

CITY OF WESTMINSTER REGULARLY SCHEDULED MEETING
Tuesday, February 8, 2022 @ 6:00 PM
Westminster Depot
135 E Main Street, Westminster SC

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 and Recognition

Retirement of Police Dog *Lina*

Old Business

New Business

1. Accept resignation of Rusty Cater; declare one City Council seats vacant and open for the unfulfilled terms; and other matters as related thereto.
2. Ordinance #2022-02-08-01; AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF WESTMINSTER TO SERVE AS A MEMBER OF THE OCONEE JOINT REGIONAL SEWER AUTHORITY COMMISSION, SOUTH CAROLINA, EX OFFICIO; AND OTHER MATTERS RELATED THERETO.
3. Consider Contract Price Increase for Jenkins Lawn Care
4. Consider Adoption of a Resolution Adopting the Emergency Operations Plan & Emergency Preparedness Guidelines – amended February 8, 2022
5. Discuss the Municipal Association of South Carolina Model Personnel Policy Handbook

Routine Business

1. Approval of the January 24, 2022 Called Meeting with City Council and the Westminster Planning Commission Meeting minutes.
2. Approval of the January 27, 2022 Called Meeting Minutes
3. Comments from the Utility Director
4. Comments from City Administrator
 - a. Postponed Strategic Planning Session
 - b. Status Report for Audit of Automated Meter Infrastructure (AMI) fee
 - c. Special Election scheduled for Tuesday, April 26, 2022 (*See Election Notice*)
 - d. other

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 (1) and (2) Oconee Joint Regional Sewer Authority – discuss potential contractual matter(s)

(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

To: Whom it may concern,

1-11-22

I LUSTY CATER do hereby resign my position
AS CITY COUNCILMAN FOR THE CITY OF WESTMINSTER, S.C.
AS OF MONDAY JANUARY 31ST 2022

Paid by
C. W. Kuhlman 1/11/2022

John Halliday 1/11/2022

STATE OF SOUTH CAROLINA)
)
COUNTY OF OCONEE)
)
CITY OF WESTMINSTER)

ORDINANCE #2022-02-08-01

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF WESTMINSTER TO SERVE AS A MEMBER OF THE OCONEE JOINT REGIONAL SEWER AUTHORITY COMMISSION, SOUTH CAROLINA, EX OFFICIO; AND OTHER MATTERS RELATED THERETO.

NOW THEREFORE, be it ordained by the City Council of the City of Westminster (the “*City Council*”), the governing body of the City of Westminster, South Carolina (the “*City*”), as follows:

Section 1 Findings. The City Council make the following findings in connection with the enactment of this ordinance (this “*Ordinance*”):

A. The City is a political subdivision of the State of South Carolina, and is authorized to provide sewer service pursuant to Article VIII, Section 16 of the Constitution of the State of South Carolina 1895, as amended (the “*Constitution*”), a referendum authorizing such service, and Title 5, Chapter 31 of the Code of Laws of South Carolina 1976, as amended.

B. Pursuant to the provisions of Title 6, Chapter 25 of the Code of Laws of South Carolina 1976, as amended (the “*Act*”), the City has joined with the City of Seneca, South Carolina (“*Seneca*”) and the City of Walhalla, South Carolina (“*Walhalla*,” and together with the City, the “*Members*”) to form the Oconee Joint Regional Sewer Authority (the “*Authority*”). In accordance with the Act, the Members entered into that certain “Inter-Municipal Agreement and Joint Resolution Creating a Joint Authority Water and Sewer System . . . Pursuant to Chapter 25, Title 6, South Carolina Code of Laws as Amended by Act No. 59, South Carolina Acts and Joint Resolutions, Effective June 6, 2007, and Assignment of Rights, Privileges, Duties and Obligations Previously Agreed to by the Parties, and Agreement of the Authority to Provide Sewer Services,” dated as of October 31, 2007 (the “*Agreement*”), setting forth the mutual obligations and rights of the Members with respect to the Authority.

C. The Authority is governed by a commission consisting of nine commissioners (the “*Authority Commission*”). Pursuant to Article 4, Section (a) of the Agreement, the Authority Commission is composed of four members appointed by Seneca, two members appointed by Walhalla, two members appointed by the City, and one member jointly appointed by Walhalla and the City.

D. Historically, and since the inception of the Authority, the City Council has taken action to independently appoint its members to the Authority Commission.

E. On January 19, 2022, Mr. Kevin Bronson, the current City Administrator of the City, and one of the City’s appointed members to the Authority Commission, resigned his position

as a member of the Authority Commission. As a result, one of the City's appointed seats on the Authority Commission is currently vacant.

F. Under Article XVII, Section 1A of the Constitution, "no person may hold two offices of honor or profit at the same time...." However, as explained by the South Carolina Supreme Court (the "*Supreme Court*") in *Ashmore v. Greater Greenville Sewer District*, 211 S.C. 77 (1947), "dual officeholding in violation of the constitution is not applicable to those officers upon whom other duties relating to their respective offices are placed by law." By way of example, the, the Supreme Court references "ex officio membership upon a governing board, commission or the like of an agency or institution in which the unit of government of the officer has only a part of joint ownership or management."

G. Given that the City relies upon the Authority for the treatment of wastewater generated by the City's sewer system, the functions of the Authority Commission to ensure the efficient and effective management of the Authority are critical to the health, safety, and wellbeing of the citizens of the City. The City Council hereby finds and determines that the functions of the Authority Commission in these regards relate to the duties of the City Council to protect the health, safety, and wellbeing of the citizens of the City.

H. The City Council hereby determines that it is necessary and prudent that the duties of the Mayor include serving a as a member of the Authority Commission, who shall serve as a member of the Authority Commission in an *ex officio* capacity.

Section 2 Appointment of Mayor.

A. On the basis of the findings above, the City Council hereby appoints the person holding the office of Mayor of the City to serve, *ex officio*, as one of the City's appointed members to the Authority Commission. Given the current vacancy of one of the City's seats on the Authority Commission, the current Mayor of the City, Mr. Brian Ramey, shall be immediately appointed to the Authority Commission. Mayor Ramey shall continue to serve as a member of the Authority Commission until such time as a successor Mayor is duly elected and takes office. By the terms of this Ordinance, any successor to the office of Mayor shall automatically be appointed as one of the City's representatives to the Authority Commission without any further action of the City Council.

B. The actions taken hereby, and the automatic appointment of the Mayor as one of the City's appointed members to the Authority Commission, shall not affect the City's appointment of any other member to the Authority Commission, including any member jointly appointed by the City and Walhalla.

Section 3 Further Action. The City Administrator is hereby directed to deliver this Ordinance to the Authority evidencing the appointment of the Mayor as a member of the Authority Commission, and is further directed to notify the Authority of the election of any successor to the office of Mayor.

Section 4 Conflict; Effect. All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict or inconsistency. This Ordinance shall take effect immediately upon its enactment by the City Council.

DONE AND ENACTED IN COUNCIL ASSEMBLED, this ____th day of _____
2022.

CITY OF WESTMINSTER, SOUTH CAROLINA

Brian Ramey, Mayor

[SEAL]

Rebecca Overton, City Clerk

First Reading: _____, 2022

Second Reading: _____, 2022

Reviewed by City Attorney and approved as to form

Andrew Holliday, City Attorney

JENKINS FAMILY LAWN CARE SERVICES
101 Dobson Dr.
Walhalla, SC 29691
864 638 0618

January 19th, 2022

ATTN:
City of Westminster
PO Box 339
Westminster, SC 29693

Please consider the following months five percent increases:

January: \$3423.00 no change

December: From \$ 2211.00 to \$2321.00

February: From \$2211.00 to \$2321.00

$110\% \times 2 = 220$

total 2207

Please consider following months five percent increases:

March Thru November:

From \$4423.00 to \$4644.00

$221\% \text{ per month} \times 9 = 1,989\%$

1. Over the past five years: the garden Plot, the dog lot, the retreat park, increases in activity downtown, the pump houses.
2. The above increases are due to price increases across the board.
3. Climate change
And the warming weather of cutting season begin one month early (March) and ending one month later. (November)
4. The winter months December, January, February increase are due to labor cost increase

Respectfully,

Henry Jenkins, Jr. /owner
01/19/2022

PROPOSE INCREASE FOR FEBRUARY 2022 TO DECEMBER 2023

March	5% increase	\$4644.00
April	5% increase	\$4644.00
May	5% increase	\$4644.00
June	5% increase	\$4644.00
July	5% increase	\$4644.00
August	5% increase	\$4644.00
September	5% increase	\$4644.00
October	5% increase	\$4644.00
November	5% increase	\$4644.00

December	5% increase	\$2321.00
January	AS is	\$3423.00
February	5% increase	\$2321.00

March		\$4644.00
April		
May		
June		
July		
August		
September		
October		
November	5% increase	\$4644.00

December increase	5%	\$2321.00
January	AS is	\$3423.00
February increase	5%	\$2321.00

Natural Hazards Mitigation Plan Adoption Resolution

**Resolution Adopting the Emergency Operations Plan & Emergency Preparedness Guidelines –
amended February 8, 2022**

Whereas, the city of Westminster recognizes the threat that natural hazards pose to people and property;
and

Whereas, undertaking hazard mitigation actions before disasters occur will reduce the potential for harm
to people and property and save taxpayer dollars; and

Whereas, an adopted all hazards mitigation plan is required as a condition of future grant funding of
mitigation projects; and

Whereas, city of Westminster participated jointly in the planning process with the other units of
Government in Oconee County and Anderson County to prepare an all hazards mitigation plan;

Whereas, city of Westminster is aware that revision and updating of the plan is critical for active and
effective hazard mitigation and that city of Westminster will monitor and record hazard related data
and events that can be used to update the all-natural hazards mitigation plan;

Now, therefore, be it resolved, that the city of Westminster, hereby adopts the update to the **Emergency
Operations Plan & Emergency Preparedness Guidelines – amended February 8, 2022**, the Mitigation
Plan, in its entirety as an official plan and will undertake annual recording of hazard events, their impact
duration and cost.

Passed: (_____)

Date

Certifying Official (_____)

Typed Name and Signature of Chief Administrative or Elected Official

City of Westminster

Emergency Operations Disaster Plan & Emergency Preparedness Guidelines

Amended February 8, 2022

This book contains a plan of local emergency preparedness for the City of Westminster. It also contains the City's Emergency Operations Disaster Plan. This book is not intended for or to be given to the public. Department heads are to keep this with them in their office and/or vehicles, for reference.

The Emergency Preparedness Guidelines have been formulated and published by the Westminster Fire Department for use by department heads, supervisors, and political officials. Any changes, modifications, and annual revisions are to be submitted by the city officials, department heads and utility supervisors, in January of each year, to the Westminster Fire Chief. Updated guidelines will be published and distributed, each February, by the Fire Chief.

Table of Contents

Purpose-----	pg 3
Authority-----	pg 3
Key Elements of Emergency Management-----	pg 3
Emergency Preparedness Before, During, and After an Emergency-----	pg 4
Chain of Command-----	pg 5
Emergency Operations Center (EOC) -----	pg 5-6
Readiness Levels-----	pg 6-7
Receiving State and Federal Assistance-----	pg 8
Emergency Shelters-----	pg 8
EOC Control and Succession-----	pg 9
EOC and Unified Command Flow Chart (Large/Multiple Incidents)-----	pg 10
Incident Command & Support Examples-----	pg 11
Departments Emergency Task Assignments-----	pg 12-15
Department responders telephone, equipment, vehicles, specialized equipment listing-----	pg
City Telephone Numbers-----	pg
Agency Telephone Numbers-----	pg
County Schools Telephone Numbers-----	pg

Purpose

The purpose of this plan is to establish policies and procedures which in the event of a man-made or natural disaster will allow for the most effective utilization of resources within the City of Westminster and minimize the loss of life and/or injury or loss of property.

Authority

This plan is adopted and authorized by the City Council, City of Westminster under Resolution R11-94; Resolution dated 02-08-2022

In compliance with Oconee County Ordinance No. 80-13. Dated December 22, 1980.

Authorized Under South Carolina Act 223 of 1967, as amended and South Carolina Act Number 199, July 30, 1979

Key Elements of Emergency Management

All department heads and city officials are to be engaged in pre-disaster planning, proper management of the disaster, and post-disaster recovery. The city's emergency management system consists of the following elements:

MITIGATION. These are activities designed to avoid or prevent emergencies from occurring and to reduce the ill effects of those which are unavoidable. This is the most effective, yet perhaps the least practiced element of emergency management.

PREPAREDNESS. If an emergency cannot be avoided, then be prepared to cope with it. Planning and training are the essential elements of preparedness, as are having proper and adequate supplies, equipment, facilities, and personnel.

RESPONSE. Speed, training and competency are the most essential elements of response. Getting to the scene of an emergency quickly and taking immediate, proper and decisive actions will eliminate or reduce the severity of the incident. Such actions may include a warning, isolation, evacuation, suppression, rescue, treatment and, in extreme cases, withdrawal for safety reasons.

RECOVERY. Recovery is the return of a situation to normal or to an improved state of being. Recovery applies to both individuals and organization. It may include repairing, replacing, or rebuilding properties and possessions, regaining health and well being, state of mind, and re-establishing economic stability to both employees and the public.

Emergency Preparedness Before the Disaster

The following are preparatory and precautionary actions which should be taken before an emergency actually occurs:

1. Update all disaster plans annually, each January.
2. Identify potential and actual hazards within the City of Westminster.
3. Plan, prepare, maintain and practice internal, departmental emergency operating procedures.
4. Conduct training, education and exercise programs to test the capability of disaster response measures.
5. Study procedures for alerting, notifying and mobilizing key officials and emergency response personnel.
6. Establish mutual support agreements, as required, with local and county governments and contractors.
7. Prepare plans for the “key Elements of Emergency management” for both the City by each department.
8. Update roster of key department personnel.
9. Review inventory and sources of supply for needed protection, equipment, food, water, and supplies.
10. Prepare and conduct public information programs on disaster preparedness, to educate the public

Emergency Preparedness During the Disaster

1. Operations will center protecting life and property, health and welfare, mitigating the effects of the disaster, assessing damage and providing for recovery from the disaster’s effects.
2. Furnish food, appropriate clothing, supplies, equipment, transportation, and facilities for emergency operations. Establish provisions for both the city and outside emergency workers.
3. Plan to rotate crisis workers to avoid excess fatigue. Provide for having on-duty and off-duty shifts. Perform specific tasks, for which they are responsible, by appropriate departments.
4. Remain calm, collected and cooperative.

Emergency Preparedness After the Disaster

1. Clean, repair, and replenish all supplies, equipment, and facilities.
2. Restore law and order, repair damage to facilities, administer to the sick and injured, resettle the homeless, and restore the economy.
3. Bring all involved departments and city officials together to critique the incident, to review and improve operating procedures, and to better prepare for the next one.

Chain of Command

The Safety Director/City Administrator is responsible for direction of the emergency operations within the City of Westminster.

The Safety Director/City Administrator shall appoint one department head and one alternate department head to serve as EOC Commander.

The Safety Director/City Administrator shall coordinate all departments, services and resources within the EOC.

The Safety Director/City Administrator works as a liaison between activities of the EOC and the Mayor and City Council Members.

The EOC Commander shall co-ordinate all emergency activities with City Department Heads.

Each Department Head will co-ordinate activities of their respective departments.

Emergency Operations Center (EOC) for the City

LOCATION: Westminster Fire Department
216 Emergency Lane, Westminster, SC

ACTIVATION:

1. The EOC can be utilized, at any time , by any of the following city personnel, when needed:
 - City Safety Director
 - Fire Chief
 - Police Chief
 - Utility Director
 - Street Department Supervisor
2. The EOC is to be activated, as described, during any Level Charlie or Delta readiness condition.
3. The Westminster EOC is a backup EOC facility for Oconee County and can be utilized, at any time, at the request of the County E.P.D.

RESPONSIBILITIES:

- Department heads and city officials shall be notified of activation and, if needed, shall respond to the EOC.
2. When the EOC is fully activated, the above personnel shall be notified, as soon as possible. These persons shall report to the EOC.
 3. Each department head shall be responsible for maintaining records of their personnel and supplies

4. Upon activation of the EOC, one individual from each department shall be assigned to monitor the radio and another person is assigned for each telephone line:
 - 647-3234 Police
 - 647-3235 Utilities
 - 647-3236 Fire
 - 647-3237 City Council and Street
 - 647-3238 County EOC
 - 647-3239 Fax Machine

Readiness Levels

Most emergency situations follow some recognizable period, preceding the incident, during which actions may be taken which would help achieve maximum readiness. The Safety Director can establish a particular readiness level for the City of Westminster. However, department heads have both the freedom and responsibility to establish a readiness level for their own department. The following readiness levels will be used as a means of recognizing, modifying, and coordinating the City's state of readiness.

CONDITION ALPHA (NORMAL ALERT LEVEL)

This is the normal readiness level which all departments will operate under when normal, daily emergency conditions have been anticipated, practiced, and planned for.

Examples:

1. Onset of normal seasonal weather conditions such as dry weather, rains, or during pleasant weather
2. Potential for civil unrest.
3. Potential for energy or utility emergency.

Actions:

1. Establish applicable emergency plans.
2. Update personnel notification list.
3. Check equipment and supplies, daily.

CONDITION BRAVO (HEIGHTENED ALERT LEVEL)

A term used to describe a more heightened alert condition which presents a greater threat than Condition Alpha, but does not present an immediate threat to life or property.

Examples:

1. Tornado Watch
2. Flash Flood Watch
3. Severe Weather Alert
4. "Red Flag Alert" for burning conditions
5. Civil unrest with an incident

Actions:

- Alert key personnel and citizens of the situation
- Implement departmental plans & SOP's
- Prepare Emergency Operations Center for use.

CONDITION CHARLIE

This is a serious condition, which denotes that hazardous conditions are probable, or in fact, are already occurring in certain areas adjacent to or within the jurisdiction. A high potential exist for property damage and/or loss of life.

Examples:

1. Tornado Warning (cycle activation of tornado siren)
2. Flash Flood or Winter Storm Warning.
3. Large scale power or water outage,, more than 8 hours.
4. Civil disorder with large scale, localized violence.
5. When international tension dictates that a local attack or terrorist event is eventual or probable.

Actions:

- Carry out department plans and SOP's
- Initiate call-up of additional personnel
- Notify the members or partially mobilize the EOC
- Cancel leave time.

CONDITION DELTA (HIGHEST ALERT LEVEL)

This signifies that hazardous conditions are imminent or are, in fact, occurring. This condition indicates a great sense of danger and urgency which may result in a great loss of life.

Examples:

1. Tornado actually sighted, approaching city.
2. Area Haz-Mat incident, requires a large evacuation.
3. Mass casualties or severe life safety incidents.
4. Massive fires, flooding, earthquakes or nuclear fallout.

Actions:

- Alert citizens; general call-in of off-duty personnel
- Activate and fully staff the EOC.
- Carry out departmental plans and SOP's
- Implement mitigation, response, & recovery plans.

Receiving State and Federal Assistance

Westminster, as a municipality, is not permitted to contact State and Federal agencies directly for assistance. Assistance from State and Federal agencies can be requested only after all mutual-aid assistance and local resources have been utilized and additional assistance is still needed. At that time, the first appropriate contact is the Oconee County Emergency Preparedness Director, Mr. Scott Krein, at 638-4200. To contact this director after working hours, call the Oconee County sheriff dispatcher's office at 638-4111.

Department heads are charged with the responsibility for documenting completely all costs and expenditures in connection with emergency operations. This is necessary to support a claim for State / Federal assistance, should it become available. A careful record must be maintained of all regular time and overtime during which personnel and equipment are employed. Obtain detailed receipts for all local purchases, including meals. Keep a record of parts and supplies used, through city invoices. All such records are subject to an in-depth audit; so completeness and accuracy are essential. If it isn't documented, it did not happen.

Emergency Shelters Location

City Shelters:

Location: M.D. Cleveland Civic Center
Anderson Avenue @ College Street
Westminster, SC

Facilities: Kitchen with sink (no stove)
Men & Women restrooms with showers

Red Cross Evacuation Shelters:

Locations: Westminster Elementary School
206 Hamilton Drive
Westminster, SC

Westminster Baptist Church
212 E. Windsor Street
Westminster, SC

First Baptist Church
426 West-Oak Hwy
Westminster, SC

Relax Inn Motel
100 West Windsor Street
Westminster, SC

EOC Control and Succession

Emergency field operations will normally be handled and mitigated by those departments and department heads that are responsible for controlling such emergencies.

However, during some disasters, extraordinary and unusual incidents tax the entirety of the city government, requiring the coordination, planning, and decision-making of various inside and outside agencies. In these cases, overall power, command and control must reside with one person within the EOC.

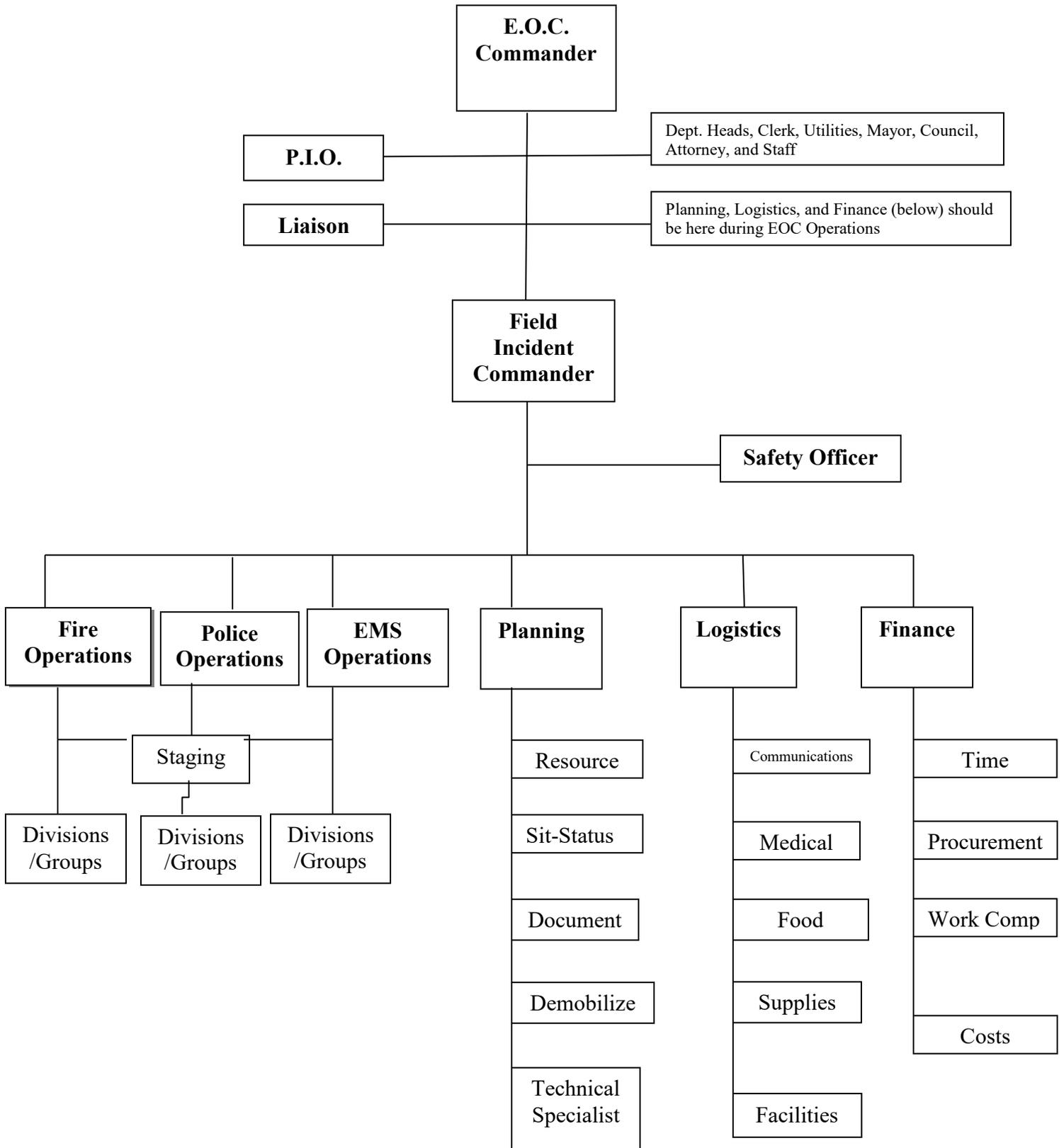
The line of succession, direction and control of the person in charge of the EOC shall be as follows:

1. City Administrator
2. In the absence of the City Administrator, next in succession of authority for city emergency preparedness operations would be the Fire Chief or his delegate.
3. In the absence of the Fire Chief, next in succession of authority for city emergency preparedness operations would be the Police Chief or his delegate
4. In the absence of the Police Chief, the next in succession would be a designated Department Head or city employee, as determined by the City Administrator.

The person who is assigned primary operational control of the EOC may call upon any department, supplier or agency for any means of support or assistance which he/she deems necessary to mitigate the emergency.

During times of disaster, the person in charge of the EOC shall have complete and unquestioned decision making power and control.

****** Incident Flow Chart on following page:**



City of Westminster – Primary Incident Commander and Support Agencies

Disaster Incident Examples	IC	Support	Assisting Agencies
Accidents, MVA w/ injuries	Fire	Police, Street, Utilities	EMS, Rescue, SCHP
Aircraft Crash	Fire	Police, Street, Utilities	EMS, Rescue, SCHP, FAA, NTSB, ARC
Bomb, Bomb threat, Explosives	Police	Fire	EPD, EMS, Rescue, Co. & State Law
Building Collapse	Fire	Police, Street, Utilities	EPD, Special Res, EMS, Contractors
Casualty, Mass	Fire	Police	EPD, EMS, Coroner, Schools, Funeral H.
Cave In, Trench, Confined Space	Fire	Utilities, Police	EPD, Special Resc, Rescue, EMS
Civil Disturbance	Police		County and State Law Enforcement
Electrical Power / Water Outage	Utilities	Fire, Police	EPD
Explosion or bomb detonation	Fire	Police	EMS, SLED, EPD, ATF, ARC
Fire (Structure / Personal Property)	Fire	Utilities, Police	Rescue, EMS, ARC
Fire (Forest / Brush)	Fire	Utilities, Police	Rescue, State Forestry
Flammable, Toxic Liquid Spill	Fire	Police	Haz-mat, Rescue, DHEC, EMS,
Flooding (street and residence)	Fire	Police, Utilities, Street	State / County Public Works, ARC, EPD
Gas Vapors / Leakage	Fire	Police, Utilities, Street	Haz-mat, Rescue, EMS, DHEC
Hazardous Materials Spill, leak	Fire	Police, Utilities, Street	Haz-mat, Rescue, EMS, DHEC, EPD
Nuclear Materials Spill / leak	Fire	Police, Utilities, Street	EPD, DHEC, NRC, DOE, Rescue, EMS
Pollution of Water Supply	Utilities	Police, Fire	EPD, DHEC
Railroad accident / derailment	Fire	Police, Utilities, Street	EPD, CSX, Norfolk, EMS, SCHP, NTSB
Snowstorms (heavy blizzard / ice)	Street	Utilities, Police	State / County Highways
Terrorist Actions or Hostage	Police	Fire	EPD, FBI, ATF, DHS, SLED
Tornado (high wind damage)	Fire	Utilities, Street, Police	EPD, Contractors, ARC
Water Supply failure / Sabotage	Utilities	Police	EPD

ARC – American Red Cross
 ATF – Alcohol, Tobacco & Firearm
 EPD – Emergency preparedness Director
 DOE – Dept. of Energy
 FAA – Federal Aviation Admin.
 FBI – Federal Bureau of Investigation
 NTSB – National Transp. And Safety Board
 NRC – Nuclear Regulatory Comm.
 SCHP – SC Highway Patrol
 SLED – SC Law Enforcement Div.

DEPARTMENTAL ACTIVITIES AND EMERGENCY TASK ASSIGNMENTS

The following section is a listing of those task assignments for which each and every department is responsible, during a disaster. These task assignments apply to practically all hazards and emergency situations. The duties are not necessarily all-inclusive, but will involve some of the most urgent tasks which each department is responsible for accomplishing. The exercise of individual judgment, initiative, common sense, awareness, urgency, cooperation and coordination is essential for accomplishing these emergency task assignments.

The following department and agencies are responsible for developing, maintaining, and practicing their own internal emergency plans and operating procedures, to be confident of their capacity to carry out assigned tasks and responsibilities:

MAYOR AND CITY COUNCIL

The City of Westminster operates under a Council / Administrator form of government. In a disaster, difficult decisions which impact the City are often decided by City Council, as overseen by the Mayor.

The Mayor and City Council assume ultimate responsibility for and to the employees and citizens of Westminster, for the state of emergency preparedness and for the capability of the City to cope with and recover from emergencies and disasters. Other duties of the Mayor and Council include:

- Calm and inform the populace of the situation and of public actions required, with the Public Information Officer.
- Make emergency policy decisions governing the direction of the disaster situation.
- Sign mutual-aid agreements with adjoining departments.
- Authorize requests for aid from the State and Federal governments, as needed.
- Support, empower, encourage emergency responders.

SAFETY DIRECTOR

The Safety Director informs the Mayor and the members of City Council that an existing or impending disaster has been verified and that the city's Emergency Operations Center (EOC) will be activated. The Safety Director role will be filled by the City Administrator then the Fire Chief, then the Police Chief.

- Activates the City EOC or City Hall, as necessary.
- Takes charge of and coordinates all departments, services and resources within the EOC.
- Receives and responds to reports from Incident Commander at the disaster scene.
- Works with the P.I.O., Mayor and Council to coordinate all public information; to ensure that the news media is accurately informed of current situations and conditions.
- Ensure that the Mayor and members of City Council are kept abreast of emergency operations.
- Supervises the operation of city departments for the efficient performance of duties in the disaster area, by utilizing the respective department heads/managers.
- Prepares, maintains and operates the city disaster plan, operational plans and EOC during an emergency.
- Coordinates increased readiness actions and emergency preparedness training, through supervision and drills.

CITY CLERK

- Maintains a list of and contracts with emergency resources, contractors, and vendors, as requested and as needed by the various department heads.
- Coordinates the maintenance of detailed time, resources, equipment and personnel records to support claims for State / Federal financial assistance.
- Provides financial information, authorized and needed
- Provides payment to employees, contractors, vendors and outside agencies, to help mitigate and respond to the emergency.

PUBLIC INFORMATION OFFICER

- Prepares pre-approved news release text that are easy, “fill in the blank” format, which may be reviewed by the Mayor and City Council, and released to the media.
- Coordinates with other PIO’s, involved with the incident, in order to provide consistent information to the public.
- Maintains a Liaison with the news media.
- Establishes a news media briefing room.
- Briefs the news media at regular, periodic intervals.
- Controls the news media reports and photographers from interfering with emergency operations, assisted by the police as required.
- Serves a central clearing house for media information.
- Serves as the source through which media will gain information from and access to public officials, if required. The Mayor will be the visible city head, when available.
- Establishes procedures for the flow of information to the public in an emergency / disaster situation.
- Prepares and maintains lists of newspapers, radio, and television stations, including the names and numbers of their key personnel and contact points.
- Publicizes the telephone number(s) of the “Public Information Center” where the public may obtain official disaster updates and information.

CITY ATTORNEY

- Prepares pre-approved emergency ordinances for special actions to be taken, such as curfews, the restricting of alcohol, firearm, or gasoline sales; “State of Emergency”, etc. Planning, before an event occurs, lessens the time needed to pass emergency ordinances.
- Meets with city officials to render legal advice.

FIRE CHIEF

- Assumes primary operational control of fire suppression, fire code enforcement, rescue, life safety, explosion, and haz-mat operations.
- May fill role as Safety Director as needed during emergency.
- Develops Emergency Action Guidelines and SOP’s for members within the fire department.
- Ensures that the Incident Command procedures have been implemented.

- Responds to the EOC and/or field command post, as conditions dictate.
- Ensures that 2 members of the Fire Department are stationed at the EOC, when operating.
- Ensures that mutual aid agreements have been arranged with other jurisdictions, as necessary.
- Assists in the initial damage assessment, including fatalities and injuries, and updating such assessments.

POLICE CHIEF

- Assumes primary operational control of law enforcement, traffic and crowd control, security of emergency, traffic and crowd control, security of emergency area, bomb threat or detonation, civil disorder, hostage or terrorist situations.
- May fill role as Safety Director as needed during emergency.
- Ensures that 2 members of the Police Department are stationed at the EOC.
- Responds to the EOC and/or field command post, as conditions dictate.
- Exercises traffic and crowd control.
- Secures the Emergency Scene.
- Develops evacuation routes, methods, and plans.
- Develops SOP's for the Police Department.
- Assists displaced/threatened citizens.
- Arbitrates emergency related differences between landlords and tenants.

UTILITY DIRECTOR

- Provides for domestic, commercial, and emergency water supplies and sewage disposal.
- Provides for uninterrupted supply of domestic, commercial, and emergency electrical generation.
- Provides for the proper operation, maintenance and supply of fire hydrants and water supply systems.
- Provides heavy equipment and operators, as needed.
- Coordinates and contracts with local contractors to obtain additional equipment and operators.
- Performs initial damage assessment and revisions, concentrating on streets, bridges and waterways.
- Cleans streets: conducts snow, tree and debris removal.

AMERICAN RED CROSS

- Responds as requested to emergency situations in accordance with ARC directives.
- Provides for traditional emergency needs of evacuees.
- Coordinates activates of other volunteer agencies.
- Provides rest areas for emergency workers.

SUPERINTENDENT, SDOC

- Conducts disaster training for both students and staff.
- Furnishes school buses and drivers during evacuations.
- Makes school facilities available as evacuation centers, aid stations as required.
- Performs initial damage assessment in schools.
- Prepares to evacuate children from schools.
- Prepares to recall essential workers for school cafeteria, maintenance, and security workers.

Primary Responders Telephone List

1. City Administrator 864-647-3232
Kevin Bronson
2. Fire Chief 864-647-3207
Micheal Smith
3. Police Chief 864-647-3081
Matt Patterson
4. Utility Director 864-247-6017
Leigh Baker
5. City Clerk 864-647-3202
Rebecca Overton

**Model Employee Handbook
for South Carolina Municipalities**

[Name of Town/City] Employee Handbook

Adopted [insert date]

DISCLAIMER

ALL EMPLOYEES OF THE CITY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF THE CITY'S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS HANDBOOK REPLACES ANY PREVIOUSLY ISSUED POLICIES, PRACTICES AND UNDER-STANDINGS, WRITTEN OR ORAL, GOVERNING EMPLOYMENT. NOTHING CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE IN WRITING; 2) THE DOCUMENT IS LABELED "CONTRACT"; 3) THE DOCUMENT STATES THE TERM OF EMPLOYMENT; AND 4) THE DOCUMENT IS SIGNED BY THE CITY [ADMINISTRATOR/MANAGER/MAYOR] OR APPROVED BY VOTE OF COUNCIL.

*[The disclaimer language is very important. The General Assembly passed a law in March 2004 that attempted to curtail litigation over employee handbooks. The law provides that handbooks do not form a contract if the disclaimer is 1) on the first page of the document, 2) typed in underlined, capital letters, and 3) signed by the employee. This law is effective only for documents issued **after** June 30, 2004.*

An appellate court decision on a similar law held that "first page" means the cover of the document. To ensure compliance, the disclaimer should appear on the cover as well as the first page of the handbook. This second disclaimer page, below, is for the employee to sign (preferably in blue ink), date and return to management. The returned copy should be placed in a secure file.

Be sure to number the pages of the handbook. Ensure page 1 contains only the disclaimer.]

DISCLAIMER

ALL EMPLOYEES OF THE CITY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF THE CITY’S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS HANDBOOK REPLACES ANY PREVIOUSLY ISSUED POLICIES, PRACTICES AND UNDER-STANDINGS, WRITTEN OR ORAL, GOVERNING EMPLOYMENT. NOTHING CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE IN WRITING; 2) THE DOCUMENT IS LABELED “CONTRACT”; 3) THE DOCUMENT STATES THE TERM OF EMPLOYMENT; AND 4) THE DOCUMENT IS SIGNED BY THE CITY [ADMINISTRATOR/ MANAGER/MAYOR] OR APPROVED BY VOTE OF COUNCIL.

ACKNOWLEDGEMENT: I understand this Handbook replaces and supersedes all previously issued handbooks, policies, and practices.

[Signature]

Date

Printed Name

General Policies

Equal Employment Opportunity

[Federal and state civil rights laws cover employers with 15 or more employees. The laws prohibit discrimination on the basis of race, color, religion, gender, gender identification, sexual orientation, pregnancy, disability, genetic information and national origin. Municipalities with 20 or more employees are prohibited from discriminating against employees 40 or older. Municipalities covered by the civil rights laws should establish a policy that prohibits such discrimination. The policy also should instruct employees to report alleged instances of discrimination to the appropriate municipal authority so that it can be investigated and, if necessary, remedied before litigation arises.]

Municipalities with less than 15 employees are not covered by the civil rights laws. Nevertheless, such municipalities are encouraged to adopt a policy that prohibits such discrimination because employees may still sue over discrimination under other theories of law. Various government grants and contracts also require nondiscrimination policies. Check with your grantor or contracting agency for requirements.]

The City provides equal opportunity to all applicants for employment and administers hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of race, color, religion, gender, gender identification, sexual orientation, pregnancy, childbirth, or related medical conditions (including but not limited to lactation) disability, genetic information, age, or national origin. The City also prohibits retaliation against employees who have reported discrimination in good faith. Any employee who believes that he has been discriminated against in violation of this policy should report the matter to the _____ [administrator or manager/mayor/council].

Affirmative Action Policy

*[Municipalities that receive federal money or contracts **may** be required to have an affirmative action plan. The municipality's employee handbook should not set forth the affirmative action plan. However, referencing the municipality's commitment to affirmative action serves as evidence of the municipality's efforts in the event the municipality's compliance with the plan or federal regulations is called into question.]*

*[Municipalities not required by federal or state law to have an affirmative action plan should **not** adopt one.]*

The City continues its efforts and commitment to fully utilize and treat equally minority groups, women, veterans, and disabled employees at all levels and in all segments of the workforce through an affirmative action policy and plan. The goals of this affirmative action policy and plan are to eliminate

institutional barriers in employment that tend to perpetuate the status quo and to eliminate the effects of any past discrimination.

Anti-Harassment

[The United States Supreme Court has held that employees generally may not sue their employers under the federal civil rights laws for harassment unless they have first reported the harassment to the employer to give it an opportunity to correct the problem. However, some courts have ruled the employee is relieved from first reporting the harassment if the employer does not have an adequate mechanism in place to receive such reports. The anti-harassment policy provides that mechanism and sets out the municipality's prohibition against harassment. Municipalities with fewer than 15 employees do not legally need this policy, but it is advisable.]

Various laws and regulations generally prohibit employment decisions from being made on the basis of race, gender, gender identification, sexual orientation, religion, national origin, color, age, genetic information, disability or similar distinctions. In addition, it is our desire to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats, and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

The City does not tolerate harassment of any kind and forbids retaliation against anyone who has reported harassment in good faith.

Sexual Harassment

Sexual harassment warrants special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when

1. Submission to the conduct is an explicit or implicit term or condition of employment; or
2. Submission to or rejection of the conduct is used as the basis for an employment decision; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, "put-downs" or condescending or derisive comments or terms based on gender, and physical conduct, such as patting,

pinching, or brushing against another person. This policy prohibits such conduct regardless of the gender of the perpetrator or victim.

Disputes sometimes arise as to whether conduct was “welcome” or “unwelcome.” Conduct that would violate this policy *if it were unwelcome* violates the policy if anyone complains of it. However, not all conduct prohibited by this policy constitutes a violation of the law.

Complaint Procedure and Investigation

[How a municipality receives reports of harassment may depend on the size of its workforce. Municipalities with a large workforce may consider offering several options. At a minimum, the policy should provide for reporting harassment to a high-level official and provide an alternate to whom harassment can be reported if that high-level official is the one against whom the allegation is made. If the municipality has a human resources or personnel director, that person should be involved in investigating the complaint.]

If you believe this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, you should report the incident(s). You may do this by:

- a. reporting to your supervisor or to a higher level in your “chain of command.” Complaints against the [Administrator/Manager/Mayor] should be made to the [Mayor (*if Council or Council-Manager form of government*)] [another member of Council (*if Mayor-Council form of government*)].
- b. reporting to the human resources director/personnel/administration.
- c. reporting on audiotape by dialing 803.123.4567.
- d. reporting to the complaint hotline at 1.800.123.4567.

Supervisors and managers who receive complaints of or become aware of harassment should coordinate with [the human resources department].

Harassment allegations will be investigated, and the investigatory process may vary from case to case. The investigation is conducted as confidentially as possible consistent with the effective handling of the complaint and the goals of this policy. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining one or merely a potential witness. Persons who are interviewed should not discuss the matter with co-workers, friends or management. This does not mean, however, that employees may not complain to civil rights agencies.

Employees may be asked to submit to a polygraph (lie detector) examination.

[There is no legal requirement that employees report harassment in writing. Even if an employee only makes an oral report, the municipality is on notice of the harassment and should investigate the allegation(s) as best it can with the oral report. It is important for the policy to require that reports be in writing, however, as evidence the employee followed the procedure. The written report may be completed either by the employee making the complaint or by the member of management who receives the complaint.]

-- Important --

To avoid misunderstandings, complaints made to members of management or to the [personnel/human resources director] require the completion of a complaint report, either by you or by the person, to whom the complaint is made, summarizing the allegations, and listing any witnesses to the alleged harassment. You should be sure to get a copy of this initial complaint report to confirm you have complied with this procedure.

These procedures have been established to enable you to get relief if you feel that you are the victim of harassment. The U.S. Supreme Court has said that generally you may not sue the City for a violation of your rights unless you first give us notice and an opportunity to end the harassment. The reporting procedures we have adopted are intended to establish a clear record of what has been reported.

Anti-Bullying

[Not all harassment is unlawful. Some employers adopt an anti-bullying policy in addition to the anti-harassment policy.]

In addition to the Anti-Harassment Policy adopted by the City, other behaviors, which may not technically be considered unlawful harassment, are also considered inappropriate.

The following is a list of some behaviors which the City may consider a violation of this policy. The list is not all inclusive, and the City reserves the right to handle each matter as it deems appropriate.

- Singling out a person for conduct others engage in
- Shouting or raising one’s voice toward an individual either in public or private
- Verbal or obscene gestures
- Insults and use of offensive nicknames. Whether such language is deemed offensive is determined by the person to whom it is directed.
- Public humiliation or reprimands

- Ignoring or interrupting employee
- Spreading rumors or gossip
- Manipulating the ability of another to complete his work. For example, overloading work; withholding information; setting unreasonable guidelines; excluding an individual or isolating him from work related activities and meetings; encouraging others to disregard or ignore an employee.

Employment Policies

Hiring/Recruiting

[Many employers have policies stating that they prefer to promote from within. This practice is fine, but the policy should not promise internal candidates will be preferred over external candidates. There are any number of reasons a municipality may want to receive applications from the outside, even before rejecting internal applicants. The policy should avoid stating that the municipality will base its decision on the most “qualified” candidate because the candidate with the best résumé may not always be the best person for the job. The policy should require review of hiring decisions by a central authority, such as the human resources director or administrator, to ensure such decisions are made consistent with the municipality’s goals.]

[Larger municipalities may need a more structured hiring or recruiting policy.–Such policies should not be so rigidly constructed that they become difficult to administer or fail to serve the municipality’s needs.]

The City endeavors to hire the most suitable candidate for open positions and encourages current employees to apply for positions for which they are qualified. The City may also solicit and consider applications from external applicants. Decisions to fill an open position that are made by lower levels of management require prior approval by the [administrator or manager/mayor/council].

Nepotism/Employment of Relatives

[Employment of relatives poses special problems when one has supervisory authority – direct or indirect – over another or when they work together in the handling of money. In general, municipalities should avoid such situations. It is also generally advisable to prohibit employment of relatives of elected officials of the municipality as such situations can lead to questions of conflict of interest or favoritism.]

People in the same immediate family may not be employed or continue to be employed if one directly or indirectly supervises another or interacts with another in the handling of money or compensation. For purposes of this policy, immediate family is defined as spouse, parent, child,

grandparent, grandchild, brother or sister, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law. The immediate family is also considered to include stepparents, stepchildren, stepbrothers, and stepsisters when the employee and the step-relative have lived together regularly in the same household. Unrelated employees residing together or otherwise engaged in a close personal relationship (such as domestic partner, co-habitant or significant other) are treated as being within the immediate family of each other for the purposes of this nepotism policy. Members of the immediate family of elected officials of the City are not eligible for City employment.

[If the municipality restricts employment of relatives, it must consider what to do when employees become related by marriage. Allowing the affected employees to decide between themselves who will give up his position avoids later complaints about the municipality's decision. If the employees cannot decide themselves, the municipality should consider a method that is objective, not subjective, to avoid claims of bias.]

If employees become related or create a situation prohibited by this policy, one of the employees may be asked to give up his position. If the employees cannot choose which of them it will be, the employee having the lower budgeted annual compensation may be removed. The removed employee may be considered for other positions within the City for which he is qualified.

Situations not specifically addressed in this policy that, in the City's opinion, create a conflict of interest or give the appearance of a conflict of interest, will be handled at the City's discretion.

Employment Status

[Many municipalities employ a mix of full-time, part-time, and temporary employees. It can be helpful, but is not necessary, to describe in the handbook each of these types of employment status. Also, the policy may make a general statement that certain types of employees are not eligible for benefits. It is important, however, the policy not give the impression that employees who work over a certain number of hours will be accorded a certain status.]

Regular full-time employees are those who have completed their probationary periods and fill a full-time position with the City. Employees in this status are normally scheduled to work at least ____ hours per week. However, the City does not guarantee any minimum number of hours of work per week. Regular full-time employees are generally eligible for fringe benefits.

Regular part-time employees are those who have completed their probationary periods and fill a part-time position with the City. Employees in this status are normally scheduled to work less than ____ hours per week but may be called upon to work above their normally scheduled hours of work when workloads require. Regular part-time employees are generally [eligible/not eligible] for fringe benefits.

Probationary employees are part-time and full-time employees who have not yet completed their probationary period.

Temporary employees are those hired for a limited period of time or until completion of a particular project or projects. Such employees may work part-time or full-time hours depending on the needs of the City. Temporary employees are generally not eligible for fringe benefits.

Probationary Period

[Unfortunately, sometimes newly hired employees simply “do not work out.” Municipalities subject to the civil rights laws fare better in investigations of such terminations if they have a probationary policy. In addition, probationary employees are generally accorded only limited grievance rights. How long an employee must serve on probation is a matter of choice. Decisions to extend the probation period should be approved by a central authority.]

[Municipalities with grievance procedures must, however, give employees grievance rights after they have worked for six months, regardless of their status.]

All new employees, including former employees who have been rehired, are considered to be on probation for the first [six] months. This period is a continuation of the selection process and is a time in which the new employee should demonstrate that he is suited for his job. This period is not a guarantee of employment for [six] months. If the department head concludes at any time that the employee is not suited for his position, the employee may be terminated or may be placed on extended probation if approved by the [administrator or manager/mayor/council].

The probation period ends successfully when the department head, not sooner than [six] months after the employee was hired, evaluates the new employee in writing and authorizes his classification as a “regular” employee.

[The municipality should also consider whether newly promoted employees will serve a probationary period. It is a good idea to have a mechanism for handling newly promoted employees who turn out not to be suited to the position. This policy assumes the municipality has a leave of absence policy that covers “personal” reasons. If the municipality does not have such a policy, an employee who cannot be put in another position may be terminated and allowed to apply for future openings with the municipality.]

All newly promoted employees must complete a probationary period of [three] months. This period is a continuation of the selection process and is a time in which the newly promoted employee should demonstrate that he is well suited for the promotion. It is not a guarantee of employment for [three] months.

If the department head concludes at any time during the promotion probationary period that the newly promoted employee is not suited for his new position, the employee may be removed from that position. If there is a vacancy in his former position that is to be filled, he may be returned to it. If there is no such vacancy, he may be considered for the filling of other vacancies for which he is qualified. If no other position is found for him, the employee may be [placed on personal leave of absence/terminated]. This action does not prohibit an employee from applying for future vacancies with the City.

[Alternate Policy to Probationary Period (above)]

[Some employers prefer to use the phrase “introductory period” instead of “probationary period.” This policy may be substituted for the Probationary Period policy above. It is not necessary to have both policies.]

Introductory Period

All new employees, including former employees who have been rehired, must complete a [six]-month introductory period. This period is a continuation of the selection process and is a time in which the new employee should demonstrate that he is suited for his job. This period is not a guarantee of employment for [six] months. If the department head concludes at any time that an employee is not suited for his position, the employee may be terminated or may continue in an extended introductory period if approved by the _____ [administrator or manager/mayor/council].

The introductory period ends successfully when the department head, not sooner than [six] months after the employee was hired, evaluates the new employee in writing and authorizes his classification as a “regular” employee.

[The municipality should also consider whether newly promoted employees will serve an introductory period. It is also a good idea to have a mechanism for handling newly promoted employees who turn out to be not suited to the position. This policy assumes the municipality has a leave of absence policy that covers “personal” reasons. If the municipality does not have such a policy, an employee who cannot be put in another position should be terminated and allowed to apply for future openings with the municipality.]

All newly promoted employees must complete an introductory period of [three] months. This period is a continuation of the selection process and is a time in which the newly promoted employee should demonstrate that he is suited for the promotion. It is not a guarantee of employment for [three] months.

If the department head concludes at any time during the introductory period that the newly promoted employee is not suited for his new position, the employee will be removed from that position. If there is a vacancy in his former position that is to be filled, he may be returned to it. If there is no such vacancy, he may be considered for the filling of other vacancies for which he is qualified. If no other position is found for him, the employee may be [placed on personal leave of absence/terminated]. This action does not prohibit an employee from applying for future vacancies with the City.

Outside Employment

[A municipality can reasonably expect its employees to devote their full attention to their work with the municipality. The municipality may prohibit outside employment that interferes with employees’ work for

the municipality. In addition, it is important that the municipality be aware of outside employment by its employees so the municipality can evaluate whether such employment might interfere or otherwise be incompatible with municipal employment.]

The City expects an employee's work for the City to take precedence over any outside employment engaged in by an employee. Employees must get prior written approval from the _____ [administrator or manager/mayor/council] before engaging in other employment. Should the City, in its sole discretion, determine that the outside employment interferes with or is otherwise incompatible with employment for the City, the employee may be asked to choose between the jobs.

Employees may not engage in any private business or activity while on City work time or at City workplaces. Employees may not use City equipment or resources to engage in private business or activities.

Conflict of Interest

[State ethics laws prohibit public employees from using their official position for their own personal gain or for that of a member of their immediate family or a business associate. The law also prohibits public employees from making governmental decisions in which they, their immediate family members or business associates have an economic interest.]

City employees are covered by state ethics laws that prohibit public employees from using their public position for their own personal gain or to benefit a family member or business associate. State law also prohibits employees from making governmental decisions on matters in which they, their family or business associates have an economic interest. Employees must notify their supervisors in writing of any matter in which they, their family or business associates have an economic interest and in which they must act on behalf of the City. The supervisor must send the notification to the [administrator or manager/mayor/council] for review. If the City determines a conflict, a potential conflict, or appearance of conflict of interest exists, the matter will be reassigned to another employee. If the matter cannot be reassigned, the employee must divest himself or his family from the interest.

Gifts and Gratuities

[The State Ethics Act prohibits public employees from soliciting or accepting gifts of more than a nominal value.]

No employee may directly or indirectly solicit, accept, or receive a gift when it could be inferred that the gift was intended to influence him in the performance of his official duties or was intended as a reward for an official act on his part. A gift is defined as any benefit, favor, service, privilege, or thing of value that could be interpreted as influencing an employee's impartiality. A gift includes, but is not limited, to meals, trips, money, loans, rewards, merchandise, foodstuffs, tickets to sporting or cultural events, entertainment, and personal services or work provided by City suppliers or contractors. This

policy is not intended to prohibit the acceptance of items of nominal value that are distributed generally to all employees.

A determination as to whether this policy has been violated is in the City's sole discretion.

Political Activity

[It is not uncommon for employees to become involved in politics. Federal law prohibits employees who are employed in positions funded by federal funds from becoming candidates in partisan elections. Moreover, the municipality has an interest in maintaining the appearance of impartiality in the provision of public services.]

Employees may fully and freely associate themselves in organizations of their own choosing, except those organizations whose purpose is the violent overthrow of the government of the United States, the State of South Carolina or any of its political subdivisions. In addition, supervisory employees may not join or support labor organizations that accept to membership subordinates of such supervisors.

In certain circumstances involving real or potential conflicts, employees who run for public office may be placed on an unpaid leave of absence until after the election. If an employee is placed on leave of absence, his employment will terminate upon his election to a partisan public office.

For purposes of this policy, an employee is considered a "candidate for public office" as soon as he begins actively campaigning for nomination or election, or when he files for candidacy, whichever comes sooner.

Workplace Privacy/Computer and Internet Use

[Employees generally may not sue their employers for an invasion of their privacy if they have no expectation of privacy. This policy is intended to remove any expectation of privacy an employee may have. Also, the policy should state whether employees may or may not use workplace computers for personal reasons.]

This policy is not designed to address matters concerning more general use of information technology, nor is it a replacement for an acceptable technology use policy, which is beyond the scope of this handbook. Municipalities with electronic networks need to consider protocols for accessing the networks and securing the data on the networks. Additionally, consideration should be given to whether employees are allowed to access the network remotely. In general, employees who are not exempt from overtime should not be allowed to have remote access.]

The workplace is intended to be a place of work. An important part of work is communications and recordkeeping. No employee is at work 24 hours a day, seven days a week, and there are times when management needs access to communications or records maintained by employees in their individual

workplaces. Personal items and personal communications received or stored on City property are not entitled to a guarantee of privacy.

Management may search City property and documents in City-owned vehicles, employee desks, lockers, file cabinets, electronic devices, etc. [*If the municipality conducts video surveillance, add the following:* Further, to help provide for the safety and security of City employees, guests and property, the City conducts video surveillance of City property.]

Electronic media raise similar issues. The City provides electronic and telephonic communication and, when necessary, computers and mobile devices to employees. Although assigned to the employee, these items still belong to the City. Similarly, any electronic files created on or software downloaded on, a City computer or mobile device belong to the City. Unauthorized programs and files may not be used or installed on City computers or mobile devices without the written permission of the City. Additionally, employees may not encrypt work and may not use passwords other than those assigned to them by the City. Employees may not destroy or delete files from City computers or mobile devices except pursuant to the City's record retention policy.

The City reserves the right to review voice mail, electronic mail, computer and mobile device files, text messaging, and other electronic information generated by or stored in the City's electronic systems. The City also reserves the right to report the finding of such reviews to appropriate agencies. [*Please select one of the alternates:* Employees may not use City computers and mobile devices for personal reasons without the express written permission of the City. – *or* – The City consents to the reasonable personal use of its computers and mobile devices.] [*If the City allows reasonable personal use of the City's computers, insert the following:* Although the City consents to the "reasonable" use of its computers and mobile devices for personal business, what is "reasonable" is determined in the sole discretion of the City. The only sure way to avoid violating the City's policy on personal computer and mobile device use is to not use the City's computers for **any** personal purpose.]

The following use is absolutely forbidden:

1. to access any material the City considers to be pornographic; to transmit or knowingly accept receipt of any communication that is pornographic, obscene, or in the City's opinion might contribute to a hostile work environment in that it demeans individuals on the basis of race, sex, age, national origin, disability, or some similar distinction
2. to conduct business for outside employment or a side-business
3. to purchase any goods or services, even if charged to the employee's personal credit card. [*Some municipalities may not object to employees' purchasing personal items over the Internet or by email, especially if they do so while on*

breaks. If personal purchases are not an issue for the City, this prohibition may be removed.]

4. to solicit others for non-work-related reasons

City employees may not use personal electronic equipment (including but not limited to personal laptop computers, mobile devices, and cellular phones) on City property or at City work sites to engage in conduct that would be prohibited if using City equipment.

Important Notice: The City has the capacity to examine the computer and mobile device usage of individual employees in detail. Even though an item has been “deleted” and the employee cannot retrieve it, this does not mean that the City cannot do so. It is also possible to generate a report of every Internet connection made by each user and of how much time was spent in each connection. Additionally, in accordance with the South Carolina Freedom of Information Act, communications on City devices may be subject to disclosure.

Social Networks, Personal Websites and Blogs

[Social media sites and applications – such as Facebook, Twitter, YouTube, TikTok, and Snapchat – are commonplace now. Municipalities must balance their employees’ rights of free expression with the municipality’s need to maintain an orderly work environment. In addition to content, the municipality must consider the issue of access to social media sites during working time and from work-issued computers or devices.]

Social networking, personal websites, and blogs have become common methods of self-expression. The City respects the right of employees to use these media during their personal time. *[Select an alternative: Employees may not access social media sites, other than for business use, during working hours or using City equipment. – or – The City consents to reasonable limited access to social media sites during working hours or using City equipment. What is “reasonable” is determined in the sole discretion of the City. The only sure way to avoid violating the City’s policy on personal social media site access is to not to access such sites at all during working hours or using City equipment.]*

Employees must understand that material posted on these media may be read by persons other than those for whom it is intended. Employees are cautioned that they are responsible for the contents of social media posts they make. Posts that contain obscene or harassing material, that are unlawful, that contain personal attacks on coworkers, that reasonably call into question the employee’s judgment, or that reasonably cause concern among the public may result in discipline, up to and including termination from employment. Similarly, conduct that would violate City policies if done in person also violates City policy if done through social media. Employees may not disclose confidential information over social media or similar sites.

Employees who post on media sites and who have identified themselves as a member or employee of the City on those sites must make it clear that they are expressing their own views and not those of the City.

Inclement Weather

[For a municipality that regularly experiences weather that closes its offices, it is a good idea to adopt a policy describing how employees will be paid. Because no law requires that employees be paid for time not worked, the municipality may adopt whatever policy it wishes and may treat employees who are required to report differently from other employees. Municipalities should consider whether employees who cannot work due to the closure will be paid for the absence and, if so, whether they must use annual or other paid leave to cover the absence. Municipalities should also consider the problem of employees whose offices are not closed or whose jobs require that they report but who fail to show.]

1. Employees whose departments are closed due to inclement weather are paid their regular straight time earnings if scheduled to work the day of the closure, up to a maximum of ___ days/weeks per calendar year.

Or

Employees whose departments are closed due to inclement weather may utilize annual leave for hours missed from work. The City may advance leave to employees who do not have sufficient leave to cover their absences.

2. Employees whose departments are not closed due to inclement weather or whose jobs require they report are expected to report to work. Those who fail to report may cover the absence from their paid leave balances, if any. [*Optional*: The City may advance leave to employees who do not have sufficient leave to cover their absences.]

Or

Employees whose departments are not closed due to inclement weather or whose jobs require they report are expected to report to work. Those who fail to report are considered unexcused and may not use paid leave to make up their work hours.

Wages and Hours of Work

Classification System

[Many municipalities have classification systems that assign pay ranges to various positions. The law does not require such systems. If the municipality has such a system, it should not be reproduced in the handbook because pay ranges and position titles change, new positions are created, and old positions are eliminated as the municipality's needs change. Policies and classification systems should avoid promising employees any particular wage level. Municipalities that do not use a classification system do not need this policy.]

The [administrator or manager/mayor/council] may develop a system for classifying positions within the City, including pay ranges for those positions. Classification systems and pay ranges are subject to change at any time. The establishment of pay ranges or grades for any position does not guarantee the occupant of that position any particular rate of pay.

Hours of Work

[The South Carolina Wage Payment Act requires, among other things, that employers notify employees in writing of the employee's normal work hours. Because different departments may have different operating hours and because some are open 24 hours a day, each department should be sure to post its own hours.]

[Employers may require that employees work overtime.]

The City's normal hours of business are from ____ a.m. to ____ p.m. However, some departments must operate outside the City's normal hours of business, and schedules of employees of those departments may differ from the City's normal hours. Each department is responsible for scheduling its employees to meet the needs of the City. Employees may be required to work overtime.

[There is no requirement under the law that employers allow employees breaks of any length. Most employers, however, allow employees meal breaks, and some allow employees short breaks other than mealtimes. If meal breaks are unpaid, they should be at least 30 minutes long. Any other breaks of less than 20 minutes must be paid. It is recommended the municipality not permit employees to combine paid breaks and meals to take a long meal break. It also is recommended that employees not be permitted to use breaks and mealtime to arrive late or leave early.]

Regular full-time employees who work during the City's normal hours of business receive one unpaid meal break of ____ minutes. Breaks and meals for employees whose departments operate outside the City's normal hours are set by those departments. All breaks are workload permitting.

Employees may not use break times and meal periods to report late or to leave early. Break periods may not be combined with the meal period.

[If the municipality or a department automatically deducts unpaid mealtimes from employees' pay, it is important to notify employees that they must report any interruptions to their meal periods.]

The City automatically deducts the unpaid meal break from nonexempt hourly employees' time. During meal periods, employees must completely cease all work. Any nonexempt hourly employee whose meal break is interrupted by work must report the interruption so that the meal period may be compensated. If an employee discovers that he was not paid for an interrupted meal period or is instructed by any supervisor not to record unpaid meal periods, he must report it to the appropriate [personnel/human resource/payroll employee].

Overtime and Compensatory Time

[Most non-exempt employees covered by the wage and hour laws who work more than 40 hours in a work week are entitled to 1.5 times their regular hourly rate for the hours actually worked over 40 in one workweek. Firefighters and law enforcement personnel are entitled to overtime after certain hours worked in a work period of up to 28 days.]

[The law allows public employers to compensate for overtime work with compensatory time off instead of cash payment. Employees who are compensated with compensatory time are entitled to 1.5 hours of paid time off for every hour of overtime worked. Compensatory time is subject to regulations: it must be "agreed to" prior to work, but the agreement can be in a policy; it cannot be accrued over a maximum (generally 240 hours; 480 for public safety and emergency response employees); it must be paid at termination. You generally must allow employees to use it when they wish, unless doing so would put an unreasonable burden on providing public services. Even if the municipality does not intend to use compensatory time, it may want to have a policy permitting its use to avoid any question of "agreement" in the event the municipality decides to use it.]

Non-exempt employees, with the exception of law enforcement and fire suppression personnel, receive overtime premiums at 1.5 times their regular hourly rate for all hours worked in excess of 40. Law enforcement personnel receive overtime premiums after ___ hours in ___ days. Fire suppression personnel receive overtime premiums after ___ hours in ___ days. In lieu of cash payment, the City may credit employees with compensatory time at the rate of 1.5 hours for each overtime hour worked.

Employees must accurately record all hours worked and must have worked all hours recorded. Employees may not work "off the clock," and employees may not work overtime without the permission of their supervisor except in cases of emergency. If an employee is instructed not to record all work hours, he must immediately report such instruction to _____ [Human Resources/Payroll]

[Exempt employees are not entitled to compensatory time. However, some employers do permit some sort of compensatory time arrangement. If the municipality decides to have such an arrangement, we suggest there be no formal accrual rate and that the policy provide compensatory time for exempt employees is not paid upon termination.]

Employees who are exempt from overtime receive a salary that compensates them for all hours worked in the workweek. Such employees do not receive overtime pay or compensatory time off. *[Optional: However, the _____ [administrator or manager/mayor/council] may, in his sole discretion, grant additional paid time off to exempt employees who have worked unusual amounts of time in excess of the normal schedule, but no exempt employee has a right to such additional paid time off. There is no payment for such additional time upon termination.]*

Payment of Wages

[State law requires employers to tell employees when and where they will be paid and to notify them of any deductions from their wages. Employees may be paid by direct deposit. If they are paid by direct deposit, the city must provide a pay stub notifying them of the deposit.]

[It is a good idea to advise employees that items assigned to them in the performance of their jobs are an “advance of wages” so that if the employee fails to return such items when he leaves employment, the cost of the items can be deducted from the employee’s paycheck.]

Employees are paid *[day of week/how often]* at their workstations *[Or: by direct deposit]*. Employees should examine their paychecks/pay stubs immediately to ensure they have been properly paid for all hours and that no improper deductions have been made. Any payment errors must be reported to payroll within 14 days.

The City deducts from employees’ gross pay taxes and withholding required by the taxing authorities. The City may also deduct from employees’ pay the employees’ share of any premiums or plan contributions for insurance, retirement and similar plans that are elected by the employee. The City may make other deductions as required by law or court order. The City does not make unauthorized deductions and will reimburse employees if such deductions are made inadvertently and reported to payroll.

Cash, debts owed the City, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, City identification cards and other items belonging to the City that are advanced or issued to an employee but not repaid or returned by him at the time of his termination are considered advances of wages, the value of which may be deducted from the employee’s pay.

Performance Evaluations

[Some municipalities have a formal system for conducting performance evaluations on a regular basis. Others conduct written reviews only infrequently or not at all. There is no law requiring performance

evaluations. Regular evaluations help monitor employee performance. Remember, however, inaccurate performance evaluations can be damaging should an employee's performance be the subject of an administrative charge or litigation.]

The City may periodically conduct oral or written evaluations of employees' performance. Employees must sign written evaluations. The employee's signature does not necessarily indicate agreement with the contents of the evaluation, only that he has been made aware of it. Employees may attach comments to their evaluations. While favorable performance evaluations may be a factor in determining wage increases, no employee is entitled to a wage increase because he receives a favorable evaluation.

Holidays

[No law governs holiday observance. The municipality should list the holidays it "observes" and decide how to pay employees who are required to work on an observed holiday. The holidays listed below are only examples of commonly observed holidays. There is no legal requirement to pay additional compensation for holiday work although most employers either pay additional "straight time" or give employees who must work an alternate day off or additional annual leave. If you do pay additional time for holiday work, clearly state how it is paid for various classes of employees. For example, confusion may arise if the policy says, "will receive holiday pay for the day," which may mean something different to someone who works a 12-hour shift than it does to someone who works 9-5, Monday through Friday.]

[Some employers require employees work the day before and after a holiday, or be on approved leave, to receive holiday pay.]

The City observes the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day
- Additional day in conjunction with Christmas

Holidays that fall on Saturday are generally observed the preceding Friday. Holidays that fall on Sunday are generally observed the following Monday. [*Optional*: Departments that are required to provide service 7 days per week will observe holidays on the day of the holiday.]

Council may declare additional days as holidays.

Employees who are scheduled to work on a holiday [receive an alternate day off to be scheduled by the supervisor *or* accrue [eight] hours annual leave *or* receive an additional [eight] hours pay].

[*Optional: Employees must work the day before and after a holiday or be on approved leave in order to be paid for a holiday.*]

Leave Policies

Annual Leave

[Employers are not required to provide employees with paid leave. Almost all employers, however, offer some sort of paid personal or annual leave. The policy should describe how leave is accumulated, how it may be used, and any restrictions placed on it. Confusion may arise when accruals are described in “days.” It is preferable to describe accruals in terms of hours accrued per month or per pay period.]

Regular full-time employees accrue annual leave as follows: *[describe accrual]*.

Regular part-time employees accrue annual leave as follows: *[describe accrual]*.

Employees desiring to take annual leave should give their supervisors at least two weeks advance notice. Annual leaves will be scheduled as much as practical in accordance with employee requests. The City’s workload demands, however, are paramount.

[It is not uncommon for several employees to ask for the same time period off, such as during holidays. There is any number of ways to handle such conflicts. The language below gives the municipality flexibility to consider several factors.]

When more employees request particular days off than can be accommodated, supervisors will make annual leave assignments considering the date the requests were made, special needs for particular annual leave dates, and the employees’ lengths of service.

[Municipalities should consider whether to cap the amount of leave that may be accumulated. The purpose of annual leave is principally to provide employees with paid time off to rest or to cover other absences. Limiting accrual tends to encourage employees to use their annual leave. If the municipality pays for annual leave at termination, limiting accrual also makes the impact on the municipality’s budget more predictable.]

The maximum number of annual leave hours that can be accumulated is _____.
Employees who have reached the maximum will not accrue further annual leave until their annual leave balance falls below the maximum.

[Employers are not required to pay for unused annual leave at termination. If they do not, they must inform employees of the fact in writing. Any conditions to payment for accrued leave also must be in writing. Most employers do not pay for accrued leave if an employee is dismissed for misconduct. In addition, a municipality may condition an employee's receiving pay for accrued annual leave at termination on giving and working a notice.]

Accrued, unused annual leave will be paid for at termination only if the employee is terminated or resigns for non-disciplinary reasons. Employees who resign must give and properly work a two-week notice of resignation to receive accrued, unused annual leave. The notice may be waived by the _____ [administrator or manager/mayor/council].

Annual leave balances may be reduced for disciplinary reasons.

Sick Leave

[As with annual leave, no law requires employers to provide paid sick leave. Most, however, have some sort of paid sick leave for employees. The policy should specify the maximum days an employee may carry over from one year to the next or the maximum the employee may accrue. Like annual leave, the policy should avoid terms like "days," and speak in terms of hours.]

Regular full-time employees accrue sick leave as follows: *[describe accrual]*

Regular part-time employees accrue sick leave as follows: *[describe accrual]*

Employees may carry over a maximum of ___ sick leave hours.

Sick leave is paid when an employee is excused from work due to his own non-occupational disability. Employees may be required to submit a physician's statement of disability before being eligible for sick leave payment, including when absent for prolonged periods of time or if the employee has been counseled for excessive use of sick leave. In some circumstances, employees may be required to provide certification from their physician that they are able return to work. Abuse of leave or failure to call in as required may result in denial of paid sick leave.

[While many employers pay for accrued, unused annual leave at termination, most do not pay for sick leave. Such policies must be in writing. Additionally, municipalities that are members of South Carolina Benefit Authority (PEBA) may be allowed to use a set amount of accrued, unused sick leave at termination in the calculation of their retirement benefit. The optional language is designed to accommodate that practice. Municipalities should contact PEBA for details.)]

Employees are not paid accrued, unused sick leave at termination. *[Optional: However, employees may use a total of ___ days toward retirement.]*

Military Leave

[Federal and state law regulate military leave for public employees. . Federal law provides for returning-to- work employees called to service in the armed forces. State law requires public employers to pay employees called to service for 15 days per year and an additional 30 days in certain situations. These laws are technical and subject to some degree of interpretation. For that reason, municipalities should not attempt to reprint the laws' requirements in the policy.]

Employees are entitled to leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. The provisions of these laws change from time to time and for that reason no effort is made to set forth the law in this policy.

Employees on military leave receive paid leave for up to 15 days per military fiscal year for training or call-up. In addition, if an employee is called upon to serve during an emergency the employee receives paid leave for not exceeding thirty additional days.

Jury Duty

[Employers are not required to provide paid leave for jury duty, but many do. If the municipality provides paid leave for jury duty, it should consider capping the amount of time per year for which it will pay. Also, the policy should state whether the employee will be required to pay to the municipality any compensation received for serving as a juror.]

An employee will be paid for wages lost from scheduled straight time work due to jury service up to a maximum of 80 hours per calendar year.

To qualify for this payment, an employee called for jury service must

- a. give his supervisor notice of such service within two work days of the time the employee is called for such service,
- b. report for work when released by the court on any day of jury service,
- c. submit a written statement from the court indicating the days of jury service and the time released each day, and
- d. *[Optional: turn over to [finance/payroll] any compensation received.]*

Bereavement Leave

[Bereavement or funeral leave is not required by law but is offered by some employers. How much is offered and whether to offer it at all is up to the municipality. If it is offered, the municipality should consider whether it will require proof of death.]

An employee will be paid for time lost from straight time scheduled work up to ___ hours due to attendance at the funeral of a member of his immediate family, which is defined as spouse, parent, child, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law and sister-in-law. The immediate family will be considered to include stepparents, stepchildren, and stepbrothers and stepsisters only when the employee and the deceased had lived together regularly in the same household at or prior to the time of death. The City may require proof of relationship and attendance at the funeral.

Employees may be excused from work to attend the funerals of other family members and, upon request, may be paid for such absences from accrued annual leave balances.

Physical Disability and Personal Leave

*[This policy is designed to provide some type of leave of absence for municipalities with **fewer than 50 employees**. Employees who work for municipalities with fewer than 50 employees are not eligible for leave under the Family and Medical Leave Act (FMLA).]*

An employee who has completed his initial probation (and any extension thereof) may request a leave of absence for up to ___ months when unable to work because of sickness, pregnancy or injury on or off the job. Such an employee may also apply for leave of absence for personal reasons. Personal leaves are granted only in the discretion of the _____ [administrator or manager/mayor/council].

Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when the circumstances warrant such action.

Physical disability leave begins on the first day of absence.

After the employee has exhausted his annual and/or sick leave, as a general rule, an employee on leave of absence is not entitled to wages or fringe benefits and does not accrue fringe benefits.

Employees on leave of absence may not engage in other employment.

Employees desiring to return to work from an unpaid leave of absence should notify the _____ [administrator or manager/mayor/council] in writing at least ten days prior to their desired return date. If the City finds that the employee is fit to resume his duties, the employee may be returned to his previous position if it is vacant and is to be filled, or to some other position of equal or lesser compensation for which he is qualified and where there is a vacancy to be filled. If the employee is not returned to active employment, he may be continued on leave of absence status until he is returned to active duty status or his leave of absence expires, whichever occurs sooner. Any employee who has not been reinstated within [six] months following the commencement of a leave of absence is subject to termination if no reasonable accommodation can be made. Termination does not affect the employee's eligibility to be considered for hire as a new employee at some

future time. Further, employees with circumstances that warrant special consideration should bring those circumstances to the attention of management.

Leave of Absence

[If a municipality has 50 or more employees, its employees have rights under the Family and Medical Leave Act. (See Section B.) In addition, the municipality needs to provide a policy for employees who do not meet the FMLA requirements or whose reason for leave is not covered by the FMLA. (See Section A.)]

A. Physical Disability & Personal Leave

Applies to:

**Employees Employed Less than 12 Months
Employees Who Have Worked Fewer than 1250 Hours in the Preceding 12 Months
Employees Whose Reasons for Leave Are Not Covered by FMLA**

An employee who has completed his initial probation (and any extension thereof) may request a leave of absence for up to __ months when unable to work because of sickness, pregnancy or injury on or off the job. Such an employee may also apply for leave of absence for personal reasons. Personal leaves are granted only in the discretion of the _____ [administrator or manager/mayor/council].

Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when the circumstances warrant such action.

Physical disability leave begins on the first day of absence.

After the employee has exhausted his annual and/or sick leave, as a general rule, an employee on leave of absence is not entitled to wages or fringe benefits and does not accrue fringe benefits.

Employees on leave of absence may not engage in other employment.

Employees desiring to return to work from an unpaid leave of absence should notify the _____ [administrator or manager/mayor/council] in writing at least ten days prior to their desired return date. If the City finds the employee is fit to resume his duties, the employee may be recalled to his former job if a vacancy exists that is to be filled. If no such vacancy exists, the employee may be returned to his previous position if it is vacant and is to be filled, or to some other position of equal or lesser compensation for which he is qualified and where there is a vacancy to be filled. If the employee is not returned to active employment, he may be continued on leave of absence status until he is returned to active-duty status or his leave of absence expires, whichever occurs sooner. Any employee who has not been reinstated within six months following the commencement of

a leave of absence is subject to termination if a reasonable accommodation cannot be made. This action does not affect the employee's eligibility to be considered for hire as a new employee at some future time. Further, employees with circumstances that warrant special consideration should bring those circumstances to the attention of management.

B. Family and Medical Leave Act (FMLA)

Applies only to employees employed 12 months or longer and who have worked 1250 hours or more in the preceding 12 months, both prior to commencement of leave.

General

Employees who meet the length of service and hours worked requirement described above have rights under the Family and Medical Leave Act. Generally, employees must request leaves of absence under this law and policy but, in appropriate situations, employees may be placed on leave status without application.

Reason for Leave of Absence

Medical and Family Leave. An eligible employee may be entitled to a leave of absence under this law and policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job, if the employee's spouse, child or parent has a serious health condition and the employee must be absent from work in order to care for that relative, or to care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household.

Military Caregiver Leave. An eligible employee whose spouse, parent, child or next-of-kin is a covered service member of the Armed Forces of the United States may be entitled to leave of absence to care for the service member if he is injured while on covered active duty.

Qualifying Military Exigency Leave. An eligible employee whose spouse, parent or child is a member of the Armed Forces of the United States and is on active duty or called to active duty in federal service may be entitled to a leave of absence due to one or more qualifying exigencies arising out of the active duty or call to active duty. Qualifying exigencies are: (1) Short-notice deployment (*i.e.*, notice of 7 days or less); (2) Military events and related activities; (3) Childcare and school activities (regular or routine childcare by the employee does not count); (4) Financial and legal arrangements; (5) Counseling; (6) Rest and

recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Proof of need for leave of absence may be required regardless of the type of leave taken.

An eligible employee will be granted a leave of absence under this law and policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job; if the employee's spouse, child or parent has a serious health condition and the employee must be absent from work to care for that relative; or if the employee must care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household.

Length of Leave

Medical and Family Leave. An eligible employee may take the equivalent of a total of 12 work weeks of leave during any 12 consecutive months for his own serious health condition, that of a parent, spouse or child, or to care for a newly born or newly received child. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary.

Military Caregiver Leave. Leave to care for an injured service member may be taken for up to 26 work weeks in a single 12 month period. Any leave taken by the employee for any other FMLA-qualifying reason will count against the 26 weeks of leave permitted to care for an injured service member.

Qualifying Military Exigency Leave. Leave taken because of a qualifying exigency is available for up to 12 work weeks in any 12 consecutive months. Leave taken because of a short notice deployment is limited 7 days from the date of notice, and leave taken to be with the service member during periods of rest and recuperation are limited to 5 days per period of rest and recuperation. Leave taken to attend post-deployment activities must be taken within 90 days of the end of active-duty service.

Coordination of Leave and Paid Time Off

An employee who must be absent due to his own serious health condition will be paid for time lost from work first from any accrued sick leave balances then from any accrued annual leave balances and similar balances. An employee who takes leave for any other reason will be paid for time lost from work from any accrued annual leave balance and similar balances. Leave taken under this policy counts toward the employee's 12-weeks (or 26-weeks, where appropriate) of leave regardless of whether all or part of the employee's leave is paid.

Effect of Leave on Accrual of Fringe Benefits

Health benefit plan. Employees taking leave under this policy must continue to pay their portion of health benefit plan premiums on the same date that such portion of premiums would be deducted from the employee's wages. Failure to make timely premium payments may result in a lapse or termination of benefits.

Accrual of paid leave. Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of paid time off.

Employee Responsibility

Employees who request leave under this policy must give 30 days advance notice or such lesser amount of notice as is possible in the particular circumstances. When the need for leave is unforeseeable, the employee must follow the normal procedure for reporting an absence.

Employees may not engage in other employment while on leave of absence without the express written permission of the [administrator/manager/mayor].

Termination of Leave of Absence

A leave of absence under this policy ends generally ends when the need for the leave of absence ends or when the maximum leave described above has been taken, whichever occurs sooner.

Reinstatement

At or before the conclusion of the FMLA leave of absence the employee is entitled to reinstatement to his former position or to a position equivalent to his former position. The employee must demonstrate that he is fit for duty and must give reasonable notice of intent to return to work.

Extension of Leave Without Benefits

[The next two paragraphs are not required by FMLA but are a good idea. An employee who is unable to return to work at the end of his 12-week FMLA period may have a disability covered by the Americans with Disabilities Act. The ADA requires employers to make reasonable accommodations for disabled employees, and extra leave time may be a reasonable accommodation, depending on the circumstances. This portion of the policy is designed to avoid claims of ADA discrimination that could result from automatically terminating an employee at the end of the FMLA leave period.]

An employee who is unable to perform the duties of his position due to his own disability and who has exhausted his entitlement to leave under the Family and Medical Leave Act by taking 12 consecutive weeks of leave may, in the discretion of the [administrator/manager/mayor], upon written application, be granted up to an additional 14 weeks of leave. This additional leave of absence does not

entitle the employee to reinstatement or to payment of any portion of his health benefit plan premiums. If the employee is able to return to work prior to the exhaustion of his extended leave, he may be returned to his previous position if it is vacant and is to be filled, or to some other position of equal or lesser compensation for which he is qualified and where there is a vacancy to be filled. If the employee is not returned to active employment, he may be continued on extended leave of absence status until he is returned to active-duty status or his extended leave of absence expires, whichever occurs sooner.

Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave that would qualify for FMLA leave if such leave had not been exhausted, may apply for an extended leave of absence for personal reasons. Such extended leaves are granted only at the discretion of the [administrator/manager/mayor].

Special Situations

Spouses. When both a husband and a wife are employed by the City, their combined right to a leave of absence because of the birth or placement of a child, or to care for a newly born or placed child or to care for a parent with a serious health condition is 12 weeks in a 12-month period, or 26 weeks in a single 12-month period to care for an injured service member.

Key employees (salaried employee in highest paid 10 percent of all employees). Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations.

Notice of Rights

Federal law requires that we provide you with the notice of your rights that appears as Appendix A.

[Insert at the back of the Handbook the most current version of the FMLA poster than can be found at <https://www.dol.gov/agencies/whd/fmla/posters>.]

Benefits

[Rising retirement and healthcare costs, legislative reforms and regulatory changes cause the terms of benefits plans to change frequently. Because such changes are often unilaterally decided by the entity providing the benefits or are mandated by law, it is a good idea to avoid describing the benefits plans in too much detail. Employees should be told whom they can contact for detailed information on benefits offered.]

The City currently offers a competitive benefits package. The terms of the City's benefits plans are subject to change, and the City is not responsible for any changes in or elimination of benefits or benefit plans. Please see the _____ [appropriate personnel/human resource/payroll employee] for specific information on the City's benefit plans.

Health Insurance – [insert a brief description of who is covered and what portion of benefits is paid by the employee.]

Retirement – [insert brief description. If applicable, state that benefits and participation are determined by the State Retirement System.]

Disability – [insert brief description]

Workers' Compensation

[Workers' compensation benefits are governed by state law and should not be discussed in detail in a policy. Employees should be instructed to report any on-the-job injuries to their supervisors.]

City employees are covered by workers' compensation for on-the-job injuries. Benefits are governed by state law and not set by the City. Employees must report immediately **any** on-the-job injury, regardless of severity, to their supervisor.

Discipline

[Municipalities with a small workforce need only a short policy that puts employees on notice they may be disciplined and that they are expected to sign counseling memoranda. Municipalities with larger workforces may want to provide more guidance for supervisors, who are often responsible for administering some level of discipline. Regardless of size, no policy should require progressive discipline. Such policies lead to litigation. In addition, no discipline policy can substitute for proper training of supervisors. They should be instructed to document discipline and use good judgment in administering it.]

Discipline Policy [for Small Municipalities]

Employees are subject to disciplinary action up to and including discharge when the _____ [administrator or manager/mayor/council] determines that such action is necessary for the good of the City.

Employees must sign disciplinary notices, counseling memoranda, performance appraisals and similar documents. The employee's signature indicates only that the employee is aware of the action taken and does **not** indicate that the employee agrees with such action.

An employee who refuses to sign such a document will be relieved of all duty until the document is signed. If the document has not been signed and returned by the end of the employee's next scheduled workday, the City will consider the employee to have resigned.

Discipline Policy [for Large Municipalities]

[Municipalities with larger workforces may want a policy that provides more guidance for supervisors. Even for large municipalities, it is a good idea for terminations to be reviewed and require approval of the administrator, manager, or mayor.]

[Under the Fair Labor Standards Act regulations, exempt employees may be suspended in full day increments for disciplinary reasons provided the reasons for suspension are set out in the policy.]

As is the case with all organizations, instances arise when an employee must be disciplined. The discipline that may be imposed includes but is not limited to oral reprimand, written warning, probation, reduction of leave balances, suspension without pay, demotion, and discharge. In addition, the City may procedurally suspend an employee pending investigation to determine if disciplinary action is appropriate. If the City determines an unpaid suspension is appropriate discipline, exempt employees will be suspended in full-day increments; non-exempt employees will be suspended in partial or full-day increments. In addition, the City may impose a combination of disciplinary measures. **THE DISCIPLINE IMPOSED IN ANY PARTICULAR SITUATION IS AT THE SOLE DISCRETION OF THE CITY. NOTHING IN ANY OF THE CITY'S POLICIES OR BY VIRTUE OF ANY**

PAST PRACTICE OF THE CITY REQUIRES THE CITY TO FOLLOW ANY PARTICULAR COURSE OF DISCIPLINE. Supervisors and department head must submit terminations to the [administrator or manager/mayor/council] for review.

Employees must sign counseling memoranda, policy statements, performance evaluations and other similar documents. The employee's signature does not necessarily indicate agreement with the contents of the document, only that he has been notified of the contents of the document. If an employee refuses to sign the document, he will be relieved of duty without pay until the document is signed. If the document has not been signed and returned by the end of the employee's next scheduled workday, the City will consider the employee to have resigned.

Examples of Conduct Warranting Disciplinary Action

It is not possible to list all acts and omissions that may result in disciplinary action. The disciplinary action that is appropriate for any particular misconduct is at the sole discretion of the City. The following are merely examples of some of the more obvious types of misconduct that may result in disciplinary action, up to and including discharge. **THE CITY RESERVES THE RIGHT TO TREAT EACH EMPLOYEE INDIVIDUALLY WITHOUT REGARD FOR THE WAY IT HAS TREATED OTHER EMPLOYEES AND WITHOUT REGARD TO THE WAY IT HAS HANDLED SIMILAR SITUATIONS.**

- a. conviction of or plea of guilt or no contest to a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude or offense that affects the City's reputation or that reasonably could create concern on the part of fellow employees or the community. Employees who are arrested may be relieved of duty (with or without pay) pending the City's determination on continued employment.
- b. incompetence
- c. unauthorized absence or tardiness or a pattern of absenteeism or tardiness
- d. insubordination, including disrespect for authority, or other conduct that tends to undermine authority
- e. failure or refusal to carry out instructions
- f. unauthorized possession or removal, misappropriation, misuse, destruction, theft or conversion of City property or the property of others
- g. violation of safety rules; neglect; engaging in unsafe practices
- h. interference with the work of others

- i. threatening, coercing or intimidating fellow employees, including “joking” threats
- j. dishonesty
- k. failure to provide information; falsifying City records; providing falsified records to the City for any purpose
- l. failure to report personal injury or property damage
- m. neglect or carelessness
- n. introduction, possession or use of illegal or unauthorized prescription drugs or intoxicating beverages on City property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating beverages; off-the-job illegal use or possession of drugs. For purposes of this policy, an employee is “under the influence” if he has any detectable amount of any such substance in his system.
- o. unsatisfactory performance
- p. violation of City policies
- q. lack of good judgment
- r. any other reason that, in the City’s sole determination, warrants discipline

Drug Free Workplace Policy

[This policy forbids employees from using illegal drugs, whether at work or not, and from showing up to work under the influence of drugs or alcohol. The policy also satisfies notice requirements under the federal and state drug-free workplace acts.]

All employees of the City are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using, illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, meth, etc.). Further, this prohibition applies to the misuse, abuse or any unlawful use or possession of otherwise legal drugs. These prohibitions apply to use at any time, both on the job and off the job. City employees are, of course, permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

Similarly, employees are prohibited from reporting to work, using or being anywhere on City property while under the influence of alcohol, illegal drugs or improperly used controlled substances. For purposes of this policy, “under the influence” means having any detectable amount of any such substance in the employee’s system. Employees who are informed by their healthcare provider or pharmacist that a drug they are using may impair their ability to safely perform work must report that to their supervisors. The City will determine whether an employee may continue to work.

As used in this policy, “illegal drugs and substances” includes substances that are designed to mimic the effects of illegal drugs, but that due to differences in chemical composition may not be classified as Schedule I drugs or otherwise be expressly illegal. Examples include K2, or spice, which are synthetic cannabinoids. Cannabidiol (CBD) products raise special concerns because, in certain forms they are legal for use, but they are unregulated and little research has been done to standardize dosing, study outcomes, or regulate production. CBD and hemp products, by law, may not contain more than .3% THC (tetrahydrocannabinol), the psycho-active compound in marijuana. However, it is possible for some of these products to contain more than the legal limit. Therefore, it is possible for employees using CBD or hemp products to test positive for marijuana because of their use. It is not possible to determine whether a positive test for marijuana was a result of using CBD or hemp products, or from using marijuana.

Therefore, the City will consider any confirmed positive test for marijuana to be conclusive for employment purposes – even if an employee claims to have used CBD or hemp, and even if the employee has a prescription or other physician’s order for its use. Employees should also be aware that, while marijuana is increasingly be legalized for medical or recreational use in other states, it remains illegal in South Carolina and under federal law. **Employees who use recreational or “medical” marijuana in states where it is legal remain subject to discipline, up to and including discharge, under City policy.**

[Municipalities can order employees to submit to drug screens when the municipality has reasonable suspicion of illegal drug use but generally may not randomly test all employees. Exceptions to the prohibition on random testing are safety sensitive employees (e.g., sworn law enforcement officers and fire personnel) and those required to be tested by federal law (e.g., CDL drivers, transit drivers, employees working on natural gas pipelines, employees operating boats subject to Coast Guard jurisdiction). Municipalities that wish to perform random screening of safety sensitive employees or have employees subject to mandatory federal drug screening should have a testing policy tailored to their individual needs. Municipalities that wish to conduct preemployment drug screens for all employees should consult their legal counsel.]

The City may test employees for drug or alcohol use in violation of this policy any time the City has reasonable suspicion of a violation of the policy.

[State and federal drug-free workplace acts require municipalities that receive state or federal grants or contracts to notify employees that they must report any conviction for violation of the drug laws in the

*workplace within five days of the conviction. As a practical matter, management will likely know of an employee's **arrest** for a violation of the drug laws, whether in the workplace or not, long before the employee is ever convicted. Policies should not state the municipality will wait until the disposition of criminal charges before making employment decisions, as it could take months before a criminal charge is ultimately resolved.]*

Notice to Employer, State and Federal Grantor/Contracting Agencies and Law Enforcement Authorities

As a condition of employment, employees agree to notify the City within five calendar days after any criminal conviction for the workplace manufacture, distribution, dispensation, possession or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. As required by the state and federal drug free workplace acts, the City will notify within ten days all state and federal grantors/contracting agencies of such employee convictions. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest or a plea of guilty.

The City will notify law enforcement authorities whenever illegal substances are found in the workplace.

Substance Abuse Testing

Municipalities that want to adopt a random drug and alcohol testing policy may do so, but they will need a more comprehensive policy. Only "safety sensitive" employees may be randomly tested.

Grievance Procedure

[Municipalities are not required to have a grievance procedure. If they do have one, it must substantially conform to the requirements of the state's County and Municipal Employee Grievance Procedure Act. If adopted, the matters considered grievable are defined by the Act. Who appoints the committee and who reviews the committee's recommendation depends upon the form of government. Under the council form of government, council may request the administrator review the recommendation and report to council, or council may review the recommendation directly. Under the mayor-council and council-manager forms, the mayor/manager makes the final decision.]

[Small municipalities may want to opt out of the formal grievance procedure because the administrator/manager/mayor is generally aware of the circumstances about which the employee is complaining. Municipalities that do not adopt a grievance procedure should have some sort of review process in place so the administrator/manager/mayor reviews all terminations before they become final.]

General

This procedure is adopted in accordance with the “County and Municipal Employees Grievance Procedure Act,” Section 8-17-110, *et seq.*, Code of Laws of South Carolina, 1976, as amended.

1. A grievance is defined as a complaint by an employee that he has been treated unlawfully or in violation of his rights under City policies regarding his employment. This definition includes, but is not limited to, discharge, suspension, involuntary transfer, promotion, and demotion. An employee’s level of compensation or classification is not the proper subject of a grievance except as it applies to alleged inequities within the employee’s department. However, if an employee believes he has not received or been credited with or has otherwise lost wages or benefits to which he is entitled, he must present his grievance in accordance with this procedure. [*Optional: Written warnings are not grievable.*]

2. An employee who believes he has a grievance must follow the following procedure:
 - Step 1. He must file his grievance within 10 calendar days of the event giving rise to the grievance or his knowledge of the events giving rise to the grievance. He is to follow the chain of command in his department, appealing to each successive level of supervision. These steps may be oral. At each level, each supervisor has four calendar days to render a decision. If no decision is made within this time, the grievance is considered denied. If a supervisor at a particular level is unavailable to consider the grievance, it is considered denied and the employee is to appeal to the next level of supervision.

 - Step 2. If the head of the department in which the employee is employed denies the grievance, this decision is final as to any grievance brought by an employee in his initial probationary period. A new employee is considered probationary until his probationary evaluation is completed and approved by his department head.

3. Employees other than probationary employees may appeal to the Employee Grievance Committee the denial of their grievances by department heads by filing a written request for appeal at the City’s [human resources department]. This must be done within seven calendar days of the department head’s denial of the grievance. The written request for appeal must include the following information:
 - a. the purpose of the appeal and what recommendation is requested of the Grievance Committee, and

- b. a statement that the chain-of-command has been followed in the appeal as is required by the grievance procedure

The [personnel/human resources] department staff will assist in preparing the appeal, if requested.

4. Within ten days of receiving the employee's request, the Grievance Committee chairman will schedule the requested hearing and notify the Grievance Committee, the employee requesting the hearing, the affected department and the [personnel/human resources] department.

The Employee Grievance Committee

The [administrator or manager/mayor/council] appoints a committee composed of [three - nine] employees to serve for terms of three years, except that the members appointed initially are appointed so that their terms will be staggered. The [council/manager/mayor] may also appoint two alternates to serve when other members are disqualified or unable to serve. Approximately one-third of the terms shall expire each year. A member continues to serve after the expiration of his term until a successor is appointed. Any interim appointment to fill a vacancy for any cause prior to the completion of a member's term is for the unexpired term. Any member may be reappointed for succeeding terms at the discretion of the [council/manager/mayor]. All members are selected on a broadly representative basis from among City employees. Members employed in the same department as the grieving employee and members having formed an opinion on the issues prior to the hearing may not participate in that employee's hearing.

1. The Committee annually selects its own chairman from among its members. The chairman serves as the presiding officer at all hearings that he attends but may designate some other member to serve as presiding officer in his absence. The chairman has authority to schedule and to re-schedule all hearings.
2. A quorum consists of at least two-thirds of committee members, and no hearings may be held without a quorum.
3. The presiding officer has control of the proceedings. He may take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing. Parties must abide by his decisions, except when a Committee member objects to a decision to accept or reject evidence, in which case the majority vote of the Committee governs.
4. The Committee has the authority to call for files, records and papers that are pertinent to any investigation and that are subject to the control of the City; to call for or consider affidavits of witnesses; to request and hear the testimony of witnesses; to consider the

results of polygraph examinations; and to secure the services of a recording secretary in its discretion. The Committee has no authority to subpoena witnesses, documents, or other evidence, nor may any City employee be compelled to attend any hearing. All proceedings are tape-recorded. Witnesses, other than the grieving employee and the department representative, are sequestered when not testifying. All witnesses must testify under oath.

5. All hearings are held in executive session unless the grieving employee requests, at least 24 hours prior to the hearing, that it be held in open session. The official tape recording and the official minutes of all hearings are subject to the control and disposition of the [council/manager/mayor].
6. Neither the grieving employee nor the department may be assisted by advisers or by attorneys during the hearing itself. However, the Committee may have an attorney available to it at all times it considers necessary and the [personnel/human resource] department may provide assistance in reading written materials to the Committee at the request of a grieving employee.
7. In disciplinary actions by department heads and their subordinate supervisors, the employee must receive in reasonable detail written notice of the nature of the acts or omissions that are the basis for the disciplinary action. This notice may be amended at any time 24 hours or more before the commencement of the hearing. The department must demonstrate the disciplinary action is for the good of the City. The department makes the first presentation. The Committee may base its findings and recommendations (and council/manager/mayor its decision) on any additional or different grounds developed from the employee's presentation.
8. In non-disciplinary grievances, the employee must establish that a right existed and it was denied him unlawfully or in violation of a City policy. The employee makes the first presentation.
9. In all grievances, the grieving employee and the department are each limited to one hour of initial presentation. The party required to make the first presentation is entitled to a ten-minute rebuttal of the other party's presentation. The chairman may appoint himself or another member of the Committee as timekeeper.
10. In all grievances, presentations may be oral, in writing or both. They may be supported by affidavits or unsworn signed statements from witnesses, records, other documentary evidence, photographs and other physical evidence. Presentations are made by the grieving employee (with reading assistance from a member of the [personnel/human resources] department if the employee desires) and by a managerial employee of the affected department. Parties may request the Committee call witnesses, and a list of

potential witnesses should be submitted to the Committee five days prior to the hearing. However, neither party may question the other party or question any witness called by the Committee.

11. The Committee will, within 20 days after hearing an appeal, make its findings and recommendation and report such findings and recommendation to the [council/manager/mayor]. The [council/manager/ mayor] will review the findings and recommendation. [*Optional alternate language for council form of government:* The Committee will, within 20 days after hearing an appeal, make its findings and recommendation and report such findings and recommendation to the Administrator. The Administrator will review the findings and recommendation and forward them, along with his recommendation, to Council.] If the [council/ manager/mayor] approves, the Committee's recommendation becomes final. The decision and copies of the decision will be transmitted by the Committee to the employee and to the head of the particular department involved. If, however, the [council/manager/mayor] rejects the Committee's recommendation, the [council/manager/mayor] will make [its/his] own decision without further hearing, and that decision is final. Copies of the decision will be transmitted to the employee and to the head of the department involved.
12. Nothing in this grievance procedure creates a property interest in employment or a contract of employment, nor does this procedure limit the City's authority to terminate any employee when the City or respective elected or appointed official considers such action to be necessary for the good of the City.

**MINUTES
WESTMINSTER PLANNING COMMISSION/
WESTMINSTER CITY COUNCIL
Called Meeting
Monday, January 24, 2022**

The City Council of the City of Westminster and the Westminster City Planning Commission met in a joint called meeting on Monday, January 24, 2022 at 2:00 pm at the Westminster Depot with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey
Jimmy Powell
Sandra Powell

Dale Glymph
Truman Holbrooks
Jarred Brucke

Larry Delliinger
Ben Lewis

City Administrator, Kevin Bronson
Rebecca Overton
Bob Jones, Codes Enforcement Office
Spencer Wetmore, Wetmore Law Firm
Melinda Kelley, Wetmore Law Firm
Members of the public and press

Notice of the meeting and the agenda was posted on a window at the Depot and at 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 Ramey called the meeting to order at 2:00 pm.

Invocation and Pledge of Allegiance

Mr. Adam Dunn led the invocation and pledge.

New Business

1. Discussion on the Zoning Ordinance led by the Wetmore Law Firm

Mayor Ramey informed everyone in attendance that the reason for this meeting was to get some suggestions and direction on how to improve the Zoning Ordinance.

Spencer Wetmore stated that it was the intention of her Firm to address an overall view of the zoning variations currently on the books for the City of Westminster.

Melinda Kelley stated that some things that needed to be addressed were the Comprehensive Plan and how it sets the stage for future zoning. She suggested that there would be areas that needed some changed and or additions such as land development regulations for subdivisions and ruled for subdivisions. She stated the importance of being consistent with state law regulations and implementing their minimum regulations.

Ms. Kelley stated that the City should have special exemption sections and conditional use sections.

Ms. Wetmore stated that there cannot be zoning for every lot and situation and suggested that is what variance hearings are used for. She also addressed non-conforming issues and clarified that those type of situations could have certain triggers that if meet then it would require a zoning change.

Ms. Kelley informed Council and the Planning Commission that the organization of the current Ordinance did indeed some revision.

Ms. Wetmore added that there might be a need to create a mixed-use area then have conditions that must be met.

Mayor Ramey brought up the idea of tiny houses for discussion and input. Ms. Wetmore suggested there may be a need for creating a special zoning district for something like tiny houses and suggested something like a zoning classification of R-5.

Ms. Wetmore addressed short-term rentals and added that the City would need to consider what options to allow or not allow if short-term rentals were permitted. She suggested it is becoming a very popular trend and the area the City is located in would be prime location for that idea. She suggested some limits could be limiting how many occupants, parking guidelines, how many nights can be reserved, the age of a renter, or only allowing use in certain zoning areas.

Mayor Ramey asked about considering a farm use zoning option. Mr. Bronson added that there could soon be some property that would be annexed in that would fall into this category. Ms. Kelley suggested the City could certainly have an agriculture or farming zoning that would permit farm use.

Ms. Kelley asked if there was a target date for the Comprehensive Plan. Mr. Bronson stated that the map needed to be constructed before a future date might be set.

Adjourn

January 24, 2022

Upon a motion by Mr. Ramey and seconded by Mr. Glymph, the motion ***to adjourn the meeting at 4:06 pm*** passed unanimously.

(Minutes submitted by Rebecca Overton)

Mayor Brian Ramey

Date

DRAFT

**MINUTES
WESTMINSTER CITY COUNCIL
Called Meeting
Thursday, January 27, 2022**

The City Council of the City of Westminster met in a called meeting on Thursday, January 27, 2022 at 6:00 pm at the Westminster Depot with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey
Jimmy Powell

Dale Glymph

Yousef Mefleh

City Administrator, Kevin Bronson
Rebecca Overton
Leigh Baker, Utilities Director
Members of the public and press

Notice of the meeting and the agenda was posted on a window at the Depot and at 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 Ramey called the meeting to order at 6:00 pm.

Invocation and Pledge of Allegiance

Mr. Glymph led the invocation and pledge.

Certification of Quorum

The City Clerk certified a quorum.

Public Comments

There were no public comments.

Comments from the Mayor and Council

Mr. Mefleh stated that he would like to say something about the recent comments in regards to his building addition at his restaurant. He stated he has been in Westminster for over 38 years and that he never regrets coming to Westminster. He said he had felt everyone's love and support over the last several days. He apologized and stated that he did not mean to do anything wrong and that he had vowed to correct what he needed to. He suggested if anyone had heard anything negative or questionable that they were more than welcome to come talk to him personally, that he was always open to talk.

Old Business

January 27, 2022

1. Second Reading of Ordinance #2022-01-19-01; Budget Amendment #4 to amend the FY2021/2022 Annual Budget to include a 20% sewer rate increase in the per one thousand gallon fee for all rate codes

Current Rate Schedule:

Description	Current Monthly Fee Per 1,000 GAL
SW Non-Res 3" WM	\$6.35
SW Inside Residential	\$6.92
SW Outside Residential	\$7.32
SW Non-Res 6" WM	\$6.35
SW Non-Res 4" WM	\$6.35
SW Non-Res 2" WM	\$6.35
TN SW Non-Res 4: WM Main	\$3.99
County Sewer Only	\$5.05

Proposed Rate Schedule:

Description	Proposed Monthly Fee Per 1,000 GAL
SW Non-Res 3" WM	\$7.62
SW Inside Residential	\$8.30
SW Outside Residential	\$8.78
SW Non-Res 6" WM	\$7.62
SW Non-Res 4" WM	\$7.62
SW Non-Res 2" WM	\$7.62
TN SW Non-Res 4: WM Main	\$4.79
County Sewer Only	\$6.06

Upon a motion by Mr. Glymph and seconded by Mr. Powell, the motion **to approve the Second Reading of Ordinance #2022-01-19-01; Budget Amendment #4 to amend the FY2021/2022 Annual Budget to include a 20% sewer rate increase in the per one thousand gallon fee for all rate codes** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Absent
Glymph	Motion	Yes
Mefleh		Yes
Powell	Second	Yes

2. Second Reading of Ordinance #2022-01-19-02 to sell or otherwise convey City Property (Tax Map #530-16-13-014) approximately 0.77 acres located on Lucky Street and commonly referred to as the Pool Building to Westminster Senior Outreach

Upon a motion by Mr. Mefleh and seconded by Mr. Powell, the motion **to approve the Second Reading of Ordinance #2022-01-19-02 to sell or otherwise convey City Property (Tax Map #530-16-13-014) approximately 0.77 acres located on Lucky Street and commonly referred to as the Pool Building to Westminster Senior Outreach** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Absent
Glymph		Yes
Mefleh	Motion	Yes
Powell	Second	Yes

3. Second Reading of Ordinance #2022-01-19-03 to authorize a Lease Agreement with Oconee Cultivation Project for 20 West Abbey Street (SC Tax Map #530-12-01-023)

Upon a motion by Mr. Mefleh and seconded by Mr. Glymph the motion **to approve the Second Reading of Ordinance #2022-01-19-03 to authorize a Lease Agreement with Oconee Cultivation Project for 20 West Abbey Street (SC Tax Map #530-12-01-023)** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Absent
Glymph	Second	Yes
Mefleh	Motion	Yes
Powell		Yes

Routine Business

1. Approval of the January 19, 2022 Called Meeting Minutes

Upon a motion by Mr. Mefleh and seconded by Mr. Glymph the motion **to approve the January 19, 2022 Called Meeting Minutes** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Cater		Absent
Glymph	Second	Yes
Mefleh	Motion	Yes
Powell		Yes

Adjourn

Upon a motion by Mr. Ramey and seconded by Mr. Powell, the motion ***to adjourn the meeting at 6:07 pm*** passed unanimously.

(Minutes submitted by Rebecca Overton)

Mayor Brian Ramey

Date

PUBLIC NOTICE OF SPECIAL ELECTION

STATE OF SOUTH CAROLINA

COUNTY OF OCONEE

Notice is hereby given that the Oconee County Board of Voter Registration and Elections will conduct a Special Election for the City of Westminster to fill three City Council Seats on Tuesday, April 26, 2022. This is a non-partisan, municipal special election and no party affiliation shall be placed on the ballot.

The last day that any person may register in person to be eligible to vote in this election is Friday, March 25, 2022. The last day that any person may register online, by email, or fax to be eligible to vote in this election is Sunday, March 27, 2022. If submitting a voter registration application by mail, it must be post marked no later than Monday, March 28, 2022.

Candidate filing opens noon on Friday, February 18, 2022 and closes noon on Monday, February 28, 2022. There are no filing fees. Please note the office will be closed on Monday, February 21, 2022 in observance of President’s Day.

Residents desiring to file as a candidate for any of these offices must be a registered voter in Oconee County and reside in the municipality in which they would like to file. Residents desiring to file as a candidate for any of these offices must file a Statement of Intention of Candidacy with the Oconee County Board of Voter Registration and Elections at 415 S Pine Street, Walhalla, SC 29691. Office business hours are Monday – Friday, 8:30 a.m. to 5:00 p.m.

Statement of Economic Interest forms must be filed electronically (on-line) at <http://ethics.sc.gov>. Those requiring electronic filing assistance may contact the South Carolina State Ethics Commission at 803-253-4192.

At 9:00 a.m. on Election Day, the Oconee County Board of Voter Registration and Elections will begin the examination of the absentee ballot return envelopes at the elections office, 415 S Pine Street, Walhalla, SC 29691.

On Thursday, April 28, 2022 at 10:00 a.m., the Oconee County Board of Canvassers will hold a public hearing at the elections office, 415 S Pine Street, Walhalla, SC, to determine the validity of all provisional ballots cast in this election, and certify election results.

The following precincts and polling places will be open from 7:00 a.m. until 7:00 p.m.:

Municipality:	Precinct(s):	Polling Location:	Address:
City of Westminster	Westminster 1	Fire Station	216 Emergency Ln Westminster SC 29693
City of Westminster	Westminster 2	Fire Station	216 Emergency Ln Westminster SC 29693

Revenue Report

Level 4 Summary for February 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								
40000 PROPERTY TAXES	\$480,500.00	\$0.00	\$480,500.00	\$0.00	0	\$32,620.93	7	\$447,879.07
40001 DELIQUENT TAXES	\$32,000.00	\$0.00	\$32,000.00	\$0.00	0	\$36,070.15	113	(\$4,070.15)
40002 VEHICLE TAXES	\$68,000.00	\$0.00	\$68,000.00	\$0.00	0	\$42,292.19	62	\$25,707.81
40003 HOMESTEAD EXPT. STATE	\$54,000.00	\$0.00	\$54,000.00	\$0.00	0	\$0.00	0	\$54,000.00
40004 MERCHANTS INVT. TAX	\$6,300.00	\$0.00	\$6,300.00	\$0.00	0	\$4,930.22	78	\$1,369.78
40005 WATERCRAFT TAX	\$800.00	\$0.00	\$800.00	\$0.00	0	\$1,338.57	167	(\$538.57)
Total Property Taxes	\$641,600.00	\$0.00	\$641,600.00	\$0.00	0	\$117,252.06	18	\$524,347.94
00401 INTERGOVERNMENTAL REV								
40100 C FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40102 AID TO SUBDIVISION	\$56,000.00	\$0.00	\$56,000.00	\$0.00	0	\$28,559.51	51	\$27,440.49
40103 STATE ACCOM. TAX	\$4,000.00	\$0.00	\$4,000.00	\$0.00	0	\$832.93	21	\$3,167.07
40104 OCONEE VOLUNTEER BONUS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40105 TRANSPORTATION NETWORK ACT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$101,655.63	0	(\$101,655.63)
40106 C FUNDS - SIDEWALKS	\$0.00	\$61,100.00	\$61,100.00	\$0.00	0	\$0.00	0	\$61,100.00
40107 C FUNDS - ROADWAY RESURFACI	\$0.00	\$137,640.00	\$137,640.00	\$0.00	0	\$0.00	0	\$137,640.00
Total Intergovernmental Rev	\$60,000.00	\$198,740.00	\$258,740.00	\$0.00	0	\$131,048.07	51	\$127,691.93
00402 LICENSE, PERMITS, & FEES								
40200 BUSINESS LICENSE	\$81,182.00	\$0.00	\$81,182.00	\$0.00	0	\$9,923.47	12	\$71,258.53
40202 TELECOM. TAX MASC	\$6,500.00	\$0.00	\$6,500.00	\$0.00	0	\$0.00	0	\$6,500.00
40203 BROKER TAX MASC	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0	\$10,985.60	220	(\$5,985.60)
40204 MANUFACTURERS TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40205 INSURANCE TAX	\$210,000.00	\$0.00	\$210,000.00	\$0.00	0	\$55,861.40	27	\$154,138.60

**010 CITY GENERAL FUND
100 ADMINISTRATION
00402 LICENSE, PERMITS, & FEES**

**City Of Westminster
Revenue Report
Level 4 Summary for February 2022**

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
40210 GARBAGE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40214 CELL TOWER RENT	\$26,700.00	\$0.00	\$26,700.00	\$0.00	0	\$15,575.00	58	\$11,125.00
40215 FACILITY RENTAL	\$6,330.00	\$0.00	\$6,330.00	\$150.00	2	\$7,230.00	114	(\$900.00)
40216 FOIA REQUEST FEES	\$30.00	\$0.00	\$30.00	\$0.00	0	\$295.24	984	(\$265.24)
Total License, Permits, & Fees	\$335,742.00	\$0.00	\$335,742.00	\$150.00	0	\$99,870.71	30	\$235,871.29
00404 PYMT IN LIEU OF TAX & FRAN FEE								
40400 PAYMENT IN LIEU OF TAX	\$3,500.00	\$0.00	\$3,500.00	\$0.00	0	\$1,876.87	54	\$1,623.13
40401 FRANCHISE FEES	\$55,000.00	\$0.00	\$55,000.00	\$3,260.67	6	\$43,222.69	79	\$11,777.31
40402 WUD FRANCISE FEE	\$496,296.00	\$0.00	\$496,296.00	\$0.00	0	\$289,506.00	58	\$206,790.00
Total Pymt In Lieu Of Tax & Fran Fee	\$554,796.00	\$0.00	\$554,796.00	\$3,260.67	1	\$334,605.56	60	\$220,190.44
00405 INTEREST INCOME								
40500 INTEREST INCOME	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$97.29	10	\$902.71
Total Interest Income	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$97.29	10	\$902.71
00406 GRANT INCOME								
40602 STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$18,210.79	0	(\$18,210.79)
Total Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$18,210.79	0	(\$18,210.79)
00407 MISCELLANEOUS & OTHER								
40700 SERVICE CHARGES	\$60.00	\$0.00	\$60.00	\$0.00	0	\$30.00	50	\$30.00
40701 PROCEEDS FROM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40703 SALE OF EQUIP/MATERIAL/SCRAP	\$25.00	\$0.00	\$25.00	\$0.00	0	\$0.00	0	\$25.00
40707 MISCELLANEOUS REV	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0	\$711.34	7	\$9,288.66
40708 INTERFUND TRANSFER	\$0.00	\$0.00	\$0.00	\$0.00	0	\$644,956.85	0	(\$644,956.85)
40709 SKATEBOARD PARK	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40719 CAPITAL LEASE PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40720 SALE OF PROPERTY (EASEMENTS)	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00

010 CITY GENERAL FUND
 100 ADMINISTRATION
 00407 MISCELLANEOUS & OTHER

City Of Westminster
 Revenue Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
40721 NON GOVERNMENTAL GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40734 COURT ORDERED RESTITUTION	\$2,000.00	\$0.00	\$2,000.00	\$0.00	0	\$0.00	0	\$2,000.00
40735 INSURANCE PAID CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40736 GHS FACILITY REIMBURSEMENT	\$4,200.00	\$0.00	\$4,200.00	\$0.00	0	\$2,800.00	67	\$1,400.00
40737 REFUNDS/REIMBURSEMENTS	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0	\$820.00	8	\$9,180.00
Total Miscellaneous & Other	\$26,285.00	\$0.00	\$26,285.00	\$0.00	0	\$649,318.19	2470	(\$623,033.19)
Total ADMINISTRATION	\$1,619,423.00	\$198,740.00	\$1,818,163.00	\$3,410.67	0	\$1,350,402.67	74	\$467,760.33
200 FIRE DEPARTMENT								
00401 INTERGOVERNMENTAL REV								
40101 COUNTY ALLOCATION	\$285,000.00	\$0.00	\$285,000.00	\$0.00	0	\$0.00	0	\$285,000.00
Total Intergovernmental Rev	\$285,000.00	\$0.00	\$285,000.00	\$0.00	0	\$0.00	0	\$285,000.00
00405 INTEREST INCOME								
40500 INTEREST INCOME	\$200.00	\$0.00	\$200.00	\$0.00	0	\$66.73	33	\$133.27
Total Interest Income	\$200.00	\$0.00	\$200.00	\$0.00	0	\$66.73	33	\$133.27
00406 GRANT INCOME								
40601 SC MUNI TRUST	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40602 STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 MISCELLANEOUS & OTHER								
40703 SALE OF EQUIP/MATERIAL/SCRAP	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,550.00	0	(\$1,550.00)
40705 FD TRAINING FUND	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40706 FD DRINK MACHINE FUND	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40707 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40716 FIRE PREVENTION	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40717 FIRE DEPARTMENT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00

**010 CITY GENERAL FUND
200 FIRE DEPARTMENT
00407 MISCELLANEOUS & OTHER**

**City Of Westminster
Revenue Report
Level 4 Summary for February 2022**

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
40735 INSURANCE PAID CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$3,096.93	0	(\$3,096.93)
40737 REFUNDS/REIMBURSEMENTS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$81.97	8	\$918.03
Total Miscellaneous & Other	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$4,728.90	473	(\$3,728.90)
Total FIRE DEPARTMENT	\$286,200.00	\$0.00	\$286,200.00	\$0.00	0	\$4,795.63	2	\$281,404.37
300 POLICE								
00403 FINES & FORFEITURES								
40300 POLICE FINES	\$31,000.00	\$0.00	\$31,000.00	\$0.00	0	\$15,861.07	51	\$15,138.93
40302 DRUG SEIZURES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Fines & Forfeitures	\$31,000.00	\$0.00	\$31,000.00	\$0.00	0	\$15,861.07	51	\$15,138.93
00405 INTEREST INCOME								
40500 INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4.98	0	(\$4.98)
Total Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4.98	0	(\$4.98)
00406 GRANT INCOME								
40601 SC MUNI TRUST	\$0.00	\$0.00	\$0.00	\$0.00	0	\$635.65	0	(\$635.65)
40602 STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$5,362.34	0	(\$5,362.34)
40603 MISC GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$5,000.00	0	(\$5,000.00)
Total Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$10,997.99	0	(\$10,997.99)
00407 MISCELLANEOUS & OTHER								
40702 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$7,125.00	0	(\$7,125.00)
40703 SALE OF EQUIP/MATERIAL/SCRAP	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,500.00	0	(\$3,000.00)
40704 POLICE FUND	\$2,000.00	\$0.00	\$2,000.00	\$0.00	0	\$220.00	11	\$1,780.00
40737 REFUNDS/REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$12,163.20	0	(\$12,163.20)
Total Miscellaneous & Other	\$2,000.00	\$0.00	\$2,000.00	\$0.00	0	\$21,008.20	1050	(\$20,508.20)
Total POLICE	\$33,000.00	\$0.00	\$33,000.00	\$0.00	0	\$47,872.24	145	(\$16,372.24)
500 CODES								
00402 LICENSE, PERMITS, & FEES								
40211 SIGN PERMIT FEES	\$200.00	\$0.00	\$200.00	\$0.00	0	\$100.00	50	\$100.00

010 CITY GENERAL FUND
 500 CODES
 00402 LICENSE, PERMITS, & FEES

City Of Westminster
 Revenue Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
40212 ZONING HEARINGS	\$150.00	\$0.00	\$150.00	\$0.00	0	\$75.00	50	\$75.00
Total License, Permits, & Fees	\$350.00	\$0.00	\$350.00	\$0.00	0	\$175.00	50	\$175.00
00403 FINES & FORFEITURES								
40301 CODE ENFORCEMENT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total 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								
40703 SALE OF EQUIP/MATERIAL/SCRAP	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total 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								
40500 INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 MISCELLANEOUS & OTHER								
40707 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40728 FUND BALANCE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40730 HTAX TRANSFER	\$62,600.00	\$0.00	\$62,600.00	\$0.00	0	\$0.00	0	\$62,600.00
Total 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								
40726 POOL DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40727 POOL REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total 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

010 CITY GENERAL FUND
800 POOL
00407 MISCELLANEOUS & OTHER

City Of Westminster
Revenue Report
Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
Total CITY GENERAL FUND	\$2,001,573.00	\$198,740.00	\$2,200,313.00	\$3,410.67	0	\$1,403,245.54	64	\$795,567.46

020 UTILITY DEPT. GENERAL FUND
 150 UTILITY ADMINISTRATION
 00405 INTEREST INCOME

City Of Westminster
 Revenue Report
 Level 4 Summary for February 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								
40500 INTEREST INCOME	\$500.00	\$0.00	\$500.00	\$0.00	0	\$271.41	54	\$228.59
Total Interest Income	\$500.00	\$0.00	\$500.00	\$0.00	0	\$271.41	54	\$228.59
00407 MISCELLANEOUS & OTHER								
40700 SERVICE CHARGES	\$50,000.00	\$0.00	\$50,000.00	\$35.00	0	\$27,079.77	54	\$22,920.23
40701 PROCEEDS FROM BORROWING	\$488,000.00	\$0.00	\$488,000.00	\$0.00	0	\$0.00	0	\$488,000.00
40707 MISCELLANEOUS REV	\$60,000.00	\$0.00	\$60,000.00	\$0.00	0	\$333.09	1	\$59,666.91
40708 INTERFUND TRANSFER	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40710 PENALTIES	\$60,000.00	\$0.00	\$60,000.00	(\$162.84)	0	\$43,055.26	72	\$16,944.74
40712 DEBT SET OFF FEES	\$500.00	\$0.00	\$500.00	\$0.00	0	\$25.00	5	\$475.00
40713 PMPA ECONOMIC DEV.	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40714 GARBAGE FEES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40719 CAPITAL LEASE PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40723 AMI FEES	\$308,119.00	(\$102,706.32)	\$205,412.68	\$25,368.00	12	\$202,078.28	98	\$3,334.40
40734 COURT ORDERED RESTITUTION	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40735 INSURANCE PAID CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40737 REFUNDS/REIMBURSEMENTS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	0	\$0.00	0	\$30,000.00
Total Miscellaneous & Other	\$996,619.00	(\$102,706.32)	\$893,912.68	\$25,240.16	3	\$272,571.40	30	\$621,341.28
00412 OTHER REVENUE								
41200 GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total UTILITY ADMINISTRATION	\$997,119.00	(\$102,706.32)	\$894,412.68	\$25,240.16	3	\$272,842.81	31	\$621,569.87
250 ELECTRIC								
00407 MISCELLANEOUS & OTHER								

**020 UTILITY DEPT. GENERAL FUND
250 ELECTRIC
00407 MISCELLANEOUS & OTHER**

**City Of Westminster
Revenue Report
Level 4 Summary for February 2022**

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
40703 SALE OF EQUIP/MATERIAL/SCRAP	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0	\$8,961.00	90	\$1,039.00
40707 MISCELLANEOUS REV	\$500.00	\$0.00	\$500.00	\$0.00	0	\$0.00	0	\$500.00
40711 POLE RENTAL FEES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0	\$7,582.00	152	(\$2,582.00)
40733 TRANSFER FROM HOSPITALITY FI	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40735 INSURANCE PAID CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,449.00	0	(\$1,449.00)
40737 REFUNDS/REIMBURSEMENTS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	0	\$7,822.00	313	(\$5,322.00)
Total Miscellaneous & Other	\$18,000.00	\$0.00	\$18,000.00	\$0.00	0	\$25,814.00	143	(\$7,814.00)
00408 ELECTRIC								
40800 COMMERCIAL ELECTRIC	\$1,720,000.00	\$0.00	\$1,720,000.00	\$117,244.07	7	\$1,040,063.59	60	\$679,936.41
40801 RESIDENTIAL ELECTRIC	\$2,175,000.00	\$0.00	\$2,175,000.00	\$173,832.33	8	\$1,374,333.81	63	\$800,666.19
40802 SC SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40803 COMMERCIAL ELE NTX	\$360,000.00	\$0.00	\$360,000.00	\$21,753.85	6	\$169,171.01	47	\$190,828.99
40804 TEMP POWER/UNDERGRND PW	\$25,000.00	\$0.00	\$25,000.00	\$0.00	0	\$1,172.00	5	\$23,828.00
Total Electric	\$4,280,000.00	\$0.00	\$4,280,000.00	\$312,830.25	7	\$2,584,740.41	60	\$1,695,259.59
Total ELECTRIC	\$4,298,000.00	\$0.00	\$4,298,000.00	\$312,830.25	7	\$2,610,554.41	61	\$1,687,445.59
350 WATER								
00407 MISCELLANEOUS & OTHER								
40703 SALE OF EQUIP/MATERIAL/SCRAP	\$3,000.00	\$0.00	\$3,000.00	\$0.00	0	\$3,550.00	118	(\$550.00)
40707 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40715 ELEVATED TANK MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40737 REFUNDS/REIMBURSEMENTS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0	\$0.00	0	\$5,000.00
Total Miscellaneous & Other	\$8,000.00	\$0.00	\$8,000.00	\$0.00	0	\$3,550.00	44	\$4,450.00
00409 WATER								
40900 WATER SALES	\$1,900,000.00	\$102,706.32	\$2,002,706.32	\$163,720.68	8	\$1,340,339.89	67	\$662,366.43
40901 WATER TAPS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	0	\$21,000.00	70	\$9,000.00

020 UTILITY DEPT. GENERAL FUND
 350 WATER
 00409 WATER

City Of Westminster
 Revenue Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
40902 DHEC	\$15,000.00	\$0.00	\$15,000.00	\$1,183.70	8	\$9,416.10	63	\$5,583.90
Total Water	\$1,945,000.00	\$102,706.32	\$2,047,706.32	\$164,904.38	8	\$1,370,755.99	67	\$676,950.33
00411 PROJECT OPERATIONS								
41100 WATER LINE EXTENSION	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,650.00	0	(\$1,650.00)
Total Project Operations	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,650.00	0	(\$1,650.00)
Total WATER	\$1,953,000.00	\$102,706.32	\$2,055,706.32	\$164,904.38	8	\$1,375,955.99	67	\$679,750.33
450 SEWER								
00407 MISCELLANEOUS & OTHER								
40701 PROCEEDS FROM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40703 SALE OF EQUIP/MATERIAL/SCRAP	\$2,500.00	\$0.00	\$2,500.00	\$0.00	0	\$0.00	0	\$2,500.00
40707 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40722 MISCELLANEOUS GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40732 PRITCHARD/PARK GRANT PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40737 REFUNDS/REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40739 BEACON MILL PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$18,210.79	0	(\$18,210.79)
40740 SEWER PROJECT FUND	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Miscellaneous & Other	\$2,500.00	\$0.00	\$2,500.00	\$0.00	0	\$18,210.79	728	(\$15,710.79)
00410 SEWER								
41000 SEWER SALES	\$714,240.00	\$0.00	\$714,240.00	\$60,361.76	8	\$455,923.38	64	\$258,316.62
41001 SEWER TAPS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0	\$0.00	0	\$5,000.00
Total Sewer	\$719,240.00	\$0.00	\$719,240.00	\$60,361.76	8	\$455,923.38	63	\$263,316.62
Total SEWER	\$721,740.00	\$0.00	\$721,740.00	\$60,361.76	8	\$474,134.17	66	\$247,605.83
550 WATER PLANT								
00407 MISCELLANEOUS & OTHER								
40735 INSURANCE PAID CLAIMS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	0	\$0.00	0	\$2,500.00
40737 REFUNDS/REIMBURSEMENTS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$0.00	0	\$1,000.00

City Of Westminster
 Revenue Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
Total 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	\$563,336.55	7	\$4,733,487.38	59	\$3,239,871.62

030 SOLID WASTE
 900 SOLID WASTE
 00405 INTEREST INCOME

City Of Westminster
 Revenue Report
 Level 4 Summary for February 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								
40500 INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00406 GRANT INCOME								
40601 SC MUNI TRUST	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 MISCELLANEOUS & OTHER								
40700 SERVICE CHARGES	\$365,000.00	\$0.00	\$365,000.00	\$0.00	0	\$237,102.07	65	\$127,897.93
40701 PROCEEDS FROM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40703 SALE OF EQUIP/MATERIAL/SCRAP	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0	\$2,518.60	50	\$2,481.40
40707 MISCELLANEOUS REV	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$0.00	0	\$1,000.00
40729 TRANSFER FROM GENERAL FUNC	\$76,487.00	\$0.00	\$76,487.00	\$0.00	0	\$0.00	0	\$76,487.00
40734 COURT ORDERED RESTITUTION	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40735 INSURANCE PAID CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40737 REFUNDS/REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Miscellaneous & Other	\$447,487.00	\$0.00	\$447,487.00	\$0.00	0	\$239,620.67	54	\$207,866.33
Total SOLID WASTE	\$447,487.00	\$0.00	\$447,487.00	\$0.00	0	\$239,620.67	54	\$207,866.33
Total SOLID WASTE	\$447,487.00	\$0.00	\$447,487.00	\$0.00	0	\$239,620.67	54	\$207,866.33

050 YOUTH RECREATION FUND
 400 RECREATION
 00401 INTERGOVENMENTAL REV

City Of Westminster
 Revenue Report
 Level 4 Summary for February 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 INTERGOVENMENTAL REV								
40101 COUNTY ALLOCATION	\$30,000.00	\$0.00	\$30,000.00	\$0.00	0	\$30,000.00	100	\$0.00
Total Intergovernmental Rev	\$30,000.00	\$0.00	\$30,000.00	\$0.00	0	\$30,000.00	100	\$0.00
00402 LICENSE, PERMITS, & FEES								
40206 ADMISSION	\$58,714.00	\$0.00	\$58,714.00	\$370.00	1	\$22,784.00	39	\$35,930.00
40207 CONCESSIONS	\$39,000.00	\$0.00	\$39,000.00	\$1,791.00	5	\$17,207.50	44	\$21,792.50
40208 REGISTRATION	\$68,714.00	\$0.00	\$68,714.00	\$60.00	0	\$27,340.00	40	\$41,374.00
40209 SPONSOR FEES	\$32,506.00	\$0.00	\$32,506.00	\$0.00	0	\$13,050.00	40	\$19,456.00
40213 TOURNAMENT FEE	\$1,500.00	\$0.00	\$1,500.00	\$0.00	0	\$225.00	15	\$1,275.00
Total License, Permits, & Fees	\$200,434.00	\$0.00	\$200,434.00	\$2,221.00	1	\$80,606.50	40	\$119,827.50
00405 INTEREST INCOME								
40500 INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00406 GRANT INCOME								
40600 PARD GRANT	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0	\$0.00	0	\$10,000.00
Total Grant Income	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0	\$0.00	0	\$10,000.00
00407 MISCELLANEOUS & OTHER								
40700 SERVICE CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40702 DONATIONS	\$8,500.00	\$0.00	\$8,500.00	\$364.44	4	\$5,638.67	66	\$2,861.33
40703 SALE OF EQUIP/MATERIAL/SCRAP	\$4,000.00	\$0.00	\$4,000.00	\$0.00	0	\$1,246.00	31	\$2,754.00
40707 MISCELLANEOUS REV	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$23.70	2	\$976.30
40709 SKATEBOARD PARK	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40718 FUND RAISING	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40729 TRANSFER FROM GENERAL FUNC	\$154,314.00	\$0.00	\$154,314.00	\$0.00	0	\$115,735.50	75	\$38,578.50

050 YOUTH RECREATION FUND
 400 RECREATION
 00407 MISCELLANEOUS & OTHER

City Of Westminster
 Revenue Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
40730 HTAX TRANSFER	\$111,621.00	\$0.00	\$111,621.00	\$0.00	0	\$0.00	0	\$111,621.00
40734 COURT ORDERED RESTITUTION	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40735 INSURANCE PAID CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
40737 REFUNDS/REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$3,669.49	0	(\$3,669.49)
Total Miscellaneous & Other	\$279,435.00	\$0.00	\$279,435.00	\$364.44	0	\$126,313.36	45	\$153,121.64
Total RECREATION	\$519,869.00	\$0.00	\$519,869.00	\$2,585.44	0	\$236,919.86	46	\$282,949.14
Total YOUTH RECREATION FUND	\$519,869.00	\$0.00	\$519,869.00	\$2,585.44	0	\$236,919.86	46	\$282,949.14
TOTAL ALL FUNDS	\$10,956,788.00	\$198,740.00	\$11,155,528.00	\$569,332.66	5	\$6,626,189.50	59	\$4,527,838.50

Expenditure Report

Level 4 Summary for February 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									
05100 SALARIES	\$96,257.00	\$0.00	\$0.00	0	\$105,047.49	109	\$0.00	(\$8,790.49)	(9)
05101 OVERTIME	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05102 MAYOR/COUNCIL SALARIES	\$14,300.00	\$0.00	\$0.00	0	\$14,300.00	100	\$0.00	\$0.00	0
05103 ANNUAL BONUS	\$1,560.00	\$0.00	\$0.00	0	\$1,560.00	100	\$0.00	\$0.00	0
05104 SOCIAL SECURITY	\$7,364.00	\$0.00	\$0.00	0	\$9,009.58	122	\$0.00	(\$1,645.58)	(22)
05105 RETIREMENT CONTRIBUTIONS	\$14,978.00	\$0.00	\$0.00	0	\$18,291.13	122	\$0.00	(\$3,313.13)	(22)
05106 HEALTH INSURANCE CONTRIBUTI	\$9,095.00	\$0.00	\$419.72	5	\$12,527.41	138	\$0.00	(\$3,432.41)	(38)
05107 WORKERS COMPENSATION	\$2,000.00	\$0.00	\$0.00	0	\$1,500.00	75	\$0.00	\$500.00	25
05108 EMPLOYEE BONDING	\$5,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$5,000.00	100
05109 PART TIME EMPLOYEES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05112 UNEMPLOYEMENT INSURANCE RE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05114 VEHICLE ALLOWANCE	\$4,200.00	\$0.00	\$0.00	0	\$4,200.00	100	\$0.00	\$0.00	0
05115 CELLPHONE ALLOWANCE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05810 UNIFORM EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Personal Services	\$154,754.00	\$0.00	\$419.72	0	\$166,435.61	108	\$0.00	(\$11,681.61)	(8)
00200 COMMODITIES									
05200 POSTAGE	\$1,200.00	\$0.00	\$0.00	0	\$543.50	45	\$0.00	\$656.50	55
05202 OFFICE SUPPLIES	\$4,500.00	\$0.00	\$0.00	0	\$2,801.95	62	\$0.00	\$1,698.05	38
05209 JANITORIAL SUPPLIES	\$350.00	\$0.00	\$0.00	0	\$147.26	42	\$0.00	\$202.74	58
05210 MISCELLANEOUS	\$2,400.00	\$0.00	\$171.40	7	\$2,104.33	88	\$0.00	\$295.67	12
05211 SERVICE FEES	\$2,000.00	\$0.00	\$25.50	1	\$1,881.98	94	\$0.00	\$118.02	6
05212 EQUIPMENT PURCHASED	\$3,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$3,000.00	100

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05214 PRINTING	\$200.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$200.00	100
05215 BUILDING MAINT.	\$500.00	\$0.00	\$0.00	0	\$6,005.00	1201	\$0.00	(\$5,505.00)	(1101)
05227 BANK RECON ADJUSTMENT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Commodities	\$14,150.00	\$0.00	\$196.90	1	\$13,484.02	95	\$0.00	\$665.98	5
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$1,000.00	\$0.00	\$0.00	0	\$346.15	35	\$0.00	\$653.85	65
05301 TELEPHONES	\$3,000.00	\$0.00	\$0.00	0	\$1,407.37	47	\$0.00	\$1,592.63	53
05302 TRAVEL AND TRAINING	\$9,200.00	\$0.00	\$1,073.64	12	\$3,044.70	33	\$0.00	\$6,155.30	67
05305 MEMBERSHIPS & SUBSCRIPTIONS	\$7,000.00	\$0.00	\$0.00	0	\$1,560.15	22	\$0.00	\$5,439.85	78
05306 ADVERTISING	\$1,000.00	\$0.00	\$0.00	0	\$910.99	91	\$0.00	\$89.01	9
05308 OFFICE EQUIP/RENTAL/LEASE	\$1,100.00	\$0.00	\$0.00	0	\$812.83	74	\$0.00	\$287.17	26
05310 MISCELLANEOUS	\$3,000.00	\$0.00	\$0.00	0	\$2,008.88	67	\$0.00	\$991.12	33
05313 UTILITIES PURCH FROM WUD	\$9,000.00	\$0.00	\$0.00	0	\$6,288.95	70	\$0.00	\$2,711.05	30
05314 UTILITIES PURCH FROM OTHER	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05319 PROFESSIONAL SERVICES	\$19,500.00	\$0.00	\$0.00	0	\$21,102.50	108	\$0.00	(\$1,602.50)	(8)
05320 MEDICAL PROFESS. SERVICES	\$100.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$100.00	100
05321 COMPUTER MAINTENANCE	\$5,000.00	\$0.00	\$0.00	0	\$2,269.28	45	\$0.00	\$2,730.72	55
05323 VEHICLE & PROPERTY INSURANC	\$62,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$62,000.00	100
05328 CUSTOMER REFUNDS	\$250.00	\$0.00	\$0.00	0	\$325.00	130	\$0.00	(\$75.00)	(30)
05336 SC SALES TAX	\$400.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$400.00	100
05352 JANITORIAL EXPENSE	\$1,200.00	\$0.00	\$227.20	19	\$1,342.60	112	\$0.00	(\$142.60)	(12)
05356 TREE BOARD PROJECTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05358 EQUIPMENT REPAIR & MAINT.	\$100.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$100.00	100
05362 MUNICIPAL COURT	\$21,000.00	\$0.00	\$1,350.00	6	\$14,460.00	69	\$0.00	\$6,540.00	31

010 CITY GENERAL FUND
 100 ADMINISTRATION
 00300 CONTRACTUAL SERVICES

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05365 CONTRACTUAL SERVICES	\$55,750.00	\$0.00	\$0.00	0	\$38,153.66	68	\$0.00	\$17,596.34	32
05368 INTERFUND TRANSFER	\$0.00	\$0.00	\$0.00	0	\$663,167.64	0	\$0.00	(\$663,167.64)	0
05372 ELECTION EXPENSE	\$1,000.00	\$0.00	\$0.00	0	\$1,888.44	189	\$0.00	(\$888.44)	(89)
05378 PRINTING	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
05379 LEGAL SERVICES	\$45,000.00	\$0.00	\$0.00	0	\$16,243.25	36	\$0.00	\$28,756.75	64
05380 DOWNTOWN EVENTS/REPAIRS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05383 PUBLIC RELATIONS/PROMOTIONS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05387 HALL ST PROPERTY PURCHASE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Contractual Services	\$246,100.00	\$0.00	\$2,650.84	1	\$775,332.39	315	\$0.00	(\$529,232.39)	(215)
00600 CAPITAL OUTLAY									
05604 OPEN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05618 SOFTWARE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05646 C FUNDS - SIDEWALKS	\$0.00	\$61,100.00	\$0.00	0	\$0.00	0	\$0.00	\$61,100.00	100
05647 C FUNDS - ROADWAY RESURFACI	\$0.00	\$137,640.00	\$0.00	0	\$0.00	0	\$0.00	\$137,640.00	100
Total 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	\$3,267.46	1	\$955,252.02	156	\$0.00	(\$341,508.02)	(56)
200 FIRE DEPARTMENT									
00100 PERSONAL SERVICES									
05100 SALARIES	\$191,171.00	\$0.00	\$8,509.27	4	\$132,333.26	69	\$0.00	\$58,837.74	31
05101 OVERTIME	\$16,000.00	\$0.00	\$1,351.26	8	\$11,818.20	74	\$0.00	\$4,181.80	26
05103 ANNUAL BONUS	\$1,470.00	\$0.00	\$0.00	0	\$1,480.00	101	\$0.00	(\$10.00)	(1)
05104 SOCIAL SECURITY	\$15,680.00	\$0.00	\$774.80	5	\$11,300.26	72	\$0.00	\$4,379.74	28
05105 RETIREMENT CONTRIBUTIONS	\$37,386.00	\$0.00	\$2,027.25	5	\$29,067.29	78	\$0.00	\$8,318.71	22
05106 HEALTH INSURANCE CONTRIBUTI	\$32,174.00	\$0.00	\$2,714.60	8	\$24,571.27	76	\$0.00	\$7,602.73	24

010 CITY GENERAL FUND
 200 FIRE DEPARTMENT
 00100 PERSONAL SERVICES

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05107 WORKERS COMPENSATION	\$25,000.00	\$0.00	\$0.00	0	\$12,000.00	48	\$0.00	\$13,000.00	52
05109 PART TIME EMPLOYEES	\$18,000.00	\$0.00	\$676.00	4	\$8,465.60	47	\$0.00	\$9,534.40	53
05110 VOLUNTEER FIREFIGHTERS BONU	\$6,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$6,000.00	100
05113 PAYROLL ADJUSTMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Personal Services	\$342,881.00	\$0.00	\$16,053.18	5	\$231,035.88	67	\$0.00	\$111,845.12	33
00200 COMMODITIES									
05201 FUEL	\$10,000.00	\$0.00	\$717.15	7	\$5,149.90	51	\$0.00	\$4,850.10	49
05202 OFFICE SUPPLIES	\$2,500.00	\$0.00	\$0.00	0	\$440.97	18	\$0.00	\$2,059.03	82
05203 RADIO/PAGERS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05204 BUNKER / PPE GEAR	\$5,000.00	\$0.00	\$0.00	0	\$79.50	2	\$0.00	\$4,920.50	98
05205 AWARDS / FLOWERS	\$600.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$600.00	100
05207 VEHICLE SUPPLIES / PARTS	\$3,000.00	\$0.00	\$0.00	0	\$1,425.42	48	\$0.00	\$1,574.58	52
05208 UNIFORMS	\$6,000.00	\$0.00	\$0.00	0	\$845.22	14	\$0.00	\$5,154.78	86
05209 JANITORIAL SUPPLIES	\$2,000.00	\$0.00	\$0.00	0	\$301.61	15	\$233.83	\$1,464.56	73
05210 MISCELLANEOUS	\$1,000.00	\$0.00	\$0.00	0	\$371.96	37	\$0.00	\$628.04	63
05212 EQUIPMENT PURCHASED	\$7,000.00	\$0.00	\$0.00	0	\$318.45	5	\$0.00	\$6,681.55	95
05218 VOLUNTEER FUND EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05219 FD DRINK FUND EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05221 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05222 SUPPLIES	\$2,500.00	\$0.00	\$0.00	0	\$18.21	1	\$0.00	\$2,481.79	99
Total Commodities	\$39,600.00	\$0.00	\$717.15	2	\$8,951.24	23	\$233.83	\$30,414.93	77
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$2,500.00	\$0.00	\$190.92	8	\$1,360.93	54	\$0.00	\$1,139.07	46
05301 TELEPHONES	\$4,000.00	\$0.00	\$0.00	0	\$2,256.49	56	\$0.00	\$1,743.51	44

**010 CITY GENERAL FUND
200 FIRE DEPARTMENT
00300 CONTRACTUAL SERVICES**

**City Of Westminster
Expenditure Report
Level 4 Summary for February 2022**

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05302 TRAVEL AND TRAINING	\$4,000.00	\$0.00	\$0.00	0	\$2,008.85	50	\$0.00	\$1,991.15	50
05303 RADIO/PAGER REPAIR	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
05304 VEHICLE MAINTENANCE	\$16,000.00	\$0.00	\$0.00	0	\$10,142.74	63	\$0.00	\$5,857.26	37
05305 MEMBERSHIPS & SUBSCRIPTIONS	\$2,000.00	\$0.00	\$0.00	0	\$507.72	25	\$0.00	\$1,492.28	75
05306 ADVERTISING	\$300.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$300.00	100
05309 FIRE EXTINGUISHER	\$200.00	\$0.00	\$0.00	0	\$85.00	43	\$0.00	\$115.00	58
05310 MISCELLANEOUS	\$1,000.00	\$0.00	\$0.00	0	\$210.12	21	\$0.00	\$789.88	79
05313 UTILITIES PURCH FROM WUD	\$35,000.00	\$0.00	\$0.00	0	\$15,644.83	45	\$0.00	\$19,355.17	55
05314 UTILITIES PURCH FROM OTHER	\$4,200.00	\$0.00	\$0.00	0	\$701.93	17	\$0.00	\$3,498.07	83
05319 PROFESSIONAL SERVICES	\$200.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$200.00	100
05320 MEDICAL PROFESS. SERVICES	\$1,200.00	\$0.00	\$0.00	0	\$665.66	55	\$0.00	\$534.34	45
05322 CABLE	\$900.00	\$0.00	\$0.00	0	\$408.10	45	\$0.00	\$491.90	55
05325 SECURITY MONITORING	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
05352 JANITORIAL EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05354 FIRE PREVENTION	\$1,500.00	\$0.00	\$0.00	0	\$1,270.00	85	\$0.00	\$230.00	15
05355 BUNKER GEAR REPAIR	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
05357 EQUIPMENT RENTAL/LEASE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05358 EQUIPMENT REPAIR & MAINT.	\$5,000.00	\$0.00	\$0.00	0	\$572.22	11	\$0.00	\$4,427.78	89
05365 CONTRACTUAL SERVICES	\$3,000.00	\$0.00	\$0.00	0	\$80.00	3	\$0.00	\$2,920.00	97
05367 ZONING/COMP PLAN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05369 TRAINING FUND EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05370 DRINK FUND EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Contractual Services	\$82,500.00	\$0.00	\$190.92	0	\$35,914.59	44	\$0.00	\$46,585.41	56

**010 CITY GENERAL FUND
200 FIRE DEPARTMENT
00600 CAPITAL OUTLAY**

**City Of Westminster
Expenditure Report
Level 4 Summary for February 2022**

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
00600 CAPITAL OUTLAY									
05600 SCBA'S	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05604 OPEN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05609 TRAILER FOR CRIBBING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05620 BRUSH TRUCK	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05623 RADIO/PAGERS	\$4,275.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$4,275.00	100
05624 BUNKER/PPE GEAR	\$5,000.00	\$0.00	\$0.00	0	\$2,469.80	49	\$0.00	\$2,530.20	51
05636 BUILDING/OTHER IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05637 OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Capital Outlay	\$9,275.00	\$0.00	\$0.00	0	\$2,469.80	27	\$0.00	\$6,805.20	73
00700 DEBT SERVICE									
05700 PRINCIPAL PAYMENT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05701 PAYOFF OF TRUCK BOND	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05702 FD PUMPER TRUCK	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total 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	\$16,961.25	4	\$278,371.51	59	\$233.83	\$195,650.66	41
300 POLICE									
00100 PERSONAL SERVICES									
05100 SALARIES	\$349,994.00	\$0.00	\$10,521.78	3	\$210,471.42	60	\$0.00	\$139,522.58	40
05101 OVERTIME	\$20,000.00	\$0.00	\$0.00	0	\$11,750.36	59	\$0.00	\$8,249.64	41
05103 ANNUAL BONUS	\$1,530.00	\$0.00	\$0.00	0	\$1,030.00	67	\$0.00	\$500.00	33
05104 SOCIAL SECURITY	\$26,775.00	\$0.00	\$755.76	3	\$16,229.67	61	\$0.00	\$10,545.33	39
05105 RETIREMENT CONTRIBUTIONS	\$63,840.00	\$0.00	\$2,024.39	3	\$42,121.13	66	\$0.00	\$21,718.87	34
05106 HEALTH INSURANCE CONTRIBUTIONS	\$78,639.00	\$0.00	\$3,553.38	5	\$33,649.19	43	\$0.00	\$44,989.81	57
05107 WORKERS COMPENSATION	\$30,000.00	\$0.00	\$0.00	0	\$12,000.00	40	\$0.00	\$18,000.00	60

010 CITY GENERAL FUND
 300 POLICE
 00100 PERSONAL SERVICES

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05113 PAYROLL ADJUSTMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Personal Services	\$570,778.00	\$0.00	\$16,855.31	3	\$327,251.77	57	\$0.00	\$243,526.23	43
00200 COMMODITIES									
05201 FUEL	\$25,000.00	\$0.00	\$1,799.83	7	\$13,964.38	56	\$0.00	\$11,035.62	44
05202 OFFICE SUPPLIES	\$2,000.00	\$0.00	\$0.00	0	\$1,010.74	51	\$86.80	\$902.46	45
05206 VEHICLE MAINT/REPAIR	\$18,000.00	\$0.00	\$1,117.76	6	\$13,677.11	76	\$0.00	\$4,322.89	24
05208 UNIFORMS	\$3,000.00	\$0.00	\$0.00	0	\$492.97	16	\$127.96	\$2,379.07	79
05209 JANITORIAL SUPPLIES	\$0.00	\$0.00	\$0.00	0	\$131.01	0	\$0.00	(\$131.01)	0
05210 MISCELLANEOUS	\$500.00	\$0.00	\$0.00	0	\$499.21	100	\$0.00	\$0.79	0
05215 BUILDING MAINT.	\$1,000.00	\$0.00	\$0.00	0	\$291.94	29	\$0.00	\$708.06	71
05222 SUPPLIES	\$6,000.00	\$0.00	\$15.56	0	\$2,596.34	43	\$318.47	\$3,085.19	51
05224 POLICE K9	\$1,500.00	\$0.00	\$0.00	0	\$479.25	32	\$89.03	\$931.72	62
05226 DRUG SEIZURE EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Commodities	\$57,000.00	\$0.00	\$2,933.15	5	\$33,142.95	58	\$622.26	\$23,234.79	41
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$2,500.00	\$0.00	\$0.00	0	\$517.84	21	\$0.00	\$1,982.16	79
05301 TELEPHONES	\$3,300.00	\$0.00	\$0.00	0	\$1,407.36	43	\$0.00	\$1,892.64	57
05302 TRAVEL AND TRAINING	\$3,000.00	\$0.00	\$0.00	0	\$1,175.66	39	\$70.00	\$1,754.34	58
05305 MEMBERSHIPS & SUBSCRIPTIONS	\$645.00	\$0.00	\$0.00	0	\$144.98	22	\$0.00	\$500.02	78
05306 ADVERTISING	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
05307 PUBLIC RELATIONS	\$500.00	\$0.00	\$0.00	0	\$270.29	54	\$0.00	\$229.71	46
05310 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05311 RADAR CERTIFICATION	\$400.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$400.00	100
05312 NARCOTICS BUY MONEY	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

010 CITY GENERAL FUND
 300 POLICE
 00300 CONTRACTUAL SERVICES

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05313 UTILITIES PURCH FROM WUD	\$12,200.00	\$0.00	\$0.00	0	\$6,568.67	54	\$0.00	\$5,631.33	46
05315 POLICE FUND	\$1,000.00	\$0.00	\$0.00	0	\$64.24	6	\$405.82	\$529.94	53
05318 SOFTWARE	\$3,500.00	\$0.00	\$286.00	8	\$2,288.00	65	\$0.00	\$1,212.00	35
05319 PROFESSIONAL SERVICES	\$2,500.00	\$0.00	\$570.00	23	\$1,695.00	68	\$0.00	\$805.00	32
05320 MEDICAL PROFESS. SERVICES	\$2,000.00	\$0.00	\$0.00	0	\$236.66	12	\$0.00	\$1,763.34	88
05352 JANITORIAL EXPENSE	\$1,042.00	\$0.00	\$193.75	19	\$1,075.00	103	\$0.00	(\$33.00)	(3)
05357 EQUIPMENT RENTAL/LEASE	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
05358 EQUIPMENT REPAIR & MAINT.	\$1,800.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,800.00	100
05359 EQUIPMENT PURCHASE	\$1,400.00	\$0.00	\$0.00	0	\$0.00	0	\$5,000.00	(\$3,600.00)	(257)
05365 CONTRACTUAL SERVICES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05373 JUVENILE DETENTION	\$3,000.00	\$0.00	\$0.00	0	\$300.00	10	\$0.00	\$2,700.00	90
05376 E-TICKET FOR VEHICLES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05381 DRUG SEIZURE EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05389 DONATIONS EXPENSE	\$0.00	\$0.00	\$0.00	0	\$5,687.00	0	\$294.89	(\$5,981.89)	0
Total Contractual Services	\$39,787.00	\$0.00	\$1,049.75	3	\$21,430.70	54	\$5,770.71	\$12,585.59	32
00600 CAPITAL OUTLAY									
05601 VEHICLES/EQUIPMENT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05636 BUILDING/OTHER IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05637 OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00700 DEBT SERVICE									
05703 PD VEHICLES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total POLICE	\$667,565.00	\$0.00	\$20,838.21	3	\$381,825.42	57	\$6,392.97	\$279,346.61	42

400 RECREATION

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
00600 CAPITAL OUTLAY									
05637 OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total 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									
05100 SALARIES	\$17,000.00	\$0.00	\$1,308.00	8	\$18,761.63	110	\$0.00	(\$1,761.63)	(10)
05103 ANNUAL BONUS	\$100.00	\$0.00	\$0.00	0	\$100.00	100	\$0.00	\$0.00	0
05104 SOCIAL SECURITY	\$1,301.00	\$0.00	\$88.53	7	\$1,355.87	104	\$0.00	(\$54.87)	(4)
05105 RETIREMENT CONTRIBUTIONS	\$3,101.00	\$0.00	\$216.60	7	\$3,085.64	100	\$0.00	\$15.36	0
05106 HEALTH INSURANCE CONTRIBUTI	\$6,095.00	\$0.00	\$821.08	13	\$4,160.48	68	\$0.00	\$1,934.52	32
05112 UNEMPLOYEMENT INSURANCE RE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Personal Services	\$27,597.00	\$0.00	\$2,434.21	9	\$27,463.62	100	\$0.00	\$133.38	0
00200 COMMODITIES									
05201 FUEL	\$1,000.00	\$0.00	\$35.26	4	\$272.60	27	\$0.00	\$727.40	73
05202 OFFICE SUPPLIES	\$800.00	\$0.00	\$0.00	0	\$1,640.47	205	\$0.00	(\$840.47)	(105)
05206 VEHICLE MAINT/REPAIR	\$250.00	\$0.00	\$0.00	0	\$18.57	7	\$0.00	\$231.43	93
05210 MISCELLANEOUS	\$1,000.00	\$0.00	\$0.00	0	\$1,191.53	119	\$0.00	(\$191.53)	(19)
05214 PRINTING	\$500.00	\$0.00	\$0.00	0	\$74.20	15	\$0.00	\$425.80	85
Total Commodities	\$3,550.00	\$0.00	\$35.26	1	\$3,197.37	90	\$0.00	\$352.63	10
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05301 TELEPHONES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05302 TRAVEL AND TRAINING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05305 MEMBERSHIPS & SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05306 ADVERTISING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

**010 CITY GENERAL FUND
500 CODES
00300 CONTRACTUAL SERVICES**

**City Of Westminster
Expenditure Report
Level 4 Summary for February 2022**

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05318 SOFTWARE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05367 ZONING/COMP PLAN	\$40,000.00	\$0.00	\$4,460.00	11	\$8,495.00	21	\$0.00	\$31,505.00	79
05385 CODE SERVICES CONTRACT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05386 ABATEMENT EXPENSES	\$10,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$10,000.00	100
Total Contractual Services	\$50,000.00	\$0.00	\$4,460.00	9	\$8,495.00	17	\$0.00	\$41,505.00	83
00600 CAPITAL OUTLAY									
05604 OPEN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total CODES	\$81,147.00	\$0.00	\$6,929.47	9	\$39,155.99	48	\$0.00	\$41,991.01	52
600 PUBLIC WORKS									
00100 PERSONAL SERVICES									
05100 SALARIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05101 OVERTIME	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05103 ANNUAL BONUS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05104 SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05105 RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05106 HEALTH INSURANCE CONTRIBUTI	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05107 WORKERS COMPENSATION	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05113 PAYROLL ADJUSTMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Personal Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00200 COMMODITIES									
05201 FUEL	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100
05202 OFFICE SUPPLIES	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100
05206 VEHICLE MAINT/REPAIR	\$1,500.00	\$0.00	\$0.00	0	\$69.96	5	\$0.00	\$1,430.04	95
05208 UNIFORMS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05209 JANITORIAL SUPPLIES	\$400.00	\$0.00	\$0.00	0	\$34.44	9	\$0.00	\$365.56	91

010 CITY GENERAL FUND
600 PUBLIC WORKS
00200 COMMODITIES

City Of Westminster
Expenditure Report
Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05210 MISCELLANEOUS	\$1,000.00	\$0.00	\$0.00	0	\$282.40	28	\$0.00	\$717.60	72
05212 EQUIPMENT PURCHASED	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05215 BUILDING MAINT.	\$10,000.00	\$0.00	\$0.00	0	\$30.30	0	\$0.00	\$9,969.70	100
05216 MATERIALS - MAINT.	\$4,000.00	\$0.00	\$0.00	0	\$1,636.79	41	\$276.51	\$2,086.70	52
05222 SUPPLIES	\$2,000.00	\$0.00	\$0.00	0	\$1,555.60	78	\$300.80	\$143.60	7
05223 TOOLS	\$1,000.00	\$0.00	\$0.00	0	\$471.90	47	\$30.00	\$498.10	50
Total Commodities	\$21,900.00	\$0.00	\$0.00	0	\$4,081.39	19	\$607.31	\$17,211.30	79
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05301 TELEPHONES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05302 TRAVEL AND TRAINING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05305 MEMBERSHIPS & SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05306 ADVERTISING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05310 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05313 UTILITIES PURCH FROM WUD	\$14,000.00	\$0.00	\$0.00	0	\$6,292.06	45	\$0.00	\$7,707.94	55
05316 RAILROAD PROPERTY RENTAL	\$900.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$900.00	100
05319 PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05320 MEDICAL PROFESS. SERVICES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05325 SECURITY MONITORING	\$2,000.00	\$0.00	\$0.00	0	\$360.00	18	\$0.00	\$1,640.00	82
05352 JANITORIAL EXPENSE	\$1,500.00	\$0.00	\$216.08	14	\$1,253.64	84	\$0.00	\$246.36	16
05357 EQUIPMENT RENTAL/LEASE	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
05358 EQUIPMENT REPAIR & MAINT.	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
05360 HAND POWER / HYDRAULIC TOOL	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100

010 CITY GENERAL FUND
 600 PUBLIC WORKS
 00300 CONTRACTUAL SERVICES

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05363 R.O.W. MAINTENANCE	\$45,000.00	\$0.00	\$0.00	0	\$26,989.00	60	\$18,011.00	\$0.00	0
05364 MOSQUITO SPRAYING	\$8,000.00	\$0.00	\$0.00	0	\$7,539.81	94	\$0.00	\$460.19	6
05365 CONTRACTUAL SERVICES	\$2,500.00	\$0.00	\$0.00	0	\$215.00	9	\$0.00	\$2,285.00	91
05374 GARBAGE PERMIT FEES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Contractual Services	\$75,400.00	\$0.00	\$216.08	0	\$42,649.51	57	\$18,011.00	\$14,739.49	20
00600 CAPITAL OUTLAY									
05604 OPEN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05607 FIELD/FACILITY IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05616 C FUNDS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05631 LEGION DRIVE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05636 BUILDING/OTHER IMPROVEMENTS	\$20,000.00	\$0.00	\$0.00	0	\$11,800.00	59	\$0.00	\$8,200.00	41
Total Capital Outlay	\$20,000.00	\$0.00	\$0.00	0	\$11,800.00	59	\$0.00	\$8,200.00	41
00700 DEBT SERVICE									
05708 GARB TRK W/DUMPSTERS PRINCI	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total 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	\$216.08	0	\$58,530.90	50	\$18,618.31	\$40,150.79	34
700 NON DEPARTMENTAL									
00100 PERSONAL SERVICES									
05113 PAYROLL ADJUSTMENTS	\$15,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$15,000.00	100
Total Personal Services	\$15,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$15,000.00	100
00200 COMMODITIES									
05209 JANITORIAL SUPPLIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05210 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05222 SUPPLIES	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
Total Commodities	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
00300 CONTRACTUAL SERVICES									
05317 TRANSFER TO CHAMBER	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

010 CITY GENERAL FUND
 700 NON DEPARTMENTAL
 00300 CONTRACTUAL SERVICES

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05377 SOLID WASTE TRANSFER	\$76,487.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$76,487.00	100
05384 TRANSFER TO YOUTH RECREATIC	\$154,314.00	\$0.00	\$0.00	0	\$115,735.50	75	\$0.00	\$38,578.50	25
05388 GRANT MATCH	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Contractual Services	\$230,801.00	\$0.00	\$0.00	0	\$115,735.50	50	\$0.00	\$115,065.50	50
00600 CAPITAL OUTLAY									
05602 DEPOT HANDRAIL	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05616 C FUNDS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05617 SKATEBOARD PARK	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05622 ARCHITECTURAL STUDY CITY HAI	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00800 OTHER									
05800 GRANTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total 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	\$115,735.50	47	\$0.00	\$130,565.50	53
800 POOL									
00100 PERSONAL SERVICES									
05104 SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05107 WORKERS COMPENSATION	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05109 PART TIME EMPLOYEES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Personal Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00200 COMMODITIES									
05202 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05208 UNIFORMS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05209 JANITORIAL SUPPLIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05212 EQUIPMENT PURCHASED	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05213 CHEMICALS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

010 CITY GENERAL FUND
800 POOL
00200 COMMODITIES

City Of Westminster
Expenditure Report
Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05215 BUILDING MAINT.	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05216 MATERIALS - MAINT.	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05222 SUPPLIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Commodities	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00300 CONTRACTUAL SERVICES									
05301 TELEPHONES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05305 MEMBERSHIPS & SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05306 ADVERTISING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05308 OFFICE EQUIP/RENTAL/LEASE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05313 UTILITIES PURCH FROM WUD	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05319 PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05320 MEDICAL PROFESS. SERVICES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05333 SPORTS/EQUIP SUPPLIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05334 GROUNDS EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05336 SC SALES TAX	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05337 CONCESSIONS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05344 DHEC/INTERAL FEES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05358 EQUIPMENT REPAIR & MAINT.	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05365 CONTRACTUAL SERVICES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05375 RECORDS CHECK	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Contractual Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00600 CAPITAL OUTLAY									
05615 POOL BUILDING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

010 CITY GENERAL FUND
 800 POOL
 00600 CAPITAL OUTLAY

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
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	\$48,212.47	2	\$1,828,871.34	83	\$25,245.11	\$346,196.55	16

020 UTILITY DEPT. GENERAL FUND
 150 UTILITY ADMINISTRATION
 00100 PERSONAL SERVICES

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 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									
05100 SALARIES	\$217,518.00	\$0.00	\$11,651.95	5	\$81,214.24	37	\$0.00	\$136,303.76	63
05101 OVERTIME	\$1,000.00	\$0.00	\$175.77	18	\$1,319.96	132	\$0.00	(\$319.96)	(32)
05103 ANNUAL BONUS	\$1,080.00	\$0.00	\$0.00	0	\$1,080.00	100	\$0.00	\$0.00	0
05104 SOCIAL SECURITY	\$16,642.00	\$0.00	\$864.98	5	\$6,001.29	36	\$0.00	\$10,640.71	64
05105 RETIREMENT CONTRIBUTIONS	\$34,304.00	\$0.00	\$1,840.39	5	\$12,842.31	37	\$0.00	\$21,461.69	63
05106 HEALTH INSURANCE CONTRIBUTI	\$36,383.00	\$0.00	\$2,740.44	8	\$16,623.93	46	\$0.00	\$19,759.07	54
05107 WORKERS COMPENSATION	\$6,000.00	\$0.00	\$0.00	0	\$4,500.00	75	\$0.00	\$1,500.00	25
05108 EMPLOYEE BONDING	\$700.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$700.00	100
05112 UNEMPLOYEMENT INSURANCE RE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05114 VEHICLE ALLOWANCE	\$4,200.00	\$0.00	\$700.00	17	\$1,400.00	33	\$0.00	\$2,800.00	67
Total Personal Services	\$317,827.00	\$0.00	\$17,973.53	6	\$124,981.73	39	\$0.00	\$192,845.27	61
00200 COMMODITIES									
05200 POSTAGE	\$1,500.00	\$0.00	\$0.00	0	\$570.56	38	\$0.00	\$929.44	62
05201 FUEL	\$5,000.00	\$0.00	\$283.67	6	\$2,228.08	45	\$0.00	\$2,771.92	55
05202 OFFICE SUPPLIES	\$6,000.00	\$0.00	\$10.02	0	\$3,994.09	67	\$0.00	\$2,005.91	33
05205 AWARDS / FLOWERS	\$150.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$150.00	100
05206 VEHICLE MAINT/REPAIR	\$3,000.00	\$0.00	\$0.00	0	\$1,305.18	44	\$0.00	\$1,694.82	56
05208 UNIFORMS	\$4,000.00	\$0.00	\$0.00	0	\$2,086.14	52	\$0.00	\$1,913.86	48
05209 JANITORIAL SUPPLIES	\$900.00	\$0.00	\$3.98	0	\$457.82	51	\$0.00	\$442.18	49
05210 MISCELLANEOUS	\$1,500.00	\$0.00	\$171.41	11	\$892.17	59	\$0.00	\$607.83	41
05211 SERVICE FEES	\$20,000.00	\$0.00	\$25.50	0	\$27,429.01	137	\$0.00	(\$7,429.01)	(37)
05212 EQUIPMENT PURCHASED	\$2,000.00	\$0.00	\$0.00	0	\$109.12	5	\$0.00	\$1,890.88	95

020 UTILITY DEPT. GENERAL FUND
 150 UTILITY ADMINISTRATION
 00200 COMMODITIES

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05215 BUILDING MAINT.	\$500.00	\$0.00	\$67.09	13	\$67.09	13	\$0.00	\$432.91	87
05216 MATERIALS - MAINT.	\$100.00	\$0.00	\$0.00	0	\$35.72	36	\$0.00	\$64.28	64
05222 SUPPLIES	\$1,500.00	\$0.00	\$0.00	0	\$783.46	52	\$164.42	\$552.12	37
05223 TOOLS	\$50.00	\$0.00	\$0.00	0	\$20.00	40	\$0.00	\$30.00	60
05227 BANK RECON ADJUSTMENT	\$0.00	\$0.00	\$0.00	0	(\$1,267.77)	0	\$0.00	\$1,267.77	0
05228 BANK ADJUSTMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Commodities	\$46,200.00	\$0.00	\$561.67	1	\$38,710.67	84	\$164.42	\$7,324.91	16
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$2,200.00	\$0.00	\$0.00	0	\$692.30	31	\$0.00	\$1,507.70	69
05301 TELEPHONES	\$3,500.00	\$0.00	\$0.00	0	\$1,619.65	46	\$0.00	\$1,880.35	54
05302 TRAVEL AND TRAINING	\$2,200.00	\$0.00	\$0.00	0	\$150.00	7	\$0.00	\$2,050.00	93
05305 MEMBERSHIPS & SUBSCRIPTIONS	\$3,000.00	\$0.00	\$104.11	3	\$1,910.82	64	\$0.00	\$1,089.18	36
05306 ADVERTISING	\$200.00	\$0.00	\$0.00	0	\$325.25	163	\$0.00	(\$125.25)	(63)
05308 OFFICE EQUIP/RENTAL/LEASE	\$2,000.00	\$0.00	\$0.00	0	\$860.41	43	\$0.00	\$1,139.59	57
05310 MISCELLANEOUS	\$8,000.00	\$0.00	\$0.00	0	\$1,718.09	21	\$0.00	\$6,281.91	79
05313 UTILITIES PURCH FROM WUD	\$9,000.00	\$0.00	\$0.00	0	\$3,969.26	44	\$0.00	\$5,030.74	56
05319 PROFESSIONAL SERVICES	\$20,000.00	\$0.00	\$0.00	0	\$24,402.50	122	\$0.00	(\$4,402.50)	(22)
05320 MEDICAL PROFESS. SERVICES	\$250.00	\$0.00	\$0.00	0	\$46.66	19	\$0.00	\$203.34	81
05321 COMPUTER MAINTENANCE	\$7,500.00	\$0.00	\$0.00	0	\$4,308.05	57	\$0.00	\$3,191.95	43
05323 VEHICLE & PROPERTY INSURANC	\$65,000.00	\$0.00	\$0.00	0	\$1,384.77	2	\$0.00	\$63,615.23	98
05324 ALLOCATION TO CITY	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05326 FRANCHISE FEE	\$496,296.00	\$0.00	\$41,358.00	8	\$330,864.00	67	\$0.00	\$165,432.00	33
05327 ONLINE UTILITY EXCHANGE	\$1,000.00	\$0.00	\$75.79	8	\$457.61	46	\$0.00	\$542.39	54
05328 CUSTOMER REFUNDS	\$0.00	\$0.00	\$0.00	0	\$74.89	0	\$0.00	(\$74.89)	0

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05336 SC SALES TAX	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100
05352 JANITORIAL EXPENSE	\$3,000.00	\$0.00	\$362.97	12	\$2,428.76	81	\$0.00	\$571.24	19
05358 EQUIPMENT REPAIR & MAINT.	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
05360 HAND POWER / HYDRAULIC TOOL	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05365 CONTRACTUAL SERVICES	\$60,000.00	\$0.00	\$2,386.56	4	\$45,380.63	76	\$0.00	\$14,619.37	24
05366 GARBAGE TRANSFER TO CITY	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05368 INTERFUND TRANSFER	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05375 RECORDS CHECK	\$50.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$50.00	100
05379 LEGAL SERVICES	\$20,000.00	\$0.00	\$9,911.56	50	\$16,264.06	81	\$0.00	\$3,735.94	19
Total Contractual Services	\$704,696.00	\$0.00	\$54,198.99	8	\$436,857.71	62	\$0.00	\$267,838.29	38
00600 CAPITAL OUTLAY									
05601 VEHICLES/EQUIPMENT	\$488,000.00	\$0.00	\$0.00	0	\$256,161.00	52	\$242,000.00	(\$10,161.00)	(2)
05603 OPEN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05604 OPEN	\$80,000.00	\$0.00	\$0.00	0	\$25,725.13	32	\$0.00	\$54,274.87	68
05618 SOFTWARE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Capital Outlay	\$568,000.00	\$0.00	\$0.00	0	\$281,886.13	50	\$242,000.00	\$44,113.87	8
Total UTILITY ADMINISTRATION	\$1,636,723.00	\$0.00	\$72,734.19	4	\$882,436.24	54	\$242,164.42	\$512,122.34	31
250 ELECTRIC									
00100 PERSONAL SERVICES									
05100 SALARIES	\$260,291.00	\$0.00	\$11,576.77	4	\$144,727.65	56	\$0.00	\$115,563.35	44
05101 OVERTIME	\$12,000.00	\$0.00	\$202.88	2	\$6,813.33	57	\$0.00	\$5,186.67	43
05103 ANNUAL BONUS	\$770.00	\$0.00	\$0.00	0	\$670.00	87	\$0.00	\$100.00	13
05104 SOCIAL SECURITY	\$19,913.00	\$0.00	\$861.54	4	\$11,102.72	56	\$0.00	\$8,810.28	44
05105 RETIREMENT CONTRIBUTIONS	\$40,502.00	\$0.00	\$1,832.91	5	\$23,579.81	58	\$0.00	\$16,922.19	42

020 UTILITY DEPT. GENERAL FUND
 250 ELECTRIC
 00100 PERSONAL SERVICES

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05106 HEALTH INSURANCE CONTRIBUTI	\$44,066.00	\$0.00	\$3,317.12	8	\$25,599.69	58	\$0.00	\$18,466.31	42
05107 WORKERS COMPENSATION	\$25,000.00	\$0.00	\$0.00	0	\$12,000.00	48	\$0.00	\$13,000.00	52
05113 PAYROLL ADJUSTMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Personal Services	\$402,542.00	\$0.00	\$17,791.22	4	\$224,493.20	56	\$0.00	\$178,048.80	44
00200 COMMODITIES									
05201 FUEL	\$15,000.00	\$0.00	\$940.20	6	\$10,820.10	72	\$0.00	\$4,179.90	28
05202 OFFICE SUPPLIES	\$2,000.00	\$0.00	\$111.59	6	\$540.56	27	\$585.08	\$874.36	44
05206 VEHICLE MAINT/REPAIR	\$19,000.00	\$0.00	\$680.00	4	\$10,817.68	57	\$0.00	\$8,182.32	43
05208 UNIFORMS	\$5,000.00	\$0.00	\$0.00	0	\$3,511.83	70	\$0.00	\$1,488.17	30
05209 JANITORIAL SUPPLIES	\$500.00	\$0.00	\$0.00	0	\$114.59	23	\$0.00	\$385.41	77
05210 MISCELLANEOUS	\$200.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$200.00	100
05212 EQUIPMENT PURCHASED	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100
05216 MATERIALS - MAINT.	\$165,000.00	\$0.00	\$0.00	0	\$61,660.48	37	\$13,974.75	\$89,364.77	54
05217 MATERIALS - EXTENSION	\$2,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,000.00	100
05222 SUPPLIES	\$1,000.00	\$0.00	\$0.00	0	\$453.83	45	\$56.00	\$490.17	49
05223 TOOLS	\$20,000.00	\$0.00	\$0.00	0	\$17,384.72	87	\$522.95	\$2,092.33	10
05229 ELECTRIC DEPRECIATION	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05232 MATERIAL/SCRAP RECOVERY	\$13,000.00	\$0.00	\$0.00	0	\$1,686.57	13	\$4,450.56	\$6,862.87	53
Total Commodities	\$243,700.00	\$0.00	\$1,731.79	1	\$106,990.36	44	\$19,589.34	\$117,120.30	48
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$3,500.00	\$0.00	\$0.00	0	\$1,825.33	52	\$0.00	\$1,674.67	48
05301 TELEPHONES	\$1,900.00	\$0.00	\$0.00	0	\$1,124.31	59	\$0.00	\$775.69	41
05302 TRAVEL AND TRAINING	\$10,000.00	\$0.00	\$0.00	0	\$8,513.00	85	\$0.00	\$1,487.00	15
05310 MISCELLANEOUS	\$3,200.00	\$0.00	\$0.00	0	\$52.00	2	\$0.00	\$3,148.00	98

**020 UTILITY DEPT. GENERAL FUND
250 ELECTRIC
00300 CONTRACTUAL SERVICES**

**City Of Westminster
Expenditure Report
Level 4 Summary for February 2022**

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05313 UTILITIES PURCH FROM WUD	\$5,000.00	\$0.00	\$0.00	0	\$1,701.12	34	\$0.00	\$3,298.88	66
05319 PROFESSIONAL SERVICES	\$49,000.00	\$0.00	\$0.00	0	\$56,400.00	115	\$0.00	(\$7,400.00)	(15)
05320 MEDICAL PROFESS. SERVICES	\$500.00	\$0.00	\$0.00	0	\$46.66	9	\$0.00	\$453.34	91
05336 SC SALES TAX	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05338 ROW LIABILITIES	\$2,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,000.00	100
05340 ENERGY PURCHASED	\$2,245,887.00	\$0.00	\$0.00	0	\$1,137,459.65	51	\$0.00	\$1,108,427.35	49
05352 JANITORIAL EXPENSE	\$100.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$100.00	100
05358 EQUIPMENT REPAIR & MAINT.	\$5,000.00	\$0.00	\$0.00	0	\$914.73	18	\$333.75	\$3,751.52	75
05360 HAND POWER / HYDRAULIC TOOL	\$5,000.00	\$0.00	\$0.00	0	\$5,210.92	104	\$0.00	(\$210.92)	(4)
05361 HEAVY DUTY EQUIP RENT/LEASE	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100
05365 CONTRACTUAL SERVICES	\$83,280.00	\$0.00	\$0.00	0	\$13,095.75	16	\$0.00	\$70,184.25	84
05371 CUT LINES	\$1,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,500.00	100
Total Contractual Services	\$2,416,867.00	\$0.00	\$0.00	0	\$1,226,343.47	51	\$333.75	\$1,190,189.78	49
00600 CAPITAL OUTLAY									
05604 OPEN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05608 TRANSFORMERS	\$40,000.00	\$0.00	\$0.00	0	\$4,949.00	12	\$2,262.58	\$32,788.42	82
05632 RECONDUCTOR TO RAW WATER S	\$2,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,500.00	100
05633 TRANSFORMER INSTALLATION	\$160,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$160,000.00	100
05634 PAINT DECORATIVE LIGHTS ON M.	\$2,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,500.00	100
05636 BUILDING/OTHER IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05637 OTHER EQUIPMENT	\$9,400.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$9,400.00	100
05639 WESTMINSTER CROSSING PROJE	\$25,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$25,000.00	100
05642 SUBSTATION REPAIRS	\$37,500.00	\$0.00	\$0.00	0	\$10,347.75	28	\$0.00	\$27,152.25	72
Total Capital Outlay	\$276,900.00	\$0.00	\$0.00	0	\$15,296.75	6	\$2,262.58	\$259,340.67	94

**020 UTILITY DEPT. GENERAL FUND
250 ELECTRIC
00600 CAPITAL OUTLAY**

**City Of Westminster
Expenditure Report
Level 4 Summary for February 2022**

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
Total ELECTRIC	\$3,340,009.00	\$0.00	\$19,523.01	1	\$1,573,123.78	47	\$22,185.67	\$1,744,699.55	52
350 WATER									
00100 PERSONAL SERVICES									
05100 SALARIES	\$164,148.00	\$0.00	\$5,238.50	3	\$66,644.31	41	\$0.00	\$97,503.69	59
05101 OVERTIME	\$12,000.00	\$0.00	\$748.22	6	\$11,849.30	99	\$0.00	\$150.70	1
05103 ANNUAL BONUS	\$1,300.00	\$0.00	\$0.00	0	\$980.00	75	\$0.00	\$320.00	25
05104 SOCIAL SECURITY	\$12,558.00	\$0.00	\$435.98	3	\$5,630.01	45	\$0.00	\$6,927.99	55
05105 RETIREMENT CONTRIBUTIONS	\$25,542.00	\$0.00	\$931.53	4	\$12,213.58	48	\$0.00	\$13,328.42	52
05106 HEALTH INSURANCE CONTRIBUTI	\$41,604.00	\$0.00	\$419.72	1	\$19,657.57	47	\$0.00	\$21,946.43	53
05107 WORKERS COMPENSATION	\$25,000.00	\$0.00	\$0.00	0	\$8,935.50	36	\$0.00	\$16,064.50	64
05113 PAYROLL ADJUSTMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Personal Services	\$282,152.00	\$0.00	\$7,773.95	3	\$125,910.27	45	\$0.00	\$156,241.73	55
00200 COMMODITIES									
05200 POSTAGE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05201 FUEL	\$16,000.00	\$0.00	\$610.18	4	\$9,162.64	57	\$0.00	\$6,837.36	43
05202 OFFICE SUPPLIES	\$1,500.00	\$0.00	\$18.33	1	\$1,017.02	68	\$101.72	\$381.26	25
05206 VEHICLE MAINT/REPAIR	\$25,000.00	\$0.00	\$258.40	1	\$8,400.63	34	\$0.00	\$16,599.37	66
05208 UNIFORMS	\$5,500.00	\$0.00	\$0.00	0	\$2,789.75	51	\$328.57	\$2,381.68	43
05209 JANITORIAL SUPPLIES	\$500.00	\$0.00	\$0.00	0	\$114.59	23	\$0.00	\$385.41	77
05210 MISCELLANEOUS	\$200.00	\$0.00	\$68.25	34	\$68.25	34	\$0.00	\$131.75	66
05212 EQUIPMENT PURCHASED	\$6,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$6,500.00	100
05213 CHEMICALS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05215 BUILDING MAINT.	\$3,000.00	\$0.00	\$0.00	0	\$277.12	9	\$0.00	\$2,722.88	91
05216 MATERIALS - MAINT.	\$140,000.00	\$0.00	\$2,064.43	1	\$172,174.20	123	\$1,218.42	(\$33,392.62)	(24)

**020 UTILITY DEPT. GENERAL FUND
350 WATER
00200 COMMODITIES**

**City Of Westminster
Expenditure Report
Level 4 Summary for February 2022**

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05217 MATERIALS - EXTENSION	\$10,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$10,000.00	100
05222 SUPPLIES	\$3,000.00	\$0.00	\$0.00	0	\$2,491.12	83	\$93.00	\$415.88	14
05223 TOOLS	\$3,500.00	\$0.00	\$0.00	0	\$2,512.59	72	\$3,560.49	(\$2,573.08)	(74)
05230 WATER DEPRECIATION	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05232 MATERIAL/SCRAP RECOVERY	\$3,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$3,000.00	100
Total Commodities	\$217,700.00	\$0.00	\$3,019.59	1	\$199,007.91	91	\$5,302.20	\$13,389.89	6
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$3,300.00	\$0.00	\$0.00	0	\$1,186.04	36	\$0.00	\$2,113.96	64
05301 TELEPHONES	\$2,200.00	\$0.00	\$0.00	0	\$1,124.31	51	\$0.00	\$1,075.69	49
05302 TRAVEL AND TRAINING	\$2,500.00	\$0.00	\$0.00	0	\$1,950.00	78	\$0.00	\$550.00	22
05305 MEMBERSHIPS & SUBSCRIPTIONS	\$200.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$200.00	100
05306 ADVERTISING	\$300.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$300.00	100
05310 MISCELLANEOUS	\$100.00	\$0.00	\$0.00	0	\$26.00	26	\$0.00	\$74.00	74
05313 UTILITIES PURCH FROM WUD	\$30,000.00	\$0.00	\$0.00	0	\$29,021.82	97	\$0.00	\$978.18	3
05314 UTILITIES PURCH FROM OTHER	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05319 PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$0.00	0	\$998.78	10	\$0.00	\$9,001.22	90
05320 MEDICAL PROFESS. SERVICES	\$400.00	\$0.00	\$0.00	0	\$189.16	47	\$0.00	\$210.84	53
05338 ROW LIABILITIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05339 PURCHASED WATER	\$2,500.00	\$0.00	\$0.00	0	\$1,110.33	44	\$0.00	\$1,389.67	56
05341 ASPHALT/PAVING	\$40,000.00	\$0.00	\$0.00	0	\$15,439.55	39	\$0.00	\$24,560.45	61
05342 H2O QUALITY REPORT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05343 WATER SAMPLING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05344 DHEC/INTERAL FEES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05345 LAB EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

020 UTILITY DEPT. GENERAL FUND
 350 WATER
 00300 CONTRACTUAL SERVICES

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05346 PUMP STATION RAW WATER	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05347 WASTE HANDLING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05348 GENERATOR	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05349 SCADA MAINTENANCE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05350 PUMP STATION MAINT/REPAIR	\$15,000.00	\$0.00	\$0.00	0	\$594.71	4	\$2,618.81	\$11,786.48	79
05351 ELEVATED TANK MAINT.	\$45,000.00	\$0.00	\$0.00	0	\$32,818.89	73	\$9,181.11	\$3,000.00	7
05352 JANITORIAL EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05353 HYDRANT MAINTENANCE	\$20,000.00	\$0.00	\$0.00	0	\$100.00	1	\$0.00	\$19,900.00	100
05358 EQUIPMENT REPAIR & MAINT.	\$15,000.00	\$0.00	\$400.00	3	\$7,245.90	48	\$1,149.78	\$6,604.32	44
05360 HAND POWER / HYDRAULIC TOOL	\$2,000.00	\$0.00	\$105.00	5	\$105.00	5	\$0.00	\$1,895.00	95
05361 HEAVY DUTY EQUIP RENT/LEASE	\$3,500.00	\$0.00	\$96.25	3	\$305.60	9	\$0.00	\$3,194.40	91
05365 CONTRACTUAL SERVICES	\$20,000.00	\$0.00	\$0.00	0	\$10,573.50	53	\$0.00	\$9,426.50	47
05371 CUT LINES	\$2,500.00	\$0.00	\$0.00	0	\$458.56	18	\$0.00	\$2,041.44	82
Total Contractual Services	\$214,500.00	\$0.00	\$601.25	0	\$103,248.15	48	\$12,949.70	\$98,302.15	46
00600 CAPITAL OUTLAY									
05604 OPEN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05605 HWY 76 WATER LINE MATCH	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05606 COBB BRIDGE RD WATER LINE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05636 BUILDING/OTHER IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05637 OTHER EQUIPMENT	\$10,000.00	\$0.00	\$0.00	0	\$7,302.34	73	\$0.00	\$2,697.66	27
05640 WATER LINE LONG CRK HWY/US 7	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Capital Outlay	\$10,000.00	\$0.00	\$0.00	0	\$7,302.34	73	\$0.00	\$2,697.66	27
00700 DEBT SERVICE									
05704 2005 WATER PROJECT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

020 UTILITY DEPT. GENERAL FUND
 350 WATER
 00700 DEBT SERVICE

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05706 2014 UTILITY REV BOND PRINCIPA	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05710 2015 UTILITY REV BOND INTERES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05711 2014 UTILITY BOND REV INTERES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total WATER	\$724,352.00	\$0.00	\$11,394.79	2	\$435,468.67	60	\$18,251.90	\$270,631.43	37
450 SEWER									
00100 PERSONAL SERVICES									
05100 SALARIES	\$89,148.00	\$0.00	\$3,216.00	4	\$49,384.53	55	\$0.00	\$39,763.47	45
05101 OVERTIME	\$13,000.00	\$0.00	\$266.25	2	\$4,329.79	33	\$0.00	\$8,670.21	67
05103 ANNUAL BONUS	\$450.00	\$0.00	\$0.00	0	\$300.00	67	\$0.00	\$150.00	33
05104 SOCIAL SECURITY	\$6,820.00	\$0.00	\$256.14	4	\$3,858.30	57	\$0.00	\$2,961.70	43
05105 RETIREMENT CONTRIBUTIONS	\$13,872.00	\$0.00	\$541.84	4	\$8,357.96	60	\$0.00	\$5,514.04	40
05106 HEALTH INSURANCE CONTRIBUTI	\$27,002.00	\$0.00	\$1,062.22	4	\$12,174.81	45	\$0.00	\$14,827.19	55
05107 WORKERS COMPENSATION	\$10,000.00	\$0.00	\$0.00	0	\$6,330.50	63	\$0.00	\$3,669.50	37
05113 PAYROLL ADJUSTMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Personal Services	\$160,292.00	\$0.00	\$5,342.45	3	\$84,735.89	53	\$0.00	\$75,556.11	47
00200 COMMODITIES									
05201 FUEL	\$15,000.00	\$0.00	\$610.19	4	\$9,140.89	61	\$0.00	\$5,859.11	39
05202 OFFICE SUPPLIES	\$1,000.00	\$0.00	\$18.33	2	\$536.67	54	\$101.72	\$361.61	36
05203 RADIO/PAGERS	\$10,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$10,000.00	100
05206 VEHICLE MAINT/REPAIR	\$10,500.00	\$0.00	\$302.00	3	\$3,818.80	36	\$0.00	\$6,681.20	64
05208 UNIFORMS	\$5,000.00	\$0.00	\$0.00	0	\$2,949.31	59	\$0.00	\$2,050.69	41
05209 JANITORIAL SUPPLIES	\$300.00	\$0.00	\$0.00	0	\$114.60	38	\$0.00	\$185.40	62
05210 MISCELLANEOUS	\$100.00	\$0.00	\$0.00	0	\$5.07	5	\$0.00	\$94.93	95

**020 UTILITY DEPT. GENERAL FUND
450 SEWER
00200 COMMODITIES**

**City Of Westminster
Expenditure Report
Level 4 Summary for February 2022**

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05212 EQUIPMENT PURCHASED	\$1,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,500.00	100
05216 MATERIALS - MAINT.	\$10,000.00	\$0.00	\$1,610.03	16	\$9,790.28	98	\$795.00	(\$585.28)	(6)
05222 SUPPLIES	\$2,000.00	\$0.00	\$0.00	0	\$1,758.75	88	\$0.00	\$241.25	12
05223 TOOLS	\$2,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,000.00	100
05231 SEWER DEPRECIATION	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05232 MATERIAL/SCRAP RECOVERY	\$3,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$3,000.00	100
Total Commodities	\$60,400.00	\$0.00	\$2,540.55	4	\$28,114.37	47	\$896.72	\$31,388.91	52
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$1,500.00	\$0.00	\$0.00	0	\$440.67	29	\$0.00	\$1,059.33	71
05301 TELEPHONES	\$2,000.00	\$0.00	\$0.00	0	\$1,124.31	56	\$0.00	\$875.69	44
05302 TRAVEL AND TRAINING	\$1,000.00	\$0.00	\$21.00	2	\$696.00	70	\$0.00	\$304.00	30
05310 MISCELLANEOUS	\$300.00	\$0.00	\$0.00	0	\$181.00	60	\$0.00	\$119.00	40
05313 UTILITIES PURCH FROM WUD	\$3,000.00	\$0.00	\$0.00	0	\$1,580.69	53	\$0.00	\$1,419.31	47
05319 PROFESSIONAL SERVICES	\$1,000.00	\$0.00	\$0.00	0	\$998.78	100	\$0.00	\$1.22	0
05320 MEDICAL PROFESS. SERVICES	\$500.00	\$0.00	\$95.00	19	\$766.66	153	\$0.00	(\$266.66)	(53)
05329 OCONEE COUNTY SEWER BILL	\$564,000.00	\$0.00	\$44,287.44	8	\$328,044.47	58	\$150,324.39	\$85,631.14	15
05341 ASPHALT/PAVING	\$24,000.00	\$0.00	\$0.00	0	\$4,318.25	18	\$0.00	\$19,681.75	82
05352 JANITORIAL EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05357 EQUIPMENT RENTAL/LEASE	\$3,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$3,000.00	100
05358 EQUIPMENT REPAIR & MAINT.	\$15,000.00	\$0.00	\$0.00	0	\$10,507.28	70	\$0.00	\$4,492.72	30
05360 HAND POWER / HYDRAULIC TOOL	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100
05365 CONTRACTUAL SERVICES	\$35,000.00	\$0.00	\$0.00	0	\$25,060.00	72	\$0.00	\$9,940.00	28
Total Contractual Services	\$651,300.00	\$0.00	\$44,403.44	7	\$373,718.11	57	\$150,324.39	\$127,257.50	20
00600 CAPITAL OUTLAY									

**020 UTILITY DEPT. GENERAL FUND
450 SEWER
00600 CAPITAL OUTLAY**

**City Of Westminster
Expenditure Report
Level 4 Summary for February 2022**

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05604 OPEN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05610 HWY 183 SEWER RE-ROUTE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05611 MIMOSA SEWER REPLACEMENT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05612 FLOW METERS	\$30,350.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$30,350.00	100
05613 HAMPTON STREET SEWER MATCH	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05621 BACKHOE PURCHASE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05625 PRITCHARD/PARK AVE REHAB	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05626 SEWER RIGHT-A-WAY CLEARING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05637 OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05641 BEACON MILL PROJECT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total 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	\$52,286.44	6	\$486,568.37	54	\$151,221.11	\$264,552.52	29
550 WATER PLANT									
00100 PERSONAL SERVICES									
05100 SALARIES	\$135,810.00	\$0.00	\$5,502.06	4	\$84,987.81	63	\$0.00	\$50,822.19	37
05101 OVERTIME	\$5,000.00	\$0.00	\$72.94	1	\$4,776.78	96	\$0.00	\$223.22	4
05103 ANNUAL BONUS	\$950.00	\$0.00	\$0.00	0	\$850.00	89	\$0.00	\$100.00	11
05104 SOCIAL SECURITY	\$12,685.00	\$0.00	\$457.06	4	\$7,321.60	58	\$0.00	\$5,363.40	42
05105 RETIREMENT CONTRIBUTIONS	\$25,800.00	\$0.00	\$957.69	4	\$15,206.38	59	\$0.00	\$10,593.62	41
05106 HEALTH INSURANCE CONTRIBUTI	\$15,110.00	\$0.00	\$1,259.16	8	\$12,112.77	80	\$0.00	\$2,997.23	20
05107 WORKERS COMPENSATION	\$5,500.00	\$0.00	\$0.00	0	\$3,200.00	58	\$0.00	\$2,300.00	42
05109 PART TIME EMPLOYEES	\$30,000.00	\$0.00	\$579.84	2	\$7,962.79	27	\$0.00	\$22,037.21	73
Total Personal Services	\$230,855.00	\$0.00	\$8,828.75	4	\$136,418.13	59	\$0.00	\$94,436.87	41
00200 COMMODITIES									
05200 POSTAGE	\$1,750.00	\$0.00	\$0.00	0	\$89.96	5	\$0.00	\$1,660.04	95

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05201 FUEL	\$4,500.00	\$0.00	\$158.60	4	\$1,425.73	32	\$1,362.38	\$1,711.89	38
05202 OFFICE SUPPLIES	\$3,000.00	\$0.00	\$0.00	0	\$2,051.51	68	\$390.06	\$558.43	19
05206 VEHICLE MAINT/REPAIR	\$2,500.00	\$0.00	\$0.00	0	\$442.53	18	\$120.00	\$1,937.47	77
05208 UNIFORMS	\$1,000.00	\$0.00	\$0.00	0	\$735.50	74	\$125.00	\$139.50	14
05209 JANITORIAL SUPPLIES	\$1,100.00	\$0.00	\$0.00	0	\$782.21	71	\$217.79	\$100.00	9
05210 MISCELLANEOUS	\$250.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$250.00	100
05213 CHEMICALS	\$30,550.00	\$0.00	\$0.00	0	\$33,889.30	111	\$1,518.08	(\$4,857.38)	(16)
05215 BUILDING MAINT.	\$42,500.00	\$0.00	\$68.75	0	\$22,978.68	54	\$14,203.35	\$5,317.97	13
05222 SUPPLIES	\$500.00	\$0.00	\$0.00	0	\$26.25	5	\$0.00	\$473.75	95
05232 MATERIAL/SCRAP RECOVERY	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100
Total Commodities	\$88,650.00	\$0.00	\$227.35	0	\$62,421.67	70	\$17,936.66	\$8,291.67	9
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$3,000.00	\$0.00	\$163.34	5	\$2,181.83	73	\$536.63	\$281.54	9
05301 TELEPHONES	\$1,800.00	\$0.00	\$0.00	0	\$1,265.84	70	\$0.00	\$534.16	30
05302 TRAVEL AND TRAINING	\$5,000.00	\$0.00	\$0.00	0	\$2,827.28	57	\$1,291.72	\$881.00	18
05305 MEMBERSHIPS & SUBSCRIPTIONS	\$1,800.00	\$0.00	\$0.00	0	\$370.99	21	\$585.88	\$843.13	47
05306 ADVERTISING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05313 UTILITIES PURCH FROM WUD	\$220,000.00	\$0.00	\$0.00	0	\$111,987.68	51	\$0.00	\$108,012.32	49
05314 UTILITIES PURCH FROM OTHER	\$16,000.00	\$0.00	\$0.00	0	\$6,751.75	42	\$0.00	\$9,248.25	58
05319 PROFESSIONAL SERVICES	\$50,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$50,000.00	100
05320 MEDICAL PROFESS. SERVICES	\$650.00	\$0.00	\$0.00	0	\$46.66	7	\$0.00	\$603.34	93
05342 H2O QUALITY REPORT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05343 WATER SAMPLING	\$11,500.00	\$0.00	\$222.61	2	\$2,365.75	21	\$4,634.25	\$4,500.00	39
05344 DHEC/INTERAL FEES	\$16,000.00	\$0.00	\$0.00	0	\$15,162.00	95	\$0.00	\$838.00	5

020 UTILITY DEPT. GENERAL FUND
 550 WATER PLANT
 00300 CONTRACTUAL SERVICES

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05345 LAB EXPENSE	\$32,500.00	\$0.00	\$68.75	0	\$28,811.53	89	\$3,678.39	\$10.08	0
05347 WASTE HANDLING	\$5,000.00	\$0.00	\$0.00	0	\$1,921.49	38	\$3,078.51	\$0.00	0
05348 GENERATOR	\$8,000.00	\$0.00	\$0.00	0	\$328.71	4	\$7,671.29	\$0.00	0
05349 SCADA MAINTENANCE	\$4,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$4,500.00	100
05350 PUMP STATION MAINT/REPAIR	\$1,000.00	\$0.00	\$0.00	0	\$500.00	50	\$0.00	\$500.00	50
05352 JANITORIAL EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05358 EQUIPMENT REPAIR & MAINT.	\$53,500.00	\$0.00	\$1,652.76	3	\$58,641.43	110	\$19,852.28	(\$24,993.71)	(47)
05365 CONTRACTUAL SERVICES	\$40,000.00	\$0.00	\$828.75	2	\$30,676.12	77	\$14,421.69	(\$5,097.81)	(13)
05371 CUT LINES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Contractual Services	\$470,250.00	\$0.00	\$2,936.21	1	\$263,839.06	56	\$55,750.64	\$150,660.30	32
00600 CAPITAL OUTLAY									
05627 DEMOLITION OF RAMSEY CREEK	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05636 BUILDING/OTHER IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05637 OTHER EQUIPMENT	\$57,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$57,500.00	100
Total 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	\$11,992.31	1	\$462,678.86	55	\$73,687.30	\$310,888.84	37
650 NON DEPARTMENTAL									
00700 DEBT SERVICE									
05706 2014 UTILITY REV BOND PRINCIPAL	\$292,489.00	\$0.00	\$0.00	0	\$173,830.31	59	\$0.00	\$118,658.69	41
05707 2015 UTILITY REV BOND PRINCIPAL	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05710 2015 UTILITY REV BOND INTEREST	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05711 2014 UTILITY BOND REV INTEREST	\$10,225.00	\$0.00	\$0.00	0	\$2,752.46	27	\$0.00	\$7,472.54	73
05715 LEASE/PURCHASE	\$71,194.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$71,194.00	100
Total Debt Service	\$373,908.00	\$0.00	\$0.00	0	\$176,582.77	47	\$0.00	\$197,325.23	53
00800 OTHER									

020 UTILITY DEPT. GENERAL FUND
 650 NON DEPARTMENTAL
 00800 OTHER

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05853 CONTINGENCY APPROPRIATION	\$132,157.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$132,157.00	100
Total 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	\$0.00	0	\$176,582.77	35	\$0.00	\$329,482.23	65
700 NON DEPARTMENTAL									
00100 PERSONAL SERVICES									
05113 PAYROLL ADJUSTMENTS	\$15,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$15,000.00	100
05156 CONTINGENCY	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Personal Services	\$15,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$15,000.00	100
00300 CONTRACTUAL SERVICES									
05377 SOLID WASTE TRANSFER	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05388 GRANT MATCH	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Contractual Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00800 OTHER									
05801 TRANSFER TO CITY GF	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05852 RESERVED - FUTURE IMPROVEME	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05853 CONTINGENCY APPROPRIATION	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total 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
Total UTILITY DEPT. GENERAL FUND	\$7,971,746.00	\$0.00	\$167,930.74	2	\$4,016,858.69	50	\$507,510.40	\$3,447,376.91	43

030 SOLID WASTE
005 EXPENSE
00515 EXPENSE

City Of Westminster
Expenditure Report
Level 4 Summary for February 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									
05851 INTERFUND TRANSFER	\$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
Total EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
900 SOLID WASTE									
00100 PERSONAL SERVICES									
05100 SALARIES	\$149,822.00	\$0.00	\$5,887.52	4	\$94,094.12	63	\$0.00	\$55,727.88	37
05101 OVERTIME	\$8,000.00	\$0.00	\$259.10	3	\$5,815.65	73	\$0.00	\$2,184.35	27
05103 ANNUAL BONUS	\$940.00	\$0.00	\$0.00	0	\$940.00	100	\$0.00	\$0.00	0
05104 SOCIAL SECURITY	\$11,462.00	\$0.00	\$435.84	4	\$7,271.29	63	\$0.00	\$4,190.71	37
05105 RETIREMENT CONTRIBUTIONS	\$23,313.00	\$0.00	\$956.41	4	\$15,545.88	67	\$0.00	\$7,767.12	33
05106 HEALTH INSURANCE CONTRIBUTI	\$32,211.00	\$0.00	\$2,704.38	8	\$23,973.18	74	\$0.00	\$8,237.82	26
05107 WORKERS COMPENSATION	\$2,000.00	\$0.00	\$0.00	0	\$1,500.00	75	\$0.00	\$500.00	25
05109 PART TIME EMPLOYEES	\$0.00	\$0.00	\$0.00	0	\$1,380.00	0	\$0.00	(\$1,380.00)	0
05112 UNEMPLOYEMENT INSURANCE RE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Personal Services	\$227,748.00	\$0.00	\$10,243.25	4	\$150,520.12	66	\$0.00	\$77,227.88	34
00200 COMMODITIES									
05201 FUEL	\$13,800.00	\$0.00	\$745.49	5	\$10,787.76	78	\$0.00	\$3,012.24	22
05202 OFFICE SUPPLIES	\$1,000.00	\$0.00	\$0.00	0	\$193.58	19	\$101.75	\$704.67	70
05206 VEHICLE MAINT/REPAIR	\$50,000.00	\$0.00	\$0.00	0	\$36,651.70	73	\$75.00	\$13,273.30	27
05208 UNIFORMS	\$5,100.00	\$0.00	\$0.00	0	\$3,384.77	66	\$24.59	\$1,690.64	33
05209 JANITORIAL SUPPLIES	\$500.00	\$0.00	\$0.00	0	\$105.07	21	\$0.00	\$394.93	79
05210 MISCELLANEOUS	\$200.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$200.00	100
05211 SERVICE FEES	\$300.00	\$0.00	\$25.50	9	\$204.75	68	\$0.00	\$95.25	32

**City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022**

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05212 EQUIPMENT PURCHASED	\$10,000.00	\$0.00	\$0.00	0	\$254.39	3	\$0.00	\$9,745.61	97
05215 BUILDING MAINT.	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100
05216 MATERIALS - MAINT.	\$1,000.00	\$0.00	\$0.00	0	\$327.56	33	\$0.00	\$672.44	67
05221 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05222 SUPPLIES	\$8,000.00	\$0.00	\$0.00	0	\$3,002.80	38	\$98.47	\$4,898.73	61
05223 TOOLS	\$1,000.00	\$0.00	\$0.00	0	\$318.28	32	\$63.60	\$618.12	62
05225 TRASH CAN/DUMP REPLAC/PARTS	\$10,000.00	\$0.00	\$0.00	0	\$0.00	0	\$9,050.40	\$949.60	9
05232 MATERIAL/SCRAP RECOVERY	\$5,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$5,000.00	100
Total Commodities	\$106,900.00	\$0.00	\$770.99	1	\$55,230.66	52	\$9,413.81	\$42,255.53	40
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$900.00	\$0.00	\$0.00	0	\$346.14	38	\$0.00	\$553.86	62
05301 TELEPHONES	\$2,400.00	\$0.00	\$0.00	0	\$1,195.07	50	\$0.00	\$1,204.93	50
05302 TRAVEL AND TRAINING	\$100.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$100.00	100
05306 ADVERTISING	\$300.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$300.00	100
05310 MISCELLANEOUS	\$300.00	\$0.00	\$0.00	0	\$52.00	17	\$0.00	\$248.00	83
05313 UTILITIES PURCH FROM WUD	\$4,000.00	\$0.00	\$0.00	0	\$1,580.79	40	\$0.00	\$2,419.21	60
05319 PROFESSIONAL SERVICES	\$100.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$100.00	100
05320 MEDICAL PROFESS. SERVICES	\$500.00	\$0.00	\$0.00	0	\$211.69	42	\$0.00	\$288.31	58
05323 VEHICLE & PROPERTY INSURANC	\$7,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$7,000.00	100
05352 JANITORIAL EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05357 EQUIPMENT RENTAL/LEASE	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100
05358 EQUIPMENT REPAIR & MAINT.	\$10,000.00	\$0.00	\$0.00	0	\$5,008.38	50	\$163.05	\$4,828.57	48
05360 HAND POWER / HYDRAULIC TOOL	\$3,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$3,000.00	100
05361 HEAVY DUTY EQUIP RENT/LEASE	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	100

030 SOLID WASTE
 900 SOLID WASTE
 00300 CONTRACTUAL SERVICES

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05364 MOSQUITO SPRAYING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05365 CONTRACTUAL SERVICES	\$18,720.00	\$0.00	\$0.00	0	\$4,561.08	24	\$0.00	\$14,158.92	76
05374 GARBAGE PERMIT FEES	\$250.00	\$0.00	\$0.00	0	\$120.00	48	\$0.00	\$130.00	52
Total Contractual Services	\$49,570.00	\$0.00	\$0.00	0	\$13,075.15	26	\$163.05	\$36,331.80	73
00600 CAPITAL OUTLAY									
05601 VEHICLES/EQUIPMENT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05628 KNUCKLE BOOM TRUCK	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05635 TRAILER PURCHASE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05637 OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00700 DEBT SERVICE									
05708 GARB TRK W/DUMPSTERS PRINCI	\$30,677.16	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$30,677.16	100
05709 KNUCKLE BOOM PAYMENT PRINC	\$29,704.13	\$0.00	\$0.00	0	\$29,704.13	100	\$0.00	\$0.00	0
05712 GARB TRK W/DUMPSTERS INTERE	\$1,389.73	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,389.73	100
05713 KNUCKLE BOOM PAYMENT INTERI	\$1,497.68	\$0.00	\$0.00	0	\$1,497.68	100	\$0.00	\$0.00	0
05714 INTEREST EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total Debt Service	\$63,268.70	\$0.00	\$0.00	0	\$31,201.81	49	\$0.00	\$32,066.89	51
Total SOLID WASTE	\$447,486.70	\$0.00	\$11,014.24	2	\$250,027.74	56	\$9,576.86	\$187,882.10	42
Total SOLID WASTE	\$447,486.70	\$0.00	\$11,014.24	2	\$250,027.74	56	\$9,576.86	\$187,882.10	42

**050 YOUTH RECREATION FUND
400 RECREATION
00100 PERSONAL SERVICES**

**City Of Westminster
Expenditure Report
Level 4 Summary for February 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									
05100 SALARIES	\$85,230.00	\$0.00	\$3,468.67	4	\$46,645.20	55	\$0.00	\$38,584.80	45
05103 ANNUAL BONUS	\$1,870.00	\$0.00	\$0.00	0	\$1,970.00	105	\$0.00	(\$100.00)	(5)
05104 SOCIAL SECURITY	\$9,561.00	\$0.00	\$354.61	4	\$5,314.64	56	\$0.00	\$4,246.36	44
05105 RETIREMENT CONTRIBUTIONS	\$19,332.00	\$0.00	\$619.09	3	\$9,105.97	47	\$0.00	\$10,226.03	53
05106 HEALTH INSURANCE CONTRIBUTI	\$17,226.00	\$0.00	\$1,062.22	6	\$8,587.50	50	\$0.00	\$8,638.50	50
05107 WORKERS COMPENSATION	\$9,000.00	\$0.00	\$0.00	0	\$6,500.00	72	\$0.00	\$2,500.00	28
05109 PART TIME EMPLOYEES	\$84,000.00	\$0.00	\$1,321.00	2	\$23,159.50	28	\$0.00	\$60,840.50	72
Total Personal Services	\$226,219.00	\$0.00	\$6,825.59	3	\$101,282.81	45	\$0.00	\$124,936.19	55
00200 COMMODITIES									
05201 FUEL	\$4,500.00	\$0.00	\$289.45	6	\$3,307.13	73	\$0.00	\$1,192.87	27
05202 OFFICE SUPPLIES	\$3,000.00	\$0.00	\$0.00	0	\$981.01	33	\$0.00	\$2,018.99	67
05206 VEHICLE MAINT/REPAIR	\$4,500.00	\$0.00	\$0.00	0	\$769.96	17	\$0.00	\$3,730.04	83
05208 UNIFORMS	\$45,000.00	\$0.00	\$0.00	0	\$19,262.39	43	\$4,461.57	\$21,276.04	47
05209 JANITORIAL SUPPLIES	\$1,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,500.00	100
05210 MISCELLANEOUS	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
05211 SERVICE FEES	\$200.00	\$0.00	\$25.50	13	\$244.75	122	\$0.00	(\$44.75)	(22)
05212 EQUIPMENT PURCHASED	\$2,600.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,600.00	100
Total Commodities	\$61,800.00	\$0.00	\$314.95	1	\$24,565.24	40	\$4,461.57	\$32,773.19	53
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$2,700.00	\$0.00	\$0.00	0	\$982.21	36	\$0.00	\$1,717.79	64
05301 TELEPHONES	\$3,000.00	\$0.00	\$0.00	0	\$1,265.83	42	\$0.00	\$1,734.17	58
05305 MEMBERSHIPS & SUBSCRIPTIONS	\$3,500.00	\$0.00	\$0.00	0	\$270.00	8	\$0.00	\$3,230.00	92
05306 ADVERTISING	\$500.00	\$0.00	\$0.00	0	\$100.00	20	\$0.00	\$400.00	80

**050 YOUTH RECREATION FUND
400 RECREATION
00300 CONTRACTUAL SERVICES**

**City Of Westminster
Expenditure Report
Level 4 Summary for February 2022**

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05310 MISCELLANEOUS	\$600.00	\$0.00	\$0.00	0	\$224.70	37	\$0.00	\$375.30	63
05313 UTILITIES PURCH FROM WUD	\$61,000.00	\$0.00	\$0.00	0	\$22,018.41	36	\$0.00	\$38,981.59	64
05314 UTILITIES PURCH FROM OTHER	\$250.00	\$0.00	\$0.00	0	\$83.77	34	\$0.00	\$166.23	66
05320 MEDICAL PROFESS. SERVICES	\$500.00	\$0.00	\$0.00	0	\$141.69	28	\$0.00	\$358.31	72
05323 VEHICLE & PROPERTY INSURANC	\$1,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,500.00	100
05328 CUSTOMER REFUNDS	\$1,000.00	\$0.00	\$0.00	0	\$3,885.00	389	\$0.00	(\$2,885.00)	(289)
05330 TROPHY AWARDS	\$10,000.00	\$0.00	\$0.00	0	\$3,825.56	38	\$3,344.05	\$2,830.39	28
05331 INSURANCE EXPENSE	\$900.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$900.00	100
05332 OFFICIALS EXPENSE	\$27,000.00	\$0.00	\$0.00	0	\$10,646.38	39	\$0.00	\$16,353.62	61
05333 SPORTS/EQUIP SUPPLIES	\$25,000.00	\$0.00	\$0.00	0	\$2,789.59	11	\$3,277.19	\$18,933.22	76
05334 GROUNDS EXPENSE	\$24,000.00	\$0.00	\$241.74	1	\$12,329.38	51	\$7,205.90	\$4,464.72	19
05335 TOURNAMENT EXPENSE	\$5,000.00	\$0.00	\$600.00	12	\$9,444.36	189	\$0.00	(\$4,444.36)	(89)
05337 CONCESSIONS	\$20,000.00	\$0.00	\$0.00	0	\$5,057.98	25	\$5,930.29	\$9,011.73	45
05357 EQUIPMENT RENTAL/LEASE	\$400.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$400.00	100
05365 CONTRACTUAL SERVICES	\$35,000.00	\$0.00	\$1,095.00	3	\$13,297.91	38	\$0.00	\$21,702.09	62
Total Contractual Services	\$221,850.00	\$0.00	\$1,936.74	1	\$86,362.77	39	\$19,757.43	\$115,729.80	52
00600 CAPITAL OUTLAY									
05604 OPEN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05607 FIELD/FACILITY IMPROVEMENTS	\$10,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$10,000.00	100
05617 SKATEBOARD PARK	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05637 OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05644 COUNTY ALLOCATION EXPENSE	\$0.00	\$0.00	\$0.00	0	\$25,858.35	0	\$0.00	(\$25,858.35)	0
05645 PARD GRANT EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

050 YOUTH RECREATION FUND
 400 RECREATION
 00600 CAPITAL OUTLAY

City Of Westminster
 Expenditure Report
 Level 4 Summary for February 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
Total 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	\$9,077.28	2	\$238,069.17	46	\$24,219.00	\$257,580.83	50
Total YOUTH RECREATION FUND	\$519,869.00	\$0.00	\$9,077.28	2	\$238,069.17	46	\$24,219.00	\$257,580.83	50
TOTAL ALL FUNDS	\$10,955,174.70	\$198,740.00	\$236,234.73	2	\$6,335,455.11	57	\$566,551.37	\$4,251,908.22	38

Current Pd
Total

Year To Date
Total

Grand Total

\$805,567.39

\$12,961,644.61

Report Summary

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

Detail Level Level 4 double space
Adjusted Budget Column N
Skip Zero/ No Activity N

Level	From	To	New Page
1	010	050	n/a
2	ALL		N
3	ALL		N
4	ALL		N
5	ALL		n/a

Period 08
System Date 2/4/2022
System Time 3:01:18 pm
Print Date 2/4/2022
Print Time 3:01:26 pm
Run by RA
Print ID 381
System version 7.1.23
Export APGLXP17
Export version VM-07123000