCE	21,100	22,050	23,042	24,079	25,162	26,294
RENTALS AND LEASES	1,906	1,992	2,081	2,175	2,273	2,375
CONSTRUCTION SERVICES	597,329	624,209	652,298	681,652	712,326	744,381
INSURANCE OTHER THAN EMPLOYEE BENEFITS	47,744	49,892	52,138	54,484	56,936	59,498
COMMUNICATIONS	14,397	15,045	15,722	16,429	17,169	17,941
PRINTING AND BINDING	51	53	56	58	61	64
INTERGOVERNMENTAL	675	705	737	770	805	841
TRAVEL	665	695	726	759	793	829
GENERAL SUPPLIES	100,760	105,294	110,032	114,984	120,158	125,565
ENERGY	49,712	51,949	54,287	56,730	59,282	61,950
FOOD	1,630	1,703	1,780	1,860	1,944	2,031
IMPROVEMENTS OTHER THAN BUILDINGS	-	375,000	-	-	-	-
MACHINERY AND EQUIPMENT	(139,742)	-	-	-	-	-
OTHER USES	105	110	115	120	125	131
<b>TOTAL EXPENDITURES, BY ACCOUNT GROUP</b>	<b>1,785,287</b>	<b>2,386,655</b>	<b>2,102,180</b>	<b>2,196,778</b>	<b>2,295,633</b>	<b>2,398,936</b>
<b>EXPENDITURES (BY DEPARTMENT GROUP)</b>						
PUBLIC WORKS	1,785,287	2,386,655	2,102,180	2,196,778	2,295,633	2,398,936
<b>TOTAL EXPENDITURES, BY DEPARTMENT GROUP</b>	<b>1,785,287</b>	<b>2,386,655</b>	<b>2,102,180</b>	<b>2,196,778</b>	<b>2,295,633</b>	<b>2,398,936</b>
<b>CURRENT SURPLUS/(DEFICIT)</b>	<b>45,212</b>	<b>62,185</b>	<b>456,858</b>	<b>477,417</b>	<b>498,900</b>	<b>521,351</b>
<b>TRANSFERS-IN AND FINANCE PROCEEDS</b>						
PROCEEDS OF GENERAL FIXED ASSET DISPOSITIONS	13,786	-	-	-	-	-
<b>TRANSFERS-OUT</b>						
TRANSFERS OUT	193,155	201,847	210,930	220,422	230,341	240,706
TOTAL REVENUE & TRANSFERS-IN	1,844,285	2,448,840	2,559,038	2,674,195	2,794,533	2,920,287
TOTAL EXPENDITURES & TRANSFERS-OUT	1,978,442	2,588,502	2,313,110	2,417,200	2,525,974	2,639,643
TOTAL SURPLUS/(DEFICIT)	(134,157)	(139,662)	245,928	256,995	268,559	280,645
<b>FUND BALANCE-BEGINNING</b>	<b>4,322,332</b>	<b>4,188,175</b>	<b>4,048,513</b>	<b>4,294,441</b>	<b>4,551,435</b>	<b>4,819,995</b>
<b>FUND BALANCE-END</b>	<b>4,188,175</b>	<b>4,048,513</b>	<b>4,294,441</b>	<b>4,551,435</b>	<b>4,819,995</b>	<b>5,100,639</b>
<b>FUND BALANCE POLICY REQUIREMENT</b>	<b>979,536</b>	<b>1,023,615</b>	<b>1,069,678</b>	<b>1,117,813</b>	<b>1,168,115</b>	<b>1,220,492</b>

**DORCHESTER COUNTY**  
**SOLID WASTE FUND: REVENUE AND EXPENDITURE FORECAST**

	FY 2017 Projection	FY 2018 Forecast	FY 2019 Forecast	FY 2020 Forecast	FY 2021 Forecast	FY 2022 Forecast
<b>REVENUES (BY ACCOUNT TYPE)</b>						
INTERGOVERNMENTAL	59,836	62,529	65,342	68,283	71,356	74,567
CHARGES FOR SERVICES	6,939,857	7,252,151	7,578,497	7,919,530	8,275,909	8,648,324
INTEREST	16,345	17,081	17,849	18,652	19,492	20,369
MISCELLANEOUS	891	931	973	1,017	1,063	1,110
<b>TOTAL REVENUES</b>	<b>7,016,929</b>	<b>7,332,691</b>	<b>7,662,662</b>	<b>8,007,482</b>	<b>8,367,818</b>	<b>8,744,370</b>
<b>EXPENDITURES (BY ACCOUNT TYPE)</b>						
REGULAR EMPLOYEES	1,173,204	1,225,998	1,281,168	1,338,821	1,399,068	1,462,026
OVERTIME	6,344	6,629	6,928	7,240	7,565	7,906
GROUP HEALTH INSURANCE	127,219	132,944	138,926	145,178	151,711	158,538
SOCIAL SECURITY CONTRIBUTIONS	88,294	92,267	96,419	100,758	105,292	110,030
RETIREMENT CONTRIBUTIONS	139,186	145,449	151,995	158,834	165,982	173,451
WORKERS' COMPENSATION	95,822	100,134	104,640	109,349	114,270	119,412
TECHNICAL	958,360	1,001,486	1,046,553	1,093,648	1,142,862	1,194,291
UTILITY SERVICES	1,518	1,586	1,658	1,732	1,810	1,892
CLEANING SERVICES	2,857,576	2,986,167	3,120,544	3,260,969	3,407,713	3,561,060
REPAIR & MAINTENANCE	17,258	18,035	18,846	19,694	20,580	21,507
RENTALS AND LEASES	28,388	29,665	31,000	32,395	33,853	35,377
CONSTRUCTION SERVICES	63,366	66,217	69,197	72,311	75,565	78,966
INSURANCE OTHER THAN EMPLOYEE BENEFITS	47,546	49,686	51,921	54,258	56,699	59,251
COMMUNICATIONS	21,158	22,110	23,105	24,145	25,231	26,367
ADVERTISING	59	62	64	67	70	74
PRINTING AND BINDING	208	217	227	237	248	259
INTERGOVERNMENTAL	652	681	712	744	778	813
TRAVEL	1,952	2,040	2,132	2,228	2,328	2,433
GENERAL SUPPLIES	76,243	79,674	83,259	87,006	90,921	95,013
ENERGY	60,922	63,663	66,528	69,522	72,651	75,920
FOOD	2,273	2,375	2,482	2,594	2,711	2,833
BOOKS AND PERIODICALS	301	315	329	343	359	375
IMPROVEMENTS OTHER THAN BUILDINGS	-	1,000,000	-	-	-	-
MACHINERY AND EQUIPMENT	56,693	-	-	-	-	-
OTHER USES	205	214	224	234	244	255
<b>TOTAL EXPENDITURES, BY ACCOUNT GROUP</b>	<b>5,824,747</b>	<b>7,027,616</b>	<b>6,298,859</b>	<b>6,582,308</b>	<b>6,878,512</b>	<b>7,188,045</b>
<b>EXPENDITURES (BY DEPARTMENT GROUP)</b>						
PUBLIC WORKS	5,824,747	7,027,616	6,298,859	6,582,308	6,878,512	7,188,045
<b>TOTAL EXPENDITURES, BY DEPARTMENT GROUP</b>	<b>5,824,747</b>	<b>7,027,616</b>	<b>6,298,859</b>	<b>6,582,308</b>	<b>6,878,512</b>	<b>7,188,045</b>
<b>CURRENT SURPLUS/(DEFICIT)</b>	<b>1,192,182</b>	<b>305,074</b>	<b>1,363,803</b>	<b>1,425,174</b>	<b>1,489,307</b>	<b>1,556,325</b>
<b>TRANSFERS-IN AND FINANCE PROCEEDS</b>						
PROCEEDS OF GENERAL FIXED ASSET DISPOSITIONS	5,260	-	-	-	-	-
<b>TRANSFERS-OUT</b>						
TRANSFERS OUT	1,287,949	345,429	352,338	359,384	366,572	373,903
TOTAL REVENUE & TRANSFERS-IN	7,022,189	7,332,691	7,662,662	8,007,482	8,367,818	8,744,370
TOTAL EXPENDITURES & TRANSFERS-OUT	7,112,696	7,373,045	6,651,197	6,941,692	7,245,084	7,561,948
TOTAL SURPLUS/(DEFICIT)	(90,507)	(40,355)	1,011,465	1,065,790	1,122,735	1,182,422
<b>FUND BALANCE-BEGINNING</b>	<b>7,377,262</b>	<b>7,286,755</b>	<b>7,246,400</b>	<b>8,257,866</b>	<b>9,323,655</b>	<b>10,446,390</b>
<b>FUND BALANCE-END</b>	<b>7,286,755</b>	<b>7,246,400</b>	<b>8,257,866</b>	<b>9,323,655</b>	<b>10,446,390</b>	<b>11,628,812</b>
<b>FUND BALANCE POLICY REQUIREMENT</b>	<b>2,933,076</b>	<b>3,065,065</b>	<b>3,202,993</b>	<b>3,347,127</b>	<b>3,497,748</b>	<b>3,655,147</b>



Furthermore, there is hereby levied an ad valorem tax upon the taxable property in the County sufficient for the following budgets:

Dorchester Seniors Inc.	\$ 1,056,786
Children In Crisis	\$ 550,000

Furthermore, there is hereby levied a 19.0 mill tax (inclusive of 4.0 mill fire capital levy) upon the taxable property in the unincorporated areas of the County for fire protection:

Dorchester County Fire Protection Improvement	\$ 3,437,897
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The Dorchester County Auditor is hereby authorized and directed to levy sufficient mills on all the taxable property in Dorchester County to generate ad valorem taxes in the individual amounts identified above. All of the foregoing appropriations are maximum and are subject to reduction by action of County Council in the event that the applicable revenues shall fail to be sufficient to pay the same. The Auditor is also hereby authorized and directed to levy sufficient mills on all the taxable property in Dorchester County to generate ad valorem taxes in the amounts needed to meet the Debt Service needs of the County, School District #2, and School District #4.

In addition, the following Proprietary Fund budgets are approved:

Sewer and Water Utility Fund	\$25,327,519
Solid Waste Enterprise Fund	\$ 7,359,000
Stormwater Utility Fund	\$ 2,429,000

**SECTION II:** Funds collected from the millage levied for School District #2, School District #4, Career School, Trident Technical College, and the Library shall be disbursed by the Treasurer as requested by the stated agencies.

Funds collected from the 15 mills levied for fire protection shall be disbursed by the Treasurer at the beginning of the month following collection.

Funds collected from millage levied in the unincorporated areas of the county for fire protection improvements shall be placed in a special revenue fund and expended for the express purpose of improving fire protection services in the unincorporated areas of Dorchester County.

All excise tax on sales of alcoholic liquor by the drink for on premises consumption received shall be disbursed by the Treasurer directly to the Dorchester Alcohol and Drug Commission.

**SECTION III:** The County has established an overtime line item (13-01 and 13-02) in the Sheriff (2180) account consisting of 8.4% of the adopted salary (11-01) line item in that respective budget, and in the Jail (2352) account consisting of 11.9% of the adopted salary (11-01) line item in that respective budget. However, if the Sheriff exceeds the overtime budget for employees of the Sheriff (2180) and Jail (2352) departments, the County may take appropriate action including considering and using the fluctuating work week pay plan.

**SECTION IV:** All County boards, agencies, commissions, etc., fully or partially funded by Dorchester County Council, and all non-County government organizations receiving funding

from the Dorchester County General Fund are required to furnish either a complete audit or other annual financial report to County Council not later than seven months after the close of each fiscal year for each organization, and to supply to the County Administrator, upon his request, and in whatever form, any and all accounting records, reports, and documents necessary for County Council and the County Administrator to supervise the financial condition of such boards, agencies or commissions. Special audits may be provided for any agency receiving funds as County Council deems necessary. Such audits shall be made by a certified public accountant or firm of such accountants who have no personal interest, direct or indirect, in the fiscal affairs of County government or any of its officers.

**SECTION V:** The County Administrator shall oversee and supervise the day-to-day, proper implementation of this Ordinance. The County's Deputy Administrator/Chief Financial Officer shall provide to the County Administrator throughout the fiscal year a monthly financial report detailing, by account, expenditures made by County Departments. Also included shall be a monthly, up-to-date revenue report detailing revenues received for the County government. These monthly reports shall be submitted on a timely basis so that the County Administrator may make decisions based on the most accurate and latest financial information.

A monthly meeting with the County Administrator or designee and appropriate Council committee chairperson may be held as reports become available for the purpose of budget line item reviews. Where continuous (more than three months) over-runs (expenditures in excess of budgeted amounts) are experienced, a Resolution by Council may be made directing the County Administrator to consider one or a combination of the following options if reconciliation of the excess expenditure cannot otherwise be accomplished:

1. A reduction in the department's employees' days per week, accomplished by work shift adjustments.
2. A reduction in the department's employees' hours per day, accomplished by work shift adjustments.
3. A reduction of the department's staff size.

Transfers of personnel from one department to another should be made, where possible, as openings occur rather than employing new personnel. Dorchester County government already has a policy established guiding the "reduction in work force" requirements where necessary.

**SECTION VI:** All funds for County government purposes shall be disbursed in accordance with the Procurement Ordinance 83-05, as amended. This includes disbursements for General, Capital Improvements, Capital Projects, Sewer and Water Utility, Solid Waste Enterprise Fund, and Stormwater Utility Fund.

**SECTION VII:** Each department head is permitted, subject to the County Administrator's (or designee's) approval, to transfer appropriation(s) between object classification codes within that department. Transfers from objects 11-01 through 26-01 (personnel codes) are not permitted under any circumstances without the approval of County Council. Transfers from objects 33-03 (autopsies & post mortems), 53-02 (cell phones) and 62-02 (fuel) are not permitted without the approval of the County Administrator. The County Administrator is permitted, when it is in the best interest of the individual County departments or agencies, to transfer appropriations between departments (from one department to another department) and between the County's General Fund, Capital Projects Fund and Capital Improvements Fund (from one Fund to another Fund).

**SECTION VIII:** If circumstances arise which, in the judgment of a majority of County Council, require the expenditure of a greater amount than herein above enumerated, then the County Administrator shall have and is hereby given the right by this Ordinance to transfer funds between the County's General and Capital Improvement Funds and Capital Projects Fund, and may also appropriate available funds for a purpose not mentioned or referred to in this Ordinance, and the County Treasurer is authorized to borrow, if necessary, such amount as may be required to meet such increases or additional appropriations, and may pledge the full faith and credit of Dorchester County for the payment of the amount borrowed. Should actual funding sources be greater than projected in this ordinance, the County Administrator may revise budgeted revenues and disbursements or direct the increase to be held for future year's disbursements.

**SECTION IX:** The County Treasurer is authorized and directed to deposit, except those restricted by law, all County revenues collected or received, from whatever source, into the appropriate fund.

County officials charged with the obligation of County appropriations are forbidden to obligate, without prior approval of the County Council, any funds not as outlined and enumerated in this ordinance. Intentional misappropriations or over-spending of the enumerated accounts by an appointed official shall constitute automatic termination. County departments, boards, commissions, etc. will not deviate from their approved budget, and funds will not be expended for unauthorized expenditures. There will be a quarterly review by the Deputy Administrator/Chief Financial Officer of the budget of each department, board, commission, etc. for which funds have been allocated, at which time funds, if available, may be re-allocated by the County Administrator to cover any shortfalls or unanticipated expenditures. All departments, boards, commissions, etc. will provide data, reports, statistics, etc. as may be requested by Council. Failure to do so could result in the freezing of funds allocated to that organization until such data, reports, etc. have been furnished. This will be enforced at the discretion of County Council.

**SECTION X:** Proposals shall be sought from reputable accounting firms to provide the year-end audit of County revenue and expenditure accounts. The firm selected shall conduct an annual audit in conformity with standard auditing practices and in keeping with federal, state, and local governmental requirements. This audit shall be completed and presented to County Council no later than December 31<sup>st</sup> following the close of each fiscal year.

**SECTION XI:** All service charges, fees, fines, reimbursements, etc. received by County departments shall be deposited with the bank daily, and for the first eleven months of the fiscal year, these accounts must be deposited with the Treasurer as soon as possible, but no later than the 15<sup>th</sup> calendar day following the end of each month. In addition, each account will follow the reporting requirements of the Financial Services Division. For the final month of the fiscal year, all bank accounts, special funds, and depositories maintained by departments and which contain moneys which are the responsibility of County Council shall be closed out and all funds deposited with the Treasurer no later than June 30, 2018. The Treasurer is authorized and directed to deposit all surplus funds in interest-bearing accounts, and any accumulated interest shall be deposited in the applicable fund of the County.

**SECTION XII:** Budgetary appropriations of monies received by County departments and existing at the close of the fiscal year shall revert to the appropriate fund of the County.

Departments wishing to carry over appropriations into the next succeeding fiscal year must submit the request in writing to the Budget & Revenue Manager no later than July 31, 2018 for approval by County Council. These carryovers must be for specific items budgeted in the 2017/2018 fiscal year for which unforeseen circumstances prevented the funds from being spent during the current year. Any "excess" funds accumulated at the end of the fiscal year shall be used only with the approval of County Council either to fund capital assets or other expenditures needed by the County or placed in the appropriate reserve fund by the Deputy Administrator/Chief Financial Officer. County officials charged with the proper keeping and reporting of County accounts shall maintain both revenue and expenditure ledgers, and under no circumstances, except in such instances as over-payment errors, authorized transfers, or supplemental appropriations, shall entries except those enumerated in this Ordinance, be recorded on appropriations and/or expenditure ledgers.

**SECTION XIII:** The Director of Business Services and Deputy Administrator/Chief Financial Officer shall determine the proper rate of disbursement of the enumerated appropriations during the fiscal year based on financial and cash-flow considerations; in most cases, however, lump-sum or direct assistance appropriations should not exceed during any one quarter, one-fourth of the annual appropriation. Lump-sum or direct assistance appropriations of less than \$1,000 per year may be exempted from this provision.

Reimbursements for actual mileage traveled shall be at the Internal Revenue Service approved rate. Funds must be available in the appropriate budget before such funds are expended. Payments for travel and subsistence will be paid in accordance with the rules as set forth in the Travel and Subsistence Policy. It shall be unlawful for any department or employee to charge in excess of actual miles.

**SECTION XIV:** County Council has established a reserve fund. This fund will be increased each year as budgeted or otherwise approved by County Council. The fund is to be reserved for non-recurring expenses. Spending from the reserve fund will require a super majority vote of County Council.

**SECTION XV:** Neither the County Administrator, Elected Officials, nor any department head may establish or fund any new position without the knowledge and consent of County Council. Budgeted positions that become vacant shall remain unfilled for a sufficient period of time to recover the payout costs associated with the departing incumbent within the object classification personnel codes of the respective department.

**SECTION XVI:** The County Treasurer will comply with this Ordinance and the Code of Ordinances, Chapter 2, Article V, Divisions 1 and 2.

**SECTION XVII:** A monthly status report on the Jail food supplies account, which shall include a total number of meals served and a total of the number of prisoners incarcerated, shall be presented by the Purchasing Services Manager to the County Administrator.

The Director of Emergency Medical Services for the County shall provide a running balance of Emergency Medical Services' (EMS) accounts receivable to the Director of Business Services on a monthly basis.

**SECTION XVIII:** The County Delinquent Tax Collector is requested to pursue with vigor the collection of all delinquent taxes and to nulla bona uncollectible taxes and is directed to provide

monthly progress reports on the status of collections and uncollectibles to the County Administrator.

**SECTION XIX:** All department heads are directed to assure that all County employees for which they are responsible give a full day's work for a full day's pay. This is to be accomplished through the maintenance of accurate time and attendance records and procedures.

**SECTION XX:** None of the Capital Improvement budget of any department shall be expensed until January 1, 2018, except for those items expressly approved by the County Administrator. If any excess monies remain in the capital budget of a department, the department cannot make additional purchases without prior approval by the County Administrator. Likewise, a department cannot substitute a different item than that originally budgeted in the Capital Improvement Fund without prior approval by the County Administrator.


**SECTION XXI:** All appropriations for departmental employee compensation are subject to the condition that if actual compensation in a department exceeds appropriated compensation for that department on a proportional year-to-date basis at any time during the fiscal year, County Council may by resolution at a single Council meeting and without advance notice direct (a) that no vacancies shall be filled in such department without the express approval of Council, and/or (b) that a sufficient number of employees in such department shall be terminated from County employment so that the department's total projected compensation for the fiscal year shall not exceed the department's appropriated compensation for the fiscal year.

**SECTION XXII:** If any clause, phrase, sentence, paragraph, appropriation, or section of this Ordinance shall be held invalid, it shall not affect the validity of the Ordinance or the remaining clauses, phrases, sentences, paragraphs, appropriations, or sections.

This Ordinance shall become effective upon 3rd Reading of the Fiscal Year 2017/2018 Budget.



  
James Lex Byars III, Chairman  
Dorchester County Council

  
Tracey L. Langley  
Clerk to Council

1ST READING: May 1, 2017

2ND READING: May 15, 2017

PUBLIC HEARING: May 15, 2017  
May 22, 2017

3RD READING: June 8, 2017

## **BUDGET PROCESS**

The Budget Process is composed of five phases that take place throughout the fiscal year: Planning, Developing, Approval, Monitoring, and External Audit.

### **PLANNING**

The budget process begins in January of each year with budget calls for departments that provide services to other departments. These budget calls are due in February. Budget training sessions for departments are held in December to guide the departments in the upcoming Budget instructions and guidelines provided by the County Administrator.

### **DEVELOPING**

Departments prepare their requests and submit them to the Budget & Revenue Manager in February for analysis and review. Acting on preliminary recommendations resulting from the Chief Financial Officer's review, final proposals are made by the County Administrator in May.

### **APPROVAL**

A Budget Workshop is held in May for County Council to review the Administrator's Proposed Budget and make any changes they deem necessary. The Approved Budget for the coming fiscal year is adopted by June 30<sup>th</sup> of the current year. South Carolina law requires three separate readings (votes) of the budget ordinance by County Council. In 2006, South Carolina's General Assembly passed Section 6-1-320(B) to provide that the millage rate limitation (15% cap) may only be suspended and the millage rate increased upon a two-thirds vote by County Council and only for the following purposes:

1. the deficiency of the preceding year;
2. any catastrophic event (natural disaster, severe weather event, act of God, act of terrorism, fire, war, or riot);
3. compliance with a court order or decree;
4. taxpayer closure due to circumstances outside the control of the governing body that decreases by 10% or more the amount of revenue payable to the taxable jurisdiction in the preceding year; or
5. compliance with a regulation or statute enacted by the federal or state government after 06/07/06 for which no funds or means of obtaining funds are provided by the federal or state government.

If a tax is levied to pay for items 1 through 5, the amount of the tax must be listed on the tax statement as a separate surcharge and cannot be included with a general millage increase. Each surcharge must have an explanation of the reason for the surcharge.

## **BUDGET PROCESS**

### **MONITORING**

During the fiscal year, the Business Services Department as well as the Administrator's Office performs quarterly reviews of revenues, expenditures, and interfund transfers.

### **EXTERNAL AUDIT**

During July through December, the County's financial records for the fiscal year ended in June are audited by an external auditor. This audit allows for independent confirmation of the activity presented by the County in the audit. The audit must be presented to County Council by December 31 following the close of each fiscal year.

### **BUDGET ADJUSTMENTS**

If budget adjustments are necessary, the head of the department may transfer funds within the "Operating" or "Capital" categories if approved by the County Administrator. The County Administrator is permitted, when it is in the best interest of the individual County departments or agencies, to transfer appropriations between departments (from one department to another department). In addition, County Council only, may approve budget transfers from the "Personnel" category.

### **BUDGET BASIS**

The basis of budgeting is the same as the basis of accounting that are used in the County's audited financial statements. The County budgets for Governmental Funds using the flow of current financial resource measurement focus and the modified accrual basis of accounting. The flow of current financial resource measurement focus includes only current assets and liabilities; long-term assets and liabilities are reported separately. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e. when they are "measurable" and "available"). "Measurable" means that the amount of the transaction can be determined, and "available" means that the amount is collectible within the current period or soon enough thereafter to pay liabilities of the current period. The County considers revenues to be available if collected within 60 days after year end. Expenditures are recorded when the liability is incurred except for certain compensated absences, claims, and judgments that are recorded when the obligations are expected to be liquidated with current financial resources.

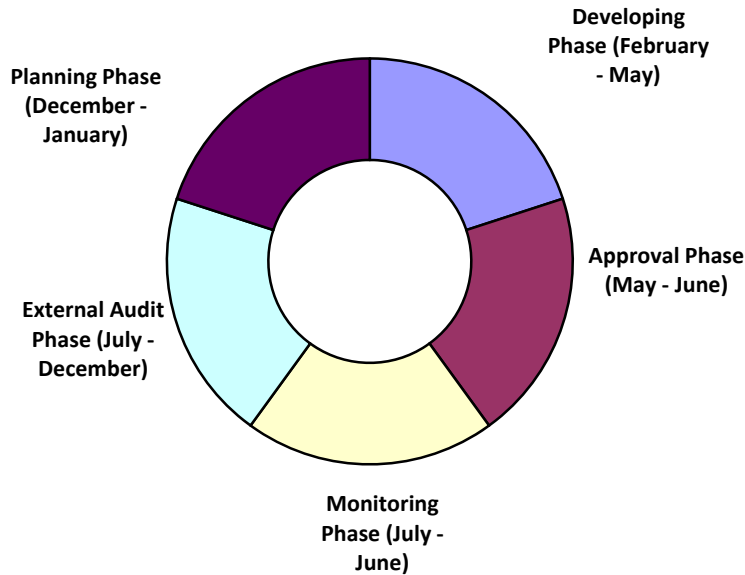
The County budgets for Proprietary Funds using the flow of economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus includes current and long-term assets and liabilities. Under the accrual basis of accounting, revenues are recorded when earned, and expenses are recorded when liabilities are incurred. The County departs from the above basis of accounting for budgeting capital expenses and

# BUDGET PROCESS

depreciation. To better manage spending, capital items are budgeted as expenses. Depreciation expense is not budgeted, since it affects the Invested in Fixed Asset portion of fund balance rather than spendable fund balance.

## **BALANCED BUDGET**

The County follows Article X, Section 7 of the South Carolina Constitution and presents balanced budgets to County Council. A balanced budget means that disbursements (expenditures and transfers out) are not planned unless there are sufficient available resources from revenue, transfers in or fund balance. The operating budgets are not balanced by borrowing funds and obligating future resources.



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## FY 2018 BUDGET CALENDAR

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August 1, 2016	Carryover Requests due to Budget Office
September 6, 2016	Carryover Budget to County Council for Approval
September 21, 2016	Budget Kickoff Meeting
September 30, 2016	Capital Construction Requests Solicited
October 31, 2016	Capital Construction Requests Due
December 23, 2016	Capital Construction Ranking Complete
December 30, 2016	Revenue Budgets due in computer (Revenue Generating Depts.)
January 9 – 13, 2017	Meetings with major revenue generating departments
January 18, 2017	Budget Training with departments
January 27, 2017	Personnel figures in computer (Budget Office) Targets issued to departments
February 10, 2017	Target budgets due to Budget Office All new budget requests due to Budget Office All Enterprise Fund budgets due to Budget Office County Fire Department budget due to Budget Office
February 17, 2017	Budget requests due in computer (Budget Office)
February 20- March 17, 2017	Review by CFO / Preparation of Recommended budget
March 20 – April 14, 2017	Meetings with department heads as necessary
March 23, 2017	Council-Administrator Budget Retreat
April 7, 2017	Revenue Projection Update (Budget Office) Budgets due for school districts, fire departments and other outside agencies
April 19, 2017	Capital Improvement Planning Retreat
April 17 – 28, 2017	Preparation of Administrator's Recommended budget
April 28, 2017	Budget Public Hearing Ad in Newspaper

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## FY 2018 BUDGET CALENDAR

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May 1, 2017	Administrator's Recommended Budget presented to County Council First reading of Budget Ordinance
May 1 - May 12, 2017	County Council reviews recommended budget
May 4, 2017	Council-Administrator Budget Retreat
May 4, 2017	Budget Public Hearing Ad in Newspaper
May 15, 2017	Budget, Finance, Purchasing Committee Meeting – Summerville Budget Presentation – School District #2 (B&F Committee) Budget Presentation – Dorchester Seniors Inc. (B&F Committee) Budget Presentation – Trident Technical College (B&F Committee) Budget Presentation – Children in Crisis (B&F Committee) Public Hearing, County Budget – Summerville Second reading of Budget Ordinance
May 22, 2017	Budget, Finance, Purchasing Committee Meeting – St. George Budget Presentation – School District #4 (B&F Committee) Budget Presentation – Library (B&F Committee) Budget Presentation – Career School (B&F Committee) Budget Presentation - Fire Departments (B&F Committee) Public Hearing, County Budget – St. George
June 1, 2017	Council-Administrator Budget Retreat
June 8, 2017	Third reading of Budget Ordinance Adoption of Capital Improvement Plan

# **FINANCIAL POLICIES**

Dorchester County Council has adopted formal Financial Policies. Having a formal set of financial policies enhances the credibility of and confidence in the government, contributes to continuity in the handling of the County's financial affairs, and helps Council and staff develop similar expectations regarding financial decision-making.

## **GRANT POLICY**

The Grant Policy is intended to assist in providing accurate, current and complete disclosure of the program and financial results of each federal, state and other grant within the existing budgetary accounting and reporting framework. This policy provides guidelines to ensure the following:

1. Federal and state grants are properly authorized by the County Administrator and/or County Council.
2. Grants have been properly budgeted by the Business Services – Budget & Revenue Division in order to maintain budgetary controls.
3. Transactions involving federal and state grants are in accordance with the provisions of the federal Office of Management and Budget Circulars and other federal laws and the Laws of South Carolina.
4. Grant transactions are properly identified in the accounting records in order to maintain accounting and reporting controls.
5. Grant financial reporting requirements are monitored for compliance.
6. Official accounting records required by grant agreements are maintained to the extent possible in a centralized location.

## **ACCOUNTING AND FINANCIAL REPORTING POLICY**

The County's accounting system shall be maintained by the Financial Services Manager. The Financial Services Manager shall be responsible that the accounting system is maintained so as to conform to generally accepted accounting principles established by the Governmental Accounting Standards Board (GASB) with the objective of obtaining an unqualified opinion from the County's independent auditors.

# **FINANCIAL POLICIES**

## **BUDGET POLICY**

1. The County will pay for all current expenditures with current revenues. Budgetary practices that balance current expenditures at the expense of meeting future years' expenditures will be avoided.
2. The County will provide for the adequate maintenance of capital plant and equipment.
3. The County will prepare regular reports during the course of the year comparing budgeted amounts to the actual revenues and expenditures.
4. The County will maintain reserved funds to provide for emergency use during the event of a major calamity. Expenditures out of this funding can only be authorized by Council.
5. The County will follow Article X, Section 7 of the South Carolina Constitution and present a balanced budget to County Council. A balanced budget means that disbursements (expenditures and transfers out) are not planned unless there are sufficient available resources from revenue, transfers in or fund balance. The County's operating budgets will not be balanced by borrowing funds and obligating future resources.

## **REVENUE POLICY**

The County will estimate its revenues by an objective, analytical process, whenever appropriate. Each year the County will reevaluate revenues supported by user fees to identify the impact of inflation and other cost increases. The County budgets unpredictable and one time revenues using a conservative approach.

## **DEBT POLICY**

The Debt Policy is intended to promote the efficient uses of resources, appropriate use of financing, and comply with legal statutes.

1. The County will comply with the South Carolina constitution that permits the County to incur GOB indebtedness not to exceed eight percent of the assessed value of taxable property in the County.
2. The County's long-term debt will be utilized when capital improvements or projects cannot be financed from current revenues.
3. The County's current operations will not be financed by long-term debt.
4. The County will use revenue or other self-supporting bonds instead of general obligation bonds when it is advantageous.
5. The County will strive to maintain the highest bond rating possible by providing the rating agencies the required information in a timely manner.

# **FINANCIAL POLICIES**

## **FUND BALANCE AND WORKING CAPITAL POLICY**

The County has adopted GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. Fund balances are classified as nonspendable, restricted, committed, assigned or unassigned. When both restricted and unrestricted resources are available for use, it is the County's policy to use restricted resources first, then unrestricted resources as they are needed. The Council permits unrestricted funds to be expended in the following order: Committed, Assigned, and Unassigned. All uses of fund balance must be approved by County Council. It is the County's intent to maintain adequate fund balance in key funds to provide liquidity, contingency and debt service coverage.

## **INVESTMENTS POLICY**

1. The County's investment portfolio will be managed in a manner to attain a market rate of return throughout budgetary and economic cycles while preserving and protecting capital in the overall portfolio. Funds held for future capital projects will be invested to produce income that will be used to offset increases in construction costs due to inflation.
2. The Treasurer will invest all available public funds with the South Carolina State Investment Pool in the manner most advantageous to the fund recipients.
3. The Treasurer will report to the County Council on an annual basis, the distribution by fund all earned and accrued interest for the preceding year no later than 30 days after the close of the preceding fiscal year.



## **DORCHESTER COUNTY, SOUTH CAROLINA FINANCIAL POLICIES**

**POLICY NUMBER: 1**  
**POLICY SUBJECT: GRANTS POLICY**  
**ADOPTED: JANUARY 6, 2014**

### **POLICY:**

The Office of the Grants Coordinator will be the focal point through which all grant activities, regardless of source, shall be coordinated, monitored and evaluated within the county system. Notices of grant opportunities, award letters, rejection notices, reports and correspondence concerning general grant activities will be forwarded to the Grants Coordinator immediately upon receipt. This policy applies to all Federal, State and/or Other grants awarded to Dorchester County, whether administered by the County's Grants Coordinator, Department Heads, Elected or Appointed Officials (or their designees) as well as component units of the County, including but not limited to, the Dorchester County Transportation Authority (DCTA), whose grant expenditures are reported on the County's Schedule of Expenditures of Federal Awards

### **PURPOSE:**

The Grants Coordinator's Office of Dorchester County was established to maximize the use of funds from sources other than local taxes, and facilitate the following activities:

1. Identify available funds which can supplement local tax dollars and provide needed services to the citizens of Dorchester County.
2. Coordinate information among all departments and divisions, as well as other component units, in Dorchester County government, to ensure the awareness of availability and procurement of funds to support their individual missions.
3. Provide advisory and technical assistance with the preparation and submission of applications for available funds.
4. Monitor the implementation and management of all externally funded projects in accordance with related guidelines/regulations.
5. Ensure federal grants and contracts are appropriately controlled and accounted for.
6. Prepare the Grant Matching Funds and Carry-over Budgets for all grants for the County's annual fiscal budget.

7. Prepare the Schedule of Expenditures of Federal Awards (SEFA) for all federal grants, including component units, awarded to Dorchester County for use in the annual audit.

The purpose of this policy is to assist in providing accurate, current and complete disclosure of the program and financial results of each federal, state and other grant within the existing budgetary accounting and reporting framework. This policy provides guidelines to ensure the following:

1. Federal and state grants are properly authorized by the County Administrator and/or County Council.
2. Grants have been properly budgeted by the Budget and Finance Department in order to maintain budgetary controls.
3. Transactions involving federal and state grants are in accordance with the provisions of the federal Office of Management and Budget Circulars and other federal laws and the Laws of South Carolina.
4. Grant transactions are properly identified in the accounting records in order to maintain accounting and reporting controls.
5. Grant financial reporting requirements are monitored for compliance.
6. Official accounting records required by grant agreements are maintained to the extent possible in a centralized location.

**PROCEDURES:**

**I. Pre-Award:**

1. The Grants Coordinator's Office will research and disseminate, when appropriate, information of new grant opportunities. Persons obtaining information on other grant opportunities should forward such to the Grants Coordinator's Office as soon as possible for dissemination and appropriate action.
2. Department Heads, Elected or Appointed Officials (or their designees) or other component units of the County interested in preparing grant applications should forward a brief concept paper to the Grants Coordinator's Office. The following pertinent information should be included in the package:
  - a. Name & Title of the Project Director
  - b. Description of the Project
  - c. Project Objectives
  - d. Matching Funds (if applicable)
  - e. Personnel Needs
  - f. Project Budget
3. Upon receipt of the concept paper, the Grants Coordinator will review and determine if any meetings need to be held such as public hearings, Council Committee meetings and County Council meetings, etc. If not, the Grants Coordinator will forward a copy of the concept paper, along with all certifications, regulations and assurances required by the grantor agency, to the CFO and County Administrator for their approval.
4. Upon their approval, the Grants Coordinator will notify the Project Director to prepare the grant application.
5. The Project Director must send a copy of the grant application to the Grants Coordinator's Office before submission for review.
6. Upon approval by the Grants Coordinator, the application may be submitted to the funding agency.

7. All grant applications, whether funded or not, will be kept on file in the Grants Coordinator's Office for possible future use.
8. Notice of decision related to grant awards will be provided to the Grants Coordinator.

**II. Post-Award:**

1. Upon application approval, the Grants Coordinator will notify the Project Director.
2. The Grants Coordinator will obtain the signatures necessary to execute the grant award or acceptance of the grant offer and return it to the Grant Funding Agency in a timely fashion.
3. The ORIGINAL copy of the fully executed grant award document will be maintained by the Grants Coordinator's Office with a file copy going to the Project Director for his/her file.
4. If Matching Funds are applicable, a Grant Matching Funds Budget Request must be completed by the Project Director and submitted to the Grants Coordinator to be included in the annual Grant Matching Funds fiscal budget.
5. Initial Accounting Procedures:
  - A. Upon receipt of the fully executed grant agreement, the Grants Coordinator shall do the following:
    - 1) Ensure that the grant is established in the financial system. This will include the creation of a Project Code, Account Numbers (Fund/Department) for revenues and expenditures. Separate accounts will be created for all budgeted income and expense accounts for each grant. Unallowable costs and cost overruns, upon identification, will be reclassified to regular expense departments of the County.
    - 2) Prepare a Grant Summary Spreadsheet and Grant Control Form which contains data relating to the various requirements of the grant, summarizes the general and specific requirements needed for compliance and sets up a timetable for completion of grant requirements and report filing.
    - 3) Prepare and maintain a file for each grant that will be available for inspection by the internal, independent and any state and federal auditors.
    - 4) The Grants Coordinator provides copies of the Grant Summary Spreadsheet and Grant Control Form containing the information gathered in step 2 to the Project Director.
    - 5) The Grants Coordinator updates the Schedule of Expenditures of Federal Awards with information concerning the grant.
    - 6) The Grants Coordinator enters information about the grant on a master grants tickler file to aid in maintaining monitoring and reporting schedules throughout the life of the grant.

**III. Grant Implementation and Reporting:**

1. The Project Director will be responsible for all programmatic aspects of the grant in accordance with the terms and conditions of the grant.
2. The Project Director will complete any Special Conditions of the Grant Award and submit to the Grant Funding Agency after approval from the Grants Coordinator.
3. The Project Director will coordinate with the Human Resources Department regarding hiring personnel.
4. The Project Director will prepare requisitions for purchases in accordance with the County's Procurement Procedures.
5. The Grants Coordinator, or delegate, will review and approve all requisitions before the Purchasing Department issues a Purchase Order.

6. The Project Director will forward copies of all invoices to the Grants Coordinator for his/her files.
7. The Project Director will be responsible for preparing all requests/reports (monthly/quarterly/annually program and financial) reimbursement from/for the funding agency. He/she will assure that the requests/reports are accurate, complete and include required supporting documentation. Reports/requests will be forwarded to the Grants Coordinator seven days prior to the due date for review/approval before submission to the grant funding agency.
8. The Grants Coordinator, or delegate, will be responsible for reviewing costs claimed to ensure accurate posting to the general ledger and for compliance with the provisions of the grant by reconciling Grant Spreadsheets with the General Ledger.
9. Grant funds will be received and recorded by the Grants Coordinator, or delegate.

**IV. Grant Monitoring and Close-Out:**

1. The Project Director will be the Liaison with the grant funding agency regarding program performance, operational requirements and monitoring.
2. The Grants Coordinator will be responsible for reviewing all information submitted by the Project Director for financial accuracy, certifying the deobligated budgets received from the grant funding agency and obtaining the County Administrator's signature on all required documents.
3. The Grants Coordinator will be responsible for maintaining the grant files for the required amount of time after the grant is programmatically closed.



## **DORCHESTER COUNTY, SOUTH CAROLINA FINANCIAL POLICIES**

**POLICY NUMBER: 2**  
**POLICY SUBJECT: ACCOUNTING AND FINANCIAL REPORTING POLICY**  
**ADOPTED: DECEMBER 1, 2014**

### **GENERAL PURPOSE**

Dorchester County (the County) adopts the following policy in regards to accounting and financial reporting. Proper accounting and financial reporting is essential to the stewardship and accountability of public funds.

### **ACCOUNTING RECORDS**

The County's accounting system shall be maintained by the Controller. The Controller shall be responsible that the accounting system is maintained so as to conform to generally accepted accounting principles established by the Governmental Accounting Standards Board (or successor standards setting body) with the objective of obtaining an unqualified opinion from the County's independent auditor.

The County's accounting system shall be maintained in such a way so as to conform with the following characteristics:

1. Reliability
2. Accuracy
3. Consistency
4. Readability
5. Timeliness
6. Responsiveness
7. Conformity with all legal requirements

The County will develop and maintain an appropriate system of internal controls over its financial resources. Control documentation shall be maintained on all major financial processes.

The Finance Department shall maintain an inventory of all assets over \$5,000 owned by the County.

Departments shall maintain an inventory of personal property and assets valued less than \$5,000. This inventory shall be updated routinely by departments and available for inspection by the Finance Department. Annually, the inventory shall be reported to the Finance Department.

**ANNUAL REPORTING AND INDEPENDENT AUDIT**

The County shall contract with an independent audit firm to perform an annual audit of the County's financial statements. The firm selected shall be solicited through a request for proposals and shall be selected by a vote of County Council. The County may enter into a multi-year contract, as permitted by law.

The County shall annually prepare and publish, within 180 days after the end of the fiscal year, an Annual Financial Report prepared in conformity with generally accepted accounting principles.

**MONTHLY REPORTING**

The County Administrator shall provide County Council a monthly report on the County's major funds and their performance in terms of revenues and expenditures. The report will also provide an update on current cash balances and capital project progress.



## **DORCHESTER COUNTY, SOUTH CAROLINA FINANCIAL POLICIES**

**POLICY NUMBER: 3**  
**POLICY SUBJECT: BUDGET PREPARATION POLICY**  
**ADOPTED: DECEMBER 1, 2014**

### **GENERAL PURPOSE**

Dorchester County (the County) adopts the following policy in regards to the adoption of an annual operating and capital budget.

The annual operating budget is the vehicle through which County Council authorizes County government to fund operations during a specific fiscal year for specific purposes and which establishes the economic resources that are required to support these activities. The budget is a fiscal, planning, and policy document, reflecting the allocation of limited revenues among diverse uses.

The capital budget includes major capital requirements, culminating in the adoption of a five-year Capital Improvement Plan (CIP). These types of capital investments usually focus on the construction, development, and acquisition of major facilities and may rely on long-term debt instruments for financing. General Fund revenue, user fees, and other streams of revenue are typical sources of revenue allocated to the retirement of long-term debt.

### **REVENUE BUDGETING**

The County will establish a revenue forecast that strives for accuracy within a threshold of +/- 5%.

### **EXPENDITURE BUDGETING**

The County will balance current year expenditures with current year revenues. The County will make every effort to match recurring revenues with recurring expenditures. The budget will ensure disbursements (expenditures and transfers out) are equal or less than the funding available (revenues, transfers in and fund balance).

When establishing a budget, essential County services and programs designed to carry out County Council priorities will receive primary consideration for funding. The County will strive to support investments that reduce future operating costs such as information technology or other investments.

The basis of budgeting will follow generally accepted accounting principles (GAAP) with the following exceptions:

1. For Proprietary Funds, capital items and principal payments are budgeted to manage cash flow requirements.
2. For Proprietary Funds, depreciation is not budgeted since it does not affect spendable fund balance.

An indirect cost plan will be conducted annually. Indirect costs will be reimbursed to the General Fund by the Enterprise Funds and Special Revenue Fund, when allowed and appropriate.

#### **BUDGET CALENDAR**

The County Administrator shall prepare for the County Council's consideration a calendar for the development and adoption of the annual budget, including major deadlines and meetings necessary to adopt the budget.

The Chief Financial Officer or designee will develop and promulgate specific procedures and forms for development of a proposed budget.

The budget shall be submitted to County Council by the first formal meeting in May. County Council must approve the budget by July 1 each year, prior to any expenditure being made in the new fiscal year.

#### **CARRYOVER BUDGET**

The County Administrator, at his discretion, may present a carryover budget to County Council to utilize unspent balances from the prior budget. The purpose of the carryover shall be to continue projects or contracts underway or to complete initiatives from the prior year budget that were not completed prior to the end of the fiscal year. The Chief Financial Officer or designee shall distribute forms for the departments to request carryover items.

#### **SUPPLEMENTAL APPROPRIATIONS**

Due to changing scope or external factors that are beyond the control of departments, amendments that increase the total budget may be necessary.

After determining that there are insufficient funds within a department's budget to finance an activity or acquisition, the department head, after consultation with the Chief Financial Officer and the County Administrator, will develop a Council Action Form proposing a supplemental appropriation and will forward the Request to the Chief Financial Officer for review. After review, the Chief Financial Officer will forward a recommendation to the County Administrator and will inform the requesting department head of any adverse recommendation to the County Administrator. If the County Administrator approves the proposal, the County Administrator will place the Request on a future Council Meeting agenda for consideration.



## **DORCHESTER COUNTY, SOUTH CAROLINA FINANCIAL POLICIES**

**POLICY NUMBER: 4**  
**POLICY SUBJECT: BUDGET ADMINISTRATION POLICY**  
**ADOPTED: DECEMBER 1, 2014**

### **GENERAL PURPOSE**

Dorchester County (the County) adopts the following policy in regards to the management of its annual operating and capital budget. Proper budget management is essential to following the intent of the budget adopted by County Council and a key part of the County's fiduciary duties to its citizens.

### **DUTIES AND RESPONSIBILITIES**

#### County Administrator

The County Administrator shall have final responsibility to oversee and supervise the day-to-day, proper implementation of the annual budget. The County Administrator or designee shall report to County Council on a monthly basis the performance of major funds in relationship to the adopted budget. In event of a budget shortfall, the County Administrator shall recommend corrective action to the County Council. The County Administrator shall have the final authority to approve transfers, but may delegate approvals to the Chief Financial Officer and Budget Officer.

#### Chief Financial Officer

The Chief Financial Officer shall provide to the County Administrator throughout the fiscal year a monthly financial report of the financial performance of the County's major funds. Should corrective action be necessary due to a budget shortfall, the Chief Financial Officer shall prepare a recommendation for action to the County Administrator. The Chief Financial Officer shall approve transfers as delegated by the County Administrator.

#### Budget Officer

The Budget Officer is responsible for day-to-day administration of the budget, monitoring the proper administration of the budget by individual departments. The Budget Officer shall review all transfers to assure that entries are proper.

### Elected Officials, Appointed Officials, and Department Heads

Elected Officials, Appointed Officials, and Department Heads shall have responsibility for budgets of their respective agencies. They are responsible for staying within the amounts appropriated by County Council and have a duty to notify the County Administrator and Chief Financial Officer in the event their budget may violate the budget ordinance.

### **MONTHLY REPORTING**

The County Administrator shall provide County Council a monthly report on the County's major funds and their performance in terms of revenues and expenditures. The report will also provide an update on current cash balances and capital project progress.

### **CORRECTIVE ACTION**

In the event of the revenue estimate failing to materialize or expenditures exceeding the amounts appropriated, the Chief Financial Officer shall present a plan of corrective action to the County Administrator that shall include, but not limited to hiring freezes, furloughs, suspension of purchases, utilization of fund balance, and appropriation of revenue not anticipated in the adopted budget.

The County Administrator shall present a recommendation to County Council in the event corrective action shall be required.

### **PURCHASES**

All funds for County government purposes shall be disbursed in accordance with the Procurement Ordinance 83-05, as amended. Capital equipment purchases shall be deferred until January 1 to assure adequate cash flow. Purchases in advance of the January 1 requirement must be approved by the County Administrator.

### **TRANSFERS**

Each department head is permitted to request a transfer of appropriation(s) between line items within that department. Transfers from personnel line items to non-personnel line items can only be approved with consent of County Council.

The Budget Officer shall promulgate necessary forms for departments to use in requesting transfers. The Budget Officer shall review all transfers and provide a recommendation to the Chief Financial Officer.

The Chief Financial Officer shall approve or deny transfers presented by departments. However, transfer from Mobile and Cellular Phones and Fuel are not allowed without the expressed approval of the County Administrator.

The County Administrator is permitted, when it is in the best interest of the County to transfer appropriations between departments (from one department to another department) and between the County's General Fund, Capital Projects Fund and Capital Improvements Fund (from one Fund to another Fund).

Upon receiving an executed transfer, the Finance Department shall enter the transfer into the General Ledger.



## **DORCHESTER COUNTY, SOUTH CAROLINA FINANCIAL POLICIES**

**POLICY NUMBER: 5**  
**POLICY SUBJECT: REVENUE POLICY**  
**ADOPTED: DECEMBER 1, 2014**

### **GENERAL PURPOSE**

Dorchester County (the County) adopts the following policy in regards to its revenue portfolio and collections. In general, it is the intent of the County to maintain a revenue portfolio that achieves the following principles:

- 1) **Diverse:** The County shall maintain a diverse revenue stream to insulate against volatility and to avoid reliance on single revenue source. To that end, the County will work to provide multiple revenue streams for the operation of County government including, but not limited to, the use of taxes, license and permits, intergovernmental revenues, and charges for services.
- 2) **Benefit:** When practicable and allowed under state law, revenues will be paid by the beneficiary of the service rendered. To that end, in circumstances where services benefit a particular user or portion of the county, special tax districts and user fees will be utilized.
- 3) **Sufficient:** The County's revenue portfolio will structured to provide sufficient income necessary to cover the cost of services on a recurring basis.

### **Revenue Forecasting**

Dorchester County will produce a revenue forecast for the annual budget that will be as realistic and as reasonable as possible. The County shall strive for a +/- 5% variance in its revenue estimates.

To assist in the forecasting of revenue, the Chief Financial Officer or designee shall produce a revenue manual that details the following:

- 1) Description of the Revenue Source

- 2) Statutory Authority
- 3) Rate Schedule
- 4) Collection Agency
- 5) Trend History of the Revenue

### **Periodic Review of Rates**

The Chief Financial Officer or designee shall periodically review the rates for the County's revenue streams and shall recommend to County Council rate adjustments necessary (when legally permitted) to assure sufficiency of the revenue stream and to recover the cost of operations to the extent possible. The Chief Financial Officer or designee shall consider rates in comparison to other municipalities and counties in the region to assure competitiveness.

### **Periodic Review of Revenue Sources**

The Chief Financial Officer or designee shall periodically review the revenue resources available under state law and shall notify County Council of revenues not utilized by the County. In addition, the Chief Financial Officer shall periodically review the services provided by the County and determine if any services are candidates for cost recovery through a user fee or can be funded through a tax district for those who receive particular benefit from the service.

### **Using Recurring Revenues for Recurring Expenses**

The County shall utilize recurring revenues for recurring expenses. The use of one-time revenues or fund balance should be only for non-recurring expenses.

### **Seeking Intergovernmental Revenues When Feasible**

The County shall aggressively pursue relevant grant opportunities. All potential grants shall be carefully evaluated for:

- 1) Consistency with the County's mission and achieving the goals enumerated by County Council.
- 2) Matching requirements (both dollar and level of effort) and their impact on the County's budget.
- 3) The impact on services should grant funding be terminated or reduced.

### **Enterprise and Special Tax Districts**

The fees for enterprise funds and for special tax districts shall be set at a level necessary for the fund to be self-supporting.

### **Aggressive Collection**

The County shall aggressively collect its revenues to ensure timely receipt to fund the County's services. To that end, the County – when allowed – shall utilize various tools to enforce delinquent accounts including, but not limited to, set-off debt collections, delinquent tax sales, and denial of service in situations where denial does not threaten life or property.



## **DORCHESTER COUNTY, SOUTH CAROLINA FINANCIAL POLICIES**

**POLICY NUMBER: 6**  
**POLICY SUBJECT: DEBT MANAGEMENT POLICY**  
**ADOPTED: DECEMBER 1, 2014**

### **Purpose**

The purpose of this policy is to establish policies and procedures for the effective management of the County's debt. Judicious use of debt helps facilitate the County's strategic goals, while protecting the County's long-term financial interests.

### **Definitions**

#### Short-Term Debt Defined

For the purposes of this policy, short-term debt is defined as debt obligations with a payment term of five years or less used to manage cash flow in anticipation of revenue or to finance capital equipment with a useful life of five years or less. This includes debt instruments including, but not limited to, revenue/tax anticipation notes and short-term lease purchase agreements.

#### Long-Term Debt Defined

For the purposes of this policy, long-term debt is defined as debt obligations with a payment term longer than five years used to finance capital improvements. This includes debt instruments including, but not limited to, general obligation bonds, revenue bonds, tax increment bonds, certificates of participation, installment purchase revenue bonds, and other long-term lease purchase agreements. Long-term debt is issued as a means of allocating the expense of capital projects' use to those actually benefitting from them, over the useful life of the project. The County will issue debt to provide financial support to capital facility needs. The debt will be issued in a way that helps ensure the long-term fiscal health of the County. Long-term debt financing will not be used to support current operating expenditures or deficits.

## **Short-Term Debt**

Upon approval of the County Council, the County is authorized to issue the following forms of short-term debt:

### Revenue/Tax Anticipation Notes

Revenue/tax anticipation notes are short-term instruments with a payment term of less than one year and are used to provide liquidity due to the irregular timing of County revenues. As a matter of practice, the County shall not issue a revenue/tax anticipation note except in situations of emergency or when a large and unforeseen expenditure has been incurred.

### Short-Term Lease Purchase Agreements

Short-term lease purchase agreements are debt instruments with a payment term of five years or less and are used to finance capital equipment with useful life of five years or less. Short-term lease purchase agreements are authorized and appropriated through the County's annual operating budget.

## **Long-Term Debt**

Upon approval of the County Council, the County is authorized to issue the following forms of long-term debt:

### General Obligation Bonds

General obligation bonds are backed by the full faith and credit of Dorchester County and shall be used to support governmental-purpose facilities and improvements.

General obligation bonds are subject to the State Constitutional debt limit of eight percent of assessed taxable value of the locality. At no time shall the County's bonded indebtedness backed by the full faith and credit of the County exceed this limit without a referendum approving the additional general obligation bonds above such limit.

General obligation debt will not be used to support enterprise activities when a revenue bond is feasible, except when extraordinary market conditions provide compelling cost savings and revenues from enterprise activities are sufficient to reimburse the General Fund for payment of principal and interest on the associated bonds.

### Revenue Bonds

Revenue bonds are backed by a pledge of specific revenues such as water and sewer rates and fees, stormwater fees, solid waste fees, fees in lieu of taxes, etc. The County shall utilize revenue bonds when practicable for all user-fee supported activities. The County shall also use special source revenue bonds when feasible and practicable for the financing of economic development projects where a specific benefit can be provided to a general area.

The County shall prepare its revenue and expenditure budgets in a manner that allows the County to meet all required covenants.

### Tax Increment Bonds

Tax increment bonds are revenue bonds backed by the incremental increase in ad valorem property value in a defined tax increment district. The amount of debt allowed is defined in the redevelopment

plan for each tax increment district as approved by the affected taxing districts. The County shall not exceed the debt allowed in the redevelopment plan.

#### Certificates of Participation, Installment Purchase Revenue Bonds, and Long-Term Leases

Certificates of participation, installment purchase revenue bonds, and other long-term lease agreements are debt instruments backed by the facility or equipment purchased with a term exceeding five years. Due to the higher interest rate carried on these instruments, lease-purchase issuances exceeding five years in duration are limited to the following situations:

- 1) When state law does not permit the issuance of a revenue bond against a specific revenue.
- 2) For the purchase of capital equipment and other facility improvements supported by a contractor-guaranteed savings on utility use.
- 3) When it is determined that it will be more beneficial, either economically or from a policy perspective after the useful life of the project, the terms and conditions of the lease, the direct impact on bond capacity, and budget flexibility have been evaluated.

#### **Debt Planning**

Prior to proposing any debt issuance, the County Administrator or designee will prepare an impact analysis on how the debt issuance affects the County's financial position in terms of fund balance and existing debt obligations. It will also consider debt service maturities, repayment structure, and the County's "pay-as-you-go" strategy.

Long-term debt originates from the adoption of the annual budget and accompanying capital improvement program which identifies capital project needs, funding sources, and the debt instrument(s) required to finance the plan.

#### **Method of Sale**

State law requires that all general obligation bonds larger than \$1,500,000 or maturing longer than 10 years be sold through a competitive sale. All other debt instruments may be sold either through a competitive sale or through a negotiated sale in light of financial market, transaction-specific, and issuer-related conditions. If County staff and its financial advisor determine that a competitive sale would not result in the best outcome for the County, then a negotiated sale, private placement, or other method may be chosen.

#### **Debt Structure**

The County shall structure debt in a manner that protects the County's long-term financial interests and produces the most cost effective financing.

#### Debt Security

Debt shall be issued with the necessary level of security to assure investors that the County shall repay its debt in a timely and complete manner.

The County shall purchase credit enhancement either through bond insurance or a letter of credit only in situations where the true interest cost of the enhanced debt is lower than the true interest cost of comparable unenhanced credit offerings.

### Fixed Rate and Variable Rate Debt

As a matter of practice, fixed rate debt is preferred to provide budget certainty and to protect against short term interest rate increases. Variable rate debt will be considered to provide flexibility in managing the County's debt portfolio and in certain circumstances to lower the County's overall debt service requirements.

Derivative instruments should generally be considered, depending on the particular circumstances, primarily in situations where they are designed with the aim of providing anticipated economic or other benefits to the County taking into account the applicable risks. Derivative instruments should be entered only after review of their general terms and risks with the County Council, the County Administrator, the Chief Financial Officer, the County Treasurer, and the County Auditor.

### Maturity Schedule

The County shall design a maturity schedule that matches useful life of the item financed with the term of the bond. The bond term shall not exceed the useable life of the facility or project being financed. The County may elect to use term bonds, serial bonds, or a combination to improve marketability of the issue and to provide the lowest possible borrowing cost to the County.

### Premiums and Discounts

If it is demonstrable that structuring the bond with a premium or discount provides the County with a lower true interest cost, the County shall be allowed issue a bond with a premium or discount. The County shall not issue zero coupon or capital appreciation bonds unless market conditions provide a compelling cost savings versus more traditional structures.

### Redemption Provisions

Debt issued by the County shall include an optional redemption provision in order to provide the ability to achieve interest cost savings, remove or change burdensome covenants, or to restructure debt service payments. The County shall select the earliest possible redemption date at the lowest possible penalty as allowed by the market.

The effectiveness of an advance refunding will be determined by the achievement of a minimum net present value savings of at 3.0% or more.

### Debt Administration

Debt issuances will be timed to coincide as best as possible with the acquisition and construction schedules associated with the project or item being financed. The Finance Department and the County Treasurer shall review expenditures monthly and make regular draws to maximize cash flow.

### Arbitrage and Yield Restriction Requirements

The County will monitor the arbitrage requirements of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), and related IRS Regulations in regard to all of its federally tax-exempt obligations as well as for any of its obligations which receive a federal subsidy or federal tax credit pursuant to Section 54A of the Code. To this end, the County shall retain the services of a firm that specializes in arbitrage rebate calculations to annually review all of the obligations issued by the County to calculate any potential arbitrage liability related to such obligations to ensure compliance with Sections 148 and 54A of the Code.

### Disclosure

The County shall maintain an ongoing relationship with each rating agency with which it holds a rating. The County shall provide regular updates regarding ongoing financial matters and projected financial plans.

The County shall retain the services of a disclosure firm and shall provide all necessary documents required by bond documents including copies of the annual financial report and the annual operating budget. This will be filed with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("EMMA") system. The County shall immediately disclose any material events to EMMA that could negatively impact buyers of County bonds on the secondary resale market.

### **Bond Covenants and Laws**

The County shall comply with all covenants and requirements of bond ordinances, and with state and federal laws authorizing the issuance and administration of debt obligations.

### **Disclaimer**

This debt management policy outlines various policy guidelines with respect to financing obligations entered or proposed to be entered by the County. This debt management policy should in no event, however, be construed as limiting or otherwise affecting the validity or effectiveness of any authority granted, delegated, or otherwise set forth in any ordinance or resolution of the County. In no case shall any person or entity (including without limitation the County or its elected officials, employees, agents, bondholders, borrowers or any other person or entity) have any basis to assert that any financing obligation should be deemed invalid, ineffective, limited or otherwise affected due to noncompliance or any other matter with respect to this debt management policy. Compliance of any ordinance or resolution or financing obligation with all aspects of this debt management policy shall, in all cases, be deemed conclusively presumed (and legal counsel to the County shall be entitled to conclusively rely thereon) upon the adoption of any such ordinance or resolution or the entering into of any such financing obligation or related agreement, respectively, and in the event of any conflict between the ultimate procedures actually undertaken, findings actually made and agreements actually entered into, on the one hand, and any part of this debt management policy, on the other hand, then the ultimate actual ordinance or resolution, findings and financing documents shall nonetheless be deemed in satisfaction hereof in all respects such that this debt management policy shall in no manner operate to limit any such ordinance or resolution, findings and financing documents or the effectiveness, validity and enforceability thereof.

In the event of any conflict between an ordinance or resolution or the documentation effectuating a financing obligation and this debt management policy, the terms and conditions of the ordinance or resolution or such documentation, as applicable shall control. Except for such rights for conclusive presumption set forth in the preceding paragraph, there shall be deemed no third party beneficiaries of this debt management policy.



## **DORCHESTER COUNTY, SOUTH CAROLINA FINANCIAL POLICIES**

**POLICY NUMBER: 7**  
**POLICY SUBJECT: FUND BALANCE AND WORKING CAPITAL POLICY**  
**ADOPTED: DECEMBER 1, 2014**

### **GENERAL PURPOSE**

Dorchester County (the County) adopts the following policy in regards to fund balance and working capital in its key funds. It is the County's intent to maintain adequate fund balance in key funds to provide the following:

- 1) **Liquidity:** On operating funds, the County will have adequate reserves necessary to cover the anticipated cash flow during the fiscal year without the need for interim financing such as a tax anticipation note.
- 2) **Contingency:** The County recognizes it is vulnerable to natural disasters in terms of hurricanes and earthquakes. In principal, the County shall maintain in major operating funds two months of fund balance to finance operations in the event of a major disruption.
- 3) **Debt Service Coverage:** In governmental funds, the County will maintain a reserve equal to one year's General Obligation debt service at all times to ensure adequate payment of bonds in debt service funds.

### **GOVERNMENTAL FUNDS**

In its governmental funds, the County will work to attain various levels of fund balance in order to provide liquidity, contingency, and debt service coverage. The County will work to attain the following levels of fund balance in the following governmental funds.

#### General Fund

The County shall maintain an unassigned fund balance equal to 32% of the subsequent fiscal year's projected revenues in the General Fund. The County shall work to attain an unassigned fund balance

equal to 40% of the subsequent fiscal year's projected revenues in the General Fund. Should unassigned fund balance exceed 40%, the difference shall be transferred to the reserve fund until it attains its requirement. Once the Reserve Fund meets its requirements, unassigned fund balance in excess of 40% may be used to reduce unfunded liabilities, to retire callable debt, or appropriated for capital projects, economic development, or other one-time expenditures. Fund balance will not be used for recurring expenditures.

#### Reserve Fund

The County shall maintain a fund balance in the Reserve equal to \$1,300,000 and will work to attain a fund balance in the Reserve Fund that will be equal to 10% of the subsequent fiscal year's projected revenues in the General Fund and Capital Fund. Fund balance shall not be utilized without a super-majority vote of County Council.

#### Recreation Fund

The County will work to attain an undesignated fund balance in the Recreation Fund that will be equal or greater than the maximum annual debt service on obligations outstanding in the Recreation Fund. Undesignated fund balance in excess of this target may be applied to retire callable debt, or appropriated for capital projects or other one-time expenditures. Fund balance will not be used for recurring expenditures.

#### Capital Fund

The County will maintain an undesignated fund balance in the Capital Fund that will be equal or greater than 10% of the subsequent fiscal year's projected revenues in the Capital Fund plus the maximum annual debt service on debt and lease purchase obligations outstanding in the Capital Fund. Undesignated fund balance in excess of this target may be applied to retire callable debt, or appropriated for capital projects or other one-time expenditures. Fund balance will not be used for recurring expenditures.

#### Economic Development Fund

The County will maintain an undesignated fund balance in the Economic Development Fund that will be equal or greater than the maximum annual debt service on obligations outstanding in the Economic Development Fund. Undesignated fund balance in excess of this target may be used to retire callable debt or for one-time economic development projects. Fund balance will not be used for recurring expenditures.

#### Fire Fund

The County will maintain an undesignated fund balance equal to 24% of the subsequent fiscal year's projected revenues in the Fire Fund. The County shall work to attain an undesignated fund balance equal to 40% of the subsequent fiscal year's projected revenues in the Fire Fund. Undesignated fund balance in excess of this target may be applied to retire callable debt, or appropriated for capital projects or other one-time expenditures. Fund balance will not be used for recurring expenditures.

#### Victim Advocate, E-911, and Veterans Affairs Funds

In funds where the General Fund provides a subsidy for the fund, the fund will not accumulate a fund balance until the subsidy is eliminated.

#### Transportation Sales Tax Fund

The County will work to attain an undesignated fund balance in the Transportation Sales Tax Fund that will be equal or greater than the maximum annual debt service on obligations outstanding in the Transportation Sales Tax Fund.

### **ENTERPRISE FUNDS**

For the purposes of this policy, working capital is defined as unrestricted cash and cash equivalents plus less current liabilities (less accounts payable from restricted cash and debt payable in the coming year) and unfinished capital projects. The County will work to attain adequate working capital in its enterprise funds to provide liquidity and contingency.

#### Solid Waste Fund

The County will maintain working capital in the Solid Waste Fund equal to 40% of the subsequent fiscal year's projected revenues in the Solid Waste Fund. Working capital in excess of 40% may be used for capital projects or one-time expenditures subject to the appropriation of County Council. Fund balance will not be used for recurring expenditures.

#### Stormwater Fund

The County will maintain working capital in the Stormwater Fund equal to 40% of the subsequent fiscal year's projected revenues in the Stormwater Fund. Working capital in excess of 40% may be used for capital projects or one-time expenditures subject to the appropriation of County Council. Fund balance will not be used for recurring expenditures.

#### Water and Sewer Fund

The County will maintain working capital in the Water and Sewer Fund equal to 35% of the subsequent year's projected revenues. Working capital in excess of amount may be used to retire callable debt, for capital projects, or one-time expenditures subject to the appropriation of County Council. Fund balance will not be used for recurring expenditures.

## GLOSSARY

**Accrual Basis of Accounting.** Method of accounting where revenues are recorded when earned (regardless of when cash is received), and expenses are recorded when liabilities are incurred (regardless of when payment is made). This method is used for the County's Proprietary Funds.

**Ad Valorem Tax.** A tax levied on the assessment value of real property. This tax is also known as property tax.

**Appropriation.** A legal authorization granted by County Council to make expenditures and to incur obligation for specific purposes. An appropriation is usually limited in amount and as to the time when it may be experienced.

**Balanced Budget.** A budget in which revenues are equal to expenditures.

**Bond.** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified time. The difference between a note and a bond is that a bond runs for a longer period of time and requires a greater legal formality. **General Obligation (G.O.) Bonds** are backed by the full faith and credit of the jurisdiction. **Revenue Bonds** are backed by the income-producing potential of a capital project, i.e., water and sewer fees.

**Bond Anticipation Note (BAN).** A financial instrument used to provide cash flow until bond proceeds are received. A BAN is usually payable within twelve months of issue.

**Budget.** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**Budget Transfer.** A budgetary transaction which increases or decreases the adopted line item appropriations within a budget.

**Capital Expenditures.** Spending on fixed assets. Generally, such acquisitions cost more than a specified amount. For the County, that amount is \$500.

**Capital Improvement Fund.** A Special Revenue Fund, accounts for various capital improvements funded by property taxes, and assets purchased under the County's lease purchase program.

**Contingency.** An appropriation of funds to cover unforeseen events that occur during the fiscal year.

## GLOSSARY

**Cost of Living Adjustment (COLA).** A pay increase which adjusts the salary schedule for most employee classes based upon increases in the Consumer Price Index.

**Current Taxes.** Taxes levied and becoming due within one year.

**Debt.** An obligation resulting from borrowing of money or from the purchase of goods and services. Debts of government include bonds, time warrants, notes, and floating debt. Types of Debt: Bond (See Bond), Note Payable (generally, an unconditional written promise signed by the maker to pay a certain sum in money on demand or a fixed or determinable time), Time Warrant (a negotiable obligation of a government having a term shorter than bonds and frequently tendered to individuals and firms in exchange for contractual services, capital acquisitions, or equipment purchases), Floating Debt (liabilities other than bonded debt and time warrants, such as accounts payable), and Long-Term Debt (debt with maturity of more than one year after the date of issuance).

**Debt Limit.** The maximum amount of general obligated debt which is legally permitted.

**Debt Service Fund.** Accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Delinquent Taxes.** Taxes remaining unpaid on and after the date on which a penalty for non-payment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or even cancelled, the unpaid balances continue to be delinquent taxes until abated, cancelled, paid, or converted into tax liens.

**Depreciation.** A reduction in the value of an asset with the passage of time, due in particular to wear and tear.

**Designated Fund Balance.** The portions of fund balance established by County ordinance for specific purposes.

**Enterprise Fund.** A fund established to account for operations that are financed and operated in a manner similar to a private business enterprises where the intent of the County is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

**Expenditures.** Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays. Budgetary Expenditures (decreases in net current assets) are limited in amount to exclude amounts represented by non-current liabilities.

**Expenses.** Costs that are matched with revenues on the income statement.

## GLOSSARY

**Fiduciary Funds.** Trust and Agency Funds used to account for assets received and held by the County acting in the capacity of an agent or custodian.

**Fiscal Year.** A 12-month period to which annual operating budget applies and at the end of which government determines its financial position and the results of its operation. The County's fiscal year begins July 1<sup>st</sup> and ends June 30<sup>th</sup>.

**Fixed Assets.** Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

**Fund.** A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and charges therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. There are six fund types found in the County; General, Special Revenue, Debt Service, Capital Projects, Enterprise, and Trust and Agency.

**Fund Balance.** The fund equity of governmental funds and trust funds. Also defined as the difference between the assets and liabilities of a fund. It is used as a measure of the amount available to budget or spend in the future.

**General Fund.** The fund used to account for all financial sources except those required to be accounted for in another fund.

**Generally Accepted Accounting Principles (GAAP).** The common set of authoritative standards and procedures adopted by the accounting profession. GAAP requires the use of accrual accounting, where revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

**Governmental Accounting Standards Board (GASB).** Established to set standards of financial accounting and reporting for state and local governmental entities.

**Government Finance Officers' Association (GFOA).** The professional association for public finance professionals. The GFOA develops criteria for professional management of governmental financial resources.

**Governmental Fund.** An accounting system emphasizing accountability rather than profitability.

## GLOSSARY

**Grants.** Projects subsidized either partially or wholly through the Federal government, State government or other outside funding source with specific guidelines and reporting requirements.

**Interfund Transfer.** A financial transaction in which money is moved from one fund to another.

**Levy.** (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a government.

**Major Fund.** Those funds whose revenues, expenditures/expenses, assets or liabilities are at least 10 percent of the total for their fund category (governmental or enterprise) and 5 percent of the aggregate of all governmental and enterprise funds in total.

**Mill.** Property tax rate which is based on the valuation of property. A tax rate of 1 mill produces one dollar of taxes on each \$1,000 of property valuation.

**Millage Rate.** The number of mills necessary to generate a specific amount of ad valorem taxes.

**Modified Accrual Basis.** Revenues are recognized when they become both “measurable” and “available” to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for: (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; (4) interest on special assessment indebtedness which may be assessment levies; and (5) principal and interest on long-term debt which are generally recognized when due. This method is used by the County’s Governmental Funds and Trust Funds.

**Operating Budget.** A budget for general expenditures such as salaries, utilities and supplies.

**Ordinance (Budget).** The Legal document adopted annually by County Council to appropriate funds in the operating budget and establishes millage rates for the operating budgets.

**Overhead Allocation.** Amount paid by the Enterprise Funds to help supplement expenditures made in the General Fund. The percentage of reimbursement is based on a cost-accounting effort conducted internally.

## GLOSSARY

**Performance Indicators.** Quantitative or qualitative measures of the extent to which the goals of the department or division are being achieved.

**Proprietary Fund.** A business-like fund of a local government.

**Reserved Fund Balance.** The portion of fund balance that is earmarked to pay liabilities or encumbrances that were not paid in the previous fiscal year.

**Revenues.** The income of a government from all sources, appropriated for the payment of the public expenses.

**Solid Waste Fund.** Accounts for the operation and maintenance of the County collection sites and contracts for the collection and disposal of solid waste for county residents.

**Special Revenue Fund.** A Fund established to account for revenue sources that are legally restricted to expenditure for specific purposes.

**Tax Anticipation Note (TAN).** A financial instrument used to provide cash flow until current property taxes are received.

**Taxes.** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against a particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, for example sewer service charges.

**Unreserved Fund Balance.** The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**User Fees.** Those amounts received from the public for performance of specific services benefiting the persons charged. User charges function much like prices charged for privately produced goods. There exist two types of user charges. 1) Marginal- cost, multipart charge system that take into account the varying costs of production and distribution; and 2) Average-cost system that charges the same price per unit regardless of the volume of service consumed or the location of its demand.

**Water & Sewer Fund.** Accounts for the sale and distribution of potable water, and for the operation of sewage treatment plants, pumping stations and systems for the collection and treatment of sewage.

## ACRONYMS

APCO - The Association of Public - Safety Communications Officials  
BCDCOG - Berkeley, Charleston, Dorchester Council of Governments  
BMP - Best Management Practices  
CAD - Computer Aided Dispatch  
CAFR - Comprehensive Annual Financial Report  
COLA - Cost of Living Adjustment  
CPA - Certified Public Accountant  
CPE - Continuing Professional Education  
DCTA - Dorchester County Transportation Authority  
DSS - Department of Social Services  
EMD - Emergency Management Department  
EMS - Emergency Medical Services  
FEMA - Federal Emergency Management Agency  
FILOT - Fee in Lieu of Taxes  
FTO - Field Training Officer  
GAAP - Generally Accepted Accounting Principles  
GASB - Governmental Accounting Standards Board  
GFOA - Government Finance Officers' Association  
GIS - Geographic Information System  
GPS - Global Positioning System  
HAVA - Help America Vote Act  
ICMA - International City/County Management Association  
ICP - Incident Command Post  
ITAC - Information Technology Advisory Committee  
ITS - Information Technology Systems  
MCP - Multi-County Park  
MIAP - Medically Indigent Assistance Program  
MSW - Municipal Solid Waste  
NACO - National Association of County Officials  
NCIC - National Crime Information Center  
NENA - National Emergency Number Association  
NPDES - National Pollutant Discharge Elimination System  
NSC - National Safety Council  
OPEB - Other Post-Employment Benefits  
OSHA - Occupational Safety and Health Administration  
PREA - Prison Rape Elimination Act  
RMS - Risk Management & Safety  
ROD - Register of Deeds  
SCAC - South Carolina Association of Counties  
SCDHEC - South Carolina Department of Health and Environmental Control  
SCMASA - South Carolina Managers Administrators and Supervisors Association  
SWANA - Solid Waste Association of North America

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