

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

Call to Order

Invocation & Pledge of Allegiance

Certification of Quorum

Please note scheduled time for agenda items:

6:05 pm - Special Recognition of the Foothills Christian School Basketball Team

7:00 pm - Special Recognition of the West-Oak Wrestling Team

7:30 pm – Zoom call with Lawrence Flynn regarding the Economic Development Ordinance

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

Old Business

1. Second Reading of 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.

New Business

2. AN ORDINANCE AUTHORIZING AND ESTABLISHING AN ECONOMIC DEVELOPMENT INCENTIVE PROGRAM TO ENCOURAGE PRIVATE INVESTMENT IN THE INCENTIVE AREA OF THE CITY OF WESTMINSTER, SOUTH CAROLINA; AUTHORIZING AND ESTABLISHING A PROGRAM TO GRANT SPECIAL PROPERTY TAX ASSESSMENTS TO CERTAIN REHABILITATED HISTORIC PROPERTIES; AND OTHER MATTERS RELATED THERETO.
3. An Ordinance Authorizing modifications to Westminster Code of Ordinances, Title V: Public Works, Chapter 51: Garbage and Refuse
4. Consider Swearing In Ceremony Date of Friday, May 6, 2022, 4:00pm for newly elected Council Members of Special Election
5. Resolution Electing the Standard allowance for lost revenues under the American Rescue Plan

6. Resolution to Adopt Employee Handbook
7. Resolution to Adopt Standard Sanitary Sewer Specification and Standard Construction Details
8. Bid Award for Hall Street water line replacement
9. Consider quote approval from Holliday Utility Services, LLC for Seven (7) sewer flow meters
10. Discuss the Automated Metering Infrastructure (AMI) Revenue and Expense Report (a draft version to be provided at the Council Meeting)

#### Routine Business

1. Approval of the February 8, 2022 Budget Workshop and Regular Meeting Minutes
2. Comments from the Utility Director
  - a. Utility Department Update
3. Comments from City Administrator
  - a. Employee Bonus Pay (a handout will be provided at the Council Meeting)
  - b. Reschedule April 12, 2022 4:00 pm Budget Workshop AND 6:00 pm City Council Meeting to April 5, 2022 at the same times. This will accommodate the School District of Oconee County spring break schedule.
  - c. Submittal for RIA Grant for Water Line Rehabilitation and Improvements on Dr. Johns Road
  - d. Other updates

#### 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 pursuant to S.C. Code Ann. 34-4-70(2)
  - A. Oconee Joint Regional Sewer Authority – discuss potential contractual matter(s)
  - B. Piedmont Municipal Power Agency – 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

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 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*

STATE OF SOUTH CAROLINA	)	
	)	
COUNTY OF OCONEE	)	ORDINANCE #2022-03-08-01
	)	
CITY OF WESTMINSTER	)	

**AN ORDINANCE AUTHORIZING AND ESTABLISHING AN ECONOMIC DEVELOPMENT INCENTIVE PROGRAM TO ENCOURAGE PRIVATE INVESTMENT IN THE INCENTIVE AREA OF THE CITY OF WESTMINSTER, SOUTH CAROLINA; AUTHORIZING AND ESTABLISHING A PROGRAM TO GRANT SPECIAL PROPERTY TAX ASSESSMENTS TO CERTAIN REHABILITATED HISTORIC PROPERTIES; AND OTHER MATTERS RELATED THERETO.**

The City Council of the City of Westminster (the “*Council*”), the governing body of the City of Westminster, South Carolina, has made the following findings of fact:

**(A) Generally**

(1) The City is a municipal corporation created under the laws of the State of South Carolina.

(2) The Council has, through the approval of its Comprehensive Plan, established as a matter of policy that economic growth is needed to help create job opportunities, provide a variety of goods and services, and be the foundation for a tax base that can sustain a community through business cycles.

(3) The City believes that it can better accomplish the goals of its Comprehensive Plan by implementing programs to encourage investment within the City.

**(B) Economic Development Incentive Program**

(1) The City is duly empowered to enact ordinances, not inconsistent with the laws or Constitution of the State of South Carolina, 1895, as amended, exercising its powers related to the expenditure of public funds for public purposes and those other powers incident to, and necessary for the accomplishment of, the City’s express authorization to levy certain taxes and fees.

(2) It is essential to the City’s efforts to foster revitalization and redevelopment within the Incentive Area (as defined in Sec. 38.03 below) that the City offer certain Incentives (as defined in Sec. 38.03 below) that will encourage private investment in the Incentive Area. The goals of the City in offering the Incentives are as follows:

(a) to promote the construction of new buildings or the rehabilitation of existing buildings within the Incentive Area; and

(b) to support the establishment of the categories of new businesses that the Council determines will (i) significantly increase the overall commercial activity within the Incentive Area, (ii) attract the City's residents and tourists into the Incentive Area, and (iii) increase property values within the City as a whole.

(3) While the Incentives may benefit the Incentive Recipients (as defined in Sec. 38.03 below), the primary beneficiary of the Incentives will be the City and its citizens who shall realize the Benefits (as defined in Sec. 38.03 below).

(4) The Incentives, as provided for in an Incentive Agreement (as defined in Sec. 38.04(b) below), shall be structured in such a way that the value of the Benefits to the City will exceed their value to the Incentive Recipients.

(5) The financial benefit of the Incentives to the Incentive Recipients will only be realized at such time as certain Benchmarks (as defined in Sec. 38.07(c)(i) below) are met or continue to be met. Should all the Benchmarks be accomplished, the City believes that there is a high probability that the Benefits will be realized by the City and that the value of the Benefits will exceed the value of public funds expended on the Incentives.

(C) **The Bailey Bill**

(1) The City is authorized pursuant to Sections 5-21-140 and 4-9-195 of the Code of Laws of South Carolina 1976, as amended (collectively, the "**Bailey Bill**"), to grant special property tax assessments to real property that qualifies as a "rehabilitated historic property."

(2) The Bailey Bill provides for certain procedures that the City and the owner of qualifying historic property must follow in order to receive the benefits of the Bailey Bill.

(3) In furtherance of the City's policies regarding its historic resources, the Council has determined that the development and establishment of the Bailey Bill will achieve the following goals:

- (a) encourage the restoration of historic properties;
- (b) promote community development and redevelopment;
- (c) encourage sound community planning; and
- (d) promote the general health, safety and welfare of the City.

(4) The Council hereby finds that the value of the benefits that will accrue to the citizens of the City due to the achievement of these goals will exceed the value of the special property tax assessments to those who receive them.

**Commented [LF1]:** It does not look like the County has adopted the Bailey Bill. Lets discuss whether it is feasible to get them to do so and have it mirror the City's proposed ordinance. There is a bad SCAG opinion as to application when the County has not similarly enacted the authorizing ordinance.

(5) The Council further finds that the provisions of the Bailey Bill that permit the rescission of the special property tax assessments in certain instances ensures that the benefits will, in fact, accrue to the citizens of the City.

**NOW, THEREFORE, BEING DULY ASSEMBLED, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WESTMINSTER THAT:**

**Section 1. Economic Development Incentive Program**

(a) There is hereby enacted by the City, for the purposes discussed above, the “Economic Development Incentive Program.” Amendments, modifications, and clarifications to the Economic Development Incentive Program or succeeding amendments, modifications, or clarifications to the Economic Development Incentive Program shall become effective if approved and enacted by the City. Prior to such effective date, the version of the Economic Development Incentive Program enacted by the terms hereof shall remain in full force and effect.

(b) The Economic Development Incentive Program shall be codified into the City’s Code of Ordinances. By and through the enactment of this ordinance, Chapter 38, entitled “ECONOMIC DEVELOPMENT INCENTIVE PROGRAM” shall be added to Title III “ADMINISTRATION” of the City’s Code of Ordinances. Title III “ADMINISTRATION,” Chapter 38 “ECONOMIC DEVELOPMENT INCENTIVE PROGRAM” shall be added to the City’s Code of Ordinances as follows:

**Sec. 38.01 - Title.**

This Ordinance shall be titled “Economic Development Incentive Program.”

**Sec. 38.02 - Authority.**

Subject to the realization of certain Benefits (as defined in Sec. 38.03 below), the Economic Development Incentive Program is enacted by the Council to meet its Goals (as defined in Sec. 38.03 below).

**Sec. 38.03 - Definitions.**

As used in this Chapter 38, unless the context shall otherwise require, the following terms shall have the following respective meanings:

**“Benefits”** means the value to the City of providing the Incentives, which generally includes: (a) increased property values within the Incentive Area and the City as a whole; (b) increased revenue from property taxes, business license fees and permit fees; (c) increased tourism and commercial activity within the Incentive Area and the City as a whole; and (d) the improvement of the character of the City by preserving existing buildings within the Incentive Area and promoting the construction of new buildings that are compatible with its City’s character.

***“Incentive Area”*** shall mean the area encompassed by the City limits shown and described in *Exhibit A* in which the Council has determined that the revitalization and redevelopment thereof is essential to preserving and improving the economy, society, and culture of the City and enhancing the quality of life of the citizens thereof.

***“Development”*** shall mean the activity of improving a real property to the extent of adding value to the tax base through real property improvements, and the creation of employment opportunities.

***“Goals”*** means the objectives of the City in offering the Incentives, which generally includes: (a) promoting the construction of new buildings or the rehabilitation of existing buildings within the Incentive Area; and (b) supporting the establishment of the categories of new businesses that will (i) significantly increase the overall commercial activity within the Incentive Area, (ii) attract the City’s residents and tourists into the Incentive Area, and (iii) increase property values within the City as a whole.

***“Incentive”*** shall mean a grant of any inducement having monetary value by the City that is offered to a person, firm or corporation to pursue a Development that encourages private investment and/or the creation/retention of jobs. The Incentive may also include grants from other entities that the City may be able to obtain.

***“Incentive Recipient”*** shall mean the private parties receiving the Incentives from the City.

***“Job”*** shall mean each new (i) full-time position, or (ii) each full-time equivalent position that is created as a direct result of the ongoing operation of a Development. For the purposes of calculating the number of Jobs created by a Development, only those employed at businesses directly associated with the Development in positions permanently located within the Incentive Area shall be considered.

#### Sec. 38.04 - Authorization

(a) Authorization to Grant Incentives.

The Council, at its discretion and on a case-by-case basis, but subject to the General Eligibility Criteria provided for in Sec. 38.06(a) herein, may enter into an Incentive Agreement (as defined herein) with a person, firm or corporation providing for Incentives in order to encourage and support the Development of real property within the Incentive Area.

(b) Incentive Agreements.

The Incentives shall only be provided to an Incentive Recipient after an agreement has been entered into between the City and such person, firm or corporation, which agreement shall set forth: the particulars of the Development; the Incentives to be provided; and sufficient assurances that the Benefits will accrue to the City and the Goals

will be met by the Development (an *“Incentive Agreement”*). Pending the approval by the Council of any Incentive Agreement and subject to the provisions of Sec. 38.07 herein, the City Administrator of the City (or any person so delegated by the City Administrator) is authorized to discuss the provisions of this Economic Development Incentive Program, aid in the completion of any Proposal (as defined herein) and, subject to the final approval by the Council, negotiate with the potential Incentive Recipient on behalf of the City. Each Incentive Agreement shall be approved by Council by ordinance. Council is authorized to provide Incentives in any amounts and for any period of time within the thresholds provided for herein or within the time periods and thresholds provided for in any applicable statutory authorization.

Sec. 38.05 - Authorized Incentives.

(a) Multiple Incentives.

The Council may provide to an Incentive Recipient any combination of Incentives provided for herein; provided, however, that the total amount of Incentives given to a Development must be in keeping with the Goals and the value of the Benefits accruing to the City (and its citizens) and must be greater than the financial value of the Incentives to an Incentive Recipient.

(b) Incentives of the City.

All direct Incentives of the City shall be granted in the form of reimbursements and refunds of the fees and taxes that have been duly paid to the City, as set forth in this subsection (b). No upfront abatements of fees or taxes shall be permitted. Where Incentives continue for a period of more than one year, such Incentives may be graduated to increase or decrease year-to-year as the Council sees fit, but subject to monitoring by the City to ensure compliance with the terms of any Incentive Agreement. The Council may, at its discretion and on a case-by-case basis, enter into an Incentive Agreement to reimburse or refund any person, firm or corporation the following fees and taxes up to the amounts and percentages provided for herein:

- (i) Up to 100% of the applicable tap fees collected by the City;
- (ii) Up to 50% of the building permit fees collected by the City;
- (iii) Up to 50% of the business license fees collected by the City for as many as five (5) years;
- (iv) Up to 50% of the local hospitality taxes collected by the City for as many as five (5) years, but funds received through such Incentive are to be spent only for purposes that are related to tourism, pursuant to S.C. Code § 6-1-730, and which have been approved by Council and included in the Incentive Agreement;

Commented [LF2]: Any other utility benefits to consider?

- (v) Up to 50% of the local accommodations taxes collected by the City for as many as five (5) years, but funds received through such Incentive are to be spent only for purposes that are related to tourism, pursuant to S.C. Code § 6-1-530, and which have been approved by Council and included in the Incentive Agreement; and
- (vi) Such other Incentives that the Council, at its discretion on a case-by-case basis, determines are appropriate given the amount or type of investment made by the Incentive Recipient in the Incentive Area.

(c) State Incentive Programs.

The State programs that may be considered by Council to be included within any package of Incentives or as a stand-alone set of Incentives for in-City projects located City-wide, include, but are not limited to the following (as applicable and as may be amended from time to time):

- (i) Property tax credits authorized by the provisions of the South Carolina Abandoned Buildings Revitalization Act, codified at S.C. Code Ann. §§ 12-67-100 *et seq.* (collectively, the “**Abandoned Building Act**”). Incentive Recipients requesting consideration of the Abandoned Building Act by the Council shall submit an Abandoned Building Act Application form, a copy of which is attached hereto as *Exhibit B*.
- (ii) Property tax credits authorized by the provisions of the South Carolina Textiles Communities Revitalization Act, codified at S.C. Code Ann. §§ 12-65-10 *et seq.* (collectively, the “**Textiles Revitalization Act**”). Incentive Recipients requesting consideration of the Textiles Revitalization Act by the Council shall submit a Textiles Revitalization Act Application form, a copy of which is attached hereto as *Exhibit C*.
- (iii) The South Carolina real property tax credit for the installation of a fire sprinkler system, codified at S.C. Code Ann. § 12-6-3622.

Sec. 38.06 - Eligibility Criteria.

(a) General Eligibility Criteria.

Except for those Incentives discussed in Sec. 38.05(c) above as authorized by the State and which are intended by the terms of this Economic Development Incentive Program to be applied City-wide, in order for a Development to be eligible to receive Incentives, the Council must determine that the Development meets, or upon completion will meet, each of the following criteria:

- (i) the Development is consistent with Westminster’s Comprehensive Plan (as it may be amended, revised, or updated from time to time, the

“*Comprehensive Plan*”), as well as the Goals;

- (ii) absent the provision of Incentives, the Development would be unlikely to occur or unlikely to occur at the level or scale contemplated by the developer thereof;
- (iii) the Development must be located within the Incentive Area;
- (iv) the minimum threshold investment is five hundred thousand dollars ~~[\$500,000]~~ (the “*Minimum Investment*”). The Minimum Investment may be comprised of any combination of (i) real property acquisition costs, (ii) the costs of physical improvements to real property, (iii) or the costs of capital improvements to City infrastructure. The Minimum Investment may be calculated based upon investment in a single property or the cumulative investment in multiple properties, each within the Incentive Area. Where multiple uses or businesses are to be located within a single Development as separate businesses, the Council may, at its discretion on a case-by-case basis, allocate appropriate portions of the total investment in the Development to such separate business in order to allow such business to meet the Minimum Investment eligibility requirement. In order to meet the threshold for the Minimum Investment, a Development may be given a credit towards the Minimum Investment of fifty thousand dollars (\$50,000) for each Job that will be created by the Development; and
- (v) The intended use of the Development must be for one or more of the following business purposes: (1) retail uses; (2) tourism-related businesses or activities; (3) cultural arts activities and associated businesses; (4) corporate headquarters; (5) research and development; (6) high-technology growth businesses; and (7) other uses, as may be determined by the Council, that are consistent with the Goals, and the Comprehensive Plan.

**Commented [LF3]:** This Threshold is probably too low. It depends how aggressive your council wants to be.

(b) Specific Criteria.

The Council may, in its discretion and on a case-by-case basis, include within an Incentive Agreement any other eligibility criteria that must be met upon completion of a Development in order to ensure that the Goals are met and that the Development provides Benefits to the City (and its citizens) in amounts that warrant the implementation of Incentives.

Sec. 38.07 - Administration and Terms of Delivery.

(a) Application for Incentives.

Except where an applicant seeks only Incentives authorized by the State Incentive

Programs listed in Sec. 38.05(c), in order to be eligible for Incentives, a person, firm or corporation must submit to the City Administrator a proposed set of Incentives for a Development (a ***“Proposal”***). A form of the Proposal is attached hereto as *Exhibit D*. The Proposal must include a sufficient description of the Development, to include, without limitation, the following information: (i) identification of the property or properties on which the Development is to be located (the ***“Subject Property”***) and any acquisition costs thereof; (ii) the estimated start date and completion date for any work to be performed on the Subject Property; (iii) a list of any physical improvements that are to be made to the Subject Property as part of the Development, including a good-faith estimate of the costs thereof; (iv) the then-current value of the Subject Property and a good-faith estimate of the value of the Subject Property upon completion of the improvements thereto; (v) a good faith estimate of the number of Jobs that the Development is projected to create, including an estimate of the date upon which the estimated number of Jobs will have been created; (vi) a statement affirming that, based upon any acquisition costs for the Subject Property, along with good-faith estimates for the costs of physical improvements and the number of Jobs created, the Development will meet or exceed the Minimum Investment requirements of Sec. 38.06(a)(iv); (vii) a good-faith estimate of other revenue for the City that will be created as a direct result of the Development, including anticipated business license fees, additional property tax revenue, capital improvements to City-owned infrastructure and utilities revenue; and (viii) any other additional information that the Incentive Recipient or the City Administrator deems may be necessary and helpful for the Council to evaluate and give due consideration to the Proposal.

(b) Determination of Incentive Amounts.

The amount of Incentives granted to a Development shall be based upon the amount of the capital investment in the Development, the amount of new revenue for the City directly created by the Development and the number of new Jobs that will be directly created by the Development. The amount of Incentives granted to a Development shall in no case exceed the value of the direct and indirect benefits of the Development to the City. These amounts shall be expressly included within any Incentive Agreement.

(c) Certification, Commencement and Continuation of Incentives.

- (i) No Incentive shall commence or be given until such time as the Development has been issued a Certificate of Occupancy and/or a business license as well as a certificate that all terms and benchmarks included within the applicable Incentive Agreement, including without limitation benchmarks for capital investment, property valuation, and Job creation (the ***“Benchmarks”***), have been fully achieved or otherwise completed.
- (ii) Where Benchmarks, such as the number of Jobs created, are to be met continuously over a period of time, the Incentive Recipient shall provide to the City, on an annual basis, satisfactory proof that the Development

has continuously achieved or otherwise complied with such Benchmarks.

- (iii) If, at any time after completion of a Development or at any time within the period of time during which a Development is granted Incentives, a Development fails to achieve or otherwise comply with a Benchmark, the Council may, at its discretion and on a case-by-case basis: (1) declare the Incentive Agreement null and void and cease the provision of any future Incentives; or (2) decrease the amount of Incentives based upon the actual direct and indirect Benefits of the Development to the City and its citizens.

#### Sec. 38.08 - Administration of Incentives and Incentive Agreements.

The administration of the application process, specifically including the drafting of any Proposal, and continuous monitoring of Developments pursuant to applicable Incentive Agreements shall be the responsibility of the City Administrator and any person designated to oversee such process by the City Administrator.

### **Section 2. The Bailey Bill Program**

(a) There is hereby enacted by the City, for the purposes discussed above, the Special Property Tax Assessment Program for Rehabilitated Historic Properties (the “***Bailey Bill Program***”). Absent some change to the Bailey Bill which affects or preempts the Bailey Bill Program established herein, any amendments, modifications and clarifications to the Bailey Bill shall become effective, only if approved and enacted by the City.

(b) The Bailey Bill Program shall be codified into the City’s Code of Ordinances. By and through the enactment of this ordinance, Chapter 39, entitled “SPECIAL PROPERTY TAX ASSESSMENT PROGRAM FOR REHABILITATED HISTORIC PROPERTIES” shall be added to Title III “ADMINISTRATION” of the City’s Code of Ordinances. Title III “ADMINISTRATION,” Chapter 39 entitled “SPECIAL PROPERTY TAX ASSESSMENT PROGRAM FOR REHABILITATED HISTORIC PROPERTIES” shall be added to the City’s Code of Ordinances as follows:

#### Sec. 39.01 – Title.

This ordinance shall be titled “Special Property Tax Assessment Program for Rehabilitated Historic Properties.”

#### Sec. 39.02 – Authority.

Pursuant to Sections 5-21-140 and 4-9-195 of the Code of Laws of South Carolina 1976, as amended (collectively, the “***Bailey Bill***”), the City is enacting and establishing its Special Property Tax Assessment Program for Rehabilitated Historic Properties (the “***Bailey Bill Program***”).

Sec. 39.03 – Definitions.

As used in this Chapter 39, unless the context shall otherwise require, capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the Bailey Bill.

Sec. 39.04 – Creation of Special Tax Assessment; Term.

(a) Special Tax Assessment Created.

A special tax assessment is hereby created wherein real property that has complied with all provisions of the Bailey Bill Program shall receive a property tax assessment for such real property and any improvements thereon that is based upon the fair market value of such property during the year that Preliminary Certification of the historic rehabilitation of such property is granted (the “*Special Assessment*”). Only work that is performed after the Preliminary Certification is granted shall be considered for purposes of determining the Special Assessment.

(b) Term.

The “*Assessment Term*” means a period of up to 20 years. The Assessment Term is contingent upon the Expense Percentage (as defined below) of each qualifying property. “*Expense Percentage*” means the percentage determined by dividing the rehabilitation expenses occurring after the Preliminary Certification by the fair market value of the qualifying property as provided in the Preliminary Certification. If the Expense Percentage equals:

- (i) 20-29% - the Assessment Term shall be 5 years;
- (ii) 30-39% - the Assessment Term shall be 10 years;
- (iii) 40-49% - the Assessment Term shall be 15 years; and
- (iv) 50% over greater - the Assessment Term shall be 20 years.

Any Special Assessment granted pursuant to the provisions of this Bailey Bill Program shall remain the assessment applicable to such historic property for the purposes of *ad valorem* taxes for the applicable Assessment Term. If an application for Preliminary Certification is filed by May 1 of any year, or Preliminary Certification is granted by August 1 of any year, the first year of the Assessment Term shall be the year in which such application was filed or Preliminary Certification was granted, as applicable. Otherwise, the first year of the Assessment Term shall be the year following the year in which such application was filed or Preliminary Certification was granted, as applicable.

**Commented [LF4]:** NOTE: 20 years is the max term, and can be reduced.

**Commented [LF5]:** NOTE: these thresholds and terms can be adjusted or collapsed accordingly, but the minimum investment under State law is 20%

Sec. 39.05 – Eligibility.

In order to be eligible to receive the Special Assessment, a property must be granted a historic designation by the City Council based upon one or more of the following reasons (“**Eligible Property**” or “**Eligible Properties**”):

- (i) the property is listed on the National Register of Historic Places; or
- (ii) the property is at least fifty years old, and it also qualifies under the following:
  - (1) the property has been designated as an historic property by the City Council; or
  - (2) the property is located in a historic district, as may be designated from time to time, by the City Council.

Sec. 39.06 – Eligible Rehabilitation.

(a) In order to be eligible to receive the Special Assessment, a property must undergo a historic rehabilitation (a “**Historic Rehabilitation**”) that adheres to the Secretary of the Interior’s Standards for Rehabilitation, together with the City’s zoning standards, as generally authorized by Section 151.019 of the City’s zoning code, as may be amended from time to time (together, the “**Rehabilitation Standards**”).

(b) Rehabilitation Work to be Evaluated Based Upon the Rehabilitation Standards.

The following elements of any Historic Rehabilitation shall be reviewed according to the Rehabilitation Standards:

- (i) repairs to the exterior of the designated building;
- (ii) alterations to the exterior of the designated building;
- (iii) new construction on the property on which the building is located; and
- (iv) for public or commercial buildings, interior alterations for primary public spaces.

(c) Expenditures for Rehabilitation

Qualified expenditures for any Historic Rehabilitation include the actual costs of rehabilitation related to one or more of the following:

- (i) improvements located on or within the historic building as designated;

- (ii) improvements outside of and directly attached to the historic building that are necessary to make the building fully usable; such improvements shall not include rentable/habitable floor space attributable to new construction;
- (iii) architectural and engineering services attributable to the design of the improvements; and
- (iv) costs necessary to maintain the historic character or integrity of the building.

(d) For purposes of Section 39.06(c)(iii) above, the costs of architectural or engineering services shall be limited to a maximum of twenty percent (20%) of the total qualified rehabilitation costs. To the extent that the architectural or engineering costs exceed 20% of the qualified rehabilitation costs of an Eligible Property, such additional costs shall not be includable when determining the Expense Percentage or the Minimum Expenditure (as defined below).

Sec. 39.07 – Minimum Expenditures; Fair Market Value.

In order to be eligible to receive the Special Assessment, the total expenditures that an owner of an Eligible Property must incur applicable to a Historic Rehabilitation shall equal or exceed 20 percent of the fair market value of the Eligible Property at the time in which Preliminary Certification is granted (the “**Minimum Expenditure**”). Fair market value shall be based upon (i) the appraised value of the Eligible Property as certified by a licensed real estate appraiser and as submitted as part of an application for Preliminary Certification; (ii) the sales price of the Eligible Property delineated in a bona fide, arms-length real estate transaction taking place within 12 months of the time that an application for Preliminary Certification is submitted; or (iii) the most recent appraised value determined by the Oconee County Assessor.

Sec. 39.08 – Reviewing Authority Designation; Jurisdiction.

The South Carolina Department of Archives and History (“**DAH**”) is hereby designated as the “Reviewing Authority,” as such term is used in the Bailey Bill, for the purposes of this Bailey Bill Program. Submittals hereunder shall comport to the rules, regulations and procedures of DAH associated with its role as the Reviewing Authority.

Sec. 39.09 – Approval Process.

(a) Application.

In order to be eligible to receive the Special Assessment, an Eligible Property proposing a Historic Rehabilitation must receive Preliminary Certification by the City Council using the application and review process provided for in this Section. Any owner of an Eligible Property may apply to the City for Preliminary Certification of a proposed Historic Rehabilitation by submitting an Application for Preliminary Certification (an “**Application**”), the form of which is attached hereto as *Exhibit E* to the planning

department of the City. In order to receive consideration, all Applications must be complete and must include the following fees and other information:

- (i) a completed Application, including any application fees that may be required in the discretion of the City's staff based upon the budget then in effect;
- (ii) an application fee (such amount to be determined in the City's annual budget process);
- (ii) a plan detailing the proposed Historic Rehabilitation detailing the scope of work that is to be performed and demonstrating compliance with the Rehabilitation Standards;
- (iv) sufficient evidence of the current fair market value of the Eligible Property (see Sec. 39.07 herein); and
- (v) the total amount that the owner anticipates will be expended on the Historic Rehabilitation.

(b) DAH Review.

Provided the finished Application (as to all form and content) has been filed with the City's planning department, the City shall thereafter submit the application to DAH for further review. DAH shall affirm that the Minimum Expenditure is expected to be met and that the property meets the standard for an Eligible Property. The DAH shall review each Application and proposed Historic Rehabilitation to ensure that the proposed scope of work complies with the Rehabilitation Standards. Upon confirmation by DAH that all criterion have been met, the Application shall be submitted to the City Council for approval. In the event that the DAH declines to recommend approval to the City Council, the City and the applicant shall work with DAH to determine the specific reasons for its denial and thereafter, and subject to DAH's procedures, the applicant may re-apply under the terms of this Section.

(c) City Council Preliminary Certification.

Upon an Application receiving a recommendation of approval by the DAH, the Application shall be considered at the next regularly scheduled meeting of the City Council, provided that sufficient time remains to include such an Application on the upcoming meeting agenda. City Council may, by ordinance, approve the Application and proposed Historic Rehabilitation and, in such event, shall make specific findings of the following facts regarding the following:

- (i) The property constitutes an Eligible Property;
- (ii) The Minimum Expenditures are expected to be met; and

- (iii) The fair market value of the Eligible Property that is to be used to calculate the Special Assessment and the Expense Percentage.

(e) Substantive Changes.

If at any time during the application process or after Preliminary Certification is granted, the scope of work considered or approved thereunder is substantively changed in any way, the applicant must promptly notify the City's planning department who shall make a determination as to whether such a change required the prior approval of the City Council. In the event that such approval is necessary, such a change may be brought directly before the City Council at its next available regularly scheduled meeting for consideration. Unapproved substantive changes are conducted at the risk of the property owner and may disqualify the property from eligibility for the Special Assessment.

(f) Assessment for Two Years During Work.

Once a proposed Historic Rehabilitation has received Preliminary Certification, the Eligible Property shall receive the Special Assessment for an initial period of two years during which the proposed Historic Rehabilitation is undertaken. Any such period shall apply towards the applicable Assessment Term in Section 39.04(b) herein. In the event that, after the expiration of two years, the Historic Rehabilitation is not complete but the Minimum Expenditure has been met, the Special Assessment shall continue for such time as it is necessary to complete the Historic Rehabilitation. In the event that after the expiration of two years, the Minimum Expenditures have not been met, the City Council may, at its discretion, disqualify the property from eligibility for the Special Assessment and any monies not collected due to the special assessment must be returned to the City and other affected taxing districts, as applicable.

Sec. 39.10 – Rehabilitation Monitoring; Final Certification.

(a) Monitoring.

During the period of time during which the Historic Rehabilitation is underway, staff of the City's planning department or code enforcement department, as applicable, may inspect the work in progress to ensure that the Historic Standards are met. Inspections of any exterior work may be made at any time and inspections of any interior work may be made upon 24-hours' notice. The refusal of an applicant to permit inspection shall serve as grounds for the disqualification of the property from eligibility for the Special Assessment. In the event that such an inspection shows substantive deviations from the approved scope of work or a failure to comply with the Historic Standards, the City Council may disqualify the property from eligibility for the Special Assessment.

(b) Final Certification.

Upon completion of the Historic Rehabilitation, the applicant must notify the planning department and request that the property be granted Final Certification. The planning department staff shall inspect the Eligible Property to ensure compliance with the approved scope of work and the Historic Standards. If compliance is found, the planning department staff shall grant Final Certification and shall provide the property owner with sufficient documentation of such Final Certification.

Sec. 39.11 – Notification of the Oconee County Tax Assessor.

Upon receipt of Final Certification, it shall be the responsibility of the property owner to provide such Final Certification to the Oconee County Assessor in order to secure the Special Assessment.

Sec. 39.12 – Additional Work; Decertification.

(a) For the remainder of the applicable Assessment Period, the property owner shall notify the planning department staff of any additional exterior work undertaken on the Eligible Property, other than ordinary maintenance. The planning department staff will present the proposed work to the DAH, as applicable, who will review the work and determine whether the overall project is consistent with the standards for rehabilitation. If the additional work is found to be inconsistent, the property owner shall withdraw his request and cancel or revise the proposed additional work.

(b) Once the Eligible Property has received Final Certification, it shall remain so certified and must be granted the Special Assessment until the property becomes disqualified by any one of the following:

- (i) the expiration of the applicable Assessment Term;
- (ii) written notice from the property owner to the planning department staff and the Oconee County Auditor requesting removal of the Special Assessment;
- (iii) removal of the historic designation by the City Council; or
- (iv) rescission of the approval of the Historic Rehabilitation by the DAH because of alterations or renovation by the owner or the owner's estate which causes the property to no longer possess the qualities and features which made it eligible for Final Certification.

(c) Notification of any change affecting eligibility must be given immediately to the Oconee County Assessor, Auditor, and Treasurer.

**Section 3.** If any section, subsection, sentence, clause or phrase of the Economic Development Incentive Program, the Bailey Bill Program, or this Ordinance is, for any reason, held or

determined to be invalid, such decision shall not affect the validity of the remaining portions of the Economic Development Incentive Program, the Bailey Bill Program, and/or this Ordinance.

**Section 4.** Nothing in this Ordinance, the Economic Development Incentive Program, or the Bailey Bill Program hereby enacted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause of causes of action acquired or existing, under any act or ordinance hereby repealed; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

**Section 5.** 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 and the provisions of the Economic Development Incentive Program and the Bailey Bill Program shall take effect immediately upon its enactment by the Council.

**DONE AND ENACTED IN COUNCIL ASSEMBLED**, this \_\_\_\_ 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*

**EXHIBIT A**

City of Westminster – Incentive Area Map

## EXHIBIT B

Abandoned Building Act Application Form

### CITY OF WESTMINSTER

#### ABANDONED BUILDINGS ACT APPLICATION FOR ELIGIBILITY AND CREDIT AGAINST REAL PROPERTY TAXES

---

##### 1. PROPERTY INFORMATION

Building Site Address \_\_\_\_\_

City \_\_\_\_\_, South Carolina (ZIP) \_\_\_\_\_

TMS# \_\_\_\_\_

Have you filed a Notice of Intent to Rehabilitate with the City? Yes \_\_\_\_\_ No \_\_\_\_\_

*\*If No, include with this application a letter indicating your intent to rehabilitate the building site, the location of the building site, the amount of acreage involved in the building site, the amount of square footage of existing buildings involved in the building site and the buildings to be rehabilitated, any new construction at the building site, and the estimated expenses to be incurred in connection with the rehabilitation.*

When was the building site abandoned? \_\_\_\_\_

*\*You must provide documentation to support the information provided above. A letter from the City of Westminster's business licensing department indicating when the last business license was revoked is preferred.*

Has at least 66% of the building/structure been closed continuously to business or otherwise non-operational for income producing purposes for a period of at least five (5) years immediately preceding the date on which the Notice of Intent to Rehabilitate was filed? Yes \_\_\_\_\_ No \_\_\_\_\_

*\*This calculation is based on the total amount of square footage as certified by the Oconee County Tax Assessor.*

What was the building's use immediately preceding its abandonment? \_\_\_\_\_

*\*Buildings or structures with an immediately preceding use as a single-family residence are not deemed abandoned buildings.*

On what date did you become the owner of record? \_\_\_\_\_

Is the building on the National Register of Historic Places? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, will any portion of the building be demolished? Yes \_\_\_\_\_ No \_\_\_\_\_

What was the square footage at the time Notice of Intent is/was filed? \_\_\_\_\_

**2. PROJECT INFORMATION**

Estimated project start date \_\_\_\_\_

Estimated project completion date \_\_\_\_\_

Estimated rehabilitation costs \$ \_\_\_\_\_ (Total must be more than \$250,000 to qualify).

*\* Eligible expenses do not include cost of acquiring the site or cost of personal property at the site.*

*\*\* Expenses increasing the square footage of the site by more than 200% are not eligible.*

Do you plan to subdivide the building or structure into separate units or parcels? Yes \_\_\_\_ No \_\_\_\_

If yes, how many? \_\_\_\_\_

Will the rehabilitation work increase the square footage of the building site? Yes \_\_\_\_ No \_\_\_\_

If yes, how much additional square footage will be added? \_\_\_\_\_

Briefly describe your plans for the building site including the future planned use of the building site and structure(s).

---

---

---

---

---

**3. OWNER INFORMATION**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

**4. AFFIDAVIT**

Please complete and sign the applicable attached affidavit.

**FOR CITY USE ONLY**

DEPT SUBJECT TO REQUEST: \_\_\_\_\_ REQUEST ASSIGNED TO: \_\_\_\_\_

DATE OF ASSIGNMENT: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

DATE OF COMPLETION: \_\_\_\_\_ DATE RESPONSE DUE: \_\_\_\_\_

(For Individual Property Owners)

AFFIDAVIT

STATE OF SOUTH CAROLINA    )  
  )  
COUNTY OF OCONEE            )

PERSONALLY APPEARED BEFORE ME, the undersigned, who first being duly sworn, deposes and says, subject to the penalties of perjury, that the information contained in the foregoing Application For Eligibility and Credit Against Real Property Taxes is true and correct.

\_\_\_\_\_  
Applicant(s)

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public for South Carolina

My Commission Expires: \_\_\_\_\_

# AFFIDAVIT

[illegible]

PERSONALLY APPEARED BEFORE ME, \_\_\_\_\_ of \_\_\_\_\_,  
its \_\_\_\_\_, duly authorized, who first being duly sworn, deposes and says,  
subject to the penalties of perjury, that the information contained in the foregoing Application For  
Eligibility and Credit Against Real Property Taxes is true and correct.

---

---

Name of Entity

By: \_\_\_\_\_

Its: \_\_\_\_\_

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

---

Notary Public for South Carolina

My Commission Expires: \_\_\_\_\_

## EXHIBIT C

Textiles Revitalization Act Application Form

### CITY OF WESTMINSTER

#### TEXTILE COMMUNITIES REVITALIZATION ACT APPLICATION FOR ELIGIBILITY AND CREDIT AGAINST REAL PROPERTY TAXES

---

##### 1. PROPERTY INFORMATION

Building Site Address \_\_\_\_\_  
City \_\_\_\_\_, South Carolina (ZIP) \_\_\_\_\_  
TMS # \_\_\_\_\_

Have you filed a Notice of Intent to Rehabilitate with the City? Yes \_\_\_\_ No \_\_\_\_

*\*If No, include with this application a letter indicating your intent to rehabilitate the textile mill, the location of the textile mill site, the amount of acreage involved in the textile mill site, and the estimated expenses to be incurred in connection with the rehabilitation.*

Was the building/structure used as a textile mill? Yes \_\_\_\_ No \_\_\_\_

*\*In order to be eligible, the building must have been initially used for textile manufacturing, dying, or finishing operations and for ancillary uses (pursuant to S.C. Code § 12-65-20(2)) to those operations.*

Has at least 80% of the textile mill been closed continuously to business or otherwise non-operational as a textile mill for income producing purposes for a period of at least one (1) year immediately preceding the date on which the Notice of Intent to Rehabilitate was filed?

Yes \_\_\_\_ No \_\_\_\_

*\*This calculation is based on the total amount of square footage as certified by the Oconee County Tax Assessor.*

When was the textile mill abandoned? \_\_\_\_\_

*\*You must provide documentation to support the information provided above. A letter from the City of Westminster's Business Licensing Department indicating when the last business license was revoked is preferred.*

On what date did you become the owner of record? \_\_\_\_\_

Were you the owner of record when the textile mill was operational immediately prior to the textile mill's abandonment? Yes \_\_\_\_ No \_\_\_\_

Has the textile mill previously received textile mill credits? Yes \_\_\_\_ No \_\_\_\_

**2. PROJECT INFORMATION**

Estimated project start date \_\_\_\_\_  
Estimated project completion date \_\_\_\_\_  
Estimated rehabilitation expenses \_\_\_\_\_  
Acreage of the textile mill site \_\_\_\_\_

Do you plan to subdivide the site into separate units or parcels? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how many? \_\_\_\_\_

Briefly describe your plans for the building site including the future planned use of the building site and structure(s).

---

---

---

---

---

---

---

---

**3. OWNER INFORMATION**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

**4. AFFIDAVIT**

Please complete and sign the applicable attached affidavit.

**FOR CITY USE ONLY**

DEPT SUBJECT TO REQUEST: \_\_\_\_\_ REQUEST ASSIGNED TO: \_\_\_\_\_

DATE OF ASSIGNMENT: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

DATE OF COMPLETION: \_\_\_\_\_ DATE RESPONSE DUE: \_\_\_\_\_

(For Individual Property Owners)

AFFIDAVIT

STATE OF SOUTH CAROLINA    )  
  )  
COUNTY OF OCONEE            )

PERSONALLY APPEARED BEFORE ME, the undersigned, who first being duly sworn, deposes and says, subject to the penalties of perjury, that the information contained in the foregoing Application for Eligibility and Credit Against Real Property Taxes is true and correct.

\_\_\_\_\_  
Applicant(s)

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public for South Carolina

My Commission Expires: \_\_\_\_\_

# AFFIDAVIT

[illegible]

PERSONALLY APPEARED BEFORE ME, \_\_\_\_\_ of \_\_\_\_\_,  
its \_\_\_\_\_, duly authorized, who first being duly sworn, deposes and says,  
subject to the penalties of perjury, that the information contained in the foregoing Application for  
Eligibility and Credit Against Real Property Taxes is true and correct.

---

Name of Entity

By: \_\_\_\_\_

Its: \_\_\_\_\_

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

---

Notary Public for South Carolina

My Commission Expires:\_\_\_\_\_

**EXHIBIT D**

Form of Proposal

**CITY OF WESTMINSTER  
PROPOSAL FOR ECONOMIC DEVELOPMENT INCENTIVES**

---

The City of Westminster, South Carolina (the "City") has enacted its Economic Development Incentive Program, which is codified in Title III "ADMINISTRATION," Chapter 38 "ECONOMIC DEVELOPMENT INCENTIVE PROGRAM" of the City's Code of Ordinances (the "Economic Development Incentive Program"). Pursuant to the Economic Development Incentive Program, all requests for Incentives shall be made using this form. This form shall be signed and submitted, either in person at the Westminster City Hall, which is located at 100 E. Windsor Street, Westminster, SC 29693, or by mail to the City of Westminster, Attn: City Administrator, PO Box 399, Westminster, SC 29693. No e-mail or fax requests will be accepted. Terms used herein and not otherwise defined shall have the meanings ascribed thereto in the Economic Development Incentive Program.

NAME: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DESCRIPTION OF THE PROPERTY (please include tax identification number(s) and any current or expected acquisition costs, being as specific as possible and attach additional pages if needed): \_\_\_\_\_

\_\_\_\_\_

ESTIMATED START DATE FOR DEVELOPMENT \_\_\_\_\_

DESCRIPTION OF DEVELOPMENT (please include a good faith estimate of expected costs, being as specific as possible. Attach additional pages if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

JOB CREATION (please include good faith estimate of jobs created and expected dates of implementation): \_\_\_\_\_

\_\_\_\_\_

ESTIMATES AS TO BENEFITS TO THE CITY FROM THE DEVELOPMENT (may include, but not limited to business license fees, property taxes, improvements to City-owned infrastructure or utilities, being as specific as possible and attach additional pages if needed):

---

---

---

OTHER PERTINENT INFORMATION (please attach additional pages if needed):

---

---

---

---

I, the undersigned, submit the above information to the City and certify that, to the best of my knowledge, the information supplied hereinabove is factually correct and contains no material misstatements or other misrepresentations. Additionally, I affirm and certify that, based on the acquisition costs of the property described above, the costs of the proposed improvements and the expected Jobs to be created or retained, the development shall meet or exceed the Minimum Investment requirements in Sec. 38.06(a)(iv) of the Economic Development Incentive Program.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**FOR CITY USE ONLY**

DEPT SUBJECT TO REQUEST: \_\_\_\_\_ REQUEST ASSIGNED TO: \_\_\_\_\_

DATE OF ASSIGNMENT: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

DATE OF COMPLETION: \_\_\_\_\_ DATE RESPONSE DUE: \_\_\_\_\_

## EXHIBIT E

### Bailey Bill Program Application Form

#### City of Westminster Historic Preservation Commission

##### BAILEY BILL HISTORIC PROPERTY REHABILITATION APPLICATION

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Owner's Email Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Estimated Project Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Fair Market Value of Property: \$ \_\_\_\_\_ (Please attach appraisal or other proof of value)

Estimated Project Cost \$ \_\_\_\_\_ (Must meet or exceed 20% of the fair market value)

##### Historic Designation Status

The property must have been granted a "historic designation" by the Westminster City Council. Check all that apply:

\_\_\_\_\_ The property is listed on the National Register of Historic Places

\_\_\_\_\_ The property has been designated as an historic property by the City Council

\_\_\_\_\_ The property is located within an area that has been designated as a historic district by the City Council

##### Attachments

The following information must be submitted along with a completed application:

\_\_\_\_\_ An original signed and completed application

\_\_\_\_\_ An application fee of \$ \_\_\_\_\_

\_\_\_\_\_ Plan detailing the proposed Historic Rehabilitation including the following: the areas of the structure or property that are to be rehabilitated; the scope of work to be done; and detailed information on the materials and techniques to be used to comply with the Rehabilitation Standards of the City.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature (if not Applicant): \_\_\_\_\_

Co-Owner's Signature (if not Applicant): \_\_\_\_\_

The above signatures certify that the information in this application is accurate and complete, that the City may copy any drawings and materials necessary for review, and that pursuant to S.C. Code Ann. Section 6-29-1145 this property is not subject to a recorded covenant that is contrary to, conflicts with, or prohibits this activity.

##### FOR STAFF USE

Application #: \_\_\_\_\_ Tax Map #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

\_\_\_\_\_ The work as described in this application and attachments appears to meet the Rehabilitation Standards and would likely receive final approval if completed as described.

\_\_\_\_\_ The work as described in this application and attachments would meet the Rehabilitation Standards if the Special Conditions on the attached sheet are met.

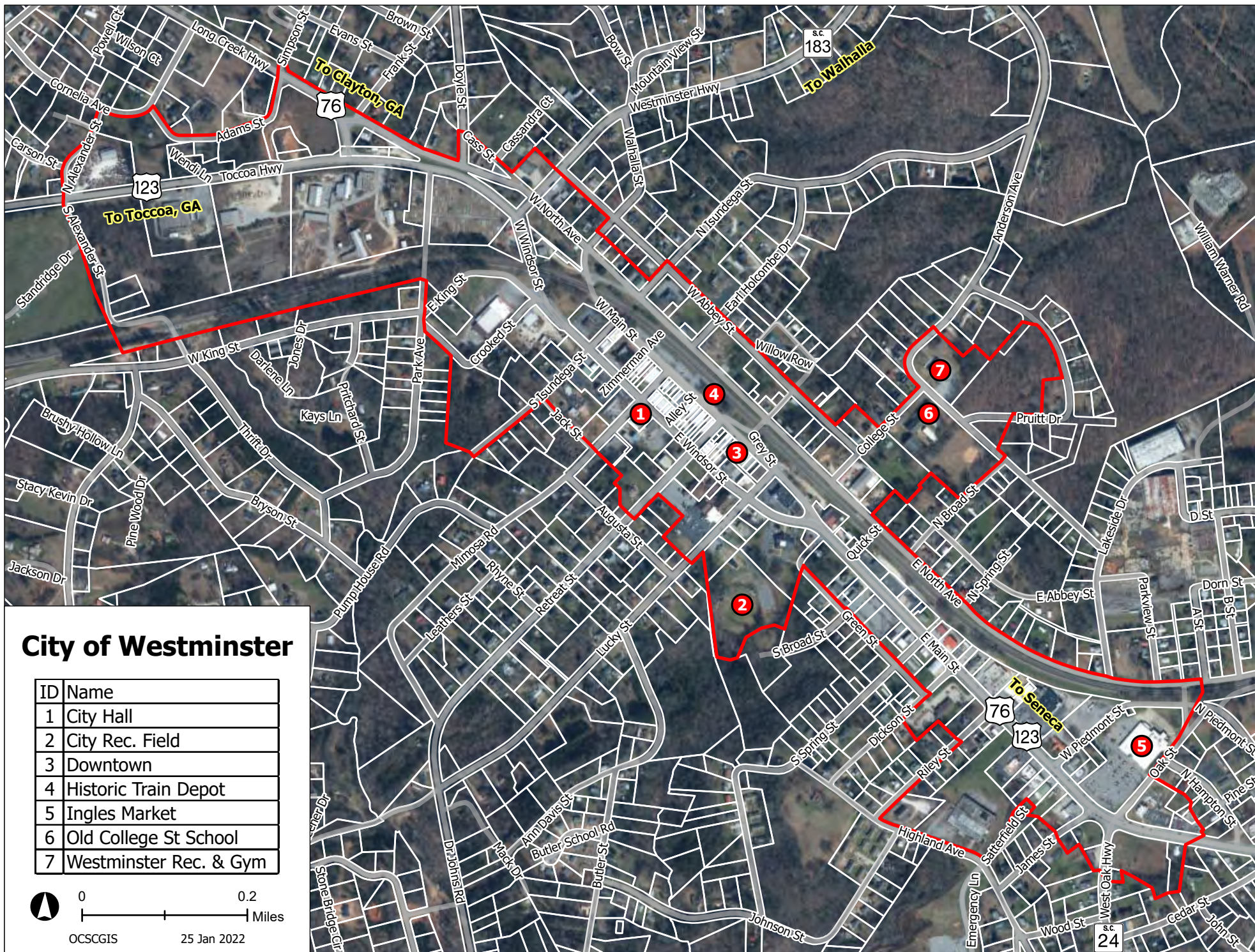
\_\_\_\_\_ The work as described in this application and attachments does not appear to meet the Rehabilitation Standards and is not approved for this property. The attached sheet describes the specific problems with the proposed work.

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

### DESCRIPTION OF PROPOSED WORK

Use the spaces below to describe the proposed work. Architectural features would include items such as: roof; exterior brick or siding; windows; doors; site/landscape features; entrance hall; main stair; parlors; fireplaces/mantles; floors/walls/ceilings; mechanical/ electrical/plumbing; etc. Please feel free to make copies of this sheet. Use as many spaces as necessary to fully describe your project.

Architectural feature____ Approximate date of feature _____ Describe feature and its condition     Photograph No._Drawing No.____	Describe work and impact on feature     
Architectural feature____ Approximate date of feature _____ Describe feature and its condition     Photograph No._Drawing No.____	Describe work and impact on feature     
Architectural feature____ Approximate date of feature _____ Describe feature and its condition     Photograph No._Drawing No.____	Describe work and impact on feature     
Architectural feature____ Approximate date of feature _____ Describe feature and its condition     Photograph No._Drawing No.____	Describe work and impact on feature     





**Agenda Item An Ordinance Authorizing modifications to Westminster Code of Ordinances, Title V: Public Works, Chapter 51: Garbage and Refuse**

OFFICE OF THE CITY ADMINISTRATOR  
WESTMINSTER, SOUTH CAROLINA

Title V: Public Works, Chapter 51: Garbage and Refuse of the City of Westminster Code provides for the governance of the collection and disposal of garbage and refuse.

Portions of Chapter 51 were last modified in 2008. The City Utilities Director and Sanitation Supervisor work with citizens each day to accomplish orderly and efficient operations for the collection and disposal of garbage and refuse. They request Council approve changes as noted on the attached.

Additionally, some items are highlighted in order to request affirmation from the Council as to its future intent. For instance, Section 51.19 Use of Contract Services states (in part):

*“However, any resident using contract services that may generate such debris should ensure that included in the scope of their contracted services is the removal of all debris that is generated by the contractor.”*

Staff asks the Council to affirm the intent to abide by this section, as well as other highlighted sections. Should the Council wish to amend these sections, it is Council’s privilege to do so.

Also included with this item is a list of materials that may be disposed at the County Landfill and those that may not. The Code is written to account for the landfill’s requirements, city equipment capabilities and efficient use of staff time.

**Council Motion for consideration:**

I move to approve the Ordinance # (((Put in the NUMBER)))

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

**ORDINANCE #2022-03-08-02**

**AN ORDINANCE TO AMEND TITLE V CHAPTER 51 OF THE CODE OF  
ORDINANCES FOR THE CITY OF WESTMINSTER**

**WHEREAS**, the Westminster City Council has become aware of a need to comprehensively update and modernize its Solid Waste Ordinances; and

**WHEREAS**, the Westminster City Council is also desirous of clarifying the current Solid Waste Ordinances; and

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and City Council of the City of Westminster, South Carolina, Title V Chapter 51 is amended by so with the attached document, Exhibit A.

**DONE AND ENACTED IN COUNCIL ASSEMBLED**, this \_\_\_\_th day of \_\_\_\_\_ 2022.

CITY OF WESTMINSTER, SOUTH CAROLINA

\_\_\_\_\_  
Brian Ramey, Mayor

\_\_\_\_\_  
Rebecca Overton, City Clerk

First Reading: \_\_\_\_\_, 2022

Second Reading: \_\_\_\_\_, 2022

Reviewed by City Attorney and approved as to form

\_\_\_\_\_  
*Andrew Holliday, City Attorney*

## TITLE V: PUBLIC WORKS

### CHAPTER 51: GARBAGE AND REFUSE

#### *GENERAL PROVISIONS*

##### § 51.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

**BROWN GOODS.** Furniture, mattresses, carpeting, and light electronic goods including but not limited to televisions, stereos, and speakers.

**CONSTRUCTION AND DEMOLITION WASTE.** All discarded solid wastes resulting from construction, remodeling, repair, and demolition of structure. The wastes include but are not limited to lumber, bricks, dirt, stone, plaster, loam, roofing, shingles, sheeting, rubble, broken concrete, conduit pipe, wire insulation, and other similar items resulting from repairs and additions to or destruction of existing buildings or construction of new buildings.

**GARBAGE.** All animals, fruit and other vegetable matter and all organic refuse resulting from the preparation of food. This shall include any cartons, cans, bottles or other containers which may cause fly breeding or draw flies and other insects.

**WASTE MATTER.** Grass, ashes, metalware, broken glass, crockery, stoneware and all other nonperishable wastes.

**Animals.** *SCDOT is responsible for pickup of dead animals on its streets. The City may assist from time to time.*

(Ord. 920408, passed 4-8-1992; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2019-08-02, passed 9-10-2019)

Commented [KB1]: inserted

##### § 51.02 MANDATORY USE OF CITY'S ROLL-CARTS AND DUMPSTERS.

- (A) All residences and businesses within the city limits of the City of Westminster that have active utility accounts shall be required to use, and will be billed for the use of the city's roll-carts and dumpsters for the disposal of garbage and trash rather than independently contracting with a service provider. Exceptions to the rule are for customers electing to have a utilities account categorized as temporary utilities - I, II or III (see the Utilities Department policies). Any business who, at the time of the passage of this section, is contracting with a service provider other than the city is "grandfathered" and thereby may continue to use the other provider. Upon termination for whatever reason of the grandfathered agreement, the business must switch to the city as a service provider and may not select another independent provider. A franchise agreement or a business license will be required of the provider.

(B) Residences will use the roll-carts and if the typical volume of garbage and trash for that residence indicates the need for multiple carts, such will be required and the customer will be billed for multiple carts.

(C) Businesses, as dictated by the typical volume of garbage and trash for that business will be assigned an appropriately sized dumpster with a corresponding frequency of pickup and shall be billed accordingly.

(Ord. 2000-04-18-02, passed 5-1-2000; Am. Ord. 2007-02-20-06, passed 2-20-2007; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2011-01-18-01, passed 1-18-2011)

**Commented [KB2]:** Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

### § 51.03 ROLL-CARTS.

The City of Westminster shall require that all locations utilizing roll-carts for waste collection shall bag loose contents within a plastic bag before placement within the roll carts, and violation of this section will be subject to § 10.99.

(Ord. 2000-07-18-01, passed 8-15-2000; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010)

**Commented [KB3]:** Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

## COLLECTION

### § 51.15 PLACEMENT FOR COLLECTION.

(A) All roll-carts shall be placed at the curbside adjacent to the respective residence with lids opening toward the street. With the use of automated equipment for picking up the roll-carts, the roll-carts shall be placed within reach of the automated equipment. Pick-up will begin as early as ~~7:00~~6:30 a.m. Any resident who is disabled, having no other able-bodied person in the household and can provide a physician's certification to City Hall or the Street Department Superintendent, will be accommodated. All roll-carts shall be removed no later than 24 hours after garbage pick-up.

**Commented [KB4]:** insert

**Commented [KB5]:** inserted

**Commented [KB6]:** inserted

(B) The City shall collect brown goods each week on the day so proscribed by the City Administrator after consulting with the Public Works Department Superintendent, such day is currently Thursday but is subject to change. Brown goods shall be placed curbside adjacent to the respective residence. In no event should brown goods be placed curbside prior to 5 p.m. on the day prior to the scheduled day for the collections of brown goods.

(C) Any person who violates this section shall be subject to a fine as follows:

(1) First offense:	Warning;
(2) Second offense:	\$50;
(3) Third offense:	\$100.

(D) The Chief of Police or his designee shall have the responsibility of issuing citations for such violations.

**Commented [KB7]:** insert

(Ord. 920408, passed 4-8-1992; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2019-08-02, passed 9-10-2019)

#### § 51.16 GARBAGE AND TRASH COLLECTION.

In the business sections, all trash and garbage shall be placed in containers at the rear of the building at the alley or, if there is no alley or entrance to the alley, then a location convenient to the collection facilities of the city to be approved by the Public Works Department.

(Ord. 920408, passed 4-8-1992; Am. Ord. 2010-02-09-01, passed 2-9-2010)

#### § 51.17 PREPARATION OF CERTAIN MATERIALS FOR COLLECTION.

- (A) All shrubbery trimmings will be picked up. All tree limbs must be detached from the main body of the tree and must not be more than ~~five-ten (10)~~ feet in length or no part of a tree shall weigh more than ~~100-300~~ pounds. Determination of the weight shall be at the discretion of the Public Works Department.
- (B) All tree limbs, brush, tree tops, stumps or other debris shall not be pushed with earth-moving equipment such that dirt and rock are mixed within the pile.
- (C) At the discretion of the Public Works Department ~~Superintendent~~, customers shall be charged a fee sufficient to cover any tipping fees charged to the city by Oconee County (i.e., railroad ties and oversize tires).
- (D) Hazardous materials will not be collected by the city (i.e., materials containing asbestos).
- (E) Liquids of any type will not be collected by the city.
- (F) Construction and Demolition Waste of any type will not be collected by the city except and unless approved in writing and in advance by the Solid Waste Supervisor.

(Ord. 920408, passed 4-8-1992; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2019-08-02, passed 9-10-2019)

Formatted: Font color: Red, Strikethrough

Commented [KB8]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

#### § 51.18 FREQUENCY OF COLLECTION.

- (A) *Residential areas.* The city shall collect from residential areas of the city all garbage and waste matter, as herein provided, once a week.
- (B) *Business areas.* The city shall collect from the central business areas of the city all garbage placed in containers approved by Council and waste matter as scheduled ~~between one (1) to three (3) times per month~~ by the Public Works Department ~~Superintendent~~.

(Ord. 920408, passed 4-8-1992; Am. Ord. 2010-02-09-01, passed 2-9-2010)

Formatted: Font color: Red, Strikethrough

#### § 51.19 USE OF CONTRACT SERVICES.

- (A) In accordance with other sections of this code, all residents paying monthly sanitation fees to the city may place upon the side of the road any yard debris that they should generate. ~~However, any resident using contract services that may generate such debris should ensure that included in the scope of their contracted services is the removal of all debris that is generated by the contractor. This requirement does not apply to routine janitorial services.~~
- (B) Additionally, it shall be unlawful for any resident or nonresident to import into the city any yard debris for placement upon the side of the road for city crews to remove.

(Ord. 2013-06-11-04, passed 6-11-2013; Am. Ord. 2019-08-02, passed 9-10-2019) Penalty, see § 10.99

Commented [KB9]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

Commented [KB10]: Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

---

#### § 51.20 DISPOSITION OF ACCUMULATED BRUSH, LIMBS, RUBBISH AND REFUSE.

- (A) All individual households, business establishments, companies, corporations and/or other entities in the city paying property taxes and/or garbage fees shall be entitled to have one load per month of brush, limbs, rubbish and/or refuse not considered household garbage removed from the property upon request of the property owner or occupant within the city limits. The size of the load shall be set as a knuckleboom truck load.
- (B) (1) Any brush, limbs, rubbish and/or refuse more than one load per month will be hauled at the expense of the owner or occupant of the property by the city for a fee of ~~\$50~~\$150 per load, and will be billed to the customer the following month on their utility bill.
- (2) All limbs, brush, rubbish and/or refuse must be placed upon the side of the road where the city's knuckleboom truck can safely remove the debris without conflict with either ground-mounted or aerial devices such as fire hydrants, power poles, or overhead lines.

(Ord. 2002-05-16-02, passed 6-18-2002; Am. Ord. 2004-03-16-01, passed 4-20-2004; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010)

**Commented [KB11]:** Staff requests Council support of this language. Staff is often asked to do other than the ordinance directs.

### REGULATIONS

#### § 51.30 DEPOSIT OF GARBAGE, TRASH AND THE LIKE ON PUBLIC OR PRIVATE PROPERTY.

- (A) It shall be unlawful for any person to litter or to place or cause to be placed or deposited on any of the parks, streets or sidewalks of the City any dead animal or fowl, any garbage, trash or rubbish, any decaying animal or vegetable matter or any sweepings of residences, stores, offices or other buildings or for any person to deposit or place any garbage in any alley, street, stream or public place within the City or private property, whether owned by the person or not, unless the same be bagged and placed in a roll-cart or dumpster assigned to that person.
- (B) It shall be unlawful for any person to dispose of or cause to be disposed (i) any item described in subsection (A) of this section; and (ii) any construction or demolition debris, by burning or burying such on public or private property within the city, whether such real property is owned by the person or not. Construction and demolition debris shall only be disposed of by placing such near the street in a manner that facilitates loading by mechanical means and removed to a landfill licensed to receive such wastes.

(Ord. 920408, passed 4-8-1992; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010; Am. Ord. 2018-09-01, passed 10-9-2018) Penalty, see § 10.99

#### § 51.31 PROHIBITED DUMPING OF GARBAGE.

- (A) It shall be unlawful for any person not a resident of the city to dump, discharge, place or deposit any garbage, trash or refuse of any description, whether bagged or unbagged, in the city limits of Westminster. It shall also be unlawful for any person, city resident or non-resident to place or cause to be placed or deposited any garbage, trash or refuse of any description, whether bagged or otherwise, in a city roll container or dumpster that has been assigned to another resident or business without the permission of the resident or business who has been assigned that container.
- (B) Any person violating this section shall be punished by a fine of not more than \$200 and/or imprisonment for no longer than 30 days.

(Ord. 920408, passed 4-8-1992; Am. Ord. 2007-02-20-02, passed 2-20-2007; Am. Ord. 2010-02-09-01, passed 2-9-2010)

#### § 51.32 LEAF PICK-UP.

Regular pick-up by the city's ~~leaf vacuum~~ equipment will be made as needed, as determined by the Public Works Department ~~Superintendent~~. The placement of the leaves shall be curbside within reach of the city's ~~leaf vacuum~~ equipment. ~~The debris shall be separated by material' leaves separate from limbs, etc.~~

(Ord. 920408, passed 4-8-1992; Am. Ord. 2008-12-16-01, passed 12-16-2008; Am. Ord. 2010-02-09-01, passed 2-9-2010)

**Formatted:** Font color: Red, Strikethrough

**Formatted:** Font color: Red

**Formatted:** Font color: Red, Strikethrough

**Commented [KB12]:** insert

#### § 51.33 (RESERVED).

#### § 51.34 PROHIBITED SALVAGING AND PILFERING THROUGH DUMPSTERS.

- (A) It shall be unlawful for any person(s), other than those who are assigned the roll-cart or dumpster, to remove or cause to be removed any items from trash roll-carts or trash dumpsters.
- (B) Any person who violates the provisions of this section shall be punishable in accordance with the penalties stated in § 10.99 of this code of ordinances.

(Ord. 2007-02-20-05, passed 2-20-2007; Am. Ord. 2008-12-16-01, passed 12-16-2008) Penalty, see § 10.99

## City of Westminster Solid Waste

### **LANDFILL**

#### **Acceptable Items from Residences**

Yard debris: brush, limbs, tree stumps

Logs, rocks and topsoil

Bricks & masonry blocks

Dry paint cans and caulking tubes

Paint must be dry

Fiberglass matting, floor covering, glass, glass wire

Hardened concrete with rebar, hardened cement

Insulation material, lumber and treated lumber

Mirrors

Signs, mailboxes, awning, vinyl siding, other structural

Pallets & crates

PVC pipes (no metal ones)

Plaster/plaster board

Polyfiberglass (polished, cured material used for shower stalls, roofing)

Shingles & roofing material (personal, no contractor and no asbestos shingles)

Title (floor, wall & ceiling)

Tubing

Wall coverings

Furniture, household, couches, wood bed frame, dressers, tables, etc.

Wooden swing sets

Non-motorized bulky outdoor children's toys

Furniture/lawn furniture (laminated), plastic

Vinyl or wooden

Metal that is connected to cement or concrete

### **TRANSFER STATION**

#### **Acceptable Household Items from Residences**

Household trash

Electronics (including TV's)

Solidified paint

Items that have come in contact with petroleum,  
preservatives, or solvents

Clothing

Mattresses or box springs

**\*\*NO HASARDOUS WASTE AT EITHER LOCATION\*\***

**ITEMS NOT ALLOWED**

No contract material unless pre-approved by supervisor

No oil

No wet paint cans

*No liquid solvents*

No asbestos material of any kind

**\*\*NO CONTRACTED MATERIAL PICKED UP UNLESS PRE-APPROVED BY SUPERVISOR\*\***

**A RESOLUTION ELECTING THE STANDARD ALLOWANCE FOR LOST REVENUES  
UNDER THE AMERICAN RESCUE PLAN**

**WHEREAS**, the Final Rule for Coronavirus State and Local Fiscal Recovery Funds, 31 C.F.R. Part 35 (the “Final Rule”), provides that American Rescue Plan Act Local Fiscal Recovery Funds (“ARPA Funds”) may be used for the provision of government services to the extent of the reduction in the recipient’s general revenue due to the public health emergency, 31 C.F.R. § 35.6(d);

**WHEREAS**, the Final Rule allows recipients to determine the reduction in general revenue by applying a standard allowance of \$10 million, 31 C.F.R. § 35.6(d)(1), or by applying a formula, 31 C.F.R. § 35.6(d)(2).

**WHEREAS**, the City of Westminster, South Carolina (the “City”), intends to apply the standard allowance of \$10 million to determine the reduction in its general revenue during the test period;

**NOW, THEREFORE, BE IT RESOLVED** as follows:

**Section 1.** The Council of the City hereby elects to apply the standard allowance of \$10 million to calculate the reduction in its general revenue during the test period.

**Section 2.** The City acknowledges that the Final Rule does not become effective until April 1, 2022. As noted in the Overview of the Final Rule provided by the United States Department of the Treasury, however, “recipients can choose to take advantage of the final rule’s flexibilities and simplifications now, even ahead of the effective date.” *See Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule*, U.S. Department of the Treasury, p. 5. The City is hereby choosing to take advantage of such flexibilities and simplifications.

**Section 3.** The City acknowledges that the standard allowance is limited to the amount of ARPA Funds actually received by the City. The City therefore declares that the reduction in its general revenue during the test period is equal to the lesser of (a) \$10 million, or (b) the amount of ARPA Funds awarded to and/or received by City.

**Section 4.** The City will appropriate the ARPA Funds by budget ordinance, and will expend the ARPA Funds for qualifying purposes, before December 31, 2024.

**Section 5.** The City Administrator of the City is hereby authorized and directed to provide such additional documentation, assurances, or certifications as may be required by the United States Government or the State of South Carolina in order to carry out the purposes of this resolution.

**DONE IN MEETING** duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2022.

[Signature Block]

**A RESOLUTION ADOPTING THE EMPLOYEE PERSONNEL HANDBOOK**

**WHEREAS**, the City of Westminster has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with SC State Laws and Regulations

**NOW, THEREFORE, BE IT RESOLVED** that these personnel policies and procedures shall apply to all City of Westminster Employees;

**BE IT FURTHER RESOLVED** that these policies are intended to provide guidelines covering public service by the City of Westminster employees and are not a contract. The provisions of these policies may be amended and supplemented from time to time at the discretion of the City Administrator and the City Council;

**BE IT FURTHER RESOLVED** that the City Administrator and all supervisory personnel are responsible for enforcement of these employment practices.

**DONE IN MEETING** duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor Brian Ramey

ATTEST:

\_\_\_\_\_  
Rebecca Overton  
City Clerk

**DONE IN MEETING** duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2022.

[Signature Block]

# **City of Westminster, South Carolina Employee Handbook**

# City of Westminster

## Employee Handbook

Adopted March 8, 2022, effective March 18, 2022

### **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 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**

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.

## **Affirmative Action Policy**

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**

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**

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 should be made to the Mayor.
- b. reporting to the personnel manager

Supervisors and managers who receive complaints of or become aware of harassment should coordinate with the administrator.

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.

### **-- Important --**

To avoid misunderstandings, complaints made to members of management or to the personnel manager 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**

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**

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.

## **Nepotism/Employment of Relatives**

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 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**

**Regular full-time** employees are those who have completed their introductory periods and fill a full-time position with the City. Employees in this status are normally scheduled to work at least 40 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 introductory periods and fill a part-time position with the City. Employees in this status are normally scheduled to work less than 30 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 not eligible for fringe benefits.

**Introductionary 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.

## **Introductory Period**

All new employees, including former employees who have been rehired, must complete a six (6)-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 (6) 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. New employees will be given 24 hours of PTO and begin earning 8 hours of PTO per month after having worked six full months.

The introductory period ends successfully when the department head, not sooner than six (6) months after the employee was hired, evaluates the new employee in writing and authorizes his classification as a “regular” employee.

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 terminated. This action does not prohibit an employee from applying for future vacancies with the City.

## **Outside 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 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**

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 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**

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**

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**

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. 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. The City consents to the reasonable personal use of its computers and mobile devices. 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
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 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. 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**

In the event of inclement weather which makes travel hazardous or dangerous, decisions concerning the closing of City offices shall be based on the following policies.

In the event City administrative offices are closed due to inclement weather, City Hall and other administrative offices will likewise close in a similar fashion. In the event of inclement weather, and Emergency Services Agencies advice on hazardous road conditions surrounding the City, City Hall and other administrative offices may close at the discretion of the administrator. 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 six (6) days per calendar year.

Official closings may be made for no more than twenty-four (24) hours period, and may occur on successive days for no more than a period of five (5) days. If dangerous conditions persist for a period in excess of five (5) days, City Council may order any action it deems necessary as a response. However, in the event City Council fails to act, the administrator shall continue to have responsibility and authority as described above for the duration of the inclement weather.

Any City employee who is unable to travel may be absent from work, upon notification of his/her supervisor, no later than thirty (30) minutes after his/her official reporting time, even though no official closing in his/her department is in effect. Employees choosing to be absent must:

1. Take leave without pay, or
2. Charge lost time to his/her PTO or other accrued compensatory time.

Employees essential to public safety, health and welfare such as the Police Department, Fire Department, Street Department, and Utility Department should report for normal schedules and be prepared to work additional shifts or as instructed by their Department Head. Department Heads will consult with the administrator concerning special emergency plans.

## **Employee Assistance**

Employees deemed essential to City operation and/or individuals at large whose occupations are essential to public health safety, and welfare, such as medical personnel, who are unable to provide personal transportation due to inclement weather, may be transported to and from work by the Police, Fire, and/or other City vehicles when such transportation is available.

# **Wages and Hours of Work**

## **Classification System**

The administrator 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 City's normal hours of business are from 8 a.m. to 5 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.

Regular full-time employees who work during the City's normal hours of business receive one unpaid meal break of sixty (60) 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.

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 payroll employee.

## **Overtime and Compensatory Time**

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 171 hours in 28 days. Fire suppression personnel receive overtime premiums after 212 hours in 28 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. Maximum accrued comp time may not exceed 50 hours.

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 the personnel manager.

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. However, the administrator 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**

Employees are paid bi-weekly on Friday at their workstations 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 the personnel manager 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**

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

The City observes the South Carolina State holiday schedule and can be found each year at [www.admin.sc.gov/dshr/holiday](http://www.admin.sc.gov/dshr/holiday). Holidays that fall on Saturday are generally observed the preceding Friday. Holidays that fall on Sunday are generally observed the following Monday. 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.

In addition to the SC State Holiday schedule, the City will also recognize:

- 1- Good Friday, which is the Friday before Easter

Employees who are scheduled to work on a holiday receive an alternate day off to be scheduled by the supervisor *or* accrue eight (8) hours annual leave *or* receive an additional eight (8) hours pay.

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

### Paid Time Off (PTO)

Regular full-time employees accrue annual leave as follows:

Accrual of PTO will consist of two components that will be accrued in two different manners.

1. “Anniversary-earned” PTO will be accrued on the employee’s anniversary dates as follows:

After # of Years of Continuous Service	Standard Shift or Salaried Employees	56-Hour Shift Employees
1 year	40 hours	56 hours
3 years	80 hours	112 hours
10 years	120 hours	168 hours
20 years	160 hours	224 hours

2. “Monthly-earned” PTO will be accrued monthly as follows\*:
  - Eight hours per month credited to the employee on the last payday of each month (shift employees are credited eleven hours per month).

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.

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.

The maximum number of PTO hours that can be carried over to subsequent years is **520**.

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 .

Annual leave balances may be reduced for disciplinary reasons.

### **Sharing of Personal Time Off**

Employees, in cases of hardships and/or emergencies, may notify the personnel manager of their request for a donation for additional PTO. The personnel manager will send out an email requesting the donation. Those donating must have at least 80 hours in order to donate and may only donate up to 20% of their balance of PTO. Those employees who are aware of a hardship may initiate contact with the personnel manager for a donation to an individual on their own. Each request will be managed on a case by case basis. There is no right implied as each is only a request situation for voluntary donation of PTO.

### **Military Leave**

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 fifteen (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**

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

## **Bereavement Leave**

An employee will be paid for time lost from straight time scheduled work up to 24 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**

An employee who has completed his introductory period (and any extension thereof) may request a leave of absence for up to three (3) 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 .

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 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 three (3) 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.

# Benefits

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 personnel manager for specific information on the City's benefit plans.

**Health Insurance** - The City provides its full-time employees an opportunity to join the PEBA group insurance program. This program offers full-time employees health, dental, vision and life insurance. A full-time employee becomes eligible for the benefits of this insurance program on the first day of the month following their hire date. Benefits for the employee's family dependents can be purchased through payroll deductions.

An employee on unpaid leave is responsible for their full insurance premiums, as provided by PEBA.

**Retirement** – All full-time employees and those part-time employees that qualify will become members of the South Carolina Retirement Systems.

City employees are subject to the Laws, Rules, Regulations and Policies of the South Carolina State retirement System.

**Disability**- PEBA insurance includes standard long term disability insurance.

## **Workers' Compensation**

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 and the personnel manager.

# Discipline

## **Discipline Policy**

Employees are subject to disciplinary action up to and including discharge when the administrator 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.

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.**

- 1- 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.
- 2- incompetence
- 3- unauthorized absence or tardiness or a pattern of absenteeism or tardiness
- 4- insubordination, including disrespect for authority, or other conduct that tends to undermine authority
- 5- failure or refusal to carry out instructions
- 6- unauthorized possession or removal, misappropriation, misuse, destruction, theft or conversion of City property or the property of others
- 7- violation of safety rules; neglect; engaging in unsafe practices
- 8- interference with the work of others
- 9- threatening, coercing or intimidating fellow employees, including "joking" threats
- 10- dishonesty
- 11- failure to provide information; falsifying City records; providing falsified records to the City for any purpose
- 12- failure to report personal injury or property damage
- 13- neglect or carelessness
- 14- 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.
- 15- unsatisfactory performance
- 16- violation of City policies

17- lack of good judgment

18- any other reason that, in the City's sole determination, warrants discipline

## Drug Free Workplace Policy

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.** 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.

## **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.

## **Hepatitis Innoculations**

Due to the possible exposure while in the performance of their routine city duties, employees are given the opportunity to obtain, at the City's expense, the series of three hepatitis inoculations. If an employee should decline to participate in the hepatitis inoculation program, the employee will be asked to complete a form stating such. The form will be placed in the employee's personnel file.

## **Take Home Vehicles**

The following personnel are issued a take home vehicle:

- a. Utility Superintendent/Director
- b. Recreation Director
- c. Fire Chief
- d. Police Chief
- e. Full-time Police Officers
- f. Water Plant Supervisor
- g. On-Call Personnel
- h. Public Works Supervisor
- i. Water/Sewer Supervisor
- j. Fire Marshall

The use of a City owned vehicle is a privilege and is not to be considered an automatic fringe benefit or right. This privilege is subject to revocation based on misconduct, misuse, or for any reason the program is deemed not to be in the best interest of the City. Individual departments may have additional policies and procedures that go beyond what is stated here and it is the responsibility of the employee to be aware of those additional departmental policies.

Employees are prohibited from using any City owned vehicle in the conduct of their own personal business. Employees will be responsible for the care and maintenance of the vehicle. This will include keeping the vehicle clean at all times and presenting of the vehicle for scheduled maintenance.

Any City owned vehicle involved in an accident must be reported to the supervisor and the administrator and law enforcement for a report. The City will not be responsible for any lost or damaged personal property left in the vehicle.

Police Officers that are assigned a take-home vehicle must live within 20 miles of the City limits. Those who live further will be charged a mileage fee per mile for each mile that is beyond the 20 mile limit.

## **Christmas Bonus**

Dependant upon City Council approval with the annual budget, , all part-time and regular full-time employees of the City of Westminster may be paid a Christmas Bonus each year.

The bonus is calculated by a \$100 base fee and \$30 per year for each year the employee has been employed with the City. Part-time employees will receive only the \$100 base fee.

## **Travel and Subsistence Allowance – per diem**

### **General**

City personnel traveling out of town on authorized business shall be paid a per diem (or a per meal rate) for qualifying meals while the employee is out of town. Meal costs on a Per Diem basis is preferred over a receipt reimbursement basis due to the inherent costs associated with management's review and approval of receipts.

### **Request**

The City employee will complete a travel Per Diem request as soon as the employee becomes aware of the necessary travel. The request must be completed stating the dates of travel, the destination, the purpose of the trip, and the times and dates of departure and return. The form must be signed and dated. The employee shall submit the completed form to their supervisor for review. The supervisor shall ensure that the request is accurate and complete. The supervisor's shall review, sign and date the form attesting to the authorization of the employee to travel and that the meals qualify for Per Diem. Additionally, the supervisor should indicate on the form the appropriate account number where the expense should be charged. See Appendix for copy of form.

### **Qualifying meals**

- a. A qualifying meal is one that is associated with authorized travel.
- b. A qualifying meal is one that is not otherwise provided by the sponsor of the meeting, training session, or seminar.
- c. The City will not furnish the employee's breakfast unless the employee must depart prior to 6:00 AM in order to arrive at their meeting location by the stated meeting time.
- d. The City will not furnish the employee's supper unless the employee arrives home from their meeting after 8:00 PM.

### **Meal or Day Rate**

- e. Per diem will be paid (or a fraction thereof for the respective qualifying meals) based upon the following rate schedule (noting in the “Per Diem” column of the Travel Expense form):
  - i. Breakfast           \$10.00
  - ii. Lunch               \$18.00
  - iii. Supper             \$30.00
- f. Exceptions to the per diem rate schedule will be considered whenever employees are attending meetings, training sessions, or seminars in locations where the typical costs of meals are excessive (i.e., resort areas). Accordingly, the “Receipt” column on the Travel Expense form should be used.

### **Mileage**

- g. The City prefers that employees use City vehicles rather than paying mileage for the use of personnel vehicles. However, management will determine if use of a City vehicle is not advisable - if the absence of a particular City vehicle will adversely affect the efficient operation of the work force. Unless specifically preauthorized, no family members are allowed to travel in the City vehicle. Only City employees, City consultants, City contractors, etc. are authorized to travel in the City vehicle.
- h. Mileage paid for the use of personal vehicles will be based upon the round trip miles from Westminster to the meeting location using an city approved internet mapping system .
- i. Mileage will be paid at the current IRS mileage rate per mile.
- j. The mileage will be paid in advance along with any allowable per diem.

### **Other Travel Expenses**

Employee-paid costs for tolls, parking fees, etc. may be reimbursed with the completion of a Travel Expense form. Receipts for these types of expenses must be submitted whenever receipts are available.

### **Deadline for submitting requests**

Employees are responsible for submitting any requests that they may have for approved work-related travel. Whenever an employee files for their per diem and/or mileage after-the-fact, employees must do so within five working days of returning from their travel. Where an employee makes repeated short business-related travel (i.e., Municipal Court/County Jail), with their Supervisor’s prior approval mileage may be accumulated for one monthly submittal. In no case shall the mileage be accumulated beyond one month. Requests submitted beyond this time limitation will be ruled as invalid.

### **Lodging**

This section addresses occasions when employees may be traveling out of town on authorized business that involves overnight lodging.

Selection of lodging accommodations

Employees are expected to make prudent and cost-effective decisions when selecting lodging. There are occasions when the meeting sponsor handles all lodging reservations. Where meeting attendees are not given options and room assignments are automatic, employees may stay where they are assigned. However, when employees are responsible for making their own reservations, a City of Westminster staff designee will make the reservations for the traveling employee and the staff designee will request the least-cost option regarding the type, size, and location of the rooms that are available.

#### Number of nights authorized

The City will pay for lodging that is necessary without creating unrealistic travel for the employee. Employees will be allowed to leave work in order to travel to the location of their meeting.

1. For travel to the meeting, the travel time allowed will be based upon the travel time plus one hour. The additional hour is to accommodate parking, meeting check-in, hotel check-in, etc. Employees needing to leave prior to the normal work day in order to avoid arriving late for the meeting, may travel the day before and use lodging at the City's expense if they must leave prior to 6:00 A.M on the scheduled meeting date. Otherwise, the employee must travel on the day of the meeting - or be subject to Section 8(c) of this policy.
2. For travel returning home from the meeting, the travel time allowed will be based upon the travel time plus one hour. Employees may stay an additional night and use lodging at the City's expense if the travel time after the meeting adjournment may result in their returning home after 9:00 P.M. Otherwise, the employee must travel home after the meeting adjournment – or be subject to Section 8(c) of this policy.

#### Extended length of stay

Employees may opt to leave earlier than necessary or stay longer than necessary but must do so using their accrued PTO or Compensatory Time and pay for the lodging and meals at their own expense. The amount of PTO or Compensatory Time needed will be the difference between the allowed time and the actual time of leaving for the meeting or returning from the meeting.

### **Commercial Drivers License**

Any current employee who does not possess a CDL but desires to be transferred (or promoted) to a position that does require a CDL must take the CDL exam. The exam consists of two parts: a written test and a driving test which includes a “walk-around” component. The cost of the exam covers three attempts to pass. Since the cost of the exam allows the employee three attempts to pass the exam, the City will cover the application fee, the written exam fee, and if necessary two written re-exam fees. Thereafter, any costs associated with re-examinations will be at the expense of the employee. The City will cover the cost of the CDL License. For renewals, the City will cover the differential costs over and above the costs of a normal driver's license. The City will also cover the annual medical exam associated with a CDL or a renewal. The City will continue to cover the above-mentioned fees in the event that they are increased over time by the State. This policy is intended to specify WHAT the City will pay for, not necessarily HOW MUCH the City will pay.

## **CITY VEHICLE POLICY**

Employees required to drive a City vehicle in the performance of their job are responsible for the safe use and operation of the City vehicle at all times, including the conduct of all passengers. If a job requires the use of a City vehicle, the employee's supervisor will provide additional information on the responsibilities.

### **USE OF SEAT BELTS**

#### **1. General**

- a. The State of South Carolina requires the use of seat belts when operating or traveling in a motor vehicle. The S.C. Code of Laws §56-5-6520 states, ***"The driver and every occupant of a motor vehicle, when it is being operated on the public streets and highways of this State, must wear a fastened safety belt which complies with all provisions of federal law for its use".***

#### **2. City Requirement**

- a. All employees of the City of Westminster are required to comply with the State mandate. The State Law and this policy are applicable to drivers of city vehicles and all of the occupants in the vehicle.
- b. All employees will be provided a copy of this policy and required to sign a copy acknowledging receipt of a copy of the policy. New hires will sign such a copy during employee "sign-up". The signed acknowledgment will be forwarded to the City Clerk and maintained in the employee's master file.

#### **3. Consequences for violations of this policy**

- a. Employees, whether acting as the driver or the passenger, will be subject to disciplinary action when violating this policy. The disciplinary action will include verbal warnings and written warnings thereafter. Written warnings shall be forwarded to the City Clerk and maintained in the employee's master file. Repeated violations will result in time off without pay. If the employee continues to violate this policy after experiencing time off without pay, the employee will be subject to termination.

## SMOKING AND TOBACCO PRODUCTS USE

### **1. General**

- a. The hazards of smoking and the general use of tobacco products are well documented and the City desires as much as possible to protect the health and wellbeing of employees. And, the City desires to be in compliance with federal and state restrictions regarding the locations where the general public and employees use tobacco products.

### **2. Restrictions**

- a. Smoking and the general use of tobacco products will be prohibited in all city-owned or city-leased buildings. These restrictions also apply to all city-owned or city-operated vehicles.

### **3. Consequences for violations of this policy**

Employees should be aware that violations of this policy not only will result in disciplinary action by the City, but they are also subject to fines imposed by federal and state statutes. Employees who are found to be in violation of this policy will be given ONE warning. If the employee repeats the violation at any time, the employee could face a suspension or termination.

# **The End**

**A RESOLUTION ADOPTING THE STANDARD SANITARY SEWER SPECIFICATION AND STANDARD  
CONSTRUCTION DETAILS**

**WHEREAS**, the City of Westminster has determined that there is a need to have standards and specifications for sewer construction and maintenance;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Westminster adopts the attached Standard Sanitary Sewer Specification and Standard Construction Details Manual;

**DONE IN MEETING** duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2022.

---

Mayor Brian Ramey

ATTEST:

---

Rebecca Overton  
City Clerk

**DONE IN MEETING** duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2022.

[Signature Block]

**STANDARD SANITARY SEWER SPECIFICATIONS  
AND  
STANDARD CONSTRUCTION DETAILS**



**Gateway to the Mountain Lakes Region**

January 5, 2022

## **Table of Contents**

### **A. MATERIALS**

1. Ductile Iron Pipe
2. PVC Pipe
3. Miscellaneous Pipe Items
4. Concrete Manholes
5. Service Connections

### **B. INSTALLATION**

1. Clearing
2. Pipe
3. Manholes
4. Service Connections
5. Miscellaneous

### **C. INSPECTION AND TESTING**

1. Sewer Main Testing
2. Manhole Testing

### **D. PAYMENT**

### **E. STANDARD CONSTRUCTION DETAILS**

## **A. MATERIALS**

### **1. DUCTILE IRON PIPE**

Ductile Iron gravity sewer pipe shall conform to ASTM A746(LR). Ductile Iron pressure pipe shall be Class 50, conforming to ASTM A377(LR). Pipe shall be lined with Protecto 401 Ceramic Epoxy Lining.

### **2. PVC PIPE**

Unless otherwise indicated on the drawings or bid schedule, PVC sewer pipe shall conform to ASTM Spec. D3034(LR), SDR 35, with bell and spigot O-ring gasket joints. Installation shall be in accordance with ASTM Spec. D2321.

PVC Pressure Pipe (Force Main) shall be Class 200, conforming to ASTM D2241 (LR). All PVC pipe shall be stored properly to prevent UV damage prior to installation. Any PVC pipe with visible fading caused by UV radiation from sunlight shall be rejected. All PVC pipe shall be installed in accordance with ASTM Spec D2321. All PVC pipe shall be free from nicks, scratches and gouges at the time of installation. Such defects can impact the strength of PVC pipe and all pipes with visible gouges shall be rejected.

### **3. MISCELLANEOUS PIPE ITEMS**

Steel pipe for encasement: Encasement pipe shall be of gage and diameter as indicated on the standard detail drawings.

Metallic marking tape: Detectable marking tape shall be installed approximately 12-18" above gravity sewer mains and sewer force mains. Tape shall be mylar encased aluminum foil, 2 inches wide, with wording "Caution-Buried Sewer Below" or "Caution-Buried Pipeline Below". No separate pay item. Cost shall be included in the unit pricing for pipe.

Locator wire: Wire shall be taped on top of all force main pipe. The wire shall be continuous between appurtenances; and, a minimum of 36" shall be coiled in each appurtenance enclosure for easy attachment thereto of locator equipment. The wire shall be single conductor copper, #12 AWG with 600v gasoline and oil resistant insulation. Cost shall be included in pipe unit price.

### **4. CONCRETE MANHOLES**

The top elevation of all manholes shall be above the one-hundred (100) year flood plain or have watertight manhole covers as shown on the planset. Manholes, frames and covers shall be as specified and detailed on the drawings. Manholes shall be precast concrete with a minimum compressive strength of 4000-psi, and provided with eccentric cone sections. All lift holes must be plugged with non-shrinking grout after installation. All manholes shall have minimum 8-inch, 4,000 -psi concrete bottoms resting on a minimum of 12 inches of # 57 stone. Sewer mains shall enter and exit radially through the manhole. Inverts shall be constructed with a width and height equal to 1/2 that of the effluent pipe and shall be so finished with sufficient

drop across the manhole to compensate for all resulting energy loss across the invert. Flat invert channels shall not be allowed. Manhole benches shall slope upwards from the spring line of the pipe to the projected level of the pipe crown at the manhole wall, or at least 8-inches above the spring line, whichever is less. Manhole Frames and Covers shall be Class 35 gray iron with "Sanitary Sewer" forged into the cover. Ring and cover shall be stamped with make and model. All manhole frames and covers shall be domestically manufactured in the USA from domestic iron. Manhole frames and covers shall be provided in typical height of 8-inches unless low profile assemblies are otherwise approved. All manhole rings in roadways shall be encased in a concrete collar of 3000-psi concrete beneath the asphalt, with the cover flush with the top of pavement. Manhole steps shall be furnished with the precast manhole sections. Manhole steps shall be designed for a horizontal pull out load of 1000 pounds. Steps shall be set 16 inches on center. Holes for the installation of manhole steps shall not project through the manhole wall but shall stop a minimum of one inch from the outside wall. Steps shall be at least 11 3/8 inches clear width and shall project at least 5 inches from the wall into which they are embedded. Steps shall be located along the effluent side of the manhole. The eccentric cone shall be oriented so that the steps are vertical over the downstream invert of the primary flow path to allow ease of access for maintenance, camera or cleaning operations.

## 5. SERVICE CONNECTIONS

The saddle shall be main size x 4" female slip-ring, PVC, SDR 35, ASTM D-3034, secured by two stainless steel bands, GPK Products, Inc., approved equal or by owner request. Riser nipple (or pipe) shall be 4" PVC, SDR 35. 458 ell shall be PVC, slip-ring x slip-ring, ASTM D-3034. PVC Pipe shall be schedule 40 or greater supplied in minimum 18-ft lengths. Ductile Iron Pipe shall be used for sanitary sewer services with less than 4 feet of cover or in excess of 20 feet of cover. All sewer service connections for new construction shall be provided with in-line wye fittings unless otherwise approved by the Engineer.

## B. INSTALLATION

### 1. CLEARING

Where trees or brush exist along the pipeline right-of-way, the construction area shall be cleared in accordance with the specified width on planset. See any notes on the planset regarding the protection of any trees located within the proposed right-of-way. Trees and brush must be cut by hand and felled so as not to cause damage outside of right-of-way. All trees, limbs, brush and debris, etc. shall be removed from the right-of-way. Special conditions for any saw timber that is to remain on site for original owner will be addressed by the engineer and noted on the planset. Minor obstructions on the right-of-way shall be removed and properly disposed of or re-erected on adjacent locations as directed by Engineer. All fences shall be replaced in good condition. Care must be taken not to let stock escape during construction. Where lawns or grassed pastures are crossed, they must be restored to their original condition by top soiling, if necessary, and by fertilizing and reseeding with the type

grass originally thereon. The Contractor shall be responsible for securing a satisfactory stand of grass on all such disturbed areas. After clearing has been done, stumps that are in the way of construction shall be grubbed in any convenient manner and disposed of as approved by the Engineer. In lawns and certain built-up areas, it may be necessary to use small rubber-tired backhoes for trenching purposes in order not to damage trees and other property. In lawns and other areas where shrubbery is encountered that will interfere with construction, it shall be carefully dug up and replanted in locations suitable to the property owner. Once shrubbery has been replanted, it shall be the contractor's responsibility within the one-year warranty period to replace any plants that die. The clearing shall in all cases be confined to the limits of the right-of-way. It shall be the Contractor's responsibility to check with the Engineer to ascertain the right-of-way width for each section of the pipeline. The width of clearing shall not be more than necessary for construction purposes. All items of work, and those incidental thereto, listed under CLEARING, above, shall be included in the prices bid for other items, and no separate payment will be made therefor. (unless noted in bid package)

## 2. PIPE

Trench excavation: Bedding shall consist of minimum 4-inches of No. 5 or No. 57 stone installed under the pipe extending up to the springline. Bedding and embedment shall be compacted to 95% standard proctor density. Careful attention shall be placed on compacting embedment under the haunches of the pipe to prevent any potential voids. Trenches shall be excavated along the lines designated by the Engineer and to depths necessary for laying the sewers to the required grades. Sides of trenches shall be at least 12 inches, and not more than 18 inches, wider at the top of the pipe than the outside diameter of the pipe, plus sheathing where this is necessary. A minimum of 3 feet cover shall be provided for all sewer mains. Trenches in ordinary soil shall be excavated a few inches below the established grade and backfilled with select material, from the excavation if available, well compacted and so shaped as to give the pipes uniform bearing throughout their lengths at the established grade. In rock, or other unyielding material, the excavation shall be made at least 6" below the established grade. The trench shall be refilled with select material compacted in place as specified below. Suitable material from excavation may be used, if available; otherwise, suitable material must be hauled in. Where material at grade is soft and incapable of supporting the pipe, the trench shall be excavated below grade as directed by the Engineer and refilled to grade with crushed stone so as to form a firm foundation for the pipe. Stone shall be No. 5, meeting SCDOT specifications. The material shall be graded and compacted in the trench bottom so as to provide a stable foundation and uniform bearing for the pipe. In all cases, bell holes shall be dug in trench bottoms for jointing and for relieving the bells of stresses. Should ground water be encountered in the bottom of the trench, the material, whether firm or not, shall be excavated below grade sufficiently to allow a bed of crushed stone to be placed in which to bed the pipe. This work shall be done the same as for unstable soil. The depth of cut below grade shall be only the minimum amount to accomplish the purpose. The payment for additional crushed stone or unstable soil will be based on a per cubic yard as outlined in the bid schedule.

Classification of excavation: See Page 8 for rock excavation. All other excavation shall be unclassified, with no allowance for water and/or other latent soil conditions. Encountering water and/or latent soil conditions will be paid as outlined in the bid schedule.

Pumping and bailing: The Contractor shall furnish all machinery for the work, shall pump, bail, or otherwise remove any water which may be found or shall accumulate in the trenches, and shall perform all work necessary to keep them clear of water while the sewer is being laid. The disposal of water removed shall be satisfactory to the Engineer.

Blasting: All blasting shall be done under the supervision of professional licensed in this class of work. All necessary measures to protect life and property shall be taken. Where in close proximity to buildings, transmission lines, telephone lines or other facilities, blasting mats or other means of preventing damage from flying debris shall be used. Ample and suitable signals shall be given in proximity of the work before each blast, and on all roads flagmen shall be placed beyond the danger zone in every direction to warn traffic. All responsibility for injury or damage shall rest with the Contractor. The Contractor shall furnish the owner certificates of insurance coverage for this particular hazard before any blasting is done.

Sewer pipe laying: Commence at the lowest point of the section of line to be laid: and lay with bell up grade. Test pipe for soundness and clean interior and joint surfaces before lowering pipe into the trench. Lay pipe in straight lines and on uniform grades, bedding the pipe barrel uniformly, and making sure that none of the weight of the pipe rests on the bell. Keep stopper in pipe mouth when pipe laying is not in progress. All sewer installed with less than four feet of cover or more than twenty feet, shall be ductile iron. Pipe and fitting interiors shall be protected from foreign matter and shall be inspected for damage and defects prior to installation. In the event foreign matter is present in pipe and fittings, it shall be removed before installation. Open ends of pipe shall be covered and protected when pipe laying is not in progress to prevent debris from entering the pipe. Prior to beginning construction, the Contractor shall contact local utility companies and verify the location of existing utilities. The Contractor shall be completely and solely responsible for locating all existing buried utilities inside the construction zone before beginning excavation. The Contractor shall be solely responsible for scheduling and coordinating the utility location work. When an existing utility is in conflict with construction, it shall be exposed prior to beginning construction to prevent damage to the existing utility.

Sewer Pipe Jointing: Jointing of all types of sewer pipe shall be accomplished in accordance with the pipe manufacturer's instructions. Jointing of different types of pipe shall be by use of the proper transition fittings.

Backfilling: Backfilling around the pipe and to a depth of at least one foot above the top of the pipe shall be #5 or #57 stone. As fast as the material is placed, it shall be cut under the haunches of the pipe with a shovel and thoroughly compacted with light tamps for the full width of the trench to provide support for the bottom and sides of the pipe. Filling shall be carried up evenly on both sides. For the remainder of the

backfill, no frozen earth, debris or rocks measuring more than 4" in size shall be used. The backfill shall be placed in layers of not over 8 inches and thoroughly compacted with mechanical tampers, so as to avoid future settlement. In paved highways and streets, the compaction shall be acceptable to the governing Road or Highway Department. Excess material shall be promptly removed from the site, and the pavement or road surface cleaned of objectionable material. The Contractor shall correct any future settlement within the guarantee period. In unpaved streets and shoulders, the top 6 inches of the trench shall be filled with well-compacted topsoil. In paved areas, the top of the trench shall be filled with the specified base for pavement, well mixed and compacted. Any settlement of backfill below finish grade shall be promptly corrected. The Contractor shall be responsible for all final settlement of all trenches and shall leave the same flush with the original ground after all settlement has taken place. Trenches must be protected from scour due to surface water. All bedding, embedment and backfill materials shall be compacted to a minimum of 95% Standard Proctor density regardless of material. In instances where compliance with compaction requirements is questionable as determined by the Inspector, testing shall be provided by the Contractor and a reputable licensed Geotechnical Engineer to verify compliance.

Backfilling around manholes shall, in general, conform to the requirements for backfilling trenches.

Utility Separation: Sewer lines shall be placed at least 10 feet horizontal and 18 inches vertical from any potable water line. At any point where the horizontal and vertical separation cannot be met, pipe being installed shall be of ductile iron. Section 29.3 of "Ten States Standards" shall be adhered to.

Restoration: All areas of any kind and type disturbed by work on the project shall be restored to their original condition. Compensation for restoration will be included in the lump sum price.

### 3. MANHOLES

Manholes shall be built in accordance with details shown on the plans and standard details. They shall be constructed so as to exclude all ground water infiltration. Manhole drops shall be supported and encased in concrete, and the backfill well compacted. Should the trench for the upper sewer be excavated below grade beyond the encasement, concrete shall be used to support the upper sewer as indicated on the plans. Precast concrete manholes shall conform with ASTM Spec. C-478(LR).

Manholes shall not be buried or hidden in any way.

All manhole penetrations, whether sewer main or service lateral, shall be cored with a concrete coring machine. All pipe connections must be made with flexible watertight couplings or boots.

### 4. SERVICE CONNECTIONS

For connections to existing manholes, there shall be a minimum of 9-inches or 3.5-inches plus  $\frac{1}{2}$  the OD of the existing pipe, whichever is greater, between the pipe hole openings.

Manholes subject to flooding shall be watertight and vented 24 inches above the 100-YR flood elevation.

The exterior of all manholes within the 100-year flood elevation and in wetland areas shall receive an exterior coating of an approved bitumastic coal tar epoxy or an approved epoxy coating at 40-mils to prevent weepage or attack by acidic soils. Each separately owned structure requires a separate tap to a public sewer. Saddle taps into existing PVC mains shall be made on the top quarter of the main with the wye saddle angled 45-degrees towards the direction of flow in the main. Taps shall only be made by a mechanical circular cutting saw providing a smooth and uniform cut for the saddle installation.

## 5. MISCELLANEOUS

Specialty installations: (Lift Station, etc.) Work shall be in accordance with the details and specifications on the drawings. All compensation shall be included in the lump sum bid price.

### Force Mains:

Installation of PVC and ductile iron force mains shall be in accordance with ASTM D-2321 (LR) and AWWA C-600 (LR), respectively.

Restrained joint system (EBAA, o.a.e.) shall be used within 50ft of any tee, bend, or valve.

Piers, encasement and protection work: Piers shall be constructed of concrete, with details as shown on the plans. Encasement and protection concrete shall be placed where indicated on the plans and as directed by the Engineer. All concrete work shall be consistent with sound construction and engineering practices.

Cutting and replacing pavement: Where pavement is to be cut for the installation of pipe, the Contractor shall saw it neatly in advance of trenching one foot wider than the trench. Sawed pavement edge shall be protected from damage, breaks, or chips. After the pipe has been installed, backfilling and the restoration of the pavement shall be in accordance with details shown on the drawings.

Removing and replacing sidewalk: Where pipe is to be placed under existing concrete sidewalk, the concrete shall be removed for a width of 5 feet or to the nearest construction joint. Edges of existing concrete shall be sawed straight. The backfill shall be well compacted to 95% Standard Proctor for the entire depth of the trench. The sidewalk shall be replaced with concrete 4" thick and finished to match that of the original surface. Where pipe is to be placed under a concrete walk, the Contractor may, with the permission of the Engineer, install the pipe by tunneling instead of removing and replacing the walk. If pipe is to be placed under curb and gutter, it shall be done by tunneling. No additional payment for this technique.

Pipe under highways: Pipe shall be of the type(s) indicated on the drawings. All pipe to be bored shall be installed before any adjacent sections of pipe or appurtenances are installed. The Contractor shall closely coordinate all boring work with the Engineer. If boring at a particular site proves to be impractical, the pipe shall be installed by either cutting the pavement or by tunneling and encasing, the method having been decided upon by the Engineer. In either of the latter cases, the unit prices for like work as set forth in the bid schedule shall determine the Contractor's compensation for the work. The Contractor shall not be entitled to any compensation for abandoned borings. Abandoned borings shall be filled with cement grout at no cost to the Owner.

Pipe on piers: Ductile iron pipe shall be used on piers. It shall be carefully placed and grouted in position so as to be in line and on grade. On trestles over 50 feet long, an allowance of 1/4 inch shall be made in each joint to allow for expansion. Joints shall be as shown on the drawings.

Intercepting and connecting to existing sewers: Where shown on the plans or directed by the Engineer, the new sewer shall be connected to the existing sewer by constructing a manhole over existing gravity sewer pipe or by cutting through the wall of an existing manhole. After either of the above procedures have been completed, the old sewer shall be broken out and inverts properly formed. In an existing manhole and opening shall be made in the wall and the new pipe inserted. The opening around the pipe shall be completely filled with cement mortar and brick so as to be watertight.

Temporary pipe work, etc. that may be required to handle sewage before turning it into the new line, shall be performed by the Contractor with no added cost to the Owner. No bypassing of sewage, except to a downstream manhole, shall be permitted while connecting new sewers to the existing system.

#### ROCK EXCAVATION (CLASSIFIED)

Definition: Hard bed rock that will ring under a hammer that requires blasting, air hammers and/or other non-conventional excavating equipment for removal as outlined below.

1. General Excavation: Any material that cannot be excavated with a single-toothed ripper drawn by a tractor having a minimum draw bar pull rated at not less than 71,000 lbs. (CAT D9N or equivalent) and occupying an original volume of at least 2 cubic yards or more.
2. Trench Excavation: Any material that cannot be excavated with an excavator having a break out force rated at not less than 44,000 lbs. (CAT 235D or equivalent) and occupying an original volume of at least 2 cubic yards.
3. Mechanical Excavation: Any material that must be excavated by a minimum 10,000 lb. mechanical hammer and occupying an original volume of at least 2 cubic yards.

Measurement:        Width - 48" (4 feet)  
                              Depth - 6" below pipe invert to top of rock

Length - self-explanatory

Payment: At the price per cubic yard (CY), computed in accordance with the measurement criteria above.

### **C. INSPECTION AND TESTING**

The Contractor shall furnish all materials, labor, and equipment to perform all testing.

#### **1. SEWER MAIN TESTING**

All sewer lines shall be checked for infiltration and exfiltration. Tests shall be conducted under the direction of the Engineer. Test shall be conducted in accordance with ASTM F-1417 as shown on the following table. These conditions shall be met before the sewer is accepted. These tests shall be made before any connections are made to the sewer. All Tests shall be witnessed by Engineer and/or representative of Owner.

Air Pressure Test: Table 1 - Minimum Specified Time Required for a 1.0 psi Pressure Drop for Size & Length of Pipe Indicated (ASTM F-1417)

Pipe Diameter (in.)	Min. Time, (min:ss)	Length for Min. Time, ft.	Time for longer lengths, s	Specification Time for Length (L) Shown, min:s							
				100 ft	150 ft	200 ft	250 ft	300 ft	350 ft	400 ft	450 ft
6	5:40	398	0.854L	5:40	5:40	5:40	5:40	5:40	5:40	5:42	6:24
8	7:34	298	1.520L	7:34	7:34	7:34	7:34	7:36	8:52	10:08	11:24
10	9:26	239	2.374L	9:26	9:26	9:26	9:53	11:52	13:51	15:49	17:48
12	11:20	199	3.418L	11:20	11:20	11:24	14:15	17:05	19:56	22:47	25:38
15	14:10	159	5.342L	14:10	14:10	17:48	22:15	26:42	31:09	35:36	40:04
18	17:00	133	7.692L	17:00	19:13	25:38	32:03	38:27	44:52	51:16	57:41
21	19:50	114	10.470L	19:50	26:10	34:54	43:37	52:21	61:00	69:48	78:31

Pipe deflection test: Without use of any mechanical pulling device, each section of line will be tested for initial diametric deflection by use of a 5% mandrel in accordance with Ten States Standards. Deflection greater than 5% shall be corrected. All Tests shall be witnessed by Engineer and/or representative of Owner.

#### **2. MANHOLE TESTING**

All newly installed manholes shall pass a vacuum test in accordance with ASTM C 1244. Vacuum Testing shall not be initiated until the manholes and all specified coatings and lining materials have been cured in accordance with manufacturer recommendations. The Inspector shall be present and witness all vacuum testing. The following vacuum testing criteria shall apply for compliance with the testing procedure. A vacuum of 10-inches of mercury shall be drawn with an approved vacuum testing unit. The testing time shall not be measured until after the vacuum

pump has been shut off. The time required for the vacuum to drop from 10-inches to 9-inches of mercury shall meet or exceed the values listed in the following table.

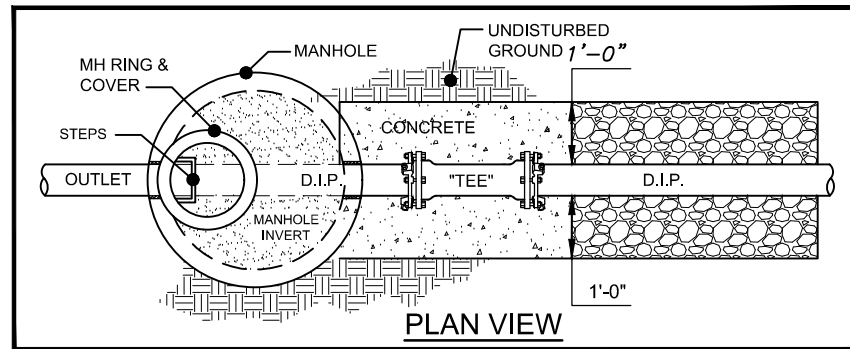
Manhole Vacuum Test: Table 2 - Minimum Specified Time Required to drop from 10" Hg. To 9" Hg. (ASTM C-1244)

Depth MH (Feet)	Diameter Manhole (In.)								
	30	33	36	42	48	54	60	66	72
	Time to Hold Vacuum (Sec.)								
0-8	11	12	14	17	20	23	26	29	33
10	14	15	18	21	25	29	33	36	41
12	17	18	21	25	30	35	39	43	49
14	20	21	25	30	35	41	46	51	57
16	22	24	29	34	40	46	52	58	67
18	25	27	32	38	45	52	59	65	73
20	28	30	35	42	50	53	65	72	81
22	31	33	39	46	55	64	72	79	89
24	33	36	42	51	59	64	78	87	97
26	36	39	46	55	64	75	85	94	106
28	39	42	49	59	69	81	91	101	113
30	42	45	53	65	74	87	98	108	121

#### **D. PAYMENT**

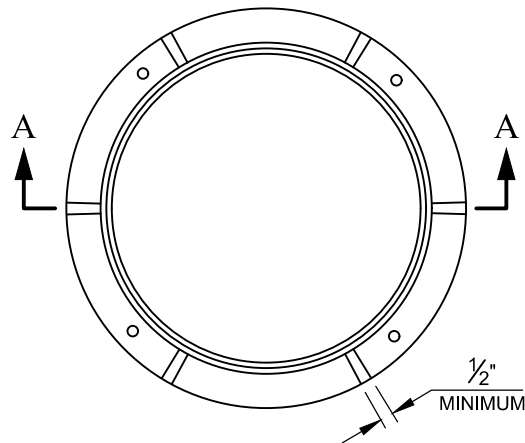
The various items of sewer and related work will be paid for at the unit prices stated in the bid schedule, which shall include all labor, equipment, materials, supervision, and incidentals of every and whatever nature required to complete the work as specified.

#### **E. STANDARD CONSTRUCTION DETAILS**

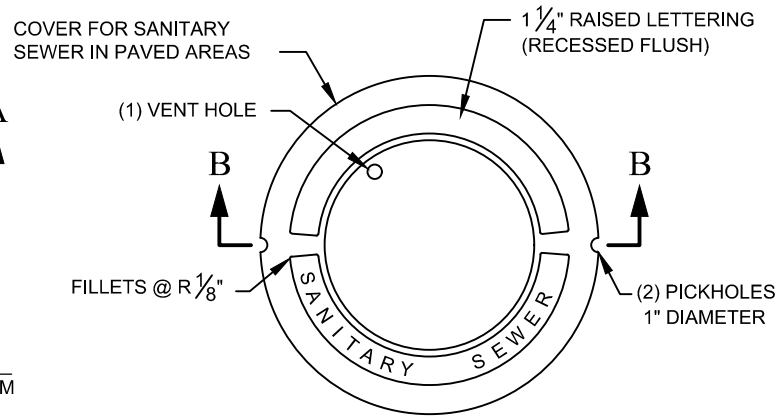


- NOTES:**
1. TO BE CONSTRUCTED FOR ALL DROPS OVER 20 INCHES.
  2. ALL MANHOLE CONNECTIONS SHALL BE CORED WITH A CONCRETE CORING MACHINE AND PROVIDED WITH WATERTIGHT BOOT CONNECTIONS.
  3. APPROVED PRECAST DROP MANHOLES MAY BE USED.

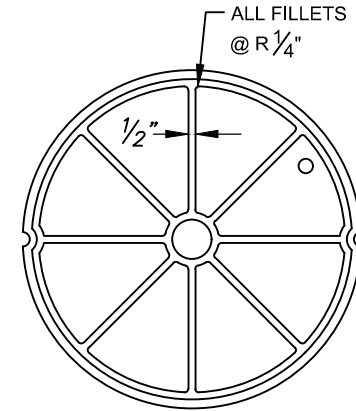
## STANDARD OUTSIDE DROP MANHOLE



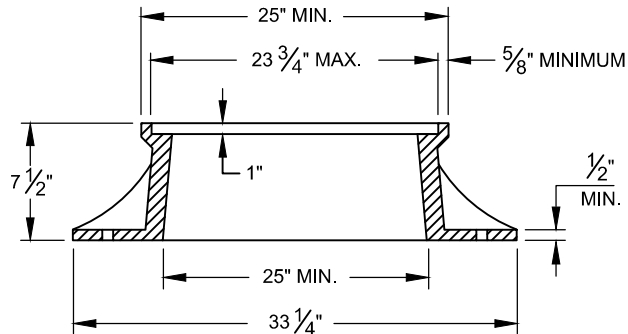
RING TOP VIEW



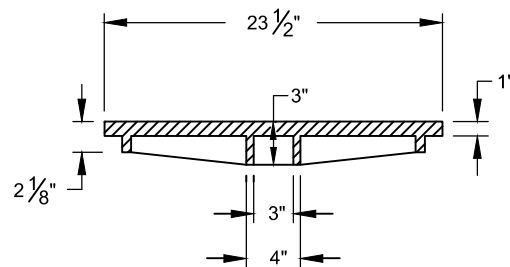
COVER TOP VIEW



COVER BOTTOM VIEW



SECTION "A-A"



SECTION "B-B"

MINIMUM WEIGHTS	
RING	190
COVER	120
TOTAL	310

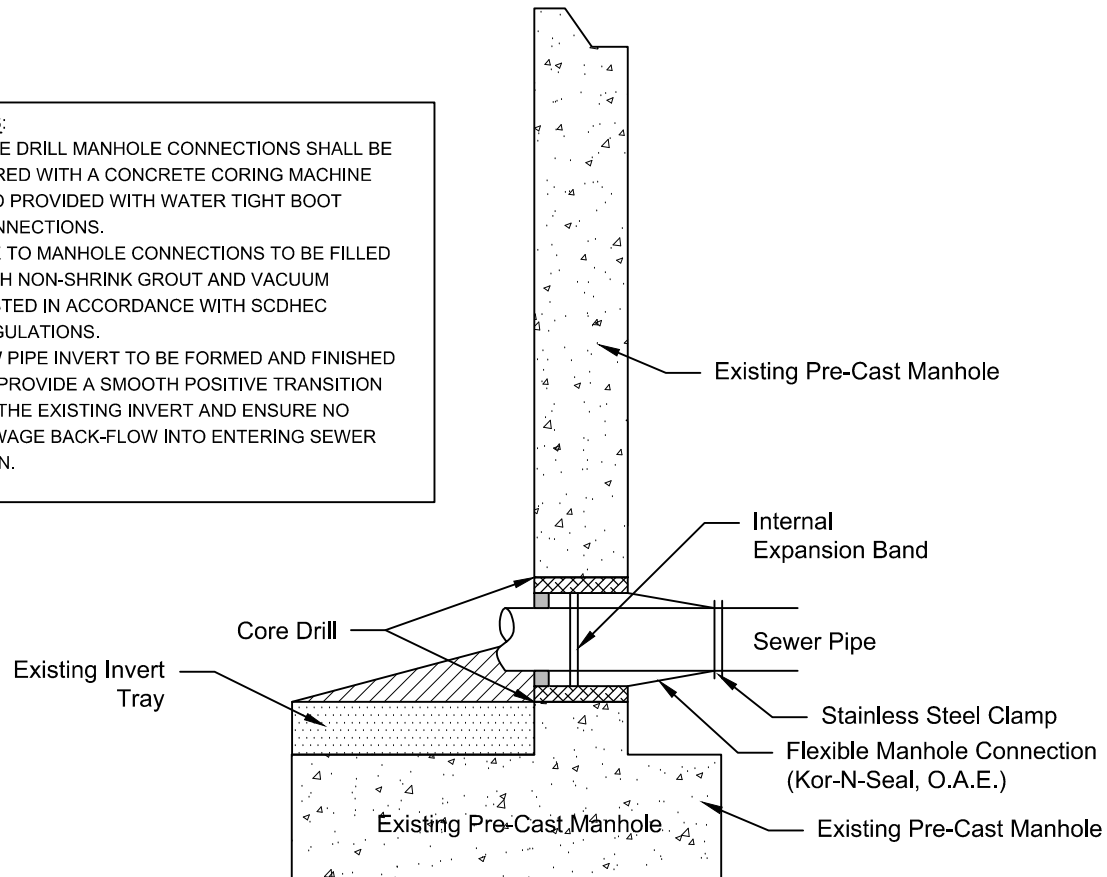
**SPECIFICATIONS:**

1. CLASS 35 GRAY IRON.
2. COMPLIES WITH ASTM A48 CL35B.
3. ALL LETTERING SHALL BE CLEAN, CRISP, AND CLEARLY LEGIBLE.
4. DOMESTICALLY MADE & MANUFACTURED IN THE USA.

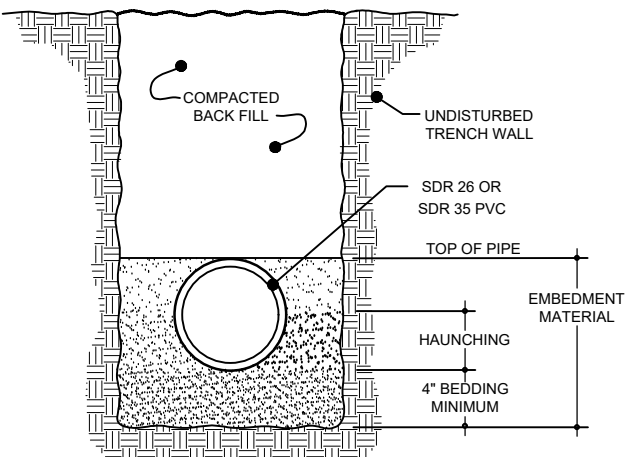
STANDARD MANHOLE RING AND COVER

**NOTES:**

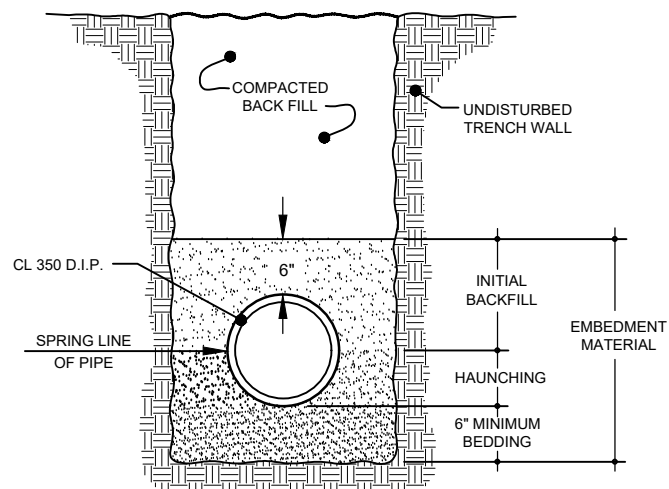
1. CORE DRILL MANHOLE CONNECTIONS SHALL BE CORED WITH A CONCRETE CORING MACHINE AND PROVIDED WITH WATER TIGHT BOOT CONNECTIONS.
2. PIPE TO MANHOLE CONNECTIONS TO BE FILLED WITH NON-SHRINK GROUT AND VACUUM TESTED IN ACCORDANCE WITH SCDHEC REGULATIONS.
3. NEW PIPE INVERT TO BE FORMED AND FINISHED TO PROVIDE A SMOOTH POSITIVE TRANSITION TO THE EXISTING INVERT AND ENSURE NO SEWAGE BACK-FLOW INTO ENTERING SEWER MAIN.



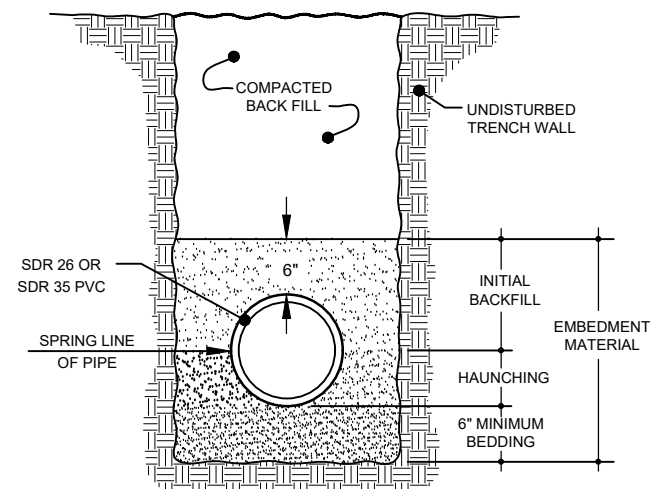
**STANDARD PIPE TO MANHOLE CONNECTION**



STANDARD PVC PIPE  
BEDDING  
FOR 3' TO 14' DEPTHS



SPECIAL BEDDING  
FOR 14'-30' DEPTHS



SPECIAL BEDDING  
FOR TRENCH ROCK CONDITIONS

NOTES:

1. EMBEDMENT MATERIAL MUST BE CLASS I (#67 OR #78M WASHED STONE).
2. EMBEDMENT MATERIAL SHALL BE COMPACTED TO A MINIMUM 95% STANDARD PROCTOR DENSITY FOR CLASS I MATERIAL.
3. STANDARD BEDDING SHALL BE UTILIZED FOR ALL CASES WHERE TRENCH BOTTOMS ARE UNSTABLE DUE TO SOIL TYPE OR MOISTURE CONDITIONS.
4. ALL SANITARY SEWER LINES LESS THAN 3 FEET AND OVER 14 FEET IN DEPTH MUST BE DUCTILE IRON PIPE AS INDICATED ON DRAWING.
5. TRENCH ROCK CONDITIONS WILL UTILIZE THE SPECIAL BEDDING FOR TRENCH ROCK. DUCTILE IRON PIPE INSTALLATION IN TRENCH ROCK CONDITIONS WILL BE AT THE DISCRETION OF THE ENGINEER / OWNER.

BEDDING FOR SANITARY SEWER PIPE & LAYING CONDITIONS



NOTES:

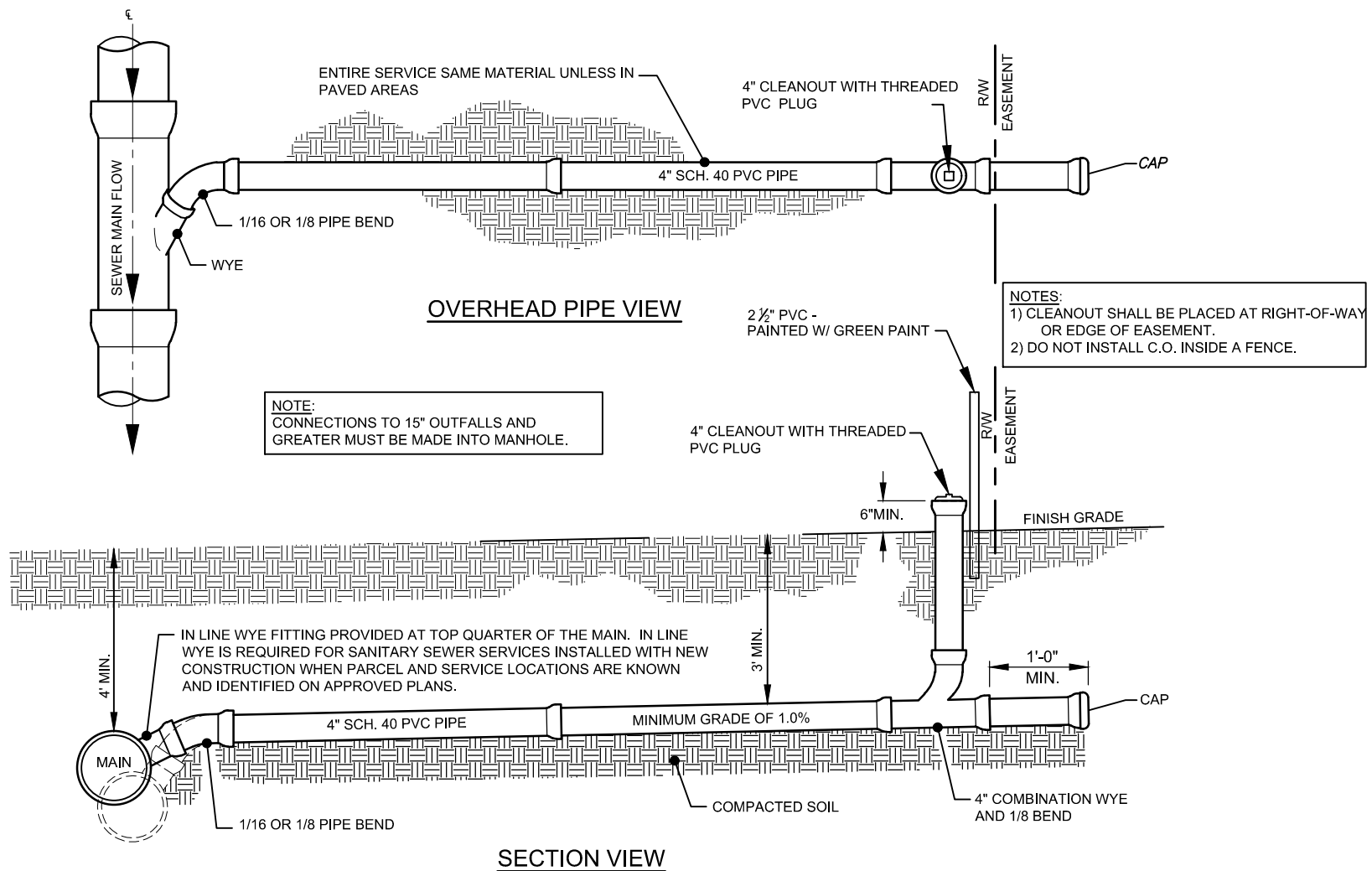
1. VERTICAL SPACING = 16" O.C., ON VERTICAL WALL ONLY.
2. STEPS TO PROTRUDE MINIMUM 5" FROM FACE OF STRUCTURE WALL.
3. STEPS SHALL MEET THE REQUIREMENTS OF ASTM C478 IN ADDITION TO A HORIZONTAL PULL-OUT LOAD OF 1000 LBS. WHEN INSTALLED.
4. ALL STEPS SHALL BE VERTICALLY ALIGNED IN A STRAIGHT LINE.
5. NO STEPS LOCATED INSIDE MANHOLE CHIMNEY.



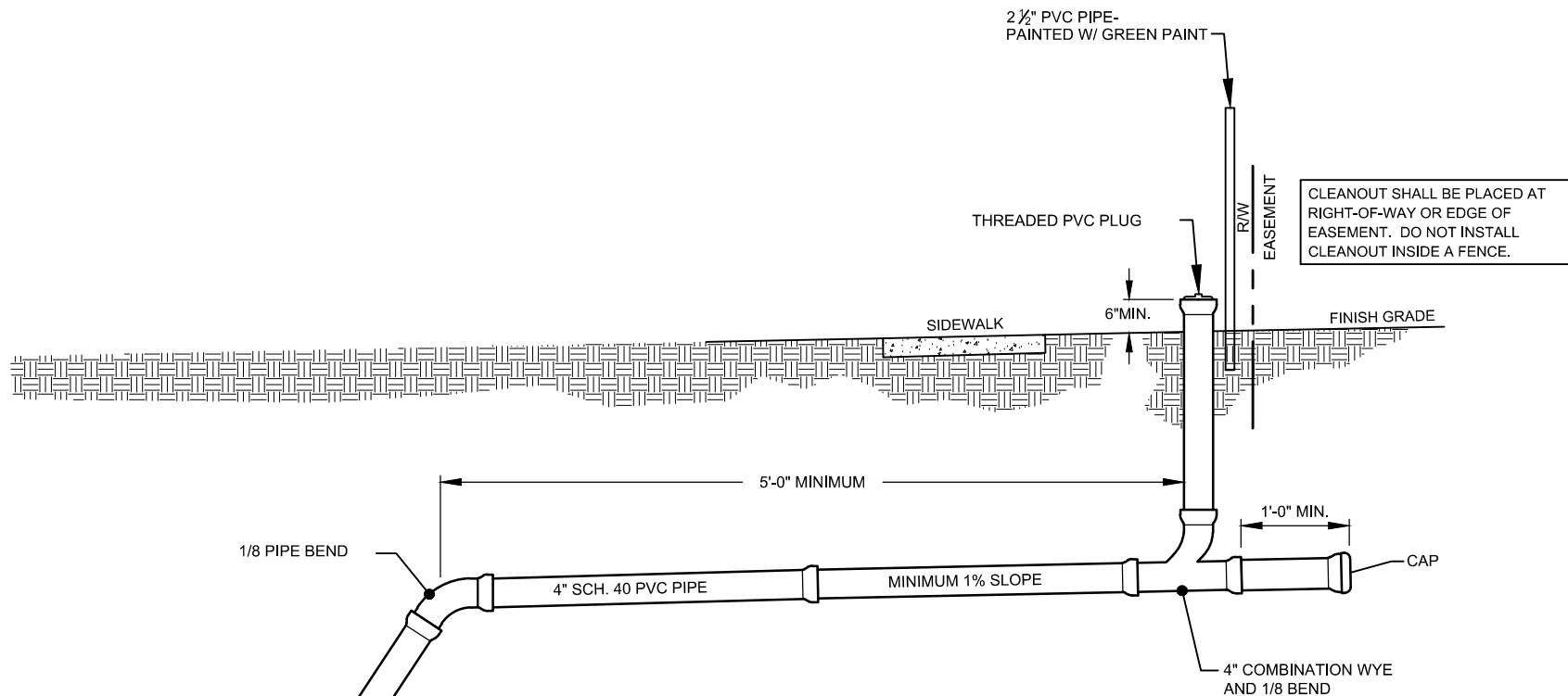
NOTES:

- NOTES:**
1. ALL PAVEMENT CUTS SHALL BE REPAIRED WITHIN A MAXIMUM OF THREE (3) DAYS FROM THE DATE THE CUT IS MADE. IF CONDITIONS DO NOT PERMIT A PERMANENT REPAIR WITHIN THE GIVEN TIME LIMIT, PERMISSION TO MAKE A TEMPORARY REPAIR MUST BE OBTAINED FROM THE TOWN ENGINEER.
  2. CONCRETE TRENCH CAP ON ASPHALT STREETS SHALL BE USED ONLY DURING INCLEMENT WEATHER WHEN ASPHALT PLANTS ARE NOT OPERATING.
  3. IN ALL OPEN TRENCHES, BACKFILL SHALL BE COMPACTED TO 95% MAXIMUM DRY DENSITY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING COMPACTION REQUIREMENTS BY SOILS TESTING CERTIFIED BY A LICENSED PROFESSIONAL GEOTECHNICAL ENGINEER.
  4. BACKFILL WITH A HIGH CLAY CONTENT, HIGH SHRINK-SWELL POTENTIAL, OR HIGH MOISTURE CONTENT THAT CANNOT MEET COMPACTION REQUIREMENTS SHALL BE DEEMED UNSUITABLE AND SHALL BE REPLACED WITH SUITABLE BACKFILL MATERIAL.
  5. ALL PAVEMENT PATCHES SHALL PROVIDE A UNIFORM AND SMOOTH DRIVING SURFACE.

## STANDARD TRENCH AND PAVEMENT REPAIR SECTIONS



## STANDARD SANITARY SEWER SERVICE



### SECTION VIEW

#### NOTES:

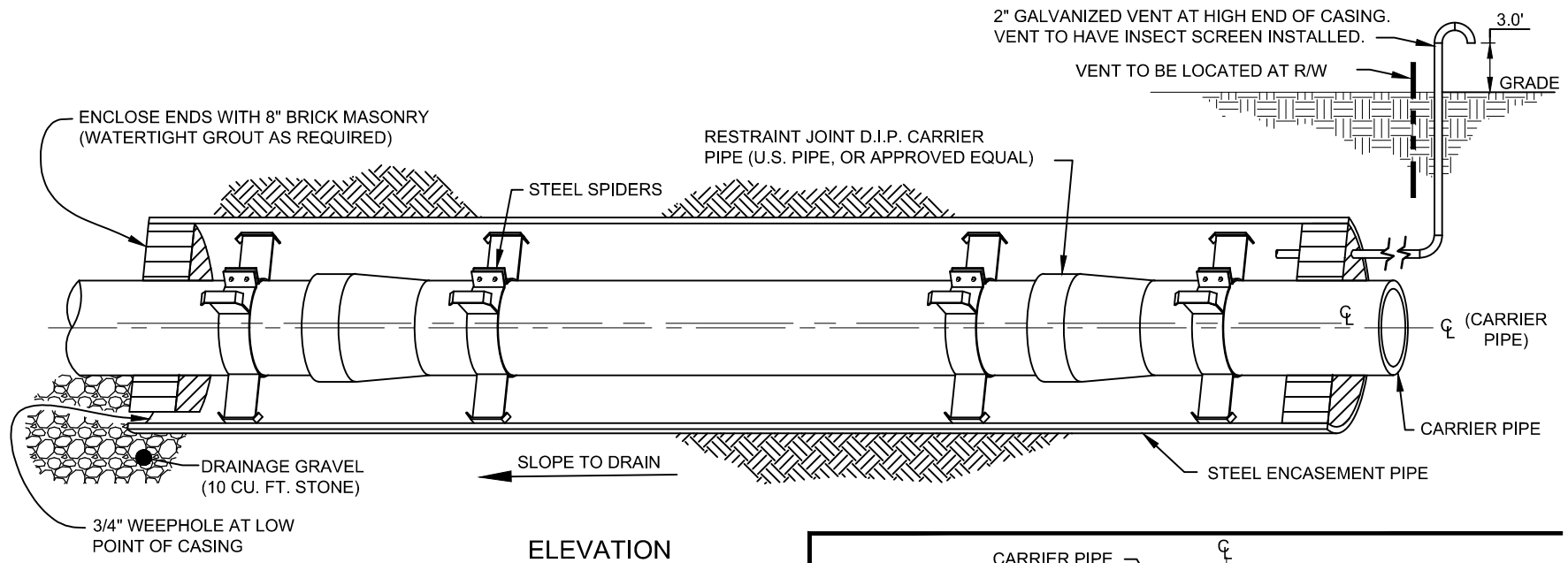
- 1) INSTALLATION TO BE THE SAME AS FOR STANDARD SEWER SERVICE CONNECTION
- 2) CONTRACTOR MAY BE REQUIRED TO LAY CONNECTIONS AT 1% (REGARDLESS OF DEPTH) IN ORDER TO SERVE CUSTOMER. IN THIS CASE, 1/8 BEND WILL NOT BE USED.

1/16 BEND IF WYE  
IS USED



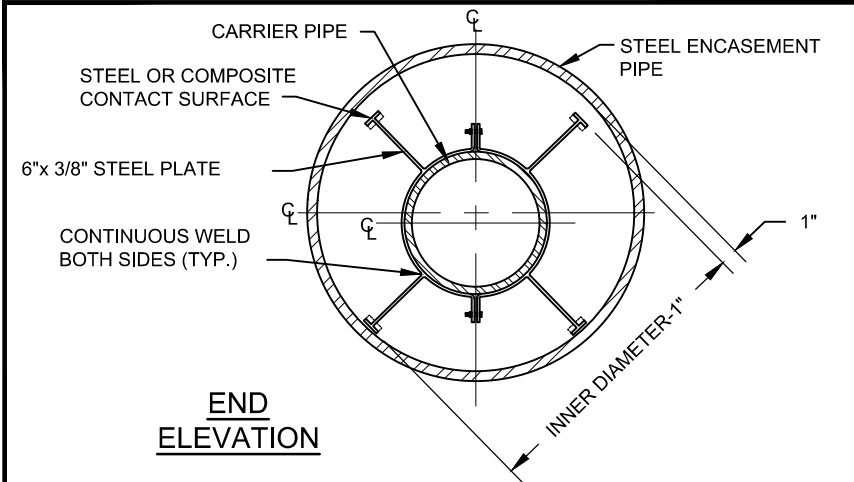
IN LINE WYE FITTING OR APPROVED TAPPING SADDLE PROVIDED AT TOP QUARTER OF THE MAIN. IN LINE WYE IS REQUIRED FOR SANITARY SEWER SERVICES INSTALLED WITH NEW CONSTRUCTION WHEN PARCEL AND SERVICE LOCATIONS ARE KNOWN AND IDENTIFIED ON APPROVED PLANS.

## DEEP SANITARY SEWER SERVICE



**NOTES:**

1. STEEL "SPIDERS" SHALL BE USED FOR SUPPORT OF THE CARRIER PIPE WITHIN THE CASING PIPE. FOR RAILROAD CROSSINGS WITH IMPRESSED CURRENT OR WITH ENCASEMENT PIPES REQUIRING CATHODIC PROTECTION, STEEL SPIDERS WITH **EPDM** OR COMPOSITE CONTACT SURFACES SHALL BE USED.
2. A MINIMUM SPACING OF 2 SPIDERS PER JOINT OF CARRIER PIPE SHALL BE REQUIRED.
3. THE SPIDERS SHALL BE SPACED EVENLY ALONG THE CARRIER PIPE SUCH THAT EACH SPIDER SUPPORTS THE SAME UNIT WEIGHT OF THE CARRIER MAIN.
4. THE PROPOSED ENCASEMENT PIPE & CARRIER PIPE SHALL COMPLY WITH ALL APPLICABLE **TOC** & OTHER JURISDICTIONAL REQUIREMENTS, WHICHEVER IS MORE STRINGENT.
5. NO BLASTING ALLOWED WITHIN A RAILROAD RIGHT-OF-WAY.



**STEEL ENCASEMENT & CARRIER PIPE - UNDER RAILROAD**



**Agenda Item Bid Award for Hall Street Water Line Replacement**

OFFICE OF THE CITY ADMINISTRATOR  
WESTMINSTER, SOUTH CAROLINA

The water line that serves Hall Street is in need of replacement. Water crew overtime has been dramatically affected by the number of service calls on the line over the last year. It is now a patchwork of repairs.

The City Received American Rescue Plan Funds and designated \$289,913 for water system improvements and \$1,000,000 for sewer system improvements. If City Council has approved the Standard Revenue Loss Resolution for the American Rescue Plan funds, Council may now appropriate the funds at its discretion.

City Council may approve the use of the funds from the Capital Projects Fund for this expense.

The city's infrastructure engineer, Troy Rosier, designed and permitted the replacement of the line.

A pre-bid meeting was held on February 23, 2022 for interested contractors.

The bids are as follows:

- |                                       |              |
|---------------------------------------|--------------|
| 1. Arrowood General Contracting, Inc. | \$356,070.00 |
| 2. Payne, McGinn & Cummins, Inc.      | \$405,347.50 |
| 3. Cedar Farms & Construction, Inc.   | No Bid       |

The Rosier Group and city staff reviewed the submitted bids and recommends the bid to be awarded to **Arrowood General Contracting, Inc.** in the amount of **\$356,070.00**

Staff recommends approval.

**Council Motion for consideration:**

I move to approve the bid to be awarded to **Arrowood General Contracting, Inc.** in the amount of **\$356,070.00** for the Hall Street 6" Replacement Main to be paid for from the Capital Projects Fund.

City of Westminster  
P.O. Box 399 / 100 E. Windsor Street  
Westminster, SC 29693

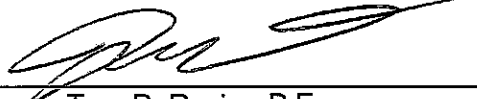
PROJECT: HALL STREET 6" REPLACEMENT MAIN

**BID TAB**

BIDDER					1		2		3	
					Arrowood General Contracting, Inc.		Payne, McGinn & Cummins, Inc.		Cedar Farms & Construction, Inc.	
ITEM	DESCRIPTION	QTY.	UNIT		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1.	EQUIPMENT MOBILIZATION		LS			\$ 1,600.00		\$ 4,000.00		No Bid
2.	TESTING & STERILIZING		LS			1,000.00		3,200.00		No Bid
3.	SAMPLING		LS			3,000.00		1,800.00		No Bid
4.	6" X 6" MAIN CONNECTION	2	EA	@	12,000.00	24,000.00	5,445.00	10,890.00		No Bid
5.	BORE/JACK 12" STEEL CASING (6" DI CARRIER)	45	LF	@	200.00	9,000.00	422.00	18,990.00		No Bid
6.	6" DIP (CL350) / FITTINGS / MMTAPE / WIRE	3,005	LF	@	70.00	210,350.00	83.70	251,518.50		No Bid
7.	6" M.J. GATE VALVE / BOX / RING	14	EA	@	2,000.00	28,000.00	1,500.00	21,000.00		No Bid
8.	THREE WAY FIRE HYDRANT ASSEMBLY	4	EA	@	5,000.00	20,000.00	4,400.00	17,600.00		No Bid
9.	BORE DRIVEWAY	117	LF	@	60.00	7,020.00	127.00	14,859.00		No Bid
10.	CONCRETE MARKER	6	EA	@	50.00	300.00	65.00	390.00		No Bid
11.	SERVICE RE-CONNECTIONS	16	EA	@	1,000.00	16,000.00	1,450.00	23,200.00		No Bid
12.	TRAFFIC CONTROL		LS			1,800.00		12,000.00		No Bid
13.	CUT & REPLACE PAVEMENT	60	LF	@	200.00	12,000.00	50.00	3,000.00		No Bid
14.	ASPHALT OVERLAY	900	SF	@	10.00	9,000.00	6.00	5,400.00		No Bid
15.	STORMWATER MANAGEMENT (BMP'S)		LS			5,000.00		9,000.00		No Bid
16.	PERFORMANCE & PAYMENT BOND		LS			8,000.00		8,500.00		No Bid
Total Amount of BID						\$ 356,070.00		\$ 405,347.50		No Bid

Rosier Group  
110 West First Avenue, Suite D  
Easley, SC 29640

I hereby certify that this is a true and correct tabulation of the proposals received for subject project on **Tuesday, March 1, 2022 at 2:00 PM.**

  
Troy D. Rosier, P.E.



**ROSIER GROUP**  
*Engineers & Surveyors*

110 WEST FIRST AVE., SUITE D  
EASLEY, SC 29640

PHONE: (864)-859-6900  
FAX: (864) 859-6980  
email: team@rosier.group

March 1, 2022

CITY OF WESTMINSTER  
P.O. Box 399 / 100 E. Windsor Street  
Westminster, SC 29693  
Attn: Kevin Bronson

Re: **HALL STREET 6" REPLACEMENT MAIN**

Dear Mr. Bronson,

Enclosed you will find a copy of the Bid Tabulation sheet for subject project. We have extended and tabulated all figures on said proposals and found them all correct as tabulated and shown.

We recommend that a contract be awarded to the low bidder, **Arrowood General Contracting, Inc.**, for the amount of **Three Hundred Fifty-Six Thousand Seventy & 00/100 Dollars, (\$356,070.00)**.

Construction contracts will be prepared for implementation of the project upon receiving your approval and further instructions.

Sincerely,

Troy D. Rosier, P.E.

TDR/ch  
Enclosure



### **Agenda Item Consider Quote for Sewer Flow Meters**

OFFICE OF THE CITY ADMINISTRATOR  
WESTMINSTER, SOUTH CAROLINA

In April 29, 2021 the City entered in to a Consent Order (CO) with the SCDHEC concerning the City's sewer collection system. As a part of the CO, the City is required to acquire and install flow meters within the system. The flow meters will monitor the amount of flow in the sewer lines.

The information obtained from the flow meters will be collected digitally. This information will then be evaluated by the City staff and City engineer to assess the areas of the system that most likely have Inflow and Infiltration (I&I). Once areas are identified as likely having I&I staff can further troubleshoot to correct the problems.

Given the nature of the special nature of the flow meters and the connections to the OJRSA system (OJRSA uses the Holliday Utilities as well, the quote was obtained from Holliday Utilities and not bid.

The funding source will be the American Rescue Plan Act funding converted into the non-restricted funds in the capital projects fund.

Staff recommends Council award the quote for \$79,803.75 for seven (7) flow meters and associated attachments to Holliday Utility Services, LLC.

**Council Motion for consideration:**

I move to award the quote for \$79,803.75 for seven (7) flow meters and associated attachments to Holliday Utility Services, LLC.

**MINUTES  
WESTMINSTER CITY COUNCIL  
Budget Workshop Meeting  
Westminster Depot  
Tuesday, February 8, 2022**

The City Council of the City of Westminster met in a special called meeting on Tuesday, February 8, 2022 at 4:00 pm with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey

Jimmy Powell

Dale Glymph

City Administrator, Kevin Bronson

City Clerk, Rebecca Overton

Utility Director, Leigh Baker

Members of the public and press

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

**Call to Order**

Mayor Ramey called the meeting to order at 4:00 pm. Mayor Ramey noted the absence of Jimmy Powell but stated that he was in route and asked for a 10 minute recess until he arrived. Mr. Powell did arrive at 4:09 and the meeting continued.

**Review of Utility Fund Expenditure**

Mr. Bronson presented Council with a PowerPoint presentation reviewing the expenditures for the Utility Fund. He stated that the purpose of these workshops was to get Council input and work that into a balanced budget.

Mr. Bronson noted that the most expensive cost for the Utility Fund is within the Electric Department and that is the PMPA bill. He also noted that over the next year several debt service loans would be paid off. Mr. Bronson reminded Council that although there were some projects that would be paid off, there were some debt service project payments that would begin. Those include the Conserfund Loan (Water Plant), and the Equipment Lease Loan (Utility).

Mr. Bronson reminded Council of the recent ARP funds that the City had acquired through Oconee County and the State. Those funds would help with upgrades in several areas. He also reminded Council the importance of trying to keep the cash on hand number elevated.

Mr. Bronson also talked about an appropriate Franchise Fee percentage. He informed Council that around 5% or less is ideal. He also suggested keeping contingency funds in the budget for emergencies and unpredictable events.

Attached is the presentation for the record.

**Adjourn**

Upon a motion by Mayor Ramey and seconded by Mr. Powell, the motion ***to adjourn the meeting at 5:49 pm*** passed unanimously.

(Minutes prepared by Rebecca Overton)

---

Mayor Brian Ramey

---

Date



**February 8, 2022**

Budget Workshop

Fiscal Year 2022-2023  
(FY2023)

Expenditure Review, Part 1  
Utility Fund

Westminster, South Carolina

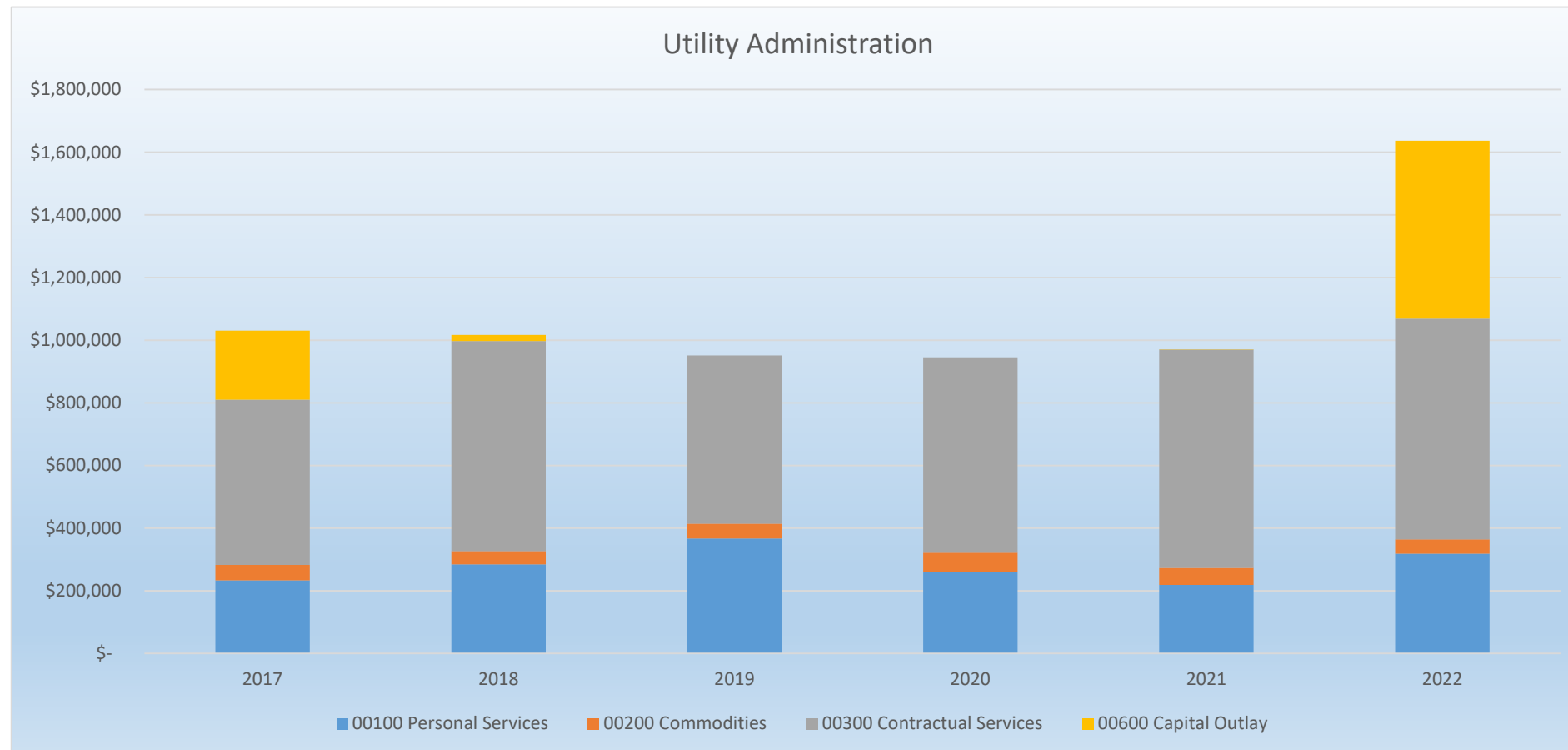
# Schedule of events

- **Expenditure Review Part 1 - February 8, 2022**
  - Utility Fund
    - Electric
    - Water
    - Water Plant
    - Sewer
- **Expenditure Review Part 2 – March 8, 2022**
  - General Fund
  - Solid Waste Fund
  - Youth Recreation Fund
  - Hospitality and Accommodations Tax Fund
- **Revenue Review – April 12, 2022**
- **City Council Budget Workshop – April 26, 2022**
- **Public Hearing and 1<sup>st</sup> Reading – May 17, 2022**
- **2<sup>nd</sup> Reading – June 14, 2022**



Gateway to the Mountain Lakes Region

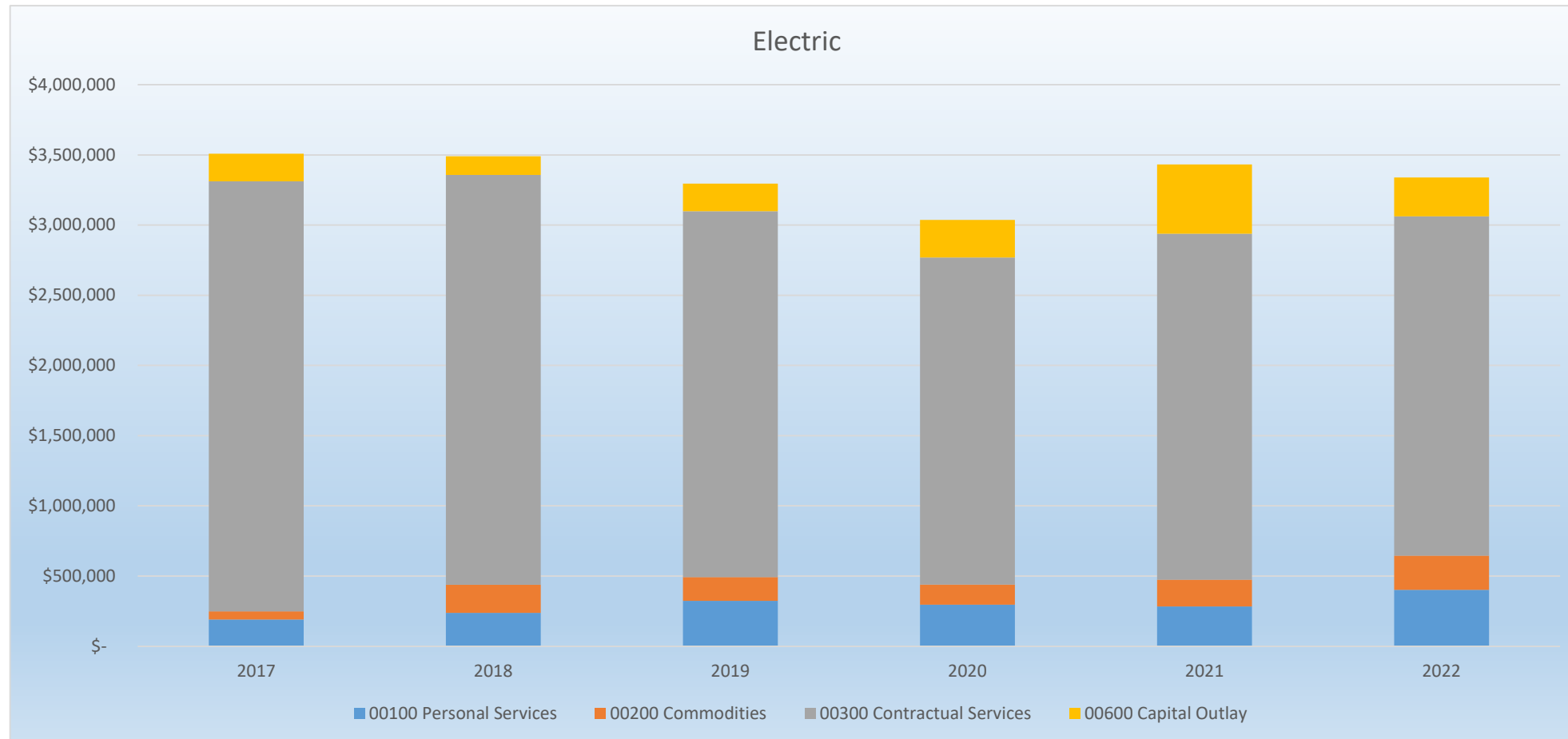
Y DEPT. GENERAL FUND		2017	2018	2019	2020	2021	2022
150 UTILITY ADMINISTRATION							
	00100 Personal Services	\$ 232,898	\$ 283,812	\$ 366,572	\$ 260,622	\$ 218,400	\$ 317,827
	00200 Commodities	\$ 49,655	\$ 42,824	\$ 47,805	\$ 60,806	\$ 54,602	\$ 46,200
	00300 Contractual Services	\$ 527,789	\$ 670,787	\$ 537,619	\$ 623,858	\$ 697,664	\$ 704,696
	00600 Capital Outlay	\$ 220,577	\$ 19,825	\$ -	\$ -	\$ 200	\$ 568,000
Total UTILITY ADMINISTRATION		\$ 1,030,920	\$ 1,017,248	\$ 951,996	\$ 945,287	\$ 970,866	\$1,636,723



Utility  
Administration



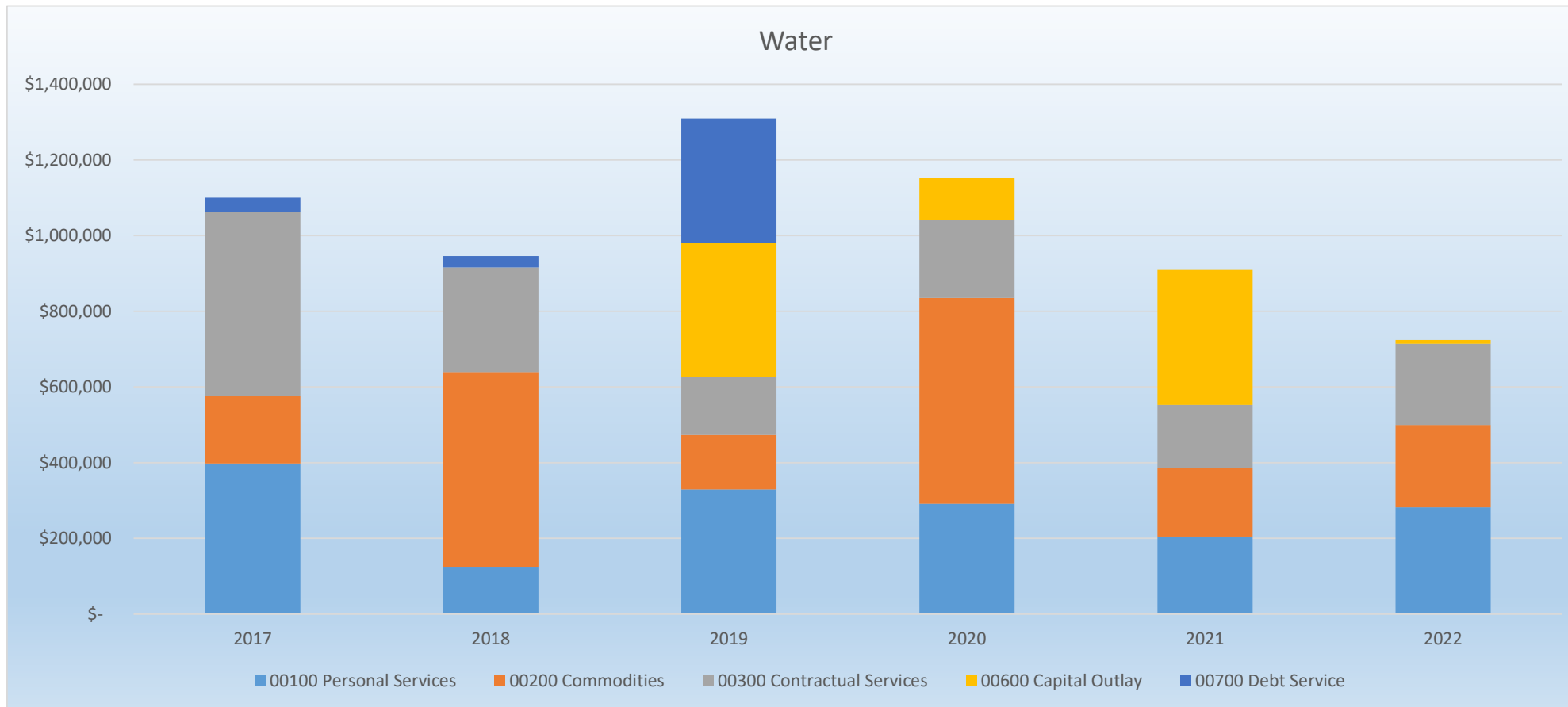
		2017	2018	2019	2020	2021	2022
250 ELECTRIC							
	00100 Personal Services	\$ 189,656	\$ 236,968	\$ 324,185	\$ 296,594	\$ 283,973	\$ 402,542
	00200 Commodities	\$ 60,010	\$ 201,710	\$ 168,815	\$ 142,765	\$ 191,484	\$ 243,700
	00300 Contractual Services	\$ 3,062,382	\$ 2,919,476	\$ 2,606,286	\$ 2,329,724	\$ 2,463,101	\$2,416,867
	00600 Capital Outlay	\$ 195,844	\$ 132,072	\$ 196,275	\$ 267,454	\$ 494,389	\$ 276,900
Total ELECTRIC		\$ 3,507,892	\$ 3,490,227	\$ 3,295,562	\$ 3,036,537	\$ 3,432,946	\$3,340,009



Electric



		2017	2018	2019	2020	2021	2022
350 WATER							
	00100 Personal Services	\$ 398,162	\$ 124,878	\$ 329,393	\$ 291,002	\$ 205,131	\$ 282,152
	00200 Commodities	\$ 178,235	\$ 514,974	\$ 144,067	\$ 544,170	\$ 179,798	\$ 217,700
	00300 Contractual Services	\$ 486,984	\$ 275,875	\$ 152,501	\$ 206,499	\$ 167,507	\$ 214,500
	00600 Capital Outlay	\$ -	\$ -	\$ 354,148	\$ 111,241	\$ 356,910	\$ 10,000
	00700 Debt Service	\$ 36,548	\$ 30,198	\$ 329,393	\$ -	\$ -	\$ -
Total WATER		\$ 1,099,929	\$ 945,925	\$ 980,109	\$ 1,152,912	\$ 909,345	\$ 724,352

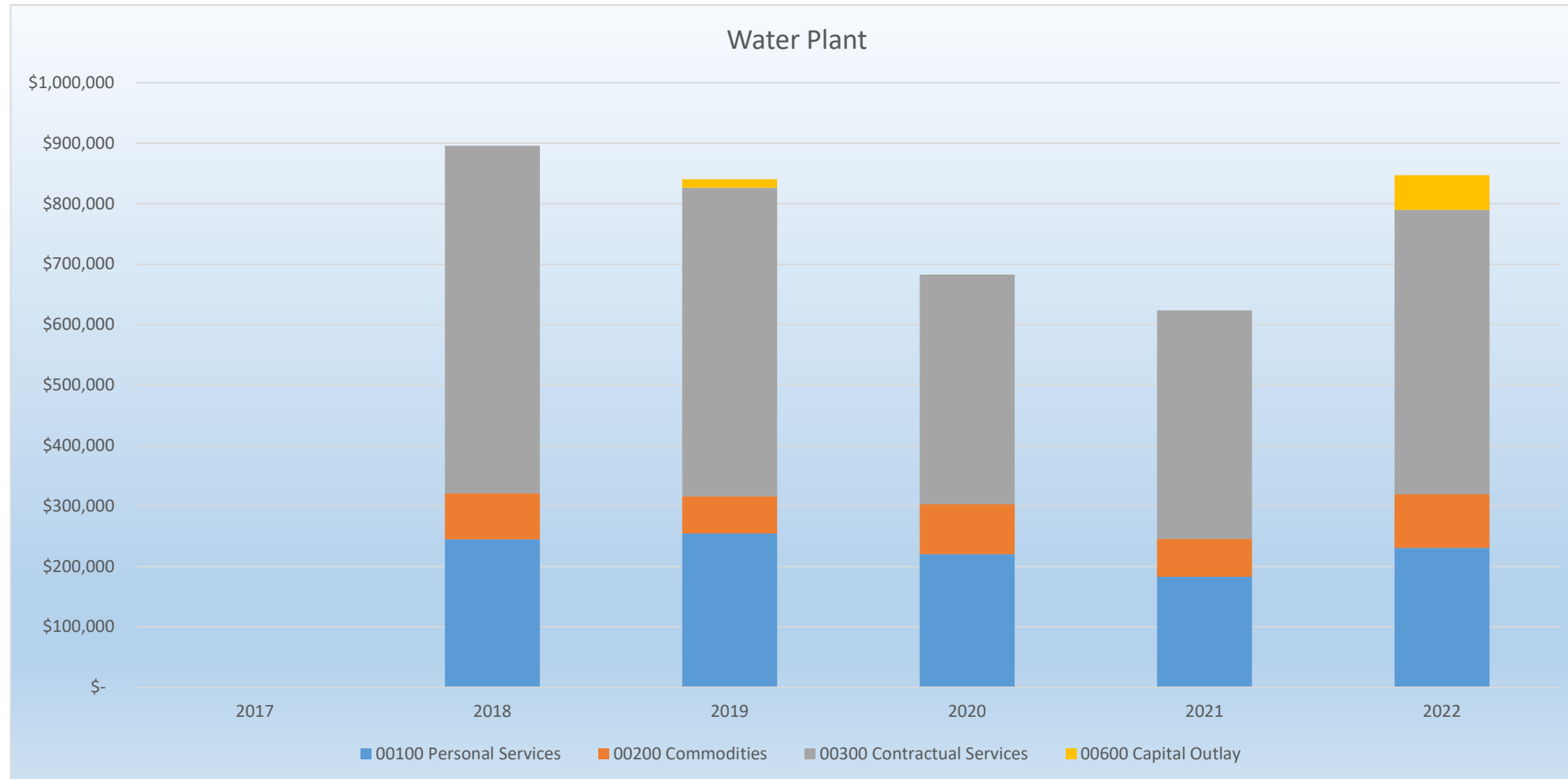


## Water Fund



Gateway to the Mountain Lakes Region

		2017	2018	2019	2020	2021	2022
550 WATER PLANT							
	00100 Personal Services	\$ -	\$ 244,968	\$ 254,389	\$ 220,109	\$ 182,989	\$ 230,855
	00200 Commodities	\$ -	\$ 75,602	\$ 61,636	\$ 82,570	\$ 62,679	\$ 88,650
	00300 Contractual Services	\$ -	\$ 575,401	\$ 510,620	\$ 379,959	\$ 377,981	\$ 470,250
	00600 Capital Outlay	\$ -	\$ -	\$ 13,914	\$ -	\$ -	\$ 57,500
Total WATER PLANT		\$ -	\$ 895,971	\$ 840,559	\$ 682,638	\$ 623,649	\$ 847,255

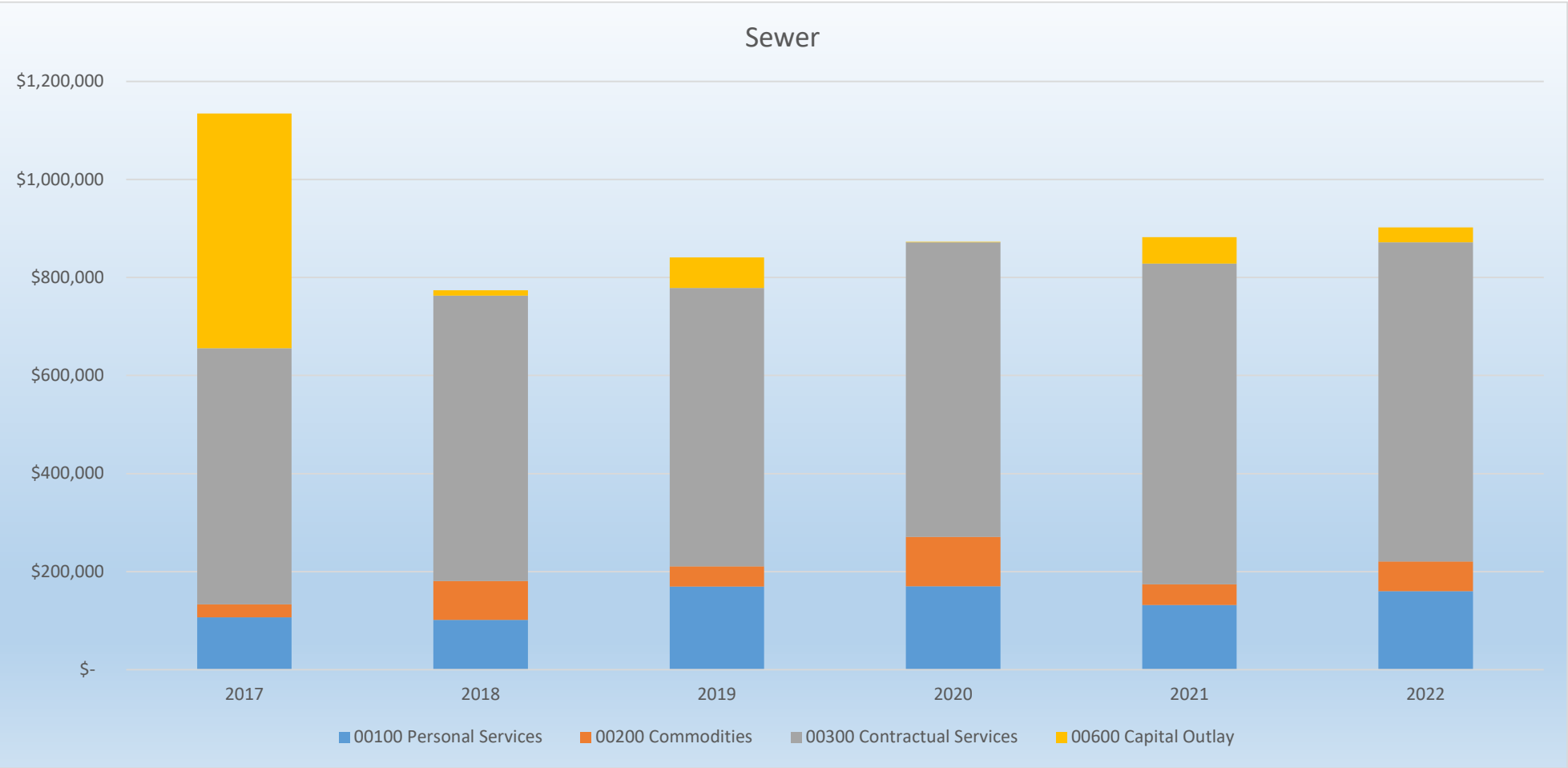


Water Plant Fund

		2017	2018	2019	2020	2021	2022
450 SEWER							
	00100 Personal Services	\$ 106,481	\$ 101,368	\$ 169,650	\$ 170,270	\$ 131,994	\$ 160,292
	00200 Commodities	\$ 26,701	\$ 79,597	\$ 40,977	\$ 100,547	\$ 42,137	\$ 60,400
	00300 Contractual Services	\$ 522,271	\$ 581,866	\$ 567,816	\$ 600,872	\$ 654,105	\$ 651,300
	00600 Capital Outlay	\$ 479,220	\$ 11,001	\$ 62,644	\$ 1,200	\$ 53,893	\$ 30,350
Total SEWER		\$ 1,134,673	\$ 773,832	\$ 841,087	\$ 872,890	\$ 882,130	\$ 902,342



Gateway to the Mountain Lakes Region

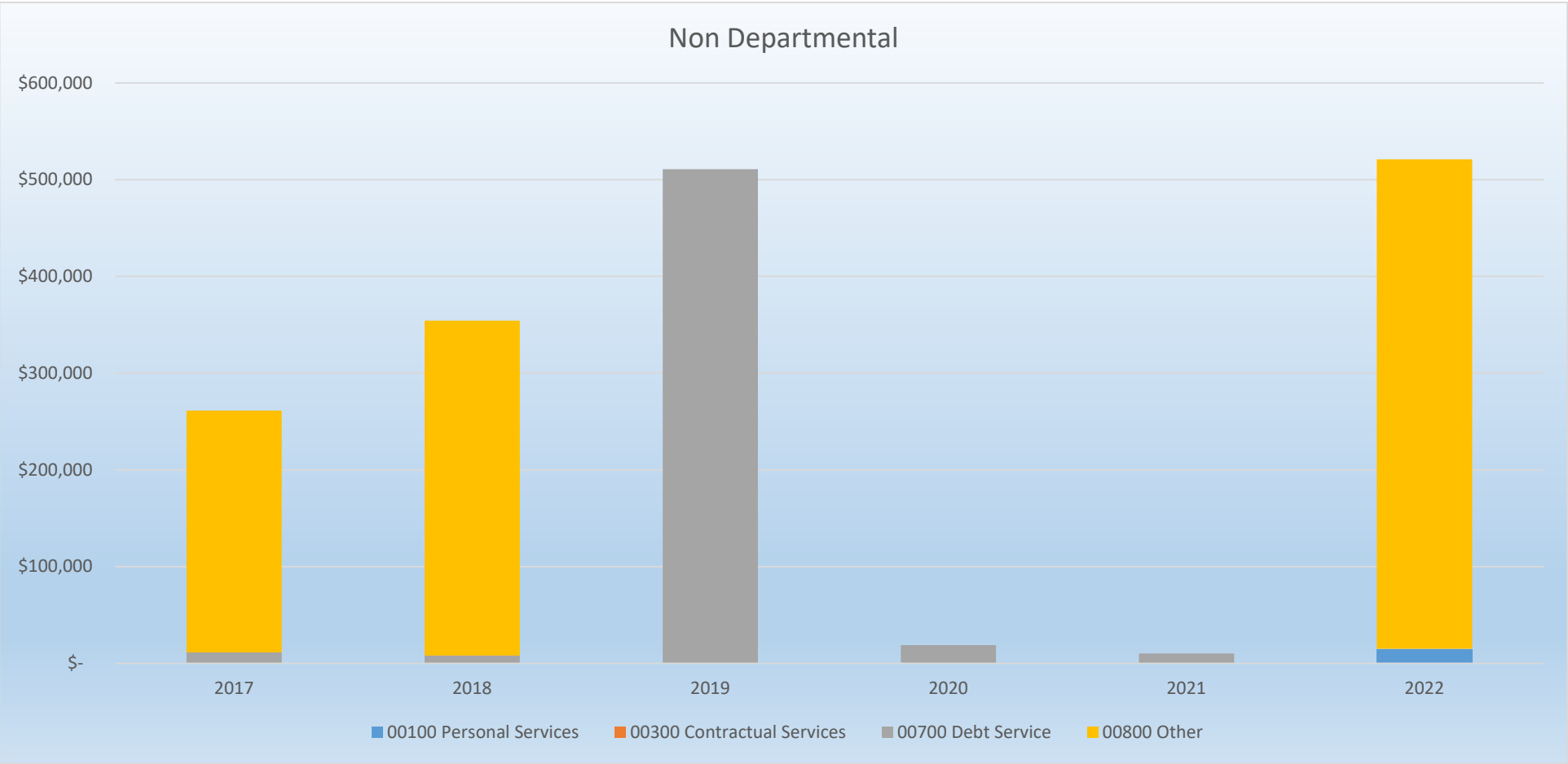


Sewer Fund

		2017	2018	2019	2020	2021	2022
700 NON DEPARTMENTAL							
	00100 Personal Services	\$ -	0	\$ -	\$ -	\$ -	\$ 15,000
	00300 Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	00700 Debt Service	\$ 11,317	\$ 8,185	\$ 510,831	\$ 18,878	\$ 10,182	\$ -
	00800 Other	\$ 250,000	\$ 346,000	\$ -	\$ -	\$ -	\$ 506,065
Total NON DEPARTMENTAL		\$ 261,317	\$ 354,185	\$ 510,831	\$ 18,878	\$ 10,182	\$ 521,065



Gateway to the Mountain Lakes Region



Non  
Departmental

# Debt Service

		Actual	Actual	Budget	Projection	Projection	Projection
		2020	2021	2022	2023	2024	2025
<b>Solid Waste Capital Lease</b>		<b>\$57,625</b>	<b>\$58,988</b>	<b>\$63,269</b>	<b>\$60,381</b>	<b>\$31,202</b>	<b>\$0</b>
Garbage Truck <sup>1</sup>		\$29,347	\$30,005	\$32,067	\$30,677	\$0	\$0
Knuckleboom Truck <sup>2</sup>		\$28,278	\$28,983	\$31,202	\$29,704	\$31,202	\$0
<b>Utility Obligations</b>		<b>\$491,953</b>	<b>\$302,756</b>	<b>\$418,908</b>	<b>\$116,194</b>	<b>\$116,194</b>	<b>\$116,194</b>
principal - revenue bonds		\$285,673	\$292,531	\$292,489 <sup>3</sup>	\$0	\$0	\$0
interest - revenue bonds		\$206,280	\$10,225	\$10,225 <sup>3</sup>	\$0	\$0	\$0
ConserFund <sup>4</sup>		\$0	\$0	\$45,000	\$45,000	\$45,000	\$45,000
2022 utility equipment lease <sup>5</sup>		\$0	\$0	\$71,194	\$71,194	\$71,194	\$71,194
<b>TOTAL</b>		<b>\$549,578</b>	<b>\$361,744</b>	<b>\$482,177</b>	<b>\$176,575</b>	<b>\$147,396</b>	<b>\$116,194</b>

<sup>1</sup> Garbage Truck lease - \$284,460. 10 yr term @ 2.24%. May 2013-May 2023

<sup>2</sup> Knuckleboom Truck lease - \$145,000. 5 yr term @ 2.5%. January 2018-January 2023

<sup>3</sup> Series 2014 Waterworks System Revenue Bond April 2014-June 2022

<sup>4</sup> ConservFund Loan - \$369,947.23. 10 yr term @ 1.5%. June 2023-June 2032

<sup>5</sup> 2022 utility equipment lease - \$503,000. Various terms, max 8 yrs @ 1.64%. Three (3) pickup trucks, one (1) brush hog, one (1) bucket truck.

# Utility Franchise Fee Transfer

	<b>Fee</b>	<b>Budget</b>	<b>Percentage</b>
2019	\$336,000	\$7,154,678	4.70% (actual)
2020	\$426,909	\$6,664,432	6.41% (actual)
2021	\$495,106	\$6,631,532	7.47% (actual)
<b>2022</b>	<b>\$496,296</b>	<b>\$7,971,746</b>	<b>6.22% (budgeted)</b>

# Revenues net expenses

	Expenses	Revenues	Grants	Surplus (deficit)
Sewer System	\$ 1,040,702	\$ 690,135	\$ 340,000	\$ (10,567)
Water System	\$ 1,706,076	\$ 2,122,330	\$ -	\$ 416,254
Electric System	\$ 3,591,516	\$ 3,987,759	\$ -	\$ 396,243
Solid Waste	\$ 497,107	\$ 388,956	\$ -	\$ (108,151)
<b>Total</b>	<b>\$ 6,835,401</b>	<b>\$ 7,189,180</b>	<b>\$ 340,000</b>	<b>\$ 693,779</b>

# American Rescue Plan Act (ARPA)

## **ARPA funds directed through the State of South Carolina**

**\$1,289,913**

\$1,000,000	Sewer Infrastructure Projects
\$289,913	Water Projects

## **ARPA funds awarded from Oconee County**

**\$1,300,000**

\$987,420	Raw Water Intake
\$280,000	Water Plant
\$ 32,580	Water System Upgrades



# Westminster Sewer System CIP

Gateway to the Mountain Lakes Region

Project	Total Project Costs	Description	Funding
Park Avenue & Pritchard Street Sanitary Sewer Rehab	\$ 629,286	Installed 3466 LF 8" gravity and 23 manholes to replace and upgrade mains in service area (no new flow)	RIA Grant (\$411,064), Match (\$137,022), Non construction (\$81,200)
Old Beacon Mill Sanitary Sewer Rehab	\$ 649,780	Installed 3300LF 8" gravity, 19 manholes, 37 service connections, and pavement restoration	RIA Grant (\$340,000), Match (\$222,080), Non construction (\$87,700)
Sewer System Analysis	82,300	GPS every manhole including pictures and visual obersevation	OJRSA return
West Abbey Street Pipe Bursting	\$ 25,180	replace sewer pipe between W Abbey and Earle Holcombe for deterioration	ARPA November 2021
Replace 360 linear feet	\$ 37,344	replace sewer line along Retreat St and Mimosa Rd for deterioration	ARPA January 2022
Authorize daily rates for 300 Block of Retreat Street	\$ 20,000	make repairs 300 block of Retreat St	ARPA January 2022
<b>TOTAL</b>	<b>\$ 1,443,890</b>		

2018-2022

# Contingency Planning

- Contingency funds 5% of revenue net PMPA/OJRSA

• Electric	\$ 54,706
• Water	\$ 78,580
• Sewer	<u>\$ 16,917</u>
• Total	\$150,203

Each 1% ~\$30,000

- Contingency funds 3% of revenue net PMPA/OJRSA

• Electric	\$ 32,824
• Water	\$ 47,148
• Sewer	<u>\$ 10,150</u>
• Total	\$ 90,122

Calculations based on FY2022 budgeted amounts

# Calculating Days Cash on Hand

	Actual 2020	Actual 2021	Budget 2022	
<b>Unassigned cash</b>				
Governmental Funds (p13)	\$ 662,659	\$ 978,124	\$ 978,124	
Solid Waste Fund (p17)	\$ 191,909	\$ 128,910	\$ 128,910	
Utility Fund (p17)	\$ (166,498)	\$ (448,326)	\$ (448,326)	
<b>Unassigned cash</b>	<b>\$ 688,070</b>	<b>\$ 658,708</b>	<b>\$ 790,865</b>	<sup>1</sup>
Expenses (p12)	\$ 8,580,478	\$ 8,851,741	\$ 10,995,175	
Days per year	365	\$ 365	\$ 365	
Expenses / days per year = 1 day cash equivalent	\$ 23,508	\$ 24,251	\$ 30,124	
Days cash on hand	29.269	27.162	26.254	

<sup>1</sup> Includes \$132,157 budgeted in FY2021/22 for contingency.

# Days Cash on Hand-Combined Utility



## PMPA Benchmarking Report 2020

(covers period from 6/30/19 to 3/31/20)

Westminster 28

Participant 88

Participant 118

Participant 120

Participant 149

Participant 170

Participant 175

Participant 272

Participant 275

Participant 290



## PMPA Benchmarking Report 2021

(covers period from 6/30/20 to 3/31/21)

Westminster 79

Participant 90

Participant 95

Participant 121

Participant 136

Participant 215

Participant 215

Participant 262

Participant 293

Participant 364

### NOTE:

This may be a typo:  
Westminster FY2021  
Audit shows a 27 day  
cash on hand

# Current Financial Environment

- Funding Sources (opportunities):

- State of South Carolina
- Rural Infrastructure Authority (RIA)
- State Revolving Loan Fund (SFR)
- Rural Development (RD) through the USDA
- Additional federal agency funding
- Capital Market

- Challenges:

- Threatened lawsuit from Seneca re OJRSA
- 2021 SCDHEC Consent Order
- Staffing
- Rising personnel costs – competitive wages
- Increased supplies and materials cost
- Delivery delays in materials
- Contractor costs
- City financials
- Cost and affordability

# Current Financial Environment, continued

A financial analysis of the Utility Fund and the City General Fund

- What does it show?
- What are strengths?
- What are weaknesses?

**PMPA Benchmarking Report 2021** (portions of)  
(covers period from 6/30/20 to 3/31/21)

		<u>Range across 10 Participants</u>
Debt Service Coverage-Combined Utility	0.84	0.59 - 3.79
Days Cash on Hand-Combined Utility	79 (27)	79 - 364
Debt to Equity Ratio-Combined Utility	0.37	.023 - 1.20
Debt Ratio-Combined Utility	4.6%	0.0% - 35.4%
Operating Margin-Combined Utility	6.1%	-6.0% - 25.8%
City Transfer as % of Combined Utility Revenue	6.1%	0.0% - 6.1%

# Questions for Council

1. What is an appropriate Franchise Fee, as percentage?

3%      3.5%      4%      4.5%      5%      5.5%      6.0%      6.5%      7.0%      7.5%

2. Referring back to Debt Service

I. Does Council support additional capital lease's for large equipment?

II. Does Council support a \$150,000/year rolling funding for capital lease's

3. Does Council support contingency funds in the budget?

5% ~\$150,000

3% ~\$ 90,000

each 1% equals ~\$30,000

4. Does Council wish to see *Days Cash on Hand* increase?

I. 2021 Actual – 27 days @ \$24,251/day

II. 2022 Budget – 26 days @ \$30,124/day

5. Does Council support rate increases?

2-5%

6-10%

11-15%

6. Are there other questions?



**Thank you.  
The End.**

You can go home now 😊

**MINUTES  
WESTMINSTER CITY COUNCIL  
Regular Scheduled Meeting  
Tuesday, February 8, 2022**

The City Council of the City of Westminster met in a regular scheduled meeting on Tuesday, February 8, 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  
City Clerk, Rebecca Overton  
Utility Director, Leigh Baker  
Police Chief, Matt Patterson  
Fire Chief, Michael Smith  
City Attorney, Andrew Holliday  
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. Henry Jenkins led the Council in the invocation and pledge.

**Certification of Quorum**

Rebecca Overton certified a quorum.

**Presentation and Recognition - Retirement of Police Dog Lina**

Police Chief Matt Patterson recognized Police Dog Lina for her service to the Westminster Police Department and announced that she would be retiring. She is seven years old and has served Westminster well by taking numerous illegal drugs off the streets. Chief Patterson stressed that Lina had been a great asset to the Department and had been through several different handlers in her career and always adapted well to the change. He shared that she was enjoying retirement and again thanked Lina for her outstanding service.

## **New Business**

1. Accept resignation of Rusty Cater; declare one City Council seat vacant and open for the unfilled term; and other matters related thereto.

Mr. Holliday reminded Council that a special election would be held April 26, 2022 for Mr. Cater's seat and the seats for the previous resignations of Mr. Chastain and Mr. Duncan.

Upon a motion by Mr. Glymph and seconded by Mr. Powell, the motion ***to accept the resignation of Rusty Cater*** passed unanimously.

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

2. First Reading of 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

Mr. Bronson informed Council that currently Utility Director Leigh Baker is the only representative for the City of Westminster. He stated that a privilege of holding office on Council is the right to serve on the OJRSA Commission Board.

Upon a motion by Mr. Mefleh and seconded by Mr. Powell, the motion ***to approve the first reading of 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*** passed unanimously.

Member	Motion	Vote
Ramey		Recused
Glymph		Yes
Mefleh	Motion	Yes
Powell	Second	Yes

3. Consider Contract Price Increase for Jenkins Lawn Care

Utility Director Leigh Baker informed Council that he had recently added some things and changed some things to Mr. Jenkins' contract. Mr. Baker stated that these changes were for beautification purposes and for the benefit of the City's appearance and Mr. Jenkins was in agreement to the changes. Mr. Baker

suggested to Council that because of these changes and the increasing cost of gas prices, and the fact that Mr. Jenkins goes beyond what is asked of him especially around festivals and other City events, that the Council award an increase to his contract amount. He stated that Mr. Jenkins was asking for a 5% increase on all months except January. Mr. Bronson added that while he and Mr. Baker support the 5% increase, they would also support more. Mayor Ramey asked Mr. Jenkins would 5% really cover the increasing costs associated with the maintenance he provides and he replied no.

Upon a motion by Mr. Glymph and seconded by Mr. Mefleh, the motion ***to increase the contract price of Jenkins Lawn Care by 7% passed*** unanimously.

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

4. Consider Adoption of a Resolution Adopting the Emergency Operations Plan & Emergency Preparedness Guidelines – amended February 8, 2022

Mr. Bronson informed Council of the importance of staying in alignment with all Emergency Operations Units. Having an Emergency Plan in place would provide City Staff with direction in keeping the City functioning in the event of any type of disaster or emergency. An emergency plan would also allow State and Federal Agencies to see the intentions of the City being prepared for such an event.

Upon a motion by Mr. Mefleh and seconded by Mr. Glymph, the motion ***to approve a Resolution Adopting the Emergency Operations Plan & Emergency Preparedness Guidelines – amended February 8, 2022*** passed unanimously.

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

5. Discuss the Municipal Association of South Carolina Model Personnel Policy Handbook

Mr. Bronson informed Council that the current Personnel Policy Handbook has been modified over the years and that the Municipal Association has developed a

*February 8, 2022*

model policy for small cities. He added that there were some policies that would need to be added into this model policy but that overall, it is a great policy and that many cities use this model. Mayor Ramey asked if was better to pass Personnel Policy changes by Ordinance or Resolution. Mr. Holliday suggested by Resolution. Mr. Bronson added that he was just presenting Council this Handbook for review and that it would be potentially be on the March Agenda.

### **Routine Business**

1. Approval of the January 24, 2022 Called Meeting with City Council and the Westminster Planning Commission Minutes

Upon a motion by Mr. Powell and seconded by Mr. Glymph the motion to ***approve the January 24, 2022 Called Meeting Minutes*** passed unanimously.

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

2. Approval of the January 27, 2022 Called City Council Meeting Minutes

Upon a motion by Mr. Mefleh and seconded by Mr. Glymph the motion to ***approve the January 27, 2022 Called City Council Meeting Minutes*** passed unanimously.

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

3. Comments from the Utility Director

Mr. Baker informed Council that work has begun at the Water Plant on the sludge pumps. He also informed Council that Troy Rosier is working on the Bid process for the Hall Street water line project. Mr. Baker also stated that repairs had been made to the fence at Anderson Park and that progress had been made to tree trimming on Spring Street and Toccoa Highway.

4. Comments from City Administrator

- a. Mr. Bronson informed Council that he was asking them to postpone the Strategic Planning Session due to the unfilled Council Seats and suggested rescheduling it once the open seats are filled.
- b. Mr. Bronson informed Council that the Audit of the AMI fee was not concluded due to the billing of the fee was not complete. The AMI fees would be collected through February so the audit would have to be completed sometime after that.
- c. Mr. Bronson reminded Council that there would be a special election for three open Council Seats on Tuesday, April 26, 2022 and the results would be certified on April 28, 2022. There would be a swearing in ceremony the following week for the new Council Members. Mr. Bronson clarified that the filing dates for potential candidates would be February 18-28, 2022, that the County handles the election process, and that they would invoice the City for the expenses.

### **Executive Session**

Upon a motion by Mr. Glymph and seconded by Mr. Powell, the motion ***to enter into an executive session for the purpose of:***

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 motion by Mayor Ramey and seconded by Mr. Powell, the motion ***to exit executive session and re-enter open session*** passed unanimously.

### **Adjourn**

Upon a motion by Mayor Ramey and seconded by Mr. Glymph, the motion ***to adjourn the meeting at 7:20 pm*** passed unanimously.

(Minutes submitted by Rebecca Overton)

---

Mayor Brian Ramey

---

Date

## Revenue Report

### Level 4 Summary for March 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	\$268,684.20	56	\$211,815.80
40001 DELINQUENT 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	\$50,930.34	75	\$17,069.66
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	\$7,037.85	112	(\$737.85)
40005 WATERCRAFT TAX	\$800.00	\$0.00	\$800.00	\$0.00	0	\$1,349.49	169	(\$549.49)
<b>Total Property Taxes</b>	<b>\$641,600.00</b>	<b>\$0.00</b>	<b>\$641,600.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$364,072.03</b>	<b>57</b>	<b>\$277,527.97</b>
00401 INTERGOVENMENTAL 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 RESURFACING	\$0.00	\$137,640.00	\$137,640.00	\$0.00	0	\$0.00	0	\$137,640.00
<b>Total Intergovernmental Rev</b>	<b>\$60,000.00</b>	<b>\$198,740.00</b>	<b>\$258,740.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$131,048.07</b>	<b>51</b>	<b>\$127,691.93</b>
00402 LICENSE, PERMITS, & FEES								
40200 BUSINESS LICENSE	\$81,182.00	\$0.00	\$81,182.00	\$0.00	0	\$10,951.22	13	\$70,230.78
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 March 2022**

<b>Accounts</b>	<b>Budget Appropriation</b>	<b>Supplemental Appropriation</b>	<b>Adjusted Budget</b>	<b>Current Pd Revenue</b>	<b>Curr Pct</b>	<b>Year To Date Revenue</b>	<b>YTD Pct</b>	<b>Budget Balance</b>
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	\$1,725.00	6	\$19,525.00	73	\$7,175.00
40215 FACILITY RENTAL	\$6,330.00	\$0.00	\$6,330.00	\$300.00	5	\$8,987.50	142	(\$2,657.50)
40216 FOIA REQUEST FEES	\$30.00	\$0.00	\$30.00	\$0.00	0	\$426.14	1420	(\$396.14)
<b>Total License, Permits, &amp; Fees</b>	<b>\$335,742.00</b>	<b>\$0.00</b>	<b>\$335,742.00</b>	<b>\$2,025.00</b>	<b>1</b>	<b>\$106,736.86</b>	<b>32</b>	<b>\$229,005.14</b>
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	\$0.00	0	\$44,368.78	81	\$10,631.22
40402 WUD FRANCISE FEE	\$496,296.00	\$0.00	\$496,296.00	\$41,358.00	8	\$372,222.00	75	\$124,074.00
<b>Total Pymt In Lieu Of Tax &amp; Fran Fee</b>	<b>\$554,796.00</b>	<b>\$0.00</b>	<b>\$554,796.00</b>	<b>\$41,358.00</b>	<b>7</b>	<b>\$418,467.65</b>	<b>75</b>	<b>\$136,328.35</b>
00405 INTEREST INCOME								
40500 INTEREST INCOME	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$97.29	10	\$902.71
<b>Total Interest Income</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$97.29</b>	<b>10</b>	<b>\$902.71</b>
00406 GRANT INCOME								
40602 STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$18,210.79	0	(\$18,210.79)
<b>Total Grant Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$18,210.79</b>	<b>0</b>	<b>(\$18,210.79)</b>
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 March 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	\$552.82	28	\$1,447.18
40735 INSURANCE PAID CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$348.17	0	(\$348.17)
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
<b>Total Miscellaneous &amp; Other</b>	<b>\$26,285.00</b>	<b>\$0.00</b>	<b>\$26,285.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$650,219.18</b>	<b>2474</b>	<b>(\$623,934.18)</b>
<b>Total ADMINISTRATION</b>	<b>\$1,619,423.00</b>	<b>\$198,740.00</b>	<b>\$1,818,163.00</b>	<b>\$43,383.00</b>	<b>2</b>	<b>\$1,688,851.87</b>	<b>93</b>	<b>\$129,311.13</b>
200 FIRE DEPARTMENT								
00401 INTERGOVENMENTAL REV								
40101 COUNTY ALLOCATION	\$285,000.00	\$0.00	\$285,000.00	\$0.00	0	\$285,000.00	100	\$0.00
<b>Total Intergovernmental Rev</b>	<b>\$285,000.00</b>	<b>\$0.00</b>	<b>\$285,000.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$285,000.00</b>	<b>100</b>	<b>\$0.00</b>
00405 INTEREST INCOME								
40500 INTEREST INCOME	\$200.00	\$0.00	\$200.00	\$0.00	0	\$77.98	39	\$122.02
<b>Total Interest Income</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$77.98</b>	<b>39</b>	<b>\$122.02</b>
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
<b>Total Grant Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
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 March 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
<b>Total Miscellaneous &amp; Other</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$4,728.90</b>	<b>473</b>	<b>(\$3,728.90)</b>
<b>Total FIRE DEPARTMENT</b>	<b>\$286,200.00</b>	<b>\$0.00</b>	<b>\$286,200.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$289,806.88</b>	<b>101</b>	<b>(\$3,606.88)</b>
300 POLICE								
00403 FINES & FORFEITURES								
40300 POLICE FINES	\$31,000.00	\$0.00	\$31,000.00	\$0.00	0	\$18,204.34	59	\$12,795.66
40302 DRUG SEIZURES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
<b>Total Fines &amp; Forfeitures</b>	<b>\$31,000.00</b>	<b>\$0.00</b>	<b>\$31,000.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$18,204.34</b>	<b>59</b>	<b>\$12,795.66</b>
00405 INTEREST INCOME								
40500 INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0	\$5.82	0	(\$5.82)
<b>Total Interest Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$5.82</b>	<b>0</b>	<b>(\$5.82)</b>
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)
<b>Total Grant Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$10,997.99</b>	<b>0</b>	<b>(\$10,997.99)</b>
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	\$2,350.00	0	(\$2,350.00)
40704 POLICE FUND	\$2,000.00	\$0.00	\$2,000.00	\$10.00	1	\$230.00	12	\$1,770.00
40737 REFUNDS/REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$12,163.20	0	(\$12,163.20)
<b>Total Miscellaneous &amp; Other</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$10.00</b>	<b>1</b>	<b>\$21,868.20</b>	<b>1093</b>	<b>(\$19,868.20)</b>
<b>Total POLICE</b>	<b>\$33,000.00</b>	<b>\$0.00</b>	<b>\$33,000.00</b>	<b>\$10.00</b>	<b>0</b>	<b>\$51,076.35</b>	<b>155</b>	<b>(\$18,076.35)</b>
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 March 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
<b>Total License, Permits, &amp; Fees</b>	<b>\$350.00</b>	<b>\$0.00</b>	<b>\$350.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$175.00</b>	<b>50</b>	<b>\$175.00</b>
00403 FINES & FORFEITURES								
40301 CODE ENFORCEMENT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
<b>Total Fines &amp; Forfeitures</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
<b>Total CODES</b>	<b>\$350.00</b>	<b>\$0.00</b>	<b>\$350.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$175.00</b>	<b>50</b>	<b>\$175.00</b>
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
<b>Total Miscellaneous &amp; Other</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
<b>Total PUBLIC WORKS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
700 NON DEPARTMENTAL								
00405 INTEREST INCOME								
40500 INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
<b>Total Interest Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
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
<b>Total Miscellaneous &amp; Other</b>	<b>\$62,600.00</b>	<b>\$0.00</b>	<b>\$62,600.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$62,600.00</b>
<b>Total NON DEPARTMENTAL</b>	<b>\$62,600.00</b>	<b>\$0.00</b>	<b>\$62,600.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$62,600.00</b>
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
<b>Total Miscellaneous &amp; Other</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
<b>Total POOL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>

010 CITY GENERAL FUND  
800 POOL  
00407 MISCELLANEOUS & OTHER

City Of Westminster  
Revenue Report  
Level 4 Summary for March 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	\$43,393.00	2	\$2,029,910.10	92	\$170,402.90

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

City Of Westminster  
Revenue Report  
Level 4 Summary for March 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
<b>Total Interest Income</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$271.41</b>	<b>54</b>	<b>\$228.59</b>
00407 MISCELLANEOUS & OTHER								
40700 SERVICE CHARGES	\$50,000.00	\$0.00	\$50,000.00	\$0.00	0	\$31,024.77	62	\$18,975.23
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	(\$5.00)	0	\$49,077.87	82	\$10,922.13
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	\$28.00	0	\$202,022.28	98	\$3,390.40
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
<b>Total Miscellaneous &amp; Other</b>	<b>\$996,619.00</b>	<b>(\$102,706.32)</b>	<b>\$893,912.68</b>	<b>\$23.00</b>	<b>0</b>	<b>\$282,483.01</b>	<b>32</b>	<b>\$611,429.67</b>
00412 OTHER REVENUE								
41200 GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
<b>Total Other Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
<b>Total UTILITY ADMINISTRATION</b>	<b>\$997,119.00</b>	<b>(\$102,706.32)</b>	<b>\$894,412.68</b>	<b>\$23.00</b>	<b>0</b>	<b>\$282,754.42</b>	<b>32</b>	<b>\$611,658.26</b>
250 ELECTRIC								
00407 MISCELLANEOUS & OTHER								

020 UTILITY DEPT. GENERAL FUND 250 ELECTRIC 00407 MISCELLANEOUS & OTHER		City Of Westminster Revenue Report Level 4 Summary for March 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	\$11,361.00	114	(\$1,361.00)
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 FUND	\$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	\$8,114.20	325	(\$5,614.20)
<b>Total Miscellaneous &amp; Other</b>	<b>\$18,000.00</b>	<b>\$0.00</b>	<b>\$18,000.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$28,506.20</b>	<b>158</b>	<b>(\$10,506.20)</b>
00408 ELECTRIC								
40800 COMMERCIAL ELECTRIC	\$1,720,000.00	\$0.00	\$1,720,000.00	\$116,955.07	7	\$1,157,018.66	67	\$562,981.34
40801 RESIDENTIAL ELECTRIC	\$2,175,000.00	\$0.00	\$2,175,000.00	\$195,411.13	9	\$1,569,723.05	72	\$605,276.95
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	\$18,954.69	5	\$188,125.70	52	\$171,874.30
40804 TEMP POWER/UNDERGRND PW	\$25,000.00	\$0.00	\$25,000.00	\$0.00	0	\$1,422.00	6	\$23,578.00
<b>Total Electric</b>	<b>\$4,280,000.00</b>	<b>\$0.00</b>	<b>\$4,280,000.00</b>	<b>\$331,320.89</b>	<b>8</b>	<b>\$2,916,289.41</b>	<b>68</b>	<b>\$1,363,710.59</b>
<b>Total ELECTRIC</b>	<b>\$4,298,000.00</b>	<b>\$0.00</b>	<b>\$4,298,000.00</b>	<b>\$331,320.89</b>	<b>8</b>	<b>\$2,944,795.61</b>	<b>69</b>	<b>\$1,353,204.39</b>
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
<b>Total Miscellaneous &amp; Other</b>	<b>\$8,000.00</b>	<b>\$0.00</b>	<b>\$8,000.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$3,550.00</b>	<b>44</b>	<b>\$4,450.00</b>
00409 WATER								
40900 WATER SALES	\$1,900,000.00	\$102,706.32	\$2,002,706.32	\$168,925.82	8	\$1,508,753.55	75	\$493,952.77
40901 WATER TAPS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	0	\$24,500.00	82	\$5,500.00

020 UTILITY DEPT. GENERAL FUND  
350 WATER  
00409 WATER

City Of Westminster  
Revenue Report  
Level 4 Summary for March 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	\$1,180.90	8	\$10,592.80	71	\$4,407.20
Total Water	\$1,945,000.00	\$102,706.32	\$2,047,706.32	\$170,106.72	8	\$1,543,846.35	75	\$503,859.97
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	\$170,106.72	8	\$1,549,046.35	75	\$506,659.97
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	\$59,292.43	8	\$515,194.26	72	\$199,045.74
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	\$59,292.43	8	\$515,194.26	72	\$204,045.74
Total SEWER	\$721,740.00	\$0.00	\$721,740.00	\$59,292.43	8	\$533,405.05	74	\$188,334.95
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

020 UTILITY DEPT. GENERAL FUND  
550 WATER PLANT  
00407 MISCELLANEOUS & OTHER

City Of Westminster  
Revenue Report  
Level 4 Summary for March 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	\$560,743.04	7	\$5,310,001.43	67	\$2,663,357.57

030 SOLID WASTE  
900 SOLID WASTE  
00405 INTEREST INCOME

City Of Westminster  
Revenue Report  
Level 4 Summary for March 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
<b>Total Interest Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
00406 GRANT INCOME								
40601 SC MUNI TRUST	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
<b>Total Grant Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
00407 MISCELLANEOUS & OTHER								
40700 SERVICE CHARGES	\$365,000.00	\$0.00	\$365,000.00	\$33,678.82	9	\$306,353.24	84	\$58,646.76
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	\$5,393.60	108	(\$393.60)
40707 MISCELLANEOUS REV	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$0.00	0	\$1,000.00
40729 TRANSFER FROM GENERAL FUND	\$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
<b>Total Miscellaneous &amp; Other</b>	<b>\$447,487.00</b>	<b>\$0.00</b>	<b>\$447,487.00</b>	<b>\$33,678.82</b>	<b>8</b>	<b>\$311,746.84</b>	<b>70</b>	<b>\$135,740.16</b>
<b>Total SOLID WASTE</b>	<b>\$447,487.00</b>	<b>\$0.00</b>	<b>\$447,487.00</b>	<b>\$33,678.82</b>	<b>8</b>	<b>\$311,746.84</b>	<b>70</b>	<b>\$135,740.16</b>
<b>Total SOLID WASTE</b>	<b>\$447,487.00</b>	<b>\$0.00</b>	<b>\$447,487.00</b>	<b>\$33,678.82</b>	<b>8</b>	<b>\$311,746.84</b>	<b>70</b>	<b>\$135,740.16</b>

040 FIRE DEPARTMENT 1% FUND  
004 REVENUE  
00407 MISCELLANEOUS & OTHER

City Of Westminster  
Revenue Report  
Level 4 Summary for March 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
040 FIRE DEPARTMENT 1% FUND								
004 REVENUE								
00407 MISCELLANEOUS & OTHER								
40707 MISCELLANEOUS REV	\$14,500.00	\$0.00	\$14,500.00	\$0.00	0	\$12,919.18	89	\$1,580.82
<b>Total Miscellaneous &amp; Other</b>	<b>\$14,500.00</b>	<b>\$0.00</b>	<b>\$14,500.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$12,919.18</b>	<b>89</b>	<b>\$1,580.82</b>
<b>Total REVENUE</b>	<b>\$14,500.00</b>	<b>\$0.00</b>	<b>\$14,500.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$12,919.18</b>	<b>89</b>	<b>\$1,580.82</b>
<b>Total FIRE DEPARTMENT 1% FUND</b>	<b>\$14,500.00</b>	<b>\$0.00</b>	<b>\$14,500.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$12,919.18</b>	<b>89</b>	<b>\$1,580.82</b>

050 YOUTH RECREATION FUND  
400 RECREATION  
00401 INTERGOVENMENTAL REV

City Of Westminster  
Revenue Report  
Level 4 Summary for March 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
<b>Total Intergovernmental Rev</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$30,000.00</b>	<b>100</b>	<b>\$0.00</b>
00402 LICENSE, PERMITS, & FEES								
40206 ADMISSION	\$58,714.00	\$0.00	\$58,714.00	\$4,906.00	8	\$33,525.00	57	\$25,189.00
40207 CONCESSIONS	\$39,000.00	\$0.00	\$39,000.00	\$1,600.00	4	\$21,643.50	55	\$17,356.50
40208 REGISTRATION	\$68,714.00	\$0.00	\$68,714.00	\$625.00	1	\$35,537.46	52	\$33,176.54
40209 SPONSOR FEES	\$32,506.00	\$0.00	\$32,506.00	\$200.00	1	\$15,600.00	48	\$16,906.00
40213 TOURNAMENT FEE	\$1,500.00	\$0.00	\$1,500.00	\$0.00	0	\$225.00	15	\$1,275.00
<b>Total License, Permits, &amp; Fees</b>	<b>\$200,434.00</b>	<b>\$0.00</b>	<b>\$200,434.00</b>	<b>\$7,331.00</b>	<b>4</b>	<b>\$106,530.96</b>	<b>53</b>	<b>\$93,903.04</b>
00405 INTEREST INCOME								
40500 INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
<b>Total Interest Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
00406 GRANT INCOME								
40600 PARD GRANT	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0	\$0.00	0	\$10,000.00
<b>Total Grant Income</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$10,000.00</b>
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	\$0.00	0	\$5,638.67	66	\$2,861.33
40703 SALE OF EQUIP/MATERIAL/SCRAP	\$4,000.00	\$0.00	\$4,000.00	\$1,650.00	41	\$4,351.00	109	(\$351.00)
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 FUND	\$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 March 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	\$1,650.00	1	\$129,418.36	46	\$150,016.64
Total RECREATION	\$519,869.00	\$0.00	\$519,869.00	\$8,981.00	2	\$265,949.32	51	\$253,919.68
Total YOUTH RECREATION FUND	\$519,869.00	\$0.00	\$519,869.00	\$8,981.00	2	\$265,949.32	51	\$253,919.68
TOTAL ALL FUNDS	\$10,956,788.00	\$198,740.00	\$11,155,528.00	\$646,795.86	6	\$7,930,526.87	71	\$3,225,001.13

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	\$1,680.00	2	\$106,727.49	111	\$0.00	(\$10,470.49)	(11)
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	\$120.31	2	\$9,129.89	124	\$0.00	(\$1,765.89)	(24)
05105 RETIREMENT CONTRIBUTIONS	\$14,978.00	\$0.00	\$278.21	2	\$18,569.34	124	\$0.00	(\$3,591.34)	(24)
05106 HEALTH INSURANCE CONTRIBUTIONS	\$9,095.00	\$0.00	\$419.72	5	\$12,947.13	142	\$0.00	(\$3,852.13)	(42)
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 REIMB	\$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	\$2,498.24	2	\$168,933.85	109	\$0.00	(\$14,179.85)	(9)
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	\$3,573.42	79	\$0.00	\$926.58	21
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	\$0.00	0	\$2,209.09	92	\$0.00	\$190.91	8
05211 SERVICE FEES	\$2,000.00	\$0.00	\$27.00	1	\$2,111.75	106	\$0.00	(\$111.75)	(6)
05212 EQUIPMENT PURCHASED	\$3,000.00	\$0.00	\$0.00	0	\$38.51	1	\$0.00	\$2,961.49	99

010 CITY GENERAL FUND  
100 ADMINISTRATION  
00200 COMMODITIES

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 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	\$6,080.00	1216	\$0.00	(\$5,580.00)	(1116)
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	\$27.00	0	\$14,703.53	104	\$0.00	(\$553.53)	(4)
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$1,000.00	\$0.00	\$0.00	0	\$408.35	41	\$0.00	\$591.65	59
05301 TELEPHONES	\$3,000.00	\$0.00	\$0.00	0	\$1,614.68	54	\$0.00	\$1,385.32	46
05302 TRAVEL AND TRAINING	\$9,200.00	\$0.00	\$0.00	0	\$4,073.17	44	\$0.00	\$5,126.83	56
05305 MEMBERSHIPS & SUBSCRIPTIONS	\$7,000.00	\$0.00	\$0.00	0	\$2,519.15	36	\$0.00	\$4,480.85	64
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	\$987.48	90	\$0.00	\$112.52	10
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	\$7,107.18	79	\$0.00	\$1,892.82	21
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	\$2,565.73	51	\$0.00	\$2,434.27	49
05323 VEHICLE & PROPERTY INSURANCE	\$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	\$1,569.80	131	\$0.00	(\$369.80)	(31)
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	\$15,810.00	75	\$0.00	\$5,190.00	25

**010 CITY GENERAL FUND  
100 ADMINISTRATION  
00300 CONTRACTUAL SERVICES**

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

<b>Accounts</b>	<b>Budget Appropriation</b>	<b>Supplemental Appropriation</b>	<b>Current Pd Expenditures</b>	<b>Curr Pct</b>	<b>Year To Date Expenditures</b>	<b>YTD Pct</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>Une Pct</b>
05365 CONTRACTUAL SERVICES	\$55,750.00	\$0.00	\$0.00	0	\$40,133.07	72	\$0.00	\$15,616.93	28
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	\$21,349.25	47	\$0.00	\$23,650.75	53
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
<b>Total Contractual Services</b>	<b>\$246,100.00</b>	<b>\$0.00</b>	<b>\$1,577.20</b>	<b>1</b>	<b>\$787,541.31</b>	<b>320</b>	<b>\$0.00</b>	<b>(\$541,441.31)</b>	<b>(220)</b>
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 RESURFACING	\$0.00	\$137,640.00	\$0.00	0	\$0.00	0	\$0.00	\$137,640.00	100
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$198,740.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$198,740.00</b>	<b>100</b>
<b>Total ADMINISTRATION</b>	<b>\$415,004.00</b>	<b>\$198,740.00</b>	<b>\$4,102.44</b>	<b>1</b>	<b>\$971,178.69</b>	<b>158</b>	<b>\$0.00</b>	<b>(\$357,434.69)</b>	<b>(58)</b>
200 FIRE DEPARTMENT									
00100 PERSONAL SERVICES									
05100 SALARIES	\$191,171.00	\$0.00	\$11,992.74	6	\$151,926.92	79	\$0.00	\$39,244.08	21
05101 OVERTIME	\$16,000.00	\$0.00	\$999.30	6	\$13,080.21	82	\$0.00	\$2,919.79	18
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	\$1,021.51	7	\$12,930.28	82	\$0.00	\$2,749.72	18
05105 RETIREMENT CONTRIBUTIONS	\$37,386.00	\$0.00	\$2,647.74	7	\$33,324.04	89	\$0.00	\$4,061.96	11
05106 HEALTH INSURANCE CONTRIBUTIONS	\$32,174.00	\$0.00	\$2,714.60	8	\$27,285.87	85	\$0.00	\$4,888.13	15

**010 CITY GENERAL FUND  
200 FIRE DEPARTMENT  
00100 PERSONAL SERVICES**

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

<b>Accounts</b>	<b>Budget Appropriation</b>	<b>Supplemental Appropriation</b>	<b>Current Pd Expenditures</b>	<b>Curr Pct</b>	<b>Year To Date Expenditures</b>	<b>YTD Pct</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>Une Pct</b>
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	\$769.60	4	\$9,734.40	54	\$0.00	\$8,265.60	46
05110 VOLUNTEER FIREFIGHTERS BONUS	\$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
<b>Total Personal Services</b>	<b>\$342,881.00</b>	<b>\$0.00</b>	<b>\$20,145.49</b>	<b>6</b>	<b>\$261,761.72</b>	<b>76</b>	<b>\$0.00</b>	<b>\$81,119.28</b>	<b>24</b>
00200 COMMODITIES									
05201 FUEL	\$10,000.00	\$0.00	\$880.34	9	\$6,030.24	60	\$0.00	\$3,969.76	40
05202 OFFICE SUPPLIES	\$2,500.00	\$0.00	\$0.00	0	\$483.94	19	\$428.64	\$1,587.42	63
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	\$723.98	14	\$0.00	\$4,276.02	86
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	\$1,466.29	49	\$0.00	\$1,533.71	51
05208 UNIFORMS	\$6,000.00	\$0.00	\$0.00	0	\$978.77	16	\$0.00	\$5,021.23	84
05209 JANITORIAL SUPPLIES	\$2,000.00	\$0.00	\$0.00	0	\$535.44	27	\$0.00	\$1,464.56	73
05210 MISCELLANEOUS	\$1,000.00	\$0.00	\$0.00	0	\$495.79	50	\$0.00	\$504.21	50
05212 EQUIPMENT PURCHASED	\$7,000.00	\$0.00	\$0.00	0	\$1,717.65	25	\$0.00	\$5,282.35	75
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	\$91.25	4	\$0.00	\$2,408.75	96
<b>Total Commodities</b>	<b>\$39,600.00</b>	<b>\$0.00</b>	<b>\$880.34</b>	<b>2</b>	<b>\$12,523.35</b>	<b>32</b>	<b>\$428.64</b>	<b>\$26,648.01</b>	<b>67</b>
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$2,500.00	\$0.00	\$0.00	0	\$1,360.93	54	\$0.00	\$1,139.07	46
05301 TELEPHONES	\$4,000.00	\$0.00	\$0.00	0	\$2,463.80	62	\$0.00	\$1,536.20	38

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

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

<b>Accounts</b>	<b>Budget Appropriation</b>	<b>Supplemental Appropriation</b>	<b>Current Pd Expenditures</b>	<b>Curr Pct</b>	<b>Year To Date Expenditures</b>	<b>YTD Pct</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>Une Pct</b>
05302 TRAVEL AND TRAINING	\$4,000.00	\$0.00	\$0.00	0	\$2,013.85	50	\$0.00	\$1,986.15	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	\$652.72	33	\$0.00	\$1,347.28	67
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	\$17,575.11	50	\$0.00	\$17,424.89	50
05314 UTILITIES PURCH FROM OTHER	\$4,200.00	\$0.00	\$0.00	0	\$1,294.55	31	\$0.00	\$2,905.45	69
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	\$477.00	53	\$0.00	\$423.00	47
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	\$736.31	15	\$0.00	\$4,263.69	85
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
<b>Total Contractual Services</b>	<b>\$82,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$39,027.79</b>	<b>47</b>	<b>\$0.00</b>	<b>\$43,472.21</b>	<b>53</b>

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

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

<b>Accounts</b>	<b>Budget Appropriation</b>	<b>Supplemental Appropriation</b>	<b>Current Pd Expenditures</b>	<b>Curr Pct</b>	<b>Year To Date Expenditures</b>	<b>YTD Pct</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>Une Pct</b>
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	\$1,517.85	36	\$0.00	\$2,757.15	64
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
<b>Total Capital Outlay</b>	<b>\$9,275.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$3,987.65</b>	<b>43</b>	<b>\$0.00</b>	<b>\$5,287.35</b>	<b>57</b>
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
<b>Total Debt Service</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>Total FIRE DEPARTMENT</b>	<b>\$474,256.00</b>	<b>\$0.00</b>	<b>\$21,025.83</b>	<b>4</b>	<b>\$317,300.51</b>	<b>67</b>	<b>\$428.64</b>	<b>\$156,526.85</b>	<b>33</b>
300 POLICE									
00100 PERSONAL SERVICES									
05100 SALARIES	\$349,994.00	\$0.00	\$14,171.38	4	\$238,442.46	68	\$0.00	\$111,551.54	32
05101 OVERTIME	\$20,000.00	\$0.00	\$0.00	0	\$14,153.59	71	\$0.00	\$5,846.41	29
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	\$1,019.88	4	\$18,439.92	69	\$0.00	\$8,335.08	31
05105 RETIREMENT CONTRIBUTIONS	\$63,840.00	\$0.00	\$2,726.57	4	\$47,965.14	75	\$0.00	\$15,874.86	25
05106 HEALTH INSURANCE CONTRIBUTIONS	\$78,639.00	\$0.00	\$4,589.10	6	\$38,238.29	49	\$0.00	\$40,400.71	51
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 March 2022**

<b>Accounts</b>	<b>Budget Appropriation</b>	<b>Supplemental Appropriation</b>	<b>Current Pd Expenditures</b>	<b>Curr Pct</b>	<b>Year To Date Expenditures</b>	<b>YTD Pct</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>Une Pct</b>
05113 PAYROLL ADJUSTMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total Personal Services</b>	<b>\$570,778.00</b>	<b>\$0.00</b>	<b>\$22,506.93</b>	<b>4</b>	<b>\$370,269.40</b>	<b>65</b>	<b>\$0.00</b>	<b>\$200,508.60</b>	<b>35</b>
00200 COMMODITIES									
05201 FUEL	\$25,000.00	\$0.00	\$2,018.50	8	\$15,982.88	64	\$0.00	\$9,017.12	36
05202 OFFICE SUPPLIES	\$2,000.00	\$0.00	\$0.00	0	\$1,166.87	58	\$831.08	\$2.05	0
05206 VEHICLE MAINT/REPAIR	\$18,000.00	\$0.00	\$0.00	0	\$13,865.42	77	\$0.00	\$4,134.58	23
05208 UNIFORMS	\$3,000.00	\$0.00	\$1,542.65	51	\$5,240.11	175	\$127.96	(\$2,368.07)	(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	\$0.00	0	\$2,700.21	45	\$897.82	\$2,401.97	40
05224 POLICE K9	\$1,500.00	\$0.00	\$940.40	63	\$1,526.69	102	\$0.00	(\$26.69)	(2)
05226 DRUG SEIZURE EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05232 MATERIAL/SCRAP RECOVERY	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$1,500.00	(\$1,500.00)	0
<b>Total Commodities</b>	<b>\$57,000.00</b>	<b>\$0.00</b>	<b>\$4,501.55</b>	<b>8</b>	<b>\$41,404.34</b>	<b>73</b>	<b>\$3,356.86</b>	<b>\$12,238.80</b>	<b>21</b>
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$2,500.00	\$0.00	\$0.00	0	\$580.04	23	\$0.00	\$1,919.96	77
05301 TELEPHONES	\$3,300.00	\$0.00	\$0.00	0	\$1,614.67	49	\$0.00	\$1,685.33	51
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	\$320.00	80	\$320.00	80	\$0.00	\$80.00	20

**010 CITY GENERAL FUND**  
**300 POLICE**  
**00300 CONTRACTUAL SERVICES**

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

<b>Accounts</b>	<b>Budget Appropriation</b>	<b>Supplemental Appropriation</b>	<b>Current Pd Expenditures</b>	<b>Curr Pct</b>	<b>Year To Date Expenditures</b>	<b>YTD Pct</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>Une Pct</b>
05312 NARCOTICS BUY MONEY	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05313 UTILITIES PURCH FROM WUD	\$12,200.00	\$0.00	\$0.00	0	\$7,567.86	62	\$0.00	\$4,632.14	38
05315 POLICE FUND	\$1,000.00	\$0.00	\$0.00	0	\$554.10	55	\$35.96	\$409.94	41
05318 SOFTWARE	\$3,500.00	\$0.00	\$286.00	8	\$2,574.00	74	\$0.00	\$926.00	26
05319 PROFESSIONAL SERVICES	\$2,500.00	\$0.00	\$0.00	0	\$1,820.00	73	\$0.00	\$680.00	27
05320 MEDICAL PROFESS. SERVICES	\$2,000.00	\$0.00	\$0.00	0	\$559.66	28	\$0.00	\$1,440.34	72
05352 JANITORIAL EXPENSE	\$1,042.00	\$0.00	\$193.75	19	\$1,268.75	122	\$0.00	(\$226.75)	(22)
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	\$5,981.89	0	\$0.00	(\$5,981.89)	0
<b>Total Contractual Services</b>	<b>\$39,787.00</b>	<b>\$0.00</b>	<b>\$799.75</b>	<b>2</b>	<b>\$24,731.90</b>	<b>62</b>	<b>\$5,105.96</b>	<b>\$9,949.14</b>	<b>25</b>
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
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
00700 DEBT SERVICE									
05703 PD VEHICLES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total Debt Service</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>

<div>010 CITY GENERAL FUND</div> <div>300 POLICE</div> <div>00700 DEBT SERVICE</div> <div>City Of Westminster</div> <div>Expenditure Report</div> <div>Level 4 Summary for March 2022</div>									
Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
Total POLICE	\$667,565.00	\$0.00	\$27,808.23	4	\$436,405.64	65	\$8,462.82	\$222,696.54	33
400 RECREATION									
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	\$21,377.63	126	\$0.00	(\$4,377.63)	(26)
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	\$1,532.93	118	\$0.00	(\$231.93)	(18)
05105 RETIREMENT CONTRIBUTIONS	\$3,101.00	\$0.00	\$216.60	7	\$3,518.84	113	\$0.00	(\$417.84)	(13)
05106 HEALTH INSURANCE CONTRIBUTIONS	\$6,095.00	\$0.00	\$821.08	13	\$4,981.56	82	\$0.00	\$1,113.44	18
05112 UNEMPLOYEMENT INSURANCE REIMB	\$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	\$31,510.96	114	\$0.00	(\$3,913.96)	(14)
00200 COMMODITIES									
05201 FUEL	\$1,000.00	\$0.00	\$0.00	0	\$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	\$1,253.73	125	\$0.00	(\$253.73)	(25)
05214 PRINTING	\$500.00	\$0.00	\$0.00	0	\$74.20	15	\$0.00	\$425.80	85
Total Commodities	\$3,550.00	\$0.00	\$0.00	0	\$3,259.57	92	\$0.00	\$290.43	8
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

010 CITY GENERAL FUND  
500 CODES  
00300 CONTRACTUAL SERVICES

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05306 ADVERTISING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
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	\$850.00	2	\$9,845.00	25	\$0.00	\$30,155.00	75
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
<b>Total Contractual Services</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$850.00</b>	<b>2</b>	<b>\$9,845.00</b>	<b>20</b>	<b>\$0.00</b>	<b>\$40,155.00</b>	<b>80</b>
00600 CAPITAL OUTLAY									
05604 OPEN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>Total CODES</b>	<b>\$81,147.00</b>	<b>\$0.00</b>	<b>\$3,284.21</b>	<b>4</b>	<b>\$44,615.53</b>	<b>55</b>	<b>\$0.00</b>	<b>\$36,531.47</b>	<b>45</b>
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 CONTRIBUTIONS	\$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
<b>Total Personal Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
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	\$32.85	3	\$0.00	\$967.15	97
05206 VEHICLE MAINT/REPAIR	\$1,500.00	\$0.00	\$0.00	0	\$69.96	5	\$0.00	\$1,430.04	95

010 CITY GENERAL FUND  
600 PUBLIC WORKS  
00200 COMMODITIES

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
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
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	\$1,320.00	13	\$1,350.30	14	\$1,815.43	\$6,834.27	68
05216 MATERIALS - MAINT.	\$4,000.00	\$0.00	\$332.92	8	\$2,069.98	52	\$3,371.16	(\$1,441.14)	(36)
05222 SUPPLIES	\$2,000.00	\$0.00	\$196.19	10	\$1,751.79	88	\$185.48	\$62.73	3
05223 TOOLS	\$1,000.00	\$0.00	\$13.73	1	\$485.63	49	\$140.20	\$374.17	37
<b>Total Commodities</b>	<b>\$21,900.00</b>	<b>\$0.00</b>	<b>\$1,862.84</b>	<b>9</b>	<b>\$6,077.35</b>	<b>28</b>	<b>\$5,512.27</b>	<b>\$10,310.38</b>	<b>47</b>
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	\$7,849.33	56	\$0.00	\$6,150.67	44
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	\$1,469.72	98	\$0.00	\$30.28	2
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

010 CITY GENERAL FUND  
600 PUBLIC WORKS  
00300 CONTRACTUAL SERVICES

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05360 HAND POWER / HYDRAULIC TOOLS	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
05363 R.O.W. MAINTENANCE	\$45,000.00	\$0.00	\$0.00	0	\$29,354.77	65	\$15,645.23	\$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	\$335.00	13	\$0.00	\$2,165.00	87
05374 GARBAGE PERMIT FEES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total Contractual Services</b>	<b>\$75,400.00</b>	<b>\$0.00</b>	<b>\$216.08</b>	<b>0</b>	<b>\$46,908.63</b>	<b>62</b>	<b>\$15,645.23</b>	<b>\$12,846.14</b>	<b>17</b>
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
<b>Total Capital Outlay</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$11,800.00</b>	<b>59</b>	<b>\$0.00</b>	<b>\$8,200.00</b>	<b>41</b>
00700 DEBT SERVICE									
05708 GARB TRK W/DUMPSTERS PRINCIPAL	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total Debt Service</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>Total PUBLIC WORKS</b>	<b>\$117,300.00</b>	<b>\$0.00</b>	<b>\$2,078.92</b>	<b>2</b>	<b>\$64,785.98</b>	<b>55</b>	<b>\$21,157.50</b>	<b>\$31,356.52</b>	<b>27</b>
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
<b>Total Personal Services</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>100</b>
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
<b>Total Commodities</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>100</b>

010 CITY GENERAL FUND  
700 NON DEPARTMENTAL  
00200 COMMODITIES

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
00300 CONTRACTUAL SERVICES									
05317 TRANSFER TO CHAMBER	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
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 RECREATION	\$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
<b>Total Contractual Services</b>	<b>\$230,801.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$115,735.50</b>	<b>50</b>	<b>\$0.00</b>	<b>\$115,065.50</b>	<b>50</b>
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 HALL	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
00800 OTHER									
05800 GRANTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total Other</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>Total NON DEPARTMENTAL</b>	<b>\$246,301.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$115,735.50</b>	<b>47</b>	<b>\$0.00</b>	<b>\$130,565.50</b>	<b>53</b>
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
<b>Total Personal Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
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

010 CITY GENERAL FUND  
800 POOL  
00200 COMMODITIES

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 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	\$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
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
<b>Total Commodities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
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
<b>Total Contractual Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
00600 CAPITAL OUTLAY									

010 CITY GENERAL FUND  
800 POOL  
00600 CAPITAL OUTLAY

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
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
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	\$58,299.63	3	\$1,950,021.85	89	\$30,048.96	\$220,242.19	10

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

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 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	\$10,241.20	5	\$103,989.12	48	\$0.00	\$113,528.88	52
05101 OVERTIME	\$1,000.00	\$0.00	\$216.66	22	\$1,569.62	157	\$0.00	(\$569.62)	(57)
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	\$768.39	5	\$7,691.20	46	\$0.00	\$8,950.80	54
05105 RETIREMENT CONTRIBUTIONS	\$34,304.00	\$0.00	\$1,627.25	5	\$16,424.93	48	\$0.00	\$17,879.07	52
05106 HEALTH INSURANCE CONTRIBUTIONS	\$36,383.00	\$0.00	\$2,740.44	8	\$19,364.37	53	\$0.00	\$17,018.63	47
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 REIMB	\$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	\$2,100.00	50	\$0.00	\$2,100.00	50
<b>Total Personal Services</b>	<b>\$317,827.00</b>	<b>\$0.00</b>	<b>\$16,293.94</b>	<b>5</b>	<b>\$156,719.24</b>	<b>49</b>	<b>\$0.00</b>	<b>\$161,107.76</b>	<b>51</b>
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	\$782.11	16	\$3,010.19	60	\$0.00	\$1,989.81	40
05202 OFFICE SUPPLIES	\$6,000.00	\$0.00	\$0.00	0	\$5,070.67	85	\$0.00	\$929.33	15
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	\$3,220.65	81	\$0.00	\$779.35	19
05209 JANITORIAL SUPPLIES	\$900.00	\$0.00	\$0.00	0	\$457.82	51	\$0.00	\$442.18	49
05210 MISCELLANEOUS	\$1,500.00	\$0.00	\$0.00	0	\$892.17	59	\$0.00	\$607.83	41
05211 SERVICE FEES	\$20,000.00	\$0.00	\$27.00	0	\$27,456.01	137	\$0.00	(\$7,456.01)	(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 March 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	\$0.00	0	\$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	\$15.00	1	\$865.57	58	\$164.42	\$470.01	31
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
<b>Total Commodities</b>	<b>\$46,200.00</b>	<b>\$0.00</b>	<b>\$824.11</b>	<b>2</b>	<b>\$41,812.98</b>	<b>91</b>	<b>\$164.42</b>	<b>\$4,222.60</b>	<b>9</b>
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$2,200.00	\$0.00	\$0.00	0	\$816.69	37	\$0.00	\$1,383.31	63
05301 TELEPHONES	\$3,500.00	\$0.00	\$0.00	0	\$1,826.96	52	\$0.00	\$1,673.04	48
05302 TRAVEL AND TRAINING	\$2,200.00	\$0.00	\$2,344.76	107	\$2,494.76	113	\$0.00	(\$294.76)	(13)
05305 MEMBERSHIPS & SUBSCRIPTIONS	\$3,000.00	\$0.00	\$0.00	0	\$2,185.00	73	\$0.00	\$815.00	27
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	\$1,035.05	52	\$0.00	\$964.95	48
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	\$4,582.14	51	\$0.00	\$4,417.86	49
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	\$5,623.88	75	\$0.00	\$1,876.12	25
05323 VEHICLE & PROPERTY INSURANCE	\$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	\$372,222.00	75	\$0.00	\$124,074.00	25
05327 ONLINE UTILITY EXCHANGE	\$1,000.00	\$0.00	\$0.00	0	\$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

020 UTILITY DEPT. GENERAL FUND  
150 UTILITY ADMINISTRATION  
00300 CONTRACTUAL SERVICES

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 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	\$132.00	13	\$132.00	13	\$0.00	\$868.00	87
05352 JANITORIAL EXPENSE	\$3,000.00	\$0.00	\$362.97	12	\$2,791.73	93	\$0.00	\$208.27	7
05358 EQUIPMENT REPAIR & MAINT.	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
05360 HAND POWER / HYDRAULIC TOOLS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05365 CONTRACTUAL SERVICES	\$60,000.00	\$0.00	\$0.00	0	\$33,697.84	56	\$0.00	\$26,302.16	44
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	\$0.00	0	\$19,511.56	98	\$0.00	\$488.44	2
<b>Total Contractual Services</b>	<b>\$704,696.00</b>	<b>\$0.00</b>	<b>\$44,197.73</b>	<b>6</b>	<b>\$475,329.38</b>	<b>67</b>	<b>\$0.00</b>	<b>\$229,366.62</b>	<b>33</b>
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
<b>Total Capital Outlay</b>	<b>\$568,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$281,886.13</b>	<b>50</b>	<b>\$242,000.00</b>	<b>\$44,113.87</b>	<b>8</b>
<b>Total UTILITY ADMINISTRATION</b>	<b>\$1,636,723.00</b>	<b>\$0.00</b>	<b>\$61,315.78</b>	<b>4</b>	<b>\$955,747.73</b>	<b>58</b>	<b>\$242,164.42</b>	<b>\$438,810.85</b>	<b>27</b>
250 ELECTRIC									
00100 PERSONAL SERVICES									
05100 SALARIES	\$260,291.00	\$0.00	\$11,696.77	4	\$167,865.69	64	\$0.00	\$92,425.31	36
05101 OVERTIME	\$12,000.00	\$0.00	\$112.88	1	\$7,001.21	58	\$0.00	\$4,998.79	42
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	\$863.87	4	\$12,807.99	64	\$0.00	\$7,105.01	36
05105 RETIREMENT CONTRIBUTIONS	\$40,502.00	\$0.00	\$1,837.59	5	\$27,209.33	67	\$0.00	\$13,292.67	33

**020 UTILITY DEPT. GENERAL FUND**  
**250 ELECTRIC**  
**00100 PERSONAL SERVICES**

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

<b>Accounts</b>	<b>Budget Appropriation</b>	<b>Supplemental Appropriation</b>	<b>Current Pd Expenditures</b>	<b>Curr Pct</b>	<b>Year To Date Expenditures</b>	<b>YTD Pct</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>Une Pct</b>
05106 HEALTH INSURANCE CONTRIBUTIONS	\$44,066.00	\$0.00	\$3,317.12	8	\$28,916.81	66	\$0.00	\$15,149.19	34
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
<b>Total Personal Services</b>	<b>\$402,542.00</b>	<b>\$0.00</b>	<b>\$17,828.23</b>	<b>4</b>	<b>\$256,471.03</b>	<b>64</b>	<b>\$0.00</b>	<b>\$146,070.97</b>	<b>36</b>
00200 COMMODITIES									
05201 FUEL	\$15,000.00	\$0.00	\$811.00	5	\$12,069.82	80	\$0.00	\$2,930.18	20
05202 OFFICE SUPPLIES	\$2,000.00	\$0.00	\$483.36	24	\$1,660.60	83	\$0.00	\$339.40	17
05206 VEHICLE MAINT/REPAIR	\$19,000.00	\$0.00	\$106.06	1	\$12,915.29	68	\$0.00	\$6,084.71	32
05208 UNIFORMS	\$5,000.00	\$0.00	\$0.00	0	\$4,662.38	93	\$0.00	\$337.62	7
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	\$135.36	0	\$81,057.81	49	\$17,773.25	\$66,168.94	40
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	\$509.83	51	\$0.00	\$490.17	49
05223 TOOLS	\$20,000.00	\$0.00	\$1,460.15	7	\$19,760.59	99	\$1,953.57	(\$1,714.16)	(9)
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	\$245.64	2	\$5,916.58	46	\$220.55	\$6,862.87	53
<b>Total Commodities</b>	<b>\$243,700.00</b>	<b>\$0.00</b>	<b>\$3,241.57</b>	<b>1</b>	<b>\$138,667.49</b>	<b>57</b>	<b>\$19,947.37</b>	<b>\$85,085.14</b>	<b>35</b>
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$3,500.00	\$0.00	\$63.60	2	\$2,211.93	63	\$0.00	\$1,288.07	37
05301 TELEPHONES	\$1,900.00	\$0.00	\$0.00	0	\$1,331.62	70	\$0.00	\$568.38	30
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 March 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	\$2,002.47	40	\$0.00	\$2,997.53	60
05319 PROFESSIONAL SERVICES	\$49,000.00	\$0.00	\$0.00	0	\$60,600.00	124	\$0.00	(\$11,600.00)	(24)
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	\$1,370,487.41	61	\$0.00	\$875,399.59	39
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	\$1,771.75	35	\$0.00	\$3,228.25	65
05360 HAND POWER / HYDRAULIC TOOLS	\$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
<b>Total Contractual Services</b>	<b>\$2,416,867.00</b>	<b>\$0.00</b>	<b>\$63.60</b>	<b>0</b>	<b>\$1,465,323.51</b>	<b>61</b>	<b>\$0.00</b>	<b>\$951,543.49</b>	<b>39</b>
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	\$3,774.30	9	\$8,723.30	22	\$3,246.58	\$28,030.12	70
05632 RECONDUCTOR TO RAW WATER STAT	\$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 MAI	\$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 PROJECT	\$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
<b>Total Capital Outlay</b>	<b>\$276,900.00</b>	<b>\$0.00</b>	<b>\$3,774.30</b>	<b>1</b>	<b>\$19,071.05</b>	<b>7</b>	<b>\$3,246.58</b>	<b>\$254,582.37</b>	<b>92</b>

020 UTILITY DEPT. GENERAL FUND  
250 ELECTRIC  
00600 CAPITAL OUTLAY

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
<b>Total ELECTRIC</b>	<b>\$3,340,009.00</b>	<b>\$0.00</b>	<b>\$24,907.70</b>	<b>1</b>	<b>\$1,879,533.08</b>	<b>56</b>	<b>\$23,193.95</b>	<b>\$1,437,281.97</b>	<b>43</b>
350 WATER									
00100 PERSONAL SERVICES									
05100 SALARIES	\$164,148.00	\$0.00	\$6,741.23	4	\$80,127.87	49	\$0.00	\$84,020.13	51
05101 OVERTIME	\$12,000.00	\$0.00	\$961.51	8	\$13,945.66	116	\$0.00	(\$1,945.66)	(16)
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	\$554.46	4	\$6,752.27	54	\$0.00	\$5,805.73	46
05105 RETIREMENT CONTRIBUTIONS	\$25,542.00	\$0.00	\$1,198.55	5	\$14,637.81	57	\$0.00	\$10,904.19	43
05106 HEALTH INSURANCE CONTRIBUTIONS	\$41,604.00	\$0.00	\$3,517.32	8	\$23,174.89	56	\$0.00	\$18,429.11	44
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
<b>Total Personal Services</b>	<b>\$282,152.00</b>	<b>\$0.00</b>	<b>\$12,973.07</b>	<b>5</b>	<b>\$148,554.00</b>	<b>53</b>	<b>\$0.00</b>	<b>\$133,598.00</b>	<b>47</b>
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	\$1,124.02	7	\$10,725.38	67	\$0.00	\$5,274.62	33
05202 OFFICE SUPPLIES	\$1,500.00	\$0.00	\$0.00	0	\$1,192.64	80	\$392.08	(\$84.72)	(6)
05206 VEHICLE MAINT/REPAIR	\$25,000.00	\$0.00	\$975.00	4	\$9,759.52	39	\$0.00	\$15,240.48	61
05208 UNIFORMS	\$5,500.00	\$0.00	\$0.00	0	\$3,924.26	71	\$328.57	\$1,247.17	23
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	\$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	\$1,613.00	\$753.55	1	\$185,864.37	131	\$632.45	(\$44,883.82)	(32)

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

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

<b>Accounts</b>	<b>Budget Appropriation</b>	<b>Supplemental Appropriation</b>	<b>Current Pd Expenditures</b>	<b>Curr Pct</b>	<b>Year To Date Expenditures</b>	<b>YTD Pct</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>Une Pct</b>
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	\$168.44	6	\$2,707.82	90	\$0.00	\$292.18	10
05223 TOOLS	\$3,500.00	\$0.00	\$186.45	5	\$6,581.65	188	\$0.00	(\$3,081.65)	(88)
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	\$3,402.60	(\$402.60)	(13)
<b>Total Commodities</b>	<b>\$217,700.00</b>	<b>\$1,613.00</b>	<b>\$3,207.46</b>	<b>1</b>	<b>\$221,215.60</b>	<b>101</b>	<b>\$4,755.70</b>	<b>(\$6,658.30)</b>	<b>(3)</b>
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$3,300.00	\$0.00	\$0.00	0	\$1,384.66	42	\$0.00	\$1,915.34	58
05301 TELEPHONES	\$2,200.00	\$0.00	\$0.00	0	\$1,331.62	61	\$0.00	\$868.38	39
05302 TRAVEL AND TRAINING	\$2,500.00	\$0.00	\$112.00	4	\$2,112.00	84	\$1,373.00	(\$985.00)	(39)
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	\$78.00	78	\$0.00	\$22.00	22
05313 UTILITIES PURCH FROM WUD	\$30,000.00	\$0.00	\$0.00	0	\$30,867.51	103	\$0.00	(\$867.51)	(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	\$300.00	75	\$574.16	144	\$0.00	(\$174.16)	(44)
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	\$15,898.18	40	\$0.00	\$24,101.82	60
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 March 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	\$113.12	1	\$8,481.52	57	\$800.00	\$5,718.48	38
05360 HAND POWER / HYDRAULIC TOOLS	\$2,000.00	\$0.00	\$0.00	0	\$105.00	5	\$0.00	\$1,895.00	95
05361 HEAVY DUTY EQUIP RENT/LEASE	\$3,500.00	\$0.00	\$0.00	0	\$639.79	18	\$0.00	\$2,860.21	82
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
<b>Total Contractual Services</b>	<b>\$214,500.00</b>	<b>\$0.00</b>	<b>\$525.12</b>	<b>0</b>	<b>\$108,127.21</b>	<b>50</b>	<b>\$13,972.92</b>	<b>\$92,399.87</b>	<b>43</b>
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 76	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total Capital Outlay</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$7,302.34</b>	<b>73</b>	<b>\$0.00</b>	<b>\$2,697.66</b>	<b>27</b>
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 March 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 INTEREST	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05711 2014 UTILITY BOND REV INTEREST	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05716 CONSERFUND LOAN	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total Debt Service</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>Total WATER</b>	<b>\$724,352.00</b>	<b>\$1,613.00</b>	<b>\$16,705.65</b>	<b>2</b>	<b>\$485,199.15</b>	<b>67</b>	<b>\$18,728.62</b>	<b>\$222,037.23</b>	<b>31</b>
450 SEWER									
00100 PERSONAL SERVICES									
05100 SALARIES	\$89,148.00	\$0.00	\$3,600.00	4	\$55,848.53	63	\$0.00	\$33,299.47	37
05101 OVERTIME	\$13,000.00	\$0.00	\$455.64	4	\$5,338.56	41	\$0.00	\$7,661.44	59
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	\$301.48	4	\$4,406.54	65	\$0.00	\$2,413.46	35
05105 RETIREMENT CONTRIBUTIONS	\$13,872.00	\$0.00	\$631.05	5	\$9,520.71	69	\$0.00	\$4,351.29	31
05106 HEALTH INSURANCE CONTRIBUTIONS	\$27,002.00	\$0.00	\$839.44	3	\$13,014.25	48	\$0.00	\$13,987.75	52
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
<b>Total Personal Services</b>	<b>\$160,292.00</b>	<b>\$0.00</b>	<b>\$5,827.61</b>	<b>4</b>	<b>\$94,759.09</b>	<b>59</b>	<b>\$0.00</b>	<b>\$65,532.91</b>	<b>41</b>
00200 COMMODITIES									
05201 FUEL	\$15,000.00	\$0.00	\$1,124.03	7	\$10,703.64	71	\$0.00	\$4,296.36	29
05202 OFFICE SUPPLIES	\$1,000.00	\$0.00	\$0.00	0	\$638.39	64	\$0.00	\$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	\$0.00	0	\$5,401.14	51	\$0.00	\$5,098.86	49
05208 UNIFORMS	\$5,000.00	\$0.00	\$0.00	0	\$4,083.82	82	\$0.00	\$916.18	18
05209 JANITORIAL SUPPLIES	\$300.00	\$0.00	\$0.00	0	\$114.60	38	\$0.00	\$185.40	62

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

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

<b>Accounts</b>	<b>Budget Appropriation</b>	<b>Supplemental Appropriation</b>	<b>Current Pd Expenditures</b>	<b>Curr Pct</b>	<b>Year To Date Expenditures</b>	<b>YTD Pct</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>Une Pct</b>
05210 MISCELLANEOUS	\$100.00	\$0.00	\$0.00	0	\$5.07	5	\$0.00	\$94.93	95
05212 EQUIPMENT PURCHASED	\$1,500.00	\$0.00	\$0.00	0	\$125.06	8	\$0.00	\$1,374.94	92
05216 MATERIALS - MAINT.	\$10,000.00	\$0.00	\$3,432.77	34	\$14,716.12	147	\$1,208.57	(\$5,924.69)	(59)
05222 SUPPLIES	\$2,000.00	\$0.00	\$0.00	0	\$1,758.75	88	\$158.84	\$82.41	4
05223 TOOLS	\$2,000.00	\$0.00	\$0.00	0	\$116.59	6	\$520.43	\$1,362.98	68
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
<b>Total Commodities</b>	<b>\$60,400.00</b>	<b>\$0.00</b>	<b>\$4,556.80</b>	<b>8</b>	<b>\$37,663.18</b>	<b>62</b>	<b>\$1,887.84</b>	<b>\$20,848.98</b>	<b>35</b>
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$1,500.00	\$0.00	\$0.00	0	\$514.90	34	\$0.00	\$985.10	66
05301 TELEPHONES	\$2,000.00	\$0.00	\$0.00	0	\$1,331.62	67	\$0.00	\$668.38	33
05302 TRAVEL AND TRAINING	\$1,000.00	\$0.00	\$0.00	0	\$696.00	70	\$110.00	\$194.00	19
05310 MISCELLANEOUS	\$300.00	\$0.00	\$0.00	0	\$207.00	69	\$0.00	\$93.00	31
05313 UTILITIES PURCH FROM WUD	\$3,000.00	\$0.00	\$0.00	0	\$1,861.94	62	\$0.00	\$1,138.06	38
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	\$47.50	10	\$984.16	197	\$0.00	(\$484.16)	(97)
05329 OCONEE COUNTY SEWER BILL	\$564,000.00	\$0.00	\$53,144.93	9	\$381,189.40	68	\$97,179.46	\$85,631.14	15
05341 ASPHALT/PAVING	\$24,000.00	\$0.00	\$0.00	0	\$10,057.46	42	\$0.00	\$13,942.54	58
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	\$113.13	1	\$14,116.84	94	\$0.00	\$883.16	6
05360 HAND POWER / HYDRAULIC TOOLS	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$195.76	\$804.24	80
05365 CONTRACTUAL SERVICES	\$35,000.00	\$0.00	\$0.00	0	\$25,060.00	72	\$0.00	\$9,940.00	28
<b>Total Contractual Services</b>	<b>\$651,300.00</b>	<b>\$0.00</b>	<b>\$53,305.56</b>	<b>8</b>	<b>\$437,018.10</b>	<b>67</b>	<b>\$97,485.22</b>	<b>\$116,796.68</b>	<b>18</b>

020 UTILITY DEPT. GENERAL FUND  
450 SEWER  
00300 CONTRACTUAL SERVICES

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 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									
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	\$63,689.97	7	\$569,440.37	63	\$99,373.06	\$233,528.57	26
550 WATER PLANT									
00100 PERSONAL SERVICES									
05100 SALARIES	\$135,810.00	\$0.00	\$5,297.83	4	\$95,632.10	70	\$0.00	\$40,177.90	30
05101 OVERTIME	\$5,000.00	\$0.00	\$571.04	11	\$5,457.23	109	\$0.00	(\$457.23)	(9)
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	\$459.20	4	\$8,220.42	65	\$0.00	\$4,464.58	35
05105 RETIREMENT CONTRIBUTIONS	\$25,800.00	\$0.00	\$962.07	4	\$17,090.69	66	\$0.00	\$8,709.31	34
05106 HEALTH INSURANCE CONTRIBUTIONS	\$15,110.00	\$0.00	\$1,259.16	8	\$13,371.93	88	\$0.00	\$1,738.07	12
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	\$314.08	1	\$8,747.99	29	\$0.00	\$21,252.01	71
Total Personal Services	\$230,855.00	\$0.00	\$8,863.38	4	\$152,570.36	66	\$0.00	\$78,284.64	34
00200 COMMODITIES									

020 UTILITY DEPT. GENERAL FUND  
550 WATER PLANT  
00200 COMMODITIES

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05200 POSTAGE	\$1,750.00	\$0.00	\$0.00	0	\$89.96	5	\$0.00	\$1,660.04	95
05201 FUEL	\$4,500.00	\$0.00	\$126.83	3	\$1,552.56	35	\$1,362.38	\$1,585.06	35
05202 OFFICE SUPPLIES	\$3,000.00	\$0.00	\$0.00	0	\$2,073.87	69	\$390.06	\$536.07	18
05206 VEHICLE MAINT/REPAIR	\$2,500.00	\$0.00	\$0.00	0	\$507.41	20	\$120.00	\$1,872.59	75
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	\$10,336.43	(\$13,675.73)	(45)
05215 BUILDING MAINT.	\$42,500.00	\$0.00	\$0.00	0	\$23,317.85	55	\$7,640.85	\$11,541.30	27
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
<b>Total Commodities</b>	<b>\$88,650.00</b>	<b>\$0.00</b>	<b>\$126.83</b>	<b>0</b>	<b>\$62,974.91</b>	<b>71</b>	<b>\$20,192.51</b>	<b>\$5,482.58</b>	<b>6</b>
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$3,000.00	\$0.00	\$163.33	5	\$2,531.74	84	\$373.30	\$94.96	3
05301 TELEPHONES	\$1,800.00	\$0.00	\$0.00	0	\$1,473.15	82	\$0.00	\$326.85	18
05302 TRAVEL AND TRAINING	\$5,000.00	\$0.00	\$0.00	0	\$4,137.28	83	\$369.72	\$493.00	10
05305 MEMBERSHIPS & SUBSCRIPTIONS	\$1,800.00	\$0.00	\$0.00	0	\$776.99	43	\$179.88	\$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	\$131,605.29	60	\$0.00	\$88,394.71	40
05314 UTILITIES PURCH FROM OTHER	\$16,000.00	\$0.00	\$0.00	0	\$8,042.16	50	\$0.00	\$7,957.84	50
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	\$94.16	14	\$0.00	\$555.84	86
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	\$3,045.67	26	\$3,954.33	\$4,500.00	39

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

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05344 DHEC/INTERAL FEES	\$16,000.00	\$0.00	\$0.00	0	\$15,162.00	95	\$0.00	\$838.00	5
05345 LAB EXPENSE	\$32,500.00	\$0.00	\$1,288.80	4	\$30,432.30	94	\$3,346.42	(\$1,278.72)	(4)
05347 WASTE HANDLING	\$5,000.00	\$0.00	\$520.00	10	\$2,441.49	49	\$2,558.51	\$0.00	0
05348 GENERATOR	\$8,000.00	\$0.00	\$0.00	0	\$2,389.74	30	\$5,610.26	\$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	\$1,539.45	3	\$60,180.88	112	\$13,465.62	(\$20,146.50)	(38)
05365 CONTRACTUAL SERVICES	\$40,000.00	\$0.00	\$163.34	0	\$31,095.81	78	\$7,898.66	\$1,005.53	3
05371 CUT LINES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total Contractual Services</b>	<b>\$470,250.00</b>	<b>\$0.00</b>	<b>\$3,897.53</b>	<b>1</b>	<b>\$293,908.66</b>	<b>63</b>	<b>\$37,756.70</b>	<b>\$138,584.64</b>	<b>29</b>
00600 CAPITAL OUTLAY									
05627 DEMOLITION OF RAMSEY CREEK PUM	\$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	\$18,884.90	33	\$18,884.90	33	\$18,755.00	\$19,860.10	35
<b>Total Capital Outlay</b>	<b>\$57,500.00</b>	<b>\$0.00</b>	<b>\$18,884.90</b>	<b>33</b>	<b>\$18,884.90</b>	<b>33</b>	<b>\$18,755.00</b>	<b>\$19,860.10</b>	<b>35</b>
<b>Total WATER PLANT</b>	<b>\$847,255.00</b>	<b>\$0.00</b>	<b>\$31,772.64</b>	<b>4</b>	<b>\$528,338.83</b>	<b>62</b>	<b>\$76,704.21</b>	<b>\$242,211.96</b>	<b>29</b>
650 NON DEPARTMENTAL									
00700 DEBT SERVICE									
05706 2014 UTILITY REV BOND PRINCIPA	\$292,489.00	\$0.00	\$25,077.86	9	\$223,936.81	77	\$0.00	\$68,552.19	23
05707 2015 UTILITY REV BOND PRINCIPA	\$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	\$148.25	1	\$3,098.18	30	\$0.00	\$7,126.82	70
05715 LEASE/PURCHASE	\$71,194.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$71,194.00	100
<b>Total Debt Service</b>	<b>\$373,908.00</b>	<b>\$0.00</b>	<b>\$25,226.11</b>	<b>7</b>	<b>\$227,034.99</b>	<b>61</b>	<b>\$0.00</b>	<b>\$146,873.01</b>	<b>39</b>

020 UTILITY DEPT. GENERAL FUND  
650 NON DEPARTMENTAL  
00700 DEBT SERVICE

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
00800 OTHER									
05853 CONTINGENCY APPROPRIATION	\$132,157.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$132,157.00	100
<b>Total Other</b>	<b>\$132,157.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$132,157.00</b>	<b>100</b>
<b>Total NON DEPARTMENTAL</b>	<b>\$506,065.00</b>	<b>\$0.00</b>	<b>\$25,226.11</b>	<b>5</b>	<b>\$227,034.99</b>	<b>45</b>	<b>\$0.00</b>	<b>\$279,030.01</b>	<b>55</b>
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
<b>Total Personal Services</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>100</b>
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
<b>Total Contractual Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
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 IMPROVEMENTS	\$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
<b>Total Other</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>Total NON DEPARTMENTAL</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>100</b>
<b>Total UTILITY DEPT. GENERAL FUND</b>	<b>\$7,971,746.00</b>	<b>\$1,613.00</b>	<b>\$223,617.85</b>	<b>3</b>	<b>\$4,645,294.15</b>	<b>58</b>	<b>\$460,164.26</b>	<b>\$2,867,900.59</b>	<b>36</b>

030 SOLID WASTE  
005 EXPENSE  
00515 EXPENSE

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 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
<b>Total Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>Total EXPENSE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
900 SOLID WASTE									
00100 PERSONAL SERVICES									
05100 SALARIES	\$149,822.00	\$0.00	\$5,895.68	4	\$105,967.08	71	\$0.00	\$43,854.92	29
05101 OVERTIME	\$8,000.00	\$0.00	\$295.82	4	\$6,248.17	78	\$0.00	\$1,751.83	22
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	\$439.27	4	\$8,143.90	71	\$0.00	\$3,318.10	29
05105 RETIREMENT CONTRIBUTIONS	\$23,313.00	\$0.00	\$963.39	4	\$17,460.60	75	\$0.00	\$5,852.40	25
05106 HEALTH INSURANCE CONTRIBUTIONS	\$32,211.00	\$0.00	\$2,704.38	8	\$26,677.56	83	\$0.00	\$5,533.44	17
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 REIMB	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total Personal Services</b>	<b>\$227,748.00</b>	<b>\$0.00</b>	<b>\$10,298.54</b>	<b>5</b>	<b>\$168,317.31</b>	<b>74</b>	<b>\$0.00</b>	<b>\$59,430.69</b>	<b>26</b>
00200 COMMODITIES									
05201 FUEL	\$13,800.00	\$0.00	\$1,271.15	9	\$12,497.63	91	\$0.00	\$1,302.37	9
05202 OFFICE SUPPLIES	\$1,000.00	\$0.00	\$0.00	0	\$572.57	57	\$0.00	\$427.43	43
05206 VEHICLE MAINT/REPAIR	\$50,000.00	\$0.00	\$2,879.52	6	\$44,469.57	89	\$75.00	\$5,455.43	11
05208 UNIFORMS	\$5,100.00	\$0.00	\$0.00	0	\$4,519.27	89	\$78.40	\$502.33	10
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	\$27.00	9	\$231.75	77	\$0.00	\$68.25	23

030 SOLID WASTE  
900 SOLID WASTE  
00200 COMMODITIES

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 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	\$233.19	\$9,512.42	95
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	\$71.12	\$601.32	60
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	\$26.38	0	\$3,277.21	41	\$0.00	\$4,722.79	59
05223 TOOLS	\$1,000.00	\$0.00	\$63.60	6	\$381.88	38	\$50.81	\$567.31	57
05225 TRASH CAN/DUMP REPLAC/PARTS	\$10,000.00	\$0.00	\$0.00	0	\$9,050.40	91	\$0.00	\$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	\$4,267.65	4	\$75,687.30	71	\$508.52	\$30,704.18	29
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$900.00	\$0.00	\$0.00	0	\$408.34	45	\$0.00	\$491.66	55
05301 TELEPHONES	\$2,400.00	\$0.00	\$0.00	0	\$1,402.38	58	\$0.00	\$997.62	42
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	\$1,862.09	47	\$0.00	\$2,137.91	53
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 INSURANCE	\$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	\$6,795.38	68	\$163.05	\$3,041.57	30
05360 HAND POWER / HYDRAULIC TOOLS	\$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 March 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
<b>Total Contractual Services</b>	<b>\$49,570.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$15,412.96</b>	<b>31</b>	<b>\$163.05</b>	<b>\$33,993.99</b>	<b>69</b>
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
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
00700 DEBT SERVICE									
05708 GARB TRK W/DUMPSTERS PRINCIPAL	\$30,677.16	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$30,677.16	100
05709 KNUCKLE BOOM PAYMENT PRINCIPAL	\$29,704.13	\$0.00	\$0.00	0	\$29,704.13	100	\$0.00	\$0.00	0
05712 GARB TRK W/DUMPSTERS INTEREST	\$1,389.73	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,389.73	100
05713 KNUCKLE BOOM PAYMENT INTEREST	\$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
<b>Total Debt Service</b>	<b>\$63,268.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$31,201.81</b>	<b>49</b>	<b>\$0.00</b>	<b>\$32,066.89</b>	<b>51</b>
<b>Total SOLID WASTE</b>	<b>\$447,486.70</b>	<b>\$0.00</b>	<b>\$14,566.19</b>	<b>3</b>	<b>\$290,619.38</b>	<b>65</b>	<b>\$671.57</b>	<b>\$156,195.75</b>	<b>35</b>
<b>Total SOLID WASTE</b>	<b>\$447,486.70</b>	<b>\$0.00</b>	<b>\$14,566.19</b>	<b>3</b>	<b>\$290,619.38</b>	<b>65</b>	<b>\$671.57</b>	<b>\$156,195.75</b>	<b>35</b>

040 FIRE DEPARTMENT 1% FUND  
005 EXPENSE  
00515 EXPENSE

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
040 FIRE DEPARTMENT 1% FUND									
005 EXPENSE									
00515 EXPENSE									
05310 MISCELLANEOUS	\$14,500.00	\$0.00	\$0.00	0	\$1,628.17	11	\$0.00	\$12,871.83	89
Total Expense	\$14,500.00	\$0.00	\$0.00	0	\$1,628.17	11	\$0.00	\$12,871.83	89
Total EXPENSE	\$14,500.00	\$0.00	\$0.00	0	\$1,628.17	11	\$0.00	\$12,871.83	89
Total FIRE DEPARTMENT 1% FUND	\$14,500.00	\$0.00	\$0.00	0	\$1,628.17	11	\$0.00	\$12,871.83	89

<div> <div>050 YOUTH RECREATION FUND</div> <div>400 RECREATION</div> <div>00100 PERSONAL SERVICES</div> </div> <div> <div>City Of Westminster</div> <div>Expenditure Report</div> <div>Level 4 Summary for March 2022</div> </div>									
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	\$3,366.07	4	\$53,377.34	63	\$0.00	\$31,852.66	37
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	\$307.12	3	\$5,935.12	62	\$0.00	\$3,625.88	38
05105 RETIREMENT CONTRIBUTIONS	\$19,332.00	\$0.00	\$523.76	3	\$10,153.49	53	\$0.00	\$9,178.51	47
05106 HEALTH INSURANCE CONTRIBUTIONS	\$17,226.00	\$0.00	\$1,062.22	6	\$9,649.72	56	\$0.00	\$7,576.28	44
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	\$803.00	1	\$24,847.00	30	\$0.00	\$59,153.00	70
<b>Total Personal Services</b>	<b>\$226,219.00</b>	<b>\$0.00</b>	<b>\$6,062.17</b>	<b>3</b>	<b>\$112,432.67</b>	<b>50</b>	<b>\$0.00</b>	<b>\$113,786.33</b>	<b>50</b>
00200 COMMODITIES									
05201 FUEL	\$4,500.00	\$0.00	\$309.79	7	\$3,616.92	80	\$0.00	\$883.08	20
05202 OFFICE SUPPLIES	\$3,000.00	\$0.00	\$0.00	0	\$1,000.42	33	\$0.00	\$1,999.58	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	\$1,772.71	4	\$21,993.10	49	\$1,846.74	\$21,160.16	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	\$27.00	14	\$271.75	136	\$0.00	(\$71.75)	(36)
05212 EQUIPMENT PURCHASED	\$2,600.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,600.00	100
05227 BANK RECON ADJUSTMENT	\$0.00	\$0.00	\$0.00	0	(\$250.00)	0	\$0.00	\$250.00	0
<b>Total Commodities</b>	<b>\$61,800.00</b>	<b>\$0.00</b>	<b>\$2,109.50</b>	<b>3</b>	<b>\$27,402.15</b>	<b>44</b>	<b>\$1,846.74</b>	<b>\$32,551.11</b>	<b>53</b>
00300 CONTRACTUAL SERVICES									
05300 CELLULAR/WIRELESS PHONES	\$2,700.00	\$0.00	\$0.00	0	\$1,168.78	43	\$83.74	\$1,447.48	54
05301 TELEPHONES	\$3,000.00	\$0.00	\$0.00	0	\$1,473.14	49	\$0.00	\$1,526.86	51
05305 MEMBERSHIPS & SUBSCRIPTIONS	\$3,500.00	\$0.00	\$135.00	4	\$730.00	21	\$0.00	\$2,770.00	79

050 YOUTH RECREATION FUND  
400 RECREATION  
00300 CONTRACTUAL SERVICES

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05306 ADVERTISING	\$500.00	\$0.00	\$0.00	0	\$100.00	20	\$0.00	\$400.00	80
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	\$26,806.66	44	\$0.00	\$34,193.34	56
05314 UTILITIES PURCH FROM OTHER	\$250.00	\$0.00	\$0.00	0	\$101.47	41	\$0.00	\$148.53	59
05320 MEDICAL PROFESS. SERVICES	\$500.00	\$0.00	\$0.00	0	\$141.69	28	\$0.00	\$358.31	72
05323 VEHICLE & PROPERTY INSURANCE	\$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	\$4,108.56	41	\$3,344.05	\$2,547.39	25
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	\$13,460.38	50	\$0.00	\$13,539.62	50
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	\$632.10	3	\$15,250.66	64	\$6,448.84	\$2,300.50	10
05335 TOURNAMENT EXPENSE	\$5,000.00	\$0.00	\$995.00	20	\$10,439.36	209	\$0.00	(\$5,439.36)	(109)
05337 CONCESSIONS	\$20,000.00	\$0.00	\$0.00	0	\$6,616.57	33	\$4,371.70	\$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	\$1,395.00	4	\$15,871.21	45	\$0.00	\$19,128.79	55
<b>Total Contractual Services</b>	<b>\$221,850.00</b>	<b>\$0.00</b>	<b>\$3,157.10</b>	<b>1</b>	<b>\$103,167.77</b>	<b>47</b>	<b>\$17,525.52</b>	<b>\$101,156.71</b>	<b>46</b>
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

050 YOUTH RECREATION FUND  
400 RECREATION  
00600 CAPITAL OUTLAY

City Of Westminster  
Expenditure Report  
Level 4 Summary for March 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
05645 PARD GRANT EXPENSE	\$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	\$25,858.35	259	\$0.00	(\$15,858.35)	(159)
Total RECREATION	\$519,869.00	\$0.00	\$11,328.77	2	\$268,860.94	52	\$19,372.26	\$231,635.80	45
Total YOUTH RECREATION FUND	\$519,869.00	\$0.00	\$11,328.77	2	\$268,860.94	52	\$19,372.26	\$231,635.80	45
<b>TOTAL ALL FUNDS</b>	<b>\$10,955,174.70</b>	<b>\$200,353.00</b>	<b>\$307,812.44</b>	<b>3</b>	<b>\$7,156,424.49</b>	<b>64</b>	<b>\$510,257.05</b>	<b>\$3,488,846.16</b>	<b>31</b>

	Current Pd Total	Year To Date Total
<u>Grand Total</u>	\$954,608.30	\$15,086,951.36

## Report Summary

**Type From**  
4 - Revenues

**Type To**  
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**      09

**System Date**      3/4/2022

**System Time**      4:12:46 pm

**Print Date**      3/4/2022

**Print Time**      4:12:52 pm

**Run by**      RA

**Print ID**      381

**System version**      7.1.23

**Export**      APGLXP17

**Export version**      VM-07123000