

CITY OF WOODRUFF  
STATE OF SOUTH CAROLINA  
COUNTY OF SPARTANBURG

ORDINANCE NUMBER: 10-02-01 – B.O.

**TO AMEND THE 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:**

**SECTION 01**

For the purpose of meeting the appropriations made to this Ordinance, the following receipts and anticipated revenues of the City of Woodruff are hereby AMENDED for such purposes, together with all other income not specifically allocated to other purposes for the City of Woodruff for the Fiscal year beginning July 1, 2009. The below figures represent that budget as amendment, with a comparison between the original budget approved and the amended budget attached.

**GENERAL FUND REVENUES/RECEIPTS:**

TAXES	\$ 873,000.00
PERMITS/FEES	\$ 530,500.00
INTERGOVERNMENTAL	\$ 200,000.00
FRANCHISE FEES	\$ 259,500.00
INTEREST INCOME	\$ 5,000.00
FINES& FORFEITURES	\$ 170,000.00
OTHER	\$ 125,000.00
TOWER FEES	\$ 12,500.00
FIRE TRUCK FINANCING	\$ 460,000.00
<b>TOTAL</b>	<b>\$2,620,500.00</b>

**SEWER FUND REVENUES/RECEIPTS**

USER FEES	\$ 440,000.00
INTEREST INCOME	\$ 1,000.00
TAP FEES	\$ 3,000.00
MISC. INCOME	\$ 5,000.00
<b>TOTAL</b>	<b>\$ 449,000.00</b>

**TIF FUND REVENUE/RECEIPTS**

PROPERTY TAX	\$ 325,000.00
INTEREST	\$ 500.00
RESERVE	\$ 500,000.00
TIF BOND	\$ 500,000.00
<b>TOTAL</b>	<b>\$1,325,500.00</b>

**HOSPITALITY TAX REVENUE**

SALES RECEIPTS	\$ 115,000.00
FESTIVAL/MISC.	\$ 4,800.00
INTEREST	\$ 250.00
APPROPRIATED FUND BALANCE	\$ 75,000.00
<b>TOTAL</b>	<b>\$ 195,050.00</b>

The following amounts are hereby AMENDED for the operation of the Municipal Government of the City of Woodruff and its activities for the fiscal year beginning July 1, 2009 according to the following budget:

**GENERAL FUND EXPENSES/EXPENDITURES:**

ADMINISTRATION	\$ 342,475.00
CODE ENFORCEMENT	\$ 103,750.00
FIRE	\$ 808,050.00
POLICE	\$ 937,075.00
PUBLIC WORKS	\$ 444,150.00
<b>TOTAL</b>	<b>\$ 2,620,500.00</b>

**SEWER FUND EXPENDITURES**

GENERAL OPERATIONS	\$ 499,000.00
<b>TOTAL</b>	<b>\$ 499,900.00</b>

**TIF FUND EXPENDITURES**

LOAN & INTEREST	\$ 30,000.00
PARKING LOT	\$ 400,000.00
PROF. FEES	\$ 40,000.00
CITY HALL REHAB	\$ 784,500.00
BOND COSTS	\$ 31,000.00
FAÇADE GRANTS	\$ 25,000.00
PUBLIC WI-FI	\$ 15,000.00
<b>TOTAL</b>	<b>\$1,325,500.00</b>

**HOSPITALITY TAX EXPENDITURES**

RECREATION, PRT, HPC	\$181,050.00
AUDITORIUM	\$ 14,000.00
<b>TOTAL</b>	<b>\$195,050.00</b>

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 \$.50 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 proceeding 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 second reading.

FIRST READING: JANUARY 25, 2010

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MAYOR - BRAD BURNETT

SECOND READING: FEBRUARY 22, 2010

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MAYOR PRO-TEMP - MATTIE NORMAN

ATTEST: \_\_\_\_\_  
CLERK/TRESAURER

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COUNCILMEMBER - WILLARM ARNOLD

\_\_\_\_\_  
COUNCILMEMBER - KENNETH GIST

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

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COUNCILMEMBER - TONY KENNEDY

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COUNCILMEMBER - TONI SLOAN

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COUNCILMEMBER - JAMES SMITH