

COUNCIL MEETING AGENDA

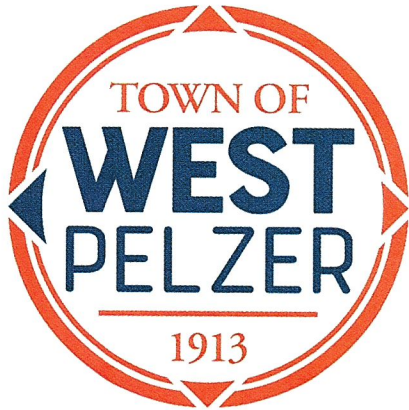
Tuesday June 11, 2024

6:00pm

West Pelzer Municipal Center

30 Main Street

- I. MOMENT OF SILENCE/REVERANCE
- II. PLEDGE OF ALLEGIANCE
- III. CALL TO ORDER
- IV. APPROVAL OF MEETING MINUTES
 - a) May 14, 2024, Council Meeting
 - b) May 20, 2024, Special Called Meeting
 - c) May 28, 2024, Special Called Meeting
- V. PRESENTATIONS AND REPORTS
 - a) Paula Payton - Clerk's Report
- VI. CITIZEN COMMENTS (sign up required / max 3 minutes)
- VII. OLD BUSINESS
 - a) *First Reading "Ordinance No. 2024-0611 An Ordinance to Provide for the Adoption of the Operating Budget, its Execution and Effect, for the Fiscal Period of July 1, 2024, through June 30, 2025"*
- VIII. NEW BUSINESS
- IX. COUNCIL COMMENTS
- X. EXECUTIVE SESSION
- XI. ADJOURNMENT



COUNCIL MEETING MINUTES

Tuesday June 11, 2024

6:00pm

West Pelzer Municipal Center
30 Main Street

Those present: Mayor Jim Riddle, Council Members Jeff Lee, Tom Scarfo and Tim Williams; Town Clerk Paula Payton, and Town Attorney Carey Murphy.

MOMENT OF SILENCE/REVERANCE

PLEDGE OF ALLEGIANCE

CALL TO ORDER – Mayor Riddle at 6:01pm

APPROVAL OF MEETING MINUTES

May 14, 2024, Council Meeting - May 20, 2024, Special Called Meeting - May 28, 2024, Special Called Meeting
Councilman Lee made a motion to approve, 2nd by Councilman Scarfo; all were in favor.

PRESENTATIONS AND REPORTS

Paula Payton - Clerk's Report – see attached

CITIZEN COMMENTS (sign up required / max 3 minutes) - None

OLD BUSINESS

First Reading "Ordinance No. 2024-0611 An Ordinance to Provide for the Adoption of the Operating Budget, its Execution and Effect, for the Fiscal Period of July 1, 2024, through June 30, 2025" (see attached) Councilman Lee made a motion to approve, 2nd by Councilman Scarfo; all were in favor. A public hearing will be held as part of second reading at the July 9, 2024 Council Meeting.

NEW BUSINESS

COUNCIL COMMENTS

EXECUTIVE SESSION

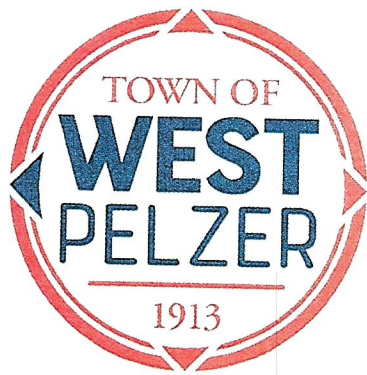
ADJOURNMENT

Councilman Lee made a motion to adjourn at 6:16pm, 2nd by Councilman Scarfo; all were in favor

Minutes prepared by:

Paula H. Payton, MMC, ABL

Town Clerk | Administrator



#gowest

www.westpelzer.com

To: Mayor Riddle and Council

From: Paula H. Payton, MMC, ABL

Subject: Administration Report

Date: June 2024

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 or 864-947-6297 ext. 101

O'Dell Community & Entrepreneur Center

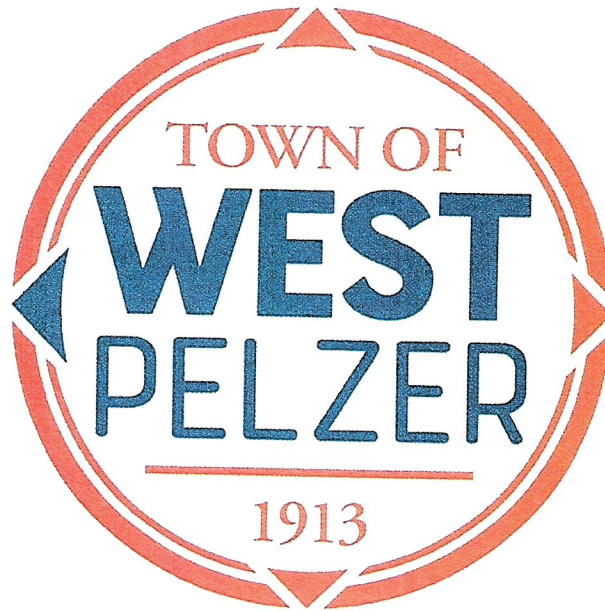
- Open every Tuesday, Wednesday and Thursday from 9am-3pm
- Free Wireless Internet, Conference Table, Individual Desks, Whiteboard, Television for Presentations, fully ADA compliant
- **The Senior Place – Meals on Wheels**
 - Food & activities are provided every Monday & Friday; 10am-2pm
 - Free; donations accepted

Water System Transfer

- Tentative closing date June 11, 2024 (digital signing)
- Final reading for West Pelzer citizens will be June 11, 2024
- West Pelzer citizens will be billed directly from Greenville Water beginning in August 2024; this bill will include water, sewer (ReWa) and sanitation
 - Citizens will still contact Town Hall for sanitation needs and issues
- Citizens will receive their final bill or refund check in July 2024
 - Any balances left on the inactive accounts for 30+ days will be turned into the State Setoff Debt program

Announcements & Events

- On May 3, 2024, Town of West Pelzer received a \$5,000 grant from Sen. Mike Gambrell to be used to support parks and recreation in the Town



TOWN OF WEST PELZER
30 Main Street
West Pelzer, South Carolina 29669

ANNUAL BUDGET
FISCAL YEAR 2024-2025
Ordinance 2024-0611

Prepared by:

James R. Riddle, Sr.
Mayor

Paula H. Payton, MMC
Town Clerk | Administrator

Budget Highlights

- Increased reserve fund by over 50%
- Increased salaries for full-time, qualified police officers; including emphasis on code enforcement
- Capital Projects
- Secured grant funding for beautification and park improvements
- Additional events and festivals
- Policy Refinement
 - Updated Employee Handbook
 - Quarterly Employee Reviews
 - Progressive Discipline Policy
- Increase in Sanitation
 - Residential \$13.00/month
 - Commercial \$16.00/month
- Applied unused bank millage (2023, 2022, 2021 = 13 mills)

Budget Process

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 expenditure over the business cycles.

The budget process begins in early spring with a special, comprehensive work session with Council to review the current budget, departmental requests and projected budget. Department heads are instructed to prepare budget requests for their respective departments.

The Mayor prepares a proposed budget for submission to Town Council. This proposed budget is submitted to Council formally at a regularly scheduled Council Meeting and will be formally reviewed at a public hearing to be held at a regularly scheduled Council Meeting. The public has an opportunity to comment on the budget at a designated public hearing. A public hearing and two 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.

Budget Preparation Calendar for Fiscal Year 2024-2025

March	Department Requests Due to Mayor
March & May	Budget Workshop for Council
May	First Reading of Budget
June	Public Hearing/Second Reading of Budget
July	FY2024-2025 Budget Year Begins

Goal Setting – Targeted Increase

The proposed millage increase for the 2024-2025 budget year will be a targeted fund to support and build the West Pelzer Police Department. Starting this year all employee salaries will be paid from the General Fund Salary line 01-7000-000; moving the maintenance department under administration resulted in the change and took the overall line from \$175,000 (FY 2023-2024) to \$200,000 (FY 2024-2025); the added \$25,000 will go directly to police officer salaries, making the total salary line \$225,000 for the FY 2024-2025 budget. The remainder of the targeted fund will be applied to payroll-related expenses, additional equipment/fuel costs and additional security services for the Police.

Police Department

- All full-time positions have been vacated, independently in the last two months, including the Chief of Police.
- Several good candidates have come forth;
- We've also had conversations with Anderson County Sheriff's Office and County Administrator Burns regarding ACSO coverage, but we feel that it is in the best interest of our citizens to keep our police service "in house"
- WPPD has been comparable to other municipalities of our size in recent years, but we need to be competitive;
- Local law enforcement must be provided for by local government.
- For this to happen we must take advantage of our "unused millage bank" from the previous three years, as allowed by law; this will add approximately \$36,000 to our property tax collections for the 2024-2025 budget year, which will be 100% allocated to the West Pelzer Police Department.

Millage Increase

- The Town of West Pelzer millage rate was less in 2023 than in 1996
 - Town Millage History
 - 2017 – rollback due to countywide assessment
 - 2014 – increase
 - 2008 – rollback due to countywide assessment
- Total Assessment, as of May 1, 2024 = approximately \$2,800,000 (town-wide)
 - 1 mil = \$2,800
 - Unused millage bank for 2021, 2022 & 2023 = approximately \$36,000
 - New homes/growth in town-limits takes approximately two years to be reflected on Town property taxes
 - Homestead has increased yearly and reflects approximately 25% of our collected property taxpayers
 - Multi-family units have increased our population, but not necessarily our tax collections
- Property owners will see approximately \$50 annual increase per \$100,00 value of property

Account No.	Account Description	23-24 Budget	24-25 Budget
INCOME			
01-4000-000	Property Taxes		
01-4010-000	Auto Taxes	200,000.00	261,000.00
01-4020-000	Business License	21,500.00	25,000.00
01-4050-000	MCF-GF DEPOSIT	75,000.00	110,000.00
01-4050-100	MCF Deposit	15,000.00	20,000.00
01-4080-000	Franchise Fees	30,000.00	40,000.00
01-4091-000	Accomodation Tax	70,000.00	73,000.00
01-4092-000	Inventory Tax	0.00	100.00
01-4093-000	Homestead Exemption	1,000.00	1,000.00
01-4094-000	Local Government Fund	14,000.00	15,128.36
01-4096-000	Setoff Debt Collections	22,163.69	22,000.00
01-4150-000	Misc Income - Water System	75.00	0.00
01-4250-000	Hospitality Tax Deposit	0.00	15,000.00
	Hospitality Salary Reimbursement	48,000.00	50,000.00
	Sanitation Collections		14,200.00
01-6010-000	2021 GO PROJ DEPOSIT		62,000.00
	B&C DEPOSIT	17,562.96	17,562.96
TOTAL INCOME			
EXPENSES			725,991.32
01-4253-000	Festival Expense		
01-4254-000	Christmas Parade-Related Exp	3,500.00	5,000.00
01-4257-000	Hospitality Tax Utility	1,000.00	2,000.00
01-4258-000	Hospitality Tax Liability Ins	5,000.00	20,000.00
01-4259-000	Beautification-Maintenance	1,000.00	1,000.00
01-4260-000	Public Parking	2,500.00	6,000.00
01-4261-000	HTax Capital Projects	1,800.00	1,800.00
01-4262-000	Recreation Salary Exp	16,200.00	CAPITAL PROJ
01-6015-000	2021 GO PROJ EXPENSE	12,000.00	14,200.00
01-7000-000	Salaries - GF	17,562.96	17,562.96
01-7050-000	Salaries - Council	175,000.00	225,000.00
01-7100-000	Payroll Taxes - GF	14,000.00	14,000.00
01-7130-000	Advertising/Public Notices	18,750.00	25,000.00
01-7170-000	Postage	750.00	750.00
01-7188-100	MCF GF Ex	1,200.00	1,200.00
01-7190-000	Utilities - GF/PD	15,000.00	20,000.00
01-7201-100	Equipment Cost/Radio/Communica	13,000.00	15,000.00
01-7220-000	Dues & Publications	2,000.00	CAPITAL PROJ
01-7220-100	Dues & Subscriptions	1,500.00	1,500.00
01-7254-000	Contingency Expense - GF	1,000.00	1,000.00
01-7255-000	Christmas Bonus - GF	10,000.00	0.00
01-7255-100	Christmas Bonus - PD	400.00	500.00
01-7260-000	Professional Services - GF	600.00	600.00
01-7260-100	PROFESSIONAL SERVICES - PD	28,000.00	35,000.00
01-7281-000	Travel/Training/Meals - PD	2,000.00	3,000.00
01-7281-100	Travel/Training/Meals - GF	4,000.00	5,000.00
01-7290-000	Property/Vehicle/Liability Ins	500.00	1,000.00
01-7300-000	Employee Health Insurance - GF	24,700.00	27,000.00
01-7310-000	Insurance - W/C	40,000.00	62,000.00
01-7375-000	Retirement - GF/PD	11,691.75	12,000.00
01-7380-000	Office Expense/Supplies-GF/PD	36,000.00	50,000.00
01-7380-100	Office Expense / Supplies MCF	1,500.00	1,500.00
01-7390-100	Uniforms - MCF	1,000.00	1,000.00
01-7411-100	Vehicle/Equip Repairs & Maint	3,000.00	1,000.00
01-7412-100	Fuel	17,000.00	17,000.00
01-7420-000	Miscellaneous Expense - GF	12,000.00	18,000.00
01-7500-000	Capital Expenditures	0.00	0.00
01-7550-000	Bond Payment	24,065.46	46,515.40
01-7620-100	Ammunition	8,781.48	17,562.96
	Sanitation Contract Agreement	300.00	300.00
TOTAL EXPENSES			725,991.32

ORDINANCE NO. 2024-0611
AN ORDINANCE TO PROVIDE FOR THE ADOPTION OF THE AN OPERATING BUDGET,
ITS EXECUTION AND EFFECT, FOR THE
FISCAL PERIOD OF JULY 1, 2024, THROUGH JUNE 30, 2025

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 of July 1, 2024, to June 30, 2025, an operating budget for the Town of West Pelzer, South Carolina, based on budget estimates of various funds as prepared by the Mayor.

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	\$725,991.32	\$725,991.32	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. 2024-0514. Subsequent review of revenues and expenditures occurs daily, weekly, and monthly.

First Reading: 6-11-2024
Public Hearing: _____
Second Reading: _____

MAYOR

ATTEST:

TOWN CLERK