

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

ORDINANCE NUMBER: 10-06-01 – B.O.

AN ORDINANCE TO ESTABLISH THE FISCAL YEAR 2010-2011 OPERATING AND CAPITAL BUDGET FOR THE OPERATION OF THE MUNICIPAL GOVERNMENT OF THE CITY OF WOODRUFF FOR THE FISCAL YEAR BEGINNING JULY 1, 2010; TO PROVIDE FOR THE LEVY OF TAXES FOR THE CITY OF WOODRUFF FOR MUNICIPAL PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2010; 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 2010/2011 (Beginning July 1, 2010 and ending June 30, 2011) 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 2010/2011. 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 for actual travel incurred while on official City business per GSA rates and the City's policies and procedures. 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. 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 5, 2010
Labor Day	September 6, 2010
Thanksgiving Day	November 25, 2010
Day after Thanksgiving	November 26, 2010
Christmas Eve	December 23, 2010
Christmas Day	December 24, 2010
New Year's Day	December 31, 2010
Martin Luther King's Birthday (or day can be taken for employee's birthday)	January 17, 2011
Good Friday	April 22, 2011
National Memorial Day	May 30, 2011

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 1st until December 31st.

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 1st until December 31st.

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, 2010.

ADOPTED, THIS 28TH DAY OF JUNE 2010.

FIRST READING: MAY 24, 2010

MAYOR - BRAD BURNETT

PUBLIC HEARING: JUNE 14, 2010

MAYOR PRO-TEM - MATTIE NORMAN

SECOND READING: JUNE 28, 2010

COUNCILMEMBER - WILLARM ARNOLD

COUNCILMEMBER - KENNETH GIST

ATTEST: _____
CLERK/TREASURER

COUNCILMEMBER - TONY KENNEDY

DATE: _____

COUNCILMEMBER - TONI SLOAN

COUNCILMEMBER - JAMES SMITH