

**CITY OF WESTMINSTER REGULARLY SCHEDULED MEETING**  
**TUESDAY, October 5, 2021 @ 6:00 PM**  
**Westminster Fire Department**  
**216 Emergency Lane**

Call to Order

Invocation & Pledge of Allegiance

Certification of Quorum

Recognition of Taylor Price

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

**Public Hearing**  
**Budget Amendment**

Old Business

1. Second Reading of Ordinance #2021-10-05-01: Amending the FY 2022 Budget
2. Consideration of modifying the purchasing list with the funds from the Equipment Lease Financing

New Business

3. First reading of Ordinance #2021-11-04-01: 2020 Business License
4. First reading of Ordinance #2021-11-04-02 (in name only): to rezone tax map #530-06-03-003, 9221 Long Creek Hwy from R-20 to GR (General Residential)
5. First reading of Ordinance #2021-11-04-03: Bigfoot Festival

Routine Business

1. Approval of the September 7, 2021 regular meeting minutes.
2. Comments from the Utility Director
  - a. Utility Department Update
3. Comments from City Administrator

Executive Session

4. Executive Session for the purpose of section 30-4-70 (a) (1) a discussion of contractual matters (PMPA), a discussion of a pending, threatened, or potential claim, (Westminster Utility Department), a discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body. (Police Chief)

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

Adjourn

Additional documents attached:

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



**Agenda Item #1 Ordinance NUMBER amending the FY2021-2022 Budget**

OFFICE OF THE CITY ADMINISTRATOR  
WESTMINSTER, SOUTH CAROLINA

The attached spreadsheet lists items for which City Council is required to authorize through a budget appropriation. At the October 5, 2021 City Council Meeting, the second reading of the Ordinance will also require a Public Hearing, which will be advertised.

Staff recommends approval.

**Council Motion for consideration:**

I move to approve Second Reading of Ordinance 1#2021-10-05-01 Amending the FY2021-2022 Budget.

To: Mayor and Council

Fiscal Year Ending: 2022

1ST BUDGET AMENDMENT

BE IT ORDAINED the FY 2021-2022 BUDGET IS HEREBY AMENDED AS FOLLOWS:

Fund: HTAX Fund; Capital Project Fund

ORDINANCE 2021-10-05-01

<b>ACCOUNT NUMBER</b>				
<b>ORG</b>	<b>OBJECT</b>	<b>DESCRIPTION OF ACCOUNT</b>	<b>REVENUE</b>	<b>EXPENSE</b>
		<b>HTAX FUND</b>		
		FUND BALANCE	\$61,011.00	
		HALL STREET PROPERTY		\$61,011.00
		<b>CAPITAL PROJECT ACCOUNTS</b>		
		AMERICAN RESCUE PLAN STATE - REVENUE	\$1,289,913.00	
		WATER PROJECTS		\$289,913.00
		SEWER PROJECTS		\$1,000,000.00
		AMERICAN RESCUE PLAN COUNTY - REVENUE	\$1,300,000.00	
		RAW WATER INTAKE		\$987,420.00
		WATER PLANT		\$280,000.00
		WATER SYSTEM UPGRADES		\$32,580.00
		C FUNDS REVENUE	\$198,740.00	
		SIDEWALKS		\$61,100.00
		ROADWAY RESURFACING		\$137,640.00
		<b>Fund Subtotal</b>	<b>\$ 2,650,924.00</b>	<b>\$2,650,924.00</b>
<b>Total</b>			<b>\$2,650,924.00</b>	<b>\$2,650,924.00</b>

**EXPLANATION:**

The purpose of this amendment is to properly adjust expenditures and revenues after receipt of a state grant secured by the Fire Dept.

<b>Current BUDGET</b>	<b>Amended Budget</b>
\$11,410,809.00	\$14,061,733.00

APPROVED BY CITY COUNCIL: 2nd READING

DATE:

CITY CLERK

DATE

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF OCONEE )

ORDINANCE 2021-11-02-01

CITY OF WESTMINSTER, SOUTH CAROLINA )

.....  
**AN ORDINANCE TO ADOPT A REVISED BUSINESS LICENSE ORDINANCE IN ACCORDANCE WITH  
THE BUSINESS LICENSE STANDARDIZATION ACT (2020 ACT NO. 176)**  
.....

**WHEREAS**, in September 2020 the South Carolina General Assembly adopted the South Carolina Business License Tax Standardization Act (2020 Act No. 176), now codified at S.C. Code Sections 6-1-400 to 6-1-420 (the “Act”);

**WHEREAS**, the Act requires all municipalities and counties that impose a business license tax to adopt a standard business license year of May 1 through April 30;

**WHEREAS**, the Act requires all municipalities and counties that impose a business license tax to utilize the Act’s standardized business licensing requirements and class schedule;

**WHEREAS**, the Act requires all municipalities and counties to update their business license class schedules every odd year based on the latest available IRS statistics; and

**WHEREAS**, in order to comply with the requirements of the Act, the City of Westminster of South Carolina (the “Municipality”) has prepared the attached 2022 Business License Ordinance, which is incorporated herein by reference;

**NOW, THEREFORE**, be it ordained by the Mayor and Council of the City of Westminster of, South Carolina, that:

1. The attached 2022 Business License Ordinance is hereby adopted and shall become effective beginning with the business license period commencing on May 1, 2022.
2. All prior ordinances of the Municipality related to business licensing which are in effect at the time of this enactment are hereby repealed and replaced in their entirety with the 2022 Business License Ordinance; provided that any prior ordinances of the Municipality related to collections programs administered by the Municipal Association of South Carolina, including without limitation the Insurance Tax Collection Program (ITCP), the Brokers Tax Collection Program (BTCP), the Telecommunications Tax Collection Program (TTCP), and Setoff Debt Collection Program, shall remain in full force and effect in

accordance with their terms except to the extent specifically amended by the 2022 Business License Ordinance.

**DONE AND RATIFIED** in Council assembled on this 4 day of November 2021.

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**Brian Ramey**  
**Mayor**

**ATTEST:**

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**Jennifer Adams**  
**City Clerk**

**(SEAL)**

**APPENDIX B**  
**2021 BUSINESS LICENSE CLASS SCHEDULE BY NAICS CODE**

NAICS Sector/Subsector	Industry Sector	Class
11	Agriculture, forestry, hunting and fishing	2.00
21	Mining	4.00
31	Manufacturing	2.00
32	Manufacturing	2.00
33	Manufacturing	2.00
42	Wholesale trade	1.00
44	Retail trade	1.00
45	Retail trade	1.00
48	Transportation and warehousing	2.00
49	Transportation and warehousing	2.00
51	Information	4.00
52	Finance and insurance	7.00
53	Real estate and rental and leasing	7.00
54	Professional, scientific, and technical services	5.00
55	Management of companies	7.00
56	Administrative and support and waste management and remediation se	4.00
61	Educational services	4.00
62	Health care and social assistance	4.00
71	Arts, entertainment, and recreation	3.00
721	Accommodation	3.00
722	Food services and drinking places	1.00
81	Other services	5.00
<b>Class 8</b>	<b>Mandatory or Recommended Subclasses</b>	
23	Construction	8.10
482	Rail Transportation	8.20
517311	Wired Telecommunications Carriers	8.30
517312	Wireless Telecommunications Carriers (except Satellite)	8.30
5241	Insurance Carriers	8.40
5242	Insurance Brokers for non-admitted Insurance Carriers	8.40
713120	Amusement Parks and Arcades (per machine)	8.51
713290	Nonpayout Amusement Machines (per machine)	8.52
713990	All Other Amusement and Recreational Industries ( pool tables)	8.60
<b>Class 9</b>	<b>Optional Subclasses</b>	
423930	Recyclable Material Merchant Wholesalers (Junk)	9.10
522298	Pawnshops	9.20
4411	Automobile Dealers	9.30
4412	Other Motor Vehicle Dealers	9.30
454390	Other Direct Selling Establishments ( Regular Peddlers)	9.41
454390	Other Direct Selling Establishments (Seasonal Peddlers)	9.42
713290	Bingo Halls	9.50
713120	Amusement Parks and Arcades (on gross)	9.60
713290	Nonpayout Amusement Machines (on gross)	9.60
722410	Drinking Places (Alcoholic Beverages)	9.70
31	Manufacturing	9.80
32	Manufacturing	9.80
33	Manufacturing	9.80

*Note: Class Schedule is based on 2017 IRS data.*

## 2022 MODEL BUSINESS LICENSE ORDINANCE

**Section 1. License Required.** Every person engaged or intending to engage in any business, calling, occupation, profession, or activity engaged in with the object of gain, benefit, or advantage, in whole or in part within the limits of the City of Westminster of Westminister, South Carolina, is required to pay an annual license tax for the privilege of doing business and obtain a business license as herein provided.

**Section 2. Definitions.** The following words, terms, and phrases, when used in this ordinance, shall have the meaning ascribed herein. Defined terms are not capitalized when used in this ordinance unless the context otherwise requires.

*“Business”* means any business, calling, occupation, profession, or activity engaged in with the object of gain, benefit, or advantage, either directly or indirectly.

*“Charitable Organization”* means an organization that is determined by the Internal Revenue Service to be exempt from Federal income taxes under 26 U.S.C. Section 501(c)(3), (4), (6), (7), (8), (10) or (19).

*“Charitable Purpose”* means a benevolent, philanthropic, patriotic, or eleemosynary purpose that does not result in personal gain to a sponsor, organizer, officer, director, trustee, or person with ultimate control of the organization.

*“Classification”* means that division of businesses by NAICS codes subject to the same license rate as determined by a calculated index of ability to pay based on national averages, benefits, equalization of tax burden, relationships of services, or other basis deemed appropriate by the Council.

*“Council”* means the City of Westminister Council of the City of Westminister, South Carolina.

*“Domicile”* means a principal place from which the trade or business of a licensee is conducted, directed, or managed. For purposes of this ordinance, a licensee may be deemed to have more than one domicile.

*“Gross Income”* means the gross receipts or gross revenue of a business, received or accrued, for one calendar or fiscal year collected or to be collected from business done within the Municipality. If the licensee has a domicile within the Municipality, business done within the Municipality shall include all gross receipts or revenue received or accrued by such licensee. If the licensee does not have a domicile within the Municipality, business done within the Municipality shall include only gross receipts or revenue received or accrued within the Municipality. In all cases, if the licensee pays a business license tax to another county or municipality, then the licensee’s gross income for the purpose of computing the tax within the Municipality must be reduced by the amount of revenues or receipts taxed in the other county or municipality and fully reported to the Municipality. Gross income for business license tax purposes shall not include taxes collected for a governmental entity, escrow funds, or funds that are the property of a third party. The value of bartered goods or trade-in merchandise shall be included in gross income. The gross receipts or gross revenues for business license purposes may be verified by inspection of returns and reports filed with the Internal Revenue Service, the South Carolina Department of Revenue, the South Carolina Department of Insurance, or other



government agencies. In calculating gross income for certain businesses, the following rules shall apply:

- A. Gross income for agents shall be calculated on gross commissions received or retained, unless otherwise specified. If commissions are divided with other brokers or agents, then only the amount retained by the broker or agent is considered gross income.
- B. Except as specifically required by S.C. Code § 38-7-20, gross income for insurance companies shall be calculated on gross premiums written.
- C. Gross income for manufacturers of goods or materials with a location in the Municipality shall be calculated on the lesser of (i) gross revenues or receipts received or accrued from business done at the location, (ii) the amount of income allocated and apportioned to that location by the business for purposes of the business's state income tax return, or (iii) the amount of expenses attributable to the location as a cost center of the business. Licensees reporting gross income under this provision shall have the burden to establish the amount and method of calculation by satisfactory records and proof. Manufacturers include those taxpayers reporting a manufacturing principal business activity code on their federal income tax returns.

*"License Official"* means a person designated to administer this ordinance. Notwithstanding the designation of a primary license official, the Municipality may designate one or more alternate license officials to administer particular types of business licenses, including without limitation for business licenses issued to businesses subject to business license taxes under Article 20, Chapter 9, Title 58, and Chapters 7 and 45, Title 38, of the South Carolina Code.

*"Licensee"* means the business, the person applying for the license on behalf of the business, an agent or legal representative of the business, a person who receives any part of the net profit of the business, or a person who owns or exercises control of the business.

*"Municipality"* means the City of Westminster of Westminster, South Carolina.

*"NAICS"* means the North American Industry Classification System for the United States published under the auspices of the Federal Office of Management and Budget.

*"Person"* means any individual, firm, partnership, limited liability partnership, limited liability company, cooperative non-profit membership, corporation, joint venture, association, estate, trust, business trust, receiver, syndicate, holding company, or other group or combination acting as a unit, in the singular or plural, and the agent or employee having charge or control of a business in the absence of the principal.

**Section 3. Purpose and Duration.** The business license required by this ordinance is for the purpose of providing such regulation as may be required for the business subject thereto and for the purpose of raising revenue for the general fund through a privilege tax. Except as set forth below for business licenses issued to contractors with respect to specific construction projects, each yearly license shall be issued for the twelve-month period of May 1 to April 30. A business license issued for a construction contract may, at the request of the licensee, be stated to expire at the completion of the construction project; *provided*, any such business license may require that the licensee file, by each April 30 during the continuation of the construction project, a

statement of compliance, including but not limited to a revised estimate of the value of the contract. If any revised estimate of the final value of such project exceeds the amount for which the business license was issued, the licensee shall be required to pay a license fee at the then-prevailing rate on the excess amount. The provisions of this ordinance and the rates herein shall remain in effect from year to year as amended by the Council.

**Section 4. Business License Tax, Refund.**

- A. The required business license tax shall be paid for each business subject hereto according to the applicable rate classification on or before the due date of the 30th day of April in each year, except for those businesses in Rate Class 8 for which a different due date is specified. Late payments shall be subject to penalties as set forth in Section 12 hereof, except that admitted insurance companies may pay before June 1 without penalty.
- B. A separate license shall be required for each place of business and for each classification or business conducted at one place. If gross income cannot be separated for classifications at one location, the business license tax shall be computed on the combined gross income for the classification requiring the highest rate. The business license tax must be computed based on the licensee's gross income for the calendar year preceding the due date, for the licensee's twelve-month fiscal year preceding the due date, or on a twelve-month projected income based on the monthly average for a business in operation for less than one year. The business license tax for a new business must be computed on the estimated probable gross income for the balance of the license year. A business license related to construction contract projects may be issued on a per-project basis, at the option of the taxpayer. No refund shall be made for a business that is discontinued.
- C. A licensee that submits a payment greater than the amount owed may request a refund. To be considered, a refund request must be submitted in writing to the Municipality before the June 1 immediately following the April 30 on which the payment was due and must be supported by adequate documentation supporting the refund request. The Municipality shall approve or deny the refund request, and if approved shall issue the refund to the business, within thirty days after receipt of the request.

**Section 5. Registration Required.**

- A. The owner, agent, or legal representative of every business subject to this ordinance, whether listed in the classification index or not, shall register the business and make application for a business license on or before the due date of each year; *provided*, a new business shall be required to have a business license prior to operation within the Municipality, and an annexed business shall be required to have a business license within thirty (30) days of the annexation. A license for a bar (NAICS 722410) must be issued in the name of the individual who has been issued the corresponding state alcohol, beer, or wine permit or license and will have actual control and management of the business.
- B. Application shall be on the then-current standard business license application as established and provided by the Director of the South Carolina Revenue and Fiscal Affairs Office and shall be accompanied by all information about the applicant, the licensee, and

the business deemed appropriate to carry out the purpose of this ordinance by the license official. Applicants may be required to submit copies of portions of state and federal income tax returns reflecting gross receipts and gross revenue figures.

- C. The applicant shall certify under oath that the information given in the application is true, that the gross income is accurately reported (or estimated for a new business) without any unauthorized deductions, and that all assessments, personal property taxes on business property, and other monies due and payable to the Municipality have been paid.
- D. The Municipality shall allow application, reporting, calculation, and payment of business license taxes through the business license tax portal hosted and managed by the South Carolina Revenue and Fiscal Affairs Office, subject to the availability and capability thereof. Any limitations in portal availability or capability do not relieve the applicant or Licensee from existing business license or business license tax obligations.

**Section 6. Deductions, Exemptions, and Charitable Organizations.**

- A. No deductions from gross income shall be made except income earned outside of the Municipality on which a license tax is paid by the business to some other municipality or county and fully reported to the Municipality, taxes collected for a governmental entity, or income which cannot be included for computation of the tax pursuant to state or federal law. Properly apportioned income from business in interstate commerce shall be included in the calculation of gross income and is not exempted. The applicant shall have the burden to establish the right to exempt income by satisfactory records and proof.
- B. No person shall be exempt from the requirements of the ordinance by reason of the lack of an established place of business within the Municipality, unless exempted by state or federal law. The license official shall determine the appropriate classification for each business in accordance with the latest issue of NAICS. No person shall be exempt from this ordinance by reason of the payment of any other tax, unless exempted by state law, and no person shall be relieved of liability for payment of any other tax or fee by reason of application of this ordinance.
- C. Wholesalers are exempt from business license taxes unless they maintain warehouses or distribution establishments within the Municipality. A wholesale transaction involves a sale to an individual who will resell the goods and includes delivery of the goods to the reseller. It does not include a sale of goods to a user or consumer.
- D. A charitable organization shall be exempt from the business license tax on its gross income unless it is deemed a business subject to a business license tax on all or part of its gross income as provided in this section. A charitable organization, or any affiliate of a charitable organization, that reports income from for-profit activities or unrelated business income for federal income tax purposes to the Internal Revenue Service shall be deemed a business subject to a business license tax on the part of its gross income from such for-profit activities or unrelated business income.
- E. A charitable organization shall be deemed a business subject to a business license tax on its total gross income if (1) any net proceeds of operation, after necessary expenses of

operation, inure to the benefit of any individual or any entity that is not itself a charitable organization as defined in this ordinance, or (2) any net proceeds of operation, after necessary expenses of operation, are used for a purpose other than a charitable purpose as defined in this ordinance. Excess benefits or compensation in any form beyond fair market value to a sponsor, organizer, officer, director, trustee, or person with ultimate control of the organization shall not be deemed a necessary expense of operation.

**Section 7. False Application Unlawful.** It shall be unlawful for any person subject to the provisions of this ordinance to make a false application for a business license or to give or file, or direct the giving or filing of, any false information with respect to the license or tax required by this ordinance.

**Section 8. Display and Transfer.**

- A. All persons shall display the license issued to them on the original form provided by the license official in a conspicuous place in the business establishment at the address shown on the license. A transient or non-resident shall carry the license upon his person or in a vehicle used in the business readily available for inspection by any authorized agent of the Municipality.
- B. A change of address must be reported to the license official within ten (10) days after removal of the business to a new location and the license will be valid at the new address upon written notification by the license official and compliance with zoning and building codes. Failure to obtain the approval of the license official for a change of address shall invalidate the license and subject the licensee to prosecution for doing business without a license. A business license shall not be transferable, and a transfer of controlling interest shall be considered a termination of the old business and the establishment of a new business requiring a new business license, based on old business income.

**Section 9. Administration of Ordinance.** The license official shall administer the provisions of this ordinance, collect business license taxes, issue licenses, make or initiate investigations and audits to ensure compliance, initiate denial or suspension and revocation procedures, report violations to the municipal attorney, assist in prosecution of violators, produce forms, undertake reasonable procedures relating to the administration of this ordinance, and perform such other duties as may be duly assigned.

**Section 10. Inspection and Audits.**

- A. For the purpose of enforcing the provisions of this ordinance, the license official or other authorized agent of the Municipality is empowered to enter upon the premises of any person subject to this ordinance to make inspections and to examine and audit books and records. It shall be unlawful for any such person to fail or refuse to make available the necessary books and records. In the event an audit or inspection reveals that the licensee has filed false information, the costs of the audit shall be added to the correct business license tax and late penalties in addition to other penalties provided herein. Each day of failure to pay the proper amount of business license tax shall constitute a separate offense.
- B. The license official shall have the authority to make inspections and conduct audits of businesses to ensure compliance with the ordinance. Financial information obtained by inspections and audits shall not be deemed public records, and the license official shall not release the amount of business license taxes paid or the reported gross income of any person by name without written permission of the licensee, except as authorized by this ordinance, state or federal law, or proper judicial order. Statistics compiled by classifications are public records.

**Section 11. Assessments, Payment under Protest, Appeal.**

- A. Assessments, payments under protest, and appeals of assessment shall be allowed and conducted by the Municipality pursuant to the provisions of S.C. Code § 6-1-410, as amended. In preparing an assessment, the license official may examine such records of the business or any other available records as may be appropriate and conduct such investigations and statistical surveys as the license official may deem appropriate to assess a business license tax and penalties as provided herein.
- B. The license official shall establish a uniform local procedure consistent with S.C. Code § 6-1-410 for hearing an application for adjustment of assessment and issuing a notice of final assessment; provided that for particular types of business licenses, including without limitation for business licenses issued to businesses subject to business license taxes under Article 20, Chapter 9, Title 58, and Chapters 7 and 45, Title 38, of the South Carolina Code, the Municipality, by separate ordinance, may establish a different procedure and may delegate one or more rights, duties, and functions hereunder to the Municipal Association of South Carolina.

**Section 12. Delinquent License Taxes, Partial Payment.**

- A. For non-payment of all or any part of the correct business license tax, the license official shall impose and collect a late penalty of five (5%) percent of the unpaid tax for each month or portion thereof after the due date until paid. Penalties shall not be waived. If any business license tax remains unpaid for sixty (60) days after its due date, the license official shall report it to the municipal attorney for appropriate legal action.
- B. Partial payment may be accepted by the license official to toll imposition of penalties on the portion paid; *provided*, however, no business license shall be issued or renewed until the full amount of the tax due, with penalties, has been paid.

**Section 13. Notices.** The license official may, but shall not be required to, mail written notices that business license taxes are due. If notices are not mailed, there shall be published a notice of the due date in a newspaper of general circulation within the Municipality three (3) times prior to the due date in each year. Failure to receive notice shall not constitute a defense to prosecution for failure to pay the tax due or grounds for waiver of penalties.

**Section 14. Denial of License.** The license official may deny a license to an applicant when the license official determines:

- A. The application is incomplete or contains a misrepresentation, false or misleading statement, or evasion or suppression of a material fact;
- B. The activity for which a license is sought is unlawful or constitutes a public nuisance *per se* or *per accidens*;
- C. The applicant, licensee, prior licensee, or the person in control of the business has been convicted within the previous ten years of an offense under a law or ordinance regulating business, a crime involving dishonest conduct or moral turpitude related to a business or a subject of a business, or an unlawful sale of merchandise or prohibited goods;
- D. The applicant, licensee, prior licensee, or the person in control of the business has engaged in an unlawful activity or nuisance related to the business or to a similar business in the Municipality or in another jurisdiction;
- E. The applicant, licensee, prior licensee, or the person in control of the business is delinquent in the payment to the Municipality of any tax or fee;
- F. A licensee has actual knowledge or notice, or based on the circumstances reasonably should have knowledge or notice, that any person or employee of the licensee has committed a crime of moral turpitude on the business premises, or has permitted any person or employee of the licensee to engage in the unlawful sale of merchandise or prohibited goods on the business premises and has not taken remedial measures necessary to correct such activity; or
- G. The license for the business or for a similar business of the licensee in the Municipality or another jurisdiction has been denied, suspended, or revoked in the previous license year.

A decision of the license official shall be subject to appeal as herein provided. Denial shall be written with reasons stated.

**Section 15. Suspension or Revocation of License.** When the license official determines:

- A. A license has been mistakenly or improperly issued or issued contrary to law;
- B. A licensee has breached any condition upon which the license was issued or has failed to comply with the provisions of this ordinance;
- C. A licensee has obtained a license through a fraud, misrepresentation, a false or misleading statement, or evasion or suppression of a material fact in the license application;
- D. A licensee has been convicted within the previous ten years of an offense under a law or ordinance regulating business, a crime involving dishonest conduct or moral turpitude

related to a business or a subject of a business, or an unlawful sale of merchandise or prohibited goods;

E. A licensee has engaged in an unlawful activity or nuisance related to the business; or

F. A licensee is delinquent in the payment to the Municipality of any tax or fee,

the license official may give written notice to the licensee or the person in control of the business within the Municipality by personal service or mail that the license is suspended pending a single hearing before Council or its designee for the purpose of determining whether the suspension should be upheld and the license should be revoked.

The written notice of suspension and proposed revocation shall state the time and place at which the hearing is to be held, and shall contain a brief statement of the reasons for the suspension and proposed revocation and a copy of the applicable provisions of this ordinance.

**Section 16. Appeals to Council or its Designee.**

A. Except with respect to appeals of assessments under Section 11 hereof, which are governed by S.C. Code § 6-1-410, any person aggrieved by a determination, denial, or suspension and proposed revocation of a business license by the license official may appeal the decision to the Council or its designee by written request stating the reasons for appeal, filed with the license official within ten (10) days after service by mail or personal service of the notice of determination, denial, or suspension and proposed revocation.

B. A hearing on an appeal from a license denial or other determination of the license official and a hearing on a suspension and proposed revocation shall be held by the Council or its designee within ten (10) business days after receipt of a request for appeal or service of a notice of suspension and proposed revocation. The hearing shall be held upon written notice at a regular or special meeting of the Council, or, if by designee of the Council, at a hearing to be scheduled by the designee. The hearing may be continued to another date by agreement of all parties. At the hearing, all parties shall have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The proceedings shall be recorded and transcribed at the expense of the party so requesting. The rules of evidence and procedure prescribed by Council or its designee shall govern the hearing. Following the hearing, the Council by majority vote of its members present, or the designee of Council if the hearing is held by the designee, shall render a written decision based on findings of fact and conclusions on application of the standards herein. The written decision shall be served, by personal service or by mail, upon all parties or their representatives and shall constitute the final decision of the Municipality.

C. Timely appeal of a decision of Council or its designee does not effectuate a stay of that decision. The decision of the Council or its designee shall be binding and enforceable unless overturned by an applicable appellate court after a due and timely appeal.

- D. For business licenses issued to businesses subject to business license taxes under Article 20, Chapter 9, Title 58, and Chapters 7 and 45, Title 38, of the South Carolina Code, the Municipality may establish a different procedure by ordinance.

**Section 17. Consent, franchise, or license required for use of streets.**

- A. It shall be unlawful for any person to construct, install, maintain, or operate in, on, above, or under any street or public place under control of the Municipality any line, pipe, cable, pole, structure, or facility for utilities, communications, cablevision, or other purposes without a consent agreement or franchise agreement issued by the Council by ordinance that prescribes the term, fees, and conditions for use.
- B. The annual fee for use of streets or public places authorized by a consent agreement or franchise agreement shall be set by the ordinance approving the agreement and shall be consistent with limits set by state law. Existing franchise agreements shall continue in effect until expiration dates in the agreements. Franchise and consent fees shall not be in lieu of or be credited against business license taxes unless specifically provided by the franchise or consent agreement.

**Section 18. Confidentiality.** Except in accordance with proper judicial order or as otherwise provided by law, no official or employee of the Municipality may divulge or make known in any manner the amount of income or any financial particulars set forth or disclosed in any report or return required under this ordinance. Nothing in this section shall be construed to prohibit the publication of statistics so classified as to prevent the identification of particular reports or returns. Any license data may be shared with other public officials or employees in the performance of their duties, whether or not those duties relate to enforcement of this ordinance.

**Section 19. Violations.** Any person violating any provision of this ordinance shall be deemed guilty of an offense and shall be subject to a fine of up to \$500.00 or imprisonment for not more than thirty (30) days or both, upon conviction. Each day of violation shall be considered a separate offense. Punishment for violation shall not relieve the offender of liability for delinquent taxes, penalties, and costs provided for in this ordinance.

**Section 20. Severability.** A determination that any portion of this ordinance is invalid or unenforceable shall not affect the remaining portions. To the extent of any conflict between the provisions of this ordinance and the provisions of the South Carolina Business License Tax Standardization Act, as codified at S.C. Code §§ 6-1-400 *et seq.*, the standardization act shall control.

**Section 21. Classification and Rates.**

- A. The business license tax for each class of businesses subject to this ordinance shall be computed in accordance with the current business license rate schedule, designated as Appendix A to this ordinance, which may be amended from time to time by the Council.
- B. The current business license class schedule is attached hereto as Appendix B. Hereafter, no later than December 31 of each odd year, the Municipality shall adopt, by ordinance, the latest standardized business license class schedule as recommended by the Municipal Association of South Carolina and adopted by the Director of the South Carolina Revenue



and Fiscal Affairs Office. Upon adoption by the Municipality, the revised business license class schedule shall then be appended to this ordinance as a replacement Appendix B.

- C. The classifications included in each rate class are listed with NAICS codes, by sector, sub-sector, group, or industry. The business license class schedule (Appendix B) is a tool for classification and not a limitation on businesses subject to a business license tax. The classification in the most recent version of the business license class schedule adopted by the Council that most specifically identifies the subject business shall be applied to the business. The license official shall have the authority to make the determination of the classification most specifically applicable to a subject business.
- D. A copy of the class schedule and rate schedule shall be filed in the office of the municipal clerk.

**APPENDIX A: BUSINESS LICENSE RATE SCHEDULE**

<b>RATE CLASS</b>	<b>INCOME: \$0 - \$2,000</b>	<b>INCOME OVER \$2,000</b>
	<b>BASE RATE</b>	<b>RATE PER \$1,000 OR FRACTION THEREOF</b>
1	\$35.00	\$1.00
2	\$40.00	\$1.15
3	\$45.00	\$1.30
4	\$50.00	\$1.45
5	\$55.00	\$1.60
6	\$60.00	\$1.75
7	\$65.00	\$1.90
8.1	\$60.00	\$1.00
8.2	Set by state statute	
8.3	MASC Telecommunications	
8.4	MASC Insurance	
8.51	\$12.50 + \$12.50 per machine	
8.52	\$12.50 + \$180.00 per machine	
8.6	\$80.00 plus \$5.00 -OR- \$12.50 per table	\$1.35
9.1	\$50.00	\$1.05
9.2	\$100.00	\$2.00
9.3	\$40.00	\$1.15
9.41	\$70.00	\$3.00
9.42	\$25.00	\$3.00
9.5	\$127.00	\$1.21
9.6	\$127.00	\$1.21
9.7	\$125.00	\$5.50

**NON-RESIDENT RATES**

Unless otherwise specifically provided, all taxes and rates shall be doubled for nonresidents and itinerants having no fixed principal place of business within the Municipality.

**DECLINING RATES**

Declining Rates apply in all Classes for gross income in excess of \$1,000,000, unless otherwise specifically provided for in this ordinance.

<b><u>Gross Income in \$ Millions</u></b>	<b><u>Percent of Class Rate for each additional \$1,000</u></b>
0 - 1	100%
1 - 2	90%
2 - 3	80%
3 - 4	70%
OVER 4	60%

**CLASS 8 RATES**

Each NAICS number designates a separate subclassification. The businesses in this section are treated as separate and individual subclasses due to provisions of state law, regulatory requirements, service burdens, tax equalization considerations, and other factors that are deemed sufficient to require individually determined rates. In accordance with state law, the Municipality also may provide for reasonable subclassifications for rates, described by an NAICS sector, subsector, or industry, that are based on particularized considerations as needed for economic stimulus or for the enhanced or disproportionate demands on municipal services or infrastructure.

Non-resident rates do not apply except where indicated.

**8.1 NAICS 230000 – Contractors, Construction, All Types [Non-resident rates apply].**

Resident rates, for contractors having a permanent place of business within the Municipality:

Minimum on first \$2,000 .....\$ \_\_\_\_\_ PLUS  
Each additional 1,000.....\$ \_\_\_\_\_

Non-resident rates apply to contractors that do not have a permanent place of business within the Municipality. A trailer at the construction site or structure in which the contractor temporarily resides is not a permanent place of business under this ordinance.

No contractor shall be issued a business license until all state and municipal qualification examination and trade license requirements have been met. Each contractor shall post a sign in plain view on each job identifying the contractor with the job.

Sub-contractors shall be licensed on the same basis as general or prime contractors for the same job. No deductions shall be made by a general or prime contractor for value of work performed by a sub-contractor.

No contractor shall be issued a business license until all performance and indemnity bonds required by the Building Code have been filed and approved. Zoning permits must be obtained when required by the Zoning Ordinance.

Each prime contractor shall file with the License Official a list of sub-contractors furnishing labor or materials for each project.

For licenses issued on a per-job basis, the total tax for the full amount of the contract shall be paid prior to commencement of work and shall entitle the contractor to complete the job without regard to the normal license expiration date. An amended report shall be filed for each new job and the appropriate additional license fee per \$1,000 of the contract amount shall be paid prior to commencement of new work. Only one base tax shall be paid in a license year. Licensees holding a per-job license shall file, by each April 30 during the continuation of the construction project, a statement of compliance, including but not limited to a revised estimate of the value of the contract. If any revised estimate of the final value of such project exceeds the amount for

which the business license was issued, the licensee shall be required to pay a license fee at the then-prevailing rate on the excess amount.

**8.2 NAICS 482 – Railroad Companies** (See S.C. Code § 12-23-210).

**8.3 NAICS 517311, 517312 – Telephone Companies.**

With respect to “retail telecommunications services” as defined in S. C. Code § 58-9-2200, the Municipality participates in a collections program administered by the Municipal Association of South Carolina. The Municipality has approved participation in the collections program by separate ordinance (the “Telecommunications Collections Ordinance”). The rates, terms, conditions, dates, penalties, appeals process, and other details of the business license applicable to retail telecommunications services are set forth in the Telecommunications Collections Ordinance.

**8.4 NAICS 5241 and 5242 – Insurance Companies and Brokers:**

Independent agents, brokers, and their employees are subject to a business license tax based on their natural class. With respect to insurers subject to license fees and taxes under Chapter 7 of Title 38 and to brokers under Chapter 45 of Title 38, the Municipality participates in a collections program administered by the Municipal Association of South Carolina. The Municipality has approved participation in the collections program by separate ordinance (the “Insurers and Brokers Collections Ordinance”). The rates, terms, conditions, dates, penalties, appeals process, and other details of the business license applicable to insurers and brokers are set forth in the Insurers and Brokers Collections Ordinance.

**8.51 NAICS 713120 – Amusement Machines, coin operated (except gambling).** Music machines, juke boxes, kiddie rides, video games, pin tables with levers, and other amusement machines with or without free play feature licensed by SC Department of Revenue pursuant to S.C. Code §12-21-2720(A)(1) and (A)(2) **[Type I and Type II]**.

For operation of all machines (not on gross income), pursuant to S.C. Code §12-21-2746:

Per Machine .....	\$12.50 PLUS
Business license .....	\$12.50

Distributors that sell or lease machines and are not licensed by the state as an operator pursuant to §12-21-2728 are not subject to Subclass 8.51.

**8.52 NAICS 713290 – Amusement Machines, coin operated, non-payout.** Amusement machines of the non-payout type or in-line pin game licensed by SC Department of Revenue pursuant to S.C. Code §12-21-2720(A)(3) **[Type III]**.

For operation of all machines (not on gross income), pursuant to S.C. Code §12-21-2720(B):

Per Machine ..... \$180.00 PLUS  
Business license ..... \$12.50

Distributors that sell or lease machines and are not licensed by the state as an operator pursuant to §12-21-2728 are not subject to Subclass 8.52.

**8.6** **NAICS 713990 – Billiard or Pool Rooms, all types.** (A) Pursuant to SC Code § 12-21-2746, license tax of \$5.00 per table measuring less than 3½ feet wide and 7 feet long, and \$12.50 per table longer than that; PLUS, (B) with respect to gross income from the entire business in addition to the tax authorized by state law for each table:

Minimum on first \$2,000 ..... \$\_\_\_\_\_ PLUS  
Per \$1,000, or fraction, over \$2,000.....\$\_\_\_\_\_

# **Business License Class Schedule by NAICS Code**

## **Appendix B**

This appendix will be updated every odd year based on the latest available IRS statistics. The 2021 Business License Class Schedule may be accessed at:

AN ORDINANCE #2021-11-04-03 AMENDING TITLE XI CHAPTER 111  
“SOLICITING: PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS” OF THE  
CODE OF ORDINANCES FOR THE CITY OF WESTMINSTER

WHEREAS, Section 1-9 of the Code of Ordinances of the City of Westminster allows for the amendment of the Code of Ordinances from time to time; and

WHEREAS, The City of Westminster understands and appreciates the need to prevent blighted and unsafe conditions caused by dereliction of both occupied and unoccupied buildings of commercial and industrial occupancies; and

WHEREAS, The City Council of the City of Westminster wishes to have the means to address these issues specifically when the protection of public health and safety and protection of adjoining properties is necessary; and

WHEREAS, The City of Westminster wishes to establish criteria to provide a prompt and fair means under Chapter 111 to address these situations as exist from time to time.

NOW, THEREFORE BE IT ORDAINED by the Mayor and City Council of the City of Westminster, South Carolina, of the Westminster City Code of Ordinances is amended to read as follows:

~~Indicates Matter Stricken~~

Indicates New Matter

Division 3. Transient Merchants

• § 111.41. - DEFINITIONS.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Transient merchant* means any person who sells or purchases goods, wares, merchandise, or anything of value, and who for himself or as an agent for another, rents, erects, purchases, uses or occupies any room, building or other structure or place, including but not limited to parking lots, shopping centers, sidewalks or any other public area, for the purpose of purchasing, selling or offering for sale anything of value at such location without the intention of establishing a permanent business thereat.

(Ord. 2014-09-23-02, passed 10-21-2014)



- **§ 111.42. - PERMIT REQUIRED; FEE; EXCEPTIONS.**

(A) Each transient merchant shall obtain a City transient merchant's permit prior to offering goods, wares, merchandise or anything of value for sale. The fee for the permit shall be fixed from time to time by the City Council and is set forth in the fee schedule adopted by City Council.

(B) The provisions of this section shall not apply to:

(1) Solicitations, sales or distributions by charitable, educational or religious organizations and other eleemosynary organizations exempt from federal income tax under Internal Revenue Code Section 501(c), or persons representing such organizations; nor shall it apply to vendors associated with the Apple Festival, ~~Mayberry Festival~~ [Bigfoot Festival](#), Farmers Market, or any festival or event sanctioned by the City; provided however, that the organization in charge of said event approves the vendor.

(2) Solicitations, sales or distribution of produce grown or prepared by the person displaying them, provided such person certifies to and agrees that his tax records may be audited to verify the certification.

1st reading: October 5, 2021

2nd reading: November 4, 2021

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Brian Ramey, Mayor

Attest:

---

Jennifer Adams, City Clerk

Approved as to form:

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Andrew Holliday, City Attorney



**MINUTES**  
**WESTMINSTER CITY COUNCIL**  
**Regular Scheduled Meeting**  
**Tuesday, September 7, 2021**

The City Council of the City of Westminster met in a regular scheduled meeting at the Westminster Fire Department on Tuesday, September 7, 2021 at 6:00 pm with Mayor Brian Ramey presiding. Those in attendance were:

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

City Administrator, Kevin Bronson  
 Utility Director, Leigh Baker  
 Senator Thomas Alexander  
 City Employees, Chief Rory Jones, Lt. Matt Patterson, Rebecca Overton, Chief Michael Smith  
 Members of the public and press

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

**Call to Order**

Mayor Brian Ramey called the meeting to order at 6:00 pm.

**Invocation and Pledge of Allegiance**

Chief Rory Jones led the Council in the invocation and the Pledge of Allegiance.

**Certification of Quorum**

The City Clerk certified a quorum.

Upon a motion by Mayor Ramey and seconded by Mr. Adams, the motion ***to move the presentations before public comments*** passed unanimously.

**Recognition of Chief Rory Jones**

Mayor Ramey read a Resolution from the City of Westminster and Senator Thomas Alexander read a Resolution from the State, recognizing Chief Jones on his many years in law enforcement upon his retirements. Both Resolutions highlighted his dedication to his community and the people he served. Chief Jones has made a lasting impact on his community and it will be missed. Several members of Council followed with statements of appreciation of their own, thanking Chief Jones for all his hard work and dedication to the City.

### Comments from Mayor and Council

1. Mr. Chastain wanted to thank Julian Davis and all of County Council for the \$1.3 million dollars that has been given to the City that will go toward infrastructure upgrades. Mr. Chastain also thanked them for moving forward with the new magistrate courthouse and thanked Mr. Mefleh for his support with the project. Mr. Mefleh stated that he did it for the town and hopes it will help with growth at that end of town.
2. Mayor Ramey encouraged everyone to participate in the Apple Festival and to thank the committee members for all their hard work.

### Old Business

1. Proposed Charges to Recoup Electrical Expenses

Mr. Baker stated that the City has always absorbed the expenses of providing electric system upgrades and components to residents and commercial businesses. With the growth the city has been experiencing it has taken a toll on the City's budget. Recouping these expenses as they are incurred will enable the electric system to replenish materials and supplies more timely.

Mr. Baker recommended that City Council adopt the proposed Electric Rate Sheet.

Upon a motion by Mr. Adams and seconded by Mr. Duncan, the motion **to approve the Contribution Fee Reference Sheet** passed unanimously.

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

### New Business

2. Resolution Restricting Open Carry at the Apple Festival

On August 15, 2021, the Open Carry with Training Act went into law in South Carolina. In July 2021, the South Carolina Law Enforcement Division provided a guidance document, attached, to municipalities on the Act.

In creating the law to allow open carry with training, the General Assembly also made provisions for local governments to utilize restrictions on open carry during certain organized events when the local governments deem it in the best interest of public safety. Specifically, S.C. Code Ann. § 23-31-520 states,

(A) Notwithstanding another provision of law, a governing body of a county, municipality, or political subdivision may temporarily restrict the otherwise lawful open carrying of a firearm on public property when a governing body

issues a permit to allow a public protest, rally, fair, parade, festival, or other organized event. However, if a permit is not applied for and issued prior to an event as described in this subsection, a county, municipality, or political subdivision may not exercise the provisions of this subsection. A person or entity hosting a public protest, rally, fair, parade, festival, or other organized event must post signs at the event when open carrying is allowed or not allowed at the event.

- (B) A governing body exercising the authority granted to it pursuant to this section must be specific in the area, duration, and manner in which the restriction is imposed and must provide prior notice of the restriction when feasible. In no event may the restriction extend beyond the beginning and conclusion of the event or beyond the location of the event. The duration of an event may not be scheduled for such a length of time as to frustrate the intent of this section.
- (C) A county, municipality, or political subdivision may not confiscate a firearm or ammunition for a violation of this section unless incident to an otherwise lawful arrest.

With the Apple Festival scheduled for September 10 and 11, 2021 the Westminster Police Department began conversations with the Apple Festival organizers to discuss the safety aspects of crowd control in the downtown area in light of the new law in July.

Mr. Bronson stated that for public safety he would recommend that Council proceed with adopting the resolution.

Several Council members had questions concerning the issue that were answered by Mr. Bronson or Lt. Patterson. Lt. Patterson stated that the Apple Festival Committee was in favor of the temporary restriction, and that the resolution would not cover the rodeo grounds but there would be police at the event. Lt. Patterson also stated that passing of the resolution would allow the PD to control the crowd in a safe manner. Mr. Bronson stated that this resolution would only cover a define area in the downtown area where the festival is occurring and a map outlining the area is included with the resolution.

Mayor Ramey stated that he has contacted other cities that have had events since the passing of this law, and they have had no issues and did not have a resolution restricting the open carry during the event. He felt there was no justifiable reason to pass something when there hasn't been an issue.

Upon a motion by Mr. Adams and seconded by Mr. Cater, the ***motion to approve the resolution exercising the authority of the City of Westminster to restrict Open Carry during the Apple Festival from Thursday, September 9<sup>th</sup> at 5:00pm until 11:00pm on September 11, 2021*** passed with a 6 to 1 vote with Mayor Ramey voting no.

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

3. Resolution Committing the City of Westminster to Providing Local Grant Match for MASC Economic Development Grant

Mr. Bronson stated that the Municipal Association of South Carolina (MASC) offers Hometown Economic Development Grants to South Carolina cities and towns to implement economic development projects that will make a positive impact on the quality of life in their communities. The grant program also promotes and recognizes innovation in economic development practices. The City of Westminster's Commercial Building Improvement Grant Program is an ideal program to be funded by the MASC grant.

A Resolution is required to be passed in order for the City to apply. Based on the city's population the required grant match is 5% or \$1,250.

Grant awards will be announced by MASC no later than October 31, 2021.

Upon a motion by Mr. Adams and seconded by Mr. Duncan, the motion **to approve the resolution committing the City of Westminster to providing a local match for a MASC hometown economic development grant and following its procurement policy when securing services and products with grant funds** passed unanimously.

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

4. Consider Bids for Electric Utility Contractor

In the FY2022 Budget, City Council authorized \$83,280 for contact services when outside contractors are needed to augment City utility crews.

In August City Staff posted a Request for Bids for Electric Utility Contractors. The scope of work is defined as:

Contractor to provide equipment and personnel to complete:

1. Completion of 4.16 to 12.47KV distribution system
2. New Circuit 1204 substation exit construction
3. Existing Circuit 1203 right of way reconstruction
4. Existing Circuit 1201 "Chau River Circuit" right of way reconstruction

Contractor crew work/equipment requirements are:

- a. Crew of 4 personnel able to work 12.47KV energized facilities and occasional emergency restoration during regular work hours.
- b. Replacement and reframing of distribution poles with 15KV equipment
- c. Replacing 2.4 KV transformers with 7.2KV overhead and underground transformers single phase and three phase
- d. Transferring secondary and primary conductors
- e. One line truck
- f. One bucket truck able to work 50' poles.

Two sealed bids were received and opened on August 20, 2021. Those bids for weekly rates propose:

Utility Partners of America (UPA) (Greenville, SC)	\$14,402
Sparks Energy, Inc. (Danville, AL)	\$13,866

Mr. Baker stated the work would take approximately 4 weeks to complete and ask that Council approve the bid from UPA as they are already familiar with our system.

Upon a motion by Mr. Duncan and seconded by Mr. Adams, the motion **to approve the bid by Utility Partners of America (UPA) in the amount of \$14,402 per week** passed unanimously.

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

5. ARP Resolution to designate a representative and contact person for ARP Act of 2021

Mr. Bronson informed Council that the American Rescue Plan Act of 2021 authorizes \$1,289,913 to the City of Westminster. In order to submit a request to draw the funds, the City Council must designate a point of contact by resolution and requested that the Council pass the resolution authorizing him as point of contact.

Upon a motion by Mr. Cater and seconded by Mr. Adams, the motion **to approve the resolution authorizing the City Administrator as the point of contact** passed unanimously.

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

## 6. Approval of Budget Amendments

Mr. Bronson provided a spreadsheet listing items for which City Council is required to authorize through a budget appropriation. The second reading of the ordinance will also require a public hearing which will be advertised.

The amended budget includes monies allocated out of the Hospitality Fund for SeamonWhiteside and the survey done on the Hall Street property. Also, included in the amendment is the ARP from the State and County and the monies that are allocated from the C-Fund Committee for sidewalks and roadway resurfacing.

Upon a motion by Mr. Adams and seconded by Mr. Cater, the motion to **conduct the first reading of an Ordinance amending the FY2021-2022 budget** passed unanimously.

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

## 7. Discuss Police Chief Residency along with Fire Chief and City Administrator

Mr. Bronson stated that the current Employee Policy and Procedure Manual states residency requirements for the Police Chief, Fire Chief, and the City Administrator. With beginning the process of search for a new Police Chief, Mr. Bronson was seeking clarification since currently none of those holding those position live inside the city limits.

The current policy states they are required reside in the city limits or no more than five miles outside the city limits.



Upon a motion by Mr. Adams and seconded by Mr. Cater, the motion **to replace the word “required” with “prefer” in the policy** passed with a 4 to 3 vote with Mayor Ramey, Mr. Powell and Mr. Mefleh voting no.

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

#### 8. City Council – Rules of Procedure

In July 2021, City Council encountered a situation in which its current rules of procedure were called into question. Specifically, the current rules of procedure, following Roberts Rules of Order, adopted by the Westminster City Council in 1976 do not provide for telephonic or other electronic means for City Council member attendance.

Mr. Bronson presented two divergent options presented for City Council's consideration.

The first option is an Ordinance that allows the City Council to conduct its meetings with members attending either telephonically or electronically (via a virtual platform such as Zoom, Skype or FaceTime) should the Council wish to allow for such attendance.

The second option is the policy adopted by the Oconee Joint Regional Sewer Authority (OJRSA) for its Board of Directors meetings. It does explicitly restrict telephonic and electronic meeting attendance for Board members unless there is a declared emergency.

Mr. Bronson stated that Council can elected to take one of these options or continue as they have been. Council would need to pass an emergency ordinance that would allow for telephonic or other electronic means for City Council members attendance.

Council took no further action on this topic.

#### 9. Tax Sale Redemption of 220 S Spring Street

Mr. Bronson stated that the property at 220 S. Spring St. was sold in 2019 at a public auction for delinquent taxes.

The City was notified as a mortgage holder of its rights to pay \$4,824.53 in delinquent property taxes to retain (gain) ownership of the property. The property may have been rehabilitated or realized other improvements from or by the City at some point in time.

After a brief discussion, the Council decided to take no action on this topic.

### **Routine Business**

1. Upon a motion by Mr. Adams and seconded by Mr. Chastain, the motion **to approve the August 10, 2021 Regular Meeting Minutes** passed unanimously.

### **Comments from Utility Director**

Mr. Baker stated that they have had a good month and a lot has been accomplished.

- a. The valves at the water plant have been changed out
- b. The City has received two vehicles from the County and one is going to the Water Plant and the other to the Recreation Department
- c. The VFD's are ready
- d. The Water Department is down two employees but we are advertising
- e. Riley St. building and fencing is now gone and the lot is being cleaned up.
- f. The pool has been drained and the process to fill it in has begun.
- g. A new roof has been installed on the Police building.
- h. Staff is getting ready for the Apple Festival
- i. A new circuit has been built and now the town can be split. Blinking that has been occurring should have stopped.

### **Comments from the City Administrator**

- a. West Oak High school has asked that their logo be put on the Hwy. 11 water tank. A cost estimate was received in the amount of \$14,900. The Council thinks it is a good idea but that we need to look at the budget year for planning and maybe do a cost sharing with the school. It was also suggested to do fund raisers or donations from local businesses. Council directed Staff to contact the school and inform them that it would be addressed for the next budget year.
- b. Mr. Bronson stated that Lawrence Flynn reviewed our code for enforcing property maintenance and as it currently stands it limits what the City can enforce. Mr. Bronson suggested that the Council adopt the International Property Maintenance Code. Most cities have adopted the code but it does put a lot of burden on the property owners and rental properties. It was recommended that the City adopt the policy and then as issues come up, they can work on making it a better fit for the city. It was also recommended that Mr. Jones meet with the Seneca Codes Officer to learn about the code prior to its adoption.
- c. Mr. Powell asked if anything was being done about customers leaving their trash cans out all the time. Mr. Bronson stated that stickers will be placed on the cans asking customers to remove the cans from the street. If they still fail to do so, then something can be drafted to bring before Council for adoption.
- d. Mr. Cater asked on the status of the survey for the Hall Street property. Mr. Bronson stated that the survey is completed and that SeamonWhiteside has it. They will integrate it into the plan and it will be presented to the Committee. Mr. Duncan

- asked how long until we have an estimated cost of the project. Mr. Bronson stated that it should be about 2-3 weeks.
- e. Mayor Ramey asked Council to start thinking what they wanted to do with Riley Street property now that it has been cleared.

**Adjourn**

Upon a motion by Mr. Cater and seconded by Mr. Duncan, the motion ***to adjourn the meeting at 8:15 p.m.*** passed unanimously.

(Minutes prepared by Jennifer Adams)

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

\_\_\_\_\_  
Date

DRAFT

# Revenue Report

## Level 3 Summary for September 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
010 CITY GENERAL FUND								
100 ADMINISTRATION								
00400 Property Taxes	\$641,600.00	\$0.00	\$641,600.00	\$0.00	0	\$24,239.34	4	\$617,360.66
00401 Intergovernmental Rev	\$60,000.00	\$0.00	\$60,000.00	\$0.00	0	\$15,430.72	26	\$44,569.28
00402 License, Permits, & Fees	\$335,742.00	\$0.00	\$335,742.00	\$4,369.53	1	\$84,010.32	25	\$251,731.68
00404 Pymt In Lieu Of Tax & Fran Fee	\$554,796.00	\$0.00	\$554,796.00	\$41,358.00	7	\$126,089.47	23	\$428,706.53
00405 Interest Income	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$0.00	0	\$1,000.00
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$18,210.79	0	(\$18,210.79)
00407 Miscellaneous & Other	\$26,285.00	\$0.00	\$26,285.00	\$0.00	0	\$2,141.34	8	\$24,143.66
<b>Total ADMINISTRATION</b>	<b>\$1,619,423.00</b>	<b>\$0.00</b>	<b>\$1,619,423.00</b>	<b>\$45,727.53</b>	<b>3</b>	<b>\$270,121.98</b>	<b>17</b>	<b>\$1,349,301.02</b>
200 FIRE DEPARTMENT								
00401 Intergovernmental Rev	\$285,000.00	\$0.00	\$285,000.00	\$0.00	0	\$0.00	0	\$285,000.00
00405 Interest Income	\$200.00	\$0.00	\$200.00	\$0.00	0	\$22.48	11	\$177.52
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 Miscellaneous & Other	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$23.07	2	\$976.93
<b>Total FIRE DEPARTMENT</b>	<b>\$286,200.00</b>	<b>\$0.00</b>	<b>\$286,200.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$45.55</b>	<b>0</b>	<b>\$286,154.45</b>
300 POLICE								
00403 Fines & Forfeitures	\$31,000.00	\$0.00	\$31,000.00	\$2,629.95	8	\$7,125.29	23	\$23,874.71
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1.68	0	(\$1.68)
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$635.65	0	(\$635.65)
00407 Miscellaneous & Other	\$2,000.00	\$0.00	\$2,000.00	\$0.00	0	\$120.00	6	\$1,880.00
<b>Total POLICE</b>	<b>\$33,000.00</b>	<b>\$0.00</b>	<b>\$33,000.00</b>	<b>\$2,629.95</b>	<b>8</b>	<b>\$7,882.62</b>	<b>24</b>	<b>\$25,117.38</b>
500 CODES								
00402 License, Permits, & Fees	\$350.00	\$0.00	\$350.00	\$0.00	0	\$100.00	29	\$250.00
00403 Fines & Forfeitures	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
<b>Total CODES</b>	<b>\$350.00</b>	<b>\$0.00</b>	<b>\$350.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$100.00</b>	<b>29</b>	<b>\$250.00</b>
600 PUBLIC WORKS								
00407 Miscellaneous & Other	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
<b>Total PUBLIC WORKS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
700 NON DEPARTMENTAL								
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 Miscellaneous & Other	\$62,600.00	\$0.00	\$62,600.00	\$0.00	0	\$0.00	0	\$62,600.00
<b>Total NON DEPARTMENTAL</b>	<b>\$62,600.00</b>	<b>\$0.00</b>	<b>\$62,600.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$62,600.00</b>
800 POOL								
00407 Miscellaneous & Other	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
<b>Total POOL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
<b>Total CITY GENERAL FUND</b>	<b>\$2,001,573.00</b>	<b>\$0.00</b>	<b>\$2,001,573.00</b>	<b>\$48,357.48</b>	<b>2</b>	<b>\$278,150.15</b>	<b>14</b>	<b>\$1,723,422.85</b>
<b>TOTAL ALL FUNDS</b>	<b>\$2,001,573.00</b>	<b>\$0.00</b>	<b>\$2,001,573.00</b>	<b>\$48,357.48</b>	<b>2</b>	<b>\$278,150.15</b>	<b>14</b>	<b>\$1,723,422.85</b>

# Expenditure Report

## Level 3 Summary for September 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
<b>010 CITY GENERAL FUND</b>									
<b>100 ADMINISTRATION</b>									
00100 Personal Services	\$154,754.00	\$0.00	\$21,982.28	14	\$67,085.75	43	\$0.00	\$87,668.25	57
00200 Commodities	\$14,150.00	\$0.00	\$1,093.70	8	\$9,083.33	64	\$0.00	\$5,066.67	36
00300 Contractual Services	\$246,100.00	\$0.00	\$19,992.48	8	\$60,178.67	24	\$0.00	\$185,921.33	76
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total ADMINISTRATION</b>	<b>\$415,004.00</b>	<b>\$0.00</b>	<b>\$43,068.46</b>	<b>10</b>	<b>\$136,347.75</b>	<b>33</b>	<b>\$0.00</b>	<b>\$278,656.25</b>	<b>67</b>
<b>200 FIRE DEPARTMENT</b>									
00100 Personal Services	\$342,881.00	\$0.00	\$30,219.79	9	\$90,936.35	27	\$0.00	\$251,944.65	73
00200 Commodities	\$39,600.00	\$0.00	\$1,620.21	4	\$3,184.59	8	\$0.00	\$36,415.41	92
00300 Contractual Services	\$82,500.00	\$0.00	\$10,631.21	13	\$16,924.35	21	\$0.00	\$65,575.65	79
00600 Capital Outlay	\$9,275.00	\$0.00	\$0.00	0	\$445.20	5	\$0.00	\$8,829.80	95
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total FIRE DEPARTMENT</b>	<b>\$474,256.00</b>	<b>\$0.00</b>	<b>\$42,471.21</b>	<b>9</b>	<b>\$111,490.49</b>	<b>24</b>	<b>\$0.00</b>	<b>\$362,765.51</b>	<b>76</b>
<b>300 POLICE</b>									
00100 Personal Services	\$570,778.00	\$0.00	\$59,012.36	10	\$146,191.68	26	\$0.00	\$424,586.32	74
00200 Commodities	\$57,000.00	\$0.00	\$4,896.74	9	\$9,702.50	17	\$797.35	\$46,500.15	82
00300 Contractual Services	\$39,787.00	\$0.00	\$2,773.67	7	\$4,746.53	12	\$70.00	\$34,970.47	88
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total POLICE</b>	<b>\$667,565.00</b>	<b>\$0.00</b>	<b>\$66,682.77</b>	<b>10</b>	<b>\$160,640.71</b>	<b>24</b>	<b>\$867.35</b>	<b>\$506,056.94</b>	<b>76</b>
<b>400 RECREATION</b>									
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total RECREATION</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>500 CODES</b>									
00100 Personal Services	\$27,597.00	\$0.00	\$3,050.67	11	\$9,591.06	35	\$0.00	\$18,005.94	65
00200 Commodities	\$3,550.00	\$0.00	\$1,734.24	49	\$2,694.33	76	\$0.00	\$855.67	24
00300 Contractual Services	\$50,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$50,000.00	100
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total CODES</b>	<b>\$81,147.00</b>	<b>\$0.00</b>	<b>\$4,784.91</b>	<b>6</b>	<b>\$12,285.39</b>	<b>15</b>	<b>\$0.00</b>	<b>\$68,861.61</b>	<b>85</b>
<b>600 PUBLIC WORKS</b>									
00100 Personal Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00200 Commodities	\$21,900.00	\$0.00	\$770.00	4	\$2,389.42	11	\$314.84	\$19,195.74	88
00300 Contractual Services	\$75,400.00	\$0.00	\$12,000.18	16	\$22,603.14	30	\$31,491.00	\$21,305.86	28
00600 Capital Outlay	\$20,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$20,000.00	100
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total PUBLIC WORKS</b>	<b>\$117,300.00</b>	<b>\$0.00</b>	<b>\$12,770.18</b>	<b>11</b>	<b>\$24,992.56</b>	<b>21</b>	<b>\$31,805.84</b>	<b>\$60,501.60</b>	<b>52</b>
<b>700 NON DEPARTMENTAL</b>									
00100 Personal Services	\$15,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$15,000.00	100
00200 Commodities	\$500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$500.00	100
00300 Contractual Services	\$230,801.00	\$0.00	\$0.00	0	\$38,578.50	17	\$0.00	\$192,222.50	83
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 September 2022**

<b>Accounts</b>	<b>Budget Appropriation</b>	<b>Supplemental Appropriation</b>	<b>Current Pd Expenditures</b>	<b>Curr Pct</b>	<b>Year To Date Expenditures</b>	<b>YTD Pct</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>Une Pct</b>
00800 Other	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total NON DEPARTMENTAL</b>	<b>\$246,301.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$38,578.50</b>	<b>16</b>	<b>\$0.00</b>	<b>\$207,722.50</b>	<b>84</b>
<b>800 POOL</b>									
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
<b>Total POOL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>Total CITY GENERAL FUND</b>	<b>\$2,001,573.00</b>	<b>\$0.00</b>	<b>\$169,777.53</b>	<b>8</b>	<b>\$484,335.40</b>	<b>24</b>	<b>\$32,673.19</b>	<b>\$1,484,564.41</b>	<b>74</b>
<b>TOTAL ALL FUNDS</b>	<b>\$2,001,573.00</b>	<b>\$0.00</b>	<b>\$169,777.53</b>	<b>8</b>	<b>\$484,335.40</b>	<b>24</b>	<b>\$32,673.19</b>	<b>\$1,484,564.41</b>	<b>74</b>

Level 3 Summary for September 2022

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                03  
System Date        10/1/2021  
System Time        8:05:14 am  
Print Date          10/1/2021  
Print Time          8:05:22 am  
Run by                JDA  
Print ID              381  
System version     7.1.21  
Export                APGLXP17  
Export version     VM-07110002

## Revenue Report

### Level 3 Summary for September 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
020 UTILITY DEPT. GENERAL FUND								
150 UTILITY ADMINISTRATION								
00405 Interest Income	\$500.00	\$0.00	\$500.00	\$0.00	0	\$75.17	15	\$424.83
00407 Miscellaneous & Other	\$996,619.00	\$0.00	\$996,619.00	\$36,277.18	4	\$109,081.96	11	\$887,537.04
00412 Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
<b>Total UTILITY ADMINISTRATION</b>	<b>\$997,119.00</b>	<b>\$0.00</b>	<b>\$997,119.00</b>	<b>\$36,277.18</b>	<b>4</b>	<b>\$109,157.13</b>	<b>11</b>	<b>\$887,961.87</b>
250 ELECTRIC								
00407 Miscellaneous & Other	\$18,000.00	\$0.00	\$18,000.00	\$2,502.00	14	\$9,091.00	51	\$8,909.00
00408 Electric	\$4,280,000.00	\$0.00	\$4,280,000.00	\$368,647.00	9	\$1,010,941.33	24	\$3,269,058.67
<b>Total ELECTRIC</b>	<b>\$4,298,000.00</b>	<b>\$0.00</b>	<b>\$4,298,000.00</b>	<b>\$371,149.00</b>	<b>9</b>	<b>\$1,020,032.33</b>	<b>24</b>	<b>\$3,277,967.67</b>
350 WATER								
00407 Miscellaneous & Other	\$8,000.00	\$0.00	\$8,000.00	\$0.00	0	\$0.00	0	\$8,000.00
00409 Water	\$1,945,000.00	\$0.00	\$1,945,000.00	\$185,511.89	10	\$531,989.25	27	\$1,413,010.75
00411 Project Operations	\$0.00	\$0.00	\$0.00	\$1,650.00	0	\$1,650.00	0	(\$1,650.00)
<b>Total WATER</b>	<b>\$1,953,000.00</b>	<b>\$0.00</b>	<b>\$1,953,000.00</b>	<b>\$187,161.89</b>	<b>10</b>	<b>\$533,639.25</b>	<b>27</b>	<b>\$1,419,360.75</b>
450 SEWER								
00407 Miscellaneous & Other	\$2,500.00	\$0.00	\$2,500.00	\$0.00	0	\$18,210.79	728	(\$15,710.79)
00410 Sewer	\$719,240.00	\$0.00	\$719,240.00	\$57,523.71	8	\$166,840.33	23	\$552,399.67
<b>Total SEWER</b>	<b>\$721,740.00</b>	<b>\$0.00</b>	<b>\$721,740.00</b>	<b>\$57,523.71</b>	<b>8</b>	<b>\$185,051.12</b>	<b>26</b>	<b>\$536,688.88</b>
550 WATER PLANT								
00407 Miscellaneous & Other	\$3,500.00	\$0.00	\$3,500.00	\$0.00	0	\$0.00	0	\$3,500.00
<b>Total WATER PLANT</b>	<b>\$3,500.00</b>	<b>\$0.00</b>	<b>\$3,500.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$3,500.00</b>
<b>Total UTILITY DEPT. GENERAL FUND</b>	<b>\$7,973,359.00</b>	<b>\$0.00</b>	<b>\$7,973,359.00</b>	<b>\$652,111.78</b>	<b>8</b>	<b>\$1,847,879.83</b>	<b>23</b>	<b>\$6,125,479.17</b>
<b>TOTAL ALL FUNDS</b>	<b>\$7,973,359.00</b>	<b>\$0.00</b>	<b>\$7,973,359.00</b>	<b>\$652,111.78</b>	<b>8</b>	<b>\$1,847,879.83</b>	<b>23</b>	<b>\$6,125,479.17</b>



## Expenditure Report

### Level 3 Summary for September 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
020 UTILITY DEPT. GENERAL FUND									
150 UTILITY ADMINISTRATION									
00100 Personal Services	\$317,827.00	\$0.00	\$13,512.54	4	\$42,948.90	14	\$0.00	\$274,878.10	86
00200 Commodities	\$46,200.00	\$0.00	\$1,787.94	4	\$12,354.29	27	\$20.00	\$33,825.71	73
00300 Contractual Services	\$704,696.00	\$0.00	\$58,385.02	8	\$163,038.76	23	\$0.00	\$541,657.24	77
00600 Capital Outlay	\$568,000.00	\$0.00	\$115,480.00	20	\$115,480.00	20	\$349,572.00	\$102,948.00	18
<b>Total UTILITY ADMINISTRATION</b>	<b>\$1,636,723.00</b>	<b>\$0.00</b>	<b>\$189,165.50</b>	<b>12</b>	<b>\$333,821.95</b>	<b>20</b>	<b>\$349,592.00</b>	<b>\$953,309.05</b>	<b>58</b>
250 ELECTRIC									
00100 Personal Services	\$402,542.00	\$0.00	\$28,144.06	7	\$85,475.29	21	\$0.00	\$317,066.71	79
00200 Commodities	\$243,700.00	\$0.00	\$9,256.56	4	\$40,730.16	17	\$2,513.93	\$200,455.91	82
00300 Contractual Services	\$2,416,867.00	\$0.00	\$227,108.89	9	\$456,091.64	19	\$0.00	\$1,960,775.36	81
00600 Capital Outlay	\$276,900.00	\$0.00	\$10,347.75	4	\$10,347.75	4	\$4,949.00	\$261,603.25	94
<b>Total ELECTRIC</b>	<b>\$3,340,009.00</b>	<b>\$0.00</b>	<b>\$274,857.26</b>	<b>8</b>	<b>\$592,644.84</b>	<b>18</b>	<b>\$7,462.93</b>	<b>\$2,739,901.23</b>	<b>82</b>
350 WATER									
00100 Personal Services	\$282,152.00	\$0.00	\$15,788.78	6	\$52,955.41	19	\$0.00	\$229,196.59	81
00200 Commodities	\$217,700.00	\$0.00	\$31,203.53	14	\$85,055.93	39	\$581.09	\$132,062.98	61
00300 Contractual Services	\$214,500.00	\$0.00	\$13,250.29	6	\$51,990.13	24	\$35,597.81	\$126,912.06	59
00600 Capital Outlay	\$10,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$10,000.00	100
00700 Debt Service	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total WATER</b>	<b>\$724,352.00</b>	<b>\$0.00</b>	<b>\$60,242.60</b>	<b>8</b>	<b>\$190,001.47</b>	<b>26</b>	<b>\$36,178.90</b>	<b>\$498,171.63</b>	<b>69</b>
450 SEWER									
00100 Personal Services	\$160,292.00	\$0.00	\$10,989.36	7	\$31,253.06	19	\$0.00	\$129,038.94	81
00200 Commodities	\$60,400.00	\$0.00	\$3,703.16	6	\$7,757.73	13	\$0.00	\$52,642.27	87
00300 Contractual Services	\$651,300.00	\$0.00	\$46,226.25	7	\$119,353.51	18	\$475,425.12	\$56,521.37	9
00600 Capital Outlay	\$30,350.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$30,350.00	100
<b>Total SEWER</b>	<b>\$902,342.00</b>	<b>\$0.00</b>	<b>\$60,918.77</b>	<b>7</b>	<b>\$158,364.30</b>	<b>18</b>	<b>\$475,425.12</b>	<b>\$268,552.58</b>	<b>30</b>
550 WATER PLANT									
00100 Personal Services	\$230,855.00	\$0.00	\$17,405.19	8	\$53,250.11	23	\$0.00	\$177,604.89	77
00200 Commodities	\$88,650.00	\$0.00	\$20,564.76	23	\$31,948.81	36	\$21,092.02	\$35,609.17	40
00300 Contractual Services	\$470,250.00	\$0.00	\$32,629.54	7	\$91,168.47	19	\$86,428.11	\$292,653.42	62
00600 Capital Outlay	\$57,500.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$57,500.00	100
<b>Total WATER PLANT</b>	<b>\$847,255.00</b>	<b>\$0.00</b>	<b>\$70,599.49</b>	<b>8</b>	<b>\$176,367.39</b>	<b>21</b>	<b>\$107,520.13</b>	<b>\$563,367.48</b>	<b>66</b>
650 NON DEPARTMENTAL									
00700 Debt Service	\$373,908.00	\$0.00	\$25,226.11	7	\$75,678.33	20	\$0.00	\$298,229.67	80
00800 Other	\$132,157.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$132,157.00	100
<b>Total NON DEPARTMENTAL</b>	<b>\$506,065.00</b>	<b>\$0.00</b>	<b>\$25,226.11</b>	<b>5</b>	<b>\$75,678.33</b>	<b>15</b>	<b>\$0.00</b>	<b>\$430,386.67</b>	<b>85</b>
700 NON DEPARTMENTAL									
00100 Personal Services	\$15,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$15,000.00	100
00300 Contractual Services	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00800 Other	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total NON DEPARTMENTAL</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>100</b>

Level 3 Summary for September 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
Total UTILITY DEPT. GENERAL FUND	\$7,971,746.00	\$0.00	\$681,009.73	9	\$1,526,878.28	19	\$976,179.08	\$5,468,688.64	69
<b>TOTAL ALL FUNDS</b>	<b>\$7,971,746.00</b>	<b>\$0.00</b>	<b>\$681,009.73</b>	<b>9</b>	<b>\$1,526,878.28</b>	<b>19</b>	<b>\$976,179.08</b>	<b>\$5,468,688.64</b>	<b>69</b>

Level 3 Summary for September 2022

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
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2	ALL		N
3	ALL		N
4	ALL		N
5	ALL		n/a

Period            03  
System Date      10/1/2021  
System Time      8:06:09 am  
Print Date        10/1/2021  
Print Time        8:06:12 am  
Run by            JDA  
Print ID           381  
System version    7.1.21  
Export            APGLXP17  
Export version    VM-07110002

## Revenue Report

### Level 3 Summary for September 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
030 SOLID WASTE								
900 SOLID WASTE								
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00406 Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00407 Miscellaneous & Other	\$447,487.00	\$0.00	\$447,487.00	\$36,153.37	8	\$100,137.32	22	\$347,349.68
<b>Total SOLID WASTE</b>	<b>\$447,487.00</b>	<b>\$0.00</b>	<b>\$447,487.00</b>	<b>\$36,153.37</b>	<b>8</b>	<b>\$100,137.32</b>	<b>22</b>	<b>\$347,349.68</b>
<b>Total SOLID WASTE</b>	<b>\$447,487.00</b>	<b>\$0.00</b>	<b>\$447,487.00</b>	<b>\$36,153.37</b>	<b>8</b>	<b>\$100,137.32</b>	<b>22</b>	<b>\$347,349.68</b>
<b>TOTAL ALL FUNDS</b>	<b>\$447,487.00</b>	<b>\$0.00</b>	<b>\$447,487.00</b>	<b>\$36,153.37</b>	<b>8</b>	<b>\$100,137.32</b>	<b>22</b>	<b>\$347,349.68</b>

## Expenditure Report

### Level 3 Summary for September 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
030 SOLID WASTE									
005 EXPENSE									
00515 Expense	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
<b>Total EXPENSE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
900 SOLID WASTE									
00100 Personal Services	\$227,748.00	\$0.00	\$19,612.14	9	\$60,760.51	27	\$0.00	\$166,987.49	73
00200 Commodities	\$106,900.00	\$0.00	\$10,366.39	10	\$24,125.71	23	\$676.70	\$82,097.59	77
00300 Contractual Services	\$49,570.00	\$0.00	\$744.87	2	\$3,892.78	8	\$263.88	\$45,413.34	92
00600 Capital Outlay	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
00700 Debt Service	\$63,268.70	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$63,268.70	100
<b>Total SOLID WASTE</b>	<b>\$447,486.70</b>	<b>\$0.00</b>	<b>\$30,723.40</b>	<b>7</b>	<b>\$88,779.00</b>	<b>20</b>	<b>\$940.58</b>	<b>\$357,767.12</b>	<b>80</b>
<b>Total SOLID WASTE</b>	<b>\$447,486.70</b>	<b>\$0.00</b>	<b>\$30,723.40</b>	<b>7</b>	<b>\$88,779.00</b>	<b>20</b>	<b>\$940.58</b>	<b>\$357,767.12</b>	<b>80</b>
<b>TOTAL ALL FUNDS</b>	<b>\$447,486.70</b>	<b>\$0.00</b>	<b>\$30,723.40</b>	<b>7</b>	<b>\$88,779.00</b>	<b>20</b>	<b>\$940.58</b>	<b>\$357,767.12</b>	<b>80</b>

Level 3 Summary for September 2022

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
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2	ALL		N
3	ALL		N
4	ALL		N
5	ALL		n/a

Period            03  
System Date      10/1/2021  
System Time      8:10:14 am  
Print Date        10/1/2021  
Print Time        8:10:16 am  
Run by            JDA  
Print ID           381  
System version    7.1.21  
Export            APGLXP17  
Export version    VM-07110002

## Revenue Report

### Level 3 Summary for September 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
050 YOUTH RECREATION FUND								
400 RECREATION								
00401 Intergovernmental Rev	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00	100	\$30,000.00	100	\$0.00
00402 License, Permits, & Fees	\$200,434.00	\$0.00	\$200,434.00	\$5,332.50	3	\$21,880.50	11	\$178,553.50
00405 Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
00406 Grant Income	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0	\$0.00	0	\$10,000.00
00407 Miscellaneous & Other	\$279,435.00	\$0.00	\$279,435.00	\$241.73	0	\$46,166.90	17	\$233,268.10
<b>Total RECREATION</b>	<b>\$519,869.00</b>	<b>\$0.00</b>	<b>\$519,869.00</b>	<b>\$35,574.23</b>	<b>7</b>	<b>\$98,047.40</b>	<b>19</b>	<b>\$421,821.60</b>
<b>Total YOUTH RECREATION FUND</b>	<b>\$519,869.00</b>	<b>\$0.00</b>	<b>\$519,869.00</b>	<b>\$35,574.23</b>	<b>7</b>	<b>\$98,047.40</b>	<b>19</b>	<b>\$421,821.60</b>
<b>TOTAL ALL FUNDS</b>	<b>\$519,869.00</b>	<b>\$0.00</b>	<b>\$519,869.00</b>	<b>\$35,574.23</b>	<b>7</b>	<b>\$98,047.40</b>	<b>19</b>	<b>\$421,821.60</b>

## Expenditure Report

### Level 3 Summary for September 2022

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
050 YOUTH RECREATION FUND									
400 RECREATION									
00100 Personal Services	\$226,219.00	\$0.00	\$12,149.58	5	\$34,567.37	15	\$0.00	\$191,651.63	85
00200 Commodities	\$61,800.00	\$0.00	\$6,495.96	11	\$8,221.54	13	\$14,325.52	\$39,252.94	64
00300 Contractual Services	\$221,850.00	\$0.00	\$12,997.19	6	\$36,857.54	17	\$29,020.85	\$155,971.61	70
00600 Capital Outlay	\$10,000.00	\$0.00	\$24,347.43	243	\$24,347.43	243	\$0.00	(\$14,347.43)	(143)
<b>Total RECREATION</b>	<b>\$519,869.00</b>	<b>\$0.00</b>	<b>\$55,990.16</b>	<b>11</b>	<b>\$103,993.88</b>	<b>20</b>	<b>\$43,346.37</b>	<b>\$372,528.75</b>	<b>72</b>
<b>Total YOUTH RECREATION FUND</b>	<b>\$519,869.00</b>	<b>\$0.00</b>	<b>\$55,990.16</b>	<b>11</b>	<b>\$103,993.88</b>	<b>20</b>	<b>\$43,346.37</b>	<b>\$372,528.75</b>	<b>72</b>
<b>TOTAL ALL FUNDS</b>	<b>\$519,869.00</b>	<b>\$0.00</b>	<b>\$55,990.16</b>	<b>11</b>	<b>\$103,993.88</b>	<b>20</b>	<b>\$43,346.37</b>	<b>\$372,528.75</b>	<b>72</b>



Level 3 Summary for September 2022

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            03  
System Date      10/1/2021  
System Time      8:11:05 am  
Print Date        10/1/2021  
Print Time        8:11:07 am  
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Print ID           381  
System version    7.1.21  
Export            APGLXP17  
Export version    VM-07110002