

2017-2018



*City of Union*  
*Annual Budget*

*City of Union*  
*101 Sharpe Avenue*  
*Union, SC 29379*  
*864-429-1700*

*City of Union*

**CITY OF UNION, SOUTH CAROLINA  
FISCAL YEAR 2017 – 2018 ADOPTED BUDGET**

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# **BUDGET INTRODUCTION**

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**City of Union, South Carolina**  
**LIST OF ELECTED and APPOINTED OFFICIALS**  
**as of June 30, 2017**

**ELECTED**

<b>Mayor</b>	<b>Harold E. Thompson</b>
<b>Councilmember, District 1</b>	<b>Tommy L. Anthony</b>
<b>Councilmember, District 2</b>	<b>Robert Garner-Mayor ProTem</b>
<b>Councilmember, District 3</b>	<b>Vicki Morgan</b>
<b>Councilmember, District 4</b>	<b>Ricky Todd Harris</b>
<b>Councilmember, District 5</b>	<b>Pamela G. Sloss</b>
<b>Councilmember, District 6</b>	<b>Sonja Craig</b>

**APPOINTED**

<b>City Attorney</b>	<b>Larry Flynn</b>
<b>City Recorder</b>	<b>Wade Hampton</b>
<b>City Clerk/Personnel Director</b>	<b>Gloria Rogers</b>
<b>Public Service Director</b>	<b>Perry Harmon</b>
<b>Maintenance Director</b>	<b>Leroy Edwards</b>
<b>Public Safety Director</b>	<b>Sam White</b>
<b>Finance Director</b>	<b>Walker C. Gallman, Jr.</b>
<b>Utilities Director</b>	<b>Joe F. Nichols</b>

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# **GENERAL INFORMATION**

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City of Union, South Carolina  
Fiscal Year 2017-2018 Budget

**FOREWORD**  
**THE CITY**

Dear Reader,

Welcome to the City of Union, South Carolina. The City of Union has a population of 8,393. The City is the county seat of Union County with a population of 28,961.

Union is a unique blend of small town America and a progressive modern community. Here you'll find patriotism, hospitality and friendliness. People you pass on the street will smile, wave and say hello. Family values, church and the work ethic prevail.

Main Street is an active, viable business district where friends meet. Main Street Junction, an events center, is now open. It is located in Historic Downtown Union at 107 East Main Street. The facility provides the ideal indoor and outdoor location for weddings, receptions, banquets, parties and business meetings. A picturesque park with ornamental trees, plants and historical adornments is adjacent to Main Street Junction and available for rental. The 1<sup>st</sup> floor is designed to accommodate banquet, cocktail and theatre style configurations. Office space, a conference room, open flexible space, and a quaint dressing parlor are located on the 2<sup>nd</sup> floor.

Churches of all faiths abound and are busy all week with outreach programs.

Our school systems have up-to-date curricula and facilities that can take students from pre-school to college at the University of South Carolina-Union and Spartanburg Community College – Advance Technology Campus.

Recreational opportunities are everywhere, from hunting and fishing in Sumter National Forest, working out at the local YMCA, or enjoying an outing with your family at our public parks. A Sports Complex, that includes a Miracle League field, provides opportunity to host tournament baseball and softball.

Local government is efficient, responsive and non-intrusive, providing excellent utilities and services, as well as a high degree of security.

Incorporated on December 20, 1837, the City of Union is over one-hundred and seventy seven years old, one of South Carolina's first municipalities.

Union has the mayor-council (strong mayor) form of government, with six councilmembers and a mayor being elected to four-year staggered terms of office.

City Council sets policies and provides the framework for the many City services through ordinances, resolutions and motions.

The Mayor acts in a legislative capacity as a member and presiding officer of the council. He acts in an executive capacity as chief administrative officer of the council's policies.

Regular meetings of City Council are held on the third Tuesday of each month at 6:30 p.m. at the Municipal Complex on Sharpe Avenue.

The Mayor is responsible for recommending policy, and carrying out the policies and enforcing the ordinances adopted by City Council. He prepares the annual budget, accomplishes the hiring of employees and is responsible for the effective and efficient operation of all City functions.

The City of Union is rich in tradition and history, with hospitality and courtesy being paramount.

### ***CITY OF UNION MISSION STATEMENT***

**“The City of Union will at all times provide quality services to all citizens equitably and in a fair, responsive, efficient and caring manner. We value employees who exhibit moral values that stress the importance of treating co-workers and our citizens with respect and fairness. We pledge to communicate and provide leadership effectively equitably with all our citizens, organizations and community at large as we try to develop and maintain a high quality of sustainable living in the City of Union.”**

### **BUDGETARY SYSTEM**

The fiscal year of the City of Union begins July 1 and ends June 30. Detailed provisions for the City's Budget are set forth in South Carolina Code and City Code.

The budget process begins in January - five (5) months before the budget will take effect. The FY2018 budget calendar, which follows, outlines the budget process for the City of Union.

### **FY 2018 BUDGET CALENDAR**

February 3	Budget worksheets to departments
February 24	Budget worksheets to Finance Department
Feb 24– Mar 3	Review & compilation of all requests by Finance Department
Mar 6- Mar 10	Mayor, reviews all requests in light of revenue projections
Mar 13-Mar 17	Compilation of Budget Retreat Information
Mar 20, 22&23	Budget Workshops

Mar 24-Apr 21	Mayor, Finance Director and Finance Staff review Budget Retreat priorities in light of updated revenue projections and prepare budget document.
April 24- Apr 27	Mayor prepares budget message; assembly and typing of FY2018 Proposed Budget
Apr 28	FY2018 Proposed Budget reviewed and printed
May 1	Publish ad detailing Budget Summary for Public Hearing
May 16	FY2018 Proposed Budget submitted to Council; First Reading of Proposed FY2018 Budget Ordinance by City Council
June 20	Second Reading of Proposed FY2018 Budget and Tax Levy Ordinance by City Council
June 21-23	FY2018 approved budget typed and printed
June 30	Distribution of FY2018 budget document

Preliminary discussions between the Mayor and Department Heads take place to determine departmental needs and direction. The results of these discussions are assembled, along with financial forecasts, and presented to City Council at the annual budget workshop. During the budget workshop, City Council establishes goals, priorities, policies, and budget parameters for the upcoming fiscal year. Based on guidance given by Council at the workshop, a proposed budget is developed and submitted for consideration by City Council and the public prior to the beginning of the new fiscal year. The proposed budget receives a public hearing and requires first and second Reading by City Council before taking effect.

This budget once ratified by City Council, authorizes the Mayor to transfer funds as detailed in the Budget Ordinance, Section 3. He may not exceed the appropriated limits for expenditure in a given fund without first seeking a Budget Adjustment Ordinance from City Council.

The City maintains budgetary control on a GAAP basis at the object level (Salary, Regular; Salary, Part-Time; Overtime, Social Security, etc.) within each division. Detail control is accomplished by maintaining appropriations, expenditures and expended balances by line item within each operating division, within each operating department, and within each operating fund. Purchase requisitions or payments which would exceed their available object level appropriation are not processed without the approval of the Mayor.

## **THE ACCOUNTING SYSTEM**

The City's Accounting System is organized and operated on a fund basis. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts. The types of funds to be used are determined by generally accepted accounting principles, and the number of individual funds established is determined by sound financial administration.

The City's records are maintained on a modified accrual basis for all governmental and fiduciary fund types. Accordingly, revenues are recognized when susceptible to accrual, i.e., both measurable and available. Expenditures, other than interest on long-term debt, are recorded as liabilities when incurred. The accrual basis of accounting is utilized by all proprietary funds.

### **THE CITY OF UNION ANNUAL BUDGET IS ORGANIZED AS FOLLOWS:**

The Mayor's Budget Message - This message gives an overview of the City's fiscal status, discusses future financial trends, highlights key budget items and provides any necessary additional information on the Budget document itself.

Personnel Report - This section contains the City Organizational Chart, Pay Plan, Position Class Array, Personnel Summary, Historical Staffing, and a narrative concerning Personnel/Benefit changes implemented in the Annual Budget document.

Financial Summaries - Summaries for all fund revenue and expenditure activity for the 2017-2018 fiscal years. Comparison data is provided, as well as illustrative charts and narratives.

Departmental Budgets - Expenditures by division are outlined by line item; narrative outlining divisional function and staffing level; detail of personnel and capital outlay; and brief analysis of significant change in the division budget.

Revenue Manual - Outlines a description of the revenue source; the legal authorization to collect it; the fee schedule, or how the revenue is calculated; a history of the revenue, and pertinent comments. The manual is grouped by fund.

Appendices - Glossary of Terms; enabling Ordinances.



CITY OF UNION  
101 SHARPE AVENUE  
P.O. BOX 987  
UNION, SC 29379  
864-429-1700

**TO:** The Members of City Council, and Citizens of the City of Union  
**FROM:** Mayor Harold E. Thompson  
**RE:** Budget Message

Ladies and Gentlemen:

This budget mirrors our commitment to provide excellent services to residents, business, and visitors. I am pleased to present you with the Annual Budget for Fiscal Year beginning July 1, 2017 and ending June 30, 2018 (FY 2017-2018) which total \$45,975,700.

**Maintains Service Capacity** - The intent of this goal is to establish a high quality of life by providing our customers with levels and standards that ensure adequate maintenance of City service levels and the entire City infrastructure. This ensures quality service levels, both now and in the future, in the following areas: Facilities, Utility Infrastructure, Equipment, General Government Infrastructure, Technology, Staff, and Roads.

**Public Safety** – The City intends to deliver criminal justice, fire and hometown security services to the citizens of Union to ensure safety, security as we grow progress toward making Union the safest City in South Carolina.

**Long term Plan for Economic Development** – The City recognizes the importance of strengthening its role as a place for economic activity through job creation, business location and expansion, redevelopment and tourism.

**Management Growth** – Development projects will continue to evolve this fiscal year and test City resources. These projects present excellent opportunities for managed and strategic growth for the City.

**Emphasizes Quality of Government** – The City is committed to the extraordinary delivery of quality services to citizens provided by a customer-focused, well-trained, highly motivated workforce.

**Implementation of the Financial Management Plan** – The City develops and maintains financial policies and practice for the City of Union that ensures adequate protection of the City’s financial resources.

**Provide open and Efficient Communication** – We strive to enhance our ability to provide open and effective communication with the public, private, and political customers, and with all other internal and external customers.

Future Fiscal  
Status

While we have been able to produce a General Fund budget that is balanced, we have done so by the dependence of a fee in lieu from the City's Enterprise Funds and prior year fund balance.

Future budgets will be increasingly difficult to balance without additional revenues. The City will continue to work with businesses and developers to expand and grow with tax base.

City Council will continue to explore ways to bring new resources to the General Fund and seriously consider ways to increase the City's existing revenues.

Working to keep up with inflationary pressures, federal and state mandates, personnel costs driven by health insurance and workman's compensation expenses, and work-place regulations, will be a challenge in the future.

Early projection of General Fund revenues and current programs reveal a renewed deficit situation in future budgets. Future budgets will be a challenge to balance without increased revenue. The implementation of a local hospitality and accommodations tax generates additional funds for providing tourism and recreational events. This additional revenue reduces the General Fund Expenditures on these types of events.

In the Enterprise Fund, the full impact of mandated projects and the cost of wholesale energy continue to be felt in fiscal year 2017-2018. Dependence of the General Fund upon the Enterprise Fund may cause rate increases and/or the curtailment of some capital improvements projects. The Enterprise Fund is expected to grow customer base in the future as new businesses continue to develop throughout Union County. The City through its utilities (water, sewer, electric, and gas) is a key player in economic growth. The dependence on the City to provide key services and stimulate development is essential.

As we continue to work together for growth and development the challenge of revenue generation can be met, and there is no reason why the City should not continue to be fiscally healthy.

Conclusion

We remain very mindful of the budgetary and fiscal challenges our City faces. Again we are not being forced to cut any services or any of our workforces. But there is an increasing cost to provide police and fire protection, maintaining a sound infrastructure to support the valuable utilities we provide our citizens and adequate healthcare for our employees that maintain these services.

We understand that the services we provide cost money to maintain but we must insist the money we collect from our citizens be spent in an honest and efficient manner.

Above all, gratitude and appreciation is extended to City Council for their numerous hours devoted to understanding the budget and for their guidance and support. Special appreciation is extended to Council for addressing many difficult issues.

This budget would not have come to be if it were not for the hard work and long hours spent by many City Employees.

Sincerely,



Harold E. Thompson  
Mayor, City of Union

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## BUDGET SUMMARY

The FY 2017/2018 adopted balanced budget totals \$45,975,700 an increase of 1.8% over last fiscal year budget totals. The main reason for the increase is due to the projected increases in wholesale purchase power cost and personnel benefit cost.

The General Fund budgeted expenditures total \$5,893,150 a decrease of \$234,580 or 3.8% under FY 2016/2017. There are many fiscal pressures on the General Fund. State law limits the increases of property tax millage unless the government has a specific reason. The City will not increase property taxes for FY 2018. The 2017 tax rate will be set at 86.8 Mills. The Local Government Fund, which is funded by state revenues, continues to be debated by our state legislature concerning projected funding for FY 2018. The transfer of funds from the (2) two enterprise funds of the City continue to be a major revenue source of the General Fund at \$1,691,360 or 31% of total projected revenues of \$5,383,170. The Public Safety Department which is 59% of the General Fund Budget continues to pressure resources of the General Fund.

The hospitality and accommodations fee has allowed council to appropriate funds for local tourism and tourism related recreational events and projects. This fund has relieved some of the stress on the General Fund to fund these events.

The Solid Waste Management Fund's budget for FY 2017/2018 totals \$764,380, an increase of \$6,180 or < 1% over FY 2016/2017. Capital equipment in the amount of \$140,000 will be funded by the use of a lease purchase agreement. The monthly garbage fee of \$16.00 will remain the same for FY 2018.

The Utility Enterprise fund budget expenses for FY 2017/2018 total \$38,474,220, an increase of \$1,256,350 or 3.8% over FY 2016/2017. Electric wholesale cost continues to increase forcing the adopted electric rate increase of 5%. Natural gas wholesale costs are projected to be stable with no rate increase. State and Federal mandates, as well as the loss of industrial base, continue to stress the water and sewer divisions. The City's water division provides water to approximately 6018 customers directly, as well as (5) water districts, and provides sewer service to approximately 4815 customers. Water rates are proposed to increase 2% to include the fire sprinkler charge. Customers with a 2" water meter or above will see an incremental increase of the customer service charge based on size of meter. Wastewater rates will increase by 2%, residential increase will include increase in the customer service charge and the volume of water consumed up to a maximum of 12,000 gallons. Water districts wholesale rates are being adjusted by contract.

The General Fund and Enterprise Funds will be balanced using fund balance and retained earnings accumulated from prior years.

## **RATE INCREASES**

The General Fund FY 2017/2018 budget does not include a tax or fee increase. The General Fund, again this year, will rely on prior year fund balance to present a balanced budget.

The Solid Waste Management fee will remain the same at \$16 per month. This fund will be balanced using prior year retained earnings.

The City continues to be challenged to establish electric wholesale cost due to the complicated billing arrangement we have between Lockhart Power Company and Piedmont Municipal Power Agency (PMPA). Natural gas wholesale commodity rates continue to remain stable. Indicators in the market expect natural gas commodity increases to be moderate for FY 2018. Electric rates will increase by 5% for all rate classes increasing the customers service charge, consumption and demand charges for our commercial and industrial customers. The purchase power adjustment (PPA) will continue to be a factor in computing electric rates because of our billing arrangements with Lockhart Power and Piedmont Municipal Power Agency. The natural gas base rates will remain the same, but the purchase gas adjustment (PGA) will continue. Water and wastewater rates will increase 2% to include the customers service base charge and volume used. Also, the fire sprinkler charge will increase by 2%. This rate increases will affect all rates classes except for water districts. Water District wholesale rates will be set by contract.

The City will rely on prior year retained earnings to maintain the combined utility system.

The General Fund with a \$509,980 deficit will need to secure more funding or reduce expenditures going forward. Solid Waste Management, even with a proposed balanced budget, future capital needs will be a concern. Mandates from State and Federal Agencies continue to stress all our Utilities. The electric utilities service territory is confined, and that leaves the City at a disadvantage in attracting industrial load. The natural gas system is one of the bright spots for the City. Our industrial load continues to increase due to the economic upturn and new growth. Water and wastewater, with proposed deficits of \$1,018,350 and \$1,612,420 respectively, are a concern. Water and wastewater, with decreasing volumes, rely heavily on the Combined Utility concept.

## **STAFF AND COMPENSATION CHANGES**

FY 2017/2018 will see City employees receiving a cost of living adjustment of 2.0%. The size of the City's workforce will see a net decrease of 7 employees in FY 2018 by attrition. There will be one addition, a Main Street Junction Facility Manager. Employees lost by attrition include a public safety officer, water plant trainee, wastewater plant operator, electric lineman, finance clerk and a heavy equipment operator. Also, 3 public safety officer positions will be changed to fireman positions.

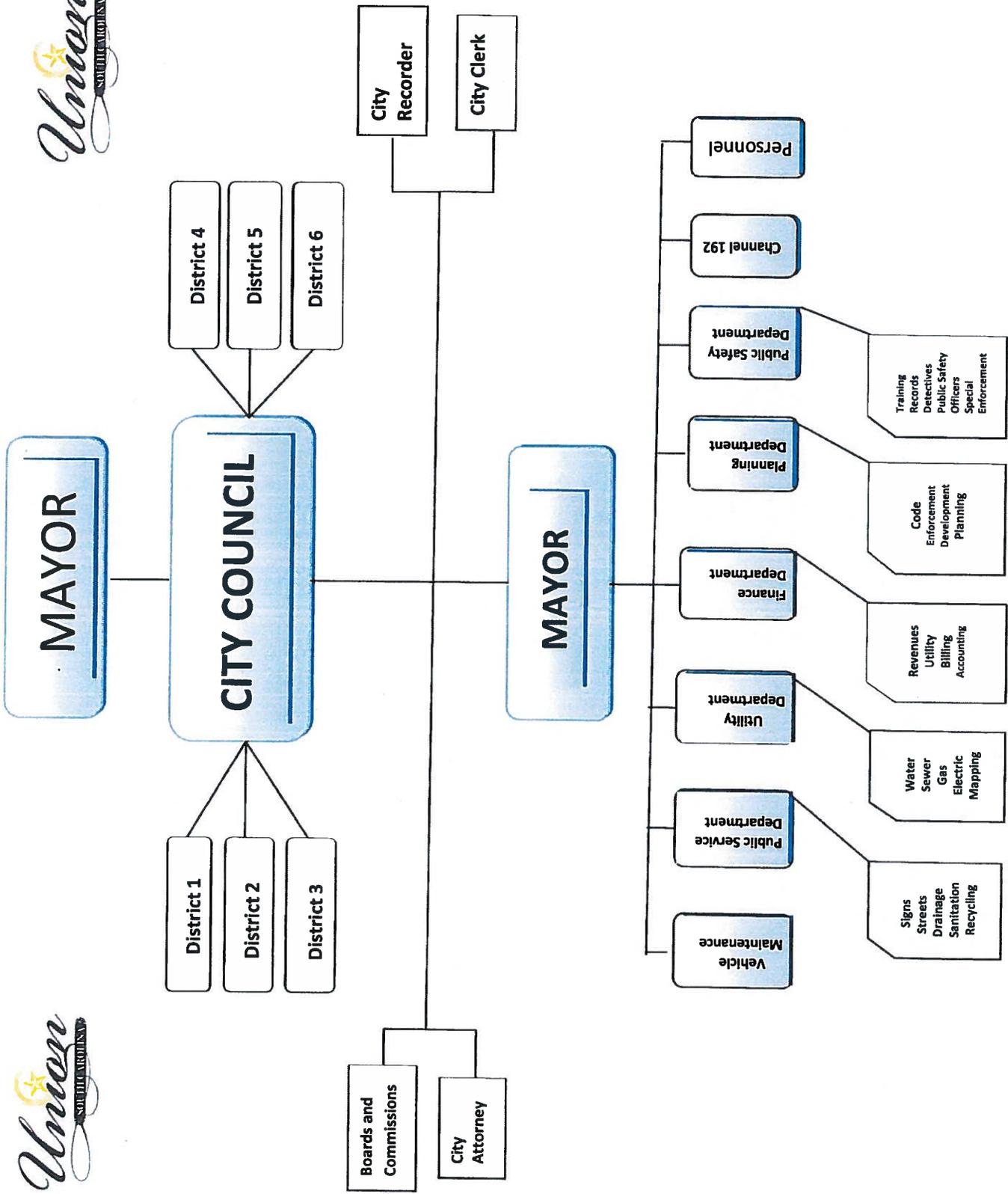
## BUDGET HIGHLIGHTS

1. The General Tax millage rate, will remain the same at 86.8 mills .
2. The Solid Waste Management fee will remain the same at a monthly fee of \$16.
3. Electric Rates will increase by 5% FY 2018; however, the (PPA) purchase power adjustment will continue to be a factor in computing monthly electric rates as we go forward. A residential electric customer and a residential all-electric customer increase per 1000 kwh in usage monthly increase would be approximately \$6.76 and \$6.34 respectfully.
4. Water rates will increase by 2% on volume to include the fire sprinkler charge. Wholesale water district rates will be adjusted by contract. Based on 4000 gallons of water and inside the City residential customer monthly bill will increase approximately \$0.46 per month. Using the same criteria an outside the City customer's increase will be \$ 0.67 per month.
5. Wastewater charges will increase by 2%. The wastewater charge is based on water consumption up to a maximum of 12,000 gallons per month for residential customers. All other customer's sewer is based on total consumption. The increase on usage of 4000 gallons of water will be approximately \$.64 for a residential customer inside the City and approximately \$.98 for a residential outside the City customer.
6. Natural Gas rates will remain the same, with a monthly purchase gas adjustment (PGA) continuing.
7. The City expects to continue its solicitation of the State Highway Department for street resurfacing and sidewalk projects and to apply for grants to enhance the quality of life of our citizens and utility customers.
8. Capital in the amount of \$216,200 is provided in the General Fund. See Capital Summary for details.
9. Solid Waste Management Department capital request is a brush truck for \$140,000 to be purchase by a lease purchase agreement.
10. Capital equipment in the amount of \$58,000 is provided in the Utility Fund. See Capital Summary for details.
11. \$3,686,180 is provided for Utility Infrastructure improvements. See Capital Summary for details.
12. A 2% cost of living raise is provided in this year's appropriation for employees.

13. The cost to purchase a CD from the Union Connection for an event will remain the same at \$10 each.
14. For FY 2018 the City will continue to add a convenience fee, the cost of processing credit cards for payments paid to the City at City Hall or by telephone. This will include the payment of utility bills and solid waste fees. The convenience fee will be revenue neutral with the City just passing on the fee charged. Online payment of utility billing fees will continue to be absorbed by City.
15. The City continues to assist outside agencies for the betterment of our City. On September 1, 2010 a Local hospitality and accommodations fee was implemented. These funds will be used to fund outside organizations and events to promote tourism and recreational events as provided by S.C. Code Section 6-1-530 and 6-1-730.
16. The following is a list of special revenue funds and their FY 2017-2018 proposed budgets:

Local Hospitality and Accommodations	\$405,000
Main Street Junction	111,450
Economic Development Fund	200,000
Drug Fund	7,000
Community Change Fund	30,000
Debt Service- Tax Increment District	90,000

# PERSONNEL



**EMPLOYEES BY DEPARTMENT**

<b>CLASSIFICATION</b>	<b>FY2013 ADOPTED</b>	<b>FY2014 ADOPTED</b>	<b>FY2015 ADOPTED</b>	<b>FY2016 ADOPTED</b>	<b>FY2017 ADOPTED</b>	<b>FY2018 ADOPTED</b>
LEGISLATIVE	9	9	9	9	9	9 (1)
CITY COURT	2	2	2	2	2	2
CITY ATTORNEY	1	1	0	0	0	0 (2)
THE UNION CONNECTION	3	2	3	3	3	3
PUBLIC SAFETY	40	41	41	41	41	38 (3)
PUBLIC SERVICE - STREET DEPT.	8	8	8	8	8	7 (4)
PUBLIC SERVICE - SOLID WASTE	5	5	5	5	5	5
BUILDING & ZONING	2	3	3	3	4	4
MAIN STREET JUNCTION	0	0	0	0	0	1 (5)
VEHICLE MAINTENANCE	4	4	4	4	4	4
ACCOUNTING	5	5	5	5	5	5
UTILITY BILLING	9	9	9	9	9	8 (6)
UTILITIES - ADMINISTRATION	3	3	3	4	4	4
UTILITIES - SUPPORT SERVICES	4	4	4	4	4	4
UTILITIES - ELECTRIC	8	8	8	8	9	8 (7)
UTILITIES - WATER	14	14	14	14	15	14 (8)
UTILITIES - WASTEWATER	6	7	7	6	6	5 (9)
UTILITIES - GAS	10	10	10	10	10	10
<b>TOTAL</b>	<b>133</b>	<b>135</b>	<b>135</b>	<b>135</b>	<b>138</b>	<b>131</b>
<b>LESS ELECTED OFFICIALS</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
	<b>126</b>	<b>128</b>	<b>128</b>	<b>128</b>	<b>131</b>	<b>124</b>

1. The Mayor, six councilmembers, the Municipal Clerk/Personnel Director, and the Management Services Secretary are budgeted in this account.
2. The attorney is paid through the Legislative Department.
3. Three (3) vacant PSO positions have been moved to Firefighter positions in this department. Two (2) part-time animal control positions have been removed. One (1) School Resource Officer has been moved to a PSO position.
4. A Heavy Equipment Operator position has been removed from this department.
5. A Facilities Manager has been added to the new Main Street Junction Department.
6. An IT/Billing/Collections Specialist has been removed from this account as of January 1, 2018.
7. A lineman position has been removed from this department as of January 1, 2018.
8. A Water Plant Trainee has been removed from this account.
9. A Wastewater Plant Operator has been removed from this account.

## **PERSONNEL REPORT**

The City of Union is the County Seat of Union County with just over 8,300 persons residing within the four and a half square miles of corporate limits. The City of Union is a community of gradual but positive change, along with hospitality and courtesy. Our primary goal is service to our citizens.

### **CITY ORGANIZATION**

The City of Union is under the Mayor-Council form of government. This structure consists of a Mayor and six Councilmembers. City Council employs a Mayor who handles all of the day-to-day activities of the City. He has responsibility for the hiring of all budgeted positions except for those non-classified positions directly appointed by City Council.

City services are organized into departments and divisions.

The City of Union continues to grow, requiring City services to grow as well. New employees have only been added after much consideration, to carry out the tasks of the City. Presently 127 full-time and 4 part-time positions carry out the operations of the City government. The budget for fiscal year 2017-2018 has a request for one additional position. There is a 2.0% cost of living adjustment included in the budget.

The key to any service provider is people. The City of Union is proud of its work force and the job that they do. We feel that the employee is an investment in time and money with performance being the only measurement of return on that investment.

### **Employee Benefits**

To keep pace with employee needs, there have been many changes in the overall benefit package of the City of Union.

#### **Health Insurance**

The City of Union provides health and dental insurance under its group policy with the State Plan which is administered by the S.C. Budget and Control Board, Public Employee Benefit Authority (formerly known as EIP). The City of Union joined the State Plan in July 1997. This has proven to be one of the best things that could have happened for the City and the employees. Health insurance coverage is one of the most valuable benefits that our employees enjoy.

City employees are able to have their claims electronically filed by participating physicians. Most employees prefer to drop by the office or call to inquire on payment status or problems in dealing with doctors or hospitals. When employees are not satisfied

## **Personnel (Continued)**

with the way a claim is handled, the Personnel Director acts as a liaison between the claimant and the third party administrator (PEBA formerly known as EIP).

The City has been involved with a Cafeteria Plan for several years, with limited participation. In 1998, the City began using the Money-Plus option of the State Health Plan. This plan enables employees to pay out-of-pocket child care or health expenses from pre-tax dollars, with more money being left in the pocket of the employee. The City has also been energetic in other areas of employee benefits. A Buy-Back for sick leave that rewards employees for not abusing the use of sick leave and the implementation of a Wage and Compensation study are some of the more significant changes in the City of Union benefit package.

Training remains a top priority and employees are urged to develop their work skills. Training is offered and often required in order to keep employees proficient and up to date in their work. An aggressive training program headed by a Training Officer is in place and working well in the Public Safety Department. The services of a Safety Consultant have proven to be an effective way to curb the rising cost of Workers' Compensation insurance. All employees are expected and encouraged to take advantage of any opportunities for training that may be offered. The Personnel Office makes every attempt to keep Department Heads aware of all training opportunities as they become available.

## **Compensation**

In FY 2001-02, a Wage and Compensation Study resulted in a position classification system with a recommended salary schedule and new job descriptions. This system has worked well for the City.

Even though there has been relative stability in personnel numbers and costs over the last several years, there are several factors that would point toward future growth in personnel and personnel costs in the future.

- The City of Union receives requests for new utility services inside and outside of the corporate limits of the City of Union, the demand for City of Union utility services are expected to grow as all areas of economic development expand in the City of Union and Union County.
- Department Heads have been asked to review all positions for need and effectiveness. Reorganization and automation has been used as an effective tool to control growth in the workforce.
- Cost to provide employee benefits will increase. Health insurance costs are projected to increase 4.0 % for employer only effective January 1, 2018. This increase includes a surcharge of .051%. Employees will also see their cost increase by the surcharge.

## Personnel (Continued)

- Retirement cost, employer part, will increase for FY2018 by a proposed 2%. Employer cost will increase to 13.56% for SCRS and 16.24% for members in the PORS. Employee contributions will remain the same.
- Workman's Compensation cost has seen a significant decrease for calendar year 2017. Claims were down dramatically for 2016. General Liability premiums have also decreased for the same period of time.
- In-House Safety Training, along with a Safety Consultant and our own Safety Committee has increased our awareness of potential hazards to our employees over the years. SCMIT now provides courtesy safety inspections. Continued promotion of safety equipment and employee recognition of proper safety procedures will remain a priority. Litigation and loss time claims continues to increase.
- SCMIT and SCMIRF now provide online training to employees. The law enforcement and corrections courses are approved for 55 hours of continuing education credit through the SCCJA.
- The Blood-borne Pathogens Standard has significantly changed the way some employees work. Public Safety and Public Works employees have undergone extensive training on the requirements and steps needed to comply with the Act. HBV vaccine has been provided to all employees identified as "at risk". The final effect and costs of this regulation are still to be calculated.
- Annual adjustments to reflect the market conditions to maintain the current competitiveness level to compete for its labor supply plays a large factor in cost.
- The Omnibus Transportation Testing Act which took effect in January 1995 requires implementation of a drug and alcohol testing policy as well as random tests for all drivers who have CDL driver's license.
- New federal regulations for CDL drivers became effective January 30, 2012. All CDL drivers for the City of Union are in compliance with federal regulations.
- Alcohol & Drug Testing Policy for Law Enforcement Personnel took effect July 1, 2012 for the adoption of a "Zero-Tolerance" Standard.

Future efforts toward reducing personnel costs must be explored, while at the same time seeking to improve employee productivity. Benefit costs per employee are sure to rise.

**CITY OF UNION  
ANNUAL BUDGET  
FY 2017-2018**

**PERSONNEL SUMMARY**

DESCRIPTION	2017-2018 ADOPTED POSITIONS	2017-2018 ADOPTED BUDGET
<b>GENERAL FUND</b>		
<u>LEGISLATIVE</u>		
Mayor	1	
Councilmembers	6	
Municipal Clerk/Personnel Director	1	
Management Services Secretary	1	
<b>Total</b>	<b>9</b>	<b>\$316,490</b>
<u>CITY COURT</u>		
Municipal Judge	1	
Bailiff (part-time)	1	
<b>Total</b>	<b>2</b>	<b>\$43,190</b>
<u>THE UNION CONNECTION</u>		
Media Information Technology Coordinator	1	
Part-time Videographers	2	
<b>Total</b>	<b>3</b>	<b>\$93,540</b>
<u>PUBLIC SAFETY</u>		
Director Public Safety	1	
Captains	2	
Lieutenants	3	
Investigators II	3	
Sergeants	4	
Corporals	4	
Public Safety Officers	9	
School Resource Officers	1	
Records Clerk	3	
Part-time officers	1	
Firemen	7	
<b>Total</b>	<b>38</b>	<b>\$2,723,360</b>
<u>PUBLIC SERVICE - STREET</u>		
Supervisor	1	
Heavy Equip Oper.	5	
Lawn Maintenance	1	
<b>Total</b>	<b>7</b>	<b>\$437,320</b>
<u>PLANNING</u>		
Business License Coordinator	1	
Building/Zoning Coordinator	1	
Building Inspector	1	
Clerk Trainee	1	
<b>Total</b>	<b>4</b>	<b>\$218,780</b>

**SOLID WASTE FUND**

SOLID WASTE

Public Service Director	1	
Heavy Equipment Operators	3	
Solid Waste Collectors	1	
<b>Total</b>	<u>5</u>	<u>\$323,310</u>

**MAIN STREET JUNCTION**

MAIN STREET JUNCTION

Facilities Manager	1	
<b>Total</b>	<u>1</u>	<u>\$66,460</u>

**UTILITY FUND**

FINANCE - ACCOUNTING

Finance Director	1	
Accounting Supervisor	1	
Payroll Coordinator	1	
Accounts Payable Coordinator	1	
Tax Coordinator	1	
<b>Total</b>	<u>5</u>	<u>\$383,800</u>

FINANCE - UTILITY BILLING

Senior Meter Reader	1	
Meter Readers	2	
Account Clerks	3	
Customer Service Representative	1	
Utility Billing Coordinator	1	
<b>Total</b>	<u>8</u>	<u>\$487,220</u>

VEHICLE MAINTENANCE

Maintenance Director	1	
Auto Technician II	1	
Auto Technician III	1	
Utility Worker II	1	
<b>Total</b>	<u>4</u>	<u>\$295,290</u>

UTILITY ADMINISTRATION

Utility Director	1	
Assistant Utility Director	1	
Administrative Assistant	1	
Mapping Technician	1	
<b>Total</b>	<u>4</u>	<u>\$410,430</u>

UTILITY SUPPORT SERVICES

Warehouse/Procurement Agent	1	
Maintenance Technician	1	
Warehouseman	1	
Service Locator	1	
<b>Total</b>	<u>4</u>	<u>\$283,860</u>

**ELECTRIC**

Construction & Maintenance Supervisor	1	
Assistant Supervisor	1	
Lineman II	6	
<b>Total</b>	<b>8</b>	<b>\$739,400</b>

**WATER**

Construction & Maintenance Supervisor	1	
Assistant Supervisor	1	
Serviceman	1	
Heavy Equipment Operators	4	
Water Plant Supervisor	1	
Water Plant Operators	6	
<b>Total</b>	<b>14</b>	<b>\$991,190</b>

**WASTEWATER**

Wastewater Plant Supervisor	1	
Wastewater Plant Operators	4	
<b>Total</b>	<b>5</b>	<b>\$429,150</b>

**NATURAL GAS**

Construction & Maintenance Supervisor	1	
Assistant Supervisor	1	
Welder	1	
Heavy Equipment Operator	5	
Measurement & Control Dispatcher	1	
Gas Dispatcher/Serviceman	1	
<b>Total</b>	<b>10</b>	<b>\$685,110</b>

**CITYWIDE TOTAL**

	<b>131</b>	
Less Elected Officials	<b>7</b>	
<b>TOTAL</b>	<b>124</b>	<b>\$8,927,900</b>

# **FINANCIAL SUMMARIES**

**CITY OF UNION  
SOURCES & USES  
FISCAL YEAR 2018**

	<b>GENERAL FUND</b>	<b>LOCAL HOSPITALITY &amp; ACCOMM. FUND</b>	<b>ECONOMIC DEVELOPMENT FUND</b>	<b>DRUG FUND</b>	<b>COMMUNITY CHANGE</b>
<b>REVENUES</b>					
Taxes and penalties	\$1,261,400	\$220,000			
Fee in lieu of taxes	24,000				
License, permits, and fees	1,225,800				
Fines and forfeitures	100,000				
State collecting taxes	426,460				
Intergovernmental Revenue	612,480				
Interest	8,000				
Other	33,670				
Solid waste fee					
Sales-electric					
Sales-water					
Sales-gas					
Charges-wastewater					
Community Change					19,200
Fee in lieu of franchise fees/Tranfers	1,691,360				
<b>TOTAL SOURCES</b>	<b><u>\$5,383,170</u></b>	<b><u>\$220,000</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$19,200</u></b>
Personnel cost	\$3,872,030				
Power and natural gas for resale					
Maintenance and operations	1,658,730	405,000	200,000	7,000	30,000
Allocation	111,910				
Payment in lieu of franchise fee					
Capital equipment and building	141,400				
Capital cost-Infrastructure					
Debt service	109,080				
Transfers	0		0		
Economic Development					
<b>TOTAL USES OF FUNDS</b>	<b><u>\$5,893,150</u></b>	<b><u>\$405,000</u></b>	<b><u>\$200,000</u></b>	<b><u>\$7,000</u></b>	<b><u>\$30,000</u></b>
Balance using Fund Balance/reserves	<b><u>-\$509,980</u></b>	<b><u>-\$185,000</u></b>	<b><u>-\$200,000</u></b>	<b><u>-\$7,000</u></b>	<b><u>-\$10,800</u></b>

DEBT SERVICE- TAX INCREMENT DISTRICT	MAIN STREET JUNCTION	ENTERPRISE FUNDS		TOTAL
		UTILITY	SOLID WASTE	
\$90,000				\$1,571,400
				24,000
				1,225,800
				100,000
	100,000			426,460
		99,900	0	712,480
	24,000	544,000		107,900
			758,200	601,670
		17,837,260		758,200
		3,512,780		17,837,260
		12,339,800		3,512,780
		2,574,360		12,339,800
				2,574,360
				19,200
				1,691,360
<b>\$90,000</b>	<b>\$124,000</b>	<b>\$36,908,100</b>	<b>\$758,200</b>	<b>\$43,502,670</b>
	\$66,460	\$2,553,950	\$323,310	\$6,815,750
		23,382,070		23,382,070
	44,990	2,813,100	365,840	5,524,660
		2,683,940	49,730	2,845,580
		1,656,360		1,656,360
		58,000		199,400
		3,688,180		3,688,180
90,000		1,639,120	25,500	1,863,700
				0
	0			0
<b>\$90,000</b>	<b>\$111,450</b>	<b>\$38,474,720</b>	<b>\$764,380</b>	<b>\$45,975,700</b>
\$0	\$12,550	-\$1,566,620	-\$6,180	-\$2,473,030

**CAPITAL SUMMARY-ALL FUNDS**

The City has begun a policy to purchase all capital on a pay-as-you-go financing methodology. Capital expenditures have been chosen based on the availability of funding. The City's equipment is first rate and the majority of its infrastructure is in good to excellent condition, with the exception of an aged water distribution/wastewater collection system. The financing of needed improvements/equipment on a pay-as-you-go basis will have to be furnished by increasing utility rates. Any major improvements or equipment will need to be funded by the use of borrowed funds or grants.

A summary of capital by fund and department is in the following table for the budgeted fiscal year. Capital expenditures make up a substantial portion of the budgetary expenditure of \$45,975,700:

<b><u>FUND</u></b>	<b><u>TOTAL CAPITAL</u></b>
General	\$ 216,200
Combined Utility	<u>3,744,180</u>
<b>TOTAL</b>	<b>\$3,960,380</b>
<b><u>DEPARTMENT</u></b>	
City Facilities	\$134,000
Public Safety	82,200
Electric	249,000
Water	1,141,930
Wastewater	1,730,750
Gas	622,500
<b>TOTAL</b>	<b>\$3,960,380</b>

The City believes that in order to successfully deliver the various services to its constituents, it is necessary to provide first-class equipment and facilities in order for employees to efficiently perform the City's many specialized tasks. The City has shown the willingness to provide the necessary equipment for employees to meet the many service demands of the public. Timely replacement of motorized equipment is necessary in order to ensure the most efficient delivery of services. Other vehicles, such as fire trucks, construction equipment and pickup trucks, are replaced based upon a set replacement schedule. This replacement policy ensures that equipment being used by employees for the public is in good working order, which protects the interest of those who work and live in the City of Union.

**GENERAL FUND CAPITAL**

<b><u>DIVISION</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
City Facilities Maintenance	Generator	\$60,000
	Carpet	74,000
Public Safety	Patrol Cars- Equipped	53,400
	SCBA Device (4)	28,800
<b><u>TOTAL GENERAL FUND CAPITAL FY2018:</u></b>		<b><u>\$216,200</u></b>

**SOLID WASTE MANAGEMENT FUND**

The Solid Waste Management Fund has been in transition since its inception July 1, 1995. With the closing of the Union County Landfill and the opening of a private landfill over 25 miles from the City, a decision was made FY2002-03 to build a transfer station. This building was financed with an advance from the General Fund using undesignated General Fund Balance. The City is currently in a lease purchase agreement, leasing a brush truck.

**TOTAL SOLID WASTE MANAGEMENT FY2018**

<b><u>DIVISION</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Solid Waste Management *Lease purchase agreement	Brush Truck(\$140,000)	\$0*

**COMBINED UTILITY FUNDS – EQUIPMENT**

The Combined Utility Fund is made up of electric, water, wastewater, and natural gas divisions. The above utilities are supported by several other departments.

The following table will list the various capital expenditures for equipment and motor vehicles:

<b><u>DIVISION</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Natural Gas	Trencher	\$58,000

**COMBINED UTILITY EQUIPMENT AND MOTOR VEHICLES: \$58,000**

**COMBINED UTILITY FUNDS - INFRASTRUCTURE**

The City's policy capitalization threshold is \$5,000 for equipment. Any of the above items less than \$5,000 are shown under tools and equipment in the operating and maintenance section of the budget. All items over \$5,000 are budgeted as capital and will be depreciated.

Several major improvements are budgeted from the combined utility for FY2018. Again, the pay-as-you-go mechanism will be used to fund these various projects. All projects listed below will be funded from operations or from retained earnings.

The Combined Utility is projected to spend \$3,686,180 on capital projects. The following is a summary of projects for FY2018.

**ELECTRIC**

For system improvements to include new subdivisions, street lighting and pole replacement. City employees' salary and benefits are included in this amount. Also included is cost for engineering and materials.

	\$180,000
Reclosures	19,000
Fiber Expansion	50,000
<b>TOTAL ELECTRIC:</b>	<b>\$249,000</b>

**WATER**

General upgrades to the system, to include Monarch and Buffalo. This consists of replacing distribution piping, water tanks, pump station. Also included is cost for engineering and materials.

Water Plant	
-Treatment Basins-Coat with Concrete	309,000
-Tube Settlers	90,000
-Replace Sample Pumps	10,000
-SCADA System, computer system upgrade	53,500
River Pump Station - miscellaneous work	71,800
Reservoir Pump Station	66,630
Elevated Tanks – Improvements	280,000
<b>TOTAL WATER:</b>	<b>\$ 1,141,930</b>

**WASTEWATER**

Appropriated for sewer collection rehabilitation and improvement in the Union, Buffalo, Monarch, Ottaray and Foster Street areas. Included in these costs are materials and engineering fees.

Tosch Creek Plant – repair or replacement, aerators, clarifiers, and pumps	88,200
-Sodium Hypochlorite	300,000
-Lab Building Upgrade- Floors and Roofs	26,250
-Rehabilitate and Paint Clarifier	90,000
-Control Panel in Pump Room	131,500

-SCADA System-Phase II	52,600
Pump Stations – Major Equipment Repair Allowance	24,200
-Replace Munro Street pump station	175,000
<b>TOTAL WATER:</b>	<b>\$ 1,730,750</b>

**NATURAL GAS**

Appropriated to expand system in specific areas (small runs), service extensions to dwellings or businesses. Included in this amount are employee salaries and fringe benefits that will be capitalized. Also included are material and engineering costs. \$262,500

System expansion –

Phase III-B – LP Poly – Spartanburg County Roads 157,500

Phase IV – L.P. Poly – Union County Roads 94,500

SCADA System 50,000

**TOTAL NATURAL GAS: \$564,500**

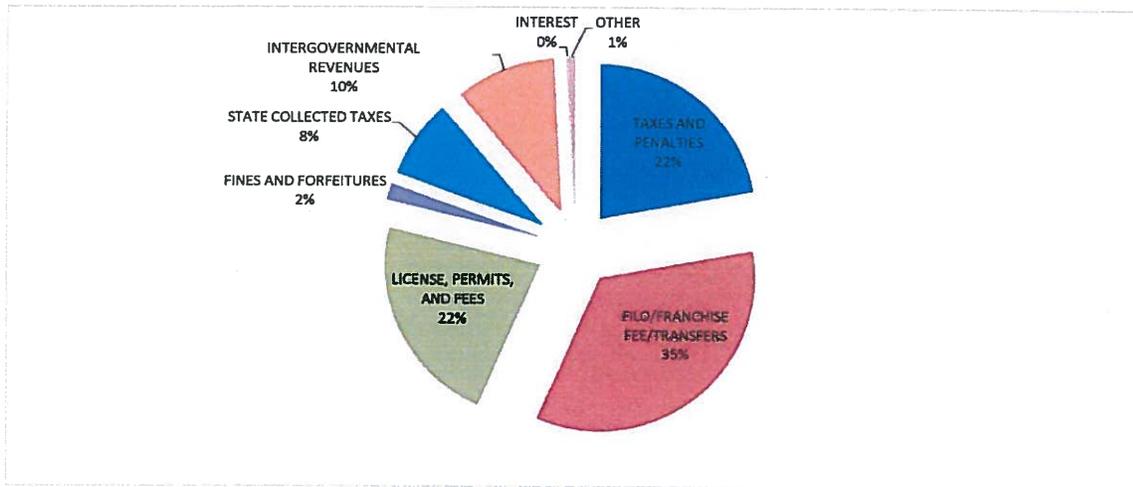
The following is a list of capital infrastructure expenditures projected for FY2018 by division in the combined utility:

<b><u>DIVISION</u></b>	<b><u>AMOUNT</u></b>
Electric	\$ 249,000
Water	1,141,930
Wastewater	1,730,750
Gas	564,500
<b>TOTAL COMBINED UTILITY CAPITAL INFRASTRUCTURE:</b>	<b>\$3,686,180</b>

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**CITY OF UNION  
GENERAL FUND REVENUES  
FISCAL YEAR 2018**

	<b>FY2016 ACTUAL</b>	<b>FY2017 BUDGETED</b>	<b>FY2017 ESTIMATED</b>	<b>FY2018 ADOPTED</b>
<b>TAXES AND PENALTIES</b>	\$1,234,852	\$1,182,280	\$1,182,280	\$1,261,400
<b>FEE IN LIEU OF TAXES/FRANCHISE FEE/ TRANSFERS</b>	1,769,963	1,840,000	1,840,000	1,715,360
<b>LICENSE, PERMITS, AND FEES</b>	1,291,772	1,205,300	1,205,300	1,225,800
<b>FINES AND FORFEITURES</b>	104,992	106,000	106,000	100,000
<b>STATE COLLECTED TAXES</b>	436,367	435,460	435,460	426,460
<b>INTERGOVERNMENTAL REVENUES</b>	566,767	525,720	525,720	612,480
<b>INTEREST</b>	9,483	8,000	8,000	8,000
<b>OTHER</b>	193,172	208,500	208,500	33,670
<b>TOTAL</b>	<b>\$5,607,368</b>	<b>\$5,511,260</b>	<b>\$5,511,260</b>	<b>\$5,383,170</b>



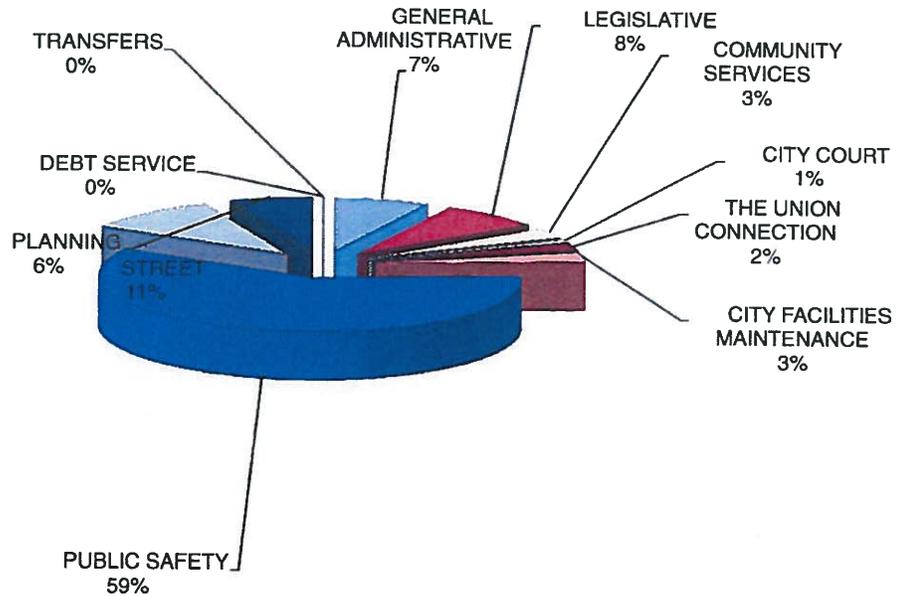
**CITY OF UNION  
 DETAIL OF ESTIMATED REVENUE  
 GENERAL FUND  
 FISCAL YEAR 2018**

	<b>FY2016 ACTUAL</b>	<b>FY2017 BUDGETED</b>	<b>FY2017 ESTIMATED</b>	<b>FY2018 ADOPTED</b>
<b>BEGINNING FUND BALANCE</b>	<b><u>\$3,137,002</u></b>	<b><u>\$3,077,439</u></b>	<b><u>\$3,077,439</u></b>	<b><u>\$2,567,459</u></b>
<b>TAXES:</b>				
GENERAL TAXES	1,207,550	1,236,400	1,236,400	1,236,400
PENALTIES & INT. ON DELQ. TAXES	<u>27,302</u>	<u>20,000</u>	<u>20,000</u>	<u>25,000</u>
<b>TOTAL</b>	<b><u>1,234,852</u></b>	<b><u>1,256,400</u></b>	<b><u>1,256,400</u></b>	<b><u>1,261,400</u></b>
<b>PAYMENT IN LIEU OF TAXES/FRANCHISE FEES:</b>				
HOUSING AUTHORITY	24,332	20,000	20,000	24,000
ENTERPRISE FUND-UTILITIES	1,707,565	1,785,000	1,785,000	1,656,360
ENTERPRISE FUND-SOLID WASTE MGMT.	<u>38,066</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
<b>TOTAL</b>	<b><u>1,769,963</u></b>	<b><u>1,840,000</u></b>	<b><u>1,840,000</u></b>	<b><u>1,715,360</u></b>
<b>LICENSES &amp; PERMITS:</b>				
BUSINESS & PROF. LICENSES	1,247,853	1,180,500	1,180,500	1,201,000
BUILDING ZONING & UTILITY PERMITS	<u>43,919</u>	<u>24,800</u>	<u>24,800</u>	<u>24,800</u>
<b>TOTAL</b>	<b><u>1,291,772</u></b>	<b><u>1,205,300</u></b>	<b><u>1,205,300</u></b>	<b><u>1,225,800</u></b>
<b>FINES &amp; FORFEITURES:</b>				
FINES & REIMBURSEMENTS	<u>104,992</u>	<u>106,000</u>	<u>106,000</u>	<u>100,000</u>
<b>TOTAL</b>	<b><u>104,992</u></b>	<b><u>106,000</u></b>	<b><u>106,000</u></b>	<b><u>100,000</u></b>
<b>STATE COLLECTED TAXES:</b>				
AID TO SUBDIVISIONS	183,717	180,000	180,000	180,000
HOMESTEAD EXEMPTION	133,170	130,000	130,000	130,000
ACCOMMODATION TAX	72,912	64,000	64,000	70,000
MERCHANTS INVENTORY TAX	28,065	28,060	28,060	28,060
BROKERS TAX	0	14,000	14,000	0
MANUFACTURER EXEMPTION	8,427	8,400	8,400	8,400
MOTOR CARRIER	<u>10,073</u>	<u>11,000</u>	<u>11,000</u>	<u>10,000</u>
<b>TOTAL</b>	<b><u>436,364</u></b>	<b><u>435,460</u></b>	<b><u>435,460</u></b>	<b><u>426,460</u></b>
<b>INTERGOVERNMENTAL REVENUE:</b>				
<b>OVERHEAD ALLOCATION:</b>				
UTILITY	410,041	368,300	368,300	445,040
SOLID WASTE MANAGEMENT	82,008	91,420	91,420	101,440
SCHOOL DISTRICT REIMB.	68,228	60,000	60,000	60,000
REIM. PSO HOURS WORKED	<u>6,489</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
<b>TOTAL</b>	<b><u>566,766</u></b>	<b><u>525,720</u></b>	<b><u>525,720</u></b>	<b><u>612,480</u></b>
<b>USE OF MONEY:</b>				
INTEREST	<u>9,483</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
<b>TOTAL</b>	<b><u>9,483</u></b>	<b><u>8,000</u></b>	<b><u>8,000</u></b>	<b><u>8,000</u></b>
<b>MISCELLANEOUS REVENUE:</b>				
OTHER	<u>193,172</u>	<u>208,500</u>	<u>208,500</u>	<u>33,670</u>
<b>TOTAL</b>	<b><u>193,172</u></b>	<b><u>208,500</u></b>	<b><u>208,500</u></b>	<b><u>33,670</u></b>
<b>GRAND TOTAL AVAIL. RESOURCES</b>	<b><u>\$8,744,366</u></b>	<b><u>\$8,662,819</u></b>	<b><u>\$8,662,819</u></b>	<b><u>\$7,950,629</u></b>

**CITY OF UNION  
SUMMARY OF EXPENDITURES  
GENERAL FUND  
FISCAL YEAR 2018**

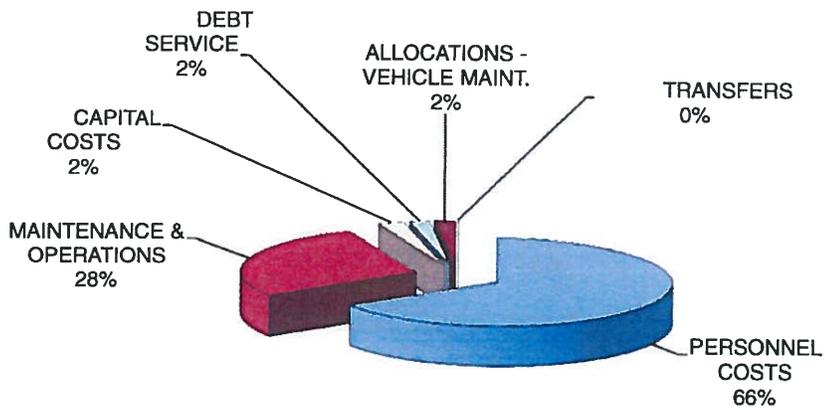
	<b>FY2016 ACTUAL</b>	<b>FY2017 BUDGETED</b>	<b>FY2017 ESTIMATED</b>	<b>FY2018 ADOPTED</b>
<b>GENERAL ADMINISTRATIVE</b>	\$391,967	\$427,600	\$427,600	\$429,350
<b>LEGISLATIVE</b>	\$418,051	\$448,000	\$448,000	\$463,490
<b>COMMUNITY SERVICES</b>	\$242,161	\$214,530	\$214,530	\$179,000
<b>CITY COURT</b>	\$52,331	\$57,040	\$57,040	\$61,870
<b>THE UNION CONNECTION</b>	\$84,668	\$117,450	\$117,450	\$115,830
<b>TOTAL GENERAL GOVERNMENT</b>	<b><u>\$1,189,178</u></b>	<b><u>\$1,264,620</u></b>	<b><u>\$1,264,620</u></b>	<b><u>\$1,249,540</u></b>
<b>CITY FACILITIES MAINTENANCE</b>	\$68,272	\$259,000	\$259,000	\$171,000
<b>PUBLIC SAFETY *</b>	\$3,337,388	\$3,553,980	\$3,553,980	\$3,476,430
<b>STREET</b>	\$689,330	\$706,920	\$706,920	\$622,900
<b>PLANNING</b>	\$261,763	\$343,210	\$343,210	\$373,280
<b>DEBT SERVICE</b>	\$121,001	\$0	\$0	\$0
<b>TOTAL GENERAL FUND</b>	<b><u>\$5,666,932</u></b>	<b><u>\$6,127,730</u></b>	<b><u>\$6,127,730</u></b>	<b><u>\$5,893,150</u></b>

\* Includes Debt Service



**CITY OF UNION  
EXPENDITURES BY TYPE  
GENERAL FUND  
FISCAL YEAR 2018**

	<b>FY2016 ACTUAL</b>	<b>FY2017 BUDGETED</b>	<b>FY2017 ESTIMATED</b>	<b>FY2018 ADOPTED</b>
<b>PERSONNEL COSTS</b>	\$3,675,461	\$3,938,980	\$3,938,980	\$3,872,030
<b>MAINTENANCE &amp; OPERATIONS</b>	\$1,571,094	\$1,797,800	\$1,797,800	\$1,658,730
<b>CAPITAL COSTS</b>	\$97,715	\$183,500	\$183,500	\$141,400
<b>DEBT SERVICE</b>	\$221,374	\$100,370	\$100,370	\$109,080
<b>ALLOCATIONS - VEHICLE MAINT.</b>	\$101,292	\$107,080	\$107,080	\$111,910
<b>TOTAL</b>	<b><u>\$5,666,936</u></b>	<b><u>\$6,127,730</u></b>	<b><u>\$6,127,730</u></b>	<b><u>\$5,893,150</u></b>



CITY OF UNION  
 GENERAL FUND/TAX INCREMENT DISTRICT  
 AGGREGATE OUTSTANDING DEBT  
 FISCAL YEAR ENDING 2018

DESCRIPTION GENERAL FUND	INTEREST RATES	FISCAL YEAR MATURES	DUE IN ONE YEAR		LONG-TERM DEBT		TOTAL
			PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	
LEASE PURCHASE BB&T GOVERNMENTAL FINANCE							
FIRE TRUCK	2.70%	2021	<u>\$100,370</u>	<u>\$8,710</u>	<u>\$256,450</u>	<u>\$10,870</u>	<u>\$267,320</u>
TOTAL PRINCIPLE AND INTEREST			<u>\$100,370</u>	<u>\$8,710</u>	<u>\$256,450</u>	<u>\$10,870</u>	<u>\$267,320</u>
TAX INCREMENT DISTRICT							
BB & T	2.36%	2024	<u>\$75,930</u>	<u>\$13,410</u>	<u>\$494,520</u>	<u>\$41,460</u>	<u>\$535,980</u>
TOTAL PRINCIPLE AND INTEREST			<u>\$75,930</u>	<u>\$13,410</u>	<u>\$494,520</u>	<u>\$41,460</u>	<u>\$535,980</u>

**CITY OF UNION  
SUMMARY OF REVENUE/EXPENDITURES  
HOSPITALITY AND ACCOMMODATIONS FUND  
FISCAL YEAR 2018**

<u>EXPENDITURES</u>	<u>FY2016 ACTUAL</u>	<u>FY2017 BUDGETED</u>	<u>FY2017 ESTIMATED</u>	<u>FY2018 ADOPTED</u>
SALARY - REGULAR	\$219	\$0	\$0	\$0
OVERTIME PAY	\$14,391	\$15,000	\$15,000	\$12,000
RETIREMENT	\$0	\$0	\$0	\$1,630
SOCIAL SECURITY	\$0	\$0	\$0	\$920
UNIQUELY UNION	\$30,000	\$20,000	\$20,000	\$17,500
UNION COUNTY ARTS COUNCIL	\$10,000	\$10,000	\$10,000	\$10,000
BOOGALOO	\$0	\$0	\$0	\$0
UNION COUNTY TOURISM	\$17,247	\$15,000	\$15,000	\$16,500
O & M - TOUR & REC. FACILITLIES	\$51,491	\$188,800	\$38,800	\$148,750
UNION COUNTY FARM SHOW	\$2,500	\$2,000	\$2,000	\$2,000
UPCOUNTRY LITERARY FESTIVAL	\$1,000	\$1,000	\$1,000	\$1,000
UNION COMM CULTURAL ARTS	\$0	\$100,000	\$100,000	\$100,000
SPECIAL EVENTS	\$40,601	\$50,000	\$15,000	\$50,000
OLDE ENGLISH DISTRICT	\$2,220	\$2,200	\$2,200	\$2,200
UNION CO. HISTORICAL SOCIETY	\$26,000	\$26,000	\$26,000	\$40,000
UNION COUNTY FAIR ASSOCIATION	\$5,000	\$5,000	\$5,000	\$2,500
<b>TOTAL</b>	<b><u>\$200,669</u></b>	<b><u>\$435,000</u></b>	<b><u>\$250,000</u></b>	<b><u>\$405,000</u></b>

**ACCOUNT 5000**

**LOCAL HOSPITALITY & ACCOMMODATIONS FEES**

**ACCOUNT NARRATIVE**

The Local Hospitality and Accommodations fees were implemented by City Council in July, 2010. Restaurants and other establishments inside the City limits who sell prepared or modified food and/or beverages collect a 1% fee on the sales of these items and remit these collections to the City on a monthly basis. Hotels and motels inside the City limits collect and remit a 2% fee on the sales of accommodations. Per state regulations, these collections can be used to fund tourism and recreational events and activities.

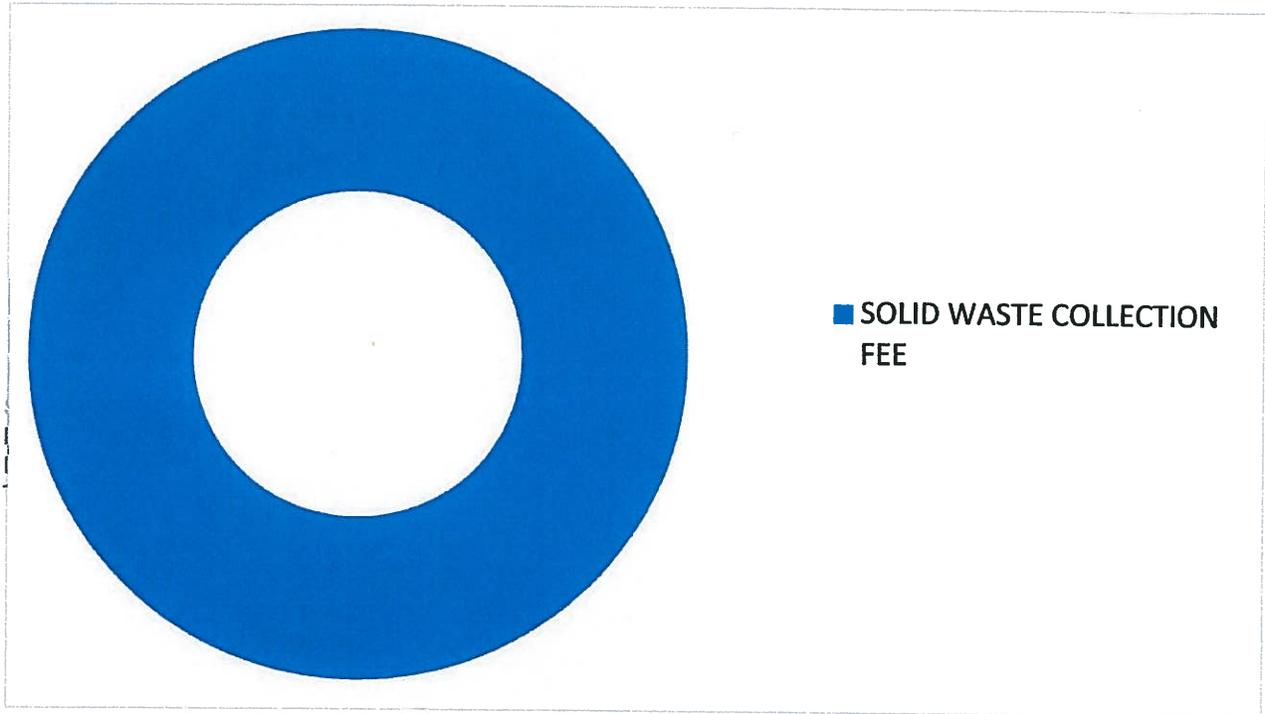
Funding Source: \$405,000 - Local Hospitality & Accommodations Fund

**ACCOUNT ANALYSIS**

This account was added in September, 2010.

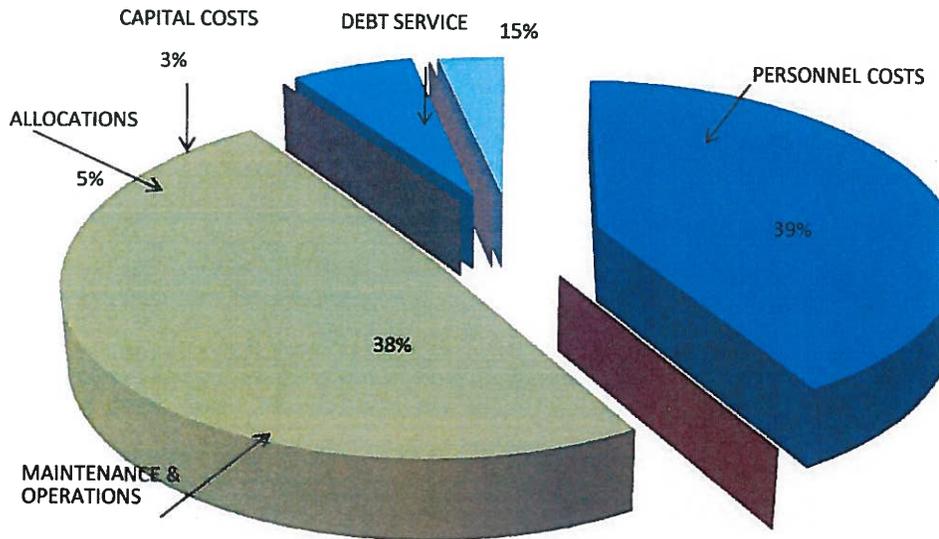
**CITY OF UNION  
SUMMARY OF REVENUE  
SOLID WASTE MANAGEMENT FUND  
FISCAL YEAR 2018**

<b><u>OPERATING REVENUE</u></b>	<b><u>FY2016 ACTUAL</u></b>	<b><u>FY2017 BUDGETED</u></b>	<b><u>FY2017 ESTIMATED</u></b>	<b><u>FY2018 ADOPTED</u></b>
SOLID WASTE COLLECTION FEE	\$761,182	\$758,100	\$758,100	\$758,200
MISCELLANEOUS	-\$107	\$0	\$0	\$0
INTEREST EARNINGS	\$83	\$100	\$100	\$0
TRANSFER FROM GENERAL FUND	\$0	\$7,060	\$7,060	\$0
<b>TOTAL</b>	<b><u>\$761,158</u></b>	<b><u>\$765,260</u></b>	<b><u>\$765,260</u></b>	<b><u>\$758,200</u></b>



**CITY OF UNION  
EXPENDITURES BY TYPE  
SOLID WASTE MANAGEMENT FUND  
FISCAL YEAR 2018**

	<u>FY2016 _ACTUAL</u>	<u>FY2017 BUDGETED</u>	<u>FY2017 ESTIMATED</u>	<u>FY2018 ADOPTED</u>
PERSONNEL COSTS	\$287,258	\$314,130	\$314,130	\$323,310
MAINTENANCE AND OPERATIONS	\$314,792	\$370,420	\$370,420	\$365,840
ALLOCATIONS	\$45,019	\$47,700	\$47,700	\$49,730
DEPRECIATION EXPENSE	\$80,418	\$0	\$0	\$0
CAPITAL COSTS	\$0	\$0	\$0	\$0
DEBT SERVICE	<u>\$1,100</u>	<u>\$26,000</u>	<u>\$26,000</u>	<u>\$25,500</u>
<b>TOTAL</b>	<b><u>\$728,587</u></b>	<b><u>\$758,250</u></b>	<b><u>\$758,250</u></b>	<b><u>\$764,380</u></b>



CITY OF UNION  
 SOLID WASTE MANAGEMENT  
 AGGREGATE OUTSTANDING DEBT SERVICE  
 FISCAL YEAR ENDING 2018

DESCRIPTION	INTEREST RATE	FISCAL YEAR MATURES	DUE IN ONE YEAR		LONG-TERM DEBT		TOTAL
			PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	
LEASE PURCHASE- BB&T GOVERNMENTAL FINANCE							
2012 BRUSH TRUCK	1.48%	2018	\$25,130	\$370	\$0	\$0	\$0
TOTAL PRINCIPLE AND INTEREST			\$25,130	\$370	\$0	\$0	\$0

**CITY OF UNION  
SUMMARY OF EXPENDITURES  
MAIN STREET JUNCTION  
FISCAL YEAR 2018**

<u>EXPENDITURES</u>	<u>FY2016 ACTUAL</u>	<u>FY2017 BUDGETED</u>	<u>FY2017 ESTIMATED</u>	<u>FY2018 ADOPTED</u>
SALARY - REGULAR	\$0	\$0	\$0	\$34,910
OVERTIME PAY	\$0	\$0	\$0	\$9,600
INSURANCE -MED/LIFE	\$0	\$0	\$0	\$11,770
RETIREMENT	\$0	\$0	\$0	\$6,040
SOCIAL SECURITY	\$0	\$0	\$0	\$3,410
WORKERS COMPENSATION	\$0	\$0	\$0	\$490
CHRISTMAS BONUS	\$0	\$0	\$0	\$30
ADVERTISING	\$0	\$0	\$0	\$15,000
FACILITY MAINTENANCE	\$0	\$0	\$0	\$5,000
COMMUNICATIONS	\$0	\$0	\$0	\$3,500
TOOLS, FURNITURE, AND EQUIPMENT	\$0	\$0	\$0	\$3,000
PRINTING/OFFICE SUPPLIES	\$0	\$0	\$0	\$4,000
PROFESSIONAL SERVICES	\$0	\$0	\$0	\$1,500
SPECIALIZED DEPARTMENT SUPPLIES	\$0	\$0	\$0	\$1,200
UTILITIES	\$0	\$0	\$0	\$12,000
<b>TOTAL</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$111,450</u></b>

**ACCOUNT 5000**

**MAIN STREET JUNCTION**

**ACCOUNT NARRATIVE**

Main Street Junction is now open. It is located in Historic Downtown Union at 107 East Main Street. The facility provides the ideal indoor and outdoor location for weddings, receptions, banquets, parties, and business meetings. A picturesque park with ornamental trees, plants, and historical adornments is adjacent to Main Street Junction and available for rental. The first floor is designed to accommodate banquet, cocktail, and theater style configurations. Office space, a conference room, open flexible space, and a quaint dressing parlor are located on the second floor.

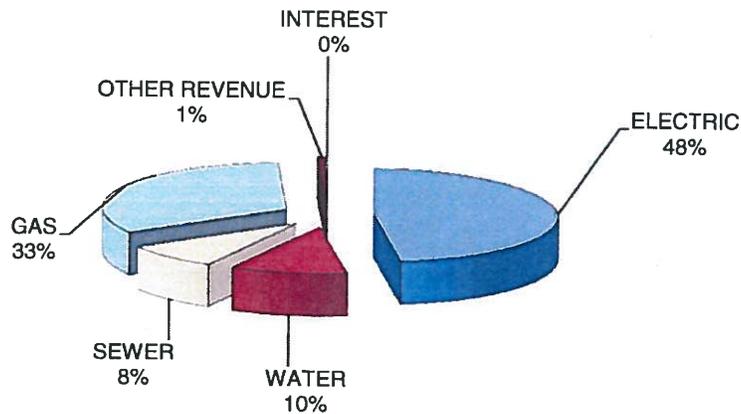
**ACCOUNT ANALYSIS**

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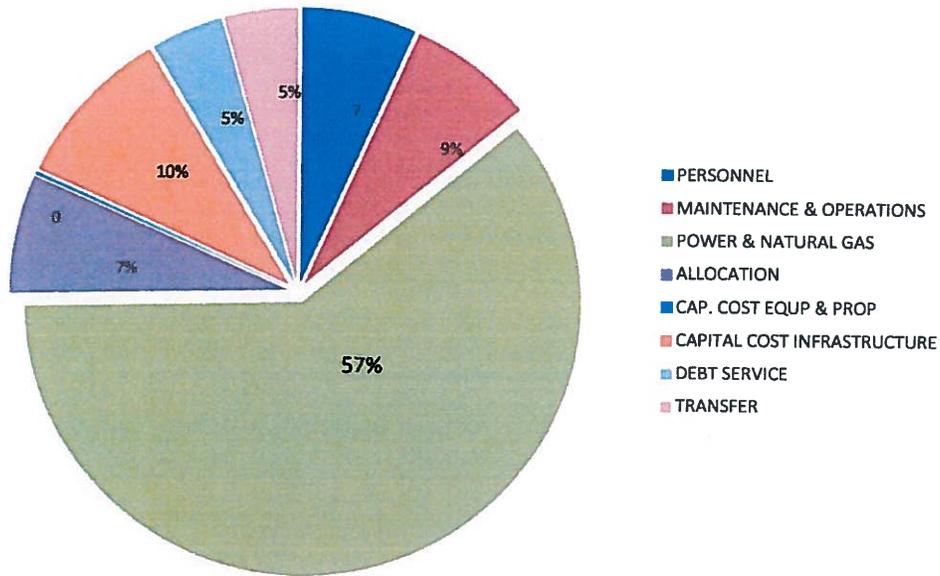
**CITY OF UNION  
SUMMARY OF REVENUE  
ENTERPRISE FUND  
FISCAL YEAR 2018**

<u>OPERATING REVENUE</u>	<u>FY2016 ACTUAL</u>	<u>FY2017 BUDGETED</u>	<u>FY2017 ESTIMATED</u>	<u>FY2018 ADOPTED</u>
<b>ELECTRIC SALES</b>	\$17,329,402	\$16,985,900	\$16,985,900	\$17,837,260
<b>OTHER OPERATING - ELECTRIC</b>	(2,373)	(36,000)	(36,000)	(26,000)
<b>WATER SALES</b>	3,449,583	3,326,440	3,326,440	3,512,780
<b>OTHER OPERATING - WATER</b>	9,519	4,000	4,000	8,000
<b>SEWER CHARGES</b>	2,858,543	2,468,660	2,468,660	2,574,360
<b>OTHER OPERATING - SEWER</b>	(11,414)	(5,500)	(5,500)	(3,000)
<b>GAS SALES</b>	9,483,096	\$11,239,720	\$11,239,720	\$12,339,800
<b>OTHER OPERATING - GAS</b>	25,594	9,000	9,000	9,000
<b>NON-OPERATING REVENUE</b>	(310,131)	202,000	202,000	556,000
<b>INTEREST EARNED</b>	91,351	66,000	66,000	99,900
<b>TOTAL REVENUE</b>	<b><u>\$32,923,170</u></b>	<b><u>\$34,260,220</u></b>	<b><u>\$34,260,220</u></b>	<b><u>\$36,908,100</u></b>



**CITY OF UNION  
ENTERPRISE EXPENSES  
BY TYPE  
FISCAL YEAR 2018**

	<b>FY2017 BUDGETED</b>	<b>FY2017 ESTIMATED</b>	<b>FY2018 ADOPTED</b>
<b>PERSONNEL COSTS</b>	\$2,613,480	\$2,613,480	\$2,553,950
<b>POWER AND NATURAL GAS FOR RESALE</b>	\$21,754,480	\$21,754,480	\$23,382,070
<b>MAINTENANCE &amp; OPERATIONS</b>	\$2,804,900	\$2,804,900	\$2,813,100
<b>ALLOCATION (INCLUDES PERSONNEL COSTS)</b>	\$2,620,680	\$2,620,680	\$2,683,940
<b>PAYMENT IN LIEU OF FRANCHISE FEE/TRANSFER</b>	\$1,785,000	\$1,785,000	\$1,656,360
<b>CAPITAL COST - EQUIPMENT AND PROPERTY</b>	\$454,500	\$454,500	\$58,000
<b>CAPITAL COST - INFRASTRUCTURE (INCLUDES PERSONNEL COSTS)</b>	\$3,440,600	\$3,440,600	\$3,688,180
<b>DEBT SERVICE</b>	<u>\$1,744,730</u>	<u>\$1,744,730</u>	<u>\$1,639,120</u>
<b>TOTAL</b>	<b><u>\$37,218,370</u></b>	<b><u>\$37,218,370</u></b>	<b><u>\$38,474,720</u></b>



**CITY OF UNION  
SUMMARY OF EXPENDITURES  
UTILITY DEPARTMENT  
FISCAL YEAR 2018**

	<b>FY2017 <u>BUDGETED</u></b>	<b>FY2017 <u>ESTIMATED</u></b>	<b>FY2018 <u>ADOPTED</u></b>
<b>ELECTRIC</b>	\$1,120,460	\$1,120,460	\$1,096,710
<b>ELECTRIC PURCHASED POWER</b>	\$14,199,830	\$14,199,830	\$14,859,000
<b>WATER</b>	\$2,152,950	\$2,152,950	\$2,118,890
<b>SEWER</b>	\$1,311,200	\$1,311,200	\$1,289,550
<b>GAS</b>	\$833,770	\$833,770	\$861,900
<b>PURCHASED GAS</b>	\$7,554,650	\$7,554,650	\$8,523,070
<b>FRANCHISE FEE</b>	\$1,785,000	\$1,785,000	\$1,656,360
<b>ALLOCATIONS*</b>			
<b>VEHICLE MAINTENANCE</b>	\$157,780	\$157,780	\$167,800
<b>FINANCE - ACCOUNTING</b>	\$465,810	\$465,810	\$494,450
<b>- UTILITY BILLING</b>	\$670,270	\$670,270	\$678,060
<b>UTILITIES ADMINISTRATION</b>	\$483,800	\$483,800	\$520,150
<b>SUPPORT SERVICES</b>	\$474,720	\$474,720	\$378,440
<b>GENERAL FUND</b>	\$368,300	\$368,300	\$445,040
<b>CAPITAL COSTS - REPLACEMENT**</b>	\$142,000	\$142,000	\$58,000
<b>CAPITAL OUTLAY -     RELOCATION OF WAREHOUSE</b>	\$312,500	\$312,500	\$0
<b>CAPITAL COSTS - INFRASTRUCTURE***</b>	\$3,440,600	\$3,440,600	\$3,688,180
<b>DEBT SERVICE</b>	\$1,744,730	\$1,744,730	\$1,639,120
<b>TOTAL EXPENDITURES</b>	<b><u>\$37,218,370</u></b>	<b><u>\$37,218,370</u></b>	<b><u>\$38,474,720</u></b>

**\*OVERHEAD ALLOCATION EXPENSES IN PAST BUDGETS WERE INCLUDED IN ELECTRIC, WATER, SEWER AND GAS EXPENDITURES.**

**\*\* CAPITAL COST FOR THE PURCHASE OF CONSTRUCTION EQUIPMENT AND VEHICLES**

**\*\*\* CAPITAL COST FOR THE CONSTRUCTION AND INSTALLATIONS OF ELECTRIC LINES, STREET LIGHTS, GAS SERVICE LINES AND ETC. THESE COSTS INCLUDE IMPROVEMENTS PERFORMED BY THE CITY'S WORKFORCE. PERSONNEL COSTS ARE INCLUDED.**

# **ENTERPRISE FUND**

## **CAPITAL IMPROVEMENT 5-YEAR PLAN**

## **CAPITAL IMPROVEMENT**

### **UTILITIES DEPARTMENT**

The City of Union has in place a (5) Five-Year Capital Improvement Plan. This plan identifies improvements to the electric, water, wastewater and natural gas divisions.

This plan encompasses improvements to the existing system, as well as expansion needs. The City provides water to most of Union County, either directly or through water districts, and has natural gas in two (2) counties. This creates a demand to continually upgrade and expand our system. Although the City's electric system territory is limited, our customer base is approximately 6,851. Our sewer system is continually being pressured to expand into unincorporated parts of our county to meet the county's economic development needs to assist existing industries who are facing strict regulations with their own systems.

The funding for these projects will come from current revenues or retained earnings, borrowing of funds, or from grants, if possible. The projects listed for FY2018 will probably be funded by current revenues or retained earnings and will be prioritized in order of need and funds availability.

The (5) Five-Year Capital Improvement Plan is presented on the following pages:



**CITY OF UNION, SOUTH CAROLINA  
UTILITIES DEPARTMENT**

**CAPITAL IMPROVEMENTS FORECAST - 2017 - 2022**

	<b>ESTIMATED SCHEDULE</b>	<b>ESTIMATED COST</b>	<b>2017-18 PROPOSED</b>
<b>II. Water System Forecast</b>			
1* General Improvements to Distribution System	2017-22	\$ 1,305,000	\$ 261,000
2 Aqua Lane Pump Station - Replacement Pump	2019-20	\$ 49,500	\$ -
3 Aqua Lane Pump Station Upgrade	2019-20	\$ 430,500	\$ -
4* River Pump Station - Miscellaneous Work Allowance	2017-22	\$ 359,000	\$ 71,800
5* Reservoir Pump Station - Miscellaneous Work Allowance	2017-22	\$ 333,125	\$ 66,630
6* Elevated Tanks - Improvements	2017-22	\$ 1,060,825	\$ 280,000
7 Water Treatment Plant			
a. Water Plant Maintenance: Replacement, horizontal service pump rotating parts	2018-19	\$ 33,000	\$ -
b. Water Plant - Laboratory Equipment	2018-19	\$ 23,500	\$ -
c.* Clearwell - Demolition	2018-19	\$ 315,000	\$ -
d.* Treatment Basins - Coat Concrete	2017-22	\$ 1,545,000	\$ 309,000
e.* Tube Settlers	2017-18	\$ 90,000	\$ 90,000
f. Replace Starters for two high service pumps	2018-19	\$ 25,000	\$ -
g. Replace MCC for high service pumps #4 & #5	2018-19	\$ 129,000	\$ -
h.* Replace sample pump	2017-18	\$ 10,000	\$ 10,000
i.* Computer Software Upgrade - SCADA System	2017-18	<u>\$ 53,500</u>	<u>\$ 53,500</u>
<b>WATER SYSTEM TOTAL:</b>		<b>\$ 5,761,950</b>	
<b>*PROBABLY REQUIRED:</b>			<b>\$ 1,141,930</b>

CITY OF UNION, SOUTH CAROLINA  
UTILITIES DEPARTMENT

CAPITAL IMPROVEMENTS FORECAST - 2017 - 2022

III. Sewer System Forecast	ESTIMATED SCHEDULE	ESTIMATED COST	2017-18 PROPOSED
1* Sewer Collection - Rehabilitation and Improvements	2017-22	\$ 1,414,500	\$ 283,000
2 Buffalo Area System - Improvements	2017-22	\$ 744,450	
3* Ottaray Area System - Improvements	2017-18	\$ 150,000	\$ 150,000
4 Monarch Area System - Improvements	2018-19	\$ 258,000	
5* Foster Street Area System - Improvements	2017-18	\$ 275,000	\$ 275,000
6 Hwy 49 and Evans Street Area System - Rehabilitation	2018-19	\$ 258,000	
7* Union Mill Area System - Improvements	2017-18	\$ 675,000	\$ 135,000
8 SCADA System - Phased Construction			
a.* Phase II - Monitor Pump Stations & WWTP	2017-22	\$ 263,000	\$ 52,600
9 Tosch's Creek Plant			
a.* Major Equipment Repair Allowance. Aerators, Clarifiers, Blowers, Chlorinators, Instruments	2017-22	\$ 441,000	\$ 88,200
b.* Sodium Hypochlorite disinfection	2017-18	\$ 675,000	\$ 300,000
c.* Lab Building Upgrade - Floors	2017-18	\$ 26,250	\$ 26,250
d.* Rehabilitate and Paint Clarifier	2017-18	\$ 90,000	\$ 90,000
e. Sluice Gates in the Chlorine Contact Chamber	2018-19	\$ 67,200	
f.* Control Panel in Pump Room	2017-18	\$ 131,500	\$ 131,500
10* Pump Stations - Major Equipment Repair Allowance	2017-22	\$ 121,000	\$ 24,200
11* Munro Pump Station	2017-18	\$ 175,000	\$ 175,000
12 Replace Pumps and Controls in Monarch Pump Station	2018-19	\$ 33,600	
<b>SEWER SYSTEM TOTAL:</b>		<b>\$ 5,798,500</b>	
<b>* PROBABLY REQUIRED:</b>			<b>\$ 1,730,750</b>

**CITY OF UNION, SOUTH CAROLINA  
UTILITIES DEPARTMENT**

**CAPITAL IMPROVEMENTS FORECAST - 2017 - 2022**

	<u>ESTIMATED SCHEDULE</u>	<u>ESTIMATED COST</u>	<u>2017-18 PROPOSED</u>
<b>IV. Gas System Forecast</b>			
1* System Expansion in Selected Areas	2017 - 22	\$ 1,300,500	\$ 262,500
2 New 10" H.P. Steel along US Hwy 176 between Union & Pacolet - 75,000 ft.	2017 - 22	\$ 7,250,800	
3 New 10" H.P. Steel along US Hwy 176 from south of SC Hwy 295 southerly for 8,000 ft.	2018 - 19	\$ 682,500	
4* System Expansion to Glenn Springs area			
a)* Phase III - L.P. Poly - Spartanburg County Roads	2017 - 22	\$ 787,500	\$ 157,500
b)* Phase IV - L.P. Poly - Union County Roads	2017 - 18	\$ 472,500	\$ 94,500
5* SCADA System	2017 - 18	<u>\$ 50,000</u>	<u>\$ 50,000</u>
<b>GAS SYSTEM TOTAL:</b>		<b>\$ 10,543,800</b>	
<b>*PROBABLY REQUIRED:</b>			<b>\$ 564,500</b>



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# **ENTERPRISE FUND**

## **DEBT SERVICE REQUIREMENTS**

CITY OF UNION  
UTILITY FUND  
AGGREGATE OUTSTANDING DEBT SERVICE  
FISCAL YEAR ENDING 2018

DESCRIPTION	INTEREST RATE	FISCAL YEAR MATURES	DUE IN ONE YEAR		TOTAL	LONG-TERM DEBT		TOTAL
			PRINCIPAL	INTEREST		PRINCIPAL	INTEREST	
SERIES 2012-C BONDS*	1.96%	2021						
Break down by division								
Electric 16%			\$115,200	\$8,140	\$123,340	\$357,600	\$10,510	\$368,110
Water 27%			194,400	13,730	208,130	603,450	17,740	621,190
Sewer 22%			158,400	11,190	169,590	491,700	14,450	506,150
Gas 35%			<u>252,000</u>	<u>17,800</u>	<u>269,800</u>	<u>782,250</u>	<u>23,000</u>	<u>805,250</u>
TOTAL			<u>720,000</u>	<u>50,860</u>	<u>770,860</u>	<u>2,235,000</u>	<u>65,700</u>	<u>2,300,700</u>
Series 2012- B - Water*	1.96%	2021	181,490	12,600	194,090	528,980	16,180	545,160
- Sewer			<u>34,570</u>	<u>2,400</u>	<u>36,970</u>	<u>100,760</u>	<u>3,080</u>	<u>103,840</u>
TOTAL			<u>216,060</u>	<u>15,000</u>	<u>231,060</u>	<u>629,740</u>	<u>19,260</u>	<u>649,000</u>
S.C. REVOLVING FUND								
BELTLINE PUMP STATION-2008	2.25%	2029	77,200	23,000	100,200	1,044,590	414,470	1,459,060
MENG CREEK PUMP STATION-2010	2.25%	2031	101,990	38,030	140,020	1,911,800	748,210	2,660,010
TOSCH CREEK WW&PUMP STATION-2011	2.30%	2032	119,710	48,130	167,840	2,269,780	440,060	2,709,840
WASTEWATER IMPROVEMENTS-2013A	1.90%	2034	88,850	33,490	122,340	1,699,750	279,640	1,979,390
WATER IMPROVEMENTS-2013B	1.50%	2034	51,730	14,670	66,400	1,038,710	135,410	1,174,120
BB&T- BUCKET TRUCK	1.55%	2019	39,100	1,310	40,410	77,370	3,440	80,810
TOTAL PRINCIPLE AND INTEREST			<b>\$1,414,640</b>	<b>\$224,490</b>	<b>\$1,639,130</b>	<b>\$10,906,740</b>	<b>\$2,106,190</b>	<b>\$13,012,930</b>

\* BONDS WERE REFINANCED 10/11/2012

# EXPENDITURES

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**FISCAL YEAR 2018  
REGULAR EMPLOYEES  
GENERAL GOVERNMENT DEPARTMENT**

	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
<b>LEGISLATIVE</b>	9	9	9	9	9	9
<b>CITY COURT</b>	1	2	2	2	2	2
<b>LEGAL</b>	1	1	0	0	0	0
<b>THE UNION CONNECTION</b>	3	2	3	3	3	3
<b>TOTAL</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>

(1) The Mayor, six (6) Councilmembers, Management Services Secretary, the Municipal Clerk/Personnel Director, Media Information Technology Coordinator, and two (2) part-time videographers are budgeted in this account.

**SUMMARY OF EXPENDITURES  
GENERAL GOVERNMENT DEPARTMENT  
FISCAL YEAR 2018**

	<b>FY2016 ACTUAL</b>	<b>FY2017 BUDGETED</b>	<b>FY2017 ESTIMATED</b>	<b>FY2018 ADOPTED</b>
<b>GENERAL ADMINISTRATIVE</b>	\$391,967	\$427,600	\$427,600	\$429,350
<b>LEGISLATIVE</b>	\$418,051	\$448,000	\$448,000	\$463,490
<b>COMMUNITY SERVICES</b>	\$242,161	\$214,530	\$214,530	\$179,000
<b>CITY COURT</b>	\$52,331	\$57,040	\$57,040	\$61,870
<b>THE UNION CONNECTION</b>	\$84,668	\$117,450	\$117,450	\$115,830
<b>TOTAL GENERAL GOVERNMENT</b>	<b><u>\$1,189,178</u></b>	<b><u>\$1,264,620</u></b>	<b><u>\$1,264,620</u></b>	<b><u>\$1,249,540</u></b>

This is the total dollar amount expended in order to accomplish the levels of service and goals of this Department. The money to accomplish this function has come from more than one fund source.

DEPT: GENERAL GOVERNMENT

DIVISION: ADMINISTRATIVE - #5100

<u>LINE</u>	<u>LINE ITEM</u>	<u>FY2016 ACTUAL</u>	<u>FY2017 ADOPTED</u>	<u>FY2017 ESTIMATED</u>	<u>FY2018 ADOPTED</u>
5005	CHRISTMAS ALLOWANCE	\$2,480	\$2,600	\$2,600	\$2,600
5010	UNEMPLOYMENT	\$238	\$0	\$0	\$0
5011	INSURANCE-RETIREEES	\$35,045	\$35,000	\$35,000	\$36,750
5013	SOCIAL SECURITY	\$189	\$0	\$0	\$0
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$37,952</b>	<b>\$37,600</b>	<b>\$37,600</b>	<b>\$39,350</b>
5020	ANNEXATION	\$15,996	\$7,000	\$7,000	\$7,000
5110	ADVERTISING	\$13,455	\$15,000	\$15,000	\$15,000
5117	COMMUNICATIONS	\$31,660	\$50,000	\$50,000	\$50,000
5119	CONTINGENCY	\$30,918	\$40,000	\$40,000	\$40,000
5127	GENERAL INSURANCE	\$224,249	\$250,000	\$250,000	\$250,000
5211	NETWORK ADMIN SERVICES	\$28,444	\$22,000	\$22,000	\$22,000
5508	PURCHASE OF LAND	\$7,227	\$0	\$0	\$0
5522	CITY AUCTION/GOV DEALS	\$2,061	\$6,000	\$6,000	\$6,000
<b>TOTAL OPERATING EXPENSE</b>		<b>\$354,010</b>	<b>\$390,000</b>	<b>\$390,000</b>	<b>\$390,000</b>
<b>TOTAL GENERAL ADMIN.</b>		<b>\$391,962</b>	<b>\$427,600</b>	<b>\$427,600</b>	<b>\$429,350</b>

**ACCOUNT 5100 GENERAL ADMINISTRATIVE**

**ACCOUNT NARRATIVE**

The General Administrative Account provides for the charges that are difficult to distribute to other City departments. This account provides for payment of services not available through City departments. The account helps the accounting function greatly by avoiding the time-consuming process of splitting or allocating charges to various accounts. Additionally, this account budgets monies for studies projects or consultants that affect the entire City.

Funding Sources:	\$171,740	-	General Fund
	\$214,680	-	Utility Fund
	\$ 42,930	-	Solid Waste Management

**ACCOUNT ANALYSIS**

Funding is provided in this account for a self-funded insurance pool for all insurances, except workmen's compensation and health. The insurance pool is the South Carolina Municipal Insurance Reserve Fund. Telecommunications charges and radio maintenance for the City as a whole are budgeted in this account.

<u>LINE</u>	<u>LINE ITEM</u>	<u>FY2016 ACTUAL</u>	<u>FY2017 BUDGETED</u>	<u>FY2017 ESTIMATED</u>	<u>FY2018 ADOPTED</u>
5001	SALARY, REGULAR	\$212,766	\$224,820	\$224,820	\$229,940
5002	OVERTIME PAY	1,259	1,000	1,000	1,000
5004	LONGEVITY PAY	5,576	5,860	5,860	6,200
5011	INSURANCE-MED./LIFE/BUY BACK	20,224	22,710	22,710	28,060
5012	RETIREMENT	23,330	25,770	25,770	32,290
5013	SOCIAL SECURITY	16,109	17,820	17,820	18,240
5014	WORKER'S COMPENSATION	1,020	870	870	610
5015	CHRISTMAS BONUS	150	150	150	150
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$280,434</b>	<b>\$299,000</b>	<b>\$299,000</b>	<b>\$316,490</b>
5110	ADVERTISING	\$942	\$2,500	\$2,500	\$2,500
5117	COMMUNICATIONS	8,962	8,500	8,500	8,500
5118	DECORATIONS	6,376	8,000	8,000	8,000
5136	MAINTENANCE CONTRACTS	1,085	1,500	1,500	1,500
5138	MEMBERSHIPS/SUBSCRIPTIONS	20,250	19,000	19,000	19,000
5139	EQUIPMENT LEASE	1,628	2,000	2,000	2,000
5144	TOOLS AND EQUIPMENT	0	1,000	1,000	1,000
5145	PRINTING/OFFICE SUPPLIES	2,446	2,500	2,500	2,500
5147	PROFESSIONAL SERVICES	57,479	60,000	60,000	60,000
5162	TRAINING	4,813	8,000	8,000	8,000
5166	TRAVEL AND BUSINESS	33,498	30,000	30,000	30,000
5180	ELECTIONS	132	6,000	6,000	4,000
<b>TOTAL OPERATING EXPENSE</b>		<b>\$137,611</b>	<b>\$149,000</b>	<b>\$149,000</b>	<b>\$147,000</b>
<b>TOTAL COUNCIL</b>		<b>\$418,045</b>	<b>\$448,000</b>	<b>\$448,000</b>	<b>\$463,490</b>

**ACCOUNT 5101**

**LEGISLATIVE**

**ACCOUNT NARRATIVE**

This account consists of two (2) employees: a City Clerk/Personnel Director and a Management Services Secretary. The account also budgets salaries and other expenses related to the City’s seven (7) elected officials, a Mayor and six (6) Councilmembers. All legislative powers and determinations of policy matters are vested in City council. City Council and the Mayor have the authority to appoint all committees, boards and commissions. City Council is responsible for providing, by ordinance, for the election of its members and appoints three members to serve as municipal election commissioners to conduct elections.

The City of Union operates under the Mayor-Council form of government which provides that all executive and administrative duties lie with the office of the Mayor. The Mayor oversees all City departments and employees and executes the policies and objectives provided by City Council.

The City Clerk/Personnel Director serves as clerk to council, attends all Council meetings and records the minutes of the meetings. The Clerk/Personnel Director, at the direction of the Mayor, compiles the agenda for Council meetings and distributes it to Council, Department Heads, and the news media. She also assists the Municipal Judge with Municipal Court, maintains the City court records for jury trials, prepares the jury box, summons the jurors, and handles other court correspondence as needed.

The City Clerk/Personnel Director oversees the operation of the Personnel Department and Safety Management for the City of Union. She works closely with the Mayor handling complaints, acts as Chairman of the City’s Safety Committee, serves on the City’s Advisory Committee, and is responsible for transmittal of forms for all insurance, workmen’s compensation and other personnel matters.

The Management Services Secretary assists with typing, filing and message coordination for this account, assists the Mayor and Finance Director in preparation of the Budget, and serves as Assistant to the Mayor.

Funding Sources:	\$185,400	- General Fund
	231,740	- Utility Fund
	46,350	- Solid Waste Management

**Detail of Personnel Services**

<u>Position</u>	<u>No.</u>
City Clerk/Personnel Director	1
Mayor	1
Councilmembers	6
Management Services Secretary	<u>1</u>
Total	9

**ACCOUNT ANALYSIS**

This budget represents the same level of service as the FY2017 Budget. In this budget are funds to pay for small insurance claims. Also, there are additional funds available to continue a safety program and costs related to the General Election. This budget represents a 3% increase from FY 2017.

DEPT: GENERAL GOVERNMENT

DIVISION: COMMUNITY SERVICES - #5102

LINE	LINE ITEM	FY2016 ACTUAL	FY2017 BUDGETED	FY2017 ESTIMATED	FY2018 ADOPTED
5016	UNION COUNTY ECON DEVELOP	\$15,000	\$15,000	\$15,000	\$12,000
5017	GRANTS WRITER	38,270	0	0	0
5019	YOUTH LEADERSHIP	4,000	4,000	4,000	3,000
5021	UNION CO DISABILITY & SPEC NEEDS	1,000	1,000	1,000	1,000
5022	UNION CO CARNEGIE LIBRARY	3,000	3,000	3,000	2,000
5028	NAACP - UNION COUNTY BRANCH	2,200	2,200	2,200	1,500
5029	UNION COUNTY CRIME STOPPERS	1,000	1,000	1,000	750
5030	FEDERATION OF THE BLIND	480	480	480	480
5031	UNION COUNTY FIRST STEPS	1,000	1,000	1,000	750
5032	SOUTH CAROLINA SBDC	3,000	3,000	3,000	2,000
5035	MEALS ON WHEELS	4,000	5,000	5,000	5,000
5036	FRIENDS OF THE CARNEGIE LIBRARY	0	7,500	7,500	0
5094	RENTAL ASSISTANCE - FLYNN BLDG.	15,600	15,600	15,600	15,600
5095	SPECIAL EVENTS	3,900	5,000	5,000	5,000
5096	YMCA PARTNERSHIP	21,380	21,380	21,380	17,000
5099	PARKING LOT LEASE	220	0	0	0
5151	YMCA FACILTIES MAINTENANCE	25,931	25,650	25,650	20,000
5153	UNION CHAMBER OF COMMERCE	35,720	35,720	35,720	35,720
5155	UNION COUNTY YMCA	60,000	60,000	60,000	50,000
5170	UTILITIES	6,460	8,000	8,000	7,200
	<b>TOTAL OPERATING EXPENSE</b>	<b>\$242,161</b>	<b>\$214,530</b>	<b>\$214,530</b>	<b>\$179,000</b>
	<b>TOTAL COMMUNITY SERVICES</b>	<b>\$242,161</b>	<b>\$214,530</b>	<b>\$214,530</b>	<b>\$179,000</b>

**ACCOUNT 5102      COMMUNITY SERVICES**

**ACCOUNT NARRATIVE**

The Community Services account provides for funding to assist outside organizations to provide recreation, health awareness, safety, and community pride.

Funding Source:                      \$179,000 - General Fund

**ACCOUNT ANALYSIS**

This account decreased by 17% compared to FY 2017. This decrease is due to the reduction of funding to outside organizations.

## DEPT: GENERAL GOVERNMENT

## DIVISION : CITY COURT - #5103

<b>LINE</b>	<b>LINE ITEM</b>	<b>FY2016 ACTUAL</b>	<b>FY2017 BUDGETED</b>	<b>FY2017 ESTIMATED</b>	<b>FY2018 ADOPTED</b>
5001	SALARY, REGULAR	\$26,324	\$26,580	\$26,580	\$27,100
5011	INSURANCE-MED/LIFE	\$8,551	\$9,170	\$9,170	\$9,440
5012	RETIREMENT	\$3,621	\$3,670	\$3,670	\$4,400
5013	SOCIAL SECURITY	\$1,781	\$2,040	\$2,040	\$2,070
5014	WORKER'S COMPENSATION	\$540	\$70	\$70	\$50
5015	CHRISTMAS BONUS	\$125	\$130	\$130	\$130
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$40,942</b>	<b>\$41,660</b>	<b>\$41,660</b>	<b>\$43,190</b>
5117	COMMUNICATIONS & POSTAGE	\$549	\$950	\$950	\$1,650
5138	MEMBERSHIPS/SUBSCRIPTS	\$141	\$500	\$500	\$1,500
5139	EQUIPMENT LEASE	\$431	\$330	\$330	\$330
5144	TOOLS AND EQUIPMENT	\$19	\$2,000	\$2,000	\$3,000
5145	PRINTING & OFFICE SUPPLIES	\$0	\$300	\$300	\$400
5147	PROFESSIONAL SERVICES (JURY PAY)	\$7,392	\$8,000	\$8,000	\$8,500
5162	TRAINING	\$0	\$800	\$800	\$800
5166	TRAVEL & BUSINESS	\$2,852	\$2,500	\$2,500	\$2,500
<b>TOTAL OPERATING EXPENSE</b>		<b>\$11,384</b>	<b>\$15,380</b>	<b>\$15,380</b>	<b>\$18,680</b>
<b>TOTAL CITY COURT</b>		<b>\$52,326</b>	<b>\$57,040</b>	<b>\$57,040</b>	<b>\$61,870</b>

**ACCOUNT 5103      CITY COURT**

**ACCOUNT NARRATIVE**

This account consists of two (2) employees: a Municipal Judge and a Part-Time Bailiff.

The Municipal Judge holds court each Monday and Thursday throughout the year, in addition to the scheduling of Municipal Court or individual trials, or both, at his discretion. The Municipal Judge disposes of approximately 2,000 cases per year, either through bond forfeiture or trial. The Municipal Judge also sets bond for cases brought to Municipal Court and those sent to General Sessions Court.

The Part-Time Bailiff assists the Municipal Judge with Municipal Court.

The City Clerk/Personnel Director assists the Municipal Judge with Municipal Court, maintains the City court records of jury trials, prepares the jury box, summons the jurors, and handles other court correspondence as needed. The Records Clerk of the PSO Department provides for the transfer of funds to the Finance Department.

Funding Source:                      \$61,870 - General Fund

**Detail of Personnel Services**

<b><u>Position</u></b>	<b><u>No.</u></b>
Municipal Judge	1
Part-Time Bailiff	1

**ACCOUNT ANALYSIS**

This budget represents the same level of service as the FY2017 Budget. There is a 8% increase in FY 2018 Budget compared to FY 2017.

DEPT: GENERAL GOVERNMENT

DIVISION: THE UNION CONNECTION - #5108

LINE	LINE ITEM	FY2016 ACTUAL	FY2017 BUDGETED	FY2017 ESTIMATED	FY2018 ADOPTED
5001	SALARY,REGULAR	\$54,308	\$67,680	\$67,680	\$69,020
5002	OVERTIMES PAY	2,505	2,500	2,500	2,500
5004	LONGEVITY PAY	1,804	1,830	1,830	1,860
5011	INSURANCE-MED./LIFE/BUY BACK	6,599	5,270	5,270	5,410
5012	RETIREMENT	5,551	5,750	5,750	7,170
5013	SOCIAL SECURITY	4,286	5,550	5,550	5,660
5014	WORKER'S COMPENSATION	2,170	2,520	2,520	1,770
5015	CHRISTMAS BONUS	100	150	150	150
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$77,323</b>	<b>\$91,250</b>	<b>\$91,250</b>	<b>\$93,540</b>
5117	COMMUNICATIONS	\$4,299	\$4,210	\$4,210	\$4,300
5135	MACH. & EQUIP. REPAIRS	20	1,300	1,300	1,100
5136	MAINTENANCE CONTRACT	0	2,500	2,500	1,000
5139	EQUIPMENT LEASE	1,805	1,780	1,780	1,780
5144	TOOLS AND EQUIPMENT	376	7,000	7,000	6,500
5145	PRINTING/OFFICE SUPPLIES	342	5,000	5,000	4,000
5147	PROFESSIONAL SERVICES	0	1,000	1,000	800
5162	TRAINING	0	300	300	300
5164	COMPUTER SOFTWARE	0	700	700	700
5166	TRAVEL AND BUSINESS	0	500	500	500
5171	FUEL	101	1,000	1,000	500
5172	VEHICLE OPER & MAINT	396	600	600	310
6000	ALOCATIONS-VEHICLE MAINTENANCE	0	310	310	500
<b>TOTAL OPERATING EXPENSE</b>		<b>\$7,339</b>	<b>\$26,200</b>	<b>\$26,200</b>	<b>\$22,290</b>
<b>TOTAL UNION CONNECTION</b>		<b>\$84,662</b>	<b>\$117,450</b>	<b>\$117,450</b>	<b>\$115,830</b>

**ACCOUNT 5108      THE UNION CONNECTION  
CABLE CHANNEL 192**

**ACCOUNT NARRATIVE**

The Union Connection Cable Channel 192 is a local public, educational, and governmental (PEG) access channel and its primary function is to provide our citizens education about the City of Union and surrounding areas. This department evolved out of the allocation of Channel 192 by Charter Communications for use by the City under the terms Section 58-12-370 of the South Carolina Code of Laws. A wide variety of programs are aired on channel 192 such as, local sports events, plays, different school activities, governmental department functions, festivals, and other large events in the area. You will also see various pages with public announcements, contact information for government personnel, and upcoming events in the area. The personnel in this department consist of one (1) Media Information Technology Director and two (2) Part-Time Videographers.

Funding Source:                      \$ 115,830                      - General Fund

**Detail of Personnel Services**

<b><u>Position</u></b>	<b><u>No.</u></b>
Media Information Technology Director	1
Part-Time Videographers	<u>2</u>
Total	3

**ACCOUNT ANALYSIS**

Some revenue is generated from this department as DVDs of videos aired on The Union Connection Cable Channel 192 are sold to the public at the cost of \$10.00 each.

DEPT: CITY FACILITIES - MAINTENANCE #5111

<b>LINE</b>	<b>LINE ITEM</b>	<b>FY2016 ACTUAL</b>	<b>FY2017 BUDGETED</b>	<b>FY2017 ESTIMATED</b>	<b>FY2018 ADOPTED</b>
5114	BUILDING MAINTENANCE	\$34,341	\$170,000	\$170,000	\$75,000
5159	SPECIALIZED DEPT. SUP.	2,549	4,000	4,000	4,000
5170	UTILITIES	30,448	30,000	30,000	32,000
<b>TOTAL OPERATING EXPENSE</b>		<b>\$67,338</b>	<b>\$204,000</b>	<b>\$204,000</b>	<b>\$111,000</b>
5330	OTHER EQUIPMENT	\$934	\$55,000	\$55,000	\$60,000
<b>TOTAL CAPITAL EXPENSE</b>		<b>\$934</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$60,000</b>
<b>TOTAL</b>		<b>\$68,272</b>	<b>\$259,000</b>	<b>\$259,000</b>	<b>\$171,000</b>

**ACCOUNT 5111 CITY FACILITIES-MAINTENANCE**

**ACCOUNT ANALYSIS**

This account consists of expenditures for the maintenance and utilities for City-owned facilities.

Funding Sources:	\$80,370	-	General Fund
	\$85,500	-	Utility Fund
	\$5,130	-	Solid Waste Management

**ACCOUNT ANALYSIS**

This budget represents a decrease in funding from FY 2017. Included in this account are funds to replace all carpet at City Hall.

**FISCAL YEAR 2018  
SUMMARY OF EXPENDITURES  
PUBLIC SAFETY DEPARTMENT**

<u>CLASSIFICATION</u>	<u>FY 2016 ACTUAL</u>	<u>FY 2017 BUDGETED</u>	<u>FY 2017 ESTIMATED</u>	<u>FY2018 ADOPTED</u>
PUBLIC SAFETY	\$3,337,388	\$3,553,980	\$3,553,980	\$3,476,430
TOTAL EXPENDITURES:	<b><u>\$3,337,388</u></b>	<b><u>\$3,553,980</u></b>	<b><u>\$3,553,980</u></b>	<b><u>\$3,476,430</u></b>

This is the total dollar amount expended in order to accomplish the levels of service and goals of this Department.

**FISCAL YEAR 2018  
REGULAR EMPLOYEES  
PUBLIC SAFETY DEPARTMENT**

	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>
PUBLIC SAFETY DIRECTOR	1	1	1	1	1	1
CAPTAIN	2	2	2	2	2	2
LIEUTENANTS	3	3	3	3	3	3
INVESTIGATOR I	0	0	0	0	0	0
INVESTIGATOR II	3	3	3	3	3	3
SERGEANTS	4	4	4	4	4	4
CORPORALS	4	4	4	4	4	4
PUBLIC SAFETY OFFICERS	12	12	12	12	12	9
SRO'S	2	2	2	2	2	1
RECORDS CLERKS	2	2	2	2	3	3
PART-TIME OFFICERS	1	1	1	1	1	1
FIREFIGHTERS	3	4	4	4	4	2
<b>TOTAL</b>	<b>37</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>39</b>	<b>38</b>

DEPT: PUBLIC SAFETY - #5120

LINE	LINE ITEM	FY2016 ACTUAL	FY2017 BUDGETED	FY2017 ESTIMATED	FY2018 ADOPTED
5001	SALARY,REGULAR	\$1,645,480	\$1,772,450	\$1,772,450	\$1,690,130
5002	SALARY,OVERTIME	153,349	130,000	130,000	130,000
5003	SALARY-POLICE EXTRA ACTIVITY	25,223	25,000	25,000	25,000
5004	LONGEVITY PAY	40,901	51,130	51,130	54,460
5011	INSURANCE-MED./LIFE	237,933	280,540	280,540	284,970
5012	RETIREMENT	253,190	268,730	268,730	304,660
5013	SOCIAL SECURITY	136,958	152,830	152,830	146,730
5014	WORKER'S COMPENSATION	129,559	121,010	121,010	85,230
5015	CHRISTMAS BONUS	1,975	2,100	2,100	2,180
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$2,624,568</b>	<b>\$2,803,790</b>	<b>\$2,803,790</b>	<b>\$2,723,360</b>
5110	ADVERTISING	\$100	\$0	\$0	\$0
5111	ALLOWANCES	1,440	14,340	14,340	14,340
5114	FACILITY MAINTENANCE	14,472	21,000	21,000	12,500
5116	CHEMICALS	500	2,000	2,000	2,000
5117	COMMUNICATIONS	43,910	37,000	37,000	37,000
5135	MACHINE/EQUIPMENT REPAIRS	1,510	2,000	2,000	2,000
5136	MAINTENANCE CONTRACTS	18,031	20,000	20,000	20,000
5138	MEMBERSHIPS/SUBSCRIPTIONS	2,599	2,900	2,900	2,900
5139	EQUIPMENT LEASE	10,968	15,300	15,300	15,300
5144	TOOLS AND EQUIPMENT	119,949	76,710	76,710	63,870
5145	PRINTING/OFFICE SUPPLIES	10,150	8,500	8,500	8,500
5147	PROFESSIONAL SERVICES	16,176	16,000	16,000	16,000
5158	SPECIAL CONTRACTS	60,362	75,000	75,000	106,000
5159	SPECIALIZED DEPT. SUPPLIES	14,940	20,000	20,000	20,000
5162	TRAINING	11,730	10,000	10,000	11,000
5164	COMPUTER SOFTWARE	0	0	0	0
5166	TRAVEL & BUSINESS	10,027	7,000	7,000	7,000
5168	UNIFORMS & CLOTHING	34,117	30,000	30,000	30,000
5170	UTILITIES	29,290	30,000	30,000	30,000
5171	FUEL	48,420	75,000	75,000	61,000
5172	VEHICLE OPER.& MAINTENANCE	31,086	35,000	35,000	35,000
5174	SPECIAL DRUG PROGRAM	0	8,500	8,500	8,500
<b>TOTAL OPERATING EXPENSE</b>		<b>\$479,777</b>	<b>\$506,250</b>	<b>\$506,250</b>	<b>\$502,910</b>
5325	MOTOR VEHICLES	69,915	86,500	86,500	53,400
5330	OTHER EQUIPMENT	9,060	0	0	28,000
<b>TOTAL CAPITAL EXPENSE</b>		<b>\$78,975</b>	<b>\$86,500</b>	<b>\$86,500</b>	<b>\$81,400</b>
5409	DEBT SERVICE-PRINCIPLE	\$86,858	\$89,230	\$89,230	\$100,370
5410	DEBT SERVICE-INTEREST	\$13,514	\$11,140	\$11,140	\$8,710
6000	ALLOCATIONS - VEHICLE MAINT.	\$53,684	\$57,070	\$57,070	\$59,680
<b>TOTAL PUBLIC SAFETY</b>		<b>\$3,337,376</b>	<b>\$3,553,980</b>	<b>\$3,553,980</b>	<b>\$3,476,430</b>

**ACCOUNT 5120 PUBLIC SAFETY**

**ACCOUNT NARRATIVE**

The Public Safety Department consists of forty-one employees. Three of these employees are part-time, and the remaining thirty-eight are full-time. The Department is responsible for law enforcement, fire and animal control services within the City of Union. Additionally, Public Safety Officers are responsible for transportation of inmates and mental patients to various locations within the State of South Carolina.

All Public Safety Officers are trained and certified in law enforcement and firefighting by the State of South Carolina.

Funding Source: \$3,476,430 - General Fund

**Detail of Personnel Services**

<b><u>Position</u></b>	<b><u>No.</u></b>
Director of Public Safety	1
Captain	2
Lieutenants	3
Investigator II's	3
Sergeants	4
Corporals	4
Public Safety Officers	9
School Resource Officers	1
Records Clerks	3
Part-time Officer (Main Street)	1
Firefighters	7
TOTAL	38

**ACCOUNT ANALYSIS**

See Capital Summary for detail of capital expenditures.

**FISCAL YEAR 2018  
SUMMARY OF EXPENDITURES  
PUBLIC SERVICE DEPARTMENT**

<b><u>CLASSIFICATION</u></b>	<b><u>FY2016 ACTUAL</u></b>	<b><u>FY2017 BUDGETED</u></b>	<b><u>FY2017 ESTIMATED</u></b>	<b><u>FY2018 ADOPTED</u></b>
STREET DEPARTMENT	\$689,330	\$706,920	\$706,920	\$622,900
SOLID WASTE MANAGEMENT	<u>728,587</u>	<u>758,250</u>	<u>758,250</u>	<u>764,380</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,417,917</u></b>	<b><u>\$1,465,170</u></b>	<b><u>\$1,465,170</u></b>	<b><u>\$1,387,280</u></b>

This is the total dollar amount expended in order to accomplish the levels of service and goals of this Department. The money to accomplish this function comes from more than one fund source.

**FISCAL YEAR 2018  
REGULAR EMPLOYEES  
PUBLIC SERVICE EMPLOYEES**

	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
PUBLIC SERVICE ADMINISTRATION	2	2	2	2	2	2
STREET	6	6	6	6	5	5
SOLID WASTE MANAGEMENT	5	5	5	5	5	4
LAWN MAINTENANCE	1	1	1	1	1	1
<b>TOTAL</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>12</b>

DEPT: PUBLIC SERVICE

DIVISION: STREET #5130

LINE	LINE ITEM	FY2016 ACTUAL	FY2017 BUDGETED	FY2017 ESTIMATED	FY2018 ADOPTED
5001	SALARY,REGULAR	\$303,062	\$304,320	\$304,320	\$273,810
5002	SALARY,OVERTIME	13,879	11,000	11,000	11,000
5004	LONGEVITY PAY	15,060	17,890	17,890	18,250
5011	INSURANCE-MED./LIFE/BUY BACK	51,579	59,560	59,560	53,480
5012	RETIREMENT	36,713	36,930	36,930	41,100
5013	SOCIAL SECURITY	23,954	25,760	25,760	23,430
5014	WORKER'S COMPENSATION	22,442	22,210	22,210	15,550
5015	CHRISTMAS BONUS	675	700	700	700
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$467,364</b>	<b>\$478,370</b>	<b>\$478,370</b>	<b>\$437,320</b>
5110	ADVERTISING	\$73	\$250	\$250	\$250
5114	FACILITY MAINTENANCE	782	4,000	4,000	4,000
5116	CHEMICALS	950	2,000	2,000	2,000
5117	COMMUNICATIONS	746	1,800	1,800	1,800
5136	MAINTENANCE CONTRACTS	0	1,000	1,000	1,000
5139	EQUIPMENT LEASE	810	1,300	1,300	1,300
5144	TOOLS AND EQUIPMENT	4,128	3,000	3,000	3,000
5145	PRINTING/OFFICE SUPPLIES	111	500	500	500
5147	PROFESSIONAL SERVICES	468	5,000	5,000	5,000
5158	SPECIAL CONTRACTS	95,899	35,000	35,000	35,000
5159	SPECIALIZED DEPT. SUPPLIES	12,269	20,000	20,000	20,000
5162	TRAINING	0	500	500	500
5166	TRAVEL & BUSINESS	(5)	500	500	500
5168	UNIFORMS & CLOTHING	3,735	4,000	4,000	4,000
5171	FUEL	9,446	20,000	20,000	17,000
5172	VEHICLE OPER.& MAINTENANCE	36,396	40,000	40,000	40,000
<b>TOTAL OPERATING EXPENSE</b>		<b>\$165,808</b>	<b>\$138,850</b>	<b>\$138,850</b>	<b>\$135,850</b>
5325	MOTOR VEHICLES	0	0	0	0
5330	OTHER EQUIPMENT	10,578	42,000	42,000	0
5330	<b>TOTAL CAPITAL EXPENSE</b>	<b>\$10,578</b>	<b>\$42,000</b>	<b>\$42,000</b>	<b>\$0</b>
<b>ALLOCATIONS - VEHICLE MAINT.</b>		<b>\$45,570</b>	<b>\$47,700</b>	<b>\$47,700</b>	<b>\$49,730</b>
6000	<b>TOTAL PUBLIC SERVICE - STREET</b>	<b>\$689,320</b>	<b>\$706,920</b>	<b>\$706,920</b>	<b>\$622,900</b>

**ACCOUNT 5130 PUBLIC SERVICE (STREET DEPARTMENT)**

**ACCOUNT NARRATIVE**

This account is responsible for the maintenance and repair of the streets, roadside ditches, city parks, storm drains, and sidewalks within the City limits. This department also is responsible for the enactment of services set forth by the City ordinances.

This department consists of seven (7) employees: (1) Supervisor, (5) Heavy Equipment Operators, and (1) Lawn Maintenance Worker. The Public Service Director shares his time between Street and Sanitation.

Funding Source: \$622,900 - General Fund

**Detail of Personnel Services**

<b><u>Position</u></b>	<b><u>No.</u></b>
Public Service Supervisor	1
Heavy Equipment Operators	5
Lawn Maintenance	<u>1</u>
TOTAL	7

**ACCOUNT ANALYSIS**

This budget represents the same level of service as the FY2017 Budget.

DEPT: PUBLIC SERVICE

DIVISION: SOLID WASTE MANAGEMENT #5140

LINE	LINE ITEM	FY2016 ACTUAL	FY2017 BUDGETED	FY2017 ESTIMATED	FY2018 ADOPTED
5001	SALARY,REGULAR	\$196,268	\$218,960	\$218,960	\$223,340
5002	SALARY,OVERTIME	3,971	5,000	5,000	5,000
5004	LONGEVITY PAY	7,705	7,890	7,890	8,740
5011	INSURANCE-MED./LIFE/BUY BACK	28,854	27,870	27,870	28,660
5012	RETIREMENT	28,551	25,680	25,680	32,040
5013	SOCIAL SECURITY	15,180	17,900	17,900	18,300
5014	WORKER'S COMPENSATION	6,400	10,500	10,500	6,900
5015	CHRISTMAS BONUS	325	330	330	330
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$287,254</b>	<b>\$314,130</b>	<b>\$314,130</b>	<b>\$323,310</b>
5101	FRANCHISE FEE	\$38,066	\$35,000	\$35,000	\$35,000
5110	ADVERTISING	12	250	250	250
5122	ADMINISTRATIVE & GENERAL OVERHEAD	82,008	91,420	91,420	101,440
5136	MAINTENANCE CONTRACT	0	0	0	0
5138	MEMBERSHIPS/SUBSCRIPTIONS	0	0	0	200
5139	EQUIPMENT LEASE	0	0	0	200
5144	TOOLS AND EQUIPMENT	476	1,500	1,500	1,500
5145	PRINTING/OFFICE SUPPLIES	24	250	250	250
5147	PROFESSIONAL SERVICES	1,425	3,000	3,000	3,000
5158	SPECIAL CONTRACTS	119,221	140,000	140,000	140,000
5159	SPECIALIZED DEPT. SUPPLIES	1,007	10,000	10,000	10,000
5162	TRAINING	0	200	200	200
5166	TRAVEL & BUSINESS	97	800	800	800
5168	UNIFORMS & CLOTHING	1,950	4,000	4,000	2,000
5170	UTILITIES	2,939	2,000	2,000	2,000
5171	FUEL	25,886	47,000	47,000	34,000
5172	VEHICLE OPER.& MAINTENANCE	41,674	35,000	35,000	35,000
5476	UNION COUNTY TIPPING FEE	\$0	\$500	\$500	\$0
<b>TOTAL OPERATING EXPENSE</b>		<b>\$314,785</b>	<b>\$370,920</b>	<b>\$370,920</b>	<b>\$365,840</b>
5325	MOTOR VEHICLES	0	0	0	0
5330	OTHER EQUIPMENT	0	0	0	0
5404	DEPRECIATION EXPENSE	80,418	0	0	0
<b>TOTAL CAPITAL EXPENSE</b>		<b>\$80,418</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
5409	DEBT SERVICE PRINCIPLE	\$0	\$24,760	\$24,760	\$24,760
5410	DEBT SERVICE INTEREST	\$1,099	\$740	\$740	\$740
<b>TOTAL DEBT SERVICE</b>		<b>\$1,099</b>	<b>\$25,500</b>	<b>\$25,500</b>	<b>\$25,500</b>
6000	ALLOCATIONS - VEHICLE MAINT.	\$45,019	\$47,700	\$47,700	\$49,730
<b>TOTAL PUBLIC SERVICE-SANITATION</b>		<b>\$728,575</b>	<b>\$758,250</b>	<b>\$758,250</b>	<b>\$764,380</b>

**ACCOUNT 5140 PUBLIC SERVICE (SOLID WASTE MANAGEMENT FUND)**

**ACCOUNT NARRATIVE**

This account is tasked with the responsibility of collection of solid waste as specified by City ordinance.

This department consists of five (5) employees: (1) Public Service Director, (3) Heavy Equipment Operators and (1) Solid Waste Collector. The Public Service Director shares his time between Street and Sanitation.

Funding Sources:        \$764,380 - Solid Waste Management

**Detail of Personnel Services**

<b><u>Position</u></b>	<b><u>No.</u></b>
Public Service Director	1
Heavy Equipment Operator	3
Solid Waste Collectors	<u>1</u>
TOTAL	5

**ACCOUNT ANALYSIS**

The budget represents the same level of service as the FY2017 Budget.

**FISCAL YEAR 2018  
SUMMARY OF EXPENDITURES  
PLANNING DEPARTMENT**

<b><u>CLASSIFICATION</u></b>	<b><u>FY 2016 ACTUAL</u></b>	<b><u>FY 2017 BUDGETED</u></b>	<b><u>FY 2017 ESTIMATED</u></b>	<b><u>FY 2018 ADOPTED</u></b>
PLANNING	\$261,763	\$343,210	\$343,210	\$373,280
<b>TOTAL EXPENDITURES:</b>	<b><u>\$261,763</u></b>	<b><u>\$343,210</u></b>	<b><u>\$343,210</u></b>	<b><u>\$373,280</u></b>

This is the total dollar amount expended in order to accomplish the levels of service and goals of this Department.

**FISCAL YEAR 2018  
REGULAR EMPLOYEES  
PLANNING DEPARTMENT**

	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
PROPERTY MAINTENANCE INSPECTOR	0	1	1	1	1	1
BUILDING/ZONING COORDINATOR	1	1	1	1	1	1
BUSINESS LICENSE COORDINATOR	1	1	1	1	1	1
CLERK TRAINEE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>

1. The City has currently obtained the service of RCI of South Carolina to provide Building Official services.

DEPT: PLANNING - #5150

LINE	LINE ITEM	FY2016 ACTUAL	FY2017 BUDGETED	FY2017 ESTIMATED	FY2018 ADOPTED
5001	SALARY,REGULAR	\$110,010	\$139,750	\$139,750	\$162,560
5002	SALARY, OVERTIME	1,525	1,000	1,000	1,000
5004	LONGEVITY PAY	2,962	3,030	3,030	3,100
5011	INSURANCE-MED./LIFE	8,531	14,690	14,690	15,430
5012	RETIREMENT	12,602	15,700	15,700	22,330
5013	SOCIAL SECURITY	8,532	11,120	11,120	12,890
5014	WORKER'S COMPENSATION	2,570	1,840	1,840	1,290
5015	CHRISTMAS BONUS	125	180	180	180
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$146,857</b>	<b>\$187,310</b>	<b>\$187,310</b>	<b>\$218,780</b>
5110	ADVERTISING	\$386	\$800	\$800	\$800
5117	COMMUNICATIONS	386	1,300	1,300	1,300
5136	MAINTENANCE CONTRACTS	7,926	4,000	4,000	4,100
5138	MEMBERSHIPS/SUBSCRIPTIONS	321	800	800	800
5139	EQUIPMENT LEASE	1,683	2,500	2,500	2,500
5144	TOOLS AND EQUIPMENT	1,032	1,000	1,000	500
5145	PRINTING/OFFICE SUPPLIES	1,422	1,500	1,500	1,500
5147	PROFESSIONAL SERVICE	57,905	104,000	104,000	104,000
5158	SPECIAL CONTRACTS	13,367	30,000	30,000	30,000
5159	SPECIALIZED DEPT. SUPPLIES	1,324	1,500	1,500	1,000
5162	TRAINING	428	2,000	2,000	1,500
5164	COMPUTER SOFTWARE	22,724	0	0	0
5166	TRAVEL & BUSINESS	1,117	2,000	2,000	3,000
5167	UNIFORMS & CLOTHING	250	0	0	0
5168	FUEL	429	1,000	1,000	500
5169	VEHICLE OPER & MAINT.	2,158	1,500	1,500	1,000
<b>TOTAL OPERATING EXPENSE</b>		<b>\$112,858</b>	<b>\$153,900</b>	<b>\$153,900</b>	<b>\$152,500</b>
5325	MOTOR VEHICLES	\$0	\$0	\$0	\$0
5330	OTHER EQUIPMENT	\$0	\$0	\$0	\$0
6000	ALLOCATION - VEHICLE MAINT.	\$2,038	\$2,000	\$2,000	\$2,000
<b>TOTAL PLANNING</b>		<b>\$261,753</b>	<b>\$343,210</b>	<b>\$343,210</b>	<b>\$373,280</b>

ACCOUNT 5150 PLANNING

ACCOUNT NARRATIVE

This account is responsible for the overall planning, development, administration and enforcement of the following City of Union governmental functions: building codes, zoning & planning, and grants. The account consists of four (4) employees: A Zoning Coordinator, a Business License Coordinator, a Property Maintenance Inspector, and a Clerk Trainee.

The **Zoning Coordinator** reports to the Mayor. Her duties include issuing permits, zoning assistance, secretarial services, and other duties assigned by the Mayor and Zoning Administrator. She is responsible for handling office activities and assisting the Property Maintenance Inspector. She provides secretarial services for the Planning Department, Planning Commission, and all Boards of Appeals. She conducts other duties and activities as assigned by the Mayor.

The **Business License Coordinator** reports to the Mayor. Her duties include enforcing the Business License Ordinance and assisting the Zoning Coordinator with office duties and/or building permit activities. She maintains the City of Union business license database and archives. She conducts other activities and duties as assigned by the Mayor.

The **Property Maintenance Inspector** reports to the Mayor. He is responsible for the enforcement of the City of Union Nuisance Ordinance and the International Property Maintenance Code. He is responsible for the condemnation of dwellings, and handles public nuisance complaints. He is responsible for assisting the Business License Coordinator with the enforcement of the City of Union Business License Ordinance and other duties as assigned by the Mayor.

The **Clerk Trainee** reports to the Mayor. This position is responsible for issuing permits and assisting with business license activities. The position also handles office activities and performs secretarial services.

Building Official services are accomplished by a contract with RCI of South Carolina. This company is licensed by the State of South Carolina to perform code enforcement.

Funding Sources:           \$373,280                           General Fund

<u>Position</u>	<u>Detail of Personnel Services</u>	<u>Number</u>
Zoning Coordinator		1
Business License Coordinator		1
Property Maintenance Inspector		1
Clerk Trainee		<u>1</u>
<b>Total</b>		<b>4</b>

ACCOUNT ANALYSIS

This budget provides for the members of the City of Union Zoning Board of Appeals to be allocated a stipend equal to and the same as the stipend already being allocated to the members of the City of Union Planning Commission. Also, \$36,000 has been included to fund a grants writer/planner. This is a contract position with Catawba Regional Planning Council.

**FISCAL YEAR 2018  
SUMMARY OF EXPENDITURES  
FINANCE DEPARTMENT**

<b><u>CLASSIFICATION</u></b>	<b><u>FY2017 BUDGETED</u></b>	<b><u>FY 2017 ESTIMATED</u></b>	<b><u>FY 2018 ADOPTED</u></b>
ACCOUNTING	\$ 465,810	\$ 465,810	\$ 494,450
UTILITY BILLING	\$ 667,380	\$ 667,380	\$ 681,640
<b>TOTAL EXPENDITURES</b>	<b>\$1,133,190</b>	<b>\$1,133,190</b>	<b>\$1,176,090</b>

This is the total dollar amount expended in order to accomplish the levels of service and goals of this Department. The money to accomplish this function has come from more than one fund source.

**FISCAL YEAR 2018  
REGULAR EMPLOYEES  
FINANCE DEPARTMENT**

	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>
ACCOUNTING	5	5	5	5	5	5
UTILITY BILLING	9	9	9	9	9	8 (1)
<b>TOTAL</b>	14	14	14	14	14	13

1. Billing/Collections/IT Specialist position has been removed (January, 2018).

DEPT: FINANCE - #5229

DIVISION: ACCOUNTING

<b>LINE</b>	<b>LINE ITEM</b>	<b>FY2017 BUDGETED</b>	<b>FY2017 ESTIMATED</b>	<b>FY2018 ADOPTED</b>
5001	SALARY,REGULAR	\$268,070	\$268,070	\$277,970
5004	LONGEVITY PAY	9,310	9,310	8,340
5011	INSURANCE-MED./LIFE/BUY BACK	23,940	23,940	36,430
5012	RETIREMENT	30,450	30,450	38,480
5013	SOCIAL SECURITY	21,460	21,460	22,140
5014	WORKER'S COMPENSATION	200	200	140
5015	CHRISTMAS BONUS	380	380	300
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$353,810</b>	<b>\$353,810</b>	<b>\$383,800</b>
5110	ADVERTISING	1,500	1,500	1,500
5117	COMMUNICATIONS	10,000	10,000	11,000
5136	MAINTENANCE CONTRACTS	12,000	12,000	12,000
5138	MEMBERSHIPS/SUBSCRIPTIONS	900	900	900
5139	EQUIPMENT LEASE	13,700	13,700	12,050
5144	TOOLS AND EQUIPMENT	2,200	2,200	1,000
5145	PRINTING/OFFICE SUPPLIES	7,500	7,500	8,000
5147	PROFESSIONAL SERVICE	7,000	7,000	7,000
5148	AUDITING & GENERAL CONSULTING	36,000	36,000	36,000
5159	SPECIALIZED DEPT SUPPLIES	19,000	19,000	19,000
5162	TRAINING	500	500	500
5164	COMPUTER SOFTWARE	700	700	700
5166	TRAVEL & BUSINESS	1,000	1,000	1,000
<b>TOTAL OPERATING EXPENSE</b>		<b>\$112,000</b>	<b>\$112,000</b>	<b>\$110,650</b>
<b>TOTAL FINANCE-ACCOUNTING</b>		<b>\$465,810</b>	<b>\$465,810</b>	<b>\$494,450</b>

**ACCOUNT: 5229 ACCOUNTING**

**ACCOUNT NARRATIVE**

The primary function of this account is to provide for the timely and accurate accounting of all City Funds and to prepare and publish the Annual Financial Report. This division consists of five (5) employees: a Finance Director, Accounting Supervisor, one (1) Payroll Coordinator, one (1) Accounts Payable Coordinator, and one (1) Tax Coordinator. The Finance Director oversees the activity of the Finance Department which includes the Accounting Division and Utility Billing Division. The Finance Director within the Accounting Division oversees all disbursements and investments, reviews monthly financial statements, coordinates preparation and publication of the Comprehensive Annual Financial Report and the annual budget, and ensures that proper accounting/financial records are maintained.

The Accounting Supervisor is responsible for accurate tabulation of the monthly financial reports and all financial data summarized within the monthly financial reports.

The Payroll Coordinator processes and maintains all City payroll. This position works with the Personnel Director to maintain health insurance, retirement and employee status.

The Accounts Payable Coordinator processes all checks, and is responsible for all accounts payable work, including compiling and verifying invoices, posting all vendor checks, and ensuring that invoices get charged to the proper fund, department, and object code.

The Tax Coordinator provides for the timely and accurate collection of all General Fund revenues, and is responsible for the collection and administration of approximately 5,029 real estate personal property taxes. The Tax Coordinator also assists in the collection of Utility Billing.

Funding Sources:	\$ 405,450	-	Utility Fund
	\$ 79,110	-	General Fund
	\$ 9,890	-	Solid Waste Management

**Detail of Personnel Services**

<b><u>Position</u></b>	<b><u>No.</u></b>
Finance Director	1
Accounting Supervisor	1
Payroll Coordinator	1
Accounts Payable Coordinator	1
Tax Coordinator	1
TOTAL	5

**ACCOUNT ANALYSIS**

This division is included in the overall budget of the Utility Department.

DEPT: FINANCE - #5230

DIVISION: UTILITY BILLING

<b>LINE</b>	<b>LINE ITEM</b>	<b>FY2017 BUDGETED</b>	<b>FY2017 ESTIMATED</b>	<b>FY2018 ADOPTED</b>
5001	SALARY,REGULAR	\$343,390	\$343,390	\$328,360
5004	LONGEVITY PAY	11,220	11,220	5,270
5011	INSURANCE-MED./LIFE/BUY BACK	73,430	73,430	75,290
5012	RETIREMENT	38,960	38,960	44,830
5013	SOCIAL SECURITY	27,430	27,430	25,810
5014	WORKER'S COMPENSATION	10,320	10,320	7,230
5015	CHRISTMAS BONUS	630	630	430
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$505,380</b>	<b>\$505,380</b>	<b>\$487,220</b>
5117	COMMUNICATIONS	\$75,000	\$75,000	\$75,000
5136	MAINTENANCE CONTRACT - ITRON SUPPORT	12,300	12,300	16,320
5138	MEMBERSHIPS/SUBSCRIPTIONS	300	300	300
5139	EQUIPMENT LEASE	3,000	3,000	2,000
5144	TOOLS AND EQUIPMENT	3,800	3,800	2,000
5145	PRINTING/OFFICE SUPPLIES	12,000	12,000	10,000
5147	PROFESSIONAL SERVICES	45,000	45,000	79,500
5162	TRAINING	500	500	500
5166	TRAVEL AND BUSINESS	600	600	500
5168	UNIFORMS & CLOTHING	3,000	3,000	3,000
5171	FUEL	4,500	4,500	3,800
5172	VEHICLE OPERATIONS & MAINT.	2,000	2,000	1,500
<b>TOTAL OPERATING EXPENSE</b>		<b>\$162,000</b>	<b>\$162,000</b>	<b>\$194,420</b>
5325	MOTOR VEHICLES	\$0	\$0	\$0
5330	OTHER EQUIPMENT	\$0	\$0	\$0
<b>TOTAL CAPITAL EXPENSE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL UTILITY BILLING</b>		<b>\$667,380</b>	<b>\$667,380</b>	<b>\$681,640</b>

**ACCOUNT: 5230 UTILITY BILLING**

**ACCOUNT NARRATIVE**

The primary function of this division is to provide for the timely and accurate billing and collection of all Utility Accounts. This division consists of eight (8) employees: one (1) Senior Meter Reader, two (2) Meter Readers, one (1) Customer Service Rep, three (3) Account Clerks, and one (1) Utility Billing Coordinator.

The Customer Service Representative prepares all work orders and provides customer service for utility services. She also assists with the establishing of utility accounts and prepares the daily reports for utility payments.

The Account Clerks assume the clerical functions of the Utility Billing Division which include receipting, balancing, filing and posting of all utility payments. They also assist in the establishing of all new utility accounts.

The Senior Meter Reader is responsible for the supervision of the meter reading division and under general supervision, reads, turns on or turns off electric, gas, or water service, as well as assisting customers with problems concerning their meters.

The Meter Readers are responsible for the timely and accurate reading of over 21,650 meters including water, electric, and gas.

The Utility Billing Coordinator creates the utility bills for approximately 9,500 customers. She ensures that all meter readings are correct, and submits the bills for mailing.

Funding Source: \$681,640 - Utility Fund

**Detail of Personnel Services**

<b><u>Position</u></b>	<b><u>No.</u></b>
Senior Meter Reader	1
Meter Readers	2
Account Clerks	3
Customer Service Rep.	1
Utility Billing Coordinator	<u>1</u>
TOTAL	8

**ACCOUNT ANALYSIS**

This division is included in the overall budget of the Utility Department.

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**FISCAL YEAR 2018  
REGULAR EMPLOYEES  
VEHICLE MAINTENANCE**

	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>
MAINTENANCE DIRECTOR	1	1	1	1	1	1
MECHANIC III	1	1	1	1	1	1
MECHANIC II	1	1	1	1	1	1
UTILITY WORKER II	1	1	1	1	1	1
<b>TOTAL</b>	4	4	4	4	4	4

VEHICLE MAINTENANCE - #5228

<b>LINE</b>	<b>LINE ITEM</b>	<b>FY2017 BUDGETED</b>	<b>FY2017 ESTIMATED</b>	<b>FY2018 ADOPTED</b>
5001	SALARY,REGULAR	\$195,640	\$195,640	\$199,550
5004	LONGEVITY PAY	\$6,570	\$6,570	\$6,700
5011	INSURANCE-MED./LIFE/BUY BACK	\$38,820	\$38,820	\$40,140
5012	RETIREMENT	\$22,400	\$22,400	\$28,990
5013	SOCIAL SECURITY	\$15,650	\$15,650	\$15,950
5014	WORKER'S COMPENSATION	\$5,300	\$5,300	\$3,710
5015	CHRISTMAS BONUS	\$250	\$250	\$250
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$284,630</b>	<b>\$284,630</b>	<b>\$295,290</b>
5114	BUILDING MAINTENANCE	\$1,000	\$1,000	\$1,000
5117	COMMUNICATIONS	\$600	\$600	\$600
5136	MAINTENANCE CONTRACT	\$3,200	\$3,200	\$3,200
5139	EQUIPMENT LEASE	\$1,400	\$1,400	\$1,400
5144	TOOLS AND EQUIPMENT	\$6,000	\$6,000	\$6,000
5145	PRINTING/OFFICE SUPPLIES	\$200	\$200	\$200
5159	SPECIALIZED DEPT. SUPPLIES	\$5,000	\$5,000	\$5,000
5162	TRAINING	\$500	\$500	\$500
5166	TRAVEL & BUSINESS	\$500	\$500	\$500
5168	UNIFORMS & CLOTHING	\$3,000	\$3,000	\$3,000
5170	UTILITIES	\$7,500	\$7,500	\$7,500
5171	FUEL	\$2,000	\$2,000	\$2,000
5172	VEHICLE OPER. & MAINTENANCE	\$2,500	\$2,500	\$2,500
<b>TOTAL OPERATING EXPENSE</b>		<b>\$33,400</b>	<b>\$33,400</b>	<b>\$33,400</b>
5325	MOTOR VEHICLES	\$0	\$0	\$0
<b>TOTAL CAPITAL EXPENSE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL VEHICLE MAINTENANCE</b>		<b>\$318,030</b>	<b>\$318,030</b>	<b>\$328,690</b>

**ACCOUNT 5228 VEHICLE MAINTENANCE**

**ACCOUNT NARRATIVE**

This account has four (4) employees: Maintenance Director, Automotive Technician II and Automotive Technician III, and a Utility Worker.

This account maintains rolling stock and other equipment, such as lawnmowers, generators, weed eaters, chainsaws, and pumps. The department also maintains the vehicles for the Housing Authority.

Additionally, it conducts a preventive maintenance program on all vehicles at 3,000 mile intervals and performs daily minor and major repairs. It also does some fabrication work, fixes flats, and mounts and balances all new tires, as well as service calls. This account has personnel on standby for emergency repairs on weekends and holidays.

This account is also responsible for the ordering and maintaining inventory of parts and tires.

The Maintenance Director has completed the S.C. Safety Office Training Program. He is certified by the State as a CDL License Examiner and has trained, tested, and issued CDL Licenses. This program remains on a continued basis due to changes or additions in personnel.

**Detail of Personnel Services**

<b><u>Position</u></b>	<b><u>No.</u></b>
Maintenance Director	1
Auto Technician II	1
Auto Technician III	1
Utility Worker	<u>1</u>
TOTAL	4

**ACCOUNT NARRATIVE**

The expenditures of the account are allocated to the vehicle and maintenance account of each department that has vehicles and equipment maintained by this department.

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**FISCAL YEAR 2018  
REGULAR EMPLOYEES  
UTILITIES**

	<b><u>FY2013</u></b>	<b><u>FY2014</u></b>	<b><u>FY2015</u></b>	<b><u>FY2016</u></b>	<b><u>FY2017</u></b>	<b><u>FY2018</u></b>
UTILITIES						
ADMINISTRATION	3	3	3	4	4	4
SUPPORT SERVICES	4	4	4	4	4	4
ELECTRIC	8	8	8	8	9	8 (1)
WATER	14	14	14	14	15	14 (2)
WASTEWATER	6	7	7	6	6	5 (3)
GAS	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
<b>TOTAL</b>	45	46	46	46	48	45

1. Lineman position removed.
2. Water Plant Trainee position removed.
3. Wastewater Operator position removed.

DEPT: UTILITY ADMINISTRATION - #5231

<b>LINE</b>	<b>LINE ITEM</b>	<b>FY2017 BUDGETED</b>	<b>FY2017 ESTIMATED</b>	<b>FY2018 ADOPTED</b>
5001	SALARY,REGULAR	\$293,000	\$293,000	\$299,340
5002	SALARY,OVERTIME	2,000	2,000	2,000
5004	LONGEVITY PAY	7,120	7,120	7,260
5011	INSURANCE-MED./LIFE/BUY BACK	33,420	33,420	34,360
5012	RETIREMENT	33,340	33,340	41,640
5013	SOCIAL SECURITY	23,370	23,370	23,870
5014	WORKER'S COMPENSATION	2,360	2,360	1,660
5015	CHRISTMAS BONUS	280	280	300
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$394,890</b>	<b>\$394,890</b>	<b>\$410,430</b>
5100	MISCELLANEOUS	\$7,500	\$7,500	\$7,500
5110	ADVERTISING	1,000	1,000	1,000
5117	COMMUNICATIONS	15,000	15,000	32,000
5136	MAINTENANCE CONTRACTS & LEASES	5,000	5,000	5,000
5138	MEMBERSHIPS/SUBSCRIPTIONS	12,000	12,000	12,000
5139	EQUIPMENT LEASE	8,000	8,000	8,000
5144	TOOLS AND EQUIPMENT	2,000	2,000	2,000
5145	PRINTING/OFFICE SUPPLIES	2,500	2,500	5,000
5147	PROFESSIONAL SERVICE	20,000	20,000	20,000
5162	TRAINING	2,000	2,000	2,000
5164	COMPUTER SOFTWARE	2,000	2,000	1,000
5166	TRAVEL & BUSINESS	2,000	2,000	2,000
5168	UNIFORMS AND CLOTHING	1,000	1,000	0
5171	FUEL	1,500	1,500	3,000
5172	VEHICLE OPERATIONS & MAINT.	500	500	1,000
<b>TOTAL OPERATING EXPENSE</b>		<b>\$82,000</b>	<b>\$82,000</b>	<b>\$101,500</b>
5305	FURNITURE/OFFICE EQUIPMENT	10,000	10,000	10,000
5330	OTHER EQUIPMENT	5,000	5,000	0
<b>TOTAL OPERATING EXPENSE</b>		<b>\$15,000</b>	<b>\$15,000</b>	<b>\$10,000</b>
<b>TOTAL UTILITY ADMINISTRATION</b>		<b>\$491,890</b>	<b>\$491,890</b>	<b>\$521,930</b>

**UTILITIES DEPARTMENT**

**UTILITIES ADMINISTRATION DIVISION**

**ACCOUNT NARRATIVE**

This division consists of four (4) employees: a Utilities Director, Assistant Utilities Director, Administrative Assistant, and a Mapping Technician.

The division provides administrative services for electric, water, wastewater and gas divisions. Services include general and specific system management, federal and state reporting, and mapping and systems information.

Total salaries, benefits and expenses of the division are allocated to operations expense in the electric, water, wastewater and gas divisions.

Funding Source: Utility Fund

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>No.</u>
Utilities Director	1
Assistant Utilities Director	1
Administrative Assistant	1
Mapping Technician	<u>1</u>
TOTAL	4

DEPT: SUPPORT SERVICES #5233

<u>LINE</u>	<u>LINE ITEM</u>	<u>FY2017 BUDGETED</u>	<u>FY2017 ESTIMATED</u>	<u>FY2018 ADOPTED</u>
5001	SALARY,REGULAR	\$181,450	\$181,450	\$185,070
5002	SALARY,OVERTIME	6,000	6,000	6,000
5004	LONGEVITY PAY	9,320	9,320	10,350
5011	INSURANCE-MED./LIFE/BUY BACK	34,410	34,410	28,480
5012	RETIREMENT	21,800	21,800	27,310
5013	SOCIAL SECURITY	15,220	15,220	15,570
5014	WORKER'S COMPENSATION	15,390	15,390	10,780
5015	CHRISTMAS BONUS	280	280	300
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$283,870</b>	<b>\$283,870</b>	<b>\$283,860</b>
5114	FACILITY MAINTENANCE	5,000	5,000	5,000
5136	MAINTENANCE CONTRACT	1,000	1,000	1,500
5139	EQUIPMENT LEASE	1,500	1,500	1,500
5144	TOOLS AND EQUIPMENT	9,000	9,000	9,000
5145	PRINTING/OFFICE SUPPLIES	500	500	700
5149	REGULATORY FEES AND LICENSE	500	500	500
5158	SPECIAL CONTRACTS	10,000	10,000	15,000
5159	SPECIALIZED DEPT SUPPLIES	25,000	25,000	25,000
5162	TRAINING	1,000	1,000	1,000
5166	TRAVEL AND BUSINESS	1,000	1,000	1,000
5168	UNIFORMS AND CLOTHING	4,000	4,000	2,000
5170	UTILITIES	18,000	18,000	20,000
5171	FUEL	15,000	15,000	10,000
5172	VEHICLE OPERATIONS & MAINTENANCE	3,500	3,500	3,500
<b>TOTAL OPERATING EXPENSE</b>		<b>\$95,000</b>	<b>\$95,000</b>	<b>\$95,700</b>
5325	MOTOR VEHICLE	\$0	\$0	\$0
5330	OTHER EQUIPMENT	\$120,000	\$120,000	\$0
<b>TOTAL- WAREHOUSE</b>		<b>\$498,870</b>	<b>\$498,870</b>	<b>\$379,560</b>

**UTILITIES DEPARTMENT**  
**SUPPORT SERVICES DIVISION**

**ACCOUNT NARRATIVE**

This division consists of four (4) employees: a Warehouse/Procurement Agent, Maintenance Technician, Maintenance Worker, and a Service Locator.

The division provides purchasing technical and construction services for the City as a whole. Services include purchasing, inventory control, maintenance and calibration of all utilities' control equipment. The Special Projects Coordinator is also responsible for the City's electric and gas SCADA system.

Total salaries, benefits and expenses of the division are allocated to Operations Expense in the electric, water, wastewater and gas divisions. Also, the costs of any work performed by the Maintenance Worker, for other funds within the City, will be reimbursed to the Utility Fund.

Funding Sources: Utility Fund

**Detail of Personnel Services**

<b><u>Position</u></b>	<b><u>No.</u></b>
Warehouse/Procurement Agent	1
Maintenance Technician	1
Warehouseman	1
Service Locator	1
TOTAL	4

DEPT: UTILITIES DEPARTMENT

DIVISION: ELECTRIC

LINE	LINE ITEM 032-005-5243	FY2017 ESTIMATED	FY2017 ESTIMATED	FY2018 ADOPTED
5001	SALARY,REGULAR	\$345,930	\$345,930	\$331,490
5002	SALARY,OVERTIME	40,000	40,000	40,000
5004	LONGEVITY PAY	14,500	14,500	14,780
5011	INSURANCE-MED./LIFE	70,730	70,730	72,470
5012	RETIREMENT	44,560	44,560	52,380
5013	SOCIAL SECURITY	31,070	31,070	29,970
5014	WORKERS COMP	40,190	40,190	28,140
5015	CHRISTMAS BONUS	480	480	480
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$587,460</b>	<b>\$587,460</b>	<b>\$569,710</b>
<b>5109</b>	<b>POWER FOR RESALE</b>	<b>\$14,199,830</b>	<b>\$14,199,830</b>	<b>\$14,859,000</b>
5136	MAINTENANCE CONTRACT	\$7,500	\$7,500	\$7,500
5139	EQUIPMENT LEASE	3,000	3,000	3,000
5144	TOOLS AND EQUIPMENT	10,000	10,000	10,000
5147	PROFESSIONAL SERVICES	50,000	50,000	40,000
5158	SPECIAL CONTRACTS	215,000	215,000	210,000
5159	SPECIALIZED DEPT. SUPPLIES	191,000	191,000	206,000
5162	TRAINING	10,000	10,000	5,000
5166	TRAVEL AND BUSINESS	3,000	3,000	3,000
5168	UNIFORMS AND CLOTHING	8,000	8,000	8,000
5170	UTILITIES	0	0	1,500
5171	FUEL	14,000	14,000	11,500
5172	VEHICLE OPERATIONS & MAINTENANCE	21,500	21,500	21,500
<b>TOTAL OPERATING EXPENSE</b>		<b>\$533,000</b>	<b>\$533,000</b>	<b>\$527,000</b>
<b>ALLOCATIONS</b>				
6000	VEHICLE MAINTENANCE	\$39,450	\$39,450	\$41,950
6001	FINANCE	284,020	284,020	293,130
6002	UTILITY ADMINISTRATION	120,950	120,950	130,040
6003	SUPPORT SERVICES	143,680	143,680	94,610
6004	GENERAL FUND	92,080	92,080	111,260
6005	TRANSFER	900,000	900,000	866,000
<b>TOTAL ALLOCATIONS</b>		<b>\$1,580,180 *</b>	<b>\$1,580,180</b>	<b>\$1,536,990 *</b>
<b>CAPITAL EXPENDITURES-032-005-5253</b>				
	EQUIPMENT REPLACEMENT	\$108,130	\$108,130	\$0
	CONSTRUCTION	238,000 **	238,000	249,000 **
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>\$346,130</b>	<b>\$346,130</b>	<b>\$249,000</b>
<b>TOTAL ELECTRIC DIVISION BEFORE</b>				
<b>DEBT SERVICE</b>		<b>\$17,246,600</b>	<b>\$17,246,600</b>	<b>\$17,741,700</b>
<b>DEBT SERVICE</b>		<b>163,580</b>	<b>163,580</b>	<b>163,740</b>
<b>TOTAL ELECTRIC DIVISION</b>		<b>\$17,410,180</b>	<b>\$17,410,180</b>	<b>\$17,905,440</b>

\*ALLOCATIONS FOR ADMINISTRATION ARE SHOWN AS SEPARATE LINE ITEMS.

\*\*CAPITAL CONSTRUCTION REPRESENTS LINE AND SERVICE EXTENSION IMPROVEMENTS, INCLUDING IMPROVEMENTS PERFORMED BY THE CITY'S WORKFORCE. PERSONNEL COSTS ARE INCLUDED.

**ACCOUNT: ELECTRIC**

**ACCOUNT NARRATIVE**

This division consists of eight (8) employees: a Construction and Maintenance Supervisor, Assistant Supervisor, and six (6) Linemen II.

The division provides for the operation, construction and maintenance of the City's electric distribution system. Service is provided both inside and outside the corporate limits to approximately 6,851 customers. Wholesale power is purchased from Lockhart Power Company through a billing arrangement with the Piedmont Municipal Power Agency (PMPA).

Funding Source: Utility Fund

**Detail of Personnel Services**

<b><u>Position</u></b>	<b><u>No.</u></b>
Construction & Maintenance Supervisor	1
Assistant Supervisor	1
Linemen II	<u>6</u>
TOTAL	8

## DEPT: UTILITIES DEPARTMENT

## DIVISION: WATER

LINE	LINE ITEM	FY2017 BUDGETED	FY2017 ESTIMATED	FY2018 ADOPTED
5001	SALARY,REGULAR	\$655,750	\$655,750	\$641,330
5002	SALARY,OVERTIME	\$54,000	\$54,000	54,000
5004	LONGEVITY PAY	\$25,230	\$25,230	17,740
5011	INSURANCE-MED./LIFE	\$94,990	\$94,990	98,630
5012	RETIREMENT	\$80,170	\$80,170	96,690
5013	SOCIAL SECURITY	\$55,970	\$55,970	55,120
5014	WORKERS COMP	\$37,930	\$37,930	26,950
5015	CHRISTMAS BONUS	910	910	730
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$1,004,950</b>	<b>\$1,004,950</b>	<b>\$991,190</b>
5114	BUILDING MAINTENANCE	\$10,000	\$10,000	\$10,000
5116	CHEMICALS	220,000	220,000	220,000
5138	MEMBERSHIPS/SUBSCRIPTIONS	1,000	1,000	1,000
5139	EQUIPMENT LEASE	3,000	3,000	2,000
5144	TOOLS AND EQUIPMENT	28,000	28,000	23,000
5145	PRINTING/OFFICE SUPPLIES	\$200	\$200	200
5147	PROFESSIONAL SERVICES	56,000	56,000	56,000
5149	REGULATORY FEES AND LICENSE	26,000	26,000	26,000
5158	SPECIAL CONTRACTS	117,000	117,000	97,000
5159	SPECIALIZED DEPT. SUPPLIES	204,000	204,000	204,000
5162	TRAINING	5,000	5,000	4,000
5166	TRAVEL AND BUSINESS	5,500	5,500	3,000
5168	UNIFORMS AND CLOTHING	8,000	8,000	8,000
5169	FUEL-GENERATOR	7,000	7,000	4,500
5170	UTILITIES	425,000	425,000	438,000
5171	FUEL	13,300	13,300	9,500
5172	VEHICLE OPERATIONS & MAINTENANCE	19,000	19,000	21,500
<b>TOTAL OPERATING EXPENSE</b>		<b>\$1,148,000</b>	<b>\$1,148,000</b>	<b>\$1,127,700</b>
<b>ALLOCATIONS</b>				
	VEHICLE MAINTENANCE	\$39,450	\$39,450	\$41,950
	FINANCE	284,020	284,020	293,130
	UTILITY ADMINISTRATION	120,950	120,950	130,040
	SUPPORT SERVICES	143,680	143,680	94,610
	GENERAL FUND	92,080	92,080	111,260
	TRANSFER	165,000	165,000	173,000
<b>TOTAL ALLOCATIONS</b>		<b>\$845,180 *</b>	<b>\$845,180 *</b>	<b>\$843,990 *</b>
<b>CAPITAL EXPENDITURES</b>				
	EQUIPMENT REPLACEMENT	\$90,130	\$90,130	\$0
	CONSTRUCTION	\$1,086,600 **	\$1,086,600 **	\$1,141,930 **
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>\$1,176,730</b>	<b>\$1,176,730</b>	<b>\$1,141,930</b>
<b>TOTAL WATER DIVISION BEFORE</b>				
	DEPRECIATION AND DEBT SERVICE	\$4,174,860	\$4,174,860	\$4,104,810
	DEBT SERVICE	469,860	469,860	468,620
<b>TOTAL WATER DIVISION</b>		<b>\$4,644,720</b>	<b>\$4,644,720</b>	<b>\$4,573,430</b>

\*ALLOCATIONS FOR ADMINISTRATION ARE SHOWN AS SEPARATE LINE ITEMS.

\*\*CAPITAL CONSTRUCTION REPRESENTS LINE AND SERVICE EXTENSION IMPROVEMENTS, INCLUDING IMPROVEMENTS PERFORMED BY THE CITY'S WORKFORCE. PERSONNEL COSTS ARE INCLUDED.

**ACCOUNT: WATER**

**ACCOUNT NARRATIVE**

This division consists of fourteen (14) employees: a Construction and Maintenance Supervisor, Assistant Supervisor, Serviceman, four (4) Heavy Equipment Operators, a Water Plant Supervisor, and six (6) Water Plant Operators.

The division provides for the operation, construction and maintenance of the City's water distribution system. Service is provided to approximately 6,018 active customers. Service is also provided to five (5) rural water companies through master meters for each company.

Funding Sources: Utility Fund

**Detail of Personnel Services**

<b><u>Position</u></b>	<b><u>No.</u></b>
Construction and Maintenance Supervisor	1
Assistant Supervisor	1
Serviceman	1
Heavy Equipment Operators	4
Water Plant Supervisor	1
Water Plant Operators	<u>6</u>
<b>TOTAL</b>	<b>14</b>

## DEPT: UTILITIES DEPARTMENT

## DIVISION: WASTEWATER

LINE	LINE ITEM	FY2017 BUDGETED	FY2017 ESTIMATED	FY2018 ADOPTED
5001	SALARY,REGULAR	\$300,170	\$300,170	\$265,670
5002	SALARY,OVERTIME	26,000	26,000	26,000
5004	LONGEVITY PAY	13,070	13,070	12,070
5011	INSURANCE-MED./LIFE	45,380	45,380	46,180
5012	RETIREMENT	37,560	37,560	41,140
5013	SOCIAL SECURITY	26,220	26,220	23,440
5014	WORKERS COMP	20,020	20,020	14,220
5015	CHRISTMAS BONUS	380	380	430
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$468,800</b>	<b>\$468,800</b>	<b>\$429,150</b>
5114	BUILDING MAINTENANCE	\$20,000	\$20,000	\$20,000
5116	CHEMICALS	35,000	35,000	35,000
5136	MAINTENANCE CONTRACT	7,500	7,500	7,500
5139	EQUIPMENT LEASE	600	600	600
5144	TOOLS AND EQUIPMENT	14,000	14,000	13,000
5145	PRINTING/OFFICE SUPPLIES	300	300	300
5147	PROFESSIONAL SERVICES	70,000	70,000	65,000
5149	REGULATORY FEES AND LICENSE	16,000	16,000	11,000
5158	SPECIAL CONTRACTS	248,000	248,000	248,000
5159	SPECIALIZED DEPT. SUPPLIES	46,000	46,000	41,000
5162	TRAINING	5,000	5,000	5,000
5166	TRAVEL AND BUSINESS	4,000	4,000	3,000
5168	UNIFORMS AND CLOTHING	3,000	3,000	3,000
5169	FUEL-GENERATOR	11,000	11,000	11,000
5170	UTILITIES	335,000	335,000	380,000
5171	FUEL	16,500	16,500	9,000
5172	VEHICLE OPERATIONS & MAINTENANCE	10,500	10,500	8,000
<b>TOTAL OPERATING EXPENSE</b>		<b>\$842,400</b>	<b>\$842,400</b>	<b>\$860,400</b>
<b>ALLOCATIONS</b>				
	VEHICLE MAINTENANCE	\$39,450	\$39,450	\$41,950
	FINANCE	284,020	284,020	293,130
	UTILITY ADMINISTRATION	120,950	120,950	130,040
	SUPPORT SERVICES	143,680	143,680	94,610
	GENERAL FUND	92,080	92,080	111,260
	TRANSFER	120,000	120,000	141,930
<b>TOTAL ALLOCATIONS</b>		<b>\$800,180 *</b>	<b>\$800,180 *</b>	<b>\$812,920 *</b>
<b>CAPITAL EXPENDITURES</b>				
	EQUIPMENT REPLACEMENT	\$78,130	\$78,130	\$0
	CONSTRUCTION	1,551,000 **	1,551,000 **	1,730,750 **
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>\$1,629,130</b>	<b>\$1,629,130</b>	<b>\$1,730,750</b>
<b>TOTAL WASTEWATER DIVISION BEFORE DEPRECIATION AND DEBT SERVICE</b>				
	DEBT SERVICE	\$41,850	\$41,850	\$36,960
<b>TOTAL WASTEWATER DIVISION</b>		<b>\$4,582,360</b>	<b>\$4,582,360</b>	<b>\$4,570,180</b>

\*ALLOCATIONS FOR ADMINISTRATION ARE SHOWN AS SEPARATE LINE ITEMS.

\*\*CAPITAL CONSTRUCTION REPRESENTS LINE AND SERVICE EXTENSION IMPROVEMENTS, INCLUDING IMPROVEMENTS PERFORMED BY THE CITY'S WORKFORCE. PERSONNEL COSTS ARE INCLUDED.

**ACCOUNT: WASTEWATER**

**ACCOUNT NARRATIVE**

This division consists of five (5) employees: one (1) Wastewater Plant Supervisor and four (4) Wastewater Plant Operators.

The division provides for the operation and maintenance of one (1) Wastewater Treatment Plant, fourteen (14) Pumping Stations and 105 miles of Wastewater Collector system. Service is provided to approximately 4,815 customers.

Funding Source: Utility Fund

**Detail of Personnel Services**

<b><u>Position</u></b>	<b><u>No.</u></b>
Wastewater Plant Supervisor	1
Wastewater Plant Operators	4
TOTAL	5

DEPT: UTILITIES DEPARTMENT

DIVISION: GAS

LINE	LINE ITEM	FY2017 BUDGETED	FY2017 ESTIMATED	FY2018 ADOPTED
5001	SALARY,REGULAR	\$330,980	\$330,980	\$339,600
5002	SALARY,OVERTIME	32,000	32,000	32,000
5004	LONGEVITY PAY	14,240	14,240	15,930
5011	INSURANCE-MED./LIFE	63,740	63,740	65,550
5012	RETIREMENT	41,940	41,940	52,320
5013	SOCIAL SECURITY	29,240	29,240	30,030
5014	WORKERS COMP	39,530	39,530	27,870
5015	CHRISTMAS BONUS	600	600	600
<b>TOTAL PERSONNEL EXPENSE</b>		<b>\$552,270</b>	<b>\$552,270</b>	<b>\$563,900</b>
5108	<b>GAS FOR RESALE</b>	<b>\$7,554,650</b>	<b>\$7,554,650</b>	<b>\$8,523,070</b>
5117	COMMUNICATIONS	\$0	\$0	\$5,000
5136	MAINTENANCE CONTRACT	\$0	\$0	\$7,500
5139	EQUIPMENT LEASE	\$2,000	\$2,000	\$2,000
5144	TOOLS AND EQUIPMENT	15,000	15,000	\$10,000
5147	PROFESSIONAL SERVICES	40,000	40,000	\$43,000
5149	REGULATORY FEES AND LICENCE	5,000	5,000	\$10,000
5158	SPECIAL CONTRACTS	25,000	25,000	\$30,000
5159	SPECIALIZED DEPT. SUPPLIES	125,000	125,000	\$125,000
5162	TRAINING	10,000	10,000	\$8,000
5164	COMPUTER SOFTWARE	1,000	1,000	\$1,000
5166	TRAVEL AND BUSINESS	2,500	2,500	\$2,500
5168	UNIFORMS AND CLOTHING	10,000	10,000	\$10,000
5170	UTILITIES	6,000	6,000	\$6,000
5171	FUEL	20,000	20,000	\$18,000
5172	VEHICLE OPERATIONS & MAINTENANCE	20,000	20,000	\$20,000
<b>TOTAL OPERATING EXPENSE</b>		<b>\$281,500</b>	<b>\$281,500</b>	<b>\$298,000</b>
<b>ALLOCATIONS</b>				
	VEHICLE MAINTENANCE	\$39,430	\$39,430	\$41,950
	FINANCE	284,020	284,020	293,120
	UTILITY ADMINISTRATION	120,950	120,950	130,030
	SUPPORT SERVICES	143,680	143,680	94,610
	GENERAL FUND	92,060	92,060	111,260
	TRANSFER	600,000	600,000	475,430
<b>TOTAL ALLOCATIONS</b>		<b>\$1,280,140 *</b>	<b>\$1,280,140 *</b>	<b>\$1,146,400</b>
<b>CAPITAL EXPENDITURES</b>				
	EQUIPMENT REPLACEMENT	\$78,110	\$78,110	\$58,000
	CONSTRUCTION	565,000	565,000	566,500
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>\$643,110</b>	<b>\$643,110</b>	<b>\$624,500</b>
<b>TOTAL GAS DIVISION BEFORE DEPRECIATION AND DEBT SERVICE</b>				
	<b>DEBT SERVICE</b>	<b>269,440</b>	<b>269,440</b>	<b>269,800</b>
<b>TOTAL GAS</b>		<b><u>\$10,581,110</u></b>	<b><u>\$10,581,110</u></b>	<b><u>\$11,425,670</u></b>

\*ALLOCATIONS FOR ADMINISTRATION ARE SHOWN AS SEPARATE LINE ITEMS.

\*\*CAPITAL CONSTRUCTION REPRESENTS LINE AND SERVICE EXTENSION IMPROVEMENTS, INCLUDING IMPROVEMENTS PERFORMED BY THE CITY'S WORKFORCE. PERSONNEL COSTS ARE INCLUDED.

**ACCOUNT: GAS**

**ACCOUNT NARRATIVE**

This division consists of ten (10) employees: a Construction and Maintenance Supervisor, an Assistant Supervisor, five (5) Heavy Equipment Operators, a Measurement and Control Dispatcher, a Gas Dispatcher/Serviceman, and a Welder.

The division provides for the operations, construction and maintenance of the City's Gas Distribution System. Service is provided to approximately 6,192 active customers located in Union and Spartanburg counties. Gas is purchased from Transcontinental Gas Pipeline Corporation. The system is comprised of approximately 410 miles of distribution piping.

Funding Source: Utility Fund

**Detail of Personnel Services**

<b><u>Position</u></b>	<b><u>No.</u></b>
Construction & Maintenance Supervisor	1
Assistant Supervisor	1
Heavy Equipment Operator	5
Measurement and Control Dispatcher	1
Gas Dispatcher/Serviceman	1
Welder	<u>1</u>
<b>TOTAL</b>	<b>10</b>

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# **REVENUE MANUAL**

**REVENUE ITEM:        Beginning Fund Balance**

<b>LEGAL AUTHORIZATION:</b>  Code of Ordinances, City of Union FY2018 Budget Ordinance	<b>FUND:</b> General Fund  <b>ACCOUNT CODE:</b> 3110
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**DESCRIPTION OF REVENUE:**

The Fund Balance is a reserved amount stated in dollars which is generated over the previous fiscal years. It is generated by revenues over expenditures. Fund Balance is a residual equity account which records the amount available for expenditures.

**BASE:**

Cash + receivables + inventory + other current assets minus accounts payable, accrued salaries and other liabilities equals Fund Balance.

**COMMENTS:**

The Fund Balance can be reserved by Mayor and Council for specified purposes or left unreserved. Also, insurance proceeds received when the old Union High School building burned were reserved by Mayor and Council to fund future economic projects.

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
3,347,028	3,011,089	2,980,868	3,137,002	3,077,439	2,567,459	2,567,459	2,057,479

**REVENUE ITEM: Current Property Taxes**

<p><b>LEGAL AUTHORIZATION:</b></p> <p>Code of Laws of South Carolina Title 12, Article 3, Chapter 37, Section 12-37-210 Code of Ordinances, City of Union Chapter 22, Section 22-9</p>	<p><b>FUND:</b> General Fund</p> <p><b>ACCOUNT CODE:</b> 10-4110</p>
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**DESCRIPTION OF REVENUE:**

The Property Tax is levied on all commercial, residential and other non-exempt real property. In addition, all personal property and manufacturer's equipment and inventory are taxed at an assessed value. The tax is based on two factors: assessed valuation and the current millage rate.

**FEE SCHEDULE:**

Property is assessed according to the following ratios:

Owner Occupied Home	=	4% of Market Value
Secondary & Rental Home	=	6% of Market Value
Motor Vehicles	=	6.00% of Market Value 01-01-06
Personal Property	=	Assessed by S.C.T.C.

Assessed Market Value X 4% or 6% X .0868 = Real Estate Tax Bill

Assessed Market Value X 6.00 X .0868 = Vehicle Tax Bill

**BASE:**

Assessed valuation of land, buildings, personal property less abatements and homestead.

Vehicle taxes are collected by Union County, SC for the City of Union. Valuation of vehicles is based on tables established by the State of South Carolina.

**COMMENTS:**

The proposed millage rate for FY 2018 is 86.8 mills.

**REVENUE HISTORY:**

FY <u>2012</u>	FY <u>2013</u>	FY <u>2014</u>	FY <u>2015</u>	FY <u>2016</u>	FY <u>2017</u>	ADOPTED <u>FY2018</u>
79.9 Mills	80.0 Mills	92.5 Mills	92.5 Mills	92.5 Mills	86.8 Mills	86.8 Mills
\$1,118,055	\$1,112,000	\$1,294,252	\$1,250,313	\$1,207,550	\$1,162,280	\$1,236,400

**REVENUE ITEM: Cost and Penalties on Taxes**

<p><b>LEGAL AUTHORIZATION:</b></p> <p>Code of Laws of South Carolina Title 12, Chapter 51, Section 12-51-30</p>	<p><b>FUND:</b> General Fund</p> <p><b>ACCOUNT CODE:</b> 10-4110-4008</p>
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**DESCRIPTION OF REVENUE:**

Penalties on taxes are the additional amounts the City has the legal right to impose for late payments or failure to pay current levied taxes. Penalties are imposed to deter taxpayers from reaching delinquent status.

**BASE:**

January 16, following year in which taxes were due =	3% penalty
February 2, following year in which taxes were due =	7% penalty
March 17, following year in which taxes were due =	5% penalty
Then into execution: tax + penalties accrued + costs of execution =	tax and penalty due

**COMMENTS:**

Penalties are an uncertain revenue based on the trend illustrated below.

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
26,935	27,060	31,708	26,329	27,302	20,000	20,000	25,000

**REVENUE ITEM: Payment In Lieu Of Taxes/Transfer**

<b>LEGAL AUTHORIZATION:</b>  State Law Provides For The Acceptance Of Cash Payments Instead Of Taxes From Certain Agencies Or Enterprises.	<b>FUND:</b> General Fund  <b>ACCOUNT CODE:</b> 10-4191
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**DESCRIPTION OF REVENUE:**

Payments in lieu of taxes are currently being accepted by the City of Union from the Housing Authority, the City Utilities Department, and from the City's Solid Waste Management.

**BASE:**

The Housing Authority's fee is made at the end of its fiscal year established for such Project and shall be in an amount equal to either (i) ten percent (10%) of the Shelter Rent actually collected, less utilities, but in no event to exceed ten percent (10%) of the Shelter Rent charged by the local authority in respect to such Project during such fiscal year or (ii) the amount permitted to be paid by applicable state law in effect on the date such payment is made, whichever is the lowest.

The City utility fee is charged to equate the franchise business license fees lost to municipal ownership. This fee shall not exceed 5% of the operating revenues as found in the most recently completed external audit of the City Enterprise Funds.

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
1,616,796	1,517,494	1,616,331	1,772,056	1,769,963	1,840,000	1,840,000	1,715,360

**REVENUE ITEM: Business License**

<b>LEGAL AUTHORIZATION:</b>	<b>FUND:</b> General Fund
Code of Laws of South Carolina 12-35-320	<b>ACCOUNT CODE:</b> 10-4210
Code of Ordinances, City of Union, Chapter 5, Article I, Section 5.6	

**DESCRIPTION OF REVENUE:**

The Business License is levied for the purpose of providing regulations as may be required for businesses subject thereto and for the purpose of raising revenue for the General Fund through a privilege tax.

**FEE SCHEDULE:**

<u>CLASS</u>	<u>GROSS REVENUE</u>	<u>MINIMUM FEE</u>	<u>RATE PER THOUSAND OVER MINIMUM</u>
1	\$ 0-2000	\$ 35.00	1.45 per thousand
2	0-2000	40.00	1.50 per thousand
3	0-2000	45.00	1.55 per thousand
4	0-2000	50.00	1.60 per thousand
5	0-2000	55.00	1.65 per thousand
6	0-2000	60.00	1.70 per thousand
7	0-2000	65.00	1.75 per thousand
8	See Individual Business in Class		

Business License Ordinance Book \$10

**COMMENTS:** There are currently over 1000 active business licenses in the City of Union.

**REVENUE HISTORY:**

	<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
Business License	1,077,446	1,184,362	1,180,168	1,214,530	1,247,853	1,180,500	1,180,500	1,201,000

**REVENUE ITEM: Building and Utility Permits**

**LEGAL AUTHORIZATION:**

Code of Ordinances, City of Union  
Chapter 4, Article I, Section 4-1  
Chapter 8, Article 1, Section 8-13,  
Chapter 11, Article 1, Section 11-7,  
Chapter 19, Article 1, Section 19-16.

**FUND:** General Fund

**ACCOUNT CODE:** 10-4210

**DESCRIPTION OF REVENUE:**

A Building Permit is a license to erect, demolish, alter, repair or move a structure in compliance with all State and City Codes and Ordinances. A Utility Permit is a license to install and repair plumbing, electrical, and gas service in compliance with all state and city codes and ordinances

**FEE SCHEDULE:**

Effective July 1, 2011.

**COMMENTS:**

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
24,056	28,628	25,398	39,873	43,919	24,800	24,800	24,800

**CITY OF UNION  
BUILDING AND UTILITY PERMIT RATES  
(Effective July 1, 2011)**

a)	<u><b>Building Permits</b></u>
<u><b>Total Valuation</b></u>	<u><b>Fees</b></u>
\$ 0.00 to \$250.00	No permit unless inspection required.
\$ 251.00 to \$3,000.00	\$15.00
\$ 3,001.00 to \$50,000.00	\$5.00 per thousand or fraction thereof.
\$ 50,001.00 to \$100,000.00	\$250.00 for the first \$50,000 plus \$3.75 for each additional thousand or fraction thereof.
\$100,001.00 to \$150,000.00	\$437.50 for the first \$100,000 plus \$3.25 for each additional thousand or fraction thereof.
\$150,001.00 to \$200,000.00	\$593.75 for the first \$150,000 plus \$2.50 for each additional thousand or fraction thereof.
\$200,001.00 to \$500,000.00	\$718.75 for the first \$200,000 plus \$2.00 for each additional thousand or fraction thereof.
\$500,001.00 and up	\$1,281.25 for the first \$500,000 plus \$1.25 for each additional thousand or fraction thereof.

**ADDITIONS & NEW CONSTRUCTION – Residential & Commercial**

Fee based on ICC Building Valuation Data.

**MANUFACTURED HOMES SET UP FEE**

For placement of Mobile Home on lot Use Building Permit Schedule

b) Moving of Building or Structure (Excluding Mobile Homes) \$75.00

Where a police escort is required or where the structure remains on any street for more than two hours, an additional fee equal to the policemen's salary for the time required shall apply.

When the City must move any city utilities to permit the moving, the cost so incurred by the city shall be paid in addition to any other fee.

c) Moving mobile home out of City (This covers the inspection of the sewer cap by the Building Official) \$15.00

- d) Demolition of building or structure \$50.00
- e) Signs – Fee same as building permit schedule. (If illuminated, will require an electrical permit.)
- f) Fences – Fee same as building permit schedule. (Must meet zoning regulations.)
- g) Swimming Pools – Public \$40.00  
Private \$25.00
- h) Grading & Excavating – Fee same as building permit schedule.

**Electrical Permit Fees**

- a) Base fee for issuing permit \$15.00

**Services**

Residential – 100 amp service	\$10.00
Residential – 200 amp service	\$20.00
Commercial Service	\$35.00
Temporary Pole	\$15.00

**Branch Circuits**

Each Branch Circuit Over current Device	<b><u>Residential</u></b>	<b><u>Commercial</u></b>
Single Pole	\$1.00	\$1.50
Double Pole	\$2.00	\$2.50
Triple Pole	\$3.00	\$3.50

- b) Electrical permit fees for mobile homes same as residential.

**HVAC Permit Fees**

Fee for inspecting heating, ventilating, ductwork, air-conditioning & refrigeration systems.	\$15.00 for the first \$1,000.00 plus \$5.00 for each additional \$1,000 or fraction thereof.
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**Plumbing Permit Fees**

Any permit requiring inspection--- Minimum	\$15.00
For each plumbing fixture, floor drain or trap (includes water & drainage piping)	\$ 3.50

**Re-inspection Fees**

<b>First and Second re-inspection on same job</b>	<b>\$15.00</b>
<b>Third or more re-inspection on same job</b>	<b>\$25.00</b>

**Penalties for Violation**

**Where work for which a permit is required by this code is started or proceeded with, prior to obtaining said permit, the fee shall be doubled, but the payment of such double fee shall not relieve any person from fully complying with the Violation Section for each code.**

**Other Fees**

<b>Re-zoning, Use Permitted on Review &amp; Special Exceptions</b>	<b>Actual cost billed to customer</b>
<b>Review Construction Plans</b>	<b>1/2 of Building Permit Cost</b>
<b>Zoning Book Cost</b>	<b>\$10.00</b>
<b>Zoning Map</b>	<b>\$10.00</b>

## SEWER CONNECTION CHARGES

- (A) **Enumerated.** The following charges shall be made for all connections to sewer lines:
- (1) A single-family dwelling shall pay a connection charge of three hundred dollars (\$300.00).
  - (2) A multi-family dwelling (two or more units) shall pay a connection charge of three hundred dollars (\$300.00) for the first dwelling unit and one hundred and fifty dollars (\$150.00) for each additional dwelling unit.
  - (3) Hotels and motels shall pay a connection charge of three hundred dollars (\$300.00) for the first bath and seventy-five dollars (\$75.00) for each additional bath.
  - (4) Any other structure or building including but not limited to schools, hospitals, public and commercial buildings shall pay a charge for each connection to a sewer line of five hundred dollars (\$500.00) for the first fixture unit or less and five dollars (\$5.00) for each additional fixture unit.
  - (5) To relocate an existing sewer tap a fee of up to one hundred and fifty dollars (\$150.00) will be charged to cover the cost of a Romac Tapping Saddle.
- (B) **Determination of fixture units.** In determining the number of fixture units applicable to a given building or structure, the provisions and tables as set forth in the International Plumbing Code as it may be amended from time to time will be applicable in determining the connection charges under this section.
- (C) Any sewer connection fees are payable by the General Contractor with the building permit. (By ordinance adopted.)

**REVENUE ITEM: Local Government Fund - Aid To Subdivisions**

<b>LEGAL AUTHORIZATION:</b>  Code of Laws of South Carolina Title 6 Chapter 27 - Section 6-27-30 and 6-27-40	<b>FUND:</b> General Fund  <b>ACCOUNT CODE:</b> 10-4350
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**DESCRIPTION OF REVENUE:**

In the annual general appropriations act, an amount equal to not less than four and one-half percent of General Fund Revenues of the latest completed fiscal year must be appropriated to the Local Government Fund.

**BASE:**

The distribution of monies to local government is as follows: Sixteen and seven hundred twenty-two thousandths percent must be distributed to municipalities. Of the total distributed to municipalities, each municipality must receive an amount based on the ratio that the municipality's population is of the population of all municipalities in this State according to the most recent United States Census. Revenues from this source have remained constant over the last couple of years, with revenue from this source remaining basically unchanged.

**COMMENTS:**

This revenue is based on the economy of the State of South Carolina. This revenue source will probably not be fully funded for FY2018.

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
153,467	181,078	182,121	183,717	183,717	180,000	180,000	180,000

**REVENUE ITEM: Accommodations Tax**

<b>LEGAL AUTHORIZATION:</b>  Code of Laws of South Carolina Title 12, Chapter 35, Article VI, Section 12-35-710 and 12-35-720 and Title 6, Chapter 4 Section 6-4-10	<b>FUND:</b> General Fund  <b>ACCOUNT CODE:</b> 10-4350
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**DESCRIPTION OF REVENUE:**

Accommodations Tax is a 2% additional sales tax levied on the gross proceeds for the rental of transient accommodations, including campgrounds. The State of South Carolina collects the tax and distributes the proceeds back to the City.

**FEE SCHEDULE:**

The Accommodations Tax is remitted to the City annually.

**BASE:**

State law provides that the first \$25,000 received by a municipality be allocated to the General Fund and be exempt from all other requirements of the Act.

State law provides that until collections reach \$50,000, all funds are allocated to the General Fund. Once the \$50,000 threshold is reached, the funds must be allocated according to Section 6-4-10 of the South Carolina Code.

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**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
58,805	64,369	67,026	69,254	72,912	64,000	64,000	70,000

**REVENUE ITEM: Homestead Exemption Tax**

<p><b>LEGAL AUTHORIZATION:</b></p> <p>Code of Laws of South Carolina Title 12, Chapter 37, Sections 250, 252, 255, 260, 265, 266, 290; Homestead Exemption Tax Provisions Sections 270, 275, 280 Homestead Tax Reimbursement</p>	<p><b>FUND:</b> General Fund</p> <p><b>ACCOUNT CODE:</b> 10-4350-4068</p>
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**DESCRIPTION OF REVENUE:**

The City is reimbursed by the Comptroller General from the General Fund of the state for any tax loss due to the Homestead Exemption. Reimbursement is received on an annual basis and is based on the Tax Levy. The 2016-2017 Tax Levy increased from 84.2 to 86.8 mills and will remain unchanged for FY 2017/2018.

**COMMENTS:**

The Homestead Exemption provides that the first fifty thousand dollars of the fair market value for the dwelling place of persons is exempt from municipal property taxes when such persons have been residents of the State for at least one year, have reached the age of 65 years on or before December 31, or any persons who have been classified as permanently disabled or any person who is legally blind.

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
132,057	130,156	152,652	150,341	133,170	130,000	130,000	130,000

**REVENUE ITEM: Merchant's Inventory Tax**

<b>LEGAL AUTHORIZATION:</b>  Code of Laws of South Carolina Title 12, Chapter 37, Sections 450, 890, 970, 1410 and 1420	<b>FUND:</b> General Fund  <b>ACCOUNT CODE:</b> 10-4350
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**DESCRIPTION OF REVENUE:**

The City is reimbursed for the revenue lost as a result of the business inventory tax phase-out. The Comptroller General authorizes the State Treasurer to issue this reimbursement check on an annual basis.

**COMMENTS:**

Assessments for property taxation of fixtures are determined by the South Carolina Tax Commission from property tax returns once a year. Effective for tax years after December 31, 1984, the inventory of business establishments shall be exempt from property tax as follows: for 1985, seventeen percent (17%); for 1986, fifty percent (50%); and for 1987 and years after, one hundred percent (100%).

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
28,066	28,066	28,066	28,065	28,065	28,060	28,060	28,060

**REVENUE ITEM:                   Manufacturer Exemption Tax**

**LEGAL AUTHORIZATION:**

Code of Laws of South Carolina Title  
Section 11-11-150

**FUND:**           General Fund

**ACCOUNT CODE: 10-4-4350-4075**

**DESCRIPTION OF REVENUE:**

Funds to reimburse all local-taxing entities the amount of revenue not collected as a result of the additional depreciation more than eighty percent allowed for manufacturers' machines and equipment.

**COMMENTS:**

The City will receive this tax on an annual basis.

**REVENUE HISTORY:**

<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
5,825	8,087	6,981	8,427	8,400	8,400	8,400

**REVENUE ITEM: Motor Carrier Taxes**

<p><b>LEGAL AUTHORIZATION:</b>  Code of Laws of South Carolina Title 12, Chapter 37</p>	<p><b>FUND:</b> General Fund  <b>ACCOUNT CODE:</b> 10-4-4350-4010</p>
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**DESCRIPTION OF REVENUE:**

The taxes and payments in lieu of taxes are collected by the State and will be disbursed to counties on a monthly basis. The distribution for each county is determined on the ratio of total federal and state highway miles within each county during the preceding calendar year to the total federal and state highway miles within all counties of this State during the same preceding calendar year. The revenue collected by the State is comprised of two sources: 1) a one-time fee on trailers and semi-trailers collected by the Department of Public Safety, and 2) an annual property tax on motor carrier vehicles collected by the Department of Revenue. In turn, the County Treasurer must distribute this revenue to every governmental entity levying a property tax in that county area.

**COMMENTS:**

The City will receive this tax on an annual basis.

**REVENUE HISTORY:**

<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>BUDGETED FY2017</u>	<u>ESTIMATED FY2017</u>	<u>ADOPTED FY2018</u>
11,460	11,893	14,893	10,073	11,000	11,000	10,000

**REVENUE ITEM: Fines, Forfeitures, and Fees**

<p><b>LEGAL AUTHORIZATION:</b>  Code of Ordinances, City of Union FY2018 Budget Ordinance</p>	<p><b>FUND:</b> General Fund  <b>ACCOUNT CODE:</b> 10-4410</p>
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**DESCRIPTION OF REVENUE:**

This revenue is generated through bonds posted for release of individuals being held in the City jail or for traffic fines. The amount of fine is set by the City Judge according to the type case to be tried in City Court. Bond money is collected and receipted by the Public Safety Department at the end of each month, and net bail bonds are transferred to the General Fund after disposition of cases.

**BASE:**

This revenue source is based on the enforcement of City of Union codes and ordinances and state statutes.

**COMMENTS:**

The revenues listed below are net amounts kept by the City for fines and forfeitures. State fines are imposed in addition to normal fines for the violation. Those fines are remitted directly to the State.

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
74,858	89,737	97,491	74,613	104,992	106,000	106,000	100,000

**REVENUE ITEM: Interest on Investments**

<b>LEGAL AUTHORIZATION:</b>  Code of Laws of South Carolina Title 6, Chapter 5, Section 6-5-10 and 6-5-20	<b>FUND:</b> General Fund  <b>ACCOUNT CODE:</b> 10-4600-4104
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**DESCRIPTION OF REVENUE:**

As a part of its cash management program, the City invests all available funds in interest-bearing accounts. Periodically, funds are invested in Certificates of Deposit or U.S. Treasury obligations.

**BASE:**

This revenue is based on a cash management program which utilizes the City's cash flow position to earn additional funds.

**COMMENTS:**

Interest earnings reflect a declining fund balance, with lower interest rates projected for FY 2018.

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
8,672	5,640	4,793	8,597	9,483	8,000	8,000	8,000

**REVENUE ITEM: Solid Waste Collection Fees**

**LEGAL AUTHORIZATION:**

Code of Ordinances, City of Union,  
FY2018 Budget Ordinance

**FUND:** Solid Waste Management

**ACCOUNT CODE:** 12-4-4190-4042  
12-4-4190-4044  
12-4-4190-4046

**DESCRIPTION OF REVENUE:**

This revenue is generated through collection of fees for Solid Waste Collection, which includes curbside garbage pickup, yard waste removal and pickup at local retail/commercial establishments/institutions.

**FEE SCHEDULE:**

- A. Residential = \$16.00 per month per cart
- B. Retail/Commercial Establishments/Institutions = \$16.00 per month
- C. (1) Additional cart may be added at an additional \$16.00 per month per cart.
- D. Effective date - July 1, 2014

**BASE:**

All customers, which include all customers that reside in multi-family dwellings, will be charged a monthly fee of \$16.00. Additional carts may be added at an additional \$16.00 per month per cart.

**COMMENTS:**

The implementation of a Solid Waste Management Fund is due to the increased cost of moving and disposing of solid waste.

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
667,347	665,833	712,729	757,412	761,182	758,100	758,100	758,200

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**REVENUE ITEM: Service Connection Charges**

<b>LEGAL AUTHORIZATION:</b>  Code of Ordinances, City of Union, FY2018 Budget Ordinance	<b>FUND:</b> Utility Fund  <b>ACCOUNT CODE:</b> 32-4150; 32-4160; 32-4170; 32-4180
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**DESCRIPTION OF REVENUE:**

This revenue is derived from connection charges collected by the City for all utility services.

**Service Connection Charge (to include transfer of service or temporary service)**

- 1) For a customer desiring either electric, water, or sewer, or a combination of the three, a \$20 service connection charge applies.
- 2) For a customer desiring gas service, a \$30 service connection charge applies.
- 3) For a customer desiring electric, water, sewer and gas, a \$50 service connection charge applies.  
(All connection charges will be included on customer's first bill.)

**Change of Name**

No charge will be applicable for those customers requesting a bonefide name change only, where that particular account is not currently in arrears. This applies to those customers requesting the account be transferred to their name due to death of a spouse, marriage, divorce, and other extenuating circumstances. If any other changes are necessary involving a trip by the serviceman, a transfer charge is applicable. **Persons requesting name changes under this section are required to execute appropriate service agreements.**

**Reconnection Fee**

- 1) See Utility Billing Ordinance. \$25 between the hours of 8 a.m. to 4 p.m. (Monday - Friday). \$75 after hours. After hours charges for the Jonesville/Pacolet area begin at 3 p.m.

**Returned Check Fee**

A returned check fee of \$30 will be imposed on any customer whose check is returned for non-sufficient funds or a closed account.

**Basic Facilities Charges**

A minimum base facility charge will be charged any location having multiple families or locations on (1) one meter. This applies to electric, water, wastewater, or natural gas. City policy, with the exception of a building with multiple dwellings or apartment complexes require a separate meter.

**Deposits**

**New customer - a person who has never had service, or a person whose services have been disconnected and those services have been terminated in the City's system.**

A maximum deposit may be required up to an amount equal to an estimated average bill for a new customer or a maximum deposit may be required up to an amount equal to the average based on the experience of the preceding twelve months or portion of the year, if on a seasonal basis.

Minimum deposit if required - two hundred dollars (\$200)

All deposits may be subject to review based on the actual experience of the customer. The amount of the deposit may be adjusted upward or downward to reflect the actual billing experience and payment habits of the customer.

A schedule of deposits based upon an analysis of sixty days' usage of customers may be utilized in determining deposits required by the City of Union.

Special offerings may be exempt as determined by the City of Union; i.e. subdivision lighting, outdoor lighting, etc.

**Deposits, continued**

Interest on Deposits - Simple interest at the current effective rate per annum, if you qualify.

Interest shall be accrued annually and payment made of such interest shall be made to the customer at least every two years or less and at the time the deposit is returned. This payment will be a credit to balance owed. If customer has a zero balance, payment will be by check.

The deposit shall cease to draw interest on the date it is returned, on the date the service is terminated, or on the date the notice is sent to the customer's last known address that the deposit is no longer required.

Deposit shall be refunded completely with interest after two years unless the customer has had two consecutive thirty-day arrears, or more than two non-consecutive thirty-day arrears, in the past twenty-four months.

**Convenience Fees**

Beginning July 1, 2014 the City has added a convenience fee for the cost of processing credit cards for payments made to the City. This will include the payment of taxes, utility bills and solid waste fees, permits and business license fees, and fines and fees collected by Public Safety. The convenience fee will be revenue neutral with the City just passing on the fee charged.

**Statute of Limitations**

Section 15-3-530 allows a three year statute of limitations for claims arising from invoiced services rendered on a monthly basis.

**Landlords and New Tenants**

If a landlord rents his/her property to a new tenant, the landlord must pay all past-due bills owed by landlord or owner to the City before services can be turned on for the tenant at the rental location.

**No Free Service**

No utility services shall be furnished or rendered free of charge to any person.

**Monthly Billing; delinquency Penalties; Cut-Off of Service; Reconnection Fees**

All metered accounts will be read monthly and billed monthly to the customer. If any bill shall remain unpaid for more than thirty (30) days from billing date, all service shall be forthwith discontinued until said customer shall have paid his past-due account and a reconnection fee of twenty-five dollars (\$25.00) during normal working hours and fifty dollars (\$50.00) on weekends and after hours. No reconnections shall be made between the hours of 9:00 p.m. and 7:00 a.m.

The Mayor may, upon review of unusual or hardship situations, extend the cut-off date of services for a reasonable length of time. Past-due amounts, or service connection charges shall not be waived under any circumstance.

**Effect of Nondelivery of Bill**

While the City will make every reasonable effort to see that each customer receives such customer's bill, no responsibility will be assumed for nondelivery when same has been mailed at the post office. The customer shall supply the correct mailing address to the City or any changes to a mailing address in writing.

**Place of Payment**

All charges for utility services are due and payable at the collecting office in the City Hall building or other designated collecting agent.

**Fee for Convenience Cut-off and Cut-on**

For payment of \$25.00 fee, the City will allow any customer a convenience cut-off and cut-on as a protective device during periods of absence from the premises. Actual cut-off and cut-on must be accomplished by the City and does not relieve the customer of any obligation to pay the minimum charges as set forth in the schedule of fees. The fee of \$25.00 will be due when the service is reconnected.



**CITY OF UNION, SOUTH CAROLINA  
UTILITY DEPARTMENT  
ELECTRIC RATE SCHEDULE A**

**RESIDENTIAL SERVICE  
(Rate Code 001)**

**AVAILABILITY:** This schedule is available only to residential customers in residences, condominiums, mobile homes, or individually-metered apartments.

**TYPE OF SERVICE:** The City of Union will normally supply the equipment necessary and will deliver to the Customer through one meter at one delivery point, mutually satisfactory to the City and the Customer, 60-cycle alternating current electricity of the phase and voltage desired by the Customer, provided electricity of the phase and voltage desired by the Customer is available generally in the area in which service is desired.

**RATES:** Monthly charges will be calculated as follows:

Basic Facilities Charge: **\$10.50** per month

Energy Charge:

For All KWH **\$0.13100** per KWH

PLUS a Purchased Power Adjustment charge (PPA), if applicable.

South Carolina Sales Tax will be added to the above charge, if applicable.

**PAYMENT:** Bills are due and payable at the offices of the City's Utility Department.

**Effective 07-01-2017**

**CITY OF UNION, SOUTH CAROLINA  
UTILITY DEPARTMENT  
ELECTRIC RATE SCHEDULE B**

**RESIDENTIAL SERVICE  
ELECTRIC WATER HEATING AND SPACE CONDITIONING  
(Rate Code 002)**

**AVAILABILITY:** This schedule is available only to residential customers in residences, condominiums, mobile homes, or individually-metered apartments, and is applicable where electric water heating and environmental space conditioning are utilized.

**TYPE OF SERVICE:** The City of Union will normally supply the equipment necessary and will deliver to the Customer through one meter at one delivery point, mutually satisfactory to the City and the Customer, 60-cycle alternating current electricity of the phase and voltage desired by the Customer, provided electricity of the phase and voltage desired by the Customer is available generally in the area in which service is desired.

**RATES:** Monthly charges will be calculated as follows:

Basic Facilities Charge: **\$10.50** per month

Energy Charge:

For All KWH **\$0.12261** per KWH

PLUS a Purchased Power Adjustment charge (PPA), if applicable.

South Carolina Sales Tax will be added to the above charges, if applicable.

**PAYMENT:** Bills are due and payable at the offices of the City's Utility Department.

**Effective 07-01-2017**

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**CITY OF UNION, SOUTH CAROLINA  
UTILITY DEPARTMENT  
ELECTRIC RATE SCHEDULE C**

**COMMERCIAL  
(Rate Code 003, 006, 019)**

**AVAILABILITY:** This schedule is available to any non-residential customer. This schedule is not available for resale, breakdown, or parallel operation.

**TYPE OF SERVICE:** The City of Union will normally supply the equipment necessary and will deliver to the Customer through one meter at one delivery point, mutually satisfactory to the City and the Customer, 60-cycle alternating current electricity of the phase and voltage desired by the Customer, provided electricity of the phase and voltage desired by the Customer is available generally in the area in which service is desired.

**RATES:** Monthly charges will be calculated as follows:

Basic Facilities Charge: **\$14.70** per month

Demand Charge:

First 30 KW No Charge

Above 30 KW **\$12.60** per KW

Energy Charge:

For the first 125 KWH per KW billing demand

First 4,000 KWH **\$0.14299** per KWH

All over 4,000 KWH **\$0.09142** per KWH

All over 125 KWH per KW billing demand

First 10,000 KWH **\$0.12261** per KWH

All over 10,000 KWH **\$0.09142** per KWH

PLUS a purchased Power Adjustment charge (PPA), if applicable.

**Effective 07-01-2017**

## **COMMERCIAL ELECTRIC RATE SCHEDULE C (CONTINUED)**

**DETERMINATION OF BILLING DEMAND:** The demand for billing purposes each month shall be the highest average KW measured in any 30-minute interval during the month, or a minimum of 30 KW. The City will install a permanent demand meter when the monthly consumption of the Customer exceeds 3,000 KWH for a six-month period.

South Carolina Sales tax will be added to the above charges, if applicable.

**PAYMENT:** Bills are due and payable at the offices of the City's Utility Department.

**Effective 07-01-2017**

**CITY OF UNION, SOUTH CAROLINA  
UTILITY DEPARTMENT  
ELECTRIC RATE SCHEDULE D**

**INDUSTRIAL  
(Rate Code 007, 010)**

**AVAILABILITY:** This schedule is available only to establishments classified as "Manufacturing Industries" by the Stand Industrial Classification Manual published by the United States Government, and where more than 50% of the electric energy consumption of such establishment is used for its manufacturing processes.

Service under this Schedule shall be used solely by the contract Customer in a single enterprise, located entirely on a single, contiguous premise.

This Schedule is not available for auxiliary or breakdown service. Power delivered under this Schedule shall not be used for resale or exchange or in parallel with other electric power or as a substitute for power contracted for or which may be contracted for, under any other Schedule of the City, except at the option of the City, under special terms and conditions expressed in writing in the contract with the Customer.

The obligations of the City in regard to supplying power are dependent upon its securing and retaining all necessary rights-of-way, privileges, franchises and permits, for the delivery of such power. The City shall not be liable to any Customer or applicant for power in the event it is delayed in, or is prevented from furnishing the power by its failure to secure and retain such rights-of-way, privileges, franchises and permits.

**TYPE OF SERVICE:** The City of Union will normally supply the equipment necessary and will deliver to the Customer through one meter at one delivery point, mutually satisfactory to the City and the Customer, 60-cycle alternating current electricity of the phase and voltage desired by the Customer, provided electricity of the phase and voltage desired by the Customer is available generally in the area in which service is desired.

**Effective 07-01-2017**

**ELECTRIC RATE SCHEDULE D – INDUSTRIAL - CONTINUED**

**RATES:** Monthly charges will be calculated as follows:

Basic Facilities Charge: **\$21.00** per month

Demand Charge:

First 30 KW No Charge

Above 30 KW **\$ 12.60** per KW

Energy Charge:

For the first 125 KWH per KW billing demand

First 4,000 KWH **\$0.15018** per KWH

All over 4,000 KWH **\$0.09263** per KWH

All over 125 KWH per KW billing demand

First 10,000 KWH **\$0.12381** per KWH

All over 10,000 KWH **\$0.09263** per KWH

PLUS a Purchased Power Adjustment charge (PPA), if applicable.

**DETERMINATION OF BILLING DEMAND:** The demand for billing purposes each month shall be the highest average KW measured in any 30-minute interval during the month, or a minimum of 30 KW. The City will install a permanent demand meter when the monthly consumption of the Customer exceeds 3,000 KWH for a six-month period.

South Carolina Sales tax will be added to the above charges, if applicable.

**PAYMENT:** Bills are due and payable at the offices of the City's Utility Department.

**Effective 07-01-2017**

**CITY OF UNION, SOUTH CAROLINA  
UTILITY DEPARTMENT  
ELECTRIC RATE SCHEDULE E**

**CHURCH  
(Rate Code 015, 018)**

**AVAILABILITY:** This schedule is available only to churches. This schedule is not available for resale, breakdown, or parallel operation.

**TYPE OF SERVICE:** The City of Union will normally supply the equipment necessary and will deliver to the Customer through one meter at one delivery point, mutually satisfactory to the City and the Customer, 60-cycle alternating current electricity of the phase and voltage desired by the Customer, provided electricity of the phase and voltage desired by the Customer is available generally in the area in which service is desired.

**RATES:** Monthly charges will be calculated as follows:

Basic Facilities Charge: **\$13.65** per month

Demand Charge:

First 20 KW No Charge

Above 20 KW **\$12.60** per KW

Energy Charge:

First 5,000 KWH **\$0.12810** per KWH

All over 5,000 KWH **\$0.08063** per KWH

PLUS a Purchased Power Adjustment charge (PPA), if applicable.

**DETERMINATION OF BILLING DEMAND:** The demand for billing purposes each month shall be the highest average KW measured in any 30-minute interval during the month, or a minimum of 20 KW. The City will install a permanent demand meter when the monthly consumption of the Customer exceeds 3,000 KWH for a six-month period.

South Carolina Sales Tax will be added to the above charges, if applicable.

**PAYMENT:** Bills are due and payable at the offices of the City's Utility Department.

**Effective 07-01-2017**

**CITY OF UNION, SOUTH CAROLINA  
UTILITY DEPARTMENT  
SECURITY LIGHT RATE SCHEDULE  
(Effective 07-01-2012)**

	<u>Without Pole</u>	<u>With Pole</u>
100 watt HPS	6.96	8.11
100 watt metal halide	6.96	8.11
250 watt HPS	11.01	12.16
400 watt HPS (cobra head)	11.59	12.74
400 watt metal halide (cobra head)	15.05	16.22
400 watt HPS (wide)	16.22	17.37
400 watt metal halide (wide)	17.95	19.11
1000HPS	20.85	24.31
1000 watt metal halide (sport light)	24.31	27.79

Rates do not include sales tax.

**REVENUE ITEM: Electric Tap Fee**

<b>LEGAL AUTHORIZATION:</b>  Code of Ordinances, City of Union FY2018 Budget Ordinance	<b>FUND: Utility</b>  <b>ACCOUNT CODE: 32-4150</b>
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**DESCRIPTION OF REVENUE:**

A new electric customer who has paid all appropriate connection fees and permits must pay a fee to have an electric tap installed and connected onto the City's system.

**FEE SCHEDULE & OTHER REQUIREMENTS:**

- I. Electrical permits may be obtained by the homeowner or licensed electrician.
- II. Temporary service (tool house connection with proper equipment provided by customer) \$75.
- III. Underground Service
  - A. Residential Service - up to 200 amp  
No charge up to 100 linear feet. For each additional foot required over 100 linear feet, the fee is \$2.50 per linear foot. This is applicable for the residence only. Fees for underground service to additional facilities at a residence such as a garage, shop, outbuildings.etc., up to a 200 amp single phase service are \$250 minimum charge up to 100 linear feet and \$2.50 per linear foot over 100 linear feet (Effective 11-17-09)
  - B. Commercial Service
    - 1) Up to 200 amp single phase - \$250 minimum charge up to 100 linear feet. For each additional foot required over 100 linear feet, the fee is \$2.50 per linear foot.
    - 2) Up to 300 amp three phase - \$350 minimum charge up to 100 linear feet. For each additional foot required over 100 linear feet, the fee is \$5 per linear foot.
    - 3) Up to 400 amp three phase - \$500 minimum charge up to 100 linear feet. For each additional foot required over 100 linear feet, the fee is \$7.50 per linear foot.
    - 4) All underground service will be measured from the nearest pole on the property or from the point the service enters the property.

**C. Security Lights/Electric Service Poles**

- 1) If a customer desires a pole to cut down on length of service, an additional \$50 charge will be added to each charge above. This does not apply if customer contracts for a security light.
  
- 2) Underground service for security lights - \$75 minimum charge up to 100 linear feet. For each additional foot required over 100 linear feet, the fee is .75 per linear foot.

All underground service will be installed, to include providing the ditch, by the City's workforce.

**IV. Relocation of Security Light/Electric Service Poles**

- A. Fee for relocation of a security light/electric service pole requested by the customer is \$75.

**BASE:**

Electric tap fee is based on the cost of material, labor, and overhead needed to provide an electric connection to the City's Electric System.

**COMMENTS:**

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**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
2,725	3,890	6,203	3,970	2,993	3,000	3,000	3,000

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**REVENUE ITEM: Water Usage**

<b>LEGAL AUTHORIZATION:</b> Code of Ordinances, City of Union, FY2018 Budget Ordinance	<b>FUND:</b> Utility Fund  <b>ACCOUNT CODE:</b> 32-4160
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**DESCRIPTION OF REVENUE:**

This revenue is derived from water payments collected from all water service customers.

**FEE SCHEDULE:**

See Proposed Water Rate Schedule: Effective July 1, 2017

**BASE:**

The approximately 6,018 active water service accounts are billed monthly.

**COMMENTS:**

An annual study of water rates began in FY 2008 and continue for FY 2018.

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
3,061,643	3,080,697	3,362,162	3,447,375	3,449,583	3,326,440	3,326,440	3,512,780

**CITY OF UNION, SOUTH CAROLINA  
UTILITY DEPARTMENT  
WATER RATE SCHEDULE**

	<u>Inside City</u>	<u>Outside City</u>
Customer Service Charge	*	*
<u>Volume Charge per 1000 Gallons</u>		
	<u>Inside City</u>	<u>Outside City</u>
Residential (050, 051)	\$ 3.62	\$ 5.42
Commercial (052, 053)	\$ 2.89	\$ 4.37
Industrial/Economic Development (054, 055)		
First 1,000,000 gallons/month	\$ 3.19	\$ 4.58
1,000,000 – 2,000,000 gallons/month	\$ 2.72	\$ 4.08
Over 2,000,000 gallons/month	\$ 2.40	\$ 3.59
Institutional (056, 057)	\$ 3.00	\$ 4.60
	(Schools, Hospitals, Churches)	
Water Districts (058)	<b>By Special Contract</b>	
Fire Sprinklers/\$/Month/Account (090)		\$ 36.50
Customer Service Charge Service	<u>Inside City</u>	<u>Outside City</u>
* Meter size = 3/4, 5/8, 1, or 1 1/2 inch	\$ 9.01	\$ 13.52
* Meter size = 2 inch	\$ 25.68	\$ 30.19
* Meter size = 3, 4 or 6 inch (except water districts)	\$ 27.76	\$ 32.27

**Effective 07-01-2017**

**REVENUE ITEM: Water Tap Fee**

<b>LEGAL AUTHORIZATION:</b>  Code of Ordinances, City of Union FY2018 Budget Ordinance	<b>FUND: Utility</b>  <b>ACCOUNT CODE: 32-4160</b>
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**DESCRIPTION OF REVENUE:**

A new water customer who has paid all appropriate connection fees and permits must pay a fee to have a water tap installed and connected onto the City's system.

**FEE SCHEDULE:**

<u>Meter Size</u>	<u>Fee</u>
3/4"	\$650.00
1"	\$850.00
1-1/2"	\$1,050.00
2"	\$3,200.00
Above 2"	call for quote

NOTE: The above fees provide for the tap, installation of service line and meter at the street right-of-way line. (Effective 07/01/12)

**RELOCATION OF WATER TAP:**

An amount not to exceed the cost of a new tap will be charged to relocate a water tap.

**BASE:**

Water tap fee is based on the cost of material, labor and overhead needed to provide a water connection to the City's Water System.

**COMMENTS:**

The City of Union shall require that any Owner of property situated outside the Municipal Limits who desires Water/Sewer Utility Services for said property must first, as a condition for and in consideration of, the City of Union allowing connection and use of its Water/Sewer System execute a Water and/or Sewer Service Agreement and Restrictive Covenant with the City of Union.

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
5,957	9,880	16,578	3,787	15,380	5,000	5,000	10,000

**REVENUE ITEM: Sewer Usage**

<b>LEGAL AUTHORIZATION:</b>  Code of Ordinances, City of Union, FY2018 Budget Ordinance	<b>FUND:</b> Utility Fund  <b>ACCOUNT CODE:</b> 32-4170
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**DESCRIPTION OF REVENUE:**

This revenue is derived from sewer bill payments collected by the City from all sewer service customers.

**FEE SCHEDULE:**

See Proposed Wastewater Rate Schedule: Effective for July 1, 2017

**BASE:**

The approximately 4,815 active sewer service accounts are billed monthly.

**COMMENTS:**

An annual study of wastewater rates began in FY 2008 and continue for FY 2018.

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
1,825,736	1,976,018	2,278,592	2,523,573	2,858,543	2,468,660	2,468,660	2,574,360

**CITY OF UNION, SOUTH CAROLINA  
UTILITY DEPARTMENT  
WASTEWATER RATE SCHEDULE A**

**RESIDENTIAL (060,061)**

	<u>Inside City</u>	<u>Outside City</u>
Customer Service Charge	\$ 14.20	\$ 21.30
Volume Charge (per 1000 gals. metered water)	\$ 4.77	\$ 7.17
Maximum Bill (12,000 gallons)	\$ 71.44	\$107.34

NOTE: Minimum for master metered multiple units is dependent on number of units.

**COMMERCIAL (062,063)**

	<u>Inside City</u>	<u>Outside City</u>
Customer Service Charge/Minimum Bill	\$ 14.20	\$ 21.30
Volume Charge (per 1000 gals. metered water)	\$ 4.77	\$ 7.17

**INDUSTRIAL/ECONOMIC DEVELOPMENT (064,065)**

	<u>Inside City</u>	<u>Outside City</u>
Customer Service Charge/Minimum Bill	\$ 14.20	\$ 21.30
First 1,000,000 gallons/month	\$ 4.77	\$ 7.17
1,000,000 – 2,000,000 gallons/month	\$ 3.01	\$ 4.52
Over 2,000,000 gallons/month	\$ 1.25	\$ 1.89
BOD*	\$0.17/lb.	\$0.17/lb.
TSS*	\$0.17/lb.	\$0.17/lb.

\* A surcharge of \$0.17 per pound of Biochemical Oxygen Demand (BOD) and \$0.17 per pound of Suspended Solids in excess of 300 mg/l per month, as estimated by the City's Utilities Department Industrial Wastewater Monitoring Program, is added to the customer service charge.

Credit will be allowed for metered water which is not discharged into the City's Wastewater System which can be demonstrated by the customer by installation of additional metering at customer's expense.

**Effective 07-01-2017**

**CITY OF UNION, SOUTH CAROLINA  
UTILITY DEPARTMENT  
WASTEWATER RATE SCHEDULE B**

**SEPTIC TANK WASTE DISPOSAL**

Septic Tank Waste Disposal	\$ 100.00/load
<i>After Hours Septic Tank Waste Disposal *</i>	<i>\$ 200.00/load</i>

**INDUSTRIAL PRETREATMENT PROGRAM-ADMINISTRATIVE FEES**

**Permit Application Processing and Renewal Fees:**

Low Volume User	\$ 150.00
Significant Industrial User	\$ 500.00

**Annual Administration and Inspection Fees:**

Low Volume User	\$ 480.00
Significant Industrial User W/O Pretreatment	\$ 900.00
Significant Industrial User W/Pretreatment	\$1200.00

Effective 09-01-2014\*

**REVENUE ITEM: Sewer Tap Fee**

**LEGAL AUTHORIZATION:**

Code of Ordinances, City of Union,  
FY2018 Budget Ordinance

**FUND: Utility**

**ACCOUNT CODE: 32-4170**

**DESCRIPTION OF REVENUE:**

A new sewer customer who has paid all appropriate connection fees and permits must pay a fee to have a sewer tap installed and connected onto the City's system. To relocate an existing tap where a new Romac tapping saddle is required, a fee of up to \$150 will be charged.

**FEE SCHEDULE:**

See Sewer Connection Charge in Revenue Manual (page 123).

**BASE:**

Sewer tap fee is based on the cost of material, labor and overhead needed to provide sewer connection to the City's sewer system.

**COMMENTS:**

The City of Union shall require that any Owner of property situated outside the Municipal Limits who desires Water/Sewer Utility Services for said property must first, as a condition for and in consideration of, the City of Union allowing connection and use of its Water/Sewer System execute a Water and/or Sewer Service Agreement and Restrictive Covenant with the City of Union.

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
1,765	308	800	1,060	2,614	1,500	1,500	2,000

**REVENUE ITEM: Gas Usage**

<b>LEGAL AUTHORIZATION:</b> Code of Ordinances, City of Union, FY2018 Budget Ordinance	<b>FUND:</b> Utility Fund  <b>ACCOUNT CODE:</b> 32-4180
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**DESCRIPTION OF REVENUE:**

This revenue is derived from gas payments collected by the City from all gas service customers.

**FEE SCHEDULE:**

See Gas Rate Schedule: Effective July 1, 2012.

**BASE:**

Approximately 6,159 active gas service accounts are billed monthly.

**COMMENTS:**

We estimate the replacement costs for an excess flow valve to be within the range of \$300 to \$1,000, should it be required. The cost to install such device on an existing residential gas service line is \$300.

**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
9,340,997	10,347,228	12,561,150	11,159,979	9,483,096	11,239,720	11,239,720	12,339,800

**REVENUE ITEM: Excess Flow Valve - Existing Services**

<b>LEGAL AUTHORIZATION:</b>  Code of Ordinances, City of Union, FY2018 Budget Ordinance	<b>FUND:</b> Utility Fund  <b>ACCOUNT CODE:</b> 32-4180
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**NATURAL GAS EXCESS FLOW VALVE CUSTOMER NOTIFICATION:**

Pipeline and Hazardous Materials Safety Administration (PHMSA) has requested all natural gas utilities to notify customers about excess flow valves (EFV) and install an EFV if the customer requests one, 49 CFR 192.383(e). Should the customer desire installation of this device, the customer must agree to pay all associated costs including materials and labor. The City of Union began installing excess flow valves if requested on qualified residential natural gas service lines in 2007. Beginning April, 2009, EFVs were installed on all qualified new residential natural gas service lines.

The cost to install such a device on existing residential natural gas service lines is \$300.00, if conditions allow.

An excess flow valve is a device designed to restrict gas flow in a customer's natural gas service line by automatically closing in the event that a service line is broken, completely out, torn apart, or otherwise separated, usually caused by some type of excavation or digging.

A natural gas service line is the piping from the gas main in the street to the customer meter set and runs underground through the customer's yard.

Restricting gas flow after a gas service line is damaged may decrease the potential for property damage and/or injury.

If a customer requests installation of an excess flow valve, and agrees to pay the cost at the time of installation, the City of Union will perform the installation. Please note that EFVs cannot be installed on some service lines due to high gas flow, low pressure, or other factors. If you request an EFV but your service line cannot accommodate an EFV, we will let you know.

The customer must agree to pay any and all future maintenance costs associated with an excess flow valve including:

- Excavation cost for valve removal and/or replacement
- Pavement and/or landscaping replacement associated with any necessary excavation
- All associated material and labor costs

We estimate the replacement costs to be within the range of \$300 to \$1,000, should it be required.

EFV replacement may be necessary if you add additional gas appliances, such as a pool heater or emergency generator that exceeds the capacity of the EFV.

EFV replacement may be necessary if the EFV malfunctions (sticks open or closed).

Industry experience is that EFVs rarely malfunction.

Additional information:

- Installation of an excess flow valve is not mandatory.
- An excess flow valve will not protect against the following events:
  - Customer appliance gas leaks
  - Small gas service line punctures
  - Gas meter set leaks

The City of Union makes no express warranty for continued proper excess flow valve operation under normal use conditions and/or false valve closure under any gas system operating conditions.

For your safety, always call 811 to have gas lines and other buried utilities marked before allowing anyone to dig in your yard.

**CITY OF UNION, SOUTH CAROLINA  
UTILITY DEPARTMENT  
GAS RATE SCHEDULE**

RESIDENTIAL  
(Rate Code 040)

Basic Facilities Charge (Minimum Bill) \$ 9.40

Plus \$0.66 per CCF/Base Volume Charge  
Plus cost of gas\*

NOTE: Plus purchased gas adjustment charge (PGA) if applicable.

SMALL COMMERCIAL  
(Meter Size=<275 CFH)  
(Rate Code 045)

Basic Facilities Charge (Minimum Bill) \$ 11.80

Plus \$0.61 per CCF/Base Volume Charge  
Plus cost of gas\*

NOTE: Plus purchased gas adjustment charge (PGA) if applicable.

LARGE COMMERCIAL  
(Meter Size=>275 CFH)  
(Rate Code 41)

Basic Facilities Charge (Minimum Bill) \$16.70

Plus \$0.59 per CCF/Base Volume Charge  
Plus cost of gas\*

Plus purchased gas adjustment charge (PGA) if applicable.

GAS RATE SCHEDULE (Continued)

INTERRUPTIBLE

(Rate Code 042)

This industrial rate is available by special contract only and requires a minimum usage of 50 MCF per day. An alternate fuel source must be available.

All volumes shall be billed at actual cost of purchased gas plus \$1.16 per dekatherm or by special contract.

- \* Cost of gas will be calculated by the actual cost of all gas purchased and shall include transportation cost, brokerage fees and any regulatory fees which may be assessed.

Effective Date 07-01-2012

**REVENUE ITEM: Gas Tap Fee**

<p><b>LEGAL AUTHORIZATION:</b></p> <p>Code of Ordinances, City of Union, FY2018 Budget Ordinance</p>	<p><b>FUND: Utility</b></p> <p><b>ACCOUNT CODE: 32-4-4180-4276</b></p>
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**DESCRIPTION OF REVENUE:**

A new gas customer who has paid all appropriate connection fees and permits must pay a fee to have a gas tap installed and connected onto the City's system.

**FEE SCHEDULE:**

Standard 1" service line or less

The City will run the first 100 linear feet or less measured from the street right-of-way to the residence or at a cost of \$300. For each additional foot required over 100 feet, the fee is \$1.50 per linear foot. A rebate of \$300 will be refunded to the customer if a meter and year-round appliance such as a gas cook stove, hot water heater, dryer, or central furnace is installed within six (6) months of the service line installation.

Relocation of gas service line

The charge for relocating a gas service line or meter is actual labor, equipment and material charges not to exceed \$300. Customer is required to sign agreement to pay for applicable charges.

**BASE:**

Gas tap fee is based on the cost of material, labor, and overhead needed to provide a gas connection to the City's Gas System.

**COMMENTS:**

Also included in the tap fee, the City will install an excess flow valve required by federal law.

**REVENUE HISTORY:**

<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>BUDGETED FY2017</u>	<u>ESTIMATED FY2017</u>	<u>ADOPTED FY2018</u>
13,239	17,876	19,599	25,557	21,242	10,000	10,000	10,000

**REVENUE ITEM: Interest on Investments**

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<b>LEGAL AUTHORIZATION:</b>  Code of Laws of South Carolina Title 6, Chapter 5, Section 6-5-10 and 6-5-20	<b>FUND:</b> Utility Fund  <b>ACCOUNT CODE:</b> 32-4600
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**DESCRIPTION OF REVENUE:**

As a part of its cash management program, the City invests all available funds in interest-bearing accounts. Periodically, funds are invested in Certificates of Deposit or U.S. Treasury obligations.

**BASE:**

This revenue is based on a cash management program which utilizes the City's cash flow position to earn additional funds.

**COMMENTS:**

The outlook is for interest rates to stabilize for the next year.

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**REVENUE HISTORY:**

<u>FY</u> <u>2012</u>	<u>FY</u> <u>2013</u>	<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>FY</u> <u>2016</u>	<u>BUDGETED</u> <u>FY2017</u>	<u>ESTIMATED</u> <u>FY2017</u>	<u>ADOPTED</u> <u>FY2018</u>
117,291	61,014	56,822	71,678	91,351	66,000	66,000	99,900

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# APPENDICES

## GLOSSARY OF TERMS

**ACCOUNTING SYSTEM.** The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.

**ACTIVITY.** A specific and distinguishable line of work performed by one or more organizational components of a government for the purpose of accomplishing a function for which the government is responsible. For example, "food inspection" is an activity performed in the discharge of the "health" function.

**AD VALOREM TAX.** A tax levied on the assessed value of real property. This tax is also known as property tax.

**APPROPRIATION.** A legal authorization granted by a legislative body to make expenditures and to incur obligation for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

**ASSESSED VALUATION.** A valuation set upon real estate or other property by a government as a basis for levying taxes.

**AUDIT.** A methodical examination of utilization of resources. It concludes in a written report of its findings. An audit is a test of management's accounting system to determine the extent to which internal accounting controls are both available and being used. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations.

**BOND.** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that a bond runs for a longer period of time and requires greater legal formality. **General Obligation (G.O.) Bonds** are backed by the full faith and credit of the jurisdiction. **Revenue Bonds** are backed by the income-producing potential of a capital project, i.e., municipal parking garage.

**BUDGET.** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modification, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body. Types of Budgets: Annual Operating Budget - a budget applicable to a single fiscal year; Capital Budget - a plan of proposed capital outlays and the means of financing them; Capital Program Budget - a plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long term work program or otherwise; and Long-Term Budget - a budget prepared for a period longer than

a fiscal year.

**BUDGET ADJUSTMENT.** Legislative mechanism to allow for funds and department expenditures to exceed their original, beginning year allocation. The authorization becomes effective immediately after passage by City Council.

**BUDGET MESSAGE.** A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

**BUDGETARY CONTROL.** The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenue.

**CAPITAL OUTLAY.** Spending on fixed assets. Generally, such acquisitions cost more than a specified amount. For the City, that amount is \$5,000.

**CODING.** (Use Finance Dept. Numbers for Example.) A system of numbering or otherwise designating accounts, entries, invoices, vouchers, etc., in such a manner that the symbol used reveals quickly certain required information. To illustrate the coding of accounts, the number "5102" might be assigned to expenditures made by the Finance Department and the number "5001" might be used to designate expenditures for personnel services. Expenditures for personnel services in the Finance Department would then be designated for posting and other purposes, by the code "5102-5001". Other examples are the numbering of monthly recurring journal entries to indicate the month and nature of the entry and the numbering of invoices or vouchers so that the number reveals the date of entry.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT.** (CAFR.) The official annual report of a government. It includes five combined statements - Overview (the "liftable" GPFS) and basic financial statements for each individual fund and account group prepared in conformity with GAAP and organized into a financial reporting pyramid. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed statistical section. Every government should prepare and publish a CAFR as a matter of public record.

**CONTINGENCY.** An appropriation of funds to cover unforeseen events that occur during the fiscal year.

**CURRENT TAXES.** Taxes levied and becoming due within one year.

**DEBT.** An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of government include bonds, time warrants, notes, and floating debt. Types of Debt: Bond (See Bond), Note Payable (generally, an unconditional written promise signed by the maker to pay a certain sum in money on demand or at a fixed or determinable time), Time Warrant (a negotiable obligation of a government having a term shorter than bonds and frequently tendered to individuals and firms in exchange for contractual services, capital acquisitions, or equipment purchases), Floating Debt (liabilities other than bonded debt and time warrants, such as account payable), and Long-Term Debt (debt with a maturity of more than one year after the date of issuance).

**DEBT LIMIT.** The maximum amount of general obligated debt which is legally permitted.

**DEBT SERVICE.** The payment of principal and interest on borrowed funds such as bonds.

**DEFICIT.** 1) The excess of the liabilities of a fund over its assets. 2) The excess of expenditures over revenues during an accounting period; or in the case of proprietary funds, the excess of expense over income during an accounting period.

**DELINQUENT TAXES.** Taxes remaining unpaid on and after the date on which a penalty for non-payment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or cancelled, the unpaid balances continue to be delinquent taxes until abated, cancelled, paid, or converted into tax liens.

**DEPARTMENT.** A major division of the City by function performed.

**ENTERPRISE FUND.** A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Examples of Enterprise Funds are those for water, gas, and electric utilities, and solid waste management.

**ENTITY.** The basic unit upon which accounting and/or financial reporting activities focus. The basic governmental legal and accounting entity is the individual fund and account group. Under NCGA Statement I, governmental GAAP reporting entities include (a) the Combined Statements-Overview (the "liftable" GPFS), and (b) financial statements of individual funds (which may be presented as columns or combining statements by fund type, or physically separate individual fund statements, or both). The term "entity" is also sometimes used to describe the composition of "the government as a whole" (whether the library is part of the City or a separate government, whether the school system is part of the County or an independent special district, etc.).

**EXPENDITURES.** Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays. Budgetary Expenditures (decreases in net current assets) are limited in amount to exclude amounts represented by non-current liabilities. Conventional Expenditures (decreases in net financial revenues), in contrast to budgetary expenditures, conventional expenditures are not limited in amount to exclude amounts represented by non-current liabilities.

**FIDUCIARY FUNDS.** Trust and Agency Funds used to account for assets received and held by the City acting in the capacity of an agent or custodian.

**FISCAL YEAR.** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operation. The City of Union's fiscal year is July 1 to June 30.

**FIXED ASSETS.** Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

**FUND.** A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. There are eight generic fund types found in governmental accounting; General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

**FUND BALANCE.** The fund equity of governmental funds and trust funds.

**GENERAL FUND.** The fund used to account for all financial resources except those required to be accounted for in another fund.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP).** Uniform minimum standards of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative statement on the application of GAAP to state and local governments is NCGA Statement 1. Every government should prepare and publish financial statements in conformity with GAAP. The objectives of governmental GAAP financial reports are different from, and much broader than, the objectives of business enterprise GAAP financial reports.

**LEVY.** (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a government.

**MILL.** Property tax rate which is based on the valuation of property. A tax rate of 1 mill produces one dollar of taxes on each \$1,000 of property valuation.

**MODIFIED ACCRUAL BASIS.** The accrual basis of accounting adapted to the governmental fund type Spending Measurement Focus. Under it, revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for: (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; (4) interest on special assessment indebtedness which may be recorded when due rather than accrued, if approximately offset by interest earnings on special assessment levies; and (5) principal and interest on long-term debt which are generally recognized when due. All governmental funds and expendable trust funds are accounted for using the modified accrual basis of accounting.

**OPERATING BUDGET.** A budget for general expenditures such as salaries utilities and supplies.

**OVERHEAD ALLOCATION.** Amount paid by the Enterprise Funds to help supplement

expenditures made in the General Fund. The percentage of overhead allocation is based on a cost-accounting effort conducted internally in 1995. The Overhead Allocation or contribution to General Fund is based on the theory that numerous General Fund operations are conducted to aid Utility Fund functions. In essence, the Utility Fund "pays" the General Fund for these services. The Overhead Allocation also works much like a franchise fee. Since the Utility Fund is operated like a business, the rationale is that the fund should be obliged to pay a fee to operate within the City, just like any other profit-making business.

**PROPERTY TAX.** A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

**REVENUES.** The income of a government from all sources, appropriated for the payment of the public expenses.

**SHARED REVENUES.** Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments. The Accommodations Tax seen in Union is an example of shared revenue.

**SPECIAL ASSESSMENT.** A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**SWM.** Solid Waste Management

**TAXES.** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, for example, sewer service charges.

**USER FEES.** Those amounts received from the public for performance of specific services benefiting the persons charged. User charges function much like prices charged for privately produced goods. There exist two types of user charges. 1) Marginal-cost, multipart charge system that takes into account the varying costs of production and distribution; and 2) Average-cost system that charges the same price per unit regardless of the volume of service consumed or the location of its demand. Union has in place user fees associated with its water and sewer system.

# ORDINANCES

STATE OF SOUTH CAROLINA }  
COUNTY OF UNION }                   ORDINANCE  
CITY OF UNION }

AN ORDINANCE TO PROVIDE FOR THE ADOPTION OF A BUDGET, ITS REVENUES AND EXPENDITURES FOR FISCAL YEAR 2017-2018.

BE IT ORDAINED by the Mayor and Council of the City of Union, South Carolina, in council meeting duly assembled,

SECTION 1.                   That the attached Budget, prepared by the Mayor of Union, South Carolina, which is incorporated and adopted herein and made a part hereof as "Exhibit A", be and is hereby adopted and established by the Mayor and Council of the City of Union, as the Budget for the City, for the Fiscal Year of 2017-2018.

SECTION 2.                   That the Budget shall be for the period beginning July 1, 2017, and ending June 30, 2018, and that said Budget shall be for appropriations and expenditures for the several functions, agencies, and departments, and the legal limit of expenditures, for the City of Union.

SECTION 3.                   The Mayor shall have authority to transfer funds within any of the above several categories and such transfers shall be entered on the books of account of the City.

SECTION 4.                   The sums appropriated and set forth in the detailed schedule for personnel services shall be paid in accordance with the Pay Plan adopted by City Council, an official copy of which shall be maintained in the office of the Mayor and in the office of the Finance Director. It is the intention of City Council that salaries set forth in the Classification and Compensation Plan shall be paid bi-weekly. Bi-weekly payments shall be one twenty-sixth (1/26) of the annual salary. The City's Classification and Pay Plan has been incorporated into the budget document and is located in the Personnel Report section of the Budget document.

SECTION 5.

All sums received by the City of Union from any source whatsoever, unless by law designated for some special fund or purpose, may be used in meeting the disbursements in Section 2. Should the revenue received from all sources exceed the amount estimated, such excess shall be allocated in the appropriate fund, subject to further action of City Council.

SECTION 6.

This Ordinance shall be effective July 1, 2017.

SECTION 7.

This Ordinance supersedes any other inconsistent ordinance.

**ORDAINED AND ADOPTED** in City Council meeting duly assembled this 6<sup>th</sup> day of June 2017.

  
Harold E. Thompson, Mayor

ATTEST:

  
Gloria Rogers-Municipal Clerk

1<sup>st</sup> Reading: 05/16/17

2<sup>nd</sup> Reading: 06/06/17

STATE OF SOUTH CAROLINA }  
 COUNTY OF UNION }                   **ORDINANCE**  
 CITY OF UNION }

**AN ORDINANCE TO SET THE TAX LEVY FOR THE CITY OF UNION, SOUTH CAROLINA FOR FISCAL YEAR 2017-2018.**

**BE IT ORDAINED** by the Mayor and City Council of the City of Union, South Carolina, in council meeting duly assembled,

SECTION 1.           That in the laws of the State of South Carolina, and the Codes of the City of Union, South Carolina, for the purpose of defraying all expenses, the paying of interest on outstanding bonded debt and for the principal due on outstanding bonds as they mature, from the First Day of July, 2017, through the Thirtieth Day of June, 2018, and for other proper corporate purposes, there being, and is hereby imposed and levied and shall hereinafter be collected, the following taxes:

SECTION 2.           That there shall be paid on each ONE HUNDRED AND NO/100 DOLLARS (\$100.00) of assessed value of all real estate and personal property on which this Municipal Corporation is authorized or empowered by law to impose a tax in the City of Union and in proportion on less than ONE HUNDRED AND NO/100 DOLLARS (\$100.00) in value, the following amounts:

GENERAL FUND OPERATION PURPOSES  
 AND FOR DEBT RETIREMENT

EIGHTY-SIX AND 80/100 (86.8) mills on each One Hundred Dollars (\$100.00) of assessed value, which will produce Eight Dollars and sixty-eight cents (\$8.68) of taxes for each One Hundred Dollars (\$100.00) of assessed valuation.

Should amount above levied exceed the amount received, such excess shall remain in the General Fund to be used as the City Council may direct.

SECTION 3.           That when the taxes and assessments or any portion thereof charged against any property or person on the duplicate for the current fiscal year are not paid before January 16, 2018, or thirty (30) days after the mailing of the tax notices, whichever occurs later, the Tax Collector shall add

a penalty of three percent (3%) on the City duplicate, and the Tax Collector shall collect the penalty; and if the taxes, assessments, and penalty are not paid before February 2, 2018, an additional penalty of Seven 7 percent (7%) must be added by the Tax Collector on the City duplicate and collected by the Tax Collector; and if the taxes, assessments and penalties are not paid before March 17, 2018, an additional penalty of five percent (5%) must be added by the Tax Collector on the duplicate, and collected by the Tax Collector; and, if taxes, assessments, and penalties are not paid before July 1, 2018, the Tax Collector shall issue his Tax Execution. The United States postmark is the determining date for mailed payments.

SECTION 4.

On assessments received late from the Union County Auditor's office, or from the Tax Commission, the same payment privileges shall be allowed as provided in the Ordinance to set the Tax Levy for the current year.

SECTION 5.

This Ordinance shall be effective July 1, 2017, and supersedes any other inconsistent ordinances.

ORDAINED AND ADOPTED in City Council Meeting duly assembled this 6<sup>th</sup> day of June 2017.



Harold E. Thompson - Mayor

ATTEST:

  
Gloria Rogers - Municipal Clerk

1<sup>st</sup> Reading: 05/16/17

2<sup>nd</sup> Reading: 06/06/17

# CITY OF UNION SOUTH CAROLINA

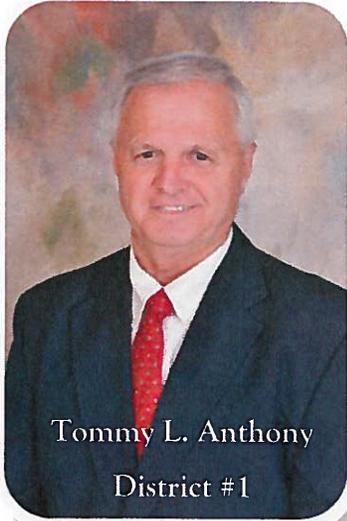


## CITY OF UNION MISSION STATEMENT

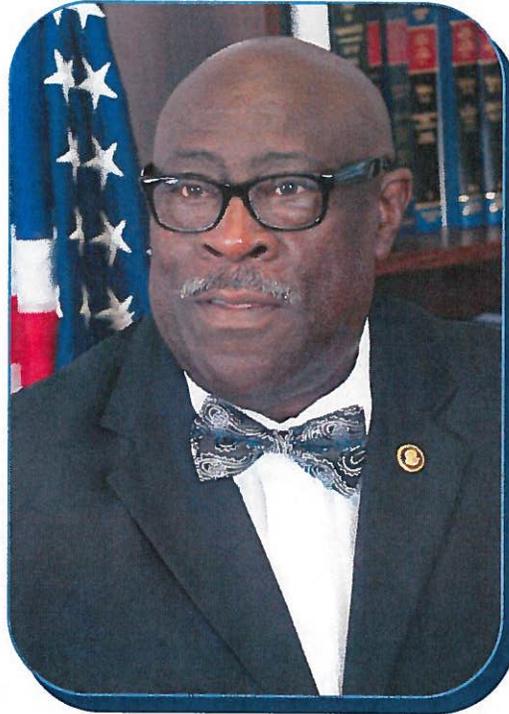
“The City of Union will at all times provide quality services to all citizens equitably and in a fair, responsive, efficient and caring manner. We value employees who exhibit moral values that stress the importance of treating co-workers and our citizens with respect and fairness. We pledge to communicate and provide leadership effectively equitably with all our citizens, organizations and community at large as we try to develop and maintain a high quality of sustainable living in the City of Union.”

ADOPTED JANUARY 18, 2011  
Implemented by Mayor Harold E. Thompson

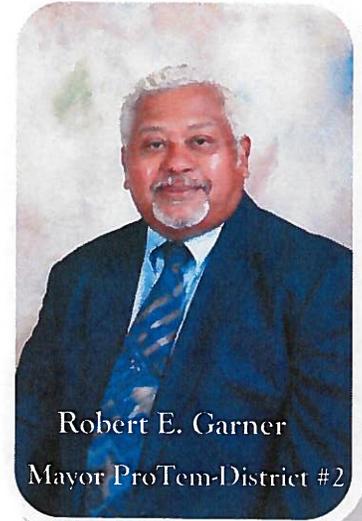
# UNION CITY COUNCIL



Tommy L. Anthony  
District #1



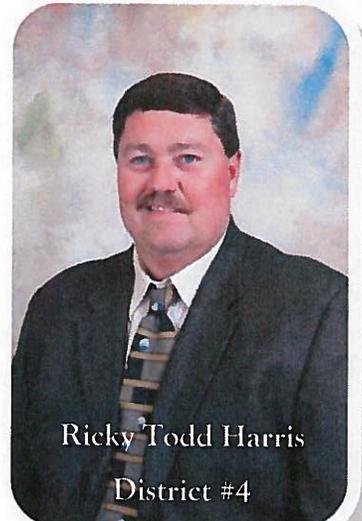
Mayor  
Harold E. Thompson



Robert E. Garner  
Mayor Pro Tem-District #2



Vicki C. Morgan  
District #3



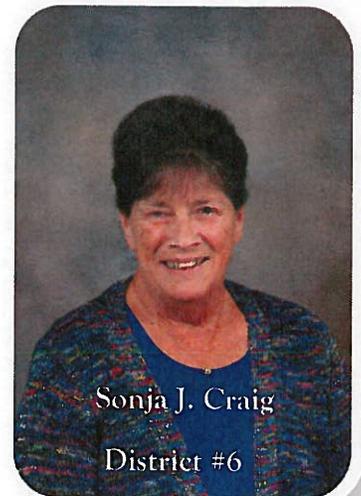
Ricky Todd Harris  
District #4



Pamela G. Sloss  
District #5



*Est. 1823*



Sonja J. Craig  
District #6