



FISCAL YEAR 2024-2025

ANNUAL BUDGET

Approved 6/11/2024



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CITY OF HARTSVILLE BUDGET HIGHLIGHTS FISCAL YEAR 2025 BUDGET

Budget Factors			Increases
COLA %			3.5%
Retirement			0%
Health Insurance			4.85%
Load Factor			1%
	Increase	Decrease	Percentage Change
General Fund - 01			
Change in Salaries and Benefits Expenditures	\$ 461,069		8%
Change in Debt Service Expenditures	\$ 213,687		180%
Change in Utilites Expenditures	\$ 39,022		16%
Change in Property Insurance Expenditures	\$ 110,159		28%
Change in Maintenance Contracts	\$ 46,932		125%
Grant Match	\$ 236,847		138%
Change in Capital Expenditures		\$ 250,067	-19%
Change in All Other Expenditures	\$ 324,531		
Total Change Expenditures	\$ 1,175,079		8%
Total Change in Revenues	\$ 1,175,079		8%
Enterprise Fund - 02			
Change in Salaries and Benefits Expenditures	\$ 118,196		9%
Change in Utilites Expenditures	\$ 8,080		19%
Change in Debt Service Expenditures	\$ 105,058		7%
Change in Temporary Personnel Expenditures	\$ 165,600		18%
Change in Grant Matches Expenditures	\$ 550,000		
Change in Capital Expenditures		\$ 60,000	201%
Change in All Other Expenditures	\$ 301,202		
Total Change Expenditures	\$ 1,188,136		14%
Total Change in Revenues	\$ 1,015,615		11%
Solid Waste Fund - 08			
Change in Salaries and Benefits Expenditures	\$ 6,138		1%
Change in Debt Service Expenditures	\$ 71,727		52%
Change in Capital Expenditures		\$ 320,000	
Change in All Other Expenditures		\$ 640	
Total Change Expenditures	\$ (242,775)		-13%
Total Change in Revenues	\$ (244,726)		-12%
Total Change City of Hartsville Budget			
Total Change in Expenditures	\$ 2,165,422		8%
Total Change in Budget	\$ 2,072,449		7%

**CITY OF HARTSVILLE
 BUDGET SUMMARY
 FISCAL YEAR 2025 BUDGET**

	FY 2024	FY 2025
<u>General Fund</u>		
General Fund Revenues	\$ 13,859,883	\$ 15,034,962
General Fund Expenditures	\$ 13,859,883	\$ 15,034,962
General Fund Reserve	\$ -	\$ -
Total Expenditure and Reserve	\$ 13,859,883	\$ 15,034,962
<u>Water/Sewer/WaterPark Utility Enterprise Fund</u>		
Enterprise Fund Revenues	\$ 8,956,933	\$ 9,972,548
Enterprise Fund Expense	\$ 8,729,012	\$ 9,917,149
Enterprise Fund Reserve	\$ 227,921	\$ 55,399
Total Expenditures and Reserve	\$ 8,956,933	\$ 9,972,548
<u>Storm Water Enterprise Fund</u>		
Storm Water Enterprise Fund Revenues	\$ 119,889	\$ 99,286
Storm Water Enterprise Fund Expense	\$ 119,889	\$ 99,286
Storm Water Enterprise Fund Reserve	\$ -	\$ -
Total Expenditures and Reserve	\$ 119,889	\$ 99,286
<u>Concessions Enterprise Fund</u>		
Concessions Enterprise Fund Revenues	\$ 73,500	\$ 75,600
Concessions Enterprise Fund Expense	\$ 73,500	\$ 75,600
Concessions Enterprise Fund Reserve	\$ -	\$ -
Total Expenditures and Reserve	\$ 73,500	\$ 75,600
<u>4th Street RR Development Fund</u>		
4th Street RR Dev Fund Revenues	\$ 260,000	\$ 370,000
4th Street RR Dev Fund Expense	\$ -	\$ -
4th Street RR Dev Fund Reserve	\$ 260,000	\$ 370,000
Total Expenditures and Reserve	\$ 260,000	\$ 370,000
<u>Infrastructure Fund</u>		
Infrastructure Fund Revenues	\$ 661,000	\$ 718,500
Infrastructure Fund Expenditures	\$ 661,000	\$ 718,500
Infrastructure Fund Reserve	\$ -	\$ -
Total Expenditures and Reserve	\$ 661,000	\$ 718,500

Sanitation Fund

Sanitation Fund Revenues	\$ 1,961,600	\$ 1,716,874
Sanitation Fund Expenditures	\$ 1,929,608	\$ 1,686,832
Sanitation Fund Reserve	\$ 31,992	\$ 30,042
Total Expenditures and Reserve	\$ 1,961,600	\$ 1,716,874

Hospitality Fund

Hospitality Fund Revenues	\$ 1,380,200	\$ 1,387,975
Hospitality Fund Expenditures	\$ 1,380,200	\$ 1,387,975
Hospitality Fund Reserve	\$ -	\$ -
Total Expenditures and Reserve	\$ 1,380,200	\$ 1,387,975

Accomodations Fund

Accomodations Revenue Fund Revenues	\$ 218,500	\$ 190,000
Accomodations Revenue Expenditures	\$ 190,000	\$ 190,000
Accomodations Revenue Reserves	\$ 28,500	\$ -
Total Expenditures and Reserve	\$ 218,500	\$ 190,000

Debt Service Fund

Debt Service Fund Revenues	\$ 265,119	\$ 263,328
Debt Service Fund Expenditures	\$ 265,119	\$ 263,328
Debt Service Fund Reserve	\$ -	\$ -
Total Expenditures and Reserve	\$ 265,119	\$ 263,328

Total All Funds

Total Revenue (All Funds)	\$ 27,756,624	\$ 29,829,073
Total Expenditures (All Funds)	\$ 27,208,211	\$ 29,373,633
Reserve For Contingencies (All Funds)	\$ 548,413	\$ 455,441
Total City of Hartsville Budget	\$ 27,756,624	\$ 29,829,073

CITY OF HARTSVILLE		
General Fund Capital Outlay - Budget Year 2024-2025		
Fund 01		
ITEM	AMOUNT	FUNDING SOURCE
DEPARTMENT 410 ADMINISTRATION		
Elevator relay equipment upgrade & replacement	\$ 119,000	Capital Lease
Total-Administration	\$ 119,000	
DEPARTMENT 421/423 POLICE		
(2) Vehicles Tax and Upfitting	\$ 143,034	Capital Lease
Radars (6 Replacement, 2 for the new vehicles)	\$ 18,400	Capital Lease
Cellbrite	\$ 20,000	Capital Lease
MDIS Interface 6 license 20 GPS units AVL, Installation	\$ 19,014	Capital Lease
Total - Police	\$ 200,448	
DEPARTMENT 422 FIRE		
Replace outdated SCBA s	\$ 391,441	Capital Lease
Total - Fire	\$ 391,441	
DEPARTMENT 452 PARKS & RECREATION		
(2) AC Unit Replacements	\$ 40,000	Capital Lease
60" Rear Deck Mower	\$ 13,382	Capital Lease
Pod 1 Roof Repair	\$ 25,000	Capital Lease
Total - Parks & Recreation	\$ 78,382	
DEPARTMENT 453 STREETS & GROUNDS		
Street Sweeper	\$ 240,000	Capital Lease
Zero-Turn Mower	\$ 12,000	Capital Lease
Total - Streets & Grounds	\$ 252,000	
Grand Total General Fund Capital Outlay:	\$ 1,041,271	

CITY OF HARTSVILLE		
Enterprise Fund Capital Outlay - Budget Year 2024-2025		
Fund 02		
ITEM	AMOUNT	FUNDING SOURCE
DEPARTMENT 500 WATER		
Valve Turning Machine Software	\$ 5,000	Capital Lease
F-250 Utility Truck	\$ 55,000	Capital Lease
DEPARTMENT 600 SEWER		
Relining	\$ 60,000	Capital Lease
Vac Truck	\$ 570,000	Capital Lease
Shop Heater	\$ 5,000	Capital Lease
DEPARTMENT 900 WATERPARK		
Park Improvements	\$ 76,000.00	Capital Lease
Total - Utilities		\$ 771,000
Grand Total Enterprise Fund Capital Outlay:		\$ 771,000

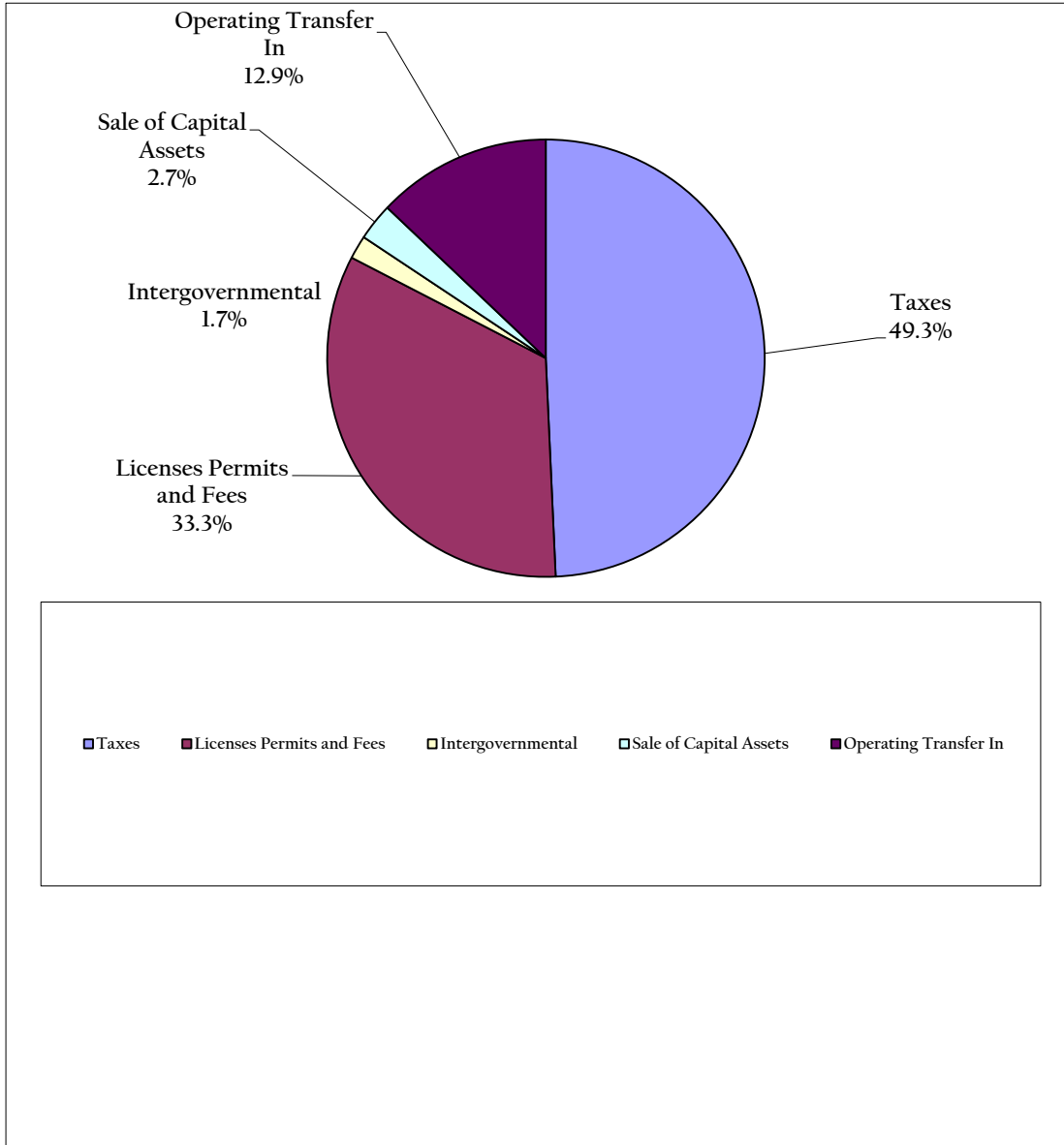
City of Hartsville

General Fund - 01

Budget Summary FY 2025 City of Hartsville General Fund - 01

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Operating Revenue				
Taxes	\$ 5,419,682	\$ 5,488,667	\$ 68,985	1%
Licenses Permits and Fees	\$ 3,476,250	\$ 3,710,250	\$ 234,000	7%
Intergovernmental	\$ 183,230	\$ 192,391	\$ 9,161	5%
Fines and Forfeitures	\$ 51,000	\$ 51,000	\$ -	0%
Miscellaneous	\$ 1,214,300	\$ 1,438,150	\$ 223,850	18%
Other Financing Sources				
Capital Lease/Bond Proceeds	\$ 1,291,338	\$ 1,041,271	\$ (250,067)	-19%
Sale of Capital Assets	\$ 5,000	\$ 305,000	\$ 300,000	6000%
Operating Transfer In	\$ 2,219,083	\$ 2,808,233	\$ 589,150	27%
Total Revenue	\$ 13,859,883	\$ 15,034,962	\$ 1,175,079	8%
Operating Expenditures				
General Government				
410 General Admin/Legal	\$ 1,481,277	\$ 1,504,334	\$ 23,057	2%
411 Mayor/Council/City Clerk	\$ 332,272	\$ 355,603	\$ 23,331	7%
412 Court Operations	\$ 181,522	\$ 185,031	\$ 3,509	2%
413 City Manager	\$ 409,357	\$ 426,653	\$ 17,296	4%
414 Information Technology	\$ 373,500	\$ 402,481	\$ 28,981	8%
415 Finance	\$ 662,231	\$ 703,803	\$ 41,572	6%
417 Human Resources	\$ 367,910	\$ 386,924	\$ 19,014	5%
418 Mainstreet	\$ 95,853	\$ 101,596	\$ 5,743	6%
419 Planning and Zoning	\$ 143,539	\$ 106,488	\$ (37,051)	-26%
426 Marketing and Communications	\$ 266,329	\$ 275,416	\$ 9,087	3%
454 Museum Operations	\$ 117,183	\$ 131,421	\$ 14,238	12%
Public Safety				
421 Police/423 Victims Advocate	\$ 3,849,179	\$ 4,155,870	\$ 306,691	8%
422 Fire	\$ 2,053,405	\$ 2,265,825	\$ 212,420	10%
Culture and Recreation				
452 Parks & Recreation	\$ 770,418	\$ 932,574	\$ 162,156	21%
Other				
495 Cemetery Operations	\$ 130,680	\$ 165,500	\$ 34,820	27%
496 Airport Operations	\$ 113,164	\$ 318,844	\$ 205,680	182%
Public Works				
431 Operations Maintenance	\$ 129,483	\$ 140,961	\$ 11,478	9%
453 Streets and Grounds	\$ 955,209	\$ 957,522	\$ 2,313	0%
Capital Outlay				
Capital Outlay	\$ 1,291,338	\$ 1,041,271	\$ (250,067)	-19%
Debt Service				
Principal & Interest	\$ 118,545	\$ 332,232	\$ 213,687	180%
Other Financing Uses				
Operating Contingency	\$ 17,489	\$ 144,614	\$ 127,125	727%
Total Expenditures	\$ 13,859,883	\$ 15,034,962	\$ 1,175,079	8%
Net Change in Fund Balance				
	\$ -	\$ -	\$ -	0%

Budget Summary Revenues FY 2025 General Fund - 01



Budget Summary Revenues FY 2025

City of Hartsville

General Fund - 01

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-311-300-000	Current Taxes	\$ 2,384,500	\$ 2,475,000	\$ 90,500	4%
01-311-301-000	Homestead Exemption	\$ 161,000	\$ 161,000	\$ -	0%
01-311-302-000	Property Tax Reimbursement	\$ 40,000	\$ 55,000	\$ 15,000	38%
01-311-306-000	Motor Vehicle Tax	\$ 280,700	\$ 300,000	\$ 19,300	7%
01-311-307-000	Motor Carrier	\$ 81,500	\$ 61,000	\$ (20,500)	-25%
01-311-309-000	Taxes - Delinquent	\$ 150,000	\$ 165,000	\$ 15,000	10%
01-312-300-000	P. I. L. O. T.	\$ 265,000	\$ 200,000	\$ (65,000)	-25%
01-335-300-000	Local Option-Lost	\$ 1,850,315	\$ 1,875,000	\$ 24,685	1%
01-335-301-000	Accommodations Tax	\$ 150,000	\$ 140,000	\$ (10,000)	-7%
01-335-303-000	Merchant Inventory Tax	\$ 56,667	\$ 56,667	\$ -	0%
	Total Taxes	\$ 5,419,682	\$ 5,488,667	\$ 68,985	1%
01-316-304-000	Franchise - Cable TV	\$ 105,000	\$ 95,000	\$ (10,000)	-10%
01-316-305-000	Franchise/Progress Energy	\$ 635,000	\$ 700,000	\$ 65,000	10%
01-316-306-000	Franchise Scana	\$ 80,000	\$ 100,000	\$ 20,000	25%
01-321-301-000	Telecommunications	\$ 35,000	\$ 35,000	\$ -	0%
01-319-302-000	Business License Penalty	\$ 21,000	\$ 25,000	\$ 4,000	19%
01-321-302-000	Business Licenses	\$ 2,370,750	\$ 2,470,750	\$ 100,000	4%
01-322-302-000	Building Permits	\$ 95,000	\$ 135,000	\$ 40,000	42%
01-322-303-000	Special Permits	\$ 1,500	\$ 1,500	\$ -	0%
01-322-304-000	Special Events Permits	\$ 3,000	\$ 3,000	\$ -	0%
01-342-485-000	Fire Call Fees	\$ 30,000	\$ 40,000	\$ 10,000	33%
01-347-415-105	Rec Complex-Gym Fees	\$ 14,000	\$ 16,000	\$ 2,000	14%
01-347-415-106	Gym Rental Fee	\$ 6,000	\$ 6,000	\$ -	0%
01-355-302-000	Burial Permits	\$ 80,000	\$ 83,000	\$ 3,000	4%
	Total Licenses Permits and Fees	\$ 3,476,250	\$ 3,710,250	\$ 234,000	7%
01-335-302-000	Local Government Funds	\$ 183,230	\$ 192,391	\$ 9,161	5%
	Total Local Government Funds	\$ 183,230	\$ 192,391	\$ 9,161	5%

Budget Summary Revenues FY 2025

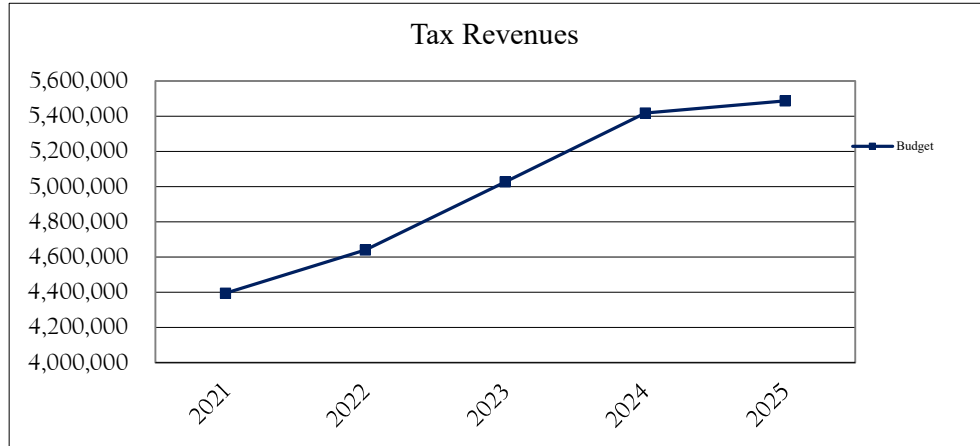
City of Hartsville

General Fund - 01

Code	Classification	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-351-302-000	Court Surcharge	\$ (4,000)	\$ (4,000)	\$ -	0%
01-351-304-000	Fines and Forfeitures	\$ 55,000	\$ 55,000	\$ -	0%
	Total Fines and Forfeitures	\$51,000	\$51,000	\$0	0%
01-321-303-000	Outdoor Dining/Alcohol Permit	\$ 15,200	\$ 15,200	\$ -	0%
01-342-471-000	School Resource Officer	\$ 285,000	\$ 365,000	\$ 80,000	28%
01-342-483-000	Airport Charges	\$ 5,000	\$ 5,000	\$ -	0%
01-342-484-000	Fire Contracts	\$ 661,500	\$ 750,000	\$ 88,500	13%
01-347-400-000	Rec Program Income	\$ 4,000	\$ 6,000	\$ 2,000	50%
01-351-306-000	Victim Right Assessment	\$ (4,000)	\$ (4,000)	\$ -	0%
01-355-304-000	Cemetery Lots	\$ 75,000	\$ 75,000	\$ -	0%
01-361-300-000	Interest Income	\$ 40,000	\$ 90,000	\$ 50,000	125%
01-361-302-000	Interest Income Cemetery Fund	\$ -	\$ 2,400	\$ 2,400	0%
01-362-302-000	Property Leases	\$ 29,050	\$ 29,050	\$ -	0%
01-362-303-000	Airport Lease	\$ 1,200	\$ 6,000	\$ 4,800	400%
01-362-304-000	Cemetery House Rent	\$ 3,000	\$ 3,000	\$ -	0%
01-364-400-000	HDCF - Tourism Director	\$ 30,000	\$ 30,000	\$ -	0%
01-364-451-000	Museum Foundation	\$ 42,000	\$ 42,000	\$ -	0%
01-390-300-000	Misc Income	\$ 20,000	\$ 15,000	\$ (5,000)	-25%
01-390-418-000	Main Street Other Revenue	\$ 350	\$ 3,000	\$ 2,650	757%
01-390-418-100	Main Street Partnerships	\$ -	\$ -	\$ -	0%
01-390-418-300	Main Street Farmers Market	\$ 7,000	\$ 5,000	\$ (2,000)	-29%
	Total Miscellaneous	\$ 1,214,300	\$ 1,438,150	\$ 223,850	18%
01-391-000-100	Lease Bond Proceeds	\$ 1,291,338	\$ 1,041,271	\$ (250,067)	-19%
01-391-505-000	Lease Bond Proceeds	\$ -	\$ -	\$ -	0%
01-392-312-000	Sale of Assets	\$ 5,000	\$ 305,000	\$ 300,000	6000%
01-390-303-000	Federal Stimulus Funds	\$ -	\$ 208,650	\$ 208,650	0%
01-391-311-000	Transfers In - Utilities	\$ 1,500,000	\$ 1,750,000	\$ 250,000	17%
01-391-312-000	Transfers In	\$ 150,583	\$ 208,083	\$ 57,500	38%
01-391-313-000	Transfers In - Hospitality	\$ 476,000	\$ 550,000	\$ 74,000	16%
01-391-314-000	Transfer In - Accommodations	\$ 92,500	\$ 91,500	\$ (1,000)	-1%
	Total Other	\$ 3,515,421	\$ 4,154,504	\$ 639,083	18%

Revenues Taxes

The City of Hartsville has the authority to levy and collect taxes on all property, real and personal, not exempt by general law from taxation, situated within the corporate limits of the City pursuant to Article X of the South Carolina Constitution and Sections 56-7-30 and 5-21-110 of the Code of Laws of South Carolina, 1976, as amended.



01-311-300-000 Current Taxes 2,475,000

The City presently imposes a millage of 135.9 on all real and personal property within the City of Hartville assessed by the Darlington County Tax Office for general tax purposes.

01-311-301-000 Homestead Exemption 161,000

The South Carolina General Assembly established a homestead exemption for South Carolina residents. The first \$50,000 of the appraised value is exempt and the assessment is then based on 4% of the assessed value.

01-311-302-000 Property Tax Reimbursement 55,000

This account provides for manufacturers' property valuation exemption reimbursements and other tax reimbursements paid from the SC State Treasurer.

01-311-306-000 Motor Vehicle Tax 300,000

Assessed value of motor vehicles is estimated by the Darlington County Assessor's office and collected by the Darlington County Treasurer's Office. This revenue stream was determined based on the current year collections and trends noted from previous years' collections.

01-311-307-000 Motor Carrier 61,000

As part of the South Carolina Infrastructure and Economic Development Reform Act passed by the SC General Assembly during the 2017 legislative session, the Motor Carrier Property Tax is now imposed as a road use fee administered through the SC Department of Motor Vehicles (SCDMV) and not the SCDOR (effective January 1, 2019). This revenue stream was determined based on the current year collections and trends noted from previous years' collections.

01-311-309-000 Taxes - Delinquent 165,000

Penalties and interest are assessed on delinquent property taxes. This revenue stream was determined based on the current year collections and trends noted from previous years' collections.

01-312-300-000 P. I. L. O. T. 200,000

The City has fee in lieu agreements with Sonoco for real and personal property within the City of Hartville assessed by the Darlington County Tax Office for general tax purposes.

01-335-300-000 Local Option-Lost 1,875,000

LOST is a 1-percent levy approved by voters at the county level and applied to taxable sales in that county. The State Treasurer's Office distributes these funds to the City. The FY 2025 budget is based on current collections projected to year end.

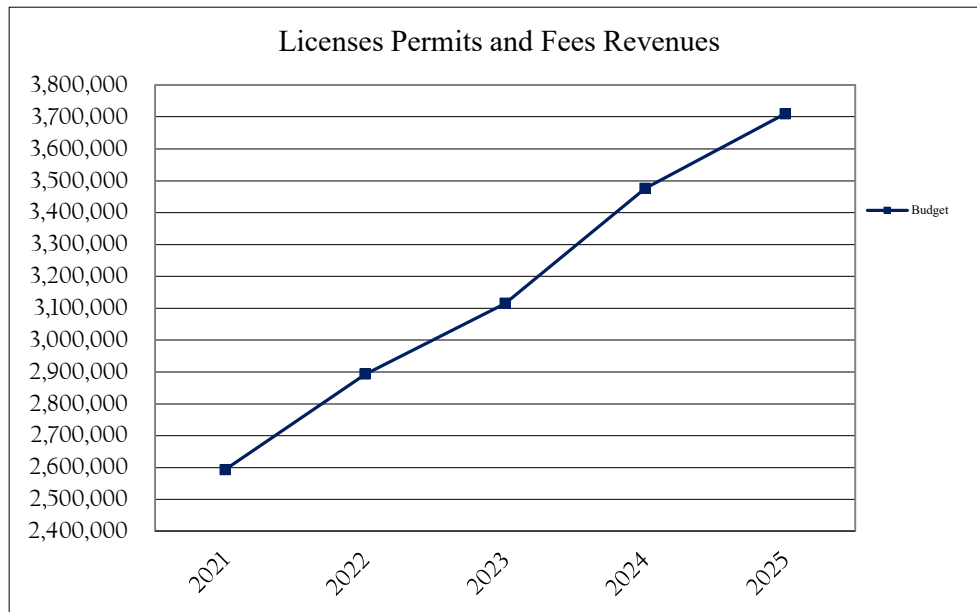
01-335-301-000 Accommodations Tax 140,000

Act 316 of 1984, as adopted by the South Carolina General Assembly, imposes a two percent (2%) sales tax on the gross proceeds from the rental of transient accommodations, including campgrounds, to be remitted quarterly to the municipality or county in which it is collected by the S.C. Department of Revenue after the Department deducts its actual incremental increase in the cost of administration. The first \$25,000 must be allocated to the general fund of the municipality and shall be exempt from all other requirements of the act. Any additional funds must be allocated to a special fund to promote tourism. Additional funds are allocated to accommodations tax grants disbursed.

01-335-303-000 Merchant Inventory Tax 56,667

The South Carolina General Assembly has established legislation, which precludes municipalities from assessing taxes on the merchandise inventory of retailers within a municipality's jurisdiction. In order to alleviate the loss of revenues from this legislation, the S.C. General Assembly has established Merchants Inventory Tax Revenue Sharing. It is estimated that the City's share for FY2023 will be \$56,667

Licenses Permits and Fees



01-316-304-000 Franchise - Cable TV 95,000

A franchise fee rate of Five Percent (5%) of gross revenues derived from the operation of the cable system to provide cable service (as defined in Article 3, Chapter 12 of Title 58 of the South Carolina Code) is imposed for all cable service providers upon expiration of an existing franchise with the municipality or upon termination by the cable service provider of an existing franchise with the municipality.

01-316-305-000 Franchise/Progress Energy 700,000

This Agreement provides for lighting by means of electricity, the streets, highways, alleys and public places of the Municipality, in the manner and to the extent hereinafter provided; and for supplying all other electrical requirements of the Municipality. The Company will pay into the treasury of the Municipality a franchise fee based upon the retail metered revenues (excluding state sales tax) accruing to the Company from the sale of electricity to all customers, classified by the Company as residential, commercial and industrial accounts, within the corporate limits of the Municipality as well as metered revenue from City owned and operated facilities which serve citizens within the corporate limits whether such plants are situated within or without the corporate limits. Progress Duke rate increase of approximated 10% will increase franchise revenue to the city.

01-316-306-000 Franchise Scana 100,000

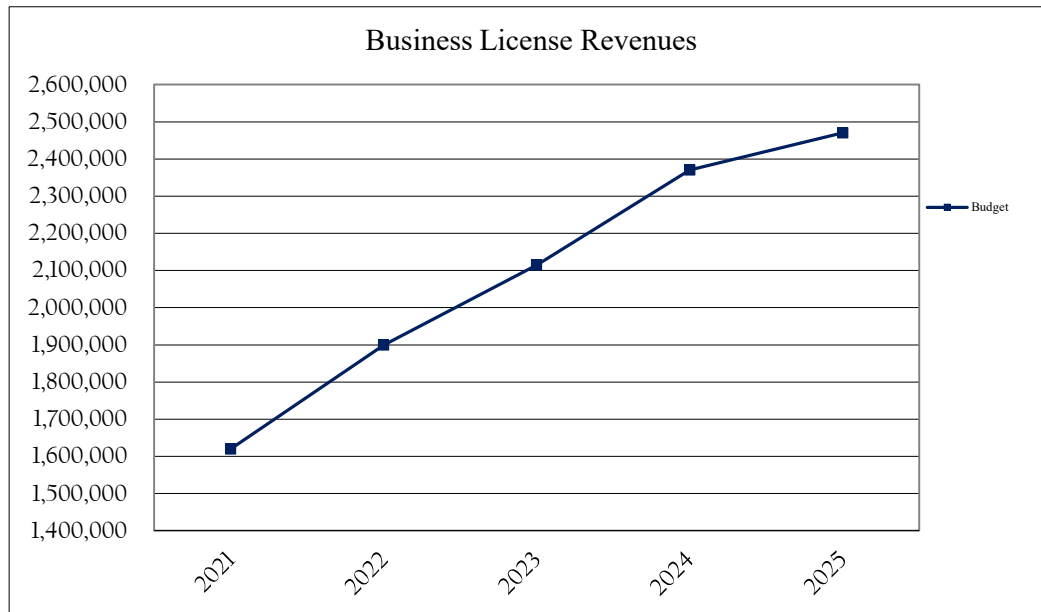
SCE&G charges franchise fees, which are paid to municipalities for the use of rights of way for poles, lines and other equipment and are then passed along to municipal customers on their monthly bills.

01-321-301-000 Telecommunications 35,000

As authorized by state law and on behalf of the participating municipalities, the Municipal Association of South Carolina administers the program for collecting business license taxes due from telecommunications companies doing business within the participating municipalities' corporate limits. Participating municipalities adopt a standard ordinance for telecommunication company business license taxes.

01-319-302-000 Business License Penalty 25,000

Penalty charged for delinquent business license fees. This revenue stream was determined based on the current year collections and trends noted from previous years' collections.



01-321-302-000 Business Licenses 2,470,750

All businesses and/or vendors, excluding those exempted by law, are required to obtain a business license in accordance with the Business License ordinance of the City of Hartsville. The 2025 budgeted revenue is based on revenue received to date in 2024 and projected to year end.

Description	Total Revenues
Business License	\$ 1,200,750
MASC - Insurance Companies	\$ 1,270,000
Total Business Licenses	\$ 2,470,750

01-322-302-000 Building Permits 135,000

Permits are established by ordinance in accordance with the adopted classifications of the International Building Code (IBC). In 2007 the City adopted the state recommended fees for estimating the cost of construction. All fees will be based on the type of construction based on the Building Valuation Data supplied by the International Code Council and a plan review fee. The City budgeted for a modest increase, based on upcoming economic developments noted throughout the City.

01-322-303-000 Special Permits 1,500

Revenue from special permits issued by fire marshal and Planning and Zoning Department.

01-322-304-000 Special Events Permits 3,000

Revenue for permits issued for special events in the City.

01-355-302-000 Burial Permits 83,000

Fee charged based on City's fee schedule for services at Magnolia and Greenlawn Cemeteries used to support cemetery operations.

01-342-485-000 Fire Call Fees 40,000

In April 2011 the City sign a contract with Fire Recovery USA which performs billing services for HFD in connection with the motor vehicle incidents and other emergency incidents at which the fire department provides emergency services.

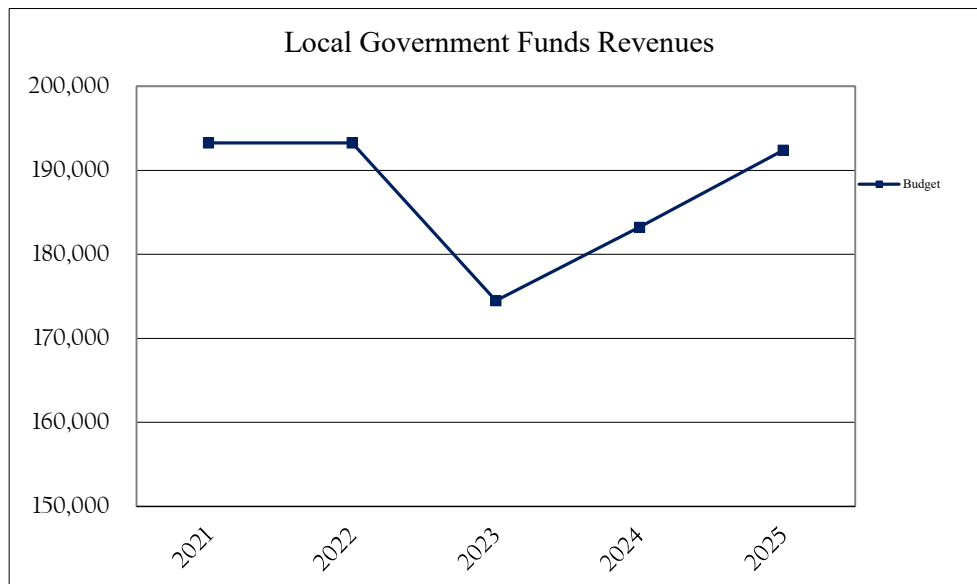
01-347-415-105 Rec Complex-Gym Fees 16,000

Revenue from monthly gym memberships.

01-347-415-106 Gym Rental Fee 6,000

Revenue from Gym Rental fee from rental of TB Thomas for special events such as semi pro basketball, weddings, and Christmas parties.

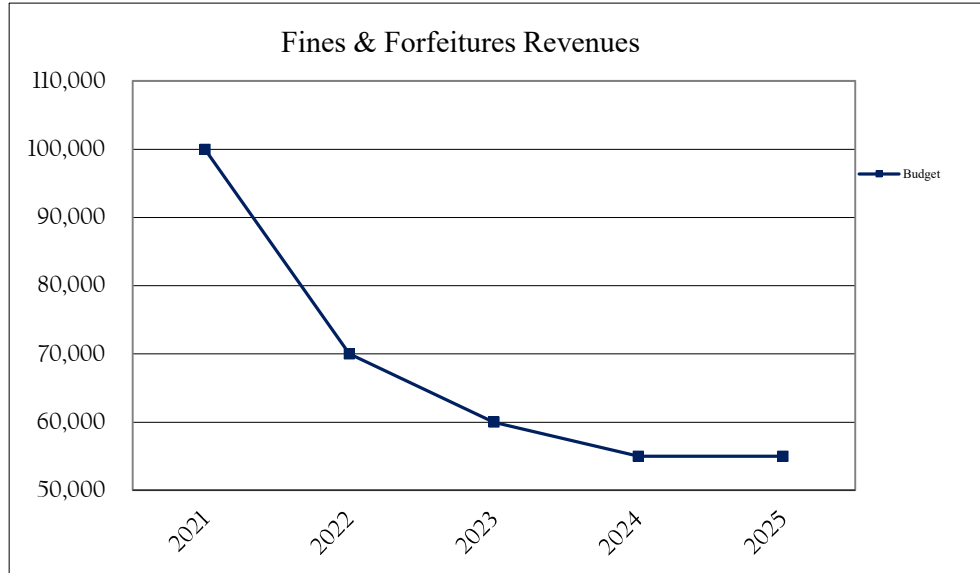
Local Government Funds



01-335-302-000 Local Government Funds 192,391

The South Carolina General Assembly made significant changes in the distribution of state shared revenues to political subdivisions pursuant to the adoption of Section 6-27-10 of the Code of Laws of South Carolina, 1976, as amended. This act established a Local Government Fund that replaced the formula funding that had previously come from the following seven (7) taxes: bank tax, beer tax, wine tax, gasoline tax, motor transport fees, alcohol tax and the income tax. We are provided with an estimate of local government funds to be received in the upcoming fiscal year by the SC Revenue and Fiscal Affairs Office.

Fines and Forfeitures



01-351-304-000 Fines and Forfeitures 55,000

The City of Hartsville Municipal Court may assess fines and penalties for violations of municipal ordinances and traffic violations not to exceed \$500.

01-321-303-000 Outdoor Dining/Alcohol Permit 15,200

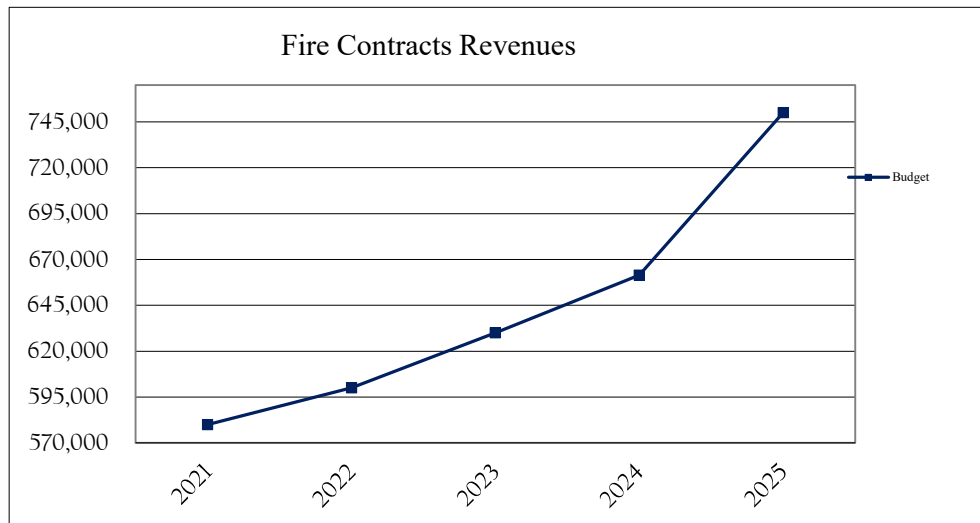
Revenue from issued alcohol, beer or wine permit or license by the State of South Carolina.

01-342-471-000 School Resource Officer 365,000

Six school resource officers, nine months reimbursement from Darlington County plus \$2,000 per officer for equipment.

01-342-483-000 Airport Charges 5,000

The city bill monthly airport hangar rental fees.



01-342-484-000 Fire Contracts 750,000

Ordinance no. 4443 signed August 2022 allows ad valorem taxes for support of the operation and maintenance of the HFD. The annual millage rate for HFD shall be set at the same level as the millage rate for the Darlington County Fire District.

01-347-400-000 Rec Program Income 6,000

Revenue for use of facilities for tournaments and special events.

01-355-304-000 Cemetery Lots 75,000

The City is responsible for the perpetual care of Magnolia Cemetery and Greenlawn Cemetery. The city is responsible for the perpetual care and annually moves 10% of lot sales into perpetual care fund. City Council has determined that ten percent (10%) of the Cemetery should be invested in the Perpetual Care Investment Fund.

01-362-302-000 Property Leases 29,050

Rental income from city properties listed as follows:

Description	Total Revenues
Governors School of SC	\$ 21,850
407 Mill Ave	\$ 1,200
Darlington County Humane Society	\$ 6,000
Total Property Leases	\$ 29,050

01-362-303-000 Airport Lease 6,000

Revenue per city fee schedule.

01-362-304-000 Cemetery House Rent 3,000

Warren's Landscapes monthly rental of cemetery house at Magnolia Cemetery.

01-364-400-000 HDCF - Tourism Director 30,000

Support from Hartsville Community Dev Foundation for tourism director from Accommodation Tax Grant pass through.

01-364-451-000 Museum Foundation 42,000

The Hartsville Museum Foundation provides \$10,500 quarterly to contribute towards the administrative and overhead expenditures of the museum.

01-390-300-000 Misc Income 15,000

Revenues from miscellaneous sources including fee from City's fee schedule including \$700 per month from Parking Beautification per Ordinance 4188, expires 1/31/2025.

Description	Total Revenues
Parking Lot Maintenance	\$ 8,400
Other	\$ 6,600
Total Misc Income	\$ 15,000

01-390-418-000 Main Street Other Revenue 3,000

Miscellaneous revenue from The Main Street Hartsville program a partnership of the City of Hartsville and Main Street South Carolina, a program of the National Main Street Center.

01-390-418-300 Main Street Farmers Market 5,000

Revenue from Main Street Farmers Market participation fee.

01-391-000-100 Lease Bond Proceeds 1,041,271

New debt proceeds used for capital purchases. Not included in Appendix A.

01-392-312-000 Sale of Assets 305,000

Sale of fully depreciated and unneeded equipment through GOV DEALS and sale of property at 111 N. Fifth Street.

01-391-311-000 Transfers In - Utilities 1,750,000

An operating transfer from the Utility Fund to cover a portion of the administrative and overhead costs associated with services provided by the General Fund. 6.5% Franchise fee+ overhead/administrative costs calculation.

01-391-312-000 Transfers In 208,083

Multi-County Business Park fund transfer to the general fund to utilize towards the expenditures of downtown maintenance and infrastructure.

01-391-313-000 Transfers In - Hospitality 550,000

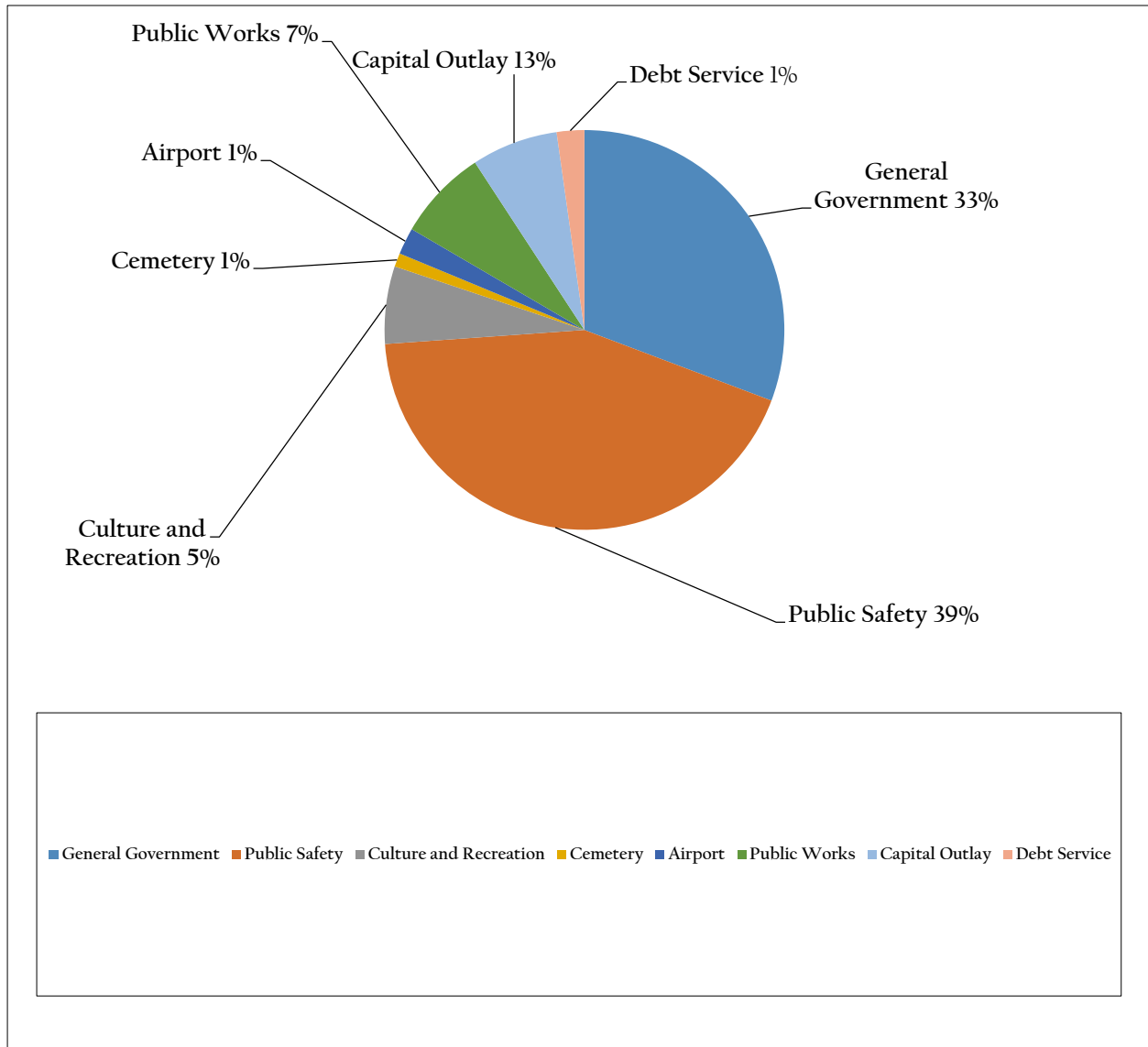
SC Code of Laws Title 6, Chapter 1, Section 6-1-730 allowed revenue transfer to the General Fund an operating transfer from the Hospitality Fund to cover a portion of the administrative and overhead associated with services provided by the General Fund that cover tourism-related expenditures.

01-391-314-000 Transfer In - Accommodations 91,500

SC Code of Laws Title 6, Chapter 1, Section 6-1-530 allowed revenue transfer to the General Fund an operating transfer from the Accommodations Fund to cover a portion of the administrative and overhead associated with services provided by the General Fund that cover tourism-related expenditures.

Budget Summary Expenditures FY 2025

City of Hartsville General Fund - 01



General and Administration/Legal Department

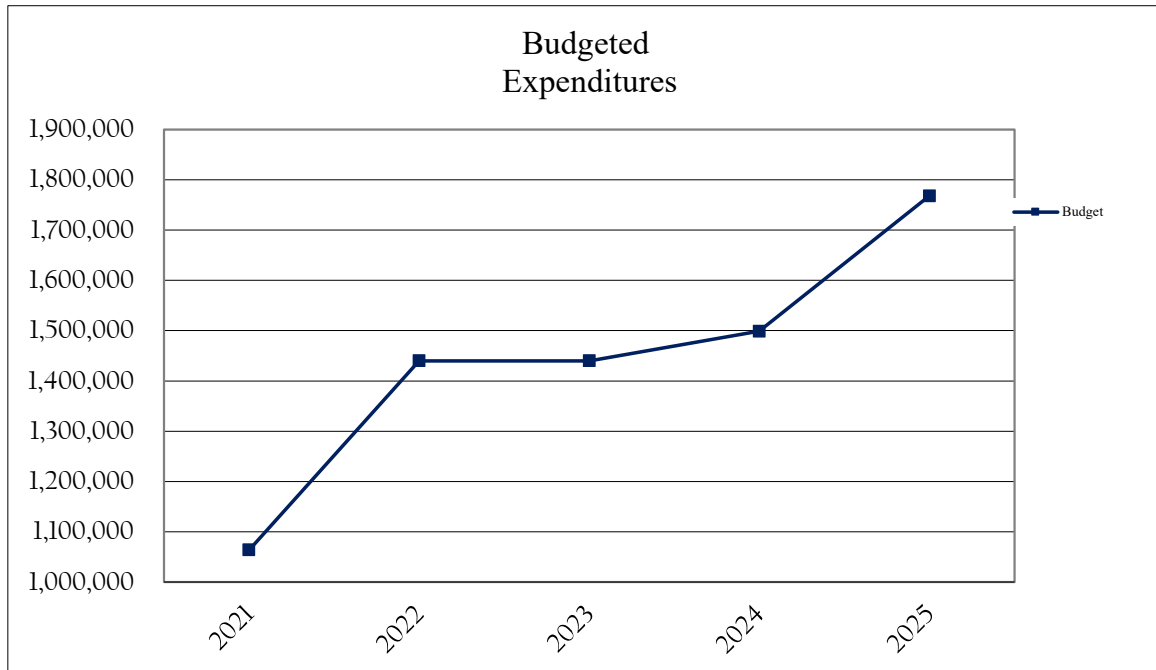
Service Delivery

Department 410 is a department dedicated to City wide expenditures, including, but not limited to: building maintenance, utilities, banking and processing fees, merit bonus, and auditing fees. In addition, the line items included with department 410 that are related to the water, sewer, and waterpark fund are included within the transfer calculation.

Department 416 is for all legal expenditures as it relates to governmental funds. The water, sewer, and waterpark fund legal expenses are held within its fund.

Budget Summary General Fund -01 General and Administration/Legal Department Department No. 410,416

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries and Benefits	\$ 150,710	\$ 150,710	\$ -	0%
Operating Expenditures	\$ 1,330,567	\$ 1,353,624	\$ 23,057	2%
Capital	\$ -	\$ 119,000		
Contingency	\$ 17,489	\$ 144,614	\$ 127,125	727%
Total Budget	\$ 1,498,766	\$ 1,767,948	\$ 269,182	18%



**Personnel Expenditure Request
General Fund -01
General and Administration/Legal Department
Department No. 410,416**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-410-000-140	Merit Bonus	\$ 140,000	\$ 140,000	\$ -	0%
01-410-000-220	FICA	\$ 10,710	\$ 10,710	\$ -	0%
	Total Salaries & Benefits	\$ 150,710	\$ 150,710	\$ -	0%

**Operating Expenditure Request
General Fund -01
General and Administration/Legal Department
Department No. 410,416**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-410-000-310	Banking and Processing Fees	\$ 80,000	\$ 85,000	\$ 5,000	6%
01-410-000-315	Computer Networking	\$ 72,000	\$ 120,000	\$ 48,000	67%
01-410-000-330	Municipal Dues & Subscr	\$ 4,350	\$ 4,350	\$ -	0%
01-410-000-360	Voice Over IP Telephone System	\$ 45,000	\$ -	\$ (45,000)	-100%
01-410-000-410	Utilities	\$ 333,970	\$ 350,000	\$ 16,030	5%
01-410-000-420	Building Maintenance	\$ 26,748	\$ 27,900	\$ 1,152	4%
01-410-000-424	Maintenance Contracts	\$ 144,330	\$ 150,666	\$ 6,336	4%
01-410-000-445	Trees for Tomorrow	\$ 7,500	\$ 7,500	\$ -	0%
01-410-000-512	Auditing	\$ 34,500	\$ 35,000	\$ 500	1%
01-410-000-525	Property/Bond/Liability	\$ 291,086	\$ 276,261	\$ (14,825)	-5%
01-410-000-535	Retiree Insurance	\$ 50,000	\$ 55,000	\$ 5,000	10%
01-416-000-538	Legal Fees	\$ 40,000	\$ 30,000	\$ (10,000)	-25%
01-410-000-580	Vehicle Fuel	\$ 1,000	\$ -	\$ (1,000)	-100%
01-410-000-585	Vehicle Insurance	\$ 1,203	\$ -	\$ (1,203)	-100%
01-410-000-590	Vehicle Maintenance	\$ 500	\$ -	\$ (500)	-100%
01-410-000-665	Misc Grant Matches	\$ -	\$ 38,197	\$ 38,197	0%
01-410-000-669	Accommodations Tax (State) Exp	\$ 115,000	\$ 100,000	\$ (15,000)	-13%
01-410-000-735	Special Projects & Services	\$ 69,780	\$ 40,000	\$ (29,780)	-43%
01-410-000-736	Christmas Events	\$ 10,000	\$ 30,000	\$ 20,000	200%
01-410-000-799	Contingency	\$ 17,489	\$ 144,614	\$ 127,125	727%
01-410-000-800	Storefront Lease	\$ -	\$ -	\$ -	0%
01-410-100-901	Hartsville Public Development Corp	\$ -	\$ -	\$ -	0%
01-410-511-410	Utilities - Oakdale	\$ 3,600	\$ 3,750	\$ 150	4%
	Total Operating Expenditures	\$ 1,348,056	\$ 1,498,238	\$ 150,182	11%

Capital Outlay Request

General Fund -01
 General and Administration/Legal Department
 Department No. 410,416

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget
01-410-000-900	Capital	\$ -	\$ 119,000
	Total Capital Outlay	\$ -	\$ 119,000

01-410-000-140 Merit Bonus 140,000

FY 2025 Merit increase derived from the employee evaluations. III full-time employees are eligible.

01-410-000-220 FICA 10,710

The City of Hartsville is required to pay Social Security tax our merit bonus to all employees. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

01-410-000-310 Banking and Processing Fees 85,000

The City of Hartsville must pay bank fees associated with the transactions, deposits, and credit card fees.

01-410-000-315 Computer Networking 120,000

This account provides for networking internet data for the City properties and the Fire department, as well as, computer equipment.

Description	Total Cost
Internet/Phone Data - Annual City Expenses	\$ 120,000
Total Computer Networking	\$ 120,000

01-410-000-330 Municipal Dues & Subscr 4,350

Description	Total Cost
Annual Parking and Beautification Fee	\$ 1,250
Municipal Association of South Carolina (MASC)	\$ 3,100
Total Municipal Dues & Subscription	\$ 4,350

01-410-000-410 Utilities 350,000

Utility bills including energy and water.

01-410-000-420 Building Maintenance 27,900

Necessary expenses for this budget line include electrical maintenance, elevator inspections, janitorial and cleaning supplies, HVAC maintenance, building supplies, and other various cleaning supplies for City Hall

Description	Total Cost
Clock Maintenance (City Hall)	\$ 650
Elevator Inspection (City Hall)	\$ 150
Emergency HVAC Services (City Hall & Properties)	\$ 11,273
Custodial Supplies (City Hall)	\$ 6,340
Maintenance and Repairs (City Hall & Properties)	\$ 9,487
Total Building Maintenance	\$ 27,900

01-410-000-424 Maintenance Contracts 150,666

This General Administrative Department has the following maintenance contracts:

Description	Total Cost
Alarm Monitoring Service (City Hall)	\$ 5,836
Amazon Business Account (City-wide)	\$ 1,450
Fund Accounting Software (City-wide)	\$ 52,145
Elevator Maintenance (City Hall)	\$ 2,856
Asset Management	\$ 1,000
Fire Extinguisher (City Hall)	\$ 180
HVAC Services (City-wide)	\$ 800
Payroll Service (City-wide)	\$ 81,049
Pest Control (City Hall)	\$ 3,000
Plant Services (City Hall)	\$ 1,400
SC Dept of Labor, Licensing (City Hall)	\$ 50
Shredding Services (City Hall)	\$ 900
Total Maintenance Contracts	\$ 150,666

01-410-000-445 Trees for Tomorrow 7,500

Annual Support, one-time donation each year.

01-410-000-512 Auditing 35,000

This category provides for the annual financial audit to be conducted by certified public accountants and a portion is reimbursed for the water, sewer, and waterpark fund portion, by means of the fund transfer in.

01-410-000-525 Property/Bond/Liability 276,261

General Liability Insurance is provided by South Carolina Municipal Risk Fund (SCMIRF).

01-416-000-538 Legal Fees 30,000

Legal services for the City to be provided for the fiscal year are as follows: Annexation, liens on property for failure to comply with City ordinances, review of zoning agreements, and legal opinions on general matters.

General repairs, oil changes, battery, brakes, wiper blades, replacement parts, tires, etc.

01-410-000-665 Misc Grant Matches 38,197

Description	Total Cost
FAA/SCAERO Runway Project	\$ 38,197
Total Misc Grant Matches	\$ 38,197

01-410-000-669 Accommodations Tax (State) Exp 100,000

Net Accommodations Tax Revenue after Administrative fee disbursed to Grant Recipients per SC State Code Section 12-36-2630(3).

01-410-000-735 Special Projects & Services 40,000

This category provides funds that will allow for various expenditures (i.e., dinners, picnics, service awards, and flowers for special occasions, special projects).

Description	Total Cost
Darlington County Data Processing	\$ 8,000
Chamber of Commerce	\$ 5,000
Local Transportation Assistance	\$ 15,000
Emergency Projects	\$ 12,000
Total Special Projects & Services	\$ 40,000

01-410-000-736 Christmas Events 30,000

Support Christmas parade and other events for the holiday season, including Holiday Open House.

01-410-511-410 Utilities - Oakdale 3,750

Energy bill for the cameras and lighting in the area.

01-410-000-799 Contingency 144,614

Excess revenues over expenditures to be used for unexpected contingencies.

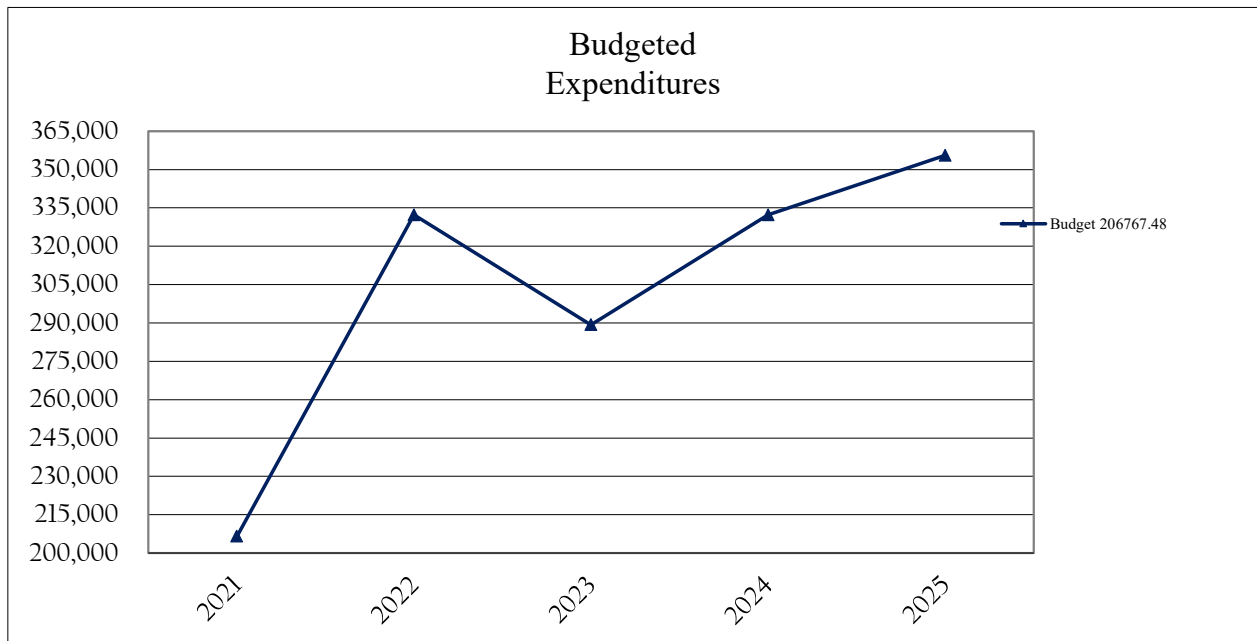
Mayor, Council and City Clerk

Service Delivery

The Legislative function of the City encompasses the governing body of the municipality, which by State law, sets the conditions and determines how the City will operate. The Legislative function is comprised of the Mayor and six (6) Council members elected by the citizens of City Of Hartsville for four (4) year terms on a staggered basis. The Mayor and City Council determine all matters of City policy, consider and adopt all municipal ordinances (laws). The Mayor and City Council employ, direct and guide the City Manager to provide the general management and oversight and review of all City operations, consistent with the policy directives of the Mayor and City Council. This Department is staffed with one (1) full time City Clerk, (1) full time Special Projects Manager, (1) Mayor, and (6) Council Members.

Budget Summary General Fund -01 Mayor Council and City Clerk Department No. 411

Classification	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries and Benefits	\$ 278,172	\$ 286,551	\$ 8,379	3%
Operating Expenditures	\$ 54,100	\$ 69,052	\$ 14,952	28%
Total Budget	\$ 332,272	\$ 355,603	\$ 23,331	7%



**Personnel Expenditure Request
General Fund -01
Mayor Council and City Clerk
Department No. 411**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-411-000-110	Salaries	\$ 180,438	\$ 185,400	\$ 4,962	3%
01-411-000-140	Bonus	\$ 1,090	\$ 1,129	\$ 39	4%
01-411-000-220	FICA	\$ 13,887	\$ 14,269	\$ 382	3%
01-411-000-230	Retirement	\$ 33,489	\$ 34,410	\$ 921	3%
01-411-000-260	Workers Comp	\$ 1,356	\$ 1,367	\$ 11	1%
01-411-000-270	Insurance	\$ 47,911	\$ 49,976	\$ 2,065	4%
	Total Salaries & Benefits	\$ 278,172	\$ 286,551	\$ 8,379	3%

**Operating Expenditure Request
General Fund -01
Mayor Council and City Clerk
Department No. 411**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-411-000-330	Subscriptions	\$ 6,300	\$ 22,000	\$ 15,700	71%
01-411-000-340	Office Supplies	\$ 700	\$ 1,802	\$ 1,102	61%
01-411-000-345	Postage	\$ 200	\$ 200	\$ -	0%
01-411-000-350	Prof Dev - Memberships	\$ 900	\$ 850	\$ (50)	-6%
01-411-000-352	Prof Dev-Training & Conferences	\$ 22,700	\$ 25,100	\$ 2,400	10%
01-411-000-360	Telephone	\$ 1,000	\$ 5,200	\$ 4,200	81%
01-411-000-390	Uniforms	\$ 450	\$ 450	\$ -	0%
01-411-000-424	Maintenance Contracts	\$ 850	\$ 1,450	\$ 600	41%
01-411-000-510	Advertisements-Legal	\$ 1,000	\$ 1,000	\$ -	0%
01-411-000-640	Code Book Codification	\$ 7,000	\$ 6,000	\$ (1,000)	-17%
01-411-000-645	Elections Supplies	\$ 10,000	\$ -	\$ (10,000)	0%
01-411-000-735	Special Projects & Services	\$ 3,000	\$ 5,000	\$ 2,000	40%
	Total Operating Expenditures	\$ 54,100	\$ 69,052	\$ 14,952	28%

01-411-000-110 Salaries 185,400

Salaries of the Mayor and City Council members are set by ordinance and governed by Section 5-7-170 of the Code of Laws of South Carolina, 1976, as amended, which states that an ordinance establishing or increasing such salaries shall not become effective until the commencement date of the terms of two or more members elected at the next general election following the adoption of the ordinance, at which time it will become effective for all members whether or not they were elected in such election. The salaries established by ordinance in Chapter 2, Article II Sections 2-40(a) are \$8,112 annually for the Mayor and \$5,096 annually for City Council members. Salaries are provided for (1) Mayor, (6) Councilmembers, (1) Full-Time City Clerk, and (1) Full-Time Special Projects Manager.

01-411-000-140 Bonus 1,129

Based on formula included in HR-43 annual Bonus Policy.

01-411-000-220 FICA 14,269

The City of Hartsville is required to pay Social Security tax on gross wages of all employees, including the Mayor and City Council. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

01-411-000-230 Retirement 34,410

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

01-411-000-260 Workers Comp 1,367

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

01-411-000-270 Insurance 49,976

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

01-411-000-330 Subscriptions 22,000

This account provides for the Agenda Annual Contract. The original platform is no longer accessible. This budget line includes a one-time expense of \$10,000 for data migration plus fees for the annual contract renewal.

01-411-000-340 Office Supplies 1,802

General Supplies for Meetings, Proclamations, framings, etc.

01-411-000-345 Postage 200

General mailing expenses, including UPS and FedEx.

01-411-000-350 Prof Dev - Memberships 850

Description	Total Cost
SCMA (Mayor)	\$ 100
MFOCTA (Staff)	\$ 140
SCARE (Staff)	\$ 200
SCPRA (Staff)	\$ 100
IIMC (Staff)	\$ 310
Total Memberships	\$ 850

01-411-000-352 Prof Dev-Training & Conferences 25,100

Trainings and conferences include joint dinner meetings, chamber events, and MFOCTA Spring & Annual Conferences and MASC annual meeting.

Description	Total Cost
MFOCTA- Spring & Annual Meeting (Staff)	\$ 3,000
Chamber Events (Staff & Council)	\$ 1,200
Dinner Meetings (Staff & Council)	\$ 400
HLAD (Staff)	\$ 2,750
SCPRA Annual Meeting (Staff)	\$ 1,500
SCMA Mayor's Meeting (Mayor)	\$ 100
SCARE Meeting (Staff)	\$ 500
IIMC Meeting (Staff)	\$ 1,000
MEOI Training (Council)	\$ 2,150
MASC Annual Meeting (Full Council & Staff)	\$ 12,500
Total Training & Conferences	\$ 25,100

01-411-000-360 Telephone 5,200

Communications with the Mayor and City Council is vital in accomplishing the City's goals and objectives. Telecommunications are maintained with the use of cellular phones and other wireless devices.

01-411-000-390 Uniforms 450

The City provides logo wear for employees.

01-411-000-424 Maintenance Contracts 1,450

This Department has the following maintenance contracts:

Description	Total Cost
Copier	\$ 1,450
Total Maintenance Contracts	\$ 1,450

01-411-000-510 Advertisements-Legal 1,000

Necessary expenses include council legal advertisements for public hearings, committee vacancies, budget, etc.

01-411-000-640 Code Book Codification 6,000

Necessary expenses include ordinances, resolutions, and minutes for Council and Committees to Municode and MCCI & annual hosting fees.

01-411-000-735 Special Projects & Services 5,000

Special project expenses that are not regularly occurring.

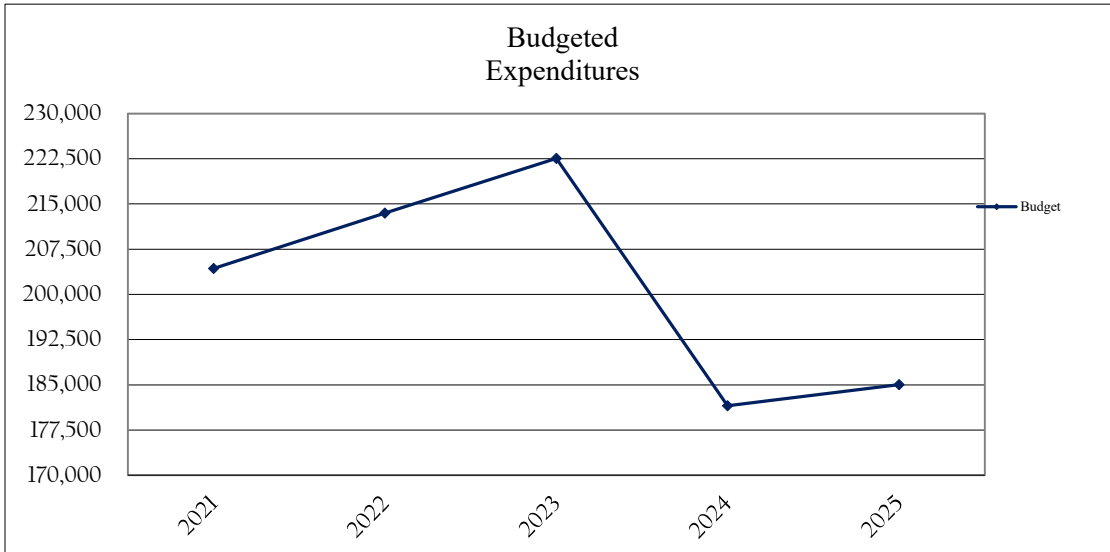
Court Operations

Service Delivery

The City of Hartsville Municipal Court administers justice to offenders brought before the court for traffic violations and other offenses classified as misdemeanors under the laws of the State of South Carolina. The Court function is comprised of four (4) employees - (1) Clerk of Court and (3) Associate City Judges.

Budget Summary General Fund -01 Court Operations Department No. 412

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries and Benefits	\$ 170,657	\$ 173,146	\$ 2,489	1%
Operating Expenditures	\$ 10,865	\$ 11,885	\$ 1,020	9%
Total Budget	\$ 181,522	\$ 185,031	\$ 3,509	2%



**Personnel Expenditure Request
General Fund -01
Court Operations
Department No. 412**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-412-000-110	Salaries	\$ 127,309	\$ 129,036	\$ 1,727	1%
01-412-000-130	Overtime	\$ 2,000	\$ 2,000	\$ -	0%
01-412-000-140	Bonus	\$ 395	\$ 408	\$ 13	3%
01-412-000-220	FICA	\$ 9,921	\$ 10,054	\$ 133	1%
01-412-000-230	Retirement	\$ 23,940	\$ 24,320	\$ 380	2%
01-412-000-260	Workers Comp	\$ 291	\$ 295	\$ 4	1%
01-412-000-270	Insurance	\$ 6,801	\$ 7,033	\$ 232	3%
	Total Salaries & Benefits	\$ 170,657	\$ 173,146	\$ 2,489	1%

**Operating Expenditure Request
General Fund -01
Court Operations
Department No. 412**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-412-000-340	Office Supplies	\$ 1,500	\$ 1,000	\$ (500)	-33%
01-412-000-345	Postage	\$ 150	\$ 150	\$ -	0%
01-412-000-350	Prof Dev - Memberships	\$ 100	\$ 120	\$ 20	20%
01-412-000-352	Prof Dev-Training & Conferences	\$ 2,000	\$ 3,500	\$ 1,500	75%
01-412-000-360	Telephone	\$ 450	\$ 450	\$ -	0%
01-412-000-390	Uniforms	\$ 200	\$ 200	\$ -	0%
01-412-000-424	Maintenance Contracts	\$ 2,965	\$ 2,965	\$ -	0%
01-412-000-538	Court Attorney	\$ 1,500	\$ 1,500	\$ -	0%
01-412-000-670	Jurors	\$ 2,000	\$ 2,000	\$ -	0%
	Total Operating Expenditures	\$ 10,865	\$ 11,885	\$ 1,020	9%

01-412-000-110 Salaries 129,036

FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

01-412-000-130 Overtime 2,000

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

01-412-000-140 Bonus 408

Based on formula included in HR-43 Annual Bonus Policy.

01-412-000-220 FICA 10,054

The City of Hartsville is required to pay Social Security tax on gross wages of all employees. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

01-412-000-230 Retirement 24,320

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

01-412-000-260 Workers Comp 295

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

01-412-000-270 Insurance 7,033

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

01-412-000-340 Office Supplies 1,000

Office supplies include letterhead stationery, envelopes, business cards, writing pads, pens, pencils, special binders for agendas, etc. This account includes cost for copy paper needed for special reports to employees.

01-412-000-345 Postage 150

General mailing expenses, including UPS and FedEx.

01-412-000-350 Prof Dev - Memberships 120

This account provide for staff annual membership to the Municipal Association of South Carolina (MASC).

01-412-000-352 Prof Dev-Training & Conferences 3,500

This category provides for Municipal Court personnel attendance at workshops and seminars for increasing knowledge in their position.

Description	Total Cost
MCAA Spring Meeting (2 Staff)	\$ 800
MCAA 101	\$ 800
MCAA Annual Meeting (2 Staff)	1,900
Total Prof Dev-Training & Conferences	\$ 3,500

01-412-000-360 Telephone 450

This account provides for a cellular phone bill.

01-412-000-390 Uniforms 200

The City provides a stipend for logo wear for every employee in the department.

01-412-000-424 Maintenance Contracts 2,965

This Department has the following maintenance contracts:

Description	Total Cost
Copier	\$ 2,965
Total Maintenance Contracts	\$ 2,965

01-412-000-538 Court Attorney 1,500

Legal fees for court attorney.

01-412-000-670 Jurors 2,000

In South Carolina, jurors receive nominal compensation for each day spent at jury selection, or while serving on a jury.

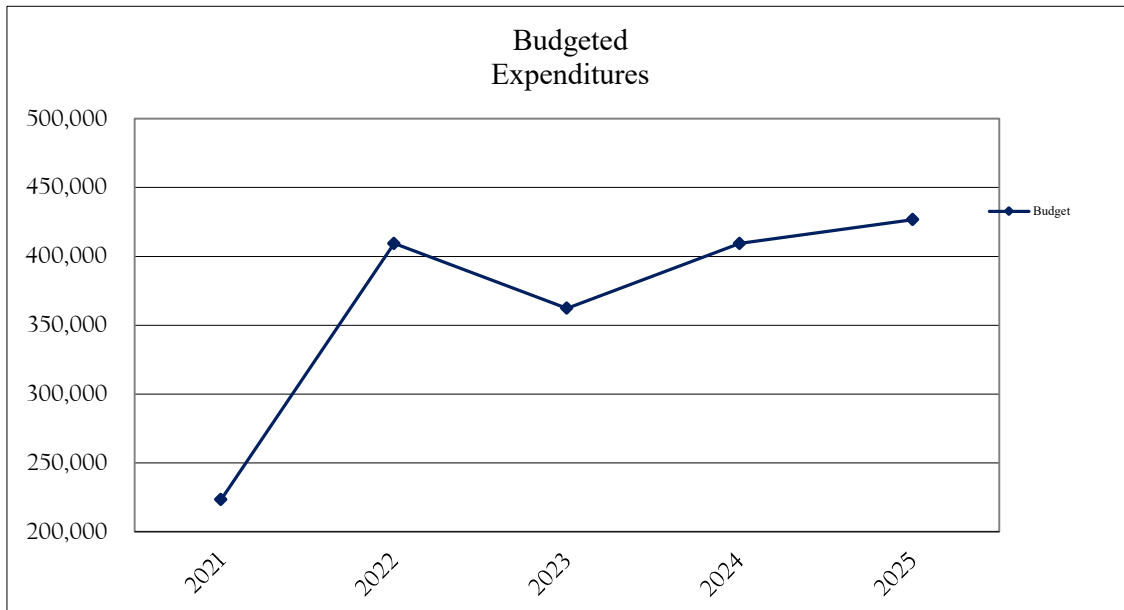
City Manager

Service Delivery

The City Manager reports directly to City Council, serving as a technical adviser in all council meetings. It is his job to supervise the day-to-day administrative operations of the City and manage the execution of legislation passed by City Council. The City Manager also has focused involvement in economic development and the development of Main Street. Other responsibilities include public relations, meeting with local residents, citizen groups, and businesses. The City Manager department is staffed by (2) full-time employees - (1) City Manager and (1) Assistant City Manager.

Budget Summary General Fund -01 City Manager Department No. 413

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries and Benefits	\$ 376,667	\$ 396,753	\$ 20,086	5%
Operating Expenditures	\$ 32,690	\$ 29,900	\$ (2,790)	-9%
Total Budget	\$ 409,357	\$ 426,653	\$ 17,296	4%



**Personnel Expenditure Request
General Fund -01
City Manager
Department No. 413**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-413-000-110	Salaries	\$ 256,323	\$ 277,376	\$ 21,053	8%
01-413-000-140	Bonus	\$ 6,244	\$ 6,406	\$ 162	3%
01-413-000-150	Deferred Comp	\$ 8,533	\$ 9,457	\$ 924	11%
01-413-000-155	Car Allowance	\$ 14,400	\$ 14,400	\$ -	0%
01-413-000-220	FICA	\$ 20,086	\$ 21,709	\$ 1,623	8%
01-413-000-230	Retirement	\$ 45,235	\$ 49,142	\$ 3,907	9%
01-413-000-260	Workers Comp	\$ 2,964	\$ 3,220	\$ 256	9%
01-413-000-270	Insurance	\$ 22,882	\$ 15,043	\$ (7,839)	-34%
	Total Salaries & Benefits	\$376,667	\$396,753	\$20,086	5%

**Operating Expenditure Request
General Fund -01
City Manager
Department No. 413**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-413-000-340	Office Supplies	\$ 300	\$ 300	\$ -	0%
01-413-000-345	Postage	\$ 50	\$ 50	\$ -	0%
01-413-000-350	Prof Dev - Memberships	\$ 3,000	\$ 3,000	\$ -	0%
01-413-000-352	Prof Dev-Training & Conferences	\$ 25,000	\$ 21,500	\$ (3,500)	-14%
01-413-000-390	Uniforms	\$ -	\$ -	\$ -	0%
01-413-000-424	Maintenance Contracts	\$ 840	\$ 1,050	\$ 210	25%
01-413-000-735	Special Projects and Services	\$ 3,500	\$ 4,000	\$ 500	14%
	Total Operating Expenditures	\$ 32,690	\$ 29,900	-\$2,790	-9%

01-413-000-110 Salaries 277,376

FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase. The City Manager's salary is approved separately by Council via contract renewal.

01-413-000-140 Bonus 6,406

Based on formula included in HR-43 Annual Bonus Policy.

01-413-000-150 Deferred Comp 9,457

City Manager contract provides additional compensation in the form of a contribution to City Manager's ICMA-RC

01-413-000-155 Car Allowance 14,400

Vehicle expenses such as gasoline, insurance, general maintenance and tires. The allowance provides official business transportation for the City Manager and the Assistant City Manager.

01-413-000-220 FICA 21,709

The City of Hartsville is required to pay Social Security tax on gross wages of all employees. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

01-413-000-230 Retirement 49,142

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

01-413-000-260 Workers Comp 3,220

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

01-413-000-270 Insurance 15,043

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

01-413-000-340 Office Supplies 300

The City Manager buys office supplies including but not limited to, i.e., pencils, pens, copy paper, calculator tape, paper clips, stationery, envelopes, and miscellaneous office supplies.

01-413-000-345 Postage 50

General postage expenses, including UPS and Fed Ex.

01-413-000-350 Prof Dev - Memberships 3,000

This expense line includes memberships with ICMA, SCCDA & SCCCM for the City Manager and additional memberships the City Manager sees as beneficial for the Assistant City Manager.

01-413-000-352 Prof Dev-Training & Conferences 21,500

This category provides for City Manager attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to upgrade their education in areas related to the Administration Department, as well as maintaining their professional certifications.

Description	Total Cost	
MASC Annual Conference (1staff)	\$	1,550
ICMA National Conference (2 staff)	\$	5,600
Retail Conference (2 Staff)	\$	5,800
2 SCCMA Conferences (2 staff)	\$	4,050
ICSC Annual Conference (2 staff)	\$	4,500
Total Trainings & Conferences	\$	21,500

01-413-000-424 Maintenance Contracts 1,050

The City Manager department services the following maintenance contracts. This line item accounts for the City Manager's portion of printer and copier charges.

Description	Total Cost	
Copier	\$	1,050
Total Maintenance Contracts	\$	1,050

01-413-000-735 Special Projects and Services 4,000

This account provides for any special project or for any other expenses that are not regularly occurring. Expenses related to networking events and meetings with other governmental officials and organizations are allocated to this account.

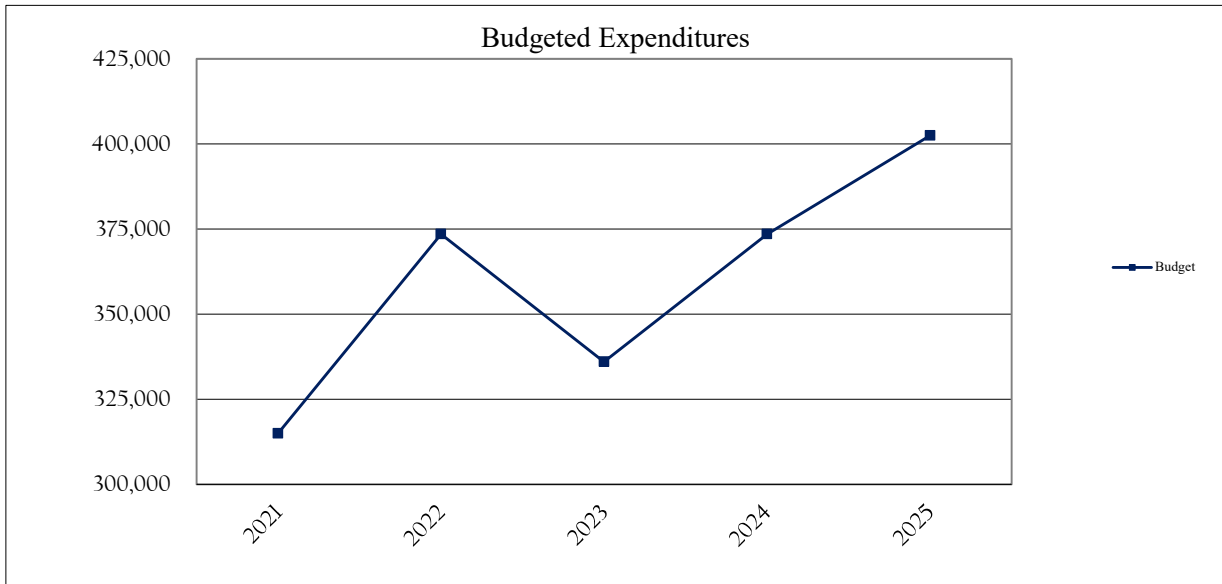
Information Technology Department

Service Delivery

The Information Technology Department manages the City's computer network including LAN, WAN, internet, e-mail, routers, virus protection, backup and monitoring internet usage. The IT Department troubleshoots, diagnoses and repairs software, hardware and network problems.

Budget Summary General Fund -01 Information Technology Department Department No. 414

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Operating Expenditures	\$ 373,500	\$ 402,481	\$ 28,981	8%
Total Budget	\$ 373,500	\$ 402,481	\$ 28,981	8%



Operating Expenditure Request
General Fund - 01
Information Technology Department
Department No. 414

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-414-000-340	Office Supplies	\$ -	\$ -	\$ -	0%
01-414-000-424	Contract Services	\$ 372,500	\$ 401,281	\$ 28,781	8%
01-414-000-420	Building Maintenance & Supplies	\$ 1,000	\$ 1,200	\$ 200	20%
	Total Operating Expenditures	\$ 373,500	\$ 402,481	\$ 28,981	8%

01-414-000-420 Building Maintenance & Supplies

1,200

General building maintenance and supplies are charged to this line item.

01-414-000-424 Contract Services

401,281

The City utilizes the following contract services. \$30,000 of the increase to this line item is due to insurance required increased cybersecurity measures.

<u>Description</u>	<u>Total Cost</u>
General IT Services (Security Cameras/Network Equip)	\$ 664
Virtual Office Services (Data backup/employee access.)	\$ 400,617
Total Contract Services	\$ 401,281

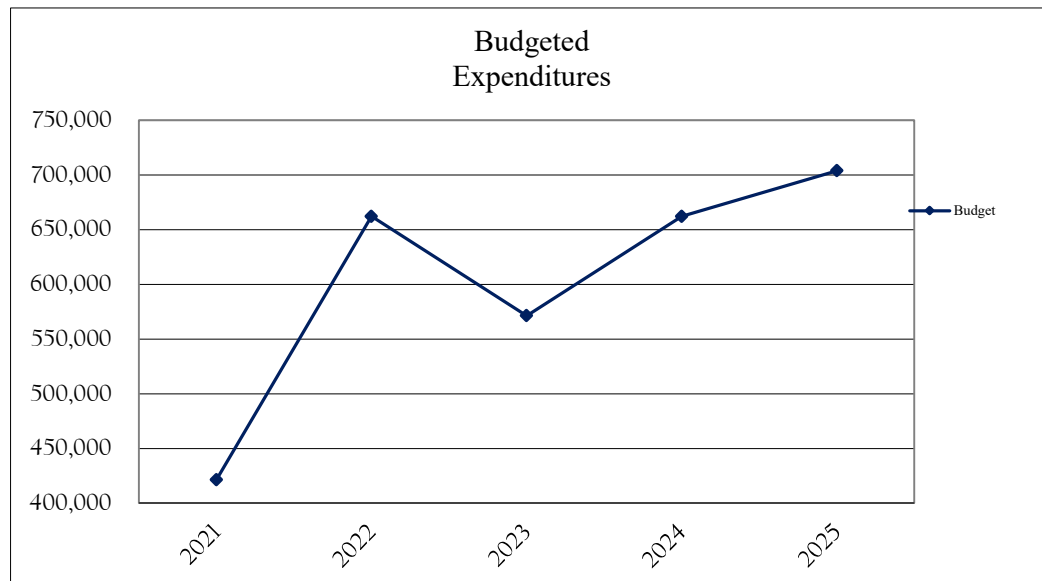
Finance

Service Delivery

The Finance Department is responsible for all of the City's financial planning, investing, budgeting, licensing, and fiscal records. The department handles many different tasks for the City of Hartsville such as utility payments, hospitality taxes, accommodations taxes, accounts payable and receivable, community development payments, donations to area parks and recreational facilities. Staffed by nine full-time employees - (1) Chief Financial Officer (also Assistant City Manager, split with the City Manager department), (1) Business Services Director, (3) Customer Service Representatives, (1) Senior Accountant, (1) Procurement and Risk Manager, (1) Grants Administrator/Accountant I, and (1) Business License Coordinator.

Budget Summary General Fund -01 Finance Department No. 415

Classification	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries and Benefits	\$ 632,381	\$ 673,634	\$ 41,253	7%
Operating Expenditures	\$ 29,850	\$ 30,169	\$ 319	1%
Total Budget	\$ 662,231	\$ 703,803	\$ 41,572	6%



**Personnel Expenditure Request
General Fund -01
Finance
Department No. 415**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-415-000-110	Salaries	\$ 446,472	\$ 482,524	\$ 36,052	8%
01-415-000-130	Overtime	\$ 500	\$ 500	\$ -	0%
01-415-000-140	Bonus	\$ 3,438	\$ 3,688	\$ 250	7%
01-415-000-155	Car Allowance	\$ 3,600	\$ 3,600	\$ -	0%
01-415-000-220	FICA	\$ 34,732	\$ 37,233	\$ 2,501	7%
01-415-000-230	Retirement	\$ 82,943	\$ 88,981	\$ 6,038	7%
01-415-000-260	Workers Comp	\$ 1,730	\$ 1,829	\$ 99	6%
01-415-000-270	Insurance	\$ 53,966	\$ 53,279	\$ (687)	-1%
01-415-000-295	Temporary Personnel	\$ 5,000	\$ 2,000	\$ (3,000)	-60%
	Total Salaries & Benefits	\$632,381	\$673,634	\$41,253	7%

**Operating Expenditure Request
General Fund -01
Finance
Department No. 415**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-415-000-340	Office Supplies	\$ 9,000	\$ 6,000	\$ (3,000)	-33%
01-415-000-345	Postage	\$ 1,500	\$ 4,000	\$ 2,500	167%
01-415-000-350	Prof Dev - Memberships	\$ 1,200	\$ 1,200	\$ -	0%
01-415-000-352	Prof Dev-Training & Conferences	\$ 11,600	\$ 11,600	\$ -	0%
01-415-000-360	Telephone	\$ 825	\$ 865	\$ 40	5%
01-415-000-390	Uniforms	\$ 500	\$ 500	\$ -	0%
01-415-000-424	Maintenance Contracts	\$ 2,725	\$ 4,504	\$ 1,779	65%
01-415-000-735	Special Projects and Services	\$ 2,500	\$ 1,500	\$ (1,000)	-40%
01-415-000-540	Professional Services	\$ -	\$ -	\$ -	0%
	Total Operating Expenditures	\$ 29,850	\$ 30,169	\$ 319	1%

01-415-000-110 Salaries 482,524

FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

01-415-000-130 Overtime 500

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week. This calculation is based on the business needs that arise during the busiest times of the month for utility payment collections.

01-415-000-140 Bonus 3,688

Based on formula included in HR-43 Annual Bonus Policy.

01-415-000-155 Car Allowance 3,600

Vehicle expenses such as gasoline, insurance, general maintenance and tires. The allowance provides official business transportation for the Chief Financial Officer.

01-415-000-220 FICA 37,233

The City of Hartsville is required to pay Social Security tax on gross wages of all employees. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

01-415-000-230 Retirement 88,981

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

01-415-000-260 Workers Comp 1,829

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

01-415-000-270 Insurance 53,279

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

01-415-000-295 Temporary Personnel 2,000

This account provides for wages incurred by a temporary Business License Specialist that works during peak season for business license collections. This was previously budgeted in the Planning & Zoning department.

01-415-000-340 Office Supplies 6,000

The Finance department buys office supplies including but not limited to, i.e., pencils, pens, copy paper, calculator tape, paper clips, stationery, envelopes, and miscellaneous office supplies.

01-415-000-345 Postage 4,000

General postage expenses, including UPS and FedEx. This budget increased due to business license and grant related postage that is now being allocated here.

01-415-000-350 Prof Dev - Memberships 1,200

This account provides for the following memberships:

Description	Total Cost	
BLOA Memberships	\$	75
MFOCTA Memberships	\$	175
SCUBA Memberships	\$	95
CPA Dues	\$	80
GFOASC Dues	\$	300
SC Aviation Association	\$	35
National GFOA Dues	\$	170
Other Memberships	\$	270
Total Prof Dev-Memberships	\$	1,200

01-415-000-352 Prof Dev-Training & Conferences 11,600

This category provides for Finance Department personnel attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to maintain their professional certifications.

Description	Total Cost	
SCUBA Fall Meeting (3 emp)	\$	550
SCUBA Annual Meeting (3 emp)	\$	2,500
MCAA Annual Meeting (3 emp)	\$	2,500
MCAA Spring Meeting (2 emp)	\$	550
Grant Trainings and Continuing Education		
Trainings (2 emp)	\$	1,500
BLOA/ MFOCTA Annual Conference (2 emp)	\$	2,000
GFOASC Spring Meeting (1 emp)	\$	300
GFOASC Fall Meeting (1 emp)	\$	1,300
BLOA Spring Meeting (2 emp)	\$	400
Total Prof Dev-Training & Conferences	\$	11,600

01-415-000-360 Telephone 865

This line provides for monthly telephone expenses incurred by the Finance department.

01-415-000-390 Uniforms 500

The City provides a stipend for logo wear for every employee in the department.

01-415-000-424 Maintenance Contracts 4,504

The Finance department maintains the following contracts:

Description	Total Cost	
Copier	\$	3,754
Postage Machine	\$	750
Total Maintenance Contracts	\$	4,504

01-415-000-735 Special Projects and Services 1,500

This account provides for any special projects and for any expenses that are not regularly occurring.

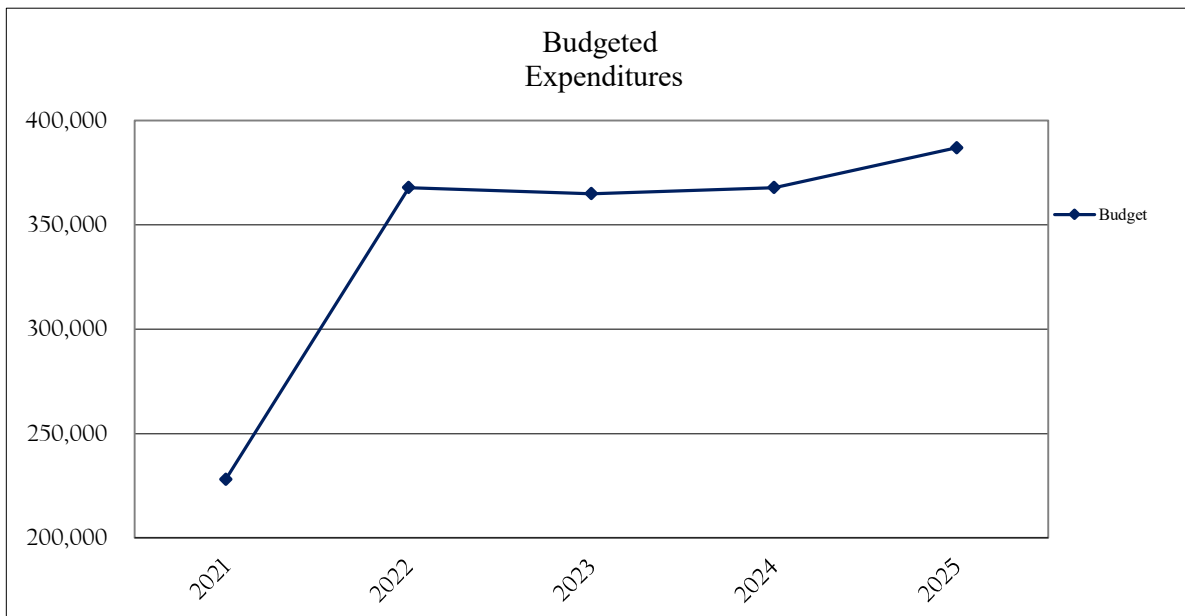
Human Resources Department

Service Delivery

The Human Resources Department is responsible for providing programs and services designed to attract, retain and develop diverse employees committed to achieving City objectives and satisfying customers. Human Resources administers programs and activities related to recruitment, job classification, benefits administration, wellness initiatives, personnel policies and procedures, and employee relations, as well as ongoing training, development and risk management. Staffed by three full-time employees - (1) Human Resources Director and (2) Human Resources Generalists.

Budget Summary General Fund -01 Human Resources Department Department No. 417

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries and Benefits	\$ 305,156	\$ 316,430	\$ 11,274	4%
Operating Expenditures	\$ 62,754	\$ 70,494	\$ 7,740	12%
Total Budget	\$ 367,910	\$ 386,924	\$ 19,014	5%



**Personnel Expenditure Request
General Fund -01
Human Resources Department
Department No. 417**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-417-000-110	Salaries	\$ 211,506	\$ 221,071	\$ 9,565	5%
01-417-000-140	Bonus	\$ 1,627	\$ 1,701	\$ 74	5%
01-417-000-220	FICA	\$ 16,305	\$ 17,042	\$ 737	5%
01-417-000-230	Retirement	\$ 39,256	\$ 41,031	\$ 1,775	5%
01-417-000-260	Workers Comp	\$ 2,605	\$ 499	\$ (2,106)	-81%
01-417-000-270	Insurance	\$ 28,857	\$ 30,086	\$ 1,229	4%
01-417-000-295	Temporary Personnel	\$ 5,000	\$ 5,000	\$ -	0%
	Total Salaries & Benefits	\$ 305,156	\$ 316,430	\$ 11,274	4%

**Operating Expenditure Request
General Fund -01
Human Resources Department
Department No. 417**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-417-000-320	Continuing Education	\$ -	\$ -	\$ -	0%
01-417-000-330	Subscriptions	\$ 1,105	\$ 1,500	\$ 395	36%
01-417-000-340	Office Supplies	\$ 3,250	\$ 3,800	\$ 550	17%
01-417-000-345	Postage	\$ 525	\$ 550	\$ 25	5%
01-417-000-350	Prof Dev - Memberships	\$ 630	\$ 860	\$ 230	37%
01-417-000-352	Prof Dev-Training & Conferences	\$ 11,450	\$ 14,000	\$ 2,550	22%
01-417-000-360	Telephone	\$ 2,484	\$ 2,484	\$ -	0%
01-417-000-390	Uniforms	\$ 450	\$ 450	\$ -	0%
01-417-000-424	Maintenance Contracts	\$ 3,850	\$ 3,850	\$ -	0%
01-417-000-510	Advertisements - Legal	\$ 510	\$ 1,000	\$ 490	96%
01-417-000-540	Professional Services	\$ 5,000	\$ 5,000	\$ -	0%
01-417-000-650	Employee Assistance	\$ 5,000	\$ 6,000	\$ 1,000	20%
01-417-000-652	Employee Longevity Awards	\$ 5,000	\$ 5,000	\$ -	0%
01-417-000-700	Policy Review Guidelines	\$ 1,000	\$ 1,000	\$ -	0%
01-417-000-735	Special Projects and Services	\$ 22,500	\$ 25,000	\$ 2,500	11%
	Total Operating Expenditures	\$ 62,754	\$ 70,494	\$ 7,740	12%

01-417-000-110 Salaries **221,071**

FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

01-417-000-140 Bonus **1,701**

Based on formula included in HR-43 Annual Bonus Policy.

01-417-000-220 FICA **17,042**

The City of Hartsville is required to pay Social Security tax on gross wages of all employees. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

01-417-000-230 Retirement **41,031**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

01-417-000-260 Workers Comp **499**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

01-417-000-270 Insurance **30,086**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

01-417-000-295 Temporary Personnel **5,000**

This account provides for wages incurred by temporary personnel in the event that an otherwise full-time position should be temporarily filled by an employee through a staffing agency.

01-417-000-330 Subscriptions **1,500**

This account provides for subscriptions to recruitment websites such as LinkedIn and subscriptions related to sending out monthly Newsletters, such as Survey Monkey. Subscriptions also include Prezi, Mobile Text Alert, and Indeed.

01-417-000-340 Office Supplies **3,800**

The Human Resources Department buys office supplies including but not limited to, i.e., pencils, pens, copy paper, calculator tape, paper clips, stationery, envelopes, and miscellaneous office supplies.

01-417-000-345 Postage **550**

General postage expenses, including UPS and FedEx.

01-417-000-350 Prof Dev - Memberships **860**

This account provides for the following memberships:

Description	Total Cost	
SHRM Local (3 Staff)	\$	200
MHRA (3 Staff)	\$	360
Society for Human Resource (3 Staff)	\$	300
Total Memberships	\$	860

01-417-000-352 Prof Dev-Training & Conferences **14,000**

This category provides for Human Resources Department personnel attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to upgrade their education in areas related to the Human Resources Department, as well as maintaining their professional certifications. Human Resources also budgets for City-wide training for employees and supervisors, including supervisory training, performance appraisals, coaching, etc. Budgeted expenditures include, but are not limited to classroom materials, books, videos, etc.

Description	Total Cost	
MHRA Annual/Fall (3 Staff)	\$	3,800
MHRA Regional/Spring (3 Staff)	\$	700
ADP Conference (3 Staff)	\$	8,000
Workshops and Seminars (3 Staff)	\$	1,000
PEBA Conference (3 Staff)	\$	500
Total Training & Conferences	\$	14,000

01-417-000-360 Telephone **2,484**

The City receives basic telephone and long distance service. The City also maintains 3 cellular phones and other devices for the staff. The monthly bills are as follows.

01-417-000-390 Uniforms **450**

The City provides a stipend for logo wear for every employee in the department.

01-417-000-424 Maintenance Contracts **3,850**

The Human Resources department maintains the following contracts:

Description	Total Cost	
Copier	\$	3,850
Total Maintenance Contracts	\$	3,850

01-417-000-510 Advertisements - Legal **1,000**

Recruitment announcements

01-417-000-540 Professional Services **5,000**

This account provides for professional services related to Human Resources.

01-417-000-650 Employee Assistance **6,000**

The Employee Assistance Program (EAP) is designed to provide confidential counseling, as written in HR-27 Employee Assistance Program Policy.

Description	Total Price	
90 Sessions	\$	6,000
Total Employee Assistance	\$	6,000

01-417-000-652 Employee Longevity Awards **5,000**

Years of service award one for every five years of service.

01-417-000-700 Policy Review Guidelines **1,000**

Legal fees for review.

01-417-000-735 Special Projects and Services **25,000**

This category provides funds that will allow for various expenditures employee awards, job fairs, wellness, etc. A large portion of this account is utilized for the annual holiday employee luncheon, including catering and prizes.

Main Street

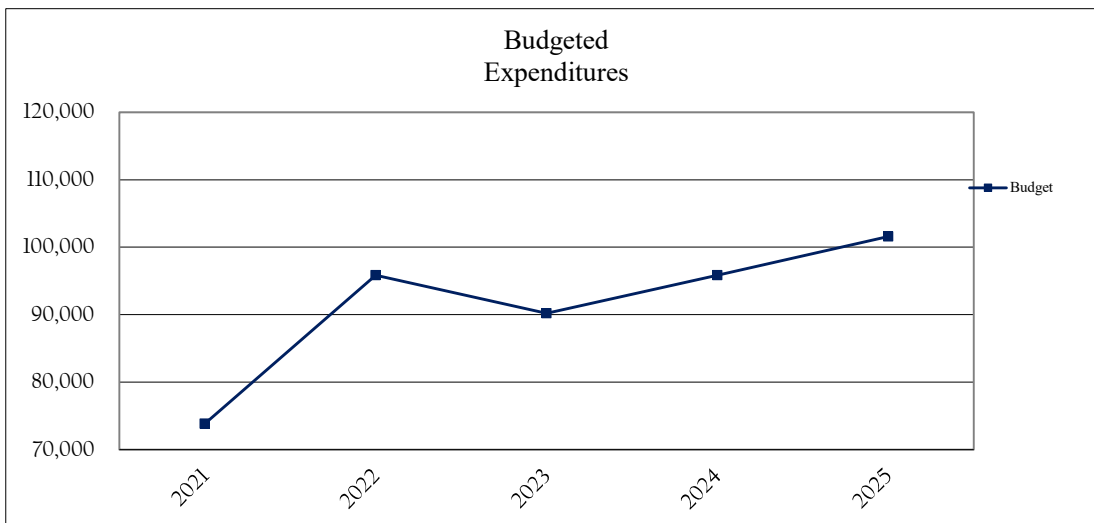
Service Delivery

The Main Street Hartsville program is a partnership of the City of Hartsville and Main Street South Carolina, a program of the National Main Street Center. The organization seeks to build a vibrant downtown in Hartsville, focusing on thriving businesses, entertainment, recreating and historic preservation. It follows the Main Street Four Point Approach of Organization, Promotion, Design and Economic Restructuring. Staffed by one full-time employee - (1) Main Street Manager

Main Street Hartsville's efforts include partner businesses, a group of committees to direct projects and programs, the Hartsville Farmer's Market, as well as a Downtown Vibrancy Program for downtown business to improve their businesses.

Budget Summary General Fund -01 Main Street Department No. 418

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries and Benefits	\$ 70,838	\$ 81,681	\$ 10,843	15%
Operating Expenditures	\$ 25,015	\$ 19,915	\$ (5,100)	-20%
Total Budget	\$ 95,853	\$ 101,596	\$ 5,743	6%



**Personnel Expenditure Request
General Fund -01
Main Street
Department No. 418**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-418-000-110	Salaries	\$ 48,667	\$ 56,925	\$ 8,258	17%
01-418-000-140	Bonus	\$ 374	\$ 438	\$ 64	17%
01-418-000-220	FICA	\$ 3,723	\$ 4,355	\$ 632	17%
01-418-000-230	Retirement	\$ 9,033	\$ 10,565	\$ 1,532	17%
01-418-000-260	Workers Comp	\$ 740	\$ 865	\$ 125	17%
01-418-000-270	Insurance	\$ 6,801	\$ 7,033	\$ 232	3%
01-418-000-295	Temporary Personnel	\$ 1,500	\$ 1,500	\$ -	0%
Total Salaries & Benefits		\$ 70,838	\$ 81,681	\$ 10,843	15%

**Operating Expenditure Request
General Fund -01
Main Street
Department No. 418**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-418-000-310	Banking and Processing Fees	\$ 400	\$ 300	\$ (100)	-25%
01-418-000-340	Office Supplies	\$ 800	\$ 800	\$ -	0%
01-418-000-345	Postage	\$ 65	\$ 65	\$ -	0%
01-418-000-350	Prof Dev - Memberships	\$ 1,500	\$ 1,500	\$ -	0%
01-418-000-352	Prof Dev-Training & Conferences	\$ 5,000	\$ 5,000	\$ -	0%
01-418-000-390	Uniforms	\$ 150	\$ 150	\$ -	0%
01-418-000-424	Maintenance Contracts	\$ 1,100	\$ 1,100	\$ -	0%
01-418-000-700	Marketing and Advertising	\$ 2,000	\$ 1,500	\$ (500)	-25%
01-418-000-701	Discount Gift Card	\$ 1,500	\$ 1,500	\$ -	0%
01-418-000-735	Special Projects and Services	\$ 10,000	\$ 5,000	\$ (5,000)	-50%
01-418-000-736	Mainstreet Events	\$ 2,000	\$ 3,000	\$ 1,000	50%
01-418-700-736	MS Grand Opening Expense	\$ 500	\$ -	\$ (500)	-100%
01-418-703-736	MS Treats on the Streets	\$ -	\$ -	\$ -	0%
Total Operating Expenditures		\$ 25,015	\$ 19,915	\$ (5,100)	-20%

01-418-000-110 Salaries 56,925

FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

01-418-000-140 Bonus 438

Based on formula included in HR-43 Annual Bonus Policy.

01-418-000-220 FICA 4,355

The City of Hartsville is required to pay Social Security tax on gross wages of all employees. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

01-418-000-230 Retirement 10,565

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

01-418-000-260 Workers Comp 865

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

01-418-000-270 Insurance 7,033

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

01-418-000-295 Temporary Personnel 1,500

Temporary personnel for extra staffing for Downtown Block Parties, Farmers Markets, and other MSH events.

01-418-000-310 Banking and Processing Fees 300

The City of Hartsville must pay bank fees associated with the transactions, deposits, daily repurchase agreements and credit card fees.

01-418-000-340 Office Supplies 800

This account provides for office supplies, i.e., pencils, pens, copy paper, calculator tape, paper clips, stationery, envelopes, computer supplies, and any other office supplies that are required.

01-418-000-345 Postage 65

General mailing expenses, including UPS and FedEx.

01-418-000-350 Prof Dev - Memberships 1,500

This account provides for the following memberships:

Description	Total Cost
MSSC Membership	\$ 800
Main Street National Membership	\$ 375
MASC	\$ 325
Total Memberships	\$ 1,500

01-418-000-352 Prof Dev-Training & Conferences 5,000

This category provides for personnel attendance at workshops and seminars for increasing knowledge in their position.

Description	Total Cost	
Main Street National Conference (2)	\$	3,000
Main Street SC Quarterly Trainings	\$	1,500
Workshops and Webinars	\$	500
Total Training & Conferences	\$	5,000

01-418-000-390 Uniforms 150

The City provides a stipend for logo wear for every employee in the department.

01-418-000-424 Maintenance Contracts 1,100

The Main Street department maintains the following contracts:

Description	Total Cost	
Copier	\$	1,100
Total Maintenance Contracts	\$	1,100

01-418-000-700 Marketing and Advertising 1,500

Main Street Hartsville does various paid marketing and advertising to promote Downtown and Downtown events.

Description	Total Cost	
Print Materials	\$	900
Street Banners	\$	600
Total Marketing and Advertising	\$	1,500

01-418-000-701 Discount Gift Card 1,500

This budgeted amount will allow Main Street Hartsville to run promotional discounts on Main Street Gift Certificates. This funds programs like Treat Yourself, Love Local, and other campaigns that can be run during Downtown's slow season to encourage more traffic Downtown.

01-418-000-735 Special Projects and Services 5,000

The Main Street Special projects line covers expenses to purchase partner decals, gift certificates, and other various expenses that may arise.

01-418-000-736 Mainstreet Events 3,000

The Main Street events line covers expenses that are not covered by sponsorships for Downtown events including: Block Parties, Downtown Shopping Nights, Etc.

Description	Total Cost	
Signage	\$	250
Farmers Markets	\$	250
Events	\$	1,000
Merchant Meetings	\$	1,500
Total Mainstreet Events	\$	3,000

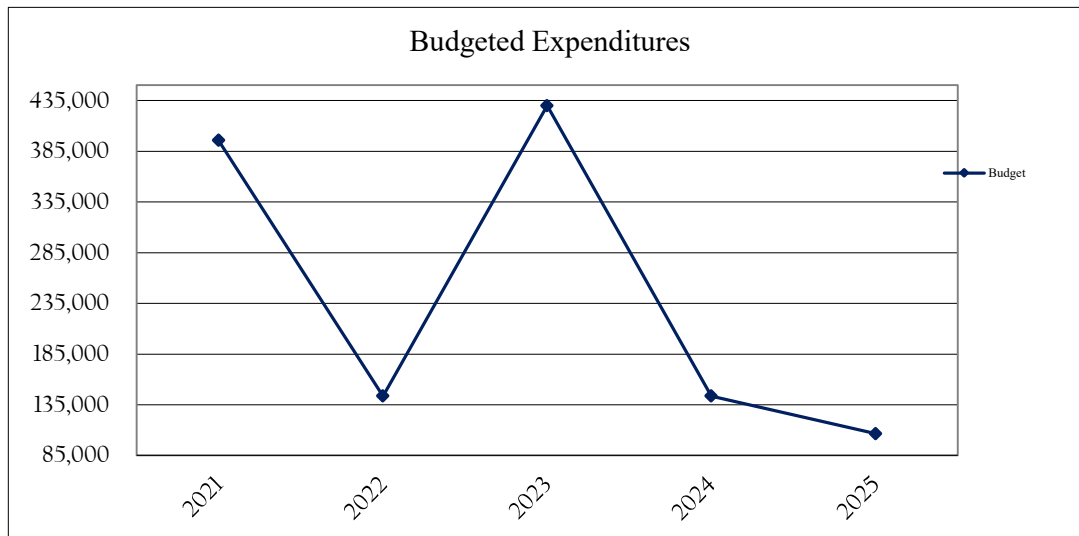
Planning and Zoning

Service Delivery

The Planning and Zoning Department proposes and implements plans that improve and preserve the quality of life in the city of Hartsville. Promoting orderly and controlled development allows us to plan for current and future needs. This department is responsible for zoning, permits, and initiating annexations, as well as developing a Comprehensive Plan in coordination with the Planning Commission. They also ensure all construction and renovation projects meet state guidelines, ICC standards, land use ordinances, and local regulations before work begins. Staffed by one (1) full-time employees - (1) Development Project Manager.

Budget Summary General Fund -01 Planning and Zoning Department No. 419

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries and Benefits	\$ 126,439	\$ 95,917	\$ (30,522)	-24%
Operating Expenditures	\$ 17,100	\$ 10,571	\$ (6,529)	-38%
Debt Service	\$ -	\$ -	\$ -	0%
Total Budget	\$ 143,539	\$ 106,488	\$ (37,052)	-26%



**Personnel Expenditure Request
General Fund -01
Planning and Zoning
Department No. 419**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-419-000-110	Salaries	\$ 91,134	\$ 69,836	\$ (21,298)	-23%
01-419-000-130	Overtime	\$ 500	\$ -	\$ (500)	-100%
01-419-000-140	Bonus	\$ 617	\$ 537	\$ (80)	-13%
01-419-000-220	FICA	\$ 6,183	\$ 5,384	\$ (799)	-13%
01-419-000-230	Retirement	\$ 15,117	\$ 12,962	\$ (2,155)	-14%
01-419-000-260	Workers Comp	\$ 187	\$ 165	\$ (22)	-12%
01-419-000-270	Insurance	\$ 10,201	\$ 7,033	\$ (3,168)	-31%
01-419-000-295	Temporary Personnel	\$ 2,500	\$ -	\$ (2,500)	-100%
	Total Salaries & Benefits	\$ 126,439	\$ 95,917	\$ (30,525)	-24%

**Operating Expenditure Request
General Fund -01
Planning and Zoning
Department No. 419**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-419-000-160	Contracted Bldg Inspection SVCS	\$ -	\$ -	\$ -	0%
01-419-000-330	Publications	\$ 100	\$ 100	\$ -	0%
01-419-000-340	Office Supplies	\$ 5,000	\$ 2,000	\$ (3,000)	-60%
01-419-000-345	Postage	\$ 300	\$ 100	\$ (200)	-67%
01-419-000-350	Prof Dev - Memberships	\$ 800	\$ 800	\$ -	0%
01-419-000-352	Prof Dev-Training & Conferences	\$ 4,500	\$ 1,500	\$ (3,000)	-67%
01-419-000-360	Telephone	\$ 2,500	\$ 2,500	\$ -	0%
01-419-000-390	Uniforms	\$ 300	\$ 300	\$ -	0%
01-419-000-424	Maintenance Contracts	\$ 1,100	\$ 2,871	\$ 1,771	161%
01-419-000-510	Advertisements - Legal	\$ 500	\$ 300	\$ (200)	-40%
01-419-000-580	Vehicle Fuel	\$ -	\$ -	\$ -	0%
01-419-000-585	Vehicle Insurance	\$ -	\$ -	\$ -	0%
01-419-000-590	Vehicle Maintenance	\$ -	\$ -	\$ -	0%
01-419-000-642	Demolition	\$ -	\$ -	\$ -	0%
01-419-000-735	Special Projects & Services	\$ 2,000	\$ -	\$ (2,000)	-100%
	Total Operating Expenditures	\$ 17,100	\$ 10,571	\$ (6,529)	-38%

01-419-000-110 Salaries	69,836										
FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.											
01-419-000-140 Bonus	537										
Based on formula included in HR-43 Annual Bonus Policy.											
01-419-000-220 FICA	5,384										
The City of Hartsville is required to pay Social Security tax on gross wages of all employees. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.											
01-419-000-230 Retirement	12,962										
The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.											
01-419-000-260 Workers Comp	165										
The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.											
01-419-000-270 Insurance	7,033										
The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.											
01-419-000-295 Temporary Personnel	-										
This account provides for wages incurred by (1) part-time temporary staff member that provides coverage to the Planning & Zoning department when full-time staff members are out of the office.											
01-419-000-330 Publications	100										
Publications related to governmental best practices. These are now mostly digital.											
01-419-000-345 Postage	100										
General mailing expenses, including UPS and FedEx. This budget decreased, as envelopes are now being allocated to Office Supplies.											
01-419-000-340 Office Supplies	2,000										
Office supplies including but not limited to paper, pens, staples, notepads, tape, folders, and other general office supplies.											
01-419-000-350 Prof Dev - Memberships	800										
This account provides for the following memberships:											
<table border="1"> <thead> <tr> <th>Description</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>Municipal Assoc. Memberships:</td> <td></td> </tr> <tr> <td>SC Comm. Dev. Assoc.</td> <td style="text-align: right;">\$ 100</td> </tr> <tr> <td>American Planning Assoc.</td> <td style="text-align: right;">\$ 700</td> </tr> <tr> <td>Total Prof Dev - Memberships</td> <td style="text-align: right;">\$ 800</td> </tr> </tbody> </table>	Description	Total Cost	Municipal Assoc. Memberships:		SC Comm. Dev. Assoc.	\$ 100	American Planning Assoc.	\$ 700	Total Prof Dev - Memberships	\$ 800	
Description	Total Cost										
Municipal Assoc. Memberships:											
SC Comm. Dev. Assoc.	\$ 100										
American Planning Assoc.	\$ 700										
Total Prof Dev - Memberships	\$ 800										
01-419-000-352 Prof Dev-Training & Conferences	1,500										
This category provides for Planning and Zoning personnel attendance at workshops and seminars for increasing knowledge in their position.											
<table border="1"> <thead> <tr> <th>Description</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>(1 staff) Local Training</td> <td style="text-align: right;">\$ 1,500</td> </tr> <tr> <td>Total Prof Dev-Training & Conferences</td> <td style="text-align: right;">\$ 1,500</td> </tr> </tbody> </table>	Description	Total Cost	(1 staff) Local Training	\$ 1,500	Total Prof Dev-Training & Conferences	\$ 1,500					
Description	Total Cost										
(1 staff) Local Training	\$ 1,500										
Total Prof Dev-Training & Conferences	\$ 1,500										
01-419-000-360 Telephone	2,500										
The City receives basic telephone, cell phone and long distance service.											

01-419-000-390 Uniforms **300**

The City provides logo wear for employees and affiliates.

01-419-000-424 Maintenance Contracts **2,871**

The Planning and Zoning has a maintenance contract on its small equipment as follows:

Description	Total Cost	
Copier	\$	2,871
Total Maintenance Contracts	\$	2,871

01-419-000-510 Advertisements - Legal **300**

Necessary expenses include advertisements for public notices etc.

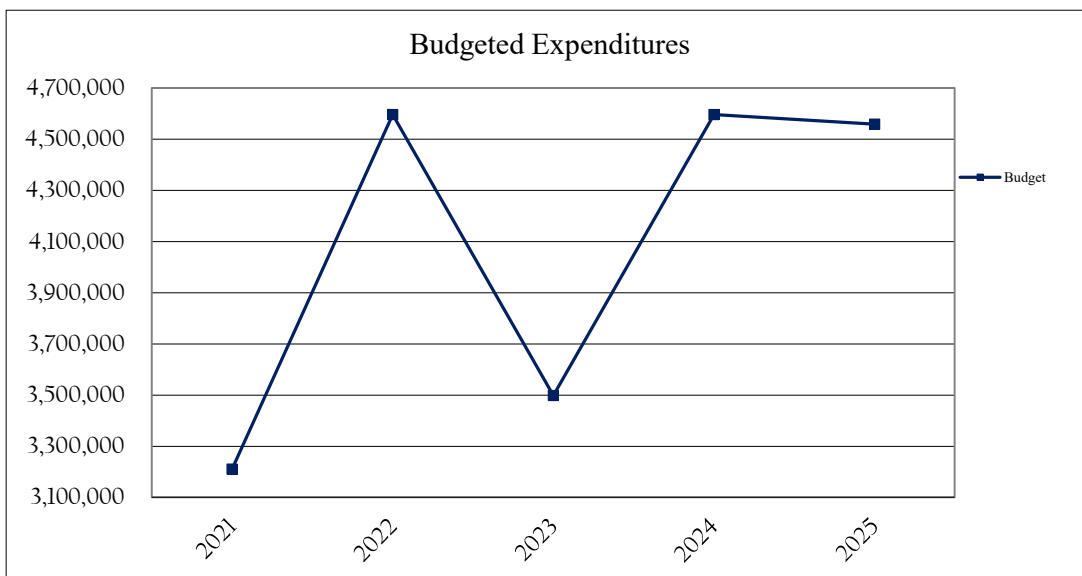
Police Department and Victims Advocate

Service Delivery

The Hartsville Police Department is committed to preserving, protecting and enhancing the quality of life in our community. We practice community-based policing and value our partnerships with citizens and neighborhood organizations focusing on crime prevention. Staffed by forty-three (43) Full-Time Employees - (1) Police Chief, (1) Captain, (1) Training Division Lieutenant, (1) Court Administration Sergeant, (1) Administration Lieutenant, (1) Detective Lieutenant, (1) Community Outreach and Victim Services Lieutenant, (2) Patrol First Sergeant, (2) Patrol Sergeant, (4) Patrol Corporals, (4) Patrol Lance Corporal, (1) Traffic Safety Officer Patrol Corporal, (1) Patrol Reserve Officers, (4) Patrol Officer, (1) Administrative Office Manager, (1) Administrative Assistant Police Officer III, (1) Evidence Coordinator Police Sergeant, (1) School Resource Officer Police Sergeant, (1) School Resource Officer Police Corporal, (4) School Resource Officer Police Lance Corporal, (1) Victim's Advocate Police Sergeant, (1) VICE Police Detective Lieutenant, (1) VICE Police Detective Corporal ATF-TFO, (5) VICE Police Detective Corporal, (1) VICE Administrative Assistant.

Budget Request Summary General Fund -01 Police Department and Victims Advocate Department No. 421,423

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries and Benefits	\$ 3,275,156	\$ 3,417,787	\$ 142,631	4%
Operating Expenditures	\$ 574,023	\$ 738,083	\$ 164,060	29%
Debt Service	\$ 88,038	\$ 203,329	\$ 115,291	131%
Capital	\$ 660,000	\$ 200,448	\$ (459,552)	-70%
Total Budget	\$ 4,597,217	\$ 4,559,647	\$ (37,569)	-1%



Personnel Expenditure Request
General Fund -01
Police Department and Victims Advocate
Department No. 421,423

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-421-000-110	Salaries	\$ 2,030,966	\$ 2,142,264	\$ 111,298	5%
01-421-000-130	Overtime	\$ 40,000	\$ 40,000	\$ -	0%
01-421-000-140	Bonus	\$ 15,931	\$ 16,787	\$ 856	5%
01-421-000-220	FICA	\$ 159,624	\$ 168,204	\$ 8,580	5%
01-421-000-230	Retirement	\$ 437,221	\$ 462,014	\$ 24,793	6%
01-421-000-260	Workers Comp	\$ 108,498	\$ 114,379	\$ 5,881	5%
01-421-000-270	Insurance	\$ 395,421	\$ 380,196	\$ (15,225)	-4%
01-423-000-110	Salaries	\$ 56,607	\$ 61,011	\$ 4,404	8%
01-423-000-140	Bonus	\$ 435	\$ 469	\$ 34	8%
01-423-000-220	FICA	\$ 4,364	\$ 4,703	\$ 339	8%
01-423-000-230	Retirement	\$ 12,023	\$ 12,959	\$ 936	8%
01-423-000-260	Workers Comp	\$ 3,038	\$ 3,275	\$ 237	8%
01-423-000-270	Insurance	\$ 11,028	\$ 11,526	\$ 498	5%
	Total Salaries & Wages	\$ 3,275,156	\$ 3,417,787	\$ 142,631	4%

**Operating Expenditure Request
General Fund -01
Police Department and Victims Advocate
Department No. 421,423**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-421-000-345	Postage	\$ 500	\$ 500	\$ -	0%
01-421-000-340	Office Supplies	\$ 7,000	\$ 7,000	\$ -	0%
01-421-000-350	Prof Dev - Memberships	\$ 3,185	\$ 3,460	\$ 275	9%
01-421-000-352	Prof Dev-Training & Conferences	\$ 23,000	\$ 23,000	\$ -	0%
01-421-000-360	Telephone	\$ 20,000	\$ 35,000	\$ 15,000	75%
01-421-000-390	Uniforms	\$ 12,000	\$ 15,000	\$ 3,000	25%
01-421-000-410	Utilities	\$ 21,165	\$ 21,165	\$ -	0%
01-421-000-420	Building Maint & Supplies	\$ 21,050	\$ 21,050	\$ -	0%
01-421-000-424	Maintenance Contracts	\$ 47,775	\$ 96,511	\$ 48,736	102%
01-421-000-430	Radio Maintenance & Fees	\$ 35,500	\$ 50,000	\$ 14,500	41%
01-421-000-450	911 E Contract	\$ 76,500	\$ 76,500	\$ -	0%
01-421-000-540	Professional Services	\$ 15,000	\$ 26,000	\$ 11,000	73%
01-421-000-580	Vehicle Fuel	\$ 110,000	\$ 120,000	\$ 10,000	9%
01-421-000-585	Vehicle Insurance	\$ 54,736	\$ 97,900	\$ 43,164	79%
01-421-000-590	Vehicle Maintenance	\$ 50,000	\$ 50,000	\$ -	0%
01-421-000-620	Boarding	\$ 3,000	\$ 15,000	\$ 12,000	400%
01-421-000-625	Camera & Video Surv Equipment	\$ 1,000	\$ 1,000	\$ -	0%
01-421-000-655	Equipment	\$ 37,010	\$ 40,000	\$ 2,990	8%
01-421-000-665	Community Outreach Division	\$ 7,000	\$ 7,000	\$ -	0%
01-421-000-675	K-9	\$ 5,000	\$ 7,500	\$ 2,500	50%
01-421-000-676	Crime Scene & Lab Supplies	\$ 1,000	\$ 1,500	\$ 500	50%
01-421-000-720	SC Teletype	\$ 8,000	\$ 8,000	\$ -	0%
01-421-000-732	Spec Investigation Oper	\$ 1,500	\$ 1,500	\$ -	0%
01-421-000-770	Training Aids	\$ 4,000	\$ 4,000	\$ -	0%
01-421-100-655	Investigations Equipment	\$ 3,200	\$ 3,200	\$ -	0%
01-423-000-340	Office Supplies	\$ 1,000	\$ 1,000	\$ -	0%
01-423-000-345	Postage	\$ 50	\$ 50	\$ -	0%
01-423-000-350	Prof Dev - Memberships	\$ 350	\$ 350	\$ -	0%
01-423-000-352	Prof Dev-Training & Conferences	\$ 1,200	\$ 1,200	\$ -	0%
01-423-000-580	Vehicle Fuel	\$ 1,500	\$ 1,500	\$ -	0%
01-423-000-585	Vehicle Insurance	\$ 602	\$ 997	\$ 396	66%
01-423-000-590	Vehicle Maintenance	\$ 1,200	\$ 1,200	\$ -	0%
	Total Operating Expenditures	\$ 574,023	\$ 738,083	\$ 164,060	29%

**Debt Service Request
General Fund -01
Police Department and Victims Advocate
Department No. 421,423**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-421-000-931	Principal Payment-Equip Lease	\$ 78,688	\$ 171,959	\$ 93,271	119%
01-421-000-941	Interest Payment-Equip Lease	\$ 9,350	\$ 31,370	\$ 22,020	236%
	Total Debt Service	\$ 88,038	\$ 203,329	\$ 115,291	131%

Capital Outlay Request General Fund -01 Police Department and Victims Advocate Department No. 421,423

Code	Classification	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-421-000-930	Capital	\$ 660,000	\$ 200,448	\$ (459,552)	-70%
Total Capital Outlay		\$ 660,000	\$ 200,448	\$ (459,552)	-70%

01-421-000-110 Salaries **2,142,264**

FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

01-421-000-130 Overtime **40,000**

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 170 hours within a payroll cycle due to state regulations. The City of Hartsville prides itself on the health, safety and well-being of our customers, businesses and community. An increase in this budget will help accommodate necessary saturations and trainings that tend to go beyond regular work hours.

01-421-000-140 Bonus **16,787**

Based on formula included in HR-43 annual Bonus Policy.

01-421-000-220 FICA **168,204**

The City of Hartsville is required to pay Social Security tax on gross wages for all City employees (except sworn police officers). The current contribution rate is 7.65% of gross salaries.

01-421-000-230 Retirement **462,014**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

01-421-000-260 Workers Comp **114,379**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

01-421-000-270 Insurance **380,196**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

01-423-000-110 Salaries **61,011**

FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

01-423-000-140 Bonus **469**

Based on formula included in HR-43 annual Bonus Policy.

01-423-000-220 FICA **4,703**

The City of Hartsville is required to pay Social Security/Medicare tax on gross wages for all City employees (except sworn police officers). The current contribution rate is 7.65% of gross salaries.

01-423-000-230 Retirement 12,959

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

01-423-000-260 Workers Comp 3,275

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

01-423-000-270 Insurance 11,526

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

01-421-000-345 Postage 500

General postage expenses, including UPS and FedEx.

01-421-000-340 Office Supplies 7,000

Office supplies including but not limited to paper, pens, staples, notepads, tape, folders, and other general office supplies.

01-421-000-350 Prof Dev - Memberships 3,460

Officer memberships :

Description	Total Cost
SCLEOA	\$ 1,250
Police Chief Associations	\$ 400
IACP	\$ 100
Fraternal Order of Police (FOP)	\$ 1,710
Total Professional Dev- Memberships	\$ 3,460

01-421-000-352 Prof Dev-Training & Conferences 23,000

This account provides funding for practical, applicable training to enhance personnel safety, and enrich employee and departmental professionalism to include:

Description	Total Cost
Seminars & Workshops	\$ 7,500
SCCJA	\$ 2,800
Sirchie Evidence Training and Collection Classes	\$ 3,100
Special Response Team	\$ 9,600
Total Training and Conferences	\$ 23,000

01-421-000-360 Telephone 35,000

Description	Total Cost
Cell phones and mifis	\$ 31,583
Windstream Communication	\$ 142
Landline Phone System	\$ 3,275
Total Telephone	\$ 35,000

01-421-000-390 Uniforms 15,000

Funding from this account provides for the initial purchase and ongoing maintenance of uniforms and related items for sworn and civilian staff. Also included is the clothing allowance for investigative personnel, restocking of embroidered uniform patches and chevrons, the purchase of badges, nameplates, and other accouterments worn on the police uniform, canine handler uniforms, and field attire for investigative personnel.

Description	Total Cost
Admin Stipend 320 x 39	\$ 12,480
Vice Unit 360 x 7	\$ 2,520
Total Uniforms	\$ 15,000

01-421-000-410 Utilities 21,165

Utilities Police Dept. and HPD substation

01-421-000-420 Building Maint & Supplies 21,050

See chart below.

Description	Total Cost
Generator Maintenance	\$ 1,100
Fire extinguisher maintenance	\$ 2,000
General Maintenance (lightbulbs, safety equip., plumbing and electrical repairs)	\$ 7,000
Repairs	\$ 10,000
Custodial Supplies	\$ 950
Total Building Maint & Supplies	\$ 21,050

01-421-000-424 Maintenance Contracts 96,511

The Police Department maintains a variety of equipment that is leased or must be maintained under contract as follows:

Description	Total Cost
Software RMS	\$ 6,500
Body Cameras	\$ 10,670
In car cameras	\$ 44,483
SC Dept. of Admin	\$ 1,000
Alarm monitoring service	\$ 2,000
Forensic Video Software	\$ 2,000
Body Armor	\$ 4,000
LawTrax	\$ 1,075
Shredding	\$ 540
Wash (38 vehicles x 19.99/month x 12 mths)	\$ 9,115
Fire Extinguishers	\$ 1,275
LPR	\$ 1,983
Software MDIS	\$ 2,270
Pest Control Services	\$ 1,800
ROCIC	\$ 300
Copier	\$ 7,500
Total Maintenance Contracts	\$ 96,511

01-421-000-430 Radio Maintenance & Fees 50,000

Installation and removal of radios/upgrades and repairs, Install and remove radar unit repairs/replace and upgrades, walkie talkie repairs, mobile vision unit repairs/upgrades, batteries.

01-421-000-450 911 E Contract 76,500

Contract for 911 Dispatcher salaries payable to Darlington County Treasurer.

01-421-000-540 Professional Services 26,000

HR / Employee physicals, follow-ups and drug screenings

Description	Total Cost
Drug-screenings	\$ 14,000
Recruiting Video	\$ 6,000
Psychological Resources	\$ 4,500
Background Checks	\$ 1,500
Total Professional Services	\$ 26,000

01-421-000-580 Vehicle Fuel 120,000

Fuel for Police units.

01-421-000-585 Vehicle Insurance 97,900

Comprehensive and collision insurance is requested for 55 fleet vehicles.

01-421-000-590 Vehicle Maintenance 50,000

General repairs, oil changes, battery, brakes, wiper blades, replacement parts, tires, etc.

01-421-000-620 Boarding 15,000

The cost for housing incarcerated juveniles charged with felony offenses at the South Carolina Department of Juvenile Justice in Columbia is funded from this account. The Police Department's cost to incarcerate each juvenile per day is \$50.

01-421-000-625 Camera & Video Surv Equipment 1,000

Expended for the purchase of body-worn cameras pursuant to S.C. Code 23-1-240.

01-421-000-655 Equipment 40,000

Leather gear for new officers, replace worn and aging leather and web gear for other officers, name tags, pistols, rifles, Tasers, shotguns, uniform insignia, hats, weapon repairs/upgrades, night vision, body armor/bullet proof vest.

Description	Total Cost
Vest Replacement	\$ 12,000
Tasers and weapons	\$ 8,000
Communication Equipment	\$ 9,010
Other Replacement Equipment	\$ 10,990
Total Equipment	\$ 40,000

01-421-000-665 Community Outreach Division 7,000

Banners, events, national night out, training, supplies

01-421-000-675 K-9 7,500

Expenditures from this account are used to provide the necessary care associated with maintaining a professional canine unit of four dogs to include; various certifications, veterinary exams & immunizations, equipment, training, and boarding fees.

01-421-000-676 Crime Scene & Lab Supplies 1,500

This category is used to purchase and replenish individual items utilized in collection and documentation of evidence and generally valued at not more than \$100 and/or has a more limited lifespan than capital equipment.

01-421-000-720 SC Teletype 8,000

SLED terminal contract and user fees, software upgrade, router fees, computer replacement, router upgrades, etc.

01-421-000-732 Spec Investigation Oper 1,500

Prepaid phones, stand alone printer/cartridges, undercover motel fees, phone cards, ICAC air card, etc.

01-421-000-770 Training Aids 4,000

Ammunition/simulation, firing range supplies, replacement Taser cartridges, range targets, 40 caliber ammo & 40 caliber practice ammo, .223 duty ammo, .223 practice ammo, replace worn out training gear/equipment, Taser training cartridges, etc.

01-421-000-931 Principal Payment-Equip Lease 171,959

2020 Regions Bank Refinance Principal and 2021 A Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027, 2023 Bank of America Origination Date 11/15/2023, Maturity Date 8/2/2030 . Refer to Appendix A Debt Schedule.

01-421-000-941 Interest Payment-Equip Lease 31,370

2020 Regions Bank Refinance Principal and 2021 A Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027, 2023 Bank of America Origination Date 11/15/2023, Maturity Date 8/2/2030 . Refer to Appendix A Debt Schedule.

01-421-100-655 Investigations Equipment 3,200

Additional items needed for investigators not already provided under regular equipment line. Investigative tool annual subscription \$3,133.00

01-423-000-340 Office Supplies 1,000

The purchase of basic office supplies are funded from this account.

01-423-000-345 Postage 50

Postage for victim application and reports, victim court notifications letters, etc.

01-423-000-350 Prof Dev - Memberships 350

Victim Assistance membership fees

01-423-000-352 Prof Dev-Training & Conferences 1,200

Annual Conference fees, lodging & accommodations, meals, etc.

Description	Total Cost
Victim Assistance Conference Fees (1 emp)	\$ 1,200
Total Prof Dev-Training & Conferences	\$ 1,200

01-423-000-580 Vehicle Fuel 1,500

Fuel of Victims Advocate unit.

01-423-000-585 Vehicle Insurance 997

Comprehensive and collision insurance is requested for 1 fleet vehicle.

01-423-000-590 Vehicle Maintenance 1,200

General repairs, oil changes, battery, brakes, wiper blades, replacement parts, tires, etc.

01-421-000-930 Capital 200,448

The following capital purchases are requested:

Description	Total Cost
(2) Vehicles Tax and Upfitting	\$ 143,034
Radars (6 Replacement, 2 for the new vehicles)	\$ 18,400
Cellbrite	\$ 20,000
MDIS Interface 6 license 20 GPS units AVL, Installation	\$ 19,014
Total Capital	\$ 200,448

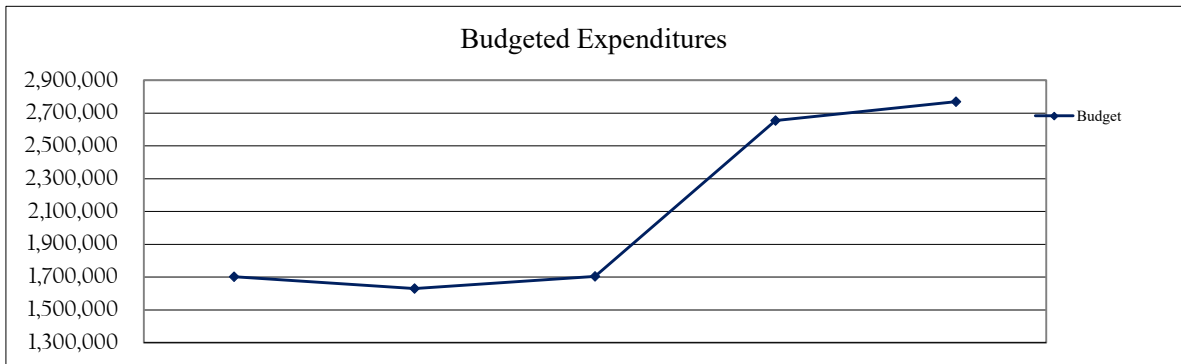
Fire Department

Service Delivery

HFD provides full range of emergency services provided includes fire suppression, fire prevention and education classes, hazardous materials response, medical first responders and codes enforcement. The department operates with five fire engines, one 100-foot aerial tower ladder truck, one quick-attack brush unit, and one service truck. Staffed by sixteen (17) Full-Time Employees - (1) Fire Chief, (1) Assistant Fire Chief, (3) Captains, (1) Fire Office Coordinator, (1) Fire Safety Inspector, (3) Lieutenants, (1) Code & Compliance Officer and (6) Firefighters . This department is also staffed by (22) Volunteers Firefighters and (1) Chaplain, (4) Junior Firefighters, and (2) Interns.

Budget Request Summary General Fund -01 Fire Department Department No. 422

Classification	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries and Benefits	\$ 1,426,976	\$ 1,529,756	\$ 102,780	7%
Operating Expenditures	\$ 626,429	\$ 736,069	\$ 109,640	18%
Debt Service	\$ 24,162	\$ 111,408	\$ 87,246	361%
Capital Outlay	\$ 576,338	\$ 391,441	\$ (184,897)	-32%
Total Budget	\$ 2,653,905	\$ 2,768,674	\$ 114,769	4%



Personnel Expenditure Request General Fund -01 Fire Department Department No. 422

Code	Classification	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-422-000-110	Salaries	\$ 945,509	\$ 1,015,947	\$ 70,438	7%
01-422-000-130	Overtime	\$ 8,000	\$ 8,000	\$ -	0%
01-422-000-140	Bonus	\$ 6,851	\$ 7,436	\$ 585	9%
01-422-000-220	FICA	\$ 73,463	\$ 78,896	\$ 5,433	7%
01-422-000-230	Retirement	\$ 191,147	\$ 205,984	\$ 14,837	8%
01-422-000-260	Workers Comp	\$ 36,094	\$ 39,339	\$ 3,245	9%
01-422-000-270	Insurance	\$ 165,912	\$ 174,154	\$ 8,242	5%
Total Salaries & Benefits		\$ 1,426,976	\$ 1,529,756	\$ 102,780	7%

**Operating Expenditure Request
General Fund -01
Fire Department
Department No. 422**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-422-000-160	Contracted Bldg Inspection SVCS	\$ 62,000	\$ 70,000	\$ 8,000	13%
01-422-000-340	Office Supplies	\$ 3,000	\$ 5,000	\$ 2,000	67%
01-422-000-342	Medical Supplies & Equip	\$ 9,500	\$ 14,000	\$ 4,500	47%
01-422-000-345	Postage	\$ 1,000	\$ 1,000	\$ -	0%
01-422-000-350	Prof Dev - Memberships	\$ 2,005	\$ 2,030	\$ 25	1%
01-422-000-352	Prof Dev-Training & Conferences	\$ 15,000	\$ 20,000	\$ 5,000	33%
01-422-000-360	Telephone	\$ 14,060	\$ 12,630	\$ (1,430)	-10%
01-422-000-390	Uniforms	\$ 19,500	\$ 22,100	\$ 2,600	13%
01-422-000-410	Utilities	\$ 21,790	\$ 24,000	\$ 2,210	10%
01-422-000-420	Building Maint & Supplies	\$ 32,700	\$ 35,000	\$ 2,300	7%
01-422-000-424	Maintenance Contracts	\$ 69,982	\$ 39,042	\$ (30,940)	-44%
01-422-000-430	Radio Maintenance & Fees	\$ 28,000	\$ 28,000	\$ -	0%
01-422-000-450	911 E Contract	\$ 11,367	\$ 11,367	\$ -	0%
01-422-000-540	Professional Services	\$ 8,000	\$ 19,500	\$ 11,500	144%
01-422-000-580	Vehicle Fuel	\$ 35,000	\$ 25,000	\$ (10,000)	-29%
01-422-000-585	Vehicle Insurance	\$ 18,045	\$ 85,000	\$ 66,955	371%
01-422-000-590	Vehicle Maintenance	\$ 72,000	\$ 115,900	\$ 43,900	61%
01-422-000-610	Animal Control	\$ 1,000	\$ 1,000	\$ -	0%
01-422-000-625	Fire Investigation Supplies	\$ 1,000	\$ 1,000	\$ -	0%
01-422-000-642	Demolition	\$ 50,000	\$ 50,000	\$ -	0%
01-422-000-655	Equipment	\$ 68,000	\$ 68,000	\$ -	0%
01-422-000-656	Equipment - Bunker Gear	\$ 68,480	\$ 71,500	\$ 3,020	4%
01-422-000-660	Fire Prevention	\$ 5,000	\$ 5,000	\$ -	0%
01-422-000-770	Training Aids	\$ 10,000	\$ 10,000	\$ -	0%
Total Operating Expenditures		\$ 626,429	\$ 736,069	\$ 109,640	18%

**Debt Service Expenditure Request
General Fund -01
Fire Department
Department No. 422**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-422-000-931	Principal Payment-Equip Lease	\$ 22,313	\$ 89,146	\$ 66,833	300%
01-422-000-941	Interest Payment-Equip Lease	\$ 1,849	\$ 22,262	\$ 20,413	1104%
Total Debt Service		\$ 24,162	\$ 111,408	\$ 87,246	361%

**Capital Outlay Request
General Fund -01
Fire Department
Department No. 422**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-422-000-930	Capital	\$ 576,338	\$ 391,441	\$ (184,897)	-32%
Total Capital Expenditures		\$ 576,338	\$ 391,441	\$ (184,897)	-32%

01-422-000-110 Salaries **1,015,947**

FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

01-422-000-130 Overtime **8,000**

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 209 hours within a payroll cycle due to state regulations. The City of Hartsville prides itself on the health, safety and well-being of our customers, businesses and community. An increase in this budget will help accommodate necessary trainings and mutual aid agreements within our jurisdiction that tend to go beyond regular work hours.

01-422-000-140 Bonus **7,436**

Based on formula included in HR-43 annual Bonus Policy.

01-422-000-220 FICA **78,896**

The City is required to pay Social Security/Medicare tax on gross wages of all Fire Department employees. The current contribution rate is 7.65% of gross salaries.

01-422-000-230 Retirement **205,984**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

01-422-000-260 Workers Comp **39,339**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

01-422-000-270 Insurance **174,154**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

01-422-000-160 Contracted Bldg Inspection SVCS **70,000**

Contract inspection service.

01-422-000-340 Office Supplies **5,000**

The Department maintains a supply of pens, pencils, paper clips and other items for office use. The office supplies support regular activities and fire prevention presentations throughout the year.

01-422-000-342 Medical Supplies & Equip **14,000**

This account provides for the purchase medical supplies used by Fire Department.

Description	Total Cost
Medical supplies for city & emergency response	\$ 4,500
Blood borne pathogen supplies for city	\$ 750
AED supplies for city & emergency response	\$ 2,000
ASHI National Registry	\$ 1,750
Training Aids	\$ 3,500
Oxygen supplies (cylinders) for City, Neptune Island & HPD	\$ 1,500
Total Medical Supplies & Equipment	\$ 14,000

01-422-000-345 Postage **1,000**

General postage expenses, including UPS and Fed Ex.

01-422-000-350 Prof Dev - Memberships **2,030**

Memberships in professional organizations for the Chief, Assistant Chief and Inspectors.

Description	Total Cost
Two SC Fire Marshal Association Memberships	\$ 35
Five SC State Fire Chief Association Membership	\$ 225
IAFC membership	\$ 350
BLOA	\$ 20
Car Seat Technician Membership	\$ 220
ICC	\$ 200
NFPA Membership	\$ 525
SCLLR	\$ 75
Pee Dee Firefighters Association	\$ 75
Pee Dee Users Group	\$ 80
American Association Code Enforcement	\$ 75
SCEMA	\$ 150

Total Memberships	\$ 2,030
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01-422-000-352 Prof Dev-Training & Conferences 20,000

This account provides funding for practical, applicable training to enhance personnel safety, and enrich employee and departmental professionalism to include: Character Bulletins, Roll Call Training, Firearms Training, various seminars, First Aid Training, Less Lethal Training, and Civilian Training.

Description	Total Cost
SC Fire Marshals Recertification Conference (1)	\$ 1,600
Firefighter certification through SC Fire Academy (3)	\$ 3,900
SC Fire/Rescue Conference (3)	\$ 2,500
EMR certifications	\$ 2,500
Codes Conference (1)	\$ 1,550
SCEMA Conference (2)	\$ 4,000
Fire Dept International Conference (2)	\$ 2,600
SC Fire Chief Conference (1)	\$ 1,350
Total Training and Conferences	\$ 20,000

01-422-000-360 Telephone 12,630

Description	Total Cost
Seven iPhones	\$ 5,500
Ten iPads - data charges & airtime	\$ 5,650
Hot Spot	\$ 500
Modem for Lifepak 15	\$ 480
Accessories for phones & iPad	\$ 500
Total Telephone	\$ 12,630

01-422-000-390 Uniforms 22,100

This account covers uniforms for employees.

Description	Total Cost
Logo wear	\$ 1,500
Shoe/boot allowance for full time personnel	\$ 3,000
Work shirts	\$ 3,600
Class B Shirts	\$ 2,000
Uniforms pants/shirt	\$ 10,500
Uniform accessories	\$ 1,500
Total Uniforms	\$ 22,100

01-422-000-410 Utilities 24,000

Energy and water utility bills

01-422-000-420 Building Maint & Supplies 35,000

Description	Total Cost
Station Supplies	\$ 17,000
Repair Garage Door	\$ 18,000
Total Building and Maintenance	\$ 35,000

01-422-000-424 Maintenance Contracts 39,042

The service contracts maintained by the Department are as follows.

Description	Total Cost
Inspection	\$ 2,000
Emergency reporting software	\$ 14,900
E-dispatches	\$ 2,000
Active 911	\$ 1,100
Geographic information system technology	\$ 3,200
Cloud Licensing	\$ 1,332
PrePlan	\$ -
Copier	\$ 4,200
Shredding	\$ 450
Wash	\$ 960
MSDS Software for all of city	\$ 4,000
Hazardous waste removal	\$ 200
Pest control services	\$ 1,900
Medical Lifepacks	\$ 2,000
Laser Printer	\$ 300
HVAC Services	\$ 500
Total Maintenance Contracts	\$ 39,042

01-422-000-430 Radio Maintenance & Fees 28,000

Radio user fees and repairs.

01-422-000-450 911 E Contract 11,367

Contract requires the city to pay the salary of one fulltime dispatcher. County dispatches all emergency services for the city.

01-422-000-540 Professional Services 19,500

Annual physicals per NFPA 1582 Relevant OSHA Standards. Quarterly drug testing for all employees.

01-422-000-580 Vehicle Fuel 25,000

Fuel for equipment and vehicles.

01-422-000-585 Vehicle Insurance 85,000

The City maintains the comprehensive and collision coverage on 16 vehicles.

01-422-000-590 Vehicle Maintenance 115,900

Three vehicles serviced every 5,000 miles, repairs for all 7 fire apparatus and support vehicles Engine 111,112,113,114,T115,FR116. Front end realignment & tire rotation for all apparatus, including supplies, service and repairs on all power equipment, saws, generators, fans and other unexpected problems.

Description	Total Cost
Bi-annual service & annual pump certification engine 111, 112, 113, 114, FR116, T115, & B120	\$ 14,000
Stephen service agreement consists of inspection of chassis & components (nfpa-1911 standard for inspection)	\$ 2,200
Annual testing of 30 ground ladders & one aerial ladder (nfpa-1914 standard for testing aerial devices & nfpa-	\$ 2,000
Annual scba pos-check on 36 air pack & replacement parts & hydrostatic test on scba cylinders	\$ 6,000
NFPA 1989 annual maintenance & air quality testing of breathing air system - station & rescue includes: (osha-	\$ 2,800
Bi-annual service on five generators for Fire Station and TB Thomas Gym	\$ 3,000
Annual preventive maintenance on eleven gas detectors & three thermal imaging cameras	\$ 3,500
Annual hose testing includes nfpa-1961 standard for fire hose & iso	\$ 4,000
Vehicle Maintenance	\$ 72,000
Apparatus Tire Replacement	\$ 6,400
Total Maintenance Contracts	\$ 115,900

01-422-000-610 Animal Control 1,000

To assist with the expenditures that arise as it relates to emergency animal control situations within the City.

01-422-000-625 Fire Investigation Supplies 1,000

Fire investigation supplies and tools.

01-422-000-642 Demolition 50,000

City's program to assist with the demolition of condemned property.

01-422-000-655 Equipment 68,000

This account provides for the following equipment. Bulletproof vests are an additional expense budgeted for FY 2023. Per policy, firefighters are required to wear bulletproof vests when called to situations that could be dangerous and/or involve violence.

Description	Total Cost
F500	\$ 8,300
Replace Extrication Tools	\$ 41,000
Replacement Power Tools	\$ 4,000
Replacement of damaged rope and equipment	\$ 1,600
Replacement broken hand tools	\$ 1,500
Saw Blades and Chains	\$ 2,500
Fire Hoses	\$ 9,100
Total Equipment	\$ 68,000

01-422-000-656 Equipment - Bunker Gear 71,500

Replace worn and damaged gear, gloves, boots and helmets; \$20,000 allocated to this line for Bullet Proof Vests as required by policy.

01-422-000-660 Fire Prevention 5,000

The Fire Prevention Education Program continues to be a vital function of the Department. The Program reaches citizens within the community through lectures at schools, civic groups and Fire Prevention Week activities.

Description	Total Cost
Fire Prevention Novelties	\$ 3,000
Smoke and Carbon Monoxide Detectors	\$ 2,000
Total Fire Prevention	\$ 5,000

01-422-000-770 Training Aids 10,000

These expenditures are related to the training grounds for the Fire Department.

Description	Total Cost
Supplies for Training Grounds	\$ 5,000
Shelter for Equipment	\$ -
New Roof for Burn Building	\$ 5,000
Total Training Aids	\$ 10,000

01-422-000-931 Principal Payment-Equip Lease 89,146

2020 Regions Bank Refinance Principal and 2021 A Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027, 2023 Bank of America Origination Date 11/15/2023, Maturity Date 8/2/2030 Refer to Appendix A debit schedule.

01-422-000-941 Interest Payment-Equip Lease 22,262

2020 Regions Bank Refinance Principal and 2021 A Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027, 2023 Bank of America Origination Date 11/15/2023, Maturity Date 8/2/2030 Refer to Appendix A debit schedule.

01-422-000-930 Capital 391,441

Capital Purchase Request:

Description	Total Cost
Replace outdated SCBA's	\$ 391,441
Total Capital	\$ 391,441

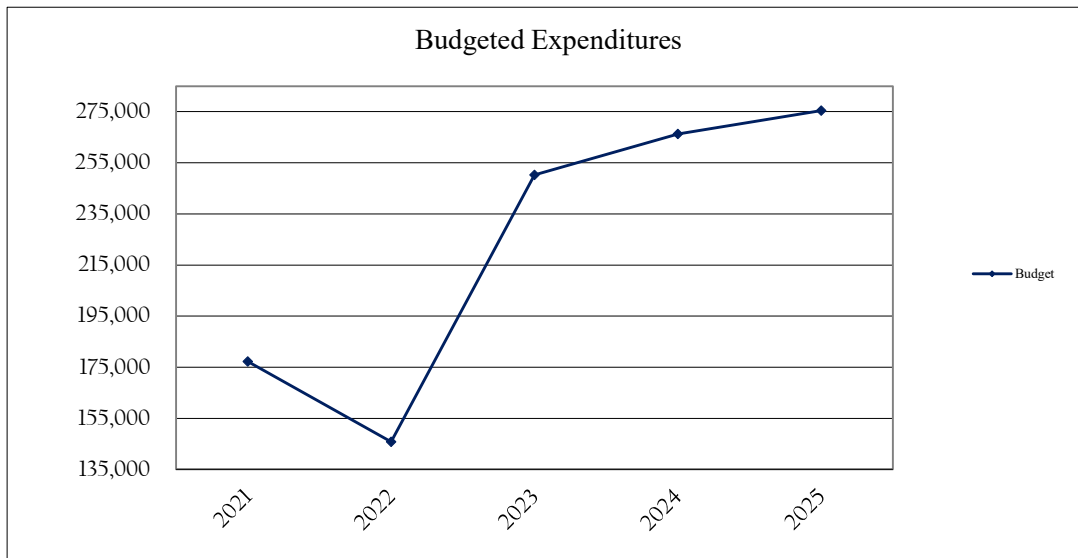
Marketing & Communications Department

Service Delivery

The Marketing & Communications Department consists of The Key, Hartsville's Visitor's Center and Tourism. This department focuses on providing community events to City residents, bringing visitors in to boost Hartsville tourism, and aiding in Hartsville's community development. The Marketing & Communications Department is staffed by (3) full-time employees - (1) Director of Tourism and Communications, (1) Special Events Coordinator, and (1) Marketing and Special Projects Coordinator (split with the Waterpark Department).

Budget Summary General Fund -01 Marketing & Communications Department Department No. 426

Classification	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries and Benefits	\$ 219,039	\$ 223,376	\$ 4,337	2%
Operating Expenditures	\$ 47,290	\$ 52,040	\$ 4,750	10%
Total Budget	\$ 266,329	\$ 275,416	\$ 9,087	3%



**Personnel Expenditure Request
General Fund -01
Marketing & Communications Department
Department No. 426**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-426-000-110	Salaries	\$ 155,951	\$ 158,872	\$ 2,921	2%
01-426-000-130	Overtime	\$ 2,000	\$ 2,000	\$ -	0%
01-426-000-140	Bonus	\$ 1,200	\$ 1,222	\$ 22	2%
01-426-000-220	FICA	\$ 12,175	\$ 12,400	\$ 225	2%
01-426-000-230	Retirement	\$ 29,256	\$ 29,798	\$ 542	2%
01-426-000-260	Workers Comp	\$ 1,455	\$ 1,501	\$ 46	3%
01-426-000-270	Insurance	\$ 17,002	\$ 17,583	\$ 581	3%
01-426-000-295	Temporary Personnel	\$ -	\$ -	\$ -	0%
	Total Salaries & Benefits	\$ 219,039	\$ 223,376	\$ 4,337	2%

**Operating Expenditure Request
General Fund -01
Marketing & Communications Department
Department No. 426**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-426-000-340	Office Supplies	\$ 2,000	\$ 2,000	\$ -	0%
01-426-000-345	Postage	\$ 50	\$ 50	\$ -	0%
01-426-000-350	Prof Dev - Memberships	\$ 600	\$ 600	\$ -	0%
01-426-000-352	Prof Dev-Training & Conferences	\$ 3,000	\$ 4,250	\$ 1,250	42%
01-426-000-360	Telephone	\$ 2,940	\$ 2,940	\$ -	0%
01-426-000-390	Uniforms	\$ 300	\$ 300	\$ -	0%
01-426-000-424	Maintenance Contracts	\$ 8,600	\$ 8,600	\$ -	0%
01-426-000-540	Professional Services	\$ 300	\$ 300	\$ -	0%
01-426-000-700	Marketing and Advertising	\$ 15,000	\$ 15,000	\$ -	0%
01-426-000-735	Special Projects & Services	\$ 5,000	\$ 5,000	\$ -	0%
01-426-000-736	Special Events	\$ 9,500	\$ 13,000	\$ 3,500	37%
	Total Operating Expenditures	\$ 47,290	\$ 52,040	\$ 4,750	10%

01-426-000-110 Salaries **158,872**

FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

01-426-000-130 Overtime **2,000**

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

01-426-000-140 Bonus **1,222**

Based on formula included in HR-43 annual Bonus Policy.

01-426-000-220 FICA **12,400**

The City of Hartsville is required to pay Social Security tax on gross wages of all employees, including the Mayor and City Council. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

01-426-000-230 Retirement **29,798**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

01-426-000-260 Workers Comp **1,501**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

01-426-000-270 Insurance **17,583**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

01-426-000-340 Office Supplies **2,000**

The Department maintains a supply of pens, pencils, paper clips and other items for office use.

01-426-000-345 Postage **50**

The Marketing and Communications Dept. mails sponsorship letters, thank you notes, tourism packets, and various other correspondence.

01-426-000-350 Prof Dev - Memberships **600**

This account provides for the following memberships:

Description	Total Cost
PRSA Membership	\$ 250
Tourism Alliance	\$ 300
MASC	\$ 50
Total Prof Dev - Memberships	\$ 600

01-426-000-352 Prof Dev-Training & Conferences **4,250**

Description	Total Cost
SC Governors Conference (2 staff)	\$ 750
PRT Training (1 staff)	\$ 200
EMD (1 staff)	\$ 400
PRSA (1 staff)	\$ 200
Social Media Conference (1 staff)	\$ 500
FBI LEEDA PIO Training	\$ 2,000
Webinars and Workshops	\$ 200
Total Prof Dev-Training & Conferences	\$ 4,250

01-426-000-360 Telephone **2,940**

Telephone service for landline, cellular phones, and other wireless devices.

01-426-000-390 Uniforms **300**

The City provides logo wear for employees and affiliates.

01-426-000-424 Maintenance Contracts **8,600**

Description	Total Cost
Analytics Service Marketing	\$ 7,500
Copier Services	\$ 1,100
Total Maintenance Contracts	\$ 8,600

01-426-000-540 Professional Services **300**

This account provides for professional services related to drug screening, background checks, etc.

01-426-000-700 Marketing and Advertising **15,000**

The Marketing and Advertising line covers expenses for any advertising used to market Hartsville. We utilize Accommodations Tax and SCPRT Tourism Advertising Grant funds to maximize the use of the funds that are spent in this line. In 2021-2022 Hartsville Tourism was awarded \$40,500 from SCPRT TAG funds. The Tourism Advertising Grant (TAG) is a reimbursable, matching funds grant program whose mission is to expand the economic benefits of tourism across the state by providing competitive, matching grant funds to qualified tourism marketing partners for direct tourism advertising expenditures. \$5,000 - \$10,000 of these funds are typically applied to this account and the remaining funds are provided to the waterpark.

Description	Total Cost
SCPRT Co-Op Statewide Advertising	\$ 3,750
Event Fliers	\$ 750
Hartsville Brochures	\$ 2,200
Billboards	\$ 8,300
Total Marketing and Advertising	\$ 15,000

01-426-000-735 Special Projects & Services **5,000**

The Special Projects and Services line accommodates miscellaneous expenses for the Marketing and Communications Department. These expenses may include replacing utility box covers, street light banners, A frame signs, and other various expenses to promote a better Hartsville for our residents and visitors alike.

01-426-000-736 Special Events **13,000**

The Marketing and Communications Department is responsible for hosting numerous events throughout the City. We often get sponsorships to cover the main expenses and use budgeted funds to help cover additional expenses related to the event. Miscellaneous special events funds will allow us the flexibility to add in additional events on an as needed basis to stay up to date with current trends.

Description	Total Cost
Screen on the Green	\$ 1,000
Easter Eggstravaganza	\$ 2,000
PARKing Day	\$ 500
Veterans Day	\$ 500
Tourism Sponsored Block Party	\$ 5,000
Touch a Truck	\$ 2,000
Misc. Special Events	\$ 2,000
Total Special Events	\$ 13,000

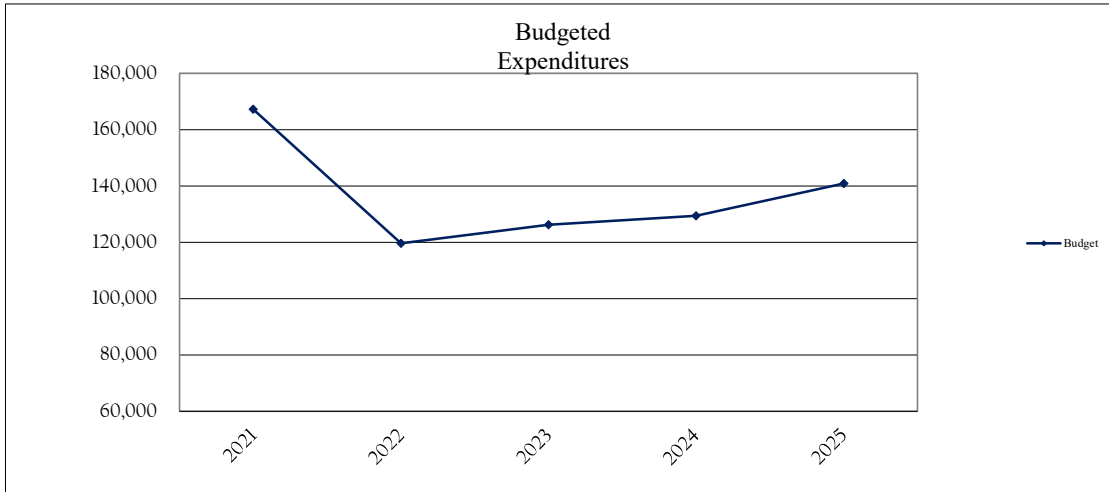
Operations Maintenance

Service Delivery

The Maintenance Department provides support for the Public Service Complex and all City owned buildings. Staffed by two full-time employees - (1) Facility Maintenance Technician and (1) Facility Maintenance Technician Assistant.

Budget Summary General Fund -01 Operations Maintenance Department No. 431

Classification	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries & Benefits	\$ 108,274	\$ 113,609	\$ 5,335	5%
Operating Expenditures	\$ 21,209	\$ 27,352	\$ 6,143	29%
Total Budget	\$ 129,483	\$ 140,961	\$ 11,478	9%



**Personnel Expenditure Request
General Fund -01
Operations Maintenance
Department No. 431**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-431-000-110	Salaries	\$ 70,978	\$ 74,733	\$ 3,755	5%
01-431-000-130	Overtime	\$ 2,000	\$ 2,000	\$ -	0%
01-431-000-140	Bonus	\$ 546	\$ 575	\$ 29	5%
01-431-000-220	FICA	\$ 5,625	\$ 5,914	\$ 289	5%
01-431-000-230	Retirement	\$ 13,485	\$ 14,182	\$ 697	5%
01-431-000-260	Workers Comp	\$ 2,038	\$ 2,139	\$ 101	5%
01-431-000-270	Insurance	\$ 13,602	\$ 14,066	\$ 464	3%
01-431-000-295	Temporary Personnel	\$ -	\$ -	\$ -	0%
Total Salaries & Benefits		\$ 108,274	\$ 113,609	\$ 5,335	5%

**Operating Expenditure Request
General Fund -01
Operations Maintenance
Department No. 431**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-431-000-340	Office Supplies	\$ 375	\$ 1,000	\$ 625	167%
01-431-000-345	Postage	\$ -	\$ -	\$ -	0%
01-431-000-352	Prof Dev-Training & Conferences	\$ 125	\$ 175	\$ 50	40%
01-431-000-360	Telephone	\$ -	\$ -	\$ -	0%
01-431-000-390	Uniforms	\$ 1,050	\$ 1,575	\$ 525	50%
01-431-000-420	Building Maintenance & Supplies	\$ 8,000	\$ 8,000	\$ -	0%
01-431-000-424	Maintenance Contracts	\$ -	\$ 750	\$ 750	0%
01-431-000-430	Radio Maintenance	\$ -	\$ 22	\$ 22	0%
01-431-000-540	Professional Services	\$ 100	\$ 100	\$ -	0%
01-431-000-580	Vehicle Fuel	\$ 3,000	\$ 3,250	\$ 250	8%
01-431-000-585	Vehicle Insurance	\$ 3,609	\$ 5,980	\$ 2,371	66%
01-431-000-590	Vehicle Maintenance	\$ 1,200	\$ 1,800	\$ 600	50%
01-431-000-655	Shop Equipment	\$ 500	\$ 500	\$ -	0%
01-431-000-710	Safety Supplies	\$ 1,250	\$ 1,200	\$ (50)	-4%
01-431-000-730	BLDG Maintenance Small Tools & Equip	\$ 2,000	\$ 3,000	\$ 1,000	50%
01-431-000-930	Capital	\$ -	\$ -	\$ -	0%
Total Operating Expenditures		\$ 21,209	\$ 27,352	\$ 6,143	29%

01-431-000-110 Salaries 74,733
 FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

01-431-000-130 Overtime 2,000
 The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

01-431-000-140 Bonus 575
 Based on formula included in HR-43 annual Bonus Policy.

01-431-000-220 FICA 5,914
 The City is required to pay Social Security/Medicare tax on gross wages of all City employees. The current contribution rate is 7.65% of gross salaries.

01-431-000-230 Retirement 14,182
 The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

01-431-000-260 Workers Comp **2,139**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

01-431-000-270 Insurance **14,066**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

01-431-000-340 Office Supplies **1,000**

The Department maintains a supply of pens, pencils, paper clips and other items for office use.

01-431-000-352 Prof Dev-Training & Conferences **175**

This category provides for department personnel attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to upgrade their education in areas related to the Operations Department, as well as maintaining their professional certifications.

01-431-000-390 Uniforms **1,575**

Description	Total Price	
Uniform rental service	\$	1,575
Total Uniforms	\$	1,575

01-431-000-420 Building Maintenance & Supplies **8,000**

This account provides for all maintenance supplies, tools, paint, parts, machinery, etc. necessary to the operations of the department.

Description	Total Price	
Custodial Supplies	\$	1,300
Tools and other supplies used for City-wide operations maintenance	\$	5,850
Paint, tools and parts	\$	850
Total Building Maintenance & Supplies	\$	8,000

01-431-000-424 Maintenance Contracts **750**

The Operations Maintenance department maintains the following contracts:

Description	Total Price	
HVAC	\$	750
Total Maintenance Contracts	\$	750

01-431-000-430 Radio Maintenance **22**

This account provides for radio maintenance and replacements.

01-431-000-540 Professional Services **100**

This account provides for drug-screenings and background checks.

01-431-000-580 Vehicle Fuel **3,250**

Fuel for equipment and vehicles.

01-431-000-585 Vehicle Insurance **5,980**

The City maintains the comprehensive and collision coverage on vehicles and equipment.

01-431-000-590 Vehicle Maintenance **1,800**

Repairs, oil changes, tires, windshield wiper replacements, filters, etc.

01-431-000-655 Shop Equipment **500**

Purchase of shop equipment required to fulfill functions of the department.

01-431-000-710 Safety Supplies **1,200**

Boots, hand warmers, gloves, safety hats, and Gatorade.

01-431-000-730 BLDG Maintenance Small Tools & Equip **3,000**

Replacement of small tools through normal wear and tear.

Parks and Recreation

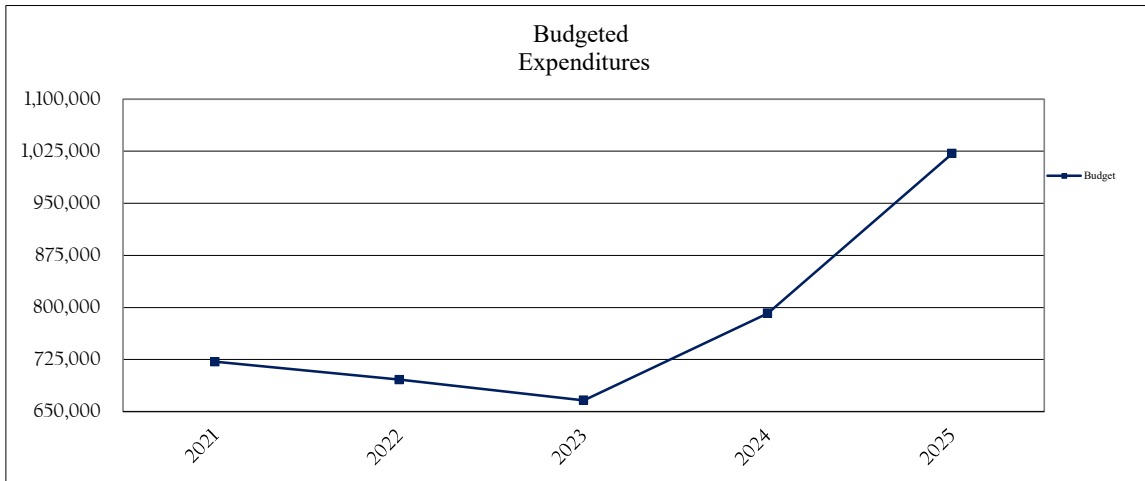
Service Delivery

Parks and Recreation exists to promote a wholesome, affordable and valuable recreation program for people of all ages and all abilities. The benefits of recreation are designed to meet the physical, mental, cultural, and social needs of our community and visitors, while enhancing the overall quality of life in Hartsville. Staffed by seven (7) full-time employees - (1) Parks and Recreation Director, (1) Sports and Recreation Supervisor, (1) Park Facilities Supervisor, (1) Receptionist, (3) Maintenance Workers, (1) Additional Requested Maintenance Worker, and (1) part-time Custodian.

Parks and Recreation also works in conjunction with Hartsville Area Recreation to provide well-rounded opportunities for athletic, non-athletic, and senior citizen programs. Funded by Darlington County and the City of Hartsville, Hartsville Area Recreation offers opportunities and special events throughout the entire year. Parks and Leisure Services is also responsible for the Hartsville Airport and city cemeteries.

Budget Summary General Fund -01 Parks and Recreation Department No. 452

Classification	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries and Benefits	\$ 462,237	\$ 567,963	\$ 105,726	23%
Operating Expenditures	\$ 308,181	\$ 364,611	\$ 56,430	18%
Debt Service	\$ 6,345	\$ 10,407	\$ 4,062	64%
Capital Outlay	\$ 15,000	\$ 78,382	\$ 63,382	423%
Total Budget	\$ 791,763	\$ 1,021,363	\$ 229,600	29%



**Personnel Expenditure Request
General Fund -01
Parks and Recreation
Department No. 452**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-452-000-110	Salaries	\$ 301,560	\$ 362,732	\$ 61,172	20%
01-452-000-140	Bonus	\$ 2,242	\$ 2,641	\$ 399	18%
01-452-000-220	FICA	\$ 23,241	\$ 27,951	\$ 4,710	20%
01-452-000-230	Retirement	\$ 55,970	\$ 67,323	\$ 11,353	20%
01-452-000-260	Workers Comp	\$ 6,153	\$ 7,507	\$ 1,354	22%
01-452-000-270	Insurance	\$ 46,271	\$ 70,809	\$ 24,538	53%
01-452-415-295	Temporary Personnel - Programming	\$ 11,800	\$ 14,000	\$ 2,200	19%
01-452-417-295	Temporary Personnel - Facilities	\$ 15,000	\$ 15,000	\$ -	0%
Total Salaries & Benefits		\$ 462,237	\$ 567,963	\$ 105,726	23%

**Operating Expenditure Request
General Fund -01
Parks and Recreation
Department No. 452**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-452-000-340	Office Supplies	\$ 1,500	\$ 1,200	\$ (300)	-20%
01-452-000-345	Postage	\$ 100	\$ 100	\$ -	0%
01-452-000-350	Prof Dev - Memberships	\$ 300	\$ 300	\$ -	0%
01-452-000-352	Prof Dev-Training & Conferences	\$ 3,500	\$ 3,000	\$ (500)	-14%
01-452-000-360	Telephone	\$ 3,180	\$ 3,875	\$ 695	22%
01-452-000-390	Uniforms	\$ 2,700	\$ 3,000	\$ 300	11%
01-452-000-410	Utilities	\$ 157,415	\$ 175,000	\$ 17,585	11%
01-452-000-420	Building Maintenance & Supplies	\$ 47,625	\$ 47,700	\$ 75	0%
01-452-000-424	Maintenance Contracts	\$ 10,205	\$ 14,055	\$ 3,850	38%
01-452-000-426	Playground Maintenance	\$ -	\$ 10,000	\$ 10,000	100%
01-452-000-430	Radio Maintenance	\$ 100	\$ 100	\$ -	0%
01-452-000-510	Promotions & Advertisements	\$ 500	\$ 500	\$ -	0%
01-452-000-540	Professional Services	\$ 600	\$ 600	\$ -	0%
01-452-000-580	Vehicle Fuel	\$ 8,000	\$ 9,500	\$ 1,500	19%
01-452-000-585	Vehicle Insurance	\$ 2,406	\$ 5,981	\$ 3,575	149%
01-452-000-590	Vehicle Maintenance	\$ 8,000	\$ 9,750	\$ 1,750	22%
01-452-000-680	Chemical Supplies	\$ 500	\$ 500	\$ -	0%
01-452-000-682	Landscape Materials	\$ 9,000	\$ 9,500	\$ 500	6%
01-452-000-702	Replacement Equipment	\$ 9,000	\$ 16,500	\$ 7,500	83%
01-452-000-710	Safety Supplies	\$ 700	\$ 700	\$ -	0%
01-452-000-730	Small Tools & Equipment	\$ 3,500	\$ 3,500	\$ -	0%
01-452-000-735	Special Projects & Services	\$ 600	\$ 500	\$ (100)	-17%
01-452-000-755	Supplies	\$ 3,750	\$ 3,750	\$ -	0%
01-452-000-785	Turf Management	\$ 35,000	\$ 45,000	\$ 10,000	29%
Total Operating Expenditures		\$ 308,181	\$ 364,611	\$ 56,430	18%

**Debt Service Expenditure Request
General Fund -01
Parks and Recreation
Department No. 452**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-452-000-931	Principal Payment	\$ 5,680	\$ 9,325	\$ 3,645	64%
01-452-000-941	Interest Payment	\$ 665	\$ 1,082	\$ 417	63%
Total Debt Service		\$ 6,345	\$ 10,407	\$ 4,062	64%

**Capital Expenditure Request
General Fund -01
Parks and Recreation
Department No. 452**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-452-000-930	Capital	\$ 15,000	\$ 78,382	\$ 63,382	423%
Total Capital Outlay		\$ 15,000	\$ 78,382	\$ 63,382	423%

01-452-000-110 Salaries **362,732**

FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase. The budget for FY 2024-2025 includes the requested addition of (1) full time maintenance worker.

01-452-000-140 Bonus **2,641**

Based on formula included in HR-43 annual Bonus Policy.

01-452-000-220 FICA **27,951**

The City is required to pay Social Security/Medicare tax on gross wages of all Parks and Rec Department employees. The current contribution rate is 7.65% of gross salaries.

01-452-000-230 Retirement **67,323**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

01-452-000-260 Workers Comp **7,507**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation.

01-452-000-270 Insurance **70,809**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

01-452-415-295 Temporary Personnel - Programming **14,000**

This line provides for fitness instructors to teach classes such as line dancing, zumba, low impact, and cardio.

01-452-417-295 Temporary Personnel - Facilities **15,000**

Park supervision, TB Thomas front desk and facility supervision.

01-452-000-340 Office Supplies **1,200**

The Department maintains a supply of pens, pencils, paper clips and other items for office use.

01-452-000-345 Postage **100**

General postage expenses, including UPS and Fed Ex.

01-452-000-350 Prof Dev - Memberships **300**

This account provides for the following memberships:

Description	Total Cost	
SCRPA	\$	200
MASC	\$	50
ServSafe	\$	50
Total Prof Dev - Memberships	\$	300

01-452-000-352 Prof Dev-Training & Conferences **3,000**

Description	Total Cost	
SCRPA Conference (2 staff)	\$	1,000
Programming Summit (1 staff)	\$	1,200
Workshops & Webinars	\$	800
Total Prof Dev-Training & Conferences	\$	3,000

01-452-000-360 Telephone **3,875**

Telephone service for landline, cellular phones, and other wireless devices.

01-452-000-390 Uniforms **3,000**

Description	Total Cost	
Rental Uniform Services	\$	2,000
Uniform T-Shirts and Logo Wear	\$	1,000
Total Uniforms	\$	3,000

01-452-000-410 Utilities **175,000**

Energy, gas, and water utility bills.

01-452-000-420 Building Maintenance & Supplies **47,700**

Building Description	Total Cost	
TB Thomas Repairs & Maintenance	\$	15,000
Custodial Supplies	\$	18,000
Field Complex Supplies & Maintenance	\$	14,700
Total Building Maintenance & Supplies	\$	47,700

01-452-000-424 Maintenance Contracts **14,055**

Services for electrical, plumbing, fertilization, fire ant control.

Description	Total Cost	
HVAC Services	\$	400
Security Services	\$	2,850
IT and Networking Support	\$	350
Fire Protection Services	\$	2,350
Electrical Services	\$	900
Recreation Software	\$	5,000
Copiers	\$	1,575
Commercial Fitness Services	\$	630
Total Maintenance Contracts	\$	14,055

01-452-000-426 Playground Maintenance **10,000**

Maintenance for all playground equipment.

01-452-000-430 Radio Maintenance **100**

Repairs and batteries for 6 radios.

01-452-000-510 Promotions & Advertisements **500**

Promotion of Parks & Rec Department and program flyers

01-452-000-540 Professional Services	600
Professional services for personnel, drug screening, background checks	
01-452-000-580 Vehicle Fuel	9,500
Fuel for Parks and Recreation units.	
01-452-000-585 Vehicle Insurance	5,981
Comprehensive and collision insurance.	
01-452-000-590 Vehicle Maintenance	9,750
Repairs and maintenance for a variety of vehicles, tractors, utility carts.	
01-452-000-680 Chemical Supplies	500
Chemicals for weed control and as needed fire ant applications.	
01-452-000-682 Landscape Materials	9,500
Plantings, shrubs, flowers, trees for the beautification of the park.	
01-452-000-702 Athletic Equipment & Supplies	16,500
Equipment and supplies needed for athletic fields, such as pitching mounds, replacement bases, etc. A temporary baseball fence is included in this line item. Fitness equipment for TB Thomas is allocated here also.	
01-452-000-710 Safety Supplies	700
Safety equipment, goggles, boots, face shields, ear plugs.	
01-452-000-730 Small Tools & Equipment	3,500
Various tools, wrenches, pliers, screwdrivers, and small equipment. Blowers, weed eaters, edgers and replacement parts as needed.	
01-452-000-735 Special Projects & Services	500
This account provides for special events hosted at Byerly Park, including corn hole tournaments and similar events.	
01-452-000-755 Recreational Program Supplies	3,750
Recreational program supplies for camps and events that are hosted for the public.	
01-452-000-785 Turf Management	45,000
Turf management services, irrigation, sod, grading, aerating, and spraying. Increase in this account is for Complex 1 & 2 infield and outfield repairs/maintenance.	
01-452-000-931 Principal Payment	9,325
2020 Regions Bank Refinance Principal and 2021 A Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027, 2023 Bank of America Origination Date 11/15/2023, Maturity Date 8/2/2030. Refer to Appendix A Debt Schedule.	
01-452-000-941 Interest Payment	1,082
2020 Regions Bank Refinance Principal and 2021 A Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027, 2023 Bank of America Origination Date 11/15/2023, Maturity Date 8/2/2030. Refer to Appendix A debit schedule.	
01-452-000-930 Capital	78,382
This line provides for the following capital expenses.	

Description	Total Cost	
(2) AC Unit Replacements	\$	40,000
60" Rear Deck Mower	\$	13,382
Pod 1 Roof Repair	\$	25,000
Total Capital	\$	78,382

Streets and Grounds

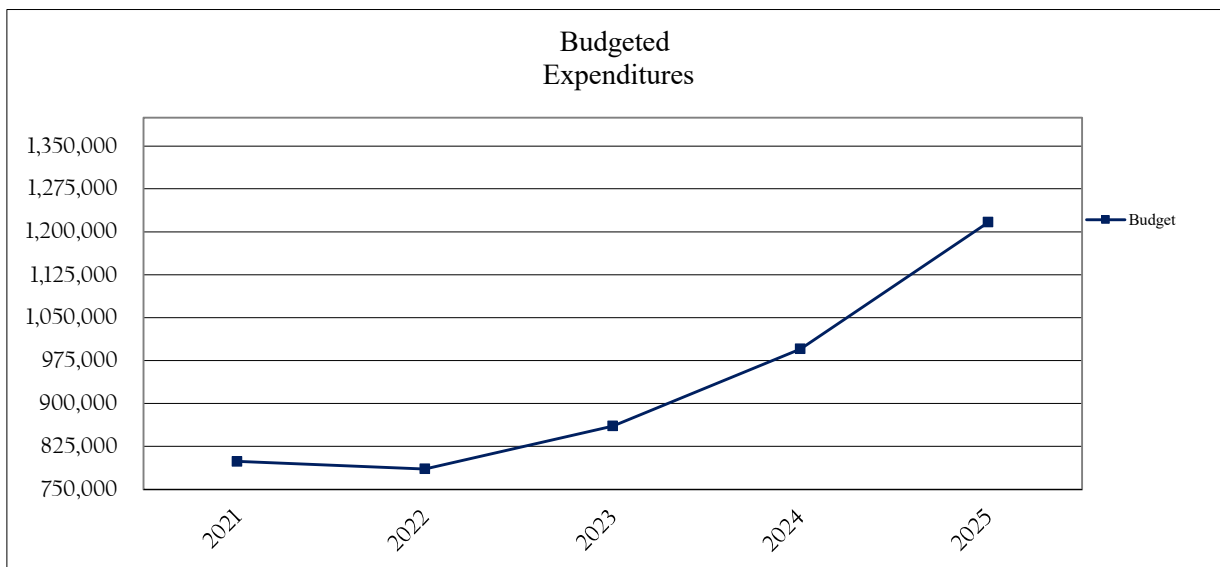
Service Delivery

The City of Hartsville is dedicated to enhancing citizens' quality of life by maintaining, repairing and replacing streets and other related infrastructure. The City works to ensure a safe road system through proper maintenance, rehabilitation and replacement of failed segments of pavement and all other related infrastructure while upholding the highest regard for customer satisfaction. The city also strives to maintain and improve traffic conditions to strengthen citizens' sense of community. Staffed by twelve (12) full-time employees - (1) Streets and Grounds Manager, (1) Streets and Grounds Supervisor, (1) Equipment Operator, (1) Downtown Maintenance Worker, and (8) Maintenance Workers.

The Streets and Grounds Division of Public Services is responsible for the landscape maintenance, tree trimming and mowing within the right-of-ways, downtown areas, all City parks (excluding Byerly Park), and the grounds of all city facilities.

Budget Summary General Fund -01 Streets and Grounds Department No. 453

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries and Benefits	\$ 682,551	\$ 720,798	\$ 38,247	6%
Operating Expenditures	\$ 272,658	\$ 236,724	\$ (35,934)	-13%
Capital Outlay	\$ 40,000	\$ 252,000	\$ 212,000	530%
Total Budget	\$ 995,209	\$ 1,216,610	\$ 221,401	22%



**Personnel Expenditure Request
General Fund -01
Streets and Grounds
Department No. 453**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-453-000-110	Salaries	\$ 427,731	\$ 452,653	\$ 24,922	6%
01-453-000-130	Overtime	\$ 5,000	\$ 6,000	\$ 1,000	20%
01-453-000-140	Bonus	\$ 3,290	\$ 3,482	\$ 192	6%
01-453-000-220	FICA	\$ 33,356	\$ 35,353	\$ 1,997	6%
01-453-000-230	Retirement	\$ 80,165	\$ 84,790	\$ 4,625	6%
01-453-000-260	Workers Comp	\$ 20,825	\$ 22,345	\$ 1,520	7%
01-453-000-270	Insurance	\$ 97,184	\$ 101,175	\$ 3,991	4%
01-453-000-295	Temporary Personnel	\$ 15,000	\$ 15,000	\$ -	0%
	Total Salaries & Benefits	\$ 682,551	\$ 720,798	\$ 38,247	6%

**Operating Expenditure Request
General Fund -01
Streets and Grounds
Department No. 453**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-453-000-340	Office Supplies	\$ 1,500	\$ 2,000	\$ 500	33%
01-453-000-350	Prof Dev-Memberships	\$ 300	\$ 800	\$ 500	167%
01-453-000-352	Prof Dev-Training & Conferences	\$ 1,000	\$ 2,000	\$ 1,000	100%
01-453-000-360	Telephone	\$ 2,000	\$ 2,000	\$ -	0%
01-453-000-390	Uniforms	\$ 9,800	\$ 9,800	\$ -	0%
01-453-000-410	Utilities	\$ 16,622	\$ 17,000	\$ 378	2%
01-453-000-420	Building Maint & Supplies	\$ 5,500	\$ 4,000	\$ (1,500)	-27%
01-453-000-424	Park Maintenance & Supplies	\$ 9,000	\$ 8,500	\$ (500)	-6%
01-453-000-430	Maintenance - Radios	\$ 500	\$ 500	\$ -	0%
01-453-000-435	Contract Streetsweeper	\$ 52,000	\$ -	\$ (52,000)	-100%
01-453-000-445	Tree Maintenance	\$ 15,000	\$ 15,000	\$ -	0%
01-453-000-446	Roundabout Maintenance	\$ -	\$ 7,500	\$ 7,500	0%
01-453-000-540	Professional Services	\$ 2,000	\$ 2,000	\$ -	0%
01-453-000-580	Vehicle Fuel	\$ 24,000	\$ 27,000	\$ 3,000	13%
01-453-000-585	Vehicle Insurance	\$ 14,436	\$ 23,924	\$ 9,488	66%
01-453-000-590	Vehicle Maintenance	\$ 17,000	\$ 20,000	\$ 3,000	18%
01-453-000-680	Chemical Supplies	\$ 2,000	\$ 3,500	\$ 1,500	75%
01-453-000-682	Landscape Materials	\$ 13,000	\$ 14,000	\$ 1,000	8%
01-453-000-695	Pest Control	\$ 2,000	\$ 1,000	\$ (1,000)	-50%
01-453-000-710	Safety Supplies	\$ 6,500	\$ 6,500	\$ -	0%
01-453-000-720	Downtown Maintenance	\$ 19,000	\$ 17,000	\$ (2,000)	-11%
01-453-000-730	Small Tools & Equipment	\$ 6,500	\$ 8,000	\$ 1,500	23%
01-453-000-731	Equipment Maintenance	\$ 5,000	\$ 7,000	\$ 2,000	40%
01-453-000-740	Street Identification	\$ -	\$ 500	\$ 500	0%
01-453-000-745	Street Repairs	\$ 500	\$ 500	\$ -	0%
01-453-000-746	Sidewalk Repairs/Maintenance	\$ 17,000	\$ 17,000	\$ -	0%
01-453-000-755	Supplies	\$ 3,500	\$ 3,500	\$ -	0%
01-453-412-424	Maintenance Contracts	\$ 27,000	\$ 16,200	\$ (10,800)	-40%
	Total Operating Expenditures	\$ 272,658	\$ 236,724	\$ (35,934)	-13%

Debt Service Expenditure Request General Fund -01 Streets and Grounds Department No. 453

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget
01-453-000-931	Principal Payment-Equip Lease	\$ -	\$ 5,632
01-453-000-941	Interest Payment-Equip Lease	\$ -	\$ 1,456
Total Debt Service		\$ -	\$ 7,088

Capital Expenditure Request Streets and Grounds Department No. 453

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-453-000-930	Capital	\$ 40,000	\$ 252,000	\$ 212,000	530%
Total Capital Outlay		\$ 40,000	\$ 252,000	\$ 212,000	530%

01-453-000-110 Salaries **452,653**

FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

01-453-000-130 Overtime **6,000**

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

01-453-000-140 Bonus **3,482**

Based on formula included in HR-43 annual Bonus Policy.

01-453-000-220 FICA **35,353**

The City is required to pay Social Security/Medicare tax on gross wages of all City employees. The current contribution rate is 7.65% of gross salaries.

01-453-000-230 Retirement **84,790**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

01-453-000-260 Workers Comp **22,345**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

01-453-000-270 Insurance **101,175**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

01-453-000-295 Temporary Personnel **15,000**

This account provides for wages incurred by temporary personnel in the event that an otherwise full-time position should be temporarily filled by an employee through a staffing agency. Temporary personnel may also be needed in busy seasons, especially during the spring and summer.

01-453-000-340 Office Supplies **2,000**

The Department maintains a supply of pens, pencils, paper clips and other items for office use.

01-453-000-350 Prof Dev-Memberships 800

This account provides for any professional memberships or subscriptions for Streets & Grounds personnel.

01-453-000-352 Prof Dev-Training & Conferences 2,000

This category provides for Streets and Grounds personnel attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to upgrade their education in areas related to the Streets & Grounds, as well as maintaining their professional certifications.

01-453-000-360 Telephone 2,000

The City receives basic telephone and long distance service from AT&T. The City also maintains 4 cellular phone and other wireless devices for the staff. \$167/month for 12 months.

01-453-000-390 Uniforms 9,800

Description	Total Cost
Logo wear t-shirts	\$ 800
Rental Uniform Service	\$ 9,000
Total Uniforms	\$ 9,800

01-453-000-410 Utilities 17,000

Water and energy utility bills.

01-453-000-420 Building Maint & Supplies 4,000

This account is used for the upkeep and maintenance of the Public Service complex building and restroom facilities within. Also used to maintain the Streets and Grounds building.

01-453-000-424 Park Maintenance & Supplies 8,500

This account is used for any repairs to the grounds or outbuildings/structures and equipment contained in Pride, Lawton, Centennial, Burry, and Vista parks. Additional materials and supplies needed for the daily cleaning and maintenance of restrooms in each of these park locations.

01-453-000-430 Maintenance - Radios 500

General radio maintenance and repairs.

01-453-000-445 Tree Maintenance 15,000

Certified Arborist Contract. Pruning and removal of dead/hazardous trees conducted through contracted services.

01-453-000-446 Roundabout Maintenance 7,500

Maintenance of the Roundabout

01-453-000-540 Professional Services 2,000

DOT physicals, alcohol and drug screens, and background checks.

01-453-000-580 Vehicle Fuel 27,000

Fuel for equipment and vehicles.

01-453-000-585 Vehicle Insurance 23,924

The City maintains the comprehensive and collision coverage on vehicles and equipment.

01-453-000-590 Vehicle Maintenance 20,000

Repairs, oil changes, tires, windshield wiper replacements, filters, etc.

01-453-000-680 Chemical Supplies 3,500

Fertilizers and weed control products for right-of-way areas and grounds of City facilities.

01-453-000-682 Landscape Materials 14,000

Materials for Vista, Dog Park, Centennial, Burry, Pride, Lawton, City entrance areas, and median areas. Materials included but are not limited to: mulch, replacement plants, and irrigation repair supplies.

01-453-000-695 Pest Control **1,000**
 This account provides for any materials or services related to pest control. Includes insect and fire-and control products for parks and high traffic areas.

01-453-000-710 Safety Supplies **6,500**
 Boots, handwarmers, gloves, safety hats, and Gatorade. 12 employees are allotted \$300 annually for 2 pairs of boots.

01-453-000-720 Downtown Maintenance **17,000**
 Maintenance for planting beds in the downtown area. Includes seasonal plantings and all supplies and materials needed to amintain the areas within the B-1 district.

01-453-000-730 Small Tools & Equipment **8,000**
 Replacement of small tools through normal wear and tear.

01-453-000-731 Equipment Maintenance **7,000**
 Replacement of small tools through normal wear and tear.

01-453-000-740 Street Identification **500**
 Expenses related to street signage.

01-453-000-745 Street Repairs **500**
 Street repairs.

01-453-000-746 Sidewalk Repairs/Maintenance **17,000**
 Repairs, maintenance for cracks and tree-roots for City-owned sidewalks only.

01-453-000-755 Supplies **3,500**
 Purchase of supplies required to fulfill functions of the department. This includes oil and other supplies.

01-453-000-931 Principal Payment-Equip Lease **5,632**
 2023 Bank of America Origination Date 11/15/2023, Maturity Date 8/2/2030

01-453-000-941 Interest Payment-Equip Lease **1,456**
 2023 Bank of America Origination Date 11/15/2023, Maturity Date 8/2/2030

01-453-412-424 Maintenance Contracts **16,200**

Description	Total Cost	
HVAC	\$	400
Marion Ave. Cemetery tree service contract	\$	15,800
Total Maintenance Contracts	\$	16,200

01-453-000-930 Capital **252,000**
 This line provides for the following capital lease item.

Description	Total Price	
Street Sweeper	\$	240,000
Zero-Turn Mower	\$	12,000
Total Capital	\$	252,000

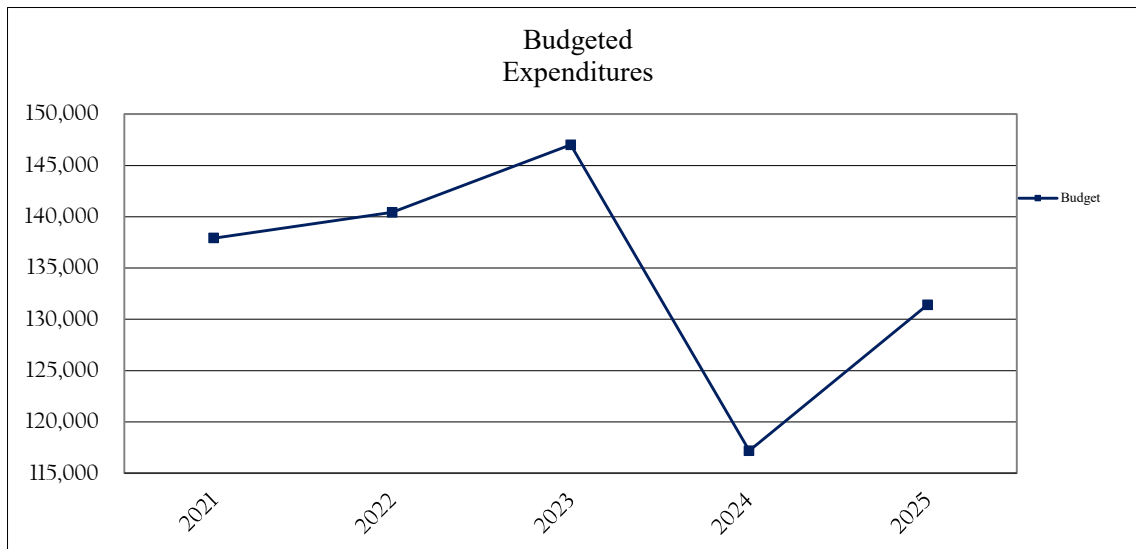
Museum Operations

Service Delivery

The Hartsville Museum offers local history and art exhibits. The neighboring Sculpture Courtyard, added in 2000, features multiple types of sculpture. Staffed by one (1) full-time employee, Museum Manager, and one (1) part-time employee, Museum Assistant.

Budget Summary General Fund -01 Museum Operations Department No. 454

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries and Benefits	\$ 91,398	\$ 102,271	\$ 10,873	12%
Operating Expenditures	\$ 25,785	\$ 29,150	\$ 3,365	13%
Total Budget	\$ 117,183	\$ 131,421	\$ 14,238	12%



**Personnel Expenditure Request
General Fund -01
Museum Operations
Department No. 454**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-454-000-110	Salaries	\$ 62,244	\$ 68,382	\$ 6,138	10%
01-454-000-130	Overtime	\$ 500	\$ 500	\$ -	0%
01-454-000-140	Bonus	\$ 404	\$ 526	\$ 122	30%
01-454-000-220	FICA	\$ 4,800	\$ 5,269	\$ 469	10%
01-454-000-230	Retirement	\$ 9,217	\$ 12,744	\$ 3,527	38%
01-454-000-260	Workers Comp	\$ 141	\$ 155	\$ 14	10%
01-454-000-270	Insurance	\$ 12,092	\$ 12,695	\$ 603	5%
01-454-000-295	Temporary Personnel	\$ 2,000	\$ 2,000	\$ -	0%
	Total Salaries & Benefits	\$ 91,398	\$ 102,271	\$ 10,873	12%

**Operating Expenditure Request
General Fund -01
Museum Operations
Department No. 454**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-454-000-340	Office Supplies	\$ 1,000	\$ 1,000	\$ -	0%
01-454-000-345	Postage	\$ 75	\$ 150	\$ 75	100%
01-454-000-350	Prof Dev - Memberships	\$ 250	\$ 250	\$ -	0%
01-454-000-352	Prof Dev-Training & Conferences	\$ 500	\$ 500	\$ -	0%
01-454-000-360	Telephone	\$ 1,400	\$ 1,700	\$ 300	21%
01-454-000-370	Edition Expenses	\$ 5,000	\$ 5,000	\$ -	0%
01-454-000-390	Uniforms	\$ 300	\$ 300	\$ -	0%
01-454-000-410	Utilities	\$ 10,760	\$ 13,750	\$ 2,990	28%
01-454-000-420	Building Maintenance & Supplies	\$ 6,000	\$ 6,000	\$ -	0%
01-454-000-424	Maintenance Contracts	\$ 500	\$ 500	\$ -	0%
	Total Operating Expenditures	\$ 25,785	\$ 29,150	\$ 3,365	13%

01-454-000-110 Salaries 68,382

FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

01-454-000-130 Overtime 500

The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

01-454-000-140 Bonus 526

Based on formula included in HR-43 annual Bonus Policy.

01-454-000-220 FICA 5,269

The City of Hartsville is required to pay Social Security tax on gross wages of all employees, including the Mayor and City Council. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

01-454-000-230 Retirement 12,744

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

01-454-000-260 Workers Comp **155**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

01-454-000-270 Insurance **12,695**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

01-454-000-295 Temporary Personnel **2,000**

This line provides for one temporary staff member to work on Saturdays.

01-454-000-340 Office Supplies **1,000**

The Department maintains a supply of pens, pencils, paper clips and other items for office use.

01-454-000-345 Postage **150**

Postage expenditures for sponsor letters, thank you notes, etc.

01-454-000-350 Prof Dev - Memberships **250**

This account provides for the following memberships:

Description	Total Cost	
SC Federation of Museums	\$	250
Prof Dev-Memberships	\$	250

01-454-000-352 Prof Dev-Training & Conferences **500**

Description	Total Cost	
SCFM Conference (2 staff)	\$	275
Regional Hub Museum Visits (2 staff)	\$	225
Total Prof Dev-Training & Conferences	\$	500

01-454-000-360 Telephone **1,700**

The City receives basic telephone and long distance service. The City also maintains one cellular phone for the staff as well as a landline service.

01-454-000-370 Edition Expenses **5,000**

This account provides for maintenance expenses incurred by the Edition museum that are not funded by revenues generated by the Edition.

01-454-000-390 Uniforms **300**

The City provides a stipend for logo wear for every employee in the department.

01-454-000-410 Utilities **13,750**

Energy and water utility bills.

01-454-000-420 Building Maintenance & Supplies **6,000**

General building maintenance and supplies are charged to this line item. This includes supplies for painting the interior and lighting outside of the Museum.

01-454-000-424 Maintenance Contracts **500**

This line item is used to maintain HVAC systems.

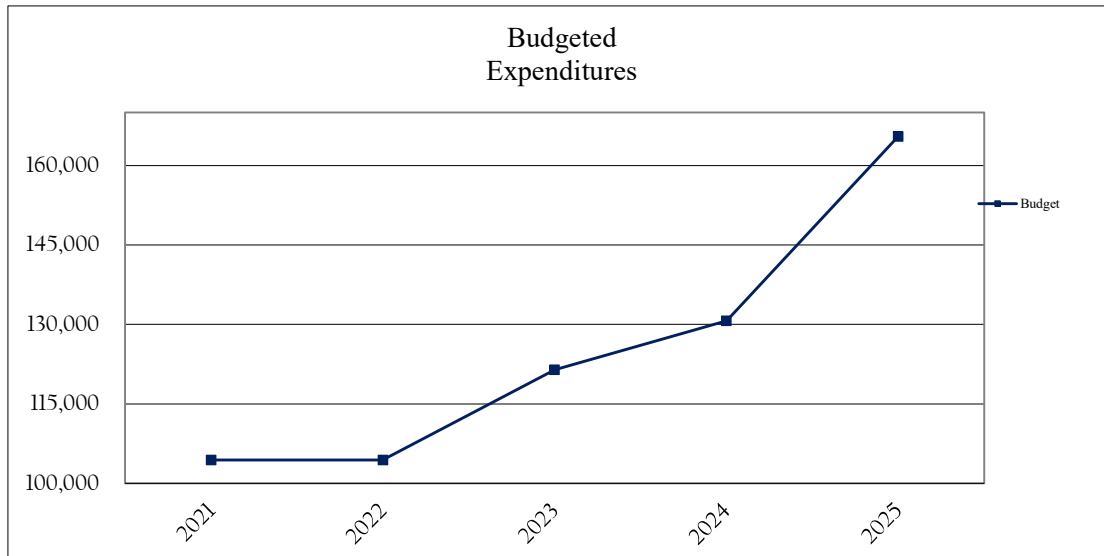
Cemetery Operations

Service Delivery

The City of Hartsville owns and operates two cemeteries, Magnolia and Greenlawn, as a service to the citizens.

Budget Summary General Fund Cemetery Operations Department No. 495

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Operating Expenditures	\$ 130,680	\$ 165,500	\$ 34,820	27%
Total Budget	\$ 130,680	\$ 165,500	\$ 34,820	27%



Operating Expenditure Request General Fund Cemetery Operations Department No. 495

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-495-000-360	Telephone	\$ 300	\$ 500	\$ 200	67%
01-495-000-410	Utilities	\$ 1,060	\$ 1,000	\$ (60)	-6%
01-495-000-420	Maintenance Contracts	\$ 2,000	\$ 2,000	\$ -	0%
01-495-000-424	Contract	\$ 103,320	\$ 132,000	\$ 28,680	28%
01-495-000-735	Special Projects & Services	\$ 24,000	\$ 30,000	\$ 6,000	25%
Total Operating Expenditures		\$ 130,680	\$ 165,500	\$ 34,820	27%

01-495-000-360 Telephone	500
Telephone services. \$41.66 monthly for 12 months.	
01-495-000-410 Utilities	1,000
Energy and water utility bills.	
01-495-000-420 Maintenance Contracts	2,000
This account provides for all maintenance supplies, tools, paint, parts, machinery, etc. necessary to the operations of the department.	
01-495-000-424 Contract	132,000
Contract for management and operations of cemeteries. Contract Increase for YE 2025 expires 2027.	
01-495-000-735 Special Projects & Services	30,000
Opening and closing of graves in Magnolia and Greenlawn Cemeteries and funeral supervision for up to 100 services per year @ \$275.00 per service to be billed separately to the CITY on a monthly basis. After the 100 burial limit is reached, the charge would be one-half of the current City billing charges	

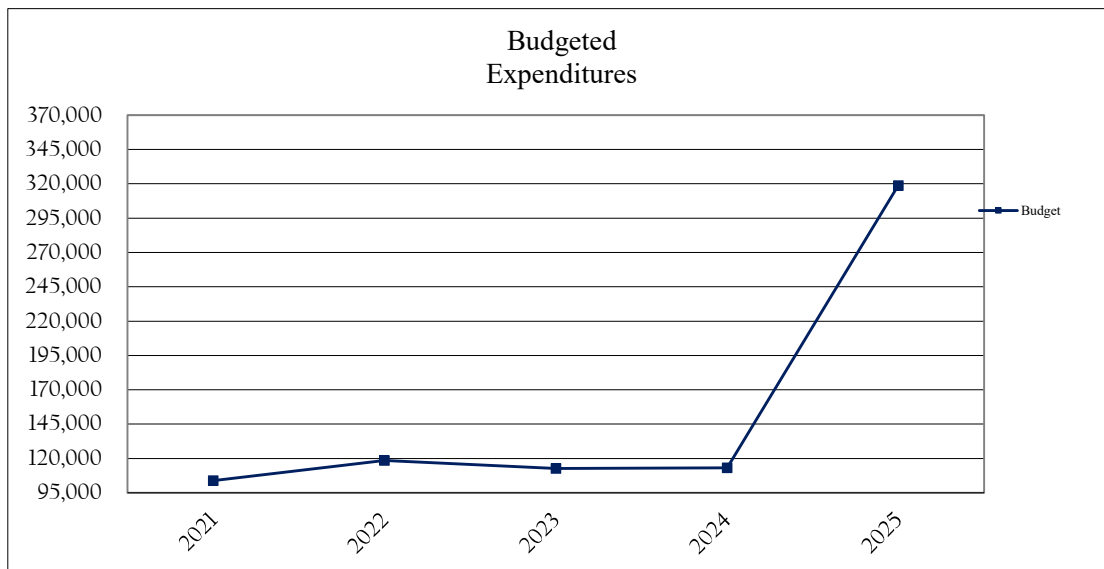
Airport Operations

Service Delivery

To provide an attractive gateway facility that effectively and safely serves the general aviation needs of the community and region and increases the economic competitiveness of Hartsville.

Budget Summary General Fund -01 Airport Operations Department No. 496

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Operating Expenditures	\$ 113,164	\$ 318,844	\$ 205,680	182%
Total Budget	\$ 113,164	\$ 318,844	\$ 205,680	182%



Operating Expenditure Request General Fund Airport Operations Department No. 496

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
01-496-000-360	Telephone	\$ 600	\$ 600	\$ -	0%
01-496-000-410	Utilities	\$ 17,261	\$ 17,000	\$ (261)	-2%
01-496-000-420	Maintenance Contracts	\$ 20,000	\$ 23,000	\$ 3,000	15%
01-496-000-424	Contract	\$ 55,000	\$ 61,000	\$ 6,000	11%
01-496-000-525	Airport Insurance	\$ 4,100	\$ 4,100	\$ -	0%
01-496-000-585	Vehicle Insurance	\$ 1,203	\$ 1,994	\$ 791	66%
01-496-000-665	Airport City Match	\$ 10,000	\$ 208,650	\$ 198,650	1987%
01-496-000-735	Special Projects & Services	\$ 5,000	\$ 2,500	\$ (2,500)	-50%
	Total Operating Expenditures	\$ 113,164	\$ 318,844	\$ 205,680	182%

01-496-000-360 Telephone **600**
 The City receives basic telephone and long distance service. \$50 monthly for 12 months.

01-496-000-410 Utilities **17,000**
 This account provides for utility bills incurred by the new airport terminal building and the sprinkler system.

01-496-000-420 Maintenance **23,000**
 See Chart Below:

Description	Total Cost
Fire ant treatment	\$ 800
Pest control	\$ 550
Maintenance QT Pod Fuel System	\$ 1,425
Radio Beacon Maintenance	\$ 2,100
Replacement	\$ 3,000
Power upgrade	\$ 8,100
Repair to Runway Lights	\$ 6,000
Fuel truck maintenance, other general supplies/repairs	\$ 1,025
	\$ 23,000

01-496-000-424 Contract **61,000**
 Contract for (FBO) fixed base operator service & fuel truck lease.

Description	Total Cost
Fuel Truck Lease	\$ 6,000
Fire ant treatment	\$ 55,000
	\$ 61,000

01-496-000-525 Airport Insurance **4,100**
 Building insurance is provided by South Carolina Municipal Risk Fund (SCMIRF).

01-496-000-585 Vehicle Insurance **1,994**
 The City maintains the comprehensive and collision coverage on vehicles and equipment.

01-496-000-665 Airport City Match **208,650**
 City Match for FAA Runway Project, per FAA requirements.

01-496-000-735 Special Projects & Services **2,500**
 This account provides for any special projects and any other expense not regularly occurring.

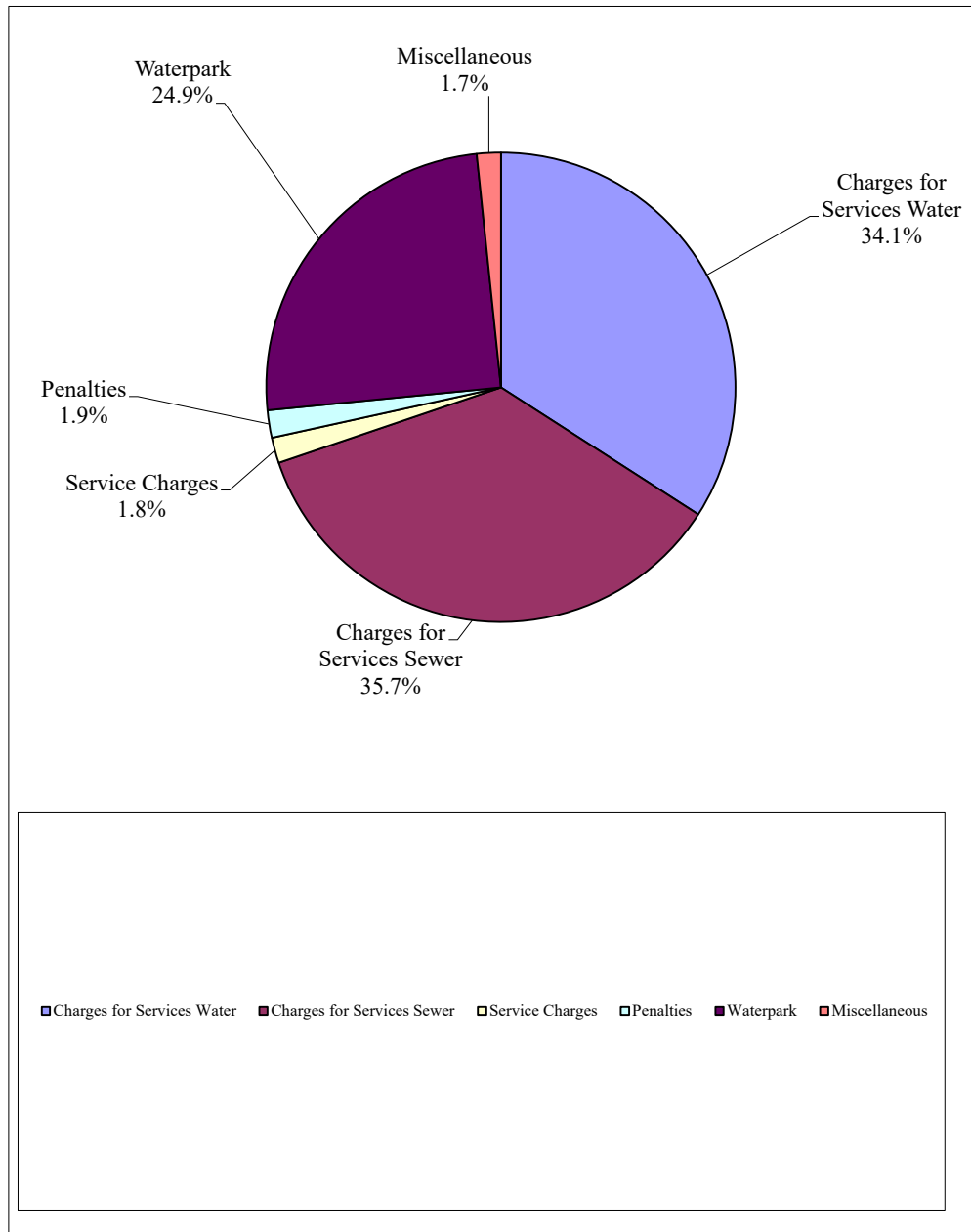
City of Hartsville

Enterprise Fund - 02

Budget Summary FY 2025 City of Hartsville Enterprise Fund - 02

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Operating Revenues				
Charges for Services Water	\$ 2,640,000	\$ 2,700,000	\$ 60,000	2%
Charges for Services Sewer	\$ 2,742,675	\$ 2,823,000	\$ 80,325	3%
Service Charges	\$ 99,500	\$ 139,000	\$ 39,500	40%
Penalties	\$ 110,000	\$ 149,500	\$ 39,500	36%
Waterpark	\$ 1,760,500	\$ 1,971,500	\$ 211,000	12%
Miscellaneous	\$ 124,023	\$ 130,736	\$ 6,713	5%
Other Financing Sources				
Investment Income	\$ 10,000	\$ 105,000	\$ 95,000	950%
Lease Proceeds	\$ 600,000	\$ 771,000	\$ 171,000	29%
Accumulated Surplus	\$ 231,000	\$ -	\$ (231,000)	-100%
Operating Transfers In	\$ 639,235	\$ 1,182,812	\$ 543,577	85%
Total Revenue	\$ 8,956,933	\$ 9,972,548	\$ 1,015,615	11%
Operating Expenditures				
Salaries & Benefits	\$ 2,005,281	\$ 2,251,620	\$ 246,339	12%
Operating Expenditures	\$ 2,702,415	\$ 3,369,757	\$ 667,343	25%
Capital Outlay				
Capital Outlay	\$ 831,000	\$ 771,000	\$ (60,000)	-7%
Debt Service				
Interest	\$ 1,570,428	\$ 1,675,485	\$ 105,058	7%
Other Financing Uses				
Operating Transfer Out	\$ 1,619,889	\$ 1,849,286	\$ 229,397	14%
Total Expenditures	\$ 8,729,012	\$ 9,917,149	\$ 1,188,136	14%
Change in Net Position	\$ 227,921	\$ 55,399	\$ (172,521)	100%

Budget Summary FY 2025 Enterprise Fund Revenues- 02



Budget Summary FY 2025 City of Hartsville Enterprise Fund Revenues- 02

Code	Classification	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
02-340-300-000	Water Rents	\$ 2,640,000	\$ 2,700,000	\$ 60,000	2%
02-340-305-000	Service Charge	\$ 19,000	\$ 23,000	\$ 4,000	21%
02-344-301-000	Sewer Rents	\$ 2,723,675	\$ 2,800,000	\$ 76,325	3%
02-340-302-000	Water Taps - City	\$ 25,000	\$ 70,000	\$ 45,000	180%
02-340-303-000	Cut On Fees	\$ 40,000	\$ 37,000	\$ (3,000)	-8%
02-340-306-000	Set Off Debt	\$ 3,500	\$ 5,000	\$ 1,500	43%
02-344-311-000	Discharge Permit	\$ 27,000	\$ 27,000	\$ -	0%
02-362-300-000	WWTP Lab Rent	\$ 4,000	\$ -	\$ (4,000)	-100%
02-340-304-000	Penalties	\$ 110,000	\$ 149,500	\$ 39,500	36%
02-370-300-000	General Admission	\$ 945,000	\$ 1,000,000	\$ 55,000	6%
02-370-301-000	Season Passes - In City	\$ 35,000	\$ 50,000	\$ 15,000	43%
02-370-302-000	Season Passes - Out of City	\$ 155,000	\$ 175,000	\$ 20,000	13%
02-370-303-000	Retail	\$ 17,000	\$ 17,000	\$ -	0%
02-370-304-000	Food and Beverage	\$ 400,000	\$ 445,000	\$ 45,000	11%
02-370-305-000	Birthday Party Admission	\$ 25,000	\$ 35,000	\$ 10,000	40%
02-370-306-000	Group Rental Admission	\$ 40,000	\$ 60,000	\$ 20,000	50%
02-370-307-000	Cabana Rentals	\$ 110,000	\$ 135,000	\$ 25,000	23%
02-370-308-000	Locker Rentals	\$ 9,000	\$ 9,500	\$ 500	6%
02-370-309-000	Sponsorships	\$ 5,000	\$ 19,000	\$ 14,000	280%
02-370-310-000	Misc Revenue	\$ 500	\$ 500	\$ -	0%
02-370-311-000	Park Buyout	\$ -	\$ -	\$ -	0%
02-370-312-000	Pavilion Rentals	\$ 9,000	\$ 13,000	\$ 4,000	44%
02-370-313-000	Season Pass Large Employer	\$ 10,000	\$ 12,500	\$ 2,500	25%
02-362-305-000	Tower Leases	\$ 124,023	\$ 127,736	\$ 3,713	3%
02-390-300-000	Misc. Income	\$ -	\$ 3,000	\$ 3,000	0%
	Total Revenues	\$ 7,476,698	\$ 7,913,736	\$ 437,038	6%
02-361-300-000	Interest Income	\$ 10,000	\$ 105,000	\$ 95,000	950%
02-391-105-000	Lease Proceeds	\$ -	\$ 695,000	\$ 695,000	0%
02-391-312-000	Transfers In	\$ -	\$ 500,000	\$ 500,000	0%
02-391-900-000	Lease Proceeds	\$ 600,000	\$ 76,000	\$ (524,000)	-87%
02-391-900-100	Transfers In	\$ 639,235	\$ 682,812	\$ 43,577	7%
02-396-300-000	Accumulated Surplus	\$ 231,000	\$ -	\$ (231,000)	-100%
	Total Other	\$ 1,480,235	\$ 2,058,812	\$ 578,577	39%

02-340	Charges for Water Services	2,700,000
<p>The city provides Water services to approximately 3,984 customers (3,617 inside city limits, 367 outside city limits). This revenue stream is based on multiple factors, including the CPI increase as prescribed in the FY 2022-2023 ordinance 4454 passed by City Council. This ordinance will expire in FY 2027-2028. In addition, an analysis of the previous year and YTD trends were completed to calculate the budgeted revenues.</p>		
02-344	Charges for Sewer Services	2,823,000
<p>The city provides Sewer services to approximately 3,450 customers (3,421 inside city limits, 29 outside city limits). This revenue stream is based on multiple factors, including the CPI increase as prescribed in the FY 2022-2023 ordinance 4454 passed by City Council. This ordinance will expire in FY 2027-2028. The new ordinance will continue a 3% increase each year over the next five years.</p>		
02-340/344/362	Service Charges	139,000
<p>These accounts provide for general service charges, water taps, cut on fees, set off debt, discharge permits, and lab rents.</p>		
02-370	Water Park Revenues	2,182,505
<p>Revenues include general admission, season passes, retail, birthday and group reservations, cabana and pavilion rentals, food & beverage sales, and sponsorships.</p>		
02-340-304-000	Penalties	149,500
<p>The City of Hartsville charges penalties for late payment and returned payments.</p>		
02-362-305-000	Tower Leases	127,736
<p>The City of Hartsville rents antenna space on its communication towers located in the city.</p>		
02-391-105-000	Lease Proceeds	695,000
<p>Capital Lease Proceeds</p>		
02-391-900-100	Transfers In	682,812
<p>From Hospitality Fund for Water Park Debt Service.</p>		
02-391-312-000	Transfers In	500,000
<p>Transfer in Grant Match from Stimulus Funds</p>		

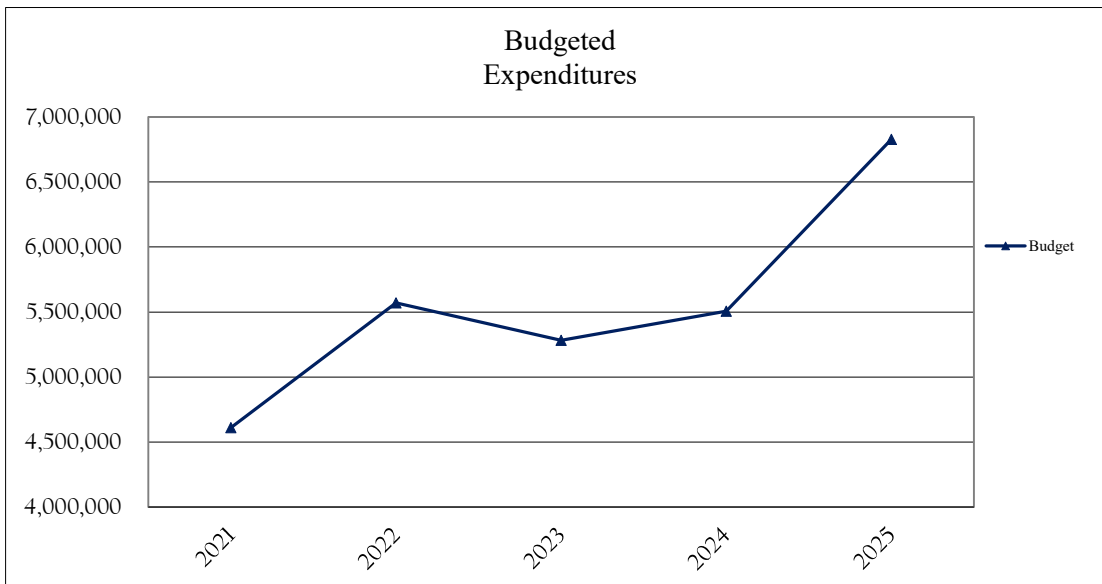
Water/Sewer Operations

Service Delivery

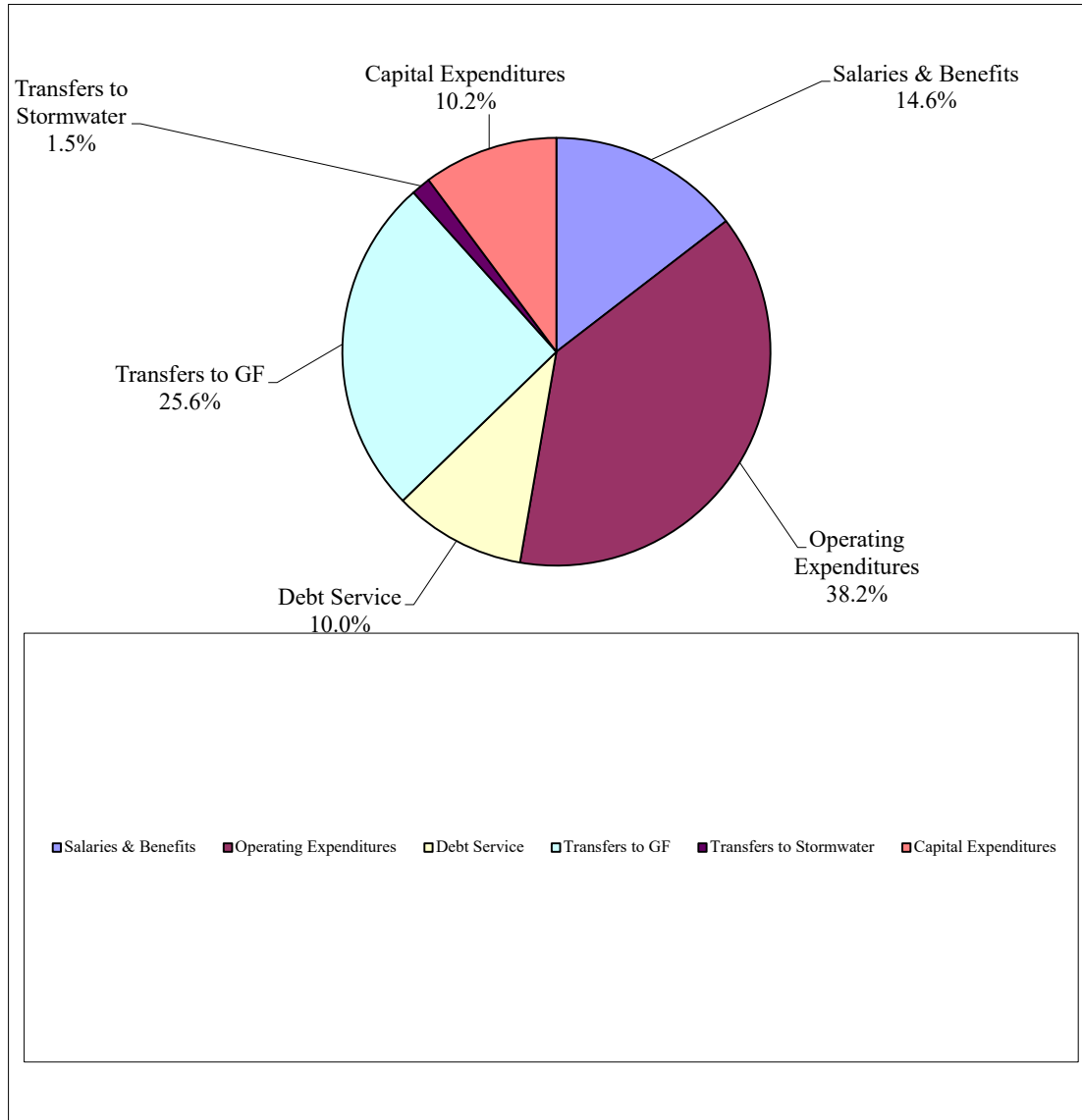
The City of Hartsville Water Sewer Operations provides essential domestic and commercial water and wastewater services that comply with or exceed all DHEC and EPA standards in the most cost effective manner practical. Staffed by fourteen (14) full-time employees - (1) Director of Public Services, (1) Public Works Manager, (1) Billing Specialist - Lead, (1) Utility Supervisor, (1) Meter Supervisor, (1) Facilities Maintenance Technician, (1) Facilities Maintenance Technician Assistant, (6) Heavy Equipment Operators, and (1) GIS & Permitting Technician, split 50/50 with the Planning & Zoning department.

Budget Summary Enterprise Fund - 02 Water/Sewer Division Department No. 500,600

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Salaries & Benefits	\$ 967,279	\$ 994,007	\$ 26,728	3%
Operating Expenditures	\$ 2,001,296	\$ 2,605,187	\$ 603,892	30%
Debt Service	\$ 686,779	\$ 683,846	\$ (2,932)	0%
Transfers to GF	\$ 1,500,000	\$ 1,750,000	\$ 250,000	17%
Transfers to Storm water	\$ 119,889	\$ 99,286	\$ (20,603)	-17%
Capital Expenditures	\$ 231,000	\$ 695,000	\$ 464,000	201%
Total Budget	\$ 5,506,242	\$ 6,827,327	\$ 1,321,084	24%



Budget Summary Expenditures FY 2023
Enterprise Fund - 02
Water/Sewer Division
Department No. 500,600



Personnel Expenditure Requests
Enterprise Fund - 02
Water/Sewer Division
Department No. 500,600

<u>Code</u>	<u>Classification</u>	FY 2024 Approved Budget	FY 2025 Requested Budget	\$ Change	% Change
02-500-000-110	Salaries	\$ 425,554	\$ 450,672	\$ 25,118	6%
02-500-000-130	Overtime	\$ 14,000	\$ 14,000	\$ -	0%
02-500-000-140	Bonus	\$ 3,381	\$ 3,574	\$ 193	6%
02-500-000-220	FICA	\$ 33,876	\$ 35,813	\$ 1,937	6%
02-500-000-230	Retirement	\$ 80,375	\$ 85,021	\$ 4,646	6%
02-500-000-260	Workers Comp	\$ 16,919	\$ 17,646	\$ 727	4%
02-500-000-270	Insurance	\$ 67,384	\$ 70,559	\$ 3,175	5%
02-500-000-295	Temporary Personnel	\$ 2,000	\$ 2,000	\$ -	0%
02-600-000-110	Salaries	\$ 205,604	\$ 198,430	\$ (7,174)	-3%
02-600-000-130	Overtime	\$ 8,000	\$ 8,000	\$ -	0%
02-600-000-140	Bonus	\$ 1,643	\$ 1,588	\$ (55)	-3%
02-600-000-220	FICA	\$ 25,929	\$ 27,001	\$ 1,072	4%
02-600-000-230	Retirement	\$ 39,390	\$ 38,073	\$ (1,317)	-3%
02-600-000-260	Workers Comp	\$ 7,201	\$ 7,609	\$ 408	6%
02-600-000-270	Insurance	\$ 35,023	\$ 33,021	\$ (2,002)	-6%
02-600-000-295	Temporary Personnel	\$ 1,000	\$ 1,000	\$ -	0%
	Total Salaries & Benefits	\$ 967,279	\$ 994,007	\$ 26,728	3%

Operating Expenditure Requests
Enterprise Fund - 02
Water/Sewer Division
Department No. 500,600

<u>Code</u>	<u>Classification</u>	FY 2024 Approved Budget	FY 2025 Requested Budget	\$ Change	% Change
02-500-000-340	Office Supplies	\$ 6,375	\$ 6,375	\$ -	0%
02-500-000-345	Postage	\$ 9,000	\$ 10,000	\$ 1,000	11%
02-500-000-350	Prof Dev - Memberships	\$ 1,000	\$ 1,000	\$ -	0%
02-500-000-352	Prof Dev-Training & Conferences	\$ 5,125	\$ 5,125	\$ -	0%
02-500-000-360	Telephone	\$ 8,150	\$ 8,150	\$ -	0%
02-500-000-390	Uniforms	\$ 6,350	\$ 6,700	\$ 350	6%
02-500-000-410	Utilities	\$ 5,716	\$ 5,716	\$ -	0%
02-500-000-420	Building Maintenance & Supplies	\$ 6,400	\$ 6,500	\$ 100	2%
02-500-000-424	Maintenance Contracts	\$ 88,000	\$ 88,000	\$ -	0%
02-500-000-426	Plant Equip & Maintenance	\$ 30,000	\$ 30,000	\$ -	0%
02-500-000-430	Radio Maintenance	\$ 1,500	\$ 1,500	\$ -	0%
02-500-000-446	Contract W/S	\$ 210,605	\$ 220,000	\$ 9,395	4%
02-500-000-518	Engineering Services	\$ 35,000	\$ 10,000	\$ (25,000)	-71%
02-500-000-525	Property/Bond/Liability	\$ 174,652	\$ 165,757	\$ (8,895)	-5%
02-500-000-538	Legal Fees	\$ 5,000	\$ 2,000	\$ (3,000)	-60%
02-500-000-540	Professional Services	\$ 30,000	\$ 12,000	\$ (18,000)	-60%
02-500-000-580	Vehicle Fuel	\$ 25,000	\$ 26,500	\$ 1,500	6%
02-500-000-585	Vehicle Insurance	\$ 10,909	\$ 25,917	\$ 15,009	138%
02-500-000-590	Vehicle Maintenance	\$ 25,000	\$ 27,500	\$ 2,500	10%
02-500-000-665	Misc Grant Expense	\$ -	\$ 275,000	\$ 275,000	0%
02-500-000-683	Meters Etc.	\$ 31,000	\$ 35,000	\$ 4,000	13%
02-500-000-710	Safety Supplies	\$ 5,415	\$ 6,000	\$ 585	11%
02-500-000-730	Small Tools & Equipment	\$ 6,825	\$ 6,825	\$ -	0%
02-500-000-731	Emergency Repairs	\$ 25,000	\$ -	\$ (25,000)	-100%
02-500-000-735	Special Projects & Services	\$ 15,000	\$ 15,000	\$ -	0%
02-500-000-755	Supplies	\$ 55,000	\$ 60,000	\$ 5,000	9%
02-500-000-762	Water Testing Fee	\$ 25,000	\$ 25,000	\$ -	0%
02-500-000-775	Transfer Out Gen Fund	\$ 750,000	\$ 875,000	\$ 125,000	17%
02-500-000-780	Transfer Out - Stormwater	\$ 119,889	\$ 99,286	\$ (20,603)	-17%
	Total Operating Expenditures	\$ 1,716,910	\$ 2,055,851	\$ 338,941	20%

Operating Expenditure Requests
Enterprise Fund - 02
Water/Sewer Division
Department No. 500,600

Code	Classification	FY 2024 Approved Budget	FY 2025 Requested Budget	\$ Change	% Change
02-600-000-340	Office Supplies	\$ 4,875	\$ 4,875	\$ -	0%
02-600-000-345	Postage	\$ 9,200	\$ 10,000	\$ 800	9%
02-600-000-350	Prof Dev - Memberships	\$ 1,000	\$ 1,200	\$ 200	20%
02-600-000-352	Prof Dev-Training & Conferences	\$ 4,125	\$ 4,125	\$ -	0%
02-600-000-360	Telephone	\$ 2,250	\$ 2,250	\$ -	0%
02-600-000-390	Uniforms	\$ 3,350	\$ 3,500	\$ 150	4%
02-600-000-410	Utilities	\$ 3,520	\$ 4,600	\$ 1,080	31%
02-600-000-420	Building Maintenance & Supplies	\$ 6,900	\$ 6,900	\$ -	0%
02-600-000-424	Maintenance Contracts	\$ 10,050	\$ 12,500	\$ 2,450	24%
02-600-000-426	Plant Equip & Maintenance	\$ 20,000	\$ 30,000	\$ 10,000	50%
02-600-000-427	Chemical Supplies	\$ 110,000	\$ 140,000	\$ 30,000	27%
02-600-000-430	Radio Maintenance	\$ 1,500	\$ 3,000	\$ 1,500	100%
02-600-000-446	Contracts W/S	\$ 631,815	\$ 645,000	\$ 13,185	2%
02-600-000-518	Engineering Services	\$ 50,000	\$ 15,000	\$ (35,000)	-70%
02-600-000-525	Property Bond/Liability	\$ 116,434	\$ 110,504	\$ (5,930)	-5%
02-600-000-538	Legal Fees	\$ 5,000	\$ 2,500	\$ (2,500)	-50%
02-600-000-540	Professional Services	\$ 4,500	\$ 10,000	\$ 5,500	122%
02-600-000-542	Sludge Disposal	\$ 5,000	\$ 10,000	\$ 5,000	100%
02-600-000-580	Vehicle Fuel	\$ 16,000	\$ 22,000	\$ 6,000	38%
02-600-000-585	Vehicle Insurance	\$ 6,015	\$ 9,968	\$ 3,953	66%
02-600-000-590	Vehicle Maintenance	\$ 30,000	\$ 38,000	\$ 8,000	27%
02-600-000-665	Misc Grant Expense	\$ -	\$ 275,000	\$ 275,000	0%
02-600-000-710	Safety Supplies	\$ 5,915	\$ 5,900	\$ (15)	0%
02-600-000-730	Small Tools & Equipment	\$ 6,825	\$ 6,800	\$ (25)	0%
02-600-000-731	Emergency Repairs	\$ 60,000	\$ 75,000	\$ 15,000	25%
02-600-000-735	Special Projects & Services	\$ 10,000	\$ 15,000	\$ 5,000	50%
02-600-000-755	Supplies	\$ 30,000	\$ 35,000	\$ 5,000	17%
02-600-000-775	Transfer Out Gen Fund	\$ 750,000	\$ 875,000	\$ 125,000	17%
	Total Operating Expenditures	\$ 1,904,274	\$ 2,398,623	\$ 494,348	26%

Debt Service Expenditure Request
Enterprise Fund - 02
Water/Sewer Division
Department No. 500,600

Code	Classification	FY 2024 Approved Budget	FY 2025 Requested Budget	\$ Change	% Change
02-500-000-932	SRF Loan Principal	\$ 64,555	\$ 65,528	\$ 974	2%
02-500-000-942	SRF Loan Interest	\$ 21,081	\$ 20,107	\$ (974)	-5%
02-500-000-938	2015 Series Principal	\$ 227,500	\$ 235,000	\$ 7,500	3%
02-500-000-946	Lease Pmt - Principal	\$ 4,004	\$ 4,147	\$ 143	4%
02-500-000-947	Lease Pmt - Interest	\$ 831	\$ 671	\$ (160)	-19%
02-500-000-948	2015 Series Interest	\$ 60,100	\$ 51,000	\$ (9,100)	-15%
02-600-000-938	2015 Series Principal	\$ 227,500	\$ 235,000	\$ 7,500	3%
02-600-000-946	Lease Pmt - Principal	\$ 17,444	\$ 18,427	\$ 983	6%
02-600-000-947	Lease Pmt - Interest	\$ 3,664	\$ 2,966	\$ (698)	-19%
02-600-000-948	2015 Series Interest	\$ 60,100	\$ 51,000	\$ (9,100)	-15%
	Total Debt Service	\$ 686,779	\$ 683,846	\$ (2,932)	0%

Capital Outlay Request Enterprise Fund - 02 Water/Sewer Division Department No. 500,600

Code	Classification	FY 2024 Approved Budget	FY 2025 Requested Budget	\$ Change	% Change
02-500-000-900	Capital	\$ 18,000	\$ 60,000	\$ 42,000	233%
02-600-000-900	Capital	\$ 213,000	\$ 635,000	\$ 422,000	198%
	Total Capital Outlay	\$ 231,000	\$ 695,000	\$ 464,000	201%

02-500-000-110 Salaries **450,672**
 FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

02-500-000-130 Overtime **14,000**
 The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

02-500-000-140 Bonus **3,574**
 Based on formula included in HR-43 annual Bonus Policy.

02-500-000-220 FICA **35,813**
 The City is required to pay Social Security/Medicare tax on gross wages of all Water Department employees. The current contribution rate is 7.65% of gross salaries.

02-500-000-230 Retirement **85,021**
 The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

02-500-000-260 Workers Comp **17,646**
 The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

02-500-000-270 Insurance **70,559**
 The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

02-500-000-295 Temporary Personnel **2,000**
 This account provides for wages incurred by temporary personnel in the event that an otherwise full-time position should be temporarily filled by an employee through a staffing agency.

02-600-000-110 Salaries **198,430**
 FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

02-600-000-130 Overtime **8,000**
 The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

02-600-000-140 Bonus **1,588**
 Based on formula included in HR-43 annual Bonus Policy.

02-600-000-220 FICA **27,001**

The City is required to pay Social Security/Medicare tax on gross wages of all Sewer Department employees. The current contribution rate is 7.65% of gross salaries.

02-600-000-230 Retirement 38,073

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

02-600-000-260 Workers Comp 7,609

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

02-600-000-270 Insurance 33,021

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

02-500-000-340 Office Supplies 6,375

The Department maintains a supply of pens, pencils, paper clips and other items for office use.

02-500-000-345 Postage 10,000

General postage expenses, including UPS and Fed Ex.

02-500-000-350 Prof Dev - Memberships 1,000

This category provides for department personnel attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to upgrade their education in areas related to the Water Sewer Department, as well as maintaining their professional certifications.

Description	Total Cost
SC Rural Water Association (1 emp)	\$ 280
American Public Works (2 emp)	\$ 120
ESRI GIS (1 emp)	\$ 600
Total Prof Dev - Memberships	\$ 1,000

02-500-000-352 Prof Dev-Training & Conferences 5,125

Description	Total Cost
SC Rural Water Association (1 emp)	\$ 1,200
Hesphastus Training (1 emp)	\$ 1,500
Trenching & Shoring Expo (1 emp)	\$ 1,500
MASC Trainings (4 emp)	\$ 925
Total Prof Dev - Training and Conferences	\$ 5,125

02-500-000-360 Telephone 8,150

Description	Total Cost
Automated Telephone Answering	\$ 900
Landline Service	\$ 350
Cellular and other wireless devices	\$ 6,900
Total Telephone	\$ 8,150

02-500-000-390 Uniforms 6,700

Description	Total Cost
Rental Uniform Service	\$ 3,350
Logo wear & boots	\$ 3,350
Total Uniforms	\$ 6,700

02-500-000-410 Utilities 5,716

Energy and water utility bills.

02-500-000-420 Building Maintenance & Supplies 6,500

Supplies for maintenance and repairs of buildings

02-500-000-424 Maintenance Contracts 88,000

The service contracts maintained by the Department are as follows.

Description	Total Cost
Alarm monitoring service	\$ 415
HVAC	\$ 400
Shredding	\$ 325
Water Tank Maintenance	\$ 70,000
Asset Management Program	\$ 15,000
Copier	\$ 1,860
Total Maintenance Contracts	\$ 88,000

02-500-000-426 Plant Equip & Maintenance 30,000

Expenditures for maintenance of plant and equipment

02-500-000-430 Radio Maintenance 1,500

Radio Maintenance Contract

02-500-000-446 Contract W/S 220,000

This contract increases 4% each year.

02-500-000-518 Engineering Services 10,000

Engineering firm reviews all civil projects.

02-500-000-525 Property/Bond/Liability 165,757

Building insurance is provided by South Carolina Municipal Risk Fund (SCMIRF).

02-500-000-538 Legal Fees 2,000

Estimated legal fees

02-500-000-540 Professional Services 12,000

120 Water, DOT physicals, alcohol and drug screens, and background checks.

02-500-000-580 Vehicle Fuel 26,500

Fuel for equipment and vehicles.

02-500-000-585 Vehicle Insurance 25,917

The City maintains the comprehensive and collision coverage on vehicles and equipment.

02-500-000-590 Vehicle Maintenance 27,500

Repairs, oil changes, tires, windshield wiper replacements, filters, etc.

02-500-000-683 Meters Etc. 35,000

Replacement, maintenance and repair of meters

02-500-000-710 Safety Supplies 6,000

Boots, hand warmers, safety hats, and Gatorade.

02-500-000-730 Small Tools & Equipment 6,800

Replacement of small tools through normal wear and tear-rakes, shovels, hand tools etc.

02-500-000-731 Emergency Repairs -

Emergency maintenance and repairs.

02-500-000-735 Special Projects & Services 15,000

This account provides for any special projects and expenses not regularly occurring. Emergency repairs are typically allocated to this account.

02-500-000-755 Supplies 60,000

Supplies for repair water leaks.

02-500-000-762 Water Testing Fee **25,000**
Water testing fee paid to SCDHEC.

02-500-000-775 Transfer Out Gen Fund **875,000**
6.5% Franchise Fee/Overhead Allocation - per financial policies.

02-500-000-780 Transfer Out - Stormwater **99,286**
Transfer to Storm Water fund to balance.

02-600-000-340 Office Supplies **4,875**
The Department maintains a supply of pens, pencils, paper clips and other items for office use.

02-600-000-345 Postage **10,000**
General postage expenses, including UPS and Fed Ex.

02-600-000-350 Prof Dev - Memberships **1,200**
This account provides for any professional memberships or subscriptions.

Description	Total Cost
SC RURAL WATER ASSOCIATION	\$ 400
ESRI GIS	\$ 800
Total Prof Dev - Memberships	\$ 1,200

02-600-000-352 Prof Dev-Training & Conferences **4,125**
This category provides for department personnel attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to upgrade their education in areas related to the Water Sewer Department, as well as maintaining their professional certifications.

Description	Total Cost
SC RURAL WATER ASSOCIATION (1 emp)	\$ 1,200
Workshops and Seminars	\$ 2,925
Total Prof Dev - Training and Conferences	\$ 4,125

02-600-000-360 Telephone **2,250**

Description	Total Cost
Automated telephone answering service.	\$ 1,000
Landline service.	\$ 400
Wireless and other devices.	\$ 850
Total Telephone	\$ 2,250

02-600-000-390 Uniforms **3,500**

Description	Total Cost
Uniform Rental Service	\$ 2,850
Logo wear Uniform Shirts	\$ 650
Total Uniforms	\$ 3,500

02-600-000-410 Utilities **4,600**
Energy and water utility bills.

02-600-000-420 Building Maintenance & Supplies **6,900**
Supplies for maintenance and repairs of buildings

02-600-000-424 Maintenance Contracts 12,500

The service contracts maintained by the Department are as follows.

Description	Total Cost
Alarm monitoring service	\$ 450
HVAC	\$ 450
Shredding	\$ 350
Copier	\$ 2,050
Generator Maintenance	\$ 9,200
Total Maintenance Contracts	\$ 12,500

02-600-000-426 Plant Equip & Maintenance 30,000

Expenditures for maintenance of plant and equipment

02-600-000-427 Chemical Supplies 140,000

Chemicals for pump stations.

02-600-000-430 Radio Maintenance 3,000

General radio maintenance and repairs.

02-600-000-446 Contracts W/S 645,000

This contract increases 4% each year.

02-600-000-518 Engineering Services 15,000

Engineering firm reviews all civil projects.

02-600-000-525 Property Bond/Liability 110,504

Insurance is provided by South Carolina Municipal Risk Fund (SCMIRF). Buildings, equipment, and other infrastructures are insured.

02-600-000-538 Legal Fees 2,500

Estimated legal fees.

02-600-000-540 Professional Services 10,000

DOT physicals, alcohol and drug screens, and background checks.

02-600-000-542 Sludge Disposal 10,000

Sludge disposal expenses, most of which the City is reimbursed for.

02-600-000-580 Vehicle Fuel 22,000

Fuel for equipment and vehicles.

02-600-000-585 Vehicle Insurance 9,968

The City maintains the comprehensive and collision coverage on vehicles and equipment.

02-600-000-590 Vehicle Maintenance 38,000

Repairs, oil changes, tires, windshield wiper replacements, filters, etc.

02-600-000-665 Misc Grant Expense 275,000

Project Description	Total Cost
SCIIP	\$ 250,000
RIA (Anticipated)	\$ 25,000
Total Misc Grant Expense	\$ 275,000

02-600-000-710 Safety Supplies 5,900

Boots, hand warmers, safety hats, and Gatorade.

02-600-000-730 Small Tools & Equipment 6,800

Replacement of small tools through normal wear and tear-rakes, shovels, hand tools etc.

02-600-000-731 Emergency Repairs 75,000

Emergency Repairs

02-600-000-735 Special Projects & Services **15,000**

This account provides for any special projects and other expenses not regularly occurring. Emergency repairs are typically allocated to this account.

02-600-000-755 Supplies **35,000**

Valves, fittings, pipes, etc. used to repair sewer leaks.

02-600-000-775 Transfer Out Gen Fund **875,000**

6.5% Franchise Fee/Overhead Allocation - per financial policies.

02-500-000-900 Capital **60,000**

This account includes the following capital purchases.

Description	Total Cost
Valve Turning Machine Software	\$ 5,000
F-250 Utility Truck	\$ 55,000
Total Capital	\$ 60,000

02-600-000-900 Capital **635,000**

This account includes the following capital purchases.

Description	Total Cost
Relining	\$ 60,000
Vac Truck	\$ 570,000
Shop Heater	\$ 5,000
Total Capital	\$ 635,000

02-500-000-932 SRF Loan Principal **65,528**

2022 SRF Revenue Bonds Origination Date 1/20/2022, Maturity Date 9/1/2042. Refer to Appendix A.

02-500-000-942 SRF Loan Interest **20,107**

2022 SRF Revenue Bonds Origination Date 1/20/2022, Maturity Date 9/1/2042. Refer to Appendix A.

02-500-000-938 2015 Series Principal **235,000**

2015 US Bank Water Sewer Bonds Origination Date 8/13/2015, Maturity Date 6/1/2029. Refer to Appendix A.

02-500-000-946 Lease Pmt - Principal **4,147**

2020 I{RB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030. Refer to Appendix A.

02-500-000-947 Lease Pmt - Interest **671**

2020 I{RB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030. Refer to Appendix A.

02-500-000-948 2015 Series Interest **51,000**

2015 US Bank Water Sewer Bonds Origination Date 8/13/2015, Maturity Date 6/1/2029. Refer to Appendix A.

02-600-000-938 2015 Series Principal **235,000**

2015 US Bank Water Sewer Bonds Origination Date 8/13/2015, Maturity Date 6/1/2029. Refer to Appendix A.

02-600-000-946 Lease Pmt - Principal **18,427**

2020 IPRB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030. Refer to Appendix A.

02-600-000-947 Lease Pmt - Interest **2,966**

2020 IPRB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030. Refer to Appendix A.

02-600-000-948 2015 Series Interest **51,000**

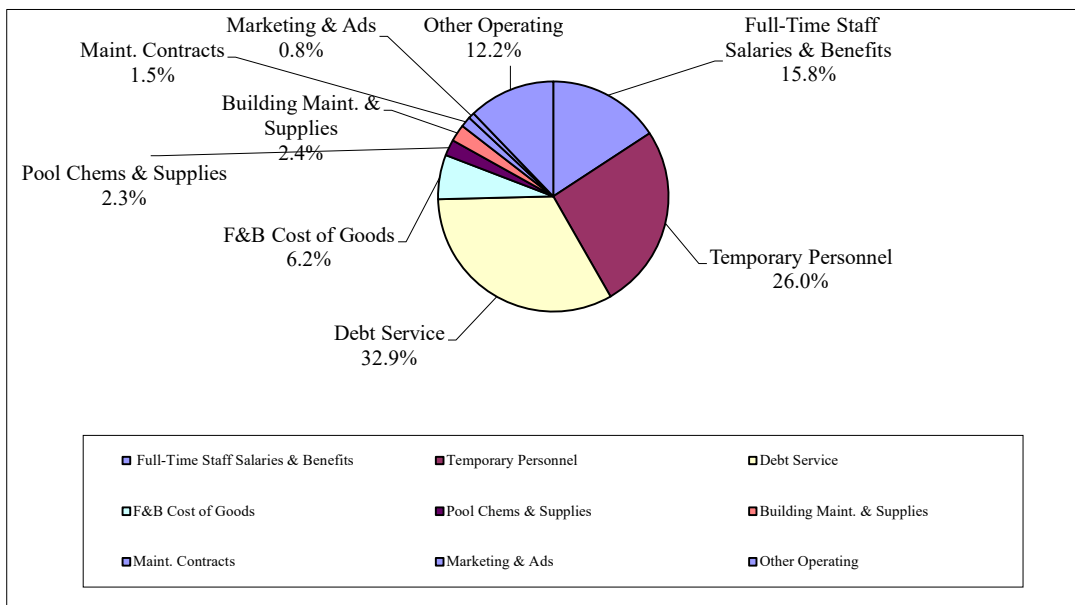
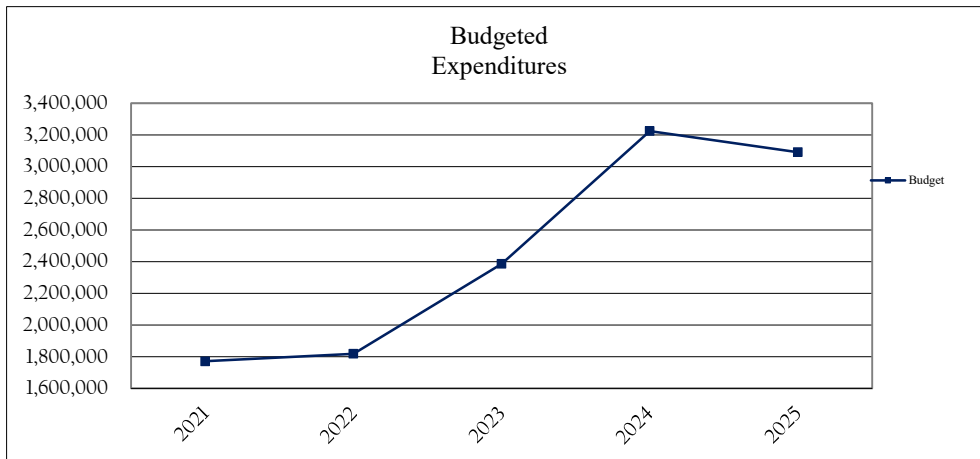
2015 US Bank Water Sewer Bonds Origination Date 8/13/2015, Maturity Date 6/1/2029. Refer to Appendix A.

Budget Summary Enterprise Fund -02 Neptune Island Water Park

Service Delivery

Neptune Island has a capacity of 1,297 visitors. Guests can enjoy more waterpark features, including a quarter mile-long lazy river, a zero entry pool, a wave pool, a speed body slide, a pair of tubular water slides and three mat racing slides. Neptune Island also includes the existing Piratesville Splashpad. Cabana rentals, party huts, and food & beverage outlets assist in making the new waterpark a celebrated destination for residents and visitors from throughout the region. Neptune Island Waterpark is staffed by (5) full-time employees, (1) General Manager, (1) Assistant General Manager, (1) Guest Services Manager, (1) Aquatics Supervisor, and (1) Marketing and Events Coordinator (split with the Tourism Department).

Classification	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Salaries & Benefits	\$ 1,038,002	\$ 1,257,613	\$ 219,611	21%
Operating Expenditures	\$ 701,119	\$ 764,570	\$ 63,451	9%
Debt Service	\$ 883,649	\$ 991,639	\$ 107,990	12%
Capital Expenditures	\$ 600,000	\$ 76,000	\$ (524,000)	100%
Total Budget	\$ 3,222,770	\$ 3,089,822	\$ (132,948)	-4%



Personnel Expenditure Requests
Enterprise Fund -02
Neptune Island Water Park
Department No. 02-900

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
02-900-000-110	Salaries	\$ 242,665	\$ 274,087	\$ 31,422	13%
02-900-000-115	Car Allowance	\$ -	\$ -	\$ -	0%
02-900-000-130	Overtime	\$ 5,000	\$ -	\$ (5,000)	-100%
02-900-000-140	Bonus	\$ 12,005	\$ 12,031	\$ 26	0%
02-900-000-150	Deferred Comp	\$ -	\$ -	\$ -	0%
02-900-000-220	FICA	\$ 61,241	\$ 82,889	\$ 21,648	35%
02-900-000-230	Retirement	\$ 47,660	\$ 50,870	\$ 3,210	7%
02-900-000-240	SCRS Pension Expense	\$ -	\$ -	\$ -	0%
02-900-000-250	Unemployment	\$ -	\$ -	\$ -	0%
02-900-000-260	Workers Comp	\$ 5,546	\$ 5,968	\$ 422	8%
02-900-000-270	Insurance	\$ 47,085	\$ 49,368	\$ 2,283	5%
02-900-000-295	Temporary Personnel	\$ -	\$ -	\$ -	0%
02-900-704-130	Overtime F&B	\$ 1,000	\$ 500	\$ (500)	-50%
02-900-704-295	Temporary Personnel-F&B	\$ 108,000	\$ 123,000	\$ 15,000	14%
02-900-705-295	Temporary Personnel - Security	\$ -	\$ -	\$ -	0%
02-900-706-130	Overtime Aquatics	\$ 10,000	\$ 10,000	\$ -	0%
02-900-706-295	Temporary Personnel-Aquatics	\$ 285,000	\$ 400,000	\$ 115,000	40%
02-900-707-130	Overtime Guest Services	\$ 1,000	\$ 500	\$ (500)	-50%
02-900-707-295	Temporary Personnel-Guest Services	\$ 120,000	\$ 141,000	\$ 21,000	18%
02-900-708-130	Overtime Cabanas	\$ 800	\$ 300	\$ (500)	-63%
02-900-708-295	Temporary Personnel-Cabanas	\$ 25,000	\$ 22,000	\$ (3,000)	-12%
02-900-709-130	Overtime Park Services	\$ 1,000	\$ 100	\$ (900)	-90%
02-900-709-295	Temporary Personnel-Park Services	\$ 65,000	\$ 85,000	\$ 20,000	31%
	Total Salaries & Benefits	\$1,038,002	\$1,257,613	\$219,611	21%

Capital Expenditure Requests
Enterprise Fund -02
Neptune Island Water Park
Department No. 02-900

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
02-900-000-930	Capital	\$ 600,000	\$ 76,000	\$ (524,000)	100%
Total Capital		\$ 600,000	\$ 76,000	\$ (524,000)	100%

02-900-000-110 Salaries **274,087**

FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase. Half of the Marketing and Events Coordinator's salary is correctly budgeted to this account for FY 2025.

02-900-000-140 Bonus **12,031**

Based on formula included in HR-43 Annual Bonus Policy.

02-900-000-220 FICA **82,889**

The City of Hartsville is required to pay Social Security tax on gross wages of all employees, full-time and temporary. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

02-900-000-230 Retirement **50,870**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

02-900-000-260 Workers Comp **5,968**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

02-900-000-270 Insurance **49,368**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

02-900-704-295 Temporary Personnel-F&B **123,000**

This account provides for seasonal staffing in the Food and Beverage department. Labor expenses include in-service training and adequate staffing for an estimated 30-35 Food and Beverage personnel over 79 operating days. All temporary personnel expenses increased due to wage inflation and employee retainment efforts.

02-900-706-130 Overtime Aquatics **10,000**

The Aquatics department is vital to the safety and operations at the park. Overtime will be limited but may be deemed necessary in the event of short-staffing. This budget increased due to nationwide staffing issues.

02-900-706-295 Temporary Personnel-Aquatics **400,000**

This account provides for seasonal staffing in the Aquatics department. Labor expenses include in-service training and adequate staffing for an estimated 80 - 100 Aquatics personnel over 79 operating days. All temporary personnel expenses increased due to wage inflation and employee retainment efforts.

02-900-707-130 Overtime Guest Services **500**

The Guest Services department is vital to the operations at the park. Overtime will be limited but may be deemed necessary in the event of short-staffing.

02-900-707-295 Temporary Personnel-Guest Services **141,000**

This account provides for seasonal staffing in the Guest Services department. Labor expenses include in-service training and adequate staffing for an estimated 30 - 40 Guest Services personnel over 79 operating days. All temporary personnel expenses increased due to wage inflation and employee retainment efforts.

02-900-708-130 Overtime Cabanas **300**

Overtime will be limited but may be deemed necessary in the event of short-staffing.

02-900-708-295 Temporary Personnel-Cabanas 22,000

This account provides for seasonal staffing in the Cabanas department. Labor expenses include in-service training and adequate staffing for an estimated 10 - 15 Cabana hosts over 79 operating days. All temporary personnel expenses increased due to wage inflation and employee retainment efforts.

02-900-709-130 Overtime Park Services 100

Overtime will be limited but may be deemed necessary in the event of short-staffing.

02-900-709-295 Temporary Personnel-Park Services 85,000

This account provides for seasonal staffing in the Park Services department. Labor expenses include in-service training and adequate staffing for an estimated 20 - 25 Park Services personnel over 79 operating days. All temporary personnel expenses increased due to wage inflation and employee retainment efforts.

02-900-000-310 Banking and Processing Fees 60,000

This account provides for merchant fees and coin & currency fees. A \$1.00 convenience fee is charged to customers when making online purchases, which offsets expenses in this account. The increase in this account is reflective of reclassification of point of sale system merchant fees, previously allocated to Maintenance Contracts. Banking and processing fees also increased generally, now charging an average of 3% per transaction.

Description	Total Cost	
Merchant Fees	\$	75,000
Convenience Fees Collected	\$	(15,000)
Total	\$	60,000

02-900-000-340 Office Supplies 6,000

This account provides for necessary office supplies including but not limited to: stationary, printing supplies, pens, clipboards, post-it notes, folders, staples, and other supplies necessary to the operations of the business.

02-900-000-341 Recruitment Expense 3,000

This account provides for expenses related to the recruitment of seasonal staffing, including job fairs, recruitment advertising, banners, flyers and more. This increase in budget reflects increased recruiting efforts amidst nationwide staffing shortages.

02-900-000-342 Onboarding Expense 12,000

This account provides for expenses related to the hiring process of seasonal staffing, including background checks, drug-screening, hiring paperwork, etc.

02-900-000-345 Postage 100

Postage is used for promotional mailing and other general mailing expenses.

02-900-000-350 Prof Dev - Memberships 820

This account provides for all expenses related to the following professional development memberships

Description	Total Cost	
World Waterpark Association	\$	500
ServSafe	\$	50
NRPA	\$	270
Total Training and Conferences	\$	820

02-900-000-352 Prof Dev-Training & Conferences 12,400

This account provides for all expenses related to the following professional development training and conferences.

Description	Total Cost	
Jeff Ellis & Associates Instructor Training (1 staff)	\$	2,000
World Waterpark Association Conference (4 staff)	\$	10,400
Total Training and Conferences	\$	12,400

02-900-000-360 Telephone 5,450

This account provides for the usage of cell phones and other wireless devices.

02-900-000-390 Uniforms 20,000

Neptune Island Waterpark provides (2) uniform polo shirts, (1) hat or visor, and (1) mask and (1) ID lanyard to each non-aquatics seasonal employee, for an estimated 100 employees. Each seasonal aquatics staff member receives (2) swimsuits, (2) pairs of swim-shorts, (2) swim-shirts, (1) hat or visor, and (1) hip-pack, for an estimated 100 employees. This account also includes logo wear for full-time employees. The budget increase reflects the purchase of bucket hats and cooling scarves for increased sun and heat protection.

02-900-000-410 Utilities 73,000

This account provides for the electricity expenses. Electricity expenses increase during the operating season and decrease in the off-season.

02-900-000-420 Building Maintenance & Supplies 72,500

This account provides for all maintenance supplies, tools, paint, parts, machinery, etc. necessary to the operations of the park. In a typical fiscal year, expenses incurred to this account include the following supplies and services: general supplies, freezer/cooler servicing, electrical services, plumbing services, paint & stain supplies, kitchen supplies, landscape supplies, and key and lock services and supplies. More projects are necessary due to the park's age, thereby increasing this budget.

02-900-000-421 Cabana Maintenance & Supplies 10,000

This account provides for supplies related to the upkeep of cabanas, including roping, replacement fans, safes, and refrigerator maintenance. The top canopies for the cabanas are in need of replacement.

02-900-000-424 Maintenance Contracts 44,500

The maintenance contracts maintained by the department are as follows.

Description	Total Price
Point of Sale System Software and Maintenance	\$ 25,000
Park and equipment Wi-Fi and Ethernet	\$ 8,500
Printing & Copying Fees	\$ 2,220
Splash Radio Services	\$ 2,160
Scheduling Services	\$ 700
Pest Control Services	\$ 1,500
Turf Management	\$ 2,400
Security Services	\$ 2,020
Total Maintenance Contracts	\$ 44,500

02-900-000-430 Radio Expense 2,500

This account provides for expenses incurred for the radio communication system at the park, including radio replacements, replacement parts, and batteries.

02-900-000-435 Water Expense 48,000

This account provides for the utility bills paid to the City of Hartsville.

02-900-000-525 Property Bond/Liability Insurance 14,000

This account provides for Liquor Liability Insurance and is calculated based on an average of the previous years' insurance dues.

02-900-000-538 Legal Fees 3,000

This account provides for any expenses incurred when legal advice and services may be deemed necessary.

02-900-000-540 Professional Services 5,000

This account provides for expenses related to consulting, professional design services, photographers, etc. forward. Bond administration fees are also allocated here.

02-900-000-700 Marketing and Advertising 25,000

This account provides for all marketing and advertising for the park. Marketing & Advertising is vital to boosting attendance and sales. We utilize Accommodations Tax and SCPRT Tourism Advertising Grant funds to maximize the use of the funds that are spent in this line. The Tourism Advertising Grant (TAG) is a reimbursable, matching funds grant program whose mission is to expand the economic benefits of tourism across the state by providing competitive, matching grant funds to qualified tourism marketing partners for direct tourism advertising expenditures. \$5,000 - \$10,000 of these funds are typically applied to Hartsville Tourism and the remaining funds are applied to this account.

Description	Total Cost	
MailChimp, HootSuite, Photography	\$	2,000
Billboards, Banners, Signage	\$	35,000
Google AdWords, Youtube Ads	\$	5,000
Direct mailing campaigns	\$	5,000
Radio advertising, on-site visits with 103X	\$	12,000
Search Engine Optimization, Sponsored Posts, Ads	\$	5,000
Discounted Marketing Packages through SCPRT	\$	6,000
Estimated TAG Reimbursement	\$	(30,000)
Estimated Accomodations Tax Grant	\$	(15,000)
Total Marketing & Advertising Contracts	\$	25,000

02-900-000-701 Website Maintenance 300

This account provides for all expenses necessary to keep Neptune Island Waterpark's website accessible, updated, and user-friendly.

02-900-000-702 Promotions 5,000

This account provides for any redeemed rain check tickets that are given to guests in the event of park-closure due to weather. Redeemed complimentary tickets given away for promotional advertising and sponsorships are also expensed to this account. This budget is decreased based on prior year actuals.

02-900-000-703 Lifeguard Certifications 16,000

This account provides for expenses incurred for all Aquatics personnel to obtain a Jeff Ellis & Associates lifeguard certification. Two (2) certification courses are completely expensed by the department and are offered for free to a limited number of Aquatics employees as a recruitment incentive. All other lifeguard certification courses are paid for in full by each Aquatics employee before taking the course or by weekly payroll deduction. This account also includes expenses related to obtaining YMCA facility space for certification courses. Expenses also include (3) Audits by the Jeff Ellis & Associates program and an annual retainer fee for the program.

02-900-000-705 Retail Inventory 12,500

This account provides for the cost of purchasing inventory for items sold at the retail kiosk in the park.

02-900-000-710 Safety Supplies 10,000

This account provides for all safety supplies necessary to the operations of the park, including first aid supplies and equipment, life-jackets, safety lifeguard accessories, rescue manikins, etc.

02-900-000-735 Special Projects & Services 5,000

This account provides for contributions to special City and community-related events and any other special projects. Any other special or miscellaneous expense that is not regularly occurring is also allocated to this account.

02-900-000-736 Special Events 5,000

This account provides for expenses related to special events including Mermaid Mondays, Independence Day celebration, the Labor Day Luau, and other events that boost park attendance.

02-900-000-755 Supplies - Janitorial 20,000

This account provides for all janitorial and cleaning supplies necessary for operations at the park, including paper goods, disinfectants, hand-sanitizing stations, bathroom and kitchen cleaning supplies, etc.

02-900-000-756 State Permitting/License 1,500

This account provides for annual dues to SC DHEC for facility licensing - including amusement, food and beverage, and pools.

02-900-000-930 Capital 76,000

Capital Purchases

Project Description	Total Cost	
Park Improvements	\$	76,000
Total Capital List	\$	76,000

02-900-000-934	2018 Series Bond Principal	480,000
2018 Revenue Bond Origination 11/29/2018, Maturity 06/01/2038. Refer to Appendix A for more information.		
02-900-000-942	2018 Series Bond Interest	350,200
2018 Revenue Bond Origination 11/29/2018, Maturity 06/01/2038. Refer to Appendix A for more information.		
02-900-000-946	Lease Payment - Principal	131,908
2020 IPRB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030, 2023 Bank of America Origination Date 11/15/2023, Maturity Date 8/2/2030. Refer to Appendix A for more information.		
02-900-000-947	Lease Payment - Interest	29,531
2020 IPRB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030, 2023 Bank of America Origination Date 11/15/2023, Maturity Date 8/2/2030. Refer to Appendix A for more information.		
02-900-000-963	Ticketing and Wrist Band Supplies	2,000
This account provides for all expenses related to general admission and wrist banding, including season-pass cards, receipt paper, cabana wristbands, alcohol wristbands, etc.		
02-900-000-964	Pool Chemicals and Supplies	68,000
This account provides for all chemicals and equipment necessary to keep the water and pools clean and beyond safety standards. There has been a surge in the price of chemicals. Chemicals include: accu-tab chlorine oxidizers, pH & alkalinity control, powder chlorine, Soda Ash pH control, Sodium alkalinity control, Cyanuric stabilizers, Sodium Thiosulfate for chlorine control, phosphate remover, enzymes to remove scum line/protect pool surface, and clarifiers. Other supplies include roping, skimmers, baskets, vacuums, etc. Increase due to inflation on pool chemicals.		
02-900-704-735	Employee Incentives	5,000
This account provides for all expenses related to employee incentives and retention, including employee events, and the employee referral program. There are 5 scheduled employee events throughout the season providing free activities and meals for approximately 200 employees.		
02-900-704-755	Supplies & Equip Food and Beverage	10,000
This account provides for all kitchen equipment needed for the food & beverage operations of the park, including dishes, utensils, and other supplies that are not included in the cost of goods of the food & beverage items.		
02-900-704-961	Cost of Goods - Food and Beverage	187,000
This account provides for the expenses of all food and beverage products that are sold inside the park, including plates, napkins, foil, and any other item that may be included in the overall cost of the finished product. This includes an initial order for park re-opening and weekly restocks. The park provides food and beverage to an average of over 1,000 guests daily for an estimated 79 operating days.		

City of Hartsville

Enterprise Fund - 18

Storm Water

Service Delivery

The City's storm water program is dedicated to implementing broad-based watershed strategies to reduce water pollution. The City's goal is to create and maintain storm water programs in an effort to restore and maintain the integrity of our nation's waters by sharply reducing water pollution. Staffed by one (1) full-time employee. The storm water expenditures are covered by a transfer of revenues from the water, sewer and waterpark fund.

Budget Summary Enterprise Fund - 18 Storm Water Department No. 18-800

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Other Financing Sources				
Operating Transfer In	\$ 119,889	\$ 99,286	\$ (20,603)	-17%
Total Revenue	\$ 119,889	\$ 99,286	\$ (20,603)	-17%
Operating Expenditures				
Salaries & Benefits	\$ 103,639	\$ 83,036	\$ (20,603)	-20%
Operating Expenditures	\$ 16,250	\$ 16,250	\$ -	0%
Total Expenditures	\$ 119,889	\$ 99,286	\$ (20,603)	-17%
Change in Net Position	\$ -	\$ -	\$ -	0%

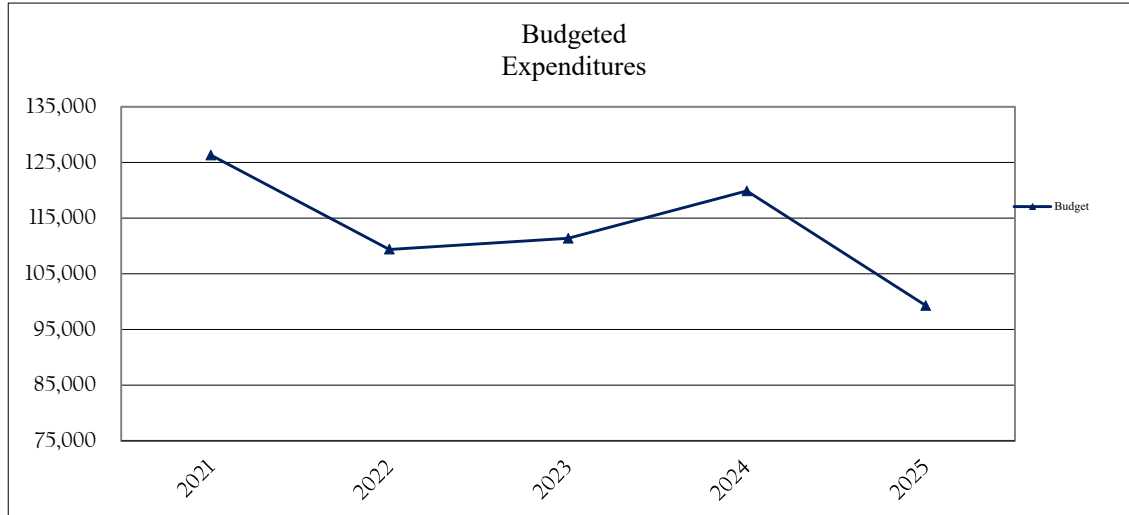
Revenues Enterprise Fund Storm Water Department No. 800

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
18-391-311-000	Transfer In Utility Fund	\$ 119,889	\$ 99,286	\$ (20,603)	-17%
Total Revenues		\$ 119,889	\$ 99,286	\$ (20,603)	-17%

Expenditures Enterprise Fund Storm Water Department No. 800

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Salaries & Benefits	\$ 103,639	\$ 83,036	\$ (20,603)	-20%
Operating Expenditures	\$ 16,250	\$ 16,250	\$ -	0%
Total Expenditures	\$ 119,889	\$ 99,286	\$ (20,603)	-17%

Budget Summary Enterprise Fund Storm Water Department No. 800



Personnel Expenditure Requests Enterprise Fund Storm Water Department No. 18-800

Code	Classification	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
18-800-000-110	Salaries	\$ 73,358	\$ 57,575	\$ (15,783)	-22%
18-800-000-140	Bonus	\$ 564	\$ 443	\$ (121)	-21%
18-800-000-220	FICA	\$ 5,655	\$ 4,438	\$ (1,217)	-22%
18-800-000-230	Retirement	\$ 13,615	\$ 10,686	\$ (2,929)	-22%
18-800-000-260	Workers Comp	\$ 3,646	\$ 2,861	\$ (785)	-22%
18-800-000-270	Insurance	\$ 6,801	\$ 7,033	\$ 232	3%
Total Salaries & Benefits		\$ 103,639	\$ 83,036	\$ (20,603)	-20%

Operating Expenditure Requests Enterprise Fund Storm Water Department No. 18-800

Code	Classification	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
18-800-000-340	Office Supplies	\$ 500	\$ 500	\$ -	0%
18-800-000-390	Uniforms	\$ 300	\$ 300	\$ -	0%
18-800-000-424	Maintenance Contract	\$ 150	\$ 150	\$ -	0%
18-800-000-448	Contract Services	\$ 1,300	\$ 1,300	\$ -	0%
18-800-000-735	Special Projects & Services	\$ 14,000	\$ 14,000	\$ -	0%
Total Operating Expenditures		\$ 16,250	\$ 16,250	\$ -	0%

18-800-000-110 Salaries and Benefits **57,575**

FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

18-800-000-140 Bonus **443**

Based on formula included in HR-43 annual Bonus Policy.

18-800-000-220 FICA **4,438**

The City of Hartsville is required to pay Social Security tax on gross wages of all employees, including the Mayor and City Council. The FICA/Medicare rate is currently 7.65% of gross salaries. Based on the requirements, the following is the computation of the amount to be expended.

18-800-000-230 Retirement **10,686**

The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

18-800-000-260 Workers Comp **2,861**

The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation.

18-800-000-270 Insurance **7,033**

The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. The City is also required to fund health care for elected officials if they elect for coverage. Monthly premiums for health insurance vary based on employee elections.

18-800-000-340 Office Supplies **500**

General postage expenses, including UPS and Fed Ex. Includes random DS & DOT Physical.

18-800-000-390 Uniforms **300**

Logo wear provided to employees.

18-800-000-424 Maintenance Contract **150**

The service contracts maintained by the Department are as follows.

Description	Total Price
SCDHEC	\$ 150
Total Maintenance Contract	\$ 150

18-800-000-448 Contract Services **1,300**

Description	Total Price
GIS Mapping Service	\$ 1,300
Total Contract Services	\$ 1,300

18-800-000-735 Special Projects & Services **14,000**

This line provides for mosquito control services. Other expenses not regularly occurring may be allocated to this account.

City of Hartsville

Concessions

Concessions

Service Delivery

A snack bar that provides a range of food service to all citizens during recreational events and athletic tournaments. Services can range from cooked hamburgers and chicken tenders to prepacked chips and candy.

Budget Summary Enterprise Fund - 20 Concessions Department No. 20-452

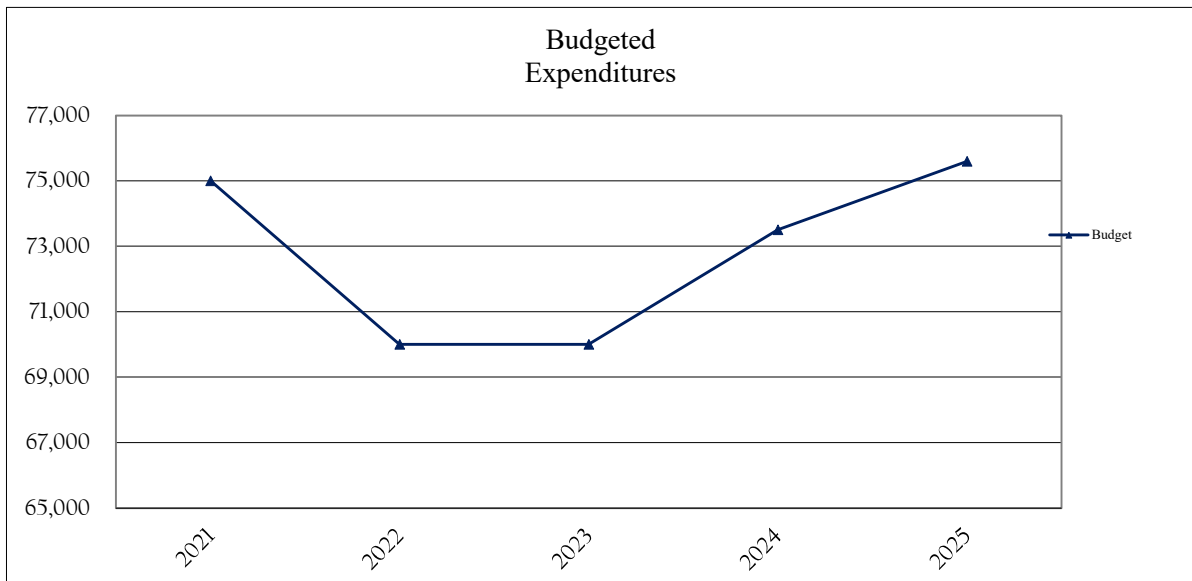
<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Operating Revenues				
Concessions	\$ 73,500	\$ 75,600	\$ 2,100	3%
Miscellaneous	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 73,500	\$ 75,600	\$ 2,100	3%
Operating Expenditures				
Salaries & Benefits	\$ 10,000	\$ 12,000	\$ 2,000	20%
Operating Expenditures	\$ 63,500	\$ 63,600	\$ 100	0%
Capital Outlay	\$ -	\$ -	\$ -	0%
Other Financing Uses				
Operating Transfer Out	\$ 7,500	\$ 4,600	\$ (2,900)	-39%
Debt Service				
Principal & Interest	\$ -	\$ -	\$ -	0%
Interest			\$ -	0%
			\$ -	0%
Total Expenditures	\$ 73,500	\$ 75,600	\$ 2,100	3%
Change in Net Position	\$ -	\$ -	\$ -	100%

Revenues
Enterprise Fund
Concessions
Department No. 20-452

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
20-347-415-000	Rec Complex Concession Fees	\$ 70,000	\$ 75,600	\$ 5,600	8%
20-347-415-100	Rec Complex Gate Fees	\$ 3,500	\$ -	\$ (3,500)	-100%
20-390-300-000	Misc. Income	\$ -	\$ -	\$ -	0%
Total Revenues		\$ 73,500	\$ 75,600	\$ 2,100	3%

Expenditures
Enterprise Fund 20
Concessions
Department No. 20-452

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Salaries & Benefits	\$ 10,000	\$ 12,000	\$ 2,000	20%
Operating Expenditures	63,500	63,600	\$ 100	0%
Total Budget Expenditures	\$ 73,500	\$ 75,600	\$ 2,100	3%



Personnel Expenditure Requests
Enterprise Fund 20
Concessions
Department No. 20-452

<u>Code</u>	<u>Classification</u>	FY 2024 Approved Budget	FY 2025 Requested Budget	\$ Change	% Change
20-452-415-295	Temporary Personnel	\$ 10,000	\$ 12,000	\$ 2,000	20%
Total Salaries & Benefits		\$ 10,000	\$ 12,000	\$ 2,000	20%

Operating Expenditure Requests
Enterprise Fund
Concessions
Department No. 20-452

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
20-452-415-392	Uniforms	\$ -	\$ -	\$ -	0%
20-452-415-422	Repairs	\$ 5,000	\$ 5,000	\$ -	0%
20-452-415-425	Maintenance Contracts	\$ 3,000	\$ 4,000	\$ 1,000	33%
20-452-415-635	Cost of Goods	\$ 38,000	\$ 40,000	\$ 2,000	5%
20-452-415-868	Tournament Expenses	\$ 10,000	\$ 10,000	\$ -	0%
20-800-000-000	Transfer to the General Fund	\$ 7,500	\$ 4,600	\$ (2,900)	-39%
Total Operating Expenditures		\$ 63,500	\$ 63,600	\$ 100	0%

20-452-415-295 Temporary Personnel **12,000**
 Temporary employees to work at the concession stand.

20-452-415-422 Repairs **5,000**
 General repairs and maintenance.

20-452-415-425 Maintenance Contracts **4,000**
 The service contracts maintained by the Department are as follows.

Description	Total Price	
Merchant Services	\$	3,115
SCDHEC	\$	100
HVAC Services	\$	185
Fire Safety	\$	600
Total Maintenance Contract	\$	4,000

20-452-415-635 Cost of Goods **40,000**
 Food and beverage inventory for resale.

20-452-415-868 Tournament Expenses **10,000**
 This line provides for payments to referees and any other specific expenses incurred by baseball, softball, kickball, and other tournament events.

20-800-000-000 Transfer to the General Fund **4,600**
 Transfer to the general fund from the concessions fund to cover a portion of administrative expenses incurred.

City of Hartsville

4th Street RR Development Fund

Budget Summary City of Hartsville 4th Street RR Development-06

4th Street RR Development-06

10/9/2018 the City of Hartsville adopted ordinance 4346 establishing a (MCBP) multi-county business park with Darlington and Lee County to encourage economic development. The counties shall receive and allocation of all revenue generated by the Park through payment of fees in lieu of ad valorem property taxes.

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
4th Street RR Development Revenues				
Taxes	\$ 260,000	\$ 315,000	\$ 55,000	21%
Interest Income	\$ -	\$ 55,000	\$ 55,000	100%
Total Revenue	\$ 260,000	\$ 370,000	\$ 110,000	42%
Net Change in Fund Balance	\$ 260,000	\$ 370,000	\$ 110,000	42%

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
06-311-300-000	Fee in Lieu	\$ 260,000	\$ 315,000	\$ 55,000	21%
06-361-300-000	Interest Income	\$ -	\$ 55,000	\$ 55,000	0%

06-311-300-000 Fee in Lieu	315,000
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Revenue generated by the Park through payment of fees in lieu of ad valorem property taxes.

City of Hartsville

Infrastructure Park Fund - 07

Budget Summary City of Hartsville Infrastructure Park Fund - 07

Infrastructure Park - Fund 07

6/29/2000 the City of Hartsville adopted ordinance 1189 establishing a (MCBP) multi-county industrial and business park with Darlington and Lee County. Subsequent ordinance 4141 authorized 2014A and 2014B Bond. The counties shall receive and allocation of all revenue generated by the Park through payment of fees in lieu of ad valorem property taxes. This agreement expires 6/29/2025.

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Operating Revenues				
Fee in Lieu	\$ 655,000	\$ 715,000	\$ 60,000	9%
Miscellaneous	\$ 6,000	\$ 3,500	\$ (2,500)	-42%
Total Revenue	\$ 661,000	\$ 718,500	\$ 57,500	9%
Operating Expenditures				
Infrastructure Expenditures	\$ 74,000	\$ 74,000	\$ -	0%
1% Lee County	\$ 7,500	\$ 7,500	\$ -	0%
Debt Service				
Principal & Interest	\$ 428,917	\$ 428,917	\$ (0)	0%
Other Financing Uses				
Operating Transfer Out	\$ 150,583	\$ 208,083	\$ 57,500	38%
Total Expenditures	\$ 661,000	\$ 718,500	\$ 57,500	9%
Net Change in Fund Balance	\$ -	\$ -	\$ -	0%

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
07-312-300-000	Fee in Lieu	\$ 655,000	\$ 715,000	\$ 60,000	9%
07-390-301-000	Misc Income Fund 7	\$ 6,000	\$ 3,500	\$ (2,500)	-42%
	Total Revenues	\$ 661,000	\$ 718,500	\$ 57,500	9%

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
07-452-000-670	Infrastructure Exp	\$ 74,000	\$ 74,000	\$ -	0%
07-452-000-678	1% Lee County	\$ 7,500	\$ 7,500	\$ -	0%
07-452-000-930	Bond - Principal	\$ 404,924	\$ 416,748	\$ 11,824	3%
07-452-000-940	Bond - Interest	\$ 23,993	\$ 12,169	\$ (11,824)	-49%
07-452-000-942	Transfer to General Fund	\$ 150,583	\$ 208,083	\$ 57,500	38%
	Total Expenditures	\$ 661,000	\$ 718,500	\$ 57,500	9%

07-312-300-000 Fee in Lieu	715,000
Revenue generated by the Park through payment of fees in lieu of ad valorem property taxes. This is the final year of fee in lieu collections per the agreement.	
07-390-301-000 Misc Income Fund 7	3,500
\$500 monthly payment from Parking and Beautification fund. Ordinance 4188 and 4189 expiring on 1/31/2025.	
07-452-000-670 Infrastructure Exp	74,000
Energy utility payments.	
07-452-000-678 1% Lee County	7,500
Lee County receives 1% allocation of all revenue generated by the Park through payment of fees in lieu of ad valorem property taxes.	
07-452-000-930 Bond - Principal	416,748
2014B Bond principal payment matures 2/1/2025. Refer to Appendix A for more information.	
07-452-000-940 Bond - Interest	12,169
2014B Bond interest payment matures 2/1/2025. Refer to Appendix A for more information.	
07-452-000-942 Transfer to General Fund	208,083
Transfer balance to General Fund for downtown maintenance and infrastructure.	

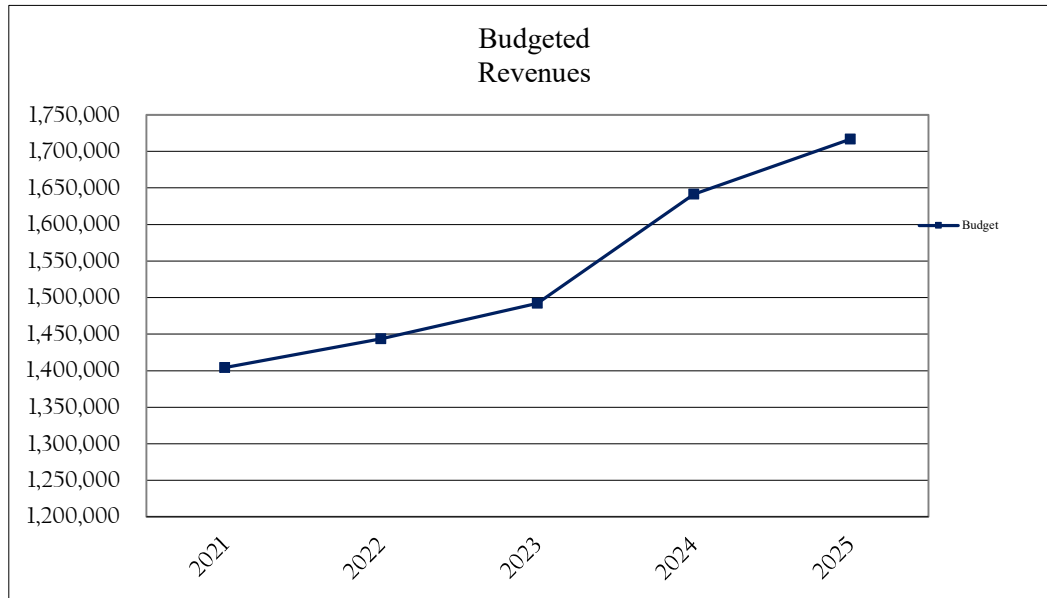
City of Hartsville

Solid Waste Fund - 08

Budget Summary FY 2025 City of Hartsville Solid Waste Fund - 08

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Operating Revenues				
Charges for Services	\$ 1,641,600	\$ 1,716,874	\$ 75,274	5%
Other Financing Sources				
Capital Lease/Bond Proceeds	\$ 320,000	\$ -	\$ (320,000)	-100%
Total Revenue	\$ 1,961,600	\$ 1,716,874	\$ (244,726)	-12%
Operating Expenditures				
Operating Expenditures - Sanitation	\$ 549,145	\$ 548,505	\$ (640)	0%
Salaries & Benefits - Sanitation	\$ 923,057	\$ 929,195	\$ 6,138	1%
Capital Outlay				
Capital Outlay	\$ 320,000	\$ -	\$ (320,000)	0%
Debt Service				
Principal & Interest	\$ 137,406	\$ 209,133	\$ 71,727	52%
Total Expenditures	\$ 1,929,608	\$ 1,686,832	\$ (242,775)	-13%
Net Change in Fund Balance	\$ 31,992	\$ 30,042	\$ (1,951)	-6%

Budget Summary City of Hartsville Solid Waste Fund - 08



<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
08-344-300-000	Comm Waste Users Fee	\$ 797,500	\$ 809,462	\$ 11,962	1%
08-344-301-000	Res Solid Waste Fees	\$ 844,100	\$ 907,412	\$ 63,312	8%
	Total Charges for Services	\$1,641,600	\$1,716,874	\$75,274	5%
08-391-100-000	Lease Proceeds	\$ 320,000	\$ -	\$ (320,000)	-100%
	Total Other	\$320,000	\$0	-\$320,000	-100%

08-344-300-000 Comm Waste Users Fee 809,462

The City of Hartsville sanitation fee is billed monthly on commercial properties within the City's corporate limits that utilize this service the City offers. A fee is charged based on container size and number of pickups per month with additional fees charged from the Master Fee Schedule. The City currently serves 407 commercial customers.

08-344-301-000 Res Solid Waste Fees 907,412

The City of Hartsville sanitation fee is bill monthly on all residential property within the City's corporate limits. The City currently serves 2,638 residential customers. This budget includes a proposed \$2 monthly rate increase.

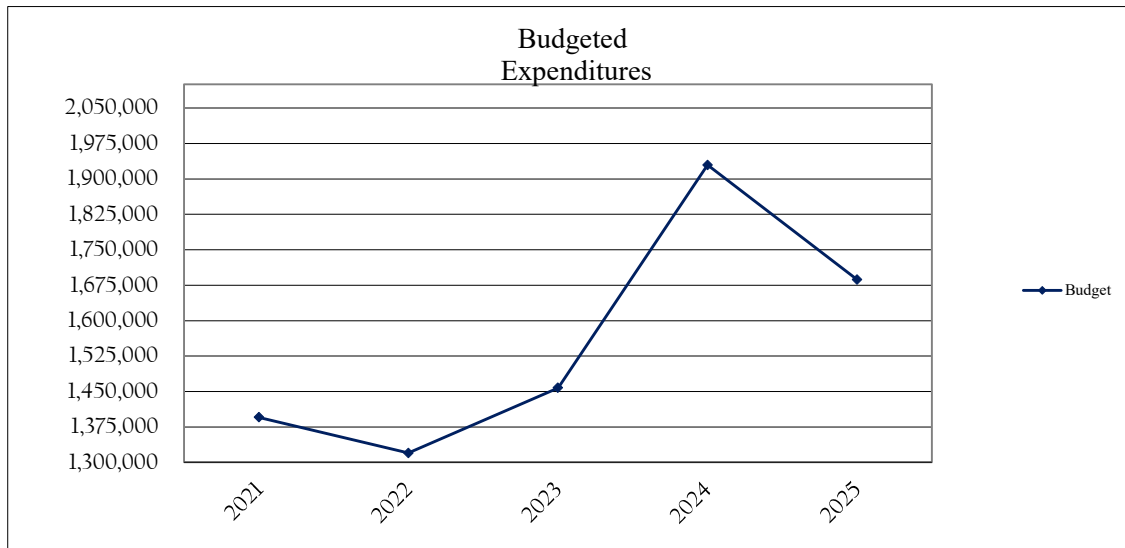
Sanitation Department

Service Delivery

The Sanitation Department provides residential and commercial sanitation services, as well as, pickup of yard waste and recycling. Staffed by sixteen (16) full-time employees - (1) Sanitation Manager, (1) Crew Supervisor, (6) Equipment Operators, (6) Maintenance Workers and (2) Auto Mechanics.

Budget Summary Solid Waste Fund - 08 Sanitation Department Department No. 432

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Expenditures				
Salaries & Benefits	\$ 923,057	\$ 929,195	\$ 6,138	1%
Operating Expenditures	\$ 549,145	\$ 548,505	\$ (640)	0%
Debt Service	\$ 137,406	\$ 209,133	\$ 71,727	52%
Capital Expenditures	\$ 320,000	\$ -	\$ (320,000)	-100%
Total Budget	\$ 1,929,608	\$ 1,686,832	\$ (242,775)	-13%



**Personnel Expenditure Request
Solid Waste Fund - 08
Sanitation Department
Department No. 432**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
08-432-000-110	Salaries	\$ 579,347	\$ 588,747	\$ 9,400	2%
08-432-000-130	Overtime	\$ 17,000	\$ 17,000	\$ -	0%
08-432-000-140	Bonus	\$ 4,457	\$ 4,529	\$ 72	2%
08-432-000-220	FICA	\$ 45,961	\$ 46,686	\$ 725	2%
08-432-000-230	Retirement	\$ 110,172	\$ 111,917	\$ 1,745	2%
08-432-000-260	Workers Comp	\$ 39,001	\$ 39,616	\$ 615	2%
08-432-000-270	Insurance	\$ 117,119	\$ 110,700	\$ (6,419)	-5%
08-432-000-295	Seasonal & Temporary Personnel	\$ 10,000	\$ 10,000	\$ -	0%
	Total Salaries & Benefits	\$ 923,057	\$ 929,195	\$ 6,138	1%

**Operating Expenditure Request
Solid Waste Fund - 08
Sanitation Department
Department No. 432**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
08-432-000-340	Office Supplies	\$ 1,575	\$ 2,000	\$ 425	27%
08-432-000-345	Postage	\$ 150	\$ 150	\$ -	0%
08-432-000-350	Prof Dev-Memberships	\$ 350	\$ 350	\$ -	0%
08-432-000-352	Prof Dev-Training & Conferences	\$ 1,125	\$ 1,125	\$ -	0%
08-432-000-360	Telephone	\$ 1,110	\$ 1,110	\$ -	0%
08-432-000-390	Uniforms	\$ 13,350	\$ 13,350	\$ -	0%
08-432-000-410	Utilities	\$ 9,200	\$ 9,200	\$ -	0%
08-432-000-420	Building Maint & Supplies	\$ 5,900	\$ 5,900	\$ -	0%
08-432-000-423	Dumpster Maintenance	\$ 23,000	\$ 25,000	\$ 2,000	9%
08-432-000-424	Maintenance Contracts	\$ 1,100	\$ 2,000	\$ 900	82%
08-432-000-430	Maintenance - Radios	\$ 500	\$ 500	\$ -	0%
08-432-000-540	Professional Services	\$ 2,500	\$ 4,000	\$ 1,500	60%
08-432-000-580	Vehicle Fuel	\$ 5,000	\$ 3,500	\$ (1,500)	-30%
08-432-000-581	Residential Vehicle Fuel	\$ 60,000	\$ 60,000	\$ -	0%
08-432-000-582	Commercial Veh Maintenance	\$ 40,000	\$ 40,000	\$ -	0%
08-432-000-583	Residential Veh Maintenance	\$ 75,000	\$ 65,000	\$ (10,000)	-13%
08-432-000-585	Vehicle Insurance	\$ 18,045	\$ 29,905	\$ 11,860	66%
08-432-000-590	Vehicle Maintenance	\$ 1,500	\$ 2,000	\$ 500	33%
08-432-000-592	Commercial Veh Fuel	\$ 30,000	\$ 25,000	\$ (5,000)	-17%
08-432-000-640	County Tipping Fee	\$ 200,000	\$ 200,000	\$ -	0%
08-432-000-655	Recycle Roll Carts	\$ 10,000	\$ 8,000	\$ (2,000)	-20%
08-432-000-706	Recycle Tipping Fees	\$ 6,000	\$ 6,000	\$ -	0%
08-432-000-708	Garbage Roll Carts	\$ 14,000	\$ 14,000	\$ -	0%
08-432-000-709	Yard Debris Roll Carts	\$ 14,000	\$ 14,000	\$ -	0%
08-432-000-710	Safety Supplies	\$ 8,415	\$ 8,415	\$ -	0%
08-432-000-730	Small Tools & Equipment	\$ 2,825	\$ 3,000	\$ 175	6%
08-432-000-735	Special Projects & Services	\$ 4,500	\$ 5,000	\$ 500	11%
	Total Operating Expenditures	\$ 549,145	\$ 548,505	\$ (640)	0%

**Debt Service Expenditure Request
Solid Waste Fund - 08
Sanitation Department
Department No. 432**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
08-432-000-931	Principal Payment-Equip Lease	\$ 118,031	\$ 181,824	\$ 63,793	54%
08-432-000-941	Interest Payment-Equip Lease	\$ 19,375	\$ 27,309	\$ 7,934	41%
	Total Debt Service	\$ 137,406	\$ 209,133	\$ 71,727	52%

**Capital Outlay Request
Solid Waste Fund - 08
Sanitation Department
Department No. 432**

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget
08-432-000-930	Capital	\$ 320,000	\$ -
	Total Capital Outlay	\$ 320,000	\$ -

08-432-000-110 Salaries **588,747**
 FY 2025 Salaries are calculated using actual current salaries, accounting for any mid-year adjustments due to merit and/or responsibility increases, and adding a 3.5% cost of living increase.

08-432-000-130 Overtime **17,000**
 The Fair Labor Standards Act requires payment of time-and-a-half for all hours worked over 40 hours per week.

08-432-000-140 Bonus **4,529**
 Based on formula included in HR-43 annual Bonus Policy.

08-432-000-220 FICA **46,686**
 The City is required to pay Social Security/Medicare tax on gross wages of all City employees. The current contribution rate is 7.65% of gross salaries.

08-432-000-230 Retirement **111,917**
 The City participates in the South Carolina Retirement System (SCRS) and Police Officers Retirement System (PORS) for all qualified employees. This retirement plan includes accidental death benefits. The City will be required to contribute 18.56% of SCRS salaries and 21.24% of PORS salaries from July 1, 2024 to June 30, 2025. This equates to a blended rate of 19.90% for the year.

08-432-000-260 Workers Comp **39,616**
 The South Carolina Municipal Association through Southeastern Claims Service, via the SC Municipal Insurance Trust provides current coverage for Workers' Compensation. The premium is based on the type of position and varies from department to department depending on the total salary and number of employees within that department.

08-432-000-270 Insurance **110,700**
 The City provides health and dental insurance to all full time employees through the South Carolina Public Employee Benefits Authority's State Health Plan. Monthly premiums for health insurance vary based on employee elections.

08-432-000-295 Seasonal & Temporary Personnel **10,000**
 One full time temporary staff member and additional personnel as needed during leaf season and holidays.

08-432-000-340 Office Supplies		2,000												
The department maintains a supply of pens, pencils, paper clips and other items for office use.														
08-432-000-345 Postage		150												
General postage expenses, including UPS and Fed Ex.														
08-432-000-350 Prof Dev-Memberships		350												
This account provides for any professional memberships or subscriptions for Sanitation Department personnel.														
08-432-000-352 Prof Dev-Training & Conferences		1,125												
This category provides for Sanitation Department personnel attendance at workshops and seminars for increasing knowledge in their position. This expenditure item also provides an opportunity for department personnel to upgrade their education in areas related to the Sanitation, as well as maintaining their professional certifications such as CDLs.														
08-432-000-360 Telephone		1,110												
This account provides for telephone communication. \$92.5 monthly for 12 months.														
08-432-000-390 Uniforms		13,350												
	<table border="1"> <thead> <tr> <th>Description</th> <th colspan="2">Total Price</th> </tr> </thead> <tbody> <tr> <td>Rental Uniform Service</td> <td>\$</td> <td>11,600</td> </tr> <tr> <td>Logo wear</td> <td>\$</td> <td>1,750</td> </tr> <tr> <td>Total Uniforms</td> <td>\$</td> <td>13,350</td> </tr> </tbody> </table>	Description	Total Price		Rental Uniform Service	\$	11,600	Logo wear	\$	1,750	Total Uniforms	\$	13,350	
Description	Total Price													
Rental Uniform Service	\$	11,600												
Logo wear	\$	1,750												
Total Uniforms	\$	13,350												
08-432-000-410 Utilities		9,200												
Gas, energy, and water bills.														
08-432-000-420 Building Maint & Supplies		5,900												
This account provides for all maintenance supplies, tools, paint, parts, machinery, etc. necessary to the operations of the department.														
08-432-000-423 Dumpster Maintenance		25,000												
Currently have 20 dumpsters that need to be refurbished - \$700 each; New dumpsters with remaining amount - \$800 each, various sizes.														
08-432-000-424 Maintenance Contracts		2,000												
	<table border="1"> <thead> <tr> <th>Description</th> <th colspan="2">Total Price</th> </tr> </thead> <tbody> <tr> <td>Copier</td> <td>\$</td> <td>2,000</td> </tr> <tr> <td>Total Maintenance Contracts</td> <td>\$</td> <td>2,000</td> </tr> </tbody> </table>	Description	Total Price		Copier	\$	2,000	Total Maintenance Contracts	\$	2,000				
Description	Total Price													
Copier	\$	2,000												
Total Maintenance Contracts	\$	2,000												
08-432-000-430 Maintenance - Radios		500												
General radio maintenance and repairs.														
08-432-000-540 Professional Services		4,000												
DOT physicals, alcohol and drug screens, and background checks.														
08-432-000-580 Vehicle Fuel		3,500												
Fuel for general equipment and vehicles.														
08-432-000-581 Residential Vehicle Fuel		60,000												
Fuel for residential services equipment and vehicles.														
08-432-000-582 Commercial Veh Maintenance		40,000												
Repairs, oil changes, tires, windshield wiper replacements, filters, etc. for commercial services vehicles.														
08-432-000-583 Residential Veh Maintenance		65,000												
Repairs, oil changes, tires, windshield wiper replacements, filters, etc. for residential services vehicles.														
08-432-000-585 Vehicle Insurance		29,905												
The City maintains the comprehensive and collision coverage on vehicles and equipment.														
08-432-000-590 Vehicle Maintenance		2,000												

Repairs, oil changes, tires, windshield wiper replacements, filters, etc. for general departmental equipment and vehicles.

08-432-000-592 Commercial Veh Fuel **25,000**

Fuel for commercial services equipment and vehicles.

08-432-000-640 County Tipping Fee **200,000**

Fees paid to a landfill for use by commercial vehicles.

08-432-000-655 Recycle Roll Carts **8,000**

Replacement of damaged and stolen roll carts, plus new carts for additional residents.

08-432-000-706 Recycle Tipping Fees **6,000**

Fees for recycling paid to Sonoco.

08-432-000-708 Garbage Roll Carts **14,000**

Replacement of damaged and stolen roll carts, plus new carts for additional residents.

08-432-000-709 Yard Debris Roll Carts **14,000**

Replacement of damaged and stolen roll carts, plus new carts for additional residents.

08-432-000-710 Safety Supplies **8,415**

Boots, hand warmers, gloves, safety hats, Gatorade, vests, water, etc.

08-432-000-730 Small Tools & Equipment **3,000**

Replacement of small tools through normal wear and tear-rakes, shovels, hand tools etc.

08-432-000-735 Special Projects & Services **5,000**

This account provides for any special projects and other expenses that are not regularly occurring.

Description	Total Price	
Recycling Decals for roll carts and "Cardboard Only" stickers for dumpsters	\$	1,000
Bill stuffers for holiday collection	\$	200
Yellow Tags for contaminated carts/prohibited items	\$	1,000
Reserved for special projects and emergency expenses	\$	2,800
Total Special Services	\$	5,000

08-432-000-931 Principal Payment-Equip Lease **181,824**

2021 B Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027 and 2020 IPRB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030, 2023 Bank of America Origination Date 11/15/2023, Maturity Date 8/2/2030. Refer to Appendix A for more information.

08-432-000-941 Interest Payment-Equip Lease **27,309**

2021 B Capital Lease Origination Date 12/15/2021, Maturity Date 6/1/2027 and 2020 IPRB Revenue Bonds Origination Date 8/6/2020, Maturity Date 6/1/2030, 2023 Bank of America Origination Date 11/15/2023, Maturity Date 8/2/2030. Refer to Appendix A for more information.

City of Hartsville

Hospitality Fund - 11

Accommodations Fund - 12

Budget Summary City of Hartsville Hospitality Fund - II

Hospitality - Fund II

On 5/11/2004 the City of Hartsville adopted ordinance 2074 establishing a two percent (2%) Hospitality Fee on prepared meals, food and beverages. The hospitality fee applies to all gross receipts collected on sales of prepared meals, food and beverages sold in establishments, or sales of prepared meals, food and beverages sold in establishments licensed for on premise consumption of alcoholic beverages, beer or wine.

The fees collected for the Local Hospitality Fee Fund shall be for purposes as authorized by the SC Code of Laws, Section 6-1-730, as amended.

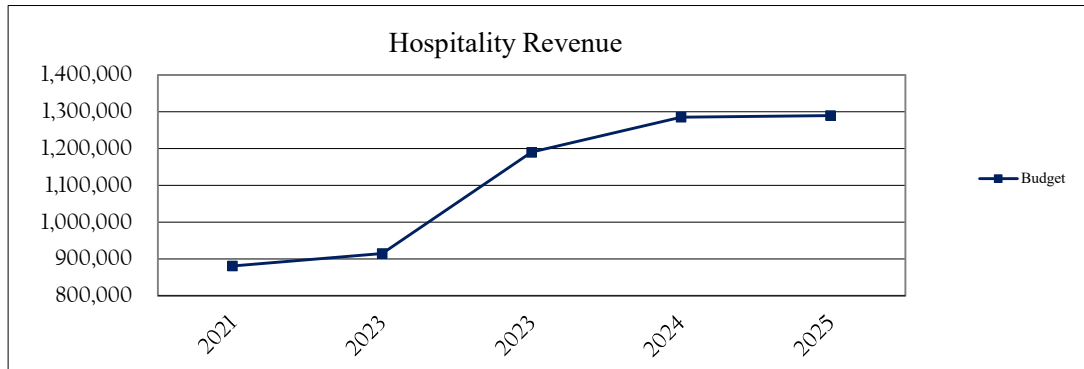
<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Operating Revenues				
Hospitality Revenue	\$ 1,285,200	\$ 1,290,000	\$ 4,800	0%
Penalties	\$ 2,500	\$ 5,475	\$ 2,975	119%
Other Financing Sources				
Operating Transfer In	\$ 92,500	\$ 92,500	\$ -	0%
Total Revenue	\$ 1,380,200	\$ 1,387,975	\$ 7,775	1%
Operating Expenditures				
Personnel Expenditures	\$ 42,000	\$ 18,478	\$ (23,522)	-56%
Hospitality Expenditures	\$ 124,000	\$ 40,000	\$ (84,000)	-68%
Water Park Bond Expenditures	\$ 639,235	\$ 682,812	\$ 43,577	7%
Debt Service				
Principal & Interest	\$ 98,965	\$ 96,685	\$ (2,280)	-2%
Other Financing Uses				
Operating Transfer Out	\$ 476,000	\$ 550,000	\$ 74,000	16%
Total Expenditures	\$ 1,380,200	\$ 1,387,975	\$ 7,775	1%
Net Change in Fund Balance	\$ -	\$ -	\$ -	0%

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
11-313-300-000	Hospitality Revenue	\$ 1,285,200	\$ 1,290,000	\$ 4,800	0%
11-319-300-000	Penalty	\$ 2,500	\$ 5,475	\$ 2,975	119%
11-391-312-000	Transfers In - Accom Fund Bond %	\$ 92,500	\$ 92,500	\$ -	0%
	Total Revenues	\$ 1,380,200	\$ 1,387,975	\$ 7,775	1%

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
11-465-000-130	Hospitality Event - Overtime Labor	\$ 27,000	\$ 8,139	\$ (18,861)	-70%
11-465-000-295	Hospitality Event - Temp Personnel	\$ 15,000	\$ 10,339	\$ (4,661)	-31%
11-465-000-669	Hospitality Expense	\$ 114,000	\$ 30,000	\$ (84,000)	-74%
11-465-000-670	Hospitality - Tourism Events	\$ 10,000	\$ 10,000	\$ -	0%
11-465-426-898	Water Park Bond Transfer	\$ 639,235	\$ 682,812	\$ 43,577	7%
11-465-000-775	Transfer Out GF % Admin	\$ 476,000	\$ 550,000	\$ 74,000	16%
11-465-000-932	Hospitality Bond Principal	\$ 82,000	\$ 83,000	\$ 1,000	1%
11-465-000-942	Hospitality Bond Interest	\$ 16,965	\$ 13,685	\$ (3,280)	-19%
	Total Expenditures	\$ 1,380,200	\$ 1,387,975	\$ 7,775	1%

11-313-300-000 Hospitality Revenue 1,290,000

The hospitality tax is a uniform tax of 2% on the gross proceeds derived from the sales of prepared meals, food, and beverages sold in or by establishments, or those licensed for on-premises consumption of alcoholic beverages, beer, or wine.



11-319-300-000 Penalty 5,475

Penalties for late payment 10% of unpaid fees

11-391-312-000 Transfers In - Accom Fund Bond % 92,500

Balance after expenditures and administrative fee transferred from accommodations fund.

11-465-000-130 Hospitality Event - Overtime Labor 8,139

Used to reduce overtime from payrolls in other funds. Full-time and part-time personnel are utilized from other departments to work at various events including but not limited to Christmas Parades, Block Parties, Opening Day Tournaments, Concessions, etc. Departments are reimbursed for any personnel overtime for such events through this account.

11-465-000-295 Hospitality Event - Temp Personnel 10,339

Temporary personnel hired to support hospitality events including but not limited to Christmas Parades, Block Parties, Opening Day Tournaments, Concessions, etc.

11-465-000-669 Hospitality Expense 30,000

The Hospitality Expenses are as follows:

Description	Total Cost
Fairfield/Saleeby 10 Year Lease 146 W Carolina Ave expires 12/31/2026	\$ 2,000
Reserved for Special Projects and Emergency Expenses	\$ 21,000
Event supplies, signage, professional services	\$ 7,000
Total	\$ 30,000

11-465-000-670 Hospitality - Tourism Events 10,000

This account provides for expenses related to tourism events as provided by the City for the community.

11-465-426-898 Water Park Bond Transfer 682,812

2018 Revenue Bond Origination 11/29/2018, Maturity 06/01/2038 Water Park Debt Service. Refer to Appendix A for more information.

11-465-000-775 Transfer Out GF % Admin 550,000

SC Code of Laws Title 6, Chapter 1, Section 6-1-730 allows revenue transfer to the General Fund.

11-465-000-932 Hospitality Bond Principal 83,000

2020 IPRB Revenue Bond Principal refinanced 8/6/2020 and matures 6/1/30. Principal payment reduction will be applied to Water Park Debt Service. Refer to Appendix A for more information.

11-465-000-942 Hospitality Bond Interest 13,685

2020 IPRB Revenue Bond Interest refinanced 8/6/2020 and matures 6/1/30. Refer to Appendix A for more information.

11-465-426-868 Water Park Bond Transfer 682,812

SC Code of Laws Title 6, Chapter 1, Section 6-1-730 allows revenue transfer to the Water Park tourism related facility.

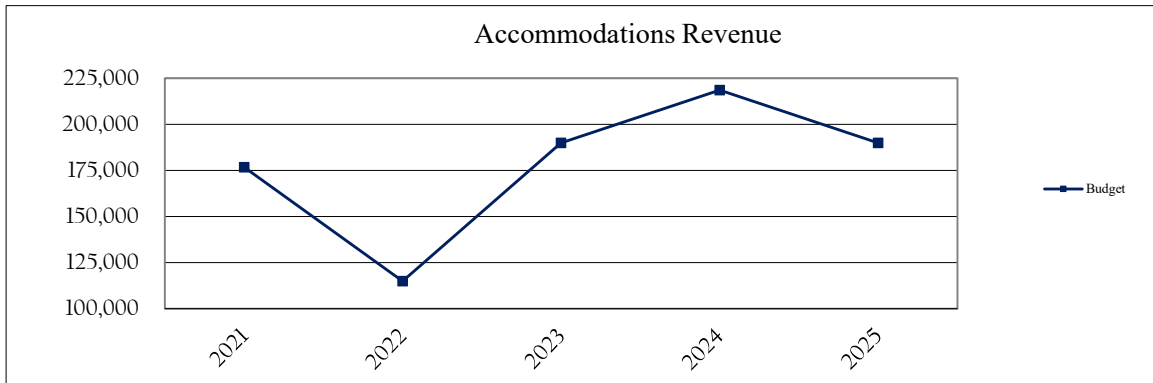
Budget Summary City of Hartsville Accommodations Fund - 12

Accommodations Tax - Fund 12

3/14/2006 the City of Hartsville adopted ordinance 3017 establishing a three percent (3%) Local Accommodation Tax. The proceeds from accommodation tax are allocated to a special fund for tourism.

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Operating Revenues				
Accommodations Revenue	\$ 218,500	\$ 190,000	\$ (28,500)	-13%
Total Revenue	\$ 218,500	\$ 190,000	\$ (28,500)	-13%
Operating Expenditures				
Accommodations Expenditures	\$ 6,000	\$ 6,000	\$ -	0%
Other Financing Uses				
Operating Transfers Out	\$ 184,000	\$ 184,000	\$ -	0%
Total Expenditures	\$ 190,000	\$ 190,000	\$ -	0%
Net Change in Fund Balance	\$ 28,500	\$ -	\$ (28,500)	\$ -

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
12-313-300-000	Accommodations Revenue	\$ 218,500	\$ 190,000	\$ (28,500)	-13%
	Total Revenues	\$ 218,500	\$ 190,000	\$ (28,500)	-13%
<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
12-465-000-669	Accommodations Expense	\$ 6,000	\$ 6,000	\$ -	0%
12-465-000-775	Transfer Out GF - 20% Admin	\$ 91,500	\$ 91,500	\$ -	0%
12-465-000-776	Transfer Out Hosp Fund-Bond PYMT	\$ 92,500	\$ 92,500	\$ -	0%
	Total Expenditures	\$ 190,000	\$ 190,000	\$ -	0%



12-465-000-669 Accommodations Expense	6,000
Monthly administrative support to Hartsville Chamber of Commerce.	
<hr/>	
12-465-000-775 Transfer Out GF - 20% Admin	91,500
An operating transfer from the Accommodation Fund to cover a portion of the 20% administrative associated with services provided by the General Fund.	
<hr/>	
12-465-000-776 Transfer Out Hosp Fund-Bond PYMT	92,500
Balance after expenditures and administrative fee transferred to Hospitality for debt service.	

City of Hartsville

Debt Service Fund - 13

Budget Summary City of Hartsville Debt Service Fund - 13

Debt Service - Fund 13

The Debt Service Fund is used to account for the accumulation of resources for and the payment of general long-term debt principal, interest and related cost of the City other than debt service payments made by enterprise funds.

<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
Debt Service Fund Revenues				
Debt Service Millage	\$ 160,000	\$ 160,000	\$ -	0%
Accumulated Surplus	\$ 30,119	\$ 28,328	\$ (1,791)	100%
Transfer In	\$ 75,000	\$ 75,000	\$ -	100%
Total Revenue	\$ 265,119	\$ 263,328	\$ (1,791)	-1%
Debt Service Fund Expenditures				
Principal	\$ 193,210	\$ 201,317	\$ 8,107	4%
Interest	\$ 71,909	\$ 62,011	\$ (9,898)	-14%
Total Expenditures	\$ 265,119	\$ 263,328	\$ (1,791)	-1%
Net Change in Fund Balance	\$ -	\$ -	\$ -	0%

<u>Code</u>	<u>Classification</u>	2024 Approved Budget	2025 Requested Budget	\$ Change	% Change
13-311-300-000	Debt Service Millage	\$ 160,000	\$ 160,000	\$ -	0%
13-391-000-100	Transfer In	\$ 75,000	\$ 75,000	\$ -	0%
13-396-300-000	Accumulated Surplus	\$ 30,119	\$ 28,328	\$ (1,791)	-6%
13-410-000-931	GO Bond 2012-2017 Principal	\$ 193,210	\$ 201,317	\$ 8,107	4%
13-410-000-941	GO Bond 2012-2017 Interest	\$ 71,909	\$ 62,011	\$ (9,898)	-14%

13-311-300-000 Debt Service Millage 160,000
The City presently imposes a millage of 6.0 on all real and personal property within the City of Hartsville assessed by the Darlington County Tax Office for debt service purposes. There is no increase in millage.

13-391-000-100 Transfer In 75,000
This represents a transfer of interest income from the Community Development Fund.

13-396-300-000 Accumulated Surplus 28,328
Accumulated funds from excess revenues over expenditures in prior years.

13-410-000-931 GO Bond 2012-2017 Principal 201,317
2017 GO bond principal payment on Bond used to complete the 5th Street Intersection Project, maturity date 6/1/2027. Also includes 2023 GO bond principal payment for other debt refinancing, maturity date 6/30/2037. Refer to Appendix A for more information.

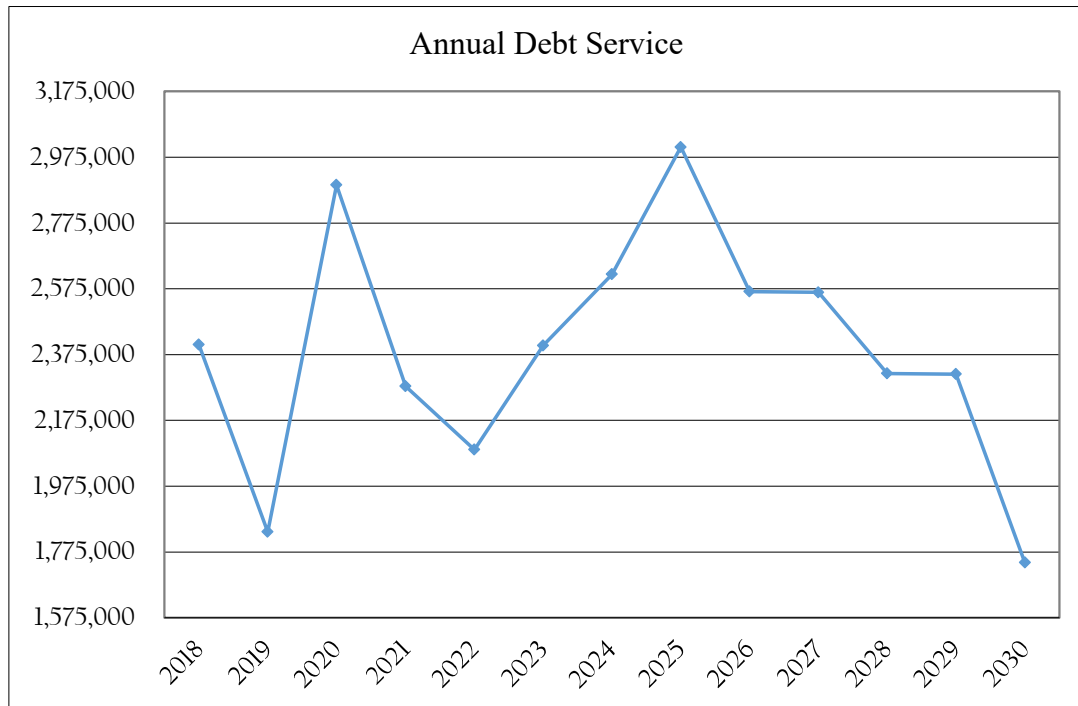
13-410-000-941 GO Bond 2012-2017 Interest 62,011
2017 GO bond interest payment on Bond used to complete the 5th Street Intersection Project, maturity date 6/1/2027. Also includes 2023 GO bond interest payment for other debt refinancing, maturity date 6/30/2037. Refer to Appendix A for more information.

Appendix A

Debt Service

FY Year End	Annual Payments	Annual Principal	Annual Interest	Year End Balance
2018	2,404,958	1,943,548	461,411	22,479,595
2019	1,836,034	1,185,247	650,787	22,179,347
2020	2,890,729	2,119,874	770,854	20,388,977
2021	2,278,805	1,516,696	762,108	18,872,280
2022	2,086,271	1,394,173	692,097	19,538,427
2023	2,402,656	1,735,749	666,907	18,897,465
2024	2,619,380	1,951,379	668,001	19,186,024
2025	3,005,760	2,299,545	706,215	16,886,479
2026	2,566,375	1,949,896	616,479	14,936,583
2027	2,564,170	2,021,029	543,141	12,915,554
2028	2,317,173	1,850,157	467,016	11,065,397
2029	2,315,343	1,912,124	403,220	9,153,273
2030	1,742,567	1,405,891	336,676	7,747,382
2031	1,426,831	1,138,376	288,455	6,609,006

** Includes debt service added beginning FY 2024-2025 (Capital lease request FY 2024-2025)



Origination Date	11/15/2023	2023 Bank of America Capital Lease Schedule		
Maturity Date	8/2/2030			
Loan Amount	2,239,938			
Annual Payment Rate	391,817 4.57%			
Loan Date 11/15/2023				2,239,938.00
8/1/2024	391,817	311,348	80,469	1,928,590
8/1/2025	374,755	286,620	88,135	1,641,970
8/1/2026	374,756	299,720	75,036	1,342,250
8/1/2027	374,755	313,416	61,339	1,028,834
8/1/2028	374,756	327,739	47,017	701,095
8/1/2029	374,756	342,717	32,039	358,378
8/2/2030	374,756	358,378	16,378	-

Origination Date	8/6/2020	2020 IPRB Revenue Bonds Debt Schedule		
Maturity Date	6/1/2030			
Loan Amount	2,900,000			
Annual Payment	360,125			
Rate	2.44%			
6/30/2020				-
6/30/2021	69,992		69,992	2,900,000
6/30/2023	360,125	275,000	85,125	2,625,000
6/30/2023	364,125	290,000	74,125	2,335,000
6/30/2024	362,525	300,000	62,525	2,035,000
6/30/2025	360,525	310,000	50,525	1,725,000
6/30/2026	363,125	325,000	38,125	1,400,000
6/30/2027	360,125	335,000	25,125	1,065,000
6/30/2028	361,725	350,000	11,725	715,000
6/30/2029	363,225	355,000	8,225	360,000
6/30/2030	364,320	360,000	4,320	-

FY 2024 Budgeted Debt Service			
Budget	Total Principal	Total Interest	Total YE 6/30/24
01-419-000-931	\$2,130	\$0	\$2,130
01-419-000-941	\$0	\$446	\$446
01-421-000-931	\$27,788	\$0	\$27,788
01-421-000-941	\$0	\$5,787	\$5,787
01-422-000-931	\$5,440	\$0	\$5,440
01-422-000-941	\$0	\$1,147	\$1,147
01-452-000-931	\$1,344	\$0	\$1,344
01-452-000-941	\$0	\$279	\$279
02-500-000-946	\$4,004	\$0	\$4,004
02-500-000-947	\$0	\$831	\$831
02-600-000-946	\$17,444	\$0	\$17,444
02-600-000-947	\$0	\$3,664	\$3,664
02-900-000-946	\$45,530	\$0	\$45,530
02-900-000-947	\$0	\$9,519	\$9,519
08-432-000-931	\$73,320	\$0	\$73,320
08-432-000-941	\$0	\$15,394	\$15,394
11-465-000-932	\$82,000	\$0	\$82,000
11-465-000-942	\$0	\$16,965	\$16,965
13-410-000-931	\$41,000	\$0	\$41,000
13-410-000-941	\$0	\$8,494	\$8,494
	\$300,000	\$62,525	\$362,525

Origination Date	5/1/2023	2023 GO Bond		
Maturity Date	6/30/2037			
Loan Amount	1,094,787			
Annual Payment	76,044			
Rate	4.44%			
GL#		13-410-000-931	13-410-000-941	
FY End Date	Total P&I	Principal Payments	Interest Payments	Balance Year End
	-	-	-	1,094,787
6/30/2024	76,044	25,410	50,634	1,069,377
6/30/2025	76,664	29,184	47,480	1,040,193
6/30/2026	76,402	30,217	46,185	1,009,976
6/30/2027	76,094	31,251	44,843	978,725
6/30/2028	91,657	48,202	43,455	930,523
6/30/2029	91,127	49,812	41,315	880,711
6/30/2030	91,656	52,552	39,104	828,159
6/30/2031	140,231	103,461	36,770	724,698
6/30/2032	140,232	108,055	32,177	616,643
6/30/2033	140,231	112,852	27,379	503,791
6/30/2034	140,231	117,863	22,368	385,928
6/30/2035	140,231	123,096	17,135	262,832
6/30/2036	140,232	128,562	11,670	134,270
6/30/2037	140,232	134,270	5,962	-

Origination Date	1/20/2023	2022 SRF Revenue Loan		
Maturity Date	6/1/2042			
Loan Amount	1,477,300			
Annual Payment	85,635			
Rate	1.50%			
GL#		02-500-000-932	02-500-000-942	
FY End Date	Total P&I	Principal Payments	Interest Payments	Balance Year End
	-	-	-	1,477,300
6/30/2023	64,226	47,786	16,441	1,429,514
6/30/2024	85,635	64,555	21,081	1,364,960
6/30/2025	85,635	65,528	20,107	1,299,432
6/30/2026	85,635	66,517	19,118	1,232,915
6/30/2027	85,635	67,520	18,115	1,165,395
6/30/2028	85,635	68,539	17,097	1,096,856
6/30/2029	85,635	69,573	16,063	1,027,283
6/30/2030	85,635	70,622	15,013	956,661
6/30/2031	85,635	71,687	13,948	884,974
6/30/2032	85,635	72,769	12,867	812,205
6/30/2033	85,635	73,866	11,769	738,339
6/30/2034	85,635	74,981	10,655	663,358
6/30/2035	85,635	76,112	9,524	587,246
6/30/2036	85,635	77,260	8,375	509,987
6/30/2037	85,635	78,425	7,210	431,561
6/30/2038	85,635	79,608	6,027	351,953
6/30/2039	85,635	80,809	4,826	271,144
6/30/2040	85,635	82,028	3,607	189,116
6/30/2041	85,635	83,265	2,370	105,850
6/30/2042	85,635	84,521	1,114	21,329
6/30/2043	21,409	21,329	80	-

Origination Date	12/15/2021	2021 A First Citizens Capital Lease		
Maturity Date	6/1/2024			
Loan Amount	167,156			
Annual Payment	69,822			
Rate	1.74%			
GL#		01-421/422-000-931	01-421/422-000-941	
FY End Date	Total P&I	Principal Payments	Interest Payments	Balance Year End
12/15/2021	-	-	-	167,156
6/30/2023	72,077	70,736	1,341	96,420
6/30/2023	69,822	68,144	1,678	28,276
6/30/2024	28,768	28,276	492	-

Origination Date	12/15/2021	2021 B First Citizens Capital Lease		
Maturity Date	6/1/2027			
Loan Amount	532,844			
Annual Payment	52,851			
Rate	1.74%			
GL#		Various	Various	
FY End Date	Total P&I	Principal Payments	Interest Payments	Balance Year End
12/15/2021	-	-	-	532,844
6/30/2023	50,519	46,244	4,275	486,600
6/30/2023	52,851	44,384	8,467	442,216
6/30/2024	94,110	86,415	7,695	355,801
6/30/2025	122,212	116,021	6,191	239,780
6/30/2026	122,714	118,542	4,172	121,238
6/30/2027	123,348	121,238	2,110	-

Origination Date	8/13/2015	2015 USB Water Sewer Revenue Bonds		
Maturity Date	6/1/2029			
Original Balance	7,780,000			
Annual Payment	849,250			
Rate	3-4%			
GL#		02-500/600-000-938	02-500/600-000-948	
FY End Date	Total P&I	Principal Payments	Interest Payments	Balance Year End
8/13/2015	Start			7,780,000
6/30/2016	720,960.00	500,000	220,960	7,280,000
6/30/2017	846,200.00	585,000	261,200	6,695,000
6/30/2018	848,650.00	605,000	243,650	6,090,000
6/30/2019	850,500.00	625,000	225,500	5,465,000
6/30/2020	850,500.00	650,000	200,500	4,815,000
6/30/2021	849,500.00	675,000	174,500	4,140,000
6/30/2023	849,250.00	695,000	154,250	3,445,000
6/30/2023	573,400.00	440,000	133,400	3,005,000
6/30/2024	575,200.00	455,000	120,200	2,550,000
6/30/2025	572,000.00	470,000	102,000	2,080,000
6/30/2026	573,200.00	490,000	83,200	1,590,000
6/30/2027	573,600.00	510,000	63,600	1,080,000
6/30/2028	573,200.00	530,000	43,200	550,000
6/30/2029	572,000.00	550,000	22,000	-
6/30/2030				

Origination Date Maturity Date Loan Amount Annual Payment Rate		2018 Revenue Bond Schedule		
11/29/2018 6/1/2038 9,735,000 417,100 3.99%				
GL#		02-900-000-934	02-900-000-942	
FY End Date	Total P&I	Principal Payments	Interest Payments	Balance Year End
6/30/2019		-	196,458	9,735,000
6/30/2020	413,600	25,000	388,600	9,710,000
6/30/2021	412,850	25,000	387,850	9,685,000
6/30/2023	417,100	30,000	387,100	9,655,000
6/30/2023	826,200	440,000	386,200	9,215,000
6/30/2024	828,600	460,000	368,600	8,755,000
6/30/2025	830,200	480,000	350,200	8,275,000
6/30/2026	831,000	500,000	331,000	7,775,000
6/30/2027	831,000	520,000	311,000	7,255,000
6/30/2028	830,200	540,000	290,200	6,715,000
6/30/2029	828,600	560,000	268,600	6,155,000
6/30/2030	826,200	580,000	246,200	5,575,000
6/30/2031	828,000	605,000	223,000	4,970,000
6/30/2032	828,800	630,000	198,800	4,340,000
6/30/2033	828,600	655,000	173,600	3,685,000
6/30/2034	827,400	680,000	147,400	3,005,000
6/30/2035	830,200	710,000	120,200	2,295,000
6/30/2036	826,800	735,000	91,800	1,560,000
6/30/2037	827,400	765,000	62,400	795,000
6/30/2038	826,800	795,000	31,800	-

Origination Date Maturity Date Loan Amount Annual Payment Rate		2014 B BBT Special Revenue Bond Schedule		
2/5/2014 2/1/2025 2,900,000 428,917 2.92%				
GL#		07-452-000-930	07-452-000-940	
FY End Date	Total P&I	Principal Payments	Interest Payments	Balance Year End
6/30/2017	137,000	55,448	81,552	2,737,416
6/30/2018	137,000	57,067	79,933	2,680,348
6/30/2019	703,266	625,000	78,266	2,329,697
6/30/2020	428,917	360,890	68,027	1,968,808
6/30/2021	428,917	371,428	57,489	1,597,380
6/30/2023	428,917	382,273	46,644	1,215,107
6/30/2023	428,917	393,436	35,481	821,672
6/30/2024	428,917	404,924	23,993	416,748
6/30/2025	428,917	416,748	12,169	(0)

Origination Date	5/18/2017	2017 BBT GO Bond		
Maturity Date	6/1/2027			
Loan Amount	600,000			
Annual Payment	25,263			
Rate	2.43%			
GL#		13-410-000-931	13-410-000-941	
FY End Date	Total P&I	Principal Payments	Interest Payments	Balance Year End
6/30/2017	-	-	-	600,000
6/30/2018	27,407	12,300	15,107	587,700
6/30/2019	27,081	12,800	14,281	574,900
6/30/2020	26,670	12,700	13,970	562,200
6/30/2021	25,961	12,300	13,661	549,900
6/30/2023	25,263	11,900	13,363	538,000
6/30/2023	25,073	12,000	13,073	526,000
6/30/2024	139,582	126,800	12,782	399,200
6/30/2025	139,601	129,900	9,701	269,300
6/30/2026	139,544	133,000	6,544	136,300
6/30/2027	139,612	136,300	3,312	-

Appendix B

Grant Projects

Pending/Anticipated Grant Projects	Estimated Total City Match	Match %	Estimated Total Grant Award	Estimated Total Project Cost	Application Date
General Fund					
Brownsfield Assessment Grant (EPA)	\$ -	0%	\$ 500,000	\$ 500,000	December-23
SRO for Butler Academy (SCDPS)	\$ -	0%	\$ 95,751	\$ 95,751	February-24
South Hartsville Corridor Revitalization Project Phase I (US DOT RAISE)*	\$ -	0%	\$ 852,000	\$ 852,000	February-24
AFG Breathing Apparatus (FEMA)	\$ 35,586	10%	\$ 355,855	\$ 391,441	March-24
HPD Radio Upgrades & Replacement (SCDPS)	\$ 10,209	10%	\$ 91,886	\$ 102,095	March-24
Tourism Advertising Grant (SCPRT)**	\$ 45,000	50%	\$ 45,000	\$ 90,000	March-24
HFD Radio Upgrades (Duke Energy Foundation)	\$ -	0%	\$ 17,197	\$ 17,197	March-24
South Park Corridor Improvements (CDBG)	\$ 75,000	10%	\$ 750,000	\$ 825,000	9/2024 (Anticipated)
Enterprise Fund					
South Hartsville Corridor Revitalization Project Phase I (US DOT RAISE)*	\$ -	0%	\$ 852,000	\$ 852,000	February-24
Tourism Advertising Grant (SCPRT)***	\$ 45,000	50%	\$ 45,000	\$ 90,000	March-24
Water/Sewer Improvements (RIA)	\$ 100,000	10%	\$ 1,000,000	\$ 1,050,000	9/2024 (Anticipated)
	\$ 265,795		\$ 3,707,689	\$ 3,923,484	

*Project will affect both the General Fund and Enterprise Fund

**This is a 50% reimbursement grant; advertising for departments in both the General Fund and Enterprise Fund.

Supplement A

Selected Data General Fund

General Fund Selected Data

General Fund Local Sources of Revenue	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022	Balance 6/30/2023
Property and Other Taxes	\$4,484,287	\$4,994,222	\$5,053,907	\$5,047,771	\$5,351,004
State Aid (LOCAL)	\$177,522	\$184,080	\$187,608	\$168,693	\$176,685
Federal (FEMA)	\$63,747	\$24,646	\$39,481	\$10,191	\$0
Fees Fines Forfeitures	\$4,194,662	\$4,410,979	\$4,553,639	\$4,642,200	\$5,000,794
Interest	\$168	\$1,036	\$5,288	\$405	\$39,146
Other	\$1,032,356	\$1,332,600	\$1,174,955	\$1,850,847	\$1,215,079
Total Revenue Sources	\$9,952,741	\$10,947,564	\$11,014,880	\$11,720,107	\$11,782,707
Business License Revenue	\$1,818,609	\$1,935,364	\$2,134,490	\$2,129,456	\$2,307,689
Business License % of Total Revenue Sources	18%	18%	19%	18%	20%
Percentage of Total Revenue Sources					
Property and Other Taxes	45%	46%	46%	43%	45%
State Aid (LOCAL)	2%	2%	2%	1%	1%
Federal (FEMA)	1%	0%	0%	0%	0%
% Fees Fines Forfeitures	42%	40%	41%	40%	42%
Other	10%	12%	11%	16%	11%

General Fund Balance Sheet	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022	Balance 6/30/2023
Assets					
Cash and Cash Equivalents	\$1,021,819	\$1,251,811	\$2,159,697	\$3,968,891	\$6,158,747
Receivables:					
Intergov Rec	\$443,829	\$532,552	\$669,357	\$475,703	\$527,503
Sanitation Rec (Net)	\$289,678	\$307,314	\$328,108	\$361,932	\$387,336
Property Tax Rec (Net)	\$227,231	\$293,061	\$231,241	\$237,800	\$199,461
Accounts Rec (Net)	\$5,550	\$11,245	\$11,125	\$1,361	\$9,100
Due from other funds	\$107,036	\$1,811	\$936,722	\$3,683	\$567,268
Due from other gov	\$0	\$0	\$0	\$0	\$0
Total Assets	\$2,095,142.67	\$2,397,794.19	\$4,336,250.52	\$5,049,370.13	\$7,849,415.19
Liabilities					
Accounts Payable/Accrued Expenses	\$1,244,133	\$784,855	\$1,247,938	\$927,564	\$1,618,205
Compensated Absences	\$24,178	\$87,575	\$103,225	\$25,064	\$64,704
Renter Deposit	\$0	\$0	\$0	\$0	\$0
Due to Other Gov	\$0	\$0	\$0	\$0	\$0
Due to Other Funds	\$26,726	\$490	\$40	\$0	\$0
Total Liabilities	\$1,295,037	\$872,920	\$1,351,203	\$952,628	\$1,682,909
Deferred Inflows	\$183,003	\$209,985	\$173,245	\$274,374	\$1,651,450
Fund Balances	\$617,102	\$1,314,889	\$2,811,802	\$3,822,368	\$4,515,056

Total Liabilities as % of Total Assets	62%	36%	31%	19%	21%
Receivables as % of Total Assets	46%	48%	29%	21%	14%
Fund Balance as % of Total Assets	29%	55%	65%	76%	58%

Statement of Activities					
Revenues					
General Fund	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022	Balance 6/30/2023
Taxes	\$4,484,287	\$4,731,356	\$5,053,907	\$5,047,771	\$5,351,004
Licenses Permits Fees	\$2,740,445	\$2,960,420	\$3,087,734	\$3,126,780	\$3,424,689
Intergovernmental	\$177,522	\$184,080	\$187,608	\$168,693	\$176,685
Charges for Services	\$1,373,394	\$1,376,353	\$1,411,481	\$1,463,679	\$1,531,934
Fines and Forfeitures	\$72,460	\$68,238	\$49,984	\$47,999	\$39,647
Miscellaneous	\$1,123,479	\$1,179,005	\$1,202,849	\$1,153,140	\$1,256,314
Total Revenue	\$9,971,587	\$10,499,452	\$10,993,563	\$11,008,061	\$11,780,273
Expenditures					
General Government	\$3,600,140	\$3,299,843	\$3,240,017	\$3,488,394	\$3,905,476
Public Safety	\$4,862,280	\$4,824,279	\$4,724,411	\$4,869,830	\$5,541,276
Culture and Recreation	\$714,152	\$689,343	\$662,355	\$661,465	\$662,917
Cemetery	\$126,982	\$133,127	\$133,273	\$126,105	\$146,875
Airport	\$88,999	\$74,141	\$72,244	\$75,121	\$94,111
Public Works	\$1,994,164	\$2,067,002	\$2,051,905	\$2,079,525	\$2,200,957
Capital Outlay	\$392,054	\$467,243	\$291,425	\$1,110,103	\$300,950
Debt Service					
Principal	\$468,750	\$501,025	\$1,541,750	\$219,214	\$219,156
Interest	\$51,662	\$49,358	\$35,003	\$74,666	\$80,152
Total Expenditures	\$12,299,181	\$12,105,360	\$12,752,382	\$12,704,423	\$13,151,870
Excess (Deficiency) Rev over Expenditures	-\$2,327,594	-\$1,605,908	-\$1,758,819	-\$1,696,361	-\$1,371,596
Loan Proceeds	\$0	\$0	\$0	\$0	\$0
Capital Lease Proceeds	\$0	\$183,436	\$0	\$700,000	\$0
Sales of Capital Assets	\$20,291	\$1,809	\$21,317	\$12,045	\$2,434
Operating Transfers In	\$1,627,979	\$1,860,047	\$3,523,053	\$1,998,208	\$2,065,177
Operating Transfers Out	-\$178	-\$43,811	-\$25,822	-\$3,326	-\$3,326
Total Other	\$1,648,092	\$2,001,481	\$3,518,548	\$2,706,928	\$2,064,285
Net Change in Fund Balance	-\$679,502	\$395,573	\$1,759,729	\$1,010,566	\$692,688
Fund Balance at Beginning of Year	\$1,296,605	\$656,450	\$1,052,023	\$2,811,752	\$3,822,318
Fund Balance at End of Year	\$617,103	\$1,052,023	\$2,811,752	\$3,822,318	\$4,515,006

Operating Expenses as % Operating Income	-123%	-115%	-116%	-115%	-112%
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General Fund	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022	Balance 6/30/2023
Percentage of Total Expenditures					
General Government	29%	27%	25%	27%	30%
Public Safety	40%	40%	37%	38%	42%
Culture and Recreation	6%	6%	5%	5%	5%
Cemetery	1%	1%	1%	1%	1%
Airport	1%	1%	1%	1%	1%
Public Works	16%	17%	16%	16%	17%
Capital Outlay	3%	4%	2%	9%	2%
Debt Service	4%	5%	12%	2%	2%

Tax Rates	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022	Balance 6/30/2023
Operations	138	138	138	138	138
Debt Service	6	6	6	6	6
Total	144	144	144	144	144

Supplement B

Selected Data Enterprise Fund

Enterprise Fund Selected Data	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022	Balance 6/30/2023
FINANCIAL FACTORS- Summary of Revenues and Expenses					
Gross Revenues	\$6,533,567	\$5,694,527	\$6,320,043	\$7,037,104	\$6,846,742
Operation and Maintenance Expenses	\$3,700,908	\$3,396,123	\$4,031,250	\$3,792,290	\$4,943,473
Net Earnings	\$2,832,659	\$2,298,404	\$2,288,793	\$3,244,814	\$1,903,269
Debt Service	\$1,286,314	\$1,264,100	\$1,262,350	\$1,266,350	\$1,266,350
Debt Service Coverage	2.01	2.14	1.74	1.81	2.56
Total number of sewer connections in city	3458	3357	3385	3427	3421
Total number of sewer connections out of city	25	20	28	28	29
Total number of sewer connections	3483	3377	3413	3455	3450
Total number of water connections in city	3652	3549	3595	3627	3617
Total number of water connections out of city	394	354	355	405	367
Total number of water connections	4046	3903	3950	4032	3984

	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022	Balance 6/30/2023
Enterprise Fund Balance Sheet					
Assets					
Cash and Cash Equivalents	\$4,954,832	\$4,073,200	\$3,754,636	\$3,758,639	\$3,841,592
Accounts Rec (Net)	\$950,413	\$830,790	\$851,672	\$2,409,796	\$2,133,474
Inventory	\$199,666	\$232,484	\$208,777	\$225,306	\$211,980
Total Current Assets	\$6,104,911	\$5,136,473	\$4,815,086	\$6,393,741	\$6,187,046
Capital Assets					
Land	\$145,904	\$145,904	\$145,904	\$145,904	\$145,904
Construction in Progress	\$1,562,254	\$449,420	\$1,257,519	\$1,762,015	\$1,846,810
Capital Assets Net	\$24,605,544	\$27,032,977	\$29,114,556	\$28,208,031	\$27,087,455
Prepaid Pension Cost	\$232,606	\$177,845	\$231,864	\$330,824	\$330,824
Total Assets	\$34,999,663	\$35,023,891	\$35,078,217	\$34,757,364	\$35,664,101
Liabilities					
Accounts Payable/Accrued Expenses	\$187,347	\$72,602	\$106,789	\$109,307	\$67,834
Accrued Interest Payable	\$49,092	\$46,863	\$46,863	\$46,863	\$46,863
Compensated Absences	\$31,757	\$64,617	\$33,470	\$34,351	\$33,871
Notes and Bonds Payable	\$16,531,971	\$15,911,897	\$14,656,000	\$15,408,300	\$13,649,514
Net Pension Liability	\$1,544,673	\$1,657,732	\$1,775,345	\$1,412,421	\$1,639,412
Due to Other Funds	\$53,995	\$0	\$410,370	\$0	-\$11,465
Total Liabilities	\$18,398,833	\$17,753,710	\$17,028,836	\$17,011,241	\$15,426,028
Unavailable Revenue Pension	\$27,312	\$12,951	\$106,832	\$368,525	\$27,880
Fund Balances	\$16,597,745	\$17,311,556	\$17,621,696	\$18,284,335	\$18,856,718
Total Liabilities as % of Total Assets	53%	51%	49%	49%	43%
Receivables as % of Total Current Assets	16%	16%	18%	38%	34%
Fund Balance as % of Total Assets	47%	49%	50%	53%	53%

	Balance 6/30/2019	Balance 6/30/2020	Balance 6/30/2021	Balance 6/30/2022	Balance 6/30/2023
Enterprise Fund Statement of Activities					
Revenues					
Charges for Services Water	\$2,344,913	\$2,015,364	\$2,273,301	\$2,426,290	\$2,485,482
Charges for Services Sewer	\$2,191,103	\$2,270,038	\$2,420,857	\$2,586,187	\$2,648,149
Service Charges	\$71,534	\$77,836	\$116,150	\$79,476	\$90,997
Other Fees and Charges	\$49	\$33	\$60	\$72	\$80
Penalties	\$100,926	\$90,947	\$112,318	\$103,765	\$127,663
Concessions	\$71,830	\$42,825	\$70,026	\$64,830	\$75,718
Waterpark	\$1,612,638	\$1,058,415	\$1,227,134	\$1,734,552	\$1,280,495
Miscellaneous	\$1,457	\$16,923	\$3,620	-\$441	\$8,143
Tower Leases	\$210,947	\$165,005	\$168,036	\$107,813	\$121,316
Total Operating Revenue	\$6,605,398	\$5,737,385	\$6,391,503	\$7,102,544	\$6,838,043
Expenditures					
Salaries and Benefits	\$885,252	\$1,027,147	\$1,155,820	\$1,002,872	\$1,096,842
Insurance	\$215,266	\$246,471	\$296,762	\$338,562	\$443,035
Contract Services	\$1,183,836	\$1,020,224	\$1,081,604	\$1,195,760	\$1,556,514
Repairs and Maintenance	\$257,294	\$238,946	\$466,661	\$270,387	\$176,147
Legal and Professional	\$164,227	\$224,666	\$149,490	\$134,132	\$68,252
Supplies	\$221,634	\$221,181	\$229,948	\$207,960	\$299,479
Other	\$918,069	\$563,083	\$802,141	\$810,608	\$1,462,363
Depreciation	\$1,332,513	\$1,419,723	\$1,459,043	\$1,484,530	\$1,482,884
Total Operating Expenditures	\$5,178,091	\$4,961,440	\$5,641,468	\$5,444,812	\$6,585,516
Total Operating Net (Loss) Revenue	\$1,427,307	\$775,945	\$750,034	\$1,657,732	\$252,527
Operating Expenses as % Operating Income	78%	86%	88%	77%	96%
Percentage of Total Expenditures					
Salaries and Benefits	17%	21%	20%	18%	17%
Insurance	4%	5%	5%	6%	7%
Contract Services	23%	21%	19%	22%	24%
Repairs and Maintenance	5%	5%	8%	5%	3%
Legal and Professional	3%	5%	3%	2%	1%
Supplies	4%	4%	4%	4%	5%
Other	18%	11%	14%	15%	22%
Depreciation	26%	29%	26%	27%	23%