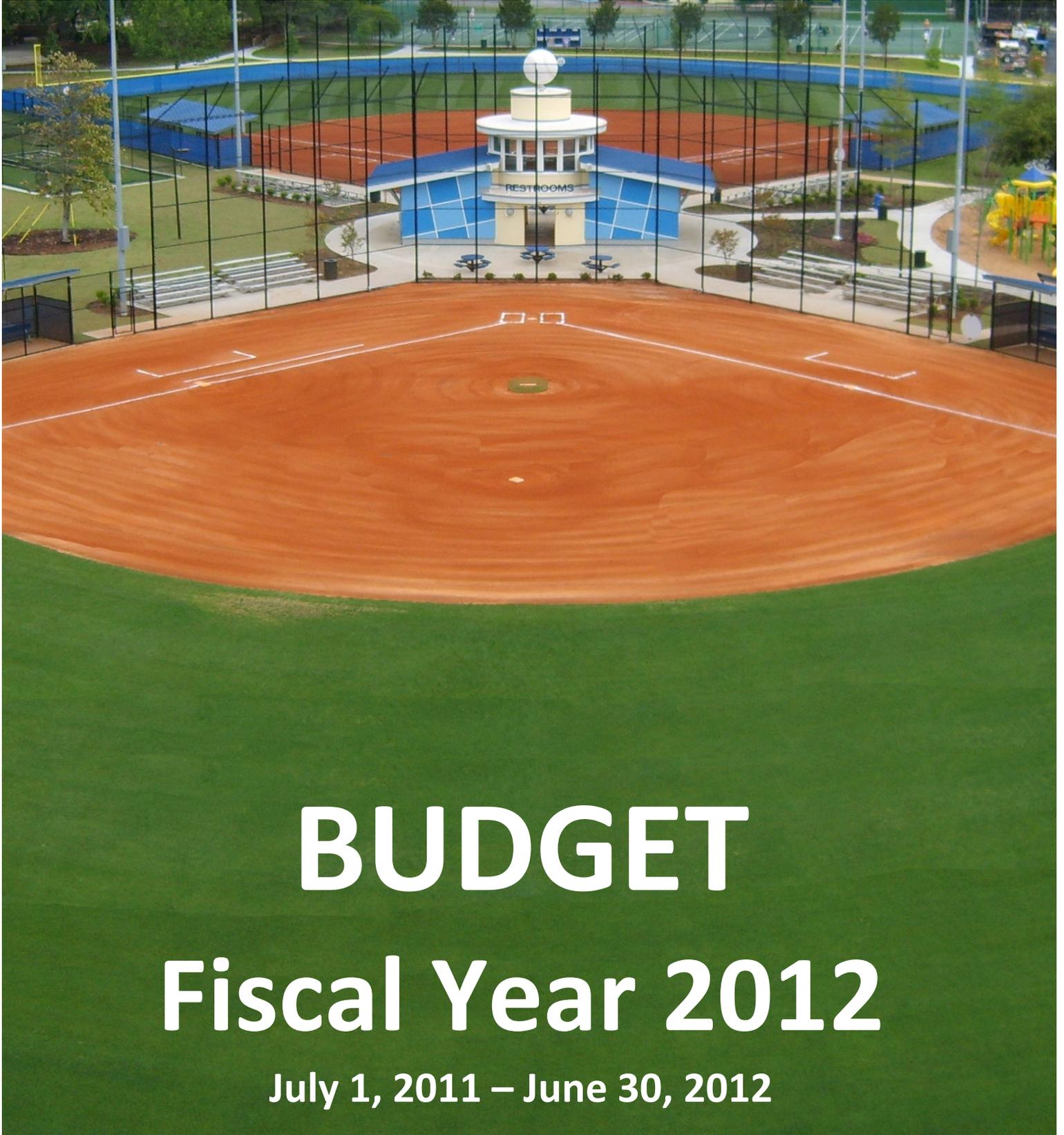


The City of North Myrtle Beach South Carolina



BUDGET

Fiscal Year 2012

July 1, 2011 – June 30, 2012

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CITY OF NORTH MYRTLE BEACH, SOUTH CAROLINA
FISCAL YEAR 2012 BUDGET
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BUDGET INTRODUCTION

City of North Myrtle Beach, South Carolina

Fiscal Year 2011-2012 Budget

F O R E W O R D

THE CITY

The City of North Myrtle Beach is located on the Atlantic Ocean and encompasses the northeastern section of the South Carolina coastal beach area known as the Grand Strand. North Myrtle Beach operates in and is governed by the laws of the State of South Carolina and also by its own charter which was first adopted by the electorate on May 7, 1968. The charter provides for a Council-Manager form of government. Legislative authority is vested in the Mayor and six Councilmembers elected at-large; provided, one councilmember shall be a resident of each of the following wards: Crescent Beach, Cherry Grove, Ocean Drive, Windy Hill, and two at-large. The terms of office are for four years each. The present term of councilmembers from Cherry Grove and Crescent Beach wards will expire during November 2011, along with one at-large member. The present term of the Mayor and the councilmembers from Ocean Drive, Windy Hill, and the other at-large councilmember will expire during November 2013. The Mayor and Council enact ordinances and resolutions relating to City services, levy of taxes, appropriation and borrowing, licensing and regulating of businesses and trades, and other municipal purposes.

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 general principle for funds is to keep the overall number of funds to a minimum.

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 North Myrtle Beach has been awarded the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) by the Government Finance Officers Association of the United States and Canada (GFOA). The Certificate of Achievement is the highest form of recognition in the area of governmental financial reporting, and its attainment represents a significant accomplishment by a government and its management. The City has obtained this award for every year since 1986.

BUDGETARY SYSTEM

The fiscal period of the City of North Myrtle Beach 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 December - seven months before the budget will take effect. The FY 2012 budget calendar, which follows, outlines the budget process for the City of North Myrtle Beach.

FY 2012 BUDGET CALENDAR

November 1	-	Budget Worksheets to Departments
December 20	-	Budget Worksheets to Finance Department
January 3 - 14	-	Review and compilation of all requests by Finance Department
January 17 - 28	-	City Manager reviews all requests in light of revenue projections
February 1 - March 2	-	Compilation of Budget Retreat Manual
March 7 - 8	-	Budget Retreat
March 14 - April 15	-	City Manager, Finance Director, and Finance staff review Budget Retreat priorities in light of updated revenue projections and prepare Budget Document
April 18 - 22	-	City Manager prepares Budget Message; assembling and typing of FY 2012 Proposed Budget
April 25 - 29	-	FY 2012 Proposed Budget reviewed and printed
May 16	-	FY 2012 Proposed Budget submitted to Council
	-	Public Hearing/First Reading of Proposed FY 2012 Budget Ordinance by City Council
June 6	-	Second Reading of Proposed FY 2012 Budget Ordinance by City Council
June 7 - June 17	-	FY 2012 Approved Budget typed and printed
June 20	-	Distribution of FY 2012 Budget Document

Preliminary discussions between the City Manager and department heads took place in February 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 Retreat. During the Budget Retreat, City Council establishes goals, priorities, policies, and budget parameters for the upcoming fiscal year. Based on guidance given by Council at the retreat, a proposed budget is developed and submitted for consideration by City Council and the public at least two months prior to the beginning of the new fiscal year. The proposed budget receives a public hearing, and requires a discussion and ordinance adoption by City Council before taking effect.

After the budget takes effect, the City Manager is empowered to transfer funds from line item to line item, division to division, department to department and fund to fund. He may not exceed the appropriated limit for expenditures during the fiscal year 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, department, and fund. Purchase requisitions or payments which would exceed their available object level appropriation are not processed without the approval of the Accounting Supervisor, who discusses the overrun with the appropriate staff member. As an additional control over expenditures, the City Manager approves all purchase requisitions in excess of \$5,000.

The budget for the City of North Myrtle Beach is organized as follows:

The City Manager'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.

Financial Summaries. Summarizes all fund revenue and expenditure activity for the 2011-2012 fiscal year. Includes detailed discussion on capital purchases and future capital needs.

General Fund. This section contains charts and schedules for the fund. It also contains information on current year capital and debt service expenditures. Goals, priorities and benchmarks for each department are also discussed in this section.

Revenue Funds. Summary and detailed information on the City's budgeted revenue funds: the Accommodations Tax Fund, and the Storm Water Drainage Fund, are presented in this section.

Capital Project Funds. Summary and detailed information on the various budgeted capital project funds are provided for in this section. This section also includes projected capital improvements for the next two fiscal years.

Enterprise Funds. This section contains charts and schedules (both summary and detail) for the Water and Sewer Fund, Solid Waste Fund, Beach Service Fund, and the Aquatic Center Fund. It also contains information concerning current and future capital needs as well as debt service needs.

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.

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

Appendices. Statistical data; glossary of terms, enabling ordinances.

BUDGET POLICIES

In the development of the FY 2012 budget, certain policies must be followed in order to calculate revenue and expenditure estimates. These policies, which define the budget parameters, were developed during the annual budget retreat with the Mayor and City Council. The significant budget policies as defined during the budget retreat are as follows:

1. The General Fund operational millage rate will remain the same at 32.0 mils. The increase allowed by the South Carolina Budget & Control Board will not be imposed for FY 2012. However, an additional 6.0 mils will be assessed for the debt service on the 2011 General Obligation Park Bonds.
2. Business License Fees will remain unchanged.
3. Water and Sewer Fees will be increased to match the increases, if any, of Grand Strand Water & Sewer Authority. Impact Fees will be adjusted to reflect the 5% annual increase per City ordinance.
4. The 1% Hospitality Fee on restaurants, transient accommodations and amusements will continue to fund beach renourishment, capital in Public Safety, road and drainage projects, beach related projects and services, recreational activities, and capital construction for recreational facilities.
5. A net four positions will be removed for FY 2012.
6. Employee benefits will remain the same as the previous fiscal year. Health insurance will be adjusted to meet projected claims and premiums.
7. Employee pay ranges will be increased by 1.6% in accordance with the southeastern average for pay increases. The pay matrix will be from 0.0% to 2.5% for FY 2012 which is similar to the FY 2011 matrix except any employee below “meets expectations” will be 0% and placed on probation.
8. A small surplus has been budgeted for the General Fund.
9. The Street Improvement Fund will receive an interfund transfer of \$650,000 from the General Fund to continue street resurfacing, street construction, sidewalks, bridge painting and beach accesses.
10. Revenue estimates will remain at the middle portion of projected ranges.
11. Full salaries and benefits will be budgeted for all positions. However, some position vacancies may be unfilled if economic conditions persist.
12. The North Myrtle Beach Chamber of Commerce will be the recipient of Accommodations Tax advertising funds.
13. The 35% General Fund Fund Balance policy will remain in effect for FY 2012. These funds are vital in maintaining the financial sustainability at the city as well as providing cash flow for low revenue months and possible contingencies such as hurricanes. Any excess over the 35% will be used for capital purchases or one time major expenditures.
14. General Obligation Debt Service will be funded out of the General Fund.

15. Equipment replacement will continue on a pay-as-you-go basis.
16. The City will continue to explore new technologies and purchase new computer systems/software in order to assist departments in the delivery of high quality service to its citizens.
17. Expand the City through annexations.
18. Provide increased recreational opportunities through bike paths, parks, and protection of natural areas.
19. Use the ½% Local Accommodations collections to guarantee the 2004 Aquatics and Fitness Center Revenue Bonds with any excess going to the Beach Services Fund for the funding of lifeguards.
20. Seek Federal Grants for storm water outfalls and other significant street and drainage projects.
21. Begin the Cherry Grove dredging project. Funding for the project may be provided by a budget adjustment and a special assessment bond for the channel lots.

City of North Myrtle Beach, South Carolina

PRINCIPAL OFFICIALS

June 30, 2011

Elected

Mayor Marilyn B. Hatley
Councilmember, Cherry Grove Ward Doris Williams
Councilmember, Crescent Beach Ward Jay Baldwin
Councilmember, Ocean Drive Ward Terry White
Councilmember, Windy Hill Ward Greg Duckworth
Councilmember, At-Large Bob Cavanaugh
Councilmember, At-Large Hank Thomas

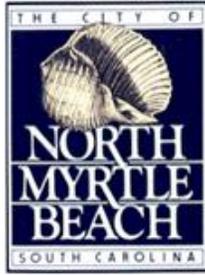
Appointed

City Manager Michael G. Mahaney
Assistant City Manager Steven E. Thomas
Finance Director Randy J. Wright
Information Services Director Patrick Wall, Jr.
Parks and Recreation Director John W. Bullard
Planning and Development Director James W. Wood
City Engineer/Public Works Director Kevin D. Blayton
Public Safety Director..... Jay A. Fernandez

Working Together to Make a Difference

OUR MISSION AS CITY EMPLOYEES

is to interact with our customers to provide cost effective, high quality public services which will support and enhance a safe, attractive community for families and visitors to enjoy and for business to prosper both today and tomorrow under the policies established and resources provided by City Council.



May 16, 2011

Honorable Mayor and City Council:

Submitted herein is the recommended budget for the City of North Myrtle Beach for the fiscal year ending June 30, 2012.

The budget is the most important document prepared by the City annually. This document contains a brief description of the services, the programs and service levels that we provide as a full service city. The budget also is a reflection of what Council sees as the vision for this community and reflects those issues as discussed at the annual Budget Retreat.

The millage rate for FY 2012 is 32 mils for operations and 6 mils for debt service on the 2011 General Obligation Park Improvement Bonds for a total millage rate of 38 mils. The overall budget for FY 2012 will be \$74,730,827 compared to \$60,439,396 for the previous fiscal year. The significant increase over the previous budget is contributed to major capital projects which include park improvements/construction and drainage improvements for the Main Street area.

Operationally, the budget is basically flat as compared to the previous fiscal year. Revenues remain relatively flat or are just beginning to pick up from the recession of 2008 through 2010.

This budget also reflects a decrease in overall regular employment with the elimination of four regular positions from the FY 2011 total of 365 to 361. Staff will continue to evaluate opportunities to consolidate and reorganize current services and methods of delivery in order to realize savings within the various funds of the City.

This year's budget has a small surplus based on our current projections. The current fiscal year also is projected to have a surplus should the current trends in revenue continue through June. This surplus will be available as a cushion for future fiscal years.

I would like to thank the Mayor and City Council for their input and support of the budget process as well as all Department Heads and staff for their work throughout the budget process. Special thanks to Finance Director Randy Wright, Assistant Finance Director Diane Shell, Accounting Supervisor Jamie Baker and Enterprise Accountant Lauren Richardson for preparing this document.

Respectfully submitted,

Michael Mahaney, City Manager

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ALL FUND SUMMARIES

CITY OF NORTH MYRTLE BEACH
SUMMARY OF ALL FUNDS - FY 2012

Period covered: July 1, 2011 - June 30, 2012

	GOVERNMENTAL FUND TYPE						ENTERPRISE FUND TYPE						TOTAL OF ALL FUNDS	
	Special Revenue Funds:			Capital Improvement Fund			WATER & SEWER			BEACH & FITNESS CENTER				
	GENERAL FUND	ACCOM. TAX	LOCAL HOSP. FEES	STORM WATER DRAINAGE	PARK IMPROV.	CAPITAL IMPROV.	STREET IMPROV.	BEACH RENOVISHMENT	OPERATIONS	IMPACT FEES	SOLID WASTE	BEACH SERVICES		AQUATIC & FITNESS CENTER
Beginning Balance	\$ 9,996,505	\$ 105,390	\$ -	\$ 5,265,751	\$ 708,554	\$ 1,018,000	\$ 1,462,333	\$ 515,812	\$ 10,004,659	\$ 8,000,000	\$ (318,451)	\$ (2,987,121)	\$ 37,057	\$ 33,808,489
Revenues	21,249,100	2,232,600	4,358,419	2,016,000	17,310,000	32,000	1,465,000	5,000	12,777,500	1,300,000	3,998,000	1,707,500	1,824,000	70,275,119
Total Available Resources	\$ 31,245,605	\$ 2,337,990	\$ 4,358,419	\$ 7,281,751	\$ 18,018,554	\$ 1,050,000	\$ 2,927,333	\$ 520,812	\$ 22,782,159	\$ 9,300,000	\$ 3,679,549	\$ (1,279,621)	\$ 1,861,057	\$ 104,083,608
Expenditures/Expenses Overhead Allocation	\$ 26,355,776 (3,247,270)	\$ 1,193,100	\$ -	\$ 6,217,000 198,513	\$ 12,400,000	\$ 1,150,000	\$ 2,750,000	\$ 50,000	\$ 12,610,270	\$ -	\$ 3,291,514	\$ 1,440,978	\$ 2,009,989 181,282	\$ 69,468,627
Excess (Deficiency) After Expenditures/Expenses	\$ 8,137,099	\$ 1,144,890	\$ 4,358,419	\$ 866,238	\$ 5,618,554	\$ (100,000)	\$ 177,333	\$ 470,812	\$ 8,306,724	\$ 9,300,000	\$ (229,750)	\$ (3,105,124)	\$ (330,214)	\$ 34,614,981
Operating Transfers In Operating Transfers Out	\$ 4,199,723 (2,150,000)	\$ - (1,022,603)	\$ - (4,358,419)	\$ 14,157	\$ -	\$ 1,500,000	\$ 703,963	\$ 13,657	\$ -	\$ -	\$ 149,814	\$ 311,289	\$ 638,419	\$ 7,531,022 (7,531,022)
Depreciation/Amortization Bond Principal Property Plant & Equipment	-	-	-	-	-	-	-	-	3,083,513 (856,667) (1,507,200)	- (803,140) (3,124,000)	400,000 -	186,001	250,021 (378,657) (116,000)	3,919,535 (2,038,464) (5,262,200)
Ending Balance	\$ 10,186,822	\$ 122,287	\$ -	\$ 880,395	\$ 5,618,554	\$ 1,400,000	\$ 881,296	\$ 484,469	\$ 9,026,370	\$ 5,372,860	\$ (194,936)	\$ (2,607,834)	\$ 63,569	\$ 31,233,852

Grand Total Budgeted Expenditures: \$ 74,730,827

**CAPITAL SUMMARY
ALL FUNDS**

The City will continue to adhere to its pay-as-you-go financing methodology established in 1988. Capital expenditures have been chosen based on the availability of funding. This policy has enabled the City to provide needed improvements without affecting future budgets. The City's equipment is first-rate and the majority of its infrastructure is in good to excellent condition. The financing of needed equipment on a pay-as-you-go basis is only possible when a community experiences steady growth similar to that of North Myrtle Beach.

A summary of capital by fund and department is provided in the following table for the 2012 fiscal year. Capital expenditures make up a substantial portion of the total budgetary expenditures of \$74,730,827 including capital purchases in the enterprise funds. The City has functioned primarily under the pay-as-you-go financing methodology over the last 24 years.

<u>Fund</u>	<u>Total Capital</u>
General	\$ 664,840
Water & Sewer	4,157,200
Aquatic Center	116,000
Capital Improvement Fund	1,150,000
Street Improvements	2,750,000
Park Improvement	10,300,000
Storm Water Drainage	5,050,000
Solid Waste Fund	515,000
TOTAL	\$ 24,703,040
<u>Department</u>	<u>Total Capital</u>
General Government	\$ 250,000
Finance	-
Information Services	120,840
Public Safety	375,000
Planning/Development	-
Public Works	13,409,200
Parks & Recreation	10,533,000
Support Services	15,000
TOTAL	\$ 24,703,040

GENERAL FUND CAPITAL

Capital purchases within the General Fund for FY 2012 have increased from the previous two fiscal years to be more in line with the historical average. Budgeted capital purchases at this time make up only a small portion of the overall expenditures of the General Fund because many of the ongoing capital purchases of the government are recorded in other revenue or capital improvement funds.

Timely replacement of motorized equipment is necessary in order to ensure the most efficient delivery of services. This policy is evident in the replacement of vehicles with high mileage or use. Vehicles, such as fire trucks, construction equipment and pickup trucks are replaced based upon a set replacement schedule which has been followed in this budget cycle. This replacement policy ensures that equipment being used by employees for the public is in good working order, which protects the interests of those who work, live and vacation in North Myrtle Beach.

The following table lists the various General Fund capital purchases for FY 2012:

GENERAL FUND CAPITAL

Information Services	Switches + Software	\$ 85,840
	Server Upgrades	35,000
Uniform Patrol	Patrol Vehicles (8)	199,000
	Mobile Video Server	20,000
Community Services	4WD ATV's (5)	50,000
Fire/Rescue	Captain's Response Vehicle	40,000
	First Responder Vehicle	30,000
	Breathing Apparatus(s)	26,000
	VHF Radio Repeater	10,000
Streets	Asphalt Roller & Mosquito Sprayer	37,000
Recreation	Software Upgrade	25,000
Parks	Mowing Equipment	22,000
	Yow Park Improvements	70,000
Custodial/Facilities Maintenance	Scissor Lift with Platform	15,000
Total General Fund Capital - FY 2011		<u>\$ 664,840</u>

During the annual budget retreat, the Mayor and City Council review expenditures and capital needs for the upcoming budget year as well as the four following fiscal years. The budget decisions on capital must be reviewed in light of the ongoing capital improvement plan. The following table illustrates the projected capital needs by category for FY 2013 through FY 2016:

<u>Category</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
Building & Land	\$ -	\$ 85,000	\$ -	\$ 100,000
Heavy Equipment	14,000	322,000	86,000	150,000
Office Equipment	325,000	125,000	125,000	125,000
Motor Vehicles	327,000	346,000	474,000	230,000
Other Equipment	216,000	140,000	124,000	95,000
Total	\$ 882,000	\$ 1,018,000	\$ 809,000	\$ 700,000

Capital expenditure projections for future years are within the annual spending parameters the City has allocated to capital purchases over the previous five years. In fact, the next several years are projected to be less than previous years. The General Fund should have no problem continuing its pay-as-you-go financing for the various capital expenditures projected through FY 2016.

WATER AND SEWER FUND

Several major infrastructure improvements are budgeted for the Water and Sewer Fund for FY 2012. Again, the pay-as-you-go financing mechanism will be used to fund these various projects as much as possible. The City of North Myrtle Beach believes this funding mechanism is the most cost-effective method over the long run.

The Water and Sewer Fund is projected to spend \$4,157,200 on capital projects/equipment for FY 2012. The majority of these funds will come from Impact Fees. The largest capital expenditure will be the \$1,750,000 budgeted for a booster pump station on the Myrtle Beach transmission line. Other capital expenditures for the Water and Sewer Fund include normal replacements and expansions.

The following table lists the various capital expenditures for the Water and Sewer Fund being funded by operating funds:

<u>DIVISION</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Water Billing	Radio Read Devices	\$200,000
	System Modeling/Mapping	
Administration	GIS	350,000
Waste Water Treatment	OD Bank Stabilization	800,000
	Chemical Tank Replacements	30,000
	Maintenance Equipment	14,000
Wells/Lifts Maintenance	Crane	35,000
	Emergency Generators	30,000
	Odor Control	30,000
Construction/Maintenance	Maintenance Equipment	<u>18,200</u>
Total Water and Sewer Fund		<u>\$1,507,200</u>

The following table lists the various capital expenditures that will be funded with impact fees and interest earned from impact fees:

<u>DIVISION</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Wells/Lifts	Pump Station/Consolidation	\$200,000
Waste Water Treatment	Miscellaneous Sewers	100,000
	Sewer Rehabilitation/Replacement	200,000
Construction/Maintenance	Myrtle Beach Booster Pump Station	1,750,000
	Water Line Upgrades/Relocations	<u>400,000</u>
Total Water and Sewer Impact Fee Improvements		\$ <u>2,650,000</u>

Capital expenditures for the Water & Sewer Fund reflect a normal year of activity for the fiscal year. Financing of future capital projects and equipment will continue to be funded on a pay-as-you-go basis through FY 2016. The City will continue to evaluate its future capital needs on a five-year basis annually at the budget retreat.

STREET IMPROVEMENT FUND

This fund accounts for the financial resources appropriated for street paving, resurfacing, intersection improvements, sidewalk installation and storm drainage. The projects to be undertaken for FY 2012 are as follows:

<u>Project</u>	<u>Amount</u>
Intersection Improvements	\$ 1,000,000
Sidewalks	250,000
Resurfacing	200,000
Beach Access	100,000
Underground Utilities	200,000
Barefoot Bridge Painting	<u>1,000,000</u>
TOTAL	\$ <u>2,750,000</u>

The funding for this year's projects will come from transfers from the General Fund, road fees, and grants.

The largest projects for FY 2012 are the Intersection Improvements on Highway 17 and the Barefoot Bridge painting project scheduled to start in November of 2011.

Projects for FY 2013 through FY 2016 will continue with intersection improvements, underground utilities, sidewalks, and resurfacing. Over this four-year period, the City is projected to incur \$5,120,000 for these projects. The estimated projects for FY 2013 through FY 2016 are listed below for the Street Improvement Fund.

<u>Project</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
Sidewalks	\$150,000	\$150,000	\$150,000	\$150,000
Intersection Improvements	350,000	350,000	350,000	350,000
Resurfacing	150,000	150,000	150,000	150,000
Underground Utilities	550,000	550,000	550,000	550,000
Beach Access Improvements	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
Total	<u>\$1,280,000</u>	<u>\$1,280,000</u>	<u>\$1,280,000</u>	<u>\$1,280,000</u>

BEACH NOURISHMENT

This fund, which was established during FY 1995, was to account for the City's share of the \$22.5 million Army Corps of Engineers Beach Nourishment Project. The funding for this project came from the issuance of General Obligation Bonds for a period of 10 years that were paid off during FY 2006.

During FY 2008, the city provided the Army Corps of Engineers with the local funds for another major beach renourishment project completed in 2008. The new project was estimated to be \$10,720,000 and was administered by the Army Corps of Engineers and the City has budgeted \$50,000 to maintain the sand fencing and monitor the beach profile.

CAPITAL IMPROVEMENT FUND

The Capital Improvement Fund accounts for financial resources to be used for capital asset replacements, acquisition, and construction. The only two capital projects budgeted for FY 2012 is replacement of the Escod building roof at a cost of \$250,000 and the initial funding of the Cherry Grove dredging project in the amount of \$900,000. Additional funds will have to be obtained in order to finish the dredging project.

No additional specific projects have been identified for the next five years. However, the City continues to explore the possibility of expanding facilities across the waterway.

SOLID WASTE FUND

The Solid Waste Fund was established as an Enterprise Fund for FY 2001. Solid Waste was previously shown as part of the General Fund. This budget provides for \$515,000 of equipment to be purchased in FY 2012.

Equipment outlay for fiscal years FY 2013 through FY 2016 is projected as follows:

<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
\$530,000	\$540,000	\$565,000	\$505,000

STORM WATER DRAINAGE FUND

The Storm Water Drainage Fund was established by adoption of the Stormwater Management Ordinance during FY 2002. This Fund records all storm water fees collected from utility bills, as well as related capital expenditures for various drainage projects including ocean outfalls.

Capital outlay is projected to be \$5,050,000 for FY 2012. This amount is for construction of various aspects of the drainage projects as outlined in the 15-year plan and will account for the final spending of unreserved fund balance. It will take one year to pay off the 2004 Storm Water Drainage Bond before funding of Phase II of the 15-year plan can be finalized. \$3,000,000 has been budgeted to begin the Main St. Ocean Outfall project but an additional \$6,000,000 will have to be bonded in September of 2012 in order to complete the Main St. Ocean Outfall project and its corresponding inland drainage system.

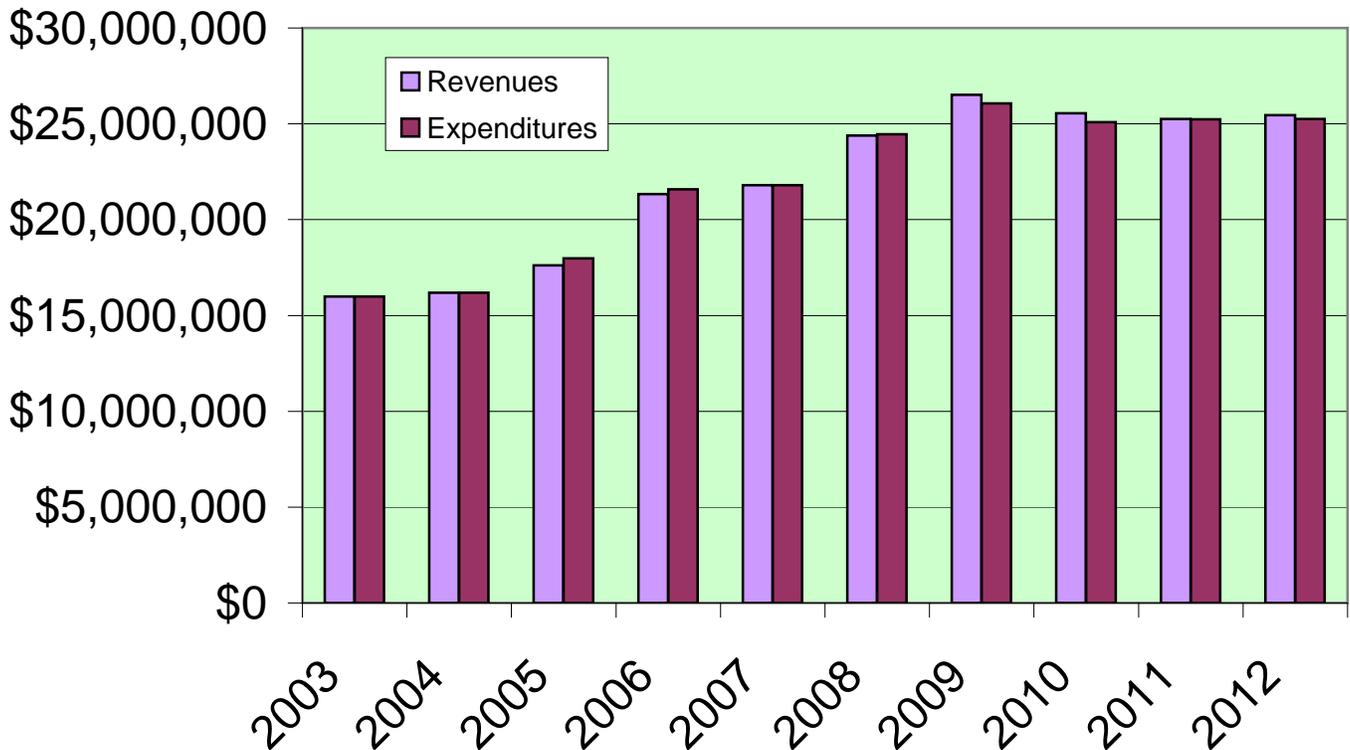
AQUATIC CENTER FUND

The Aquatic Center Fund was established in FY 2003. \$116,000 is budgeted for FY 2012 for capital purchases including \$80,000 to provide UV Enhancements for three (3) pools. The remaining funds will be used to replace exercise equipment as it begins to fail because most of the machinery is now over five years old.

GENERAL FUND SUMMARY

GENERAL FUND

REVENUES AND EXPENDITURES COMPARISON BUDGETS FOR PAST 10 FISCAL YEARS

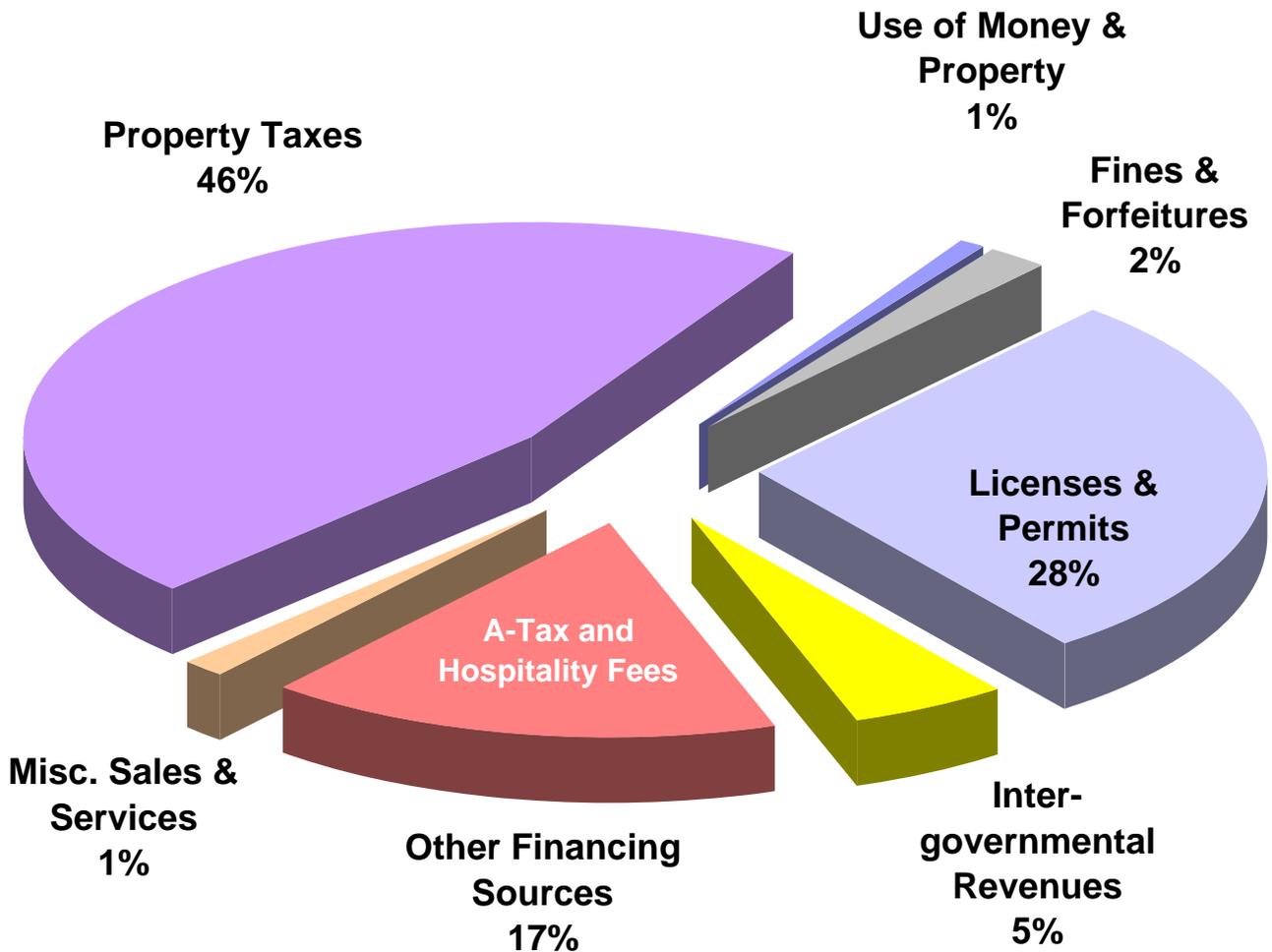


The graph above illustrates a reversal from budgeted deficits from FY2005 through 2008, to a surplus for FY2009 thru FY2012. Over the last 10 years, the City has experienced growth in its fund balance as a result of excess revenues. The General Fund's fund balance is projected to be \$9,996,505 by the end of FY2011. The City continues to exceed its 35% policy in Undesignated Fund Balance in order to provide for contingencies, economic downturns, and possible natural disasters such as hurricanes.

Expenditures have consistently come in under budget, while revenues have consistently been over budget. This is due to adopting conservative estimates for both revenues and expenditures. This budget continues to levy revenues at the middle of the projected ranges, while expenditures are appropriated at the higher end of projections, including full salaries.

GENERAL FUND REVENUES BY TYPE

The chart shown below illustrates the various General Fund revenue sources by type. Property Tax continues to be the highest source of revenues at 46%. Licenses and Permits is now the second significant revenue source making up 28% of the FY2012 budget. The third largest source of revenues is 17% for local Hospitality Fees. The adoption of the 1% Hospitality Fee has improved the General Fund's overall financial picture. Intergovernmental Revenues declined 1% as funding for 2 grants for 10 Firefighters and 4 PSOs reduces each year. Revenue diversification continues to be a goal of the Mayor and City Council.



GENERAL FUND REVENUES

The tables below and on the next two pages provide four-year data for General Fund Revenues by source, as well as detail. There was no change in the millage rate for FY2012 for the operating budget. The millage rate will contain an additional 6 mils for debt on the new park project off the Main Street Connector for the term of the loan.

SUMMARY OF REVENUE GENERAL FUND

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
Current Property Taxes	\$ 10,903,564	\$ 10,822,314	\$ 11,500,000	\$ 11,200,000	\$ 11,500,000
Delinquent Property Taxes	167,342	504,786	205,000	235,000	270,000
Licenses & Permits	7,105,498	6,607,116	7,130,500	6,991,500	7,194,000
Fines & Forfeitures	594,020	591,575	509,000	495,000	495,000
Use of Money & Property	238,245	184,681	275,000	175,000	200,000
Intergovernmental Revenues	1,557,010	1,498,805	1,476,100	1,418,763	1,263,600
Sales & Services	298,736	316,441	301,500	299,500	301,500
Miscellaneous	79,717	57,357	25,000	79,500	25,000
Other Financing Sources	4,141,501	3,968,288	3,827,407	4,055,407	4,199,723
TOTAL	<u>\$ 25,085,633</u>	<u>\$ 24,551,363</u>	<u>\$ 25,249,507</u>	<u>\$ 24,949,670</u>	<u>\$ 25,448,823</u>

MILLAGE RATE AND ESTIMATED TAX COLLECTIONS FISCAL YEAR ENDING JUNE 30, 2012

	FY 2009 ACTUAL 32.2 MILS	FY 2010 ACTUAL 32.2 MILS	FY 2011 BUDGETED 32.0 MILS*	FY 2011 ESTIMATED 32.0 MILS	FY 2012 BUDGETED 32+6=38 MILS
Real & Personal Property	\$ 11,425,271	\$ 11,352,323	\$ 11,800,000	\$ 11,500,000	\$ 11,800,000
Estimated Non-Collectible	(521,707)	(530,009)	(300,000)	(300,000)	(300,000)
TOTAL CURRENT	<u>\$ 10,903,564</u>	<u>\$ 10,822,314</u>	<u>\$ 11,500,000</u>	<u>\$ 11,200,000</u>	<u>\$ 11,500,000</u>
Delinquent Property Taxes	70,450	372,131	115,000	115,000	150,000
Tax Penalties	96,892	132,655	90,000	120,000	120,000
TOTAL DELINQUENT	<u>\$ 167,342</u>	<u>\$ 504,786</u>	<u>\$ 205,000</u>	<u>\$ 235,000</u>	<u>\$ 270,000</u>
TOTAL TAX REVENUE	<u>\$ 11,070,906</u>	<u>\$ 11,327,100</u>	<u>\$ 11,705,000</u>	<u>\$ 11,435,000</u>	<u>\$ 11,770,000</u>

*FY11 millage rate was reduced from the Adopted 32.2 mils to 32.0 mils due to Horry County reassessment on 09/16/10.

FISCAL YEAR ENDING JUNE 30, 2012
DETAIL OF REVENUE
GENERAL FUND

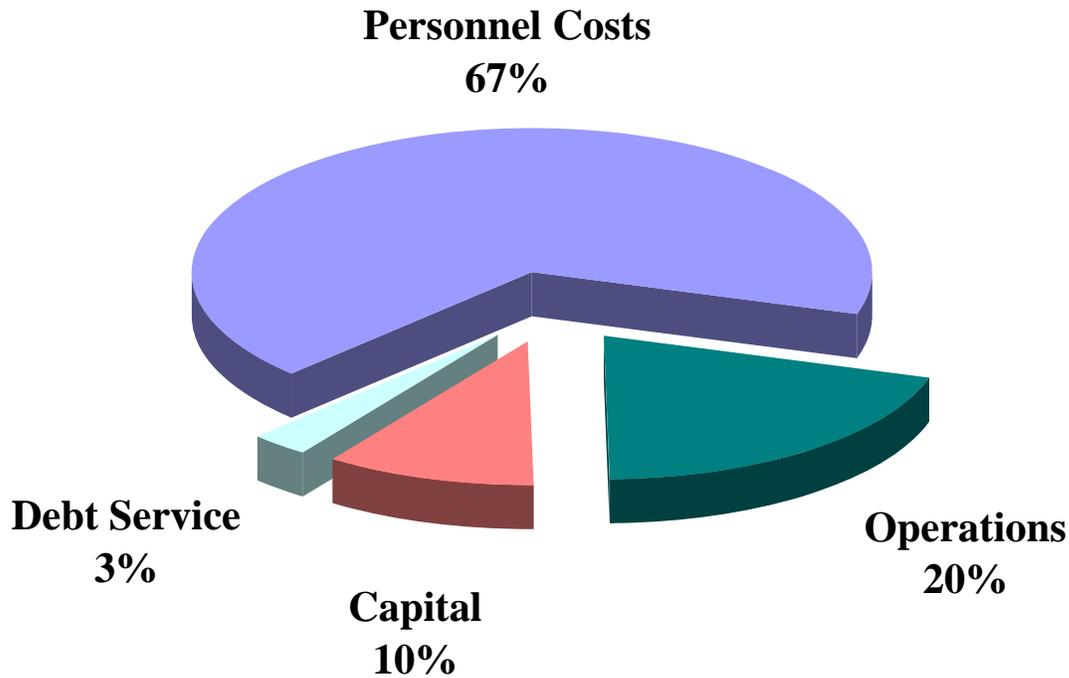
	FY 2009	FY 2010	FY 2011	FY 2011	FY 2012
	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	BUDGETED
Beginning Fund Balance	\$ 9,690,476	\$ 9,752,787	\$ 10,212,788	\$ 9,284,924	\$ 9,996,505
TAXES:					
Current Taxes	10,903,564	10,822,314	11,500,000	11,200,000	11,500,000
TOTAL CURRENT TAXES:	10,903,564	10,822,314	11,500,000	11,200,000	11,500,000
Delinquent Property Taxes	70,450	372,131	115,000	115,000	150,000
Tax Penalties	96,892	132,655	90,000	120,000	120,000
TOTAL DELINQUENT TAXES:	167,342	504,786	205,000	235,000	270,000
LICENSES & PERMITS:					
Business License Fees	4,891,872	4,392,204	4,900,000	4,650,000	4,800,000
Business License Penalties	39,665	41,857	50,000	50,000	50,000
Building Permits	323,793	312,981	325,000	300,000	325,000
Inspection Fees	4,190	2,805	3,500	3,500	3,500
Other Permits	21,475	13,060	10,000	10,000	10,000
Santee Cooper Franchise Fees	1,053,480	1,151,236	1,130,000	1,250,000	1,275,000
Horry Electric Franchise Fees	123,026	131,732	135,000	135,000	137,500
TWC Cable Franchise Fees	519,916	435,201	440,000	448,000	448,000
HTC Cable Franchise Fees	35,781	44,934	37,000	45,000	45,000
Gas Franchise Fees	92,300	81,106	100,000	100,000	100,000
TOTAL LICENSES & PERMITS	7,105,498	6,607,116	7,130,500	6,991,500	7,194,000
FINES & FORFEITURES:					
Fines / Bail Bonds	875,392	731,508	900,000	750,000	750,000
Victims Assistance	68,591	59,673	60,000	60,000	60,000
Improper Parking Fines	8,935	12,376	9,000	10,000	10,000
Seizures	156,432	212,899	30,000	100,000	100,000
Less transfer to State	(515,330)	(424,881)	(490,000)	(425,000)	(425,000)
TOTAL FINES & FORFEITURES	594,020	591,575	509,000	495,000	495,000
USE OF MONEY & PROPERTY:					
Interest	59,085	23,628	125,000	25,000	50,000
Property Rental	124,160	161,053	150,000	150,000	150,000
Sale of Property	55,000	-	-	-	-
USE OF MONEY & PROPERTY:	238,245	184,681	275,000	175,000	200,000

FISCAL YEAR ENDING JUNE 30, 2012
DETAIL OF REVENUE
GENERAL FUND

	FY 2009	FY 2010	FY 2011	FY 2011	FY 2012
	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	BUDGETED
INTERGOVERNMENTAL:					
Local Government Tax	352,213	301,995	314,500	254,000	248,000
Homestead Exemption Tax	102,975	107,474	103,000	106,147	107,000
Business Inventory Tax	36,616	36,616	36,600	36,616	36,600
Accommodations Tax	144,605	136,341	145,000	145,000	145,000
Admissions Tax	184,778	163,077	175,000	175,000	175,000
Motor Carrier Tax	21,180	19,128	22,000	22,000	22,000
Alcoholic Beverage Permit Fees	292,301	160,880	180,000	180,000	180,000
Government Grants	381,342	532,294	500,000	500,000	350,000
Horry County Recreation Grant	41,000	41,000	-	-	-
TOTAL INTERGOVERNMENTAL	<u>1,557,010</u>	<u>1,498,805</u>	<u>1,476,100</u>	<u>1,418,763</u>	<u>1,263,600</u>
SALES & SERVICES:					
Miscellaneous	51,938	50,094	35,000	35,000	35,000
GIS Data	7	65	1,500	-	1,500
Fire Protection	104,364	107,184	110,000	110,000	110,000
City Codes and Ordinances	9,270	9,299	10,000	10,000	10,000
Street Work	2,955	3,636	4,000	3,500	4,000
Beach Service Franchise Fees	60,000	60,000	60,000	60,000	60,000
Recreation League Fees	41,680	48,247	45,000	45,000	45,000
Recreation Instructor Fees	9,574	11,125	20,000	20,000	20,000
Recreation Misc. Fees	18,948	26,791	16,000	16,000	16,000
TOTAL SALES & SERVICES	<u>298,736</u>	<u>316,441</u>	<u>301,500</u>	<u>299,500</u>	<u>301,500</u>
MISCELLANEOUS:					
Insurance Reimbursements	45,077	11,448	25,000	25,000	25,000
Miscellaneous - Other	34,640	45,909	-	54,500	-
TOTAL MISCELLANEOUS	<u>79,717</u>	<u>57,357</u>	<u>25,000</u>	<u>79,500</u>	<u>25,000</u>
OTHER FINANCING SOURCES:					
Accommodations Tax	881,414	679,042	542,407	542,407	654,723
Trans. Local Accommodations	1,400,112	1,425,668	1,385,000	1,611,000	1,570,000
Trans. Local Hospitality Fees	1,859,975	1,838,756	1,900,000	1,902,000	1,975,000
Trans. Street Impr. Fund	-	24,822	-	-	-
TOTAL OTHER FIN. SOURCES:	<u>4,141,501</u>	<u>3,968,288</u>	<u>3,827,407</u>	<u>4,055,407</u>	<u>4,199,723</u>
TOTAL REVENUES:	<u>25,085,633</u>	<u>24,551,363</u>	<u>25,249,507</u>	<u>24,949,670</u>	<u>25,448,823</u>
TOTAL AVAILABLE RESOURCES:	<u>\$ 34,776,109</u>	<u>\$ 34,304,150</u>	<u>\$ 35,462,295</u>	<u>\$ 34,234,594</u>	<u>\$ 35,445,328</u>

GENERAL FUND EXPENDITURES BY TYPE -- FY2012

The following chart illustrates Expenditures by Type. Debt Service continues to consume a very reasonable portion of General Fund expenditures. A detailed discussion of Debt Service and its effect on the City's financial position can be found in the Debt Service Section of the General Fund. The City continues to provide quality equipment for employees in order to deliver services efficiently and effectively to the citizens of North Myrtle Beach and its many visitors. The largest expenditure continues to be personnel costs. The following chart illustrates the percentage each type makes up of the Budgeted Expenditures:



The table below shows a four-year comparison of General Fund Expenditures by Type.

GENERAL FUND EXPENDITURES BY TYPE

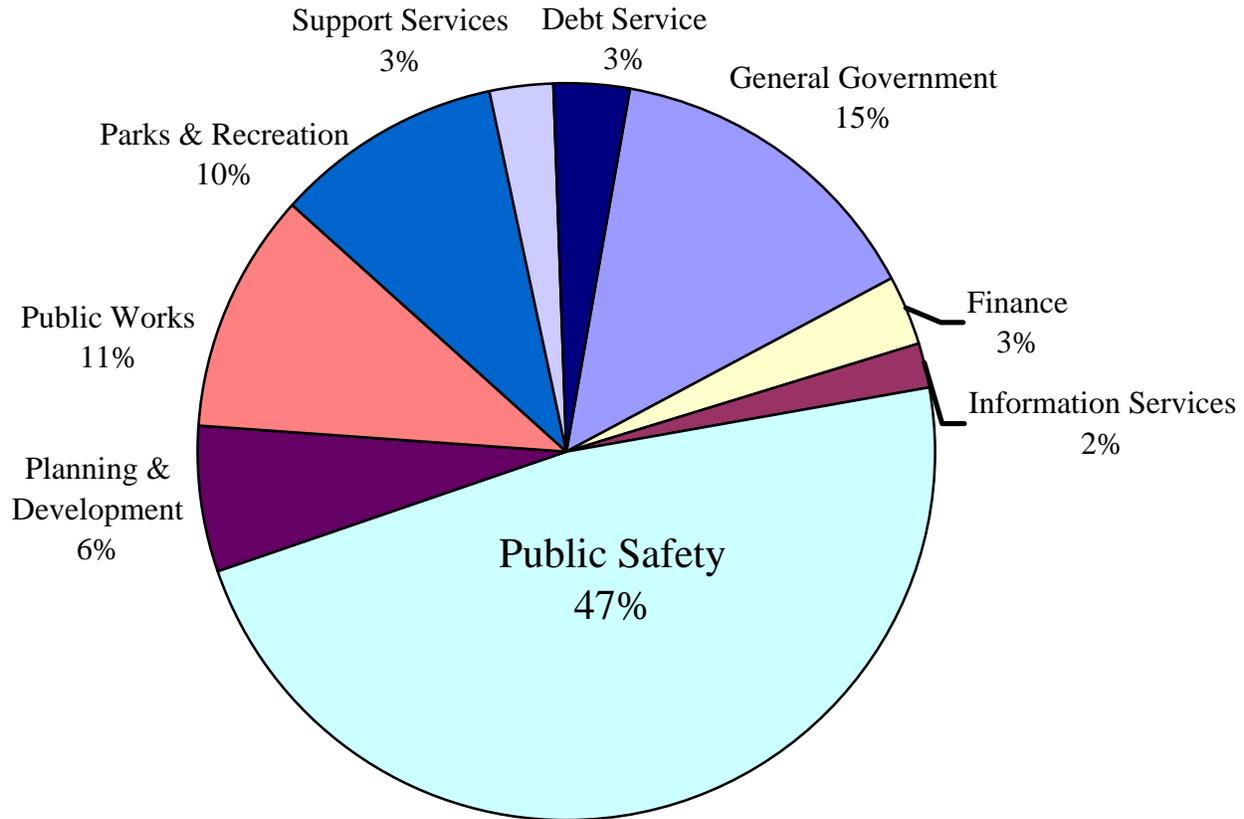
	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
Personnel and Training	\$ 17,123,627	\$ 17,716,187	\$ 19,093,532	\$ 18,028,898	\$ 19,197,024
Maintenance and Operations	5,552,329	5,341,954	5,590,232	5,121,203	5,674,859
Capital Expenditures	4,152,170	3,087,831	2,569,785	2,907,395	2,814,840
Debt Service Expenditures	1,281,130	1,879,472	1,276,403	1,276,403	819,051
TOTAL GENERAL FUND	\$ 28,109,256	\$ 28,025,444	\$ 28,529,952	\$ 27,333,899	\$ 28,505,774

* Figures are before the overhead allocations to other funds.

GENERAL FUND EXPENDITURES BY DEPARTMENT -- FY2012

Expenditures by Department is another useful way to review expenditures. The largest department within the General Fund is the Public Safety Department. This department also employs 57.8% of all General Fund employees. Most fluctuations between departments over the last three years are a result of capital items.

The following chart illustrates the percentage each Department makes up of the Budgeted Expenditures:



The table below provides the data which is illustrated in the chart above:

GENERAL FUND EXPENDITURES	FY 2009 ACTUAL*	FY 2010 ACTUAL*	FY 2011 BUDGETED*	FY 2011 ESTIMATED*	FY 2012 BUDGETED*
General Government	\$ 2,155,049	\$ 2,354,905	\$ 2,121,523	\$ 2,046,575	\$ 3,675,779
Finance	740,319	717,716	748,479	731,460	756,582
Information Services	409,403	439,527	486,308	453,114	476,424
Public Safety	11,197,609	11,147,193	12,435,471	11,307,674	12,000,007
Planning and Development	1,413,520	1,453,280	1,578,184	1,529,079	1,581,738
Public Works	2,708,836	2,513,244	2,612,524	2,539,140	2,665,212
Parks and Recreation	4,417,295	3,846,391	3,275,302	3,560,690	2,526,179
Support Services	700,159	667,498	745,124	748,501	757,534
Debt Service	1,281,130	1,879,472	1,276,403	1,276,403	819,051
TOTAL GENERAL FUND	<u>25,023,320</u>	<u>25,019,226</u>	<u>25,279,318</u>	<u>24,192,636</u>	<u>25,258,506</u>

* Figures are net of the overhead allocation to the Water and Sewer Fund and Solid Waste Fund.

The following table summarizes the Expenditures by Division within each Department. This table also is net of any overhead allocation costs being funded by the Water and Sewer Fund, the Solid Waste Fund, the Storm Water Fund, Beach Services Fund and the Aquatic Center Fund.

**FISCAL YEAR ENDING JUNE 30, 2012
SUMMARY OF EXPENDITURES
GENERAL FUND**

DIV. NO.	DIVISION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
210	GENERAL GOVERNMENT SERVICES	790,373	1,174,626	820,606	740,462	783,833
211	LEGISLATIVE	292,080	103,867	104,928	115,052	118,016
221	ADMINISTRATIVE	115,795	120,429	170,523	150,388	149,120
232	CITY COURT	370,040	390,657	418,160	406,817	422,057
242	LEGAL	154,600	170,619	160,123	212,839	202,894
252	HUMAN RESOURCES	432,161	394,707	447,183	421,017	499,859
TOTAL GENERAL GOVERNMENT SERV.		2,155,049	2,354,905	2,121,523	2,046,575	2,175,779
262	INFORMATION SERVICES	409,403	439,527	486,308	453,114	476,424
TOTAL INFORMATION SERVICES		409,403	439,527	486,308	453,114	476,424
342	ACCOUNTING	353,524	320,546	336,765	327,416	343,345
352	REVENUE	386,795	397,170	411,714	404,044	413,237
TOTAL FINANCE		740,319	717,716	748,479	731,460	756,582
411	PUBLIC SAFETY ADMIN.	343,205	286,204	317,695	280,208	398,974
422	UNIFORM PATROL	4,411,677	4,280,720	4,580,940	3,963,083	4,532,948
424	COMMUNITY SERVICES	762,253	739,354	740,182	693,552	808,991
431	DETECTIVES	842,279	878,132	848,189	765,926	876,112
442	COMMUNICATIONS/DETENTION	1,030,300	1,016,533	1,102,902	1,044,263	1,104,193
444	RECORDS	254,728	246,069	273,488	254,193	270,593
445	VICTIM RIGHTS ADVOCATE	65,281	71,788	72,397	71,029	74,746
452	PUBLIC SAFETY TRAINING	167,190	128,659	159,143	91,297	213,815
453	FIRE / RESCUE	3,002,894	3,178,469	3,363,938	3,168,037	3,392,048
454	FIRE PREVENTION/INSPECTION	317,802	321,265	326,597	326,086	327,587
TOTAL PUBLIC SAFETY		11,197,609	11,147,193	11,785,471	10,657,674	12,000,007
521	PLANNING	789,468	786,276	872,646	841,932	883,314
522	BUILDING	624,052	667,004	705,538	687,147	698,424
TOTAL PLANNING & DEVELOPMENT		1,413,520	1,453,280	1,578,184	1,529,079	1,581,738
652	STREETS / DRAINAGE	1,958,836	1,863,244	2,012,524	1,939,140	2,015,212
TOTAL PUBLIC WORKS		1,958,836	1,863,244	2,012,524	1,939,140	2,015,212
741	RECREATION (ADMINISTRATION)	911,407	330,566	261,523	244,831	267,011
742	RECREATION (ATHLETICS)	-	207,920	224,498	205,975	224,213
743	RECREATION (PROGRAMS/EVENTS)	147	540,175	620,781	566,461	749,539
754	PARKS / GROUNDS	1,644,241	1,237,730	1,248,500	1,178,422	1,285,416
TOTAL PARKS AND RECREATION		2,555,795	2,316,391	2,355,302	2,195,689	2,526,179
822	PURCHASING	176,715	153,682	182,263	159,747	164,721
832	FLEET MAINTENANCE	251,848	255,920	282,399	270,894	275,531
842	CUSTODIAL/FACILITY MAINT.	271,596	257,896	280,462	317,860	317,282
TOTAL SUPPORT SERVICES		700,159	667,498	745,124	748,501	757,534
911	DEBT SERVICE	1,281,130	1,879,472	1,276,403	1,276,403	819,051
915	OTHER FINANCING USES	2,611,500	2,180,000	2,170,000	2,615,000	2,150,000
TOTAL GENERAL FUND EXPENDITURES		25,023,320	25,019,226	25,279,318	24,192,635	25,258,506

General Fund benchmarks, goals and priorities are located in the narrative discussion of each department. The detail for each division is included within the departmental sections of the presentations.

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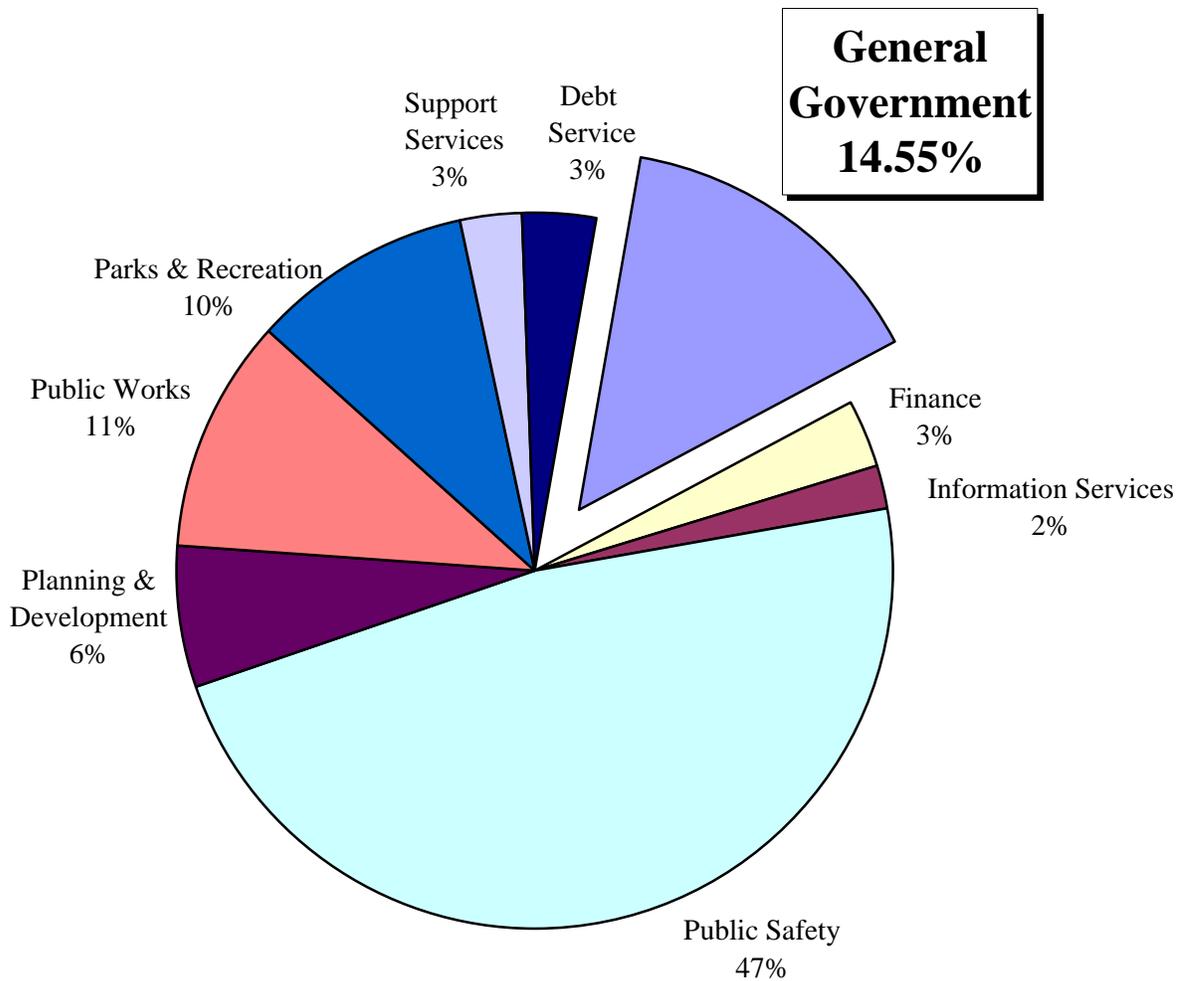
GENERAL FUND EXPENDITURES

GENERAL GOVERNMENT

GENERAL FUND
GENERAL GOVERNMENT SERVICES DEPARTMENT

The General Government Services Department includes 6 divisions: General Government, Administrative, Legislative, City Court, Legal, and Human Resources. These divisions provide the framework of City policy and management philosophy. Descriptions of the individual divisions are provided in their individual division narratives which follow.

The chart below shows the portion of General Fund Expenditures allocated to the General Government Department, which reflects 14.55% of the overall resources appropriated in the General Fund for FY2012.



Following is the five-year history of employees assigned to this department by division. The employees in this department make up 6.8% of the entire work force for the City.

FISCAL YEAR ENDING JUNE 30, 2012
Regular Employees
GENERAL GOVERNMENT DEPARTMENT

	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>
GENERAL GOVERNMENT	-	-	-	-	-
LEGISLATIVE	8	8	8	8	8
ADMINISTRATIVE	2	2	2	2	1 ³
CITY COURT	5	5	5	5	5
LEGAL	2	2	2	2	2
ECONOMIC DEVELOPMENT	1 ¹	1	0 ²	0	0
HUMAN RESOURCES	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>9</u> ⁴
T O T A L	<u>28</u>	<u>28</u>	<u>27</u>	<u>27</u>	<u>25</u>

Footnotes:

- ¹ Economic Development Manager added in FY2008.
- ² Economic Development Manager position was never filled, and it was eliminated in FY2010.
- ³ Executive Secretary position was eliminated in FY2012.
- ⁴ 1 Administrative Assistant was eliminated for FY 2012.

A summary of expenditures for the past 4 years of this department is provided below. The total expenditures for the divisions include all amounts required from the General Fund, the Water and Sewer Fund, the Solid Waste Fund, and the Aquatic Center Fund to accomplish the level of services and goals of this department. The General Fund will provide \$2,175,779, the Water and Sewer Fund \$1,047,190, the Solid Waste Fund \$210,858, the Beach Services Fund \$133,488, and the Aquatic Center Fund \$81,778. The Water and Sewer Fund, Solid Waste Fund, Beach Services Fund, and Aquatic Center Fund record their share of these various administrative divisions as an Overhead Allocation and not as direct charges to individual object codes like they do for divisions directly assigned to them. The overhead rates are assigned based upon estimates of time the various divisions spend working in the funds.

SUMMARY OF EXPENDITURES
GENERAL GOVERNMENT DEPARTMENT

DIV. NO.	DIVISION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
210	GENERAL GOVT. SERVICES	1,549,751	1,903,241	1,492,010	1,346,294	1,425,150
211	LEGISLATIVE	404,622	230,816	209,855	230,104	236,031
221	ADMINISTRATIVE	257,322	267,620	341,045	300,776	298,240
232	CITY COURT	370,040	390,657	418,160	406,817	422,057
242	LEGAL	343,556	379,153	320,247	425,679	405,789
252	HUMAN RESOURCES	<u>745,105</u>	<u>680,529</u>	<u>771,004</u>	<u>725,892</u>	<u>861,826</u>
TOTAL EXPENDITURES		<u>\$ 3,670,396</u>	<u>\$ 3,852,016</u>	<u>\$ 3,552,321</u>	<u>\$ 3,435,562</u>	<u>\$ 3,649,093</u>
GENERAL GOVT. OVERHEAD		<u>(1,515,347)</u>	<u>(1,497,111)</u>	<u>(1,430,798)</u>	<u>(1,388,987)</u>	<u>(1,473,314)</u>
NET GENERAL GOVERNMENT		<u>\$ 2,155,049</u>	<u>\$ 2,354,905</u>	<u>\$ 2,121,523</u>	<u>\$ 2,046,575</u>	<u>\$ 2,175,779</u>

**GENERAL FUND
GENERAL GOVERNMENT DEPARTMENT**

Performance Benchmarks, Goals and Priorities

The General Government Department continues to work toward the accomplishment of all FY2011 departmental goals and priorities. Several of these goals are ongoing and will continue into future years.

- Continue to expand the city through various annexations.
- Promote the City and its tourist based economy through the North Myrtle Beach Chamber of Commerce and various festivals that have been assumed by the City.
- Explore the opportunity to dredge the channels in Cherry Grove
- Explore the possibility of building sports tourism facilities.
- Work to make building and other facilities more energy efficient through various federal and state grants.
- Continue in-house employee health center program and evaluate results.
- Increase communication to North Myrtle Beach residents regarding city initiatives through all mediums, including social media.

The following goals have been added for FY2012:

- Continue to expand the city through various annexations.
- Promote the City and its tourist based economy through the North Myrtle Beach Chamber of Commerce and various festivals that have been assumed by the City.
- Continue moving forward on dredging of the channels in Cherry Grove.
- Start construction on sports tourism facilities.
- Continue to provide open communication to North Myrtle Beach residents regarding city initiatives through all mediums, including social media.

01-5-210 GENERAL GOVERNMENT SERVICES

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
023	INSURANCE - RETIRED EMPL.	\$ 91,021	\$ 121,953	\$ 125,000	\$ 180,000	\$ 190,000
024	UNEMPLOYMENT INSURANCE	43,709	59,999	25,000	30,000	30,000
030	TRAINING	50	16,530	6,400	6,400	6,400
050	AWARDS	20,134	22,225	15,000	15,000	15,000
	* SUBTOTAL PERSONNEL *	<u>154,914</u>	<u>220,707</u>	<u>171,400</u>	<u>231,400</u>	<u>241,400</u>
111	MATERIALS/SUPPLIES	12,268	18,183	10,000	10,000	10,000
113	PRINTING/BINDING	25,218	13,895	25,000	15,000	25,000
120	COMMUNICATIONS	99,069	95,966	99,800	96,000	103,000
121	UTILITIES	308,676	339,930	325,000	325,000	355,000
130	CONTRACTUAL SERVICES	99,576	45,213	49,660	49,660	45,000
131	REPAIRS/MAINTENANCE	67,276	60,852	72,000	72,000	71,250
132	PROFESSIONAL SERVICES	60,595	94,526	59,150	59,150	90,000
140	SUBSCRIPTIONS/DUES	65,904	65,138	70,000	70,000	67,000
143	ELECTIONS	-	5,499	-	-	7,500
160	SCMIRF LIAB. INSURANCE	656,255	528,844	610,000	405,989	410,000
189	OTHER GOV'T AGENCIES	-	-	-	-	-
	* SUBTOTAL OPERATING *	<u>1,394,837</u>	<u>1,268,046</u>	<u>1,320,610</u>	<u>1,102,799</u>	<u>1,183,750</u>
300	LAND	-	414,488	-	-	-
380	FURN. / OFFICE EQUIPMENT	-	-	-	12,095	-
	* SUBTOTAL CAPITAL *	<u>-</u>	<u>414,488</u>	<u>-</u>	<u>12,095</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 1,549,751</u>	<u>\$ 1,903,241</u>	<u>\$ 1,492,010</u>	<u>\$ 1,346,294</u>	<u>\$ 1,425,150</u>
LESS OVERHEAD ALLOCATION TO:						
	WATER & SEWER FUND 35%	542,413	462,161	522,203	471,202	498,802
	SOLID WASTE FUND 6%	92,985	114,194	89,521	80,778	85,509
	BEACH SERVICES FUND 2%	61,990	76,130	29,840	26,926	28,503
	AQUATIC CENTER FUND 2%	61,990	76,130	29,840	26,926	28,503
	**LESS OVERHEAD TOTAL **	<u>759,378</u>	<u>728,615</u>	<u>671,404</u>	<u>605,832</u>	<u>641,317</u>
TOTAL NET GENERAL FUND		<u>\$ 790,373</u>	<u>\$ 1,174,626</u>	<u>\$ 820,606</u>	<u>\$ 740,462</u>	<u>\$ 783,833</u>

DIVISION 210 GENERAL GOVERNMENT SERVICES

DIVISION NARRATIVE

The General Services division provides for the charges that are difficult to distribute to other City departments, such as telephone, radio communications, utility bills, internet service, programs that benefit all employees, and general liability insurance expenses. This division provides for payment of services not available through City departments. This division helps the accounting function greatly by avoiding the time-consuming process of splitting or allocating individual charges to various divisions and funds. Additionally, this division budgets monies for studies, projects, or consultants that affect the entire City.

Funding is provided in this division for a self-funded insurance pool for all insurance, except worker's compensation and health. The insurance pool is the South Carolina Municipal Insurance Reserve Fund. Major expenditures in this division also include communications, utilities, Currents, and repairs and maintenance.

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. On a budgetary basis, this division had a decrease of 4.5% over last year. The majority of the decrease is due to a decrease in liability insurance.

01-5-211 LEGISLATIVE

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 108,886	\$ 108,058	\$ 117,241	\$ 117,241	\$ 119,133
014	OVERTIME	-	-	-	-	-
021	FICA	8,492	8,144	8,793	8,793	8,935
022	EMPLOYEE RETIREMENT	2,928	3,119	3,230	3,230	3,258
023	EMPLOYEE INSURANCE	27,124	48,847	51,780	51,000	51,780
030	TRAINING	11,966	9,510	12,000	8,000	12,000
040	WORKERS COMPENSATION	1,182	969	879	879	893
050	AWARDS	374	336	232	361	232
	* SUBTOTAL PERSONNEL *	<u>160,952</u>	<u>178,983</u>	<u>194,155</u>	<u>189,504</u>	<u>196,231</u>
111	MATERIALS/SUPPLIES	4,258	6,891	3,000	5,000	3,000
112	OFFICE SUPPLIES	384	751	300	300	300
113	PRINTING/BINDING	3,101	-	100	-	100
120	COMMUNICATIONS	1,141	781	1,500	250	1,500
131	REPAIRS/MAINTENANCE	-	609	300	300	300
132	PROFESSIONAL SERVICES	19,727	38,738	5,000	24,000	29,100
140	SUBSCRIPTIONS/DUES	2,192	1,989	2,500	2,500	2,500
141	TRAVEL / BUSINESS	972	1,906	2,000	8,000	2,000
142	ADVERTISING	200,084	168	1,000	250	1,000
152	DAMAGE CLAIMS	11,811	-	-	-	-
	* SUBTOTAL OPERATING *	<u>243,670</u>	<u>51,833</u>	<u>15,700</u>	<u>40,600</u>	<u>39,800</u>
	** TOTAL EXPENDITURES **	<u>\$ 404,622</u>	<u>\$ 230,816</u>	<u>\$ 209,855</u>	<u>\$ 230,104</u>	<u>\$ 236,031</u>
LESS OVERHEAD ALLOCATION TO:						
	WATER & SEWER FUND 40%	51,849	92,326	83,942	92,042	94,411
	SOLID WASTE FUND 6%	24,277	13,849	12,591	13,806	14,162
	BEACH SERVICES FUND 2%	20,231	11,541	4,197	4,602	4,721
	AQUATIC CENTER FUND 2%	16,185	9,233	4,197	4,602	4,721
	**LESS OVERHEAD TOTAL **	<u>112,542</u>	<u>126,949</u>	<u>104,927</u>	<u>115,052</u>	<u>118,015</u>
	TOTAL NET GENERAL FUND	<u>\$ 292,080</u>	<u>\$ 103,867</u>	<u>\$ 104,928</u>	<u>\$ 115,052</u>	<u>\$ 118,016</u>

DIVISION 211 LEGISLATIVE

DIVISION NARRATIVE

This division provides for salaries and other expenses related to the City's seven elected officials, a Mayor and six Council members. Although only four Council members have district residency requirements, all are elected at-large to serve four-year terms. All legislative powers and determinations of policy matters are vested in City Council. Council employs a City Manager to serve at its pleasure. Council also establishes other administrative departments and creates, changes, or abolishes any other office, department, or agency upon recommendations of the City Manager. City Council, with the advice of the City Manager, has the authority to appoint all committees, boards, and commissions related to municipal affairs.

The City Clerk attends all Council meetings and records the minutes of the meetings. Additionally, the City Clerk handles citizen complaints received by the City, acting as the go-between to coordinate City efforts to resolve complaints. The City Clerk is responsible for maintaining archives of Council meetings, all contracts, and for the codification of all City ordinances.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
City Clerk	1	14	\$ 40,730
Mayor	1	elected	19,895
Council Members	6	elected	58,508
Longevity	-		-
TOTALS	8		<u>\$ 119,133</u>

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 12.5% increase is due to a increase in the amount for professional services.

01-5-221 ADMINISTRATIVE

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 175,455	\$ 185,099	\$ 180,389	\$ 203,000	\$ 151,393
014	OVERTIME	-	-	300	-	-
015	SPECIAL ALLOWANCE	7,200	7,200	7,200	7,200	7,200
021	FICA	11,989	12,320	12,648	14,210	10,598
022	EMPLOYEE RETIREMENT	23,503	23,970	23,631	23,631	19,832
023	EMPLOYEE INSURANCE	12,661	15,297	16,200	16,200	8,100
030	TRAINING	3,453	882	8,000	8,000	8,000
040	WORKERS COMPENSATION	2,002	1,717	1,364	1,364	1,135
050	AWARDS	506	433	463	463	232
	* SUBTOTAL PERSONNEL *	<u>236,769</u>	<u>246,918</u>	<u>250,195</u>	<u>274,068</u>	<u>206,490</u>
111	MATERIALS/SUPPLIES	1,445	597	2,000	1,800	2,000
112	OFFICE SUPPLIES	2,255	806	500	700	500
113	PRINTING/BINDING	-	-	-	43	-
120	COMMUNICATIONS	1,958	3,391	2,500	3,400	3,400
130	CONTRACTUAL SERVICES	5,807	6,255	5,000	13,015	5,000
131	REPAIRS/MAINTENANCE	-	-	600	-	600
132	PROFESSIONAL SERVICES	19	5,614	250	250	250
140	SUBSCRIPTIONS/DUES	2,070	2,022	3,000	2,500	3,000
141	TRAVEL / BUSINESS	1,089	2,017	2,000	5,000	2,000
142	ADVERTISING	-	-	-	-	-
190	CONTINGENT	5,910	-	75,000	-	75,000
	* SUBTOTAL OPERATING *	<u>20,553</u>	<u>20,702</u>	<u>90,850</u>	<u>26,708</u>	<u>91,750</u>
	** TOTAL EXPENDITURES **	<u>\$ 257,322</u>	<u>\$ 267,620</u>	<u>\$ 341,045</u>	<u>\$ 300,776</u>	<u>\$ 298,240</u>
LESS OVERHEAD ALLOCATION TO:						
	WATER & SEWER FUND 40%	102,929	107,048	136,417	120,309	119,296
	SOLID WASTE FUND 6%	15,439	16,057	20,463	18,047	17,894
	BEACH SERVICES FUND 2%	12,866	13,381	6,821	6,016	5,965
	AQUATIC CENTER FUND 2%	10,293	10,705	6,821	6,016	5,965
	**LESS OVERHEAD TOTAL **	<u>141,527</u>	<u>147,191</u>	<u>170,522</u>	<u>150,388</u>	<u>149,120</u>
	TOTAL NET GENERAL FUND	<u>\$ 115,795</u>	<u>\$ 120,429</u>	<u>\$ 170,523</u>	<u>\$ 150,388</u>	<u>\$ 149,120</u>

DIVISION 221 ADMINISTRATIVE

DIVISION NARRATIVE

This division provides for the City Manager. The City Manager serves as Chief Executive Officer of the City. He is responsible for keeping City Council advised of the financial condition and future needs of the City. He administers all policies, ordinances, and programs adopted by City Council.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
City Manager	1	contract	\$ 151,393
Longevity	-		-
TOTAL	1		<u>\$ 151,393</u>

BUDGET ANALYSIS

This division provides for a decreased level of service from the previous year's budget. The 12.6% decrease is due to the elimination of the Executive Secretary position.

01-5-232 CITY COURT

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 232,105	\$ 256,896	\$ 265,233	\$ 265,233	\$ 268,449
012	SALARY, PART-TIME	1,921	-	-	-	-
014	OVERTIME	8,152	6,914	6,000	6,000	6,000
021	FICA	15,702	17,325	19,258	19,258	19,486
022	EMPLOYEE RETIREMENT	19,670	21,502	27,123	27,123	27,445
023	EMPLOYEE INSURANCE	33,082	39,688	40,500	40,500	40,500
030	TRAINING	5,106	2,290	3,200	3,200	3,200
040	WORKERS COMPENSATION	2,949	2,531	2,712	2,100	2,744
050	AWARDS	1,028	1,158	1,159	1,158	1,158
	* SUBTOTAL PERSONNEL *	<u>319,715</u>	<u>348,304</u>	<u>365,185</u>	<u>364,572</u>	<u>368,982</u>
110	CLOTHING/UNIFORMS	-	-	425	300	425
111	MATERIALS/SUPPLIES	2,443	2,231	8,500	4,000	7,500
112	OFFICE SUPPLIES	1,863	2,915	1,000	1,500	1,000
113	PRINTING/BINDING	1,383	-	1,500	1,656	1,500
120	COMMUNICATIONS	4,813	4,240	4,500	3,500	4,500
130	CONTRACTUAL SERVICES	2,741	4,571	3,500	3,500	4,600
131	REPAIRS/MAINTENANCE	8	403	2,000	800	2,000
132	PROFESSIONAL SERVICES	22,947	16,812	18,250	15,000	18,250
140	SUBSCRIPTIONS/DUES	1,200	2,561	2,300	2,489	2,300
141	TRAVEL / BUSINESS	11,037	8,605	10,500	9,500	10,500
142	ADVERTISING	1,890	15	500	-	500
	* SUBTOTAL OPERATING *	<u>50,325</u>	<u>42,353</u>	<u>52,975</u>	<u>42,245</u>	<u>53,075</u>
380	OFFICE FURNITURE	-	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 370,040</u>	<u>\$ 390,657</u>	<u>\$ 418,160</u>	<u>\$ 406,817</u>	<u>\$ 422,057</u>

DIVISION 232 CITY COURT

DIVISION NARRATIVE

This division provides for a City Judge, a Clerk of Court & Ministerial Judge, two Assistant Clerks of Court/Associate Judges, one Assistant Clerk of Court.

The City Judge holds bench trials each Wednesday throughout the year, in addition to a week of jury trials every other month. The Judge disposes of more than 8,300 cases per year, either through bond forfeiture or trial.

The Clerk of Court & Ministerial Judge assists the City Judge, maintains court records and documents, acts as the Ministerial Judge, prepares the jury roster and other court information. The Assistant Clerks of Court/Associate Judges assist in maintaining court records and documents as well as performing various clerical functions for the division. The Clerk of Court process daily paperwork and enters traffic tickets. A part-time Bailiff who is budgeted within the Detective Division ensures the safety of courtroom occupants during bench and jury trials.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
City Judge	1	contract	\$ 75,463
Clerk of Court & Municipal Judge	1	21	66,302
Assistant Clerk of Court/Associate Judge	2	15	81,247
Assistant Clerk of Court	1	15	41,555
Longevity/On Call Pay	-		<u>3,882</u>
TOTAL	5		<u>\$ 268,449</u>

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 0.9% increase is due to expected growth in personnel costs.

01-5-242 LEGAL

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 143,978	\$ 145,369	\$ 150,077	\$ 152,500	\$ 154,568
014	OVERTIME	569	849	500	300	500
015	SPECIAL ALLOWANCE	6,300	6,300	6,300	6,300	6,300
021	FICA	9,660	9,978	10,089	10,238	10,390
022	EMPLOYEE RETIREMENT	15,777	16,316	16,112	16,112	16,592
023	EMPLOYEE INSURANCE	12,602	14,324	16,200	15,120	16,200
030	TRAINING	3,142	375	4,500	4,000	4,500
040	WORKERS COMPENSATION	1,418	1,240	1,506	1,506	1,551
050	AWARDS	506	473	463	463	463
	* SUBTOTAL PERSONNEL *	<u>193,952</u>	<u>195,224</u>	<u>205,747</u>	<u>206,539</u>	<u>211,064</u>
111	MATERIALS/SUPPLIES	2,542	895	1,500	1,500	1,500
112	OFFICE SUPPLIES	1,161	911	1,500	1,500	1,500
120	COMMUNICATIONS	3,556	2,547	2,500	2,500	2,500
130	CONTRACTUAL SERVICES	31,250	25,275	30,000	25,000	30,000
131	REPAIRS/MAINTENANCE	688	-	-	-	-
132	PROFESSIONAL SERVICES	94,077	138,219	63,000	140,000	138,000
140	SUBSCRIPTIONS/DUES	14,912	15,484	15,000	15,000	19,225
141	TRAVEL / BUSINESS	893	598	1,000	1,000	2,000
152	DAMAGE CLAIMS	525	-	-	32,640	-
170	LEGAL	-	-	-	-	-
	* SUBTOTAL OPERATING *	<u>149,604</u>	<u>183,929</u>	<u>114,500</u>	<u>219,140</u>	<u>194,725</u>
	** TOTAL EXPENDITURES **	<u>\$ 343,556</u>	<u>\$ 379,153</u>	<u>\$ 320,247</u>	<u>\$ 425,679</u>	<u>\$ 405,789</u>
LESS OVERHEAD ALLOCATION TO:						
	WATER & SEWER FUND 40%	137,423	151,661	128,099	170,271	162,316
	SOLID WASTE FUND 6%	20,613	22,749	19,215	25,541	24,347
	BEACH SERVICES FUND 2%	17,178	18,958	6,405	8,514	8,116
	AQUATIC CENTER FUND 2%	13,742	15,166	6,405	8,514	8,116
	**LESS OVERHEAD TOTAL **	<u>188,956</u>	<u>208,534</u>	<u>160,124</u>	<u>212,840</u>	<u>202,895</u>
	TOTAL NET GENERAL FUND	<u>\$ 154,600</u>	<u>\$ 170,619</u>	<u>\$ 160,123</u>	<u>\$ 212,839</u>	<u>\$ 202,894</u>

DIVISION 242 LEGAL

DIVISION NARRATIVE

This division provides for a City Attorney and a Legal Assistant. The City Attorney performs a variety of important functions in the City. He acts as City Prosecutor in City Court, provides legal advice to the Mayor, City Council, and City Staff, and represents the City in all legal matters.

As prosecutor, the City Attorney tries cases arising under ordinances of the City, and all offenses which occur within the City that are subject to a fine not exceeding \$500 or imprisonment not exceeding 30 days. He also represents the City in all civil actions brought by or against the City. The City Attorney attends all City Council meetings and provides legal advice to the Mayor and City Council resulting from a citizen complaint or items of concern on the Council agenda. He reviews and negotiates contracts, leases, agreements, and other documents.

The Legal Assistant assists the City Attorney by performing research, monitoring the progress of all legal actions, and ensuring that all deadlines are met. The Legal Assistant interviews witnesses for trial, reviews DUI tapes and court reports in the preparation of City Court trials, and prepares and reviews pleadings, briefs, orders, agreements, and other legal documents as assigned by the City Attorney.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
City Attorney	1	contract	\$ 100,500
Legal Assistant	1	18	51,231
Longevity	-		<u>2,837</u>
TOTAL	2		<u>\$ 154,568</u>

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 26.7 % increase is due to expected growth in personnel expenditures, and due to an increase in the amount for professional services.

01-5-252 HUMAN RESOURCES

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 453,944	\$ 461,488	\$ 541,267	\$ 500,000	\$ 551,893
012	SALARY, PART-TIME	14,725	3,274	5,000	2,500	5,000
014	OVERTIME	218	927	-	875	-
015	SPECIAL ALLOWANCE	7,225	8,350	6,600	9,750	11,400
021	FICA	32,389	32,512	38,785	35,740	39,539
022	EMPLOYEE RETIREMENT	39,197	40,734	51,420	45,079	52,430
023	EMPLOYEE INSURANCE	57,695	56,916	72,900	63,000	64,800
030	TRAINING	4,541	822	8,000	5,000	8,000
040	WORKERS COMPENSATION	6,031	4,646	4,916	4,530	5,012
050	AWARDS	2,294	1,893	2,316	2,612	54,352
	* SUBTOTAL PERSONNEL *	<u>618,259</u>	<u>611,562</u>	<u>731,204</u>	<u>669,086</u>	<u>792,426</u>
111	MATERIALS/SUPPLIES	18,682	6,711	10,000	10,000	10,000
112	OFFICE SUPPLIES	4,642	5,724	6,000	6,000	4,000
113	PRINTING/BINDING	4,903	608	2,000	1,500	2,000
120	COMMUNICATIONS	6,966	5,303	4,400	4,400	4,400
130	CONTRACTUAL SERVICES	7,017	6,429	8,550	7,000	10,000
131	REPAIRS/MAINTENANCE	-	-	250	-	-
132	PROFESSIONAL SERVICES	66,832	20,015	600	20,000	31,000
140	SUBSCRIPTIONS/DUES	4,991	4,357	6,000	5,000	6,000
141	TRAVEL / BUSINESS	3,260	373	1,000	750	1,000
142	ADVERTISING	25	1,662	1,000	2,156	1,000
152	DAMAGE CLAIMS	-	17,785	-	-	-
	* SUBTOTAL OPERATING *	<u>117,318</u>	<u>68,967</u>	<u>39,800</u>	<u>56,806</u>	<u>69,400</u>
380	OFFICE FURNITURE	9,528	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>9,528</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 745,105</u>	<u>\$ 680,529</u>	<u>\$ 771,004</u>	<u>\$ 725,892</u>	<u>\$ 861,826</u>
LESS OVERHEAD ALLOCATION TO:						
	WATER & SEWER FUND 20%	149,021	136,106	154,201	145,179	172,365
	SOLID WASTE FUND 8%	59,608	54,442	61,680	58,071	68,946
	BEACH SERVICES FUND 10%	74,511	68,053	77,100	72,589	86,183
	AQUATIC CENTER FUND 4%	29,804	27,221	30,840	29,036	34,473
	**LESS OVERHEAD TOTAL **	<u>312,944</u>	<u>285,822</u>	<u>323,821</u>	<u>304,875</u>	<u>361,967</u>
	TOTAL NET GENERAL FUND	<u>\$ 432,161</u>	<u>\$ 394,707</u>	<u>\$ 447,183</u>	<u>\$ 421,017</u>	<u>\$ 499,859</u>

DIVISION 252 HUMAN RESOURCES

DIVISION NARRATIVE

This division consists of nine (9) employees as listed below. The Assistant City Manager is an extension of the City Manager's office, and assists the City Manager with the day-to-day management of City operations with direct oversight responsibilities of Human Resources Division, Support Services Division, the Grants/Special Projects Coordinator, the Risk Manager, and the Public Information Officer. Assists the City Manager with administrative functions such as promoting public relations, administering programs, and monitoring/ensuring legal compliance.

The HR Officer is responsible for the day-to-day administration of the City's Human Resource Division which should include responsibility for recruiting, employee training and development, employee orientation, employee wage and salary administration, pay-for-performance administration, management of fringe benefit program and personnel records; oversees the two HR Technicians who are responsible for personnel record keeping, transmittal of forms for health insurance, along with conducting employee orientation and other personnel matters relating to Human Resources.

The Grants/Special Projects Coordinator works with all departments to obtain grant financing and works on special projects as assigned. Prepares grant applications, administers each grant throughout the process, and coordinates with Finance Department for reimbursements. The Risk Manager coordinates all Workmen's Compensation and Property and General Liability claims for the City, and oversees the City's job safety program. The Public Information Officer coordinates all information released to the public.

The Administrative Assistant is responsible for all typing, filing, message coordination, and other technical office duties for this division. The Secretary/Receptionist greets the public in the main lobby, answers the main switchboard lines, and provide typing and clerical services as needed.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Assistant City Manager	1	33	\$ 106,139
Human Resources Officer	1	24	67,894
Risk Manager	1	24	61,991
Public Information Officer	1	24	64,435
Grants/Special Projects Coordinator	1	22	68,528
Human Resources Technician	2	16	94,693
Administrative Assistant II	1	15	54,365
Secretary/Receptionist	1	10	29,436
Longevity	-		<u>4,412</u>
TOTAL	9		<u>\$ 551,893</u>

BUDGET ANALYSIS

This division provides for a decreased level of service from the previous year's budget. The 11.8% increase is due to an increase in the amount budgeted for professional services.

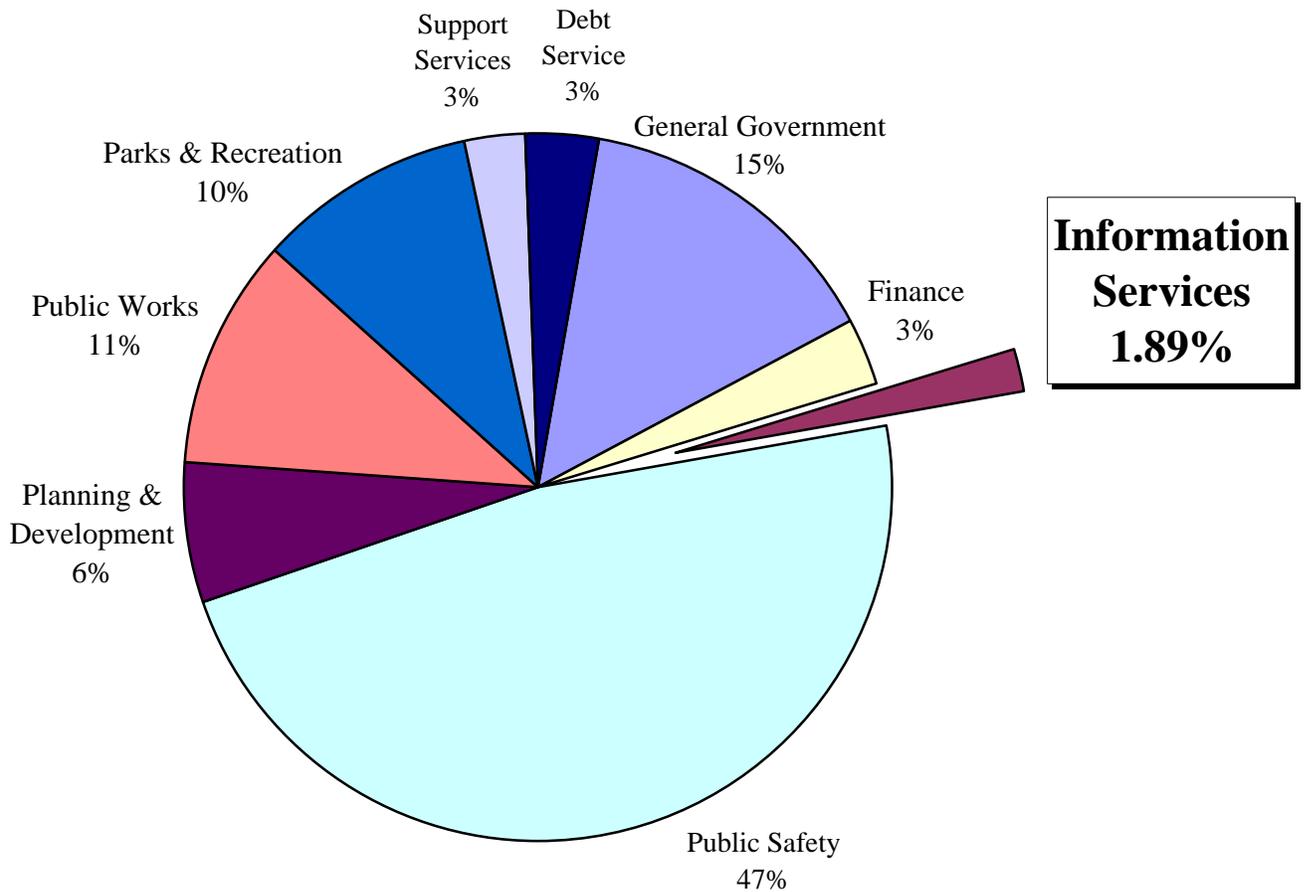
GENERAL FUND EXPENDITURES

INFORMATION SERVICES

**GENERAL FUND
INFORMATION SERVICES DEPARTMENT**

The Information Services Department includes one division and is part of the General Fund. The primary function of this department is to assist other departments in planning technology acquisition in addition to supervising, coordinating, and maintaining computer and telecommunication systems throughout the City. Information Services is responsible for the City's websites and administering the GIS.

The chart below shows the portion of General Fund Expenditures allocated to the Information Services Department, which reflects 1.89% of the overall resources appropriated in the General Fund for FY2012.



Following is the five-year history of employees assigned to this department by division. The employees in this department make up 1.6% of the entire work force for the City.

FISCAL YEAR ENDING JUNE 30, 2012
Regular Employees
INFORMATION SERVICES DEPARTMENT

	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>
INFORMATION SERVICES	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
TOTAL	<u><u>6</u></u>	<u><u>6</u></u>	<u><u>6</u></u>	<u><u>6</u></u>	<u><u>6</u></u>

A summary of expenditures for the past 4 years of this department is provided below. The Information Services Department supervises and maintains computer systems throughout the City. The General Fund will provide \$476,424; the Water and Sewer Fund \$242,249; the Solid Waste Fund \$48,450, the Beach Services Fund \$24,225, and the Aquatic Center Fund \$16,150. The Water and Sewer Fund, Solid Waste Fund, Beach Services Fund, and Aquatic Center Fund each records its share of the Information Services Department as an overhead allocation and not as direct charges to individual object codes like it does for divisions directly assigned to it. The overhead rate for the Information Services Department is 30% for the Water and Sewer Fund, 6% for the Solid Waste Fund, 3% for the Beach Services Fund and 2% for the Aquatic Center Fund which correlates to the overall amount of time the division will spend on those activities.

SUMMARY OF EXPENDITURES
INFORMATION SERVICES DEPARTMENT

DIV. NO.	DIVISION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
262	INFORMATION SERVICES	693,904	744,961	824,250	767,991	807,498
TOTAL EXPENDITURES		<u>\$ 693,904</u>	<u>\$ 744,961</u>	<u>\$ 824,250</u>	<u>\$ 767,991</u>	<u>\$ 807,498</u>
INFORMATION SERVICES OVERHEAD		<u>(284,501)</u>	<u>(305,434)</u>	<u>(337,942)</u>	<u>(314,877)</u>	<u>(331,074)</u>
NET INFORMATION SERVICES		<u>\$ 409,403</u>	<u>\$ 439,527</u>	<u>\$ 486,308</u>	<u>\$ 453,114</u>	<u>\$ 476,424</u>

**GENERAL FUND
INFORMATION SERVICES DEPARTMENT**

Performance Benchmarks, Goals and Priorities

The Information Services Department continues to work toward the accomplishment of its FY2011 goals. Several of these goals have been realized, while some are being continued as follows:

- Convert a paper driven requisition and purchasing system to a web based, in-house designed purchasing application
- Upgrade an outdated Microsoft Exchange e-mail system to the current product, and begin steps toward unified messaging (voicemail and e-mail in one location).
- Implement new software that will save man hours by providing the ability to remotely update users' computers with patches or software.
- Review and implement new user security policies in order to better protect our data investment.

The Information Services Department is constantly looking for ways in which to improve service levels and productivity within our user community, and the outside community as well. The following goals are provided for FY2012:

- Continue Website improvements.
- Continue network infrastructure upgrades.
- To begin to extend 10 gigabyte network connectivity to critical edge switches.
- To provide rapid disaster recovery capability for critical systems off site.

01-5-262 INFORMATION SERVICES

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 329,683	\$ 341,763	\$ 348,266	\$ 348,000	\$ 364,657
012	SALARY, PART-TIME	16,906	16,390	36,000	26,000	36,000
014	OVERTIME	6,482	8,445	5,000	5,000	5,000
015	SPECIAL ALLOWANCE	5,400	5,400	5,400	5,400	5,400
021	FICA	24,967	26,396	29,000	28,236	30,221
022	EMPLOYEE RETIREMENT	32,301	33,015	33,560	33,560	35,117
023	EMPLOYEE INSURANCE	42,588	44,690	48,600	48,600	48,600
030	TRAINING	6,302	2,695	8,800	5,000	8,000
040	WORKERS COMPENSATION	3,582	2,318	2,919	2,200	3,042
050	AWARDS	<u>1,773</u>	<u>1,621</u>	<u>1,621</u>	<u>1,621</u>	<u>1,621</u>
	* SUBTOTAL PERSONNEL *	<u>469,984</u>	<u>482,733</u>	<u>519,166</u>	<u>503,617</u>	<u>537,658</u>
111	MATERIALS/SUPPLIES	33,780	47,012	27,000	35,000	22,500
112	OFFICE SUPPLIES	2,016	2,794	3,200	3,200	3,000
113	PRINTING/BINDING	-	-	-	-	-
120	COMMUNICATIONS	6,073	5,160	5,350	5,350	5,300
130	CONTRACTUAL SERVICES	87,456	75,490	86,299	86,299	84,700
131	REPAIRS/MAINTENANCE	8,232	17,906	8,000	8,000	8,000
132	PROFESSIONAL SERVICES	20,595	200	18,500	15,000	18,500
140	SUBSCRIPTIONS/DUES	150	2,209	500	500	4,500
141	TRAVEL / BUSINESS	241	127	250	200	-
142	ADVERTISING	2,418	147	500	225	1,000
150	VEHICLE OPERATIONS	1,568	249	500	300	1,000
151	FUEL	<u>207</u>	<u>306</u>	<u>500</u>	<u>300</u>	<u>500</u>
	* SUBTOTAL OPERATING *	<u>162,736</u>	<u>151,600</u>	<u>150,599</u>	<u>154,374</u>	<u>149,000</u>
380	FURN. / OFFICE EQUIPMENT	<u>61,184</u>	<u>110,628</u>	<u>154,485</u>	<u>110,000</u>	<u>120,840</u>
	* SUBTOTAL CAPITAL *	<u>61,184</u>	<u>110,628</u>	<u>154,485</u>	<u>110,000</u>	<u>120,840</u>
	** TOTAL EXPENDITURES **	<u>\$ 693,904</u>	<u>\$ 744,961</u>	<u>\$ 824,250</u>	<u>\$ 767,991</u>	<u>\$ 807,498</u>
LESS OVERHEAD ALLOCATION TO:						
	WATER & SEWER FUND 30%	208,172	223,488	247,274	230,398	242,249
	SOLID WASTE FUND 6%	41,634	44,698	49,455	46,079	48,450
	BEACH SERVICES FUND 3%	20,817	22,349	24,728	23,040	24,225
	AQUATIC CENTER FUND 2%	<u>13,878</u>	<u>14,899</u>	<u>16,485</u>	<u>15,360</u>	<u>16,150</u>
	**LESS OVERHEAD TOTAL **	<u>284,501</u>	<u>305,434</u>	<u>337,942</u>	<u>314,877</u>	<u>331,074</u>
	TOTAL NET GENERAL FUND	<u>\$ 409,403</u>	<u>\$ 439,527</u>	<u>\$ 486,308</u>	<u>\$ 453,114</u>	<u>\$ 476,424</u>

DIVISION 262 INFORMATION SERVICES

DIVISION NARRATIVE

This division provides for six employees: a Director of Information Services, a Network Administrator, a System Administrator/Virtual Environment Analyst, a GIS Analyst, a Database Administrator, and an E-Government Business Analyst. One part-time Computer Technician is budgeted. This division provides support services for computers and related functions throughout the City. Technology planning, acquisition, and support are provided by this division.

The Director of Information Services is responsible for the vision, coordination and management of the department, Network Administrator, and the Computer Technician are responsible for data security, network maintenance, programming, software and hardware maintenance. The GIS Analyst manages the City's existing and expanding GIS programs.

The Database Administrator manages the City's databases, supports current users, and aids in the implementation of new software.

The E-Government Business Analyst maintains the City's intranet and internet web sites. Additionally, this position is responsible for the enhancement and expansion of e-government services.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Director of Information Services	1	31	\$ 90,375
Network Administrator	1	21	57,082
System Administrator/Virtual Environment Analyst	1	21	48,621
GIS Analyst	1	21	59,129
E-Government Business Analyst	1	21	49,595
Database Administrator	1	20	51,099
Longevity	-		8,756
TOTAL	6		<u>\$ 364,657</u>

DETAIL OF CAPITAL OUTLAY

<u>Description</u>	<u>Amount</u>	<u>Code</u>
Server Upgrades	\$ 35,000	380
Microsoft SQL 2008	\$ 11,300	380
Websense Software	\$ 21,000	380
Solarwinds Module	\$ 7,900	380
Black Diamond 10G24X-C (Blade for Core Switch)	\$ 26,440	380
Sumit 460E-48 (Switch Equipment)	<u>\$ 19,200</u>	380
TOTAL	<u>\$ 120,840</u>	

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 2.0% decrease is due to a decrease in capital expenditures.

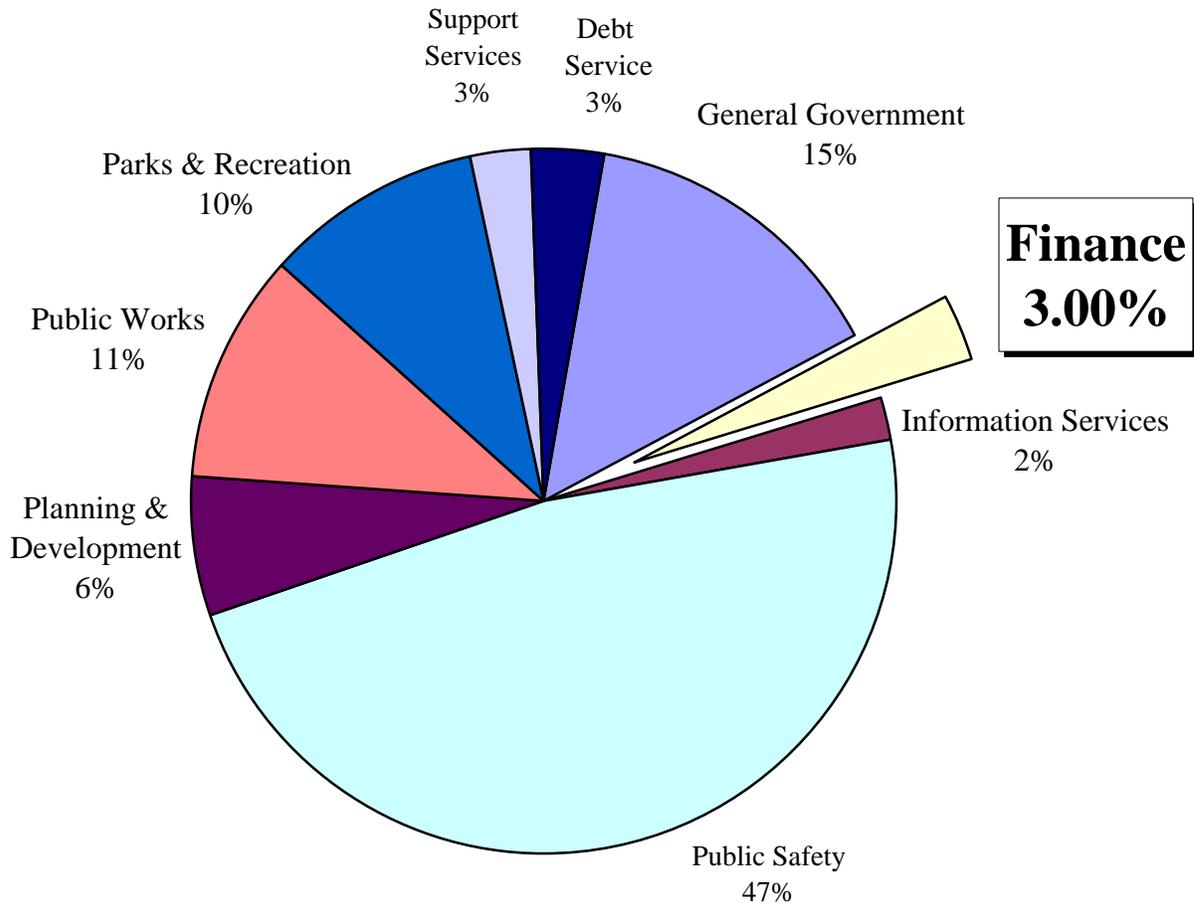
GENERAL FUND EXPENDITURES

FINANCE

**GENERAL FUND
FINANCE DEPARTMENT**

The Finance Department includes 3 divisions: Accounting, Revenue, and Utility Billing. The Accounting and Revenue divisions are part of the General Fund, while the Utility Billing Division is maintained in the Water and Sewer Fund with a portion allocated to the Solid Waste Fund. The Finance Director also supervises the City Court division, which is a General Government function. The primary function of the Finance Department is to oversee the receipting, disbursement and safekeeping of resources. The department performs these numerous tasks through the use of an integrated computer network.

The chart below shows the portion of General Fund Expenditures allocated to the Finance Department, which reflects 3.00% of the overall resources appropriated in the General Fund for FY2012.



Following is the five-year history of employees assigned to this department by division within the Finance Department of the General Fund. The total number of regular employees under the supervision of the Finance Department is 25. This is made up of Accounting, Revenue, Utility Billing, and City Court. The employees in this department make up 6.8% of the entire work force for the City.

FISCAL YEAR ENDING JUNE 30, 2012
Regular Employees
FINANCE DEPARTMENT

	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>
ACCOUNTING	6 ¹	6	6	6	6
REVENUE	<u>6</u> ²	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
TOTAL	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

Footnotes:

¹ Accountant - Enterprise Funds added in FY2008.

² Business License Inspector added in FY2008.

A summary of expenditures for the past 4 years of this department is provided below. The total expenditures for the two General Fund divisions include all amounts required from the General Fund, the Water and Sewer Fund, the Solid Waste Fund, the Beach Services Fund, and the Aquatics Center Fund to accomplish the level of services and goals for this department. The General Fund will provide \$756,852, the Water and Sewer Fund \$214,591, the Solid Waste Fund \$42,918, the Beach Services Fund \$71,530, the Storm Water Fund \$14,306, and the Aquatics Center Fund \$28,612. The Water and Sewer Fund, Solid Waste Fund, Beach Services Fund, Storm Water Fund, and the Aquatics Center Fund each record its share of the Accounting Division as an overhead allocation and not as direct charges to individual object codes like it does for divisions directly assigned to it. The overhead rate for the Accounting Division is 30% for Water and Sewer, 6% for Solid Waste, 10% for Beach Services Fund, 2% for Storm Water Fund, and 4% for the Aquatics Center which correlates to the overall amount of time the divisions will spend on those activities.

SUMMARY OF EXPENDITURES
FINANCE DEPARTMENT

DIV. NO.	DIVISION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
342	ACCOUNTING	707,049	641,092	701,593	682,117	715,302
352	REVENUE	<u>386,795</u>	<u>397,170</u>	<u>411,714</u>	<u>404,044</u>	<u>413,237</u>
TOTAL EXPENDITURES		<u>\$ 1,093,844</u>	<u>\$ 1,038,262</u>	<u>\$ 1,113,307</u>	<u>\$ 1,086,161</u>	<u>\$ 1,128,539</u>
FINANCE OVERHEAD		<u>(353,525)</u>	<u>(320,546)</u>	<u>(364,828)</u>	<u>(354,701)</u>	<u>(371,957)</u>
NET FINANCE		<u>\$ 740,319</u>	<u>\$ 717,716</u>	<u>\$ 748,479</u>	<u>\$ 731,460</u>	<u>\$ 756,582</u>

**GENERAL FUND
FINANCE DEPARTMENT**

Performance Benchmarks, Goals and Priorities

The Finance Department continues to work toward the accomplishment of its FY2011 goals. Several of these important goals have already been realized, while some are still being worked on as follows:

- Prepare an award winning Comprehensive Annual Financial Report for FY2011.
- Monitor financial results and assure cash flow during the current economic slow down.
- Implement Accounts Payable Rebate Program by paying invoices electronically.
- Resolve online accommodations tax issue and collect fees that are owed.
- Strengthen internal audit function and maintain finding.

The Finance Department continues to explore new ways of increasing service levels and productivity. The following goals, benchmarks, and priorities are provided for FY2012:

- Prepare an award winning Comprehensive Annual Financial Report for FY2012.
- Look for new opportunities to enhance revenues through enforcement and monitoring.
- Review costs and continue to look for savings.

01-5-342 ACCOUNTING

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 360,777	\$ 383,726	\$ 406,448	\$ 397,000	\$ 410,613
012	SALARY, PART-TIME	6,252	7,689	12,000	12,000	20,400
014	OVERTIME	86	-	-	-	-
015	SPECIAL ALLOWANCE	5,400	5,400	5,400	5,400	5,400
021	FICA	25,435	27,073	30,756	28,584	31,033
022	EMPLOYEE RETIREMENT	35,733	38,838	40,645	41,685	43,936
023	EMPLOYEE INSURANCE	39,264	46,737	48,600	48,600	48,600
030	TRAINING	10,539	7,827	11,500	11,500	11,500
040	WORKERS COMPENSATION	4,008	3,460	4,184	3,250	4,310
050	AWARDS	2,073	1,617	1,660	1,498	1,660
	* SUBTOTAL PERSONNEL *	<u>489,567</u>	<u>522,367</u>	<u>561,193</u>	<u>549,517</u>	<u>577,452</u>
111	MATERIALS/SUPPLIES	3,839	7,598	8,250	7,500	8,250
112	OFFICE SUPPLIES	3,667	1,854	2,000	1,900	2,000
113	PRINTING/BINDING	33	457	700	500	700
120	COMMUNICATIONS	3,404	3,326	3,700	3,500	3,700
130	CONTRACTUAL SERVICES	43,656	49,453	54,150	52,000	54,000
131	REPAIRS/MAINTENANCE	274	-	500	-	500
132	PROFESSIONAL SERVICES	68,779	53,075	66,000	64,000	64,000
140	SUBSCRIPTIONS/DUES	1,255	1,184	2,100	1,700	1,700
141	TRAVEL / BUSINESS	1,511	1,497	1,000	1,000	1,000
142	ADVERTISING	744	281	2,000	500	2,000
	* SUBTOTAL OPERATING *	<u>127,162</u>	<u>118,725</u>	<u>140,400</u>	<u>132,600</u>	<u>137,850</u>
380	FURN. / OFFICE EQUIPMENT	90,320	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>90,320</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 707,049</u>	<u>\$ 641,092</u>	<u>\$ 701,593</u>	<u>\$ 682,117</u>	<u>\$ 715,302</u>
LESS OVERHEAD ALLOCATION TO:						
	WATER & SEWER FUND 30%	212,115	192,327	210,477	204,635	214,591
	SOLID WASTE FUND 6%	42,423	38,466	42,096	40,927	42,918
	BEACH SERVICES FUND 10%	70,705	64,109	70,159	68,212	71,530
	STORM WATER FUND 2%	-	-	14,032	13,642	14,306
	AQUATIC CENTER FUND 4%	28,282	25,644	28,064	27,285	28,612
	**LESS OVERHEAD TOTAL **	<u>353,525</u>	<u>320,546</u>	<u>364,828</u>	<u>354,701</u>	<u>371,957</u>
TOTAL NET GENERAL FUND		<u>\$ 353,524</u>	<u>\$ 320,546</u>	<u>\$ 336,765</u>	<u>\$ 327,416</u>	<u>\$ 343,345</u>

DIVISION 342 ACCOUNTING

DIVISION NARRATIVE

This division provides for six employees: Finance Director, Assistant Finance Director, Accounting Supervisor, an Accountant - Enterprise Funds and two Accounting Clerks. Two summer interns assist with Beach Services. 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 Comprehensive Annual Financial Report (CAFR) and Budget documents.

The Finance Director oversees the activities of the Finance Department which includes the Accounting Division, Revenue 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 Budget document, and ensures that proper accounting/financial records are maintained. The Finance Director also oversees the City Court Division. The Assistant Finance Director is mainly responsible for internal auditing, financial reporting, tracking and requesting grant reimbursements, asset valuation, internal controls, and administration of the Financial Management Software System. The Assistant acts as Finance Director in his absence.

The Accounting Supervisor is responsible for the accurate tabulation of the monthly financial reports and all financial data summarized within the monthly financial reports. The Accounting Supervisor is also responsible for the annual budget worksheets and calculations, bank reconciliations, A-Tax committee coordination and directly oversees the activities of the Accounts Payable Clerk and the Payroll Clerk.

The Accountant - Enterprise Funds will be responsible for the 4 enterprise Funds of the City: Water & Sewer Utility, Solid Waste, Beach Services and the Aquatic & Fitness Center Funds, which includes maintaining the fixed asset records, daily & monthly reconciliations to subsidiary financial systems, budgeting and other statistical analysis.

One Accounting Clerk processes all checks for payment of all invoices for all of the City's Funds, and is responsible for all accounts payables, including compiling and verifying invoices, posting all vendor checks, and ensuring that invoices get charged to the proper fund, department, and object code. The other Accounting Clerk is responsible for all payroll checks in the City as well as ensuring proper deductions are made and proper information is sent to other agencies.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Finance Director	1	31	\$ 120,523
Assistant Finance Director	1	28	85,415
Accounting Supervisor	1	23	58,428
Accountant - Enterprise Funds	1	19	49,654
Accounting Clerk	2	13	94,096
Longevity	-		<u>2,497</u>
TOTAL	6		<u>\$ 410,613</u>

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 2.0% increase is due to expected growth in personnel costs.

01-5-352 REVENUE

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 256,609	\$ 272,902	\$ 278,438	\$ 278,438	\$ 279,724
014	OVERTIME	24	125	-	6	-
021	FICA	16,852	17,961	19,491	19,491	19,581
022	EMPLOYEE RETIREMENT	24,770	26,782	28,540	28,540	28,672
023	EMPLOYEE INSURANCE	40,010	48,142	48,600	45,000	48,600
030	TRAINING	10,337	2,383	2,250	2,250	2,250
040	WORKERS COMPENSATION	3,213	2,934	3,341	2,550	3,357
050	AWARDS	1,519	1,389	1,989	1,389	1,988
	* SUBTOTAL PERSONNEL *	<u>353,334</u>	<u>372,618</u>	<u>382,649</u>	<u>377,664</u>	<u>384,172</u>
110	CLOTHING	28	331	300	300	300
111	MATERIALS/SUPPLIES	6,835	4,627	7,500	6,500	7,500
112	OFFICE SUPPLIES	717	729	1,300	1,000	1,300
113	PRINTING/BINDING	64	135	1,640	150	1,640
120	COMMUNICATIONS	12,495	11,961	8,200	8,200	8,200
130	CONTRACTUAL SERVICES	4,618	1,259	-	505	-
131	REPAIRS/MAINTENANCE	-	-	500	-	500
134	CREDIT CARD FEES	4,047	1,788	3,000	5,000	3,000
140	SUBSCRIPTIONS/DUES	351	368	525	525	525
141	TRAVEL / BUSINESS	190	628	600	600	600
142	ADVERTISING	889	299	2,000	1,000	2,000
150	VEHICLE OPERATIONS	39	659	1,000	800	1,000
151	FUEL	1,883	1,768	2,500	1,800	2,500
152	DAMAGE CLAIMS	1,305	-	-	-	-
	* SUBTOTAL OPERATING *	<u>33,461</u>	<u>24,552</u>	<u>29,065</u>	<u>26,380</u>	<u>29,065</u>
360	MOTOR EQUIPMENT	-	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 386,795</u>	<u>\$ 397,170</u>	<u>\$ 411,714</u>	<u>\$ 404,044</u>	<u>\$ 413,237</u>

DIVISION 352 REVENUE

DIVISION NARRATIVE

This division provides for six employees: the Revenue Supervisor, three Business License Inspectors, a Municipal Fees Clerk, and a Cashier / Accounting Clerk. The primary function of this division is to provide for the timely and accurate collection of all General Fund revenues, as well as assisting with the collection of most Water and Sewer Enterprise Fund revenues other than Utility Billing.

The Revenue Supervisor is responsible for the supervision of Revenue Division personnel, processing of more than 5,600 business licenses, reconciliation of over 21,000 real and personal property taxes, the business license audit and inspection programs, and administration of the Business License Software System.

The Business License Inspectors are responsible for maintenance of the business license data file, the inspection of businesses, and enforcement of the business license ordinance. One of the Inspectors is devoted to field inspections. The Municipal Fees Clerk is responsible for the timely and accurate reporting of the Hospitality Fees and to assist the business license inspectors and support of the risk management program.

The License Inspectors and Municipal Fees Clerk also assume the clerical functions of business license, property taxes and other fees, which include receipting, balancing, filing, and posting of accounts, as well as assisting with enforcement.

The Cashier / Accounting Clerk handles all collections, including Building Permits, Impact Fees, Business Licenses, Hospitality Fees, and all other revenues of the City.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Revenue Supervisor	1	25	\$ 71,663
Business License Inspector	2	14	91,181
Business License Field Inspector	1	14	37,860
Municipal Fees Clerk	1	14	45,711
Cashier / Accounting Clerk	1	11	33,309
Longevity	-		-
TOTAL	6		<u>\$ 279,724</u>

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 0.4% increase is due to expected growth in personnel costs.

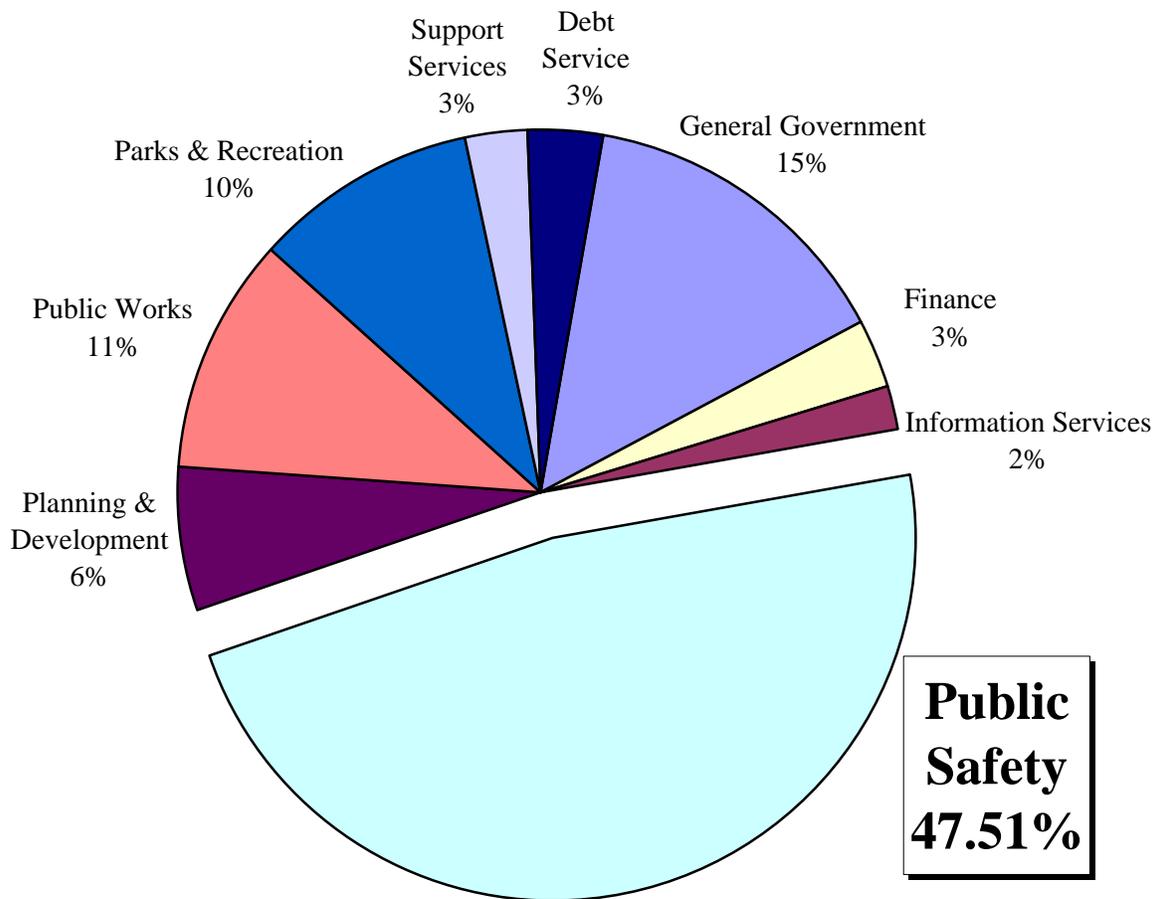
GENERAL FUND EXPENDITURES

PUBLIC SAFETY

**GENERAL FUND
PUBLIC SAFETY DEPARTMENT**

The Public Safety Department is by far the largest department in the City. It is comprised of 10 divisions, including the two largest divisions, which are Uniform Patrol and Fire/Rescue. The primary functions of the Public Safety Department are to provide police, fire, and enforcement services for the City.

The chart below shows the portion of General Fund Expenditures allocated to the Public Safety Department, which reflects 47.51% of the overall resources appropriated in the General Fund for FY2012.



Following is the five-year history of employees assigned to this department by division. The employees in this department make up 44.3% of the entire work force for the City.

FISCAL YEAR ENDING JUNE 30, 2012

Regular Employees

PUBLIC SAFETY DEPARTMENT

	FY2008	FY2009	FY2010	FY2011	FY2012
PUBLIC SAFETY ADMINISTRATION	4	4	3 ⁴	3	4 ⁹
UNIFORM PATROL	58	58	62 ⁵	62	59 ¹⁰
COMMUNITY SERVICES	11	10 ¹	9 ⁶	9	9
DETECTIVES	10	9 ²	9	9	10 ¹¹
COMMUNICATION/DETENTION	19	19	19	19	19
RECORDS	4	4	4	4	4
VICTIM RIGHTS ADVOCATE	1	1	1	1	1
TRAINING	3	3	2 ⁷	2	3 ¹⁰
FIRE / RESCUE	40	48 ³	50 ⁸	50	50
FIRE PREVENTION/SUPPRESSION	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
T O T A L	<u>154</u>	<u>160</u>	<u>163</u>	<u>163</u>	<u>163</u>

Footnotes: In **FY2009**, ¹transfer PSO Community Services Officer to Fire Suppression, ²transfer 1 Detective to Fire Suppression, ³add 6 new firefighters. In **FY2010**, ⁴eliminated 1 Administrative Assistant position, ⁵added 4 PSOs by Budget Amendment from Federal Grant funding, ⁶eliminated 1 PSO-Beach Patrol position, ⁷eliminated 1 Fire Training Captain position, ⁸added 2 Firefighter Positions. In **FY2012**, ⁹added 1 Police Chief position, ¹⁰eliminated 1 Deputy Director and 1 Commander position and transferred vacant PSO position to Training, ¹¹added 1 Crime Analyst position.

A summary of expenditures for the past 4 years of this department is provided below. The total expenditures for the various divisions include all amounts required from both the General Fund and the Water and Sewer Fund to accomplish the level of services and goals of this department. The General Fund provides \$12,000,007, the Water and Sewer Fund \$60,012, and Beach Services \$36,006. The only division that has an overhead allocation is the Communications/Detention Division. Their overhead rate is 5% for Water & Sewer and 3% for Beach Services.

SUMMARY OF EXPENDITURES

PUBLIC SAFETY

DIV. NO.	DIVISION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
411	PUBLIC SAFETY ADMINISTRATION	343,205	286,204	317,695	280,208	398,974
422	UNIFORM PATROL	4,411,677	4,280,720	4,580,940	3,963,083	4,532,948
424	COMMUNITY SERVICES	762,253	739,354	740,182	693,552	808,991
431	DETECTIVES	842,279	878,132	848,189	765,926	876,112
442	COMMUNICATIONS/DETENTION	1,119,891	1,104,927	1,198,807	1,133,721	1,200,211
444	RECORDS	254,728	246,069	273,488	254,193	270,593
445	VICTIM RIGHTS ADVOCATE	65,281	71,788	72,397	71,029	74,746
452	TRAINING	167,190	128,659	159,143	91,297	213,815
453	FIRE / RESCUE	3,002,894	3,178,469	3,363,938	3,168,037	3,392,048
454	FIRE PREVENTION/INSPECTION	<u>317,802</u>	<u>321,265</u>	<u>326,597</u>	<u>326,086</u>	<u>327,587</u>
TOTAL EXPENDITURES		<u>\$ 11,287,200</u>	<u>\$ 11,235,587</u>	<u>\$ 11,881,376</u>	<u>\$ 10,747,132</u>	<u>\$ 12,096,025</u>
PUBLIC SAFETY OVERHEAD		<u>(89,591)</u>	<u>(88,394)</u>	<u>(95,905)</u>	<u>(89,458)</u>	<u>(96,018)</u>
NET PUBLIC SAFETY		<u>\$ 11,197,609</u>	<u>\$ 11,147,193</u>	<u>\$ 11,785,471</u>	<u>\$ 10,657,674</u>	<u>\$ 12,000,007</u>

**GENERAL FUND
PUBLIC SAFETY DEPARTMENT**

Performance Benchmarks, Goals and Priorities

The Public Safety Department continues to work toward the accomplishment of its goals and priorities. Many of these issues deal with ongoing training and reporting as required for professional safety standards.

Other goals include:

- Place additional emphasis on prevention and detection of criminal activity with smaller specialized teams supplementing normal patrols and targeting specific areas.
- Improve disaster preparedness and response through additional training, planning, and use of National Incident Management System in both fire and police operations.
- Continue the use of community based policing concepts to address neighborhood crime through interaction with our various communities.
- Enhance traffic safety within the City by deployment of motorcycle patrols, safety checkpoints, and specialized DUI patrols on nights and weekends.
- Enhance beach safety operations by increasing the number of lifeguards on the beach and enforcement of new ordinances and safety procedures.
- Continue to enforce city ordinances concerning overgrown property and abandoned vehicles within the City.
- Enhance video surveillance methods and practices through the use of technology and resource management in areas within the city experiencing criminal activity.
- Work with Horry County officials in conversion of 9-1-1 telephone system to a new digital system.
- Complete the final phase of the Horry County software conversion to include photography of inmate property and fingerprint verification during inmate movement between facilities, and to support data storage and transmission of data to SLED and FBI as required.
- Draft a plan to address the conversion from past software platforms into new Horry County/Motorola Software package.
- Continue assisting victims with information about court hearings and emergency shelter assistance.
- Enhance the knowledge and skills of firefighters and police officer through continued training and education to improve the delivery of services to our community.
- Provide safe and professional work uniforms for firefighters that are compliant with current NAPA recommendations and standards.
- Increase the number of fire and life safety inspections performed to reduce the amount of property damage due to fire and loss of life.

01-5-411 PUBLIC SAFETY ADMINISTRATION

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 227,612	\$ 168,338	\$ 210,865	\$ 185,000	\$ 286,089
014	OVERTIME	1,091	227	750	250	500
015	SPECIAL ALLOWANCE	6,600	3,850	6,600	2,750	-
021	FICA	16,505	12,336	15,236	13,338	20,634
022	EMPLOYEE RETIREMENT	22,460	17,677	21,162	18,525	28,659
023	EMPLOYEE INSURANCE	25,296	20,861	24,300	21,600	32,400
030	TRAINING	-	-	5,000	3,000	5,000
040	WORKERS COMPENSATION	7,267	3,934	4,232	3,250	5,732
050	AWARDS	4,988	2,308	7,150	3,132	1,195
	* SUBTOTAL PERSONNEL *	<u>311,819</u>	<u>229,531</u>	<u>295,295</u>	<u>250,845</u>	<u>380,209</u>
110	CLOTHING/UNIFORMS	600	600	600	600	850
111	MATERIALS/SUPPLIES	6,052	6,103	5,000	5,000	3,790
112	OFFICE SUPPLIES	587	999	1,000	1,000	600
113	PRINTING/BINDING	-	215	500	250	350
120	COMMUNICATIONS	11,553	7,695	10,000	8,000	8,900
130	CONTRACTUAL SERVICES	2,718	3,155	3,000	3,000	2,500
131	REPAIRS/MAINTENANCE	-	4,246	500	2,163	500
132	PROFESSIONAL SERVICES	35	29,083	-	2,400	-
140	SUBSCRIPTIONS/DUES	894	422	1,000	900	575
141	TRAVEL / BUSINESS	3,447	155	500	500	400
151	FUEL	-	-	300	-	300
190	PS SCHOLARSHIP AWARDS	5,500	4,000	-	5,550	-
	* SUBTOTAL OPERATING *	<u>31,386</u>	<u>56,673</u>	<u>22,400</u>	<u>29,363</u>	<u>18,765</u>
321	BUILDING IMPROVEMENTS	-	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 343,205</u>	<u>\$ 286,204</u>	<u>\$ 317,695</u>	<u>\$ 280,208</u>	<u>\$ 398,974</u>

DIVISION 411 PUBLIC SAFETY ADMINISTRATION

DIVISION NARRATIVE

This division provides for four employees: a Director of Public Safety, a Police Chief, a Captain-Professional Standards Div, and one Administrative Assistant. This division is responsible for the overall planning, development, and administration of the Public Safety Department of the City.

The Director reports directly to the City Manager and is responsible for establishing a viable program that maximizes the use of total man-hours toward the overall goal of public safety. The Director reviews, approves, and implements all plans, procedures, and departmental policies.

The Police Chief reports directly to the Director of Public Safety, and is responsible for the effective delivery of police services to the community.

The Captain is responsible for maintaining and developing the professional standards and Public Safety training for the Department.

The Administrative Assistant produces all typed material for the department and is responsible for other secretarial, clerical duties, public assistance, office coordination, and payroll administration for the Department.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Director of Public Safety	1	33	\$ 94,484
Police Chief	1	29	\$ 83,605
Captain-Professional Standards Div	1	22	68,320
Administrative Assistant II	1	14	39,680
Longevity	-		-
TOTAL	4		\$ 286,089

BUDGET ANALYSIS

This division provides for an increased level of service over the previous year's budget. The 25.6% increase is due to the addition of 1 Police Chief position.

01-5-422 UNIFORM PATROL

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 2,573,009	\$ 2,632,249	\$ 2,886,888	\$ 2,450,000	\$ 2,674,969
012	SALARY, PART-TIME	-	-	-	-	-
014	OVERTIME	124,711	70,990	100,000	80,000	100,000
021	FICA	193,173	195,535	215,056	183,425	199,798
022	EMPLOYEE RETIREMENT	294,411	298,346	319,597	280,830	308,022
023	EMPLOYEE INSURANCE	378,683	435,950	502,200	454,000	477,900
030	TRAINING	25,585	5,301	20,000	20,000	20,000
040	WORKERS COMPENSATION	120,596	140,870	74,672	105,000	69,373
050	AWARDS	14,373	13,193	13,427	11,712	14,125
	* SUBTOTAL PERSONNEL *	<u>3,724,541</u>	<u>3,792,434</u>	<u>4,131,840</u>	<u>3,584,967</u>	<u>3,864,187</u>
110	CLOTHING/UNIFORMS	20,418	38,562	40,000	30,000	35,000
111	MATERIALS/SUPPLIES	76,255	50,996	90,000	55,000	85,601
112	OFFICE SUPPLIES	326	384	1,500	1,500	1,000
113	PRINTING/BINDING	-	129	600	600	500
120	COMMUNICATIONS	33,810	37,153	34,000	34,000	48,000
130	CONTRACTUAL SERVICES	59,176	42,415	75,000	55,000	65,660
131	REPAIRS/MAINTENANCE	5,871	4,442	9,000	7,500	7,000
132	PROFESSIONAL SERVICES	5,999	25,636	17,500	15,000	16,500
137	CANINE PROGRAM	-	-	-	5,000	-
140	SUBSCRIPTIONS/DUES	1,440	-	5,000	3,500	4,500
141	TRAVEL / BUSINESS	7,356	3,926	1,000	1,000	1,000
142	ADVERTISING	152	228	500	16	-
150	VEHICLE OPERATIONS	55,530	51,756	50,000	45,000	50,000
151	FUEL	130,973	118,984	125,000	125,000	135,000
152	DAMAGE CLAIMS	16,553	15,664	-	-	-
	* SUBTOTAL OPERATING *	<u>413,859</u>	<u>390,275</u>	<u>449,100</u>	<u>378,116</u>	<u>449,761</u>
360	MOTOR VEHICLES	177,712	-	-	-	199,000
370	NON-MOBIL EQUIPMENT	95,565	98,011	-	-	20,000
	* SUBTOTAL CAPITAL *	<u>273,277</u>	<u>98,011</u>	<u>-</u>	<u>-</u>	<u>219,000</u>
	** TOTAL EXPENDITURES **	<u>\$ 4,411,677</u>	<u>\$ 4,280,720</u>	<u>\$ 4,580,940</u>	<u>\$ 3,963,083</u>	<u>\$ 4,532,948</u>

DIVISION 422 UNIFORM PATROL

DIVISION NARRATIVE

This division provides for 59 employees: four Lieutenants, four Sergeants, one PSO - Technical Service Officer, and fifty Public Safety Officers. This division utilizes four shifts year-round. On an average shift, eight vehicles patrol the City with at least one beat in each major area of the City and one beat for overall City use.

This division is responsible for enforcing all laws and ordinances of the City and State.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Lieutenant	4	21	245,671
Public Safety Sergeant	4	19	220,224
PSO - Technical Service Officer	1	16	55,553
Public Safety Officer	50	16	2,125,447
Longevity	-		<u>28,074</u>
TOTAL	59		<u>\$ 2,674,969</u>

DETAIL OF CAPITAL OUTLAY

<u>Description</u>	<u>Amount</u>	<u>Code</u>
Patrol Vehicles (5 Cars)	\$ 135,000	360
Patrol Vehicles (2 Expeditions)	64,000	360
Mobile Video Server	<u>20,000</u>	370
TOTAL	<u>\$ 219,000</u>	

BUDGET ANALYSIS

This division provides for a decreased level of service from the previous year's budget. The 1.0% decrease is due to a decrease in personnel costs, offset by capital purchases.

01-5-424 COMMUNITY SERVICES

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 338,306	\$ 377,334	\$ 384,663	\$ 360,000	\$ 409,594
014	OVERTIME	24,948	13,179	10,000	9,000	10,000
021	FICA	26,421	28,586	28,416	26,568	30,211
022	EMPLOYEE RETIREMENT	39,884	42,706	42,229	40,959	46,575
023	EMPLOYEE INSURANCE	55,472	69,698	72,900	71,000	72,900
030	TRAINING	1,518	9,308	8,700	5,000	6,800
040	WORKERS COMPENSATION	15,659	8,585	6,709	6,700	7,132
050	AWARDS	2,846	2,325	1,949	1,725	1,949
	* SUBTOTAL PERSONNEL *	<u>505,054</u>	<u>551,721</u>	<u>555,566</u>	<u>520,952</u>	<u>585,161</u>
110	CLOTHING/UNIFORMS	2,219	600	4,690	1,500	5,840
111	MATERIALS/SUPPLIES	16,539	3,271	4,000	3,300	4,000
112	OFFICE SUPPLIES	51	1,091	500	500	300
113	PRINTING/BINDING	700	460	1,000	500	600
120	COMMUNICATIONS	5,763	4,497	5,276	4,500	5,100
130	CONTRACTUAL SERVICES	142,875	131,345	145,000	140,000	135,000
131	REPAIRS/MAINTENANCE	62	688	-	-	-
132	PROFESSIONAL SERVICES	482	816	1,000	1,000	1,000
140	SUBSCRIPTIONS/DUES	265	221	500	400	740
141	TRAVEL / BUSINESS	400	1,143	400	400	1,000
142	ADVERTISING	2,039	-	250	-	250
150	VEHICLE OPERATIONS	10,361	4,162	10,000	7,500	5,000
151	FUEL	14,358	19,777	12,000	13,000	15,000
152	DAMAGE CLAIMS	-	937	-	-	-
	* SUBTOTAL OPERATING *	<u>196,114</u>	<u>169,008</u>	<u>184,616</u>	<u>172,600</u>	<u>173,830</u>
360	MOTOR VEHICLES	<u>61,085</u>	<u>18,625</u>	-	-	<u>50,000</u>
	* SUBTOTAL CAPITAL *	<u>61,085</u>	<u>18,625</u>	-	-	<u>50,000</u>
	** TOTAL EXPENDITURES **	<u>\$ 762,253</u>	<u>\$ 739,354</u>	<u>\$ 740,182</u>	<u>\$ 693,552</u>	<u>\$ 808,991</u>

DIVISION 424 COMMUNITY SERVICES

DIVISION NARRATIVE

This division provides for nine employees: a Community Services Lieutenant, a PSO - Dare/Crime Prevention, five Beach Patrol Officers, and two Animal Control Officers utilizing a seven-day patrol program. This division provides for a concentrated effort in animal control and special code enforcement activities.

The primary responsibility of the Beach Patrol Officers is to monitor the safety of the beach.

The primary responsibility of the Animal Control Officers is the pickup of stray animals and the delivery of those animals to the City's Animal Shelter, which is operated by the Grand Strand Humane Society.

The PSO - Dare/Crime Prevention provides crime prevention training for the community and local schools.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Community Services Sergeant	1	19	65,663
PSO - Dare/Crime Prevention	1	16	50,945
PSO - Lifeguard Coordinator	5	16	207,543
Animal Control Officer	2	12	67,607
Longevity	-		17,836
TOTAL	9		<u>\$ 409,594</u>

DETAIL OF CAPITAL OUTLAY

<u>Description</u>	<u>Amount</u>	<u>Code</u>
4WD Beach ATVs (5)	<u>\$ 50,000</u>	360
TOTAL	<u>\$ 50,000</u>	

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 9.3% increase is due to expected growth in personnel costs, and an increase in capital expenditures.

01-5-431 DETECTIVES

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 501,832	\$ 510,396	\$ 505,678	\$ 466,000	\$ 544,556
012	SALARY, PART-TIME	34,199	36,559	37,150	37,150	17,800
014	OVERTIME	35,091	24,954	32,000	25,000	30,000
021	FICA	40,808	41,504	40,813	37,499	42,057
022	EMPLOYEE RETIREMENT	58,866	58,912	57,532	54,501	63,776
023	EMPLOYEE INSURANCE	72,113	66,780	72,900	61,000	81,000
030	TRAINING	862	1,473	9,500	5,000	5,000
040	WORKERS COMPENSATION	13,932	10,779	8,622	6,600	8,886
050	AWARDS	<u>2,382</u>	<u>2,382</u>	<u>2,166</u>	<u>2,166</u>	<u>2,547</u>
	* SUBTOTAL PERSONNEL *	<u>760,085</u>	<u>753,739</u>	<u>766,361</u>	<u>694,916</u>	<u>795,622</u>
110	CLOTHING/UNIFORMS	5,449	5,793	5,400	4,810	5,400
111	MATERIALS/SUPPLIES	4,976	17,358	15,000	12,000	16,035
112	OFFICE SUPPLIES	2,071	402	1,000	1,000	750
113	PRINTING/BINDING	32	38	250	250	250
120	COMMUNICATIONS	6,210	6,231	6,000	6,000	7,000
130	CONTRACTUAL SERVICES	14,925	23,235	16,000	16,000	15,127
131	REPAIRS/MAINTENANCE	381	1,312	-	-	-
132	PROFESSIONAL SERVICES	24	872	2,928	2,800	2,928
140	SUBSCRIPTIONS/DUES	455	60	750	500	750
141	TRAVEL / BUSINESS	1,487	158	500	150	250
142	ADVERTISING	90	-	1,000	-	500
150	VEHICLE OPERATIONS	10,115	4,263	8,000	6,500	5,500
151	FUEL	16,927	15,374	15,000	15,000	16,000
152	DAMAGE CLAIMS	-	-	-	-	-
190	CONTINGENT	<u>4,736</u>	<u>3,610</u>	<u>10,000</u>	<u>6,000</u>	<u>10,000</u>
	* SUBTOTAL OPERATING *	<u>67,878</u>	<u>78,706</u>	<u>81,828</u>	<u>71,010</u>	<u>80,490</u>
360	MOTOR VEHICLES		35,023	-	-	-
370	NON-MOBIL EQUIPMENT	<u>14,316</u>	<u>10,664</u>	<u>-</u>	<u>-</u>	<u>-</u>
	* SUBTOTAL CAPITAL *	<u>14,316</u>	<u>45,687</u>	<u>-</u>	<u>-</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 842,279</u>	<u>\$ 878,132</u>	<u>\$ 848,189</u>	<u>\$ 765,926</u>	<u>\$ 876,112</u>

DIVISION 431 DETECTIVES

DIVISION NARRATIVE

This division provides for ten employees: a Detective Lieutenant, a Detective Sergeant, seven Detectives, and one Crime Analyst. This division handles all felony case investigations, and all larceny and drug-related cases. It also aids Public Safety Officers in investigation procedures and conducts internal investigations at the request of the Director of Public Safety. A part-time bailiff for the City court is charged here since July 1, 2002.

This division maintains necessary documentation on all investigations and distributes this information to other law enforcement agencies, and provides evidence to prosecuting attorneys for trials.

Drug-related seizures are allocated to drug-related activities within the Detective Division.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Detective Lieutenant	1	21	\$ 50,433
Detective Sergeant	1	19	66,581
Detective	7	18	390,710
Crime Analyst	1	11	30,759
Longevity	-		<u>6,073</u>
TOTAL	10		<u>\$ 544,556</u>

BUDGET ANALYSIS

This division provides for an increased level of service over the previous year's budget for the city. The 3.3% increase is due to expected growth in personnel costs.

01-5-442 COMMUNICATIONS/DETENTION

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 669,540	\$ 677,268	\$ 705,552	\$ 702,000	\$ 720,381
012	SALARY, PART-TIME	-	-	-	-	-
014	OVERTIME	30,474	23,501	30,000	24,000	30,000
021	FICA	51,000	51,452	51,489	50,820	52,527
022	EMPLOYEE RETIREMENT	83,060	76,003	78,704	80,586	83,292
023	EMPLOYEE INSURANCE	104,590	122,080	153,900	145,000	153,900
030	TRAINING	37	475	2,000	2,000	4,600
040	WORKERS COMPENSATION	30,354	13,593	11,033	9,000	11,256
050	AWARDS	4,585	4,115	4,115	4,115	4,400
	* SUBTOTAL PERSONNEL *	<u>973,640</u>	<u>968,487</u>	<u>1,036,793</u>	<u>1,017,521</u>	<u>1,060,356</u>
110	CLOTHING/UNIFORMS	1,522	4,044	3,000	1,500	3,000
111	MATERIALS/SUPPLIES	20,355	28,283	30,000	25,000	30,000
112	OFFICE SUPPLIES	459	1,543	1,000	1,000	1,000
113	PRINTING/BINDING	-	-	-	-	-
120	COMMUNICATIONS	4,023	3,081	17,564	5,000	15,100
130	CONTRACTUAL SERVICES	66,878	53,719	45,000	40,000	45,500
131	REPAIRS/MAINTENANCE	3,247	17,973	40,000	20,000	34,875
132	PROFESSIONAL SERVICES	3,010	7,070	4,300	4,300	6,000
134	CREDIT CARD FEES	4,175	2,811	3,000	3,000	3,000
140	SUBSCRIPTIONS/DUES	25	-	900	900	630
141	TRAVEL / BUSINESS	-	-	-	-	-
142	ADVERTISING	168	294	250	-	-
150	VEHICLE OPERATIONS	174	19	1,000	-	250
151	FUEL	1,058	525	500	-	500
	* SUBTOTAL OPERATING *	<u>105,094</u>	<u>119,362</u>	<u>146,514</u>	<u>100,700</u>	<u>139,855</u>
380	FURN. / OFFICE EQUIPMENT	41,157	17,078	15,500	15,500	-
	* SUBTOTAL CAPITAL *	<u>41,157</u>	<u>17,078</u>	<u>15,500</u>	<u>15,500</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 1,119,891</u>	<u>\$ 1,104,927</u>	<u>\$ 1,198,807</u>	<u>\$ 1,133,721</u>	<u>\$ 1,200,211</u>
LESS OVERHEAD ALLOCATION TO:						
	WATER & SEWER FUND 5%	55,994	55,246	59,941	55,446	60,012
	BEACH SERVICES FUND 3%	33,597	33,148	35,964	34,012	36,006
	**LESS OVERHEAD TOTAL **	<u>89,591</u>	<u>88,394</u>	<u>95,905</u>	<u>89,458</u>	<u>96,018</u>
TOTAL NET GENERAL FUND		<u>\$ 1,030,300</u>	<u>\$ 1,016,533</u>	<u>\$ 1,102,902</u>	<u>\$ 1,044,263</u>	<u>\$ 1,104,193</u>

DIVISION 442 COMMUNICATIONS/DETENTION

DIVISION NARRATIVE

This division provides for nineteen employees: a Supervisor, four Lead Communication Technicians/Jailers (one for each of the four shifts), and fourteen Communication Technicians/Jailers. This division handles all radio, telephone, and teletype communications for both Police and Fire divisions.

The Technicians attend to all detained persons in the jail and answer all radio frequencies. They dispatch units from Uniform Patrol and Fire / Rescue divisions as needed, monitor all bank and business alarms, take all written complaints, monitor teletypes and send messages when needed, accept fines and bail bond payments 24 hours a day, and transfer or relay all communications to proper departments for quick response or necessary action.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Detention Supervisor/Evidence Custodian	1	18	\$ 57,068
Communications Technician/Lead Jailer	4	14	183,460
Communications Technician/Jailer	14	12	474,261
Longevity	-		<u>5,592</u>
TOTAL	19		<u>\$ 720,381</u>

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 0.1% increase is due to expected growth in personnel costs.

01-5-444 RECORDS

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 130,694	\$ 145,150	\$ 147,507	\$ 147,300	\$ 153,799
012	SALARY, PART-TIME	-	-	-	-	-
014	OVERTIME	1,151	417	500	450	500
021	FICA	8,971	9,509	10,361	10,343	10,801
022	EMPLOYEE RETIREMENT	10,844	12,159	12,581	12,559	13,115
023	EMPLOYEE INSURANCE	26,503	29,692	32,400	32,340	32,400
030	TRAINING	-	-	800	800	6,180
040	WORKERS COMPENSATION	1,240	1,076	1,110	864	1,158
050	AWARDS	715	866	865	866	926
	* SUBTOTAL PERSONNEL *	<u>180,118</u>	<u>198,869</u>	<u>206,124</u>	<u>205,522</u>	<u>218,879</u>
110	CLOTHING/UNIFORMS	-	381	-	-	-
111	MATERIALS/SUPPLIES	16,677	20,685	20,000	18,000	20,000
112	OFFICE SUPPLIES	2,510	753	1,080	1,080	750
113	PRINTING/BINDING	3,269	3,450	5,000	3,500	4,500
120	COMMUNICATIONS	1,438	1,153	564	581	564
130	CONTRACTUAL SERVICES	50,697	19,655	40,000	25,000	25,550
131	REPAIR/MAINTENANCE	-	1,123	-	-	-
132	PROFESSIONAL SERVICES	-	-	220	110	200
140	SUBSCRIPTIONS/DUES	-	-	500	400	150
141	TRAVEL / BUSINESS	19	-	-	-	-
	* SUBTOTAL OPERATING *	<u>74,610</u>	<u>47,200</u>	<u>67,364</u>	<u>48,671</u>	<u>51,714</u>
380	FURN. / OFFICE EQUIPMENT	-	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 254,728</u>	<u>\$ 246,069</u>	<u>\$ 273,488</u>	<u>\$ 254,193</u>	<u>\$ 270,593</u>

DIVISION 444 RECORDS

DIVISION NARRATIVE

This division provides for four employees: a Records Supervisor, and three Records Clerks. The division is responsible for the comprehensive storage, retrieval and dissemination of all records generated by the Public Safety Department.

The Supervisor is responsible for the operation of this division including records security and providing copies to the public and is under the direction of the Major Deputy Chief of Uniform Patrol. The Records Supervisor also determines whether to store, temporarily retain, or destroy a record.

The three Records Clerks provide typing and clerical services, and are responsible for facilitating storage and retrieval of all records.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Records Supervisor	1	17	\$ 56,304
Records Clerk	3	11	94,030
Longevity	-		<u>3,465</u>
TOTAL	4		<u>\$ 153,799</u>

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 1.1% decrease is due to a decrease in contractual services.

01-5-445 VICTIM RIGHTS ADVOCATE

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 44,691	\$ 48,848	\$ 47,896	\$ 47,896	\$ 48,581
014	OVERTIME	659	352	700	700	400
021	FICA	3,148	3,448	3,596	3,596	3,625
022	EMPLOYEE RETIREMENT	3,603	3,763	3,888	3,888	3,919
023	EMPLOYEE INSURANCE	6,371	8,225	8,100	7,200	8,100
030	TRAINING	161	785	1,500	1,000	1,500
040	WORKERS COMPENSATION	551	501	486	486	489
050	AWARDS	238	292	217	217	232
	* SUBTOTAL PERSONNEL *	<u>59,422</u>	<u>66,214</u>	<u>66,383</u>	<u>64,983</u>	<u>66,846</u>
111	MATERIALS/SUPPLIES	-	-	300	1,652	2,000
112	OFFICE SUPPLIES	4,196	642	800	800	1,000
113	PRINTING/BINDING	137	995	1,000	1,000	1,000
120	COMMUNICATIONS	683	2,092	564	564	650
140	SUBSCRIPTIONS/DUES	-	594	150	30	150
141	TRAVEL / BUSINESS	65	17	200	-	100
190	CONTINGENT	778	1,234	3,000	2,000	3,000
	* SUBTOTAL OPERATING *	<u>5,859</u>	<u>5,574</u>	<u>6,014</u>	<u>6,046</u>	<u>7,900</u>
	** TOTAL EXPENDITURES **	<u>\$ 65,281</u>	<u>\$ 71,788</u>	<u>\$ 72,397</u>	<u>\$ 71,029</u>	<u>\$ 74,746</u>

DIVISION 445 VICTIM RIGHTS ADVOCATE

DIVISION NARRATIVE

This division provides for one employee: the Victim Witness Advocate. This division is responsible for providing assistance to victims of crimes.

All expenditures for this division are completely offset by a portion of the fine set by the State to provide for this service.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Victim Witness Advocate	1	16	\$ 48,581
Longevity	-		-
TOTAL	1		<u>\$ 48,581</u>

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 3.2% increase is due to expected growth in personnel cost, and due to an increase in supply expenditures.

01-5-452 PUBLIC SAFETY TRAINING

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 100,172	\$ 79,693	\$ 103,573	\$ 58,000	\$ 141,954
014	OVERTIME	5,298	3,697	-	-	-
021	FICA	7,675	5,875	7,354	4,118	10,079
022	EMPLOYEE RETIREMENT	11,751	9,348	11,082	6,438	15,757
023	EMPLOYEE INSURANCE	10,897	13,855	16,200	8,100	24,300
030	TRAINING	12,711	38	500	500	2,500
040	WORKERS COMPENSATION	5,186	2,519	2,071	1,575	1,702
050	AWARDS	476	433	433	216	463
	* SUBTOTAL PERSONNEL *	<u>154,166</u>	<u>115,458</u>	<u>141,213</u>	<u>78,947</u>	<u>196,755</u>
110	CLOTHING/UNIFORMS	613	1,171	1,100	1,100	1,500
111	MATERIALS/SUPPLIES	4,627	4,786	6,300	4,800	5,360
112	OFFICE SUPPLIES	-	319	1,380	500	1,000
113	PRINTING/BINDING	168	-	1,550	-	1,550
120	COMMUNICATIONS	1,045	1,078	1,200	1,200	1,600
130	CONTRACTUAL SERVICES	390	550	1,200	1,000	1,000
131	REPAIRS/MAINTENANCE	775	1,353	650	650	1,000
132	PROFESSIONAL SERVICES	35	576	-	-	-
140	SUBSCRIPTIONS/DUES	200	88	100	100	100
141	TRAVEL / BUSINESS	32	40	450	250	150
142	ADVERTISING	1,181	-	-	-	-
150	VEHICLE OPERATIONS	(54)	24	1,500	250	800
151	FUEL	4,012	3,216	2,500	2,500	3,000
	* SUBTOTAL OPERATING *	<u>13,024</u>	<u>13,201</u>	<u>17,930</u>	<u>12,350</u>	<u>17,060</u>
	** TOTAL EXPENDITURES **	<u>\$ 167,190</u>	<u>\$ 128,659</u>	<u>\$ 159,143</u>	<u>\$ 91,297</u>	<u>\$ 213,815</u>

DIVISION 452 PUBLIC SAFETY TRAINING

DIVISION NARRATIVE

This division provides for three employees: a Public Safety Sergeant Training, a Fire Training Captain, and a Training Officer.

This division is responsible for the in-house police and fire training of all Public Safety employees. The division is aimed at providing the Public Safety Department with the necessary skills and knowledge to give a professional response to emergency situations.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Public Safety Sergeant Training	1	19	\$ 59,097
Fire Training Captain	1	19	44,029
Training Officer	1	new	38,828
Longevity	<u>-</u>		<u>-</u>
TOTAL	3		<u>\$ 141,954</u>

BUDGET ANALYSIS

This division provides for an increased level of service over the previous year's budget. The 34.4% increase is due to the addition of the Training Officer position .

01-5-453 FIRE / RESCUE

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 1,858,601	\$ 2,000,471	\$ 2,084,245	\$ 2,025,000	\$ 2,110,099
014	OVERTIME	82,915	70,962	50,000	50,000	60,000
021	FICA	141,253	151,043	153,666	149,400	156,247
022	EMPLOYEE RETIREMENT	209,007	222,535	228,364	222,025	232,201
023	EMPLOYEE INSURANCE	317,713	366,059	405,000	375,000	405,000
030	TRAINING	12,402	5,666	7,600	7,600	7,000
040	WORKERS COMPENSATION	56,629	44,469	42,685	40,000	43,402
050	AWARDS	11,763	10,511	10,828	10,612	11,579
	* SUBTOTAL PERSONNEL *	<u>2,690,283</u>	<u>2,871,716</u>	<u>2,982,388</u>	<u>2,879,637</u>	<u>3,025,528</u>
110	CLOTHING/UNIFORMS	35,805	36,134	45,000	40,000	45,000
111	MATERIALS/SUPPLIES	55,204	66,030	70,000	60,000	70,000
112	OFFICE SUPPLIES	1,163	1,714	1,000	1,000	1,000
113	PRINTING/BINDING	528	-	100	-	100
120	COMMUNICATIONS	2,736	2,860	8,000	8,000	8,000
130	CONTRACTUAL SERVICES	12,090	14,150	15,000	14,000	15,000
131	REPAIRS/MAINTENANCE	21,450	21,168	15,000	15,000	30,000
132	PROFESSIONAL SERVICES	45,629	21,358	22,000	22,000	20,500
140	SUBSCRIPTIONS/DUES	344	316	550	550	620
141	TRAVEL / BUSINESS	233	177	400	350	300
142	ADVERTISING	-	499	500	500	-
150	VEHICLE OPERATIONS	40,493	56,712	38,000	38,000	35,000
151	FUEL	35,790	27,852	35,000	33,000	35,000
152	DAMAGE CLAIMS	8,174	-	-	-	-
	* SUBTOTAL OPERATING *	<u>259,639</u>	<u>248,970</u>	<u>250,550</u>	<u>232,400</u>	<u>260,520</u>
300	LAND	-	-	-	-	-
321	BUILDING IMPROVEMENTS	-	-	-	-	-
360	MOTOR VEHICLES	27,644	-	105,000	30,000	70,000
370	NON-MOBIL EQUIPMENT	25,328	57,783	26,000	26,000	36,000
	* SUBTOTAL CAPITAL *	<u>52,972</u>	<u>57,783</u>	<u>131,000</u>	<u>56,000</u>	<u>106,000</u>
	** TOTAL EXPENDITURES **	<u>\$ 3,002,894</u>	<u>\$ 3,178,469</u>	<u>\$ 3,363,938</u>	<u>\$ 3,168,037</u>	<u>\$ 3,392,048</u>

DIVISION 453 FIRE / RESCUE

DIVISION NARRATIVE

This division provides for fifty employees: one Chief of Fire/Rescue/Emergency Preparedness Director, three Battalion Chiefs, and forty-six firefighters making up three shifts. Each shift works 24 hours on duty and 48 hours off for a 56-hour average workweek. The main fire station is staffed by four personnel per shift. The sub-stations are staffed by three firefighters each per shift. These personnel are supplemented by the Public Safety Officers.

The Fire / Rescue division provides emergency response to incidents involving fire suppression, hazardous materials, water rescue, high-level and confined space rescue and first-responder backup to the Horry County EMS. In addition, the division has fire service contracts with the town of Briarcliffe Acres as well as Horry County to provide service to the areas adjacent to the City east of the Intracoastal Waterway.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Chief of Fire Rescue/Emergency Preparedness Director	1	28	\$ 86,096
Fire Battalion Chief	3	21	162,296
PSO - Firefighter	2	16	88,378
PSO - Fire Lieutenant	5	15/16	228,167
Fire Lieutenant	10	15	468,879
Firefighter-EMT / Firefighter	29	14/13	1,054,130
Longevity	-		<u>22,153</u>
TOTAL	50		<u>\$ 2,110,099</u>

DETAIL OF CAPITAL OUTLAY

<u>Description</u>	<u>Amount</u>	<u>Code</u>
F-150 Pickup Truck (Quick Response Medical Vehicle)	\$ 30,000	360
Expedition Vehicle (Batt. Captain's Response Vehicle)	40,000	360
5 ISI Viking SCBA (replacing older models)	26,000	370
VHF Radio Repeater	<u>10,000</u>	370
TOTAL	<u>\$ 106,000</u>	

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 0.8% increase is due to expected growth in personnel costs.

01-5-454 FIRE PREVENTION/INSPECTION

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 213,629	\$ 220,926	\$ 223,907	\$ 223,907	\$ 226,153
012	SALARY, PART-TIME	-	-	-	-	-
014	OVERTIME	3,060	2,407	3,000	2,500	2,000
021	FICA	15,362	15,651	16,791	16,754	16,883
022	EMPLOYEE RETIREMENT	21,546	22,377	24,279	24,226	24,412
023	EMPLOYEE INSURANCE	27,275	30,620	32,400	32,000	32,400
030	TRAINING	860	1,023	1,560	1,560	1,050
040	WORKERS COMPENSATION	5,082	3,732	3,098	2,250	3,117
050	AWARDS	953	866	927	927	927
	* SUBTOTAL PERSONNEL *	<u>287,767</u>	<u>297,602</u>	<u>305,962</u>	<u>304,124</u>	<u>306,942</u>
110	CLOTHING/UNIFORMS	1,485	354	250	250	250
111	MATERIALS/SUPPLIES	12,603	7,823	5,090	5,090	4,550
112	OFFICE SUPPLIES	1,596	1,949	345	672	225
113	PRINTING/BINDING	6,374	6,945	7,400	7,400	7,000
120	COMMUNICATIONS	1,307	1,700	1,500	3,000	3,200
131	REPAIRS/MAINTENANCE	151	-	400	400	200
132	PROFESSIONAL SERVICES	-	597	500	500	250
140	SUBSCRIPTION/DUES	1,374	1,156	1,650	1,650	1,770
141	TRAVEL / BUSINESS	315	-	200	200	100
142	ADVERTISING	347	-	-	-	-
150	VEHICLE OPERATIONS	1,459	772	300	300	600
151	FUEL	2,495	2,367	3,000	2,500	2,500
152	DAMAGE CLAIMS	529	-	-	-	-
	* SUBTOTAL OPERATING *	<u>30,035</u>	<u>23,663</u>	<u>20,635</u>	<u>21,962</u>	<u>20,645</u>
360	MOTOR VEHICLES	-	-	-	-	-
370	NON-MOBILE EQUIPMENT	-	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 317,802</u>	<u>\$ 321,265</u>	<u>\$ 326,597</u>	<u>\$ 326,086</u>	<u>\$ 327,587</u>

DIVISION 454 FIRE PREVENTION/INSPECTION

DIVISION NARRATIVE

This division provides for four employees: a Captain/Fire Prevention Officer, two Fire Inspectors, and a Fire Prevention/Administrative Assistant. This division is responsible for all fire prevention, fire education, and inspection activities of the City.

The employees educate the public regarding proper fire safety and prevention techniques, make fire inspections and review building plans to ensure compliance with City fire codes. The Administrative Assistant assists with paperwork for fire inspections and billing of false alarm fees.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Captain/Fire Prevention Officer	1	20	\$ 70,495
Fire Inspector	2	17	116,663
Fire Prevention/Administrative Assistant	1	14	38,995
Longevity	-		-
TOTAL	4		<u>\$ 226,153</u>

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 0.3% increase is due to expected growth in personnel costs.

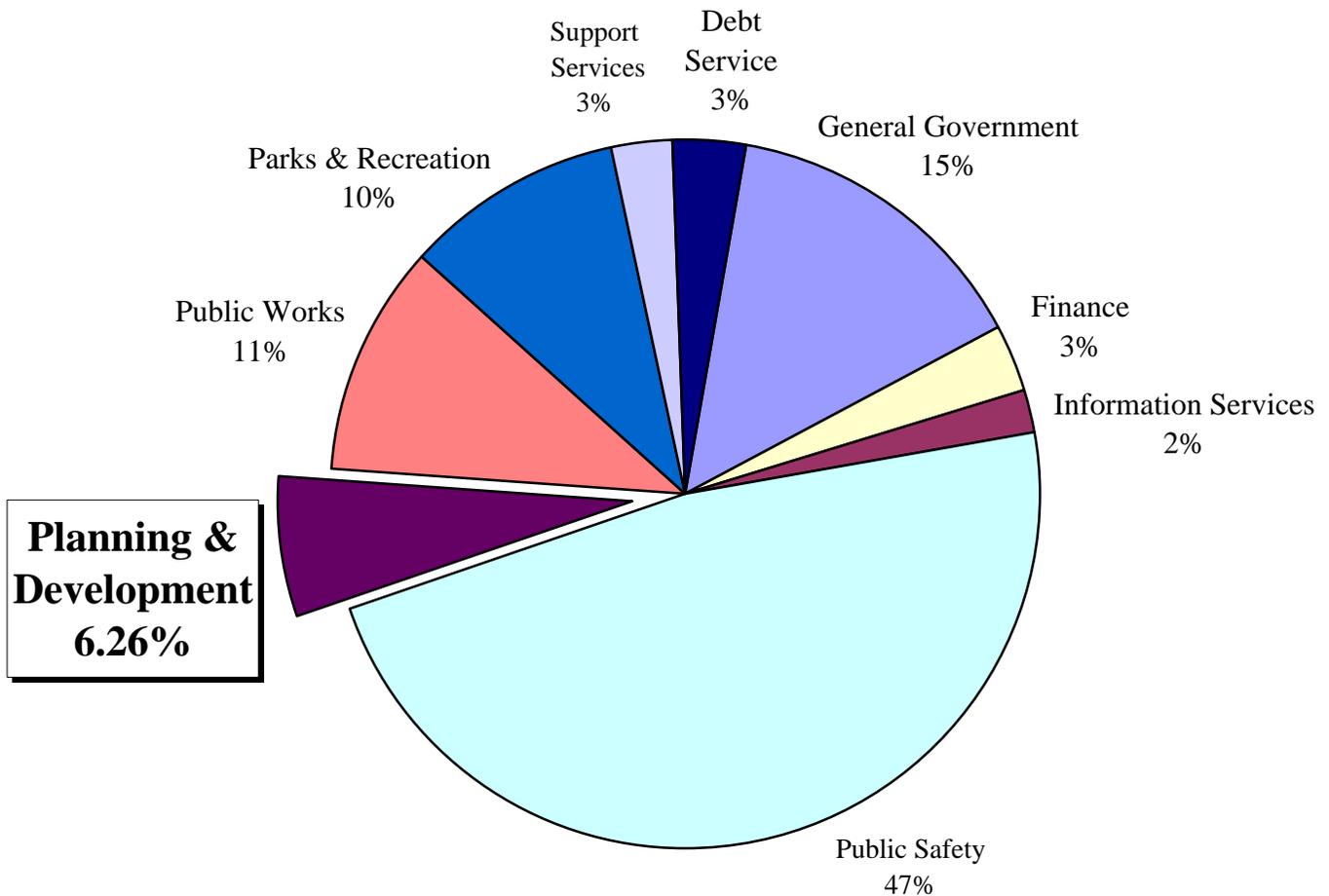
GENERAL FUND EXPENDITURES

PLANNING & DEVELOPMENT

**GENERAL FUND
PLANNING AND DEVELOPMENT DEPARTMENT**

The Planning & Development Department includes 2 divisions: Planning & Building. The department oversees zoning issues, planning activities, building regulations and development activities. Descriptions of the individual divisions are provided in their individual division narratives which follow.

The chart below shows the portion of General Fund Expenditures allocated to the Planning & Development Department, which reflects 6.26% of the overall resources appropriated in the General Fund for FY2012.



Following is the five-year history of employees assigned to this department by division. The employees in this department make up 5.2% of the entire work force for the City.

FISCAL YEAR ENDING JUNE 30, 2012
Regular Employees
PLANNING AND DEVELOPMENT DEPARTMENT

	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>
PLANNING	10	10	10	10	10
BUILDING	<u>11</u>	<u>11</u>	<u>9</u> ¹	<u>9</u>	<u>9</u>
TOTAL	<u>21</u>	<u>21</u>	<u>19</u>	<u>19</u>	<u>19</u>

Footnotes:

¹ Eliminated 2 Master Building Inspector positions

A summary of expenditures for the past 4 years of this department is provided below. The total expenditures for the divisions include all amounts required from both the General Fund and the Water and Sewer Fund to accomplish the level of services and goals of the department. The General Fund will provide \$1,581,738 and the Water and Sewer Fund will provide \$36,759. The Water and Sewer portion of the Building Division is recorded as an Overhead Allocation and not as direct charges to individual object codes. The overhead rate for the Building Division is 5%.

SUMMARY OF EXPENDITURES
PLANNING AND DEVELOPMENT DEPARTMENT

DIV. NO.	DIVISION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
521	PLANNING	789,468	786,276	872,646	841,932	883,314
522	BUILDING	<u>656,897</u>	<u>702,109</u>	<u>742,671</u>	<u>723,313</u>	<u>735,183</u>
TOTAL EXPENDITURES		<u>\$ 1,446,365</u>	<u>\$ 1,488,385</u>	<u>\$ 1,615,317</u>	<u>\$ 1,565,245</u>	<u>\$ 1,618,497</u>
PLANNING/DEVELOPMENT OVERHEAD		<u>(32,845)</u>	<u>(35,105)</u>	<u>(37,133)</u>	<u>(36,166)</u>	<u>(36,759)</u>
NET PLANNING & DEVELOPMENT		<u>\$ 1,413,520</u>	<u>\$ 1,453,280</u>	<u>\$ 1,578,184</u>	<u>\$ 1,529,079</u>	<u>\$ 1,581,738</u>

**GENERAL FUND
PLANNING AND DEVELOPMENT DEPARTMENT**

Performance Benchmarks, Goals and Priorities

The Planning and Development Department continues to work toward the completion of its FY2011 goals and priorities. The completed goals for the department include:

- Proposal for a new overlay zoning district called the "Activity Center Overlay" to assist with redevelopment of the historic commercial streets of the four traditional beach towns. This was adopted by Planning Commission in March and is ready for Council consideration.
- Completion of a draft of a revised Beach Management Plan. Draft is currently under internal review.
- Completion of a draft of a Golf Cart Management Plan. Draft is currently under internal review.
- Revision of Highway 17 Overlay District. Staff added new graphics and revised draft to make it more flexible, and it is now under internal review.
- Assisted the Census Bureau with addressing issues related to the 2010 Census.

The following benchmarks, goals, and priorities are provided for in FY2012:

- Propose a draft Post Disaster Emergency Management chapter for the zoning ordinance and subdivision regulations.
- Complete the Beach Management Plan, Golf Cart Management Plan, and Highway 17 Overlay District.
- Revise Off-Premise Sign regulations.
- Overhaul parking and landscaping ordinances.
- Conduct design charettes related to the Activity Center Overlay district.
- Issue \$200,000,000 in permits for new construction.

01-5-521 PLANNING

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 565,046	\$ 547,505	\$ 608,794	\$ 585,000	\$ 624,079
012	SALARY, PART-TIME	-	20,379	-	5,901	-
014	OVERTIME	247	359	-	110	-
015	SPECIAL ALLOWANCE	5,400	5,400	5,400	5,400	5,400
021	FICA	39,875	39,869	42,920	40,189	43,998
022	EMPLOYEE RETIREMENT	48,247	49,086	60,879	58,511	62,408
023	EMPLOYEE INSURANCE	64,555	66,985	81,000	80,000	81,000
030	TRAINING	5,046	4,282	9,400	9,400	9,400
040	WORKERS COMPENSATION	5,804	3,675	3,653	2,800	3,744
050	AWARDS	2,991	2,431	2,900	2,571	2,885
	* SUBTOTAL PERSONNEL *	<u>737,211</u>	<u>739,971</u>	<u>814,946</u>	<u>789,882</u>	<u>832,914</u>
111	CLOTHING/UNIFORMS	643	600	600	600	-
111	MATERIALS/SUPPLIES	5,660	7,247	4,900	4,900	5,400
112	OFFICE SUPPLIES	4,458	3,336	4,500	4,500	4,500
113	PRINTING/BINDING	593	2,825	4,500	2,850	1,500
120	COMMUNICATIONS	4,514	4,342	5,000	4,500	4,500
130	CONTRACTUAL SERVICES	15,360	19,016	15,000	15,000	14,000
131	REPAIRS/MAINTENANCE	-	-	200	200	200
132	PROFESSIONAL SERVICES	-	95	12,000	10,000	10,000
140	SUBSCRIPTIONS/DUES	2,328	2,683	4,000	3,500	4,000
141	TRAVEL / BUSINESS	270	115	400	400	400
142	ADVERTISING	7,256	2,743	4,000	3,000	3,000
150	VEHICLE OPERATIONS	364	932	400	400	400
151	FUEL	2,620	2,371	2,200	2,200	2,500
152	DAMAGE CLAIMS	8,191	-	-	-	-
	* SUBTOTAL OPERATING *	<u>52,257</u>	<u>46,305</u>	<u>57,700</u>	<u>52,050</u>	<u>50,400</u>
380	OFFICE FURNITURE	-	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 789,468</u>	<u>\$ 786,276</u>	<u>\$ 872,646</u>	<u>\$ 841,932</u>	<u>\$ 883,314</u>

DIVISION 521 PLANNING

DIVISION NARRATIVE

This division consists of ten (10) employees as listed below. The Director supervises and manages all activities for the entire department, prepares the annual budget for the department and acts as the City's representative for the Department.

The Assistant Director, Planning & Development serves as the Zoning Administrator for the City. As such he is charged with the review of all plans for compliance with the City's zoning code and acts on behalf of the Director in his absence. This individual assembles pertinent zoning information to be presented to the Planning Commission twice each month, and is the liaison to the Zoning Board of Appeals. Zoning is the first step in the overall permitting process of the City. He also answers questions, initiates plan reviews and disseminates zoning information to the public. The Assistant Zoning Administrator assists the Assistant Director in the above-mentioned duties. The Zoning Enforcement Officer is on the road to ensure uniform code compliance throughout the city.

The Principal Planner is responsible for formulating plans and policies to meet the social, economic and physical needs of the City and developing strategies to implement these plans and policies. This individual applies appropriate administrative techniques to evaluate and resolve conflicting demands, and offers alternative uses of resources. This position also serves as liaison to the Planning Commission. The Planner coordinates site plan review functions for the following City departments: Public Works, Public Safety and Planning/Development. The Planning Technician assists with fieldwork, produces and delivers agendas, assigns house numbers and street names to new homes and developments, produces maps for presentations and assists in complaint inspections. These positions also aid the Principal Planner in all other planning activities.

The Administrative Assistants receive the public, schedule inspections and assist the public with applications for construction permits and appeals. They also input permits, verify licensing requirements and issue permits. Monthly reports, departmental payroll and other activities are also responsibilities of the administrative staff.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Director, Planning & Development	1	31	\$ 95,987
Assistant Director, Planning & Development	1	28	94,613
Assistant Zoning Administrator	1	24	64,676
Zoning Enforcement Officer	1	14	37,021
Principal Planner	1	27	75,722
Senior Planner	1	24	71,071
Planner	1	22	51,575
Planning Technician	1	17	50,064
Administrative Assistant I & II	2	15/13	77,435
Longevity	-		<u>5,915</u>
TOTAL	10		<u>\$ 624,079</u>

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 1.2% increase is due to expected growth in personnel costs.

01-5-522 BUILDING

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 441,131	\$ 462,281	\$ 485,306	\$ 482,000	\$ 486,603
014	OVERTIME	678	60	500	500	500
021	FICA	31,006	32,473	33,521	33,293	33,610
022	EMPLOYEE RETIREMENT	39,240	40,527	43,723	43,425	43,839
023	EMPLOYEE INSURANCE	58,116	65,223	72,900	72,000	72,900
030	TRAINING	6,011	3,412	8,500	8,000	8,500
040	WORKERS COMPENSATION	8,632	4,660	3,886	2,900	3,897
050	AWARDS	2,423	2,189	2,085	2,321	2,084
	* SUBTOTAL PERSONNEL *	<u>587,237</u>	<u>610,825</u>	<u>650,421</u>	<u>644,439</u>	<u>651,933</u>
110	CLOTHING/UNIFORMS	4,228	3,215	3,000	3,000	3,000
111	MATERIALS/SUPPLIES	4,038	16,599	10,500	10,500	10,500
112	OFFICE SUPPLIES	3,541	2,720	3,500	3,500	3,500
113	PRINTING/BINDING	37	1,079	1,500	1,200	2,000
120	COMMUNICATIONS	4,879	13,129	11,500	7,500	11,000
130	CONTRACTUAL SERVICES	26,380	15,600	24,000	20,000	20,000
131	REPAIRS/MAINTENANCE	-	-	250	-	250
132	PROFESSIONAL SERVICES	15,017	22,144	25,000	22,500	20,000
140	SUBSCRIPTIONS/DUES	970	918	1,000	1,000	1,000
141	TRAVEL / BUSINESS	-	83	250	174	500
142	ADVERTISING	147	431	750	-	500
150	VEHICLE OPERATIONS	973	1,595	3,000	2,000	3,000
151	FUEL	6,973	7,032	8,000	7,500	8,000
152	DAMAGE CLAIMS	2,477	6,739	-	-	-
	* SUBTOTAL OPERATING *	<u>69,660</u>	<u>91,284</u>	<u>92,250</u>	<u>78,874</u>	<u>83,250</u>
360	MOTOR VEHICLES	-	-	-	-	-
380	FURN. / OFFICE EQUIPMENT	-	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 656,897</u>	<u>\$ 702,109</u>	<u>\$ 742,671</u>	<u>\$ 723,313</u>	<u>\$ 735,183</u>
LESS OVERHEAD ALLOCATION TO: WATER & SEWER FUND 5%		<u>32,845</u>	<u>35,105</u>	<u>37,133</u>	<u>36,166</u>	<u>36,759</u>
TOTAL NET GENERAL FUND		<u>\$ 624,052</u>	<u>\$ 667,004</u>	<u>\$ 705,538</u>	<u>\$ 687,147</u>	<u>\$ 698,424</u>

DIVISION 522 BUILDING

DIVISION NARRATIVE

This division provides for nine (9) employees: one Building Official, one Assistant Building Official, four Master Building Inspectors, one Master Electrical Inspector, one Administrative Assistant and one Permit Clerk.

This division is responsible for enforcing all building and development codes of the City, including those ordinances outlined in the General Statutes and other ordinances related to building and growth in the City. The division is responsible for the inspection of all construction within the City and issues permits relating to the physical improvement of property. The Building Official and staff perform building inspections and review plans submitted at the Municipal Complex.

The Administrative Assistant performs all typing, bookkeeping, and general clerical functions for the department. The Permit Clerk assists the Administrative Assistant and issues building permits.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Building Official	1	27	\$ 79,861
Assistant Building Official	1	23	59,034
Master Building Inspector	4	18	213,909
Master Electrical Inspector	1	18	53,286
Administrative Assistant II	1	15	41,787
Permit Clerk	1	12	33,958
Longevity	-		<u>4,768</u>
TOTAL	9		<u>\$ 486,603</u>

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 1.0% decrease is due to a decrease in contractual and professional services.

GENERAL FUND EXPENDITURES

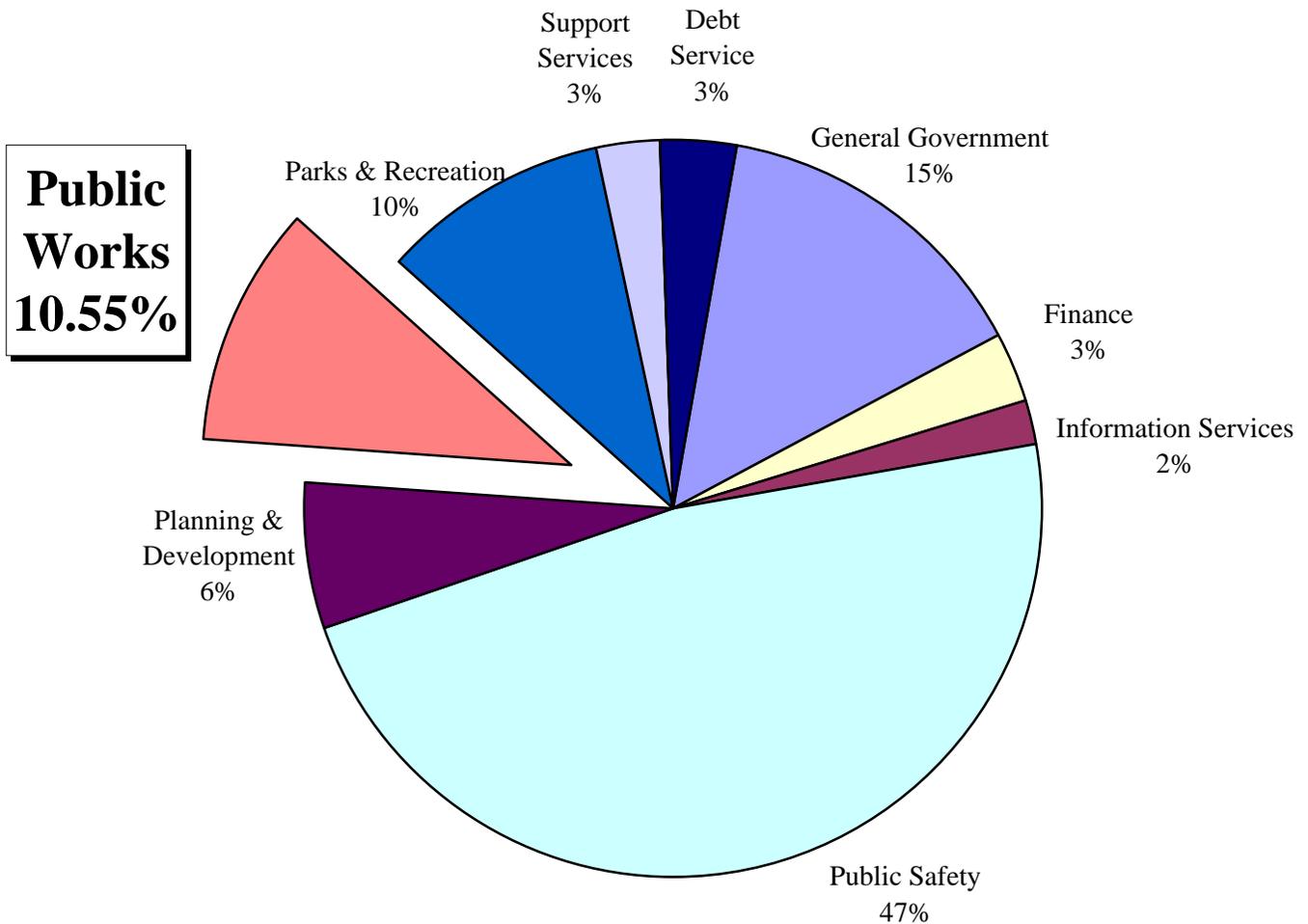
PUBLIC WORKS

**GENERAL FUND
PUBLIC WORKS DEPARTMENT**

The Public Works Department includes only the Street and Drainage Division in the General Fund. The primary function of the Street and Drainage Division is to construct and maintain roads, bridges, sidewalks, and the storm water drainage system throughout the City. This year the Division will manage compliance with the NPDES General Permit for stormwater discharges.

Large capital projects for roads, bridges and sidewalks are funded with a transfer out of the General Fund to the Street Improvement Fund (Fund 09) annually. Large capital projects for storm water drainage projects are funded by Storm Water Drainage Fees and expended in the Storm Water Drainage Fund (Fund 03).

The chart below shows the portion of General Fund Expenditures allocated to the Public Works Department, which reflects 10.55% of the overall resources appropriated in the General Fund for FY2012.



Following is the five-year history of employees assigned to this department by division. The employees in this division make up 5.2% of the entire work force for the City.

FISCAL YEAR ENDING JUNE 30, 2012
Regular Employees
PUBLIC WORKS DEPARTMENT

	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>
STREETS / DRAINAGE	<u>19</u> ¹	<u>19</u>	<u>19</u>	<u>19</u>	<u>19</u>
TOTAL	<u><u>19</u></u>	<u><u>19</u></u>	<u><u>19</u></u>	<u><u>19</u></u>	<u><u>19</u></u>

Footnotes:

¹ Added 1 Stormwater Plan Review Inspector in FY2008.

A summary of expenditures for the past 4 years of this department is provided below. The total expenditures for the various divisions include all amounts required from both the General Fund and the Water and Sewer Fund to accomplish the level of services and goals of this department. The General Fund will provide \$2,015,212, Water and Sewer Fund will provide \$111,956, and the Storm Water Fund will provide \$111,956. The overhead rate for the Streets and Drainage Division is 5% for Water and Sewer, and 5% for Storm Water.

SUMMARY OF EXPENDITURES
PUBLIC WORKS DEPARTMENT

DIV. NO.	DIVISION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
652	STREETS / DRAINAGE	<u>2,176,484</u>	<u>2,070,271</u>	<u>2,236,138</u>	<u>2,154,600</u>	<u>2,239,124</u>
TOTAL EXPENDITURES		<u>\$ 2,176,484</u>	<u>\$ 2,070,271</u>	<u>\$ 2,236,138</u>	<u>\$ 2,154,600</u>	<u>\$ 2,239,124</u>
PUBLIC WORKS OVERHEAD		<u>(217,648)</u>	<u>(207,027)</u>	<u>(223,614)</u>	<u>(215,460)</u>	<u>(223,912)</u>
NET PUBLIC WORKS		<u>\$ 1,958,836</u>	<u>\$ 1,863,244</u>	<u>\$ 2,012,524</u>	<u>\$ 1,939,140</u>	<u>\$ 2,015,212</u>

**GENERAL FUND
PUBLIC WORKS DEPARTMENT**

Performance Benchmarks, Goals and Priorities

The Public Works Department continues to accomplish annual recurring departmental goals and priorities for FY2011 as follows:

- Install sidewalks / boardwalks.
- Acquire easements and begin construction for Hillside Drive retention project.
- Complete design of Main Street and 18th Avenue North Outfalls. Begin construction for Main Street Outfall.
- Complete construction for underground utilities on Highway 17 at 6th Avenue South.
- Complete construction for underground utilities on North Ocean Boulevard.

Goals and priorities for this upcoming budget continue programs already in place, as well as introducing some new ones. The following benchmarks, goals and priorities are provided for in FY2012:

- Maintain drainage system to prevent flooding and ensure compliance with MS4 permit.
- Sweep streets on schedule.
- Provide mosquito control spraying during season.
- Maintain streets and sidewalks for safe travel.

01-5-652 STREETS/DRAINAGE

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 748,318	\$ 787,264	\$ 826,346	\$ 805,000	\$ 823,055
014	OVERTIME	33,589	39,817	40,000	40,000	40,000
021	FICA	55,307	58,895	62,377	60,840	62,140
022	EMPLOYEE RETIREMENT	72,584	77,169	83,169	81,120	82,853
023	EMPLOYEE INSURANCE	121,879	134,718	162,000	150,000	153,900
030	TRAINING	6,827	5,976	4,000	4,000	4,000
040	WORKERS COMPENSATION	45,260	29,779	21,659	25,000	21,576
050	AWARDS	8,358	8,100	8,200	4,183	4,400
	* SUBTOTAL PERSONNEL *	<u>1,092,122</u>	<u>1,141,718</u>	<u>1,207,751</u>	<u>1,170,143</u>	<u>1,191,924</u>
110	CLOTHING/UNIFORMS	9,729	10,629	10,000	10,000	10,000
111	MATERIALS/SUPPLIES	276,130	351,111	400,000	361,000	429,000
112	OFFICE SUPPLIES	2,270	1,525	500	3,407	1,000
113	PRINTING AND BINDING	154	-	1,000	-	1,000
120	COMMUNICATIONS	6,491	6,617	7,200	6,800	7,200
121	UTILITIES	376,709	422,779	408,000	408,000	415,000
130	CONTRACTUAL SERVICES	39,668	20,933	31,187	31,000	40,000
131	REPAIRS/MAINTENANCE	8,566	3,096	12,000	10,000	14,000
132	PROFESSIONAL SERVICES	1,692	-	1,500	1,500	1,000
140	SUBSCRIPTIONS/DUES	3,078	462	750	500	750
141	TRAVEL / BUSINESS	54	569	750	750	750
142	ADVERTISING	257	507	500	500	500
150	VEHICLE OPERATIONS	64,053	58,420	50,000	50,000	40,000
151	FUEL	57,576	44,379	50,000	46,000	50,000
152	DAMAGE CLAIMS	50	7,526	-	-	-
	* SUBTOTAL OPERATING *	<u>846,477</u>	<u>928,553</u>	<u>973,387</u>	<u>929,457</u>	<u>1,010,200</u>
330	ROADS / BRIDGES	-	-	-	-	-
360	MOTOR VEHICLES	-	-	55,000	55,000	-
361	HEAVY EQUIPMENT	218,768	-	-	-	25,000
370	NON-MOBIL EQUIPMENT	12,466	-	-	-	12,000
380	OFFICE EQUIPMENT	6,651	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>237,885</u>	<u>-</u>	<u>55,000</u>	<u>55,000</u>	<u>37,000</u>
	** TOTAL EXPENDITURES **	<u>\$ 2,176,484</u>	<u>\$ 2,070,271</u>	<u>\$ 2,236,138</u>	<u>\$ 2,154,600</u>	<u>\$ 2,239,124</u>
LESS OVERHEAD ALLOCATION TO:						
	WATER & SEWER FUND 5%	217,648	207,027	111,807	107,730	111,956
	STORM WATER FUND 5%	-	-	111,807	107,730	111,956
	**LESS OVERHEAD TOTAL **	<u>217,648</u>	<u>207,027</u>	<u>223,614</u>	<u>215,460</u>	<u>223,912</u>
	TOTAL NET GENERAL FUND	<u>\$ 1,958,836</u>	<u>\$ 1,863,244</u>	<u>\$ 2,012,524</u>	<u>\$ 1,939,140</u>	<u>\$ 2,015,212</u>

DIVISION 652 STREETS/DRAINAGE

DIVISION NARRATIVE

This division provides for nineteen employees: a Superintendent, a Supervisor, a Stormwater Compliance Manager, four Crew Leaders, three Heavy Equipment Operators, three Maintenance Specialist / MEOs, two Tradesworkers, and four Bridge Operators. The employees in this division report to the Director of Public Works (the Director is charged directly to the Water & Sewer Utility Fund).

This division maintains and improves City streets, sidewalks, storm drainage system and street signs. Another major task is the tending of the Barefoot Resort turn bridge over the Intracoastal Waterway.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Superintendent, Streets and Drainage	1	26	\$ 93,794
Supervisor, Streets and Drainage	1	21	69,125
Bridge Crew Leader	1	17	52,030
Stormwater Program Compliance Manager	1	17	46,891
Crew Leader I	3	14	120,459
Heavy Equipment Operator (HEO)	3	13	115,397
Maintenance Specialist / Motor Equipment Operator	3	11/12	111,096
Tradesworker	2	9	59,973
Bridge Operator	4	9	131,801
Longevity/On Call Pay	<u>-</u>		<u>22,489</u>
TOTAL	19		<u>\$ 823,055</u>

DETAIL OF CAPITAL OUTLAY

<u>Description</u>	<u>Amount</u>	<u>Code</u>
Asphalt Roller	\$ 25,000	361
Mosquito Sprayer GPS	<u>12,000</u>	370
TOTAL	<u>\$ 37,000</u>	

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 0.1% increase is due to an increase in supplies, utilities, and contractual services.

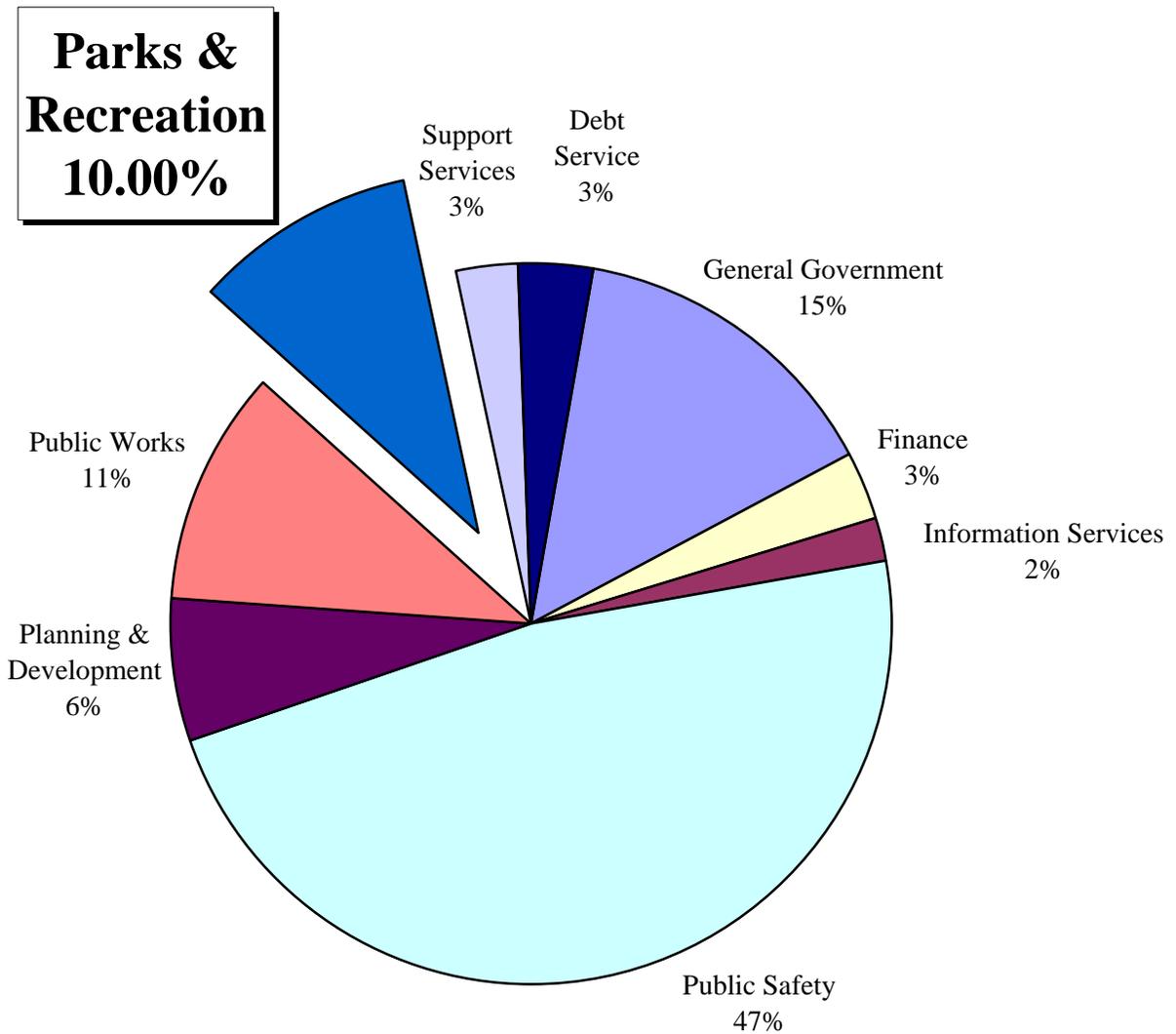
GENERAL FUND EXPENDITURES

PARKS & RECREATION

**GENERAL FUND
PARKS AND RECREATION DEPARTMENT**

The Parks and Recreation Department includes 3 divisions: Recreation and Parks & Grounds in the General Fund, and the Aquatic & Fitness Center Fund. The department supervises a wide range of recreational activities for all ages as well as the maintenance and care of City grounds, park facilities, and beach accesses, and the operations of the North Myrtle Beach Aquatic & Fitness Center.

The chart below shows the portion of General Fund Expenditures allocated to the Parks and Recreation Department, which reflects 10.00% of the overall resources appropriated in the General Fund for FY2012.



Following is the five-year history of employees assigned to this department by division. The employees in this department make up 4.9% of the entire work force for the City.

FISCAL YEAR ENDING JUNE 30, 2012
Regular Employees
PARKS AND RECREATION DEPARTMENT

	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>
RECREATION-ADMINISTRATION	6	6	3 ^{2,3}	4 ⁴	4
RECREATION-ATHLETICS	0	0	1 ²	1	1
RECREATION-PROGRAMS/EVENTS	0	0	2 ³	2	2
PARKS AND GROUNDS	<u>11</u> ¹	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>
TOTAL	<u>17</u>	<u>17</u>	<u>17</u>	<u>18</u>	<u>18</u>

Footnotes:

¹ Added 1 Tree Maintenance Technician in FY2008.

² Transferred Athletic Director Position from Recreation-Administration to Recreation-Athletics in FY2010.

³ Transferred Community Center/Special Events Director Position and Recreation Coordinator Position from Recreation-Administration to Recreation-Program/Events in FY2010.

⁴ Transferred in Beach Services Manager from Beach Services Fund in FY2011 and allocate costs thru overhead allocations.

A summary of expenditures for the past 4 years of this department is provided below. The total expenditures for the various divisions include all amounts required from the General Fund, Beach Services and Aquatic Center to accomplish the level of services and goals of this department. The General Fund will provide \$2,526,179, Beach Services will provide \$71,203, and the Aquatic Center Fund will provide \$17,801. The overhead rate for the Recreation Administration Division is 20% for Beach Services and 5% for Aquatic Center.

SUMMARY OF EXPENDITURES
PARKS AND RECREATION DEPARTMENT

DIV. NO.	DIVISION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
741	RECREATION - ADMINISTRATION	\$ 911,407	\$ 330,566	\$ 348,697	\$ 326,441	\$ 356,014
742	RECREATION - ATHLETICS	-	207,920	224,498	205,975	224,213
743	RECREATION - PROGRAMS/EVENTS	147	540,175	620,781	566,461	749,539
754	PARKS / GROUNDS	<u>1,644,241</u>	<u>1,237,730</u>	<u>1,248,500</u>	<u>1,178,422</u>	<u>1,285,416</u>
TOTAL EXPENDITURES		<u>\$ 2,555,795</u>	<u>\$ 2,316,391</u>	<u>\$ 2,442,476</u>	<u>\$ 2,277,299</u>	<u>\$ 2,615,182</u>
RECREATION OVERHEAD		<u>-</u>	<u>-</u>	<u>(87,174)</u>	<u>(81,610)</u>	<u>(89,004)</u>
NET PARKS AND RECREATION		<u>\$ 2,555,795</u>	<u>\$ 2,316,391</u>	<u>\$ 2,355,302</u>	<u>\$ 2,195,689</u>	<u>\$ 2,526,179</u>

**GENERAL FUND
PARKS AND RECREATION DEPARTMENT**

Performance Benchmarks, Goals and Priorities

The goals and priorities set forth in the FY2011 budget are underway and being accomplished as follows:

- Oversee planning, design, and construction of Central Park Renovation.
- Identify potential sites for new athletic complex/park.
- Oversee planning, design, and construction of new athletic complex.
- Develop and implement marketing strategies to maximize economic impact of sports tourism for City and new complex.
- Increase the maintenance standard of care for our parks, restrooms, turf, and street ends.
- Continue to improve department's special events, parades, and programming.

As the City of North Myrtle Beach continues to grow, the demands on the Parks and Recreation Department also increase. The department offers a wide variety of recreational activities with a relatively small staff. The following benchmarks, goals and priorities are provided for in FY2012.

- The Athletics Division will continue to spend budgeted money wisely through bidding out major expenses, including uniforms and equipment.
- In an effort to generate additional revenue, the Athletics division will continue to recruit sports tourism opportunities (i.e. Roller Derby).
- Continue to explore the possibility of field/team sponsorships to increase revenue and league exposure.
- Increase revenue by emphasizing the marketing of programs (Facebook, press releases, website, etc.).
- Increase revenue through facility rentals (market through Fun Zone, website, etc.).
- Increase accommodation revenue created by festivals/special events. Advertise festivals to drive markets.
- Create new programs/events to offer our community a variety of recreational programs, while minimally impacting budget costs.

01-5-741 RECREATION (ADMINISTRATION)

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 235,623	\$ 171,306	\$ 214,567	\$ 202,000	\$ 215,274
012	SALARY, PART-TIME	25,562	499	-	2,052	-
014	OVERTIME	578	608	500	463	500
015	SPECIAL ALLOWANCE	1,800	5,400	5,400	5,400	5,400
021	FICA	19,155	12,562	15,485	14,692	15,536
022	EMPLOYEE RETIREMENT	20,926	14,157	19,356	18,222	19,420
023	EMPLOYEE INSURANCE	32,539	22,242	32,400	28,800	32,400
030	TRAINING	3,146	-	1,000	1,000	2,500
040	WORKERS COMPENSATION	4,143	1,457	1,613	1,349	1,618
050	AWARDS	1,981	690	926	695	926
	* SUBTOTAL PERSONNEL *	<u>345,453</u>	<u>228,921</u>	<u>291,247</u>	<u>274,673</u>	<u>293,574</u>
110	CLOTHING/UNIFORMS	637	38	-	-	-
111	MATERIALS/SUPPLIES	135,652	15,073	-	1,500	2,300
112	OFFICE SUPPLIES	3,428	3,240	3,500	3,400	3,500
113	PRINTING/BINDING	18,870	20,759	23,000	21,000	23,000
120	COMMUNICATIONS	11,405	8,125	15,000	9,000	15,000
130	CONTRACTUAL SERVICES	203,023	16,770	14,450	14,000	15,140
131	REPAIRS/MAINTENANCE	4,932	11,345	-	191	-
132	PROFESSIONAL SERVICES	23,776	-	-	-	-
133	CLEAN CITY COMMITTEE	27,299	-	-	-	-
140	SUBSCRIPTIONS/DUES	1,845	-	1,000	1,000	1,000
141	TRAVEL / BUSINESS	3,330	-	500	500	500
142	ADVERTISING	42,819	102	-	1,177	2,000
150	VEHICLE OPERATIONS	234	-	-	-	-
151	FUEL	1,304	-	-	-	-
152	DAMAGE CLAIMS	-	-	-	-	-
	* SUBTOTAL OPERATING *	<u>478,554</u>	<u>75,452</u>	<u>57,450</u>	<u>51,768</u>	<u>62,440</u>
321	BUILDING IMPROVEMENTS	-	-	-	-	-
360	MOTOR VEHICLES	-	-	-	-	-
380	FURN. / OFFICE EQUIPMENT	87,400	26,193	-	-	-
	* SUBTOTAL CAPITAL *	<u>87,400</u>	<u>26,193</u>	<u>-</u>	<u>-</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 911,407</u>	<u>\$ 330,566</u>	<u>\$ 348,697</u>	<u>\$ 326,441</u>	<u>\$ 356,014</u>
LESS OVERHEAD ALLOCATION TO:						
	BEACH SERVICES FUND 20%	-	-	69,739	65,288	71,203
	AQUATIC CENTER FUND 5%	-	-	17,435	16,322	17,801
	**LESS OVERHEAD TOTAL **	<u>-</u>	<u>-</u>	<u>87,174</u>	<u>81,610</u>	<u>89,004</u>
	** TOTAL EXPENDITURES **	<u>\$ 911,407</u>	<u>\$ 330,566</u>	<u>\$ 261,523</u>	<u>\$ 244,831</u>	<u>\$ 267,011</u>

DIVISION 741 RECREATION (ADMINISTRATION)

DIVISION NARRATIVE

This division provides for four full-time employees: a Parks and Recreation Director, a Beach Services Manager, an Administrative Assistant, and a Secretary/Receptionist.

The Parks and Recreation Director and his associates coordinate citizen participation in recreation programs in the City to keep residents active and involved and to help promote the idea that recreation is important for community growth and development. The Director also publicizes all department activities through the news media and maintains and promotes the multi-purpose Community Center as a recreation facility, meeting place for citizen groups, and mini-convention possibilities.

The Beach Services Manager is responsible for the operations and personnel functions associated with the 100+ part-time employees hired during the summer as concession workers.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Parks and Recreation Director	1	31	\$ 93,037
Beach Services Manager	1	25	57,091
Administrative Assistant I	1	13	37,977
Secretary/Receptionist-Recreation	1	10	27,169
Longevity	-		-
TOTAL	4		\$ 215,274

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 2.1% increase is due to an increase in supplies and advertising.

01-5-742 RECREATION (ATHLETICS)

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ -	\$ 46,749	\$ 50,717	\$ 50,717	\$ 49,249
012	SALARY, PART-TIME	-	13,510	14,820	14,820	14,820
014	OVERTIME	-	-	-	36	-
021	FICA	-	4,374	4,719	4,719	4,613
022	EMPLOYEE RETIREMENT	-	3,604	4,057	4,060	3,940
023	EMPLOYEE INSURANCE	-	6,912	7,560	7,200	8,100
030	TRAINING	-	1,240	2,365	2,300	2,365
040	WORKERS COMPENSATION	-	605	492	492	481
050	AWARDS	-	650	231	231	695
	* SUBTOTAL PERSONNEL *	<u>-</u>	<u>77,644</u>	<u>84,961</u>	<u>84,575</u>	<u>84,263</u>
110	CLOTHING/UNIFORMS	-	-	500	500	500
111	MATERIALS/SUPPLIES	-	72,112	65,050	65,000	65,050
113	PRINTING/BINDING	-	324	750	750	750
130	CONTRACTUAL SERVICES	-	46,227	36,600	36,600	37,100
131	REPAIRS/MAINTENANCE	-	175	-	-	-
140	SUBSCRIPTIONS/DUES	-	2,222	2,050	2,050	2,050
141	TRAVEL / BUSINESS	-	7,716	33,087	15,000	33,000
142	ADVERTISING	-	1,500	1,500	1,500	1,500
152	DAMAGE CLAIMS	-	-	-	-	-
	* SUBTOTAL OPERATING *	<u>-</u>	<u>130,276</u>	<u>139,537</u>	<u>121,400</u>	<u>139,950</u>
321	BUILDING IMPROVEMENTS	-	-	-	-	-
360	MOTOR VEHICLES	-	-	-	-	-
380	FURN. / OFFICE EQUIPMENT	-	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ -</u>	<u>\$ 207,920</u>	<u>\$ 224,498</u>	<u>\$ 205,975</u>	<u>\$ 224,213</u>

DIVISION 742 RECREATION (ATHLETICS)

DIVISION NARRATIVE

This division provides for one full-time employee: an Athletic Director.

The Athletic Director is responsible for the department's sports programs. This individual oversees the youth baseball and softball, adult softball, youth soccer, youth flag and tackle football programs and the youth basketball programs.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Athletic Director	1	18	49,249
Longevity	-		-
TOTAL	1		<u>\$ 49,249</u>

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 0.1% decrease is due to a decrease in personnel expenditures.

01-5-743 RECREATION (PROGRAMS/EVENTS)

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ -	\$ 107,227	\$ 113,168	\$ 113,168	\$ 115,622
012	SALARY, PART-TIME	-	21,525	30,120	30,120	30,115
014	OVERTIME	-	200	-	-	-
021	FICA	-	8,884	10,317	10,317	10,493
022	EMPLOYEE RETIREMENT	-	10,395	11,883	10,751	12,140
023	EMPLOYEE INSURANCE	-	15,682	16,200	16,000	16,200
030	TRAINING	-	-	2,850	1,500	2,850
040	WORKERS COMPENSATION	-	1,382	1,075	1,075	1,094
050	AWARDS	-	1,083	1,388	1,390	1,389
	* SUBTOTAL PERSONNEL *	<u>-</u>	<u>166,378</u>	<u>187,001</u>	<u>184,321</u>	<u>189,903</u>
110	CLOTHING/UNIFORMS	-	-	500	400	500
111	MATERIALS/SUPPLIES	108	73,621	108,950	90,000	102,603
112	OFFICE SUPPLIES	-	890	-	-	-
113	PRINTING/BINDING	-	6,623	3,500	3,500	3,500
118	CLEANING SUPPLIES	-	-	-	-	6,347
120	COMMUNICATIONS	-	3,422	-	-	-
130	CONTRACTUAL SERVICES	-	209,599	210,150	210,000	207,006
131	REPAIRS/MAINTENANCE	-	6,318	1,000	1,000	102,650
132	PROFESSIONAL SERVICES	-	25	-	60	-
133	CLEAN CITY COMMITTEE	39	30,244	28,650	28,650	28,650
140	SUBSCRIPTIONS/DUES	-	515	980	980	980
141	TRAVEL / BUSINESS	-	96	150	150	2,500
142	ADVERTISING	-	40,486	76,400	45,000	76,400
150	VEHICLE OPERATIONS	-	613	1,000	900	1,000
151	FUEL	-	1,345	2,500	1,500	2,500
152	DAMAGE CLAIMS	-	-	-	-	-
	* SUBTOTAL OPERATING *	<u>147</u>	<u>373,797</u>	<u>433,780</u>	<u>382,140</u>	<u>534,636</u>
321	BUILDING IMPROVEMENTS	-	-	-	-	-
360	MOTOR VEHICLES	-	-	-	-	-
370	NON-MOBILE EQUIPMENT	-	-	-	-	25,000
380	FURN. / OFFICE EQUIPMENT	-	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,000</u>
	** TOTAL EXPENDITURES **	<u>\$ 147</u>	<u>\$ 540,175</u>	<u>\$ 620,781</u>	<u>\$ 566,461</u>	<u>\$ 749,539</u>

DIVISION 743 RECREATION (PROGRAMS/EVENTS)

DIVISION NARRATIVE

This division provides for two full-time employees: a Community Center/Special Events Director, and a Recreation Coordinator.

The Community Center/Special Events Director is responsible for the day to day operation of the J. Bryan Floyd Community Center and the coordination of community special events such as the Easter Egg Hunt, the Christmas Events and the many races that the Department sponsors throughout the year. This individual also serves as the City coordinator for the Keep North Myrtle Beach Beautiful Commission. The Community Center/Special Events Director supervises three part-time Recreation Leaders who provide staff support for all recreation programs.

The Recreation Coordinator oversees the development and operation of recreation instructional programs, cultural programs and programs for senior citizens.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Community Center/Special Events Director	1	18	63,417
Recreation Coordinator	1	16	48,669
Longevity	-		<u>3,536</u>
TOTAL	2		<u>\$ 115,622</u>

DETAIL OF CAPITAL OUTLAY

<u>Description</u>	<u>Amount</u>	Code
Software Upgrades	<u>\$ 25,000</u>	370
TOTAL	<u>\$ 25,000</u>	

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 20.7% increase is due to an increase in repairs and maintenance, and an increase in capital expenditures.

01-5-754 PARKS AND GROUNDS

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 432,359	\$ 444,524	\$ 453,986	\$ 448,000	\$ 449,050
012	SALARY, PART-TIME	63,289	69,944	104,390	104,000	104,390
014	OVERTIME	18,773	24,289	18,850	18,850	22,460
021	FICA	36,044	37,950	39,829	39,389	39,737
022	EMPLOYEE RETIREMENT	41,827	43,374	46,603	45,751	46,208
023	EMPLOYEE INSURANCE	75,960	95,646	89,100	85,000	89,100
030	TRAINING	4,582	2,638	6,000	3,000	6,000
040	WORKERS COMPENSATION	14,117	10,183	8,658	11,000	8,638
050	AWARDS	5,242	4,885	5,256	5,250	3,705
	* SUBTOTAL PERSONNEL *	<u>692,193</u>	<u>733,433</u>	<u>772,672</u>	<u>760,240</u>	<u>769,288</u>
110	CLOTHING/UNIFORMS	7,522	7,034	8,978	8,900	9,638
111	MATERIALS/SUPPLIES	134,335	166,672	145,000	140,000	157,100
112	OFFICE SUPPLIES	-	135	250	632	250
113	PRINTING/BINDING	130	324	1,000	750	1,000
120	COMMUNICATIONS	2,942	3,302	3,600	3,600	3,300
130	CONTRACTUAL SERVICES	133,839	123,417	162,000	122,500	143,100
131	REPAIRS/MAINTENANCE	17,671	24,956	42,000	35,000	37,200
132	PROFESSIONAL SERVICES	3,036	1,544	1,800	1,800	1,800
133	TREE CITY COMMITTEE	12,721	692	5,000	4,000	5,000
140	SUBSCRIPTIONS/DUES	6,647	1,675	1,900	1,900	1,900
141	TRAVEL / BUSINESS	310	-	2,000	1,000	2,000
142	ADVERTISING	2,312	252	1,000	300	1,000
150	VEHICLE OPERATIONS	32,709	28,232	27,500	26,000	28,000
151	FUEL	28,933	26,724	30,000	28,000	32,840
152	DAMAGE CLAIMS	1,460	-	-	-	-
	* SUBTOTAL OPERATING *	<u>384,567</u>	<u>384,959</u>	<u>432,028</u>	<u>374,382</u>	<u>424,128</u>
302	PARK IMPROVEMENTS	522,715	30,934	-	-	70,000
321	BUILDINGS IMPROVEMENTS	-	-	-	-	-
360	MOTOR VEHICLES	-	-	30,300	30,300	-
361	HEAVY EQUIPMENT	25,552	88,404	13,500	13,500	22,000
370	NON-MOBIL EQUIPMENT	19,214	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>567,481</u>	<u>119,338</u>	<u>43,800</u>	<u>43,800</u>	<u>92,000</u>
	** TOTAL EXPENDITURES **	<u>\$ 1,644,241</u>	<u>\$ 1,237,730</u>	<u>\$ 1,248,500</u>	<u>\$ 1,178,422</u>	<u>\$ 1,285,416</u>

DIVISION 754 PARKS AND GROUNDS

DIVISION NARRATIVE

This division provides for eleven full-time employees: a Public Grounds Superintendent, two Crew Leaders, two Heavy Equipment Operators, a Facilities and Amenities Maintenance Specialist, a Tree Maintenance Technician, three Landscape Technicians, and a Public Grounds Maintenance Worker. There are also 4 permanent part-time Landscape Technicians included in this division. This division is responsible for primary maintenance services of public grounds. These services include maintenance at public beach accesses, recreational ball fields, parks and grounds, medians and right-of-ways, utility areas, public parking lots, in addition to landscaping/beautification projects and structural repairs to municipal property.

Under the direction of the Superintendent, this division supplies materials and necessary labor to carry out beach maintenance such as dune walkover repairs and dune stabilization practices. Included is an integrated recreational activities and maintenance program relating to all sporting and special events.

This division also includes additional funds for advancing horticultural practices through professional associations and training.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Public Grounds Superintendent	1	25	\$ 82,674
Crew Leader I	2	14	91,818
Heavy Equipment Operator (HEO)	2	13	86,336
Facilities and Amenities Maintenance Specialist	1	13	35,326
Tree Maintenance Technician	1	13	42,790
Landscape Technician	3	12	81,018
Parks Maintenance Worker	1	9	25,536
Longevity/On Call Pay	<u>-</u>		<u>3,552</u>
TOTAL	11		<u>\$ 449,050</u>

DETAIL OF CAPITAL OUTLAY

<u>Description</u>	<u>Amount</u>	<u>Code</u>
Yow Park Improvements	\$ 70,000	302
Groundsmaster Bulk Mower	<u>22,000</u>	361
TOTAL	<u>\$ 92,000</u>	

BUDGET ANALYSIS

This division provides for the same level of service over the previous year's budget. The 3.0% increase is due to an increase in capital expenditures.

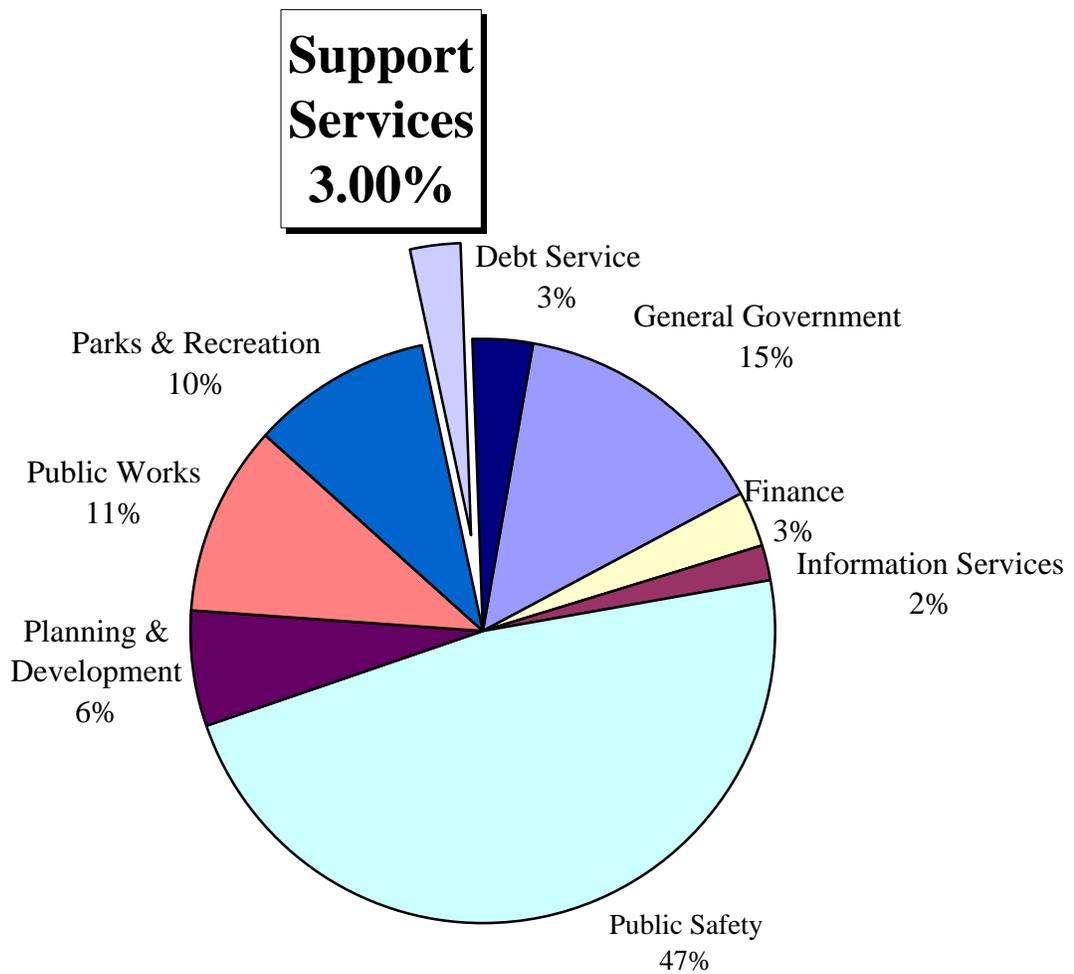
GENERAL FUND EXPENDITURES

SUPPORT SERVICES

**GENERAL FUND
SUPPORT SERVICES DEPARTMENT**

The Support Services Department includes 3 divisions: Purchasing, Fleet Maintenance, and Custodial/Facilities Maintenance. These divisions are under the supervision of the Assistant City Manager. The primary function of the Support Services Department is to oversee purchasing, inventory, fleet maintenance, fleet acquisition, and maintenance of City facilities.

The chart below shows the portion of General Fund Expenditures allocated to the Support Services Department, which reflects 3.00% of the overall resources appropriated in the General Fund for FY2012.



Following is the five-year history of employees assigned to this department by division. The employees in this department make up 5.4% of the entire work force for the City.

FISCAL YEAR ENDING JUNE 30, 2012
Regular Employees
SUPPORT SERVICES DEPARTMENT

	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>
PURCHASING	7	8 ³	7 ⁴	7	6 ⁶
FLEET MAINTENANCE	6 ¹	6	6	6	6
CUSTODIAL/FACILITIES MAINTENANCE	<u>5</u> ²	<u>5</u>	<u>5</u>	<u>8</u> ⁵	<u>8</u>
T O T A L	<u>18</u>	<u>19</u>	<u>18</u>	<u>21</u>	<u>20</u>

Footnotes:

¹ Added 1 Mechanic in FY2008.

² Added 1 Facility Maintenance Technician in FY2008.

³ Added a Support Services Clerk for FY2009.

⁴ Eliminated Support Services Clerk position for FY2010.

⁵ Transferred 2 Custodians from Aquatic and Fitness Center and 1 Beach Maintenance Worker from Beach Services for FY2011.

⁶ Eliminated Support Services Supervisor position for FY2012.

A summary of expenditures for the past 4 years of this department is provided below. Total expenditures include all amounts required from both the General Fund, the Water and Sewer Fund, the Solid Waste Fund, and the Aquatic Center Fund to accomplish the level of services and goals for this department. The General Fund will provide \$757,534, the Water and Sewer Fund \$411,429, the Solid Waste Fund \$128,786, the Beach Services Fund \$48,074, and the Aquatic Center Fund \$36,942. The Water and Sewer Fund, Solid Waste Fund, and Aquatic Center Fund record their share of these three divisions as an overhead allocation and not as direct charges to individual object codes like it does for divisions directly assigned to it. The overhead rates for these divisions are 51%, 4%, 1% and 4% respectively for the Purchasing Division, 16%, 20%, 4% and zero respectively for the Fleet Maintenance Division, and 25%, 4%, 5% and 4% respectively for Custodial/Facilities Maintenance Division.

SUMMARY OF EXPENDITURES
SUPPORT SERVICES DEPARTMENT

DIV. NO.	DIVISION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
822	PURCHASING	441,786	384,206	455,659	399,367	411,802
832	FLEET MAINTENANCE	419,747	426,534	470,666	451,490	459,218
842	CUSTODIAL/FACILITIES MAINT.	<u>431,105</u>	<u>409,359</u>	<u>492,039</u>	<u>557,649</u>	<u>511,745</u>
TOTAL EXPENDITURES		<u>\$ 1,292,638</u>	<u>\$ 1,220,099</u>	<u>\$ 1,418,364</u>	<u>\$ 1,408,506</u>	<u>\$ 1,382,765</u>
SUPPORT SERVICES OVERHEAD		<u>(592,479)</u>	<u>(552,601)</u>	<u>(673,240)</u>	<u>(660,005)</u>	<u>(625,231)</u>
NET SUPPORT SERVICES		<u>\$ 700,159</u>	<u>\$ 667,498</u>	<u>\$ 745,124</u>	<u>\$ 748,501</u>	<u>\$ 757,534</u>

**GENERAL FUND
SUPPORT SERVICES DEPARTMENT**

Performance Benchmarks, Goals and Priorities

The Support Services Department continues to work toward the accomplishment of its FY2011 goals:

- Control costs by enhancing energy efficiency in public buildings.
- Continue the process of the implementation of an automated purchasing system.
- Increase vehicle life span and decrease costs of purchasing new vehicles through preventative maintenance and refurbishing efforts.

As in other departments, new goals and priorities have been established for FY2012. The following benchmarks, goals and priorities outline the more significant goals for the Support Services Department:

- Continue to stream line the procurement process through automation and improved communications.
- Operate efficiently despite a reduction in personnel.

01-5-822 PURCHASING

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 308,695	\$ 266,255	\$ 310,202	\$ 274,000	\$ 282,033
014	OVERTIME	2,371	1,494	2,000	2,000	1,000
021	FICA	22,060	18,735	22,479	19,872	20,378
022	EMPLOYEE RETIREMENT	26,024	23,323	28,098	23,736	25,473
023	EMPLOYEE INSURANCE	46,599	45,025	56,700	49,000	48,600
030	TRAINING	1,901	-	5,000	2,000	5,000
040	WORKERS COMPENSATION	6,536	5,054	4,059	4,059	3,679
050	AWARDS	3,088	2,099	2,221	2,000	1,389
	* SUBTOTAL PERSONNEL *	<u>417,274</u>	<u>361,985</u>	<u>430,759</u>	<u>376,667</u>	<u>387,552</u>
110	CLOTHING/UNIFORMS	1,216	1,096	1,500	1,250	1,500
111	MATERIALS/SUPPLIES	7,319	6,120	8,000	6,750	8,000
112	OFFICE SUPPLIES	3,644	2,536	2,000	2,000	2,000
113	PRINTING/BINDING	1,310	-	825	825	500
120	COMMUNICATIONS	4,526	5,668	5,000	4,800	5,000
130	CONTRACTUAL SERVICES	1,645	3,767	3,250	3,000	3,000
131	REPAIRS/MAINTENANCE	147	17	-	-	-
132	PROFESSIONAL SERVICES	362	-	-	-	-
140	SUBSCRIPTIONS/DUES	1,115	510	1,075	1,075	1,000
141	TRAVEL / BUSINESS	-	896	250	250	250
142	ADVERTISING	76	-	1,000	500	1,000
150	VEHICLE OPERATIONS	517	195	500	750	500
151	FUEL	2,635	1,416	1,500	1,500	1,500
	* SUBTOTAL OPERATING *	<u>24,512</u>	<u>22,221</u>	<u>24,900</u>	<u>22,700</u>	<u>24,250</u>
360	MOTOR VEHICLES	-	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 441,786</u>	<u>\$ 384,206</u>	<u>\$ 455,659</u>	<u>\$ 399,367</u>	<u>\$ 411,802</u>
LESS OVERHEAD ALLOCATION TO:						
	WATER & SEWER FUND 51%	225,311	195,946	232,387	203,676	210,019
	SOLID WASTE FUND 4%	17,671	15,368	18,226	15,975	16,472
	BEACH SERVICES FUND 1%	4,418	3,842	4,557	3,994	4,118
	AQUATIC CENTER FUND 4%	17,671	15,368	18,226	15,975	16,472
	**LESS OVERHEAD TOTAL **	<u>265,071</u>	<u>230,524</u>	<u>273,396</u>	<u>239,620</u>	<u>247,081</u>
TOTAL NET GENERAL FUND		<u>\$ 176,715</u>	<u>\$ 153,682</u>	<u>\$ 182,263</u>	<u>\$ 159,747</u>	<u>\$ 164,721</u>

DIVISION 822 PURCHASING

DIVISION NARRATIVE

This division provides for six employees: a Materials & Facilities Supervisor, two Buyers, a Procurement Clerk, a Materials and Inventory Technician, and a Warehouse Clerk. This division is responsible for most purchases for the City and receives, issues, and stores inventory at its central warehouse facility.

The Materials and Facilities Supervisor receives, issues, stores, and maintains the inventory, as well as issues keys to the City's gas pump system, maintains the system, and supervises the Custodial/Facilities Maintenance division, and the custodial staff for the Aquatic Center that is charged directly to that Fund. The Inventory Management Technician and Warehouse Clerk assists the Materials and Facilities Supervisor.

The Buyers are responsible for small dollar purchases less than \$10,000 in value and prepares purchase orders.

The Procurement Clerk assists the purchasing staff in all duties.

This division also handles all impounded vehicles and acts as a central clearinghouse for surplus material.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Materials & Facilities Supervisor	1	21	53,195
Buyer	2	14	98,085
Procurement Clerk	1	13	49,223
Materials and Inventory Technician	1	13	41,651
Warehouse Clerk	1	11	34,193
Longevity	-		<u>5,686</u>
TOTAL	6		<u>\$ 282,033</u>

BUDGET ANALYSIS

This division provides for a decreased level of service over the previous year's budget. The 9.6% decrease is due to a decrease in personnel expenditures.

01-5-832 FLEET MAINTENANCE

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 273,076	\$ 282,295	\$ 302,076	\$ 301,000	\$ 297,309
014	OVERTIME	4,324	544	4,000	1,000	2,000
021	FICA	19,328	19,785	22,344	22,046	21,850
022	EMPLOYEE RETIREMENT	26,697	27,906	31,116	30,502	30,230
023	EMPLOYEE INSURANCE	41,211	46,197	48,600	48,600	48,600
030	TRAINING	3,233	796	6,000	6,000	4,000
040	WORKERS COMPENSATION	8,914	6,131	4,591	4,591	4,490
050	AWARDS	2,719	2,499	2,589	2,589	1,389
	* SUBTOTAL PERSONNEL *	<u>379,502</u>	<u>386,153</u>	<u>421,316</u>	<u>416,328</u>	<u>409,868</u>
110	CLOTHING/UNIFORMS	4,486	5,085	5,000	5,000	5,000
111	MATERIALS/SUPPLIES	12,358	15,283	8,000	8,000	8,000
112	OFFICE SUPPLIES	868	411	500	500	500
113	PRINTING/BINDING	-	118	400	512	400
120	COMMUNICATIONS	472	-	300	-	300
130	CONTRACTUAL SERVICES	5,619	3,064	5,400	4,000	5,400
131	REPAIRS/MAINTENANCE	1,386	2,861	13,600	3,500	13,600
140	SUBSCRIPTIONS/DUES	3,205	2,535	1,650	1,650	1,650
141	TRAVEL / BUSINESS	-	-	-	-	-
150	VEHICLE OPERATIONS	4,548	5,104	4,500	4,500	4,500
151	FUEL	7,303	5,920	10,000	7,500	10,000
152	DAMAGE CLAIMS	-	-	-	-	-
	* SUBTOTAL OPERATING *	<u>40,245</u>	<u>40,381</u>	<u>49,350</u>	<u>35,162</u>	<u>49,350</u>
360	MOTOR VEHICLES	-	-	-	-	-
380	FURN. / OFFICE EQUIPMENT	-	-	-	-	-
	* SUBTOTAL CAPITAL *	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	** TOTAL EXPENDITURES **	<u>\$ 419,747</u>	<u>\$ 426,534</u>	<u>\$ 470,666</u>	<u>\$ 451,490</u>	<u>\$ 459,218</u>
LESS OVERHEAD ALLOCATION TO:						
	WATER & SEWER FUND 16%	67,160	68,246	75,307	72,238	73,474
	SOLID WASTE FUND 20%	83,949	85,307	94,133	90,298	91,844
	BEACH SERVICES FUND 4%	16,790	17,061	18,827	18,060	18,369
	**LESS OVERHEAD TOTAL **	<u>167,899</u>	<u>170,614</u>	<u>188,267</u>	<u>180,596</u>	<u>183,687</u>
	TOTAL NET GENERAL FUND	<u>\$ 251,848</u>	<u>\$ 255,920</u>	<u>\$ 282,399</u>	<u>\$ 270,894</u>	<u>\$ 275,531</u>

DIVISION 832 FLEET MAINTENANCE

DIVISION NARRATIVE

This division provides for six employees: a Fleet Management Superintendent, and five Mechanics.

This division maintains over 400 pieces of rolling stock and all other equipment such as lawnmowers, generators, etc., in proper working condition. Additionally, it conducts a Preventive Maintenance Program on vehicles and decides when it is necessary to farm out work or make repairs in the shop. This division makes an average of 15 repairs daily and has personnel on standby for emergency repairs on weekends and holidays. The division also performs minor fabrication work, and performs emergency repairs and towing, as well as service calls.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Fleet Management Superintendent	1	25	\$ 83,914
Mechanic	5	14	213,395
Longevity	-		-
TOTAL	6		<u>\$ 297,309</u>

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 2.4% decrease is due to a decrease in personnel expenditures.

01-5-842 CUSTODIAL / FACILITIES MAINTENANCE

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
011	SALARY, REGULAR	\$ 151,930	\$ 168,621	\$ 245,139	\$ 245,139	\$ 252,517
012	SALARY, PART-TIME	-	-	-	-	-
014	OVERTIME	8,147	4,718	6,000	5,000	4,000
021	FICA	11,470	12,025	17,329	17,260	17,700
022	EMPLOYEE RETIREMENT	15,465	16,164	25,114	25,014	25,652
023	EMPLOYEE INSURANCE	35,990	37,024	63,720	60,500	64,800
030	TRAINING	-	165	1,600	1,600	1,000
040	WORKERS COMPENSATION	2,026	1,792	1,884	1,883	1,923
050	AWARDS	3,266	3,463	2,853	2,853	1,853
	* SUBTOTAL PERSONNEL *	<u>228,294</u>	<u>243,972</u>	<u>363,639</u>	<u>359,249</u>	<u>369,445</u>
110	CLOTHING/UNIFORMS	3,759	2,995	4,000	4,000	3,000
111	MATERIALS/SUPPLIES	45,939	46,930	30,000	30,000	30,000
120	COMMUNICATIONS	1,761	1,944	1,800	1,800	1,800
130	CONTRACTUAL SERVICES	16,842	8,106	8,000	8,000	8,000
131	REPAIRS/MAINTENANCE	85,232	101,340	80,000	150,000	80,000
142	ADVERTISING	246	-	700	700	500
150	VEHICLE OPERATIONS	2,109	372	900	900	1,000
151	FUEL	2,858	3,700	3,000	3,000	3,000
	* SUBTOTAL OPERATING *	<u>158,746</u>	<u>165,387</u>	<u>128,400</u>	<u>198,400</u>	<u>127,300</u>
360	MOTOR VEHICLES	44,065	-	-	-	-
370	NON-MOBILE EQUIPMENT	-	-	-	-	15,000
	* SUBTOTAL CAPITAL *	<u>44,065</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,000</u>
	** TOTAL EXPENDITURES **	<u>\$ 431,105</u>	<u>\$ 409,359</u>	<u>\$ 492,039</u>	<u>\$ 557,649</u>	<u>\$ 511,745</u>
LESS OVERHEAD ALLOCATION TO:						
	WATER & SEWER FUND 25%	125,021	118,715	123,009	139,412	127,936
	SOLID WASTE FUND 4%	17,244	16,374	19,682	22,306	20,470
	BEACH SERVICES FUND 5%	-	-	49,204	55,765	25,587
	AQUATIC CENTER FUND 4%	17,244	16,374	19,682	22,306	20,470
	**LESS OVERHEAD TOTAL **	<u>159,509</u>	<u>151,463</u>	<u>211,577</u>	<u>239,789</u>	<u>194,463</u>
	TOTAL NET GENERAL FUND	<u>\$ 271,596</u>	<u>\$ 257,896</u>	<u>\$ 280,462</u>	<u>\$ 317,860</u>	<u>\$ 317,282</u>

DIVISION 842 CUSTODIAL / FACILITIES MAINTENANCE

DIVISION NARRATIVE

This division provides for eight employees: a Facility/Maintenance Technician, a Lead Custodians, a Maintenance Worker, and five Custodians. This service has been provided in-house since FY2003 because it was no longer cost-effective to hire an outside custodial service.

The custodians are assigned cleaning duties and miscellaneous building maintenance duties such as changing light bulbs, general repairs, etc. They are responsible for all facilities including ocean front and park restrooms.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Facility/Maintenance Technician	1	13	\$ 48,740
Lead Custodian	1	9	31,106
Custodian	5	8	142,249
Maintenance Worker	1	9	27,020
Longevity	-		<u>3,402</u>
TOTAL	8		<u>\$ 252,517</u>

DETAIL OF CAPITAL OUTLAY

<u>Description</u>	<u>Amount</u>	<u>Code</u>
Used Scissor Lift with Platform	<u>\$ 15,000</u>	370
TOTAL	<u>\$ 15,000</u>	

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The 13.1% increase is due to an increase in capital expenditures.

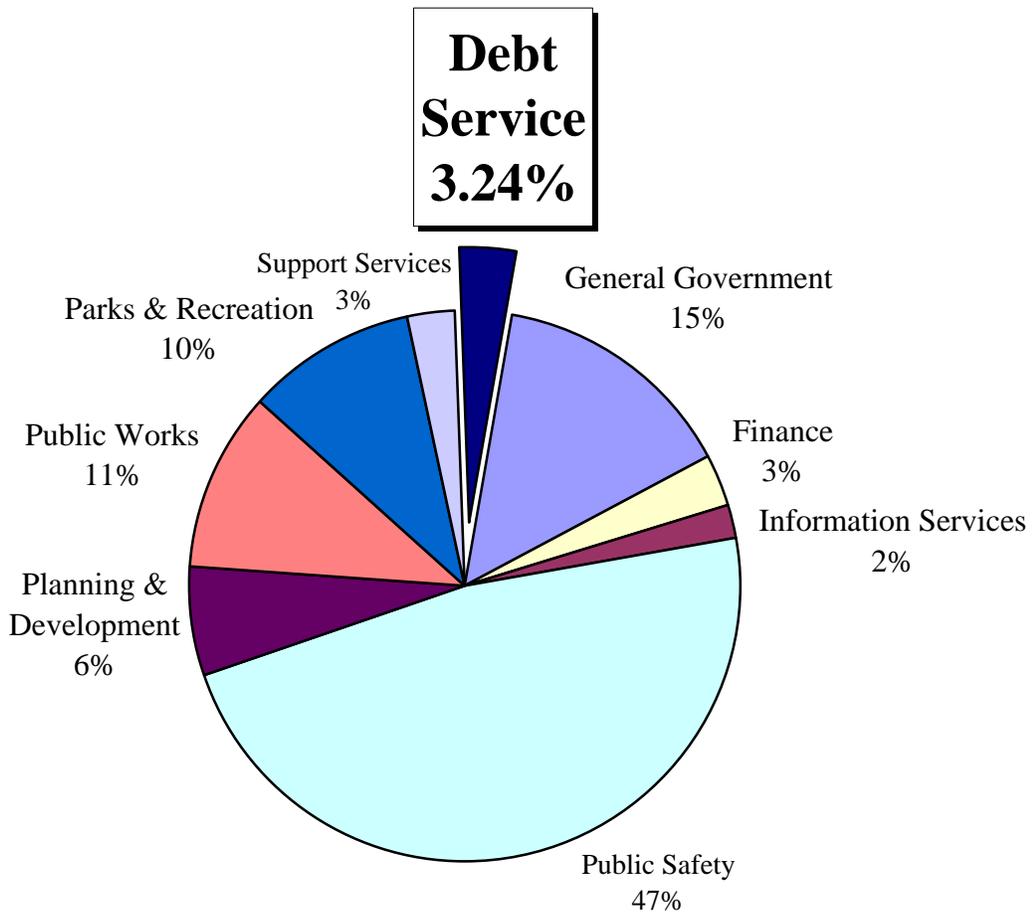
GENERAL FUND EXPENDITURES

DEBT SERVICE and OTHER FINANCING USES

**GENERAL FUND
DEBT SERVICE DEPARTMENT**

The Debt Service Department includes principal and interest payments, as well as agent fees for General Obligation Debt. The City of North Myrtle Beach does not maintain a Debt Service Fund for General Obligation Debt since there is no obligation to accumulate funds for debt service. An overview and discussion of the General Obligation Debt of the City and its impact on the City's overall financial position is provided in the division narrative for Debt Service which follows.

The chart below shows the portion of General Fund Expenditures allocated to the Debt Service Department, which reflects 3.24% of the overall resources appropriated in the General Fund for FY2012.



GENERAL FUND
DEBT SERVICE DEPARTMENT

No employees are assigned to this department. Only debt payments and related expenditures are recorded here.

A summary of expenditures for the past 4 years of this department is provided below. This department has no overhead allocation. Any General Obligation Debt for the Water and Sewer Fund, Solid Waste Fund, Storm Water Drainage Fund or Aquatic Center Fund would be recorded directly into the effected fund. For the current budget year, no General Obligation Debt is being funded or used by the other funds.

FISCAL YEAR ENDING JUNE 30, 2012
01-5-911 DEBT SERVICE
DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
410	DEBT/PRINCIPAL	\$ 1,141,396	\$ 1,626,708	\$ 1,065,403	\$ 1,065,403	\$ 654,703
415	DEBT/INTEREST	139,446	219,382	183,342	183,342	144,348
420	AGENTS FEES	<u>288</u>	<u>33,382</u>	<u>27,658</u>	<u>27,658</u>	<u>20,000</u>
TOTAL NET DEBT SERVICE		<u>\$ 1,281,130</u>	<u>\$ 1,879,472</u>	<u>\$ 1,276,403</u>	<u>\$ 1,276,403</u>	<u>\$ 819,051</u>

Performance Benchmarks, Goals & Priorities

As of this writing, no specific debt issue has been defined for the General Fund. However, current discussions concerning the purchase and development of sports tourism facilities are underway and the debt service would most likely be paid out of a debt service fund.

DIVISION 911 DEBT SERVICE

DIVISION NARRATIVE

Overview of Debt Policies

Debt service payments for the General Fund are 3.2% of the total General Fund expenditures.

The last general obligation bond issue was sold in FY2009 in order to provide funding for the paving of Watertower Road. The bond issue totaled \$5.1 million with a 10-year repayment schedule. Even though these bonds were the largest General Obligation issue in the City's history, it has had little impact on the City's overall financial position, since we are still well under our debt limit.

The debt limit imposed by the State of South Carolina on local governments prevents them from incurring high levels of debt without voter approval. Article 10, Section 14.7(a) of the South Carolina Constitution limits General Obligation debt to 8% of assessed value of all taxable property. The assessed value in North Myrtle Beach is 6.0% of market value. The debt limit for North Myrtle Beach for FY2012 is estimated at \$28,750,000 which is extremely low compared to the City's approximate market value of \$5,989,583,300. The table below provides for the City's FY2012 Legal Debt Margin. The limitation imposed by the Constitution of the State of South Carolina has played a role in keeping debt service payments at a low level.

COMPUTATION OF LEGAL DEBT MARGIN

JULY 1, 2011

ASSESSED VALUATION	\$359,375,000
Maximum General Obligation Debt Limit to 8% of Total Assessed Valuation	\$28,750,000
Outstanding Bonds Chargeable to Debt Limit	\$4,392,518
LEGAL DEBT LIMIT MARGIN - JULY 1, 2011	\$24,357,482

Another factor that has contributed to holding down annual debt service expenditures is the ongoing policy to fund infrastructure improvements and capital purchases on a pay-as-you-go basis. This financing methodology has seen the construction of three City parks, numerous oceanfront improvements, highway medians, 27 miles of paved streets and related storm drainage and over \$10 million in vehicles and equipment. In fact, \$664,840 in capital and infrastructure is budgeted in the General Fund for FY2012.

Short-Term Debt

The City maintains adequate fund balances to avoid tapping into the short-term note market to provide for operating funds. A minimum undesignated fund balance of 35% is maintained to provide cash resources to fund necessary services during low-revenue months at the beginning of the fiscal year. The undesignated fund balance for July 2011 is estimated to be approximately \$10 million, or 39.5% of FY2012 expenditures.

Existing Debt

The following table lists the outstanding General Obligation Bonds and the lease purchase obligation as of July 1, 2011:

<u>General Obligation Bond</u>	<u>Date of Issue</u>	<u>Interest Rate</u>	<u>Outstanding JULY 1, 2011</u>	<u>Final Due Date</u>
Refunding	02/03/1992	5.25 - 7.25%	\$ 186,000	02/01/2012
Municipal Roads	4/22/2009	3.26%	<u>4,206,518</u>	4/22/2019
		TOTAL	<u>\$ 4,392,518</u>	

Annual debt service requirements for the above General Obligation Bonds to maturity are summarized below:

Fiscal	Interest	Principal	Total
2012	144,348	654,703	799,051
2013	121,853	483,983	605,836
2014	106,075	499,761	605,836
2015	89,783	516,053	605,836
2016	72,959	532,876	605,835
2017	55,588	550,248	605,836
2018	37,650	568,186	605,836
2019	19,127	586,709	605,836

Conclusion

It has been the policy of the City to issue debt only when other financing alternatives are not available. This policy has enabled the City to keep debt service payments low as a percentage of overall expenditures.

The City's overall financial position is strong. Even though some revenues have shown a decline, the City is reducing expenditures in order to have a budget surplus for FY2012 . The City of North Myrtle Beach will continue to apply sound financial policies to its debt service needs in order to maximize this valuable financing mechanism.

Future Debt Planning

The City is currently exploring the possibility of building additional recreational facilities for sports tourism. Should this project be approved and an appropriate site purchased, then a substantial bond issue of around \$15,000,000 will be necessary to fund construction of the facilities.

GENERAL FUND
OTHER FINANCING USES

No employees are assigned to this division. Only transfers to other funds are recorded here. A summary of expenditures for the past 4 years of this division is provided below. This division has no overhead allocation. The purpose of this division is to account for funds transferred from the General Fund to other funds in order to purchase or construct City infrastructure assets.

The transfer to the Street Improvement Fund is for resurfacing, sidewalks, intersection improvements, and Beach access improvements. It has been the policy of the City to transfer funds annually to the Street Improvement Fund to continue its ongoing street improvement program.

FISCAL YEAR ENDING JUNE 30, 2012
01-5-915 OTHER FINANCING USES
DETAIL OF EXPENDITURES

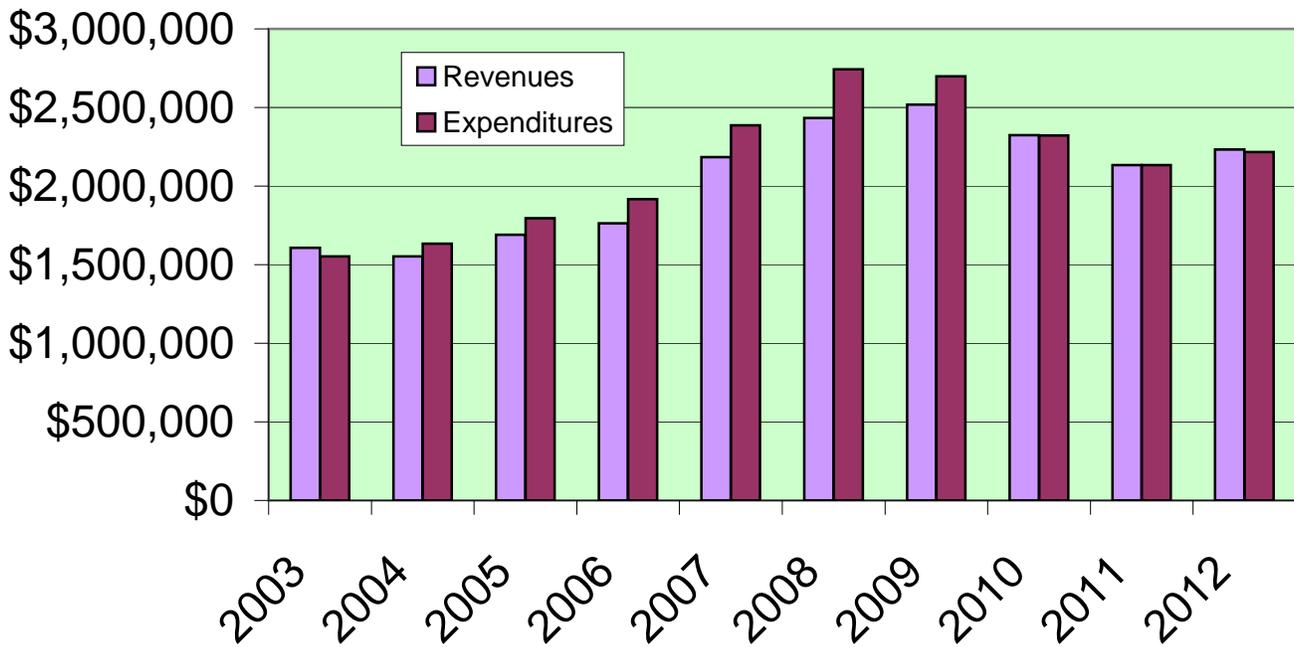
CODE	CLASSIFICATION	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 BUDGETED	FY2011 ESTIMATED	FY2012 BUDGETED
708	Transfer to Capital Impr. Fund	\$ 1,800,000	\$ 1,500,000	\$ 1,550,000	\$ 1,995,000	\$ 1,500,000
709	Transfer to Street Impr. Fund	750,000	650,000	600,000	600,000	650,000
726	Transfer to Museum	<u>61,500</u>	<u>30,000</u>	<u>20,000</u>	<u>20,000</u>	<u>-</u>
TOTAL OTHER FINANCING USES		<u>\$ 2,611,500</u>	<u>\$ 2,180,000</u>	<u>\$ 2,170,000</u>	<u>\$ 2,615,000</u>	<u>\$ 2,150,000</u>

ACCOMMODATIONS TAX FUND

ACCOMMODATIONS TAX FUND

The Accommodations Tax Fund accounts for the City's share of the 2% additional sales tax levied on the rental of transient accommodations. Use of the revenues is restricted to the promotion of tourism (at least 30%) and other tourist-related activities.

REVENUES AND EXPENDITURES COMPARISON BUDGETS FOR PAST 10 FISCAL YEARS



For FY2012 the City of North Myrtle Beach has budgeted an increase in Accommodations Tax receipts.

The budget for FY2012 appropriates \$2,215,703 of expenditures. This fund has budgeted \$2,232,600 in revenues for FY2012. The Accommodations Tax Advisory Committee, which makes expenditure recommendations to the Mayor and City Council, would like to maintain a minimum fund balance. The above table summarizes the budgeted revenue and expenditure history for the previous 10 fiscal years.

ACCOMMODATIONS TAX FUND

Performance Benchmarks, Goals and Priorities

Due to the heavy impact of tourism on the City's General Fund, a large portion of the Accommodations Tax Fund is used to supplement the General Fund. The following outlines the benchmarks, goals and priorities accomplished during FY2011:

- The North Myrtle Beach Area Chamber of Commerce received the City's advertising funds.

Many of the programs for this fund are ongoing. The following outlines the benchmarks, goals and priorities for FY2012:

- The North Myrtle Beach Area Chamber of Commerce will receive the City's advertising funds.
- Accommodations Funds will supplement tourist related activities within the General Fund, Solid Waste Fund, Beach Renourishment Fund, Beach Services Fund, Street Improvement Fund for the City of North Myrtle Beach.

**FISCAL YEAR ENDING JUNE 30, 2012
REVENUES AND EXPENDITURES
ACCOMMODATIONS TAX FUND**

DIVISION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
REVENUES:					
Accommodations Tax Receipts	2,272,498	2,115,477	2,132,750	2,226,011	2,230,600
Grant - Water Quality Monitoring	-	-	-	-	-
Interest	<u>2,781</u>	<u>172</u>	<u>200</u>	<u>400</u>	<u>2,000</u>
TOTAL REVENUES	<u>\$ 2,275,279</u>	<u>\$ 2,115,649</u>	<u>\$ 2,132,950</u>	<u>\$ 2,226,411</u>	<u>\$ 2,232,600</u>
EXPENDITURES:					
Public Safety	452,446	336,271	195,651	195,651	251,128
Public Works	376,852	374,275	233,545	233,545	272,498
Parks & Recreation	<u>1,620,784</u>	<u>1,374,814</u>	<u>1,703,554</u>	<u>1,697,857</u>	<u>1,692,077</u>
TOTAL EXPENDITURES	<u>\$ 2,450,082</u>	<u>\$ 2,085,360</u>	<u>\$ 2,132,750</u>	<u>\$ 2,127,053</u>	<u>\$ 2,215,703</u>
REVENUES OVER (UNDER) EXPENDITURES	<u>(174,803)</u>	<u>30,289</u>	<u>200</u>	<u>99,358</u>	<u>16,897</u>
FUND BALANCE - BEGINNING	<u>150,546</u>	<u>(24,257)</u>	<u>6,032</u>	<u>6,032</u>	<u>105,390</u>
FUND BALANCE - ENDING	<u>\$ (24,257)</u>	<u>\$ 6,032</u>	<u>\$ 6,232</u>	<u>\$ 105,390</u>	<u>\$ 122,287</u>

The list on the following two pages specifies the programs to be funded by the Accommodations Tax Fund for FY2012. Some of the funds will be provided to outside agencies in the amount of \$1,193,100.

Many of the programs are supplements to the City of North Myrtle Beach services. These are transferred in as a revenue to the applicable fund to partially offset the expenditures budgeted for those items. The total transfer to the General Fund for FY2012 is \$654,723. In addition, \$149,814 is being transferred to the Solid Waste Fund, \$13,657 to the Beach Renourishment Fund, \$136,829 to the Beach Services Fund, \$14,157 to the Storm Water Drainage Fund, and \$53,963 to the Street Improvement Fund.

**ACCOMMODATIONS TAX FUND PROJECTS
FISCAL YEAR 2012**

	<u>BUDGET</u> <u>FY 2011</u>	<u>REQUEST</u> <u>FY 2012</u>	<u>BUDGET</u> <u>FY 2012</u>	<u>GL</u> <u>ACCT.#</u>
30% ADVERTISING ALLOCATION	673,500	704,400	704,400	4-5-756-180
<u>Services Grand Strand</u>				
1 NMB Chamber of Commerce	599,173	740,475	480,000	4-5-756-181
2 Horry County Arts and Cultural Council	2,500	-	-	4-5-756-183
3 NMB Rescue Squad	-	47,400	-	4-5-756-182
4 Dixie Chicken Fishing Funament	4,286	5,000	5,000	4-5-756-183
5 The Long Bay Symphony	1,743	7,000	1,500	4-5-756-183
6 Horry County Museum Foundation	-	25,000	-	4-5-756-183
7 North Myrtle Beach Pilot Club, Inc.	-	3,158	2,200	4-5-756-183
<u>Public Safety Department</u>				
8 Public Safety Salary Supplement	88,205	209,000	85,086	1-5-4xx-011
9 Public Safety Overtime	38,780	95,000	35,571	1-5-4xx-014
10 Memorial Day Weekend	21,924	35,000	20,714	1-5-422-130
11 Beach Patrol Salary/Benefit Supplement	46,742	100,000	40,857	1-5-424-012
12 Patrol Vehicles	-	165,000	53,429	1-5-422-360
<u>Public Works Department</u>				
13 Beach Renourishment Monitoring	14,838	36,000	13,657	10-5-742-132
14 Beach Water Quality Monitoring	17,240	27,000	14,157	3-5-930-132
15 Underground Utility Conversion	19,656	100,000	24,977	9-5-940-314
16 Handicap Beach Access Ramps	-	80,000	28,986	9-5-940-303
17 Intersection & Sidewalk Improvements	22,717	100,000	30,936	1 to 9-5-940
18 Street Dept. Overtime (traffic control)	9,837	30,000	9,971	1-5-652-014
19 Sanitation Overtime (trash collection)	8,551	30,000	9,971	15-5-671-014
20 Litter Collection	42,737	130,000	47,786	15-5-673-011
21 Beach Cleaning	97,969	220,000	92,057	15-5-674-all

**ACCOMMODATIONS TAX FUND PROJECTS
FISCAL YEAR 2012**

	<u>BUDGET</u> <u>FY 2011</u>	<u>REQUEST</u> <u>FY 2012</u>	<u>BUDGET</u> <u>FY 2012</u>	<u>GL</u> <u>ACCT.#</u>
<u>Parks & Grounds</u>				
22 Public Grounds Salary Supplement	43,841	123,040	36,959	1-5-754-011
23 Public Toilet Rentals/Maintenance	14,277	25,660	12,538	1-5-754-130
24 Parking Lot Resurfacing	4,764	14,052	6,674	1-5-754-130
25 Right-of-Way Mowing	47,786	106,485	42,871	1-5-754-130
26 Sand Fence & Dune Maintenance	-	76,911	31,109	1-5-754-111
27 Landscaping	12,521	61,018	19,501	1-5-754-111
28 Christmas Decorating	9,957	36,752	10,000	1-5-754-111
<u>Recreation Department</u>				
29 Summer Concert Series	30,000	35,675	30,000	1-5-743-xxx
30 Mayfest on Main	28,881	128,700	31,417	1-5-743-xxx
31 St. Patrick's Day Festival and Parade	13,486	43,200	23,640	1-5-743-xxx
32 Irish Italian Festival	13,429	48,600	17,749	1-5-743-xxx
33 Music on Main	30,000	35,675	30,000	1-5-743-xxx
34 Southeastern Wheelchair Games	3,100	10,000	4,529	1-5-743-xxx
35 Family Fun Run	2,164	5,000	2,157	1-5-743-xxx
36 NMB Winter Run	2,164	3,500	1,550	1-5-743-xxx
37 North Myrtle Beach Triathlon	11,774	8,000	3,586	1-5-743-xxx
38 Powerlifting Meet	7,150	9,000	2,443	1-5-743-xxx
39 Kids Triathlon		3,450	2,011	1-5-743-xxx
40 Masters Swim Meet	-	6,700	2,640	1-5-743-xxx
41 Promotion of Sports Tourism & Complexes	24,537	65,000	30,000	1-5-742-xxx
<u>Beach Services</u>				
42 Lifeguard Salaries	100,000	450,000	131,629	16-5-761-012
43 4 Wheel Drive ATV's		49,500	15,471	1-5-424-360
44 USLA Lifeguard Competition		15,200	4,660	16-5-761-111
<u>Support Services Division</u>				
45 Custodial Services Restrooms	23,685	35,000	21,314	1-5-842-xxx
TOTAL	<u>\$ 2,133,914</u>	<u>\$ 4,285,551</u>	<u>\$ 2,215,703</u>	

**ACCOMMODATIONS TAX FUND
04-5-756 CITY IMPROVEMENTS**

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
132	Beach Water Quality Monitoring	\$ 36,189	\$ 15,009	\$ 17,240	\$ 17,240	\$ -
180	30% Advertising Allocation	717,631	668,045	673,500	673,500	704,400
181	NMB Chamber of Commerce	284,788	342,653	599,173	599,173	480,000
182	NMB Rescue Squad	17,400	17,910	-	-	-
183	Services to Other Agencies	<u>8,700</u>	<u>8,281</u>	<u>8,529</u>	<u>8,529</u>	<u>8,700</u>
	** TOTAL EXPENDITURES **	<u>\$ 1,064,708</u>	<u>\$ 1,051,898</u>	<u>\$ 1,298,442</u>	<u>\$ 1,298,442</u>	<u>\$ 1,193,100</u>

DIVISION NARRATIVE

This division contains all programs funded by Accommodations Tax monies that are not beach-related, or available services by City departments. The 30% Accommodations Tax advertising money as well as stipends to other agencies are accounted for here.

BUDGET ANALYSIS

The decrease in this fund is due to an increase monies being allocated to various City departments.

STORM WATER DRAINAGE FUND

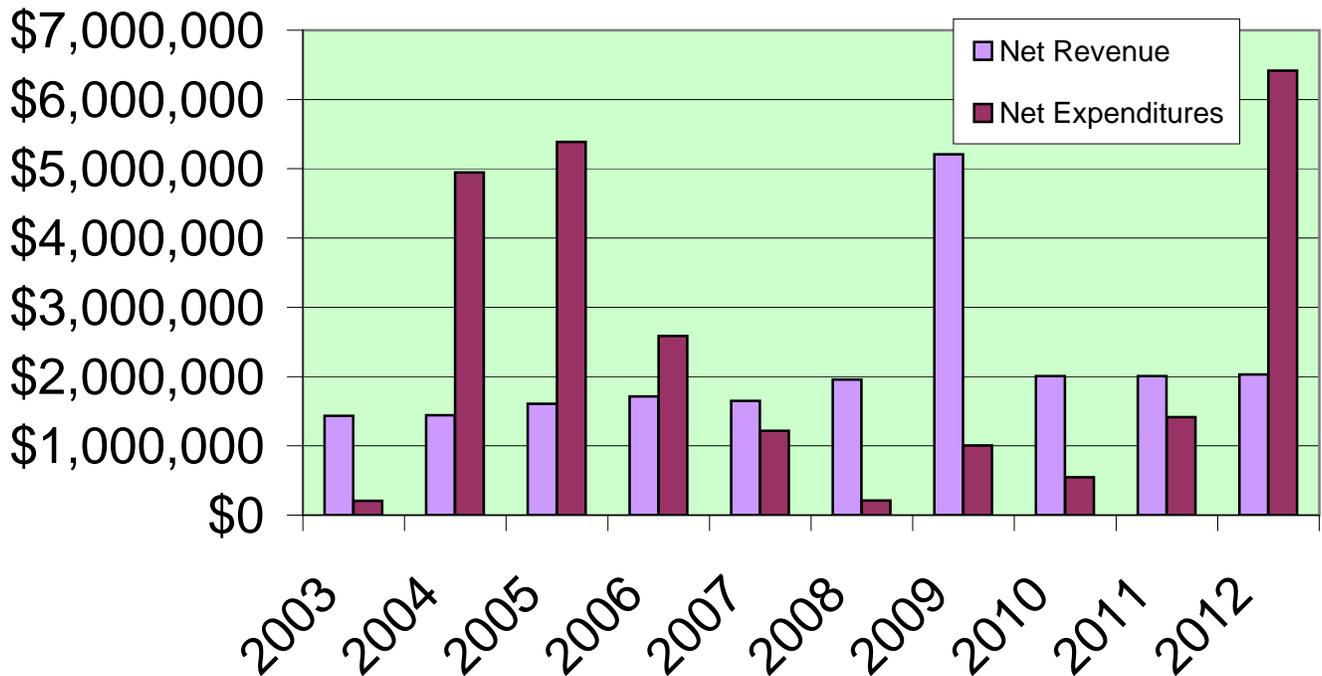
**STORM WATER DRAINAGE FUND
FUND 03**

DEPARTMENT of PUBLIC WORKS

FEE REVENUES and CAPITAL EXPENDITURES COMPARISON

ACTUALS FOR PAST 10 FISCAL YEARS*

*(last 2 Fiscal Years are Estimated and Budgeted)



The chart above reflects the net revenues and expenditures in this fund for the last ten fiscal years. In an effort to illustrate actual fee collections and capital expenditures, amounts for loan proceeds have been removed from the revenues and loan principal payments have been removed from the expenditures each year.

Life-to-date through the end of FY2011, total actual Revenues are \$21,053,098 and total Expenditures are \$23,941,635. While the Revenue collections remain fairly level, there is a large fluctuation in expenditures due to the fact that each ocean outfall project usually costs millions of dollars to build.

August 2004, we borrowed \$8 million for 8 years for 4 ocean outfall projects (Main Street and 18th Avenue North) that were completed in FY2007. The current revenue bonds will be paid off in August 2012 and new funding can be obtained for additional major ocean outfalls. Engineering work has begun on 2 outfall projects, so we will be ready to bid them just prior to borrowing more funds.

January 2009, the State of South Carolina granted us \$3,000,000 to use for outfall projects. It is these funds that we have budgeted for FY2012 to begin the construction of the Main Street ocean outfall.

**STORM WATER DRAINAGE FUND
FUND 03
DEPARTMENT OF PUBLIC WORKS**

The Storm Water Drainage Fund was created during FY2002 by adoption of the Storm Water Management Ordinance. This Special Revenue Fund is used to record all revenues and expenditures related to the City's storm water drainage capital improvement plan. The Storm Water Drainage Fund operates on a modified basis of accounting and is the second special revenue fund the City operates. This approach enables management to more accurately assess fees and charges that cover the total cost of completing the current storm water drainage plan throughout the City.

The following table illustrates the budget data for the Storm Water Drainage Fund for revenues and expenditures:

**FISCAL YEAR ENDING JUNE 30, 2012
DETAIL OF REVENUES**

SOURCE	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
Storm Water Drainage Fees	\$ 1,982,645	\$ 1,972,931	\$ 1,975,000	\$ 1,985,000	\$ 1,985,000
Penalties	8,892	10,372	10,000	11,000	11,000
Interest	16,284	22,246	30,000	12,000	20,000
Grants - State	3,000,000	-	-	-	-
Other - Lawsit Settlement	200,000	-	-	-	-
Transfers In - Accommodations Tax	-	-	-	-	14,157
TOTAL REVENUES	<u>\$ 5,207,821</u>	<u>\$ 2,005,549</u>	<u>\$ 2,015,000</u>	<u>\$ 2,008,000</u>	<u>\$ 2,030,157</u>

SUMMARY OF EXPENDITURES

DESCRIPTION GL# 03-5-930-xxx	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
Beach Water Monitoring (132)	\$ -	\$ -	\$ -	\$ -	\$ 27,000
Miscellaneous Drainage Proj. (307)	100,198	-	-	-	50,000
Hillside Retention Pond (900)	426,701	11,580	1,400,000	20,000	2,000,000
Duffy Street Drainage (905)	59,772	-	-	-	-
21st Ave.S. Ocean Outfall (932)	11,195	-	-	-	-
Main Street Drainage/Outfall (933)	122,305	171,566	200,000	30,000	3,000,000
18th Ave.N Drainage/Outfall (934)	133,367	248,570	200,000	30,000	-
Overhead Allocation	-	-	198,482	195,000	198,513
Principal and Interest (03-5-930-4xx)	1,140,000	1,140,000	1,140,000	1,140,000	1,140,000
TOTAL EXPENDITURES	<u>\$ 1,993,538</u>	<u>\$ 1,571,716</u>	<u>\$ 3,138,482</u>	<u>\$ 1,415,000</u>	<u>\$ 6,415,513</u>
EXCESS (DEFICIT)	<u>\$ 3,214,283</u>	<u>\$ 433,833</u>	<u>\$ (1,123,482)</u>	<u>\$ 593,000</u>	<u>\$ (4,385,356)</u>
Beginning Fund Balance	<u>\$ 1,024,635</u>	<u>\$ 4,238,918</u>		<u>\$ 4,672,751</u>	<u>\$ 5,265,751</u>
Ending Fund Balance	<u>\$ 4,238,918</u>	<u>\$ 4,672,751</u>		<u>\$ 5,265,751</u>	<u>\$ 880,395</u>

STORM WATER DRAINAGE FUND

This budget will provide for the same rates for commercial and residential customers as the previous fiscal year. Storm Water Drainage Rates have not changed since the inception of the fund in July 1, 2002, except for a rate for condominiums of \$4 per month was added to the Storm Water Drainage Rates effective July 1, 2007. The rates for all customers are as follows:

Single Family Residential Customer	\$6.00 per month
Condo Rate	\$4.00 per month
Commercial Rate	\$6.00 per ERU per month

NOTE: An Equivalent Runoff Unit has been established as an 8,700 square foot lot with 40% of impervious area. This ERU will be equivalent to the \$6.00 residential rate.

Performance Benchmarks, Goals and Priorities

- The primary goal for FY2012 will be to complete construction for Phase I of the 15-year plan, including permitting and initial construction of the Hillside Retention Pond. Additional land and easements must be obtained prior to the construction phase of the Hillside Drainage Project.
- Complete engineering design for outfall projects at Main Street and 18th Avenue North.
- Begin the actual construction phase of the Main Street ocean outfall during the Spring of 2012.

CAPITAL IMPROVEMENT FUNDS

CAPITAL IMPROVEMENT FUNDS

The City of North Myrtle Beach will budget four Capital Improvement Funds for FY2012. These funds are: the Park Improvement Fund, the Capital Improvement Fund, the Street Improvement Fund, and the Beach Renourishment Fund.

PARK IMPROVEMENT FUND FUND 07

The Park Improvement Fund was created in FY2007 when the City received a major contribution from a developer for oceanfront parking. This fund now accounts for parks land acquisition and development for oceanfront parking and other major Park facilities.

In FY2012, the City plans to purchase land and develop a large park complex that would greatly expand the City's sports tourism program as well as provide additional amenities for the residents.

The following table illustrates the budget data for the Park Improvement Fund for revenues and expenditures:

FISCAL YEAR ENDING JUNE 30, 2012					
REVENUES AND EXPENDITURES					
	FY 2009	FY 2010	FY 2011	FY 2011	FY 2012
	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	BUDGETED
<u>REVENUES</u>					
Miscellaneous Revenue	\$ -	\$ 125	\$ -	\$ 120	\$ -
Interest	6,488	7,842	20,000	1,860	100,000
Contribution from Private Entities	1,125,000	-	-	-	-
Park Improvement Bonds	-	-	-	-	15,000,000
General Fund Transfer In	-	-	2,850,000	2,850,000	2,210,000
TOTAL REVENUES	<u>\$ 1,131,488</u>	<u>\$ 7,967</u>	<u>\$ 2,870,000</u>	<u>\$ 2,851,980</u>	<u>\$ 17,310,000</u>
<u>EXPENDITURES</u> GL# 07-5-xxx-xxx					
Land Purchase (743-300)	\$ -	\$ 343,179	\$ 480,000	\$ 479,737	\$ -
Park Improvements (743-302)	-	-	-	198,000	-
Main St. Conn. Park Land (744-300)	-	-	2,850,000	2,850,000	-
Main St. Connector Park (744-302)	-	-	-	-	10,300,000
Principal & Interest	-	-	-	-	2,100,000
TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ 343,179</u>	<u>\$ 3,330,000</u>	<u>\$ 3,527,737</u>	<u>\$ 12,400,000</u>
EXCESS (DEFICIT)	<u>\$ 1,131,488</u>	<u>\$ (335,212)</u>	<u>\$ (460,000)</u>	<u>\$ (675,757)</u>	<u>\$ 4,910,000</u>
Transfers In/(out)	\$ -	\$ -	\$ -	\$ -	\$ -
Beginning Fund Balance	<u>\$ 638,035</u>	<u>\$ 1,769,523</u>	<u>\$ 1,434,311</u>	<u>\$ 1,434,311</u>	<u>\$ 758,554</u>
Ending Fund Balance	<u>\$ 1,769,523</u>	<u>\$ 1,434,311</u>	<u>\$ 974,311</u>	<u>\$ 758,554</u>	<u>\$ 5,668,554</u>

**CAPITAL IMPROVEMENT FUND
FUND 08**

The Capital Improvement Fund is used to account for financial resources designated for capital asset replacements, acquisitions and improvements. All receipts from surplus sales are accounted for in this fund. Surplus items are listed for bid on the internet on GovDeals.com as soon as it is declared to be no longer useful.

The only construction project scheduled for FY2012 is the replacement of the roof on the Escod Building. The other budget item is to provide funding to begin the Cherry Grove dredging project if the pending legal issues are resolved.

The following table illustrates the budget data for the Capital Improvement Fund for revenues and expenditures:

FISCAL YEAR ENDING JUNE 30, 2012					
REVENUES AND EXPENDITURES					
	FY 2009	FY 2010	FY 2011	FY 2011	FY 2012
	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	BUDGETED
<u>REVENUES</u>					
Surplus Sales	\$ 78,343	\$ 14,878	\$ 30,000	\$ 83,065	\$ 30,000
Interest	2,069	1,545	2,000	746	2,000
Barefoot Fire Station Permit Fees	120	120	-	240	-
General Fund Transfer In	-	-	-	-	-
Grants (Museum/Dredging)	1,500,000	-	-	-	-
TOTAL REVENUES	<u>\$ 1,580,532</u>	<u>\$ 16,543</u>	<u>\$ 32,000</u>	<u>\$ 84,051</u>	<u>\$ 32,000</u>
<u>EXPENDITURES</u> GL# 08-5-xxx-xxx					
Library Site Devel./Museum (290-132)	\$ 28,494	\$ 504,400	\$ -	\$ -	\$ -
Central Park Renovations (290-302)	-	-	1,355,352	1,355,352	-
Escod Building Roof (290-320)	-	-	-	-	250,000
Community Center Addition (290-321)	3,681,398	232,754	-	-	-
Fire Ladder Truck (456-360)	-	-	650,000	660,415	-
Cherry Grove Dredging (690-301)	21,223	62,769	-	84,287	900,000
TOTAL EXPENDITURES	<u>\$ 3,731,115</u>	<u>\$ 799,923</u>	<u>\$ 2,005,352</u>	<u>\$ 2,100,054</u>	<u>\$ 1,150,000</u>
EXCESS (DEFICIT)	<u>\$ (2,150,583)</u>	<u>\$ (783,380)</u>	<u>\$ (1,973,352)</u>	<u>\$ (2,016,003)</u>	<u>\$ (1,118,000)</u>
Transfers In/(out)	<u>\$ 1,800,000</u>	<u>\$ 1,475,178</u>	<u>\$ 2,005,352</u>	<u>\$ 2,005,352</u>	<u>\$ 1,500,000</u>
Beginning Fund Balance	<u>\$ 687,436</u>	<u>\$ 336,853</u>	<u>\$ 1,043,000</u>	<u>\$ 1,028,651</u>	<u>\$ 1,018,000</u>
Ending Fund Balance	<u>\$ 336,853</u>	<u>\$ 1,028,651</u>	<u>\$ (930,352)</u>	<u>\$ 1,018,000</u>	<u>\$ 1,400,000</u>

STREET IMPROVEMENT FUND
FUND 09

The Street Improvement Fund was established during FY1989 with the initial infusion of \$500,000 through a residual equity transfer from the General Fund. The City will make a transfer of \$650,000 from the General Fund to the Street Improvement Fund for FY2012 and the Accommodations Tax Fund will transfer \$53,963 directly to the Street Improvement Fund for various projects. The revenue to be derived from Horry County as a result of the Dual Tax settlement will be received in this fund. Total Revenues and Transfers In are projected to be \$2,168,963. Expenditures for the fund will be \$2,750,000.

Projects budgeted for FY2012 include resurfacing streets, sidewalks, intersection improvements, building a beach access, underground utilities and Barefoot Bridge painting.

The following table shows the budget data for the Street Improvement Fund for revenues and expenditures:

FISCAL YEAR ENDING JUNE 30, 2012					
REVENUES AND EXPENDITURES					
	FY 2009	FY 2010	FY 2011	FY 2011	FY 2012
	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	BUDGETED
<u>REVENUES</u>					
General Fund Transfer In	\$ 750,000	\$ 650,000	\$ 600,000	\$ 600,000	\$ 650,000
Interest	5,528	8,102	15,000	1,000	15,000
Underground Utilities Reimb.	162,308	1,223,283	1,375,000	2,435,673	200,000
Accommodations Tax Transfer	161,680	94,386	19,656	30,098	53,963
Grants	-	224,578	1,010,000	-	900,000
Miscellaneous Revenue (Bid Fees)	-	2,865	-	-	-
Bond Proceeds	5,100,000	-	-	-	-
Horry County Road Fee	316,201	358,169	350,000	363,500	350,000
TOTAL REVENUES	<u>\$ 6,495,717</u>	<u>\$ 2,561,383</u>	<u>\$ 3,369,656</u>	<u>\$ 3,430,271</u>	<u>\$ 2,168,963</u>
<u>EXPENDITURES</u> GL# 09-5-940-xxx					
Maintenance/Prof.Services (131,132)	\$ 88,728	\$ 21,170	\$ -	\$ -	\$ -
Beach Access Improvements (303)	-	59,567	80,000	-	100,000
Street End Remodeling (304)	-	-	-	-	-
Sidewalks (305)	-	-	300,000	-	250,000
Highway Studies (310)	88,728	-	-	-	-
Intersection Improvements (311,317)	79,522	341,558	1,160,000	73,743	1,000,000
Resurfacing streets (312)	24,728	344,785	150,000	-	200,000
Underground Utilities (314,315,318,901)	1,128,158	1,206,106	1,500,000	2,147,553	200,000
Welcome Sign (316)	-	-	-	250,000	-
Parkway Roads (319)	3,079,020	2,276,958	-	-	-
Barefoot Bridge Painting (320)	-	-	600,000	134,145	1,000,000
TOTAL EXPENDITURES	<u>\$ 4,488,884</u>	<u>\$ 4,250,144</u>	<u>\$ 3,790,000</u>	<u>\$ 2,605,441</u>	<u>\$ 2,750,000</u>
EXCESS (DEFICIT)	<u>\$ 2,006,833</u>	<u>\$ (1,688,761)</u>	<u>\$ (420,344)</u>	<u>\$ 824,830</u>	<u>\$ (581,037)</u>
Beginning Fund Balance	<u>\$ 319,431</u>	<u>\$ 2,326,264</u>	<u>\$ 427,220</u>	<u>\$ 637,503</u>	<u>\$ 1,462,333</u>
Ending Fund Balance	<u>\$ 2,326,264</u>	<u>\$ 637,503</u>	<u>\$ 6,876</u>	<u>\$ 1,462,333</u>	<u>\$ 881,296</u>

**BEACH RENOURISHMENT FUND
FUND 10**

The Beach Renourishment Fund was created during FY1995 with a \$150,000 operating transfer from the Accommodations Tax Fund. The initial funds were used for the beach surveying and easement acquisition parts of the \$22.36 million Army Corps of Engineers Beach Renourishment Project. The funding of this project was 65% federal, 17.5% state, and 17.5% local or City of North Myrtle Beach share. The City's share was provided by a General Obligation Bond Issue during FY1996. This bond issue was paid off in FY2006.

The following financial summary outlines the fund's history from FY2008 through the FY2012 budget. The City provided the Army Corps of Engineers with \$3,752,000 to cover the City's and the State's share of the new project. The State reimbursed the City the \$1,876,000 to cover their 17.5% share of the project that was done during FY 2009. The City is currently waiting for the final \$500,000 to be reimbursed from the Army Corp of Engineers.

The FY 2012 Budget is for maintenance of the sand fencing just completed by the 2008 Beach Renourishment Project and also to monitor the beach profile over the next several years in order to see how the renourishment project is holding up. The other project is Beach Renourishment Monitoring, which is partially funded by Accommodations Tax Funds.

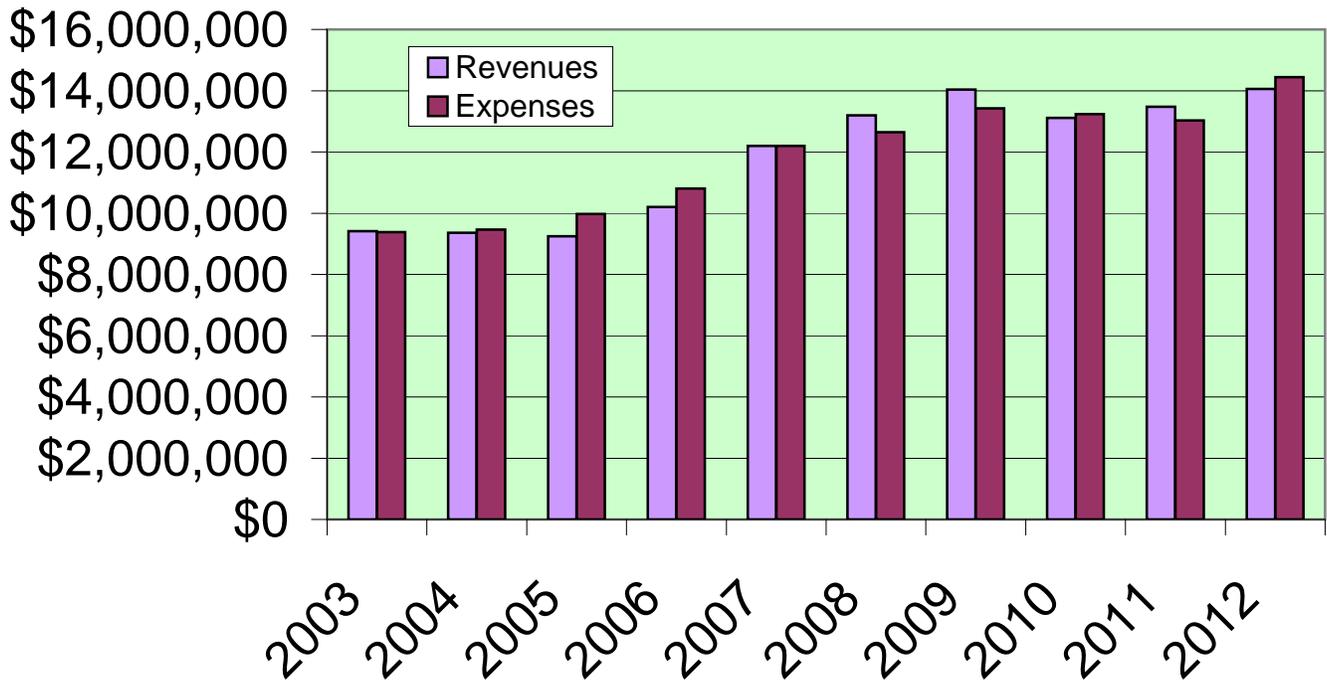
**FISCAL YEAR ENDING JUNE 30, 2012
REVENUES AND EXPENDITURES**

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
<u>REVENUES</u>					
General Fund Transfer	\$ -	\$ -	\$ -	\$ -	\$ -
Army Corp Reimbursement	-	-	-	500,000	-
Accommodations Tax Transfer	-	13,856	14,838	14,838	13,657
Interest	441	135	5,000	45	5,000
TOTAL REVENUES	<u>\$ 441</u>	<u>\$ 13,991</u>	<u>\$ 19,838</u>	<u>\$ 514,883</u>	<u>\$ 18,657</u>
<u>EXPENDITURES</u> GL# 10-5-742-xxx					
Walkovers/Ramps (111)	\$ 17,271	\$ 8,065	\$ 50,000	\$ -	\$ 25,000
Beach Renourishment Monitoring (132)	23,658	17,563	-	22,000	25,000
TOTAL EXPENDITURES	<u>\$ 40,929</u>	<u>\$ 25,628</u>	<u>\$ 50,000</u>	<u>\$ 22,000</u>	<u>\$ 50,000</u>
EXCESS (DEFICIT)	<u>\$ (40,488)</u>	<u>\$ (11,637)</u>	<u>\$ (30,162)</u>	<u>\$ 492,883</u>	<u>\$ (31,343)</u>
Beginning Fund Balance	<u>\$ 75,054</u>	<u>\$ 34,566</u>	<u>\$ 19,566</u>	<u>\$ 22,929</u>	<u>\$ 515,812</u>
Ending Fund Balance	<u>\$ 34,566</u>	<u>\$ 22,929</u>	<u>\$ (10,596)</u>	<u>\$ 515,812</u>	<u>\$ 484,469</u>

**WATER & SEWER
UTILITY FUND**

**WATER & SEWER UTILITY FUND
DEPARTMENT OF PUBLIC WORKS**

**REVENUES AND EXPENSES COMPARISON
BUDGETS FOR PAST 10 FISCAL YEARS**



The chart above reflects a deficient of \$390,816 for FY2012. The rate structure increased in order to account for increases from Grand Strand Water & Sewer Authority. Rates were adjusted in FY2007 to include a minimum. The basic reason for the FY2007 rate change was that the base charges were not covering the fixed expenses to operate the plants. Growth stopped for the period September 2008 through December 2009, but it has again picked up in January of 2010.

Since FY1996, City Council has tried to maintain the Water and Sewer Fund on a break-even basis. They have raised rates modestly in 1996, 1999, 2003, 2007 and 2010 to accomplish this goal. The Fund has moved back and forth over this fourteen-year period between small surpluses and deficits. The current rate structure was evaluated for FY2011 and found to be above the breakeven point for the Fund when non-operating revenues are considered. Rate increases from Grand Strand Water & Sewer Authority will automatically be added to operating rates in the future.

WATER & SEWER UTILITY FUND

The Water and Sewer Fund continues to meet its 120% Debt Service coverage with a coverage amount of 142% for FY2012. Through the year, the City should have no problem providing adequate debt service coverage for the Water and Sewer Fund. Slow growth continues to provide some revenue growth in both water and sewer usage fees.

The following table illustrates the comparative data for revenues in the Water and Sewer Fund. Revenues continue to show some growth due to residential construction. An estimated 100 new customers should be added during the year. The Water and Sewer operating revenues are expected to increase 4.7% from FY2011 to FY2012. The increase is mainly due to a rate change to reflect increases from Grand Strand Water & Sewer Authority.

**FISCAL YEAR ENDING JUNE 30, 2012
DETAIL OF REVENUES
WATER & SEWER UTILITY FUND**

SOURCE	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
WATER USAGE	6,187,199	6,324,892	6,850,000	6,875,000	7,175,000
SEWER USAGE	4,173,898	4,217,179	4,575,000	4,682,000	4,915,000
WATER TAPS	40,308	52,700	50,000	50,000	50,000
SEWER TAPS	14,652	20,854	20,000	20,000	20,000
SERVICE CHARGES	64,919	74,819	60,000	75,000	75,000
INTEREST	264,151	144,358	300,000	150,000	225,000
PENALTIES	53,614	60,702	80,000	80,000	80,000
MISCELLANEOUS	246,346	293,051	267,500	237,500	237,500
TOTAL OPERATING REVENUES	\$ 11,045,087	\$ 11,188,555	\$ 12,202,500	\$ 12,169,500	\$ 12,777,500

DETAIL IMPACT FEES CAPITAL TRANSFERS

SOURCE	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
MYRTLE BEACH CONTRACT	806,000	808,810	801,870	801,870	803,140
BULL CREEK CAPACITY CHARGE	486,000	474,000	474,000	474,000	474,000
SUB TOTAL IMPACT FEES TRANSFERS	<u>\$ 1,292,000</u>	<u>\$ 1,282,810</u>	<u>\$ 1,275,870</u>	<u>\$ 1,275,870</u>	<u>\$ 1,277,140</u>
TOTAL OPERATION REVENUES & TRANSFERS	\$ 12,337,087	\$ 12,471,365	\$ 13,478,370	\$ 13,445,370	\$ 14,054,640

The table below summarizes Water and Sewer Fund expenses by Division. Expenses, as a whole, are up \$1,415,470 over the previous budget. The increase is due to \$1,000,000 sludge removal project as well as an increase in Amortization expense.

**FISCAL YEAR ENDING JUNE 30, 2012
SUMMARY OF EXPENSES
WATER & SEWER UTILITY FUND**

Div. #	DIVISION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
312	Utility Billing	493,409	523,758	487,934	487,819	509,645
611	Public Works Administration	702,657	707,476	703,055	629,770	676,343
622	Waste Water Treatment	1,444,206	1,309,500	2,164,914	1,347,658	2,448,672
632	Wells/Lifts Maintenance	1,396,381	1,466,425	1,406,385	1,392,285	1,492,382
642	Construction/Maintenance	3,367,051	3,609,010	2,996,050	3,560,657	3,626,813
901	Depreciation / Amortization	3,716,180	2,959,124	2,621,000	3,033,513	3,083,513
911	Bond Interest/Agent Fees	618,035	568,787	528,450	528,450	483,900
906	Overhead Allocation from Gen Fund	2,175,142	2,120,055	2,122,198	2,049,172	2,124,188
	TOTAL OPERATING EXPENSES	\$ 13,913,061	\$ 13,264,135	\$ 13,029,986	\$ 13,029,324	\$ 14,445,456

WATER & SEWER UTILITY FUND

Performance Benchmarks, Goals and Priorities

Capital Improvements continue to be a major focus of the Water and Sewer Utility Fund. Approximately \$4.16 million of improvements are scheduled for this budget year. The following benchmarks, goals and priorities are provided for in FY2012:

- Install water and sewer connections for new customers. Historical connections are shown below:

FY2002	457
FY2003	547
FY2004	451
FY2005	481
FY2006	243
FY2007	317
FY2008	202
FY2009	71
FY2010	146
FY2011	50; Estimated
FY2012	100; Estimated

- Install water and sewer connections for new customers. New service connections are steady after several years of decline.
- Test large meters and complete necessary repairs to ensure an accuracy range of + or -3%.
- Extend public sanitary sewer service to unserved areas within the City.
- Continue water and sewer system improvements as identified in the Capital Improvement Program.
- Complete water booster pump station in coordination with GSWSA and Myrtle Beach.
- Begin negotiations for land lease renewal at Crescent Beach WWTP.
- Complete revetment for AIWW stabilization at Ocean Drive WWTP.

WATER & SEWER UTILITY FUND

Capital replacement is an important aspect of any operation. The Water and Sewer Fund, which has assets of over \$100,000,000, replaces between \$1,200,000 and \$1,600,000 of operating equipment annually. The following list covers the scheduled replacements and improvements for the FY2012 budget year that will be funded by operational cash.

FISCAL YEAR ENDING JUNE 30, 2012 DETAIL OF CAPITAL PURCHASES OPERATING BUDGET WATER AND SEWER UTILITY FUND

<u>DIVISION</u>	<u>ITEM</u>	<u>COST</u>	<u>GL ACCT.#</u>
312	Radio Read Devices for Meters	\$ 200,000	2-5-920-232
611	System Map/Model/GIS Mapping	350,000	2-5-920-280
622	OD WWTP Bank Stabilization	800,000	2-5-920-250
622	Chemical Tank Replacements (2)	30,000	2-5-920-255
622	Maintenance Equipment (Hydraulic Rotary Cutter & Spectrophotometer)	14,000	2-5-920-270
632	Pump Station Odor Control	30,000	2-5-920-250
632	Emergency Generators / Shed	30,000	2-5-920-270
632	Crane (Large)	35,000	2-5-920-270
642	Maintenance Equipment (Portable Service line Camera & Concrete Saw)	18,200	2-5-920-270
	TOTAL	\$ 1,507,200	

WATER & SEWER UTILITY FUND

Impact fees are imposed on new customers who join the water and sewer system. The City has limited capacity which must be expanded as growth continues. The impact fees are used solely for the capital expansion of the system. For FY2012 the expenditures listed below outline the capital projects that will be paid by Impact Fees. Revenues, as well as balances - both beginning and ending, are shown below.

Impact Fee rates will be adjusted annually by 5% in accordance with the ordinance. The City will continue to pump excess sewage during the peak summer season to Grand Strand's Vereen Plant. The City purchased an additional 3,000,000 gallons of wastewater capacity several years ago. The largest project by far will be the construction of a new booster pump station for water in Myrtle Beach.

The following table summarizes the financial projections for Impact Fees for the current budget:

FISCAL YEAR ENDING JUNE 30, 2012 DETAIL OF CAPITAL PURCHASES IMPACT FEES SUMMARY WATER AND SEWER UTILITY FUND

	<u>GL ACCT.#</u>	<u>WATER IMPACT</u>	<u>SEWER IMPACT</u>	<u>INTEREST</u>
BEGINNING BALANCE (ESTIMATED)		\$ 5,424,130	\$ 100,000	\$ 2,475,870
CONTRIBUTED CAPITAL:				
Water		600,000		
Sewer			400,000	
Interest		-	-	300,000
TOTAL AVAILABLE RESOURCES		<u>6,024,130</u>	<u>500,000</u>	<u>2,775,870</u>
EXPENDITURES:	GL Acct.#			
<u>Water Impact Fees:</u>				
Water Line Construction	02-5-922-230	200,000		
Water Line Relocations / Upgrades	02-5-922-230	200,000		
Barefoot Capacity - GSWSA	n/a	474,000		
Myrtle Beach Contract	n/a	803,140		
Myrtle Beach Booster Pump Station	02-5-922-232	1,750,000		
<u>Sewer Impact Fees:</u>				
Sewer Rehabilitation / Replacement	02-5-922-250		200,000	
Miscellaneous Sewer Extensions	02-5-922-250	-	100,000	-
Pump Station Relocation / Consolidation	02-5-922-255	-	200,000	-
TOTAL EXPENDITURES		<u>3,427,140</u>	<u>500,000</u>	<u>-</u>
ENDING BALANCE (ESTIMATED)		<u>\$ 2,596,990</u>	<u>\$ -</u>	<u>\$ 2,775,870</u>

02-5-312 UTILITY BILLING

DETAIL OF EXPENSES

CODE	OBJECT CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ 288,168	\$ 305,160	\$ 310,325	\$ 310,325	\$ 323,210
014	OVERTIME	2,419	2,631	3,250	2,800	3,250
021	FICA	19,680	21,321	21,950	21,919	22,852
022	EMPLOYEE RETIREMENT	25,811	28,253	31,358	31,358	32,646
023	EMPLOYEE INSURANCE	79,449	87,060	64,800	64,800	64,800
030	TRAINING	1,523	481	3,000	1,500	3,000
040	WORKERS COMPENSATION	5,151	4,312	4,704	4,700	4,897
050	AWARDS	2,088	1,853	2,653	2,653	2,653
	* SUBTOTAL PERSONNEL *	<u>424,289</u>	<u>451,071</u>	<u>442,040</u>	<u>440,055</u>	<u>457,308</u>
110	CLOTHING/UNIFORMS	1,701	1,956	2,300	2,100	2,300
111	MATERIALS/SUPPLIES	2,736	3,113	8,500	6,000	8,500
112	OFFICE SUPPLIES	1,251	689	1,000	1,000	1,000
113	PRINTING/BINDING	-	-	200	-	200
120	COMMUNICATIONS	1,557	965	825	825	1,000
130	CONTRACTUAL SERVICES	85,481	88,950	87,500	87,500	90,000
131	REPAIRS/MAINTENANCE	1,053	2,372	1,500	1,500	1,500
132	PROFESSIONAL SERVICES	489	-	-	-	-
134	CREDIT CARD FEES	14,259	17,095	14,000	21,000	21,600
140	SUBSCRIPTIONS/DUES	105	105	175	175	175
141	TRAVEL / BUSINESS	494	299	500	450	500
142	ADVERTISING	1,692	-	500	500	500
150	VEHICLE OPERATIONS	1,924	2,556	5,000	3,000	5,000
151	FUEL	8,224	9,733	10,000	9,800	10,000
152	DAMAGE CLAIMS	-	-	-	-	-
	* SUBTOTAL OPERATING *	<u>120,966</u>	<u>127,833</u>	<u>132,000</u>	<u>133,850</u>	<u>142,275</u>
	** TOTAL EXPENSES **	<u>\$ 545,255</u>	<u>\$ 578,904</u>	<u>\$ 574,040</u>	<u>\$ 573,905</u>	<u>\$ 599,583</u>
LESS OVERHEAD ALLOCATION TO:						
	SOLID WASTE FUND 10%	51,846	55,146	57,404	57,391	59,959
	STORM WATER FUND 5%	-	-	28,702	28,695	29,979
	** LESS OVERHEAD TOTAL **	51,846	55,146	86,106	86,086	89,938
TOTAL NET WATER & SEWER FUND		<u>\$ 493,409</u>	<u>\$ 523,758</u>	<u>\$ 487,934</u>	<u>\$ 487,819</u>	<u>\$ 509,645</u>

DIVISION 312 UTILITY BILLING

DIVISION NARRATIVE

This division provides for eight full-time employees: a Utility Billing Supervisor, a Data Maintenance Technician, a Meter Reader Coordinator, two Meter Readers, and three Cashier/Accounting Clerks. The primary function of this division is to provide for the timely and accurate billing and collection of all utility accounts.

The Utility Billing Supervisor is responsible for the supervision of the utility billing function, preparing all adjustments, and the monitoring of all collections.

The Data Maintenance Technician is responsible for the supervision of the Meter Readers and Coordinator, the monthly reading of all meters, supervision of the meter mapping program, and the meter replacement program.

The Meter Reader Coordinator is responsible for installing new radio read connections as well as maintaining the already existing infrastructure. 12,375 meters are radio-read equipped at this time.

The Meter Readers are responsible for the timely and accurate reading of all meters. They install residential meters and radio-devices throughout the City. They also assist in the meter mapping program and the meter maintenance program.

The Cashier/Accounting Clerks assume the clerical functions of the Water Billing division, which include receipting, balancing, filing, and posting all utility payments. They also assist in establishing all new utility accounts. Due to the consolidation of the cashier function to one area, an additional Cashier was added in FY 2003 to handle all collections, including Building Permits, Impact Fees, Business Licenses, Hospitality Fees, and all other revenues of the City.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Utility Billing Supervisor	1	23	\$ 65,433
Data Maintenance Technician	1	17	48,146
Meter Reader Coordinator	1	14	41,476
Meter Reader	2	11	62,923
Cashier/Accounting Clerk	3	11	94,628
Longevity/ On Call Pay	—		<u>10,604</u>
TOTAL	<u>8</u>		<u>\$ 323,210</u>

DETAIL OF CAPITAL OUTLAY

**** SEE WATER AND SEWER CAPITAL PURCHASE SCHEDULE ****

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The increase is due to expected growth in personnel and operating expenses.

02-5-611 PUBLIC WORKS ADMINISTRATION

DETAIL OF EXPENSES

CODE	OBJECT CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ 556,240	\$ 569,030	\$ 587,595	\$ 550,000	\$ 558,981
014	OVERTIME	78	-	1,500	200	1,500
015	SPECIAL ALLOWANCE	6,600	6,600	6,600	6,600	6,600
021	FICA	36,929	38,634	40,058	37,414	38,113
022	EMPLOYEE RETIREMENT	55,053	56,978	55,964	52,269	53,246
023	EMPLOYEE INSURANCE	78,623	88,148	72,900	66,000	64,800
030	TRAINING	11,757	5,200	13,000	8,000	14,000
040	WORKERS COMPENSATION	7,299	5,242	4,418	3,500	4,204
050	AWARDS	4,064	3,884	3,884	3,880	3,884
	* SUBTOTAL *	<u>756,643</u>	<u>773,716</u>	<u>785,919</u>	<u>727,863</u>	<u>745,328</u>
110	CLOTHING/UNIFORMS	3,513	3,219	3,600	3,000	3,600
111	MATERIALS/SUPPLIES	6,506	10,215	30,000	11,000	30,000
112	OFFICE SUPPLIES	3,678	2,900	3,000	3,000	3,000
113	PRINTING/BINDING	142	1,779	4,500	1,800	4,500
120	COMMUNICATIONS	12,623	5,253	6,800	5,300	10,000
130	CONTRACTUAL SERVICES	4,336	6,137	12,000	7,000	12,000
131	REPAIRS/MAINTENANCE	855	2,226	3,000	2,500	5,000
132	PROFESSIONAL SERVICES	6,319	400	5,000	4,000	6,000
140	SUBSCRIPTIONS/DUES	11,352	11,753	11,000	11,000	12,000
141	TRAVEL / BUSINESS	2,134	4,154	3,000	3,000	3,000
142	ADVERTISING	232	189	1,000	750	1,000
150	VEHICLE OPERATIONS	-	861	4,000	2,000	4,000
151	FUEL	4,972	3,999	6,000	5,000	6,000
152	DAMAGE CLAIMS	8,044	75	-	-	-
	* SUBTOTAL OPERATING *	<u>64,706</u>	<u>53,160</u>	<u>92,900</u>	<u>59,350</u>	<u>100,100</u>
	** TOTAL EXPENSES **	<u>\$ 821,349</u>	<u>\$ 826,876</u>	<u>\$ 878,819</u>	<u>\$ 787,213</u>	<u>\$ 845,428</u>
LESS OVERHEAD ALLOCATION TO:						
	SOLID WASTE FUND 15%	118,692	119,400	131,823	118,082	126,814
	STORM WATER FUND 5%	-	-	43,941	39,361	42,271
	** LESS OVERHEAD TOTAL **	118,692	119,400	175,764	157,443	169,085
	TOTAL NET WATER & SEWER FUND	<u>\$ 702,657</u>	<u>\$ 707,476</u>	<u>\$ 703,055</u>	<u>\$ 629,770</u>	<u>\$ 676,343</u>

DIVISION 611 PUBLIC WORKS ADMINISTRATION

DIVISION NARRATIVE

The Administration Division is comprised of eight (8) employees as shown below. The vacant Engineering Inspector was removed for budget 2012. These employees report to the Public Works Director/City Engineer and are responsible for the overall management and administration of the Public Works Department. In addition, the Engineering positions funded in this division are responsible for infrastructure design, plan review, project management, and construction inspection on capital projects throughout the city, including private development.

This division also provides engineering support and consulting for all operating divisions within the public works department as well as other departments throughout the city.

The Utility Superintendent position is funded in this division and is responsible for the management of three utility operating divisions: Wastewater Treatment, Wells/Lifts Maintenance, and Construction Maintenance.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
City Engineer, Director of Public Works	1	33	\$ 136,753
Public Utility Superintendent	1	28	99,721
Staff Engineer	1	25	68,202
Engineering Technician	1	18	57,719
GIS Technician	1	17	43,918
Engineering Assistant	1	17	53,808
Administrative Assistant I	2	13	90,898
Longevity	—		<u>7,962</u>
TOTAL	<u>8</u>		<u>\$ 558,981</u>

DETAIL OF CAPITAL OUTLAY

**** SEE WATER AND SEWER CAPITAL PURCHASE SCHEDULE ****

BUDGET ANALYSIS

This division provides for the same level of service over the previous year's budget. The budget decrease is due to the removal of the vacant Engineering Inspector position .

02-5-622 WASTEWATER TREATMENT

DETAIL OF EXPENSES

CODE	OBJECT CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ 296,172	\$ 303,935	\$ 323,791	\$ 318,000	\$ 333,105
014	OVERTIME	8,595	7,283	6,000	6,000	7,000
021	FICA	21,089	20,983	22,591	22,194	23,297
022	EMPLOYEE RETIREMENT	26,773	27,279	32,320	31,752	33,330
023	EMPLOYEE INSURANCE	58,537	65,396	48,600	48,600	48,600
030	TRAINING	3,395	95	2,400	2,000	2,400
040	WORKERS COMPENSATION	6,321	4,992	4,122	4,122	4,251
050	AWARDS	2,441	2,589	2,490	2,490	2,589
	* SUBTOTAL PERSONNEL *	<u>423,323</u>	<u>432,552</u>	<u>442,314</u>	<u>435,158</u>	<u>454,572</u>
110	CLOTHING/UNIFORMS	3,291	3,957	5,000	4,500	4,800
111	MATERIALS/SUPPLIES	235,589	90,794	170,000	150,000	140,000
112	OFFICE SUPPLIES	566	451	500	500	750
120	COMMUNICATIONS	2,321	2,860	3,000	3,000	3,500
121	UTILITIES	442,955	405,955	435,000	435,000	435,000
130	CONTRACTUAL SERVICES	298,409	307,013	1,000,000	250,000	1,300,000
131	REPAIRS/MAINTENANCE	3,739	28,132	58,000	30,000	58,000
132	PROFESSIONAL SERVICES	4,604	4,674	20,500	10,000	20,500
140	SUBSCRIPTIONS/DUES	8,420	5,243	8,500	8,000	8,550
141	TRAVEL / BUSINESS	-	-	100	-	500
142	ADVERTISING	2,253	133	500	500	500
150	VEHICLE OPERATIONS	6,713	17,582	10,000	10,000	10,000
151	FUEL	12,023	10,154	11,500	11,000	12,000
	* SUBTOTAL OPERATING *	<u>1,020,883</u>	<u>876,948</u>	<u>1,722,600</u>	<u>912,500</u>	<u>1,994,100</u>
TOTAL NET WATER & SEWER FUND		<u>\$ 1,444,206</u>	<u>\$ 1,309,500</u>	<u>\$ 2,164,914</u>	<u>\$ 1,347,658</u>	<u>\$ 2,448,672</u>

DIVISION 622 WASTEWATER TREATMENT

DIVISION NARRATIVE

The Wastewater Treatment Division is comprised of six (6) employees as shown below. These employees report to the Utility Superintendent who in turn reports to the Public Works Director/City Engineer.

This division is responsible for the operation of two wastewater treatment facilities having a combined capacity of 7.4 million gallons per day. This vital operation ensures that treatment limits are met without permit violation or pollution to the environment.

The wastewater lab is responsible for testing to ensure that the treatment facilities operate efficiently and provide treatment at the maximum extent practicable. The lab also processes water distribution samples to ensure the quality of our drinking water system.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Wastewater Treatment Supervisor	1	21	\$ 72,713
Laboratory Manager	1	17	53,270
Wastewater Operators (class A, B, or C)	4	18,15,13	197,357
Longevity / On Call Pay	—		<u>9,765</u>
TOTAL	<u>6</u>		<u>\$ 333,105</u>

DETAIL OF CAPITAL OUTLAY

** SEE WATER AND SEWER CAPITAL PURCHASE SCHEDULE **

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The increase in expenses is due to expected growth in personnel costs as well as a substantial increase in contractual services for sludge removal.

02-5-632 WELLS/LIFTS MAINTENANCE

DETAIL OF EXPENSES

CODE	OBJECT CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ 387,366	\$ 410,215	\$ 416,950	\$ 415,000	\$ 426,846
014	OVERTIME	24,715	24,646	25,000	25,000	24,000
021	FICA	28,351	30,096	30,937	30,937	31,559
022	EMPLOYEE RETIREMENT	36,426	39,086	41,985	41,985	42,830
023	EMPLOYEE INSURANCE	81,292	96,218	72,900	72,900	72,900
030	TRAINING	7,137	2,410	4,000	4,000	4,000
040	WORKERS COMPENSATION	17,584	9,140	6,629	6,629	6,763
050	AWARDS	4,054	3,884	3,884	3,884	3,884
	* SUBTOTAL PERSONNEL *	<u>586,925</u>	<u>615,695</u>	<u>602,285</u>	<u>600,335</u>	<u>612,782</u>
110	CLOTHING/UNIFORMS	7,009	7,066	8,000	8,000	8,000
111	MATERIALS/SUPPLIES	367,553	366,419	280,500	275,500	300,000
112	OFFICE SUPPLIES	2,625	1,034	1,000	1,000	1,000
120	COMMUNICATIONS	5,434	5,706	6,700	6,700	6,700
121	UTILITIES	227,475	257,689	220,000	220,000	275,000
130	CONTRACTUAL SERVICES	774	778	-	-	-
131	REPAIRS/MAINTENANCE	98,602	128,208	180,000	180,000	182,000
132	PROFESSIONAL SERVICES	24,018	23,989	30,500	30,500	30,500
140	SUBSCRIPTIONS/DUES	240	980	1,000	1,000	1,000
141	TRAVEL / BUSINESS	1,882	4,200	6,000	6,000	5,000
142	ADVERTISING	45	138	400	250	400
150	VEHICLE OPERATIONS	41,290	29,059	35,000	33,000	35,000
151	FUEL	31,929	25,464	35,000	30,000	35,000
152	DAMAGE CLAIMS	580	-	-	-	-
	* SUBTOTAL OPERATING *	<u>809,456</u>	<u>850,730</u>	<u>804,100</u>	<u>791,950</u>	<u>879,600</u>
TOTAL NET WATER & SEWER FUND		<u>\$ 1,396,381</u>	<u>\$ 1,466,425</u>	<u>\$ 1,406,385</u>	<u>\$ 1,392,285</u>	<u>\$ 1,492,382</u>

DIVISION 632 WELLS/LIFTS MAINTENANCE

DIVISION NARRATIVE

The Wells/Lifts Maintenance Division is comprised of nine (9) employees as shown below. These employees report to the Utility Superintendent who in turn reports to the Public Works Director/City Engineer.

This division is responsible for the operation and maintenance of the following assets:

- Eight water storage tanks having a total capacity of 5,050,000 gallons
- Two water booster pump stations
- 100+ sanitary sewer pump stations
- Seven deep water wells

Personnel in this division perform electrical and mechanical maintenance and repairs throughout the city and are subject to emergency call out 24-hours a day.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Wells/Lifts Supervisor	1	21	\$ 66,377
Electrician	1	17	60,595
Electrician's Helper	1	13	41,942
Pump Mechanic I and II	6	15,13	247,211
Longevity / On Call Pay	—		<u>10,721</u>
TOTAL	<u>9</u>		<u>\$ 426,846</u>

DETAIL OF CAPITAL OUTLAY

**** SEE WATER AND SEWER CAPITAL PURCHASE SCHEDULE ****

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The increase is due to an increase in utilities as well as the expected growth in personnel expenses.

02-5-642 CONSTRUCTION/MAINTENANCE

DETAIL OF EXPENSES

CODE	OBJECT CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ 743,625	\$ 774,618	\$ 789,586	\$ 785,000	\$ 800,788
014	OVERTIME	20,485	20,085	20,000	20,000	20,000
021	FICA	53,162	54,751	54,242	53,935	54,993
022	EMPLOYEE RETIREMENT	68,371	71,631	76,911	76,911	77,975
023	EMPLOYEE INSURANCE	213,530	226,641	153,900	153,900	153,900
030	TRAINING	10,852	5,309	10,500	8,000	10,500
040	WORKERS COMPENSATION	29,841	22,536	17,811	17,811	18,057
050	AWARDS	7,111	8,398	8,200	8,200	8,200
	* SUBTOTAL PERSONNEL *	<u>1,146,977</u>	<u>1,183,969</u>	<u>1,131,150</u>	<u>1,123,757</u>	<u>1,144,413</u>
110	CLOTHING/UNIFORMS	14,387	15,997	12,500	12,500	15,000
111	MATERIALS/SUPPLIES	252,057	323,107	297,500	297,000	320,000
112	OFFICE SUPPLIES	3,723	3,229	1,500	1,500	3,000
113	PRINTING/BINDING	-	-	-	-	-
120	COMMUNICATIONS	4,834	6,498	8,200	8,200	8,200
130	CONTRACTUAL SERVICES	1,805,873	1,972,715	1,400,000	1,975,000	2,000,000
131	REPAIRS/MAINTENANCE	45,680	218	42,500	42,500	42,500
132	PROFESSIONAL SERVICES	608	58	5,000	5,000	5,000
140	SUBSCRIPTIONS/DUES	809	493	1,000	1,000	1,000
141	TRAVEL / BUSINESS	784	2,074	1,200	1,200	2,200
142	ADVERTISING	598	49	500	500	500
150	VEHICLE OPERATIONS	42,453	56,803	50,000	50,000	40,000
151	FUEL	47,436	39,499	45,000	42,500	45,000
152	DAMAGE CLAIMS	832	4,301	-	-	-
	* SUBTOTAL OPERATING *	<u>2,220,074</u>	<u>2,425,041</u>	<u>1,864,900</u>	<u>2,436,900</u>	<u>2,482,400</u>
TOTAL NET WATER & SEWER FUND		<u>\$ 3,367,051</u>	<u>\$ 3,609,010</u>	<u>\$ 2,996,050</u>	<u>\$ 3,560,657</u>	<u>\$ 3,626,813</u>

DIVISION 642 CONSTRUCTION/MAINTENANCE

DIVISION NARRATIVE

The Construction Maintenance Division is comprised of nineteen (19) employees as shown below. These employees report to the Utility Superintendent who in turn reports to the Public Works Director/City Engineer.

This division is responsible for the construction, operation and maintenance of several hundred miles of buried water and sewer lines serving approximately 12,800 service customers. Operation of the wastewater collection system and water distribution system (including fire protection) requires compliance with stringent regulations imposed by EPA and SCDHEC, which require continuous training and employee development.

Typical operations include installation of water services and meters, installation of sewer taps, fire hydrant installation, testing and maintenance, investigating low water pressure complaints, responding to sewer back-ups, extension of lines for new customers, water/sewer line replacement and repair, etc. These employees are subject to emergency call out 24-hours a day.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Construction/Maintenance Supervisor	1	21	\$ 72,871
Crew Leader II	2	17	111,774
Crew Leader I	4	14	170,159
Heavy Equipment Operator (HEO)	6	13	238,643
Maintenance Specialist / Motor Equipment Operator	6	11,12	194,357
Longevity / On Call Pay	—		12,984
TOTAL	<u>19</u>		<u>\$ 800,788</u>

DETAIL OF CAPITAL OUTLAY

** SEE WATER AND SEWER CAPITAL PURCHASE SCHEDULE **

BUDGET ANALYSIS

This division provides for the same level of service as FY 2011. The budget increase is a result of contractual services as well as a normal growth in personnel and operating expenses.

WATER & SEWER UTILITY FUND

DEPRECIATION AND AMORTIZATION

This account contains the depreciation and amortization expense for all of the capital assets in the Water and Sewer Utility Fund.

The depreciation expense is based upon the useful life of each asset. The valuation of capital assets as audited for the year ending June 30, 2010 was \$100,341,383.41, not including construction in progress of \$2,171,698.14 which will likely be capitalized during FY2011. The accumulated depreciation as of June 30, 2010 was \$32,815,598.47.

The amortization expense is also based upon a useful life of the asset. Intangible assets are amortized over their useful lives. Intangible assets include the cost of purchasing water capacity from Grand Strand Water & Sewer and bond issuance costs associated with the it's long term debt.

DETAIL OF EXPENSES		02-5-901-xxx				
CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
<u>DEPRECIATION AND AMORTIZATION</u>						
510	DEPRECIATION	2,832,667	2,079,953	2,200,000	2,150,000	2,200,000
515	AMORTIZATION	<u>883,513</u>	<u>879,171</u>	<u>421,000</u>	<u>883,513</u>	<u>883,513</u>
* TOTAL DEPREC/AMORTIZATION*		<u>\$ 3,716,180</u>	<u>\$ 2,959,124</u>	<u>\$ 2,621,000</u>	<u>\$ 3,033,513</u>	<u>\$ 3,083,513</u>

BOND INTEREST AND FEES

Interest payments and associated banking agent fees for the long-term debt of the Water and Sewer Utility Fund are recorded here.

The City is also obligated under an Agreement with the City of Myrtle Beach that has been assigned to Grand Strand Water & Sewer Authority to make principal and interest payments whereby the City purchases capacity in GSWSA's water treatment plant. The scheduled payments end on March 1, 2020 upon final maturity of the related bonds.

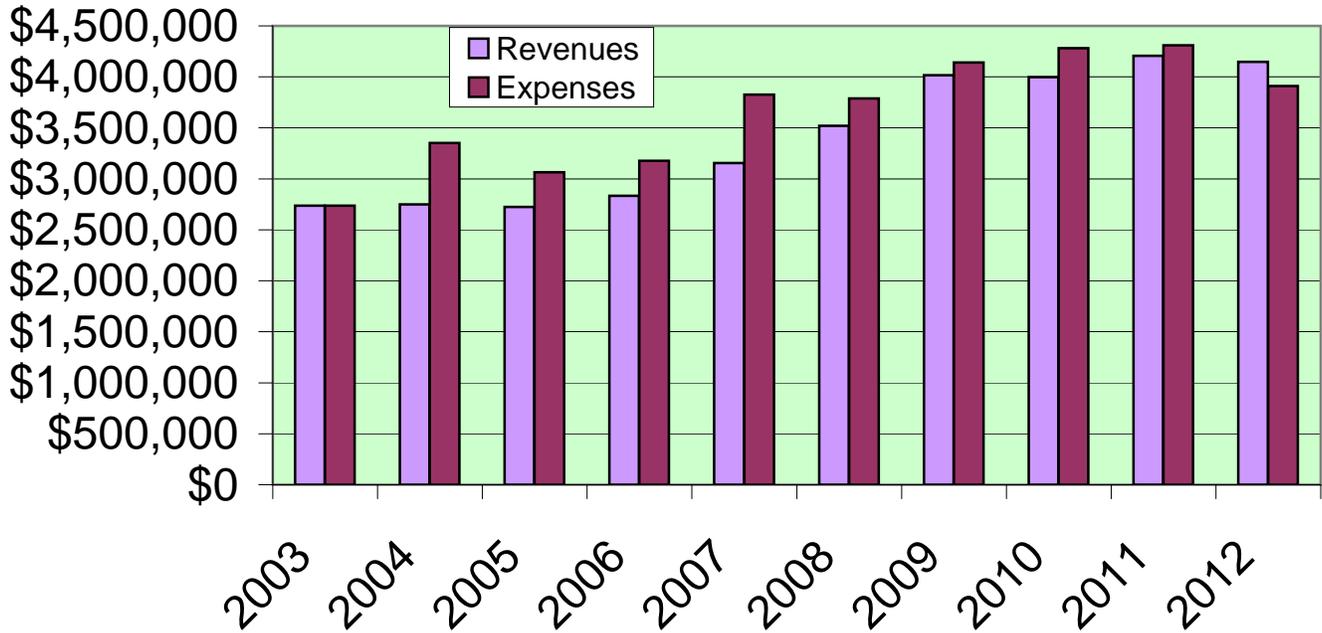
DETAIL OF EXPENSES		02-5-911-xxx				
CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
<u>BOND INTEREST AND FEES</u>						
415	BOND INTEREST	616,364	568,787	526,450	526,450	481,900
420	BOND AGENT FEES	<u>1,671</u>	<u>-</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
* TOTAL BOND INTEREST & FEES *		<u>\$ 618,035</u>	<u>\$ 568,787</u>	<u>\$ 528,450</u>	<u>\$ 528,450</u>	<u>\$ 483,900</u>

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SOLID WASTE FUND

SOLID WASTE FUND
DEPARTMENT OF PUBLIC WORKS

REVENUES AND EXPENSES COMPARISON
BUDGETS FOR PAST 10 FISCAL YEARS



The chart above reflects a surplus of \$238,515 for FY2012. The current rate structure for the first time provides a sufficient rate to cover all costs for the Solid Waste Fund.

The Solid Waste Fund was created in FY2001. This fund accounts for all revenues and expenses related to the City's solid waste activities. Much like the existing Water and Sewer Utility Fund, the Solid Waste Fund is a proprietary fund that operates like private enterprise, using a full accrual basis of accounting. This approach enables the City to more accurately assess fees and charges for solid waste services, and ensures that citizens receive the most cost efficient services possible.

Along with the new fund structure came a new set of fees and charges for solid waste services. These charges are intended to reflect the full cost of providing various solid waste services to our service area. The base fees increased slightly for FY2003 as the tax subsidy from the General Fund was eliminated in order to begin the process of establishing a fund that will be fully supported by fees. Another increase was implemented at the beginning of FY2005, FY2007, FY2008 and FY2011 in order to continue the self funding concept.

SOLID WASTE FUND

The following table illustrates the comparative data for revenues in the Solid Waste Fund. Revenues show a 1.4% decrease due to the decrease in the economy.

**FISCAL YEAR ENDING JUNE 30, 2012
DETAIL OF REVENUES**

SOURCE	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
Solid Waste Services Fees	\$ 3,752,938	\$ 3,699,373	\$ 4,000,000	\$ 4,000,000	\$ 3,966,000
Trash Bags	11,909	10,944	12,000	12,000	12,000
Late Payment Penalties	22,696	24,850	20,000	25,000	20,000
Investment Income	1,540	-	-	-	-
Miscellaneous	157	(211)	-	-	-
Grants	-	-	25,000	-	-
Interfund Transfer - ATAX Fund	198,402	237,564	149,257	149,257	149,814
TOTAL REVENUES	\$ 3,987,642	\$ 3,972,520	\$ 4,206,257	\$ 4,186,257	\$ 4,147,814

The following table illustrates the comparative data for expenses in the Solid Waste Fund. Expenses have shown an increase of 3.7% over the previous year's budget.

SUMMARY OF EXPENSES

DIV.#	DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
661	Commercial Collection	\$ 383,644	\$ 399,340	\$ 405,025	\$ 383,052	\$ 422,669
663	Transfer Station	681,702	674,907	737,394	693,394	764,030
671	Residential Collection	820,220	841,946	890,674	804,768	950,592
673	Trash/Litter Collection	251,026	236,017	247,349	234,841	247,931
674	Beach Cleaning	197,185	206,236	210,401	204,977	221,062
675	Recycling	254,996	272,964	282,567	265,970	285,230
901	Depreciation Expense	391,155	377,880	380,000	400,000	400,000
906	Overhead Allocation	574,384	571,075	616,288	587,300	617,785
TOTAL OPERATING EXPENSES		\$ 3,554,312	\$ 3,580,365	\$ 3,769,698	\$ 3,574,302	\$ 3,909,299

The following table lists the various capital expenditures for the Solid Waste Fund:

DETAIL OF CAPITAL

DIV.#	ITEM DESCRIPTION	COST	GL ACCT. #
663	Transfer Truck (Replacement)	\$ 70,000	15-5-950-361
663	Transfer Trailer (Replacement)	\$ 125,000	15-5-950-361
674	4 X 4 Pickup Truck (F-250) Beach Cleaning	\$ 35,000	15-5-950-360
674	Beach Tractor (New)- Beach Cleaning	\$ 40,000	15-5-950-361
674	Beach Trailer (New)- Beach Cleaning	\$ 20,000	15-5-950-361
675	Recycle Truck (Replacement)	\$ 225,000	15-5-950-361
	TOTAL CAPITAL	\$ 515,000	

SOLID WASTE FUND

The Solid Waste User Fee for residential will remain at \$19 per month. The reason for the increase in 2011 was to build up cash reserves and cover both operating expenses and capital expenditures. The fund was started by an equity transfer of equipment and therefore never had sufficient cash reserves to properly finance the fund as a stand alone business. With the past years increases this fund will be cash flow positive for the second year.

The table below shows the rates in effect since July 1, 2010:

SOLID WASTE RATES

Single-Family Residential Customer	\$	19.00	per month
Residential Roll Cart Service	\$	19.00	per month
Residential Roll Cart- Rental Area (6% Property)	\$	23.20	per month
Dumpster Service (one pick-up per week)	\$	88.00	per month
Each additional pick-up per week	\$	85.00	per month
Commercial Roll Cart/Bag Service	\$	30.25	per month

Performance Benchmarks, Goals and Priorities

The following benchmarks, goals and priorities are provided for in FY2012, along with programs already in place:

- Expand roll-cart program to all neighborhoods in the City.
- Maintain a clean beach during peak tourist season by operating four beach rakes.
- Provide litter collection services along public roadways.
- Divide the City into four sections for pickup of all types of solid waste on a specified day per section. This should have the effect of lowering overtime and fuel cost.

15-5-661 COMMERCIAL COLLECTION

DETAIL OF EXPENSES

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ 165,338	\$ 170,458	\$ 170,614	\$ 170,614	\$ 176,595
012	SALARY, PART-TIME	-	-	10,400	-	10,400
014	OVERTIME	15,708	18,597	18,600	18,600	18,600
021	FICA	13,050	13,162	14,472	13,245	14,906
022	EMPLOYEE RETIREMENT	16,851	17,951	18,921	17,975	19,519
023	EMPLOYEE INSURANCE	40,768	43,059	32,400	32,400	32,400
030	TRAINING	-	-	-	-	-
040	WORKERS COMPENSATION	8,171	3,710	4,392	4,392	4,523
050	AWARDS	3,913	1,726	1,726	1,726	1,726
	* SUBTOTAL PERSONNEL *	<u>263,799</u>	<u>268,663</u>	<u>271,525</u>	<u>258,952</u>	<u>278,669</u>
110	CLOTHING/UNIFORMS	3,435	3,857	4,000	4,000	4,000
111	MATERIALS/SUPPLIES	20,175	28,822	35,000	30,000	40,000
112	OFFICE SUPPLIES	443	-	500	500	500
113	PRINTING/BINDING	-	-	2,000	2,000	2,000
120	COMMUNICATIONS	1,360	1,572	1,500	1,500	-
130	CONTRACTUAL SERVICES	298	484	-	-	-
132	PROFESSIONAL SERVICES	-	-	500	100	500
140	SUBSCRIPTIONS/DUES	-	-	-	-	-
141	TRAVEL / BUSINESS	-	-	-	-	-
142	ADVERTISING	76	-	-	-	-
150	VEHICLE OPERATIONS	54,054	62,574	50,000	50,000	55,000
151	FUEL	40,004	33,368	40,000	36,000	42,000
152	DAMAGE CLAIMS	-	-	-	-	-
	* SUBTOTAL OPERATING *	<u>119,845</u>	<u>130,677</u>	<u>133,500</u>	<u>124,100</u>	<u>144,000</u>
TOTAL COMMERCIAL COLLECTION		<u>\$ 383,644</u>	<u>\$ 399,340</u>	<u>\$ 405,025</u>	<u>\$ 383,052</u>	<u>\$ 422,669</u>

DIVISION 661 COMMERCIAL COLLECTION

DIVISION NARRATIVE

The Commercial Collection Division is comprised of four (4) employees as shown below. These employees report to the Sanitation Superintendent who in turn reports to the Public Works Director/City Engineer.

This Division is responsible for the collection of solid waste from commercial customers, which is accomplished through the use of side load bulk containers. In addition, this division serves many multi-family residential properties. Approximately 622 customers and 1920 container collections are served each week during the peak season.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Crew Leader I	1	14	47,566
Heavy Equipment Operator	2	13	79,729
Heavy Equipment Operator/Welder	1	13	46,850
Longevity			<u>2,450</u>
TOTAL	<u>4</u>		<u>\$ 176,595</u>

DETAIL OF CAPITAL OUTLAY

** SEE SOLID WASTE CAPITAL PURCHASE SCHEDULE **

BUDGET ANALYSIS

This division provides for the same level of service as the previous year. The increase in this division is due to expected growth in personnel and related operational costs.

15-5-663 TRANSFER STATION

DETAIL OF EXPENSES

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ 110,644	\$ 117,071	\$ 117,847	\$ 117,847	\$ 118,141
014	OVERTIME	10,232	14,605	14,000	14,000	15,675
021	FICA	8,756	9,396	9,493	9,493	9,635
022	EMPLOYEE RETIREMENT	10,618	11,431	12,526	12,526	12,712
023	EMPLOYEE INSURANCE	29,707	31,160	24,300	24,300	24,300
040	WORKERS COMPENSATION	5,327	2,175	5,933	5,933	6,022
050	AWARDS	<u>1,060</u>	<u>1,495</u>	<u>1,295</u>	<u>1,295</u>	<u>1,295</u>
	* SUBTOTAL PERSONNEL *	<u>176,344</u>	<u>187,333</u>	<u>185,394</u>	<u>185,394</u>	<u>187,780</u>
110	CLOTHING/UNIFORMS	2,075	1,732	2,500	2,500	3,000
111	MATERIALS/SUPPLIES	2,730	3,910	4,000	4,000	5,250
121	UTILITIES	-	5,829	5,000	5,000	7,500
130	CONTRACTUAL SERVICES	422,874	413,273	450,000	420,000	450,000
131	REPAIRS/MAINTENANCE	668	512	10,000	10,000	30,000
132	PROFESSIONAL SERVICES	19	-	500	500	500
150	VEHICLE OPERATIONS	38,329	35,312	40,000	36,000	45,000
151	FUEL	<u>38,663</u>	<u>27,006</u>	<u>40,000</u>	<u>30,000</u>	<u>35,000</u>
	* SUBTOTAL OPERATING *	<u>505,358</u>	<u>487,574</u>	<u>552,000</u>	<u>508,000</u>	<u>576,250</u>
TOTAL TRANSFER STATION		<u>\$ 681,702</u>	<u>\$ 674,907</u>	<u>\$ 737,394</u>	<u>\$ 693,394</u>	<u>\$ 764,030</u>

DIVISION 663 TRANSFER STATION

DIVISION NARRATIVE

The Transfer Station Division is comprised of three Heavy Equipment Operators. These employees report to the Sanitation Superintendent who in turn reports to the Public Works Director/City Engineer.

This division is responsible for operating and maintaining our transfer station and hauling trash and garbage to the landfill. This is accomplished through the use of five (5) tractor-trailer transfer trucks that are loaded by a compactor. Each driver makes at least six trips each day during the peak season.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Heavy Equipment Operator	3	13	\$ 118,141
Longevity			-
TOTAL	<u>3</u>		<u>\$ 118,141</u>

DETAIL OF CAPITAL OUTLAY

** SEE SOLID WASTE CAPITAL PURCHASE SCHEDULE **

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The increase is due to normal growth in personnel expenses and operational costs.

15-5-671 RESIDENTIAL COLLECTION

DETAIL OF EXPENSES

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ 398,215	\$ 406,787	\$ 461,112	\$ 414,155	\$ 460,223
012	SALARY, PART-TIME	-	-	10,400	-	10,400
014	OVERTIME	24,754	33,158	28,000	28,000	32,000
021	FICA	29,915	30,201	34,966	30,509	35,184
022	EMPLOYEE RETIREMENT	40,369	41,548	48,911	44,216	49,222
023	EMPLOYEE INSURANCE	109,215	110,795	89,100	82,000	89,100
030	TRAINING	-	-	2,800	2,000	3,000
040	WORKERS COMPENSATION	36,213	13,198	12,638	12,638	12,716
050	AWARDS	3,885	4,316	4,747	4,400	4,747
	* SUBTOTAL PERSONNEL *	<u>642,566</u>	<u>640,003</u>	<u>692,674</u>	<u>617,918</u>	<u>696,592</u>
110	CLOTHING/UNIFORMS	6,711	3,816	8,000	8,000	8,000
111	MATERIALS/SUPPLIES	85,474	125,391	96,200	96,000	156,000
130	CONTRACTUAL SERVICES	-	-	2,300	2,300	2,000
132	PROFESSIONAL SERVICES	603	40	500	500	500
140	SUB / DUES	-	181	-	-	-
141	TRAVEL	-	-	500	50	2,000
142	ADVERTISING	655	105	500	-	500
150	VEHICLE OPERATIONS	42,997	39,918	50,000	45,000	45,000
151	FUEL	41,214	31,292	40,000	35,000	40,000
152	DAMAGE CLAIMS	-	1,200	-	-	-
	* SUBTOTAL OPERATING *	<u>177,654</u>	<u>201,943</u>	<u>198,000</u>	<u>186,850</u>	<u>254,000</u>
TOTAL RESIDENTIAL COLLECTION		<u>\$ 820,220</u>	<u>\$ 841,946</u>	<u>\$ 890,674</u>	<u>\$ 804,768</u>	<u>\$ 950,592</u>

DIVISION 671 RESIDENTIAL COLLECTION

DIVISION NARRATIVE

The Residential Collection Division is comprised of eleven (11) employees as shown below. These employees report to the Sanitation Superintendent who in turn reports to the Public Works Director/City Engineer. Supervisory personnel for the entire Solid Waste Fund is budgeted in this division.

This division is responsible for the curbside collection of residential solid waste and yard waste. These employees provide approximately 16,000 curbside collections each week during the peak season. In addition, weekend work is required during the summer to accommodate the changeover of residential rental properties.

Temporary employees are used to supplement the permanent full time staff during the peak season to accommodate the increased workload.

Funding Source: \$9,971 Accommodations Tax Fund (for Overtime), and the remainder \$940,621 - Solid Waste Fund.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Sanitation Superintendent	1	26	\$ 87,238
Sanitation Supervisor	1	21	47,661
Crew Leader I	1	14	48,733
Heavy Equipment Operator	3	13	123,416
Motor Equipment Operator	3	11	98,405
Tradesworker	2	9	52,350
Longevity	—		<u>2,420</u>
TOTAL	<u>11</u>		<u>\$ 460,223</u>

DETAIL OF CAPITAL OUTLAY

** SEE SOLID WASTE CAPITAL PURCHASE SCHEDULE **

BUDGET ANALYSIS

This division provides for the same level of residential collection service as the previous year's budget. The increase is a result of normal growth in personnel and operating expenses. This division has become the primary cost center since much of commercial collection has been privatized.

15-5-673 TRASH/LITTER COLLECTION

DETAIL OF EXPENSES

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ 111,146	\$ 118,896	\$ 120,024	\$ 120,024	\$ 120,718
012	SALARY, PART-TIME	6,887	-	10,400	-	10,400
014	OVERTIME	9,831	11,557	10,000	10,000	12,000
021	FICA	8,853	9,038	9,970	9,362	10,161
022	EMPLOYEE RETIREMENT	19,832	12,626	11,702	11,702	11,945
023	EMPLOYEE INSURANCE	29,940	32,991	32,400	32,400	24,300
040	WORKERS COMPENSATION	8,007	2,398	2,808	2,808	2,862
050	AWARDS	1,060	1,295	1,295	1,295	1,295
	* SUBTOTAL PERSONNEL *	<u>195,556</u>	<u>188,801</u>	<u>198,599</u>	<u>187,591</u>	<u>193,681</u>
110	CLOTHING/UNIFORMS	1,502	1,894	1,750	1,750	2,000
111	MATERIALS/SUPPLIES	1,294	1,016	1,500	1,500	1,750
132	PROFESSIONAL SERVICES	-	-	500	-	500
142	ADVERTISING	-	-	-	-	-
150	VEHICLE OPERATIONS	18,211	18,901	20,000	19,000	20,000
151	FUEL	31,360	25,405	25,000	25,000	30,000
152	DAMAGE CLAIMS	3,103	-	-	-	-
	* SUBTOTAL OPERATING *	<u>55,470</u>	<u>47,216</u>	<u>48,750</u>	<u>47,250</u>	<u>54,250</u>
TOTAL TRASH/LITTER COLLECTION		<u>\$ 251,026</u>	<u>\$ 236,017</u>	<u>\$ 247,349</u>	<u>\$ 234,841</u>	<u>\$ 247,931</u>

DIVISION 673 TRASH/LITTER COLLECTION

DIVISION NARRATIVE

The Trash/Litter Collection Division is comprised of two (2) Heavy Equipment Operators and one (1) Motor Equipment Operator. These employees report to the Sanitation Superintendent who in turn reports to the Public Works Director/City Engineer.

This division is responsible for the curbside collection of discarded furniture, appliances, and other bulky items. Also, these employees assist residential and commercial crews with the collection of yard waste and other debris. Litter collection and the clean-up of illegal dumping sites is also provided by this division.

Temporary employees are used to supplement the permanent full time staff during the peak season to accommodate the increased workload.

Funding Source: \$47,786 - Accommodations Tax Fund (for Litter collection);
and the remainder \$200,145 - Solid Waste Fund

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Heavy Equipment Operator	2	13	\$ 87,826
Motor Equipment Operator	1	11	\$ 32,892
Longevity	<u> </u>		<u> </u>
TOTAL	<u> 3 </u>		<u>\$ 120,718</u>

DETAIL OF CAPITAL OUTLAY

** SEE SOLID WASTE CAPITAL PURCHASE SCHEDULE **

BUDGET ANALYSIS

This division provides for the same level of services as the previous fiscal year. The increase is due to expected growth in personnel and operating costs.

15-5-674 BEACH CLEANING

DETAIL OF EXPENSES

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
011	SALARY	\$ 58,067	\$ 60,024	\$ 64,782	\$ 64,782	\$ 64,280
012	SALARY, PART-TIME	38,766	35,426	41,600	38,000	41,600
014	OVERTIME	12,903	15,361	13,000	13,000	15,000
021	FICA	7,770	7,937	8,357	8,105	8,462
022	RETIREMENT	5,635	6,137	6,611	6,611	6,739
023	INSURANCE	20,655	21,823	24,300	24,300	16,200
040	WORKERS COMPENSATION	5,364	1,970	2,388	2,316	2,418
050	AWARDS	706	863	863	863	863
	* SUBTOTAL PERSONNEL *	<u>149,866</u>	<u>149,541</u>	<u>161,901</u>	<u>157,977</u>	<u>155,562</u>
110	CLOTHING/UNIFORMS	1,533	1,661	2,000	2,000	2,000
111	MATERIALS/SUPPLIES	1,619	9,841	5,000	4,500	8,000
130	CONTRACTUAL SERVICES	-	-	-	-	-
132	PROFESSIONAL SERVICES	345	60	500	500	500
142	ADVERTISING	69	-	-	-	-
150	VEHICLE OPERATIONS	13,574	21,448	16,000	16,000	25,000
151	FUEL	25,243	23,685	25,000	24,000	30,000
152	DAMAGE CLAIMS	4,936	-	-	-	-
	* SUBTOTAL OPERATING *	<u>47,319</u>	<u>56,695</u>	<u>48,500</u>	<u>47,000</u>	<u>65,500</u>
TOTAL BEACH CLEANING		<u>\$ 197,185</u>	<u>\$ 206,236</u>	<u>\$ 210,401</u>	<u>\$ 204,977</u>	<u>\$ 221,062</u>

DIVISION 674 BEACH CLEANING

DIVISION NARRATIVE

This division provides for the cleaning of the beach during the summer season and after busy weekends during the off-season.

This division provides for the salaries of two (2) full-time employees and four part-time Beach Cleaners, as well as beach cleaning supplies, and trash receptacles. Maintenance and fuel money for two beach trucks, a beach trailer, three beach cleaning machines, and two tractors are also included in this division.

Funding Source: \$92,057 - Accommodations Tax Fund; and the remainder \$129,005 - Solid Waste Fund

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Motor Equipment Operator	2	11	\$ 64,280
Longevity	<u> </u>		<u> </u>
TOTAL	<u> 2 </u>		<u> \$ 64,280 </u>

DETAIL OF CAPITAL OUTLAY

** SEE SOLID WASTE CAPITAL PURCHASE SCHEDULE **

BUDGET ANALYSIS

This division provides for the same level of service as the previous fiscal year. The overall increase in the budget is due to expected growth in operating expenses.

15-5-675 RECYCLING

DETAIL OF EXPENSES

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATED	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ 138,413	\$ 133,277	\$ 147,177	\$ 135,000	\$ 142,357
014	OVERTIME	8,431	12,219	10,000	10,000	12,000
021	FICA	10,590	10,697	11,474	10,150	11,268
022	EMPLOYEE RETIREMENT	13,452	14,154	14,146	13,050	13,892
023	EMPLOYEE INSURANCE	39,518	42,558	32,400	32,400	32,400
040	WORKERS COMPENSATION	6,593	2,884	3,144	3,144	3,087
050	AWARDS	<u>1,413</u>	<u>1,526</u>	<u>1,726</u>	<u>1,726</u>	<u>1,726</u>
	* SUBTOTAL PERSONNEL *	<u>218,410</u>	<u>217,315</u>	<u>220,067</u>	<u>205,470</u>	<u>216,730</u>
110	CLOTHING/UNIFORMS	2,188	2,272	4,000	4,000	3,000
111	MATERIALS/SUPPLIES	2,019	19,982	20,000	19,500	22,000
113	PRINTING/BINDING	-	-	3,000	3,000	3,000
130	CONTRACTUAL SERVICES	-	-	500	-	500
150	VEHICLE OPERATIONS	10,788	13,884	15,000	15,000	15,000
150	FUEL	21,591	18,096	20,000	19,000	25,000
152	DAMAGE CLAIMS	<u>-</u>	<u>1,415</u>	<u>-</u>	<u>-</u>	<u>-</u>
	* SUBTOTAL OPERATING *	<u>36,586</u>	<u>55,649</u>	<u>62,500</u>	<u>60,500</u>	<u>68,500</u>
TOTAL RECYCLING		<u>\$ 254,996</u>	<u>\$ 272,964</u>	<u>\$ 282,567</u>	<u>\$ 265,970</u>	<u>\$ 285,230</u>

DIVISION 675 RECYCLING

DIVISION NARRATIVE

The Recycling Division is comprised of four (4) employees as shown below. These employees report to the Sanitation Superintendent who in turn reports to the Public Works Director/City Engineer.

This division is responsible for the curbside collection of recyclable materials from residential properties and the bulk collection of recycling from multi-family and commercial properties.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Heavy Equipment Operator/Welder	2	13	\$ 80,140
Motor Equipment Operator	1	11	32,678
Tradesworker	1	9	25,341
Longevity	—		<u>4,198</u>
TOTAL	<u>4</u>		<u>\$ 142,357</u>

DETAIL OF CAPITAL OUTLAY

** SEE SOLID WASTE CAPITAL PURCHASE SCHEDULE **

BUDGET ANALYSIS

This division provides for the same level of service as the previous year's budget. The increase is due to expected growth in operating expenses.

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BEACH SERVICES FUND

BEACH SERVICES FUND

The Beach Services Fund was established during FY2006. A budget adjustment ordinance was passed to provide initial funding for the various capital assets that would be needed as well as operating expenses for the months of April thru June 2007.

This fund is an enterprise fund which encompasses all vending on the beach as well as the cost of lifeguards throughout the Summer season. This fiscal year should be the positive turning point for Beach Services.

The following table illustrates the budgeted revenues for the Beach Services Fund. These numbers represent the City's plan to provide services to beachgoers and to increase safety on its public beach.

FISCAL YEAR ENDING JUNE 30, 2012 DETAIL OF REVENUES BEACH SERVICES FUND

REVENUES	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
NMB Merchandise	\$ 2,410	\$ -	\$ -	\$ -	\$ -
Rental (Umbrellas & Chairs)	1,034,884	1,076,375	1,060,000	1,125,000	1,125,000
Italian Ice Sales	404,064	356,748	450,000	425,000	600,000
Sales (Drinks & Food)	38,654	22,508	30,000	23,000	10,000
Amusement Sales	43,748	134,831	300,000	125,000	125,000
Sponsorships	-	-	-	-	-
Accommodations Tax Transfer	132,010	-	100,000	100,000	136,289
LOCAL Accommodations Tax	-	-	61,581	175,000	175,000
Less Sales Tax	(110,981)	(120,521)	(105,000)	(130,000)	(152,500)
TOTAL REVENUES	<u>\$ 1,544,789</u>	<u>\$ 1,469,941</u>	<u>\$ 1,896,581</u>	<u>\$ 1,843,000</u>	<u>\$ 2,018,789</u>

The table below summarizes Beach Services Fund operating expenditures:

FISCAL YEAR ENDING JUNE 30, 2012 SUMMARY OF EXPENDITURES BEACH SERVICES FUND

Div. #	DIVISION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
760	Beach Services - Concessions	\$ 932,050	\$ 793,844	\$ 711,875	\$ 629,605	\$ 749,896
761	Beach Services - Lifeguards	611,763	524,473	502,886	366,509	505,081
901	Depreciation	258,684	259,409	258,684	260,134	186,001
906	Overhead Allocations	323,102	311,920	397,541	386,551	384,525
760	Transfer Out Beach Renour.	-	-	-	-	-
	TOTAL OPERATING EXPENSES	<u>\$ 2,125,599</u>	<u>\$ 1,889,646</u>	<u>\$ 1,870,986</u>	<u>\$ 1,642,799</u>	<u>\$ 1,825,503</u>

BEACH SERVICES FUND

Revenues are projected to exceed expenses by \$193,286 for FY2012. It is the intent of this fund to make money and supplement other beach related activities such as beach renourishment and beach patrol.

The following table illustrates the capital purchases for the fund. Even though some items such as beach chairs and beach umbrellas by themselves did not meet the individual capitalization programs threshold of \$5,000, it would be inappropriate to charge these expenditures in the first year of service because they have a useful life much longer than one year and as a whole are a major expense in the startup costs of the enterprise. Beach chairs and umbrellas will be depreciated over a five year period.

**FISCAL YEAR ENDING JUNE 30, 2012
SUMMARY OF CAPITAL
BEACH SERVICES FUND**

Code	DIVISION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
760 - Concessions						
760-321	Building Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
760-360	Motor Vehicles	-	-	-	-	-
760-370	Non-Mobil Equipment	-	14,504	-	37,000	-
* SUBTOTAL CONCESSIONS *		-	14,504	-	37,000	-
761 - Lifeguards						
761-370	Non-Mobil Equipment	-	-	-	-	-
* SUBTOTAL LIFEGUARDS *		-	-	-	-	-
TOTAL OPERATING EXPENSES		\$ -	\$ 14,504	\$ -	\$ 37,000	\$ -

16-5-760 BEACH SERVICES - CONCESSIONS

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ 83,811	\$ 28,756	\$ -	\$ -	\$ -
012	PT- CONCESSIONS	472,574	428,595	425,000	395,000	460,000
013	PT- COMMISSIONS	53,356	19,388	20,000	21,500	20,000
014	OVERTIME	1,617	260	-	-	-
021	FICA	41,868	34,653	33,375	29,155	36,720
022	EMPLOYEE RETIREMENT	6,661	3,550	-	-	-
023	EMPLOYEE INSURANCE	15,211	1,085	-	-	-
030	TRAINING	-	-	-	-	500
040	WORKERS COMPENSATION	17,833	13,218	13,000	10,000	7,872
050	AWARDS	476	237	-	-	-
	* SUBTOTAL PERSONNEL *	<u>693,407</u>	<u>529,742</u>	<u>491,375</u>	<u>455,655</u>	<u>525,092</u>
110	CLOTHING/UNIFORMS	823	746	1,500	-	2,950
111	MATERIALS/SUPPLIES	9,305	15,355	7,000	10,000	16,340
112	OFFICE SUPPLIES	3,625	1,542	500	100	545
113	PRINTING/BINDING	230	8,305	1,000	600	5,973
120	COMMUNICATIONS	21,802	16,179	16,000	12,000	8,150
130	CONTRACTUAL SERVICES	8,204	31,768	40,000	25,000	18,000
131	REPAIRS/MAINTENANCE	7,686	12,028	5,000	1,250	15,746
132	PROFESSIONAL SERVICES	12,890	14,177	7,000	1,000	15,000
134	CREDIT CARD FEES	2,688	6,758	6,000	6,000	7,000
140	SUBSCRIPTIONS/DUES	-	90	-	-	100
141	TRAVEL/BUSINESS	-	-	-	-	2,500
142	ADVERTISING	313	222	500	-	500
150	VEHICLE OPERATIONS	9,860	29,968	12,000	6,000	10,000
151	FUEL	14,945	9,630	10,000	9,500	11,000
152	DAMAGE CLAIMS	1,189	76	-	-	-
185	ITALIAN ICE / SUPPLIES	92,305	100,235	100,000	100,000	110,000
186	BOTTLED DRINKS	10,325	4,697	8,000	2,000	1,000
187	PREPACKAGED FOODS	38,089	4,806	4,000	500	-
188	NON-FOOD ITEMS	327	7,520	2,000	-	-
189	APPAREL / CHAIRS RESALE	4,037	-	-	-	-
	* SUBTOTAL OPERATING *	<u>238,643</u>	<u>264,102</u>	<u>220,500</u>	<u>173,950</u>	<u>224,804</u>
	** TOTAL EXPENDITURES **	<u>\$ 932,050</u>	<u>\$ 793,844</u>	<u>\$ 711,875</u>	<u>\$ 629,605</u>	<u>\$ 749,896</u>

DIVISION 760 BEACH SERVICES- CONCESSIONS

DIVISION NARRATIVE

The Beach Services currently has no full time regular employees. An Overhead allocation is made to account for the hours worked during the summer months for both the Beach Services Manager and the Beach Maintenance Worker. Also approximately 100 part-time employees will be hired during the summer as concession or rental employees.

DETAIL OF PERSONNEL SERVICES

No full time personnel services are budgeted for FY 2012

DETAIL OF CAPITAL OUTLAY

No capital is budgeted for FY 2012

BUDGET ANALYSIS

FY2012 will be the fifth full year of operations for the Beach Services Fund. This division covers all rental and concessions activities. The 5.3% increase in expenditures is due to placing additional push carts on the beach and the cost of rehiring returning employees at the higher pay. This year Beach Services worked to consolidate rental stations to better cover the beach.

16-5-761 BEACH SERVICES - LIFEGUARDS

DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ -	\$ -	\$ -	\$ -	\$ -
012	PT - LIFEGUARDS	439,201	421,639	400,000	314,000	430,000
013	LIFEGUARD BONUSES	22,200	27,025	26,000	-	-
014	OVERTIME	-	-	-	-	-
021	FICA	30,752	35,408	29,394	24,021	32,895
022	EMPLOYEE RETIREMENT	-	-	-	-	-
023	EMPLOYEE INSURANCE	-	-	-	-	-
030	TRAINING	1,425	1,220	3,000	1,220	4,200
040	WORKERS COMPENSATION	14,498	7,900	8,692	6,700	8,600
050	AWARDS	1,075	24	1,000	25	-
	* SUBTOTAL PERSONNEL *	<u>509,151</u>	<u>493,216</u>	<u>468,086</u>	<u>345,966</u>	<u>475,695</u>
110	CLOTHING/UNIFORMS	7,642	9,638	10,000	9,600	12,400
111	MATERIALS/SUPPLIES	5,653	6,289	8,000	5,000	9,436
112	OFFICE SUPPLIES	-	-	-	-	-
113	PRINTING/BINDING	-	-	-	-	-
120	COMMUNICATIONS	-	-	-	-	-
130	CONTRACTUAL SERVICES	63,555	-	10,000	-	2,500
131	REPAIRS/MAINTENANCE	2,130	99	500	-	250
132	PROFESSIONAL SERVICES	13,220	3,135	-	-	-
140	SUBSCRIPTIONS/DUES	5,600	300	5,000	5,000	3,500
141	TRAVEL/BUSINESS	996	-	800	-	800
142	ADVERTISING	770	465	500	50	500
150	VEHICLE OPERATIONS	2,026	10,980	-	399	-
151	FUEL	1,020	351	-	494	-
152	DAMAGE CLAIMS	-	-	-	-	-
	* SUBTOTAL OPERATING *	<u>102,612</u>	<u>31,257</u>	<u>34,800</u>	<u>20,543</u>	<u>29,386</u>
	** TOTAL EXPENDITURES **	<u>\$ 611,763</u>	<u>\$ 524,473</u>	<u>\$ 502,886</u>	<u>\$ 366,509</u>	<u>\$ 505,081</u>

DIVISION 761 BEACH SERVICES- LIFEGUARDS

DIVISION NARRATIVE

The Beach Services-Lifeguards includes approximately 80 part-time employees that are hired during the summer as lifeguards. This division will provide for daily lifeguard services at lifeguard stands along the nine miles of beach front in North Myrtle Beach from late May till Labor Day.

DETAIL OF PERSONNEL SERVICES

No full time personnel services are budgeted for FY 2012

DETAIL OF CAPITAL OUTLAY

No capital is budgeted for FY 2012

BUDGET ANALYSIS

FY2012 will be the fifth full year of operations for the Beach Services Fund. All expenses in this division are for lifeguards only. The 15.6% decrease in operating expenditures is due to re-evaluating and closer management control of spending. Also reevaluation of stands and experience gained from the four years of operations.

BEACH SERVICES FUND

DEPRECIATION

DETAIL OF EXPENSES 16-5-901-xxx

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
<u>DEPRECIATION</u>						
510	DEPRECIATION	<u>\$ 258,684</u>	<u>\$ 259,409</u>	<u>\$ 258,684</u>	<u>\$ 260,134</u>	<u>\$ 186,001</u>
* TOTAL DEPRECIATION*		<u>\$ 258,684</u>	<u>\$ 259,409</u>	<u>\$ 258,684</u>	<u>\$ 260,134</u>	<u>\$ 186,001</u>

AQUATIC & FITNESS
CENTER FUND

**AQUATIC AND FITNESS CENTER FUND
DEPARTMENT OF PARKS AND RECREATION**

The Aquatic and Fitness Center Fund was established in FY2003. This fund accounts for all activities associated with the construction and operation of the Aquatic and Fitness Center. The Aquatic and Fitness Center Bonds were issued in FY2004 and ground breaking on the new building took place May 2004.

The FY2004 Revenue Bond was collateralized by 100% of the 1/2 percent local accommodations tax fee adopted in March of 2002. The Aquatic and Fitness Center is an Enterprise Fund and hopefully membership fees will fully fund both operating and debt service expenses once the center has been open for several years. To fully fund this activity total member units will have to be around 3,000 based on current data.

The facility opened for business in November of 2005. Demand for the new facility has been good and memberships continue to grow on an annual basis.

The following table illustrates the budgeted revenues for the Aquatic and Fitness Center for 2,260 member units. This number of members is above the break-even point when the 1/2% local accommodations tax is used for the annual debt service.

**FISCAL YEAR ENDING JUNE 30, 2012
DETAIL OF REVENUES
AQUATIC AND FITNESS CENTER FUND**

REVENUES	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
Aquatic Membership Fees	\$ 1,235,489	\$ 1,272,909	\$ 1,310,000	\$ 1,350,000	\$ 1,410,000
Aquatic Enrollment Fees	52,794	46,617	40,000	45,000	45,000
Aquatic Day Memberships	40,065	51,925	55,000	60,000	60,000
Operating Program Fees	161,393	206,533	230,000	245,000	260,000
Sales (Merch. & Food)	29,155	39,029	40,000	38,000	38,000
Donations / Grants	73,551	69,052	-	-	-
Property Sales/Interest/Rent	-	85	-	-	-
Miscellaneous	1,513	1,839	1,000	1,000	1,000
Non-Operating Program Fees	48,486	13,362	10,000	15,464	10,000
Local Accommodations Tax	698,938	710,618	638,419	638,419	638,419
Transfers from other Funds	-	-	-	-	-
Accommodations Tax Transfer	11,868	5,033	8,150	8,000	-
TOTAL REVENUES	<u>\$ 2,353,252</u>	<u>\$ 2,417,002</u>	<u>\$ 2,332,569</u>	<u>\$ 2,400,883</u>	<u>\$ 2,462,419</u>

AQUATIC AND FITNESS CENTER FUND

The table below summarizes Aquatic and Fitness Center Fund operating expenses by division:

**FISCAL YEAR ENDING JUNE 30, 2012
SUMMARY OF EXPENSES
AQUATIC AND FITNESS CENTER FUND**

Div. #	DIVISION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
770	Administration	\$ 1,393,355	\$ 1,457,154	\$ 663,059	\$ 644,824	\$ 713,041
771	Aquatics	-	-	183,651	123,667	175,531
772	Activity Specialist	-	-	173,872	172,985	163,855
773	Fitness	-	-	265,168	251,915	297,368
774	Custodians	-	-	135,932	130,492	135,743
901	Depreciation / Amortization	384,556	344,501	272,977	288,563	274,430
906	Overhead Allocations	183,845	177,715	177,995	172,340	181,282
911	Bond Interest/Agent Fees	294,129	280,013	279,832	265,319	250,021
TOTAL OPERATING EXPENSES		\$ 2,255,885	\$ 2,259,383	\$ 2,152,486	\$ 2,050,105	\$ 2,191,271

Revenues are projected to exceed expenses by \$271,148 for FY2012. This amount can be reallocated by City Council for any other purpose allowed by State Law under the Local Accommodations Tax statute, but at this time it will be used to provide working capital for this fund.

The following table illustrates the ongoing capital needs of this fund. Even though many of these items do not individually meet the capitalization threshold, the City will capitalize these items as a whole in order to smooth out the cost of the center over time.

**SUMMARY OF CAPITAL
AQUATIC AND FITNESS CENTER FUND**

Code	DIVISION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
970-220	Building	-	-	-	-	80,000
970-280	Furniture/Fitness Equipment	-	-	22,500	21,350	36,000
TOTAL OPERATING EXPENSES		\$ -	\$ -	\$ 22,500	\$ 21,350	\$ 116,000

17-5-770 ADMINISTRATION

**AQUATIC AND FITNESS CENTER
DETAIL OF EXPENDITURES**

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ 412,644	\$ 411,422	\$ 215,329	\$ 215,329	\$ 221,973
012	SALARY, PART-TIME	332,225	309,704	64,135	60,000	67,500
014	OVERTIME	925	398	-	-	-
015	SPECIAL ALLOWANCE	5,400	5,400	5,400	5,400	5,400
021	FICA	54,711	53,188	20,121	19,824	20,842
022	EMPLOYEE RETIREMENT	35,486	36,419	19,380	19,380	19,978
023	EMPLOYEE INSURANCE	111,824	116,782	32,400	32,400	32,400
030	TRAINING	1,766	1,235	615	615	838
040	WORKERS COMPENSATION	10,876	8,092	2,236	2,200	2,316
050	AWARDS	2,974	2,724	926	926	926
	* SUBTOTAL PERSONNEL *	<u>968,831</u>	<u>945,364</u>	<u>360,542</u>	<u>356,074</u>	<u>372,173</u>
110	CLOTHING/UNIFORMS	1,755	3,560	360	360	360
111	MATERIALS/SUPPLIES	15,858	25,524	10,182	10,180	9,195
112	OFFICE SUPPLIES	3,373	4,853	8,200	8,000	8,200
113	PRINTING/BINDING	4,545	2,162	3,165	3,000	3,500
114	AQUATIC SUPPLIES	16,863	19,179	-	-	-
115	FITNESS SUPPLIES	24,687	3,154	-	-	-
116	PROGRAMMING SUPPLIES	7,174	9,805	-	-	-
117	RESALE SUPPLIES	21,289	27,472	3,000	3,000	3,000
118	CUSTODIAL SUPPLIES	28,870	29,127	-	-	-
120	COMMUNICATIONS	3,808	1,279	3,400	3,400	2,000
121	UTILITIES	157,410	164,518	170,000	165,000	170,000
130	CONTRACTUAL SERVICES	48,001	70,881	39,590	39,590	41,808
131	REPAIRS/MAINTENANCE	29,500	93,717	7,700	7,700	39,100
132	PROFESSIONAL SERVICES	2,734	3,010	-	-	120
134	CREDIT CARD FEES	7,482	9,073	7,800	7,800	10,000
135	EVENT/FUND RAISERS	3,707	-	-	-	-
140	SUBSCRIPTIONS/DUES	1,041	971	720	720	1,135
141	TRAVEL/BUSINESS	195	-	-	-	2,000
142	ADVERTISING	46,232	43,505	48,400	40,000	50,450
	* SUBTOTAL OPERATING *	<u>424,524</u>	<u>511,790</u>	<u>302,517</u>	<u>288,750</u>	<u>340,868</u>
	** TOTAL EXPENDITURES **	<u>\$ 1,393,355</u>	<u>\$ 1,457,154</u>	<u>\$ 663,059</u>	<u>\$ 644,824</u>	<u>\$ 713,041</u>

DIVISION 770 ADMINISTRATION

**AQUATIC AND FITNESS CENTER
DIVISION NARRATIVE**

The Aquatic and Fitness Center is a division of the Parks and Recreation Department. The Administration Division is comprised of four full-time staff members that are devoted to operating the facility on a full-time basis and with the assistance of nearly 60 part-time employees. They strive to create and provide outstanding health and fitness programs to the City of North Myrtle Beach and the surrounding area. The Aquatic Center Director and Assistant Director manage all activities and with the aide of the various supervisors in the facility develop the programs that make this facility the top fitness center in the area.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Aquatic & Fitness Center Director	1	25	79,182
Assistant Aquatic & Fitness Center Director	1	21	68,814
Customer Service Supervisor	1	15	39,221
Secretary / Receptionist	1	10	30,350
Longevity	-		<u>4,406</u>
TOTAL	4		<u>\$ 221,973</u>

DETAIL OF CAPITAL OUTLAY

** SEE AQUATIC AND FITNESS CENTER SUMMARY OF CAPITAL TABLE **

<u>ITEM</u>	<u>COST</u>	<u>GL ACCT.#</u>
UV Enhancement for 3 Pools	\$ 80,000	17-5-970-220
Three Replacement Treadmills	13,500	17-5-970-280
Three Replacement Ellipticals	13,500	17-5-970-280
Three Replacement Recumbent Bikes	<u>9,000</u>	17-5-970-280
TOTAL	<u>\$ 116,000</u>	

BUDGET ANALYSIS

The main goal of this budget is for this endeavor to be self-supporting including debt service. The slight budget increase in this division is mainly due to the need for repairs and maintenance as the center ages and the normal operating and personnel cost.

17-5-771 AQUATICS

**AQUATIC AND FITNESS CENTER
DETAIL OF EXPENDITURES**

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ -	\$ -	\$ 41,747	\$ -	\$ 34,653
012	SALARY, PART-TIME	-	-	76,000	75,000	73,583
014	OVERTIME	-	-	-	-	-
021	FICA	-	-	8,478	5,400	7,793
022	EMPLOYEE RETIREMENT	-	-	3,757	-	3,119
023	EMPLOYEE INSURANCE	-	-	8,100	-	8,100
030	TRAINING	-	-	200	-	340
040	WORKERS COMPENSATION	-	-	942	600	866
050	AWARDS	-	-	232	232	232
	* SUBTOTAL PERSONNEL *	<u>-</u>	<u>-</u>	<u>139,456</u>	<u>81,232</u>	<u>128,686</u>
110	CLOTHING/UNIFORMS	-	-	500	500	400
111	MATERIALS/SUPPLIES	-	-	21,000	20,000	19,825
112	OFFICE SUPPLIES	-	-	-	40	-
113	PRINTING/BINDING	-	-	2,800	2,500	-
130	CONTRACTUAL SERVICES	-	-	1,500	1,500	8,200
131	REPAIRS/MAINTENANCE	-	-	15,000	15,000	15,000
132	PROFESSIONAL SERVICES	-	-	3,000	2,500	3,000
140	SUBSCRIPTIONS/DUES	-	-	395	395	420
152	DAMAGE CLAIMS	-	-	-	-	-
	* SUBTOTAL OPERATING *	<u>-</u>	<u>-</u>	<u>44,195</u>	<u>42,435</u>	<u>46,845</u>
	** TOTAL EXPENDITURES **	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 183,651</u>	<u>\$ 123,667</u>	<u>\$ 175,531</u>

DIVISION 771 AQUATICS

**AQUATIC AND FITNESS CENTER
DIVISION NARRATIVE**

The Aquatics Division is made up of one full-time staff member, the Aquatic Supervisor. This individual is devoted to supervising the pool lifeguards and all pool related activities.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Aquatic Supervisor	1	*15	34,653
Longevity	-		-
TOTAL	1		<u>\$ 34,653</u>

* The Aquatic Director (grade 18) was changed to an Aquatic Supervisor (grade 15) for FY2012.

DETAIL OF CAPITAL OUTLAY

** SEE AQUATIC AND FITNESS CENTER SUMMARY OF CAPITAL TABLE **

BUDGET ANALYSIS

FY 2012 is the second year of operation for this division. In FY 2011 the Aquatic and Fitness division 770 was divided into smaller units to give management more opportunity to control expenses. Because of this change the over all Aquatics' division expenditures decreased 4.4%. This new process is allowing management to evaluate the effectiveness of its programs.

17-5-772 ACTIVITY SPECIALIST

**AQUATIC AND FITNESS CENTER
DETAIL OF EXPENDITURES**

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ -	\$ -	\$ 50,412	\$ 50,412	\$ 48,885
012	SALARY, PART-TIME	-	-	83,432	83,000	76,932
014	OVERTIME	-	-	-	-	-
021	FICA	-	-	9,637	9,606	9,059
022	EMPLOYEE RETIREMENT	-	-	4,537	4,537	4,400
023	EMPLOYEE INSURANCE	-	-	8,100	7,560	8,100
030	TRAINING	-	-	200	200	255
040	WORKERS COMPENSATION	-	-	1,071	1,067	1,007
050	AWARDS	-	-	232	232	232
	* SUBTOTAL PERSONNEL *	<u>-</u>	<u>-</u>	<u>157,621</u>	<u>156,614</u>	<u>148,870</u>
110	CLOTHING/UNIFORMS	-	-	300	300	300
111	MATERIALS/SUPPLIES	-	-	15,081	15,081	13,950
112	OFFICE SUPPLIES	-	-	235	235	250
113	PRINTING/BINDING	-	-	35	35	35
132	PROFESSIONAL SERVICES	-	-	-	120	300
140	SUBSCRIPTIONS/DUES	-	-	100	100	150
142	ADVERTISING	-	-	500	500	-
152	DAMAGE CLAIMS	-	-	-	-	-
	* SUBTOTAL OPERATING *	<u>-</u>	<u>-</u>	<u>16,251</u>	<u>16,371</u>	<u>14,985</u>
	** TOTAL EXPENDITURES **	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 173,872</u>	<u>\$ 172,985</u>	<u>\$ 163,855</u>

DIVISION 772 ACTIVITY SPECIALIST

**AQUATIC AND FITNESS CENTER
DIVISION NARRATIVE**

The Activity Specialist Division is made up of one full-time staff member, the Activities Director. This individual is responsible for organizing and developing activities for the Aquatic and Fitness Center. This would include all kid programs, after school programs and membership related programs.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Activities Director	1	17	48,885
Longevity	-		-
TOTAL	1		<u>\$ 48,885</u>

DETAIL OF CAPITAL OUTLAY

** SEE AQUATIC AND FITNESS CENTER SUMMARY OF CAPITAL TABLE **

BUDGET ANALYSIS

FY 2012 is the second year of operation for this division. In FY 2011 the Aquatic and Fitness division 770 was divided into smaller units to give management more opportunity to control expenses. Because of this change the over all Activity Specialist's division expenditures decreased 5.8%. This new process is allowing management to evaluate the effectiveness of its programs.

17-5-773 FITNESS

AQUATIC AND FITNESS CENTER
DETAIL OF EXPENDITURES

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ -	\$ -	\$ 43,088	\$ 43,088	\$ 43,728
012	SALARY, PART-TIME	-	-	85,360	75,000	92,120
014	OVERTIME	-	-	-	-	-
021	FICA	-	-	9,248	8,502	9,781
022	EMPLOYEE RETIREMENT	-	-	3,878	3,878	3,936
023	EMPLOYEE INSURANCE	-	-	8,100	8,000	8,100
030	TRAINING	-	-	950	950	214
040	WORKERS COMPENSATION	-	-	1,028	945	1,087
050	AWARDS	-	-	232	232	232
	* SUBTOTAL PERSONNEL *	-	-	151,884	140,595	159,198
110	CLOTHING/UNIFORMS	-	-	450	450	450
111	MATERIALS/SUPPLIES	-	-	13,024	13,000	19,330
112	OFFICE SUPPLIES	-	-	100	100	100
117	RESALE SUPPLIES	-	-	24,000	22,000	24,000
130	CONTRACTUAL SERVICES	-	-	72,650	72,650	91,000
131	REPAIRS/MAINTENANCE	-	-	2,000	2,000	2,000
132	PROFESSIONAL SERVICES	-	-	-	60	240
140	SUBSCRIPTIONS/DUES	-	-	1,060	1,060	50
141	TRAVEL/BUSINESS	-	-	-	-	1,000
	* SUBTOTAL OPERATING *	-	-	113,284	111,320	138,170
	** TOTAL EXPENDITURES **	\$ -	\$ -	\$ 265,168	\$ 251,915	\$ 297,368

DIVISION 773 FITNESS

**AQUATIC AND FITNESS CENTER
DIVISION NARRATIVE**

The Fitness Division is composed of one full-time staff member, the Fitness Director. This individual is responsible for organizing the fitness related events as well as maintaining the Fitness room and all of the equipment in the Aquatic and Fitness Center.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Fitness Director	1	17	43,728
Longevity	-		-
TOTAL	1		<u>\$ 43,728</u>

DETAIL OF CAPITAL OUTLAY

**** SEE AQUATIC AND FITNESS CENTER SUMMARY OF CAPITAL TABLE ****

BUDGET ANALYSIS

FY 2012 is the second year of operation for this division. In FY 2011 the Aquatic and Fitness division 770 was divided into smaller units to give management more opportunity to control expenses. This new process is allowing management to evaluate the effectiveness of its programs.

17-5-774 CUSTODIANS

**AQUATIC AND FITNESS CENTER
DETAIL OF EXPENDITURES**

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
011	SALARY, REGULAR	\$ -	\$ -	\$ 50,256	\$ 50,256	\$ 52,409
012	SALARY, PART-TIME	-	-	26,000	23,000	24,600
014	OVERTIME	-	-	-	-	-
021	FICA	-	-	5,490	5,274	5,545
022	EMPLOYEE RETIREMENT	-	-	4,523	4,523	4,717
023	EMPLOYEE INSURANCE	-	-	16,200	16,000	16,200
030	TRAINING	-	-	-	-	-
040	WORKERS COMPENSATION	-	-	610	586	616
050	AWARDS	-	-	463	463	926
	* SUBTOTAL PERSONNEL *	<u>-</u>	<u>-</u>	<u>103,542</u>	<u>100,102</u>	<u>105,013</u>
110	CLOTHING/UNIFORMS	-	-	2,390	2,390	2,730
118	CUSTODIAL SUPPLIES	-	-	30,000	28,000	28,000
	* SUBTOTAL OPERATING *	<u>-</u>	<u>-</u>	<u>32,390</u>	<u>30,390</u>	<u>30,730</u>
	** TOTAL EXPENDITURES **	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 135,932</u>	<u>\$ 130,492</u>	<u>\$ 135,743</u>

DIVISION 774 CUSTODIANS

**AQUATIC AND FITNESS CENTER
DIVISION NARRATIVE**

The Custodians Division is composed of two full-time Custodians. These individuals are responsible for maintaining the facility and keeping it clean with the help of several part-time employees.

DETAIL OF PERSONNEL SERVICES

<u>Position</u>	<u>Number</u>	<u>Grade</u>	<u>Salary</u>
Custodian	2	8 & 9	52,409
Longevity	-		-
TOTAL	2		<u>\$ 52,409</u>

DETAIL OF CAPITAL OUTLAY

** SEE AQUATIC AND FITNESS CENTER SUMMARY OF CAPITAL TABLE **

BUDGET ANALYSIS

FY 2012 is the second year of operation for this division. In FY 2011 the Aquatic and Fitness division 770 was divided into smaller units to give management more opportunity to control expenses. Because of this change the over all Custodians' division expenditures decreased 0.1%. This new process is allowing management to evaluate the effectiveness of its programs.

AQUATIC AND FITNESS CENTER FUND

DEPRECIATION AND AMORTIZATION

DETAIL OF EXPENSES 17-5-901-xxx

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
<u>DEPRECIATION AND AMORTIZATION</u>						
510	DEPRECIATION	\$ 381,120	\$ 341,065	\$ 269,541	\$ 285,127	\$ 270,994
515	AMORTIZATION	3,436	3,436	3,436	3,436	3,436
* TOTAL DEPREC/AMORTIZATION*		<u>\$ 384,556</u>	<u>\$ 344,501</u>	<u>\$ 272,977</u>	<u>\$ 288,563</u>	<u>\$ 274,430</u>

BOND INTEREST AND FEES

DETAIL OF EXPENSES 17-5-911-xxx

CODE	CLASSIFICATION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2011 ESTIMATE	FY 2012 BUDGETED
<u>BOND INTEREST AND FEES</u>						
415	BOND INTEREST	\$ 294,129	\$ 280,013	\$ 279,832	\$ 265,319	\$ 250,021
420	BOND AGENT FEES	-	-	-	-	-
* TOTAL BOND INTEREST & FEES *		<u>\$ 294,129</u>	<u>\$ 280,013</u>	<u>\$ 279,832</u>	<u>\$ 265,319</u>	<u>\$ 250,021</u>

PERSONNEL REPORT

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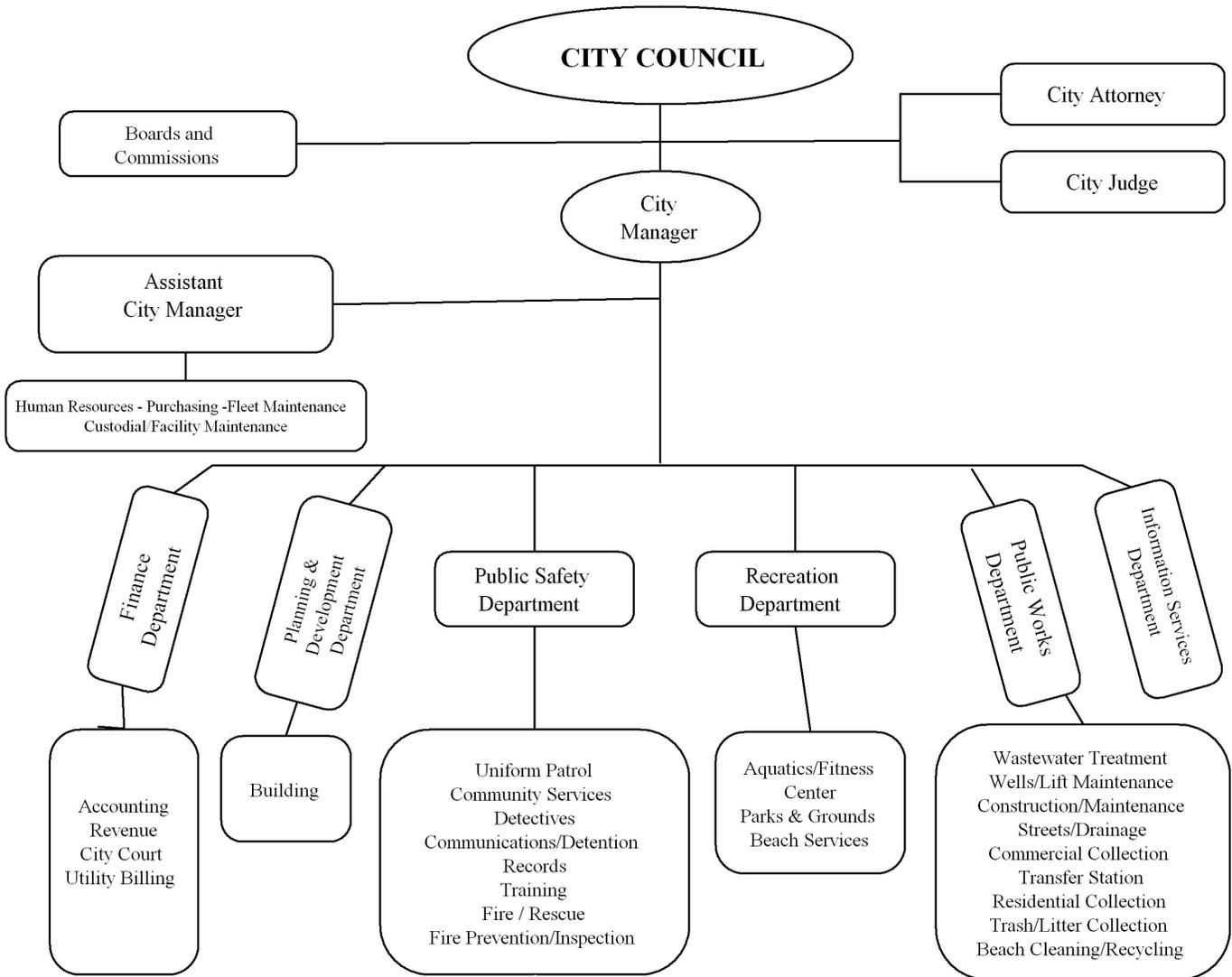
PERSONNEL REPORT

The City of North Myrtle Beach is certainly one of the most visible community organizations providing a long list of services to its residents, property owners, and thousands of visitors.

City Organization

Under the Council-Manager form of government, City Council appoints a City Manager who hires all budgeted positions, except those non-classified positions appointed directly by City Council.

City Services are organized into departments and divisions as can be clearly seen in the organizational chart below:



The city has grown tremendously over the last several years and the number of City employees has started to reflect that growth. From a peak of 207 employees in 1988, the City reduced this number to 200 total employees in 1993; then gradually increased to 230 by FY1999. Our staffing rose to 245 in FY2000, 278 in FY2001, 287 in FY2002, 299 in FY2003, 301 in FY2004, 311 in FY2005, 332 in FY2006, 357 in FY2007, 366 in FY2008, to the highest level of 375 in FY2009. Due to economic conditions staffing was reduced to 372 in FY2010 and FY2011. Staffing was further reduced to 368 for FY2012, by consolidating and eliminating unnecessary positions.

The key to any service provider is people. The City of North Myrtle Beach is proud of its workforce and the service they have continued to provide for residents and visitors.

City of North Myrtle Beach -- Employees by Department

The number of budgeted positions has been reduced by 4 for FY2012. Changes by division are illustrated below:

DEPT	Div.#	CLASSIFICATION	FY 2007 ADOPTED	FY 2008 ADOPTED	FY 2009 ADOPTED	FY 2010 ADOPTED	FY 2011 ADOPTED	FY 2012 ADOPTED
G E N	211	Legislative	8	8	8	8	8	8
	221	Administrative	2	2	2	2	2	1 ¹
	232	City Court	5	5	5	5	5	5
G O V T	242	Legal	2	2	2	2	2	2
	251	Economic Development	-	1 ²	1	- ²	-	-
	252	Human Resources	10	10	10	10	10	9 ³
IS	262	Information Services	6	6	6	6	6	6
F I N	312	Utility Billing	8	8	8	8	8	8
	342	Accounting	5	6 ⁴	6	6	6	6
	352	Revenue	5	6 ⁵	6	6	6	6
P U B L I C S A F E T Y	411	Public Safety Admin.	4	4	4	3 ⁶	3	4 ⁷
	422	Uniform Patrol	58	58	58	62 ⁸	62	59 ⁹
	424	Community Services	11	11	10 ¹⁰	9 ¹¹	9	9
	431	Detectives	10	10	9 ¹²	9	9	10 ¹³
	442	Communication/Detention	19	19	19	19	19	19
	444	Records	4	4	4	4	4	4
	445	Victim Rights Advocate	1	1	1	1	1	1
	452	Public Safety Training	3	3	3	2 ¹¹	2	3 ⁹
	453	Fire / Rescue	40	40	48 ¹⁴	50 ¹¹	50	50
	454	Fire Prevention/Inspection	4	4	4	4	4	4
P & D	521	Planning	10	10	10	10	10	10
	522	Building	11	11	11	9 ¹⁵	9	9
P U B L I C W O R K S	611	Public Works Admin.	8	9 ¹⁶	9	9	9	8 ¹⁷
	622	Wastewater Treatment	6	6	6	6	6	6
	632	Wells/Lifts Maintenance	9	9	9	9	9	9
	642	Construction Maintenance	19	19	21 ¹⁸	19 ¹⁸	19	19
	652	Streets/Drainage	18	19 ¹⁹	19	19	19	19
	661	Commercial Collection	4	4	4	4	4	4
	663	Transfer Station	3	3	3	3	3	3
	671	Residential Collection	11	11	11	11	11	11
	673	Trash/Litter Collection	3	3	3	3	3	3
	674	Beach Cleaning	2	2	2	2	2	2
P & R	741-3	Recreation	6	6	6	6	7 ²⁰	7
	754	Parks & Grounds	10	11 ²¹	11	11	11	11
	760	Beach Services Fund	1	2 ²²	2	2	- ^{20,23}	-
	770-4	Aquatics/Fitness Center	11	11	11	11	9 ²⁴	9
S U P P	822	Purchasing	7	7	8 ²⁵	7 ²⁵	7	6 ²⁶
	832	Fleet Maintenance	5	6 ²⁷	6	6	6	6
	842	Custodial/Facility Maint.	4	5 ²⁸	5	5	8 ^{23,24}	8
TOTALS			357	366	375	372	372	368

NOTE: Footnotes for changes in budgeted positions are listed on the next page.

Employees by Department (continued)

Footnotes for the changes in budgeted positions which were illustrated on the previous page:

General Government

- 1 Eliminated 1 Executive Secretary for FY2012.
- 2 Added Economic Development Manager in FY2008. Eliminated position and division in FY2010 never hired.
- 3 Eliminated 1 Administrative Assistant I for FY2012.

Finance

- 4 Added 1 Accountant - Enterprise Funds in FY2008.
- 5 Added 1 Business License Field Inspector in FY2008 (replaced a part-time position).

Public Safety

- 6 Eliminated 1 Administrative Assistant II position for FY2010.
- 7 Added 1 Police Chief in FY2012 (funding from eliminated Deputy Chief position in 422).
- 8 Added 4 PSOs during FY2010 by Budget Amendment due to COPS grant funding.
- 9 Eliminated 2 positions (Deputy Chief & Commander), transferred 1 PSO to 452 as Training Officer in FY2012.
- 10 Transfer out 1 PSO position to 453 for a Firefighter in FY2009 (duties absorbed by Animal Control Officers).
- 11 Transfer 1 PSO - Beach Patrol (424) and 1 Fire Training Captain (452) to 2 Firefighters (453) for FY2010.
- 12 Transfer out 1 Detective position to 453 for a Firefighter in FY2009.
- 13 Added 1 Crime Analyst for FY2012 (replaced a part-time position).
- 14 Added 8 Firefighters in FY2009 (2 positions transferred from 424 and 431).

Planning & Development

- 15 Eliminated 2 Master Building Inspector positions for FY2010.

Public Works

- 16 Added 1 Engineering GIS/CAD Technician for FY2008.
- 17 Eliminated 1 Engineering Inspector for FY2012.
- 18 Added 1 HEO and 1 Crew Leader in FY2009, both positions were eliminated in FY2010.
- 19 Added 1 Stormwater Program Compliance Manager in FY2008.

Parks & Recreation

- 20 Transfer Beach Services Manager from 760 to 741 in FY2011 and allocate costs thru overhead allocations.
- 21 Added 1 Tree Maintenance Technician in FY2008.
- 22 Added 1 Beach Maintenance Worker in FY2008.
- 23 Transfer Beach Maintenance Worker from 760 to 842 in FY2011 and allocate costs thru overhead allocations.
- 24 Transfer 2 Custodians from 770 to 842 in FY2011 and allocate maintenance costs thru overhead allocations.

Support Services

- 25 Added 1 Support Services Clerk in FY2009; this position was eliminated in FY2010.
- 26 Eliminated 1 Support Services Supervisor for FY2012.
- 27 Added 1 Mechanic in FY2008.
- 28 Added 1 Facility Maintenance Technician in FY2008.

Employee Benefits

The City continues to offer employees a competitive benefits packet. In 1994, the City changed the retirement program for all general employees and firefighters to a 401(a) plan that is managed by the International City Management Association Retirement Corporation (ICMA-RC). All of the previous plan retirement funds were rolled into the new program as employees took advantage of the opportunity to go from a “defined benefit” plan to a “defined contribution” plan. The new 401 (a) plan reduced the retirement age to 55 and allowed employees to have the flexibility to manage their own retirement fund through investment opportunities available through ICMA-RC. The City’s death and disability portion of employee benefits also changed to an insured benefit program with disability and life benefits provided through an outside insurance provider. In 2002, the firefighter employees voted to transfer to the South Carolina Police Officers Retirement System.

The City also set up a short-term and long-term disability program, and a retirement program that meet the future needs of the employees and is competitive with the South Carolina Police Officers Retirement System, which had been in effect since the 1970s. Self-funding enables the City to cut costs in administering its retirement program and earn top-dollar on investments. It also enables the City to provide a full disability and retirement program to its employees.

Since 1981, the City has been a member of the South Carolina Local Government Assurance Group, another self-funded program initiated by the Municipal Association of South Carolina. However, SCLGAG has ended its program as of June 30, 2011. As of this writing, the City is exploring various options from self-funding to coverage by an insurance company.

The City’s health insurance program is that of an “experience rated” format (cost based on actual claims) at this time, instead of the pool coverage plan. The experience rating allows the City to match premiums with actual health insurance costs while continuing to offer four separate levels of coverage (employee, employee-spouse, employee-children, and full family). Health insurance costs continue to escalate and the increase could be as high as 19% for the FY2012 Budget should the City stay self funded.

In FY2006 the City enhanced our current Health Reach Program with a voluntary comprehensive 12-month incentive-based Wellness Program. This program includes a confidential Wellsource Personal Wellness Profile (PWP), health assessment, testing of blood pressure, heart rate, lipid panel, glucose monitoring, girth measurement, height, weight, body fat and carbon monoxide testing for employees desiring to quit smoking. It focuses on the improvement of health for our employees.

Over twenty years ago, the City took another step forward with a “Cafeteria Plan” benefit that enables employees to pay out-of pocket, child care or health care expenses from pre-tax rather than after-tax dollars, with more money in the employee’s pocket as a result. The City has also been energetic in other areas of employee benefits. A Longevity Bonus Program continues to reward employees for years of faithful service. A Pay-for-Performance System was put into effect to tie pay increases to performance instead of cost-of-living or annual raises.

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. Training is often obtained through cooperative efforts by area governmental entities, with Horry-Georgetown Technical College offering a nearby training resource. Specific training opportunities through professional organizations are another alternative used in getting needed training for City employees.

The City stresses professionalism through membership and participation in professional and civic organizations and continues to emphasize good customer service.

The City initiated an “Employee of the Month” and “Supervisor of the Quarter” award in 1988-89. The Employee of the Month award recognizes two employees each month for outstanding service to their departments and the City. The Supervisor of the Quarter award is given to those supervisors who go above and beyond the call of duty to see that their employees perform at their best. These programs are proposed to continue in FY2012.

Compensation

The Pay and Compensation Plan has not been updated in accordance with the recently completed compensation study. The plan for this budget continues the plan as it was in the FY 2010 budget. Salary ranges have been adjusted by 1.6% for the minimum pay, 1.6% for the mid-point pay, and 1.6% for the maximum pay.

Salary ranges are adjusted annually to meet the average increase found in local governments in the Southeastern United States. Also, all new positions or changes in job duties are placed in the Compensation Plan with the assistance of the City’s original pay plan consultant. This keeps the plan unbiased and equitable in dealing with all positions and their classifications.

CITY OF NORTH MYRTLE BEACH
PAY & COMPENSATION PLAN

Effective July 1, 2011 for FY2012

<u>Job Title</u>	<u>ANNUAL SALARY RANGE</u>							
	<u>Grade</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>				
Custodian	8	23,188	28,018	35,260				
Beach Maintenance Worker	9	25,130	30,362	38,213				
Bridge Operator								
Lead Custodian								
Public Grounds Maintenance Worker								
Tradesworker								
Secretary/Receptionist-Aquatic & Fitness	10	27,071	32,707	41,166				
Secretary/Receptionist-Human Resources								
Secretary/Receptionist-Recreation								
Cashier/Accounting Clerk	11	29,012	35,053	44,116				
Crime Analyst								
Meter Reader								
Motor Equipment Operator (MEO)								
Records Clerk								
Support Services Clerk								
Warehouse Clerk								
Animal Control Officer					12	30,951	37,399	47,069
Communications Technician/Jailer								
Landscape Technician								
Maintenance Specialist / MEO								
Permit Clerk								
Accounting Clerk - A/P	13	32,893	39,745	50,021				
Accounting Clerk - Payroll								
Administrative Assistant I - Human Resources								
Administrative Assistant I - Parks & Recreation								
Administrative Assistant I - Planning & Dev								
Administrative Assistant I - Public Works								
Electrician's Helper								
Facilities and Amenities Maintenance Specialist								
Firefighter								
Heavy Equipment Operator (HEO)								
Heavy Equipment Operator/Welder								
Lead Tree Maintenance Technician								
Materials and Inventory Technician								
Procurement Clerk								
Pump Mechanic I								
Wastewater Operator C								

CITY OF NORTH MYRTLE BEACH
PAY & COMPENSATION PLAN

Effective July 1, 2011 for FY2012

<u>Job Title</u>	<u>ANNUAL SALARY RANGE</u>			
	<u>Grade</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
Administrative Assistant II - Public Safety Business License Inspector Buyer City Clerk Communications Technician/Lead Jailer Crew Leader I Firefighter-EMT Fire Prevention/Administrative Assistant Mechanic Meter Reader Coordinator Municipal Fees Clerk Zoning Enforcement Officer	14	34,836	42,091	52,973
Administrative Assistant II - Human Resources Administrative Assistant II - Planning & Dev Administrative Assistant II - Permit Aquatic Supervisor Assistant Clerk of Court Building Inspector Customer Service Supervisor Engineering Inspector Executive Secretary Facility Maintenance Technician Fire Lieutenant Pump Mechanic II Wastewater Operator B	15	36,777	44,434	55,923
Human Resources Technician PSO - Beach Patrol PSO - Community Service PSO - Dare/Crime Prevention PSO - Firefighter PSO - Fire Lieutenant PSO - Lifeguard Coordinator PSO - Technical Services Officer Public Safety Officer Recreation Coordinator Victim Witness Advocate	16	38,718	46,781	58,876

CITY OF NORTH MYRTLE BEACH
PAY & COMPENSATION PLAN

Effective July 1, 2011 for FY2012

<u>Job Title</u>	<u>ANNUAL SALARY RANGE</u>			
	<u>Grade</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
Activities Director	17	40,657	49,126	61,829
Bridge Crew Leader				
Crew Leader II				
Data Maintenance Technician				
Electrician				
Engineering Assistant				
Fire Inspector				
Fitness Director				
GIS Technician				
Laboratory Manager				
Planning Technician				
Records Supervisor				
Stormwater Program Compliance Manager				
Aquatic Director	18	42,600	51,472	64,780
Athletic Director				
Community Center/Special Events Director				
Computer Technician				
Detective				
Detention Supervisor/Evidence Custodian				
Engineering Technician				
Legal Assistant				
Master Building Inspector				
Master Electrical Inspector				
Wastewater Operator A				
Accountant - Enterprise Funds	19	44,540	53,818	67,732
Detective Sergeant				
Fire Training Captain				
Public Safety Sergeant				
Public Safety Sergeant - Beach Patrol				
Public Safety Sergeant - Training				
Captain/Fire Prevention Officer	20	46,482	56,161	70,684
Database Administrator				

CITY OF NORTH MYRTLE BEACH
PAY & COMPENSATION PLAN

Effective July 1, 2011 for FY2012

<u>Job Title</u>	<u>ANNUAL SALARY RANGE</u>			
	<u>Grade</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
Assistant Aquatic & Fitness Center Director	21	48,424	58,508	73,635
Clerk of Court & Municipal Judge				
Community Services Lieutenant				
Construction/Maintenance Supervisor				
Detective Lieutenant				
E-Government Business Analyst				
Fire Battalion Chief				
GIS Analyst				
Lieutenant				
Materials & Facilities Supervisor				
Network Administrator				
Sanitation Supervisor				
Supervisor, Streets and Drainage				
System Administrator/Virtual Environment Analyst				
Wastewater Treatment Supervisor				
Wells/Lifts Supervisor				
Captain-Professional Standards Div Grants/Special Projects Coordinator Planner	22	50,363	60,852	76,587
Accounting Supervisor	23	52,306	63,199	79,539
Assistant Building Official				
Utility Billing Supervisor				
Assistant Zoning Administrator	24	54,246	65,544	82,491
Commander-Law Enforcement (Operations)				
Human Resources Officer				
Public Information Officer				
Risk Manager				
Senior Planner				
Aquatic & Fitness Center Director	25	56,187	67,889	91,139
Beach Services Manager				
Fleet Management Superintendent				
Public Grounds Superintendent				
Revenue Supervisor / Risk Manager				
Staff Engineer				
Sanitation Superintendent	26	58,130	70,235	94,289
Superintendent, Streets and Drainage				

CITY OF NORTH MYRTLE BEACH
PAY & COMPENSATION PLAN
 Effective July 1, 2011 for FY2012

<u>Job Title</u>	<u>Grade</u>	<u>ANNUAL SALARY RANGE</u>		
		<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
Building Official Principal Planner Support Services Supervisor	27	60,070	72,580	97,436
Assistant Finance Director Assistant Director, Planning & Development Chief of Fire Rescue/Emergency Preparedness Director Economic Development Director Public Utility Superintendent	28	62,010	74,926	100,585
Deputy Director, Public Safety Chief of Police	29	63,952	77,270	103,734
Director of Information Services Director, Planning & Development Finance Director Parks and Recreation Director	31	74,628	90,170	121,050
Assistant City Manager City Engineer, Director of Public Works Director of Public Safety	33	90,156	108,933	146,242

REVENUE MANUAL

REVENUE ITEM: Beginning Fund Balance

LEGAL AUTHORIZATION: Ordinance Adopted 15 May 1984

Ordinance Adopted 25 September 1983

FUND: General **ACCOUNT CODE:** 01-270-700

DESCRIPTION OF REVENUE:

The Fund Balance is an amount stated in dollars that is generated over the previous fiscal years by revenues over expenditures. Fund Balance is a residual equity account that records the amount available for expenditures. For Fiscal Year 1985, City Council, by Ordinance, designated \$250,000 from the Fund Balance to be used for low-revenue months.

BASE:

Cash + Receivables + Inventory + Other Current Assets - Accounts Payable,
Accrued Salaries & Other Current Liabilities = Fund Balance

The proposed FY 2012 Fund Balance retains a "low-revenue month" reserve and contingencies for unexpected emergencies. Mayor and Council policy for fund balance is to remain above 35% of General Fund Expenditures.

COMMENTS:

The Fund Balance can be designated by Mayor and Council or management for specified purposes or left undesignated. The Undesignated Fund Balance as of July 1, 2011 is estimated to be \$9,996,505.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$13,181,507	\$11,510,840	\$9,690,476	\$9,752,787	\$10,212,788	\$9,284,924	\$9,996,505

REVENUE ITEM: Current Property Taxes

LEGAL AUTHORIZATION: Code of Laws of South Carolina, Title 12, Article 3, Chapter 37, Section 12-37-210

Code of Ordinances, City of North Myrtle Beach, Chapter 10, Article II, Section 10-22

FUND: General **ACCOUNT CODE:** 01-310-100 and 310-110

DESCRIPTION OF REVENUE: Property Tax is the City's primary revenue source and is levied on all commercial, residential and other non-exempt real property. In addition, all personal property and manufacturer's equipment and inventory is taxed at an assessed value. The tax is based on two factors: (1) assessed valuation; and (2) the current millage rate.

FEE SCHEDULE: In FY 2012 millage will be 38.0, which is the same as the previous fiscal year. Property is assessed according to the following ratios:

Owner-Occupied Home	=	4% of Market Value
Secondary & Rental Home	=	6% of Market Value
Motor Vehicles	=	10.5% of Market Value
Assessed Market Value x .04 or .06 x .038 (38 mils)	=	Real Estate Tax Bill
Assessed Market Value x .105 x .038 (38 mils)	=	Vehicle Tax Bill

BASE: Comparable assessed valuation of land, buildings, personal property.

	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011 EST</u>	<u>FY 2012 EST</u>
All Assessed Value	\$306,162,295	\$323,291,925	\$354,760,094	\$359,375,000	\$368,750,000

COMMENTS: The rate of growth has slowed but we continue to experience growth. The County reassessed property values for FY 2008, resulting in a reduction of the City millage rate from 35.7 to 30.5 mils. The millage rate for FY2012 will be 32 mils for operations and 6 mils for debt on the new park project off the Main Street Connector.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$8,312,388	\$9,337,950	\$10,903,564	\$10,822,314	\$11,500,000	\$11,200,000	\$11,500,000

REVENUE ITEM: Delinquent Property Taxes

LEGAL AUTHORIZATION: Code of Laws of South Carolina, Title 12, Chapter 49, Article I, Section 12-49-10

Code of Ordinances, City of North Myrtle Beach, Chapter 10, Article II, Division 2, Section 10-30 & 10-33

FUND: General **ACCOUNT CODE:** 01-310-200

DESCRIPTION OF REVENUE:

Delinquent Property Taxes are taxes that are due from previous years. They include real estate, vehicle, and other personal property. Delinquent Property Taxes have accrued since 2001 and currently total \$944,711 as of July 1, 2010. This also includes vehicle, personal, and inventory taxes.

BASE:

Delinquent Taxes include only the face value of taxes owed. Penalties, execution fees, and other assessments are imposed by law and accounted for separately.

COMMENTS:

Delinquent property taxes spiked during FY 2010 due to the recession of 2009-10, but has returned to the same levels as years prior to FY 2010. The City currently has a contract with Horry County to collect its delinquent taxes.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	BUDGET <u>FY 2011</u>	ESTIMATED <u>FY 2011</u>	BUDGET <u>FY 2012</u>
\$103,520	\$83,010	\$70,450	\$372,131	\$115,000	\$115,000	\$150,000

REVENUE ITEM: Penalties on Taxes

LEGAL AUTHORIZATION: Code of Laws of South Carolina, Title 12, Chapter 51, Section 12-51-30

Code of Ordinances, City of North Myrtle Beach, Chapter 10, Article II,
Division 2, Section 10-32 & 10-33

FUND: General **ACCOUNT CODE:** 01-310-300

DESCRIPTION OF REVENUE:

Penalties on taxes are the additional amounts the City has the legal right to impose for late payment 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 & Penalty Due

COMMENTS:

Estimates for FY 2012 are expected to be higher than the previous fiscal year due to higher amounts of delinquent taxes.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$70,087	\$83,888	\$96,892	\$132,655	\$90,000	\$120,000	\$120,000

REVENUE ITEM: Business License/Business License Penalties

LEGAL AUTHORIZATION: Code of Laws of South Carolina 12-35-320

Code of Ordinances, City of North Myrtle Beach, Chapter 7, Article I, Section I, Section 7-2; Chapter 7, Article I, Section 7-14

FUND: General **ACCOUNT CODE:** 01-320-100 & 01-320-110

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. License year begins May 1 and expires April 30. Licenses renewed after April 30 are assessed a 5% penalty per month until paid.

FEE SCHEDULE:

<u>Class</u>	<u>Gross Revenue</u>	<u>Minimum Fee</u>	<u>Rate/Thousand Over Minimum</u>
1	\$ 0 - 2,000	\$30.00	1.40 per thousand
2	0 - 2,000	35.00	1.50 per thousand
3	0 - 2,000	40.00	1.60 per thousand
4	0 - 2,000	45.00	1.70 per thousand
5	0 - 2,000	50.00	1.80 per thousand
6	0 - 2,000	55.00	1.90 per thousand
7	0 - 2,000	60.00	2.00 per thousand
8			

See Individual Business in Class

BASE: Projected gross revenues have been lowered due to the slower economy in 2010.

COMMENTS: There are currently approximately 6,500 active business licenses in North Myrtle Beach. The FY 2012 budget is lower than the FY 2011 budget, but higher than our estimate for actual collections.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET FY 2011</u>	<u>ESTIMATED FY 2011</u>	<u>BUDGET FY 2012</u>
Business License Fees						
\$6,535,882	\$5,260,119	\$4,891,872	\$4,392,204	\$4,900,000	\$4,650,000	\$4,800,000
Business License Penalties						
\$72,017	\$51,782	\$39,665	\$41,857	\$50,000	\$50,000	\$50,000

REVENUE ITEM: Building Permits

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 6, Article I, Section 6-5

FUND: General **ACCOUNT CODE:** 01-320-300

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.

FEE SCHEDULE:

See schedule in City Code of Ordinances.

BASE:

This revenue source has seen a significant decrease due to the current credit crunch throughout the US.

COMMENTS:

This budgeted revenue reflects the same amount as the previous fiscal year. Residential construction remains about the same as it has over the past year.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	BUDGET <u>FY 2011</u>	ESTIMATED <u>FY 2011</u>	BUDGET <u>FY 2012</u>
\$1,001,340	\$411,388	\$323,793	\$312,981	\$325,000	\$300,000	\$325,000

REVENUE ITEM: Inspection Fees

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 6, Article I, Section 6-3

FUND: General **ACCOUNT CODE:** 01-320-310

DESCRIPTION OF REVENUE:

Fees are collected by the Building Department for certain types of inspections done on location. The fee for a general electrical inspection or re-inspection is \$15.

BASE:

Revenues are based on the number of inspections and re-inspections conducted by Building Department personnel.

COMMENTS:

The number of inspections for FY 2012 is estimated to be equal to those for FY 2011.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$5,490	\$3,445	\$4,190	\$2,805	\$3,500	\$3,500	\$3,500

REVENUE ITEM: Other Permits

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 7, Article IV, Section 7-54; Chapter 13, Article II, Section 13-20, 13-21, 13-23, 13-24, 13-25; Chapter 23, Article II, Section 23-40

FUND: General **ACCOUNT CODE:** 01-320-320

DESCRIPTION OF REVENUE:

This source of revenue is generated from the issuance of permits, excluding building permits. These permits include solicitation permits, ID's, and tradesman certification.

FEE SCHEDULE:

Solicitation Permit..... \$50.00
Identification Cards..... \$ 5.00
Tradesman Certification..... \$125.00/5 years

BASE:

This revenue source is based on the economic conditions of the City and any activity which warrants a permit fee to be paid.

COMMENTS:

This revenue source should remain the same for FY 2012 as the projected actual for FY 2011.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$11,240	\$11,895	\$18,825	\$13,060	\$10,000	\$10,000	\$10,000

REVENUE ITEM: Electric Franchise Fees – Santee Cooper, Horry Electric

LEGAL AUTHORIZATION: Franchise Agreement

FUND: General **ACCOUNT CODE:** 01-320-410 & 01-320-412

DESCRIPTION OF REVENUE:

By Franchise and Ordinance effective July 1, 1975, the City and South Carolina Public Service Authority agreed to a 30-year franchise whereby the Authority will construct and maintain the City's electricity system.

FEE SCHEDULE:

By amendment dated May 1, 2003, on July 15 and January 15 annually, the Authority will pay to the city from 3% to 1% of the revenues received from electricity that is provided to customers within the City limits, excluding electric service paid by the City itself.

BASE:

Revenues are based on previous years' revenues, estimated growth, and gross receipts of electricity sales. The following schedule is used for computation:

5% on gross charges

COMMENTS:

A special fund was established in FY 2007 that will be used solely for underground construction or conversion projects within the city of North Myrtle Beach. The fund is sustained by matching annual payments from the Authority and the City equaling 2% of the revenues received by the Authority each year for providing electricity to customers within the city limits. At the same time, there was an amendment to the original agreement which allowed the City to increase the franchise fee from 3% to 5%. Growth in this revenue source appears to be steady due to continued residential growth, as well as a rate increase by Santee Cooper.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$1,097,962	\$1,101,364	\$1,176,506	\$1,282,968	\$1,265,000	\$1,385,000	\$1,412,500

REVENUE ITEM: Cable TV Franchise Fees

LEGAL AUTHORIZATION: Franchise Agreement

FUND: General **ACCOUNT CODE:** 01-320-420 & 01-320-422

DESCRIPTION OF REVENUE:

An ordinance dated January 3, 2001 granted franchise rights to Cable TV Fund VII-A to own, operate, and maintain a cable television system in the City for a term of 15 years.

FEE SCHEDULE:

The City will receive 5% of the annual collected gross subscriber revenues in quarterly payments.

BASE:

This revenue is based on previous years' revenue collections, estimated growth, and the gross receipts from the sale of subscription service.

COMMENTS:

This revenue source continues to grow as new residents move into the area.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$401,741	\$430,352	\$555,697	\$480,135	\$477,000	\$493,000	\$493,000

REVENUE ITEM: South Carolina Electric & Gas Company Franchise Fees

LEGAL AUTHORIZATION: Franchise Agreement by Ordinance

FUND: General **ACCOUNT CODE:** 01-320-440

DESCRIPTION OF REVENUE:

By franchise and Ordinance effective December 3, 1991, the City and South Carolina Electric and Gas Company agreed to a 10-year franchise whereby the corporation will install, maintain and operate the City's gas system. The contract will continue thereafter in 10-year terms, unless canceled by either party.

FEE SCHEDULE:

The City will receive 3% of the annual collected gross sales revenues of previous calendar year on or before July 1st annually.

BASE:

This revenue is based on previous year's revenues, estimated growth and gross receipts of gas sales.

COMMENTS:

This revenue source is estimated to be about the same as the previous fiscal year.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$82,623	\$90,705	\$92,300	\$81,106	\$100,000	\$100,000	\$100,000

REVENUE ITEM: Bail Bonds

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 14, Article I, Section 14-13

FUND: General **ACCOUNT CODE:** 01-330-100 & 01-330-200
& 01-330-300

DESCRIPTION OF REVENUE:

This revenue is generated through bonds posted for release of individuals being detained in the City Jail. The amount of bond is set by the City Judge according to the type of case to be tried in City Court. Bond money is collected and receipted by the Police Department. At the end of each month, net bail bonds are transferred to the General Fund after disposition of cases.

FEE SCHEDULE:

Violation of City Ordinance = \$1,000 maximum fine
Violation of State Law = \$1,000 maximum fine

BASE:

This revenue source is based on the enforcement of North Myrtle Beach City 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 the normal fine for the violation. Those fines are remitted directly to the State and are equal to 100% of the total fines collected by the City. Beginning July 1, 1997, the Victim Rights Act provided that we also collect a \$25 surcharge on all municipal court convictions, and a \$12 surcharge on all driving under the influence violations. The budget amount for FY 2012 has been lowered from the FY 2011 Budget due to less tickets being written over the previous nine months.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$910,932	\$437,157	\$428,653	\$366,300	\$470,000	\$385,000	\$385,000

REVENUE ITEM: Improper Parking

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 21,a Article II, Sections 21-32 and 21-33.

FUND: General **ACCOUNT CODE:** 01-330-210

DESCRIPTION OF REVENUE:

This revenue is generated through traffic citations requiring the owner or driver to post a bond within 72 hours.

FEE SCHEDULE: \$25.00 Bond within 72 hours.
\$37.50 After 72 hours, increased an additional 50%

BASE:

This revenue source is based on the enforcement of North Myrtle Beach Ordinance Chapter 21, Article II and State Statute 56-6-2510 and 56-5-2540.

COMMENTS:

We are budgeting conservatively based on the previous year's actual receipts.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$12,248	\$10,146	\$8,935	\$12,376	\$9,000	\$10,000	\$10,000

REVENUE ITEM: Confiscations/Seizures

LEGAL AUTHORIZATION: Code of Laws of South Carolina

FUND: General **ACCOUNT CODE:** 01-330-220 and 01-330-230

DESCRIPTION OF REVENUE:

This amount represents receipt of monies collected from drug seizures. Confiscated property is disposed of periodically by auction to the highest bidder.

COMMENTS:

This budget is difficult to estimate because it is based on seizure activity within the Public Safety Department. The revenue is has been increased to reflect actual collections over the past two years.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$23,523	\$51,620	\$156,432	\$212,899	\$30,000	\$100,000	\$100,000

REVENUE ITEM: Interest on Investments

LEGAL AUTHORIZATION: Code of Laws of South Carolina, Title 6, Chapter 5, Section 6-5-10 and 6-5-20

FUND: General **ACCOUNT CODE:** 01-340-100

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. In addition, transfers are also made into the South Carolina Local Government Investment Pool.

BASE:

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

COMMENTS:

City Council passed a resolution in May 1985 to utilize the South Carolina Local Government Investment Pool. This investment is available to all local governments in South Carolina and is fully collateralized by U. S. Securities. FY 2012 is budgeted based on actual trends and surplus cash available to invest. Interest rates have declined to below 1% over the past year and appear to be holding at this level for the near future.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$556,022	\$310,524	\$59,085	\$23,628	\$125,000	\$25,000	\$50,000

REVENUE ITEM: Property Rental

LEGAL AUTHORIZATION: City Policy

FUND: General **ACCOUNT CODE:** 01-340-200

DESCRIPTION OF REVENUE:

Rental received from city buildings including the Recreation Center and the old Escod Building.

COMMENTS:

This revenue source has increased due to the purchase of the old Escod building and renting it back to the company. Rental income for FY 2012 should remain the same as the previous fiscal year actual.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	BUDGET <u>FY 2011</u>	ESTIMATED <u>FY 2011</u>	BUDGET <u>FY 2012</u>
\$125,228	\$91,506	\$124,160	\$161,053	\$150,000	\$150,000	\$150,000

REVENUE ITEM: Local Government Tax

LEGAL AUTHORIZATION: Code of Laws of South Carolina, Title 12, Chapter 33, Article I, Section 12-33-30 and 12-33-40; Section 22 of 1992 South Carolina Appropriations Act

FUND: General **ACCOUNT CODE:** 01-350-100

DESCRIPTION OF REVENUE:

State-shared revenues are collected and receipted by the State Tax Commission and redistributed by the State Treasurer to subdivisions based on population or collection point, depending on the tax.

FEE SCHEDULE:

The State remits this to us quarterly.

BASE:

Gross sales of alcoholic beverages, beer, and wine
Sales of motor transportation
Insurance policies written
Income tax of banks
Income tax collected

COMMENTS:

This revenue reflects a decrease under the FY 2011 Budget since the state cut the revenue due to their financial situation.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$315,601	\$352,211	\$352,213	\$301,995	\$314,500	\$254,000	\$248,000

REVENUE ITEM: Homestead Exemption Tax

LEGAL AUTHORIZATION: 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

FUND: General **ACCOUNT CODE:** 01-350-110

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.

FEE SCHEDULE:

We apply for this reimbursement annually in March and usually receive it from the State in April.

BASE:

The Homestead Exemption provides that the first \$20,000 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 persons who are legally blind.

COMMENTS:

This revenue source has been increased due to growth in assessed value.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$89,839	\$93,531	\$102,975	\$107,474	\$103,000	\$106,147	\$107,000

REVENUE ITEM: Business Inventory Tax

LEGAL AUTHORIZATION: Code of Laws of South Carolina, Title 12, Chapter 37, Sections 450, 890, 970, 1410, and 1420

FUND: General **ACCOUNT CODE:** 01-350-120

DESCRIPTION OF REVENUE:

The City is reimbursed for the revenue lost as a result of the business inventory tax being eliminated under state regulations. The Comptroller General authorizes the State Treasurer to issue this reimbursement check on a quarterly basis.

FEE SCHEDULE:

The State remits this to us quarterly

BASE:

Assessments for property taxation of fixtures are determined annually by the South Carolina Tax Commission from property tax returns. Effective for tax years after December 31, 1984, the inventory of business establishments shall be exempt from property tax as follows: for 1985, 17%; for 1986, 50%; and for 1987 and years after, 100%. In any year that the State does not reimburse the City 100%, the City shall credit the percentage reimbursed to the merchant's account and bill the remainder to the merchant. The County will bill directly to the merchant as agent for the City.

COMMENTS:

This revenue source should remain constant for FY 2012.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	BUDGET <u>FY 2011</u>	ESTIMATED <u>FY 2011</u>	BUDGET <u>FY 2012</u>
\$36,616	\$36,616	\$36,616	\$36,616	\$36,600	\$36,616	\$36,600

REVENUE ITEM: Accommodations Tax

LEGAL AUTHORIZATION: Code of Laws of South Carolina, Title 12, Chapter 35, Article VI, Section 12-35-710 & 12-35-720

FUND: General **ACCOUNT CODE:** 01-350-130

DESCRIPTION OF REVENUE:

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

FEE SCHEDULE:

The Accommodations Tax is remitted to the City on a quarterly basis.

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, as well as 5% of the remaining portion.

COMMENTS:

The 5% clause was added to the Accommodations Tax legislation as of July 1, 1991. Revenues are expected to be only slightly above the previous year's budget.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$149,907	\$157,483	\$144,605	\$136,341	\$145,000	\$145,000	\$145,000

REVENUE ITEM: Sales/Service Charges

LEGAL AUTHORIZATION: City Council and Administrative Policy
City Council Ordinances and Resolutions

FUND: General **ACCOUNT CODE:** 01-370-000 through 01-370-179

DESCRIPTION OF REVENUE:

This account represents receipt of all sales, leases, and services charged by the City of North Myrtle Beach. In most cases, the City has expended funds to provide a service and, therefore, imposes a charge in order to recoup its expense. The following is a list of sales and service charges:

<u>CATEGORY</u>	<u>BASE</u>
City Codes/Ordinances	\$90 Per Code Book; \$35/Yr Code Supple.
Fire Protection	Cost Basis Per Formula and per Contract
Street Work	Cost Basis
Horry County Gas Reimbursement	Cost Basis
League & Instructor Fees	Varies Depending on Sport and Residence
Community Center Rental	Varies Depending on Use
Miscellaneous.....	Various Refunds and Reimbursements

COMMENTS:

These revenue sources will remain relatively the same as the FY 2011 Budget.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$355,489	\$298,351	\$298,736	\$316,441	\$301,500	\$299,500	\$301,500

REVENUE ITEM: Interest on Investments

LEGAL AUTHORIZATION: Code of Laws of South Carolina, Title 6, Chapter 5, Section 6-5-10 and 6-5-20

FUND: Utility **ACCOUNT CODE:** 02-340-100

DESCRIPTION OF REVENUE:

The City earns interest on its daily cash balances in the Utility Fund carried in the Master Account. Occasionally, some of these funds are placed in Certificates of Deposit, U. S. Treasury obligations, or the South Carolina Local Government Investment Pool. Interest is earned on the Utility Fund Operating Account, Depreciation Account, Contingency Account, and Meter Deposit Account. Interest is also earned on impact fees and is currently accounted for separately from other City funds.

BASE:

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

COMMENTS:

Interest rates have remained very low over the last year. These rates should not change significantly over the next year.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	BUDGET <u>FY 2011</u>	ESTIMATED <u>FY 2011</u>	BUDGET <u>FY 2012</u>
\$1,088,896	\$812,798	\$264,151	\$144,358	\$300,000	\$150,000	\$225,000

REVENUE ITEM: Water and Sewer Usage

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 15, Article II, Division 3, Section 15-60, 15-63; Article III, Division 4, Section 15-150 through 15-156

FUND: Utility **ACCOUNT CODE:** 02-370-200,201 & 02-370-300,301

DESCRIPTION OF REVENUE:

This revenue is derived from water and sewer bill payments collected by the City from all water and sewer service customers. Each water connection requires a separate account, and therefore, a separate billing.

FEE SCHEDULE:

This fee schedule is effective July 1, 2011:

<u>Meter Size</u>	<u>Water Minimum Charge 1,000 gal/ERU</u>	<u>Sewer Minimum Charge 1,000 gal/ERU</u>	<u>Minimum Water Usage</u>	<u>Water Charge 1,000-30,000 Gal</u>	<u>Water Charge Over 30,000</u>	<u>Sewer Charge Per 1,000 Gal</u>
¾" Res.	\$8.34	\$6.12	1	\$2.77	\$3.14	\$2.73
¾" Comm.	8.34	6.12	1	2.77	3.14	2.73
1"	30.60	21.97	4	2.77	3.14	2.73
1-1/2"	61.12	45.58	8	2.77	3.14	2.73
2'	146.51	108.44	20	2.77	3.14	2.73
3'	317.85	227.22	40	2.77	3.14	2.73
4'	579.14	440.696	80	2.77	3.14	2.73
6'	1225.58	835.49	160	2.77	3.14	2.73
8'	2610.53	1714.35	320	2.77	3.14	2.73
Irrigation				3.14	3.14	

BASE:

Over 12,500 water service accounts are billed monthly. Cost for water service is based on the water meter size and volume used. Cost for sewer service is based proportionally on water usage.

COMMENTS:

Rates have been adjusted to reflect Grand Strand Water & Sewer Authority increases for FY 2012.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET FY 2011</u>	<u>ESTIMATED FY 2011</u>	<u>BUDGET FY 2012</u>
\$10,402,822	\$10,725,178	\$10,361,097	\$10,542,071	\$11,425,000	\$11,557,000	\$12,090,000

REVENUE ITEM: Water Taps

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 15, Article II, Division 2, Section 15-42 and 15-44

FUND: Utility **ACCOUNT CODE:** 02-370-210

DESCRIPTION OF REVENUE:

A new water customer who has paid all appropriate impact fees must pay a fee to have a water tap installed and connected onto the City system. The size and connection fee for this service is determined by the gallon-per-minute value.

FEE SCHEDULE:

<u>Meter Capacity (gpm)</u>	<u>Normal Op. Range (gpm)</u>	<u>Meter Size</u>	<u>Tap Fee</u>
24	2 - 30	3/4"	\$ 600.00
40	2 - 50	1"	700.00
80	5 - 100	1-1/2"	900.00
128	8 - 160	2" D.M.	1,200.00
128	4 - 200	Turbine	1,200.00
280	5 - 450	3" Turbine	3,450.00
256	4 - 320	3" Compound	4,875.00
800	15 - 1250	4" Turbine	4,225.00
400	6 - 500	4" Compound	5,150.00
1600	30 - 2500	6" Turbine	Cost of Labor &
800	10 - 1000	6" Compound	Materials Plus 50%

BASE:

Water tap fee is based on the cost of material, labor, and overhead needed to provide water connection to the water system.

COMMENTS:

This revenue is expected to remain the same as the FY 2011 Budget.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET FY 2011</u>	<u>ESTIMATED FY 2011</u>	<u>BUDGET FY 2012</u>
\$169,150	\$87,603	\$40,308	\$52,700	\$50,000	\$50,000	\$50,000

REVENUE ITEM: Sewer Taps

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 15, Article III, Division 2, Section 15-110 and 15-116.

FUND: Utility **ACCOUNT CODE:** 02-370-310

DESCRIPTION OF REVENUE:

A new water customer who has paid all appropriate impact fees must pay a fee to have a sewer tap installed and connected onto the City system. The size and connection fee for this service is governed by the number of individual units to be served by the same connection.

FEE SCHEDULE:

4"	55 - 120 Units	\$450.00
6"	Over 120 Units	600.00
Over 6"		Cost

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 revenue source will remain the same as the previous fiscal year.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$51,197	\$14,421	\$14,652	\$20,854	\$20,000	\$20,000	\$20,000

REVENUE ITEM: Impact Fees

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 15, Article III, Division 2, Section 15-116; Chapter 15, Article II, Division 2, Section 15-42 and 15-44.

FUND: Impact Fees **ACCOUNT CODE:** 02-370-420 & 02-370-430

DESCRIPTION OF REVENUE:

Water and/or sewer impact fees are collected from individuals who are going to connect to the City's water and sewer system for the first time. The charges were instituted for those new water and sewer customers who are impacting the system to pay for later upgrades and improvements that would be necessary to handle increased usage and capacity. Impact fees are adjusted annually by 5% in accordance with the ordinance.

FEE SCHEDULE:

Effective July 1, 2011:	<u>Water</u>	<u>Sewer</u>
Single-Family	\$2,760.00	\$2,316.00
Condominium	2,760.00	2,316.00
Hotel/Motel (Per Bedroom)	690.00	579.00
Mobile Home	2,760.00	2,316.00
Restaurant (Per Seat)	276.00	232.00
Business Office/Small Store (Per Employee)	173.00	145.00

BASE:

The amount of impact fee due is based on the type of service necessary and/or the number of individual units to be served. Service stems from one Equivalent Residential User (ERU).

COMMENTS:

This revenue source has declined significantly over the past five years but has stabilized since FY 2010.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$5,421,205	\$2,134,122	\$1,102,546	\$1,027,391	\$800,000	\$900,000	\$1,000,000

REVENUE ITEM: Late Payment Penalties

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 15, Article II, Division 3, Section 15-72

FUND: Utility **ACCOUNT CODE:** 02-370-800

DESCRIPTION OF REVENUE:

A penalty of 10% is added to any water bill not paid in its entirety within 21 days of the billing date. This is a one-time penalty until the water service is actually cut off 45 days after the original billing date, if the water bill is still unpaid.

FEE SCHEDULE:

A 10% penalty per current billing is applied after the due date.

BASE:

This revenue is based on the number of delinquent water and sewer accounts and the amounts owed. Accounts are penalized one time per current billing.

COMMENTS:

This revenue source is expected to remain the same as FY 2011.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$66,304	\$61,414	\$53,614	\$60,702	\$80,000	\$80,000	\$80,000

REVENUE ITEM: Service Charges

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 15, Article II, Division 3, Section 15-62 and 15-70

FUND: Utility **ACCOUNT CODE:** 02-370-820

DESCRIPTION OF REVENUE:

For each new water service, and in addition to making the required deposit, the person applying for water service shall pay a service charge before service is begun. The City also collects a convenience cutoff fee from customers, which provides a protective service during periods of absence from their premises.

FEE SCHEDULE:

Service Charge for New Customer	\$25.00
(After 5:00 p.m. and Weekends).....	\$50.00
Convenience Cutoff	\$25.00
Cut on for Delinquent Customers	\$25.00
(After 5:00 p.m. and Weekends).....	\$50.00

BASE:

This fee is based on the cost of employee labor and overhead to make the actual cut on or cut off of water service, and/or take the meter reading of closeout accounts.

COMMENTS:

This revenue source has leveled off in recent years due to the increased customer awareness of the cutoff program for delinquent accounts.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$59,706	\$62,707	\$64,919	\$74,819	\$60,000	\$75,000	\$75,000

REVENUE ITEM: Storm Water Drainage Fees

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 13, Article IV, Section 13-116 through 13-118

FUND: Storm Water **ACCOUNT CODE:** 03-370-600

DESCRIPTION OF REVENUE:

This revenue is derived from storm water drainage fee payments collected by the City from all properties. Each address requires a separate account and billing is included with the Utility Billing invoice for water services to customers.

FEE SCHEDULE:

This fee schedule was effective July 1, 2007:

Commercial & Multifamily:
\$ 6.00 per month per ERU [ERU = 3,500 square feet impervious area]

Residential:
\$ 6.00 per month per Single Family residence

Condo Units:
\$ 4.00 per month per individual condo.

BASE:

Over 11,000 storm water drainage customers are billed monthly based on the fee schedule above.

COMMENTS:

The increase for FY2008 was a result of customer growth and the addition of a condo fee. The budget for FY2012 is the same as the estimate for FY2011.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$1,621,346	\$1,932,844	\$1,984,662	\$1,981,793	\$1,975,000	\$1,985,000	\$1,985,000

REVENUE ITEM: Storm Water Drainage Penalties

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 13, Article IV, Section 13-117

FUND: Storm Water **ACCOUNT CODE:** 03-370-380

DESCRIPTION OF REVENUE:

A penalty of 10% is added to any utility bill not paid in its entirety within 21 days of the billing date. If the bill remains unpaid, an additional 10% is added to the outstanding balance until it is paid in its entirety.

FEE SCHEDULE:

A 10% penalty per current billing is added after the due date.

BASE:

This revenue is based on the number of delinquent accounts and the amounts outstanding. Accounts are penalized one time per current billing period.

COMMENTS:

The budget in FY 2012 is expected to remain level.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$10,057	\$9,475	\$8,837	\$10,437	\$10,000	\$11,000	\$11,000

REVENUE ITEM: Accommodations Tax

LEGAL AUTHORIZATION: Code of Laws of South Carolina, Title 12, Chapter 35, Article VI, Section 12-35-710 and 12-35-720

FUND: Accommodations Tax **ACCOUNT CODE:** 04-360-400

DESCRIPTION OF REVENUE:

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

FEE SCHEDULE:

The Accommodations Tax is remitted to the City on a quarterly basis.

BASE:

Based on gross receipts from rental of accommodations and past years' revenue and growth rate.

COMMENTS:

Proceeds of the Accommodations Tax, which began in 1984, are to be used for the promotion of tourism through advertising, enhance the ability of the City to attract and provide services to tourists, and provide additional services that are tourist-related. Note that the budget reflects an increase in revenues over the previous year.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$2,373,232	\$2,517,180	\$2,272,498	\$2,115,477	\$2,132,750	\$2,226,411	\$2,230,600

REVENUE ITEM: Hospitality Fee/Hospitality Penalties

LEGAL AUTHORIZATION: Code of Laws of South Carolina, Title 5, Chapter 7, Sections 5-7-10 and 5-7-30.
Code of Ordinances City of North Myrtle Beach, Chapter 7, Article IV.

FUND: Hospitality Fees **ACCOUNT CODE:** 05-320-200, 05-320-210, 06-320-200 & 06-320-210

DESCRIPTION OF REVENUE:

An Ordinance dated May 2, 1994 authorized the enactment of a hospitality fee effective July 1, 1994 for restaurants, and later an additional ordinance authorized the additional hospitality fees effective January 1, 1997 for amusements and accommodations to transients for the purpose of contributing to the costs of capital infrastructure improvements and certain capital acquisitions. This fee will provide an alternative revenue source that will reduce the dependence on property taxes and business licenses.

FEE SCHEDULE:

The City will receive 1% on the gross proceeds derived from the sale of all prepared food and beverages from all food service facilities, and admissions/amusements. 1.5% will be collected from transient rental income. Delinquent fees are assessed a 5% penalty per month until paid.

BASE:

This revenue source is based on the previous year's gross receipts reported for prepared food and beverage sales, amusements and accommodations receipts within the City.

COMMENTS:

This revenue source should realize some growth over the previous fiscal year budget.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET FY 2011</u>	<u>ESTIMATED FY 2011</u>	<u>BUDGET FY 2012</u>
Hospitality Fees						
\$4,133,199	\$4,227,128	\$3,950,707	\$3,965,574	\$3,975,000	\$4,326,419	\$4,348,419
Hospitality Fee Penalties						
\$7,028	\$6,130	\$8,318	\$9,469	\$10,000	\$10,900	\$10,000

REVENUE ITEM: Solid Waste Service Fees

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 12, Article IV, Section 12-61 through 12-64.

FUND: Solid Waste **ACCOUNT CODE:** 15-370-500 & 15-370-501

DESCRIPTION OF REVENUE:

The City from all Solid Waste service customers derives this revenue from solid waste service fee payments collected. Each address requires a separate account and is included with the utility billing invoice to the customers.

FEE SCHEDULE:

This fee schedule was effective July 1, 2010:

Single-Family Residential Customer	\$19.00 per month
Residential Roll Cart Service	\$19.00 per month
Dumpster Service (one pickup per week)	\$88.00 per month
Each additional pickup per week	\$85.00 per month
Commercial Roll Cart Service	\$30.25 per month
Rental Cans (6% Property)	\$23.20 per month

BASE:

Over 10,500 solid waste service customers are billed monthly. Cost for the service is based on the usage for each customer per the above fee schedule.

COMMENTS:

This revenue will produce the same amount as the previous fiscal year.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$3,114,144	\$3,124,127	\$3,752,938	\$3,699,373	\$4,000,000	\$4,000,000	\$3,966,000

REVENUE ITEM: Solid Waste Late Payment Penalties

LEGAL AUTHORIZATION: Code of Ordinances, City of North Myrtle Beach, Chapter 12, Article IV, Section 12-67.

FUND: Solid Waste **ACCOUNT CODE:** 15-370-800

DESCRIPTION OF REVENUE:

A penalty of 10% is added to any utility bill not paid in its entirety within 21 days of the billing date. If the bill remains unpaid, an additional 10% is added to the outstanding balance until it is paid in its entirety.

FEE SCHEDULE:

A 10% penalty per current billing is applied after the due date.

BASE:

This revenue is based on the number of delinquent utility accounts and the amounts outstanding. Accounts are penalized one time per current billing.

COMMENTS:

The budget in FY 2012 has remained the same as FY 2011.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$19,388	\$19,187	\$22,697	\$24,850	\$20,000	\$25,000	\$20,000

REVENUE ITEM: Trash Bags

LEGAL AUTHORIZATION: City of North Myrtle Beach annual Adopted Budget

FUND: Solid Waste **ACCOUNT CODE:** 15-370-190

DESCRIPTION OF REVENUE:

Trash bags are sold at the desk of the Utility Billing office for the convenience of our customers and constituents.

FEE SCHEDULE:

Trash bags are sold for \$6.00 per box of 50.

BASE:

This fee is based on the cost of the trash bags.

COMMENTS:

The budget is based on experience from past years. This is not a significant revenue source, but is relatively stable through the years. FY 2012 reflects the same budget as FY 2011.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$17,297	\$13,106	\$11,909	\$10,944	\$12,000	\$12,000	\$12,000

REVENUE ITEM: Beach Services Sales and Rentals

LEGAL AUTHORIZATION: Code of Laws of South Carolina

FUND: Beach Services **ACCOUNT CODE:** Fund 16-370-000 through 16-380-999

DESCRIPTION OF REVENUE:

These revenue accounts represent the receipt of funds collected from operation of the Beach Services Concessions, that started in the summer of 2007. The concessions are provided from April to September.

Concessions include all vending of Italian ice, other bottled drinks and prepackaged food on the beach, as well as the rental of umbrellas and chairs.

BASE:

Revenue is based on projections from previous year's actual collections. Annually the Recreation department works extensively with the Finance department to maintain internal controls to verify inventory balances and cash collections.

COMMENTS:

This will be the fifth full year of operations for the Beach Services Fund. Revenues are budgeted to show a slight growth over previous years.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$379,535	\$1,362,906	\$1,412,779	\$1,469,941	\$1,735,000	\$1,568,000	\$1,707,500

REVENUE ITEM: Aquatics and Fitness Fees

LEGAL AUTHORIZATION: Code of Laws of South Carolina

FUND: Aquatics & Fitness Center **ACCOUNT CODE:** Fund 17-340-100 through 17-380-999

DESCRIPTION OF REVENUE:

These revenue accounts represent receipt of monies collected from operations of the Aquatic & Fitness Center. The major revenue in this group includes membership fees, origination fees, and program fees.

BASE:

Revenue is calculated on 2,150 average member units for FY 2011. This number is on the conservative side, but with the local accommodations 1/2% transfer, the fund should be above break even for FY 2011. As of January 1, 2011, \$1 will be added to individual rates per month and \$2 will be added to multiple individual rates per month.

COMMENTS:

This will be the sixth full year of operations for the Aquatics & Fitness Center. Revenues should continue to show steady growth over the next several years.

REVENUE HISTORY:

<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>BUDGET</u> <u>FY 2011</u>	<u>ESTIMATED</u> <u>FY 2011</u>	<u>BUDGET</u> <u>FY 2012</u>
\$1,322,029	\$1,464,202	\$1,642,446	\$1,701,351	\$1,686,000	\$1,754,464	\$1,824,000

APPENDICES

Appendix I - Glossary of Terms

Appendix II - Ordinances

GLOSSARY OF TERMS

Appendix I

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. See COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR).

BOND. A written promise to pay a specified sum of money, called "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 operations 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: (1) Annual Operating Budget - a budget applicable to a single fiscal year; (2) Capital Budget - a plan of proposed capital outlays and the means of financing them; (3) 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 (4) Long-Term Budget - a budget prepared for a period longer than a fiscal year.

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

GLOSSARY OF TERMS

Appendix I

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.

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 principle 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.

CAPITAL EQUIPMENT. Equipment with an expected life of more than one year, such as automobiles, typewriters, and furniture.

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 public 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 of 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 accounts 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. In North Myrtle Beach's case, the State of South Carolina mandates that incurred debt is not to exceed eight percent of the assessed value of all taxable property within the jurisdiction.

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

DEFICIT. (1) The excess of 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 until abated, cancelled, paid, or converted in tax liens.

DEPARTMENT. A major division of the city by function performed.

GLOSSARY OF TERMS

Appendix I

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; swimming pools; parking garages; and transit systems.

ENTITY. The basic unit upon which accounting and/or financial reporting activities focus. The basic governmental legal and accounting entity is the individual funds 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 are used to account for assets received and held by the city acting in the capacity of an agent or custodian. The City of North Myrtle Beach maintains the following trust and agency funds: (1) Pension Trust; (2) Fireman's Insurance; and (3) Deferred Compensation.

FISCAL PERIOD. A period of less than 12 months to which an operating budget applies and at the end of which a government determines its financial position and the results of its operations. North Myrtle Beach's 1993 Fiscal Period was from October 1, 1992 through June 30, 1993 (nine months).

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 operations. North Myrtle Beach's fiscal year is July 1 through 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.

GLOSSARY OF TERMS

Appendix I

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 and guidelines for financial accounting and reporting. They govern the form and content of the 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 body on the application of GAAP to state and local governments is the GASB.

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.

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

MILLAGE. Rate used in calculating taxes based upon the value of property, expressed in mils per dollar of property value.

MODIFIED ACCRUAL BASIS. The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual, that is when they become both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds, and agency funds are accounted for using the modified accrual basis of accounting.

OPERATING BUDGET. Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, annual operating budgets are essential to sound financial management and should be adopted by every government. See **BUDGET**.

OVERHEAD ALLOCATION. Amount paid by the Water and Sewer Enterprise Fund to help supplement expenditures made in the General Fund. The percentage of overhead allocation is based on a cost-accounting effort conducted internally in 1985. 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. For example, the Utility Fund has no type of fleet management function. Therefore, the fleet management division within the General Fund maintains Utility Fund equipment. 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.

GLOSSARY OF TERMS

Appendix I

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

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.

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 North Myrtle Beach is an example of a shared revenue.

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 exists 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. North Myrtle Beach has in place user fees associated with its water and sewer system.

ORDINANCES

ORDINANCE

**AN ORDINANCE TO PROVIDE
FOR THE ADOPTION OF A BUDGET,
ITS REVENUES, AND EXPENDITURES
FOR FISCAL YEAR 2012**

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF
THE CITY OF NORTH MYRTLE BEACH, SOUTH CAROLINA**

- Section 1.** That the attached Budget, prepared by the City Manager of the City of North Myrtle Beach, South Carolina, which Budget is incorporated and adopted herein and made a part hereof as "Exhibit A", and is hereby adopted and established by the Mayor and Council of the City of North Myrtle Beach, as the Budget for the City for the Fiscal Year of 2012.
- Section 2.** That the Budget shall be for the period beginning July 1, 2011 and ending June 30, 2012, 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 North Myrtle Beach.
- Section 3.** The City Manager 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 personal 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 City Manager 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 North Myrtle Beach 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 appropriated fund, subject to further action of City Council.

Section 6. Effective July 1, 2011, the monthly base charge and volume charges for water service shall be based upon the following schedule of rates and charges:

<u>Water Meter Size (inches)</u>	<u>Minimum Volume Charge 1,000 gal. Per ERU</u>	<u>Volume Charge-Commercial Per 1,000 Gallons</u>	
		<u>1-30</u>	<u>Over 30</u>
3/4	\$ 8.34	\$2.77	\$3.14
1	30.60	2.77	3.14
1-1/2	61.12	2.77	3.14
2	146.51	2.77	3.14
3	317.85	2.77	3.14
4	579.14	2.77	3.14
6	1,225.58	2.77	3.14
8	2,610.53	2.77	3.14
Irrigation Meter		3.14	3.14

Rate increases from Grand Strand Water and Sewer Authority will be automatically added to the current rates charged by the City of North Myrtle Beach.

Section 7. Effective July 1, 2011, the monthly base charge and volume charge for sewer service shall be based upon the following schedule of rates and charges:

<u>Water Meter Size(Inches)</u>	<u>Minimum Volume Charge 1,000 Gallons Per ERU</u>	<u>Volume Charge Per 1,000 Gallons Used</u>
3/4	\$ 6.12	\$ 2.73
1	21.97	2.73
1-1/2	45.58	2.73
2	108.44	2.73
3	227.22	2.73
4	440.69	2.73
6	835.49	2.73
8	1,714.53	2.73

Rate increases from Grand Strand Water and Sewer Authority will be automatically added to the current rates charged by the City of North Myrtle Beach.

Section 8. Effective July 1, 2011 the charge for water and wastewater Capital Recovery Fees per ERU will be based upon the following schedule:

<u>Type of Capital Recovery Fee</u>	<u>Charge Per ERU</u>
Water	\$2,760
Wastewater	2,316

Section 9. This Ordinance shall be effective July 1, 2011.

Section 10. This ordinance supersedes any other inconsistent ordinances.

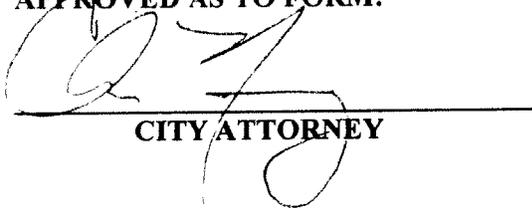
DONE, RATIFIED AND PASSED THIS 6 DAY OF ^{JUNE}~~May~~ 2011.


MARILYN B. HATLEY, MAYOR

ATTEST:


CITY CLERK

APPROVED AS TO FORM:


CITY ATTORNEY

REVIEWED:


CITY MANAGER

FIRST READING: May 16, 2011

SECOND READING: June 6, 2011

ORDINANCE

**AN ORDINANCE TO SET THE TAX LEVY FOR
THE CITY OF NORTH MYRTLE BEACH, SOUTH CAROLINA
FOR FISCAL YEAR 2012**

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF
THE CITY OF NORTH MYRTLE BEACH, SOUTH CAROLINA**

Section 1. That in the laws of the State of South Carolina, and codes of the City of North Myrtle Beach, 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 2011 through the thirtieth day of June 2012 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(\$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 North Myrtle Beach and in proportion on less than ONE HUNDRED AND NO/100 (\$100.00) in value, the following amounts:

DEBT SERVICE FOR PARK BONDS	6
GENERAL FUND OPERATION MILLAGE	<u>32</u>
TOTAL FY 2012 MILLAGE	38

Thirty-eight (38) mils on each One Hundred Dollars (\$100.00) of assessed value, which will produce Three Dollars and Eighty Cents (\$3.80) of taxes for each One Hundred Dollars (\$100.00) of assessed valuation.

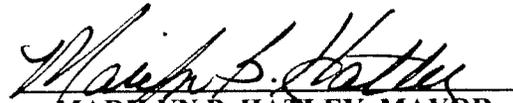
Should the amount received exceed the amount levied, such excess shall remain in the General Fund to be used as the City Council may direct.

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 being paid before January 16, 2012, or thirty (30) days after the mailing of the tax notices, whichever occurs later, the County Auditor shall add a penalty of three percent (3%) on the County duplicate, and the County Treasurer shall collect the penalty; and, if the taxes, assessments, and penalty are not paid before February 2, 2012, an additional penalty of seven percent (7%) must be added by the County Auditor on the County duplicate and collected by the County Treasurer; and, if the taxes, assessments, and penalties are not paid before March 17, 2012, and additional penalty of five percent (5%) must be added by the County Auditor on the duplicate, and collected by the County Treasurer; and, if taxes, assessments, and penalties are not paid before March 17, 2012, the County Treasurer shall issue his Tax Execution to the officer authorized and directed to collect delinquent taxes, assessments, penalties, and costs for their collection. The United States postmark is the determining date for mailed payments.

Section 4. On assessments received late from the Horry 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.

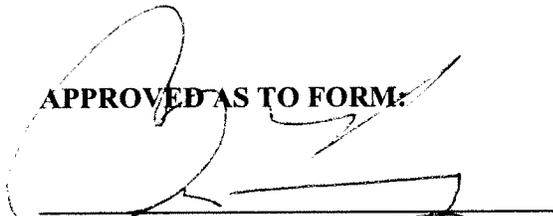
Section 5. This Ordinance shall be effective July 1, 2011, and supersedes any other inconsistent ordinances.

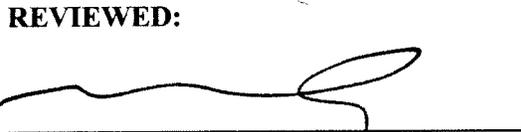
DONE, RATIFIED AND PASSED THIS DAY OF May 2011.


MARILYN B. HATLEY, MAYOR

ATTEST:


CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

REVIEWED:

CITY MANAGER

FIRST READING: May 3, 2011

SECOND READING: May 16, 2011