



COUNCIL AGENDA

Tuesday May 11, 2021

6:00pm

West Pelzer Municipal Center

30 Main Street

- I. INVOCATION/PLEDGE OF ALLEGIANCE
- II. CALL TO ORDER
- III. APPROVAL OF MEETING MINUTES
  - a) *April 6, 2021 Council Meeting*
- IV. PRESENTATIONS AND REPORTS
  - a) *Paula Payton - Clerk's Report*
  - b) *Chief Eliopoulos – Police Department Report*
  - c) *Councilwoman Pat Alexander – Proclamation Public Service Recognition*
- V. CITIZEN COMMENTS (sign up required / max 3 minutes)
- VI. OLD BUSINESS
  - a) ***2nd Reading of Ordinance No. 2021-0406 "AN ORDINANCE TO REZONE APPROXIMATELY 2.41 ACRES OF REAL PROPERTY LOCATED NEAREST 11 SPRING STREET, WEST PELZER, SOUTH CAROLINA 29669. TAX MAP NUMBERS 2430408801, 2430504008 & 2430408010"***
- VII. NEW BUSINESS
  - a) ***Resolution No. 2021-0511 "A RESOLUTION TO APPROVE THE AWARD OF A CONTRACT"***
  - b) ***First Reading of Ordinance No. 2021-0504 "2021-2022 ANNUAL BUDGET"***
- VIII. REQUEST BY COUNCIL
- IX. EXECUTIVE SESSION
- X. ADJOURNMENT



## COUNCIL MEETING MINUTES

Tuesday May 11, 2021

6:00pm

West Pelzer Municipal Center  
30 Main Street

Those present: Mayor Blake Sanders, Council Members Jim Riddle, Pat Alexander and Johnny Rogers; Town Clerk Paula Payton, Town Attorney Carey Murphy and Chief Alexis Eliopoulos.

**INVOCATION/PLEDGE OF ALLEGIANCE** – Sam Durham

**CALL TO ORDER** – Mayor Sanders at 6:05pm

**APPROVAL OF MEETING MINUTES** - April 6, 2021 Council Meeting

Councilwoman Alexander made a motion to approve, 2<sup>nd</sup> by Councilman Rogers; all were in favor.

### **PRESENTATIONS AND REPORTS**

*Paula Payton - Clerk's Report – See attached*

*Chief Eliopoulos – Police Department Report – See attached*

*Councilwoman Pat Alexander – Proclamation Public Service Recognition*

### **CITIZEN COMMENTS (sign up required / max 3 minutes)**

None

### **OLD BUSINESS**

***2nd Reading of Ordinance No. 2021-0406 "AN ORDINANCE TO REZONE APPROXIMATELY 2.41 ACRES OF REAL PROPERTY LOCATED NEAREST 11 SPRING STREET, WEST PELZER, SOUTH CAROLINA 29669. TAX MAP NUMBERS 2430408801, 2430504008 & 2430408010"***

Clerk's Comments: Request was made by the previous property owner to rezone 11 Spring Street from MHP to Residential (R6), which will allow construction of single-family residences; Property was under contract for first reading; sale has been finalized;

Planning Commission passed Resolution 2021-0406 at their March 30, 2021 meeting;

Council passed 1<sup>st</sup> reading of Ordinance No. 2021-0406 at the April 6, 2021 meeting. Councilman Riddle made a motion to approve, 2<sup>nd</sup> by Councilwoman Alexander; all were in favor.

### **NEW BUSINESS**

***Resolution No. 2021-0511 "A RESOLUTION TO APPROVE THE AWARD OF A CONTRACT"***

Clerk's Comments: Chapman Park has been approved for PARD funding; Bids were solicited from selected contractors in March/April 2021 for paving and a custom trailer to be used as a stage for events; Paving bids are still out. Expenses will not exceed \$11,250 (\$10,000 is grant); Resolution is required to allow the Mayor to enter into an agreement with the approved vendors and make changes as necessary. Mayor Sanders made a motion to approve, 2<sup>nd</sup> by Councilman Riddle; all were in favor.

***First Reading of Ordinance No. 2021-0504 "2021-2022 ANNUAL BUDGET"***

Clerk's Comments: Council held a budget workshop in March 2021; Mayor and myself prepared the 2021/2022 based on previous year; Council was provided a copy of the proposed budget via email on Friday April 30, 2021; No increase in taxes or fees; Carry over of the 2020/2021 budget but more unallocated reserves/capital funds than last year. With approval of first reading the second reading and a public hearing will be scheduled for the June 2021 meeting. Mayor Sanders added there that were no increases or significant decreases in the revenue for 2020/2021; currently waiting on American Recovery Act funding, which will allow a one-time bonus for employees deemed essential. A budget amendment will be necessary once funds from ARP and the ReWa sale are received. Councilman Riddle made a motion to approve first reading, 2<sup>nd</sup> by Councilwoman Alexander; all were in favor.

**REQUEST BY COUNCIL**

Councilwoman Alexander – none

Councilman Riddle – announcement of the "We the People" Community Book Club. An organizational meeting is being scheduled, then it will be open to the public.

Councilman Rogers - none

Mayor Sanders – Wished everyone a happy "late" Mother's Day and wished his wife Ashley a happy anniversary (May 12<sup>th</sup>). Sanders gave an update on the 2021 events; stating that everything would return this year, including ribbon cuttings for businesses that opened in 2020.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Mayor Sanders made a motion to adjourn at 6:27pm, 2<sup>nd</sup> by Councilwoman Alexander; all were in favor.

Minutes prepared by:

***Paula H. Payton, CMC***

Town Clerk



[www.westpelzer.com](http://www.westpelzer.com)

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To: Mayor Sanders and Council

From: Paula H. Payton, CMC

Subject: Clerk's Report

Date: May 11, 2021

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*The following are updates and information related to activities in the Town of West Pelzer and/or upcoming events. Please contact me with any questions that you may have related to these items. [ppayton@westpelzer.com](mailto:ppayton@westpelzer.com) or 864-947-6297 ext. 101*

#### **Administration**

- The April 2021 Quarterly Department Meeting was held Friday April 30, 2021
  - See attached summary
- Training – April 2021
  - Paula Payton – Completed two Athenian Dialogues with IIMC
- Palmetto Pride – Litter Pick Up
  - Saturday May 15, 2021

#### **Public Works**

- 19 work orders were completed in the month of April 2021.
  - Work Orders can be submitted online ([www.westpelzer.com](http://www.westpelzer.com)) or by calling Town Hall
- 2019 CCR Water Quality Report is available at [www.westpelzer.com](http://www.westpelzer.com)
- Reminder - Sanitation will run as usual, unless notification is received, even on holidays
- Spring Clean Up – Waste Industries is scheduled for Saturday May 15, 2021

#### **Municipal Court**

Monies disbursed for April 2021

- General Fund ~ \$2,753.10
- Victim's Fund (Anderson County) ~ \$351.24
- State Assessment ~ \$4,659.80

**Finance**

- April 2021 Budget
  - General Fund    Income \$34,823.95    ~    Expense \$34,460.57
  - Water/Sewer    Income \$62,280.04    ~    Expense \$70,437.90
  - Hospitality Tax    Income \$6,393.08    ~    Expense \$1,539.60
- Over Budget Items (YTD) - None
  - 01-7220-100 Dues & Subscriptions
  - 03-7220-000 Dues & Publications

Department Meeting Agenda/Summary  
April 30, 2021  
9:00am

Topics:

- 2021 Municipal Center Closings
  - Memorial Day 5/31
  - Independence Day 7/5 (observed)
  - Labor Day 9/6
  - Columbus Day 10/11
  - Veterans Day 11/11
  - Thanksgiving 11/25 & 11/26
  - Christmas 12/24 – 12/26 (weekend)
  - New Years 12/31 & 1/1/2022 (Saturday)
- 2021 Events
  - Town Sponsored Events
    - Dog Days of Summer
    - National Night Out
    - Yard Sale 10/2
    - Pumpkin Palooza 10/31
    - Christmas Parade 12/4
  - Business Sponsored Events
    - Westy's Vintage Market
    - Farm Days
- Vehicle Inspection Reports
  - SPF's
  - Requests/Needs
  - Liquidation Lists per department
- COVID-19 Updates
- Department Updates
  - Police
  - Public Works
  - Admin
  - Mayor/Council
- Discussion



To: Mayor Sanders and Council

From: Chief Alexis Eliopoulos

Subject: Police Department Report

Date: May 1, 2021

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*The following are updates and information related to activities of the West Pelzer Police Department and/or upcoming events. Please contact me with any questions that you may have related to these items.*

*[aeliopoulos@westpelzer.com](mailto:aeliopoulos@westpelzer.com) or 864-947-6297 ext. 103*

#### **Crime Stats**

- Reports-20
- Arrests-10
  - traffic related charges – 3
  - Shoplifting-3
  - Disorderly Conduct- 2
  - TPN-1
  - Drug Charges-3 with over 10 grams of meth and 13 grams of marijuana seized
  - Weapon Law violations- 1- one pistol seized
  - Dog running at Large- 1
  - Grass/weed violation letters sent- 9
- Tickets Written- 58
- Warnings- 25

#### **Updates**

- Rescheduled Town wide Litter pick-up will be May 15<sup>th</sup> at 10:00am. Meet at Town Hall parking lot at 09:45am for briefing.
- Lt Stoller and Sgt Marro are attending a 3 day training class for SFST practitioner May 10-12
- Reminder: If anyone needs to reach an Officer, they can call 864-947-6297 opt 5 or Anderson County Dispatch 864-260-4444; **If it is an emergency please dial 911.**

# Proclamation

## Employee Appreciation

**WHEREAS**, citizens are served every day by public employees of the Town of West Pelzer. These individuals do the work that keeps our Town working. Their tireless efforts are especially critical today during the COVID-19 pandemic;

**WHEREAS**, Public Employees take not only jobs, but oaths;

**WHEREAS**, without these public employees' continuity would be impossible in a democracy that regularly changes its leaders and elected officials;

**WHEREAS**, the Town of West Pelzer recognizes the following for their service and dedication:

- Administration
  - Paula Payton, CMC – Town Clerk | Administrator (2007)
  - Kelly Arthur – Clerk of Court (2018)
  - Michelle Driver – Billing Clerk (2019)
- Public Works
  - Jeff Pearson (2008)
  - Seth Blackwell (2019)
- Police Department
  - Alexis Eliopoulos – Chief of Police (2017)
  - Scott Stoller – Lieutenant (2016)
  - Ryan Marro – Sergeant (2019)
  - Rory Bell (2018)
  - Doug Partain (2019)
  - Jeremy Jones (2020)
  - Zackary Parks (2021)
  - Joe Wilson (2021)

**WHEREAS**, May 2-8, 2021 is nationally recognized as Public Service Recognition Week, and May 2-8, 2021 is nationally recognized as Municipal Clerks Week, and May 9-15, 2021 is nationally recognized as Police Appreciation Week, and May 16-22, 2021 is nationally recognized as Public Work's Appreciation Week;

**Now, Therefore**, the Town Council of West Pelzer hereby announces and proclaims to all citizens that May 2021 is West Pelzer Employee Appreciation month. All citizens are encouraged to recognize the accomplishments and contributions of our local government employees.

Dated this 11<sup>th</sup> day of May 2021.

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**ORDINANCE 2021-0406**

**AN ORDINANCE TO REZONE APPROXIMATELY 2.41 ACRES OF REAL PROPERTY LOCATED NEAREST 11 SPRING STREET, WEST PELZER, SOUTH CAROLINA 29669. TAX MAP NUMBERS 2430408001, 2430504008, & 2430408010.**

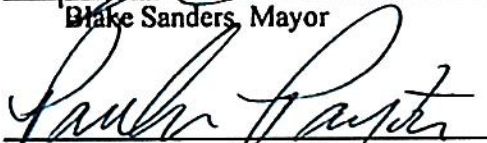
**WHEREAS, Anthony Martin has applied to the Town Planning Commission and Town Council to rezone a piece of property located nearest 11 Spring Street; and**

**WHEREAS, the Town Planning Commission pursuant to public notice held a public hearing on March 30, 2021, to consider the proposed rezoning, and the Commission approved the proposed zoning designation of R6; and**

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF WEST PELZER, SOUTH CAROLINA, that the parcel of property currently titled in the name of Anthony Martin, known as Tax Map Numbers 2430408001, 2430504008, & 2430408010 and located nearest 11 Spring Street be rezoned from Mobile Home Park (MHP) to Residential-6 (R6). The attached exhibit shown as Exhibit A, prepared by the Town of West Pelzer, is incorporated by reference for purposes of identifying the location of the property. This Ordinance shall be effective upon second and final reading by Town Council.**

First Reading 4-6-2021  
Second Reading 5-11-2021

  
\_\_\_\_\_  
Blake Sanders, Mayor

  
\_\_\_\_\_  
Paula Payton, Town Clerk

**RESOLUTION 2020-0511**

**A RESOLUTION TO APPROVE THE AWARD OF A CONTRACT**

**WHEREAS**, Town of West Pelzer has the authority to enter into contracts for any lawful municipal purpose; and

**WHEREAS**, Chapman Park has been approved for PARD funding; and

**WHEREAS**, bids were solicited from selected contractors in March 2021; and

**WHEREAS**, the Town received qualified proposal from Ellenburg Custom Trailers; and

**WHEREAS**, Contractors represents that it possesses the skills and experience to complete the project. Contractor's proposal included a total not-to-exceed cost for the project of \$4,295; and

**WHEREAS**, the Town Council desires to award the bid as indicated.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE TOWN OF WEST PELZER, THAT:**

Section 1: That the Town of West Pelzer hereby: (1) awards the bid of the contract to Ellenburg Custom Trailers; (2) approves a procurement agreement in an amount not to exceed \$4,295; (3) authorizes the Mayor to make such changes as may be necessary in the agreement that do not increase the obligations to the Town; (4) authorizes the Mayor to execute the agreement and the Town Clerk to attest the Agreement in final form; (5) authorizes the Mayor to solicit bids and award for a 1/2 basketball court with bids not to exceed the remaining PARD allocation.

Section 2: This resolution shall become effective immediately upon its adoption by Town Council.

**Resolved** in meeting duly assembled this 11th day of May, 2021.



Blake Sanders, Mayor



Paula Payton, Town Clerk



# West Pelzer

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*South Carolina*

TOWN OF WEST PELZER

30 Main Street  
West Pelzer, SC 29669

## ANNUAL BUDGET FISCAL YEAR 2021-2022 Ordinance 2021-0504

Prepared by:

Blake Sanders  
Mayor

Paula Payton  
Town Clerk/Administrator

May 4, 2021

Dear Members of Town Council and Citizens of the Town of West Pelzer, South Carolina:

I am pleased to present to the citizens of the Town of West Pelzer, members of Town Council, Town employees, and other interested readers the FY2021/2022 operating budget for the Town of West Pelzer, South Carolina. A great deal of study and review has been devoted to this budget.

The focus of the FY2021/2022 annual budget is to continue to provide a high level of service for traditional services while building on the successes of the previous budget years. The major services include Administration, Police, and Public Works. Our goal is to maintain the Town's quality and level of service, improve the Town's financial position, and embrace a more equitable and sustainable manner for funding Town services. As part of this year's budgeting process, the Town of West Pelzer Elected Officials continued to participate in a Strategic Planning Workshop where all of council were able to provide projects, policies, and solutions that would improve the Town's overall function and goals. A summary of the Strategic Planning Workshop is included in your monthly reports and is available to the public for viewing on the Town's website.

This past year has been tough for all municipalities in South Carolina, including West Pelzer. With the reduction in events and gatherings due to COVID, the Town has seen a reduction in payment collections; however, as we continue to improve our response to COVID, the Town fully anticipates all events previously experienced will continue in 2021/2022. The Town has requested reimbursement from the CARES Act, anticipates American Recovery Program funding in FY2020/2021, and expects to transfer sewer assets to REWA in 2021/2022. None of the aforementioned funds, totaling near 50% of our annual budget are included in the preparation of this document and are considered unallocated funds.

As we continue to look for ways to grow the Town, we must continue to explore and understand development trends, proper planning techniques, and ways to encourage smart growth. As we quickly move into fiscal planning for FY2022/2023 and beyond, know that we will initiate considerations for internships with local planning schools to assist the Planning Commission as Zoning Administrator, prepare proper staff reports, and identify zoning code compliance issues.

The budget for all funds is \$1,133,860.81, a slight increase over last fiscal year. A summary of all funds is included as part of this budget package.

### Budget Highlights

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#### General Fund (Administration and Public Safety)

General Fund highlights are as follows:

- Increased fund balance to due conservative spending
- Restructure of General Obligation Bond and removal of annual WPPD vehicle payments

#### Public Works (Water/Sewer)

Public Works highlights are as follows:

- Preparation of sewer system transfer to ReWA
- Maintenance of department staffing
- Emergency management preparation and execution (COVID-19, etc.)

#### Hospitality

Hospitality highlights are as follows:

- Town Events were not completed this year or were altered greatly (Pumpkinpalooza, Christmas Parade, etc.)
- Hospitality Tax Bond Payment for Chapman Park has been prepaid in full

Conclusion

The Town of West Pelzer can be proud of the many accomplishments during a tough year, yet we can look forward to providing excellent service to our community. The following budgetary information is a breakdown of actual expenditures.

I would like to thank Town Council for their continued guidance and support. I would also like to thank all our employees for their hard work and dedication. I look forward to working with all of you to make the Town of West Pelzer the best place to live, work, learn, and play.

Sincerely,

A handwritten signature in black ink, appearing to be "D. S.", written in a cursive style.

## Budget Process

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In accordance with the General Statutes of the State of South Carolina, the Town Council is required to adopt an annual balanced budget prior to July 1st. The Town uses the adopted budget as a management control device during the year. A balanced budget is achieved when the Town is able to equate the revenues with expenditures over the business cycles.

The budget process begins in early spring with a special, comprehensive work session in which the Mayor and Town Clerk meet with all Departments to discuss current and future trends, needs, and goals. Each department is requested to come prepared with a comprehensive list of objectives and funding requests they would like to have considered for the upcoming budget year. The Town Clerk comes prepared with revenue estimates for both the current and upcoming years. Appropriate departments also prepare their own revenue projections for those revenue items affecting their departments.

Each department then meets individually with the Mayor and/or Administrator to review program budgets and expenditure requests. During these meetings, the goals of each department are reviewed and expenditure requests are evaluated to determine the fiscal resources necessary to accomplish these goals.

Following these meetings, the Mayor prepares a proposed budget for submission to Town Council. This proposed budget is submitted to Council informally at a regularly scheduled Council Meeting and will be formally reviewed at a budget work session to be held at the regularly scheduled April Council Meeting. The public has an opportunity to comment on the budget at a designated public hearing. A public hearing and three readings of a budget ordinance are required for formal adoption of the budget. Amendments to the budget are allowable under South Carolina law and are made throughout the year as necessary. These amendments are approved by Town Council by ordinance.

During this budget process, Mayor, Town Clerk, and Department Heads discussed the Town's need for replacing aging capital equipment and buildings. This information was analyzed, prioritized and compiled into a Capital Improvement Plan (CIP) as part of this budget.

## Budget Preparation Calendar

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Fiscal Year	2020-2021
March	Clerk Budget Preparation and Department Head Meetings
April	Budget Preparation by Mayor
May/June	1 <sup>st</sup> Reading of Budget
June	Public Hearing/Adopted Budget Ordinance – 2 <sup>nd</sup>
July	FY2020/2021 Budget Year Begins (Adopted Budgets Distributed)

## General Fund Revenue

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### **Mission**

The General Fund Revenue is comprised of taxes, fines, licenses, and state/federal shared revenue. This fund is utilized to operate general government operations including administration and police.

### **FY2020/2021 Accomplishments**

The General Fund revenue is \$479,664.81 or approximately 42.3% of the total budget.

General Fund revenues in FY 2021-2022 are projected to be slightly more than the FY 2019-2020 adopted budget. Because of Council's unity on previous year's budget, the Town of West Pelzer is able to have approximately \$110,000 in the fund balance at the time of this budget preparation. It is anticipated that this fund balance will have minor increases through the budgeting process.

### **Goals and Objectives**

Through proper planned expenditures, the Town of West Pelzer desires to maintain a Fund Balance equitable with monthly expenditures. Future revenue increases should be planned to equate to inflation, salary increases, and increased services.

### **Budget Review Highlights**

Property and Auto Taxes – Property taxes and auto taxes will remain as FY 20/21 with no increase (Millage Rate of 94). It should be anticipated that tax increases will be implemented in future fiscal years to accommodate increase services and capital projects. For reference only, Revenue and Fiscal Affairs Office will allow an approximate increase of 6.6 mills which would equate to a property tax increase of \$39.60 for a house worth \$150,000.

Local Government Fund – LGF has increased from previous years funding.

## Public Works Fund Revenue

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### **Mission**

The Public Works Revenue is comprised of monthly fees utilized to operate a fully functional Public Works Department on a daily basis. In prior years, the Public Works Department was solely a department focused on infrastructure needs. With the Town's increase in new infrastructure, the Public Works Department is expanding to include Parks and Streets. This increased responsibility is not reflected as an increase to revenue or expenses.

### **FY2020/2021 Accomplishments**

The Public Works revenue is \$654,196.00 or approximately 57.7% of the total budget.

Public Works (Water/Sewer) revenues in FY 2020/2021 are projected as the same from the FY 2020/2021 adopted budget. Because of Council's unity on the previous budgets, the Town of West Pelzer is able to have approximately \$20,000 in the fund balance at the time of this budget preparation.

### **Budget Highlights**

Pelzer Reimbursement – These reimbursements (55%) are part of the monthly reimbursement of utilities at Sewer Treatment Facility

Public Works Project Account – The Public Works Project Account is required to have a predetermined amount per the grant/loan requirements. The line item is interest acquired from initial RDA project.

### **Goals and Objectives**

Through proper planning, the Town of West Pelzer desires to maintain a Fund Balance equitable with expenditures to ensure proper cash flow within the department. Future revenue increases are based on increases executed by REWA and Greenville Water. For FY 2021/2022 no increases are expected from REWA or Greenville Water and no increase in fees will be passed to the citizens of West Pelzer. We continue to work with USDA and ReWA to transfer the sewer collection system and anticipate this to occur in FY2021/2022.

### Hospitality Fund Revenue

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#### **Mission**

The Hospitality Fund Revenue is comprised of a 2% tax imposed on prepared foods. This fund is utilized to operate parks, recreation, and tourism activities.

#### **FY2018/2019 Accomplishments**

The Hospitality Fund Revenue is anticipated to be approximately \$36,000

Hospitality Fund Revenues is constant from previous years. Because of Council's unity on the previous budgets, the Town of West Pelzer is able to have approximately \$10,000 in the fund balance at the time of this budget preparation. It is anticipated that this fund balance will have minor increases through the budgeting process. In addition, it should be noted that COVID caused a some restaurants to close or delay opening, thus impacting potential increase in collections.

**General Fund Expenses**

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**Mission**

The General Fund Expense is administrative and operations expenses for general administration and the West Pelzer Police Department. The mission of the General Fund Expenditures is to serve the residents and businesses of the Town of West Pelzer.

**FY2020/2021 Accomplishments**

Through proper planning, the Town of West Pelzer was able to utilize part-time officers to fill off-duty hours to ensure the safety and well-being of our residents and businesses. Town employees have continued to minimize unnecessary expenditures that do not directly affect day to day operations.

**Budget Highlights**

**Salaries** - The Salaries line item is inclusive of salary, insurance, retirement, and payroll taxes and does not reflect salary increases for this fiscal year. Consideration should be given to ARP funding to grant a 'bonus' to employees that were deemed essential by Congress.

**Travel Training and Meals (Police)** - The West Pelzer Police Department is required to participate in annual trainings and have not been doing so for consecutive years due to budget constraints.

**Unallocated Capital Expenditures** - With the restructuring of the General Obligation Bond, debts related to vehicle payments for the WPPD have been removed, resulting in an increase in this item. Council can consider request for funding for Capital Projects to be allocated.

**Capital Request Funded**

Municipal Center/O'dell Community Center Safety and Security \$4,000

Public Parking signage \$1,000

Christmas Lights - \$5,000

Wifi in Park - \$1,500

WPPD Equipment (tasers, holsters, etc.) - \$9,000

**Public Works Fund Expenses**

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**Mission**

The Public Works Fund Expense is administrative and operations expenses for to provide water and sewer services for residents and businesses of the Town of West Pelzer.

**FY2020/2021 Accomplishments**

Through proper planning, the Town of West Pelzer was able to minimize unnecessary expenditures that do not directly affect day to day operations.

**Budget Highlights**

**Salaries** - The Salaries line item is inclusive of salary, insurance, retirement, and payroll taxes does not reflect salary increases for this fiscal year. Consideration should be given to ARP funding to grant a 'bonus' to employees that were deemed essential by Congress.

**Capital Request Funded**

Utility Vehicle (Golf Cart/Gator/Small Truck) \$3,000.00

Mower \$10,000

Radio Read Water Meters - \$50,000

**Hospitality Fund Expenses**

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**Mission**

The mission of the Hospitality Fund is to promote activity as it relates to parks, recreation, and tourism.

**Budget Highlights**

Approximately 65% of the fund was obligated to the 2011 Hospitality Tax Bond. Other expenditures include Town Sponsored events only and beautification. Budgeted lines also include utilities for Chapman Park and the O'dell Community Center. With the removal of the Hospitality Tax Bond, a large portion of the Hospitality Tax is recommended to be unallocated. Council can consider request for funding for Capital Projects to be allocated.

**Capital Request Funded**

Beautification \$TBD

Events \$3,500

Bond Payment

Account Description	Account No	YTD Actual (March 2021)	Approved Budget	2020/2021 Approved Budget	2020/2021 Approved Budget	2021/2022 Proposed Budget	Notes
<b>INCOME GENERAL FUND</b>							
Property Taxes	01-4000-000	\$ 141,662.82	\$ 130,000.00	\$ 135,000.00	\$ 140,000.00	\$ 140,000.00	
Auto Taxes	01-4010-000	\$ 18,487.04	\$ 17,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	
Business License	01-4020-000	\$ 16,121.14	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	
MCF-GF DEPOSIT	01-4050-000	\$ 9,572.53	\$ 25,000.00	\$ 30,000.00	\$ 25,000.00	\$ 25,000.00	
MCF Deposit	01-4050-100	\$ 25,625.03	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00	
Franchise Fees	01-4080-000	\$ 52,398.46	\$ 59,025.00	\$ 59,025.00	\$ 60,000.00	\$ 60,000.00	
Inventory Tax	01-4092-000	\$ 1,094.01	\$ 1,094.01	\$ 1,094.01	\$ 1,094.01	\$ 1,094.01	
Homestead Exemption	01-4093-000	\$ 14,779.62	\$ 16,000.00	\$ 16,000.00	\$ 15,450.00	\$ 15,450.00	
Local Government Fund	01-4094-000	\$ 15,648.12	\$ 19,928.72	\$ 19,928.72	\$ 20,864.00	\$ 20,864.00	
SETOFF DEBT COLLECTIONS	01-4096-000	\$ 232.00	\$ -	\$ -	\$ -	\$ -	
Utility Fund Transfer	01-4100-000	\$ 17,772.78	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
Hospitality Tax Deposit	01-4250-000	\$ 30,074.84	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	
Rental Income	01-4300-000	\$ 1,425.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
GO BOND INCOME	01-5010-000	\$ 11,171.70	\$ 16,756.80	\$ 16,756.80	\$ 16,756.80	\$ 16,756.80	
<b>GENERAL FUND INCOME</b>		<b>\$ 356,065.04</b>	<b>\$ 465,304.53</b>	<b>\$ 478,304.53</b>	<b>\$ 479,664.51</b>	<b>\$ 479,664.51</b>	
<b>INCOME WATER/SEWER</b>							
Customer Meter Deposits	03-2450-000	\$ 7,345.22	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Water Sewer Billings	03-4120-000	\$ 416,680.39	\$ 554,000.00	\$ 554,000.00	\$ 554,000.00	\$ 554,000.00	
Debt Serv Deposit - Sew	03-4200-200	\$ 42,417.03	\$ 63,624.00	\$ 63,624.00	\$ 63,624.00	\$ 63,624.00	
Debt Serv Reserve Dep -	03-4230-200	\$ 4,257.18	\$ 6,372.00	\$ 6,372.00	\$ 6,372.00	\$ 6,372.00	
Proj Acct Deposit	03-4240-000	\$ 807.81	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	
Palzer Reimbursement -	03-4250-200	\$ 17,718.03	\$ 20,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	
<b>WATER/SEWER INCOME</b>		<b>\$ 489,225.66</b>	<b>\$ 650,196.00</b>	<b>\$ 654,196.00</b>	<b>\$ 654,196.00</b>	<b>\$ 654,196.00</b>	
<b>GENERAL FUND EXPENSES</b>							
Hospitality Tax Bond Pa	01-4252-000	\$ 22,371.71	\$ 22,371.71	\$ 22,371.71	\$ -	\$ -	
Festival Expense	01-4253-000	\$ 1,840.90	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
Christmas Parade-Relate	01-4254-000	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,500.00	\$ 1,500.00	
Hospitality Tax Utility	01-4257-000	\$ 3,326.89	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Hospitality Tax Liabil	01-4258-000	\$ -	\$ 750.00	\$ 750.00	\$ 1,000.00	\$ 1,000.00	
Beautification-Maintenance-Miscellaneous (Unallocated Funds)	01-4259-000	\$ 619.54	\$ 1,878.79	\$ 2,000.00	\$ 23,700.00	\$ 23,700.00	
Public Parking	01-4260-000	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	
GO BOND EXPENSE	01-5015-000	\$ 11,171.28	\$ 16,756.80	\$ 16,756.80	\$ 16,756.80	\$ 16,756.80	
Salaries - GF	01-7000-000	\$ 104,859.88	\$ 143,112.56	\$ 153,000.00	\$ 153,000.00	\$ 153,000.00	
Salaries - Council	01-7050-000	\$ 2,444.26	\$ 5,197.44	\$ 5,197.44	\$ 5,197.44	\$ 5,197.44	
Payroll Taxes - GF	01-7100-000	\$ 11,370.46	\$ 17,340.77	\$ 17,860.99	\$ 17,860.99	\$ 17,860.99	
Advertising/Public Notf	01-7130-000	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	
Postage	01-7170-000	\$ 447.00	\$ 1,500.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	
MCF GF Ex	01-7188-100	\$ 28,898.14	\$ 45,476.51	\$ 45,476.51	\$ 45,476.51	\$ 45,476.51	
Utilities - GF/PD	01-7190-000	\$ 8,613.08	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	
Equipment Cost/Radio/Co	01-7201-100	\$ 118.10	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
Dues & Publications	01-7220-000	\$ 540.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
Dues & Subscriptions	01-7220-100	\$ 530.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	
Contingency Expense - G	01-7254-000	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	
Christmas Bonus - GF	01-7255-000	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	
Christmas Bonus - PD	01-7255-100	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	
Professional Services -	01-7260-000	\$ 14,803.17	\$ 18,675.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
PROFESSIONAL SERVICES -	01-7260-100	\$ 2,212.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
Travel/Training/Meals -	01-7281-000	\$ 1,021.28	\$ 1,000.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	
Travel/Training/Meals -	01-7281-100	\$ -	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	
Property Vehicle/Liabil	01-7300-000	\$ 18,156.83	\$ 13,787.95	\$ 21,860.35	\$ 21,860.35	\$ 21,860.35	
Employee Health Insuran	01-7300-100	\$ 26,519.96	\$ 35,784.96	\$ 35,784.96	\$ 35,784.96	\$ 35,784.96	
Insurance - W/C	01-7310-000	\$ 4,281.75	\$ 11,691.75	\$ 11,691.75	\$ 11,691.75	\$ 11,691.75	
Retirement - GF/PD	01-7375-000	\$ 22,746.61	\$ 37,080.24	\$ 34,026.72	\$ 34,026.72	\$ 34,026.72	
Office Expense/Supplies	01-7380-000	\$ 599.44	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
Office Expense / Suppl	01-7380-100	\$ 636.56	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
Uniforms - MCF	01-7390-100	\$ 556.86	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
Vehicle/Equip Repairs &	01-7411-100	\$ 16,013.61	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	

Fuel for Patrol Cars	\$ 4,386.46	\$ 14,000.00	\$ 8,500.00	\$ 8,500.00
Capital Expenditures (Unallocated)	\$ 7,433.45	\$ 23,447.00	\$ 12,898.90	\$ 31,380.89
Bond Payment	\$ 5,585.60	\$ 8,378.40	\$ 8,378.40	\$ 8,378.40
Ammunition	\$ -	\$ 500.00	\$ 300.00	\$ 300.00
<b>GENERAL FUND EXPENSES</b>	<b>\$ 326,269.82</b>	<b>\$ 471,679.38</b>	<b>\$ 478,304.53</b>	<b>\$ 479,664.81</b>
<b>WATER/SEWER EXPENSES</b>				
Debt Serv Reserve - Exp	\$ -	\$ 6,684.00	\$ 6,684.00	\$ 6,684.00
Salaries	\$ 23,158.49	\$ 38,750.40	\$ 39,912.91	\$ 39,912.91
Payroll Taxes - WS	\$ 2,223.27	\$ 3,860.48	\$ 3,976.29	\$ 3,976.29
Postage - WS	\$ 1,436.04	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
Permit Fees	\$ -	\$ 460.00	\$ -	\$ -
Utilities - W	\$ 9,789.95	\$ 12,600.00	\$ 16,000.00	\$ 16,000.00
Utilities - S	\$ 34,644.74	\$ 36,000.00	\$ 38,000.00	\$ 38,000.00
SCDHEC Fees	\$ 2,878.00	\$ 2,878.00	\$ 2,878.00	\$ 2,878.00
Dues and Publications	\$ 630.00	\$ 500.00	\$ 500.00	\$ 500.00
Advertising/Public Noti	\$ -	\$ 200.00	\$ 200.00	\$ 200.00
Sanitation Contract Agr	\$ 33,862.34	\$ 36,000.00	\$ 39,000.00	\$ 39,000.00
Parts/Supplies, Rep/Mai	\$ (3,130.26)	\$ 775.54	\$ 500.00	\$ 500.00
Parts/Supplies, Rep - S	\$ 74.88	\$ 775.55	\$ 500.00	\$ 500.00
Chemicals - S	\$ -	\$ 5,000.00	\$ -	\$ -
Contingency/ Capital Pr	\$ 2,008.90	\$ 8,000.00	\$ 4,000.88	\$ 4,000.88
Christmas Bonus - WS	\$ 250.00	\$ 300.00	\$ 300.00	\$ 300.00
Professional Services -	\$ 16,738.71	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
Professional Service -	\$ 12,930.09	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
Water Contract Agreement	\$ 75,076.79	\$ 87,943.47	\$ 87,943.47	\$ 87,943.47
Prop Vehicle Liability	\$ 3,152.63	\$ 3,252.12	\$ 3,252.12	\$ 3,252.12
Prop/Vehicle Ins - S	\$ 3,162.32	\$ 3,416.48	\$ 3,416.48	\$ 3,416.48
Insurance ER - WS	\$ 4,735.80	\$ 6,340.80	\$ 6,340.80	\$ 6,340.80
Retirement - WS	\$ 4,375.60	\$ 3,304.08	\$ 3,304.08	\$ 3,304.08
Office Supplies - WS	\$ 163.99	\$ 250.00	\$ 300.00	\$ 300.00
Professional Training	\$ -	\$ 150.00	\$ 150.00	\$ 150.00
Uniforms - WS	\$ -	\$ 150.00	\$ 100.00	\$ 100.00
Vehicle/Equipment Fuel	\$ 1,392.95	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00
Vehicle/Equip Repair/M	\$ 220.51	\$ 1,200.00	\$ 1,000.00	\$ 1,000.00
Bond Payment - WS	\$ 5,585.60	\$ 8,378.40	\$ 8,378.40	\$ 8,378.40
Prof Act Pmt (transfer	\$ 800.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Debt Service (transfer)	\$ 42,416.00	\$ 63,624.00	\$ 63,624.00	\$ 63,624.00
Debt Serv Reserve (tran	\$ 4,253.12	\$ 6,779.68	\$ 6,779.68	\$ 6,779.68
WS Project Act Expense	\$ 4,181.96	\$ 2,181.89	\$ 2,181.89	\$ 2,181.89
Debt Service Exp	\$ 42,416.00	\$ 63,624.00	\$ 63,624.00	\$ 63,624.00
Utility Fund Transfer	\$ 17,772.73	\$ 20,000.00	\$ 22,000.00	\$ 22,000.00
ReWa Payment	\$ 130,690.79	\$ 189,549.00	\$ 189,549.00	\$ 189,549.00
<b>TOTAL EXPENSES</b>	<b>\$ 477,891.94</b>	<b>\$ 652,227.89</b>	<b>\$ 654,196.00</b>	<b>\$ 654,196.00</b>
<b>TOTAL GENERAL FUND INCOME</b>		<b>478,304.53</b>	<b>479,664.81</b>	
<b>TOTAL GENERAL FUND EXPENSE</b>		<b>478,304.53</b>	<b>479,664.81</b>	
<b>TOTAL WATER/SEWER INCOME</b>		<b>654,196.00</b>	<b>654,196.00</b>	
<b>TOTAL WATER/SEWER EXPENSE</b>		<b>654,196.00</b>	<b>654,196.00</b>	
<b>TOTAL INCOME</b>		<b>1,132,500.53</b>	<b>1,133,860.81</b>	
<b>TOTAL EXPENSE</b>		<b>1,132,500.53</b>	<b>1,133,860.81</b>	

**AN ORDINANCE TO PROVIDE FOR THE ADOPTION OF AN OPERATING BUDGET, ITS EXECUTION AND EFFECT, FOR THE FISCAL PERIOD JULY 1, 2021 THROUGH JUNE 30, 2021**

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF WEST PELZER, SOUTH CAROLINA:**

**SECTION 1.** In accordance with The Code of Ordinances for the Town of West Pelzer, South Carolina, there is hereby adopted for the fiscal period July 1, 2021 to June 30, 2022, an operating budget for the Town of West Pelzer, South Carolina, based on budget estimates of various funds as prepared by the Mayor and incorporated into the FY 2021-2022 operating budget document, and as modified by the attached adjustment schedule.

**SECTION 2.** The total revenues and expenditures for the fiscal period are estimated as follows:

	<u>Revenues</u>	<u>Expenditures</u>	<u>Surplus/Deficit</u>
General Fund	\$479,664.81	\$479,664.81	0
Water/Sewer Fund	\$654,196.00	\$654,196.00	0
Hospitality Fund	\$36,000.00	\$36,000.00	0
Totals	\$1,133,860.81	\$1,133,860.81	0

**SECTION 3.** A bound copy of the budget containing detailed schedules which support the appropriations set forth in Section 2, above, shall be attested by the Mayor and maintained as an official record in the office of the Mayor and Town Clerk.

**SECTION 4.** This Ordinance shall become effective upon date of passage, designated as Ordinance No. 2021-0504. Subsequent review of revenues and expenditures occurs daily, weekly, and monthly; a review of revenues and expenditures will occur by council biannually.

**DONE, RATIFIED, AND PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
Town Clerk