

CITY OF WESTMINSTER REGULARLY SCHEDULED MEETING
Tuesday, January 11, 2022 @ 6:00 PM
Westminster Depot
135 E Main Street

Call to Order

Invocation & Pledge of Allegiance

Certification of Quorum

Public Comments:

The floor is now open for public comments. Citizens of Westminster or others who have registered for time with the Clerk can now address Council for any matters on tonight's agenda or other matters you wish to bring before the Council. Speakers are allowed up to 3 minutes and possibly longer if that Speaker is recognized in advance as representing a larger group with similar concerns. In order to preserve the decorum of this public meeting, and to allow adequate time for discussion among the elected membership of City Council, this will be the only time we will receive unsolicited comments tonight from the public.

Comments from the Mayor and Council

Presentation by the Westminster Special Events Committee Chairperson, Lacey Watkins

Old Business

1. Second Reading of Ordinance #2022-01-11-01; Budget Amendment #3 to amend the FY2021/2022 Annual Budget.

New Business

2. Appointment of a Mayor Pro Tempore for 2022
3. Appointment of a new board member for the FD 1% Local Board of Trustees.
4. Appointment(s) to the Sewer Board
5. Appointment(s) to the PMPA Board
6. Appointment to the Oconee Economic Alliance
7. Appointment to the Local Development Corporation Board
8. Appointment to the Special Events Committee
9. Approval of Safety Policy Statement
10. Law Enforcement Assistance and Support Agreement: West Union
11. Consider bid award for the installation/construction of a raw water intake pump house
12. Consider bid award(s) for two matters for emergency sewer system repairs
13. Consider bid award to replace two sludge pumps at the Water Plant
14. Consider Resolution supporting Appalachian Regional Commission grant match, 50% or \$34,000.
15. Consider Approval of the FY 2023 Budget Calendar

Routine Business

1. Approval of the December 9, 2021 Regular Meeting minutes.
2. Approval of the January 4, 2022 City Council Swearing-In Minutes

3. Comments from the Utility Director
 - a. Utility Department Update
 - b. Hall Street Water Line Repair and Replacement
4. Comments from City Administrator

Executive Session

1. Executive Session for the purpose of a discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim and a discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body pursuant to S.C. Code Ann. 34-4-70(2)
 - a. *Oconee Joint Regional Sewer Authority – legal advice concerning threatened litigation*
 - b. *Piedmont Municipal Power Agency – legal advice concerning ongoing litigation*
 - c. *Personnel Matters related to the potential Staff Organizational Structure of the City Organization*

(Upon return to regular session the City Council may or may not take action on items discussed in Executive Session)

Adjourn

Additional documents attached: Revenue and Expense reports for the following funds; City General, Utility Fund, Solid Waste and Recreation



Agenda Item Old Business #1 Ordinance #2022-01-11-01, amending the FY2021-2022 Budget, third amendment

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

The Westminster Water System serves the City of Westminster and a larger area outside the City limits in unincorporated Oconee County. Important information about the system:

- Serves ~ 7,658 residents through 3,285 residential and 52 non-residential taps
- Also serve a secondary population of 1,449 through wholesale customer TESI
- ~66% of residential customers are outside the Westminster City limits (not including TESI)
- 165.8 miles of water main line
- **35.84 miles inside the city limits – 22%**
- **129.96 miles outside the city limits – 78%**
- Customers use ~1.5 million gallons a day (permitted 4 million gallons a day)

The FY2021/2022 Westminster Utility Budget includes a Meter Fee which is charged to all customers using the Automated Meter Reading System. The fee is \$7.00 for each water meter and each electric meter. In the event a water and electric meter are on the same account, then only one fee is charged. If there are multiple locations then multiple \$7.00 fees are applied. That fee is charged to inside and outside City Customers.

The budgeted revenue for this fee is \$308,119. The average monthly revenue is \$25,677.

In order to remove the fee, the following usage increases are proposed:

Inside City:

- 1) remove the Meter Fee
- 2) no rate increase

Outside City:

- 1) remove the Meter Fee
- 2) 10% increase to the base fee
- 3) 24.95% increase to the per/1000 gallons

DESCRIPTION	Current RATE		Proposed RATE	
	BASE	PER/1,000 GAL	BASE	PER/1,000 GAL
3" Water Meter	\$204.29	\$4.89	\$224.76	\$6.11
6" Water Meter	\$473.09	\$4.89	\$520.48	\$6.11
4" Water Meter	\$338.69	\$4.89	\$372.62	\$6.11
3/4" or 1" Water Meter (inside)	\$12.70	\$3.49	\$12.70	\$3.49
3/4" or 1" Water Meter (outside)	\$22.46	\$4.89	\$24.71	\$6.11
Water 6" Meter Pioneer	\$350.00	\$2.34	\$350.00	\$2.34
2" Water Meter	\$69.89	\$4.89	\$76.89	\$6.11

To approve this amendment to the budget, City Council is required to conduct two readings of a Budget Ordinance Amendment. If Council approves the amendment upon second reading in January 2022, then on or about March 1, 2022 the Meter Fee will no longer be charged and the new rates will be effective.

Staff recommends approval.

Council Motion for consideration:

I move to approve Second Reading of Ordinance 2022-01-11-01; Amendment Number 3 of the FY2021-2022 Annual Budget.

Walhalla Rates	INSIDE
Water	
First 2,000 Gallons	\$ 16.50
Per 1,000 Gallons	\$ 3.31
Sewer	
Upto 1,000 Gallons	\$ 5.00
Per 1,000 Gallons thereafter	\$ 4.50
Electric (Per Duke Energy)	
Base Fee/month	\$ 11.96
First 1,000 kWh per kWh	\$ 0.10
All over 1,000 kWh per kWh	\$ 0.11
Solid Waste	\$ 15.50

Seneca Rates	INSIDE
Water	
Base fee/month	\$ 10.15
Per 1,000 Gallons	\$ 2.06
Sewer	
Base fee/month	\$ 11.98
Per 1,000 Gallons	\$ 4.77
Electric	
Base fee/month	\$ 14.96
Per kWh	\$ 0.08
Solid Waste	\$ 15.75

Westminster Rates	INSIDE
Water	
Base fee/month	\$ 12.70
Per 1,000 Gallons	\$ 3.49
Sewer	
Base fee/month	\$ 20.51
Per 1,000 Gallons	\$ 6.92
Electric	
Base fee/month	\$ 14.00
Per kWh	\$ 0.14
Solid Waste	\$ 19.32

Walhalla Rates	OUTSIDE
Water	
First 2,000 Gallons	\$ 32.40
Per 1,000 Gallons	\$ 5.10
Sewer	
Upto 1,000 Gallons	\$ 5.00
Per 1,000 Gallons thereafter	\$ 6.80
Solid Waste	\$ 22.00

Seneca Rates	OUTSIDE
Water	
Base fee/month	\$ 12.83
Per 1,000 Gallons	\$ 4.71
Sewer	
Base fee/month	\$ 15.94
Per 1,000 Gallons	\$ 6.39
Solid Waste	\$ 19.25

Westminster Rates	OUTSIDE
Water	
Base fee/month	\$ 22.46
Per 1,000 Gallons	\$ 4.89
Sewer	
Base fee/month	\$ 23.90
Per 1,000 Gallons	\$ 7.32
Solid Waste	\$ 25.36

New Director and/or alternate Director

City of Westminster

RESOLUTION

WHEREAS, City of Westminster, is a “municipality” as defined in S.C. Code Ann.§ 6-23-20(g) (Supp. 2003); and

WHEREAS, the City of Westminster is a member of Piedmont Municipal Power Agency (“PMPA”) and is entitled to appoint a Director and an alternate Director to PMPA’s Board of Directors by S. C. Code Ann. § 6-23-70 (Supp. 2003) and PMPA’s Bylaws, to serve at the pleasure of the City of Westminster; and

WHEREAS, the City of Westminster desires to appoint _____ as its Director to PMPA’s Board of Directors, to serve until the City of Westminster determines otherwise; and

WHEREAS, the City of Westminster desires to appoint _____ as the alternate Director to PMPA’s Board of Directors, to serve until the City of Westminster determines otherwise.

BE IT THEREFORE RESOLVED:

THAT, _____ be and hereby is duly appointed as the City of Westminster Director to serve on PMPA’s Board of Directors with the full power and authority to act on behalf of the City of Westminster with all rights attendant to that position under law and PMPA’s Bylaws; and

THAT _____ be and hereby is duly appointed as the City of Westminster alternate Director to serve on PMPA’s Board of Directors with the full power and authority to act on behalf of City of Westminster in the absence of the Director herein appointed with the same rights as such Director;

THAT, the Director and alternate Director shall serve in their described capacities until the City of Westminster determines otherwise by duly executed Resolution;

THAT the City of Westminster shall cause a certified copy of the Resolution to be delivered to PMPA in accordance with PMPA's Bylaws.

RESOLVED AND ADOPTED this _____

ATTEST:

BY: City of Westminster



Agenda Item #9 Consider Adoption of Safety Policy Statement

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

The Safety Policy Statement is adopted annually as a measure to lower our risk rating for renewal with the MASC Insurance Program.

Staff recommends approval.

Council Motion for consideration:

I move to adopt the Safety Policy Statement as presented.

This Safety Policy Statement is adopted annually as a measure to lower our risk rating for renewal with the MASC Insurance Program

CITY of WESTMINSTER Safety Policy Statement

1. General

The City of Westminister, South Carolina is committed to providing and maintaining for its employees a workplace environment that is safety conscious. The commitment is manifested by the City Council's approval of budgetary items related to safety and ensuring safe work practices. That safety consciousness is accomplished through (1) safety awareness (scheduled safety meetings), (2) enabling (equipping and training the employee), and (3) enforcement (disciplinary actions for violations).

2. Implementation

The City Administrator is responsible for the implementation of the City's Safety Policy and will administer the policy through delegation to the respective department heads and the Safety Committee.

3. Safety Committee

A Safety Committee shall be established that will review current and proposed safe-work practices for making recommendations to the City Administrator and the City Council. Additionally, the Safety Committee will review all workplace accidents and make recommendations for change as warranted. The City Administrator shall appoint the members of the Safety Committee.

4. Employee's Commitment

Employees are an integral part of the safety program. While compliance with safe work practices is an everyday expectation, the employees' involvement with safety is not limited solely to compliance. All employees are encouraged to provide input regarding the correlation of the degree of a specific hazard to the precautionary steps specified for that specific hazard. Safety suggestions or concerns should be made in writing and submitted to the City Administrator for consideration by the safety Committee.

extended into areas of operation that are located outside the geopolitical territorial limits of that party.

2. REQUEST FOR ASSISTANCE

The responding law enforcement officers may be requested in response to any public safety function across jurisdictional lines, such as multijurisdictional task forces, criminal investigations, patrol services, crowd control, traffic control and safety, and other emergency service situations. Assistance provided in this Agreement includes, but is not limited to:

- A. Emergency Situations;
- B. Civil Disorders;
- C. Natural or Manmade Disasters;
- D. Mass Processing of Arrests;
- E. Transporting of Prisoners;
- F. Operating Temporary Detention Facilities & Housing Inmates;
- G. Arrests;
- H. Pursuits of Criminal Suspects;
- I. Location of Missing Persons;
- J. Traffic Control and Safety;
- K. Criminal Investigations; or
- L. Any Other Matter Handled by Law Enforcement for that Particular Jurisdiction.

3. PRIMARY RESPONSIBILITY

It is agreed and understood that the primary responsibility of the parties to this Agreement is to provide law enforcement services within the geographical boundaries of their respective jurisdictions. Therefore, it is agreed that the law enforcement agency whose assistance is requested shall be the sole judge as to whether or not it can respond and to what extent it can comply with the request for assistance from the other agency.

4. PROCEDURE FOR REQUESTING LAW ENFORCEMENT ASSISTANCE

- A. Request. A request for assistance shall only be made by the **WESTMINSTER CHIEF OF POLICE**, or his/her designee, or the **WEST UNION CHIEF OF POLICE**, or his/her designee. This request shall include a description of the situation creating the need for assistance, the specific aid needed, the approximate number of law enforcement officers requested, the location to which law enforcement personnel are to be dispatched, and the officer in charge of such location.
- B. Reply. A reply to any request for assistance shall only be made by the **WESTMINSTER CHIEF OF POLICE**, or his/her designee, or the **WEST UNION CHIEF OF POLICE**, or his/her designee. If the request is granted, the requesting law enforcement agency shall be

immediately informed of the number of law enforcement officers to respond.

- C. Officer in Charge. The responding law enforcement officers shall report to the officer in charge of the requesting law enforcement agency at the designated location and shall be subject to the lawful orders and commands of that officer. The responding law enforcement officer shall exert their best efforts to cooperate with, and aid, the requesting law enforcement agency. The responding law enforcement officers shall be responsible at all times for acting within the policies and procedures set forth in the policy and procedure manual of the law enforcement agency by which they are regularly employed.
- D. Release. The responding law enforcement officers shall be released by the officer in charge when their services are no longer required or when they are needed to respond to a situation within the geographic boundaries of their own jurisdiction; provided however, the responding law enforcement officers shall use their best efforts to complete the requested service prior to being released.

5. PERSONNEL, COSTS AND RECORDS

Except as otherwise agreed among the parties, each party shall maintain control over its personnel. Except as otherwise provided herein, each party shall bear its own costs incurred in the performance of its obligations hereunder, and shall keep its own personnel and other usual records as to its assigned officers.

Any and all records of law enforcement activities conducted pursuant to this Agreement shall be the property of and maintained by the agency conducting the activity, including any incident reports, citations, photographs, or other images captured on any photographic or digital media. Nothing contained herein prohibits or precludes any participating agency from making or maintaining a copy of any such records referenced above.

6. REQUESTS FOR INFORMATION PURSUANT TO THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT

Upon receipt, each agency participating in this Agreement must respond to requests for information pursuant to the South Carolina Freedom of Information Act.

7. COMPENSATION

This Agreement shall in no manner affect or reduce the compensation, pension, or retirement rights of any responding officer. Except as otherwise agreed, each party shall bear its own costs and expenses incurred in complying with this Agreement.

8. INSURANCE

Each party shall maintain such insurance coverage for general liability, workers' compensation, and other such coverage as may be required by law or deemed advisable by individual parties.

9. EMPLOYMENT STATUS

Nothing herein shall be construed or interpreted to imply that the law enforcement officers responding in accordance with this Agreement shall be the employees of the law enforcement agency requesting such assistance.

10. MODIFICATION OR AMENDMENT

This Agreement shall not be modified, amended, or changed in any manner except upon express written consent of the parties to this Agreement.

11. RESPONSIBILITY TO RESPECTIVE GOVERNING BODIES

Each party is responsible for any approval requirements to their respective governing body as may be required under South Carolina law.

12. SEVERABILITY

Should any part of this Agreement be found to be unenforceable by any court or other competent authority, then the rest shall remain in full force and effect.

13. BINDING SUCCESSORS IN OFFICE

All parties agree that any and all successors in interest to their offices will be similarly bound by the terms of this agreement without necessitating execution of any amendment.

14. NO INDEMNIFICATION OR THIRD PARTY RIGHTS

To the extent provided by law, the parties shall be solely responsible for the acts and omissions of their respective employees, officers, and officials, and for any claims, lawsuits and payment of damages that arise from activities of its officers. No right of indemnification is created by this agreement and the parties expressly disclaim such. The provisions of this agreement shall not be deemed to give rise to or vest any rights or obligations in favor of any rights or obligations in favor of any party or entity not a party to this agreement.

15. TERMINATION

This Agreement shall be terminated at any time upon written notice to the other party to this Agreement.

16. TERM AND RENEWAL

This Agreement is effective as to each party at the date and time of signing and will automatically renew each anniversary date, year to year, and term to term unless a party exercises its right to terminate as further described herein.

17. USE OF EQUIPMENT AND FACILITIES

Each party shall be responsible for the maintenance of its own equipment and shall be responsible for the procurement of facilities unless otherwise agreed upon by the parties.

IN WITNESS WHEREOF, these parties have set their hands and seals at the date set forth above.

WESTMINSTER POLICE DEPARTMENT



Matt M. Patterson, Chief of Police

Witness

CITY OF WESTMINSTER ADMINISTRATION

Mayor or Council Chair

Witness

City Administrator

Witness

WEST UNION POLICE DEPARTMENT

Andy Dyar, Chief of Police

Witness

CITY OF WEST UNION ADMINISTRATION

Mayor or Council Chair

Witness

City Administrator

Witness



Agenda Item #11 Consider Bid Award for Installation/Construction of a Raw Water Intake Pump House

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

In July 2021 Oconee County allocated \$1,300,000 to the City of Westminster for Water System improvements. Included in that allocation is \$987,420 to install (2) VFD's and upgrade (2) 300 hp pumps.

Beginning	\$ 987,420	install (2) VFD's and upgrade (2) 300 hp pumps
	\$ 317,425	awarded November 9, 2021 to Harper GC to install raw water motor/pump assemblies
	\$ 262,000	current consideration
Ending balance	\$ 407,995*	

On November 11, 2021 City staff issued a Request for Proposal (RFP) for the Raw Water Pump Building. The RFP was advertised on the City's website and on the South Carolina Business Opportunities (SCBO) website. As a part of the bidding process, a Pre-Bid Meeting was held on December 14, 2021 starting at the Water Treatment Plant and ending at the raw water intake. Four (4) contractors attended the Pre-Bid Meeting.

The scope of work includes the construction/installation of a building to house two (2) pumps and the installation of necessary electrical components to operate the raw water intake.

On January 5, 2022, sealed proposals were opened. They are as follows.

- Sterling Structure & Design \$262,000.00
- AmTech (option B) \$425,477.00
- AmTech (option A) \$624,507.00

City staff and City Electrical Engineer Richard Tucker reviewed all three (3) proposals for compliance with the request.

City Engineer and City staff recommend awarding the bid to Sterling Structure & Design in the amount of \$262,000.

Council Motion for consideration:

I move to award the bid to Sterling Structure & Design in the amount of \$262,000.

*The third and final component of the installation of this equipment will be the installation of a new check-valve at the raw water intake. This will be bid in the upcoming months.



Agenda Item #12 Consider Two (2) Bid Awards for Emergency Repairs to the Sewer System

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

Bid Number 1

Roper Brothers Inc. General Contractor submitted the following bid for emergency repairs to the sewer lines along Retreat Street and Mimosa Road. There are approximately 360 linear feet to be replaced by pipe bursting.

Job: Pipe Burst Retreat Street and Mimosa Road

Description of Construction:

1. Mobilization/Demobilization – 1.00
2. Pipe Burst of 8" Clay to 8" HDPE – Up to 360.00 LF
3. Fusion of 8" DR 17 – 360.00 LF
4. Reconnect Manholes – 2.00
5. 4" Service Reconnection – 1.00
6. Asphalt Cut and Repair – 1.00

Total: \$37,344.19

Bid Number 2

To best utilize the funds available for sewer line repairs staff recommends approving Roper Brothers Inc. General Contractor daily rate schedule to make emergency repairs along the 300 block of Retreat Street. Utilizing the daily rate enables more flexibility for the staff and contractor to best identify and correct the problem. The estimated cost for the needed repairs are approximately \$15,000-\$25,000.

Roper Brothers Inc. General Contractor Daily Rates

1. Equipment and Excavation up to 5.00' Deep - \$7,100.00 Per Day
2. Equipment for Excavation From 5.00'-8.00' Deep - \$7,350.00 Per Day
3. Equipment for Excavation from 8.00' to 12.00' Deep - \$7,500.00 Per Day
4. Equipment for Excavation for 12.00' to 16.00' Deep - \$8,100.00 Per Day

Council Motion for consideration:

Bid 1

I move to award the bid for emergency repairs for sewer line pipe bursting along Retreat Street and Mimosa Road in the amount of \$37,344.19 to Roper Brothers Inc. General Contractors.

Bid 2

I move to approve the use of Roper Brothers Inc. General Contractors Daily Rate Schedule for emergency repairs to sewer lines along the 300 block of Retreat Street.



Agenda Item #13 Award Bid to Replace Two (2) Sludge Pumps

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

The Water Treatment Plant has two sludge pumps. One that has been inoperable for more than ten (10) years. The other pump has had extensive repairs in the last five years and needs replacing.

The two (2) sludge pumps pump backwash water from the filters to the reservoir and also pump the sludge from the filters to the drying bed.

Electric Motors and Drive, Inc	\$18,670.00
Holliday Utility Services	\$29,997.47
Harper General Contractors	\$31,281.06

Staff recommends bid award to Electric Motors and Drive Inc. for \$18,670.00

Council Motion for consideration:

I move to award the bid to Electric Motors and Drive Inc. for \$18,670.00.



Agenda Item #14 RESOLUTION COMMITTING THE CITY OF WESTMINSTER TO PROVIDING A LOCAL MATCH FOR THE APPALACHIAN REGIONAL COMMISSION (ARC) FUNDS MANAGED BY THE SOUTH CAROLINA DEPARTMENT OF COMMERCE GRANTS ADMINISTRATION

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

On November 16, 2021, staff submitted a pre-application to the Appalachian Regional Commission (ARC) for a grant to fund 50% of the expense of a downtown master plan.

The ARC is an economic development agency of the federal government and 13 state governments focusing on 423 counties across the Appalachian Region. ARC's mission is to innovate, partner and invest to build community capacity and strengthen economic growth in Appalachia to help the Region achieve socioeconomic parity with the nation.

ARC in South Carolina: Area Development Program

South Carolina receives approximately \$2 million in ARC Area Development funds annually; these funds may be available to eligible grantees through competitive grants. We anticipate approximately \$2.5 million will be available for competitive grants for 2022.

To be eligible, a project must be located in the seven-county region of Appalachia and benefit residents of Appalachian South Carolina: Anderson, Cherokee, Greenville, Oconee, Pickens, Spartanburg and Union.

In order to apply for various other grants through the state of South Carolina or Federal Agencies, the City Council must adopt a plan (a downtown master plan in this case) that can be provided as proof of the City's intent to make certain improvements in its downtown.

On November 30, 2021, the City received a letter from Caroline Griffin, ARC Program Manager, Grants Division of the South Carolina Department of Commerce, inviting the City to submit an application for a grant from the Appalachian Regional Commission to fund 50% of a downtown master plan.

The current estimate for a downtown master plan from a professional planning consultant is \$64,000.

As a part of the grant application, City Council is requested to adopt the provided Resolution committing to provide the 50% match.

The deadline for the final application is February 1, 2022.

Council Motion for consideration:

I move to approved the resolution committing the city of Westminster to providing a local match for the Appalachian Regional Commission (arc) funds managed by the South Carolina Department of Commerce Grants Administration.

**RESOLUTION COMMITTING THE CITY OF WESTMINSTER TO
PROVIDING A LOCAL MATCH FOR THE APPALACHIAN REGIONAL
COMMISSION (ARC) FUNDS MANAGED BY THE SOUTH CAROLINA
DEPARTMENT OF COMMERCE GRANTS ADMINISTRATION**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WESTMINSTER, here assembled on this 11th day of January 2022, that the Westminster City Council hereby commits to provide a local cash\in-kind match of at least \$32,000, which equals the required 50-percent local match required by the Appalachian Regional Commission to support the City of Westminster 's application for a \$64,000 Appalachian Regional Commission. These grant and local matching funds will be used for the completion of a non-construction project to develop a Downtown Master Plan.

BE IT FURTHER RESOLVED that the Council will follow its procurement policy adopted in accordance with SC Code of Laws Section 11-35-50 when securing all services and products purchased with funds awarded from the Appalachian Regional Commission.

This resolution is made in regard to the submission of an application for the Appalachian Regional Commission managed by the South Carolina Department of Commerce Grants Administration.

Brian Ramey
Mayor, City of Westminster, SC

ATTEST:

Jennifer Adams, Clerk to Council
City of Westminster, South Carolina



Proposed FY2023 Budget Development Calendar

11-Jan	City Council Meeting Council consideration of proposed FY2023 Budget Calendar	6:00 PM	DEPOT
12-Jan	Budget kick-off meeting with senior staff		CITY HALL
26-Jan	City Council Priority Setting Workshop	1:00-4:00PM	DEPOT
1-Feb	Departmental Budget Requests Due to CA		
8-Feb	Expenditure Review Part 1- Utility Funds Electric Fund Water Fund Water Plant Fund Sewer Fund City Council Meeting	4:00 PM	DEPOT
3-Mar	Department Directors meet with CA		CITY HALL
4-Mar	Department Directors meet with CA		CITY HALL
8-Mar	Expenditure Review Part 2 General Fund Solid Waste Fund Youth Recreation Fund Hospitality and Accommodations Tax Fund City Council Meeting	4:00 PM	DEPOT
12-Apr	Revenue Review Utility Funds General Fund Solid Waste Fund Youth Recreation Fund Hospitality and Accommodations Tax Fund City Council Meeting	4:00 PM	FIRE DEPARTMENT
26-Apr	City Council 2022 Budget Workshop Bringing it all together All funds, revenue and expenditures Balanced Reflects preferences and follows priorities of Council Council directs modifications, adjustments	4:00 PM	FIRE DEPARTMENT
10-May	Public Hearing and 1st Reading	6:00 PM	FIRE DEPARTMENT
14-Jun	2nd Reading and Adoption	6:00 PM	FIRE DEPARTMENT

MINUTES
WESTMINSTER CITY COUNCIL
Regular Scheduled Meeting
Tuesday, December 9, 2021

The City Council of the City of Westminster met in a regular scheduled meeting at the Westminster Fire Department on Tuesday, December 9, 2021 at 6:00 pm with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey	Danny Duncan	Rusty Cater
Jimmy Powell	Yousef Mefleh	Brad Chastain

City Administrator, Kevin Bronson
Utility Director, Leigh Baker
Members of the public and press

Notice of the meeting and the agenda was posted on westminstersc.org twenty-four hours prior to the meeting and all persons, organizations and local media requesting notification and the agenda were notified by email.

Call to Order

Mayor Brian Ramey called the meeting to order at 5:00 pm.

Invocation and Pledge of Allegiance

Rev. Audrey Reece led the Council in the invocation and the Pledge of Allegiance.

Certification of Quorum

The City Clerk certified a quorum.

Presentation to the 2021 South Carolina State Champions 12 & under All Star Volleyball team
Mayor Ramey presented each participant and the coaches with a certificate of congratulations.

Public Comments

There were no public comments.

Comments from the Mayor and Council

Mr. Duncan stated that even though Reid Adams could not be here tonight, he wanted to express his appreciation to him. Reid was always prepared for the meetings and he did a good job. Mr. Adams had served 16 years on Council.

Public Hearing: Adoption of the International Property Maintenance Code

Upon a motion by Mr. Chastain and seconded by Mr. Duncan, the motion *to open the public hearing* passed unanimously.

December 9, 2021

Hearing no comments, a motion was made by Mr. Duncan and seconded by Mr. Cater, the motion *to close the public hearing* passed unanimously.

Public Hearing: Annexation of 9300 Long Creek Hwy (tax map #234-01-02-016)

Upon a motion by Mr. Chastain and seconded by Mr. Duncan, the motion *to open the public hearing* passed unanimously.

Hearing no comments, a motion was made by Mr. Cater and seconded by Mr. Duncan, the motion *to close the public hearing* passed unanimously.

Old Business

1. Second Reading of Ordinance #2021-12-09-01; An Ordinance of the City of Westminster, South Carolina enacting the International Property Maintenance Code and thereby amending and restating Title IX, Chapter 93 of the City's Code of Ordinances; enacting certain standard technical codes and thereby amending and restating Title IV, Chapter 150 of the City's Code of Ordinances and amending Title V, Chapter 52 of the Code of Ordinances; adding certain municipal officials and enforcement authorization thereby amending Title II, Chapters 31 and 36 and other matters related thereto

Mr. Bronson introduced this ordinance and was asked for some clarification by Mr. Mefleh. Mayor Ramey also stated that he would like to have a committee to review the code.

Upon a motion by Mr. Duncan and seconded by Mr. Chastain, the motion *to approve the second reading of Ordinance 2021-12-09-01; An Ordinance of the City of Westminster, South Carolina enacting the International Property Maintenance Code and thereby amending and restating Title IX, Chapter 93 of the City's Code of Ordinances; enacting certain standard technical codes and thereby amending and restating Title IV, Chapter 150 of the City's Code of Ordinances and amending Title V, Chapter 52 of the Code of Ordinances; adding certain municipal officials and enforcement authorization thereby amending Title II, Chapters 31 and 36 and other matters related thereto* passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Yes
Adams		Absent
Chastain	Second	Yes
Duncan	Motion	Yes
Mefleh		Yes
Powell		Yes

2. Second Reading of Ordinance #2021-12-09-02; Annexation of property located at 9300 Long Creek Hwy, tax map number 234-01-02-016, and assigning the zoning classification as R-25

Upon a motion by Mr. Duncan and seconded by Mr. Mefleh, the motion *to conduct the second reading of ordinance 2021-12-09-02; Annexation of 9300 Long Creek Hwy, tax map number 234-01-02-016* passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Yes
Adams		Absent
Chastain		Yes
Duncan	Motion	Yes
Mefleh	Second	Yes
Powell		Yes

3. Second Reading of Amending Ordinance #2021-12-09-03; To amend Ordinance #2021-08-10-01 enacted on August 10, 2021, which authorized an equipment lease purchase agreement in the amount of not exceeding \$525,000 between City of Westminster, South Carolina, and Truist Bank, a North Carolina Banking Corporation; adding additional equipment for which the lease proceeds may be expended; and other matters relating thereto

Upon a motion by Mr. Chastain and seconded by Mr. Duncan, the motion *to approve the amending ordinance no. 2021-08-10-01 enacted on August 10, 2021, which authorized an equipment lease purchase agreement in the amount of not exceeding \$525,000 between City of Westminster, South Carolina, and Truist Bank, a North Carolina banking corporation; adding additional equipment for which the lease proceeds may be expended; and other matters relating thereto* passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Yes
Adams		Absent
Chastain	Motion	Yes
Duncan	Second	Yes
Mefleh		Yes
Powell		Yes

4. Second reading of Ordinance 2021-12-09-04; Budget amendment Two to amend the FY2021/20211 Annual Budget by \$25,000

Upon a motion by Mr. Duncan and seconded by Mr. Mefleh, the motion *to conduct the second reading of ordinance 2021-12-09-04; amendment #2 of the FY2021/2022 Annual Budget* passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Yes
Adams		Absent
Chastain		Yes
Duncan	Motion	Yes
Mefleh	Second	Yes
Powell		Yes

New Business

1. Approval of the City Council regular meeting schedule for calendar year 2022.

City Council reviewed the 2022 regular meeting calendar and made a few modifications. Those modifications are as followed; Move May 10th, 2022 meeting to May 17th, July 12th meeting will either be canceled or rescheduled if needed, December 13th meeting to December 6th. All meetings will begin at 6:00pm.

Upon a motion by Mr. Duncan and seconded by Mr. Chastain, the motion *to approve the 2022 regular meeting City Council schedule as amended* passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Yes
Adams		Absent
Chastain	Second	Yes
Duncan	Motion	Yes
Mefleh		Yes
Powell		Yes

2. Resolution Celebrating the Accomplishments of Senator Thomas Alexander

This topic was postponed until the January meeting.

3. Discussion of the Oconee Joint Regional Sewer Authority Board and Capital Improvement Program

Mr. Bronson stated that the OJRSA adopted a priority list of projects and he presented that list to the Council. Mr. Bronson informed Council that the list consist of 11 projects at a total of fifty million dollars. Funding for the projects will come from grants and loans.

However, the current pending lawsuit will inhibit the Board from obtaining the necessary funding and an increase in sewer rates will likely happen next year. Also pending is the consent order from DHEC that some of the projects on the list will address.

4. First reading of Ordinance 2022-01-11-01; Budget amendment Three to amend the FY2021/2022 Annual Budget

The FY2021/2022 Westminster Utility Budget includes a Meter Fee which is charged to all customers using the Automated Meter Reading System. The fee is \$7.00 for each water meter and each electric meter. In the event a water and electric meter are on the same account, then only one fee is charged. If there are multiple locations then multiple \$7.00 fees are applied. That fee is charged to inside and outside City customers. The budgeted revenue for this fee is \$308,119. The average monthly revenue is \$25,677. In order to remove the fee, the following usage increases are proposed;

Inside City:

- a. Remove the meter fee
- b. No rate increase

Outside City:

- a. Remove the meter fee
- b. 10% increase to the base fee
- c. 24.95% increase to the per/1000 gallons

The fee, if it passes, would not go into effect until the March 2022 billing.

Mr. Cater stated that his job is to look out for the citizens of Westminster, not that he isn't concerned with outside customers. Water outside, even at these rates, is a cheap commodity based on the alternative. The hardest part of this job, in his opinion, is to raise rates or taxes. When you do have to raise them you have to look at it with a common sense point of view. We cannot go without this revenue and we would do our inside customers a disservice if we tried to spread this thing any other way.

Mr. Chastain stated that he was not against the increase but suggested spreading it around, for example, charging 75% on outside customers and 25% on inside customers, using their consumption. He felt this increase was a lot and that Seneca had done the same thing with water to outside customers. We need people, those people, to come into town. They do everything and participate, do we need to annihilate them by charging them this much.

Mr. Mefleh stated that people will like the idea of having the \$7 fee removed. He did not think anyone will see anything except this fee being removed, it's positive. Mr. Mefleh encouraged people to conserve in order to keep their bill down.

Mayor Ramey stated that what everyone needs to do is realize we have to pay for services we get, what we use, and what it takes for someone to provide those services to us. We have had this discussion before, but based on the math, we have 1,117 customers inside the city, that is 31 customers per mile. We have 2,168 customers outside the city, which is only 16 customers per mile. Its common sense, no one can dispute that if you only have 16 customers per mile to maintain, they would pay more.

Mayor Ramey stated that we are looking at a huge water improvement project that will be 90% outside the city limits. He didn't know how we can avoid the increase. We are not picking on outside customers, but they cost more to serve.

Mr. Cater followed up with no one likes increases. But if you gave these numbers to a new customer that was struggling with digging a well, trying to get water to their house, they would welcome these rates with open arms. Whenever existing customers get an increase, people get aggravated and perturbed, himself included. What he doesn't want to do in raise taxes in the city to off-set this.

Mr. Duncan stated that he did not like increases rates either, but that our biggest users are the outside customers.

After the discussion, a motion was made by Mr. Duncan and seconded by Mr. Cater, the motion *to conduct the first reading of Ordinance #2022-01-11-01* passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater	Second	Yes
Adams		Absent
Chastain		Yes
Duncan	Motion	Yes
Mefleh		Yes
Powell		Yes

5. Consideration to authorize the City Administrator to execute a Conflict Waiver for Pope Flynn, LLC regarding OJRSA

Pope Flynn, LLC represents the City of Westminster on various legal matters. Pope Flynn, LLC also represents the Oconee Joint Regional Sewer Authority (OJRSA). The OJRSA Board as requested by Pope Flynn, LLC collaborate with Larry Brandt to provide an opinion regarding the Board's representative make-up. Pope Flynn, LLC is requesting the conflict waiver be executed in order to provide an unbiased and fulsome opinion as requested.

Upon a motion by Mr. Duncan and seconded by Mr. Cater, the motion *to authorize the City Administrator to execute the Waiver of Conflict for Pope Flynn, LLC dated December 8, 2021* passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater	Second	Yes
Adams		Absent
Chastain		Yes
Duncan	Motion	Yes
Mefleh		Yes
Powell		Yes

Routine Business

1. Approval of the October 5, 2021 Called Meeting minutes and the November 9, 2021 Regular Meeting minutes.
 - a. Upon a motion by Mr. Chastain and seconded by Mr. Cater, the motion *to approve the October 5, 2021 Called Meeting Minutes* passed unanimously.
 - b. Upon a motion by Mr. Duncan and seconded by Mayor Ramey, the motion *to approve the November 9, 2021 Regular Meeting Minutes as amended* passed unanimously.

2. Comments from the Utility Director
 - a. Mr. Baker stated that the Water Plant is doing well. He is currently looking into taking the apple water tower out of service but more information still needs to be gathered before a recommendation to Council is made.
 - b. Public Works is struggling since they are down personnel.
 - c. Sewer and Water is still hiring for open positions.
 - d. Repair work was completed at the intersection of Gray St. and Abbey. This has fixed a large I & I issue.
 - e. Electric crew is still battling squirrels and they have ordered wraps for the polls to help with the issue. They are also working on underground conversion from overhead. They are continuing working on fixing lights throughout town.
 - f. A Vegetation Tree Trimmer has been interviewed and should be starting early January.
 - g. The electric crew will be receiving their training from Electric Cities going forward.

3. Comments from City Administrator
 - a. Mr. Bronson reminded Council of the January 24, 2021 workshop from 2:00-4:00 pm. at the Depot. This will be a City Council and Planning Commission Workshop on the Zoning Ordinance
 - b. City Council Strategic Workshop for four (4) hours with the MASC Representative Jeff Shaker is set for January 25 and February 15 both from 12-4 at the Depot.
 - c. January 4th, 2022 will be the swearing in ceremony for Mr. Powell, Mr. Mefleh and Mr. Glymph at 4:00 at the Depot.
 - d. Mr. Bronson informed Council that there are two grants that is being worked on for the City. The first is a Recreation Trails Program that is funded by State PRT monies. He will be using the Seamon/Whiteside conceptual drawings of the Hall Street Recreation Complex with the application. This is a \$100,000 grant with a 20% match. The matching portion of the grant can be done with volunteer credit and staff. The second grant is a SC Department of Commerce grant. This grant would help fund a downtown area master plan. Several grants require a master plan be submitted when applying for grants. Having this completed would open up several grants to the City. This grant is a 50/50 match. A quote of \$64,000 was received for a design concept to be done. Mr. Chastain asked that we contact Clemson University to see if by using their students in order to save money.

Executive Session

1. Upon a motion by Mayor Ramey and seconded by Mr. Cater, the motion *to enter into an Executive Session for the purpose of section 30-4-70(a)(2) to receive legal advice for a potential contractual matter* passed unanimously.
2. Upon a motion by Mr. Duncan and seconded by Mr. Mefleh, the motion *to exit executive session and re-enter regular session* passed unanimously.
3. Upon a motion by Mr. Duncan and seconded by Mr. Mefleh, the motion *to authorize the City Administrator to enter into a contract with Willoughby & Hoefler, P.A. to represent the City in the matter regarding the potential lawsuit regarding the OJRSA* passed unanimously.

Adjourn

December 9, 2021

Upon a motion by Mr. Mefleh and seconded by Mr. Powell, the motion *to adjourn the meeting at 8:24pm* passed unanimously.

(Minutes prepared by Jennifer Adams)

Mayor Brian Ramey

Date

DRAFT

**MINUTES
WESTMINSTER CITY COUNCIL
Special Called Meeting
Swearing In
Tuesday, January 4, 2022**

The City Council of the City of Westminster met in a special called meeting on Tuesday, January 4, 2022 at 4:00 pm with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey
Jimmy Powell

Rusty Cater
Danny Duncan

Dale Glymph
Yousef Mefleh

City Administrator, Kevin Bronson
Utility Director, Leigh Baker
Police Chief, Matt Patterson
City Attorney, Andrew Holliday
Members of the public and press

Mayor Ramey called the meeting to order at 4pm.

Chief Patterson led the Council in the invocation and pledge.

Mr. Holliday then proceeded to administer the Oath of Office for the newly elected members of Council, Mr. Powell, Mr. Mefleh and Mr. Glymph.

Concluding the Swearing In ceremony the meeting was adjourned by the Mayor.

(Minutes prepared by Jennifer Adams)

Mayor Brian Ramey

Date

Revenue Report

Level 3 Summary for December 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
010 CITY GENERAL FUND								
100 ADMINISTRATION								
00400 Property Taxes	\$641,600.00	\$0.00	\$641,600.00	\$0.00	0	\$63,094.54	10	\$578,505.46
00401 Intergovernmental Rev	\$60,000.00	\$198,740.00	\$258,740.00	\$0.00	0	\$16,269.79	6	\$242,470.21
00402 License, Permits, & Fees	\$335,742.00	\$0.00	\$335,742.00	\$3,316.58	1	\$95,533.58	28	\$240,208.42
00404 Pymt In Lieu Of Tax & Fran Fee	\$554,796.00	\$0.00	\$554,796.00	\$41,358.00	7	\$250,328.91	45	\$304,467.09
00405 Interest Income	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$0.00	0	\$1,000.00
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$18,210.79	0	(\$18,210.79)
00407 Miscellaneous & Other	\$26,285.00	\$0.00	\$26,285.00	\$350.00	1	\$661,746.98	2518	(\$635,461.98)
Total ADMINISTRATION	\$1,619,423.00	\$198,740.00	\$1,818,163.00	\$45,024.58	2	\$1,105,184.59	61	\$712,978.41
200 FIRE DEPARTMENT								
00401 Intergovernmental Rev	\$285,000.00	\$0.00	\$285,000.00	\$0.00	0	\$0.00	0	\$285,000.00
00405 Interest Income	\$200.00	\$0.00	\$200.00	\$0.00	0	\$55.48	28	\$144.52
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 Miscellaneous & Other	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$3,178.90	318	(\$2,178.90)
Total FIRE DEPARTMENT	\$286,200.00	\$0.00	\$286,200.00	\$0.00	0	\$3,234.38	1	\$282,965.62
300 POLICE								
00403 Fines & Forfeitures	\$31,000.00	\$0.00	\$31,000.00	\$2,401.56	8	\$14,046.78	45	\$16,953.22
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4.14	0	(\$4.14)
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$5,997.99	0	(\$5,997.99)
00407 Miscellaneous & Other	\$2,000.00	\$0.00	\$2,000.00	\$1,125.00	56	\$19,488.20	974	(\$17,488.20)
Total POLICE	\$33,000.00	\$0.00	\$33,000.00	\$3,526.56	11	\$39,537.11	120	(\$6,537.11)
500 CODES								
00402 License, Permits, & Fees	\$350.00	\$0.00	\$350.00	\$0.00	0	\$175.00	50	\$175.00
00403 Fines & Forfeitures	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total CODES	\$350.00	\$0.00	\$350.00	\$0.00	0	\$175.00	50	\$175.00
600 PUBLIC WORKS								
00407 Miscellaneous & Other	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total PUBLIC WORKS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
700 NON DEPARTMENTAL								
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 Miscellaneous & Other	\$62,600.00	\$0.00	\$62,600.00	\$0.00	0	\$0.00	0	\$62,600.00
Total NON DEPARTMENTAL	\$62,600.00	\$0.00	\$62,600.00	\$0.00	0	\$0.00	0	\$62,600.00
800 POOL								
00407 Miscellaneous & Other	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total POOL	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total CITY GENERAL FUND	\$2,001,573.00	\$198,740.00	\$2,200,313.00	\$48,551.14	2	\$1,148,131.08	52	\$1,052,181.92
TOTAL ALL FUNDS	\$2,001,573.00	\$198,740.00	\$2,200,313.00	\$48,551.14	2	\$1,148,131.08	52	\$1,052,181.92

Expenditure Report

Level 3 Summary for December 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
010 CITY GENERAL FUND									
100 ADMINISTRATION									
00100 Personal Services	\$154,754.00	\$0.00	\$19,146.82	12	\$155,237.12	100	\$0.00	(\$483.12)	0
00200 Commodities	\$14,150.00	\$0.00	\$1,154.50	8	\$12,667.53	90	\$0.00	\$1,482.47	10
00300 Contractual Services	\$246,100.00	\$0.00	\$9,811.24	4	\$753,635.17	306	\$0.00	(\$507,535.17)	(206)
00600 Capital Outlay	\$0.00	\$198,740.00	\$0.00	0	\$0.00	0	\$0.00	\$198,740.00	100
Total ADMINISTRATION	\$415,004.00	\$198,740.00	\$30,112.56	5	\$921,539.82	150	\$0.00	(\$307,795.82)	(50)
200 FIRE DEPARTMENT									
00100 Personal Services	\$342,881.00	\$0.00	\$28,696.03	8	\$185,313.34	54	\$0.00	\$157,567.66	46
00200 Commodities	\$39,600.00	\$0.00	\$2,204.11	6	\$7,431.23	19	\$50.85	\$32,117.92	81
00300 Contractual Services	\$82,500.00	\$0.00	\$2,821.89	3	\$32,901.80	40	\$277.72	\$49,320.48	60
00600 Capital Outlay	\$9,275.00	\$0.00	\$0.00	0	\$445.20	5	\$0.00	\$8,829.80	95
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total FIRE DEPARTMENT	\$474,256.00	\$0.00	\$33,722.03	7	\$226,091.57	48	\$328.57	\$247,835.86	52
300 POLICE									
00100 Personal Services	\$570,778.00	\$0.00	\$33,363.05	6	\$272,256.76	48	\$0.00	\$298,521.24	52
00200 Commodities	\$57,000.00	\$0.00	\$7,292.21	13	\$24,688.14	43	\$2,332.48	\$29,979.38	53
00300 Contractual Services	\$39,787.00	\$0.00	\$7,011.13	18	\$17,465.87	44	\$640.45	\$21,680.68	54
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total POLICE	\$667,565.00	\$0.00	\$47,666.39	7	\$314,410.77	47	\$2,972.93	\$350,181.30	52
400 RECREATION									
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total RECREATION	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
500 CODES									
00100 Personal Services	\$27,597.00	\$0.00	\$2,732.48	10	\$20,975.11	76	\$0.00	\$6,621.89	24
00200 Commodities	\$3,550.00	\$0.00	\$52.08	1	\$3,046.35	86	\$0.00	\$503.65	14
00300 Contractual Services	\$50,000.00	\$0.00	\$1,620.00	3	\$3,115.00	6	\$0.00	\$46,885.00	94
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total CODES	\$81,147.00	\$0.00	\$4,404.56	5	\$27,136.46	33	\$0.00	\$54,010.54	67
600 PUBLIC WORKS									
00100 Personal Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00200 Commodities	\$21,900.00	\$0.00	\$545.48	2	\$3,976.78	18	\$110.71	\$17,812.51	81
00300 Contractual Services	\$75,400.00	\$0.00	\$3,377.15	4	\$37,617.14	50	\$21,434.00	\$16,348.86	22
00600 Capital Outlay	\$20,000.00	\$0.00	\$0.00	0	\$11,800.00	59	\$0.00	\$8,200.00	41
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total PUBLIC WORKS	\$117,300.00	\$0.00	\$3,922.63	3	\$53,393.92	46	\$21,544.71	\$42,361.37	36
700 NON DEPARTMENTAL									
00100 Personal Services	\$15,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$15,000.00	100
00200 Commodities	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
00300 Contractual Services	\$230,801.00	\$0.00	\$0.00	0	\$77,157.00	33	\$0.00	\$153,644.00	67
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

**010 CITY GENERAL FUND
700 NON DEPARTMENTAL**

**City Of Westminster
Expenditure Report
Level 3 Summary for December 2022**

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
00800 Other	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total NON DEPARTMENTAL	\$246,301.00	\$0.00	\$0.00	0	\$77,157.00	31	\$0.00	\$169,144.00	69
800 POOL									
00100 Personal Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00200 Commodities	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00300 Contractual Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total POOL	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total CITY GENERAL FUND	\$2,001,573.00	\$198,740.00	\$119,828.17	5	\$1,619,729.54	74	\$24,846.21	\$555,737.25	25
TOTAL ALL FUNDS	\$2,001,573.00	\$198,740.00	\$119,828.17	5	\$1,619,729.54	74	\$24,846.21	\$555,737.25	25

Report Summary

Type From **Type To**
4 - Revenues 5 - Expenses

Detail Level Level 3 single space
Adjusted Budget Column N

Level	From	To	New Page
1	010	010	n/a
2	ALL		N
3	ALL		N
4	ALL		N
5	ALL		n/a

Period 06
System Date 1/6/2022
System Time 3:14:56 pm
Print Date 1/6/2022
Print Time 3:15:04 pm
Run by JDA
Print ID 381
System version 7.1.22
Export APGLXP17
Export version VM-07110002

Revenue Report

Level 3 Summary for December 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
020 UTILITY DEPT. GENERAL FUND								
150 UTILITY ADMINISTRATION								
00405 Interest Income	\$500.00	\$0.00	\$500.00	\$21.94	4	\$227.45	45	\$272.55
00407 Miscellaneous & Other	\$996,619.00	\$0.00	\$996,619.00	\$31,453.86	3	\$312,062.56	31	\$684,556.44
00412 Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total UTILITY ADMINISTRATION	\$997,119.00	\$0.00	\$997,119.00	\$31,475.80	3	\$312,290.01	31	\$684,828.99
250 ELECTRIC								
00407 Miscellaneous & Other	\$18,000.00	\$0.00	\$18,000.00	\$0.00	0	\$13,427.00	75	\$4,573.00
00408 Electric	\$4,280,000.00	\$0.00	\$4,280,000.00	\$254,550.58	6	\$1,973,727.10	46	\$2,306,272.90
Total ELECTRIC	\$4,298,000.00	\$0.00	\$4,298,000.00	\$254,550.58	6	\$1,987,154.10	46	\$2,310,845.90
350 WATER								
00407 Miscellaneous & Other	\$8,000.00	\$0.00	\$8,000.00	\$0.00	0	\$0.00	0	\$8,000.00
00409 Water	\$1,945,000.00	\$0.00	\$1,945,000.00	\$163,326.30	8	\$1,041,377.45	54	\$903,622.55
00411 Project Operations	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,650.00	0	(\$1,650.00)
Total WATER	\$1,953,000.00	\$0.00	\$1,953,000.00	\$163,326.30	8	\$1,043,027.45	53	\$909,972.55
450 SEWER								
00407 Miscellaneous & Other	\$2,500.00	\$0.00	\$2,500.00	\$0.00	0	\$18,210.79	728	(\$15,710.79)
00410 Sewer	\$719,240.00	\$0.00	\$719,240.00	\$57,517.66	8	\$340,360.10	47	\$378,879.90
Total SEWER	\$721,740.00	\$0.00	\$721,740.00	\$57,517.66	8	\$358,570.89	50	\$363,169.11
550 WATER PLANT								
00407 Miscellaneous & Other	\$3,500.00	\$0.00	\$3,500.00	\$0.00	0	\$0.00	0	\$3,500.00
Total WATER PLANT	\$3,500.00	\$0.00	\$3,500.00	\$0.00	0	\$0.00	0	\$3,500.00
Total UTILITY DEPT. GENERAL FUND	\$7,973,359.00	\$0.00	\$7,973,359.00	\$506,870.34	6	\$3,701,042.45	46	\$4,272,316.55
TOTAL ALL FUNDS	\$7,973,359.00	\$0.00	\$7,973,359.00	\$506,870.34	6	\$3,701,042.45	46	\$4,272,316.55

Expenditure Report

Level 3 Summary for December 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
020 UTILITY DEPT. GENERAL FUND									
150 UTILITY ADMINISTRATION									
00100 Personal Services	\$317,827.00	\$0.00	\$12,460.76	4	\$85,815.41	27	\$0.00	\$232,011.59	73
00200 Commodities	\$46,200.00	\$0.00	\$2,295.48	5	\$33,553.63	73	\$164.42	\$12,481.95	27
00300 Contractual Services	\$704,696.00	\$0.00	\$51,408.31	7	\$326,117.40	46	\$0.00	\$378,578.60	54
00600 Capital Outlay	\$568,000.00	\$0.00	\$3,856.99	1	\$281,886.13	50	\$242,000.00	\$44,113.87	8
Total UTILITY ADMINISTRATION	\$1,636,723.00	\$0.00	\$70,021.54	4	\$727,372.57	44	\$242,164.42	\$667,186.01	41
250 ELECTRIC									
00100 Personal Services	\$402,542.00	\$0.00	\$26,857.01	7	\$175,039.12	43	\$0.00	\$227,502.88	57
00200 Commodities	\$243,700.00	\$0.00	\$13,415.58	6	\$76,026.93	31	\$13,182.68	\$154,490.39	63
00300 Contractual Services	\$2,416,867.00	\$0.00	\$192,713.73	8	\$1,032,356.40	43	\$0.00	\$1,384,510.60	57
00600 Capital Outlay	\$276,900.00	\$0.00	\$4,949.00	2	\$15,296.75	6	\$0.00	\$261,603.25	94
Total ELECTRIC	\$3,340,009.00	\$0.00	\$237,935.32	7	\$1,298,719.20	39	\$13,182.68	\$2,028,107.12	61
350 WATER									
00100 Personal Services	\$282,152.00	\$0.00	\$13,069.25	5	\$105,072.33	37	\$0.00	\$177,079.67	63
00200 Commodities	\$217,700.00	\$0.00	\$28,444.90	13	\$164,448.03	76	\$482.27	\$52,769.70	24
00300 Contractual Services	\$214,500.00	\$0.00	\$6,610.17	3	\$87,572.41	41	\$24,576.81	\$102,350.78	48
00600 Capital Outlay	\$10,000.00	\$0.00	\$0.00	0	\$7,302.34	73	\$0.00	\$2,697.66	27
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total WATER	\$724,352.00	\$0.00	\$48,124.32	7	\$364,395.11	50	\$25,059.08	\$334,897.81	46
450 SEWER									
00100 Personal Services	\$160,292.00	\$0.00	\$10,109.79	6	\$68,977.46	43	\$0.00	\$91,314.54	57
00200 Commodities	\$60,400.00	\$0.00	\$5,038.99	8	\$22,714.62	38	\$0.00	\$37,685.38	62
00300 Contractual Services	\$651,300.00	\$0.00	\$45,962.11	7	\$271,204.12	42	\$337,526.98	\$42,568.90	7
00600 Capital Outlay	\$30,350.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$30,350.00	100
Total SEWER	\$902,342.00	\$0.00	\$61,110.89	7	\$362,896.20	40	\$337,526.98	\$201,918.82	22
550 WATER PLANT									
00100 Personal Services	\$230,855.00	\$0.00	\$15,688.71	7	\$109,334.12	47	\$0.00	\$121,520.88	53
00200 Commodities	\$88,650.00	\$0.00	\$3,594.51	4	\$50,196.92	57	\$31,259.64	\$7,193.44	8
00300 Contractual Services	\$470,250.00	\$0.00	\$32,590.90	7	\$219,077.97	47	\$70,021.02	\$181,151.01	39
00600 Capital Outlay	\$57,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$57,500.00	100
Total WATER PLANT	\$847,255.00	\$0.00	\$51,874.12	6	\$378,609.01	45	\$101,280.66	\$367,365.33	43
650 NON DEPARTMENTAL									
00700 Debt Service	\$373,908.00	\$0.00	\$25,226.11	7	\$151,356.66	40	\$0.00	\$222,551.34	60
00800 Other	\$132,157.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$132,157.00	100
Total NON DEPARTMENTAL	\$506,065.00	\$0.00	\$25,226.11	5	\$151,356.66	30	\$0.00	\$354,708.34	70
700 NON DEPARTMENTAL									
00100 Personal Services	\$15,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$15,000.00	100
00300 Contractual Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00800 Other	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total NON DEPARTMENTAL	\$15,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$15,000.00	100

City Of Westminster
 Expenditure Report

Level 3 Summary for December 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
Total UTILITY DEPT. GENERAL FUND	\$7,971,746.00	\$0.00	\$494,292.30	6	\$3,283,348.75	41	\$719,213.82	\$3,969,183.43	50
TOTAL ALL FUNDS	\$7,971,746.00	\$0.00	\$494,292.30	6	\$3,283,348.75	41	\$719,213.82	\$3,969,183.43	50

Report Summary

Type From **Type To**
4 - Revenues 5 - Expenses

Detail Level Level 3 single space
Adjusted Budget Column N

Level	From	To	New Page
1	020	020	n/a
2	ALL		N
3	ALL		N
4	ALL		N
5	ALL		n/a

Period 06
System Date 1/6/2022
System Time 3:15:49 pm
Print Date 1/6/2022
Print Time 3:15:52 pm
Run by JDA
Print ID 381
System version 7.1.22
Export APGLXP17
Export version VM-07110002

Revenue Report

Level 3 Summary for December 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
030 SOLID WASTE								
900 SOLID WASTE								
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 Miscellaneous & Other	\$447,487.00	\$0.00	\$447,487.00	\$33,930.29	8	\$205,849.73	46	\$241,637.27
Total SOLID WASTE	\$447,487.00	\$0.00	\$447,487.00	\$33,930.29	8	\$205,849.73	46	\$241,637.27
Total SOLID WASTE	\$447,487.00	\$0.00	\$447,487.00	\$33,930.29	8	\$205,849.73	46	\$241,637.27
TOTAL ALL FUNDS	\$447,487.00	\$0.00	\$447,487.00	\$33,930.29	8	\$205,849.73	46	\$241,637.27

Expenditure Report

Level 3 Summary for December 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
030 SOLID WASTE									
005 EXPENSE									
00515 Expense	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
900 SOLID WASTE									
00100 Personal Services	\$227,748.00	\$0.00	\$15,347.77	7	\$122,244.79	54	\$0.00	\$105,503.21	46
00200 Commodities	\$106,900.00	\$0.00	\$2,959.67	3	\$52,008.04	49	\$9,474.26	\$45,417.70	42
00300 Contractual Services	\$49,570.00	\$0.00	\$4,239.62	9	\$12,471.69	25	\$163.05	\$36,935.26	75
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00700 Debt Service	\$63,268.70	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$63,268.70	100
Total SOLID WASTE	\$447,486.70	\$0.00	\$22,547.06	5	\$186,724.52	42	\$9,637.31	\$251,124.87	56
Total SOLID WASTE	\$447,486.70	\$0.00	\$22,547.06	5	\$186,724.52	42	\$9,637.31	\$251,124.87	56
TOTAL ALL FUNDS	\$447,486.70	\$0.00	\$22,547.06	5	\$186,724.52	42	\$9,637.31	\$251,124.87	56

Report Summary

Type From **Type To**
4 - Revenues 5 - Expenses

Detail Level Level 3 single space
Adjusted Budget Column N

Level	From	To	New Page
1	030	030	n/a
2	ALL		N
3	ALL		N
4	ALL		N
5	ALL		n/a

Period 06
System Date 1/6/2022
System Time 3:16:29 pm
Print Date 1/6/2022
Print Time 3:16:32 pm
Run by JDA
Print ID 381
System version 7.1.22
Export APGLXP17
Export version VM-07110002

Revenue Report

Level 3 Summary for December 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
050 YOUTH RECREATION FUND								
400 RECREATION								
00401 Intergovernmental Rev	\$30,000.00	\$0.00	\$30,000.00	\$0.00	0	\$30,000.00	100	\$0.00
00402 License, Permits, & Fees	\$200,434.00	\$0.00	\$200,434.00	\$19,434.50	10	\$71,849.50	36	\$128,584.50
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00406 Grant Income	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0	\$0.00	0	\$10,000.00
00407 Miscellaneous & Other	\$279,435.00	\$0.00	\$279,435.00	\$1,838.32	1	\$87,370.42	31	\$192,064.58
Total RECREATION	\$519,869.00	\$0.00	\$519,869.00	\$21,272.82	4	\$189,219.92	36	\$330,649.08
Total YOUTH RECREATION FUND	\$519,869.00	\$0.00	\$519,869.00	\$21,272.82	4	\$189,219.92	36	\$330,649.08
TOTAL ALL FUNDS	\$519,869.00	\$0.00	\$519,869.00	\$21,272.82	4	\$189,219.92	36	\$330,649.08

Expenditure Report

Level 3 Summary for December 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
050 YOUTH RECREATION FUND									
400 RECREATION									
00100 Personal Services	\$226,219.00	\$0.00	\$14,298.91	6	\$81,561.11	36	\$0.00	\$144,657.89	64
00200 Commodities	\$61,800.00	\$0.00	\$1,088.33	2	\$17,668.62	29	\$7,321.94	\$36,809.44	60
00300 Contractual Services	\$221,850.00	\$0.00	\$11,251.13	5	\$71,300.64	32	\$22,546.02	\$128,003.34	58
00600 Capital Outlay	\$10,000.00	\$0.00	\$0.00	0	\$25,858.35	259	\$0.00	(\$15,858.35)	(159)
Total RECREATION	\$519,869.00	\$0.00	\$26,638.37	5	\$196,388.72	38	\$29,867.96	\$293,612.32	56
Total YOUTH RECREATION FUND	\$519,869.00	\$0.00	\$26,638.37	5	\$196,388.72	38	\$29,867.96	\$293,612.32	56
TOTAL ALL FUNDS	\$519,869.00	\$0.00	\$26,638.37	5	\$196,388.72	38	\$29,867.96	\$293,612.32	56

Report Summary

Type From **Type To**
4 - Revenues 5 - Expenses

Detail Level Level 3 single space
Adjusted Budget Column N

Level	From	To	New Page
1	050	050	n/a
2	ALL		N
3	ALL		N
4	ALL		N
5	ALL		n/a

Period 06
System Date 1/6/2022
System Time 3:17:10 pm
Print Date 1/6/2022
Print Time 3:17:12 pm
Run by JDA
Print ID 381
System version 7.1.22
Export APGLXP17
Export version VM-07110002