



FISCAL YEAR 2023-2024

ANNUAL BUDGET

**APPROVED**



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## CITY OF HARTSVILLE BUDGET HIGHLIGHTS FISCAL YEAR 2024 BUDGET

Budget Factors			Increases
COLA %			5%
Retirement			1%
Health Insurance			3.75%
Load Factor			1%
	<b>Increase</b>	<b>Decrease</b>	<b>Percentage Change</b>
<b>General Fund - 01</b>			
Change in Salaries and Benefits Expenditures	\$ 516,923		8%
Change in Debt Service Expenditures		\$ 21,170	-15%
Change in Utilities Expenditures	\$ 81,093		16%
Change in Property Bond Liability Insurance Expenditures	\$ 20,254		7%
Change in Capital Expenditures	\$ 1,250,146		
Change in All Other Expenditures	\$ 419,090		
<b>Total Change Expenditures</b>	<b>\$ 2,266,336</b>		<b>20%</b>
<b>Total Change in Revenues</b>	<b>\$ 2,266,336</b>		<b>20%</b>
<b>Enterprise Fund - 02</b>			
Change in Salaries and Benefits Expenditures	\$ 132,429		10%
Change in Utilities Expenditures	\$ 12,236		19%
Change in Debt Service Expenditures	\$ 25,642		2%
Change in Temporary Personnel Expenditures	\$ 165,300		26%
Change in Grant Matches Expenditures		\$ (297,780)	
Change in Capital Expenditures	\$ 831,000		
Change in All Other Expenditures	\$ (404,619)		
<b>Total Change Expenditures</b>	<b>\$ 1,059,768</b>		<b>14%</b>
<b>Total Change in Revenues</b>	<b>\$ 1,168,868</b>		<b>15%</b>
<b>Solid Waste Fund - 08</b>			
Change in Salaries and Benefits Expenditures	\$ 111,541		14%
Change in Debt Service Expenditures	\$ 20,505		18%
Change in Capital Expenditures	\$ 320,000		
Change in All Other Expenditures	\$ 19,862		
<b>Total Change Expenditures</b>	<b>\$ 471,907</b>		<b>32%</b>
<b>Total Change in Revenues</b>	<b>\$ 469,600</b>		<b>31%</b>
<b>Total Change City of Hartsville Budget</b>			
Total Change in Expenditures	\$ 4,096,217		18%
Total Change in Budget	\$ 4,150,636		18%

## CITY OF HARTSVILLE BUDGET SUMMARY FISCAL YEAR 2024 BUDGET

	<u>FY 2023</u>	<u>FY 2024</u>
<b><u>General Fund</u></b>		
General Fund Revenues	\$ 11,593,547	\$ 13,859,883
General Fund Expenditures	\$ 11,593,547	\$ 13,859,883
General Fund Reserve	\$ -	\$ -
Total Expenditure and Reserve	\$ 11,593,547	\$ 13,859,883
<b><u>Water/Sewer/WaterPark Utility Enterprise Fund</u></b>		
Enterprise Fund Revenues	\$ 7,788,065	\$ 8,956,933
Enterprise Fund Expense	\$ 7,669,244	\$ 8,729,012
Enterprise Fund Reserve	\$ 118,821	\$ 227,921
Total Expenditures and Reserve	\$ 7,788,065	\$ 8,956,933
<b><u>Storm Water Enterprise Fund</u></b>		
Storm Water Enterprise Fund Revenues	\$ 111,376	\$ 119,889
Storm Water Enterprise Fund Expense	\$ 111,376	\$ 119,889
Storm Water Enterprise Fund Reserve	\$ -	\$ -
Total Expenditures and Reserve	\$ 111,376	\$ 119,889
<b><u>Concessions Enterprise Fund</u></b>		
Concessions Enterprise Fund Revenues	\$ 70,000	\$ 73,500
Concessions Enterprise Fund Expense	\$ 70,000	\$ 73,500
Concessions Enterprise Fund Reserve	\$ -	\$ -
Total Expenditures and Reserve	\$ 70,000	\$ 73,500
<b><u>Infrastructure Fund</u></b>		
Infrastructure Fund Revenues	\$ 661,000	\$ 661,000
Infrastructure Fund Expenditures	\$ 661,000	\$ 661,000
Infrastructure Fund Reserve	\$ -	\$ -
Total Expenditures and Reserve	\$ 661,000	\$ 661,000
<b><u>Sanitation Fund</u></b>		
Sanitation Fund Revenues	\$ 1,492,000	\$ 1,961,600
Sanitation Fund Expenditures	\$ 1,457,700	\$ 1,929,608
Sanitation Fund Reserve	\$ 34,300	\$ 31,992
Total Expenditures and Reserve	\$ 1,492,000	\$ 1,961,600

**Hospitality Fund**

Hospitality Fund Revenues	\$ 1,285,000	\$ 1,380,200
Hospitality Fund Expenditures	\$ 1,285,000	\$ 1,380,200
Hospitality Fund Reserve	\$ -	\$ -
Total Expenditures and Reserve	\$ 1,285,000	\$ 1,380,200

**Accomodations Fund**

Accomodations Revenue Fund Revenues	\$ 190,000	\$ 218,500
Accomodations Revenue Expenditures	\$ 190,000	\$ 190,000
Accomodations Revenue Reserves	\$ -	\$ 28,500
Total Expenditures and Reserve	\$ 190,000	\$ 218,500

**Debt Service Fund**

Debt Service Fund Revenues	\$ 155,000	\$ 265,119
Debt Service Fund Expenditures	\$ 74,127	\$ 265,119
Debt Service Fund Reserve	\$ 80,873	\$ -
Total Expenditures and Reserve	\$ 155,000	\$ 265,119

***Total All Funds***

Total Revenue (All Funds)	\$ 23,345,988	\$ 27,496,624
Total Expenditures (All Funds)	\$ 23,111,994	\$ 27,208,211
Reserve For Contingencies (All Funds)	\$ 233,994	\$ 288,413
<b>Total City of Hartsville Budget</b>	<b>\$ 23,345,988</b>	<b>\$ 27,496,624</b>

CITY OF HARTSVILLE		
General Fund Capital Outlay - Budget Year 2023-2024		
Fund 01		
ITEM	AMOUNT	FUNDING SOURCE
<b>DEPARTMENT 421/423 POLICE</b>		
(6) Ford Explorer ECO, V6 Tax and Upfitting	\$ 337,525	Capital Lease
(1) 2003 Chevrolet Silverado work truck	\$ 55,475	Capital Lease
(20) Mobile Video software/hardware	\$ 267,000	Capital Lease
<b>Total - Police</b>	<b>\$ 660,000</b>	
<b>DEPARTMENT 422 FIRE</b>		
New Fire Engine (Net Darlington County Bond)	\$ 576,338	Capital Lease
<b>Total - Fire</b>	<b>\$ 576,338</b>	
<b>DEPARTMENT 452 PARKS &amp; RECREATION</b>		
Control Link system timers for lights	\$ 15,000	Capital Lease
<b>Total - Parks &amp; Recreation</b>	<b>\$ 15,000</b>	
<b>DEPARTMENT 453 STREETS &amp; GROUNDS</b>		
Kubota Utility Tractor	\$ 40,000	Capital Lease
<b>Total - Streets &amp; Grounds</b>	<b>\$ 40,000</b>	
<b>Grand Total General Fund Capital Outlay:</b>	<b>\$ 1,291,338</b>	

CITY OF HARTSVILLE		
Enterprise Fund Capital Outlay - Budget Year 2023-2024		
Fund 02		
ITEM	AMOUNT	FUNDING SOURCE
DEPARTMENT 600 SEWER		
8" Wilson Drive Pipe Bursting	\$ 175,000	Surplus Revenue
Pump Replacement	\$ 21,000	Surplus Revenue
Sewer Push Camera	\$ 17,000	Surplus Revenue
DEPARTMENT 900 WATERPARK		
Water Park Splash Pad Renovation	\$ 400,000	Capital Lease
Other Renovations	\$ 200,000	Capital Lease
Total - Utilities		\$ 831,000
Grand Total Enterprise Fund Capital Outlay:		\$ 831,000

CITY OF HARTSVILLE		
Solid Waste Fund Capital Outlay - Budget Year 2023-2024		
Fund 08		
ITEM	AMOUNT	FUNDING SOURCE
DEPARTMENT 432 SOLID WASTE		
Rear Loader Garbage Truck	\$ 320,000	Capital Lease
Total - Utilities		\$ 320,000
Grand Total Enterprise Fund Capital Outlay:		\$ 320,000

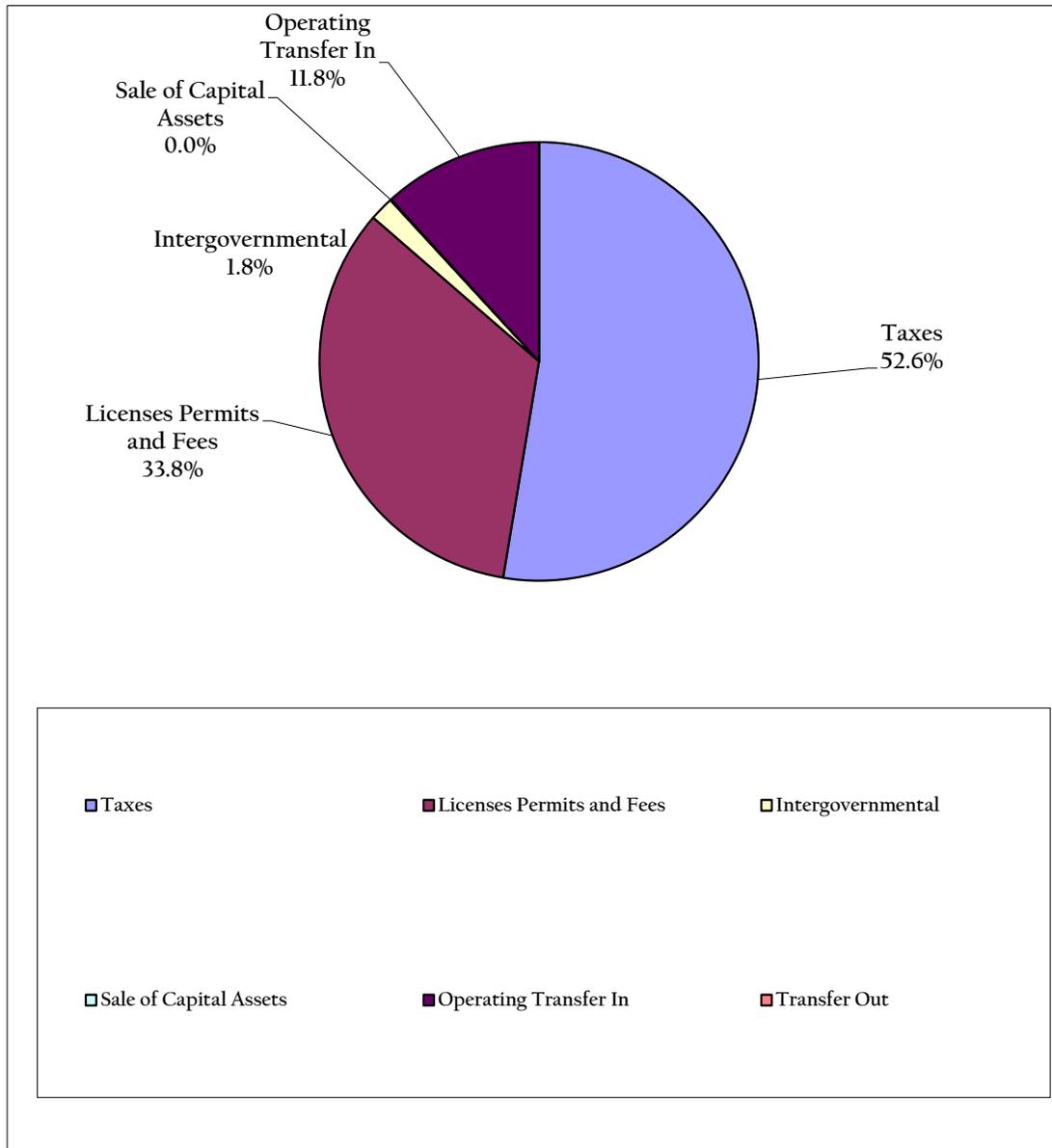
# City of Hartsville

## General Fund - 01

## Budget Summary FY 2024 City of Hartsville General Fund - 01

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Operating Revenue</b>				
Taxes	\$ 5,027,667	\$ 5,419,682	\$ 392,015	8%
Licenses Permits and Fees	\$ 3,115,000	\$ 3,476,250	\$ 361,250	12%
Intergovernmental	\$ 174,505	\$ 183,230	\$ 8,725	5%
Fines and Forfeitures	\$ 56,000	\$ 51,000	\$ (5,000)	-9%
Miscellaneous	\$ 1,138,540	\$ 1,214,300	\$ 75,760	7%
<b>Other Financing Sources</b>				
Capital Lease/Bond Proceeds	\$ -	\$ 1,291,338	\$ 1,291,338	0%
Sale of Capital Assets	\$ 5,000	\$ 5,000	\$ -	0%
Operating Transfer In	\$ 2,076,835	\$ 2,219,083	\$ 142,248	7%
<b>Total Revenue</b>	<b>\$ 11,593,547</b>	<b>\$ 13,859,883</b>	<b>\$ 2,266,336</b>	<b>20%</b>
<b>Operating Expenditures</b>				
<b>General Government</b>				
410 General Admin/Legal	\$ 1,389,646	\$ 1,481,277	\$ 91,631	7%
411 Mayor/Council/City Clerk	\$ 289,288	\$ 332,272	\$ 42,984	15%
412 Court Operations	\$ 222,580	\$ 181,522	\$ (41,058)	-18%
413 City Manager	\$ 362,367	\$ 409,357	\$ 46,991	13%
414 Information Technology	\$ 336,000	\$ 373,500	\$ 37,500	11%
415 Finance	\$ 571,304	\$ 662,231	\$ 90,927	16%
417 Human Resources	\$ 364,940	\$ 367,910	\$ 2,970	1%
418 Mainstreet	\$ 90,208	\$ 95,853	\$ 5,645	6%
419 Planning and Zoning	\$ 427,345	\$ 143,539	\$ (283,806)	-66%
426 Marketing and Communications	\$ 250,240	\$ 266,329	\$ 16,089	6%
454 Museum Operations	\$ 147,010	\$ 117,183	\$ (29,827)	-20%
<b>Public Safety</b>				
421 Police/423 Victims Advocate	\$ 3,392,501	\$ 3,849,179	\$ 456,678	13%
422 Fire	\$ 1,661,302	\$ 2,053,405	\$ 392,103	24%
<b>Culture and Recreation</b>				
452 Parks & Recreation	\$ 636,770	\$ 770,418	\$ 133,648	21%
<b>Other</b>				
495 Cemetery Operations	\$ 121,450	\$ 130,680	\$ 9,230	8%
496 Airport Operations	\$ 112,607	\$ 113,164	\$ 557	0%
<b>Public Works</b>				
431 Operations Maintenance	\$ 126,275	\$ 129,483	\$ 3,208	3%
453 Streets and Grounds	\$ 860,495	\$ 955,209	\$ 94,714	11%
<b>Capital Outlay</b>				
Capital Outlay	\$ 41,192	\$ 1,291,338	\$ 1,250,146	3035%
<b>Debt Service</b>				
Principal & Interest	\$ 139,715	\$ 118,545	\$ (21,170)	-15%
<b>Other Financing Uses</b>				
Operating Contingency	\$ 50,311	\$ 17,489	\$ (32,822)	-65%
<b>Total Expenditures</b>	<b>\$ 11,593,547</b>	<b>\$ 13,859,883</b>	<b>\$ 2,266,336</b>	<b>20%</b>
<b>Net Change in Fund Balance</b>				
	\$ -	\$ -	\$ -	0%

## Budget Summary Revenues FY 2024 General Fund - 01



## Budget Summary Revenues FY 2024 City of Hartsville General Fund - 01

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-311-300-000	Current Taxes	\$ 2,325,000	\$ 2,384,500	\$ 59,500	3%
01-311-301-000	Homestead Exemption	\$ 161,000	\$ 161,000	\$ -	0%
01-311-302-000	Property Tax Reimbursement	\$ 40,000	\$ 40,000	\$ -	0%
01-311-306-000	Motor Vehicle Tax	\$ 260,000	\$ 280,700	\$ 20,700	8%
01-311-307-000	Motor Carrier	\$ 30,000	\$ 81,500	\$ 51,500	172%
01-311-309-000	Taxes - Delinquent	\$ 150,000	\$ 150,000	\$ -	0%
01-312-300-000	P. I. L. O. T.	\$ 265,000	\$ 265,000	\$ -	0%
01-335-300-000	Local Option-Lost	\$ 1,600,000	\$ 1,850,315	\$ 250,315	16%
01-335-301-000	Accommodations Tax	\$ 140,000	\$ 150,000	\$ 10,000	7%
01-335-303-000	Merchant Inventory Tax	\$ 56,667	\$ 56,667	\$ -	0%
	<b>Total Taxes</b>	<b>\$ 5,027,667</b>	<b>\$ 5,419,682</b>	<b>\$ 392,015</b>	<b>8%</b>
01-316-304-000	Franchise - Cable TV	\$ 100,000	\$ 105,000	\$ 5,000	5%
01-316-305-000	Franchise/Progress Energy	\$ 575,000	\$ 635,000	\$ 60,000	10%
01-316-306-000	Franchise Scana	\$ 70,000	\$ 80,000	\$ 10,000	14%
01-321-301-000	Telecommunications	\$ 35,000	\$ 35,000	\$ -	0%
01-319-302-000	Business License Penalty	\$ 20,000	\$ 21,000	\$ 1,000	5%
01-321-302-000	Business Licenses	\$ 2,115,000	\$ 2,370,750	\$ 255,750	12%
01-322-302-000	Building Permits	\$ 80,000	\$ 95,000	\$ 15,000	19%
01-322-303-000	Special Permits	\$ 1,500	\$ 1,500	\$ -	0%
01-322-304-000	Special Events Permits	\$ 3,000	\$ 3,000	\$ -	0%
01-342-485-000	Fire Call Fees	\$ 20,000	\$ 30,000	\$ 10,000	50%
01-347-415-105	Rec Complex-Gym Fees	\$ 10,500	\$ 14,000	\$ 3,500	33%
01-347-415-106	Gym Rental Fee	\$ 5,000	\$ 6,000	\$ 1,000	20%
01-355-302-000	Burial Permits	\$ 80,000	\$ 80,000	\$ -	0%
	<b>Total Licenses Permits and Fees</b>	<b>\$ 3,115,000</b>	<b>\$ 3,476,250</b>	<b>\$ 361,250</b>	<b>12%</b>
01-335-302-000	Local Government Funds	\$ 174,505	\$ 183,230	\$ 8,725	5%
	<b>Total Local Government Funds</b>	<b>\$ 174,505</b>	<b>\$ 183,230</b>	<b>\$ 8,725</b>	<b>5%</b>

## Budget Summary Revenues FY 2024

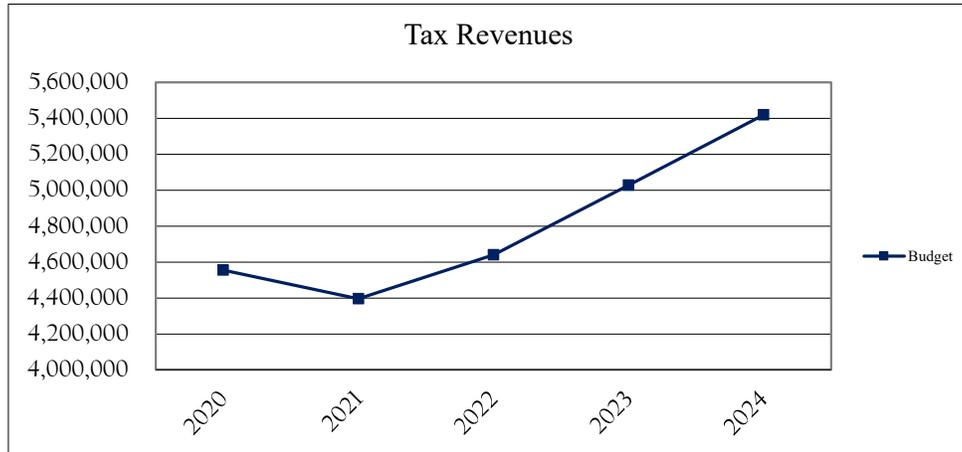
### City of Hartsville

### General Fund - 01

Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-351-302-000	Court Surcharge	\$ (4,000)	\$ (4,000)	\$ -	0%
01-351-304-000	Fines and Forfeitures	\$ 60,000	\$ 55,000	\$ (5,000)	-8%
	<b>Total Fines and Forfeitures</b>	<b>\$56,000</b>	<b>\$51,000</b>	<b>-\$5,000</b>	<b>-9%</b>
01-321-303-000	Outdoor Dining/Alcohol Permit	\$ 18,300	\$ 15,200	\$ (3,100)	-17%
01-342-471-000	School Resource Officer	\$ 270,740	\$ 285,000	\$ 14,260	5%
01-342-483-000	Airport Charges	\$ 5,000	\$ 5,000	\$ -	0%
01-342-484-000	Fire Contracts	\$ 630,000	\$ 661,500	\$ 31,500	5%
01-347-400-000	Rec Program Income	\$ 3,000	\$ 4,000	\$ 1,000	33%
01-351-306-000	Victim Right Assessment	\$ (4,000)	\$ (4,000)	\$ -	0%
01-355-304-000	Cemetery Lots	\$ 80,000	\$ 75,000	\$ (5,000)	-6%
01-361-300-000	Interest Income	\$ -	\$ 40,000	\$ 40,000	0%
01-362-302-000	Property Leases	\$ 25,450	\$ 29,050	\$ 3,600	14%
01-362-303-000	Airport Lease	\$ 10,000	\$ 1,200	\$ (8,800)	-88%
01-362-304-000	Cemetery House Rent	\$ 3,300	\$ 3,000	\$ (300)	-9%
01-364-400-000	HDCF - Tourism Director	\$ 30,000	\$ 30,000	\$ -	0%
01-364-451-000	Museum Foundation	\$ 42,000	\$ 42,000	\$ -	0%
01-390-300-000	Misc Income	\$ 20,000	\$ 20,000	\$ -	0%
01-390-418-000	Main Street Other Revenue	\$ 250	\$ 350	\$ 100	40%
01-390-418-100	Main Street Partnerships	\$ 2,000	\$ -	\$ (2,000)	-100%
01-390-418-300	Main Street Farmers Market	\$ 2,500	\$ 7,000	\$ 4,500	180%
	<b>Total Miscellaneous</b>	<b>\$ 1,138,540</b>	<b>\$ 1,214,300</b>	<b>\$ 75,760</b>	<b>7%</b>
01-391-000-100	Lease Bond Proceeds	\$ -	\$ 1,291,338	\$ 1,291,338	0%
01-392-312-000	Sale of Assets	\$ 5,000	\$ 5,000	\$ -	0%
01-391-311-000	Transfers In - Utilities	\$ 1,400,000	\$ 1,500,000	\$ 100,000	7%
01-391-312-000	Transfers In	\$ 164,335	\$ 150,583	\$ (13,752)	-8%
01-391-313-000	Transfers In - Hospitality	\$ 420,000	\$ 476,000	\$ 56,000	13%
01-391-314-000	Transfer In - Accommodations	\$ 92,500	\$ 92,500	\$ -	0%
	<b>Total Other</b>	<b>\$ 2,081,835</b>	<b>\$ 3,515,421</b>	<b>\$ 1,433,586</b>	<b>69%</b>

## Revenues Taxes

The City of Hartville 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 City pursuant to Article X of the South Carolina Constitution and Sections 56-7-30 and 5-21-110 of the Code of Laws of South Carolina, 1976, as amended.



**01-311-300-000 Current Taxes** **2,384,500**

The City presently imposes a millage of 135.9 on all real and personal property within the City of Hartville assessed by the Darlington County Tax Office for general tax purposes.

**01-311-301-000 Homestead Exemption** **161,000**

The South Carolina General Assembly established a homestead exemption for South Carolina residents. The first \$50,000 of the appraised value is exempt and the assessment is then based on 4% of the assessed value.

**01-311-302-000 Property Tax Reimbursement** **40,000**

This account provides for manufacturers' property valuation exemption reimbursements and other tax reimbursements paid from the SC State Treasurer.

**01-311-306-000 Motor Vehicle Tax** **280,700**

Assessed value of motor vehicles is estimated by the Darlington County Assessor's office and collected by the Darlington County Treasurer's Office. This revenue stream was determined based on the current year collections and trends noted from previous years' collections.

**01-311-307-000 Motor Carrier** **81,500**

As part of the South Carolina Infrastructure and Economic Development Reform Act passed by the SC General Assembly during the 2017 legislative session, the Motor Carrier Property Tax is now imposed as a road use fee administered through the SC Department of Motor Vehicles (SCDMV) and not the SCDOR (effective January 1, 2019). This revenue stream was determined based on the current year collections and trends noted from previous years' collections.

**01-311-309-000 Taxes - Delinquent** **150,000**

Penalties and interest are assessed on delinquent property taxes. This revenue stream was determined based on the current year collections and trends noted from previous years' collections.

**01-312-300-000 P. I. L. O. T.** **265,000**

The City has fee in lieu agreements with Sonoco for real and personal property within the City of Hartville assessed by the Darlington County Tax Office for general tax purposes.

**01-335-300-000 Local Option-Lost** **1,850,315**

LOST is a 1-percent levy approved by voters at the county level and applied to taxable sales in that county. The State Treasurer's Office distributes these funds to the City. The FY 2024 budget is based on current collections projected to year end.

**01-335-301-000 Accommodations Tax 150,000**

Act 316 of 1984, as adopted by the South Carolina General Assembly, imposes a two percent (2%) sales tax on the gross proceeds from the rental of transient accommodations, including campgrounds, to be remitted quarterly to the municipality or county in which it is collected by the S.C. Department of Revenue after the Department deducts its actual incremental increase in the cost of administration. The first \$25,000 must be allocated to the general fund of the municipality and shall be exempt from all other requirements of the act. Any additional funds must be allocated to a special fund to promote tourism. Additional funds are allocated to accommodations tax grants disbursed.

**01-335-303-000 Merchant Inventory Tax 56,667**

The South Carolina General Assembly has established legislation, which precludes municipalities from assessing taxes on the merchandise inventory of retailers within a municipality's jurisdiction. In order to alleviate the loss of revenues from this legislation, the S.C. General Assembly has established Merchants Inventory Tax Revenue Sharing. It is estimated that the City's share for FY2023 will be \$56,667

**Licenses Permits and Fees**



**01-316-304-000 Franchise - Cable TV 105,000**

A franchise fee rate of Five Percent (5%) of gross revenues derived from the operation of the cable system to provide cable service (as defined in Article 3, Chapter 12 of Title 58 of the South Carolina Code) is imposed for all cable service providers upon expiration of an existing franchise with the municipality or upon termination by the cable service provider of an existing franchise with the municipality.

**01-316-305-000 Franchise/Progress Energy 635,000**

This Agreement provides for lighting by means of electricity, the streets, highways, alleys and public places of the Municipality, in the manner and to the extent hereinafter provided; and for supplying all other electrical requirements of the Municipality. The Company will pay into the treasury of the Municipality a franchise fee based upon the retail metered revenues (excluding state sales tax) accruing to the Company from the sale of electricity to all customers, classified by the Company as residential, commercial and industrial accounts, within the corporate limits of the Municipality as well as metered revenue from City owned and operated facilities which serve citizens within the corporate limits whether such plants are situated within or without the corporate limits. Progress Duke rate increase of approximated 10% will increase franchise revenue to the city.

**01-316-306-000 Franchise Scana 80,000**

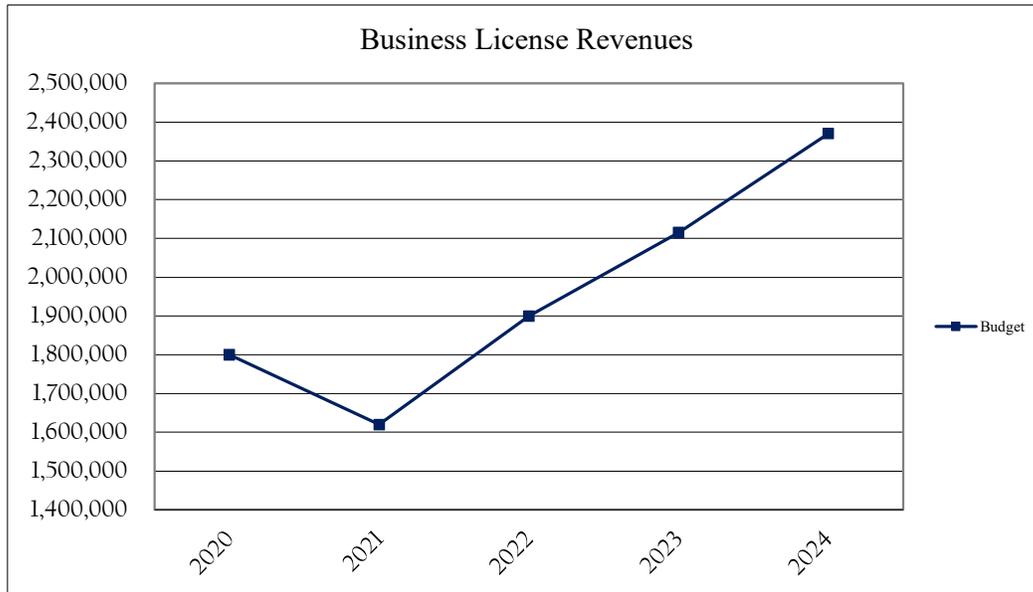
SCE&G charges franchise fees, which are paid to municipalities for the use of rights of way for poles, lines and other equipment and are then passed along to municipal customers on their monthly bills.

**01-321-301-000 Telecommunications 35,000**

As authorized by state law and on behalf of the participating municipalities, the Municipal Association of South Carolina administers the program for collecting business license taxes due from telecommunications companies doing business within the participating municipalities' corporate limits. Participating municipalities adopt a standard ordinance for telecommunication company business license taxes.

**01-319-302-000 Business License Penalty 21,000**

Penalty charged for delinquent business license fees. This revenue stream was determined based on the current year collections and trends noted from previous years' collections.



**01-321-302-000 Business Licenses 2,370,750**

All businesses and/or vendors, excluding those exempted by law, are required to obtain a business license in accordance with the Business License ordinance of the City of Hartsville. The 2024 budgeted revenue is based on revenue received to date in 2023 and projected to year end.

Description	Total Revenues
Business License	\$ 1,150,750
MASC - Insurance Companies	\$ 1,220,000
<b>Total Business Licenses</b>	<b>\$ 2,370,750</b>

**01-322-302-000 Building Permits 95,000**

Permits are established by ordinance in accordance with the adopted classifications of the International Building Code (IBC). In 2007 the City adopted the state recommended fees for estimating the cost of construction. All fees will be based on the type of construction based on the Building Valuation Data supplied by the International Code Council and a plan review fee. The City budgeted for a modest increase, based on upcoming economic developments noted throughout the City.

**01-322-303-000 Special Permits 1,500**

Revenue from special permits issued by fire marshal and Planning and Zoning Department.

**01-322-304-000 Special Events Permits 3,000**

Revenue for permits issued for special events in the City.

**01-355-302-000 Burial Permits 80,000**

Fee charged based on City's fee schedule for services at Magnolia and Greenlawn Cemeteries used to support cemetery operations.

**01-342-485-000 Fire Call Fees 30,000**

In April 2011 the City sign a contract with Fire Recovery USA which performs billing services for HFD in connection with the motor vehicle incidents and other emergency incidents at which the fire department provides emergency services.

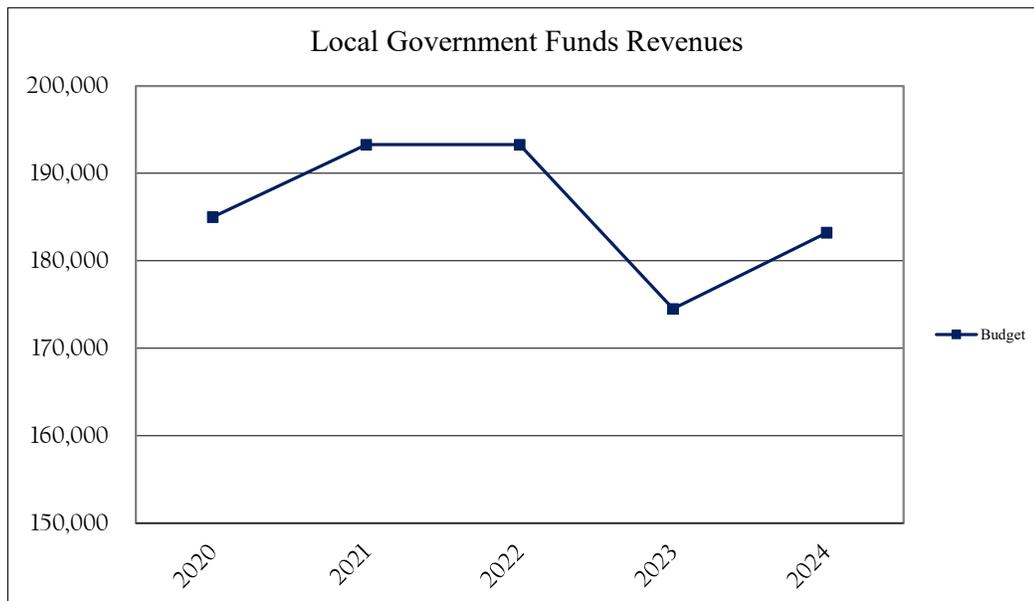
**01-347-415-105 Rec Complex-Gym Fees 14,000**

Revenue from monthly gym memberships.

**01-347-415-106 Gym Rental Fee 6,000**

Revenue from Gym Rental fee from rental of TB Thomas for special events such as semi pro basketball, weddings, and Christmas parties.

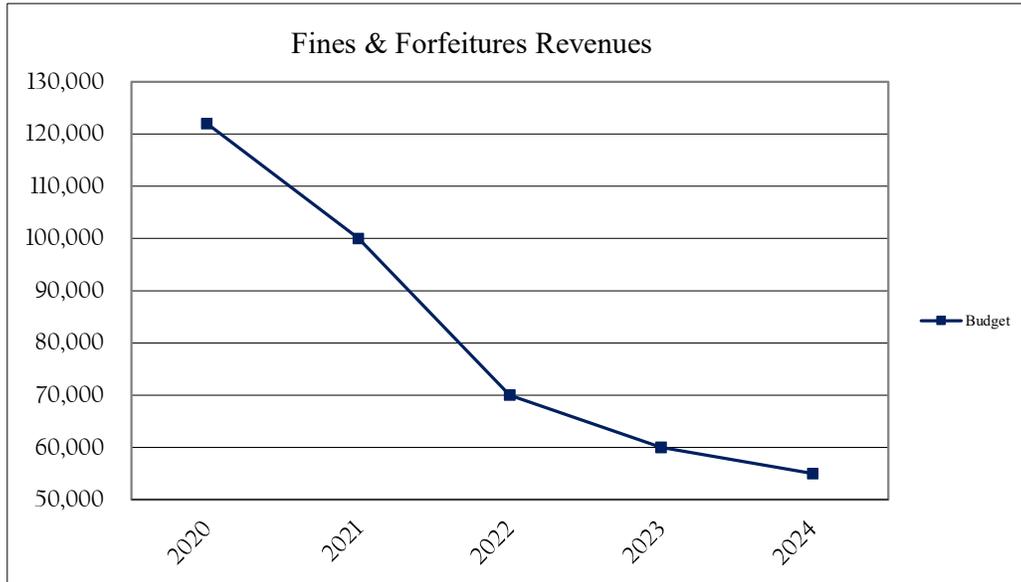
**Local Government Funds**



**01-335-302-000 Local Government Funds 183,230**

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 Code of Laws of South Carolina, 1976, as amended. This act established a Local Government Fund that replaced the formula funding that had previously come from the following seven (7) taxes: bank tax, beer tax, wine tax, gasoline tax, motor transport fees, alcohol tax and the income tax. We are provided with an estimate of local government funds to be received in the upcoming fiscal year by the SC Revenue and Fiscal Affairs Office.

**Fines and Forfeitures**



**01-351-304-000 Fines and Forfeitures 55,000**

The City of Hartsville Municipal Court may assess fines and penalties for violations of municipal ordinances and traffic violations not to exceed \$500.

**01-321-303-000 Outdoor Dining/Alcohol Permit 15,200**

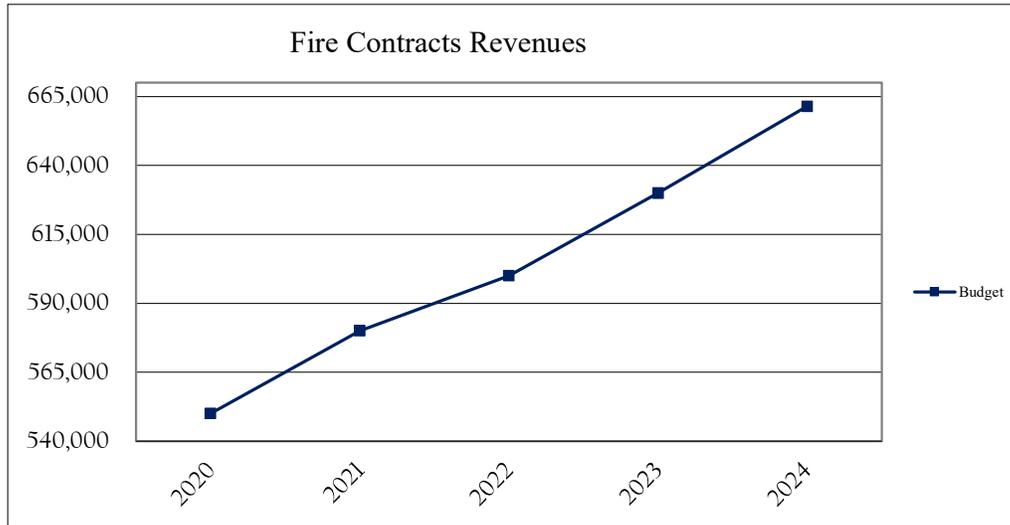
Revenue from issued alcohol, beer or wine permit or license by the State of South Carolina.

**01-342-471-000 School Resource Officer 285,000**

Six school resource officers, nine months reimbursement from Darlington County plus \$2,000 per officer for equipment.

**01-342-483-000 Airport Charges** **5,000**

The city bill monthly airport hangar rental fees.



**01-342-484-000 Fire Contracts** **661,500**

Ordinance no. 4443 signed August 2022 allows ad valorem taxes for support of the operation and maintenance of the HFD. The annual millage rate for HFD shall be set at the same level as the millage rate for the Darlington County Fire District.

**01-347-400-000 Rec Program Income** **4,000**

Revenue for use of facilities for tournaments and special events.

**01-355-304-000 Cemetery Lots** **75,000**

The City is responsible for the perpetual care of Magnolia Cemetery and Greenlawn Cemetery. The city is responsible for the perpetual care and annually moves 10% of lot sales into perpetual care fund. City Council has determined that ten percent (10%) of the Cemetery should be invested in the Perpetual Care Investment Fund.

**01-362-302-000 Property Leases** **29,050**

Rental income from city properties listed as follows:

Description	Total Revenues
Governors School of SC	\$ 21,850
407 Mill Ave	\$ 1,200
Darlington County Humane Society	\$ 6,000
<b>Total Property Leases</b>	<b>\$ 29,050</b>

**01-362-303-000 Airport Lease** **1,200**

Revenue per city fee schedule.

**01-362-304-000 Cemetery House Rent** **3,000**

Warren's Landscapes monthly rental of cemetery house at Magnolia Cemetery.

**01-364-400-000 HDCF - Tourism Director** **30,000**

Support from Hartsville Community Dev Foundation for tourism director from Accommodation Tax Grant pass through.

**01-364-451-000 Museum Foundation 42,000**

The Hartsville Museum Foundation provides \$10,500 quarterly to contribute towards the administrative and overhead expenditures of the museum.

**01-390-300-000 Misc Income 20,000**

Revenues from miscellaneous sources including fee from City's fee schedule including \$700 per month from Parking Beautification per Ordinance 4188, expires 1/31/2025.

Description	Total Revenues
Parking Lot Maintenance	\$ 8,400
Other	\$ 1,600
<b>Total Misc Income</b>	<b>\$ 10,000</b>

**01-390-418-000 Main Street Other Revenue 350**

Miscellaneous revenue from The Main Street Hartsville program a partnership of the City of Hartsville and Main Street South Carolina, a program of the National Main Street Center.

**01-390-418-300 Main Street Farmers Market 7,000**

Revenue from Main Street Farmers Market participation fee.

**01-391-000-100 Lease Bond Proceeds 1,291,338**

New debt proceeds used for capital purchases. Not included in Appendix A.

**01-392-312-000 Sale of Assets 5,000**

Sale of fully depreciated and unneeded equipment through GOV DEALS.

**01-391-311-000 Transfers In - Utilities 1,500,000**

An operating transfer from the Utility Fund to cover a portion of the administrative and overhead costs associated with services provided by the General Fund. 6.5% Franchise fee+ overhead/administrative costs calculation.

**01-391-312-000 Transfers In 150,583**

Multi-County Business Park fund transfer to the general fund to utilize towards the expenditures of downtown maintenance and infrastructure.

**01-391-313-000 Transfers In - Hospitality 476,000**

SC Code of Laws Title 6, Chapter 1, Section 6-1-730 allowed revenue transfer to the General Fund an operating transfer from the Hospitality Fund to cover a portion of the administrative and overhead associated with services provided by the General Fund that cover tourism-related expenditures.

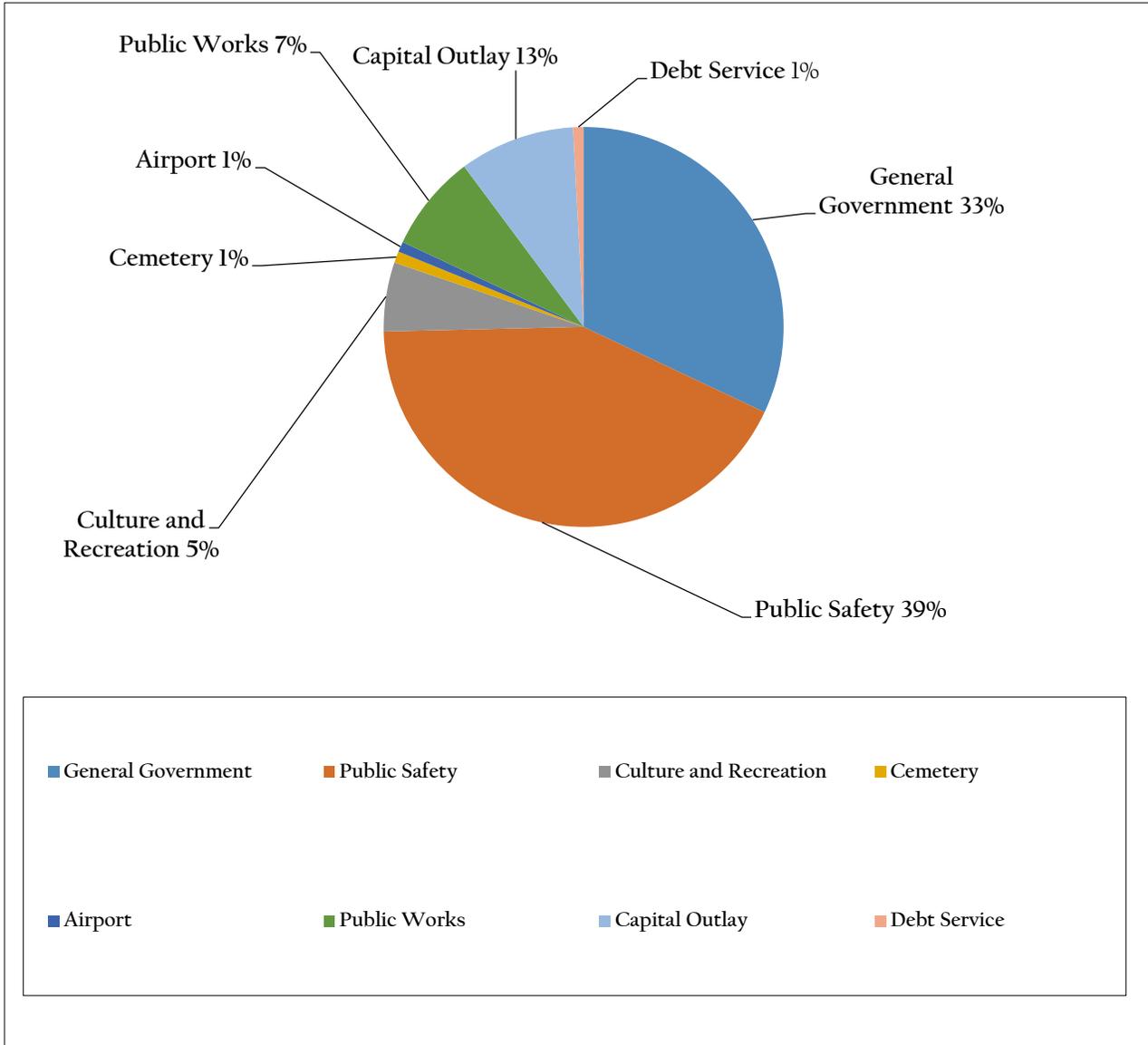
**01-391-314-000 Transfer In - Accommodations 92,500**

SC Code of Laws Title 6, Chapter 1, Section 6-1-530 allowed revenue transfer to the General Fund an operating transfer from the Accommodations Fund to cover a portion of the administrative and overhead associated with services provided by the General Fund that cover tourism-related expenditures.

# Budget Summary Expenditures FY 2024

## City of Hartsville

### General Fund - 01



## General and Administration/Legal Department

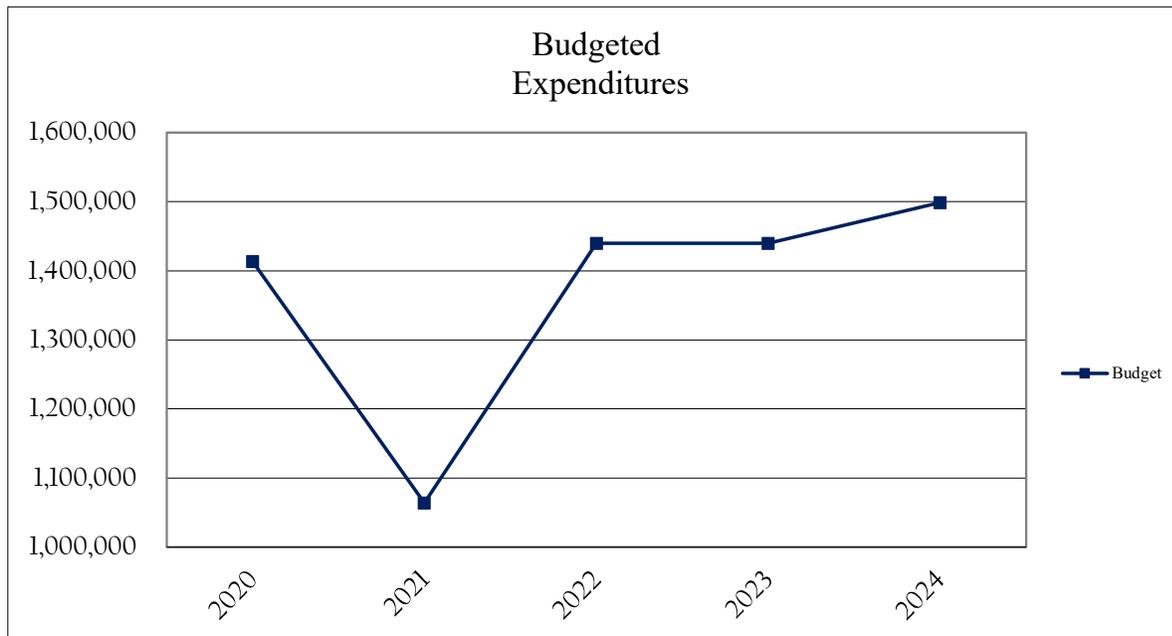
### Service Delivery

Department 410 is a department dedicated to City wide expenditures, including, but not limited to: building maintenance, utilities, banking and processing fees, merit bonus, and auditing fees. In addition, the line items included with department 410 that are related to the water, sewer, and waterpark fund are included within the transfer calculation.

Department 416 is for all legal expenditures as it relates to governmental funds. The water, sewer, and waterpark fund legal expenses are held within its fund.

## Budget Summary General Fund -01 General and Administration/Legal Department Department No. 410,416

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries and Benefits	\$ 150,710	\$ 150,710	\$ -	0%
Operating Expenditures	\$ 1,238,936	\$ 1,330,567	\$ 91,631	7%
Contingency	\$ 50,311	\$ 17,489	\$ (32,822)	-65%
Total Budget	\$ 1,439,957	\$ 1,498,766	\$ 58,809	4%



**Personnel Expenditure Request  
General Fund -01  
General and Administration/Legal Department  
Department No. 410,416**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-410-000-140	Merit Bonus	\$ 140,000	\$ 140,000	\$ -	0%
01-410-000-220	FICA	\$ 10,710	\$ 10,710	\$ -	0%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 150,710</b>	<b>\$ 150,710</b>	<b>\$ -</b>	<b>0%</b>

**Operating Expenditure Request  
General Fund -01  
General and Administration/Legal Department  
Department No. 410,416**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-410-000-310	Banking and Processing Fees	\$ 70,000	\$ 80,000	\$ 10,000	14%
01-410-000-315	Computer Networking	\$ 72,000	\$ 72,000	\$ -	0%
01-410-000-330	Municipal Dues & Subscr	\$ 4,250	\$ 4,350	\$ 100	2%
01-410-000-360	Voice Over IP Telephone System	\$ 45,000	\$ 45,000	\$ -	0%
01-410-000-410	Utilities	\$ 300,000	\$ 333,970	\$ 33,970	11%
01-410-000-420	Building Maintenance	\$ 25,805	\$ 26,748	\$ 943	4%
01-410-000-424	Maintenance Contracts	\$ 144,049	\$ 144,330	\$ 281	0%
01-410-000-445	Trees for Tomorrow	\$ 7,500	\$ 7,500	\$ -	0%
01-410-000-512	Auditing	\$ 33,000	\$ 34,500	\$ 1,500	5%
01-410-000-525	Property/Bond/Liability	\$ 270,832	\$ 291,086	\$ 20,254	7%
01-410-000-535	Retiree Insurance	\$ 50,000	\$ 50,000	\$ -	0%
01-416-000-538	Legal Fees	\$ 40,000	\$ 40,000	\$ -	0%
01-410-000-580	Vehicle Fuel	\$ -	\$ 1,000	\$ 1,000	0%
01-410-000-585	Vehicle Insurance	\$ -	\$ 1,203	\$ 1,203	0%
01-410-000-590	Vehicle Maintenance	\$ -	\$ 500	\$ 500	0%
01-410-000-669	Accommodations Tax (State) Exp	\$ 72,500	\$ 115,000	\$ 42,500	59%
01-410-000-735	Special Projects & Services	\$ 43,000	\$ 69,780	\$ 26,780	62%
01-410-000-736	Christmas Events	\$ 10,000	\$ 10,000	\$ -	0%
01-410-000-799	Contingency	\$ 50,311	\$ 17,489	\$ (32,822)	-65%
01-410-000-800	Storefront Lease	\$ 17,400	\$ -	\$ (17,400)	-100%
01-410-100-901	Hartsville Public Development Corp	\$ 30,000	\$ -	\$ (30,000)	-100%
01-410-511-410	Utilities - Oakdale	\$ 3,600	\$ 3,600	\$ -	0%
	<b>Total Operating Expenditures</b>	<b>\$ 1,289,247</b>	<b>\$ 1,348,056</b>	<b>\$ 58,809</b>	<b>5%</b>

**01-410-000-140 Merit Bonus 140,000**

FY 2024 Merit increase derived from the employee evaluations. 123 full-time employees are eligible.

**01-410-000-220 FICA 10,710**

The City of Hartsville is required to pay Social Security tax our merit bonus to all employees. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

**01-410-000-310 Banking and Processing Fees 80,000**

The City of Hartsville must pay bank fees associated with the transactions, deposits, and credit card fees.

**01-410-000-315 Computer Networking 72,000**

This account provides for networking internet data for the City properties and the Fire department, as well as, computer equipment.

Description	Total Cost
Internet Data - Annual City Expenses	\$ 72,000
<b>Total Computer Networking</b>	<b>\$ 72,000</b>

**01-410-000-330 Municipal Dues & Subscr 4,350**

Description	Total Cost
Annual Parking and Beautification Fee	\$ 1,250
Municipal Association of South Carolina (MASC)	\$ 3,100
<b>Total Municipal Dues &amp; Subscription</b>	<b>\$ 4,350</b>

**01-410-000-360 Voice Over IP Telephone System 45,000**

Voice over IP phone System is a fully managed cloud-based solution with unified communications capabilities.

**01-410-000-410 Utilities 333,970**

Utility bills including energy and water.

**01-410-000-420 Building Maintenance 26,748**

Necessary expenses for this budget line include electrical maintenance, elevator inspections, janitorial and cleaning supplies, HVAC maintenance, building supplies, and other various cleaning supplies for City Hall

Description	Total Cost
Clock Maintenance (City Hall)	\$ 650
Elevator Inspection (City Hall)	\$ 150
Emergency HVAC Services (City Hall & Properties)	\$ 11,273
Custodial Supplies (City Hall)	\$ 6,340
Maintenance and Repairs (City Hall & Properties)	\$ 8,335
<b>Total Building Maintenance</b>	<b>\$ 26,748</b>

**01-410-000-424 Maintenance Contracts 144,330**

This General Administrative Department has the following maintenance contracts:

Description	Total Cost
Alarm Monitoring Service (City Hall)	\$ 4,372
Amazon Business Account (City-wide)	\$ 1,300
Fund Accounting Software (City-wide)	\$ 50,627
Elevator Maintenance (City Hall)	\$ 2,856
Fire Extinguisher (City Hall)	\$ 180
HVAC Services (City-wide)	\$ 800
Payroll Service (City-wide)	\$ 78,900
Pest Control (City Hall)	\$ 3,000
Plant Services (City Hall)	\$ 1,400
SC Dept of Labor, Licensing (City Hall)	\$ 50
Shredding Services (City Hall)	\$ 845
<b>Total Maintenance Contracts</b>	<b>\$ 144,330</b>

**01-410-000-445 Trees for Tomorrow 7,500**

Annual Support, one-time donation each year.

**01-410-000-512 Auditing 34,500**

This category provides for the annual financial audit to be conducted by certified public accountants and a portion is reimbursed for the water, sewer, and waterpark fund portion, by means of the fund transfer in.

**01-410-000-525 Property/Bond/Liability 291,086**

General Liability Insurance is provided by South Carolina Municipal Risk Fund (SCMIRF).

**01-416-000-538 Legal Fees 40,000**

Legal services for the City to be provided for the fiscal year are as follows: Annexation, liens on property for failure to comply with City ordinances, review of zoning agreements, and legal opinions on general matters.

**01-410-000-669 Accommodations Tax (State) Exp 115,000**

Net Accommodations Tax Revenue after Administrative fee disbursed to Grant Recipients per SC State Code Section 12-36-2630(3).

**01-410-000-735 Special Projects & Services 69,780**

This category provides funds that will allow for various expenditures (i.e., dinners, picnics, service awards, and flowers for special occasions, special projects).

Description	Total Cost
Darlington County Data Processing	\$ 8,000
Chamber of Commerce	\$ 5,000
Local Transportation Assistance	\$ 15,000
Emergency Projects	\$ 11,780
Public Safety Complex Design	\$ 30,000
<b>Total Special Projects &amp; Services</b>	<b>\$ 69,780</b>

**01-410-000-736 Christmas Events 10,000**

Support Christmas parade and other events for the holiday season, including Holiday Open House.

**01-410-511-410 Utilities - Oakdale 3,600**

Energy bill for the cameras and lighting in the area.

**01-410-000-799 Contingency 17,489**

Excess revenues over expenditures to be used for unexpected contingencies.

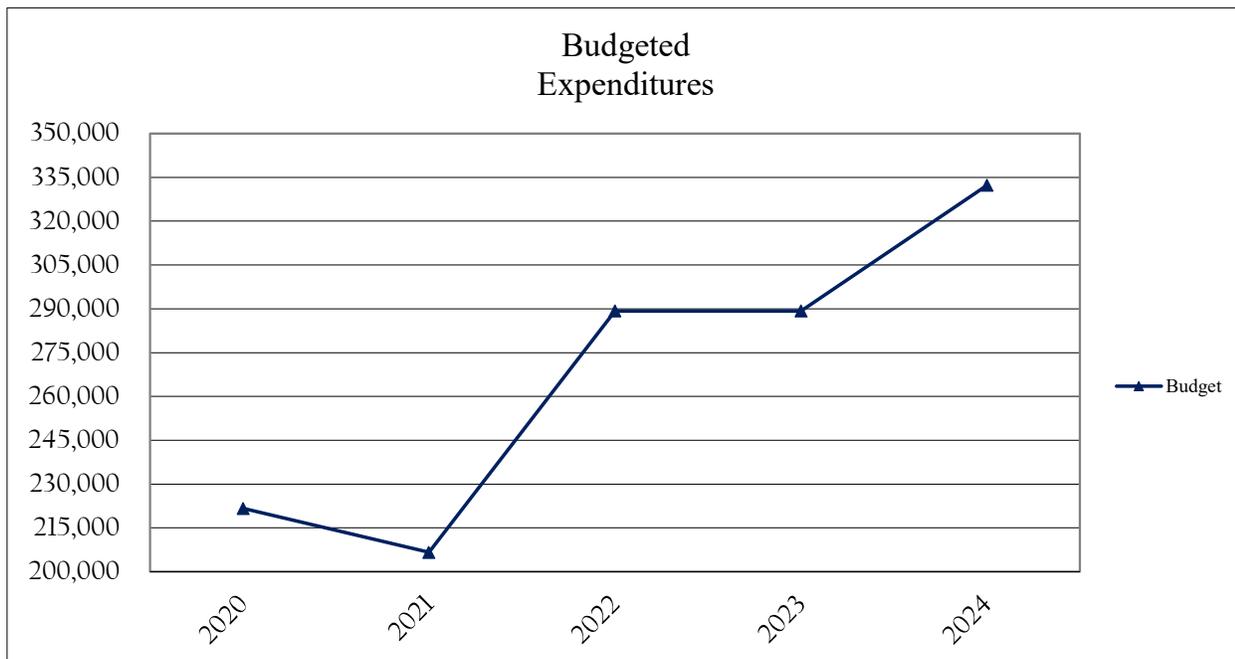
# Mayor, Council and City Clerk

## Service Delivery

The Legislative function of the City encompasses the governing body of the municipality, which by State law, sets the conditions and determines how the City will operate. The Legislative function is comprised of the Mayor and six (6) Council members elected by the citizens of City Of Hartsville for four (4) year terms on a staggered basis. The Mayor and City Council determine all matters of City policy, consider and adopt all municipal ordinances (laws). The Mayor and City Council employ, direct and guide the City Manager to provide the general management and oversight and review of all City operations, consistent with the policy directives of the Mayor and City Council. This Department is staffed with one (1) full time City Clerk, (1) full time Special Projects Manager, (1) Mayor, and (6) Council Members.

### Budget Summary General Fund -01 Mayor Council and City Clerk Department No. 411

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries and Benefits	\$ 253,688	\$ 278,172	\$ 24,484	10%
Operating Expenditures	\$ 35,600	\$ 54,100	\$ 18,500	52%
<b>Total Budget</b>	<b>\$ 289,288</b>	<b>\$ 332,272</b>	<b>\$ 42,984</b>	<b>15%</b>



**Personnel Expenditure Request  
General Fund -01  
Mayor Council and City Clerk  
Department No. 411**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-411-000-110	Salaries	\$ 166,913	\$ 180,438	\$ 13,525	8%
01-411-000-140	Bonus	\$ 986	\$ 1,090	\$ 104	11%
01-411-000-220	FICA	\$ 12,844	\$ 13,887	\$ 1,043	8%
01-411-000-230	Retirement	\$ 29,310	\$ 33,489	\$ 4,179	14%
01-411-000-260	Workers Comp	\$ 1,325	\$ 1,356	\$ 31	2%
01-411-000-270	Insurance	\$ 42,308	\$ 47,911	\$ 5,603	13%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 253,688</b>	<b>\$ 278,172</b>	<b>\$ 24,484</b>	<b>10%</b>

**Operating Expenditure Request  
General Fund -01  
Mayor Council and City Clerk  
Department No. 411**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-411-000-330	Subscriptions	\$ 6,300	\$ 6,300	\$ -	0%
01-411-000-340	Office Supplies	\$ 600	\$ 700	\$ 100	14%
01-411-000-345	Postage	\$ 100	\$ 200	\$ 100	50%
01-411-000-350	Prof Dev - Memberships	\$ 700	\$ 900	\$ 200	22%
01-411-000-352	Prof Dev-Training & Conferences	\$ 15,000	\$ 22,700	\$ 7,700	34%
01-411-000-360	Telephone	\$ 600	\$ 1,000	\$ 400	40%
01-411-000-390	Uniforms	\$ 450	\$ 450	\$ -	0%
01-411-000-424	Maintenance Contracts	\$ 850	\$ 850	\$ -	0%
01-411-000-510	Advertisements-Legal	\$ 1,000	\$ 1,000	\$ -	0%
01-411-000-640	Code Book Codification	\$ 7,000	\$ 7,000	\$ -	0%
01-411-000-645	Elections Supplies	\$ -	\$ 10,000	\$ 10,000	100%
01-411-000-735	Special Projects & Services	\$ 3,000	\$ 3,000	\$ -	0%
	<b>Total Operating Expenditures</b>	<b>\$ 35,600</b>	<b>\$ 54,100</b>	<b>\$ 18,500</b>	<b>52%</b>

**01-411-000-110 Salaries 180,438**

Salaries of the Mayor and City Council members are set by ordinance and governed by Section 5-7-170 of the Code of Laws of South Carolina, 1976, as amended, which states that an ordinance establishing or increasing such salaries shall not become effective until the commencement date of the terms of two or more members elected at the next general election following the adoption of the ordinance, at which time it will become effective for all members whether or not they were elected in such election. The salaries established by ordinance in Chapter 2, Article II Sections 2-40(a) are \$8,112 annually for the Mayor and \$5,096 annually for City Council members. Salaries are provided for (1) Mayor, (6) Councilmembers, (1) Full-Time City Clerk, and (1) Full-Time Special Projects Manager.

**01-411-000-140 Bonus 1,090**

Based on formula included in HR-43 annual Bonus Policy.

**01-411-000-220 FICA 13,887**

The City of Hartsville is required to pay Social Security tax on gross wages of all employees, including the Mayor and City Council. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

**01-411-000-230 Retirement 33,489**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**01-411-000-260 Workers Comp 1,356**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

**01-411-000-270 Insurance 47,911**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**01-411-000-330 Subscriptions 6,300**

This account provides for the Novus Agenda Annual Contract.

**01-411-000-340 Office Supplies 700**

General Supplies for Meetings, Proclamations, framings, etc.

**01-411-000-345 Postage 200**

General mailing expenses, including UPS and FedEx.

**01-411-000-350 Prof Dev - Memberships 900**

Description	Total Cost
SCMA (Mayor)	\$ 100
MFOCTA (Staff)	\$ 140
SCARE (Staff)	\$ 200
SCPRA (Staff)	\$ 100
IIMC (Staff)	\$ 360
<b>Total Memberships</b>	<b>\$ 900</b>

**01-411-000-352 Prof Dev-Training & Conferences 22,700**

Trainings and conferences include joint dinner meetings, chamber events, and MFOCTA Spring & Annual Conferences and MASC annual meeting.

Description	Total Cost
MFOCTA- Spring & Annual Meeting (Staff)	\$ 3,000
Chamber Events (Staff & Council)	\$ 1,200
Dinner Meetings (Staff & Council)	\$ 400
HLAD (Staff)	\$ 1,300
SCPRA Annual Meeting (Staff)	\$ 1,500
SCMA Mayor's Meeting (Mayor)	\$ 100
SCARE Meeting (Staff)	\$ 500
IIMC Meeting (Staff)	\$ 1,000
MEOI Training (Council)	\$ 1,200
MASC Annual Meeting (Full Council & Staff)	\$ 12,500
<b>Total Training &amp; Conferences</b>	<b>\$ 22,700</b>

**01-411-000-360 Telephone 1,000**

Communications with the Mayor and City Council is vital in accomplishing the City's goals and objectives. Telecommunications are maintained with the use of cellular phones and other wireless devices.

**01-411-000-390 Uniforms 450**

The City provides logo wear for employees.

**01-411-000-424 Maintenance Contracts 850**

This Department has the following maintenance contracts:

Description	Total Cost
Copier	\$ 850
<b>Total Maintenance Contracts</b>	<b>\$ 850</b>

**01-411-000-510 Advertisements-Legal 1,000**

Necessary expenses include council legal advertisements for public hearings, committee vacancies, budget, etc.

**01-411-000-640 Code Book Codification 7,000**

Necessary expenses include ordinances, resolutions, and minutes for Council and Committees to Municode and MCCI & annual hosting fees.

**01-411-000-645 Elections Supplies 10,000**

The City anticipates spending approximately \$10,000 on expenditures associated with the election process, including a general election, (3) Council Districts 1,3,5 and possible run-offs.

**01-411-000-735 Special Projects & Services 3,000**

Special project expenses that are not regularly occurring.

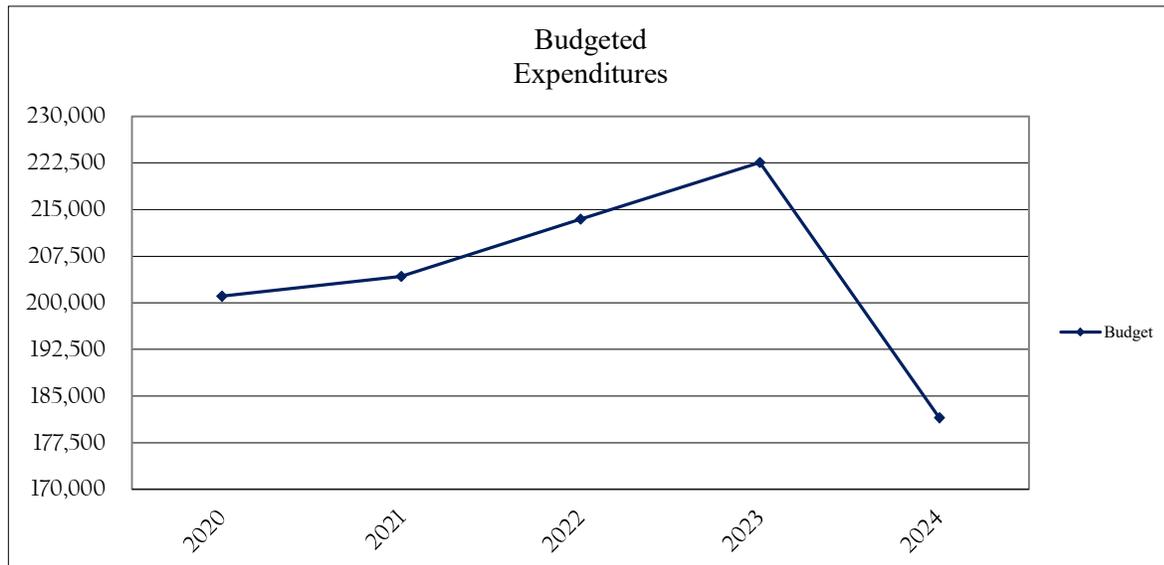
## Court Operations

### Service Delivery

The City of Hartsville Municipal Court administers justice to offenders brought before the court for traffic violations and other offenses classified as misdemeanors under the laws of the State of South Carolina. The Court function is comprised of four (4) employees - (1) Clerk of Court and (3) Associate City Judges.

### Budget Summary General Fund -01 Court Operations Department No. 412

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries and Benefits	\$ 214,735	\$ 170,657	\$ (44,078)	-21%
Operating Expenditures	\$ 7,845	\$ 10,865	\$ 3,020	38%
<b>Total Budget</b>	<b>\$ 222,580</b>	<b>\$ 181,522</b>	<b>\$ (41,058)</b>	<b>-18%</b>



**Personnel Expenditure Request  
General Fund -01  
Court Operations  
Department No. 412**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-412-000-110	Salaries	\$ 157,202	\$ 127,309	\$ (29,893)	-19%
01-412-000-130	Overtime	\$ 2,000	\$ 2,000	\$ -	0%
01-412-000-140	Bonus	\$ 625	\$ 395	\$ (230)	-37%
01-412-000-220	FICA	\$ 12,226	\$ 9,921	\$ (2,305)	-19%
01-412-000-230	Retirement	\$ 27,916	\$ 23,940	\$ (3,976)	-14%
01-412-000-260	Workers Comp	\$ 359	\$ 291	\$ (68)	-19%
01-412-000-270	Insurance	\$ 14,409	\$ 6,801	\$ (7,608)	-53%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 214,735</b>	<b>\$ 170,657</b>	<b>\$ (44,078)</b>	<b>-21%</b>

**Operating Expenditure Request  
General Fund -01  
Court Operations  
Department No. 412**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-412-000-340	Office Supplies	\$ 2,000	\$ 1,500	\$ (500)	-25%
01-412-000-345	Postage	\$ 150	\$ 150	\$ -	0%
01-412-000-350	Prof Dev - Memberships	\$ 100	\$ 100	\$ -	0%
01-412-000-352	Prof Dev-Training & Conferences	\$ 2,000	\$ 2,000	\$ -	0%
01-412-000-360	Telephone	\$ 450	\$ 450	\$ -	0%
01-412-000-390	Uniforms	\$ 400	\$ 200	\$ (200)	-50%
01-412-000-424	Maintenance Contracts	\$ 745	\$ 2,965	\$ 2,220	298%
01-412-000-538	Court Attorney	\$ -	\$ 1,500	\$ 1,500	0%
01-412-000-670	Jurors	\$ 2,000	\$ 2,000	\$ -	0%
	<b>Total Operating Expenditures</b>	<b>\$ 7,845</b>	<b>\$ 10,865</b>	<b>\$ 3,020</b>	<b>38%</b>

**01-412-000-110 Salaries 127,309**  
 FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study. The Deputy Clerk position has been moved to the Finance Department as a Customer Service Representative.

**01-412-000-130 Overtime 2,000**  
 The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

**01-412-000-140 Bonus 395**  
 Based on formula included in HR-43 Annual Bonus Policy.

**01-412-000-220 FICA 9,921**  
 The City of Hartsville is required to pay Social Security tax on gross wages of all employees. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

**01-412-000-230 Retirement 23,940**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**01-412-000-260 Workers Comp 291**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

**01-412-000-270 Insurance 6,801**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**01-412-000-340 Office Supplies 1,500**

Office supplies include letterhead stationery, envelopes, business cards, writing pads, pens, pencils, special binders for agendas, etc. This account includes cost for copy paper needed for special reports to employees.

**01-412-000-345 Postage 150**

General mailing expenses, including UPS and FedEx.

**01-412-000-350 Prof Dev - Memberships 100**

This account provide for staff annual membership to the Municipal Association of South Carolina (MASC).

**01-412-000-352 Prof Dev-Training & Conferences 2,000**

This category provides for Municipal Court personnel attendance at workshops and seminars for increasing knowledge in their position.

Description	Total Cost
MCAA Spring Meeting (2 Staff)	\$ 395
MCAA Annual Meeting (2 Staff)	1,605
<b>Total Prof Dev-Training &amp; Conferences</b>	<b>\$ 2,000</b>

**01-412-000-360 Telephone 450**

This account provides for a cellular phone bill.

**01-412-000-390 Uniforms 200**

The City provides a stipend for logo wear for every employee in the department.

**01-412-000-424 Maintenance Contracts 2,965**

This Department has the following maintenance contracts:

Description	Total Cost
Copier	\$ 2,965
<b>Total Maintenance Contracts</b>	<b>\$ 2,965</b>

**01-412-000-538 Court Attorney 1,500**

Legal fees for court attorney.

**01-412-000-670 Jurors 2,000**

In South Carolina, jurors receive nominal compensation for each day spent at jury selection, or while serving on a jury.

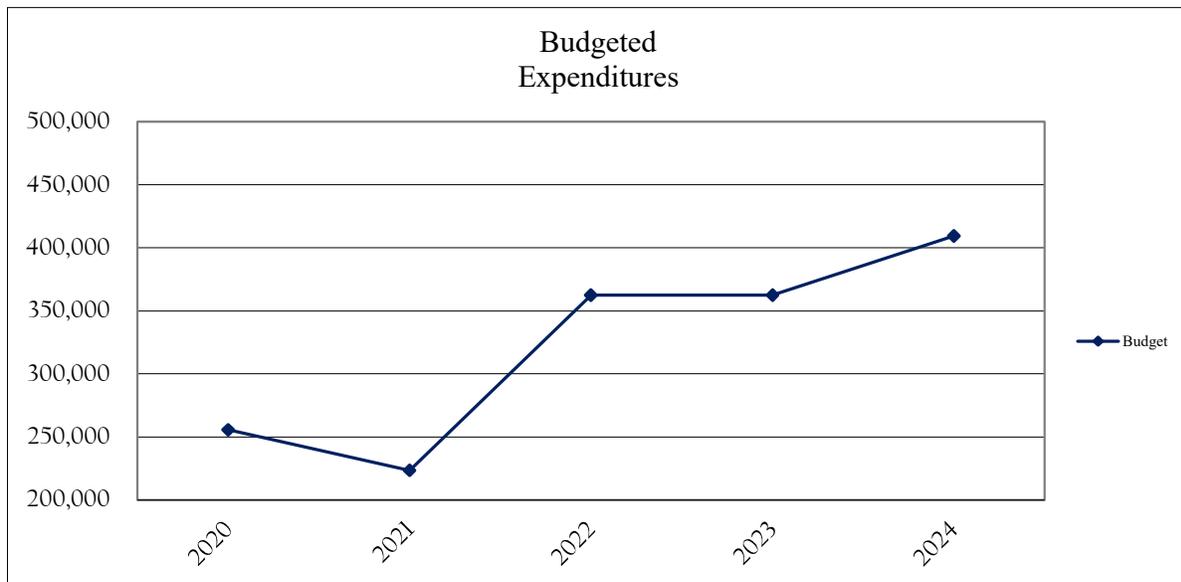
## City Manager

### Service Delivery

The City Manager reports directly to City Council, serving as a technical adviser in all council meetings. It is his job to supervise the day-to-day administrative operations of the City and manage the execution of legislation passed by City Council. The City Manager also has focused involvement in economic development and the development of Main Street. Other responsibilities include public relations, meeting with local residents, citizen groups, and businesses. The City Manager department is staffed by (2) full-time employees - (1) City Manager and (1) Assistant City Manager.

### Budget Summary General Fund -01 City Manager Department No. 413

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries and Benefits	\$ 330,217	\$ 376,667	\$ 46,451	14%
Operating Expenditures	\$ 32,150	\$ 32,690	\$ 540	2%
<b>Total Budget</b>	<b>\$ 362,367</b>	<b>\$ 409,357</b>	<b>\$ 46,991</b>	<b>13%</b>



**Personnel Expenditure Request  
General Fund -01  
City Manager  
Department No. 413**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-413-000-110	Salaries	\$ 221,567	\$ 256,323	\$ 34,756	16%
01-413-000-140	Bonus	\$ 6,074	\$ 6,244	\$ 170	3%
01-413-000-150	Deferred Comp	\$ 7,700	\$ 8,533	\$ 834	11%
01-413-000-155	Car Allowance	\$ 16,200	\$ 14,400	\$ (1,800)	-11%
01-413-000-220	FICA	\$ 17,415	\$ 20,086	\$ 2,671	15%
01-413-000-230	Retirement	\$ 38,907	\$ 45,235	\$ 6,328	16%
01-413-000-260	Workers Comp	\$ 2,694	\$ 2,964	\$ 270	10%
01-413-000-270	Insurance	\$ 19,660	\$ 22,882	\$ 3,222	16%
	<b>Total Salaries &amp; Benefits</b>	<b>\$330,217</b>	<b>\$376,667</b>	<b>\$46,451</b>	<b>14%</b>

**Operating Expenditure Request  
General Fund -01  
City Manager  
Department No. 413**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-413-000-340	Office Supplies	\$ 300	\$ 300	\$ -	0%
01-413-000-345	Postage	\$ 50	\$ 50	\$ -	0%
01-413-000-350	Prof Dev - Memberships	\$ 3,000	\$ 3,000	\$ -	0%
01-413-000-352	Prof Dev-Training & Conferences	\$ 25,000	\$ 25,000	\$ -	0%
01-413-000-390	Uniforms	\$ 150	\$ -	\$ (150)	-100%
01-413-000-424	Maintenance Contracts	\$ 650	\$ 840	\$ 190	29%
01-413-000-735	Special Projects and Services	\$ 3,000	\$ 3,500	\$ 500	17%
	<b>Total Operating Expenditures</b>	<b>\$ 32,150</b>	<b>\$ 32,690</b>	<b>\$540</b>	<b>2%</b>

<b>01-413-000-110</b>	<b>Salaries</b>	<b>256,323</b>
FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase.		
<b>01-413-000-140</b>	<b>Bonus</b>	<b>6,244</b>
Based on formula included in HR-43 Annual Bonus Policy.		
<b>01-413-000-150</b>	<b>Deferred Comp</b>	<b>8,533</b>
City Manager contract provides additional compensation in the form of a contribution to City Manager's ICMA-RC		
<b>01-413-000-155</b>	<b>Car Allowance</b>	<b>14,400</b>
Vehicle expenses such as gasoline, insurance, general maintenance and tires. The allowance provides official business transportation for the City Manager and the Assistant City Manager.		
<b>01-413-000-220</b>	<b>FICA</b>	<b>20,086</b>
The City of Hartsville is required to pay Social Security tax on gross wages of all employees. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.		
<b>01-413-000-230</b>	<b>Retirement</b>	<b>45,235</b>
The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.		
<b>01-413-000-260</b>	<b>Workers Comp</b>	<b>2,964</b>
The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.		
<b>01-413-000-270</b>	<b>Insurance</b>	<b>22,882</b>
The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.		
<b>01-413-000-340</b>	<b>Office Supplies</b>	<b>300</b>
The City Manager buys office supplies including but not limited to, i.e., pencils, pens, copy paper, calculator tape, paper clips, stationery, envelopes, and miscellaneous office supplies.		
<b>01-413-000-345</b>	<b>Postage</b>	<b>50</b>
General postage expenses, including UPS and Fed Ex.		
<b>01-413-000-350</b>	<b>Prof Dev - Memberships</b>	<b>3,000</b>
This expense line includes memberships with ICMA, SCCDA & SCCCM for the City Manager and additional memberships the City Manager sees as beneficial for the Assistant City Manager.		

**01-413-000-352 Prof Dev-Training & Conferences 25,000**

This category provides for City Manager attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to upgrade their education in areas related to the Administration Department, as well as maintaining their professional certifications.

Description	Total Cost	
MASC Annual Conference (2 staff)	\$	3,100
ICMA National Conference (2 staff)	\$	5,600
Retail Conference (2 Staff)	\$	5,800
2 SCCMA Conferences (2 staff)	\$	6,000
ICSC Annual Conference (2 staff)	\$	4,500
<b>Total Trainings &amp; Conferences</b>	<b>\$</b>	<b>25,000</b>

**01-413-000-424 Maintenance Contracts 840**

The City Manager department services the following maintenance contracts. This line item accounts for the City Manager's portion of printer and copier charges.

Description	Total Cost	
Copier	\$	840
<b>Total Maintenance Contracts</b>	<b>\$</b>	<b>840</b>

**01-413-000-735 Special Projects and Services 3,500**

This account provides for any special project or for any other expenses that are not regularly occurring. Expenses related to networking events and meetings with other governmental officials and organizations are allocated to this account.

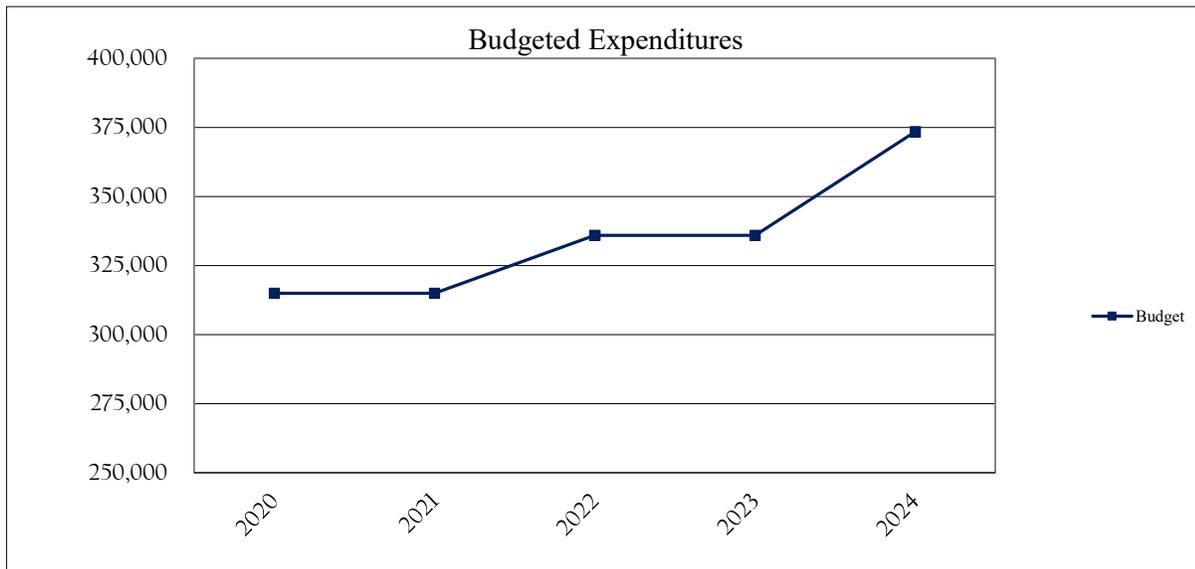
## Information Technology Department

### Service Delivery

The Information Technology Department manages the City's computer network including LAN, WAN, internet, e-mail, routers, virus protection, backup and monitoring internet usage. The IT Department troubleshoots, diagnoses and repairs software, hardware and network problems.

### Budget Summary General Fund -01 Information Technology Department Department No. 414

Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Operating Expenditures	\$ 336,000	\$ 373,500	\$ 37,500	11%
<b>Total Budget</b>	<b>\$ 336,000</b>	<b>\$ 373,500</b>	<b>\$ 37,500</b>	<b>11%</b>



**Operating Expenditure Request  
General Fund - 01  
Information Technology Department  
Department No. 414**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-414-000-340	Office Supplies	\$ 1,000	\$ -	\$ (1,000)	-100%
01-414-000-424	Contract Services	\$ 331,400	\$ 372,500	\$ 41,100	12%
01-414-000-420	Building Maintenance & Supplies	\$ 3,600	\$ 1,000	\$ (2,600)	-72%
	<b>Total Operating Expenditures</b>	<b>\$ 336,000</b>	<b>\$ 373,500</b>	<b>\$ 38,500</b>	<b>11%</b>

01-414-000-420 Building Maintenance & Supplies

1,000

General building maintenance and supplies are charged to this line item.

01-414-000-424 Contract Services

372,500

The City utilizes the following contract services. \$30,000 of the increase to this line item is due to insurance required increased cybersecurity measures.

<u>Description</u>	<u>Total Cost</u>
Website Maintenance Services	\$ 2,400
General IT Services (Security Cameras/Network Equip)	\$ 12,000
Virtual Office Services (Data backup/employee access.)	\$ 358,100
<b>Total Contract Services</b>	<b>\$ 372,500</b>

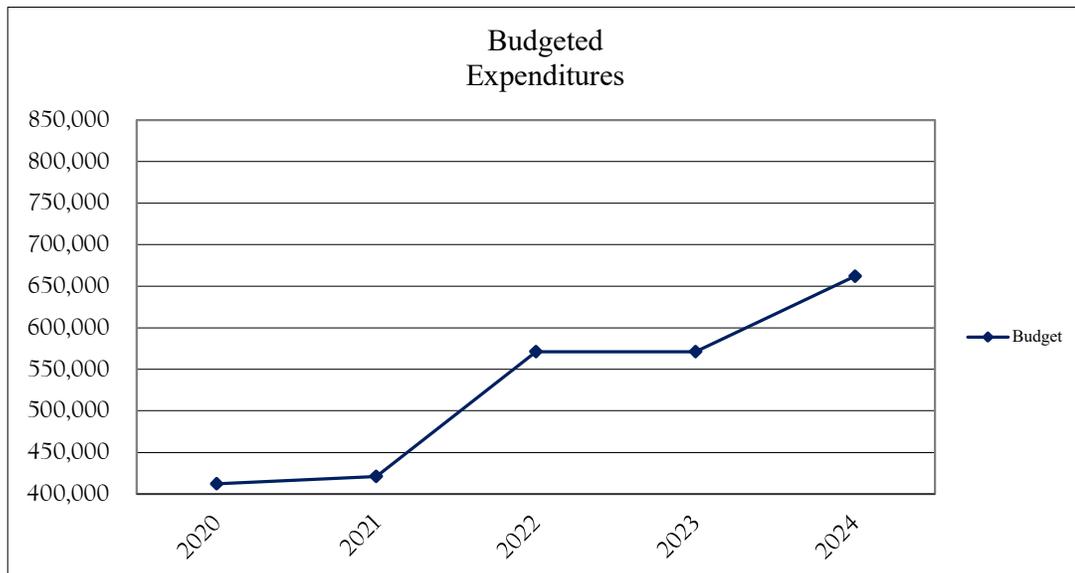
## Finance

### Service Delivery

The Finance Department is responsible for all of the City’s financial planning, investing, budgeting, licensing, and fiscal records. The department handles many different tasks for the City of Hartsville such as utility payments, hospitality taxes, accommodations taxes, accounts payable and receivable, community development payments, donations to area parks and recreational facilities. Staffed by nine full-time employees - (1) Chief Financial Officer (also Assistant City Manager, split with the City Manager department), (1) Business Services Director, (3) Customer Service Representatives, (1) Senior Accountant, (1) Procurement and Risk Manager, (1) Staff Accountant/Executive Assistant, and (1) Business License Coordinator.

## Budget Summary General Fund -01 Finance Department No. 415

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries and Benefits	\$ 530,004	\$ 632,381	\$ 102,377	19%
Operating Expenditures	\$ 41,300	\$ 29,850	\$ (11,450)	-28%
<b>Total Budget</b>	<b>\$ 571,304</b>	<b>\$ 662,231</b>	<b>\$ 90,927</b>	<b>16%</b>



**Personnel Expenditure Request**  
**General Fund -01**  
**Finance**  
**Department No. 415**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-415-000-110	Salaries	\$ 382,517	\$ 446,472	\$ 63,955	17%
01-415-000-130	Overtime	\$ 500	\$ 500	\$ -	0%
01-415-000-140	Bonus	\$ 2,946	\$ 3,438	\$ 492	17%
01-415-000-155	Car Allowance	\$ -	\$ 3,600	\$ 3,600	0%
01-415-000-220	FICA	\$ 29,526	\$ 34,732	\$ 5,206	18%
01-415-000-230	Retirement	\$ 67,248	\$ 82,943	\$ 15,695	23%
01-415-000-260	Workers Comp	\$ 1,532	\$ 1,730	\$ 198	13%
01-415-000-270	Insurance	\$ 44,735	\$ 53,966	\$ 9,231	21%
01-415-000-295	Temporary Personnel	\$ 1,000	\$ 5,000	\$ 4,000	400%
	<b>Total Salaries &amp; Benefits</b>	<b>\$530,004</b>	<b>\$632,381</b>	<b>\$102,377</b>	<b>19%</b>

**Operating Expenditure Request**  
**General Fund -01**  
**Finance**  
**Department No. 415**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-415-000-340	Office Supplies	\$ 6,500	\$ 9,000	\$ 2,500	38%
01-415-000-345	Postage	\$ 300	\$ 1,500	\$ 1,200	400%
01-415-000-350	Prof Dev - Memberships	\$ 1,200	\$ 1,200	\$ -	0%
01-415-000-352	Prof Dev-Training & Conferences	\$ 12,150	\$ 11,600	\$ (550)	-5%
01-415-000-360	Telephone	\$ 800	\$ 825	\$ 25	3%
01-415-000-390	Uniforms	\$ 250	\$ 500	\$ 250	100%
01-415-000-424	Maintenance Contracts	\$ 2,600	\$ 2,725	\$ 125	5%
01-415-000-735	Special Projects and Services	\$ 2,500	\$ 2,500	\$ -	0%
01-415-000-540	Professional Services	\$ 15,000	\$ -	\$ (15,000)	-100%
	<b>Total Operating Expenditures</b>	<b>\$ 41,300</b>	<b>\$ 29,850</b>	<b>\$ (11,450)</b>	<b>-28%</b>

**01-415-000-110 Salaries 446,472**

FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study. One position has been added to the Finance Department's budget, as the Deputy Clerk position (formerly budgeted in Court Operations) has been transitioned to a Customer Service Representative.

**01-415-000-130 Overtime 500**

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week. This calculation is based on the business needs that arise during the busiest times of the month for utility payment collections.

**01-415-000-140 Bonus 3,438**

Based on formula included in HR-43 Annual Bonus Policy.

**01-415-000-155 Car Allowance 3,600**

Vehicle expenses such as gasoline, insurance, general maintenance and tires. The allowance provides official business transportation for the Chief Financial Officer.

**01-415-000-220 FICA 34,732**

The City of Hartsville is required to pay Social Security tax on gross wages of all employees. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

**01-415-000-230 Retirement 82,943**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**01-415-000-260 Workers Comp 1,730**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

**01-415-000-270 Insurance 53,966**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**01-415-000-295 Temporary Personnel 5,000**

This account provides for wages incurred by a temporary Business License Specialist that works during peak season for business license collections. This was previously budgeted in the Planning & Zoning department.

**01-415-000-340 Office Supplies 9,000**

The Finance department buys office supplies including but not limited to, i.e., pencils, pens, copy paper, calculator tape, paper clips, stationery, envelopes, and miscellaneous office supplies.

**01-415-000-345 Postage 1,500**

General postage expenses, including UPS and FedEx. This budget increased due to business license and grant related postage that is now being allocated here.

**01-415-000-350 Prof Dev - Memberships 1,200**

This account provides for the following memberships:

Description	Total Cost	
BLOA Memberships	\$	75
MFOCTA Memberships	\$	175
SCUBA Memberships	\$	95
CPA Dues	\$	80
GFOASC Dues	\$	300
SC Aviation Association	\$	35
National GFOA Dues	\$	170
Other Memberships	\$	270
<b>Total Prof Dev-Memberships</b>	<b>\$</b>	<b>1,200</b>

**01-415-000-352 Prof Dev-Training & Conferences 11,600**

This category provides for Finance Department personnel attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to maintain their professional certifications.

Description	Total Cost	
SCUBA Fall Meeting (3 emp)	\$	550
SCUBA Annual Meeting (3 emp)	\$	2,500
MCAA Annual Meeting (3 emp)	\$	2,500
MCAA Spring Meeting (2 emp)	\$	550
Grant Trainings and Continuing Education Trainings (2 emp)	\$	1,500
BLOA/ MFOCTA Annual Conference (2 emp)	\$	2,000
GFOASC Spring Meeting (1 emp)	\$	300
GFOASC Fall Meeting (1 emp)	\$	1,300
BLOA Spring Meeting (2 emp)	\$	400
<b>Total Prof Dev-Training &amp; Conferences</b>	<b>\$</b>	<b>11,600</b>

**01-415-000-360 Telephone 825**

This line provides for monthly telephone expenses incurred by the Finance department.

**01-415-000-390 Uniforms 500**

The City provides a stipend for logo wear for every employee in the department.

**01-415-000-424 Maintenance Contracts 2,725**

The Finance department maintains the following contracts:

Description	Total Cost	
Copier	\$	2,200
Postage Machine	\$	525
<b>Total Maintenance Contracts</b>	<b>\$</b>	<b>2,725</b>

**01-415-000-735 Special Projects and Services 2,500**

This account provides for any special projects and for any expenses that are not regularly occurring.

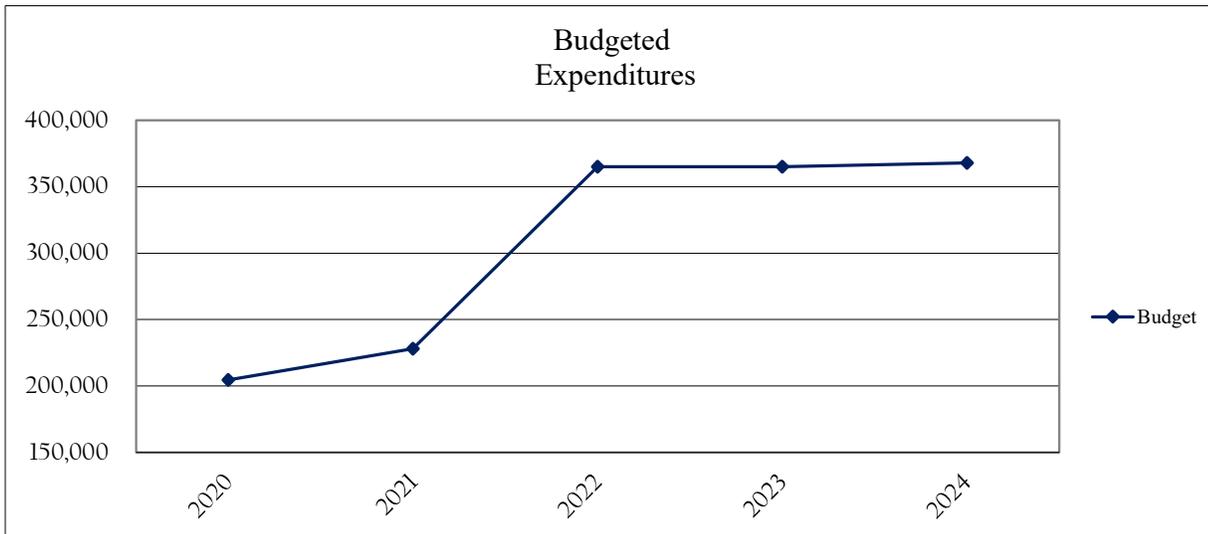
## Human Resources Department

### Service Delivery

The Human Resources Department is responsible for providing programs and services designed to attract, retain and develop diverse employees committed to achieving City objectives and satisfying customers. Human Resources administers programs and activities related to recruitment, job classification, benefits administration, wellness initiatives, personnel policies and procedures, and employee relations, as well as ongoing training, development and risk management. Staffed by three full-time employees - (1) Human Resources Director and (2) Human Resources Generalists.

## Budget Summary General Fund -01 Human Resources Department Department No. 417

Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries and Benefits	\$ 264,414	\$ 305,156	\$ 40,742	15%
Operating Expenditures	\$ 100,526	\$ 62,754	\$ (37,772)	-38%
<b>Total Budget</b>	<b>\$ 364,940</b>	<b>\$ 367,910</b>	<b>\$ 2,970</b>	<b>1%</b>



**Personnel Expenditure Request  
General Fund -01  
Human Resources Department  
Department No. 417**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-417-000-110	Salaries	\$ 182,243	\$ 211,506	\$ 29,263	16%
01-417-000-140	Bonus	\$ 1,402	\$ 1,627	\$ 225	16%
01-417-000-220	FICA	\$ 14,049	\$ 16,305	\$ 2,256	16%
01-417-000-230	Retirement	\$ 32,002	\$ 39,256	\$ 7,254	23%
01-417-000-260	Workers Comp	\$ 2,238	\$ 2,605	\$ 367	16%
01-417-000-270	Insurance	\$ 32,482	\$ 28,857	\$ (3,625)	-11%
01-417-000-295	Temporary Personnel	\$ -	\$ 5,000	\$ 5,000	0%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 264,414</b>	<b>\$ 305,156</b>	<b>\$ 40,742</b>	<b>15%</b>

**Operating Expenditure Request  
General Fund -01  
Human Resources Department  
Department No. 417**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-417-000-320	Continuing Education	\$ -	\$ -	\$ -	0%
01-417-000-330	Subscriptions	\$ 1,105	\$ 1,105	\$ -	0%
01-417-000-340	Office Supplies	\$ 3,000	\$ 3,250	\$ 250	8%
01-417-000-345	Postage	\$ 500	\$ 525	\$ 25	5%
01-417-000-350	Prof Dev - Memberships	\$ 1,000	\$ 630	\$ (370)	-37%
01-417-000-352	Prof Dev-Training & Conferences	\$ 8,205	\$ 11,450	\$ 3,245	40%
01-417-000-360	Telephone	\$ 2,316	\$ 2,484	\$ 168	7%
01-417-000-390	Uniforms	\$ 450	\$ 450	\$ -	0%
01-417-000-424	Maintenance Contracts	\$ 3,850	\$ 3,850	\$ -	0%
01-417-000-510	Advertisements - Legal	\$ 500	\$ 510	\$ 10	2%
01-417-000-540	Professional Services	\$ 50,000	\$ 5,000	\$ (45,000)	-90%
01-417-000-650	Employee Assistance	\$ 4,500	\$ 5,000	\$ 500	11%
01-417-000-652	Employee Longevity Awards	\$ 4,600	\$ 5,000	\$ 400	9%
01-417-000-700	Policy Review Guidelines	\$ 500	\$ 1,000	\$ 500	100%
01-417-000-735	Special Projects and Services	\$ 20,000	\$ 22,500	\$ 2,500	13%
	<b>Total Operating Expenditures</b>	<b>\$ 100,526</b>	<b>\$ 62,754</b>	<b>\$ (37,772)</b>	<b>-38%</b>

**01-417-000-110 Salaries** **211,506**  
 FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study.

**01-417-000-140 Bonus** **1,627**  
 Based on formula included in HR-43 Annual Bonus Policy.

**01-417-000-220 FICA** **16,305**  
 The City of Hartsville is required to pay Social Security tax on gross wages of all employees. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

**01-417-000-230 Retirement** **39,256**  
 The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**01-417-000-260 Workers Comp** **2,605**  
 The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

**01-417-000-270 Insurance** **28,857**  
 The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**01-417-000-330 Subscriptions** **1,105**  
 This account provides for subscriptions to recruitment websites such as LinkedIn and subscriptions related to sending out monthly Newsletters, such as Survey Monkey. Subscriptions also include Prezi, Mobile Text Alert, and Indeed.

**01-417-000-340 Office Supplies** **3,250**  
 The Human Resources Department buys office supplies including but not limited to, i.e., pencils, pens, copy paper, calculator tape, paper clips, stationery, envelopes, and miscellaneous office supplies.

**01-417-000-345 Postage** **11,450**  
 General postage expenses, including UPS and FedEx.

**01-417-000-350 Prof Dev - Memberships** **630**  
 This account provides for the following memberships:

Description	Total Cost	
SHRM Local (3 Staff)	\$	150
MHRA (3 Staff)	\$	180
Society for Human Resource (3 Staff)	\$	300
<b>Total Memberships</b>	<b>\$</b>	<b>630</b>

**01-417-000-352 Prof Dev-Training & Conferences 11,450**

This category provides for Human Resources Department personnel attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to upgrade their education in areas related to the Human Resources Department, as well as maintaining their professional certifications. Human Resources also budgets for City-wide training for employees and supervisors, including supervisory training, performance appraisals, coaching, etc. Budgeted expenditures include, but are not limited to classroom materials, books, videos, etc.

Description	Total Cost
MHRA Annual/Fall (3 Staff)	\$ 3,400
MHRA Regional/Spring (3 Staff)	\$ 700
ADP Conference (3 Staff)	\$ 6,000
Workshops and Seminars (3 Staff)	\$ 850
PEBA Conference (3 Staff)	\$ 500
<b>Total Training &amp; Conferences</b>	<b>\$ 11,450</b>

**01-417-000-360 Telephone 2,484**

The City receives basic telephone and long distance service. The City also maintains 3 cellular phones and other devices for the staff. The monthly bills are as follows.

Landline service	\$ 82	X	12	months	=	\$ 984
Cell-phone service	\$ 125	X	12	months	=	\$ 1,500
						<u>\$ 2,484</u>

**01-417-000-390 Uniforms 450**

The City provides a stipend for logo wear for every employee in the department.

**01-417-000-424 Maintenance Contracts 3,850**

The Human Resources department maintains the following contracts:

Description	Total Cost
Copier	\$ 3,850
<b>Total Maintenance Contracts</b>	<b>\$ 3,850</b>

**01-417-000-510 Advertisements - Legal 510**

Recruitment announcements

**01-417-000-540 Professional Services 5,000**

This account provides for professional services related to Human Resources.

**01-417-000-650 Employee Assistance 5,000**

The Employee Assistance Program (EAP) is designed to provide confidential counseling, as written in HR-27 Employee Assistance Program Policy.

Description	Total Price
90 Sessions	\$ 5,000
<b>Total Employee Assistance</b>	<b>\$ 5,000</b>

**01-417-000-652 Employee Longevity Awards 5,000**

Years of service award one for every five years of service.

**01-417-000-700 Policy Review Guidelines 1,000**

Legal fees for review.

**01-417-000-735 Special Projects and Services 22,500**

This category provides funds that will allow for various expenditures employee awards, job fairs, wellness, etc. A large portion of this account is utilized for the annual holiday employee luncheon, including catering and prizes.

## Main Street

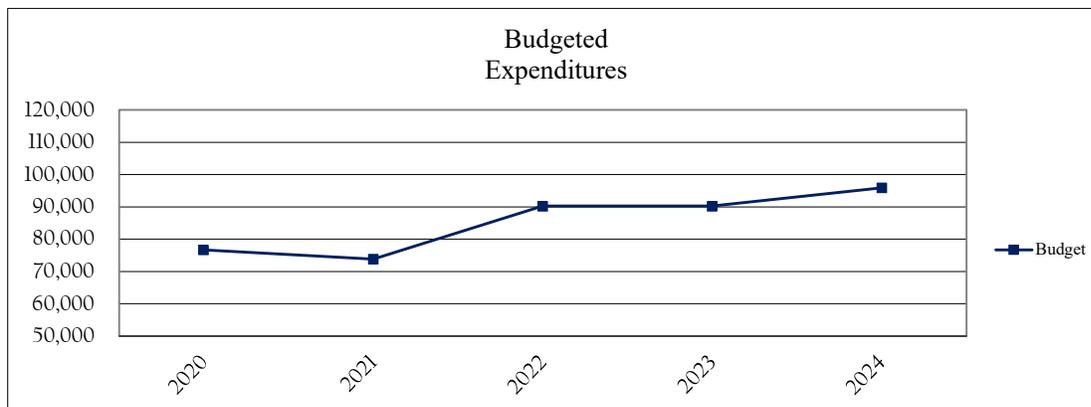
### Service Delivery

The Main Street Hartsville program is a partnership of the City of Hartsville and Main Street South Carolina, a program of the National Main Street Center. The organization seeks to build a vibrant downtown in Hartsville, focusing on thriving businesses, entertainment, recreating and historic preservation. It follows the Main Street Four Point Approach of Organization, Promotion, Design and Economic Restructuring. Staffed by one full-time employee - (1) Main Street Manager

Main Street Hartsville's efforts include partner businesses, a group of committees to direct projects and programs, the Hartsville Farmer's Market, as well as a Downtown Vibrancy Program for downtown business to improve their businesses.

### Budget Summary General Fund -01 Main Street Department No. 418

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries and Benefits	\$ 65,908	\$ 70,838	\$ 4,930	7%
Operating Expenditures	\$ 24,300	\$ 25,015	\$ 715	3%
<b>Total Budget</b>	<b>\$ 90,208</b>	<b>\$ 95,853</b>	<b>\$ 5,645</b>	<b>6%</b>



**Personnel Expenditure Request  
General Fund -01  
Main Street  
Department No. 418**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-418-000-110	Salaries	\$ 45,600	\$ 48,667	\$ 3,067	7%
01-418-000-140	Bonus	\$ 351	\$ 374	\$ 23	7%
01-418-000-220	FICA	\$ 3,488	\$ 3,723	\$ 235	7%
01-418-000-230	Retirement	\$ 8,007	\$ 9,033	\$ 1,026	13%
01-418-000-260	Workers Comp	\$ 693	\$ 740	\$ 47	7%
01-418-000-270	Insurance	\$ 6,269	\$ 6,801	\$ 532	8%
01-418-000-295	Temporary Personnel	\$ 1,500	\$ 1,500	\$ -	0%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 65,908</b>	<b>\$ 70,838</b>	<b>\$ 4,930</b>	<b>7%</b>

**Operating Expenditure Request  
General Fund -01  
Main Street  
Department No. 418**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-418-000-310	Banking and Processing Fees	\$ 400	\$ 400	\$ -	0%
01-418-000-340	Office Supplies	\$ 700	\$ 800	\$ 100	14%
01-418-000-345	Postage	\$ 50	\$ 65	\$ 15	30%
01-418-000-350	Prof Dev - Memberships	\$ 1,500	\$ 1,500	\$ -	0%
01-418-000-352	Prof Dev-Training & Conferences	\$ 3,500	\$ 5,000	\$ 1,500	43%
01-418-000-390	Uniforms	\$ 150	\$ 150	\$ -	0%
01-418-000-424	Maintenance Contracts	\$ 1,000	\$ 1,100	\$ 100	10%
01-418-000-700	Marketing and Advertising	\$ 2,000	\$ 2,000	\$ -	0%
01-418-000-701	Discount Gift Card	\$ 1,500	\$ 1,500	\$ -	0%
01-418-000-735	Special Projects and Services	\$ 10,000	\$ 10,000	\$ -	0%
01-418-000-736	Mainstreet Events	\$ 2,000	\$ 2,000	\$ -	0%
01-418-700-736	MS Grand Opening Expense	\$ 500	\$ 500	\$ -	0%
01-418-703-736	MS Treats on the Streets	\$ 1,000	\$ -	\$ (1,000)	-100%
	<b>Total Operating Expenditures</b>	<b>\$ 24,300</b>	<b>\$ 25,015</b>	<b>\$ 715</b>	<b>3%</b>

<b>01-418-000-110</b>	<b>Salaries</b>	<b>48,667</b>
The FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study.		
<b>01-418-000-140</b>	<b>Bonus</b>	<b>374</b>
Based on formula included in HR-43 Annual Bonus Policy.		
<b>01-418-000-220</b>	<b>FICA</b>	<b>3,723</b>
The City of Hartsville is required to pay Social Security tax on gross wages of all employees. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.		
<b>01-418-000-230</b>	<b>Retirement</b>	<b>9,033</b>
The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.		
<b>01-418-000-260</b>	<b>Workers Comp</b>	<b>740</b>
The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.		
<b>01-418-000-270</b>	<b>Insurance</b>	<b>6,801</b>
The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.		
<b>01-418-000-295</b>	<b>Temporary Personnel</b>	<b>1,500</b>
Temporary personnel for extra staffing for Downtown Block Parties, Farmers Markets, and other MSH events.		
<b>01-418-000-310</b>	<b>Banking and Processing Fees</b>	<b>400</b>
The City of Hartsville must pay bank fees associated with the transactions, deposits, daily repurchase agreements and credit card fees.		
<b>01-418-000-340</b>	<b>Office Supplies</b>	<b>800</b>
This account provides for office supplies, i.e., pencils, pens, copy paper, calculator tape, paper clips, stationery, envelopes, computer supplies, and any other office supplies that are required.		
<b>01-418-000-345</b>	<b>Postage</b>	<b>65</b>
General mailing expenses, including UPS and FedEx.		
<b>01-418-000-350</b>	<b>Prof Dev - Memberships</b>	<b>1,500</b>
This account provides for the following memberships:		

Description	Total Cost	
MSSC Membership	\$	800
Main Street National Membership	\$	375
MASC	\$	325
<b>Total Memberships</b>	<b>\$</b>	<b>1,500</b>

**01-418-000-352 Prof Dev-Training & Conferences 5,000**

This category provides for personnel attendance at workshops and seminars for increasing knowledge in their position.

Description	Total Cost
Main Street National Conference (2)	\$ 3,000
Main Street SC Quarterly Trainings	\$ 1,500
Workshops and Webinars	\$ 500
<b>Total Training &amp; Conferences</b>	<b>\$ 5,000</b>

**01-418-000-390 Uniforms 150**

The City provides a stipend for logo wear for every employee in the department.

**01-418-000-424 Maintenance Contracts 1,100**

The Main Street department maintains the following contracts:

Description	Total Cost
Copier	\$ 1,100
<b>Total Maintenance Contracts</b>	<b>\$ 1,100</b>

**01-418-000-700 Marketing and Advertising 2,000**

Main Street Hartsville does various paid marketing and advertising to promote Downtown and Downtown events.

Description	Total Cost
Print Materials	\$ 1,000
Online/Social Media	\$ 400
Street Banners	\$ 600
<b>Total Marketing and Advertising</b>	<b>\$ 2,000</b>

**01-418-000-701 Discount Gift Card 1,500**

This budgeted amount will allow Main Street Hartsville to run promotional discounts on Main Street Gift Certificates. This funds programs like Treat Yourself, Love Local, and other campaigns that can be run during Downtown's slow season to encourage more traffic Downtown.

**01-418-000-735 Special Projects and Services 10,000**

The Main Street Special projects line covers expenses to purchase partner decals, gift certificates, and other various expenses that may arise. Expenses to create a new mural on Main Street is budgeted for FY 2024.

Description	Total Cost
Main Street Experience Enhancement	\$ 10,000
<b>Total Special Projects</b>	<b>\$ 10,000</b>

**01-418-000-736 Mainstreet Events 2,000**

The Main Street events line covers expenses that are not covered by sponsorships for Downtown events including: Block Parties, Downtown Shopping Nights, Etc.

Description	Total Cost
Signage	\$ 250
Farmers Markets	\$ 250
Merchant Meetings	\$ 1,500
<b>Total Mainstreet Events</b>	<b>\$ 2,000</b>

**01-418-700-736 MS Grand Opening Expense 500**

Expenses for Ribbon Cuttings: Ribbons, Cupcakes, Paper Wear, Posters, etc.

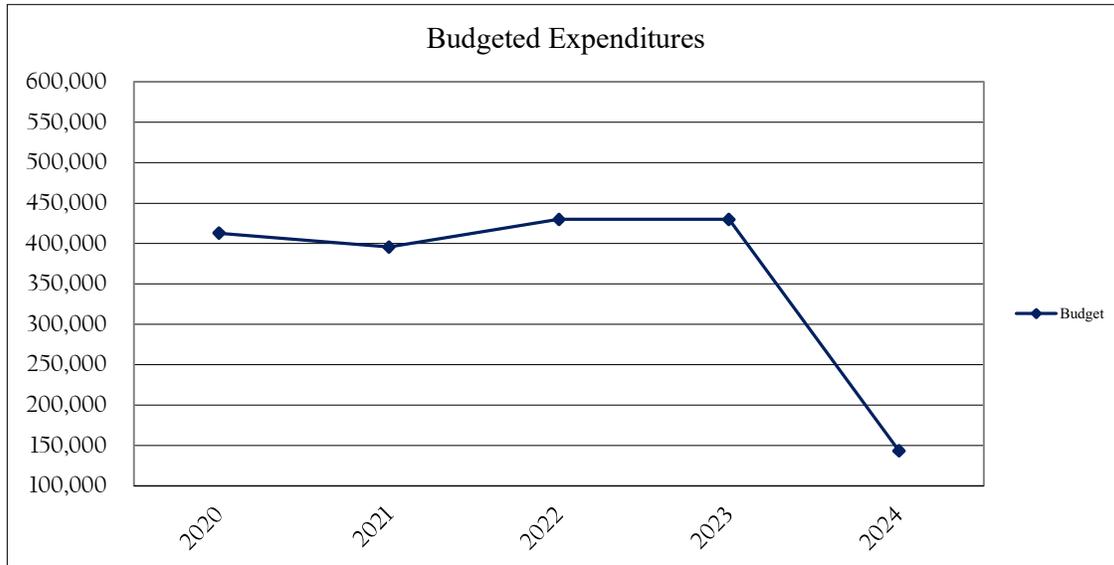
# Planning and Zoning

## Service Delivery

The Planning and Zoning Department proposes and implements plans that improve and preserve the quality of life in the city of Hartsville. Promoting orderly and controlled development allows us to plan for current and future needs. This department is responsible for zoning, permits, and initiating annexations, as well as developing a Comprehensive Plan in coordination with the Planning Commission. They also ensure all construction and renovation projects meet state guidelines, ICC standards, land use ordinances, and local regulations before work begins. Staffed by two (2) full-time employees - (1) Development Project Manager, and (1) GIS & Permitting Technician, split 50/50 with the Water/Sewer departments.

### Budget Summary General Fund -01 Planning and Zoning Department No. 419

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries and Benefits	\$ 300,746	\$ 126,439	\$ (174,307)	-58%
Operating Expenditures	\$ 126,599	\$ 17,100	\$ (109,499)	-86%
Debt Service	\$ 2,567	\$ -	\$ (2,567)	-100%
<b>Total Budget</b>	<b>\$ 429,912</b>	<b>\$ 143,539</b>	<b>\$ (286,376)</b>	<b>-67%</b>



**Personnel Expenditure Request  
General Fund -01  
Planning and Zoning  
Department No. 419**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-419-000-110	Salaries	\$ 210,057	\$ 91,134	\$ (118,923)	-57%
01-419-000-130	Overtime	\$ 500	\$ 500	\$ -	0%
01-419-000-140	Bonus	\$ 1,551	\$ 617	\$ (934)	-60%
01-419-000-220	FICA	\$ 15,547	\$ 6,183	\$ (9,364)	-60%
01-419-000-230	Retirement	\$ 35,414	\$ 15,117	\$ (20,297)	-57%
01-419-000-260	Workers Comp	\$ 864	\$ 187	\$ (677)	-78%
01-419-000-270	Insurance	\$ 23,812	\$ 10,201	\$ (13,611)	-57%
01-419-000-295	Temporary Personnel	\$ 13,000	\$ 2,500	\$ (10,500)	-81%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 300,746</b>	<b>\$ 126,439</b>	<b>\$ (174,312)</b>	<b>-58%</b>

**Operating Expenditure Request  
General Fund -01  
Planning and Zoning  
Department No. 419**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-419-000-160	Contracted Bldg Inspection SVCS	\$ 52,000	\$ -	\$ (52,000)	-100%
01-419-000-330	Publications	\$ 150	\$ 100	\$ (50)	-33%
01-419-000-340	Office Supplies	\$ 5,000	\$ 5,000	\$ -	0%
01-419-000-345	Postage	\$ 500	\$ 300	\$ (200)	-40%
01-419-000-350	Prof Dev - Memberships	\$ 900	\$ 800	\$ (100)	-11%
01-419-000-352	Prof Dev-Training & Conferences	\$ 1,850	\$ 4,500	\$ 2,650	143%
01-419-000-360	Telephone	\$ 2,500	\$ 2,500	\$ -	0%
01-419-000-390	Uniforms	\$ 750	\$ 300	\$ (450)	-60%
01-419-000-424	Maintenance Contracts	\$ 3,640	\$ 1,100	\$ (2,540)	-70%
01-419-000-510	Advertisements - Legal	\$ 500	\$ 500	\$ -	0%
01-419-000-580	Vehicle Fuel	\$ 3,000	\$ -	\$ (3,000)	-100%
01-419-000-585	Vehicle Insurance	\$ 2,309	\$ -	\$ (2,309)	-100%
01-419-000-590	Vehicle Maintenance	\$ 1,500	\$ -	\$ (1,500)	-100%
01-419-000-642	Demolition	\$ 50,000	\$ -	\$ (50,000)	-100%
01-419-000-735	Special Projects & Services	\$ 2,000	\$ 2,000	\$ -	0%
	<b>Total Operating Expenditures</b>	<b>\$ 126,599</b>	<b>\$ 17,100</b>	<b>\$ (109,499)</b>	<b>-86%</b>

## Debt Service Expenditure Request

### General Fund -01

### Planning and Zoning

### Department No. 419

Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-419-000-931	Principal - Capital Lease Payment	\$ 2,040	\$ -	\$ (2,040)	-100%
01-419-000-941	Interest - Capital Lease Payment	\$ 527	\$ -	\$ (527)	-100%
<b>Total Debt Service</b>		<b>\$ 2,567</b>	<b>\$ -</b>	<b>\$ (2,567)</b>	<b>-100%</b>

**01-419-000-110 Salaries** **91,134**  
 FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study. The formerly budgeted Planning & Zoning director is a frozen position and is not budgeted for FY 2024

**01-419-000-130 Overtime** **500**  
 The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

**01-419-000-140 Bonus** **617**  
 Based on formula included in HR-43 Annual Bonus Policy.

**01-419-000-220 FICA** **6,183**  
 The City of Hartsville is required to pay Social Security tax on gross wages of all employees. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

**01-419-000-230 Retirement** **15,117**  
 The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**01-419-000-260 Workers Comp** **187**  
 The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

**01-419-000-270 Insurance** **10,201**  
 The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**01-419-000-295 Temporary Personnel** **2,500**  
 This account provides for wages incurred by (1) part-time temporary staff member that provides coverage to the Planning & Zoning department when full-time staff members are out of the office.

**01-419-000-330 Publications** **100**  
 Publications related to governmental best practices. These are now mostly digital.

**01-419-000-345 Postage** **300**  
 General mailing expenses, including UPS and FedEx. This budget decreased, as envelopes are now being allocated to Office Supplies.

**01-419-000-340 Office Supplies** **5,000**  
 Office supplies including but not limited to paper, pens, staples, notepads, tape, folders, and other general office supplies.

**01-419-000-350 Prof Dev - Memberships 800**

This account provides for the following memberships:

Description	Total Cost	
Municipal Assoc. Memberships:		
SC Comm. Dev. Assoc.	\$	100
American Planning Assoc.	\$	700
<b>Total Prof Dev - Memberships</b>	<b>\$</b>	<b>800</b>

**01-419-000-352 Prof Dev-Training & Conferences 4,500**

This category provides for Planning and Zoning personnel attendance at workshops and seminars for increasing knowledge in their position.

Description	Total Cost	
National Planning Conference (1 staff)	\$	3,285
Permitting Technician Training	\$	1,215
<b>Total Prof Dev-Training &amp; Conferences</b>	<b>\$</b>	<b>4,500</b>

**01-419-000-360 Telephone 2,500**

The City receives basic telephone, cell phone and long distance service.

**01-419-000-390 Uniforms 300**

The City provides logo wear for employees and affiliates.

**01-419-000-424 Maintenance Contracts 1,100**

The Planning and Zoning has a maintenance contract on its small equipment as follows:

Description	Total Cost	
Copier	\$	1,100
<b>Total Maintenance Contracts</b>	<b>\$</b>	<b>1,100</b>

**01-419-000-735 Special Projects & Services 2,000**

This account provides for any special projects and any other expense that is not regularly occurring.

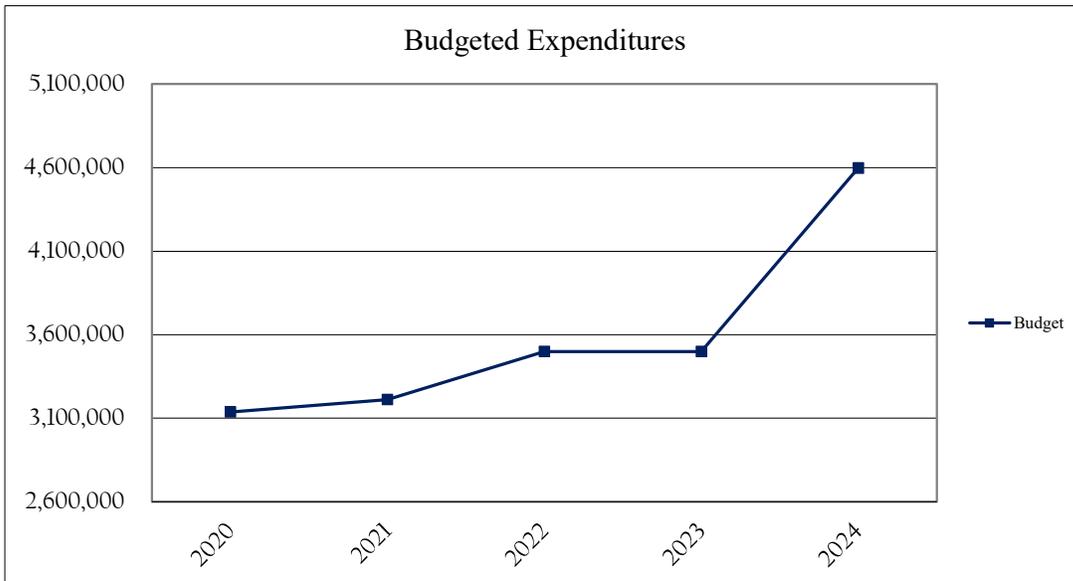
## Police Department and Victims Advocate

### Service Delivery

The Hartsville Police Department is committed to preserving, protecting and enhancing the quality of life in our community. We practice community-based policing and value our partnerships with citizens and neighborhood organizations focusing on crime prevention. Staffed by forty-three (43) Full-Time Employees - (1) Police Chief, (1) Captain, (1) Training Division Lieutenant, (1) Court Administration Sergeant, (1) Administration Lieutenant, (1) Detective Lieutenant, (1) Community Outreach and Victim Services Lieutenant, (2) Patrol First Sergeant, (2) Patrol Sergeant, (4) Patrol Corporals, (4) Patrol Lance Corporal, (1) Traffic Safety Officer Patrol Corporal, (1) Patrol Reserve Officers, (4) Patrol Officer, (1) Administrative Office Manager, (1) Administrative Assistant Police Officer III, (1) Evidence Coordinator Police Sergeant, (1) School Resource Officer Police Sergeant, (1) School Resource Officer Police Corporal, (4) School Resource Officer Police Lance Corporal, (1) Victim's Advocate Police Sergeant, (1) VICE Police Detective Lieutenant, (1) VICE Police Detective Corporal ATF-TFO, (5) VICE Police Detective Corporal, (1) VICE Administrative Assistant.

### Budget Request Summary General Fund -01 Police Department and Victims Advocate Department No. 421,423

Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries and Benefits	\$ 2,826,718	\$ 3,275,156	\$ 448,438	16%
Operating Expenditures	\$ 565,783	\$ 574,023	\$ 8,240	1%
Debt Service	\$ 89,838	\$ 88,038	\$ (1,800)	-2%
Capital	\$ 16,192	\$ 660,000	\$ 643,808	3976%
<b>Total Budget</b>	<b>\$ 3,498,532</b>	<b>\$ 4,597,217</b>	<b>\$ 1,098,725</b>	<b>31%</b>



Personnel Expenditure Request  
General Fund -01  
Police Department and Victims Advocate  
Department No. 421,423

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-421-000-110	Salaries	\$ 1,780,030	\$ 2,030,966	\$ 250,936	14%
01-421-000-130	Overtime	\$ 40,000	\$ 40,000	\$ -	0%
01-421-000-140	Bonus	\$ 14,000	\$ 15,931	\$ 1,931	14%
01-421-000-220	FICA	\$ 140,280	\$ 159,624	\$ 19,344	14%
01-421-000-230	Retirement	\$ 365,106	\$ 437,221	\$ 72,115	20%
01-421-000-260	Workers Comp	\$ 93,680	\$ 108,498	\$ 14,818	16%
01-421-000-270	Insurance	\$ 350,698	\$ 395,421	\$ 44,723	13%
01-423-000-110	Salaries	\$ 27,126	\$ 56,607	\$ 29,481	109%
01-423-000-140	Bonus	\$ 209	\$ 435	\$ 226	108%
01-423-000-220	FICA	\$ 2,091	\$ 4,364	\$ 2,273	109%
01-423-000-230	Retirement	\$ 5,490	\$ 12,023	\$ 6,533	119%
01-423-000-260	Workers Comp	\$ 1,456	\$ 3,038	\$ 1,582	109%
01-423-000-270	Insurance	\$ 6,553	\$ 11,028	\$ 4,475	68%
	<b>Total Salaries &amp; Wages</b>	<b>\$ 2,826,718</b>	<b>\$ 3,275,156</b>	<b>\$ 448,438</b>	<b>16%</b>



## Capital Outlay Request General Fund -01 Police Department and Victims Advocate Department No. 421,423

Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-421-000-930	Capital	\$ 16,192	\$ 660,000	\$ 643,808	3976%
<b>Total Capital Outlay</b>		<b>\$ 16,192</b>	<b>\$ 660,000</b>	<b>\$ 643,808</b>	<b>3976%</b>

**01-421-000-110 Salaries** **2,030,966**

FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study.

**01-421-000-130 Overtime** **40,000**

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 170 hours within a payroll cycle due to state regulations. The City of Hartsville prides itself on the health, safety and well-being of our customers, businesses and community. An increase in this budget will help accommodate necessary saturations and trainings that tend to go beyond regular work hours.

**01-421-000-140 Bonus** **15,931**

Based on formula included in HR-43 annual Bonus Policy.

**01-421-000-220 FICA** **159,624**

The City of Hartsville is required to pay Social Security tax on gross wages for all City employees (except sworn police officers). The current contribution rate is 7.65% of gross salaries.

**01-421-000-230 Retirement** **437,221**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**01-421-000-260 Workers Comp** **108,498**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

**01-421-000-270 Insurance** **395,421**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**01-423-000-110 Salaries** **56,607**

FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study.

**01-423-000-140 Bonus** **435**

Based on formula included in HR-43 annual Bonus Policy.

**01-423-000-220 FICA** **4,364**

The City of Hartsville is required to pay Social Security/Medicare tax on gross wages for all City employees (except sworn police officers). The current contribution rate is 7.65% of gross salaries.

**01-423-000-230 Retirement 12,023**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**01-423-000-260 Workers Comp 3,038**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

**01-423-000-270 Insurance 11,028**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**01-421-000-345 Postage 500**

General postage expenses, including UPS and FedEx.

**01-421-000-340 Office Supplies 7,000**

Office supplies including but not limited to paper, pens, staples, notepads, tape, folders, and other general office supplies.

**01-421-000-350 Prof Dev - Memberships 3,185**

Officer memberships :

Description	Total Cost
SCLEOA	\$ 1,250
Police Chief Associations	\$ 400
IACP	\$ 100
Fraternal Order of Police (FOP)	\$ 1,435
<b>Total Professional Dev- Memberships</b>	<b>\$ 3,185</b>

**01-421-000-352 Prof Dev-Training & Conferences 23,000**

This account provides funding for practical, applicable training to enhance personnel safety, and enrich employee and departmental professionalism to include:

Description	Total Cost
Seminars & Workshops	\$ 7,500
SCCJA	\$ 2,800
Sirchie Evidence Training and Collection Classes	\$ 3,100
Special Response Team	\$ 9,600
<b>Total Training and Conferences</b>	<b>\$ 23,000</b>

**01-421-000-360 Telephone 20,000**

Description	Total Cost
Cell phones and mifis	\$ 16,583
Windstream Communication	\$ 142
Landline Phone System	\$ 3,275
<b>Total Telephone</b>	<b>\$ 20,000</b>

**01-421-000-390 Uniforms 12,000**

Funding from this account provides for the initial purchase and ongoing maintenance of uniforms and related items for sworn and civilian staff. Also included is the clothing allowance for investigative personnel, restocking of embroidered uniform patches and chevrons, the purchase of badges, nameplates, and other accouterments worn on the police uniform, canine handler uniforms, and field attire for investigative personnel.

Description	Total Cost
Admin Stipend 275 x 36	\$ 9,900
Vice Unit 300 x 7	\$ 2,100
<b>Total Uniforms</b>	<b>\$ 12,000</b>

**01-421-000-410 Utilities 21,165**

Utilities Police Dept. and HPD substation

**01-421-000-420 Building Maint & Supplies 21,050**

See chart below.

Description	Total Cost
Generator Maintenance	\$ 1,100
Fire extinguisher maintenance	\$ 2,000
General Maintenance (lightbulbs, safety equip., plumbing and electrical repairs)	\$ 7,000
Painting and remodel interior building - phase II	\$ 10,000
Custodial Supplies	\$ 950
<b>Total Building Maint &amp; Supplies</b>	<b>\$ 21,050</b>

**01-421-000-424 Maintenance Contracts 47,775**

The Police Department maintains a variety of equipment that is leased or must be maintained under contract as follows:

Description	Total Cost
Software RMS	\$ 6,500
Body Cameras	\$ 10,670
SC Dept. of Admin	\$ 1,000
Alarm monitoring service	\$ 2,000
Forensic Video Software	\$ 2,000
Body Armor	\$ 4,000
LawTrax	\$ 1,075
Shredding	\$ 540
Wash (38 vehicles x 19.99/month x 12 mths)	\$ 9,115
Fire Extinguishers	\$ 1,275
Pest Control Services	\$ 1,800
ROCIC	\$ 300
Copier	\$ 7,500
<b>Total Maintenance Contracts</b>	<b>\$ 47,775</b>

**01-421-000-430 Radio Maintenance & Fees 35,500**

Installation and removal of radios/upgrades and repairs, Install and remove radar unit repairs/replace and upgrades, walkie talkie repairs, mobile vision unit repairs/upgrades, batteries.

**01-421-000-450 911 E Contract 76,500**

Contract for 911 Dispatcher salaries payable to Darlington County Treasurer.

**01-421-000-540 Professional Services 15,000**

HR / Employee physicals, follow-ups and drug screenings

Description	Total Cost
Drug-screenings	\$ 10,500
Psychological Resources	\$ 3,500
Background Checks	\$ 1,000
<b>Total Professional Services</b>	<b>\$ 15,000</b>

**01-421-000-580 Vehicle Fuel 110,000**

Fuel for Police units.

**01-421-000-585 Vehicle Insurance 54,736**

Comprehensive and collision insurance is requested for 47 fleet vehicles.

**01-421-000-590 Vehicle Maintenance 50,000**

General repairs, oil changes, battery, brakes, wiper blades, replacement parts, tires, etc.

**01-421-000-620 Boarding 3,000**

The cost for housing incarcerated juveniles charged with felony offenses at the South Carolina Department of Juvenile Justice in Columbia is funded from this account. The Police Department's cost to incarcerate each juvenile per day is \$50.

**01-421-000-625 Camera & Video Surv Equipment 1,000**

Expended for the purchase of body-worn cameras pursuant to S.C. Code 23-1-240.

**01-421-000-655 Equipment 37,010**

Leather gear for new officers, replace worn and aging leather and web gear for other officers, name tags, pistols, rifles, Tasers, shotguns, uniform insignia, hats, weapon repairs/upgrades, night vision, body armor/bullet proof vest.

Description	Total Cost
Vest Replacement	\$ 12,000
Tasers and weapons	\$ 8,000
Communication Equipment	\$ 9,010
Other Replacement Equipment	\$ 8,000
<b>Total Equipment</b>	<b>\$ 37,010</b>

**01-421-000-665 Community Outreach Division 7,000**

Banners, events, national night out, training, supplies

**01-421-000-675 K-9 5,000**

Expenditures from this account are used to provide the necessary care associated with maintaining a professional canine unit of four dogs to include; various certifications, veterinary exams & immunizations, equipment, training, and boarding fees.

**01-421-000-676 Crime Scene & Lab Supplies 1,000**

This category is used to purchase and replenish individual items utilized in collection and documentation of evidence and generally valued at not more than \$100 and/or has a more limited lifespan than capital equipment.

**01-421-000-720 SC Teletype 8,000**

SLED terminal contract and user fees, software upgrade, router fees, computer replacement, router upgrades, etc.

**01-421-000-732 Spec Investigation Oper 1,500**

Prepaid phones, stand alone printer/cartridges, undercover motel fees, phone cards, ICAC air card, etc.

**01-421-000-770 Training Aids 4,000**

Ammunition/simulation, firing range supplies, replacement Taser cartridges, range targets, 40 caliber ammo & 40 caliber practice ammo, .223 duty ammo, .223 practice ammo, replace worn out training gear/equipment, Taser training cartridges, etc.

**01-421-000-931 Principal Payment-Equip Lease 78,688**

2020 Regions Bank Refinance Principal and 2021 A Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027. Refer to Appendix A Debt Schedule.

**01-421-000-941 Interest Payment-Equip Lease 9,350**

2020 Regions Bank Refinance Principal and 2021 A Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027. Refer to Appendix A Debt Schedule.

**01-421-100-655 Investigations Equipment 3,200**

Additional items needed for investigators not already provided under regular equipment line. Investigative tool annual subscription \$3,133.00

**01-423-000-340 Office Supplies 1,000**

The purchase of basic office supplies are funded from this account.

**01-423-000-345 Postage 50**

Postage for victim application and reports, victim court notifications letters, etc.

**01-423-000-350 Prof Dev - Memberships 350**

Victim Assistance membership fees

**01-423-000-352 Prof Dev-Training & Conferences 1,200**

Annual Conference fees, lodging & accommodations, meals, etc.

Description	Total Cost
Victim Assistance Conference Fees (1 emp)	\$ 1,200
<b>Total Prof Dev-Training &amp; Conferences</b>	<b>\$ 1,200</b>

**01-423-000-580 Vehicle Fuel 1,500**

Fuel of Victims Advocate unit.

**01-423-000-585 Vehicle Insurance 602**

Comprehensive and collision insurance is requested for 1 fleet vehicle.

**01-423-000-590 Vehicle Maintenance 1,200**

General repairs, oil changes, battery, brakes, wiper blades, replacement parts, tires, etc.

**01-421-000-930 Capital 660,000**

The following capital purchases are requested:

Description	Total Cost
(6) Ford Explorer ECO, V6 Tax and Upfitting	\$ 337,525
(1) 2003 Chevrolet Silverado work truck	\$ 55,475
(20) Mobile Video software/hardware	\$ 267,000
<b>Total Capital</b>	<b>\$ 660,000</b>

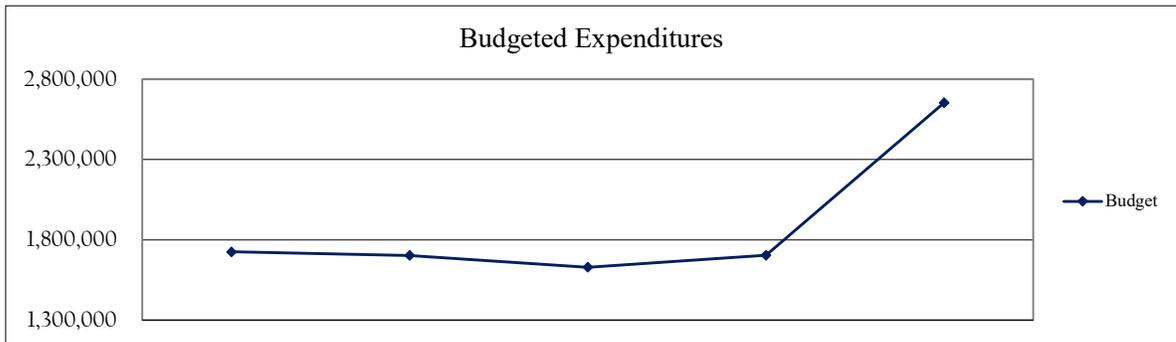
## Fire Department

### Service Delivery

HFD provides full range of emergency services provided includes fire suppression, fire prevention and education classes, hazardous materials response, medical first responders and codes enforcement. The department operates with five fire engines, one 100-foot aerial tower ladder truck, one quick-attack brush unit, and one service truck. Staffed by sixteen (17) Full-Time Employees - (1) Fire Chief, (1) Assistant Fire Chief, (3) Captains, (1) Fire Office Coordinator, (1) Fire Safety Inspector, (3) Lieutenants, (1) Code & Compliance Officer and (6) Firefighters . This department is also staffed by (22) Volunteers Firefighters and (1) Chaplain, (4) Junior Firefighters, and (2) Interns.

### Budget Request Summary General Fund -01 Fire Department Department No. 422

Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries and Benefits	\$ 1,207,856	\$ 1,426,976	\$ 219,120	18%
Operating Expenditures	\$ 453,446	\$ 626,429	\$ 172,983	38%
Debt Service	\$ 43,032	\$ 24,162	\$ (18,870)	-44%
Capital Outlay	\$ -	\$ 576,338	\$ 576,338	0%
<b>Total Budget</b>	<b>\$ 1,704,334</b>	<b>\$ 2,653,905</b>	<b>\$ 949,571</b>	<b>56%</b>



### Personnel Expenditure Request General Fund -01 Fire Department Department No. 422

Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-422-000-110	Salaries	\$ 801,675	\$ 945,509	\$ 143,834	18%
01-422-000-130	Overtime	\$ 5,000	\$ 8,000	\$ 3,000	60%
01-422-000-140	Bonus	\$ 5,782	\$ 6,851	\$ 1,069	18%
01-422-000-220	FICA	\$ 62,150	\$ 73,463	\$ 11,313	18%
01-422-000-230	Retirement	\$ 151,959	\$ 191,147	\$ 39,188	26%
01-422-000-260	Workers Comp	\$ 30,657	\$ 36,094	\$ 5,437	18%
01-422-000-270	Insurance	\$ 150,632	\$ 165,912	\$ 15,280	10%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 1,207,856</b>	<b>\$ 1,426,976</b>	<b>\$ 219,120</b>	<b>18%</b>

**Operating Expenditure Request  
General Fund -01  
Fire Department  
Department No. 422**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-422-000-160	Contracted Bldg Inspection SVCS	\$ -	\$ 62,000	\$ 62,000	0%
01-422-000-340	Office Supplies	\$ 3,000	\$ 3,000	\$ -	0%
01-422-000-342	Medical Supplies & Equip	\$ 9,500	\$ 9,500	\$ -	0%
01-422-000-345	Postage	\$ 300	\$ 1,000	\$ 700	233%
01-422-000-350	Prof Dev - Memberships	\$ 2,135	\$ 2,005	\$ (130)	-6%
01-422-000-352	Prof Dev-Training & Conferences	\$ 11,550	\$ 15,000	\$ 3,450	30%
01-422-000-360	Telephone	\$ 13,268	\$ 14,060	\$ 792	6%
01-422-000-390	Uniforms	\$ 17,566	\$ 19,500	\$ 1,934	11%
01-422-000-410	Utilities	\$ 22,200	\$ 21,790	\$ (410)	-2%
01-422-000-420	Building Maint & Supplies	\$ 32,700	\$ 32,700	\$ -	0%
01-422-000-424	Maintenance Contracts	\$ 65,510	\$ 69,982	\$ 4,472	7%
01-422-000-430	Radio Maintenance & Fees	\$ 28,000	\$ 28,000	\$ -	0%
01-422-000-450	911 E Contract	\$ 11,367	\$ 11,367	\$ -	0%
01-422-000-540	Professional Services	\$ 10,450	\$ 8,000	\$ (2,450)	-23%
01-422-000-580	Vehicle Fuel	\$ 27,000	\$ 35,000	\$ 8,000	30%
01-422-000-585	Vehicle Insurance	\$ 11,785	\$ 18,045	\$ 6,260	53%
01-422-000-590	Vehicle Maintenance	\$ 68,000	\$ 72,000	\$ 4,000	6%
01-422-000-610	Animal Control	\$ 2,000	\$ 1,000	\$ (1,000)	-50%
01-422-000-625	Fire Investigation Supplies	\$ 1,000	\$ 1,000	\$ -	0%
01-422-000-642	Demolition	\$ -	\$ 50,000	\$ 50,000	0%
01-422-000-655	Equipment	\$ 37,708	\$ 68,000	\$ 30,292	80%
01-422-000-656	Equipment - Bunker Gear	\$ 63,407	\$ 68,480	\$ 5,073	8%
01-422-000-660	Fire Prevention	\$ 5,000	\$ 5,000	\$ -	0%
01-422-000-770	Training Aids	\$ 10,000	\$ 10,000	\$ -	0%
<b>Total Operating Expenditures</b>		<b>\$ 453,446</b>	<b>\$ 626,429</b>	<b>\$ 172,983</b>	<b>38%</b>

**Debt Service Expenditure Request  
General Fund -01  
Fire Department  
Department No. 422**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-422-000-931	Principal Payment-Equip Lease	\$ 40,800	\$ 22,313	\$ (18,487)	-45%
01-422-000-941	Interest Payment-Equip Lease	\$ 2,232	\$ 1,849	\$ (383)	-17%
<b>Total Debt Service</b>		<b>\$ 43,032</b>	<b>\$ 24,162</b>	<b>\$ (18,870)</b>	<b>-44%</b>

**Capital Outlay Request  
General Fund -01  
Fire Department  
Department No. 422**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-422-000-930	Capital	\$ -	\$ 576,338	\$ 576,338	0%
<b>Total Capital Expenditures</b>		<b>\$ -</b>	<b>\$ 576,338</b>	<b>\$ 576,338</b>	<b>0%</b>

<b>01-422-000-110</b>	<b>Salaries</b>	<b>945,509</b>																												
FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study.																														
<b>01-422-000-130</b>	<b>Overtime</b>	<b>8,000</b>																												
The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 209 hours within a payroll cycle due to state regulations. The City of Hartsville prides itself on the health, safety and well-being of our customers, businesses and community. An increase in this budget will help accommodate necessary trainings and mutual aid agreements within our jurisdiction that tend to go beyond regular work hours.																														
<b>01-422-000-140</b>	<b>Bonus</b>	<b>6,851</b>																												
Based on formula included in HR-43 annual Bonus Policy.																														
<b>01-422-000-220</b>	<b>FICA</b>	<b>73,463</b>																												
The City is required to pay Social Security/Medicare tax on gross wages of all Fire Department employees. The current contribution rate is 7.65% of gross salaries.																														
<b>01-422-000-230</b>	<b>Retirement</b>	<b>191,147</b>																												
The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.																														
<b>01-422-000-260</b>	<b>Workers Comp</b>	<b>36,094</b>																												
The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.																														
<b>01-422-000-270</b>	<b>Insurance</b>	<b>165,912</b>																												
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<b>01-422-000-160</b>	<b>Contracted Bldg Inspection SVCS</b>	<b>62,000</b>																												
Contract inspection service.																														
<b>01-422-000-340</b>	<b>Office Supplies</b>	<b>3,000</b>																												
The Department maintains a supply of pens, pencils, paper clips and other items for office use. The office supplies support regular activities and fire prevention presentations throughout the year.																														
<b>01-422-000-342</b>	<b>Medical Supplies &amp; Equip</b>	<b>9,500</b>																												
This account provides for the purchase medical supplies used by Fire Department.																														
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<b>01-422-000-350</b>	<b>Prof Dev - Memberships</b>	<b>2,005</b>																												
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SCEMA	\$ 200																													
<b>Total Memberships</b>	<b>\$ 2,005</b>																													

**01-422-000-352 Prof Dev-Training & Conferences 15,000**

This account provides funding for practical, applicable training to enhance personnel safety, and enrich employee and departmental professionalism to include: Character Bulletins, Roll Call Training, Firearms Training, various seminars, First Aid Training, Less Lethal Training, and Civilian Training.

Description	Total Cost
SC Fire Marshals Recertification Conference (1)	\$ 1,600
Firefighter certification through SC Fire Academy (5)	\$ 3,900
SC Fire/Rescue Conference (3)	\$ 2,500
EMR certifications	\$ 2,500
Codes Conference (1)	\$ 1,550
Fire Dept International Conference (3)	\$ 1,600
SC Fire Chief Conference (1)	\$ 1,350
<b>Total Training and Conferences</b>	<b>\$ 15,000</b>

**01-422-000-360 Telephone 14,060**

Description	Total Cost
Seven iPhones	\$ 4,200
Nine iPads - data charges & airtime	\$ 4,800
Hot Spot	\$ 468
Landline Phone System	\$ 3,612
Modem for Lifepak 15	\$ 480
Accessories for phones & iPad	\$ 500
<b>Total Telephone</b>	<b>\$ 14,060</b>

**01-422-000-390 Uniforms 19,500**

This account covers uniforms for employees.

Description	Total Cost
Logo wear	\$ 600
Shoe/boot allowance for full time personnel	\$ 4,000
Work shirts	\$ 3,400
Uniforms pants/shirt	\$ 10,000
Uniform accessories	\$ 1,500
<b>Total Uniforms</b>	<b>\$ 19,500</b>

**01-422-000-410 Utilities 21,790**

Energy and water utility bills

**01-422-000-420 Building Maint & Supplies 32,700**

Description	Total Cost
Station Supplies	\$ 15,500
Hot Pressure Washer	\$ 11,800
Paint front offices	\$ 1,900
Replace dayroom doors	\$ 3,500
<b>Total Building and Maintenance</b>	<b>\$ 32,700</b>

**01-422-000-424 Maintenance Contracts**

**69,982**

The service contracts maintained by the Department are as follows.

Description	Total Cost
Bi-annual service & annual pump certification engine 111, 112, 113, 114, FR116, T115, & B120	\$ 14,000
Stephen service agreement consists of inspection of chassis & components (nfpa-1911 standard for inspection maintenance testing & nfpa-1915 standard for fire apparatus maintenance)	\$ 2,200
Annual testing of 30 ground ladders & one aerial ladder (nfpa-1914 standard for testing aerial devices & nfpa-1932 standard for testing ground ladders)	\$ 2,000
Annual scba pos-check on 36 air pack & replacement parts & hydrostatic test on scba cylinders	\$ 6,000
NFPA 1989 annual maintenance & air quality testing of breathing air system - station & rescue includes: (osha-29cfr 1910.134 respiratory standard & nfpa-1401 standard for fire department self-contained breathing apparatus & nfpa-1981 standard for open circuit scba apparatus)	\$ 2,800
Bi-annual service on five generators for Fire Station and TB Thomas Gym	\$ 3,000
Annual preventive maintenance on eleven gas detectors & three thermal imaging cameras	\$ 3,500
Annual hose testing includes nfpa-1961 standard for fire hose & iso	\$ 4,000
Fire Extinguisher Inspection	\$ 1,600
Emergency reporting software	\$ 14,900
E-dispatches	\$ 1,900
Active 911	\$ 1,000
Geographic information system technology	\$ 1,500
Cloud Licensing	\$ 1,332
PrePlan	\$ 1,600
Copier	\$ 1,000
Shredding	\$ 450
MSDS Software for all of city	\$ 3,000
Hazardous waste removal	\$ 200
Pest control services	\$ 1,400
Medical Lifepacks	\$ 2,000
HVAC Services	\$ 600
<b>Total Maintenance Contracts</b>	<b>\$ 69,982</b>

**01-422-000-430 Radio Maintenance & Fees**

**28,000**

Radio user fees and repairs.

**01-422-000-450 911 E Contract**

**11,367**

Contract requires the city to pay the salary of one fulltime dispatcher. County dispatches all emergency services for the city.

**01-422-000-540 Professional Services**

**8,000**

Annual physicals per NFPA 1582 Relevant OSHA Standards. Quarterly drug testing for all employees.

**01-422-000-580 Vehicle Fuel**

**35,000**

Fuel for equipment and vehicles.

**01-422-000-585 Vehicle Insurance**

**18,045**

The City maintains the comprehensive and collision coverage on 11 vehicles.

**01-422-000-590 Vehicle Maintenance**

**72,000**

Three vehicles serviced every 5,000 miles, repairs for all 7 fire apparatus and support vehicles Engine 111,112,113,114,T115,FR116. Front end realignment & tire rotation for all apparatus, including supplies, service and repairs on all power equipment, saws, generators, fans and other unexpected problems.

**01-422-000-610 Animal Control**

**1,000**

To assist with the expenditures that arise as it relates to emergency animal control situations within the City.

**01-422-000-625 Fire Investigation Supplies**

**1,000**

Fire investigation supplies and tools.

**01-422-000-642 Demolition**

**50,000**

City's program to assist with the demolition of condemned property.

**01-422-000-655 Equipment 68,000**

This account provides for the following equipment. Bulletproof vests are an additional expense budgeted for FY 2023. Per policy, firefighters are required to wear bulletproof vests when called to situations that could be dangerous and/or involve violence.

Description	Total Cost
F500	\$ 8,300
Replace Extrication Tools	\$ 41,000
Replacement Power Tools	\$ 4,000
Replacement of damaged rope and equipment	\$ 1,600
Replacement broken hand tools	\$ 1,500
Saw Blades and Chains	\$ 2,500
Fire Hoses	\$ 9,100
<b>Total Equipment</b>	<b>\$ 68,000</b>

**01-422-000-656 Equipment - Bunker Gear 68,480**

Replace worn and damaged gear, gloves, boots and helmets; \$20,000 allocated to this line for Bullet Proof Vests as required by policy.

**01-422-000-660 Fire Prevention 5,000**

The Fire Prevention Education Program continues to be a vital function of the Department. The Program reaches citizens within the community through lectures at schools, civic groups and Fire Prevention Week activities.

Description	Total Cost
Fire Prevention Novelties	\$ 3,000
Smoke and Carbon Monoxide Detectors	\$ 2,000
<b>Total Fire Prevention</b>	<b>\$ 5,000</b>

**01-422-000-770 Training Aids 10,000**

These expenditures are related to the training grounds for the Fire Department.

Description	Total Cost
Supplies for Burn Building	\$ 5,000
Container for Burn Building	\$ 5,000
<b>Total Training Aids</b>	<b>\$ 10,000</b>

**01-422-000-931 Principal Payment-Equip Lease 22,313**

2020 Regions Bank Refinance Principal and 2021 A Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027. Refer to Appendix A Debt Schedule.

**01-422-000-941 Interest Payment-Equip Lease 1,849**

2020 Regions Bank Refinance Principal and 2021 A Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027. Refer to Appendix A debit schedule.

**01-422-000-930 Capital 576,338**

Capital Purchase Request:

Description	Total Cost
New Fire Engine (Net Darlington County Bond)	\$ 576,338
<b>Total Capital</b>	<b>\$ 576,338</b>

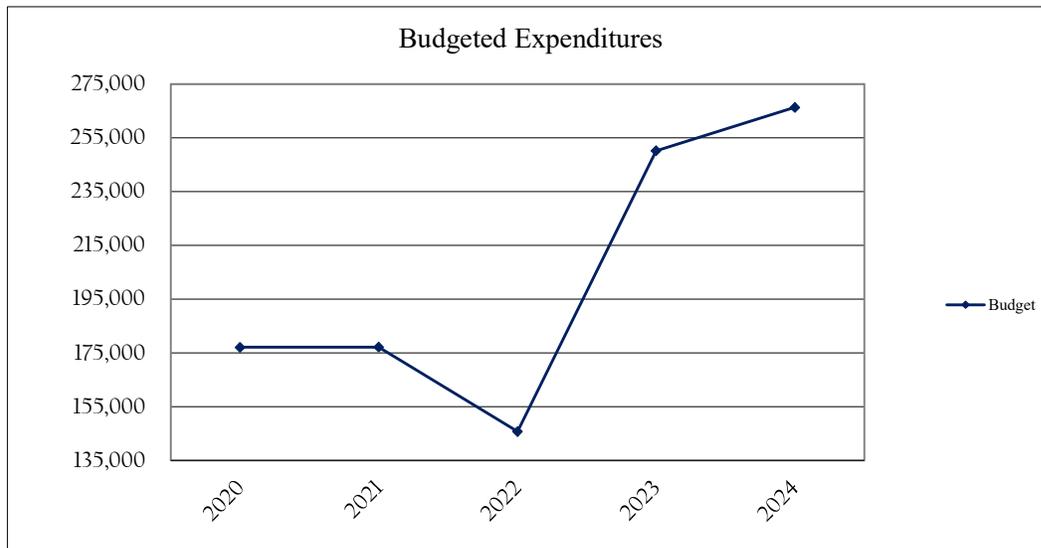
## Marketing & Communications Department

### Service Delivery

The Marketing & Communications Department consists of The Key, Hartsville's Visitor's Center and Tourism. This department focuses on providing community events to City residents, bringing visitors in to boost Hartsville tourism, and aiding in Hartsville's community development. The Marketing & Communications Department is staffed by (3) full-time employees - (1) Director of Tourism and Communications, (1) Special Events Coordinator, and (1) Marketing and Special Projects Coordinator (split with the Waterpark Department).

### Budget Summary General Fund -01 Marketing & Communications Department Department No. 426

Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries and Benefits	\$ 214,290	\$ 219,039	\$ 4,749	2%
Operating Expenditures	\$ 35,950	\$ 47,290	\$ 11,340	32%
<b>Total Budget</b>	<b>\$ 250,240</b>	<b>\$ 266,329</b>	<b>\$ 16,089</b>	<b>6%</b>



**Personnel Expenditure Request  
General Fund -01  
Marketing & Communications Department  
Department No. 426**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-426-000-110	Salaries	\$ 139,194	\$ 155,951	\$ 16,757	12%
01-426-000-130	Overtime	\$ 1,000	\$ 2,000	\$ 1,000	100%
01-426-000-140	Bonus	\$ 1,071	\$ 1,200	\$ 129	12%
01-426-000-220	FICA	\$ 10,807	\$ 12,175	\$ 1,368	13%
01-426-000-230	Retirement	\$ 24,598	\$ 29,256	\$ 4,658	19%
01-426-000-260	Workers Comp	\$ 1,245	\$ 1,455	\$ 210	17%
01-426-000-270	Insurance	\$ 19,375	\$ 17,002	\$ (2,373)	-12%
01-426-000-295	Temporary Personnel	\$ 17,000	\$ -	\$ (17,000)	-100%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 214,290</b>	<b>\$ 219,039</b>	<b>\$ 4,749</b>	<b>2%</b>

**Operating Expenditure Request  
General Fund -01  
Marketing & Communications Department  
Department No. 426**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-426-000-340	Office Supplies	\$ 2,000	\$ 2,000	\$ -	0%
01-426-000-345	Postage	\$ 50	\$ 50	\$ -	0%
01-426-000-350	Prof Dev - Memberships	\$ 600	\$ 600	\$ -	0%
01-426-000-352	Prof Dev-Training & Conferences	\$ 3,000	\$ 3,000	\$ -	0%
01-426-000-360	Telephone	\$ -	\$ 2,940	\$ 2,940	0%
01-426-000-390	Uniforms	\$ 300	\$ 300	\$ -	0%
01-426-000-424	Maintenance Contracts	\$ 1,000	\$ 8,600	\$ 7,600	760%
01-426-000-700	Marketing and Advertising	\$ 15,000	\$ 15,000	\$ -	0%
01-426-000-735	Special Projects & Services	\$ 5,000	\$ 5,000	\$ -	0%
01-426-000-736	Special Events	\$ 9,000	\$ 9,500	\$ 500	6%
	<b>Total Operating Expenditures</b>	<b>\$ 35,950</b>	<b>\$ 47,290</b>	<b>\$ 11,340</b>	<b>32%</b>

**01-426-000-110 Salaries** **155,951**

FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study.

**01-426-000-130 Overtime** **2,000**

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

**01-426-000-140 Bonus** **1,200**

Based on formula included in HR-43 annual Bonus Policy.

**01-426-000-220 FICA** **12,175**

The City of Hartsville is required to pay Social Security tax on gross wages of all employees, including the Mayor and City Council. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

**01-426-000-230 Retirement** **29,256**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**01-426-000-260 Workers Comp** **1,455**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

**01-426-000-270 Insurance** **17,002**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**01-426-000-340 Office Supplies** **2,000**

The Department maintains a supply of pens, pencils, paper clips and other items for office use.

**01-426-000-345 Postage** **50**

The Marketing and Communications Dept. mails sponsorship letters, thank you notes, tourism packets, and various other correspondence.

**01-426-000-350 Prof Dev - Memberships** **600**

This account provides for the following memberships:

Description	Total Cost
PRSA Membership	\$ 250
Tourism Alliance	\$ 300
MASC	\$ 50
<b>Total Prof Dev - Memberships</b>	<b>\$ 600</b>

**01-426-000-352 Prof Dev-Training & Conferences 3,000**

Description	Total Cost
SC Governors Conference (2 staff)	\$ 1,500
PRT Training (1 staff)	\$ 200
EMD (1 staff)	\$ 400
PRSA (1 staff)	\$ 200
Social Media Conference (1 staff)	\$ 500
Webinars and Workshops	\$ 200
<b>Total Prof Dev-Training &amp; Conferences</b>	<b>\$ 3,000</b>

**01-426-000-390 Uniforms 300**

The City provides logo wear for employees and affiliates.

**01-426-000-424 Maintenance Contracts 8,600**

Description	Total Cost
Analytics Service Marketing	\$ 7,500
Copier Services	\$ 1,100
<b>Total Maintenance Contracts</b>	<b>\$ 8,600</b>

**01-426-000-700 Marketing and Advertising 15,000**

The Marketing and Advertising line covers expenses for any advertising used to market Hartsville. We utilize Accommodations Tax and SCPRT Tourism Advertising Grant funds to maximize the use of the funds that are spent in this line. In 2021-2022 Hartsville Tourism was awarded \$40,500 from SCPRT TAG funds. The Tourism Advertising Grant (TAG) is a reimbursable, matching funds grant program whose mission is to expand the economic benefits of tourism across the state by providing competitive, matching grant funds to qualified tourism marketing partners for direct tourism advertising expenditures. \$5,000 - \$10,000 of these funds are typically applied to this account and the remaining funds are provided to the waterpark.

Description	Total Cost
SCPRT Co-Op Statewide Advertising	\$ 3,750
Event Fliers	\$ 750
Hartsville Brochures	\$ 2,200
Billboards	\$ 8,300
<b>Total Marketing and Advertising</b>	<b>\$ 15,000</b>

**01-426-000-735 Special Projects & Services 5,000**

The Special Projects and Services line accommodates miscellaneous expenses for the Marketing and Communications Department. These expenses may include replacing utility box covers, street light banners, A frame signs, and other various expenses to promote a better Hartsville for our residents and visitors alike.

**01-426-000-736 Special Events 9,500**

The Marketing and Communications Department is responsible for hosting numerous events throughout the City. We often get sponsorships to cover the main expenses and use budgeted funds to help cover additional expenses related to the event. Miscellaneous special events funds will allow us the flexibility to add in additional events on an as needed basis to stay up to date with current trends.

Description	Total Cost
Screen on the Green	\$ 1,000
Easter Eggstravaganza	\$ 2,000
PARKing Day	\$ 500
Veterans Day	\$ 500
Tourism Sponsored Block Party	\$ 1,500
Touch a Truck	\$ 2,000
Misc. Special Events	\$ 2,000
<b>Total Special Events</b>	<b>\$ 9,500</b>

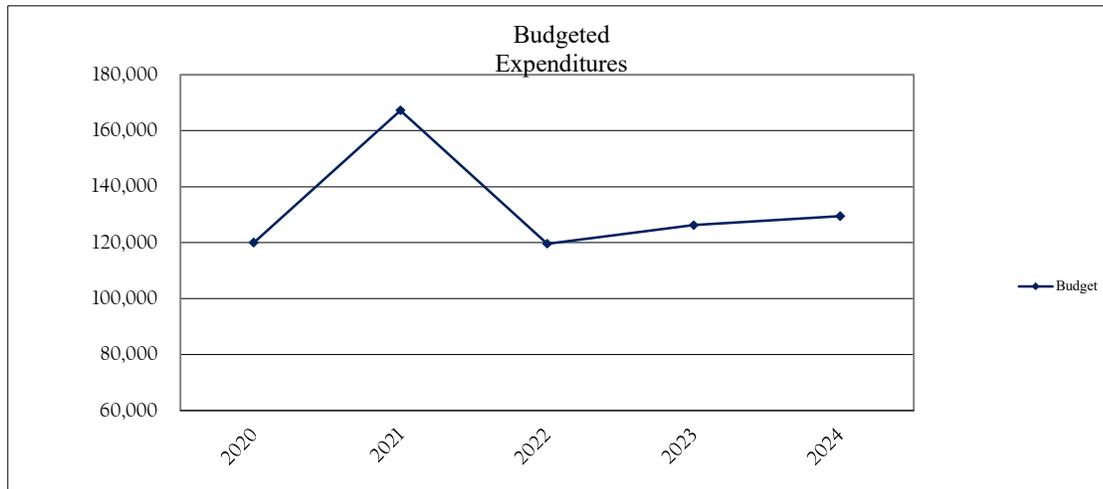
## Operations Maintenance

### Service Delivery

The Maintenance Department provides support for the Public Service Complex and all City owned buildings. Staffed by two full-time employees - (1) Facility Maintenance Technician and (1) Facility Maintenance Technician Assistant.

### Budget Summary General Fund -01 Operations Maintenance Department No. 431

Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries & Benefits	\$ 96,705	\$ 108,274	\$ 11,569	12%
Operating Expenditures	\$ 29,570	\$ 21,209	\$ (8,361)	-28%
<b>Total Budget</b>	<b>\$ 126,275</b>	<b>\$ 129,483</b>	<b>\$ 3,208</b>	<b>3%</b>



**Personnel Expenditure Request  
General Fund -01  
Operations Maintenance  
Department No. 431**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-431-000-110	Salaries	\$ 63,871	\$ 70,978	\$ 7,107	11%
01-431-000-130	Overtime	\$ 1,500	\$ 2,000	\$ 500	33%
01-431-000-140	Bonus	\$ 491	\$ 546	\$ 55	11%
01-431-000-220	FICA	\$ 5,038	\$ 5,625	\$ 587	12%
01-431-000-230	Retirement	\$ 11,449	\$ 13,485	\$ 2,036	18%
01-431-000-260	Workers Comp	\$ 1,818	\$ 2,038	\$ 220	12%
01-431-000-270	Insurance	\$ 12,538	\$ 13,602	\$ 1,064	8%
01-431-000-295	Temporary Personnel	\$ -	\$ -	\$ -	0%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 96,705</b>	<b>\$ 108,274</b>	<b>\$ 11,569</b>	<b>12%</b>

**Operating Expenditure Request  
General Fund -01  
Operations Maintenance  
Department No. 431**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-431-000-340	Office Supplies	\$ 1,500	\$ 375	\$ (1,125)	-75%
01-431-000-345	Postage	\$ 50	\$ -	\$ (50)	-100%
01-431-000-352	Prof Dev-Training & Conferences	\$ 500	\$ 125	\$ (375)	-75%
01-431-000-360	Telephone	\$ 500	\$ -	\$ (500)	-100%
01-431-000-390	Uniforms	\$ 2,100	\$ 1,050	\$ (1,050)	-50%
01-431-000-420	Building Maintenance & Supplies	\$ 9,000	\$ 8,000	\$ (1,000)	-11%
01-431-000-424	Maintenance Contracts	\$ 500	\$ -	\$ (500)	-100%
01-431-000-430	Radio Maintenance	\$ 100	\$ -	\$ (100)	-100%
01-431-000-540	Professional Services	\$ 100	\$ 100	\$ -	0%
01-431-000-580	Vehicle Fuel	\$ 2,500	\$ 3,000	\$ 500	20%
01-431-000-585	Vehicle Insurance	\$ 2,720	\$ 3,609	\$ 889	33%
01-431-000-590	Vehicle Maintenance	\$ 1,000	\$ 1,200	\$ 200	20%
01-431-000-655	Shop Equipment	\$ 5,500	\$ 500	\$ (5,000)	-91%
01-431-000-710	Safety Supplies	\$ 2,500	\$ 1,250	\$ (1,250)	-50%
01-431-000-730	BLDG Maintenance Small Tools & Equip	\$ 1,000	\$ 2,000	\$ 1,000	100%
01-431-000-930	Capital	\$ -	\$ -	\$ -	0%
<b>Total Operating Expenditures</b>		<b>\$ 29,570</b>	<b>\$ 21,209</b>	<b>\$ (8,361)</b>	<b>-28%</b>

**01-431-000-110 Salaries** 70,978  
 FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study.

**01-431-000-130 Overtime** 2,000  
 The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

**01-431-000-140 Bonus** 546  
 Based on formula included in HR-43 annual Bonus Policy.

**01-431-000-220 FICA** 5,625  
 The City is required to pay Social Security/Medicare tax on gross wages of all City employees. The current contribution rate is 7.65% of gross salaries.

**01-431-000-230 Retirement** 13,485  
 The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**01-431-000-260 Workers Comp** **2,038**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

**01-431-000-270 Insurance** **13,602**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**01-431-000-340 Office Supplies** **375**

The Department maintains a supply of pens, pencils, paper clips and other items for office use.

**01-431-000-352 Prof Dev-Training & Conferences** **125**

This category provides for department personnel attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to upgrade their education in areas related to the Operations Department, as well as maintaining their professional certifications.

**01-431-000-390 Uniforms** **1,050**

Description	Total Price	
Uniform rental service	\$	1,050
<b>Total Uniforms</b>	<b>\$</b>	<b>1,050</b>

**01-431-000-420 Building Maintenance & Supplies** **8,000**

This account provides for all maintenance supplies, tools, paint, parts, machinery, etc. necessary to the operations of the department.

Description	Total Price	
Custodial Supplies	\$	1,300
Tools and other supplies used for City-wide operations maintenance	\$	5,850
Paint, tools and parts	\$	850
<b>Total Building Maintenance &amp; Supplies</b>	<b>\$</b>	<b>8,000</b>

**01-431-000-540 Professional Services** **100**

This account provides for drug-screenings and background checks.

**01-431-000-580 Vehicle Fuel** **3,000**

Fuel for equipment and vehicles.

**01-431-000-585 Vehicle Insurance** **3,609**

The City maintains the comprehensive and collision coverage on vehicles and equipment.

**01-431-000-590 Vehicle Maintenance** **1,200**

Repairs, oil changes, tires, windshield wiper replacements, filters, etc.

**01-431-000-655 Shop Equipment** **500**

Purchase of shop equipment required to fulfill functions of the department.

**01-431-000-710 Safety Supplies** **1,250**

Boots, hand warmers, gloves, safety hats, and Gatorade.

**01-431-000-730 BLDG Maintenance Small Tools & Equip** **2,000**

Replacement of small tools through normal wear and tear.

## Parks and Recreation

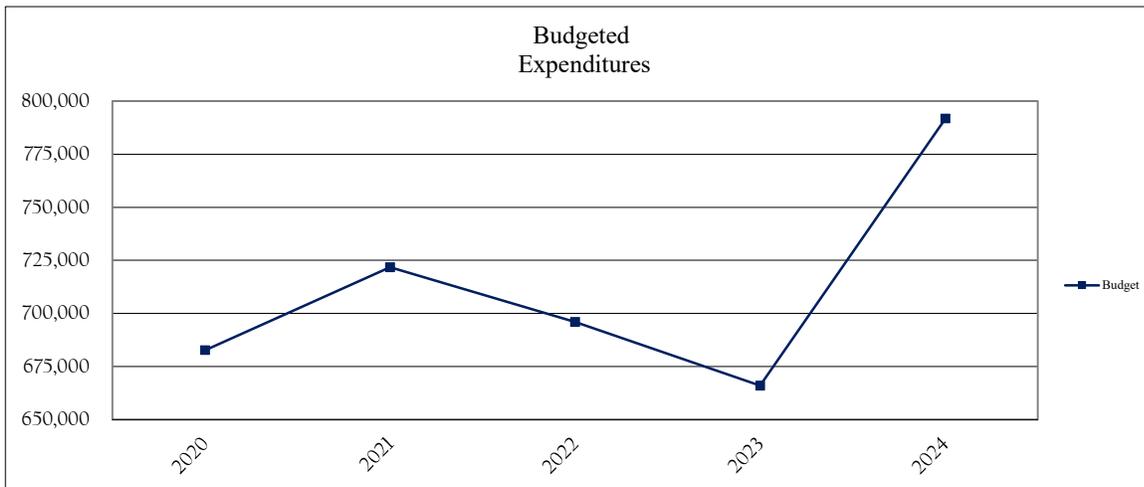
### Service Delivery

Parks and Recreation exists to promote a wholesome, affordable and valuable recreation program for people of all ages and all abilities. The benefits of recreation are designed to meet the physical, mental, cultural, and social needs of our community and visitors, while enhancing the overall quality of life in Hartsville. Staffed by seven (7) full-time employees - (1) Parks and Recreation Director, (1) Sports and Recreation Supervisor, (1) Park Facilities Supervisor, (1) Receptionist, (3) Maintenance Workers, and (1) part-time Custodian.

Parks and Recreation also works in conjunction with Hartsville Area Recreation to provide well-rounded opportunities for athletic, non-athletic, and senior citizen programs. Funded by Darlington County and the City of Hartsville, Hartsville Area Recreation offers opportunities and special events throughout the entire year. Parks and Leisure Services is also responsible for the Hartsville Airport and city cemeteries.

### Budget Summary General Fund -01 Parks and Recreation Department No. 452

Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries and Benefits	\$ 369,707	\$ 462,237	\$ 92,530	25%
Operating Expenditures	\$ 267,063	\$ 308,181	\$ 41,118	15%
Debt Service	\$ 4,278	\$ 6,345	\$ 2,067	48%
Capital Outlay	\$ 25,000	\$ 15,000	\$ (10,000)	-40%
Total Budget	\$ 666,048	\$ 791,763	\$ 125,715	19%



**Personnel Expenditure Request  
General Fund -01  
Parks and Recreation  
Department No. 452**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-452-000-110	Salaries	\$ 227,116	\$ 301,560	\$ 74,444	33%
01-452-000-140	Bonus	\$ 1,747	\$ 2,242	\$ 495	28%
01-452-000-220	FICA	\$ 17,508	\$ 23,241	\$ 5,733	33%
01-452-000-230	Retirement	\$ 39,882	\$ 55,970	\$ 16,089	40%
01-452-000-260	Workers Comp	\$ 4,581	\$ 6,153	\$ 1,572	34%
01-452-000-270	Insurance	\$ 44,874	\$ 46,271	\$ 1,397	3%
01-452-415-295	Temporary Personnel - Programming	\$ 9,000	\$ 11,800	\$ 2,800	31%
01-452-417-295	Temporary Personnel - Facilities	\$ 25,000	\$ 15,000	\$ (10,000)	-40%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 369,707</b>	<b>\$ 462,237</b>	<b>\$ 92,530</b>	<b>25%</b>

**Operating Expenditure Request  
General Fund -01  
Parks and Recreation  
Department No. 452**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-452-000-340	Office Supplies	\$ 2,000	\$ 1,500	\$ (500)	-25%
01-452-000-345	Postage	\$ 100	\$ 100	\$ -	0%
01-452-000-350	Prof Dev - Memberships	\$ 300	\$ 300	\$ -	0%
01-452-000-352	Prof Dev-Training & Conferences	\$ 3,500	\$ 3,500	\$ -	0%
01-452-000-360	Telephone	\$ 3,620	\$ 3,180	\$ (440)	-12%
01-452-000-390	Uniforms	\$ 2,700	\$ 2,700	\$ -	0%
01-452-000-410	Utilities	\$ 120,000	\$ 157,415	\$ 37,415	31%
01-452-000-420	Building Maintenance & Supplies	\$ 42,625	\$ 47,625	\$ 5,000	12%
01-452-000-424	Maintenance Contracts	\$ 9,755	\$ 10,205	\$ 450	5%
01-452-000-430	Radio Maintenance	\$ 100	\$ 100	\$ -	0%
01-452-000-510	Promotions & Advertisements	\$ 500	\$ 500	\$ -	0%
01-452-000-540	Professional Services	\$ 600	\$ 600	\$ -	0%
01-452-000-580	Vehicle Fuel	\$ 7,000	\$ 8,000	\$ 1,000	14%
01-452-000-585	Vehicle Insurance	\$ 1,813	\$ 2,406	\$ 593	33%
01-452-000-590	Vehicle Maintenance	\$ 8,000	\$ 8,000	\$ -	0%
01-452-000-680	Chemical Supplies	\$ 500	\$ 500	\$ -	0%
01-452-000-682	Landscape Materials	\$ 9,000	\$ 9,000	\$ -	0%
01-452-000-702	Replacement Equipment	\$ 11,000	\$ 9,000	\$ (2,000)	-18%
01-452-000-710	Safety Supplies	\$ 700	\$ 700	\$ -	0%
01-452-000-730	Small Tools & Equipment	\$ 3,500	\$ 3,500	\$ -	0%
01-452-000-735	Special Projects & Services	\$ 1,000	\$ 600	\$ (400)	-40%
01-452-000-755	Supplies	\$ 3,750	\$ 3,750	\$ -	0%
01-452-000-785	Turf Management	\$ 35,000	\$ 35,000	\$ -	0%
<b>Total Operating Expenditures</b>		<b>\$ 267,063</b>	<b>\$ 308,181</b>	<b>\$ 41,118</b>	<b>15%</b>

**Debt Service Expenditure Request  
General Fund -01  
Parks and Recreation  
Department No. 452**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-452-000-931	Principal Payment	\$ 3,523	\$ 5,680	\$ 2,157	61%
01-452-000-941	Interest Payment	\$ 755	\$ 665	\$ (90)	-12%
<b>Total Debt Service</b>		<b>\$ 4,278</b>	<b>\$ 6,345</b>	<b>\$ 2,067</b>	<b>48%</b>

**Capital Expenditure Request  
General Fund -01  
Parks and Recreation  
Department No. 452**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-452-000-930	Capital	\$ 25,000	\$ 15,000	\$ (10,000)	-40%
<b>Total Capital Outlay</b>		<b>\$ 25,000</b>	<b>\$ 15,000</b>	<b>\$ (10,000)</b>	<b>-40%</b>

**01-452-000-110 Salaries** **301,560**

FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study. This includes the addition of a part-time Custodian, who was formerly being employed as a temporary personnel member.

**01-452-000-140 Bonus** **2,242**

Based on formula included in HR-43 annual Bonus Policy.

**01-452-000-220 FICA** **23,241**

The City is required to pay Social Security/Medicare tax on gross wages of all Parks and Rec Department employees. The current contribution rate is 7.65% of gross salaries.

**01-452-000-230 Retirement** **55,970**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**01-452-000-260 Workers Comp** **6,153**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation.

**01-452-000-270 Insurance** **46,271**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**01-452-415-295 Temporary Personnel - Programming** **11,800**

This line provides for fitness instructors to teach classes such as line dancing, zumba, low impact, and cardio.

**01-452-417-295 Temporary Personnel - Facilities** **15,000**

Park supervision, TB Thomas front desk and facility supervision. This account decreased in FY 2024 due to a formerly temporary Custodian now considered a part-time employee.

**01-452-000-340 Office Supplies** **1,500**

The Department maintains a supply of pens, pencils, paper clips and other items for office use.

**01-452-000-345 Postage** **100**

General postage expenses, including UPS and Fed Ex.

**01-452-000-350 Prof Dev - Memberships** **300**

This account provides for the following memberships:

Description	Total Cost	
SCRPA	\$	200
MASC	\$	50
ServSafe	\$	50
<b>Total Prof Dev - Memberships</b>	<b>\$</b>	<b>300</b>

**01-452-000-352 Prof Dev-Training & Conferences** **3,500**

Description	Total Cost	
SCRPA Conference (2 staff)	\$	2,000
Programming Summit (1 staff)	\$	1,000
Workshops & Webinars	\$	500
<b>Total Prof Dev-Training &amp; Conferences</b>	<b>\$</b>	<b>3,500</b>

**01-452-000-360 Telephone** **3,180**

Telephone service for landline, cellular phones, and other wireless devices. \$265 month for 12 months.

**01-452-000-390 Uniforms** **2,700**

Description	Total Cost	
Rental Uniform Services	\$	1,800
Uniform T-Shirts and Logo Wear	\$	900
<b>Total Uniforms</b>	<b>\$</b>	<b>2,700</b>

**01-452-000-410 Utilities** **157,415**

Energy, gas, and water utility bills.

**01-452-000-420 Building Maintenance & Supplies** **47,625**

This account increased by \$17,625 due to a reclassification of janitorial supplies. These supplies were once allocated to maintenance contracts.

Building Description	Total Cost	
Repairs and improvements to TB Thomas	\$	10,000
Custodial Supplies	\$	17,625
Repairs Playground Equipment	\$	5,000
Repairs and improvements to Tennis court / Football Restrooms	\$	5,000
Repairs and improvements to upstairs complex 1	\$	5,000
Repairs and improvements to upstairs complex 2	\$	5,000
<b>Total Building Maintenance &amp; Supplies</b>	<b>\$</b>	<b>47,625</b>

**01-452-000-424 Maintenance Contracts** **10,205**

Services for electrical, plumbing, fertilization, fire ant control. Custodial supplies were once allocated to this account but are now allocated to Building Maintenance and Supplies.

Description	Total Cost	
HVAC Services	\$	200
Security Services	\$	2,330
IT and Networking Support	\$	350
Fire Protection Services	\$	2,295
Electrical Services	\$	900
Copiers	\$	3,500
Commercial Fitness Services	\$	630
<b>Total Maintenance Contracts</b>	<b>\$</b>	<b>10,205</b>

**01-452-000-430 Radio Maintenance** **100**

Repairs and batteries for 6 radios. Decrease by \$400.

**01-452-000-510 Promotions & Advertisements** **500**

Promotion of Parks & Rec Department and program flyers

<b>01-452-000-540 Professional Services</b>	<b>600</b>
Professional services for personnel, drug screening, background checks	
<b>01-452-000-580 Vehicle Fuel</b>	<b>8,000</b>
Fuel for Parks and Recreation units.	
<b>01-452-000-585 Vehicle Insurance</b>	<b>2,406</b>
Comprehensive and collision insurance.	
<b>01-452-000-590 Vehicle Maintenance</b>	<b>8,000</b>
Repairs and maintenance for a variety of vehicles, tractors, utility carts.	
<b>01-452-000-680 Chemical Supplies</b>	<b>500</b>
Chemicals for weed control and as needed fire ant applications.	
<b>01-452-000-682 Landscape Materials</b>	<b>9,000</b>
Plantings, shrubs, flowers, trees for the beautification of the park.	
<b>01-452-000-702 Replacement Equipment</b>	<b>9,000</b>
Equipment needed for athletic fields and events and for fitness equipment replacement, such as pitching mounds, replacement bases, etc. A treadmill is budgeted here for \$4,000.	
<b>01-452-000-710 Safety Supplies</b>	<b>700</b>
Safety equipment, goggles, boots, face shields, ear plugs. Decrease by \$300.	
<b>01-452-000-730 Small Tools &amp; Equipment</b>	<b>3,500</b>
Various tools, wrenches, pliers, screwdrivers, and small equipment. Blowers, weed eaters, edgers and replacement parts as needed.	
<b>01-452-000-735 Special Projects &amp; Services</b>	<b>600</b>
This account provides for special events hosted at Byerly Park, including corn hole tournaments and similar events.	
<b>01-452-000-755 Supplies</b>	<b>3,750</b>
Cleaning supplies, recreation program supplies. Increase by \$200.	
<b>01-452-000-785 Turf Management</b>	<b>35,000</b>
Turf management services, irrigation, sod.	
<b>01-452-000-931 Principal Payment</b>	<b>5,680</b>
2020 Regions Bank Refinance Principal and 2021 A Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027. Refer to Appendix A Debt Schedule.	
<b>01-452-000-941 Interest Payment</b>	<b>665</b>
2020 Regions Bank Refinance Principal and 2021 A Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027. Refer to Appendix A debit schedule.	
<b>01-452-000-930 Capital</b>	<b>15,000</b>
This line provides for the following capital expenses.	

Description	Total Cost	
Control Link system timers for lights	\$	15,000
<b>Total Capital</b>	<b>\$</b>	<b>15,000</b>

## Streets and Grounds

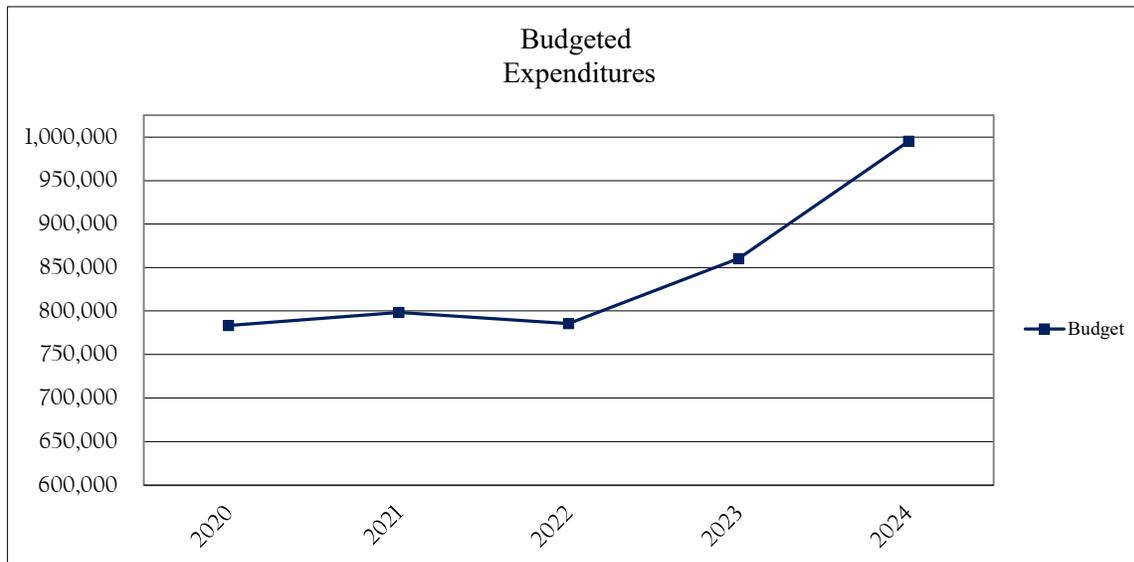
### Service Delivery

The City of Hartsville is dedicated to enhancing citizens' quality of life by maintaining, repairing and replacing streets and other related infrastructure. The City works to ensure a safe road system through proper maintenance, rehabilitation and replacement of failed segments of pavement and all other related infrastructure while upholding the highest regard for customer satisfaction. The city also strives to maintain and improve traffic conditions to strengthen citizens' sense of community. Staffed by twelve (12) full-time employees - (1) Streets and Grounds Manager, (1) Streets and Grounds Supervisor, (1) Equipment Operator, (1) Downtown Maintenance Worker, and (8) Maintenance Workers.

The Streets and Grounds Division of Public Services is responsible for the landscape maintenance, tree trimming and mowing within the right-of-ways, downtown areas, all City parks (excluding Byerly Park), and the grounds of all city facilities.

### Budget Summary General Fund -01 Streets and Grounds Department No. 453

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries and Benefits	\$ 612,917	\$ 682,551	\$ 69,634	11%
Operating Expenditures	\$ 247,578	\$ 272,658	\$ 25,080	10%
Capital Outlay	\$ -	\$ 40,000	\$ 40,000	0%
<b>Total Budget</b>	<b>\$ 860,495</b>	<b>\$ 995,209</b>	<b>\$ 134,714</b>	<b>16%</b>



## Personnel Expenditure Request General Fund -01 Streets and Grounds Department No. 453

Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-453-000-110	Salaries	\$ 364,381	\$ 427,731	\$ 63,350	17%
01-453-000-130	Overtime	\$ 1,000	\$ 5,000	\$ 4,000	400%
01-453-000-140	Bonus	\$ 2,803	\$ 3,290	\$ 487	17%
01-453-000-220	FICA	\$ 28,166	\$ 33,356	\$ 5,190	18%
01-453-000-230	Retirement	\$ 64,141	\$ 80,165	\$ 16,024	25%
01-453-000-260	Workers Comp	\$ 18,012	\$ 20,825	\$ 2,813	16%
01-453-000-270	Insurance	\$ 109,414	\$ 97,184	\$ (12,230)	-11%
01-453-000-295	Temporary Personnel	\$ 25,000	\$ 15,000	\$ (10,000)	-40%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 612,917</b>	<b>\$ 682,551</b>	<b>\$ 69,634</b>	<b>11%</b>

## Operating Expenditure Request General Fund -01 Streets and Grounds Department No. 453

Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-453-000-340	Office Supplies	\$ 1,500	\$ 1,500	\$ -	0%
01-453-000-350	Prof Dev-Memberships	\$ 300	\$ 300	\$ -	0%
01-453-000-352	Prof Dev-Training & Conferences	\$ 1,000	\$ 1,000	\$ -	0%
01-453-000-360	Telephone	\$ 2,000	\$ 2,000	\$ -	0%
01-453-000-390	Uniforms	\$ 9,800	\$ 9,800	\$ -	0%
01-453-000-410	Utilities	\$ 14,000	\$ 16,622	\$ 2,622	19%
01-453-000-420	Building Maint & Supplies	\$ 6,200	\$ 5,500	\$ (700)	-11%
01-453-000-424	Park Maintenance & Supplies	\$ 2,000	\$ 9,000	\$ 7,000	350%
01-453-000-430	Maintenance - Radios	\$ 500	\$ 500	\$ -	0%
01-453-000-435	Contract Streetsweeper	\$ 50,000	\$ 52,000	\$ 2,000	4%
01-453-000-445	Tree Maintenance	\$ 15,000	\$ 15,000	\$ -	0%
01-453-000-540	Professional Services	\$ 2,000	\$ 2,000	\$ -	0%
01-453-000-580	Vehicle Fuel	\$ 20,000	\$ 24,000	\$ 4,000	20%
01-453-000-585	Vehicle Insurance	\$ 10,878	\$ 14,436	\$ 3,558	33%
01-453-000-590	Vehicle Maintenance	\$ 18,000	\$ 17,000	\$ (1,000)	-6%
01-453-000-680	Chemical Supplies	\$ 2,000	\$ 2,000	\$ -	0%
01-453-000-682	Landscape Materials	\$ 12,000	\$ 13,000	\$ 1,000	8%
01-453-000-695	Pest Control	\$ 2,500	\$ 2,000	\$ (500)	-20%
01-453-000-710	Safety Supplies	\$ 6,000	\$ 6,500	\$ 500	8%
01-453-000-720	Downtown Maintenance	\$ 12,000	\$ 19,000	\$ 7,000	58%
01-453-000-730	Small Tools & Equipment	\$ 7,500	\$ 6,500	\$ (1,000)	-13%
01-453-000-731	Equipment Maintenance	\$ 2,500	\$ 5,000	\$ 2,500	100%
01-453-000-745	Street Repairs	\$ -	\$ 500	\$ 500	0%
01-453-000-746	Sidewalk Repairs/Maintenance	\$ 20,000	\$ 17,000	\$ (3,000)	-15%
01-453-000-755	Supplies	\$ 3,500	\$ 3,500	\$ -	0%
01-453-412-424	Maintenance Contracts	\$ 26,400	\$ 27,000	\$ 600	2%
	<b>Total Operating Expenditures</b>	<b>\$ 247,578</b>	<b>\$ 272,658</b>	<b>\$ 25,080</b>	<b>10%</b>

## Capital Expenditure Request Streets and Grounds Department No. 453

Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-453-000-930	Capital	\$ -	\$ 40,000	\$ 40,000	0%
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>0%</b>

**01-453-000-110 Salaries** **427,731**

FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study.

**01-453-000-130 Overtime** **5,000**

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week. This account increased for FY 2024 due to employees cleaning the parks on the weekends.

**01-453-000-140 Bonus** **3,290**

Based on formula included in HR-43 annual Bonus Policy.

**01-453-000-220 FICA** **33,356**

The City is required to pay Social Security/Medicare tax on gross wages of all City employees. The current contribution rate is 7.65% of gross salaries.

**01-453-000-230 Retirement** **80,165**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**01-453-000-260 Workers Comp** **20,825**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

**01-453-000-270 Insurance** **97,184**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**01-453-000-295 Temporary Personnel** **15,000**

This account provides for wages incurred by temporary personnel in the event that an otherwise full-time position should be temporarily filled by an employee through a staffing agency. Temporary personnel may also be needed in busy seasons, especially during the spring and summer.

**01-453-000-340 Office Supplies** **1,500**

The Department maintains a supply of pens, pencils, paper clips and other items for office use.

**01-453-000-350 Prof Dev-Memberships** **300**

This account provides for any professional memberships or subscriptions for Streets & Grounds personnel.

**01-453-000-352 Prof Dev-Training & Conferences** **1,000**

This category provides for Streets and Grounds personnel attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to upgrade their education in areas related to the Streets & Grounds, as well as maintaining their professional certifications.

**01-453-000-360 Telephone** **2,000**

The City receives basic telephone and long distance service from AT&T. The City also maintains 4 cellular phone and other wireless devices for the staff. \$167/month for 12 months.

**01-453-000-390 Uniforms 9,800**

Description	Total Cost
Logo wear t-shirts	\$ 800
Rental Uniform Service	\$ 9,000
<b>Total Uniforms</b>	<b>\$ 9,800</b>

**01-453-000-410 Utilities 16,622**

Water and energy utility bills.

**01-453-000-420 Building Maint & Supplies 5,500**

This account is used for the upkeep and maintenance of the Public Service complex building and restroom facilities within. Also used to maintain the Streets and Grounds building.

**01-453-000-424 Park Maintenance & Supplies 9,000**

This account is used for any repairs to the grounds or outbuildings/structures and equipment contained in Pride, Lawton, Centennial, Burry, and Vista parks. Additional materials and supplies needed for the daily cleaning and maintenance of restrooms in each of these park locations.

**01-453-000-430 Maintenance - Radios 500**

General radio maintenance and repairs.

**01-453-000-435 Contract Streetsweeper 52,000**

Power street sweeping contract.

**01-453-000-445 Tree Maintenance 15,000**

Certified Arborist Contract. Pruning and removal of dead/hazardous trees conducted through contracted services.

**01-453-000-540 Vehicle Fuel 24,000**

Fuel for equipment and vehicles.

**01-453-000-585 Vehicle Insurance 14,436**

The City maintains the comprehensive and collision coverage on vehicles and equipment.

**01-453-000-590 Vehicle Maintenance 17,000**

Repairs, oil changes, tires, windshield wiper replacements, filters, etc.

**01-453-000-680 Chemical Supplies 2,000**

Fertilizers and weed control products for right-of-way areas and grounds of City facilities.

**01-453-000-682 Landscape Materials 13,000**

Materials for Vista, Dog Park, Centennial, Burry, Pride, Lawton, City entrance areas, and median areas. Materials included but are not limited to: mulch, replacement plants, and irrigation repair supplies.

**01-453-000-695 Pest Control 2,000**

This account provides for any materials or services related to pest control. Includes insect and fire-and control products for parks and high traffic areas.

**01-453-000-710 Safety Supplies 6,500**

Boots, handwarmers, gloves, safety hats, and Gatorade. 12 employees are allotted \$300 annually for 2 pairs of boots.

**01-453-000-720 Downtown Maintenance 19,000**

Maintenance for planting beds in the downtown area. Includes seasonal plantings and all supplies and materials needed to maintain the areas within the B-1 district.

**01-453-000-730 Small Tools & Equipment 6,500**

Replacement of small tools through normal wear and tear.

**01-453-000-746 Sidewalk Repairs/Maintenance** **17,000**

Repairs, maintenance for cracks and tree-roots for City-owned sidewalks only.

**01-453-000-755 Supplies** **3,500**

Purchase of supplies required to fulfill functions of the department. This includes oil and other supplies.

**01-453-412-424 Maintenance Contracts** **27,000**

Description	Total Cost	
Roundabout landscaping maintenance contract	\$	10,800
HVAC	\$	400
Marion Ave. Cemetery tree service contract	\$	15,800
<b>Total Maintenance Contracts</b>	<b>\$</b>	<b>27,000</b>

**01-453-000-930 Capital** **40,000**

This line provides for the following capital lease item.

Description	Total Price	
Kubota Utility Tractor	\$	40,000
<b>Total Capital</b>	<b>\$</b>	<b>40,000</b>

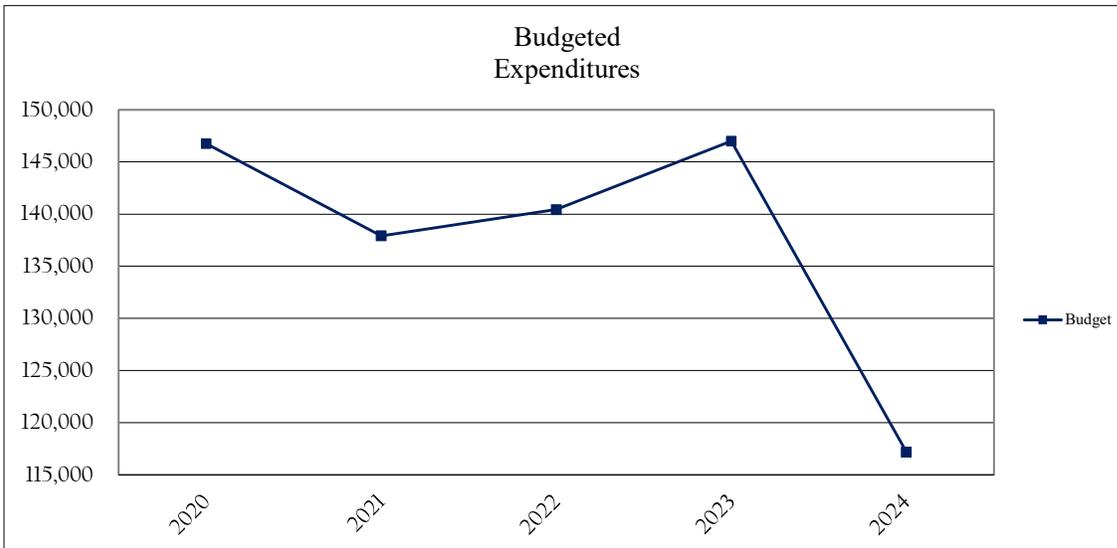
## Museum Operations

### Service Delivery

The Hartsville Museum offers local history and art exhibits. The neighboring Sculpture Courtyard, added in 2000, features multiple types of sculpture. Staffed by one (1) full-time employee, Museum Manager, and one (1) part-time employee, Museum Assistant.

### Budget Summary General Fund -01 Museum Operations Department No. 454

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries and Benefits	\$ 122,760	\$ 91,398	\$ (31,362)	-26%
Operating Expenditures	\$ 24,250	\$ 25,785	\$ 1,535	6%
<b>Total Budget</b>	<b>\$ 147,010</b>	<b>\$ 117,183</b>	<b>\$ (29,827)</b>	<b>-20%</b>



**Personnel Expenditure Request  
General Fund -01  
Museum Operations  
Department No. 454**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-454-000-110	Salaries	\$ 81,991	\$ 62,244	\$ (19,747)	-24%
01-454-000-130	Overtime	\$ 500	\$ 500	\$ -	0%
01-454-000-140	Bonus	\$ 634	\$ 404	\$ (230)	-36%
01-454-000-220	FICA	\$ 6,311	\$ 4,800	\$ (1,511)	-24%
01-454-000-230	Retirement	\$ 14,475	\$ 9,217	\$ (5,258)	-36%
01-454-000-260	Workers Comp	\$ 186	\$ 141	\$ (45)	-24%
01-454-000-270	Insurance	\$ 16,664	\$ 12,092	\$ (4,572)	-27%
01-454-000-295	Temporary Personnel	\$ 2,000	\$ 2,000	\$ -	0%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 122,760</b>	<b>\$ 91,398</b>	<b>\$ (31,362)</b>	<b>-26%</b>

**Operating Expenditure Request  
General Fund -01  
Museum Operations  
Department No. 454**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-454-000-340	Office Supplies	\$ 1,000	\$ 1,000	\$ -	0%
01-454-000-345	Postage	\$ 300	\$ 75	\$ (225)	-75%
01-454-000-350	Prof Dev - Memberships	\$ 250	\$ 250	\$ -	0%
01-454-000-352	Prof Dev-Training & Conferences	\$ 500	\$ 500	\$ -	0%
01-454-000-360	Telephone	\$ 1,400	\$ 1,400	\$ -	0%
01-454-000-370	Edition Expenses	\$ 2,000	\$ 5,000	\$ 3,000	150%
01-454-000-390	Uniforms	\$ 300	\$ 300	\$ -	0%
01-454-000-410	Utilities	\$ 12,000	\$ 10,760	\$ (1,240)	-10%
01-454-000-420	Building Maintenance & Supplies	\$ 6,000	\$ 6,000	\$ -	0%
01-454-000-424	Maintenance Contracts	\$ 500	\$ 500	\$ -	0%
<b>Total Operating Expenditures</b>		<b>\$ 24,250</b>	<b>\$ 25,785</b>	<b>\$ 1,535</b>	<b>6%</b>

**01-454-000-110 Salaries** 62,244

FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study.

**01-454-000-130 Overtime** 500

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

**01-454-000-140 Bonus** 404

Based on formula included in HR-43 annual Bonus Policy.

**01-454-000-220 FICA** 4,800

The City of Hartsville is required to pay Social Security tax on gross wages of all employees, including the Mayor and City Council. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

**01-454-000-230 Retirement** 9,217

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**01-454-000-260 Workers Comp** **141**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

**01-454-000-270 Insurance** **12,092**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**01-454-000-295 Temporary Personnel** **2,000**

This line provides for one temporary staff member to work on Saturdays.

**01-454-000-340 Office Supplies** **1,000**

The Department maintains a supply of pens, pencils, paper clips and other items for office use.

**01-454-000-345 Postage** **75**

Postage expenditures for sponsor letters, thank you notes, etc.

**01-454-000-350 Prof Dev - Memberships** **250**

This account provides for the following memberships:

Description	Total Cost
SC Federation of Museums	\$ 250
Prof Dev-Memberships	\$ 250

**01-454-000-352 Prof Dev-Training & Conferences** **500**

Description	Total Cost
SCFM Conference (2 staff)	\$ 275
Regional Hub Museum Visits (2 staff)	\$ 225
<b>Total Prof Dev-Training &amp; Conferences</b>	<b>\$ 500</b>

**01-454-000-360 Telephone** **1,400**

The City receives basic telephone and long distance service. The City also maintains one cellular phone for the staff as well as a landline service.

**01-454-000-370 Edition Expenses** **5,000**

This account provides for maintenance expenses incurred by the Edition museum that are not funded by revenues generated by the Edition.

**01-454-000-390 Uniforms** **300**

The City provides a stipend for logo wear for every employee in the department.

**01-454-000-410 Utilities** **10,760**

Energy and water utility bills.

**01-454-000-420 Building Maintenance & Supplies** **6,000**

General building maintenance and supplies are charged to this line item. This includes supplies for painting the interior and lighting outside of the Museum.

**01-454-000-424 Maintenance Contracts** **500**

This line item is used to maintain HVAC systems.

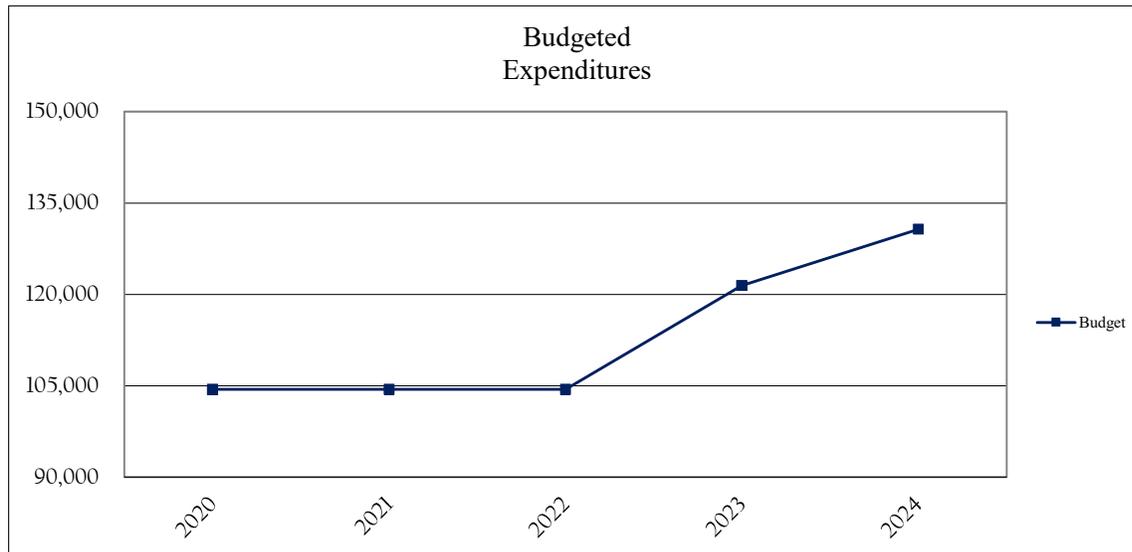
## Cemetery Operations

### Service Delivery

The City of Hartsville owns and operates two cemeteries, Magnolia and Greenlawn, as a service to the citizens.

### Budget Summary General Fund Cemetery Operations Department No. 495

Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Operating Expenditures	\$ 121,450	\$ 130,680	\$ 9,230	8%
<b>Total Budget</b>	<b>\$ 121,450</b>	<b>\$ 130,680</b>	<b>\$ 9,230</b>	<b>8%</b>



## Operating Expenditure Request General Fund Cemetery Operations Department No. 495

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-495-000-360	Telephone	\$ 300	\$ 300	\$ -	0%
01-495-000-410	Utilities	\$ 750	\$ 1,060	\$ 310	41%
01-495-000-420	Building Maintenance & Supplies	\$ 2,000	\$ 2,000	\$ -	0%
01-495-000-424	Contract	\$ 98,400	\$ 103,320	\$ 4,920	5%
01-495-000-735	Special Projects & Services	\$ 20,000	\$ 24,000	\$ 4,000	20%
	<b>Total Operating Expenditures</b>	<b>\$ 121,450</b>	<b>\$ 130,680</b>	<b>\$ 9,230</b>	<b>8%</b>

**01-495-000-360 Telephone** **300**  
 Telephone services. \$25 monthly for 12 months.

**01-495-000-410 Utilities** **72**  
 Energy and water utility bills.

**01-495-000-420 Building Maintenance & Supplies** **2,000**  
 This account provides for all maintenance supplies, tools, paint, parts, machinery, etc. necessary to the operations of the department.

**01-495-000-424 Contract** **103,320**  
 Contract for management and operations of cemeteries.

**01-495-000-735 Special Projects & Services** **24,000**  
 Opening and closing of graves in Magnolia and Greenlawn Cemeteries and funeral supervision for up to 100 services per year @ \$250.00 per service to be billed separately to the CITY on a monthly basis. After the 100 burial limit is reached, the charge would be one-half of the current City billing charges

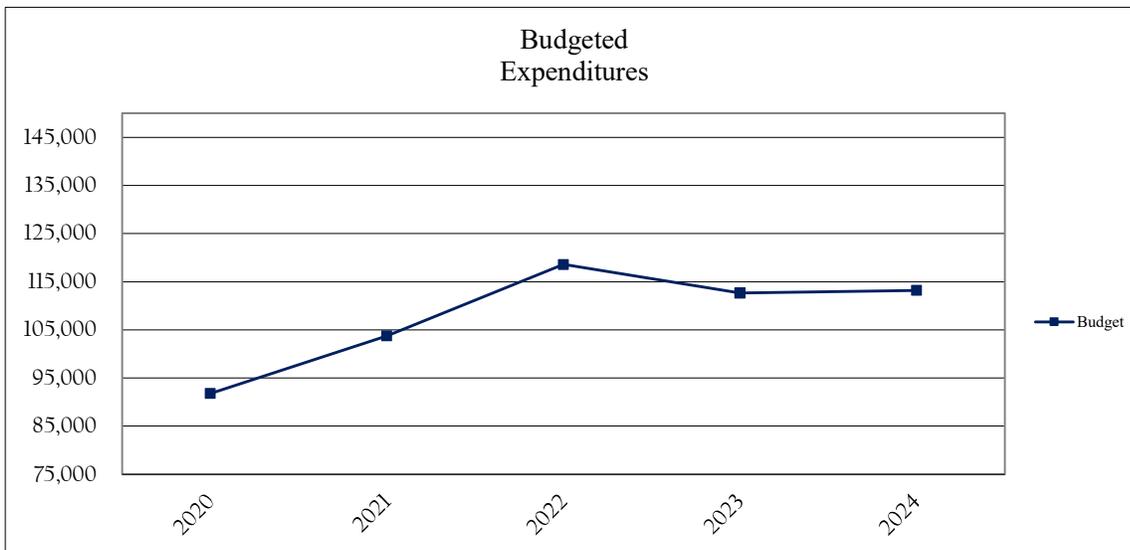
## Airport Operations

### Service Delivery

To provide an attractive gateway facility that effectively and safely serves the general aviation needs of the community and region and increases the economic competitiveness of Hartsville.

### Budget Summary General Fund -01 Airport Operations Department No. 496

Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Operating Expenditures	\$ 112,607	\$ 113,164	\$ 557	0%
Capital	\$ -	\$ -	\$ -	0%
<b>Total Budget</b>	<b>\$ 112,607</b>	<b>\$ 113,164</b>	<b>\$ 557</b>	<b>0%</b>



## Operating Expenditure Request General Fund Airport Operations Department No. 496

Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
01-496-000-360	Telephone	\$ 600	\$ 600	\$ -	0%
01-496-000-410	Utilities	\$ 12,000	\$ 17,261	\$ 5,261	44%
01-496-000-420	Maintenance Contracts	\$ 18,000	\$ 20,000	\$ 2,000	11%
01-496-000-424	Contract	\$ 55,000	\$ 55,000	\$ -	0%
01-496-000-525	Airport Insurance	\$ 4,100	\$ 4,100	\$ -	0%
01-496-000-585	Vehicle Insurance	\$ 907	\$ 1,203	\$ 296	33%
01-496-000-665	Airport City Match	\$ 20,000	\$ 10,000	\$ (10,000)	-50%
01-496-000-735	Special Projects & Services	\$ 2,000	\$ 5,000	\$ 3,000	150%
<b>Total Operating Expenditures</b>		<b>\$ 112,607</b>	<b>\$ 113,164</b>	<b>\$ 557</b>	<b>0%</b>

**01-496-000-360 Telephone 600**

The City receives basic telephone and long distance service. \$50 monthly for 12 months.

**01-496-000-410 Utilities 17,261**

This account provides for utility bills incurred by the new airport terminal building and the sprinkler system.

**01-496-000-420 Maintenance 20,000**

See Chart Below:

Description	Total Cost
Fire ant treatment	\$ 800
Pest control	\$ 550
Maintenance QT Pod Fuel System	\$ 1,425
Radio Beacon Maintenance	\$ 2,100
Replacement	\$ 2,000
Power upgrade	\$ 8,100
Light conversion to LED	\$ 4,000
Fuel truck maintenance, other general supplies/repairs	\$ 1,025
	<b>\$ 20,000</b>

**01-496-000-424 Contract 55,000**

Contract for (FBO) fixed base operator services.

**01-496-000-525 Airport Insurance 4,100**

Building insurance is provided by South Carolina Municipal Risk Fund (SCMIRF).

**01-496-000-585 Vehicle Insurance 1,203**

The City maintains the comprehensive and collision coverage on vehicles and equipment.

**01-496-000-665 Airport City Match 10,000**

Match for SCAC or FAA / Brush / Hanger

**01-496-000-735 Special Projects & Services 5,000**

This account provides for any special projects and any other expense not regularly occurring.

**01-496-000-930 Capital -**

This line provides for the following capital expenses.

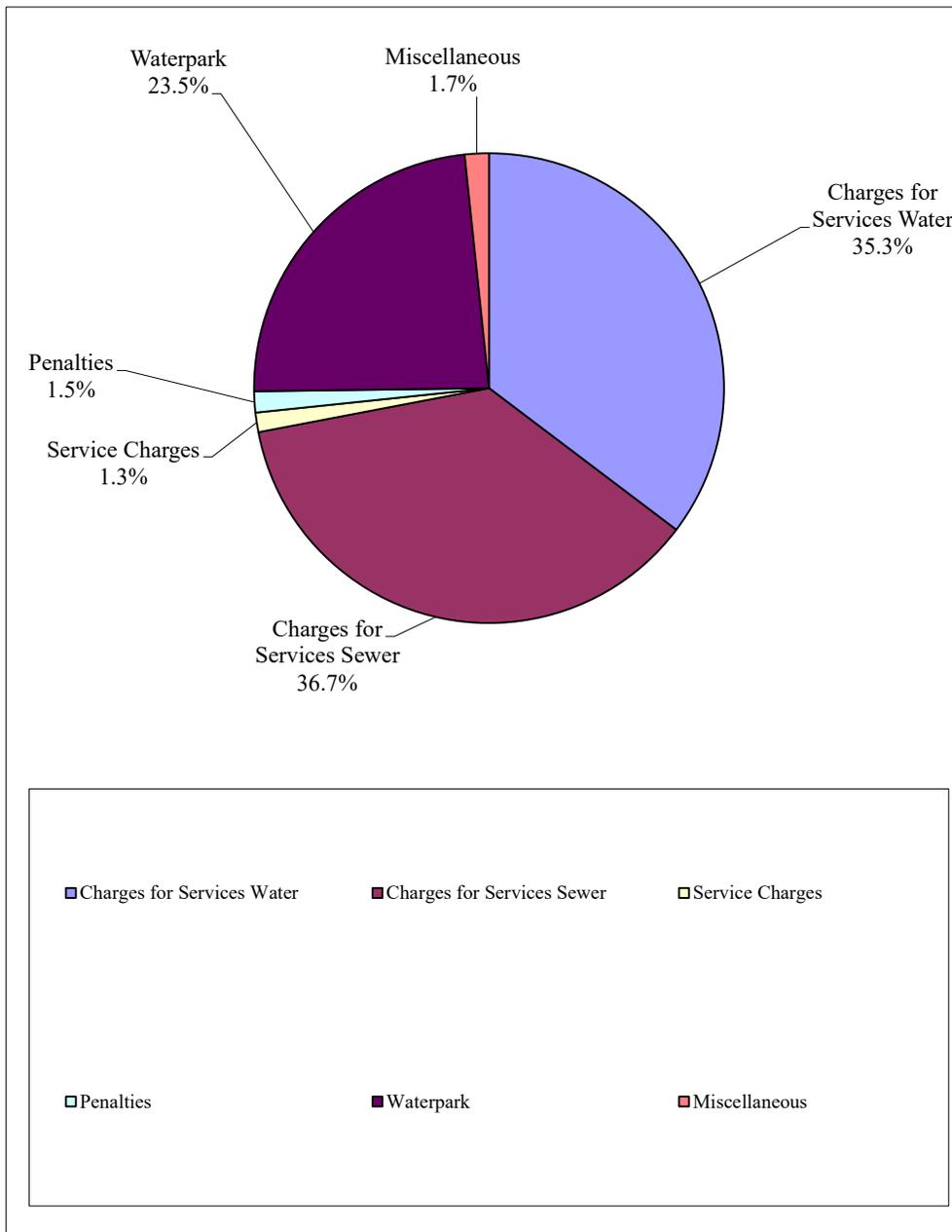
# City of Hartsville

## Enterprise Fund - 02

## Budget Summary FY 2024 City of Hartsville Enterprise Fund - 02

Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Operating Revenues</b>				
Charges for Services Water	\$ 2,479,210	\$ 2,640,000	\$ 160,790	6%
Charges for Services Sewer	\$ 2,610,495	\$ 2,742,675	\$ 132,180	5%
Service Charges	\$ 96,000	\$ 99,500	\$ 3,500	4%
Penalties	\$ 100,000	\$ 110,000	\$ 10,000	10%
Waterpark	\$ 1,491,500	\$ 1,760,500	\$ 269,000	18%
Miscellaneous	\$ 114,045	\$ 124,023	\$ 9,978	9%
<b>Other Financing Sources</b>				
Investment Income	\$ 200	\$ 10,000	\$ 9,800	4900%
Lease Proceeds	\$ -	\$ 600,000	\$ 600,000	0%
Accumulated Surplus	\$ -	\$ 231,000	\$ 231,000	0%
Operating Transfers In	\$ 598,835	\$ 639,235	\$ 40,400	7%
Federal Stimulus Funds	\$ 297,780	\$ -	\$ (297,780)	-100%
<b>Total Revenue</b>	<b>\$ 7,788,065</b>	<b>\$ 8,956,933</b>	<b>\$ 1,168,868</b>	<b>15%</b>
<b>Operating Expenditures</b>				
Salaries & Benefits	\$ 1,777,733	\$ 2,005,281	\$ 227,548	13%
Operating Expenditures	\$ 2,703,491	\$ 2,702,415	\$ (1,076)	0%
<b>Capital Outlay</b>				
Capital Outlay	\$ 131,859	\$ 831,000	\$ 699,141	530%
<b>Debt Service</b>				
Interest	\$ 1,544,785	\$ 1,570,428	\$ 25,642	2%
<b>Other Financing Uses</b>				
Operating Transfer Out	\$ 1,511,376	\$ 1,619,889	\$ 108,513	7%
<b>Total Expenditures</b>	<b>\$ 7,669,244</b>	<b>\$ 8,729,012</b>	<b>\$ 1,059,768</b>	<b>14%</b>
<b>Change in Net Position</b>	<b>\$ 118,821</b>	<b>\$ 227,921</b>	<b>\$ 109,100</b>	<b>100%</b>

## Budget Summary FY 2024 Enterprise Fund Revenues- 02



## Budget Summary FY 2024 City of Hartsville Enterprise Fund Revenues- 02

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
02-340-300-000	Water Rents	\$ 2,479,210	\$ 2,640,000	\$ 160,790	6%
02-340-305-000	Service Charge	\$ 18,000	\$ 19,000	\$ 1,000	6%
02-344-301-000	Sewer Rents	\$ 2,592,495	\$ 2,723,675	\$ 131,180	5%
02-340-302-000	Water Taps - City	\$ 25,000	\$ 25,000	\$ -	0%
02-340-303-000	Cut On Fees	\$ 35,000	\$ 40,000	\$ 5,000	14%
02-340-306-000	Set Off Debt	\$ 5,000	\$ 3,500	\$ (1,500)	-30%
02-344-311-000	Discharge Permit	\$ 27,000	\$ 27,000	\$ -	0%
02-362-300-000	WWTP Lab Rent	\$ 4,000	\$ 4,000	\$ -	0%
02-340-304-000	Penalties	\$ 100,000	\$ 110,000	\$ 10,000	10%
02-370-300-000	General Admission	\$ 760,000	\$ 945,000	\$ 185,000	24%
02-370-301-000	Season Passes - In City	\$ 25,000	\$ 35,000	\$ 10,000	40%
02-370-302-000	Season Passes - Out of City	\$ 140,000	\$ 155,000	\$ 15,000	11%
02-370-303-000	Retail	\$ 17,000	\$ 17,000	\$ -	0%
02-370-304-000	Food and Beverage	\$ 360,000	\$ 400,000	\$ 40,000	11%
02-370-305-000	Birthday Party Admission	\$ 25,000	\$ 25,000	\$ -	0%
02-370-306-000	Group Rental Admission	\$ 30,000	\$ 40,000	\$ 10,000	33%
02-370-307-000	Cabana Rentals	\$ 100,000	\$ 110,000	\$ 10,000	10%
02-370-308-000	Locker Rentals	\$ 8,000	\$ 9,000	\$ 1,000	13%
02-370-309-000	Sponsorships	\$ 5,000	\$ 5,000	\$ -	0%
02-370-310-000	Misc Revenue	\$ 1,000	\$ 500	\$ (500)	-50%
02-370-311-000	Park Buyout	\$ -	\$ -	\$ -	0%
02-370-312-000	Pavilion Rentals	\$ 7,500	\$ 9,000	\$ 1,500	20%
02-370-313-000	Season Pass Large Employer	\$ 13,000	\$ 10,000	\$ (3,000)	-23%
02-362-305-000	Tower Leases	\$ 114,045	\$ 124,023	\$ 9,978	9%
02-390-300-000	Misc. Income	\$ -	\$ -	\$ -	0%
	<b>Total Revenues</b>	<b>\$ 6,891,250</b>	<b>\$ 7,476,698</b>	<b>\$ 585,448</b>	<b>8%</b>
02-361-300-000	Interest Income	\$ 200	\$ 10,000	\$ 9,800	4900%
02-391-900-000	Lease Proceeds	\$ -	\$ 600,000	\$ 600,000	0%
02-391-900-100	Transfers In	\$ 598,835	\$ 639,235	\$ 40,400	7%
02-396-300-000	Accumulated Surplus	\$ -	\$ 231,000	\$ 231,000	0%
02-390-300-100	Federal Stimulus Funds	\$ 297,780	\$ -	\$ (297,780)	-100%
	<b>Total Other</b>	<b>\$ 896,815</b>	<b>\$ 1,480,235</b>	<b>\$ 583,420</b>	<b>65%</b>

<b>02-340</b>	<b>Charges for Water Services</b>	<b>2,640,000</b>
<p>The city provides Water services to approximately 4,032 customers (3,627 inside city limits, 405 outside city limits) This revenue stream is based on multiple factors, including the CPI increase as prescribed in the FY 2018-2019 ordinance 4337 passed by City Council. This ordinance will expire in FY 2022-2023. In addition, an analysis of the previous year and YTD trends were completed to calculate the budgeted revenues.</p>		
<b>02-344</b>	<b>Charges for Sewer Services</b>	<b>2,742,675</b>
<p>The city provides Sewer services to approximately 3,455 customers (3,427 inside city limits, 28 outside city limits). This revenue stream is based on multiple factors, including the CPI increase as prescribed in the FY2018-2019 ordinance 4337 passed by City Council. This ordinance will expire in FY 2022-2023. We are proposing a new ordinance to continue a 3% increase each year over the next five years.</p>		
<b>02-340/344/362</b>	<b>Service Charges</b>	<b>99,500</b>
<p>These accounts provide for general service charges, water taps, cut on fees, set off debt, discharge permits, and lab rents.</p>		
<b>02-370</b>	<b>Water Park Revenues</b>	<b>2,029,501</b>
<p>Revenues include general admission, season passes, retail, birthday and group reservations, cabana and pavilion rentals, food &amp; beverage sales, and sponsorships.</p>		
<b>02-340-304-000</b>	<b>Penalties</b>	<b>110,000</b>
<p>The City of Hartsville charges penalties for late payment and returned payments.</p>		
<b>02-362-305-000</b>	<b>Tower Leases</b>	<b>124,023</b>
<p>The City of Hartsville rents antenna space on its communication towers located in the city. This City is currently are receiving \$108,000 annually. These fees are expected in to increase in 2024 based on current leases through 2027.</p>		
<b>02-391-900-100</b>	<b>Transfers In</b>	<b>639,235</b>
<p>From Hospitality Fund for Water Park Debt Service.</p>		
<b>02-396-300-000</b>	<b>Accumulated Surplus</b>	<b>231,000</b>
<p>Represents excess revenues over expenditures and planned capital purchases.</p>		

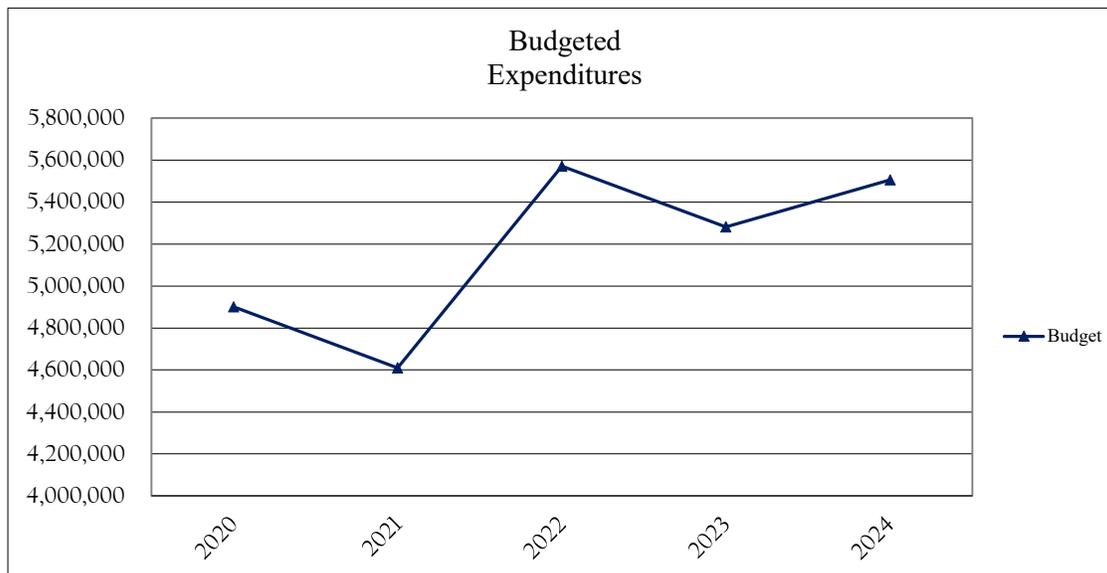
## Water/Sewer Operations

### Service Delivery

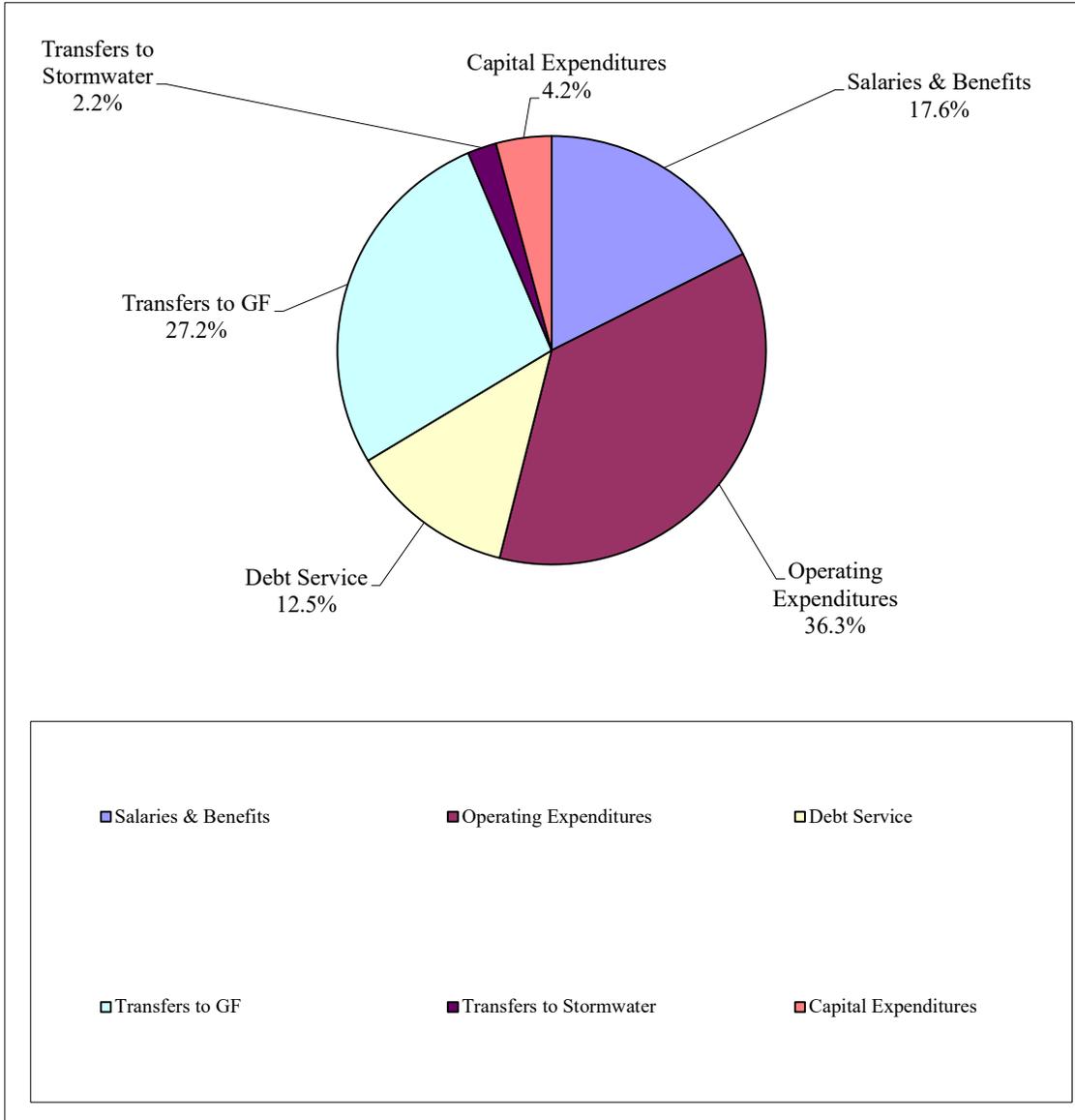
The City of Hartsville Water Sewer Operations provides essential domestic and commercial water and wastewater services that comply with or exceed all DHEC and EPA standards in the most cost effective manner practical. Staffed by fourteen (14) full-time employees - (1) Director of Public Services, (1) Public Works Manager, (1) Billing Specialist - Lead, (1) Utility Supervisor, (1) Meter Supervisor, (1) Facilities Maintenance Technician, (1) Facilities Maintenance Technician Assistant, (6) Heavy Equipment Operators, and (1) GIS & Permitting Technician, split 50/50 with the Planning & Zoning department.

### Budget Summary Enterprise Fund - 02 Water/Sewer Division Department No. 500,600

Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
Salaries & Benefits	\$ 895,381	\$ 967,279	\$ 71,898	8%
Operating Expenditures	\$ 2,080,012	\$ 2,001,296	\$ (78,716)	-4%
Debt Service	\$ 663,691	\$ 686,779	\$ 23,087	3%
Transfers to GF	\$ 1,400,000	\$ 1,500,000	\$ 100,000	7%
Transfers to Storm water	\$ 111,376	\$ 119,889	\$ 8,513	8%
Capital Expenditures	\$ 131,859	\$ 231,000	\$ 99,141	75%
<b>Total Budget</b>	<b>\$ 5,282,319</b>	<b>\$ 5,506,242</b>	<b>\$ 223,924</b>	<b>4%</b>



### Budget Summary Expenditures FY 2023 Enterprise Fund - 02 Water/Sewer Division Department No. 500,600



**Personnel Expenditure Requests**  
**Enterprise Fund - 02**  
**Water/Sewer Division**  
**Department No. 500,600**

<u>Code</u>	<u>Classification</u>	FY 2023 Approved Budget	FY 2024 Requested Budget	\$ Change	% Change
02-500-000-110	Salaries	\$ 365,443	\$ 425,554	\$ 60,111	16%
02-500-000-130	Overtime	\$ 12,000	\$ 14,000	\$ 2,000	17%
02-500-000-140	Bonus	\$ 2,903	\$ 3,381	\$ 478	16%
02-500-000-220	FICA	\$ 29,089	\$ 33,876	\$ 4,787	16%
02-500-000-230	Retirement	\$ 65,520	\$ 80,375	\$ 14,855	23%
02-500-000-260	Workers Comp	\$ 14,136	\$ 16,919	\$ 2,783	20%
02-500-000-270	Insurance	\$ 67,197	\$ 67,384	\$ 187	0%
02-500-000-295	Temporary Personnel	\$ 2,000	\$ 2,000	\$ -	0%
02-600-000-110	Salaries	\$ 215,187	\$ 205,604	\$ (9,583)	-4%
02-600-000-130	Overtime	\$ 4,000	\$ 8,000	\$ 4,000	100%
02-600-000-140	Bonus	\$ 1,617	\$ 1,643	\$ 26	2%
02-600-000-220	FICA	\$ 27,707	\$ 25,929	\$ (1,778)	-6%
02-600-000-230	Retirement	\$ 36,852	\$ 39,390	\$ 2,538	7%
02-600-000-260	Workers Comp	\$ 7,787	\$ 7,201	\$ (586)	-8%
02-600-000-270	Insurance	\$ 43,943	\$ 35,023	\$ (8,920)	-20%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 895,381</b>	<b>\$ 967,279</b>	<b>\$ 71,898</b>	<b>8%</b>

**Operating Expenditure Requests**  
**Enterprise Fund - 02**  
**Water/Sewer Division**  
**Department No. 500,600**

<u>Code</u>	<u>Classification</u>	FY 2023 Approved Budget	FY 2024 Requested Budget	\$ Change	% Change
02-500-000-340	Office Supplies	\$ 6,000	\$ 6,375	\$ 375	6%
02-500-000-345	Postage	\$ 9,000	\$ 9,000	\$ -	0%
02-500-000-350	Prof Dev - Memberships	\$ 1,000	\$ 1,000	\$ -	0%
02-500-000-352	Prof Dev-Training & Conferences	\$ 5,000	\$ 5,125	\$ 125	3%
02-500-000-360	Telephone	\$ 8,000	\$ 8,150	\$ 150	2%
02-500-000-390	Uniforms	\$ 5,000	\$ 6,350	\$ 1,350	27%
02-500-000-410	Utilities	\$ 5,000	\$ 5,716	\$ 716	14%
02-500-000-420	Building Maintenance & Supplies	\$ 6,079	\$ 6,400	\$ 321	5%
02-500-000-424	Maintenance Contracts	\$ 2,465	\$ 88,000	\$ 85,535	3470%
02-500-000-426	Plant Equip & Maintenance	\$ 15,000	\$ 30,000	\$ 15,000	100%
02-500-000-430	Radio Maintenance	\$ 1,500	\$ 1,500	\$ -	0%
02-500-000-446	Contract W/S	\$ 197,100	\$ 210,605	\$ 13,505	7%
02-500-000-518	Engineering Services	\$ 35,000	\$ 35,000	\$ -	0%
02-500-000-525	Property/Bond/Liability	\$ 162,500	\$ 174,652	\$ 12,152	7%
02-500-000-538	Legal Fees	\$ 5,000	\$ 5,000	\$ -	0%
02-500-000-540	Professional Services	\$ 15,000	\$ 30,000	\$ 15,000	100%
02-500-000-580	Vehicle Fuel	\$ 20,000	\$ 25,000	\$ 5,000	25%
02-500-000-585	Vehicle Insurance	\$ 10,878	\$ 10,909	\$ 31	0%
02-500-000-590	Vehicle Maintenance	\$ 15,000	\$ 25,000	\$ 10,000	67%
02-500-000-665	Misc Grant Expense	\$ -	\$ -	\$ -	0%
02-500-000-683	Meters Etc.	\$ 31,000	\$ 31,000	\$ -	0%
02-500-000-710	Safety Supplies	\$ 4,000	\$ 5,415	\$ 1,415	35%
02-500-000-730	Small Tools & Equipment	\$ 5,000	\$ 6,825	\$ 1,825	37%
02-500-000-731	Equipment Maintenance	\$ 1,000	\$ 25,000	\$ 24,000	2400%
02-500-000-735	Special Projects & Services	\$ 40,000	\$ 15,000	\$ (25,000)	-63%
02-500-000-755	Supplies	\$ 50,000	\$ 55,000	\$ 5,000	10%
02-500-000-762	Water Testing Fee	\$ 25,000	\$ 25,000	\$ -	0%
02-500-000-775	Transfer Out Gen Fund	\$ 700,000	\$ 750,000	\$ 50,000	7%
02-500-000-780	Transfer Out - Stormwater	\$ 111,376	\$ 119,889	\$ 8,513	8%
	<b>Total Operating Expenditures</b>	<b>\$ 1,491,898</b>	<b>\$ 1,716,910</b>	<b>\$ 225,013</b>	<b>15%</b>

**Operating Expenditure Requests  
Enterprise Fund - 02  
Water/Sewer Division  
Department No. 500,600**

<u>Code</u>	<u>Classification</u>	FY 2023 Approved Budget	FY 2024 Requested Budget	\$ Change	% Change
02-600-000-340	Office Supplies	\$ 4,500	\$ 4,875	\$ 375	8%
02-600-000-345	Postage	\$ 9,200	\$ 9,200	\$ -	0%
02-600-000-350	Prof Dev - Memberships	\$ 1,000	\$ 1,000	\$ -	0%
02-600-000-352	Prof Dev-Training & Conferences	\$ 3,500	\$ 4,125	\$ 625	18%
02-600-000-360	Telephone	\$ 1,900	\$ 2,250	\$ 350	18%
02-600-000-390	Uniforms	\$ 3,000	\$ 3,350	\$ 350	12%
02-600-000-410	Utilities	\$ 3,000	\$ 3,520	\$ 520	17%
02-600-000-420	Building Maintenance & Supplies	\$ 6,579	\$ 6,900	\$ 321	5%
02-600-000-424	Maintenance Contracts	\$ 8,665	\$ 10,050	\$ 1,385	16%
02-600-000-426	Plant Equip & Maintenance	\$ 75,000	\$ 20,000	\$ (55,000)	-73%
02-600-000-427	Chemical Supplies	\$ 100,000	\$ 110,000	\$ 10,000	10%
02-600-000-430	Radio Maintenance	\$ 1,500	\$ 1,500	\$ -	0%
02-600-000-446	Contracts W/S	\$ 613,000	\$ 631,815	\$ 18,815	3%
02-600-000-518	Engineering Services	\$ 50,000	\$ 50,000	\$ -	0%
02-600-000-525	Property Bond/Liability	\$ 108,333	\$ 116,434	\$ 8,101	7%
02-600-000-538	Legal Fees	\$ 5,000	\$ 5,000	\$ -	0%
02-600-000-540	Professional Services	\$ 4,500	\$ 4,500	\$ -	0%
02-600-000-542	Sludge Disposal	\$ 5,000	\$ 5,000	\$ -	0%
02-600-000-580	Vehicle Fuel	\$ 15,000	\$ 16,000	\$ 1,000	7%
02-600-000-585	Vehicle Insurance	\$ 4,533	\$ 6,015	\$ 1,482	33%
02-600-000-590	Vehicle Maintenance	\$ 20,000	\$ 30,000	\$ 10,000	50%
02-600-000-665	Misc Grant Expense	\$ 297,780	\$ -	\$ (297,780)	-100%
02-600-000-710	Safety Supplies	\$ 5,500	\$ 5,915	\$ 415	8%
02-600-000-730	Small Tools & Equipment	\$ 5,000	\$ 6,825	\$ 1,825	37%
02-600-000-731	Equipment Maintenance	\$ 1,000	\$ 60,000	\$ 59,000	5900%
02-600-000-735	Special Projects & Services	\$ 20,000	\$ 10,000	\$ (10,000)	-50%
02-600-000-755	Supplies	\$ 27,000	\$ 30,000	\$ 3,000	11%
02-600-000-775	Transfer Out Gen Fund	\$ 700,000	\$ 750,000	\$ 50,000	7%
	<b>Total Operating Expenditures</b>	<b>\$ 2,099,490</b>	<b>\$ 1,904,274</b>	<b>\$ (195,216)</b>	<b>-9%</b>

**Debt Service Expenditure Request  
Enterprise Fund - 02  
Water/Sewer Division  
Department No. 500,600**

<u>Code</u>	<u>Classification</u>	FY 2023 Approved Budget	FY 2024 Requested Budget	\$ Change	% Change
02-500-000-932	SRF Loan Principal	\$ 47,785	\$ 64,555	\$ 16,770	35%
02-500-000-942	SRF Loan Interest	\$ 16,440	\$ 21,081	\$ 4,641	28%
02-500-000-938	2015 Series Principal	\$ 220,000	\$ 227,500	\$ 7,500	3%
02-500-000-946	Lease Pmt - Principal	\$ 3,861	\$ 4,004	\$ 143	4%
02-500-000-947	Lease Pmt - Interest	\$ 985	\$ 831	\$ (154)	-16%
02-500-000-948	2015 Series Interest	\$ 66,700	\$ 60,100	\$ (6,600)	-10%
02-600-000-938	2015 Series Principal	\$ 220,000	\$ 227,500	\$ 7,500	3%
02-600-000-946	Lease Pmt - Principal	\$ 16,881	\$ 17,444	\$ 563	3%
02-600-000-947	Lease Pmt - Interest	\$ 4,339	\$ 3,664	\$ (675)	-16%
02-600-000-948	2015 Series Interest	\$ 66,700	\$ 60,100	\$ (6,600)	-10%
	<b>Total Debt Service</b>	<b>\$ 663,691</b>	<b>\$ 686,779</b>	<b>\$ 23,087</b>	<b>3%</b>

## Capital Outlay Request Enterprise Fund - 02 Water/Sewer Division Department No. 500,600

Code	Classification	FY 2023 Approved Budget	FY 2024 Requested Budget	\$ Change	% Change
02-500-000-900	Capital	\$ 33,859	\$ 18,000	\$ (15,859)	-47%
02-600-000-900	Capital	\$ 98,000	\$ 213,000	\$ 115,000	117%
	<b>Total Capital Outlay</b>	<b>\$ 131,859</b>	<b>\$ 231,000</b>	<b>\$ 99,141</b>	<b>75%</b>

**02-500-000-110 Salaries** **425,554**

FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study.

**02-500-000-130 Overtime** **14,000**

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

**02-500-000-140 Bonus** **3,381**

Based on formula included in HR-43 annual Bonus Policy.

**02-500-000-220 FICA** **33,876**

The City is required to pay Social Security/Medicare tax on gross wages of all Water Department employees. The current contribution rate is 7.65% of gross salaries.

**02-500-000-230 Retirement** **80,375**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**02-500-000-260 Workers Comp** **16,919**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

**02-500-000-270 Insurance** **67,384**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**02-500-000-295 Temporary Personnel** **2,000**

This account provides for wages incurred by temporary personnel in the event that an otherwise full-time position should be temporarily filled by an employee through a staffing agency.

**02-600-000-110 Salaries** **205,604**

FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study.

**02-600-000-130 Overtime** **8,000**

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

**02-600-000-140 Bonus** **1,643**

Based on formula included in HR-43 annual Bonus Policy.

**02-600-000-220 FICA** **25,929**

The City is required to pay Social Security/Medicare tax on gross wages of all Sewer Department employees. The current contribution rate is 7.65% of gross salaries.

**02-600-000-230 Retirement 39,390**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**02-600-000-260 Workers Comp 7,201**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

**02-600-000-270 Insurance 35,023**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**02-500-000-340 Office Supplies 6,375**

The Department maintains a supply of pens, pencils, paper clips and other items for office use.

**02-500-000-345 Postage 9,000**

General postage expenses, including UPS and Fed Ex.

**02-500-000-350 Prof Dev - Memberships 1,000**

This category provides for department personnel attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to upgrade their education in areas related to the Water Sewer Department, as well as maintaining their professional certifications.

Description	Total Cost
SC Rural Water Association (1 emp)	\$ 280
American Public Works ( 2 emp)	\$ 120
ESRI GIS (1 emp)	\$ 600
<b>Total Prof Dev - Memberships</b>	<b>\$ 1,000</b>

**02-500-000-352 Prof Dev-Training & Conferences 5,125**

Description	Total Cost
SC Rural Water Association (1 emp)	\$ 1,200
Hesphastus Training (1 emp)	\$ 1,500
Trenching & Shoring Expo (1 emp)	\$ 1,500
MASC Trainings (4 emp)	\$ 925
<b>Total Prof Dev - Training and Conferences</b>	<b>\$ 5,125</b>

**02-500-000-360 Telephone 8,150**

Description	Total Cost
Automated Telephone Answering	\$ 900
Landline Service	\$ 350
Cellular and other wireless devices	\$ 6,900
<b>Total Telephone</b>	<b>\$ 8,150</b>

**02-500-000-390 Uniforms 6,350**

Description	Total Cost
Rental Uniform Service	\$ 3,350
Logo wear & boots	\$ 3,000
<b>Total Uniforms</b>	<b>\$ 6,350</b>

**02-500-000-410 Utilities 5,716**

Energy and water utility bills.

**02-500-000-420 Building Maintenance & Supplies 6,400**

Supplies for maintenance and repairs of buildings

<b>02-500-000-424</b>	<b>Maintenance Contracts</b>	<b>88,000</b>
The service contracts maintained by the Department are as follows.		
	Description	Total Cost
	Alarm monitoring service	\$ 415
	HVAC	\$ 400
	Shredding	\$ 325
	Water Tank Maintenance	\$ 70,000
	Asset Management Program	\$ 15,000
	Copier	\$ 1,860
	<b>Total Maintenance Contracts</b>	<b>\$ 88,000</b>
<b>02-500-000-426</b>	<b>Plant Equip &amp; Maintenance</b>	<b>30,000</b>
Expenditures for maintenance of plant and equipment		
<b>02-500-000-430</b>	<b>Radio Maintenance</b>	<b>1,500</b>
Radio Maintenance Contract		
<b>02-500-000-446</b>	<b>Contract W/S</b>	<b>210,605</b>
Clearwater Solutions LLC. This contract increases 4% each year.		
<b>02-500-000-518</b>	<b>Engineering Services</b>	<b>35,000</b>
Engineering firm reviews all civil projects.		
<b>02-500-000-525</b>	<b>Property/Bond/Liability</b>	<b>174,652</b>
Building insurance is provided by South Carolina Municipal Risk Fund (SCMIRF).		
<b>02-500-000-538</b>	<b>Legal Fees</b>	<b>5,000</b>
Estimated legal fees		
<b>02-500-000-540</b>	<b>Professional Services</b>	<b>30,000</b>
120 Water, DOT physicals, alcohol and drug screens, and background checks.		
<b>02-500-000-580</b>	<b>Vehicle Fuel</b>	<b>25,000</b>
Fuel for equipment and vehicles.		
<b>02-500-000-585</b>	<b>Vehicle Insurance</b>	<b>10,909</b>
The City maintains the comprehensive and collision coverage on vehicles and equipment.		
<b>02-500-000-590</b>	<b>Vehicle Maintenance</b>	<b>25,000</b>
Repairs, oil changes, tires, windshield wiper replacements, filters, etc.		
<b>02-500-000-683</b>	<b>Meters Etc.</b>	<b>31,000</b>
Replacement, maintenance and repair of meters		
<b>02-500-000-710</b>	<b>Safety Supplies</b>	<b>5,415</b>
Boots, hand warmers, safety hats, and Gatorade.		
<b>02-500-000-730</b>	<b>Small Tools &amp; Equipment</b>	<b>6,825</b>
Replacement of small tools through normal wear and tear-rakes, shovels, hand tools etc.		
<b>02-500-000-731</b>	<b>Equipment Maintenance</b>	<b>25,000</b>
Maintenance of small tools and equipment		
<b>02-500-000-735</b>	<b>Special Projects &amp; Services</b>	<b>15,000</b>
This account provides for any special projects and expenses not regularly occurring. Emergency repairs are typically allocated to this account.		
<b>02-500-000-755</b>	<b>Supplies</b>	<b>55,000</b>
Supplies for repair water leaks.		

**02-500-000-762 Water Testing Fee** **25,000**

Water testing fee paid to SCDHEC.

**02-500-000-775 Transfer Out Gen Fund** **750,000**

6.5% Franchise Fee/Overhead Allocation - per financial policies.

**02-500-000-780 Transfer Out - Stormwater** **119,889**

Transfer to Storm Water fund to balance.

**02-600-000-340 Office Supplies** **4,875**

The Department maintains a supply of pens, pencils, paper clips and other items for office use.

**02-600-000-345 Postage** **9,200**

General postage expenses, including UPS and Fed Ex.

**02-600-000-350 Prof Dev - Memberships** **1,000**

This account provides for any professional memberships or subscriptions.

Description	Total Cost
SC RURAL WATER ASSOCIATION	\$ 300
ESRI GIS	\$ 700
<b>Total Prof Dev - Memberships</b>	<b>\$ 1,000</b>

**02-600-000-352 Prof Dev-Training & Conferences** **4,125**

This category provides for department personnel attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to upgrade their education in areas related to the Water Sewer Department, as well as maintaining their professional certifications.

Description	Total Cost
SC RURAL WATER ASSOCIATION (1 emp)	\$ 1,200
Workshops and Seminars	\$ 2,925
<b>Total Prof Dev - Training and Conferences</b>	<b>\$ 4,125</b>

**02-600-000-360 Telephone** **2,250**

Description	Total Cost
Automated telephone answering service.	\$ 1,000
Landline service.	\$ 400
Wireless and other devices.	\$ 850
<b>Total Telephone</b>	<b>\$ 2,250</b>

**02-600-000-390 Uniforms** **3,350**

Description	Total Cost
Uniform Rental Service	\$ 2,850
Logo wear Uniform Shirts	\$ 500
<b>Total Uniforms</b>	<b>\$ 3,350</b>

**02-600-000-410 Utilities** **3,520**

Energy and water utility bills.

**02-600-000-420 Building Maintenance & Supplies** **6,900**

Supplies for maintenance and repairs of buildings

<b>02-600-000-424 Maintenance Contracts</b>	<b>10,050</b>														
The service contracts maintained by the Department are as follows.															
<table border="1"> <thead> <tr> <th>Description</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>Alarm monitoring service</td> <td style="text-align: right;">\$ 440</td> </tr> <tr> <td>HVAC</td> <td style="text-align: right;">\$ 420</td> </tr> <tr> <td>Shredding</td> <td style="text-align: right;">\$ 330</td> </tr> <tr> <td>Copier</td> <td style="text-align: right;">\$ 1,860</td> </tr> <tr> <td>Generator Maintenance</td> <td style="text-align: right;">\$ 7,000</td> </tr> <tr> <td><b>Total Maintenance Contracts</b></td> <td style="text-align: right;"><b>\$ 10,050</b></td> </tr> </tbody> </table>	Description	Total Cost	Alarm monitoring service	\$ 440	HVAC	\$ 420	Shredding	\$ 330	Copier	\$ 1,860	Generator Maintenance	\$ 7,000	<b>Total Maintenance Contracts</b>	<b>\$ 10,050</b>	
Description	Total Cost														
Alarm monitoring service	\$ 440														
HVAC	\$ 420														
Shredding	\$ 330														
Copier	\$ 1,860														
Generator Maintenance	\$ 7,000														
<b>Total Maintenance Contracts</b>	<b>\$ 10,050</b>														
<b>02-600-000-426 Plant Equip &amp; Maintenance</b>	<b>20,000</b>														
Expenditures for maintenance of plant and equipment															
<b>02-600-000-427 Chemical Supplies</b>	<b>110,000</b>														
Chemicals for pump stations.															
<b>02-600-000-430 Radio Maintenance</b>	<b>1,500</b>														
General radio maintenance and repairs.															
<b>02-600-000-446 Contracts W/S</b>	<b>631,815</b>														
Clearwater Solutions LLC. This contract increases 4% each year.															
<b>02-600-000-518 Engineering Services</b>	<b>50,000</b>														
Engineering firm reviews all civil projects.															
<b>02-600-000-525 Property Bond/Liability</b>	<b>116,434</b>														
Insurance is provided by South Carolina Municipal Risk Fund (SCMIRF). Buildings, equipment, and other infrastructures are insured.															
<b>02-600-000-538 Legal Fees</b>	<b>5,000</b>														
Estimated legal fees.															
<b>02-600-000-540 Professional Services</b>	<b>4,500</b>														
DOT physicals, alcohol and drug screens, and background checks.															
<b>02-600-000-542 Sludge Disposal</b>	<b>5,000</b>														
Sludge disposal expenses, most of which the City is reimbursed for.															
<b>02-600-000-580 Vehicle Fuel</b>	<b>16,000</b>														
Fuel for equipment and vehicles.															
<b>02-600-000-585 Vehicle Insurance</b>	<b>6,015</b>														
The City maintains the comprehensive and collision coverage on vehicles and equipment.															
<b>02-600-000-590 Vehicle Maintenance</b>	<b>30,000</b>														
Repairs, oil changes, tires, windshield wiper replacements, filters, etc.															
<b>02-600-000-710 Safety Supplies</b>	<b>5,915</b>														
Boots, hand warmers, safety hats, and Gatorade.															
<b>02-600-000-730 Small Tools &amp; Equipment</b>	<b>6,825</b>														
Replacement of small tools through normal wear and tear-rakes, shovels, hand tools etc.															
<b>02-600-000-731 Equipment Maintenance</b>	<b>60,000</b>														
Emergency Repairs															
<b>02-600-000-735 Special Projects &amp; Services</b>	<b>10,000</b>														
This account provides for any special projects and other expenses not regularly occurring. Emergency repairs are typically allocated to this account.															

**02-600-000-755 Supplies** **30,000**

Valves, fittings, pipes, etc. used to repair sewer leaks.

**02-600-000-775 Transfer Out Gen Fund** **750,000**

6.5% Franchise Fee/Overhead Allocation - per financial policies.

**02-500-000-900 Capital** **18,000**

This account includes the following capital purchases.

**02-600-000-900 Capital** **213,000**

This account includes the following capital purchases.

Description	Total Cost
8' Wilson Drive Pipe Bursting	\$ 175,000
Pump Replacement	\$ 21,000
Sewer Push Camera	\$ 17,000
<b>Total Capital</b>	<b>\$ 213,000</b>

**02-500-000-932 SRF Loan Principal** **64,555**

2022 SRF Revenue Bonds Origination Date 1/20/2022, Maturity Date 9/1/2042. Refer to Appendix A.

**02-500-000-942 SRF Loan Interest** **21,081**

2022 SRF Revenue Bonds Origination Date 1/20/2022, Maturity Date 9/1/2042. Refer to Appendix A.

**02-500-000-938 2015 Series Principal** **227,500**

2015 US Bank Water Sewer Bonds Origination Date 8/13/2015, Maturity Date 6/1/2029. Refer to Appendix A.

**02-500-000-946 Lease Pmt - Principal** **4,004**

2020 I{RB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030. Refer to Appendix A.

**02-500-000-947 Lease Pmt - Interest** **831**

2020 I{RB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030. Refer to Appendix A.

**02-500-000-948 2015 Series Interest** **60,100**

2015 US Bank Water Sewer Bonds Origination Date 8/13/2015, Maturity Date 6/1/2029. Refer to Appendix A.

**02-600-000-938 2015 Series Principal** **227,500**

2015 US Bank Water Sewer Bonds Origination Date 8/13/2015, Maturity Date 6/1/2029. Refer to Appendix A.

**02-600-000-946 Lease Pmt - Principal** **17,444**

2020 IPRB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030. Refer to Appendix A.

**02-600-000-947 Lease Pmt - Interest** **3,664**

2020 IPRB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030. Refer to Appendix A.

**02-600-000-948 2015 Series Interest** **60,100**

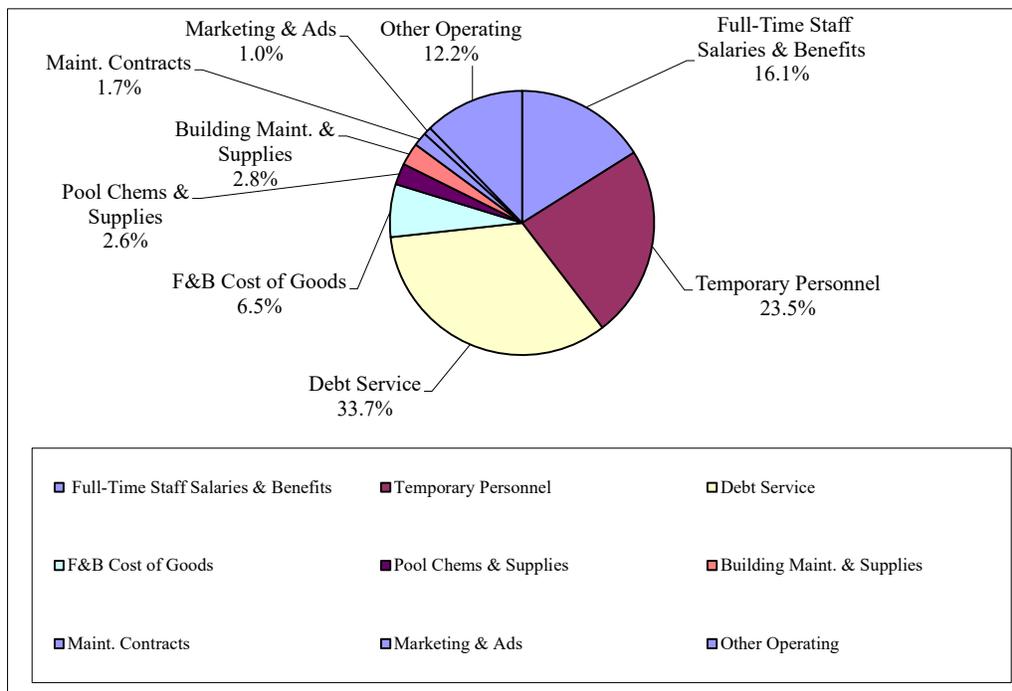
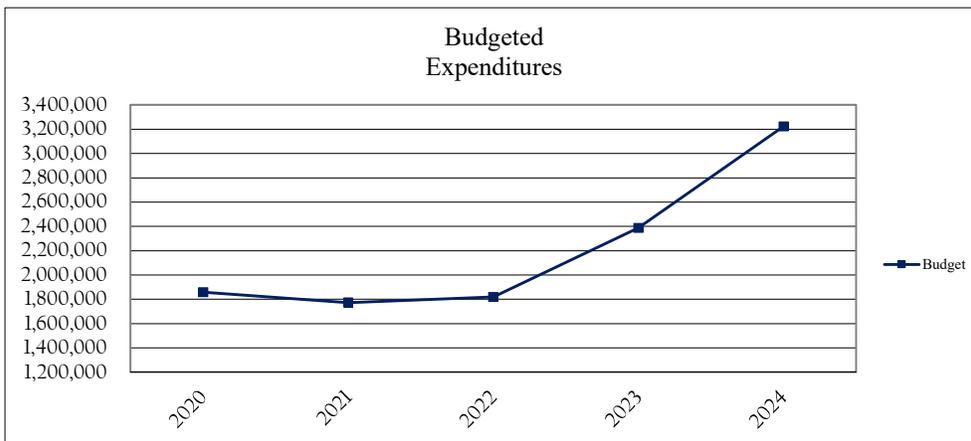
2015 US Bank Water Sewer Bonds Origination Date 8/13/2015, Maturity Date 6/1/2029. Refer to Appendix A.

## Budget Summary Enterprise Fund -02 Neptune Island Water Park

### Service Delivery

Neptune Island has a capacity of 1,297 visitors. Guests can enjoy more waterpark features, including a quarter mile-long lazy river, a zero entry pool, a wave pool, a speed body slide, a pair of tubular water slides and three mat racing slides. Neptune Island also includes the existing Piratesville Splashpad. Cabana rentals, party huts, and food & beverage outlets assist in making the new waterpark a celebrated destination for residents and visitors from throughout the region. Neptune Island Waterpark is staffed by (5) full-time employees, (1) General Manager, (1) Operations Manager, (1) Facilities Maintenance Manager, (1) Aquatics Supervisor, and (1) Marketing and Events Coordinator (split with the Tourism Department).

Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
Salaries & Benefits	\$ 882,352	\$ 1,038,002	\$ 155,650	18%
Operating Expenditures	\$ 623,479	\$ 701,119	\$ 77,640	12%
Debt Service	\$ 881,094	\$ 883,649	\$ 2,555	0%
Capital Expenditures	\$ -	\$ 600,000	\$ 600,000	100%
<b>Total Budget</b>	<b>\$ 2,386,925</b>	<b>\$ 3,222,770</b>	<b>\$ 835,845</b>	<b>35%</b>



Personnel Expenditure Requests  
Enterprise Fund -02  
Neptune Island Water Park  
Department No. 02-900

Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
02-900-000-110	Salaries	\$ 252,454	\$ 242,665	\$ (9,789)	-4%
02-900-000-130	Overtime	\$ -	\$ 5,000	\$ 5,000	0%
02-900-000-140	Bonus	\$ 11,942	\$ 12,005	\$ 63	1%
02-900-000-220	FICA	\$ 54,743	\$ 61,241	\$ 6,498	12%
02-900-000-230	Retirement	\$ 44,331	\$ 47,660	\$ 3,329	8%
02-900-000-260	Workers Comp	\$ 5,553	\$ 5,546	\$ (7)	0%
02-900-000-270	Insurance	\$ 61,829	\$ 47,085	\$ (14,744)	-24%
02-900-000-295	Temporary Personnel	\$ 300	\$ -	\$ (300)	-100%
02-900-704-130	Overtime F&B	\$ -	\$ 1,000	\$ 1,000	0%
02-900-704-295	Temporary Personnel-F&B	\$ 78,000	\$ 108,000	\$ 30,000	38%
02-900-705-295	Temporary Personnel - Security	\$ -	\$ -	\$ -	0%
02-900-706-130	Overtime Aquatics	\$ 3,000	\$ 10,000	\$ 7,000	233%
02-900-706-295	Temporary Personnel-Aquatics	\$ 192,000	\$ 285,000	\$ 93,000	48%
02-900-707-130	Overtime Guest Services	\$ 600	\$ 1,000	\$ 400	67%
02-900-707-295	Temporary Personnel-Guest Services	\$ 102,000	\$ 120,000	\$ 18,000	18%
02-900-708-130	Overtime Cabanas	\$ -	\$ 800	\$ 800	0%
02-900-708-295	Temporary Personnel-Cabanas	\$ 27,600	\$ 25,000	\$ (2,600)	-9%
02-900-709-130	Overtime Park Services	\$ -	\$ 1,000	\$ 1,000	0%
02-900-709-295	Temporary Personnel-Park Services	\$ 48,000	\$ 65,000	\$ 17,000	35%
	<b>Total Salaries &amp; Benefits</b>	<b>\$882,352</b>	<b>\$1,038,002</b>	<b>\$155,650</b>	<b>18%</b>

**Operating Expenditure Requests  
Enterprise Fund -02  
Neptune Island Water Park  
Department No. 02-900**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
02-900-000-310	Banking and Processing Fees	\$ 6,000	\$ 41,000	\$ 35,000	583%
02-900-000-340	Office Supplies	\$ 8,000	\$ 8,000	\$ -	0%
02-900-000-341	Recruitment Expense	\$ 1,500	\$ 3,000	\$ 1,500	100%
02-900-000-342	Onboarding Expense	\$ 7,000	\$ 10,000	\$ 3,000	43%
02-900-000-345	Postage	\$ 600	\$ 100	\$ (500)	-83%
02-900-000-350	Prof Dev - Memberships	\$ 439	\$ 459	\$ 20	5%
02-900-000-352	Prof Dev-Training & Conferences	\$ 7,000	\$ 12,400	\$ 5,400	77%
02-900-000-360	Telephone	\$ 16,500	\$ 9,600	\$ (6,900)	-42%
02-900-000-390	Uniforms	\$ 15,000	\$ 15,000	\$ -	0%
02-900-000-410	Utilities	\$ 55,000	\$ 66,000	\$ 11,000	20%
02-900-000-420	Building Maintenance & Supplies	\$ 60,000	\$ 72,500	\$ 12,500	21%
02-900-000-421	Cabana Maintenance & Supplies	\$ 5,000	\$ 10,000	\$ 5,000	100%
02-900-000-424	Maintenance Contracts	\$ 35,740	\$ 44,560	\$ 8,820	25%
02-900-000-430	Radio Expense	\$ 3,000	\$ 3,000	\$ -	0%
02-900-000-435	Water Expense	\$ 60,000	\$ 48,000	\$ (12,000)	-20%
02-900-000-525	Property Bond/Liability Insurance	\$ 1,500	\$ 1,500	\$ -	0%
02-900-000-538	Legal Fees	\$ 5,000	\$ 5,000	\$ -	0%
02-900-000-540	Professional Services	\$ 1,700	\$ 3,000	\$ 1,300	76%
02-900-000-700	Marketing and Advertising	\$ 50,000	\$ 25,000	\$ (25,000)	-50%
02-900-000-701	Website Maintenance	\$ 1,000	\$ 500	\$ (500)	-50%
02-900-000-702	Promotions	\$ 10,000	\$ 5,000	\$ (5,000)	-50%
02-900-000-703	Lifeguard Certifications	\$ 16,000	\$ 16,000	\$ -	0%
02-900-000-705	Retail Inventory	\$ 10,000	\$ 10,000	\$ -	0%
02-900-000-710	Safety Supplies	\$ 6,000	\$ 8,000	\$ 2,000	33%
02-900-000-735	Special Projects & Services	\$ 2,000	\$ 7,000	\$ 5,000	250%
02-900-000-736	Special Events	\$ 5,000	\$ 5,000	\$ -	0%
02-900-000-755	Supplies - Janitorial	\$ 15,000	\$ 15,000	\$ -	0%
02-900-000-756	State Permitting/License	\$ 1,500	\$ 1,500	\$ -	0%
02-900-000-790	Miscellaneous	\$ -	\$ -	\$ -	0%
02-900-000-963	Ticketing and Wrist Band Supplies	\$ 1,000	\$ 2,000	\$ 1,000	100%
02-900-000-964	Pool Chemicals and Supplies	\$ 55,000	\$ 68,000	\$ 13,000	24%
02-900-704-735	Employee Incentives	\$ 5,000	\$ 5,000	\$ -	0%
02-900-704-755	Supplies & Equip Food and Beverage	\$ 7,000	\$ 10,000	\$ 3,000	43%
02-900-704-961	Cost of Goods - Food and Beverage	\$ 150,000	\$ 170,000	\$ 20,000	13%
<b>Total Operating Expenditures</b>		<b>\$ 623,479</b>	<b>\$ 701,119</b>	<b>\$ 77,640</b>	<b>12%</b>

**Debt Service Expenditure Requests  
Enterprise Fund -02  
Neptune Island Water Park  
Department No. 02-900**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
02-900-000-934	2018 Series Bond Principal	\$ 440,000	\$ 460,000	\$ 20,000	5%
02-900-000-942	2018 Series Bond Interest	\$ 386,200	\$ 368,600	\$ (17,600)	-5%
02-900-000-946	Lease Payment - Principal	\$ 43,630	\$ 45,530	\$ 1,900	4%
02-900-000-947	Lease Payment - Interest	\$ 11,264	\$ 9,519	\$ (1,745)	-15%
<b>Total Debt Service</b>		<b>\$881,094</b>	<b>\$883,649</b>	<b>\$2,555</b>	<b>0%</b>

## Capital Expenditure Requests Enterprise Fund -02 Neptune Island Water Park Department No. 02-900

Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
02-900-000-930	Capital	\$ -	\$ 600,000	\$ 600,000	100%
<b>Total Capital</b>		<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>	<b>100%</b>

**02-900-000-110 Salaries** **242,665**

FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study.

**02-900-000-130 Overtime** **5,000**

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per 7 day week. This budget increased due to actual overtime hours incurred by hourly full-time staff.

**02-900-000-140 Bonus** **12,005**

Based on formula included in HR-43 Annual Bonus Policy.

**02-900-000-220 FICA** **61,241**

The City of Hartsville is required to pay Social Security tax on gross wages of all employees, full-time and temporary. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

**02-900-000-230 Retirement** **47,660**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.

**02-900-000-260 Workers Comp** **5,546**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

**02-900-000-270 Insurance** **47,085**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

**02-900-000-295 Temporary Personnel** **-**

Temporary staffing is needed for special appearances and events in the off-season. Appearances include Neptune Island mascots at the Hartsville Christmas parade and other related events. Temporary personnel coded to this account are provided by a staffing agency.

**02-900-704-295 Temporary Personnel-F&B** **108,000**

This account provides for seasonal staffing in the Food and Beverage department. Labor expenses include in-service training and adequate staffing for an estimated 30-35 Food and Beverage personnel over 79 operating days. All temporary personnel expenses increased due to wage inflation and employee retainment efforts.

**02-900-706-130 Overtime Aquatics** **10,000**

The Aquatics department is vital to the safety and operations at the park. Overtime will be limited but may be deemed necessary in the event of short-staffing. This budget increased due to nationwide staffing issues.

**02-900-706-295 Temporary Personnel-Aquatics** **285,000**

This account provides for seasonal staffing in the Aquatics department. Labor expenses include in-service training and adequate staffing for an estimated 80 - 100 Aquatics personnel over 79 operating days. All temporary personnel expenses increased due to wage inflation and employee retainment efforts.

**02-900-707-130 Overtime Guest Services** **1,000**

The Guest Services department is vital to the operations at the park. Overtime will be limited but may be deemed necessary in the event of short-staffing.

**02-900-707-295 Temporary Personnel-Guest Services 120,000**

This account provides for seasonal staffing in the Guest Services department. Labor expenses include in-service training and adequate staffing for an estimated 30 - 40 Guest Services personnel over 79 operating days. All temporary personnel expenses increased due to wage inflation and employee retainment efforts.

**02-900-708-130 Overtime Cabanas 800**

Overtime will be limited but may be deemed necessary in the event of short-staffing.

**02-900-708-295 Temporary Personnel-Cabanas 25,000**

This account provides for seasonal staffing in the Cabanas department. Labor expenses include in-service training and adequate staffing for an estimated 10 - 15 Cabana hosts over 79 operating days. All temporary personnel expenses increased due to wage inflation and employee retainment efforts.

**02-900-709-130 Overtime Park Services 1,000**

Overtime will be limited but may be deemed necessary in the event of short-staffing.

**02-900-709-295 Temporary Personnel-Park Services 65,000**

This account provides for seasonal staffing in the Park Services department. Labor expenses include in-service training and adequate staffing for an estimated 20 - 25 Park Services personnel over 79 operating days. All temporary personnel expenses increased due to wage inflation and employee retainment efforts.

**02-900-000-310 Banking and Processing Fees 41,000**

This account provides for merchant fees and coin & currency fees. A \$1.00 convenience fee is charged to customers when making online purchases, which offsets expenses in this account. The increase in this account is reflective of reclassification of point of sale system merchant fees, previously allocated to Maintenance Contracts. Banking and processing fees also increased generally, now charging an average of 3% per transaction.

Description	Total Cost	
Merchant Fees	\$	53,000
Convenience Fees Collected	\$	(12,000)
<b>Total</b>	<b>\$</b>	<b>41,000</b>

**02-900-000-340 Office Supplies 8,000**

This account provides for necessary office supplies including but not limited to: stationary, printing supplies, pens, clipboards, post-it notes, folders, staples, and other supplies necessary to the operations of the business.

**02-900-000-341 Recruitment Expense 3,000**

This account provides for expenses related to the recruitment of seasonal staffing, including job fairs, recruitment advertising, banners, flyers and more. This increase in budget reflects increased recruiting efforts amidst nationwide staffing shortages.

**02-900-000-342 Onboarding Expense 10,000**

This account provides for expenses related to the hiring process of seasonal staffing, including background checks, drug-screening, hiring paperwork, etc.

**02-900-000-345 Postage 100**

Postage is used for promotional mailing and other general mailing expenses.

**02-900-000-350 Prof Dev - Memberships 459**

This account provide for staff membership to the World Waterpark Association.

**02-900-000-352 Prof Dev-Training & Conferences 12,400**

This account provides for all expenses related to the following professional development training and conferences.

Description	Total Cost	
Jeff Ellis & Associates Instructor Training (1 staff)	\$	2,000
World Waterpark Association Conference (4 staff)	\$	10,400
<b>Total Training and Conferences</b>	<b>\$</b>	<b>12,400</b>

**02-900-000-360 Telephone 9,600**

This account provides for the following telephone services:

Description	Total Cost	
Cell phone usage & other wireless devices	\$	4,600
Parkwide phone system and virtual office advantage	\$	5,000
<b>Total Telephone Services</b>	<b>\$</b>	<b>9,600</b>

**02-900-000-390 Uniforms** **15,000**

Neptune Island Waterpark provides (2) uniform polo shirts, (1) hat or visor, and (1) mask and (1) ID lanyard to each non-aquatics seasonal employee, for an estimated 100 employees. Each seasonal aquatics staff member receives (2) swimsuits, (2) pairs of swim-shorts, (2) swim-shirts, (1) hat or visor, and (1) hip-pack, for an estimated 100 employees. This account also includes logo wear for full-time employees. The budget increase reflects the purchase of bucket hats and cooling scarves for increased sun and heat protection.

**02-900-000-410 Utilities** **66,000**

This account provides for the electricity expenses. Electricity expenses increase during the operating season and decrease in the off-season.

**02-900-000-420 Building Maintenance & Supplies** **72,500**

This account provides for all maintenance supplies, tools, paint, parts, machinery, etc. necessary to the operations of the park. In a typical fiscal year, expenses incurred to this account include the following supplies and services: general supplies, freezer/cooler servicing, electrical services, plumbing services, paint & stain supplies, kitchen supplies, landscape supplies, and key and lock services and supplies. More projects are necessary due to the park's age, thereby increasing this budget.

**02-900-000-421 Cabana Maintenance & Supplies** **10,000**

This account provides for supplies related to the upkeep of cabanas, including roping, replacement fans, safes, and refrigerator maintenance. The top canopies for the cabanas are in need of replacement.

**02-900-000-424 Maintenance Contracts** **44,560**

The maintenance contracts maintained by the department are as follows.

Description	Total Price
Point of Sale System Software and Maintenance	\$ 25,000
Park and equipment Wi-Fi and Ethernet	\$ 8,500
Printing & Copying Fees	\$ 2,220
Splash Radio Services	\$ 2,160
Scheduling Services	\$ 700
Pest Control Services	\$ 1,500
Turf Management	\$ 2,400
Security Services	\$ 2,080
<b>Total Maintenance Contracts</b>	<b>\$ 44,560</b>

**02-900-000-430 Radio Expense** **3,000**

This account provides for expenses incurred for the radio communication system at the park, including radio replacements, replacement parts, and batteries.

**02-900-000-435 Water Expense** **48,000**

This account provides for the utility bills paid to the City of Hartsville.

**02-900-000-525 Property Bond/Liability Insurance** **1,500**

This account provides for Liquor Liability Insurance and is calculated based on an average of the previous years' insurance dues.

**02-900-000-538 Legal Fees** **5,000**

This account provides for any expenses incurred when legal advice and services may be deemed necessary.

**02-900-000-540 Professional Services** **3,000**

This account provides for expenses related to consulting, professional design services, photographers, etc. forward. Bond administration fees are also allocated here.

**02-900-000-700 Marketing and Advertising** **25,000**

This account provides for all marketing and advertising for the park. Marketing & Advertising is vital to boosting attendance and sales. We utilize Accommodations Tax and SCPRT Tourism Advertising Grant funds to maximize the use of the funds that are spent in this line. The Tourism Advertising Grant (TAG) is a reimbursable, matching funds grant program whose mission is to expand the economic benefits of tourism across the state by providing competitive, matching grant funds to qualified tourism marketing partners for direct tourism advertising expenditures. \$5,000 - \$10,000 of these funds are typically applied to Hartsville Tourism and the remaining funds are applied to this account.

Description	Total Cost	
MailChimp, HootSuite, Photography	\$	2,000
Billboards, Banners, Signage	\$	35,000
Google AdWords, Youtube Ads	\$	5,000
Direct mailing campaigns	\$	5,000
Radio advertising, on-site visits with 103X	\$	12,000
Search Engine Optimization, Sponsored Posts, Ads	\$	5,000
Discounted Marketing Packages through SCPRT	\$	6,000
Estimated TAG Reimbursement	\$	(30,000)
Estimated Accomodations Tax Grant	\$	(15,000)
<b>Total Marketing &amp; Advertising Contracts</b>	<b>\$</b>	<b>25,000</b>

**02-900-000-701 Website Maintenance** **500**

This account provides for all expenses necessary to keep Neptune Island Waterpark's website accessible, updated, and user-friendly.

**02-900-000-702 Promotions** **5,000**

This account provides for any redeemed rain check tickets that are given to guests in the event of park-closure due to weather. Redeemed complimentary tickets given away for promotional advertising and sponsorships are also expensed to this account. This budget is decreased based on prior year actuals.

**02-900-000-703 Lifeguard Certifications** **16,000**

This account provides for expenses incurred for all Aquatics personnel to obtain a Jeff Ellis & Associates lifeguard certification. Two (2) certification courses are completely expensed by the department and are offered for free to a limited number of Aquatics employees as a recruitment incentive. All other lifeguard certification courses are paid for in full by each Aquatics employee before taking the course or by weekly payroll deduction. This account also includes expenses related to obtaining YMCA facility space for certification courses. Expenses also include (3) Audits by the Jeff Ellis & Associates program and an annual retainer fee for the program.

**02-900-000-705 Retail Inventory** **10,000**

This account provides for the cost of purchasing inventory for items sold at the retail kiosk in the park.

**02-900-000-710 Safety Supplies** **8,000**

This account provides for all safety supplies necessary to the operations of the park, including first aid supplies and equipment, life-jackets, safety lifeguard accessories, rescue manikins, etc.

**02-900-000-735 Special Projects & Services** **7,000**

This account provides for contributions to special City and community-related events and any other special projects. Any other special or miscellaneous expense that is not regularly occurring is also allocated to this account.

**02-900-000-736 Special Events** **5,000**

This account provides for expenses related to special events including Mermaid Mondays, Independence Day celebration, the Labor Day Luau, and other events that boost park attendance.

**02-900-000-755 Supplies - Janitorial** **15,000**

This account provides for all janitorial and cleaning supplies necessary for operations at the park, including paper goods, disinfectants, hand-sanitizing stations, bathroom and kitchen cleaning supplies, etc.

**02-900-000-756 State Permitting/License** **1,500**

This account provides for annual dues to SC DHEC for facility licensing - including amusement, food and beverage, and pools.

**02-900-000-930 Capital** **600,000**

Capital Purchases

Project Description	Total Cost	
Splash Pad Renovations	\$	400,000
Slide Restoration	\$	43,500
Lazy River Liner Repair	\$	121,500
First Aid Station Relocation	\$	12,000
Lounge Chairs & Umbrellas	\$	23,000
<b>Total Capital List</b>	<b>\$</b>	<b>600,000</b>

<b>02-900-000-934 2018 Series Bond Principal</b>	<b>460,000</b>
2018 Revenue Bond Origination 11/29/2018, Maturity 06/01/2038. Refer to Appendix A for more information.	
<b>02-900-000-942 2018 Series Bond Interest</b>	<b>368,600</b>
2018 Revenue Bond Origination 11/29/2018, Maturity 06/01/2038. Refer to Appendix A for more information.	
<b>02-900-000-946 Lease Payment - Principal</b>	<b>45,530</b>
2020 IPRB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030. Refer to Appendix A for more information.	
<b>02-900-000-947 Lease Payment - Interest</b>	<b>9,519</b>
2020 IPRB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030. Refer to Appendix A for more information.	
<b>02-900-000-963 Ticketing and Wrist Band Supplies</b>	<b>2,000</b>
This account provides for all expenses related to general admission and wrist banding, including season-pass cards, receipt paper, cabana wristbands, alcohol wristbands, etc.	
<b>02-900-000-964 Pool Chemicals and Supplies</b>	<b>68,000</b>
This account provides for all chemicals and equipment necessary to keep the water and pools clean and beyond safety standards. There has been a surge in the price of chemicals. Chemicals include: accu-tab chlorine oxidizers, pH & alkalinity control, powder chlorine, Soda Ash pH control, Sodium alkalinity control, Cyanuric stabilizers, Sodium Thiosulfate for chlorine control, phosphate remover, enzymes to remove scum line/protect pool surface, and clarifiers. Other supplies include roping, skimmers, baskets, vacuums, etc. Increase due to inflation on pool chemicals.	
<b>02-900-704-735 Employee Incentives</b>	<b>5,000</b>
This account provides for all expenses related to employee incentives and retention, including employee events, and the employee referral program. There are 5 scheduled employee events throughout the season providing free activities and meals for approximately 200 employees.	
<b>02-900-704-755 Supplies &amp; Equip Food and Beverage</b>	<b>10,000</b>
This account provides for all kitchen equipment needed for the food & beverage operations of the park, including dishes, utensils, and other supplies that are not included in the cost of goods of the food & beverage items.	
<b>02-900-704-961 Cost of Goods - Food and Beverage</b>	<b>170,000</b>
This account provides for the expenses of all food and beverage products that are sold inside the park, including plates, napkins, foil, and any other item that may be included in the overall cost of the finished product. This includes an initial order for park re-opening and weekly restocks. The park provides food and beverage to an average of over 1,000 guests daily for an estimated 79 operating days.	

# City of Hartsville

## Enterprise Fund - 18

## Storm Water

### Service Delivery

The City's storm water program is dedicated to implementing broad-based watershed strategies to reduce water pollution. The City's goal is to create and maintain storm water programs in an effort to restore and maintain the integrity of our nation's waters by sharply reducing water pollution. Staffed by one (1) full-time employee. The storm water expenditures are covered by a transfer of revenues from the water, sewer and waterpark fund.

### Budget Summary Enterprise Fund - 18 Storm Water Department No. 18-800

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Other Financing Sources</b>				
Operating Transfer In	\$ 111,376	\$ 119,889	\$ 8,513	8%
<b>Total Revenue</b>	<b>\$ 111,376</b>	<b>\$ 119,889</b>	<b>\$ 8,513</b>	<b>8%</b>
<b>Operating Expenditures</b>				
Salaries & Benefits	\$ 95,191	\$ 103,639	\$ 8,448	9%
Operating Expenditures	\$ 16,185	\$ 16,250	\$ 65	0%
<b>Total Expenditures</b>	<b>\$ 111,376</b>	<b>\$ 119,889</b>	<b>\$ 8,513</b>	<b>8%</b>
<b>Change in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

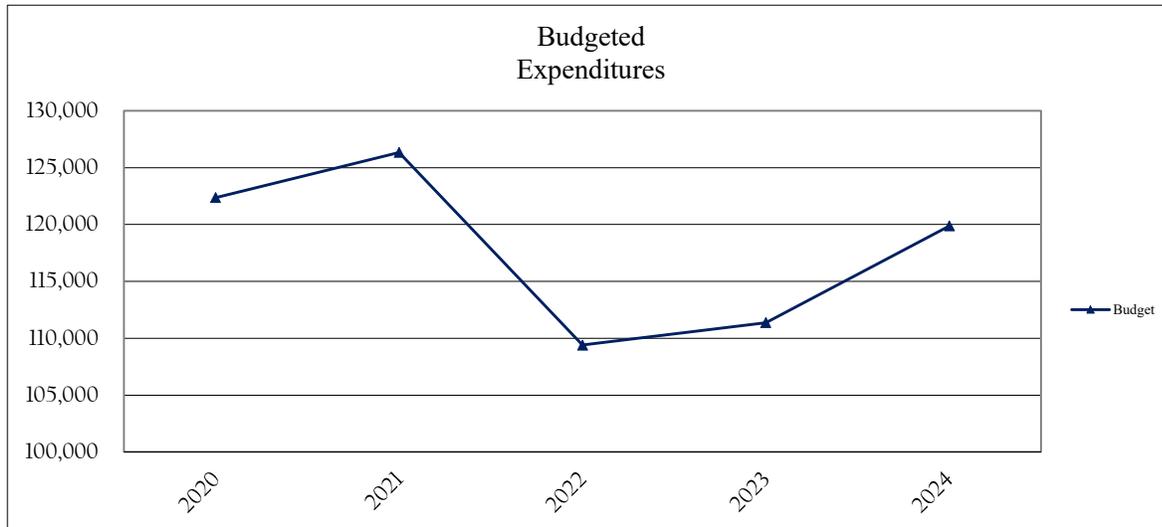
### Revenues Enterprise Fund Storm Water Department No. 800

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
18-391-311-000	Transfer In Utility Fund	\$ 111,376	\$ 119,889	\$ 8,513	8%
<b>Total Revenues</b>		<b>\$ 111,376</b>	<b>\$ 119,889</b>	<b>\$ 8,513</b>	<b>8%</b>

### Expenditures Enterprise Fund Storm Water Department No. 800

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
Salaries & Benefits	\$ 95,191	\$ 103,639	\$ 8,448	9%
Operating Expenditures	\$ 16,185	\$ 16,250	\$ 65	0%
<b>Total Expenditures</b>	<b>\$ 111,376</b>	<b>\$ 119,889</b>	<b>\$ 8,513</b>	<b>8%</b>

**Budget Summary  
Enterprise Fund  
Storm Water  
Department No. 800**



**Personnel Expenditure Requests  
Enterprise Fund  
Storm Water  
Department No. 18-800**

Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
18-800-000-110	Salaries	\$ 67,875	\$ 73,358	\$ 5,483	8%
18-800-000-140	Bonus	\$ 522	\$ 564	\$ 42	8%
18-800-000-220	FICA	\$ 5,232	\$ 5,655	\$ 423	8%
18-800-000-230	Retirement	\$ 11,919	\$ 13,615	\$ 1,696	14%
18-800-000-260	Workers Comp	\$ 3,373	\$ 3,646	\$ 273	8%
18-800-000-270	Insurance	\$ 6,269	\$ 6,801	\$ 532	8%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 95,191</b>	<b>\$ 103,639</b>	<b>\$ 8,448</b>	<b>9%</b>

**Operating Expenditure Requests  
Enterprise Fund  
Storm Water  
Department No. 18-800**

Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
18-800-000-340	Office Supplies	\$ 500	\$ 500	\$ -	0%
18-800-000-390	Uniforms	\$ 300	\$ 300	\$ -	0%
18-800-000-424	Maintenance Contract	\$ 85	\$ 150	\$ 65	76%
18-800-000-448	Contract Services	\$ 1,300	\$ 1,300	\$ -	0%
18-800-000-735	Special Projects & Services	\$ 14,000	\$ 14,000	\$ -	0%
	<b>Total Operating Expenditures</b>	<b>\$ 16,185</b>	<b>\$ 16,250</b>	<b>\$ 65</b>	<b>0%</b>

<b>18-800-000-110</b>	<b>Salaries and Benefits</b>	<b>73,358</b>						
FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study.								
<b>18-800-000-140</b>	<b>Bonus</b>	<b>564</b>						
Based on formula included in HR-43 annual Bonus Policy.								
<b>18-800-000-220</b>	<b>FICA</b>	<b>5,655</b>						
The City of Hartsville is required to pay Social Security tax on gross wages of all employees, including the Mayor and City Council. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.								
<b>18-800-000-230</b>	<b>Retirement</b>	<b>13,615</b>						
The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.								
<b>18-800-000-260</b>	<b>Workers Comp</b>	<b>3,646</b>						
The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation.								
<b>18-800-000-270</b>	<b>Insurance</b>	<b>6,801</b>						
The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. The City is also required to fund health care for elected officials if they elect for coverage. Monthly premiums for health insurance vary based on employee elections.								
<b>18-800-000-340</b>	<b>Office Supplies</b>	<b>500</b>						
General postage expenses, including UPS and Fed Ex. Includes random DS & DOT Physical.								
<b>18-800-000-390</b>	<b>Uniforms</b>	<b>300</b>						
Logo wear provided to employees.								
<b>18-800-000-424</b>	<b>Maintenance Contract</b>	<b>150</b>						
The service contracts maintained by the Department are as follows.								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Total Price</th> </tr> </thead> <tbody> <tr> <td>SCDHEC</td> <td style="text-align: right;">\$ 150</td> </tr> <tr> <td><b>Total Maintenance Contract</b></td> <td style="text-align: right;"><b>\$ 150</b></td> </tr> </tbody> </table>	Description	Total Price	SCDHEC	\$ 150	<b>Total Maintenance Contract</b>	<b>\$ 150</b>	
Description	Total Price							
SCDHEC	\$ 150							
<b>Total Maintenance Contract</b>	<b>\$ 150</b>							
<b>18-800-000-448</b>	<b>Contract Services</b>	<b>1,300</b>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Total Price</th> </tr> </thead> <tbody> <tr> <td>GIS Mapping Service</td> <td style="text-align: right;">\$ 1,300</td> </tr> <tr> <td><b>Total Contract Services</b></td> <td style="text-align: right;"><b>\$ 1,300</b></td> </tr> </tbody> </table>	Description	Total Price	GIS Mapping Service	\$ 1,300	<b>Total Contract Services</b>	<b>\$ 1,300</b>	
Description	Total Price							
GIS Mapping Service	\$ 1,300							
<b>Total Contract Services</b>	<b>\$ 1,300</b>							
<b>18-800-000-735</b>	<b>Special Projects &amp; Services</b>	<b>14,000</b>						
This line provides for mosquito control services. Other expenses not regularly occurring may be allocated to this account.								

# City of Hartsville

## Enterprise Fund - 20

## Concessions

### Service Delivery

A snack bar that provides a range of food service to all citizens during recreational events and athletic tournaments. Services can range from cooked hamburgers and chicken tenders to prepacked chips and candy.

### Budget Summary Enterprise Fund - 20 Concessions Department No. 20-452

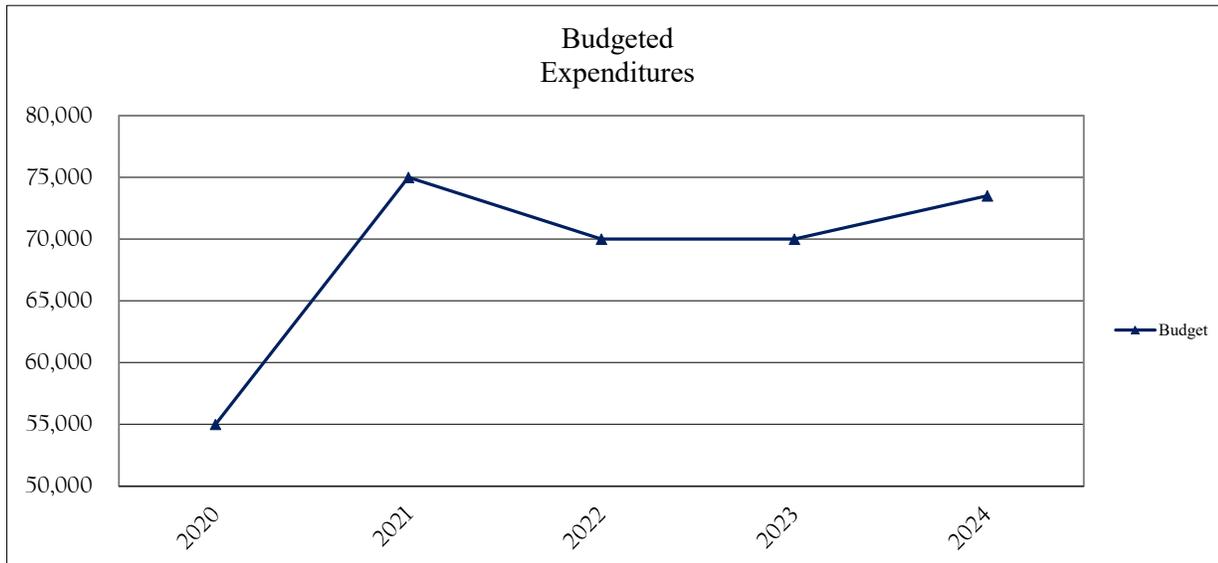
<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Operating Revenues</b>				
Concessions	\$ 69,500	\$ 73,500	\$ 4,000	6%
Miscellaneous	\$ 500	\$ -	\$ (500)	-100%
<b>Total Revenue</b>	<b>\$ 70,000</b>	<b>\$ 73,500</b>	<b>\$ 3,500</b>	<b>5%</b>
<b>Operating Expenditures</b>				
Salaries & Benefits	\$ 10,000	\$ 10,000	\$ -	0%
Operating Expenditures	\$ 60,000	\$ 63,500	\$ 3,500	6%
Capital Outlay	\$ -	\$ -	\$ -	0%
<b>Other Financing Uses</b>				
Operating Transfer Out	\$ 5,500	\$ 7,500	\$ 2,000	36%
<b>Debt Service</b>				
Principal & Interest	\$ -	\$ -	\$ -	0%
Interest			\$ -	0%
			\$ -	0%
<b>Total Expenditures</b>	<b>\$ 70,000</b>	<b>\$ 73,500</b>	<b>\$ 3,500</b>	<b>5%</b>
<b>Change in Net Position</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100%</b>

**Revenues**  
**Enterprise Fund**  
**Concessions**  
**Department No. 20-452**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
20-347-415-000	Rec Complex Concession Fees	\$ 66,000	\$ 70,000	\$ 4,000	6%
20-347-415-100	Rec Complex Gate Fees	\$ 3,500	\$ 3,500	\$ -	0%
20-390-300-000	Misc. Income	\$ 500	\$ -	\$ (500)	-100%
<b>Total Revenues</b>		<b>\$ 70,000</b>	<b>\$ 73,500</b>	<b>\$ 3,500</b>	<b>5%</b>

**Expenditures**  
**Enterprise Fund 20**  
**Concessions**  
**Department No. 20-452**

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change	
Salaries & Benefits	\$ 10,000	\$ 10,000	\$ -	0%	
Operating Expenditures	60,000	63,500	\$ 3,500	6%	
<b>Total Budget Expenditures</b>		<b>\$ 70,000</b>	<b>\$ 73,500</b>	<b>\$ 3,500</b>	<b>5%</b>



**Personnel Expenditure Requests**  
**Enterprise Fund 20**  
**Concessions**  
**Department No. 20-452**

<u>Code</u>	<u>Classification</u>	FY 2023 Approved Budget	FY 2024 Requested Budget	\$ Change	% Change
20-452-415-295	Temporary Personnel	\$ 10,000	\$ 10,000	\$ -	0%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>0%</b>

**Operating Expenditure Requests**  
**Enterprise Fund**  
**Concessions**  
**Department No. 20-452**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
20-452-415-392	Uniforms	\$ -	\$ -	\$ -	0%
20-452-415-422	Repairs	\$ 4,500	\$ 5,000	\$ 500	11%
20-452-415-425	Maintenance Contracts	\$ 2,000	\$ 3,000	\$ 1,000	50%
20-452-415-635	Cost of Goods	\$ 38,000	\$ 38,000	\$ -	0%
20-452-415-868	Tournament Expenses	\$ 10,000	\$ 10,000	\$ -	0%
20-800-000-000	Transfer to the General Fund	\$ 5,500	\$ 7,500	\$ 2,000	36%
<b>Total Operating Expenditures</b>		<b>\$ 60,000</b>	<b>\$ 63,500</b>	<b>\$ 3,500</b>	<b>6%</b>

**20-452-415-295 Temporary Personnel** **10,000**  
 Temporary employees to work at the concession stand.

**20-452-415-422 Repairs** **5,000**  
 General repairs and maintenance.

**20-452-415-425 Maintenance Contracts** **3,000**  
 The service contracts maintained by the Department are as follows.

Description	Total Price	
Merchant Services	\$	2,115
SCDHEC	\$	100
HVAC Services	\$	185
Fire Safety	\$	600
<b>Total Maintenance Contract</b>	<b>\$</b>	<b>3,000</b>

**20-452-415-635 Cost of Goods** **38,000**  
 Food and beverage inventory for resale.

**20-452-415-868 Tournament Expenses** **10,000**  
 This line provides for payments to referees and any other specific expenses incurred by baseball, softball, kickball, and other tournament events.

**20-800-000-000 Transfer to the General Fund** **7,500**  
 Transfer to the general fund from the concessions fund to cover a portion of administrative expenses incurred.

# City of Hartsville

## Infrastructure Park Fund - 07

## Budget Summary City of Hartsville Infrastructure Park Fund - 07

### Infrastructure Park - Fund 07

6/29/2000 the City of Hartsville adopted ordinance 1189 establishing a (MCBP) multi-county industrial and business park with Darlington and Lee County. Subsequent ordinance 4141 authorized 2014A and 2014B Bond. The counties shall receive and allocation of all revenue generated by the Park through payment of fees in lieu of ad valorem property taxes. This agreement expires 6/29/2025.

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Operating Revenues</b>				
Fee in Lieu	\$ 655,000	\$ 655,000	\$ -	0%
Miscellaneous	\$ 6,000	\$ 6,000	\$ -	0%
<b>Total Revenue</b>	<b>\$ 661,000</b>	<b>\$ 661,000</b>	<b>\$ -</b>	<b>0%</b>
<b>Operating Expenditures</b>				
Infrastructure Expenditures	\$ 74,000	\$ 74,000	\$ -	0%
1% Lee County	\$ 7,500	\$ 7,500	\$ -	0%
<b>Debt Service</b>				
Principal & Interest	\$ 428,917	\$ 428,917	\$ -	0%
<b>Other Financing Uses</b>				
Operating Transfer Out	\$ 150,583	\$ 150,583	\$ -	0%
<b>Total Expenditures</b>	<b>\$ 661,000</b>	<b>\$ 661,000</b>	<b>\$ -</b>	<b>0%</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
07-312-300-000	Fee in Lieu	\$ 655,000	\$ 655,000	\$ -	0%
07-390-301-000	Misc Income Fund 7	\$ 6,000	\$ 6,000	\$ -	0%
	<b>Total Revenues</b>	<b>\$ 661,000</b>	<b>\$ 661,000</b>	<b>\$ -</b>	<b>0%</b>

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
07-452-000-670	Infrastructure Exp	\$ 74,000	\$ 74,000	\$ -	0%
07-452-000-678	1% Lee County	\$ 7,500	\$ 7,500	\$ -	0%
07-452-000-930	Bond - Principal	\$ 393,436	\$ 404,924	\$ 11,488	3%
07-452-000-940	Bond - Interest	\$ 35,481	\$ 23,993	\$ (11,488)	-32%
07-452-000-942	Transfer to General Fund	\$ 150,583	\$ 150,583	\$ -	0%
	<b>Total Expenditures</b>	<b>\$ 661,000</b>	<b>\$ 661,000</b>	<b>\$ -</b>	<b>0%</b>

<b>07-312-300-000 Fee in Lieu</b>	<b>655,000</b>
Revenue generated by the Park through payment of fees in lieu of ad valorem property taxes.	
<b>07-390-301-000 Misc Income Fund 7</b>	<b>6,000</b>
\$500 monthly payment from Parking and Beautification fund. Ordinance 4188 and 4189 expiring on 1/31/2025.	
<b>07-452-000-670 Infrastructure Exp</b>	<b>74,000</b>
Energy utility payments.	
<b>07-452-000-678 1% Lee County</b>	<b>7,500</b>
Lee County receives 1% allocation of all revenue generated by the Park through payment of fees in lieu of ad valorem property taxes.	
<b>07-452-000-930 Bond - Principal</b>	<b>404,924</b>
2014B Bond principal payment matures 2/1/2025. Refer to Appendix A for more information.	
<b>07-452-000-940 Bond - Interest</b>	<b>23,993</b>
2014B Bond principal payment matures 2/1/2025. Refer to Appendix A for more information.	
<b>07-452-000-942 Transfer to General Fund</b>	<b>150,583</b>
Transfer balance to General Fund for downtown maintenance and infrastructure.	

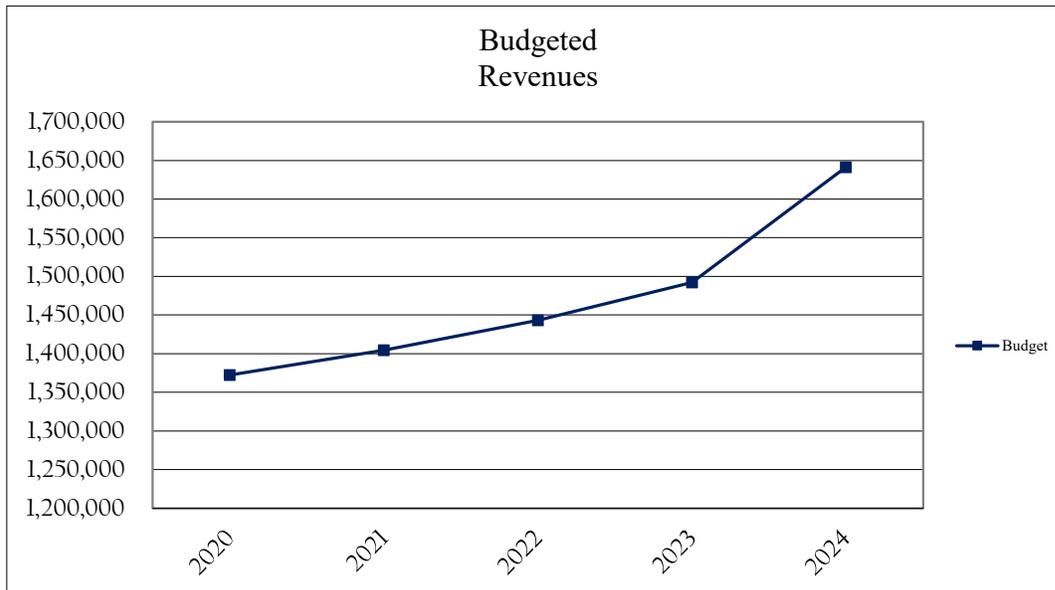
# City of Hartsville

## Solid Waste Fund - 08

## Budget Summary FY 2024 City of Hartsville Solid Waste Fund - 08

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Operating Revenues</b>				
Charges for Services	\$ 1,492,000	\$ 1,641,600	\$ 149,600	10%
<b>Other Financing Sources</b>				
Capital Lease/Bond Proceeds	\$ -	\$ 320,000	\$ 320,000	0%
<b>Total Revenue</b>	<b>\$ 1,492,000</b>	<b>\$ 1,961,600</b>	<b>\$ 469,600</b>	<b>31%</b>
<b>Operating Expenditures</b>				
Operating Expenditures - Sanitation	\$ 529,283	\$ 549,145	\$ 19,862	4%
Salaries & Benefits - Sanitation	\$ 811,516	\$ 923,057	\$ 111,541	14%
<b>Capital Outlay</b>				
Capital Outlay	\$ -	\$ 320,000	\$ 320,000	0%
<b>Debt Service</b>				
Principal & Interest	\$ 116,901	\$ 137,406	\$ 20,505	18%
<b>Total Expenditures</b>	<b>\$ 1,457,700</b>	<b>\$ 1,929,608</b>	<b>\$ 471,907</b>	<b>32%</b>
<b>Net Change in Fund Balance</b>	<b>\$ 34,300</b>	<b>\$ 31,992</b>	<b>\$ (2,307)</b>	<b>-7%</b>

## Budget Summary City of Hartsville Solid Waste Fund - 08



Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
08-344-300-000	Comm Waste Users Fee	\$ 721,000	\$ 797,500	\$ 76,500	11%
08-344-301-000	Res Solid Waste Fees	\$ 771,000	\$ 844,100	\$ 73,100	9%
	<b>Total Charges for Services</b>	<b>\$1,492,000</b>	<b>\$1,641,600</b>	<b>\$149,600</b>	<b>10%</b>
08-391-100-000	Lease Proceeds	\$ -	\$ 320,000	\$ 320,000	0%
	<b>Total Other</b>	<b>\$0</b>	<b>\$320,000</b>	<b>\$320,000</b>	<b>0%</b>

**08-344-300-000      Comm Waste Users Fee      797,500**

The City of Hartsville sanitation fee is billed monthly on commercial properties within the City's corporate limits that utilize this service the City offers. A fee is charged based on container size and number of pickups per month with additional fees charged from the Master Fee Schedule. The City currently serves 407 commercial customers.

**08-344-301-000      Res Solid Waste Fees      844,100**

The City of Hartsville sanitation fee is billed monthly on all residential property within the City's corporate limits. The City currently serves 2,638 residential customers. This budget includes a proposed \$1 monthly rate increase.

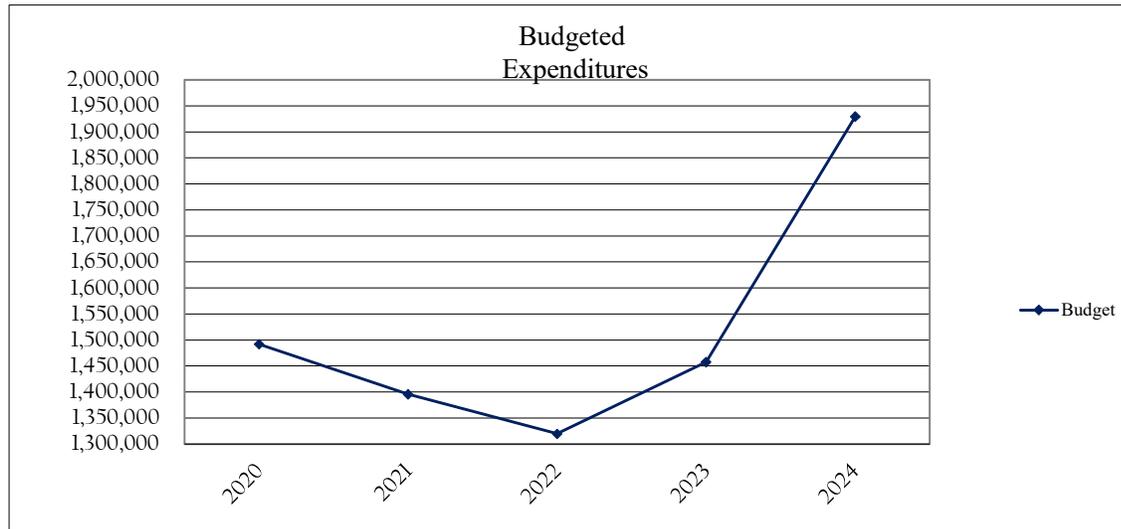
## Sanitation Department

### Service Delivery

The Sanitation Department provides residential and commercial sanitation services, as well as, pickup of yard waste and recycling. Staffed by sixteen (16) full-time employees - (1) Sanitation Manager, (1) Crew Supervisor, (6) Equipment Operators, (6) Maintenance Workers and (2) Auto Mechanics.

### Budget Summary Solid Waste Fund - 08 Sanitation Department Department No. 432

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Expenditures</b>				
Salaries & Benefits	\$ 811,516	\$ 923,057	\$ 111,541	14%
Operating Expenditures	\$ 529,283	\$ 549,145	\$ 19,862	4%
Debt Service	\$ 116,901	\$ 137,406	\$ 20,505	18%
Capital Expenditures	\$ -	\$ 320,000	\$ 320,000	0%
<b>Total Budget</b>	<b>\$ 1,457,700</b>	<b>\$ 1,929,608</b>	<b>\$ 471,907</b>	<b>32%</b>



**Personnel Expenditure Request  
Solid Waste Fund - 08  
Sanitation Department  
Department No. 432**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
08-432-000-110	Salaries	\$ 467,990	\$ 579,347	\$ 111,357	24%
08-432-000-130	Overtime	\$ 20,000	\$ 17,000	\$ (3,000)	-15%
08-432-000-140	Bonus	\$ 3,600	\$ 4,457	\$ 857	24%
08-432-000-220	FICA	\$ 37,607	\$ 45,961	\$ 8,354	22%
08-432-000-230	Retirement	\$ 85,291	\$ 110,172	\$ 24,881	29%
08-432-000-260	Workers Comp	\$ 31,915	\$ 39,001	\$ 7,086	22%
08-432-000-270	Insurance	\$ 115,114	\$ 117,119	\$ 2,005	2%
08-432-000-295	Seasonal & Temporary Personnel	\$ 50,000	\$ 10,000	\$ (40,000)	-80%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 811,516</b>	<b>\$ 923,057</b>	<b>\$ 111,541</b>	<b>14%</b>

**Operating Expenditure Request  
Solid Waste Fund - 08  
Sanitation Department  
Department No. 432**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
08-432-000-340	Office Supplies	\$ 1,200	\$ 1,575	\$ 375	31%
08-432-000-345	Postage	\$ 150	\$ 150	\$ -	0%
08-432-000-350	Prof Dev-Memberships	\$ 250	\$ 350	\$ 100	40%
08-432-000-352	Prof Dev-Training & Conferences	\$ 1,000	\$ 1,125	\$ 125	13%
08-432-000-360	Telephone	\$ 960	\$ 1,110	\$ 150	16%
08-432-000-390	Uniforms	\$ 10,500	\$ 13,350	\$ 2,850	27%
08-432-000-410	Utilities	\$ 8,025	\$ 9,200	\$ 1,175	15%
08-432-000-420	Building Maint & Supplies	\$ 5,500	\$ 5,900	\$ 400	7%
08-432-000-423	Dumpster Maintenance	\$ 21,000	\$ 23,000	\$ 2,000	10%
08-432-000-424	Maintenance Contracts	\$ 1,000	\$ 1,100	\$ 100	10%
08-432-000-430	Maintenance - Radios	\$ 500	\$ 500	\$ -	0%
08-432-000-540	Professional Services	\$ 2,500	\$ 2,500	\$ -	0%
08-432-000-580	Vehicle Fuel	\$ 5,000	\$ 5,000	\$ -	0%
08-432-000-581	Residential Vehicle Fuel	\$ 50,000	\$ 60,000	\$ 10,000	20%
08-432-000-582	Commercial Veh Maintenance	\$ 50,000	\$ 40,000	\$ (10,000)	-20%
08-432-000-583	Residential Veh Maintenance	\$ 70,000	\$ 75,000	\$ 5,000	7%
08-432-000-585	Vehicle Insurance	\$ 13,598	\$ 18,045	\$ 4,447	33%
08-432-000-590	Vehicle Maintenance	\$ 1,500	\$ 1,500	\$ -	0%
08-432-000-592	Commercial Veh Fuel	\$ 25,000	\$ 30,000	\$ 5,000	20%
08-432-000-640	County Tipping Fee	\$ 200,000	\$ 200,000	\$ -	0%
08-432-000-655	Recycle Roll Carts	\$ 10,000	\$ 10,000	\$ -	0%
08-432-000-706	Recycle Tipping Fees	\$ 6,000	\$ 6,000	\$ -	0%
08-432-000-708	Garbage Roll Carts	\$ 14,000	\$ 14,000	\$ -	0%
08-432-000-709	Yard Debris Roll Carts	\$ 18,600	\$ 14,000	\$ (4,600)	-25%
08-432-000-710	Safety Supplies	\$ 7,500	\$ 8,415	\$ 915	12%
08-432-000-730	Small Tools & Equipment	\$ 1,000	\$ 2,825	\$ 1,825	183%
08-432-000-735	Special Projects & Services	\$ 4,500	\$ 4,500	\$ -	0%
	<b>Total Operating Expenditures</b>	<b>\$ 529,283</b>	<b>\$ 549,145</b>	<b>\$ 19,862</b>	<b>4%</b>

**Debt Service Expenditure Request  
Solid Waste Fund - 08  
Sanitation Department  
Department No. 432**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
08-432-000-931	Principal Payment-Equip Lease	\$ 94,274	\$ 118,031	\$ 23,757	25%
08-432-000-941	Interest Payment-Equip Lease	\$ 22,627	\$ 19,375	\$ (3,252)	-14%
<b>Total Debt Service</b>		<b>\$ 116,901</b>	<b>\$ 137,406</b>	<b>\$ 20,505</b>	<b>18%</b>

**Capital Outlay Request  
Solid Waste Fund - 08  
Sanitation Department  
Department No. 432**

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget
08-432-000-930	Capital	\$ -	\$ 320,000
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ 320,000</b>

<b>08-432-000-110 Salaries</b>	<b>579,347</b>
FY 2024 Salaries are calculated using FY 2023 and adding a 5% cost of living increase, plus any adjustments based on the classification & compensation study.	
<b>08-432-000-130 Overtime</b>	<b>17,000</b>
The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.	
<b>08-432-000-140 Bonus</b>	<b>4,457</b>
Based on formula included in HR-43 annual Bonus Policy.	
<b>08-432-000-220 FICA</b>	<b>45,961</b>
The City is required to pay Social Security/Medicare tax on gross wages of all City employees. The current contribution rate is 7.65% of gross salaries.	
<b>08-432-000-230 Retirement</b>	<b>110,172</b>
The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The rates for the required contributions are set to increase through 2023. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2023 to June 30, 2024. This equates to a blended rate of 19.90% for the year.	
<b>08-432-000-260 Workers Comp</b>	<b>39,001</b>
The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.	
<b>08-432-000-270 Insurance</b>	<b>117,119</b>
The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.	
<b>08-432-000-295 Seasonal &amp; Temporary Personnel</b>	<b>10,000</b>
One full time temporary staff member and additional personnel as needed during leaf season and holidays.	
<b>08-432-000-340 Office Supplies</b>	<b>1,575</b>
The department maintains a supply of pens, pencils, paper clips and other items for office use.	

**08-432-000-345 Postage** **150**

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General postage expenses, including UPS and Fed Ex.

**08-432-000-350 Prof Dev-Memberships** **350**

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This account provides for any professional memberships or subscriptions for Sanitation Department personnel.

**08-432-000-352 Prof Dev-Training & Conferences** **1,125**

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This category provides for Sanitation Department personnel attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to upgrade their education in areas related to the Sanitation, as well as maintaining their professional certifications such as CDLs.

**08-432-000-360 Telephone** **1,110**

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This account provides for telephone communication. \$92.5 monthly for 12 months.

**08-432-000-390 Uniforms** **13,350**

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Description	Total Price	
Rental Uniform Service	\$	11,600
Logo wear	\$	1,750
<b>Total Uniforms</b>	<b>\$</b>	<b>13,350</b>

**08-432-000-410 Utilities** **9,200**

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Gas, energy, and water bills.

**08-432-000-420 Building Maint & Supplies** **5,900**

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This account provides for all maintenance supplies, tools, paint, parts, machinery, etc. necessary to the operations of the department.

**08-432-000-423 Dumpster Maintenance** **23,000**

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Currently have 20 dumpsters that need to be refurbished - \$700 each; New dumpsters with remaining amount - \$800 each, various sizes.

**08-432-000-424 Maintenance Contracts** **1,100**

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Description	Total Price	
Copier	\$	1,000
<b>Total Maintenance Contracts</b>	<b>\$</b>	<b>1,000</b>

**08-432-000-430 Maintenance - Radios** **500**

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General radio maintenance and repairs.

**08-432-000-540 Professional Services** **2,500**

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DOT physicals, alcohol and drug screens, and background checks.

**08-432-000-580 Vehicle Fuel** **5,000**

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Fuel for general equipment and vehicles.

**08-432-000-581 Residential Vehicle Fuel** **60,000**

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Fuel for residential services equipment and vehicles.

**08-432-000-582 Commercial Veh Maintenance** **40,000**

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Repairs, oil changes, tires, windshield wiper replacements, filters, etc. for commercial services vehicles.

**08-432-000-583 Residential Veh Maintenance** **75,000**

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Repairs, oil changes, tires, windshield wiper replacements, filters, etc. for residential services vehicles.

**08-432-000-585 Vehicle Insurance** **18,045**

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The City maintains the comprehensive and collision coverage on vehicles and equipment.

**08-432-000-590 Vehicle Maintenance** **1,500**

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Repairs, oil changes, tires, windshield wiper replacements, filters, etc. for general departmental equipment and vehicles.

<b>08-432-000-592 Commercial Veh Fuel</b>	<b>30,000</b>
Fuel for commercial services equipment and vehicles.	
<b>08-432-000-640 County Tipping Fee</b>	<b>200,000</b>
Fees paid to a landfill for use by commercial vehicles.	
<b>08-432-000-655 Recycle Roll Carts</b>	<b>10,000</b>
Replacement of damaged and stolen roll carts, plus new carts for additional residents.	
<b>08-432-000-706 Recycle Tipping Fees</b>	<b>6,000</b>
Fees for recycling paid to Sonoco.	
<b>08-432-000-708 Garbage Roll Carts</b>	<b>14,000</b>
Replacement of damaged and stolen roll carts, plus new carts for additional residents.	
<b>08-432-000-709 Yard Debris Roll Carts</b>	<b>14,000</b>
Replacement of damaged and stolen roll carts, plus new carts for additional residents.	
<b>08-432-000-710 Safety Supplies</b>	<b>8,415</b>
Boots, hand warmers, gloves, safety hats, Gatorade, vests, water, etc.	
<b>08-432-000-730 Small Tools &amp; Equipment</b>	<b>2,825</b>
Replacement of small tools through normal wear and tear-rakes, shovels, hand tools etc.	
<b>08-432-000-735 Special Projects &amp; Services</b>	<b>4,500</b>
This account provides for any special projects and other expenses that are not regularly occurring.	

Description	Total Price
Recycling Decals for roll carts and 'Cardboard Only' stickers for dumpsters	\$ 1,000
Bill stuffers for holiday collection	\$ 200
Yellow Tags for contaminated carts/prohibited items	\$ 1,000
Reserved for special projects and emergency expenses	\$ 2,300
<b>Total Special Services</b>	<b>\$ 4,500</b>

<b>08-432-000-931 Principal Payment-Equip Lease</b>	<b>118,031</b>
2021 B Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027 and 2020 IPRB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030. Refer to Appendix A for more information.	
<b>08-432-000-941 Interest Payment-Equip Lease</b>	<b>19,375</b>
2021 B Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027 and 2020 IPRB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030. Refer to Appendix A for more information.	
<b>08-432-000-930 Capital</b>	<b>320,000</b>
Capital Purchases	

Project Description	Total Price
Rear Loader Garbage Truck	\$ 320,000
<b>Total Capital</b>	<b>\$ 320,000</b>

The plan for the new rear loader is to replace our current garbage truck that is 6 yrs old. We would then use our current garbage truck for recycling and phase out our current recycling truck that is **26 yrs old**. We've spent roughly \$7,200 this fiscal year on maintenance for this unit and are about to spend another \$5,500 to replace the transmission. Due to the age of this unit, it is becoming increasingly difficult to obtain parts for repairs.

# City of Hartsville

## Hospitality Fund - 11

## Accommodations Fund - 12

## Budget Summary City of Hartsville Hospitality Fund - II

### Hospitality - Fund II

On 5/11/2004 the City of Hartsville adopted ordinance 2074 establishing a two percent (2%) Hospitality Fee on prepared meals, food and beverages. The hospitality fee applies to all gross receipts collected on sales of prepared meals, food and beverages sold in establishments, or sales of prepared meals, food and beverages sold in establishments licensed for on premise consumption of alcoholic beverages, beer or wine.

The fees collected for the Local Hospitality Fee Fund shall be for purposes as authorized by the SC Code of Laws, Section 6-1-730, as amended.

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Operating Revenues</b>				
Hospitality Revenue	\$ 1,190,000	\$ 1,285,200	\$ 95,200	8%
Penalties	\$ 2,500	\$ 2,500	\$ -	0%
<b>Other Financing Sources</b>				
Operating Transfer In	\$ 92,500	\$ 92,500	\$ -	0%
<b>Total Revenue</b>	<b>\$ 1,285,000</b>	<b>\$ 1,380,200</b>	<b>\$ 95,200</b>	<b>7%</b>
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 42,000	\$ 42,000	\$ -	0%
Hospitality Expenditures	\$ 124,000	\$ 124,000	\$ -	0%
Water Park Bond Expenditures	\$ 598,835	\$ 639,235	\$ 40,400	7%
<b>Debt Service</b>				
Principal & Interest	\$ 100,165	\$ 98,965	\$ (1,200)	-1%
<b>Other Financing Uses</b>				
Operating Transfer Out	\$ 420,000	\$ 476,000	\$ 56,000	13%
<b>Total Expenditures</b>	<b>\$ 1,285,000</b>	<b>\$ 1,380,200</b>	<b>\$ 95,200</b>	<b>7%</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
11-313-300-000	Hospitality Revenue	\$ 1,190,000	\$ 1,285,200	\$ 95,200	8%
11-319-300-000	Penalty	\$ 2,500	\$ 2,500	\$ -	0%
11-391-312-000	Transfers In - Accom Fund Bond %	\$ 92,500	\$ 92,500	\$ -	0%
<b>Total Revenues</b>		<b>\$ 1,285,000</b>	<b>\$ 1,380,200</b>	<b>\$ 95,200</b>	<b>7%</b>

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
11-465-000-130	Hospitality Event - Overtime Labor	\$ 27,000	\$ 27,000	\$ -	0%
11-465-000-295	Hospitality Event - Temp Personnel	\$ 15,000	\$ 15,000	\$ -	0%
11-465-000-669	Hospitality Expense	\$ 120,000	\$ 114,000	\$ (6,000)	-5%
11-465-000-670	Hospitality - Concert Series	\$ 4,000	\$ 10,000	\$ 6,000	150%
11-465-426-898	Water Park Bond Transfer	\$ 598,835	\$ 639,235	\$ 40,400	7%
11-465-000-775	Transfer Out GF % Admin	\$ 420,000	\$ 476,000	\$ 56,000	13%
11-465-000-932	Hospitality Bond Principal	\$ 80,000	\$ 82,000	\$ 2,000	3%
11-465-000-942	Hospitality Bond Interest	\$ 20,165	\$ 16,965	\$ (3,200)	-16%
<b>Total Expenditures</b>		<b>\$ 1,285,000</b>	<b>\$ 1,380,200</b>	<b>\$ 95,200</b>	<b>7%</b>

**11-313-300-000 Hospitality Revenue 1,285,200**

The hospitality tax is a uniform tax of 2% on the gross proceeds derived from the sales of prepared meals, food, and beverages sold in or by establishments, or those licensed for on-premises consumption of alcoholic beverages, beer, or wine.



**11-319-300-000 Penalty 2,500**

Penalties for late payment 10% of unpaid fees

**11-391-312-000 Transfers In - Accom Fund Bond % 92,500**

Balance after expenditures and administrative fee transferred from accommodations fund.

**11-465-000-130 Hospitality Event - Overtime Labor 27,000**

Used to reduce overtime from payrolls in other funds. Full-time and part-time personnel are utilized from other departments to work at various events including but not limited to Christmas Parades, Block Parties, Opening Day Tournaments, Concessions, etc. Departments are reimbursed for any personnel overtime for such events through this account.

**11-465-000-295 Hospitality Event - Temp Personnel 15,000**

Temporary personnel hired to support hospitality events including but not limited to Christmas Parades, Block Parties, Opening Day Tournaments, Concessions, etc.

**11-465-000-669 Hospitality Expense 114,000**

The Hospitality Expenses are as follows:

Description	Total Cost
Hospitality Tax Award	\$ 75,000
Fairfield/Saleeby 10 Year Lease 146 W Carolina Ave expires 12/31/2026	\$ 2,000
Reserved for Special Projects and Emergency Expenses	\$ 30,000
Event supplies, signage, professional services	\$ 7,000
<b>Total</b>	<b>\$ 114,000</b>

**11-465-000-670 Hospitality - Concert Series 10,000**

This account provides for expenses related to the Concert Series as provided by the City for the community.

**11-465-426-898 Water Park Bond Transfer 639,235**

2018 Revenue Bond Origination 11/29/2018, Maturity 06/01/2038 Water Park Debt Service. Refer to Appendix A for more information.

**11-465-000-775 Transfer Out GF % Admin 476,000**

SC Code of Laws Title 6, Chapter 1, Section 6-1-730 allows revenue transfer to the General Fund.

**11-465-000-932 Hospitality Bond Principal 82,000**

2020 IPRB Revenue Bond Principal refinanced 8/6/2020 and matures 6/1/30. Principal payment reduction will be applied to Water Park Debt Service. Refer to Appendix A for more information.

**11-465-000-942 Hospitality Bond Interest 16,965**

2020 IPRB Revenue Bond Interest refinanced 8/6/2020 and matures 6/1/30. Refer to Appendix A for more information.

**11-465-426-868 Water Park Bond Transfer**

**639,235**

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SC Code of Laws Title 6, Chapter 1, Section 6-1-730 allows revenue transfer to the Water Park tourism related facility.

## Budget Summary City of Hartsville Accommodations Fund - 12

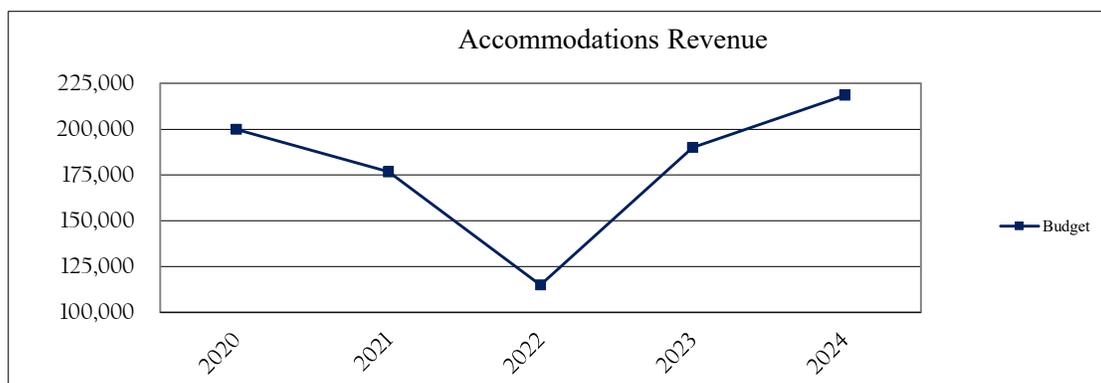
### Accommodations Tax - Fund 12

3/14/2006 the City of Hartsville adopted ordinance 3017 establishing a three percent (3%) Local Accommodation Tax. The proceeds from accommodation tax are allocated to a special fund for tourism.

Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Operating Revenues</b>				
Accommodations Revenue	\$ 190,000	\$ 218,500	\$ 28,500	15%
<b>Total Revenue</b>	<b>\$ 190,000</b>	<b>\$ 218,500</b>	<b>\$ 28,500</b>	<b>15%</b>
<b>Operating Expenditures</b>				
Accommodations Expenditures	\$ 6,000	\$ 6,000	\$ -	0%
<b>Other Financing Uses</b>				
Operating Transfers Out	\$ 184,000	\$ 184,000	\$ -	0%
<b>Total Expenditures</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>	<b>\$ -</b>	<b>0%</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 28,500</b>	<b>\$ 28,500</b>	<b>\$ -</b>

Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
12-313-300-000	Accommodations Revenue	\$ 190,000	\$ 218,500	\$ 28,500	15%
<b>Total Revenues</b>		<b>\$ 190,000</b>	<b>\$ 218,500</b>	<b>\$ 28,500</b>	<b>15%</b>

Code	Classification	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
12-465-000-669	Accommodations Expense	\$ 6,000	\$ 6,000	\$ -	0%
12-465-000-775	Transfer Out GF - 20% Admin	\$ 91,500	\$ 91,500	\$ -	0%
12-465-000-776	Transfer Out Hosp Fund-Bond PYMT	\$ 92,500	\$ 92,500	\$ -	0%
<b>Total Expenditures</b>		<b>\$ 190,000</b>	<b>\$ 190,000</b>	<b>\$ -</b>	<b>0%</b>



<b>12-465-000-669 Accommodations Expense</b>	<b>6,000</b>
Monthly administrative support to Hartsville Chamber of Commerce.	
<b>12-465-000-775 Transfer Out GF - 20% Admin</b>	<b>91,500</b>
An operating transfer from the Accommodation Fund to cover a portion of the 20% administrative associated with services provided by the General Fund.	
<b>12-465-000-776 Transfer Out Hosp Fund-Bond PYMT</b>	<b>92,500</b>
Balance after expenditures and administrative fee transferred to Hospitality for debt service.	

# City of Hartsville

## Debt Service Fund - 13

## Budget Summary City of Hartsville Debt Service Fund - 13

### Debt Service - Fund 13

The Debt Service Fund is used to account for the accumulation of resources for and the payment of general long-term debt principal, interest and related cost of the City other than debt service payments made by enterprise funds.

<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
<b>Debt Service Fund Revenues</b>				
Debt Service Millage	\$ 155,000	\$ 160,000	\$ 5,000	3%
Accumulated Surplus	\$ -	\$ 30,119	\$ 30,119	100%
Transfer In	\$ -	\$ 75,000	\$ 75,000	100%
<b>Total Revenue</b>	<b>\$ 155,000</b>	<b>\$ 265,119</b>	<b>\$ 110,119</b>	<b>71%</b>
<b>Debt Service Fund Expenditures</b>				
Principal	\$ 51,000	\$ 193,210	\$ 142,210	279%
Interest	\$ 23,127	\$ 71,909	\$ 48,782	211%
<b>Total Expenditures</b>	<b>\$ 74,127</b>	<b>\$ 265,119</b>	<b>\$ 190,992</b>	<b>258%</b>
<b>Net Change in Fund Balance</b>	<b>\$ 80,873</b>	<b>\$ -</b>	<b>\$ (80,873)</b>	<b>-100%</b>

<u>Code</u>	<u>Classification</u>	2023 Approved Budget	2024 Requested Budget	\$ Change	% Change
13-311-300-000	Debt Service Millage	\$ 155,000	\$ 160,000	\$ 5,000	3%
13-391-000-100	Transfer In	\$ -	\$ 75,000	\$ 75,000	0%
13-396-300-000	Accumulated Surplus	\$ -	\$ 30,119	\$ 30,119	0%
13-410-000-931	GO Bond 2012-2017 Principal	\$ 51,000	\$ 193,210	\$ 142,210	279%
13-410-000-941	GO Bond 2012-2017 Interest	\$ 23,127	\$ 71,909	\$ 48,782	211%

**13-311-300-000 Debt Service Millage** **160,000**

The City presently imposes a millage of 6.0 on all real and personal property within the City of Hartsville assessed by the Darlington County Tax Office for debt service purposes. There is no increase in millage.

**13-391-000-100 Transfer In** **75,000**

This represents a transfer of interest income from the Community Development Fund.

**13-396-300-000 Accumulated Surplus** **30,119**

Accumulated funds from excess revenues over expenditures in prior years.

**13-410-000-931 GO Bond 2012-2017 Principal** **193,210**

2017 GO bond principal payment on Bond used to complete the 5th Street Intersection Project, maturity date 6/1/2027. Also includes 2023 GO bond principal payment for other debt refinancing, maturity date 6/30/2037. Refer to Appendix A for more information.

**13-410-000-941 GO Bond 2012-2017 Interest** **71,909**

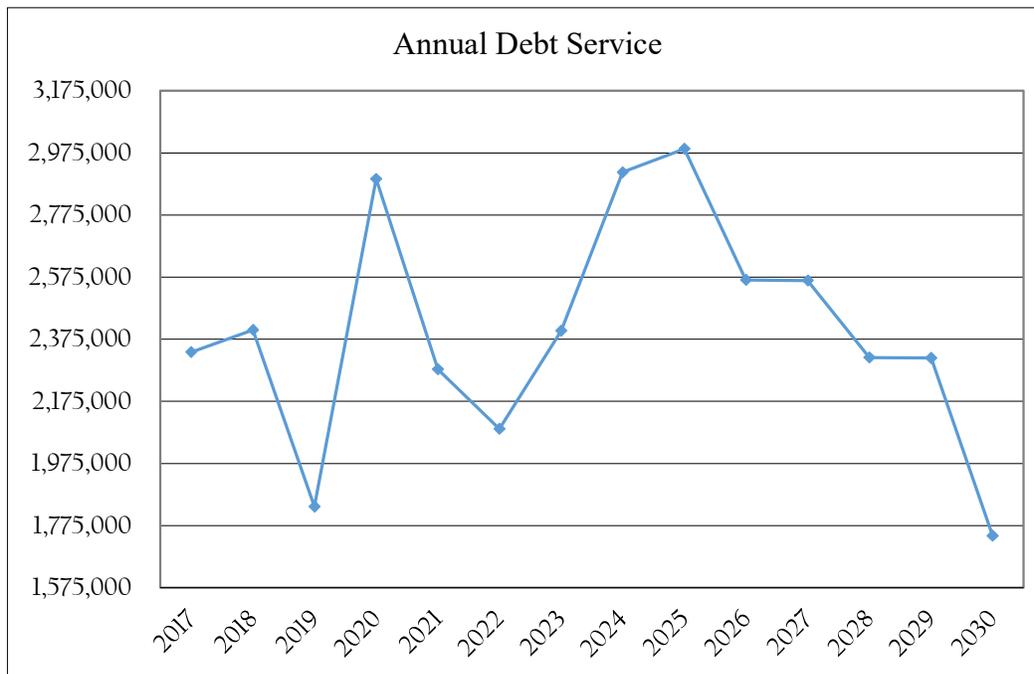
2017 GO bond interest payment on Bond used to complete the 5th Street Intersection Project, maturity date 6/1/2027. Also includes 2023 GO bond interest payment for other debt refinancing, maturity date 6/30/2037. Refer to Appendix A for more information.

# Appendix A

## Debt Service

FY Year End	Annual Payments	Annual Principal	Annual Interest	Year End Balance
2017	2,334,010	1,866,526	467,483	15,573,142
2018	2,404,958	1,943,548	461,411	22,479,595
2019	1,836,034	1,185,247	650,787	22,179,347
2020	2,890,729	2,119,874	770,854	20,388,977
2021	2,278,805	1,516,696	762,108	18,872,280
2022	2,086,271	1,394,173	692,097	19,538,427
2023	2,402,656	1,735,749	666,907	17,802,678
2024	2,912,449	2,131,298	781,151	15,671,380
2025	2,988,341	2,227,041	761,300	13,444,339
2026	2,566,018	1,914,062	651,956	11,530,277
2027	2,563,812	1,987,387	576,425	9,542,891
2028	2,316,815	1,813,232	503,583	7,729,659
2029	2,314,985	1,874,701	440,285	5,854,958
2030	1,742,209	1,368,006	374,203	4,486,952

\*\* Includes debt service added beginning FY 2024-2025 (Capital lease request FY 2023-2024)



Origination Date	8/6/2020	2020 IPRB Revenue Bonds Debt Schedule		
Maturity Date	6/1/2030			
Loan Amount	2,900,000			
Annual Payment	360,125			
Rate	2.44%			
6/30/2020				-
6/30/2021	69,992		69,992	2,900,000
6/30/2023	360,125	275,000	85,125	2,625,000
6/30/2023	364,125	290,000	74,125	2,335,000
6/30/2024	362,525	300,000	62,525	2,035,000
6/30/2025	360,525	310,000	50,525	1,725,000
6/30/2026	363,125	325,000	38,125	1,400,000
6/30/2027	360,125	335,000	25,125	1,065,000
6/30/2028	361,725	350,000	11,725	715,000
6/30/2029	363,225	355,000	8,225	360,000
6/30/2030	364,320	360,000	4,320	-

FY 2023 Budgeted Debt Service			
Budget	Total Principal	Total Interest	Total YE 6/30/22
01-419-000-931	\$1,950	\$0	\$1,950
01-419-000-941	\$0	\$605	\$605
01-421-000-931	\$25,636	\$0	\$25,636
01-421-000-941	\$0	\$7,881	\$7,881
01-422-000-931	\$5,100	\$0	\$5,100
01-422-000-941	\$0	\$1,562	\$1,562
01-452-000-931	\$1,248	\$0	\$1,248
01-452-000-941	\$0	\$381	\$381
02-500-000-946	\$3,718	\$0	\$3,718
02-500-000-947	\$0	\$1,134	\$1,134
02-600-000-946	\$16,318	\$0	\$16,318
02-600-000-947	\$0	\$4,992	\$4,992
02-900-000-946	\$41,730	\$0	\$41,730
02-900-000-947	\$0	\$12,933	\$12,933
08-432-000-931	\$68,300	\$0	\$68,300
08-432-000-941	\$0	\$20,978	\$20,978
11-465-000-932	\$73,000	\$0	\$73,000
11-465-000-942	\$0	\$23,085	\$23,085
13-410-000-931	\$38,000	\$0	\$38,000
13-410-000-941	\$0	\$11,574	\$11,574
	<b>\$275,000</b>	<b>\$85,125</b>	<b>\$360,125</b>

Origination Date	5/1/2023	<b>2023 GO Bond</b>		
Maturity Date	6/30/2037			
Loan Amount	1,094,787			
Annual Payment	76,044			
Rate	4.44%			
GL#		13-410-000-931	13-410-000-941	
<b>FY End Date</b>	<b>Total P&amp;I</b>	<b>Principal Payments</b>	<b>Interest Payments</b>	<b>Balance Year End</b>
	-	-	-	1,094,787
6/30/2024	76,044	25,410	50,634	1,069,377
6/30/2025	76,664	29,184	47,480	1,040,193
6/30/2026	76,402	30,217	46,185	1,009,976
6/30/2027	76,094	31,251	44,843	978,725
6/30/2028	91,657	48,202	43,455	930,523
6/30/2029	91,127	49,812	41,315	880,711
6/30/2030	91,656	52,552	39,104	828,159
6/30/2031	140,231	103,461	36,770	724,698
6/30/2032	140,232	108,055	32,177	616,643
6/30/2033	140,231	112,852	27,379	503,791
6/30/2034	140,231	117,863	22,368	385,928
6/30/2035	140,231	123,096	17,135	262,832
6/30/2036	140,232	128,562	11,670	134,270
6/30/2037	140,232	134,270	5,962	-

Origination Date	1/20/2023	<b>2022 SRF Revenue Loan</b>		
Maturity Date	6/1/2042			
Loan Amount	1,477,300			
Annual Payment	85,635			
Rate	1.50%			
GL#		02-500-000-932	02-500-000-942	
<b>FY End Date</b>	<b>Total P&amp;I</b>	<b>Principal Payments</b>	<b>Interest Payments</b>	<b>Balance Year End</b>
	-	-	-	1,477,300
6/30/2023	64,226	47,786	16,441	1,429,514
6/30/2024	85,635	64,555	21,081	1,364,960
6/30/2025	85,635	65,528	20,107	1,299,432
6/30/2026	85,635	66,517	19,118	1,232,915
6/30/2027	85,635	67,520	18,115	1,165,395
6/30/2028	85,635	68,539	17,097	1,096,856
6/30/2029	85,635	69,573	16,063	1,027,283
6/30/2030	85,635	70,622	15,013	956,661
6/30/2031	85,635	71,687	13,948	884,974
6/30/2032	85,635	72,769	12,867	812,205
6/30/2033	85,635	73,866	11,769	738,339
6/30/2034	85,635	74,981	10,655	663,358
6/30/2035	85,635	76,112	9,524	587,246
6/30/2036	85,635	77,260	8,375	509,987
6/30/2037	85,635	78,425	7,210	431,561
6/30/2038	85,635	79,608	6,027	351,953
6/30/2039	85,635	80,809	4,826	271,144
6/30/2040	85,635	82,028	3,607	189,116
6/30/2041	85,635	83,265	2,370	105,850
6/30/2042	85,635	84,521	1,114	21,329
6/30/2043	21,409	21,329	80	-

Origination Date	12/15/2021	<b>2021 A First Citizens Capital Lease</b>		
Maturity Date	6/1/2024			
Loan Amount	167,156			
Annual Payment	69,822			
Rate	1.74%			
GL#		01-421/422-000-931	01-421/422-000-941	
<b>FY End Date</b>	<b>Total P&amp;I</b>	<b>Principal Payments</b>	<b>Interest Payments</b>	<b>Balance Year End</b>
12/15/2021	-	-	-	167,156
6/30/2023	72,077	70,736	1,341	96,420
6/30/2023	69,822	68,144	1,678	28,276
6/30/2024	28,768	28,276	492	-

Origination Date	12/15/2021	<b>2021 B First Citizens Capital Lease</b>		
Maturity Date	6/1/2027			
Loan Amount	532,844			
Annual Payment	52,851			
Rate	1.74%			
GL#		Various	Various	
<b>FY End Date</b>	<b>Total P&amp;I</b>	<b>Principal Payments</b>	<b>Interest Payments</b>	<b>Balance Year End</b>
12/15/2021	-	-	-	532,844
6/30/2023	50,519	46,244	4,275	486,600
6/30/2023	52,851	44,384	8,467	442,216
6/30/2024	94,110	86,415	7,695	355,801
6/30/2025	122,212	116,021	6,191	239,780
6/30/2026	122,714	118,542	4,172	121,238
6/30/2027	123,348	121,238	2,110	-

Origination Date	8/13/2015	<b>2015 USB Water Sewer Revenue Bonds</b>		
Maturity Date	6/1/2029			
Original Balance	7,780,000			
Annual Payment	849,250			
Rate	3-4%			
GL#		02-500/600-000-938	02-500/600-000-948	
<b>FY End Date</b>	<b>Total P&amp;I</b>	<b>Principal Payments</b>	<b>Interest Payments</b>	<b>Balance Year End</b>
8/13/2015	Start			7,780,000
6/30/2016	720,960.00	500,000	220,960	7,280,000
6/30/2017	846,200.00	585,000	261,200	6,695,000
6/30/2018	848,650.00	605,000	243,650	6,090,000
6/30/2019	850,500.00	625,000	225,500	5,465,000
6/30/2020	850,500.00	650,000	200,500	4,815,000
6/30/2021	849,500.00	675,000	174,500	4,140,000
6/30/2023	849,250.00	695,000	154,250	3,445,000
6/30/2023	573,400.00	440,000	133,400	3,005,000
6/30/2024	575,200.00	455,000	120,200	2,550,000
6/30/2025	572,000.00	470,000	102,000	2,080,000
6/30/2026	573,200.00	490,000	83,200	1,590,000
6/30/2027	573,600.00	510,000	63,600	1,080,000
6/30/2028	573,200.00	530,000	43,200	550,000
6/30/2029	572,000.00	550,000	22,000	-
6/30/2030				

Origination Date Maturity Date Loan Amount Annual Payment  Rate		2018 Revenue Bond Schedule		
11/29/2018 6/1/2038 9,735,000 417,100  3.99%				
GL#		02-900-000-934	02-900-000-942	
FY End Date	Total P&I	Principal Payments	Interest Payments	Balance Year End
6/30/2019		-	196,458	9,735,000
6/30/2020	413,600	25,000	388,600	9,710,000
6/30/2021	412,850	25,000	387,850	9,685,000
6/30/2023	417,100	30,000	387,100	9,655,000
6/30/2023	826,200	440,000	386,200	9,215,000
6/30/2024	828,600	460,000	368,600	8,755,000
6/30/2025	830,200	480,000	350,200	8,275,000
6/30/2026	831,000	500,000	331,000	7,775,000
6/30/2027	831,000	520,000	311,000	7,255,000
6/30/2028	830,200	540,000	290,200	6,715,000
6/30/2029	828,600	560,000	268,600	6,155,000
6/30/2030	826,200	580,000	246,200	5,575,000
6/30/2031	828,000	605,000	223,000	4,970,000
6/30/2032	828,800	630,000	198,800	4,340,000
6/30/2033	828,600	655,000	173,600	3,685,000
6/30/2034	827,400	680,000	147,400	3,005,000
6/30/2035	830,200	710,000	120,200	2,295,000
6/30/2036	826,800	735,000	91,800	1,560,000
6/30/2037	827,400	765,000	62,400	795,000
6/30/2038	826,800	795,000	31,800	-

Origination Date Maturity Date Loan Amount Annual Payment  Rate		2014 B BBT Special Revenue Bond Schedule		
2/5/2014 2/1/2025 2,900,000 428,917  2.92%				
GL#		07-452-000-930	07-452-000-940	
FY End Date	Total P&I	Principal Payments	Interest Payments	Balance Year End
6/30/2017	137,000	55,448	81,552	2,737,416
6/30/2018	137,000	57,067	79,933	2,680,348
6/30/2019	703,266	625,000	78,266	2,329,697
6/30/2020	428,917	360,890	68,027	1,968,808
6/30/2021	428,917	371,428	57,489	1,597,380
6/30/2023	428,917	382,273	46,644	1,215,107
6/30/2023	428,917	393,436	35,481	821,672
6/30/2024	428,917	404,924	23,993	416,748
6/30/2025	428,917	416,748	12,169	(0)

Origination Date	5/18/2017	<b>2017 BBT GO Bond</b>		
Maturity Date	6/1/2027			
Loan Amount	600,000			
Annual Payment	25,263			
Rate	2.43%			
GL#		13-410-000-931	13-410-000-941	
<b>FY End Date</b>	<b>Total P&amp;I</b>	<b>Principal Payments</b>	<b>Interest Payments</b>	<b>Balance Year End</b>
6/30/2017	-	-	-	600,000
6/30/2018	27,407	12,300	15,107	587,700
6/30/2019	27,081	12,800	14,281	574,900
6/30/2020	26,670	12,700	13,970	562,200
6/30/2021	25,961	12,300	13,661	549,900
6/30/2023	25,263	11,900	13,363	538,000
6/30/2023	25,073	12,000	13,073	526,000
6/30/2024	139,582	126,800	12,782	399,200
6/30/2025	139,601	129,900	9,701	269,300
6/30/2026	139,544	133,000	6,544	136,300
6/30/2027	139,612	136,300	3,312	-

# Appendix B

## Grant Projects

Pending Grant Projects	Total City Match (if awarded)	Match %	Total Grant Award (if awarded)	Total Project Cost	Expected Notice of Award Date
<b>General Fund</b>					
City Hall Generator (FEMA)	\$ 37,331	25%	\$ 112,682	\$ 150,013	Unknown
Airport Rescue Grant (FAA)	\$ -	0%	\$ 34,000	\$ 34,000	Unknown
Recycling Truck & Grapple Truck (EPA)	\$ -	0%	\$ 626,400	\$ 626,400	Oct-23
AFG Breathing Apparatus (FEMA)	\$ 35,078	9%	\$ 350,779	\$ 385,857	Unknown
South Hartsville Corridor Revitalization Project Phase I (US DOT RAISE)*	\$ -	0%	\$ 852,000	\$ 852,000	Jul-23
Museum GUOFF Digitization Project (Byerly FD)	\$ -	0%	\$ 7,800	\$ 7,800	Jul-23
Main Street Façade Grant Program (Byerly FD)	\$ -	0%	\$ 20,000	\$ 20,000	Jul-23
(VSAFE)	\$ -	0%	\$ 13,350	\$ 13,350	Unknown
Emergency Use Drone (Duke Energy)	\$ 3,360	14%	\$ 20,000	\$ 23,360	Jun-23
Tourism Advertising Grant (SCPRT)***	\$ 45,000	50%	\$ 45,000	\$ 90,000	Jul-23
HFD Auto Extrication Tools (Byerly FD)	\$ -	0%	\$ 59,152	\$ 59,152	Jul-23
Byerly Park Tennis Court Refurbishment (SCPARD)	\$ 10,928	20%	\$ 43,712	\$ 54,640	May-23
<b>Enterprise Fund</b>					
Drainage Project Phase I (FEMA)	\$ 353,828	20%	\$ 1,415,311	\$ 1,769,139	Unknown
South Hartsville Corridor Revitalization Project Phase I (US DOT RAISE)*	\$ -	0%	\$ 852,000	\$ 852,000	Jul-23
Water & Wastewater Improvements (SCIIP)**	\$ 1,500,000	15%	\$ 8,500,000	\$ 10,000,000	May-23
Tourism Advertising Grant (SCPRT)***	\$ 45,000	50%	\$ 45,000	\$ 90,000	Jul-23
	<b>\$ 1,985,525</b>		<b>\$ 12,100,186</b>	<b>\$ 14,085,711</b>	

\*Project will affect both the General Fund and Enterprise Fund

\*\*City Match will be funded by ARPA (\$1,000,000) and a RIA Grant (\$500,000) if awarded.

\*\*\*This is a 50% reimbursement grant; advertising for departments in both the General Fund and Enterprise Fund.

# Supplement A

## Selected Data General Fund

General Fund Selected Data

General Fund Local Sources of Revenue	Balance 6/30/2018	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022
Property and Other Taxes	\$4,284,599	\$4,484,287	\$4,994,222	\$5,053,907	\$5,047,771
State Aid (LOCAL)	\$175,366	\$177,522	\$184,080	\$187,608	\$168,693
Federal (FEMA)	\$326,740	\$63,747	\$24,646	\$39,481	\$10,191
Fees Fines Forfeitures	\$4,396,960	\$4,194,662	\$4,410,979	\$4,553,639	\$4,642,200
Interest	\$909	\$168	\$1,036	\$5,288	\$405
Other	\$1,722,843	\$1,032,356	\$1,332,600	\$1,174,955	\$1,850,847
<b>Total Revenue Sources</b>	<b>\$10,907,417</b>	<b>\$9,952,741</b>	<b>\$10,947,564</b>	<b>\$11,014,880</b>	<b>\$11,720,107</b>
Business License Revenue	\$1,908,454	\$1,818,609	\$1,935,364	\$2,134,490	\$2,129,456
Business License % of Total Revenue Sources	17%	18%	18%	19%	18%
Percentage of Total Revenue Sources					
Property and Other Taxes	39%	45%	46%	46%	43%
State Aid (LOCAL)	2%	2%	2%	2%	1%
Federal (FEMA)	3%	1%	0%	0%	0%
% Fees Fines Forfeitures	40%	42%	40%	41%	40%
Other	16%	10%	12%	11%	16%

General Fund Balance Sheet	Balance 6/30/2018	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022
<b>Assets</b>					
Cash and Cash Equivalents	\$2,587,103	\$1,021,819	\$1,251,811	\$2,159,697	\$3,968,891
Receivables:					
Intergov Rec	\$372,732	\$443,829	\$532,552	\$669,357	\$475,703
Sanitation Rec Net	\$253,333	\$289,678	\$307,314	\$328,108	\$361,932
Property Tax Rec Net	\$254,201	\$227,231	\$293,061	\$231,241	\$237,800
Accounts Rec net	\$5,550	\$5,550	\$11,245	\$11,125	\$1,361
Due from other funds	\$51,777	\$107,036	\$1,811	\$936,722	\$3,683
Due from other gov	\$0	\$0	\$0	\$0	\$0
<b>Total Assets</b>	<b>\$3,524,696.76</b>	<b>\$2,095,142.67</b>	<b>\$2,397,794.19</b>	<b>\$4,336,250.52</b>	<b>\$5,049,370.13</b>
<b>Liabilities</b>					
Accounts Payable/Accrued Expenses	\$1,837,785	\$1,244,133	\$784,855	\$1,247,938	\$927,564
Compensated Absences	\$27,871	\$24,178	\$87,575	\$103,225	\$25,064
Renter Deposit	\$0	\$0	\$0	\$0	\$0
Due to Other Gov	\$0	\$0	\$0	\$0	\$0
Due to Other Funds	\$6,024	\$26,726	\$490	\$40	\$0
<b>Total Liabilities</b>	<b>\$1,871,681</b>	<b>\$1,295,037</b>	<b>\$872,920</b>	<b>\$1,351,203</b>	<b>\$952,628</b>
Deferred Inflows	\$209,338	\$183,003	\$209,985	\$173,245	\$274,374
<b>Fund Balances</b>	<b>\$1,443,678</b>	<b>\$617,102</b>	<b>\$1,314,889</b>	<b>\$2,811,802</b>	<b>\$3,822,368</b>

Total Liabilities as % of Total Assets	53%	62%	36%	31%	19%
Receivables as % of Total Assets	25%	46%	48%	29%	21%
Fund Balance as % of Total Assets	41%	29%	55%	65%	76%

Statement of Activities					
Revenues					
General Fund	Balance 6/30/2018	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022
Taxes	\$4,284,599	\$4,484,287	\$4,731,356	\$5,053,907	\$5,047,771
Licenses Permits Fees	\$2,988,891	\$2,740,445	\$2,960,420	\$3,087,734	\$3,126,780
Intergovernmental	\$175,366	\$177,522	\$184,080	\$187,608	\$168,693
Charges for Services	\$1,275,150	\$1,373,394	\$1,376,353	\$1,411,481	\$1,463,679
Fines and Forfeitures	\$107,405	\$72,460	\$68,238	\$49,984	\$47,999
Miscellaneous	\$1,337,695	\$1,123,479	\$1,179,005	\$1,202,849	\$1,153,140
<b>Total Revenue</b>	<b>\$10,169,106</b>	<b>\$9,971,587</b>	<b>\$10,499,452</b>	<b>\$10,993,563</b>	<b>\$11,008,061</b>
Expenditures					
General Government	\$3,514,032	\$3,600,140	\$3,299,843	\$3,240,017	\$3,488,394
Public Safety	\$4,518,394	\$4,862,280	\$4,824,279	\$4,724,411	\$4,869,830
Culture and Recreation	\$731,765	\$714,152	\$689,343	\$662,355	\$661,465
Cemetery	\$127,502	\$126,982	\$133,127	\$133,273	\$126,105
Airport	\$73,994	\$88,999	\$74,141	\$72,244	\$75,121
Public Works	\$1,936,138	\$1,994,164	\$2,067,002	\$2,051,905	\$2,079,525
Capital Outlay	\$2,202,905	\$392,054	\$467,243	\$291,425	\$1,110,103
<b>Debt Service</b>					
Principal	\$409,444	\$468,750	\$501,025	\$1,541,750	\$219,214
Interest	\$56,216	\$51,662	\$49,358	\$35,003	\$74,666
<b>Total Expenditures</b>	<b>\$13,570,389</b>	<b>\$12,299,181</b>	<b>\$12,105,360</b>	<b>\$12,752,382</b>	<b>\$12,704,423</b>
<b>Excess (Deficiency) Rev over Expenditures</b>	<b>-\$3,401,284</b>	<b>-\$2,327,594</b>	<b>-\$1,605,908</b>	<b>-\$1,758,819</b>	<b>-\$1,696,361</b>
Loan Proceeds	\$1,200,000	\$0	\$0	\$0	\$0
Capital Lease Proceeds	\$348,500	\$0	\$183,436	\$0	\$700,000
Sales of Capital Assets	\$389,812	\$20,291	\$1,809	\$21,317	\$12,045
Operating Transfers In	\$1,320,790	\$1,627,979	\$1,860,047	\$3,523,053	\$1,998,208
Operating Transfers Out	-\$1,000	-\$178	-\$43,811	-\$25,822	-\$3,326
<b>Total Other</b>	<b>\$3,258,102</b>	<b>\$1,648,092</b>	<b>\$2,001,481</b>	<b>\$3,518,548</b>	<b>\$2,706,928</b>
<b>Net Change in Fund Balance</b>	<b>-\$143,182</b>	<b>-\$679,502</b>	<b>\$395,573</b>	<b>\$1,759,729</b>	<b>\$1,010,566</b>
<b>Fund Balance at Beginning of Year</b>	<b>\$1,586,862</b>	<b>\$1,296,605</b>	<b>\$656,450</b>	<b>\$1,052,023</b>	<b>\$2,811,752</b>
<b>Fund Balance at End of Year</b>	<b>\$1,443,680</b>	<b>\$617,103</b>	<b>\$1,052,023</b>	<b>\$2,811,752</b>	<b>\$3,822,318</b>

Operating Expenses as % Operating Income	-133%	-123%	-115%	-116%	-115%
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General Fund	Balance 6/30/2018	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022
Percentage of Total Expenditures					
General Government	26%	29%	27%	25%	27%
Public Safety	33%	40%	40%	37%	38%
Culture and Recreation	5%	6%	6%	5%	5%
Cemetery	1%	1%	1%	1%	1%
Airport	1%	1%	1%	1%	1%
Public Works	14%	16%	17%	16%	16%
Capital Outlay	16%	3%	4%	2%	9%
Debt Service	3%	4%	5%	12%	2%

Tax Rates	Balance 6/30/2018	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022
Operations	138	138	138	138	138
Debt Service	6	6	6	6	6
Total	144	144	144	144	144

# Supplement B

## Selected Data Enterprise Fund

Enterprise Fund Selected Data	Balance 6/30/2018	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022
<b>FINANCIAL FACTORS- Summary of Revenues and Expenses</b>					
Gross Revenues	\$4,411,198	\$6,533,567	\$5,694,527	\$6,320,043	\$7,037,104
Operation and Maintenance Expenses	\$2,703,278	\$3,779,172	\$3,430,846	\$4,031,250	\$3,890,027
Net Earnings	\$1,707,920	\$2,754,395	\$2,263,681	\$2,288,793	\$3,147,077
Debt Service	\$848,650	\$1,286,314	\$1,264,100	\$1,262,350	\$1,266,350
Debt Service Coverage	2.01	2.14	1.74	1.81	2.56
Total number of sewer connections in city	3402	3458	3357	3385	3427
Total number of sewer connections out of city	30	25	20	28	28
<b>Total number of sewer connections</b>	<b>3432</b>	<b>3483</b>	<b>3377</b>	<b>3413</b>	<b>3455</b>
Total number of water connections in city	3694	3652	3549	3595	3627
Total number of water connections out of city	388	394	354	355	405
<b>Total number of water connections</b>	<b>4082</b>	<b>4046</b>	<b>3903</b>	<b>3950</b>	<b>4032</b>

	Balance 6/30/2018	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022
<b>Enterprise Fund Balance Sheet</b>					
<b>Assets</b>					
Cash and Cash Equivalents	\$6,698,506	\$4,954,832	\$4,073,200	\$3,754,636	\$3,758,639
Accounts Rec net	\$747,970	\$950,413	\$830,790	\$851,672	\$2,409,796
Inventory	\$161,599	\$199,666	\$232,484	\$208,777	\$225,306
<b>Total Current Assets</b>	<b>\$7,608,075</b>	<b>\$6,104,911</b>	<b>\$5,136,473</b>	<b>\$4,815,086</b>	<b>\$6,393,741</b>
<b>Capital Assets</b>					
Land	\$145,904	\$145,904	\$145,904	\$145,904	\$145,904
Construction in Progress	\$2,407,534	\$1,562,254	\$449,420	\$1,257,519	\$1,762,015
<b>Capital Assets Net</b>	<b>\$24,605,544</b>	<b>\$27,032,977</b>	<b>\$29,114,556</b>	<b>\$28,208,031</b>	<b>\$27,087,455</b>
Prepaid Pension Cost	\$178,993	\$232,606	\$177,845	\$231,864	\$330,824
<b>Total Assets</b>	<b>\$34,999,663</b>	<b>\$35,023,891</b>	<b>\$35,078,217</b>	<b>\$34,757,364</b>	<b>\$35,664,101</b>
<b>Liabilities</b>					
Accounts Payable/Accrued Expenses	\$1,392,388	\$187,347	\$72,602	\$106,789	\$109,307
Accrued Interest Payable	\$18,792	\$49,092	\$46,863	\$46,863	\$46,863
Compensated Absences	\$19,493	\$31,757	\$64,617	\$33,470	\$34,351
Notes and Bonds Payable	\$14,667,613	\$16,531,971	\$15,911,897	\$14,656,000	\$15,408,300
Net Pension Liability	\$1,563,931	\$1,544,673	\$1,657,732	\$1,775,345	\$1,412,421
Due to Other Funds	\$0	\$53,995	\$0	\$410,370	\$0
<b>Total Liabilities</b>	<b>\$17,662,217</b>	<b>\$18,398,833</b>	<b>\$17,753,710</b>	<b>\$17,028,836</b>	<b>\$17,011,241</b>
Unavailable Revenue Pension	\$20,314	\$27,312	\$12,951	\$106,832	\$368,525
<b>Fund Balances</b>	<b>\$17,317,132</b>	<b>\$16,597,745</b>	<b>\$17,311,556</b>	<b>\$17,621,696</b>	<b>\$18,284,335</b>
<b>Total Liabilities as % of Total Assets</b>	<b>50%</b>	<b>53%</b>	<b>51%</b>	<b>49%</b>	<b>48%</b>
<b>Receivables as % of Total Current Assets</b>	<b>10%</b>	<b>16%</b>	<b>16%</b>	<b>18%</b>	<b>38%</b>
<b>Fund Balance as % of Total Assets</b>	<b>49%</b>	<b>47%</b>	<b>49%</b>	<b>51%</b>	<b>51%</b>

	Balance 6/30/2018	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022
<b>Enterprise Fund Statement of Activities</b>					
<b>Revenues</b>					
Charges for Services Water	\$1,945,447	\$2,344,913	\$2,015,364	\$2,273,301	\$2,426,290
Charges for Services Sewer	\$1,873,885	\$2,191,103	\$2,270,038	\$2,420,857	\$2,586,187
Service Charges water sewer	\$59,015	\$71,534	\$77,836	\$116,150	\$79,476
Other fees and charges	\$92	\$49	\$33	\$60	\$72
Penalties	\$91,240	\$100,926	\$90,947	\$112,318	\$103,765
Concessions	\$98,702	\$71,830	\$42,825	\$70,026	\$64,830
Waterpark	\$441,698	\$1,612,638	\$1,058,415	\$1,227,134	\$1,734,552
Miscellaneous	-\$179	\$1,457	\$16,923	\$3,620	-\$441
Tower Leases	\$127,812	\$210,947	\$165,005	\$168,036	\$107,813
<b>Total Operating Revenue</b>	<b>\$4,637,713</b>	<b>\$6,605,398</b>	<b>\$5,737,385</b>	<b>\$6,391,503</b>	<b>\$7,102,544</b>
<b>Expenditures</b>					
Salaries and Benefits	\$693,073	\$885,252	\$1,027,147	\$1,155,820	\$1,002,872
Insurance	\$195,677	\$215,266	\$246,471	\$296,762	\$338,562
Contract Services	\$785,479	\$1,183,836	\$1,020,224	\$1,081,604	\$1,195,760
Repairs and Maintenance	\$179,085	\$257,294	\$238,946	\$466,661	\$270,387
Legal and Professional	\$161,140	\$164,227	\$224,666	\$149,490	\$134,132
Supplies	\$207,383	\$221,634	\$221,181	\$229,948	\$207,960
Other	\$562,755	\$918,069	\$563,083	\$802,141	\$810,608
Depreciation	\$1,013,505	\$1,332,513	\$1,419,723	\$1,459,043	\$1,484,530
<b>Total Operating Expenditures</b>	<b>\$3,798,097</b>	<b>\$5,178,091</b>	<b>\$4,961,440</b>	<b>\$5,641,468</b>	<b>\$5,444,812</b>
<b>Total Operating Net ( Loss) Revenue</b>	<b>\$839,616</b>	<b>\$1,427,307</b>	<b>\$775,945</b>	<b>\$750,034</b>	<b>\$1,657,732</b>
<b>Operating Expenses as % Operating Income</b>	<b>82%</b>	<b>78%</b>	<b>86%</b>	<b>88%</b>	<b>77%</b>
<b>Percentage of Total Expenditures</b>					
Salaries and Benefits	18%	17%	21%	20%	18%
Insurance	5%	4%	5%	5%	6%
Contract Services	21%	23%	21%	19%	22%
Repairs and Maintenance	5%	5%	5%	8%	5%
Legal and Professional	4%	3%	5%	3%	2%
Supplies	5%	4%	4%	4%	4%
Other	15%	18%	11%	14%	15%
Depreciation	27%	26%	29%	26%	27%