REVISED 9/20/23

PUBLIC HEARING & REGULAR MEETING OF CITY COUNCIL
SEPTEMBER 21, 2023 – 5:30 PM
2222 HIGHMARKET STREET
MUNICIPAL COURTROOM
GEORGETOWN, SOUTH CAROLINA
AND LIVESTREAM:
https://www.facebook.com/cityofgtown/

Notice of this meeting has been made in accordance with the South Carolina Code of Laws as amended.

1. **CALL TO ORDER**

2. **ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES**

3. **INVOCATION & PLEDGE OF ALLEGIANCE**

4. **PUBLIC HEARING**

   The purpose of the Public Hearing will be to receive citizen input concerning the following items.

   A. **An ordinance to amend the fiscal year 2023-2024 budget for the City of Georgetown, South Carolina to amend the ARPA Special Revenue Fund.**

5. **PUBLIC COMMENTS ON CURRENT AGENDA ITEMS**

6. **INTRODUCTION OF NEW EMPLOYEES**

7. **PROCLAMATION**

   A. **City of Georgetown Purple Heart City Proclamation**

8. **PLANNING AND COMMUNITY DEVELOPMENT**

   A. **Motion to approve a Resolution revising the Architectural Review Board Design Standards Manual.**

   Attachments:

   1 ARB Guidelines Amendment Resolution

   2 2023.09.21 ARB Guidelines Revisions Redline

   3 Proposed changes to ARB Guidelines

   4 July 10, 2023 ARB Minutes

   5 2017.10.26 ARB Resolution

9. FINANCE

A. Motion to approve second reading of an ordinance to amend the Fiscal Year 2023-2024 Budget for the City of Georgetown, South Carolina, to amend the ARPA Special Revenue Fund.

Attachments:

1 ARPA Special Revenue Fund Amendment

B. Motion to approve second reading of an ordinance to provide for the issuance and sale of a not exceeding three hundred thousand dollar ($300,000) General Obligation bond, series 2023 of the City of Georgetown, South Carolina, to prescribe the purposes for which the proceeds shall be expended, to provide for the payment thereof, and other matters relating thereto.

Attachments:

1 Bond Ordinance (2023 Georgetown GO Bond)

C. Motion to approve second reading of an ordinance to amend the Fiscal Year 2023/2024 budget for the City of Georgetown, South Carolina, to prescribe purposes for which certain earmarked funds from an Accommodations/Hospitality Tax Fund supplemental appropriation shall be expended and to correct a scrivener's error.

Attachments:

1 FY 2024 1st Budget Amendment Hospitality Tax Fund Increase

D. Motion to approve the A/H Tax Committee disbursement recommendations in the amount of $156,746 for FY 2024.

Attachments:

1 ATAX HTAX Minutes September 5, 2023

2 FY24 ATAX HTAX Agenda Item September 5, 2023 Meeting

E. Motion to approve the methodology for the second Santee Cooper settlement distribution to electric utility customers.

Attachments:

1 Santee Cooper Settlement Disbursement Briefing Document

10. ADMINISTRATION

A. Motion to approve the revised Employee Handbook as presented during the August 24, 2023, workshop.

Attachments:

1 Employee Handbook

11. CITY ADMINISTRATOR REPORT

12. MINUTES

A. Motion to approve minutes of August 17, 2023 and August 24,2023

13. OLD BUSINESS

14. NEW BUSINESS

15. DEPARTMENT MONTHLY REPORTS

A. Electric Department Monthly Report

Attachments:

1 Electric Department August 2023 Report

B. Engineering Department Monthly Report

Attachments:

1 Engineering Department August 2023 Report

C. Fire Department Monthly Report

Attachments:

1 Fire Department August 2023 Report

D. Fleet Service Monthly Report

Attachments:

1 Fleet Services August 2023 Report

E. Human Resources Department Monthly Report

Attachments:

1 Human Resources Department August 2023 Report

F. Municipal Court Monthly Report

Attachments:

1 Municipal Court August 2023 Report

G. Police Department Monthly Report

Attachments:

1 Police Department August 2023 Report

2 Police Department August 2023 Report Statistics

H. Public Works Monthly Report

Attachments:

1 Public Works August 2023 Report

I. Risk Management Monthly Report

Attachments:

1 Risk Management August 2023 Report

J. Water Utilities Monthly Report

Attachments:

1 Water Utilities Department August 2023 Report

K. Finance and IT Department Monthly Report

Attachments:

1 Finance Department Current Project August 2023 Listing

2 Finance Department GovDeal August 2023 Report

3 Finance Department Grant Summary August 2023 Report

4 Finance Department Open PO August 2023 Report

5 Finance Department Budget Performance July 2023 Report

6 Finance Department Active Businesses August 2023 Report

7 Finance and IT Department August 2023 Report

16. PUBLIC COMMENTS ON CITY SERVICES, BUSINESS, OR OTHER CITY MATTERS NOT ON THE AGENDA

17. **EXECUTIVE SESSION**

A. **Motion to adjourn Regular Meeting and enter into Executive Session pursuant to Section 30-4-70(a)(1)(2) and (5) to discuss employment for the City Administrator position; to receive legal advice related to the position of City Council in a potentially adversary situation regarding Black River Road; to receive legal advice relating to a pending, threatened, or potential utilities claims, or other matters covered by the attorney-client privilege; to discuss proposed development incentive agreements to serve the Winyah Fishing Village; and to discuss an appointment for the City's Boards and Commissions.**

B. **Motion to adjourn Executive Session and reconvene Regular Meeting.**

C. **NO FORMAL ACTION WAS TAKEN IN EXECUTIVE SESSION.**

D. **City Council may take action on items discussed in Executive Session.**

18. **APPOINTMENTS**

19. **ADJOURNMENT**

A. **Motion to adjourn the Regular Meeting of City Council.**

Georgetown City Council
120 North Fraser Street
Georgetown, SC 29442

SCHEDULED

Meeting: 09/21/23 05:30 PM
Department: Planning and Community Development
Category: Report
Prepared By: Brittany Powell
Initiator: Robert Cox
Sponsors:
DOC ID: 3930

MONTHLY REPORT (ID # 3930)

Motion to approve revisions to the Architectural Review Board Design Standards Manual.

STATE OF SOUTH CAROLINA	**)**	**RESOLUTION**
	)	**AUTHORIZING AMENDMENT CITY**
OF GEORGETOWN	**)**	**TO DESIGN GUIDELINES**

WHEREAS, under S.C. Code Ann. §6-29-880, the City of Georgetown Architectural Review Board (ARB) has design review powers as established by city ordinance; and

WHEREAS, under Article XVI of the City of Georgetown Zoning Ordinance, the ARB, in its consideration for application to demolish, remove, alter or construct a structure, uses the design guidelines approved by City Council; and

WHEREAS, the Board of Architectural Review approved a Resolution on October 16, 2017, recommending City Council to adopt the 2017 Georgetown Historic District Review Standards for use in the Board's review and future applications, replacing the 2003/2004 Design Guidelines; and

WHEREAS, on October 26, 2017, the City Council of the City of Georgetown adopted the 2017 Design Review Standards for the City of Georgetown, South Carolina, ("the Design Guidelines") replacing the 2004 Residential Area Design Guidelines and the 2003 Waterfront Area Design Guidelines, and the 2017 Design Guidelines are used through the present date; and

WHEREAS, on January 9, 2023, the ARB passed a Resolution recommending certain amendments to the Design Guidelines, replacing or amending certain sections and/provisions; and

WHEREAS, on February 16, 2023, the City Council of the City of Georgetown adopted a Resolution Authorizing Amendment to Design Guidelines based on the recommendations from the ARB; and

WHEREAS, on July 10, 2023, the ARB discussed further revisions to the Design Guidelines; and

WHEREAS, Mayor and Council value the input of the citizens serving on the City's ARB and share their stated goals of clarity, streamlining the process for stakeholders, and maintaining the integrity of the Historic District.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Georgetown duly assembled as follows:

> That the standards in the Design Guidelines be renamed, added, or amended as recommended by the ARB pursuant to Ex. 1, attached and incorporated herein:

AND BE IT FURTHER RESOLVED, that City Staff is authorized and directed to make the changes to the design review application and Design Guidelines as referenced hereinabove, and

Attachment: ARB Guidelines Amendment Resolution (3930 : ARB Minutes July 10, 2023) to reference and date the amendments for ease of use.

APPROVED this _______ day of __________________ 2023.

ATTEST:

Stephanie Buccione
City Clerk

Carol Jayroe
Mayor

APPROVED AS TO FORM:

Elise F. Crosby
City Attorney

Ex. 1

25.0 ELEVATED DWELLINGS EXISTING/NEW CONSTRUCTION

BACKGROUND

Georgetown is one of many coastal cities affected by flooding and high water issues. Much of the Georgetown Historic District is within a flood zone and elevation design standards are required to protect significant historic buildings from flooding and hurricane storm surges. Elevation design standards are intended to conserve the historic character of the historic district in a proactive manner. New construction in the Historic District that will be residential shall utilize the following for any desired or required elevated dwelling. This includes the areas South of Front Street along the waterfront and any single or multi-family dwellings built.

25.4 Raised brick foundations may be solid, pierced, or piers, and screening with landscaping is encouraged. The addition of stucco may be an appropriate surface treatment for brick foundations. Lattice panels or louvered panels may be placed between brick piers. Do not use vertical plastic or metal panels or other inappropriate materials. South of Front elevated dwellings may use composite materials for their screening between piers.

25.5 Raised foundations of brick may be in traditional forms such as solid or pierced. The screening of brick foundations through landscaping is encouraged. The stuccoing of brick foundations may be an appropriate treatment for the surface. Between brick piers lattice panels in traditional designs and materials should be used rather than vertical board siding, plastic or metal panels, and other inappropriate materials. The top of foundation piers and columns should not extend beyond the walls of the dwelling.

25.6 Increasing foundation heights through the use of concrete block, split-faced concrete block, or other concrete block materials should not be used unless concrete was the original material. Foundation piers should be consistent in size and scale with the porch columns above and in colors which coordinate both columns and piers. Raw cinder or cement block piers and raw wooden piers not boxed in and obscured by landscaping and other forms of approvable screening are inappropriate and shall not be permitted.

25.7 New stair landings should be at the original porch location height.

25.8 New stairs should be at least five feet in width and be in traditional historic designs appropriate to the style of the building.

25.9 Retain and preserve site features and their relationships that contribute to the overall historic character of the dwelling and the historic district, including landscaping, sidewalks, retaining walls, fences, foundations, driveways, and views. Lattice and other wood screening panels should be hinged in order to retract or "breakaway" during high water. Dark colors for screen panels are preferred to light colors.

25.10 The use of concrete block, split-faced concrete block or other concrete block materials to increase a foundation height without adding a stucco surface or brick or wood veneer shall not be approved.

25.11 New stairs and landings to accommodate elevation changes should complement the design of the existing façade, which may already include porch structures and related details.

25.12 Porch columns should align with the foundation piers below and not be offset.

25.13 Band boards at least 6" and a maximum of 12" should be added at the base of the dwelling's wall and above the foundation piers.

25.14 Elevate HVAC units or any other exterior equipment as inconspicuously as possible. Consider relocating HVAC equipment to rear roof lines not readily visible from the street/waterway.

25.15 If necessary and appropriate, a dwelling may be moved further back on the lot to accommodate the construction of stairs. It is preferred to maintain a direct stair connection perpendicular to the sidewalk or street; however, a split staircase is appropriate to keep the house on the original foundation.

25.16 Interior brick chimneys should be retained, elevated along with the house and be at the original height above the roofline. Exterior wall brick chimneys should be retained in place but extended above the roofline to the original height. Match any new brick as closely as possible. If matching brick is not possible, the application of a consistent stucco surface is appropriate.

CHAPTER 9: THE SOUTH SIDE OF FRONT STREET AND WATERFRONT 44.0 OVERALL APPROACH

POLICY AND JUSTIFICATION

The buildings along the south side of Front Street are unique in that there is no "rear" elevation since all elevations are readily visible to the public. New construction and alterations in this area are reviewed by the ARB, any residential (single or multi-family) construction or alteration please refer to Chapter 5 NEW CONSTRUCTION of the Design Standards. To the southeast of the commercial area are a series of industrial buildings, warehouses, and marinas. Most of these properties are non-contributing due to their age or degree of alterations. New construction and alterations in this area are reviewed by the ARB. The guidelines for the South Side of Front Street and Waterfront are also based on the Secretary of the Interior's Standards for Rehabilitation.

CHAPTER 10: RELOCATION

45.0 OVERALL APPROACH

BACKGROUND

The moving or relocation of building was not a common occurrence in Georgetown in past centuries. Most buildings in the historic district are on their original sites and retain their context on the street. A building often has both intrinsic historic significance and important associations with events of a given location or adjacent structures and may also be essential to the historic meaning of other neighboring recourses. Although relocation may preserve a building's physical presence, a new location may cause its meaning to become lost or diminished.

POLICY AND JUSTIFICATION

Moving a contributing building is strongly discouraged. It should only be considered after all other approaches to protect a historic building on its site have been exhausted, and relocation to a compatible vacant lot for rehabilitation becomes the last means of preserving a valued historic resource. Before the ARB approves relocation of a historic building, it will carefully evaluate the conditions that give rise to both the threat of demolition and subsequent proposal of relocation. The relocation of a significant or contributing structure cannot be completed in a single meeting. Applicants need to be prepared for 2 possibly 3 meetings before a vote can take place one of which must be an onsite meeting.

45.2 Relocation of dwellings, buildings, outbuildings, and other structures that contribute to the historic and architectural landscape of the district shall not be approved unless demolition or demolition by neglect is a threat to the structure in question.

45.4 Only a licensed, qualified, and experienced mover of historic buildings will be allowed to relocate a contributing building. A written narrative by the mover detailing the aspects of the relocation, protection methods that will be utilized to preserve existing features, detailed aspects of any removed features and how they will be rebuilt, and answers to any questions board members may submit to the moving company.

45.7 Relocated buildings should be carefully rebuilt and placed on a foundation which replicates the original using masonry material compatible with traditional foundations. Salvaging and reuse of original foundation materials is strongly encouraged. A foundation plan shall be submitted to the ARB for approval along with the application for relocation.

RENUMBER REST OF STANDARS

CHAPTER 11: DEMOLITION

46.0 OVERALL APPROACH

46.5 If relocation be agreed, follow the applicable guidelines under Moving or Relocation of Contributing Buildings (see Chapter 10: Standards for Relocation).

RENUMBER REST OF STANDARDS

25.0 ~~NEW CONSTRUCTION–ELEVATING DWELLINGS~~ ELEVATED DWELLINGS EXISTING/NEW CONSTRUCTION

BACKGROUND

Georgetown is one of many coastal cities affected by flooding and high water issues. Much of the Georgetown Historic District is within a flood zone and elevation design standards are required to protect significant historic buildings from flooding and hurricane storm surges. Elevation design standards are intended to conserve the historic character of the historic district in a proactive manner. New construction in the Historic District that will be residential shall utilize the following for any desired or required elevated dwelling. This includes the areas South of Front Street along the waterfront and any single or multi-family dwellings built.

25.4 ~~Property owners should consult with local building code official and ARB staff to determine an appropriate elevation level and related methods to mitigate associated project impacts on historic buildings. Additionally, a property owner seeking federal or state historic tax credits or grants must engage in early discussions with the State Historic Preservation Office pertaining to those requirements.~~Raised brick foundations may be solid, pierced, or piers, and screening with landscaping is encouraged. The addition of stucco may be an appropriate surface treatment for brick foundations. Lattice panels or louvered panels may be placed between brick piers. Do not use vertical plastic or metal panels or other inappropriate materials. South of Front elevated dwellings may use composite materials for their screening between piers.

25.5 Raised foundations of brick may be in traditional forms such as solid or pierced. The screening of brick foundations through landscaping is encouraged. The stuccoing of brick foundations may be an appropriate treatment for the surface. Between brick piers lattice panels in traditional designs and materials should be used rather than vertical board siding, plastic or metal panels, and other inappropriate materials. The top of foundation piers and columns should not extend beyond the walls of the dwelling.

25.6 Increasing foundation heights through the use of concrete block, split-faced concrete block, or other concrete block materials should not be used unless concrete was the original material. Foundation piers should be consistent in size and scale with the porch columns above and in colors which coordinate both columns and piers. Raw cinder or cement block piers and raw wooden piers not boxed in and obscured by landscaping and other forms of approvable screening are inappropriate and shall not be permitted.

25.7 ~~New stairs and landings introduced to accommodate elevation changes must complement the design of the existing façade, which may already include porch structures and related details.~~New stair landings should be at the original porch location height.

25.8 ~~An elevation plan should retain the historic footprint of the dwelling and its location.~~New stairs should be at least five feet in width and be in traditional historic designs appropriate to the style of the building.

25.9 Retain and preserve site features and their relationships that contribute to the overall historic character of the dwelling and the historic district, including landscaping, sidewalks, retaining walls, fences, foundations, driveways, and views. Lattice and other wood screening panels should be hinged in order to retract or "breakaway" during high water. Dark colors for screen panels are preferred to light colors.

25.10 ~~Protect large trees and other significant site features from construction activities. Avoid compaction of the soil within the drip line of trees.~~The use of concrete block, split-faced concrete block or other concrete block materials to increase a foundation height without adding a stucco surface or brick or wood veneer shall not be approved.

25.11 ~~Elevate HVAC units or any other exterior equipment as inconspicuously as possible. Consider relocating HVAC equipment to rear roof lines not readily visible from the street.~~New stairs and landings to accommodate elevation changes should complement the design of the existing façade, which may already include porch structures and related details.

25.12 Porch columns should align with the foundation piers below and not be offset.

25.13 Band boards at least 6" and a maximum of 12" should be added at the base of the dwelling's wall and above the foundation piers.

25.14 Elevate HVAC units or any other exterior equipment as inconspicuously as possible. Consider relocating HVAC equipment to rear roof lines not readily visible from the street/waterway.

25.15 If necessary and appropriate, a dwelling may be moved further back on the lot to accommodate the construction of stairs. It is preferred to maintain a direct stair connection perpendicular to the sidewalk or street; however, a split staircase is appropriate to keep the house on the original foundation.

25.16 Interior brick chimneys should be retained, elevated along with the house and be at the original height above the roofline. Exterior wall brick chimneys should be retained in place but extended above the roofline to the original height. Match any new brick as closely as possible. If matching brick is not possible, the application of a consistent stucco surface is appropriate.

CHAPTER 9: THE SOUTH SIDE OF FRONT STREET AND WATERFRONT 44.0 OVERALL APPROACH

POLICY AND JUSTIFICATION

The buildings along the south side of Front Street are unique in that there is no "rear" elevation since all elevations are readily visible to the public. ~~This requires the ARB to review all elevations equally and with attention to proposed additions and connectivity~~

~~to the waterfront.~~ New construction and alterations in this area are reviewed by the ARB, any residential (single or multi-family) construction or alteration please refer to Chapter 5 NEW CONSTRUCTION of the Design Standards. To the southeast of the commercial area are a series of industrial buildings, warehouses, and marinas. Most of these properties are non-contributing due to their age or degree of alterations. New construction and alterations in this area are reviewed by the ARB. The guidelines for the South Side of Front Street and Waterfront are also based on the Secretary of the Interior's Standards for Rehabilitation.

CHAPTER 10: RELOCATION
45.0 OVERALL APPROACH

BACKGROUND
The moving or relocation of building was not a common occurrence in Georgetown in past centuries. Most buildings in the historic district are on their original sites and retain their context on the street. A building often has both intrinsic historic significance and important associations with events of a given location or adjacent structures and may also be essential to the historic meaning of other neighboring recourses. Although relocation may preserve a building's physical presence, a new location may cause its meaning to become lost or diminished.~~, and its old setting to be significantly damaged by~~

POLICY AND JUSTIFICATION
Moving a contributing building is strongly discouraged. It should only be considered after all other approaches to protect a historic building on its site have been exhausted, and relocation to a compatible vacant lot for rehabilitation becomes the last means of preserving a valued historic resource. Before the ARB approves relocation of a historic building, it will carefully evaluate the conditions that give rise to both the threat of demolition and subsequent proposal of relocation. The relocation of a significant or contributing structure cannot be completed in a single meeting. Applicants need to be prepared for 2 possibly 3 meetings before a vote can take place one of which must be an onsite meeting.

45.2 ~~Relocating dwellings and outbuildings that contribute to the historic and architectural character of a district should be avoided unless demolition is the only alternative.~~ Relocation of dwellings, buildings, outbuildings, and other structures that contribute to the historic and architectural landscape of the district shall not be approved unless demolition or demolition by neglect is a threat to the structure in question.

45.4 Only a licensed, qualified, and experienced mover of historic buildings will be allowed to relocate a contributing building. A written narrative by the mover detailing the aspects of the relocation, protection methods that will be utilized to preserve existing features, detailed aspects of any removed features and how they will be rebuilt, and answers to any questions board members may submit to the moving company.

45.7 Relocated buildings should be carefully rebuilt and placed on a foundation which replicates the original using masonry material compatible with traditional foundations. Salvaging and reuse of original foundation materials is strongly encouraged. A foundation plan shall be submitted to the ARB for approval along with the application for relocation.

~~45.10 Except as dictated by public safety concerns, a building should not be moved, thereby leaving a vacant abandoned lot, until sixty days prior to the construction of the new building or development that caused its demolition.~~RENUMBER REST OF STANDARS

CHAPTER 11: DEMOLITION
46.0 OVERALL APPROACH

46.5 If relocation be agreed, follow the applicable guidelines under Moving or Relocation of Contributing Buildings (~~see Chapter 11: Standards for Relocation~~ see Chapter 10: Standards for Relocation).

~~46.6 Except as dictated by public safety concerns, a building should not be demolished, thereby leaving a vacant abandoned lot, until 60 days prior to the construction of the new building or development that caused its demolition.~~RENUMBER REST OF STANDARDS

PAGE 97 DESIGN STANDARDS MANUAL REPLACE STANDARDS WITH THE FOLLOWING AND ADD THE CONTINUATION OF

Rename Chapter 5 Section 25 ELEVATED DWELLINGS EXISTING / NEW CONSTRUCTION

OPENING PARAGRAPH NEEDS THE FOLLOWING STATEMENT INSERTED AT THE END. *New construction in the Historic District that will be residential shall utilize the following for any desired or required elevated dwelling. This includes the areas South of Front Street along the waterfront and any single or multi-family dwellings built.

25.4. Raised brick foundations may be solid, pierced, or piers, and screening with landscaping is encouraged. The addition of stucco may be an appropriate surface treatment for brick foundations. Lattice panels or louvered panels may be placed between brick piers. Do not use vertical plastic or metal panels or other inappropriate materials. South Of Front elevated dwellings may use composite materials for their screening between piers.

25.5 The top of foundation piers and columns should not extend beyond the walls of the dwelling.

25.6 Foundation piers should be consistent in size and scale with the porch columns above and in colors which coordinate both columns and piers. Raw cinder or cement block piers and raw wooden piers not boxed in and obscured by landscaping and other forms of approvable screening are inappropriate and shall not be permitted.

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25.10 The use of concrete block, split-faced concrete block or other concrete block materials to increase a foundation height without adding a stucco surface or brick or wood veneer shall not be approved.

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25.16 Interior brick chimneys should be retained, elevated along with the house and be at the original height above the roofline. Exterior wall brick chimneys should be retained in place but extended above the roofline to the original height. Match any new brick as closely as possible. If matching brick is not possible, the application of a consistent stucco surface is appropriate.

Page 150 Chapter 9 THE SOUTH SIDE OF FRONT STREET AND WATERFRONT Section 44.0 OVERALL APPROACH

Under the Policy and Justification Paragraph change the 2nd sentence to:

New construction and alterations in this area are reviewed by the ARB, any residential (single or multi-family) construction or alteration please refer to Chapter 5 NEW CONSTRUCTION of the Design Standards beginning page 92.

Chapter 10 RELOCATION

SECTION 45 OVERALL APPROACH

Background. Finish the opening statement at diminished. Erase the comma and words that follow as the statement is incomplete and do not know the author's intent of ending.

Policy and Justification. Add to the end *The relocation of a significant or contributing structure cannot be completed in a single meeting. Applicants need to be prepared for 2 possibly 3 meetings before a vote can take place one of which must be an onsite meeting. *

Section 45.2 Reword this standard: Relocation of dwellings, buildings, outbuildings, and other structures that contribute to the historic and architectural landscape of the district shall not be approved unless demolition or demolition by neglect is a threat to the structure in question.

Section 45.4 add the following language. A written narrative by the mover detailing the aspects of the relocation, protection methods that will be utilized to preserve existing features, detailed aspects of any removed features and how they will be rebuilt, and answers to any questions board members may submit to the moving company.

Section 45.7 add the following language. A foundation plan shall be submitted to the ARB for approval along with the application for relocation.

Delete standard 45.10 (this obviously belongs under demolition as there is the same language in that section) then renumber the remaining standards, ie 45.11 will be 45.10 45.12 will become 45.11.

Chapter 11 DEMOLITION

SECTION 46 OVERALL APPROACH

Revise Standard 46.5 edit parenthesis at end to read: (Chapter 10: Standards for Relocation)

Remove standard 46.6. and Renumber standard 46.7 as 46.6

Architectural Review Board Minutes

July 10, 2023

MEMBERS PRESENT: Lee Padgett, Dwayne Vernon, Debra Smalls, Kristina McManus, & Kevin Jayroe, Mrs. Robb

MEMBERS ABSENT: Sally Gillespie

OTHERS PRESENT: Peter Gaytan & Robert Cox

I. **Call to Order:** "Notice of this meeting has been made in accordance with the South Carolina Code of Laws as Amended"

II. **Approval of Minutes for May 1, 2023:** Mr. Kevin Jayroe made a motion to approve the minutes; seconded by Ms. Debra Smalls; the motion carried unanimously.

III. **Public Input:** None

IV. **New Business:**

ARB-2023-17, ARB-2023-18, ARB-2023-19 Request: Alteration and Addition. Request to have the existing building renovated to a restaurant/bar on the first floor and an office space on the second floor and two apartment units on the third floor located at 902 Front Street. (TMS #: 05-0026-154-00-00) which is with the CC (Core Commercial) Zoning District and within the Historic Building District Overlay. The property owner is Dr. Vu Nguyen of VGOZ Fond, LLC. The Applicant is Dr. Vu Nguyen. Flood Zone is AE with elevation of 10. This area was determined by FEMA as a special flood hazard area. The applicant has requested to renovate the existing building and add another story to the rear portion of the building; a request for alteration and an addition to the existing building which will include a restaurant/bar on the first floor, office suite on the second floor, and two apartments on the third floor. Georgetown Historic Design District Standards that are applicable are: Chapter 6 – commercial properties; Section 28.0 details architectural features; 32.0 details cornices, 33.0 details doors and entrances; 37.0 details roofs; 38.0 details store fronts; 39.0 details windows and shutters; 40.0 details new construction; and, 41.0 details new construction additions. According to the statewide survey provided by Mr. Peter Gaytan, it shows which properties are eligible to contributing resources in the Historic District, 904 Front Street is not eligible for contributing resources. Dr. Vu Nguyen, the owner, states he has hired Scott Lambert & Steven Castel as the architects for this project. Scott Lambert specializes in historic projects and credits. Ross & Barry (owner) from BEC Construction will be doing the construction on the project. **Mr. Nguyen** states he was lucky to partner with Dara and Adrian, Owners of Tidal Creek Brewhouse out of Myrtle Beach. They have a very successful business in Myrtle Beach and will explain why that's relevant to this project. **Mr. Scott Lambert**, Lambert Architectural Services, out of Columbia, states the Board should have had a chance to look at the drawings. This is a National Park Service rehab project, and the timing is always kind of interesting when presenting to the Board. He doesn't know exactly where they are with the National Park Service sometimes, but fortunately they just got the approval on Part 2 yesterday. **Mr. Lambert** details the process they have been through. Part one of the project is documenting the existing conditions of the building which have been previously submitted to the National

Park Service. Also, documenting the degree of either deterioration or how much architectural character is left on a project. Part 2 is what the proposed project is. On this project, they (Lambert Architectural Services) did not file part one, another company did, but they handled Part 2. Mr. Lambert forwarded the drawing package; there's also a lengthy description that's associated with the package and he forwarded that this morning. Typically, the way it works is, they send this package and then ultimately later on when they are working through it if they have any questions or any concerns, they submit additional information to the State Historic Preservation Office (SHPO), if they feel like that it's a level that needs to go to the National Park Service they'll call in the NPS representative to get further clarification. For example, on 902 Front and 107 Orange, they proposed all wood windows. Mr. Lambert did have a conversation with SHPO if they would entertain aluminum clad windows. Mr. Lambert said he wanted to present this to the Board today and would go back and forth with SHPO and the National Park Service about aluminum clad wood windows. His concern is just the longevity and the stabilization of the windows because overtime the windows rot. SHPO said they are open to looking into those windows, but it’s not approved yet. **Mr. Lambert** states he will get actual shop drawings on the windows from the vendor they choose. Mr. Lambert continues by saying they have approval for 902 Front Street, and the conditional approval on 107 Orange Street. He is concerned with restoring all pieces back to where they were that we submitted. Like, painted brick, wooden windows, the cornices would be restored back to historic character and then the new additions, that’s just an ongoing process. **Mr. Adrian Sawczuk** states he and his wife are the founders and owners of Tidal Creek Brewhouse in Myrtle Beach. They partnered with Dr. Vu and his team to start thinking of what concepts to do here in Georgetown; like, a bar restaurant and distillery concept and potentially a cider concept, as well. They are very focused on community and making it a very inclusive, safe, & welcoming environment. That’s what they want to do in Georgetown, as they are focused on community, lot of events that we have there which we would replicate some of those like arts & craft, charity, and community focused activities.

Public Input: Steve Harms & Patricia Harms; the owners of 908 Front Street, which is the building adjacent to and where the construction will take place. Mr. Harms states he got to know the designer and the builder of 908, through his drawings and his wife, who passed away in 2006. Mr. Harms states the designer created a vision and the beautiful building & it's a testament to what he's done. He's learned the importance of the human element in creating a building’s legacy and its integrity. As the project moves forward, the development of doors on this architectural integrity must be sustained. In 2020, when this project first raised its head, he was supportive of it. He wrote a letter to the zoning board to justify parking variances for the 902, 904, and 107 program. The initiative took a different direction; the current design is a significant expansion of what was proposed in 2020. Mr. Harms went on to say that Alvin Outlaw would probably roll over in his grave if he knew a building was going behind his building. He also questioned where’s the historic nature of the buildings in Georgetown nowadays. The proposed design results in construction and renovation of five structures; 902, 902 addition, 904, new construction building, and 107; five separate pieces that must be worked on. Each of them varied from either one to two to three stories tall; 908 is a two-story building, 22 feet elevation, three story going to the next of it, two 3 story buildings, next to it will be 33 feet, there's a 2 story and a one story it's all based on a footprint which is 0.16 acres every square inch almost it's being utilized. It's a dense design and maybe this maybe that's what Georgetown wants is a dense design but it's a dense design with various movements. Walk down Front Street, you don't see this up and down so my sense is that and secondly extensive use of exterior walkways create task to make the design look more like a tenement than it does history. Secondly, the new design devalues the 908 building by totally blocking in its rear building to the rear and on the east facing side blocking in the back of that building too. It’s an L-shape which goes around his building to the back. This project also presents noise pollution from the roof lodge, commissions on kitchen odors. He states he has an Airbnb and his guests on the second floor of his building so kitchen odors are nontrivial. Mr. Harms is also concerned with parking. He states there are three major new additions, Kudzu Bakery, 916, 918, and 902, 904, etc. He states business will go up and Georgetown needs the infrastructure to deal with it. History has told us that in every fast-growing small town, they haven't taken the time to build out the infrastructure in parallel to the development so that must be done. Or, as much as he enjoys his friends in Myrtle Beach and Mount Pleasant, they will evolve more in that direction than what he thinks this team will see in Georgetown. ARB 20/23/17 section - construction of three stories, 34-foot elevation, and the 902 edition, part kitchen on the first floor, conference room on the second floor, with laboratories, and two 500 square foot apartments on the third floor. Mr. Harms is concerned with the unevenness when looking at the building by walking down Orange Street & Front Street; its protrusion is not hidden because of that third floor. The second floor is not an issue because it matches his own building and maintains itself. **Mrs. Patricia Harms** wanted to speak about the quality of life within the historic district. She states a 10-foot fence at the edge of one's property is not allowed so why at the back of her building, where there is a window currently looking out, she can see trees, a beautiful parking lot, architecture, trees, etc., but, if constructed as planned, it appears that if she is at the window she'll be looking at a wall that goes up 20-feet approximately. Mrs. Harms wants to see trees, she might not see birds, and may not be able to tell what the weather is. Her concern is why is new construction is okay. She states she is not anti-development, but she is for quality of life and on the first floor of her building, she operates a cat café. It's a rescue for cats, and her and her husband have saved over 325 cats. They opened it not to make a profit but to make it difference. Every time she moves to an area, she makes a difference to that area. She has fought against human trafficking, empowered domestic violence survivors, empowered youth that we're in foster care – she wants to make sure that new construction in the area also makes a positive difference. She doesn't feel that adding a third floor is a positive difference because of the way it's going to block the windows. She states she only has one window in the back of her building and the remainder of windows from the side both will be negatively impacted by a third story addition. Mrs. Harms continues about the kitchen odors and fermentation. She states she trusts that they know how to handle noises and odors. Mrs. Harms is concerned about a rooftop lounge because without seeing exactly what the plans look like, she’s concerned that guests might be looking in the bedroom window. Again, it's quality of life right now - there's two apartments, she has a two-bedroom, 2 bath, and a one bedroom 1 bath. Mr. & Mrs. outlaw lived there before he passed and then she was there approximately 10 years after his passing - who's to say they (The Harms) might not live there at some point. Mr. Harms and Mrs. Harms have a different opinion, he's okay with the rooftop lounge; however, Mrs. Harms has concerns. Mrs. Harms likes the idea of a rooftop lounge where the lounge is private for the tenants. Or, a rooftop lounge, if it is public, that it will incorporate a green living room which will also cut down on the stormwater issue. She states she is not anti-development, but she is against the third floor. **Dr. Vu Nguyen** states he has spoken to Steve Harms before about the project and he's very much aware of his needs. He wants to accommodate some of Mr. Harms' needs such as, Mr. Harms has a garage at the back of his property, and he goes in and out through Mr. Nguyen's property. Also, Mr. Harms doesn't want windows blocked by lots of structures, so Mr. Nguyen wants to build behind that. **Dr. Vu Nguyen** states he and his team have done everything possible to build up the project to support Mr. Harm's project. He states this is a project for them to work financially also. **Dr. Vu Nguyen** states he will have apartments there, too, so in terms of odors, he does not want to smell odors either, so he is very aware of that. **Mr. Steve Lambert** states they have maintained access through this location to allow the Harms to get to the rear of their property, so actually It's going under the building, we were trying to do that in lieu of blocking the Harms in. In terms of the three stories, the primary focus should be historical buildings and so the elements that are the brightest and the ones that are closest to the sidewalk/eye level are most important and we downplay the ones that are set back in a different tone. The rooftop accesses are from inside 902 and a setback staircase on the 902 side of 904 Front. Based on the square footage of it and code wise, they are required to have two exits off that roof. Those are the two exits, so they are trying to pull the stair element that comes up on 904 as far away from The Harm's property. **Mr. Padgett** asked where the mechanical systems are going, will they be on the rooftops. **Mr. Lambert** states they are not whole processing designs right now; but, more at a schematic level so some of those elements are still being worked out and they certainly try to tuck their pieces and parts away carefully as they can. **Mr. Jayroe** asked about the drainage, and he knows the city has a drainage project currently scheduled for Orange and Front St. **Mr. Gaytan** replied yes, as of right now that isthe plan. **Mr. Padgett** asked what type of material would be used for the stairs. **Mr. Lambert** said they are anticipating using steel stairs. Typically, they will be galvanized stairs, and they tried to tuck the stairs between 107 and 902, pushing it back as much as they could. **Mr. Lambert** states they are cutting a section through the buildings and looking at that for stair access, as well as plans to add a lift for handicap accessibility. **Mrs. McManus** asked Mr. Lambert "You've had part 1 and part 2 with the NPS, and probably going to have part 3. You've done a lot of extensive work with the National Park Service with your design with how it will look, how it would go with their guidelines. I know that's a very tedious process, I mean, how long has that process been going on from the start of part 1**?"** **Mr. Lambert** replied several months. The project was submitted to SHPO, who corresponded with our team and then made a recommendation to the Park Service. If the National Park Service has any comments etc, they'll kick it back down to SHPO and back to Mr. Lambert. On this one, there were no comments from the National Park Service. **Mrs. McManus** asked if SHPO is concerned about historical integrity. Mr. Lambert states certainly. **Ms. McManus** also asked if the City of Georgetown had any concerns about the zoning or design. **Mr. Gaytan**, the Zoning Administrator for the City of Georgetown, states no and he was going to try to staff level approve this whole thing; however, he didn't have Part 2's approval yet. Then, they got Part 2 approval today. They've already had to meet the Department of Interior standards, which the City based it's guidelines on. Also, theirs are a lot more extensive than the City's. **Mrs. McManus** thanked Mr. Gaytan for that clarification, and she understood Zoning was not ARB purview. **Mr. Gaytan** confirmed that was correct. **Mr. Padgett** asked if the doors for 904 will be incorporated into 902. **Mr. Lambert** said correct, the doors would operate like accordion glass windows. For 904, the current elevation is up to about 12 to 16 inches. The new windows are almost at floor level, within a couple inches of floor level, so the head of the opening remains as it is and the windows themselves would go very close to the floor. **Mr. Vernon** asked if Mr. Lambert was talking about an image on the TV screen. Mr. Lambert states confirmed yes. **Mr. Vernon** states those windows come down to sensitive floor level, the inside floor level, so instead of them being fixed windows they will be operatable like a Nana Wall. **Mr. Lambert** said yes. This building is not one of the buildings that must be approved by SHPO. **Mr. Robert Cox** states he wants to address this to the design team, that obviously they know this property is in a flood zone and asked what their proposal to floodproof this building would be. The elevation of this ground is not going to be the flood zone elevation. He also states they have three more, so he wants to make sure that the architectural design is not going to change once the design team moves toward the flood proofing side of this. **Mr. Ross Martin** with BEC construction said we'll be doing flood proofing for this project and that'll be you know thought through with the architect but more than likely it'll be a cementitious waterproofing that's added to the brick prior to the painting and then at each opening there will be a flood dam that would be implemented whenever there is a concern of flooding and we've done that for multiple projects both in Georgetown County and Horry County to meet FEMA requirements. **Mr. Vernon** asked if it was exempt from the flood code. **Mr. Robert Cox** states it has not been exempted from the flood code. Mr. Padgett interjected just 904. **Mrs. McManus** wanted clarification on the exterior stairs. **Mr. Lambert** states they were planning on using steel stairs that will be galvanized and painted just for durability. We could do multiple different things. We could do cable rails, which we do, often that's real lightweight. The stair treads will be concrete. Exterior walls will be stucco. **Mr. Robert Cox** asked if they had considered the height of the rooftop walls. Mr. Lambert states they are using the floating pedestal system, like a porcelain paver with an adjustable pedestal, to get a flightdeck, so from the top of the paver to the existing parapet height would be 42 inches so that also helps keep furniture and other things out of sight lines. **Mr. Cox** asked about the egress off of the roof. **Mr. Lambert** states there are two stairs and a lift. **Ms. Robb** asked what the revenue of the apartments would be. **Mr. Nguyen** states those would be his apartments to stay in when he comes to the city. **Mr. Padgett** asked about the parapet trim material. Mr. Lambert pointed out the historic image they were working with and that they were considering a composite for the parapet for longevity. They have used mahogany and sapele as well, it could be a combination of both or all. **Mr. Vernon** mentioned in the guidelines section 38 window materials that replacement should be of original materials, but then another standard allows for alternative materials if they match the original in profile dimensions etc. **Mr. Lambert** stated they were in conversation with the National Park Service about window material. **Mrs. Smalls** asked if these are the windows to be aluminum clad. **Mr. Lambert** stated ideally all the windows would be aluminum clad, simulated divided light, that is what the National Park Service prefers with profiles to match historic. **Mr. Vernon** said the design concept is very strong, the tucking away of the additional stories reads just like our guidelines. So, it seems to work and the fact that they are pretty simplistic, pretty plain that's also nice because they become background they don't compete with what is obviously the jewel of the project which is 902 so that part all seems to work. The stairs, I like the way you tucked it way back up in there so it's not a prominent feature. I would go ahead and comment on the multi fold door though, as I recall we turned one down. **Mr. Padgett** said no that was garage style, vertical panes not horizontal. **Mr. Vernon** good point that was why I asked for clarification on what was going there, and they just really can't walk out, but it replicates the majority of the other display windows in town. **Mr. Padgett** said I think we bypassed the other two applications, that we've covered all the ground. **Mr. Gaytan** agreed all the applications had been covered and there was more public comment. The Harms stood to make more public comments. **Mr. Padgett**: OK the other comments ran over 11 minutes, so let's try to be much briefer on the other two for a total of 6 minutes between the two. **Mr. Harms** said I would have to go to the third to then go to the last the last section and I do want to say first that there was a question asked about the apartment and the revenue from the apartment and so forth. and the question about how much the bank is necessary to be able to make this thing work you're gonna be occupying it now, you look at the entire area is being entire footprint being utilized with brick and mortar at the detriment of the building next to it is that critical to the financial elements? I don't know that, but I have had questions about that, our only concern has been the third floor on both what's called on the on the drawings, which thank you for sending two font drawings to us to examine. You would do that all the time in mergers and acquisitions to try to move things along so that's difficult for you for your purchaser or seller, but it's the, it's the three stories question why on the financials such a big issue. The third story above the kitchen,, the conference room and the 2-500 sq foot apartments, that conference room, that doesn't generate any cash. **Mr. Padgett**: OK let's don't attack the applicants. **Mr. Harms** I'm sorry. **Mrs. Harms** so I want to speak to the new construction which is essentially where the driveway is behind 908 that has no historical designation that will completely box in the back of our building with the underneath part to our drive to on the driveway to our garage it appears to be open which we are so appreciative of that. We take deliveries in and out of that garage however the second and third story will block the only window we have on that wall the other third story edition which my understanding covers a brick building which was not part of the original bank blocks the other windows for one bedroom 1 bath apartment so essentially every window every door even if there's a setback of 20 feet perhaps on the side or 30 feet perhaps on the side blocks every single window we only have windows on that side of the building one window in the back of the building and a balcony in the front of the building and this is not historically contributing, especially for the new construction. We are against that. **Mr. Harms** secondly we are in 908 commercial residential we have apartments we have Airbnb's, there's apartments, these additions that should be commercial residential not just commercial so the question then comes to what kind, there's a six foot, six or seven foot between the face and the rear of our building and the face of the three story that's necessary it seems to me for setbacks for fire, police, maintenance, it's not just the commercial building. That's the point I want to make. So, is the city OK with that degree of setback between the two buildings? And is the city OK with what I call the north side of the new construction building which runs along the line of the orange street parking lot I don't know how close it is to the line. I'm not sure what's gonna be necessary from a service point of view, of trucks coming in and providing input to the back of the new building so what is, that seems to be something that the city needs to address. I don't know if ARB is the one to do that, but somebody needs to address that if there is if they're sitting within a foot or two of the line and they're and the change of ownership between the city and the new developer. Then OK if you need to have a setback of that of a couple feet it's gonna significantly change the dynamics of this three-story construction. It's gonna make, it's gonna shrink it down. Every square inch is being pumped out to make some money on this thing. **Mrs. Harms** I want to conclude with thank you very much there's so much of this project that I am absolutely in favor of; however, this corner has been allowed to sit vacant for decades so I would encourage you to table the decision on a new construction going up three stories and adding a third floor over an existing noncontributing building thank you. **Mr. Padgett** and core commercial setbacks are building to building. Mr. Gaytan lot line to plot lines and the only way to change it is through City Council. **Mr. Harms,** it seems that needs to be a target, I mean if you're gonna have people living in these buildings you need to have these services provided you just can't walk away from that. **Mr. Padgett,** thank you all, do the applicants want to respond to that public comment? OK. Any other board questions? Board discussion? **Mr. Vernon,** we should decide if we're going to vote on this in entirety tonight, we need to resolve which direction the windows are going. **Mr. Padgett,** I agree with that, based on the changes we made to the guidelines recently, that came from the National Park Service, which was allowing simulated divided light windows to contributing buildings and the majority of those that I'm aware of are not wood based unless there's something I've missed somewhere but the majority of them are either the cellular PVC, aluminum clad or vinyl clad. Honestly what is everyone's thought on the window portion of it? **Mrs. McManus,** the National Park Service is gonna override, my guess I don't have a problem with plans to work yeah especially since it's part commercial part residential and again the Park Service is going to. **Mr. Padgett** OK y'all are not going to be entertaining awnings, part of the SCN look, that used to be there. **Mr. Lambert** the only awnings are on the apartment entrances. **Mr. Vernon** if you do the multifold door, you'll use a Nana product which is clad, or will you use aluminum? The Marvin or Andersen, I think those are all wood with clad over the outside. Those windows have, you know some manufacturers have a very historic profile for those and other manufacturers do not. I want to say some have the beads and all that stuff integrated into it. I think Marvin made one for a while, I don't know if they still make it or not, they made it with a clip-on traditional brick mold to go with it. **Mr. Padgett** any other board discussion? Anyone have any suggestions of modifications or? **Mrs. Robb** I have one question, the third story part does it extend over the old bank building? It does not does it? **Mr. Padgett** no it's a standalone behind the second story, it's a little box that just sits in between 904 and 902, because one is 74 feet the other was like 111 feet. Mrs. Robb can we vote on each of the sections separately? **Mr. Jayroe** is like a project we had in the past where it was all it's basically, all one it's all one project. **Mr. Padgett** it's basically all one project and you're free to ask the applicant if they'd be willing to cut this, this, or this we asked applicants in the past to make modifications if that's what anyone is so inclined to do, or we can vote on it as a whole as it is. **Mr. Jayroe,** can I make a statement? I think that at the end of the day we want everybody property owners to be happy we want everyone to be on the same page I feel like once again this is a case where some things that are coming before this board are not part of what the boards are about. We don't say what a building's usage is, what it could be used for. Zoning is going to tell us building heights, even with the houses and the historic district they tell what size home could be on the lot, setbacks, and such. So, I feel like once again we've got to look at design which is what the board is about and go from there. That's just a statement because we want everyone to be happy but there's some things that are out of our control. **Mr. Padgett,** I mean there is a question of massing back here, but this is also located just across the street from the second most imposing building in the historic district. The old Belk building or

Augustus and Carolina. The largest, well I guess the first largest now could be the hotel, but the old Fogel wharf will be the largest and then got the Maxway building and on the other end Tomlinson's. **Mrs. Smalls** these projects, this project rather has gone through zoning, and they have approved everything as it is? **Mr. Gaytan** yes, we have. **Mr. Padgett** if there are no further questions or board discussion the chair will entertain a motion and I've got a motion template if anyone wants it's for approval or denial. **Mr. Vernon**: Chairman I'll try this. We'll see if I've got everything. I'm making a motion to approve the requests as submitted with two conditions that the windows they may use metal wood clad windows as an option if the profiles for those windows are historic shapes and second that as the project evolves that they come back before the board for approvals, if there's any deviation from the original application. As it evolves, I may have already talked about how it's gonna move forward and changes will happen as per section 32.0 details and cornices section 33.0 details door and entrances 37.0 details roofs 38.0 detail storefront section 39.0 details windows and shutters section 40 new construction accessibility section 41 new construction additions. **Mr. Padgett** and this is for the entire application 902 and 904 front St. and 107 orange? **Mr. Vernon** correct. **Mr. Padgett** do we have a second? **Mrs. Smalls** second. Miss Powell will you poll the board. **Mrs. Powell** Mrs. Robb- No; Mrs. McManus – yes; Mr. Jayroe – yes; Mr. Vernon – yes; Mrs. Smalls – yes; Mr. Padgett - yes. **Mr. Vernon:** I would note after the fact Mr. chairman that I did not include the multiple door that was deliberate. **Mr. Padgett**, OK, thank you all and you'll be receiving your certificate of appropriateness. I don't know if the National Park Service will need a copy of that, but you can forward a copy on to them. You should have it within a week, thank you, and we've got a little bit of paperwork here and then we'll move into the city's demolition request. We're taking a 5-minute break and if you will look over the guideline revisions if you have any changes that you think needs to be made to them, please add them in. **Mr. Padgett** We'll bring the meeting back to order, Mr. Vernon's back in the room, and we'll move on to the next agenda item if I can find my agenda in this sea of papers. Start of the demolition request. OK who's presenting the demos?

V. **ARB 2023-21-22-23 Request: Peter Gaytan** zoning administrator from the city of Georgetown. So, this is 3 separate demolition requests all of them on Wood Street. I don't know if I want to do it how we just kind of this summer where we all as a whole kind of 1 project but because two of the properties are owned by the same, I don't have a separate I can present all if you want or I can present them individually. **Mr. Padgett** let's go one by one. **Mr. Gaytan** so the first one is a RB2023-21 request to remove request a demo building located at 212 wood St. TMS #05-0026-044-00-00 with an R4 residential zoning district within the historic building district overlay the property owner is Robert Rhue which is that's also heirs' property. The applicant is Ryan call our building official there is no flood zone for this area and the request that the applicant has submitted is requesting the architectural review board to demolish the existing the existing building located at 212 wood St. The Georgetown historic district design review standards that are applicable or Chapter 11 demolition second 46.0 overall approach and that is it and then it is on the statewide survey as a contributing building to the historic district and our part of the staff report shows the photos of the existing conditions of the building. I also have because Ryan can't be here today, I have a letter that he is drafted up so I hopefully I can submit to the board which I believe you all should have a copy of this letter. Hoping it will answer any potential questions we have tonight. **Mrs. Smalls** I do have a question in the last paragraph we raised it if we approve it what exactly does it mean; move forward with the processing of obtaining title work, the last paragraph here he says that if it's approved then that means that you move forward with processing and obtaining title work. What does that mean? **Mr. Gaytan** I guess that's all heirs properties. I guess he has to have approval from each heir. **Mr. Padgett** well a lien goes against the property for the cost of the city demolishing it so I guess they have to do a title search in order to find that. **Mrs. Smalls,** I'm not familiar with the city demolishing process, so tell me about that. **Mr. Cox** So what happens is if we go through the process and there is a process, and the owner fails to take it down in the allotted time. Then the code says we can step in as the municipality and take it down ourselves when we go to do that obviously we've got to do a title search to make sure everybody that has any interest in that house knows. Peter do you know where the owners are with this now? **Mr. Gaytan** the owners have approved the city to do the demolition. **Mr. Cox** the city has some money in the budget this year for this. **Mrs. McManus** my question is about selling the property. If the property owners are willing to sell to be renovated. **Mr. Gaytan** as of right now when Ryan reached out they tried to sell a month ago and were unable to reach an agreement. **Mr. Jayroe** are the property owners willing to do as it says in the guidelines, are they willing to let things be salvaged? Doors? **Mrs. Robb** are the owners willing to do an auction? **Mr. Padgett** how long will the process take? **Mr. Cox** you know once we send the official letter they have the opportunity to appeal so that's another 30 days I'm going to say six months. **Mr. Jayroe** do they think do they do any sort of thing that gives that lets the owners know OK if you sell it right now for say $60,000 a house well if you take them down your lots are going to be your first pay that lien and then you've got lots of maybe more $20,000 long so have they done the bathroom you know we hate to see just another big empty hole in town. **Mrs. McManus** you know honestly three historic homes. Mr. Vernon I'm seeing the city in a different place than a year ago. That people are buying things you wouldn't think of. **Mrs. Smalls** I disagree with tearing down historical houses. I watch too much HGTV and see too many houses in bad shape that are revived. I think we should reach back out to the owners and give them the option of selling because I don't know if they understand if you take the house down there's a lien so that they themselves aren't getting any benefit of this other than having the house taken down. A lot of time with heirs it sells for taxes and sometimes the family ends up buying it back. Kevin has a good idea to have them sell the house like Dwayne is saying the people buy things sight unseen and the two white houses are bad but the green house I don't think it's as bad green house needs yeah and it's and it's a unique house to Georgetown shingle house yeah because I have not seen another house like that in the historical district. **Mrs. Robb** I would like to add something on of these houses is a tax sale and it's within that 40 year. You're going to have a lot of trouble selling this because they've got so many title issues and the title issues we're going to continue with the land just because you tear the house down that's so if somebody could clean up the titles because you're not just cleaning up the houses you have to clean up the titles. Mrs. Smalls full disclosure, I know the people who own the 2 houses. They are twins, and no heirs at that time. There was a brother, a well-respected attorney. He died recently and his funeral was Saturday. **Mr. Jayroe** if we could help buy the property owners times to mothball or something. Mrs. Smalls was told to speak to the owners since she knows them and report back about potential sell of properties and if aware of lean. Mrs. Robb suggested someone empathetic should get with the property owners to help them understand the process because she would like to save as much as humanly possible. The three applications were tabled by the city until the August meeting.

Public Input: Neil LaReau - I'm the property owner at 202 wood St. So, 220 out of the 240 years that house has existed it was not a Funeral Home, and it is no longer that's what in the city of Georgetown put it on the record that it is longer the funeral home. In the past two years as we've been doing the reconstruction at 202 at various times I had asked contractors who were working on my property to evaluate 208 and 212 as potential purchases in all instances my contractors came back to me and told me what I know that Ryan apparently has said to you with the letter because I've discussed it personally the right and that is these houses are beyond economical repair. The left side of 212 wall is sitting on the ground, there is no roof on 212 and in fact the first floor is gone in the front of the house so that there is daylight in the living room. You cannot economically salvage that house 212. The one that is next door to me has a bulge of somewhere around 4 to 8 inches on the first floor where the top floor and the in the second-floor meet are both out and leaning towards my property. Oh, again knowing what 202 cost the amount of money you would have to put into those homes to salvage them would mean that you would usually update your speech here you put a half million dollars into restoring a house that would be worth $300,000. Mrs. Smalls earlier you mentioned that one of the owners of one of these properties was in the one-story brick house. That was well known by the neighbors and was known by me. I will conservatively tell you that the past few years at least 12 builders and contractors have come to me and said who owns these houses and I said the lady in the brick house owns two of and they all came back with the same story they said she doesn't know where her brother is she hadn't seen him in 30 years. The one that just died the other day apparently and that she had no response to any of the offers that were giving her I can tell you a variety of contractors that name dollar values that they offered to her to me when they said they wanted to buy the houses I'm sorry they made officers offers I believe to her response no response whatsoever so the notion of mothballing these houses and then nice things are going to happen to them down the road people have been trying to buy them and have not been having success so I would like you to it's a fanciful notion if you think you're going to find a buyer for these houses and going to be sold at a level that is going to make them restorable. Thank you. **Mrs. Smalls** thank you, the only thing that I can say to that is that I am going to I definitely will speak to directly I don't know her son that lives in the house I just know that somebody said his son lived there but I will speak directly to her and by the next meeting you'll have your answer as to exactly what it is that she you know that will be done but the person that told you that she hadn't seen her brother in 30 years that's like a that's a maybe that's it was just a way of getting you out. **Mr. LaReau** well actually that's what your prior yeah city employee told me that he had gone and spoken with her directly and that yeah and then he had written the letters to the owner of 208 and gotten no response. Had fines issued and gotten no response and that for the other two properties the green property and the white property oh I don't want to repeat what he said because it's hearsay. But you ought to go find him and you can find out what he said because he had direct contact and he related that to me. So there's information that was gathered by the city of Georgetown that's not being presented. **Mr. Padgett** any other public comment on these demolitions? OK we're going to defer these to next month's meeting and at this point we will enter board discussion. **Mr. Jayroe** I would like to bring up a board discussion if I may at the history and archives annual meeting, we learned this that there's a lot of cities in the upstate this week have been being granted preservation awards and acknowledgement throughout the state. I don't think anyone in Georgetown is doing this and I'd love to see ARB really start spearheading this to get our name out there. We're the third oldest city in South Carolina and we have such a great collection of historic properties, but all these other cities are winning all these preservation awards and they're never getting mentioned at all. So, I think the more homeowners and property owners get to start submitting these applications, it brings some positive light to our historic district please**. Mr. Padgett,** OK alright anybody else have any board discussion. I do want to get some things on the record concerning the relocation of 315 Screven, that house, when originally built had a basement that was half below and half above ground. Basically, an English style basement if you will, it was an interior staircase that walked down into it. Former owners have used it as a pantry, a game room, I mean complete with pool table. Now at some point it has been infilled, and this has been since 2010. I'm terribly concerned about those chimneys. I've watched what they're doing, how they're boarding them up, they've attached boards to the dormers and then to the fascia at the Gable ends of the house and put a bag over the chimneys. Basically, I'm just not 100% certain 300- or 250-year-old lime and sand is going to take any jostling or shaking which must occur during a relocation. I've made that clear to the applicants I just want that on the record that I'm concerned about that I see they have shored up the porches which makes me feel better um because one of the columns, apparently at some point was changed to the same style but hollow one literally exploded near the bottom. Mr. Cox, like the chairman said the shoring was taking place now which is a huge part of this house I would think that the shoring will probably last another five days and then about five days later it starts to move. Once it's moved the pier system, the foundation, the new foundation won't go in, the footings are in, basically they'll bring the house in and stabilize it, put the new foundation underneath and then sit it on the new foundation carefully so bring your lawn chairs I'm sure they will be standing room only. I know I'm gonna be there I'll be there**. Mr. Padgett,** so they are doing it properly? They've got the footings ready; they're going to bring the house over and then build the foundation up to. **Mr. Cox,** I want to tell you guys this. I told council, but one of the reasons we hired this fine young man who was just graduating Clemson with a master's degree historical preservation. We also have our new board secretary, which is Brittany Powell. **Mr. Padgett**, OK, thank you all, if there's no other discussion, I'll take a motion to adjourn.

VI. Adjournment: With there being no further business the meeting was adjourned.

Submitted By:

Brittany Powell
Board Secretary

STATE OF SOUTH CAROLINA) RESOLUTION
CITY OF GEORGETOWN) BOARD OF ARCHITECTURAL REVIEW

WHEREAS, under § 6-29-880, S.C. Code, the City of Georgetown Board (the "Board") of Architectural Review has those powers and duties as established by City of Georgetown Zoning Ordinance; and

WHEREAS, pursuant to §1600.2(5), City of Georgetown Zoning Ordinance, the Board uses the Design Guidelines approved by City Council in reviewing requests for Certificates of Appropriateness; and

WHEREAS, in 2016, the City Council approved a contract with Thomason and Associates for the preparation of new design guidelines to replace the 2004 Residential Area Design Guidelines and the 2003 Waterfront Area Design Guidelines approved by City Council (collectively, "2003/2004 Design Guidelines"), and those new guidelines (the "Georgetown Historic District Design Review Standards") are presently ready for City Council review and action; and

WHEREAS, the Board has had the opportunity to be involved with the new design guidelines project and to review the proposed replacement Design Standards.

NOW THEREFORE, BE IT RESOLVED THAT,

The City of Georgetown Board of Architectural Review recommends the City Council adopt the 2017 Georgetown Historic District Design Review Standards for use in the Board's review of future applications, replacing the 2003/2004 Design Guidelines currently used by the Board.

APPROVED, this 16th day of October, 2017.

BOARD OF ARCHITECTURAL REVIEW

Jerry Miller, Chairman

Clare Reigart, Vice Chair

Linda Abate, member

Sally Gillespie, member

Kevin Jayroe, member

Michael Norton, member

Dwayne Vernon, member

ATTEST:

Debra Grant, Secretary to the Board

Attachment: 2017.10.26 ARB Resolution (3930 : ARB Minutes July 10, 2023)

120 North Fraser Street · Georgetown, SC 29440 · (843) 545-4000

ORDINANCE

DOC ID: 3907

Council Meeting Date:	21 September 2023
Department:	Finance
Issue Under Consideration:	Motion to approve an ordinance to amend the Fiscal Year 2023-2024 Budget for the City of Georgetown, South Carolina, to amend the ARPA Special Revenue Fund.
Amount Requested:	$2,176,075.95
Is Item in Current Budget?	Yes
If no, please explain:	N/A
Financial Impact:	N/A
Points to Consider:	To be consistent with local, state and Federal law and UG regulations identified in Final Rule FAQ 13.15.
Options:	Approve/Disapprove
Staff Recommendations:	Approve

Reviews:

Kathy Vermeland Completed 08/07/2023 6:47 PM

Finance Completed 08/08/2023 8:43 AM

City Attorney Completed 08/08/2023 2:27 PM

Sandra E. Yudice Ph.D. Completed 08/08/2023 4:56 PM

Stephanie Buccione Completed 08/10/2023 11:31 AM

Georgetown City Council Completed 08/17/2023 5:30 PM

Attachments:

1. 1 ARPA Special Revenue Fund Amendment (PDF)

MOTION TO APPROVE AN ORDINANCE TO AMEND THE FISCAL YEAR 2023-2024 BUDGET FOR THE CITY OF GEORGETOWN, SOUTH CAROLINA, TO AMEND THE ARPA SPECIAL REVENUE FUND.

AN ORDINANCE TO AMEND THE FISCAL YEAR 2023-2024 BUDGET FOR THE CITY OF GEORGETOWN, SOUTH CAROLINA, TO AMEND THE ARPA SPECIAL REVENUE FUND.

WHEREAS, the City of Georgetown (the "City") received funds from the American Rescue Plan Act (ARPA) of 2021 in the amount of $4,352,151.90 in fiscal years 2022 and 2023; and

WHEREAS, the City Council of the City of Georgetown (the "City Council") established the American Rescue Plan Act of 2021 Special Revenue Fund (“ARPA Special Revenue Fund”) to hold funds received and budget for and make disbursements therefrom; and

WHEREAS, on January 20, 2022, City Council approved an ordinance amending the City's FY 2022 budget to account for the first disbursement of $2,176,075.95 from the ARPA and to prescribe the purposes for which the proceeds shall be expended on certain water and wastewater projects based on the equal distribution of ARPA funds totaling $3,602,151.90 in four geographic areas of the City; and

WHEREAS, on April 1, 2022, the US Department of the Treasury significantly broadened ARPA-eligible infrastructure investments, leaving recipients with substantial flexibility to identify those infrastructure investments that are of the highest priority for their own communities; and

WHEREAS, on June 16, 2022, City Council approved an ordinance to adopt a budget and raise revenue for the City for the Fiscal Year ending June 30, 2023 (FY 2023), which included ARPA funds carried forward from FY 2022; and

WHEREAS, as of July 27, 2022, the U.S. Treasury exempted revenue replacement expenditures from some federal requirements, including federal procurement guidelines, except for specific UG regulations identified in Final Rule FAQ 13.15; and

WHEREAS, these July 2022 Treasury exemptions eliminate the need for the City to discretely hold its ARPA lost revenue funds in the ARPA Special Revenue Fund, permitting City Council’s projects to be conducted under the City’s procurement policy; and

WHEREAS, on October 7, 2022, the City received the second disbursement of ARPA funds totaling $2,176,075.95; and

WHEREAS, on December 15, 2022, the City Council approved a budget amendment ordinance incorporating a re-appropriation of ARPA funds to include a Hospitality Fund appropriation needed for projects designated in January, 2022; and

WHEREAS, The City Council desires to follow best financial practices in accordance with guidance from the U.S. Treasury Department, and ease of administration and implementation of Council's plans;

NOW, THEREFORE, BE IT ORDAINED, that the City Finance Department is directed to move the monies in the ARPA Special Revenue Fund into the General Fund and close the ARPA Special Revenue Fund, subject to City Council's budgeted appropriations for FY 2024, consistent with local, state, and Federal law and UG regulations identified in Final Rule FAQ 13.15.

BE IT FURTHER ORDAINED by City Council, and pursuant to Section 11 of the FY 2024 Budget Ordinance, the City Administrator is authorized to administer the ARPA appropriations and to transfer appropriations from the ARPA Special Revenue Fund to and within the General Fund for designated and previously approved projects by City Council as necessary to achieve the goals of the FY 2024 Budget.

BE IT FURTHER ORDAINED by City Council that the City Administrator provides a monthly report on the status of ARPA funded projects, including expenditures.

BE IT FURTHER ORDAINED, that all ordinances or parts of ordinances inconsistent with this Ordinance are repealed to the extent of such inconsistency.

ATTEST:

______________________________	______________________________
Stephanie Buccione, City Clerk	Carol Jayroe, Mayor
First Reading: __________________	Approved as to Form:
Second Reading: ________________	______________________________
	Elise F. Crosby, City Attorney

120 North Fraser Street · Georgetown, SC 29440 · (843) 545-4000

ORDINANCE DOC ID: 3906

Council Meeting Date:	21 September 2023
Department:	Finance
Issue Under Consideration:	Motion to approve an ordinance to provide for the issuance and sale of a not exceeding three hundred thousand dollar ($300,000) General Obligation bond, series 2023 of the City of Georgetown, South Carolina, to prescribe the purposes for which the proceeds shall be expended, to provide for the payment thereof, and other matters relating thereto.
Amount Requested:	Not to exceed $300,000.00
Is Item in Current Budget?	Yes
If no, please explain:	
Financial Impact:	Bond will be repaid using current Debt Service Millage
Points to Consider:	• New ERP software is needed to increase productivity and efficiency city-wide. • Additional funding is needed to complete the new Duke Street laydown yard site for Public Works. • Bond proceeds will lessen the burden for the city allowing to pay overtime.
Options:	Approve/Disapprove
Staff Recommendations:	Approve

Reviews:

Kathy Vermeland Completed 08/07/2023 6:05 PM

Sandra E. Yudice Ph.D. Completed 08/07/2023 6:12 PM

Stephanie Buccione Completed 08/10/2023 10:19 AM

Georgetown City Council Completed 08/17/2023 5:30 PM

Attachments:

1. 1 Bond Ordinance (2023 Georgetown GO Bond) (PDF)

MOTION TO APPROVE AN ORDINANCE TO PROVIDE FOR THE ISSUANCE AND SALE OF A NOT EXCEEDING THREE HUNDRED THOUSAND DOLLAR ($300,000) GENERAL OBLIGATION BOND, SERIES 2023 OF THE CITY OF GEORGETOWN, SOUTH CAROLINA, TO PRESCRIBE THE PURPOSES FOR WHICH THE PROCEEDS SHALL BE EXPENDED, TO PROVIDE FOR THE PAYMENT THEREOF, AND OTHER MATTERS RELATING THERETO.

AN ORDINANCE

TO PROVIDE FOR THE ISSUANCE AND SALE OF A NOT EXCEEDING THREE HUNDRED THOUSAND DOLLAR ($300,000) GENERAL OBLIGATION BOND, SERIES 2023 OF THE CITY OF GEORGETOWN, SOUTH CAROLINA, TO PRESCRIBE THE PURPOSES FOR WHICH THE PROCEEDS SHALL BE EXPENDED, TO PROVIDE FOR THE PAYMENT THEREOF, AND OTHER MATTERS RELATING THERETO.

City of Georgetown, South Carolina

Dated: September 21, 2023

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BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GEORGETOWN, SOUTH CAROLINA, IN COUNCIL ASSEMBLED, AS FOLLOWS:

ARTICLE I

FINDINGS OF FACT

Section 1.01 Findings and Recitals.

As an incident to the enactment of this ordinance (this "***Ordinance***") and the issuance of the Bond (as hereinafter defined), the City Council of the City of Georgetown (the "***City Council***"), the governing body of the City of Georgetown, South Carolina (the "***City***"), finds that the facts set forth in this Article exist and the statements made with respect thereto are in all respects true and correct.

1. The City is a municipal corporation of the State of South Carolina (the "***State***"), located in Georgetown County, South Carolina, and as such possesses all general powers granted to municipal corporations.

2. By virtue of Title 5, Chapter 21 and the provisions of Section 11-27-40, Code of Laws of South Carolina 1976, as amended (together, the "***Enabling Act***"), the City is empowered to issue general obligation bonds for any "authorized purpose" as therein defined.

3. The City Council, after due investigation and deliberation, has determined that it is necessary to issue general obligation debt in an amount not exceeding $300,000 of the City to: (1) defray the costs of (A) the purchase of an enterprise resource planning system and implementation of same, and (B) the completion of the City's new Duke Street Laydown Yard project ((A) and (B) collectively, the "***Project***"); and (2) pay costs of issuance of the Bond. It is presently estimated that the costs of the Project, together with the costs of issuance of the Bond, will not be in excess of $300,000.

4. The Project constitutes an authorized purpose within the meaning of the Enabling Act.

5. Section 14 of Article X of the Constitution of the State of South Carolina 1895, as amended, provides that subsequent to November 30, 1977, the municipalities of the State may issue bonded indebtedness in an amount not exceeding 8% of the assessed value of all taxable property therein (the "***Debt Limit***") without the necessity of conducting a referendum. As certified by the County Auditor on August 7, 2023, the assessed value of all taxable property in the City for the year 2022, which is the last completed assessment thereof, excluding property subject to a fee-in-lieu of *ad valorem* property taxes, is not less than the sum of $42,634,058; thus the Debt Limit equals $3,410,724.

6. Presently, the City has outstanding a $2,000,000 General Obligation Bond, Series 2018. As of the date hereof, the outstanding principal amount of general obligation indebtedness of the City chargeable against the Debt Limit is $1,596,636. Accordingly, the City may incur $1,814,088 of general obligation debt within the Debt Limit.

7. In connection therewith, the City Council has determined to issue general obligation debt of the City in an amount not to exceed $300,000 to finance the costs of the Project and the cost of issuance thereof.

[End of Article I]

ARTICLE II

DEFINITIONS AND AUTHORITY

Section 2.01 Definitions.

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

"***Authorized Investments***" means any securities which are now or hereafter authorized legal investments for municipalities pursuant to the Code of Laws of South Carolina 1976, as amended.

"***Authorized Officers***" means the Mayor of the City, the Mayor Pro Tempore, the City Administrator of the City (including any interim City Administrator), the Finance Director of the City, the City Clerk, or any other officer or employee designated from time to time as an Authorized Officer by resolution of the City Council, and when used with reference to any act or document also means any other person authorized by resolution of the City Council to perform such act or sign such document. For purposes of this Ordinance and the delegations recited herein, the Mayor shall be the Authorized Officer responsible for making such determinations.

"***Bond***" means the not exceeding $300,000 General Obligation Bond issued in accordance with the provisions of this Ordinance.

"***Bond Account Fund***" means a fund which serves as the depository account for the proceeds of the Bond, which may be held by the City.

"***Bond Counsel***" means Pope Flynn, LLC, or any successor firm, or an attorney or firm of attorneys of recognized standing in the field of law relating to municipal, state, and public agency financing.

"***Bondholder***" or "***Holder***" or "***Holder of Bond***" or "***Owner***" or similar term means, when used with respect to the Bond means any person who shall be registered as the owner of the Bond Outstanding as shown on the registration books of the City maintained by the Registrar.

"***Bond Payment***" means the periodic payments of principal of, interest on and redemption premium, if any, on the Bond.

"***Bond Payment Date***" means each date on which a Bond Payment shall be payable.

"***City***" means the City of Georgetown, South Carolina.

"***City Clerk***" means the City Clerk of the City of Georgetown, South Carolina.

"***City Council***" means the City Council of the City of Georgetown, the governing body of the City or any successor governing body.

"***Code***" means the Internal Revenue Code of 1986, as amended, and the U.S. Treasury Regulations promulgated thereunder.

"***Enabling Act***" has the meaning given to such term in Section 1.01 hereof.

"***Escrow Agent***" means a financial institution appointed by an Authorized Officer to hold funds for the purpose of defeasing all or a portion of the Bond in accordance with Article VII of this Ordinance.

"***Financial Advisor***" has the meaning given such term in Section 10.02 hereof.

"***Government Obligations***" means and includes direct general obligations of the United States of America or agencies thereof or obligations, the payment of principal or interest on which is fully and unconditionally guaranteed by the United States of America.

"***Governmental Unit***" means a state or local governmental unit within the meaning of Section 141(b) of the Code.

"***Mayor***" means the Mayor of the City of Georgetown, South Carolina.

"***Nongovernmental Person***" means any Person other than a Governmental Unit.

"***Ordinance***" shall mean this ordinance of the City Council authorizing the issuance of the Bond.

"***Original Issue Date***" shall mean the date of delivery of the Bond to the initial purchaser thereof.

"***Outstanding***", when used in this Ordinance with respect to the Bond, means as of any date, the Bond theretofore delivered pursuant to this Ordinance except:

(a) the Bond if cancelled or delivered to the Registrar for cancellation on or before such date;

(b) the Bond if deemed to have been paid in accordance with the provisions of Section 7.01 hereof; and

(c) the Bond if in lieu of or in exchange for which another Bond shall have been authenticated and delivered pursuant to Section 3.05 hereof.

"***Paying Agent***" means, initially, the City, acting in such capacity through the City Clerk. A specific position or office shall be identified by the Authorized Officer to perform such function. A successor Paying Agent may be named by an Authorized Officer and in such case means any bank, trust company or national banking association which is authorized to pay the principal installments of or interest on any Bond and has the duties, responsibilities and rights provided for in this

Ordinance, and its successor or successors and any other corporation or association which at any time may be substituted in its place pursuant to this Ordinance.

"***Person***" means an individual, a partnership, a corporation, a trust, a trustee, an unincorporated organization, or a government or an agency or political subdivision thereof.

"***Record Date***" means the 15th day immediately preceding each Bond Payment Date.

"***Registrar***" means, initially, the City, acting by and through the City Clerk. A successor Registrar may be named by an Authorized Officer and in such case means any bank, trust company or national banking association which is authorized to discharge the duties, responsibilities and rights of the Registrar provided for in this Ordinance, and its successor or successors and any other corporation or association which at any time may be substituted in its place pursuant to this Ordinance.

"***Series***" or "***Series of Bonds***" means Bonds issued hereunder as a single issue; i.e., sold and closed on the same dates with a common bond caption and Series designation.

"***South Carolina Code***" means the Code of Laws of South Carolina 1976, as amended.

"***Taxable Bond***" means a Series of Bonds that have been designated as taxable under the Code by an Authorized Officer.

Section 2.02 Construction.

In this Ordinance, unless the context otherwise requires:

1. Articles and Sections referred to by number shall mean the corresponding Articles and Sections of this Ordinance.

2. Words of the masculine gender shall mean and include correlative words of the female and neuter genders, and words importing the singular number shall mean and include the plural number and vice versa.

3. Exhibits to this Ordinance constitute an integral part hereof.

4. Any fiduciary shall be deemed to hold an Authorized Investment in which money is invested pursuant to the provisions of this Ordinance, even though such Authorized Investment is evidenced only by a book entry or similar record of investment.

[End of Article II]

ARTICLE III

ISSUANCE OF BOND

Section 3.01 Ordering the Issuance of the Bond.

(a) Pursuant to the provisions of the Enabling Act, an Authorized Officer is hereby ordered and directed to cause the issuance of the Bond to provide funds: (1) to defray the costs of the Project; and (2) to pay the costs of issuance thereof. The Bond may be issued in a single Series, or from time to time in multiple Series. An Authorized Officer is hereby authorized to determine the final principal amount of the Bond and other items related to the sale and marketability of the Bond. The Bond shall bear a series designation as determined by an Authorized Officer, but in all cases shall include the calendar year of the issuance thereof. The Bond may, in addition to the title "City of Georgetown, South Carolina, General Obligation Bond[s]," bear a numerical or alphanumeric Series designation as may be necessary to distinguish them from the Bond of every other Series, or other general obligation bonds of the City, and shall designate the year in which the Series is issued.

(b) The City, acting through the Authorized Officer, may elect to issue separate Series of Bonds so long as each Series of Bonds otherwise conforms to the provisions contained herein. If multiple Series of Bonds are issued, all references to the Bond in this Ordinance shall be construed as referring to all Series of Bonds that may be issued under the terms hereof. Any Series of Bonds issued as a Taxable Bond shall bear an appropriate designation so as to distinguish its tax status.

Section 3.02 Maturity Schedule of the Bond.

(a) The Bond shall be dated as of the date of its delivery and shall bear interest from its dated date. The principal amount, term, rate of interest and payment details of the Bond shall be determined by an Authorized Officer, provided, however, that in no event shall the principal amount of the Bond exceed $300,000. Bond Payments on the Bond shall be scheduled to occur no less frequently than annually, or more frequently as determined by an Authorized Officer. The Bond issued hereunder must be issued within five years of the date of enactment of this Ordinance, and no Bond shall mature later than 30 years from their date of delivery.

(b) The Bond shall be dated as of the Original Issue Date, unless an Authorized Officer and purchaser of the Bond agree otherwise.

Section 3.03 Medium of Payment; Form and Denomination of the Bond; Place of Payment.

(a) The Bond shall be payable as to principal and interest on the basis of a 360-day year, consisting of twelve thirty-day months each, in any coin or currency of the United States of America which at the time of payment is legal tender for the payment of public and private debts.

(b) The Bond shall be issued in the form of one fully registered bond.

(c) The City shall serve as Paying Agent for the Bond, and the Bond Payments shall be made by the Paying Agent to the Person appearing on each Record Date on the registration books of the City, which books shall be held by the City as Registrar, as provided in Section 3.06 hereof, as the registered owner thereof, by check or draft mailed from the City to such registered owner at his or her address as it appears on such registration books in sufficient time to reach such registered owner on each Bond Payment Date. Payment of the final Bond Payment shall be made when the same is due and payable upon the presentation and surrender for cancellation of the Bond at the administrative office of the City; provided, however, the requirement for final presentment and surrender may be waived by a mutual, written agreement of the City and the Holder.

Section 3.04 Execution.

The Bond shall be executed in the name and on behalf of the City by the manual or facsimile signature of an Authorized Officer, with its corporate seal impressed, imprinted or otherwise reproduced thereon, and attested by the manual signature of its City Clerk or other Authorized Officer (other than the officer or officers executing the Bond). The Bond may bear the manual signature of any person who shall have been such an Authorized Officer authorized to sign the Bond at the time such Bond was so executed, and shall bind the City notwithstanding the fact that his or her authorization may have ceased prior to the authentication and delivery of the Bond.

Section 3.05 Exchange of the Bond.

The Bond, upon surrender thereof at the office of the Registrar with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered Holder or his or her duly authorized attorney, may, at the option of the registered Holder thereof, be exchanged for a new Bond of the same interest rate and maturity. So long as the Bond remains Outstanding, the City shall make all necessary provisions to permit the exchange of the Bond. Such new bond shall reflect the principal amount thereof as then yet unpaid.

Section 3.06 Transferability and Registry.

The Bond shall at all times, when the same is Outstanding, be payable to a Person, and shall be transferable only in accordance with the provisions for registration and transfer contained in this Ordinance and in the Bond. So long as the Bond remains Outstanding, the City (acting through the City Clerk), as Registrar, shall maintain and keep, at its administrative office, books for the registration and transfer of the Bond, and, upon presentation thereof for such purpose at such office, the City shall register or cause to be registered therein, and permit to be transferred thereon, under such reasonable regulations as it may prescribe, such Bond.

Section 3.07 Transfer of the Bond.

The Bond shall be transferable only upon the books of the Registrar, upon presentation and surrender thereof by the Holder of the Bond in person or by his or her attorney duly authorized in writing, together with a written instrument of transfer satisfactory to the Registrar duly executed by the registered Holder or his or her duly authorized attorney. Upon surrender for transfer of the Bond, the City shall execute and deliver, in the name of the Person who is the transferee, a new Bond of the same principal amount and maturity and rate of interest as the surrendered Bond. Such new Bond shall reflect the principal amount thereof as then yet unpaid.

Section 3.08 Regulations with Respect to Exchanges and Transfers.

The Bond surrendered in any exchange or transfer shall forthwith be cancelled by the Registrar. For each such exchange or transfer of the Bond, the Registrar may make a charge sufficient to reimburse itself for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the Holder requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer. The City shall not be obligated to issue, exchange or transfer the Bond during the 15 days next preceding any (a) Bond Payment Date, or (b) date upon which the Bond will be redeemed, if any.

Section 3.09 Mutilated, Destroyed, Lost and Stolen Bond.

(a) If the Holder surrenders a mutilated Bond to the Registrar or the Registrar receives evidence to its satisfaction of the destruction, loss, or theft of the Bond, and there is delivered to the Registrar such security or indemnity as may be required by it to save it harmless, then, in the absence of notice that the Bond has been acquired by a bona fide purchaser, the City shall execute and deliver, in exchange for the mutilated Bond or in lieu of any such destroyed, lost, or stolen Bond, a new Bond of like tenor, maturity, and interest rate bearing a number unlike that of such mutilated, destroyed, lost, or stolen Bond, and shall thereupon cancel any such mutilated Bond so surrendered. In case any such mutilated, destroyed, lost, or stolen Bond has become or is to become due for final payment within one month, the City in its discretion may, instead of issuing a new Bond, pay the Bond.

(b) Upon the issuance of any new Bond under this Section 3.09, the City may require the payment of a sum sufficient to cover any tax, fee, or other governmental charge that may be imposed in relation thereto and any other expenses, including counsel fees or other fees, of the City or the Registrar connected therewith.

(c) Each new Bond issued pursuant to this Section, in lieu of any destroyed, lost, or stolen Bond, shall constitute an additional contractual obligation of the City, whether or not the destroyed, lost, or stolen Bond shall at any time be enforceable by anyone, and shall be entitled to all the benefits hereof equally and proportionately with the Bond duly issued pursuant to this Ordinance.

(d) The Bond shall be held and owned upon the express condition that the foregoing provisions are exclusive with respect to the replacement or payment of the mutilated, destroyed, lost, or stolen Bond and shall preclude (to the extent lawful) all other rights or remedies with respect to the replacement or payment of the mutilated, destroyed, lost, or stolen Bond or securities.

Section 3.10 Holder As Owner of the Bond.

In its capacity as Registrar, the City may treat the Holder of the Bond as the absolute owner thereof, whether the Bond shall be overdue or not, for the purpose of receiving payment of, or on account of, the Bond Payment on the Bond and for all other purposes; and payment of the Bond Payment shall be made only to, or upon the order of, such Holder. All payments to such Holder shall be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid, and the City shall not be affected by any notice to the contrary.

Section 3.11 Cancellation of the Bond.

The Registrar shall destroy the Bond when the same shall be surrendered to it for cancellation. In such event, the Bond shall no longer be deemed Outstanding under this Ordinance and no bond shall be issued in lieu thereof.

Section 3.12 Payments Due Saturdays, Sundays and Holidays.

In any case where the Bond Payment Date shall be Saturday or Sunday or shall be, at the place designated for payment, a legal holiday or a day on which banking institutions are authorized by law to close, then payment of the Bond Payment need not be made on such date but may be made on the next succeeding business day not a Saturday, Sunday or a legal holiday or a day upon which banking institutions are authorized by law to close, with the same force and effect as if made on the Bond Payment Date and no interest shall accrue for the period after such date.

Section 3.13 Tax Exemption in South Carolina.

The interest on the Bond shall be exempt from all State, county, municipal, school district, and all other taxes or assessments of the State, direct or indirect, general or special, whether imposed for the purpose of general revenue or otherwise, except inheritance, estate, transfer or certain franchise taxes.

Section 3.14 Order to Levy Ad Valorem Taxes to Pay Principal and Interest of the Bond.

For the payment of Bond Payments as the same become due and for the creation of such sinking fund as may be necessary therefor, the full faith, credit, and taxing power of the City are hereby irrevocably pledged, and there shall be levied and collected an *ad valorem* tax, without limit as to rate or amount, upon all taxable property located within the City sufficient to pay the Bond Payments until the Bond is no longer Outstanding, and to create such sinking fund as may be necessary therefor. Such levy shall be reduced to the extent that, at the time the annual millage levy for the Bond Payments is set, the City has available other amounts for the payment of amounts due on the succeeding Bond Payment Date and has deposited the same into the sinking fund established for the payment of the Bond Payments.

Section 3.15 Failure to Present Bond.

Anything in this Ordinance to the contrary notwithstanding, any money held by the Paying Agent in trust for the payment and discharge of the Bond, or the interest thereon, which remains unclaimed for such period of time, after the date when the Bond has become due and payable, that the registered Owner thereof shall no longer be able to enforce the payment thereof, the Paying Agent shall at the written request of the City pay such money to the City as its absolute property and free from trust, and the Paying Agent shall thereupon be released and discharged with respect thereto and the registered Owners shall look only to the City for the payment of such Bond; provided, however, the Paying Agent shall forward to the City all moneys which remain unclaimed during a period five years from a Bond Payment Date, provided, however, that before being required to make any such payment to the City, the Paying Agent, at the expense of the City, may conduct such investigations as may in the opinion of the Paying Agent be necessary to locate the registered Owners of those who would take if the registered Owner shall have died.

Section 3.16 Form of the Bond.

The form of the Bond and registration provisions to be endorsed thereon, shall be substantially as set forth in Exhibit A attached hereto and made a part of this Ordinance.

[End of Article III]

ARTICLE IV

REDEMPTION OF BOND

Section 4.01 Redemption of the Bond.

The Bond shall be subject to redemption prior to maturity at such times and in such amounts and upon such terms as may be determined by an Authorized Officer.

Section 4.02 Election to Redeem.

In the event that the City shall, in accordance with the provisions of Section 4.01 hereof, elect to redeem the Bond, it shall give notice to the Registrar and the Paying Agent of each optional redemption. Such notice shall specify the date fixed for redemption and the Bond which is to be redeemed. Such notice shall be given at least 30 days prior to the date fixed for redemption or such lesser number of days as shall be acceptable to the Registrar and the initial purchaser of the Bond.

Section 4.03 Notice of Redemption.

(a) When the Bond is to be redeemed, the Registrar shall give notice of the redemption of the Bond in the name of the City specifying: (1) the Bond (or, as applicable the particular Series thereof), and maturities to be redeemed; (2) the redemption date; (3) the redemption price (or calculation thereof); (4) the number and other distinguishing marks of the Bond to be redeemed (unless all of the Outstanding Bond is to be redeemed); (5) the place or places where amounts due upon such redemption will be payable; (6) whether the redemption of the Bond is conditioned upon any event; and (7) in the case of a partial redemption, the respective portions of the principal thereof to be redeemed. Such notice shall further state that on such date there shall become due and payable upon the Bond to be redeemed the redemption price thereof, and that, from and after such date, interest thereon shall cease to accrue; provided, however, that in the event of any conditional provision in the notice, the Bond will not become due and payable as provided in this section unless such condition has been satisfied as of the redemption date. The Registrar shall mail by registered mail a copy of such notice, postage prepaid, not less than 30 days before the redemption date to the Registered Owner of the Bond or portions of the Bond that are to be redeemed at the addresses which appear upon the registry books of the Registrar. The obligation of the Registrar to give the notice required by this Section shall not be conditioned upon the prior payment to the Paying Agent of money or the delivery to the Paying Agent of Authorized Investments sufficient to pay the redemption price of the Bond to which such notice relates or the interest thereon to the redemption date.

(b) Notice of redemption having been given as provided in subsection (a) hereof, the Bond or portions thereof to be redeemed shall, on the date fixed for redemption, become due and payable at the redemption price specified therein, and upon presentation and surrender thereof at the place specified in such notice, the Bond or portions thereof shall be paid at the redemption price on the redemption date; provided, however, that in the event of any conditional provision in the notice, the Bond will not become due and payable as provided in this section until such condition has been satisfied as of the redemption date. On and after the redemption date (unless the City shall default in the payment of the redemption price, or any conditional provision in the notice shall not have been satisfied as of the redemption date), the Bond shall cease to bear interest, and the Bond shall no longer be considered as Outstanding hereunder. If money sufficient to pay the redemption price has not been made available by the City to the Paying Agent on the redemption date, the Bond shall continue to bear interest until paid at the same rate as they would have borne, had they not been called for redemption, until the same shall have been paid.

Section 4.04 Deposit of Redemption Price.

On or before any date fixed for redemption of the Bond, cash and/or a principal amount of non-callable Government Obligations maturing or redeemable at the option of the Registered Owner thereof not later than the date fixed for redemption which, together with income to be earned on such Government Obligations prior to such date fixed for redemption, will be sufficient to provide cash to pay the redemption price of the Bond or portions thereof which are to be redeemed on such date, shall be deposited with the Paying Agent unless such amount shall have been previously deposited with the Paying Agent. Provided, however, that in the event of a conditional redemption such condition is not met, this Section 4.04 is inapplicable.

Section 4.05 Partial Redemption of Bond.

In the event part, but not all of the Bond shall be selected for redemption, upon presentation and surrender of such Bond (or by mutual agreement as permitted by Section 3.03(c) hereof) by the Registered Owner thereof or his or her attorney duly authorized in writing (with, if the City or the Registrar so requires, due endorsement by, or a written instrument of transfer in form satisfactory to the City and the Registrar duly executed by, the Holder thereof or his or her attorney duly authorized in writing) to the Registrar, the City shall execute and the Registrar shall authenticate and deliver to or upon the order of such Holder, without charge therefor, for the unredeemed portion of the principal amount of the Bond so surrendered, a Bond of any authorized denomination of like tenor. The Bond, if so presented and surrendered, shall be cancelled in accordance with Section 3.11 hereof.

[End of Article IV]

ARTICLE V

SALE OF BOND

Section 5.01 Sale of the Bond.

The Bond shall be sold at public sale, at a price not less than par plus accrued interest to the date of delivery. Bids shall be solicited on the basis of an official notice of sale, the form of which is attached hereto as Exhibit B (the "***Notice of Sale***"). Unless all of the bids are rejected, the award of the Bond shall be made to the party offering the terms most advantageous to the City. An Authorized Officer, in his or her sole discretion, shall determine what grounds constitute the terms most advantageous to the City, considering the total interest cost to the City and any terms or conditions specific to each bid, with the basis of such award to be set forth in the Notice of Sale.

The Authorized Officer may reserve the right, on behalf of the City, to waive any irregularities and negotiate final terms in order to secure the most advantageous bid.

Section 5.02 Notice of Sale.

In accordance with the Enabling Act, the Notice of Sale shall be published in The State, a newspaper of general circulation in the State or, if deemed appropriate by an Authorized Officer, in a financial publication published in the City of New York, State of New York, or both. The Notice of Sale shall appear at least once, not less than 7 days before the date set for said sale.

In lieu of publishing the Notice of Sale in its entirety, an Authorized Officer may elect to publish an abbreviated form of such notice and provide the entire Notice of Sale to those parties who may request the same. The summary notice of sale shall be published on the same terms described in the foregoing paragraph. A form of the summary is attached hereto as Exhibit C; such form shall be subject to change in the sole discretion of the Authorized Officer.

Section 5.03 Authorization to Negotiate Sale in Certain Circumstances.

(a) Notwithstanding Sections 5.01 or 5.02 above, an Authorized Officer may negotiate the sale of the Bond directly with a purchaser in either of the following circumstances:

(1) In the event no bids are received or in the event all bids are rejected in accordance with Section 11-27-40(9)(c) of the South Carolina Code; or

(2) Should the Bond be sold in an amount not exceeding $1,500,000 and mature not later than ten years from its Original Issue Date, the sale of the Bond may be negotiated at private sale at an interest rate to be agreed to by an Authorized Officer and the purchaser of the Bond. In negotiating the sale of the Bond, an Authorized Officer is authorized to solicit bids from qualified lenders for the purchase of the Bond and the award of any such solicitation shall be made under the same standards as provided in Section 5.01 above.

(b) If the Bond is sold under the provisions of this section, notice of the sale of the Bond (meeting the requirements of 11-27-40(4) of the South Carolina Code and in the form attached hereto as Exhibit D) shall be given not less than seven days prior to delivery of the Bond.

[End of Article V]

ARTICLE VI

DISPOSITION OF PROCEEDS OF SALE OF BOND

Section 6.01 Disposition of Bond Proceeds Including Temporary Investments.

The proceeds derived from the sale of the Bond shall be paid to the City and deposited into the Bond Account Fund. Such proceeds and shall be expended and made use of by the City Council to defray the costs of the Project described in Section 1.01 hereof and to pay the cost of issuance associated with the Bond. Notwithstanding the foregoing, costs of issuance may be paid directly to the respective receipients thereof at closing in lieu of the deposit of such funds in the Bond Account Fund. Pending the use of Bond proceeds, the same shall be invested and reinvested by the City in Authorized Investments. All earnings from such investments shall be applied, at the direction of an Authorized Officer, either (1) to defray the cost of the Projects for which the Bond is issued and if not required for this purpose, then (2) to pay the first maturing Bond Payment on the Bond; if any balance remains, it shall be held by the City in a special fund, invested by the City Clerk in Government Obligations, with a yield not in excess of the yield on such Bond and used to effect the retirement thereof.

Neither the purchaser nor Holder of the Bond shall be liable for the proper application of the proceeds thereof.

[End of Article VI]

ARTICLE VII

DEFEASANCE OF BOND

Section 7.01 Defeasance.

(a) If the Bond issued pursuant to this Ordinance shall have been paid and discharged, then the obligations of this Ordinance hereunder, and all other rights granted thereby shall cease and determine. The Bond shall be deemed to have been paid and discharged within the meaning of this section under any of the following circumstances:

The Escrow Agent shall hold at the stated maturities of the Bond, in trust and irrevocably appropriated thereto, sufficient moneys for the payment of (1) the principal installment and interest, or redemption price, thereof; or (2) if default in the payment of the principal of the Bond or the interest thereon shall have occurred on any Bond Payment Date, and thereafter tender of such payment shall have been made, and at such time as the Escrow Agent shall hold, in trust and irrevocably appropriated thereto, sufficient moneys for the payment thereof to the date of the tender of such payment; or (3) if the City shall elect to provide for the payment of the Bond prior to its stated maturity and shall have deposited with the Escrow Agent, in an irrevocable trust moneys which shall be sufficient, or Government Obligations, the principal of and interest on which when due will provide moneys, which together with moneys, if any, deposited with the Escrow Agent at the same time, shall be sufficient to pay when due the principal installments, redemption price, and interest due and to become due on the Bond on and prior to its maturity date or redemption date, as the case may be. In the event that the City shall elect to redeem the Bond prior to its stated maturity, the City shall proceed in the manner prescribed by Article IV hereof and provide irrevocable direction to redeem the Bond.

Neither the Government Obligations nor moneys deposited with the Escrow Agent pursuant to this Section nor the principal or interest payments thereon shall be withdrawn or used for any purpose other than, and shall be held in trust for, the payment of the principal installment and interest, or redemption price, of the Bond; provided that any cash received from such principal or interest payments on Government Obligations deposited with the Escrow Agent, if not then needed for such purpose, shall, to the extent practicable, be invested and reinvested in Government Obligations maturing at times and in amounts sufficient to pay when due the principal installment, interest, or redemption price, to become due on the Bond on and prior to the maturity date or redemption date thereof, as the case may be, and interest earned from such reinvestments not required for the payment of the principal installment and interest, or redemption price, may be paid over to the City, as received by the Escrow Agent, free and clear of any trust, lien or pledge.

(b) In addition to the above requirements of paragraphs (a)(1), (2), and (3), in order for this Ordinance to be discharged, all other fees, expenses and charges of the Escrow Agent shall have been paid in full at that time.

(c) Notwithstanding the satisfaction and discharge of this Ordinance, the Escrow Agent, as applicable, shall continue to be obligated to hold in trust any moneys or investments then held by the Escrow Agent for the payment of the principal installments and interest, or redemption price, of the Bond, to pay to the Registered Owner of Bond the funds so held by the Escrow Agent as and when payment becomes due.

(d) Any release under this Section shall be without prejudice to the rights of the Escrow Agent to be paid reasonable compensation for all services rendered under this Ordinance and all reasonable expenses, charges, and other disbursements and those of their respective attorneys, agents, and employees, incurred on and about the performance of the powers and duties under this Ordinance.

(e) Any moneys which at any time shall be deposited with the Escrow Agent by or on behalf of the City for the purpose of paying and discharging the Bond shall be and are hereby assigned, transferred, and set over to the Escrow Agent, as applicable, in trust for the Registered Owner of the Bond, and the moneys shall be and are hereby irrevocably appropriated to the payment and discharge thereof. If, through lapse of time or otherwise, the holders of the Bond shall no longer be entitled to enforce payment of their obligations, then, in that event, it shall be the duty of the Escrow Agent to transfer the funds to the City.

(f) Any Escrow Agent shall be appointed by an Authorized Officer and shall accept in writing its acceptance to its obligations under this Ordinance.

[End of Article VII]

ARTICLE VIII

CERTAIN TAX AND DISCLOSURE CONSIDERATIONS

Section 8.01 Tax Covenants.

(a) *General Tax Covenant*. The City will comply with all requirements of the Code in order to preserve the tax-exempt status of the Bond, including without limitation, (1) the requirement to file Form 8038-G, *Information Return for Tax-Exempt Government Obligations*, with the Internal Revenue Service, and (2) the requirement to rebate certain arbitrage earnings to the United States Government pursuant to Section 148(f) of the Code. In this connection, the City covenants to execute any and all agreements or other documentation as it may be advised by Bond Counsel will enable it to comply with this Section 8.01, including its certification on reasonable grounds that the Bond is not an "arbitrage bond" within the meaning of Section 148 of the Code.

(b) *Tax Representations*. The City hereby represents and covenants that it will not take any action which will, or fail to take any action which failure will, cause interest on the Bond to become includable in the gross income of the Owner thereof for federal income tax purposes pursuant to the provisions of the Code. Without limiting the generality of the foregoing, the City represents and covenants that:

(1) All property financed or refinanced with the proceeds of the Bond will be owned by the City or another political subdivision of the State so long as the Bond is Outstanding in accordance with the rules governing the ownership of property for federal income tax purposes.

(2) The City shall not use, and will not permit any party to use, the proceeds of the Bond, or any bonds refunded thereby, in any manner that would result in (i) 10% or more of such proceeds being considered as having been used directly or indirectly in any trade or business carried on by any Nongovernmental Person, (ii) 5% or more of such proceeds being considered as having been used directly or indirectly in any trade or business of any Nongovernmental Person that is either "unrelated" or "disproportionate" to the governmental use of the financed facility by the City or by any other Governmental Unit (as the terms "unrelated" and "disproportionate" are defined for purposes of Section 141(b(3) of the Code) or (iii) more than 5% of such proceeds, but in no event more than $5,000,000, being considered as having been used directly or indirectly to make or finance loans to any Nongovernmental Person.

(3) The City is not a party to, and will not enter into or permit any other party to enter into, any contract with any person involving the management of any facility financed or refinanced with the proceeds of the Bond or by notes paid by the Bond that does not conform to the guidelines set forth in Revenue Procedure 2017-13, or a successor revenue procedure, or Code provision.

(4) The City will not sell, or permit any other party to sell, any property financed or refinanced with the Bond to any person unless it obtains an opinion of Bond Counsel that such sale will not affect the tax-exempt status of the Bond.

(5) The Bond will not be "federally guaranteed" within the meaning of Section 149(b) of the Code. The City shall not enter into, or permit any other party to enter into, any leases or sales or service contract with any federal government agency with respect to any facility financed or refinanced with the proceeds of the Bond and will not enter into any such leases or contracts unless it obtains the opinion of Bond Counsel that such action will not affect the tax-exempt status of the Bond.

(c) *Arbitrage Bonds, Rebate*. The City covenants that no use of the proceeds of the sale of the Bond shall be made which, if such use had been reasonably expected on the date of issue of the Bond, would have caused the Bond to be "arbitrage bonds" as defined in the Code, and to that end the City shall:

(1) comply with the applicable regulations of the Treasury Department previously promulgated under Section 103 of the Internal Revenue Code of 1954, as amended, and any regulations promulgated under the Code, so long as the Bond is Outstanding;

(2) establish such funds, make such calculations, and pay such amounts, in the manner and at the times required in order to comply with the requirements of the Code relating to required rebate of certain amounts to the United States Government;

(3) make such reports of such information at the time and places required by the Code; and

(4) take such other action as may be required to assure that the tax-exempt status of the Bond will not be impaired.

(d) *Bank Qualified*. The City (together with any subsidiary entities under the control of the City and any entities that issue obligations on behalf of the City) expects to issue no tax-exempt obligation in calendar year 2023 that, along with the Bond, would aggregate more than $10,000,000. Accordingly, the Bond is hereby designated as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3)(B) of the Code.

(e) *Tax Certificate*. An Authorized Officer is hereby authorized and directed to execute, at or prior to delivery of the Bond, a certificate or certificates specifying actions taken or to be taken by the City, and the reasonable expectations of such officials, with respect to the Bond, the proceeds thereof, or the City. The City agrees to comply with the undertakings or covenants set forth in any such certificate delivered with respect to Bond.

(f) *Reimbursement Declaration*. The City hereby declares its intention to reimburse itself for a portion of the costs of the Project with the proceeds of the Bond. To that end, the City Council determines and declares as follows:

(1) No funds from any sources other than the Bond are or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the City pursuant to the budget or financial policies of the City for the financing of the portion of the costs of acquisition, construction, and equipping of the Project to be funded with the Bond;

(2) The City reasonably expects that all or a portion of the expenditures incurred for the Project and the issuance of the Bond will be paid prior to the issuance of the Bond;

(3) The City intends and reasonably expects to reimburse itself for all such expenditures paid by it with respect to the Project prior to the issuance of the Bond from the proceeds of the Bond, and such intention is consistent with the budgetary and financial circumstances of the City;

(4) All of the costs to be paid or reimbursed from the proceeds of the Bond will be for costs incurred in connection with the issuance of the Bond, or will, at the time of payment thereof, be properly chargeable to the capital account of the Project (or would be so chargeable with a proper election) under general federal income tax principles; and

(5) this Ordinance shall constitute a declaration of official intent under United States Department of the Treasury Regulation Section 1.150-2.

(g) *Taxable Bond*. Prior to or upon the issuance of the Bond, an Authorized Officer may, in consultation with Bond Counsel, designate the Bond or a Series thereof as Taxable Bonds. The election to issue a Series of Taxable Bonds shall be clearly indicated by including the phrase "Taxable Series," or words to that effect, in the series designation of such Taxable Bonds. The above provisions of this Section 8.01 shall not be applicable to any Series of Taxable Bonds.

<u>Section 8.02</u> <u>Continuing Disclosure</u>.

(a) The City hereby covenants and agrees that it will comply with and carry out all of the provisions of any continuing disclosure certificate or agreement, executed by an Authorized Officer and dated the date of delivery of the Bond, which will meet the requirements, as applicable, of Section 11-1-85 of the South Carolina Code, which may require, among other things, that the City file with a central repository when requested: (1) a copy of its annual independent audit within 30 days of its receipt and acceptance and (2) event-specific information, within 30 days of an event adversely affecting more than five percent of its revenues or five percent of its tax base. The only remedy for failure by the City to comply with the covenants in this Section 8.02 shall be an action for specific performance of this covenant. The City specifically reserves the right to amend this covenant to reflect any change in Section 11-1-85 of the South Carolina Code, without the consent of any Bondholder.

(b) As may be mutually agreed by an Authorized Officer and the purchaser of the Bond, the City shall provide financial information to the purchaser, including the provision of annual audited financial statements within a fixed period or by a set date. Any failure by the City to comply with this paragraph, or an agreement or covenant authorized hereby, shall be enforceable solely by an action for specific performance to provide the appropriate documents or information, and shall not be a default under this Ordinance or the Bond.

[End of Article VIII]

ARTICLE IX

MISCELLANEOUS

Section 9.01 Savings Clause.

If any one or more of the covenants or agreements provided in this Ordinance should be contrary to law, then such covenant or covenants or agreement or agreements shall be deemed severable from the remaining covenants and agreements, and shall in no way affect the validity of the other provisions of this Ordinance.

Section 9.02 Successors.

Whenever in this Ordinance the City is named or referred to, it shall be deemed to include any entity, which may succeed to the principal functions and powers of the City, and all the covenants and agreements contained in this Ordinance or by or on behalf of the City shall bind and inure to the benefit of said successor whether so expressed or not.

Section 9.03 Ordinance to Constitute Contract.

In consideration of the purchase and acceptance of the Bond by those who shall purchase and hold the same from time to time, the provisions of this Ordinance shall be deemed to be and shall constitute a contract between the City and the Holders from time to time of the Bond, and such provisions are covenants and agreements with such Holders which the City hereby determined to be necessary and desirable for the security and payment thereof. The pledge hereof and the provisions, covenants, and agreements herein set forth to be performed on behalf of the City shall be for the benefit, protection, and security of the Holders of the Bond.

Section 9.04 Filing of Copies of Ordinance.

Copies of this Ordinance shall be filed in the offices of the City Clerk and in the office of the Clerk of Court of Georgetown County, South Carolina (as a part of the Record of Proceedings for the Bond).

Section 9.05 Further Action by Officers of the City.

The Authorized Officers are fully authorized and empowered to take the actions required to implement the provisions of this Ordinance and to furnish such certificates and other proofs as may be required of them. In the absence of any officer of the City Council herein authorized to take any act or make any decision, the Mayor Pro Tempore is hereby authorized to take any such act or make any such decision.

Section 9.06 Notice Pursuant to Section 11-27-40, paragraph 8 of the South Carolina Code.

In order that the City Council may proceed as soon as possible to issue and deliver the Bond authorized hereby, an Authorized Officer may determine that the City avail itself of the provisions of paragraph 8 of Section 11-27-40 of the South Carolina Code. If such determination is made, the notice of enactment prescribed thereby shall be published, the form of which shall be substantially as set forth in Exhibit E attached hereto.

Section 9.07 Professional Services.

The City Council hereby authorizes, approves or ratifies, as applicable, the engagement of First Tryon Advisors to act as financial advisor (the "***Financial Advisor***") and Pope Flynn, LLC to act as Bond Counsel in connection with the issuance of the Bond and authorizes (or ratifies, as applicable) an Authorized Officer to engage the services of such other professionals and institutions of a type and in a manner customary in connection with the issuance of municipal bonds, including, but not limited to, contractual arrangements with other professionals, rating agencies, verification agents, financial and trust institutions, printers and the suppliers of other goods and services in connection with the sale, execution and delivery of the Bond, as is necessary and desirable.

Section 9.08 Effective Date of Ordinance.

This Ordinance shall take effect upon its second reading and shall be forthwith codified in the City's Code of Ordinances.

[End of Article IX]

DONE, RATIFIED AND ENACTED this 21st day of September 2023.

CITY OF GEORGETOWN,
SOUTH CAROLINA

(SEAL)

____
Mayor

Attest:

____
City Clerk
City of Georgetown, South Carolina

First Reading: August 17, 2023
Second Reading: September 21, 2023

EXHIBIT A

[**FORM OF BOND**]

WITH THE CONSENT OF THE PURCHASER, AND NOTWITHSTANDING ANY CONTRARY PROVISION CONTAINED IN THE ORDINANCE, THE BOND MAY BE SOLD OR TRANSFERRED ONLY TO SUBSEQUENT PURCHASERS WHO EXECUTE AN INVESTMENT LETTER DELIVERED TO THE CITY, IN FORM SATISFACTORY TO THE CITY, CONTAINING CERTAIN REPRESENTATIONS, WARRANTIES AND COVENANTS AS TO THE SUITABILITY OF SUCH PURCHASERS TO PURCHASE AND HOLD THE BOND. SUCH RESTRICTION SHALL BE SET FORTH ON THE FACE OF THE BOND AND SHALL BE COMPLIED WITH BY EACH TRANSFEREE OF THE BOND.

UNITED STATES OF AMERICA
STATE OF SOUTH CAROLINA
CITY OF GEORGETOWN
GENERAL OBLIGATION BOND, SERIES 2023

No. R-1 $[_________]

Registered Holder:

Principal Amount: _______________ Dollars ($_________________)

The City of Georgetown, South Carolina (the "***City***"), a public body corporate and politic and a political subdivision of the State of South Carolina (the "***State***"), created and existing by virtue of the laws of the State, acknowledges itself indebted and for value received hereby promises to pay, solely as hereinafter provided, to the Registered Holder named above or registered assigns, the Principal Amount stated above.

This Bond is issued in the principal amount of ___________ Dollars ($________) for purposes authorized by and pursuant to and in accordance with the Constitution and statutes of the State, including particularly the provisions of Sections 5-21-210 through 5-21-500 and Section 11-27-40, Code of Laws of South Carolina 1976, as amended, and an ordinance (the "***Ordinance***") duly enacted by the City Council of the City (the "***City Council***") on September 21, 2023. Certain capitalized terms used herein and not otherwise defined shall have the meanings ascribed thereto in the Ordinance. Certified copies of the Ordinance are on file in the office of the Clerk of Court of Georgetown County, South Carolina and in the office of the City Council.

This Bond shall be payable with respect to principal on _______ 1 of each year, beginning ______ 1, 202_, through ______1, 202_, the date of final maturity of this Bond (the "***Final Maturity***"), and shall be payable with respect to interest each ________ 1 and _________ 1 (the "***Bond Payment Dates***") beginning ______ 1, 202_, through and including the Final Maturity. The payments due on the Bond Payment Dates (the "***Bond Payments***") are set forth at Exhibit A hereto. This Bond shall bear interest at the rate of _____% per annum, calculated on the basis of a 360-day year consisting of twelve 30-day months, from the Original Issue Date of this Bond and shall be paid by way of the Bond Payments to the person in whose name this Bond is registered at the close of business on the fifteenth day of the month next preceding each Bond Payment Date. The Bond Payments shall be payable by check or draft mailed at the times provided herein from the City to the person in whose name this Bond is registered at the address shown on the registration books. The Bond Payments are payable in any coin or currency of the United States of America which at the time of payment is legal tender for the payment of public and private debts.

[The City and the Registered Holder have mutually agreed to waive all requirements for presentation and surrender of this Bond in connection with the payment thereof; provided, however that upon the payment of final Bond Payment, the Registered Owner will either (1) present and surrender this Bond, (2) provide other indicia of satisfaction, or (3) [insert mutually agreed mechanism].]

[INSERT REDEMPTION PROVISIONS]

If this Bond is called for redemption, the Registrar will give notice to the Registered Owner of this Bond in the name of the City, of the redemption of such Bond, or portions thereof. Notice and redemption conditions shall otherwise comply with Article IV of the Ordinance.

FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THE BOND AS IT MATURES AND FOR THE CREATION OF SUCH SINKING FUND AS MAY BE NECESSARY THEREFOR, THE FULL FAITH, CREDIT, AND TAXING POWER OF THE CITY ARE HEREBY IRREVOCABLY PLEDGED, AND THERE SHALL BE LEVIED AND COLLECTED ANNUALLY A TAX, WITHOUT LIMIT AS TO RATE OR AMOUNT, ON ALL TAXABLE PROPERTY IN THE CITY SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON THE BOND AS THEY BECOME DUE AND PAYABLE AND TO CREATE SUCH SINKING FUND AS MAY BE NECESSARY THEREFOR.

This Bond is issued in the form of one fully registered bond and is transferable, as provided in the Ordinance, only upon the registration books of the City kept for that purpose at the offices of the City by the registered Holder in person or by his or her duly authorized attorney upon (i) surrender of this Bond together with a written instrument of transfer satisfactory to the Registrar duly executed by the registered holder or his or her duly authorized attorney, and (ii) payment of the charges, if any, prescribed in the Ordinance. Thereupon a new fully registered bond of like interest rate and principal amount shall be issued to the transferee in exchange therefor as provided in the Ordinance. The City may deem and treat the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of the Bond Payment due hereon and for all other purposes.

For every exchange or transfer of this Bond, the City may make a charge sufficient to reimburse itself for any tax, fee, or other governmental charge required to be paid with respect to such exchange or transfer.

This Bond and the interest hereon are exempt from all State, county, municipal, school district, and all other taxes or assessments of the State of South Carolina, direct or indirect, general or special, whether imposed for the purpose of general revenue or otherwise, except inheritance, estate, transfer, or certain franchise taxes.

It is hereby certified and recited that all acts, conditions, and things required to exist, happen, and to be performed precedent to and in the adoption of the Ordinance and in the issuance of this Bond in order to make the legal, valid, and binding general obligation of the City in accordance with its terms, do exist, have been done, have happened and have been performed in regular and due form as required by law; and that the issuance of this Bond does not exceed or violate any constitutional, statutory, or other limitation upon the amount of indebtedness prescribed by law.

IN WITNESS WHEREOF, the City has caused this Bond to be signed by the manual signature of the Mayor of the City, attested by the manual signature of the City Clerk, and the seal of the City impressed hereon.

CITY OF GEORGETOWN,
SOUTH CAROLINA

(SEAL)

____
Mayor

Attest:

____
City Clerk
City of Georgetown, South Carolina

(FORM OF ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto ____ the within bond and does hereby irrevocably constitute and appoint ____ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: ______________________________

Signature	(Authorized Officer)

Notice: The signature to the assignment must correspond with the name of the registered owner as it appears upon the face of the within bond in every particular, without alteration or enlargement or any change whatever.

Exhibit A

Bond Payments

EXHIBIT B

FORM OF OFFICIAL NOTICE OF SALE

$___________* GENERAL OBLIGATION BOND, SERIES 2023 OF THE CITY OF GEORGETOWN, SOUTH CAROLINA

NOTICE IS HEREBY GIVEN that electronic bids, addressed to the City of Georgetown, South Carolina (the "***City***"), will be received by the City until 12:00 P.M. (local time) on

[Wednesday, September 13, 2023] (the "***Date of Sale***")

at which time said bids will be opened in the offices of the City for the purchase of a commercial loan to be evidenced by $[300,000]* General Obligation Bond, Series 2023, of the City of Georgetown, South Carolina (the "***Bond***").

Issuer:	City of Georgetown, South Carolina.
Par Amount:	The preliminary par amount is $[300,000]*; however, the City has the right to adjust the total par amount and estimated annual principal amounts as shown on **Exhibit A**, attached hereto, prior to closing.
Purposes:	The Bond is being issued for the purposes of (1) defraying the costs of (A) the purchase of an enterprise resource planning system and implementation of same, and (B) the completion of the City's new Duke Street Laydown Yard project; and (2) paying costs of issuance of the Bond.
Tax Treatment:	Tax-exempt, not subject to alternative minimum tax (AMT) treatment. The City will covenant and agree that it will not take any actions which will, or fail to take any action which failure will, cause interest on the Bond to become includable in the income of holders of the Bond for federal income tax purposes pursuant to the provisions of Section 103 of the Internal Revenue Code of 1986, as amended (the "***Code***").
Bank Qualified:	The Bond will be designated as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3)(B) of the Code.
Legal Authority:	Pursuant to Article X, Section 14 of the Constitution of the State of South Carolina, 1895, as amended, Title 5, Chapter 21 of the Code of Laws of South Carolina 1976, as amended, and Section 11-27-40 of the Code of Laws of South Carolina 1976, as amended, the City is authorized to issue general obligation debt for any corporate or public purpose. The Bond is further authorized by an ordinance of the

* Preliminary, subject to change.

City Council of the City of Georgetown, dated September 21, 2023 (the "***Ordinance***"), a copy of which is available upon request. All capitalized terms used but not otherwise defined shall have the meaning ascribed thereto in the Ordinance.

The Bond:	The Bond will be issued as a single bond, in registered form and will be dated as of its date of delivery, which is expected to be October 18, 2023 as described in *Anticipated Delivery* below. Interest on the Bond will be a single, fixed rate of interest, computed on a 30/360 basis (calculated on the basis of a 360-day year consisting of twelve-30 day months). Bidders shall specify the rate of interest per annum that the Bond is to bear, to be expressed in multiples of 1/100 of 1%. The City requests that bidders submit a bid for the Bond based on the maturity schedule attached as **Exhibit A** hereto.
Security:	As security for the payments of the principal of and interest on the Bond (the "***Bond Payments***"), the full faith, credit, and taxing power of the City are irrevocably pledged and there shall be levied an ad valorem property tax, without limit as to rate or amount, upon all taxable property located within the City sufficient to pay the Bond Payments until the Bond is no longer outstanding.
Outstanding Bond:	The City currently has outstanding its $2,000,000 original principal amount General Obligation Bond, Series 2018.
Principal Payment Dates:	Annual principal payments on the Bond will be due on ________1 of each year, beginning ________1, ________, until the final maturity date.
Interest Payment Dates:	Annual Interest payments shall be due on each ________1 commencing ________1, ________, until the Bond matures or is otherwise redeemed.
Denominations:	The Bond will be issued in a single denomination equal to the par amount thereof.
Redemption Provisions:	The City is interested in evaluating prepayment flexibility. Proposals with multiple redemption options are permitted.
Paying Agent, Registrar:	City of Georgetown, South Carolina.
Rating:	The City has no plans to apply for bond ratings directly related to the Bond.
Award of the Bond:	Although the selection will be based substantially on the lowest total financing cost (including both interest cost (calculated on a [true/net]

interest cost basis) together with any upfront fees and expenses), the City reserves the right to award the Bond to the bidder proposing the most advantageous terms to the City (as determined by the City).

All bids shall be final and binding. The successful bidder will be notified of the award within twenty-four (24) hours from the Date of Sale. Any bid for less than one hundred percent (100.0%) of the principal amount of the Bond will be rejected. The right is reserved to reject any and all bids and to waive informalities in any and all bids. Each bid must clearly state, and the City reserves the right to reject any bid that contains, any covenants, conditions, provisions, or requirements that may be in addition to the stated terms and conditions set forth in this Official Notice of Sale. Bids shall not be contingent upon or subject to further credit approval. All costs and expenses associated with a bid shall be fully disclosed as absolute figures and will be considered in awarding the Bond.

Any accepted bid will be subject to official acceptance by the City.

Yield Maintenance: The successful bidder will not be allowed to receive an after tax yield or gross up on the interest remaining on the then outstanding principal amount of the Bond upon the occurrence of a determination of taxability or in the event of a change in the successful bidder's corporate tax rate.

Anticipated Delivery: The Bond is offered when, as, and if issued. The Bond will be dated the date of delivery and is expected to be delivered on or about October 18, 2023. Delivery of a properly executed Bond will be made in Georgetown, South Carolina, or such other place as is mutually agreed upon by the City and the purchaser, at the expense of the City, accompanied by a transcript of the record of the proceedings, a Signature and No-Litigation Certificate, and the unqualified approving opinion of Pope Flynn, LLC, as Bond Counsel ("***Bond Counsel***"). The proceeds of the Bond shall be made in immediately available Federal funds by wire transfer as directed by the City on or prior to closing. The amount of the payment shall be equal to the principal amount bid.

Investment Letter: The purchaser of the Bond will be expected to execute an investment letter to the City regarding its purchase of the Bond. The form of the investment letter is available upon request.

Submission of Bids: Bids are due by **[Wednesday, September 13, 2023] AT 12:00 P.M. (LOCAL TIME)** by email.

E-Mail Delivery. Bidders are required submit bids to the City by email to the individuals listed below. Any delay in receipt of an email bid, or any incompleteness or illegible portions of any bid, will be the responsibility of the bidder.

Bids should be transmitted to the following individuals on a term sheet incorporating the information in this Official Notice of Sale and transmitted to the following:

Sandra E. Yudice, City Administrator
Email: syudice@georgetownsc.gov

Lawrence Flynn, Bond Counsel
Email: lflynn@popeflynn.com

David Cheatwood, Financial Advisor
Email: dcheatwood@firsttryon.com

Audited Financial Statements: The City's budgets and audited financial statements are available on electronically through the below listed website:

https://www.georgetownsc.gov/governmental_services/departments/finance/finance_documents.php#outer-115

Additional Information: Any questions regarding this Official Notice of Sale should be directed in writing, via e-mail, to the City's Financial Advisor, First Tryon Advisors, LLC, using the e-mail address above. All questions will be answered via e-mail with a copy to each firm.

Exhibit A

Proposed Maturity Schedule

EXHIBIT C

FORM OF SUMMARY NOTICE OF SALE

Bids will be received by the City of Georgetown, South Carolina, at 12:00 p.m. (Eastern Time) on Wednesday, September 13, 2023, pursuant to the Official Notice of Sale dated August ___, 2023 with respect to the sale of the $300,000 General Obligation Bond, Series 2023 of the City of Georgetown, South Carolina. The par amount of the bond is subject to adjustment as set forth in the Official Notice of Sale. The Official Notice of Sale and other information is available from David Cheatwood, Financial Advisor to the City (email: dcheatwood@firsttryon.com).

EXHIBIT D

FORM OF NOTICE OF PRIVATE SALE

**$___________ GENERAL OBLIGATION BOND,
SERIES 2023 OF THE CITY OF GEORGETOWN, SOUTH CAROLINA**

The City of Georgetown, South Carolina intends to, on or about October 18, 2023, to deliver to ____________ its $_______ General Obligation Bond, Series 2023 (the "***Bond***"). The Bond was sold at par to _____________________. The Bond shall bear interest at the rate of ________% per annum calculated on the basis of a 360-day year consisting of twelve 30-day months, from the date of the Bond. The principal and interest on the Bond shall be paid by way of an annual amortized payment in the amount of $_________ due and payable on ____________ of each of the years 20__ through 20__ to the person in whose name the Bond is registered at the close of business on the fifteenth day of the month next preceding each bond payment date.

EXHIBIT E

FORM OF NOTICE OF ENACTMENT

Notice is hereby given that on September 21, 2023, the City Council of the City of Georgetown, enacted an ordinance entitled "AN ORDINANCE TO PROVIDE FOR THE ISSUANCE AND SALE OF A NOT EXCEEDING THREE HUNDRED THOUSAND DOLLAR ($300,000) GENERAL OBLIGATION BOND, SERIES 2023 OF THE CITY OF GEORGETOWN, SOUTH CAROLINA, TO PRESCRIBE THE PURPOSES FOR WHICH THE PROCEEDS SHALL BE EXPENDED, TO PROVIDE FOR THE PAYMENT THEREOF, AND OTHER MATTERS RELATING THERETO."

120 North Fraser Street · Georgetown, SC 29440 · (843) 545-4000

ORDINANCE

DOC ID: 3911

Council Meeting Date:	21 September 2023
Department:	Finance
Issue Under Consideration:	Motion to approve an ordinance to amend the Fiscal Year 2023/2024 budget for the City of Georgetown, South Carolina, to prescribe purposes for which certain earmarked funds from an Accommodations/Hospitality Tax Fund supplemental appropriation shall be expended and to correct a scrivener's error.
Amount Requested:	$80,000.00
Is Item in Current Budget?	No
If no, please explain:	After the FY 2024 budget was approved, The George Hotel developer requested financial assistance to repair/improve the sidewalk in front of the hotel on Front Street.
Financial Impact:	Up to $80,000.00 from the fund balance of the Accommodations/Hospitality Tax Fund.
Points to Consider:	• This was not a budgeted item. Request from hotel developer came after the budget was approved in June 2023. • Correct a scrivener's error in Schedule B (Combined Public Utility System Rates Schedule): change the meter size from ".075" to "0.75"
Options:	Approve/Deny
Staff Recommendations:	Approve

Reviews:

Sandra E. Yudice Ph.D. Completed 08/09/2023 3:23 PM

Finance Completed 08/09/2023 4:15 PM

Sandra E. Yudice Ph.D. Completed 08/09/2023 5:07 PM

Stephanie Buccione Completed 08/10/2023 11:18 AM

Georgetown City Council Completed 08/17/2023 5:30 PM

Attachments:

1. 1 FY 2024 1st Budget Amendment Hospitality Tax Fund Increase (PDF)

MOTION TO APPROVE AN ORDINANCE TO AMEND THE FISCAL YEAR 2023/2024 BUDGET FOR THE CITY OF GEORGETOWN, SOUTH CAROLINA, TO PRESCRIBE PURPOSES FOR WHICH CERTAIN EARMARKED FUNDS FROM AN ACCOMMODATIONS/HOSPITALITY TAX FUND SUPPLEMENTAL APPROPRIATION SHALL BE EXPENDED AND TO CORRECT A SCRIVENER'S ERROR.

AN ORDINANCE TO AMEND THE FISCAL YEAR 2023/2024 [FY 2024] BUDGET FOR THE CITY OF GEORGETOWN, SOUTH CAROLINA, TO PRESCRIBE PURPOSES FOR WHICH CERTAIN EARMARKED FUNDS FROM AN ACCOMMODATIONS/HOSPITALITY TAX FUND SUPPLEMENTAL APPROPRIATION SHALL BE EXPENDED AND TO CORRECT A SCRIVENER'S ERROR

WHEREAS, Section 2-41(3) (Ordinances required for certain actions) of the City of Georgetown Code of Ordinances authorizes the City Council of the City of Georgetown to appropriate public funds for public purposes and adopt a budget; and

WHEREAS, Section 2-41(10) of the City of Georgetown Code of Ordinances authorizes the City Council of the City of Georgetown to amend or repeal any ordinance; and

WHEREAS, By ordinance dated June 15 2023, the City Council of the City of Georgetown, under its authority as the governing body of the municipal corporation, enacted the Fiscal Year 2023-2024 Budget for the City of Georgetown ("FY 2024"); and

WHEREAS, the Mayor and City Council desire to move forward with reimbursing The Hotel George developer the cost of repairing and improving the sidewalk in front of the hotel on Front Street with an amount up to Eighty Thousand 00/100 dollars ($80,000.00), specifically finding this expenditure has a public purpose including facilitating tourism and public infrastructure improvement that outweighs the incidental benefit to the private entity; and

WHEREAS, On September 21, 2023, the City held a public hearing regarding this supplemental appropriation; and

WHEREAS, upon approval of the FY 2024 Budget ordinance, staff found a scrivener's error in Schedule B: Combined Public Utility System Rates Schedule (Water, Waste Water, and Electric Rates).

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Georgetown that the FY 2024 Budget be amended with a supplemental appropriation from the fund balance of the Accommodations/Hospitality Fund Eighty Thousand 00/100 dollars ($80,000.00) (Ex. A) to fund sidewalk improvements in front of The Hotel George on Front Street for up to that amount.

BE IT FURTHER AFFIRMED correcting a scrivener's error in Schedule B—Combined Public Utility System Rates Schedule (Water, Waste Water, and Electric Rates)—of the approved FY 2024 Budget ordinance for the Meter Size for Water Utilities from ".075" to "0.75" (Ex. B).

ATTEST:

______________________________ ______________________________

Stephanie Buccione, City Clerk | Carol Jayroe, Mayor

First Reading: __________________ Approved as to Form:

Second Reading: ________________ ______________________________

Elise F. Crosby, City Attorney

Public Hearing: _________________

Ex. A

FY 2024 BUDGET WITH FIRST SUPPLEMENTAL APPROPRIATION

	Original Appropriations	First Supplemental Appropriation	Total Amended Fund Budget
General Fund	$13,705,866.00	$0.00	$13,705,866.00
Debt Service	$180,000.00	$0.00	$180,000.00
Capital Projects Reserve Fund	$2,421,277.00	$0.00	$2,421,277.00
TIF District	$91,612.00	$0.00	$91,612.00
State and Local Grants	$12,000.00	$0.00	$12,000.00
State Accommodations Tax	$160,500.00	$0.00	$160,500.00
Local Hospitality/Accommodations Tax	$2,344,513.00	$80,000.00	$2,424,513.00
Electric Fund	$14,131,705.00	$0.00	$14,131,705.00
Water Fund	$4,019,638.00	$0.00	$4,019,638.00
Wastewater Fund	$4,708,192.00	$0.00	$4,708,192.00
Stormwater Fund	$1,497,374.00	$0.00	$1,497,374.00
Waste Management Fund	$1,280,169.00	$0.00	$1,280,169.00
	$44,552,846.00	$80,000.00	$44,632,846.00

Attachment: FY 2024 1st Budget Amendment Hospitality Tax Fund Increase (3911 : Ordinance to amend the fiscal year 2023/2024)

Ex. B

Schedule B

Combined Public Utility System Rates Schedule
(Water, Waste Water, and Electric Rates)

Water Utility Rates

In-City Rates
In-City rates apply to all water service located within the City limits of the City of Georgetown.

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
~~.075~~0.75"	$23.48	$5.37
1.00"	$39.14	$5.37
1.50"	$78.06	$5.37
2.00"	$124.91	$5.37
3.00"	$234.28	$5.37
4.00"	$390.63	$5.37
6.00"	$780.98	$5.37
8.00"	$1,405.87	$5.37

Out-of-City Rates
Out-of-City rates apply to all water service located outside the City limits of the City of Georgetown.

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
~~.075~~0.75"	$47.00	$10.75
1.00"	$78.27	$10.75
1.50"	$156.11	$10.75
2.00"	$249.80	$10.75
3.00"	$468.59	$10.75
4.00"	$781.27	$10.75
6.00"	$1,561.91	$10.75
8.00"	$2,811.76	$10.75

The above customer charges, based upon nominal meter size, shall be the minimum charge each month. No allowance for usage is included in the customer charge.

Wastewater Utility Rates

In-City Rates
In-City rates apply to all wastewater service located within the City limits of the City of Georgetown.

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
~~.075~~0.75"	$27.31	$5.45
1.00"	$43.29	$5.45
1.50"	$86.53	$5.45
2.00"	$137.02	$5.45
3.00"	$257.24	$5.45
4.00"	$427.87	$5.45
6.00"	$853.29	$5.45
8.00"	$1,533.55	$5.45

Out-of-City Rates

Out-of-City rates apply to all wastewater service located outside the City limits of the City of Georgetown.

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
~~.075~~0.75”	$54.60	$10.92
1.00”	$86.54	$10.92
1.50”	$173.07	$10.92
2.00”	$274.03	$10.92
3.00”	$514.44	$10.92
4.00”	$855.71	$10.92
6.00”	$1,706.59	$10.92
8.00”	$3,067.08	$10.92

The above customer charges, based upon nominal meter size, shall be the minimum charge each month. No allowance for usage is included in the customer charge.

Water and Wastewater Development Fees

Meter Size	**Water**	**Waste Water**
¾”	$950	$1,320
1”	$1,620	$5,280
1 ½”	$3,140	$6,340
2”	$5,040	$23,630
3”	$9,500	$29,960
4”	$15,870	$31,810

120 North Fraser Street · Georgetown, SC 29440 · (843) 545-4000

ACTION ITEM

DOC ID: 3929

Council Meeting Date:	21 September 2023
Department:	Finance
Issue Under Consideration:	Motion to approve the A/H Tax Committee disbursement recommendations in the amount of $156,746 for FY 2024.
Amount Requested:	$156,746 See Attachment
Is Item in Current Budget?	Yes
If no, please explain:	
Financial Impact:	Awards promote tourism in the City, therefore increasing revenue
Points to Consider:	ATAX funds must be distributed timely to meet State compliance regulations
Options:	Approve, amend, or deny awards as presented
Staff Recommendation:	Decision is at the discretion of city council

Reviews:

Kathy Vermeland Completed 09/12/2023 12:07 PM
Sandra E. Yudice Ph.D. Completed 09/12/2023 12:25 PM
Stephanie Buccione Completed 09/12/2023 1:37 PM
Georgetown City Council Pending 09/21/2023 5:30 PM

Attachments:

1. 1 ATAX HTAX Minutes September 5, 2023 (PDF)
2. 2 FY24 ATAX HTAX Agenda Item September 5, 2023 Meeting (PDF)

CITY OF GEORGETOWN
ACCOMMODATIONS & HOSPITALITY TAX ADVISORY COMMITTEE

MINUTES
Wednesday, September 6, 2023

Members Present: Keith Wilcox, Cary Farrow, Ginger Gray and Laura Hutto

Staff Present: Eliza Jagger and Al Joseph

1. **Call to order**
   Eliza Jagger, Assistant Finance Director, called the meeting to order at 4:00 PM.

2. **Thank Reappointed and New Members**
   a. Pooja Karnik
   b. Teri Britt
   c. Keith Wilcox

3. **Review and Approve Minutes (Attachments A)**
   a. Minutes from the meeting held August 17, 2022, were reviewed. Motion to approve minutes made by Keith Wilcox and seconded by Carey Farrow. Motion passed unanimously.

4. **Review Accommodations Tax Revenue Schedule (Attachment B)**
   Eliza Jagger reviewed the Accommodations Tax Revenue report which shows revenue by quarter from FY 2018/2019 through FY 2022/2023. Accommodations and Hospitality tax funds available for awards calculated as follows:

FY 22 Balance Carried Forward	$ 235
FY 23 Balance Forfeited	$ 942
FY 23 Interest to Date (June 21 –March 22)	$ 278
FY 23 Allocation for Tourism	$105,291
Total ATAX funds	$106,746
Total HTAX funds available	$ 50,000
Total funds available for allocation	**$156,746**

5. **Presentations by the Applicants**:

   a. Atlantis Design-HistoricGeorgetown.com Website $3,250 HTAX
   Suzanne Doyle presented the request of funds for website hosting, website updates, improvements, maintenance, and photos to fund HistoricGeorgetownSC.com website. Over one hundred thousand people visited the website between May 2022 and June 2023. Of those visitors 90% were from over 50 miles away. The website has outgoing links including hotels, restaurants, shops, and tours. The website ranks in the top three for google searches.

   b. Friends of the Kaminski House - Marketing for Holiday Magic and Spring Wedding Showcase Total $22,000 ATAX/HTAX
   Friends of the Kaminski House request was presented by Kim Leatherwood. Ms. Leatherwood requested funds to promote the Kaminski House Museum's Weddings, Tours, and Holiday Events. They plan to promote these events digitally and by print through the Knot, Charleston Magazine, and SCIWAY, and commercial ads. Ms. Leatherwood stated they have twenty-four weddings scheduled this year at the Kaminski House, which has grown from six when they first began offering this service. Attendance at holiday events has grown 45% since 2019.

c. ***Georgetown Bulldog Booster Club - International Paper Baseball Classic $10,370 ATAX***
Alicia Johnson, Tournament Director, requested funds for the 34th Annual International Paper Baseball Classic that will be held at the Historic Mike Johnson Park. This is the longest running high school tournament in South Carolina. The Tournament lasts four days and consists of seven competing teams. The 2022 games attracted approximately 3000 tourists to Georgetown. Funds requested include national and regional advertising, website app, local advertising, promotional items, stadium maintenance, and portable toilet rental and tents.

d. ***The Georgetown Business Association Music In the Park $10,350 ATAX***
The Georgetown Business Association, represented by GBA President Carol Addy, requested funding for the Music in the Park project for promotion, entertainment, security, portable toilets, and trash pickup. The concerts will take place between July and September and May and June 2024. Last year's concerts drew well over 12,000 people from all over South and North Carolina, and throughout the United States. They anticipate up to 1,000 people staying overnight to attend the events.

e. **Georgetown Business Association/ArtWalk $4,500 ATAX**
Carol Addy presented for the GBA. 2023 was the inaugural event, a three-day festival that included many local and out of town/state artists and artisans, a juried art show, craft shows, kid's events and a wine walk. Estimated attendance was over 2000 people. Planning for the 2024 event has already begun.

f. ***Georgetown Food, Beer, and Wine Festival $10,410 ATAX***
This will be the third annual GFB&W Festival that the Georgetown Business Association has hosted on Front Street. Carol Addy is requesting advertising, toilets, trash service, and security for this event. The first two years of the festival drew over 15,000 people to this event and expect approximately a thousand visitors to stay overnight in 2024.

g. ***Holiday Events $5,135 ATAX***
The Georgetown Business Association presenter, Carol Addy, is requesting funding for Fall and Winter programs. This will include Scarecrow Displays at participating businesses, Ice Skating Ring, snow machine, tree lighting, the Christmas Parade, and other family activity along with security of the Christmas Parade. GBA is expecting over a thousand tourists to come to the Skating Rink over the three days they will host this event.

h. ***Georgetown County Chamber of Commerce – Georgetown Visitors Center $27,000 ATAX***
Mark Stevens presented the request for Georgetown Visitors Center operations in the amount of $29,500. It is located at 531 Front Street and staff welcomes visitors six days a week. The Visitors Center staff promotes the City's attractions, accommodations, and events. They serve over 15,000 visitors a year, which includes national and international visitors.

i. **Friendship Place/Georgetown Bridge to Bridge Run $4,588 ATAX**
Charlie Ball, Director of Friendship Place presented. Friendship Place is the sponsor for the 11th Georgetown Bridge to Bridge Run, which is estimated to have 800 participants in 2024. The B2B Run attracts participants and visitors from around the country and has become a top player in this particular community. Due to Covid, the run was suspended for two years, but prior to and since, has seen increases in participation and visitation.

j. ***Georgetown County Museum - Georgetown County Museum Promotional Campaign $6,237 ATAX***
Mike Norris, Museum Director, and Mary Boyd, museum volunteer, requested funding to help promote visitation to the Museum. The Museum will use the funding to update and maintain their website, display rack cards and brochures throughout South Carolina and highlight events online. The museum in 2024 will also be one of five Francis Marion Interpretive Centers in the state. Mr. Norris hopes to attract more visitors to the Museum and the City of Georgetown. Over two thirds of the visitors to the museum are from out of state.

k. Gullah Geechee Foundation/Bring Harriet Home $10,000 ATAX

Steve Williams presented for the Foundation. Over a year of planning went into bringing the Harriet Tubman/Journey to Freedom sculpture to Georgetown. In excess of over 200 people turned out the day the sculpture was delivered to Georgetown and approximately 350 people attended the unveiling ceremony. The sculpture will be in Georgetown from August 1-October 31, there are multiple county wide events planned during this time.

l. Harbor Historical Association - Wooden Boat Show $30,924 ATAX

The 34th Annual Wooden Boat Show will be held on the second weekend in October. Hope McFaddin represented the Harbor Historical. She requested funds for magazine, web, and print promotion of the event, tents, Portlets, security and EMS, entertainment, and billboards. Some of the activities held during the weekend are the wooden boat Challenge building competition and race, an Optimist Pram regatta, maritime arts and crafts, knot tying and more. They are expecting seventeen thousand people for this event. The Maritime Museum also has over 25,000 visitors annually from all 50 states and multiple countries.

m. Historic Winyah Auditorium – Optimization and Maintenance of Website

There was no representative present at the meeting, therefore their request was not approved.

n. Howard High Alumni Association/Juneteenth Celebration $1,427 HTAX

Jannette Graham presented and stated the Association has over 200 members and receives no grants or funding, only membership dues and donations. The Association wants to make everyone aware of Juneteenth and what it means in an inclusive way. Ms. Graham also mentioned the West End Heritage Center, which houses the Association, was the USO for black soldiers in WW2.

o. Varna International Music Academy/ Muzika Festival $10,555 ATAX

Celeste Cottingham presented for Varna, Khalil and Sharon Tchonev, were in Israel. Varna is an international concert series opera, chamber musicals, orchestral, etc. The Muzica series is presented throughout the state and culminates in Georgetown with two large operas and smaller shows in multiple venues in the city over a two-week timespan. 2023 was the inaugural event, Varna hopes to make this an annual event.

6. **Discuss Applications and Allocate Accommodations Tax Funds (Attachment C)**
The Committee discussed the applications for Accommodations and Hospitality Tax funding and recommends the following awards:

Applicant	Request	ATAX	HTAX	Project/Event
Atlantis Design	$3,250	-	$ 3,250	HistoricGeorgetownSC.com Website
Friends of the Kaminski House	$30,000	-	$22,000	Weddings, Tours, Holiday Events
Gtn Bulldog Booster Club	$12,470	$10,370	-	International Paper Baseball Classic (March 2023)
Gtn Business Association	$15,000	$10,350	-	Music in The Park
Gtn Business Association	$ 8,000	$ 4,500	-	ArtWalk
Gtn Business Association	$25.000	$10,410	-	Georgetown Food, Beer, and Wine Festival
Gtn Business Association	$ 5,135	$ 5,135	-	Holiday Events
Gtn County Chamber	$29,500	$27,000	-	Georgetown Visitors Center
Friendship Place	$6,588	$4,588	-	Georgetown Bridge to Bridge Run
Gtn County Museum	$9,257	$6,237	-	Gtn County Museum Promotional Campaign
Gullah Geechee Foundation	$15,000	$10,000	-	Bring Harriet Home
Harbor Historical Association	$35,160	$15,916	$15,008	34th Annual Wooden Boat Show
Historic Winyah Auditorium	$4,500	-	-	Website Maintenance/Optimization
Howard High Alumni Assn.	$1502	-	$1,427	Juneteenth Celebration
Varna International	$150,000	$ 2,240	$8,315	MUZIKA Festival
Total	**$350,942**	**$106,746**	**$50,000**	

Motion to recommend Council approved award of Accommodations and Hospitality Tax funds as listed made by Ginger Gray and seconded by Keith Wilcox. Motion passed unanimously.

7. **Accommodation & Hospitality Committee (Attachment D)**

9. **The Meeting adjourned at 6:41 PM**

Respectfully submitted,
Al Joseph, Main Street Coordinator
Eliza Jagger, Assistant Finance Director

City of Georgetown

AGENDA ITEM REQUEST FORM

	Insert N/A if a line is not relevant to the request. Each line must be completed.
Council Meeting Date:	September 21, 2023
Department:	Finance
Issue under Consideration:	Motion to Approve the Accommodations & Hospitality Tax Committee Disbursement Recommendation of FY 2023/2024 Accommodations & Hospitality Tax Funds to Fifteen (15) Applicants.
Amount Recommended:	$156,746 1. **Atlantis Design** - HistoricGeorgetown.com Website $3,250 HTAX 2. **Friends of the Kaminski House** – Weddings, Tours, Holiday Events $22,000 HTAX **3. Georgetown Bulldog Booster Club** - International Paper Baseball Classic (March 2024 $10,370 ATAX **4. Georgetown Business Association** a. Music In the Park $10,350 ATAX b. Art Walk $4,500 ATAX c. Georgetown Food, Beer, and Wine Festival $10,410 ATAX d. Holiday Events ATAX $5,135 **5. Georgetown County Chamber of Commerce –** Visitors Center $27,000 ATAX **6. Friendship Place –** Historic Georgetown Bridge to Bridge Run $4,588 **7. Georgetown County Museum** - Promotional Campaign $6,237 ATAX **8. Gullah Geechee Foundation –** Bring Harriet Home $10,000 ATAX **9. Harbor Historical Association** – 34th Annual Wooden Boat Show (October 2023) $15,916 ATAX $15,008 HTAX **10. Howard High Alumni Association –** Juneteenth Celebration $1,427 HTAX **11. Varna International – Muzika Festival** $2,240 ATAX $8,315 HTAX
If no, please explain:	
Financial Impact:	Awards will promote tourism in the City, therefore increasing revenue.
Points to Consider:	ATAX funds must be distributed timely to meet State compliance regulations.
Options:	Approve, Amend or Deny awards as presented.
Staff Recommendations:	N/A
Date submitted	September 11, 2023
List Attachments:	Minutes of Accommodations & Hospitality Tax Committee meeting held September 5, 2023

120 North Fraser Street · Georgetown, SC 29440 · (843) 545-4000

ACTION ITEM

DOC ID: 3927

Council Meeting Date:	21 September 2023
Department:	Finance
Issue Under Consideration:	Motion to approve methodology for the second Santee Cooper settlement distribution to electric utility customers.
Amount Requested:	NA
Is Item in Current Budget?	Yes.
If no, please explain:	
Financial Impact:	NA
Points to Consider:	Please see attached briefing document.
Options:	Approve, Disapprove or Amend.
Staff Recommendation:	Approve

Reviews:

Kathy Vermeland Completed 09/12/2023 11:57 AM
I duplicated the file Alan had initially prepared.
City Attorney Completed 09/14/2023 10:15 AM
Sandra E. Yudice Ph.D. Completed 09/14/2023 10:32 AM
Stephanie Buccione Completed 09/14/2023 12:56 PM
Georgetown City Council Pending 09/21/2023 5:30 PM

Attachments:

1. 1 Santee Cooper Settlement Disbursement Briefing Document (PDF)

Updated: 9/14/2023 10:31 AM by Sandra E. Yudice Ph.D. (Page 1)

City of Georgetown
SOUTH CAROLINA

Executive Offices
(843) 545-4001

To: Mayor Carol Jayroe and Members of City Council

From: Kathy Vermeland, Director of Finance

Re: 2nd Santee Cooper Settlement Claims Distribution

Date: September 21, 2023

CC: Sandra E. Yúdice, Ph.D., City Administrator
Scott Whittier, Deputy City Administrator
Elise Crosby, City Attorney

Issue Background

On July 31, 2020, a $520 Million settlement was reached with Santee Cooper on the class action lawsuit concerning rates collected for the canceled VC Summer Nuclear Station project in Fairfield County. The City of Georgetown received the first of two installments of its share of the settlement in late 2020. The first installment was $1,145,649.27. The second installment was received March 6, 2022, for $519,385.81.

The intent of the Court's decision in the settlement Agreement is to return money to ratepayers, Santee Cooper customers from January 1, 2007, through January 31, 2020. It was determined that a portion of the rates paid during this period funded portions of the construction of the canceled nuclear plant, and that a portion of the rates should be refunded to the customers who paid them. Because a large portion of the wholesale energy purchased by the City is produced by Santee Cooper, City electric customers are indirect customers of Santee Cooper. For this reason, the Council approved the City's share of the settlement to be distributed to the City's electric customers.

First Distribution

The first settlement distribution calculation was based on their energy consumption during the period of 13 years from January 1, 2007, through January 31, 2020, as required in the Distribution Plan of the Agreement. The process required a great deal of research and staff time, but it treated our electric customers fairly by providing refunds to all active and inactive ratepayers who were customers during any of the 13-year period.

First Distribution Process

There were several steps involved in disbursing the refunds to ensure the process was equitable and consistent.

1) Determined the refund amount based on the energy purchased from Santee Cooper factor and the settlement amount factor for the 13-year period.
2) The Santee Cooper factor was calculated by dividing the total wholesale energy purchased from Santee Cooper by the total wholesale energy purchased by the City.

1,791,686,485 KWH / 1,907,005,590 KWH = 93.95%

3) The settlement amount factor was calculated by dividing the 1st settlement distribution total by the Santee Cooper energy consumption total.

$1,145,649 / 1,791,686,485 KWH = .000639425

4) Researched account records to build a table of accounts, both active and inactive, that consumed energy from January 1, 2007, to January 31, 2020.
5) Worked with the finance software provider to develop a table of all active accounts from January 1, 2007, through January 30, 2020.
6) Vetted and verified the large amount of energy consumption data.
7) Applied the Santee Cooper factor to each account's consumption that was purchased from Santee Cooper. Therefore, 93.95% of each customer's consumption came from Santee Cooper and was eligible for the refund.
8) Applied the settlement amount factor to each account's consumption that was purchased from Santee Cooper. The settlement amount factor of 0.000639425 will be applied to 93.95% of each account's energy consumption to determine the refund amount for each account.
9) Disbursed the refund amount to each active and inactive account.
10) Active accounts received their refund amount as account credit.
11) Inactive accounts were issued a check, regardless of the refund amount. Unfortunately, many of the inactive addresses were no longer valid causing the checks to be returned.

Second Distribution Process Recommendation

The recommendation for the second distribution is to follow the same methodology as the first distribution except for the inactive accounts. Given the large number of unclaimed refund checks, we propose mailing a letter to all inactive account customers at the most current mailing address the city has with information on how they can claim their refund. Follow up with an electronic ad on the newspaper's website and a notice on the City's website with instructions on how to claim their refund. This will save the expense of writing checks that never get cashed, either because they are for very small amounts or because the address is invalid. After leaving this information available to the public for a period of time, the unclaimed refunds will be turned over to a local charity providing financial assistance to low-income individuals (similar to the City's Round-Up Program).

The Settlement Agreement allows reasonable costs and expenses of administering the Settlement to be reimbursed from the settlement amount. The Finance Department requests the reimbursement of actual costs associated with the disbursement.

These expenses include the following:

- The consultant's time,
- The cost of issuing and mailing checks,
- The cost of setting up and maintaining a webpage for public refund notifications, and
- The time spent resolving returned and uncashed checks.

Thank you for your consideration.

120 North Fraser Street · Georgetown, SC 29440 · (843) 545-4000

ACTION ITEM

DOC ID: 3923

Council Meeting Date:	21 September 2023
Department:	Administration
Issue Under Consideration:	Motion to approve the revised Employee Handbook as presented during the August 24, 2023, workshop.
Amount Requested:	N/A
Is Item in Current Budget?	N/A
If no, please explain:	N/A
Financial Impact:	N/A
Points to Consider:	The proposed Draft Employee Handbook reflects the recommended changes along with internal recommendations of Administration and department heads. The proposed Draft Employee Handbook was discussed at the August 24, 2023, workshop meeting, where a consensus was reached to proceed with recommended changes. This request is for City Council to adopt and approve the revised Handbook.
Options:	To approve, not to approve
Staff Recommendation:	To approve

Reviews:

Gladys Rutledge-Livingston Completed 09/10/2023 8:01 PM
Sandra E. Yudice Ph.D. Completed 09/11/2023 8:55 AM
Stephanie Buccione Completed 09/12/2023 10:47 AM
Georgetown City Council Pending 09/21/2023 5:30 PM

Attachments:

1. 1 Employee Handbook Clean (PDF)

Employee Handbook

DISCLAIMER

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

This version of the City of Georgetown Employee Handbook has been adopted and approved by City Council _2023.

Rev. ___________.

Table of Contents

Disclaimer & Acknowledgement Receipt – Employer Copy

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

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

________________________ ______________________

Signature Date

____

Printed Name

Disclaimer & Acknowledgement Receipt – Employee Copy

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

_______________________ _________________

Signature Date

____

Printed Name

Equal Employment Opportunity

Equal Employment Opportunity

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

In the event you believe that the City Administrator is the alleged harasser, you must immediately contact the Mayor of the City of Georgetown.

Affirmative Action

The City continues its efforts and commitment to fully utilize and treat equally minority groups, women, veterans, and disabled employees at all levels and in all segments of the workforce through an affirmative action policy and plan. The goals of this affirmative action policy and plan are to eliminate institutional barriers in employment that tend to perpetuate the status quo and to eliminate the effects of any past discrimination.

Anti-Harassment

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

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

Sexual Harassment

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

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

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, "put-downs" or condescending or derisive comments or terms based on gender, and physical conduct, such as patting, pinching, or brushing against another person. This policy prohibits such conduct regardless of the gender of the perpetrator or victim. Disputes sometimes arise as to whether conduct was "welcome" or "unwelcome." Conduct that would violate this policy *if* it were unwelcome violates the policy if anyone complains of it. However, not all conduct prohibited by this policy constitutes a violation of the law.

Complaint Procedure and Investigation

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

a. Reporting to your supervisor or to a higher level in your "chain of command."
b. Complaints against the Administrator should be made to the Mayor.
c. Reporting to the human resources department/personnel/administration.

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

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

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

-- Important--

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

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

Anti-Bullying

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

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

- Singling out a person for conduct others engage in
- Shouting or raising one's voice toward an individual either in public or private
- Verbal or obscene gestures
- Insults and use of offensive nicknames. Whether such language is deemed offensive is determined by the person to whom it is directed.
- Public humiliation or reprimands
- Ignoring or interrupting employee
- Spreading rumors or gossip
  Manipulating the ability of another to complete his work. For example, overloading work; withholding information; setting unreasonable guidelines; excluding an individual or isolating the employee from work related activities and meetings; encouraging others to disregard or ignore an employee.

Employees, including supervisors, who are determined to have violated this policy will be subject to serious disciplinary action up to and including termination.

Employment Relationship

Filling of Vacancies

Equal employment opportunity

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

Recruitment

In order to eliminate duplication of effort in recruiting qualified applicants. It is the policy of the City of Georgetown that only the Human Resource Department shall be authorized to expend funds for the advertisement of vacancies or for any other purpose related to the recruitment of applicants.

All Department Heads will notify the personnel office immediately upon learning that a vacancy will occur by completing and forwarding personnel form No. 10 (P F-10) to the personnel office. The Human Resource Department will then take those steps as may be necessary to attract qualified applicants. Generally, those applicants who meet the minimum training and experience requirements will be forwarded to the appropriate Department Head for further consideration. The Human Resources Department may assist the department head in the screening of candidates. Personnel form No. 11 (PF-11) will be used by the human resource office to refer qualified applicants to the various departments.

In certain situations, the City may choose to fill a vacancy without posting or otherwise communicating the existence of the vacancy. (For instance, the City may forego the normal selection process when a vacancy occurs within a short period of time after the filling of the same or similar position. In these situations, the City may simply choose to consider other candidates for the initial vacancy rather than commence a new recruitment effort.)

Examinations

The selection process may include one or more of the following: oral interviews, evaluation of experience and training, reference checks, written examinations when approved for use by the Human Resources Department, performance tests, verification of college degree (s), background investigations, etc. Medical histories and or physical examinations, after a conditional offer of employment has been extended, may be required for such classifications as may be determined necessary by the City.

Promotions and Transfers

All open positions normally will be concurrently advertised internally and externally. (See Recruitment section above for exceptions to the posting/advertising requirement.) In order to provide upward mobility for City employees, the City of Georgetown, in most cases, will consider applications from persons currently employed before applications from the public are considered. Normally, a notice will be posted on the City of Georgetown internal posting for each vacancy that occurs stating the position, the minimum training and experience requirements, the salary range and how and when to apply.

First consideration usually is given to those persons in the Unit or Department where the vacancy occurs for whom the vacant position would represent a promotion. If none of these persons are selected to fill the vacancy, all other City employees requesting consideration may be considered. Finally, any other applications may be considered. Despite the above information, the City will consider and select outside candidates for vacant positions whenever the City determines that it is in the City's best interests to do so.

Selection of New Employees

Below department head level - the selection of the person to fill each vacancy normally will be made by the appropriate Department Head. The Department Head typically will appraise each referred applicant and state the reasons for appointment. These reasons should then be attached to personnel form No. 11 (PF-11), which will indicate the person selected to fill the vacancy. This form will be sent to the City Administrator for formal approval.

Probationary Period

All new employees shall serve a probationary period of six months. The probationary period is a trial period and serves as an extension of the interview process. During this period, the new employee's performance will be evaluated. If it is determined that the new employee's performance is not meeting the City's expectations the employee may be terminated at any time during the probationary period. If requested by the Department Head and approved by the City Administrator, the probationary period may be extended for an additional period of up to three months. If, at the end of the probationary period, the employee has performed satisfactorily, as determined by the City, in writing, regular status will be granted. If not, the employee will be terminated.

Special Note: The probationary period is not to be construed as a minimum guarantee of employment. All employees of the City of Georgetown are employed "at will," which means that both the employee and the City can terminate the employment relationship at any time, with or without notice or cause.

Promotions

All newly promoted employees are considered to be on probation in their new jobs for three months. This period is a continuation of the selection process and is a time in which the newly promoted employee should demonstrate that the employee is well suited for the promotion. It is not a guarantee of employment for three months. If the department head concludes at any time during the promotion probationary period that the newly promoted employee is not suited for his new position, the employee may be removed from that position. If there is a vacancy in the employee's former position that is to be filled, the employee may be returned to it. If there is no such vacancy, the employee may be considered for the filling of other vacancies for which the employee is qualified. If no other position is found for the employee, the employee may be terminated. This action does not prohibit an employee from applying for future vacancies with the City.

Regular Status

Employees who have satisfactorily completed the six (6) months probationary period or any extension thereof with the City, as determined by the City in writing, shall be granted regular status. Full-time employees who have been granted regular status are generally permitted to participate in the City's General Leave benefit program.

Nepotism/Employment of Relatives

People in the same immediate family may not be employed or continue to be employed if one directly or indirectly supervises another, has the responsibility for reviewing the work of the other family member, or interacts with one another in the handling of money, compensation, or performance evaluation. For purposes of this policy, immediate family is defined as spouse, parent, child, grandparent, grandchild, brother or sister, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.

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

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

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

Payment of Wages

Pay Schedule and Scheduled Work Hours

Employees will be paid on a bi-weekly basis with payday being on Friday. The City has a mandatory direct deposit policy for employee paychecks. Employees can use a bank of their choice for direct deposit. Direct deposits can be made into checking and/or savings accounts.

First time paper checks will be available for departmental pick up after 10 am on pay day from the Finance Department.

The normal work hours for office personnel are **Monday - Friday, 8:30 A.M. to 5:00 P.M. with a one (1) hour, unpaid lunch break**. Public Utility & Services personnel work varying hours depending on departmental and City needs. Public Safety personnel work varying shifts and are notified in advance what their shift schedules will be. Below are the scheduled work hours per pay period in the City:

Office Personnel	75 hours per pay period
Department Heads	80 hours per pay period
Public Utility & Services	80 hours per pay period
Police - Patrol	84 hours per pay period
Police - Investigations	85 hours per pay period
Fire - Shift	120 hours per pay

Overtime

For overtime purposes, the normal work week for most employees is the seven (7) day period beginning at 12:01 A.M. on **Monday** and ending at Midnight the following **Sunday**. Police and Fire Service personnel are subject to special rules regarding their respective work weeks.

Employees who are not exempt from the overtime provisions of the Fair Labor Standards Act ("FLSA") will be paid overtime at a rate of 1½ times their regular rate of pay for all hours worked in excess of forty (40) during a 7-day work week or other statutory period as may be appropriate. For overtime purposes, holiday time (i.e., hours not worked is considered hours worked and included to calculate overtime in a pay period). Non-exempt Police and Fire Service Personnel, because of the unique nature of their duties, are subject to different overtime thresholds and special rules regarding overtime compensation.

Police and Fire Special Overtime Exemption: The FLSA provides two special overtime exemptions available only to public agencies whose employees are engaged in fire protection or law enforcement activities as those terms are defined in the Department of Labor regulations. Under Section 207(k) of the FLSA, Police and Fire may reduce overtime liability by establishing work periods of 7 to 28 days. The maximum number of hours that can be worked under Section 207(k) without incurring any overtime liability for law enforcement personnel every 14 days is 86 hours and for fire protection personnel every 28 days is 212 hours.

Employees who work over the numbers of hours as indicated in the table above within the prescribed number of days shall receive compensation at the rate of 1 ½ times their regular hourly rate.

All overtime must be pre-approved by the employee's supervisor prior to the employee working the overtime. If an employee works unauthorized overtime, the employee will be paid the overtime in accordance with the Fair Labor Standards Act and Department of Labor, however the employee will be subject to disciplinary action. An employee who regularly violates this policy will be subject to termination. There will be flexibility exercised for Public Safety, Services and Utility workers that are required to work during emergency situations.

Compensatory Time

Non-exempt 37.5 hour/week employees who work over the 37.5 hour threshold in any workweek have the option to earn compensatory time at straight time instead of receiving straight pay at the discretion of the City. Non-exempt employees who work over 40 hours in any workweek have the option to earn compensatory time at 1 ½ times their regular rate instead of receiving overtime pay at the discretion of the City. For compensatory time purposes, general leave hours are not considered hours worked.

Police and Fire personnel also have the option to accrue compensatory time at the rate of 1 ½ hours for each hour worked over the allowable limit according to the table referenced above.

Non-exempt employees can accrue compensatory time throughout the fiscal year (July 1 – June 30) but may not be allowed to carry over more than 20 hours (24 hours for fire personnel) into the next fiscal year. Non-exempt employees will be paid out any compensatory hours over the 20 or 24 hour threshold in the first paycheck of the new fiscal year. Non-exempt employees who leave employment will also be paid out any compensatory time in their balance in their final paycheck.

Employees who are exempt from the overtime provisions ("FLSA") will not accumulate compensatory time off. Senior management has authority to grant additional time off to exempt employees who have worked extraordinary amounts of time in excess of their normal schedule, but no exempt employee has a right to such additional paid time off. In no event will unused designated time off time be paid at termination.

On Call Pay/Call Out Pay

On-call time generally consists of performing work after their normal work hours in response to calls for service to the public. Those employees who respond to service calls after their normal work hours, will be paid an on call stipend for their service in addition to call out pay of a minimum number of work hours but in all cases shall not be paid less than the actual time worked. When on call, these employees are to be available for call by way of telephone 24 hours a day and are required to remain in close proximity of the City limits in order to report in for a call within a timely manner. On call rotations usually last for seven (7) days.

All non-exempt (hourly) employees that have primary "on-call responsibilities" will be paid a $100 on call stipend during their active on-call period. The $100 on call stipend replaces the previous mileage reimbursement policy. In addition, an employee designated as being "on call" will receive call out pay of two (2) hours minimum, for responding to service calls outside of their regular work day schedule. If an employee is called out multiple times during a two (2) hour period, the employee will only receive two (2) work hours unless the call for service extends longer than two (2) hours, then the employee will receive pay for actual time worked. If an employee is called out again after a two (2) hour period ends, the employee will receive an additional two (2) hours of call out pay for that call out. Employees are solely responsible for covering the entirety of their on call rotation and must inform their supervisor of any changes to scheduling.

Please refer to the table below regarding which departments are eligible for on call and call out pay:

DEPARTMENT	CALL OUT PAY MINIMUM	ON CALL STIPEND
Water Utilities	2 Hours	$100.00
Electric – Line Technician	2 Hours	$100.00
Electric – Meter Technician	2 Hours *only if called out otherwise actual time worked	$100.00
Police - Investigations	2 Hours	$100.00
Municipal Court	2 Hours	$100.00

Paycheck Deductions

The City shall make deductions from employees' paychecks as required by law. Upon the written authorization of the employee, the City may make deductions for insurance, other benefits, etc. (Appendix C – Acknowledgement of Receipt/Authorization for Deductions)

Cash, debts owed by the employee to the City of Georgetown, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, cell phones, computers, tablets, loans to purchase computers, laptops, etc., and other items belonging to the City and advanced or issued to an employee and not repaid or returned by him at the time of termination are considered "advances of wages," the value of which may be deducted from the employee's final paycheck(s). By accepting or continuing employment, the employee authorizes these deductions.

Failure to Receive Proper Pay/Benefits: It is the employee's responsibility to review each pay period's pay stub for accuracy. Employees should inform Human Resources as soon as possible regarding any errors in their paycheck so the error can be researched and corrected, if needed.

Negligence while using City Vehicle: Disciplinary Action Policy will apply at the discretion of the city administrator. City employees who operate City vehicles and who, as a result of their negligence as determined by the City, cause damage to a City vehicle, acknowledge and agree that they are financially responsible for the full cost of the repair, not to exceed the amount of the City's insurance deductible. Such employees further agree and consent to the deduction of the repair costs, in reasonable increments, from their subsequent paychecks until the repair costs have been paid in full. In the event the employee terminates employment with the City prior to the complete payment of the debt, the remainder of the debt shall be deducted from the employee's final paycheck.

Compensation

The City recognizes that pay for performance and cost of living adjustment are an integral part of a salary and benefits packet. The City believes in rewarding employees for both their exceptional performance through merit raises and with salaries reflecting the cost of living. The City will make an effort to distribute merit and cost of living adjustment (COLA) salary increases at the start of each new fiscal year based on funding availability, which the City allocates towards raises through the budget process. Salary increases will be effective the first full payroll period of July.

Cost of Living Adjustment: an across-the-board COLA will be utilized to calculate salary adjustments based on the funding available. . In as much as possible and depending on available funds, the City will make an effort to base COLA on the Consumer Price Index (CPI) of December 31st of the previous year. All full time and part time city employees active as of December 31st will be eligible for COLA. Employees hired between January 1st and June 30th will not be eligible for COLA.

Merit: Salary adjustments within an established range are not automatic but are dependent upon the recommendation of the department director and/or division manager based on standards of performance. The City acknowledges that hard-working employees should be incentivized for performing above standards. Performance evaluations are completed to allow employees to receive feedback on their performance and a chance for supervisors and employees to exchange ideas, improvements, constructive criticism, and praises. Merit raises will be based on scores from performance evaluations completed for the prior calendar year for all regular employees. Probationary employees will need to have their evaluation completed prior to June 1st to be eligible for merit raises for the next fiscal year.

Merit percent allocations will be determined by individual performance scores earned by employees and based on a standard merit scale. Percent allocations will normally range from zero (0) to three (3) percent but may be changed due to availability of funding each year.

Inclement Weather

There may be times when the City will close certain departments/offices due to inclement weather or emergencies as defined by the SC Emergency Management Division. During these emergencies, non-essential and essential employees will be determined by the Department Head of that department. Non-essential employees whose departments are closed due to inclement weather or emergency may utilize General Leave or leave without pay for hours missed from work. If employees have enough time, they will be required to use their own General Leave balance first.

If a non-essential employee chooses not to report to work due to weather but the City's offices are open, they will be required to use their own General Leave or take unpaid time.

Employment References

The City Administrator and authorized Human Resources Department employees are the only representatives of the City who may give employment references to prospective employers of current or former City employees.

The City normally will only provide a prospective employer who inquires about a current or former employee the beginning and ending dates of employment and positions held, unless the current or former employee signs a release of personnel information.

All requests for employment references should be forwarded to the Human Resources Department.

This policy means that Supervisors, Department Heads and other City employees may not write letters of recommendation or respond to requests for employment references. The policy does not affect the right of City employees to serve as personal references or as character references. However, no City employee may provide a personal reference or character reference if the employee currently supervises or has ever supervised the current or former employee for whom the reference is sought.

Time Off & Employee Leave of Absences

Official Holidays

The following shall be observed as official holidays for employees of the City of Georgetown who are scheduled to work on that day as a part of their regularly scheduled workweek:

- New Year's Day
- Martin Luther King's Birthday
- Washington's Birthday
- Good Friday
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day and the day after
- Three days at Christmas

All full-time City employees working a regular City workweek who are normally scheduled to work on an official City holiday as a part of their regularly scheduled workweek shall receive a holiday allowance equal to their normal pay for one workday.

Full-time City employees required to work on an official City holiday will receive holiday allowance equal to one and a half times their normal pay for one workday or a day off with pay at the discretion of their Department Head, generally within the next sixty (60) calendar days.

A holiday falling on a Saturday will be observed on a Friday; a holiday falling on a Sunday will be observed on Monday.

All full-time Police Department employees working on rotating shift schedules who are required work on an official holiday will receive holiday allowance equal to the special overtime rate for public safety employees for one workday or a day off with pay at the discretion of the Chief of Police, generally within the next sixty (60) calendar days.

All full-time Fire Department employees working on a rotating shift schedule who are required work on an official holiday will receive holiday allowance equal to the special overtime rate for public safety employees for one workday or a day off with pay at the discretion of the Fire Chief, generally within the next six (6) months.

All Police & Fire Department employees as well as any weekend shift workers who are required to work on the holiday when the actual holiday falls on a weekend but the observed day is on the next business day, will receive the holiday pay for the actual day worked as long as it does not exceed the total amount of days allowed by the City for that holiday. Senior management has authority to grant additional time off to exempt employees who have worked or attended training on a holiday.

Civil Leave

Jury duty:

All regular City employees selected for jury duty shall be entitled to civil leave with pay for that period of absence required, not to exceed fifteen (15) workdays per calendar year. Such leave shall not be charged to general leave. Employees are expected to return to work when excused from jury service if within reasonable commuting distance or they will be charged general leave time for that time excused from jury duty. Likewise, any period of time for which an employee is excused from jury duty because of illness shall be charged to general leave. An employee shall be entitled to all fees received as a juror.

Official Court Attendance:

All regular employees subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity, on behalf of the City, shall be entitled to leave with pay for such period as the court may require.

Private litigation:

Absence of a City employee to appear in private litigation in which he or she is a principal party shall be charged to general leave or to leave without pay.

Approval:

Each employee will be required to submit a completed Request for Leave or Approved Absence form to their Department Head for approval of civil leave.

General Leave

The General Leave program replaces the traditional "vacation" leave concept. This program introduces the concept that each employee assumes direct responsibility, accountability, and control of his/her attendance or absence from work.

General Leave may be used to cover the following types of absences (upon advance approval of the employee's supervisor/manager):

1. Employee's vacation
2. Employee's personal leave for medical reasons
3. Family Medical Leave approved absence
4. Funeral leave

General Leave will NOT be earned due to an absence "without pay", due to a leave of absence longer than 2 weeks.

The Department Head will be responsible for approving all leave requests. The employee is responsible for submitting a request to his//her department head, in advance, of the anticipated absence. All leave must be approved to be considered for payment under the General Leave program. Failure to receive approval by the employee's supervisor/manager will not guarantee coverage under the General Leave program.

The approved use of General Leave for personal medical needs does not prohibit the Department Head from requesting a medical statement from the employee's attending physician, particularly when such absence is constant, habitual or questionable.

All newly hired Department Head employees will receive two weeks of general leave that are eligible for use upon hire and will then accrue based on the appropriate schedules below. If a non- Department Head level employee is hired with significant experience for their position and is in a situation where they are leaving a considerable amount of accrued leave time from another employer, the City may offer up to one week (40 hours) of General Leave for the employee to use after they have successfully completed their probationary period. This decision will be at the sole discretion of the City.

All employees assigned to regular full-time positions who are scheduled to work an average of 30 hours or more per week will accumulate general leave time according to the schedules below. All employees who have completed their six (6) month satisfactory probationary period shall be eligible to use their general leave accrued.

0-6 months

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month

1,560	30.00	6.0	18.00	1.50
1,950	37.50	7.5	22.50	1.875
2,080	40.00	8.0	24.00	2.00
2,184	42.00	8.4	25.20	2.10
2,210	42.50	8.5	25.50	2.125
2,756	53.00	10.6	31.80	2.65

6 months- 5 years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	114.00	9.50
1,950	37.50	7.5	142.50	11.875
2,080	40.00	8.0	152.00	12.667
2,184	42.00	8.4	159.60	13.30
2,210	42.50	8.5	161.50	13.458
2,756	53.00	10.6	201.40	16.783

5-10 years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	132.00	11.00
1,950	37.50	7.5	165.00	13.75
2,080	40.00	8.0	176.00	14.667
2,184	42.00	8.4	184.80	15.40
2,210	42.50	8.5	187.00	15.583
2,756	53.00	10.6	233.20	19.433

10-15 years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	144.00	12.00
1,950	37.50	7.5	180.00	15.00
2,080	40.00	8.0	192.00	16.00
2,184	42.00	8.4	201.60	16.80
2,210	42.50	8.5	204.00	17.00
2,756	53.00	10.6	254.40	21.20

15-20 years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	162.00	13.50
1,950	37.50	7.5	202.50	16.875
2,080	40.00	8.0	216.00	18.00
2,184	42.00	8.4	226.80	18.90
2,210	42.50	8.5	229.50	19.125

2,756	53.00	10.6	286.20	23.85

20 + years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	180.00	15.00
1,950	37.50	7.5	225.00	18.75
2,080	40.00	8.0	240.00	20.00
2,184	42.00	8.4	252.00	21.00
2,210	42.50	8.5	255.00	21.25
2,756	53.00	10.6	318.00	26.50

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

When more employees request particular days off than can be accommodated, supervisors will make general leave assignments taking into account the date the requests were made, special needs for particular General Leave dates and the employees' lengths of service.

The maximum general leave hours that can be accumulated are as follows:

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Maximum Hours Accumulated
1,560	30.00	6.00	540.00
1,950	37.50	7.5	675.00
2,080	40.00	8.0	720.00
2,184	42.00	8.4	756.00
2,210	42.50	8.5	765.00
2,756	53.00	10.6	954.00

Unused general leave will be paid for at separation **at a rate of 50%** only if the employee is terminated for non-disciplinary reasons or if the employee gives and actually works a two-week written notice of resignation. There will be **no exceptions** to the 50% unused general leave payout at separation. If a Department Head leaves employment within one year of hire, the original two weeks of general leave given upon hire will not be eligible for pay out. If an employee who received up to one week of general leave upon hire leaves employment within two years, the original amount of general leave given upon hire will not be eligible for pay out.

For retirement purposes, the paid leave at termination will be classified as vacation hours to determine your AFC (Average Final Compensation) calculation.

Leave Donation

Policy Statement

City of Georgetown recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available general leave hours. To address this need, all eligible employees will be allowed to donate general leave hours from their unused balance to Leave Donation Bank in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees who donate general leave hours must be employed with the City of Georgetown for a minimum of one (1) year. Employees can donate and join the pool each June for the next fiscal year. If an employee does not donate in June for a certain year, they will not be in the pool for that next fiscal year but can re-join the following year. Once the hours are donated the employee is no longer entitled to those hours. Employees should not be receiving other pay such as worker's compensation or disability benefits while receiving donated leave.

Guidelines

Employees who would like to make a request to receive donated general leave hours from the Leave Donation Bank must have a situation that meets the following criteria:

Family Health Related Emergency

Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker. Medical certification form may be required.

Employees who donate general leave time from their unused balance must adhere to the following requirements:

A. Donation minimum - One (1) scheduled (average) working day per fiscal year.
B. Donation maximum - No more than 50% of current balance

Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future general leave time to donate.

Donations will only be received if there is an available balance in the donation bank. The maximum number of hours that can be requested/given to an employee is up to 160 hours within a rolling 12-month period (rolling 12 month period means the 12-month period measured backward from the date that leave is requested), depending on the available balance of the pool, circumstance of the request and discretion of the City Administrator. Employees who are currently on an approved leave of absence cannot donate general leave hours.

Procedure

Employees who would like to make a request to receive donated general leave hours are required to complete a Donation of General Leave Hours Request Form and submit it to the Human Resources department for approval. Employees who wish to donate general leave hours to the leave donation bank must complete a Donation of General Leave Hours Form. All forms should be returned to Human Resources.

Approval

Requests for donations of general leave time must be approved by Human Resources, the employee's Department Head and the City Administrator.

If the recipient employee has available general leave time in their balance, this time will be used prior to any donated general leave time. Donated general leave time may only be used for time off related to the approved request. General leave time donated that is in excess of the time off needed will be returned to the donation leave bank.

Leave of Absence

Military Leave

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

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

Family and Medical Leave Act (FMLA)

Purpose

It is the policy of the City to grant up to 12 weeks of family and medical leave during any 12 month period (based on a 12 month rolling calendar. A rolling 12-month period means the 12-month period measured backward from the date that leave is requested) to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). This leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave as specified in this policy.

Eligibility

To qualify to take family and medical leave under this policy and the FMLA, the employee must meet both of the following conditions:

1. The employee must have at least 12 months of service and
2. Must have worked at least 1,250 hours within the preceding 12-month period.

General

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

Reason for Leave of Absence

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

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

Qualifying Military Exigency Leave. An eligible employee whose spouse, parent or child is a member of the Armed Forces of the United States and is on active duty or called to active duty in federal service may be entitled to a leave of absence due to one or more qualifying exigencies arising out of the active duty or call to active duty. Qualifying exigencies are: (1) Short-notice deployment (*i.e.*, notice of 7 days or less); (2) Military events and related activities; (3) Childcare and school activities (regular or routine childcare by the employee does not count); (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

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

Length of Leave

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

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

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

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

Effect of Leave on Accrual of Fringe Benefits

Health benefit plan. Employees taking leave under this policy must continue to pay their portion of health benefit plan premiums. The payment must be received in the Finance Department by the 10th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

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

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

Employees may not engage in other employment while on leave of absence without the express written permission of the city administrator.

Termination of Leave of Absence

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

Reinstatement

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

Extension of Leave without Benefits

An employee who is unable to perform the duties of the employee position due to the employee own disability and who has exhausted the employee entitlement to leave under the Family and Medical Leave Act by taking 12 consecutive weeks of leave may, in the discretion of the city administrator, upon written application, be granted up to an additional 14 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement or to payment of any portion of the employee health benefit plan premiums. If the employee is able to return to work prior to the exhaustion of the employee extended leave, the employee may be returned to the employee previous position if it is vacant and is to be filled, or to some other position of equal or lesser compensation for which the employee is qualified and where there is a vacancy to be filled. If the employee is not returned to active employment, the employee may be continued on extended leave of absence status until the employee is returned to active-duty status or the employee extended leave of absence expires, whichever occurs sooner.

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

Special Situations

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

Key Employees (salaried employee in highest paid 10% of all employees)

Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations.

Notice of Rights

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

Effect of Leave on Accrual of Fringe Benefits

Health benefit plan. Employees taking leave under this policy must continue to pay their portion of health benefit plan premiums. Failure to make timely premium payments may result in a lapse or termination of benefits.

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

Employee Responsibility

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

Employees may not engage in other employment while on leave of absence without the express written permission of the city administrator.

Termination of Leave of Absence

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

Reinstatement

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

Employee Status after Leave

An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay and benefits. If an employee fails to return at the end of FMLA, the employee will be considered to have voluntarily resigned his/her position with the City.

Upon an employee's exhaustion of FMLA leave, and where the employee has not been able to return to work, the City of Georgetown may grant an extension of leave at the discretion of the city administrator, on a case-by-case basis up to a maximum of 12 additional weeks subject to additional medical information becoming available unless otherwise required by law, an extension of leave may not result in an employee's taking more than 26 weeks of leave (under any policy) within the rolling 12-month period. Any extension of leave will be granted under the City's Physical Disability and Personal Leave Policy and will not include guaranteed reinstatement of City-paid benefits to review the terms and conditions of such leave, please see the City's Personal Disability Leave Policy in Section III below.

Intermittent Leave or a Reduced Work Schedule. The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day or more on a periodic basis), or under certain circumstances may use the leave to reduce the work week or work day, resulting in a reduced hourly schedule. In all cases, the leave may not exceed a total of:

- 12 work weeks over a 12 month rolling-period, starting at the beginning of the leave. (26 weeks for a qualified military family medical leave event). Intermittent or reduced schedule leave is available only when the appropriated health care provider certifies the need to take on that basis.
- The City may temporarily transfer an employee to an alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, for leave for the employee or employee's family member that is foreseeable and for planned medical treatment, including recovery from a serious health condition, or to care for a child after birth or placement for adoption or foster care.
- Normally, intermittent or reduced schedule leave is not available for the birth, adoption, or foster care of a child. However, in the City's discretion, it may agree to allow the employee to take the leave intermittently or work a reduced hourly schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.
- If the intermittent FMLA leave is due to the serious health condition of the employee or of a family member, periodic medical re-certification may be requested by the City to verify that the leave is medically necessary. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as to not unduly disrupt the City's operations.
- FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. FMLA leave may also be taken intermittently for a qualifying exigency arising out of active duty status or call to active duty of a covered military member.

Physical Disability and Personal Leave

1. An employee who has completed the initial probation (and any extension thereof) may request a leave of absence for up to 3 months when unable to work because of sickness, pregnancy, or injury on or off the job. Such an employee may also apply for leave of absence for personal reasons. Personal leaves are granted only in the discretion of the City Administrator upon recommendation by the employee's department head. Employees still in their probation periods who are absent for more than five (5) consecutive scheduled workdays because of any physical disability are generally terminated, but are eligible for rehire. The circumstances of each employee situation will be reviewed by the city administrator before termination.
2. Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when the circumstances warrant such action.
3. Leaves due to physical disability begin on the first day of absence.

4. After the employee has exhausted general leave, as a general rule, an employee on leave of absence is not entitled to wages or fringe benefits and does not accrue fringe benefits. Certain exceptions may be established by law.
5. Employees on leave of absence may not engage in other employment.
6. Employees desiring to return to work from an unpaid leave of absence should notify the city administrator in writing at least ten (10) days prior to their desired date of return. If the City of Georgetown finds that the employee is fit to resume the employees duties, the employee may be recalled to the employee former job if a vacancy exists which is to be filled. If no such vacancy exists, the employee may be recalled to any job in which there is a vacancy which is to be filled and for which the employee is qualified. If no such vacancy exists at the time the employee desires to return to work, the employee's leave of absence may be continued. Extended leave is not guaranteed. Any employee who has not been reinstated within six (6) months following the commencement of a leave of absence is generally terminated. This action does not affect the employee's eligibility to be considered for hire as a new employee at some future time. The circumstances of each employee's situation will be reviewed by the city administrator before termination.

Worker's Compensation/Light Duty

Purpose

The purpose of this policy is to ensure employees are aware of work-related and non-work related injury policies. (Reference Code of Laws of South Carolina 1976, Title 42, Workers Compensation)

"Injury" and "Personal Injury" Defined by Worker's Compensation

Injury and personal injury shall mean only injury by accident arising out of and in the course of employment and shall not include a disease in any form, except when it results naturally and unavoidably from the accident and except such diseases as are compensable under the provision of Chapter 11 of Title 42 of the Code of Laws of South Carolina. In construing this section, an accident arising out of and in the course of employment shall include employment of an employee of a municipality outside the corporate limits of the municipality when the employment was ordered by a duly authorized employee of the municipality.

Reporting Injuries

A. Employees injured, as a result of employment with the City, must report those injuries immediately to their supervisor no matter how minor the injury seems. A First Report of Injury form will be completed by the Department and sent to Administration to be forwarded to the City's Worker's Compensation carrier. Failure to report injuries on the job may result in disciplinary action so it is important that all injuries, even those requiring no medical treatment, be reported. Additionally, failure to properly report an injury may delay or preclude workers' compensation coverage.
B. All employees injured on the job must see the City's Worker's Compensation doctors. In a

non-emergency, an Authorization to Treat form, must be completed by the Supervisor and sent with the employee to the doctor. An employee cannot use his/her personal physician in Worker's Compensation cases. Second opinions must be granted by the City's Worker's Compensation carrier.

C. Employees injured outside of employment with the City that as a result, will need to miss work time or be on restricted duty, must report all related information to their supervisor. All medical information should be sent to the Human Resources Department.

Lost Time Due to an Injury

A. An employee injured on the job will be eligible for compensation under the City of Georgetown's Worker's Compensation coverage with the SC Municipal Insurance Trust (SCMIT) after seven (7) calendar days off from work. These first seven (7) days or workweek may be covered or paid for by general leave. If the employee's time off from work exceeds fourteen (14) days, then the first week [seven (7) day period] will be covered by Worker's Compensation. Upon receipt and endorsement of the check from SCMIT for the payment of this first week back to the City of Georgetown, credit will be given for two thirds (2/3) of the general leave time previously charged.

B. SCMIT will pay, on a weekly basis, two thirds (2/3) of the employee's average weekly rate, based on the past 52 weeks, up to a maximum rate equal to the average weekly wage for South Carolina during the past fiscal year. Worker's Compensation checks will be mailed directly to the employee. Worker's Compensation payments made by SCMIT are not subject to Federal and State income tax or to Social Security tax. Additionally, during the period of disability (including non-FMLA leave), the City will continue to make its regular contributions towards the employee's health and/or life insurance premiums. Further, the City shall make contributions to the State Retirement Systems as though the employee had worked in the employees' regular straight time schedule of work.

C. The employee shall be responsible for paying, by the tenth (10^{th}) day of the month, the premiums for dependent health insurance and similar programs which are subject to payroll deduction. Should the employee fail to make any such payments when due, coverage will be terminated. With the exception of the provisions of this paragraph, employees who are unable to work due to a workers' compensation covered condition shall be subject to the terms of the City's Leave of Absence policy, including but not limited to its return to work and termination provisions.

D. Employees may also elect to take one-third (1/3) of a day's General Leave pay from their leave balance, if available. Employees' deductions such as health insurance, etc. can be taken from that one-third (1/3) of a day's General Leave pay.

E. Family Medical Leave will run concurrently with lost time due to a worker's compensation injury or a non-work related injury.

F. Employees who miss time due to a non-work related injury will need to fill out the necessary leave forms with their department per the parameters of the City's General Leave policy. Employees will be placed on Family Medical Leave. All necessary Family Medical Leave forms will be processed through the Human Resources Department.

Return to Work Following Workers' Compensation Injury/Illness or Other Personal Medical Situations–Light/Modified Duty

A. Full time regular employees who are temporarily and partially physically disabled as a result of an on the job injury and who, as a result of such disability are not able to safely perform the full range of their normally assigned duties, may be eligible for light duty assignment.
B. Definition – Light/Modified duty means services to the city other than an employee's regular position or work that is less than the full scope of the employee's essential job functions per their job description; Light/modified duty will be made available to employees as long as meaningful assignments are available.
C. Assignment of Light/Modified Duty - The City will not create light duty assignments, but will attempt to identify and assign work the employee can perform based on light duty tasks that are available and the parameters of the employee's injury. If there is light duty available in the employee's department, that assignment will be considered first. If light duty is not available in the employee's department, Human Resources will assign the employee to another department that has light duty assignments available. In this case, employees must conform to any additional workplace regulations of the department in which the light duty assignment exists. The Human Resources Department will maintain a light/modified duty task bank submitted by all departments. Light duty may be assigned by the employee's Department Head or Human Resources. In the event that there are more employees seeking light duty than there are available light duty assignments, the City reserves the right to give preference to an employee who has a work-related injury.
D. Duration of Light/Modified Duty - All light/modified duty must be approved by the City Administrator. Light/modified duty will be available for a maximum of 180 calendar days per disability. An employee may apply for an extension of light/modified duty. The extension of light/modified duty shall be granted at the discretion of the City Administrator. If a light duty assignment runs out, the affected employee will be placed on Family Medical Leave.
E. Dress Requirements – An employee assigned to light/modified duty may wear clothing modified to accommodate the disability, as long as the clothing does not interfere with the employee's ability to carry out assigned duties safely.
F. Medical Clearance – Prior to any light/modified duty assignment (and at such intervals as the City may thereafter require) a medical doctor, satisfactory to the City, must certify that the employee is unable to perform the full range of his/her regular duties; that the inability to perform and the condition causing it are temporary; and that there is no medical risk of contagion or infection to other employees. The medical doctor must also certify that the employee can perform, without risk to himself/herself or others, the light/modified duty assignment. (No employee will be permitted to work on light/modified duty if a physician advises that the performance of light/modified duty might slow the employee's recovery or aggravate the disability). The City may require a review by its physician at any time.

Employee Benefits

Tuition Reimbursement

Policy statement:

This policy is provided to encourage all regular, full time employees to continue their education and training so as to maintain and improve skills and knowledge useful in their current positions. Education and training must be related solely to position with the city. Assistance is provided solely for employees to gain an Associate's, Bachelor's, or Master's Degree. Classes should be scheduled during off-duty hours. Due to budgetary limitations, the City may not be able to approve all tuition reimbursement requests. The City retains the right to amend or terminate the offering of this benefit at any time. Eligibility to participate in this program should not be considered a right of employment, but rather a privilege afforded to employees who are determined to be eligible and qualify to participate.

Eligibility:

Any regular, full time employee who has completed one year of continuous satisfactory service with the City is eligible, upon the Department Head's approval and recommendation and as long as there is funding available in Department's budget.

Approved courses:

An approved course is any course taken at an accredited institution of higher education.

General:

An employee interested in applying for tuition reimbursement must first request, in writing and in advance, approval of the employees' Department Head and Human Resources for tuition, all course related fees and related textbooks prior to enrolling in such courses. An employee who plans to take an approved course during off-duty hours may be reimbursed for tuition expenses as provided below.

Covered expenses:

Should reimbursement from other sources not be available, an employee may be reimbursed for the cost of tuition, all course-related fees and one-half the cost of required textbooks. All other costs, such as activity fees, graduation fees, etc., shall be paid by the employee and not eligible for reimbursement. Subject to the City's budget and the availability of funds, the City may pay up to $2,000 per fiscal year per employee for approved tuition reimbursements.

Application for tuition reimbursement:

If employee has received prior approval from their Department Head and Human Resources, the employee shall submit Personnel Form 4 (PF-4) to the Human Resources Department, within ten (10) working days after grades are received, with the following attachments:

- Receipts showing the amounts paid for tuition, fees and books. An original of the official transcripts records.
- Payment may be made only for those courses in which the employee earns a grade of "B" or better for all studies.
- Proof of satisfactory completion will be required for those courses for which grades are not given.

After approving the application for reimbursement, the Human Resources Department will forward the application to the Finance Department for payment.

Required courses:

From time to time, it may be necessary for the City to require certain employees to take one or more courses for professional development and job performance improvements benefiting the City and employees. When this occurs, the City will pay all training and travel costs in accordance with the Travel and Subsistence Allowance policy of this Handbook.

Training programs, workshops, seminars:

The City encourages participation by its employees in training programs, workshops and seminars that will enhance job performance. To obtain approval for attendance at such programs, employees must complete and submit Personnel Form Number 5 (PF-5) to the Human Resources Department through their Department Head.

Repayment of Funds

If employment with the City is terminated either voluntarily by employee or for any reason by the City for up to one (1) year after a tuition reimbursement, the employee will be responsible for repaying the City a prorated amount of the reimbursement. The obligation will be reduced by one-twelfth (1/12th) for each month the employee remains employed with the City after the reimbursement payment.

Please note: This policy does not pertain to the Police Officers whom have attended the Criminal Justice Police Academy.

Travel and Subsistence Allowance

Statement of Policy

When employees of the City of Georgetown are required to travel on official business, the City will pay reasonable amounts for transportation, subsistence and lodging. Anyone else, including spouses and children, traveling with employees will do so at the expense of the employee.

Travel

A. The City may purchase tickets in advance for employees traveling by common carrier. All employees shall travel in economy class, no exceptions.
B. All trips, made by City employees on City business, in their own vehicles, for which reimbursement is expected, must be approved by the Department Head or the City Administrator, in writing, before the trip begins.
C. If it becomes necessary for the City employee to use his/her own vehicle on City business, the employee will be reimbursed at a rate equivalent to that allowed by the Internal Revenue Services. However, if there is a City vehicle available for an employee to use, the employee must use the City vehicle.

Subsistence

Employees shall be paid a daily meal allowance per day while on official City business away from Georgetown for an entire workday or more. Per diem rates will be paid in accordance with the current standard South Carolina Federal Per Diem Rates.

A. An allowance will only be advanced (paid to the employee prior to the trip) when the employee will be out of town for at least one entire day. In all other cases, allowances will be paid upon return and submittal of an expense report. Receipts are not required.
B. All other miscellaneous expenses (e.g. taxi fares, parking facilities, road tolls, etc. incurred in conjunction with City business will be completely reimbursed when supported by receipts.
C. The City will pay the actual cost to the employee when meal prices are set by the host and exceed the scheduled allowance for that meal when attending conference, seminars, etc.
D. When meals are provided by the host at no expense to the employee, the City will deduct the scheduled amount for those meals from the employee's total daily allowance.

Lodging

When lodging is required, employees are expected to utilize standards, medium priced hotels and motels whenever possible. If an employee is to attend a formal, organized meeting or convention, the hotel or motel where the meeting is to be held may be used. In all cases, the City will pay no more than regular single room rates. Receipts must be presented for all lodging.

Advances

Travel advances may be made to cover anticipated travel expenses with the prior written approval of the City Administrator.

General

All travel must be authorized in advance. All expenses, other than daily allowances, must be supported by an expense report. Each employee, through the Department Head, will submit Personnel Form No. 8 (PF-8) Travel Request, to the City Administrator for approval. Requests for advance travel pay must be approved and received by the Finance Department no later than noon on Wednesday of the week prior to commencement of travel. In addition, Personnel Form No. 9 (PF-9), Travel Expense Statement, must be submitted to the City Administrator within seven working days after returning to work. Employees will not be compensated for overtime when attending host events that are held outside of their regular schedule working hours. (e.g., optional after hour receptions, cocktail events, after hours networking events, etc.)

For travel request that are within 60 miles of the City of Georgetown, overnight lodging will not be approved. Only travel request where the event is held over 60 miles outside of the City of Georgetown will lodging be approved for overnight stay. (City Council retreats are excluded)

Deviations

The City Administrator is authorized to approve deviations from this policy in such cases where strict interpretation would work an undue hardship on a representative of the City traveling in behalf of the City.

Retiree Insurance Coverage

Retiree insurance benefits will be established by Mayor and City Council. The benefit and contribution requirements are not guaranteed. Mayor and City Council has retained the right to unilaterally modify its payments toward retiree health care benefits at any time.

To be eligible for City-funded retiree insurance benefits, an employee must:

A. be eligible for benefits under the S.C. Retirement Systems and fully retire with the City of Georgetown
B. have at least twenty (20) years of continuous service

The City sponsors a defined benefit postemployment healthcare plan (the "OPEB Plan") that provides medical and dental insurance to retirees. Eligibility and benefit provisions are different for the following groups:

A. Employees hired prior to July 1, 2022 - Post-65 retirees will be transitioned to the Medicare Advantage Program. The Post-65 retiree will be responsible for full cost of the Medicare Advantage Program. The spouse and any eligible dependents of a retiree who becomes eligible for Medicare coverage would be eligible to continue coverage as an "active employee" as long as the premium is paid and the retiree maintains coverage under the Medicare Advantage Program. Disability related retirees must have at least twenty years of continuous service to receive city-funded insurance benefits. Once the disabled retiree becomes eligible for Medicare coverage, city-funded insurance benefits may be terminated. An exception may be considered if an employee is injured in the line of duty. Retirees who are rehired by the City will be treated the same as other retirees for the purpose of City-funded insurance benefits.
B. Employees hired on or after July 1, 2022 – retirees are eligible to continue coverage under the 'retiree only' insurance tiers and will be responsible to pay the full premium. Spouses and dependents of the retiree are not eligible to participate in the city insurance benefits.

Workplace Guidelines

Attendance & Electronic Time Recording

Purpose

The purpose of this policy is to establish clear expectations to employees regarding time and attendance. Punctual and regular attendance is an essential responsibility of each City employee. The City recognizes the need for employees to be absent from work due to illness, planned vacations, appointments, bereavement, etc. However, it is also the responsibility of the City to provide excellent and continuous service to its residents and customers, which cannot be achieved without adequate staff. The City has obligations under multiple laws to maintain accurate attendance and time records with regard to its employees. In an effort to facilitate its record keeping responsibilities, the City has implemented an electronic time clock system (E-TIME) for tracking employee attendance and hours worked. Every City employee has important individual responsibilities with regard to attendance, record keeping, and the use of the City's electronic time clock system.

Definitions

Exempt Employee – Pursuant to the FLSA, exempt employees do not receive overtime pay or compensatory time off for those hours worked over 40 in a workweek. Exempt employees are expected to work whatever hours are necessary to satisfactorily perform their job responsibilities without regard to the number of hours worked.

Fair Labor Standards Act (FLSA) – The FLSA of 1938 as amended establishes minimum wage, overtime pay, and exemptions from overtime, recordkeeping, and timekeeping standards.

Nonexempt Employee – Employees classified as nonexempt receive hourly wages. Nonexempt employees must be compensated either overtime or compensatory time for all hours worked over 40 hours in a workweek. Special overtime rules exist for non-exempt law enforcement and fire service personnel.

Tardiness – When an employee fails to report to work at his/her scheduled starting time and/or return to duty promptly at any point during the normal schedule (e.g., lunch) without supervisory approval.

Unscheduled Absence – Absence for which the employee has not received pre-approval.

Attendance

Authorized Absence – Occurs when all of the following conditions are met:

A. The employee provides advance notice to the supervisor compliant with the City's General Leave Policy, or in the case of an emergency or sudden illness, the employee has notified their supervisor or Department Head within 30 minutes of their scheduled start time.
B. The employee's supervisor has approved the absence.
C. With the exception of pre-approved FMLA, Worker's Compensation or other unpaid leave, the employee has sufficiently accrued leave time to cover the absence.

Excessive Absences – Excessive absences exist when an employee's absence from work, whether authorized or not, has an adverse effect on the department's ability to complete normal work requirements, or provide normal services. The employee's frequent absences render the employee unavailable for work, thus creating a hardship on the department. Such absences do not include pre- approved general leave, Family Medical Leave, jury duty, worker's compensation, bereavement leave, etc. However, leave for Family Medical Leave and Jury Duty should be scheduled with the employee's department and any updates or deviations from the schedule should be reported to department immediately. In cases where there is a pattern of excessive, unauthorized or unscheduled absences, additional time and documentation restrictions such as a physician's excuse will be required of the employee for requesting and obtaining leave approval, or the employee will be subject to disciplinary action up to and including termination.

Attendance Procedure

If an employee is going to be absent (unplanned) or tardy for work, they must notify their Supervisor or Department Head within 30 minutes of their scheduled start time or it will be marked as an unscheduled absence.

If an employee is absent from work for three consecutive days without any contact with their supervisor, department head or Human Resources, they will be considered to have abandoned their position and be terminated from employment.

Electronic Time Recording

Employees are to record their time and attendance as provided for within this policy.

For attendance and time record purposes, employees will necessarily fall into one of two (2) distinct groups: (a) salaried exempt employees; and (b) non-exempt employees. The Fair Labor Standards Act requires different record-keeping responsibilities for the City for these two groups. Salaried exempt employees are not eligible for overtime compensation. In contrast, non-exempt employees are entitled to overtime compensation for all hours actually worked in excess of the overtime threshold prescribed by law. If employees are unsure whether they are a salaried exempt employee or a non-exempt employee, they need to contact the Human Resources Department.

Employees are absolutely prohibited from clocking in or out for another employee. The employee (and no one else) is the only person permitted to use his/her employee badge ID number to clock in or out. Anyone who clocks in or out for another employee, who permits another employee to possess his/her ID badge, who requests that another employee or person clock in or out on his/her behalf, or who allows another person to clock in or out for the employee is subject to severe disciplinary action up to and including termination.

The City recognizes that, from time to time, unique circumstances will arise that may warrant a temporary modification to scheduled work times and assigned work locations. Department heads are authorized, on a limited, case by case basis, to permit non-exempt employees to work outside of their normally scheduled hours in a work week in which a non-exempt employee has missed scheduled work hours due to a medical appointment, etc. Discretion to permit temporary work schedule modifications rests exclusively with the City. Non-exempt employees must realize that there are some positions that have duties that must necessarily be performed across normal business hours – without exception.

Electronic Time Recording Procedure

Every City employee is issued an Employee “Badge” ID number and password in order to access the electronic time clock system.

Every employee is required to "clock in" at their scheduled starting time using the electronic time clock system which is accessed through the City phone system.

Non-exempt employees are required to clock in by using the phone system no earlier than seven (7) minutes prior to their scheduled starting times unless authorized to do so, in writing, by their Supervisor or Department Head. Non-exempt employees are required to obtain written approval from their supervisors before working overtime or additional time in excess of their scheduled hours. Employees may still be disciplined for clocking in or out before or after their scheduled starting and ending time.

Exempt employees are required to clock in only upon their arrival for work. The City, at its discretion, may require exempt employees to clock in and/or out under other circumstances. Exempt employees are expected to abide by the guidelines of this policy and adhere to the established work hours as directed by their supervisor. Failure to follow this policy and a supervisor's reasonable directive may result in counseling and subsequent discipline.

"Edits" (changes, corrections, manual entries, etc.) may be made by the Departmental Time Clock Administrator or other authorized member of the City's Administration or Finance department. Employees who experience problems with the electronic time clock, who fail to clock in as required by this policy, or whose work schedules or obligations present special time recording issues must immediately inform their Supervisor, the Time Clock Administrator, or some other authorized member of the City's management team. Time sheet falsification is subject to disciplinary action, up to and including termination.

The City will utilize a quarter hour "rounding" practice for non-exempt employees. (The quarter hour rounding practice is sometimes referred to as the "seven/eight" rule.) This means that a time entry will be "rounded" up or down to the nearest quarter hour. For example, an employee who clocks out at 5:07 P.M. will be treated as having clocked out at 5:00 P.M. An employee who clocks out at 5:08 P.M., however, will be treated as having clocked out at 5:15 P.M.

Meal Breaks

For non-exempt employees, a standard meal break [either thirty (30) consecutive uninterrupted minutes or one (1) hour, depending upon the Department] will automatically be deducted from an employee's work time each day. Due to the unique nature of Public Safety employee schedules, rules regarding meal breaks may differ from those set forth in this policy. Non-exempt employees (who are not working in the field/away from their assigned work location) are required to clock out at the commencement of their meal break(s) and to clock back in at the conclusion of their meal break(s). Meal breaks should be taken away from the employee's work area. Non-exempt employees whose duties on a particular day do not allow for a full meal break are required to notify the Time Clock Administrator, their Supervisor, or some other authorized member of the City's management team of this circumstance so that an appropriate adjustment can be made. Non-exempt employees (who are not working in the field/away from their assigned work location) are required to clock out upon the leaving for the day or when leaving their assigned worksite for a medical appointment, etc.

Disciplinary Action

The City of Georgetown expects employees to meet its standards of performance and behavior and to comply with and carry out City of Georgetown rules and directives. As is the case with all organizations and entities, instances arise when an employee must be reprimanded, suspended, demoted or terminated, with or without notice. The City of Georgetown will administer discipline according to the situation and the City's needs. Importantly, the City does not guarantee and does not promise that progressive discipline will be used. Any disciplinary action that is administered will be at the sole discretion of the City.

Types of Disciplinary Action:

The City of Georgetown does not guarantee and does not promise that progressive discipline will be used. Employees should have no expectation that progressive discipline will be used. Below are some examples of the types of disciplinary action that can be imposed:

A. Letter of counseling/caution
B. Written warning
C. Suspension
D. Demotion
E. Termination

Certain types of disciplinary actions may result in an employee losing pay, such as a suspension or demotion.

Examples of Conduct Warranting Disciplinary Action

It is not possible to list all acts and omissions which may result in disciplinary action. The disciplinary action that is appropriate for any particular misconduct depends upon a number of factors including but not limited to the length of the employee's service, the quality of that service, the employee's prior disciplinary record, the seriousness of the misconduct, and the impact of the misconduct on others. The disciplinary action which is administered for any particular act or acts of misconduct rests in the sole discretion of the City of Georgetown. The following list is merely representative of some of the more obvious types of misconduct which may result in discipline up to and including discharge:

A. Incompetency.
B. Unauthorized absence.
C. Insubordination, including disrespect for authority, or other conduct that tends to undermine authority.
D. Intentional failure or refusal to carry out instructions.
E. Unauthorized possession or removal, misappropriation, willful destruction, theft or conversion of City of Georgetown property or the property of others.
F. Violation of safety rules, neglect, or engaging in unsafe practices.
G. Interference with the work of other employees.
H. Threatening, coercing, or intimidating fellow employees.
I. Dishonesty.
J. Willful disregard of others.
K. Excessive tardiness or absenteeism.
L. Failure to provide or falsification of any information required in the employment application.
M. Failure to report properly an accident or personal injury.
N. Neglect or carelessness resulting in damage to city property or equipment or the property or equipment of others.
O. Repeated convictions during employment on misdemeanor and/or traffic charges. (This provision is in no way intended to limit the City of Georgetown's ability to terminate the

employment relationship for a single incident or an incident that does not result in a conviction. See section (q) below.)

P. Introduction, possession, or use of illegal or unauthorized prescription drugs or intoxicating beverages on city property or while on duty anywhere; working while under the influence of illegal or unauthorized drugs or intoxicating beverages; or the off-the job illegal use or possession of drugs. (For purposes of this policy, an employee shall be determined to be "under the influence" if the employee has any detectable amount of any such substance in his/her system.)

Q. Acts of misconduct at any time which are unbecoming of a representative of the City of Georgetown and which reflect unfavorably upon it. (This necessarily includes "charges" of misconduct.)

R. Unsatisfactory performance.

S. Inappropriate behavior or conduct directed toward or affecting a co-worker, vendor, customer, or member of the public.

T. Violation of the City's policies and procedures.

U. Any other reason deemed appropriate by the City.

Grievance Procedure

General

This procedure is adopted in accordance with the "County and Municipal Employees Grievance Procedure Act," Section 8-17-110, *et seq*., Code of Laws of South Carolina, l976, as amended.

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

   Step l. The employee must file the grievance within 10 calendar days of the event giving rise to the grievance or the employees' knowledge of the events giving rise to the grievance. The employee is to follow the chain of command in the employees department, appealing to each successive level of supervision. These steps may be oral. At each level, each supervisor has four calendar days to render a decision. If no decision is made within this time, the grievance is considered denied. If a supervisor at a particular level is unavailable to consider the grievance, it is considered denied and the employee is to appeal to the next level of supervision.

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

3. Employees other than probationary employees may appeal to the Employee Grievance Committee the denial of their grievances by department heads by filing a written request for appeal at the City's Human Resources Department. This must be done within seven calendar days of the department head's denial of the grievance. The written request for appeal must include the following information:
    a. the purpose of the appeal and what recommendation is requested of the Grievance Committee, and
    b. a statement that the chain-of-command has been followed in the appeal as is required by the grievance procedure

    The Human Resources Department will assist in preparing the appeal, if requested.

4. Within ten days of receiving the employee's request, the Grievance Committee chair will schedule the requested hearing and notify the Grievance Committee, the employee requesting the hearing, the affected department and the Human Resources Department.

The Employee Grievance Committee

The city council appoints a committee composed of seven (7) employees to serve for terms of three (3) years, except that the members appointed initially are appointed so that their terms will be staggered. The city council may also appoint two alternates to serve when other members are disqualified or unable to serve. Approximately one-third of the terms shall expire each year. A member continues to serve after the expiration of the term until a successor is appointed. Any interim appointment to fill a vacancy for any cause prior to the completion of a member's term is for the unexpired term. Any member may be reappointed for succeeding terms at the discretion of the city council. All members are selected on a broadly representative basis from among City employees. Members employed in the same department as the grieving employee and members having formed an opinion on the issues prior to the hearing may not participate in that employee's hearing.

A. The Committee annually selects its own chair from among its members. The chair serves as the presiding officer at all hearings that the employee attends but may designate some other member to serve as presiding officer in the employees' absence. The chair has authority to schedule and to re-schedule all hearings.
B. A quorum consists of at least two-thirds of committee members and no hearings may be held without a quorum.
C. The presiding officer has control of the proceedings. The employee may take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing. Parties must

abide by the employees decisions, except when a Committee member objects to a decision to accept or reject evidence, in which case the majority vote of the Committee governs.

D. The Committee has the authority to call for files, records and papers that are pertinent to any investigation and that are subject to the control of the City; to call for or consider affidavits of witnesses; to request and hear the testimony of witnesses; to consider the results of polygraph examinations; and to secure the services of a recording secretary in its discretion. The Committee has no authority to subpoena witnesses, documents, or other evidence, nor may any City employee be compelled to attend any hearing. All proceedings must be recorded. Witnesses, other than the grieving employee and the department representative, are sequestered when not testifying. All witnesses must testify under oath.

E. All hearings are held in executive session unless the grieving employee requests, at least 24 hours prior to the hearing, that it be held in open session. The official recording and the official minutes of all hearings are subject to the control and disposition of the mayor.

F. Neither the grieving employee nor the department may be assisted by advisers or by attorneys during the hearing itself. However, the Committee may have an attorney available to it at all times it considers necessary and the human resource director may provide assistance in reading written materials to the Committee at the request of a grieving employee.

G. In disciplinary actions by department heads and their subordinate supervisors, the employee must receive in reasonable detail written notice of the nature of the acts or omissions that are the basis for the disciplinary action. This notice may be amended at any time 24 hours or more before the commencement of the hearing. The department must demonstrate the disciplinary action is for the good of the City. The department makes the first presentation. The Committee may base its findings and recommendations on any additional or different grounds developed from the employee's presentation.

H. In non-disciplinary grievances, the employee must establish that a right existed and it was denied the employee unlawfully or in violation of a City policy. The employee makes the first presentation.

I. In all grievances, the grieving employee and the department are each limited to one hour of initial presentation. The party required to make the first presentation is entitled to a ten-minute rebuttal of the other party's presentation. The chair may appoint himself/herself or another member of the Committee as timekeeper.

J. In all grievances, presentations may be oral, in writing or both. They may be supported by affidavits or unsworn signed statements from witnesses, records, other documentary evidence, photographs and other physical evidence. Presentations are made by the grieving employee (with reading assistance from a member of the Human Resources Department if the employee desires) and by a managerial employee of the affected department. Parties may request the Committee call witnesses, and a list of potential witnesses should be submitted to the Committee five days prior to the hearing. However, neither party may question the other party or question any witness called by the Committee.

K. The Committee shall, within 20 days after hearing an appeal, make its findings and recommendation and report such findings and recommendations to the City Administrator for transmittal to the Mayor. If the Mayor approves, the recommendation of the Committee shall be its decision and copies of the decision shall be transmitted by the Committee to the employee and to the head of the particular department involved.

Nothing in this grievance procedure creates a property interest in employment or a contract of employment, nor does this procedure limit the City's authority to terminate any employee when the City or respective elected or appointed official considers such action to be necessary for the good of the City.

Dual Employment (Outside Employment)

The work of the City of Georgetown should take precedence over any other occupation interests of its employees. All outside employment for salary, wages or commission services and all self-employment must be reported in writing to the appropriate department head and approved in advance. Each change in dual employment shall require separate approval by the Department Head and City Administrator.

Approval shall not be granted in the following situations:

A. When such dual employment conflicts or interferes or is likely to conflict or interfere with the employee's service to the City.
B. When such dual employment lowers the efficiency of the employee.
C. When such dual employment is incompatible or creates a conflict of interest with an employee's official duties, as covered in the South Carolina Ethics Act.
D. When, in the opinion of the Administrator, Department Heads, and/or the Mayor, such employment creates the appearance of a conflict of interest.

Employees cannot engage in any private business or activity for personal gain while on City work time or while on City premises.

City employees cannot use City equipment, tools, office supplies or other resources for secondary employment, any private business or activity for personal gain.

City employees cannot participate in political campaigning while on City time or use City resources for such purposes.

Rehiring of Former Employees

All employees of the City of Georgetown are employed on an "at will" basis. The City of Georgetown guarantees employment to no one. In the same light, the City guarantees reemployment to no one. An employee who separates from employment with the City, and then subsequently attempts to be rehired by the City of Georgetown, is not guaranteed reemployment. This policy is applicable to all current and former employees.

Former employees, except as provided for below, will be considered for reemployment with the City of Georgetown in any position for which they are qualified. The City will consider all relevant information for all candidates for employment, including but not limited to a former employee's prior work record with the City of Georgetown.

The City may not use an in-house hiring preference in making re-hiring decisions. External candidates, a term which necessarily includes PORS and SCRS retirees (who have experienced a break in service) seeking to return to employment with the City, do not enjoy an in-house hiring preference.

As a general rule, the City does not rehire former employees who have been terminated for disciplinary reasons as determined exclusively by the City.

Consistent with City's General Leave Policy, the City pays terminating employees the cash value of half (50%) of accumulated but unused general leave, provided the employee satisfies the requisite conditions for receiving such payment.

All former employees rehired will be treated as a new hire in regards to general leave and longevity.

Former employees who are rehired after being retired will be required to pay health insurance rates at the same level as other retirees.

Vehicle Management Program

Introduction

The purpose of this policy is to provide basic guidelines for City employees in the use and maintenance of City owned vehicles and travel on City business.

General rules

A. City vehicles shall be operated in a safe and courteous manner at all times.
B. No one shall be transported in a City vehicle except City employees or others traveling on City business, and immediate family members on a portal-to-portal basis on scheduled work day during normal business hours, except as noted in this policy.
C. City vehicles shall only be used for official City business.
D. Seatbelts shall be provided in City-owned motor vehicles where required and seatbelts shall be used at all times.
E. The City reserves the right to request random driver's license records of City employees from the SC Department of Motor Vehicles to check for DUIs, DWIs, suspended licenses, etc. to ensure that City employees are properly licensed to operate City vehicles.

F. Employees are prohibited from altering City owned vehicles by adding any personal decorations, signage, or items that reflect their personal views/beliefs that may cause misrepresentation of the City in any way.
G. Any employee who violates this Vehicle Management Program policy will be subject to disciplinary action, up to and including termination.

Travel in Non-City-Owned vehicles

A. Travel by City employees on City business, other than on call responses, in their own vehicles for which reimbursement is expected, must be approved, in advance and in writing, by the Department Head or the City Administrator.
B. If it becomes necessary for City employees to use their own vehicle on City business, employees will be reimbursed at a rate consistent with the IRS standard mileage rates for the current year and the Travel and Subsistence Policy.

Vehicle management

A. Each City-owned motor vehicle, except as exempted by the City Administrator, shall be plainly marked on each side with an approved City emblem.
B. Each vehicle shall be assigned an identification number by the Fleet Superintendent or designee. These numbers will be used for radio and report identification.
C. All City markings shall be removed from each vehicle when disposed of by the City.
D. No City-owned vehicle shall be operated on any street without a state license plate unless exempt such as a fire apparatus, etc.

Fleet gas cards for City vehicles

A. Each Fleet Gas Card will contain the City's Fleet Gas Account number, prefix number, card number (different for each card), expiration date and specific City vehicle tag and asset number.
B. Fleet Gas Cards are to remain in their assigned vehicles at all times, there are exemptions for certain departments where employees will have to request and sign gas cards out Gas cards should never be removed from the assigned vehicles unless they are being used to purchase gas. Each card contains specific vehicle identification information and should only be used for that vehicle. Receipts from vehicle fuel purchases will need to be turned into designated department representatives daily.
C. Each department will have a MISCELLANEOUS gas card for fuel purchases for Non-Vehicle Equipment. Employees will need to keep receipts when using a Department MISCELLANEOUS card and indicate which piece of equipment it was used for. Department Heads will need to provide allocations for use of miscellaneous gas card.
D. When using a vehicle, employees should always verify that the correct gas card is in the vehicle before use. If there is no gas card or there is the incorrect gas card in a vehicle, employees must immediately report it to their supervisor.
E. Employees must immediately report a lost or stolen gas card to their supervisor/department, who should then report it to the Fleet Superintendent.

F. All employees are responsible for remembering their driver Personal Identification Number (PIN) numbers. Driver PIN numbers are the only way an employee can use the gas card. Driver PIN numbers are unique to each employee; therefore, there is absolutely ***no*** sharing of PIN numbers amongst employees. If employees forget their PIN number, they must contact their department office manager to retrieve it.

G. Employee's personal use of the City's Fleet Gas Cards is strictly prohibited. Any employee who violates this policy will be subject to disciplinary action, up to and including termination.

H. A Driver Guide with instructions on how to use the gas cards will be distributed with all cards and should remain in the vehicles with the gas cards. There is a WEX Connect Mobile App that can be downloaded to an smart phone to quickly find fuel locations around the City that accept fleet gas cards, as well as maps and directions and current fuel prices. Employees are encouraged to utilize this tool. Employees can also visit this link to find locations http://www.wexinc.com/accepting-locations/

I. Reports of fuel usage by driver PIN number, vehicle card number and department will be reviewed weekly by departments and monthly by the Fleet Superintendent in order to verify invoice amounts and identify any irregularities.

Restrictions on use of City vehicles

A. City owned vehicles assigned to Department Heads or to other City employees, as a condition of employment, may be used by these employees to commute from home to work and from work to home. All other City owned vehicles will be used only for City business. In consultation with the City Administrator, department heads will authorize the assignment of such vehicles using the Assigned Vehicle Form (Form PF-020).

B. Only those City employees with a valid State driver's license may operate City owned vehicles. In the event that any employee's driver's license is revoked, suspended, or otherwise restricted in any fashion to include the issuance of a (temporary alcohol license), the employee shall immediately inform his/her Supervisor and the Human Resources Department.

C. Persons not employed by the City shall not operate a City-owned vehicle; provided, however, that the Department Head or Supervisor may authorize non-City employees to pick up and deliver vehicles for repair.

D. No driver of City equipment will permit carrying passengers in or on any vehicles with these exceptions:
   a. Other employees on City business.
   b. Others engaged in advising on or assisting in matters related to City services or improvements.
   c. City prisoners when being transported to or from a detention center.
   d. Immediate family members on a portal-to-portal basis on scheduled work days during normal business hours.

   The driver shall require all passengers to wear seatbelts and to otherwise comply with applicable laws regarding safety restraints.

E. City owned vehicles will be parked, when not in use, in a pre-designated parking space in the various City parking lot(s) or facilities. When not in use, vehicles will have all windows closed and doors locked. At no time will the keys be left in the vehicle when it is left unattended. An employee who violates this policy will be subject to disciplinary action, up to and including termination.
F. Employees not usually authorized to take vehicles home at night or over weekends shall not do so except when the conduct of City business can be facilitated. Examples of when permission may be granted by the Department Head on a daily basis include the following:
    a. Employee assigned vehicles. These vehicles must remain within a distance not to exceed thirty (30) miles of the nearest Georgetown county line boundary using the shortest, most economical and reasonable route. **See Vehicle Take Home Policy.**
    b. Drivers of radio-equipped vehicles who are dispatched directly from their residence to the field.
    c. Drivers of vehicles who perform certain services for the City on a regular basis directly upon leaving or returning to their place of residence.
G. Use of drugs or alcohol is strictly prohibited.
H. Personal alterations to city vehicles, to include but not limited to decorations, signage, and items that reflect personal views or beliefs, are strictly prohibited in and on all city vehicles.
I. Use of tobacco products, including e-cigarettes and smokeless tobacco, is strictly prohibited. All vehicles will have a "NO SMOKING" decal inside the vehicle to remind employees.
J. Cellular and other wireless devices must not be used while operating a moving licensed vehicle and/or in-gear motorized off-road (maintenance/construction type) equipment due to the distraction and lack of concentration they present to safe work performance. The only exception is for calls placed to 9-1-1. If there is a passenger in the vehicle, it is acceptable to let the passenger make or receive the cellular phone call. See Computer, Internet, Cell Phone and Communications Policy for additional information.

Usage of City vehicles for long distance traveling

A. On approval of a Department Head and with due regard to the abilities of an employee to operate the vehicle properly, any employee may be granted the privilege of operating a vehicle outside of the City limits of Georgetown while conducting City business.
B. When employees operate a City vehicle on long distance trips while on City business, employees will be required to keep and maintain a report of such trips including mileage, gas, and oil, and repair expenses incurred on the trip. Employees will be reimbursed for vehicle expenses incurred upon presentation of evidence of payment. In addition, all such reports will be forwarded to the City Fleet Services Department for processing.
C. No City employee will operate a City owned vehicle on a long distance trip, or on any portion of a long distance trip, for his/her personal use or to handle private business.

Vehicle Use – Take Home Vehicle

Purpose

This policy is established to ensure Department-assigned vehicles are used in accordance with the mission of the Department. For the purposes of this policy, Department-assigned vehicle includes any vehicle assigned to, leased or rented by the Department.

Policy

Department Heads may assign take-home vehicles based on departmental need such as emergency response to critical incidents, tactical deployments, increased visibility in the community and other considerations. It is a requirement of any assigned take home vehicle that the employee reside within thirty (30) miles of the Georgetown County line boundary using the shortest, most economical and reasonable route for use pursuant to the following guidelines and procedures.

All personnel must recognize that they are representatives of the City of Georgetown and must be cognizant of the constant public scrutiny they will be under while operating their take-home vehicles off-duty. Employees must at all times conduct themselves in a professional manner.

The following rules apply to those employees who are assigned a take-home vehicle:

A. Employees will maintain the vehicle in a state of readiness. The vehicle shall always have sufficient fuel.
B. Employees shall not operate a Department vehicle at any time when under the influence of drugs and/or alcohol.
C. Employees while in an off duty status and operating a Department vehicle, marked or unmarked, shall not stop at or frequent a business whose primary business is the sale of alcohol. Example: liquor store/bar.
D. Employees and passengers are prohibited from smoking tobacco products while in the vehicle.
E. Communications equipment such as radios will remain on during all vehicle usage.
F. GPS equipment will remain on during all vehicle usage.
G. Employees shall obey all traffic regulations (e.g., speed limits, parking regulations, seat belts, shoulder harnesses, and child restraint seats.)
H. Employees shall not park their assigned take-home vehicle at any commercial, public, or private location for compensation.
I. Employees shall not permit any other person to operate their assigned take-home vehicle (e.g., spouse, children, friends, etc.)
J. Employees shall not use their take-home vehicle to transport pets, carry excessive loads, or carry protruding objects.
K. Employees may use the vehicle to conduct personal business within City limits, except when off duty (Command staff are excluded from this exception).
L. Employees will wear some type of identifying attire, i.e., Department approved shirt, hat, or display a city ID/badge on their person.

Parking:

A. The vehicle shall be parked in the driveway or garage at the employee's residence.
B. In the event there is no residence parking the employee will park the Department vehicle in a parking space closest to the residence, preferably within eyesight of the residence and under lighting during the nighttime.
C. Vehicles will be locked at all times.
D. When the employee will be away (e.g., on vacation) for periods exceeding one week, the vehicle shall be stored at a City facility or the City of Georgetown Police Department.
E. All office identification, portable radios and equipment shall be secured.

Maintenance:

A. Employees are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles.
B. Employees shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage. It is the assigned employee's responsibility to ensure that the employee's assigned vehicle is maintained according to the established service and maintenance schedule.

Incident Reporting: Employee shall report to the department the following incidents:

A. All damage sustained to a vehicle.
B. Moving violations outside the jurisdiction.
C. Parking violations issued to the department vehicle.

Computer, Internet, Cellphone and Communications Policy

The City of Georgetown maintains a computer network and an electronic mail system. The City provides internet access for employees through the City's computer system. The City also provides cell phones to employees in certain positions, in order to improve productivity, enhance customer service to our citizens, and/or to enhance public safety services. The computer, e-mail system, internet access and cell phones are provided for the sole purpose of conducting and facilitating City business. City employees are required at all times to use this equipment, systems, and access in a responsible and professional manner. The City will monitor through its software systems the employee(s) use of computers, internet, e-mail, cell phone and/or other communication equipment. Employees should be aware that our security systems are capable of recording all web traffic and each file transfer into and out of our network. The City reserves the right to do so at any time.

City Property

All City communications equipment and services, including any messages or images transmitted or stored on them, are the property of the City. The City may access, monitor, delete, and/or disclose employee telephone calls, e-mails and other communications and files as the City deems fit. **SPECIAL NOTE**: If a City employee does not wish for information, communications, or images to be accessed by the City, then the employee should not use City communications equipment or services to store or transmit the information, communications, or images. Employees should have absolutely no expectation of personal privacy when using City communications systems. The City reserves the right to access, review, copy, delete any or all e-mail messages for any purpose and to disclose them to any party as is deemed appropriate.

Improper Use (General) Prohibited

Improper use of the City's communication equipment and services may result in disciplinary action up to and including termination of employment. Improper use includes, but is not limited to, any harassing, offensive, demeaning, insulting, intimidating, threatening, hostile, vulgar, profane, obscene or sexually suggestive written, recorded, stored, or electronically transmitted images or messages. City equipment may not be used to download entertainment software or to play games.

Cell Phones/ Wireless Devices

The City recognizes that employees are our most valuable asset. Our City is firmly committed to the safety of our employees and will do everything possible to prevent workplace accidents and is committed to providing a safe working environment. Driver inattention is a factor in a majority of motor vehicle accidents. The City is not only concerned about the welfare of our employees, but also the welfare of others who could be put in harm's way by inattentive driving.

As a driver, employees' first responsibility is to pay attention to the road. When driving as a representative of the City the following procedures should be followed:

- Allow voicemail to handle calls and return them when safe.
- If employees need to place or receive a call, pull off the road to a safe location and stop the vehicle before using the phone.
- Ask a passenger to make or take the call.
- Inform regular caller of the best time to reach you based upon your driving schedule.
- The only exception to this policy is for calls placed to 9-1-1 or emergency public safety reasons.
- If placing or accepting an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.
- Under no circumstances should employees use cell phones during adverse weather or difficult traffic conditions.
- Always avoid or terminate phone calls involving stressful or emotional conversations.
- No personal calls should be made or taken.
- Texting or usage of any wireless device while driving is prohibited.

NOTE: These provisions also apply to personal cell phone usage. Use of cell phones for personal conversations is restricted to non-duty time, such as breaks, lunch, etc. and in designated break areas.

Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones if such conduct is prohibited by law, regulation or other ordinance.

Improper Use (Specific Types) Prohibited

It is impossible to list all acts and omissions pertaining to the City's communication systems which are inappropriate and which will subject an employee to disciplinary action up to and including termination. The above section addresses in general fashion, harassing and offensive communications and information. This section lists some of the other, more obvious types of prohibited activities. This list is not exhaustive.

- Illegal activities
- Commercial activities, Direct or Indirect, for Profit or Personal Gain
- Recreational Activities (e.g., games)

Employees may use their Internet facilities for non-business research or browsing during their meal break or after hours, provided, however, they are allowed access to the facilities during these times. Internet usage is a **PRIVILEGE** and **NOT A RIGHT**.

Authorship and Sources of Communication

City employees are prohibited from providing misleading or false information regarding the source or authorship or documents, information, messages, or images.

Accessing Information

Use of City provided equipment or facilities to access any commercial on-line service or Internet provider is authorized only through use of a City provided internet browser and City provided service provider. Use of internet providers or accounts other than those issued by the City will only be permitted when specifically authorized by the City. Accessing databases for which there are access or usage charges is not permitted without proper authorization.

Circumventing System Controls

Any attempt to circumvent communications system controls, access unauthorized programs or information OR violate security systems will result in serious disciplinary action up to and including termination. (This provision is in no way to be construed as a limit on the City's ability to access any information that has been stored or transmitted through the use of the City's systems.)

Authorized Software

Only City authorized and acquired licensed software can be installed and used on the City's computer equipment. The City must authorize use of any software before it is installed on City equipment.

Passwords and Access Codes

All employee passwords and access codes must be disclosed as required to the City. Employees are prohibited from divulging passwords or access codes to other employees or outside sources without proper authorization.

Email Etiquette

- Courtesy – Always be polite.
- Proofread your messages. Check spelling and grammar. Remember to project a professional image while sending correspondence.
- Be effective and efficient – Keep your messages brief and to the point.
- Remarks – Be careful what you say and who you quote. Be careful when using humor or sarcasm. Emails and text messages can be easily misinterpreted.
- REMEMBER that electronic messages are potentially recoverable and may be available to others under the Freedom of Information Act.
- Be aware that the recipient of your e-mail may forward your e-mail to other e-mail addresses without your knowledge or consent.
- DO NOT FORWARD Attorney/Client Privilege e-mails.

Third Party Usage

This policy applies to all employees, contractors, part-time employees, interns, volunteers and other individuals who might be provided access to the City network/communications equipment.

Employee Termination, Leave of Absence, Vacation or Other

Employees who are terminated or laid off have no right to the contents of their e-mail messages and are not allowed access to the e-mail system. The City may access an employee's e-mail if employees are on leave of absence, vacation or are transferred from one department to another and it is necessary for the City's business.

Social Networks, Personal Websites and Blogs

Social networking, personal websites, and blogs have become common methods of self-expression. The City respects the right of employees to use these media during their personal time. Employees may not access social media sites, other than for business use, during working hours or using City equipment.

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

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

Teleworking

Telework allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The City of Georgetown considers teleworking to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telework may be appropriate for some employees and jobs but not for others. Telework is not an entitlement, it is not a citywide benefit, and it in no way changes the terms and conditions of employment with the city.

Telework is a work schedule alternative, which permits work to be done at home that the city may offer to some employees when it would be a benefit for the employee and the city. It is the process whereby employees conduct City work (during all or a part of their scheduled working hours) while not located on the city premises.

Telework can be informal, such as working from home for a short-term project or on the road during business travel, or formal, such as a set schedule for working away from the office as described below. Either an employee or department head can suggest teleworking as a possible short-term work arrangement.

Any telework arrangement made may be discontinued at will and at any time at the request of the employee or the department head. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, childcare and other issues that may arise from the termination of a telework arrangement. There may be instances, however, when no notice is possible.

Eligibility

Employees requesting telework arrangements must be employed with the city for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record. Telework applications are submitted by the employee to the department head. The department head reviews for approval and submits to the Human Resources Division for next level of approval. The City Administrator will have the final approval. Approvals will be considered on a case-by-case basis. Telework might not be feasible within some departments or for certain positions within a department. Telework should not be abused and will be decided by the City Administrator on a case-by-case basis.

Before entering any telework agreement, the employee and department head, with the assistance of the Human Resources Division, will evaluate the suitability of such an arrangement, reviewing the following areas:

A. Employee suitability. The employee and department head will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.

B. Job responsibilities. The employee and department head will discuss the job responsibilities and determine if the job is appropriate for a telework arrangement.
C. Equipment needs, workspace design considerations and scheduling issues. The employee and department head will review the physical workspace needs and the appropriate location for the telework.
D. Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and department head agree, and the Human Resources Division concurs, a proposed agreement will be prepared and sent to the City Administrator for approval.

Evaluation of the telecommuter performance during the telecommuting period will include regular interaction by phone and email between the employee and the department head, manager, or supervisor, and discussion of work progress and problems.

Equipment

On a case-by-case basis, the city will determine, with information supplied by the employee and the department head, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telework arrangement. The Information Technology Division will serve as resources in this matter. Equipment supplied by the city will be maintained by the city. The city reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the city is to be used for city business purposes only. Use of city equipment for purposes other than city business is strictly prohibited and such unauthorized use will be subject to disciplinary action up to including termination.

The employee must sign an inventory of all city property received and agree to take appropriate action to protect the items from damage or theft. If, at any time during the telework agreement period, a piece of equipment is lost, stolen or damaged, the employee must fill out a loss report and report the incident to their department head and the Information Technology division. Upon termination of the telework agreement or overall employment, all company property will be returned to the company, unless other arrangements have been made.

The employee will establish an appropriate work environment within his or her home for work purposes. The city will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. The city will not be responsible for paying additional cost of utilities such as, but not limited to, electricity due to the use of electronic devices while teleworking.

Security

Consistent with the City's expectations of information security for employees working at the office, telework employees will be expected to ensure the protection of proprietary city and customer information accessible from their home office. Steps include the use of locked doors, file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the workers' compensation policy. Telework employees are responsible for notifying the employer of such injuries as soon as possible. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telework is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective teleworkers are encouraged to discuss expectations of telework with family members prior to entering an agreement.

Time Worked

Telework employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the city's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's department head. Failure to comply with this requirement may result in the immediate termination of the telework agreement and disciplinary action up to and including termination. Refer to Payment of Wages policy on page 8. ***Payment of Wages***

Ad Hoc Arrangements

Temporary telework arrangements may be approved for circumstances to include but not limited to inclement weather, pandemics, special projects, and business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the city and with the consent of the employee's health care provider, if appropriate.

All informal telework arrangements are made on a case-by-case basis, focusing first on the business needs of the city.

Please note: *Telework is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective teleworkers are encouraged to discuss expectations of teleworking with family members prior to entering a telework agreement.*

Responsibilities

1. Employee

1.1. Become familiar with guidelines for teleworking.
1.2. Propose a telework arrangement to their supervisor.
1.3. Complete and sign the Teleworker's Agreement and propose desired modifications.
1.4. Abide by the terms and conditions of the Teleworker's Agreement.
1.5. Set up a dedicated telework area that is safe for the employee and others entering it.
1.6. Establish work practices that make the telework arrangement transparent to customers. Customers should not be inconvenienced in their dealings with the employee or city.
1.7. Report to city work locations as required for meetings, training, etc.
1.8. Report Teleworking Agreement work output on a regular basis.
1.9. Safeguard proprietary information (regardless of form).

2. Supervisor / Department Head

2.1. Become familiar with guidelines for teleworking.
2.2. Consider employee requests to telework that would benefit the teleworker and do not adversely affect city interests.
2.3. Decide if a telework arrangement is beneficial to the employee and to the city.
2.4. Work with employees to complete the Teleworker's Agreement and ensure that the employee receives a copy of the completed agreement and all subsequent changes.
2.5. Give and explain to employees a copy of the Teleworker's Agreement.
2.6. Update Teleworker's Agreement if any aspect of the original agreement changes.
2.7. Review instructions for computer security and safeguarding proprietary information with employee.
2.8. Maintain inventory of City-owned equipment in employee's telework space.
2.9. Continue normal management activities including career development, ongoing feedback and performance appraisals. Monitor and request reports on teleworking.

3. Human Resources Department

3.1. Assist and encourage employees/supervisors wishing to implement telework arrangements.
3.2. File original signed Teleworker's Agreement in the Official Personnel File.

Workplace Safety

Safety

Purpose:

The purpose of this policy is to establish a system to provide for the safety of each City employee. By encouraging and aggressively striving for a safe workplace, each employee's ability to earn a living is protected, as is the City's investment in its employees. The City, therefore, will be able to deliver services to its citizens in a safe, efficient and effective manner.

Safety Coordinator:

The City Administrator will appoint a Safety Coordinator(s) to develop and administer an occupational safety program for City employees. The Safety Coordinator will assist departments in developing contingency plans and policies for the safety committee and submit them to the City Administrator for approval. The coordinator(s) shall be responsible for the following activities:

A. Organizing and guiding the City Safety Committee.
B. Serving as contact point for all work site inspections involving the Department of Labor and OSHA.
C. Assisting Risk Management with coordinating the timely reporting, investigation and processing of Workers' Compensation Claims and investigating possible causes of accidents and making recommendations to the City Safety Committee.
D. Maintaining comprehensive records of accident/injury experience and ensuring all appropriate OSHA logs are filed. Analyzing all records and cost reports for statistical data indicating trends, problem areas and overall safety performance.
E. Conducting safety training or providing for the coordination of effective Safety training.
F. Coordinating regular meetings of the Safety Committee and maintaining minutes of meetings; Forwarding committee recommendations to the Department Heads' management team with regard to potential disciplinary action or other Safety Committee recommendations.

Department Head responsibilities:

All Department Heads are charged with the responsibility of providing the type of work environments, work procedures and services to the public that will promote, to the greatest extent possible, the safety of the City employees and the general public. Department Heads shall initiate and actively support a Departmental Safety Program that will integrate safety principles and accident prevention techniques in all work programs and services to the public. They shall:

A. Develop, publish and enforce reasonable, practical safety procedures pertinent to the activities conducted by the Department as well as procedures required by State or Federal laws.
B. Inform all employees about safety procedures placed in effect and take steps to provide each employee with a printed copy (Departmental Safety Policies) of all such procedures that apply to each employee.
C. Establish and maintain a system of safety inspections, accident investigations and pertinent safety performance records.
D. Provide continuing job training and safety instruction for all employees in their Department. Ensure that all new and temporary employees receive instructions on the safe use and operation of all equipment as well as the proper and safe way to perform jobs.
E. Inform the Safety Coordinator of training needs and/or arrange training courses in coordination with the Safety Coordinator.
F. Documents of all safety training should be forwarded to Risk Management. Employees are to sign a form indicating that they have received the training and the Department

Head or supervisor will sign off as verification of the training received.

G. Personally interview each employee who suffers a “serious” on the job injury. For purposes of this policy, “serious injury” is defined as “any injury requiring medical treatment from a medical professional including EMS personnel. Provides safety leadership through action.

Supervisor responsibilities:

The full potential of effective accident prevention can only be realized when supervisors cooperate in all phases of the Safety Program. Their close contact with the work environment and the people performing the work makes them the best qualified to translate safety principles into accident prevention on the job. They must know the details of each job they supervise to recognize potentially hazardous situations. They must enforce the safety procedures and guidelines that apply to the work they supervise. They will:

A. Provide and document all needed job and safety training to employees in cooperation with the
Department Head.
B. Provide continuing safety instruction while issuing daily work assignments, focusing attention upon potential hazards, changes in work conditions or procedures, etc.
C. Recommend further training as needed.
D. Actively support safety promotional measures and continuously observe and evaluate work conditions and work procedures to detect and correct unsafe practices or conditions.
E. Promptly investigate accidents and ensure that required reports are completed.
F. Respond to any and all reports of hazards or unsafe practices or conditions and submit practical suggestions for corrections.
G. Maintain high standards of housekeeping and environmental sanitation in work areas as well as performance.
H. Strive to see that tools and equipment as well as all personal protective equipment are properly maintained and are in proper working condition.
I. Hold regular safety meetings with their employees to discuss safety policies and procedures applicable to the job performed. Forward suggestions or concerns to Department Heads for assistance.
J. Provide safety leadership through action!!!

Employee responsibilities:

All City employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers and the general public. They will:

A. Immediately report to their supervisor all accidents, with or without an obvious injury that occurs within the course of each and every workday. Provide necessary information to complete reports.
B. Promptly report to their supervisor all unsafe practices and conditions they observe.
C. Cooperate and assist in investigations of accidents in order to help identify correctable causes and to prevent recurrence.
D. Actively support and participate in safety promotional and educational measures utilized

in Department Safety Programs.

E. Practice approved safe work procedures for their work activity.

Medical Treatment:

Please refer to the City's Workers' Compensation policy for further information regarding injuries on the job and related medical treatment. It is important that all injuries be promptly reported. Failure to promptly report a workplace injury might significantly delay or otherwise interfere with the receipt of worker's compensation benefits.

Employee Drug Use and Drug Testing

It is well-recognized that drug abuse has a harmful effect on public health and safety, on the welfare of employees, on morale and on productivity. Furthermore, it is the policy of the City of Georgetown to comply with the Drug Free Workplace Act, to comply with applicable government regulations, to establish and maintain drug free workplaces and to prohibit the unauthorized or unlawful manufacture, distribution dispensation, possession and use of controlled substances on or off the job.

For these reasons, the City of Georgetown adopts the following policy:

General Rule

All employees of the City of Georgetown are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.) and prescription drugs which are not prescribed for the employee's use. This prohibition applies to use at any time, both on-the-job and off-the-job. City of Georgetown employees are, of course, permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

Applicants for Employment

The City of Georgetown will conduct pre-employment drug tests for all applicants tentatively selected for employment. The City shall not hire any applicant tentatively selected for employment who refuses to submit to a drug test or who tests positive for use of non-prescribed controlled or unlawful drugs or substances. Any applicant who is rejected under this policy may be considered for future vacancies if he or she can demonstrate they are no longer a user of any unlawful substances. (This may include participation in and successful completion of a rehabilitation program as well as a negative drug test result.)

Current Employees

1. All City employees will be subject to drug testing by urinalysis (or any other methodology deemed appropriate by the City) where "particularized suspicion" of drug use in violation of this policy exists or under other lawful conditions.
   1.1. Particularized suspicion can result from various types of employee behavior. The following is a list of some examples of when particularized suspicion is deemed to

exist :

1.1.1. information that an employee has used illegal drugs or substances is provided by a reliable informant;

1.1.1.1. a serious accident occurs due to fault of the employee; "Serious accident" is defined as:

1.1.1.1.1. an accident involving a fatality;

1.1.1.1.2. an accident causing bodily injury which requires medical treatment away from the scene of the accident;

1.1.1.1.3. an accident causing total aggregate property damage of at least $2,000 based on reliable estimates;

2. An employee exhibits any of the following:
   2.1. extreme mood swings;
   2.2. slurred speech;
   2.3. unusual clumsiness;
   2.4. staggering;
   2.5. dilation of pupils;
   2.6. sleeping on the job or lethargy;
   2.7. excessive unexplained sweating; or
   2.8. other aberrational behavior.

3. An employee has been arrested for violation of drug laws;
4. An employee has admitted violating the Department's drug policy;
5. An employee has tested positive previously for illegal drugs within the past 2 years.

Employees required by their jobs to possess a Commercial Driver's License must provide a specimen for testing within 32 hours following a serious accident for which they arguably are at fault. (Such employees who are injured and cannot provide a specimen at the time of the accident will provide necessary authorization for obtaining hospital reports or other documents which would indicate the presence of controlled substances in the employee's systems.)

Employees required by their jobs to possess a Commercial Driver's License must submit to a drug test whenever they are issued a citation for a moving violation in connection with an accident.

Particularized suspicion testing shall not be conducted without the approval of the City Administrator or his/her designee(s).

Random testing for illegal or unauthorized drug use shall be conducted for all employees in safety sensitive positions, all fire personnel and all sworn police officers.

Random testing for illegal or unauthorized drug use shall be conducted for all employees who are required by their jobs to possess a Commercial Driver's License. (A list of positions subject to random testing is attached as Appendix B.)

If an employee refuses to submit to a drug test when ordered to do so, the City shall terminate the employee.

Testing Procedure

A. Drug testing will be by urinalysis or any other methodology deemed appropriate by the City.
B. The collection of samples will be performed under reasonable and sanitary conditions.
C. Urine normally will be collected under conditions of semi-privacy -- that is, a person of the same gender will be in a position to observe obvious attempts to substitute or adulterate a urine sample. Collection of the urine sample may be directly observed by a person of the same gender, however, when the person supervising the collection believes an employee has tampered with an earlier urine sample or the employee has previously admitted or been proved to have used drugs in violation of this rule.
D. Urine samples will be sealed, labeled, and documented in accordance with the procedure of the drug testing company. Labeling, storage, and transportation of samples shall be performed so as reasonably to preclude the probability of erroneous identification, sample contamination, or sample adulteration.
E. Specimens will be checked for at least the following six substances:
    1. marijuana and related substances
    2. cocaine
    3. opiates
    4. amphetamines
    5. phencyclidine
    6. barbiturates
F. Applicants and employees will have an opportunity to provide any information which they consider relevant to the test, including identification of currently used prescription or nonprescription drugs, or other relevant information.
G. Samples which initially result in a positive finding for drug use will be re-tested by the gas chromatography/mass spectrometry (GCMS) method. If the GCMS test results in a positive finding of drug use, and is verified by the Medical Review Officer, the written report of the Medical Review Officer shall be conclusive for all employment-related purposes.
H. The City's Medical Review Officer normally will allow an employee whose drug test results have been confirmed as positive the opportunity to justify the result before the Medical Review Officer notifies the City of the test results.

Notice to Employees

The City shall attempt to distribute to all employees a copy of this policy. Additional copies of this policy are available upon request. By continuing to work, the employee agrees that the employee will abide by the policy as a condition of employment.

NOTICE TO EMPLOYER, STATE AND FEDERAL GRANTOR/CONTRACTING AGENCIES, AND LAW ENFORCEMENT AUTHORITIES

A. As a condition of employment, employees agree to notify the City within five calendar days after any criminal conviction for workplace manufacturing, distribution, dispensation, possession, or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. The City shall notify all state and federal grantors/contracting agencies of such employee convictions as required by the state and federal Drug Free Workplace Acts.

"Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest, or a plea of guilty.

B. The City shall notify law enforcement authorities whenever illegal drugs are found in the workplace.

Consequences of Violating this Policy:

Violations of this policy will result in discipline up to and including discharge.

A. For sworn police officers, the City shall terminate the employee if he or she is found to be in violation of this policy.
B. For probationary employees, the City shall terminate the employee if he or she is found to be in violation of the policy.
C. For all other employees, the City shall impose discipline up to and including termination for an employee who is found to be in violation of this policy:
   1. The City, in lieu of termination, may condition the continued or future employment of an employee who tests positive for or admits to the use of illegal drugs, upon the successful completion of a drug counseling/rehabilitation program.
   2. If the City, after considering all of the relevant circumstance, agrees to allow an employee who is found to be in violation of this policy to continue as City employee, the City will do following:
      a. Refer the employee for drug abuse counseling.
      b. Require the employee to authorize the Employee Assistance Program or other facility to report periodically to the City during the course of the treatment-counseling.
      c. Retest the employee for controlled substances before allowing the employee to return to duty.
      d. Place the employee on probation for at least six months following the employee's return.
      e. Require the employee to submit to unannounced follow-up drug testing for a period not to exceed two years.
      f. Should an employee, whose continued or future employment is conditioned upon the successful completion of a counseling or rehabilitation program, refuse or fail to participate in a single counseling or treatment session, the employee will terminated.
      g. An employee whose return to duty test sample does not indicate that the employee has discontinued use of illegal drugs, will be terminated.

Coming forward with substance abuse problems

A. All employees (other than sworn police officers) who have substance abuse problems and report them to the City before being selected for testing and before the occurrence of an event which normally would result in testing, normally will not be disciplined upon the first violation but will be subject to Consequences of Violating This Policy (C) (2).
B. If an employee admits to a violation of this policy or test positive for drugs in violation of this policy, but seeks counseling and remains an employee of the City, the employee will

be discharged if he again either admits to a violation of this policy or test positive drugs in violation of this policy.

Confidentiality

Any drug test results or information supplied by employees and applicants as a part of the City's drug testing program will be kept as confidential as possible, consistent with the purposes of this policy.

Testing Costs

The City will pay the costs of all drug tests to which the City requires an employee to submit. However, an employee subject to unannounced follow-up testing pursuant to Consequences of Violating This Policy (C) (2) (e) of this policy will be solely responsible for the cost of all follow-up tests.

Notification of Test Results

Applicants will be notified of the results of a pre-employment drug test, provided the applicant requests the results within 60 days of being notified of the disposition of the employment application.

Employees will be notified of the results [including the drug(s) discovered] of all drug tests, provided the results are positive.

Employee Assistance Program

The use of illegal drugs and similar substances is a serious threat to our nation's collective health, safety and welfare. Drug abuse in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury and death. In order to prevent these consequences of drug abuse, the City has implemented the above policy and made available to its employees an Employee Assistance Program. The program provides employees with professional help for problems such as alcohol and drug abuse, emotional stress, money management difficulties and volatile family situations.

1. The City's Employee Assistance Program is coordinated through the Human Resources Department. Most services provided through the program are at no cost to the employee.
2. Periodically, the City will make available to employees programs and information regarding substance abuse. All employees are encouraged to attend such programs and to review any material supplied. Some employees may be required to attend such programs or to review such material.

Police Department Drug Use and Drug Testing

The use of illegal and unauthorized drugs is a serious threat to our nation's collective health, safety and welfare. Drug abuse in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. The negative effects of drug abuse in the workplace are amplified when drug abuse exists within a Police Department. The City of Georgetown has a compelling interest in ensuring that employees of its Police Department are physically capable of performing their duties while possessing unimpeachable integrity and judgment.

Police Department personnel engage in drug interdiction activities, carry firearms, operate vehicles under dangerous conditions at high rates of speed, and have access to highly sensitive, confidential information involving drug traffickers. As a result, Police Department personnel pose a threat to public and personal safety if impaired and are subject to personal temptation as well as bribery attempts in administering drug laws even when not impaired by drug use.

Police Department personnel cannot be permitted to violate the laws which they enforce and the public has a right to expect that its Police Department's employees are both physically and mentally fit to perform their duties. Public interest demands that effective measures be taken to identify, deter, and eliminate drug use in the Georgetown Police Department.

For these reasons, the City of Georgetown Police Department institutes the following drug use and drug testing policy covering all Police Department employees.

General Rule

Effective immediately (and consistent with any policy adopted by the City prohibiting the use and possession of illegal drugs), all employees of the Police Department are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.) and prescription drugs which are not prescribed for the employee's use. This prohibition applies to use at any time, both on-the-job and off-the-job. Police Department employees are, of course, permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

Applicants for Employment

Effective immediately, the Police Department will conduct pre-employment drug tests for all applicants tentatively selected for employment with the Department. The Department shall not hire any applicant tentatively selected for employment who refuses to submit to a drug test or who tests positive for use of non-prescribed controlled or unlawful drugs or substances.

Current Employee

1. Effective immediately, all Department employees will be subject to drug testing by urinalysis (or any other methodology deemed appropriate by the City) where "particularized suspicion" of drug use in violation of this policy exists or under other lawful conditions.
    - 1.1. Particularized suspicion can result from various types of employee behavior. The following is a list of some examples of when particularized suspicion is deemed to exist when :
        - 1.1.1. information that an employee has used illegal drugs or substances is provided by a reliable informant;
        - 1.1.2. a serious accident occurs due to fault of the employee; "Serious accident" is defined as:
            - 1.1.2.1. an accident involving a fatality;

1.1.2.2. an accident causing bodily injury which requires medical treatment away from the scene of the accident;
1.1.2.3. an accident causing total aggregate property damage of at least $2,000 based on reliable estimates;

1.1.3. an employee exhibits any of the following:
1.1.3.1. extreme mood
1.1.3.2. swings; slurred speech;
1.1.3.3. unusual clumsiness;
1.1.3.4. staggering;
1.1.3.5. dilation of pupils;
1.1.3.6. sleeping on the job or lethargy;
1.1.3.7. excessive unexplained sweating; or
1.1.3.8. other aberrational behavior.

1.1.4. an employee has been arrested for violation of drug laws;
1.1.5. an employee has admitted violating the Department's drug policy;
1.1.6. an employee has tested positive previously for illegal drugs within the past 2 years.

1.2. Particularized suspicion testing shall not be conducted without the approval of the Chief or Deputy Chief of Police.

2. Effective immediately, random testing for illegal or unauthorized drug use shall be conducted for all sworn police officers.

Testing Procedure

A. Drug testing will be by urinalysis (or any other methodology deemed appropriate by the City).
B. The collection of samples will be performed under reasonable and sanitary conditions.
C. Urine normally will be collected under conditions of semi-privacy -- that is, a person of the same gender will be in a position to observe obvious attempts to substitute or adulterate a urine sample. Collection of the urine sample may be directly observed by a person of the same gender, however, where the person supervising the collection believes an employee has tampered with an earlier urine sample or the employee has previously admitted or been proved to have used drugs in violation of this rule.
D. Urine samples will be sealed, labeled, and documented in accordance with the procedure of the drug testing company. Labeling, storage, and transportation of samples shall be performed so as reasonably to preclude the probability of erroneous identification, sample contamination, or sample adulteration.
E. Specimens will be checked for at least the following six substances:
   1. marijuana and related substances
   2. cocaine
   3. opiates
   4. amphetamines
   5. phencyclidine
   6. barbiturates
F. Applicants and employees will have an opportunity to provide any information which they consider relevant to the test, including identification of currently used prescription or nonprescription drugs, or other relevant information.

G. Samples which initially result in a positive finding for drug use will be re-tested by the gas chromatography/mass spectrometry (GCMS) method. If the GCMS test results in a positive finding of drug use, and is verified by the Medical Review Officer, the written report of the Medical Review Officer shall be conclusive for all employment-related purposes.

H. The City's Medical Review Officer normally will allow an employee whose drug test results have been confirmed as positive the opportunity to justify the result before the Medical Review Officer notifies the City of the test results.

Notice to Employees

The Department shall attempt to distribute to all employees a copy of this policy. Additional copies of this policy are available upon request. By continuing to work, the employee agrees that he will abide by the policy as a condition of employment.

NOTICE TO EMPLOYER, STATE AND FEDERAL GRANTOR/CONTRACTING AGENCIES, AND LAW ENFORCEMENT AUTHORITIES

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

Consequences of Violating this Policy

For all Police Department employees, violations of this policy will result in termination.

Confidentiality

Any drug test results or information supplied by employees and applicants as a part of the Department's drug testing program will be kept as confidential as possible, consistent with the purposes of this policy.

Testing Costs

The City will pay the cost for all drug tests to which the Department requires an employee to submit.

Notification of Test Results

A. Applicants will be notified of the results of a pre-employment drug test, provided the applicant requests the results within 60 days of being notified of the disposition of the employment application.

B. Employees will be notified of the results [including the drug(s) discovered] of all drug tests, provided the results are positive.

Employee Alcohol Use and Alcohol Testing

The abuse and misuse of alcohol is a very serious problem which threatens our nation's collective health, safety, and welfare. The City of Georgetown is committed to maintaining a safe and productive work environment. Alcohol in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. Furthermore, it is the policy of the City of Georgetown to establish and maintain alcohol free workplaces, to comply with applicable government regulations, and to prohibit the unauthorized, improper, or unlawful use of alcohol on City premises or time.

For these reasons, the City of Georgetown has implemented the following Alcohol Use and Alcohol Testing Policy.

General Rule

All employees of the City are prohibited from using or possessing alcoholic beverages on City premises or time. The term "City premises or time" includes: City vehicles and private vehicles on City premises; parking lots and recreation areas; and any circumstances in which an employee is representing the City, such as attending off-premises business meetings or conferences. Employees are not prohibited, however, from having unopened containers of alcoholic beverages in their personal vehicles. City Council or the City Administrator may approve moderate alcohol use at designated social or business functions.

Furthermore, all employees of the City are prohibited from reporting to or being at work while under the influence of alcohol. An employee shall be considered to be "under the influence of alcohol" if he has any detectable amount of alcohol in his system.

Finally, employees who are required by their jobs to possess a commercial driver’s license are subject to the Federal Department of Transportation Motor Carrier Safety Regulations and, more specifically, to 49 CFR Part 382 which addresses the misuse of alcohol among DOT regulated employees. These regulations prohibit the following:

- using alcohol within four hours of reporting for duty;
- reporting for work with an alcohol concentration of .02 or greater;
- using alcohol while on duty;
- using alcohol within eight (8) hours following an accident which requires an alcohol test or until a post-accident test is conducted, whichever occurs first;
- possessing alcohol while on duty;
- transporting alcohol in any DOT regulated vehicle (except when alcohol is manifested cargo).

Current Employees

1. All City employees are subject to alcohol testing where "particularized suspicion" of alcohol use in violation of this policy exists.
   1.1. Particularized suspicion can result from various types of employee behavior. The following is a list of some examples of when particularized suspicion is deemed to exist:

1.1.1. information that an employee has used or possessed alcohol in violation of this policy is provided by a reliable informant;
1.1.2. a serious accident occurs due to fault of the employee;
1.1.2.1. "serious accident" is defined as:
1.1.2.1.1. an accident involving a fatality;
1.1.2.1.2. an accident causing bodily injury which requires medical care away from the scene of the accident;
1.1.2.1.3. an accident causing total aggregate property damage of $2,000 based on reliable estimates;
1.1.2.1.4. an accident in which one or more motor vehicles incurs disabling damages as a result of the accident, requiring the towing of one or more of the vehicles from the scene by a tow truck or other vehicle.
1.1.3. an employee exhibits behavior consistent with alcohol use such as but not limited to:
1.1.3.1. erratic behavior (mood swings, slurred speech, staggering, bloodshot eyes, sleeping on the job or lethargy, excessive unexplained sweating, etc.);
1.1.3.2. the apparent odor of an alcoholic beverage on an employee's breath;
1.1.3.3. other aberrational behavior such as but not limited to excessive absenteeism or tardiness, significant deterioration in job performance, repeated errors or rules or violations, etc.
1.1.4. an employee has admitted violating the City's alcohol policy;
1.1.5. an employee is arrested for or convicted of an alcohol related offense;
1.1.6. an employee has tested positive for alcohol in violation of this policy within the past two years.
1.2. Particularized suspicion testing shall not be conducted without the approval of the City Administrator or his/her designee;

2. All employees occupying positions designated by the City as "safety sensitive" are subject to random selection alcohol testing to determine compliance with this policy. A list of safety sensitive positions is attached as Appendix B. All DOT regulated employees are subject to random selection testing pursuant to 49 CFR Part 382. (DOT regulated employees will be randomly tested at an annualized rate of at least 25% in accordance with 49 CFR Part 382). Random selection testing is unannounced.
3. If an employee refuses to submit to an alcohol test when directed to do so, the employee shall be terminated.

Testing Procedure

A. Employees will have an opportunity to provide any information which they consider to be relevant to the test.
B. Alcohol tests will be conducted to determine if an employee has violated this policy.
C. The City shall use only DOT approved non-evidential screening devices and DOT approved evidential breath testing (EBT) devices for alcohol testing pursuant to this policy.
D. A non-evidential screening device will normally be utilized to initially determine compliance with this policy. If the screening device indicates the presence of alcohol, or if the results of the screening device are deemed questionable by the City, then a confirmatory test will be conducted utilizing an EBT device.
E. The EBT confirmatory test will be conducted by an individual properly certified to use the equipment. (In situations involving DOT regulated employees, the EBT operator will be

properly certified in accordance with applicable DOT regulations.)

F. A confirmatory test result generated through the use of an EBT which indicates a presence of alcohol in violation of this policy will be conclusive for purposes of this policy.

Notice to Employees

The City shall attempt to distribute to all present employees a copy of this policy. Additional copies of this policy are available upon request. By continuing to work, the employee agrees that he will abide by the policy as a condition of employment.

Consequences of Violating this Policy

Violations of this policy will result in discipline up to and including discharge.

A. The City shall terminate a probationary employee and any employee in a safety sensitive position to include all sworn police officers and firefighter/EMTs who violates this policy.
B. The City shall impose discipline up to and including termination for a non-probationary employee who violates this policy.

    1. The City, in lieu of terminating an employee who has violated this policy, may suspend the employee and condition the employees' continued or future employment upon the successful completion of an alcohol counseling/rehabilitation program.
    2. If the City, after considering all of the relevant circumstances, allows an employee who has violated this policy to continue as a City employee, the City will do the following:
        a. Refer the employee to a Substance Abuse Professional (SAP) for assessment and require the employee to follow the SAP's prescribed program of counseling/treatment;
        b. Require the employee to authorize the Employee Assistance Program or other facility to report periodically to the City during the course of counseling/treatment;
        c. Retest the employee for alcohol use in violation of this policy before allowing the employee to return to duty;
        d. Place the employee on probation for at least six months following the employee's return to duty; and
        e. Require the employee to submit to unannounced follow-up alcohol testing for a period not to exceed two years. (The employee will be solely responsible for the total cost of all follow-up alcohol tests conducted pursuant to this policy.)

C. Should an employee whose continued or future employment is conditioned upon the successful completion of a counseling or rehabilitation program refuse or fail to participate in a single counseling or treatment session, the employee will be terminated.
D. An employee whose return-to-duty alcohol test indicates that the employee is in violation of this policy will be terminated.

Coming forward with Alcohol Abuse Problems

A. Employees who have alcohol abuse problems and report them to the City before being selected for testing, and before the occurrence of an event which normally would result in testing, normally will not be disciplined but will be subject to Consequences of Violating this Policy (B) (2).
B. If an employee admits to a violation of this policy or tests positive for use of alcohol in violation of this policy, but seeks counseling and remains an employee of the City, the employee will be discharged if the employee again either admits to a violation of this policy or tests positive for alcohol in violation of this policy.

Confidentiality

Any alcohol test results or information supplied by employees as part of the City's alcohol testing program will be kept as confidential as possible, consistent with the purposes of this policy.

Testing Costs

The City will pay the costs of all alcohol tests to which the City requires an employee to submit. However, the employee will be solely responsible for the total cost of all follow-up alcohol tests conducted pursuant to Consequences of Violating this Policy (B) (2) (a-e).

Employee Assistance Program

In order to prevent the negative effects of alcohol abuse, the City has implemented the above policy and made available to its employees an Employee Assistance Program. The program provides employees with professional help for problems such as alcohol and drug abuse, emotional stress, money management difficulties and unpleasant family situations.

A. The City's Employee Assistance Program is coordinated through the Human Resources Department. Most services provided through the program are at no cost to the employee.

B. Periodically, the City will make available to employees information regarding alcohol abuse. All employees are encouraged to attend such programs and to review any material supplied. Some employees may be required to attend such programs or to review such material.

Appendix A – Employee Rights Under The Family Medical Leave Act

Appendix B – Safety Sensitive Positions Subject to Random Drug Testing

POSITIONS REQUIRING CDL LICENSES – (DOT)

HEAVY EQUIPMENT OPERATOR SENIOR
MAINTENANCE SPECIALIST VEHICLE
MECHANIC
STREET CREW LEADER
FLEET SUPERINTENDENT
WATER DISTRIBUTION MECHANIC WATER
DISTRIBUTION SUPERVISOR WASTEWATER
TREATMENT OPERATORS
WASTEWATER TREATMENT SUPERVISOR
WASTEWATER/STORM WATER MECHANIC
WASTEWATER SUPERVISOR
STORMWATER SUPERVISOR FACILITIES
MAINTENANCE TECHNICIAN FACILITIES
MAINTENANCE SUPERVISOR TREE TRIMMER
UTILITY LINE TECHNICIAN UTILITY
LINE CREW LEADER

SAFETY SENSITIVE POSITIONS (Non DOT)

ALL SWORN POLICE OFFICERS
ALL CERTIFIED FULL-TIME FIRE FIGHTERS/EMTS WATER TREATMENT
PLANT OPERATORS & SUPERVISOR
WASTEWATER/WATER TREATMENT PLANT MANAGER

Appendix C – Acknowledgement of Receipt/ Authorization for Deductions

I___________________, acknowledge receipt of the following for use in my job for the City of Georgetown:

ITEM	VALUE
1.	
2.	
3.	
4.	

I understand that I must properly care for and maintain the equipment I have been given and return it promptly upon request. I further understand that if the equipment is damaged or lost due to improper care or maintenance by me that I may be required to pay for the cost of a replacement.

Finally, I authorize a deduction of the above-referenced value from my pay if I fail to return the equipment when requested or if due to my conduct it is lost or damaged.

Date:______________ __________________________________

Employee Signature

Georgetown City Council
120 North Fraser Street
Georgetown, SC 29442

Meeting: 09/21/23 05:30 PM
Department: Electric
Category: Report
Prepared By: Scott Whittier
Initiator: Scott Whittier
Sponsors:
DOC ID: 3926

SCHEDULED

MONTHLY REPORT (ID # 3926)

Electric Department Monthly Report

City of Georgetown
SOUTH CAROLINA

Electric Utility Department
Office: (843) 545-4600
Fax: (843) 527-7591

September 11, 2023

The following is a summary of major activities in the Electric Utility Department for August 2023:

Peak shaving was partially successful for the month of August. The coincidental electrical peak load, with Santee Cooper, was correctly projected and the plant operated during the projected hours. However, one of the generators experienced a problem with the exhaust treatment system and did not run during the peak. The repairs have been made and both generators are now in working condition. The peak occurred on August 14, 2023.

A request for proposals for the Front Street Electric Distribution Upgrade project was advertised in December 2022 and bids were received on January 26, 2023. The city received two bids, both exceeding what was budgeted. Staff along with the electrical consultant, UTEC, have assessed options to be able to move the project forward. City staff, the electric consultant and the lowest qualified bidder met to discuss different options available to cut costs, such as having the city responsible for some of the work needing to be performed and having the city supply some of the materials. Additional funds were approved for FY 23/24 to be able to complete this project. There will be savings for the city to purchase the materials rather than having the contractor purchase them. A request for bid was released in June for the materials and the bids were received in July. Only one bid was received and did not include costs for all items. Another request of bids for material was then released in August and bids were received back on September 5, 2023. This time the city received two bids, which included all necessary materials. It is anticipated the selecting for the contractor will be presented at the October Council meeting,

The August safety meeting was held on the 11th. The topic was "Excavation Safety".

Other statistics of interest for August:

Electric Department Statistics (FY 2024)													
Description	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Totals
Cut-on – regular	165	163											328
Cut-off – regular	104	90											194
Cut-off – non-pay	115	244											359
Non-pay restores	89	121											210
Re-read orders	2,006	2,230											4,236
Miscellaneous order	5	3											8
Void orders	1	-											1
Total orders worked	2,483	2,851	-	-	-	-	-	-	-	-	-	-	5,334
PUPS locates	107	130											237

Drawer 939
Georgetown, SC 29442

Georgetown City Council
120 North Fraser Street
Georgetown, SC 29442

Meeting: 09/21/23 05:30 PM
Department: Engineering
Category: Report
Prepared By: Orlando Arteaga
Initiator: Scott Whittier
Sponsors:
DOC ID: 3919

SCHEDULED

MONTHLY REPORT (ID # 3919)

Engineering Department Monthly Report

City of Georgetown
Engineering Department August 2023 Report

Date: September 8, 2023

DESIGN

PUBLIC WORKS

1. Cleland Street Parking Lot

- CDBG Grant Award Date: 12/14/2022
- CDBG Grant Amount: $250,000
- Engineer: Hanna Engineering
- Engineering Fee: $22,500
- Design Notice to Proceed: April 3, 2023
- Status:
  1. Design is on hold.
  2. We need to resolve the use of adjacent 17-ft. alley due to landscaping buffer requirements.
  3. City attorney needs to prepare quit claim acquisition of 17-ft alley for council approval.
  4. Need to submit a CAB application for a variance of landscape setback distances within the new parking lot.

2. Gilbert, Hawkins, and Butts Street Sidewalk Extension Program

- Award Date: 12/8/2022
- Award from Rep. Carl Andersen Amount: $375,000
- Engineer: Cagle Engineering
- Engineering Fee: $44,900
- Design Notice to Proceed: March 20, 2023
- Design and Permitting: 9 to 10 months.
- Construction: 6 months from NTP
- Status:
  1. Kick-off meeting was held on 3/28/23.
  2. Surveying completed as of 6/30/23.
  3. Design is 60% complete.
  4. Consultant is currently working on the permit set.

City of Georgetown
Engineering Department August 2023 Report

WATER & WASTEWATER

1. Maryville Water Distribution Improvements-Phase I (ARPA)

- Engineer: G3 Engineering & Surveying, LLC
- Notice of Award: 4/11/2023
- Fee: $62,500.
- Status:
  1. Design is 70% complete.
  2. Consultant is currently working on the permit set.

2. Sanitary Sewer Line and Manhole Inspections and Repairs-S. Fraser St. (ARPA)

- Engineer: Weston and Sampson Inc.
- Fee: $100,525
- Notice of Award:3/17/2023
- Notice to Proceed: 5/15/2023.
- Status:
  1. Reports and design plans submitted for City's review and approval.

3. SCDOT Black River Road Widening Project- Water and Sewer Relocations

- Engineer: Rowe
- Design Fee: $36,100
- Engineering Notice of Award: 3/31/2023
- Status:

  Project has been suspended.

City of Georgetown
Engineering Department August 2023 Report

CONSTRUCTION

STORMWATER

1. Historic District Stormwater System Improvements-EDA Grant

- Engineer: WK. Dickson
- Contractor: Green Wave Contracting, Inc.
- Contract Amount: $6,251,220.
- Status:
  1. Notice of Award issued on August 31, 2023.
  2. PO and execution of contract is pending.

WATER

1. West End District Water Main Upgrades –CDBG Grant

- CDBG grant approved on 6/23/2021.
- Grant Award: $750,000 (Amended)
- Engineer: In-house
- Contractor: ARC, Inc.
- Notice of Award: 1/23/23
- Notice to Proceed: 3/6/2023.
- Bid amount: $1,013,380.
- Status:
  1. Contractor is scheduled to remobilize in October due to back ordered brass connectors.
  2. Extension of time until April 2024 has been approved by Dept. of Commerce.

2. WTP Secondary Sedimentation Basin –EDA Grant

- EDA grant award: 6/7/2022.
- Engineer: WK Dickson
- Contractor: Consensus Construction Inc.
- Contract Amount: $5,223,180.87
- Status:
  1. Notice of Award issued on July 25, 2023.
  2. Pre-Construction Meeting held on September 6, 2023
  3. There are some long-lead item materials such as DIP, valves, and s.s. settler plates.
  4. Contractor mobilization date is TBD.

City of Georgetown
Engineering Department August 2023 Report

WASTEWATER

1. Maryville School Lift Station Replacement-RIA Grant

- Engineer: The Wooten Company
- Contractor: MB Kahn Construction, Co.
- Revised Contract Amount: $991,072.
- Notice to Proceed dated 4/7/2022.
- Project Start Date: 9/6/22.
- Substantial Completion Date: 5/1/23

- Status Comments:
  1. Project was funded by RIA and ARPA grants.
  2. Closeout is ongoing.

2. Sewer Pump Station Generators-FEMA Grant

- FEMA grant amount: $160,665.75
- Contractor: Melton Electric.
- Bid Amount: $215,862
- Notice of Award:7/26/2022
- Pre-Construction Meeting: 11/16/22.
- Project Start date: January 2024 (Anticipated)
- Status Comments: The generators are on back order due to supply chain issues.

3. WWTP SCADA Upgrades

- Vendor: Aqua Aerobics
- P.O. Amount: $184,000
- Start Date: July 2023
- Finish Date: December 2023

Status:
1. All electronic components arrived in July and are in storage at WWTP.
2. Contractor mobilized week of September 5, 2023.

City of Georgetown
Engineering Department August 2023 Report

PUBLIC WORKS

1. **Bobby Alford Picnic Pavilion –CDBG Grant**
   - Architect: Rosenblum Coe
   - Contractor: Pyramid Contracting LLC
   - Notice of Award: April 11, 2023
   - Notice to Proceed: May 30, 2023
   - Bid amount: $887,098
   - Status:
     1. Change Order no. 01 approved by council and SC Department of Commerce.
     2. Grant award has been amended for another: $90,091.80 with a 90-day time extension as of 8/31/2023.
     3. Contractor plans to remobilize on: TBD. (Waiting for steel shop drawings approvals)

2. **Duke Street Laydown Yard Site Improvements**
   Contractor: ARC, Inc.
   Award Amount: $60,727.50
   Status:
   - All trees and shrubbery are removed.
   - Site is graded.
   - Fence is installed, except for entrance gate.
   - Entrance gate needs to be modified to 20-foot-wide roller-type gate.
   - Waiting for additional funding to continue with the yard improvements.

3. Baruch Park Bathroom
- Council Approval: 1/19/2023
- Contract Amount: $79,560.79
- Contractor: CXT
- Status:
  1. Coastal Structures has been selected to perform site improvements.
  2. Prefab unit will be ready for delivery next month.

City of Georgetown
Engineering Department August 2023 Report

4. Harborwalk Deck and Pile Inspection

- Harborwalk Pile and KHM Bulkhead & Deck inspected on 8/21/23, 8/22/23, and 8/23/23.

5. Rainey Park Brick Walkway

- RFQ issued 6/20/23.
- Contractor: ARC Inc.
- Onsite meeting with ARC Inc. was held on 8/7/23.
- Project started on Monday, 8/14/23.
- Project completed on Thursday. 8/17/23

SCDOT ENCROACHMENT PERMITS PROCESSED:

- 3 encroachment permits processed.

OTHER ACTIVITIES:

1. Attended TRC meeting on 8/3/23.
2. Reviewed engineering proposals for SCIIP grant projects.

Prepared by: Orlando Arteaga, P.E., City Engineer

Georgetown City Council
120 North Fraser Street
Georgetown, SC 29442

SCHEDULED

Meeting: 09/21/23 05:30 PM
Department: Fire Department
Category: Report
Prepared By: Amy Skidmore
Initiator: Charles W. Cribb
Sponsors:
DOC ID: 3921

MONTHLY REPORT (ID # 3921)

Fire Department Monthly Report

The FIRE Report

A monthly report of Fire Department activities to City Council

September 2023

Fire Prevention Bureau

	2023 August
Inspections	30
Violations Found	25
Buildings without Violations	24
Buildings Cleared of Violations	4
Violations Corrected	18
Violations Not Corrected	7
3rd Party Inspection Review	4

Assemblies Inspected:	2
Business Inspected:	11
Educational Buildings Inspected:	1
Factories Inspected:	1
Mobile Food Trucks	0
Hazardous Buildings Inspected	0
Institutional Inspected:	0
Mercantile Inspected:	8
Residential Inspected:	3
Storage Buildings Inspected:	4

Construction Meetings:	2
Plans Review:	0
Test Conducted:	0
Compliance Issues:	0
Complaints Reviewed:	0
Business License:	5
Citation Issued:	0

Public Education

Programs	5
Participants	161

Suppression Division

A Brief Look at Emergency Responses

August 2023

1. Six Medical Calls; Two MVA's; One Public Service Call
2. Five Medical Calls; One Detector Activation; One MVA; One Gas Spill; Two Public Service Calls
3. Two Medical Calls; One False Alarm; One MVA; One Public Service Call
4. Five Medical Calls; One MVA; One Public Service Call
5. Five Medical Calls; One MVA; Two Public Service Calls
6. Nine Medical Calls; One Public Service Call
7. Seven Medical Calls; One Alarm Activation; One Electrical Short; Three MVA's; Two Public Service Call
8. Four Medical Calls; One Alarm Activation; One MVA; One Public Service
9. Two Medical Calls; Three Public Service Calls
10. Six Medical Calls; One Cooking Fire; One MVA; One Public Service Calls
11. Four Medical Calls
12. Four Medical Calls; One Police Matter; One Public Service call
13. Eight Medical Calls; One Detector Activation; One Smoke Call; One MVA
14. Ten Medical Calls; One MVA; One Public Service Call
15. Four Medical Calls; One MVA; One Public Service Call
16. Seven Medical Calls; One MVA; Four Public Service Calls
17. Ten Medical Calls; One Unauthorized Burn; One Public Service Call
18. Two Medical Calls; One Public Service Call
19. Four Medical Calls; One Alarm Activation
20. Three Medical Calls; One Gas Leak; One Public Service Call
21. Six Medical Calls; One Smoke Scare
22. Four Medical Calls; Two MVA's
23. Four Medical Calls; Two Public Service Calls
24. Ten Medical Calls
25. Twelve Medical Calls; One False Alarm; One Gas Spill' One Public Service Calls
26. Nine Medical Calls; One System Malfunction; One MVA; Two Public Service Calls
27. Four Medical Calls; One Cooking Fire; One Unauthorized Burn; One Smoke Scare; One Public Service Call
28. Eleven Medical Calls; Three Public Service Calls
29. Four Medical Calls; Two Public Service Calls
30. Six Medical Calls; One Alarm Activation; One Detector Activation; One MVA; One Trash Fire; One Oil Spill; One Power Line Down; One Police Matter; One Public Service Call

Page Two

Total Call Volume	August 2023	August 2022	Year to Date 2023	Year to Date 2022
As defined by the National Fire Incident Report System				
Fires	3	0	36	26
Rescue Calls/EMS	196	218	1556	1591
Hazardous Conditions	6	7	33	45
Service Calls	38	32	299	266
Good Intent Calls	27	14	143	152
False Alarms	10	18	112	118
Weather/Flood	0	0	0	0
Special Incident Type	1	1	3	9
Total Calls	281	290	2182	2207

Save/Loss Analysis

	Losses	Property Values
August 2023	$ 22	$ 171,000
August 2022	$ 0	$ 0
Year to Date	$ 76,879	$ 13,832,580

Property values are estimates based on the Georgetown County Assessor's Office 2020 Market Values.

Mutual Aid Calls

	August	YTD
To Georgetown County Fire	0	5
To Midway Fire	0	5
To other Departments	0	0
From Georgetown County Fire	0	1
From Midway	1	8
From other Departments	0	0

	August	YTD
Staff Training Hours	653	5834.50

Georgetown City Council
120 North Fraser Street
Georgetown, SC 29442

SCHEDULED

Meeting: 09/21/23 05:30 PM
Department: Fleet Services
Category: Report
Prepared By: Natrona Simmons
Initiator: Isaac Williams
Sponsors:
DOC ID: 3916

MONTHLY REPORT (ID # 3916)

Fleet Service Monthly Report

FLEET SERVICES MONTHLY REPORT (FY 23-24)

Task	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Cummulative
Repairs	54	82											136
Preventative Maintenance	14	19											33
Tires repaired or Replaced	35	20											55
Services Past Due	-	-											-
Monthly Totals	**103**	**121**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**224**

Georgetown City Council
120 North Fraser Street
Georgetown, SC 29442

SCHEDULED

Meeting: 09/21/23 05:30 PM
Department: Administration
Category: Report
Prepared By: Gladys Rutledge-Livingston
Initiator: Gladys Rutledge-Livingston
Sponsors:
DOC ID: 3922

MONTHLY REPORT (ID # 3922)

Human Resources Department Montly Report

City of Georgetown
SOUTH CAROLINA

Administration
Human Resources
Gladys Livingston, Consultant
Office: (843) 545.4001
Fax: (843) 527.6173

Human Resources Department August 2023 Report

New Hires:

Department	Employee Name	Position
Water Utilities	Christopher Mullis	Public Water Utilities Manager
Fire	Jackson Cagle	Firefighter

Separations:

Department	Employee Name	Position
Water Utilities	Antinio Lee	Wastewater Collection System Operator I
Finance	Dajua Mitchell	Customer Service Representative
Public Works	Tondrick Sumpter	Maintenance Specialist

Promotions:

Department	Employee Name	Position
Fire	Victor Burnett	Fire Lieutenant
Fire	Daniel Poindexter	Fire Lieutenant
Police	Cedric Geathers	Police Officer II
Public Works	Andrew Heyward	Heavy Equipment Operator II
Electric	George Liles II	Electric Line Technician A
Electric	Spencer Wall	Electric Line Technician B

Positions Opened in August:

Department	Title
Public Works	Maintenance Specialist
Public Works	Heavy Equipment Operator I
Water Utilities	Water Distribution Mechanic I or II
Water Utilities	Wastewater Collection System Operator I
Electric	Meter Technician I

Drawer 939
Georgetown, SC 29442

Open Until Filled Positions:

Department	Job Title	Date Position Opened
Public Works	Maintenance Specialist	August 29, 2023
Public Works	Heavy Equipment Operator I	August 17, 2023
Water Utilities	Water Distribution Mechanic I or II	August 22, 2023
Water Utilities	Wastewater Collection System Operator I	August 9, 2023
Electric	Meter Technician I	August 4, 2023

Georgetown City Council
120 North Fraser Street
Georgetown, SC 29442

Meeting: 09/21/23 05:30 PM
Department: Municipal Court
Category: Report
Prepared By: Cindy Owens
Initiator: Cindy Owens
Sponsors:
DOC ID: 3915

SCHEDULED

MONTHLY REPORT (ID # 3915)

Municipal Court Monthly Reprt

Municipal Court Monthly Report (Fiscal Year 2024)

Cases Disposed	July		August		September		October		November		December	
	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts
Paid	49	$ 7,622.00	86	$ 17,781.23								
Served Time	0	$ -	7	$ 8,035.00								
Scheduled Time Payment	5	$ 2,295.88	9	$ 2,888.56								
NRVC	14	$ 2,475.25	18	$ 5,660.00								
Tried in Absence	3	$ 3,055.00	11	$ 8,654.95								
Parking Tickets Paid	70	$ 2,320.00	64	$ 2,345.00								
Nolle Prosequi/Dismissed/Not Guilty	37		77									
Transferred to General Sessions Court	26		11									
Voided	18		9									
Fine Suspended			0									
Code Enforcement Tried in Absence			5	$ 5,437.50								
Code Enforcement Fine Suspended			1	$ 1,087.50								
Code Enforcement Fine Paid			0	$ -								
Total	222	$ 17,768.13	298	$ 51,889.74	0	$ -	0	$ -	0	$ -	0	$ -

Cases Disposed	January		February		March		April		May		June	
	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts
Paid												
Served Time												
Scheduled Time Payment												
NRVC												
Tried in Absence												
Parking Tickets Paid												
Nolle Prosequi/Dismissed/Not Guilty												
Transferred to General Sessions Court												
Voided												
Fine Suspended												
Code Enforcement Tried in Absence												
Code Enforcement Fine Suspended												
Code Enforcment Fine Paid												
Total	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -

Cases Disposed	Cummulative Totals	
	# of Cases Disposed	Fine Amounts
Paid	135	$ 25,403.23
Served Time	7	$ 8,035.00
Scheduled Time Payment	14	$ 5,184.44
NRVC	32	$ 8,135.25
Tried in Absence	14	$ 11,709.95
Parking Tickets Paid	134	$ 4,665.00
Nolle Prosequi/Dismissed/Not Guilty	114	$ -
Transferred to General Sessions Court	37	$ -
Voided	27	$ -
Fine Suspended		
Code Enforcement Tried in Absence		
Code Enforcement Fine Suspended		
Code Enforcement Fine Paid		
Total	514	$ 63,132.87

Georgetown City Council
120 North Fraser Street
Georgetown, SC 29442

SCHEDULED

Meeting: 09/21/23 05:30 PM
Department: Planning and Community Development
Category: Report
Prepared By: Brittany Powell
Initiator: Brittany Powell
Sponsors:
DOC ID: 3914

MONTHLY REPORT (ID # 3914)

Planning & Community Development Monthly Report

FRIENDS OF THE KAMINSKI HOUSE REPORT – JULY 2023

- Visitors came from 23 different states and 3 foreign countries in July. We have seen a 13% decrease in house tour visitors and a 41% increase in total visitors for the month. The total visitors dramatic increase is due to the July 4th concert being cancelled last year due to the weather.

- Volunteers put in a total of 152 hours of work in July.

- The museum kicked off July with our annual Independence Day concert with the Indigo Choral Society. More than 500 people were in attendance on the front lawn of the museum.

- With the start of the new fiscal year, the museum upgraded its accounting software by migrating to QuickBooks Online and the museum shop moved to using Square as its Point-of-Sale System (POS). Museum staff and volunteers put in many long hours to transfer all of our data and shop inventory onto the new systems. Staff and volunteers were trained in the new POS procedures during July.

- The Interior Stabilization Project (ISP) continues to move forward. July's heat was a good test of the new air-conditioning system, and the system only awaits the installation of several dehumidifiers to be completed. The cosmetic side of the ISP is soon to begin. A paint analysist will be taking samples of the rooms of the Kaminski House in August, and we hope to begin painting the room interiors in September/October.

- A preservation carpenter visited the museum in July and is currently working up an estimate to repair the wainscotting in the Drawing Room and the windows on the second-floor porch.

- Staff continue to be busy with:
  - Year-end reports
  - reports for various granting agencies
  - writing grants for future programs
  - planning upcoming events and programs
  - updating the museum's American with Disabilities Act (ADA) self-evaluation
  - assessing the condition of the collection and contacting a restoration specialist to get an estimate for needed repairs.
  - attending various online workshops and webinars

Robin Gabriel
Executive Director

July 2023 Report- Peter Gaytan, Zoning Administrator/Planner

- Attended ESRI GIS Virtual Conference
- Attended NAPC Webinar
- Took Class for Heat Exposure
- Approved 5 Staff Level ARB Applications
- COA for Three ARB Applications
- COA for One CAB Application
- Held an ARB Meeting and a CAB Meeting
- Two Sign Permits Issued
- Three Temp Sign Permits Issued
- One CAB Application
- Two Plat Approvals
- Attended TRC Meeting for Riverside Development
- Meet onsite with Mayor for River Rd Property
- Meet with Sandra and Scott about Comp Plan Update
- Made Map for Arts District and made Story Map
- Meet with The Shells about a Church Street property.
- Sent Sewer GIS Files to Philip Wall for Orlando

July 2023 Report – Ryan Call, Building Official

- Inspections: 109
- Business License: 1-2
- Stop Work: 1

July 2023 Report – Derek Harrelson, Code Enforcement

- Calls/Complaints - 5
- Site Visits - 182 (Estimated)
- Courtesy Notices Sent / In person notices - 67
- Sign Violations - 1 Warning
- Other Issues Addressed and Meetings - 2 Dilapidated House Meetings

Main Street Monthly Update July 2023 Report – Al Joseph

*On vacation July 2-9

- Attended the July meeting of the ARB
- Participated in the July P&CD staff meeting
- Attended the July board meeting and regular meeting of the GBA
- Attended the July meeting of the Arts and Cultural Commission
- Attended the debrief meeting of the 2023 Art and Wine Festival Planning Committee, began the planning for the 2024 event
- Attended the debrief meeting of the 2023 Food, Beer and Wine Festival, began the planning for the 2024 event
- Meeting with Carol Williams and Susan Lumpkin about the Farmers Market
- Set up the sponsor board for Harriet Tubman in Rainey Park with Scott Johnson from Coastal Structures
- Finalized the purchase of six (6) swings to be installed in Front St. parks. This completes the funding of the grant we received for planters and swings. They will be assembled and delivered to Public Works in 6-7 weeks.
- Walked the Historic Business District to identify locations for the swings and the planters and shared that information with Public Works
- Attended an author reception at the Winyah Auditorium representing the city Arts Commission
- Secured the appearance of the current Miss South Carolina for the Harriet Tubman/Journey to Freedom unveiling on August 5. Jada is only the fourth African American woman to win this award in the 80+ year history of the event. Also secured her appearance fee through private funding.
- Attended the artist reception for the Wooden Boat Show at the Maritime Museum representing the city Arts Commission
- Began work on the application to the SC Arts Commission for Georgetown to be certified as a Cultural District. Participated in a special meeting of the Arts Commission to identify and delegate the details needed to complete the application and compile all the necessary supporting documentation.
- Walked the proposed Cultural District to make an inventory of all cultural assets, to be included in the supporting documentation for the application to the SC Arts Commission
- Toured the West End Community Arts Center to determine if it should be included in the proposed Cultural District.
- Attended the Port Media Day event
- Put together a marketing partnership between Brookgreen Gardens and The George Hotel.

Planning & Community Development
Monthly Report (2023)

Boards and Commissions Applications Heard													
Boards & Commissions	January	February	March	April	May	June	July	August	September	October	November	December	Total
Architectural Review Board	1	1	4	1	2	2	5						16
Board of Zoning Appeals	1	1	0	1	1	0	0						4
Planning Commission	0	0	2	0	2	0	0						4
Community Appearance Board	1	1	1	2	0	0	1						6
Construction Board of Appeals	0	0	0	0	0	0	0						0
Totals	3	3	7	4	5	2	6	0	0	0	0	0	30

Number of Inspections													
Inspection Type	January	February	March	April	May	June	July	August	September	October	November	December	Total
Certificates of Occupancy Issued	3	3	2		4	3	2						17
Stop Work	3	4	3	3	2	2	1						18
Inspections	129	123	148	94	104	165	109						872
Technical Review Committee	0	0			0	0							0
Plan Review & Sign	1	0			0	0	0						1
Business Licenses	3	3	4	3	4	3	2						22
Totals	139	133	157	100	114	173	114	0	0	0	0	0	930

Code Enforcement													
Enforcement	January	February	March	April	May	June	July	August	September	October	November	December	Total
Calls/Complaints	25	19	28	0	0	0	5						77
Site Vistis	95	68	33	0	0	0	182						378
Courtesy Notices sent/In person notice	66	45	25	0	0	0	67						203
Sign Violations	16	8	53	0	0	0	1						78
Other Issues Addressed and Meetings	6	17	4	0	0	0	2						29
Totals	208	157	143	0	0	0	257	0	0	0	0	0	765

Georgetown City Council
120 North Fraser Street
Georgetown, SC 29442

SCHEDULED

Meeting: 09/21/23 05:30 PM
Department: Police Department
Category: Report
Prepared By: Tenetra Sellers
Initiator: William Pierce
Sponsors:
DOC ID: 3925

MONTHLY REPORT (ID # 3925)

Police Department Monthly Report

Georgetown Police Department
William Pierce, Jr, Chief of Police
Office: (843) 545-4300
Fax: (843) 520–5848

September 8, 2023

Honorable Mayor Carol Jayroe
And Members of City Council
City of Georgetown, South Carolina

Dear Mayor Carol Jayroe and Council Members:

On August 9th, we held a hiring process to fill vacancies within the patrol division. Five applicants were invited to test, of those, four were given conditional offers of employment. Three applicants successfully completed all conditions for employment and will be given start dates this week. Additionally, I have made a conditional offer of employment to a certified officer from another agency to fill our street crimes vacancy. I anticipate this officer starting work sometime in October.

Thursday, August 10th, the Georgetown Police Department, in collaboration with the State Law Enforcement Division, South Carolina Highway Patrol, Georgetown County Sheriff's Office, South Carolina Department of Natural Resources and the South Carolina Probation, Parole and Pardon Services, conducted a warrant round-up and traffic enforcement blitz in the City of Georgetown. Officers arrested 11 individuals, conducted more than 100 traffic stops, wrote 91 uniform traffic tickets, 22 warning tickets, seized 30 grams of marijuana, 1 gram of methamphetamine and multiple doses of Oxycodone.

August 11th, Kameron Smith graduated from the SCCJA. Officer Smith is assigned to uniform patrol and is currently completing his field training program.

August 14th, murder suspect Keonne Nysir Spann was arrested in New York City. He will be extradited back to Georgetown to stand trial for the murder of Reginald Green.

During the week of August 21st LENSLOCK body & in-car cameras were issued to all sworn officers and installed in all marked patrol cars, training conducted, and equipment put into service. This cloud-based system has replaced the Motorola WatchGuard body-cam and in-car camera system that had surpassed its end-of-life.

August 22nd we held our first National Night Out organizational meeting with all stakeholders at the Beck Center. This year our National Night Out event will be held on October 3rd at the Beck Center.

Sincerely,

William Pierce,
Chief of Police

Drawer 939
Georgetown, SC 29442

Enforcement	January	February	March	April	May	June	July	August	September	October	November	December	Total
Calls for Service	**1430**	**1193**	**1513**	**1418**	**1498**	**1524**	**1458**	**1416**					**11450**
Incident Reports	**187**	**161**	**154**	**151**	**164**	**180**	**165**	**192**					**1354**
Arrest	**42**	**40**	**68**	**61**	**62**	**56**	**46**	**71**					**446**
Traffic Accidents													
Responded To	54	54	68	53	74	82	93	88					566
TR310s completed	41	32	49	39	49	48	58	66					382
Uniform Traffic Ticket	**200**	**141**	**199**	**228**	**139**	**195**	**143**	**182**					**1427**
Male	116	78	102	124	101	102	83	120					826
Female	84	63	97	104	38	93	60	62					601
Caucasian	97	71	90	125	59	110	78	75					705
African American	36	17	35	31	35	35	17	38					244
Hispanic	17	19	13	22	11	13	14	15					124
Other	50	34	61	50	34	37	34	54					354
Warning/Public Contact	**300**	**198**	**245**	**183**	**213**	**174**	**196**	**179**					**1688**
Male	167	102	129	88	124	106	108	93					917
Female	133	90	116	98	89	68	88	89					771
Caucasian	166	122	143	98	119	90	106	96					940
African American	120	21	29	24	79	75	32	33					413
Hispanic	12	4	7	7	12	8	7	6					63
Other	2	51	66	51	3	1	51	44					269
Property Check	**2428**	**1783**	**1056**	**356**	**506**	**278**	**80**	**35**					**6522**
Signal 99	**69**	**109**	**58**	**49**	**33**	**26**	**29**	**42**					**415**
Overdose	**2**	**1**	**3**	**1**	**3**	**1**	**2**	**4**					**17**
Non-death	1	1	3	1	3	1	2	4					16
Death	1	0	0	0	0	0	0	0					1
Narcan by GPD	0	0	0	0	0	0	0	0					0
Parking Tickets	**59**	**42**	**106**	**130**	**139**	**130**	**82**	**66**					**754**
Derelict Vehicles	**2**	[redacted]											**16**
Follow Up	0												**0**
Removed	0												**0**
Ticket Issued	0												**0**
Corrected	0												**0**

Attachment: Police Department August 2023 Report Statistics (3925 : Police Department Monthly Report)

Georgetown City Council
120 North Fraser Street
Georgetown, SC 29442

SCHEDULED

Meeting: 09/21/23 05:30 PM
Department: Public Works
Category: Report
Prepared By: Natrona Simmons
Initiator: Scott Whittier
Sponsors:
DOC ID: 3917

MONTHLY REPORT (ID # 3917)

Public Works Monthly Report

PUBLIC WORKS CURBSIDE COLLECTIONS MONTHLY REPORT (FY 2023-2024)

Division	Task	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Cummulative
Curbside Debris	Yard Waste: Leaves, Grass & Straw collected	66	90											156
Curbside Debris	Brown & White Goods collected (Net Tons)	84	33											117
Garbage Collections	Residential Solid Waste Collection (Net Tons)	348	332											680
Recycle Collections	Recyclables Collected (Net Tons)	11	13											24
	Monthly Totals (Net Tons)	**509**	**469**	-	-	-	-	-	-	-	-	-	-	**978**

PUBLIC WORKS MONTHLY WORK ORDERS REPORT (FY 2023-2024

Division	Task	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Cummulative
Solid Waste Maintenance	# of work orders requests completed for roll-out cart repairs, new roll out cart deliveries, and/or replacements and recycle bins	67	59											126
Streets/Curbside Crews & Grounds Maintenance	Work Order requests/assignments completed for repairs or installations of residential street signs, curbside debris collections, pot holes and sidewalks, park maintenance, grass cutting, park and sidewalk maintenance, litter, curbside and garbage collections.	35	24											59
	Monthly Work Orders Totals	**102**	**83**	-	-	-	-	-	-	-	-	-	-	**185**

Residential Clean Sweeps completed. Next Clean Sweep will take place in October, 2023.

Georgetown City Council
120 North Fraser Street
Georgetown, SC 29442

SCHEDULED

Meeting: 09/21/23 05:30 PM
Department: Fire Department
Category: Report
Prepared By: Amy Skidmore
Initiator: Charles W. Cribb
Sponsors:
DOC ID: 3920

MONTHLY REPORT (ID # 3920)

Risk Managment Monthly Report

City of Georgetown
SOUTH CAROLINA

Georgetown City Fire Department
Charles W. Cribb, Fire Chief
Office: (843) 545-4200
Fax: (843) 527-1650

Risk Management August 2023 Report

Risk Management

Department	SCMIT/SCMIRF	Loss Description
Public Works	SCMIT – 0 SCMIRF – 1	Gate Damaged by Vendor
Water Utilities	SCMIT – 0 SCMIRF – 0	
Electric Utilities	SCMIT – 0 SCMIRF – 0	
Fleet	SCMIT – 0 SCMIRF – 0	
Finance	SCMIT – 0 SCMIRF – 0	
Fire	SCMIT – 0 SCMIRF – 0	
Administration	SCMIT – 0 SCMIRF – 0	
Engineering	SCMIT – 0 SCMIRF – 0	
Municipal Court	SCMIT – 0 SCMIRF – 0	
Planning & Community Development	SCMIT – 0 SCMIRF – 0	
Police Department	SCMIT – 0 SCMIRF –1	Vehicle Accident

Drawer 939
Georgetown, SC 29442

Georgetown City Council
120 North Fraser Street
Georgetown, SC 29442

SCHEDULED

Meeting: 09/21/23 05:30 PM
Department: Water Utilities
Category: Report
Prepared By: Chris Mullis
Initiator: Scott Whittier
Sponsors:
DOC ID: 3918

MONTHLY REPORT (ID # 3918)

Water Utilities Monthly Report

WATER - WASTEWATER - STORMWATER UTILITY REPORT (FY 2024)

Description of Work Performed	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Cumulative
Water Treatment Plant (WTP)													
Filtered Water Total (MG)	44.021	42.946											86.967
Average Daily Flow Finished Water (MGD)	1.420	1.385											2.805
King Well (MG)	1.250	0.000											1.25
Maryville Well (MG)	2.843	0.000											2.843
Wastewater Treatment Plant (WWTP)													
Influent Flow Total (MG)	102.216	113.355											215.571
Average Daily Influent Flow (MGD)	3.297	3.657											6.954
Effluent Flow Total (MG)	98.360	113.689											212.049
Average Daily Effluent Flow (MGD)	3.173	3.667											6.840
Rainfall Total (Inches)	8.010	5.870											13.880
Water Distribution													
Work Orders Completed	52	65											117
Water Leak Repairs	16	14											30
Water Meter Replacements	1	0											1
Locates Completed	113	110											223
Wastewater Collection													
Work Orders Completed	30	34											64
Backup Responses	16	17											33
Locates Completed	113	110											223
Maintenance													
Work Orders Completed	22	26											48
Work Orders on Pump Stations Completed	3	3											6
Work Orders for the WWTP Completed	3	2											5
Work Orders for the WTP Completed	1	1											2
Stormwater													
Work Orders Completed	2	3											5
Locates Completed	113	110											223

DRAINAGE SYSTEM INSPECTION AND MAINTENANCE LOG

ADDRESS OF INSPECTION	DATE	INSPECTED BY	PROBLEMS OBSERVED	ASSIGNED TO	ACTION TAKEN	PIPE SIZE	CLEANING FOOTAGE	COMPLETED DATE
722 Prince st	8/2/23	Freddie Darby	Catch basin and lines need cleaning	Stormwater	Clean CB and lines	15"		8/2/2023
721 Prince st	8/2/23	Freddie Darby	Catch basin and lines need cleaning	Stormwater	Clean CB and lines	15"		8/2/2023
Bourne st	8/3/23	Daniel Sumpter	Out-fall ditch need mowing	Stormwater	Mow ditch			8/3/2023
Maryville Bridge (Georgetown side)	8/3/23	Daniel Sumpter	Ditch need mowing	Stormwater	Mow ditch			8/3/2023
1306 Richmond Dr	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
North Fraser st and Azalea Cir	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
Gardenia Cir and North Fraser st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
Church st and Lynch st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
Duke st and Lynch st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
Duke st and North Congdon st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
Church st and Palm st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
Duke st and Palm st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
810 Palm st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
219 North Congdon st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
410 North Congdon st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
806 State st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
1808 State st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
North Congdon st and State st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
Duke st and Morgan st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
Doar Ln and Duke st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
1901 Duke st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
Liberty st and Duke st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
312 Liberty st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
Duke st and Alex Alford Dr	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
312 Lee st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
2420 Church st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
Sedge st and Dekalb st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
514 Sorrel st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
1618 Gilbert st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
1920 Butts st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023
409 North Merriman Rd	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/8/2023

DRAINAGE SYSTEM INSPECTION AND MAINTENANCE LOG

ADDRESS OF INSPECTION	DATE	INSPECTED BY	PROBLEMS OBSERVED	ASSIGNED TO	ACTION TAKEN	PIPE SIZE	CLEANING FOOTAGE	COMPLETED DATE
241 South Merriman Rd	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove Debris			8/8/2023
207 South Merriman Rd	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove Debris			8/8/2023
Butts st and Kaminski st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove Debris			8/8/2023
Hawkins st and Kaminski st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove Debris			8/8/2023
1810 Hawkins st	8/8/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove Debris			8/8/2023
Front st and B st	8/9/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove Debris			8/9/2023
2023 Front st	8/9/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove Debris			8/9/2023
Alex Alford Dr and Front st	8/9/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove Debris			8/9/2023
Greenwich st and Front st	8/11/23	Freddie Darby	Tide gate valve need checking for any debris	Stormwater	Check tide gate / no debris			8/11/2023
2003 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2005 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2007 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2009 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2011 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2021 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2023 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2027 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2029 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2031 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2104 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2105 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2405 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2407 Church st	8/18/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2409 Church st	8/18/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2413 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2419 Church st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
415 Dekalb st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
North Merriman Rd and Hampton st	8/14/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/14/2023
2024 Duke st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
2110 Duke st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
2606 Duke st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023

DRAINAGE SYSTEM INSPECTION AND MAINTENANCE LOG

ADDRESS OF INSPECTION	DATE	INSPECTED BY	PROBLEMS OBSERVED	ASSIGNED TO	ACTION TAKEN	PIPE SIZE	CLEANING FOOTAGE	COMPLETED DATE
2808 Duke st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
2615 Duke st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
201 Lafayette st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
203 Lafayette st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
209 Lafayette st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
231 Lafayette st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
Butts st and North Merriman Rd	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
2528 Front st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
2532 Front st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
2626 Front st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
2628 Front st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
2640 Front st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
2704 Front st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
106 A- West st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
106 B- West st	8/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/15/2023
2007 Cherry st	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
1904 Cherry st	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
704 Elizabeth st	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
606 Tulip st	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
608 Tulip st	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
610 Tulip st	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
610 Cedar st	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
700 Cedar st	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
710 Cedar st	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
Britt st and South Island Rd	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
Power ave and South Fraser st	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
1905 Loblolly st	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
1912 Ward st	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
1945 South Fraser st	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
2023 Asbury st	8/16/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/16/2023
Washington st	8/21/23	Daniel Sumpter	Ditch need mowing	Stormwater	Mow ditch			8/21/2023

DRAINAGE SYSTEM INSPECTION AND MAINTENANCE LOG

ADDRESS OF INSPECTION	DATE	INSPECTED BY	PROBLEMS OBSERVED	ASSIGNED TO	ACTION TAKEN	PIPE SIZE	CLEANING FOOTAGE	COMPLETED DATE
Duke st and Washington st	8/21/23	Daniel Sumpter	Ditch need mowing	Stormwater	Mow ditch			8/21/2023
930 Prince st	8/21/23	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and Lines	6"		8/21/2023
E. Bay st and Prince st	8/21/23	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and Lines	12"		8/22/2023
131 E. Bay st	8/21/23	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and Lines	12"		8/22/2023
Stevenson st and Church st	8/23/23	Daniel Sumpter	Ditch need mowing	Stormwater	Mow ditch			8/23/2023
Duke st and Reservoir st	8/23/23	Daniel Sumpter	Ditch need mowing	Stormwater	Mow ditch			8/23/2023
2018 Church st	8/23/23	Daniel Sumpter	Ditch need mowing	Stormwater	Mow ditch			8/23/2023
Palm st and Rutledge st	8/23/23	Daniel Sumpter	Ditch need mowing	Stormwater	Mow ditch			8/23/2023
2015 Winyah st	8/24/23	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and Lines	18"		8/24/2023
2013 Winyah st	8/24/23	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and Lines	18"		8/24/2023
2011 A- Winyah st	8/24/23	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and Lines	18"		8/24/2023
2011 B- Winyah st	8/24/23	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and Lines	18"		8/24/2023
2009 Winyah st	8/24/23	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and Lines	18"		8/24/2023
Collins st	8/24/23	Daniel Sumpter	Ditch need mowing	Stormwater	Mow ditch			8/24/2023
Butts st and Alex Alford Dr	8/24/23	Daniel Sumpter	Ditch need mowing	Stormwater	Mow ditch			8/24/2023
Cypress Ct and Nimmer Ln	8/25/23	Daniel Sumpter	Ditch need mowing	Stormwater	Mow ditch			8/25/2023
106 Washington st	8/29/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/29/2023
123 Washington st	8/29/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			8/29/2023
218 Cannon st	8/30/23	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and Lines	12"		8/30/2023
213 Cannon st	8/30/23	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and Lines	12"		8/30/2023
209 Cannon st	8/30/23	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and Lines	12"		8/30/2023
Wood st and Duke st	8/31/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/31/2023
Screven st and Duke st	8/31/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/31/2023
520 Duke st	8/31/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/31/2023
Prince st and E Bay st	8/31/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/31/2023
Front st and Meeting st	8/31/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/31/2023
Orange st and Prince st	8/31/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/31/2023
641 Willowbank Rd	8/31/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/31/2023
646 Willowbank Rd	8/31/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/31/2023
720 Willowbank Rd	8/31/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/31/2023
1306 Richmond Dr	8/31/23	John Britton	Debris on catch basin grate / in CB box	Stormwater	Remove debris			8/31/2023

Georgetown City Council
120 North Fraser Street
Georgetown, SC 29442

SCHEDULED

Meeting: 09/21/23 05:30 PM
Department: Finance
Category: Report
Prepared By: Kathy Vermeland
Initiator: Kathy Vermeland
Sponsors:
DOC ID: 3924

MONTHLY REPORT (ID # 3924)

Finance and IT Department Monthly Report

CURRENT PROJECT LISTING REPORT

FOR THE PERIOD ENDING 8.31.2023

PROJ #	PO #	PROJECT NAME - DESC/COMMENTS	NOTES FROM ENGINEERS MONTHLY REPORT DATED 8.03.2023	Vendor	Cost	% Complete
2001	2001	**City Hall Rebuild - RFQ for Project Management Services to be issued Wednesday, September 6, 2023**		TBD		
2002	TBD	**Wi-Fi in Public Parks - State CDBG Cares Act Funding - CDBG-CV1-022 -** RFP Rebid issued - Bids received 6.21.2023, but were non-responsive - asked COG for guidance on how to proceed		TBD		
1220	TBD	**Public Works Office Building Improvements** - The city is looking at other site options at this time.		TBD		
1222	2023.087	**East Bay Park Bobby Alford Pavilion - CDBG Project #CV1-019 -** A/E Services - PO issued 9.08.2022	Contract is fully executed. 2. Pre-construction meeting held on May 9, 2023 3. Contractor mobilized on May 30, 2023. 4. Asbestos abatement and demolition complete as of 6/30/23. 5. Steel frame has some heavy rusting and corrosion. Steel column sections will need to be replaced via change order. Currently, contractor is pricing up the design revisions. 6.Contractor submitted a change order proposal in the amount of $91,611.80 and is requesting a 90 calendar days of time extension. 7. Change order proposal is currently under review by A/E and City staff. - Change order #01 approved by CDBG, Friday, September 1, 2023	ROSENBLUM COE	68,000.00	0.79
1222	2023.261	**East Bay Park Bobby Alford Pavilion - CDBG Project #CV1-019**	Contract is fully executed. 2. Pre-construction meeting held on May 9, 2023 3. Contractor mobilized on May 30, 2023. 4. Asbestos abatement and demolition complete as of 6/30/23. 5. Steel frame has some heavy rusting and corrosion. Steel column sections will need to be replaced via change order. Currently, contractor is pricing up the design revisions. 6.Contractor submitted a change order proposal in the amount of $91,611.80 and is requesting a 90 calendar days of time extension. 7. Change order proposal is currently under review by A/E and City staff. - Change order #01 approved by CDBG, Friday, September 1, 2023	Pyramid Contracting	887,098.00	0.11
1230	2023.068	**East Bay Park Boat Landing Repairs** - SCPARD GRANT #2022020 - PO issued 8.26.2022 with anticipated completion date of 1.30.2023		ASSOCIATES ROOFING & CONSTRUCTION (ARC)	48,759.00	0.90
1236	2023.212	**Gilbert Hawkins Butts Street Sidewalk Extension** - Rep Anderson Grant	Status Comments: 1. Kick-off meeting was held on 3/28/23. 2. Surveying completed as of 6/30/23. 3. Design is 60% complete. 4. 60% plan set is under City's and SCDOT's review.	Cagle Consulting Engineers, LLC	44,900.00	0.37

Attachment: Finance Department Current Project August 2023 Listing (3924 : Finance and IT Department Monthly Report)

CURRENT PROJECT LISTING REPORT

FOR THE PERIOD ENDING 8.31.2023

PROJ #	PO #	PROJECT NAME - DESC/COMMENTS	NOTES FROM ENGINEERS MONTHLY REPORT DATED 8.03.2023	Vendor	Cost	% Complete
1515	2023.078	**West End District Water Main Improvements** - drafting and engineering support	Status Comments: 1. Pre-construction meeting: 2/16/2023. 2. Contractor mobilized on 5/1/2023. 3. Work on Bourne Street is complete. 4. Waiting for additional materials (brass connectors for water services) 5. Contractor is scheduled to remobilize in September. 6. Extension of time until April 2024 has been approved by Dept. of Commerce.	Rowe	24,860.00	0.60
1515	2023.180	**West End District Water Main Improvements -** Construction - PO issued 2.02.2023	Status Comments: 1. Pre-construction meeting: 2/16/2023. 2. Contractor mobilized on 5/1/2023. 3. Work on Bourne Street is complete. 4. Waiting for additional materials (brass connectors for water services) 5. Contractor is scheduled to remobilize in September. 6. Extension of time until April 2024 has been approved by Dept. of Commerce.	ARC Inc.	1,013,380.00	0.15
1517	2023.232	**Black River Road Water and Sewer Line Relocation -** Engineering	Status: 1. Design kickoff meeting held on 4/26/2023. 2. Design is ongoing. 3. A letter was sent from the Mayor to SCDOT considering stopping or re-evaluating the project on 7/21/2023. No response from SCDOT to this date.	Rowe Professional Services Inc.	18,050.00	0.25
1817	2023.233	**Black River Road Water and Sewer Line Relocation -** Engineering	Status: 1. Design kickoff meeting held on 4/26/2023. 2. Design is ongoing. 3. A letter was sent from the Mayor to SCDOT considering stopping or re-evaluating the project on 7/21/2023. No response from SCDOT to this date.	Rowe Professional Services Inc.	18,050.00	0.20
1516	2023.247	**Maryville Water Distribution Improvements Phase I -** Notice of Intent to Award issued 4.05.2023	Status: 1. Design is 70% complete.	G3 Engineering	62,500.00	0.29
1606	2023.080	**WTP Secondary Sedimentation Basin -** Engineering Services - EDA Grant #04-79-07777		WK Dickson	428,000.00	0.69
1606	2024.085	**WTP Secondary Sedimentation Basin/WTP FLOC/SED Basin No. 2 -** Construction		Consensus	5,223,180.87	0.00
1815	2023.077	**Maryville School Lift Station Replacement Proj - SC RIA grant -** Construction	Status Comments: 1. Housekeeping pad completed. 2. Generator arrived and installed on 7/13/2023. Testing and startup is pending. 3. Project substantially complete on 5/1/2023. 4. An extension of time has been approved until 9/30/2023 to allow for RIA's closeout.	MB Kahn Inc.	403,178.00	0.72
1818	2023.234	**Sanitary Sewer and Manhole Surveys** - RFP for Engineering issued 1.25.2023 - proposals received 2.22.2023 - Notice of Intent to Award issued	Status: 1. Vortex mobilized on May 15th to begin CCTV sewer line inspection work. 2. CCTV work is still incomplete to this date. No activity in June and July. 3. Weston & Sampson anticipates the survey completion and submittal of plans and technical specifications by August 18th.	Weston & Sampson	100,525.00	0.00

Attachment: Finance Department Current Project August 2023 Listing (3924 : Finance and IT Department Monthly Report)

CURRENT PROJECT LISTING REPORT

FOR THE PERIOD ENDING 8.31.2023

PROJ #	PO #	PROJECT NAME - DESC/COMMENTS	NOTES FROM ENGINEERS MONTHLY REPORT DATED 8.03.2023	Vendor	Cost	% Complete
1819	2023.104	**Historic District Sewer Line Repairs - King Street Project - ARPA Related -** bids received 8.17.2022 - Green Wave Contracting approved by council 9.15.2022		Green Wave Contracting Inc	395,661.00	0.90
1822	TBD	**Grit Removal System Replacement Project -** RFB issued 8.30.2023				
1927	2023.120	**Front St Under Ground (UG) Infrastructure Upgrade Project - Engineering**		Utility Technology	102,500.00	0.43
2402	2023.224	**Cleland Street Parking Lot -** RFP for engineering	Status Comments: 1. Design is on hold 2. We need to resolve the use of adjacent 17-ft. alley due to landscaping buffer requirements. 3. City attorney needs to prepare easement acquisition documentation for council approval. 4. Need to submit a CAB application for a variance of landscape setback distances within the new parking lot.	Hanna Enginering	22,500.00	0.31
2403	2023.248	**Howard School Park**	Status: ▪ Per City council's direction at council meeting on 7/20/23, the project design has been suspended until further notice due to the lack of funding availability for the construction of the park. The consultants have been put on notice.	Rowe	25,000.00	0.00
4015	2023.079	**Stormwater System Improvements** - Engineering - EDA Grant number 04-79-07494 - Change orders 1, 2 & 3 processed 2.17.2023	Status Comments: 1. Contractor: Green Wave Contracting Inc. 2. Bid Amount: $6,251,220. 3. Notice of Intent to Award issued on May 25, 2023. 4. Council approved bid on 7/20/23. 5. City has applied for additional funding with the EDA. Approval is pending.	WK Dickson	567,200.00	0.47

Attachment: Finance Department Current Project August 2023 Listing (3924 : Finance and IT Department Monthly Report)

CITY OF GEORGETOWN

SALE OF ASSETS - FY24

GovDeal Payment	Govdeal #	Asset ID	Dept.	Description	Amount/Total Proceeds	Notations	Receipt #
				no activity	-		
				Total July	-		
				no activity			
				Total August	-		
				Total September	-		
				Total October	-		
				Total November	-		
				Total December	-		
				Total January	-		
				Total February	-		
				Total March	-		
				Total April	-		
				Total May	-		
				Total June	-		
				TOTAL PER G/L	-		

CITY OF GEORGETOWN
FY 2023/2024 GRANTS
August 31, 2023

Ref	Grantor	Program	Award Amount	Match Amount	Expenditures	Balance	Award #	Status
FEDERAL GRANTS								
1	US Department of Agriculture	Fire Training Center and Equipment for Fire Station II	49,900.00	41,100.00	68,050.44	22,949.56	-	
2	US Department of Commerce	Stormwater System Improvements (EDA)	3,365,409.00	841,353.00	341,934.57	3,864,827.43	04-79-07494	
3	US Department of Commerce	Water Treatment Plant Improvements (EDA)	3,428,000.00	857,000.00	308,917.32	3,976,082.68	04-79-07777	
4	SC Department of Commerce	Demolition of Dilapidated Units : West End (CDBG)	375,000.00	37,500.00	35,839.96	376,660.04	4-CE-20-007	
5	SC Department of Commerce	West End District Water Upgrades (CDBG)	750,000.00	36,628.00	184,874.44	601,753.56	4-CI-21-008	
6	SC Department of Commerce	Cleland Street Public Parking Lot (CDBG)	250,000.00	110,933.00	8,247.50	352,685.50	4-SP-22-004	
7	SC Department of Commerce	Bobby Alford Pavilion (CDBG-CV1) Proj# 1222	844,298.00	150,000.00	70,438.26	923,859.74	CV1-019	
8	SC Department of Commerce	WI-FI in Parks (CDBG-CV1)	144,604.00	-	-	144,604.00		
9	Federal Emergency Management Agency (FEMA)	HMGP : Pump Station Generators	192,798.90	21,422.10	-	214,221.00	4542-0004-R	
10	SC Infrastructure Investment Program (SCIIP)	Sewer Pump Station #11 Replacement	3,888,325.00	686,175.00	-	4,574,500.00	A-23-C079	
	Award $9,733,783 Match $1,717,718	Sewer Force Main Replacement	5,845,413.00	1,031,543.00	328,473.90	6,548,482.10		
STATE GRANTS								
11	Rural Infrastructure Authority	Maryville Lift Station	403,178.00	182,308.00	585,486.00	-	S-21-1287	CLOSED
12	Municipal Association of South Carolina	Front Street Parks Improvements	25,000.00	2,500.00	18,069.82	9,430.18	-	
13	SC Department of Public Safety	FY22 School Resource Officer Program	105,544.00	-	105,544.00	-	SR-024-2202-22	CLOSED
14	SC Department of Public Safety	FY23 School Resource Officer Program	211,113.00	-	93,926.79	117,186.21	SR-05-C2202-23	
15	SC DHEC	FY23 Solid Waste Grant	15,000.00	-	15,000.00	-	22.01SW23	CLOSED
16	Body Armor Award Grant Program	Bulletproof Vest	11,636.00	-	2,372.09	9,263.91	1BA23077	

CITY OF GEORGETOWN
FY 2023/2024 GRANTS
August 31, 2023

Ref	Grantor	Program	Award Amount	Match Amount	Expenditures	Balance	Award #	Status
OTHER GRANTS								
17	Palmetto Pride	Keep South Carolina Beautiful 2023	6,100.00	-	3,490.20	2,609.80	-	
18	Arbor Day Foundation and International Paper **Balance will go to Butterfly Garden*	2022 International Paper Tree Distribution	13,750.00	-	13,750.00	-	-	CLOSED
19	State of South Carolina	Gilbert/Hawkins/Butts St Sidewalk Extension Program	375,000.00	-	16,500.00	358,500.00	-	
20	SC Municipal Risk & Financing	2023 Law Enforcement Liability Reduction Grant	4,000.00	4,000.00	3,225.20	4,774.80	-	
21	SC Municipal Risk & Financing	2023 Public Works Safety Grant	4,000.00	4,000.00	477.00	7,523.00	-	
22	SC Muni Insurance Trust	2023 Law Enforcement Officer Safety Grant	2,000.00	2,000.00	-	4,000.00	-	
23	SC Muni Insurance Trust	2023 Public Works Equipment Cost Sharing	4,000.00	4,000.00	1,948.30	6,051.70	-	
24	SC Muni Insurance Trust	2023 Fire Service Grant	4,000.00	4,000.00	1,805.98	6,194.02	-	
		TOTAL	20,318,068.90	4,016,462.10	2,208,371.77	22,126,159.23		

OPEN PURCHASE ORDER REPORT - MONTHLY

As of G/L Date 08/31/23
Report by Department - Purchase Order Numb
Summary Listi

Department **01 Administration**

Purchase Order	2023-00000165	Department	01 Administration	G/L Date	01/18/2023	Amount	25,000
Description	CROSBY LAW FIRM	Vendor	10151 - CROSBY LAW FIRM LLC	Deliver by Date	06/30/2023	Voided	
Type	Blanket		CROSBY LAW FIRM LLC	Printed Date	01/20/2023	Discounted	
Status	Open		405 DOZIER STREET	Completed Date		Expensed	11,860
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29440	Expiration Date	07/30/2023	Remaining	13,139
Assigned To Buyer						Encumbered	13,139
Resolution Number	BLANKET - LEGAL FEES						

FY23 - manual close out needed

Purchase Order	2023-00000219	Department	01 Administration	G/L Date	03/17/2023	Amount	35,000
Description	SCMIRF - BLANKET	Vendor	330 - SCMIRF	Deliver by Date	06/30/2023	Voided	
Type	Blanket		SCMIRF	Printed Date	03/23/2023	Discounted	
Status	Open		SC MUNICIPAL INSURANCE RISK AND	Completed Date		Expensed	16,817
Bill To Location	P-04 - Finance		FINANCING FUND	Expiration Date	07/30/2023	Remaining	18,182
Assigned To Buyer			PO BOX 12220			Encumbered	18,182
Resolution Number	PROPERTY INSURANCE		COLUMBIA, SC 29211				

FY23 - manual close out needed

Purchase Order	2024-00000005	Department	01 Administration	G/L Date	07/01/2023	Amount	229,904
Description	SCMIT QUARTERLY BILLING	Vendor	7475 - SCMIT	Deliver by Date	06/30/2024	Voided	
Type	Standard		SC MUNICIPAL INSURANCE TRUST	Printed Date	06/30/2023	Discounted	
Status	Open		PO BOX 12220	Completed Date		Expensed	114,952
Bill To Location	P-04 - Finance		COLUMBIA, SC 29211-2220	Expiration Date	07/30/2024	Remaining	114,952
Assigned To Buyer						Encumbered	114,952
Resolution Number	SCMIT QUARTERLY BILLING						

Purchase Order	2024-00000029	Department	01 Administration	G/L Date	07/10/2023	Amount	25,000
Description	ROBERT DURANT COX DBA COMMERCIAL CONSULTANTS	Vendor	19377 - COX, ROBERT DURANT	Deliver by Date	07/30/2023	Voided	
Type	Standard		ROBERT D COX	Printed Date	07/14/2023	Discounted	
Status	Open		DBA COMMERCIAL COSULTANTS	Completed Date		Expensed	5,160
Bill To Location	P-04 - Finance		6320 CHOPPEE RD	Expiration Date	12/31/2023	Remaining	19,840
Assigned To Buyer			GEORGETOWN, SC 29440			Encumbered	19,840
Resolution Number	COMMERCIAL CONSULTANT						

Purchase Order	2024-00000036	Department	01 Administration	G/L Date	07/17/2023	Amount	9,452
Description	CARAHSOFT	Vendor	16119 - CARAHSOFT TECHNOLOGY CORP	Deliver by Date	06/30/2024	Voided	
Type	Blanket		CARAHSOFT	Printed Date	07/21/2023	Discounted	
Status	Open		11493 SUNSET HILLS RD SUITE 100	Completed Date		Expensed	787
Bill To Location	P-04 - Finance		RESTON, VA 20190	Expiration Date	07/30/2024	Remaining	8,664
Assigned To Buyer						Encumbered	8,664
Resolution Number	BLANKET - COUNCIL MEETING SOFTWARE HOSTING FEES						

Purchase Order	2024-00000040	Department	01 Administration	G/L Date	07/01/2023	Amount	15,000

OPEN PURCHASE ORDER REPORT - MONTHLY

As of G/L Date 08/31/2?

Report by Department - Purchase Order Numb

Summary Listi

Department **01 Administration**

Description HERITAGE LOGISTICS | Vendor 19435 - HERITAGE LOGISTICS LLP | Deliver by Date 06/30/2024 | Voided
Type Standard | HERITAGE LOGISTICS LLP | Printed Date 07/21/2023 | Discounted
Status Open | 604 FRONT ST SUITE 104 | Completed Date | Expensed 12,641
Bill To Location P-04 - Finance | GEORGETOWN, SC 29440 | Expiration Date 07/30/2024 | Remaining 2,358
Assigned To Buyer | Encumbered 2,358
Resolution Number PROFESSIONAL SERVICES

Purchase Order 2024-00000080 | Department 01 Administration | G/L Date 08/23/2023 | Amount 23,500
Description SET SOLUTIONS | Vendor 7196 - SET SOLUTIONS, LLC | Deliver by Date 06/30/2024 | Voided
Type Standard | SET SOLUTIONS, LLC | Printed Date 08/23/2023 | Discounted
Status Open | 710 EAST MAIN STREET | Completed Date | Expensed 1,500
Bill To Location P-04 - Finance | LEXINGTON, SC 29072 | Expiration Date 07/30/2024 | Remaining 22,000
Assigned To Buyer | Encumbered 22,000
Resolution Number PROFESSIONAL SERVICES

Purchase Order 2024-00000084 | Department 01 Administration | G/L Date 08/25/2023 | Amount 9,883
Description CARAHSOFT - DOCUSIGN | Vendor 16119 - CARAHSOFT TECHNOLOGY CORP | Deliver by Date 09/30/2023 | Voided
Type Blanket | CARAHSOFT | Printed Date 08/25/2023 | Discounted
Status Open | 11493 SUNSET HILLS RD SUITE 100 | Completed Date | Expensed
Bill To Location P-04 - Finance | RESTON, VA 20190 | Expiration Date 06/30/2024 | Remaining 9,883
Assigned To Buyer | Encumbered 9,883
Resolution Number SUBSCRIPTION FOR DOCUSIGN

Department **01 Administration** Totals | Purchase Orders 8 | Amount $372,739
Voided $0
Discounted $0
Expensed $163,719
Remaining $209,019
Encumbered $209,019

Department **04 Finance**

Purchase Order 2023-00000064 | Department 04 Finance | G/L Date 08/18/2022 | Amount 25,000
Description ERIN BAILEY - TO REPRESENT INDIGENT DEFENDANTS | Vendor 18315 - THE LAW OFFICE OF ERIN E BAILEY LLC | Deliver by Date 06/30/2023 | Voided
Type Blanket | THE LAW OFFICE OF ERIN E BAILEY LLC | Printed Date 08/18/2022 | Discounted
FY23 - manual close out needed
Status Open | 407 CHURCH ST SUITE G | Completed Date | Expensed 14,500
Bill To Location P-04 - Finance | GEORGETOWN, SC 29440 | Expiration Date 07/30/2023 | Remaining 10,500
Assigned To Buyer | Encumbered 10,500
Resolution Number PROFESSIONAL SERVICES

Purchase Order 2023-00000268 | Department 04 Finance | G/L Date 06/08/2023 | Amount 950
Description GFOA | Vendor 1201 - GFOA | Deliver by Date 07/30/2023 | Voided
Type Standard | GFOA | Printed Date 07/21/2023 | Discounted
FY23 - manual close out needed

Run by Daniella Howard on 08/28/2023 19:46:38 PM

Attachment: Finance Department Open PO August 2023 Report (3924 : Finance and IT Department

OPEN PURCHASE ORDER REPORT - MONTHLY

As of G/L Date 08/31/23
Report by Department - Purchase Order Number
Summary Listing

Department **04 Finance**

Status	Open		203 NORTH LASALLE STREET	Completed Date		Expensed	
Bill To Location	P-04 - Finance		SUITE 2700	Expiration Date	12/31/2023	Remaining	950
Assigned To Buyer			CHICAGO, IL 60601			Encumbered	950
Resolution Number	GFOA TRAINING ELIZA JAGGER						

Purchase Order	2023-00000276	Department	04 Finance	G/L Date	06/28/2023	Amount	5,625
Description	TYLER TECHNOLOGIES - DATABASE AND APPLICATION SERVER MIGRATION	Vendor	17506 - TYLER TECHNOLOGIES INC	Deliver by Date	07/30/2023	Voided	
Type	Standard		TYLER TECHNOLOGIES INC	Printed Date	07/21/2023	Discounted	
Status	Open		840 W LONG LAKE RD	Completed Date		Expensed	
Bill To Location	P-04 - Finance		TROY, MI 48098	Expiration Date	12/31/2023	Remaining	5,625
Assigned To Buyer						Encumbered	5,625
Resolution Number	DATABASE AND APPLICATION SERVER MIGRATION						

FY23 - manual close out needed

Purchase Order	2024-00000001	Department	04 Finance	G/L Date	07/01/2023	Amount	70,000
Description	HTC - CLOUD MANAGEMENT	Vendor	5615 - HTC COMMUNICATIONS INC	Deliver by Date	06/30/2024	Voided	
Type	Blanket		HTC COMMUNICATIONS INC	Printed Date	07/21/2023	Discounted	
Status	Open		PO BOX 1819	Completed Date		Expensed	22,909
Bill To Location	P-04 - Finance		CONWAY, SC 29528-1819	Expiration Date	07/30/2024	Remaining	47,090
Assigned To Buyer						Encumbered	47,090
Resolution Number	BLANKET - CLOUD MANAGEMENT SERVICES						

Purchase Order	2024-00000033	Department	04 Finance	G/L Date	07/20/2023	Amount	25,000
Description	ERIN BAILEY - TO REPRESENT INDIGENT DEFENDANTS	Vendor	18315 - THE LAW OFFICE OF ERIN E BAILEY LLC	Deliver by Date	06/30/2024	Voided	
Type	Blanket		THE LAW OFFICE OF ERIN E BAILEY LLC	Printed Date	07/21/2023	Discounted	
Status	Open		407 CHURCH ST SUITE G	Completed Date		Expensed	
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29440	Expiration Date	07/30/2024	Remaining	25,000
Assigned To Buyer						Encumbered	25,000
Resolution Number	PROFESSIONAL SERVICES						

Purchase Order	2024-00000074	Department	04 Finance	G/L Date	08/18/2023	Amount	5,975
Description	TERMINIX - ROUTINE PEST CONTROL SERVICES CITYWIDE	Vendor	1083 - TERMINIX SERVICE INC	Deliver by Date	06/30/2024	Voided	
Type	Standard		Terminix Service	Printed Date	08/21/2023	Discounted	
Status	Open		PO BOX 1301	Completed Date		Expensed	5,975
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29442	Expiration Date	06/30/2024	Remaining	
Assigned To Buyer						Encumbered	
Resolution Number	ROUTINE PEST CONTROL SERVICES CITYWIDE						

Department **04 Finance** Totals	Purchase Orders	6	Amount	$132,550
			Voided	$0

OPEN PURCHASE ORDER REPORT - MONTHLY

As of G/L Date 08/31/23
Report by Department - Purchase Order Numb
Summary Listi

Discounted	$0
Expensed	$43,384
Remaining	$89,165
Encumbered	$89,165

Department **05 Police**

Purchase Order	2023-00000074	Department	05 Police	G/L Date	08/26/2022	Amount	10,000
Description	SC DJJ	Vendor	4085 - SC DEPARTMENT OF JUVENILE JUSTICE	Deliver by Date	06/30/2023	Voided	
Type	Standard		SC DEPARTMENT OF JUVENILE JUSTICE	Printed Date	10/07/2022	Discounted	
Status	Open FY23 - manual close out needed		P O BOX 21069	Completed Date		Expensed	3,775
Bill To Location	P-04 - Finance		COLUMBIA, SC 29221	Expiration Date	07/30/2023	Remaining	6,225
Assigned To Buyer						Encumbered	6,225
Resolution Number	BLANKET - JUVENILE HOUSING						

Purchase Order	2023-00000126	Department	05 Police	G/L Date	10/31/2022	Amount	11,683
Description	MOBILE COMMUNICATIONS AMERICA - POLICE DEPT GO NOTE	Vendor	18200 - MOBILE COMMUNICATIONS AMERICA INC	Deliver by Date	06/30/2023	Voided	
Type	Standard		MOBILE COMMUNICATIONS AMERICA INC	Printed Date	11/03/2022	Discounted	
Status	Open FY23 - manual close out needed		DEPT #125	Completed Date		Expensed	8,651
Bill To Location	P-05 - Police		PO BOX 37904	Expiration Date	07/30/2023	Remaining	3,032
Assigned To Buyer			CHARLOTTE, NC 28237-7904			Encumbered	3,032
Resolution Number	EQUIPMENT						

Purchase Order	2023-00000130	Department	05 Police	G/L Date	11/04/2022	Amount	16,287
Description	MOBILE COMMUNICATIONS AMERICA - VEH #638 LEASE PURCHASE	Vendor	18200 - MOBILE COMMUNICATIONS AMERICA INC	Deliver by Date	06/30/2023	Voided	
Type	Standard		MOBILE COMMUNICATIONS AMERICA INC	Printed Date	11/08/2022	Discounted	
Status	Open FY23 - manual close out needed		DEPT #125	Completed Date		Expensed	10,181
Bill To Location	P-04 - Finance		PO BOX 37904	Expiration Date	07/30/2023	Remaining	6,106
Assigned To Buyer			CHARLOTTE, NC 28237-7904			Encumbered	6,106
Resolution Number	VEH #638 - LEASE PURCHASE						

Purchase Order	2023-00000154	Department	05 Police	G/L Date	12/05/2022	Amount	32,575
Description	MOBILE COMMUNICATIONS AMERICA - REP ANDERSON EARMARKED	Vendor	18200 - MOBILE COMMUNICATIONS AMERICA INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		MOBILE COMMUNICATIONS AMERICA INC	Printed Date	12/22/2022	Discounted	
Status	Open		DEPT #125	Completed Date		Expensed	20,487
Bill To Location	P-04 - Finance		PO BOX 37904	Expiration Date	07/30/2023	Remaining	12,087
Assigned To Buyer			CHARLOTTE, NC 28237-7904			Encumbered	12,087
Resolution Number	REP ANDERSON EARMARKED						

Purchase Order	2023-00000168	Department	05 Police	G/L Date	01/11/2023	Amount	16,287
Description	MOBILE COMMUNICATIONS AMERICA - POLICE DEPT FY23 - manual close out needed	Vendor	18200 - MOBILE COMMUNICATIONS AMERICA INC	Deliver by Date	04/30/2023	Voided	

Attachment: Finance Department Open PO August 2023 Report (3924 : Finance and IT Department

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Department **05 Police**

Type	Standard		MOBILE COMMUNICATIONS AMERICA INC	Printed Date	01/20/2023	Discounted	
Status	Open		DEPT #125	Completed Date		Expensed	10,181
Bill To Location	P-04 - Finance		PO BOX 37904	Expiration Date	05/30/2023	Remaining	6,106
Assigned To Buyer			CHARLOTTE, NC 28237-7904			Encumbered	6,106
Resolution Number	FY23 SCDPS SRO GRANT #SR-05-C2202-23						

Purchase Order	2024-00000006	Department	05 Police	G/L Date	07/03/2023	Amount	75,000
Description	SAINT FRANCES ANIMAL CENTER	Vendor	6700 - ST FRANCES ANIMAL CENTER	Deliver by Date	06/30/2024	Voided	
Type	Standard		ST FRANCES ANIMAL CENTER	Printed Date	07/10/2023	Discounted	
Status	Open		125 RIDGE ST	Completed Date		Expensed	18,750
Bill To Location	P-05 - Police		GEORGETOWN, SC 29440	Expiration Date	06/30/2024	Remaining	56,250
Assigned To Buyer						Encumbered	56,250
Resolution Number	CONTRACT SERVICES - ANIMAL CONTROL						

Purchase Order	2024-00000042	Department	05 Police	G/L Date	07/11/2023	Amount	7,291
Description	MOTOROLA - FY24 SCDPS SRO GRANT #SR-033-N2202-24	Vendor	3613 - MOTOROLA SOLUTIONS INC	Deliver by Date	10/31/2023	Voided	
Type	Standard		MOTOROLA SOLUTIONS INC	Printed Date	07/21/2023	Discounted	
Status	Open		PO BOX 404059	Completed Date		Expensed	
Bill To Location	P-04 - Finance		ATLANTA, GA 30384-4059	Expiration Date	11/30/2023	Remaining	7,291
Assigned To Buyer						Encumbered	7,291
Resolution Number	EQUIPMENT - HANDHELD RADIOS						

Purchase Order	2024-00000043	Department	05 Police	G/L Date	07/11/2023	Amount	8,722
Description	MOTOROLA - FY24 SCDPS SRO GRANT #SR-033-N2202-24	Vendor	3613 - MOTOROLA SOLUTIONS INC	Deliver by Date	10/31/2023	Voided	
Type	Standard		MOTOROLA SOLUTIONS INC	Printed Date	07/21/2023	Discounted	
Status	Open		PO BOX 404059	Completed Date		Expensed	
Bill To Location	P-04 - Finance		ATLANTA, GA 30384-4059	Expiration Date	11/30/2023	Remaining	8,722
Assigned To Buyer						Encumbered	8,722
Resolution Number	EQUIPMENT - MOBILE RADIOS						

Purchase Order	2024-00000050	Department	05 Police	G/L Date	07/20/2023	Amount	43,729
Description	VIC BAILEY FORD - POLICE DEPT ANIMAL CONTROL	Vendor	745 - VIC BAILEY FORD INC	Deliver by Date	10/30/2023	Voided	
Type	Standard		VIC BAILEY FORD INC	Printed Date	07/21/2023	Discounted	
Status	Open		501 E DANIEL MORGAN	Completed Date		Expensed	
Bill To Location	P-04 - Finance		SPARTANBURG, SC 29304	Expiration Date	11/30/2023	Remaining	43,729
Assigned To Buyer						Encumbered	43,729
Resolution Number	REPLACES VEH #619						

Purchase Order	2024-00000054	Department	05 Police	G/L Date	07/24/2023	Amount	20,000
Description	LENSLOCK INC - EQUIPMENT	Vendor	19359 - LENSLOCK INC	Deliver by Date	10/30/2023	Voided	

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Department **05 Police**

Type	Standard		LENSLOCK INC	Printed Date	07/31/2023	Discounted	
Status	Open		13125 DANIELSON ST #112	Completed Date		Expensed	20,000
Bill To Location	P-04 - Finance		POWAY, CA 92064	Expiration Date	11/30/2023	Remaining	
Assigned To Buyer						Encumbered	15,000
Resolution Number	REPLACEMENT OF VEHICLES						

Purchase Order	2024-00000055	Department	05 Police	G/L Date	07/26/2023	Amount	23,853
Description	K9 WORKING DOGS INTERNATIONAL	Vendor	19450 - K9 WORKING DOGS INTERNATIONAL LLC	Deliver by Date	10/30/2023	Voided	
Type	Standard		K9 WORKING DOGS INTERNATIONAL LLC	Printed Date	07/31/2023	Discounted	
Status	Open		1245 TOWNSHIP ROAD 856	Completed Date		Expensed	
Bill To Location	P-04 - Finance		ASHLAND, OH 44805	Expiration Date	11/30/2023	Remaining	23,853
Assigned To Buyer						Encumbered	23,853
Resolution Number	K9 WORKING DOGS						

Purchase Order	2024-00000068	Department	05 Police	G/L Date	08/07/2023	Amount	10,000
Description	SC DJJ	Vendor	4085 - SC DEPARTMENT OF JUVENILE JUSTICE	Deliver by Date	06/30/2024	Voided	
Type	Standard		SC DEPARTMENT OF JUVENILE JUSTICE	Printed Date	08/11/2023	Discounted	
Status	Open		P O BOX 21069	Completed Date		Expensed	
Bill To Location	P-04 - Finance		COLUMBIA, SC 29221	Expiration Date	07/30/2024	Remaining	10,000
Assigned To Buyer						Encumbered	10,000
Resolution Number	BLANKET - JUVENILE HOUSING						

Purchase Order	2024-00000078	Department	05 Police	G/L Date	08/15/2023	Amount	12,859
Description	MOBILE COMMUNICATIONS - VEH #619	Vendor	18200 - MOBILE COMMUNICATIONS AMERICA INC	Deliver by Date	11/30/2023	Voided	
Type	Standard		MOBILE COMMUNICATIONS AMERICA INC	Printed Date	08/21/2023	Discounted	
Status	Open		DEPT #125	Completed Date		Expensed	
Bill To Location	P-04 - Finance		PO BOX 37904	Expiration Date	12/31/2023	Remaining	12,859
Assigned To Buyer			CHARLOTTE, NC 28237-7904			Encumbered	12,859
Resolution Number	REPLACEMENT OF VEH #619						

Department **05 Police** Totals	Purchase Orders 13	Amount	$288,291
		Voided	$0
		Discounted	$0
		Expensed	$92,027
		Remaining	$196,263
		Encumbered	$211,263

Department **09 Housing and Community Dev.**

Purchase Order	2023-00000093	Department	09 Housing and Community Dev.	G/L Date	09/15/2022	Amount	19,886
Description	WRCOG - CDBG GRANT #4-CE-20-007	Vendor	1137 - WACCAMAW REGIONAL & PLANNING	Deliver by Date	06/30/2023	Voided	
Type	Standard		WACCAMAW REGIONAL COUNCIL OF GOVERNMENT	Printed Date	09/15/2022	Discounted	
Status	Open		1230 HIGHMARKET ST	Completed Date		Expensed	5,748...

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Department **09 Housing and Community Dev.**

Bill To Location	P-04 - Finance		GEORGETOWN, SC 29440	Expiration Date	07/30/2023	Remaining	14,137
Assigned To Buyer						Encumbered	14,137
Resolution Number	PROFESSIONAL SERVICES - CDBG GRANT #4-CE-20-007						

Purchase Order	2023-00000097	Department	09 Housing and Community Dev.	G/L Date	09/19/2022	Amount	14,190
Description	SUMMIT ENGINEERING - CDBG GRANT #4-CE-20-007 - WEST END DEMO PRO	Vendor	19232 - SUMMIT ENGINEERING LABORATORY & TESTING INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		SUMMIT ENGINEERING LABORATORY & TESTING INC	Printed Date	09/23/2022	Discounted	
Status	Open		3575 CENTRE CIRCLE	Completed Date		Expensed	8,420
Bill To Location	P-04 - Finance		FORT MILL, SC 29715	Expiration Date	07/30/2023	Remaining	5,770
Assigned To Buyer						Encumbered	5,770
Resolution Number	WEST END NEIGHBORHOOD DEMO PROJECT - ASBESTOS TESTING						

Department **09 Housing and Community Dev.** Totals

Purchase Orders	2	Amount	$34,076
		Voided	$0
		Discounted	$0
		Expensed	$14,168
		Remaining	$19,907
		Encumbered	$19,907

Department **11 Fire**

Purchase Order	2023-00000204	Department	11 Fire	G/L Date	02/21/2023	Amount	67,146
Description	RHINEHART FIRE SERVICES - SCBA FOR FIRE DEPT USDA	Vendor	16567 - RHINEHART FIRE SERVICES	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		RHINEHART FIRE SERVICES	Printed Date	03/03/2023	Discounted	
Status	Open		PO BOX 36	Completed Date		Expensed	
Bill To Location	P-04 - Finance		CANDLER, NC 28715	Expiration Date	07/30/2023	Remaining	67,146
Assigned To Buyer						Encumbered	67,146
Resolution Number	SCBA COMPRESSOR REPLACEMENT - USDA						

Purchase Order	2023-00000236	Department	11 Fire	G/L Date	04/19/2023	Amount	12,804
Description	MOTOROLA - FIRE DEPT RADIOS	Vendor	3613 - MOTOROLA SOLUTIONS INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		MOTOROLA SOLUTIONS INC	Printed Date	04/21/2023	Discounted	
Status	Open		PO BOX 404059	Completed Date		Expensed	
Bill To Location	P-04 - Finance		ATLANTA, GA 30384-4059	Expiration Date	07/30/2023	Remaining	12,804
Assigned To Buyer						Encumbered	12,804
Resolution Number	RADIOS						

Purchase Order	2024-00000057	Department	11 Fire	G/L Date	07/26/2023	Amount	63,120
Description	COASTAL CHEVROLET - REPLACEMENT OF VEH #1131	Vendor	82 - COASTAL CHEVROLET/CADILLAC	Deliver by Date	09/30/2023	Voided	

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Department **11 Fire**

Type	Standard		COASTAL CHEVROLET/CADILLAC	Printed Date	07/31/2023	Discounted	
Status	Open		PO BOX 9	Completed Date		Expensed	
Bill To Location	P-04 - Finance		PAWLEYS ISLAND, SC 29585	Expiration Date	10/30/2023	Remaining	63,120
Assigned To Buyer						Encumbered	63,120
Resolution Number	REPLACEMENT OF VEH #1131						

Purchase Order	2024-00000065	Department	11 Fire	G/L Date	07/31/2023	Amount	49,778
Description	MOTOROLA - FIRE DEPT	Vendor	3613 - MOTOROLA SOLUTIONS INC	Deliver by Date	12/31/2023	Voided	
Type	Standard		MOTOROLA SOLUTIONS INC	Printed Date	08/11/2023	Discounted	
Status	Open		PO BOX 404059	Completed Date		Expensed	
Bill To Location	P-04 - Finance		ATLANTA, GA 30384-4059	Expiration Date	01/30/2024	Remaining	49,778
Assigned To Buyer						Encumbered	49,778
Resolution Number	PORTABLE AND IN-CAR RADIO REPLACEMENT						

Purchase Order	2024-00000082	Department	11 Fire	G/L Date	08/11/2023	Amount	25,000
Description	SCMIRF - MONTHLY DEDUCTIBLE FOR PROPERTY/LIAB INS	Vendor	330 - SCMIRF	Deliver by Date	12/31/2023	Voided	
Type	Standard		SCMIRF	Printed Date	08/25/2023	Discounted	
Status	Open		SC MUNICIPAL INSURANCE RISK AND	Completed Date		Expensed	
Bill To Location	P-04 - Finance		FINANCING FUND	Expiration Date	06/30/2024	Remaining	25,000
Assigned To Buyer			PO BOX 12220			Encumbered	25,000
Resolution Number	PROPERTY INSURANCE		COLUMBIA, SC 29211				

Department **11 Fire** Totals	Purchase Orders 5	Amount	$217,849
		Voided	$0
		Discounted	$0
		Expensed	$0
		Remaining	$217,849
		Encumbered	$217,849

Department **12 Public Works**

Purchase Order	2023-00000020	Department	12 Public Works	G/L Date	07/07/2022	Amount	18,500
Description	GEORGETOWN COUNTY BOARD OF DISABILITIES	Vendor	4200 - GEORGETOWN COUNTY BOARD OF DISABILITIES	Deliver by Date	12/31/2022	Voided	
Type	Standard FY23 - manual close out needed		GEORGETOWN COUNTY BOARD OF	Printed Date	07/07/2022	Discounted	
Status	Open		& SPECIAL NEEDS	Completed Date		Expensed	15,546
Bill To Location	P-04 - Finance		PO BOX 1471	Expiration Date	01/30/2023	Remaining	2,953
Assigned To Buyer			GEORGETOWN, SC 29442			Encumbered	2,953
Resolution Number	6 MONTH BLANKET						

Purchase Order	2023-00000068	Department	12 Public Works	G/L Date	08/24/2022	Amount	48,759
Description	ASSOCIATES ROOFING & CONSTRUCTION DBA ARC - PARD #2022020	Vendor	18295 - ASSOCIATES ROOFING & CONSTRUCTION INC	Deliver by Date	01/30/2023	Voided	

FY23 - manual close out needed

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Department **12 Public Works**

Type	Standard		ASSOCIATES ROOFING & CONSTRUCTION INC	Printed Date	08/26/2022	Discounted	
Status	Open		1135 BURGESS RD	Completed Date		Expensed	43,668
Bill To Location	P-04 - Finance		MURRELLS INLET, SC 29576	Expiration Date	03/30/2023	Remaining	5,090
Assigned To Buyer						Encumbered	5,090
Resolution Number	EAST BAY PARK PUBLIC BOAT LANDING IMPROVEMENTS PROJ #1230						

Purchase Order	2023-00000087	Department	12 Public Works	G/L Date	09/08/2022	Amount	68,000
Description	ROSENBLUM COE - EBP BOBBY ALFORD BLDG PROJ #1222 - CV1-019	Vendor	18750 - ROSENBLUM COE ARCHITECTS INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		ROSENBLUM COE ARCHITECTS INC	Printed Date	09/15/2022	Discounted	
Status	Open		1643 MEANS ST	Completed Date		Expensed	54,050
Bill To Location	P-04 - Finance		CHARLESTON, SC 29412	Expiration Date	07/30/2023	Remaining	13,949
Assigned To Buyer						Encumbered	13,949
Resolution Number	EAST BAY PARK IMPROVEMENTS - BOBBY ALFORD BLDG PROJ #1222						

Purchase Order	2023-00000105	Department	12 Public Works	G/L Date	09/26/2022	Amount	11,087
Description	THE CART GUY	Vendor	18827 - THE CART GUY LLC	Deliver by Date	12/30/2022	Voided	
Type	Standard FY23 - manual close out needed		THE CART GUY LLC	Printed Date	10/07/2022	Discounted	
Status	Open		2929 N 215TH ST W	Completed Date		Expensed	
Bill To Location	P-04 - Finance		COLWICH, KS 67030	Expiration Date	01/30/2023	Remaining	11,087
Assigned To Buyer						Encumbered	11,087
Resolution Number	ROLL OUT CARTS						

Purchase Order	2023-00000117	Department	12 Public Works	G/L Date	10/23/2022	Amount	285,483
Description	AMICK EQUIPMENT - REPLACEMENT OF GARBAGE TRUCK #1305	Vendor	19 - AMICK EQUIPMENT COMPANY INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		AMICK EQUIPMENT COMPANY INC	Printed Date	10/28/2022	Discounted	
Status	Open		PO BOX 1965	Completed Date		Expensed	
Bill To Location	P-04 - Finance		LEXINGTON, SC 29071	Expiration Date	07/30/2023	Remaining	285,483
Assigned To Buyer						Encumbered	285,483
Resolution Number	REPLACEMENT OF GARBAGE TRUCK #1305						

Purchase Order	2023-00000184	Department	12 Public Works	G/L Date	01/23/2023	Amount	125,609
Description	DOBBS EQUIPMENT - 244 K WHEEL LOADER - TRACTOR	Vendor	19249 - DOBBS EQUIPMENT SOUTHEAST LLC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		DOBBS EQUIPMENT SOUTHEAST LLC	Printed Date	02/02/2023	Discounted	
Status	Open		1206 BLAYLOCK ST	Completed Date		Expensed	
Bill To Location	P-04 - Finance		ALBANY, GA 31705	Expiration Date	07/30/2023	Remaining	125,609
Assigned To Buyer						Encumbered	125,609
Resolution Number	244 K WHEEL LOADER - TRACTOR						

Purchase Order	2023-00000199	Department	12 Public Works	G/L Date	02/18/2023	Amount	19,436.50

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Department **12 Public Works**

Description	GEORGETOWN COUNTY BOARD OF DISABILITIES	Vendor	4200 - GEORGETOWN COUNTY BOARD OF DISABILITIES	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		GEORGETOWN COUNTY BOARD OF	Printed Date	02/24/2023	Discounted	
Status	Open		& SPECIAL NEEDS	Completed Date		Expensed	19,436
Bill To Location	P-04 - Finance		PO BOX 1471	Expiration Date	07/30/2023	Remaining	936
Assigned To Buyer			GEORGETOWN, SC 29442			Encumbered	936
Resolution Number	6 MONTH BLANKET						

Purchase Order	2023-00000207	Department	12 Public Works	G/L Date	02/22/2023	Amount	12,210
Description	WP LAW INC - BEN COOPER PARK SPLASH PAD REPAIRS FY23 - manual close out needed	Vendor	8521 - WP LAW INC	Deliver by Date	05/30/2023	Voided	
Type	Standard		WP LAW INC	Printed Date	03/02/2023	Discounted	
Status	Open		303 RIVERCHASE WAY	Completed Date		Expensed	7,760
Bill To Location	P-04 - Finance		LEXINGTON, SC 29072	Expiration Date	06/30/2023	Remaining	4,450
Assigned To Buyer						Encumbered	4,450
Resolution Number	BEN COOPER PARK SPLASH PAD REPAIRS						

Purchase Order	2023-00000212	Department	12 Public Works	G/L Date	03/10/2023	Amount	44,900
Description	CAGLE CONSULTING - PROJ# 1236	Vendor	17829 - CAGLE CONSULTING ENGINEERS LLC	Deliver by Date	08/30/2023	Voided	
Type	Standard		CAGLE CONSULTING ENGINEERS LLC	Printed Date	03/16/2023	Discounted	
Status	Open FY23 - manual close out needed		181 E EVANS ST SUITE E2	Completed Date		Expensed	16,500
Bill To Location	P-04 - Finance		FLORENCE, SC 29508	Expiration Date	09/30/2023	Remaining	28,400
Assigned To Buyer						Encumbered	28,400
Resolution Number	PROJ #1236						

Purchase Order	2023-00000224	Department	12 Public Works	G/L Date	03/28/2023	Amount	22,500
Description	HANNA ENGINEERING - PROJ #2402 - CDGB #4-SP-22-004	Vendor	18731 - HANNA ENGINEERING LLC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		HANNA ENGINEERING LLC	Printed Date	03/30/2023	Discounted	
Status	Open		2412 PISGAH RD	Completed Date		Expensed	7,070
Bill To Location	P-04 - Finance		FLORENCE, SC 29501	Expiration Date	07/30/2023	Remaining	15,430
Assigned To Buyer						Encumbered	15,430
Resolution Number	PROJ #2402 - CDGB #4-SP-22-004						

Purchase Order	2023-00000248	Department	12 Public Works	G/L Date	05/09/2023	Amount	25,000
Description	ROWE PROFESSIONAL SERVICE - PROJECT #2403	Vendor	18619 - ROWE PROFESSIONAL SERVICES COMPANY	Deliver by Date	12/31/2023	Voided	
Type	Standard FY23 - manual close out needed		ROWE PROFESSIONAL SERVICES COMPANY	Printed Date	05/12/2023	Discounted	
Status	Open		540 S SAGINAW ST STE 200	Completed Date		Expensed	
Bill To Location	P-04 - Finance		FLINT, MI 48502	Expiration Date	01/30/2024	Remaining	25,000
Assigned To Buyer						Encumbered	25,000
Resolution Number	HOWARD SCHOOL PARK PROJECT #2403						

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Department **12 Public Works**

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Purchase Order	2023-00000251	Department	12 Public Works	G/L Date	05/18/2023	Amount	79,560
Description	CXT INCORPORATED - PROJ #1237	Vendor	19298 - CXT INCORPORATED	Deliver by Date	12/30/2023	Voided	
Type	Standard		CXT INCORPORATED	Printed Date	05/18/2023	Discounted	
Status	Open		415 HOLIDAY DR	Completed Date		Expensed	
Bill To Location	P-04 - Finance		PITTSBURGH, PA 15220	Expiration Date	01/30/2024	Remaining	79,560
Assigned To Buyer						Encumbered	79,560
Resolution Number	BARUCH PARK RESTROOMS - PROJECT #1237						

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Purchase Order	2023-00000261	Department	12 Public Works	G/L Date	05/04/2023	Amount	887,098
Description	PYRAMID CONTRACTING - PROJ 1222	Vendor	19376 - PYRAMID CONTRACTING	Deliver by Date	11/30/2023	Voided	
Type	Standard		PYRAMID CONTRACTING	Printed Date	05/25/2023	Discounted	
Status	Open		951 WESTERN LANE	Completed Date		Expensed	101,238
Bill To Location	P-04 - Finance		IRMO, SC 29063	Expiration Date	12/30/2023	Remaining	785,859
Assigned To Buyer						Encumbered	785,859
Resolution Number	EAST BAY PARK - BOBBY ALFORD PAVILLION PROJ #1222						

FY23 - manual close out needed

Purchase Order	2023-00000265	Department	12 Public Works	G/L Date	06/01/2023	Amount	36,500
Description	GREENBERG FARROW ARCH - PROJ #2403	Vendor	19433 - GREENBERG FARROW ARCHITECTURE INC	Deliver by Date	06/30/2023	Voided	
Type	Standard		GREENBERG FARROW ARCHITECTURE INC	Printed Date	06/02/2023	Discounted	
Status	Open		DBA SGA NW, A GF DESIGN COMPANY	Completed Date		Expensed	5,475
Bill To Location	P-04 - Finance		1230 PEACHTREE ST NE SUITE 2900	Expiration Date	07/30/2023	Remaining	31,025
Assigned To Buyer			ATLANTA, GA 30309			Encumbered	31,025
Resolution Number	HOWARD SCHOOL PARK PROJ #2403						

FY23 - manual close out needed

Purchase Order	2023-00000273	Department	12 Public Works	G/L Date	06/09/2023	Amount	60,727
Description	ARC INC - PROJ #2001	Vendor	18295 - ASSOCIATES ROOFING & CONSTRUCTION INC	Deliver by Date	07/31/2023	Voided	
Type	Standard		ASSOCIATES ROOFING & CONSTRUCTION INC	Printed Date	06/15/2023	Discounted	
Status	Open		1135 BURGESS RD	Completed Date		Expensed	12,908
Bill To Location	P-04 - Finance		MURRELLS INLET, SC 29576	Expiration Date	08/30/2023	Remaining	47,819
Assigned To Buyer						Encumbered	47,819
Resolution Number	DUKE STREET YARD IMPROVEMENTS PROJ #2001						

FY23 - manual close out needed

Purchase Order	2023-00000280	Department	12 Public Works	G/L Date	06/26/2023	Amount	6,142
Description	DUPLICATES INK	Vendor	10243 - DUPLICATES INK	Deliver by Date	07/31/2023	Voided	
Type	Standard		DUPLICATES INK	Printed Date	07/10/2023	Discounted	
Status	Open		2408 MAIN STREET	Completed Date		Expensed	6,142
Bill To Location	P-04 - Finance		CONWAY, SC 29526	Expiration Date	12/31/2023	Remaining	1,175
Assigned To Buyer						Encumbered	1,175
Resolution Number	SC DHEC SOLID WASTE GRANT						

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Department **12 Public Works**

Purchase Order	2023-00000283	Department	12 Public Works	G/L Date	06/30/2023	Amount	5,700
Description	TERRACON - PROFESSIONAL SERVICES	Vendor	16360 - TERRACON CONSULTANTS INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		TERRACON CONSULTANTS INC	Printed Date	07/21/2023	Discounted	
Status	Open		PO BOX 959673	Completed Date		Expensed	5,700
Bill To Location	P-04 - Finance		ST LOUIS, MO 63195-9673	Expiration Date	07/30/2023	Remaining	
Assigned To Buyer						Encumbered	
Resolution Number	PROFESSIONAL SERVICES						

Purchase Order	2024-00000015	Department	12 Public Works	G/L Date	07/06/2023	Amount	12,990
Description	S & ME INC PROJ 1222	Vendor	1008 - S & ME INC	Deliver by Date	09/06/2023	Voided	
Type	Standard		S & ME INC	Printed Date	07/10/2023	Discounted	
Status	Open		PO BOX 277523	Completed Date		Expensed	
Bill To Location	P-04 - Finance		ATLANTA, GA 30384-7523	Expiration Date	12/31/2023	Remaining	12,990
Assigned To Buyer						Encumbered	12,990
Resolution Number	BOBBY ALFORD CONTINGENCY PROJ 1222						

Purchase Order	2024-00000030	Department	12 Public Works	G/L Date	07/12/2023	Amount	37,466
Description	DESTINY BREE BUTLER	Vendor	19306 - DESTINY BREE BUTLER	Deliver by Date	08/30/2023	Voided	
Type	Standard		DESTINY BREE BUTLER	Printed Date	07/14/2023	Discounted	
Status	Open		DBA SONGBIRD NURSERY	Completed Date		Expensed	
Bill To Location	P-04 - Finance		1735 RICE STREET	Expiration Date	12/31/2023	Remaining	37,466
Assigned To Buyer			GEORGETOWN, SC 29440			Encumbered	37,466
Resolution Number	FLORAL INSTALLATION & MAINTENANCE						

Purchase Order	2024-00000034	Department	12 Public Works	G/L Date	07/12/2023	Amount	60,727
Description	ARC - DUKE STREET YARD PROJ #2001	Vendor	18295 - ASSOCIATES ROOFING & CONSTRUCTION INC	Deliver by Date	08/30/2023	Voided	
Type	Standard		ASSOCIATES ROOFING & CONSTRUCTION INC	Printed Date	07/21/2023	Discounted	
Status	Open		1135 BURGESS RD	Completed Date		Expensed	44,444
Bill To Location	P-04 - Finance		MURRELLS INLET, SC 29576	Expiration Date	09/30/2023	Remaining	16,283
Assigned To Buyer						Encumbered	16,283
Resolution Number	PROJ #2001						

Purchase Order	2024-00000035	Department	12 Public Works	G/L Date	07/12/2023	Amount	7,771
Description	BELSON OUTDOORS	Vendor	18855 - BELSON OUTDOORS LLC	Deliver by Date	09/30/2023	Voided	
Type	Standard		BELSON OUTDOORS LLC	Printed Date	07/21/2023	Discounted	
Status	Open		627 AMERSALE DR	Completed Date		Expensed	
Bill To Location	P-04 - Finance		NAPERVILLE, IL 60563	Expiration Date	10/30/2023	Remaining	7,771
Assigned To Buyer						Encumbered	7,771
Resolution Number	CONCRETE PLANTERS FOR FRONT STREET						

Purchase Order	2024-00000039	Department	12 Public Works	G/L Date	07/17/2023	Amount	38,400

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Department **12 Public Works**

Description	GEORGETOWN COUNTY BOARD OF DISABILITIES	Vendor	4200 - GEORGETOWN COUNTY BOARD OF DISABILITIES	Deliver by Date	06/30/2024	Voided	
Type	Standard		GEORGETOWN COUNTY BOARD OF	Printed Date	07/21/2023	Discounted	
Status	Open		& SPECIAL NEEDS	Completed Date		Expensed	
Bill To Location	P-04 - Finance		PO BOX 1471	Expiration Date	07/30/2024	Remaining	38,400
Assigned To Buyer			GEORGETOWN, SC 29442			Encumbered	38,400
Resolution Number	6 MONTH BLANKET						
Purchase Order	2024-00000051	Department	12 Public Works	G/L Date	07/17/2023	Amount	71,000
Description	WRANGLER HOLDCO - DBA WASTE INDUSTRIES A GFL	Vendor	18736 - WRANGLER HOLDCO CORP	Deliver by Date	06/30/2024	Voided	
Type	Standard		WRANGLER HOLDCO CORP	Printed Date	07/21/2023	Discounted	
Status	Open		DBA WASTE INDUSTRIES LLC	Completed Date		Expensed	12,842
Bill To Location	P-04 - Finance		A GFL ENVIRONMENTAL COMPANY	Expiration Date	07/30/2024	Remaining	58,157
Assigned To Buyer			3301 BENSON DR SUITE 601			Encumbered	58,157
Resolution Number	BLANKET FOR 12 MONTHS OF SERVICE		RALEIGH, NC 27609				
Purchase Order	2024-00000062	Department	12 Public Works	G/L Date	07/26/2023	Amount	18,290
Description	COLLINS ENGINEERS - HARBORWALK AND KHM	Vendor	15309 - COLLINS ENGINEERS INC	Deliver by Date	09/30/2023	Voided	
Type	Standard		COLLINS ENGINEERS INC	Printed Date	08/11/2023	Discounted	
Status	Open		1180 SAM RITTENBURG BLVD	Completed Date		Expensed	
Bill To Location	P-04 - Finance		SUITE 105	Expiration Date	10/30/2023	Remaining	18,290
Assigned To Buyer			CHARLESTON, SC 29407			Encumbered	18,290
Resolution Number	PROFESSIONAL SERVICES						
Purchase Order	2024-00000067	Department	12 Public Works	G/L Date	08/02/2023	Amount	23,927
Description	RISE ABOVE CONSULTING - WAYFINDING SIGNS	Vendor	19441 - RISE ABOVE CONSULTING LLC	Deliver by Date	06/30/2024	Voided	
Type	Standard		RISE ABOVE CONSULTING LLC	Printed Date	08/11/2023	Discounted	
Status	Open		2154 N.CENTER ST	Completed Date		Expensed	11,937
Bill To Location	P-04 - Finance		STE 202B	Expiration Date	07/30/2024	Remaining	11,989
Assigned To Buyer			NORTH CHARLESTON, SC 29406			Encumbered	11,989
Resolution Number	WAYFINDING SIGNS						
Purchase Order	2024-00000073	Department	12 Public Works	G/L Date	08/08/2023	Amount	10,959
Description	TREETOP PRODUCTS	Vendor	17922 - TREETOP PRODUCTS INC	Deliver by Date	10/30/2023	Voided	
Type	Standard		TREETOP PRODUCTS INC	Printed Date	08/11/2023	Discounted	
Status	Open		DBA THE BENCH FACTORY COMPANY	Completed Date		Expensed	
Bill To Location	P-04 - Finance		222 E STATE ST	Expiration Date	11/30/2023	Remaining	10,959
Assigned To Buyer			BATAVIA, IL 60510			Encumbered	10,959
Resolution Number	DSD WASTE CONTAINERS FRONT STREET & PARKS						
Purchase Order	2024-00000075	Department	12 Public Works	G/L Date	07/27/2023	Amount	77,120

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Department **12 Public Works**

Description	KISHA GAMBLE - DBA RANDOLPHS KRAZY KLEANING	Vendor	19431 - KISHA GAMBLE	Deliver by Date	06/30/2024	Voided	
Type	Standard		KISHA GAMBLE	Printed Date	08/21/2023	Discounted	
Status	Open		DBA RANDOLPH KRAZY KLEANING SERVICES LLC	Completed Date		Expensed	
Bill To Location	P-04 - Finance		793 SOUTH SANTEE RD	Expiration Date	07/30/2024	Remaining	77,120
Assigned To Buyer			MC CLELLANVILLE, SC 29458			Encumbered	
Resolution Number	JANITORIAL SERVICES						

Purchase Order	2024-00000077	Department	12 Public Works	G/L Date	08/15/2023	Amount	7,200
Description	CINTAS - SAFETY BOOTS	Vendor	6945 - CINTAS CORPORATION	Deliver by Date	05/30/2024	Voided	
Type	Standard		CINTAS CORPORATION	Printed Date	08/21/2023	Discounted	
Status	Open		1359 CANNON ROAD	Completed Date		Expensed	
Bill To Location	P-04 - Finance		MYRTLE BEACH, SC 29577	Expiration Date	06/30/2024	Remaining	7,200
Assigned To Buyer						Encumbered	7,200
Resolution Number	SAFETY BOOTS						

Purchase Order	2024-00000079	Department	12 Public Works	G/L Date	08/15/2023	Amount	11,453
Description	AMICK - DOWNTOWN SANITATION DISCTRICT - BLACK COLOR	Vendor	19 - AMICK EQUIPMENT COMPANY INC	Deliver by Date	09/30/2023	Voided	
Type	Standard		AMICK EQUIPMENT COMPANY INC	Printed Date	08/21/2023	Discounted	
Status	Open		PO BOX 1965	Completed Date		Expensed	
Bill To Location	P-04 - Finance		LEXINGTON, SC 29071	Expiration Date	12/31/2023	Remaining	11,453
Assigned To Buyer						Encumbered	11,453
Resolution Number	DSD ROLL OUT CARTS BLACK						

Purchase Order	2024-00000083	Department	12 Public Works	G/L Date	08/18/2023	Amount	8,170
Description	GRAY'S LAWN CARE LLC - PROJ 1240	Vendor	18915 - GRAY'S LAWN CARE LLC	Deliver by Date	09/30/2023	Voided	
Type	Standard		GRAY'S LAWN CARE LLC	Printed Date	08/25/2023	Discounted	
Status	Open		20 PATRIOT COURT	Completed Date		Expensed	
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29440	Expiration Date	12/31/2023	Remaining	8,170
Assigned To Buyer						Encumbered	8,170
Resolution Number	MORGAN PARK IMPROVEMENTS - PROJ 1240						

Department **12 Public Works** Totals — Purchase Orders 30

Amount	$2,142,689
Voided	$0
Discounted	$0
Expensed	$364,721
Remaining	$1,780,080
Encumbered	$1,702,960

Department **14 Fleet Services**

Purchase Order	2023-00000138	Department	14 Fleet Services	G/L Date	11/29/2022	Amount	50,899

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Department **14 Fleet Services**

Description	ALAN JAY AUTOMOTIVE - REPLACEMENT TRUCK #1402	Vendor	19241 - ALAN JAY AUTOMOTIVE MANAGEMENT	Deliver by Date	06/30/2023	Voided	
Type	Standard		ALAN JAY AUTOMOTIVE MANAGEMENT	Printed Date	12/01/2022	Discounted	
Status	Open		DBA ALAN JAY FLEET SALES	Completed Date		Expensed	50,399
Bill To Location	P-04 - Finance		PO BOX 9200	Expiration Date	07/30/2023	Remaining	500
Assigned To Buyer			SEBRING, FL 33871-9200			Encumbered	500
Resolution Number	VEH #1402 - LEASE PURCHASE						

Department **14 Fleet Services** Totals — Purchase Orders 1

Amount	$50,899
Voided	$0
Discounted	$0
Expensed	$50,399
Remaining	$500
Encumbered	$500

Department **19 Electric**

Purchase Order	2023-00000016	Department	19 Electric	G/L Date	07/07/2022	Amount	24,671
Description	CANNON TECHNOLOGIES - METER SUPPLIES	Vendor	16312 - CANNON TECHNOLOGIES INC	Deliver by Date	11/18/2022	Voided	
Type	Standard FY23 - manual close out needed		CANNON TECHNOLOGIES INC	Printed Date	07/07/2022	Discounted	
Status	Open		DBA EATON CORP	Completed Date		Expensed	22,175
Bill To Location	P-04 - Finance		28370 NETWORK PLACE	Expiration Date	12/30/2022	Remaining	2,495
Assigned To Buyer			CHICAGO, IL 60673-1283			Encumbered	
Resolution Number	METER SUPPLIES						

Purchase Order	2023-00000027	Department	19 Electric	G/L Date	07/01/2022	Amount	25,000
Description	LINE EQUIPMENT - BLANKET	Vendor	8540 - LINE EQUIPMENT SALES CO INC	Deliver by Date	06/30/2023	Voided	
Type	Blanket		LINE EQUIPMENT SALES CO INC	Printed Date	07/07/2022	Discounted	
Status	Open FY23 - manual close out needed		ELECTRIC UTILITY SUPPLY LTD	Completed Date		Expensed	22,539
Bill To Location	P-04 - Finance		PO BOX 3269	Expiration Date	07/30/2023	Remaining	2,460
Assigned To Buyer			WEST COLUMBIA, SC 29171-3269			Encumbered	
Resolution Number	BLANKET - INVENTORY & MATERIALS						

Purchase Order	2023-00000036	Department	19 Electric	G/L Date	07/01/2022	Amount	25,000
Description	WESCO DISTRIBUTION - INVENTORY	Vendor	367 - WESCO DISTRIBUTION INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		WESCO DISTRIBUTION INC	Printed Date	07/07/2022	Discounted	
Status	Open		1050 CHRIS CIRCLE	Completed Date		Expensed	6,775
Bill To Location	P-04 - Finance		WEST COLUMBIA, SC 29170	Expiration Date	07/30/2023	Remaining	18,224
Assigned To Buyer						Encumbered	
Resolution Number	BLANKET - INVENTORY & MATERIALS						

Purchase Order	2023-00000095	Department	19 Electric	G/L Date	09/19/2022	Amount	25,000
Description	LINE EQUIPMENT - BLANKET	Vendor	8540 - LINE EQUIPMENT SALES CO INC	Deliver by Date	10/30/2022	Voided	
Type	Blanket FY23 - manual close out needed		LINE EQUIPMENT SALES CO INC	Printed Date	09/22/2022	Discounted	

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Department **19 Electric**

Status	Open		ELECTRIC UTILITY SUPPLY LTD	Completed Date		Expensed	13,142
Bill To Location	P-04 - Finance		PO BOX 3269	Expiration Date	11/30/2022	Remaining	11,857
Assigned To Buyer			WEST COLUMBIA, SC 29171-3269			Encumbered	
Resolution Number	BLANKET - INVENTORY & MATERIALS						

Purchase Order	2023-00000098	Department	19 Electric	G/L Date	09/19/2022	Amount	25,000
Description	SUNBELT SOLOMON SERVICES	Vendor	19074 - SUNBELT SOLOMON SERVICES LLC	Deliver by Date	06/30/2023	Voided	
Type	Standard		SUNBELT SOLOMON SERVICES LLC	Printed Date	09/22/2022	Discounted	
Status	Open FY23 - manual close out needed		PO BOX 245	Completed Date		Expensed	24,511
Bill To Location	P-04 - Finance		SOLOMON, KS 67480	Expiration Date	07/30/2023	Remaining	488
Assigned To Buyer						Encumbered	
Resolution Number	BLANKET - SOLE SOURCE						

Purchase Order	2023-00000110	Department	19 Electric	G/L Date	10/17/2022	Amount	25,000
Description	BORDER STATES	Vendor	18809 - BORDER STATES INDUSTRIES INC	Deliver by Date	06/30/2023	Voided	
Type	Blanket FY23 - manual close out needed		BORDER STATES INDUSTRIES INC	Printed Date	10/20/2022	Discounted	
Status	Open		PO BOX 603585	Completed Date		Expensed	23,557
Bill To Location	P-04 - Finance		CHARLOTTE, NC 28260-3585	Expiration Date	07/30/2023	Remaining	1,442
Assigned To Buyer						Encumbered	
Resolution Number	BLANKET - INVENTORY & MATERIALS						

Purchase Order	2023-00000120	Department	19 Electric	G/L Date	10/21/2022	Amount	102,500
Description	UTEC - PROJECT #1927	Vendor	6254 - UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC	Deliver by Date	06/30/2023	Voided	
Type	Blanket FY23 - manual close out needed		UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC	Printed Date	10/28/2022	Discounted	
Status	Open		DBA UTILITY TECHNOLOGY	Completed Date		Expensed	58,456
Bill To Location	P-04 - Finance		147 DUBLIN SQUARE RD	Expiration Date	07/30/2023	Remaining	44,043
Assigned To Buyer			ASHEBORO, NC 27203			Encumbered	58,676
Resolution Number	PROJECT #1927						

Purchase Order	2023-00000144	Department	19 Electric	G/L Date	12/06/2022	Amount	25,000
Description	BORDER STATES	Vendor	18809 - BORDER STATES INDUSTRIES INC	Deliver by Date	06/30/2023	Voided	
Type	Blanket FY23 - manual close out needed		BORDER STATES INDUSTRIES INC	Printed Date	12/08/2022	Discounted	
Status	Open		PO BOX 603585	Completed Date		Expensed	19,586
Bill To Location	P-04 - Finance		CHARLOTTE, NC 28260-3585	Expiration Date	07/30/2023	Remaining	5,413
Assigned To Buyer						Encumbered	
Resolution Number	BLANKET - INVENTORY & MATERIALS						

Purchase Order	2023-00000148	Department	19 Electric	G/L Date	12/06/2022	Amount	25,000
Description	SUNBELT SOLOMON SERVICES	Vendor	19074 - SUNBELT SOLOMON SERVICES LLC	Deliver by Date	06/30/2023	Voided	
Type	Standard		SUNBELT SOLOMON SERVICES LLC	Printed Date	12/08/2022	Discounted	
Status	Open FY23 - manual close out needed		PO BOX 245	Completed Date		Expensed	23,124

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Department **19 Electric**

Bill To Location	P-04 - Finance		SOLOMON, KS 67480	Expiration Date	07/30/2023	Remaining	1,875
Assigned To Buyer						Encumbered	
Resolution Number	BLANKET - SOLE SOURCE						

Purchase Order	2023-00000181	Department	19 Electric	G/L Date	01/31/2023	Amount	75,000
Description	BORDER STATES	Vendor	18809 - BORDER STATES INDUSTRIES INC	Deliver by Date	06/30/2023	Voided	
Type	Blanket FY23 - manual close out needed		BORDER STATES INDUSTRIES INC	Printed Date	02/02/2023	Discounted	
Status	Open		PO BOX 603585	Completed Date		Expensed	25,820
Bill To Location	P-04 - Finance		CHARLOTTE, NC 28260-3585	Expiration Date	07/30/2023	Remaining	49,179
Assigned To Buyer						Encumbered	
Resolution Number	BLANKET - INVENTORY & MATERIALS						

Purchase Order	2023-00000189	Department	19 Electric	G/L Date	02/07/2023	Amount	75,000
Description	LINE EQUIPMENT - BLANKET	Vendor	8540 - LINE EQUIPMENT SALES CO INC	Deliver by Date	06/30/2023	Voided	
Type	Blanket FY23 - manual close out needed		LINE EQUIPMENT SALES CO INC	Printed Date	02/09/2023	Discounted	
Status	Open		ELECTRIC UTILITY SUPPLY LTD	Completed Date		Expensed	12,922
Bill To Location	P-04 - Finance		PO BOX 3269	Expiration Date	07/30/2023	Remaining	62,077
Assigned To Buyer			WEST COLUMBIA, SC 29171-3269			Encumbered	
Resolution Number	BLANKET - INVENTORY & MATERIALS						

Purchase Order	2023-00000198	Department	19 Electric	G/L Date	02/23/2023	Amount	22,611
Description	CANNON TECHNOLOGIES - METERS	Vendor	16312 - CANNON TECHNOLOGIES INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		CANNON TECHNOLOGIES INC	Printed Date	02/24/2023	Discounted	
Status	Open		DBA EATON CORP	Completed Date		Expensed	
Bill To Location	P-04 - Finance		28370 NETWORK PLACE	Expiration Date	07/30/2023	Remaining	22,611
Assigned To Buyer			CHICAGO, IL 60673-1283			Encumbered	
Resolution Number	INVENTORY						

Purchase Order	2023-00000206	Department	19 Electric	G/L Date	02/24/2023	Amount	75,000
Description	SUNBELT SOLOMON SERVICES	Vendor	19074 - SUNBELT SOLOMON SERVICES LLC	Deliver by Date	06/30/2023	Voided	
Type	Standard		SUNBELT SOLOMON SERVICES LLC	Printed Date	03/02/2023	Discounted	
Status	Open FY23 - manual close out needed		PO BOX 245	Completed Date		Expensed	58,217
Bill To Location	P-04 - Finance		SOLOMON, KS 67480	Expiration Date	07/30/2023	Remaining	16,782
Assigned To Buyer						Encumbered	
Resolution Number	BLANKET - SOLE SOURCE						

Purchase Order	2023-00000208	Department	19 Electric	G/L Date	03/01/2023	Amount	75,000
Description	UTILITY TRANSFORMER BROKERS	Vendor	19316 - UTILITY TRANSFORMER BROKERS LLC	Deliver by Date	06/30/2023	Voided	
Type	Blanket FY23 - manual close out needed		UTILITY TRANSFORMER BROKERS LLC	Printed Date	03/03/2023	Discounted	
Status	Open		PO BOX 535	Completed Date		Expensed	
Bill To Location	P-04 - Finance		SANTAQUIN, UT 84655	Expiration Date	07/30/2023	Remaining	75,000
Assigned To Buyer						Encumbered	
Resolution Number	INVENTORY						

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Department **19 Electric**

Purchase Order	2023-00000209	Department	19 Electric	G/L Date	03/09/2023	Amount	25,000
Description	COASTAL STRUCTURES - CONTRACTING OF EMPLOYEE	Vendor	6524 - COASTAL STRUCTURES CORPORATION	Deliver by Date	02/28/2024	Voided	
Type	Blanket FY23 - manual close out needed		COASTAL STRUCTURES CORPORATION	Printed Date	03/09/2023	Discounted	
Status	Open		PO BOX 937	Completed Date		Expensed	19,192
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29442	Expiration Date	03/30/2024	Remaining	5,807
Assigned To Buyer						Encumbered	5,807
Resolution Number	PROFESSIONAL SERVICES						

Purchase Order	2023-00000214	Department	19 Electric	G/L Date	03/20/2023	Amount	11,246
Description	CANNON TECHNOLOGIES - METERS	Vendor	16312 - CANNON TECHNOLOGIES INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		CANNON TECHNOLOGIES INC	Printed Date	03/23/2023	Discounted	
Status	Open		DBA EATON CORP	Completed Date		Expensed	
Bill To Location	P-04 - Finance		28370 NETWORK PLACE	Expiration Date	07/30/2023	Remaining	11,246
Assigned To Buyer			CHICAGO, IL 60673-1283			Encumbered	
Resolution Number	INVENTORY						

Purchase Order	2023-00000220	Department	19 Electric	G/L Date	03/21/2023	Amount	63,820
Description	SUNBELT SOLOMON SERVICES	Vendor	19074 - SUNBELT SOLOMON SERVICES LLC	Deliver by Date	06/30/2023	Voided	
Type	Standard		SUNBELT SOLOMON SERVICES LLC	Printed Date	03/23/2023	Discounted	
Status	Open FY23 - manual close out needed		PO BOX 245	Completed Date		Expensed	38,249
Bill To Location	P-04 - Finance		SOLOMON, KS 67480	Expiration Date	07/30/2023	Remaining	3,680
Assigned To Buyer						Encumbered	
Resolution Number	INVENTORY						

Purchase Order	2023-00000229	Department	19 Electric	G/L Date	04/05/2023	Amount	69,200
Description	UTILITY TRANSFORMER BROKERS	Vendor	19316 - UTILITY TRANSFORMER BROKERS LLC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		UTILITY TRANSFORMER BROKERS LLC	Printed Date	04/06/2023	Discounted	
Status	Open		PO BOX 535	Completed Date		Expensed	
Bill To Location	P-04 - Finance		SANTAQUIN, UT 84655	Expiration Date	07/30/2023	Remaining	69,200
Assigned To Buyer						Encumbered	
Resolution Number	INVENTORY						

Purchase Order	2024-00000018	Department	19 Electric	G/L Date	07/05/2023	Amount	75,000
Description	BORDER STATES INDUSTRIES	Vendor	18809 - BORDER STATES INDUSTRIES INC	Deliver by Date	06/30/2024	Voided	
Type	Blanket		BORDER STATES INDUSTRIES INC	Printed Date	07/14/2023	Discounted	
Status	Open		PO BOX 603585	Completed Date		Expensed	12,339
Bill To Location	P-04 - Finance		CHARLOTTE, NC 28260-3585	Expiration Date	06/30/2024	Remaining	62,660
Assigned To Buyer						Encumbered	
Resolution Number	BLANKET INVENTORY MATERIALS						

Purchase Order	2024-00000019	Department	19 Electric	G/L Date	07/05/2023	Amount	75,000

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Summary Listing

Department **19 Electric**

Description	LINE EQUIPMENT SALES CO INC	Vendor	8540 - LINE EQUIPMENT SALES CO INC	Deliver by Date	06/30/2024	Voided	
Type	Blanket		LINE EQUIPMENT SALES CO INC	Printed Date	07/14/2023	Discounted	
Status	Open		ELECTRIC UTILITY SUPPLY LTD	Completed Date		Expensed	
Bill To Location	P-04 - Finance		PO BOX 3269	Expiration Date	06/30/2024	Remaining	75,000
Assigned To Buyer			WEST COLUMBIA, SC 29171-3269			Encumbered	
Resolution Number	BLANKET - INVENTORY MATERIALS						

Purchase Order	2024-00000020	Department	19 Electric	G/L Date	07/05/2023	Amount	25,000
Description	WESCO DISTRIBUTION I NC	Vendor	367 - WESCO DISTRIBUTION INC	Deliver by Date	06/30/2024	Voided	
Type	Blanket		WESCO DISTRIBUTION INC	Printed Date	07/14/2023	Discounted	
Status	Open		1050 CHRIS CIRCLE	Completed Date		Expensed	
Bill To Location	P-04 - Finance		WEST COLUMBIA, SC 29170	Expiration Date	06/30/2024	Remaining	25,000
Assigned To Buyer						Encumbered	
Resolution Number	BLANKET - INVENTORY MATERIALS						

Purchase Order	2024-00000021	Department	19 Electric	G/L Date	07/05/2023	Amount	22,611
Description	CANNON TECHNOLOGIES - METERS	Vendor	16312 - CANNON TECHNOLOGIES INC	Deliver by Date	06/30/2024	Voided	
Type	Standard		CANNON TECHNOLOGIES INC	Printed Date	07/14/2023	Discounted	
Status	Open		DBA EATON CORP	Completed Date		Expensed	
Bill To Location	P-04 - Finance		28370 NETWORK PLACE	Expiration Date	06/30/2024	Remaining	22,611
Assigned To Buyer			CHICAGO, IL 60673-1283			Encumbered	
Resolution Number	INVENTORY						

Purchase Order	2024-00000022	Department	19 Electric	G/L Date	07/05/2023	Amount	11,246
Description	CANNON TECHNOLOGIES	Vendor	16312 - CANNON TECHNOLOGIES INC	Deliver by Date	06/30/2024	Voided	
Type	Standard		CANNON TECHNOLOGIES INC	Printed Date	07/14/2023	Discounted	
Status	Open		DBA EATON CORP	Completed Date		Expensed	
Bill To Location	P-04 - Finance		28370 NETWORK PLACE	Expiration Date	06/30/2024	Remaining	11,246
Assigned To Buyer			CHICAGO, IL 60673-1283			Encumbered	
Resolution Number	INVENTORY						

Purchase Order	2024-00000023	Department	19 Electric	G/L Date	07/05/2023	Amount	75,000
Description	UTILITY TRANSFORMER BROKERS	Vendor	19316 - UTILITY TRANSFORMER BROKERS LLC	Deliver by Date	06/30/2024	Voided	
Type	Blanket		UTILITY TRANSFORMER BROKERS LLC	Printed Date	07/14/2023	Discounted	
Status	Open		PO BOX 535	Completed Date		Expensed	
Bill To Location	P-04 - Finance		SANTAQUIN, UT 84655	Expiration Date	06/30/2024	Remaining	75,000
Assigned To Buyer						Encumbered	
Resolution Number	INVENTORY						

Purchase Order	2024-00000024	Department	19 Electric	G/L Date	07/05/2023	Amount	69,200
Description	UTILITY TRANSFORMER BROKERS	Vendor	19316 - UTILITY TRANSFORMER BROKERS LLC	Deliver by Date	06/30/2024	Voided	
Type	Standard		UTILITY TRANSFORMER BROKERS LLC	Printed Date	07/14/2023	Discounted	
Status	Open		PO BOX 535	Completed Date		Expensed	.00

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Department **19 Electric**

Bill To Location	P-04 - Finance		SANTAQUIN, UT 84655	Expiration Date	06/30/2024	Remaining	69,200
Assigned To Buyer						Encumbered	
Resolution Number	INVENTORY						

Purchase Order	2024-00000025	Department	19 Electric	G/L Date	07/05/2023	Amount	65,000
Description	COASTAL STRUCTURES - CONTRACTING OF EMPLOYEE	Vendor	6524 - COASTAL STRUCTURES CORPORATION	Deliver by Date	06/30/2024	Voided	
Type	Blanket		COASTAL STRUCTURES CORPORATION	Printed Date	07/14/2023	Discounted	
Status	Open		PO BOX 937	Completed Date		Expensed	4,207
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29442	Expiration Date	06/30/2024	Remaining	60,792
Assigned To Buyer						Encumbered	60,792
Resolution Number	PROFESSIONAL SERVICES						

Purchase Order	2024-00000027	Department	19 Electric	G/L Date	07/07/2023	Amount	75,000
Description	SUNBELT SOLOMON SERVICES	Vendor	19074 - SUNBELT SOLOMON SERVICES LLC	Deliver by Date	06/30/2024	Voided	
Type	Standard		SUNBELT SOLOMON SERVICES LLC	Printed Date	07/14/2023	Discounted	
Status	Open		PO BOX 245	Completed Date		Expensed	
Bill To Location	P-04 - Finance		SOLOMON, KS 67480	Expiration Date	06/30/2024	Remaining	75,000
Assigned To Buyer						Encumbered	
Resolution Number	BLANKET - SOLE SOURCE						

Purchase Order	2024-00000049	Department	19 Electric	G/L Date	07/14/2023	Amount	33,400
Description	UTEC - PROJ #1930	Vendor	6254 - UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC	Deliver by Date	06/30/2024	Voided	
Type	Blanket		UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC	Printed Date	07/21/2023	Discounted	
Status	Open		DBA UTILITY TECHNOLOGY	Completed Date		Expensed	22,034
Bill To Location	P-04 - Finance		147 DUBLIN SQUARE RD	Expiration Date	07/30/2024	Remaining	11,365
Assigned To Buyer			ASHEBORO, NC 27203			Encumbered	11,365
Resolution Number	PROJ #1930						

Purchase Order	2024-00000060	Department	19 Electric	G/L Date	08/07/2023	Amount	69,585
Description	BORDER STATES	Vendor	18809 - BORDER STATES INDUSTRIES INC	Deliver by Date	06/30/2024	Voided	
Type	Standard		BORDER STATES INDUSTRIES INC	Printed Date	08/11/2023	Discounted	
Status	Open		PO BOX 603585	Completed Date		Expensed	
Bill To Location	P-04 - Finance		CHARLOTTE, NC 28260-3585	Expiration Date	07/30/2024	Remaining	69,585
Assigned To Buyer						Encumbered	
Resolution Number	INVENTORY						

Purchase Order	2024-00000064	Department	19 Electric	G/L Date	08/01/2023	Amount	11,640
Description	KOPPERS UTILITY	Vendor	18603 - KOPPERS UTILITY AND INDUSTRIAL PRODUCTS INC	Deliver by Date	09/08/2023	Voided	
Type	Standard		KOPPERS UTILITY AND INDUSTRIAL PRODUCTS INC	Printed Date	08/11/2023	Discounted	

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Department **19 Electric**

Status	Open		PO BOX 746367	Completed Date		Expensed	
Bill To Location	P-04 - Finance		ATLANTA, GA 30374-6367	Expiration Date	10/30/2023	Remaining	11,640
Assigned To Buyer						Encumbered	
Resolution Number	INVENTORY						

Purchase Order	2024-00000072	Department	19 Electric	G/L Date	07/26/2023	Amount	445,000
Description	SUMTER UTILITIES	Vendor	16338 - SUMTER UTILITIES INC	Deliver by Date	06/30/2024	Voided	
Type	Blanket		SUMTER UTILITIES	Printed Date	08/11/2023	Discounted	
Status	Open		PO BOX 579	Completed Date		Expensed	
Bill To Location	P-04 - Finance		SUMTER, SC 29151-0579	Expiration Date	07/30/2024	Remaining	445,000
Assigned To Buyer						Encumbered	445,000
Resolution Number	ELECTRIC DISTRIBUTION CONTRACTOR - LINE CREW ASSISTANCE						

Department	**19 Electric** Totals	Purchase Orders	31	Amount	$1,846,734
				Voided	$0
				Discounted	$0
				Expensed	$406,851
				Remaining	$1,417,992
				Encumbered	$581,642

Department **21 G & A**

Purchase Order	2023-00000023	Department	21 G & A	G/L Date	07/05/2022	Amount	25,000
Description	INDUSTRIAL REWINDING - ELECTRIC MOTOR REPAIRS 32.18	Vendor	1128 - INDUSTRIAL REWINDING INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		INDUSTRIAL REWINDING INC	Printed Date	07/07/2022	Discounted	
Status	Open		PO BOX 3442	Completed Date		Expensed	8,006
Bill To Location	P-04 - Finance		MYRTLE BEACH , SC 29578	Expiration Date	07/30/2023	Remaining	16,993
Assigned To Buyer						Encumbered	16,993
Resolution Number	BLANKET - ELECTRIC MOTOR REPAIRS						

Purchase Order	2023-00000039	Department	21 G & A	G/L Date	07/05/2022	Amount	10,000
Description	THOMAS SUPPLY - ELECTRICAL WIRE	Vendor	356 - THOMAS SUPPLY CO INC	Deliver by Date	06/30/2023	Voided	
Type	Standard		THOMAS SUPPLY CO INC	Printed Date	07/13/2022	Discounted	
Status	Open FY23 - manual close out needed		PO BOX 610	Completed Date		Expensed	8,109
Bill To Location	P-04 - Finance		MARION, SC 29571	Expiration Date	07/30/2023	Remaining	1,891
Assigned To Buyer						Encumbered	1,891
Resolution Number	SUPPLIES - ELECTRICAL WIRE						

Purchase Order	2023-00000054	Department	21 G & A	G/L Date	08/01/2022	Amount	25,000
Description	COASTAL ASPHALT LLC - CONTRACT LABOR	Vendor	15796 - COASTAL ASPHALT LLC	Deliver by Date	06/30/2023	Voided	
Type	Blanket		COASTAL ASPHALT LLC	Printed Date	08/04/2022	Discounted	
Status	Open FY23 - manual close out needed		2142 WINBURN ST	Completed Date		Expensed	

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Department **21 G & A**

Bill To Location	P-04 - Finance		CONWAY, SC 29527	Expiration Date	07/30/2023	Remaining	25,000
Assigned To Buyer						Encumbered	25,000
Resolution Number	CONTRACT LABOR						

Purchase Order	2023-00000070	Department	21 G & A	G/L Date	08/25/2022	Amount	25,000
Description	Jones Chemicals - WTP Chlorine Cylinders 31.16	Vendor	9909 - JONES CHEMICALS INC	Deliver by Date	06/30/2023	Voided	
Type	Blanket FY23 - manual close out needed		JONES CHEMICALS INC	Printed Date	08/26/2022	Discounted	
Status	Open		PO BOX 25035	Completed Date		Expensed	16,541
Bill To Location	P-04 - Finance		BRADENTON, FL 34206	Expiration Date	07/30/2023	Remaining	8,458
Assigned To Buyer						Encumbered	8,458
Resolution Number	BLANKET - CHLORINE FOR WTP						

Purchase Order	2023-00000077	Department	21 G & A	G/L Date	09/01/2022	Amount	408,559
Description	MB KAHN CONSTRUCTION CO - PROJ #1815 RIA GRANT	Vendor	5906 - MB KAHN CONSTRUCTION CO INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		MB KAHN CONSTRUCTION CO IN	Printed Date	09/01/2022	Discounted	
Status	Open		101 FLINTLAKE ROAD	Completed Date		Expensed	293,893
Bill To Location	P-04 - Finance		COLUMBIA, SC 29223	Expiration Date	07/30/2023	Remaining	114,665
Assigned To Buyer						Encumbered	114,665
Resolution Number	PROJ #1815 - SC RIA GRANT #S-21-1287						

Purchase Order	2023-00000078	Department	21 G & A	G/L Date	07/07/2022	Amount	10,770
Description	ROWE PROFESSIONAL SERVICE - PROJ #1515	Vendor	18619 - ROWE PROFESSIONAL SERVICES COMPANY	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		ROWE PROFESSIONAL SERVICES COMPANY	Printed Date	09/01/2022	Discounted	
Status	Open		540 S SAGINAW ST STE 200	Completed Date		Expensed	902
Bill To Location	P-04 - Finance		FLINT, MI 48502	Expiration Date	07/30/2023	Remaining	9,867
Assigned To Buyer						Encumbered	9,867
Resolution Number	PROJ #1515						

Purchase Order	2023-00000079	Department	21 G & A	G/L Date	07/07/2022	Amount	489,247
Description	W K DICKSON - PROJ #4015 - EDA GRANT #04-79-07494	Vendor	5417 - W K DICKSON & CO INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		W K DICKSON & CO INC	Printed Date	09/01/2022	Discounted	
Status	Open		PO BOX 36005	Completed Date		Expensed	188,613
Bill To Location	P-04 - Finance		CHARLOTTE, NC 28236	Expiration Date	07/30/2023	Remaining	300,633
Assigned To Buyer						Encumbered	300,633
Resolution Number	PROJ #4015 - EDA GRANT #04-79-07494						

Purchase Order	2023-00000080	Department	21 G & A	G/L Date	08/04/2022	Amount	163,765
Description	WK DICKSON - PROJ #1606	Vendor	5417 - W K DICKSON & CO INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		W K DICKSON & CO INC	Printed Date	09/01/2022	Discounted	
Status	Open		PO BOX 36005	Completed Date		Expensed	30,632

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Department **21 G & A**

Bill To Location	P-04 - Finance		CHARLOTTE, NC 28236	Expiration Date	07/30/2023	Remaining	133,133
Assigned To Buyer						Encumbered	133,133
Resolution Number	PROJ #1606						

Purchase Order	2023-00000084	Department	21 G & A	G/L Date	09/15/2022	Amount	94,308
Description	WRCOG - ARPA	Vendor	1137 - WACCAMAW REGIONAL & PLANNING	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		WACCAMAW REGIONAL COUNCIL OF GOVERNMENT	Printed Date	09/15/2022	Discounted	
Status	Open		1230 HIGHMARKET ST	Completed Date		Expensed	12,792
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29440	Expiration Date	07/30/2023	Remaining	81,515
Assigned To Buyer						Encumbered	81,515
Resolution Number	PROFESSIONAL SERVICES						

Purchase Order	2023-00000091	Department	21 G & A	G/L Date	07/05/2022	Amount	31,420
Description	WRCOG - PROJ #1515 - CDBG #4-CI-21-008	Vendor	1137 - WACCAMAW REGIONAL & PLANNING	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		WACCAMAW REGIONAL COUNCIL OF GOVERNMENT	Printed Date	09/15/2022	Discounted	
Status	Open		1230 HIGHMARKET ST	Completed Date		Expensed	14,721
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29440	Expiration Date	07/30/2023	Remaining	16,699
Assigned To Buyer						Encumbered	16,699
Resolution Number	PROFESSIONAL SERVICES - PROJ #1515						

Purchase Order	2023-00000092	Department	21 G & A	G/L Date	07/05/2022	Amount	22,764
Description	WRCOG - PROJ #4015 - EDA GRANT #04-79-07494	Vendor	1137 - WACCAMAW REGIONAL & PLANNING	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		WACCAMAW REGIONAL COUNCIL OF GOVERNMENT	Printed Date	09/15/2022	Discounted	
Status	Open		1230 HIGHMARKET ST	Completed Date		Expensed	8,291
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29440	Expiration Date	07/30/2023	Remaining	14,472
Assigned To Buyer						Encumbered	14,472
Resolution Number	PROFESSIONAL SERVICES - PROJ #4015						

Purchase Order	2023-00000102	Department	21 G & A	G/L Date	10/05/2022	Amount	14,674
Description	CANNON TECHNOLOGIES - WATER METER NODES	Vendor	16312 - CANNON TECHNOLOGIES INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		CANNON TECHNOLOGIES INC	Printed Date	10/07/2022	Discounted	
Status	Open		DBA EATON CORP	Completed Date		Expensed	
Bill To Location	P-04 - Finance		28370 NETWORK PLACE	Expiration Date	07/30/2023	Remaining	14,674
Assigned To Buyer			CHICAGO, IL 60673-1283			Encumbered	14,674
Resolution Number	WATER METER NODES						

Purchase Order	2023-00000104	Department	21 G & A	G/L Date	10/04/2022	Amount	413,410
Description	GREEN WAVE - PROJ 1819	Vendor	16954 - GREEN WAVE CONTRACTING INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		GREEN WAVE CONTRACTING INC	Printed Date	10/07/2022	Discounted	.00

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Department **21 G & A**

Status	Open		3989 HIGHMARKET ST	Completed Date		Expensed	373,070
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29440	Expiration Date	07/30/2023	Remaining	40,340
Assigned To Buyer						Encumbered	40,340
Resolution Number	PROJECT #1819 - ARPA 2021						

Purchase Order	2023-00000113	Department	21 G & A	G/L Date	10/19/2022	Amount	215,862
Description	MELTON ELECTRIC - PUMP STATION GENERATORS	Vendor	18607 - MELTON ELECTRIC CO INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		MELTON ELECTRIC CO INC	Printed Date	10/20/2022	Discounted	
Status	Open		111 JACOB LANE	Completed Date		Expensed	
Bill To Location	P-04 - Finance		MYRTLE BEACH, SC 29579	Expiration Date	07/30/2023	Remaining	215,862
Assigned To Buyer						Encumbered	215,862
Resolution Number	PUMP STATION GENERATORS - FEMA/SCEMD HMGP #4542 PROJ #F4-S132						

Purchase Order	2023-00000128	Department	21 G & A	G/L Date	11/07/2022	Amount	180,953
Description	AQUA AEROBIC - WWTP SCADA UPGRADE PROJ #3407 FY23 - manual close out needed	Vendor	9140 - AQUA - AEROBIC SYSTEMS INC	Deliver by Date	06/30/2023	Voided	
Type	Standard		AQUA - AEROBIC SYSTEMS INC	Printed Date	11/08/2022	Discounted	
Status	Open		6306 NORTH ALPINE RD	Completed Date		Expensed	
Bill To Location	P-04 - Finance		ROCKFORD, IL 61130-0026	Expiration Date	07/30/2023	Remaining	180,953
Assigned To Buyer						Encumbered	180,953
Resolution Number	WWTP SCADA UPGRADE PROJ #3407						

Purchase Order	2023-00000131	Department	21 G & A	G/L Date	11/23/2022	Amount	12,000
Description	BRENNTAG - ORTHOPOSHATE	Vendor	9902 - BRENNTAG MID-SOUTH INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		BRENNTAG MID-SOUTH INC	Printed Date	11/23/2022	Discounted	
Status	Open		PO BOX 7410714	Completed Date		Expensed	11,603
Bill To Location	P-04 - Finance		CHICAGO, IL 60674-0714	Expiration Date	07/30/2023	Remaining	396
Assigned To Buyer						Encumbered	396
Resolution Number	BLANKET - ORTHOPOSPHATE FOR WATER FILTRATION						

Purchase Order	2023-00000132	Department	21 G & A	G/L Date	11/15/2022	Amount	25,000
Description	INDUSTRIAL REWINDING - WWTP 32.34	Vendor	1128 - INDUSTRIAL REWINDING INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		INDUSTRIAL REWINDING INC	Printed Date	11/23/2022	Discounted	
Status	Open		PO BOX 3442	Completed Date		Expensed	21,212
Bill To Location	P-04 - Finance		MYRTLE BEACH , SC 29578	Expiration Date	07/30/2023	Remaining	3,787
Assigned To Buyer						Encumbered	3,787
Resolution Number	BLANKET - ELECTRIC MOTOR REPAIRS - WWTP 32.34						

Purchase Order	2023-00000150 FY23 - manual close out needed	Department	21 G & A	G/L Date	12/12/2022	Amount	14,630

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Department **21 G & A**

Description	CANNON TECHNOLOGIES - WATER METER NODES	Vendor	16312 - CANNON TECHNOLOGIES INC	Deliver by Date	06/30/2023	Voided	
Type	Standard		CANNON TECHNOLOGIES INC	Printed Date	12/15/2022	Discounted	
Status	Open		DBA EATON CORP	Completed Date		Expensed	
Bill To Location	P-04 - Finance		28370 NETWORK PLACE	Expiration Date	07/30/2023	Remaining	14,630
Assigned To Buyer			CHICAGO, IL 60673-1283			Encumbered	14,630
Resolution Number	WATER METER NODES						

Purchase Order	2023-00000179	Department	21 G & A	G/L Date	01/26/2023	Amount	5,444
Description	ANDRITZ SEPARATION INC	Vendor	9846 - ANDRITZ SEPARATION INC	Deliver by Date	06/30/2023	Voided	
Type	Standard		ANDRITZ SEPARATION INC	Printed Date	02/02/2023	Discounted	
Status	Open		DEPT 0312	Completed Date		Expensed	5,136
Bill To Location	P-04 - Finance		PO BOX 120312	Expiration Date	07/30/2023	Remaining	308
Assigned To Buyer			DALLAX, TX 75312-0312			Encumbered	308
Resolution Number	SOLE SOURCE						

FY23 - manual close out needed

Purchase Order	2023-00000180	Department	21 G & A	G/L Date	01/26/2023	Amount	1,013,380
Description	ARC - PROJ #1515 - CDGG #4-CI-21-008	Vendor	18295 - ASSOCIATES ROOFING & CONSTRUCTION INC	Deliver by Date	06/30/2023	Voided	
Type	Standard		ASSOCIATES ROOFING & CONSTRUCTION INC	Printed Date	02/02/2023	Discounted	
Status	Open		1135 BURGESS RD	Completed Date		Expensed	149,143
Bill To Location	P-04 - Finance		MURRELLS INLET, SC 29576	Expiration Date	07/30/2023	Remaining	864,236
Assigned To Buyer						Encumbered	864,236
Resolution Number	PROJ #1515 - CDGG #4-CI-21-008						

FY23 - manual close out needed

Purchase Order	2023-00000210	Department	21 G & A	G/L Date	03/09/2023	Amount	18,859
Description	LE WOOTEN & COMPANY - PROJ #1815	Vendor	18836 - L.E WOOTEN & COMPANY	Deliver by Date	06/30/2023	Voided	
Type	Standard		L.E WOOTEN & COMPANY	Printed Date	03/09/2023	Discounted	
Status	Open		DBA THE WOOTEN COMPANY	Completed Date		Expensed	15,189
Bill To Location	P-04 - Finance		120 N BOYLAN AVENUE	Expiration Date	07/30/2023	Remaining	3,669
Assigned To Buyer			RALEIGH, NC 27603			Encumbered	3,669
Resolution Number	MARYVILLE SCHOOL LIFT STATION #16 PROJ #1815						

FY23 - manual close out needed

Purchase Order	2023-00000217	Department	21 G & A	G/L Date	03/14/2023	Amount	250,000
Description	COASTAL HYDRAULICS - REP ANDERSON EARMARKED	Vendor	15064 - COASTAL HYDRAULICS	Deliver by Date	06/30/2023	Voided	
Type	Standard		COASTAL HYDRAULICS	Printed Date	03/24/2023	Discounted	
Status	Open		2251 TECHNICAL PARKWAY	Completed Date		Expensed	
Bill To Location	P-05 - Police		NORTH CHARLESTON, SC 29406	Expiration Date	07/30/2023	Remaining	250,000
Assigned To Buyer						Encumbered	250,000
Resolution Number	REPAIRS						

FY23 - manual close out needed

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Department **21 G & A**

Purchase Order	2023-00000222	Department	21 G & A	G/L Date	03/16/2023	Amount	7,000
Description	CHLORINATOR SALES - ANNUAL SERVICE ON CHLORINE SYSTEM	Vendor	75 - CHLORINATOR SALES & SERVICE INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		CHLORINATOR SALES & SERVICE INC	Printed Date	03/30/2023	Discounted	
Status	Open		PO BOX 549	Completed Date		Expensed	5,862
Bill To Location	P-04 - Finance		MATTHEWS, NC 28106	Expiration Date	07/30/2023	Remaining	1,137
Assigned To Buyer						Encumbered	1,137
Resolution Number	ANNUAL SERVICE ON CHLORINE SYSTEM						

Purchase Order	2023-00000223	Department	21 G & A	G/L Date	03/30/2023	Amount	7,000
Description	CHLORINATOR SALES - ANNUAL SERVICE ON CHLORINE SYSTEM	Vendor	75 - CHLORINATOR SALES & SERVICE INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		CHLORINATOR SALES & SERVICE INC	Printed Date	03/30/2023	Discounted	
Status	Open		PO BOX 549	Completed Date		Expensed	2,694
Bill To Location	P-04 - Finance		MATTHEWS, NC 28106	Expiration Date	07/30/2023	Remaining	4,305
Assigned To Buyer						Encumbered	4,305
Resolution Number	ANNUAL SERVICE ON CHLORINE SYSTEM						

Purchase Order	2023-00000232	Department	21 G & A	G/L Date	04/11/2023	Amount	18,050
Description	ROWE PROFESSIONAL SERVICE - PROJECT #1517	Vendor	18619 - ROWE PROFESSIONAL SERVICES COMPANY	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		ROWE PROFESSIONAL SERVICES COMPANY	Printed Date	04/14/2023	Discounted	
Status	Open		540 S SAGINAW ST STE 200	Completed Date		Expensed	4,512
Bill To Location	P-04 - Finance		FLINT, MI 48502	Expiration Date	07/30/2023	Remaining	13,537
Assigned To Buyer						Encumbered	13,537
Resolution Number	PROJECT #1517						

Purchase Order	2023-00000233	Department	21 G & A	G/L Date	04/14/2023	Amount	18,050
Description	ROWE PROFESSIONAL SERVICE - PROJECT #1817	Vendor	18619 - ROWE PROFESSIONAL SERVICES COMPANY	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		ROWE PROFESSIONAL SERVICES COMPANY	Printed Date	04/14/2023	Discounted	
Status	Open		540 S SAGINAW ST STE 200	Completed Date		Expensed	3,610
Bill To Location	P-04 - Finance		FLINT, MI 48502	Expiration Date	07/30/2023	Remaining	14,440
Assigned To Buyer						Encumbered	14,440
Resolution Number	PROJECT #1817						

Purchase Order	2023-00000234	Department	21 G & A	G/L Date	04/10/2023	Amount	100,525
Description	WESTON & SAMPSON ENGINEERS INC PROJ #1818	Vendor	18055 - WESTON & SAMPSON ENGINEERS INC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		WESTON & SAMPSON ENGINEERS INC	Printed Date	04/14/2023	Discounted	
Status	Open		5 CENTENNIAL DR	Completed Date		Expensed	25,758
Bill To Location	P-04 - Finance		PEABODY, MA 01960	Expiration Date	07/30/2023	Remaining	74,766
Assigned To Buyer						Encumbered	74,766

OPEN PURCHASE ORDER REPORT - MONTHLY

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Department **21 G & A**

Resolution Number SANITARY AND MH SURVEY PROJECT #1818 ARPA

Purchase Order	2023-00000247	Department	21 G & A	G/L Date	05/01/2023	Amount	62,500
Description	G3 ENGINEERING & SURVEYING LLC - PROJ 1516 - ARPA	Vendor	19372 - G3 ENGINEERING & SURVEYING LLC	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		G3 ENGINEERING & SURVEYING LLC	Printed Date	05/12/2023	Discounted	
Status	Open		24 COMMERCE DR	Completed Date		Expensed	17,909
Bill To Location	P-04 - Finance		PAWLEYS ISLAND, SC 29585	Expiration Date	07/30/2023	Remaining	44,590
Assigned To Buyer						Encumbered	44,590
Resolution Number	PROJ #1516						

Purchase Order	2023-00000257	Department	21 G & A	G/L Date	05/16/2023	Amount	30,000
Description	WRCOG - PROJ #1606 - EDA GRANT #04-79-07777	Vendor	1137 - WACCAMAW REGIONAL & PLANNING	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		WACCAMAW REGIONAL COUNCIL OF GOVERNMENT	Printed Date	05/18/2023	Discounted	
Status	Open		1230 HIGHMARKET ST	Completed Date		Expensed	11,496
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29440	Expiration Date	07/30/2023	Remaining	18,503
Assigned To Buyer						Encumbered	18,503
Resolution Number	PROFESSIONAL SERVICES - PROJ #1606						

Purchase Order	2023-00000259	Department	21 G & A	G/L Date	05/22/2023	Amount	20,945
Description	CP&G - BLDG MAINTENANCE AT WATER ADMIN BUILDING	Vendor	19388 - PRABHAKAR MORO	Deliver by Date	06/30/2023	Voided	
Type	Standard FY23 - manual close out needed		PRABHAKAR MORO	Printed Date	05/25/2023	Discounted	
Status	Open		DBA CP&G CONSTRUCTION LLC	Completed Date		Expensed	16,500
Bill To Location	P-04 - Finance		829 FRONT ST SUITE B	Expiration Date	07/30/2023	Remaining	4,445
Assigned To Buyer			GEORGETOWN, SC 29440			Encumbered	4,445
Resolution Number	MAINTENANCE - WATER ADMIN BUILDING						

Purchase Order	2023-00000264	Department	21 G & A	G/L Date	05/30/2023	Amount	160,773
Description	CITI INC - WTP SCADA SYSTEM - ARPA	Vendor	19356 - CITI INC	Deliver by Date	06/30/2023	Voided	
Type	Standard		CITI INC	Printed Date	06/02/2023	Discounted	
Status	Open FY23 - manual close out needed		4030 YANCEY RD	Completed Date		Expensed	
Bill To Location	P-04 - Finance		CHARLOTTE, NC 28217	Expiration Date	07/30/2023	Remaining	160,773
Assigned To Buyer						Encumbered	160,773
Resolution Number	WTP SCADA SYSTEM - ARPA						

Purchase Order	2023-00000275	Department	21 G & A	G/L Date	06/15/2023	Amount	59,103
Description	PUMPS PARTS AND SERVICE	Vendor	924 - PUMPS PARTS & SERVICE INC	Deliver by Date	09/15/2023	Voided	
Type	Standard		PUMPS PARTS & SERVICE INC	Printed Date	06/23/2023	Discounted	
Status	Open FY23 - manual close out needed		PO BOX 538247	Completed Date		Expensed	
Bill To Location	P-04 - Finance		ATLANTA, GA 30353-8247	Expiration Date	12/31/2023	Remaining	59,103.00

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Department **21 G & A**

Assigned To Buyer						Encumbered	59,103
Resolution Number	WASTE WATER TREATMENT PUMP REPLACEMENT						
Purchase Order	2023-00000284	Department	21 G & A	G/L Date	06/30/2023	Amount	57,420
Description	RAFTELIS - STORMWATER BILLING AUDIT	Vendor	19062 - RAFTELIS FINANCIAL CONSULTANTS INC	Deliver by Date	06/30/2024	Voided	
Type	Standard FY23 - manual close out needed		RAFTELIS FINANCIAL CONSULTANTS INC	Printed Date	08/11/2023	Discounted	
Status	Open		DBA RAFTELIS	Completed Date		Expensed	34,086
Bill To Location	P-04 - Finance		227 WEST TRADE ST SUITE 1400	Expiration Date	07/30/2024	Remaining	23,333
Assigned To Buyer			CHARLOTTE, NC 28202			Encumbered	23,333
Resolution Number	PROFESSIONAL SERVICES						
Purchase Order	2024-00000007	Department	21 G & A	G/L Date	07/05/2023	Amount	75,000
Description	PVS TECHNOLOGIES - FERRIC CHLORIDE	Vendor	8905 - PVS TECHNOLOGIES INC	Deliver by Date	06/30/2024	Voided	
Type	Standard		PVS TECHNOLOGIES INC	Printed Date	07/10/2023	Discounted	
Status	Open		25212 NETWORK PLACE	Completed Date		Expensed	10,686
Bill To Location	P-04 - Finance		CHICAGO, IL 60673-1503	Expiration Date	06/30/2024	Remaining	64,313
Assigned To Buyer						Encumbered	64,313
Resolution Number	FERRIC CHOLRIDE FOR WTP						
Purchase Order	2024-00000008	Department	21 G & A	G/L Date	07/05/2023	Amount	75,000
Description	JONES CHEMICALS	Vendor	9909 - JONES CHEMICALS INC	Deliver by Date	06/30/2024	Voided	
Type	Standard		JCI JONES CHEMICALS INC	Printed Date	07/10/2023	Discounted	
Status	Open		PO BOX 748240	Completed Date		Expensed	7,825
Bill To Location	P-04 - Finance		ATLANTA, GA 30374-8240	Expiration Date	06/30/2024	Remaining	67,174
Assigned To Buyer						Encumbered	67,174
Resolution Number	BLANKET - CHOLRINE FOR WWTP						
Purchase Order	2024-00000009	Department	21 G & A	G/L Date	07/05/2023	Amount	25,000
Description	BRENNTAG MID-SOUTH - CAUSTIC SODIUM HYDROXIDE	Vendor	9902 - BRENNTAG MID-SOUTH INC	Deliver by Date	06/30/2024	Voided	
Type	Standard		BRENNTAG MID-SOUTH INC	Printed Date	07/10/2023	Discounted	
Status	Open		PO BOX 7410714	Completed Date		Expensed	
Bill To Location	P-04 - Finance		CHICAGO, IL 60674-0714	Expiration Date	06/30/2024	Remaining	25,000
Assigned To Buyer						Encumbered	25,000
Resolution Number	CHEMICALS						
Purchase Order	2024-00000010	Department	21 G & A	G/L Date	07/05/2023	Amount	25,000
Description	INDUSTRIAL SOLUTIONS - CAUSTIC WTP	Vendor	89 - INDUSTRIAL SOLUTIONS & SUPPLY	Deliver by Date	06/30/2024	Voided	
Type	Standard		INDUSTRIAL SOLUTIONS & SUPPLY	Printed Date	07/10/2023	Discounted	
Status	Open		PO BOX 1172	Completed Date		Expensed	6,085
Bill To Location	P-04 - Finance		MARION, SC 29571	Expiration Date	06/30/2024	Remaining	18,914
Assigned To Buyer						Encumbered	18,914
Resolution Number	CAUSTIC FOR WTP						

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Department **21 G & A**

Purchase Order	2024-00000011	Department	21 G & A	G/L Date	07/05/2023	Amount	25,000
Description	JONES CHEMICALS	Vendor	9909 - JONES CHEMICALS INC	Deliver by Date	06/30/2024	Voided	
Type	Standard		JCI JONES CHEMICALS INC	Printed Date	07/10/2023	Discounted	
Status	Open		PO BOX 748240	Completed Date		Expensed	5,334
Bill To Location	P-04 - Finance		ATLANTA, GA 30374-8240	Expiration Date	06/30/2024	Remaining	19,666
Assigned To Buyer						Encumbered	19,666
Resolution Number	BLANKET - CHLORINE FOR WTP						
Purchase Order	2024-00000012	Department	21 G & A	G/L Date	07/05/2023	Amount	14,999
Description	DUKES ROOT CONTROL	Vendor	18582 - DUKES ROOT CONTROL INC	Deliver by Date	07/31/2023	Voided	
Type	Standard		DUKES ROOT CONTROL INC	Printed Date	07/10/2023	Discounted	
Status	Open		3983 EASTBOURNE DRIVE	Completed Date		Expensed	
Bill To Location	P-04 - Finance		SYRACUSE, NY 13206	Expiration Date	12/31/2023	Remaining	14,999
Assigned To Buyer						Encumbered	14,999
Resolution Number	FOAMING ROOT CONTROL TREATMENT NEEDED FOR SEWER SERVICE						
Purchase Order	2024-00000026	Department	21 G & A	G/L Date	07/05/2023	Amount	25,000
Description	INDUSTRIAL SOLUTIONS -CHEMICALS	Vendor	89 - INDUSTRIAL SOLUTIONS & SUPPLY	Deliver by Date	06/30/2024	Voided	
Type	Standard		INDUSTRIAL SOLUTIONS & SUPPLY	Printed Date	07/14/2023	Discounted	
Status	Open		PO BOX 1172	Completed Date		Expensed	6,829
Bill To Location	P-04 - Finance		MARION, SC 29571	Expiration Date	06/30/2024	Remaining	18,170
Assigned To Buyer						Encumbered	18,170
Resolution Number	BLANKET - CHEMICALS						
Purchase Order	2024-00000032	Department	21 G & A	G/L Date	07/14/2023	Amount	9,000
Description	G3 ENGINEERING & SURVEYING LLC - ALTA SURVEY	Vendor	19372 - G3 ENGINEERING & SURVEYING LLC	Deliver by Date		Voided	
Type	Standard		G3 ENGINEERING & SURVEYING LLC	Printed Date	07/14/2023	Discounted	
Status	Open		24 COMMERCE DR	Completed Date		Expensed	
Bill To Location	P-04 - Finance		PAWLEYS ISLAND, SC 29585	Expiration Date	12/31/2023	Remaining	9,000
Assigned To Buyer						Encumbered	9,000
Resolution Number	PROFESSIONAL SERVICES						
Purchase Order	2024-00000041	Department	21 G & A	G/L Date	07/17/2023	Amount	25,000
Description	INDUSTRIAL REWINDING - WWTP 32.34	Vendor	1128 - INDUSTRIAL REWINDING INC	Deliver by Date	06/30/2024	Voided	
Type	Standard		INDUSTRIAL REWINDING INC	Printed Date	07/21/2023	Discounted	
Status	Open		PO BOX 3442	Completed Date		Expensed	
Bill To Location	P-04 - Finance		MYRTLE BEACH , SC 29578	Expiration Date	07/30/2024	Remaining	25,000
Assigned To Buyer						Encumbered	25,000
Resolution Number	BLANKET - ELECTRIC MOTOR REPAIRS - WWTP 32.34						

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Department **21 G & A**

Purchase Order	2024-00000046	Department	21 G & A	G/L Date	07/18/2023	Amount	61,983
Description	TENCARVA - 32.34 WWTP - DECANT PUMP	Vendor	15565 - TENCARVA	Deliver by Date	06/30/2024	Voided	
Type	Standard		TENCARVA	Printed Date	07/21/2023	Discounted	
Status	Open		MACHINERY COMPANY	Completed Date		Expensed	
Bill To Location	P-04 - Finance		2460 REMOUNT ROAD	Expiration Date	07/30/2024	Remaining	61,983
Assigned To Buyer			STE 107			Encumbered	61,983
Resolution Number	DECANT PUMP		NORTH CHARLESTON, SC 29406				

Purchase Order	2024-00000047	Department	21 G & A	G/L Date	07/17/2023	Amount	10,000
Description	THOMAS SUPPLY - ELECTRICAL WIRE	Vendor	356 - THOMAS SUPPLY CO INC	Deliver by Date	06/30/2024	Voided	
Type	Standard		THOMAS SUPPLY CO INC	Printed Date	07/21/2023	Discounted	
Status	Open		PO BOX 610	Completed Date		Expensed	
Bill To Location	P-04 - Finance		MARION, SC 29571	Expiration Date	07/30/2024	Remaining	10,000
Assigned To Buyer						Encumbered	10,000
Resolution Number	SUPPLIES - ELECTRICAL WIRE						

Purchase Order	2024-00000058	Department	21 G & A	G/L Date	08/01/2023	Amount	7,723
Description	AQUA AEROBIC - 32.34 EQUIPMENT REPAIRS	Vendor	9140 - AQUA - AEROBIC SYSTEMS INC	Deliver by Date	06/30/2024	Voided	
Type	Blanket		AQUA - AEROBIC SYSTEMS INC	Printed Date	08/11/2023	Discounted	
Status	Open		6306 NORTH ALPINE RD	Completed Date		Expensed	
Bill To Location	P-04 - Finance		ROCKFORD, IL 61130-0026	Expiration Date	07/30/2024	Remaining	7,723
Assigned To Buyer						Encumbered	7,723
Resolution Number	EQUIPMENT REPAIRS						

Purchase Order	2024-00000059	Department	21 G & A	G/L Date	08/01/2023	Amount	6,879
Description	AQUA AEROBIC - 32.34 EQUIPMENT REPAIRS	Vendor	9140 - AQUA - AEROBIC SYSTEMS INC	Deliver by Date	06/30/2024	Voided	
Type	Standard		AQUA - AEROBIC SYSTEMS INC	Printed Date	08/11/2023	Discounted	
Status	Open		6306 NORTH ALPINE RD	Completed Date		Expensed	
Bill To Location	P-04 - Finance		ROCKFORD, IL 61130-0026	Expiration Date	07/30/2024	Remaining	6,879
Assigned To Buyer						Encumbered	6,879
Resolution Number	EQUIPMENT REPAIRS						

Purchase Order	2024-00000061	Department	21 G & A	G/L Date	08/07/2023	Amount	15,943
Description	CLEARWATER - 33.34 SLUDGE PUMP	Vendor	5360 - CLEARWATER INC	Deliver by Date	06/30/2024	Voided	
Type	Standard		CLEARWATER INC	Printed Date	08/11/2023	Discounted	
Status	Open		PO BOX 1469	Completed Date		Expensed	
Bill To Location	P-04 - Finance		HICKORY, NC 28603	Expiration Date	07/30/2024	Remaining	15,943
Assigned To Buyer						Encumbered	15,943
Resolution Number	SLUDGE PUMP						

Purchase Order	2024-00000063	Department	21 G & A	G/L Date	08/08/2023	Amount	15,000
Description	INDUSTRIAL SOLUTIONS -INDUSTRIAL SOLUTIONS - POLYMER FOR WWTP	Vendor	89 - INDUSTRIAL SOLUTIONS & SUPPLY	Deliver by Date	06/30/2024	Voided	

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Department **21 G & A**

Type	Standard		INDUSTRIAL SOLUTIONS & SUPPLY	Printed Date	08/11/2023	Discounted	
Status	Open		PO BOX 1172	Completed Date		Expensed	
Bill To Location	P-04 - Finance		MARION, SC 29571	Expiration Date	07/30/2024	Remaining	15,000
Assigned To Buyer						Encumbered	15,000
Resolution Number	INDUSTRIAL SOLUTIONS - POLYMER FOR WWTP						

Purchase Order	2024-00000071	Department	21 G & A	G/L Date	07/31/2023	Amount	27,000
Description	STONE CONSTRUCTION	Vendor	9046 - STONE CONSTRUCTION	Deliver by Date	06/30/2024	Voided	
Type	Blanket		STONE CONSTRUCTION	Printed Date	08/11/2023	Discounted	
Status	Open		11191 GAPWAY RD	Completed Date		Expensed	
Bill To Location	P-04 - Finance		ANDREWS, SC 29510	Expiration Date	07/30/2024	Remaining	27,000
Assigned To Buyer						Encumbered	27,000
Resolution Number	BLANKET - SOLE SOURCE						

Purchase Order	2024-00000076	Department	21 G & A	G/L Date	08/14/2023	Amount	25,000
Description	COASTAL ASPHALT - WATER	Vendor	15796 - COASTAL ASPHALT LLC	Deliver by Date	06/30/2024	Voided	
Type	Standard		COASTAL ASPHALT LLC	Printed Date	08/21/2023	Discounted	
Status	Open		2142 WINBURN ST	Completed Date		Expensed	
Bill To Location	P-04 - Finance		CONWAY, SC 29527	Expiration Date	07/31/2024	Remaining	25,000
Assigned To Buyer						Encumbered	25,000
Resolution Number	BLANKET - ANNUAL CITYWIDE ASPHALT PAVING SERVICES						

Purchase Order	2024-00000081	Department	21 G & A	G/L Date	08/25/2023	Amount	5,500
Description	G3 ENGINEERING & SURVEYING LLC - PROJ 2001	Vendor	19372 - G3 ENGINEERING & SURVEYING LLC	Deliver by Date	09/30/2023	Voided	
Type	Standard		G3 ENGINEERING & SURVEYING LLC	Printed Date	08/25/2023	Discounted	
Status	Open		24 COMMERCE DR	Completed Date		Expensed	
Bill To Location	P-04 - Finance		PAWLEYS ISLAND, SC 29585	Expiration Date	12/31/2023	Remaining	5,500
Assigned To Buyer						Encumbered	5,500
Resolution Number	PROFESSIONAL SERVICES						

Department **21 G & A** Totals	Purchase Orders 51	Amount	$4,485,442
		Voided	$0
		Discounted	$0
		Expensed	$1,317,051
		Remaining	$3,168,390
		Encumbered	$3,168,390
Grand Totals	Purchase Orders 147	Amount	$9,571,273
		Voided	$0
		Discounted	$0
		Expensed	$2,452,324

Run by Daniella Howard on 08/28/2023 19:46:39 PM

Attachment: Finance Department Open PO August 2023 Report (3924 : Finance and IT Department

OPEN PURCHASE ORDER REPORT - MONTHLY

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Remaining	$7,099,170
Encumbered	$6,200,700

Budget Performance Report

Fiscal Year to Date 07/31/

Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund	**0010 - General Fund**									
REVENUE										
Department	**00 - Revenue**									
311.001	Property Taxes - Real	4,287,807.00	.00	4,287,807.00	.00	.00	.00	4,287,807.00	0	
311.003	Property Taxes - Vehicles	350,000.00	.00	350,000.00	.00	.00	.00	350,000.00	0	
311.004	Inventory Tax	132,978.00	.00	132,978.00	.00	.00	.00	132,978.00	0	
311.005	Prop Tax-Penalties & Cost	32,000.00	.00	32,000.00	.00	.00	.00	32,000.00	0	
311.006	Homestead Exemption Tax	148,000.00	.00	148,000.00	.00	.00	.00	148,000.00	0	
311.007	Manufacturer's Tax Reduce	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	
311.008	Motor Carrier Lieu of Tax	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	
321.001	Business Licenses	3,310,000.00	.00	3,310,000.00	46,274.28	.00	46,274.28	3,263,725.72	1	39,91
321.002	Business Lic - Penalites	6,000.00	.00	6,000.00	10,778.01	.00	10,778.01	(4,778.01)	180	71
322.001	Cable TV Franchise	116,000.00	.00	116,000.00	.00	.00	.00	116,000.00	0	
322.002	S.C. Electric & Gas Co.	65,000.00	.00	65,000.00	.00	.00	.00	65,000.00	0	
323.001	Electrical Permits	5,000.00	.00	5,000.00	293.00	.00	293.00	4,707.00	6	38
323.002	Plumbing Permits	2,500.00	.00	2,500.00	141.00	.00	141.00	2,359.00	6	4
323.003	Gas Permits	2,500.00	.00	2,500.00	47.00	.00	47.00	2,453.00	2	4
323.004	Building Permits	110,000.00	.00	110,000.00	8,739.50	.00	8,739.50	101,260.50	8	9,32
323.005	Yard Sale Permits	50.00	.00	50.00	.00	.00	.00	50.00	0	[illegible]
323.006	Mobile Home Permits	500.00	.00	500.00	164.40	.00	164.40	335.60	33	
323.007	Demolition & Clearance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	45
323.008	Mechanical Permits	5,000.00	.00	5,000.00	718.00	.00	718.00	4,282.00	14	69
323.010	Bus Lic Inspection Fee	50.00	.00	50.00	.00	.00	.00	50.00	0	
323.013	Burning Permit	50.00	.00	50.00	.00	.00	.00	50.00	0	
323.014	Construct Parking Permit	50.00	.00	50.00	.00	.00	.00	50.00	0	
323.015	Reinspection Fee	4,000.00	.00	4,000.00	375.00	.00	375.00	3,625.00	9	52
323.016	Permit Not Posted On-Site	50.00	.00	50.00	.00	.00	.00	50.00	0	
323.019	Stop Work Order Fee	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	14
323.020	Board of Appeals Fee	500.00	.00	500.00	.00	.00	.00	500.00	0	
323.021	Zoning Fees	7,200.00	.00	7,200.00	1,520.00	.00	1,520.00	5,680.00	21	95
323.022	Plan Review Fee	60,000.00	.00	60,000.00	3,053.50	.00	3,053.50	56,946.50	5	3,62
323.023	Sign Permit Fee	2,000.00	.00	2,000.00	175.00	.00	175.00	1,825.00	9	20
323.024	Planning Commission Fees	50.00	.00	50.00	.00	.00	.00	50.00	0	
323.025	ARB Fees	1,000.00	.00	1,000.00	180.00	.00	180.00	820.00	18	7
323.026	Plat Approval Fees	500.00	.00	500.00	265.00	.00	265.00	235.00	53	4
323.027	Special Events Permit	750.00	.00	750.00	635.00	.00	635.00	115.00	85	15
323.028	Miscellaneous permits	200.00	.00	200.00	.00	.00	.00	200.00	0	
324.008	Fire Impact Fee	55,000.00	.00	55,000.00	7,655.20	.00	7,655.20	47,344.80	14	4,63
331.000	Federal Grants	375,000.00	.00	375,000.00	.00	.00	.00	375,000.00	0	
332.000	State Grants	219,114.00	.00	219,114.00	.00	.00	.00	219,114.00	0	
332.008	Other Local Grants	6,100.00	.00	6,100.00	.00	.00	.00	6,100.00	0	

Attachment: Finance Department Budget Performance July 2023 Report (3924 : Finance and IT

Budget Performance Report

Fiscal Year to Date 07/31/

Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0010 - General Fund**										
REVENUE										
Department **00 - Revenue**										
335.001	Local Government Fund	196,933.00	.00	196,933.00	.00	.00	.00	196,933.00	0	
344.005	SRO Reimbursement	148,000.00	.00	148,000.00	.00	.00	.00	148,000.00	0	
351.001	Police Fines	63,000.00	.00	63,000.00	.00	.00	.00	63,000.00	0	4,66
351.003	Parking Fines	9,700.00	.00	9,700.00	945.00	.00	945.00	8,755.00	10	55
351.007	Sunday Liquor Sales	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	
351.008	Victim's Asst. Fees-(%)	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	54
351.009	Victim's Asst. Flat Fees	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	19
351.010	Misc Police Revenue	5,000.00	.00	5,000.00	14.00	.00	14.00	4,986.00	0	50
361.001	Investment Earnings	150,000.00	.00	150,000.00	.00	.00	.00	150,000.00	0	11,48
362.000	Rents and Royalties	16,478.00	.00	16,478.00	4,145.39	.00	4,145.39	12,332.61	25	
363.001	Fees for GIS/B&P Documents	50.00	.00	50.00	.00	.00	.00	50.00	0	
363.005	FOIA Fees	500.00	.00	500.00	.00	.00	.00	500.00	0	
364.000	Housing Authority FILOT	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	
364.001	Steel Mill FILOT	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	
368.000	Work Comp Reimbursement	41,003.00	.00	41,003.00	.00	.00	.00	41,003.00	0	
369.000	Cash Over & Short	100.00	.00	100.00	.00	.00	.00	100.00	0	
369.002	Miscellaneous Revenue	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	68
369.003	Insurance Proceeds	15,000.00	.00	15,000.00	1,000.00	.00	1,000.00	14,000.00	7	
369.005	Set-off Debt Collection Fees	500.00	.00	500.00	.00	.00	.00	500.00	0	
369.013	Returned Check Fees	2,000.00	.00	2,000.00	210.00	.00	210.00	1,790.00	10	6
391.001	Sale of Assets	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
392.001	From Electric Fund	819,987.00	.00	819,987.00	.00	.00	.00	819,987.00	0	60,88
392.002	From Water Fund	326,554.00	.00	326,554.00	.00	.00	.00	326,554.00	0	24,60
392.003	From Accom Tax Fund	32,000.00	.00	32,000.00	.00	.00	.00	32,000.00	0	
392.005	From Wastewater Fund	338,082.00	.00	338,082.00	.00	.00	.00	338,082.00	0	26,65
392.007	From Stormwater Fund	.00	.00	.00	.00	.00	.00	.00	+++	14,21
392.009	From Hospitality Fund	125,000.00	.00	125,000.00	.00	.00	.00	125,000.00	0	10,41
393.003	GO Bond Proceeds	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	
394.002	Transfer from fund balance	1,517,819.00	.00	1,517,819.00	.00	.00	.00	1,517,819.00	0	
	Department **00 - Revenue** Totals	$13,529,655.00	$0.00	$13,529,655.00	$87,328.28	$0.00	$87,328.28	$13,442,326.72	1%	$217,38
	REVENUE TOTALS	$13,529,655.00	$0.00	$13,529,655.00	$87,328.28	$0.00	$87,328.28	$13,442,326.72	1%	$217,38
EXPENSE										
Department **01 - Administration**										
400.101	Regular Pay	412,950.00	.00	412,950.00	30,531.01	.00	30,531.01	382,418.99	7	29,26
401.103	Overtime	3,000.00	.00	3,000.00	720.13	.00	720.13	2,279.87	24	67
401.106	Contract Labor	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
405.114	FICA	31,820.00	.00	31,820.00	2,309.25	.00	2,309.25	29,510.75	7	2,24
406.116	Retirement	77,200.00	.00	77,200.00	5,778.25	.00	5,778.25	71,421.75	7	5,21

Georgetown SOUTH CAROLINA

Budget Performance Report

Fiscal Year to Date 07/31/2

Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund	**0010 - General Fund**									
EXPENSE										
Department	**01 - Administration**									
408.125	SCMIT Worker's Comp Ins.	8,500.00	.00	8,500.00	2,264.58	2,264.58	2,264.58	3,970.84	53	1,99
410.001	Health Claims Cost	28,331.00	.00	28,331.00	2,295.44	.00	2,295.44	26,035.56	8	1,25
410.002	Health Claim Costs-Retire	.00	.00	.00	606.80	.00	606.80	(606.80)	+++	
500.101	Supplies and Materials	4,000.00	.00	4,000.00	180.73	.00	180.73	3,819.27	5	(
500.102	Equipment	200.00	.00	200.00	.00	.00	.00	200.00	0	
500.105	Printing and Binding	300.00	.00	300.00	.00	.00	.00	300.00	0	
500.107	Technology Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	
610.111	Communications- Landline	6,000.00	.00	6,000.00	283.08	.00	283.08	5,716.92	5	70
610.112	Postage	500.00	.00	500.00	59.66	.00	59.66	440.34	12	
610.1110	Communications- Wireless	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
620.114	Advertising	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
640.124	Travel Expense	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	
650.127	Electricity	3,552.00	.00	3,552.00	.00	.00	.00	3,552.00	0	26
650.128	Water	745.00	.00	745.00	.00	.00	.00	745.00	0	5
650.129	Wastewater	800.00	.00	800.00	.00	.00	.00	800.00	0	5
650.130	Sanitation	1,208.00	.00	1,208.00	.00	.00	.00	1,208.00	0	8
650.133	Stormwater	700.00	.00	700.00	.00	.00	.00	700.00	0	7
650.134	Security Lights	1,900.00	.00	1,900.00	.00	.00	.00	1,900.00	0	15
650.1271	Electricity- Sales Tax	111.00	.00	111.00	.00	.00	.00	111.00	0	1
660.105	COVID-19 Pandemic Expense	.00	.00	.00	.00	.00	.00	.00	+++	4
660.139	Fleet Services-RTA Mtce Allocation	100.00	.00	100.00	.00	.00	.00	100.00	0	
660.145	Gasoline & Oil	500.00	.00	500.00	.00	.00	.00	500.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	424.00	.00	424.00	.00	.00	.00	424.00	0	4
660.1392	Fleet Svcs- Outside Vends	500.00	.00	500.00	.00	.00	.00	500.00	0	
670.156	Equipment Rental/Lease	5,900.00	.00	5,900.00	356.94	.00	356.94	5,543.06	6	75
685.180	Membership Dues and Fees	2,454.00	.00	2,454.00	.00	.00	.00	2,454.00	0	
685.182	Other Operating Expenses	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
685.186	Training	5,375.00	.00	5,375.00	.00	.00	.00	5,375.00	0	
686.187	Professional Services	.00	.00	.00	8,422.70	9,393.75	8,422.70	(17,816.45)	+++	
686.195	Repair/Maint Svc Contract	2,400.00	.00	2,400.00	186.36	.00	186.36	2,213.64	8	18
686.1895	Employee wellness services	3,009.00	.00	3,009.00	.00	.00	.00	3,009.00	0	
687.204	Janitorial Services	6,106.00	.00	6,106.00	.00	.00	.00	6,106.00	0	
795.001	IT Internal Allocations	52,470.00	.00	52,470.00	.00	.00	.00	52,470.00	0	2,06
795.995	GF Cost Distribution	(387,425.00)	.00	(387,425.00)	.00	.00	.00	(387,425.00)	0	(21,495
Sub Department	**02 - Mayor and Council**									
400.101	Regular Pay	101,710.00	.00	101,710.00	8,767.26	.00	8,767.26	92,942.74	9	9,64
405.114	FICA	7,780.00	.00	7,780.00	629.89	.00	629.89	7,150.11	8	67
406.116	Retirement	18,877.00	.00	18,877.00	1,095.36	.00	1,095.36	17,781.64	6	1,27

Attachment: Finance Department Budget Performance July 2023 Report (3924 : Finance and IT

Budget Performance Report

Fiscal Year to Date 07/31/23

Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0010 - General Fund**										
EXPENSE										
Department **01 - Administration**										
Sub Department **02 - Mayor and Council**										
408.125	SCMIT Worker's Comp Ins.	2,055.00	.00	2,055.00	.00	.00	.00	2,055.00	0	
410.001	Health Claims Cost	34,156.00	.00	34,156.00	1,678.38	.00	1,678.38	32,477.62	5	2,09
500.101	Supplies and Materials	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
500.102	Equipment	500.00	.00	500.00	.00	.00	.00	500.00	0	
500.105	Printing and Binding	600.00	.00	600.00	.00	.00	.00	600.00	0	
610.111	Communications- Landline	600.00	.00	600.00	.00	.00	.00	600.00	0	4
610.112	Postage	400.00	.00	400.00	.00	.00	.00	400.00	0	1
610.1110	Communications- Wireless	6,300.00	.00	6,300.00	.00	.00	.00	6,300.00	0	
620.114	Advertising	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
640.124	Travel Expense	19,275.00	.00	19,275.00	1,042.42	.00	1,042.42	18,232.58	5	87
670.156	Equipment Rental/Lease	11,000.00	.00	11,000.00	.00	9,452.16	.00	1,547.84	86	
685.180	Membership Dues and Fees	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
685.182	Other Operating Expenses	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0	
685.186	Training	12,305.00	.00	12,305.00	525.00	.00	525.00	11,780.00	4	
686.1895	Employee wellness services	11,004.00	.00	11,004.00	.00	.00	.00	11,004.00	0	
795.001	IT Internal Allocations	59,966.00	.00	59,966.00	.00	.00	.00	59,966.00	0	2,35
	Sub Department **02 - Mayor and Council** Totals	$298,328.00	$0.00	$298,328.00	$13,738.31	$9,452.16	$13,738.31	$275,137.53	8%	$16,98
	Department **01 - Administration** Totals	$584,208.00	$0.00	$584,208.00	$67,733.24	$21,110.49	$67,733.24	$495,364.27	15%	$40,64
Department **04 - Finance**										
400.101	Regular Pay	558,498.00	.00	558,498.00	42,655.32	.00	42,655.32	515,842.68	8	34,96
401.103	Overtime	3,500.00	.00	3,500.00	315.08	.00	315.08	3,184.92	9	35
401.106	Contract Labor	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	75
405.114	FICA	42,996.00	.00	42,996.00	3,176.27	.00	3,176.27	39,819.73	7	2,58
406.116	Retirement	104,308.00	.00	104,308.00	7,928.58	.00	7,928.58	96,379.42	8	6,12
408.125	SCMIT Worker's Comp Ins.	5,200.00	.00	5,200.00	1,241.48	1,241.48	1,241.48	2,717.04	48	1,09
410.001	Health Claims Cost	56,810.00	.00	56,810.00	3,844.40	.00	3,844.40	52,965.60	7	4,04
410.002	Health Claim Costs-Retire	2,015.00	.00	2,015.00	138.80	.00	138.80	1,876.20	7	13
500.101	Supplies and Materials	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	
500.102	Equipment	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
500.103	Furniture	400.00	.00	400.00	.00	.00	.00	400.00	0	
610.111	Communications- Landline	3,500.00	.00	3,500.00	70.77	.00	70.77	3,429.23	2	30
610.112	Postage	6,500.00	.00	6,500.00	361.07	.00	361.07	6,138.93	6	83
610.1110	Communications- Wireless	750.00	.00	750.00	.00	.00	.00	750.00	0	
640.124	Travel Expense	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	20
650.127	Electricity	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0	22
650.128	Water	630.00	.00	630.00	.00	.00	.00	630.00	0	4
650.129	Wastewater	686.00	.00	686.00	.00	.00	.00	686.00	0	4

Run by Kathy Vermeland on 09/11/2023 11:50:23 AM

Budget Performance Report

Fiscal Year to Date 07/31/2?

Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0010 - General Fund**										
EXPENSE										
Department **04 - Finance**										
650.130	Sanitation	1,035.00	.00	1,035.00	.00	.00	.00	1,035.00	0	73
650.133	Stormwater	750.00	.00	750.00	.00	.00	.00	750.00	0	64
650.134	Security Lights	1,750.00	.00	1,750.00	.00	.00	.00	1,750.00	0	135
650.1271	Electricity- Sales Tax	200.00	.00	200.00	.00	.00	.00	200.00	0	8
670.156	Equipment Rental/Lease	9,000.00	.00	9,000.00	605.88	.00	605.88	8,394.12	7	1,175
685.180	Membership Dues and Fees	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	
685.182	Other Operating Expenses	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	97
685.184	Continuing Education	1,350.00	.00	1,350.00	.00	.00	.00	1,350.00	0	
685.186	Training	3,250.00	.00	3,250.00	(145.00)	.00	(145.00)	3,395.00	-4	
686.189	Employee Medical	750.00	.00	750.00	.00	.00	.00	750.00	0	
686.1895	Employee wellness services	10,007.00	.00	10,007.00	.00	.00	.00	10,007.00	0	
795.001	IT Internal Allocations	52,470.00	.00	52,470.00	.00	.00	.00	52,470.00	0	2,064
795.995	GF Cost Distribution	(377,214.00)	.00	(377,214.00)	.00	.00	.00	(377,214.00)	0	(31,751
	Department **04 - Finance** Totals	$521,141.00	$0.00	$521,141.00	$60,192.65	$1,241.48	$60,192.65	$459,706.87	12%	$24,48
Department **05 - Police**										
Sub Department **05 - Police Staff Services**										
400.101	Regular Pay	2,308,986.00	.00	2,308,986.00	159,878.49	.00	159,878.49	2,149,107.51	7	139,44
401.103	Overtime	120,300.00	.00	120,300.00	14,543.02	.00	14,543.02	105,756.98	12	21,464
401.105	On-call pay	6,000.00	.00	6,000.00	400.00	.00	400.00	5,600.00	7	400
405.114	FICA	182,995.00	.00	182,995.00	12,821.33	.00	12,821.33	170,173.67	7	11,779
406.116	Retirement	504,694.00	.00	504,694.00	33,720.26	.00	33,720.26	470,973.74	7	31,799
408.125	SCMIT Worker's Comp Ins.	138,000.00	.00	138,000.00	31,600.30	31,600.30	31,600.30	74,799.40	46	27,804
410.001	Health Claims Cost	278,431.00	.00	278,431.00	19,695.98	.00	19,695.98	258,735.02	7	19,430
410.002	Health Claim Costs-Retire	53,966.00	.00	53,966.00	3,965.60	.00	3,965.60	50,000.40	7	3,30
500.101	Supplies and Materials	12,754.00	.00	12,754.00	2,112.49	.00	2,112.49	10,641.51	17	2,31
500.102	Equipment	6,319.00	.00	6,319.00	.00	.00	.00	6,319.00	0	
500.103	Furniture	450.00	.00	450.00	.00	.00	.00	450.00	0	
501.101	Uniforms and Clothing	37,100.00	.00	37,100.00	25.24	.00	25.24	37,074.76	0	13
610.111	Communications- Landline	7,000.00	.00	7,000.00	233.83	.00	233.83	6,766.17	3	72
610.112	Postage	500.00	.00	500.00	6.61	.00	6.61	493.39	1	9
610.1110	Communications- Wireless	75,484.00	.00	75,484.00	1,895.24	.00	1,895.24	73,588.76	3	6,50
640.124	Travel Expense	19,234.00	.00	19,234.00	.00	.00	.00	19,234.00	0	1,230
650.127	Electricity	32,082.00	.00	32,082.00	.00	.00	.00	32,082.00	0	2,900
650.128	Water	4,235.00	.00	4,235.00	.00	.00	.00	4,235.00	0	306
650.129	Wastewater	3,180.00	.00	3,180.00	.00	.00	.00	3,180.00	0	23
650.130	Sanitation	2,584.00	.00	2,584.00	.00	.00	.00	2,584.00	0	18
650.133	Stormwater	3,157.00	.00	3,157.00	.00	.00	.00	3,157.00	0	264
650.134	Security Lights	3,720.00	.00	3,720.00	.00	.00	.00	3,720.00	0	309

Georgetown SOUTH CAROLINA

Budget Performance Report

Fiscal Year to Date 07/31/

Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0010 - General Fund**										
EXPENSE										
Department **05 - Police**										
Sub Department **05 - Police Staff Services**										
650.1271	Electricity- Sales Tax	954.00	.00	954.00	.00	.00	.00	954.00	0	9
660.133	Repairs & Maint. Services	28,000.00	.00	28,000.00	645.58	.00	645.58	27,354.42	2	4,44
660.139	Fleet Services-RTA Mtce Allocation	32,800.00	.00	32,800.00	.00	.00	.00	32,800.00	0	3,38
660.145	Gasoline & Oil	89,212.00	.00	89,212.00	.00	.00	.00	89,212.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	34,938.00	.00	34,938.00	.00	.00	.00	34,938.00	0	5,14
660.1392	Fleet Svcs- Outside Vends	25,500.00	.00	25,500.00	.00	.00	.00	25,500.00	0	5,83
670.156	Equipment Rental/Lease	6,200.00	.00	6,200.00	441.24	.00	441.24	5,758.76	7	1,01
682.1721	Prisoner Housing	70,000.00	.00	70,000.00	.00	.00	.00	70,000.00	0	
685.180	Membership Dues and Fees	1,775.00	.00	1,775.00	300.00	.00	300.00	1,475.00	17	30
685.182	Other Operating Expenses	28,850.00	.00	28,850.00	.00	23,853.67	.00	4,996.33	83	7
685.186	Training	8,378.00	.00	8,378.00	340.00	.00	340.00	8,038.00	4	1,28
685.187	Special Projects	2,000.00	.00	2,000.00	2,153.92	.00	2,153.92	(153.92)	108	50
685.1801	Subscriptions	10,385.00	.00	10,385.00	3,262.00	.00	3,262.00	7,123.00	31	
685.1861	Law Enforce Accreditation/Policy	7,600.00	.00	7,600.00	3,225.19	.00	3,225.19	4,374.81	42	
686.184	Technology Services	39,884.00	.00	39,884.00	.00	.00	.00	39,884.00	0	
686.189	Employee Medical	2,775.00	.00	2,775.00	.00	.00	.00	2,775.00	0	
686.194	Other Prof/Tech Services	75,000.00	.00	75,000.00	.00	75,000.00	.00	.00	100	
686.195	Repair/Maint Svc Contract	24,000.00	.00	24,000.00	807.00	.00	807.00	23,193.00	3	1,00
686.1895	Employee wellness services	36,021.00	.00	36,021.00	.00	.00	.00	36,021.00	0	
687.203	Contract Services	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	65
687.204	Janitorial Services	6,106.00	.00	6,106.00	.00	.00	.00	6,106.00	0	
795.001	IT Internal Allocations	59,966.00	.00	59,966.00	.00	.00	.00	59,966.00	0	2,06
795.010	911 Expense Billing	(1,888.00)	.00	(1,888.00)	(157.30)	.00	(157.30)	(1,730.70)	8	(7,359
900.4300	Other Equipment	.00	.00	.00	.00	16,014.22	.00	(16,014.22)	+++	
	Sub Department **05 - Police Staff Services** Totals	$4,395,127.00	$0.00	$4,395,127.00	$291,916.02	$146,468.19	$291,916.02	$3,956,742.79	10%	$288,98
Sub Department **07 - Victim's Advocate**										
400.101	Regular Pay	.00	.00	.00	.00	.00	.00	.00	+++	2,90
401.103	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	39
405.114	FICA	.00	.00	.00	.00	.00	.00	.00	+++	24
406.116	Retirement	.00	.00	.00	.00	.00	.00	.00	+++	56
408.125	SCMIT Worker's Comp Ins.	.00	.00	.00	275.88	275.88	275.88	(551.76)	+++	24
410.001	Health Claims Cost	.00	.00	.00	.00	.00	.00	.00	+++	41
610.111	Communications- Landline	.00	.00	.00	.00	.00	.00	.00	+++	1
610.1110	Communications- Wireless	.00	.00	.00	57.93	.00	57.93	(57.93)	+++	11
660.1391	Fleet Services -Departmental Expense Allocation	.00	.00	.00	.00	.00	.00	.00	+++	7
795.001	IT Internal Allocations	.00	.00	.00	.00	.00	.00	.00	+++	29
	Sub Department **07 - Victim's Advocate** Totals	$0.00	$0.00	$0.00	$333.81	$275.88	$333.81	($609.69)	+++	$5,27

Budget Performance Report

Fiscal Year to Date 07/31/23
Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0010 - General Fund**										
EXPENSE										
Department **05 - Police**										
Sub Department **26 - Grants**										
610.1110	Communications- Wireless	.00	.00	.00	115.56	.00	115.56	(115.56)	+++	23
660.139	Fleet Services-RTA Mtce Allocation	.00	.00	.00	.00	.00	.00	.00	+++	6
660.1391	Fleet Services -Departmental Expense Allocation	.00	.00	.00	.00	.00	.00	.00	+++	18
	Sub Department **26 - Grants** Totals	$0.00	$0.00	$0.00	$115.56	$0.00	$115.56	($115.56)	+++	$48
	Department **05 - Police** Totals	$4,395,127.00	$0.00	$4,395,127.00	$292,365.39	$146,744.07	$292,365.39	$3,956,017.54	10%	$294,74
Department **09 - Planning & Community Development**										
400.101	Regular Pay	320,518.00	.00	320,518.00	25,684.74	.00	25,684.74	294,833.26	8	25,08
401.103	Overtime	2,500.00	.00	2,500.00	66.66	.00	66.66	2,433.34	3	12
401.106	Contract Labor	124,800.00	.00	124,800.00	.00	.00	.00	124,800.00	0	
405.114	FICA	24,711.00	.00	24,711.00	1,915.66	.00	1,915.66	22,795.34	8	1,86
406.116	Retirement	59,952.00	.00	59,952.00	4,897.96	.00	4,897.96	55,054.04	8	4,49
408.125	SCMIT Worker's Comp Ins.	4,500.00	.00	4,500.00	1,092.04	1,092.04	1,092.04	2,315.92	49	96
410.001	Health Claims Cost	53,195.00	.00	53,195.00	1,875.72	.00	1,875.72	51,319.28	4	2,44
500.101	Supplies and Materials	3,220.00	.00	3,220.00	98.56	.00	98.56	3,121.44	3	34
500.102	Equipment	2,300.00	.00	2,300.00	2,468.60	.00	2,468.60	(168.60)	107	
500.103	Furniture	200.00	.00	200.00	.00	.00	.00	200.00	0	
500.105	Printing and Binding	1,820.00	.00	1,820.00	74.53	.00	74.53	1,745.47	4	
610.111	Communications- Landline	1,600.00	.00	1,600.00	70.80	.00	70.80	1,529.20	4	19
610.112	Postage	2,000.00	.00	2,000.00	549.77	.00	549.77	1,450.23	27	19
610.1110	Communications- Wireless	3,600.00	.00	3,600.00	.00	.00	.00	3,600.00	0	
620.114	Advertising	4,322.00	.00	4,322.00	.00	.00	.00	4,322.00	0	
640.124	Travel Expense	3,399.00	.00	3,399.00	.00	.00	.00	3,399.00	0	
650.127	Electricity	6,100.00	.00	6,100.00	.00	.00	.00	6,100.00	0	15
650.128	Water	655.00	.00	655.00	.00	.00	.00	655.00	0	2
650.129	Wastewater	490.00	.00	490.00	.00	.00	.00	490.00	0	3
650.130	Sanitation	137.00	.00	137.00	.00	.00	.00	137.00	0	4
650.133	Stormwater	515.00	.00	515.00	.00	.00	.00	515.00	0	4
650.134	Security Lights	1,080.00	.00	1,080.00	.00	.00	.00	1,080.00	0	9
650.1271	Electricity- Sales Tax	180.00	.00	180.00	.00	.00	.00	180.00	0	
660.133	Repairs & Maint. Services	927.00	.00	927.00	.00	.00	.00	927.00	0	
660.139	Fleet Services-RTA Mtce Allocation	500.00	.00	500.00	.00	.00	.00	500.00	0	
660.145	Gasoline & Oil	3,867.00	.00	3,867.00	.00	.00	.00	3,867.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	1,400.00	.00	1,400.00	.00	.00	.00	1,400.00	0	16
660.1392	Fleet Svcs- Outside Vends	150.00	.00	150.00	.00	.00	.00	150.00	0	
670.156	Equipment Rental/Lease	7,500.00	.00	7,500.00	654.75	.00	654.75	6,845.25	9	1,41
685.180	Membership Dues and Fees	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,04
685.182	Other Operating Expenses	600.00	.00	600.00	13.80	.00	13.80	586.20	2	

Budget Performance Report

Fiscal Year to Date 07/31/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0010 - General Fund**										
EXPENSE										
Department **09 - Planning & Community Development**										
685.184	Continuing Education	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
685.186	Training	5,219.00	.00	5,219.00	.00	.00	.00	5,219.00	0	
686.187	Professional Services	.00	.00	.00	.00	25,000.00	.00	(25,000.00)	+++	
686.191	Contract Services/Studies	486,000.00	.00	486,000.00	.00	.00	.00	486,000.00	0	1,01
686.1895	Employee wellness services	5,004.00	.00	5,004.00	.00	.00	.00	5,004.00	0	
795.001	IT Internal Allocations	22,487.00	.00	22,487.00	.00	.00	.00	22,487.00	0	88
Department **09 - Planning & Community Development** Totals		$1,160,448.00	$0.00	$1,160,448.00	$39,463.59	$26,092.04	$39,463.59	$1,094,892.37	6%	$40,63
Department **10 - Municipal Court**										
400.101	Regular Pay	149,525.00	.00	149,525.00	11,509.65	.00	11,509.65	138,015.35	8	11,40
401.103	Overtime	4,500.00	.00	4,500.00	386.32	.00	386.32	4,113.68	9	18
401.105	On-call pay	5,200.00	.00	5,200.00	400.00	.00	400.00	4,800.00	8	40
405.114	FICA	12,180.00	.00	12,180.00	930.76	.00	930.76	11,249.24	8	90
406.116	Retirement	29,552.00	.00	29,552.00	2,277.58	.00	2,277.58	27,274.42	8	2,08
408.125	SCMIT Worker's Comp Ins.	3,000.00	.00	3,000.00	678.22	678.22	678.22	1,643.56	45	59
410.001	Health Claims Cost	12,927.00	.00	12,927.00	437.30	.00	437.30	12,489.70	3	43
500.101	Supplies and Materials	2,500.00	.00	2,500.00	207.36	.00	207.36	2,292.64	8	38
500.102	Equipment	500.00	.00	500.00	.00	.00	.00	500.00	0	
610.111	Communications- Landline	.00	.00	.00	.00	.00	.00	.00	+++	3
610.112	Postage	3,300.00	.00	3,300.00	163.83	.00	163.83	3,136.17	5	33
640.124	Travel Expense	900.00	.00	900.00	.00	.00	.00	900.00	0	
650.127	Electricity	6,100.00	.00	6,100.00	.00	.00	.00	6,100.00	0	53
650.128	Water	646.00	.00	646.00	.00	.00	.00	646.00	0	4
650.129	Wastewater	485.00	.00	485.00	.00	.00	.00	485.00	0	3
650.130	Sanitation	137.00	.00	137.00	.00	.00	.00	137.00	0	[illegible]
650.133	Stormwater	277.00	.00	277.00	.00	.00	.00	277.00	0	2
650.134	Security Lights	458.00	.00	458.00	.00	.00	.00	458.00	0	3
650.1271	Electricity- Sales Tax	178.00	.00	178.00	.00	.00	.00	178.00	0	1
660.133	Repairs & Maint. Services	2,500.00	.00	2,500.00	139.34	.00	139.34	2,360.66	6	70
660.139	Fleet Services-RTA Mtce Allocation	500.00	.00	500.00	.00	.00	.00	500.00	0	
660.145	Gasoline & Oil	350.00	.00	350.00	.00	.00	.00	350.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	424.00	.00	424.00	.00	.00	.00	424.00	0	4
670.156	Equipment Rental/Lease	2,300.00	.00	2,300.00	.00	.00	.00	2,300.00	0	
685.180	Membership Dues and Fees	110.00	.00	110.00	.00	.00	.00	110.00	0	
685.182	Other Operating Expenses	3,435.00	.00	3,435.00	.00	.00	.00	3,435.00	0	
685.186	Training	400.00	.00	400.00	.00	.00	.00	400.00	0	
686.187	Professional Services	41,350.00	.00	41,350.00	.00	25,000.00	.00	16,350.00	60	
686.195	Repair/Maint Svc Contract	2,200.00	.00	2,200.00	201.75	.00	201.75	1,998.25	9	

Attachment: Finance Department Budget Performance July 2023 Report (3924 : Finance and IT

Budget Performance Report

Fiscal Year to Date 07/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0010 - General Fund**										
EXPENSE										
Department **10 - Municipal Court**										
686.1895	Employee wellness services	3,009.00	.00	3,009.00	.00	.00	.00	3,009.00	0	
795.001	IT Internal Allocations	37,479.00	.00	37,479.00	.00	.00	.00	37,479.00	0	1,47
	Department **10 - Municipal Court** Totals	$326,422.00	$0.00	$326,422.00	$17,332.11	$25,678.22	$17,332.11	$283,411.67	13%	$19,69
Department **11 - Fire**										
400.101	Regular Pay	1,730,900.00	.00	1,730,900.00	121,856.93	.00	121,856.93	1,609,043.07	7	119,36
401.103	Overtime	120,000.00	.00	120,000.00	28,359.94	.00	28,359.94	91,640.06	24	14,75
402.111	Volunteer Employees	1,000.00	.00	1,000.00	30.00	.00	30.00	970.00	3	
405.114	FICA	141,595.00	.00	141,595.00	11,038.95	.00	11,038.95	130,556.05	8	9,65
406.116	Retirement	393,131.00	.00	393,131.00	31,665.85	.00	31,665.85	361,465.15	8	22,78
408.125	SCMIT Worker's Comp Ins.	78,000.00	.00	78,000.00	17,254.30	17,254.30	17,254.30	43,491.40	44	15,18
410.001	Health Claims Cost	266,098.00	.00	266,098.00	14,204.36	.00	14,204.36	251,893.64	5	18,57
410.002	Health Claim Costs-Retire	38,225.00	.00	38,225.00	2,140.10	.00	2,140.10	36,084.90	6	2,54
500.101	Supplies and Materials	23,000.00	.00	23,000.00	.00	.00	.00	23,000.00	0	87
500.102	Equipment	34,800.00	.00	34,800.00	.00	.00	.00	34,800.00	0	10
500.103	Furniture	6,200.00	.00	6,200.00	.00	.00	.00	6,200.00	0	
500.105	Printing and Binding	500.00	.00	500.00	.00	.00	.00	500.00	0	
500.107	Technology Supplies	11,440.00	.00	11,440.00	.00	.00	.00	11,440.00	0	5
501.101	Uniforms and Clothing	34,500.00	.00	34,500.00	62.95	.00	62.95	34,437.05	0	61
515.121	Safety Supplies	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	4,01
515.128	Medical Supplies	16,500.00	.00	16,500.00	458.02	.00	458.02	16,041.98	3	8
531.140	Haz Mat Supplies/Equipmnt	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	
610.111	Communications- Landline	6,500.00	.00	6,500.00	307.80	.00	307.80	6,192.20	5	83
610.112	Postage	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
610.1110	Communications- Wireless	33,000.00	.00	33,000.00	1,354.99	.00	1,354.99	31,645.01	4	1,92
620.114	Advertising	750.00	.00	750.00	.00	.00	.00	750.00	0	
630.121	Fire Prevention Materials	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	
640.124	Travel Expense	5,156.00	.00	5,156.00	.00	.00	.00	5,156.00	0	51
650.127	Electricity	17,793.00	.00	17,793.00	101.72	.00	101.72	17,691.28	1	1,22
650.128	Water	4,862.00	.00	4,862.00	.00	.00	.00	4,862.00	0	22
650.129	Wastewater	3,337.00	.00	3,337.00	.00	.00	.00	3,337.00	0	24
650.130	Sanitation	1,116.00	.00	1,116.00	.00	.00	.00	1,116.00	0	7
650.133	Stormwater	1,849.00	.00	1,849.00	.00	.00	.00	1,849.00	0	15
650.134	Security Lights	1,812.00	.00	1,812.00	.00	.00	.00	1,812.00	0	15
650.1271	Electricity- Sales Tax	370.00	.00	370.00	.00	.00	.00	370.00	0	3
660.103	Emergency Preparedness	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
660.105	COVID-19 Pandemic Expense	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
660.133	Repairs & Maint. Services	38,000.00	.00	38,000.00	2,114.66	.00	2,114.66	35,885.34	6	11
660.139	Fleet Services-RTA Mtce Allocation	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	12

Run by Kathy Vermeland on 09/11/2023 11:50:23 AM

Budget Performance Report

Fiscal Year to Date 07/31/2?

Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0010 - General Fund**										
EXPENSE										
Department **11 - Fire**										
660.145	Gasoline & Oil	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	11,095.00	.00	11,095.00	.00	.00	.00	11,095.00	0	1,14
660.1392	Fleet Svcs- Outside Vends	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	
670.156	Equipment Rental/Lease	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	33
682.169	Laundry & Linen	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	5
685.180	Membership Dues and Fees	2,218.00	.00	2,218.00	.00	.00	.00	2,218.00	0	
685.182	Other Operating Expenses	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
685.184	Continuing Education	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
685.186	Training	19,890.00	.00	19,890.00	.00	.00	.00	19,890.00	0	2
685.1801	Subscriptions	13,223.00	.00	13,223.00	5,100.00	.00	5,100.00	8,123.00	39	5,77
686.189	Employee Medical	13,800.00	.00	13,800.00	.00	.00	.00	13,800.00	0	
686.195	Repair/Maint Svc Contract	69,936.00	.00	69,936.00	1,956.95	.00	1,956.95	67,979.05	3	2,57
686.1895	Employee wellness services	30,004.00	.00	30,004.00	.00	.00	.00	30,004.00	0	
795.001	IT Internal Allocations	44,975.00	.00	44,975.00	.00	.00	.00	44,975.00	0	1,76
	Department **11 - Fire** Totals	$3,376,075.00	$0.00	$3,376,075.00	$238,007.52	$17,254.30	$238,007.52	$3,120,813.18	8%	$225,91
Department **12 - Public Works**										
400.101	Regular Pay	465,355.00	.00	465,355.00	29,796.39	.00	29,796.39	435,558.61	6	48,53
401.103	Overtime	25,000.00	.00	25,000.00	186.16	.00	186.16	24,813.84	1	1,94
401.106	Contract Labor	17,500.00	.00	17,500.00	.00	.00	.00	17,500.00	0	
405.114	FICA	37,181.00	.00	37,181.00	2,185.53	.00	2,185.53	34,995.47	6	3,63
406.116	Retirement	90,204.00	.00	90,204.00	5,522.17	.00	5,522.17	84,681.83	6	8,19
408.125	SCMIT Worker's Comp Ins.	35,000.00	.00	35,000.00	7,747.76	7,747.76	7,747.76	19,504.48	44	6,81
410.001	Health Claims Cost	87,104.00	.00	87,104.00	4,344.85	.00	4,344.85	82,759.15	5	6,95
410.002	Health Claim Costs-Retire	31,050.00	.00	31,050.00	2,301.64	.00	2,301.64	28,748.36	7	1,91
500.101	Supplies and Materials	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	14
500.102	Equipment	13,000.00	.00	13,000.00	.00	.00	.00	13,000.00	0	3,30
500.103	Furniture	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
500.105	Printing and Binding	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
501.101	Uniforms and Clothing	16,000.00	.00	16,000.00	246.83	.00	246.83	15,753.17	2	47
513.112	Asphalt/Concrete/Gravel	17,500.00	.00	17,500.00	.00	.00	.00	17,500.00	0	2,05
515.121	Safety Supplies	2,750.00	.00	2,750.00	126.94	.00	126.94	2,623.06	5	68
610.111	Communications- Landline	3,500.00	.00	3,500.00	257.07	.00	257.07	3,242.93	7	56
610.112	Postage	700.00	.00	700.00	.00	.00	.00	700.00	0	
610.1110	Communications- Wireless	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	
620.114	Advertising	150.00	.00	150.00	.00	.00	.00	150.00	0	
640.124	Travel Expense	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
650.127	Electricity	1,782.00	.00	1,782.00	.00	.00	.00	1,782.00	0	14
650.128	Water	877.00	.00	877.00	.00	.00	.00	877.00	0	6

Budget Performance Report

Fiscal Year to Date 07/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0010 - General Fund**										
EXPENSE										
Department **12 - Public Works**										
650.129	Wastewater	908.00	.00	908.00	.00	.00	.00	908.00	0	64
650.130	Sanitation	584.00	.00	584.00	.00	.00	.00	584.00	0	38
650.133	Stormwater	556.00	.00	556.00	.00	.00	.00	556.00	0	46
650.134	Security Lights	535.00	.00	535.00	.00	.00	.00	535.00	0	44
650.1271	Electricity- Sales Tax	90.00	.00	90.00	.00	.00	.00	90.00	0	
660.133	Repairs & Maint. Services	10,000.00	.00	10,000.00	445.52	.00	445.52	9,554.48	4	1,197
660.139	Fleet Services-RTA Mtce Allocation	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	814
660.145	Gasoline & Oil	26,000.00	.00	26,000.00	.00	.00	.00	26,000.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	34,450.00	.00	34,450.00	.00	.00	.00	34,450.00	0	4,660
660.1392	Fleet Svcs- Outside Vends	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	
663.142	Street Sign Maintenance	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	
663.148	Maintenance of Parks	.00	.00	.00	.00	.00	.00	.00	+++	652
670.156	Equipment Rental/Lease	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	273
685.180	Membership Dues and Fees	600.00	.00	600.00	.00	.00	.00	600.00	0	232
685.182	Other Operating Expenses	1,500.00	.00	1,500.00	99.95	.00	99.95	1,400.05	7	
685.186	Training	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	595
685.187	Special Projects	95,675.00	.00	95,675.00	.00	.00	.00	95,675.00	0	185
685.192	KGB Operations	.00	.00	.00	.00	.00	.00	.00	+++	146
685.1921	KGB grant expenses	.00	.00	.00	.00	.00	.00	.00	+++	585
686.187	Professional Services	7,000.00	.00	7,000.00	.00	8,332.50	.00	(1,332.50)	119	
686.189	Employee Medical	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
686.195	Repair/Maint Svc Contract	13,500.00	.00	13,500.00	875.38	.00	875.38	12,624.62	6	1,275
686.1895	Employee wellness services	13,996.00	.00	13,996.00	.00	.00	.00	13,996.00	0	
687.204	Janitorial Services	2,458.00	.00	2,458.00	.00	.00	.00	2,458.00	0	
795.001	IT Internal Allocations	14,992.00	.00	14,992.00	.00	.00	.00	14,992.00	0	589
	Department **12 - Public Works** Totals	$1,126,497.00	$0.00	$1,126,497.00	$54,136.19	$16,080.26	$54,136.19	$1,056,280.55	6%	$96,845
Department **13 - Information Technology**										
400.101	Regular Pay	95,905.00	.00	95,905.00	7,293.75	.00	7,293.75	88,611.25	8	7,295
405.114	FICA	7,340.00	.00	7,340.00	537.42	.00	537.42	6,802.58	7	537
406.116	Retirement	17,800.00	.00	17,800.00	1,352.35	.00	1,352.35	16,447.65	8	1,270
408.125	SCMIT Worker's Comp Ins.	1,200.00	.00	1,200.00	275.88	275.88	275.88	648.24	46	242
410.001	Health Claims Cost	9,959.00	.00	9,959.00	768.70	.00	768.70	9,190.30	8	768
500.101	Supplies and Materials	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	29
500.102	Equipment	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	82
500.107	Technology Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	
610.111	Communications- Landline	500.00	.00	500.00	.00	.00	.00	500.00	0	32
610.1110	Communications- Wireless	700.00	.00	700.00	.00	.00	.00	700.00	0	
640.124	Travel Expense	500.00	.00	500.00	.00	.00	.00	500.00	0	

Budget Performance Report

Fiscal Year to Date 07/31/2

Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund	**0010 - General Fund**									
EXPENSE										
Department	**13 - Information Technology**									
650.127	Electricity	1,100.00	.00	1,100.00	.00	.00	.00	1,100.00	0	7
650.128	Water	209.00	.00	209.00	.00	.00	.00	209.00	0	1
650.129	Wastewater	250.00	.00	250.00	.00	.00	.00	250.00	0	1
650.130	Sanitation	400.00	.00	400.00	.00	.00	.00	400.00	0	2
650.133	Stormwater	1,562.00	.00	1,562.00	.00	.00	.00	1,562.00	0	13
650.134	Security Lights	540.00	.00	540.00	.00	.00	.00	540.00	0	4
650.1271	Electricity- Sales Tax	45.00	.00	45.00	.00	.00	.00	45.00	0	
660.145	Gasoline & Oil	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
685.180	Membership Dues and Fees	50.00	.00	50.00	.00	.00	.00	50.00	0	
685.182	Other Operating Expenses	7,000.00	.00	7,000.00	271.36	.00	271.36	6,728.64	4	2,21
685.1801	Subscriptions	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	
686.184	Technology Services	340,488.00	.00	340,488.00	.00	70,000.00	.00	270,488.00	21	11,34
686.195	Repair/Maint Svc Contract	250.00	.00	250.00	.00	.00	.00	250.00	0	
686.1895	Employee wellness services	998.00	.00	998.00	.00	.00	.00	998.00	0	
795.001	IT Internal Allocations	(749,577.00)	.00	(749,577.00)	.00	.00	.00	(749,577.00)	0	(29,492
900.3950	Computer Software	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	
900.4300	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	5,43
	Department **13 - Information Technology** Totals	$219.00	$0.00	$219.00	$10,499.46	$70,275.88	$10,499.46	($80,556.34)	36884%	$6
Department	**14 - Fleet Services**									
400.101	Regular Pay	164,559.00	.00	164,559.00	12,205.64	.00	12,205.64	152,353.36	7	12,23
401.103	Overtime	500.00	.00	500.00	45.11	.00	45.11	454.89	9	
405.114	FICA	12,666.00	.00	12,666.00	905.29	.00	905.29	11,760.71	7	90
406.116	Retirement	30,728.00	.00	30,728.00	2,264.61	.00	2,264.61	28,463.39	7	2,12
408.125	SCMIT Worker's Comp Ins.	8,000.00	.00	8,000.00	1,931.19	1,931.19	1,931.19	4,137.62	48	1,69
410.001	Health Claims Cost	24,536.00	.00	24,536.00	1,705.28	.00	1,705.28	22,830.72	7	1,88
410.002	Health Claim Costs-Retire	12,454.00	.00	12,454.00	943.56	.00	943.56	11,510.44	8	78
500.101	Supplies and Materials	5,600.00	.00	5,600.00	.00	.00	.00	5,600.00	0	
500.102	Equipment	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	73
500.105	Printing and Binding	600.00	.00	600.00	.00	.00	.00	600.00	0	
501.101	Uniforms and Clothing	2,700.00	.00	2,700.00	58.39	.00	58.39	2,641.61	2	7
515.121	Safety Supplies	600.00	.00	600.00	.00	.00	.00	600.00	0	
610.111	Communications- Landline	2,000.00	.00	2,000.00	120.22	.00	120.22	1,879.78	6	29
610.112	Postage	50.00	.00	50.00	.00	.00	.00	50.00	0	
610.1110	Communications- Wireless	600.00	.00	600.00	.00	.00	.00	600.00	0	
620.114	Advertising	100.00	.00	100.00	.00	.00	.00	100.00	0	
640.124	Travel Expense	300.00	.00	300.00	.00	.00	.00	300.00	0	
650.127	Electricity	16,391.00	.00	16,391.00	.00	.00	.00	16,391.00	0	1,35
650.128	Water	877.00	.00	877.00	.00	.00	.00	877.00	0	6

Georgetown SOUTH CAROLINA

Budget Performance Report

Fiscal Year to Date 07/31/
Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0010 - General Fund**										
EXPENSE										
Department **14 - Fleet Services**										
650.129	Wastewater	908.00	.00	908.00	.00	.00	.00	908.00	0	6
650.130	Sanitation	523.00	.00	523.00	.00	.00	.00	523.00	0	3
650.133	Stormwater	1,010.00	.00	1,010.00	.00	.00	.00	1,010.00	0	8
650.134	Security Lights	511.00	.00	511.00	.00	.00	.00	511.00	0	4
650.1271	Electricity- Sales Tax	561.00	.00	561.00	.00	.00	.00	561.00	0	5
660.133	Repairs & Maint. Services	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
660.139	Fleet Services-RTA Mtce Allocation	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	1,15
660.145	Gasoline & Oil	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	1,745.00	.00	1,745.00	.00	.00	.00	1,745.00	0	52
660.1392	Fleet Svcs- Outside Vends	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
662.140	Building Repairs	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
685.182	Other Operating Expenses	58,484.00	.00	58,484.00	.00	.00	.00	58,484.00	0	10
685.186	Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
686.195	Repair/Maint Svc Contract	10,700.00	.00	10,700.00	5,121.00	.00	5,121.00	5,579.00	48	5,54
686.1895	Employee wellness services	1,995.00	.00	1,995.00	.00	.00	.00	1,995.00	0	
735.122	Services Billed	(212,130.00)	.00	(212,130.00)	.00	.00	.00	(212,130.00)	0	(29,643
795.001	IT Internal Allocations	14,992.00	.00	14,992.00	.00	.00	.00	14,992.00	0	58
	Department **14 - Fleet Services** Totals	$182,060.00	$0.00	$182,060.00	$25,300.29	$1,931.19	$25,300.29	$154,828.52	15%	$70
Department **20 - General Government**										
401.106	Contract Labor	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	
410.002	Health Claim Costs-Retire	20,087.00	.00	20,087.00	1,042.74	.00	1,042.74	19,044.26	5	1,42
510.106	Cleaning & Sanitation Sup	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	12
600.110	SCMIRF Property/Liab Ins	250,368.00	.00	250,368.00	136,306.62	.00	136,306.62	114,061.38	54	119,48
600.111	Retirees Health Insurance	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	
600.112	Survivors Health Ins	6,500.00	.00	6,500.00	430.22	.00	430.22	6,069.78	7	36
600.1051	Employee Wellness &Safety	23,100.00	.00	23,100.00	325.00	.00	325.00	22,775.00	1	
600.1052	Unemployment Insurance	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	
620.114	Advertising	200.00	.00	200.00	.00	.00	.00	200.00	0	
640.124	Travel Expense	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
650.127	Electricity	2,494.00	.00	2,494.00	.00	.00	.00	2,494.00	0	18
650.128	Water	282.00	.00	282.00	.00	.00	.00	282.00	0	2
650.129	Wastewater	328.00	.00	328.00	.00	.00	.00	328.00	0	2
650.133	Stormwater	1,649.00	.00	1,649.00	.00	.00	.00	1,649.00	0	13
650.1271	Electricity- Sales Tax	218.00	.00	218.00	.00	.00	.00	218.00	0	2
660.133	Repairs & Maint. Services	10,000.00	.00	10,000.00	428.65	.00	428.65	9,571.35	4	85
685.180	Membership Dues and Fees	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
685.182	Other Operating Expenses	73,588.00	.00	73,588.00	403.72	.00	403.72	73,184.28	1	92
685.1822	City Hall - Temporary Locations	130,200.00	.00	130,200.00	8,652.00	.00	8,652.00	121,548.00	7	17,30

Budget Performance Report

Fiscal Year to Date 07/31/2
Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0010 - General Fund**										
EXPENSE										
Department **20 - General Government**										
686.186	Legal Services	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	
686.187	Professional Services	14,500.00	.00	14,500.00	.00	.00	.00	14,500.00	0	2,61
686.192	Elections	10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0	
686.194	Other Prof/Tech Services	.00	.00	.00	1,500.00	.00	1,500.00	(1,500.00)	+++	
686.195	Repair/Maint Svc Contract	2,200.00	.00	2,200.00	394.87	.00	394.87	1,805.13	18	21
686.196	Bank Charges/Fees	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	30
686.199	Internal Engineering	45,504.00	.00	45,504.00	.00	.00	.00	45,504.00	0	2,29
686.1871	Audit Services	47,000.00	.00	47,000.00	.00	.00	.00	47,000.00	0	
687.204	Janitorial Services	10,874.00	.00	10,874.00	.00	.00	.00	10,874.00	0	
691.002	Clearing Expense Account	.00	.00	.00	461.20	.00	461.20	(461.20)	+++	
720.002	Unclaimed funds to the State	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	
795.995	GF Cost Distribution	(284,437.00)	.00	(284,437.00)	.00	.00	.00	(284,437.00)	0	(26,743
	Department **20 - General Government** Totals	$474,655.00	$0.00	$474,655.00	$149,945.02	$0.00	$149,945.02	$324,709.98	32%	$119,55
Department **21 - Debt Service**										
681.100	Capital Lease Principal	23,521.00	.00	23,521.00	.00	.00	.00	23,521.00	0	
681.120	Capital Lease Interest	4,162.00	.00	4,162.00	.00	.00	.00	4,162.00	0	
	Department **21 - Debt Service** Totals	$27,683.00	$0.00	$27,683.00	$0.00	$0.00	$0.00	$27,683.00	0%	$0
Department **22 - Other Financing Uses**										
750.134	Transfer to Storm Water	192,867.00	.00	192,867.00	.00	.00	.00	192,867.00	0	
750.140	Transfer to Capital Projects Reserve Fund	1,182,753.00	.00	1,182,753.00	.00	.00	.00	1,182,753.00	0	
	Department **22 - Other Financing Uses** Totals	$1,375,620.00	$0.00	$1,375,620.00	$0.00	$0.00	$0.00	$1,375,620.00	0%	$0
	EXPENSE TOTALS	$13,550,155.00	$0.00	$13,550,155.00	$954,975.46	$326,407.93	$954,975.46	$12,268,771.61	9%	$863,28
	Fund **0010 - General Fund** Totals									
	REVENUE TOTALS	13,529,655.00	.00	13,529,655.00	87,328.28	.00	87,328.28	13,442,326.72	1%	217,38
	EXPENSE TOTALS	13,550,155.00	.00	13,550,155.00	954,975.46	326,407.93	954,975.46	12,268,771.61	9%	863,28
	Fund **0010 - General Fund** Totals	($20,500.00)	$0.00	($20,500.00)	($867,647.18)	($326,407.93)	($867,647.18)	$1,173,555.11		($645,902
Fund **0011 - Debt Service**										
REVENUE										
Department **00 - Revenue**										
311.002	Property Taxes -Debt Mill	180,000.00	.00	180,000.00	.00	.00	.00	180,000.00	0	
	Department **00 - Revenue** Totals	$180,000.00	$0.00	$180,000.00	$0.00	$0.00	$0.00	$180,000.00	0%	$0
	REVENUE TOTALS	$180,000.00	$0.00	$180,000.00	$0.00	$0.00	$0.00	$180,000.00	0%	$0
EXPENSE										
Department **21 - Debt Service**										
681.130	GO Bond Principal	85,113.00	.00	85,113.00	.00	.00	.00	85,113.00	0	
681.140	GO Bond Interest	46,248.00	.00	46,248.00	.00	.00	.00	46,248.00	0	
750.137	Trns from/to Fund Balance	48,639.00	.00	48,639.00	.00	.00	.00	48,639.00	0	

Attachment: Finance Department Budget Performance July 2023 Report (3924 : Finance and IT

Budget Performance Report

Fiscal Year to Date 07/31/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0011 - Debt Service**										
EXPENSE										
	Department **21 - Debt Service** Totals	$180,000.00	$0.00	$180,000.00	$0.00	$0.00	$0.00	$180,000.00	0%	$(
	EXPENSE TOTALS	$180,000.00	$0.00	$180,000.00	$0.00	$0.00	$0.00	$180,000.00	0%	$(
	Fund **0011 - Debt Service** Totals									
	REVENUE TOTALS	180,000.00	.00	180,000.00	.00	.00	.00	180,000.00	0%	
	EXPENSE TOTALS	180,000.00	.00	180,000.00	.00	.00	.00	180,000.00	0%	
	Fund **0011 - Debt Service** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$(
Fund **0012 - Capital Projects Reserve Fund**										
REVENUE										
Department **00 - Revenue**										
331.000	Federal Grants	144,604.00	.00	144,604.00	.00	.00	.00	144,604.00	0	
331.010	Grant Revenue	595,412.00	.00	595,412.00	.00	.00	.00	595,412.00	0	
331.069	Match Revenue	33,636.00	.00	33,636.00	.00	.00	.00	33,636.00	0	
392.004	From General Fund	1,182,753.00	.00	1,182,753.00	.00	.00	.00	1,182,753.00	0	
392.015	Transfer from Capital Projects Fund	464,872.00	.00	464,872.00	.00	.00	.00	464,872.00	0	
	Department **00 - Revenue** Totals	$2,421,277.00	$0.00	$2,421,277.00	$0.00	$0.00	$0.00	$2,421,277.00	0%	$(
	REVENUE TOTALS	$2,421,277.00	$0.00	$2,421,277.00	$0.00	$0.00	$0.00	$2,421,277.00	0%	$(
EXPENSE										
Department **26 - Special Projects**										
900.903	Sidewalk Program	330,000.00	.00	330,000.00	.00	.00	.00	330,000.00	0	
900.3000	Buildings & Improvements	1,175,000.00	.00	1,175,000.00	.00	19,330.00	.00	1,155,670.00	2	
900.4100	Vehicles	339,375.00	.00	339,375.00	.00	89,679.35	.00	249,695.65	26	
900.4300	Other Equipment	419,794.00	.00	419,794.00	2,372.09	49,778.39	2,372.09	367,643.52	12	
900.6000	Other Improvements	157,108.00	.00	157,108.00	.00	40,000.00	.00	117,108.00	25	
	Department **26 - Special Projects** Totals	$2,421,277.00	$0.00	$2,421,277.00	$2,372.09	$198,787.74	$2,372.09	$2,220,117.17	8%	$(
	EXPENSE TOTALS	$2,421,277.00	$0.00	$2,421,277.00	$2,372.09	$198,787.74	$2,372.09	$2,220,117.17	8%	$(
	Fund **0012 - Capital Projects Reserve Fund** Totals									
	REVENUE TOTALS	2,421,277.00	.00	2,421,277.00	.00	.00	.00	2,421,277.00	0%	
	EXPENSE TOTALS	2,421,277.00	.00	2,421,277.00	2,372.09	198,787.74	2,372.09	2,220,117.17	8%	
	Fund **0012 - Capital Projects Reserve Fund** Totals	$0.00	$0.00	$0.00	($2,372.09)	($198,787.74)	($2,372.09)	$201,159.83		$(
Fund **0013 - TIF District**										
REVENUE										
Department **00 - Revenue**										
302.006	TIF Proceeds	91,612.00	.00	91,612.00	.00	.00	.00	91,612.00	0	
	Department **00 - Revenue** Totals	$91,612.00	$0.00	$91,612.00	$0.00	$0.00	$0.00	$91,612.00	0%	$(
	REVENUE TOTALS	$91,612.00	$0.00	$91,612.00	$0.00	$0.00	$0.00	$91,612.00	0%	$(
EXPENSE										
750.137	Trns from/to Fund Balance	91,612.00	.00	91,612.00	.00	.00	.00	91,612.00	0	

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Exclude Rollup Accou[illegible]

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0013 - TIF District**										
	EXPENSE TOTALS	$91,612.00	$0.00	$91,612.00	$0.00	$0.00	$0.00	$91,612.00	0%	$[illegible]
	Fund **0013 - TIF District** Totals									
	REVENUE TOTALS	91,612.00	.00	91,612.00	.00	.00	.00	91,612.00	0%	
	EXPENSE TOTALS	91,612.00	.00	91,612.00	.00	.00	.00	91,612.00	0%	
	Fund **0013 - TIF District** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$[illegible]
Fund **0014 - American Rescue Plan Act (ARP)**										
REVENUE										
Department **00 - Revenue**										
306.001	Investment Earnings	.00	.00	.00	.00	.00	.00	.00	+++	2,23[illegible]
	Department **00 - Revenue** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$2,23[illegible]
	REVENUE TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$2,23[illegible]
	Fund **0014 - American Rescue Plan Act (ARP)** Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	2,23[illegible]
	EXPENSE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	
	Fund **0014 - American Rescue Plan Act (ARP)** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$2,23[illegible]
Fund **0015 - Agency Fund**										
REVENUE										
Department **00 - Revenue**										
361.001	Investment Earnings	.00	.00	.00	.00	.00	.00	.00	+++	4[illegible]
	Department **00 - Revenue** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$4[illegible]
	REVENUE TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$4[illegible]
	Fund **0015 - Agency Fund** Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	4[illegible]
	EXPENSE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	
	Fund **0015 - Agency Fund** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$4[illegible]
Fund **0018 - State and Local Grants**										
REVENUE										
Department **00 - Revenue**										
332.000	State Grants	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	
	Department **00 - Revenue** Totals	$12,000.00	$0.00	$12,000.00	$0.00	$0.00	$0.00	$12,000.00	0%	$[illegible]
	REVENUE TOTALS	$12,000.00	$0.00	$12,000.00	$0.00	$0.00	$0.00	$12,000.00	0%	$[illegible]
EXPENSE										
Department **70 - State and Local Grants**										
500.101	Supplies and Materials	8,000.00	.00	8,000.00	3,225.20	.00	3,225.20	4,774.80	40	1,67[illegible]
500.102	Equipment	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	
	Department **70 - State and Local Grants** Totals	$12,000.00	$0.00	$12,000.00	$3,225.20	$0.00	$3,225.20	$8,774.80	27%	$1,67[illegible]
	EXPENSE TOTALS	$12,000.00	$0.00	$12,000.00	$3,225.20	$0.00	$3,225.20	$8,774.80	27%	$1,67[illegible]

Budget Performance Report

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Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
	Fund **0018 - State and Local Grants** Totals									
	REVENUE TOTALS	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0%	
	EXPENSE TOTALS	12,000.00	.00	12,000.00	3,225.20	.00	3,225.20	8,774.80	27%	1,67
	Fund **0018 - State and Local Grants** Totals	$0.00	$0.00	$0.00	($3,225.20)	$0.00	($3,225.20)	$3,225.20		($1,670
Fund **0020 - State Accommodations Tax**										
REVENUE										
Department **00 - Revenue**										
318.001	Accommodations Tax	160,000.00	.00	160,000.00	.00	.00	.00	160,000.00	0	
361.001	Investment Earnings	500.00	.00	500.00	.00	.00	.00	500.00	0	
	Department **00 - Revenue** Totals	$160,500.00	$0.00	$160,500.00	$0.00	$0.00	$0.00	$160,500.00	0%	$
	REVENUE TOTALS	$160,500.00	$0.00	$160,500.00	$0.00	$0.00	$0.00	$160,500.00	0%	$
EXPENSE										
Department **33 - State Accommodations Tax**										
620.114	Advertising	100.00	.00	100.00	.00	.00	.00	100.00	0	
683.173	Tourism Related	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	
683.174	Tourism Advertise/Promote	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	
750.124	Transfers to General Fund	32,000.00	.00	32,000.00	.00	.00	.00	32,000.00	0	
750.137	Trns from/to Fund Balance	38,400.00	.00	38,400.00	.00	.00	.00	38,400.00	0	
	Department **33 - State Accommodations Tax** Totals	$160,500.00	$0.00	$160,500.00	$0.00	$0.00	$0.00	$160,500.00	0%	$
	EXPENSE TOTALS	$160,500.00	$0.00	$160,500.00	$0.00	$0.00	$0.00	$160,500.00	0%	$
	Fund **0020 - State Accommodations Tax** Totals									
	REVENUE TOTALS	160,500.00	.00	160,500.00	.00	.00	.00	160,500.00	0%	
	EXPENSE TOTALS	160,500.00	.00	160,500.00	.00	.00	.00	160,500.00	0%	
	Fund **0020 - State Accommodations Tax** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$
Fund **0022 - Local Hospitality/ATax**										
REVENUE										
Department **00 - Revenue**										
324.001	Hospitality Fee	935,000.00	.00	935,000.00	91,300.57	.00	91,300.57	843,699.43	10	
324.002	Accommodation Fees	160,000.00	.00	160,000.00	10,064.85	.00	10,064.85	149,935.15	6	
331.000	Federal Grants	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	
331.069	Match Revenue	251,933.00	.00	251,933.00	.00	.00	.00	251,933.00	0	
332.015	DBA State Grant	77,060.00	.00	77,060.00	.00	.00	.00	77,060.00	0	42,71
361.001	Investment Earnings	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
394.002	Transfer from fund balance	667,520.00	.00	667,520.00	.00	.00	.00	667,520.00	0	
	Department **00 - Revenue** Totals	$2,344,513.00	$0.00	$2,344,513.00	$101,365.42	$0.00	$101,365.42	$2,243,147.58	4%	$42,71
	REVENUE TOTALS	$2,344,513.00	$0.00	$2,344,513.00	$101,365.42	$0.00	$101,365.42	$2,243,147.58	4%	$42,71
EXPENSE										
Department **08 - Winyah Auditorium**										
650.127	Electricity	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	1,33

Budget Performance Report

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Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0022 - Local Hospitality/ATax										
EXPENSE										
Department 08 - Winyah Auditorium										
685.182	Other Operating Expenses	26,000.00	.00	26,000.00	26,000.00	.00	26,000.00	.00	100	
	Department 08 - Winyah Auditorium Totals	$35,000.00	$0.00	$35,000.00	$26,000.00	$0.00	$26,000.00	$9,000.00	74%	$1,33
Department 23 - Accommodation Taxes (ATAX)										
400.101	Regular Pay	129,022.00	.00	129,022.00	4,682.15	.00	4,682.15	124,339.85	4	3,41
401.103	Overtime	44,150.00	.00	44,150.00	3,482.68	.00	3,482.68	40,667.32	8	
405.114	FICA	13,248.00	.00	13,248.00	601.59	.00	601.59	12,646.41	5	25
406.116	Retirement	35,911.00	.00	35,911.00	786.07	.00	786.07	35,124.93	2	67
410.001	Health Claims Cost	3,615.00	.00	3,615.00	290.50	.00	290.50	3,324.50	8	29
620.114	Advertising	150.00	.00	150.00	.00	.00	.00	150.00	0	
681.100	Capital Lease Principal	12,992.00	.00	12,992.00	.00	.00	.00	12,992.00	0	
681.120	Capital Lease Interest	2,298.00	.00	2,298.00	.00	.00	.00	2,298.00	0	
750.124	Transfers to General Fund	125,000.00	.00	125,000.00	.00	.00	.00	125,000.00	0	10,41
	Department 23 - Accommodation Taxes (ATAX) Totals	$366,386.00	$0.00	$366,386.00	$9,842.99	$0.00	$9,842.99	$356,543.01	3%	$15,05
Department 24 - Hospitality Taxes (HTAX)										
683.174	Tourism Advertise/Promote	194,000.00	.00	194,000.00	10,000.00	569.82	10,000.00	183,430.18	5	27,58
685.182	Other Operating Expenses	98,100.00	.00	98,100.00	153.72	24,997.32	153.72	72,948.96	26	1,69
685.187	Special Projects	114,700.00	.00	114,700.00	.00	30,758.68	.00	83,941.32	27	
685.1871	Way-finding project	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	1,50
686.191	Contract Services/Studies	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	
686.195	Repair/Maint Svc Contract	56,000.00	.00	56,000.00	950.00	.00	950.00	55,050.00	2	1,48
687.204	Janitorial Services	65,000.00	.00	65,000.00	.00	.00	.00	65,000.00	0	
900.905	Park Improvements	362,500.00	.00	362,500.00	.00	23,490.00	.00	339,010.00	6	
900.1000	Infrastructure Improvemts	360,933.00	.00	360,933.00	.00	.00	.00	360,933.00	0	
900.2000	Land	145,000.00	.00	145,000.00	.00	3,500.00	.00	141,500.00	2	
900.3000	Buildings & Improvements	24,000.00	.00	24,000.00	.00	.00	.00	24,000.00	0	
900.4100	Vehicles	53,125.00	.00	53,125.00	.00	37,169.65	.00	15,955.35	70	
900.4300	Other Equipment	69,000.00	.00	69,000.00	.00	7,771.38	.00	61,228.62	11	
900.6000	Other Improvements	.00	.00	.00	.00	9,430.18	.00	(9,430.18)	+++	
	Department 24 - Hospitality Taxes (HTAX) Totals	$1,617,358.00	$0.00	$1,617,358.00	$11,103.72	$137,687.03	$11,103.72	$1,468,567.25	9%	$32,26
Department 29 - Kaminski House										
600.110	SCMIRF Property/Liab Ins	23,520.00	.00	23,520.00	11,311.96	.00	11,311.96	12,208.04	48	9,85
650.127	Electricity	3,326.00	.00	3,326.00	.00	.00	.00	3,326.00	0	21
650.133	Stormwater	1,806.00	.00	1,806.00	.00	.00	.00	1,806.00	0	15
650.1271	Electricity- Sales Tax	117.00	.00	117.00	.00	.00	.00	117.00	0	[illegible]
687.203	Contract Services	297,000.00	.00	297,000.00	47,500.00	.00	47,500.00	249,500.00	16	41,25
	Department 29 - Kaminski House Totals	$325,769.00	$0.00	$325,769.00	$58,811.96	$0.00	$58,811.96	$266,957.04	18%	$51,48
	EXPENSE TOTALS	$2,344,513.00	$0.00	$2,344,513.00	$105,758.67	$137,687.03	$105,758.67	$2,101,067.30	10%	$100,14

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
	Fund **0022 - Local Hospitality/ATax** Totals									
	REVENUE TOTALS	2,344,513.00	.00	2,344,513.00	101,365.42	.00	101,365.42	2,243,147.58	4%	42,71
	EXPENSE TOTALS	2,344,513.00	.00	2,344,513.00	105,758.67	137,687.03	105,758.67	2,101,067.30	10%	100,14
	Fund **0022 - Local Hospitality/ATax** Totals	$0.00	$0.00	$0.00	($4,393.25)	($137,687.03)	($4,393.25)	$142,080.28		($57,424
Fund **0030 - Electric Utility Fund**										
REVENUE										
Department **00 - Revenue**										
301.000	Sale Of Utilities	13,635,876.00	.00	13,635,876.00	1,178,470.59	.00	1,178,470.59	12,457,405.41	9	168,90
301.001	Revenue from Energy Efficiency Program	30,000.00	.00	30,000.00	1,486.14	.00	1,486.14	28,513.86	5	1,83
301.002	New Turn Ons	4,500.00	.00	4,500.00	400.00	.00	400.00	4,100.00	9	28
301.004	Security Lights	290,000.00	.00	290,000.00	24,341.00	.00	24,341.00	265,659.00	8	24,40
301.012	Restores	70,000.00	.00	70,000.00	6,015.00	.00	6,015.00	63,985.00	9	7,50
302.001	Penalties	120,000.00	.00	120,000.00	8,936.19	.00	8,936.19	111,063.81	7	9,12
302.002	Pole Rental	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	
306.001	Investment Earnings	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	7,50
307.002	Sale Of Scrap	500.00	.00	500.00	.00	.00	.00	500.00	0	
369.002	Miscellaneous Revenue	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	48
371.000	Budget Balancing Account	(821,557.00)	.00	(821,557.00)	.00	.00	.00	(821,557.00)	0	
394.002	Transfer from fund balance	519,386.00	.00	519,386.00	.00	.00	.00	519,386.00	0	
	Department **00 - Revenue** Totals	$14,131,705.00	$0.00	$14,131,705.00	$1,219,648.92	$0.00	$1,219,648.92	$12,912,056.08	9%	$220,04
	REVENUE TOTALS	$14,131,705.00	$0.00	$14,131,705.00	$1,219,648.92	$0.00	$1,219,648.92	$12,912,056.08	9%	$220,04
EXPENSE										
Department **19 - Electric**										
400.101	Regular Pay	946,840.00	.00	946,840.00	65,189.51	.00	65,189.51	881,650.49	7	75,22
401.103	Overtime	17,000.00	.00	17,000.00	1,988.34	.00	1,988.34	15,011.66	12	1,30
401.105	On-call pay	12,000.00	.00	12,000.00	800.00	.00	800.00	11,200.00	7	80
401.106	Contract Labor	665,000.00	.00	665,000.00	.00	510,000.00	.00	155,000.00	77	
405.114	FICA	77,714.00	.00	77,714.00	5,012.72	.00	5,012.72	72,701.28	6	5,70
406.116	Retirement	188,543.00	.00	188,543.00	12,552.75	.00	12,552.75	175,990.25	7	13,27
408.125	SCMIT Worker's Comp Ins.	77,000.00	.00	77,000.00	19,208.48	19,208.48	19,208.48	38,583.04	50	16,90
410.001	Health Claims Cost	104,386.00	.00	104,386.00	6,234.76	.00	6,234.76	98,151.24	6	6,65
410.002	Health Claim Costs-Retire	36,994.00	.00	36,994.00	2,766.71	.00	2,766.71	34,227.29	7	2,24
500.101	Supplies and Materials	14,300.00	.00	14,300.00	.00	.00	.00	14,300.00	0	1,39
500.102	Equipment	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	
500.103	Furniture	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	
500.105	Printing and Binding	600.00	.00	600.00	.00	.00	.00	600.00	0	
501.101	Uniforms and Clothing	15,900.00	.00	15,900.00	158.23	.00	158.23	15,741.77	1	83
514.114	Wire Expense	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	
514.115	Christmas Decorations	23,350.00	.00	23,350.00	.00	.00	.00	23,350.00	0	
514.116	Pole Line Hardware	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	
514.117	Poles & Crossarms	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0030 - Electric Utility Fund**										
EXPENSE										
Department **19 - Electric**										
514.118	Fuel for Peak Shaving Generation	125,000.00	.00	125,000.00	21,043.32	.00	21,043.32	103,956.68	17	32,86
515.121	Safety Supplies	300.00	.00	300.00	.00	.00	.00	300.00	0	
515.123	Special Dept Supplies	16,000.00	.00	16,000.00	.00	.00	.00	16,000.00	0	
521.128	Meter Supplies	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	1
523.133	Street Light Supplies	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	
531.143	Security Lights	32,000.00	.00	32,000.00	.00	.00	.00	32,000.00	0	
531.145	Transformer Supplies	80,000.00	.00	80,000.00	.00	.00	.00	80,000.00	0	
540.150	Power Purchases	7,540,000.00	.00	7,540,000.00	.00	.00	.00	7,540,000.00	0	698,55
540.153	Energy Efficiency Program	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	2,21
541.001	Santee Cooper Settlement Expenses	519,386.00	.00	519,386.00	.00	.00	.00	519,386.00	0	
600.110	SCMIRF Property/Liab Ins	101,952.00	.00	101,952.00	49,033.87	.00	49,033.87	52,918.13	48	42,73
610.111	Communications- Landline	5,500.00	.00	5,500.00	286.83	.00	286.83	5,213.17	5	53
610.112	Postage	6,000.00	.00	6,000.00	1,442.00	.00	1,442.00	4,558.00	24	46
610.1110	Communications- Wireless	10,000.00	.00	10,000.00	432.22	.00	432.22	9,567.78	4	43
620.114	Advertising	600.00	.00	600.00	.00	.00	.00	600.00	0	
640.124	Travel Expense	12,100.00	.00	12,100.00	.00	.00	.00	12,100.00	0	
650.127	Electricity	24,709.00	.00	24,709.00	23.29	.00	23.29	24,685.71	0	2,02
650.128	Water	2,613.00	.00	2,613.00	.00	.00	.00	2,613.00	0	16
650.129	Wastewater	2,753.00	.00	2,753.00	.00	.00	.00	2,753.00	0	18
650.130	Sanitation	2,389.00	.00	2,389.00	.00	.00	.00	2,389.00	0	16
650.133	Stormwater	1,960.00	.00	1,960.00	.00	.00	.00	1,960.00	0	16
650.134	Security Lights	10,188.00	.00	10,188.00	.00	.00	.00	10,188.00	0	84
650.1271	Electricity- Sales Tax	470.00	.00	470.00	.00	.00	.00	470.00	0	4
660.133	Repairs & Maint. Services	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	
660.139	Fleet Services-RTA Mtce Allocation	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	92
660.140	Hydraulic Repair	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	
660.145	Gasoline & Oil	32,000.00	.00	32,000.00	.00	.00	.00	32,000.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	19,919.00	.00	19,919.00	.00	.00	.00	19,919.00	0	2,56
660.1392	Fleet Svcs- Outside Vends	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	38
662.140	Building Repairs	500.00	.00	500.00	.00	.00	.00	500.00	0	
662.141	Department Repairs	123,809.00	.00	123,809.00	.00	.00	.00	123,809.00	0	1,62
663.145	Sub-Station Maintenance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
663.146	Transformers Repairs	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	
664.101	Community Education	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
670.155	Building Rental	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	
670.156	Equipment Rental/Lease	3,800.00	.00	3,800.00	249.96	.00	249.96	3,550.04	7	70
681.100	Capital Lease Principal	34,347.00	.00	34,347.00	.00	.00	.00	34,347.00	0	
681.120	Capital Lease Interest	6,077.00	.00	6,077.00	.00	.00	.00	6,077.00	0	

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0030 - Electric Utility Fund**										
EXPENSE										
Department **19 - Electric**										
682.170	Infrared Test	850.00	.00	850.00	.00	.00	.00	850.00	0	
682.171	Safety Testing/Compliance	3,500.00	.00	3,500.00	522.68	.00	522.68	2,977.32	15	1,21
682.173	Tree Crew Maintenance	12,000.00	.00	12,000.00	86.04	.00	86.04	11,913.96	1	65
685.180	Membership Dues and Fees	27,219.00	.00	27,219.00	.00	.00	.00	27,219.00	0	9,62
685.182	Other Operating Expenses	50,000.00	.00	50,000.00	1,420.53	.00	1,420.53	48,579.47	3	
685.183	Depreciation	858,534.00	.00	858,534.00	64,274.52	.00	64,274.52	794,259.48	7	60,54
685.186	Training	19,950.00	.00	19,950.00	.00	.00	.00	19,950.00	0	
685.190	Landfill Fees	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	
686.186	Legal Services	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	
686.187	Professional Services	10,200.00	.00	10,200.00	115.92	8,332.50	115.92	1,751.58	83	13
686.188	Architect/Engineer Servcs	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	
686.191	Contract Services/Studies	2,400.00	.00	2,400.00	.00	.00	.00	2,400.00	0	14
686.195	Repair/Maint Svc Contract	23,700.00	.00	23,700.00	1,132.41	.00	1,132.41	22,567.59	5	47
686.196	Bank Charges/Fees	19,500.00	.00	19,500.00	.00	.00	.00	19,500.00	0	1,38
686.199	Internal Engineering	22,753.00	.00	22,753.00	.00	.00	.00	22,753.00	0	1,14
686.1895	Employee wellness services	13,996.00	.00	13,996.00	.00	.00	.00	13,996.00	0	
687.202	Utility Billing Services	50,000.00	.00	50,000.00	12,796.91	.00	12,796.91	37,203.09	26	11,79
687.204	Janitorial Services	2,495.00	.00	2,495.00	.00	.00	.00	2,495.00	0	
702.105	Interest on Bonds	54,755.00	.00	54,755.00	.00	.00	.00	54,755.00	0	
702.110	Bond Principal	719,539.00	.00	719,539.00	.00	.00	.00	719,539.00	0	
720.001	Provision for Bad Debts	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	3,33
750.124	Transfers to General Fund	819,987.00	.00	819,987.00	.00	.00	.00	819,987.00	0	60,88
750.142	Transfer to Wastewater	89,605.00	.00	89,605.00	.00	.00	.00	89,605.00	0	
795.001	IT Internal Allocations	187,394.00	.00	187,394.00	.00	.00	.00	187,394.00	0	7,37
795.995	GF Cost Distribution	505,966.00	.00	505,966.00	.00	.00	.00	505,966.00	0	38,57
900.3100	Electric Distribution	2,045,000.00	.00	2,045,000.00	.00	33,400.00	.00	2,011,600.00	2	
900.4300	Other Equipment	61,250.00	.00	61,250.00	.00	.00	.00	61,250.00	0	
900.6000	Other Improvements	.00	.00	.00	.00	20,727.50	.00	(20,727.50)	+++	
7999.9999	Principal Reclassified	(615,167.00)	.00	(615,167.00)	.00	.00	.00	(615,167.00)	0	
9999.9999	Assets Reclassified	(2,106,250.00)	.00	(2,106,250.00)	.00	.00	.00	(2,106,250.00)	0	
	Department **19 - Electric** Totals	$14,106,475.00	$0.00	$14,106,475.00	$266,772.00	$591,668.48	$266,772.00	$13,248,034.52	6%	$1,109,26
Department **36 - Fiber Optics**										
662.141	Department Repairs	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	
685.183	Depreciation	230.00	.00	230.00	19.11	.00	19.11	210.89	8	1
	Department **36 - Fiber Optics** Totals	$25,230.00	$0.00	$25,230.00	$19.11	$0.00	$19.11	$25,210.89	0%	$1
	EXPENSE TOTALS	$14,131,705.00	$0.00	$14,131,705.00	$266,791.11	$591,668.48	$266,791.11	$13,273,245.41	6%	$1,109,28
	Fund **0030 - Electric Utility Fund** Totals									

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
	REVENUE TOTALS	14,131,705.00	.00	14,131,705.00	1,219,648.92	.00	1,219,648.92	12,912,056.08	9%	220,04
	EXPENSE TOTALS	14,131,705.00	.00	14,131,705.00	266,791.11	591,668.48	266,791.11	13,273,245.41	6%	1,109,28
	Fund **0030 - Electric Utility Fund** Totals	$0.00	$0.00	$0.00	$952,857.81	($591,668.48)	$952,857.81	($361,189.33)		($889,241
Fund **0031 - Water Utility Fund**										
REVENUE										
Department **00 - Revenue**										
301.000	Sale Of Utilities	4,143,439.00	.00	4,143,439.00	341,233.39	.00	341,233.39	3,802,205.61	8	58,81
301.002	New Turn Ons	3,500.00	.00	3,500.00	345.00	.00	345.00	3,155.00	10	24
301.006	Sale Of Raw Water	13,000.00	.00	13,000.00	1,137.24	.00	1,137.24	11,862.76	9	83
301.009	New Service Taps	25,000.00	.00	25,000.00	3,100.00	.00	3,100.00	21,900.00	12	3,00
301.013	Meter Installation	12,000.00	.00	12,000.00	750.00	.00	750.00	11,250.00	6	3,88
302.001	Penalties	26,000.00	.00	26,000.00	3,535.04	.00	3,535.04	22,464.96	14	2,34
306.001	Investment Earnings	.00	.00	.00	.00	.00	.00	.00	+++	1,39
324.020	Water Impact Fee	19,000.00	.00	19,000.00	5,420.00	.00	5,420.00	13,580.00	29	19,61
369.002	Miscellaneous Revenue	5,000.00	.00	5,000.00	(35.00)	.00	(35.00)	5,035.00	-1	72
371.000	Budget Balancing Account	(227,301.00)	.00	(227,301.00)	.00	.00	.00	(227,301.00)	0	
	Department **00 - Revenue** Totals	$4,019,638.00	$0.00	$4,019,638.00	$355,485.67	$0.00	$355,485.67	$3,664,152.33	9%	$90,85
	REVENUE TOTALS	$4,019,638.00	$0.00	$4,019,638.00	$355,485.67	$0.00	$355,485.67	$3,664,152.33	9%	$90,85
EXPENSE										
Department **15 - Water Distribution**										
400.101	Regular Pay	178,397.00	.00	178,397.00	.00	.00	.00	178,397.00	0	13,67
401.103	Overtime	17,000.00	.00	17,000.00	.00	.00	.00	17,000.00	0	1,74
401.105	On-call pay	5,200.00	.00	5,200.00	.00	.00	.00	5,200.00	0	40
405.114	FICA	15,348.00	.00	15,348.00	.00	.00	.00	15,348.00	0	1,14
406.116	Retirement	37,231.00	.00	37,231.00	.00	.00	.00	37,231.00	0	2,73
408.125	SCMIT Worker's Comp Ins.	18,500.00	.00	18,500.00	3,816.41	3,816.41	3,816.41	10,867.18	41	3,35
410.001	Health Claims Cost	23,110.00	.00	23,110.00	(179.12)	.00	(179.12)	23,289.12	-1	1,69
410.002	Health Claim Costs-Retire	1,145.00	.00	1,145.00	3.00	.00	3.00	1,142.00	0	[illegible]
500.101	Supplies and Materials	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	5
500.102	Equipment	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	47
501.101	Uniforms and Clothing	4,400.00	.00	4,400.00	.00	.00	.00	4,400.00	0	21
513.112	Asphalt/Concrete/Gravel	51,000.00	.00	51,000.00	.00	10,000.00	.00	41,000.00	20	8
514.110	Water Dist System Supply	70,000.00	.00	70,000.00	.00	.00	.00	70,000.00	0	
515.129	Permit Fees Due To Others	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
523.136	Hydrant Replacement	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	(9,709
532.148	Small Hand Tools	300.00	.00	300.00	.00	.00	.00	300.00	0	
600.110	SCMIRF Property/Liab Ins	54,048.00	.00	54,048.00	25,994.41	.00	25,994.41	28,053.59	48	22,65
610.112	Postage	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
610.1110	Communications- Wireless	2,040.00	.00	2,040.00	.00	.00	.00	2,040.00	0	
620.114	Advertising	600.00	.00	600.00	.00	.00	.00	600.00	0	
640.124	Travel Expense	100.00	.00	100.00	.00	.00	.00	100.00	0	

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund	**0031 - Water Utility Fund**									
EXPENSE										
Department	**15 - Water Distribution**									
650.127	Electricity	9,978.00	.00	9,978.00	.00	.00	.00	9,978.00	0	76
650.128	Water	37,706.00	.00	37,706.00	.00	.00	.00	37,706.00	0	2,82
650.129	Wastewater	12,788.00	.00	12,788.00	.00	.00	.00	12,788.00	0	95
650.130	Sanitation	793.00	.00	793.00	.00	.00	.00	793.00	0	5
650.133	Stormwater	5,671.00	.00	5,671.00	.00	.00	.00	5,671.00	0	47
650.1271	Electricity- Sales Tax	279.00	.00	279.00	.00	.00	.00	279.00	0	1
660.133	Repairs & Maint. Services	23,000.00	.00	23,000.00	.00	.00	.00	23,000.00	0	
660.139	Fleet Services-RTA Mtce Allocation	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	23
660.145	Gasoline & Oil	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	4,709.00	.00	4,709.00	.00	.00	.00	4,709.00	0	89
660.1392	Fleet Svcs- Outside Vends	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	
670.156	Equipment Rental/Lease	500.00	.00	500.00	.00	.00	.00	500.00	0	
685.180	Membership Dues and Fees	200.00	.00	200.00	.00	.00	.00	200.00	0	
685.182	Other Operating Expenses	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
685.183	Depreciation	515,598.00	.00	515,598.00	38,203.21	.00	38,203.21	477,394.79	7	37,87
685.186	Training	1,100.00	.00	1,100.00	.00	.00	.00	1,100.00	0	
686.187	Professional Services	3,700.00	.00	3,700.00	.00	2,780.00	.00	920.00	75	
686.189	Employee Medical	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
686.191	Contract Services/Studies	252,000.00	.00	252,000.00	4,636.97	.00	4,636.97	247,363.03	2	14
686.196	Bank Charges/Fees	7,750.00	.00	7,750.00	.00	.00	.00	7,750.00	0	54
686.199	Internal Engineering	22,752.00	.00	22,752.00	.00	.00	.00	22,752.00	0	1,14
686.1895	Employee wellness services	5,004.00	.00	5,004.00	.00	.00	.00	5,004.00	0	
687.202	Utility Billing Services	7,500.00	.00	7,500.00	1,935.65	.00	1,935.65	5,564.35	26	1,78
687.204	Janitorial Services	824.00	.00	824.00	.00	.00	.00	824.00	0	
702.106	Interest- Bonds	99,372.00	.00	99,372.00	.00	.00	.00	99,372.00	0	5,53
702.110	Bond Principal	396,021.00	.00	396,021.00	.00	.00	.00	396,021.00	0	18,04
703.109	Agents Fee	8,000.00	.00	8,000.00	1,612.50	.00	1,612.50	6,387.50	20	
720.001	Provision for Bad Debts	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	66
750.124	Transfers to General Fund	172,681.00	.00	172,681.00	.00	.00	.00	172,681.00	0	13,01
795.995	GF Cost Distribution	109,190.00	.00	109,190.00	.00	.00	.00	109,190.00	0	8,32
795.999	Allocation G&A Services	90,990.00	.00	90,990.00	.00	.00	.00	90,990.00	0	5,64
900.3500	Water Distribution	700,000.00	.00	700,000.00	.00	.00	.00	700,000.00	0	
900.4100	Vehicles	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	
900.4300	Other Equipment	31,250.00	.00	31,250.00	.00	.00	.00	31,250.00	0	
7999.9999	Principal Reclassified	(396,021.00)	.00	(396,021.00)	.00	.00	.00	(396,021.00)	0	(18,041
9999.9999	Assets Reclassified	(771,250.00)	.00	(771,250.00)	.00	.00	.00	(771,250.00)	0	
	Department **15 - Water Distribution** Totals	$1,925,004.00	$0.00	$1,925,004.00	$76,023.03	$16,596.41	$76,023.03	$1,832,384.56	5%	$119,44

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0031 - Water Utility Fund										
EXPENSE										
Department 16 - Filtration										
400.101	Regular Pay	289,752.00	.00	289,752.00	20,861.20	.00	20,861.20	268,890.80	7	18,72
401.103	Overtime	8,000.00	.00	8,000.00	484.45	.00	484.45	7,515.55	6	(2,067
401.105	On-call pay	5,200.00	.00	5,200.00	533.36	.00	533.36	4,666.64	10	53
405.114	FICA	23,176.00	.00	23,176.00	1,576.31	.00	1,576.31	21,599.69	7	1,20
406.116	Retirement	56,228.00	.00	56,228.00	4,032.22	.00	4,032.22	52,195.78	7	2,96
408.125	SCMIT Worker's Comp Ins.	13,500.00	.00	13,500.00	3,437.06	3,437.06	3,437.06	6,625.88	51	3,02
410.001	Health Claims Cost	42,884.00	.00	42,884.00	3,667.50	.00	3,667.50	39,216.50	9	3,77
410.002	Health Claim Costs-Retire	10,925.00	.00	10,925.00	.00	.00	.00	10,925.00	0	56
500.101	Supplies and Materials	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	[illegible]
500.102	Equipment	6,500.00	.00	6,500.00	.00	.00	.00	6,500.00	0	
501.101	Uniforms and Clothing	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	
512.108	Chemicals	352,600.00	.00	352,600.00	.00	150,000.00	.00	202,600.00	43	10,22
512.109	Laboratory Supplies	28,000.00	.00	28,000.00	5,402.54	.00	5,402.54	22,597.46	19	7,47
515.121	Safety Supplies	1,600.00	.00	1,600.00	.00	.00	.00	1,600.00	0	
515.129	Permit Fees Due To Others	23,000.00	.00	23,000.00	1,290.00	19,422.00	1,290.00	2,288.00	90	1,00
532.148	Small Hand Tools	300.00	.00	300.00	.00	.00	.00	300.00	0	
540.151	IP Raw Water Contract-Cty	22,960.00	.00	22,960.00	.00	.00	.00	22,960.00	0	
540.152	Raw Water Pump Maint.	65,000.00	.00	65,000.00	.00	.00	.00	65,000.00	0	5,10
540.157	Treated Water Purchase	200.00	.00	200.00	.00	.00	.00	200.00	0	[illegible]
540.1510	IP Raw Water Contract-Stl	11,808.00	.00	11,808.00	.00	.00	.00	11,808.00	0	
600.110	SCMIRF Property/Liab Ins	162,912.00	.00	162,912.00	78,352.61	.00	78,352.61	84,559.39	48	68,29
610.111	Communications- Landline	1,500.00	.00	1,500.00	122.53	.00	122.53	1,377.47	8	10
610.112	Postage	800.00	.00	800.00	.00	.00	.00	800.00	0	
610.1110	Communications- Wireless	660.00	.00	660.00	.00	.00	.00	660.00	0	
620.114	Advertising	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
640.124	Travel Expense	100.00	.00	100.00	.00	.00	.00	100.00	0	
650.127	Electricity	104,948.00	.00	104,948.00	.00	.00	.00	104,948.00	0	7,57
650.130	Sanitation	1,056.00	.00	1,056.00	.00	.00	.00	1,056.00	0	7
650.133	Stormwater	2,860.00	.00	2,860.00	.00	.00	.00	2,860.00	0	23
650.134	Security Lights	1,584.00	.00	1,584.00	.00	.00	.00	1,584.00	0	13
650.1271	Electricity- Sales Tax	107.00	.00	107.00	.00	.00	.00	107.00	0	[illegible]
660.133	Repairs & Maint. Services	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	3,55
660.139	Fleet Services-RTA Mtce Allocation	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	19
660.145	Gasoline & Oil	1,750.00	.00	1,750.00	.00	.00	.00	1,750.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	1,464.00	.00	1,464.00	.00	.00	.00	1,464.00	0	55
660.1392	Fleet Svcs- Outside Vends	500.00	.00	500.00	.00	.00	.00	500.00	0	
670.156	Equipment Rental/Lease	500.00	.00	500.00	.00	.00	.00	500.00	0	
685.180	Membership Dues and Fees	1,100.00	.00	1,100.00	45.00	.00	45.00	1,055.00	4	4

Budget Performance Report

Fiscal Year to Date 07/31/2
Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0031 - Water Utility Fund**										
EXPENSE										
Department **16 - Filtration**										
685.182	Other Operating Expenses	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	
685.183	Depreciation	346,292.00	.00	346,292.00	21,764.18	.00	21,764.18	324,527.82	6	24,00
685.186	Training	2,420.00	.00	2,420.00	290.00	.00	290.00	2,130.00	12	11
686.187	Professional Services	23,300.00	.00	23,300.00	.00	.00	.00	23,300.00	0	12
686.189	Employee Medical	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	
686.195	Repair/Maint Svc Contract	2,000.00	.00	2,000.00	246.75	.00	246.75	1,753.25	12	24
686.199	Internal Engineering	22,752.00	.00	22,752.00	.00	.00	.00	22,752.00	0	1,14
686.1895	Employee wellness services	6,001.00	.00	6,001.00	.00	.00	.00	6,001.00	0	
687.204	Janitorial Services	2,458.00	.00	2,458.00	.00	.00	.00	2,458.00	0	
750.124	Transfers to General Fund	153,873.00	.00	153,873.00	.00	.00	.00	153,873.00	0	11,59
795.995	GF Cost Distribution	97,296.00	.00	97,296.00	.00	.00	.00	97,296.00	0	7,41
795.999	Allocation G&A Services	90,990.00	.00	90,990.00	.00	.00	.00	90,990.00	0	5,64
900.3300	Water Filtration Plant	2,320,000.00	.00	2,320,000.00	.00	.00	.00	2,320,000.00	0	
9999.9999	Assets Reclassified	(2,320,000.00)	.00	(2,320,000.00)	.00	.00	.00	(2,320,000.00)	0	
	Department **16 - Filtration** Totals	$2,085,556.00	$0.00	$2,085,556.00	$142,105.71	$172,859.06	$142,105.71	$1,770,591.23	15%	$183,60
Department **41 - General & Administrative**										
400.101	Regular Pay	149,015.00	.00	149,015.00	5,187.03	.00	5,187.03	143,827.97	3	12,19
405.114	FICA	11,400.00	.00	11,400.00	371.93	.00	371.93	11,028.07	3	89
406.116	Retirement	27,659.00	.00	27,659.00	954.44	.00	954.44	26,704.56	3	2,11
408.125	SCMIT Worker's Comp Ins.	4,100.00	.00	4,100.00	1,046.06	1,046.06	1,046.06	2,007.88	51	92
410.001	Health Claims Cost	18,220.00	.00	18,220.00	821.36	.00	821.36	17,398.64	5	1,46
500.101	Supplies and Materials	5,400.00	.00	5,400.00	52.16	.00	52.16	5,347.84	1	40
500.102	Equipment	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
500.103	Furniture	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
501.101	Uniforms and Clothing	500.00	.00	500.00	.00	.00	.00	500.00	0	
600.110	SCMIRF Property/Liab Ins	288.00	.00	288.00	138.51	.00	138.51	149.49	48	12
610.111	Communications- Landline	4,800.00	.00	4,800.00	72.35	.00	72.35	4,727.65	2	39
610.112	Postage	1,500.00	.00	1,500.00	218.12	.00	218.12	1,281.88	15	7
610.1110	Communications- Wireless	660.00	.00	660.00	.00	.00	.00	660.00	0	
620.114	Advertising	200.00	.00	200.00	.00	.00	.00	200.00	0	
640.124	Travel Expense	100.00	.00	100.00	.00	.00	.00	100.00	0	
650.127	Electricity	2,860.00	.00	2,860.00	.00	.00	.00	2,860.00	0	25
650.128	Water	411.00	.00	411.00	.00	.00	.00	411.00	0	2
650.129	Wastewater	459.00	.00	459.00	.00	.00	.00	459.00	0	3
650.130	Sanitation	557.00	.00	557.00	.00	.00	.00	557.00	0	3
650.133	Stormwater	2,643.00	.00	2,643.00	.00	.00	.00	2,643.00	0	22
650.134	Security Lights	636.00	.00	636.00	.00	.00	.00	636.00	0	5
650.1271	Electricity- Sales Tax	91.00	.00	91.00	.00	.00	.00	91.00	0	[illegible]

Budget Performance Report

Fiscal Year to Date 07/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund	**0031 - Water Utility Fund**									
EXPENSE										
Department	**41 - General & Administrative**									
660.133	Repairs & Maint. Services	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	
660.139	Fleet Services-RTA Mtce Allocation	250.00	.00	250.00	.00	.00	.00	250.00	0	
660.145	Gasoline & Oil	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	1,803.00	.00	1,803.00	.00	.00	.00	1,803.00	0	20
660.1392	Fleet Svcs- Outside Vends	500.00	.00	500.00	.00	.00	.00	500.00	0	
670.156	Equipment Rental/Lease	3,800.00	.00	3,800.00	209.60	.00	209.60	3,590.40	6	39
685.180	Membership Dues and Fees	1,600.00	.00	1,600.00	418.00	.00	418.00	1,182.00	26	40
685.182	Other Operating Expenses	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
685.183	Depreciation	7,090.00	.00	7,090.00	590.84	.00	590.84	6,499.16	8	59
685.186	Training	800.00	.00	800.00	.00	.00	.00	800.00	0	
686.187	Professional Services	1,640.00	.00	1,640.00	822.87	.00	822.87	817.13	50	
686.189	Employee Medical	500.00	.00	500.00	.00	.00	.00	500.00	0	
686.195	Repair/Maint Svc Contract	2,200.00	.00	2,200.00	133.08	.00	133.08	2,066.92	6	13
686.1895	Employee wellness services	1,995.00	.00	1,995.00	.00	.00	.00	1,995.00	0	
687.204	Janitorial Services	2,472.00	.00	2,472.00	.00	.00	.00	2,472.00	0	
795.001	IT Internal Allocations	187,394.00	.00	187,394.00	.00	.00	.00	187,394.00	0	7,37
795.999	Allocation G&A Services	(454,950.00)	.00	(454,950.00)	.00	.00	.00	(454,950.00)	0	(28,202
	Department **41 - General & Administrative** Totals	$3,593.00	$0.00	$3,593.00	$11,036.35	$1,046.06	$11,036.35	($8,489.41)	336%	$11
Department	**42 - Engineering Services**									
400.101	Regular Pay	145,750.00	.00	145,750.00	10,961.02	.00	10,961.02	134,788.98	8	7,82
405.114	FICA	11,150.00	.00	11,150.00	781.75	.00	781.75	10,368.25	7	55
406.116	Retirement	27,052.00	.00	27,052.00	2,025.25	.00	2,025.25	25,026.75	7	1,35
408.125	SCMIT Worker's Comp Ins.	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
410.001	Health Claims Cost	15,504.00	.00	15,504.00	1,455.72	.00	1,455.72	14,048.28	9	1,03
500.101	Supplies and Materials	250.00	.00	250.00	.00	.00	.00	250.00	0	
500.105	Printing and Binding	300.00	.00	300.00	81.13	.00	81.13	218.87	27	3
501.101	Uniforms and Clothing	600.00	.00	600.00	.00	.00	.00	600.00	0	12
515.121	Safety Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	
515.124	Department Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	
600.110	SCMIRF Property/Liab Ins	480.00	.00	480.00	230.85	.00	230.85	249.15	48	20
610.112	Postage	50.00	.00	50.00	.00	.00	.00	50.00	0	
610.1110	Communications- Wireless	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	
640.124	Travel Expense	550.00	.00	550.00	.00	.00	.00	550.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	1,803.00	.00	1,803.00	.00	.00	.00	1,803.00	0	
685.180	Membership Dues and Fees	600.00	.00	600.00	.00	.00	.00	600.00	0	
685.183	Depreciation	5,222.00	.00	5,222.00	435.10	.00	435.10	4,786.90	8	43
685.184	Continuing Education	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	
685.186	Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	

Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0031 - Water Utility Fund**										
EXPENSE										
Department **42 - Engineering Services**										
686.187	Professional Services	9,500.00	.00	9,500.00	822.87	.00	822.87	8,677.13	9	
686.1895	Employee wellness services	1,995.00	.00	1,995.00	.00	.00	.00	1,995.00	0	
735.122	Services Billed	(227,521.00)	.00	(227,521.00)	.00	.00	.00	(227,521.00)	0	(11,497
	Department **42 - Engineering Services** Totals	$5,485.00	$0.00	$5,485.00	$16,793.69	$0.00	$16,793.69	($11,308.69)	306%	$7
	EXPENSE TOTALS	$4,019,638.00	$0.00	$4,019,638.00	$245,958.78	$190,501.53	$245,958.78	$3,583,177.69	11%	$303,24
	Fund **0031 - Water Utility Fund** Totals									
	REVENUE TOTALS	4,019,638.00	.00	4,019,638.00	355,485.67	.00	355,485.67	3,664,152.33	9%	90,85
	EXPENSE TOTALS	4,019,638.00	.00	4,019,638.00	245,958.78	190,501.53	245,958.78	3,583,177.69	11%	303,24
	Fund **0031 - Water Utility Fund** Totals	$0.00	$0.00	$0.00	$109,526.89	($190,501.53)	$109,526.89	$80,974.64		($212,388
Fund **0032 - Wastewater Fund**										
REVENUE										
Department **00 - Revenue**										
301.000	Sale Of Utilities	3,764,324.00	.00	3,764,324.00	308,786.32	.00	308,786.32	3,455,537.68	8	59,58
301.002	New Turn Ons	3,000.00	.00	3,000.00	320.00	.00	320.00	2,680.00	11	21
301.009	New Service Taps	11,000.00	.00	11,000.00	1,800.00	.00	1,800.00	9,200.00	16	2,70
301.014	Fixed Charges - Andrews	91,946.00	.00	91,946.00	.00	.00	.00	91,946.00	0	10,11
301.015	Fixed Charges - GCWSD	174,861.00	.00	174,861.00	.00	.00	.00	174,861.00	0	19,24
301.016	Fixed Charges - COG	477,254.00	.00	477,254.00	27,651.27	.00	27,651.27	449,602.73	6	27,65
301.017	Volume Charges - Andrews	129,350.00	.00	129,350.00	13,351.44	.00	13,351.44	115,998.56	10	6,31
301.018	Volume Charges - GCWSD	333,356.00	.00	333,356.00	26,791.11	.00	26,791.11	306,564.89	8	24,95
301.019	Volume Charges - COG	851,357.00	.00	851,357.00	74,813.26	.00	74,813.26	776,543.74	9	60,36
301.026	Fixed- Elim Georgetown	(477,254.00)	.00	(477,254.00)	(27,651.27)	.00	(27,651.27)	(449,602.73)	6	(27,651
301.029	Volume-Elim-Georgetown	(851,357.00)	.00	(851,357.00)	(74,813.26)	.00	(74,813.26)	(776,543.74)	9	(60,367
302.001	Penalties	35,000.00	.00	35,000.00	3,329.58	.00	3,329.58	31,670.42	10	2,67
303.006	Septic Tank Dumping	35,000.00	.00	35,000.00	3,280.00	.00	3,280.00	31,720.00	9	2,16
306.001	Investment Earnings	.00	.00	.00	.00	.00	.00	.00	+++	3
324.017	Wastewater Impact Fee	19,800.00	.00	19,800.00	5,280.00	.00	5,280.00	14,520.00	27	48,15
331.000	Federal Grants	19,800.00	.00	19,800.00	.00	.00	.00	19,800.00	0	
361.001	Investment Earnings	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
369.002	Miscellaneous Revenue	150.00	.00	150.00	.00	.00	.00	150.00	0	3
392.001	From Electric Fund	89,605.00	.00	89,605.00	.00	.00	.00	89,605.00	0	
	Department **00 - Revenue** Totals	$4,708,192.00	$0.00	$4,708,192.00	$362,938.45	$0.00	$362,938.45	$4,345,253.55	8%	$176,18
	REVENUE TOTALS	$4,708,192.00	$0.00	$4,708,192.00	$362,938.45	$0.00	$362,938.45	$4,345,253.55	8%	$176,18
EXPENSE										
Department **18 - Wastewater Collections**										
400.101	Regular Pay	243,006.00	.00	243,006.00	17,343.23	.00	17,343.23	225,662.77	7	16,28
401.103	Overtime	3,000.00	.00	3,000.00	446.96	.00	446.96	2,553.04	15	26

Georgetown SOUTH CAROLINA

Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0032 - Wastewater Fund**										
EXPENSE										
Department **18 - Wastewater Collections**										
401.105	On-call pay	5,200.00	.00	5,200.00	533.32	.00	533.32	4,666.68	10	33
405.114	FICA	18,655.00	.00	18,655.00	1,326.40	.00	1,326.40	17,328.60	7	1,20
406.116	Retirement	46,624.00	.00	46,624.00	3,383.36	.00	3,383.36	43,240.64	7	2,90
408.125	SCMIT Worker's Comp Ins.	25,000.00	.00	25,000.00	6,368.34	6,368.34	6,368.34	12,263.32	51	5,60
410.001	Health Claims Cost	54,006.00	.00	54,006.00	3,256.70	.00	3,256.70	50,749.30	6	3,25
410.002	Health Claim Costs-Retire	16,989.00	.00	16,989.00	1,308.02	.00	1,308.02	15,680.98	8	1,14
500.101	Supplies and Materials	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	19
500.102	Equipment	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	96
501.101	Uniforms and Clothing	5,500.00	.00	5,500.00	423.32	.00	423.32	5,076.68	8	38
512.108	Chemicals	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	
513.112	Asphalt/Concrete/Gravel	40,000.00	.00	40,000.00	.00	12,000.00	.00	28,000.00	30	3
514.111	WW Collection Syst Supply	10,000.00	.00	10,000.00	157.88	.00	157.88	9,842.12	2	
515.121	Safety Supplies	900.00	.00	900.00	.00	.00	.00	900.00	0	
532.148	Small Hand Tools	300.00	.00	300.00	.00	.00	.00	300.00	0	
532.1481	Small Hand Tools - Maintenance	450.00	.00	450.00	.00	.00	.00	450.00	0	
600.110	SCMIRF Property/Liab Ins	45,984.00	.00	45,984.00	22,116.03	.00	22,116.03	23,867.97	48	19,27
610.112	Postage	1,000.00	.00	1,000.00	197.48	.00	197.48	802.52	20	6
610.1110	Communications- Wireless	3,100.00	.00	3,100.00	.00	.00	.00	3,100.00	0	
620.114	Advertising	500.00	.00	500.00	.00	.00	.00	500.00	0	
640.124	Travel Expense	200.00	.00	200.00	.00	.00	.00	200.00	0	
650.127	Electricity	78,673.00	.00	78,673.00	.00	.00	.00	78,673.00	0	5,49
650.133	Stormwater	12,756.00	.00	12,756.00	.00	.00	.00	12,756.00	0	1,06
650.134	Security Lights	1,452.00	.00	1,452.00	.00	.00	.00	1,452.00	0	12
650.1271	Electricity- Sales Tax	2,185.00	.00	2,185.00	.00	.00	.00	2,185.00	0	14
660.133	Repairs & Maint. Services	120,000.00	.00	120,000.00	.00	.00	.00	120,000.00	0	46
660.139	Fleet Services-RTA Mtce Allocation	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	3,03
660.145	Gasoline & Oil	23,625.00	.00	23,625.00	.00	.00	.00	23,625.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	20,513.00	.00	20,513.00	.00	.00	.00	20,513.00	0	3,07
660.1392	Fleet Svcs- Outside Vends	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
670.156	Equipment Rental/Lease	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	
681.100	Capital Lease Principal	57,000.00	.00	57,000.00	.00	.00	.00	57,000.00	0	
681.120	Capital Lease Interest	7,220.00	.00	7,220.00	.00	.00	.00	7,220.00	0	
685.180	Membership Dues and Fees	600.00	.00	600.00	.00	.00	.00	600.00	0	4
685.182	Other Operating Expenses	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	
685.183	Depreciation	460,293.00	.00	460,293.00	33,943.31	.00	33,943.31	426,349.69	7	30,84
685.186	Training	2,250.00	.00	2,250.00	.00	.00	.00	2,250.00	0	
686.187	Professional Services	6,400.00	.00	6,400.00	.00	2,777.50	.00	3,622.50	43	
686.189	Employee Medical	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	

Run by Kathy Vermeland on 09/11/2023 11:50:23 AM

Budget Performance Report

Fiscal Year to Date 07/31/2…

Exclude Rollup Accou…

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year …
Fund **0032 - Wastewater Fund**										
EXPENSE										
Department **18 - Wastewater Collections**										
686.191	Contract Services/Studies	2,220.00	.00	2,220.00	.00	.00	.00	2,220.00	0	14
686.195	Repair/Maint Svc Contract	15,000.00	.00	15,000.00	.00	14,999.27	.00	.73	100	
686.196	Bank Charges/Fees	6,750.00	.00	6,750.00	.00	.00	.00	6,750.00	0	45
686.199	Internal Engineering	22,752.00	.00	22,752.00	.00	.00	.00	22,752.00	0	1,14
686.1895	Employee wellness services	6,998.00	.00	6,998.00	.00	.00	.00	6,998.00	0	
687.202	Utility Billing Services	7,000.00	.00	7,000.00	1,752.53	.00	1,752.53	5,247.47	25	1,61
687.204	Janitorial Services	3,282.00	.00	3,282.00	.00	.00	.00	3,282.00	0	
702.106	Interest- Bonds	29,122.00	.00	29,122.00	.00	.00	.00	29,122.00	0	6,66
702.110	Bond Principal	107,967.00	.00	107,967.00	.00	.00	.00	107,967.00	0	21,02
703.1001	Agent Fees	.00	.00	.00	1,612.50	.00	1,612.50	(1,612.50)	+++	
720.001	Provision for Bad Debts	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	62
750.124	Transfers to General Fund	203,158.00	.00	203,158.00	.00	.00	.00	203,158.00	0	16,01
795.995	GF Cost Distribution	101,342.00	.00	101,342.00	.00	.00	.00	101,342.00	0	7,72
795.999	Allocation G&A Services	113,737.00	.00	113,737.00	.00	.00	.00	113,737.00	0	7,05
900.911	Sewer Improvement Projects	1,717,718.00	.00	1,717,718.00	.00	.00	.00	1,717,718.00	0	
900.3700	Wastewater Collection Sys	535,000.00	.00	535,000.00	.00	.00	.00	535,000.00	0	
900.4100	Vehicles	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	
900.4300	Other Equipment	31,250.00	.00	31,250.00	.00	.00	.00	31,250.00	0	
7999.9999	Principal Reclassified	(107,967.00)	.00	(107,967.00)	.00	.00	.00	(107,967.00)	0	(21,020
9999.9999	Assets Reclassified	(2,323,968.00)	.00	(2,323,968.00)	.00	.00	.00	(2,323,968.00)	0	
	Department **18 - Wastewater Collections** Totals	$1,887,742.00	$0.00	$1,887,742.00	$94,169.38	$36,145.11	$94,169.38	$1,757,427.51	7%	$137,64
Department **34 - Regional Wastewater Plant**										
400.101	Regular Pay	328,606.00	.00	328,606.00	24,038.53	.00	24,038.53	304,567.47	7	22,15
401.103	Overtime	11,000.00	.00	11,000.00	1,454.73	.00	1,454.73	9,545.27	13	81
401.105	On-call pay	7,000.00	.00	7,000.00	533.32	.00	533.32	6,466.68	8	53
405.114	FICA	26,513.00	.00	26,513.00	1,878.83	.00	1,878.83	24,634.17	7	1,66
406.116	Retirement	64,330.00	.00	64,330.00	4,814.17	.00	4,814.17	59,515.83	7	4,06
408.125	SCMIT Worker's Comp Ins.	6,000.00	.00	6,000.00	1,379.42	1,379.42	1,379.42	3,241.16	46	1,21
410.001	Health Claims Cost	58,236.00	.00	58,236.00	4,469.14	.00	4,469.14	53,766.86	8	4,40
500.101	Supplies and Materials	2,500.00	.00	2,500.00	361.80	.00	361.80	2,138.20	14	43
500.102	Equipment	7,300.00	.00	7,300.00	.00	.00	.00	7,300.00	0	76
501.101	Uniforms and Clothing	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	3
512.108	Chemicals	151,000.00	.00	151,000.00	.00	100,000.00	.00	51,000.00	66	8
512.109	Laboratory Supplies	24,000.00	.00	24,000.00	.00	.00	.00	24,000.00	0	13
515.121	Safety Supplies	900.00	.00	900.00	.00	.00	.00	900.00	0	
515.129	Permit Fees Due To Others	9,700.00	.00	9,700.00	5,148.98	.00	5,148.98	4,551.02	53	50
532.148	Small Hand Tools	300.00	.00	300.00	32.19	.00	32.19	267.81	11	
600.110	SCMIRF Property/Liab Ins	254,208.00	.00	254,208.00	122,261.47	.00	122,261.47	131,946.53	48	106,56

Georgetown SOUTH CAROLINA

Budget Performance Report

Fiscal Year to Date 07/31/2

Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0032 - Wastewater Fund**										
EXPENSE										
Department **34 - Regional Wastewater Plant**										
610.111	Communications- Landline	2,400.00	.00	2,400.00	152.68	.00	152.68	2,247.32	6	31
610.112	Postage	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	
610.1110	Communications- Wireless	660.00	.00	660.00	.00	.00	.00	660.00	0	
620.114	Advertising	500.00	.00	500.00	.00	.00	.00	500.00	0	
640.124	Travel Expense	100.00	.00	100.00	.00	.00	.00	100.00	0	5
650.127	Electricity	316,710.00	.00	316,710.00	.00	.00	.00	316,710.00	0	17,40
650.128	Water	2,533.00	.00	2,533.00	.00	.00	.00	2,533.00	0	21
650.130	Sanitation	3,681.00	.00	3,681.00	.00	.00	.00	3,681.00	0	26
650.133	Stormwater	3,353.00	.00	3,353.00	.00	.00	.00	3,353.00	0	28
650.134	Security Lights	4,164.00	.00	4,164.00	.00	.00	.00	4,164.00	0	34
650.1271	Electricity- Sales Tax	13,010.00	.00	13,010.00	.00	.00	.00	13,010.00	0	1,00
660.133	Repairs & Maint. Services	159,586.00	.00	159,586.00	1,990.88	35,000.00	1,990.88	122,595.12	23	1,40
660.139	Fleet Services-RTA Mtce Allocation	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
660.145	Gasoline & Oil	3,707.00	.00	3,707.00	.00	.00	.00	3,707.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	955.00	.00	955.00	.00	.00	.00	955.00	0	10
660.1392	Fleet Svcs- Outside Vends	150.00	.00	150.00	.00	.00	.00	150.00	0	
670.156	Equipment Rental/Lease	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	
685.180	Membership Dues and Fees	425.00	.00	425.00	45.00	.00	45.00	380.00	11	4
685.182	Other Operating Expenses	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
685.183	Depreciation	696,881.00	.00	696,881.00	646.15	.00	646.15	696,234.85	0	21
685.186	Training	2,150.00	.00	2,150.00	.00	.00	.00	2,150.00	0	28
685.190	Landfill Fees	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	5,26
686.187	Professional Services	42,775.00	.00	42,775.00	1,600.00	.00	1,600.00	41,175.00	4	
686.189	Employee Medical	1,100.00	.00	1,100.00	.00	.00	.00	1,100.00	0	
686.195	Repair/Maint Svc Contract	2,220.00	.00	2,220.00	278.85	.00	278.85	1,941.15	13	27
686.199	Internal Engineering	45,504.00	.00	45,504.00	.00	.00	.00	45,504.00	0	2,29
686.1895	Employee wellness services	5,004.00	.00	5,004.00	.00	.00	.00	5,004.00	0	
702.106	Interest- Bonds	151,549.00	.00	151,549.00	.00	.00	.00	151,549.00	0	
702.110	Bond Principal	605,768.00	.00	605,768.00	.00	.00	.00	605,768.00	0	
703.109	Agents Fee	5,800.00	.00	5,800.00	.00	.00	.00	5,800.00	0	
750.124	Transfers to General Fund	134,924.00	.00	134,924.00	.00	.00	.00	134,924.00	0	10,63
795.995	GF Cost Distribution	67,305.00	.00	67,305.00	.00	.00	.00	67,305.00	0	5,13
795.999	Allocation G&A Services	113,738.00	.00	113,738.00	.00	.00	.00	113,738.00	0	7,05
900.3900	Wastewater Treatment Plnt	530,000.00	.00	530,000.00	.00	.00	.00	530,000.00	0	
900.4300	Other Equipment	95,000.00	.00	95,000.00	.00	58,475.00	.00	36,525.00	62	
7999.9999	Principal Reclassified	(605,768.00)	.00	(605,768.00)	.00	.00	.00	(605,768.00)	0	
9999.9999	Assets Reclassified	(625,000.00)	.00	(625,000.00)	.00	.00	.00	(625,000.00)	0	

Attachment: Finance Department Budget Performance July 2023 Report (3924 : Finance and IT

Budget Performance Report

Fiscal Year to Date 07/31/2

Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0032 - Wastewater Fund**										
EXPENSE										
Department **34 - Regional Wastewater Plant**										
Sub Department **17 - Wastewater Treatment**										
685.183	Depreciation	2,573.00	.00	2,573.00	53,338.35	.00	53,338.35	(50,765.35)	2073	53,66
	Sub Department **17 - Wastewater Treatment** Totals	$2,573.00	$0.00	$2,573.00	$53,338.35	$0.00	$53,338.35	($50,765.35)	2073%	$53,66
	Department **34 - Regional Wastewater Plant** Totals	$2,820,450.00	$0.00	$2,820,450.00	$224,424.49	$194,854.42	$224,424.49	$2,401,171.09	15%	$249,64
	EXPENSE TOTALS	$4,708,192.00	$0.00	$4,708,192.00	$318,593.87	$230,999.53	$318,593.87	$4,158,598.60	12%	$387,28
	Fund **0032 - Wastewater Fund** Totals									
	REVENUE TOTALS	4,708,192.00	.00	4,708,192.00	362,938.45	.00	362,938.45	4,345,253.55	8%	176,18
	EXPENSE TOTALS	4,708,192.00	.00	4,708,192.00	318,593.87	230,999.53	318,593.87	4,158,598.60	12%	387,28
	Fund **0032 - Wastewater Fund** Totals	$0.00	$0.00	$0.00	$44,344.58	($230,999.53)	$44,344.58	$186,654.95		($211,102
Fund **0033 - Stormwater Utility Fund**										
REVENUE										
Department **00 - Revenue**										
301.000	Sale Of Utilities	1,295,007.00	.00	1,295,007.00	102,921.44	.00	102,921.44	1,192,085.56	8	96,45
302.001	Penalties	9,500.00	.00	9,500.00	1,060.82	.00	1,060.82	8,439.18	11	85
395.001	Transfer from General Fund	192,867.00	.00	192,867.00	.00	.00	.00	192,867.00	0	
	Department **00 - Revenue** Totals	$1,497,374.00	$0.00	$1,497,374.00	$103,982.26	$0.00	$103,982.26	$1,393,391.74	7%	$97,31
	REVENUE TOTALS	$1,497,374.00	$0.00	$1,497,374.00	$103,982.26	$0.00	$103,982.26	$1,393,391.74	7%	$97,31
EXPENSE										
Department **40 - Storm Water Utlity Exp.**										
400.101	Regular Pay	239,535.00	.00	239,535.00	15,225.52	.00	15,225.52	224,309.48	6	19,43
401.103	Overtime	3,000.00	.00	3,000.00	205.07	.00	205.07	2,794.93	7	16
401.105	On-call pay	3,000.00	.00	3,000.00	400.00	.00	400.00	2,600.00	13	20
405.114	FICA	18,937.00	.00	18,937.00	1,145.48	.00	1,145.48	17,791.52	6	1,42
406.116	Retirement	45,943.00	.00	45,943.00	2,919.94	.00	2,919.94	43,023.06	6	3,39
408.125	SCMIT Worker's Comp Ins.	17,000.00	.00	17,000.00	4,356.68	4,356.68	4,356.68	8,286.64	51	3,83
410.001	Health Claims Cost	53,580.00	.00	53,580.00	1,875.96	.00	1,875.96	51,704.04	4	3,33
410.002	Health Claim Costs-Retire	610.00	.00	610.00	.00	.00	.00	610.00	0	
500.101	Supplies and Materials	2,300.00	.00	2,300.00	.00	.00	.00	2,300.00	0	19
500.102	Equipment	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	17
501.101	Uniforms and Clothing	5,000.00	.00	5,000.00	121.23	.00	121.23	4,878.77	2	18
513.112	Asphalt/Concrete/Gravel	7,750.00	.00	7,750.00	.00	5,000.00	.00	2,750.00	65	
514.112	SW Collection Syst Supply	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	
515.121	Safety Supplies	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	
532.148	Small Hand Tools	300.00	.00	300.00	.00	.00	.00	300.00	0	
600.110	SCMIRF Property/Liab Ins	61,248.00	.00	61,248.00	29,457.26	.00	29,457.26	31,790.74	48	25,67
610.111	Communications- Landline	1,500.00	.00	1,500.00	166.40	.00	166.40	1,333.60	11	19
610.112	Postage	300.00	.00	300.00	68.10	.00	68.10	231.90	23	2

Georgetown SOUTH CAROLINA

Budget Performance Report

Fiscal Year to Date 07/31/2
Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0033 - Stormwater Utility Fund**										
EXPENSE										
Department **40 - Storm Water Utlity Exp.**										
610.1110	Communications- Wireless	1,260.00	.00	1,260.00	.00	.00	.00	1,260.00	0	
620.114	Advertising	200.00	.00	200.00	.00	.00	.00	200.00	0	
640.124	Travel Expense	100.00	.00	100.00	.00	.00	.00	100.00	0	
650.127	Electricity	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	2
650.128	Water	470.00	.00	470.00	.00	.00	.00	470.00	0	3
650.133	Stormwater	21,875.00	.00	21,875.00	.00	.00	.00	21,875.00	0	1,83
650.134	Security Lights	960.00	.00	960.00	.00	.00	.00	960.00	0	8
650.1271	Electricity- Sales Tax	125.00	.00	125.00	.00	.00	.00	125.00	0	
660.133	Repairs & Maint. Services	72,000.00	.00	72,000.00	.00	.00	.00	72,000.00	0	73
660.139	Fleet Services-RTA Mtce Allocation	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	17
660.145	Gasoline & Oil	28,000.00	.00	28,000.00	.00	.00	.00	28,000.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	21,468.00	.00	21,468.00	.00	.00	.00	21,468.00	0	2,57
660.1392	Fleet Svcs- Outside Vends	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	1,26
670.156	Equipment Rental/Lease	200.00	.00	200.00	.00	.00	.00	200.00	0	
681.100	Capital Lease Principal	48,061.00	.00	48,061.00	.00	.00	.00	48,061.00	0	
681.120	Capital Lease Interest	2,247.00	.00	2,247.00	.00	.00	.00	2,247.00	0	
685.180	Membership Dues and Fees	200.00	.00	200.00	.00	.00	.00	200.00	0	
685.182	Other Operating Expenses	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
685.183	Depreciation	571,583.00	.00	571,583.00	43,012.29	.00	43,012.29	528,570.71	8	43,29
685.186	Training	250.00	.00	250.00	.00	.00	.00	250.00	0	
686.187	Professional Services	3,200.00	.00	3,200.00	.00	2,777.50	.00	422.50	87	
686.189	Employee Medical	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
686.191	Contract Services/Studies	57,420.00	.00	57,420.00	.00	.00	.00	57,420.00	0	
686.196	Bank Charges/Fees	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	15
686.199	Internal Engineering	45,504.00	.00	45,504.00	.00	.00	.00	45,504.00	0	2,29
686.1895	Employee wellness services	5,004.00	.00	5,004.00	.00	.00	.00	5,004.00	0	
687.202	Utility Billing Services	3,000.00	.00	3,000.00	604.32	.00	604.32	2,395.68	20	55
687.204	Janitorial Services	824.00	.00	824.00	.00	.00	.00	824.00	0	
720.001	Provision for Bad Debts	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	12
750.124	Transfers to General Fund	.00	.00	.00	.00	.00	.00	.00	+++	14,21
795.995	GF Cost Distribution	60,725.00	.00	60,725.00	.00	.00	.00	60,725.00	0	4,63
795.999	Allocation G&A Services	45,495.00	.00	45,495.00	.00	.00	.00	45,495.00	0	2,82
900.956	Stormwater System Improvements EDA #04-79-07494	2,700,000.00	.00	2,700,000.00	.00	.00	.00	2,700,000.00	0	
900.4100	Vehicles	55,000.00	.00	55,000.00	.00	.00	.00	55,000.00	0	
900.4200	Heavy Equipment	450,000.00	.00	450,000.00	.00	.00	.00	450,000.00	0	
9999.9999	Assets Reclassified	(3,205,000.00)	.00	(3,205,000.00)	.00	.00	.00	(3,205,000.00)	0	
	Department **40 - Storm Water Utlity Exp.** Totals	$1,497,374.00	$0.00	$1,497,374.00	$99,558.25	$12,134.18	$99,558.25	$1,385,681.57	7%	$133,07
	EXPENSE TOTALS	$1,497,374.00	$0.00	$1,497,374.00	$99,558.25	$12,134.18	$99,558.25	$1,385,681.57	7%	$133,07

Run by Kathy Vermeland on 09/11/2023 11:50:23 AM

Georgetown SOUTH CAROLINA

Budget Performance Report

Fiscal Year to Date 07/31/2

Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
	Fund **0033 - Stormwater Utility Fund** Totals									
	REVENUE TOTALS	1,497,374.00	.00	1,497,374.00	103,982.26	.00	103,982.26	1,393,391.74	7%	97,31
	EXPENSE TOTALS	1,497,374.00	.00	1,497,374.00	99,558.25	12,134.18	99,558.25	1,385,681.57	7%	133,07
	Fund **0033 - Stormwater Utility Fund** Totals	$0.00	$0.00	$0.00	$4,424.01	($12,134.18)	$4,424.01	$7,710.17		($35,757
Fund **0035 - Waste Management Fund**										
REVENUE										
Department **00 - Revenue**										
344.001	Refuse Col Chge-Resident	1,089,509.00	.00	1,089,509.00	83,638.27	.00	83,638.27	1,005,870.73	8	68,98
344.002	Refuse Col Chge-Comm	195,840.00	.00	195,840.00	15,609.75	.00	15,609.75	180,230.25	8	12,54
344.003	Sanitation Fee Penalties	15,000.00	.00	15,000.00	1,514.68	.00	1,514.68	13,485.32	10	1,12
369.002	Miscellaneous Revenue	.00	.00	.00	63.00	.00	63.00	(63.00)	+++	
371.000	Budget Balancing Account	(21,680.00)	.00	(21,680.00)	.00	.00	.00	(21,680.00)	0	
	Department **00 - Revenue** Totals	$1,278,669.00	$0.00	$1,278,669.00	$100,825.70	$0.00	$100,825.70	$1,177,843.30	8%	$82,65
	REVENUE TOTALS	$1,278,669.00	$0.00	$1,278,669.00	$100,825.70	$0.00	$100,825.70	$1,177,843.30	8%	$82,65
EXPENSE										
Department **31 - Residential Sanitation**										
400.101	Regular Pay	388,867.00	.00	388,867.00	25,869.89	.00	25,869.89	362,997.11	7	20,22
401.103	Overtime	30,000.00	.00	30,000.00	589.72	.00	589.72	29,410.28	2	1,54
405.114	FICA	32,044.00	.00	32,044.00	1,909.24	.00	1,909.24	30,134.76	6	1,57
406.116	Retirement	77,742.00	.00	77,742.00	4,491.24	.00	4,491.24	73,250.76	6	3,75
408.125	SCMIT Worker's Comp Ins.	46,000.00	.00	46,000.00	10,977.92	10,977.92	10,977.92	24,044.16	48	9,65
410.001	Health Claims Cost	51,946.00	.00	51,946.00	3,054.35	.00	3,054.35	48,891.65	6	2,94
410.002	Health Claim Costs-Retire	6,841.00	.00	6,841.00	489.76	.00	489.76	6,351.24	7	42
500.101	Supplies and Materials	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	
501.101	Uniforms and Clothing	14,100.00	.00	14,100.00	213.70	.00	213.70	13,886.30	2	22
515.121	Safety Supplies	5,250.00	.00	5,250.00	105.78	.00	105.78	5,144.22	2	
600.110	SCMIRF Property/Liab Ins	4,992.00	.00	4,992.00	2,400.91	.00	2,400.91	2,591.09	48	2,09
610.111	Communications- Landline	200.00	.00	200.00	.00	.00	.00	200.00	0	1
610.112	Postage	500.00	.00	500.00	137.84	.00	137.84	362.16	28	4
620.114	Advertising	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
640.124	Travel Expense	150.00	.00	150.00	.00	.00	.00	150.00	0	
650.127	Electricity	1,782.00	.00	1,782.00	.00	.00	.00	1,782.00	0	14
650.128	Water	877.00	.00	877.00	.00	.00	.00	877.00	0	6
650.129	Wastewater	1,064.00	.00	1,064.00	.00	.00	.00	1,064.00	0	7
650.130	Sanitation	523.00	.00	523.00	.00	.00	.00	523.00	0	3
650.133	Stormwater	68.00	.00	68.00	.00	.00	.00	68.00	0	
650.134	Security Lights	527.00	.00	527.00	.00	.00	.00	527.00	0	4
650.1271	Electricity- Sales Tax	60.00	.00	60.00	.00	.00	.00	60.00	0	
660.136	Container Repairs	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
660.139	Fleet Services-RTA Mtce Allocation	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	2,96

Budget Performance Report

Fiscal Year to Date 07/31/

Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0035 - Waste Management Fund**										
EXPENSE										
Department **31 - Residential Sanitation**										
660.145	Gasoline & Oil	77,467.00	.00	77,467.00	.00	.00	.00	77,467.00	0	
660.1362	Roll-Out Purchases	.00	.00	.00	.00	.00	.00	.00	+++	11,75
660.1391	Fleet Services -Departmental Expense Allocation	56,766.00	.00	56,766.00	.00	.00	.00	56,766.00	0	7,67
660.1392	Fleet Svcs- Outside Vends	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	
681.100	Capital Lease Principal	41,142.00	.00	41,142.00	.00	.00	.00	41,142.00	0	
681.120	Capital Lease Interest	7,279.00	.00	7,279.00	.00	.00	.00	7,279.00	0	
685.180	Membership Dues and Fees	600.00	.00	600.00	.00	.00	.00	600.00	0	
685.182	Other Operating Expenses	32,892.00	.00	32,892.00	.00	.00	.00	32,892.00	0	
685.183	Depreciation	65,142.00	.00	65,142.00	4,224.11	.00	4,224.11	60,917.89	6	4,63
685.186	Training	500.00	.00	500.00	.00	.00	.00	500.00	0	
685.190	Landfill Fees	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	5
686.189	Employee Medical	800.00	.00	800.00	.00	.00	.00	800.00	0	
686.196	Bank Charges/Fees	3,750.00	.00	3,750.00	.00	.00	.00	3,750.00	0	18
686.1895	Employee wellness services	7,996.00	.00	7,996.00	.00	.00	.00	7,996.00	0	
687.202	Utility Billing Services	4,500.00	.00	4,500.00	1,223.29	.00	1,223.29	3,276.71	27	1,12
687.203	Contract Services	71,000.00	.00	71,000.00	.00	71,000.00	.00	.00	100	5,77
687.204	Janitorial Services	2,458.00	.00	2,458.00	.00	.00	.00	2,458.00	0	
720.001	Provision for Bad Debts	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	12
730.120	Recycling Labor	38,400.00	.00	38,400.00	.00	39,336.30	.00	(936.30)	102	2,94
730.122	Recycling Operating	13,700.00	.00	13,700.00	.00	.00	.00	13,700.00	0	
795.001	IT Internal Allocations	14,992.00	.00	14,992.00	.00	.00	.00	14,992.00	0	58
795.995	GF Cost Distribution	107,252.00	.00	107,252.00	.00	.00	.00	107,252.00	0	8,17
900.4200	Heavy Equipment	350,000.00	.00	350,000.00	.00	.00	.00	350,000.00	0	
900.4300	Other Equipment	105,000.00	.00	105,000.00	.00	.00	.00	105,000.00	0	
9999.9999	Assets Reclassified	(455,000.00)	.00	(455,000.00)	.00	.00	.00	(455,000.00)	0	
	Department **31 - Residential Sanitation** Totals	$1,280,169.00	$0.00	$1,280,169.00	$55,687.75	$121,314.22	$55,687.75	$1,103,167.03	14%	$88,88
	EXPENSE TOTALS	$1,280,169.00	$0.00	$1,280,169.00	$55,687.75	$121,314.22	$55,687.75	$1,103,167.03	14%	$88,88
	Fund **0035 - Waste Management Fund** Totals									
	REVENUE TOTALS	1,278,669.00	.00	1,278,669.00	100,825.70	.00	100,825.70	1,177,843.30	8%	82,65
	EXPENSE TOTALS	1,280,169.00	.00	1,280,169.00	55,687.75	121,314.22	55,687.75	1,103,167.03	14%	88,88
	Fund **0035 - Waste Management Fund** Totals	($1,500.00)	$0.00	($1,500.00)	$45,137.95	($121,314.22)	$45,137.95	$74,676.27		($6,235
Fund **0081 - Governmental Cap Assets**										
EXPENSE										
Department **01 - Administration**										
685.183	Depreciation	.00	.00	.00	47,719.87	.00	47,719.87	(47,719.87)	+++	48,05
900.0000	Capital Outlay Eliminatio	.00	.00	.00	.00	.00	.00	.00	+++	(5,431
	Department **01 - Administration** Totals	$0.00	$0.00	$0.00	$47,719.87	$0.00	$47,719.87	($47,719.87)	+++	$42,62

Attachment: Finance Department Budget Performance July 2023 Report (3924 : Finance and IT

Budget Performance Report

Fiscal Year to Date 07/31/2?

Exclude Rollup Accou

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund **0081 - Governmental Cap Assets**										
EXPENSE										
Department **05 - Police**										
685.183	Depreciation	.00	.00	.00	45,259.40	.00	45,259.40	(45,259.40)	+++	32,16
	Department **05 - Police** Totals	$0.00	$0.00	$0.00	$45,259.40	$0.00	$45,259.40	($45,259.40)	+++	$32,16
Department **12 - Public Works**										
685.183	Depreciation	.00	.00	.00	13,220.95	.00	13,220.95	(13,220.95)	+++	7,84
	Department **12 - Public Works** Totals	$0.00	$0.00	$0.00	$13,220.95	$0.00	$13,220.95	($13,220.95)	+++	$7,84
	EXPENSE TOTALS	$0.00	$0.00	$0.00	$106,200.22	$0.00	$106,200.22	($106,200.22)	+++	$82,63
	Fund **0081 - Governmental Cap Assets** Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	
	EXPENSE TOTALS	.00	.00	.00	106,200.22	.00	106,200.22	(106,200.22)	+++	82,63
	Fund **0081 - Governmental Cap Assets** Totals	$0.00	$0.00	$0.00	($106,200.22)	$0.00	($106,200.22)	$106,200.22		($82,637
Fund **0086 - Seized and Forfeited**										
EXPENSE										
Department **05 - Police**										
685.180	Membership Dues and Fees	.00	.00	.00	.00	.00	.00	.00	+++	80
	Department **05 - Police** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$80
	EXPENSE TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$80
	Fund **0086 - Seized and Forfeited** Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	
	EXPENSE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	80
	Fund **0086 - Seized and Forfeited** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		($800
	Grand Totals									
	REVENUE TOTALS	44,375,135.00	.00	44,375,135.00	2,331,574.70	.00	2,331,574.70	42,043,560.30	5%	929,44
	EXPENSE TOTALS	44,397,135.00	.00	44,397,135.00	2,159,121.40	1,809,500.64	2,159,121.40	40,428,512.96	9%	3,070,31
	Grand Totals	($22,000.00)	$0.00	($22,000.00)	$172,453.30	($1,809,500.64)	$172,453.30	$1,615,047.34		($2,140,870

Active Businesses				
Business	**Type of Business**	**Source**	**Status**	**Last Worked**
3Chords Inc	Staffing agency for school districts, clinicians, and educators	Business Requested	PAID-INITIAL	5/26/2023
3M Company	Lease Equipment	Georgetown County Business Personal Property Tax	CALCULATION SENT	9/1/2023
A American Custom Garage Door & Service	Garage door installation, repair, and service	City Vendor List	AVENUE EXHAUSTED	6/19/2024
A&A Seamless Gutters	Gutter installation and cleaning	City Vendor List	AVENUE EXHAUSTED	10/13/2027
ABM Industries dba ABM Electrical Power Services LLC	Facility Management and Cleaning	Common Business	PAID-INITIAL	2/8/2023
Active Glass and Mirror (AG&M)	Commercial and residential glass services	City Vendor List	AVENUE EXHAUSTED	8/13/2023
ADP, Inc.	Payroll Processing	City Vendor List	PAID-INITIAL	12/29/2022
ADT Commercial LLC (The ADT Security Corporation)	Commercial Electronic Security Svcs.	Georgetown County Business Personal Property Tax	CALCULATION SENT	8/30/2023
Advanced Imaging Systems (AIS)	Document management services	City Vendor List	PHONE CALL	7/31/2023
All Source Enterprises, LLC (DBA Safe Industries)	Fire protection	Common Business	PAID-INITIAL	12/29/2022
Al-Tar	Cold storage, histology, calibration, on-site lab equipment repair, centrifuge services, lab balances	City Vendor List	APPLICATION-INITIAL	8/1/2023
American Builders & Contractors Supply dba ABC Supply Co	Distributor of roofing, siding, windows, gutters and more	City Vendor List	PAID-INITIAL	11/30/2022
American Greeting Corp	Greeting cards-Marketing services	Common Business	PAID-INITIAL	11/30/2022
Another Printer Inc	Printing and binding	City Vendor List	AVENUE EXHAUSTED	1/26/2024
Apex Learning	Digital Curriculum Consulting	Georgetown County School Transparency List	APPLICATION-INITIAL	8/31/2023
Apollo Piping Design Services dba Aalberts Integrated Piping Systems	Piping design, AIPS calibration, OEM manufacturing, sales reps	City Vendor List	APPLICATION-1ST FOLLOW UP	9/7/2023
Arc3 Gases South	Welding Products and Gases, rentals and repairs	Common Business	PAID-INITIAL	10/31/2022
Ascentium Capital LLC	Finance new and used equipment	Common Business	PAID-INITIAL	4/24/2023
ATCO International	Distributor of maintenance products	City Vendor List	PAID-INITIAL	2/8/2023

At-Net Services Inc	on-site and remote managed IT services, Security system installation, structured cable installation, and cyber security	City Vendor List	AVENUE EXHAUSTED	9/25/2023
Augusta Fiberglass Coatings Inc	Engineering & Field service, repair, and maintenance	City Vendor List	AVENUE EXHAUSTED	1/26/2024
B&M Well Drilling	Well drilling services	City Vendor List	AVENUE EXHAUSTED	5/23/2025
Beckman Coulter Inc	Lease medical equipment	Common Business	PAID-INITIAL	11/30/2022
Benton Roofing Inc	Roof installation, replacement, maintenance, and repair	Georgetown County School Transparency List	AVENUE EXHAUSTED	12/7/2023
Binswanger Enterprises, LLC	Glass & Repair	Common Business	PAID-INITIAL	11/30/2022
Blossman Gas and Appliance	Propane gas, appliance and service	Common Business	PAID-INITIAL	8/31/2023
Bobby's Appliance Center	Appliances and mattress sale. Home delivery and installation. Appliance repair	Georgetown County School Transparency List	PHONE CALL	9/5/2023
Boston Scientific Corp	Surgical Supplies	Common Business	PAID-INITIAL	8/16/2023
Brink's Incorporated	Armored truck services	Common Business	PAID-INITIAL	5/8/2023
C&S Solutions Inc	Locating, Inspecting, & Fault Finding Utilities Equipment, on-site training and demonstration	City Vendor List	AVENUE EXHAUSTED	1/4/2024
Camden Fire Extinguishers Services	Fire Extinguishers Installation, Test, Repair, Services, and Inspections	Common Business	PAID-INITIAL	4/4/2023
Canon Financial Services Inc	Lease office equipment	Common Business	PAID-INITIAL	12/29/2022
Carolina FireMasters Inc	Fire apparatus manufacturing, on-site mobile pump testing and service	City Vendor List	AVENUE EXHAUSTED	10/17/2023
Carolina Office Systems Inc	Computer and office machine repair	Common Business	PAID-INITIAL	4/24/2023
Carolina Shine LLC	Cleaning supplies distributor, deliver via own company trucks, travelling sales reps	City Vendor List	CALCULATION SENT	8/30/2023
Carolina Turf Farms	Turf supplier, delivery via company owned fleet	City Vendor List	AVENUE EXHAUSTED	10/12/2023
Coast 2 Coast Lawns LLC	Land maintenance and lawn care	Georgetown County School Transparency List	PHONE CALL	9/6/2023
Coastal Staffing Services LLC	Staffin	City Vendor List	PAID-INITIAL	8/30/2023
Coastal Transfer and Storage	Moving/relocation services, self storage facilities	City Vendor List	AVENUE EXHAUSTED	1/26/2024

Coastal Waterworks Plumbing	Residential and commercial plumbing services	City Vendor List	APPLICATION-2ND FOLLOW UP	8/1/2023
CodeLynx	Audio visual and physical security design and installation for A/V, access control and video surveillance	Georgetown County School Transparency List	APPLICATION-INITIAL	8/31/2023
CoinCloud (Cash Cloud, Inc)	Bitcoin atm rental	Common Business	PAID-INITIAL	2/8/2023
Combs and Associates (Combs Technologies Inc)	Equipment for Water and Waterwater Treatment. Territory sales reps	City Vendor List	APPLICATION-INITIAL	8/1/2023
ComeBack Propane	SERVICE, INSTALL, AND SELL Propane. Have own company fleet of vehicles	Discovery	WAITING ON PROOF RESPONSE-(discovery)	9/5/2023
Commercial Openings	Doors and frames, door hardware, bathroom partitions and accessories. On-site installation. Have own company fleet of vehicles	City Vendor List	APPLICATION-1ST FOLLOW UP	8/31/2023
Community Design Solutions	Community Design & Planning services	City Vendor List	APPLICATION-INITIAL	8/1/2023
Compass South Inc	Appraisals, forestry services, land sales	City Vendor List	APPLICATION-INITIAL	8/1/2023
Complete Floor Care	Flooring services	City Vendor List	PHONE CALL	8/1/2023
ComputerPlus Sales and Service Inc	Systems maintenance, hardware contract maintenance, managed imac services, depot repair and advanced exchange, printer equipment and supplies, on-site services	City Vendor List	PHONE CALL	8/1/2023
Conway Rental Center (CRC)	Party and equipment rental	City Vendor List	APPLICATION-INITIAL	8/31/2023
Core & Main LP	Maintenance & repairs	Common Business	PAID-INITIAL	4/24/2023
CR JACKSON	Asphalt repaving	City Vendor List	APPLICATION-2ND FOLLOW UP	8/18/2023
Crane 1 Services Inc	Maintenance/Repair and Training on Hoist and Cranes. Have own company fleet of vehicles.	City Vendor List	APPLICATION-INITIAL	8/31/2023
Creative Landscapes Inc	Landscape design and implementation, residential landscaping services, commercial landscaping	City Vendor List	APPLICATION-INITIAL	8/31/2023
CSC Leasing Company	Equipment leasing and financing	Georgetown County Business Personal Property Tax	PENDING APPLICATIONS	9/8/2023

CSC Serviceworks Inc	Lease Equipment	Common Business	PAID-INITIAL	4/24/2023
CSI Leasing	Lease Equipment	Common Business	PAID-INITIAL	10/31/2022
Culinary Depot - Columbia Office	Restaurant equipment, commercial refrigeration, smallwares, storage and transport, tabletop, disposable, furniture, janitorial supply. Installation team with own company fleet	Georgetown County School Transparency List	APPLICATION-INITIAL	8/31/2023
Custom Signs and Graphics Inc	screen printing, window graphics and store lettering, signage, vehicle wraps	City Vendor List	APPLICATION-INITIAL	8/31/2023
D&B Power Associates	Certified Service Sales Provider for APC by Schneider Electric. service contract on generators, security systems, and UPS	City Vendor List	APPLICATION-INITIAL	8/31/2023
D&W Sitework LLC	Demolition and Excavation services	City Vendor List	APPLICATION-INITIAL	8/31/2023
Daikin Applied Americas Inc.	Commercial HVAC systems for heating, ventilation and air conditioning	Common Business	PAID-INITIAL	6/27/2023
Digitalmint Bitcoin ATM	Bitcoin ATM	Common Business	AVENUE EXHAUSTED	12/23/2023
Dish Network LLC	Satellite service provider	Georgetown County Business Personal Property Tax	PENDING APPLICATIONS	9/1/2023
D's Door Company	Garage door installation	City Vendor List	AVENUE EXHAUSTED	12/31/2023
East Coast Metal Distributors	HVAC product suppliers. Deliver via own truck	Common Business	PAID-INITIAL	2/8/2023
Eastland Pest Control	Pest control service	Georgetown County School Transparency List	2nd Phone Call	8/31/2023
Event Works Rentals (Peach Tree Tents and Events LLC)	Event Rentals, Tent Set Up, Consultation and Delivery	Georgetown County School Transparency List	PAID-INITIAL	7/12/2023
Eye Shadow Photography	Wedding and event photographer	Georgetown County School Transparency List	Verifying Liability	9/11/2023
Ferrellgas LP (dba Blue Rhino)	Propane supplier	Common Business	PAID-INITIAL	11/30/2022
FujiFilm North America Corporation	Medical imaging Equipment	Common Business	PAID-INITIAL	8/16/2023
Georgetown Executive Center	Virtual office and temporary office leasing	Discovery	AVENUE EXHAUSTED	6/12/2024
GSI-Generator Services Inc	Sales, service and repair	Common Business	PAID-INITIAL	3/1/2023

GXC Inc	Armed and unarmed security personnel, metal detectors, rental services with on site setup	Georgetown County School Transparency List	2nd Phone Call	9/11/2023
H&E Equipment Services	Earthmoving, construction, industrial, material handling, and heavy equipment rental	Georgetown County School Transparency List	CALCULATION SENT	8/29/2023
Hallmark Marketing Company LLC	Greeting cards, gift wrap, ornaments & gifts	Common Business	PAID-INITIAL	10/31/2022
Hardwick's Landscaping LLC	Excavating and landscaping services	Georgetown County School Transparency List	APPLICATION-2ND FOLLOW UP	9/11/2023
Herff Jones LLC	Sells educational recognition, achievement and motivational products/materials	Common Business	PAID-INITIAL	7/13/2023
Hershey Creamery Company	Ice Cream	Common Business	PAID-INITIAL	10/31/2022
I-Leadr Inc	School development training services	Georgetown County School Transparency List	ADDRESS REQUEST	8/14/2023
Imperial Dade & Paper Co LLC	Supplies-Maintenance	Common Business	PAID-INITIAL	10/31/2022
Interface Security Systems LLC	Lease Equipment	Common Business	Addr Complete/Pending apps	9/5/2023
Johnson-Lambe Company	sports equipment jersey designs, trophies and awards, Sales reps in SC	Georgetown County School Transparency List	CALCULATION SENT	9/11/2023
KCI USA, Inc. dba 3M Medical Solutions	Sell and rent medical equipment	Common Business	PENDING APPLICATIONS	9/8/2023
Kelly Services Global LLC	Employment Agency	Georgetown County School Transparency List	PAID-INITIAL	10/31/2022
Kelly Services Inc	Employment Agency	Georgetown County School Transparency List	PAID-INITIAL	10/31/2022
Kelly Services USA LLC	Employment Agency	Georgetown County School Transparency List	PAID-INITIAL	10/31/2022
L&W Supply Corporation dba Acoustical & Drywall Supply (ABC Supply)	Products Supply/Delivery	Common Business	PAID-INITIAL	6/20/2023
Lake City Electric Motor Repair	Electric motor repair services. Have own company fleet of vehicles	Georgetown County School Transparency List	APPLICATION-2ND FOLLOW UP	9/11/2023

Leading Up LLC	On-site professional and personal development	Georgetown County School Transparency List	APPLICATION-2ND FOLLOW UP	8/31/2023
LiftOne, LLC	Lease Equipment	Common Business	PAID-INITIAL	10/31/2022
Loomis Armored US LLC	Armored truck services	Common Business	PAID-INITIAL	4/24/2023
Lux Vending dba Bitcoin Depot	Bitcoin atm rentals	Common Business	PAID-INITIAL	11/30/2022
Meco Inc of Florence	Petroleum refueling, technicians come on site for maintenance/repairs, have own company fleet of vehicles	City Vendor List	PAID-INITIAL	11/30/2022
Modern Turf, Inc	Sport field landscaping	Georgetown County School Transparency List	AVENUE EXHAUSTED	7/5/2026
Nalco Company LLC	Water treatment	Georgetown County Business Personal Property Tax	PAID-INITIAL	8/22/2023
NetSource ET, LLC	Educational Technology	Georgetown County School Transparency List	PHONE CALL	9/11/2023
Nu-Idea School Supply Co.	Furniture supplier	Georgetown County School Transparency List	PAID-INITIAL	6/26/2023
Olympus America Inc	Equipment rental	Common Business	PAID-INITIAL	4/4/2023
Pawleys Island Locksmith	Locksmith services	City Vendor List	PAID-INITIAL	8/31/2023
Pitney Bowes Global Financial Services	Lease postage equipment	Georgetown County Business Personal Property Tax	CALCULATION SENT	9/1/2023
Powell's Sanitation Inc	Portable restroom and restroom trailers rental. Septic tank installation, repair, inspection, and pumping	Common Business	WAITING ON PROOF RESPONSE-(discovery)	8/18/2023
Pro Kitchen LLC	Kitchen Equipment Installation and Service/Repair	Common Business	PHONE CALL	9/8/2023
Pugh Lubricants, LLC dba Apollo Oil, LLC	Distributor of automotive-fleet oils and greases, oil and fuel absorbents, and car oil,fuel, air filters	Common Business	PAID-INITIAL	10/31/2022
Quest Resource Management Group	Recycling & Disposal Services and equipment rentals	Common Business	PAID-INITIAL	6/14/2023
Rentokil North America Inc dba J C Ehrlich Co, Inc	Pest control & consulting	Common Business	PAID-INITIAL	12/29/2022

Roto Rooter Plumbing and Drain Service of Myrtle Beach SC	Plumbing services	Georgetown County School Transparency List	AVENUE EXHAUSTED	11/25/2023
Royal Cup Inc	sale of coffee and tea	Common Business	PAID-INITIAL	4/24/2023
Rug Doctor LLC	Rental cleaning supplies	Common Business	PAID-INITIAL	12/29/2022
Schneider Electric USA	Electrical distribution service, critical power and cooling services, industrial automation services, building management services, maintenance services	Common Business	APPLICATION-1ST FOLLOW UP	9/7/2023
Smith's Addressing Machine Services	Installation, onsite service, and preventive maintenance-	Georgetown County School Transparency List	APPLICATION-INITIAL	8/31/2023
SPATCO Energy Solutions	Equipment installation & repairs	Common Business	PAID-INITIAL	11/30/2022
The Hertz Corporation	Passenger Rental Cars	Georgetown County Business Personal Property Tax	APPLICATION-1ST FOLLOW UP	9/7/2023
Therapy Travelers LLC	Staffing agency for school districts, clinicians, and educators	Business request	PAID-INITIAL	5/26/2023
Thunder Protective Services LLC	Security Guard Protection Services, Private Investigation, Training and CWP course	Common Business	APPLICATION-INITIAL	8/31/2023
TIAA Commercial Finance, Inc	Commercial equipment leasing	Common Business	PAID-INITIAL	11/30/2022
TIAA FSB	Commercial Equipment Leasing (Separate Entity from TIAA Commercial Finance)	discovery	PAID-INITIAL	11/30/2022
Tisdale Plumbing Company	Plumbing services	Georgetown County School Transparency List	APPLICATION-INITIAL	8/31/2023
Trane US Inc	Maintenance Repairs	Georgetown County School Transparency List	PAID-INITIAL	11/30/2022
US Foods, Inc.	Food supplier (retail)	Georgetown County School Transparency List & City Vendor List	PAID-INITIAL	11/30/2022
ViaSat, Inc.	Lease and install internet equipment	Common Business	PENDING APPLICATIONS	9/1/2023
W.W. Grainger, Inc	Cleaning and Sanitation	Common Business	PAID-INITIAL	12/30/2022
W.W. Williams Company, LLC	Vehicle Parts/Service/Repair	Common Business	PAID-INITIAL	11/30/2022
Williams Scotsman, Inc. (dba WillScot dba Mobile Mini)	Builds/leases modular buildings, portable classrooms, and mobile office space	Common Business	PAID-INITIAL	2/8/2023

WM Building Envelope Consultants LLC	Exterior Walls, Roofing and Waterproofing consulting services	Georgetown County School Transparency List	AVENUE EXHAUSTED	12/15/2023
Wyeth Holdings, LLC (Pfizer Inc)	Medical Equipment sales and rental	Common Business	PAID-INITIAL	2/8/2023
Xerox Corporation	Lease Equipment		Biz bypassed	9/11/2023
Zimmer US, Inc.	Lease Equipment	Common Business	CALCULATION SENT	8/30/2023

Finance and IT Department August 2023 Report

Statistics:

New Business Licenses Issued:

License Activity Report

Activity Date Range 08/01/23 - 08/31/23

Detail Listing

License For	Activity Date
Brewed Awakening-Anthony and Amanda Kelley	08/15/2023
1	
Rise Above Signs and Graphics-Erich Lipphardt	08/15/2023
1	
Coast & Country Team-Phillip Brady	08/15/2023
1	
Cashlyn's Boutique	08/23/2023
1	
4	

Projects Progress:

Grants: Please see the attached schedule for the detail on each grant award.

American Rescue Plan Act – Proposed budget plan was presented to Council passing 2nd reading in January 2022. City staff has initiated the process of seeking bids for projects. **The City has received the 2nd and Final Payment for APRA proceeds.**

Our ARPA funds will be subject to Single Audit reporting back to the federal government.

FY23, 24, and 25 Financial Statement Audit RFP. As required, procurement initiated a request for proposal for financial statement audit services for FY23, 24, and 25. Based on the information provided, Finance recommended that we go forward with Mauldin & Jenkins (https://www.mjcpa.com). Council approved on May 19, 2022.

Update:
Audit work has begun and the auditors will be on-site to complete field work on October 9, 2023.

Finance and City Administrator met with Mauldin & Jenkins for an introductory Audit Meeting on April 25, 2023 to discuss the FY23 audit requirements.

South Carolina Business License Tax Standardization Act 176: Our first season of issuing business

Council approved the Business License Ordinance to include the new Standardization procedures a requirements on **September 15, 2022.**

Chapter 1, Article II, "Business Licenses" of the Code of Ordinances for the City of Georgetown by replacing Article II in its entirety.

Annual Business License Renewals were sent out on January 31, 2023. Businesses are accessing the online portal.

DataMax/HDL Companies: DataMax has been acquired by HDL Companies. Day to Day business will continue as normal and our contacts will remain the same. HDL Companies can provide more diverse service offerings and additional resources for local governments.

The City received and approved the listing of potential businesses operating within the City without a business license for August 2023. (See Active Businesses Report)

The City received approved payments from Six companies totaling $132,310.67 before reimbursement to HDL Companies, per contract.

Lease Purchase Resolution: Council approved a Resolution on September 22, 2022 in the amount of $600,000 to lease purchase four vehicles budgeted for FY23 to include: Ford F-250, Electric Line Truck, Garbage Truck, and a Chevy Tahoe. The City closed on October 4, 2022, and will move forward to procure these vehicles.

All vehicles except the Garbage Truck (estimated delivery is Fall 2023) have been purchased and delivered.

Santee Cooper Legal Settlement: All active utility accounts have received their credit. We are continuing to work through the remaining inactive utility accounts. A Santee Cooper Credit Voicemail line has been set up (843) 545-4050 for customers to call and leave a message concerning their credit or provide us with information needed on where to send their check if they are no longer a customer with the City of Georgetown.

The process of distributing approximately 11,000 checks for all amounts due no matter how small has required a high administrative burden on the Finance Department staff. Many checks will go uncashed due to mail problems, bad addresses, or small amounts the recipient fails to cash. An additional settlement distribution is expected in the coming months. Uncashed checks must be reconciled on monthly bank reconciliations and eventually reported to the SC State Treasurer as uncashed checks. We have to send out one follow-up letter for each uncashed check regardless of amount, and we have to submit funds related to all uncashed checks $50 and above to the State Treasurer. In some instances, we have been asked to reissue checks that have been uncashed for 90 days. We are approaching the end of the project. The refunds are in the amount of $3.00 or less at this current point. We are about to wrap up the first round of issued refunds. There will be additional work required related to bank reconciliation and uncashed checks reporting to the State Treasurer. An additional 2nd settlement check is expected from Santee Cooper in the coming months.

Update: Swiftwater Strategies will present to council at the regular September 21st meeting.

The City received the 2nd settlement check from Santee Cooper on March 6th in the amount of $519,385.81. Dr. Yudice has informed Council that the City will seek an outside 3rd party to handle these reimbursements.

IT

BS&A software contract has been executed and project work for implementation began in August 2023.

2nd reading of a GO Bond Ordinance for this project will be on September 21, 2023.

IT has begun preliminary talks with HTC and Engineering on connecting the two new locations to the City's fiber network and how to convey to contractors.

IT is currently coordinating TEAMS and OneDrive training for all staff.

Other

Finance continues to operate with staff shortages and is currently interviewing for a Revenue Manager and Customer Service Representative position.

Attached are the Budget Performance Reports for July 2023. With the earlier Council Meeting Agenda deadline, monthly financial information will be for the previous month.