

FISCAL YEAR 2012-2013 BUDGET CALENDAR

ACTIVITY	DATE
BUDGET CALENDAR PRESENTED TO COUNCIL (CITY MANAGER)	JANUARY 24, 2012
BUDGET MEMORANDUM, CALENDAR AND FORMS DISTRIBUTED TO DEPARTMENT HEADS (FINANCE DEPARTMENT)	FEBRUARY 13, 2012
FY <u>2011-2012</u> YEAR END REVENUE AND EXPENDITURE PROJECTIONS PREPARED (FINANCE DEPARTMENT)	MARCH 1-9, 2012
FY 2012-2013 DEPARTMENTAL BUDGET REQUEST DUE	MARCH 12, 2012
FY 2012-2013 DEPARTMENT EXPENDITURE REQUEST CONSOLIDATED AND ENTERED INTO MASTER BUDGET FILE (FINANCE DEPARTMENT)	MARCH 19 – 23, 2012
FY 2012-2013 REVENUE PROJECTIONS PREPARED (FINANCE DEPARTMENT)	MARCH 19 – 23, 2012
DEPARTMENT REQUEST REVIEWED FOR ACCURACY AND JUSTIFICATION FOR REQUEST (MANAGER AND FINANCE DIRECTOR)	MARCH 26 – 30, 2012
FY 2012-2013 REVENUE PROJECTIONS AND DEPARTMENT EXPENDITURE REQUEST CONSOLIDATED (FINANCE DEPARTMENT)	MARCH 26 – 30, 2012
FY 2012-2013 DRAFT BUDGET REVIEWED BY (MANAGER AND FINANCE DIRECTOR)	APR 2 – 5, 2012
FY 2012-2013 DRAFT BUDGET PREPARED BY (MANAGER AND DEPARTMENT HEADS)	APR 9 – 18, 2012
1ST DRAFT OF 2012 – 2013 BUDGET DISTRIBUTED TO COUNCIL WITH THE AGENDA PACKAGE	APRIL 19, 2012
1ST DRAFT OF BUDGET PRESENTED TO BUDGET COMMITTEE	APRIL 24, 2012
REVISED BUDGET DRAFT PREPARED BY STAFF	APRIL 25 – MAY 3, 2012
BUDGET COMMITTEE MEETING (IF NECESSARY)	MAY 8, 2012
BUDGET COMMITTEE REPORT AND 1ST READING OF PROPOSED BUDGET	MAY 22, 2012
NOTICE FOR BUDGET PUBLIC HEARING PUBLISHED	MAY 25, 2012
FINAL 2012-2013 BUDGET PREPARED BY STAFF	MAY 23 – JUNE 4, 2012
FINAL BUDGET DISTRIBUTED WITH COUNCIL AGENDA	JUNE 8, 2012
PUBLIC HEARING AND FINAL READING OF THE 2012-2013 BUDGET	JUNE 12, 2012

CITY OF WALTERBORO
FY 2011-2012 BUDGET
SUMMARY SHEET BY CATEGORY

7/31/2012

LINE ITEM	APPROVED FY 2011-2012 BUDGET AS AMENDED	FY 2012-2013 DEPARTMENT REQUEST	FY2012-2013 MANAGER'S RECOMMENDATION	FY 2012-2013 COUNCIL APPROVED
<u>BEGINNING FUND BALANCE</u>				
UTILITY FUND	1,800,178	\$ 1,834,240	\$ 1,834,240	\$ 1,712,240
BEGINNING BALANCE TOTAL	\$1,800,178	\$1,834,240	\$1,834,240	\$1,712,240
<u>REVENUE</u>				
UTILITY FUND	3,381,200	3,282,600	3,292,600	3,292,600
<u>EXPENDITURES</u>				
WATER				
PERSONNEL	\$ 325,622	\$ 336,399	\$ 327,920	\$ 333,870
OPERATING	\$ 428,326	\$ 445,753	\$ 398,643	\$ 400,003
CAPITAL	\$ -	\$ 66,500	\$ 61,500	\$ 36,500
SUBTOTAL	\$ 753,948	\$ 848,652	\$ 788,063	\$ 770,373
UTILITY SUPPORT				
PERSONNEL	\$ 63,163	\$ 68,575	\$ 66,343	\$ 68,043
OPERATING	\$ 514,254	\$ 461,322	\$ 460,972	\$ 460,972
CAPITAL	\$ -	\$ 46,800	\$ -	\$ -
SUBTOTAL	\$ 577,417	\$ 576,697	\$ 527,315	\$ 529,015
ECONOMIC DEVELOPMENT				
PERSONNEL	\$ 52,292	\$ 54,933	\$ 53,612	\$ 54,462
OPERATING	\$ 14,630	\$ 16,900	\$ 16,267	\$ 16,267
CAPITAL	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 66,922	\$ 71,833	\$ 69,879	\$ 70,729
SEWER				
PERSONNEL	\$ 233,370	\$ 249,925	\$ 235,360	\$ 239,610
OPERATING	\$ 344,265	\$ 377,233	\$ 369,429	\$ 368,624
CAPITAL	\$ 22,700	\$ 29,500	\$ 15,500	\$ 15,500
SUBTOTAL	\$ 600,335	\$ 656,658	\$ 620,289	\$ 623,734
UTILITY SUPPORT TO GF	\$ 1,348,516	\$ 1,128,760	\$ 1,364,054	\$ 1,375,749
UTILITY FUND SUBTOTAL	\$ 3,347,138	\$ 3,282,600	\$ 3,369,600	\$ 3,369,600
TOTAL ALL EXPENDITURES	\$ 3,347,138	\$ 3,282,600	\$ 3,369,600	\$ 3,369,600
<u>ENDING FUND BALANCE</u>				
UTILITY FUND	\$ 1,834,240	\$ 1,834,240	\$ 1,757,240	\$ 1,635,240

<u>GRADE</u>		<u>JOB TITLE</u>	<u>SALARY RANGE</u>	
			<u>MINIMUM</u>	<u>MAXIMUM</u>
5	A	LABORER	\$ 18,153	\$ 29,569
6	A	EQUIPMENT OPERATOR	\$ 19,403	\$ 31,606
6	B	TRUCK DRIVER	\$ 19,403	\$ 31,606
6	C	RECEPTIONIST	\$ 19,403	\$ 31,606
6	D	UNCERTIFIED WATER/SEWER TECHNICIAN	\$ 19,403	\$ 31,606
6	E	SKILLED LABORER	\$ 19,403	\$ 31,606
6	F	PARK ATTENDANT	\$ 19,403	\$ 31,606
7	A	CLERK/CASHIER	\$ 20,655	\$ 33,645
8	A	POLICE - COMMUNICATIONS TECHNICIANS	\$ 21,908	\$ 35,687
8	B	POLICE-CRIMINAL INFORMATION COORDINATOR	\$ 21,908	\$ 35,687
8	C	VICTIM/WITNESS ADVOCATE	\$ 21,908	\$ 35,687
8	D	SANITATION DRIVER	\$ 21,908	\$ 35,687
8	E	DEPARTMENT SECRETARY	\$ 21,908	\$ 35,687
8	F	LAB TECH OPERATOR	\$ 21,908	\$ 35,687
8	G	CERTIFIED WATER/SEWER TECHNICIAN	\$ 21,908	\$ 35,687
9	A	SENIOR ACCOUNTS/ PAYABLE CLERK	\$ 23,156	\$ 37,719
9	B	SENIOR EQUIPMENT OPERATOR	\$ 23,156	\$ 37,719
10	A	COMMERCIAL SANITATION DRIVER	\$ 24,412	\$ 39,765
10	B	MECHANIC	\$ 24,412	\$ 39,765
10	C	FIREFIGHTER	\$ 24,412	\$ 39,765
11	A	CHIEF MECHANIC	\$ 25,662	\$ 41,800
11	B	FIRE ENGINEER	\$ 25,662	\$ 41,800
12	A	CODE ENFORCEMENT OFFICER	\$ 26,916	\$ 43,844
13	A	HUMAN RESOURCES SPECIALIST	\$ 28,168	\$ 45,883
13	B	PUBLIC WORKS/STREET/PARKS SUPERVISOR	\$ 28,168	\$ 45,883
13	C	EXECUTIVE SECRETARY/CITY CLERK	\$ 28,168	\$ 45,883
13	E	MUNICIPAL COURT CLERK	\$ 28,168	\$ 45,883
13	F	POLICE PATROL OFFICER	\$ 28,168	\$ 45,883
13	G	FIRE CAPTAIN	\$ 28,168	\$ 45,883
13	H	FIRE ENGINEER - INSPECTOR	\$ 28,168	\$ 45,883
15	A	WATER/SEWER UTILITY FOREMAN	\$ 30,669	\$ 49,957
15	C	PUBLIC SAFETY OFFICER	\$ 30,669	\$ 49,957
15	D	POLICE CORPORAL	\$ 30,669	\$ 49,957
15	E	FINANCE OFFICE MANAGER	\$ 30,669	\$ 49,957
16	A	POLICE SERGEANT	\$ 31,922	\$ 51,998
17	A	PUBLIC SAFETY CORPORAL	\$ 33,172	\$ 54,033
18	A	PUBLIC SAFETY SERGEANT	\$ 34,498	\$ 56,194
18	B	POLICE/FIRE CAPTAIN	\$ 34,498	\$ 56,194
20	A	PUBLIC SAFETY CAPTAIN	\$ 36,929	\$ 60,153
20	B	CITY BUILDING OFFICIAL	\$ 36,929	\$ 60,153
20	C	PUBLIC WORKS STREET SUPERINTENDENT	\$ 36,929	\$ 60,153
20	D	POLICE MAJOR	\$ 36,929	\$ 60,153
21	A	WASTEWATER TREATMENT PLANT SUPERINTENDENT	\$ 38,407	\$ 62,561
22	A	PUBLIC SAFETY MAJOR	\$ 39,431	\$ 64,229
24	A	ASSISTANT PUBLIC SAFETY DIRECTOR	\$ 42,650	\$ 69,473
27	A	PARKS DIRECTOR	\$ 45,713	\$ 74,462
27	B	DIRECTOR OF PLANNING & CODES	\$ 45,713	\$ 74,462
28	B	TOURISM DIRECTOR	\$ 46,944	\$ 76,467
30	A	UTILITIES DIRECTOR	\$ 49,445	\$ 80,541
31	B	PUBLIC SAFETY DIRECTOR	\$ 50,928	\$ 82,956
34	A	DIRECTOR OF FINANCE AND ADMINISTRATION	\$ 54,452	\$ 88,696
34	B	PUBLIC WORKS DIRECTOR	\$ 54,452	\$ 88,696

GRADE	SALARY STEPS 2012-2013									
	BEGIN	STEP 1	STEP 1.5	STEP 2	STEP 2.5	STEP 3	STEP 3.5	STEP 4	STEP 4.5	STEP 5
5	\$ 18,153	\$ 19,060	\$ 19,537	\$ 20,013	\$ 20,514	\$ 21,014	\$ 21,539	\$ 22,065	\$ 22,616	\$ 23,168
6	19,403	20,374	20,883	21,392	21,927	22,462	23,023	23,585	24,175	24,764
7	20,655	21,688	22,230	22,772	23,342	23,911	24,509	25,107	25,734	26,362
8	21,908	23,004	23,579	24,154	24,758	25,362	25,996	26,630	27,296	27,961
9	23,156	24,314	24,922	25,530	26,168	26,807	27,477	28,147	28,850	29,554
10	24,412	25,633	26,274	26,915	27,587	28,260	28,967	29,673	30,415	31,157
11	25,662	26,945	27,618	28,292	28,999	29,707	30,449	31,192	31,972	32,751
12	26,916	28,262	28,968	29,675	30,417	31,159	31,938	32,717	33,535	34,353
13	28,168	29,576	30,316	31,055	31,832	32,608	33,423	34,238	35,094	35,950
14	29,293	30,758	31,527	32,295	33,103	33,910	34,758	35,606	36,496	37,386
15	30,669	32,203	33,008	33,813	34,658	35,503	36,391	37,279	38,211	39,143
16	31,922	33,519	34,357	35,195	36,074	36,954	37,878	38,802	39,772	40,742
17	33,172	34,830	35,701	36,572	37,486	38,400	39,360	40,320	41,329	42,337
18	34,498	36,223	37,129	38,034	38,985	39,936	40,935	41,933	42,981	44,030
19	35,879	37,673	38,614	39,556	40,545	41,534	42,572	43,611	44,701	45,791
20	36,929	38,775	39,745	40,714	41,732	42,750	43,818	44,887	46,009	47,132
21	38,407	40,328	41,336	42,344	43,403	44,461	45,573	46,684	47,851	49,019
22	39,431	41,403	42,438	43,473	44,560	45,647	46,788	47,929	49,127	50,325
23	41,009	43,060	44,136	45,213	46,343	47,473	48,660	49,847	51,093	52,339
24	42,650	44,783	45,902	47,022	48,197	49,373	50,607	51,842	53,138	54,434
25	44,355	46,573	47,737	48,902	50,124	51,347	52,630	53,914	55,262	56,610
26	44,381	46,600	47,765	48,930	50,154	51,377	52,661	53,946	55,294	56,643
27	45,713	47,999	49,199	50,399	51,659	52,919	54,242	55,565	56,954	58,343
28	46,944	49,291	50,524	51,756	53,050	54,344	55,702	57,061	58,487	59,914
29	48,351	50,768	52,037	53,306	54,639	55,972	57,371	58,770	60,240	61,709
30	49,445	51,918	53,216	54,513	55,876	57,239	58,670	60,101	61,604	63,106
31	50,928	53,474	54,811	56,148	57,552	58,955	60,429	61,903	63,451	64,998
32	52,456	55,079	56,456	57,833	59,278	60,724	62,242	63,761	65,355	66,949
33	53,202	55,862	57,259	58,656	60,122	61,588	63,128	64,668	66,285	67,901
34	54,452	57,174	58,604	60,033	61,534	63,035	64,610	66,186	67,841	69,496

NOTE:* The above chart for 2012-2013 has been calculated with a 0% COLA.

GRADE	SALARY STEPS 2012-2013									
	STEP 5.5	STEP 6	STEP 6.5	STEP 7	STEP 7.5	STEP 8	STEP 8.5	STEP 9	STEP 9.5	STEP 10
5	\$ 23,747	\$ 24,326	\$ 24,935	\$ 25,543	\$ 26,181	\$ 26,820	\$ 27,490	\$ 28,161	\$ 28,865	\$ 29,569
6	25,383	26,002	26,652	27,302	27,985	28,668	29,384	30,101	30,853	31,606
7	27,021	27,680	28,372	29,064	29,791	30,517	31,280	32,043	32,844	33,645
8	28,660	29,359	30,093	30,827	31,598	32,369	33,178	33,987	34,837	35,687
9	30,293	31,032	31,808	32,583	33,398	34,213	35,068	35,923	36,821	37,719
10	31,936	32,715	33,533	34,351	35,209	36,068	36,970	37,871	38,818	39,765
11	33,570	34,389	35,249	36,108	37,011	37,914	38,862	39,810	40,805	41,800
12	35,211	36,070	36,972	37,874	38,821	39,767	40,762	41,756	42,800	43,844
13	36,849	37,748	38,692	39,635	40,626	41,617	42,657	43,698	44,790	45,883
14	38,321	39,255	40,237	41,218	42,249	43,279	44,361	45,443	46,579	47,715
15	40,121	41,100	42,127	43,155	44,234	45,312	46,445	47,578	48,768	49,957
16	41,761	42,779	43,849	44,918	46,041	47,164	48,343	49,522	50,760	51,998
17	43,395	44,453	45,565	46,676	47,843	49,010	50,235	51,460	52,747	54,033
18	45,130	46,231	47,387	48,543	49,756	50,970	52,244	53,518	54,856	56,194
19	46,936	48,081	49,283	50,485	51,747	53,009	54,334	55,659	57,051	58,442
20	48,310	49,488	50,725	51,963	53,262	54,561	55,925	57,289	58,721	60,153
21	50,244	51,469	52,756	54,043	55,394	56,745	58,164	59,582	61,072	62,561
22	51,584	52,842	54,163	55,484	56,871	58,258	59,714	61,171	62,700	64,229
23	53,648	54,956	56,330	57,704	59,147	60,589	62,104	63,619	65,209	66,800
24	55,794	57,155	58,584	60,013	61,513	63,014	64,589	66,164	67,819	69,473
25	58,025	59,440	60,926	62,412	63,972	65,533	67,171	68,809	70,530	72,250
26	58,059	59,475	60,962	62,449	64,010	65,571	67,211	68,850	70,571	72,293
27	59,801	61,260	62,792	64,323	65,931	67,539	69,228	70,916	72,689	74,462
28	61,412	62,910	64,482	66,055	67,706	69,358	71,092	72,826	74,646	76,467
29	63,252	64,794	66,414	68,034	69,735	71,436	73,222	75,008	76,883	78,758
30	64,684	66,261	67,918	69,575	71,314	73,053	74,880	76,706	78,624	80,541
31	66,623	68,248	69,954	71,660	73,452	75,243	77,125	79,006	80,981	82,956
32	68,622	70,296	72,053	73,811	75,656	77,501	79,439	81,376	83,411	85,445
33	69,599	71,296	73,079	74,861	76,733	78,604	80,569	82,534	84,598	86,661
34	71,233	72,970	74,795	76,619	78,534	80,450	82,461	84,472	86,584	88,696

NOTE:* The above chart for 2012-2013 has been calculated with a 0% COLA.

**CITY OF WALTERBORO
FY 2012-2013 BUDGET
2010-2012 REVENUE**

	2009-2010	2010-2011 YTD (PR8)	2010-2011	2011-2012 BUDGETED	2011-2012 YTD (PR8)	PROJECTED 2011-2012 YEAR END	2011-2012 PROJECTED VS BUDGETED	2012-2013 RECOMMENDED REVENUE
WATER								
WATER SALES & PENALTIES	1,769,621	1,307,754	1,847,679	1,990,000	1,320,710	1,956,000	(34,000)	\$ 1,950,000
WATER SRV CHRGTAPS	101,128	72,659	109,113	95,000	69,244	95,000	0	\$ 105,000
WATER MISC/INTEREST	34,085	9,342	14,733	13,000	31,799	34,600	21,600	\$ 15,000
WATER ENVIR TESTING	24,720	16,427	24,645	24,700	16,342	24,700	0	\$ 24,700
TOTAL WATER	\$1,929,554	\$1,406,182	\$1,996,170	\$2,122,700	\$1,438,095	\$ 2,110,300	\$ (12,400)	\$ 2,094,700
SEWER								
SEWER SALES & PENALTIES	1,045,309	753,485	1,114,740	1,200,000	761,348	1,152,000	(48,000)	\$ 1,150,000
SEWER TAPS/SEPTIC DMPG	50,846	26,193	41,689	40,000	18,574	31,000	(9,000)	\$ 30,000
SEWER MISC/INTEREST/ANA	398	882	1,049	1,000	4,867	200	(800)	\$ 400
SEWER ENV TESTING	17,705	11,794	17,697	17,500	11,708	17,500	0	17,500
TOTAL SEWER	\$1,114,258	\$ 792,354	\$1,175,175	\$1,258,500	\$ 796,497	\$ 1,200,700	\$ (57,800)	\$ 1,197,900
TOTAL UTILITY FUND REVENUE	\$3,043,812	\$2,198,536	\$3,171,345	\$3,381,200	\$2,234,592	\$ 3,311,000	\$ (70,200)	\$ 3,292,600

**City of Waterboro
Equipment Replacement Fund Amortization**

Department	Veh #	Description	Fiscal Year Purchased	Purchase Amount	Replacement Cost	Expected Life	Expended Life	Remaining Life	Replacement Cost	Annual Payment	2012	2013	2014	2015	2016	2017
Water	39	Ford F250 69223	2008	\$ 20,358		8	5	3	\$ 25,789	\$ 3,224	\$ 3,224	\$ 3,224	\$ 3,224	\$ 3,224	\$ 774	\$ 797
	31	2007 Ford Ranger 38032	2007	13,360		5	6	-1	\$ 15,488	\$ 3,098	\$ 465	\$ 479	\$ 493	\$ 508	\$ 523	\$ 539
	34	2011 Chevy Colorado 32921	2011	16,750		5	2	3	\$ 19,418	\$ 3,884	\$ 3,884	\$ 3,884	\$ 3,884	\$ 3,884	\$ 583	\$ 600
		Pickup truck	2013	18,250		5	0	5	\$ 21,157	\$ 4,231	\$ -	\$ 4,231	\$ 4,231	\$ 4,231	\$ 4,231	\$ 4,231
		Pickup truck	2013	18,250		5	0	5	\$ 21,157	\$ 4,231	\$ -	\$ 4,231	\$ 4,231	\$ 4,231	\$ 4,231	\$ 4,231
		Total								\$ 18,667	\$ 7,572	\$ 16,048	\$ 16,063	\$ 16,078	\$ 10,342	\$ 10,398
Sewer	92	2008 Ford Ranger 77796	2008	\$ 12,156		5	5	0	\$ 14,092	\$ 2,818	\$ 2,818	\$ 423	\$ 435	\$ 449	\$ 462	\$ 476
	94	2010 Ford Ranger 7699	2010	15,271		5	3	2	17,703	\$ 3,541	\$ 3,541	\$ 3,541	\$ 3,541	\$ 531	\$ 547	\$ 563
									-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total								\$ 6,359	\$ 6,359	\$ 3,963	\$ 3,976	\$ 980	\$ 1,009	\$ 1,039
Total Water Fund										25,027	13,931	20,012	20,039	17,057	11,351	11,437

**CITY OF WALTERBORO
FY 2012-2013 BUDGET
PERSONNEL OPERATING BUDGET**

7/31/2012

DEPARTMENT: WATER		
PERSONNEL LINE ITEMS		
SALARIES		
CIVILIAN	\$ 213,880	
SWORN		
SUBTOTAL		\$ 213,880
OVERTIME		
CIVILIAN	\$ 15,000	
SWORN		
SUBTOTAL		\$ 15,000
OTHER PAY		
CIVILIAN	\$ 5,000	
SWORN		
SUBTOTAL		\$ 5,000
SOCIAL SECURITY		
		\$ 17,892
WORKERS COMPENSATION		
		\$ 9,059
STATE RETIREMENT		
CIVILIAN	\$ 24,791	
SWORN		
SUBTOTAL		\$ 24,791
HEALTH INSURANCE		
# OF ELIGIBLE EMPLOYEES	7	
Estimated % Increase		
EIP/MERP/MEDBRIDGE/EAP		\$ 48,248
TOTAL		
		\$ 333,870

**CITY OF WALTERBORO
FY 2012-2013 BUDGET
OPERATING REQUEST**

7/31/2012

DEPARTMENT: WATER					
LINE ITEM DESCRIPTION	2011-2012 BUDGETED	2011-2012 YTD ACTUAL	DEPARTMENT REQUESTED LINE ITEM	MANAGER'S RECOMMENDATION	COUNCIL APPROVED
(11) TRAINING	1,700	1,606	1,700	1,700	1,700
Rural Water/WPCA					
Workshops/DHEC certs					
(12) TRAVEL	0	0	500	500	500
(13) AWARDS & CLAIMS	1,000	1,283	1,000	250	250
reimbursement for					
damage caused by City					
(15) MEMBERSHIP & DUES	750	550	750	750	750
Rural Water/WPCA/					
SC Cert Board					
(16) OFFICE SUPPLIES	500	321	500	500	500
pens, paper, copier, etc.					
(17) POSTAGE	400	245	400	400	400
stamps					
(19) ELECTRICITY	120,000	69,163	120,000	120,000	120,000
Coastal Electric/SCE&G					
(23) TELEPHONE	6,500	2,284	2,000	2,100	2,100
Palmetto Rural/Verizon					
(26) Building Maintenance	1,200	448	1,600	1,600	1,600
(29) SUPPLIES	5,300	1,934	5,300	5,300	5,300
(30) Contractual Services	20,000	1,842	20,000	0	0

**CITY OF WALTERBORO
FY 2012-2013 BUDGET
OPERATING REQUEST**

7/31/2012

DEPARTMENT: WATER					
LINE ITEM DESCRIPTION	2011-2012 BUDGETED	2011-2012 YTD ACTUAL	DEPARTMENT REQUESTED LINE ITEM	MANAGER'S RECOMMENDATION	COUNCIL APPROVED
(33) TIRES	3,000	2,610	3,500	3,000	3,000
(34) GAS & OIL	20,000	12,230	20,000	20,000	20,000
(35) VEHICLE EXPENSE	4,350	1,873	4,450	4,450	4,450
(38) TOOLS & SMALL EQU	4,725	985	4,700	4,700	4,700
Boring tool/Dyna Pac					
(40) UNIFORMS	2,000	937	2,700	2,700	2,700
(41) VEHICLE INSURANCE	1,855	2,876	5,900	5,900	7,260
(46) INSURANCE WELLS	6,290	5,995	11,990	11,990	11,990
(47) EQUIP. REPAIR PUMP	8,000	4,494	8,000	7,500	7,500
motor rewinds/pump repair					
electrical repair to pumps					
(48) EQUIP REPAIR OTHER	10,000	3,201	10,000	9,000	9,000
repairs to tractor/machine					
work/repairs to mud hog					
(49) EQUIP. REPAIR CL.	17,850	7,375	15,000	12,500	12,500
injectors/rotor meter/repair					
kits for regs/cl2 leak detect					
4 scales and 3 detectors					
(57) WATERFALL	600	254	600	600	600
(60) CHEMICALS	16,050	8,239	16,000	16,000	16,000
Van Waters & Rogers CL					

**CITY OF WALTERBORO
FY 2012-2013 BUDGET
OPERATING REQUEST**

7/31/2012

DEPARTMENT: WATER					
LINE ITEM DESCRIPTION	2011-2012 BUDGETED	2011-2012 YTD ACTUAL	DEPARTMENT REQUESTED LINE ITEM	MANAGER'S RECOMMENDATION	COUNCIL APPROVED
(64) STREET & SIDEWALK	5,000	2,032	5,000	4,000	4,000
concrete/crusher run					
(69) SAFE DRINKING	23,355	15,565	23,355	23,355	23,355
WATER ACT FEE					
SCDHEC/CCR					
(79) EMPLOYEE LEASING	0	5,580	0	0	0
(107) T/S TO EQUIP REPLACEMENT	11,401	11,401	16,048	16,048	16,048
(305) WATER SYS COST	60,000	37,935	60,000	50,000	50,000
(311) TANK MAINTENANCE	51,500	24,355	53,800	53,800	53,800
add clean out for Buzz Aldrin					
(324) FIRE HYDRANTS	25,000	19,098	20,000	20,000	20,000
(10) fire hydrants/hydrant valves/hydro stop valves					
(333) RADIO READ METERS	0	0	10,000	0	0
TOTAL	428,326	246,711	444,793	398,643	400,003

**CITY OF WALTERBORO
 FY 2012-2013 BUDGET
 CAPITAL REQUEST JUSTIFICATION**

7/31/2012

DEPARTMENT:	<i>Water</i>	
ITEM:	<i>Armory Well Rehab</i>	
COST:	<i>\$25,000.00</i>	
PURPOSE OF PURCHASE		
(CHECK ONE OR MORE BOXES AS APPROPRIATE)		
SCHEDULED REPLACEMENT	<input type="checkbox"/>	
PRESENT EQUIPMENT OBSOLETE	<input type="checkbox"/>	
TO EXPAND SERVICE	<input type="checkbox"/>	
NEW OPERATION	<input type="checkbox"/>	
TO INCREASE SAFETY	<input type="checkbox"/>	
TO SAVE LABOR COST	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	
WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?		
HOW IS THE JOB PERFORMED NOW?		
WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?		
WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?		

**CITY OF WALTERBORO
 FY 2012-2013 BUDGET
 CAPITAL REQUEST JUSTIFICATION**

7/31/2012

DEPARTMENT:	<i>Water</i>	
ITEM:	<i>Covered pipe storage rack</i>	
COST:	<i>\$5,000.00</i>	
PURPOSE OF PURCHASE		
(CHECK ONE OR MORE BOXES AS APPROPRIATE)		
SCHEDULED REPLACEMENT		
PRESENT EQUIPMENT OBSOLETE		
TO EXPAND SERVICE		
NEW OPERATION		
TO INCREASE SAFETY		
TO SAVE LABOR COST		
OTHER	X	
WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?		
<i>Storage of large diameter pipe to prevent damage from sun.</i>		
HOW IS THE JOB PERFORMED NOW?		
WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?		
WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?		
<i>Two local suppliers have provided prices for material. We will perform the labor ourselves and will need to purchase a permit.</i>		

**CITY OF WALTERBORO
 FY 2012-2013 BUDGET
 CAPITAL REQUEST JUSTIFICATION**

7/31/2012

DEPARTMENT:	<i>Water</i>
ITEM:	<i>Intermediate pickup</i>
COST:	<i>\$18,250.00</i>
PURPOSE OF PURCHASE	
(CHECK ONE OR MORE BOXES AS APPROPRIATE)	
SCHEDULED REPLACEMENT	<input type="checkbox"/>
PRESENT EQUIPMENT OBSOLETE	<input type="checkbox"/>
TO EXPAND SERVICE	<input type="checkbox"/>
NEW OPERATION	<input type="checkbox"/>
TO INCREASE SAFETY	<input type="checkbox"/>
TO SAVE LABOR COST	<input type="checkbox"/>
OTHER	<input type="checkbox"/>
WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?	
HOW IS THE JOB PERFORMED NOW?	
WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?	
WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?	

**CITY OF WALTERBORO
 FY 2012-2013 BUDGET
 CAPITAL REQUEST JUSTIFICATION**

7/31/2012

DEPARTMENT:	<i>Water</i>	
ITEM:	<i>Intermediate pickup</i>	
COST:	<i>\$18,250.00</i>	
PURPOSE OF PURCHASE		
(CHECK ONE OR MORE BOXES AS APPROPRIATE)		
SCHEDULED REPLACEMENT	<input type="checkbox"/>	
PRESENT EQUIPMENT OBSOLETE	<input type="checkbox"/>	
TO EXPAND SERVICE	<input type="checkbox"/>	
NEW OPERATION	<input type="checkbox"/>	
TO INCREASE SAFETY	<input type="checkbox"/>	
TO SAVE LABOR COST	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	
WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?		
HOW IS THE JOB PERFORMED NOW?		
WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?		
WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?		

**CITY OF WALTERBORO
FY 2012-2013 BUDGET
PERSONNEL OPERATING BUDGET**

7/31/2012

DEPARTMENT: UTILTIY SUPPORT		
PERSONNEL LINE ITEMS		LINE ITEM TOTAL
SALARIES		
CIVILIAN	\$ 45,030	
SWORN		
SUBTOTAL		\$ 45,030
OVERTIME		
CIVILIAN		
SWORN		
SUBTOTAL		\$ -
OTHER PAY		
CIVILIAN	\$ -	
SWORN	\$ -	
SUBTOTAL		\$ -
SOCIAL SECURITY		\$ 3,445
WORKERS COMPENSATION		2,264
STATE RETIREMENT		
CIVILIAN	\$ 4,773	
SWORN		
SUBTOTAL		\$ 4,773
HEALTH INSURANCE		
# OF ELIGIBLE EMPLOYEES	2	
Estimated % Increase		
EIP/MERP/MEDBRIDGE/EAP		\$ 12,531
TOTAL		\$ 68,043

**CITY OF WALTERBORO
FY 2012-2013 BUDGET OPERATING REQUEST**

7/31/2012

DEPARTMENT: UTILITY SUPPORT					
LINE ITEM DESCRIPTION	2011-2012 BUDGETED	2011-2012 YTD ACTUAL	DEPARTMENT REQUESTED LINE ITEM TOTAL	MANAGER'S RECOMMENDATION	COUNCIL APPROVED
11 TRAINING	250	80	250	150	150
MASC/SEMINARS/WORKSHOPS					
12 TRAVEL	500	104	500	250	250
Rooms/meals/mileage					
15 MEMBERSHIP & DUES	50	25	50	50	50
#US 16 OFFICE SUPPLIES	2,500	2,676	2,800	2,800	2,800
Meter service orders/receipt books					
envelopes/copies					
Checks/copy paper/printer ribbons/misc					
#US 17 Postage	22,000	13,379	20,700	20,700	20,700
Printing/mailing of water & delinq bills					
#US 23 TELEPHONE	300	75	100	100	100
internet/credit card lines					
#US 30 CONTRACTURAL SERVICES	5,500	3,510	5,500	5,500	5,500
QS1/Mastermeter/Sensus					
# US 80 Audit	12,000	12,000	12,000	12,000	12,000
101 Credit Card Expense	2,000	2,000	1,600	1,600	1,600
(\$400x12/FIN,US, JUD)					
#357-Bells Hwy Water & Sewer \$378,153 (4%) DEBT SERV	33,647	8,412	0	0	0
#358-Sewer Line Rehabilitation(\$3,459,914) DEBT SER	252,143	63,035	0	0	0
#366 Water/Sewer rehab - SRF	183,364	107,031	183,364	183,364	183,364
371 - 2011A Refi Bells Hwy	0	8,320	24,578	24,578	24,578
372 - 2011B Refi Bells Hwy	0	71,330	209,880	209,880	209,880
TOTAL	514,254	291,977	461,322	460,972	460,972

**CITY OF WALTERBORO
FY 2012-2013 BUDGET
CAPITAL JUSTIFICATION**

DEPARTMENT:	<i>UTILITY SUPPORT</i>		
ITEM:	<i>INCODE APPLICATION SOFTWARE</i>		
COST:	<i>\$46,800.00</i>		
PURPOSE OF PURCHASE			
(CHECK ONE OR MORE BOXES AS APPROPRIATE)			
SCHEDULED REPLACEMENT			
PRESENT EQUIPMENT OBSOLETE		X	
TO EXPAND SERVICE			
NEW OPERATION			
TO INCREASE SAFETY			
TO SAVE LABOR COST			
OTHER			
WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?			
<i>To update from current program that is not willing to update software to accommodate requests.</i>			
HOW IS THE JOB PERFORMED NOW?			
<i>Smith Data</i>			
WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?			
<i>To be able to provide better and more reports with more detail for better analysis as well as cut down on processing daily activities.</i>			
WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?			
<i>Incode Application Software</i>			

**CITY OF WALTERBORO
FY 2012-2013 BUDGET
PERSONNEL OPERATING BUDGET**

7/31/2012

DEPARTMENT: ECONOMIC DEVELOPMENT		
PERSONNEL LINE ITEMS		LINE ITEM TOTAL
SALARIES		
CIVILIAN	\$ 39,772	
SWORN		
SUBTOTAL		\$ 39,772
OVERTIME		
CIVILIAN		
SWORN		
SUBTOTAL		\$ -
OTHER PAY		
CIVILIAN	\$ -	
SWORN	\$ -	
SUBTOTAL		\$ -
SOCIAL SECURITY		
		\$ 3,043
WORKERS COMPENSATION		
		1,247
STATE RETIREMENT		
CIVILIAN	\$ 4,216	
SWORN		
SUBTOTAL		\$ 4,216
HEALTH INSURANCE		
# OF ELIGIBLE EMPLOYEES	1	
Estimated % Increase		
EIP/MEDBRIDGE/EAP/MERP		\$ 6,185
TOTAL		
		\$ 54,462

**CITY OF WALTERBORO
FY 2012-2013 BUDGET
OPERATING REQUEST**

7/31/2012

DEPARTMENT: ECONOMIC DEVELOPMENT					
LINE ITEM DESCRIPTION	2011-2012 BUDGETED	2011-2012 YTD ACTUAL	DEPARTMENT REQUESTED LINE ITEM TOTAL	MANAGER'S RECOMMENDATION	COUNCIL APPROVED
11 TRAINING	3,800	0	1,500	1,500	1,500
MASC/SEMINARS/WORKSHOPS					
12 TRAVEL	2,500	2,038	4,500	4,500	4,500
Rooms/meals/mileage					
13 AWARDS & CLAIMS	0	0	0	0	0
15 MEMBERSHIP & DUES	200	200	300	300	300
ICSC, SCEDA					
16 OFFICE SUPPLIES	800	81	500	500	500
17 POSTAGE	200	58	125	125	125
18 PUBLIC NOTICES	200	0	200	0	0
23 TELEPHONE	1,000	562	1,300	900	900
29 SUPPLIES	0	62	0	0	0
30 CONTRACTURAL SERVICES	550	375	550	550	550
34 GAS & OIL	750	736	1,000	1,000	1,000
35 VEHICLE EXPENSE	400	966	750	750	750
41 VEHICLE INSURANCE	230	321	642	642	642
92 TUITION	4,000	0	3,000	3,000	3,000
113 ADVERTISING & PROMOTION	0	0	2,500	2,500	2,500
TOTAL	14,630	5,399	16,867	16,267	16,267

**CITY OF WALTERBORO
FY 2012-2013 BUDGET
PERSONNEL OPERATING BUDGET**

7/31/2012

DEPARTMENT: SEWER		
PERSONNEL LINE ITEMS		LINE ITEM TOTAL
SALARIES		
CIVILIAN	\$ 158,318	
SWORN		
SUBTOTAL		\$ 158,318
OVERTIME		
CIVILIAN	\$ 6,000	
SWORN		
SUBTOTAL		\$ 6,000
OTHER PAY		
CIVILIAN	\$ 1,500	
SWORN		
SUBTOTAL		\$ 1,500
		\$ 12,685
SOCIAL SECURITY		
WORKERS COMPENSATION		
		\$ 6,482
STATE RETIREMENT		
CIVILIAN	\$ 17,577	
SWORN		
SUBTOTAL		\$ 17,577
HEALTH INSURANCE		
# OF ELIGIBLE EMPLOYEES	5	
Estimated % Increase		
EIP/MERP/MEDBRIDGE		\$ 37,048
TOTAL		\$ 239,610

**CITY OF WALTERBORO
FY 2012-2013 BUDGET
OPERATING BUDGET**

DEPARTMENT: SEWER					
LINE ITEM DESCRIPTION	2011-2012 BUDGETED	2011-2012 YTD ACTUAL	DEPARTMENT REQUESTED LINE ITEM TOTAL	MANAGER'S RECOMMENDATION	COUNCIL APPROVED
(11) TRAINING	1,500	190	1,500	1,000	1,000
SC Environmental/WPCA Confer					
Training workshop					
(12) TRAVEL	1,000	639	1,000	750	750
Reimbursement for travel					
meeting workshops, & conf.					
(13) AWARDS & CLAIMS	700	799	100	100	100
Small Claims					
(15) MEMBERSHIP & DUES	200	0	400	400	400
Water Env. Fed./SC Brd of Cert					
Water Pollution					
(16) OFFICE SUPPLIES	650	203	650	500	500
(17) POSTAGE	450	350	450	450	450
(19) ELECTRICITY	145,800	98,714	168,700	168,700	168,700
(23) TELEPHONE	5,600	3,439	5,900	5,000	5,000
(26) BUILDING MAINTENANCE	6,500	2,083	5,000	4,000	4,000
replace light					
(27) BUILDING INSURANCE	2,732	4,078	8,156	8,156	8,156
Sewer plant/lift stations					
(29) SUPPLIES	7,000	3,911	7,000	7,000	7,000
(33) TIRES	4,000	2,287	3,800	3,800	3,800
Trucks/Freightliner/tractors					

**CITY OF WALTERBORO
FY 2012-2013 BUDGET
OPERATING BUDGET**

DEPARTMENT: SEWER					
LINE ITEM DESCRIPTION	2011-2012 BUDGETED	2011-2012 YTD ACTUAL	DEPARTMENT REQUESTED LINE ITEM TOTAL	MANAGER'S RECOMMENDATION	COUNCIL APPROVED
(34) GAS & OIL	17,000	7,648	16,000	16,000	16,000
Unleaded (1,200)/Oil					
(b) Diesel (660 gal.)/Off road fuel					
(35) VEHICLE EXPENSE	3,250	37	3,250	3,250	3,250
(38) TOOLS & SMALL EQU.	2,300	520	2,300	2,000	2,000
(40) UNIFORMS	1,800	1,063	1,850	1,850	1,850
(41) VEHICLE INSURANCE	1,150	1,605	3,210	3,210	3,305
Spreader/tractor/crane truck/ Pickups/dump truck/Freightliner					
(47) EQUIPMENT REPAIR	40,000	13,738	40,000	35,000	35,000
(60) CHEMICALS	28,500	14,089	28,500	28,500	28,500
(63) INFLUENT METAL SAMPLNG	30,000	17,357	30,000	30,000	30,000
12 toxicis & \$675/metal samples					
Pickup service/testing for land app					
Macroinvert sampling					
(70) LAB SUPPLIES	6,700	3,397	6,700	6,700	6,700
replace sampler					
(71) SCDHEC	2,700	2,420	2,700	2,700	2,700
NPDES permit fee/lab cert fee					
(72) ANNUAL LEASE PAY.	3,000	3,000	3,000	3,000	3,000
spray field					
(74) SLUDGE & DISPOSAL	20,000	8,412	25,000	25,000	25,000
TCLP sludge/Soil & metal samples					

**CITY OF WALTERBORO
FY 2012-2013 BUDGET
OPERATING BUDGET**

DEPARTMENT: SEWER					
LINE ITEM DESCRIPTION	2011-2012 BUDGETED	2011-2012 YTD ACTUAL	DEPARTMENT REQUESTED LINE ITEM TOTAL	MANAGER'S RECOMMENDATION	COUNCIL APPROVED
Rye grass winter cover/lime					
(87) LEGAL EXPENSE	0	0	0	0	0
(107) EQUIP REPLACE FUND	3,283	3,283	3,963	3,963	3,963
(305) SYSTEM COST	8,450	0	7,500	7,500	7,500
blower and control panel					
TOTAL	344,265	193,262	376,629	368,529	368,624

**CITY OF WALTERBORO
 FY 2012-2013
 CAPITAL REQUEST JUSTIFICATION**

7/31/2012

DEPARTMENT:	<i>Sewer</i>
ITEM:	<i>Buzz liftstation foundation rehab</i>
COST:	<i>\$10,000.00</i>
PURPOSE OF PURCHASE	
(CHECK ONE OR MORE BOXES AS APPROPRIATE)	
<input type="checkbox"/> SCHEDULED REPLACEMENT	
<input type="checkbox"/> PRESENT EQUIPMENT OBSOLETE	
<input type="checkbox"/> TO EXPAND SERVICE	
<input type="checkbox"/> NEW OPERATION	
<input type="checkbox"/> TO INCREASE SAFETY	
<input type="checkbox"/> TO SAVE LABOR COST	
<input type="checkbox"/> OTHER	
WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?	
HOW IS THE JOB PERFORMED NOW?	
WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?	
WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?	

**CITY OF WALTERBORO
 FY 2012-2013
 CAPITAL REQUEST JUSTIFICATION**

7/31/2012

DEPARTMENT:	<i>Sewer</i>
ITEM:	<i>Chlorine contact chamber rehab</i>
COST:	<i>\$14,000.00</i>
PURPOSE OF PURCHASE	
(CHECK ONE OR MORE BOXES AS APPROPRIATE)	
SCHEDULED REPLACEMENT	<input type="checkbox"/>
PRESENT EQUIPMENT OBSOLETE	<input type="checkbox"/>
TO EXPAND SERVICE	<input type="checkbox"/>
NEW OPERATION	<input type="checkbox"/>
TO INCREASE SAFETY	<input type="checkbox"/>
TO SAVE LABOR COST	<input type="checkbox"/>
OTHER	<input type="checkbox"/>
WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?	
HOW IS THE JOB PERFORMED NOW?	
WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?	
WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?	

**CITY OF WALTERBORO
 FY 2012-2013
 CAPITAL REQUEST JUSTIFICATION**

7/31/2012

DEPARTMENT:	<i>Sewer</i>
ITEM:	<i>WWTP outfall rehab</i>
COST:	<i>\$5,500.00</i>
PURPOSE OF PURCHASE	
(CHECK ONE OR MORE BOXES AS APPROPRIATE)	
SCHEDULED REPLACEMENT	<input type="checkbox"/>
PRESENT EQUIPMENT OBSOLETE	<input type="checkbox"/>
TO EXPAND SERVICE	<input type="checkbox"/>
NEW OPERATION	<input type="checkbox"/>
TO INCREASE SAFETY	<input type="checkbox"/>
TO SAVE LABOR COST	<input type="checkbox"/>
OTHER	<input type="checkbox"/>
WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?	
HOW IS THE JOB PERFORMED NOW?	
WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?	
WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?	