



# **Town of Clover**


**South Carolina**

## **2023-2024 Budget**



*The town with love in the middle.*

**Annual Budget**  
**July 1, 2023- June 30, 2024**



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## **Executive Summary FY 2023 - 2024 Budget**

The Town of Clover FY 2023-2024 Budget represents a fiscally responsible and balanced financial plan, enabling the Town to respond to the needs of its citizens and customers by using a limited resource of funds. Based on best estimates from the prior year as well as on recent growth trends, the Town is and will continue to be on solid financial ground. Expenditures will continue to be closely monitored and, if necessary, delayed or cancelled to ensure that the Town's financial position remains solid in the face of economic uncertainties.

After the budget adoption, the Town received confirmation of \$7,945,000 in state funding. These funds are not included in the FY23-24 budget. This revenue and the associated expenditures will be presented as a budget amendment.

### **Notable Revenues**

- Operating millage rate of 130.5 mills – a 0.5 mill increase.
- Capital millage of 2.3 mills for 2012 General Obligation Bond (New Centre Park and Town Hall acquisition and renovation) – a 0.5 mill decrease.
- Anticipated fee increases include \$1 increase for garbage collection (\$16 to \$17) and a \$10 increase for certain youth sports.
- No fee increase was budgeted for planning, zoning or building permits or for Larne Building rental rate but staff will conduct a review and present findings which may lead to increases.
- Water and sewer rates to remain the same.
- The Enterprise Fund to reimburse the General Fund quarterly for certain shared expenses based on established ratios which were updated during the budget review.

### **Notable Expenditures**

- 8.0% COLA increase for town employees plus an additional 3% for merit increases.
- 1% increase in Retirement System rate was included. New rates are: SCRS 18.56% and PORS 21.04%. The State reimburses the Town approximately \$22,100 annually. This is the final planned increase.
- 3.7% increase in PEBA Health Insurance on January 1, 2024

### **Administration Department**

- Performance evaluation program and Human Resources consultant to update compensation and classification plan
- Replace four (4) staff computers and Town Hall server
- Lease purchase emergency generator for Town Hall
- Larne Building improvements (flooring and HVAC)

### **Development Services Department**

- Comprehensive Plan Update
- New Code Enforcement Officer position
- Historic Preservation Overlay District Certificate of Appropriateness program

### **Economic Development/Main Street**

- Complete Economic Development incentives package
- Main Street and Centennial Park Revitalization planning

**Fire Department**

- Replace HVAC, radios and turnout gear
- New firefighter position (January 2024)
- Fire substation construction

**Legislative Department**

- November election
- Continuing education and training

**Municipal Court**

- Computer replacement
- Opioid Awareness grant and awareness program
- Set off debt as option for fine collection

**Police Department**

- Obtain 12 new tasers and 14 new body cameras
- Lease purchase three (3) replacement vehicles
- Replace all in-car computers and emergency generator
- Complete Rescue Squad renovation

**Recreation Department**

- Clover Community Center Improvements (paint, flooring, rear awning)
- Camera system at New Centre Park
- New Gallery 120 Curator position

**Streets and Sanitation Department**

- Lease purchase wheel loader and woodchipper
- Pedestrian improvements and speed hump program
- Manhole rehabilitation to reduce I&I

**Water and Sewer Department**

- Capital expenditures include generators at Brown Creek and The Oaks lift stations, lift station rehabilitation (Logan and Sunset), and utility work for Guinn St parking lot project
- AMI water meter system
- Lease Purchase sewer bypass pump

**Hospitality Tax**

- St. Patrick's Festival, Butts Cookoff and Music Frenzy, and Fall Festival
- Special Events: Movies in the Park, Nights @ New Centre and seasonal/holiday programs as well as Clover Main Street events
- Electricity at New Centre Park, Wayfinding and new Welcome Sign, and Christmas decorations

**Capital Projects**

- Acquire property and improve parking lot in historic district (Guinn Street). Funding for utility work for this project in Water/Sewer Department
- Parking at New Centre Park and Roosevelt Park
- Major street repair to be determined
- Complete renovations at Rescue Squad for records storage and training space

**ARPA**

- Projects to be determined by Council

## BUDGET SUMMARY

### FY 2023 - 2024 Budget

#### General Fund

	<u>FY 22-23</u>	<u>FY 23-24</u>
Administration	\$ 838,000	\$ 873,000
Development Services	\$ 287,550	\$ 287,550
Economic Dev/Main Street	\$ 0	\$ 125,500
Fire Department	\$ 320,450	\$ 320,450
Legislative	\$ 114,850	\$ 114,850
Municipal Court	\$ 147,650	\$ 147,650
Police Department	\$ 3,306,850	\$ 3,126,300
Recreation Department	\$ 1,168,300	\$ 1,158,300
Streets & Sanitation	<u>\$ 1,461,000</u>	<u>\$ 1,461,000</u>
	\$7,644,650	\$7,489,100

#### Transfers To

Capital Projects (Recreation)	\$ 100,000
Economic Development Fund	\$ 76,400

**Total Expenditures** **\$8,758,000**

Revenues \$7,703,200

#### Transfers From

Enterprise Fund (R/I GF for Expenses)	\$ 459,500
DEU	\$ 11,500

Budgeted Fund Balance \$ 583,800

**Total Revenues** **\$8,758,000**

#### Enterprise Fund

	<u>FY 22-23</u>	<u>FY 23-24</u>
Water and Sewer Dept	\$ 4,069,000	\$ 5,947,000

#### Transfers To

General Fund (R/I GF for Expenses)	\$ 459,500
Replacement and Rehabilitation Fund	\$ 0

**Total Expenditures** **\$6,406,500**

Revenues \$3,935,000

#### Transfers From

Budgeted Fund Balance \$ 931,500

Budgeted Fund Balance Capacity Fees \$ 1,540,000

**Total Revenues** **\$6,406,500**

## **Special Revenue Funds**

### **Hospitality Tax**

Expenditures	\$ 432,000
Transfers To Capital Projects (Recreation)	\$ 0
<b>Total Expenditures</b>	<b>\$ 432,000</b>
Revenues	\$ 432,000
Transfers From	\$ 0
Budgeted Fund Balance	\$ 0
<b>Total Revenues</b>	<b>\$ 432,000</b>

### **Fire Department Supplements**

Expenditures	\$ 750,000
Transfers To	\$0
<b>Total Expenditures</b>	<b>\$ 750,000</b>
Revenues	\$ 26,000
Transfers From	\$ 0
Budgeted Fund Balance	\$ 724,500
<b>Total Revenues</b>	<b>\$ 750,500</b>

### **Fire Department Recreation (1%)**

Expenditures	\$ 26,700
Transfers To	\$ 0
<b>Total Expenditures</b>	<b>\$ 26,700</b>
Revenues	\$ 26,700
Transfers From	\$ 0
Budgeted Fund Balance	\$ 0
<b>Total Revenues</b>	<b>\$ 26,700</b>

### **Drug Enforcement Unit**

Expenditures	\$ 11,500
Transfers To	\$ 0
<b>Total Expenditures</b>	<b>\$ 11,500</b>
Revenues	\$ 10,500
Transfers From	\$ 0
Budgeted Fund Balance	\$ 1,000
<b>Total Revenues</b>	<b>\$ 11,500</b>

## **Capital Projects**

Expenditures	\$ 873,500
Transfers To	\$ 0
<b>Total Expenditures</b>	<b>\$ 873,500</b>
Revenues	\$ 12,000
Transfers From	\$ 0
General Fund (Recreation)	\$ 100,000
General Fund (Major Street Repair)	\$ 0
Hospitality Tax	\$ 0
Budgeted Fund Balance	\$ 761,500
<b>Total Revenues</b>	<b>\$ 873,500</b>

<b>Total Operating Budget</b>	<b>\$16,284,700</b>
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*Total Operating Budget includes all expenditures except transfers to Capital Projects (from General and Htax Funds).*

<b>Total Capital Budget</b>	<b>\$873,500</b>
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## GENERAL FUND BUDGET

REVENUES		2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 BUDGET
		\$ 6,942,177	\$ 6,681,500	\$ 7,703,200
<b>Enterprise Fund Transfer In</b>		\$ 423,000	\$ 426,600	\$ 459,500
<b>Special Revenue Transfer In</b>				
	DEU	\$ -	\$ 6,000	\$ 11,500
	Economic Development	\$ -	\$ 7,500	
	ARPA	\$ 198,808	\$ -	\$ -
<b>Budgeted Fund Balance</b>				
	General Fund	\$ 514,827	\$ 689,500	\$ 583,800
	Capital Projects	\$ -	\$ 81,000	
	Enterprise Fund	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>		<b>\$ 8,078,812</b>	<b>\$ 7,892,100</b>	<b>\$ 8,758,000</b>

EXPENDITURES		2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 BUDGET
10-535	Administration Department	\$ 745,288	\$ 838,000	\$ 873,450
10-545	Development Services	\$ 251,173	\$ 287,550	\$ 373,500
	Economic Development/Main Street			\$ 125,500
10-510	Fire Department	\$ 293,586	\$ 320,450	\$ 392,200
10-520	Legislative Department	\$ 87,160	\$ 114,850	\$ 168,000
10-530	Municipal Court	\$ 201,650	\$ 147,650	\$ 162,000
10-515	Police Department	\$ 2,815,509	\$ 3,306,850	\$ 3,497,200
10-525	Recreation Department	\$ 1,036,479	\$ 1,168,300	\$ 1,456,050
10-500	Streets and Sanitation	\$ 1,442,436	\$ 1,461,000	\$ 1,533,700
<b>TOTAL</b>		<b>\$ 6,873,281</b>	<b>\$ 7,644,650</b>	<b>\$ 8,581,600</b>

TRANSFERS		2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 BUDGET
10-550-5200	To Capital Projects - Recreation	\$ 100,500	\$ 100,000	\$ 100,000
	To Capital Projects - Major Street	\$ 90,000	\$ 81,000	\$ -
To Economic Development Fund		\$ -	\$ -	\$ 76,400
<b>TOTAL</b>		<b>\$ 190,500</b>	<b>\$ 181,000</b>	<b>\$ 176,400</b>

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



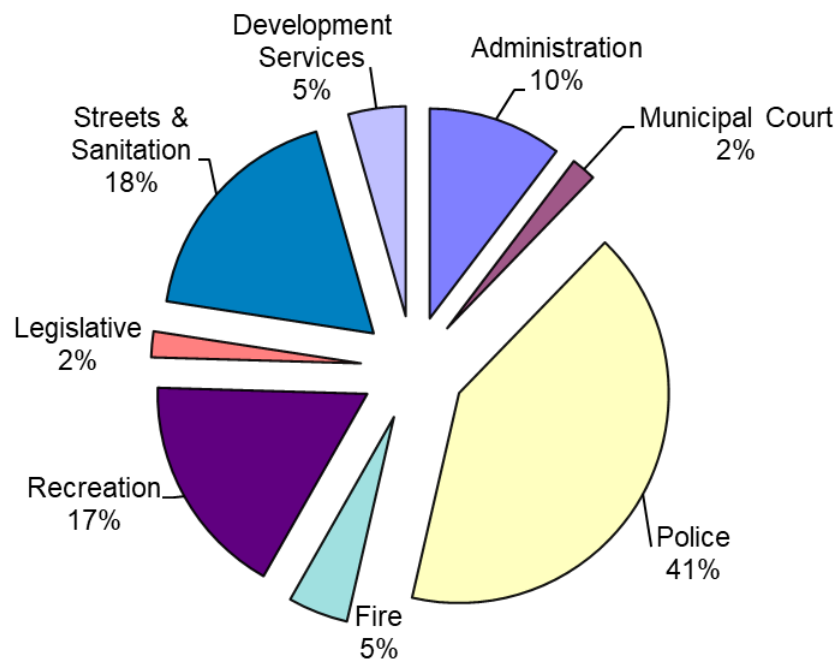
### **Departments**

Administration  
Development Services  
Economic Development/Main Street  
Fire Department  
Legislative  
Municipal Court  
Police Department  
Recreation Department  
Streets and Sanitation (includes Stormwater Maintenance)

### **Taxing Authority**

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

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



## ENTERPRISE FUND (WATER/SEWER BUDGET)

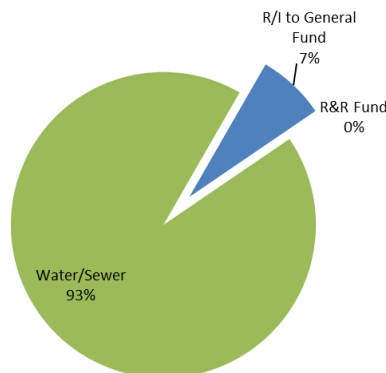
REVENUES	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 BUDGET
	\$ 3,815,116	\$ 3,878,300	\$ 3,935,000
General Fund Transfer In	\$ -	\$ -	\$ -
<b>Budgeted Fund Balance</b>			
Enterprise Fund Balance		\$ 651,300	\$ 931,500
Capacity Fees			\$ 1,540,000
R&R Fund			\$ -
<b>TOTAL</b>	<b>\$ 3,815,116</b>	<b>\$ 4,529,600</b>	<b>\$ 6,406,500</b>

EXPENDITURES	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 BUDGET
20-555 Water/Sewer Department	\$ 3,071,986	\$ 4,069,000	\$ 5,947,000
<b>Contribution to Fund Balance</b>			
<b>TOTAL</b>	<b>\$ 3,071,986</b>	<b>\$ 4,069,000</b>	<b>\$ 5,947,000</b>

TRANSFERS	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 BUDGET
Reimbursement to General Fund for Shared Operations	\$ 423,000	\$ 426,600	\$ 459,500
Replacement & Rehabilitation Fund	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 423,000</b>	<b>\$ 426,600</b>	<b>\$ 459,500</b>

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

### Expenditures by Department As a Percentage of Enterprise Fund



**GENERAL FUND REVENUE**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
10-400				
4000	Property Tax - Current	\$ 2,752,693	\$ 2,860,000	\$ 3,450,000
4002	Property Tax - Prior	\$ 68,150	\$ 75,000	\$ 70,000
4004	Vehicle Prop. Tax - Current	\$ 248,745	\$ 315,000	\$ 415,000
4008	Garbage Revenue	\$ 460,285	\$ 480,000	\$ 550,000
4012	Court Fines	\$ 55,483	\$ 55,000	\$ 40,000
4014	Business Licenses	\$ 1,218,022	\$ 1,010,000	\$ 1,200,000
4015	Zoning Permit Fees	\$ 9,750	\$ 10,000	\$ 5,000
4016	Building Permits	\$ 213,396	\$ 200,000	\$ 150,000
4018	Cemetery Donations/Assess	\$ 9,196	\$ 10,000	\$ 10,000
4019	Donations	\$ 2,400	\$ 1,000	\$ 1,000
4021	Park Rental Fees	\$ 11,355	\$ 8,000	\$ 8,000
4022	Dog Licenses	\$ 44	\$ -	\$ -
4024	Recreation Revenue	\$ 90,768	\$ 85,000	\$ 110,000
4025	Recreation Concessions	\$ 1,021	\$ 5,000	\$ 1,000
4026	Sale of Fixed Assets	\$ 42,120	\$ 13,500	\$ 10,000
4028	Interest Income	\$ 8,004	\$ 45,000	\$ 85,000
4030	Miscellaneous Revenues	\$ 8,466	\$ 1,850	\$ 1,400
4033	Larne Building Rental	\$ 28,875	\$ 25,000	\$ 28,000
4042	Recreation Supplement	\$ 201,300	\$ 201,300	\$ 213,400
4044	Live Well Clover Fees	\$ 784	\$ 1,000	\$ -
4048	Grant-Recreation	\$ 46,626	\$ 5,000	\$ 53,600
4049	Misc Grant Revenue	\$ 6,463	\$ 155,000	\$ 22,000
4050	State Apportionment	\$ 224,836	\$ 185,000	\$ 183,500
4052	Other Revenues	\$ 41,009	\$ 52,000	\$ 30,000
4054	Franchise Fees	\$ 473,720	\$ 500,000	\$ 500,000
4056	Payment In Lieu Of Taxes	\$ -	\$ 5,250	\$ 6,000
4060	Gallery 120 Programs	\$ 8,541	\$ 1,800	\$ 3,500
4070	York County Fire Supplement	\$ 32,858	\$ 32,800	\$ 32,800
4211	Festival Revenue	\$ 22,267	\$ 20,000	\$ 40,000
4212	School Resource Officer	\$ -	\$ -	\$ -
4800	Lease Purchase Financing	\$ 655,000	\$ 323,000	\$ 484,000
<b>TOTAL</b>		<b>\$ 6,942,177</b>	<b>\$ 6,681,500</b>	<b>\$ 7,703,200</b>

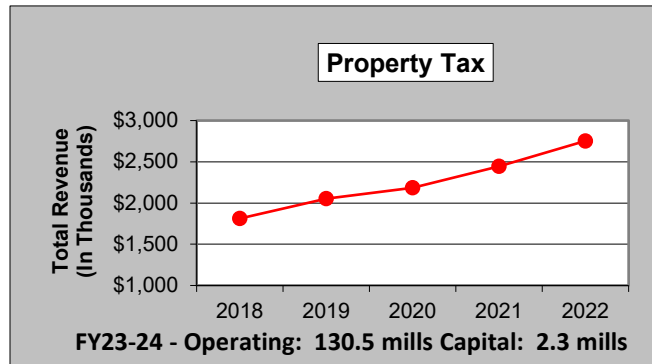
## GENERAL FUND REVENUES

### **[4000] PROPERTY TAX – CURRENT**

**\$ 3,450,000**

The approved budget anticipates an operating tax millage rate of 130.5 mills on all real and personal property within the Town of Clover, a 0.5 mill increase over the prior year.

Property taxes are assessed by the York County Tax Assessor's Office and the SC Department of Revenue. Tax values were reassessed in 2019.



The new millage is a 0.38% increase. 130.5 mills equal a tax of \$130.50 on every \$1,000 in assessed value of real estate and personal property. The value of a mill for tax year 2023 is estimated to be \$30,320, an increase of \$5,820 over the prior year. For capital, the budget anticipates 2.3 mills which is a 0.5 mill reduction from the prior year (17.9% decrease). Net millage increase is 0.0 mills.

Line item also includes Merchant Inventory, Homestead Exemption, Manufacturer's Depreciation, and Penalties for delinquent payments (3% after January deadline; an additional 7% after the February deadline; and an additional 5% after the March deadline).

### **[4002] PROPERTY TAX –PRIOR**

**\$ 70,000**

This revenue category consists of all outstanding delinquent real estate and personal property taxes from the preceding years and penalties. York County provides delinquent tax collection services for the Town of Clover.

### **[4004] VEHICLE PROPERTY TAX-CURRENT**

**\$ 415,000**

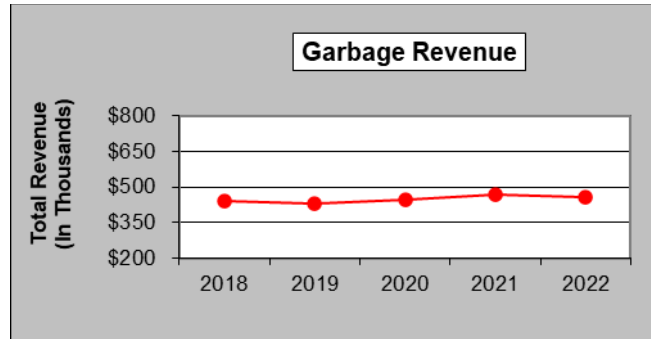
The assessed value of motor vehicles for tax year 2023 is estimated to be around \$3,384,000 million, calculated based on information provided by the York County Tax Assessor's Office. This line item includes penalties.

**[4008] GARBAGE REVENUE****\$ 550,000**

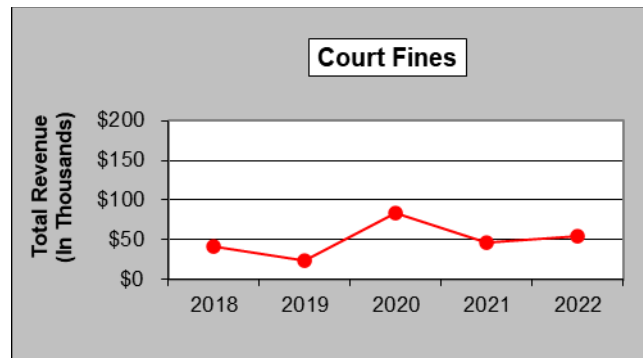
Revenue consisting of fees assessed for residential and commercial solid waste collection and disposal. The FY23-24 budget anticipates a \$1 increase, from \$16 to \$17.

The last fee increase was in July 2015 and was \$1 (from \$15 per month to \$16). Effective January 1, 2015, the Town stopped

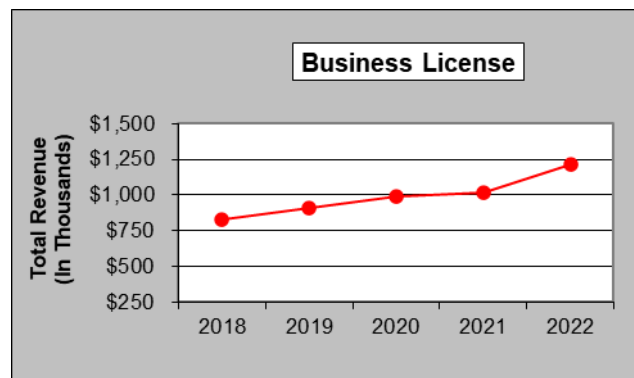
providing commercial dumpster services leading to a drop in revenues and expenses. In 2020, the Town stopped providing garbage service to non-residential properties, i.e. businesses and churches.

**[4012] COURT FINES****\$ 40,000**

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

**[4014] BUSINESS LICENSES****\$ 1,200,000**

All businesses and/or vendors, excluding those exempted by law, are required to obtain a business license in accordance with the Town's Business License Ordinance. The Municipal Association of South Carolina collects business license fees on insurance companies and telecommunications. The license year is May 1 to April 30.

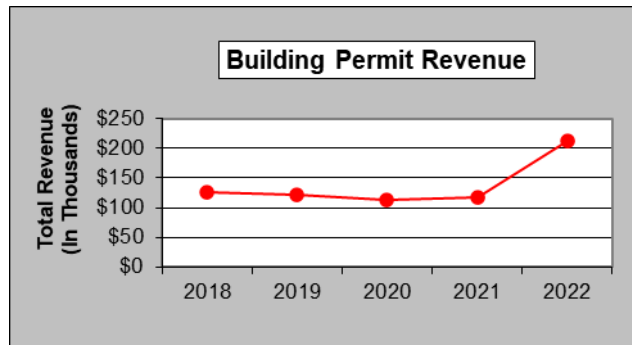


**[4015] ZONING PERMIT FEES****\$ 5,000**

The Town of Clover began to assess permit fees for a variety of planning and zoning services including zoning determinations for new businesses, subdivision review, grading permits and various filing fees, e.g. Board of Zoning Appeals cases, effective July 1, 2006. Resolution 11-05 sets forth the current permit fees. Fees will be studied during this fiscal year and may be amended by Council.

**[4016] BUILDING PERMITS****\$ 150,000**

Revised permit fees were adopted in September 2011 (see Resolution 11-05). Permit revenues are expected to decrease based on current construction activity, specifically the final sections of Penley Place and new construction at The Arbors and Clover Mill. Fees will be studied during this fiscal year and may be amended by Council.

**[4018] CEMETERY REVENUE****\$ 10,000**

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

**[4019] DONATIONS****\$ 1,000**

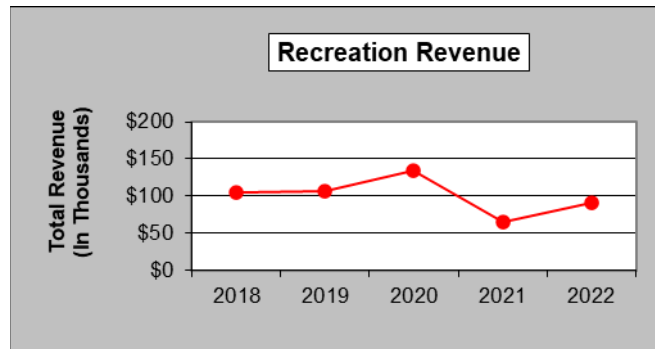
This revenue is from unexpected donations.

**[4021] PARK RENTAL FEES****\$ 8,000**

This line item represents the revenues collected from rental of recreation facilities including Gallery 120, field rentals, picnic shelters and the Splash Pad. Rental rates were established by Resolution 21-02.

**[4024] RECREATION REVENUE****\$ 110,000**

This line item represents the revenues received from registration fees for participation in Town recreation programs. Pursuant to Resolution 23-09 and effective Fall 2023, the fee for participation is \$70 per participant for youth sports requiring referees and umpires and \$50 for non-competitive programming. This line also includes sponsorship donations.

**[4025] RECREATION CONCESSIONS****\$ 1,000**

Revenues collected from the sales of concession items at Clover Community Park, Roosevelt Park and New Centre Park. Due to the tight labor market, the Town uses food trucks for services.

**[4026] SALE OF FIXED ASSETS****\$ 10,000**

Income received from the sale of equipment and/or vehicles that have been replaced or are no longer in use. Sale expenses, e.g. GovDeals fees, are debited from proceeds.

**[4028] INTEREST INCOME****\$ 85,000**

This line item includes the interest income earned from investments in the State Investment Pool and from the Town's local checking accounts. Interest rates expected to remain higher than previous years.

**[4030] MISCELLANEOUS REVENUES****\$ 1,400**

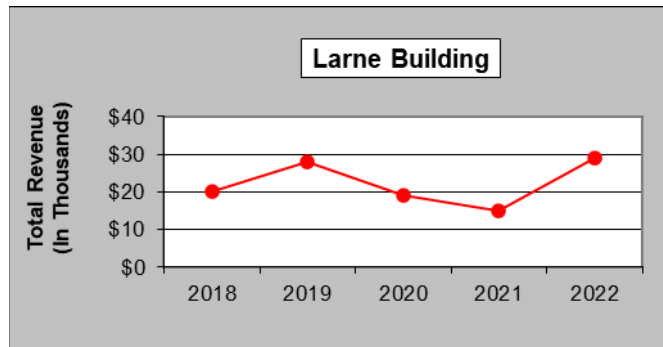
This line item includes, but is not limited to revenues received from the following sources:

- Police Reports (\$5.00 each) and PD vending machine
- Garage Sale Permits (\$1.00 in-town, \$5.00 out-of-town)
- Bonfire permits (\$50)
- Copies of documents including Town Ordinances and Code, Zoning and Land Development Regulations, and the Business License Ordinance
- Miscellaneous copies and fax use

**[4033] LARNE BUILDING RENTAL****\$ 28,000**

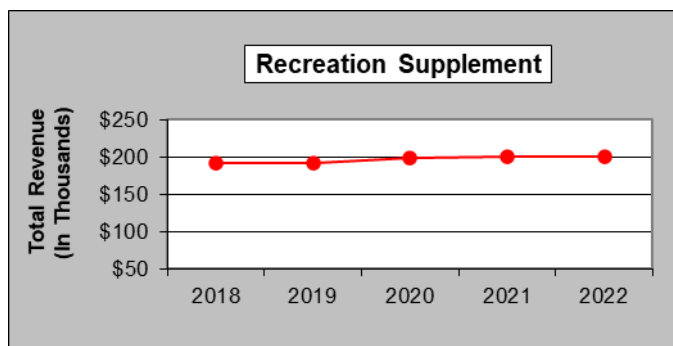
Since January 1, 2009, the rental rates have been \$300 for in-town residents and \$400 for out-of-town residents. In July 2012, rates were reduced for Monday-Thursday rentals. In addition to the rental fee, a \$150 security deposit is required but is refunded if the building is left in proper order.

Fees will be studied during this fiscal year and may be amended by Council.

**[4042] RECREATION SUPPLEMENT****\$ 213,400**

This line item represents the financial supplement received from York County for the provision of recreational programs to County residents. Approximately 70% of the participation in Town recreation is from out-of-town residents. The purpose of the York County Recreation Supplement

fund is to offset the county residents participation cost to serve. A proposal made by the Municipal Recreation Association of York County was rejected by County Council in early 2023 who then approved a recommendation by County staff that is not based on a formula.

**[4044] LIVE WELL CLOVER FEES****\$ 0**

Participation fees for the wellness programs offered through Live Well Clover. Many activities were cancelled due to COVID and have not started back up due to lack of volunteer assistance.

**[4048] GRANT - RECREATION****\$ 53,600**

Anticipate receiving PARD grant for Clover Community Park bathroom repairs and from Clover Rotary for a Veteran's monument.

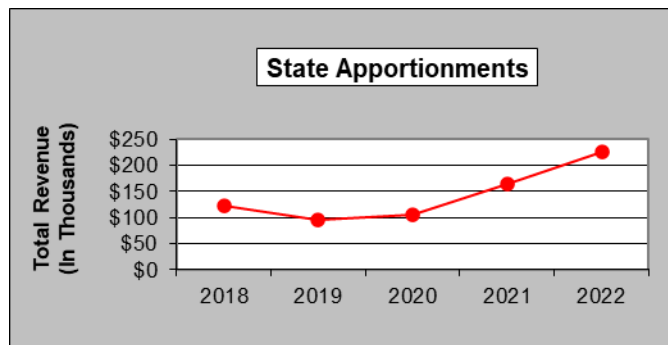


**[4049] MISCELLANEOUS GRANT REVENUE****\$ 22,000**

The Town intends to apply for SCMIT and SCMIRF Safety Grants for public works, law enforcement and fire. Also anticipates a V-Safe grant for fire equipment and an Opioid Recovery Fund grant for an awareness project.

**[4050] STATE APPORTIONMENTS****\$ 183,500**

In 1991, the South Carolina General Assembly made significant changes in the distribution of state shared revenues to political subdivisions pursuant to the adoption of Section 6-27-10 of the SC Code of Laws. This act established a Local Government Fund that replaced the formula funding that had previously come from the following seven (7) sources: bank, beer, wine, gasoline, alcohol and income taxes and motor transport fees.

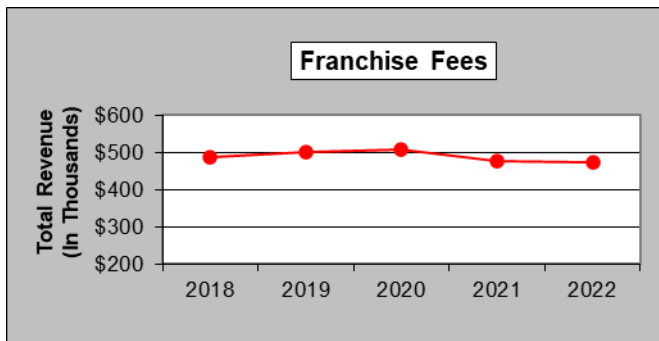


Act 84, signed into law on June 10, 2019, revised the State Aid to Subdivisions Act so as to establish a new method for appropriating the funds to be distributed to counties and municipalities. Municipal governments will still receive 16.722% of the Fund to be distributed based on the percentage of the town's population to the total municipal population. For FYE24, expect \$164,160 in revenue.

This line item also includes PEBA credits (\$19,500), State accommodations taxes, and other miscellaneous revenues remitted by the State.

**[4052] OTHER REVENUES****\$ 30,000**

This line item includes insurance claims payments, reimbursements to the Town such as Clover School District payments for police work at football games, SCMIT/SCMIRF return of surplus (if approved), reimbursements for psychological evaluations for new police officers, rental payments for Guinn Street property (The Vault), and other unanticipated revenues.

**[4054] FRANCHISE FEES****\$ 500,000**

This line item includes the franchise fees received from Spectrum Cable (5%), and Bellsouth/AT&T, and from Duke Energy (5%) and York Electric Cooperative (5%).

**[4056] PAYMENT IN LIEU OF TAXES****\$ 6,000**

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

**[4060] GALLERY 120 PROGRAMS****\$ 3,500**

Donations and participation fees for various programs offered through Gallery 120 including summer Youth Art Camps.

**[4070] YORK COUNTY FIRE DEPARTMENT SUPPLEMENT****\$ 32,800**

Effective FY18-19, revenues paid to the Town by York County under the terms of the Fire Services Agreement to be deposited to General Fund. These funds had previously been placed in Fire Department Supplements.

**[4211] FESTIVAL REVENUE****\$ 40,000**

Includes proceeds from the sale of the annual St. Patrick's Day Festival poster, notecards, and vendor fees as well as reimbursement from Hospitality Tax for over-time salary and revenues from sale of tickets after expenses, e.g. net revenues for ticket sales of rides at St. Patrick's Day.

**[4212] SCHOOL RESOURCE OFFICER****\$ 0****[4800] LEASE PURCHASE FINANCING****\$ 484,000**

Reimbursement from financial institutions for purchases made through lease purchase agreements. Leases Purchases for FYE24:

Streets	Wood Chipper	\$ 62,000.00
Streets	Wheel Loader	\$ 83,000.00
Police	Police Vehicles - 3	\$ 214,000.00
Recreation	Infield Groomer	\$ 26,000.00
Recreation	Zero Turn Mower	\$ 21,000.00
Recreation	CCCtr Generator	\$ 39,000.00
Admin	Town Hall Generator	\$ 39,000.00

**TOTAL GENERAL FUND REVENUES****\$7,703,200****ENTERPRISE FUND TRANSFER IN****\$ 459,500**

Reimbursement for administrative, legislative and other operational costs

**SPECIAL REVENUE TRANSFER IN****\$ 11,500**

DEU:	\$ 11,500 (vehicle repayment)
ARPA:	\$ 0

**BUDGETED FUND BALANCE****\$ 583,800**

Fund Balance has been allocated to be used for the following:

- General Fund Expenses - \$583,800
  - \$478,800 to balance budget
  - \$105,000 from unspent Park Upgrade funds
- Capital Projects - \$0

**GENERAL FUND  
ADMINISTRATION DEPARTMENT**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
10-535				
5000	Salaries	\$ 295,132	\$ 363,000	\$ 328,950
5004	Overtime			\$ 2,000
5006	Social Security	\$ 23,370	\$ 23,800	\$ 25,450
5008	Retirement	\$ 46,847	\$ 54,200	\$ 61,440
5009	Deferred Compensation Match	\$ 2,402	\$ 2,250	\$ 3,750
5010	Insurance - Health	\$ 42,573	\$ 44,200	\$ 35,550
5012	Workers Comp	\$ 827	\$ 400	\$ 460
5013	Health Reimbursement	\$ 44,834	\$ 3,000	\$ -
5014	Unemployment Compensation	\$ -	\$ -	\$ -
5015	Employee Wellness	\$ 2,088	\$ 4,000	\$ 4,000
5016	Utilities	\$ 4,728	\$ 5,000	\$ 5,000
5017	Telephone	\$ 2,515	\$ 1,850	\$ 1,250
5018	Maintenance/Supplies	\$ -	\$ 500	\$ 500
5020	Vehicle - Repairs	\$ -	\$ 300	\$ 300
5021	Vehicle - Routine Main	\$ 1,586	\$ 500	\$ 500
5022	Vehicle - Fuel	\$ 1,314	\$ 1,500	\$ 1,300
5027	Insurance - Property	\$ 5,154	\$ 5,000	\$ 7,500
5028	Insurance - Vehicle	\$ 427	\$ 500	\$ 500
5030	Insurance - Tort	\$ 1,938	\$ 2,000	\$ 2,650
5032	Insurance - Bond	\$ 100	\$ 100	\$ 100
5037	Uniforms & Equipment	\$ -	\$ 600	\$ 600
5058	Bank Charges	\$ 4,907	\$ 8,000	\$ 2,000
5059	Office Supplies/Equipment	\$ 13,260	\$ 16,000	\$ 15,000
5068	Building Maintenance	\$ 7,081	\$ 8,000	\$ 8,000
5076	Advertisement	\$ -	\$ 2,000	\$ 2,000
5092	Dues & Subscriptions	\$ 8,989	\$ 18,000	\$ 10,000
5094	Training/Mtgs/Travel	\$ 6,243	\$ 8,500	\$ 6,500
5098	Legal fees	\$ 29,762	\$ 40,000	\$ 40,000
5100	Auditing Fees	\$ 21,900	\$ 22,000	\$ 22,800
5118	HolidayCert/Awards/Dinner	\$ 10,526	\$ 14,000	\$ 15,000
5122	Computer Maint & Prog	\$ 62,301	\$ 60,000	\$ 72,500
5128	York Co. Council On Aging	\$ -	\$ 10,000	\$ -
5130	Postage	\$ 2,455	\$ 2,200	\$ 2,500
5176	Professional Services	\$ 38,708	\$ 46,600	\$ 60,000
5191	Community Outreach (Main St)		\$ 2,000	\$ -
5198	Technology Subscriptions	\$ -	\$ -	\$ 29,350
5201	Tax Collection Fees	\$ 4,434	\$ 4,500	\$ 4,500
5202	Equipment Lease	\$ 18,999	\$ 10,000	\$ 10,000
5204	Capital Lease	\$ -	\$ -	\$ 8,500
5210	Larne Building Expenses	\$ 13,782	\$ 15,000	\$ 16,000
5410	Capital Expenditures	\$ 6,425	\$ 25,000	\$ 25,000
5411	Capital Expenditures - Financed	\$ -	\$ -	\$ 39,000
5419	Economic Development	\$ 16,170	\$ 10,500	\$ -
5422	Armory Expenses	\$ 3,511	\$ 3,000	\$ 3,000
<b>TOTAL</b>		<b>\$ 745,288</b>	<b>\$ 838,000</b>	<b>\$ 873,450</b>

# **ADMINISTRATION DEPARTMENT**

## **SERVICE DELIVERY**

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The Administration Department provides the administrative and clerical support required for the general operations of the Town. The Water/Sewer Fund reimburses the General Fund for the expenses that are associated with the operation of the Water/Sewer Fund such as administrative staffing, bank charges, and IT support.

The Department is staffed by the Town Administrator, Town Treasurer, Town Clerk, Utility Billing Clerk and Assistant Billing Clerk. The Town Administrator oversees the day-to-day operations of the Town.

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

## **BUDGET GOALS**

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- American Rescue Plan Act of 2021 planning
- Assist other departments with major projects to be funded by State allocations such as water/sewer improvements, Main Street Revitalization and Rescue Squad renovation
- Performance evaluation program and work with Human Resources consultant on updating compensation and classification plan
- Replace four (4) staff computers and Town Hall server
- Lease purchase emergency generator for Town Hall
- Larne Building improvements (flooring and HVAC)
- Adopt financial policies and procedures manual and fund balance policy

## **DEPARTMENT DETAIL**

### **PERSONNEL**

		General Fund	Water/Sewer
<b>Administrator</b>	Allison Harvey	67%	33%
<b>Treasurer</b>	Mark Bates	67%	33%
<b>Town Clerk</b>	Phillips Dunbar	85%	15%
<b>Utility Billing Clerk</b>	Joanna Medlin	15%	85%
<b>Assistant Billing Clerk</b>	Laura Ramsey	0%	100%

### **SERVICES**

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

### **FACILITIES AND EQUIPMENT**

- TOWN HALL, 116 Bethel Street
  - Purchased in 2013; renovated and occupied in November 2014
- LARNE BUILDING – 103 N. Main Street
  - Purchased by Town in 1998
  - Used for special event rentals
- YMCA BUILDING – 107 South Main Street (leased to YMCA)
- STORAGE BUILDING – Located at Treatment Plant, Willow Street
- VEHICLE – 2015 Chevrolet Traverse, assigned to Town Administrator

**BUDGET DETAIL**  
**10-535**

<b>[5000] SALARIES</b>	<b>\$ 328,950</b>
▪ Administrator, Treasurer, Town Clerk, Utility Billing Clerk and Assistant Billing Clerk	
<b>[5006] OVERTIME</b>	<b>\$ 2,000</b>
<b>[5006] SOCIAL SECURITY</b>	<b>\$ 25,450</b>
<b>[5008] RETIREMENT</b>	<b>\$ 61,440</b>
<b>[5009] DEFERRED COMPENSATION MATCH</b>	<b>\$ 3,750</b>
▪ Town matches up to \$750/year for fulltime employees	
<b>[5010] INSURANCE – HEALTH</b>	<b>\$ 35,550</b>
▪ Effective July 1, 2022, the Town began participating in the PEBA health insurance plan. Under this plan, employees also contribute. A 3.7% increase is budgeted for January 1, 2024.	
<b>[5012] WORKER’S COMPENSATION</b>	<b>\$ 460</b>
<b>[5015] EMPLOYEE WELLNESS</b>	<b>\$ 4,000</b>
▪ Includes wellness and safety initiatives and awards, the annual Health & Wellness Fair, and employee assistance program	
<b>[5016] UTILITIES</b>	<b>\$ 5,000</b>
▪ This line item includes (for Town Hall and Festival meters)	
▪ Electric Duke Power	
▪ Water & Sewer Town of Clover	
▪ Sanitation Town of Clover	
<b>[5017] TELEPHONE</b>	<b>\$ 1,250</b>
▪ VOIP; staff cell phones; and repairs and maintenance	
<b>[5018] MAINTENANCE &amp; SUPPLIES</b>	<b>\$ 500</b>
▪ Includes costs for miscellaneous supplies for Town Hall	

<b>[5020] VEHICLE – REPAIRS</b>	<b>\$ 300</b>
<b>[5021] VEHICLE – ROUTINE MAINTENANCE</b>	<b>\$ 500</b>
<b>[5022] VEHICLE – FUEL</b>	<b>\$ 1,300</b>
<b>[5027] INSURANCE – PROPERTY/LIABILITY</b>	<b>\$ 7,500</b>
<ul style="list-style-type: none"> <li>▪ This line item includes the insurance cost for the following buildings and their contents: Town Hall, the Larne Building, Armory and Storage Facility</li> </ul>	
<b>[5028] INSURANCE –VEHICLES</b>	<b>\$ 500</b>
<b>[5030] INSURANCE - TORT</b>	<b>\$ 2,650</b>
<b>[5032] INSURANCE – BOND</b>	<b>\$ 100</b>
<b>[5037] UNIFORMS/EQUIPMENT</b>	<b>\$ 600</b>
<b>[5058] BANK CHARGES</b>	<b>\$ 2,000</b>
<ul style="list-style-type: none"> <li>▪ Fees charged for use of credit cards for in office and on-line bill pay</li> </ul>	
<b>[5059] OFFICE SUPPLIES &amp; EQUIPMENT</b>	<b>\$ 15,000</b>
<b>[5068] BUILDING MAINTENANCE</b>	<b>\$ 8,000</b>
<ul style="list-style-type: none"> <li>▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs for Town Hall, e.g. HVAC, plumbing, and electrical. Landscaping contract for Town Hall, Police, Rescue Squad, Municipal Court and Clover Community Center also included.</li> </ul>	
<b>[5076] ADVERTISEMENT</b>	<b>\$ 2,000</b>
<ul style="list-style-type: none"> <li>▪ Public hearing and other meeting notices, employment ads, Main Street special events, and notices of general information</li> </ul>	
<b>[5092] DUES AND SUBSCRIPTIONS</b>	<b>\$ 10,000</b>
<ul style="list-style-type: none"> <li>▪ Includes professional dues (Rotary, MASC, etc.), Chamber, newspaper subscription, post office box rental, ASCAP and BMI, White Pages annual fee, Survey Monkey and Zoom, and Constant Contact.</li> </ul>	
<b>[5094] TRAINING, MEETINGS, AND TRAVEL</b>	<b>\$ 6,500</b>



<b>[5098] LEGAL FEES</b>	<b>\$ 40,000</b>
<ul style="list-style-type: none"> <li>Town Attorney Beth Faulkner and other attorneys as needed</li> </ul>	
<b>[5100] AUDITING FEES</b>	<b>\$ 22,800</b>
<ul style="list-style-type: none"> <li>Fees are split between Administration, Fire Department, and Municipal Court</li> </ul>	
<b>[5118] HOLIDAY CERTIFICATES/DINNER/AWARDS</b>	<b>\$ 15,000</b>
<ul style="list-style-type: none"> <li>Holiday Dinner and Employee Bonus (\$100 full-time, \$50 part-time)</li> <li>Service Awards</li> </ul>	
<b>[5122] COMPUTER MAINTENANCE &amp; PROGRAMS</b>	<b>\$ 72,500</b>
<ul style="list-style-type: none"> <li>Monthly support agreement for IT work</li> <li>Software subscriptions and renewals, including anti-virus, Max Remote, spam, and back-up services billed by Wise Computers</li> <li>Time Warner/Spectrum internet access (VOIP)</li> <li>Five computer replacements: 4 workstations and server</li> </ul>	
<b>[5128] YORK COUNTY COUNCIL ON AGING</b>	<b>\$ 0</b>
<ul style="list-style-type: none"> <li>At the request of the Town and the United Way, the York County Council on Aging (YCCA) operates a program for qualified senior citizens over 60 years of age. The Town's contribution offsets the program costs including site manager salary, food, transportation, utilities, etc. <i>**Have not been invoiced since May 2020</i></li> </ul>	
<b>[5130] POSTAGE</b>	<b>\$ 2,500</b>
<b>[5176] PROFESSIONAL SERVICES</b>	<b>\$ 60,000</b>
<ul style="list-style-type: none"> <li>Utility bill and business license printing and mailing</li> <li>Financial model</li> <li>Human Resources consulting for compensation and classification</li> <li>Municipal Code updates (printing costs)</li> <li>Engineering Services (Joel Wood &amp; Associates) for work performed on subdivision reviews and other general water/sewer related projects; W/S project work is charged to W/S Department; road assessments (proof rolls) in Streets</li> <li>Catawba COG work for Major Projects (Guinn Street Parking Lot)</li> </ul>	
<b>[5198] TECHNOLOGY SUBSCRIPTIONS</b>	<b>\$ 29,350</b>
<ul style="list-style-type: none"> <li>Major and/or recurring costs for software including CSI/Smartfusion modules, Website and Board/Agenda Module, and Archive Social</li> </ul>	

<b>[5201] TAX COLLECTION FEE</b>	<b>\$ 4,500</b>
▪ Fee for York County to collect Town taxes (\$0.40 per notice plus \$0.55 for nuisance liens)	
<b>[5202] EQUIPMENT LEASES</b>	<b>\$ 10,000</b>
▪ Copier and Postage Machine leases	
<b>[5204] CAPITAL LEASE</b>	<b>\$ 8,500</b>
▪ Emergency Generator	
<b>[5210] LARNE BUILDING EXPENSES</b>	<b>\$ 16,000</b>
▪ Operational expenses related to the Larne Building including utilities and repair costs plus minor improvements	
<b>[5410] CAPITAL EXPENDITURES</b>	<b>\$ 25,000</b>
▪ Larne Building flooring and HVAC replacement	
<b>[5411] CAPITAL EXPENDITURES - FINANCED</b>	<b>\$ 39,000</b>
▪ Emergency Generator	
<b>[5419] ECONOMIC DEVELOPMENT</b>	<b>\$ 0</b>
▪ Moved to Economic Development/Main Street	
<b>[5422] ARMORY EXPENSES</b>	<b>\$ 3,000</b>
<b>TOTAL ADMINISTRATION DEPARTMENT</b>	<b>\$ 873,450</b>

*Many line items include expenses associated with the Water/Sewer Fund. These expenses will be reimbursed to the General Fund by the Water/Sewer Fund, based on established percentages.*

**GENERAL FUND  
DEVELOPMENT SERVICES DEPARTMENT**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
10-545				
5000	Salaries	\$ 90,714	\$ 98,400	\$ 141,200
5004	Overtime			\$ 500
5006	Social Security	\$ 7,137	\$ 7,500	\$ 10,900
5008	Retirement	\$ 14,681	\$ 17,300	\$ 26,300
5009	Deferred Compensation Match	\$ 690	\$ 250	\$ 750
5010	Insurance - Health	\$ 15,444	\$ 18,800	\$ 20,600
5012	Workers Comp	\$ 494	\$ 500	\$ 400
5016	Utilities	\$ 1,718	\$ 1,700	\$ 1,200
5017	Telephone	\$ 1,852	\$ 600	\$ 1,000
5018	Maintenance & Supplies	\$ -	\$ 500	\$ 500
5020	Vehicle - Repairs	\$ 48	\$ 300	\$ 1,000
5021	Vehicle - Routine Main	\$ 1,045	\$ 1,000	\$ 500
5022	Vehicle - Fuel	\$ 1,297	\$ 1,200	\$ 1,000
5027	Insurance - Property	\$ 100	\$ 100	\$ 100
5028	Insurance - Vehicle	\$ 817	\$ 850	\$ 950
5030	Insurance - Tort	\$ 775	\$ 800	\$ 1,050
5032	Insurance - Bond	\$ 150	\$ 50	\$ 50
5037	Uniforms & Equipment	\$ 160	\$ 500	\$ 1,000
5059	Office Supplies/Equipment	\$ 1,078	\$ 1,500	\$ 1,500
5068	Building Maintenance	\$ -	\$ 3,000	\$ 3,000
5076	Advertisement	\$ -	\$ 300	\$ 300
5092	Dues & Subscriptions	\$ 1,037	\$ 1,300	\$ 1,700
5094	Training/Mtgs/Travel	\$ 2,329	\$ 5,500	\$ 5,000
5102	Animal Control	\$ -	\$ 200	\$ -
5122	Computer Maint & Prog	\$ 27,501	\$ 17,500	\$ 17,200
5130	Postage	\$ 214	\$ 300	\$ 300
5176	Professional Services	\$ 19,602	\$ 21,000	\$ 25,000
5202	Equipment Lease	\$ 54	\$ 100	\$ -
5204	Capital Lease	\$ -	\$ -	\$ -
5236	Planning Comm/BZA/ARB	\$ -	\$ 1,500	\$ 500
5410	Capital Expenditures	\$ 12,446	\$ 35,000	\$ 35,000
5501	Planning Expense	\$ 49,790	\$ 50,000	\$ 75,000
<b>TOTAL</b>		<b>\$ 251,173</b>	<b>\$ 287,550</b>	<b>\$ 373,500</b>

# **DEVELOPMENT SERVICES** **DEPARTMENT**

## **SERVICE DELIVERY**

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The Development Services Department was created July 1, 2009. The Department is staffed by the Building Inspector, Codes Clerk/Permit Coordinator and Code Enforcement Officer.

Development Services is responsible for the administration and enforcement of the uniform codes and related federal, state, and town adopted laws and ordinances. This responsibility includes meeting state mandates to assure all structures meet or exceed the minimum life safety standards of the building codes, laws, and ordinances. This department assures these standards by providing organized procedures for the review of plans and specifications, field checking construction projects, and investigating substandard structures.

This department is responsible for issuance of zoning and building permits; residential and commercial building inspections; zoning compliance; long-range planning, enforcement of the Town's flood damage prevention ordinance and nuisance ordinance; support for the Planning Commission, Board of Zoning Appeals and Architectural Review Board; and associated administrative work. The Department is also responsible for all safety compliance and ADA inspections for Town owned buildings.

The Town contracts out Building Official services for Chapter One building code, commercial building plan review and inspections. The Town also has an agreement with the Catawba Regional Council of Governments for planning and zoning assistance.

## **BUDGET GOALS**

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- Complete Comprehensive Plan 10-Year Update
- Monitor the trends of economic growth and prepare the Department to accommodate projected workloads including review of Fee Schedule
- Implement new Historic Preservation Overlay District Certificate of Appropriateness program
- Hire new Code Enforcement Officer
- Abate nuisance property(ies) as needed
- Building Inspector to attend required continuing education training and complete training and certification for Combination Commercial Inspector certification.
- Increase public awareness of building and nuisance codes through public meetings and media advertisement and new publications addressing zoning and building permit processes

## **DEPARTMENT DETAIL**

### **PERSONNEL**

<b>Building Inspector</b>	William Vaughn
<b>Codes Clerk/Permit Coordinator</b>	Kristy Doss
<b>Code Enforcement Officer</b>	NEW
<b>Planner/Catawba COG</b>	Stephen Allen

### **SERVICES**

- Commercial and Residential Zoning and Building Permits
- Commercial and Residential Plan Review
- Commercial and Residential Planning
- Building Code Enforcement
- Nuisance Abatement
- Yard Sale Permits
- Larne Building Rental

### **FACILITIES AND EQUIPMENT**

- DEVELOPMENT SERVICES OFFICE, 110 Bethel Street
- VEHICLE, 2016 Chevrolet Colorado, assigned to Building Inspector

**BUDGET DETAIL**  
**10-545**

<b>[5000] SALARIES</b>	<b>\$ 141,200</b>
▪ Building Inspector and Codes Clerk	
<b>[5004] OVERTIME</b>	<b>\$ 500</b>
<b>[5006] SOCIAL SECURITY</b>	<b>\$ 10,900</b>
<b>[5008] RETIREMENT</b>	<b>\$ 26,300</b>
<b>[5009] DEFERRED COMPENSATION MATCH</b>	<b>\$ 750</b>
<b>[5010] INSURANCE – HEALTH</b>	<b>\$ 20,600</b>
<b>[5012] WORKER’S COMPENSATION</b>	<b>\$ 400</b>
<b>[5016] UTILITIES</b>	<b>\$ 1,200</b>
<b>[5017] TELEPHONE</b>	<b>\$ 1,000</b>
<b>[5018] MAINTENANCE &amp; SUPPLIES</b>	<b>\$ 500</b>
<b>[5020] VEHICLE – REPAIRS</b>	<b>\$ 1,000</b>
<b>[5021] VEHICLE – ROUTINE MAINTENANCE</b>	<b>\$ 500</b>
<b>[5022] VEHICLE – FUEL</b>	<b>\$ 1,000</b>
<b>[5027] INSURANCE –PROPERTY</b>	<b>\$ 100</b>
<b>[5028] INSURANCE –VEHICLES</b>	<b>\$ 950</b>
<b>[5030] INSURANCE - TORT</b>	<b>\$ 1,050</b>
<b>[5032] INSURANCE – BOND</b>	<b>\$ 50</b>
<b>[5037] UNIFORMS/EQUIPMENT</b>	<b>\$ 1,000</b>
<b>[5059] OFFICE SUPPLIES &amp; EQUIPMENT</b>	<b>\$ 1,500</b>

<b>[5068] BUILDING MAINTENANCE</b>	<b>\$ 3,000</b>
<b>[5076] ADVERTISEMENT</b>	<b>\$ 300</b>
▪ Notices for public meetings, hearings and training for building codes and planning and zoning	
<b>[5092] DUES AND SUBSCRIPTIONS</b>	<b>\$ 1,700</b>
▪ Includes professional dues for BOASC and SCAPA, ArcGIS (with W/S)	
<b>[5094] TRAINING, MEETINGS, AND TRAVEL</b>	<b>\$ 5,000</b>
<b>[5102] ANIMAL CONTROL</b>	<b>\$ 0</b>
▪ Dog tag program ended in 2022. York County handles animal control.	
<b>[5122] COMPUTER MAINTENANCE &amp; PROGRAMS</b>	<b>\$ 17,200</b>
▪ Includes Evolve permitting software subscription	
<b>[5130] POSTAGE</b>	<b>\$ 300</b>
<b>[5176] PROFESSIONAL SERVICES</b>	<b>\$ 25,000</b>
▪ Commercial building inspections and plan review assistance	
<b>[5202] EQUIPMENT LEASE</b>	<b>\$ 0</b>
<b>[5204] CAPITAL LEASE</b>	<b>\$ 0</b>
<b>[5236] PLANNING COMMISSION/BZA/ARD</b>	<b>\$ 500</b>
▪ Planning Commission, Board of Zoning Appeals and Architectural Review Board training & office supplies	
<b>[5410] CAPITAL EXPENDITURES</b>	<b>\$ 35,000</b>
▪ Nuisance abatement (such as 735 Kings Mtn St or 203 Walnut St)	
<b>[5501] PLANNING EXPENSES</b>	<b>\$ 75,000</b>
▪ Catawba Council of Government for zoning map updates and planning support	
▪ Comprehensive Plan 10-year Update agreement with consultant, MRB Group	
<b>TOTAL DEVELOPMENT SERVICES DEPARTMENT</b>	<b>\$ 373,500</b>

**GENERAL FUND  
ECONOMIC DEVELOPMENT-MAIN STREET DEPARTMENT**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
10-550				
5000	Salaries	Separated into new Department effective FY23-24. FY22-23 Budget is also included in Administration Department. FY23-24 is first year of separate budget.	\$ 83,200	\$ 60,000
5004	Overtime			\$ 500
5006	Social Security			\$ 4,600
5008	Retirement			\$ 11,120
5009	Deferred Compensation Match			\$ -
5010	Insurance - Health			\$ 480
5012	Workers Comp		\$ 50	\$ 100
5017	Telephone		\$ 350	\$ 500
5018	Maintenance/Supplies		\$ -	\$ 100
5030	Insurance - Tort		\$ -	\$ 500
5032	Insurance - Bond		\$ -	\$ 10
5037	Uniforms & Equipment		\$ 100	\$ 90
5059	Office Supplies/Equipment		\$ 3,000	\$ 3,000
5076	Advertisement		\$ 1,500	\$ 5,000
5092	Dues & Subscriptions		\$ 7,500	\$ 7,700
5094	Training/Mtgs/Travel		\$ 2,500	\$ 6,000
5122	Computer Maint & Prog			\$ 1,000
5130	Postage		\$ 200	\$ 200
5176	Professional Services		\$ -	
5191	Community Outreach		\$ 2,000	\$ 3,600
5202	Equipment Lease		\$ -	
5215	Grant Expenses		\$ -	\$ 21,000
5409	CDBG Grant Expenses		\$ -	\$ -
5410	Capital Expenditures		\$ -	\$ -
5419	Economic Development		\$ 10,000	\$ -
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ 110,400</b>	<b>\$ 125,500</b>
<b>TRANSFER TO CAPITAL</b>			<b>\$ -</b>	<b>\$ 76,400</b>



# **ECONOMIC DEVELOPMENT –** **MAIN STREET DEPARTMENT**

## **SERVICE DELIVERY**

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The Economic Development – Main Street Department was created on July 1, 2023. The Department is staffed by the Main Street Director.

Prior to the creation of this department, expenses related to Economic Development, including the Façade and Main Street Makeover grants, and the first year of the Town's involvement with Main Street SC, were budgeted in Administration.

This department is tasked with revitalizing the Town's downtown commercial district by using the Main Street Four-Point Approach. This approach leverages local assets: historic, cultural, and architectural resources as well as local enterprises and community pride. This department assists with Organization, Promotion, Design, and Economic Vitality (the Four Points) to address the many issues that challenge historic commercial districts like Clover.

The Director is responsible for managing the Clover Main Street Program, supporting the Main Street Steering Committee and related volunteer committees, developing special events and programs to enhance Main Street and to educate business and building owners, and assisting other departments and programs that impact Main Street.

## **BUDGET GOALS**

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- Assist with Main Street and Centennial Park Revitalization planning, Guinn Street parking lot improvement project, and launch of the Historic Preservation Overlay District program
- Complete Economic Development incentives package
- Clover Main Street program added to website
- Continue with the implementation of the Clover Main Street Implementation Strategy

## **DEPARTMENT DETAIL**

### **PERSONNEL**

**Main Street Director**

Alicia Griffith

### **SERVICES**

- Special events
- Economic Development incentives and Board support
- Business development and training
- Main Street Grant program

### **FACILITIES AND EQUIPMENT**

- Shares office with Municipal Court, 114 Bethel Street

**BUDGET DETAIL**  
**10-550**

<b>[5000] SALARIES</b>	<b>\$ 60,000</b>
▪ Main Street Director	
<b>[5006] OVERTIME</b>	<b>\$ 500</b>
<b>[5006] SOCIAL SECURITY</b>	<b>\$ 4,600</b>
<b>[5008] RETIREMENT</b>	<b>\$ 11,120</b>
<b>[5009] DEFERRED COMPENSATION MATCH</b>	<b>\$ 0</b>
<b>[5010] INSURANCE – HEALTH</b>	<b>\$ 480</b>
<b>[5012] WORKER’S COMPENSATION</b>	<b>\$ 100</b>
<b>[5017] TELEPHONE</b>	<b>\$ 500</b>
<b>[5018] MAINTENANCE &amp; SUPPLIES</b>	<b>\$ 100</b>
<b>[5030] INSURANCE - TORT</b>	<b>\$ 500</b>
<b>[5032] INSURANCE – BOND</b>	<b>\$ 10</b>
<b>[5037] UNIFORMS/EQUIPMENT</b>	<b>\$ 90</b>
<b>[5059] OFFICE SUPPLIES &amp; EQUIPMENT</b>	<b>\$ 3,000</b>
▪ Includes supplies to support Main Street committees	
<b>[5076] ADVERTISEMENT</b>	<b>\$ 5,000</b>
▪ Main Street promotions and special events	
<b>[5092] DUES AND SUBSCRIPTIONS</b>	<b>\$ 7,700</b>
▪ Main Street Aspiring Dues (final payment) and professional dues	
<b>[5094] TRAINING, MEETINGS, AND TRAVEL</b>	<b>\$ 6,000</b>
<b>[5122] COMPUTER MAINTENANCE &amp; PROGRAMS</b>	<b>\$ 1,000</b>

<b>[5130] POSTAGE</b>	<b>\$ 200</b>
<b>[5176] PROFESSIONAL SERVICES</b>	<b>\$ 0</b>
<b>[5191] COMMUNITY OUTREACH</b>	<b>\$ 3,600</b>
<ul style="list-style-type: none"> <li>▪ Meetings, events and programs for businesses. Funds for tourism related Special Events budgeted in Hospitality Tax Special Events (\$15,000)</li> <li>▪ Community engagement projects</li> </ul>	
<b>[5202] EQUIPMENT LEASE</b>	<b>\$ 0</b>
<b>[5215] GRANT EXPENSES</b>	<b>\$ 21,000</b>
<ul style="list-style-type: none"> <li>▪ Main Street Grant program for exterior improvements to commercial buildings</li> </ul>	
<b>[5409] CDBG GRANT EXPENSES</b>	<b>\$ 0</b>
<b>[5410] CAPITAL EXPENDITURES</b>	<b>\$ 0</b>

<b>TOTAL ECO DEV- MAIN STREET DEPARTMENT</b>	<b>\$ 125,500</b>
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<b>TRANSFER TO ECONOMIC DEVELOPMENT FUND</b>	<b>\$ 76,400</b>
<ul style="list-style-type: none"> <li>▪ To build reserve fund for economic development incentives</li> </ul>	

**GENERAL FUND  
FIRE DEPARTMENT**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
10-510				
5000	Salaries	\$ 82,126	\$ 118,000	\$ 147,800
5001	Volunteer Firemen	\$ 20,220	\$ 22,000	\$ 22,000
5004	Overtime	\$ 4,437	\$ 5,000	\$ 5,000
5006	Social Security	\$ 8,467	\$ 11,100	\$ 11,500
5008	Retirement	\$ 15,906	\$ 24,600	\$ 26,500
5009	Deferred Compensation Match	\$ 1,550	\$ 750	\$ 1,500
5010	Insurance - Health	\$ 15,444	\$ 16,600	\$ 14,000
5012	Workers Comp	\$ 3,257	\$ 3,800	\$ 4,000
5016	Utilities	\$ 7,762	\$ 8,700	\$ 9,000
5017	Telephone	\$ 6,838	\$ 6,000	\$ 8,000
5018	Maintenance & Supplies	\$ 10,254	\$ 10,000	\$ 10,000
5020	Vehicle - Repairs	\$ 9,864	\$ 10,000	\$ 12,000
5021	Vehicle - Routine Main	\$ 3,137	\$ 6,000	\$ 6,000
5022	Vehicle - Fuel	\$ 8,958	\$ 6,500	\$ 9,000
5027	Insurance - Property	\$ 4,192	\$ 4,100	\$ 6,050
5028	Insurance - Vehicle	\$ 7,312	\$ 7,000	\$ 8,500
5030	Insurance - Tort	\$ 150	\$ 500	\$ 750
5037	Uniforms & Equipment	\$ 571	\$ 1,000	\$ 6,000
5060	Radio Expense	\$ -	\$ 3,500	\$ 1,000
5063	Drug Testing	\$ 53	\$ 500	\$ 500
5068	Building Maintenance	\$ 11,476	\$ 4,000	\$ 5,000
5082	Contract Maintenance	\$ -	\$ 3,500	\$ 4,500
5092	Dues and Subscriptions	\$ 135	\$ 2,800	\$ 2,800
5094	Training/Mtgs/Travel	\$ 1,885	\$ 3,000	\$ 5,000
5100	Auditing Fees	\$ -	\$ 1,000	\$ 1,200
5122	Computer Maint & Prog	\$ 6,819	\$ 4,000	\$ 5,500
5130	Postage	\$ 5	\$ -	\$ -
5176	Professional Services	\$ 1,155	\$ 2,500	\$ 3,600
5215	Grant Expenses	\$ 22,415	\$ 4,000	\$ 12,500
5410	Capital Expenditures	\$ 38,947	\$ 30,000	\$ 43,000
5420	Explorer Program	\$ 251	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 293,586</b>	<b>\$ 320,450</b>	<b>\$ 392,200</b>

# **FIRE DEPARTMENT**

## **MISSION STATEMENT**

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

## **SERVICE DELIVERY**

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The Fire Department houses and utilizes eight (8) highly specialized fire and rescue vehicles. Routine maintenance on the apparatus, small equipment and fire station is performed by Fire Department personnel. Maintenance of County-owned equipment is performed by the County.

The Town and York County entered into a Fire Service Agreement in 1983. The Agreement was renewed in 2007 for a ten-year term and again in 2017 and 2018 for one-year terms; current term expired on June 30, 2019. The Town agrees to provide fire protection services to the Clover Rural Fire District in return for a portion of the funds collected from the Rural Fire District and donation of County equipment to help with response. Approximately 73% of the Town’s calls are from the Clover Rural Fire District.

The Fire Department fills swimming pools with the Town-owned tanker for capital expenses (see FD Supplements). Maximum distance for fills is 12 miles with cost per trip of \$200 for in-town and \$225 for out-of-town.

The Department is also responsible for fire inspections of all commercial buildings within town limits.

The Department’s first full-time firefighters began work on July 1, 2019.

Routine expenditures are funded from the Town’s General Fund. Revenues from the South Carolina Fireman’s One-Percent Fund are budgeted as Special Revenue.

## **BUDGET GOALS**

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- Capital expenditures include replacing HVAC, radios, and turn out gear
- Planning and construction of fire substation
- Hire 1 new firefighter (January 2024) and study options for future paid personnel

## **DEPARTMENT DETAIL**

### **PERSONNEL**

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The Fire Department is comprised two full-time positions and volunteers. Currently, there are 20 volunteer firemen. Volunteer firemen are compensated each year based on the number of calls. Each fireman responding to a call within the Town limits is paid \$10. For calls outside the Town limits, only “first out” drivers of the trucks are paid (\$10 per call); fire fighters are not paid for calls outside the Town limits. The volunteer Chief is compensated an additional \$4,000 per year, the Assistant Chief receives \$2,000 and the Secretary receives \$1,200.

<b>Chief</b>	Charlie Love
<b>Assistant Chief</b>	Fred Taylor
<b>Captain</b>	Johnny Neelands
<b>Lieutenant</b>	Eric Wilson
<b>Sergeant</b>	John Whitley
<b>Secretary</b>	Chris Barnett

#### **PAID POSITIONS**

<b>Firefighter II</b>	Fred Taylor
<b>Firefighter I</b>	Eric Wilson
<b>Firefighter I</b>	Ben Gillespie
<b>Firefighter I</b>	NEW

### **SERVICES**

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- Fire protection services within Town limits and within the Clover Rural Fire District
- Fire inspection of commercial businesses within town limits
- Public outreach and education

## **FACILITIES**

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- FIRE STATION, 115 Bethel Street
  - Built in 1999
  - Double capacity, three bay fire station
  - Fire fighter recreation room, kitchen and dining/meeting room
  
- SUBSTATION PROPERTY, Hwy 321 North

## **EQUIPMENT**

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### TOWN OWNED

- Pumper Truck – 2017
- Pumper Truck – 2001
- Sterling Cab and Chassis Tanker Truck – 2005 (tank replaced in 2010)
- Chevrolet Grass Truck – 1990
- Ford F150 – 2010

### YORK COUNTY OWNED

- Pumper - 2004
- Tanker – 1994 – new replacement tanker being built
- Grass Unit - 2002
- Service Truck – 2000

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



**BUDGET DETAIL**  
**10-510**

<b>[5000] SALARIES</b>	<b>\$ 147,800</b>
▪ Three (3) full-time fire fighters (included 1 new position for FYE2023)	
<b>[5001] VOLUNTEER FIRE FIGHTERS</b>	<b>\$ 22,000</b>
▪ Stipend for volunteer firemen. Includes annual compensation for the Chief (\$4,000), Assistant Chief (\$2,000) and Secretary (\$1,200).	
<b>[5004] OVERTIME</b>	<b>\$ 5,000</b>
<b>[5006] SOCIAL SECURITY</b>	<b>\$ 11,500</b>
<b>[5008] RETIREMENT</b>	<b>\$ 26,500</b>
<b>[5009] DEFERRED COMPENSATION MATCH</b>	<b>\$ 1,500</b>
<b>[5010] INSURANCE - HEALTH</b>	<b>\$ 14,000</b>
<b>[5012] WORKER'S COMPENSATION</b>	<b>\$ 4,000</b>
<b>[5016] UTILITIES</b>	<b>\$ 9,000</b>
▪ Gas, electric, and water & sewer	
<b>[5017] TELEPHONE</b>	<b>\$ 8,000</b>
▪ Regular, long distance, cell phone (Fire Chief) and I-Pad wifi	
<b>[5018] MAINTENANCE &amp; SUPPLIES</b>	<b>\$ 10,000</b>
<b>[5020] VEHICLE – REPAIRS</b>	<b>\$ 12,000</b>
▪ Repair costs attributed to the Town's three (3) fire fighting vehicles. York County provides maintenance for their four (4) vehicles.	

<b>[5021] VEHICLE – ROUTINE MAINTENANCE</b>	<b>\$ 6,000</b>
<ul style="list-style-type: none"> <li>▪ Routine maintenance to the Town's three (3) fire fighting vehicles: engine, tanker, and grass truck. York County provides maintenance for their four (4) vehicles.</li> </ul>	
<b>[5022] VEHICLE – FUEL</b>	<b>\$ 9,000</b>
<b>[5027] INSURANCE – PROPERTY/LIABILITY</b>	<b>\$ 6,050</b>
<b>[5028] INSURANCE –VEHICLES</b>	<b>\$ 8,500</b>
<b>[5030] INSURANCE - TORT</b>	<b>\$ 750</b>
<b>[5037] UNIFORMS &amp; EQUIPMENT</b>	<b>\$ 6,000</b>
<b>[5060] RADIO EXPENSE</b>	<b>\$ 1,000</b>
<ul style="list-style-type: none"> <li>▪ Annual warranty renewal</li> </ul>	
<b>[5063] DRUG TESTING</b>	<b>\$ 500</b>
<ul style="list-style-type: none"> <li>▪ Pre-employment screening and random testing</li> </ul>	
<b>[5068] BUILDING MAINTENANCE</b>	<b>\$ 5,000</b>
<ul style="list-style-type: none"> <li>▪ Includes costs for fire extinguisher service, pest control and generator maintenance.</li> </ul>	
<b>[5082] CONTRACT MAINTENANCE</b>	<b>\$ 4,500</b>
<ul style="list-style-type: none"> <li>▪ Forcible entry equipment maintenance</li> </ul>	
<b>[5092] DUES AND SUBSCRIPTIONS</b>	<b>\$ 2,800</b>
<ul style="list-style-type: none"> <li>▪ Includes membership to South Carolina's Fire Chief's Association (SCFCA) and South Carolina Firemen's Association</li> </ul>	
<b>[5094] TRAINING, MEETINGS, AND TRAVEL</b>	<b>\$ 5,000</b>
<b>[5100] AUDITING FEES</b>	<b>\$ 1,200</b>
<ul style="list-style-type: none"> <li>▪ Portion of cost of the annual audit assigned to the Fire Department</li> </ul>	
<b>[5122] COMPUTER MAINTENANCE &amp; PROGRAMS</b>	<b>\$ 5,500</b>
<ul style="list-style-type: none"> <li>▪ Internet service for station and Fire House software annual maintenance fee</li> </ul>	

<b>[5176] PROFESSIONAL SERVICES</b>	<b>\$ 3,600</b>
<b>[5215] GRANT EXPENSES</b>	<b>\$ 12,500</b>
▪ MASC Fire Services Grant and VSafe Grant for radio replacement	
<b>[5410] CAPITAL EXPENDITURES</b>	<b>\$ 43,000</b>
▪ Replace HVAC, radio replacement, and turn out gear	
<b>[5420] EXPLORER PROGRAM</b>	<b>\$ 0</b>
▪ Program was implemented in 2006 and ended in 2021.	
<b>TOTAL FIRE DEPARTMENT</b>	<b>\$ 392,200</b>

**GENERAL FUND  
LEGISLATIVE DEPARTMENT**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
10-520				
5000	Council Salaries	\$ 33,000	\$ 44,500	\$ <b>44,500</b>
5006	Social Security	\$ 2,543	\$ 3,400	\$ <b>3,400</b>
5008	Retirement	\$ 4,311	\$ 7,850	\$ <b>8,300</b>
5010	Insurance - Health	\$ -	\$ 21,140	\$ <b>32,400</b>
5012	Workers Compensation	\$ 366	\$ 360	\$ <b>1,100</b>
5030	Insurance - Tort	\$ 13,433	\$ 13,000	\$ <b>15,700</b>
5032	Insurance - Bond	\$ 100	\$ 100	\$ <b>100</b>
5037	Uniforms & Equipment	\$ 57	\$ 500	\$ <b>500</b>
5059	Office Supplies/Equipment	\$ 1,392	\$ 1,000	\$ <b>1,000</b>
5076	Advertisement	\$ 1,259	\$ 500	\$ <b>500</b>
5092	Dues and Subscriptions	\$ 3,344	\$ 3,500	\$ <b>3,500</b>
5094	Training/Mtgs/Travel	\$ 16,932	\$ 16,000	\$ <b>18,000</b>
5106	Election Expenses	\$ 7,844	\$ -	\$ <b>6,000</b>
5122	Computer Maint & Prog	\$ 2,579	\$ 3,000	\$ <b>3,000</b>
5176	Professional Services	\$ -	\$ -	\$ <b>30,000</b>
<b>TOTAL</b>		<b>\$ 87,160</b>	<b>\$ 114,850</b>	<b>\$ 168,000</b>

# **LEGISLATIVE DEPARTMENT**

## **SERVICE DELIVERY**

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

The Town Council holds one regular meeting and one workshop each month, and conducts special meetings, workshops and public hearings as necessary. The Town Council, among other things, approves the annual budget, annexations and rezonings.

Elections are held on the first Tuesday of November in odd number years. Starting with the November 2019 election, Town Council seats are elected for at-large, staggered, four-year terms that begin on January 1. Town Council members are eligible to participate in the PEBA Health Insurance and Retirement System.

The Water/Sewer Fund reimburses the General Fund for the expenses that are associated with the operation of the Water/Sewer Fund related to Town Council, estimated to be approximately 25%.

## **BUDGET GOALS**

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- November election
- Continue education and training

## **DEPARTMENT DETAIL**

### **PERSONNEL**

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		<b>Term Expires</b>
<b>Mayor</b>	Greg Holmes	2023
<b>Mayor Pro Tem</b>	Wes Spurrier	2023
<b>Council Members</b>	Brittany Farr	2023
	Teresa Hurst	2025
	Bo Legg	2025
	Amy Moses	2025
	Amy Nivens	2023

**BUDGET DETAIL**  
**10-520**

<b>[5000] SALARIES</b>	<b>\$ 44,500</b>
▪ Mayor (1)	\$8,500 annually
▪ Council Members (6)	\$6,000 annually
<b>[5006] SOCIAL SECURITY</b>	<b>\$ 3,400</b>
<b>[5008] RETIREMENT</b>	<b>\$ 8,300</b>
<b>[5010] HEALTH INSURANCE</b>	<b>\$ 32,400</b>
<b>[5012] WORKERS COMPENSATION</b>	<b>\$ 1,100</b>
<b>[5030] INSURANCE – TORT</b>	<b>\$ 15,700</b>
<b>[5032] INSURANCE – BOND</b>	<b>\$ 100</b>
<b>[5037] UNIFORMS &amp; EQUIPMENT</b>	<b>\$ 500</b>
<b>[5059] OFFICE SUPPLIES/EQUIPMENT</b>	<b>\$ 1,000</b>
<b>[5076] ADVERTISEMENT</b>	<b>\$ 500</b>
▪ Notice for public hearings on ordinances, special meetings and functions	
<b>[5092] DUES AND SUBSCRIPTIONS</b>	<b>\$ 3,500</b>
▪ Includes MASC Annual Dues and YMCA membership reimbursements	
<b>[5094] TRAINING, MEETINGS, AND TRAVEL</b>	<b>\$ 18,000</b>
▪ MASC Meetings	
▪ Chamber of Commerce and various local, County, State, and special issue meetings and events	
<b>[5106] ELECTION EXPENSES</b>	<b>\$ 6,000</b>
▪ Municipal elections are held in odd number years. Elections are administered by York County Voter Registration and Elections.	
▪ Effective FYE24, expenses moved from Administration Department	

<b>[5122] COMPUTER MAINTENANCE &amp; PROGRAMS</b>	<b>\$ 3,000</b>
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- Office 365 subscriptions and Council Chamber A/V support

<b>[5176] PROFESSIONAL SERVICES</b>	<b>\$ 30,000</b>
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- Lobbyist and advocacy agreement

<b>TOTAL LEGISLATIVE DEPARTMENT</b>	<b>\$ 168,000</b>
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*\*All line items include expenses associated with the Water/Sewer Fund. 25% of these expenses will be reimbursed to the General Fund by the Water/Sewer Fund.*

**GENERAL FUND  
MUNICIPAL COURT**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
10-530				
5000	Salaries	\$ 39,478	\$ 40,000	\$ 44,000
5004	Overtime			\$ 840
5006	Social Security	\$ 3,104	\$ 3,000	\$ 3,400
5008	Retirement	\$ 62,546	\$ 6,900	\$ 8,200
5009	Deferred Compensation Match	\$ -	\$ -	\$ 750
5010	Insurance - Health	\$ 8,366	\$ 5,540	\$ -
5012	Workers Comp	\$ 70	\$ 100	\$ 100
5016	Utilities	\$ 3,771	\$ 4,500	\$ 5,000
5017	Telephone	\$ 654	\$ 600	\$ 600
5018	Maint/Supplies	\$ 29	\$ 100	\$ 100
5027	Insurance - Property	\$ 136	\$ 150	\$ 200
5030	Insurance - Tort	\$ 388	\$ 400	\$ 500
5032	Insurance - Bond	\$ -	\$ 10	\$ 10
5059	Office Supplies/Equipment	\$ 913	\$ 2,000	\$ 2,000
5064	Indigent Defense	\$ 35,034	\$ 30,750	\$ 34,000
5068	Building Maintenance	\$ 2,387	\$ 4,000	\$ 4,000
5092	Dues And Subscriptions	\$ 85	\$ 200	\$ 200
5094	Training/Mtgs/Travel	\$ 1,660	\$ 1,500	\$ 2,000
5100	Auditing Fees	\$ -	\$ 1,500	\$ 4,000
5122	Computer Maint & Prog	\$ 5,500	\$ 5,800	\$ 8,500
5130	Postage	\$ 706	\$ 100	\$ 100
5142	Jury Fees	\$ 160	\$ 500	\$ 500
5176	Professional Services	\$ 36,663	\$ 40,000	\$ 40,000
5215	Grant Expenses	\$ -	\$ -	\$ 3,000
5410	Capital Expenditures	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 201,650</b>	<b>\$ 147,650</b>	<b>\$ 162,000</b>



# **MUNICIPAL COURT**

## **SERVICE DELIVERY**

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The Municipal Court is responsible for the adjudication of traffic, criminal and code enforcement violations. Effective March 2021, the Town contracts with York County for the services of two (2) Magistrates for judicial services. The Clerk of Court is charged with handling all the administrative duties of the court.

The Municipal Court is located at 114 Bethel Street and has an office for the Clerk and a courtroom. The other office is used by the Main Street Director.

## **BUDGET GOALS**

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- Computer replacement
- Opioid Awareness grant and awareness program
- Reconcile “excess” funds in Judicial Account
- Investigate Set Off Debt as a way to collect owed fines

## **DEPARTMENT DETAIL**

### **PERSONNEL**

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<b>Judge</b>	Curtis Cousins Jay Dover
<b>Clerk of Court</b>	Ashley McFalls

## **FACILITIES AND EQUIPMENT**

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- MUNICIPAL COURT, 114 Bethel Street

**BUDGET DETAIL**  
**10-530**

<b>[5000] SALARIES</b>	<b>\$ 44,000</b>
▪ Court Clerk	
<b>[5004] OVERTIME</b>	<b>\$ 840</b>
<b>[5006] SOCIAL SECURITY</b>	<b>\$ 3,400</b>
<b>[5008] RETIREMENT</b>	<b>\$ 8,200</b>
<b>[5009] DEFFERRED COMPENSATION MATCH</b>	<b>\$ 750</b>
<b>[5010] INSURANCE – HEALTH</b>	<b>\$ 0</b>
<b>[5012] WORKER’S COMPENSATION</b>	<b>\$ 100</b>
<b>[5016] UTILITIES</b>	<b>\$ 5,000</b>
<b>[5017] TELEPHONE</b>	<b>\$ 600</b>
<b>[5018] MAINTENANCE &amp; SUPPLIES</b>	<b>\$ 100</b>
<b>[5027] INSURANCE – PROPERTY</b>	<b>\$ 200</b>
<b>[5030] INSURANCE - TORT</b>	<b>\$ 500</b>
<b>[5032] INSURANCE – BOND</b>	<b>\$ 10</b>
<b>[5059] OFFICE SUPPLIES &amp; EQUIPMENT</b>	<b>\$ 2,000</b>
<b>[5064] INDIGENT DEFENSE</b>	<b>\$ 34,000</b>
▪ Agreement with York County based on 3-year average of cases plus \$8,500 base charge	
<b>[5068] BUILDING MAINTENANCE</b>	<b>\$ 4,000</b>
▪ Includes cleaning, pest control and fire extinguisher contracts as well as miscellaneous building repairs, e.g. HVAC, plumbing, and electrical.	

<b>[5092] DUES AND SUBSCRIPTIONS</b>	<b>\$ 200</b>
▪ Municipal Court Association	
<b>[5094] TRAINING, MEETINGS, AND TRAVEL</b>	<b>\$ 2,000</b>
<b>[5100] AUDITING FEES</b>	<b>\$ 4,000</b>
▪ Portion of cost of annual audit assigned to the Municipal Court for required special review of court financials	
<b>[5122] COMPUTER MAINTENANCE &amp; PROGRAMS</b>	<b>\$ 8,500</b>
▪ Software annual maintenance and replace computers	
<b>[5130] POSTAGE</b>	<b>\$ 100</b>
<b>[5142] JURY FEES</b>	<b>\$ 500</b>
▪ Juror costs (\$12/day) and updates to jury roster	
<b>[5176] PROFESSIONAL SERVICES</b>	<b>\$ 40,000</b>
▪ Agreement with York County for municipal judge services	
<b>[5215] GRANT EXPENSES</b>	<b>\$ 3,000</b>
▪ Opioid awareness grant to develop awareness program	
<b>[5410] CAPITAL EXPENDITURES</b>	<b>\$ 0</b>
<b>TOTAL MUNICIPAL COURT</b>	<b>\$ 162,000</b>

**GENERAL FUND  
POLICE DEPARTMENT**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
10-515				
5000	Salaries/Police Officer	\$ 1,120,468	\$ 1,262,500	\$ 1,396,600
5001	Salaries/Dispatchers	\$ 188,680	\$ 180,000	\$ 184,400
5004	Overtime	\$ 62,802	\$ 50,000	\$ 60,000
5006	Social Security	\$ 106,042	\$ 114,500	\$ 126,500
5008	Retirement	\$ 250,522	\$ 291,600	\$ 338,800
5009	Deferred Compensation Match	\$ 12,285	\$ 12,000	\$ 12,500
5010	Insurance - Health	\$ 182,982	\$ 234,350	\$ 220,600
5011	Insurance - Legal	\$ 6,580	\$ 7,000	\$ 7,300
5012	Workers Comp	\$ 30,210	\$ 30,000	\$ 35,600
5016	Utilities	\$ 11,054	\$ 15,000	\$ 15,000
5017	Telephone	\$ 25,961	\$ 30,000	\$ 35,000
5018	Maint/Supplies	\$ 16,212	\$ 16,000	\$ 16,000
5020	Vehicle - Repairs	\$ 21,853	\$ 18,000	\$ 20,000
5021	Vehicle - Routine Maint	\$ 14,917	\$ 13,000	\$ 13,000
5022	Vehicle - Fuel	\$ 89,103	\$ 80,000	\$ 85,000
5027	Insurance - Property	\$ 3,197	\$ 3,500	\$ 4,550
5028	Insurance-Vehicle	\$ 10,924	\$ 11,500	\$ 12,700
5030	Insurance - Tort	\$ 55,189	\$ 60,050	\$ 66,500
5032	Insurance - Bond	\$ 254	\$ 250	\$ 250
5037	Uniforms & Equipment	\$ 18,028	\$ 50,000	\$ 50,000
5039	Community Relations	\$ 277	\$ 5,000	\$ 5,000
5051	Reserve Officer Program	\$ 9,841	\$ 15,000	\$ 15,000
5059	Office Supplies/Equipment	\$ 7,856	\$ 12,000	\$ 10,000
5060	Radio Expense	\$ 7,480	\$ 7,000	\$ 7,000
5062	Jail Expense	\$ 14,404	\$ 30,000	\$ 16,000
5063	Drug Testing	\$ 369	\$ 3,000	\$ 3,000
5068	Building Maintenance	\$ 39,475	\$ 13,000	\$ 13,000
5070	NCIC	\$ -	\$ 700	\$ 2,000
5092	Dues And Subscriptions	\$ 22,731	\$ 4,000	\$ 6,000
5094	Training/Mtgs/Travel	\$ 9,615	\$ 20,000	\$ 15,000
5122	Computer Maint & Prog	\$ 58,894	\$ 39,000	\$ 53,000
5130	Postage	\$ 68	\$ 100	\$ 100
5176	Professional Services	\$ 5,179	\$ 3,000	\$ 4,000
5198	Technology Subscriptions	\$ -	\$ 55,500	\$ 73,500
5199	K-9 Unit Program	\$ 628	\$ 500	\$ -
5202	Equipment Leases	\$ 6,970	\$ 7,000	\$ 9,000
5204	Capital Leases	\$ 79,209	\$ 140,000	\$ 161,300
5215	Grant Expenses	\$ 12,278	\$ 180,000	\$ 5,000
5410	Capital Expenditures	\$ 312,972	\$ 52,800	\$ 185,000
5411	Capital Expenditures - Financed		\$ 240,000	\$ 214,000
<b>TOTAL</b>		<b>\$ 2,815,509</b>	<b>\$ 3,306,850</b>	<b>\$ 3,497,200</b>

# **POLICE DEPARTMENT**

## **SERVICE DELIVERY**

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

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

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

Special programs within the Department include a Chaplain Program and the Reserve Officer Program. The Reserves are comprised of volunteers who receive State training and certification to act as law enforcement officers. There are currently 10 Reserves in this program.

The Town of Clover Police Department is part of the County-wide Forensic Service Unit (FSU). Participation in this program allows for cost sharing which will provide for improved forensic analysis of evidence through shared resources, including the new County DNA lab. The Department is also part of the multi-jurisdictional SWAT team, Riot Team, and Dive Team.

Community outreach efforts include a Citizen's Academy, youth Explorer Program, attending community watch and association meetings, sponsoring charitable events and participating in school programs.

## **BUDGET GOALS**

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- Lease purchase three (3) replacement vehicles
- Technology subscriptions for 12 new tasers and 14 new body cameras
- Capital expenditures: replace generator, nine (9) radios, and 35 in-car computers
- Complete building renovations at Rescue Squad for training and records storage space

## DEPARTMENT DETAIL

### PERSONNEL

#### POLICE OFFICERS

<b>Chief of Police</b>	Randy C. Grice
<b>Captain</b>	Judd Baird
<b>Lieutenant</b>	Frankie Sadler, Training /Community Relations
<b>Lieutenant</b>	Michael Nivens, CID
<b>Sergeant</b>	Casey Davidson
	Steven Smith
	Christopher Grigg
	Josh Gordon
<b>Detective</b>	Thomas Barnette
	Charlie Randell
<b>FSU</b>	Lori Kimble
<b>DEU Officer</b>	Vacant
<b>Warrant Officer/PIO</b>	Tracy Reid
<b>Training Officer</b>	John Pannell
<b>Patrol Officers - 10</b>	Adrian Luminare
	Michael Travis
	Nicholas Richards
	Brandon Gunter
	Rodney Bumb
	Jeremy Holden
	Brian Bruno
	Bobby Martin
	Austin Jones
	Vacant
<b>School Resource Officers**</b>	Vacant – 3 positions

\*27 Sworn Officers

\*\*The Town approved acceptance of a School Resource Officer (SRO) grant for Larne, Kinard and Blue Eagle Academy. The \$575,459 grant will pay for three (3) SRO's salary & salary related, uniforms and training for three (3) years. The grant will also pay for the necessary equipment including vehicle, radio, body & in-car camera. At the time of budget adoption, the final details had not been verified. A budget amendment will be considered once the grant funds are received and final costs are calculated.

#### CERTIFIED POLICE DISPATCHERS

Ev Amick	Dawn Rhodes
Brittany Shytle	Kayleigh Strain
<u>POLICE CHAPLAIN</u>	<u>ADMINISTRATIVE ASSISTANT</u>
John Pannell, Tracy Reid, Hark Barrell	Pat Dover

## FACILITIES AND EQUIPMENT

- POLICE DEPARTMENT, 112 Bethel Street
  - Building dates back to 1925; completely renovated in 2004; minor renovations completed in 2010 and 2022.
- RESCUE SQUAD BUILDING, 114½ Bethel Street
  - Purchased by the Town in August 2017 to be used by PD for storage and training.

## VEHICLES

	Assigned To:	Make:	Model:	Year:
55*	SPARE	Chevrolet	Tahoe	2009
59*	SPARE	Dodge	Charger	2012
60	T. Barnette	Chevrolet	Tahoe	2013
61	SPARE	Dodge	Ram 4X4 (FSU)	2013
62	N. Richards	Dodge	Charger	2014
63	SPARE	Dodge	Charger	2014
64	W. McCoy	Dodge	Charger	2014
67	SPARE	Dodge	Charger	2014
68	F. Sadler	Chevrolet	Tahoe	2015
69	J. Holden	Dodge	Charger	2016
70	A. Luminare	Dodge	Charger	2016
72	J. Pannell	Ford	Explorer	2016
73	M. Travis	Dodge	Charger	2016
74	B. Gunter	Ford	Explorer K-9	2016
75	B. Bruno	Ford	Explorer	2017
76	SPARE	Ford	Explorer	2017
77	Chief Grice	Chevrolet	Tahoe	2017
78	R. Bumb	Ford	Explorer	2018
79	C. Davidson	Ford	Explorer	2018
80	T. Reid	Ford	Explorer	2018
81	C. Randell	Ford	F-150	2019
82	J. Baird	Ford	F-150	2019
83	L. Kimble	Ford	F-150 (FSU)	2021
84	J. Gordon	Ford	Explorer	2021
86	S. Smith	Ford	Explorer	2021
87		Kia	Sorento (DEU)	2022
88	C. Grigg	Ford	Explorer	2023
89*	DISABLED	Ford	Explorer	2023
90		Ford	Explorer	2023
91	M. Nivens	Ford	Explorer	2023
92		Chevrolet	Blazer	2023

*\*Several spares will be sold as surplus while others will be shifted as new vehicles are purchased.*

**BUDGET DETAIL**  
**10-515**

<b>[5000] SALARIES - POLICE OFFICERS</b>	<b>\$ 1,396,600</b>
▪ Twenty-seven (27) sworn officers and administrative assistant	
<b>[5001] SALARIES - DISPATCHERS</b>	<b>\$ 184,400</b>
▪ Four (4) certified dispatchers and back up dispatchers; includes overtime	
<b>[5004] OVERTIME</b>	<b>\$ 60,000</b>
<b>[5006] SOCIAL SECURITY</b>	<b>\$ 126,500</b>
<b>[5008] RETIREMENT</b>	<b>\$ 338,800</b>
<b>[5009] DEFERRED COMPENSATION MATCH</b>	<b>\$ 12,500</b>
<b>[5010] INSURANCE – HEALTH</b>	<b>\$ 220,600</b>
<b>[5011] INSURANCE – LEGAL</b>	<b>\$ 7,300</b>
<b>[5012] WORKER’S COMPENSATION</b>	<b>\$ 35,600</b>
<b>[5016] UTILITIES</b>	<b>\$ 15,000</b>
▪ Police Department and Rescue Squad	
<b>[5017] TELEPHONE</b>	<b>\$ 35,000</b>
▪ VOIP and T-1 line (SLED)	
▪ MOBILE PHONES	
▪ VERIZON AIR CARDS (3) and MIFI HOTSPOTS (8)	
<b>[5018] MAINTENANCE &amp; SUPPLIES</b>	<b>\$ 16,000</b>
▪ Includes ammunition	



<b>[5020] VEHICLE – REPAIRS</b>	<b>\$ 20,000</b>
<ul style="list-style-type: none"> <li>Repairs not covered by warranties and repairs within the Town’s insurance deductible of \$1,000 per vehicle, per incident.</li> </ul>	
<b>[5021] VEHICLE – ROUTINE MAINTENANCE</b>	<b>\$ 13,000</b>
<ul style="list-style-type: none"> <li>Routine services include brake replacement, transmission service, coolant system, tune-ups, tires and other services.</li> </ul>	
<b>[5022] VEHICLE – FUEL</b>	<b>\$ 85,000</b>
<b>[5027] INSURANCE – PROPERTY</b>	<b>\$ 4,550</b>
<b>[5028] INSURANCE –VEHICLES</b>	<b>\$ 12,700</b>
<b>[5030] INSURANCE - TORT</b>	<b>\$ 66,500</b>
<ul style="list-style-type: none"> <li>Law enforcement liability coverage</li> </ul>	
<b>[5032] INSURANCE – BOND</b>	<b>\$ 250</b>
<b>[5037] UNIFORMS AND EQUIPMENT</b>	<b>\$ 50,000</b>
<ul style="list-style-type: none"> <li>New and replacement uniforms purchased for officers and dispatchers</li> <li>Standard equipment for officers, e.g. belts and training bullets, and in-car technology</li> </ul>	
<b>[5039] COMMUNITY RELATIONS</b>	<b>\$ 5,000</b>
<ul style="list-style-type: none"> <li>Includes participation in town sponsored and community sponsored special events and the Explorer and Citizen’s Academy programs</li> </ul>	
<b>[5051] RESERVE OFFICER PROGRAM</b>	<b>\$ 15,000</b>
<ul style="list-style-type: none"> <li>Expenses include radios and other equipment</li> </ul>	
<b>[5059] OFFICE SUPPLIES &amp; EQUIPMENT</b>	<b>\$ 10,000</b>
<b>[5060] RADIO EXPENSE</b>	<b>\$ 7,000</b>
<ul style="list-style-type: none"> <li>Includes radios and dispatch console</li> </ul>	

<b>[5062] JAIL EXPENSE</b>	<b>\$ 16,000</b>
▪ Agreement with York County Detention Center; current fee is \$73 per day.	
<b>[5063] DRUG TESTING</b>	<b>\$ 3,000</b>
▪ Random and new hire testing	
<b>[5068] BUILDING MAINTENANCE</b>	<b>\$ 13,000</b>
▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs, e.g. HVAC, plumbing, and electrical, and supplies.	
<b>[5070] NCIC</b>	<b>\$ 2,000</b>
▪ NCIC stands for the National Crime Information Center. Authorization and access to the NCIC is provided by the South Carolina Law Enforcement Division (SLED). The NCIC provides the Town instant access to drivers' license records, criminal records, BOLOs (Be On The Lookout) alerts, and weather reports.	
<b>[5092] DUES AND SUBSCRIPTIONS</b>	<b>\$ 6,000</b>
▪ Includes YMCA membership, SC Chief's Association, International Association of Chief's of Police (IACP), SC Code of Laws updates, ALEN, Leads OnLine, etc.	
<b>[5094] TRAINING, MEETINGS, AND TRAVEL</b>	<b>\$ 15,000</b>
<b>[5122] COMPUTER MAINTENANCE &amp; PROGRAMS</b>	<b>\$ 53,000</b>
▪ Includes general IT support and software purchases (Zuercher moved to 5198)	
<b>[5130] POSTAGE</b>	<b>\$ 100</b>
<b>[5176] PROFESSIONAL SERVICES</b>	<b>\$ 4,000</b>
▪ Officer pre-employment testing and evaluations, including psych evaluations	
<b>[5198] TECHNOLOGY SUBSCRIPTIONS</b>	<b>\$ 73,500</b>
▪ Zuercher computer aided dispatch, Axon Tasers, PowerDMS training/policy software, body & car camera system, and CodeRED emergency notification	
<b>[5199] K-9 UNIT PROGRAM</b>	<b>\$ 0</b>
▪ K-9 program ended and a new program is not anticipated	

<b>[5202] EQUIPMENT LEASES</b>	<b>\$ 9,000</b>
▪ Copier leases	
<b>[5204] CAPITAL LEASES</b>	<b>\$ 161,300</b>
▪ Existing leases:	
○ Three vehicles (pay off 3/2023)	
○ Two vehicles (pay off 3/2024)	
○ Four vehicles (pay off 3/2026)	
○ Four vehicles (pay off 3/2027)	
▪ New leases:	
○ Three vehicles	
<b>[5215] GRANT EXPENSE</b>	<b>\$ 5,000</b>
▪ SCMIT and SCMIRF Grants	
<b>[5410] CAPITAL EXPENDITURE</b>	<b>\$ 185,000</b>
▪ Replace Generator, in-car computers and nine (9) radios	
<b>[5411] CAPITAL EXPENDITURES - FINANCED</b>	<b>\$ 214,000</b>
▪ New capital vehicles and equipment that are financed through a lease purchase; annual payments budgeted in 5204 Capital Leases. New leases: three replacement vehicles.	
<b>TOTAL POLICE DEPARTMENT</b>	<b>\$ 3,497,200</b>

**GENERAL FUND  
RECREATION DEPARTMENT**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
10-525				
5000	Salaries	\$ 354,800	\$ 388,300	\$ 424,500
5002	Labor	\$ 8,469	\$ 12,000	\$ 12,000
5004	Overtime			\$ 5,000
5006	Social Security	\$ 29,128	\$ 30,900	\$ 32,800
5008	Retirement	\$ 57,449	\$ 68,200	\$ 73,400
5009	Deferred Compensation Match	\$ 2,484	\$ 3,750	\$ 4,250
5010	Insurance - Health	\$ 51,480	\$ 52,800	\$ 48,900
5012	Workers Comp	\$ 3,010	\$ 2,700	\$ 4,500
5016	Utilities	\$ 88,729	\$ 95,000	\$ 90,000
5017	Telephone	\$ 4,764	\$ 4,800	\$ 6,400
5018	Maintenance & Supplies	\$ 90,694	\$ 65,000	\$ 80,000
5020	Vehicle - Repairs	\$ 2,550	\$ 3,000	\$ 3,000
5021	Vehicle - Routine Main	\$ 475	\$ 1,000	\$ 1,000
5022	Vehicle - Fuel	\$ 12,778	\$ 11,000	\$ 13,000
5027	Insurance - Property	\$ 3,650	\$ 3,500	\$ 5,150
5028	Insurance - Vehicle	\$ 2,966	\$ 2,850	\$ 3,500
5030	Insurance - Tort	\$ 4,263	\$ 4,100	\$ 5,800
5032	Insurance - Bond	\$ -	\$ 100	\$ 100
5034	Facility Rental	\$ 1,522	\$ 2,500	\$ 2,500
5037	Uniforms & Equipment	\$ 805	\$ 2,500	\$ 2,500
5059	Office Supplies/Equipment	\$ 1,980	\$ 2,000	\$ 2,000
5063	Drug Testing	\$ 369	\$ 400	\$ 400
5068	Building Maintenance	\$ 13,578	\$ 12,000	\$ 14,000
5076	Advertisement	\$ 321	\$ 1,000	\$ 1,000
5088	Umpires, Referee, Concession	\$ 40,760	\$ 50,000	\$ 50,000
5089	Recreation Supplies	\$ 69,428	\$ 85,000	\$ 85,000
5092	Dues & Subscriptions	\$ 2,575	\$ 2,500	\$ 2,500
5094	Training/Mtgs/Travel	\$ 4,064	\$ 5,400	\$ 5,400
5096	Concession Expenses	\$ 1,346	\$ 1,500	\$ 1,000
5122	Computer Maint & Prog	\$ 11,855	\$ 13,000	\$ 22,000
5130	Postage	\$ 9	\$ 50	\$ 50
5143	Gallery 120	\$ 8,305	\$ 7,500	\$ 7,500
5176	Professional Services	\$ 966	\$ 8,000	\$ 8,000
5198	Technology Subscriptions	\$ -	\$ 41,000	\$ 4,000
5202	Equipment Leases	\$ -	\$ 2,200	\$ 3,500
5204	Capital Leases	\$ 13,714	\$ 23,000	\$ 36,700
5211	Festival Expenses	\$ 1,440	\$ 1,500	\$ 1,500
5215	Grant Expenses	\$ 56,846	\$ 10,000	\$ 72,500
5410	Capital Expenditures	\$ 16,906	\$ 16,000	\$ 79,700
5411	Capital Expenditures - Financed	\$ 42,380	\$ -	\$ 86,000
5412	Park Upgrades	\$ 29,455	\$ 130,250	\$ 155,000
5416	Live Well Clover	\$ 166	\$ 2,000	\$ -
<b>TOTAL</b>		<b>\$ 1,036,479</b>	<b>\$ 1,168,300</b>	<b>\$ 1,456,050</b>
<b>TRANSFER TO CAPITAL</b>			<b>\$ 100,500</b>	<b>\$ 100,000</b>

# **RECREATION DEPARTMENT**

## **SERVICE DELIVERY**

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

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

The Department also maintains the Town's parks and those used for our programs. Staff helps with Larne Building maintenance and downtown beautification. The Recreation Department organizes the Town's annual St. Patrick's Day Festival and a variety of other special events. They also assist other groups with community events.

In July 2010, the Recreation Department moved to the Clover Community Center, 120 Bethel Street. This building is used to host town and community meetings. In 2014, Gallery 120 opened in the common area of the Community Center and provides space for showcasing the work of local artists. The SC Horseshoe Pitching Association Hall of Fame is also located at the Community Center.

## **BUDGET GOALS**

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- Capital expenditure purchases: Camera system at New Centre Park, Community Center improvements (paint, flooring, and rear awning), and replace blower
- New part-time Gallery 120 Curator position
- Replace two (2) computers
- Lease purchase Infield groomer, mower, and generator for Community Center
- Replace balcony and rehabilitate bathrooms at Clover Community Park and expand parking at Roosevelt Park
- Veterans Walk at New Centre Park
- Consider alternatives to address potential loss of County Supplement Revenue

## DEPARTMENT DETAIL

### PERSONNEL

<b>Director</b>	Joe Ross
<b>Park Superintendent</b>	Mark Ramsey
<b>Assistant Park Superintendent</b>	John Brown
<b>Program Coordinators</b>	Josh McCarter Ben Munitz
<b>Special Events Coordinator</b>	Samantha Green
<b>Administrative Assistant</b> (Permanent P-T, 25 hrs/week)	Shawna Sas
<b>Gallery 120 Curator</b> (Permanent P-T, 25 hrs/week)	NEW
<b>Park Assistant</b>	Billy Edwards Jeff Hall
<b>Park Assistants</b> (Permanent P-T, 25 hrs/week)	VACANT
<b>Recreation Assistants</b> (Two (2) permanent P-T, generally 25 hrs/week but hours vary per season)	Wally Stenz Tre Bonaparte
<b>Park Ambassadors</b>	Seasonal

### SERVICES

<b>Sport</b>	<b>Season</b>	<b>League</b>
Youth Soccer	Fall & Spring	Co-Ed, Boys, Girls
Youth Baseball	Fall & Spring	Co-Ed
Youth Softball	Fall & Spring	Girls
Youth Basketball	Winter	Co-Ed, Boys, Girls
Adult Softball	Summer	Co-Ed
Adult Kickball	Summer	Co-Ed
Adult Soccer	Summer	Co-Ed
Horseshoe Tournaments	Mar - Oct	

Programs subject to change based on resources and registrations. Other programs and leagues are offered from time to time as interest and resources allow.

## FACILITIES AND EQUIPMENT

- **CLOVER COMMUNITY CENTER**
  - 120 Bethel St; renovations completed in July 2010
  - Recreation administrative staff, activity space and Council Chambers
  - SC Horseshoe Pitching Association Hall of Fame and Gallery 120
  - Space also used for variety of town and community meetings
- **CLOVER COMMUNITY PARK (the “COMPLEX” or CCP)**
  - Maintenance office headquarters
  - Two full-size lighted baseball/softball fields
  - SC Horseshoe Pitching Association approved lighted horseshoe park with 16 pits
  - Lighted walking trail (~1 mile) with fitness circuit
  - Lighted Picnic shelters – first come, first served except with reservation
  - \$30 fee to reserve 30' x 60' shelter with 10 picnic tables & two charcoal grills
  - \$15 fee to reserve small shelter with 3 picnic tables
  - Seasonal concession stand and restrooms
  - 5–12-year-old playground, 2–5-year-old playground
  - 9 hole disk golf
- **ROOSEVELT PARK**
  - One full-size and two Youth League size baseball fields
  - Outdoor, full-size basketball court
  - Lighted 30' by 60' picnic shelter; \$30 fee to reserve
  - 5–12-year-old playground, 2–5-year-old playground
  - Seasonal concession stand with restrooms and storage space
- **NEW CENTRE PARK**
  - Three lighted soccer fields, one unlit field
  - Seasonal concession stand with restrooms
  - Trails around pond and connecting to Clover Community Park
  - Amphitheater, ADA playground, and Splash Pad (rental fee \$120)
- **OPTIMIST CLUB**
  - Baseball Field owned by Optimist Club but maintained year round by the Town
  - Available for use by Town at no charge
- **BLUE EAGLE ACADEMY**
  - Fields are maintained by Town during Youth Soccer season; available for use at no charge
  - Indoor Gymnasium used for youth basketball practice
  - Lighted walking trail
- **GRIGGS ROAD ELEMENTARY**
  - Fields are maintained by Town during Youth Baseball season; available for use at no charge
- **KINARD ELEMENTARY**
  - Fields are maintained by Town during Youth Baseball season; available for use at no charge

## VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>
16	Ford F-250	Assistant Park Superintendent
09	Ford Explorer	Special Events Coordinator
08	Ford F-250	Park Assistants
12	Ford F-150	Program Coordinator
12	Ford F-150	Program Coordinator
21	Ford F-250	Park Superintendent
20	Dodge Durango	Director

94	Ford Backhoe	
16	Skid Steer	
2020	Kubota Tractor	
*10	F-250	

*\*Surplus to be auctioned.*



**BUDGET DETAIL**  
**10-525**

<b>[5000] SALARIES</b>	<b>\$ 424,500</b>
▪ Full-time and part-time permanent employees; new P-T Gallery 120 Curator	
<b>[5002] LABOR</b>	<b>\$ 12,000</b>
▪ Park Ambassadors (seasonal positions)	
<b>[5004] OVERTIME</b>	<b>\$ 5,000</b>
<b>[5006] SOCIAL SECURITY</b>	<b>\$ 32,800</b>
<b>[5008] RETIREMENT</b>	<b>\$ 73,400</b>
<b>[5009] DEFERRED COMPENSATION MATCH</b>	<b>\$ 4,250</b>
<b>[5010] INSURANCE - HEALTH</b>	<b>\$ 48,900</b>
<b>[5012] WORKERS COMPENSATION</b>	<b>\$ 4,500</b>
<b>[5016] UTILITIES</b>	<b>\$ 90,000</b>
▪ Electricity, field lights, water and sewer at each of the Town-owned facilities	
<b>[5017] TELEPHONE</b>	<b>\$ 6,400</b>
<b>[5018] MAINTENANCE &amp; SUPPLIES</b>	<b>\$ 80,000</b>
<b>[5020] VEHICLE REPAIR</b>	<b>\$ 3,000</b>
<b>[5021] VEHICLE – ROUTINE MAINTAINANCE</b>	<b>\$ 1,000</b>
<b>[5022] VEHICLE FUEL</b>	<b>\$ 13,000</b>
<b>[5027] INSURANCE –PROPERTY</b>	<b>\$ 5,150</b>
<b>[5028] INSURANCE -VEHICLES</b>	<b>\$ 3,500</b>
<b>[5030] INSURANCE-TORT</b>	<b>\$ 5,800</b>
<b>[5032] INSURANCE - BOND</b>	<b>\$ 100</b>

<b>[5034] FACILITY RENTAL</b>	<b>\$ 2,500</b>
▪ Clover School District Gymnasium and Employees and Porta-jons.	
<b>[5037] UNIFORMS &amp; EQUIPMENT</b>	<b>\$ 2,500</b>
<b>[5059] OFFICE SUPPLIES &amp; EQUIPMENT</b>	<b>\$ 2,000</b>
<b>[5063] DRUG TESTING</b>	<b>\$ 400</b>
<b>[5068] BUILDING MAINTENANCE</b>	<b>\$ 14,000</b>
▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs.	
<b>[5076] ADVERTISEMENT</b>	<b>\$ 1,000</b>
<b>[5088] UMPIRES, REFEREES, INSTRUCTORS, CONCESSIONS</b>	<b>\$ 50,000</b>
▪ Sanctioned umpires for Minor & Major League Baseball and ASA Youth Softball	
<b>[5089] RECREATION SUPPLIES</b>	<b>\$ 85,000</b>
▪ Includes league uniforms and equipment and supplies purchased through fund raising activities	
<b>[5092] DUES AND SUBSCRIPTIONS</b>	<b>\$ 2,500</b>
▪ SC Parks & Recreation Association Fee, Dixie Baseball Sanction Fees, NRPA, and SC Festival and Event Association	
<b>[5094] TRAINING, MEETINGS, AND TRAVEL</b>	<b>\$ 5,400</b>
▪ SCRPA conferences, SC Festivals and Events Conference, etc.	
<b>[5096] CONCESSION EXPENSES</b>	<b>\$ 1,000</b>
▪ Concessions outsourced to private vendor in FYE22	
<b>[5122] COMPUTER MAINTENANCE &amp; PROGRAMS</b>	<b>\$ 22,000</b>
▪ Includes CivicRec maintenance agreement and replacing 2 PC's	
<b>[5130] POSTAGE</b>	<b>\$ 50</b>
<b>[5143] GALLERY 120</b>	<b>\$ 7,500</b>
▪ Including summer youth art camps	

**[5176] PROFESSIONAL SERVICES** **\$ 8,000**

- Coach training and background checks; CPR certification for staff, program guide
- Survey and ROW acquisition at Roosevelt Park

**[5198] TECHNOLOGY SUBSCRIPTIONS** **\$ 4,000**

- Park camera system annual maintenance

**[5202] EQUIPMENT LEASES** **\$ 3,500**

**[5204] CAPITAL LEASES** **\$ 36,700**

- Existing Leases: SUV (3/2024); Tractor (3/2025); Truck (3/2026)
- New: Infield groomer, mower, and generator for Community Center

**[5211] ST. PATRICK'S DAY FESTIVAL** **\$ 1,500**

**[5215] GRANT EXPENSES** **\$ 72,500**

- PARD grant for Clover Community Park restrooms and Rotary grant for Veterans Walk monument

**[5410] CAPITAL EXPENDITURES** **\$ 79,700**

- Clover Community Center improvements (paint, flooring and rear awning)
- Camera system at New Centre Park
- Replacement blower

**[5411] CAPITAL EXPENDITURES - FINANCED** **\$86,000**

- New capital vehicles and equipment that are financed through a lease purchase; annual payments budgeted in 5204 Capital Leases. New: Infield groomer, mower, and generator for Community Center

**[5412] PARK UPGRADES** **\$ 155,000**

- Replace balcony and rehabilitate bathrooms (if don't receive PARD grant) at Clover Community Park and expand parking at Roosevelt. Includes \$105,000 from prior year fund balance.

**[5416] LIVE WELL CLOVER** **\$ 0**

- Former programs for active living including community events and 5k races

**TOTAL RECREATION DEPARTMENT** **\$ 1,456,050**

**TRANSFER TO CAPITAL PROJECTS** **\$100,000**

**GENERAL FUND  
STREETS AND SANITATION DEPARTMENT**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
10-500				
5000	Salaries	\$ 360,816	\$ 383,000	\$ 399,250
5004	Overtime		\$ -	\$ 5,000
5006	Social Security	\$ 28,081	\$ 29,600	\$ 31,250
5008	Retirement	\$ 57,954	\$ 67,250	\$ 75,000
5009	Deferred Compensation Match	\$ 3,831	\$ 3,750	\$ 4,300
5010	Insurance - Health	\$ 61,776	\$ 67,350	\$ 63,850
5012	Workers Comp	\$ 12,313	\$ 12,600	\$ 11,700
5016	Utilities	\$ 86,214	\$ 82,000	\$ 80,000
5017	Telephone	\$ 1,908	\$ 2,000	\$ 2,000
5018	Maintenance & Supplies	\$ 16,269	\$ 25,000	\$ 30,000
5020	Vehicle-Repairs	\$ 17,071	\$ 25,000	\$ 25,000
5021	Vehicle - Routine Main.	\$ 10,746	\$ 15,000	\$ 15,000
5022	Vehicle - Fuel	\$ 40,941	\$ 35,000	\$ 42,000
5027	Insurance - Property	\$ 810	\$ 800	\$ 1,000
5028	Insurance - Vehicle	\$ 12,280	\$ 12,000	\$ 14,300
5030	Insurance - Tort	\$ 2,713	\$ 2,600	\$ 3,700
5032	Insurance - Bond	\$ -	\$ 100	\$ 100
5034	Uniforms Rental	\$ 2,847	\$ 2,500	\$ 3,000
5037	Uniforms & Equipment	\$ 1,020	\$ 1,000	\$ 1,500
5040	Waste Management	\$ 5,586	\$ 5,800	\$ 6,000
5042	Landfill Fees	\$ 141,802	\$ 150,000	\$ 150,000
5045	Curbside Recycling	\$ 66,812	\$ 60,000	\$ 65,000
5059	Office Supplies/Equipment	\$ 171	\$ 300	\$ 300
5063	Drug Testing	\$ -	\$ 500	\$ 600
5068	Building Maintenance	\$ 1,450	\$ 10,000	\$ 10,000
5082	Contract Maintenance	\$ -	\$ 1,000	\$ 1,000
5092	Dues and Subscriptions	\$ 240	\$ 400	\$ 200
5094	Training/Mtgs/Travel	\$ -	\$ 100	\$ 100
5122	Computer Maint & Prog	\$ 1,392	\$ 1,500	\$ 3,400
5130	Postage	\$ 61	\$ 50	\$ 50
5176	Professional Services	\$ 225	\$ 5,000	\$ 5,000
5181	Stormwater Repair	\$ -	\$ 25,000	\$ 50,000
5204	Capital Lease	\$ 108,397	\$ 180,800	\$ 166,100
5206	Pedestrian Improvements	\$ -	\$ 5,000	\$ 50,000
5210	Street Repair - Minor	\$ 272	\$ 5,000	\$ 7,000
5215	Grant Expense	\$ -	\$ 4,000	\$ 4,000
5410	Capital Expenditures	\$ 26,425	\$ 120,000	\$ 12,000
5411	Capital Expenditures - Financed	\$ 345,317	\$ 83,000	\$ 145,000
5475	Cemetery Expenses	\$ 26,696	\$ 37,000	\$ 50,000
<b>TOTAL</b>		<b>\$ 1,442,436</b>	<b>\$ 1,461,000</b>	<b>\$ 1,533,700</b>

# **STREETS AND SANITATION** **DEPARTMENT**

## **SERVICE DELIVERY**

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

Effective January 1, 2015, the Town no longer provides garbage (dumpster) collection services to commercial property and, effective February 1, 2021, no longer provides roll out service to non-residential property.

This department manages the recycling collection agreement with the City of York and the agreement for additional landscaping services to Main Street, cemeteries, and other town properties.

Certain shared expenses are reimbursed from the Water/Sewer Department including 50% of the salary and salary related expenses for the Public Works Director.

## **BUDGET GOALS**

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- Lease purchase wheel loader and woodchipper
- Replace computer
- Manhole rehab to reduce Inflow and Infiltration (I&I)
- Speed Hump program and pedestrian improvements
- Cemetery improvements

## **DEPARTMENT DETAIL**

### **PERSONNEL**

<b>Director</b>	Mark Geouge
<b>Streets &amp; Sanitation Supervisor</b>	Mike Carpenter
<b>Truck Driver</b>	Bill Jefferis
<b>Laborer Lead (CDL)</b>	James Shytle
<b>Laborers</b>	Justin Messer
	Jerry Wilson
	Daryl Glassey
	Michael Whitesides

### **SERVICES**

- Provide once a week curbside pick-up of household garbage and recyclables.
- Provide once a week backdoor pick-up of household garbage and recyclables for authorized handicapped residents
- Yard debris collection for residential customers
- Report and/or replace down or damaged street signs
- Repair or report damaged road surfaces
- Maintains Town green spaces
- Provide maintenance and upkeep of public stormwater drainage facilities

### **FACILITIES AND EQUIPMENT**

- PUBLIC WORKS YARD, 300 Smith Street
  - Includes office space and garage bays and storage and maintenance sheds
  - Also serves as office for Water/Sewer Department
- CLOVER ARMORY GARAGE, 301 Memorial Drive
  - Acquired in May 2013
  - Garage area used for vehicle and equipment storage
  - Armory expenses (utilities, insurance, etc. in Administration budget)

### SANITATION VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>
5	21	Heil Side loader Garbage Truck	Diesel
4	17	Heil Side loader Garbage Truck	Diesel
1	07	Heil Rear Loader	Diesel
2	18	Heil Rear Loader	Diesel
3*	10	Mack Side loader Garbage Truck	Diesel
	14	Chevrolet Silverado	Gas
*	07	Ford Ranger	Gas
	13	Ford F-150	Gas

### STREETS VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>
6	20	International Dump Truck w/ Box Bed	Diesel
7	23	International Dump Truck w Box Bed	Diesel
8	16	Ford F-450 Dump Truck	Gas
9	11	Ford F-450 Dump Truck	Diesel
	08	Backhoe B-95	
	21	Platform Lift (30')	
		ATV Gator	
		Street Sweeper	
		Kubota Mower (2	
		Asphalt Roller	
		Woodchipper	
		Trailer Mount Leaf Machine	

### STORMWATER VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>
	08	Ford F-150 (supervisor)	Gas

\*Surplus

## **BUDGET DETAIL**

### **10-500**

<b>[5000] SALARIES</b>	<b>\$ 399,250</b>
<b>[5004] OVERTIME</b>	<b>\$ 5,000</b>
<b>[5006] SOCIAL SECURITY</b>	<b>\$ 31,250</b>
<b>[5008] RETIREMENT</b>	<b>\$ 75,000</b>
<b>[5009] DEFERRED COMPENSATION MATCH</b>	<b>\$ 4,300</b>
<b>[5010] INSURANCE – HEALTH</b>	<b>\$ 63,850</b>
<b>[5012] WORKER’S COMPENSATION</b>	<b>\$ 11,700</b>
<b>[5016] UTILITIES</b>	<b>\$ 80,000</b>
▪ Includes public works facilities and street lighting throughout the Town	
<b>[5017] TELEPHONE</b>	<b>\$ 2,000</b>
▪ Mobile phones (Streets & Sanitation Supervisor and Stormwater Supervisor). Regular phone and fax service budgeted in Water/Sewer Department.	
<b>[5018] MAINTENANCE &amp; SUPPLIES</b>	<b>\$ 30,000</b>
▪ Includes paving & repair materials: stone, gravel, asphalt, concrete; rakes, shovels, pitchforks, etc.; and street signs and street sign posts and caps	
<b>[5020] VEHICLE – REPAIRS</b>	<b>\$ 25,000</b>
<b>[5021] VEHICLE – ROUTINE MAINTENANCE</b>	<b>\$ 15,000</b>
<b>[5022] VEHICLE – FUEL</b>	<b>\$ 42,000</b>
<b>[5027] INSURANCE – PROPERTY</b>	<b>\$ 1,000</b>
<b>[5028] INSURANCE –VEHICLES</b>	<b>\$ 14,300</b>
<b>[5030] INSURANCE - TORT</b>	<b>\$ 3,700</b>
<b>[5032] INSURANCE – BOND</b>	<b>\$ 100</b>



<b>[5034] UNIFORM RENTALS</b>	<b>\$ 3,000</b>
▪ Uniform pants and shirts are provided for each employee	
<b>[5037] UNIFORMS AND EQUIPMENT</b>	<b>\$ 1,500</b>
▪ Work t-shirts and boots are provided for each employee	
<b>[5040] WASTE MANAGEMENT</b>	<b>\$ 6,000</b>
▪ Fees for Town dumpsters (all departments)	
<b>[5042] LANDFILL FEES</b>	<b>\$ 150,000</b>
<b>[5045] CURBSIDE RECYCLING</b>	<b>\$ 65,000</b>
▪ The City of York provides curbside recycling one day a week per household. The Town pays the City of York 50% of the total cost of the program which includes costs for any new capital equipment.	
<b>[5059] OFFICE SUPPLIES &amp; EQUIPMENT</b>	<b>\$ 300</b>
<b>[5063] DRUG TESTING/DOT PHYSICALS</b>	<b>\$ 600</b>
▪ Includes annual fee from testing company	
<b>[5068] BUILDING MAINTENANCE</b>	<b>\$ 10,000</b>
▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs, e.g. HVAC, plumbing, etc.	
<b>[5082] CONTRACT MAINTENANCE</b>	<b>\$ 1,000</b>
▪ Town clock at Centennial Park	
<b>[5092] DUES AND SUBSCRIPTIONS</b>	<b>\$ 200</b>
<b>[5094] TRAINING, MEETINGS, AND TRAVEL</b>	<b>\$ 100</b>
<b>[5122] COMPUTER MAINTENANCE &amp; PROGRAMS</b>	<b>\$ 3,400</b>
▪ Replace one (1) computer	
<b>[5130] POSTAGE</b>	<b>\$ 50</b>

<b>[5176] PROFESSIONAL SERVICES</b>	<b>\$ 5,000</b>
<ul style="list-style-type: none"> <li>Engineering, survey and testing services related to road (including C-Fund work) and stormwater improvements</li> </ul>	
<b>[5181] STORMWATER REPAIR</b>	<b>\$ 50,000</b>
<ul style="list-style-type: none"> <li>Sumter Street Stormwater drainage project</li> <li>Includes routine maintenance and rehabilitation of manholes contributing to I&amp;I</li> </ul>	
<b>[5204] CAPITAL LEASES</b>	<b>\$ 166,100</b>
<ul style="list-style-type: none"> <li>Existing: Dump Truck with leaf bed (3/2024), truck and lift (3/2025), dump truck with chipper bed and side loader garbage truck (3/2026), dump truck (3/2027)</li> <li>New: wheel loader and woodchipper</li> </ul>	
<b>[5206] PEDESTRIAN IMPROVEMENTS</b>	<b>\$ 50,000</b>
<ul style="list-style-type: none"> <li>Minor sidewalk repair and pedestrian improvements</li> <li>Speed hump program</li> </ul>	
<b>[5210] STREET REPAIR - MINOR</b>	<b>\$ 7,000</b>
<ul style="list-style-type: none"> <li>Minor repairs of Town-owned streets, e.g. pot holes, cracks, etc.</li> </ul>	
<b>[5215] GRANT EXPENSE</b>	<b>\$ 4,000</b>
<ul style="list-style-type: none"> <li>Grant for safety equipment; SCMIT to reimburse \$2,000</li> </ul>	
<b>[5410] CAPITAL EXPENDITURES</b>	<b>\$ 12,000</b>
<ul style="list-style-type: none"> <li>Includes additional garbage and recycling bins</li> </ul>	
<b>[5411] CAPITAL EXPENDITURES - FINANCED</b>	<b>\$ 145,000</b>
<ul style="list-style-type: none"> <li>New capital vehicles and equipment that are financed through a lease purchase; annual payments budgeted in 5204 Capital Leases. New Lease: wheel loader and woodchipper</li> </ul>	
<b>[5475] CEMETERY EXPENSES</b>	<b>\$ 50,000</b>
<ul style="list-style-type: none"> <li>Landscape maintenance contract; Cemetery Management Software; and miscellaneous improvements</li> </ul>	
<b>TOTAL STREETS &amp; SANITATION DEPARTMENT</b>	<b>\$ 1,533,700</b>

**ENTERPRISE FUND REVENUE**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
20-400				
4013	Credit Card Revenue	\$ 59,981	\$ 60,000	\$ 7,000
4026	Sale of Assets	\$ 21,140	\$ 12,000	\$ 1,000
4028	Interest Income	\$ 9,544	\$ 40,000	\$ 80,000
4030	Misc. Revenue	\$ 2,142	\$ 8,000	\$ 8,000
4038	Set Off Debt	\$ 2,335	\$ 3,000	\$ 3,000
4047	Grants Water Dept	\$ -	\$ -	\$ -
4049	Grants Sewer Dept	\$ -	\$ -	\$ -
4050	State Revenue	\$ -	\$ 2,300	\$ 2,300
4100	Service Connection Fee	\$ 83,891	\$ 80,000	\$ 85,000
4102	Water Revenue	\$ 1,798,321	\$ 1,785,000	\$ 1,800,000
4104	New Water Installation	\$ 15,700	\$ 20,000	\$ 15,000
4108	Late Fees	\$ 77,373	\$ 78,000	\$ 80,000
4110	Sewer Revenue	\$ 1,702,528	\$ 1,690,000	\$ 1,710,000
4112	New Sewer Installation	\$ 3,730	\$ 5,000	\$ 5,000
4113	Pretreatment Fees	\$ 6,650	\$ 4,000	\$ 5,000
4115	Transfer Fee	\$ 375	\$ 1,000	\$ 700
4116	SC DHEC Fee	\$ 31,406	\$ 30,000	\$ 33,000
4800	Lease Purchase Financing		\$ 60,000	\$ 100,000
<b>TOTAL</b>		<b>\$ 3,815,116</b>	<b>\$ 3,878,300</b>	<b>\$ 3,935,000</b>

<b>TRANSFERS</b>		<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
20-900-9999	Transfers In	\$ -	\$ -	\$ -
20-400-4120	Water & Sewer Capacity Fees	\$ 299,320	\$ 298,400	\$ 186,500
<b>TOTAL</b>		<b>\$ 299,320</b>	<b>\$ 298,400</b>	<b>\$ 186,500</b>

## **ENTERPRISE FUND REVENUES (WATER/SEWER)**

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<b>[4013] CREDIT CARD REVENUE</b>	<b>\$ 7,000</b>
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Credit card transaction fees for on-line bill pay.

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<b>[4026] SALE OF ASSETS</b>	<b>\$ 1,000</b>
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For the sale of capital assets, such as vehicles and equipment, and other items.

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<b>[4028] INTEREST INCOME</b>	<b>\$ 80,000</b>
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This line item represents the interest earned on the water/sewer accounts – operating, Bond, capital projects and SC Local Government Investment Pool.

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<b>[4030] MISCELLANEOUS REVENUE</b>	<b>\$ 8,000</b>
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This line item includes the revenue collected from the sale of hydrant water to contractors, raw sewage dumping fees and returned check fees.

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<b>[4038] SET OFF DEBT</b>	<b>\$ 3,000</b>
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The Town has contracted with the Municipal Association to collect delinquent revenues from accounts with unpaid balances.

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<b>[4047] GRANTS WATER and [4049 GRANTS SEWER]</b>	<b>\$ 0</b>
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<b>[4050] STATE REVENUE</b>	<b>\$ 2,300</b>
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SCRS reimbursement from the State.

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<b>[4100] SERVICE CONNECTION FEES</b>	<b>\$ 85,000</b>
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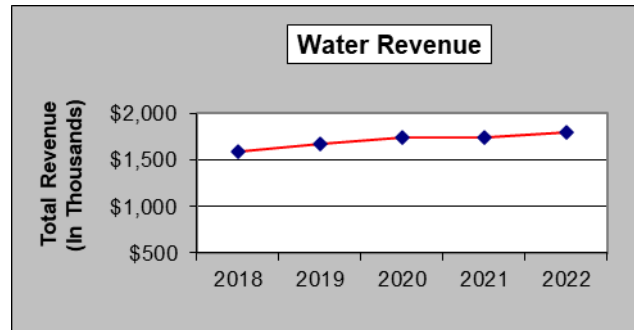
A \$75 service connection fee is charged to all new water/sewer customers. A deposit is also required but is not considered revenue to the Town since the deposit will be refunded after the account is in good standing for a 12 month period. This line item also includes fees charged for a courtesy connection (\$25), i.e. 2-day connection; the \$30 administrative fee charged to customers to reconnect water; and the \$50 administrative fee charged to customers for reactivating disconnected water before the past due bill is paid.

**[4102] WATER REVENUE****\$ 1,800,000**

This line item represents the amount the Town expects to revenue from the sale of water and from sprinkler head fees. The revenue anticipated is based on prior year experience and anticipated growth; **no rate increase proposed for FY23-24.**

**Rate Increases since 2002:**

- FY10-11 - 4% (offset 3.7% rate increase by the City of Gastonia)
- FY11-12 - 3% (offset 3% increase by Gastonia and increases in operational expenses)
- FY14-15 – Rate restructure and increase to base and volume rates (based on 2014 Rate Study)
- FY15-16 – Year 2 base and volume rate increases based on 2014 Rate Study
- FY16-17 – Year 3 base and volume rate increases based on 2014 Rate Study (offset 2% increase TRU)
- FY18-19 – 1.5% to volume rates (offset 2.5% increase from TRU)
- FY21-22 – 5% to volume rates (offset 5% increases from TRU in 2020 and 2021)
- FY22-23 – 2.5% to volume rates (offset 5% increase from TRU)

**[4104] NEW WATER INSTALLATION****\$ 15,000**

Fire Service Fees and the Meter Charge and Installation fee collected for new water service connections. If a developer installs his own lines, the installation fee is waived.

**[4108] LATE FEES****\$ 80,000**

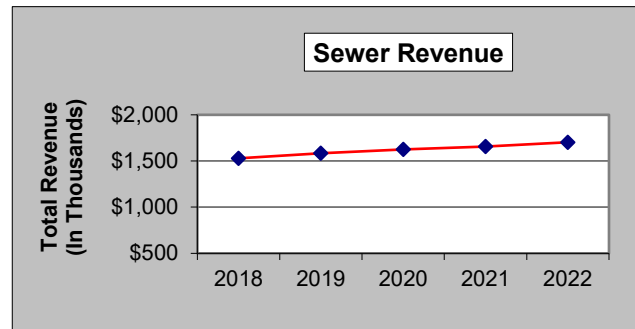
This line item represents the additional fee assessed for late payment (10%).

**[4110] SEWER REVENUE****\$ 1,710,000**

This line item represents the amount the Town expects to revenue from the sale of sewer service. The revenue budgeted is based on revenues received over the last year and on anticipated growth. Raw sewage dump fees and fees for low pressure sewer applications are also included in this line item. Sewer rates are based upon water usage. **No rate increase proposed for FY23-24.**

**Rate Increases since 2002:**

- FY10-11 - 4% (offset 3.7% rate increase by the City of Gastonia)
- FY11-12 - 8% (offset 8% increase by the City of Gastonia and increases in operational expenses)
- FY14-15 – Rate restructure and increase to base and volume rates (based on 2014 Rate Study)
- FY15-16 – Year 2 base and volume rate increases based on 2014 Rate Study
- FY16-17 – Year 3 base and volume rate increases based on 2014 Rate Study (offset 2% increase from TRU)
- FY18-19 – 1.5% to volume rates (offset 2.5% increase from TRU)
- FY21-22 – 2.5% to volume rates (offset 5% increases from TRU in 2020 and 2021)
- FY22-23 – 5% to volume rates (offset 5% increase from TRU)



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<b>[4112] NEW SEWER INSTALLATION</b>	<b>\$ 5,000</b>
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The installation fee collected for new sewer service connections and based on the connection size. If a developer installs his own lines, the installation fee is waived.

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<b>[4113] PRETREATMENT FEES</b>	<b>\$ 5,000</b>
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Fees associated with the Town's pretreatment program for the industrial discharge of wastewater.

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<b>[4115] TRANSFER FEE</b>	<b>\$ 700</b>
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A \$25 charge for transferring a customer from one service address to another provided the account for the original service is paid in full.

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<b>[4116] SC DHEC FEE</b>	<b>\$ 33,000</b>
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Revenue collected from water customers per State regulation.

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<b>[4800] LEASE PURCHASE FINANCING</b>	<b>\$ 100,000</b>
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Reimbursement from financial institutions for purchases made through lease purchase agreements. Leases Purchases for FYE23: Bypass Pump

<b>TOTAL ENTERPRISE FUND REVENUES</b>	<b>\$3,935,000</b>
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<b>BUDGETED FUND BALANCE</b>	<b>\$ 2,471,500</b>
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Funds allocated from:

- |                 |             |                                 |
|-----------------|-------------|---------------------------------|
| • R&R Fund      | \$0         | Pumps replacements              |
| • Capacity Fees | \$1,540,000 | AMI Water Meter System          |
| • Fund Balance  | \$931,500   | If needed to balance the budget |

**ENTERPRISE FUND  
WATER/SEWER DEPARTMENT**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
20-555				
5000	Salaries	\$ 242,229	\$ 412,000	\$ 411,000
5004	Overtime			\$ 10,000
5006	Social Security	\$ 20,097	\$ 31,700	\$ 31,700
5008	Retirement	\$ 48,838	\$ 72,350	\$ 78,200
5009	Deferred Compensation Match	\$ 2,065	\$ 2,250	\$ 2,500
5010	Insurance - Health	\$ 41,184	\$ 54,300	\$ 66,400
5012	Workers Comp	\$ 3,298	\$ 3,250	\$ 4,350
5016	Utilities	\$ 86,722	\$ 90,000	\$ 88,000
5017	Telephone	\$ 23,700	\$ 21,000	\$ 20,000
5018	Maintenance & Supplies	\$ 106,308	\$ 110,000	\$ 150,000
5020	Vehicle-Repairs	\$ 1,524	\$ 15,000	\$ 15,000
5021	Vehicle-Routine Main	\$ 4,953	\$ 5,000	\$ 5,000
5022	Vehicle - Fuel	\$ 35,062	\$ 35,000	\$ 40,000
5027	Insurance - Property	\$ 3,069	\$ 3,000	\$ 4,500
5028	Insurance - Vehicle	\$ 3,885	\$ 4,000	\$ 4,500
5030	Insurance - Tort	\$ 1,938	\$ 1,900	\$ 2,700
5032	Insurance - Bond	\$ -	\$ 100	\$ 100
5034	Uniform Rental	\$ 2,058	\$ 2,800	\$ 3,500
5037	Uniforms & Equipment	\$ 787	\$ 1,500	\$ 1,500
5038	Bad Debts	\$ 30,619	\$ 20,000	\$ 25,000
5058	Bank Charges	\$ 66,375	\$ 62,000	\$ 11,000
5059	Office Supplies/Equipment	\$ 1,616	\$ 2,000	\$ 2,000
5063	Drug Testing	\$ 105	\$ 300	\$ 500
5068	Building Maintenance	\$ 3,216	\$ 10,000	\$ 15,000
5076	Advertisement	\$ 570	\$ 500	\$ 500
5082	Contract Maintenance	\$ 23,757	\$ 16,500	\$ 20,000
5092	Dues & Subscriptions	\$ 1,481	\$ 1,800	\$ 1,800
5094	Training/Mtgs/Travel	\$ 179	\$ 1,000	\$ 1,000
5122	Computer Maint & Prog	\$ 5,948	\$ 5,500	\$ 5,000
5130	Postage	\$ -	\$ 50	\$ 50
5176	Professional Services	\$ 4,625	\$ 50,000	\$ 50,000
5198	Technology Subscriptions	\$ -	\$ 7,000	\$ 10,000
5204	Capital Lease	\$ -	\$ 58,400	\$ 79,200
5210	Lab Testing	\$ 13,009	\$ 12,000	\$ 15,000
5212	DHEC Fee	\$ 11,813	\$ 12,000	\$ 13,000
5215	Grant Expenses		\$ 4,000	\$ 5,000
5409	CDBG Grant Expenses		\$ 21,000	\$ -
5410	Capital Expenditures	\$ -	\$ 520,000	\$ 2,125,000
5411	Capital Expenditures - Financed	\$ (26,516)	\$ 60,000	\$ 100,000
5413	Debt Payment	\$ 365,886	\$ 359,000	\$ 362,000
5415	Revolving Loan Fund	\$ -	\$ -	\$ -
5445	Meter Purchase	\$ 26,003	\$ 35,000	\$ 35,000
5450	Water Purchase	\$ 869,784	\$ 863,800	\$ 975,000
5460	Sewer Purchase	\$ 1,013,960	\$ 1,050,000	\$ 1,125,000
5470	Monitoring & Surcharges	\$ 31,839	\$ 32,000	\$ 32,000
<b>TOTAL</b>		<b>\$ 3,071,986</b>	<b>\$ 4,069,000</b>	<b>\$ 5,947,000</b>
<b>Transfer to General Fund</b>		<b>\$ 423,000</b>	<b>\$ 373,455</b>	<b>\$ 459,500</b>

# **WATER AND SEWER DEPARTMENT**

## **SERVICE DELIVERY**

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

The Town of Clover contracted with the City of Gastonia in August of 1997 to purchase water through a wholesale agreement. The agreement also included the processing of the Town's sewage once pretreated and pumped to the Gastonia Treatment Plant. The Town negotiated to purchase water at Gastonia's in-town rates. A new agreement was approved in October 2017 and will expire in 2042.

The Enterprise Fund reimburses the General Fund quarterly based on established ratios for shared services such as salaries, office supplies, postage, IT support, etc.

## **BUDGET GOALS**

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- Fill open positions and succession planning
- Capital expenditures include generators at Brown Creek and The Oaks lift stations, lift station rehabilitation (Logan and Sunset), and utility work for Guinn Street parking lot project
- AMI water meter system
- Lease Purchase sewer bypass pump
- Update Water/Sewer Master Plan and Rate Study and develop Availability Study
- Establish guidelines and project goals for Replacement & Rehabilitation Fund and Capacity Fee Fund



## **DEPARTMENT DETAIL**

### **PERSONNEL**

<b>Director</b>	Mark Geouge
<b>Water Supervisor</b>	Kenneth Jackson
<b>Plant Operator</b>	Jeff Mansir
<b>Water/Sewer Maintenance</b>	Gabe Storey
	Matt Bleacher
	NEW
	NEW
<b>Meter Reader</b>	Laramie Parker

### **SERVICES**

- Install water and sewer taps
- Water and sewer line and equipment repairs
- Monitor and maintain lift stations
- Meter reading
- Sewage transfer station (Calabash WWTP)
- Pretreatment Program
- New development plan review

### **FACILITIES AND EQUIPMENT**

- PUBLIC WORKS YARD, 300 Smith Street
  - Includes office space and garage bays, storage and maintenance sheds
  - Also serves as office for Streets and Sanitation Department
- CALABASH PUMP STATION AND OFFICE (WWTP)
  - Required DHEC testing performed
  - Receive wastewater, pre-treat, and pump to Two Rivers Utilities (TRU)
- ARMORY
  - Garage area used for equipment and materials storage
- LIFT STATIONS (39 units plus 2 more upon completion of Penley Place and Arbor Chase)

### WATER VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>
00	International Dump Truck	
01	International Dump Truck	
12	Ford F-250	Laborer
21	Ford Ranger	Meter Reader
21	Chevrolet 1500 4x4	Public Works Director
17	Ford F-250	Laborer
20	Ford F-250	Supervisor

### SEWER VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>
21	Ford F-150 4x4	Supervisor
18	Ford F-150	Laborer
12	Ford F-250 service truck	Spare
16	Chevrolet 1500	Laborer

### OTHER EQUIPMENT

<u>Year</u>	<u>Make/Model</u>
07	Mini Excavator
20	Hudson Trailer
18	Caterpillar Backhoe
14	Freightliner Vac Truck
23	Mini Excavator
20	Sewer Machine

\*Surplus to be sold.

**BUDGET DETAIL**  
**20-555**

<b>[5000] SALARIES</b>	<b>\$ 411,000</b>
<b>[5004] OVERTIME</b>	<b>\$ 10,000</b>
<b>[5006] SOCIAL SECURITY</b>	<b>\$ 31,700</b>
<b>[5008] RETIREMENT</b>	<b>\$ 78,200</b>
<b>[5009] DEFERRED COMPENSATION MATCH</b>	<b>\$ 2,500</b>
<b>[5010] INSURANCE – HEALTH</b>	<b>\$ 66,400</b>
<b>[5012] WORKER’S COMPENSATION</b>	<b>\$ 4,350</b>
<b>[5016] UTILITIES</b>	<b>\$ 88,000</b>
▪ Town lot, Calabash Pump Station & Lab, Lift Stations	
<b>[5017] TELEPHONE</b>	<b>\$ 20,000</b>
▪ Town lot phone and cell phones	
<b>[5018] MAINTENANCE &amp; SUPPLIES</b>	<b>\$ 150,000</b>
<b>[5020] VEHICLE – REPAIRS</b>	<b>\$ 15,000</b>
<b>[5021] VEHICLE – ROUTINE MAINTENANCE</b>	<b>\$ 5,000</b>
<b>[5022] VEHICLE – FUEL</b>	<b>\$ 40,000</b>
<b>[5027] INSURANCE – PROPERTY/LIABILITY</b>	<b>\$ 4,500</b>
<b>[5028] INSURANCE –VEHICLES</b>	<b>\$ 4,500</b>
<b>[5030] INSURANCE – TORT</b>	<b>\$ 2,700</b>
<b>[5032] INSURANCE – BOND</b>	<b>\$ 100</b>
<b>[5034] UNIFORM RENTAL</b>	<b>\$ 3,500</b>
<b>[5037] UNIFORMS AND EQUIPMENT</b>	<b>\$ 1,500</b>
▪ Work t-shirts and boots are provided for each employee	

<b>[5038] BAD DEBTS</b>	<b>\$ 25,000</b>
▪ This line item represents the uncollected water/sewer bills	
<b>[5058] BANK CHARGES</b>	<b>\$ 11,000</b>
<b>[5059] OFFICE SUPPLIES &amp; EQUIPMENT</b>	<b>\$ 2,000</b>
<b>[5063] DRUG TESTING</b>	<b>\$ 500</b>
<b>[5068] BUILDING MAINTENANCE</b>	<b>\$ 15,000</b>
▪ Includes funding for pest control and miscellaneous repairs and upgrades	
<b>[5076] ADVERTISEMENT</b>	<b>\$ 500</b>
<b>[5082] CONTRACT MAINTENANCE</b>	<b>\$ 20,000</b>
▪ Hydrant testing services and Jack Moore/Water Tank Valves maintenance contracts	
<b>[5092] DUES AND SUBSCRIPTIONS</b>	<b>\$ 1,800</b>
▪ SC DHEC Water/Sewer Licenses required for staff and various associations.	
▪ Arc GIS licenses	
<b>[5094] TRAINING, MEETINGS, AND TRAVEL</b>	<b>\$ 1,000</b>
▪ Once per year safety training provided by Pipeline Supply – (2) employees	
▪ SC Public Works Convention	
▪ OSHA Training	
<b>[5122] COMPUTER MAINTENANCE &amp; PROGRAMS</b>	<b>\$ 5,000</b>
▪ Routine maintenance and contract for Significant Digits	
<b>[5130] POSTAGE</b>	<b>\$ 50</b>
<b>[5176] PROFESSIONAL SERVICES</b>	<b>\$ 50,000</b>
▪ Joel Wood engineering services for specific projects; Utility Location services (PUPS); Master Plan Update	

<b>[5198] TECHNOLOGY SUBSCRIPTIONS</b>	<b>\$ 10,000</b>
▪ Mission Alarms	
<b>[5204] CAPITAL LEASES</b>	<b>\$ 79,200</b>
▪ Existing: Service Truck and Sewer Machine (3/2024), truck and trailer (3/2025), truck and asphalt roller (3/2026), service truck (3/2027)	
▪ New: Sewer Bypass Pump	
<b>[5210] LAB TESTING</b>	<b>\$ 15,000</b>
▪ DHEC and pretreatment program testing	
<b>[5212] DHEC FEE (WATER/SEWER PERMITS)</b>	<b>\$ 13,000</b>
▪ Required DHEC permits	
<b>[5215] GRANT EXPENSES</b>	<b>\$ 5,000</b>
▪ SCMIT Public Works grant (\$2,000) with Town match	
<b>[5409] CDBG GRANT EXPENSES</b>	<b>\$ 0</b>
<b>[5410] CAPITAL EXPENDITURES</b>	<b>\$ 2,125,000</b>
▪ Generators at Brown Creek and The Oaks lift stations, lift station rehabilitation (Logan and Sunset), utility work for Guinn Street parking lot project and miscellaneous pumps and equipment	
<b>[5411] CAPITAL EXPENDITURES - FINANCED</b>	<b>\$ 100,000</b>
▪ New capital vehicles and equipment that are financed through a lease purchase; annual payments budgeted in 5204 Capital Leases. New Lease: Sewer Bypass Pump	
<b>[5413] DEBT SERVICE PAYMENT</b>	<b>\$ 362,000</b>
▪ This line item reflects the monthly payments required under the 2007 Revenue Bond for payment of the bond principal and interest. Pay off 12-1-2027.	
<b>[5415] REVOLVING LOAN FUND</b>	<b>\$ 0</b>
<b>[5445] METER PURCHASE</b>	<b>\$ 35,000</b>
▪ Includes commercial, residential and industrial meters for replacement and for new construction.	

**[5450] WATER PURCHASE** **\$ 975,000**

**[5460] SEWER PURCHASE** **\$ 1,125,000**

No rate increase from Two Rivers anticipated.

**[5470] MONITORING AND SURCHARGES** **\$ 32,000**

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

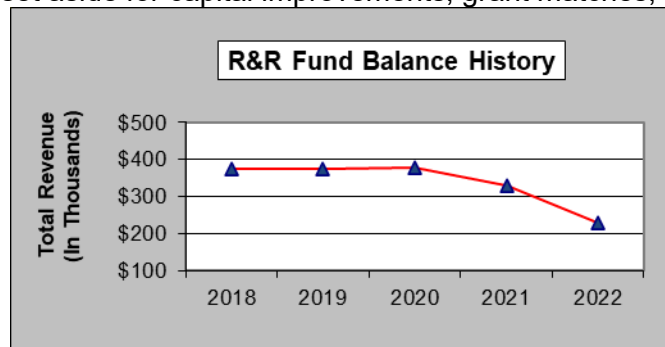
**TOTAL WATER/SEWER DEPARTMENT** **\$ 5,947,000**

**TRANSFER TO GENERAL FUND (20-900-9999)** **\$ 459,500**

- The Enterprise Fund reimburses the General Fund for expenses related to the operation of the water and sewer utility. Expenses include salary and salary related for the Town Administrator, Treasurer and Public Works Director, and operational costs such as office supplies. Percentage distributions are reviewed and adjusted as needed during the budget process.

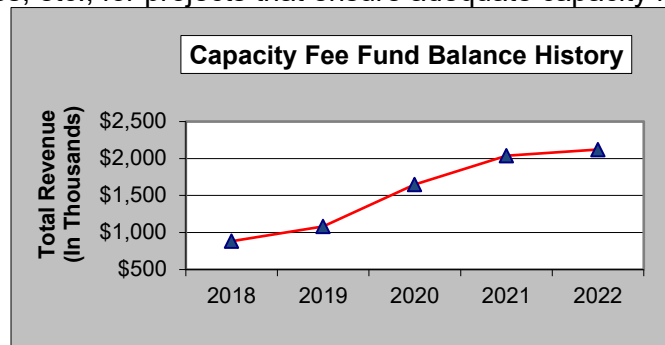
**REPLACEMENT AND REHABILITATION FUND** **\$ 0**

- Funds set aside for capital improvements, grant matches, etc.



**WATER & SEWER PROJECT FUND (CAPACITY FEE)** **\$ 186,500**

- Fees paid by new development set aside for capital improvements, grant matches, etc., for projects that ensure adequate capacity for customers



**SPECIAL REVENUE FUND  
HOSPITALITY TAX**

**REVENUES**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
50-400				
4028	Interest Income	\$ 253	\$ 3,000	\$ 17,000
4052	Other Revenues	\$ -	\$ 5,000	\$ 5,000
4055	Hospitality Tax	\$ 413,868	\$ 315,000	\$ 410,000
<b>Budgeted Fund Balance</b>		-	\$ 35,000	\$ -
<b>TOTAL</b>		<b>\$ 414,121</b>	<b>\$ 358,000</b>	<b>\$ 432,000</b>

**EXPENDITURES**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
50-500				
5004	Overtime	\$ 9,951	\$ 11,000	\$ 25,300
5059	Office Supplies/Equipment	\$ -	\$ 500	\$ 5,000
5076	Advertisement	\$ 80	\$ 2,000	\$ 2,000
5082	Contract Maintenance	\$ 28,007	\$ 40,000	\$ 40,000
5132	Contribution to CVB		\$ 6,000	\$ 6,000
5176	Professional Services	\$ 3,280	\$ 8,000	\$ 8,000
5190	Festivals	\$ 38,718	\$ 45,000	\$ 60,000
5191	Special Events	\$ 34,312	\$ 40,000	\$ 45,000
5215	Grant Expenses	\$ -	\$ -	\$ 12,500
5410	Capital Expenditures	\$ 6,000	\$ 35,000	\$ 78,000
5413	Debt Service	\$ 150,000	\$ 150,100	\$ 150,200
<b>Contribution to Fund Balance</b>		\$ 143,773	\$ 20,400	\$ -
<b>TOTAL</b>		<b>\$ 414,121</b>	<b>\$ 358,000</b>	<b>\$ 432,000</b>

# HOSPITALITY TAX

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

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

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

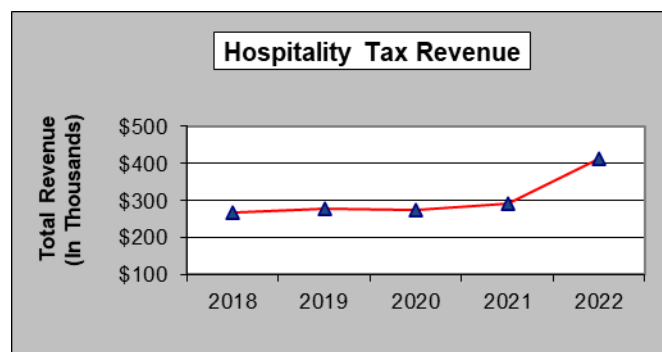
State law also allows an amount up to twenty (20%) percent of the prior year's hospitality tax collections to be used during the current year for operation and maintenance such as listed above including police, fire protection, emergency medical services, and emergency-preparedness operations directly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

Revenues generated from ride ticket sales and entry fees are used to offset the Hospitality Tax expense to provide event. Revenues in excess of the actual expense, as well as overtime expenses for special events, are reimbursed to the General Fund Festival Revenue (10-400-4211).

## **BUDGET GOALS**

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- History Tour Project
- Electricity to New Centre Park Amphitheater, Welcome and Wayfinding Signs, and Christmas decorations including new tree
- Implement grant for non-Town sponsored events



The ~\$100,00 increase in revenue from FYE21 to FYE22 is attributed to COVID recovery, new restaurants, and higher prices for food and beverage.



## **BUDGET DETAIL**

### **50-500**

<b>[5004] OVERTIME</b>	<b>\$ 25,300</b>
▪ Police and Recreation Department overtime for festivals and special events reimbursed to General Fund Festival Revenue	
<b>[5059] OFFICE SUPPLIES</b>	<b>\$ 5,000</b>
▪ Miscellaneous special event items such as parking signs, decorations, etc.	
<b>[5076] ADVERTISEMENT</b>	<b>\$ 2,000</b>
<b>[5082] CONTRACT MAINTENANCE</b>	<b>\$ 40,000</b>
▪ Maintenance contract for end caps and Welcome signs	
<b>[5132] CONTRIBUTION TO CVB</b>	<b>\$ 6,000</b>
▪ To support CVB efforts to promote York County	
<b>[5176] PROFESSIONAL SERVICES</b>	<b>\$ 8,000</b>
▪ Greater Clover Chamber of Commerce for visitors' center and tourism promotion, including annual Christmas Parade management (\$5,000), and tourism materials including a history tour project	
<b>[5190] FESTIVALS</b>	<b>\$ 60,000</b>
▪ St. Patrick's Festival, Fall Festival and Auto Show, and Butts Cookoff, etc.	
<b>[5191] SPECIAL EVENTS</b>	<b>\$ 45,000</b>
▪ Events including Movies in the Park and Food Truck Thursday; seasonal/holiday events; Nights @ New Centre and other events at NCP amphitheater	
▪ Special events organized by Main Street (\$15,000)	
<b>[5215] GRANT EXPENSES</b>	<b>\$ 12,500</b>
• New competitive special event grant program for non-Town sponsored events	
• Amount available is 3% of the prior year's (FYE22) HTax revenues	
<b>[5410] CAPITAL EXPENDITURES</b>	<b>\$ 78,000</b>
• Electricity at NCP Amphitheater, Welcome and Wayfinding signs, and Christmas decorations including new tree at Centennial Park	
<b>[5413] DEBT SERVICE</b>	<b>\$ 150,200</b>
▪ Series 2016 Bond for \$1,873,000 for New Centre Phase 2 (Final payment in FYE31)	
<b>TOTAL HOSPITALITY TAX</b>	<b>\$ 432,000</b>

**SPECIAL REVENUE FUND  
FIRE DEPARTMENT SUPPLEMENTS**

**REVENUES**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
40-400				
4019	Donations	\$ 1,220	\$ 500	\$ 500
4026	Sale of Assets	\$ -	\$ -	\$ -
4028	Interest	\$ 776	\$ 500	\$ 500
4080	Pool Fill	\$ 32,325	\$ 25,000	\$ 25,000
<b>Budgeted Fund Balance</b>			\$ 375,000	\$ 724,500
<b>TOTAL</b>		<b>\$ 34,321</b>	<b>\$ 401,000</b>	<b>\$ 750,500</b>

*\*\* Effective FY18-19, County Supplement moved to General Fund 10-400-4070.*

**EXPENDITURES**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
40-510				
5018	Maintenance & Supplies	\$ -	\$ -	\$ -
5037	Uniforms & Equipment	\$ -	\$ 1,000	\$ -
5410	Capital Expenditures	\$ -	\$ 400,000	\$ 750,000
<b>Contribution to Fund Balance</b>		\$ 34,321	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 34,321</b>	<b>\$ 401,000</b>	<b>\$ 750,000</b>

# **FIRE DEPARTMENT SUPPLEMENTS**

Funds raised through pool fills and the expenditure of these funds are budgeted as a “special revenue” although there are no State or local requirements to do so. Revenues from pool fills are saved for capital expenditures.

## **BUDGET GOALS**

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- Continue to fill pools as fundraiser for capital projects and equipment
- Fire substation construction

## **BUDGET DETAIL** **40-510**

<b>[5018] MAINTENANCE &amp; SUPPLIES</b>	<b>\$ 0</b>
<b>[5037] UNIFORMS &amp; EQUIPMENT</b>	<b>\$ 0</b>
<b>[5410] CAPITAL EXPENDITURES</b>	<b>\$ 750,000</b>
▪ Fire substation design and construction	
<b>CONTRIBUTION TO FUND BALANCE</b>	<b>\$ 0</b>
▪ Reserved for future capital expenditure	
<b>TOTAL FIRE DEPARTMENT SUPPLEMENTS</b>	<b>\$ 750,000</b>

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

**REVENUES**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
40-444				
4028	Interest	\$ 1,164	\$ 1,200	\$ 2,200
4202	1% Revenue	\$ 20,703	\$ 20,800	\$ 24,500
<b>TOTAL</b>		<b>\$ 21,867</b>	<b>\$ 22,000</b>	<b>\$ 26,700</b>

**EXPENDITURES**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
40-595				
5037	Uniforms & Svc Awards	\$ 3,468	\$ -	\$ -
5059	Office Supplies		\$ -	\$ -
5094	Training/Mtgs/Travel	\$ 4,580	\$ -	\$ -
5402	Supplies		\$ -	\$ -
5410	Capital Expenditures		\$ -	\$ -
5502	Firemen's Recreation	\$ 8,499	\$ 22,000	\$ 26,700
<b>Contribution to Fund Balance</b>				
<b>TOTAL</b>		<b>\$ 16,547</b>	<b>\$ 22,000</b>	<b>\$ 26,700</b>

# **FIRE DEPARTMENT RECREATION 1%**

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

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

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

## **BUDGET GOALS**

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- Provide for the retention of fire department personnel

## **BUDGET DETAIL** **40-595**

<b>[5502] FIREMEN'S RECREATION</b>	<b>\$ 26,700</b>
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- Includes monthly meeting meals, uniforms and shirts, and holiday party

<b>TOTAL FIRE DEPARTMENT RECREATION</b>	<b>\$ 26,700</b>
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*\* Effective FYE22, all expenses consolidated in 5502, Firemen's Recreation.*

**SPECIAL REVENUE FUND  
DRUG ENFORCEMENT UNIT (DEU)**

**REVENUES**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
70-400				
4028	Interest	\$ 15	\$ -	\$ 500
4145	Equitable Sharing		\$ 2,000	\$ 2,000
4146	York Cty-DEU < 1000	\$ 4,448	\$ 3,000	\$ 3,200
4147	York Cty-DEU > 1000	\$ 5,474	\$ 1,000	\$ 4,800
<b>Budgeted Fund Balance</b>			\$ -	\$ 1,000
<b>TOTAL</b>		<b>\$ 9,937</b>	<b>\$ 6,000</b>	<b>\$ 11,500</b>

**EXPENDITURES**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
70-515				
5050	Drug Fund Expense	\$ -	\$ 6,000	\$ -
5204	Capital Lease	\$ -	\$ -	\$ -
<b>Contribution to Fund Balance</b>				
9999	Transfer to General Fund	\$ -	\$ -	\$ 11,500
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ 6,000</b>	<b>\$ 11,500</b>

# **DRUG ENFORCEMENT UNIT**

The York County Multi-Jurisdictional Drug Enforcement Unit was formally created in 1998. This Unit is comprised of officers from the York County Sheriff's Office, the police departments of the municipalities of York, Rock Hill, Clover, Fort Mill and Tega Cay, and Winthrop University; and representatives from the Solicitor's Office. The unit has the following responsibilities:

- To disrupt the illicit drug traffic in the State of South Carolina, the York County area, and adjacent regions, to include adjoining states;
- To gather and compile intelligence data relating to trafficking in narcotics and dangerous drugs;
- To conduct undercover operations when appropriate and engage in other traditional methods of investigation in order to effectively prosecute drug law violations in the courts with appropriate jurisdiction;
- To cooperate with state and federal law enforcement agencies in the investigation, arrest, and prosecution of upper level drug dealers;
- To enforce the law related to money laundering and organized crime activities;
- To target and enforce vice related crimes; such as, gambling, solicitation/prostitution, alcohol related crimes like underage drinking, etc.;
- To enforce all state laws anywhere in York County, all county ordinances in any unincorporated portion of York County, and any municipal ordinance of any municipality in York County while the officer is located in that municipality;
- To conduct any other law enforcement investigation or activity as authorized by the commanders and the Unit Governing Board.

Assets seized are shared equitably among the participating agencies and in accordance with applicable law. Seizures are divided into two revenue categories: >\$1,000 and <\$1,000. Expenditures are restricted by mutual agreement.

## **BUDGET GOALS**

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- Continue to participate in the DEU and reduce drug related crime.

## **BUDGET DETAIL** **70-515**

<b>[5050] DRUG FUND EXPENSE</b>	<b>\$ 0</b>
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- Supplies, equipment, etc. that improve drug enforcement and prosecution efforts

<b>TRANSFER TO GENERAL FUND</b>	<b>\$ 11,500</b>
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- Reimburse General Fund for purchase of truck in FYE2022; annual payment of \$11,500 through FYE26 with final payment of \$11,205 in FYE27

<b>TOTAL DRUG ENFORCEMENT UNIT</b>	<b>\$ 11,500</b>
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**GO BOND AND CAPITAL PROJECTS BUDGET**

**GENERAL OBLIGATION (GO) BOND**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
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**REVENUES**

80-400				
4000	Property Tax	\$ 72,485	\$ 65,000	\$ 65,000
4028	Interest	\$ 141	\$ 100	\$ 2,000
<b>TOTAL</b>		<b>\$ 72,626</b>	<b>\$ 65,100</b>	<b>\$ 67,000</b>

**EXPENDITURES**

80-535-5205	Bond Interest Expense		\$ 8,250	\$ 8,250
80-535-5413	Bond Payment	\$ 65,067	\$ 56,850	\$ 56,850
<b>Contribution to Fund Balance</b>			\$ -	\$ 1,900
<b>TOTAL</b>		<b>\$ 65,067</b>	<b>\$ 65,100</b>	<b>\$ 67,000</b>

**CAPITAL PROJECTS**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
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**REVENUES**

60-400				
4019	Donations	\$ -	\$ -	\$ -
4028	Interest	\$ 1,630	\$ 1,800	\$ 12,000
4030	Misc Revenue	\$ -	\$ -	\$ -
4049	Misc Grant Revenue	\$ -	\$ -	\$ -
4300	Bond Proceeds	\$ -	\$ -	\$ -
60-650-5200	General Fund Transfer In	\$ -	\$ 181,000	\$ 100,000
60-650-5202	Hospitality Tax Transfer In	\$ -	\$ -	\$ -
<b>Budgeted Fund Balance</b>		\$ -	\$ 571,500	\$ 761,500
<b>TOTAL</b>		<b>\$ 1,630</b>	<b>\$ 754,300</b>	<b>\$ 873,500</b>

**EXPENDITURES**

60-535				
5419	Rescue Squad Project	\$ 877	\$ 58,500	\$ 62,200
5421	Downtown Parking	\$ -	\$ 100,000	\$ 112,000
5422	Armory Renovations	\$ -	\$ 86,800	\$ 86,800
5425	Recreation Projects	\$ 201,851	\$ 209,000	\$ 411,000
5476	Street Repair - Major	\$ -	\$ 200,000	\$ 201,500
<b>Contribution to Fund Balance</b>			\$ 100,000	\$ -
<b>TOTAL</b>		<b>\$ 202,728</b>	<b>\$ 754,300</b>	<b>\$ 873,500</b>



# **CAPITAL PROJECTS BUDGET**

## **Rescue Squad Project**

**\$ 62,200**

The Town purchase the Clover Rescue Squad Building in August 2017 for \$76,028. The building will be renovated to provide meeting and storage space for the Police Department.

## **Downtown Parking**

**\$ 112,000**

The Town purchased a parking lot in the Historic District (the Guinn Street lot behind the buildings along Main Street from Larne Building to Curves). Town is also seeking to acquire another portion of the parking lot that is privately owned. Improvements will be consistent with the Historic District's character and will include resurfacing, re-striping, and landscaping.

## **Armory Renovations**

**\$ 86,800**

The State donated the South Carolina National Guard Amory at 310 Memorial Drive to the Town in May 2013. The main building and garage are currently being used by Streets & Sanitation, Recreation, Police and Water/Sewer Departments for storage of vehicles and equipment. The Town rented the gym and several other rooms to the Clover YMCA from August 2016 to October 2019. Remediation work for hazardous materials was completed in Spring 2018. While \$86,800 has been budgeted and is available for expenditure, no specific work has been identified.

## **Recreation Projects**

**\$ 411,000**

Overflow parking at New Centre Park and Roosevelt Park. Plus additional \$100,000 to be transferred from General Fund for future use.

## **Street Repair – Major**

**\$201,500**

The Town has set aside major road repair funds in preparation for major work on Town-owned roads. Park Place subdivision resurfacing project was completed in 2021. Roads in Cloverbrook and Irish Downs are top priorities but no project has been approved.

**BUDGET DETAIL**  
**80-535**

**[5205] & [5413] DEBT SERVICE** **\$ 67,000**

- General Obligation Bond to be repaid with 2.3 mill capital millage (reduced from 2.8 for tax year 2023); payoff June 30, 2027

**TOTAL GO BOND** **\$ 67,000**

**60-535**

**[5419] RESCUE SQUAD PROJECT** **\$ 62,200**

- Complete renovations for use by the Police Department for training and storage

**[5421] DOWNTOWN PARKING** **\$ 112,000**

- Acquire property and upgrade parking lot in Historic District (Guinn St)

**[5422] ARMORY RENOVATIONS** **\$ 86,800**

- Work to be determined

**[5425] RECREATION PROJECTS** **\$ 411,000**

- Overflow parking at New Centre and Roosevelt Park

**[5476] STREET REPAIR - MAJOR** **\$ 201,500**

- Work to be determined

**CONTRIBUTION TO FUND BALANCE** **\$ 0**

- For Recreation Projects

**TOTAL CAPITAL PROJECTS** **\$ 873,500**

**SPECIAL REVENUE FUND  
AMERICAN RESCUE PLAN (ARPA)**

**REVENUES**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
35-400				
4028	Interest	\$ 533	\$ 40,000	\$ 45,000
4039	ARPA	\$ 1,622,722	\$ 1,622,722	\$ -
<b>Budgeted Fund Balance</b>		\$ -	\$ 1,423,918	\$ 3,058,255
<b>TOTAL</b>		<b>\$ 1,623,255</b>	<b>\$ 3,086,640</b>	<b>\$ 3,103,255</b>

**EXPENDITURES**

<b>ACCOUNT NUMBER</b>	<b>BUDGET ITEM</b>	<b>2021-2022 ACTUAL</b>	<b>2022-2023 BUDGET</b>	<b>2023-2024 BUDGET</b>
35-535				
5004	Salary & Benefit R/I	\$ -	\$ -	\$ -
5058	Bank Charges	\$ -	\$ 100	\$ 100
5410	Capital Expenditures	\$ -	\$ 3,047,040	\$ -
<b>Contribution to Fund Balance</b>			\$ -	\$ -
9999	Transfer to General Fund	\$ 198,890	\$ -	\$ -
9999	Transfer to W/S Fund	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 198,890</b>	<b>\$ 3,047,140</b>	<b>\$ 100</b>

# **AMERICAN RESCUE PLAN ACT**

The Town received a total of \$3,245,447.78 in American Rescue Plan State and Local Fiscal Recovery Funds.

On May 9, 2022, Council approved Resolution 22-06 which elected the standard allowance for lost revenues. This means that the Town's ARPA funding is not restricted in how it can be spent. However, the Town intends to spend the funding in accordance with goals and objectives the funds were intended to achieve.

ARPA funds must be obligated by December 31, 2024, and spent by December 31, 2026.

Council obtained input from staff, reviewed existing plans (such as the Capital Improvement Plan and Needs Assessments), and developed a list of eight (8) priority projects. The Town received public input on the projects through an online survey in March 2023. The majority of the 356 responses to the survey selected these as the top priorities: North Main Street Revitalization, Parks & Recreation Gymnasium, and Water Emergency Response.

## **BUDGET GOALS**

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- Develop an expenditure plan for ARPA funds taking into account the approved FY23-24 State funding allocations.

## **BUDGET DETAIL** **35-535**

<b>[5004] SALARY AND BENEFITS</b>	<b>\$ 0</b>
<b>[5058] BANK CHARGES</b>	<b>\$ 100</b>
<b>[5410] CAPITAL EXPENDITURES</b>	<b>\$ 0</b>
▪ Projects to be determined	

<b>TOTAL ARPA*</b>	<b>\$ 100</b>
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*\*Estimated available funding for FY23-24 (ARPA plus interest) = \$3,103,255*