

**CITY OF WOODRUFF  
STATE OF SOUTH CAROLINA  
COUNTY OF SPARTANBURG**

**ORDINANCE NUMBER: 09-06-01 – B.O.**

**AN ORDINANCE TO ESTABLISH THE FISCAL YEAR 2009-2010 OPERATING AND CAPITAL BUDGET FOR THE OPERATION OF THE MUNICIPAL GOVERNMENT OF THE CITY OF WOODRUFF FOR THE FISCAL YEAR BEGINNING JULY 1, 2009; TO PROVIDE FOR THE LEVY OF TAXES FOR THE CITY OF WOODRUFF FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2009; TO PROVIDE FOR OTHER MUNICIPAL PURPOSES AND TO PROVIDE FOR CERTAIN FISCAL AND OTHER MATTERS RELATING TO MUNICIPAL GOVERNMENT.**

**BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL FOR THE CITY OF WOODRUFF, SOUTH CAROLINA:**

NOW, THEREFORE, the City Council of the City of Woodruff hereby ordains:

- SECTION 01            That the City of Woodruff budget for the Fiscal Year 20 09/2010 (Beginning July 1, 2009 and ending June 30, 2010) is hereto attached is approved and adopted as being balanced.
- SECTION 02            That as provided by City Council there will be a total of 101.4 mills levied to cover disbursements from the General Fund.
- SECTION 03            The Budget, as presented herein is intended to be a complete and accurate estimate plan of revenues and expenditures for the Fiscal Year 2009/2010. Recognizing that unforeseen circumstances from time to time occur which there had not been a direct appropriation, the Council, in accordance with State Authorizing Legislation may make appropriate supplemental appropriations to meet such contingencies.
- SECTION 04            The City Manager, as required by state law, shall oversee and supervise the day-to-day implementation of this budget ordinance, and shall provide to the City Council, a monthly financial report detailing, by accounts, expenditures made. Included shall be a monthly update of all funds, including revenues received by the City.
- SECTION 05            All service charges, reimbursements, fees, fines, other funds received by the city departments shall be deposited as soon as possible after collection; but in no case shall the time lapse between collection and deposit exceed thirty (30) days.
- SECTION 06            The City Manager may, if he deems it in the best interest of the City and within the overall appropriations provided by this Ordinance, and consistent with all other applicable legal requirements, transfer funds or any portion thereof from any fund, department, activity, or purpose to another fund, department, activity or purpose. Neither, the Manager, or any Department Head, may establish or fund a new position without the knowledge or consent of the City Council. City Council may transfer funds within any fund, department, activity, or purpose or among funds by normal Council action, subject to all other applicable legal requirements.

SECTION 07 The total budgeted amount for the City shall not be exceeded without City Council authorization.

SECTION 08 Elected Officials and City Employees will be reimbursed at Per Diem rates for mileage at \$.595 per mile for actual travel incurred while on official City business. Officials and Employees will endeavor to use City owned vehicles. All travel must be approved by the City Manager prior to obligation of funds; reimbursement will not be made for actions that did not receive prior approval under this process.

SECTION 09 That no City Employee will work over forty (40) hours per week as per the requirements of the department, except those employees who are exempt, without approval from the City Manager or their Department Head. No overtime will be paid without a budget appropriation in the department's annual operating budget. Any approved overtime or compensatory time that is accrued must be documented through the use of the City approved time sheet.

SECTION 10 The following holidays are hereby authorized to be observed by City employees:

Independence Day	July 3, 2009
Labor Day	September 7, 2009
Thanksgiving Day	November 26, 2009
Day after Thanksgiving	November 27, 2009
Christmas Eve	December 24, 2009
Christmas Day	December 25, 2009
New Year's Day	January 1, 2010
Martin Luther King's Birthday (or day can be taken for employee's birthday)	January 18, 2010
Good Friday	April 2, 2010
National Memorial Day	May 31, 2010

SECTION 11 That all full-time employees are approved to receive a longevity bonus on their anniversary date. The bonus will be based on years of service as follows:

1 – 4 Years - \$120.00
5 – 9 Years - \$180.00
10 – 14 Years - \$240.00
15 – 19 Years - \$300.00
20 – 24 Years - \$360.00
25 – 29 Years - \$420.00
30 – 34 Years - \$480.00
35 - 49 Years - \$540.00
50 or more Years - \$600.00

SECTION 12 In Accordance with City Policy, Annual leave is earned and is to be governed as follows:

6 months – 364 days - ½ day month (6 days per year)
1 year – 4 years & 364 days – 1 day per month (12 days per year)
5 years – 9 years & 364 days – 1.25 days per month (15 days per year)
10 years – 14 years & 364 days – 1.5 days per month (18 days per year)
15 years and over – 1.75 days per month (21 days per year)

A maximum of 25 days of annual leave may be carried over to the following year, and all accumulated leave above 25 days will be lost. The calendar for annual leave will run from January 1<sup>st</sup> until December 31<sup>st</sup>.

Elected Officials are not eligible to accrue sick, annual, or compensatory leave and will be considered as rate pay employees. Annual leave will be paid through the preceding payroll period following the separation of the employee from the City. If an employee elects to return to work following separation from the City the new hire date will apply to all new Annual leave accruals.

SECTION 13 In Accordance with City Policy, regular full-time employees earn Sick leave at a rate of 1 day per month and is to be governed as follows:

A maximum of 100 days of sick leave may be carried over to the following year, and all accumulated leave above 100 days will be lost. The calendar for annual sick leave will run from January 1<sup>st</sup> until December 31<sup>st</sup>.

Elected Officials are not eligible to accrue sick, annual, or compensatory leave and will be considered as rate pay employees. Sick leave will be forfeited upon separation of the employee from the City for any reason. If an employee elects to return to work following separation from the City the new hire date will apply to all new Annual leave accruals.

SECTION 14 That no Department Head, employee or person in any position of Woodruff City Government shall enter into, approve, sign or execute any Contract for any services, merchandise or any obligation of The City of Woodruff until and unless signed and executed on behalf of the City of Woodruff by the City Manager.

SECTION 15 That, should any part of this Ordinance be held invalid by a court of competent jurisdiction, the remaining parts shall continue to be in full force and effect.

SECTION 16 That all ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby repealed, in so far as the same affects this Ordinance.

SECTION 17 That this ordinance shall take effect and be in force from and after July 1, 2009.

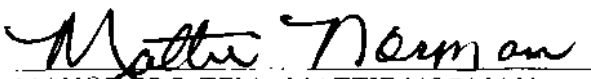
ADOPTED, THIS 22<sup>nd</sup> DAY OF JUNE 2009.

FIRST READING: MAY 18, 2009

PUBLIC HEARING: JUNE 15, 2009

SECOND READING: JUNE 22, 2009

  
MAYOR - BRAD BURNETT

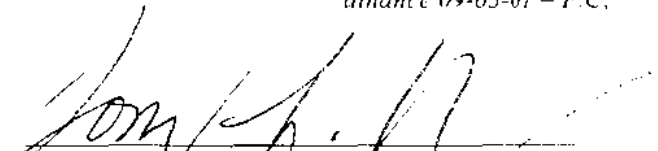
  
MAYOR PRO-TEM - MATTIE NORMAN

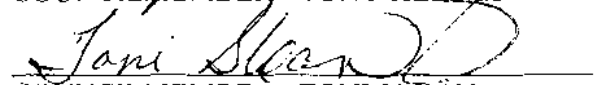
  
COUNCILMEMBER - WILLARM ARNOLD

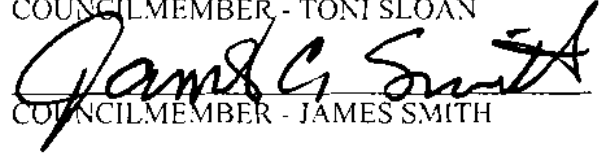
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COUNCILMEMBER - KENNETH GIST

ATTEST: \_\_\_\_\_  
BEVERLY MADDOX, CLERK/TRES.

DATE: \_\_\_\_\_

  
\_\_\_\_\_  
COUNCILMEMBER - TONY KENNEDY

  
\_\_\_\_\_  
COUNCILMEMBER - TONI SLOAN

  
\_\_\_\_\_  
COUNCILMEMBER - JAMES SMITH

# City of Woodruff

## Budget FY 2009-2010

### Revenue - General Fund

*Proposed FY 09-10*

#### **Taxes**

Property Tax-90% @ 101.4	100-310-001-000	\$	650,000.00
Delinquent Tax	100-310-003-000	\$	45,000.00
Fire District	100-310-004-000	\$	160,000.00
Delinquent Fire Dist	100-310-005-000	\$	7,000.00
<b>Total Taxes</b>		<b>\$</b>	<b>862,000.00</b>

#### **Permits/Fees**

Business License	100-322-000-000	\$	335,000.00
Residential Garbage Fees	100-322-004-000	\$	155,000.00
Auditorium	100-322-006-000	\$	2,000.00
Duke Collection Fee	100-322-009-000	\$	-
Building Permits	100-365-001-000	\$	15,000.00
Rental Property Registration	100-365-002-000	\$	9,000.00
Property Maintenance Code	100-365-003-000	\$	5,000.00
Zoning Permits	100-365-003-000	\$	1,500.00
Code Violations	100-365-005-000	\$	5,000.00
<b>Total</b>		<b>\$</b>	<b>527,500.00</b>

#### **State of South Carolina**

Homestead	100-335-004-000	\$	65,000.00
Merchant Inventory	100-335-007-000	\$	26,000.00
Aid to Subdivisions	100-335-009-000	\$	115,000.00
<b>Total</b>		<b>\$</b>	<b>206,000.00</b>

#### **In Lieu of Taxes**

Duke Power	100-339-001-000	\$	155,000.00
Laurens Electric	100-339-002-000	\$	5,000.00
Telecommunications Tax	100-339-003-000	\$	20,000.00
Charter Cable	100-339-004-000	\$	32,500.00
Piedmont Natural Gas	100-339-005-000	\$	27,000.00
Grants	100-339-006-000	\$	49,000.00
<b>Total</b>		<b>\$</b>	<b>288,500.00</b>

**Police Fines** 100-351-001-000 \$ 220,000.00

**Interest Income** 100-360-001-000 \$ 20,000.00

**Sale of City Property** 100-360-004-000 \$ -

**Misc Income** 100-360-003-000 \$ 10,000.00

**Tower Fees** 100-360-007-000 \$ 11,500.00

**Grand Total** \$ 2,145,500.00

# Sewer Fund Revenue

		<i>Proposed FY 09-10</i>	
Interest	300-360-001-000	\$	2,500.00
Appropriated Fund Balance	300-360-006-000	\$	-
Bills	300-372-001-000	\$	450,000.00
Tap Fees	300-372-002-000	\$	3,000.00
Miscellaneous	300-372-004-000	\$	2,000.00
<b>Total</b>		<b>\$</b>	<b>457,500.00</b>

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## Revenues/Expenditures

### General Fund

		<i>Proposed FY 09-10</i>	
Total Revenues		\$	2,145,500.00
Total Expenditures		\$	2,145,500.00
<b>Difference</b>		<b>\$</b>	<b>-</b>

### Sewer Fund

		<i>Proposed FY 09-10</i>	
Total Revenues		\$	457,500.00
Total Expenditures		\$	457,500.00
<b>Difference</b>		<b>\$</b>	<b>-</b>

# Administration Department Expenditures

*Proposed FY 09-10*

Salaries	100-410-000-010	\$	144,000.00
Council	100-410-000-011	\$	31,400.00
Planning Commission	100-410-000-012	\$	-
Board of Adjustment	100-410-000-013	\$	-
FICA	100-410-000-021	\$	12,000.00
Pension	100-410-000-022	\$	15,000.00
Group Health Insurance	100-410-000-023	\$	16,500.00
Dept Supplies	100-410-000-100	\$	6,000.00
Postage	100-410-000-110	\$	2,000.00
Dues/Subscriptions	100-410-000-140	\$	2,000.00
Staff Travel/Training	100-410-000-150	\$	3,500.00
Council Training/Meetings	100-410-000-151	\$	10,500.00
Gas/Oil	100-410-000-170	\$	1,000.00
Electricity	100-410-000-200	\$	5,000.00
Natural Gas	100-410-000-201	\$	1,500.00
Telephone	100-410-000-210	\$	3,300.00
Water and sewer	100-410-000-212	\$	1,000.00
Main/Repair Equip	100-410-000-270	\$	4,000.00
Main/Repair Vehicle	100-410-000-271	\$	1,000.00
Advertising	100-410-000-610	\$	2,000.00
Insurance	100-410-000-620	\$	7,500.00
Audit/Legal/Prof. Fees	100-410-000-650	\$	20,000.00
Tax Collections	100-410-000-730	\$	3,000.00
Miscellaneous/Bldg. Maint	100-410-000-790	\$	3,000.00
Parks and Recreation (CE)	100-410-000-862	\$	30,000.00
G O Bond	100-410-000-901	\$	22,000.00
Web Page Maintenance	100-410-000-911	\$	1,250.00
Contingency Fund	100-410-000-913	\$	2,000.00
		\$	<b>350,450.00</b>

## Building/Zoning Department Expenditures

*Proposed FY 09-10*

Salaries	100-500-000-010	\$	45,500.00
FICA	100-500-000-021	\$	3,500.00
Pension	100-500-000-022	\$	4,250.00
Group Health Insurance	100-500-000-023	\$	5,400.00
Dept Supplies	100-500-000-100	\$	1,500.00
Postage	100-500-000-110	\$	500.00
Dues/Subscriptions	100-500-000-140	\$	4,300.00
Staff Travel	100-500-000-150	\$	1,000.00
Gas/Oil	100-500-000-170	\$	3,000.00
Electricity	100-500-000-200	\$	500.00
Telephone	100-500-000-210	\$	1,100.00
Demolition	100-500-000-211	\$	6,500.00
Code Enforcement	100-500-000-212	\$	2,000.00
Main/Repair Vehicle	100-500-000-270	\$	1,000.00
Main/Repair Equip	100-500-000-271	\$	350.00
Advertising	100-500-000-610	\$	400.00
Insurance	100-500-000-620	\$	600.00
Training/Fees	100-500-000-650	\$	1,000.00
<b>Total</b>		<b>\$</b>	<b>82,400.00</b>

# Fire Department Expenditures

*Proposed FY 09-10*

Salaries	100-422-000-010	\$	123,000.00
Volunteers	100-422-000-015	\$	10,000.00
FICA	100-422-000-021	\$	9,500.00
Pension	100-422-000-022	\$	7,000.00
Group Health	100-422-000-023	\$	5,400.00
Office Supplies	100-422-000-100	\$	2,500.00
Travel	100-422-000-150	\$	1,200.00
Gas & Oil	100-422-000-170	\$	12,500.00
Electricity	100-422-000-200	\$	6,500.00
Natural Gas	100-422-000-201	\$	3,500.00
Telecom	100-422-000-210	\$	3,500.00
Water & Sewer	100-422-000-212	\$	1,000.00
Main/repair Veh	100-422-000-270	\$	11,000.00
Main/repair Equip	100-422-000-271	\$	6,500.00
Uniforms/Clothing	100-422-000-410	\$	1,000.00
Insurance	100-422-000-620	\$	16,000.00
Physicals	100-422-000-630	\$	3,000.00
Training	100-422-000-640	\$	1,900.00
Audit/Legal Fees	100-422-000-650	\$	13,000.00
Miscellaneous	100-422-000-790	\$	2,500.00
C/O Armory	100-422-000-810	\$	-
Bldg. Maintenance	100-422-000-820	\$	10,000.00
Protective Equip	100-422-000-870	\$	14,000.00
Immunizations	100-422-000-875	\$	200.00
Bond	100-422-000-901	\$	55,000.00
<b>Totals</b>		<b>\$</b>	<b>319,700.00</b>

# Police Department Expenditures

*Proposed FY 09-10*

Salaries	100-421-000-010	\$	486,000.00
FICA	100-421-000-021	\$	37,000.00
Pension	100-421-000-022	\$	51,000.00
Group Health	100-421-000-023	\$	70,000.00
Interpreter/Jury	100-421-000-098	\$	2,000.00
Department Supplies	100-421-000-100	\$	4,000.00
Dues & Subscriptions	100-421-000-140	\$	500.00
Travel	100-421-000-150	\$	2,500.00
Gas & Oil	100-421-000-170	\$	38,000.00
Electricity	100-421-000-200	\$	13,000.00
Natural Gas	100-421-000-201	\$	3,500.00
Telecom	100-421-000-210	\$	7,000.00
Water & Sewer	100-421-000-212	\$	1,000.00
Maint/Repair Vehicle	100-421-000-270	\$	10,000.00
Maint/Repair Equip	100-421-000-271	\$	5,000.00
Uniforms/Accessories	100-421-000-410	\$	3,500.00
Insurance	100-421-000-620	\$	25,000.00
Training	100-421-000-640	\$	3,500.00
Audit/Legal Fees	100-421-000-650	\$	4,500.00
State Shared Fines	100-421-000-692	\$	85,000.00
Bldg. Maint./Miscellaneous	100-421-000-790	\$	7,500.00
Capital Exp. Equip	100-421-000-850	\$	4,000.00
Police Car	100-421-000-855	\$	34,500.00
Immunization	100-421-000-870	\$	600.00
K-9 Expense	100-421-000-900	\$	3,000.00
Magistrate Salary	100-421-000-903	\$	30,500.00
<b>Totals</b>		<b>\$</b>	<b>932,100.00</b>

## Victim's Assistance

### Revenue

VA Assessments	200-310-000-000	\$	12,000.00
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### Expenditures

Salaries & Benefits	200-310-000-011	\$	9,400.00
VA Expenses	200-310-001-000	\$	2,600.00
<b>Total</b>		<b>\$</b>	<b>12,000.00</b>

# Street Department Expenditures

*Proposed FY 09-10*

Salaries	100-431-000-010	\$	107,000.00
FICA	100-431-000-021	\$	7,700.00
Pension	100-431-000-022	\$	2,500.00
Group Health	100-431-000-023	\$	21,500.00
Department Supplies	100-431-000-100	\$	2,200.00
Dues & Subscriptions	100-431-000-140	\$	200.00
Gasoline & Oil	100-431-000-170	\$	18,000.00
Electricity	100-431-000-200	\$	3,000.00
Street Lights	100-431-000-202	\$	65,000.00
Telephone	100-431-000-210	\$	1,300.00
Water & Sewer	100-431-000-212	\$	500.00
Repair Vehicles	100-431-000-270	\$	6,000.00
Repair Equipment	100-431-000-280	\$	1,500.00
Uniform	100-431-000-411	\$	1,200.00
Insurance	100-431-000-620	\$	10,000.00
Audit/Legal Fees	100-431-000-650	\$	4,250.00
Landfill Fee	100-431-000-721	\$	12,000.00
Miscellaneous	100-431-000-790	\$	1,500.00
Inmate Expense	100-431-000-852	\$	-
Cap Expend.	100-431-000-860	\$	15,000.00
Street Repairs	100-431-000-871	\$	28,500.00
Collection Fee	100-431-000-903	\$	150,000.00
Landscape Fee	100-431-000-904	\$	2,000.00
<b>Total</b>		<b>\$</b>	<b>460,850.00</b>

## Sewer Department Expenditures

*Proposed FY 09-10*

Salaries	\$	145,000.00
FICA	\$	11,000.00
Pension	\$	12,500.00
Group Health	\$	27,000.00
Dept. Supplies/Offc. Equip	\$	6,000.00
Sewer Billing	\$	5,000.00
Charge Backs	\$	2,000.00
Postage	\$	5,500.00
Training/Dues/Subsc	\$	3,500.00
Travel	\$	1,500.00
Gas & Oil	\$	6,000.00
Electricity	\$	40,000.00
Telephone	\$	5,000.00
Water/Sewer	\$	250.00
Vehicle Maintenance	\$	1,500.00
Plant/Equipment Maint.	\$	25,000.00
Uniforms	\$	1,500.00
Chemicals	\$	8,500.00
Bonding	\$	700.00
Insurance	\$	12,000.00
Audit/Legal Fees	\$	5,000.00
System Rehabilitation	\$	35,000.00
WRWD Cutoff Fees	\$	10,000.00
Revenue Bond	\$	46,435.00
C/O Equipment	\$	30,000.00
Miscellaneous	\$	1,000.00
Immunizations	\$	200.00
Contingency Fund	\$	10,415.00
<b>Totals</b>	<b>\$</b>	<b>457,500.00</b>

# TIF BUDGET

*Proposed FY 09-10*

## Revenue

Property Tax	500-310-007-000	\$	275,000.00
Interest	500-360-001-000	\$	1,500.00
Appropriated Fund Balance		\$	500,000.00
<b>TOTAL</b>		<b>\$</b>	<b>776,500.00</b>

*Proposed FY 09-10*

## Expenditures

Principal & Interest	500-490-000-889	\$	81,050.00
Prof. Fees/Misc.	500-490-000-790	\$	40,000.00
Parking Lot Rehab.	500-490-000-861	\$	400,000.00
City Hall Renovations		\$	215,450.00
Façade Grants		\$	25,000.00
Public WiFi		\$	15,000.00
<b>TOTAL</b>		<b>\$</b>	<b>776,500.00</b>

## Revenue/Expenditures

Total Revenues	\$	776,500.00
Total Expenditures	\$	776,500.00
<b>Difference</b>	<b>\$</b>	<b>-</b>

# HOSPITALITY TAX

*Proposed FY 09-10*

## Revenue

Sales Receipts	600-300-000-000	\$	115,000.00
Interest	600-300-001-000	\$	1,000.00
Appropriated Fund Balance		\$	75,000.00
<b>TOTAL</b>		<b>\$</b>	<b>191,000.00</b>

## Expenditures

*Proposed FY 09-10*

City Parks		\$	35,000.00
Electricity/Utilities	600-451-000-210	\$	5,000.00
PRT Committee	600-451-000-610	\$	40,000.00
Prof. Fees/Insur./Misc	600-451-000-790	\$	5,000.00
Strategic Plan	600-451-000-811	\$	-
HWHS Restoration		\$	75,000.00
Salaries		\$	-
PARD Match		\$	-
Timrod Library	600-451-000-796	\$	10,000.00
Marketing		\$	7,500.00
<b>TOTAL</b>		<b>\$</b>	<b>177,500.00</b>

## Auditorium

*Proposed FY 09-10*

Supplies/Maintenance	600-481-000-100	\$	2,500.00
C/O Auditorium		\$	10,000.00
Electric	600-481-000-200	\$	1,000.00
<b>TOTAL</b>		<b>\$</b>	<b>13,500.00</b>

**GRAND TOTAL** \$ 191,000.00

## Revenue/Expenditures

Total Revenues	\$	191,000.00
Total Expenditures	\$	191,000.00
<b>Difference</b>	<b>\$</b>	<b>-</b>