

## FISCAL YEAR 2013-2014 BUDGET CALENDAR

ACTIVITY	DATE
BUDGET CALENDAR PRESENTED TO COUNCIL (CITY MANAGER)	JANUARY 22, 2013
BUDGET MEMORANDUM, CALENDAR AND FORMS DISTRIBUTED TO DEPARTMENT HEADS (FINANCE DEPARTMENT)	FEBRUARY 12, 2013
FY <u>2012-2013</u> YEAR END REVENUE AND EXPENDITURE PROJECTIONS PREPARED (FINANCE DEPARTMENT )	MARCH 1-8, 2013
FY 2013-2014 DEPARTMENTAL BUDGET REQUEST DUE	MARCH 11, 2013
FY 2013-2014 DEPARTMENT EXPENDITURE REQUEST CONSOLIDATED AND ENTERED INTO MASTER BUDGET FILE (FINANCE DEPARTMENT)	MARCH 18 – 22, 2013
FY 2013-2014 REVENUE PROJECTIONS PREPARED (FINANCE DEPARTMENT)	MARCH 18 – 22, 2013
DEPARTMENT REQUEST REVIEWED FOR ACCURACY AND JUSTIFICATION FOR REQUEST (MANAGER AND FINANCE DIRECTOR)	MARCH 25 – 29, 2013
FY 2013-2014 REVENUE PROJECTIONS AND DEPARTMENT EXPENDITURE REQUEST CONSOLIDATED ( FINANCE DEPARTMENT)	MARCH 25 – 29, 2013
FY 2013-2014 DRAFT BUDGET REVIEWED BY (MANAGER AND FINANCE DIRECTOR)	APR 1 – 5, 2013
FY 2013-2014 DRAFT BUDGET PREPARED BY (MANAGER AND DEPARTMENT HEADS)	APR 8 – 17, 2013
1ST DRAFT OF 2013 – 2014 BUDGET DISTRIBUTED TO COUNCIL WITH THE AGENDA PACKAGE	APRIL 18, 2013
1ST DRAFT OF BUDGET PRESENTED TO BUDGET COMMITTEE	APRIL 23, 2013
REVISED BUDGET DRAFT PREPARED BY STAFF	APRIL 24 – MAY 3, 2013
BUDGET COMMITTEE MEETING (IF NECESSARY)	MAY 7, 2013
BUDGET COMMITTEE REPORT AND 1ST READING OF PROPOSED BUDGET	MAY 21, 2013
NOTICE FOR BUDGET PUBLIC HEARING PUBLISHED	MAY 24, 2013
FINAL 2013-2014 BUDGET PREPARED BY STAFF	MAY 22 – JUNE 3, 2013
FINAL BUDGET DISTRIBUTED WITH COUNCIL AGENDA	JUNE 6, 2013
PUBLIC HEARING AND FINAL READING OF THE 2013-2014 BUDGET	JUNE 11, 2013

**CITY OF WALTERBORO**  
**FY 2013-2014 BUDGET**  
**SUMMARY SHEET BY CATEGORY**

9/18/2013

LINE ITEM	APPROVED FY 2012-2013 BUDGET AS AMENDED	FY 2013-2014 DEPARTMENT REQUEST	FY2013-2014 MANAGER'S RECOMMENDATION	FY 2013-2014 COUNCIL APPROVED
<b><u>BEGINNING FUND BALANCE</u></b>				
UTILITY FUND	\$ 1,712,240	\$ 1,635,240	\$ 1,635,240	\$ 1,635,240
<b>BEGINNING BALANCE TOTAL</b>	<b>\$1,712,240</b>	<b>\$1,635,240</b>	<b>\$1,635,240</b>	<b>\$1,635,240</b>
<b><u>REVENUE</u></b>				
UTILITY FUND	3,292,600	3,254,280	3,401,950	3,401,950
<b><u>EXPENDITURES</u></b>				
<b>WATER</b>				
PERSONNEL	\$ 333,870	\$ 336,132	\$ 336,132	\$ 336,132
OPERATING	\$ 400,003	\$ 514,040	\$ 480,909	\$ 473,409
CAPITAL	\$ 36,500	\$ 90,000	\$ 15,000	\$ 15,000
<b>SUBTOTAL</b>	<b>\$ 770,373</b>	<b>\$ 940,172</b>	<b>\$ 832,041</b>	<b>\$ 824,541</b>
<b>UTILITY SUPPORT</b>				
PERSONNEL	\$ 68,043	\$ 67,423	\$ 68,096	\$ 68,096
OPERATING	\$ 460,972	\$ 469,047	\$ 461,047	\$ 461,047
CAPITAL	\$ -	\$ 7,000	\$ 7,000	\$ -
<b>SUBTOTAL</b>	<b>\$ 529,015</b>	<b>\$ 543,470</b>	<b>\$ 536,143</b>	<b>\$ 529,143</b>
<b>ECONOMIC DEVELOPMENT</b>				
PERSONNEL	\$ 54,462	\$ -	\$ -	\$ -
OPERATING	\$ 16,267	\$ 69,962	\$ 68,561	\$ 68,561
CAPITAL	\$ -	\$ -	\$ -	\$ -
<b>SUBTOTAL</b>	<b>\$ 70,729</b>	<b>\$ 69,962</b>	<b>\$ 68,561</b>	<b>\$ 68,561</b>
<b>SEWER</b>				
PERSONNEL	\$ 239,610	\$ 251,311	\$ 251,311	\$ 251,311
OPERATING	\$ 368,624	\$ 460,284	\$ 401,184	\$ 401,184
CAPITAL	\$ 15,500	\$ 44,800	\$ 29,800	\$ 29,800
<b>SUBTOTAL</b>	<b>\$ 623,734</b>	<b>\$ 756,395</b>	<b>\$ 682,295</b>	<b>\$ 682,295</b>
UTILITY SUPPORT TO GF	\$ 1,375,749	\$ 944,281	\$ 1,282,910	\$ 1,297,410
<b>UTILITY FUND SUBTOTAL</b>	<b>\$ 3,369,600</b>	<b>\$ 3,254,280</b>	<b>\$ 3,401,950</b>	<b>\$ 3,401,950</b>
<b>TOTAL ALL EXPENDITURES</b>	<b>\$ 3,369,600</b>	<b>\$ 3,254,280</b>	<b>\$ 3,401,950</b>	<b>\$ 3,401,950</b>
<b><u>ENDING FUND BALANCE</u></b>				
UTILITY FUND	\$ 1,635,240	\$ 1,635,240	\$ 1,635,240	\$ 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

**CITY OF WALTERBORO  
FY 2013-2014 BUDGET  
2010-2014 REVENUE**

	2010-2011	2011-2012	2011-2012 YTD (PR8)	2012-2013 BUDGETED	2012-2013 YTD (PR8)	PROJECTED 2012-2013 YEAR END	2012-2013 PROJECTED VS BUDGETED	2013-2014 RECOMMENDED REVENUE
<b>WATER</b>								
WATER SALES & PENALTIES	1,847,679	1,985,592	1,320,710	\$ 1,950,000	1,268,485	1,950,000	0	2,043,530
WATER SRV CHRGTAPS	109,113	100,895	69,244	\$ 105,000	57,663	83,000	(22,000)	83,000
WATER MISC/INTEREST	14,733	54,190	31,799	\$ 15,000	2,848	3,000	(12,000)	3,000
WATER ENVIR TESTING	24,645	24,559	16,342	\$ 24,700	16,376	24,700	0	24,700
<b>TOTAL WATER</b>	<b>\$1,996,170</b>	<b>\$2,165,236</b>	<b>\$1,438,095</b>	<b>\$2,094,700</b>	<b>\$1,345,372</b>	<b>\$ 2,060,700</b>	<b>\$ (34,000)</b>	<b>\$ 2,154,230</b>
<b>SEWER</b>								
SEWER SALES & PENALTIES	1,114,740	1,121,350	761,348	\$1,150,000	756,870	1,140,000	(10,000)	1,194,140
SEWER TAPS/SEPTIC DMPG	41,689	29,657	18,574	\$ 30,000	25,427	35,000	5,000	36,000
SEWER MISC/INTEREST/ANA	1,049	81	67	\$ 400	67	80	(320)	80
SEWER ENV TESTING	17,697	17,562	11,708	17,500	11,689	17,500	0	17,500
<b>TOTAL SEWER</b>	<b>\$1,175,175</b>	<b>\$1,168,650</b>	<b>\$ 791,697</b>	<b>\$1,197,900</b>	<b>\$ 794,053</b>	<b>\$ 1,192,580</b>	<b>\$ (5,320)</b>	<b>\$ 1,247,720</b>
<b>TOTAL UTILITY FUND REVENUE</b>	<b>\$3,171,345</b>	<b>\$3,333,886</b>	<b>\$2,229,792</b>	<b>\$3,292,600</b>	<b>\$2,139,425</b>	<b>\$ 3,253,280</b>	<b>\$ (39,320)</b>	<b>\$ 3,401,950</b>

**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	2008 Ford F250 69223	2008	\$ 20,358		8	6	2	\$ 25,789	\$ 3,224	\$ 3,224	\$ 3,224	\$ 3,224	\$ 3,224	\$ 774	\$ 797
	31	2007 Ford Ranger 38032	2007	13,360		5	7	-2	\$ 15,488	\$ 3,098	\$ 465	\$ 479	\$ 493	\$ 508	\$ 523	\$ 539
	34	2011 Chevy Colorado 32921	2011	16,750		5	3	2	\$ 19,418	\$ 3,884	\$ 3,884	\$ 3,884	\$ 3,884	\$ 3,884	\$ 583	\$ 600
	36	2013 Ford F150 38278	2013	17,997		5	1	4	\$ 20,863	\$ 4,173	\$ -	\$ 4,173	\$ 4,173	\$ 4,173	\$ 4,173	\$ 4,173
	93	2013 Ford F150 38277	2013	17,767		5	1	4	\$ 20,597	\$ 4,119	\$ -	\$ 4,119	\$ 4,119	\$ 4,119	\$ 4,119	\$ 4,119
		Total								\$ 18,497	\$ 7,572	\$ 15,878	\$ 15,892	\$ 15,907	\$ 10,171	\$ 10,228
Sewer	92	2008 Ford Ranger 77796	2008	\$ 12,156		5	6	-1	\$ 14,092	\$ 2,818	\$ 2,818	\$ 423	\$ 435	\$ 449	\$ 462	\$ 476
	94	2010 Ford Ranger 7699	2010	15,271		5	4	1	17,703	\$ 3,541	\$ 3,541	\$ 3,541	\$ 3,541	\$ 531	\$ 547	\$ 563
		Pickup truck	2014	17,800		5	0	5	20,635	4,127	\$ -	\$ -	\$ 4,127	\$ 4,127	\$ 4,127	\$ 4,127
		Total								\$ 10,486	\$ 6,359	\$ 3,963	\$ 8,103	\$ 5,107	\$ 5,136	\$ 5,166
		<b>Total Water Fund</b>								28,983	13,931	19,841	23,995	21,014	15,307	15,394



**CITY OF WALTERBORO  
FY 2013-2014 BUDGET  
PERSONNEL OPERATING BUDGET**

9/18/2013

<b>DEPARTMENT: WATER</b>		
<b>PERSONNEL LINE ITEMS</b>		
<b>SALARIES</b>		
CIVILIAN	\$ 217,387	
SWORN		
<b>SUBTOTAL</b>		<b>\$ 217,387</b>
<b>OVERTIME</b>		
CIVILIAN	\$ 15,000	
SWORN		
<b>SUBTOTAL</b>		<b>\$ 15,000</b>
<b>OTHER PAY</b>		
CIVILIAN	\$ 5,000	
SWORN		
<b>SUBTOTAL</b>		<b>\$ 5,000</b>
<b>SOCIAL SECURITY</b>		<b>\$ 18,160</b>
<b>WORKERS COMPENSATION</b>		<b>\$ 8,900</b>
<b>STATE RETIREMENT</b>		
CIVILIAN	\$ 25,163	
SWORN		
<b>SUBTOTAL</b>		<b>\$ 25,163</b>
<b>HEALTH INSURANCE</b>		
# OF ELIGIBLE EMPLOYEES	7	
Estimated 6.8% Increase		
EIP/MERP/MEDBRIDGE/EAP		<b>\$ 46,522</b>
<b>TOTAL</b>		<b>\$ 336,132</b>

**CITY OF WALTERBORO  
FY 2013-2014 BUDGET  
OPERATING REQUEST**

9/18/2013

<b>DEPARTMENT: WATER</b>					
<b>LINE ITEM DESCRIPTION</b>	<b>2012-2013 BUDGETED</b>	<b>2012-2013 YTD ACTUAL</b>	<b>DEPARTMENT REQUESTED LINE ITEM</b>	<b>MANAGER'S RECOMMENDATION</b>	<b>COUNCIL APPROVED</b>
<b>(11) TRAINING</b>	1,700	850	1,800	1,800	1,800
Rural Water/WPCA					
Workshops/DHEC certs					
<b>(12) TRAVEL</b>	500	286	500	500	500
<b>(13) AWARDS &amp; CLAIMS</b>	250	586	250	250	250
reimbursement for					
damage caused by City					
<b>(15) MEMBERSHIP &amp; DUES</b>	750	650	850	850	850
Rural Water/WPCA/					
SC Cert Board					
<b>(16) OFFICE SUPPLIES</b>	500	90	500	500	500
pens, paper, copier, etc.					
<b>(17) POSTAGE</b>	400	296	450	450	450
stamps					
<b>(19) ELECTRICITY</b>	120,000	74,818	128,000	128,000	128,000
Coastal Electric/SCE&G					
<b>(23) TELEPHONE</b>	2,100	1,043	1,850	1,850	1,850
Palmetto Rural/Verizon					
<b>(26) Building Maintenance</b>	1,600	0	1,600	1,600	1,600
<b>(29) SUPPLIES</b>	5,300	2,160	5,300	5,300	5,300
<b>(30) Contractual Services</b>	0	250	81,700	61,700	54,200

**CITY OF WALTERBORO  
FY 2013-2014 BUDGET  
OPERATING REQUEST**

9/18/2013

<b>DEPARTMENT: WATER</b>					
<b>LINE ITEM DESCRIPTION</b>	<b>2012-2013 BUDGETED</b>	<b>2012-2013 YTD ACTUAL</b>	<b>DEPARTMENT REQUESTED LINE ITEM</b>	<b>MANAGER'S RECOMMENDATION</b>	<b>COUNCIL APPROVED</b>
<b>(33) TIRES</b>	3,000	1,939	3,000	3,000	3,000
<b>(34) GAS &amp; OIL</b>	20,000	11,652	20,050	20,050	20,050
<b>(35) VEHICLE EXPENSE</b>	4,450	2,520	4,000	6,500	6,500
<b>(38) TOOLS &amp; SMALL EQU</b>	4,700	675	4,500	4,500	4,500
<b>(40) UNIFORMS</b>	2,700	1,399	2,800	2,800	2,800
<b>(41) VEHICLE INSURANCE</b>	7,260	6,093	7,185	7,185	7,185
5% increase					
<b>(46) INSURANCE WELLS</b>	11,990	12,339	12,955	12,955	12,955
5% increase					
<b>(47) EQUIP. REPAIR PUMP</b>	7,500	678	7,000	7,000	7,000
motor rewinds/pump repair					
electrical repair to pumps					
<b>(48) EQUIP REPAIR OTHER</b>	9,000	4,983	9,000	9,000	9,000
repairs to tractor/machine					
work/repairs to mud hog					
<b>(49) EQUIP. REPAIR CL.</b>	12,500	1,997	10,000	10,000	10,000
injectors/rotor meter/repair					
kits for regs/cl2 leak detect					
4 scales and 3 detectors					
<b>(57) WATERFALL</b>	600	0	2,500	2,500	2,500
<b>(60) CHEMICALS</b>	16,000	8,036	16,500	16,500	16,500

**CITY OF WALTERBORO  
FY 2013-2014 BUDGET  
OPERATING REQUEST**

9/18/2013

<b>DEPARTMENT: WATER</b>					
<b>LINE ITEM DESCRIPTION</b>	<b>2012-2013 BUDGETED</b>	<b>2012-2013 YTD ACTUAL</b>	<b>DEPARTMENT REQUESTED LINE ITEM</b>	<b>MANAGER'S RECOMMENDATION</b>	<b>COUNCIL APPROVED</b>
Van Waters & Rogers CL					
<b>(64) STREET &amp; SIDEWALK</b>	4,000	2,693	5,000	5,000	5,000
concrete/crusher run					
<b>(69) SAFE DRINKING</b>	23,355	11,812	23,355	23,355	23,355
<b>WATER ACT FEE</b>					
SCDHEC/CCR					
<b>(87) LEGAL EXPENSE</b>	0	0	0	0	0
<b>(107) T/S TO EQUIP REPLACEMENT</b>	16,048	16,048	21,689	15,892	15,892
<b>(305) WATER SYS COST</b>	50,000	28,638	84,834	75,000	75,000
<b>(311) TANK MAINTENANCE</b>	53,800	24,355	56,872	56,872	56,872
add clean out for Buzz Aldrin					
<b>(324) FIRE HYDRANTS</b>	20,000	9,924	0	0	0
(10) fire hydrants/hydrant valves/hydro stop valves					
<b>TOTAL</b>	<b>400,003</b>	<b>226,810</b>	<b>514,040</b>	<b>480,909</b>	<b>473,409</b>



**CITY OF WALTERBORO  
 FY 2013-2014 BUDGET  
 CAPITAL REQUEST JUSTIFICATION**

9/18/2013

<b>DEPARTMENT:</b>	<i>Water</i>	
<b>ITEM:</b>	<i>Ford Explorer</i>	
<b>COST:</b>	<i>\$25,000.00</i>	
<b>PURPOSE OF PURCHASE</b>		
(CHECK ONE OR MORE BOXES AS APPROPRIATE)		
<b>SCHEDULED REPLACEMENT</b>	<input checked="" type="checkbox"/>	
<b>PRESENT EQUIPMENT OBSOLETE</b>	<input checked="" type="checkbox"/>	
<b>TO EXPAND SERVICE</b>		
<b>NEW OPERATION</b>		
<b>TO INCREASE SAFETY</b>		
<b>TO SAVE LABOR COST</b>		
<b>OTHER</b>		
<b>WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?</b>		
<i>Replace a 2002 SUV with 160,000 miles</i>		
<b>HOW IS THE JOB PERFORMED NOW?</b>		
<b>WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?</b>		
<b>WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?</b>		

**CITY OF WALTERBORO  
 FY 2013-2014 BUDGET  
 CAPITAL REQUEST JUSTIFICATION**

9/18/2013

<b>DEPARTMENT:</b>	<i>Water</i>	
<b>ITEM:</b>	<i>Cracker Barrel Well Rehabilitation</i>	
<b>COST:</b>	<i>\$50,000.00</i>	
<b>PURPOSE OF PURCHASE</b>		
(CHECK ONE OR MORE BOXES AS APPROPRIATE)		
<b>SCHEDULED REPLACEMENT</b>		
<b>PRESENT EQUIPMENT OBSOLETE</b>		
<b>TO EXPAND SERVICE</b>	<input checked="" type="checkbox"/>	
<b>NEW OPERATION</b>		
<b>TO INCREASE SAFETY</b>		
<b>TO SAVE LABOR COST</b>	<input checked="" type="checkbox"/>	
<b>OTHER</b>		
<b>WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?</b>		
<i>To increase the well production and increase fire protection.</i>		
<b>HOW IS THE JOB PERFORMED NOW?</b>		
<b>WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?</b>		
<b>WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?</b>		

**CITY OF WALTERBORO  
 FY 2013-2014 BUDGET  
 CAPITAL REQUEST JUSTIFICATION**

9/18/2013

<b>DEPARTMENT:</b>	<i>Water</i>	
<b>ITEM:</b>	<i>Rest Area Well Pump Installation</i>	
<b>COST:</b>	<i>\$15,000.00</i>	
<b>PURPOSE OF PURCHASE</b>		
(CHECK ONE OR MORE BOXES AS APPROPRIATE)		
<b>SCHEDULED REPLACEMENT</b>		
<b>PRESENT EQUIPMENT OBSOLETE</b>		
<b>TO EXPAND SERVICE</b>	<input checked="" type="checkbox"/>	
<b>NEW OPERATION</b>		
<b>TO INCREASE SAFETY</b>		
<b>TO SAVE LABOR COST</b>		
<b>OTHER</b>		
<b>WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?</b>		
<b>HOW IS THE JOB PERFORMED NOW?</b>		
<b>WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?</b>		
<b>WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?</b>		



**CITY OF WALTERBORO  
FY 2013-2014 BUDGET  
PERSONNEL OPERATING BUDGET**

9/18/2013

<b>DEPARTMENT: UTILTIY SUPPORT</b>		
<b>PERSONNEL LINE ITEMS</b>		<b>LINE ITEM TOTAL</b>
<b>SALARIES</b>		
CIVILIAN	\$ 45,599	
SWORN		
<b>SUBTOTAL</b>		<b>\$ 45,599</b>
<b>OVERTIME</b>		
CIVILIAN		
SWORN		
<b>SUBTOTAL</b>		<b>\$ -</b>
<b>OTHER PAY</b>		
CIVILIAN	\$ -	
SWORN	\$ -	
<b>SUBTOTAL</b>		<b>\$ -</b>
<b>SOCIAL SECURITY</b>		
		<b>\$ 3,488</b>
<b>WORKERS COMPENSATION</b>		
		<b>1,500</b>
<b>STATE RETIREMENT</b>		
CIVILIAN	\$ 4,833	
SWORN		
<b>SUBTOTAL</b>		<b>\$ 4,833</b>
<b>HEALTH INSURANCE</b>		
# OF ELIGIBLE EMPLOYEES	2	
Estimated 6.8% Increase		
EIP/MERP/MEDBRIDGE/EAP		<b>\$ 12,675</b>
<b>TOTAL</b>		
		<b>\$ 68,096</b>

**CITY OF WALTERBORO  
FY 2013-2014 BUDGET OPERATING REQUEST**

9/18/2013

<b>DEPARTMENT: UTILITY SUPPORT</b>					
<b>LINE ITEM DESCRIPTION</b>	<b>2012-2013 BUDGETED</b>	<b>2012-2013 YTD ACTUAL</b>	<b>DEPARTMENT REQUESTED LINE ITEM TOTAL</b>	<b>MANAGER'S RECOMMENDATION</b>	<b>COUNCIL APPROVED</b>
<b>11 TRAINING</b>	150	0	100	100	100
MASC/SEMINARS/WORKSHOPS					
<b>12 TRAVEL</b>	250	0	100	100	100
Rooms/meals/mileage					
<b>15 MEMBERSHIP &amp; DUES</b>	50	0	25	25	25
<b>#US 16 OFFICE SUPPLIES</b>	2,800	1,921	2,500	2,500	2,500
Meter service orders/receipt books					
envelopes/copies					
Checks/copy paper/printer ribbons/misc					
<b>#US 17 Postage</b>	20,700	5,877	30,000	22,000	22,000
Printing/mailing of water & delinq bills					
<b>#US 23 TELEPHONE</b>	100	24	50	50	50
internet/credit card lines					
<b>#US 30 CONTRACTURAL SERVICES</b>	5,500	3,089	4,850	4,850	4,850
QS1/Mastermeter/Sensus					
<b># US 80 Audit</b>	12,000	12,000	12,000	12,000	12,000
<b>101 Credit Card Expense</b>	1,600	1,600	1,600	1,600	1,600
(\$400x12/FIN,US, JUD)					
<b>#366 Water/Sewer rehab - SRF</b>	183,364	106,057	183,364	183,364	183,364
<b>371 - 2011A Refi Bells Hwy</b>	24,578	14,559	24,578	24,578	24,578
<b>372 - 2011B Refi Bells Hwy</b>	209,880	124,828	209,880	209,880	209,880
<b>TOTAL</b>	<b>460,972</b>	<b>269,955</b>	<b>469,047</b>	<b>461,047</b>	<b>461,047</b>



CITY OF WALTERBORO  
 FY 2013-2014  
 CAPITAL JUSTIFICATION FORM

<b>DEPARTMENT:</b>	<b>UTILITY SUPPORT</b>	
<b>ITEM:</b>	<b>REMOTE TRANSACTION SYSTEM</b>	
<b>COST:</b>	<b>\$7,000.00</b>	
<b>PURPOSE OF PURCHASE</b>		
(CHECK ONE OR MORE BOXES AS APPROPRIATE)		
<b>SCHEDULED REPLACEMENT</b>		
<b>PRESENT EQUIPMENT OBSOLETE</b>	<b>X</b>	
<b>TO EXPAND SERVICE</b>		
<b>NEW OPERATION</b>		
<b>TO INCREASE SAFETY</b>		
<b>TO SAVE LABOR COST</b>	<b>X</b>	
<b>OTHER</b>	<b>X</b>	
<b>WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?</b>		
<i>Teller transactions for the drive thru provided for water customers.</i>		
<b>HOW IS THE JOB PERFORMED NOW?</b>		
<i>System that was installed in 2004.</i>		
<b>WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?</b>		
<i>In February 2010, someone removed the canopy from over the system with a uhaul truck. It took 1 year to get the contractor to replace the canopy. During that year, the system endured much weather. Also the unit has been hit multiple times by water customers backing out of our parking lot. The system is now obsolete and is hard to get replacement parts. The company has been sold that provided the system. It is now requiring multiple service calls and is constantly out of service for the customers. Service technician states it will not last much longer. Request includes alterations to counter.</i>		
<b>WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?</b>		
<i>Security Technology Services, Inc.</i>		

**CITY OF WALTERBORO  
FY 2013-2014 BUDGET  
OPERATING REQUEST**

9/18/2013

<b>DEPARTMENT: ECONOMIC DEVELOPMENT</b>					
LINE ITEM DESCRIPTION	2012-2013 BUDGETED	2012-2013 YTD ACTUAL	DEPARTMENT REQUESTED LINE ITEM TOTAL	MANAGER'S RECOMMENDATION	COUNCIL APPROVED
<b>11 TRAINING</b>	1,500	1,500	1,500	1,500	1,500
MASC/SEMINARS/WORKSHOPS					
<b>12 TRAVEL</b>	4,500	4,500	4,500	4,500	4,500
Rooms/meals/mileage					
<b>13 AWARDS &amp; CLAIMS</b>	0	0	0	0	0
<b>15 MEMBERSHIP &amp; DUES</b>	300	300	1,200	1,200	1,200
ICSC, SCEDA					
<b>16 OFFICE SUPPLIES</b>	500	500	1,000	1,000	1,000
<b>17 POSTAGE</b>	125	125	200	200	200
<b>18 PUBLIC NOTICES</b>	0	0	0	0	0
<b>23 TELEPHONE</b>	900	900	900	900	900
<b>29 SUPPLIES</b>	0	0	225	225	225
<b>30 CONTRACTURAL SERVICES</b>	550	550	550	550	550
<b>34 GAS &amp; OIL</b>	1,000	1,000	2,000	2,000	2,000
<b>35 VEHICLE EXPENSE</b>	750	750	750	750	750
<b>41 VEHICLE INSURANCE</b> projected 5% increase	642	642	675	675	675
<b>79 EMPLOYEE LEASING</b>	54,462	54,462	54,462	53,061	53,061
Salary plus social security match					
<b>92 TUITION</b>	3,000	3,000	0	0	0
<b>113 ADVERTISING &amp; PROMOTION</b>	2,500	2,500	2,000	2,000	2,000
<b>TOTAL</b>	<b>70,729</b>	<b>70,729</b>	<b>69,962</b>	<b>68,561</b>	<b>68,561</b>



**CITY OF WALTERBORO  
FY 2013-2014 BUDGET  
PERSONNEL OPERATING BUDGET**

9/18/2013

<b>DEPARTMENT: SEWER</b>		
<b>PERSONNEL LINE ITEMS</b>		<b>LINE ITEM TOTAL</b>
<b>SALARIES</b>		
CIVILIAN	\$ 163,909	
SWORN		
<b>SUBTOTAL</b>		<b>\$ 163,909</b>
<b>OVERTIME</b>		
CIVILIAN	\$ 6,000	
SWORN		
<b>SUBTOTAL</b>		<b>\$ 6,000</b>
<b>OTHER PAY</b>		
CIVILIAN	\$ 2,080	
SWORN		
<b>SUBTOTAL</b>		<b>\$ 2,080</b>
<b>SOCIAL SECURITY</b>		<b>\$ 13,157</b>
<b>WORKERS COMPENSATION</b>		<b>\$ 6,000</b>
<b>STATE RETIREMENT</b>		
CIVILIAN	\$ 18,231	
SWORN		
<b>SUBTOTAL</b>		<b>\$ 18,231</b>
<b>HEALTH INSURANCE</b>		
# OF ELIGIBLE EMPLOYEES	5	
Estimated 6.8% Increase		
EIP/MERP/MEDBRIDGE		<b>\$ 41,934</b>
<b>TOTAL</b>		<b>\$ 251,311</b>

**CITY OF WALTERBORO  
FY 2013-2014 BUDGET  
OPERATING BUDGET**

<b>DEPARTMENT: SEWER</b>					
<b>LINE ITEM DESCRIPTION</b>	<b>2012-2013 BUDGETED</b>	<b>2012-2013 YTD ACTUAL</b>	<b>DEPARTMENT REQUESTED LINE ITEM TOTAL</b>	<b>MANAGER'S RECOMMENDATION</b>	<b>COUNCIL APPROVED</b>
<b>(11) TRAINING</b>	1,000	194	1,000	1,000	1,000
SC Environmental/WPCA Confer					
Training workshop					
<b>(12) TRAVEL</b>	750	0	750	750	750
Reimbursement for travel					
meeting workshops, & conf.					
<b>(13) AWARDS &amp; CLAIMS</b>	100	133	100	100	100
Small Claims					
<b>(15) MEMBERSHIP &amp; DUES</b>	400	0	400	400	400
Water Env. Fed./SC Brd of Cert					
Water Pollution					
<b>(16) OFFICE SUPPLIES</b>	500	102	500	500	500
<b>(17) POSTAGE</b>	450	0	450	450	450
<b>(19) ELECTRICITY</b>	168,700	98,495	168,700	168,700	168,700
<b>(23) TELEPHONE</b>	5,000	2,765	5,000	5,000	5,000
<b>(26) BUILDING MAINTENANCE</b>	4,000	2,262	6,000	6,000	6,000
replace light					
<b>(27) BUILDING INSURANCE</b>	8,156	8,223	8,634	8,634	8,634
Sewer plant/lift stations + 5% incr					
<b>(29) SUPPLIES</b>	7,000	6,082	7,500	7,500	7,500
<b>(33) TIRES</b>	3,800	782	3,000	3,000	3,000
Trucks/Freightliner/tractors					

**CITY OF WALTERBORO  
FY 2013-2014 BUDGET  
OPERATING BUDGET**

<b>DEPARTMENT: SEWER</b>					
<b>LINE ITEM DESCRIPTION</b>	<b>2012-2013 BUDGETED</b>	<b>2012-2013 YTD ACTUAL</b>	<b>DEPARTMENT REQUESTED LINE ITEM TOTAL</b>	<b>MANAGER'S RECOMMENDATION</b>	<b>COUNCIL APPROVED</b>
<b>(34) GAS &amp; OIL</b>	16,000	10,165	17,825	17,825	17,825
Unleaded (1,200)/Oil					
(b) Diesel (660 gal.)/Off road fuel					
<b>(35) VEHICLE EXPENSE</b>	3,250	1,075	2,000	2,000	2,000
<b>(38) TOOLS &amp; SMALL EQU.</b>	2,000	233	2,000	2,000	2,000
<b>(40) UNIFORMS</b>	1,850	1,428	2,350	2,350	2,350
<b>(41) VEHICLE INSURANCE</b>	3,305	3,276	4,122	4,122	4,122
Spreader/tractor/crane truck/ Pickups/dump truck/Freightliner					
<b>(47) EQUIPMENT REPAIR</b>	35,000	4,827	30,000	30,000	30,000
<b>(60) CHEMICALS</b>	28,500	11,512	22,500	22,500	22,500
<b>(63) INFLUENT METAL SAMPLNG</b>	30,000	16,705	37,000	33,000	33,000
12 toxicis & \$675/metal samples Pickup service/testing for land app Macroivert samp/NPDES renewal					
<b>(70) LAB SUPPLIES</b>	6,700	4,960	7,450	7,450	7,450
replace sampler					
<b>(71) SCDHEC</b>	2,700	2,420	2,700	2,700	2,700
NPDES permit fee/lab cert fee					
<b>(72) ANNUAL LEASE PAY.</b>	3,000	3,000	3,000	3,000	3,000
spray field					
<b>(74) SLUDGE &amp; DISPOSAL</b>	25,000	2,227	93,200	56,600	56,600
TCLP sludge/Soil & metal samples					

**CITY OF WALTERBORO  
FY 2013-2014 BUDGET  
OPERATING BUDGET**

<b>DEPARTMENT: SEWER</b>					
<b>LINE ITEM DESCRIPTION</b>	<b>2012-2013 BUDGETED</b>	<b>2012-2013 YTD ACTUAL</b>	<b>DEPARTMENT REQUESTED LINE ITEM TOTAL</b>	<b>MANAGER'S RECOMMENDATION</b>	<b>COUNCIL APPROVED</b>
Rye grass winter cover/lime					
<b>(87) LEGAL EXPENSE</b>	0	51	0	0	0
<b>(107) EQUIP REPLACE FUND</b>	3,963	3,963	8,103	8,103	8,103
<b>(305) SYSTEM COST</b>	7,500	0	26,000	7,500	7,500
spare pumps					
<b>TOTAL</b>	<b>368,624</b>	<b>184,880</b>	<b>460,284</b>	<b>401,184</b>	<b>401,184</b>

**CITY OF WALTERBORO  
 FY 2013-2014 BUDGET  
 CAPITAL REQUEST FORM**

9/18/2013

<b>DEPARTMENT: SEWER</b>			
<b>DESCRIPTION OF ITEM</b>	<b>DEPARTMENT REQUEST</b>	<b>MANAGER'S RECOMMENDATION</b>	<b>COUNCIL APPROVED</b>
Pickup truck	17,800	17,800	17,800
Colleton Commerce Park Foudation Rehabilitation	12,000	12,000	12,000
Chlorine Contact Chamber coating	15,000	0	0
<b>TOTAL</b>	<b>44,800</b>	<b>29,800</b>	<b>29,800</b>

**CITY OF WALTERBORO  
FY 2013-2014  
CAPITAL REQUEST JUSTIFICATION**

9/18/2013

<b>DEPARTMENT:</b>	<i>Sewer</i>	
<b>ITEM:</b>	<i>Pickup Truck</i>	
<b>COST:</b>	<i>\$17,800.00</i>	
<b>PURPOSE OF PURCHASE</b>		
(CHECK ONE OR MORE BOXES AS APPROPRIATE)		
<b>SCHEDULED REPLACEMENT</b>	<input checked="" type="checkbox"/>	
<b>PRESENT EQUIPMENT OBSOLETE</b>	<input checked="" type="checkbox"/>	
<b>TO EXPAND SERVICE</b>	<input type="checkbox"/>	
<b>NEW OPERATION</b>	<input type="checkbox"/>	
<b>TO INCREASE SAFETY</b>	<input type="checkbox"/>	
<b>TO SAVE LABOR COST</b>	<input type="checkbox"/>	
<b>OTHER</b>	<input type="checkbox"/>	
<b>WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?</b>		
<i>Replacement of 2001 model truck with 160,143 miles</i>		
<b>HOW IS THE JOB PERFORMED NOW?</b>		
<b>WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?</b>		
<b>WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?</b>		

**CITY OF WALTERBORO**  
**FY 2013-2014**  
**CAPITAL REQUEST JUSTIFICATION**

9/18/2013

<b>DEPARTMENT:</b>	<i>Sewer</i>
<b>ITEM:</b>	<i>Colleton County Commerce Park Foudation Rehabilitation</i>
<b>COST:</b>	<i>\$12,000.00</i>
<b>PURPOSE OF PURCHASE</b>	
(CHECK ONE OR MORE BOXES AS APPROPRIATE)	
<b>SCHEDULED REPLACEMENT</b>	<input type="checkbox"/>
<b>PRESENT EQUIPMENT OBSOLETE</b>	<input type="checkbox"/>
<b>TO EXPAND SERVICE</b>	<input type="checkbox"/>
<b>NEW OPERATION</b>	<input type="checkbox"/>
<b>TO INCREASE SAFETY</b>	<input type="checkbox"/>
<b>TO SAVE LABOR COST</b>	<input type="checkbox"/>
<b>OTHER</b>	<input type="checkbox"/>
<b>WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?</b>	
<b>HOW IS THE JOB PERFORMED NOW?</b>	
<b>WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?</b>	
<b>WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?</b>	

**CITY OF WALTERBORO  
 FY 2013-2014  
 CAPITAL REQUEST JUSTIFICATION**

9/18/2013

<b>DEPARTMENT:</b>	<i>Sewer</i>	
<b>ITEM:</b>	<i>Chorine Contact Chamber coating</i>	
<b>COST:</b>	<i>\$15,000.00</i>	
<b>PURPOSE OF PURCHASE</b>		
(CHECK ONE OR MORE BOXES AS APPROPRIATE)		
<b>SCHEDULED REPLACEMENT</b>		
<b>PRESENT EQUIPMENT OBSOLETE</b>		
<b>TO EXPAND SERVICE</b>		
<b>NEW OPERATION</b>		
<b>TO INCREASE SAFETY</b>		
<b>TO SAVE LABOR COST</b>	<b>X</b>	
<b>OTHER</b>		
<b>WHAT WILL THE EQUIPMENT OR CAPITAL ITEM BE USED FOR?</b>		
<b>HOW IS THE JOB PERFORMED NOW?</b>		
<b>WHY IS THIS ITEM NEEDED THIS BUDGET YEAR?</b>		
<p><i>The present concrete surface is deteriorating due to chlorine and wastewater contact.</i></p>		
<b>WHAT IS THE SOURCE OF YOUR COST ESTIMATE (INCLUDE SALES TAX AND DELIVERY COST IF APPLICABLE)?</b>		

