

CITY OF WESTMINSTER REGULARLY SCHEDULED MEETING
TUESDAY, June 15, 2021 @ 6:00 PM

Westminster Fire Department
216 Emergency Lane

Call to Order

Invocation & Pledge of Allegiance

Certification of Quorum

Recognition of Mildred Spearman and Jessica Glymph

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 an Ordinance #2021-06-15-01; Making appropriations for certain expenses, capital improvements and indebtedness, establishing rates and fees for services and utilities and levying a property tax within the City of Westminster for the fiscal year beginning July 1, 2021 and ending June 30, 2022.
2. Resolution 2021-06-15-01; An Amendment to the City's Employee Policy Handbook Concerning Holidays and Overtime
3. Resolution 2021-06-15-02; An Amendment to the City's Employee Policy Handbook to Authorize the Donation of Personal Time Off
4. Consideration of Adopting a Policy for the Authorization of the Use of the City's Stage

New Business

5. First Reading of an Ordinance #2021-07-13-02 and Lease Agreement with Oconee County First Steps to School Readiness for the Depot
6. Consider award of bid surveying service bids received for Hall Street property
7. Consider the proposed Easement and Right of Way Agreement proposed by Keith Denny

Routine Business

1. Approval of the May 11, 2021 Regular Meeting Minutes.
2. Comments from Utility Director
 - a. Utility Department Update
3. Comments from City Administrator

- a. Annexation Covenants
 - b. Budget FY2022: moved funds (\$87,500) from Electrical Contractual Services (05340) to Water Plant Contractual Services (05313) in order to cover utility costs.
4. Executive Session for the purpose of (1) a discussion of negotiations to a proposed contractual matter in accordance with 30-4-70 (a)2 (Pioneer Water), (2) a discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body in accordance with section 30-4-70 (a) (1) (Fire Department)

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

5. Adjourn

Additional documents attached:

- a. Revenue and Expense reports for the following funds; City General, Utility Fund, Solid Waste and Recreation

*Resolution of Respect and Appreciation for
Mildred Spearman*

*In recognition and profound appreciation of service to Mildred
Spearman*

WHEREAS, volunteering of an individual's time and resources is an essential part of the City of Westminster spirit, and

WHEREAS, it is even more in evidence that Westminster's greatest natural resources is its people, and

WHEREAS, volunteers show every day through their actions that they truly care about their communities and the people who live in them, and

WHEREAS, the voluntary sector is increasingly recognized as the third partner with government and business in building strong communities and

WHEREAS, we continue to rely on the efforts of volunteers to enrich our community and our City,

Now let it be resolved, that the City of Westminster City Council formally acknowledges and extends its profound appreciation to Mildred Spearman who volunteered her time, energy, knowledge and her abilities to the City of Westminster and its citizens.

Adopted this 11th day May 2021

Brian Ramey, Mayor

Danny Duncan, Mayor Pro Temp

Reid Adams, Councilmember

Rusty Cater, Councilmember

Brad Chastain, Councilmember

Jimmy Powell, Councilmember

Yousef Mefleh, Councilmember

Resolution of Respect and Appreciation for

Jessica Glymph

In recognition and profound appreciation of service to Jessica Glymph

WHEREAS, volunteering of an individual's time and resources is an essential part of the City of Westminster spirit, and

WHEREAS, it is even more in evidence that Westminster's greatest natural resources is its people, and

WHEREAS, volunteers show every day through their actions that they truly care about their communities and the people who live in them, and

WHEREAS, the voluntary sector is increasingly recognized as the third partner with government and business in building strong communities and

WHEREAS, we continue to rely on the efforts of volunteers to enrich our community and our City,

Now let it be resolved, that the City of Westminster City Council formally acknowledges and extends its profound appreciation to Jessica Glymph who volunteered her time, energy, knowledge and her abilities to the City of Westminster and its citizens.

Adopted this 11th Day of May 2021

Brian Ramey, Mayor

Danny Duncan, Mayor Pro Temp

Reid Adams, Councilmember

Rusty Cater, Councilmember

Brad Chastain, Councilmember

Jimmy Powell, Councilmember

Yousef Mefleh, Councilmember



Agenda Item #1 Second Reading of an Ordinance #2021-06-15-01; Making appropriations for certain expenses, capital improvements and indebtedness, establishing rates and fees for services and utilities and levying a property tax within the City of Westminster for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

A summary for the FY2022 Budget is:

Appropriation	Amount
General	\$2,048,173
Utility	\$7,973,359
Solid Waste	\$447,487
ATAX	\$6,300
HTAX	\$431,221
Fire Department 1%	\$14,500
Local Development Corp	\$16,500
Youth Recreation Fund	\$519,869
Grand Total	\$11,457,309
Less Interfund Transfer	\$918,668
Net Appropriations	\$10,538,641

Council Motion for consideration:

I move to approve Ordinance #2021-06-15-01 Budget Ordinance, An Ordinance Making Appropriations for Certain Expenses, Capital Improvements And Indebtedness of the City of Westminster, South Carolina For the Year Beginning July 1, 2021 and Ending June 30, 2022.

BUDGET ORDINANCE

**AN ORDINANCE MAKING APPROPRIATIONS FOR CERTAIN EXPENSES,
CAPITAL IMPROVEMENTS AND INDEBTEDNESS OF
THE CITY OF WESTMINSTER, SOUTH CAROLINA
FOR THE YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022**

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WHEREAS, the City of WESTMINSTER is coming to the conclusion of its fiscal year and will enter into a new fiscal year on July 1, 2021; and

WHEREAS, it is necessary and required that prior to entering into a new fiscal year a budget must be passed and adopted for the operation of the city government; and

WHEREAS, a series of budget workshops and a public hearing have been held wherein the public has been notified and invited to be present.

THEREFORE, BE IT ORDAINED BY THE PEOPLE OF THE CITY OF WESTMINSTER, SOUTH CAROLINA:

SECTION 1: The following amounts are hereby appropriated for the operating and capital budget for the City of WESTMINSTER and its activities for the fiscal year beginning July 1, 2021, and ending June 30, 2022, in accordance with the chart of accounts heretofore established for this City:

Appropriation	Amount
General	\$2,048,173
Utility	\$7,973,359
Solid Waste	\$447,487
ATAX	\$6,300
HTAX	\$431,221
Fire Department 1%	\$14,500
Local Development Corp	\$16,500
Youth Recreation Fund	\$519,869
Grand Total	\$11,457,309
Less Interfund Transfer	\$918,668
Net Appropriations	\$10,538,641

SECTION 2: That the attached detailed budget document will reflect the estimated revenues, , and budget appropriations of the City of WESTMINSTER, SOUTH CAROLINA, for the period beginning July 1, 2021 and ending June 30, 2022. A copy of said document will be available for inspection in the Office of the City Clerk.

SECTION 3: That the City Clerk has published notice of this public hearing and a summary of the proposed budget in a newspaper of local circulation as required per SC Code 6-1-80.

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SECTION 4: Appropriations between departments or divisions within one fund, other than salaries, including contingency appropriations, may be transferred therein by the City Administrator for the purpose of equalizations when necessary as long as the original total appropriated balance for the fund is not changed. Appropriations within a department, other than salaries, may be transferred by the City Administrator to make equalizations when necessary.

SECTION 5: There is hereby levied a tax of 99.3 mills on all real and personal properties within the City of Westminster as of July 1st, 2021. This rate is based on an estimated total valuation of property for the purpose of taxation of **\$6,294,394** and estimated collection rate of **97%**.

SECTION 6: There is hereby authorized a transfer between the Utility Fund and the General Fund in the amount of **6.6%** of total sales revenue to support administrative cost borne by the General Fund for the management and administration of water, sewer and electric services provided by the Utility Fund for the benefit of the citizens. This transfer is in addition to any apportionment of direct costs for the operation of the Utility System by the General Fund as these may be identified in the budget document.

There is hereby adopted an official Clerks Record listing specific fees, business licenses, and utility rates charged by the City of WESTMINSTER for:

- a) the use of City facilities and equipment for the purposes of making them available to public
- b) specific utility rates the proceeds of which are for the maintenance and expansion of its water and sewer system
- c) the reproduction of public records and other miscellaneous services to cover the actual cost of producing these documents and information under the provision of SC §30-4-30(B)
- d) Other various fees associated with enhanced direct services provided by the City.

The Clerk's Record is incorporated and adopted by reference and placed on file in the Office of the City Clerk.

SECTION 7: That the items identified as capital expenditures within the line item budget are estimated as to cost and approved for acquisition over the upcoming year;

SECTION 8: The City's Position Allocation to Salary Range which provides all jobs and associated pay bands is adopted as the official Pay and Classification Schedule of the City of WESTMINSTER.

The Pay and Classification Schedule is incorporated by reference and placed on file in the office of the City Clerk.

SECTION 9: Copies of this Budget Ordinance shall be furnished to the City Clerk, and City Administrator, to be kept on file by them for direction in the disbursement of funds.

SECTION 10: This ordinance shall become effective on and after July 1, 2021.

SECTION 11: That all ordinances and parts of ordinances in conflict herewith are and the same hereby repealed.

Given a **FIRST READING** at the regular meeting of the City Council of the City of WESTMINSTER, SOUTH CAROLINA, held this **ELEVENTH** day of **MAY 2021**.

Passed and adopted after public hearing at the regular meeting of the City Council of the City of WESTMINSTER, SOUTH CAROLINA, held this **15th** day of **JUNE 2021** .

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ATTEST:

Brian Ramey Mayor, City of WESTMINSTER

Jennifer Adams, City Clerk



Agenda Item #2 Resolution 2021-06-15-01; An Amendment to the City's Employee Policy Handbook Concerning Holidays and Overtime

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

At the May 11, 2021 staff discussed with the City Council a proposed change to the Employee Policy Handbook to allow for Holiday's to be included in the work week when calculating overtime pay.

Changes to the Employee Handbook are implemented with a Resolution.

The policy change as described on the attached resolution will allow:

All City observed holidays will be counted as "time worked" and will not affect any overtime earned in that same week.

Staff recommends approval.

Council Motion for consideration:

I move to approve Resolution 2021-06-15-01, an amendment to the City's Employee Policy Handbook concerning Holidays and Overtime.

RESOLUTION

STATE OF SOUTH CAROLINA)

AMENDING THE POLICY REGARDING OVERTIME WHEN A CITY
OBSERVED HOLIDAY FALLS WITHIN THE SAME 40 HOUR WEEK

CITY OF WESTMINSTER)

WHEREAS, there exists a current policy in the Personnel Handbook regarding overtime and holidays; and

WHEREAS, the Council recognizes that the current policy penalizes the employee that has earned overtime during a week that a holiday has occurred; and

WHEREAS, the Council wishes to be flexible in decisions regarding overtime in the same week that a City observed holiday falls; and

WHEREAS, the Council recognizes that by including a holiday as "time worked" will create a better work environment and boost morale; and

NOW, THEREFORE BE IT RESOLVED, that the Overtime Policy currently in the City Of Westminster's Personnel Handbook be amended;

By *INSERTING* the following statement thereof:

All City observed holidays will be counted as "time worked" and will not affect any overtime earned in that same week.

IT IS FURTHER ORDERED AND DECREED, that the change to the Personnel Handbook will become effective upon its adoption.

RESOLVED this 15th day of June 2021.

ATTEST:

Jennifer Adams, City Clerk

Brian Ramey, Mayor



Agenda Item #3 Resolution 2021-06-15-02; An Amendment to the City's Employee Policy Handbook to Authorize the Donation of Personal Time Off

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

At the May 11, 2021 staff discussed with the City Council a proposed change to the Employee Policy Handbook to allow an employee to donate Paid Time Off (PTO) to another employee under limited circumstances.

Changes to the Employee Handbook are implemented with a Resolution.

The policy change as described on the attached resolution will allow:

Employees, in cases of hardships and/or emergencies, may notify Human Resources of their request for a donation for additional PTO. The Human Resources designee will send out an email requesting the donation. Those donating must have a 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 Human Resources 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.

Staff recommends approval.

Council Motion for consideration:

I move to approve Resolution 2021-06-15-02, an amendment to the City's Employee Policy Handbook to authorize the donation of personal time off.

**RESOLUTION
2021-06-15-02**

STATE OF SOUTH CAROLINA)

**ESTABLISHING A POLICY THAT WILL ALLOW THE SHARING OF
PERSONAL TIME OFF (PTO)**

CITY OF WESTMINSTER)

WHEREAS, the current policy in the Personnel Handbook regarding Personal Time Off (PTO) does not address the sharing of personal time off between employees; and

WHEREAS, the City Council recognizes that sometimes our employees develop hardships that will require additional time off that will exceed their balance of PTO; and

WHEREAS, the City Council wishes to be flexible and compassionate in decisions regarding employees of the City; and

WHEREAS, the City Council recognizes that situations arise that are unexpected and sometime out of the control of the employee; and

NOW, THEREFORE BE IT RESOLVED, that the Personal Time Off policy currently in the City of Westminster's Personnel Handbook be amended;

By *INSERTING* the following paragraph:

Employees, in cases of hardships and/or emergencies, may notify Human Resources of their request for a donation for additional PTO. The Human Resources designee will send out an email requesting the donation. Those donating must have a 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 Human Resources 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.

IT IS FURTHER ORDERED AND DECREED, that the change to the Personnel Handbook will become effective upon its adoption.

RESOLVED this 15th day of June 2021.

ATTEST:

Jennifer Adams, City Clerk

Brian Ramey, Mayor



**Agenda Item #4 Consideration of Adopting a Policy for the Authorization of the Use of the
City's Stage**

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

At the May 11, 2021 staff discussed with the City Council a policy to govern the use of the City's mobile stage.

The proposed Mobile Stage Rental Agreement (Lease) is attached. In summary it allows for:

- An application form
- Reservation priority. See Section 1.
- Rules and Regulations. See Section 2. Indemnification of the City by the lessee.
- Delivery and Set up timeline. See Section 3. 30 day notice to rent.
- Rental Fee Schedule. See Section 4. \$400 rental fee and \$400 damage deposit with some waivers.
- Cancellation. See Section 5.

Staff recommends approval.

Council Motion for consideration:

I move to approve the Mobile Stage Rental Agreement.



Mobile Stage Rental Agreement

Adopted by Westminster City Council June 15, 2021

This is an agreement between the City of Westminster (referred to herein as “City”) and _____ (referred to herein as “User”).

The City agrees to deliver, set up, take down and remove a mobile stage on the date, time and at the location specified in this agreement.

The City agrees to deliver and remove the stage within 24 hours of the time specified in this agreement.

There is a \$400 rental fee and a \$400 damage deposit required of the User upon execution of this agreement.

The City and User will inspect the stage after set up and note any existing damages or defects. The User accepts full responsibility for the security of the stage during the entire period it is on-site. The deposit will be returned in full within 10 days of the event if no loss or damage (excluding normal wear and tear) is incurred during the rental period. If there is damage or loss, the cost of repair or replacement will be deducted from the deposit. Any remaining balance will then be returned to the User, however, if the cost of loss or repair exceeds the amount of the deposit, the User is responsible for the full cost of all repairs or replacement.

Cancellations and alterations in duration of the rental must be made by the User a minimum of 30 days prior to delivery. Cancellations prior to that time will receive a full refund of the rental and deposit fees. Cancellations 15-30 days prior to the event will forfeit 50% of the rental fee. Cancellations less than 15 days prior to the event forfeit the full rental fee.

The User is responsible for full payment of the rental fee and deposit prior to the time of delivery of the stage. Payments made less than 10 days in advance of delivery will be required to pay in cash, debit, credit or a cashier's check.

User agrees to indemnify and hold harmless to the fullest extent possible the City of Westminster and all its employees from any and all injury and damage claims resulting from the use of the stage.

Stage Rental Fee: _____

Deposit: _____

Delivery Date & Time: _____

Pick Up Date & Time: _____

Delivery Location: _____

User agrees to all terms and conditions stated herein. Signatory is either a duly recognized agent of the User with authority to obligate User to all terms of this agreement, or personally accepts such responsibility.

User: _____

Printed Name of User's agent: _____

Signature of User's agent: _____

Date: _____

City: City of Westminster, South Carolina

Printed Name of City's agent: _____

Signature of City's agent: _____

Date: _____

Please mail the signed contract along with the rental fee and deposit check to:

City of Westminster

P.O. Box 399

Westminster, SC 29693

Upon receipt of the contract, the rental fee and deposit, the contract will be signed by the City and a copy returned to the User.

Questions related to use of the stage may be directed to:

Todd Barnett phone: 864-280-2171 or tbarnett@westminstersc.org

Mobile Stage Rental Policy, Rules and Regulations

1.) RESERVATIONS

- A. Priority in reserving the Mobile Stage shall be given to:
 - a. City of Westminster
 - b. Apple Festival
 - c. Chamber of Commerce
- B. Reservations are taken beginning every January for the current year by phoning 864-647-3200 ext. 2. Reservation is not complete until all required forms have been completed and accepted by the City and payment has been made in full.
- C. The City of Westminster reserves the right to refuse rental of the Mobile Stage for any event which, in the sole and absolute discretion of the City, is deemed a potential hazard to the Stage or its operators, or otherwise not in the best interest of the City of Westminster or the general public.

2.) RULES AND REGULATIONS

All Users of the Mobile state shall comply with the laws of the United States of America (including, but not limited to applicable Copyright law), the State of South Carolina, the City of Westminster, and the following rules set forth by the City of Westminster:

DEFINITIONS:

“User” means the person or organization that has been granted permission to rent the Mobile Stage.

“Event” means the activity for which the Mobile Stage has been reserved.

- A. The Stage shall not be altered in any way (including, but not limited to, hard wiring into the electrical box if one exists).
- B. Absolutely no drugs or intoxicating liquors shall be used by persons on the Mobile Stage.
- C. Users, and not the City of Westminster, are solely responsible to see that the Event is properly controlled and supervised. Plans for the Event and supervision and control thereof must be provided to the City of Westminster prior to delivery of the Mobile Stage to the location of the Event. The User, and not the City of Westminster, shall be solely responsible for clean-up of the area following the Event.
- D. The User, and not the City of Westminster, shall be solely responsible and liable for all persons in attendance at the Event. The User shall provide the City of

Westminster with a certificate of insurance evidencing liability protection of not less than \$1,000,000 bodily injury and \$500,000 property damage with the City of Westminster shown as additional insured. The following language will be included on the certificate of insurance, along with the time/date and brief description of the event:

The following are Additional Insureds: The City of Westminster, South Carolina and its elected and appointed officials, all employees and agents, volunteers, all boards, commissions and/or authorities and board members, including employees, agents and volunteers thereof. Coverage shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds whether other available coverage be primary, contributing or excess.

- E. The User shall be responsible for any and all damage to the Stage or equipment during the period of use.
- F. The User shall provide a detailed Event schedule to the City of Westminster at least 30 days prior to the Event. Such schedule shall specify, at a minimum, the specific planned use of the Mobile Stage, the performers and number of performers to use the Mobile Stage.
- G. The Mobile Stage shall be set-up on a location that is a hard surface such as concrete or asphalt (turf is not permitted).
- H. The User, and not the City of Westminster, shall be solely liable for any personal injury or property damage arising from the use, delivery, relocation, set-up, tear down, or removal of the Mobile Stage for the entire time of Rental.
- I. To relocate Mobile Stage after arrival and/or set-up, a \$500.00 fee will be charged regardless of distance moved.
- J. The use of staples, nails or any type tape or adhesive is not permitted on the Mobile Stage.
- K. The User represents and warrants that it has complied or will comply with applicable Copyright law and agrees to indemnify and hold the City of Westminster harmless from and against any violation of Copyright law related to User's use of the Stage.

3.) DELIVERY AND SET-UP

- A. The User shall have a representative present at the site of the Event one (1) month prior to use to meet with the City of Westminster representative. At that meeting the User shall provide the City Representative with a planned route for delivery of the Mobile Stage. The City Representative shall have absolute discretion to determine if the planned route and location is adequate, to amend such plan, or determine that no adequate route exists for the delivery of the Mobile Stage to the proposed Event site.
- B. The User shall have a representative present at the site of the Event at the time the Mobile Stage is scheduled to arrive. This representative shall accept delivery of the Mobile Stage.
- C. The Mobile Stage will be delivered at the hour specified. Please make sure you

allow for a minimum of two hour set-up prior to the start of the event. The use of the Stage extension requires additional set-up time. Any additional time needed for sound or light set-up and takedown

- D. City employees are not responsible for and will not assist in set-up of any equipment other than the Mobile Stage.

4.) RENTAL FEE SCHEDULE

\$400 Rental Fee per day

\$400 Deposit (refundable within 10 days after event)

Fees will be waived for the following:

City of Westminster

Apple Festival

Chamber of Commerce

Full payment of the Rental Fee and Deposit for the Mobile Stage must be made at least (2) weeks in advance of the Event. The Mobile Stage will not be delivered without payment of fee and deposit.

The following hourly fees shall be charged in ADDITION to the Rental Fee:

\$25.00 per hour per City of Westminster employee for Delivery and Set-up (paragraph E above)

\$50.00 per hour for Delivery and Set-up (paragraph A,B, C, and D)

\$50.00 per hour for return of Stage

5.) CANCELLATION

In the event cancellation is necessary:

- A. Cancellations and alterations in duration of the rental must be made by the User a minimum of 30 days prior to delivery. Cancellations prior to that time will receive a full refund of the rental and deposit fees. Cancellations 15-30 days prior to the event will forfeit 50% of the rental fee. Cancellations less than 15 days prior to the event forfeit the full rental fee.
- B. In the case of inclement weather one half (1/2) of the Rental Fee will be refunded if cancellation is made prior to Stage leaving its storage area.
- C. In the event of inclement weather where no cancellation is made until the Stage arrives at the Event site, User will be refunded one fourth (1/4) of the daily Rental Fee paid.
- D. If for any reason, the City of Westminster cannot fulfill its part of the agreement, the User shall be entitled to a full refund of the Rental Fee. The User agrees that refund of the Rental Fee relieves the City of Westminster from any and all liability for failure to deliver or otherwise make the Mobile Stage available.



Agenda Item #5 First Reading of an Ordinance #2021-07-13-02 and Lease Agreement with Oconee County First Steps to School Readiness for the Depot

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

Mrs. Daby Snipes, Executive Director of Oconee County First Steps to School Readiness, and city staff held discussions about First Steps use of the office space at The Depot. The space has not been occupied since the Oconee County Chamber of Commerce relocated its staff from the building.

Attached is (1) a Lease Agreement and (2) an Ordinance to execute the Lease Agreement for City Council's consideration. The terms and conditions are similar to the terms and conditions for the Westminster Senior Outreach lease of the old pool building with one major modification - the utilities. With First Steps the utilities are proposed to remain an obligation of the City. This is primarily due to the use of the meeting space as a community facility managed by the City. Staff expects additional utility cost to be minimal since the office space is heated and cooled at the same rate as the meeting space. Should over time it be determined that the utilities increase at drastic levels, the lease can be revisited.

Also, attached is a description of the First Steps program.

The Depot will remain as a rentable facility for community events, family gatherings, birthday parties, and the like.

Staff recommends approval.

Council Motion for consideration:

I move to approve First Reading and Adoption of the Ordinance #2021-07-13-02 to authorize the City Administrator to execute a lease agreement with Oconee County First Steps to School Readiness for the Depot office space.



Monday May 24, 2021

Daby Snipes Executive Director – Oconee County First Steps to School Readiness Partnership

Kathleen Davis – Board Chair - Oconee County First Steps to School Readiness Partnership

IN-KIND ask for office space at the Westminster Depot 129 Main St. Westminster, SC 29693

IN-KIND

RENT \$4,440 per year.

INTERNET \$220 per year

JANITORIAL - \$50 per year

Open to public to be a convenor for the community.

ASQ's – Benchmark questionnaires for parents (FREE) and SDOC Screenings for 4K

Local agencies appointments – WIC/SNAP, Health Clinic etc.

Home of The Dolly Parton Imagination Library – Oconee County First Steps

Host Free Family Events – Examples –

Pumpkin Decorating Contest – based on book character – Halloween in cooperation with Boo on Main.

Polar Express Book Read/PJ's/Hot Chocolate/Pictures with Santa, Write a letter to Santa Claus.

Train Day – Local train club and Operation Lifesaver. (Apple Festival or Big Foot)

Tea for Two – mother daughter/sister/aunt/grandmother Tea

Coordinate with Empower Oconee for Mini grants for Anderson Park.

Maintain reservation calendar for Depot Rental.

Act as Ambassador for City of Westminster to provide information for public

OCFS 2019 Year in Review

- **January**-Kicked Off Social Media campaign on FaceBook and updated OCFS website appearance and functionality.
- Received training for Staff with He Me Grow on how to conduct/complete and score ASQs in-house. This was done to help satisfy our Conditional use grant requirement from the state office.
- **February**-Printed Palmetto Basics Tip #5 stickers for Reach Out and Read books
- **March**-Researched and orders Core Function-Promotional Materials. Banquet size tablecloth with logo; Banner with Palmetto Basics; preschool and infant toothbrushes; pens and insulated grocery bags.
- **Early spring**-Angie successfully reviewed and cleared out the aged documents in the storage unit and we destroyed and/or recycled hundreds of pounds of paper documents.
- **April**-In celebration of Prevent Child Abuse month, we planted 45 Pinwheels Gardens and a variety of locations that included preschools/and elementary schools; businesses; OCPL; and churches.
- **May**-Submitted the FY 20 SCFS grant application using their new formula funding approach which will increase our funding over the next 3 years based on our number of eligible children in our county.
- **June**-Revised and printed the 2019 OCFS Resource Guide. We also Kicked Off the use of the Palmetto Basics sticker # 5 on the back of Reach Out and Read Program books distributed at Oconee Co. Pediatric Office. In addition, we seen the inaugural program of OCPL Birthday sticker program were by every child gets a sticker at their birthday well-child visit to redeem at the location branches of the OCPL. These "Birthday Books were purchased and sponsored by OCFS.
- **Over the Summer**, secured new CCT to improve/increase the diversity of our CCT content and trainers.
- **September**-Kicked Off our FY 20 CCT season with one of our new trainers. Attendance has been hovering around 40-55 attendees each training!
- **October**-Kicked Off our 16th annual WAC event with another free ½ page ad again this year from Borg Warner. Within the first 24 hours; we seen a \$200 CASH donation and had to stop by UW to empty their collection box. A week later, we had to do the same thing at the City of Seneca administrative offices. We also added and new donation group- the women from St. Paul's Catholic Church's Heaven Hands group made 28 fleece throws.
- **November**-After a lot of research and work; we were able to secure General Liability Coverage for the agency with the appropriate Sexual Abuse and Molestation Riders.
- **December**-we completed our WAC event and received XYZ items to distribute today and this week to Our Daily Rest; DSS; our CCS and HFS participating families; We Care Ministries; and Foothills Care Center. We increase.



(864) 985-3342

ocfsdirector@gmail.com

exdirector@oconeefirststeps.org

**OCONEE COUNTY FIRST STEPS BOARD MEETING
THURSDAY, MAY 20, 2021 NOON
ANDERSON PARK, WESTMINSTER, SC 29693**

AGENDA

WELCOME / Call to Order /Quorum Call/Approve Agenda - Kathe Davis, Board Chair

**APPROVAL OF APRIL 15, 2021 BOARD MEETING MINUTES
Kathe Davis, Board Chair**

**EXECUTIVE DIRECTOR REPORT and FINANCIAL REPORT
Daby Snipes, Executive Director
Motion to accept ED Report including Financial Report.**

OLD BUSINESS

Kathe Davis, Board Chair

**BSP Approval – The Executive Board reviewed and approved the BSP for FY22.
Our Formula Grant Funding Application was submitted and accepted by
The state.**

- **Other Old Business**

NEW BUSINESS

Kathe Davis, Board Chair & Daby Snipes, Executive Director

- **OCFS Office location**
- **The Dolly Parton Imagination Library Kick-off event Tuesday June 1, 2021**

Other New Business

*W. Library * 10 a.m.*

FOR THE GOOD OF THE ORDER – Kathe Davis, Board Chair

- **Next meeting June 17, 2021**

ADJOURN

OCONEE COUNTY FIRST STEPS PARTNERSHIP

BUDGET SPENDING PLAN SUMMARY

Jul 1, 21

2022 State Fiscal Year

Match %:
Administration (Fund 55 & 56) %:
Core Functions (Fund 55 & 56) %:

21.8% min. 15%
6.5% max. 13%
7.4% max. 12%

PROGRAM CODE	PROGRAM TITLE	Fund 15		Fund 20		Fund 25		Fund 30		Fund 55		Fund 56		ANNUAL TOTAL
		State Private	Local Private	State Private	Local Private	State Private	Local Private	POG COMP PN Grant	E.I.A. Approp.	E.I.A. Carry Forward				
1012	Administrative Functions	\$ -	\$ 200	\$ -	\$ 2,144				\$ 13,054	\$ -		\$ -	\$ 15,398	
1802	Core Functions	\$ -	\$ 150	\$ -	\$ 666	\$ -			\$ 14,816	\$ -		\$ -	\$ 15,632	
2071	Healthy Families	\$ -	\$ -	\$ -	\$ 17,260				\$ 61,887	\$ -		\$ -	\$ 79,147	
2120	Dolly Parton Imagination Library		\$ 2,500	\$ -	\$ 10,222				\$ 9,328	\$ -		\$ -	\$ 22,050	
2220	Triple P	\$ -	\$ -	\$ -	\$ 6,738				\$ 23,911	\$ -		\$ -	\$ 30,649	
6052	Child Care Training & Professional Development	\$ -	\$ -	\$ -	\$ 2,888				\$ 17,208	\$ -		\$ -	\$ 20,096	
7032	Child Care Scholarships	\$ -	\$ -	\$ -	\$ 888				\$ 59,796	\$ -		\$ -	\$ 60,684	

\$ -	\$ 2,850	\$ 40,806	\$ 200,000	\$ -	\$ -	\$ -
			\$ 200,000			
			\$ -			

Please use these Project Codes when entering invoices.

Total State Funds Allocated to Programs: \$ 172,130
Total State Funds to Evidence-Based Programs: \$ 172,130
% Evidence-Based Programs (State Funds): 100% min. 75%

Signature of County Board Chairperson
Kathe Davis
Printed Name of County Board Chairperson

NOTE:

30-Apr-21

Oconee County First Steps Board Member and Officer Listing

As of APRIL 15, 2021

Kathleen (Kathe) Davis-Board Chair

Legislative Appointee
Director, Kids Korner
119 W. Windsor Street
Westminster, SC 29693
864-647-0639 (w); 864-647-2944 (h);
864-247-4563 (c)
Wdavis4311@aol.com

First served 10/2011-12/2018
Leg App Term-1/2019-12/2022
Board Chair 4/2021 – 12/2021

Misty Lee-Board Vice Chair

DHEC Designee
SC DHEC Upstate Region Community Teams
PO Box 488
Seneca, SC, 29678
864-882-2245; 864-933-2976
leemm@dhec.sc.gov

First Elected 10/2011-12/2016
2nd Term 1/2016-12/2019

Barbara Dyar – Board Secretary

Local Government Designee
City of Seneca Transit Assistant
PO Box 203
Fair Play, SC 29643
864-938-7837; 864-247-6667
bdyar@seneca.sc.us

First Term 1/1/19-12/2022
Secretary 4/2021 – 12/2021

Annette Burney

Legislative Appointee
Seneca River Association Clerk
PO Box 563
Walhalla, SC 29601
864-638-6986; 864-324-2726
Annettek_b@yahoo.com

First Served 10/2000
Recent Term 1/2017-12/2020

Katie Conlin

Retired Early Childhood Educator
106 Island Pointe
Seneca, SC 29672
973-229-7459
Tpc2904@aol.com

First Term 1/1/19-12/2022

Shanon Lusk

School District of Oconee County Designee
Director of Early Learning & Coord. Of Child Find
Oconee Academy-Office of Early Learning
177 Razorback Lane
Walhalla, SC 29691
864-710-5142; 864-710-2909

slusk@g.oconee.k12.sc.us
Completing Ann's Term ends 12/2019
First Term starting 1/2020-12/2023

Suzanne Evans

Former Child Care Center Director
23315 White Harbour Road
Seneca, SC 29672
864-247- 3966

Evanssuzanne44@yahoo.com
First Term 1/2014-12/2017
2nd Term 1/2018-12/2021

Stephanie Gentry

DSS Designee
Director Oconee Co. DSS Office
223 A Kenneth Street
Walhalla, SC 29691
864-916-6046

Stephanie.gentry@dss.sc.gov
First Term 1/2019-12/2022

Darcy Arnall

Library Designee
Youth Director, Oconee Co. Library System
501 W Broad Street
Walhalla, SC 29691
864-364-5713

darnall@oconeesc.com
Completing Kayla's Term ends 12/2019
First Term starting 1/2020-12/2023

Oconee County First Steps Board Member and Officer Listing

As of APRIL 15, 2021

Summer Mast

Non-profit Organization that Serves Families and Children
Healthy Families America Supervisor
360 Feltman Road
Fair Play, SC 29643
864-710-5368
smast@tpupstate.org
First Term 1/2019-12/2022

Molly Tannery

Legislative Appointee
Early Intervention, DSSN
116 South Cove Road
Seneca, SC 29672
864-885-6054
mtanneryei@bellsouth.net
First Term 1/ 2013-12/2016
2nd Term 1/2017-12/2020

Reg Tatum

Business
Century 21 Hometown Realtors
121 Letson Circle
Walhalla, SC 29691
864-710-0591
Wrtj7@yahoo.com
First Term 1/2018-12/2021

Reverend Tony Vincent

Faith
316 Deer Trail
Seneca, SC 29672
864-888-7535; 864-882-9396
tony@trinitybaptistsc.org
First Term 1/2018-12/2021

Alice Lee

Head Start Designee
Center Director, Head Start
340 N. Perkins Creek Road
Seneca, SC 29678
864-882-8700
alee@sharesc.org
Completes Tounge term ends 12/2019
First Term starting 1/2020-12/2023

Janis Young

Child Care/Early Childhood Provider
Center Director, Tamassee DAR/Pennsylvania Children Center
301 Lake Cheohee Road
Tamassee, SC 29686
864-784-5050
jeyoungfpi@yahoo.com
First Term 1/2019-12/2022

Judy Metcalf

Retired Community Advocate
354 Rodger Road
Seneca, SC 29678
judymetcalf@att.net
First Term 1/2020-12/2023

Dr. Lorilei Swanson

SC School Improvement Council
524 Brookside Acres Rd.
Mountain Rest, SC 29664
864-723-4170
lswanson@asd2.org
First Term 1/2020-12/2023

Vanessa Earle

Access Health
604 Sandstone Dr.
Seneca, SC 29678
864-885-7341; 864-247-4493
Vanessa.Earle@prismahealth.org
First Term 1/2020-12/2023

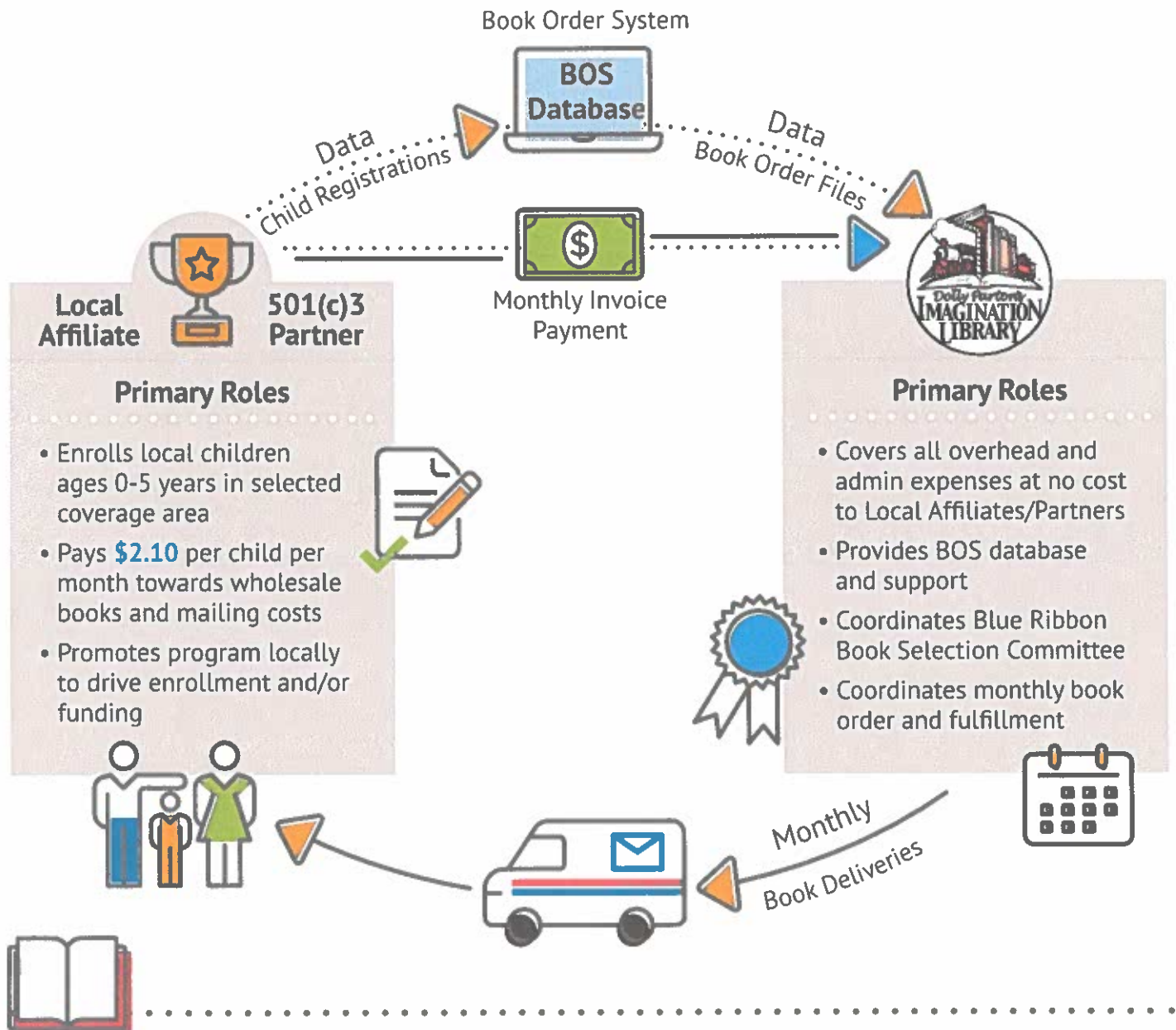
Nivia Miranda

SOC
890 West Union Rd.
864-557-5041
nmiranda@g.oconee.k12.sc.us
First Term 1/2020-12/2023

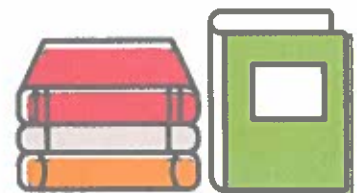


How It Works

In the United States



- Local Affiliate may be a business, school district, solo, etc. Need 501(c)3 non-profit partner to get non-profit mailing rates
- Books arrive at child's home with name on the mailing label
- At no cost to the family, books are delivered monthly to children from birth to age 5 in a designated coverage area





COMPREHENSIVE PLAN

2021 – 2023





Mission

Oconee County First Steps works collaboratively to ensure that all children start school ready to reach their highest potential with engaged support from their parents, caregivers, and communities.

Vision

All children in Oconee County will have the care they need to grow & develop to their highest potential.

Values

CHILDREN From prenatal development through age five, our focus and priority are young children, their families and caregivers.

RELATIONSHIPS The work of supporting families and caregivers is a collaborative effort between all stakeholders within the public, private and faith sectors. Our collaborative work and advocacy respects diverse perspectives that build community and fosters the unique value of our community.

HIGH QUALITY Our programs and services must be individualized and adaptable to meet the unique needs of children and families.

RESULTS We produce meaningful and measurable impact and outcomes.

Message from the Executive Director



Daby Snipes

Executive Director
Oconee County First Steps

Greetings from Oconee County First Steps,

Our Vision, *All children in Oconee County will have the care they need to grow & develop to their highest potential* is what drives our partnership as we work in and with our community. We look forward to building upon our foundation and look to strengthening our program through new and exciting adventures.

We thank all our stakeholders, community members, parents, Child Care Providers, Board Members and our most precious resource, our children for the opportunity to share in this very important work together.

A handwritten signature in cursive script that reads "Daby Snipes".

Overarching Measure of Success

MORE CHILDREN ARRIVE AT KINDERGARTEN READY FOR SUCCESS

By 2023, the percentage of children in Oconee County who score at the highest level on the Kindergarten Readiness Assessment will increase by 2% each year to 33%.

OBJECTIVES

1. Families are supported as their child's first and most important teachers.

Increase and support the number of families participating in evidence-based parenting and home visiting programs.

Enhance home literacy environments by providing books through the Dolly Parton Imagination Library.

Provide access to parenting programs, offered at no charge, to parents and caregivers in Oconee County.

Engage in public information campaigns and parent outreach efforts to promote and educate parents and caregivers

2. Families can access and afford high quality early care and education programs that meet the needs of their children and families.

Engage early care and education programs and providers in training equipping them with the skills and resources to promote positive child development.

Increase public awareness about the importance of access, availability, affordability, and quality in early care and education, as well as implications for workforce participation

Proactively work to **decrease** the percentage of children in Oconee County affected by child care deserts by supporting child care centers and directing funding and resources toward efforts that sustain, expand and create child care slots in ABC Quality B and above centers.

3. Children and families can access and afford high quality programs and services regardless of race or ethnicity.

Expand our reach by designing a service delivery system that includes programs that are intensive and targeted plus those that have a broader reach

Intentionally strengthen our materials and information sources to provide translation for effective outreach.

1. Families are supported as their child's first and most important teachers.

STRATEGY 1.1

Increase and support the number of families participating in evidence-based parenting and home visiting programs.

SMART GOAL(S)

1. By the end of FY23, we will increase the number of children served through Healthy Families America from 9 to 15.

COMMUNITY COLLABORATOR(S)

- OCFS will work with local Pediatric services, the School District of Oconee County, Ripple of One and Heath's Haven to recruit eligible families.

STRATEGY 1.2

Enhance home literacy environments by providing books through the Dolly Parton Imagination Library.

SMART GOAL(S)

1. By the end of FY23, we will register 50% of Oconee County Children Birth to 5.

COMMUNITY COLLABORATOR(S)

- Work collaboratively with The Oconee County Public Library System, School District of Oconee County, Baby Read, Child Care Providers and Local Industries i.e., Borg Warner

1. Families are supported as their child's first and most important teachers.

continued

STRATEGY 1.3

Provide access to parenting programs, offered at no charge, to parents and caregivers in Oconee County.

SMART GOAL(S)

1. By FY23 increase the number of families participating in the Triple P Parenting Program in Oconee County by from 39 to 45.

COMMUNITY COLLABORATOR(S)

- Heath's Haven, Ripple of One, United Way, Empower Oconee, The Parenting Place, Healthy Families America, School District of Oconee County

STRATEGY 1.4

Engage in public information campaigns and parent outreach efforts to promote and educate parents and caregivers.

SMART GOAL(S)

1. By FY23 enhance our Social Media presence through our web-site and Facebook accounts including (4) quarterly interactive survey's and (12) original posts.

COMMUNITY COLLABORATOR(S)

- Kindel Thomas – OCFS social media consultant, Local agencies: Empower Oconee, United Way, Healthy Oconee, SC First Steps, School District of Oconee County, Oconee County Public Library, Faith Community, Health Community

2. Families can access and afford high quality early care and education programs that meet the needs of their children and families.

STRATEGY 2.1

Engage early care and education programs and providers in training, equipping them with the skills and resources to promote positive child development.

SMART GOAL(S)

1. By FY23 add 2 new ABC Quality B or above centers for Oconee County Children.
2. By FY23 increase the number of Child Care Training Hours from 12 to 16.

COMMUNITY COLLABORATOR(S)

- Palmetto Shared Services, local trainers. School District of Oconee County, Home Care Providers, Faith Based Centers and Child Care Providers in Oconee County.

STRATEGY 2.2

Increase public awareness about the importance of access, availability, affordability, and quality in early care and education, as well as implications for workforce participation

SMART GOAL(S)

1. Promote High Quality Child Care Services by offering 4 free parent/caregiver Information sessions by FY23.

COMMUNITY COLLABORATOR(S)

- Oconee County Chamber of Commerce, United Way of Oconee County, Child Care Providers in Oconee County,

2. Families can access and afford high quality early care and education programs that meet the needs of their children and families.

continued

STRATEGY 2.3

Proactively work to decrease the percentage of children in Oconee County affected by child care deserts by supporting child care centers and directing funding and resources toward efforts that sustain, expand and create child care slots in ABC Quality B and above centers.

SMART GOAL(S)

1. By FY23, the percentage of children under age 4 who benefit from Oconee County First Steps training efforts in centers B and above will increase from 10% to 20%.
2. Child Care Scholarships awarded by Oconee County First Steps will increase the amount of scholarships for children birth to 3 from 10% to 20%.

COMMUNITY COLLABORATOR(S)

- Foothills Early Learning Center, Kinderville Early Learning Center, Pennsylvania Children's Center, Our Club House, School District of Oconee County, Heath's Haven (Triple P), Healthy Families America (The Parenting Place), Ripple of One

3. Children and families can access and afford high quality programs and services regardless of race or ethnicity.

STRATEGY 3.1

Expand reach by designing a service delivery system that includes programs that are intensive and targeted plus those that have a broader reach.

SMART GOAL(S)

1. By FY23 place 2 FREE LEARNING LIBRARIES in Oconee County will be established.
2. BY FY23 50% of the books in the FREE LEARNING LIBRARIES will be bi-lingual and culturally diverse.

COMMUNITY COLLABORATOR(S)

- School District of Oconee County, Oconee County DSS, Baby Read, Oconee County Public Library System, PASO's, United Way, Empower Oconee

STRATEGY 3.2

Intentionally strengthen our materials and information sources to provide translation for effective outreach.

SMART GOAL(S)

1. By FY23 50% of created materials, brochures, post(s), articles will be available for our Hispanic Community. Example: Parent Information, Meetings, Trainings, Prevent Child Abuse Yard Signs

COMMUNITY COLLABORATOR(S)

- School District of Oconee County, Oconee Public Library System, Kindel Thomas OCFS media consultant

Annual Report

2019-2020



THE NEED

IN OCONEE COUNTY:

4023

children under age 5

52.3%

of young children live in poverty
or low-income households

65%

of kindergartners are considered "not
ready" for school



THREE MOST COMMON RISK FACTORS:

1. Supplemental Nutrition Assistance Program SNAP or Free School Lunch eligibility.
2. Single Parent household and need of other services.
3. Exposure to Parental/Caregiver depression

OUR MISSION

"To collaborate with other partners, Oconee County First Steps helps Oconee County families and caregivers prepare their children for school success by maximizing public and private community resources to deliver, enhance and expand high-quality early childhood services."

OUR APPROACH



High quality programs and services
for children and families



Intensive training, resources and
support for childcare providers



Strategic partnerships and
community education

OUR IMPACT

3157

number of children and adults served by
Oconee County First Steps in 2019-2020

JOIN US

We rely on a community of partners, donors, and volunteers –
people like you – who believe in a brighter future for children and
families in our community.

DABY SNIPES

EXECUTIVE DIRECTOR



"One of the world's last great places – a destination of a lifetime" National Geographic

Greetings,

It's time to celebrate and evaluate all we've done together through Oconee County First Steps for 2019-2020. In the last four months of our fiscal year, our community bravely faced many challenges: COVID-19 attributing to job loss, school closings, fear, anxiety and childcare uncertainty, racial tensions throughout our nation and the devastating EF-3 Tornado that swept through Seneca leaving destruction and hurt along it's path.

It is also time to say "Thank You" to our Community Partners, Child Care Providers, Parents and neighbors for all that has been accomplished for the children of Oconee County this year. This year as a community we have raised the number of children ready for kindergarten by 3%! Yes, we still have work to do, but we are headed in the right direction. Please take a few minutes to read through this report for more information and how you can join us in this work.

Now, time to dream! We look forward to a wonderful year, working together and looking for more opportunities to encourage and empower our community as we strive to prepare our children for success!!

ANGELA RAY

PROGRAM SPECIALIST

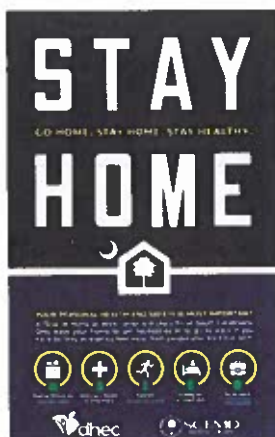
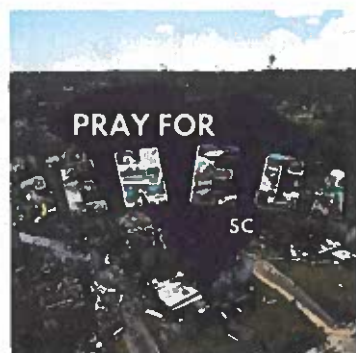
Hello,

I have been with Oconee County First Steps for two years. I have a Bachelor's degree in Child & Family Development from the University of Akron. I coordinate our Child Care Training & Professional Development Program. This includes scheduling and facilitating trainings for our Child Care Provider Directors, Teachers and

Staff, School District of Oconee County Teachers and substitutes and Home Care Providers.

I really enjoy working with our Child Care Scholarship families and interacting with the children and centers. I am

looking forward to what lies ahead for O.



GETTING CHILDREN READY FOR SCHOOL

All children are ready to benefit from a quality kindergarten experience when they are five years old by September 1 of that school year. But kindergarten readiness—the critical stage at which children are prepared for learning and success—is more than a matter of age. For a strong start in school, children need positive relationships and supportive learning environments beginning at birth. At First Steps, we partner with families, caregivers, and communities to ensure that all children are prepared for success.

South Carolina's Profile of the Ready Kindergartner

Developed by SC First Steps and the SC Department of Education, the state's description of school readiness includes 60 developmental milestones across 5 categories:



**Approaches to learning
& inquiry**



Emotional & social development



**Physical development,
self-help & motor skills**



Mathematical thinking



Language & literacy development

OUR GOALS

- By 2020, as resources allow, Oconee County First Steps will have worked with local childcare facilities to increase the number of high-quality placements available for infants and toddler.
- By 2020, as resources allow, Oconee County First Steps will have worked to support informal (or family, friend and neighbor care) childcare arrangements.
- By 2020, Oconee County First Steps will have maintained, if not increased, its current investments and levels of success.
- By 2020, as resources allow, Oconee County First Steps will have worked with local childcare facilities to improve the existing quality of care available to young children.

PIVOTING FOR COVID-19

When the coronavirus pandemic forced South Carolina to shut down in March 2020, Oconee County First Steps quickly pivoted to provide much-needed support to young children, their families and childcare providers.

Our work has never been more critical. While children are at low risk for the serious health effects of the virus, the crisis is having a profound impact on their wellbeing and development. For children of color and low-income communities, these impacts are expected to be even more damaging. That is why Oconee County First Steps is enhancing our efforts to provide parents and caregivers with the services and resources they need to weather this storm.

IMPACT ON OCONEE COUNTY

HEALTH

Through June 30, Oconee County had a total of **276** confirmed COVID-19 cases and **1** COVID-19 death.

JOB LOSS

182.9%

increase in unemployment, 2019-2020

CHILD CARE

60.1%

children under 5 in Oconee County lived in a childcare desert* before COVID-19

85.3%

children under 5 in Oconee County lived in a childcare desert as of May 28, 2020

**GO
HOME**
CORONAVIRUS COVID-19

"Kindness begins with the understanding that we all struggle"

Charles Glassman

Oconee County First Steps worked diligently to stay connected to our Child Care Providers, Child Care Scholarship Families and our community through "We Care Kits", Resiliency Kits, Social Media Posts, texts, phone calls and by participating in community webinars and online meetings to be able to share important up-to-date information.

*The Center for American Progress defines a childcare desert as a ZIP code with at least 30 children under the age of 5 and either no childcare centers or so few centers that there are more than three times as many children under age 5 as there are spaces in centers



CHILD CARE TRAINING



an evidence based program

High-quality child care hinges on high-quality professional development that meets the needs of the local child care workforce. Our training programs are certified through SC Endeavors and include topics in the areas of nutrition, health and safety, curriculum, child guidance, professional development and program administration. Our 2019-2020 trainings included:

- * SC Early Learning Standards Language Development & Communication
- * How We Develop Cognitively: Infants & Toddlers
- * How We Develop Cognitively: Preschool
- * How the Young Brain Deals with Conflict
 - * STEAM: Infant/Toddler 101
 - * Teacher & Me: Let's Play
 - * It's Lonely at the Top
 - * Analysis & Reasoning
 - * Safe Sleep

TRAINING BY THE NUMBERS 2019-2020

345

total training attendance

85

child care teachers and
directors served

9

number of training
sessions offered



OCONEE COUNTY
FIRST STEPS
CHILD CARE TRAINING

IT'S LONELY AT THE TOP

TUESDAY | FEBRUARY 11, 2020
6:30 - 9:00 P.M.
SENECA, SC

RSVP to OCFSPROGSPEC@GMAIL.COM by FEBRUARY 4th!





CHILD CARE SCHOLARSHIPS



an evidence based program

For many families in Oconee County, the cost of quality child care is sometimes out of reach. Our scholarship program makes payments to child care providers with an ABC rating B or above, to care for children from eligible families so their parents can return to school or work. Our Triple P Positive Parenting Program through Heath's Haven provides the necessary Evidence Based Program requirement and is required for all scholarship recipients.

To learn more about ABC Quality visit www.abcquality.org or our website www.oconeefirststeps.org.

SCHOLARSHIPS BY THE NUMBERS 2019-2020

15

Number of Children served

5

Number of Providers served

20

Number of developmental
screenings provided

100% of the money paid to childcare providers goes back into our local economy to benefit the citizens of Oconee County.

4K

FOUR-YEAR-OLD KINDERGARTEN



an evidence-based program

South Carolina First Steps provides eligible children with free enrollment in full-day four-year-old kindergarten. In coordination with First Steps local partnerships and more than 230 private, community and faith-based preschool providers, First Steps 4K expands access to quality early education across the state.



ELIGIBILITY

To qualify for enrollment, a child must be:

- ✓ 4 years old on or before September 1
- ✓ Eligible for Medicaid, SNAP or TANF, experiencing homelessness or transiency, or in foster care

FIRST STEPS 4K IN OCONEE COUNTY 2019-2020

22

children enrolled

1

First Steps 4K providers

PIVOTING FOR COVID-19

When schools closed due to COVID-19, First Steps 4K classroom converted to distance-learning, with teachers creatively supporting their young learners through video chat, take-home materials, and hands-on projects that caregivers could facilitate at home.



HEALTHY FAMILIES AMERICA PROGRAM



an evidence-based program

Healthy Families America (HFA) is a program of Prevent Child Abuse America designed to support parents who may be experiencing a range of current or past challenges. HFA is designed as a prevention program; thus, visits begin prenatally or within the first three months after a child's birth and continue until children are between 3 and 5 years old.

Our Healthy Families America Program is presented through *The Parenting Place*.

To learn more visit www.tppupstate.org/wwwoconeefirststeps.org

HEALTHY FAMILIES AMERICA BY THE NUMBERS 2019-2020

13

Families served

271

Total home visits





TRIPLE P PARENTING PROGRAM



an evidence-based program

Oconee County First Steps partners with **Heath's Haven** to provide the **Triple P-Positive Parenting Program**. It is a system of parent training programs designed for parents of children ages birth to 12 years old. The main goals are increasing the knowledge, skills and confidence of parents and reducing the prevalence of mental health, emotional, and behavioral problems in children and adolescents. Level 4 Triple P (intensive) is the acceptable version of the model for the purposes of offering evidence-based parent education.

TRIPLE P PARENTING BY THE NUMBERS 2019-2020

13

Families served

21

Parent Meetings



Heath's Haven
Equipping Our Community For Healthy Relationships



PUBLIC AWARENESS



an evidence informed program

PARTNERSHIP AND COMMUNITY EDUCATION 2019-2020

500



Bookbags for all PreK 4 students in the School District of Oconee County and SC First Steps 4K.

900



Warm a Child project collected winter items for children in Oconee County.

20



"We Care Kits" were distributed to Child Care Providers in Oconee County.

7



Mental Health First Aid Training for youth and adults. Also, a Poverty Simulation was presented.

400

Resiliency Kits In partnership with Empower Oconee, Heath's Haven, United Way of Oconee County and SC Children's Trust, OCFS provided color books/activity Books to the kits for families in Oconee County. Special thanks to Anderson University Nursing Students for helping with distribution.



Empower Oconee SC
CHILDREN ♥ FAMILY ♥ COMMUNITY





COMMUNITY PARTNERSHIPS

Addressing the needs of young children is a shared endeavor. In addition to providing services to families and support for childcare providers, Oconee County First Steps mobilizes partners and community members to ensure all children in ABC County begin school ready to succeed.

We serve as a:

LOCAL PORTAL

connecting preschool children and
their families to services

CONVENER

of community stakeholders to develop an effective
and comprehensive early childhood system

CHAMPION

of the importance of school
readiness to our children's future

OUR PARTNERSHIPS BY THE NUMBERS 2019-2020

8,324

Number of Materials Distributed





OUR SUPPORTERS

Through partnerships and collaborations, as well as financial support from grants and contributions, Oconee County First Steps leverages state dollars to enhance and expand services to children and families.

FUNDING SUPPORT

Anonymous Community Donors

IN-KIND SUPPORT

Oconee County Department of Social Services
SC Department of Health & Environmental Control
St. Mark's United Methodist Church
Heath's Haven
The Parenting Place
South Carolina Child Care Resource and Referral Network
The Journal, Oconee Publishing, Inc.
Borg Warner
Foothills Early Learning Center
Pennsylvania Children's Center
Darlene Faucette – Quality Coach South Carolina Child Care Resource &
Referral Network
Janet Thompson – Child Care Trainer
Dorian Young – Child Care Trainer
Tonya Hayes – Child Care Trainer
Oconee County First Steps Board of Directors



JOIN US

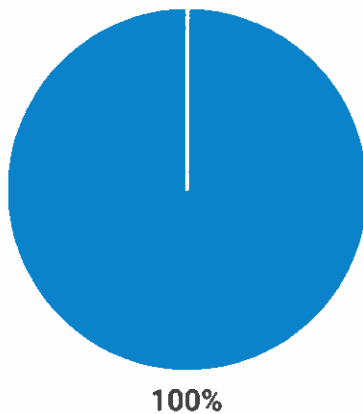
For more information on partnership opportunities, visit our website at
oconeefirststeps.org



FINANCIAL HIGHLIGHTS

OUR INVESTMENT IN QUALITY

Expenditures of State Funds by Program Type



100%



Evidence-based



Evidence-informed

ESTIMATION OF COST SAVINGS

Since inception, Oconee County First Steps has leveraged **\$3,747,674.83** from sources outside of state government.

That's **\$0.90** for every state dollar.

SUMMARY OF EXPENDITURES BY STRATEGY

Oconee County First Steps	State Funding	Federal Funding	Private Funding	In-Kind Contributions	Total
Administrative Support	\$22,472	\$0.00	\$431	\$2,364	\$25,268
Partnerships & Community Education	\$17,928	\$0.00	\$91	\$338	\$18,358
Healthy Families America	\$52,022	\$0	\$0	\$26,505	\$78,527
Triple P Positive Parenting	\$14,286	\$0	\$0	\$4,942	\$19,229
Child Care Training & Prof. Development	\$14,397	\$0	\$0	\$1,933	\$16,330
Child Care Scholarship Initiative	\$62,347	\$0	\$0	\$666	\$63,013
Total Expenses	\$183,455	\$0	\$522	\$36,749	\$220,727



LEADERSHIP

BOARD OF DIRECTORS

Kendra Vincent, Recreation Therapist, *Chair*

Misty Lee, DHEC designee, *Vice Chair*

Kathleen Davis, Child Care Provider, Legislative Appointee, *Secretary*

Darcy Arnall, Library Designee

Annette Burney, Legislative Appointee

Katie Conlin, Retired Early Childhood Educator

Barbara Dyar, Local Government

Vanessa Earle, Community Health

Suzanne Evans, Retired Child Care Director

Stephanie Gentry, DSS Designee

Alice Lee, Head Start Designee

Shanon Lusk, SDOC Designee

Summer Mast, Non-Profit Organization

Judy Metcalf, Community Advocate

Nivia Miranda, Bi-Lingual Family Liaison

Lorilei Swanson, Parent advocate

Molly Tannery, Legislative Appointee

Reg Tatum, Business Community

Tony Vincent, Faith Community

Janis Young, Child Care Center Director

STAFF

Daby Snipes, Executive Director

Angela Ray, Program Specialist

Kindel Thomas, Social Media Consultant

CONTACT US

PO Box 1557 | 864-985-3342 | www.oconeefirststeps.org



STATE OF SOUTH CAROLINA)
)
COUNTY OF OCONEE)

LEASE AND OPTION

THIS AGREEMENT made and entered into this _____ day of _____, 2021, by and between **City of Westminster** [hereinafter "Lessor"] and the **Oconee County First Steps to School Readiness** [hereinafter "Lessee"].

FOR AND IN CONSIDERATION of the rental hereinafter specified, and the mutual promises and covenants contained herein, the parties mutually covenant and agree as follows, to wit:

I. PREMISES

Lessor hereby agree to lease and demise to the Lessee, and the Lessee agree to rent and let from the Lessor according to the terms hereof, that certain piece, parcel or tract of land more particularly described upon "Exhibit A" attached hereto and incorporated herein by reference, together with and including the building and improvements thereon situate, all of which shall together be hereinafter designated as the "**Premises**".

II. TERMS OF OCCUPANCY

2.1: Term and Rental

The Term of this Lease shall commence on the date it is fully executed by the parties and shall terminate **Two (2)** years thereafter. The rental therefor shall be the sum of One and 00/100 (\$1.00) Dollar per year. This payment shall be received by the Lessor at the time of execution of this lease and annually thereafter during the terms of this lease.

2.2: Late Charge

If any installment of rental due hereunder be not paid within ten (10) days after the same is due, the Lessee agree that a "late charge" equal to ten (10%) percent of such past due installment shall be added to and be collectible as a part of any such delinquent installment.

III. OPTION TO RENEW

For and in consideration of full and faithful performance of all terms and conditions of this Lease by the Lessee, the Lessor hereby grants to the Lessee the exclusive right and option to renew this lease under the same terms hereof for successive periods of five (5) years except and unless either party gives ninety (90) days' notice, prior to the anniversary date of this lease, of their intention to terminate this lease.

IV. WARRANTY

The Lessee agrees that they have been afforded ample opportunity to inspect the Premises, and the Lessee accepts the premises AS-IS and it is understood and agreed that the no warranty of the premises, as to its fitness or freedom from defects in workmanship or materials of any kind, expressed or implied, is made or shall be construed under the terms hereof.

V. COVENANTS OF THE LESSOR

The Lessor, for itself and its successors and assigns, hereby agrees with the Lessee as follows, to wit:

5.1: To allow the Lessee quiet and peaceful possession of the Premises so long as same is not inconsistent with the terms of this Lease.

5.2: Lessor shall have the right to go upon the Premises from time to time to inspect the same but agrees that such inspections shall be carried on in such a manner as not to interfere with peaceful possession thereof by the Lessee.

5.4: Lessor agree to pay all taxes and assessments of state, county or municipal authorities which may become due and owing on the Premises on or after the commencement date of this Lease.

VI. COVENANTS OF THE LESSEE

The Lessee, for themselves, their successors and assigns, agree with the Lessor as follows, to wit:

6.1: To pay the rental at the times and in the manner agreed upon herein, and not to suffer to exist on the Premises any nuisance or any illegal or unlawful activity, or any condition which is in violation of any covenants and restrictions or governmental ordinances to which the Premises are subject, or which would tend to detract from the general neighborhood.

6.2: Lessee shall, throughout the term of this Lease or any extension thereof, keep and maintain the Premises in a good state of repair and in a clean and sightly condition, it being understood and agreed that the Lessee shall assume full responsibility for all maintenance of the Premises, without exception.

6.3: ~~Lessee shall pay any and all expenses for utilities consumed on the Premises.~~

6.4: Any alterations or improvements on the Premises shall require the consent of the Lessor and shall be constructed at the sole expense of the Lessee.

The Lessee shall cause to be paid all costs and expenses in connection with any such alterations and improvements in a prompt and businesslike manner, and will protect, save harmless and indemnify the Lessor and the leased Premises from any claims of materialmen or mechanics.

6.5: At the expiration of this Lease, the Lessee shall return the leased Premises to the Lessor in as good condition as when received.

6.6: Lessee shall maintain liability insurance with coverage limits no less than One Million Dollars which shall name the Lessor as an additional insured. Lessee shall also indemnify and hold the Lessor harmless from any and all causes of action, claims, demands, and suits that may arise from the Lessee's use of the premises. Lessee shall obtain and maintain on the Premises throughout the term of this Lease a policy of fire and extended coverage insurance to the extent of the full insurable value of the Premises, with loss payable thereon to the Lessor and the Lessee as their interests may appear.

VII. MUTUAL COVENANTS

The Lessor and the Lessee mutually covenant and agree, each with the other, as follows, to wit:

7.1: If the Lessee shall breach any of the terms or conditions of this Lease, or if Lessee shall fail to pay the rental, including any late charges, within ten (10) days after the same is due, then in any such event the Lessor shall have the right to retake possession of the leased Premises and all improvements thereon situate, immediately, and all rights of possession of the Lessee shall end and the option herein granted shall lapse absolutely. Lessor shall have the right to re-let the Premises under such terms and conditions as Lessor may be able, the Lessee remaining responsible for any and all loss of rental suffered by the Lessor, up to and including the end of the term. In the event of default, Lessee agree that all sums paid hereunder for rental and for the option granted herein shall be forfeited to the Lessor as liquidated damages and rent.

7.2: Should the Lessor find it necessary to bring legal action to reacquire possession of the leased Premises after breach by the Lessee of any covenant or condition hereof, including the covenant to pay the rental as stated herein, the Lessee shall be responsible for and pay a reasonable attorney fee in connection with such action, together with all court costs and expenses in connection with the enforcement of the claim of the Lessor.

7.3: Each of the parties acknowledge receipt of one copy of this Lease, properly executed, which shall constitute duplicate originals. Each agrees that the

EXHIBIT A

DESCRIPTION OF PREMISES

The office portion of the building known as The Depot or The Westminster Train Depot located at 135 E. Main Street, Westminster, SC.

STATE OF SOUTH CAROLINA)
COUNTY OF OCONEE)
CITY OF WESTMINSTER) **ORDINANCE #2021-07-13-01**

AN ORDINANCE TO execute REAL PROPERTY LEASE AGREEMENT (“Lease”) dated as of the 13th day of July, 2021 (“Lease Commencement Date”) is entered into by and between the CITY OF WESTMINSTER, SOUTH CAROLINA (“Lessor”), a body politic and corporate and a political subdivision of the State of South Carolina, and OCONEE COUNTY FIRST STEPS TO SCHOOL READINESS (“Lessee”), a South Carolina non-profit Corporation.

WHEREAS, §5-7-40 of the South Carolina Code of Laws addresses Ownership and disposition of property by municipalities; and

WHEREAS, the City of Westminster desires to lease the building commonly known as the DEPoT (135 East Main Street, Westminster) to Oconee County First Steps to School Readiness and Oconee County First Steps to School Readiness desires to lease the premises from the City of Westminster; and

WHEREAS, in consideration of the rents reserved and the mutual covenants of the parties made within the attached lease (EXHIBIT A – Real Property Agreement between The City of Westminster as Lessor and Oconee County First Steps to School Readiness as Lessee) the sufficiency of which is acknowledged, the parties hereto agree that the foregoing recitals are true and correct and incorporated herein.

NOW THEREFORE, be it ordained by Council in meeting duly assembled that:

Section 1. Lease Approved. The Lease is hereby approved, and the City Administrator is hereby authorized to execute and deliver the Lease in substantially the same form as Exhibit “A,” attached hereto.

Section 2. Related Documents and Instruments; Future Acts. The City Administrator is hereby authorized to negotiate such documents and instruments which may be necessary or incidental to the Lease and to execute and deliver any such documents and instruments on behalf of the City.

Section 3. Severability. Should any term, provision, or content of this Ordinance be deemed unconstitutional or otherwise unenforceable by any court of competent jurisdiction, such determination shall have no effect on the remainder of this Ordinance.

Section 4. General Repeal. All ordinances, orders, resolutions, and actions of the Westminster City Council inconsistent herewith are, to the extent of such inconsistency only, hereby repealed, revoked, and superseded.

APPROVED, this 13th day of July 2021.

Brian Ramey, Mayor

First Reading: June 15th, 2021

Jennifer Adams, City Clerk

Second Reading: July 13th, 2021



Agenda Item #6 Consider award of bid for professional surveying service for Hall Street property

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

Part of the planning process for the future use of the Hall Street property including a current land survey of the four parcels that comprise the property. On May 14, 2021 a Request For Bid was posted on the City's website and the South Carolina Business Opportunities (SCBO) seeking bids for professional land surveying services. An addendum was issued on May 18, 2021 setting a revised due date.

On June 1, 2021 at 2:00 pm, the due date of the bids, the one proposal that was received was opened.

Encompass Services, LLC (Asheville, NC) \$41,011.00

There are a combined 78.81 acres in the four parcels of the Hall Street property. The average cost per acre is \$520. In consulting with SeamonWhiteside an average per acre cost is typically approximately \$500. Given the current economy the price is not far off.

Encompass Services commits to a 45 day completion.

Staff recommends approval.

Council Motion for consideration:

I move to approve the Bid for Professional Landscaping Services to Encompass Services, LLC of Ashville, NC in the amount of \$41,011.00

REQUEST FOR PROPOSAL FOR PROFESSIONAL LAND SURVEYING SERVICES WESTMINSTER, SOUTH CAROLINA



BID CLOSING 2 PM JUNE 1, 2021

PROFESSIONAL LAND SURVEYING
MAPPING
UAS DRONES
LiDAR
GIS

ENCOMPASS SERVICES, LLC
Trisha Lund, RPLS
Director Transportation & Infrastructure
230 HILLIARD AVE., STE. 2
ASHEVILLE, NC 28801
210.701.9117
t.lund@encompassservices.com

Encompass Services, L



May 27, 2021

City of Westminster
Attn: City Administrator
100 E. Windsor Street
Westminster, SC 29693

Reference: Request for Proposal: Professional Land Surveying Services

Encompass Services, LLC, (EES) is proud to be able to present a highly qualified team to support the City of Westminster for their Professional Land Surveying Services for parcels 530-09-01-004, 530-09-01-006, 530-09-01-002, and 530-09-01-003. Our intent is to provide any resources necessary to respond to the city's needs effectively, and efficiently as they arise during the term of the contract.

We have developed this company to not only support your project requests, but to truly understand your overall needs. Each client has their own set of expectations and standards by which they operate. It is our mission to collaborate with the client in identifying and recognizing those needs to determine the best approach in providing innovative, cost effective, quality service. This customized approach allows us to focus on being as effective and efficient as possible.

EES is a subsidiary of Eagle Infrastructure and is a Limited Liability Corporation. We provide a wide range of surveying services as well as drafting, GIS, SUE, and right-of-way services across North America. EES has vast experience tailoring services for their customers, including some of the largest DOT's, utility companies and municipalities in the country.

EES was incorporated in Texas in 2011. We have a background in all phases of Utility, Transportation and Infrastructure projects ranging from large roadway/highway expansions, new roadways, bridge construction, water, electric transmission lines, pipeline surveying and other utility location and relocation projects, parks, hike and bike trails, and all aspects of Civil related surveying projects for diverse utility companies, municipalities and DOT's.

We have been offering and performing land surveying services since the company's inception. From that time forward, the principals have focused on maintaining a high-quality work product, commitment to their clients, prided themselves for consistently meeting or exceeding project deadlines all while maintaining the budgets.

After our incorporation in Texas, EES quickly expanded to the major regional hubs in PA, CO, and MA. Over the past 9 years EES has expanded to complete projects in 46 States and has opened additional branch offices to support the workload and our clients.

EES employs nearly 330 professionals across the United States. Our team is highly trained and continually staying abreast of all federal, state, and county laws and regulations as each relate to the profession of land surveying. We provide extensive manpower resources as a national firm headquartered in Houston, Texas with additional offices in Asheville, Charleston, and Tampa.

EES has brought in some of the best in the business with backgrounds as they relate to utilities, transportation, and infrastructure projects. Our proposed professional survey team holds over a combined 180 years of



experience within our profession. The diversity of that experience spans every reach of the profession. We are extremely fluent in conventional surveying and GPS (RTK) surveying including construction staking, right-of-way (ROW) surveying, topographic and design surveys, preparation of ALTA surveys, ROW maps, legal descriptions, and plat exhibits. We house a dedicated UAV/UAS department, S.U.E. department and G.I.S. group that work in conjunction with our division to bring the newest technology and the experience behind this technology. This also provides a standard of safety in safer tools within our field toolbox. We have the expertise and experience to offer Westminster solutions to problems and time savings for your deliverables. We believe that it is not only our mission but part of our commitment to provide Westminster with these strategies. We currently have multiple contracts throughout the US providing us with the experience and background required for this type of contract. Our Project Manager will be Tyler Ware, PLS. He is well versed in requirements within South Carolina and has full knowledge of the procedures and statutes within the state.

Our team that has the understanding, capacity, and availability to meet the needs of Westminster with the existing projected workload. We ensure Westminster that our project team has the availability and capacity to provide the city with the utmost attention to detail and project responsiveness. We consider ourselves a highly diversified and efficient firm that has built a team that can address any survey challenge we are faced with. Our proposed key personnel and task leaders are fluent in all aspects of a professional land surveying contract. It is our mission to collaborate with the client in identifying and recognizing in providing **innovative, cost effective, quality service.**

As we continue to move forward, it is our primary goal to offer the highest level of service through the incorporation of experience, teamwork, and new technology. This will not only provide for better products to end users but allow us to do so quicker and more cost effectively. This forward-thinking approach will allow us to exceed the expectations that Westminster sets for us.

As Project Director, I attest that I have the authority to sign this letter of interest and will be the primary point of contact for this contract should Westminster decide to work with us.

We look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Trisha Lund". The signature is written in a cursive, flowing style.

Trisha Lund, RPLS
Director of Transportation and Infrastructure Division
Encompass Services, LLC
230 Hilliard Ave., Ste. 2
Asheville, NC 28801
Phone: 210.701.9117
t.lund@encompassservices.com

Westminster Project Overview (4 Parcels totaling 78.81 Acres)

Scope of Work

- **Boundary & Topographic Survey for 49.15 Acre Site (TME: 530-09-01-004)**
- **Boundary & Topographic Survey for 13.60 Acre Site (TME: 530-09-01-006)**
- **Boundary & Topographic Survey for 2.48 Acre Site (TME: 530-09-01-002)**
- **Boundary & Topographic Survey for 13.58 Acre Site (TME: 530-09-01-003)**

The horizontal datum for this project will be South Carolina State Plane, NAD 83.

Survey will be achieved using sub-centimeter GPS survey equipment. Encompass will field locate sufficient property corners and additional boundary points to meet or exceed the minimum requirements in accordance with the state of South Carolina.

Boundary & Topographic Survey for 4 Parcels

- perform a limited title search and easement search for the subject property and the immediate adjoining properties.
- locate all visible utilities and above ground improvements on the property.
- make a One Call for utility locates and we will show the markings on the drawing.
- Existing Property corners will be located and flagged. Missing corners will be reset with no. 5 rebar and plastic cap or other suitable accessories for environment.
- General requirements will be met as follows:
 - Name(s) of Property Owners of site and Adjoining Properties
 - Current Zoning Classification(s) of Site
 - Provide Current Zoning Classifications for Adjoining Properties
 - Tax Map Number(s) of Site
 - North Arrow (true north with magnetic declination)
 - Graphic and written scale of drawing/plot
 - Re-establish property corner markers.
 - All easements or rights-of-way on or adjacent to site
 - All areas within flood plain, including applicable zone information.
 - Name of operating authority for all utilities
 - Distances and Bearings for all property lines
 - Acreages for all parcels/tracts within the site and overall acreage of site
 - Provide survey in state plane coordinate system.

- Contours at 1 foot intervals; error shall not exceed one half contour interval.
- Spot elevations at each intersection of a 100-foot grid over the entire site.
- Spot elevations at 25 feet on center on all walks, top and bottom of curbs, edge of paving
- Topographic features which are not adequately reflected by contours (bluffs, steep banks, swales, rock formations, wet areas, eroded areas, etc.).
- Spot elevations for architectural elements such as (but not limited to): steps, porches, garages, carports, landings, base of building at corners, etc.

Duration and production assumptions:

- Any Permission to Survey (PTS) has been achieved. All Right-Of-Entry will be obtained by Client, prior to the start of work.
- Assumes a survey crew will have constant unimpeded access to the proposed property location.
- As-Built survey will not be included.
- If no title commitment is provided by the Client, we will run limited abstract and easement verification for the subject property. We cannot guarantee all easements will come up in our search. Encompass assumes deed/easement research, documents, and any/all survey data from previous surveys will be provided by Client if available.
- We will show applicable zoning setbacks in the cad drawing.
- Utilities readily identifiable will be located electronically for design purposes only. Encompass is not responsible for their physical location, as utilities need to be positively identified by the construction contractor prior to excavation.
- Boundary & Topographic survey deliverables will be a 2019 compatible dwg file and a signed/sealed original.
- Encompass assumes it will not be required to probe existing pipelines or utilities.
- Work will commence within 48 hours of notice to proceed, and the certified survey will be completed within 45 days of the fieldwork being completed.

Project Pricing

This project will be billed **Lump Sum** and billed upon completion. Terms are Net 30 Days.

Total cost (4 parcels):	\$41,011.00
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REFERENCES



CITY OF WESTMINSTER
PROFESSIONAL LAND
SURVEYING SERVICES

EES PROJECT REFERENCES

Manor Independent School District 600 (CON)21-02TR

Project Owner: Manor Independent School District

Phone No.: 512-278-4041 **Email:** purchasing@manorisd.net

Project Description: This is an On-Call Land Surveying Services contract. It entails all aspects of Professional Land Surveying. We have provided topographic surveying for athletic fields, drainage, and access roads as well as boundary surveys for land acquisition for the district in acquiring new land. 21-02TR-08-Partial topographic survey and boundary verification for drainage improvements for detention pond areas; topographic and tree survey for new 35,000 ft road; topographic survey of baseball and softball fields for new turf design. 21-02TR-09-Boundary survey for the purchase of 40 acres out of 116 acres with flood determination.

EES PD/PM: Trisha Lund, RPLS

City of North Charleston On-Call Survey Services

Project Owner: Reveer Group, LLC

Phone No.: 843-297-4103 **Email:** wmauney@reveergroup.com

Project Description: This is an On-Call Land Surveying Services contract. It entails all aspects of Professional Land Surveying. We have provided topographic and utility location surveying for roadway drainage improvements, as well as boundary retracement for right of way location and new easement acquisition. Partial topographic survey and boundary verification for drainage swale improvements and critical line location and platting; topographic and utility survey for design of improvements at multiple intersections within the city.

EES PM: Tyler Ware, PLS

Central Avenue Boundary & Topographic Survey

Project Owner: Lowcountry Land Development, LLC

Phone No.: 843-266-3996 **Email:** kevin@lowcountryldc.com

Project Description: This is a pre-engineering design Land Surveying Services contract. It entails all aspects of Professional Land Surveying. We have provided boundary, topographic, tree, wetland, and utility location surveying for the design of a new subdivision, as well as boundary retracement for right of way location and existing conditions of approximately one-half mile of roadway for the installation of a new sanitary force main.

EES PM: Tyler Ware, PLS



City Business License

The successful contractor, prior to execution of the contract, must possess or obtain a City of Westminster Business License. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City if the contractor is not currently doing other business inside the City Limits. If the contractor is currently doing other business within the City limits of Westminster, and does not possess a business license, then the fee for the license is based on the total gross receipts from customers within the city limits. Contact City Business License Office at 864-647-3212 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Westminster.

Local Purchasing

It is the intent of the City of Westminster to promote the use of local businesses and hiring citizens living within Oconee County when possible.

The city may grant preference to local vendors of goods and services whose bid price or quote amount is within 5% of the lowest bid or quote received. A "local vendor" is defined as one whose physical headquarters is located in Oconee County, South Carolina.

COMPANY Encompass Services, LLC

Authorized Signature:

PRINT NAME AND TITLE: Trisha Lund - Director Transportation & Infrastructure

SIGNATURE Trisha Lund DATE 05/27/2021

1.8 Local Providers: Contractors submitting proposals should keep in mind the City's goal of supporting local businesses and supply houses for materials and labor whenever practicable, so long as pricing and other contract conditions are not adversely affected.

Scope of Work Requirements

The selected contractor will provide Professional Land Surveying Services by providing the information required in Exhibit A for the parcels TMS as indicated on Oconee County GIS system:

TMS: 530-09-01-004 Approx Acres 49.15

TMS: 530-09-01-006 Approx Acres: 13.60

TMS: 530-09-01-002 Approx Acres: 2.48

TMS: 530-09-01-003 Approx Acres: 13.58

I. Qualifications

Contractor must have a South Carolina Professional Surveyor's license, in good standing.

II. Contractor Responsibilities

Contractor shall complete the Property/Typographic Survey Requirements as provided on Exhibit A.

III. Work Completion Date.

Contractor shall provide an estimated time for completion.

We, the undersigned, do hereby affirm that we have read and understand the enclosed bid requirements and specifications; and do submit this bid for the items listed below:

Company Name: Encompass Services, LLC

Name: Trisha Lund Title: Director Transportation & Infrastructure

Signature: Trisha Lund Date: 05/27/2021

Telephone Number: 210.701.9117 Fax Number: n/a

Address: 230 Hilliard Ave., Ste. 2, Asheville, NC 28801

Email: t.lund@encompassservices.com

[Print this page](#)**Board: Engineers and Land Surveyors**

TYLER JOSHUA WARE
230 HILLIARD AVE
ASHEVILLE, NC 28801-3368

Business Name: ENCOMPASS SERVICES
Business Phone: 18435990873
License number: 31199
License type: Land Surveying

Classification(s)
TIER A LAND SURVEYING

Status: Active
First Issue Date: 12/09/2013
Expiration: 06/30/2022

Board Public Action History:[View Orders](#)[View Other License for this Person](#)

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[Print this page](#)**Board: Engineers and Land Surveyors**

TYLER J HASTINGS
12 NANAS BRANCH ROAD
ASHEVILLE, NC 28801

Business Phone: 518-569-3372
License number: 34529
License type: Land Surveying

Classification(s)
TIER A LAND SURVEYING

Status: Active
First Issue Date: 05/31/2017
Expiration: 06/30/2022

Supervises
[ASHEVILLE NC](#)

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[Print this page](#)**Board: Engineers and Land Surveyors**

ENCOMPASS SERVICES LLC
394 LAKE AVE S STE 510D
DULUTH, MN 55802

Business Phone: (720)693-9347
License number: 5731
License type: Certificate of Authorization
Status: Active
First Issue Date: 10/18/2017
Expiration: 03/31/2023

Supervises
ASHEVILLE NC

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Gateway to the Mountain Lakes Region

Agenda Item #7 Easement and Right Of Way Agreement with Denny Properties, LLC and the City of Westminster

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

Westminster owns and operates an electric substation located near the end of William Warner Road. Improvements to the electric substation and the electric lines running to or from the substation required additional easement and right of way over a parcel adjacent to the substation. The parcel is owned by Denny Properties, LCC. The agreement is attached for review

Council Motion for consideration:

I move to approve the Easement and Right of Way Agreement with Denny Properties, LLC.

STATE OF SOUTH CAROLINA

COUNTY OF OCONEE

*

EASEMENT AND RIGHT OF WAY AGREEMENT

WHEREAS, **Denny Properties, LLC**, is the owner of 34.56 acres, more or less, TMS No. 530-18-04-001 and **The City of Westminster**, is the owner of 1 acre, more or less, TMS No. 530-09-01-010; and

WHEREAS, the above-named property owners through their predecessors in title have erected a powerline over and through property now owned by Denny Properties, LLC for the benefit of the City of Westminster and now wish to further enlarge such easement and right of way, more fully described on a Plat attached hereto and marked as Exhibit A, for the purpose of installation, maintenance, repair, and replacement of utilities, and now desire to reduce their agreement to writing:

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS THAT **Denny Properties, LLC**, hereinafter referred to as the Grantor, for and in consideration of the sum of One (\$1.00) dollar and the mutual promises and covenants contained herein, do hereby grant, bargain, sell and release unto **The City of Westminster**, its successors and assigns, forever:

A nonexclusive easement and right of way for for the installation, maintenance, repair and replacement of utilities as needed, over property of the Grantor, said easement area being marked as ten (10ft) feet North of the existing power line, forty (40ft) feet South of the existing powerline, and twenty (20ft) feet West of Duke Power pole #24, marked as "New R/W" on a survey and shown on a plat thereof prepared by James G. Hart, Surveyor, dated November 8, 2018, attached hereto and marked as Exhibit A.

TOGETHER with all and singular, the rights, members, hereditaments and appurtenances to the said premises belonging or in anywise incident or appertaining, with the right and privilege to assist in the maintenance of such right-of-way above described with all rights and privileges necessary or convenient for the full enjoyment or the use thereof.

The undersigned mutually covenant and agree that if their agents, guests or invitees upon the premises shall cause any damage to said right-of-way and easement shown on the above-described plat, he or she shall be responsible for repair and replacing such damage in a good and workmanlike manner.

The undersigned mutually agree that this right-of-way and easement shall be kept free and clear of obstructions and shall allow, at all times, unobstructed ingress and egress over said right-of-way and easement for the owners, their heirs and assigns forever.

This Agreement shall be binding on the undersigned, their respective heirs, successors and assigns.

IN WITNESS WHEREOF, the Undersigned have executed this Agreement this ____ day of _____, 2021.

(Witness #1 signs here)

Denny Properties, LLC

(Notary signs here)

Keith Denny, Managing Member

STATE OF SOUTH CAROLINA)
)
COUNTY OF OCONEE)

PROBATE

PERSONALLY APPEARED, the Undersigned witness, who being duly sworn says that (s)he saw the within named Keith Denny, managing member of Denny Properties, LLC, sign, seal and as his act and deed deliver the within written instrument for the uses and purposes therein mentioned and that the Deponent, together with the second witness above subscribed, witnessed the execution thereof.

Sworn to and subscribed before me
this ____ day of _____, 2021.

(Witness #1 from above signs here)

Notary Public
My Commission expires: _____

IN WITNESS WHEREOF, the Undersigned have executed this Agreement this ____ day of _____, 2021.

City of Westminster

STATE OF SOUTH CAROLINA)
)
COUNTY OF OCONEE)

PROBATE

PERSONALLY APPEARED, the Undersigned witness, who being duly sworn says that (s)he saw the within named Kevin Bronson, City Administrator for the City of Westminster, sign, seal and as his act and deed deliver the within written instrument for the uses and purposes therein mentioned and that the Deponent, together with the second witness above subscribed, witnessed the execution thereof.

Sworn to and subscribed before me
this _____ day of _____, 2021.

My Commission expires: _____

**MINUTES
WESTMINSTER CITY COUNCIL
Regular Scheduled Meeting
Tuesday, May 11, 2021**

The City Council of the City of Westminster met in a regular scheduled meeting at the Westminster Fire Department on Tuesday, May 11, 2021 at 6:00 pm with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey
Danny Duncan
Jimmy Powell

Reid Adams
Yousef Mefleh

Rusty Cater
Brad Chastain

City Administrator, Kevin Bronson
Rebecca Overton
Utility Director, Leigh Baker
City Attorney, Andrew Holliday
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 6:00 pm.

Invocation and Pledge of Allegiance

Mr. David Walker led the Council in the invocation and the pledge.

Certification of Quorum

The City Clerk certified a quorum.

Mayor Ramey recognized the City of Westminster Police Department in honor of National Police Week May 9-15, 2021.

Mayor Ramey read a letter of Appreciation for our Police Dept. from our Westminster Senior Outreach Organization

Public Comments

1. Suzette Snedigar asked Council to consider proceeding with the conceptual drawings for the recreation complex on Hall Rd.
2. Gail Reobenacker was concerned about the sewer rate increase and wanted to know what was done with the money that was refunded to the city used for last year.

Public Hearing

May 11, 2021

Mayor Ramey opened the public hearing on the proposed FY2021-2022 Budget for the City of Westminster.

Mr. Bronson addressed Ms. Reobenacker's questions concerning the sewer rate increase and the use of the rebate from OJRSA. Mr. Bronson also reviewed other increases that are currently budgeted in the proposed FY2022 budget.

Hearing no further comments, Mayor Ramey closed the public hearing.

Comments from the Mayor and Council

1. Mayor Ramey asked staff if Retreat Street was part of the request to SCDOT for the ownership of Main Street. Mr. Bronson stated that he has filed the request for Main Street but did not include Retreat Street.

Old Business

1. Consideration of proceeding with conceptual drawings for the Hall Road recreation facilities.

City Council requested that staff make contact with SeamonWhiteside planning consultants to see if the company will honor the terms of the proposal submitted to the City on February 3, 2020 for "professional recreation planning services associated with a park master plan" for Hall Street Community Park.

Representatives from SeamonWhiteside confirmed the company will honor the terms of the February 3, 2020 proposal.

It was recommended that the current Recreation Committee be dissolved and a new committee be appointed that would consist of Kevin Bronson, Steve Grogan, Herb Poole, Suzette Snedigar and Chester Lee. The new committee would have the authority to appoint others as needed to the committee or create sub-committees as needed during the process. Mr. Bronson was asked to keep the Council informed when additional members were added.

Upon a motion by Mr. Duncan and seconded by Mr. Mefleh, the motion ***to proceed with the conceptual drawing for the Hall Road recreation project with SeamonWhiteside*** passed unanimously.

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

2. Second Reading of an Ordinance 2021-05-11-01; Amending Provisions of the Code of Ordinances of the City of Westminster Requiring the Execution of an Annexation Covenant in Order for Properties located outside of the City to connect to the City's Utility Services, and other matters related thereto. **Council directed staff to use the Seneca, one page, model.**

Upon a motion by Mr. Adams and seconded by Mr. Duncan, the motion ***to approve the ordinance amending provisions of the code of ordinances of the City of Westminster requiring the execution of an annexation covenant in order for properties located outside of the city to connect to the City's utility services, and other matters related thereto*** passed unanimously.

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

3. Consideration of the Public Defender Agreement

Upon a motion by Mr. Adams and seconded by Mr. Duncan, the motion ***to authorize the City Administrator to sign an agreement with the 10th Circuit Public Defender's Office for the terms provided in the attached proposal*** passed unanimously.

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

4. Resolution to appoint an Alternate Board Member to Piedmont Municipal Power Agency (PMPA)

Mr. Bronson stated that the he was unable to get a second on his motion at the PMPA board meeting in order to appoint Danny Duncan as the alternate board member, therefore, Mayor Ramey still remains the alternate.

Upon a motion by Mr. Adams and seconded by Mr. Cater, the motion ***to nominate Brad Chastain as the Alternate Board Member to PMPA*** passed with a 5 to 2 vote with Mayor Ramey and Mr. Powell voting no.

Member	Motion	Vote
Ramey		No
Cater	Second	Yes
Adams	Motion	Yes
Chastain		Yes
Duncan		Yes
Mefleh		Yes
Powell		No

New Business

1. First Reading of Ordinance #201-06-15-01; Making appropriations for certain expenses, capital improvements

and indebtedness, establishing rates and fees for services and utilities and levying a property tax within the City of Westminster for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Upon a motion by Mr. Adams and seconded by Mr. Duncan, the motion ***to approve Ordinance #2021-06-15-01 Budget Ordinance, and ordinance making appropriations for certain expenses, capital improvements and indebtedness of the City of Westminster, South Carolina for the year beginning July 1, 2021 and ending June 30, 2022*** passed unanimously.

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

2. Consideration of awards of Hospitality Grants

Upon a motion by Mr. Duncan and seconded by Mr. Adams, the motion ***to award the following Hospitality Grant Funds;***

Mnt. Lakes CVB - \$1500

SC Heritage Fair - \$1500

Gateway Arts Center - \$3000

SC Apple Festival - \$10,000

Oconee History Museum - \$3600

Fall/Spring Rodeo - \$2700

Community Tree Center - \$5,000

Westminster Senior Outreach - \$0

Bigfoot Festival - \$4700

Special Events Committee - \$8000

Mayor Ramey asked if Council would consider increasing these allotments due to the services each contribute, at no cost to the city, and the amount of visitors each organization brings into the city. Councilmen Powell and Mefleh were the only two to agree.

Passed with a 5 to 2 vote with Mayor Ramey and Mr. Mefleh voting no.

Member	Motion	Vote
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Ramey		No
Cater		Yes
Adams	Second	Yes
Chastain		Yes
Duncan	Motion	Yes
Mefleh		No
Powell		Yes

3. Resolution #2021-05-11-A; To Adopt the Emergency Operation Plan

At the April 11, 2021 City Council Meeting staff notified City Council of a FEMA Grant available for backup power

generators.

Staff is working with Alliance Engineering to submit a grant for backup generators for key locations critical to the City's provision of water service. This is a hazard mitigation grant funded through the Federal Emergency Management Agency (FEMA).

The grant is a 75/25 match. It will fund the purchase of five backup generators at critical locations for the city water system. Award of the grant will allow water operations to continue uninterrupted during major storm events or unplanned power outages.

The locations for the backup generators are:

- Apple Tower water pumping station
- Highway 76 water pumping station
- South Bibb Street – the Utility Shop
- City Hall

The total request for the grant is \$300,000. The City will be responsible for \$75,000 match. FEMA \$225,000/City \$75,000. Funds for the grant match will be through either the American Rescue Plan funds or, in the event those funds are un-allowed for match, the OJRSA funds. There is an uncommitted balance of \$159,049 in OJRSA funds.

Installing permanent generators would maintain the critical power supply, allowing the services to continue their standard operations to mitigate the possibility of a lapse of service during emergencies. The City of Westminster is eligible under the 4542 Severe Storms, Tornadoes, and Straight-Line Winds. The Hazard Mitigation Grant is typically awarded within six (6) months to one (1) year following submittal.

In order to apply for the grant, City Council consideration of adoption of the attached:

- 1- Anderson County and Oconee County Hazard Mitigation Plan
- 2- The City of Westminster Emergency Operation Disaster Plan & Emergency Preparedness Guidelines, revised 4/21
- 3- Resolution Adopting the Anderson County and Oconee County Hazard Mitigation Plan and The City of Westminster Emergency Operation Disaster Plan & Emergency Preparedness Guidelines, revised 4/21

Upon a motion by Mr. Adams and seconded by Mr. Duncan, the motion **to adopt Resolution #2021-05-11-A the Anderson County and Oconee County Hazard Mitigation Plan** passed unanimously.

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

4. Resolution #2021-05-11-B; To Authorize staff to proceed with applying for the FEMA Generator Grant

Upon a motion by Mr. Adams and seconded by Mr. Duncan, the motion to ***adopt Resolution #2021-05-11-B the City of Westminster Emergency Operation Disaster Plan & Emergency Preparedness Guidelines*** passed unanimously.

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

Routine Business

1. Approval of the March 16, 2021 Budget Workshop Meeting Minutes, the March 16, 2021 Regular Meeting Minutes, the April 20, 2021 Regular Meeting Minutes, and the April 29, 2021 Budget Workshop Meeting Minutes

Upon a motion by Mr. Duncan and seconded by Mr. Adams, the motion to ***approve the March 16, 2021 budget workshop meeting minutes, the March 16, 2021 regular meeting minutes, April 20, 2021 regular meeting minutes, and the April 29, 2021 budget workshop meeting minutes*** passed unanimously.

2. Comments from the Utility Director
- Mr. Baker updated Council on each department.
 - Mr. Baker provided Council with a cost analysis for materials to provide electricity to one house. He had a price on underground and overhead. Mr. Baker stated that he is putting together a price list for Council and will be providing that at a later meeting. Mr. Baker stated that with the growth the City is experience, they need to start recouping some of the materials cost back in order to expand our services.
3. Comments for the City Administrator

- a. Mr. Bronson stated that he will bring back to Council a new FMLA policy for them to consider.
- b. Mr. Bronson asked Council if they would be willing to consider a Leave Sharing policy that will allow employees to share their PTO in emergency situations. There will be limits placed on how much leave can be donated.
- c. Mr. Bronson asked if Council would consider a policy that would not penalize employees on their overtime if there is a holiday within the same week.
- d. Mr. Bronson stated that the City is expecting the requests for the use of the stage to increase as summer approaches. He stated that he would like to draft a policy for Council to consider for organizations and individuals requesting use of the stage.
- e. Mr. Bronson stated that the construction of the stage cover at Retreat Street park should begin in mid-June.
- f. Mr. Bronson asked Council if they would have any objections to him proceeding with a proposal of a sewer system for the new subdivisions that our scheduled to be built. There were no objections.
- g. Mr. Bronson stated that the City received 5 applications for the PMPA Scholarship. The committee selected the two that qualified for the scholarship and they will be presented with it on Friday at West Oak High School.
- h. Mr. Bronson stated that with the conceptual design moving forward, he recommends to survey the property on Hall Rd. Mr. Bronson would like to move forward with soliciting bids and bring those bids back to Council at a later meeting to consider.
- i. Mr. Cater wanted to thank Oconee County Council for their vote on proceeding with the construction of the Magistrate Court.

Executive Session

Upon a motion by Mayor Ramey and seconded by Mr. Cater, the motion ***to enter into an executive session for the purpose of section 30-4-70(a)(1) a discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body (Fire Department)*** passed unanimously.

Upon a motion by Mayor Ramey and seconded by Mr. Cater, the motion ***to adjourn from executive session and return to regular session*** passed unanimously.

Adjourn

Upon a motion by Mayor Ramey and seconded by Mr. Mefleh, the motion ***to adjourn the meeting at 8:11pm*** passed unanimously.

(Minutes prepared by Jennifer Adams)

Mayor Brian Ramey

Date

Revenue Report

Level 3 Summary for May 2021

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	\$630,300.00	\$0.00	\$630,300.00	\$0.00	0	\$647,510.33	103	(\$17,210.33)
00401 Intergovenmental Rev	\$60,000.00	\$0.00	\$60,000.00	\$0.00	0	\$83,118.76	139	(\$23,118.76)
00402 License, Permits, & Fees	\$335,742.00	\$0.00	\$335,742.00	\$13,788.16	4	\$188,421.88	56	\$147,320.12
00404 Pymt In Lieu Of Tax & Fran Fee	\$553,606.00	\$0.00	\$553,606.00	\$41,258.83	7	\$500,420.04	90	\$53,185.96
00405 Interest Income	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$261.72	26	\$738.28
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$124,045.43	0	\$276,140.28	0	(\$276,140.28)
00407 Miscellaneous & Other	\$17,285.00	\$0.00	\$17,285.00	\$350.00	2	\$22,596.45	131	(\$5,311.45)
Total ADMINISTRATION	\$1,597,933.00	\$0.00	\$1,597,933.00	\$179,442.42	11	\$1,718,469.46	108	(\$120,536.46)
200 FIRE DEPARTMENT								
00401 Intergovenmental Rev	\$285,000.00	\$0.00	\$285,000.00	\$0.00	0	\$285,000.00	100	\$0.00
00405 Interest Income	\$200.00	\$0.00	\$200.00	\$11.24	6	\$121.17	61	\$78.83
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$29,980.00	0	(\$29,980.00)
00407 Miscellaneous & Other	\$300.00	\$0.00	\$300.00	\$590.00	197	\$1,967.41	656	(\$1,667.41)
Total FIRE DEPARTMENT	\$285,500.00	\$0.00	\$285,500.00	\$601.24	0	\$317,068.58	111	(\$31,568.58)
300 POLICE								
00403 Fines & Forfeitures	\$43,000.00	\$0.00	\$43,000.00	\$3,634.25	8	\$24,891.59	58	\$18,108.41
00405 Interest Income	\$3.00	\$0.00	\$3.00	\$0.84	28	\$9.02	301	(\$6.02)
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 Miscellaneous & Other	\$1,500.00	\$0.00	\$1,500.00	\$40.00	3	\$7,192.00	479	(\$5,692.00)
Total POLICE	\$44,503.00	\$0.00	\$44,503.00	\$3,675.09	8	\$32,092.61	72	\$12,410.39
500 CODES								
00402 License, Permits, & Fees	\$350.00	\$0.00	\$350.00	\$0.00	0	\$350.00	100	\$0.00
00403 Fines & Forfeitures	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total CODES	\$350.00	\$0.00	\$350.00	\$0.00	0	\$350.00	100	\$0.00
600 PUBLIC WORKS								
00407 Miscellaneous & Other	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total PUBLIC WORKS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
700 NON DEPARTMENTAL								
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 Miscellaneous & Other	\$106,000.00	\$0.00	\$106,000.00	\$0.00	0	\$50,000.00	47	\$56,000.00
Total NON DEPARTMENTAL	\$106,000.00	\$0.00	\$106,000.00	\$0.00	0	\$50,000.00	47	\$56,000.00
800 POOL								
00407 Miscellaneous & Other	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total POOL	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total CITY GENERAL FUND	\$2,034,286.00	\$0.00	\$2,034,286.00	\$183,718.75	9	\$2,117,980.65	104	(\$83,694.65)
TOTAL ALL FUNDS	\$2,034,286.00	\$0.00	\$2,034,286.00	\$183,718.75	9	\$2,117,980.65	104	(\$83,694.65)

010 CITY GENERAL FUND		Expenditure Report						City Of Westminster	
100 ADMINISTRATION		Level 3 Summary for May 2021						Page 1 of 2	
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	\$151,395.00	\$0.00	\$17.08	0	\$151,301.79	100	\$0.00	\$93.21	0
00200 Commodities	\$14,150.00	\$0.00	\$408.21	3	\$14,708.12	104	\$0.00	(\$558.12)	(4)
00300 Contractual Services	\$251,850.00	\$0.00	\$134,763.88	54	\$391,812.03	156	\$0.00	(\$139,962.03)	(56)
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total ADMINISTRATION	\$417,395.00	\$0.00	\$135,189.17	32	\$557,821.94	134	\$0.00	(\$140,426.94)	(34)
200 FIRE DEPARTMENT									
00100 Personal Services	\$332,177.00	\$0.00	\$18,270.52	6	\$269,506.61	81	\$0.00	\$62,670.39	19
00200 Commodities	\$40,837.00	\$0.00	\$703.47	2	\$12,393.00	30	\$1,092.18	\$27,351.82	67
00300 Contractual Services	\$88,575.00	\$0.00	\$3,861.10	4	\$51,820.16	59	\$175.00	\$36,579.84	41
00600 Capital Outlay	\$9,275.00	\$0.00	\$28,198.90	304	\$30,761.10	332	\$0.00	(\$21,486.10)	(232)
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total FIRE DEPARTMENT	\$470,864.00	\$0.00	\$51,033.99	11	\$364,480.87	77	\$1,267.18	\$105,115.95	22
300 POLICE									
00100 Personal Services	\$587,607.00	\$0.00	\$31,935.73	5	\$458,222.82	78	\$0.00	\$129,384.18	22
00200 Commodities	\$68,000.00	\$0.00	\$3,333.66	5	\$40,719.82	60	\$4,103.38	\$23,176.80	34
00300 Contractual Services	\$42,587.00	\$0.00	\$1,863.12	4	\$28,031.92	66	\$5,230.13	\$9,324.95	22
00600 Capital Outlay	\$2,400.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$2,400.00	100
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total POLICE	\$700,594.00	\$0.00	\$37,132.51	5	\$526,974.56	75	\$9,333.51	\$164,285.93	23
400 RECREATION									
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total RECREATION	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
500 CODES									
00100 Personal Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00200 Commodities	\$2,850.00	\$0.00	\$186.95	7	\$994.92	35	\$0.00	\$1,855.08	65
00300 Contractual Services	\$28,000.00	\$0.00	\$2,060.10	7	\$14,438.75	52	\$0.00	\$13,561.25	48
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total CODES	\$30,850.00	\$0.00	\$2,247.05	7	\$15,433.67	50	\$0.00	\$15,416.33	50
600 PUBLIC WORKS									
00100 Personal Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00200 Commodities	\$15,400.00	\$0.00	\$633.40	4	\$12,860.33	84	\$166.43	\$2,373.24	15
00300 Contractual Services	\$74,800.00	\$0.00	\$5,394.72	7	\$55,870.46	75	\$4,983.00	\$13,946.54	19
00600 Capital Outlay	\$50,000.00	\$0.00	\$0.00	0	\$23,927.04	48	\$0.00	\$26,072.96	52
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total PUBLIC WORKS	\$140,200.00	\$0.00	\$6,028.12	4	\$92,657.83	66	\$5,149.43	\$42,392.74	30
700 NON DEPARTMENTAL									
00100 Personal Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00200 Commodities	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
00300 Contractual Services	\$273,883.00	\$0.00	\$0.00	0	\$273,883.00	100	\$0.00	\$0.00	0
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

**010 CITY GENERAL FUND
700 NON DEPARTMENTAL**

**City Of Westminster
Expenditure Report**

Level 3 Summary for May 2021

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
00800 Other	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total NON DEPARTMENTAL	\$274,383.00	\$0.00	\$0.00	0	\$273,883.00	100	\$0.00	\$500.00	0
800 POOL									
00100 Personal Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00200 Commodities	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00300 Contractual Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total POOL	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total CITY GENERAL FUND	\$2,034,286.00	\$0.00	\$231,630.84	11	\$1,831,251.87	90	\$15,750.12	\$187,284.01	9
TOTAL ALL FUNDS	\$2,034,286.00	\$0.00	\$231,630.84	11	\$1,831,251.87	90	\$15,750.12	\$187,284.01	9

Level 3 Summary for May 2021

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
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Report Summary

Type From		Type To	
4 - Revenues		5 - Expenses	
Detail Level		Level 3 single space	
Adjusted Budget Column		N	
Level	From	To	New Page
1	010	010	n/a
2	ALL		N
3	ALL		N
4	ALL		N
5	ALL		n/a

Period	11
System Date	6/10/2021
System Time	4:24:02 pm
Print Date	6/10/2021
Print Time	4:24:05 pm
Run by	JDA
Print ID	381
System version	7.1.21
Export	APGLXP17
Export version	VM-07110002

Revenue Report

Level 3 Summary for May 2021

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
020 UTILITY DEPT. GENERAL FUND								
150 UTILITY ADMINISTRATION								
00405 Interest Income	\$500.00	\$0.00	\$500.00	\$11.87	2	\$531.79	106	(\$31.79)
00407 Miscellaneous & Other	\$496,768.00	\$0.00	\$496,768.00	\$34,626.59	7	\$420,246.63	85	\$76,521.37
00412 Other Revenue	\$15,425.00	\$0.00	\$15,425.00	\$0.00	0	\$0.00	0	\$15,425.00
Total UTILITY ADMINISTRATION	\$512,693.00	\$0.00	\$512,693.00	\$34,638.46	7	\$420,778.42	82	\$91,914.58
250 ELECTRIC								
00407 Miscellaneous & Other	\$5,400.00	\$0.00	\$5,400.00	\$0.00	0	\$36,830.89	682	(\$31,430.89)
00408 Electric	\$4,112,200.00	\$0.00	\$4,112,200.00	\$293,272.81	7	\$3,478,014.40	85	\$634,185.60
Total ELECTRIC	\$4,117,600.00	\$0.00	\$4,117,600.00	\$293,272.81	7	\$3,514,845.29	85	\$602,754.71
350 WATER								
00407 Miscellaneous & Other	\$2,000.00	\$0.00	\$2,000.00	\$0.00	0	\$9,488.91	474	(\$7,488.91)
00409 Water	\$1,889,932.00	\$0.00	\$1,889,932.00	\$152,976.27	8	\$1,817,791.26	96	\$72,140.74
00411 Project Operations	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
Total WATER	\$1,891,932.00	\$0.00	\$1,891,932.00	\$152,976.27	8	\$1,827,280.17	97	\$64,651.83
450 SEWER								
00407 Miscellaneous & Other	\$0.00	\$0.00	\$0.00	\$124,045.43	0	\$273,640.28	0	(\$273,640.28)
00410 Sewer	\$622,000.00	\$0.00	\$622,000.00	\$52,399.75	8	\$590,077.45	95	\$31,922.55
Total SEWER	\$622,000.00	\$0.00	\$622,000.00	\$176,445.18	28	\$863,717.73	139	(\$241,717.73)
550 WATER PLANT								
00407 Miscellaneous & Other	\$0.00	\$0.00	\$0.00	\$0.00	0	\$9,344.13	0	(\$9,344.13)
Total WATER PLANT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$9,344.13	0	(\$9,344.13)
Total UTILITY DEPT. GENERAL FUND	\$7,144,225.00	\$0.00	\$7,144,225.00	\$657,332.72	9	\$6,635,965.74	93	\$508,259.26
TOTAL ALL FUNDS	\$7,144,225.00	\$0.00	\$7,144,225.00	\$657,332.72	9	\$6,635,965.74	93	\$508,259.26

020 UTILITY DEPT. GENERAL FUND		Expenditure Report						City Of Westminster	
150 UTILITY ADMINISTRATION		Level 3 Summary for May 2021						Page 1 of 2	
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	\$289,227.00	\$0.00	\$28,602.58	10	\$203,119.74	70	\$0.00	\$86,107.26	30
00200 Commodities	\$46,200.00	\$0.00	\$1,451.63	3	\$54,793.41	119	\$0.00	(\$8,593.41)	(19)
00300 Contractual Services	\$714,506.00	\$0.00	\$49,811.36	7	\$564,565.43	79	\$41,258.87	\$108,681.70	15
00600 Capital Outlay	\$30,000.00	\$0.00	\$0.00	0	\$27,749.39	92	\$0.00	\$2,250.61	8
Total UTILITY ADMINISTRATION	\$1,079,933.00	\$0.00	\$79,865.57	7	\$850,227.97	79	\$41,258.87	\$188,446.16	17
250 ELECTRIC									
00100 Personal Services	\$291,665.00	\$0.00	\$20,880.03	7	\$268,732.94	92	\$0.00	\$22,932.06	8
00200 Commodities	\$233,900.00	(\$25,000.00)	\$30,727.96	15	\$170,359.82	82	\$18,772.27	\$19,767.91	9
00300 Contractual Services	\$2,559,087.00	\$75,000.00	\$205,672.54	8	\$2,059,029.48	78	\$0.00	\$575,057.52	22
00600 Capital Outlay	\$480,690.00	(\$50,000.00)	\$6,055.00	1	\$416,947.68	97	\$61,245.82	(\$47,503.50)	(11)
Total ELECTRIC	\$3,565,342.00	\$0.00	\$263,335.53	7	\$2,915,069.92	82	\$80,018.09	\$570,253.99	16
350 WATER									
00100 Personal Services	\$218,928.00	\$0.00	\$13,927.88	6	\$201,112.06	92	\$0.00	\$17,815.94	8
00200 Commodities	\$194,750.00	\$0.00	\$9,870.65	5	\$176,242.26	90	\$2,251.10	\$16,256.64	8
00300 Contractual Services	\$179,500.00	\$0.00	\$11,636.91	6	\$160,863.83	90	\$1,034.02	\$17,602.15	10
00600 Capital Outlay	\$15,425.00	\$0.00	\$0.00	0	\$14,058.78	91	\$0.00	\$1,366.22	9
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total WATER	\$608,603.00	\$0.00	\$35,435.44	6	\$552,276.93	91	\$3,285.12	\$53,040.95	9
450 SEWER									
00100 Personal Services	\$150,543.00	\$0.00	\$8,869.34	6	\$142,996.40	95	\$0.00	\$7,546.60	5
00200 Commodities	\$48,400.00	\$0.00	\$4,547.09	9	\$37,518.81	78	\$777.64	\$10,103.55	21
00300 Contractual Services	\$621,300.00	\$0.00	\$60,593.17	10	\$457,840.17	74	\$168,237.24	(\$4,777.41)	(1)
00600 Capital Outlay	\$0.00	\$0.00	\$165,393.90	0	\$364,853.70	0	\$0.00	(\$364,853.70)	0
Total SEWER	\$820,243.00	\$0.00	\$239,403.50	29	\$1,003,209.08	122	\$169,014.88	(\$351,980.96)	(43)
550 WATER PLANT									
00100 Personal Services	\$240,228.00	\$0.00	\$13,748.79	6	\$180,594.35	75	\$0.00	\$59,633.65	25
00200 Commodities	\$87,523.00	\$0.00	\$5,159.46	6	\$58,197.36	66	\$7,651.09	\$21,674.55	25
00300 Contractual Services	\$439,639.00	\$0.00	\$37,241.14	8	\$425,238.22	97	\$25,602.40	(\$11,201.62)	(3)
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$92,060.17	0	\$92,061.01	(\$184,121.18)	0
Total WATER PLANT	\$767,390.00	\$0.00	\$56,149.39	7	\$756,090.10	99	\$125,314.50	(\$114,014.60)	(15)
650 NON DEPARTMENTAL									
00700 Debt Service	\$302,714.00	\$0.00	\$25,226.11	8	\$277,487.21	92	\$0.00	\$25,226.79	8
Total NON DEPARTMENTAL	\$302,714.00	\$0.00	\$25,226.11	8	\$277,487.21	92	\$0.00	\$25,226.79	8
700 NON DEPARTMENTAL									
00100 Personal Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00300 Contractual Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00800 Other	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total NON DEPARTMENTAL	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total UTILITY DEPT. GENERAL FUND	\$7,144,225.00	\$0.00	\$699,415.54	10	\$6,354,361.21	89	\$418,891.46	\$370,972.33	5

Level 3 Summary for May 2021

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
TOTAL ALL FUNDS	\$7,144,225.00	\$0.00	\$699,415.54	10	\$6,354,361.21	89	\$418,891.46	\$370,972.33	5

Level 3 Summary for May 2021									
Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct

Report Summary

Type From		Type To		Period	11
4 - Revenues		5 - Expenses		System Date	6/10/2021
				System Time	4:24:58 pm
Detail Level		Level 3 single space		Print Date	6/10/2021
Adjusted Budget Column		N		Print Time	4:25:01 pm
				Run by	JDA
				Print ID	381
				System version	7.1.21
				Export	APGLXP17
				Export version	VM-07110002
Level	From	To	New Page		
1	020	020	n/a		
2	ALL		N		
3	ALL		N		
4	ALL		N		
5	ALL		n/a		

Revenue Report

Level 3 Summary for May 2021

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
030 SOLID WASTE								
900 SOLID WASTE								
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 Miscellaneous & Other	\$448,592.00	\$0.00	\$448,592.00	\$33,842.02	8	\$449,900.25	100	(\$1,308.25)
Total SOLID WASTE	\$448,592.00	\$0.00	\$448,592.00	\$33,842.02	8	\$449,900.25	100	(\$1,308.25)
Total SOLID WASTE	\$448,592.00	\$0.00	\$448,592.00	\$33,842.02	8	\$449,900.25	100	(\$1,308.25)
TOTAL ALL FUNDS	\$448,592.00	\$0.00	\$448,592.00	\$33,842.02	8	\$449,900.25	100	(\$1,308.25)

Expenditure Report

Level 3 Summary for May 2021

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
030 SOLID WASTE									
005 EXPENSE									
00515 Expense	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
Total EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
900 SOLID WASTE									
00100 Personal Services	\$243,618.00	\$0.00	\$14,377.48	6	\$215,106.05	88	\$0.00	\$28,511.95	12
00200 Commodities	\$105,854.00	\$0.00	\$5,091.44	5	\$59,657.55	56	\$9,738.89	\$36,457.56	34
00300 Contractual Services	\$35,850.00	\$0.00	\$2,504.72	7	\$14,568.87	41	\$0.00	\$21,281.13	59
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00700 Debt Service	\$63,270.00	\$0.00	\$32,066.89	51	\$63,268.70	100	\$0.00	\$1.30	0
Total SOLID WASTE	\$448,592.00	\$0.00	\$54,040.53	12	\$352,601.17	79	\$9,738.89	\$86,251.94	19
Total SOLID WASTE	\$448,592.00	\$0.00	\$54,040.53	12	\$352,601.17	79	\$9,738.89	\$86,251.94	19
TOTAL ALL FUNDS	\$448,592.00	\$0.00	\$54,040.53	12	\$352,601.17	79	\$9,738.89	\$86,251.94	19

030 SOLID WASTE
900 SOLID WASTE

City Of Westminster

Level 3 Summary for May 2021

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
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Report Summary

Type From Type To
4 - Revenues 5 - Expenses

Detail Level Level 3 single space
Adjusted Budget Column N

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

Period 11
System Date 6/10/2021
System Time 4:26:18 pm
Print Date 6/10/2021
Print Time 4:26:19 pm
Run by JDA
Print ID 381
System version 7.1.21
Export APGLXP17
Export version VM-07110002

Revenue Report

Level 3 Summary for May 2021

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	\$30,000.00	\$0.00	\$30,000.00	\$0.00	0	\$30,000.00	100	\$0.00
00402 License, Permits, & Fees	\$162,500.00	\$0.00	\$162,500.00	\$5,104.00	3	\$85,624.03	53	\$76,875.97
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00406 Grant Income	\$21,500.00	\$0.00	\$21,500.00	\$0.00	0	\$4,320.00	20	\$17,180.00
00407 Miscellaneous & Other	\$226,991.00	\$0.00	\$226,991.00	\$0.00	0	\$196,898.95	87	\$30,092.05
Total RECREATION	\$440,991.00	\$0.00	\$440,991.00	\$5,104.00	1	\$316,842.98	72	\$124,148.02
Total YOUTH RECREATION FUND	\$440,991.00	\$0.00	\$440,991.00	\$5,104.00	1	\$316,842.98	72	\$124,148.02
TOTAL ALL FUNDS	\$440,991.00	\$0.00	\$440,991.00	\$5,104.00	1	\$316,842.98	72	\$124,148.02

Expenditure Report

Level 3 Summary for May 2021

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	\$171,832.00	\$0.00	\$11,284.28	7	\$139,195.94	81	\$0.00	\$32,636.06	19
00200 Commodities	\$61,800.00	\$0.00	\$1,320.04	2	\$28,333.00	46	\$413.06	\$33,053.94	53
00300 Contractual Services	\$185,859.00	\$0.00	\$8,969.74	5	\$109,065.05	59	\$18,810.93	\$57,983.02	31
00600 Capital Outlay	\$21,500.00	\$0.00	\$0.00	0	\$30,515.67	142	\$0.00	(\$9,015.67)	(42)
Total RECREATION	\$440,991.00	\$0.00	\$21,574.06	5	\$307,109.66	70	\$19,223.99	\$114,657.35	26
Total YOUTH RECREATION FUND	\$440,991.00	\$0.00	\$21,574.06	5	\$307,109.66	70	\$19,223.99	\$114,657.35	26
TOTAL ALL FUNDS	\$440,991.00	\$0.00	\$21,574.06	5	\$307,109.66	70	\$19,223.99	\$114,657.35	26

Level 3 Summary for May 2021

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
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Report Summary

Type From Type To
4 - Revenues 5 - Expenses

Detail Level Level 3 single space
Adjusted Budget Column N

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

Period 11
System Date 6/10/2021
System Time 4:27:00 pm
Print Date 6/10/2021
Print Time 4:27:01 pm
Run by JDA
Print ID 381
System version 7.1.21
Export APGLXP17
Export version VM-07110002