

**CITY OF TRAVELERS REST  
SPECIAL CALLED CITY COUNCIL COMMITTEE MEETING AGENDA  
Monday May 17, 2021 at 5:00 pm**

The City has implemented changes to our Public Meetings due to COVID-19. We will meet in Council Chambers and will only allow a maximum of 8 guests for this meeting. We invite the public to also join us on Facebook live <http://www.Facebook.com/DiscoverTravelersRest>

**1. Call to Order Mayor Amidon /Chair Bumgarner**

**2. Ways and Means**

**Committee members: Grant Bumgarner, Harvey Choplin, Rick Floyd, Jeff George and Shaniece Criss**

- a. Roll Call Chair Bumgarner
- b. FY 2021-2022 Operating Budgets
- c. Rate Fee Schedule
- d. Annual General Obligations Bond-GO Bond
- e. CIP Plan

**3. Adjournment**



Memo To: City Council

Date: May 7, 2021

Re: FY2022 Budget

Attached is the FY2022 budget summary. I have prepared two options for Council's consideration. Option One is a balanced budget with no fee increases. All operations, staff, and annually recurring costs are covered without the use of fund balance. This option adds one new Permits/Licensing Clerk position funded out of a projected increase in Building Permits Revenues. It proposes the use of \$8,875 in fund balance to pay for a salary and wage study.

Option Two is a balanced budget with a projected net increase in fund balance of \$63,442. This option includes trash service fee to fund the full costs of our residential trash collection and disposal program. Residential trash collection/disposal is expected to cost \$324,000, a 6.8% increase over last year due to rising fuel costs projected growth. This proposed fee is set at \$14.15/month per customer and would be assessed monthly on the water bill. Service fee revenues are estimated for 10 months to allow for two-month notice. This fee enables the City to raise sufficient revenue to cover 85% of costs to provide trash services in FY22 and 100% of projected costs in FY23.

Implementing the trash service fee further enables the city to reallocate existing revenue streams to address other areas of need. Option Two adds 4 new FTE positions, including 2 Police Officers, Permits/Licensing Clerk, and a Fire Marshall.

EEV



Memo To: City Council

Date: May 7, 2021

Re: Salary and Wage Study

It is the City's policy to establish a sound wage and salary policy in order to:

- a. Attract and retain qualified employees.
- b. Provide a salary structure that will assure internal equity among jobs within the organization, external equity within the relative labor market, and employee equity through recognition of employee contributions and service.
- c. Provide employees with the opportunity for advancement relative to ability, performance, and expertise.
- d. Maintain control over payroll costs through effective management of the wage and salary program.

The Salary Grade Table has been adjusted 2.6% percent to reflect an increase in the CPI over the last 14 months. The grade table automatically adjusts according to the CPI every two years.

I recommend that the City hire a consultant to conduct a formal salary study to assess our salary and wage structure and recommend any needed adjustments. 10k has been budgeted in the FY22 budget for this study.

EEV

# Budget Summary FY22

## Option 1 No new fees or fee increases

### *Proposed Expenditures by Department*

Department	FY-21	FY-21 Amendment	FY-22	Difference
Legal	\$6,000	\$10,000	\$8,000	\$(2,000)
Mayor/Council	\$58,000	\$58,000	\$49,077	(\$8,923)
Non-Departmental	\$237,380	\$253,680	\$269,230	\$15,550
Municipal Court	\$173,056	\$176,274	\$173,261	(\$3,013)
Administrative	\$494,870	\$491,715	\$571,066	\$79,351
Building Codes	\$131,181	\$146,946	\$134,708	(\$12,238)
Police/Communications	\$1,757,335	\$1,800,835	\$2,092,915	\$292,080
Fire	\$1,242,751	\$1,307,027	\$1,421,658	\$125,578
Sanitation	\$273,000	\$331,500	\$325,000	(\$6,500)
Public Works/	\$236,292	\$283,975	\$316,179	\$32,204
Bond Indebtedness	\$501,832	\$501,832	\$500,500	(\$1,332)
Capital Improvement	\$47,000	\$47,000	\$55,000	\$8000
Equipment/Gear	\$19,140	\$19,140	\$68,360	\$49,220
Motor Vehicles	\$119,392	\$119,392	\$245,000	\$61,060
<b>Totals</b>	<b>\$5,177,837</b>	<b>5,387,923</b>	<b>6,228,800</b>	<b>\$210,086</b>

## **GENERAL FUND BUDGET HIGHLIGHTS**

### **Revenues**

- Budget is balanced with \$8,875 use of fund balance.
- Overall revenues are projected to increase 13.96% over FY20 actuals.
- Ad Valorem/Motor Vehicle Tax Revenue: 16.1% increase from FY2020 actuals.
- Business License/Registration Revenue: 12% increase from FY2020 actuals.
- Building Permit Revenues are projected to increase 6.5% over FY20 actuals
- Existing fees are unchanged

### **Expenditures**

- Budget includes 1 new full-time Administrative/ Permit/Licensing Clerk
- Expected 12% Increase in Health Insurance
- Includes COLA of 2.4% and 2.0% for merit
- Includes 10k for consultant to perform salary study
- Department salaries include additional 1.5% for one-time adjustments based on salary study
- Includes a 50% increase in Police Dept. training
- Includes \$9,000 for office space renovation

- \$10,000 to participate in County-led Consolidated Dispatch Study.

#### **Budgeted Vehicles and Equipment**

- 4 new vehicles, including 2 Electric Vehicles for Police Dept. and 2 Fleet Vehicles for Fire Department. Total cost for all vehicles with upfits is \$238,000.
- \$20,000 for new fingerprint machine for Police Department
- \$9,360 for new Police tasers
- \$13,500 for 3 Sets of fire gear and pagers for Fire Department

#### **Capital Projects**

- \$10,000 for Gazebo Area Pocket Park Landscape Plan
- \$55,000 for Poinsett Corridor/Main Street Zoning Plan
- \$48,000 for Sidewalk Improvement Program
- \$75,000 for N. Poinsett and Tubbs Mountain Public Parking Lot

#### **SPECIAL REVENUE FUND HIGHLIGHTS**

##### **Local Accommodations Fund**

- Hospitality budget is balanced with a net increase in fund balance of \$2,500
- Revenues are projected to increase 12.8% over FY2020 actuals.

##### **Hospitality Fund**

- Hospitality budget is balanced with a net increase in fund balance of \$2,679
- Revenue are projected to increase 14.1% over FY 2020 actuals.
- Includes \$3500 in tools for new part-time employee
- Vehicles and Equipment – Transfer of 18,500 to General Fund for the purchase of John Deere Gator UTV to serve and park and downtown maintenance vehicle.
- Transfer to Capital Project Fund \$178,000 to pay for:
  - Gazebo Area Pocket Park Landscape Plan
  - Public Parking lot at N. Poinsett and Tubbs Mountain
  - Poinsett Corridor/Main Street Zoning Plan
  - Sidewalk Improvement Program

##### **Sewer Fund**

- Sewer Fund is balanced with net increase in fund balance of \$546,100
- Projected revenue increase in sewer impact fees and tap fees due to new development.

**City of Travelers Rest, SC**  
**Budget Worksheets - General Fund**  
**For the Fiscal Year Ending June 30, 2022**

	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget (Reallocated)	Budget	Budget Amendment	Annual Budget
<b>Revenues</b>					
310.010 Ad Valorem & Motor Vehicle	2,265,495	2,266,100	1,975,100	2,266,100	2,631,563
3398.000 Short Term Rentals	-	-	-	-	3,500
310.020 Utility Franchise Fees	599,469	590,000	608,000	608,000	608,000
320.010 Business Licenses/Registration	479,198	420,000	360,000	427,500	537,000
320.020 Insurance Fees	678,423	640,000	645,700	645,700	678,000
335.000 Aid To Subdivisions	223,612	100,000	120,000	120,000	120,000
336.000 Manufacturer Tax	5,454	44,000	40,000	40,000	40,000
337.000 Telecommunications Tax	21,126	20,000	18,000	18,000	18,000
350.000 Fines/Forfeitures	43,666	42,000	50,000	50,000	50,000
350.500 School District Sro	28,000	28,000	28,000	28,000	28,000
355.000 Merchant's Inventory Tax	18,977	18,000	17,100	19,000	19,000
356.000 Accommodations Tax Revenue	45,632	27,250	24,000	24,000	27,000
369.000 Public Works Fee	41,882	42,000	42,000	49,000	50,500
371.000 Investment Earnings	5,094	3,000	5,000	5,000	3,400
374.000 Furnish Fee-in-lieu	160,000	160,000	160,000	160,000	160,000
375.000 Miscellaneous	11,955	24,000	55,000	27,000	24,000
376.010 Building Permits/Inspection	308,388	90,000	315,000	315,000	328,000
378.000 Construction Inspection Fees	-	-	31,000	31,000	35,000
370.000 Sanitation Fee	-	-	-	-	-
380.000 County Recreation	31,220	30,000	32,000	32,000	30,000
382.000 GIS Annual Settlement	33,298	33,000	31,000	33,000	33,300
<b>Total Revenues</b>	<b>5,000,889</b>	<b>4,577,350</b>	<b>4,558,900</b>	<b>4,898,300</b>	<b>5,424,263</b>
<b>Gross Profit</b>	<b>5,000,889</b>	<b>4,577,350</b>	<b>4,558,900</b>	<b>4,898,300</b>	<b>5,424,263</b>
<b>Expenditures</b>					
412.000 Legal	7,270	8,000	6,000	16,000	10,000
413.000 Mayor/Council	44,293	67,900	58,000	58,000	49,077
414.000 Non-departmental	1,299,297	199,900	237,380	263,680	280,730
415.000 Municipal Court	133,094	190,106	173,056	176,274	173,261
417.000 Administrative	364,858	462,540	494,870	491,715	500,747
418.000 Building Codes	71,885	112,120	131,181	146,946	192,547
421.000 Police Department	1,160,375	1,656,612	1,757,335	1,800,835	1,939,416
423.000 Fire Department	823,632	1,188,161	1,242,751	1,307,027	1,357,938
432.000 Sanitation	254,282	234,000	273,000	331,500	324,000
434.000 Maintenance	152,213	208,811	236,292	283,975	309,430
490.000 Debt Service	300,409	303,500	501,832	501,832	500,500
500.000 Capital Outlay	68,598	65,700	47,000	47,000	34,300
510.000 Motor Vehicles & Equipment	-	-	19,140	19,140	306,360
<b>Total Expenditures</b>	<b>4,680,206</b>	<b>4,697,350</b>	<b>5,177,837</b>	<b>5,443,923</b>	<b>5,978,306</b>
<b>Revenues over (under) expenditures</b>	<b>320,683</b>	<b>(120,000)</b>	<b>(618,937)</b>	<b>(545,623)</b>	<b>(554,043)</b>
<b>320,683</b>	<b>(120,000)</b>	<b>(618,937)</b>	<b>(545,623)</b>	<b>(554,043)</b>	
<b>Other financing sources (uses)</b>					
<b>Transfers from other funds</b>					
310.030 Transfer from Hosp Tax Fund	90,000	90,000	123,000	198,000	210,000
377.000 Transfer from Accom Tax	30,000	30,000	42,500	42,500	42,500
390.000 Transfer from Sewer Salary	25,000	25,000	62,000	62,000	98,000
<b>Transfers to other funds</b>					
500.000 Trfr to Cap Projects Fund	(77,872)	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>67,128</b>	<b>145,000</b>	<b>227,500</b>	<b>302,500</b>	<b>350,500</b>
<b>Use of Master Lease Proceeds</b>	-	-	-	-	<b>196,000</b>
<b>Use of Fund Balance</b>	<b>(387,811)</b>	<b>(25,000)</b>	<b>391,437</b>	<b>243,123</b>	<b>7,543</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>412.000 - Legal</b>				
412 075 Council Advice	7,270	6,000	16,000	10,000
<b>Total 412.000 - Legal</b>	<b>7,270</b>	<b>6,000</b>	<b>16,000</b>	<b>10,000</b>
<b>413.000 - Mayor/Council</b>				
413 001 Council Salaries	33,600	33,600	33,600	33,600
413 020 Workers Compensation	-	9,000	9,000	77
413 080 Seminars / Travel	6,391	10,000	10,000	10,000
413 081 Public Relations	1,157	1,200	1,200	1,200
413 091 Council Contingency	1,965	3,000	3,000	3,000
413 200 Planning Commission Expense	1,180	1,200	1,200	1,200
<b>Total 413.000 - Mayor/Council</b>	<b>44,293</b>	<b>58,000</b>	<b>58,000</b>	<b>49,077</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021 Budget Amendment	FY 2022 Annual Budget
	Actual	Budget		
<b>414.000 · Non-departmental</b>				
414.003 Social Security/Medicare	153,377	-	-	-
414.004 Retirement	100,519	-	-	-
414.005 PORS Retirement	242,326	-	-	-
414.006 Group Health & Life	476,648	-	-	-
414.007 Workmans Compensation	91,760	-	-	-
414.008 Unemployment Taxes	-	-	-	-
414.028 Equipment Lease/Printer Copier	2,556	3,000	3,000	3,150
414.085 Internet, Phone, Fiber/Coax	18,928	15,500	15,500	15,500
414.111 Water & Sewer	1,186	6,200	6,200	6,200
414.112 Duke Power	22,865	28,500	28,500	23,000
414.113 Piedmont Natural Gas	2,648	4,200	4,200	4,200
414.120 Street Lights	59,126	52,000	52,000	60,000
414.122 Traffic Signals	1,062	1,000	1,000	1,000
414.141 Casualty Insurance	15,830	17,000	17,000	17,000
414.144 Tort Liability	38,936	35,000	52,000	52,000
414.161 Annual dues (MASC)	1,766	2,400	2,400	2,400
414.200 Vehicle Insurance	39,264	36,000	44,000	47,200
414.232 Employee Appreciation	2,793	2,000	2,000	2,250
414.862 Postage Meter	1,494	1,800	1,800	1,950
414.863 Computer IT Support	14,302	15,250	15,950	16,300
414.871 Advertisement/Legal Ads	1,423	1,000	1,600	1,600
414.873 Envelopes / Letterhead	1,357	1,500	1,500	1,500
414.874 Fax Copy Computer Paper	1,077	1,000	1,000	1,250
414.876 Flags	-	150	150	150
414.877 Postage - All Departments	2,410	3,000	3,000	3,200
414.935 Sales and Use Tax Expense	169	400	400	400
414.936 County Stormwater Fee	-	5,000	5,000	5,000
414.940 Greenville Area Dev Corp	600	600	600	600
414.945 Miscellaneous	-	-	-	10,000
414.950 SC Energy Office Loan Repayment	4,875	4,880	4,880	4,880
<b>Total 414.000 · Non-departmental</b>	<b>1,299,297</b>	<b>237,380</b>	<b>263,680</b>	<b>280,730</b>



City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021 Budget	FY 2022
	Actual	Budget	Amendment	Annual Budget
<b>415.000 · Municipal Court</b>				
415.001 · Municipal Court Salaries	78,673	57,100	60,000	60,000
415.002 Overtime	-	2,500	2,500	2,500
412.005 Social Security & Medicare	78	4,370	4,592	3,608
415.010 SCRS	193	9,450	9,246	7,882
415.012 Health Insurance	-	5,820	5,820	6,361
415.020 Workers Compensation	-	1,316	1,316	110
415.008 · Legal	11,451	20,000	20,000	20,000
415.031 · Cellular Phones	823	900	900	900
415.033 · General Office Supplies	1,159	1,200	1,200	1,200
415.034 · SC Code Supplies	399	1,000	1,000	1,000
415.065 · Schools & Seminars	1,867	1,200	1,000	1,000
415.066 · Travel Expense	2,186	1,000	1,500	1,500
415.074 · Court Op Judge/Jury fees)	1,649	2,200	2,200	2,200
415.076 · Jail Fees	34,616	65,000	65,000	65,000
<b>Total 415.000 · Municipal Court</b>	<b>133,094</b>	<b>173,056</b>	<b>176,274</b>	<b>173,261</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>417.000 · Administrative</b>				
417 001 · Administrative Salaries	281,103	267,000	267,000	279,026
417 005 Social Security & Medicare	434	20,500	20,500	21,346
417 010 SCRS	874	44,300	41,145	46,625
417 012 Health Insurance	-	50,200	50,200	41,488
417 020 Workers Compensation	-	5,270	5,270	462
417 100 Mileage Reimbursement	985	800	800	800
417 201 Fuel	2,192	2,500	2,500	2,500
417 311 General Supplies	958	2,200	2,200	2,200
417 641 Dues/Seminars/Travel	1,641	2,500	2,500	2,500
417 650 Financial Services	48,111	50,000	50,000	50,000
417 792 Newsletters Printing	2,536	1,500	1,500	1,500
417 795 Code book	2,200	10,000	10,000	4,000
417 796 Miscellaneous expense	7,010	2,200	2,200	2,200
417 801 Professional Services	9,219	16,000	16,000	26,000
417 815 Payroll Processing Fees	-	13,800	13,800	14,000
417 796 Human Resources	5,501	5,000	5,000	5,000
417 799 Cellular Telephone	2,094	1,100	1,100	1,100
<b>Total 417.000 · Administrative</b>	<b>364,858</b>	<b>494,870</b>	<b>491,715</b>	<b>500,747</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>418.000 - Building Codes and Zoning</b>				
418.001 - Salaries	44,268	62,000	75,000	115,000
418.006 Social Security & Medicare	-	4,600	5,738	8,798
418.011 SCRS	-	9,930	11,558	19,217
418.012 Health Insurance	-	14,835	14,835	29,340
418.021 Workers Compensation	-	1,316	1,316	2,192
418.005 - Dues/Training/Travel	1,265	-	-	-
418.101 - Fuel Vehicle maintenance	-	3,000	3,000	2,000
418.102 - Cell Phone	-	1,000	1,000	1,000
418.010 - Plan Review Inspection Services	21,418	30,000	30,000	10,000
418.115 - Code Books	934	-	-	-
418.020 - Permitting Software	4,000	4,500	4,500	5,000
<b>Total 418.000 - Building Codes</b>	<b>71,885</b>	<b>131,181</b>	<b>146,946</b>	<b>192,547</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021 Budget Amendment	FY 2022 Annual Budget
	Actual	Budget		
<b>421.000 - Police Department</b>				
421 001 - Police Salaries	750,112	765,688	802,388	845,835
421 002 - Police Overtime	17,397	23,000	23,000	23,000
421 003 Holiday Pay	-	40,000	40,000	37,500
421 010 - Dispatchers' Salaries	222,994	227,987	227,987	240,000
421 012 - Dispatchers Overtime	12,276	12,800	12,800	12,000
421 005 Social Security & Medicare	1,654	81,372	84,180	88,604
421 011 SCRS	822	40,678	37,105	43,037
421 013 PORS	2,905	157,420	154,385	173,321
421 014 Health Insurance	-	242,000	242,000	290,838
421 020 Workers Compensation	-	28,950	28,950	27,841
421 171 Gas	36,430	40,000	40,000	40,000
421 182 Repairs	28,328	23,000	23,000	23,000
421 214 Teletype (SC Law Enforce)	1,200	1,200	1,200	1,200
421 275 General Repair Police Equipme	2,913	3,000	3,000	3,000
421 311 General Office Supplies	3,141	2,500	3,000	3,000
421 314 Crime Scene Equipment	1,993	1,500	1,500	1,500
421 351 Blood Borne Pat. Equip	291	700	1,000	1,000
421 411 Uniforms	10,106	9,000	10,000	10,000
421 412 Duty Gear	3,544	2,500	3,000	3,000
421 413 Body Armor	5,894	2,500	2,500	2,500
421 641 Dues/Training/Travel	5,745	3,000	8,000	11,400
421 645 Physical Exams	6,870	6,500	6,500	6,500
421 783 Crime Prevention	854	700	1,000	1,000
421 851 Weapons-Sidearms-Shotguns	4,316	3,500	4,500	4,500
421 855 Traffic Control	-	600	800	800
421 857 Telephone/Cell Phone	10,953	11,000	11,500	11,500
421 860 Mobile Radar	480	800	1,000	1,000
421 862 Computer Equipment	8,691	5,000	5,000	5,000
421 863 Office Furniture	955	800	1,000	1,000
421 865 Contracts-Printer Copier Software	4,384	5,640	5,640	11,640
421 900 800MHZ Radio Fees	15,127	14,000	14,900	14,900
<b>Total 421.000 - Police Department</b>	<b>1,160,375</b>	<b>1,757,335</b>	<b>1,800,835</b>	<b>1,939,416</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>423.000 - Fire Department</b>				
423.001 - Salaries	684,023	669,042	694,042	712,934
423.002 - Overtime - Non-volunteer	8,854	20,000	20,000	25,000
423.003 Holiday Pay	-	25,000	25,000	25,000
423.005 Social Security & Medicare	1,164	54,625	56,538	58,364
423.010 PORS	2,715	137,382	131,845	148,073
423.012 Health Insurance	-	178,400	178,400	192,358
423.020 Workers Compensation	-	18,422	18,422	41,809
423.111 - Duke Power	10,705	13,000	13,000	13,000
423.112 - Water	4,793	3,000	3,000	3,000
423.113 - Piedmont Natural Gas	1,222	1,750	1,750	1,750
423.131 - Building	7,537	12,000	12,000	12,000
423.171 - Fuel	11,428	18,500	18,500	18,500
423.173 - Maintenance	20,056	28,000	62,000	30,000
423.182 - Aerial Safety Test	1,042	1,300	1,300	1,800
423.214 - Cellular Telephone	3,244	4,500	4,500	4,500
423.271 - Communications maintenance	791	1,800	1,800	2,000
423.276 - Maintenance Contracts	10,563	13,130	13,130	14,250
423.311 - General Supplies	2,087	1,200	1,500	1,500
423.351 - Medical Supplies	2,874	800	800	1,000
423.411 - Uniforms	7,295	10,000	11,000	11,000
423.641 - Training	7,737	3,500	7,750	8,400
423.647 - Physicals Exams	6,725	8,400	8,400	9,000
423.751 - Fire Prevention	546	1,000	1,000	1,200
423.782 - Building Codes	935	-	-	-
423.856 - Equipment	27,296	18,000	21,350	21,500
<b>Total 423.000 - Fire Department</b>	<b>823,632</b>	<b>1,242,751</b>	<b>1,307,027</b>	<b>1,357,938</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>432.000 - Sanitation</b>				
432.020 Contract Services	232,825	245,000	303,500	296,000
432.030 Landfill Fee	21,457	28,000	28,000	28,000
<b>Total 432.000 - Sanitation</b>	<b>254,282</b>	<b>273,000</b>	<b>331,500</b>	<b>324,000</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020 Actual	FY 2021 Budget	FY 2021 Budget Amendment	FY 2022 Annual Budget
<b>434.000 · Maintenance</b>				
434.001 · Salaries	83,000	87,000	97,500	116,501
434.002 · Overtime	180	1,200	2,700	2,700
434.005 · Social Security & Medicare	143	6,594	7,397	8,912
434.010 · SCRS	288	14,145	15,025	15,617
434.012 · Health Insurance	-	24,821	24,821	27,138
434.020 · Workers Compensation	-	2,632	2,632	3,262
434.132 · Software	-	-	3,700	3,700
434.133 · Mechanical Heat/AC	3,370	3,500	13,500	3,500
434.134 · Electrical Plumbing	1,771	2,000	2,000	2,000
434.135 · Building Maintenance	2,600	4,000	4,000	13,000
434.136 · Locksmith	5	600	600	500
434.161 · Street Signs	757	800	800	800
434.162 · Street/Sidewalk Maintenance	36,282	32,500	44,500	40,000
434.165 · Engineering (Alliance)	-	30,000	30,000	37,500
434.166 · Street Calming	-	-	6,000	5,000
434.171 · Fuel	2,866	5,000	6,000	6,500
434.172 · Vehicle Maintenance	2,030	2,000	2,000	2,000
434.201 · Animal Boarding Supplies	122	400	400	400
434.203 · Humane Society Fees	1,100	1,250	1,250	1,250
434.272 · Lawn & Power Tools	119	2,000	2,000	2,000
434.273 · Emergency Equip	684	1,200	1,200	1,200
434.281 · Cleaning Supplies/Services	14,112	12,000	12,000	12,000
434.287 · Kitchen supplies	712	250	250	250
434.300 · Cellular Telephone	860	1,200	1,200	1,200
434.301 · Miscellaneous	1,212	1,200	2,500	2,500
<b>Total 434.000 · Maintenance</b>	<b>152,213</b>	<b>236,292</b>	<b>283,975</b>	<b>309,430</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>490.000 - Debt Service</b>				
490 030 - Installment/Purchase Bond 2013B	69,040	69,500	69,500	69,500
490 031 - Installment/Purchase FD 2013A	117,958	118,000	118,000	118,000
490 032 - Instlmt Rev Bond Series 2017	113,411	111,000	111,000	111,000
490 033 - Master Lease Payment	-	153,332	153,332	152,000
490 040 - 2020 Capital Projects GO Bond	-	50,000	50,000	50,000
<b>Total 490.000 - Debt Service</b>	<b>300,409</b>	<b>501,832</b>	<b>501,832</b>	<b>500,500</b>
<b>500.000 - Capital Outlay</b>				
500 495 - Resurfacing	32,000	47,000	47,000	32,000
500 500 - Computer Upgrades	20,798	-	-	-
500 505 - Christmas Decorations	10,793	-	-	-
500 510 - Trash/Recycling Receptacles	5,007	-	-	-
500 501 - Computer Equipment	-	-	-	800
500 502 - Office Furniture and Fixtures	-	-	-	1,500
500 000 - Capital Improvements - Other	-	-	-	-
<b>Total 500.000 - Capital Improvements</b>	<b>68,598</b>	<b>47,000</b>	<b>47,000</b>	<b>34,300</b>
<b>510.000 Motor Vehicles &amp; Equipment</b>				
510 990 - Public Works Equipment	-	-	-	18,500
510 980 - Police Fingerprint and Tasers	-	7,140	7,140	29,360
510 982 - EV Charging Stations	-	-	-	7,000
510 981 - Police Dept Motor Vehicles	-	-	-	158,000
510 984 - Fire Dept Motor Vehicles	-	-	-	80,000
510 983 - Fire Gear (3 sets) and Pagers	-	12,000	12,000	13,500
<b>Total 510.000 Motor Vehicles &amp; Equipment</b>	<b>-</b>	<b>19,140</b>	<b>19,140</b>	<b>306,360</b>
<b>Total Expenditures</b>	<b>(4,680,206)</b>	<b>(5,177,837)</b>	<b>(5,443,923)</b>	<b>(5,978,306)</b>



**City of Travelers Rest, SC**  
**Budget Worksheets - Capital Projects Fund**  
**For the Fiscal Year Ending June 30, 2022**

	<b>FY 2022 Budget</b>
<b>Revenues</b>	<u>-</u>
	<u>-</u>
<b>Total Revenues</b>	<u>-</u>
<b>Expenditures</b>	
Pocket Park Enhancement Plan	10,000
Poinsett Downtown Zoning Plan	55,000
Sidewalk Program	<u>48,000</u>
Poinsett Tubbs Mtn Public Parking Lot Paving	<u>75,000</u>
<b>Total Expenditures</b>	<u>178,000</u>
<b>Revenues over (under) expenditures</b>	<u>(178,000)</u>
<b>Other financing sources (uses)</b>	
1395.00 Transfer from General Fund	-
1396.00 Transfer from Hospitality Tax Fund	<u>175,000</u>
1397.00 Transfer from Local Accom. Tax Fund	<u>-</u>
<b>Total other financing sources</b>	<u>175,000</u>
<b>Total Change in Fund Balance</b>	<u><u>(3,000)</u></u>

**City of Travelers Rest, SC**  
**Budget Worksheets - Hospitality Tax Fund**  
**For the Fiscal Year Ending June 30, 2022**

	FY 2020	FY 2021	FY 2021 Budget Amendment	FY 2022 Budget
	Actual	Budget		
<b>Revenues</b>				
3371 00 - Invest Inc - Hosp	1,755	800	800	1,500
3380 00 - Local Hospitality Tax Rev	893,231	720,000	854,100	1,008,554
3385 00 - Sponsorship Revenue	4,600	10,000	10,000	10,000
3396 00 - Rental Income - Hospitality	900	7,000	7,000	7,500
<b>Total Income</b>	<b>900,486</b>	<b>737,800</b>	<b>871,900</b>	<b>1,027,554</b>
<b>Expenditures</b>				
3510 00 - Debt Service	419,168	420,000	420,000	420,000
3513 00 - Amphitheater Programming	20,343	20,000	20,000	40,000
3650 00 - Downtown Park Maint	27,150	30,000	41,000	33,000
3655 00 - Equipment for Trailblazer Park Maint	10,000	-	-	3,500
3656 00 - Christmas Lights	-	-	3,500	3,500
3770 00 - Miscellaneous Expenses	10,230	10,000	10,000	10,000
3773 00 - Website Design and Hosting	350	1,500	1,500	1,000
3775 00 - Landscape Maintenance	62,000	62,000	62,000	62,000
3777 00 - Mowing	22,895	22,000	22,000	23,000
3780 00 - Utilities	35,982	35,000	35,000	36,000
3800 00 - SCIO Loan Rpm (2)	4,875	4,875	4,875	4,875
<b>Total Expenditures</b>	<b>612,993</b>	<b>605,375</b>	<b>619,875</b>	<b>636,875</b>
<b>Revenues over (under) expenditures</b>	<b>287,493</b>	<b>132,425</b>	<b>252,025</b>	<b>390,679</b>
<b>Other finance sources (uses)</b>				
3790 00 - Transfer to General Fund	(90,000)	(123,000)	(198,000)	(210,000)
3792 00 - Transfer to Capital Project Fund	(35,000)	(50,000)	(50,000)	(178,000)
3930 00 - Transfer from A Tax	3,890	(50,000)	(50,000)	-
<b>Total other finance sources (uses)</b>	<b>(121,110)</b>	<b>(223,000)</b>	<b>(298,000)</b>	<b>(388,000)</b>
<b>Total Change in Fund Balance</b>	<b>166,383</b>	<b>(90,575)</b>	<b>(45,975)</b>	<b>2,679</b>

**City of Travelers Rest, SC**  
**Budget Worksheets - Accommodations Tax Fund**  
**For the Fiscal Year Ending June 30, 2022**

	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2021</b>	<b>FY 2022</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget Amendment</b>	<b>Budget</b>
<b>Revenues</b>				
4371.00 Invest Income - Accom	2,257	1,250	1,250	1,000
4380.00 Local Accom Tax Revenue	83,675	65,000	65,000	96,000
<b>Total Revenues</b>	<b>85,932</b>	<b>66,250</b>	<b>66,250</b>	<b>97,000</b>
<b>Total Revenues</b>	<b>85,932</b>	<b>66,250</b>	<b>66,250</b>	<b>97,000</b>
<b>Expenditures</b>				
4600.00 Recreation/Event Sponsorship	3,985	10,000	10,000	10,000
4650.00 Printing/Marketing/Tourism Promotion	28,841	32,000	32,000	32,000
4690.00 Downtown Events- Miscellaneous Expense	5,925	6,000	6,000	10,000
<b>Total Expenditures</b>	<b>38,751</b>	<b>48,000</b>	<b>48,000</b>	<b>52,000</b>
<b>Revenues over (under) expenditures</b>	<b>47,181</b>	<b>18,250</b>	<b>18,250</b>	<b>45,000</b>
<b>Other financing sources (uses)</b>				
4696.00 Transfer to General Fund	(130,000)	(42,500)	(42,500)	(42,500)
4697.00 Transfer to Hosp Tax Fund	(3,890)	-	-	-
4698.00 Transfer to Capital Project Fund	(25,000)	-	-	-
<b>Total other financing sources (uses)</b>	<b>(58,890)</b>	<b>(42,500)</b>	<b>(42,500)</b>	<b>(42,500)</b>
<b>Total change in fund balance</b>	<b>(11,709)</b>	<b>(24,250)</b>	<b>(24,250)</b>	<b>2,500</b>

**City of Travelers Rest, SC**  
**Budget Worksheet - State Accomodations Tax Fund**  
**For the Fiscal Year Ending June 30, 2022**

	<b>FY 2022</b>
	<b>Budget</b>
<b>Revenues</b>	
State Accom. Tax Revenue	65,000
<b>Total Revenues</b>	<u>65,000</u>
<b>Expenditures</b>	
Transfer to General Fund (25,000 + 5%)	27,000
Transfer to Tourism Promotions bank acct (30%)	12,000
Tourism Projects/Events bank acct (65%)	26,000
<b>Revenues over Expenditures</b>	<u><u>65,000</u></u>

**City of Travelers Rest, SC**  
**Budget Worksheets - Sewer**  
**For the Fiscal Year Ending June 30, 2022**

	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>
	<b>Actual</b>	<b>Annual Budget</b>	
<b>Revenues</b>			
7360.01 · Sewer User Fee	262,003	230,000	290,000
7360.02 · Sewer Collections - Taps	14,200	35,000	106,000
7360.03 · Sewer City Impact Fee - Comm	2,400	250,400	227,600
7360.04 · Sewer City Impact Fee - Resident	31,200	20,000	216,000
7360.14 · ReWa New User Fee	6,575	12,500	22,500
7369.01 · Engineer Evaluation Fee	106	1,000	1,000
7371.00 · Investment Income	3,151	1,500	1,500
<b>Total Revenues</b>	<b>319,635</b>	<b>550,400</b>	<b>864,600</b>
<b>Expenditures</b>			
8450 · Depreciation Expense	-	-	-
8434 · Blockage	7,677	5,000	5,000
8435 · General Repairs	20,832	25,000	25,000
8436 · ReWa New User Fee	-	11,875	-
8438 · Engineering	5,467	15,000	15,000
8440 · Supplies	182	1,200	1,200
8442 · Schools/Seminars	-	1,500	1,500
8446 · Engineering - EPA	13,500	15,000	15,000
8447 · Pump Station - Utilities/Maint	22,914	27,000	27,000
8455 · Sewer Rehab	45,932	90,000	100,000
8502 · Right of Way Clearance	6,932	10,000	10,000
8504 · Sewer Line Cleaning - Inspection	14,078	15,000	15,000
8510 · Debt Service	5,563	5,800	5,800
8511 · Salaries	25,000	62,000	98,000
<b>Total Expenditures</b>	<b>168,077</b>	<b>284,375</b>	<b>318,500</b>
<b>Revenues over (under) expenditures</b>	<b>151,558</b>	<b>266,025</b>	<b>546,100</b>

**City of Travelers Rest  
Budget Worksheet  
For the Year Ending June 30, 2022**

**VICTIM'S ADVOCATE FUND**

	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>
<b>Revenues</b>			
Prior Year Balance Forward	10,800	19,100	19,100
5310.000 Anticipated Revenues	11,500	11,500	11,500
<b>Total revenues</b>	<b>22,300</b>	<b>30,600</b>	<b>30,600</b>
<b>Expenditures</b>			
5500.000 Salaries	6,000	6,500	6,500
5502.000 Fringe Benefits	1,600	1,650	1,650
5504.000 Retirement	300	450	450
5506.000 FICA	400	500	500
5515.000 Postage	100	100	100
5520.000 Fuel	200	200	200
5525.000 Training-Seminars/Cont. Education	1,000	1,000	1,000
5535.000 Office Supplies	500	500	500
5540.000 Office Equipment	300	300	300
5545.000 Internet/Phone Service	200	200	200
5550.000 Cellular Phone	500	500	500
Charitable donations	-	3,000	3,000
<b>Total Expenditures</b>	<b>11,100</b>	<b>14,900</b>	<b>14,900</b>
<b>Revenues over(under) expenditures</b>	<b>11,200</b>	<b>15,700</b>	<b>15,700</b>



**Memo To: City Council**

**Date: May 7, 2021**

**Re: FY2022 Budget**

Attached is the FY2022 budget summary. I have prepared two options for Council's consideration. Option One is a balanced budget with no fee increases. All operations, staff, and annually recurring costs are covered without the use of fund balance. This option adds one new Permits/Licensing Clerk position funded out of a projected increase in Building Permits Revenues. It proposes the use of \$8,875 in fund balance to pay for a salary and wage study.

Option Two is a balanced budget with a projected net increase in fund balance of \$63,442. This option includes trash service fee to fund the full costs of our residential trash collection and disposal program. Residential trash collection/disposal is expected to cost \$324,000, a 6.8% increase over last year due to rising fuel costs projected growth. This proposed fee is set at \$14.15/month per customer and would be assessed monthly on the water bill. Service fee revenues are estimated for 10 months to allow for two-month notice. This fee enables the City to raise sufficient revenue to cover 85% of costs to provide trash services in FY22 and 100% of projected costs in FY23.

Implementing the trash service fee further enables the city to reallocate existing revenue streams to address other areas of need. Option Two adds 4 new FTE positions, including 2 Police Officers, Permits/Licensing Clerk, and a Fire Marshall.

EEV



**Memo To: City Council**

**Date: May 7, 2021**

**Re: Salary and Wage Study**

**It is the City's policy to establish a sound wage and salary policy in order to:**

- a. Attract and retain qualified employees.**
- b. Provide a salary structure that will assure internal equity among jobs within the organization, external equity within the relative labor market, and employee equity through recognition of employee contributions and service.**
- c. Provide employees with the opportunity for advancement relative to ability, performance, and expertise.**
- d. Maintain control over payroll costs through effective management of the wage and salary program.**

**The Salary Grade Table has been adjusted 2.6% percent to reflect an increase in the CPI over the last 14 months. The grade table automatically adjusts according to the CPI every two years.**

**I recommend that the City hire a consultant to conduct a formal salary study to assess our salary and wage structure and recommend any needed adjustments. 10k has been budgeted in the FY22 budget for this study.**

**EEV**



# Budget Summary FY22

## Option 2 Includes New Sanitation Fee

### *Proposed Expenditures by Department*

Department	FY-21	FY-21 Amendment	FY-22	Difference
Legal	\$6,000	\$10,000	\$10,000	\$0
Mayor/Council	\$58,000	\$58,000	\$49,077	(\$8,923)
Non-Departmental	\$237,380	\$253,680	\$280,730	\$27,050
Municipal Court	\$173,056	\$176,274	\$173,261	(\$3,013)
Administrative	\$494,870	\$491,715	\$500,747	\$9,032
Building Codes	\$131,181	\$146,946	\$192,455	45,509
Police/Communications	\$1,757,335	\$1,800,835	\$2,082,415	\$281,580
Fire	\$1,242,751	\$1,307,027	\$1,432,605	\$125,578
Sanitation	\$273,000	\$331,500	\$324,000	(\$6,500)
Public Works/	\$236,292	\$283,975	\$309,430	\$25,455
Bond Indebtedness	\$501,832	\$501,832	\$500,500	(\$1,332)
Capital Improvement	\$47,000	\$47,000	\$34,700	(\$12,300)
Equipment/Gear	\$19,140	\$19,140	\$68,360	\$49,220
Motor Vehicles	\$119,392	\$119,392	\$238,000	\$118,608
<b>Totals</b>	<b>\$5,177,837</b>	<b>5,387,923</b>	<b>6,197,612</b>	<b>\$809,689</b>

## **GENERAL FUND BUDGET HIGHLIGHTS**

### **Revenues**

- Budget is balanced with \$61,602 net increase in fund balance.
- Includes new sanitation fee of \$14/month for trash collection and disposal. The fee will be collected on the monthly water bill. Revenue projections are based on 10 months and will generate \$275,000 in revenue. The proposed service fee will raise sufficient revenues to pay for 85% total trash collection and disposal costs in FY22 and 100% of costs in FY23.
- Overall revenues are projected to increase 13.96% over FY20 actuals.
- Ad Valorem/Motor Vehicle Tax Revenue: 16.1% increase from FY2020 actuals.
- Business License/Registration Revenue: 12% increase from FY2020 actuals.
- Building Permit Revenues are projected to increase 6.5% over FY20 actuals.
- Existing fees are unchanged

### **Expenditures**

- Budget includes four new full-time positions, including 2 Police Officers, 1 Administrative/Permit/Licensing Clerk, and 1 Fire Marshall
- Expected 12% Increase in Health Insurance

- Includes COLA of 2.4% and 2.0% for merit
- Includes 10k for consultant to perform salary study
- Department salaries include additional 1.5% for one-time adjustments based on salary study
- Includes a 50% increase in Police Dept. training
- Includes \$9,000 for office space renovation
- \$10,000 to participate in County-led Consolidated Dispatch Study.

### **Budgeted Vehicles and Equipment**

- 4 new vehicles, including 2 Electric Vehicles for Police Dept. and 2 Fleet Vehicles for Fire Department. Total cost for all vehicles with upfits is \$238,000.
- \$20,000 for new fingerprint machine for Police Department
- \$9,360 for new Police tasers
- \$13,500 for 3 Sets of fire gear and pagers for Fire Department

### **Capital Projects**

- \$10,000 for Gazebo Area Pocket Park Landscape Plan
- \$55,000 for Poinsett Corridor/Main Street Zoning Plan
- \$48,000 for Sidewalk Improvement Program
- \$75,000 for N. Poinsett and Tubbs Mountain Public Parking Lot

## **SPECIAL REVENUE FUND HIGHLIGHTS**

### **Local Accommodations Fund**

- Hospitality budget is balanced with a net increase in fund balance of \$2,500
- Revenues are projected to increase 12.8% over FY2020 actuals.

### **Hospitality Fund**

- Hospitality budget is balanced with a net increase in fund balance of \$2,679
- Revenue are projected to increase 14.1% over FY 2020 actuals.
- Includes \$3500 in tools for new part-time employee
- Vehicles and Equipment – Transfer of 18,500 to General Fund for the purchase of John Deere Gator UTV to serve and park and downtown maintenance vehicle.
- Transfer to Capital Project Fund \$178,000 to pay for:
  - Gazebo Area Pocket Park Landscape Plan
  - Public Parking lot at N. Poinsett and Tubbs Mountain
  - Poinsett Corridor/Main Street Zoning Plan
  - Sidewalk Improvement Program

### **Sewer Fund**

- Sewer Fund is balanced with net increase in fund balance of \$546,100
- Projected revenue increase in sewer impact fees and tap fees due to new development.

City of Travelers Rest, SC  
 Budget Worksheets - General Fund  
 For the Fiscal Year Ending June 30, 2022

	FY 2020 Actual	FY 2020 Budget (Reallocated)	FY 2021 Budget	FY 2021 Budget Amendment	FY 2022 Annual Budget
<b>Revenues</b>					
310.010 Ad Valorem & Motor Vehicle	2,265,495	2,266,100	1,975,100	2,266,100	2,631,563
3398.000 Short Term Rentals	-	-	-	-	3,500
310.020 Utility Franchise Fees	599,469	590,000	608,000	608,000	608,000
320.010 Business Licenses/Registration	479,198	420,000	360,000	427,500	537,000
320.020 Insurance Fees	678,423	640,000	645,700	645,700	678,000
335.000 Aid To Subdivisions	223,612	100,000	120,000	120,000	120,000
336.000 Manufacturer Tax	5,454	44,000	40,000	40,000	40,000
337.000 Telecommunications Tax	21,126	20,000	18,000	18,000	18,000
350.000 Fines/Forfeitures	43,666	42,000	50,000	50,000	50,000
350.500 School District Sro	28,000	28,000	28,000	28,000	28,000
355.000 Merchant's Inventory Tax	18,977	18,000	17,100	19,000	19,000
356.000 Accommodations Tax Revenue	45,632	27,250	24,000	24,000	27,000
369.000 Public Works Fee	41,882	42,000	42,000	49,000	50,500
371.000 Investment Earnings	5,094	3,000	5,000	5,000	3,400
374.000 Furnish Fee-in-lieu	160,000	160,000	160,000	160,000	160,000
375.000 Miscellaneous	11,955	24,000	55,000	27,000	24,000
376.010 Building Permits/Inspection	308,388	90,000	315,000	315,000	328,000
378.000 Construction Inspection Fees	-	-	31,000	31,000	35,000
370.000 Sanitation Fee	-	-	-	-	278,048
380.000 County Recreation	31,220	30,000	32,000	32,000	30,000
382.000 GIS Annual Settlement	33,298	33,000	33,000	33,000	33,300
<b>Total Revenues</b>	<b>5,000,889</b>	<b>4,577,350</b>	<b>4,558,900</b>	<b>4,898,300</b>	<b>5,702,311</b>
<b>Gross Profit</b>	<b>5,000,889</b>	<b>4,577,350</b>	<b>4,558,900</b>	<b>4,898,300</b>	<b>5,702,311</b>
<b>Expenditures</b>					
412.000 Legal	7,270	8,000	6,000	16,000	10,000
413.000 Mayor/Council	44,293	67,900	58,000	58,000	49,077
414.000 Non-departmental	1,299,297	199,900	237,380	263,680	280,730
415.000 Municipal Court	133,094	190,106	173,056	176,274	173,261
417.000 Administrative	364,858	462,540	494,870	491,715	500,747
418.000 Building Codes	71,885	112,120	131,181	146,946	192,455
421.000 Police Department	1,160,375	1,656,612	1,757,335	1,800,835	2,082,451
423.000 Fire Department	823,632	1,188,161	1,242,751	1,307,027	1,421,658
432.000 Sanitation	254,282	234,000	273,000	331,500	324,000
434.000 Maintenance	152,213	208,811	236,292	283,975	309,430
490.000 Debt Service	300,409	303,500	501,832	501,832	500,500
500.000 Capital Outlay	68,598	65,700	47,000	47,800	34,700
510.000 Motor Vehicles & Equipment	-	-	19,140	19,140	306,360
<b>Total Expenditures</b>	<b>4,680,206</b>	<b>4,697,350</b>	<b>5,177,837</b>	<b>5,443,923</b>	<b>6,185,369</b>
<b>Revenues over (under) expenditures</b>	<b>320,683</b>	<b>(120,000)</b>	<b>(618,937)</b>	<b>(545,623)</b>	<b>(483,058)</b>
<b>320,683</b>	<b>(120,000)</b>	<b>(618,937)</b>	<b>(545,623)</b>	<b>(483,058)</b>	
<b>Other financing sources (uses)</b>					
<b>Transfers from other funds</b>					
310.030 Transfer from Hosp. Tax Fund	90,000	90,000	123,000	198,000	210,000
377.000 Transfer from Accom. Tax	30,000	30,000	42,500	42,500	42,500
390.000 Transfer from Sewer - Salary	25,000	25,000	62,000	62,000	98,000
<b>Transfers to other funds</b>					
500.000 Trfr to Cap Projects Fund	(77,872)	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>67,128</b>	<b>145,000</b>	<b>227,500</b>	<b>302,500</b>	<b>350,500</b>
<b>67,128</b>	<b>145,000</b>	<b>227,500</b>	<b>302,500</b>	<b>350,500</b>	
<b>Use of Master Lease Proceeds</b>					
	-	-	-	-	196,000
<b>Use of Fund Balance</b>	<b>(387,811)</b>	<b>(25,000)</b>	<b>391,437</b>	<b>243,123</b>	<b>(63,442)</b>
<b>(387,811)</b>	<b>(25,000)</b>	<b>391,437</b>	<b>243,123</b>	<b>(63,442)</b>	

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Exenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020 Actual	FY 2021 Budget	FY 2021 Budget Amendment	FY 2022 Annual Budget
<b>412.000 · Legal</b>				
412 075 · Council Advice	7,270	6,000	16,000	10,000
<b>Total 412.000 · Legal</b>	<b>7,270</b>	<b>6,000</b>	<b>16,000</b>	<b>10,000</b>
<b>413.000 · Mayor/Council</b>				
413 001 · Council Salaries	33,600	33,600	33,600	33,600
413 020 · Workers Compensation	-	9,000	9,000	77
413 080 · Seminars / Travel	6,391	10,000	10,000	10,000
413 081 · Public Relations	1,157	1,200	1,200	1,200
413 091 · Council Contingency	1,965	3,000	3,000	3,000
413 200 · Planning Commission Expense	1,180	1,200	1,200	1,200
<b>Total 413.000 · Mayor/Council</b>	<b>44,293</b>	<b>58,000</b>	<b>58,000</b>	<b>49,077</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>414.000 · Non-departmental</b>				
414.003 · Social Security/Medicare	153,377	-	-	-
414.004 · Retirement	100,519	-	-	-
414.005 · PORS Retirement	242,326	-	-	-
414.006 · Group Health & Life	476,648	-	-	-
414.007 · Workmans Compensation	91,760	-	-	-
414.008 · Unemployment Taxes	-	-	-	-
414.028 · Equipment Lease/Printer Copier	2,556	3,000	3,000	3,150
414.085 · Internet, Phone, Fiber/Coax	18,928	15,500	15,500	15,500
414.111 · Water & Sewer	1,186	6,200	6,200	6,200
414.112 · Duke Power	22,865	28,500	28,500	23,000
414.113 · Piedmont Natural Gas	2,648	4,200	4,200	4,200
414.120 · Street Lights	59,126	52,000	52,000	60,000
414.122 · Traffic Signals	1,062	1,000	1,000	1,000
414.141 · Casualty Insurance	15,830	17,000	17,000	17,000
414.144 · Tort Liability	38,936	35,000	52,000	52,000
414.161 · Annual dues (MASC)	1,766	2,400	2,400	2,400
414.200 · Vehicle Insurance	39,264	36,000	44,000	47,200
414.232 · Employee Appreciation	2,793	2,000	2,000	2,250
414.862 · Postage Meter	1,494	1,800	1,800	1,950
414.863 · Computer IT Support	14,302	15,250	15,950	16,300
414.871 · Advertisemen/Legal Ads	1,423	1,000	1,600	1,600
414.873 · Envelopes / Letterhead	1,357	1,500	1,500	1,500
414.874 · Fax Copy Computer Paper	1,077	1,000	1,000	1,250
414.876 · Flags	-	150	150	150
414.877 · Postage - All Departments	2,410	3,000	3,000	3,200
414.935 · Sales and Use Tax Expense	169	400	400	400
414.936 · County Stormwater Fee	-	5,000	5,000	5,000
414.940 · Greenville Area Dev. Corp	600	600	600	600
414.945 · Miscellaneous	-	-	-	10,000
414.950 · SC Energy Office Loan Repayment	4,875	4,880	4,880	4,880
<b>Total 414.000 · Non-departmental</b>	<b>1,299,297</b>	<b>237,380</b>	<b>263,680</b>	<b>280,730</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>415.000 · Municipal Court</b>				
415.001 · Municipal Court Salaries	78,673	57,100	60,000	60,000
415.002 · Overtime	-	2,500	2,500	2,500
412.005 · Social Security & Medicare	78	4,370	4,592	3,608
415.010 · SCRS	193	9,450	9,246	7,882
415.012 · Health Insurance	-	5,820	5,820	6,361
415.020 · Workers Compensation	-	1,316	1,316	110
415.008 · Legal	11,451	20,000	20,000	20,000
415.031 · Cellular Phones	823	900	900	900
415.033 · General Office Supplies	1,159	1,200	1,200	1,200
415.034 · SC Code Supplies	399	1,000	1,000	1,000
415.065 · Schools & Seminars	1,867	1,200	1,000	1,000
415.066 · Travel Expense	2,186	1,000	1,500	1,500
415.074 · Court Op Judge (Jury fees)	1,649	2,200	2,200	2,200
415.076 · Jail Fees	34,616	65,000	65,000	65,000
<b>Total 415.000 · Municipal Court</b>	<b>133,094</b>	<b>173,056</b>	<b>176,274</b>	<b>173,261</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>417.000 - Administrative</b>				
417.001 - Administrative Salaries	281,103	267,000	267,000	279,026
417.005 - Social Security & Medicare	434	20,500	20,500	21,346
417.010 - SCRS	874	44,300	41,145	46,625
417.012 - Health Insurance	-	50,200	50,200	41,488
417.020 - Workers Compensation	-	5,270	5,270	462
417.100 - Mileage Reimbursement	985	800	800	800
417.201 - Fuel	2,192	2,500	2,500	2,500
417.311 - General Supplies	958	2,200	2,200	2,200
417.641 - Dues/Seminars/Travel	1,641	2,500	2,500	2,500
417.650 - Financial Services	48,111	50,000	50,000	50,000
417.792 - Newsletters Printing	2,536	1,500	1,500	1,500
417.795 - Code book	2,200	10,000	10,000	4,000
417.796 - Miscellaneous expense	7,010	2,200	2,200	2,200
417.801 - Professional Services	9,219	16,000	16,000	26,000
417.815 - Payroll Processing Fees	-	13,800	13,800	14,000
417.796 - Human Resources	5,501	5,000	5,000	5,000
417.799 - Cellular Telephone	2,094	1,100	1,100	1,100
<b>Total 417.000 - Administrative</b>	<b>364,858</b>	<b>494,870</b>	<b>491,715</b>	<b>500,747</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Exenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>418.000 - Building Codes and Zoning</b>				
418 001 - Salaries	44,268	62,000	75,000	115,000
418 006 Social Security & Medicare	-	4,600	5,738	8,798
418 011 SCRS	-	9,930	11,558	19,217
418 012 Health Insurance	-	14,835	14,835	29,340
418 021 Workers Compensation	-	1,316	1,316	2,100
418 005 - Dues/Training/Travel	1,265	-	-	-
418 101 - Fuel Vehicle maintenance	-	3,000	3,000	2,000
418 102 - Cell Phone	-	1,000	1,000	1,000
418 010 Plan Review/Inspection Services	21,418	30,000	30,000	10,000
418.115 Code Books	934	-	-	-
418.020 Permitting Software	4,000	4,500	4,500	5,000
<b>Total 418.000 - Building Codes</b>	<b>71,885</b>	<b>131,181</b>	<b>146,946</b>	<b>192,455</b>



City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>421.000 - Police Department</b>				
421 001 - Police Salaries	750,112	765,688	802,388	924,008
421 002 - Police Overtime	17,397	23,000	23,000	23,000
421 003 Holiday Pay	-	40,000	40,000	37,500
421 010 - Dispatchers' Salaries	222,994	227,987	227,987	240,000
421 012 - Dispatchers Overtime	12,276	12,800	12,800	12,000
421 005 Social Security & Medicare	1,654	81,372	84,180	94,584
421 011 SCRS	822	40,678	37,105	43,037
421 013 PORS	2,905	157,420	154,385	188,361
421 014 Health Insurance	-	242,000	242,000	312,704
421 020 Workers Compensation	-	28,950	28,950	31,037
421 171 - Gas	36,430	40,000	40,000	40,000
421 182 - Repairs	28,328	23,000	23,000	23,000
421 214 - Teletype (SC Law Enforce)	1,200	1,200	1,200	1,200
421 275 - General Repair Police Equipme	2,913	3,000	3,000	3,000
421 311 - General Office Supplies	3,141	2,500	3,000	3,000
421 314 - Crime Scene Equipment	1,993	1,500	1,500	1,500
421 351 - Blood Borne Pat. Equip	291	700	1,000	1,000
421 411 - Uniforms	10,106	9,000	10,000	12,000
421 412 - Duty Gear	3,544	2,500	3,000	6,080
421 413 - Body Armor	5,894	2,500	2,500	4,500
421 641 - Dues/Training/Travel	5,745	3,000	8,000	12,000
421 645 - Physical Exams	6,870	6,500	6,500	8,000
421 783 - Crime Prevention	854	700	1,000	1,000
421 851 - Weapons-Sidearms/Shotguns	4,316	3,500	4,500	11,300
421 855 - Traffic Control	-	600	800	1,000
421 857 - Telephone/Cell Phone	10,953	11,000	11,500	13,500
421 860 - Mobile Radar	480	800	1,000	1,000
421 862 - Computer Equipment	8,691	5,000	5,000	5,000
421 863 - Office Furniture	955	800	1,000	1,000
421 865 - Contracts-Printer/Copier/Software	4,384	5,640	5,640	11,640
421 900 - 800MHZ Radio Fees	15,127	14,000	14,900	15,500
<b>Total 421.000 - Police Department</b>	<b>1,160,375</b>	<b>1,757,335</b>	<b>1,800,835</b>	<b>2,082,451</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>423.000 - Fire Department</b>				
423.001 Salaries	684,023	669,042	694,042	751,203
423.002 Overtime - Non-volunteer	8,854	20,000	20,000	25,000
423.003 Holiday Pay	-	25,000	25,000	27,000
423.005 Social Security & Medicare	1,164	54,625	56,538	61,445
423.010 PORS	2,715	137,382	131,845	152,804
423.012 Health Insurance	-	178,400	178,400	203,291
423.020 Workers Compensation	-	18,422	18,422	44,015
423.111 Duke Power	10,705	13,000	13,000	13,000
423.112 Water	4,793	3,000	3,000	3,000
423.113 Piedmont Natural Gas	1,222	1,750	1,750	1,750
423.131 Building	7,537	12,000	12,000	12,000
423.171 Fuel	11,428	18,500	18,500	18,500
423.173 Maintenance	20,056	28,000	62,000	32,000
423.182 Aerial Safety Test	1,042	1,300	1,300	1,800
423.214 Cellular Telephone	3,244	4,500	4,500	4,500
423.271 Communications maintenance	791	1,800	1,800	2,000
423.276 Maintenance Contracts	10,563	13,130	13,130	14,250
423.311 General Supplies	2,087	1,200	1,500	1,500
423.351 Medical Supplies	2,874	800	800	1,000
423.411 Uniforms	7,295	10,000	11,000	11,500
423.641 Training	7,737	3,500	7,750	8,400
423.647 Physicals Exams	6,725	8,400	8,400	9,000
423.751 Fire Prevention	546	1,000	1,000	1,200
423.782 Building Codes	935	-	-	-
423.856 Equipment	27,296	18,000	21,350	21,500
<b>Total 423.000 - Fire Department</b>	<b>823,632</b>	<b>1,242,751</b>	<b>1,307,027</b>	<b>1,421,658</b>

**City of Travelers Rest, SC**  
**Budget Worksheets - General Fund Exenditures**  
**For the Fiscal Year Ending June 30, 2021**

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>432.000 - Sanitation</b>				
432.020 - Contract Services	232,825	245,000	303,500	296,000
432.030 - Landfill Fee	21,457	28,000	28,000	28,000
<b>Total 432.000 - Sanitation</b>	<b>254,282</b>	<b>273,000</b>	<b>331,500</b>	<b>324,000</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Exenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>434.000 · Maintenance</b>				
434.001 · Salaries	83,000	87,000	97,500	116,501
434.002 · Overtime	180	1,200	2,700	2,700
434.005 · Social Security & Medicare	143	6,594	7,397	8,912
434.010 · SCRS	288	14,145	15,025	15,617
434.012 · Health Insurance	-	24,821	24,821	27,138
434.020 · Workers Compensation	-	2,632	2,632	3,262
434.132 · Software	-	-	3,700	3,700
434.133 · Mechanical Heat/AC	3,370	3,500	13,500	3,500
434.134 · Electrical Plumbing	1,771	2,000	2,000	2,000
434.135 · Building Maintenance	2,600	4,000	4,000	13,000
434.136 · Locksmith	5	600	600	500
434.161 · Street Signs	757	800	800	800
434.162 · Street/Sidewalk Maintenance	36,282	32,500	44,500	40,000
434.165 · Engineering (Alliance)	-	30,000	30,000	37,500
434.166 · Street Calming	-	-	6,000	5,000
434.171 · Fuel	2,866	5,000	6,000	6,500
434.172 · Vehicle Maintenance	2,030	2,000	2,000	2,000
434.201 · Animal Boarding Supplies	122	400	400	400
434.203 · Humane Society Fees	1,100	1,250	1,250	1,250
434.272 · Lawn & Power Tools	119	2,000	2,000	2,000
434.273 · Emergency Equip	684	1,200	1,200	1,200
434.281 · Cleaning Supplies/Services	14,112	12,000	12,000	12,000
434.287 · Kitchen supplies	712	250	250	250
434.300 · Cellular Telephone	860	1,200	1,200	1,200
434.301 · Miscellaneous	1,212	1,200	2,500	2,500
<b>Total 434.000 · Maintenance</b>	<b>152,213</b>	<b>236,292</b>	<b>283,975</b>	<b>309,430</b>

City of Travelers Rest, SC  
 Budget Worksheets - General Fund Expenditures  
 For the Fiscal Year Ending June 30, 2021

	FY 2020	FY 2021	FY 2021	FY 2022
	Actual	Budget	Budget Amendment	Annual Budget
<b>490.000 - Debt Service</b>				
490.030 - Installment/Purchase Bond 2013B	69,040	69,500	69,500	69,500
490.031 - Installment/Purchase FD 2013A	117,958	118,000	118,000	118,000
490.032 - Installmt Rev Bond Series 2017	113,411	111,000	111,000	111,000
490.033 - Master Lease Payment	-	153,332	153,332	152,000
490.040 - 2020 Capital Projects GO Bond	-	50,000	50,000	50,000
<b>Total 490.000 - Debt Service</b>	<b>300,409</b>	<b>501,832</b>	<b>501,832</b>	<b>500,500</b>
<b>500.000 - Capital Outlay</b>				
500.495 - Resurfacing	32,000	47,000	47,000	32,000
500.500 - Computer Upgrades	20,798	-	-	-
500.505 - Christmas Decorations	10,793	-	-	-
500.510 - Trash/Recycling Receptacles	5,007	-	-	-
500.501 - Computer Equipment	-	-	-	1,200
500.502 - Office Furniture and Fixtures	-	-	-	1,500
500.000 - Capital Improvements - Other	-	-	-	-
<b>Total 500.000 - Capital Improvements</b>	<b>68,598</b>	<b>47,000</b>	<b>47,000</b>	<b>34,700</b>
<b>510.000 Motor Vehicles &amp; Equipment</b>				
510.990 - Public Works Equipment	-	-	-	18,500
510.980 - Police Fingerprint and Tasers	-	7,140	7,140	29,360
510.982 - EV Charging Stations	-	-	-	7,000
510.981 - Police Dept Motor Vehicles	-	-	-	158,000
510.984 - Fire Dept Motor Vehicles	-	-	-	80,000
510.983 - Fire Gear (3 sets) and Pagers	-	12,000	12,000	13,500
<b>Total 510.000 Motor Vehicles &amp; Equipment</b>	<b>-</b>	<b>19,140</b>	<b>19,140</b>	<b>306,360</b>
<b>Total Expenditures</b>	<b>(4,680,206)</b>	<b>(5,177,837)</b>	<b>(5,443,923)</b>	<b>(6,185,369)</b>

**City of Travelers Rest, SC**  
**Budget Worksheets - Capital Projects Fund**  
**For the Fiscal Year Ending June 30, 2022**

	<b>FY 2022</b>
	<b>Budget</b>
	<u>          </u>
<b>Revenues</b>	<u>          </u>
	-
	<u>          </u>
<b>Total Revenues</b>	<u>          </u>
	-
	<u>          </u>
<b>Expenditures</b>	
Gazebo Area Pocket Park Landscapae Plan	10,000
Poinsett Downtown Zoning Plan	55,000
Sidewalk Program	<u>48,000</u>
Poinsett Tubbs Mtn Public Parking Lot Paving	<u>75,000</u>
	<u>          </u>
<b>Total Expenditures</b>	<u>178,000</u>
<b>Revenues over (under) expenditures</b>	(178,000)
<b>Other financing sources (uses)</b>	
1395.00 Transfer from General Fund	-
1396.00 Transfer from Hospitality Tax Fund	<u>175,000</u>
1397.00 Transfer from Local Accom. Tax Fund	-
<b>Total other financing sources</b>	<u>175,000</u>
	<u>          </u>
<b>Total Change in Fund Balance</b>	<u><u>(3,000)</u></u>

**City of Travelers Rest, SC**  
**Budget Worksheets - Hospitality Tax Fund**  
**For the Fiscal Year Ending June 30, 2022**

	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2021</b>	<b>FY 2022</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget Amendment</b>	<b>Budget</b>
<b>Revenues</b>				
3371.00 Invest Inc - Hosp	1,755	800	800	1,500
3380.00 Local Hospitality Tax Rev	893,231	720,000	854,100	1,008,554
3385.00 Sponsorship Revenue	4,600	10,000	10,000	10,000
3396.00 Rental Income - Hospitality	900	7,000	7,000	7,500
<b>Total Income</b>	<b>900,486</b>	<b>737,800</b>	<b>871,900</b>	<b>1,027,554</b>
<b>Expenditures</b>				
3510.00 Debt Service	419,168	420,000	420,000	420,000
3513.00 Amphitheater Programming	20,343	20,000	20,000	40,000
3650.00 Downtown Park Maint	27,150	30,000	41,000	33,000
3655.00 Equipment for Trailblazer Park Maint	10,000	-	-	3,500
3656.00 Christmas Lights	-	-	3,500	3,500
3770.00 Miscellaneous Expenses	10,230	10,000	10,000	10,000
3773.00 Website Design and Hosting	350	1,500	1,500	1,000
3775.00 Landscape Maintenance	62,000	62,000	62,000	62,000
3777.00 Mowing	22,895	22,000	22,000	23,000
3780.00 Utilities	35,982	35,000	35,000	36,000
3800.00 SCFO Loan Rpm1 (2)	4,875	4,875	4,875	4,875
<b>Total Expenditures</b>	<b>612,993</b>	<b>605,375</b>	<b>619,875</b>	<b>636,875</b>
<b>Revenues over (under) expenditures</b>	<b>287,493</b>	<b>132,425</b>	<b>252,025</b>	<b>390,679</b>
<b>Other finance sources (uses)</b>				
3790.00 Transfer to General Fund	(90,000)	(123,000)	(198,000)	(210,000)
3792.00 Transfer to Capital Project Fund	(35,000)	(50,000)	(50,000)	(175,000)
3930.00 Transfer from A Tax	3,890	(50,000)	(50,000)	-
<b>Total other finance sources (uses)</b>	<b>(121,110)</b>	<b>(223,000)</b>	<b>(298,000)</b>	<b>(385,000)</b>
<b>Total Change in Fund Balance</b>	<b>166,383</b>	<b>(90,575)</b>	<b>(45,975)</b>	<b>5,679</b>

**City of Travelers Rest, SC**  
**Budget Worksheets - Accommodations Tax Fund**  
**For the Fiscal Year Ending June 30, 2022**

	<u>FY 2020</u>	<u>FY 2021</u>
	<u>Actual</u>	<u>Budget</u>
<b>Revenues</b>		
4371.00 Invest. Income - Accontm.	2,257	1,250
4380.00 Local Accom Tax Revenue	83,675	65,000
Total Revenues	<u>85,932</u>	<u>66,250</u>
Total Revenues	85,932	66,250
<b>Expenditures</b>		
4600.00 Recreation/Event Sponsorship	3,985	10,000
4650.00 Printing/Marketing/Tourism Promotion	28,841	32,000
4690.00 Downtown Events/ Miscellaneous Expense	5,925	6,000
Total Expenditures	<u>38,751</u>	<u>48,000</u>
Revenues over (under) expenditures	<u>47,181</u>	<u>18,250</u>
<b>Other financing sources (uses)</b>		
4696.00 Transfer to General Fund	(30,000)	(42,500)
4697.00 Transfer to Hosp Tax Fund	(3,890)	-
4698.00 Transfer to Capital Project Fund	(25,000)	-
Total other financing sources (uses)	<u>(58,890)</u>	<u>(42,500)</u>
Total change in fund balance	<u>(11,709)</u>	<u>(24,250)</u>



**City of Travelers Rest, SC**  
**Budget Worksheet - State Accomodations Tax Fund**  
**For the Fiscal Year Ending June 30, 2022**

**FY 2022**  
**Budget**

**Revenues**

State Accom. Tax Revenue

65,000

**Total Revenues**

65,000

**Expenditures**

Transfer to General Fund (25,000 + 5%)

27,000

Transfer to Tourism Promotions bank acct (30%)

12,000

Tourism Projects/Events bank acct (65%)

26,000

**Revenues over Expenditures**

65,000

**City of Travelers Rest, SC**  
**Budget Worksheets - Sewer**  
**For the Fiscal Year Ending June 30, 2022**

	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>
	<b>Actual</b>	<b>Annual Budget</b>	
<b>Revenues</b>			
7360.01 · Sewer User Fee	262,003	230,000	290,000
7360.02 · Sewer Collections - Taps	14,200	35,000	106,000
7360.03 · Sewer City Impact Fee - Comm	2,400	250,400	227,600
7360.04 · Sewer City Impact Fee - Resident	31,200	20,000	216,000
7360.14 · ReWa New User Fee	6,575	12,500	22,500
7369.01 · Engineer Evaluation Fee	106	1,000	1,000
7371.00 · Investment Income	3,151	1,500	1,500
<b>Total Revenues</b>	<b>319,635</b>	<b>550,400</b>	<b>864,600</b>
<b>Expenditures</b>			
8450 · Depreciation Expense	-	-	-
8434 · Blockage	7,677	5,000	5,000
8435 · General Repairs	20,832	25,000	25,000
8436 · ReWa New User Fee	-	11,875	-
8438 · Engineering	5,467	15,000	15,000
8440 · Supplies	182	1,200	1,200
8442 · Schools/Seminars	-	1,500	1,500
8446 · Engineering - EPA	13,500	15,000	15,000
8447 · Pump Station - Utilities/Maint	22,914	27,000	27,000
8455 · Sewer Rehab	45,932	90,000	100,000
8502 · Right of Way Clearance	6,932	10,000	10,000
8504 · Sewer Line Cleaning - Inspection	14,078	15,000	15,000
8510 · Debt Service	5,563	5,800	5,800
8511 · Salaries	25,000	62,000	98,000
<b>Total Expenditures</b>	<b>168,077</b>	<b>284,375</b>	<b>318,500</b>
<b>Revenues over (under) expenditures</b>	<b>151,558</b>	<b>266,025</b>	<b>546,100</b>

**City of Travelers Rest  
Budget Worksheet  
For the Year Ending June 30, 2022**

**VICTIM'S ADVOCATE FUND**

	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>
<b>Revenues</b>				
Prior Year Balance Forward	10,400	10,800	19,100	19,100
5310.000 Anticipated Revenues	11,500	11,500	11,500	11,500
<b>Total revenues</b>	<b>21,900</b>	<b>22,300</b>	<b>30,600</b>	<b>30,600</b>
<b>Expenditures</b>				
5500.000 Salaries	6,000	6,000	6,500	6,500
5502.000 Fringe Benefits	1,600	1,600	1,650	1,650
5504.000 Retirement	300	300	450	450
5506.000 FICA	400	400	500	500
5515.000 Postage	100	100	100	100
5520.000 Fuel	200	200	200	200
5525.000 Training-Seminars/Cont. Education	1,000	1,000	1,000	1,000
5535.000 Office Supplies	500	500	500	500
5540.000 Office Equipment	300	300	300	300
5545.000 Internet/Phone Service	200	200	200	200
5550.000 Cellular Phone	500	500	500	500
Charitable donations	-	-	3,000	3,000
<b>Total Expenditures</b>	<b>11,100</b>	<b>11,100</b>	<b>14,900</b>	<b>14,900</b>
<b>Revenues over(under) expenditures</b>	<b>10,800</b>	<b>11,200</b>	<b>15,700</b>	<b>15,700</b>

**City of Travelers Rest Fee Schedule  
FY 20-21**

**ADMINISTRATION**

- Election Filing Fee
  - Council Member \$180.00
  - Mayor \$240.00 Finance
  
- FOIA
  - Search/Retrieval/Redaction/Copying \$26.00/HR
  - Postage/Shipping FedEX/UPS/USPS Rates
  
- Copies:
  - Paper Records – Black/White \$0.20/Page
  - Paper Records – Color \$0.30/Page
  - Paper Records, Legal Size – Black/White \$0.50/Page
  - Paper Records, Legal Size – Color \$0.60/Page
  - Paper Records, Ledger Size – Black/White \$0.75/Page
  - Paper Records, Ledger Size – Color \$1.00/Page
  - CD's, DVD's, or other Electronic, Media) \$26.00/Hour
  
- Returned Check Fee \$25.00
- Credit Card Processing Fee 4%

**POLICE DEPARTMENT**

- Fingerprints \$10.00
- Identification photograph \$12.00
- Police Reports \$6.00
- Other Reports \$1.00/page
- Local criminal record check (for non-law enforcement personnel) \$6.00
- CD's, DVD's, or other Electronic, Optical or Magnetic Media) \$26.00/Hour
- Towing Fees
  - Collision Tow
    - Class A \$200
    - Class B. \$225.00
    - Class C. \$473.00/ hr
  - Non-Collision, Arrest/Stranded
    - Class A. \$130.00
    - Class B. \$155.00
    - Class C. \$473.00/hr
- Towing Storage Fees – \$20.00/day

**PLANNING**

- Rezoning Application Fees:
- Single Family Residential: Base Fee \$100.00
  - (2 Acres) \$110.00
  - (3 Acres) \$120.00
  - (4 Acres) \$130.00

**City of Travelers Rest Fee Schedule  
FY 20-21**

- (5 Acres) \$140.00
- (6 Acres) \$150.00
- (7 Acres) \$160.00
- (8 Acres) \$170.00
- (9 Acres) \$180.00
- (10 Acres) \$190.00
- Greater than 10 acres \$200.00
- Multi-family Residential: Base Fee \$200.00
  - (2 Acres) \$210.00
  - (3 Acres) \$220.00
  - (4 Acres) \$230.00
  - (5 Acres) \$240.00
  - (6 Acres) \$250.00
  - (7 Acres) \$260.00
  - (8 Acres) \$270.00
  - (9 Acres) \$280.00
  - (10 Acres) \$290.00
  - Greater than 10 acres \$300.00
- Non-Residential:
  - Base Fee \$250.00
  - (2 Acres) \$260.00
  - (3 Acres) \$270.00
  - (4 Acres) \$280.00
  - (5 Acres) \$290.00
  - (6 Acres) \$300.00
  - (7 Acres) \$310.00
  - (8 Acres) \$320.00
  - (9 Acres) \$330.00
  - (10 Acres) \$340.00
  - Greater than 10 acres \$350.0
- PD (Planned Development) \$550.00
- FRD (Flexible Review District) \$550.00
- Board of Appeals \$100.00
- Final Development Plan \$150.00
- Final Development Plan Revisions \$25.00
- Temporary Use Permit \$50.00
- Zoning Verification \$35.00

**SPECIAL EVENTS**

- Special Event Permit \$50.00
  - Electricity \$50.00
  - Garbage/Recycling \$75.00
  - Cones or barricade Rental \$125

**City of Travelers Rest Fee Schedule  
FY 20-21**

**CONSTRUCTION INSPECTION (ENGINEERING/DEVELOPMENT)**

**Plan Review Fees**

**Road & Storm Drain Review**

- Single Family Residential
  - One (1) to Fifteen (15) Acres ..... \$1,550
  - Fifteen (15) to Thirty (30) Acres..... \$3,050
  - Above Thirty (30) Acres .....as Determined by City
- Multi-Family Residential – Not Applicable
- Commercial – Not Applicable
- Mixed-Use/Planned Development – Consult with City

**Wastewater Line Review**

- Single Family Residential & Mixed-Use/Planned Development
  - 0 – 5,000 Feet of Wastewater Line..... \$1,050
  - 5,000 – 10,000 Feet of Wastewater Line..... \$2,050
  - Above 10,000 Feet of Wastewater Line .....as Determined by City
- Multi-Family Residential
  - 0 – 1,000 Feet of Wastewater Line..... \$550
  - 1,000 – 2,500 Feet of Wastewater Line..... \$800
  - 2,500 – 5,000 Feet of Wastewater Line..... \$1,550
  - Above 5,000 Feet of Wastewater Line .....as Determined by City
- Commercial
  - 0 – 1,000 Feet of Wastewater Line..... \$550
  - 1,000 – 2,500 Feet of Wastewater Line..... \$800
  - Above 2,500 Feet of Wastewater Line .....as Determined by City

**Construction Inspection Fees**

**Road & Storm Drains (Not Applicable to Multi-Family Residential & Commercial)**

- Fees
  - Monthly Road & Storm Drain Construction Observation..... \$550
  - Road Proof Roll Test Site Visit (up to 4 hours)..... \$550
  - Road & Storm Drain Punch List Site Visit & Project Closeout..... \$1,050
- Additional Fees (as required)
  - Additional Road & Storm Drain Site Visit (per visit, up to 4 hours)..... \$550
  - Additional Proof Roll Test Site Visit (per visit, up to 4 hours) ..... \$550
  - Additional Punch List Site Visit (per visit, up to 4 hours)..... \$550

**Wastewater Lines**

- Fees
  - Monthly Wastewater Construction Observation (waived for Commercial)..... \$550
  - Wastewater Line Testing Site Visit (up to 4 hours) ..... \$550
  - Wastewater Punch List Site Visit & Project Closeout ..... \$1,050
- Additional Fees (as required)
  - Additional Wastewater Site Visit (per visit, up to 4 hours) ..... \$550
  - Additional Wastewater Line Testing Site Visit (per visit, up to 4 hours) ..... \$550
  - Additional Punch List Site Visit (per visit, up to 4 hours)..... \$550

**City of Travelers Rest Fee Schedule  
FY 20-21**

**BUILDING DEPARTMENT**

- Plan Review Fee ½ Total Permit Fees plus \$150.00 Plan Check Fee
- Plan Check Fees
  - Occupancy Permit (when plans required) \$150.00
  - Demolition (when plans required) \$150.00
  - Signs (when plans required) \$150.00
  - Site Plan \$150.00
- Sign Permit \$50.00
- Reinspection Fee \$40.00
- Building Occupancy Permit \$40.00

**Building and Trade Permit Fees**

TOTAL VALUATION	FEE
\$1,000 and less	Base permit fee \$30.
\$1,000 to \$50,000	\$30. base permit fee + \$5. for each additional thousand or fraction thereof, to and including \$50,000.
\$50,000 to \$100,000	\$275. base permit fee + \$4. for each additional thousand or fraction thereof, to and including \$100,000.
\$100,000 to \$500,000	\$475. base permit fee + \$3. for each additional thousand or fraction thereof, to and including \$500,000.
\$500,000 and up	\$1,675. base permit fee + \$2. for each additional thousand or fraction thereof.

**PUBLIC WORKS/CODE ENFORCEMENT**

- Public Works Fee – (Billed on TAX BILL) \$20/Year
- Street, Alley, Easement Abandonment \$500.00
- Sewer User Fee
  - Residential \$10.00/month
  - Commercial \$20.00/month
- Sewer Capacity Evaluation \$250.00
- Septic Tank \$250.00
- Sewer Verification Fee - \$50.00
- Sewer Impact Fees
  - Industrial \$4,800.00 and \$1,200.00 for each 400 gallons/day
  - Industrial (Multi-unit) \$4,800 per unit and \$1,200.00 for each 400 gallons/day
  - Commercial/Office \$2,400 and \$1,200.00 for each 400 gallons/day
  - Commercial/Office (Multi-unit) \$2,400 per unit and \$1,200.00 for each 400 gallons/day
  - Multi-family Residential \$1,200.00 per unit and \$1,200.00 for each 400 gallons/day
  - Single family Residential \$1,200.00
- Sewer Tap Fees
  - Industrial \$1,000.00
  - Industrial (Multi-Unit) \$1000 for first unit and \$500 for each additional unit

**City of Travelers Rest Fee Schedule  
FY 20-21**

- Commercial/Office \$800.00
- Commercial/Office (Multi-unit) \$800.00 for first unit and \$400 for each additional unit
- Multi-dwelling Residential \$400 for first unit and \$200 per unit for each additional unit
- Single family Residential \$400.00
  
- Animal Control:
  - \$35.00 (1<sup>st</sup> offense)
  - \$40.00 (2<sup>nd</sup> offense)
  - \$50.00 (3<sup>rd</sup> offense)
  - \$60.00 (4<sup>th</sup> offense)
  - \$200.00 (5<sup>th</sup> offense)
  - \$500.00 (6<sup>th</sup> offense)
  
- Kennel Fee: \$50.00 first day and Boarding Fee of \$10.00/day
  
- Encroachment Permit \$75.00

**RENTALS:**

- Community Room Meeting Room \$125 for 2hrs – then \$50.00/hr
- Farmers Market Pavilion: \$400.00 for ½ day (includes festival lawn)
- Amphitheater: \$400.00 for ½ day

\*\*\*Non – Profit organizations may receive 50% off all rentals.

\*\*\*\*1/2 Rental Fee – Non-refundable deposit to reserve facility. Full payment due prior to event.

\*\*\*\* A cleaning fee of \$150.00 may be assessed if trash receptacles are not emptied and disposed of in dumpster.





Memo To: City Council

Re: 5-Year Capital Plan

Attached is the updated 5-year Capital Plan. I have prepared two options for Council's consideration.

Option One is a balance budget with no use of fund balance and no fee increases. This option does not provide for one Administrative Permits/Licensing Clerk position to be funded out of a projected increase in Building Permits Revenues.

Option Two is a balanced budget with no use of fund balance and includes trash service fee to fund the full costs of our residential trash collection and disposal program. Residential trash collection/disposal is expected to cost \$325,000, a 6.8% increase over last year due to rising fuel costs and increase in number of customers. This proposed fee is set at \$15/month per customer and would be assessed monthly on the water bill. Revenues are estimated for 10 months to allow for two-month notice. This fee enables the City to raise sufficient revenue to cover 90% of costs to provide trash services in FY22 and 100% of projected costs in FY23 and FY24.

Implementing this service fee further enables the city to reallocate existing revenue streams to fund critical positions of need, including 2 Police Officers, 1 Administrative Permits/Licensing Clerk, and a Fire Marshall, all of which are included in Option Two.

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CAPITAL PROJECTS

Department	Project Summary	Funding Sources	FY2021	FY2022	FY2023	FY2024	FY2025	Total
Public Works	Poinsett & Center Street Streetscape Project Phase I (1)	GO/\$425K City Hall Sale/CityCash/\$225K result	\$ 40,000		600,000	600,000	TBD	\$ 1,200,000
Public Works	Poinsett & Center Street Streetscape Project Phase II (2)	GO Total Project to include C-Funds						
Public Works	Main St Crosswalk	GO	\$ 150,000					\$ 150,000
Recreation	Gateway Park (3)	PayGo		TBD				
Public Works	Downtown Trail Enhancement Project (4)	GO	\$ 35,000					\$ 35,000
Sewer	Sewer Rehabilitation (Basin 7 and 8) (5)	Sewer Fee						
Public Works	Sidewalk Program (6)	GO		\$ 48,000	\$ 55,000	\$ 80,000	\$ 70,000	\$ 253,000
Public Works	Sullivan Street Bridge Repair (7)	GO						\$ 90,000
H - Tax	Poinsett Tubbs Min Public Parking Lot	Cash (Paygo)	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
H - Tax	Poinsett Corridor/ Downtown Zoning/Plan	Cash (Paygo)	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000
H - Tax	Gazebo Pocket Park Enhancement Plan	Cash (Paygo)	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
<b>Fiscal Year Totals</b>			<b>\$ 225,000</b>	<b>\$ 188,000</b>	<b>\$ 655,000</b>	<b>\$ 750,000</b>	<b>\$ 70,000</b>	<b>\$ 1,793,000</b>

- (1) Poinsett Phase I - TBD. Estimated 2.4M Project with C-Fund providing 1.2M and City providing 1.2M
- (2) Poinsett Phase II - TBD Unfunded
- (3) Gateway Park - Planning and engineering is needed at a cost of 75-100k. Construction funding options include H&A Revenue Bond, RIA Grant. Total cost TBD
- (4) Trail Enhancement Project to begin in 2021. Funding sources included H&A tax revenue. City to fund cost of additional asphalt.
- (5) Sewer Rehab - Rehab. all of basins 7 & 8 is needed at a cost of 5.2 M. With no sewer fee increase bonding capacity is limited to \$750k with cash contribution of \$600. Sewer user fee study is needed.
- (6) Sidewalk program. Estimated costs to initiate program are 45k. Additional revenue from Public Works Fee increase needed. Program funding will be split 50/50 with PW Fee Revenue and H-Tax Revenue
- (7) Sullivan Street Bridge Repair - replace retaining wall estimated cost of 45k
- (8) Road Paving - Annual C-Fund/Municipal Matching Program

VEHICLES AND EQUIPMENT

Department	Project Summary	Funding Sources	FY2021	FY2022	FY2023	FY2024	FY2025	Total
Fire	Vehicle (1)	Master Lease		\$ 80,000				\$ 80,000
Fire	Equipment/Gear (2)	Cash (Paygo)	\$ 7,500	\$ 10,000	\$ 10,000	\$ 10,000		\$ 37,500
Fire	Pagers (3)	Cash (Paygo)	\$ 4,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 1,300	\$ 16,300
Police	800 MHz Radios (4)	Master Lease or Grant			\$ 150,000			\$ 150,000
Police	Police Vehicles (5)	Master Lease	\$ 98,000	\$ 163,000	\$ 234,000	\$ 234,000	\$ 180,000	\$ 889,000
Police	Body Camera and Dash Camera plus Data Storage (6)	Cash (Paygo)	\$ 22,000		\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000
Police	MDT Computers (7)	Cash (Paygo)	\$ 7,140	\$ 9,360	\$ 9,360	\$ 9,360	\$ 9,360	\$ 44,580
Police	Tasers (8)	Cash (Paygo)		\$ 20,000				\$ 20,000
Police	Live Scan Plus Fingerprint Machine (9)	Cash (Paygo)	\$ 35,000					\$ 35,000
Public Works	Replacement Vehicle (10)	Master Lease		\$ 4,500				\$ 4,500
Public Works	Trailer (11)	Cash (Paygo)			\$ 40,000			\$ 40,000
Public Works	Replacement Vehicle (12)	Master Lease						
Public Works	John Deere Gator UTV	Cash (Paygo)		\$ 14,000				\$ 14,000
Building Codes	Vehicles (14)	Master Lease			\$ 35,000			\$ 35,000
<b>Fiscal Year Totals</b>			<b>\$ 174,140</b>	<b>\$ 304,360</b>	<b>\$ 501,660</b>	<b>\$ 276,660</b>	<b>\$ 190,660</b>	<b>\$ 1,413,880</b>
							<b>Total CIP</b>	<b>\$ 3,206,880</b>

- (1) Replace aging vehicles
- (2) 3 sets of fire fighter gear needed each year
- (3) replace aging pagers over 5 years
- (4) Grant funding available for radios
- (5) Replace aging vehicles - need to purchase 2 vehicles per year for next 5 years, plus chargers for electric vehicles
- (6) Replace body cameras and dash cameras and data storage solution.
- (7) Replace 4 vehicles computers. Plan to include in budget amendment and purchase in second half of FY 2021
- (8) Replace aging tasers
- (9) Warranty expires on existing equipment in August 2020. We will wait to purchase in second half of FY 2021 or FY22. Will replace when existing machine fails.
- (10) Replace aging vehicle
- (11) Add dump trailer to expand public works capacity
- (12) Replace 2nd public works vehicle
- (13) New heavy equipment in year 3 to expand public works capacity
- (14) Replacement vehicle for Building Codes