

Pendleton Town Council

Mayor
Frank Crenshaw

Council Members
Lyn Merchant
Barbara Hamberg
Vince Gaulin
Jeff Van Drie

Municipal Complex
310 Greenville Street
Pendleton, SC 29670
864-646-9409
www.townofpendleton.org



Administrator
Steve Miller
Municipal Clerk
Amber Barnes

RESOLUTION

A RESOLUTION OF THE PENDLETON TOWN COUNCIL ESTABLISHING A BUDGET CALENDAR FOR FISCAL YEAR 2025/2026 BUDGET PROCESS

WHEREAS, the Pendleton Town Council recognizes the importance of an organized and transparent process for developing the Fiscal Year 2025/2026 Budget; and

WHEREAS, it is necessary to establish a timeline that provides for departmental input, Council review, and public consideration to ensure the budget reflects the priorities and needs of the Town;

NOW, THEREFORE, BE IT RESOLVED by the Pendleton Town Council as follows:

1. Departmental Presentations:
 - Staff will present their budgetary needs and priorities during the Town Council Called Meetings in February 2025.
 - These presentations will serve as the foundation for identifying departmental goals, anticipated projects, and funding needs for the upcoming fiscal year.
2. Council Project Submissions:
 - Following the departmental presentations, Town Council members will submit specific projects and initiatives they wish to be considered in the budget by March 7, 2025.
 - These submissions will be evaluated and incorporated into the preliminary budget planning process.
3. Preliminary Budget Preparation:
 - Town staff will compile the information from departmental presentations and Council submissions to prepare a draft balanced budget.
 - The draft budget will align with the Town's strategic goals and available financial resources.
4. Budget Presentation:
 - A proposed budget will be presented to the Town Council by the end of April 2025 for review and discussion.
 - The Council will provide feedback and direction for any necessary revisions.
5. Adoption Process:

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- The budget will proceed through the established adoption process, including opportunities for public input, to ensure transparency and accountability.

BE IT FURTHER RESOLVED that the Pendleton Town Council is committed to an inclusive and efficient budget process to support the fiscal health and priorities of the Town and the budget calendar be as follows:

February 10, 2025, 4:00 PM*	Called Meeting Departmental Presentations ~ Water & Sewer ~ WWTP ~ Police
February 19, 2025, 4:00 PM*	Called Meeting Departmental Presentations ~ Planning ~ Administration/Community Engagement
February 24, 2025, 4:00 PM*	Called Meeting Departmental Presentations ~ Building & Grounds ~ Streets & Sanitation
March 7, 2025	Town Councils specific projects due to Town Administrator
April 2, 2025	Advertise Budget Public Hearing and First Reading of Budget Ordinance and Budget Amendment Ordinance
April 16, 2025, 5:30 PM*	Called Meeting with Town Council & Department Heads
April 30, 2025, noon	Town Administrator to submit 2024/2025 FY Budget Amendment, if necessary, and 2025/2026 FY Budget Ordinances to Municipal Clerk for scheduling of First Reading
May 6, 2025, 7 PM*	Budget Public Hearing & First Reading of Budget Ordinance and Budget Amendment Ordinance (Regular Monthly Town Council Meeting)
June 3, 2025, 7 PM*	Second and Final Reading of Budget Ordinance and Budget Amendment Ordinance (Regular Monthly Town Council Meeting)

* Meetings with Town Council

Attachments: 4-page Strategic Direction Plan Executive Summary

APPROVED and ADOPTED this 17th day of January, 2025.

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MAYOR: Frank W. Crenshaw

TOWN COUNCIL:

WARD 1: Lyn Merchant

WARD 2: Barbara Hamberg

WARD 3: _____

WARD 4: Jeff Van Drie

TOWN OF PENDLETON
COUNTY OF ANDERSON

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STATE OF SOUTH CAROLINA

I, AMBER L. BARNES, Municipal Clerk do hereby certify that the foregoing resolution was duly adopted by the Pendleton Town Council at a meeting held January 7, 2025, and is on file in the records of this office.

Amber L. Barnes
Amber L. Barnes, Municipal Clerk