

PUBLIC HEARING & REGULAR MEETING OF CITY COUNCIL

JANUARY 21, 2021 – 5:30 PM

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. ROLL CALL**
- 4. ANNOUNCEMENT**
 - A. Due to health concerns regarding COVID-19, City Council will be conducting a Public Hearing & Regular Meeting via teleconference. If you would like to give input for the Public Hearing or Public Comments portions of the meeting, you can email publiccomments@georgetownsc.gov or call 843-545-4090 to leave a voice message no later than 12:00pm on Thursday, January 21, 2021. If leaving a voice message, please speak clearly and identify yourself by stating your name, address, and phone number to be recorded correctly.**
- 5. INVOCATION & PLEDGE OF ALLEGIANCE**
- 6. PUBLIC HEARING**
 - A. The purpose of the public hearing will be to receive citizens input concerning an ordinance amending the Stormwater Utility billing structure and adjust rates in the City of Georgetown, South Carolina.**
- 7. PUBLIC COMMENTS**
- 8. INTRODUCTION OF NEW EMPLOYEES**
- 9. PLANNING AND COMMUNITY DEVELOPMENT**
 - A. Motion to approve second reading of an ordinance rezoning approximately .5 acres of land, owned by Thomas & Stephanie McCall, located at 1012 Front Street, from Core Commercial (CC) to Residential (R4).**

Attachments:

- | | | |
|---|-------------------------------------|-------|
| 1 | Rezoning .5 ac McCall 1012 Front St | (PDF) |
| 2 | McCall BZA Application | (PDF) |
| 3 | Nov 24 2020 PC Minutes | (PDF) |
| 4 | Art VII Single Family in R4 CC | (PDF) |
| 5 | Current Zoning Map CC | (PDF) |

- 6 Proposed Zoning Map R4 (PDF)
- B. Motion to approve first reading of an ordinance amending the City of Georgetown Zoning Ordinance Article IX, Section 909, Exceptions for Existing Residential Footprints.**
- Attachments:
- 1 Text Amendment Art IX Ord (PDF)
- 2 ARTICLE IX EXCEPTIONS AND MODIFICATIONS redlined (PDF)
- 3 December PC Minutes Sec 909 (PDF)
- C. Motion to approve first reading of an ordinance amending the City of Georgetown Zoning Ordinance Article VIII, Footnote #12.**
- Attachments:
- 1 Text Amendment Art VIII Footnote 12 Ord (PDF)
- 2 ARTICLE VIII AREA YARD AND HEIGHT redlined (PDF)
- 3 Dec PC Minutes Footnote 12 (PDF)
- D. Motion to approve first reading of an ordinance amending the City of Georgetown Zoning Ordinance Article III (Definitions), IV (General Provisions), & VII (Use Districts) to add Solar Energy Systems.**
- Attachments:
- 1 Text Amendment Solar Ord (PDF)
- 2 Solar Use Chart redlined (PDF)
- 3 Solar Definitions redlined (PDF)
- 4 Solar Energy Systems redlined (PDF)
- 5 Dec PC Minutes Solar (PDF)
- 6 Solar Zoning Regulations 2nd Draft redlined (PDF)
- E. Motion to approve an Administration Contract with Waccamaw Regional Council of Governments (WRCOG) to administer the West End Neighborhood Demolition CDBG Grant.**
- Attachments:
- 1 CDBG Grant WRCOG and City of Georgetown Administration Contract (PDF)
- 2 12.07.20 West End Demo Grant Award SC Dept of Commerce (PDF)

10. FINANCE

- A. Motion to Approve Budget Calendar for Fiscal Year 2022.**
- Attachments:
- 1 Budget Calendar - Fiscal Year 2021-2022 (PDF)
- B. Motion to Approve Methodology for Santee Cooper Settlement Distribution to Electric Utility Customers.**
- Attachments:
- 1 Santee Cooper Settlement Disbursement Briefing Document (PDF)

11. WATER UTILITIES

- A. Motion to Approve Purchase Orders and make payments to Chlorinator Sales and Service Inc., and Ryan Herco Flow Solutions in the Not To Exceed Amount of \$75,000.00 for the purchase of nine(9) new chemical pumps and PVC piping materials for the Water Treatment Plant.**

Attachments:

- | | | |
|---|-------------------------------------|-------|
| 1 | Chemical Pump Prices | (PDF) |
| 2 | Ryan Herco Flow Solutions PVC quote | (PDF) |
| 3 | WP Law quote for PVC parts | (PDF) |

12. ENGINEERING

- A. Motion to ratify grant application to CDBG- Mitigation Infrastructure Program to provide funding for engineering and construction costs in the West End District Stormwater Improvements Project. The total amount requested in this application is \$7,865,686. There is no match requirements and the City will not be obligated to contribute towards this grant.**

Attachments:

- | | | |
|---|---|-------|
| 1 | MIT_Infrastructure_Application_City of Georgetown_Revised | (PDF) |
| 2 | MIT_Infrastructure Application Supplement_Revised | (PDF) |
| 3 | 1. ChurchSt-NMerriman Drainage System Map | (PDF) |
| 4 | 2. N Merriman-Congdon St Drainage System Map | (PDF) |
| 5 | 3. Highmarket St-Lee St Drainage System Map | (PDF) |

- B. Motion to approve Raymond Engineering of Georgia Inc.'s proposal and make payments in a not-to-exceed amount of \$40,000 for architectural and engineering services for the Public Works Office Building Renovations.**

Attachments:

- | | | |
|---|-----------------------------|-------|
| 1 | Raymond Proposal 01-08-2021 | (PDF) |
| 2 | Raymond signed RFQ | (PDF) |
| 3 | Rating Summary | (PDF) |

- C. Motion to approve bid and make payments to Pinnacle Lighting Group, LLC. The project scope includes installation of up light fixtures, tree light fixtures and electrical conduits at intersection of Front Street and Screven Street (water fountain), Palmetto Park, Francis Marion Park, Constitution Park, and Rainey Park.**

Attachments:

- | | | |
|---|--|-------|
| 1 | Pinnacle Bid Form Revised 1.8.2021 with Initials | (PDF) |
| 2 | Pinnacle RFB | (PDF) |
| 3 | Front Street Lighting Bid Tab | (PDF) |
| 4 | Georgetown SC sheet 1 Lighting Plan | (PDF) |
| 5 | Georgetown SC sheet 2 Lighting Plan | (PDF) |

- D. Motion to approve and make payments to WK Dickson & Co., Inc. in the not-to-exceed amount of \$428,000 for design, permitting, bidding, and construction admin and observation services of the new flocculation and sedimentation tank no. 2 located at the city's water treatment plant.**

Attachments:

- | | | |
|---|--|-------|
| 1 | 2020-12-18 WKD Letter Proposal WTP #1606 | (PDF) |
| 2 | 2021-01-11 WKD Exhibit A - WTP Floc-Sed Basin 2 - Fee Proposal (002) | (PDF) |
| 3 | WK Dickson SOQ | (PDF) |
| 4 | 1 Sign in Sheet & Submittal Listing | (PDF) |
| 5 | Analysis and Rating | (PDF) |

13. ELECTRIC UTILITIES

- A. Motion to Approve Purchase Order and Payment in the Amount of \$250,000 to Sumter Utilities for Miscellaneous Capital Upgrades.**

14. ADMINISTRATION

- A. Motion to approve second reading of an Ordinance setting a Special Election in the City of Georgetown, South Carolina on Tuesday, April 13, 2021 to fill the unexpired term of Mayor Pro Tempore Rudolph A. Bradley.**

Attachments:

- | | | |
|---|---|-------|
| 1 | 12-17-20 Ordinance setting special election | (PDF) |
|---|---|-------|

- B. Motion to approve second reading of revisions to Chapter 22 (Utilities), Article VI (Stormwater Utility) of the City of Georgetown Code of Ordinances.**

Attachments:

- | | |
|---|--|
| 1 | ARTICLE VI_STORMWATER UTILITY_2nd Reading Rev.2 Red Line (PDF) |
| 2 | ARTICLE VI_STORMWATER UTILITY_2nd Reading Rev.2 (PDF) |

- C. Motion to approve second reading of an Ordinance to Amend Stormwater Utility Billing Structure and Adjust Rates.**

Attachments:

- | | | |
|---|--|-------|
| 1 | 2020.12.17 Stormwater Rates Adjustment | (PDF) |
| 2 | 12.17.20 Amended Stormwater Rate Ordinance | (PDF) |

- D. Motion to approve first semi-annual payment to SCMIRF in the amount of \$403,480.50 for Property, Liability and Vehicle Insurance and two (2) quarterly payments to SCMIT in the amount of \$217,219.50 for Workers Compensation Insurance.**

Attachments:

- | | | |
|---|--------------------------|-------|
| 1 | SCMIT & SCMIRF Invoice | (PDF) |
| 2 | SCMIRF-SCMIT Requisition | (PDF) |

15. CITY ADMINISTRATOR REPORT

16. MINUTES

- A. Motion to approve minutes of December 17, 2020 Council Meeting.**

17. OLD BUSINESS

18. NEW BUSINESS

19. DEPARTMENT MONTHLY REPORTS

A. December 2020 Electric Utility Department Report

Attachments:

1 december20 (PDF)

B. Engineering Monthly Report_December 2020

Attachments:

1 Engineering Monthly Report_December 2020 (PDF)

C. December 2020 Fire Report

Attachments:

1 December 2020 (PDF)

D. December 2020 Fleet service Report

Attachments:

1 Fleet Services Monthly Report.FY2021 (PDF)

E. GPD - December 2020 Monthly Report

Attachments:

1 GPD December 2020 Monthly Report (PDF)

F. December 2020 Human Resources/Risk Management Report

Attachments:

1 December 2020 Human Resources-Risk Management Report (PDF)

G. December 2020 Municipal Court Report

Attachments:

1 MC Monthly Report (PDF)

H. December 2020 Planning & Community Development Report

Attachments:

1 Monthly report December 2020 (PDF)

I. December 2020 Public Works Department Report

Attachments:

1 Public Works Monthly Report.FY2021.1 (PDF)

J. December 2020 Water Utilities Report

Attachments:

1 December 2020 Water Utilities Report (PDF)

K. Finance and IT Monthly Reports - December 2020

Attachments:

1 December 2020 Finance and IT Reports (PDF)

2 Grants-Monthly Rpts FY 20.21 (PDF)

3 GovDeal Monthly Report (PDF)

4 BudgetPerformanceReport - December 2020 (PDF)

20. EXECUTIVE SESSION

- A. Motion to adjourn Regular Meeting and enter into Executive Session pursuant to Section 30-4-70 (a)(1)(2) to discuss appointments and reappointments for the Board of Zoning Appeals and Planning Commission; to receive a quarterly legal update from the City Attorney on pending and adjudicated cases since last update, and to discuss proposed contractual arrangements for the GBA to serve as the City's Destination Marketing Organization.**
- 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.**

- 21. Motion to approve a Memorandum of Understanding naming Georgetown Business Association (GBA) as the City's Designated Marketing Organization for Fiscal Year 2020/2021.**

22. APPOINTMENTS

23. ADJOURNMENT

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



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

ORDINANCE

DOC ID: 3176

Council Meeting Date:	21 January 2021
Department:	Housing and Community Development
Issue Under Consideration:	Motion to approve an ordinance rezoning approximately .5 acres of land, owned by Thomas & Stephanie McCall, located at 1012 Front Street, from Core Commercial (CC) to Residential (R4)
Amount Requested:	N/A
Is Item in Current Budget?	N/A
If no, please explain:	N/A
Financial Impact:	N/A
Points to Consider:	• Thomas and Stephanie McCall have requested a rezoning of their property at 1012 Front Street to go from Core Commercial (CC) to Residential (R4). • Planning Commission held a public hearing on November 24, 2020 and gave a recommendation to approve the rezoning with a 4-0 vote in favor. • The .5 acre land had a Bed and Breakfast known as the Keith House for many years. • Bed and Breakfast Inns are allowed in CC but a single-family home is not, which is why they are requesting the rezoning to R4.
Options:	Approve or deny the rezoning to R4.
Staff Recommendation:	Approve rezoning.

Reviews:

Angela Rambeau Completed 12/07/2020 1:35 PM

City Attorney Completed 12/07/2020 4:12 PM

Sandra E. Yudice Ph.D. Completed 12/07/2020 4:22 PM

Stephanie Buccione Completed 12/11/2020 10:28 AM

Georgetown City Council Completed 12/17/2020 5:30 PM

Attachments:

- 1 Rezoning .5 ac McCall 1012 Front St (PDF)
- 2 McCall BZA Application (PDF)

Updated: 12/7/2020 1:33 PM by Matt Millwood

Page 1

- 3. 3 Nov 24 2020 PC Minutes (PDF)
- 4. 4 Art VII Single Family in R4 CC (PDF)
- 5. 5 Current Zoning Map CC (PDF)
- 6. 6 Proposed Zoning Map R4 (PDF)

**MOTION TO APPROVE AN ORDINANCE REZONING APPROXIMATELY .5 ACRES OF
LAND, OWNED BY THOMAS & STEPHANIE MCCALL, LOCATED AT 1012 FRONT
STREET, FROM CORE COMMERCIAL (CC) TO RESIDENTIAL (R4)**

AN ORDINANCE REZONING APPROXIMATELY .5 ACRES, OWNED BY THOMAS AND STEPHANIE MCCALL, LOCATED AT 1012 FRONT STREET, FROM CORE COMMERCIAL (CC) TO RESIDENTIAL (R4)

WHEREAS, pursuant to Title 6, Chapter 29 of the Code of Laws of South Carolina, the City of Georgetown enacted the Zoning Ordinance of the City of Georgetown, South Carolina; and

WHEREAS, Article XVIII, Section 1800 of the Zoning Ordinance of the City of Georgetown provides that the Zoning Ordinance may be amended from time to time by the Mayor and City Council; and

WHEREAS, the Planning Commission of the City of Georgetown, South Carolina held a special meeting and public hearing to receive public input regarding the rezoning request; and

WHEREAS, following the public hearing on November 24, 2020 and the 4-0 vote in favor of rezoning by the Planning Commission, the Mayor and City Council of the City of Georgetown have determined that the zoning boundaries as shown on the Official Zoning Map be revised and amended as follows:

Rezoning of property from Core Commercial (CC) to Residential (R4), property totaling approximately .5 acres located at 1012 Front Street, identified by the Georgetown County Tax Map as TMS# (05-0026-140-00-00).

For a more specific description of said property, see attached map.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Georgetown, in Council duly assembled, that the Future Land Use Map and Official Zoning Map of the City of Georgetown be amended by revising and amending the zoning boundaries of the Official Zoning Map, together with all explanatory matter herein as follows:

Rezoning of property from Core Commercial (CC) to Residential (R4), property totaling approximately .5 acres located at 1012 Front Street, identified by the Georgetown County Tax Map as TMS# (05-0026-140-00-00).

BE IT FURTHER ORDAINED, that such changes shall be made on the Official Zoning Map and Future Land Use Map. All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

ATTEST:

Stephanie Buccione, City Clerk

Brendon M. Barber, Sr., Mayor

First Reading: _____

Approved as to Form:

Second Reading: _____

Elise F. Crosby, City Attorney

Attachment: Rezoning .5 ac McCall 1012 Front St (3176 : Rezoning .5 ac McCall from CC to R4)



Rezoning Application

Tax Map Number 05-0026-140-00-00
 Area (sq. ft. or acres) — See Plat Map included for exact Footage of sides
 Physical Address of Property 1012 Front Street, Georgetown, S.C. 29440
 Existing Use of Property Residential
 Location of Property 1012 Front Street Georgetown, S.C. 29440
 Existing Zoning District Core Commercial Requested Zoning District R-4 (Residential)

Ownership Information:

Name: Thomas B. and Stephanie O. McCall
 Address: 1012 Front Street
 City: Georgetown State: SC Zip: 29440 Phone: 910-524-4706 (Stephanie Cell)
910-524-4735 (Benjie's Cell)

Agent Information:

Name: NA
 Address: NA
 City: NA State: NA Zip: NA Phone: NA

What road will provide access to the site: Front Street
 Is the access road a paved or unpaved road: Paved
 Approximately how many acres of the site is considered wetlands: 0 None
 Is any of the site considered a floodplain or floodway: Yes ☒ No
 Are high traffic patterns a concern in your area: Yes ☒ No

Important Notes:

- A plat of the property to be rezoned shall be submitted with this application.
- An application fee of \$150.00 must accompany application. GL# (0010.00.323.024)
- Notice to Adjacent Property Owners: The person requesting the Zoning Map Amendment must submit to the Building & Planning Department stamped envelopes with the following return address on the envelope: "Georgetown City Zoning" 120 N Fraser St, Georgetown, South Carolina 29440. Building & Planning staff will comprise a letter and a map and send them to the residents or businesses within two hundred (200) feet of the proposed rezoned property to notify them.
- It is understood by the undersigned that while this application will be carefully reviewed and considered the burden of proving the need for the proposed rezoning rest with the applicant.



Signature Page

Applicant/Agent hereby certifies that the information provided in this application is correct.

Owners:

<u>Thomas B. McCall</u>	<u>Thomas B. McCall</u>	<u>06 Oct 2020</u>
Print Name	Signature	Date
<u>Stephanie O. McCall</u>	<u>Stephanie O. McCall</u>	<u>13 Aug 2020</u>
Print Name	Signature	Date

Corporation/Partnership

N/A
 Print Corporation/Partnership Name (if in LLC or Corp. name please, provide authorization to sign)

N/A
 Print Name Signature Date

N/A
 Print Title and Name

Designation of Agent:

I (we) hereby appoint the person named as applicant as my (our) agent to represent me (us) and act on my (our) behalf in this request for rezoning, as he/she deems necessary and proper.

N/A
 Print Agents Name

N/A
 Signature of Agent Date

N/A
 Signature of Owner Date

N/A
 Witness Signature Date

Attachment: McCall BZA Application (3176 : Rezoning .5 ac McCall from CC to R4)

**Planning Commission Meeting
Minutes
November 24, 2020 at 6:00 PM Via Teleconference**

MEMBERS PRESENT: Winfred Pieterse, Joan Schmid, Gerald Williams, & William Gunter

MEMBERS ABSENT: Delores Gibson & Glenn Roberts

OTHERS PRESENT: Matt Millwood & Debra Grant

- I. **Call to Order**
- II. **Roll Call** (Board Secretary)
- III. **Public Hearing** (*Mr. Pieterse made a motion to open the Public Hearing; with there being no public input Mr. Gunter made a motion to close the Public Hearing and enter into the Regular Meeting; seconded by Ms. Schmid*).
- IV. **Approval of Minutes for October 27, 2020;** Mr. Williams made a motion to approve the minutes as written; seconded by Mr. Gunter, the motion carried 3 to 0 (*Mr. Pieterse was not present for the October meeting*)
- V. **Commission Considerations:**

1. **Consider and recommend the rezoning of approximately .5 acre at 1012 Front Street, from Core Commercial (CC) to Residential (R4).** Matt Millwood/City Staff told the Commissioners that the request comes from Mr. Thomas B. and Mrs. Stephanie O. McCall, they would like to rezone the property from Core Commercial to R4. The property is a double lot and it was previously called the Keith House (bed and breakfast). According to the zoning laws a property should be at least 2 acres to be considered for rezoning unless the property in question is adjacent to the requested zoning. In this case the property is adjacent to other R4 zoning. Matt stated that the zoning use chart was included in the packet on page #9. **Mrs. Stephanie McCall/Applicant** told the Commissioners that the request for the rezoning is to allow them to use this property as their primary residence, they have no intention of operating a business out of this home. **Mr. Pieterse** told the owners that the renovations are impressive and he is looking forward to seeing the finished product. **Matt/City Staff** made a correction by saying that this request will be to allow the McCall's to live in this house as a single family home, because the CC (Core Commercial district) does not allow single family dwelling, only multi family.

Motion: Mr. Gunter made a motion to recommend the rezoning of the .5 acre from Core Commercial to Residential R4, seconded by Ms. Schmid; the motion carried 4 to 0 by a roll call vote.

Discussion: Mrs. McCall asked if they should attend the Council meeting for the 2 readings. Mr. Pieterse said that they did not have to attend, but it would be good to answer any questions that may come up. (*Matt said he would call Mrs. McCall with the details of the Council meeting*)

2. **Consider and discuss substandard lots in the West End.** Matt Millwood/City Staff told the Commissioners that there are a lot of issues with small lots, and there are more request for variances. Changes were made in the reduction of area size, from 30% to 45%, this was done about a year ago, which would make a small lot buildable, however there is still a problem for many property owners. A draft of a text amendment is included in the packet (page 16),

703.501 Consistency with the Comprehensive Plan: The Master Planned zoning district designation and the Master Plan shall be consistent with the current City of Georgetown Comprehensive Plan.

703.502 Compatibility with Surrounding Areas: Development along the perimeter of a Master Planned District must be compatible with adjacent existing or proposed future development. In cases where there are issues of compatibility, the Master Plan shall provide for transition areas at the edges of the Master Planned district that allow for appropriate buffering and/or ensure a complementary character of uses. Complementary character is identified based on densities/intensities, lot size and dimensions, street and block grid pattern, building height, building mass and scale, hours of operation, exterior lighting, landscaping, and siting of service areas.

703.503 Consistency with the Zoning Ordinance: Along with the consistency to the current Comprehensive Plan, the Master Planned zoning district and development shall conform to the minimum standards of the City of Georgetown Zoning Ordinance, including the Overlay District where applicable, unless more stringent standards are detailed in the Terms and Conditions section of the Master Planned district design.

703.504 Location: All Master Planned districts may be located anywhere within the city as long as other standards of this ordinance can be met.

703.505 Size: Minimum size restrictions are as follows:

- a. Master Plan-Residential (MP-R) districts shall be at least three (3) acres.
- b. Master Planned Commercial (MP-C) and Master Planned Business/Industrial Park (MP-BIP) districts shall be at least five (5) acres.

**However, City Council may reduce these size requirements where appropriate based on physical development constraints, protection of environmentally-sensitive natural areas, or the promotion of a community goal when more conventional development or subdivision would be difficult or undesirable give the constraints on development.*

704 Zoning District Use Classifications Chart

The Use Classifications Chart identifies both permitted and conditional uses for each Zoning District. See Table 704: Use Classification.

“P” indicates that the use is a permitted use in the Zoning District

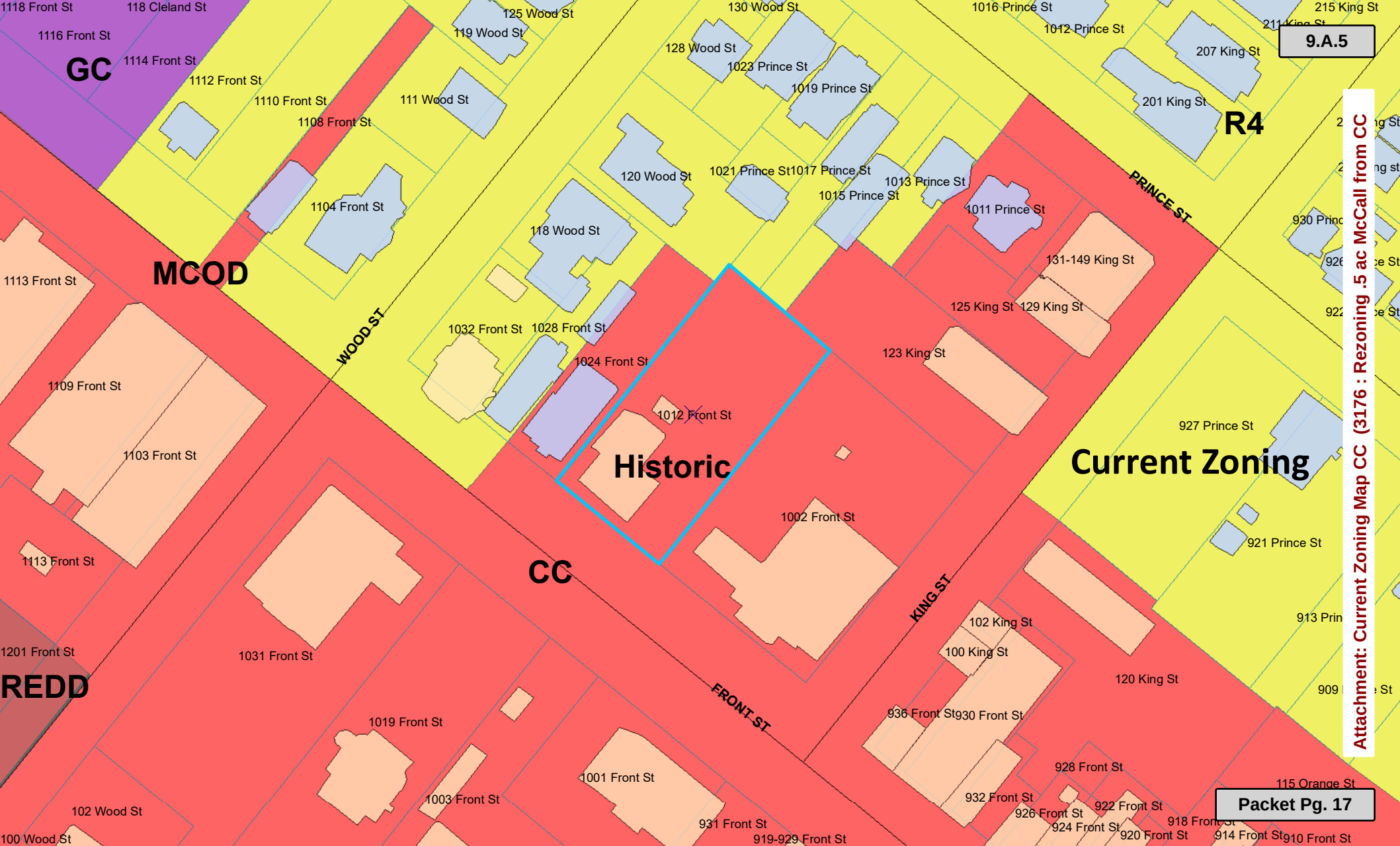
“C” indicates that the use is a conditional use in the Zoning District. The Article and Section Number noted in the “Conditions” column reference the additional requirements for approval.

Blank space indicates that the use is not permitted in the Zoning District.

Residential Use Classifications	RI	R2	R3	R4	R5	MR	Conditions
Accessory Dwelling	P	P	P	P	P		
Adult Mini-day Care	C	C	C	C	C		Article 4, Section 417
Barber Shop					C		Article 4, Section 418
Beauty Shop					C		Article 4, Section 418
Bed & Breakfast Inn	C	C	C	C	C		Article 4, Section 408
Church	C	C	C	C	C		Article 4, Section 418
Courthouse		C	C	C	C		Article 4, Section 418
Customary General Farming	P	P	P	P	P		

Residential Use Classifications	R1	R2	R3	R4	R5	MR	Conditions
Duplex		C	C	C	C		Article 4, Section 420
Eleemosynary Club					C		Article 4, Section 418
Fraternal Organization	C	C	C	C	C		Article 4, Section 421
Funeral Home				C			Article 4, Section 421
Garage Apartment		P	P	P	P		
Group Dwelling			P	P			
Home Occupation	P	P	P	P	P	P	
Hospital						P	
Accessory Building to Hospital						P	
Library			C	C	C		Article 4, Section 418
Lodges					C		Article 4, Section 418
Mini-day Care	C	C	C	C	C		Article 4, Section 416
Manufactured Home			C		C		Article 4, Section 419
Multi-Family			C	C	P		Article 4, Section 415
Multi-level Parking Facility						P	
Museum				C			Article 4, Section 418
Non-commercial Accessory Building	P						
Not for Profit Clubs				C			Article 4, Section 421
Nursing Home	C	C	C	C	C		Article 4, Section 413
Offices				C			Article 4, Section 421
Park	C	C	C	C	C		Article 4, Section 418
Post Office				C			Article 4, Section 418
Public Assembly Hall				C			Article 4, Section 418
School for General Education	C	C	C	C	C		Article 4, Section 414
Single Family Home	P	P	P	P	P	P	
Substation	C	C	C	C	C		Article 4, Section 412
Taxi Stand			C	C			Article 4, Section 418
Two Family Dwelling		P	P	P	P		
Water Tower	C	C	C	C	C		Article 4, Section 411
Commercial Use Classifications	IC	CC	WC	NC	GC		Conditions
Adult Day Care Center					C		
Animal Hospitals and Veterinary Clinics	C	C			P		Article 4, Section 438
Armory	P				P		Article 4, Section 438
Assembly Halls, Coliseums, Gymnasiums, and Similar Uses	C				P		Article 4, Section 438
Automotive Repair Shop	P				P		

Commercial Use Classifications	IC	CC	WC	NC	GC		Conditions
Publicly Owned and Operated Buildings, Facilities, and Land				C			Article 4, Section 427
Recycling Material Recovery Centers					C		Article 4, Section 418
Repair Shop (excluding automotive)	P	P			P		
Restaurant (excluding drive-In)	C	P			P		Article 4, Section 438
Restaurant	C				P		Article 4, Section 438
Retail Store	P	P			P		
Schools	C				P		Article 4, Section 438
Seafood Establishment (wholesale/retail)			P				
Sign Painting and Fabrication Shop	P				P		
Single Family Dwelling	C			P	P		Article 4, Section 438
Skating Rink	C				P		Article 4, Section 438
Substation	C	P	C	C	P		Article 4, Section 417
Taxi Stand				P			
Theater (Indoor only)	C	P			P		Article 4, Section 438
Trucking Terminal/Transfer Co	C				P		Article 4, Section 438
Union Hall				P			
Uses Located Over Water		C					Article 4, Section 423
Utility Installation			C		C		Article 4, Section 418
Watchmen/Caretaker Dwelling			P		P		
Water Tower	C				C		Article 4, Section 411
Wholesale and warehouse in enclosed building	P				P		
Uses customarily accessory to permitted uses, but not to include open air storage		P		P			
Other Use Classifications	HI	LI	CP	PS			Conditions
Accessory Structure (Detached)				P			
Animal Hospitals and Veterinary Clinics		P					
Animal Shelter, including crematorium	P						
Armory	P	P		P			



9.A.5

R4

MCOD

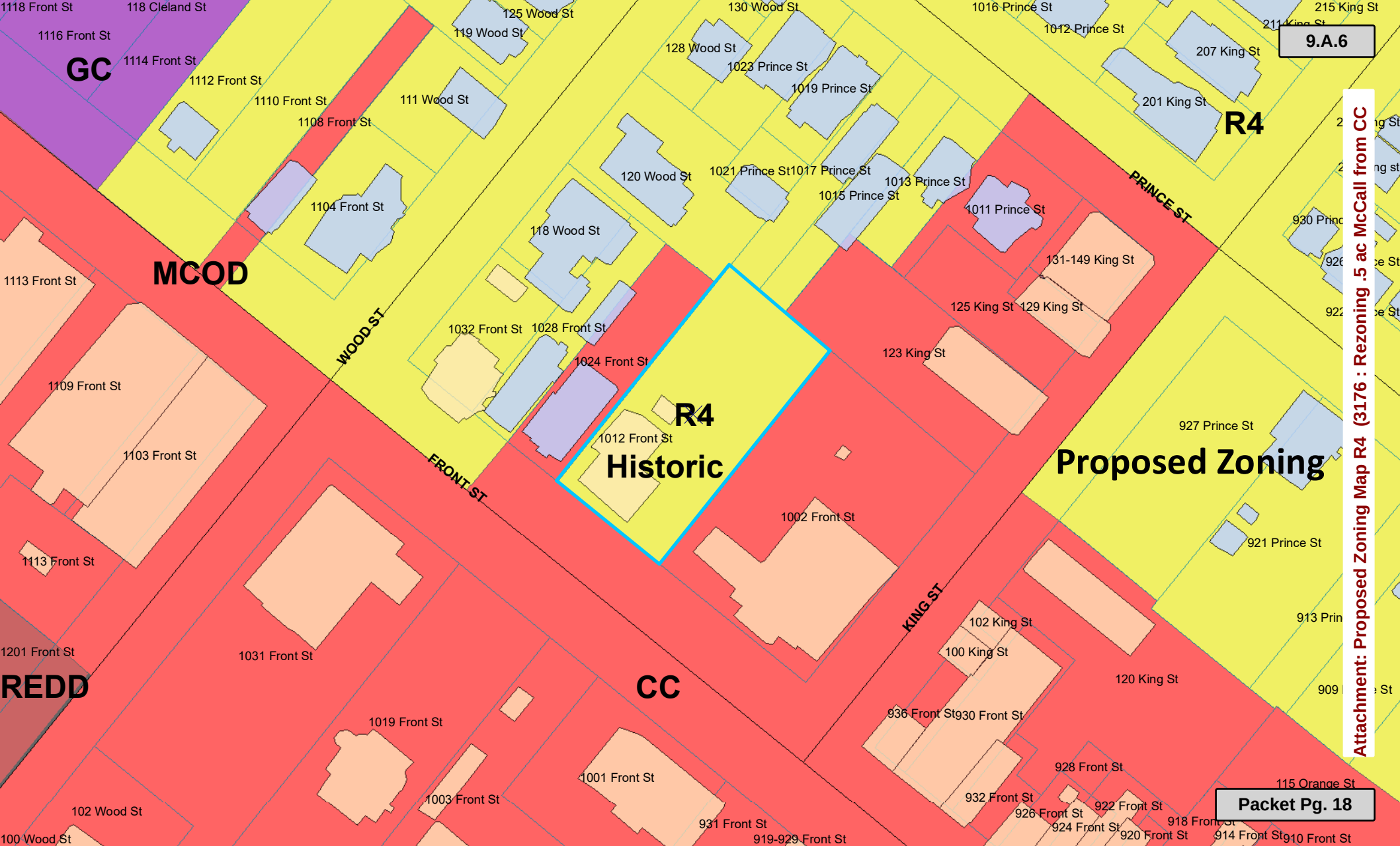
Historic

CC

Current Zoning

Attachment: Current Zoning Map CC (3176 : Rezoning .5 ac McCall from CC

Packet Pg. 17



GC

MCOD

REDD

CC

**R4
Historic**

R4

9.A.6

Proposed Zoning

Packet Pg. 18

Attachment: Proposed Zoning Map R4 (3176 : Rezoning .5 ac McCall from CC



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

ORDINANCE

DOC ID: 3197

Council Meeting Date:	21 January 2021
Department:	Housing and Community Development
Issue Under Consideration:	Motion to approve an ordinance amending the City of Georgetown Zoning Ordinance Article IX, Section 909, Exceptions for Existing Residential Footprints.
Amount Requested:	N/A
Is Item in Current Budget?	N/A
If no, please explain:	N/A
Financial Impact:	N/A
Points to Consider:	• There are numerous substandard lots in the City relative to lot area and street frontage. • In an effort to help citizens and property owners in the City of Georgetown redevelop their property, we drafted a text amendment that could help them rebuild back in the existing footprint of the original house. • The placement and design of the new home must meet all criteria of Section 909 to qualify. • It basically means they would be able to rebuild their home within the setbacks on the lot, if the original house was already located within those setbacks. • Section 909 text amendment was taken before the Planning Commission on December 22, 2020 and they voted to a 3-3 tie on recommending this to Council.
Options:	Approve or deny the text amendment.
Staff Recommendation:	Staff recommends approval.

Reviews:

Angela Rambeau Completed 01/12/2021 3:23 PM

City Attorney Completed 01/13/2021 11:56 AM

Sandra E. Yudice Ph.D. Completed 01/13/2021 1:57 PM

Stephanie Buccione Completed 01/15/2021 11:00 AM

Georgetown City Council Pending 01/21/2021 5:30 PM

Updated: 1/15/2021 11:00 AM by Stephanie Buccione

Page 1

Attachments:

1. 1 Text Amendment Art IX Ord (PDF)
2. 2 ARTICLE IX EXCEPTIONS AND MODIFICATIONS redlined (PDF)
3. 3 December PC Minutes Sec 909 (PDF)

**MOTION TO APPROVE AN ORDINANCE AMENDING THE CITY OF GEORGETOWN
ZONING ORDINANCE ARTICLE IX, SECTION 909, EXCEPTIONS FOR EXISTING
RESIDENTIAL FOOTPRINTS.**

**AN ORDINANCE AMENDING THE CITY OF GEORGETOWN ZONING ORDINANCE
ARTICLE IX, SECTION 909, EXCEPTIONS FOR EXISTING RESIDENTIAL FOOTPRINTS**

WHEREAS, pursuant to Title 6, Chapter 29 of the Code of Laws of South Carolina, the City of Georgetown enacted the Zoning Ordinance of the City of Georgetown, South Carolina; and

WHEREAS, Article XVIII, Section 1800 of the Zoning Ordinance of the City of Georgetown provides that the Zoning Ordinance may be amended from time to time by the Mayor and City Council; and

WHEREAS, the Planning Commission of the City of Georgetown, South Carolina held a public hearing regarding the proposed amendment to Article IX, Section 909; and

WHEREAS, following the public hearing on December 22, 2020 and the vote by Planning Commission of 3-3 on amending the Zoning Ordinance to change the text for Article IX, Section 909, the Mayor and City Council of the City of Georgetown feel it is in the best interest of the City of Georgetown to amend the ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Georgetown, South Carolina that Article IX, Section 909 of the City of Georgetown Zoning Ordinance be amended as follows:

909 Exceptions for Existing Residential Footprints

Any single-family dwelling unit (not including mobile or manufactured homes) on any undersized, residentially zoned, lot of record (see Article VIII) that is scheduled to be demolished and rebuilt due to dilapidation, substantial damage, or other acts of God, may subsequently be rebuilt within the existing footprint of the former single-family dwelling unit on said parcel (primary structures only). This shall not apply to dwellings that are over the property line. Property owners should make every attempt to rebuild outside the required setbacks. This exception shall only apply to single-family dwellings when the following requirements are met:

- a survey of the original dwelling showing the existing footprint must be made prior to demolition, and
- construction for the new dwelling must start within six (6) months of demolition (ref. 400.3), and
- all other regulations of this ordinance shall be met.

The new site plan shall be reviewed and approved by the Zoning Administrator.

ATTEST:

Stephanie Buccione, City Clerk

Brendon M. Barber Sr., Mayor

First Reading: _____

Approved as to Form:

Second Reading: _____

Elise F. Crosby, City Attorney

Attachment: Text Amendment Art IX Ord (3197 : Text Amendment Section 909)

ARTICLE IX: EXCEPTIONS AND MODIFICATIONS

900 Lot of Record

Where the owner of a lot does not own sufficient land to enable him to conform to the minimum lot area, width and street frontage requirements of this Ordinance, such lot may nonetheless be used as a building site, provided that said lot dimensions and frontage are not more than forty-five (45) per cent below the minimum specified in this Ordinance. Where the forty-five (45) per cent dimensional and frontage waiver set forth in this section does not provide sufficient relief in order to build, an application may be submitted to the Board of Zoning Appeals for a variance from the terms of this Ordinance, in accordance with variance provisions established by this Ordinance. (amended 1-17-19)

901 Adjoining and Vacant Lots of Record

A plot of land consisting of one or more adjacent lots in single ownership, where one or more or [are] less than the lot standards of this Ordinance, such group of lots shall be considered as a single lot or several lots of minimum permitted size, and the lot or lots in one ownership shall be subjected to the requirements of this Ordinance.

902 Front Yard

The front yard requirements of this Ordinance for Residential Districts shall not apply to any lot where the average depth of existing front yards on developed lots, located within one hundred feet on each side of such lot and within the same block and zoning district and fronting on the same street as such lot, is less than the minimum required front yard depth. In such case, the minimum front yard shall be the average of the existing front yard depths on the developed lots.

903 Setback Exceptions on Residential Lots

Accessory Structures for residential uses may be located in the rear yard setback no closer than five feet from the property line. Such structure locations require approval from the Zoning Administrator.

904 Exception on Height Limits

The height limitations of this Ordinance shall not apply to church spires, belfries, cupolas and domes not intended for human occupancy, monuments, water towers, observation towers, transmission towers, windmills, chimneys, smoke stacks, derricks, conveyors, flag poles, radio towers, masts, and aerials.

905 Group Housing

In the case of a group housing project of two or more buildings to be constructed on a plot of ground of at least one acre not subdivided into the customary streets and lots, and which will not be so subdivided, or where the existing or contemplated street and lot layout make it impractical to apply the requirements of this Ordinance to the individual building units in such housing projects, an exception to the terms of this Ordinance may be made by the City of Georgetown Zoning Administrator in a manner that will be in harmony with the character of occupancy and which would result in an intensity of land use no higher and a standard of open space no lower than that permitted by this Ordinance in the district in which the project is located, or a smaller area per family than the minimum required in such district, or a greater height or a larger coverage than the requirements of this Ordinance permit in such a district.

906 Buildings and Structures Allowed in Front of the Principal Building.

The requirement that all accessory buildings and structures are required to be located behind the principal building shall not apply to fences, gasoline service station fuel pump canopies, and signs.

907 Exception for Buildings in the Core Commercial District.

The limitation of not more than four separate commercial establishments in one structure containing a total of not more than 7,500 square feet of floor area shall not apply to buildings in the Core Commercial District.

908 Existing Mobile Homes in the R5 Zoning District

Any mobile home or manufactured home, as those terms are defined in Art. III, 334, 335 of the Zoning Ordinance, that is located within any R5 District may be subsequently replaced with a new manufactured home provided the replacement is permitted within **six months** from the date of removal of the existing unit. A new manufactured home is defined as one that is purchased from a dealer and has never been titled before.

909 Exceptions for Existing Residential Footprints

Any single-family dwelling unit (not including mobile or manufactured homes) on any undersized, residentially zoned, lot of record (see Article VIII) that is scheduled to be demolished and rebuilt due to dilapidation, substantial damage, or other acts of God, may subsequently be rebuilt within the existing footprint of the former single-family dwelling unit on said parcel (primary structures only). This shall not apply to dwellings that are over the property line. Property owners should make every attempt to rebuild outside the required setbacks. This exception shall only apply to single-family dwellings when the following requirements are met:

- a survey of the original dwelling showing the existing footprint must be made prior to demolition, and
- construction for the new dwelling must start within six (6) months of demolition (ref. 400.3), and
- all other regulations of this ordinance shall be met.

The new site plan shall be reviewed and approved by the Zoning Administrator.

Editor's note (Ord. of 2-19-04) (added Article IX, Section 903 ord. of 4-21-11) (Ord. of 3-20-14) (Ord. Section 900 amended 1-17-19) (Ord. Section 909 amended 2-18-21)

**Planning Commission Meeting
Minutes
December 22, 2020 at 6:00 PM Via Teleconference**

MEMBERS PRESENT: Winfred Pieterse, Joan Schmid, Gerald Williams, William Gunter, Delores Gibson, & Glenn Roberts

MEMBERS ABSENT: None

OTHERS PRESENT: Matthew Millwood & Debra Grant

- I. **Call to Order**
- II. **Roll Call (Board Secretary)**
- III. **Public Hearing** (*Mr. Pieterse made a motion to open the Public Hearing*)
 - **Ms. Ede Graves/BZA Member** stated that she feels the request for the text amendment for Article IX; Section 909 is not necessary; the 45% grace percentage that was previously allowed by the zoning ordinance is adequate. Ms. Graves said she feels that if this decision is left in the hands of those on the streets (staff) and have them make these decisions it could be trouble-some. Ms. Graves also stated that because of the strict guidelines that are followed by the BZA such matters could be handled, and this should not become a political issue. Ms. Graves said there has only been two issues that came before the Board since she has been a member and both have been handled reasonably, she said what the BZA would like to see happen is the Zoning Department working with the home owners; the most recent case that came before the BZA was a matter that only required the home being repositioned on the lot, a variance was not needed. In conclusion she said the BZA would like to see the ordinance stay the way it is.
 - **Mr. John Kester/Chairman of the BZA** told the Commissioners that he submitted a letter (in BZA file) and stated that special exceptions are not needed. He said the BZA operates under the guidelines of the state law. Mr. Kester said he has heard 3 cases in the last 7 years of him sitting on the Board and they had been handled reasonably and asked that no changes be made to Section 909 of the Zoning Ordinance.
(*With there being no other Public Input; Mr. Roberts made a motion to close the Public Hearing and enter into the Regular Meeting; seconded by Mr. Gunter; the motion carried 6 to 0 by a roll call vote*)
- IV. **Approval of Minutes for November 24, 2020;** Mr. Gunter made a motion to approve the minutes as written; the motion carried unanimously.
- V. **Commission Considerations:** (*Mr. Pieterse amended the agenda to hear item #2 first.*)
 1. **Consider and recommend a text amendment to Article IX, Section 909 of the Zoning Ordinance for the City of Georgetown.** Matt Millwood/City Staff told the Commissioners that Staff came up with a new exception to the Zoning Ordinance to try and help owners of structures that may have had damages from hurricanes, floods, fire, or homes that are severely dilapidated (which there are over 60 of these within the city) that needs to be removed to clean up the neighborhoods. The city was just awarded a grant in conjunction with Waccamaw Regional Council of Government for \$375,000 to assist with the removal of

Attachment: December PC Minutes Sec 909 (3197 : Text Amendment Section 909)

dilapidated structures on the West End. The issue is that owners are afraid to tear down their homes because they may not be able to rebuild, this is the reason for this request to try and relieve that situation. Some of the lots are very small and the setbacks cannot be met. Mr. Kester and Mrs. Graves are correct in saying there is a variance process for this, however putting some of the owners through the process is very difficult and they feel they will not be granted a variance. This is why staff is trying to put a mechanism in place. In last month's meeting this was brought up as a discussion item and Ms. Schmid gave a lot of feedback and we have implemented some of them into this draft. Matt said this is not for everyone, it is for certain properties in the city, and there are qualifications that have to be met before they are considered for the exception:

1. **It must be a single family house** (no duplexes, multi-family, or mobile homes)
2. **It must be on a under-sized lot** (R-4 requires at least 8,000 sq. ft. to be a buildable lot; so if the parcel is 8,000 sq. ft. or more it does not qualify)
3. **It must be a residentially zoned parcel** (A lot of single family homes are on GC zoned lots and they would not qualify)
4. **Accessory structures do not qualify** (if an accessory structure is damaged this exception would not apply to that)
5. **The owner must start to rebuild within 6 months** (get a building permit)
6. **A survey will be required**

Matt said all these things will be looked at by Staff before someone is allowed this exception. This was reviewed by the City Attorney and approved as a legal exception. **Mr. Pieterse** said he knows there are a lot of problems on the West End due to lot sizes, and wanted to know how the property owners and/or neighbors be notified of what would be happening to the property. **Matt/City Staff** said nothing is written in this ordinance pertaining to that, because it is an exception, there would not be any notices or posting of signs on the properties, because this is not a public meeting, it is simply to allow the property owners to be able to rebuild on their property if they meet all written requirements. **Mr. Pieterse** asked if there was a certain percentage of damage that constitutes demolition or substantial damages. **Matt/City Staff** said the Building Official, Rick Martin, would determine if a structure is dilapidated based on Building Codes, however substantial damaged is defined as 50% or more of the fair market value when it comes to most instances. **Mr. Roberts** asked for some clarity on the 6 month requirement. **Matt/City Staff** said the construction of the new dwelling should start within 6 months of the demolition. **Mr. Roberts** asked if there would be an exception to this time frame if the owners run into issues that would prevent them from beginning construction within that 6 months. **Matt** said there is the appeals process that would allow the owner to appeal anything within the Zoning Ordinance. The six months is referenced in the Zoning Ordinance for other things (such as Section 400.3) and that is what Staff decided on. **Mr. Roberts** asked if there are any down-sides to this recommendation. **Matt** said the BZA members pointed out some things, however Staff has tried to make this something good for the residents/property owners, however he said if there is an issue it might be if the home that is being removed is approximately 1 ft. from the property line and the owner builds back in the same footprint it might pose a problem. **Mr. Roberts** asked if there would be some way that the Staff could ask the owners to move away from the property line. **Matt** said the verbiage ask that the owner make every attempt to comply with the setbacks. **Mr. Roberts** asked if this is approved would it save the citizens from having to pay the \$150.00 BZA application fee and having to go before the Board. **Matt** said yes that would mean that they would not have to go before the BZA board, unless they are seeking other variances. **Ms. Schmid** asked if anyone in the City did a survey on how many properties are affected by this. **Matt** said he did not think an official survey had been done, but would guess that there were approximately 50% of the Historic District and 25% of the West End, that

does not meet the setbacks. **Ms. Schmid** said she has concerns about this, because the same house that is currently on the property cannot be rebuilt, it would be a new structure that would have to comply with the current zoning laws. **Ms. Schmid** said the \$150.00 would not be an issue when compared to the other expenses of building a home. In conclusion she said she doesn't feel like this is something that should be used in the City and it would open a can of worms, give people false hope, and wouldn't help as much as we think it would. **Mr. Roberts** said that perhaps having something in place to warn the owners or new buyer that a new home could not be built in the same footprint, and under the current building codes.

Motion: Mr. Williams made a motion to approve the text amendment as presented, seconded by Mr. Pieterse; the vote was 3 to 3 by a roll call vote. (*Matt said this Board is a recommending body and it will be taken to City Council with the understanding that it was a 3 to 3 vote by Planning Commission, and Council can make the call on the text amendment*).

2. **Review and approve an easement plat for Mr. Hall at 1021 Duke Street.** **Matt Millwood/City Staff** said the property owner has revitalized a home on his property (Lot "B") and is currently building a new home on the rear of his lot. The property in the very back is owned by Mr. Hall's wife (Lot "A"), the project went to ARB first and has been approved contingent upon the easement approval from this Board. This is a land-locked piece of property and needs a dedicated easement to access this lot. **Matt** said he forgot to bring this before the Planning Commission for the approval of the easement before it was presented to the ARB. The request is for a 10 ft. easement to access Lot "A", this property was divided to make Lot "A" and "B" in 1972. The original Zoning Ordinance was done in 1969 and revised in 1973. **Mr. Pieterse** asked if the current driveway that leads to the back of the property would be the easement if approved, and asked about the fire protection. **Matt** said he didn't know what the fire requirements are and said he didn't think it would be an issue because the development still meets minimum setback requirements. **Matt** said the Staff has reviewed the plans and the proposed structure meets all setbacks. **Mr. Gunter** said he went onsite and the construction has begun and the foundation looks close to the main house. **Matt** said the house that is being built is going to be a garage apartment (600 sq. ft.) and it is located on Lot "B" and has been approved. **Mr. Gunter** said he thought a buildable lot had to be a minimum of 5,000 sq. ft. and Lot "A" is only 3,688 sq. ft., he asked if it was large enough to build a structure. **Matt** said yes, it is a lot of record and there is nothing that the City can do about that, it does have to have a certain amount of square footage to be buildable, however the 45% reduction of lot area in Section 900 can be used in this case, and all the setbacks would be met. **Mr. Gunter** said he was concerned about that. **Ms. Gibson** asked what type of materials will be used to make the easement. **Matt** said the ordinance just requires a hard dust-free surface, it does not have to be asphalt or concrete. **Mr. Roberts**, asked if the structure could be as large as the lot is as long as the setbacks are met. **Matt** said that is true, a single family dwelling just has to meet the setbacks. **Mr. Roberts** asked if the proposed structure would cover the entire lot, with the exception of the setbacks. **Matt** said, the design that was submitted by the designer does have the structure covering almost the entire lot, minus the setbacks. **Mr. Pieterse** asked if the ARB looks at the conformity of the neighborhood. **Matt** said from the COA given by the ARB, it looks like everything was met.

Motion: Ms. Schmid made a motion to approve the easement plat for 1021 Duke Street, seconded by Mr. Williams; the motion carried 6 to 0 by a roll call vote.



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

ORDINANCE

DOC ID: 3198

Council Meeting Date:	21 January 2021
Department:	Housing and Community Development
Issue Under Consideration:	Motion to approve an ordinance amending the City of Georgetown Zoning Ordinance Article VIII, Footnote #12
Amount Requested:	N/A
Is Item in Current Budget?	N/A
If no, please explain:	N/A
Financial Impact:	N/A
Points to Consider:	• We noticed that this setback provision was removed from Article VIII of the Zoning Ordinance. • It serves as a good exception to the side yard setbacks for substandard lots in the Residential (R5) zoning district. • This text amendment would add this setback chart, for lots less than fifty (50) feet in width, back to the footnotes section of Article VIII. • This was taken to the Planning Commission on December 22, 2020 and with a unanimous vote of 6-0, PC recommended approving this text amendment.
Options:	Approve or Deny text amendment.
Staff Recommendation:	Approval

Reviews:

Angela Rambeau Completed 01/12/2021 3:28 PM

City Attorney Completed 01/13/2021 11:56 AM

Sandra E. Yudice Ph.D. Completed 01/13/2021 12:09 PM

Stephanie Buccione Completed 01/15/2021 10:59 AM

Georgetown City Council Pending 01/21/2021 5:30 PM

Attachments:

1. 1 Text Amendment Art VIII Footnote 12 Ord (PDF)
2. 2 ARTICLE VIII AREA YARD AND HEIGHT redlined (PDF)
3. 3 Dec PC Minutes Footnote 12 (PDF)

**MOTION TO APPROVE AN ORDINANCE AMENDING THE CITY OF GEORGETOWN
ZONING ORDINANCE ARTICLE VIII, FOOTNOTE #12**

**AN ORDINANCE AMENDING THE CITY OF GEORGETOWN ZONING ORDINANCE
ARTICLE VIII, FOOTNOTE #12**

WHEREAS, pursuant to Title 6, Chapter 29 of the Code of Laws of South Carolina, the City of Georgetown enacted the Zoning Ordinance of the City of Georgetown, South Carolina; and

WHEREAS, Article XVIII, Section 1800 of the Zoning Ordinance of the City of Georgetown provides that the Zoning Ordinance may be amended from time to time by the Mayor and City Council; and

WHEREAS, the Planning Commission of the City of Georgetown, South Carolina held a public hearing regarding the proposed amendment to Article VIII, Footnote #12; and

WHEREAS, following the public hearing on December 22, 2020 and the vote by Planning Commission of 6-0 in favor of amending the Zoning Ordinance to change the text for Article VIII, Footnote #12, the Mayor and City Council of the City of Georgetown feel it is in the best interest of the City of Georgetown to amend the ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Georgetown, South Carolina that Article VIII, Footnote #12 of the City of Georgetown Zoning Ordinance be amended as follows:

ARTICLE VIII: Area, Yard and Height Requirements

12 Lots of record that are less than fifty (50) feet in width shall have the following minimum side yard setbacks:

TABLE INSET: Width of Lot	Minimum Side Yard Setback (in feet)	Minimum Building Width
45 feet to 49	6	35
40 to 44	5	30

(amended 2-18-21)

ATTEST:

Stephanie Buccione, City Clerk

Brendon M. Barber Sr., Mayor

First Reading: _____

Approved as to Form:

Second Reading: _____

Elise F. Crosby, City Attorney

ARTICLE VIII: AREA, YARD AND HEIGHT REQUIREMENTS

District	Minimum Lot Size		Minimum Setback from Property Line					
	Area in Square Feet	Area in Acres	Lot Width at Building Line	Front	Side	Rear	Principal Street Side on Corner Lot ¹⁶	Maximum Height of Structure
R1 Residential	10,000	--	70	30 ¹¹	10	20	15	35
R2 Residential	8,000 ¹	--	60 ²	30 ¹¹	10	20	15	35
R3 Residential	8,000 ^{3,12} 12000 ^{2,14} (MF)	--	60 ⁴	30 ¹¹ 35 ¹¹	8 30	10 30	12 45	35
R4 Residential	6,000 ^{3,15} 10000 ^{3,15} (MF)	--	60 ⁵	25 ¹¹ 25 ¹¹	8 10	10 15	12 15	35
R5 Residential ¹⁰	5,000 ³	--	50	20 ¹¹	7 ¹²	10	10.5	35
MR Residential ¹³	10,000	--	70	30 ¹¹	10	20	15	35
IC Commercial	2,500	--	25	0 ⁶	0 ⁶	25	0 ⁶	35
CC Commercial	--	--	N/A	N/A	N/A ⁷	N/A ⁷	N/A ⁷	45
WC Commercial	15,000	--	70	30	10	20	15	35
GC Commercial	10,000	--	60	50 ⁸	10	10	15	35
NC Commercial	6,000	--	60	25	8	10	12	35
PS Public Service	10,000	--	60	50 ⁸	10	10	15	35
LI Industrial	--	1	100	40	20	20	30	35 ⁹
HI Industrial	--	5	300	40	20	25	30	35 ⁹
CP Conservation	--	--	N/A	30	N/A	N/A	N/A	25

- 1** Additional dwelling units require 4,000 square feet of lot area per unit.
- 2** Minimum lot width for a duplex is 70 feet.
- 3** Additional dwelling units require 4000 square feet of lot area per unit. Buildings shall not cover more than 35% of the lot area (including overhangs).
- 4** Minimum lot width for a duplex and multi-family unit is 75 feet.
- 5** Minimum lot width for a duplex and multi-family unit is 70 feet.
- 6** These yard requirements do not apply to corner lots. On a corner lot, a 15 foot setback shall be established for the front yard and the side yard adjacent to the street.
- 7** When contiguous to either R1, R2, R3 or R4 districts, the side and rear yard requirements for said residential district shall apply, except where the commercial structure is located on a corner lot, then no side yard shall be required.
- 8** The minimum front yard setback only applies to those lots fronting on U.S. 17, U.S. 521 and U.S. 701. For lots fronting other streets in this District, the minimum front yard shall be 25 feet.

- 9 The maximum height requirements may be waived if a permitted use can provide its own fire protection.
- 10 Yard requirements from property line measured from face of wall.
- 11 Open air or screened-in front porches to encroach up to 8 feet into the front setback.
- 12 ~~See Section 715.31 for side setbacks for lots less than 50 feet in width.~~ Lots of record that are less than fifty (50) feet in width shall have the following minimum side yard setbacks:

TABLE INSET: Width of Lot	Minimum Side Yard Setback (in feet)	Minimum Building Width
45 feet to 49	6	35
40 to 44	5	30

(amended 2-18-21)

- 13 The maximum height requirement may be waived up to 70 feet for the present hospital building, appurtenances and attachments with the approval of the Georgetown Fire Department. Where the district abuts any residential zoning district, the setback shall be increased two feet for each additional one foot of height above 35 feet. (amended 4-21-05)
- 14 Multi-Family and/or duplex dwelling units shall have a density of no more than 6 dwelling units per net acre. The net density is calculated by the dwelling units per acre excluding the streets, rights of ways, dedicated easements, wetlands, and ponds. (amended 11-15-07)
- 15 Multi-family and/or duplex dwelling units shall have a density of no more than 14 units per net acre. The net density is calculated by the dwelling units per acre excluding the streets, rights of ways, dedicated easements, wetlands, and ponds. (amended 11-15-07, 2/21/19)
- 16 Reference from Article V, Section 502, Corner Lots.

Editor's note (Ord. of 2-19-04; Ord. of 4-21-05(2)); (amended Ord. of 4-21-11); (amended Ord. CC Height of 3-19-15); (amended Ord Sec. 415.302 of 2/21/19); (amended #12 Ord. of 2-18-21)

3. **Consider and recommend a text amendment to Article VIII, Footnote #12 of the Zoning Ordinance for the City of Georgetown.** Matt Millwood/City Staff told the Commissioners that this is a footnote to the Area, Yard and Height Requirement; at some point this was changed and removed and at this time Staff would like to insert it to help the residents in R-5. This will help with small lots and give a stair step effect for the setbacks. Mr. Pieterse said he is aware of the small lots and they need help to be able to help property owners.

Motion: Ms. Schmid made a motion to approve the text amendment to re-insert this table in the ordinance; seconded by Mr. Roberts; the motion carried 6 to 0 by a roll call vote.

4. **Consider and recommend a text amendment to Article III, IV, and VII of the Zoning Ordinance for the City of Georgetown to add Solar Energy Systems.** Matt Millwood/City Staff said it has been 2 years since this had been brought before this Board for discussion, and at this time the City is setup to provide the calculations and supplying the solar energy into the grids for the Solar System. City Council did approve the Interconnection Agreement, which is the agreement between the City and the home owner. At this time we need the zoning regulations for the placement of the solar units. Article III (definition), Article IV (General Provisions), and Article VII (Uses) all need to be amended. This will be used in every zoning district except the CP (Conservation Preservation) district. Changes and edits have been made to make the regulations needed. Ms. Schmid asked about easements for access to sun lights, because she is concerned about someone building a structure that prevents someone from having access to the sun for the solar systems, and asked if any provisions were added to help with this. Matt said no, however the solar systems will be placed on the roofs and there is a maximum height requirement, so this should not be an issue. Matt said he doesn't see the solar systems taking off in the Historic District because of the protective tree ordinance. Mr. Pieterse asked if the solar systems are requested in the Historic District, would it have to be approved by the ARB. Matt said this has not been discussed with the ARB yet, however it is noted in the ordinance that anything in the Historic District has to be approved by the ARB, and it will be added to the ARB guidelines. Mr. Roberts asked if this ordinance apply to residential, commercial, and City. Matt said the City has to abide by any rules that are in the Zoning Ordinance and Code of Ordinance. The City has discussed it and is not interested in allowing a solar farm. This design is mostly for homes and businesses that would like to install them on roof tops and meet the regulations and what the City is equipped to handle. Mr. Roberts informed the Board that his previous employment was in solar systems.

Motion: Mr. Gunter made a motion to approve as written and presented, seconded by Mr. Williams; the motion carried 6 to 0 by a roll call vote.

VI. Board Discussion:

- Matt told the Board that trainings for the upcoming year is needed and the Staff will forward the training schedule as soon as it is available.
- Matt asked that any of the Board members that are interested in joining the Comprehensive Plan Task Force should contact him. *(Mr. Pieterse ask that Matt include him on the Comp. Plan Task Force)*
- Mr. Pieterse said he appreciated the input from the BZA members and wished everyone a Merry Christmas and Happy New Year.



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

ORDINANCE

DOC ID: 3199

Council Meeting Date:	21 January 2021
Department:	Housing and Community Development
Issue Under Consideration:	Motion to approve an ordinance amending the City of Georgetown Zoning Ordinance Article III (Definitions), IV (General Provisions), & VII (Use Districts) to add Solar Energy Systems
Amount Requested:	N/A
Is Item in Current Budget?	N/A
If no, please explain:	N/A
Financial Impact:	N/A
Points to Consider:	• In October 2020 Council heard and approved the Customer Renewal Generation, Interconnection Agreement for Solar in the City of Georgetown. • Solar Energy Systems are a newer technology and we can now utilize these systems and their potential cost saving in the city limits. • There needs to be some zoning regulations to accompany this Interconnection Agreement with the Electric Department so people won't take advantage of the limited guidelines on solar panels placement. • The text amendment will limit things like size, height, angle, placement, color, architectural design, ect. • This went before the Planning Commission twice, 1st back in August of 2019 and then with revisions on December 22, 2020 where they recommended the amendment to Council with a 6-0 vote in favor of approval.
Options:	Approve or deny the text amendments for Solar Energy Systems
Staff Recommendation:	Approval

Reviews:

Angela Rambeau Completed 01/12/2021 3:21 PM

City Attorney Completed 01/13/2021 11:56 AM

Updated: 1/8/2021 2:50 PM by Matt Millwood

Page 1

Sandra E. Yudice Ph.D. Completed 01/13/2021 12:31 PM

Stephanie Buccione Completed 01/15/2021 10:59 AM

Georgetown City Council Pending 01/21/2021 5:30 PM

Attachments:

1. 1 Text Amendment Solar Ord (PDF)
2. 2 Solar Use Chart redlined (PDF)
3. 3 Solar Definitions redlined (PDF)
4. 4 Solar Energy Systems redlined (PDF)
5. 5 Dec PC Minutes Solar (PDF)
6. 6 Solar Zoning Regulations 2nd Draft redlined (PDF)

**MOTION TO APPROVE AN ORDINANCE AMENDING THE CITY OF GEORGETOWN
ZONING ORDINANCE ARTICLE III (DEFINITIONS), IV (GENERAL PROVISIONS), & VII (USE
DISTRICTS) TO ADD SOLAR ENERGY SYSTEMS**

**AN ORDINANCE AMENDING THE CITY OF GEORGETOWN ZONING ORDINANCE
ARTICLE III (DEFINITIONS), IV (GENERAL PROVISIONS), & VII (USE DISTRICTS) TO ADD
SOLAR ENERGY SYSTEMS**

WHEREAS, pursuant to Title 6, Chapter 29 of the Code of Laws of South Carolina, the City of Georgetown enacted the Zoning Ordinance of the City of Georgetown, South Carolina; and

WHEREAS, Article XVIII, Section 1800 of the Zoning Ordinance of the City of Georgetown provides that the Zoning Ordinance may be amended from time to time by the Mayor and City Council; and

WHEREAS, the Planning Commission of the City of Georgetown, South Carolina held a public hearing regarding the proposed amendment to Article III, IV, & VII for Solar Energy Systems; and

WHEREAS, following the public hearing on December 22, 2020 and the vote by Planning Commission of 6-0 in favor of amending the Zoning Ordinance to amend the text, the Mayor and City Council of the City of Georgetown feel it is in the best interest of the City of Georgetown to amend the ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Georgetown, South Carolina that Article III (Definitions), IV (General Provisions), & VII (Use Districts) of the City of Georgetown Zoning Ordinance be amended as follows:

ARTICLE III - Definitions

-Solar Collector A solar device that absorbs and accumulates solar rays for the use as a source of energy.

-Solar Energy Radiant energy received from the sun collected in the form of heat or light by a solar collector to produce energy.

-Solar Energy System A complete assembly consisting of one or more solar collectors and associated mounting hardware or equipment.

-Solar Energy System, Accessory A solar energy system that is roof-mounted as a secondary activity or use, incidental to the principal use of the property. Solar collectors and inverters shall meet zoning setbacks as an accessory structure.

-Solar Farm Any freestanding energy system that is a principal land use and commercial enterprise located on a site larger than one (1) acre being the minimum zoning district requirement.

ARTICLE IV – General Provisions

443 Solar Energy Systems

443.1 Prior to installing any solar energy system, all property owners shall execute an Interconnection Agreement for Customer-Owned Renewable Generation Systems with the City of Georgetown Electric Utility Department. Solar Collectors shall be permitted provided that the following performance standards are met:

1. Roof-mounted residential and non-residential building solar collectors located on front or side building roofs visible from the public right-of-way shall not extend above the peak of the roof where it is mounted, and no portion of any such solar collector shall extend more than 24 inches as measured perpendicularly to the roof at the point where it is mounted.
2. Roof-mounted residential and non-residential building solar collectors located on the rear or interior side building roofs shall not extend above the peak, or parapet, of the roof plane where it is mounted and no portion of any such solar collector shall extend more than four (4) feet as measured perpendicularly to the roof at the point where it is mounted.

3. Ground-mounted solar collectors, including solar farms, shall not be permitted within the city limits; except for low-voltage, decorative lighting systems and other similar home improvement gadgets not exceeding one (1) square foot.
4. All solar energy system installers shall hold current South Carolina electrical, general contractor, and/or specialty license(s).
5. All solar energy systems shall meet the building code regulations of Chapter 3 (Sec. 324) of the currently adopted International Residential Code (IRC) and Chapter 31 (Sec. 3111) of the currently adopted International Commercial Code (ICC). (*Section subject to change.)
6. Maximum wattage of any singular solar energy system shall be limited to twenty (20) kilowatts.
7. All utility service lines, except major electrical transmission lines, serving solar energy systems shall be hidden from view of public right-of-ways.
8. Any solar energy system incorporated into a nonresidential building shall be integrated into the basic form and main body of the building. If roof mounted, all solar collector panels shall fit into the form of the roof; if the building's roof is sloped or if "rack" mounting is used on a flat roof, the mounting must be concealed from view at street level. Exposed rack supports and free-standing collectors apart from the main building shall not be permitted.
9. Roof-mounted solar energy systems are allowed to be placed on any accessory or detached structure that can meet standard #5 above, and Article VIII of this ordinance. No free-standing panels shall be allowed.
10. If an active solar or photovoltaic solar system is utilized, all components servicing the collector panels shall be concealed from view, including mechanical piping and conduits.
11. All exposed metal that is part of a solar energy system shall be of a color that will blend into its surroundings.
12. Solar energy systems to be located in the Historic Buildings (HB) Zoning District shall meet the current Design Review Standards and be approved by the Architectural Review Board (ARB) prior to issuance of a permit.
13. Tree trimming for solar exposure is subject to the Tree Protection regulations of Article XII (Section 1201 & 1202) of this ordinance. All Historic Trees, as defined in Article XII (Section 1200), shall hold precedence over solar exposure.
14. If solar energy systems are to be presented to the Planning Commission as part of a Planned Development or Master Planned District, the Planning Commission may include special conditions in their recommendation to City Council to implement the public health, safety, morals, or general welfare of the community set forth in Article I of the City of Georgetown Zoning Ordinance. City Council may accept, modify, reject, or add additional conditions at its sole discretion.

ARTICLE VII – Use Districts

*See Use Chart, Section 704 (attached)

All zoning districts permitted by conditional use, except the Conservation Preservation (CP) district.

ATTEST:

Stephanie Buccione, City Clerk

Brendon M. Barber Sr., Mayor

First Reading: _____

Approved as to Form:

Second Reading: _____

Elise F. Crosby, City Attorney

703.501 Consistency with the Comprehensive Plan: The Master Planned zoning district designation and the Master Plan shall be consistent with the current City of Georgetown Comprehensive Plan.

703.502 Compatibility with Surrounding Areas: Development along the perimeter of a Master Planned District must be compatible with adjacent existing or proposed future development. In cases where there are issues of compatibility, the Master Plan shall provide for transition areas at the edges of the Master Planned district that allow for appropriate buffering and/or ensure a complementary character of uses. Complementary character is identified based on densities/intensities, lot size and dimensions, street and block grid pattern, building height, building mass and scale, hours of operation, exterior lighting, landscaping, and siting of service areas.

703.503 Consistency with the Zoning Ordinance: Along with the consistency to the current Comprehensive Plan, the Master Planned zoning district and development shall conform to the minimum standards of the City of Georgetown Zoning Ordinance, including the Overlay District where applicable, unless more stringent standards are detailed in the Terms and Conditions section of the Master Planned district design.

703.504 Location: All Master Planned districts may be located anywhere within the city as long as other standards of this ordinance can be met.

703.505 Size: Minimum size restrictions are as follows:

a. Master Plan-Residential (MP-R) districts shall be at least three (3) acres.

b. Master Planned Commercial (MP-C) and Master Planned Business/Industrial Park (MP-BIP) districts shall be at least five (5) acres.

**However, City Council may reduce these size requirements where appropriate based on physical development constraints, protection of environmentally-sensitive natural areas, or the promotion of a community goal when more conventional development or subdivision would be difficult or undesirable given the constraints on development.*

704 Zoning District Use Classifications Chart

The Use Classifications Chart identifies both permitted and conditional uses for each Zoning District. See Table 704: Use Classification.

"P" indicates that the use is a permitted use in the Zoning District

"C" indicates that the use is a conditional use in the Zoning District. The Article and Section Number noted in the "Conditions" column reference the additional requirements for approval.

Blank space indicates that the use is not permitted in the Zoning District.

Residential Use Classifications	RI	R2	R3	R4	R5	MR	Conditions
Accessory Dwelling	P	P	P	P	P		
Adult Mini-day Care	C	C	C	C	C		Article 4, Section 417
Barber Shop					C		Article 4, Section 418
Beauty Shop					C		Article 4, Section 418
Bed & Breakfast Inn	C	C	C	C	C		Article 4, Section 408
Church	C	C	C	C	C		Article 4, Section 418
Courthouse		C	C	C	C		Article 4, Section 418
Customary General Farming	P	P	P	P	P		

Residential Use Classifications	R1	R2	R3	R4	R5	MR	Conditions
Duplex		C	C	C	C		Article 4, Section 420
Eleemosynary Club					C		Article 4, Section 418
Fraternal Organization	C	C	C	C	C		Article 4, Section 421
Funeral Home				C			Article 4, Section 421
Garage Apartment		P	P	P	P		
Group Dwelling			P	P			
Home Occupation	P	P	P	P	P	P	
Hospital						P	
Accessory Building to Hospital						P	
Library			C	C	C		Article 4, Section 418
Lodges					C		Article 4, Section 418
Mini-day Care	C	C	C	C	C		Article 4, Section 416
Manufactured Home			C		C		Article 4, Section 419
Multi-Family			C	C	P		Article 4, Section 415
Multi-level Parking Facility						P	
Museum				C			Article 4, Section 418
Non-commercial Accessory Building	P						
Not for Profit Clubs				C			Article 4, Section 421
Nursing Home	C	C	C	C	C		Article 4, Section 413
Offices				C			Article 4, Section 421
Park	C	C	C	C	C		Article 4, Section 418
Post Office				C			Article 4, Section 418
Public Assembly Hall				C			Article 4, Section 418
School for General Education	C	C	C	C	C		Article 4, Section 414
Single Family Home	P	P	P	P	P	P	
Solar Energy Systems	C	C	C	C	C	C	Article 4, Section 443
Substation	C	C	C	C	C		Article 4, Section 412
Taxi Stand			C	C			Article 4, Section 418
Two Family Dwelling		P	P	P	P		
Water Tower	C	C	C	C	C		Article 4, Section 411
Commercial Use Classifications	IC	CC	WC	NC	GC		Conditions
Adult Day Care Center					C		
Animal Hospitals and Veterinary Clinics	C	C			P		Article 4, Section 438
Armory	P				P		Article 4, Section 438
Assembly Halls, Coliseums, Gymnasiums, and Similar Uses	C				P		Article 4, Section 438
Automotive Repair Shop	P				P		

Commercial Use Classifications	IC	CC	WC	NC	GC		Conditions
Automotive Sales and Service (excluding automotive junk yard)	C				P		Article 4, Section 438
Automated Teller Machine (free standing)	C				C		Article 4, Section 418
Automotive Washing Establishment	C				P		Article 4, Section 438
Bakery		C		C			Article 4, Section 425
Bank	C	P			P		Article 4, Section 438
Bank Teller Machine				P			
Barber shop	P	P		P	P		
Beauty Shop	P	P		P	P		
Bed and Breakfast		C		C			Article 4, Section 408
Billiard Parlor	C	P			P		Article 4, Section 438
Bingo Parlor	C				P		Article 4, Section 438
Boat Sales, Service, and Supplies	C				P		Article 4, Section 438
Bowling Alley	C				P		Article 4, Section 438
Building Supply/Equipment Sales	C				P		Article 4, Section 438
Bus Station	C				P		Article 4, Section 438
Cemetery	C				P		Article 4, Section 438
Church	C	P		P	P		Article 4, Section 438
Club	C	P			P		Article 4, Section 438
Cold Storage/Freezer Locker	P				P		
Communication Tower					C		Article 4, Section 428
Convenience Commercial Establishment				C			Article 4, Section 426
Courthouse	P	P			P		
Day Care Center				P	P		Article 4, Section 416
Dock, Pier and Warf	C		P		P		Article 4, Section 441
Dog Pound					C		Article 4, Section 429
Drive-in Theater					C		Article 4, Section 430
Electrical Appliance/Equipment Sales and Repair	C				P		Article 4, Section 438
Small Fabricating Shop (including Cabinet, upholstery, and sheet metal)	P				P		
Family Day Care Home				P	P		
Farm Equipment Sales/Service	C				P		Article 4, Section 438
Other Financial Institutions	C	P			P		Article 4, Section 438
Fire Station	P	P		C	P		Article 4, Section 418
Fraternal Organization	C	P			P		Article 4, Section 438

Commercial Use Classifications	IC	CC	WC	NC	GC	Conditions
Funeral Home	C			P	P	Article 4, Section 438
Gas Service Station					C	Article 4, Section 436
Golf Driving Range and Par 3 Course	C				P	Article 4, Section 438
Greenhouse/Horticulture Nursery	C				P	Article 4, Section 438
Group Dwelling		C				Article 4, Section 422
Horse Drawn Carriage		C				Article 4, Section 407
Hospital	C				P	Article 4, Section 418
Hotel	C	P			P	Article 4, Section 438
Ice Processing and Storage	C	P			P	Article 4, Section 438
Jail	P				P	
Laundromat	C	P		P	P	Article 4, Section 438
Library	P	P			P	
Lodge	C	P		P	P	Article 4, Section 438
Maintenance Shop	C				P	Article 4, Section 438
Marina (wet or dry)	C		P		P	Article 4, Section 438
Marine-related Storage Yard			C		C	Article 4, Section 424
Miniature Golf and Similar Outdoor Recreational Facilities	C				P	Article 4, Section 438
Mini-day Care Center	C			P	P	Article 4, Section 438
Manufactured Home Sales Lot/Office					C	Article 4, Section 437
Mortuary	C				P	Article 4, Section 438
Multi-Family Dwelling		C				Article 4, Section 422
Museum	P	P			P	
Mini-shopping Center	P	P			P	
News Stand				P		
Nursing Home	C				P	Article 4, Section 438
Office (Business, professional, government)	P	P		P	P	
Park	C	C		C	C	Article 4, Section 418
Parking Lot	P	P			P	
Plumbing Shop					P	
Police Station	P	P		C	P	Article 4, Section 418
Post Office	C	P			P	Article 4, Section 418
Printing Establishment	P	P			P	
Produce Stand and Market (excluding flea market)	C				P	Article 4, Section 438
Public Assembly Hall	C	p			P	Article 4, Section 438

Commercial Use Classifications	IC	CC	WC	NC	GC		Conditions
Publicly Owned and Operated Buildings, Facilities, and Land				C			Article 4, Section 427
Recycling Material Recovery Centers					C		Article 4, Section 418
Repair Shop (excluding automotive)	P	P			P		
Restaurant (excluding drive-in)	C	P			P		Article 4, Section 438
Restaurant	C				P		Article 4, Section 438
Retail Store	P	P			P		
Schools	C				P		Article 4, Section 438
Seafood Establishment (wholesale/retail)			P				
Sign Painting and Fabrication Shop	P				P		
Single Family Dwelling	C			P	P		Article 4, Section 438
Skating Rink	C				P		Article 4, Section 438
Solar Energy System	C	C	C	C	C		Article 4, Section 443
Substation	C	P	C	C	P		Article 4, Section 417
Taxi Stand				P			
Theater (Indoor only)	C	P			P		Article 4, Section 438
Trucking Terminal/Transfer Co	C				P		Article 4, Section 438
Union Hall				P			
Uses Located Over Water		C					Article 4, Section 423
Utility Installation			C		C		Article 4, Section 418
Watchmen/Caretaker Dwelling			P		P		
Water Tower	C				C		Article 4, Section 411
Wholesale and warehouse in enclosed building	P				P		
Uses customarily accessory to permitted uses, but not to include open air storage		P		P			
Other Use Classifications	HI	LI	CP	PS			Conditions
Accessory Structure (Detached)				P			
Animal Hospitals and Veterinary Clinics		P					
Animal Shelter, including crematorium	P						
Armory	P	P		P			

Other Use Classifications	HI	LI	CP	PS			Conditions
Automotive Repair Shop							
Automotive Sales and Service (excluding automotive junk yard)		P					
Automotive Washing Establishment		P					
Bank		P					
Barber shop		P					
Beauty Shop		P					
Billiard Parlor		P					
Bingo Parlor		P					
Boat Sales, Service, and Supplies		P					
Bowling Alley		P					
Building Supply/Equipment Sales		P					
Bus Station		P					
Campgrounds		C					Article 4, Section 439
Cemetery		P					
Church		P					
Club		P					
Cold Storage/Freezer Locker		P					
Communication Towers	C	C					Article 4, Section 428
Concrete Batching Plant	P						
Dock, Pier, and Warf		P					
Dog Pounds		P					
Educational Facility - All Levels				P			
Electrical Appliance/Equipment Sales and Repair		P					
Employment Agencies				P			
Excavation for Development		C					Article 4, Section 440
Small Fabricating Shop (including Cabinet, upholstery, and sheet metal)		P					
Family Day Care Home		P					
Farm Equipment Sales/Service		P					
Financial Institutions (other than banks)		P					
Fire Station	P	P		P			
Fire Tower			P				
Fraternal Organization		P					
Funeral Home		P					

Other Use Classifications	HI	LI	CP	PS			Conditions
Gas Service Station		P					
Golf Driving Range, and Par 3 Course		P					
Government Offices				P			
Greenhouse/Horticulture Nursery		P					
Hospital		P					
Hotel		P					
Ice Processing and Storage		P					
Industrial Use / Processing Plant	C	C					Article 4, Section 433
Jail	P	P					
Judicial Center/Courthouse				P			
Laundromat		P					
Law Enforcement				P			
Library				P			
Lodge		P					
Maintenance Shop	P	P					
Manufactured Home Sales Lot/Office		C					Article 4, Section 437
Marina (wet or dry)		P					
Military Service Building							
Miniature Golf and Similar Outdoor Recreational Facilities		P					
Mini-day Care Center		P					
Mortuary		P					
Mini-shopping Center		P					
Office (Business, professional, government)		P					
Park		C					Article 4, Section 418
Parking Lot		P		P			
Plumbing Shop		P					
Police Station	P	P					
Printing Establishment		P					
Private Dock or Boat House			P				
Produce Stand and Market (excluding flea market)		P					
Public Utility Line			P				
Public Utilities Infrastructure (water storage tanks, water pump station, sewer pump station,				P			

telephone switching station, electrical substation, and natural gas substation)							
Other Use Classifications	HI	LI	CP	PS			Conditions
Publicly Owned and/or Operated Park, Open Space, Recreational Facility or Use, Boat Landing, Dock, and non-commercial Water Oriented Facility		P	P				
Recreational Facility				P			
Recycling Material Recovery Center	C	C					Article 4, Section 418
Repair Shop (excluding automotive)		P					
Rescue Squad				P			
Restaurant		P					
Restaurant (excluding drive-in)		P					
Retail Store		P					
School		P					
Sexually Oriented Business	C	C					Article 4, Section 432
Sign Painting and Fabrication Shop		P					
Skating Rink		P					
Small Wind Energy System	C	C	C				Article 4, Section 406
Solar Energy System	C	C		C			Article 4, Section 443
Storage Plant, Tanks, and Businesses	P	P					
Storage or Laydown Area				C			Article 4, Section 431
Storage Yards	C	C					Article 4, Section 431
Substation		P	P				
Theater (Indoor only)		P					
Treatment Plant		C					Article 4, Section 435
Trucking Terminal/Transfer Co		P					
Water Tower	P	P	P				
Wholesale and warehouse in enclosed building		P					
Uses customarily accessory to permitted use and structures when located on the same lot as the principal structure		P					

370.2 Principal Use: The primary purpose for which a lot is occupied and/or used.

368 Variance: A modification of the strict terms of this Ordinance granted by the Board of Zoning Appeals where such modification will not be contrary to the public interest, and where, owing to conditions peculiar to the property and not as a result of any action on the part of the property owner, a literal enforcement of this Ordinance would result in unnecessary and undue hardship, and where such modification will not authorize a principal or accessory use of the property which is not permitted within the Zoning District in which the property is located.

369 Yard: An open space on the same lot with the principal building, open, unoccupied, and unobstructed by buildings from the ground to the sky except as otherwise provided in this Ordinance.

369.1 Front Yard: A yard extending across the full width of the lot, the depth of which is the horizontal distance between the street and the front building line (see Figure).

369.2 Rear Yard: The yard extending across the rear of the lot between inner side yard lines (see Figure).

369.3 Side Yard: A yard extending along the side lot line from the front yard to the rear lot line and lying between the side lot line and the building line (see Figure).

370 Zoning Administrator: The local official responsible for granting permits and interpreting the regulations contained herein.

371 Excavation: As used in Sec. 440, "Excavation for Development", excavation is the act of excavating, or of making hollow, by cutting, scooping, or digging out a part of a solid mass; an uncovered cutting in the earth. The word "excavation" shall include the words "removal", "mine", "quarry", and "ditch". (ref. Sec.440)

372 Solar Energy System: A complete assembly consisting of one or more solar collectors and associated mounting hardware or equipment (ref. Sec.443).

372.1 Solar Energy System, Accessory A solar energy system that is roof-mounted as a secondary activity or use, incidental to the principal use of the property. Solar collectors and inverters shall meet zoning setbacks as an accessory structure.

372.2 Solar Energy Radiant energy received from the sun collected in the form of heat or light by a solar collector to produce energy.

372.3 Solar Collector A solar device that absorbs and accumulates solar rays for the use as a source of energy.

372.4 Solar Farm Any freestanding energy system that is a principal land use and commercial enterprise located on a site larger than one (1) acre being the minimum zoning district requirement.

Editor's note (Ord. of 11-16-2000) (renumbered alphabetically and added Article III, Sections 324, 325, 326, 327, 334, 336, 338, 342 and 362; and amended Section 310.2 ord. of 4-21-11) (Sec. 371 amended 3-19-2015) (Sec. 349.1 amended 5-16-2019) (Sec. 372 amended 2-18-2021)

1. Religious meetings on church property or in nonresidential districts (GC, CC, NC, IC, LI, PS, & PD);
 2. Fund-raising events for local nonprofit organizations, only in nonresidential districts (GC, CC, NC, IC, LI, PS, & PD); and
 3. Special sales promotion events for local businesses, licensed in the city, and shall be approved by the Zoning Administrator.
- b) Temporary outdoor displays, as provided in Sec. 442.3 (a), shall require the issuance of a Special Event Permit, Business License or Peddlers License depending on the type and size of temporary outdoor display. Each permit/license shall warrant an outdoor display for no more than three (3) consecutive days. No more than five (5) permits or licenses authorizing such displays shall be issued per lot within a calendar year.
 - c) Notwithstanding the limitations imposed by Sec. 442.3 (b), on lots containing three or more businesses, where each business has a separate principal entrance, each business may utilize the provisions of this ordinance. Each permit/license shall authorize no more than three (3) consecutive days of temporary outdoor display. No more than five (5) permits or licenses authorizing such displays shall be issued per lot within a calendar year (15 days maximum).
 - d) Temporary outdoor displays as authorized by this section shall be under a tent and/or within ten (10) feet of the store front. The outdoor displays described above may be displayed only by the owner of the principal business within the property's boundary. No outdoor display shall impede vehicular or pedestrian ingress/egress into a site or building, nor shall any temporary outdoor display obstruct special use parking space(s) (handicap, loading zones, etc.) as required by Article XI.

442.4 Tents. Tents used in conjunction with temporary displays are authorized by this section subject to the following limitations:

- a) Except in the CC district, a tent shall not be placed closer than twenty (20) feet from any right-of-way or ten (10) feet from any side or rear property line. Tents larger than two hundred (200) square feet shall observe the setback requirements applicable to the zoning district in which the tent is located.
- b) The placement of a tent requires the issuance of a Special Event Permit or Peddlers License depending on the type and size of display. Each permit/license shall warrant a tent for no more than three (3) consecutive days. No more than five (5) permits or licenses authorizing such displays shall be issued per lot within a calendar year (15 days maximum). In the case of a temporary outdoor display, the business license authorizing the placement of a tent is to be issued concurrently with the special event permit or peddlers license.
- c) Notwithstanding the limitations imposed by Sec. 442.4 (b), on lots containing three or more businesses, where each business has a separate principal entrance, each business may utilize the provisions of this ordinance. Each permit/license shall authorize no more than three (3) consecutive days of temporary outdoor display. No more than five (5) permits or licenses authorizing such displays shall be issued per lot within a calendar year (15 days maximum).

443 Solar Energy Systems

443.1 Prior to installing any solar energy system, all property owners shall execute an Interconnection Agreement for Customer-Owned Renewable Generation Systems with the City of Georgetown Electric Utility Department. Solar Collectors shall be permitted provided that the following performance standards are met:

1. Roof-mounted residential and non-residential building solar collectors located on front or side building roofs visible from the public right-of-way shall not extend above the peak of the roof place where it is mounted, and no portion of any such solar collector shall extend more than 24 inches as measured perpendicularly to the roof at the point where it is mounted.
2. Roof-mounted residential and non-residential building solar collectors located on the rear or interior side building roofs shall not extend above the peak, or parapet, of the roof plane where it is mounted and no portion of any such solar collector shall extend more than four (4) feet as measured perpendicularly to the roof at the point where it is mounted.
3. Ground- mounted solar collectors, including solar farms, shall not be permitted within the city limits; except for low-voltage, decorative lighting systems and other similar home improvement gadgets not exceeding one (1) square foot.
4. All solar energy system installers shall hold current South Carolina electrical, general contractor, and/or specialty license(s).
5. All solar energy systems shall meet the building code regulations of Chapter 3 (Sec. 324) of the currently adopted International Residential Code (IRC) and Chapter 31 (Sec. 3111) of the currently adopted International Commercial Code (ICC). (*Section subject to change.)
6. Maximum wattage of any singular solar energy system shall be limited to twenty (20) kilowatts.
7. All utility service lines, except major electrical transmission lines, serving solar energy systems shall be hidden from view of public right-of-ways.
8. Any solar energy system incorporated into a nonresidential building shall be integrated into the basic form and main body of the building. If roof mounted, all solar collector panels shall fit into the form of the roof; if the building's roof is sloped or if "rack" mounting is used on a flat roof, the mounting must be concealed from view at street level. Exposed rack supports and free-standing collectors apart from the main building shall not be permitted.
9. Roof-mounted solar energy systems are allowed to be placed on any accessory or detached structure that can meet standard #5 above, and Article VIII of this ordinance. No free-standing panels shall be allowed.
10. If an active solar or photovoltaic solar system is utilized, all components servicing the collector panels shall be concealed from view, including mechanical piping and conduits.
11. All exposed metal that is part of a solar energy system shall be of a color that will blend into its surroundings.
12. Solar energy systems to be located in the Historic Buildings (HB) Zoning District shall meet the current Design Review Standards and be approved by the Architectural Review Board (ARB) prior to issuance of a permit.
13. Tree trimming for solar exposure is subject to the Tree Protection regulations of Article XII (Section 1201 & 1202) of this ordinance. All Historic Trees, as defined in Article XII (Section 1200), shall hold precedence over solar exposure.
14. If solar energy systems are to be presented to the Planning Commission as part of a Planned Development or Master Planned District, the Planning Commission may include special conditions in their recommendation to City Council to implement the public health, safety, morals, or general welfare of the community set forth in Article I of the City of Georgetown Zoning Ordinance. City Council may accept, modify, reject, or add additional conditions at its sole discretion.

Article II, Sec. 13-16 License required.

Every person engaged or intending to engage in any calling, business, occupation or profession listed in the rate classification index portion of the article in whole or in part, within the limits of the city, is

3. **Consider and recommend a text amendment to Article VIII, Footnote #12 of the Zoning Ordinance for the City of Georgetown.** Matt Millwood/City Staff told the Commissioners that this is a footnote to the Area, Yard and Height Requirement; at some point this was changed and removed and at this time Staff would like to insert it to help the residents in R-5. This will help with small lots and give a stair step effect for the setbacks. Mr. Pieterse said he is aware of the small lots and they need help to be able to help property owners.

Motion: Ms. Schmid made a motion to approve the text amendment to re-insert this table in the ordinance; seconded by Mr. Roberts; the motion carried 6 to 0 by a roll call vote.

4. **Consider and recommend a text amendment to Article III, IV, and VII of the Zoning Ordinance for the City of Georgetown to add Solar Energy Systems.** Matt Millwood/City Staff said it has been 2 years since this had been brought before this Board for discussion, and at this time the City is setup to provide the calculations and supplying the solar energy into the grids for the Solar System. City Council did approve the Interconnection Agreement, which is the agreement between the City and the home owner. At this time we need the zoning regulations for the placement of the solar units. Article III (definition), Article IV (General Provisions), and Article VII (Uses) all need to be amended. This will be used in every zoning district except the CP (Conservation Preservation) district. Changes and edits have been made to make the regulations needed. Ms. Schmid asked about easements for access to sun lights, because she is concerned about someone building a structure that prevents someone from having access to the sun for the solar systems, and asked if any provisions were added to help with this. Matt said no, however the solar systems will be placed on the roofs and there is a maximum height requirement, so this should not be an issue. Matt said he doesn't see the solar systems taking off in the Historic District because of the protective tree ordinance. Mr. Pieterse asked if the solar systems are requested in the Historic District, would it have to be approved by the ARB. Matt said this has not been discussed with the ARB yet, however it is noted in the ordinance that anything in the Historic District has to be approved by the ARB, and it will be added to the ARB guidelines. Mr. Roberts asked if this ordinance apply to residential, commercial, and City. Matt said the City has to abide by any rules that are in the Zoning Ordinance and Code of Ordinance. The City has discussed it and is not interested in allowing a solar farm. This design is mostly for homes and businesses that would like to install them on roof tops and meet the regulations and what the City is equipped to handle. Mr. Roberts informed the Board that his previous employment was in solar systems.

Motion: Mr. Gunter made a motion to approve as written and presented, seconded by Mr. Williams; the motion carried 6 to 0 by a roll call vote.

VI. Board Discussion:

- Matt told the Board that trainings for the upcoming year is needed and the Staff will forward the training schedule as soon as it is available.
- Matt asked that any of the Board members that are interested in joining the Comprehensive Plan Task Force should contact him. (Mr. Pieterse ask that Matt include him on the Comp. Plan Task Force)
- Mr. Pieterse said he appreciated the input from the BZA members and wished everyone a Merry Christmas and Happy New Year.

ARTICLE III – Definitions

-Solar Collector A solar device that absorbs and accumulates solar rays for the use as a source of energy.

-Solar Energy Radiant energy received from the sun collected in the form of heat or light by a solar collector to produce energy.

-Solar Energy System A complete assembly consisting of one or more solar collectors and associated mounting hardware or equipment.

-Solar Energy System, Accessory A solar energy system that is roof-mounted ~~or ground-mounted~~ as a secondary activity or use, incidental to the principal use of the property. Solar collectors and inverters shall meet zoning setbacks as an accessory structure.

-Solar Farm Any freestanding energy system that is a principal land use and commercial enterprise located on a site larger than one (1) acre being the minimum zoning district requirement.

ARTICLE IV – General Provisions

443 Solar Energy Systems

443.1 Prior to installing any solar energy system, all property owners shall execute an Interconnection Agreement for Customer-Owned Renewable Generation Systems with the City of Georgetown Electric Utility Department. Solar Collectors shall be permitted provided that the following performance standards are met:

1. Roof-mounted residential and non-residential building solar collectors located on front or side building roofs visible from the public right-of-way shall not extend above the peak of the roof ~~place~~ where it is mounted, and no portion of any such solar collector shall extend more than 24 inches as measured perpendicularly to the roof at the point where it is mounted.
2. Roof-mounted residential and non-residential building solar collectors located on the rear or interior side building roofs shall not extend above the peak, or parapet, of the roof plane where it is mounted and no portion of any such solar collector shall extend more than four (4) feet as measured perpendicularly to the roof at the point where it is mounted.
3. Ground- mounted solar collectors, **including solar farms**, shall not be permitted within the city limits; except for low-voltage, decorative lighting systems and other similar home improvement gadgets **not exceeding one (1) square foot**.
4. **All solar energy system installers shall hold current South Carolina electrical, general contractor, and/or specialty license(s).**
5. All solar energy systems shall meet the building code regulations of Chapter 3 (Sec. 324) of the currently adopted International Residential Code (IRC) and Chapter 31 (Sec. 3111) of the currently adopted International Commercial Code (ICC). **(*Section subject to change.)**
6. Maximum wattage of any singular solar energy system shall be limited to twenty (20) kilowatts.
7. All utility service lines, except major electrical transmission lines, serving solar energy systems shall be hidden from view of public right-of-ways.
8. Any solar energy system incorporated into a nonresidential building shall be integrated into the basic form and main body of the building. If roof mounted, all solar collector panels shall fit into the form of the roof; if the building's roof is sloped or if "rack" mounting is used on a flat roof, the mounting must be concealed from view at street level. Exposed rack supports and free-standing collectors apart from the main building shall not be permitted.
9. Roof-mounted solar energy systems ~~mounted on "accessory or detached structures"~~ **are allowed on detached garages and greenhouses only are allowed to be place on any accessory or detached structure that can meet standard #5 above, and Article VIII of this ordinance.** No free-standing panels shall be allowed.

10. If an active solar or photovoltaic solar system is utilized, all components servicing the collector panels shall be concealed **from view**, including mechanical piping and conduits.
11. All exposed metal **that is part of a solar energy system** shall be of a color that will blend into its surroundings.
12. Solar energy systems to be located in the Historic Buildings (HB) Zoning District shall **meet the current Design Review Standards and first** be approved by the Architectural Review Board (ARB) **prior to issuance of a permit.**
13. Tree trimming for solar exposure is subject to the Tree Protection regulations of Article XII (Section 1201 & 1202) of this ordinance. **All Historic Trees, as defined in Article XII (Section 1200), shall hold precedence over solar exposure.**
14. **If solar energy systems are to be presented to the Planning Commission as part of a Planned Development or Master Planned District, the Planning Commission may include special conditions in their recommendation to City Council to implement the public health, safety, morals, or general welfare of the community set forth in Article I of the City of Georgetown Zoning Ordinance. City Council may accept, modify, reject, or add additional conditions at its sole discretion.**

ARTICLE VII – Use Districts

Section 704 – Use Chart

All zoning districts permitted by conditional use, except the Conservation Preservation (CP) district.



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ACTION ITEM

DOC ID: 3219

Council Meeting Date:	21 January 2021
Department:	Housing and Community Development
Issue Under Consideration:	Motion to approve an Administration Contract with Waccamaw Regional Council of Governments (WRCOG) to administer the West End Neighborhood Demolition CDBG Grant.
Amount Requested:	\$34,091.00
Is Item in Current Budget?	Yes
If no, please explain:	
Financial Impact:	Grant gives City \$375,000 to demo dilapidated houses.
Points to Consider:	• The City has been awarded a \$375,000.00 CDBG grant to remove 25 dilapidated homes in the West End area of the City of Georgetown. • We have two (2) years to complete the project. • This contract will allow WRCOG to administer the grant for the City.
Options:	Approve or deny the contract with WRCOG.
Staff Recommendation:	Approval

Reviews:

Angela Rambeau Completed 01/14/2021 5:13 PM
 Finance Completed 01/14/2021 5:38 PM
 City Attorney Completed 01/15/2021 1:55 PM
 Sandra E. Yudice Ph.D. Completed 01/15/2021 2:05 PM
 Stephanie Buccione Completed 01/15/2021 2:07 PM
 Georgetown City Council Pending 01/21/2021 5:30 PM

Attachments:

1. 1 CDBG Grant WRCOG and City of Georgetown Administration Contract (PDF)
2. 2 12.07.20 West End Demo Grant Award SC Dept of Commerce (PDF)

COMMUNITY DEVELOPMENT ADMINISTRATION CONTRACT

BETWEEN

CITY OF GEORGETOWN, Grantee

and

WACCAMAW REGIONAL COUNCIL OF GOVERNMENTS, Contractor

General Nature of Contract: Technical assistance to the **City of Georgetown** for the administration of the West End Neighborhood Demolition Community Development Block Grant No. 4-CE-20-007.

Contract Period: January 2021 through Project Closeout

General Provisions: The Contractor agrees to furnish and deliver all products and perform all services described herein for the consideration stated in Section 2.

Changes: This contract constitutes the entire agreement between the parties. No amendment or modification changing its scope or terms shall have a force or effect unless in writing and signed by both parties.

Grantee Name and Address

Ms. Sandra Yúdice, Ph.D.
City Administrator
City of Georgetown
Post Office Drawer 939
Georgetown, SC 29442
(843) 545-4175

Contractor Name and Address

Mrs. Sarah Smith
Executive Director
Waccamaw Regional
Council of Governments
1230 Highmarket Street
Georgetown, SC 29440
(843) 546-8502

THIS AGREEMENT, entered into as of **January 22, 2021** between the **City of Georgetown** (hereinafter called the Grantee) and Waccamaw Regional Council of Governments (herein after referred to as the Contractor).

WITNESSETH THAT:

WHEREAS, the Grantee desires to engage the Contractor to render certain technical and professional services.

NOW, THEREFORE, the parties hereto mutually agree as follows:

Section 1. **Employment of Contractor.** The Grantee hereby agrees to engage the Contractor and the Contractor hereby agrees to provide technical assistance as herein set forth.

Section 2. **Scope of Service.** The Contractor shall perform and carry out in a satisfactory manner the following described services:

- A. **General Program Administration:** This encompasses general program administration tasks as follows:
1. Prepare the grant application and submit in a timely fashion to South Carolina Department of Commerce, Division of Grants Administration.
 2. Prepare the Grants Administration Startup Checklist.
 3. Assist in the solicitation of and the making of recommendations regarding contracts for professional services as needed.
 4. Develop a mechanism for monitoring CDBG activities, requirements such as Section 3, Section 504, Fair Housing, and overall program performance.
 5. Prepare necessary reports concerning monitoring reviews and evaluations.
 6. Schedule of periodic briefing sessions with grantee elected officials and/or staff to discuss program progress.
 7. Coordinate related matters regarding the Community Development Block Grant program.
 8. Collect and compile information requested by the SC Department of Commerce.
 9. Monitor of grant activities and overall program performance.
 10. Ensure compliance with terms and conditions as well as special conditions if applicable.
 11. Prepare and submission to State required quarterly reports.
 12. Assist in the compliance of required Citizen Participation and Public Hearings.
- B. **Preparation of Environmental Review Record (ERR)**
1. Prepare a detailed document outlining the impact of proposed project; (must be approved before funds released).

2. Complete the Environmental Review Process by developing the Environmental Review Record, publish required newspaper notices, and obtain the request for release of funds.
- C. **Community Development Advisory Assistance**
1. Provide advisory assistance in the following subject areas: equal opportunity employment, civil rights, environmental reviews, and pertinent CDBG regulations and standards.
- D. **Financial Administration**
1. Establish and maintain a financial management system in accordance with Federal Regulations at 2 CFR part 200, subpart F and State guidelines.
 2. Prepare and assist in processing requests for payment from the Division of Grants Administration.
- E. **Meeting Labor Standards Compliance, (if applicable)**
1. Assist with the procurement of construction services to ensure the process meets CDBG requirements.
 2. Develop and maintain file of contract documents, labor standards requirements and associated administrative responsibilities for Grant activities.
 3. Attend the pre-construction conference to review CDBG requirements with the contractor.
 4. Coordinate compliance with Section 3, Davis Bacon and other associated Federal Labor Standard Provisions Requirements.
- F. **Close-Out of Community Development Block Grant**
1. Instruct grantee to include Community Development funds in annual audit reports and ensure audit specification compliance with 2 CFR 200.
 2. Submit final statement of funds and close-out documents to Grants Administration.

The Waccamaw Regional Council of Governments will not be responsible for ensuring that contractors obtain the necessary local permits, construction inspections, and ensuring that contractors stay within the necessary easements or public rights-of-way.

Section 3. **Grantee Obligations.** The Grantee agrees to the following:

1. Provide the Contractor with all information relevant to the administration of the Community Development project/program, including access to all files, written policies and procedures and other administrative guidelines adopted by the Grantee regarding the management of the grant.
2. Authorize the Contractor to coordinate Community Development activities with the full cooperation of Grantee staff directly involved.
3. Notify Grants Administration about this contract and request that copies of all correspondence sent to the Grantee also be sent to the Contractor.
4. Serve as finance officers for the program, maintaining accounting ledgers and disbursing program funds as authorized by program staff (unless otherwise agreed to by the Contractor).
5. Contract for financial audit of CDBG funds as needed, which will be paid for by Grantee's general funds. Said audit will be conducted in accordance with 2 CFR Part 200; and
6. Process requests for payment in a timely manner, and only upon authorization of the Contractor (or unless otherwise agreed to).

Section 4. **Personnel.** The Contractor represents that he has or shall secure all personnel required to perform the services under this Contract. All of the services rendered forthwith shall be performed by the Contractor with qualified personnel who shall be authorized or permitted under the local law to perform such services.

Section 5. **Interest of Contractor.** The Contractor covenants that he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed.

Section 6. **Assignability.** Neither this Agreement nor any right or interest herein may be assigned or transferred by either Party without prior written permission of the other Party.

Section 7. **Time of Performance.** The Services of the Contractor are to commence as soon as practical after Georgetown City Council's approval and the execution date of this agreement and shall be considered complete upon written notification from the South Carolina Department of Commerce, Division of Grants Administration, that Grant No. 4-CI-20-008 has

been programmatically closed and that all approved program beneficiaries have been documented and accepted. The Contractor will follow-up with the Grantee to ensure documentation is submitted necessary for issuance of the notification of final (F-2) Closeout of the grant from DCGA.

Section 8. **Compensation.** Subject to the terms and conditions set forth in this contract, the Contractor will be compensated for the above stated services for documented time charged to the grant. Charges will be made on a reimbursement basis for documented hours and travel not to exceed:

General Administration - \$34,091.00.

Section 9. **Contract Termination**

- A. The Grantee may terminate this contract for nonperformance of services described in Section 2, Scope of Service; and,
- B. Either party may terminate this contract by giving written notice to the other party at least thirty (30) days before the effective date of such termination. Upon termination of this Contract as herein provided, the obligation of the Contractor to conduct and carry on the work herein provided shall forthwith cease. Any compensation due to Contractor shall be based upon actual cost. Falsification of any information and/or improper administration of this project by either party could result in immediate termination of this Contract without prior written notice.

Section 10. **Limitation of Liability.** Services of the Contractor consist primarily of administrative assistance, and it is agreed that ultimate responsibility for all actions taken and transactions entered into rests with the Grantee. The Contractor shall not be responsible for actions, activities, or failure to act of other individuals or entities involved in carrying out the program to which this Contract related. Responsibility for the actual and proper distribution, disbursement, or application of funds remains with the Grantee. The Contractor will not assert in any legal action by claim or defense or take the position in any administrative or legal procedures that he is an agent or employee of the owner.

Section 11. **Applicable Law.** The contractor and the grantee agree to comply with all applicable federal, state and local laws, ordinances and codes in the performance of this agreement/contract. This agreement/contract shall be governed by, and in accordance with, the laws of the State of South Carolina.

Section 12. **Agreement/Contract:** If any provisions in this agreement/contract shall be held to be invalid or unenforceable, the remaining portions shall remain in effect. In the event

such invalid or unenforceable provision is considered an essential element of this agreement/contract the parties shall promptly negotiate a replacement provision, which addresses the intent of such provision.

The failure of either party to insist upon strict performance of any terms, conditions, and covenants herein set forth shall not be deemed a waiver of any rights or remedies that such party may have and shall not be deemed a waiver of any subsequent breach or default in the terms, conditions, and covenants herein contained. Federal, state, and local laws, ordinances, and codes are subject to change from time to time as they are promulgated. The contractor shall be notified in writing of any such changes when they occur, and they shall be incorporated in writing to this contract/agreement upon concurrence by both parties unless such changes are considered to have an essential impact upon the intent of this agreement/contract, and they shall be incorporated upon notification to the contractor.

Section 13. **CDBG Contract Special Provisions.** The attached CDBG Contract Special Provisions are included and hereby made part of this contract as required by SC Department of Commerce Grants Administration.

This Contract formally entered into and agreed upon on this ____ **day of January, 2021.**

Sarah P. Smith, WRCOG
Executive Director

Sandra Yúdice, Ph.D., City Administrator
City of Georgetown

Witness for WRCOG

Witness for City of Georgetown

**Department of Commerce
Grants Administration
1201 Main Street, Suite 1600
Columbia, South Carolina 29201**

GRANT AWARD

Grantee: City of Georgetown

Date of Award: December 7, 2020

Grant Title: West End Neighborhood Demolition

Category: Community Enrichment

Grant Period: 12/2020 – 12/2022

Award Amount: \$375,000

Grant Number: 4-CE-20-007

In accordance with the provisions of Title I of the Housing and Community Development Act of 1974 (P.L. 93-383), as amended and on the basis of the grant application submitted, Grants Administration hereby awards funds to the above named Grantee, in the amount shown above, for the activities specified in the application and within the purposes and categories authorized. The acceptance of this award creates a contract between the State of South Carolina and the Grantee legally binding the Grantee to carry out the activities set forth in the approved grant application in accordance with the terms and conditions of the Grant Agreement. Contracts to be paid in whole or in part with funds from this grant must be submitted to Grants Administration for approval prior to execution. The special conditions for this grant, if any, are as follows:

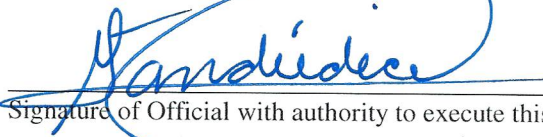
See attached Special Condition(s) for Community Development Block Grant (CDBG) # 4-CE-20-007.

This contract shall become effective, as of the date of award, upon return of two copies of this grant award which have been signed in the space provided below. Both copies must have original signatures and must be returned within 15 days from the date above.



Lisa Kalsbeck
Assistant Director, Federal Programs

ACCEPTANCE FOR THE GRANTEE:



Signature of Official with authority to execute this contract

12/15/2020

Date

Sandra E. Yúdice, Ph.D.

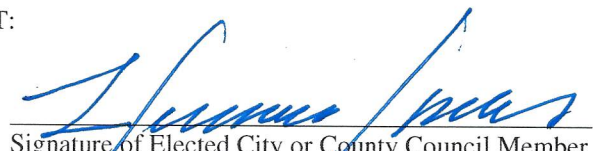
Typed or Printed Name of Authorized Official

City of Georgetown, SC

ATTEST:



Signature of Elected City or County Council Member



Signature of Elected City or County Council Member

CFDA: 14.228

Community Development Block Grant (CDBG) Special Conditions

Grantee: City of Georgetown - Grant #4-CE-20-007

- 1) The Grantee must submit any revised application information required by Grants Administration within fifteen (15) days of the date of notification.
- 2) Within thirty (30) days of grant award, the Grantee must provide to Grants Administration a revised Resolution reflecting the appropriate amount of CDBG and local funding and containing the required cost savings language.
- 3) If CDBG demolition costs exceed \$10,000 per unit/property owner, a lien will be required.
- 4) A technical assistance visit must be conducted with the grant administrator, local government officials, and subrecipient (if applicable) within 120 days of grant award.
- 5) The CDBG Program Start-up Checklist must be completed and submitted to Grants Administration within 120 days.
- 6) The project must be substantially underway within 6 months of grant award. The Grantee must take appropriate administrative actions to implement the project in a timely manner to insure that the project is programmatically closed within 24 months of grant award. Failure to begin the project or implement it in a timely manner may result in grant termination.
- 7) The Grantee must take appropriate actions to ensure that the local matching funds are documented as expended prior to or prorata with the drawdown of CDBG funds, unless otherwise approved by Grants Administration. CDBG funds may be held if all of the match cannot be documented prior to the final 10% of CDBG funds being drawn.
- 8) Cost savings should be prorated among the funding sources, unless otherwise approved. Cost overruns will be a local responsibility.
- 9) Grants Administration recommends sending the CDBG administrator, rehabilitation inspector or other appropriate personnel to CDBG Implementation and Compliance training sponsored by Grants Administration.

Unless otherwise specified, the Grantee must submit all required information set forth above to Grants Administration within 120 days of grant award.



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ACTION ITEM

DOC ID: 3217

Council Meeting Date:	21 January 2021
Department:	Finance
Issue Under Consideration:	Motion to Approve Budget Calendar for Fiscal Year 2022.
Amount Requested:	
Is Item in Current Budget?	
If no, please explain:	
Financial Impact:	
Points to Consider:	
Options:	
Staff Recommendation:	

Reviews:

Debra Bivens Completed 01/13/2021 3:02 PM
 Sandra E. Yudice Ph.D. Completed 01/13/2021 4:43 PM
 Stephanie Buccione Completed 01/15/2021 10:57 AM
 Georgetown City Council Pending 01/21/2021 5:30 PM

Attachments:

1. 1 Budget Calendar - Fiscal Year 2021-2022 (PDF)



Fiscal Year 2021/2022 Budget Calendar

December 2020		City Administrator Budget Memorandum to Department Directors
January 20, 2021 (Wednesday)	NA	Budget Initialized by Finance and Ready for Input by Departments
February 10, 2021 (Wednesday)	5:00 pm	The following due to the Finance/Administration Departments from all City Departments: • Fiscal Year 2020/2021 Year End Projections-All Accounts • Fiscal Year 2021/2022 Budget Projections – All Accounts • Fiscal Year 2021/2022 Personnel Requests • Fiscal Year 2021/2022 Vehicle Capital Requests
February 15-18, 2021	All Week	Department Head Reviews with Administrator and Finance Director
March 3-4, 2021		Administrator and Finance Review of Total Budget
March 8-19, 2021		Finance prepares Draft budget for submission to City Council
March 25, 2021 (Thursday)		City Council Annual Retreat (Virtual) Power Point Budget Presentation to Council
April 5-9, 2021		Mayor and City Council to schedule individual or group sessions with Administrator/Finance Director
April 22, 2021 (Thursday)	4:00 pm	City Council Workshop #1
May 6, 2021 (Thursday)	4:00 pm	City Council Workshop #2
May 20, 2021 (Thursday)	5:30 pm	Budget Ordinance for First Reading (at regular Council Meeting)
May 21, 2021	NA	Advertise Public Hearing and Projected Budget Totals in Newspaper
June 3, 2021 (Thursday)	4:00 pm	City Council Workshop #3 (if needed)
June 17, 2021 (Thursday)	5:30 pm	Public Hearing and Budget Ordinance for Second Reading and Adoption (at regular Council meeting).
July 1, 2021	N/A	Fiscal Year 2021/2022 Begins

Sandra E. Yúdice, Ph.D., City Administrator
John Barfield, Director of Finance

Attachment: Budget Calendar - Fiscal Year 2021-2022 (3217 : Motion to Approve Budget Calendar for Fiscal Year 2022)



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ACTION ITEM

DOC ID: 3218

Council Meeting Date:	21 January 2021
Department:	Finance
Issue Under Consideration:	Motion to Approve Methodology for 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:

Debra Bivens Completed 01/13/2021 4:20 PM
 Sandra E. Yudice Ph.D. Completed 01/14/2021 6:23 PM
 Stephanie Buccione Completed 01/15/2021 10:57 AM
 Georgetown City Council Pending 01/21/2021 5:30 PM

Attachments:

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

MAYOR
BRENDON M. BARBER, SR.

CITY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
HOBSON H. MILTON
TUPELO HUMES
AL JOSEPH
CAROL JAYROE
CLARENCE C. SMALLS
VACANT

Executive Offices
(843) 545-4001

To: Mayor Brendon Barber, Sr. and Members of City Council
Prepared by: Alan Loveless, Director, Electric Department
Department: Electric
Date Prepared: January 12, 2021
Subject: Santee Cooper Settlement Claims
CC: Sandra E. Yúdice, Ph.D., City Administrator
Debra Bivens, Interim Finance Director
John Barfield, Finance Director
Elise Crosby, City Attorney

Issue Background

There has been a \$520M settlement reached with Santee Cooper for a class action lawsuit concerning rates collected for the cancelled VC Summer Nuclear Station project in Fairfield County. On December 9, 2020 the City received the first of two installments of its share of the settlement. This installment was in the amount of \$1,145,649.27. The second installment will be received in late 2022 and should be approximately \$402,000.

The intent of the Court's decision in the settlement was to return money to ratepayers who were Santee Cooper customers from January 1, 2007 through January 31, 2020. It was determined that a portion of rates paid during this time funded portions of the construction of the cancelled nuclear plant and that this portion of 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 essentially indirect customers of Santee Cooper. For this reason, the issue was discussed at the December Council meeting and it was determined that the City's share of the settlement should be distributed to City electric customers who purchased energy that Santee Cooper generated. Staff has been working to develop a proposal on how to disburse the funds from the first installment.

Discussion

While we knew in late summer that a settlement had been reached, we did not know how much the City's share of the settlement would be until we received the check on December 9th. This settlement represents unbudgeted revenue and disbursement of this revenue represents unbudgeted expenses. These budgetary adjustments require Council approvals which could not be obtained until we knew how much the settlement would be. As we went through the FY 2021 budget amendment process and to be in compliance with State and local laws, the amended budget ordinance included the unbudgeted revenue and expense settlement. The amended ordinance received 2nd reading on December 17, 2020.

Alternatives

Staff considered a few different alternatives for distributing these funds to City customers as required by the settlement. The most equitable way of doing this would be to refund each individual customer based on their energy consumption during the period of 13 years from January 1, 2007 through January 31, 2020

Drawer 939
Georgetown, SC 29442

required by the Court's settlement. Customers who consumed more energy paid higher bills and, therefore, contributed more to funding the nuclear plant. This requires a great deal of research and calculations, but it treats everyone fairly and also provides refunds for ratepayers who were customers at times during the 13-year period but are no longer customers (i.e., inactive accounts). Staff also considered issuing checks for all of the refunds against issuing account credits for current customers. This will be discussed in more detail below.

Recommended Course of Action

There are several steps involved in disbursing these refunds to ensure it is equitable and to ensure that we do not pay out more in refunds than we received.

- 1) Determine the refund rate based on the amount we received and the amount of energy we purchased from Santee Cooper.
- 2) Based on the amount of wholesale energy that we buy from Santee Cooper versus other sources, determine what portion of a customer's consumption will be eligible for refund.
- 3) Research account records to build a table of accounts, both active and inactive, that consumed energy from January 1, 2007 to January 31, 2020.
- 4) Apply the refund rate to the portion of each account's consumption that was purchased from Santee Cooper.
- 5) Disburse the refund amount to each active and inactive account.

Steps 1 and 2 were accomplished by looking at our wholesale energy purchases (in kilowatt-hours or kWh) for every month from January 2007 through January 2020. The wholesale energy that we sell to our customers comes from three sources:

- Santee Cooper is by far the largest.
- The Southeastern Power Administration (SEPA) provides a much smaller portion.
- The energy generated by the City's own peak shaving operation represents an almost insignificant amount but it is included in this analysis for the sake of completeness.

Attachment 1 details our energy purchases for every year during this period. This spreadsheet shows that we purchased 1,791,005,590 kWh of energy from Santee Cooper. **Step 1: Using the Santee Cooper energy consumption and the amount of our settlement check, we calculated that the City's settlement refund represents a rate of \$0.000639425 per kWh of energy purchased from Santee Cooper.** We propose to refund City customers at the same rate.

Energy purchased from SEPA or generated by the City is not involved in the settlement and, therefore, should not be considered as we calculate refunds to customers. Again referring to Attachment 1, we can compare the energy purchased from Santee Cooper to the total energy from all three sources. **Step 2: Energy from Santee Cooper represents 93.95% of the energy that we sold to our customers. Therefore, 93.95% of each customer's consumption came from Santee Cooper and is eligible for refund.** If we applied the refund rate to a customer's total consumption, we would refund settlement money for energy that did not come from Santee Cooper and we would pay out more in refunds than we received.

The City's billing software contains information for all City electric accounts, both currently active accounts and past inactive accounts. **Step 3: Working with the provider of the software, the Finance Department developed a table of all accounts who purchased energy from the City from January 1, 2007 through January 30, 2020.** Finance is currently in the process of vetting and verifying this data. This is obviously a very large amount of data and a daunting task for Finance staff.

Once Finance has verified the consumption for each account during this time period, it will be time for **Step 4: The refund rate of \$0.000639425/kWh will be applied to 93.95% of each account's energy consumption to determine the refund amount for each account.**

While verifying a large amount of data represents a daunting task, the most cumbersome of the tasks will probably be **Step 5: Disbursing the refunds**. After much discussion, staff felt that the quickest, cost effective, and most direct way of disbursing refunds to currently active accounts is to apply credits to each account. For many customers, this will greatly reduce their utility bill for a month and will serve to provide extra spending money for that month. Issuing credits to active accounts is the most cost effective way to disburse refunds to customers and will have the same effect as they will have extra cash in their hands (i.e., they will not have to pay the electric bill or a portion of it, depending on the consumption when the credit is issued) but at a less cost to the City than printing and mailing checks. Disbursing refunds to former customers (i.e., inactive accounts) becomes much more complicated. With no existing account to credit, checks will have to be issued. Forwarding addresses are on file for most former account holders. However, when looking back 13 years, many of these addresses will no longer be valid and will result in returned checks. Many of these accounts were only active for a portion of the period from 2007 to 2020 and many of the refund amounts are very small. Staff is proposing to issue checks for all refunds of \$50.00 and above and to mail these checks to the last known address. For refunds less than \$50.00, we propose to publish a list of eligible refunds on a web page accessible through the City's website and to allow each customer to contact Customer Service to arrange for disbursement of the refunds to a correct address. This will save the expense of writing checks that will never get cashed, either because they are for very small amounts or because the address is invalid. Checks greater than \$50.00 that are returned for invalid addresses can be added to this web page. After leaving this information available to the public for a period of time, the web page will be closed and the refunds will be turned over to the State as unclaimed funds.

The City will obviously bear expenses in this time consuming process. These expenses include the following:

- Time spent by Finance, Electric and Administrative staff
- The cost of issuing and mailing checks
- The cost of setting up and maintaining a webpage for public refund notification
- Time spent to resolve checks that are returned or refunds that go unclaimed

It is appropriate to pay these expenses directly out of the settlement amount before the refund rate is calculated (Step 1 above). Since it is impossible to estimate the amount of these expenses at this time, staff is proposing to track these expenses and to account for them in late 2022 when the second settlement installment is received.

Timeline for Recommendation

Council approved the budgetary aspects of this settlement on December 17, 2020. Staff will proceed with issuing refund credits to active accounts starting on February 1st. Issuance of checks to inactive accounts will follow shortly thereafter.

Fiscal Impact

The only enterprise fund impacted is the Electric Utility Fund by the amount received and disbursed from the settlement check and the costs associated with these efforts. As noted in the Recommended Course of Action, it is appropriate to charge the City's costs to the settlement funds received so that there is no impact on the General Fund.

The City, as a direct customer of Santee Cooper, is also entitled to receive a refund for the electricity consumed at our public buildings, facilities, and street lights at the same rate per kWh. The refund from the settlement to the City for its consumption is \$71,500.

Social Impact

Staff feels that this proposal is the most equitable method of disbursing refunds and should be very close to the methods used by the Court's claims administrator in disbursing refunds to Santee Cooper retail customers.

Attachments

Attachment 1: System Profile and Refund Rate

MAYOR
BRENDON M. BARBER, SR.

CITY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
HOBSON H. MILTON
TUPELO HUMES
AL JOSEPH
CAROL JAYROE
CLARENCE C. SMALLS
VACANT

Attachment 1

Year	Santee Cooper KWH	SEPA KWH	City KWH
2007	145,089,300	6,906,337	
2008	144,421,038	6,896,707	
2009	141,391,919	8,754,261	
2010	144,820,000	10,994,254	
2011	140,090,623	7,294,976	
2012	133,323,058	6,934,535	
2013	129,759,390	9,667,477	
2014	134,079,465	9,359,006	
2015	150,174,640	8,643,838	446,303
2016	129,923,958	8,948,036	580,907
2017	129,394,049	6,830,287	674,557
2018	132,917,124	9,510,199	564,690
2019	126,635,988	10,527,008	547,790
Jan-20	9,665,933	1,178,907	59,030

TOTALS	1,791,686,485	112,445,828	2,873,277
--------	---------------	-------------	-----------

SYSTEM TOTAL: $(1,791,686,485 + 112,445,828 + 2,873,277) = 1,907,005,590$

% of SYSTEM TOTAL	93.95%	5.90%	0.15%
-------------------	--------	-------	-------

Settlement Amount Received: \$1,145,649.27

Refund rate per kWh of consumption $(\$1,145,649.27 \div 1,791,686,485) = \0.000639425



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

ACTION ITEM

DOC ID: 3210

Council Meeting Date:	21 January 2021
Department:	Water Utilities
Issue Under Consideration:	Motion to Approve Purchase Orders and make payments to Chlorinator Sales and Service Inc., and Ryan Herco Flow Solutions in the Not To Exceed Amount of \$75,000.00 for the purchase of nine(9) new chemical pumps and PVC piping materials for the Water Treatment Plant.
Amount Requested:	\$75,000.00
Is Item in Current Budget?	Yes
If no, please explain:	NA
Financial Impact:	The amount requested provides a contingency amount of \$2823.63 to cover any extra costs that may be incurred during this work.
Points to Consider:	This will replace nine (9) old chemical pumps and the associated PVC piping and valves that are approximately twenty (20) years old. The labor to perform the installation will be completed by our staff. This is a CIP project budgeted for this year.
Options:	Approve or Disapprove
Staff Recommendation:	Approve

Reviews:

Will Gunter Completed 01/12/2021 4:44 PM
 Debra Bivens Completed 01/13/2021 1:55 PM
 Sandra E. Yudice Ph.D. Completed 01/13/2021 2:34 PM
 Stephanie Buccione Completed 01/15/2021 11:00 AM
 Georgetown City Council Pending 01/21/2021 5:30 PM

Attachments:

1. 1 Chemical Pump Prices (PDF)
2. 2 Ryan Herco Flow Solutions PVC quote (PDF)
3. 3 WP Law quote for PVC parts (PDF)

CHLORINATOR SALES & SERVICE INC.
P. O. BOX 549 MATTHEWS, NC 28106

Telephone 704-847-4121
Fax 704-847-9119

DATE: January 12, 2021

TO: City of Georgetown - Water Treatment Plant
2355 Maybank Hwy.
Georgetown, S. C. 29440

RE: Replacement chemical pumps - **REVISED**

ATTN: Tim Phipps - tphipps@georgetownsc.gov
EQUIPMENT – **all pumps with 90 vdc motors and tachometers**

Caustic pump

Encore 700 diaphragm metering pumps, # E7E3PANSAA1, as follows:

- 144 spm, 180 gph at 75 psi, 5" PVC head with 316SS seat and balls,
- 4 step pulleys, manual stroke adjustment, 1HP 90 vdc motor with tach

PRICE: \$ 6,524.00 each

Phosphate pump

Encore 700 diaphragm metering pump, # E7A3PAISCA1, as follows:

- 144 spm, 5 gph at 175 psi, 1 3/8" PVC head, seats and retainers, TFE balls,
- 4 step pulleys, manual stroke adjustment, 3/4HP 90 vdc motor with tach

PRICE: \$ 4,358.00 each

Ferric pump

Encore 700 diaphragm metering pumps, # E7E3PANSCA1, as follows:

- 144 spm, 180 gph at 75 psi, 5" PVC head, retainers and seats TFE balls,
- 4 step pulleys, manual stroke adjustment, 1HP 90 vdc motor with tach

PRICE: \$ 6,106.00 each

Polymer pump

Encore 700 diaphragm metering pump, # E7A3PAISCA1, as follows:

- 144 spm, 5 gph at 175 psi, 1 3/8" PVC head, seats and retainers, TFE balls
- spring loaded, 4 step pulleys, manual stroke adjustment, 3/4HP 90 vdc motor
- with tach

PRICE: \$ 4,527.00 each

NOTE: PRICES VALID UNTIL FEBRUARY 15, 2021

Note: Price does NOT include applicable sales taxes, shipping charges,
installation or start up service.

Submitted by: *Bart Fowler*
Bart Fowler

Attachment: Chemical Pump Prices (3210 : Upgrade Chemical Pumps at the Water Treatment Plant)

CHLORINATOR SALES & SERVICE, INC.*P. O. BOX 549 MATTHEWS, NC 28106**Telephone 704-847-4121**Fax 704-847-9119*

DATE: January 12, 2021

TO: City of Georgetown - Water Treatment Plant
 2355 Maybank Hwy.
 Georgetown, S. C. 29440

RE: Replacement chemical pumps - **REVISED**

ATTN: Tim Phipps - tphipps@georgetownsc.gov

TOTAL EQUIPMENT QUANTITIES AND PRICES

	<u>Each</u>	<u>TOTAL</u>
3 – Caustic pump, E7E3PANSAA1	\$ 6,524.00	\$ 19,572.00
2 – Phosphate pumps, E7A3PAISCA1	\$ 4,358.00	\$ 8,716.00
2 – Ferric pumps, E7E3PANSCA1	\$ 6,106.00	\$ 12,212.00
2 – Polymer pumps, E7A3PAISCA1	\$ 4,527.00	\$ 9,054.00
9 – AAA-4820 Plastic pump base	\$ 266.00	\$ 2,394.00
7 – Griffco 1" PVC BPV, # BPG-100-PV	\$ 422.00	\$ 2,954.00
6 – Griffco ½" PVC PRV, # PRG-050-PV	\$ 322.00	\$ 1,932.00
6 – ASCO 1" solenoid valve, # 8210G4	\$ 379.00	\$ 2,274.00
2 – KoFlo 500ml PVC calibration columns	\$ 91.00	\$ 182.00
2 – KoFlo 2000ml PVC calibration columns	\$ 212.00	\$ 424.00
1 – Estimated shipping charges	\$ 750.00	\$ 750.00
9 – PentaPower Drive board # KBMG-212D	\$ 300.00	\$ 2,700.00
4 – Precision Digital # PD644-6R3-14 Display	\$ 504.00	\$ 2,016.00
1 – Estimated shipping charges		\$ 750.00
1 – 6% SC Sales tax on all but shipping		\$ 3,910.00

GRAND TOTAL.....\$ 69,045.80**NOTE: PRICES VALID UNTIL FEBRUARY 15, 2021**

TERMS: Net thirty (30) days
 Price does NOT include applicable sales taxes, shipping charges,
 installation or start up service.

Submitted by: *Bart Fowler*
 Bart Fowler

Attachment: Chemical Pump Prices (3210 : Upgrade Chemical Pumps at the Water Treatment Plant)

CHLORINATOR SALES & SERVICE, INC.***P. O. BOX 549 MATTHEWS, NC 28106******Telephone 704-847-4121******Fax 704-847-9119***

DATE: January 12, 2021

TO: City of Georgetown
Water Treatment Plant
2355 Maybank Hwy.
Georgetown, S. C. 29440RE: Replacement chemical pumps - **REVISED**

ATTN: Tim Phipps - tphipps@georgetownsc.gov

Electrical Control AccessoriesPrecision Digital High Voltage DC meter, Series Javlin D, # PD644—6R3-14
(Replaces Precision Digital # PD694-3-15 meter)**PRICE: \$ 504.00 each**Penta(KB)Power Regenerative drive circuit board, # KBMG-212D
(Replaces SECO # SE2002 SCR drive board)**PRICE: \$ 300.00 each****NOTE: PRICES VALID UNTIL FEBRUARY 15, 2021**TERMS: Net thirty (30) days
Price does NOT include applicable sales taxes, shipping charges,
installation or start up service.

Attachment: Chemical Pump Prices (3210 : Upgrade Chemical Pumps at the Water Treatment Plant)

QUOTATION

Quotation#: 6835513
Account#: 161424
Description: JD PVC TIMOTHY
Quote Date: 01/12/2021
Entered By: Jerry Deininger

FEEDBACK

Let us know what you think about our Quotation email. [CONTACT US](#)

Ship To: CITY OF GEORGETOWN WATER
 2377 ANTHUAN MAYBANK DR
 GEORGETOWN, SC 29442

PROBLEM?

Please contact [GERRY DEININGER](#) to report a problem with this quote or call us at — **(800) 848-1141**.

Expiration Date:

Contact Name:

Phone #: (843) 545-4500

Qty	Product #	Description	UOM	Price Extended	
ITEMIZED PRICING					
PARTS = \$2,764.69					
6% TAX = \$ 165.88					
FREIGHT = \$ 200.00 NOT TAXED					
TOTAL = \$3,130.57					
ITEMIZED PARTS					
HAYWARD TRUE UNION BALL VALVES					
40	50601H010	PVC/EPDM TBH TU B VLV 1"SXT TBH1100ASTE0000	EA	36.3852	1,455.41
6	5109H010	PVC/EPDM TU B CK VLV 1" SXT TC10100STE	EA	46.5732	279.44
25	3829S010	PVC CPLG N80 1" S SPEARS	EA	2.4553	61.38
25	3817S010	PVC 45 EL N80 1" S SPEARS	EA	4.2011	105.03
50	3806S010	PVC 90 EL N80 1" S SPEARS	EA	2.0081	100.41
25	3801S010	PVC TEE N80 1" S SPEARS	EA	3.6034	90.09
25	3857S510	PVC EPDM UNION N80 1" S SPEARS SPEARS 2000-SERIES	EA	5.1944	129.86
80	3905H010	PVC HIGH-QUALITY PIPE N80 1"	EA	.7579	60.63
25	3836S010	PVC MALE ADPT N80 1" SXMT SPEARS	EA	3.9345	98.36
25	3835S010	PVC FEM ADPT N80 1" SXT SPEARS	EA	3.6163	90.41
6	3861.133	PVC NIPPLE N80 1" X CL (1.5")	EA	.9990	5.99
12	3835S005	PVC FEM ADPT N80 1/2" SXT SPEARS	EA	1.6512	19.81
12	3836S007	PVC MALE ADPT N80 3/4" SXMT SPEA	EA	2.2747	27.30
12	3836S005	PVC MALE ADPT N80 1/2" SXMT SPEA	EA	2.0640	24.77
12	3837S130	PVC BUSH N80 1X1/2" SPGXS SPEARS	EA	1.6297	19.56
12	3837S131	PVC BUSH N80 1X3/4" SPGXS SPEARS	EA	1.6297	19.56
12	3838S130	PVC BUSH N80 1X1/2" SPGXT SPEARS	EA	1.6297	19.56

1	3485.030	PVC/CPVC PRIMER QT CLR P70 P-70 CLEAR, QUARTS PC32	EA	25.4900	25.49
3	3677.530	CPVC LOW VOC CEMENT QT GRY 724 FOR CAUSTICS	EA	33.7750	101.33
2	3475.305	QT APPL 1/2" DAUBER	EA	1.8368	3.67
1	8605.515	PIPE DEBURRING TOOL THRU 2"	EA	26.6310	26.63
		6% SALES TAX			165.88
		FREIGHT			200.00
		NON CANCEL NON RETURN			
		FOB SHIP POINT			
		PRICE GOOD UNTIL 2-28-20			
		Package Subtotal:		\$3,130.57	
		Subtotal:		\$3,130.57	

Thank you for choosing Ryan Herco Flow Solutions.

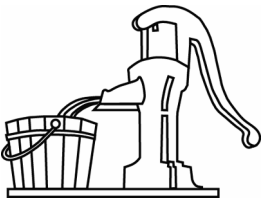
For questions please call us at (800) 848-1141.

[Click here to view Ryan Herco's Standard Terms & Conditions of Sale](#)

This message contains information which may be confidential and privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, copy, re-transmit, or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail and delete the message. Thank you.

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Attachment: Ryan Herco Flow Solutions PVC quote (3210 : Upgrade Chemical Pumps at the Water Treatment Plant)

**W. P. LAW, INCORPORATED**

303 RIVERCHASE WAY
LEXINGTON, SC 29072
Phone: (803) 461-0599
Fax: (803) 461-0570

**11.A.3****0052643**

Page: 1 of 0

Printed: 1/12/2021 2:03:30

P.O. Number		Authorization	Cust #	Order Date	Expires On	Terms
FITTINGS		TIMOTHY PHILLIPS	0070430	1/11/2021	2/10/2021	NET 30 DAYS
Ship Via	Quote No	Freight Mode		Shipped From		Entered By
BEST WAY	0052643	PPA - Pre-paid add		LEXINGTON		Marc Bishop

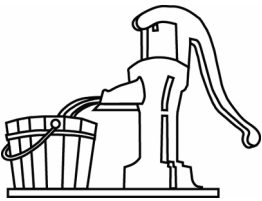
Sold To: CITY OF GEORGETOWN
ATTN: ACCOUNTS PAYABLE
2377 MAYBANK DRIVE
GEORGETOWN, SC 29440
(843) 545-4509

Ship To: CITY OF GEORGETOWN
ATTN: ACCOUNTS PAYABLE
2377 MAYBANK DRIVE
GEORGETOWN, SC 29440

Loc	Ordered	B/O	Shipped	Item Code	Unit Price	UM	Extended Price
1F-72	40.00			HWBV10 /TBH1100ASTE0000 BALL VALVE, PVC/EPDM, 1" SOC/THD - HAYWARD	35.8001	EACH	1,432.00
1F-92	6.00			HWBC10 /TC10100STE BALL CHK VLV, PVC/EPDM, 1" SOC/THD - HAYWARD	45.1134	EACH	270.68
1F-83	25.00			C10P8 /829-010 COUPLING SS PVC80 1"	3.3765	EACH	84.41
1F-84	25.00			4L10P8 /817-010BC 45 ELL SS PVC80 1"	5.7765	EACH	144.41
1F-82	50.00			9L10P8 /806-010BC 90 ELL SS PVC80 1"	2.7608	EACH	138.04
1G-73	25.00			T10P8 /801-010 TEE SSS PVC80 1"	4.9530	EACH	123.83
1G-103	25.00			U10P8 /8057-010 UNION SS PVC80 1" VITON NEW STYLE	7.2059	EACH	180.15
YD-D3	80.00			PI10P8 /085110 PIPE PVC 80 PE 1" ASTM D-1784 & D-1785	0.7064	FT	56.51
1I-23	1.00			CEM20CPG /11659 CEMENT CPVC #724 GREY QUART HEAVY BODY,MEDIUM SET	32.7094	EACH	32.71
1I-25	1.00			PRI20C /10209 PRIMER P-68 CLEAR QUART FOR PVC/CPVC	17.0781	EACH	17.08

Continu

0052643



W. P. LAW, INCORPORATED

303 RIVERCHASE WAY
LEXINGTON, SC 29072
Phone: (803) 461-0599
Fax: (803) 461-0570



11.A.3

0052643

Page: 2 of 2

Printed: 1/12/2021 2:03:30

P.O. Number	Authorization	Cust #	Order Date	Expires On	Terms
FITTINGS	TIMOTHY PHILLIPS	0070430	1/11/2021	2/10/2021	NET 30 DAYS
Ship Via	Quote No	Freight Mode		Shipped From	Entered By
BEST WAY	0052643	PPA - Pre-paid add		LEXINGTON	Marc Bishop

Sold To: CITY OF GEORGETOWN
ATTN: ACCOUNTS PAYABLE
2377 MAYBANK DRIVE
GEORGETOWN, SC 29440
(843) 545-4509

Ship To: CITY OF GEORGETOWN
ATTN: ACCOUNTS PAYABLE
2377 MAYBANK DRIVE
GEORGETOWN, SC 29440

Loc	Ordered	B/O	Shipped	Item Code	Unit Price	UM	Extended Price
1E-73	25.00			MA10P8 MALE ADAPTER PVC80 1"	5.4079	EACH	135.2
1E-74	25.00			FA10P8 FEMALE ADAPTER PVC80 1"	4.9726	EACH	124.3
1H-35	6.00			N10CLP8 NIPPLE PVC80 1" x CL	1.1540	EACH	6.9
1E-74	12.00			FA05P8 FEMALE ADAPTER PVC80 1/2"	2.2686	EACH	27.2
1E-73	12.00			MA07P8 MALE ADAPTER PVC80 3/4"	3.1275	EACH	37.5
1E-73	12.00			MA05P8 MALE ADAPTER PVC80 1/2"	2.8353	EACH	34.0
1E-84	12.00			B1005P8 BUSHING SS PVC80 1" x 1/2"	2.2392	EACH	26.9
1E-94	12.00			B1005P8ST BUSHING ST PVC80 1" x 1/2"	2.2392	EACH	26.9
1E-84	12.00			B1007P8 BUSHING SS PVC80 1" x 3/4"	2.2392	EACH	26.9
				/DELIVERY DELIVERY CHARGE			100.0

Net Order: 3,025.0
Less Discount: 0.0
Freight: 0.0
Sales Tax: 263.9
Order Total: \$3,288.9

W. P. Law, Inc.'s complete Terms & Conditions of Sale and SDS
Sheets are available at www.wplawinc.com Hard copies available
upon request.

0052643



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

ACTION ITEM

DOC ID: 3203

Council Meeting Date:	21 January 2021
Department:	Engineering
Issue Under Consideration:	Motion to ratify grant application to CDBG- Mitigation Infrastructure Program to provide funding for engineering and construction costs in the West End District Stormwater Improvements Project. The total amount requested in this application is \$7,865,686. There is no match requirements and the City will not be obligated to contribute towards this grant.
Amount Requested:	\$0
Is Item in Current Budget?	No
If no, please explain:	
Financial Impact:	None
Points to Consider:	This is an opportunity for the City to apply for state funding under the CDBG Flood Mitigation Infrastructure Program to pay for engineering and construction costs for new drainage infrastructure projects in the West End District as identified in the stormwater management plan (SWMP). This is a grant program with no match requirements.
Options:	Approve or Disapprove
Staff Recommendation:	Approve

Reviews:

Orlando Arteaga Completed 01/08/2021 4:39 PM
 Sandra E. Yudice Ph.D. Completed 01/11/2021 12:34 PM
 Stephanie Buccione Completed 01/15/2021 10:50 AM
 Georgetown City Council Pending 01/21/2021 5:30 PM

Attachments:

1. 1 MIT_Infrastructure_Application_City of Georgetown_Revised (PDF)
2. 2 MIT_Infrastructure Application Supplement_Revised (PDF)
3. 3 1. ChurchSt-NMerriman Drainage System Map (PDF)
4. 4 2. N Merriman-Congdon St Drainage System Map (PDF)
5. 5 3. Highmarket St-Lee St Drainage System Map (PDF)

Updated: 1/8/2021 4:39 PM by Orlando Arteaga (Page 1)



SOUTH CAROLINA OFFICE OF RESILIENCE DISASTER RECOVERY OFFICE CDBG-MITIGATION INFRASTRUCTURE APPLICATION

To: CDBG-Mitigation Infrastructure Program Manager
South Carolina Disaster Recovery – Mitigation Office
632 Rosewood Drive, Columbia, South Carolina 29201

Digitally signed by Sandra E. Yudice, Ph.D.
DN: cn=Sandra E. Yudice, Ph.D., o=City of
Georgetown, SC, ou=City Administrator,
email=syudice@georgetownsc.gov, c=US
Date: 2020.12.16 11:44:00 -05'00'

City Administrator

Signature

Title

Date: December 17, 2020

Applicant Community: City of Georgetown

County: Georgetown

Contact Information

☒ Municipal Government

☐ State Agency

☐ County Government

☐ Other: _____

Name: Orlando Arteaga, P.E.

Title: City Engineer

Agency: City of Georgetown

Address: PO Box 939

Phone: 843-545-4501

Georgetown, SC 29442

Email: oarteaga@georgetownsc.gov

Project Information

Location of Project: West End District in the City of Georgetown

Brief Description of Project:

The West End District Stormwater Improvements Project will consist of providing new storm drainage infrastructure in three separate runoff basins: Phase 1) Church Street-N. Merriman Road Drainage System; Phase 2) N. Merriman-Condon Street Drainage System; and Phase 3) Highmarket Street-Lee Street Drainage System.

Brief Description of Problem to be solved:

Mitigate flooding conditions due to excessive rain caused by unusual weather patterns such as hurricanes and high-intensity storms. During heavy rains, streets flood creating unsafe driving conditions to residents and property losses.

Total Estimated Cost: \$ 7,865,686

Email to DROMITIGATION@ADMIN.SC.GOV, or mail to:

CDBG-MIT Infrastructure Program Manager
SC Disaster Recovery Office
632 Rosewood Drive
Columbia, South Carolina 29210

Attachment: MIT_Infrastructure_Application_City of Georgetown_Revised (3203 : CDBG Flood Mitigation Grant Application)

Project Title: West End District Stormwater Improver Applicant Name: City of Georgetown

Applicant Address: PO Box 939, Georgetown, South Carolina 29442

Funding Sources: CDBG-MIT Funds Requested: \$ 7,865,686 Non-CDBG Funds: \$ 0

Date Submitted by Applicant: 12/17/2020 Date Received by SCDRO: _____

Grand Total Project Funding: \$ _____

*Identify all Non-CDBG-MIT sources and amounts to complete the project:

Source: N/A Amount: _____

Source: N/A Amount: _____

National Objectives (check one):

☒ Low-and-Moderate-Income:

Census Tract(s) and Block Group(s): _____

LMI Determined by: ☒ Census ☐ Survey

☐ Urgent Need:

Census Tract(s) and Block Group(s): _____

☐ Other: _____

Subrecipient: ☒ N/A Name: _____

Project Summary:

The West End District Stormwater Improvements project will consist of providing new storm drainage infrastructure in three separate runoff basins: Phase 1) Church Street-N. Merriman Road Drainage System; Phase 2) N. Merriman-Congdon Street Drainage System ; and Phase 3) Highmarket Street-Lee Street Drainage System.

Project Proposal Contact: Name: Orlando Arteaga, P.E.

Telephone: 843-545-4501

Email: oarteaga@georgetownsc.gov

Authorized Signature: *By signing this funding proposal, I hereby certify that the information being submitted is complete and correct and that the local government has authorized this submission and the commitments implied within.*

Sandra E. Yúdice, Ph.D.
City Administrator



Digitally signed by Sandra E. Yúdice, Ph.D.
DN: cn=Sandra E. Yúdice, Ph.D., o=City of
Georgetown, SC, ou=City Administrator,
email=syudice@georgetownsc.gov, c=US
Date: 2020.12.16 11:45:01 -05'00'

12/17/2020

**Typed Name and Title of Chief
Executive/Administrative Office**

Signature

Date

Infrastructure Project Checklist

The Application Components listed below are required for all Infrastructure Project submittals. Applications may be immediately denied if the information requested is not included. Additional information may be requested during the Mitigation Department's review of the application.

Application Components Checklist		☒
Scope of Work		
Include the project scope of work. Please be as specific as possible.		
Does the project address a problem that has been repetitive or a problem that poses a significant risk to public health and safety if left unsolved?		
Does the project consider long-term changes to the areas and entities it protects?		
Identify the project's future maintenance costs and modifications requirements.		
Does the project solve a problem independently? If so, describe how.		
Or does the project constitute a functional portion of a solution? If so, describe the project's contribution toward a long-term solution and the phasing strategy involved.		
Can the project be completed concurrently with companion projects? If yes, provide an abstract of the companion projects.		
Provide assurance that the project will be completed. (Projects that merely identify or analyze hazards or problems are not eligible for infrastructure funding)		
Project and Flooding Information		
Describe the project's location. Include maps or GPS coordinates.		
Map the service area (the area that will benefit from the project) For example, if the project is a school, the service area would be the school district boundary.		
Provide the LMI % for the project service area.		
Attach pictures of the flooded areas or high-water marks within the service area.		
Include the population size affected by the project.		
List all the anticipated benefits of the project.		
Include flooding history of the service area by including the following:		
a) Detailed map of the flooding extent.		
b) The frequency of the flooding.		
c) The date, estimated depth, and approximate rainfall for each event.		
d) Describe the cause of flooding and flow paths/direction the water moves.		
Describe the Extent of the Flood Damage including, but not limited to:		
a) The total cost of the damage.		
b) The number of road closures		
c) The number of buildings affected.		
Schedule		
Include a detailed project work schedule.		
Detail the status and timeline of the project. If the project has not yet started, please state why.		
Cost Review		
Include a detailed budget for the project.		
Identify additional funding sources available (match or leveraged funding)? If none, please explain why match or leveraged funding is not part of the application.		

Application Components Checklist		☒
Cost -Effectiveness		
Include a project benefit-cost analysis or alternate cost-effectiveness documentation. Does the project cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future disasters were to occur?		
Describe how the project substantially reduces the risk of future damage, hardship, loss, or suffering.		
Environmental Consideration		
Include detailed documentation of any potential environmental issues.		
Will permits be required? If yes, please provide a detailed list and the estimated cost.		
Provide documented consideration of alternatives that avoid and/or minimize harm to the environment.		
Additional Information		
Does the project provide mobility improvements for emergency responders and/or the general public? Describe.		
Does the community support the project? Describe.		
Funding aside, what difficulties need to be addressed to complete this project? For example, do the outfalls from the flooded areas cross private property or stay on public right-of-way? Describe.		

Attachment: MIT_Infrastructure_Application_City of Georgetown_ Revised (3203 : CDBG Flood Mitigation Grant Application)

MIT Infrastructure Application Supplement

Scope of Work

The proposed project will be named *West End District Stormwater Improvements Project* and consists of new storm drainage infrastructure in three separate runoff basins: Phase 1) Church Street-N. Merriman Road Drainage System; Phase 2) N. Merriman-Congdon Street Drainage System; and Phase 3) Highmarket Street-Lee Street Drainage System.

The project involves removing and/or abandonment of aged and undersized stormwater drain pipes, installing new storm drain pipes and structures within the state's right-of-way (ROW). The new infrastructure will consist of larger size storm drain pipes made out High-Density Polyethylene (HDPE) corrugated pipe or Reinforced Concrete Pipe (RCP), pre-cast concrete stormwater manholes (MH), catch basins (CB) and drain inlets (DI).

The project involves the relocation of existing utilities to accommodate the larger-size storm drains. Water distribution pipes, gas lines, sewer lines, electric, fiber optic, and other telecommunication conduits may need to be relocated to accommodate the storm drainage infrastructure within the public ROW. A great deal of utility coordination will be necessary between the City Water Utilities Department and other private and public utility agencies.

This project aims to address flooding conditions on streets and sidewalks, loss of property value, enhance the quality of life of the residents living in the identified project areas. The project will address a problem that has been repetitive over the last six years. The current drainage infrastructure is obsolete, aged, and cannot adequately handle the stormwater runoff under extreme weather conditions. The residents in this area have often complained and demanded solutions from the City.

By improving the drainage system in the area, the City anticipates that the property values will increase and make it an attractive place for citizens to live and remain in the City and attract new residents.

Since this project is split into three phases for three different areas in the West End District of the City, the implementation of Phases 1, 2, and 3 can be conducted independently of each other. Due to the financial burden to the City, there are no other companion projects. Phases 1, 2, and 3 are mutually exclusive, and one phase can be performed at a time without affecting the other two. Our goal is to complete the engineering work for all three phases at the same time. However, if the funding is limited, we can have the engineering work split into phases as well. Alternatively, these projects can be divided into three separate projects and be independent of each other.

The City will maintain the newly installed drainage infrastructure such as drainpipes, culverts, ditches, ponds, street manholes and basins. The City has a stormwater crew of four workers, equipped with a vacuum truck, excavator, pick-up trucks, pressure washing equipment, and pipe cameras to maintain storm lines and appurtenances within the City limits. The five-year average yearly cost to operate the City's stormwater department is \$1,183,000.

MIT Infrastructure Application Supplement

The entire project has an anticipated duration of four years. The project estimate is \$7,865,686. The project's scope of work includes topographic and utility surveying, engineering design, construction administration, inspections, installation of the new stormwater infrastructure system, land acquisition, legal fees, and permits.

The City faces financial challenges in creating enough revenue for the implementation of the stormwater management plan. Frequent public complaints due to flooding, mostly due to several major storms and hurricanes in the last six years, are forcing the City to improve the storm drainage system. Regrettably, the Covid 19 pandemic has curtailed Council's willingness to raise the stormwater utility rates to finance the projects identified in the City's Stormwater Management Plan (SWMP).

The City of Georgetown requests financial assistance to cover the costs of engineering design and construction estimated at \$7,865,686. It is anticipated that, if the funding is granted to the City, the engineering work can be completed within 12 months from the release date of RFP's. The construction work for Phase 1, Phase 2, and Phase 3 will take approximately three and a half years to complete, from July 2022 to December 2025.

Project and Flooding Information

We propose to construct the project in three separate Phases:

1. Church Street - N. Merriman Road Basin. (See Attachment 1)
2. N. Merriman Road-Congdon Street Basin. (See Attachment 2)
3. Highmarket Street-Lee Street Basin. (See Attachment 3)

See the attachments 1-3 for maps of the service areas.

Phase1: Church Street – N. Merriman Road Basin (Palm St.)

The work on this basin involves installing 1,950 LF of storm drain pipes of various sizes from 36-in to 60-in. in diameter along Church Street between N. Merriman Road and Fraser Street. Installation of 1,479 LF of 18-in storm drain pipe along Palm Street between Sims Street and Church Street. There will be junction boxes, manholes, catch basins and drain inlets along Church and Palm Streets. A total of 77 parcel owners or 46 active residential households will benefit from this project.

Phase 2: N. Merriman Road-Congdon Street Basin (Rutledge St, Sims St., Palm St.)

The work on this basin involves the installation of 1,051 LF of 24-in drain pipe along N. Merriman Rd, Rutledge Street, and Palm Street, and 393 LF of 30-in. drain pipe along Sims Street, 70 LF of 36-in. pipe on Congdon Street, and 238 LF of 42-in. pipe on Levy Alley. There will be junction boxes, manholes, catch basins and drain inlets along N. Merriman, Rutledge, Palm, Sims Streets and Levy Alley. A total of 34 parcel owners or 17 active residential households will benefit from this project.

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Phase 3: Highmarket Street-Lee Street Basin (Alex Alford Drive)

This basin's work involves the installation of 3,060 LF of storm drain pipes of various sizes from 24-in to 54-in. in diameter along Alex Alford Drive from Highmarket Street to Butts Street. Installation of 383 LF of 24-in storm drain pipe along Highmarket Street from Alex Alford to Lee Street. There will be junction boxes, manholes, catch basins and drain inlets along the proposed path of drainage pipe. A total of seven street blocks or 54 parcel owners on Alex Alford Drive will benefit from this project. A total of 19 parcel owners on Highmarket Street will benefit from this project. Overall, 73 parcel owners or 33 active residential households and five businesses will be the beneficiaries.

The adverse effects from the one-percent (100-year) storm in the identified floodplain could be extensive. Currently, the stormwater system is outdated and ineffective in many parts of the City, including the West End District, where the three CIP stormwater project phases are proposed. The system can be overwhelmed by even a torrential downpour during a thunderstorm, much less a significant flooding event like a tropical storm or hurricane. There has been at least one named storm per year since 2015. While the entire project area may not fall within the regulated floodplain, the drainage systems' outfalls do. If you get an exceptionally high tide (King tides) simultaneously as a major rain event, the results are more flooding and property damage.

The beneficiaries of these projects will be the property owners located along the path of the primary and secondary storm drain lines. Ninety-six (96) households or approximately 243 residents will directly benefit from the storm drainage improvements within the project area. All the direct beneficiaries are part of the West End District of the City, which is 100% LMI.

This project's direct benefit is that the streets, sidewalks, and front and backyards around these properties will no longer be flooded and impede traffic and pedestrian access. Emergency vehicles will be able to circulate more freely.

Also, studies have found that floodwaters carry dangerous levels of bacteria. *The Post and Courier* have reported that low and poorly draining areas become temporary lakes and rivers in Charleston flood-prone areas during heavy rain events. This standing water can carry high levels of E. coli. E. coli bacteria can make humans sick with diarrhea, infections, and harm to kidneys in rare cases. The report states that the level of bacteria amounts to more than 60 times higher than the state limits in some places. Source: *The Post and Courier*, December 2, 2020.

Due to the inadequate size of the existing storm drain system in the project area, the low-lying areas flood during heavy rainstorms. Tropical storms and hurricanes bring more flooding conditions, and properties are directly affected by water entering the house's living space.

MIT Infrastructure Application Supplement

In the past six years, hurricanes and tropical storms have caused streets such as Church Street, N. Merriman Road, Palm, Street, Sims Street, Hampton Street, Congdon Street, and Highmarket Street flood and forced partial road closures. The number of properties affected is all the buildings and parcels located along the proposed storm drain path. A total of 96 active households are affected.

The total expenses due to major storms and hurricanes in the last six years (2014-2019) amount to nearly \$1.5 Million. Although the City has been able to recover costs for the emergency preparedness and mitigation expenses after a major storm, these costs impact the local, state, and federal budgets.

Major storms such as the “1000-year storm” in 2015, Matthew, Bonnie, Irma, Florence, and Dorian prompted unplanned expenditures as noted below:

Storm/Hurricane Event	Fed Amt.	State Amt.	Total
Winter Storm February 2014	134,863.50	44,954.49	179,817.99
Severe Storm and Flood October 2015	183,705.97	61,235.30	244,941.27
Hurricane Matthew October 2016	476,107.97	142,452.36	618,560.33
Hurricane Irma September 2017	54,869.60	18,289.86	73,159.46
Hurricane Florence September 2018	154,010.98	49,661.56	203,672.54
Hurricane Dorian September 2019*	140,279.74	-	140,279.74
*The State Has not approved the payment of this storm yet; possibly January 2021			
Total	1,143,837.76	316,593.57	1,460,431.33

Source: City of Georgetown Finance Department

MIT Infrastructure Application Supplement

Flooding History of the Service Area

Georgetown has sustained heavy rainfall from at least one named Hurricane or Tropical Storm in the last six years:

Arthur- July 2014
 Ana- May 2015
 Matthew- October 2016
 Bonnie- May 2016
 Colin- June 2016
 Hermine-September 2016
 Julia-September 2016
 Irma-September 2017
 Nate-October 2017
 Alberto -May 2018
 Florence- September 2018
 Michael-October 2018
 Dorian-September 2019

The 2020 hurricane season marked one of the most active seasons in recorded history. The first year the Atlantic Ocean has seen nine (9) named storms before August and thirteen (13) before September.

Source: SC State Climatology Office

Please see Attachment 7-Photos for parts of the West End District affected by the storms.

Rainfall Data of the Service Area

Georgetown experiences the largest amount of precipitation in the Lowcountry. See the table below:

Average yearly precipitation in the SC Lowcountry from 1981 to 2010

<u>Days</u>	<u>Place</u>	<u>Inches</u>
106	Beaufort	45.4
100	Brookgreen Gardens	54.2
113	Charleston	51.0
90	Edisto Island	45.4
96	Georgetown	56.2
100	Hilton Head Island	50.3
128	McClellanville	52.2
—	Myrtle Beach	51.4
105	Lake Moultrie (Pinopolis Dam)	49.6
104	Sullivan's Island	49.7

Source: NOAA National Climatic Center

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City of Georgetown		
West End Stormwater Improvements Project Schedule		
ACTIVITY No.	MILESTONE ACTIVITY	MONTH-YEAR(Y)
1	Grant Award	April-21
2	Grant Start-up	May-21
3	Release Engineering Request for Proposals (RFP)	June-21
4	Engineering Proposals due date	July-21
5	Approval of engineering contract by City Council and SC Office of Resilience	August-21
6	Start Engineering Design	September-21
7	Complete Engineering Design	June-22
8	SCDOT and SCDHEC Permit Approvals	July-22
9	Phase 1: Church Street-N. Merriman Road System- Construction Bid Advertise	August-22
10	Approval of construction contract for Phase 1	September-22
11	Start Construction Phase 1	October-22
12	Complete Construction Phase 1	September-23
13	Phase 2: N. Merriman Road-Congdon Street System-Construction Bid Advertise	October-23
14	Approval of construction contract for Phase 2	November-23
15	Start Construction Phase 2	January-24
16	Complete Construction Phase 2	October-24
17	Phase 3-Highmarket Street-Lee Street System-Construction Bid Advertise	November-24
18	Approval of construction contract for Phase 3	December-24
19	Start Construction Phase 3	January-25
20	Complete Construction Phase 3	December-25

MIT Infrastructure Application Supplement

Cost Review (Budget)

At this time, the City of Georgetown lacks funding to match the grant. Staff is currently working actively with council to increase the stormwater utility fees to generate revenue for CIP stormwater projects.

City of Georgetown			
West End Stormwater Improvements Project Budget			
Activity	CDBG Funds (100%)	City's Match (0%)	Total
Construction			
Phase 1- Church Street-N. Merriman Road System	\$2,104,000		\$2,104,000
Phase 2- N. Merriman Road-Congdon Street System	\$1,293,520		\$1,293,520
Phase 3-Highmarket Street-Lee Street System	\$2,714,000		\$2,714,000
Subtotal	\$6,111,520		\$6,111,520
Contingency (10% of Construction Subtotal)	\$611,152		\$611,152
Construction Cost Total	\$6,722,672	\$0	\$6,722,672
Engineering , Surveying, Construction Admin, and Inspections	CDBG Funds (100%)	City's Match (0%)	
Engineering (10% of Construction Costs)	\$672,267		\$672,267
Construction Administration and Inspections (5% of Construction Costs)	\$336,134		\$336,134
Engineering Total	\$1,008,401	\$0	\$1,008,401
Non-Construction	CDBG Funds (100%)	City's Match (0%)	
Legal and Financial Counsel (.5% of Construction Costs)	\$33,613		\$33,613
Land, Structures, ROW: Easements	\$100,000		\$100,000
Other: Permits	\$1,000		\$1,000
Non-Construction Total	\$134,613	\$0	\$134,613
Total Project Budget	\$7,865,686		\$7,865,686

See Attachments 4, 5, and 6 for a complete construction cost detailed estimate.

MIT Infrastructure Application Supplement

Cost-Effectiveness

Other stormwater project alternatives in the West End District include:

1. Project #5- S. Fraser Street-Bourne Street Basin. Cost: \$1,174,000
2. Project # 10-Steel Mill Basin. Estimated cost: \$2,149,000

The estimated cost for these two alternate projects is \$3,323,000.

The above projects have also been identified in the SWMP report as areas requiring flood mitigation. However, the two mentioned projects' priority level ranks lower than the three proposed projects presented in this grant application.

Cost-Benefit Analysis

A 2019 study by the National Institute of Building Sciences found that every dollar spent on hazard mitigation efforts could save \$6 in future disaster costs. Local governments' measurements can reduce the impact of flooding hazards in the community by improving safety, preventing property losses, and decreasing disruption of daily life.

“The [Natural Hazard Mitigation Saves: 2019 Report](#) represents the most exhaustive benefit-cost analysis of natural hazard mitigation, from adopting up-to-date building codes and exceeding codes to addressing the retrofit of existing buildings and utility and transportation infrastructure. It was funded by the U.S. Department of Housing and Urban Development (HUD). Earlier editions of the report were funded by the Federal Emergency Management Agency (FEMA), U.S. Economic Development Administration (EDA), International Code Council (ICC), Insurance Institute for Business and Home Safety (IBHS), American Institute of Architects (AIA), and National Fire Protection Association (NFPA).” Source: National Institute of Building Science website: www.nibs.org.

According to industry standards, the service life of High Density Polyethylene (HDPE) storm pipe is 100 years. “Advanced Drainage Systems, Inc. (ADS) announced today that the Florida Department of Transportation (FDOT) has approved the use of ADS' High Performance (HP) polypropylene (PP) pipe in 12 through 60 inch diameters for 100-year design service life applications in accordance with FDOT's 2014 Standard Specifications for Road and Bridge Construction, Section 948-7. According to FDOT documents, polypropylene pipe has passed the needed testing to be accepted for 100-year side drain, cross drain and storm sewer applications.” Source: <https://www.ads-pipe.com/news-media/florida-dot-approves-use-polypropylene-pipe>

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Concrete pipes can have a service life of 50 to 75 years according to the American Concrete Pipe Association. Field observations reveal that concrete pipe has served well into a 100 years. Some Roman aqueducts and buried concrete pipe found in Israel date back to over 2,000 years. Source: <https://www.concretepipe.org/wp-content/uploads/CPInfoDurability072116.pdf>

Therefore, it is safe to anticipate that the service life of the proposed drainage infrastructure system to be at least 50 years.

	Present Value	Yearly Cost
Overall Benefit-Cost Ratio	6:1	
Service Life (years)	50	
Project Cost	\$7,865,686	\$157,314
Benefit	\$47,194,116	\$943,882

MIT Infrastructure Application Supplement

Environmental Consideration

There are no significant environmental impacts to the area. However, due to the nature of the project, any land disturbance activities during construction will have to be permitted by the South Carolina Department of Health and Environmental Control (SCDHEC) and the Office of Coastal Resource Management (OCRM).

Also, road encroachment permits from SCDOT will be required as the work will be performed within the state's right-of-way.

The work area will take place within existing streets and roadways in the City's West End District. See the attached maps. The terrain's topography is generally flat with some trees and grassy surfaces located on the road shoulders. The project will include soil erosion and sedimentation control measures using Best Management Practices (BMPs) as regulated by EPA and SCDHEC. Trees and tree roots will be protected. Grass will be restored with native seasonal seeds. Existing drain inlets will be protected from silting.

There are no State nor National Parks near the project area.

The proposed stormwater system will connect to the existing network of drain pipes that eventually discharge to the Sampit River or the Black River marsh.

The amount of existing vegetation removed is minimum (less than 0.50 acres) since most of the excavation will be done on existing paved streets, sidewalks, or grassy road shoulders.

The project is located within an urban area already developed with concrete sidewalks, paved streets, and roadway shoulders. There are no wetlands in the proposed project area for all phases of the project: Phase 1: Church St-N. Merriman Rd System; Phase 2: N. Merriman Rd-Congdon St. System; Phase 3: Highmarket St-Lee St. System.

Work will take place during regular business hours from 7 AM until 6 PM Monday through Friday. The amount of noise pollution would be generated from construction equipment noise, but the noise levels would be within tolerance. No work will be allowed at night time and/or weekends unless emergency conditions dictate otherwise.

The estimated cost of permits from SCDHEC and SCDOT will not exceed \$1,000.

MIT Infrastructure Application Supplement

The following is a list of threatened or endangered species in Georgetown County, SC as listed by the US Fish and Wildlife Service (Retrieved on 2-4-2020):

Group	Common Name	Scientific Name	Status
Birds	Red-cockaded woodpecker	<i>Picoides borealis</i>	Endangered
Flowering Plants	Pondberry	<i>Lindera melissifolia</i>	Endangered
Reptiles	Leatherback sea turtle	<i>Dermochelys coriacea</i>	Endangered
Reptiles	Kemp's ridley sea turtle	<i>Lepidochelys kempii</i>	Endangered
Birds	Black-capped petrel	<i>Pterodroma hasitata</i>	Proposed Threatened
Birds	Eastern Black rail	<i>Laterallus jamaicensis</i>	Proposed Threatened
Flowering Plants	Seabeach amaranth	<i>Amaranthus pumilus</i>	Threatened
Mammals	West Indian Manatee	<i>Trichechus manatus</i>	Threatened
Mammals	Northern Long-Eared Bat	<i>Myotis septentrionalis</i>	Threatened
Reptiles	Green sea turtle	<i>Chelonia mydas</i>	Threatened
Reptiles	Loggerhead sea turtle	<i>Caretta caretta</i>	Threatened

No endangered or threatened species will be affected by this project. The work consists mainly of open-cut utility excavations within the public right-of-way where paved streets and concrete sidewalks exist.

No toxic, hazardous, or radioactive substances will be used on this project.

The anticipated solid waste on this project are:

1. Concrete pavement- Can be crushed and recycled
2. Asphalt pavement- Can be recycled
3. Unsuitable excavated material- Landfill
4. Removed concrete pipe and structures- Can be crushed and recycled
5. Removed plastic pipe- Can be recycled.

The City does not have a mandatory recycling program on construction projects.

There is a high groundwater table in the area, and groundwater is expected to be found during trenching procedures. In order to keep excavated trenches dry, any excess groundwater will need to be pumped and discharged to the nearest catch basin or stormwater manhole. An NPDES permit will be required for this project.

Air quality will not be negatively impacted. There will be fuel emissions from construction vehicles and equipment but the impact will be within acceptable levels.

MIT Infrastructure Application Supplement

Additional Information

This project provides mobility improvements to the general public, and emergency responders as the project solution's main objective are to mitigate flooding in streets and roadways. By improving the road drainage conditions in the project area, the streets become passable and free of floodwaters.

The community represented by City council supports this project. Several neighborhoods in the West End District have been affected by floodwaters for many years in the past. The grant pre-approval information was presented to City council for approval at the regular City council meeting on July 16, 2020. See meeting minutes excerpt below:

8. ENGINEERING

- A. Motion to authorize staff to file a pre-approval application to request a grant with the CDBG- Mitigation Plans and Studies Program to help pay for engineering costs for three West End District Stormwater projects. There is no match requirements and the City will not be obligated to contribute towards this grant. The total amount requested in this application would be for \$671,730.**

Council Member Milton moved, seconded by Council Member Joseph. Mayor Pro Tempore Bradley asked for confirmation that this would be no cost for the City. Mr. Arteaga confirmed this would not require the City to match any funds.

Mayor Barber called for the vote.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Hobson H. Milton, Council Member
SECONDER:	Al Joseph, Council Member
AYES:	Milton, Barber Sr., Bradley, Jayroe, Joseph, Humes, Smalls

Several workshops and public meetings regarding the Stormwater Management Plan have been held with City Council and with the residents to keep the community informed about the stormwater projects:

1. August 1st, 2019- SWMP presentation by WK Dickson to council
2. October 24th, 2019- SWMP presentation follow-up by City staff to council
3. November 6th, 2019-SWMP presentation at Community Meeting by City staff
4. November 13th, 2019-SWMP presentation at Community Meeting by City staff
5. November 21st, 2019- Council motion to approve SWMP. Motion was postponed.

MIT Infrastructure Application Supplement

6. December 19th, 2019- Council approved the adoption of SWMP
7. January 23th, 2020-Presentation of Revisions of Drainage Ordinances and Stormwater Utility Rates to Council
8. February 20th, 2020-Presentation of Revisions of Drainage Ordinance and Stormwater Utility Rates to Council
9. April 16th, 2020-Council did **not** approve 1st reading ordinance to increase Stormwater Utility Rates
10. May 21st, 2020- Council approved revision of design standards under a new Chapter 23-Drainage Ordinance

Besides funding, the project will undoubtedly face specific difficulties. The project will primarily be located in residential areas, but some parts of the project fall near commercial areas. Disruptions to traffic and closures of streets and sidewalks will be inevitable. Parts of the project area include Merriman Road and Highmarket Street, which are major thoroughfares within the City.

Also, the City will require some easements for the use of permanent detention ponds near Merriman Road. The acquisition of easements is subject to discussion and negotiation with the respective property owners. Some members of the community may oppose stormwater detention ponds in their areas citing lack of continuous maintenance and breeding ground for mosquitos.

Prepared by:



Orlando Arteaga

Digitally signed by Orlando Arteaga
DN: cn=Orlando Arteaga, o=City of
Georgetown, ou, email=oarteaga@cogsc.com,
c=US
Date: 2020.12.17 16:23:19 -05'00'

Date: 12-17-2020

Attachment: MIT_Infrastructure Application Supplement_Revised (3203 : CDBG Flood Mitigation Grant Application)

MIT INFRASTRUCTURE APPLICATION

ATTACHMENT 1
Georgetown Stormwater Management Plan

Project Priority #8
Church Street - N Merriman Road
Closed System Alternative

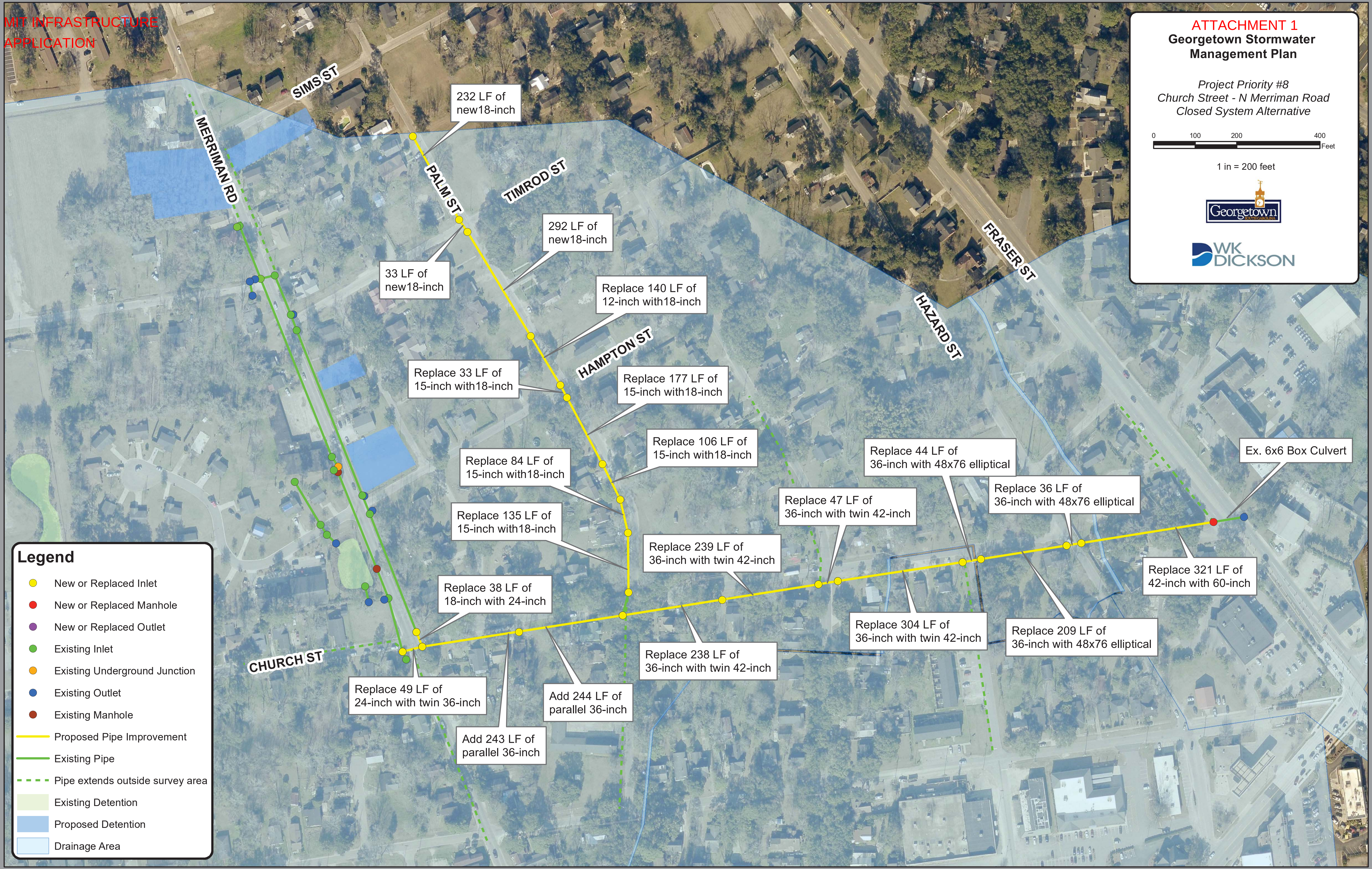


1 in = 200 feet



Legend

- New or Replaced Inlet
- New or Replaced Manhole
- New or Replaced Outlet
- Existing Inlet
- Existing Underground Junction
- Existing Outlet
- Existing Manhole
- Proposed Pipe Improvement
- Existing Pipe
- Pipe extends outside survey area
- Existing Detention
- Proposed Detention
- Drainage Area



ATTACHMENT 2: N. MERRIMAN RD-CONGDON STREET BASIN MAP



Legend

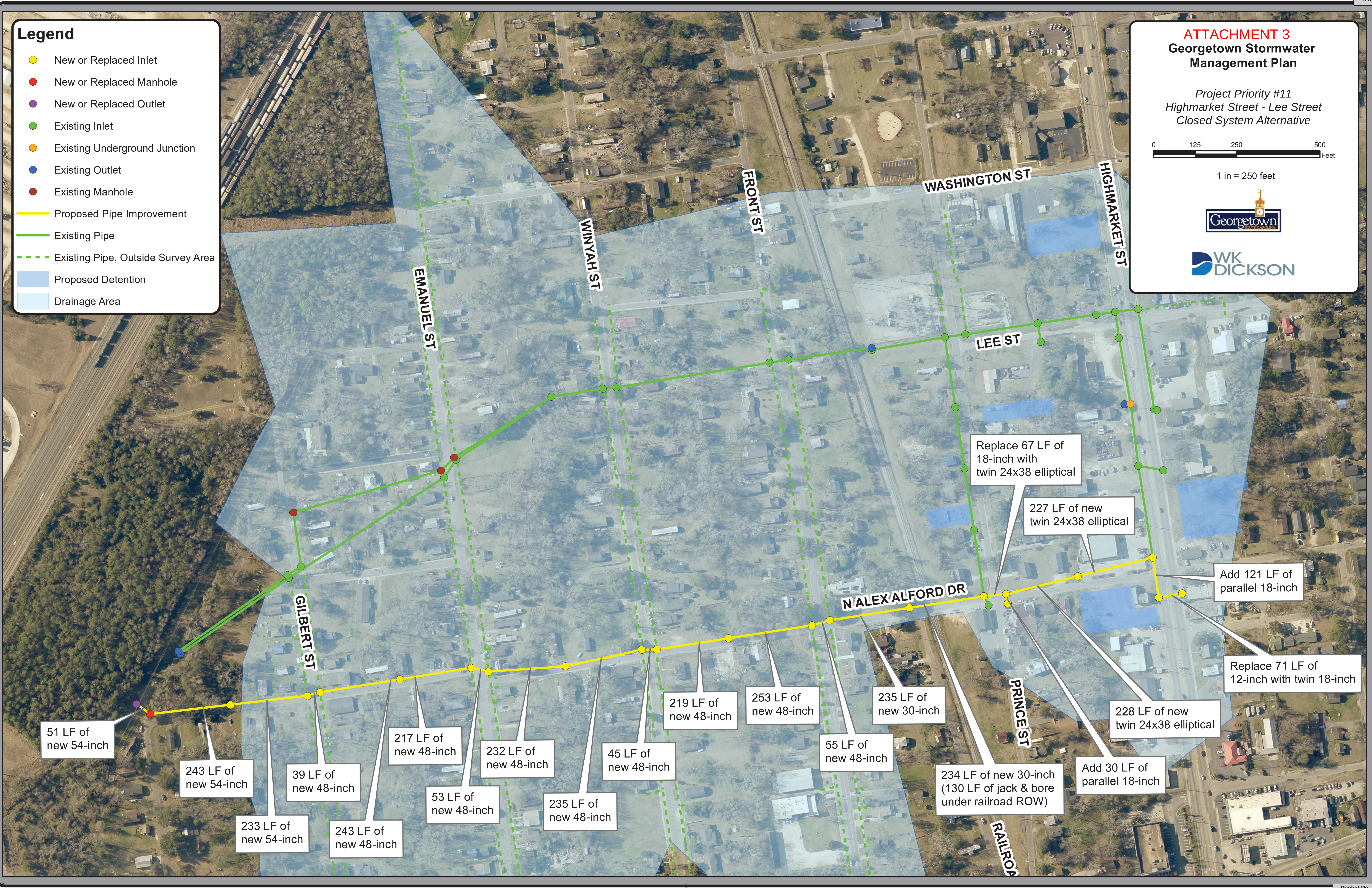
- New or Replaced Inlet
- New or Replaced Manhole
- New or Replaced Outlet
- Existing Inlet
- Existing Underground Junction
- Existing Outlet
- Existing Manhole
- Proposed Pipe Improvement
- Existing Pipe
- Existing Pipe, Outside Survey Area
- Proposed Detention
- Drainage Area

ATTACHMENT 3
Georgetown Stormwater
Management Plan

Project Priority #11
Highmarket Street - Lee Street
Closed System Alternative



1 in = 250 feet



51 LF of
new 54-inch

243 LF of
new 54-inch

233 LF of
new 54-inch

39 LF of
new 48-inch

243 LF of
new 48-inch

217 LF of
new 48-inch

53 LF of
new 48-inch

232 LF of
new 48-inch

235 LF of
new 48-inch

45 LF of
new 48-inch

219 LF of
new 48-inch

253 LF of
new 48-inch

55 LF of
new 48-inch

235 LF of
new 30-inch

234 LF of new 30-inch
(130 LF of jack & bore
under railroad ROW)

228 LF of new
twin 24x38 elliptical

Add 30 LF of
parallel 18-inch

235 LF of
new 30-inch

228 LF of new
twin 24x38 elliptical

Add 30 LF of
parallel 18-inch

Replace 67 LF of
18-inch with
twin 24x38 elliptical

227 LF of new
twin 24x38 elliptical

Add 121 LF of
parallel 18-inch

Replace 71 LF of
12-inch with twin 18-inch



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

ACTION ITEM

DOC ID: 3204

Council Meeting Date:	21 January 2021
Department:	Engineering
Issue Under Consideration:	Motion to approve Raymond Engineering of Georgia Inc.'s proposal and make payments in a not-to-exceed amount of \$40,000 for architectural and engineering services for the Public Works Office Building Renovations.
Amount Requested:	\$40,000
Is Item in Current Budget?	Yes
If no, please explain:	
Financial Impact:	None
Points to Consider:	Raymond Engineering is selected based on the qualifications and experience in similar type of projects. There were three statement of qualifications submitted under this RFQ. Raymond's submittal ranked the highest.
Options:	Approve or Disapprove
Staff Recommendation:	Approve

Reviews:

Orlando Arteaga Completed 01/11/2021 9:11 AM
 Finance Completed 01/12/2021 8:24 AM
 City Attorney Completed 01/12/2021 10:35 AM
 Sandra E. Yudice Ph.D. Completed 01/12/2021 3:10 PM
 Stephanie Buccione Completed 01/15/2021 10:49 AM
 Georgetown City Council Pending 01/21/2021 5:30 PM

Attachments:

1. 1 Raymond Proposal 01-08-2021 (PDF)
2. 2 Raymond signed RFQ (PDF)
3. 3 Rating Summary (PDF)



4900 O'Hear Ave
 Suites 100 & 200
 Charleston, SC 29405
 Office: 803-507-6488
 raymond.global

January 8, 2021

Mrs. Daniella Howard
 City of Georgetown
 1134 North Fraser Street
 Georgetown, SC 29440

Reference: Proposal for Architectural Design Services
 Public Works Office Building Improvements
 Proposal No. CHSP2020.002

Dear Mrs. Daniella Howard:

Raymond Engineering-Georgia, Inc. (herin after referred to as Raymond) is pleased to submit our Proposal to provide architecture and engineering consulting and Construction services at the above referenced Public Works Office Building. This Proposal will outline our understanding of the project from the information provided by your office, the proposed scope of services, and estimated cost.

SCOPE OF SERVICES

Raymond Engineering-Georgia, Inc. shall provide the following services pertaining to the above referenced project:

1. Design Phase: We shall develop plans and specifications for the required work for the renovations of the existing interior space (1,000 sf) and the addition of about (325 sf) of new interior space to accommodate staff, furniture, and storage needs. Raymond shall provide **geotechnical, architectural, MEP and structural services** for this project and detailed below.
 - a. We shall perform initial site visits to create as-built drawings since the City of Georgetown has no record drawings of the building and building systems.
 - b. Based on the Owner's requirements we shall provide a **schematic submittal** to the owner for approval.
 - c. Based on the Owner's requirements we shall provide a **60% submittal** to the owner for approval.
 - d. Based on the Owner's requirements we shall provide a **90% submittal** to the owner for approval.

- e. Based on the Owner's requirements we shall provide a **100% construction document submittal** client and to contractor for initial pricing, including value engineering.
- f. Prior to permitting, we shall submit our drawings to the owner for review and comment.
- g. Once the plans and specification have been finalized, we shall present them to the appropriate government agencies for processing and approval.
- h. Upon approvals we shall issue the final construction set.

2. Construction Phase:

- a. After the Contractor and Owner have been signed by the successful bidder and Owner, we shall review the contractor's submittals and provide written responses to the documents. We shall also provide a review of any additional documents not submitted and/or where the contractor did not provide sufficient information as part of the initial review.
- b. We shall conduct a pre-work conference at the site with the contractor, Owner's representatives, and other invited parties to review the project requirements, and any other issues that may impact the of this building. Meeting minutes shall be prepared by our personnel and distributed to all attendees.
- c. During the construction phase, we shall conduct monthly progress meetings in conjunction with the quality assurance inspections taking place at the site, review contractor's payment applications and any outstanding submittals, prepare change orders if required, and other miscellaneous duties, as required. Our proposal is based upon conducting **6 on site progress meetings during construction**.
- d. When the contractor has notified us that the project is substantially complete, we shall perform a punch list inspection and identify any deficiencies for correction. For the purpose of this proposal, we have assumed that we will make two visits of the 6 to the site to perform these inspections.
- e. Once all punch list items have been resolved, we shall collect all closeout documents from the contractor and forward to the City of Georgetown for its file and future reference.

ASSUMPTIONS

1. **Geotech** is assumed in the proposal and their fee is included in this proposal and will provide structural recommendation and input into the foundation settling issues.
2. **Civil/Landscape** drawings and permitting is not assumed in the proposal and under separate contract with owner. Raymond will provide design that meets general setbacks with existing conditions on site.
3. Raymond will provide architecture, mechanical, electrical, plumbing, and structural services for this project from conceptual drawings through construction administration. Raymond will utilize the ability to tie into existing mechanical, electrical and plumbing systems.
4. Raymond will assume that 2000 psf soil bearing capacity is provided on site for project. Raymond to verify through Geotech.
5. Raymond will assume that interior design services are NOT included in this proposal, but a finish schedule is to be included in the final documents.
6. We have assumed 6 Site visits with multiple disciplines for Construction Administration for this project.

COMPENSATION

We shall perform our services in accordance with the following schedule (*please indicate acceptance by initialing next to the line item*):

- | | | |
|----|---|-------------------|
| 1. | Design
(<i>Item 1a,b; Scope of Services</i>) (<i>Lump Sum</i>) | |
| | Schematic | \$10,000.00 _____ |
| | 60% Submittal | \$9,000.00 _____ |
| 2. | Construction Documents
(<i>Item 1e, Scope of Services</i>) (<i>Lump Sum</i>) | |
| | Construction Documents | \$9,000.00 _____ |
| 3. | Bidding | \$3,000.00 _____ |
| 4. | Construction Administration
(<i>Item 2, Scope of Services</i>) (<i>Lump Sum</i>) | \$9,000.00 _____ |

Additional services not included in this proposal shall be performed in accordance with the attached fee schedule.

TERMS AND CONDITIONS

Raymond Engineering-Georgia, Inc. Terms and Conditions are attached and are incorporated as part of this Proposal.

CLOSURE

If this Proposal is acceptable, please indicate your acceptance by signing both copies and maintain one copy for your file. Please return the signed copy to Raymond Engineering-Georgia, Inc. We appreciate the opportunity to submit this Proposal and look forward to assisting you with this project.

Respectfully submitted,

RAYMOND

Ben Wyszynski, AIA NCARB
Regional Vice President

ACCEPTANCE:

BY: _____ DATE:
City of Georgetown hereafter referred to as "Client"

Attachment: Raymond Proposal 01-08-2021 (3204 : Approval of A/E services for Public Works Building Renovations)

TERMS AND CONDITIONS**I. Payment**

1. Client will pay Raymond for services and expenses in accordance with the Contract Documents. Raymond will submit progress invoices to Client monthly and a final invoice upon completion of its Services. Each invoice, on presentation, is due and payable by Client. Invoices are past due after 30 days. Past due amounts are subject to a service charge of one and one-half percent per month (18 percent per annum) on the outstanding balance. Attorney's fees and other cost incurred in collecting past due amount shall be paid by Client.
2. Raymond shall be paid in full for all Services under this Proposal, including any additional services as specifically authorized by Client in excess of those stated in this Proposal.
3. Client's obligation to pay for the Services contracted for is in no way dependent upon Client's ability to obtain financing, payment from third parties, approval of governmental or regulatory agencies, or upon Client's successful completion of the project.

II. Warranty, Liability, and Standard of Care

1. Raymond shall perform Services for Client in a professional manner, using that degree of care and skill ordinarily exercised by and consistent with the standards of competent Raymond's personnel practicing in the same or a similar locality as the Project. In the event any portion of the Services fails to comply with this warranty obligation and Raymond is promptly notified in writing prior to one year after completion of such portion of the Services, Raymond will promptly perform such portion of the Services, or if performance is impracticable, Raymond will refund the amount of compensation paid to Raymond for such portion of the Services.
2. This warranty is in lieu of all other warranties. No other warranty, expressed or implied, including warranties of merchantability and fitness for a particular purpose is made or intended by the proposal for consulting services, by furnishing an oral response of the findings made or by any representations made regarding the Services included in this Proposal.
3. In no event shall Raymond be liable for any special, indirect, incidental or consequential loss or damages.
4. The remedies set forth herein are exclusive and total liability of Raymond whether in contract, tort (including negligence whether sole or concurrent), or otherwise arising out of, connected with or resulting from the Services provided pursuant to this Proposal shall not exceed the total fees paid Client. At additional cost, Client may obtain a higher limit prior to commencement of Services.

III. Reports

1. The Services and any data, recommendations, proposals, reports, design criteria, and similar information provided by Raymond to Client are provided for the exclusive use of Client on the Project and are not to be used or relied upon in connection with other projects or by third parties.
2. All reports and written documents delivered to Client are instruments reflecting the Services provided by Raymond and are made available for Client's use subject to the limitations of this Proposal. All such reports, other written documents, all original data gathered by Raymond and work papers produced by Raymond in the performance of the Services are, and shall remain, the sole and exclusive property of Raymond

IV. Project Site

Reasonable precautions will be taken to minimize damage to the Project Site from Raymond's activities and use of equipment. Client recognizes that the performance of the Services may cause alteration or damage to the site. Client accepts the fact that this is inherent in the work and will not look to Raymond for reimbursement or hold Raymond liable or responsible for any such alteration or damage. Should Client not be owner of the property, then Client agrees to notify the owner of the aforementioned possibility of unavoidable alteration and damage and to indemnify, and defend Raymond against any claims by the owner or persons having possession of the site through the owner which are related to such alteration or damage.

V. Samples

Unless otherwise requested, test specimens or samples will be disposed of immediately upon completion of tests and analysis. Upon written request, we will retain samples for a mutually acceptable storage charge and period of time.

VI. Unforeseen Occurrences

If, during the performance of Services, any unforeseen hazardous substance, material, element or constituent or other unforeseen conditions or occurrences are encountered which, in Raymond's sole judgment significantly affects or may affect the Services, the risk involved in providing the Services, or the recommended scope of Services, Raymond will promptly notify Client thereof. Subsequent to that notification and with approval of Client, Raymond may:

- a. Complete the original scope of Services in accordance with the procedures originally intended in the Proposal;
- b. Agree with Client to modify the scope of services and estimate of charges to include study of the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated herein; or
- c. Terminate the services effective on the date of notification pursuant to the terms of the section entitled "Termination of Contract".

VII. Termination of Contract

Services may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, Raymond shall be paid for Services performed to the termination date plus reasonable termination expenses.

VIII. Force Majeure

Should completion of any portion of the services be delayed for causes beyond the control of or without the fault or negligence of Raymond including Force Majeure, the time for performance shall be extended for a period equal to the delay and the parties shall mutually agree on the Terms and Conditions upon which the Services may be continued. Force majeure includes, but is not limited to, acts of God or the public enemy, acts of the United States Government or of the several states, or any foreign country, or any of them acting in their sovereign capacity, acts of Client's contractors or Agents, fires, floods, epidemics, riots, quarantine restrictions, strikes, civil insurrections, freight embargoes and unusually severe weather.

IX. Notices, Correspondence, and Submittals

All notices, correspondence, and submittals regarding this Subcontract shall be directed to:

Raymond
Attention: Ben Wyszynski

Please reflect this contract Number CHSP2020.002 on all notices, correspondence, and submittals.

X. Independent Contractors.

Raymond and its associates shall act as and be deemed to be independent contractors for all purposes of this Agreement and shall not be deemed to be agents, assigns, employees, joint ventures, partners or principals of Client, its employees, officers, directors, representatives or affiliates. The employees, methods, materials, equipment and facilities used by Raymond, its lower-tiered subcontractors and suppliers to perform the Work hereunder shall at all times be under their exclusive supervision, direction and control. This Agreement is not intended to be one of hiring under the provisions of any workers compensation or other laws and shall not be so construed.

XI. Indemnity

Client agrees to hold harmless and defend Raymond, its agents, subcontractors and employees, from and against any and all losses, liabilities and costs (including, but not limited to, attorney's fees and expenses) which Raymond, its agents, subcontractors or employees, may incur, become responsible for or pay out as a result of any suit or claim by any third party for damages against Raymond, its agents, subcontractors or employees, or any of them, alleging exposure to or damage from material, elements or

constituents at or from the Project, during or after the Services provided, which is alleged to have resulted in or caused disease or any adverse health condition to any third party or resulted in cost for remedial action, uninhabitability of property, or other property damage except to the extent such are caused by the negligence or intentional misconduct of Raymond

XII. Insurance

1. Raymond shall maintain at its own expense the following insurance subject to normal industry exclusions:
 - a. Workmen's Compensation insurance
 - b. Employer's Liability insurance
 - c. Comprehensive Automobile Liability insurance
 - d. General Liability insurance
 - e. Professional Liability insurance
2. Certificates can be issued upon request identifying details and limits of coverage.
3. Amendments or modifications to these Terms and Conditions or any waiver of any provisions hereof shall be effective if approved by Client and Raymond in writing.

XIII. Disputes and Choice of Law

Wherever a potential dispute involves in any way the amount of money due Raymond for the Work, or the amount of time required for the Work, either of the Parties shall notify the other party that it wishes to proceed under these "Disputes" procedures. As to all other unresolved disputes, controversies or Claims between Raymond and Client, the parties shall first seek to resolve them by good faith negotiation lasting at least ten days involving senior management of the Parties. As to disputes, controversies or Claims between Raymond and Client which remain unresolved after such good faith negotiation, the Parties shall determine whether they shall be settled in accordance with the rules of the American Arbitration Association ("AAA"), before one or three arbitrators in a particular location, or through litigation in a court of competent jurisdiction, without a jury.

In any such dispute, a Settlement-Oriented Prevailing Party shall be entitled to receive, as part of any award or judgment, eighty percent (80%) of its reasonable attorneys' fees and expert witnesses' fees incurred in handling the dispute. (Provided, only those attorney's fees and expert witness fees incurred after written notice is given by either party that it will seek to recover them under this clause may be reimbursed hereunder.) For these purposes, a "Settlement-Oriented Prevailing Party" shall be a party who obtains a litigation or arbitration result more favorable to it than its last formal written offer (made at least twenty calendar days prior to the formal trial or hearing) to settle such litigation or arbitration. (Where there is no Settlement-Oriented Prevailing Party, each party shall bear its own attorneys' fees and other costs.)

XIV. Solicitation of Employees.

Raymond and Client agree that during the term of this Agreement, it shall not directly solicit or recruit the employees of the other companies associated with the performance of this Agreement or the Services provided the Client.

XV. Integrated Writing and Enforceability.

This Agreement constitutes the final and complete repository of the agreements between Raymond and the Client relating to the subject matter hereof and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written. Modifications of this Agreement shall not be binding unless made in writing and signed by the authorized representative of Raymond and Client. The provisions of this Agreement shall be enforced to the fullest extent permitted by law. If any provision of this Agreement is found to be invalid or unenforceable, the provision shall be construed and applied in a way that comes as close as possible to expressing the intention of both Raymond and the Client with regard to the provisions and that saves the validity and enforceability of the provision.

This Proposal and Terms and Conditions represent the entire understanding between the parties hereto relating to the Services and supersede any and all prior agreements, whether written or oral, that may exist between the parties regarding same.



**2020 FEE SCHEDULE
ARCHITECTURAL/ENGINEERING & BUILDING ENVELOPE
SERVICES**

Professional Services

♦ Litigation II (Deposition/Trial), per hour	\$300.00
♦ Litigation I (Investigation). per hour	\$250.00
♦ Senior Project Manager, per hour	\$175.00
♦ Project Manager, per hour	\$150.00
♦ Assistant Project Manager, per hour	\$100.00
♦ Senior Engineer, per hour	\$175.00
♦ Engineer III, per hour	\$150.00
♦ Engineer II, per hour	\$120.00
♦ Engineer I, per hour	\$100.00
♦ Senior Architect, per hour	\$150.00
♦ Architect III, per hour	\$135.00
♦ Architect II, per hour	\$120.00
♦ Architect I, per hour	\$100.00
♦ Senior Interior Designer, per hour	\$120.00
♦ Interior Designer III, per hour	\$100.00
♦ Interior Designer II, per hour	\$85.00
♦ Interior Designer I, per hour	\$65.00
♦ Senior Specialist, per hour	\$135.00
♦ Specialist III, per hour	\$100.00
♦ Specialist II, per hour	\$80.00
♦ Specialist I, per hour	\$65.00
♦ Senior Technical Design Writer, per hour	\$175.00
♦ Technical Design Writer III, per hour	\$125.00
♦ Technical Design Writer II, per hour	\$100.00
♦ Technical Design Writer I, per hour	\$80.00
♦ Junior Technical Design Writer, per hour	\$65.00



2020 FEE SCHEDULE ARCHITECTURAL/ENGINEERING & BUILDING ENVELOPE SERVICES

Professional Services (Continued)

◆ Senior Administrator, per hour	\$60.00
◆ Administrator, per hour	\$50.00

Expenses

◆ Travel and lodging	Cost + 10%
◆ Per Diem (meals), per day	\$50.00
◆ Mileage, per mile	\$0.63

Equipment

◆ Drone, per day	\$450.00
◆ Flir Infrared Camera, per day	\$350.00
◆ Tramex, DEC Scanner, per day	\$250.00
◆ Tramex Meter, per day	\$100.00
◆ High Voltage Electronic Leak Detector, per day	\$250.00
◆ Field Air Infiltration (e.g. ASTM E783) Testing Equipment, per day	\$250.00
◆ Field Spray Nozzle (e.g. AAMA 501.2) Testing Equipment, per day	\$25.00
◆ Spray Rack (e.g. ASTM E 1105), per day	\$400.00

Note: Fees are portal to portal. Regular rates apply for work performed Monday – Friday that do not exceed 40 hours. Overtime rates apply on weekends, holidays, and time over 40 hours per week. Overtime rates are billed at 1.5 times the regular rate. Mileage rates are subject to change at the beginning of each calendar year.

RFQ



REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL DESIGN SERVICES

REQUESTOR: City of Georgetown
1134 North Fraser Street
Georgetown, SC 29440
Contact: Daniella Howard, Purchasing Agent
Email: dhoward@georgetownsc.gov
Phone: 843.545.4043

PROJECT: Public Works Office Building Improvements

PROJECT #: 1220

DATE OF ISSUE: Wednesday, October 14, 2020

DUE: **On or before 2:00 PM EST (local time), Thursday, November 12, 2020**

Proposals must be submitted electronically through the City's website, www.georgetownsc.gov. The City will not accept proposals by hard copy, fax, or email.

For instructions on how to submit your proposal electronically, please refer to Exhibit A, "How to register as a vendor", and Exhibit B, "How to respond to an online proposal".

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COVID-19 Coronavirus Important Notice to Bidders

Pursuant to Governor Henry McMaster's declaration of a State of Emergency on Friday, March 13, 2020, City of Georgetown offices are closed to the public.

Until further notice, all proposals **MUST BE** submitted electronically through the City of Georgetown's website, www.georgetownsc.gov, under "Bids". As always, proposals received after the due date and time will not be considered for any reason.

The City **WILL NOT** accept proposals by:

Hard copy
Fax
Email

Your proposal must be submitted electronically to ensure it remains sealed until it is opened at the scheduled date and time.

Background

The City of Georgetown (City) is an incorporated municipality with a population of under 10,000 residents. The City is located 60 miles north of Charleston and 36 miles south of Myrtle Beach. It is the endpoint of the area commonly known as "The Grand Strand." The City is bordered by the Winyah Bay to the east and the Sampit River to the south. Tourism is a major economic driver in the area, as well as local industries, such as Liberty Steel, International Paper and Tideland Hospital. The City is the county seat and operates under the Mayor-Council form of government as outlined in the State of South Carolina Code Chapter II, Article I, Section 2-1. Additional information is available on our website at www.georgetownsc.gov.

Purpose

The City is soliciting statement of qualifications from architectural firms to provide architectural design services for the Public Works Office Building Improvements located at 125 N. Kaminski Street, Georgetown, SC 29440.

Project Description

The project involves renovations of the interior space and expanding the interior space area to accommodate a staff of five (5) employees. The current interior office space is approximately 1,000 square feet (SF) and the department is currently operating in cramped quarters. The renovated space shall consist of 1) three offices for the Department of Public Works management; 2) two workstations for the KGB program administrator and a maintenance technician; 3) one conference room with a capacity for 8 seats; 4) one kitchenette area; 5) two ADA compliant restrooms for males and females; 6) one file storage room; 7) one copy machine area; 8) one entrance vestibule.

There is some uneven slab settlement in the rear of the building. Settlement stabilization work will be required by a competent foundation repair contractor.

The existing building entrance walkway will also need to be retrofitted to make it ADA compliant.

It is estimated that an additional 325 Square Feet of interior office space will be required to accommodate staff and furniture and storage needs.

The project delivery method will be: Design-Bid-Build.

Preliminary Site Information

The Department of Public Works office building is located next the fleet services facility on a 1.80-acre site.

The building is a one-story brick façade building with a gable type roof covered with asphalt shingles. The interior space is about 1,003 square feet and houses two offices, one common area, a kitchen, a copy machine area, and two restrooms. The City does not have any as-built or record drawings of this building.

The original building construction dates back to the early 1990's with an extended addition possibly built in the early 2000's. The newer section of the building has experienced uneven slab settlement.

Office staff will need to be relocated temporarily while the office building repairs and renovations take place.

Scope of Services

The city intends to contract with an architectural firm to provide A/E services necessary for the renovations and expansion of the existing Public Works administration office building.

The Architect will:

1. Prepare renovation and expansion plans and specifications.
2. Plans will include architectural, structural, plumbing, mechanical, and electrical trades, as needed.
3. Prepare draft plans on the 60% and 90% stage for City's review and approval.
4. Prepare cost estimate at 100% completion, including value engineering.
5. Publish construction bid drawings and technical specifications.
6. Assist the City with project bidding. Issue any necessary Addenda.
7. Attend and preside preconstruction meeting.
8. Assist the City with monitoring the construction activities.
9. Respond to contractor's field questions and issues related to design documents.
10. Conduct a final inspection.
11. Issue certificate of substantial completion.

The City will:

1. Provide pertinent information concerning the project.
2. Advertise for construction bids.
3. Organize and run pre-bid meeting.
4. Schedule pre-construction meeting.
5. Select contractor based on public bids received.
6. Award construction bid
7. Monitor construction activities
8. Pay architect's and contractor's payment requests

Process of Selection

By initialing the bottom of each page of this RFQ document, firms represent that (1) their representatives have read and understood the solicitation and (2) their proposal is made in compliance with this solicitation. Firm's representatives are expected to examine this RFQ thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements. Failure to do so will be at their risk.

All ambiguities, discrepancies, errors, omissions, or conflicting statements in this RFQ shall be interpreted to require the better quality or greater quantity of work and/or materials, unless otherwise directed by addendum. Firms assume responsibility for any patent ambiguity in the solicitation that their representatives do not bring to the City's attention.

The City shall have the sole discretion in evaluating both the proposal and qualifications of the firms.

The City will conduct the selection for the best qualified, responsive, and responsible firm experienced in the following manner:

1. This RFQ document will be made available to interested firms and accessible on the City's website at www.georgetownsc.gov under "Bids".
2. Statement of Qualifications (SOQs) will be received and evaluated as described in this RFQ.
3. At the City of Georgetown's discretion, a short list of the most qualified proposers may be compiled and asked to make presentations (virtual) to the City of Georgetown.
4. At the conclusion of the RFQ process, qualified submittals may be presented to the Georgetown City Council for review and approval, as required.
5. A firm will be selected for contract negotiations as required.
6. The City of Georgetown will notify selected firm of intent to offer contract award.
7. The submittal listing of proposals received will be posted on the City's website at www.georgetownsc.gov under "Bids" not earlier than 48 hours after opening.

Evaluation Criteria

All proposals will be reviewed for purposes of determining professional qualifications, responsiveness and responsibility. Any proposal, which does not meet the submittal requirements found on page ten (10) of this RFQ document, will be subject to disqualification. For purposes of determining responsibility, all information given by the proposer concerning its availability to fulfill the contract requirements and the integrity and reliability of the proposer will be reviewed. The submission of a proposal for review does not necessarily qualify the proposer or proposal as being responsive or responsible. Failure to provide specific information, as requested, for use in the evaluation will cause your proposal to be non-responsive.

The Project Review Committee (PRC), consisting of members appointed by the City Administrator or his/her designee will review the proposals submitted by all firms. In its review, the PRC will consider all elements of the RFQ. Firms shall be ranked from the most highly qualified to least qualified on the basis of the information provided by each firm and the evaluation criteria.

The City shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most highly qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

Offers will be evaluated using only the criteria stated below:

Item no.	Evaluation criteria	Maximum Points
1	Experience in similar projects in scope and services. Quality of performance in previous contracts. Past experience in planning, design, and construction with city or county agencies in the state of South Carolina.	30
2	Methodology and Approach: Firm's creativity in resolving issues and conflicts in similar public works projects. Meeting the standards of care and use of sound design judgement. Demonstrate ability to meet time and budget on past projects.	30
3	Key Staff: Technical and project managerial skills of key staff in related projects. Adequate staffing of firm, ability to provide services and respond to client's needs.	20
4	Meeting the criteria of this RFQ specifications, terms and conditions.	10
5	Women and Minority Business Enterprise (WMBE) Policy – It is the policy of the City to provide minorities, and women equal opportunity for participating in all aspects of the City's contracting and procurement programs. Provide information about the firm's WMBE policy.	10
	TOTAL	100

The PRC will generally select no more than five (5) of the most highly qualified firms. The PRC may, if needed, interview each of the selected firms.

Following completion of its review and evaluation, the designated staff member will present the recommendation of the PRC to the City Administrator or his/her designee who will give approval for the designated staff member to proceed to the negotiation of fees. In the event that the selected firm and the City cannot agree upon the cost and basis for compensation, the City shall negotiate with the second rated firm to do the work, and continue in this manner until an agreement is reached with a firm.

Following successful contract negotiation by the City and the selected firm, the City Administrator or his/her designee will present the recommendation to Mayor and Council for approval, as required.

Once approved, a summary of the ranking of firms will be posted to the city's website for public information.

Protest Procedure

In accordance with the City's Procurement Ordinance, any protest or objection to this RFQ selection award process must be submitted in writing to the City of Georgetown, Attn: Daniella Howard, Purchasing Agent, PO Drawer 939, Georgetown, SC 29440, within ten (10) calendar days of the posting of the award notification to the City's website. The City's Procurement Ordinance to include Section 2-194, Protest Procedure, can be found in its entirety on the City's website at:

<https://www.georgetownsc.gov/wpfb-file/procurement>

Questions

No answers will be given over the phone.

For questions regarding the City's Request for Qualifications process, please contact purchasing@georgetownsc.gov, no later than 3:00 pm EST (Local Time), Wednesday, November 4, 2020.

Please note - if you do not receive confirmation from the City that your email was received before the deadline, it is the sole responsibility of the proposer to contact the purchasing agent at 843.545.4043.

No questions will be accepted after the aforementioned deadline. All submittals shall include the following in the subject line:

Public Works Office Building Improvements

Answers to questions will be posted on the City's website at www.georgetownsc.gov under "Bids" as an Addendum no later than 5:00 pm EST (local time), Friday, November 6, 2020.

Schedule of Events

The following is the schedule of events listed in the order of occurrence:

MILESTONE EVENT	DATE	TIME EST (LOCAL TIME)
1. RFQ issued	Wednesday, October 14, 2020	
2. Deadline for questions - emailed to: purchasing@georgetownsc.gov	Wednesday, November 4, 2020	3:00 pm
3. Deadline for addenda to be posted to the City's website, www.georgetownsc.gov, under "Bids"	Friday, November 6, 2020	5:00 pm
4. Statement of Qualification submittals due date	Thursday, November 12, 2020	On or before 2:00 pm
5. Project Review Committee (PRC) meeting **Date will be published in the calendar of events of the City's website, www.georgetownsc.gov	TBD	
6. Interviews with firms **will be open only to PRC members and firms being interviewed	TBD	
7. City Council approval (tentative)	Thursday, December 17, 2020	
8. Design Start (tentative)	January 2021	
9. Design Completion (tentative)	April 2021	
10. Project Bidding and Award (tentative)	June 2021	
11. Construction Start (tentative)	July 2021	
12. Construction Finish (tentative)	December 2021	

When the Procurement Division is closed due to force majeure, proposal openings will be postponed to the same time on the next official business day. Vendor is responsible to obtain information regarding proposal submittals directly from the City's website, www.georgetownsc.gov.

Professional and Construction Service procurement procedures are subject to the City's procurement policies as outlined in Section 2-187 of the City's Municipal Code (Chapter (Administration), Article IV (Procurement)). The City's Procurement Ordinance can be found in its entirety on the City's website at: <http://www.georgetownsc.gov/find/find-ordinances/>.

The City reserves the right to change the project schedule as it deems necessary. In the event of a major date change, the City will post to the City's website and notify known participants. The City reserves the right to issue addenda to this RFQ up to three (3) days before the RFQ due date as needed to clarify the City's desires, or to make corrections, or changes to the RFQ document, or submittal process.

The City reserves the right to request additional information at any time from any and all prospective contractors or individuals as deemed necessary by the City to evaluate the proposals. This process may not be used, however, as an opportunity to submit missing documentation, missing information, or to make substantive revisions to the original proposal.

The City reserves the right to cancel or reissue the RFQ and/or revise the schedule at any time.

The City also reserves the right to accept or reject any or all proposals as deemed to be in its best interest, and to accept all or part of the scope of work herein as its project timeline and/or budget allows.

All information will be updated and posted on the City's website www.georgetownsc.gov, under "Bids". It is the proposer's responsibility to obtain the information directly from the City's website regarding this project.

The proposer will acknowledge receipt of all issued addenda in their submittals, if applicable.

No: 1 Dated: 11/6/2020

No: _____ Dated: _____

No: _____ Dated: _____

Statement of Qualifications (SOQs) Content:

Proposals must be made in the official name of the company or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. Proposals shall not exceed 20 pages and must include the following:

- Letter of Interest – Provide one-page letter and include contact information and signature of company owner/president/CEO/Principal.
- Experience and Availability –Provide summary of qualifications, relevant industry experience, and availability to participate in the RFQ process to provide requested services to the City. List similar projects in the past five (5) years and include photos.
- Key Personnel – All participating staff members should be identified, include their qualifications, roles, and the name of the individual responsible for the overall project. Include sub consultants information along with their staff information. Provide project personnel list with titles and hourly rates.
- Methodology and Approach –Summarize the method and proposed project approach in providing preconstruction and construction services to the City. Outline how the proposers intends to service the City to ensure quality control and selection of cost efficient systems and materials.
- List of References – Provide at least three references from similar projects in the past five years. Include contact information such as name, agency name, address, telephone, and email address.

Submittal Instructions

To be considered responsive, interested parties **must** comply with the following:

1. Submit sealed proposal electronically through the City's website, www.georgetownsc.gov, to include the following items:
 1. Complete initialed copy of this RFQ document
 2. Statement of Qualifications
 3. Completed Mandatory Vendor Submittal Form (See Page 13)
2. Proposal must be submitted electronically through the City's website, www.georgetownsc.gov, no later than the aforementioned deadline. No proposal will be accepted after such time. It is the sole responsibility of proposers to have their proposals electronically submitted to the City before the closing hour and date. The City assumes no responsibility for technological failure in submitting proposals electronically. It is the sole responsibility of proposers to confirm that their proposal was submitted on time. Late proposals will neither be accepted nor considered. The official clock shall be that of the

- City's Purchasing Agent or designee. The City reserves the right to accept or reject any or all proposals and to waive any informalities and technicalities in the procurement process. No additional fees, costs, or any other reimbursable expenses will be allowed.
3. This solicitation does not commit the City to award a contract. The City reserves the right to waive any technicalities or informalities and to accept or reject any and/or all submissions as deemed by its sole judgment to be in its best interest. The City also reserves the right to terminate the selection process without notice, to waive any irregularities in any submittal, and to request additional information from any of the proposers submitting a proposal.
 4. ~~Proposals must be sealed and clearly identify the name and number of the RFQ on the outside of the envelope/package, as well as the submitter's business name, address, and license number (if applicable). No other information shall be included or written on the outside of the proposal envelope/package. The City shall not be responsible for unidentified proposals.~~
 5. Proposers may withdraw their proposal by written request, at any time prior to the scheduled opening of responses. ~~No proposer may withdraw proposals for a period of sixty (60) days after the opening date.~~
 6. SOQs must be submitted by proposer's own format and shall address all RFQ requirements. Partial or incomplete proposals will be rejected.
 7. All costs incurred in preparing the proposal or costs incurred in any other manner by the proposer in responding to this RFQ will be completely the responsibility of the proposer. All materials and documents submitted by the proposer in response to this RFQ become the property of the City and will not be returned.
 8. Any proprietary information contained in the proposal should be so indicated as follows:

Vendor Disclosure

Notice of SC Freedom of Information Act

"The parties acknowledge that all material submitted may be subject to release under the South Carolina Freedom of Information Act (FOIA) and will be released to the public unless exempt from disclosure under the FOIA."

We discourage you from including any information you consider propriety or trade secret, as this material is subject to the FOIA once it's in the City's possession. If you must include any such information in your submission, please identify it by color, labeling, and/or bold font as "PROPRIETARY INFORMATION" so that it can be readily recognized. In the event the City receives a request for this material, the City will notify those parties who have identified information they believe is proprietary or trade secret of the request. The City has a ten (10) day deadline to respond to the request. This is your window to file an action challenging the release. Please be on notice that if the City is not served with such an action, the information will be released.

9. Proposals must be made in the official name of the company or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. Proposals having any erasures or corrections must be initialed in ink by the proposer.

10. Letter of Interest — **Not Applicable.** Must be no more than one (1) page (one page is one side of an 8.5" x 11" paper) in length and include contact information and signature of company owner/president/CEO.
11. Statement of Qualifications, Experience, and Availability — **Not Applicable.** Must be no more than five (5) pages. It should summarize qualifications, relevant experience, and availability to participate in the RFQ process to provide requested services to the City. Key staff members participating should be identified. Include photos of recent projects.
12. Proposed Process Approach — **Not applicable** Must be no more than two (2) pages summarizing the method and approach to providing preconstruction and construction services to the City.
13. List of References — **Mandatory** — Must be no more than one (1) page listing most recent professional references for similar projects and their contact information.
14. Disqualification and Rejection of Proposal – The City reserves the right to reject any proposal from a proposer who has failed to perform satisfactorily, or complete on time, or in a manner consistent with the RFQ documents, contract of similar nature, or to reject the proposal from a proposer who is not in a position to perform such a contract satisfactorily. The City expressly reserves the right to award the contract to the proposer that best meets the requirements as set forth herein.
15. Assignment of Contract – Assignment to the selected proposer of any contract to be entered into in accordance with this RFQ will not be recognized by the City unless such assignment has prior written approval of the City.
16. Insurance Provisions - The selected proposer will be required to provide and maintain proof of insurance throughout the contract term in the amount of \$1,000,000.00 and as required at point of contract negotiation by the City's Risk Manager as follows:
 - Comprehensive General Liability (per occurrence);
 - Comprehensive Auto Liability (per occurrence); and
 - Workers' Compensation Liability
 - Automobile Liability

The City is to be named as "Additional Insured" on the above insurance coverage as respect to the City's interest under the contract. Certificates showing proof of insurance shall be submitted to the City prior to commencement of services under the Agreement. Further, it shall be an affirmative obligation upon the proposer to advise the City's Risk Manager within two (2) days of the cancellation herein at one of the following options below:

- Email - cmcdaniel@georgetownsc.gov
- Fax - 843.527.6173
- Mailing address - PO Box 939, Georgetown, SC 29442 or
- Physical address - 1134 N. Fraser Street, Georgetown, SC, 29440

Failure to do so shall be construed to be a breach of the agreement:

17. Indemnification - The selected proposer agrees to indemnify, defend and hold harmless the City and their authorized officers, employees, agents, and volunteers from any and all claims, actions, losses damages, and/or liabilities arising from their acts, errors, or omissions and for any costs or expenses incurred by the City. Under an agreement, the city cannot indemnify the contractor.
18. Compliance With Law – The selected proposer and its agents and employees shall be bound and comply with all federal, state and local laws, ordinance rules and regulations,

as well as all other governing bodies having legal jurisdiction with respect to the area where such work is performed.

19. City Business License and Permits - The selected proposer shall be required to obtain all applicable City permits and business licenses prior to work commencing. Contact Jestin Gilliard, Revenues Manager, jgiillard@georgetownsc.gov or 843.545.4041, for business license information. Contact the Planning & Community Development Department at 843.545.4017 for permitting information. These expenses shall be included in the total proposal cost.
20. Payment terms - A monthly itemized billing statement must be submitted in a form specified by the City for services performed. The City will remit full payment on all undisputed invoices within thirty (30) days from receipt of the invoice by the appropriate person(s) (to be designated at the time of contract).
21. Contract award shall be subject to the approval of the City Council.



MANDATORY VENDOR SUBMITTAL FORM

The City's Procurement Ordinance to include the Local Vendor Preference Option, can be found in its entirety on the City's website at: <https://www.georgetownsc.gov/wpfb-file/procurement>:

SECTION 2-185 COMPETITIVE SEALED BIDDING LOCAL VENDOR PREFERENCE

☐ I certify that [Company Name] _____
is a **Resident Proposer** of Georgetown City/County as defined in the City of Georgetown Ordinance Chapter 2 Administration, Article IV Procurement, Section 2-185, and our principal place of business is _____ [City and State].

☐ I certify that [Company Name] _____
is a **Non-Resident Proposer** of Georgetown City/County as defined in the City of Georgetown Ordinance Chapter 2 Administration, Article IV Procurement, Section 2-185, and our principal place of business is _____ [City and State].

(X) _____

Signature of Company Officer

(X) _____

Date

General Contractual Requirements

1. Force Majeure - The proposer shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the proposer. Such causes may include, but are not limited to acts of God or of the public enemy, acts of Governments in either its sovereign or contractual capacity, fires, floods, pandemics, epidemics, quarantine restriction, strikes, freight embargoes, and unusually severe weather, natural or man-made disasters; but in every case the failure to perform must be beyond the control and without the fault or negligence of the proposer.
2. Governing Law - Except to the extent that this agreement may be governed by any federal law, including federal bankruptcy law, this Agreement shall be governed by, constructed and interpreted under, and enforced exclusively in accordance with the laws of the State of South Carolina, and the courts in the State of South Carolina shall have jurisdiction with respect to any dispute arising hereunder.
3. Proposer Qualifications - Proposer must, upon request of the City, furnish satisfactory evidence of its ability to furnish products and/or services in accordance with the terms and conditions of this RFQ. The City reserves the right to make the final determination as to the proposer's ability to provide the services herein.
4. Proposer Responsibility - Each proposer shall fully acquaint him/herself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFQ. It is expected that this will sometimes require on-site observation. The failure or omission of the proposer to acquaint him/herself with existing conditions shall in no way relieve him/her of any obligation with respect to this RFQ or to a contract.
5. Affirmative Action - The proposer will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
6. Women and Minority Business Enterprise (WMBE) Statement - It is the policy of the City to provide minorities, and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina. It is the policy of the City to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status. It is further the policy of the City to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.
7. Termination - Subject to the following provisions, any contract resulting from this request for proposals may be terminated by the City provided a thirty (30) day advance notice in writing by the City Administrator, or his designee, is given to the proposer:
 - 7.1 Non-Appropriations - Funds for this contract are payable from local appropriations. If the sufficient appropriations are not made to pay the charges under the contract it shall terminate without any obligation to the City.
 - 7.2. Convenience - In the event that a contract is terminated or canceled upon request and for the convenience of the City without the required thirty (30) day advance written notice, then the City shall negotiate reasonable termination costs, if applicable.
 - 7.3 Cause - Termination by the City for the cause, default or negligence on part of the proposer, shall be excluded from the foregoing provisions; termination costs, if any shall

not apply. The thirty (30) day advance notice requirement is waived and the default provision herein shall apply.

7.4 Default – In case of default by the proposer, the City reserves the right to purchase any and all items/services in default in open market, charging proposer with any excessive costs. SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT PROPOSALS OF THE DEFAULTING PROPOSER WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.

8. Prime Proposer Responsibilities - The proposer will be required to assume sole responsibility for the complete effort as required by this RFQ. The City will consider the proposer to be the sole point of contact with regard to all contractual matters.
9. Subcontracting - If any part of the work covered by this RFQ is to be subcontracted, the proposer shall identify the subcontracting organization and the contractual arrangements made therewith at the time of the offer. All subcontractors must be approved by the City. The successful proposer will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the proposer.
10. Ownership of Material – All materials and documents submitted by the proposer in response to this specification become the property of the City and will not be returned to the proposer.
11. Compliance with State and Federal Requirements – State and Federal requirements that are more restrictive than these set forth herein shall be followed by the proposer.
12. Contract Amendments - Amendments to any agreement between the City and the proposer must be reviewed and approved in writing by the City Administrator or his/her designee.
13. Assignment - No contract or its provisions may be assigned, sublet, or transferred without the written consent of the City Finance Department.
14. Records Retention and Right to Audit – The City shall have the right to audit the books and records of the proposer as they pertain to this contract. Such books and records shall be maintained for a period of three (3) years from the date of final payment under contract.
15. The City may conduct performance audits of the proposer, as determined necessary by the City. Pertaining to all audits, the proposer shall make available to the City, access to its computer files containing the history of the contract performance and all other documents related to the audit. Additionally, any software used by the proposer shall be made available for auditing purposes at no cost to the City.
16. Independent Contractor Status - The parties hereby agree that the contractor is an independent contractor of the City and that nothing in an agreement with the City shall be deemed to place the parties in a relationship of employer/employee, partners, or joint ventures. Neither party shall have the right to obligate or bind the other in any manner. Each party agrees and acknowledges that it will not hold itself out as an authorized agent with the power to bind the other party in any manner. Each party shall only be responsible for any withholding taxes, payroll taxes, disability insurance payments, unemployment taxes, or other similar taxes or charges with respect to its activities in relation to the performance of its obligations of an agreement.
17. Representations of Proposer - Proposer represents, warrants, and covenants that:
 - (a) In providing the services proposer shall utilize the care and skill used by members of proposer's profession practicing under similar circumstances at the same time and in the same locality.

- (b) All employees provided by the proposer to the City shall have the qualifications, skills, and experience necessary to perform his/her job in accordance with the requirements of the agreement. The City may request removal of any employee for good cause.
 - (c) Proposer is a business, validly existing and in good standing under the Laws of the State of South Carolina.
18. Indemnity Provisions - Proposer agrees to and shall indemnify and hold the City harmless from and against all liability, loss, damages or injury, and all costs and expenses (Including attorney fees and costs of any suit related thereto) suffered or incurred by the City, arising from or related to the terms of this project, or proposer's performance thereunder.
19. City Business License and permits - The selected proposer shall be required to obtain all applicable City permits and business licenses **prior to work commencing**. Contact Jestin Gilliard, Revenues Manager, jgiilliard@georgetownsc.gov, or 843.545.4041, for business license information. Contact the Planning & Community Development Department at 843.545.4017 for permitting information. These expenses shall be included in the total proposal cost.

Exhibits Available

- A) How to register as a vendor
- B) How to respond to an online proposal
- C) Sample of Professional Services Agreement

RATING SUMMARY	
Public Works Office Building Improvements Project #1220	
Submittals received 11.12.2020	
1ST	RAYMOND
2ND	INNOVA
3RD	STOGNER



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

ACTION ITEM

DOC ID: 3208

Council Meeting Date:	21 January 2021
Department:	Engineering
Issue Under Consideration:	Motion to approve bid and make payments to Pinnacle Lighting Group, LLC. The project scope includes installation of up light fixtures, tree light fixtures and electrical conduits at intersection of Front Street and Screven Street (water fountain), Palmetto Park, Francis Marion Park, Constitution Park, and Rainey Park.
Amount Requested:	\$40,005
Is Item in Current Budget?	Yes
If no, please explain:	N/A
Financial Impact:	None
Points to Consider:	Two bids were received. Bids were higher than the approved budget amount of \$40,000. Work on Broad Street was eliminated in order to be in line with the approved budget.
Options:	Approve or Disapprove
Staff Recommendation:	Approve

Reviews:

Orlando Arteaga Completed 01/11/2021 4:42 PM
 Finance Completed 01/12/2021 8:27 AM
 City Attorney Completed 01/12/2021 10:31 AM
 Sandra E. Yudice Ph.D. Completed 01/12/2021 3:13 PM
 Stephanie Buccione Completed 01/15/2021 10:50 AM
 Georgetown City Council Pending 01/21/2021 5:30 PM

Attachments:

1. 1 Pinnacle Bid Form Revised 1.8.2021 with Initials (PDF)
2. 2 Pinnacle RFB (PDF)
3. 3 Front Street Lighting Bid Tab (PDF)
4. 4 Georgetown SC sheet 1 Lighting Plan (PDF)
5. 5 Georgetown SC sheet 2 Lighting Plan (PDF)

Updated: 1/11/2021 4:42 PM by Orlando Arteaga (Page 1)

BID FORM**FRONT STREET LIGHTING**
PROJECT # 1225

For the City of Georgetown, SC

Date: ~~12/15/2020~~ ¹⁻⁸⁻²⁰²¹ *TR*PROPOSAL OF Pinnacle Lighting Group, LLC(hereinafter called "Bidder"), a Georgia (State)

Corporation/partnership/individual (Strike out inapplicable terms) doing business as

TO: City of Georgetown, SC

The Bidder, in compliance with your request for bids for the, FRONT STREET LIGHTING, PROJECT # 1225, having examined the Request for Bid (RFB) documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to construct the project in accordance with the Contract Documents, within the time set forth therein, for the **Lump Sum Bid of:**

~~Forty Seven thousand, eight hundred twenty seven~~ ^{FORTY THOUSAND AND FIVE DOLLARS *TR*} Dollars \$ (~~47,827.80~~ ^{\$40,005.00 *TR*})

The lump sum price indicated above shall include all labor, materials, equipment, overhead, profit, insurance, taxes, permit fees, mobilization, etc., to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part of.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in written "Notice to Proceed" of the Owner and to fully complete the project within **Sixty (60)** consecutive calendar days after specified date on the Notice to Proceed. Bidder further agrees to pay as Liquidated Damages (LD's) the sum of \$100 for each consecutive calendar day that the Contractor shall be in default after the time stipulated in the contract for completing the work.

The specifications and addenda are complementary of each other. What is called for by one shall be as binding as if called for by all. If a conflict between any of the above is discovered by the Contractor, the problem shall be referred to the Owner as soon as possible for resolution. Should a conflict occur which is not resolved before bid time and/or is necessary to comply with mandatory requirements (i.e., codes, ordinances, etc.), it shall be the contractor's responsibility to price and bid the more expensive method.

Bidder acknowledges receipt of the following addendum:

No.: ___ Dated: _____

No.: ___ Dated: _____

No.: ___ Dated: _____

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informality in the bidding.

The Bidder agrees that this Bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closed time for receiving bids.

The undersigned declares that his/her firm is (use as applicable):

A corporation organized and existing under the laws of the State of
Georgia

A partnership consisting of: _____

An individual or sole proprietor: _____

The undersigned declares that the person signing this proposal is fully authorized to sign the proposal on behalf of the firm listed and to fully bind the firm listed to all the conditions and provisions thereof.

It is agreed that no person or persons or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.

Respectfully Submitted:

(SEAL – if bid is by a Corporation)

Contractor

By: Trevor Rosendahl

(Type/Print Name)

Executive Vice President

(Title)

Street: 4475 N Industrial Dr Suite #300

City, State, Zip Code: Cumming, GA 30041

Telephone: 888-338-0186

Email: trevor@pinnaclelightinggroup.com

S.C. General Contractor's License No. ?

EIN: ?

Screven Street					
Item	Description	Quantity	Unit	Unit Price	Cost (\$)
1-4	Pergola Fixtures, Type: PLG MR16 LV UL	4	EA	390	1560
5-10	Tree Fixtures, Type: PLG MR16 SRF UL	6	EA	390	2340
11	Fountain Light, Type: PLG MR 16 TM DL	1	EA	390	390
	Underground electric wiring and conduit	120	LF	0	0
	14/2 Low Voltage Cable	140	LF	0	0
	150W Low voltage Transformer with surge protector and photo cell	1	EA	522	522
	Subtotal				5502.00

TR
\$4,811.00

Palmetto Park					
Item	Description	Quantity	Unit	Unit Price	Cost (\$)
12-13	Tree Fixtures, Type: PLG MR16 LV UL	2	EA	330	660
14-16	Tree and Sign Fixtures, Type: PLG MR16 SRF UL	3	EA	390	1170
	Underground electric wiring and conduit	60	LF	0	0
	14/2 Low Voltage Cable	75	LF	0	0
	150W Low voltage Transformer with surge protector and photo cell	1	EA	522	522
	Subtotal				2352.00

Broad Street					
Item	Description	Quantity	Unit	Unit Price	Cost (\$)
17-22	Tree Fixtures, Type: PLGL2-120 R30 UL	6	EA	858	5148.00
	Underground electric wiring and conduit	90	LF	15.12	1360.80
	Dimmer Switches	2	EA	312	624
	Subtotal				7312.80

Francis Marion Park					
Item	Description	Quantity	Unit	Unit Price	Cost (\$)
23-28	Tree Fixtures, Type: PLGL2-120 R30 UL	6	EA	858	5148
29	Flag Fixture, Type: PGL2-12 Volt R30 UL	1	EA	858	858
30-31	Tree Fixtures, Type: PGL2-12 Volt R30 UL	2	EA	858	1716
32-33	Sign Fixtures, Type: PLG MR 16 TM DL	2	EA	390	780
	Underground electric wiring in conduit	90	LF	15.12	1360.80
	14/2 Low Voltage Cable	185	LF	0	0
	150 W Low voltage Transformer with surge protector and photo cell	1	EA	522	522
	Subtotal				10384.80

Attachment: Pinnacle Bid Form Revised 1.8.2021 with Initials (3208 : Approval of construction bid for Front Street Lighting Project)

Constitution Park					
Item	Description	Quantity	Unit	Unit Price	Cost (\$)
34	Sign fixture, Type: PLG SRF MR 16	1	EA	429	429
35-40	Tree Fixtures, Type: PLGL2 12 Volt R30 UL	6	EA	943.80	5662.80
	Underground electric wiring in conduit	75	LF	0	0
	14/2 Low Voltage Cable	260	LF	0	0
	600W Low voltage Transformer with surge protector and photo cell	1	EA	950.40	950.40
Subtotal					7042.20
Rainey Park					
Item	Description	Quantity	Unit	Unit Price	Cost (\$)
41-47	Tree and Sign Fixtures, Type: PLG MR16 SRF UL	7	EA	445.71	3120
48-55	Tree Fixtures, Type: PLGL2 12 Volt R30 UL	8	EA	858	6864
56-59	Tree Fixtures, Type: PLGL2-120 R30 UL	4	EA	858	3432
	Underground electric wiring in conduit	120	LF	9.45	1134
	14/2 Low voltage Cable	260	LF	0	0
	600W Low voltage Transformer with surge protector and photo cell	1	EA	864	864
Subtotal					15414.00

BID SUMMARY	
Description	Amount
Screven Street	5,502.00
Palmetto Park	2,352.00
Broad Street	7,132.80
Francis Marion Park	10,384.80
Constitution Park	7,042.20
Rainey Park	15,414.00
TOTAL BID	47,827.80

\$ 4,812.00 TR

TR

\$ 40,005.00 TR

The above prices include all mobilization, labor, material, and equipment, overhead, profit, taxes, insurance, permit fees, etc. to complete the work.

The City of Georgetown reserves the right to add or reduce the scope of work and material quantities as the budget and schedule allows.



REQUEST FOR BID (RFB)

REQUESTOR: City of Georgetown
 1134 North Fraser Street
 Georgetown, SC 29440
 Contact: Daniella Howard, Purchasing Agent
 Email: dhoward@georgetownsc.gov
 Phone: 843.545.4043

PROJECT: Front Street Tree Lighting

PROJECT #: 1225

DATE ISSUED: Wednesday, November 18, 2020

DUE: **On or before 2:00 pm EST (local time) Wednesday, December 16, 2020**

Bids must be submitted electronically through the City's website, www.georgetownsc.gov. The City will not accept bids by hard copy, fax, or email.

For instructions on how to submit your bid electronically, please refer to Exhibit A, "How to register as a vendor", and Exhibit B, "How to respond to an online bid".

Attachment: Pinnacle RFB (3208 : Approval of construction bid for Front Street Lighting Project)

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COVID-19 Coronavirus Important Notice to Bidders

Pursuant to Governor Henry McMaster's declaration of a State of Emergency on Friday, March 13, 2020, City of Georgetown offices are closed to the public.

Until further notice, all bids **MUST BE** submitted electronically through the City of Georgetown's website, www.georgetownsc.gov, under "Bids". As always, bids received after the due date and time will not be considered for any reason.

The City **WILL NOT** accept bids by:

Hard copy

Fax

Email

Your bid must be submitted electronically to ensure it remains sealed until the scheduled bid opening date and time.

Due to the office closure to the public, bid openings will be streamed live via the City's public Facebook page, <https://www.facebook.com/cityofgtown/>.

Background

The City of Georgetown (City) is an incorporated municipality with a population of nearly 10,000 residents. The City is located 60 miles north of Charleston and 36 miles south of Myrtle Beach. It is the endpoint of the area commonly known as "The Grand Strand." The City is bordered by the Winyah Bay to the east and the Sampit River to the south. Tourism is a major economic driver in the area, as well as local industries, such as Liberty Steel, International Paper and Tideland Hospital. The City is the county seat and operates under the Mayor-Council form of government as outlined in the State of South Carolina Code Chapter II, Article I, Section 2-1. Additional information is available on our website at www.georgetownsc.gov.

Purpose/Project Description

The City of Georgetown is seeking bids from qualified and licensed electrical contractors to furnish and install street lights along Front Street intersection of Screven and Broad Streets, Palmetto Park, Francis Marion Park, Constitution Park, and Rainey Park as indicated on the lighting plans bid documents. Contractors are encouraged to visit the site to become familiar with the conditions and restrictions. Failure to visit the site shall in no way relieve contractor of any obligation with respect to this RFB or to the contractual agreement.

All ambiguities, discrepancies, errors, omissions, or conflicting statements in this RFB shall be interpreted to require the better quality or greater quantity of work and/or materials, unless otherwise directed by addendum. Bidders assume responsibility for any patent ambiguity in the solicitation that their representatives do not bring to the City's attention.

Preliminary Site Information

Front Street, Palmetto Park, Francis Marion Park, Constitution Park, and Rainey Park are located in the City's Historic District. The area is frequented by tourist and locals as well due to the shops, restaurants, and boardwalk attractions. The contractor will be performing the work during day light hours only from 7 AM until 6 PM.

Scope of Services

The contractor shall be responsible to furnish and install all light fixtures as shown on the electrical plans dated November 18, 2020, and prepared by Pinnacle Lighting Group.

Contractor is responsible for all necessary underground conduit and wiring and for any concrete or paver repairs needed due to the conduit work.

Contractor shall coordinate with the City's electrical department for all point of deliver locations. City will deliver all 120 V electric to poles and/or receptacles. The Contractor will be making tap and providing all wiring and conduits beyond tap point to lights.

Contractor is responsible to safely secure and protect work area from vehicular and pedestrian traffic. Contractor shall remove and properly dispose of any construction debris at the end of each work shift.

Contractor is responsible to comply with all OSHA safety regulations.

Contractor shall secure all necessary electrical permits and business licenses from the City upon project award but before the start of any field activities.

The contractor shall provide a 2-year workmanship warranty and a maintenance plan to be effective at the time of project acceptance by the City. The cost of this warranty and annual maintenance plan shall be included in the bid price.

The qualified contractor shall be a South Carolina licensed electrical contractor and able to demonstrate experience in commercial lighting work for a minimum of five years. A letter of reference and experience summary may be requested by the City after the bid submittals.

Technical Specifications

1) Lighting Fixtures

The lighting fixture specifications (see Exhibit D), are based on lighting fixtures manufactured by Pinnacle Lighting Group, and are for the sole purpose of describing the standard of quality, performance, and features. They are not intended to limit or restrict competition. Any and all references to “Brand Name” are intended to be “Brand Name or Equal to” whether or not the words “or Equal to” are written out in full.

The City reserves the right to require the vendor to provide proof in each case that a substituted item is equal to the brand name specified. The City shall be the sole judge in determination of acceptable substitutes.

2) Exterior Electrical Conduit

Install required electrical conduit by open cut excavation or directional boring.

All conduits shall have 2 feet or more of cover under sidewalk or pavers or 3 feet minimum cover under soil or grass.

Conduit shall be made of High-Density Polyethylene (HDPE) or Polyvinyl Chloride (PVC) Schedule 40.

Process

The City will conduct the selection of a qualified contractor in the following manner:

1. The RFB and Bid Form documents will be available on our website. To access, go to the City’s website at www.georgetownsc.gov, and click on “Bids” at the bottom of the home page.
2. Bids will be received and evaluated as described in this RFB.
3. Best qualified, lowest responsible and responsive bid will be presented to the Georgetown City Council or City Administrator for approval, as required.
4. After Council approval, the City will issue the Notice of Award.
5. The Submittal Listing of Bids received will be published on the City’s website, www.georgetownsc.gov, under “Bids” within forty-eight (48) hours of opening.

Evaluation Criteria

Contract shall be awarded to the best qualified, and lowest responsive and responsible bidder. In determining the best qualified, responsive and responsible bidder, in addition to bid price, the City, shall consider:

- A. The ability, capacity, and skill of the bidder to perform the contract to provide the service required;
- B. Whether the bidder can perform or provide the service promptly, or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- D. The quality of performance of previous contracts or services similar to services being sought in this RFB;
- E. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;

- F. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- G. The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
- H. The ability of the bidder to provide services for the nature of the requirements of an awarded contract as required in the RFB; and
- I. Whether the bidder has met the criteria of the RFB specifications, terms and conditions of the RFB.

Protest Procedure

In accordance with the City's Procurement Ordinance, any protest or objection to this RFB award process must be submitted in writing to the City of Georgetown, Attn: Daniella Howard, Purchasing Agent, PO Drawer 939, Georgetown, SC 29440, within ten (10) calendar days of the notification of award posted to the City's website. The City's Procurement Ordinance to include Section 2-194, Protest Procedure, can be found in its entirety on the City's website at:

<https://www.georgetownsc.gov/wpfb-file/procurement>

Questions

No answers will be given over the phone.

Questions regarding this RFB should be submitted in writing and emailed to oarteaga@georgetownsc.gov, no later than 5:00 pm EST (local time), Wednesday, December 2, 2020.

For questions regarding the City's Request for Bids process, please contact purchasing@georgetownsc.gov, no later than the aforementioned deadline.

Please note - if you do not receive confirmation from the City that your email was received before the deadline, it is the sole responsibility of the bidder to contact the purchasing agent at 843.545.4043.

No questions will be accepted after the aforementioned deadline. All submittals shall include the following in the subject line: **Front Street Tree Lighting.**

Answers to questions will be published on the City's website at www.georgetownsc.gov under "Bids" as an Addendum no later than 5:00 pm EST (local time), Wednesday, December 9, 2020.

Schedule of Events

MILESTONE EVENT	DATE	TIME EST (LOCAL TIME)
1. RFB issued	Wednesday, November 18, 2020	
2. Deadline for questions - email to oarteaga@georgetownsc.gov	Wednesday, December 2, 2020	5:00 pm
3. Deadline for answer(s) to be published on the City's website www.georgetownsc.gov	Wednesday, December 9, 2020	5:00 pm
4. Bid due date	Wednesday, December 16, 2020	on or before 2:00 pm
5. City Council Approval (tentative)	January 21, 2021	
6. Notice to Proceed (NTP) issued (tentative)	February 15, 2021	
7. Completion Date	Sixty (60) calendar days after NTP is issued	

When the Procurement Division is closed due to force majeure, bid openings will be postponed to the same time on the next official business day. Vendor is responsible to obtain information regarding bid submittals directly from the City's website, www.georgetownsc.gov.

Procurement procedures are subject to the City's procurement policies as outlined in Section 2-185 of the City's Municipal Code (Chapter (Administration), Article IV (Procurement)). The City's Procurement Ordinance can be found in its entirety on the City's website at: <http://www.georgetownsc.gov/find/find-ordinances/>.

The City reserves the right to change the project schedule as it deems necessary. In the event of a major date change, the City will publish notice of such on the City's website and notify known participants. The City reserves the right to issue addenda to this RFB up to three (3) days before the RFB due date as needed to clarify the City's desires, or to make corrections, or changes to the RFB document, or submittal process.

The City reserves the right to request additional information at any time from any and all prospective contractors or individuals as deemed necessary by the City to evaluate the bids. This process may not be used, however, as an opportunity to submit missing documentation, missing information, or to make substantive revisions to the original bid.

The City reserves the right to cancel or reissue the RFB and/or revise the schedule at any time.

The City also reserves the right to accept or reject any or all bids as deemed to be in its best interest, and to accept all or part of the scope of work herein as its project timeline and/or budget allows.

All information will be updated and published on the City's website www.georgetownsc.gov, under "Bids". It is the bidder's responsibility to obtain the information directly from the City's website regarding this project.

The bidder will acknowledge receipt of all issued addenda in their submittals, if applicable.

No: _____ Dated: _____

No: _____ Dated: _____

No: _____ Dated: _____

Submittal Instructions

By initialing the bottom of each page of this RFB document, bidder represents that (1) their representatives have read and understood the solicitation and (2) their bid is made in compliance with this solicitation. Bidder's representatives are expected to examine this RFB thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements. Failure to do so will be at their risk.

To be considered responsive, interested parties **must** comply with the following:

1. Submit bid proposal electronically through the City's website, www.georgetownsc.gov, under "Bids". Submittal package must include all of the following items. If more than one PDF file is uploaded, each PDF file should be clearly labeled as such:
 1. Complete Bid Form – Exhibit E
 2. Complete initialed copy of this RFB document
 3. Complete Local Vendor Preference Option Mandatory Vendor Submittal Form (see page 13)
 - 4.
2. Electronic bid proposal must be received electronically through the City's website, www.georgetownsc.gov, no later than the aforementioned deadline. Bids will be publicly opened and read aloud via the City's public Facebook page, <https://www.facebook.com/cityofgtown/>. No bid will be accepted after such time. **It is the sole responsibility of the bidder to have their bids delivered to the City before the closing hour and date. The City assumes no responsibility for technological failure in submitting bids electronically. It is the sole responsibility of the bidder to confirm that their bid was submitted on time, and that their PDF file/files are not corrupt.** Late bids will not be accepted nor considered. The official clock shall be that of the City's Purchasing Agent, or designee. The City reserves the right to accept or reject any or all bids and to waive any informalities and technicalities in the bid process. No additional fees, costs, or any other reimbursable expenses will be allowed.

3. This solicitation does not commit the City to award a contract. The City reserves the right to waive any technicalities or informalities and to accept or reject any and/or all submissions as deemed by its sole judgment to be in its best interest. The City also reserves the right to terminate the selection process without notice, to waive any irregularities in any submittal, and to request additional information from any of the bidders submitting a bid.
- ~~4. Bids must be sealed and clearly identify the name and number of the RFB on the outside of the envelope/package, as well as the submitter's business name, address, and license number (if applicable). No other information shall be included or written on the outside of the bid envelope/package. The City shall not be responsible for unidentified bids.~~
- ~~5. Any bidder may withdraw their bid either personally or by written request, at any time prior to the scheduled opening of responses. No bidder may withdraw bids for a period of sixty (60) days after the opening date. All bidders shall be subject to the approval of the City Council.~~
6. Partial or incomplete bids may be rejected.
7. All costs incurred in preparing the bid, or costs incurred in any other manner by the bidder in responding to this RFB, will be wholly the responsibility of the bidder. All materials and documents submitted by the bidder in response to this RFB become the property of the City and will not be returned.
8. Any proprietary information contained in the bid should be so indicated as follows:

Vendor Disclosure

Notice of SC Freedom of Information Act

“The parties acknowledge that all material submitted may be subject to release under the South Carolina Freedom of Information Act (FOIA) and will be released to the public unless exempt from disclosure under the FOIA.”

We discourage you from including any information you consider propriety or trade secret, as this material is subject to the FOIA once it's in the City's possession. If you must include any such information in your submission, please identify it by color, labeling, and/or bold font as “PROPRIETARY INFORMATION” so that it can be readily recognized. In the event the City receives a request for this material, the City will notify those parties who have identified information they believe is proprietary or trade secret of the request. The City has a ten (10) day deadline to respond to the request. This is your window to file an action challenging the release. Please be on notice that if the City is not served with such an action, the information will be released.

9. Bids must be made in the official name of the company or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the bid. Bids having any erasures or corrections must be initialed in ink by the vendor.
- ~~10. Letter of Interest — **Not Applicable.** Must be no more than one (1) page (one page is one side of an 8.5" x 11" paper) in length and include contact information and signature of company owner/president/CEO.~~
- ~~11. Statement of Qualifications, Experience, and Availability — **Not Applicable.** Must be no more than five (5) pages. It should summarize qualifications, relevant experience, and availability to participate in the RFB process to provide requested services to the City. Key staff members participating should be identified. Include photos of recent projects.~~

12. ~~Proposed Process Approach~~ **Not applicable** ~~Must be no more than two (2) pages summarizing the method and approach to providing preconstruction and construction services to the City.~~
13. ~~List of References~~ **Not applicable** ~~Must be no more than one (1) page listing most recent professional references for similar projects and their contact information.~~
14. Disqualification and Rejection of Bid – The City reserves the right to reject any bid from a bidder who has failed to perform satisfactorily, or complete on time, or in a manner consistent with the RFB documents, contract of similar nature, or to reject the bid from a bidder who is not in a position to perform such a contract satisfactorily. The City expressly reserves the right to award the contract to the bidder that best meets the requirements as set forth herein.
15. Assignment of Contract – Assignment to the selected bidder of any contract to be entered into in accordance with this RFB will not be recognized by the City unless such assignment has prior written approval of the City.
16. Insurance Provisions - The selected bidder will be required to provide and maintain proof of insurance throughout the contract term in the amount of \$1,000,000.00 and as required at point of contract negotiation by the City’s Risk Manager as follows:
- Comprehensive General Liability (per occurrence);
 - Comprehensive Auto Liability (per occurrence); and
 - Workers’ Compensation Liability
 - Automobile Liability

The City is to be named as “Additional Insured” on the above insurance coverage as respect to the City’s interest under the contract. Certificates showing proof of insurance shall be submitted to the City prior to commencement of services under the Agreement. Further, it shall be an affirmative obligation upon the bidder to advise the City’s Risk Management Department within two (2) days of the cancellation herein at one of the following options below:

- Email - cmcdaniel@georgetownsc.gov
- Fax - 843.527.6173
- Mailing address - PO Box 939, Georgetown, SC 29442 or
- Physical address - 1134 N. Fraser Street, Georgetown, SC, 29440

Failure to do so shall be construed to be a breach of the agreement:

17. Indemnification - The selected bidder agrees to indemnify, defend and hold harmless the City and their authorized officers, employees, agents, and volunteers from any and all claims, actions, losses damages, and/or liabilities arising from their acts, errors, or omissions and for any costs or expenses incurred by the City therefore under an agreement.
18. Compliance With Law – The selected bidder and its agents and employees shall be bound and comply with all federal, state and local laws, ordinance rules and regulations, as well as all other governing bodies having legal jurisdiction with respect to the area where such work is performed.
19. City Business License and Permits - The selected bidder shall be required to obtain all applicable City permits and business licenses prior to work commencing. Contact Jestin Gilliard, Revenues Manager, jgiilliard@georgetownsc.gov or 843.545.4041, for business license information. Contact the Planning & Community Development Department at 843.545.4017 for permitting information. These expenses shall be included in the total bid cost.

20. Payment terms - A monthly itemized billing statement must be submitted in a form specified by the City for services performed. The City will remit full payment on all undisputed invoices within thirty (30) days from receipt of the invoice by the appropriate person(s) (to be designated at the time of contract).



MANDATORY VENDOR SUBMITTAL FORM

The City's Procurement Ordinance to include the Local Vendor Preference Option, can be found in its entirety on the City's website at: <https://www.georgetownsc.gov/wpfb-file/procurement>:

SECTION 2-185 COMPETITIVE SEALED BIDDING LOCAL VENDOR PREFERENCE

☐ I certify that [Company Name] _____
is a **Resident Bidder** of Georgetown City/County as defined in the City of Georgetown Ordinance Chapter 2 Administration, Article IV Procurement, Section 2-185, and our principal place of business is _____ [City and State].

☒ I certify that [Company Name] Pinnacle Lighting Group, LLC
is a **Non-Resident Bidder** of Georgetown City/County as defined in the City of Georgetown Ordinance Chapter 2 Administration, Article IV Procurement, Section 2-185, and our principal place of business is _____ [City and State].

(X) Trevor Rosendahl

Signature of Company Officer

(X) 12/16/2020

Date

General Contractual Requirements

1. Force Majeure - The bidder shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the bidder. Such causes may include, but are not limited to acts of God or of the public enemy, acts of Governments in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restriction, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the bidder.
2. Governing Law - Except to the extent that this agreement may be governed by any federal law, including federal bankruptcy law, this Agreement shall be governed by, constructed and interpreted under, and enforced exclusively in accordance with the laws of the State of South Carolina, and the courts in the State of South Carolina shall have jurisdiction with respect to any dispute arising hereunder.
3. Bidder Qualifications - Bidder must, upon request of the City, furnish satisfactory evidence of its ability to furnish products and/or services in accordance with the terms and conditions of this RFB. The City reserves the right to make the final determination as to the bidder's ability to provide the services herein.
4. Bidder Responsibility – Each bidder shall fully acquaint him/herself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFB. It is expected that this will sometimes require on-site observation. The failure or omission of the bidder to acquaint him/herself with existing conditions shall in no way relieve him/her of any obligation with respect to this RFB or to a contract.
5. Affirmative Action - The bidder will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
6. Women and Minority Business Enterprise (WMBE) Statement - It is the policy of the City to provide minorities, and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina. It is the policy of the City to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status. It is further the policy of the City to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.
7. Termination - Subject to the following provisions, any contract resulting from this request for bids may be terminated by the City provided a thirty (30) day advance notice in writing by the City Administrator, or his designee, is given to the bidder:
 - 7.1 Non-Appropriations - Funds for this contract are payable from local appropriations. If the sufficient appropriations are not made to pay the charges under the contract it shall terminate without any obligation to the City.
 - 7.2. Convenience - In the event that a contract is terminated or canceled upon request and for the convenience of the City without the required thirty (30) day advance written notice, then the City shall negotiate reasonable termination costs, if applicable.
 - 7.3 Cause - Termination by the City for the cause, default or negligence on part of the bidder, shall be excluded from the foregoing provisions; termination costs, if any shall not

apply. The thirty (30) day advance notice requirement is waived and the default provision herein shall apply.

7.4 Default – In case of default by the bidder, the City reserves the right to purchase any and all items/services in default in open market, charging bidder with any excessive costs. SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT BIDS OF THE DEFAULTING BIDDER WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.

8. Prime Bidder Responsibilities - The bidder will be required to assume sole responsibility for the complete effort as required by this RFB. The City will consider the bidder to be the sole point of contact with regard to all contractual matters.
9. Subcontracting - If any part of the work covered by this RFB is to be subcontracted, the bidder shall identify the subcontracting organization and the contractual arrangements made therewith at the time of the offer. All subcontractors must be approved by the City. The successful bidder will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the bidder.
10. Ownership of Material – All materials and documents submitted by the bidder in response to this specification become the property of the City and will not be returned to the bidder.
11. Compliance with State and Federal Requirements – State and Federal requirements that are more restrictive than these set forth herein shall be followed by the bidder.
12. Contract Amendments - Amendments to any agreement between the City and the bidder must be reviewed and approved in writing by the City Administrator or his designee.
13. Assignment - No contract or its provisions may be assigned, sublet, or transferred without the written consent of the City Finance Department.
14. Records Retention and Right to Audit – The City shall have the right to audit the books and records of the bidder as they pertain to this contract. Such books and records shall be maintained for a period of three (3) years from the date of final payment under contract.
15. The City may conduct performance audits of the bidder, as determined necessary by the City. Pertaining to all audits, the bidder shall make available to the City, access to its computer files containing the history of the contract performance and all other documents related to the audit. Additionally, any software used by the bidder shall be made available for auditing purposes at no cost to the City.
16. Independent Contractor Status - The parties hereby agree that the contractor is an independent contractor of the City and that nothing in an agreement with the City shall be deemed to place the parties in a relationship of employer/employee, partners, or joint ventures. Neither party shall have the right to obligate or bind the other in any manner. Each party agrees and acknowledges that it will not hold itself out as an authorized agent with the power to bind the other party in any manner. Each party shall only be responsible for any withholding taxes, payroll taxes, disability insurance payments, unemployment taxes, or other similar taxes or charges with respect to its activities in relation to the performance of its obligations of an agreement.
17. Representations of Bidder - Bidder represents, warrants, and covenants that:
 - (a) In providing the services bidder shall utilize the care and skill used by members of bidder's profession practicing under similar circumstances at the same time and in the same locality.

- (b) All employees provided by the bidder to the City shall have the qualifications, skills, and experience necessary to perform his/her job in accordance with the requirements of the agreement. The City may request removal of any employee for good cause.
 - (c) Bidder is a business, validly existing and in good standing under the Laws of the State of South Carolina.
18. Indemnity Provisions - Bidder agrees to and shall indemnify and hold the City harmless from and against all liability, loss, damages or injury, and all costs and expenses (Including attorney fees and costs of any suit related thereto) suffered or incurred by the City, arising from or related to the terms of this project, or bidder's performance thereunder.
19. City Business License and permits - The selected bidder shall be required to obtain all applicable City permits and business licenses **prior to work commencing**. Contact Jestin Gilliard, Revenues Manager, jgiillard@georgetownsc.gov, or 843.545.4041, for business license information. Contact the Planning & Community Development Department at 843.545.4017 for permitting information. These expenses shall be included in the total bid cost.

Exhibits Available

- A) How to register as a vendor
- B) How to respond to an online bid
- C) Lighting Plans (Sheets 1 and 2)
- D) Light fixtures specifications sheets
- E) Bid Form

Project Owner: City of Georgetown, SC
 Project Name: Front Street Lighting
 Project # 1225
 Bid Date: 12/16/2020

Screven Street						Pinnacle		J Moore	
Item	Description	Quantity	Unit	Unit Price	Cost (\$)	Unit Price	Cost (\$)		
1-4	Pergola Fixtures, Type: PLG MR16 LV UL	4	EA	\$390.00	\$1,560.00	\$89.76	\$359.04		
5-10	Tree Fixtures, Type: PLG MR16 SRF UL	6	EA	\$390.00	\$2,340.00	\$99.62	\$597.72		
11	Fountain Light, Type: PLG MR 16 TM DL	1	EA	\$390.00	\$390.00	\$719.07	\$719.07		
	Underground electric wiring and conduit	120	LF	\$0.00	\$0.00	\$25.00	\$3,000.00		
	14/2 Low Voltage Cable	140	LF	\$0.00	\$0.00	\$15.00	\$2,100.00		
	150W Low voltage Transformer with surge protector and photo cell	1	EA	\$522.00	\$522.00	\$304.29	\$304.29		
Subtotal					\$4,812.00		\$7,080.12		
						Pinnacle		J Moore	

See Note 1

Palmetto Park						Pinnacle		J Moore	
Item	Description	Quantity	Unit	Unit Price	Cost (\$)	Unit Price	Cost (\$)		
12-13	Tree Fixtures, Type: PLG MR16 LV UL	2	EA	\$330.00	\$660.00	\$89.76	\$179.52		
14-16	Tree and Sign Fixtures, Type: PLG MR16 SRF	3	EA	\$390.00	\$1,170.00	\$99.62	\$298.86		
	Underground electric wiring and conduit	60	LF	\$0.00	\$0.00	\$25.00	\$1,500.00		
	14/2 Low Voltage Cable	75	LF	\$0.00	\$0.00	\$15.00	\$1,125.00		
	Low voltage Transformer with surge protector and photo cell	1	EA	\$522.00	\$522.00	\$304.29	\$304.29		
Subtotal					\$2,352.00		\$3,407.67		
						Pinnacle		J Moore	

Broad Street						Pinnacle		J Moore	
Item	Description	Quantity	Unit	Unit Price	Cost (\$)	Unit Price	Cost (\$)		
17-22	Tree Fixtures, Type: PLGL2-120 R30 UL	6	EA	\$858.00	\$5,148.00	\$863.97	\$5,183.82		
	Underground electric wiring and conduit	90	LF	\$15.12	\$1,360.80	\$25.00	\$2,250.00		
	Dimmer switches	2	EA	\$312.00	\$624.00	\$310.00	\$620.00		
Subtotal					\$7,132.80		\$8,053.82		
						Pinnacle		J Moore	

See Note 2

Francis Marion Park						Pinnacle		J Moore	
Item	Description	Quantity	Unit	Unit Price	Cost (\$)	Unit Price	Cost (\$)		
23-28	Tree Fixtures, Type: PLGL2-120 R30 UL	6	EA	\$858.00	\$5,148.00	\$863.97	\$5,183.82		
29	Flag Fixture, Type: PGL2-12 Volt R30 UL	1	EA	\$858.00	\$858.00	\$833.18	\$833.18		
30-31	Tree Fixtures, Type: PGL2-12 Volt R30 UL	2	EA	\$858.00	\$1,716.00	\$833.18	\$1,666.36		
32-33	Sign Fixtures, Type: PLG MR 16 TM DL	2	EA	\$390.00	\$780.00	\$719.07	\$1,438.14		
	Underground electric wiring in conduit	90	LF	\$15.12	\$1,360.80	\$25.00	\$2,250.00		

	14/2 Low Voltage Cable	185	LF	\$0.00	\$0.00	\$15.00	\$2,775.00
	150 W Low voltage Transformer with surge protector and photo cell	1	EA	\$522.00	\$522.00	\$304.29	\$304.29
				Subtotal	\$10,384.80		\$14,450.79
				Pinnacle		J Moore	
Item	Description	Quantity	Unit	Unit Price	Cost (\$)	Unit Price	Cost (\$)
34	Sign fixture, Type: PLG SRF MR 16	1	EA	\$429.00	\$429.00	\$99.62	\$99.62
35-40	Tree Fixtures, Type: PLGL2 12 Volt R30 UL	6	EA	\$943.80	\$5,662.80	\$833.97	\$5,003.82
	Underground electric wiring in conduit	75	LF	\$0.00	\$0.00	\$25.00	\$1,875.00
	14/2 Low Voltage Cable	260	LF	\$0.00	\$0.00	\$15.00	\$3,900.00
	600W Low voltage Transformer with surge protector and photo cell	1	EA	\$950.40	\$950.40	\$608.58	\$608.58
				Subtotal	\$7,042.20		\$11,487.02
				Pinnacle		J Moore	
Rainey Park							
Item	Description	Quantity	Unit	Unit Price	Cost (\$)	Unit Price	Cost (\$)
41-47	Tree and Sign Fixtures, Type: PLG MR16 SRF	7	EA	\$445.71	\$3,119.97	\$99.62	\$697.34
48-55	Tree Fixtures, Type: PLGL2 12 Volt R30 UL	8	EA	\$858.00	\$6,864.00	\$833.97	\$6,671.76
56-59	Tree Fixtures, Type: PLGL2-120 R30 UL	4	EA	\$858.00	\$3,432.00	\$863.97	\$3,455.88
	Underground electric wiring in conduit	120	LF	\$9.45	\$1,134.00	\$25.00	\$3,000.00
	14/2 Low voltage Cable	260	LF	\$0.00	\$0.00	\$15.00	\$3,900.00
	600W Low voltage Transformer with surge protector and photo cell	1	EA	\$864.00	\$864.00	\$608.58	\$608.58
				Subtotal	\$15,413.97		\$18,333.56
				TOTAL BID		\$47,137.77	\$62,812.98

See Note 3

Note 1: J Moore made a mathematical error on the subtotal amount. It should be \$7,080.12 and not \$6,775.83 as indicated on their bid form.

Pinnacle made a mathematical error on the subtotal amount. It should be \$4,812.00 and not \$5,502.00 as indicated on their bid form.

Note 2: Pinnacle made a mathematical error on the subtotal amount. It should be \$7,132.30 and not \$7,312.80 as indicated on their bid form.

Note 3: J Moore submitted a bid for a Lump Sum amount of \$260,904.69 as indicated on their bid form but the bid should be \$62,812.98 based on the unit price table of values.

Pinnacle's total bid should be \$47,137.77

Certified by:

Orlando Arteaga, PE
City Engineer

Date:

12-21-2020





City of Georgetown
Historical District
Lighting Plan Sheet 2 of 2
Georgetown, SC





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

ACTION ITEM

DOC ID: 3211

Council Meeting Date:	21 January 2021
Department:	Engineering
Issue Under Consideration:	Motion to approve and make payments to WK Dickson & Co., Inc. in the not-to-exceed amount of \$428,000 for design, permitting, bidding, and construction admin and observation services of the new flocculation and sedimentation tank no. 2 located at the city's water treatment plant.
Amount Requested:	\$428,000
Is Item in Current Budget?	Yes
If no, please explain:	
Financial Impact:	None. Council approved \$450K for the FY 20-21 budget.
Points to Consider:	Two consultants: WK Dickson and GMC submitted statements of qualifications in response to the city's RFQ. WK Dickson ranked the highest. WK Dickson's fee is for the design and construction administration only. Funding for the construction of the project is still needed. It is our goal to secure construction funding through grants, loans, or directly from city funds in the next FY 21-22. This is an important project for the city to ensure an adequate and constant supply of potable water by adding a secondary basin. At this time, there is no redundancy in the water flocculation and sedimentation treatment.
Options:	Approve or disapprove
Staff Recommendation:	Approve

Reviews:

Orlando Arteaga Completed 01/13/2021 12:50 PM
 Finance Completed 01/13/2021 2:02 PM
 City Attorney Completed 01/13/2021 2:25 PM
 Sandra E. Yudice Ph.D. Completed 01/13/2021 2:35 PM
 Stephanie Buccione Completed 01/15/2021 11:00 AM
 Georgetown City Council Pending 01/21/2021 5:30 PM

Attachments:

1. 1 2020-12-18 WKD Letter Proposal WTP #1606 (PDF)
2. 2 2021-01-11 WKD Exhibit A - WTP Floc-Sed Basin 2 - Fee Proposal (002) (PDF)
3. 3 WK Dickson SOQ (PDF)
4. 4 1 Sign in Sheet & Submittal Listing (PDF)
5. 5 Analysis and Rating (PDF)

Updated: 1/13/2021 12:49 PM by Orlando Arteaga (Page 1)



December 18, 2020

Ms. Daniella Howard
 Purchasing Agent
 City of Georgetown
 1134 North Fraser Street
 Georgetown, SC 29440

**Re: Engineering Services for WTP: Secondary Sedimentation Basin
 Project No.: 1606**

Dear Ms. Howard:

We are excited about this important project and the opportunity to continue serving the City! As requested, we have developed a scope, schedule and fee proposal (attached Exhibit A) for the above referenced project that incorporates subsurface geotechnical investigations and engineering, site survey, preliminary engineering report, detailed design, permitting, bidding and construction administration and observation services.

Once you've had a chance to review, please let us know if you have any questions/comments or if you would like to discuss further. Thank you and we look forward to getting started as soon as the City is ready to move forward.

Sincerely,

W.K. Dickson & Co., Inc.

A handwritten signature in blue ink, appearing to read 'W. H. Young'.

William H. Young, PE
 VP / Charleston Regional Manager

162 Seven Farms Drive, Suite 210
 Charleston, SC 29492
 Tel. 843.416.5560
 Fax 843.416.5563
 www.wkdickson.com

EXHIBIT A

CITY OF GEORGETOWN SCOPE OF SERVICES AND COMPENSATION WTP: SECONDARY SEDIMENTATION BASIN PROJECT # 1606

Background

The City of Georgetown (OWNER) plans to add a second flocculation / sedimentation basin at its 6 MGD water treatment plant (WTP). The new basin will mirror the existing basin with updated equipment as described in the OWNER's Request for Qualifications (RFQ) for Engineering Design Services and W.K. Dickson & Co., Inc. (CONSULTANT's) Statement of Qualifications.

The OWNER has requested that the CONSULTANT complete engineering services associated with the design, permitting, bidding and construction for Flocculation / Sedimentation Basin No. 2.

Scope of Services

CONSULTANT's authorized services shall include the following Tasks:

Task 1 – Design and Permitting

This task includes:

- a. CONSULTANT shall perform one kickoff meeting at the project site, including drafting an agenda and meeting minutes.
- b. CONSULTANT shall perform a survey of the area of the WTP where Flocculation / Sedimentation Basin No. 2 will be designed and constructed (east of the existing Basin No. 1). The survey deliverable includes an AutoCAD drawing file with one-foot contour intervals (datum NAVD 1988 and State Plane Coordinates). The OWNER will flag existing underground utilities.
- c. CONSULTANT shall provide geotechnical investigation services using a subconsultant for area proposed for Flocculation / Sedimentation Basin No. 2. A total of one (1) seismic cone penetration test (CPT) sounding will be performed and advanced to 50 feet depth or refusal. One (1) hand auger boring will be advanced to 4 feet depth adjacent to the CPT sounding. A subsurface investigation

report summarizing the investigations, analyses and recommendations for site preparations and foundation designs will be completed by a professional geotechnical engineer (as a subconsultant to the CONSULTANT).

- d. Prepare a preliminary engineering report (PER) meeting the requirements of SCDHEC Regulation 61-58, State Primary Drinking Water Regulations.
- e. Prepare contract drawings and specifications. CONSULTANT's technical specifications will be used with OWNER's front-end specifications. CONSULTANT's design, drawings and specifications will include the following engineering disciplines: civil, process, structural and electrical. CONSULTANT shall prepare a process and instrumentation diagram (P&ID), specify process instrumentation and obtain a proposal from the OWNER's preferred SCADA Systems Integrator, which will be added as an Allowance in the construction contract documents.
- f. Prepare project milestone review with OWNER to be held at the 60% and 90% design level. The design review meetings may be held at the OWNER's office or virtually as preferred by the OWNER. An opinion of probable construction cost will accompany each review.
- g. CONSULTANT shall provide permitting services with the following agencies, which include preparation of permit applications with supporting information:
 - i. SCDHEC Bureau of Water – Drinking Water Construction Permit Application
 - ii. Ocean & Coastal Resource Management (OCRM) – Coastal Zone Consistency Certification
 - iii. SCDHEC Bureau of Water – Stormwater Permitting Section – Notice of Intent for coverage under South Carolina's NPDES General Permit For Stormwater Discharges From Construction Activities.
- h. Funding assistance may be provided if requested by the OWNER and paid under an Allowance (see Compensation below). Services may include evaluation and recommendation of viable funding opportunities, assistance with funding application, and inclusion of funding requirements in the PER and contract documents. The Allowance amount will be adjusted up or down based on the level of assistance requested from the OWNER.

Assumptions:

- a. Deliverables shall include three hard copies and an electronic set (.pdf) of contract documents.
- b. All permit application fees will be paid by OWNER.
- c. Land disturbance is less than 0.5 acres and does not require a Stormwater Pollution Prevention Plan (SWPPP).
- d. All water sampling and testing will be performed by OWNER.
- e. One set of bid documents for one construction contract.
- f. Structural design will be limited to the new concrete basin installed on piles.
- g. The electrical design will be limited to site lighting and providing power and communication to the equipment and instrumentation. It is assumed that existing power service to the site from provider is sufficient for these needs.
- h. An Allowance will be included in the construction contract documents for a third party (approved by OWNER) for materials (i.e. concrete and soils) testing and SCADA design and integration services.

Task 2 - Bidding and Award

Engineering assistance will be provided for one construction bid by performing the following tasks:

- a. Bid Advertisement - Prepare invitation for construction bid for OWNER's use in its legal advertisement of the project. Bid advertisement will be completed by the OWNER.
- b. Document Distribution - Distribution of contract documents to interested contractors and suppliers will be completed by the OWNER.
- c. Pre-Bid Meeting – conduct one pre-bid meeting and site visit with interested bidders, including drafting an agenda and minutes.
- d. Bidding Questions – Review and respond to questions from equipment suppliers, construction contractors and material suppliers during the bid phase of the project

and draft one addendum for the OWNER's use. OWNER is responsible for contacting bidders and issuing responses to questions and addenda.

- e. Bid Opening - Attend and participate in the Bid Opening.
- f. Review/Tabulation of Bid submittals - Review and evaluate bid packages for completeness, prepare and distribute tabulation of bids received.
- g. Recommendation of Award - Provide recommendation of award based on bids received and information available.
- h. Conform Documents - Conform Addenda and bid data from the recommended bidder into final documents for contract execution and construction phase purposes. Issue three (3) sets of conformed contract documents for construction to the OWNER and Contractor.
- i. Organize and facilitate a Pre-Construction Conference and record minutes for distribution to attendees (including the OWNER and Contractor).

Task 3 – Construction Administration

Engineering assistance will be provided for construction under one contract (construction duration estimated at up to 12 months) by performing the following tasks:

- a. The OWNER's instructions to the Contractor shall be issued through the CONSULTANT who shall have the authority to act on behalf of the OWNER in dealings with Contractor to the extent provided in this Contract for Services and Construction Contract Standard General Conditions.
- b. Review shop drawings, samples and other data which the Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such reviews or other action shall not include means, methods, techniques, sequences, or procedures of construction or safety programs and precautions incident thereto.
- c. Conduct progress meetings and site visits during periods of active construction to observe as an experienced and qualified design professional the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents. However, the CONSULTANT's inspections shall not be intended to involve work beyond the responsibility specifically assigned to the CONSULTANT in this Contract for Services and the Contract Documents. On the basis of on-site observations, the CONSULTANT shall keep the OWNER informed of the progress and quality of the Work and shall alert the OWNER to defects and deficiencies observed in the Work of the

Contractor. Up to twelve (12) meetings / site visits have been budgeted for the twelve (12) month anticipated construction period. The CONSULTANT shall issue meeting minutes.

- d. Make recommendations to the OWNER concerning the disapproval or rejection of Contractors' Work while it is in progress if the CONSULTANT believes that such Work does not produce a completed Project that conforms to the Contract Documents or that it will prejudice the integrity of the design concept of the Project as reflected in the Contract Documents. The CONSULTANT shall have access to the Work at all times wherever it is in preparation or progress.
- e. The CONSULTANT shall issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of the Work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. The CONSULTANT may issue Field Orders authorizing minor variations from the requirements of the Contract Documents. Field Orders shall not involve change in Contract Price or Time. The CONSULTANT has budgeted for two (2) responses per month of the construction duration for the Contract.
- i. The CONSULTANT will act as initial interpreter of the requirements of the Contract Documents, judge the acceptability of the Work and make decisions on all claims of the OWNER and Contractor relating to the acceptability of the Work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the Work. In rendering such decisions, the CONSULTANT shall be fair and not show partiality to the OWNER or Contractor and not be liable for the results of any such interpretations or decisions rendered in good faith.
- j. Determine the amount owed to the Contractor based on the CONSULTANT's and the OWNER's observations and inspections at the site and the data comprising the Application for Payment, and the accompanying data and schedules, and recommend in writing payments to the Contractor in such amounts. Such recommendations of payment will constitute a representation to the OWNER that the Work has progressed to the point indicated and that, to the best of the CONSULTANT's and the OWNER's representative knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents. The issuance of a recommendation will further constitute a representation that the Contractor is entitled to payment in the amount certified. However, the issuance of a recommendation for payment will not be a representation that the CONSULTANT is responsible for construction means, methods, techniques, sequences or procedures or has ascertained how or for what purpose the

Contractor has used money previously paid on account of the Contract Price. The CONSULTANT has budgeted for review of up to twelve (12) monthly payment applications plus one final adjusting payment.

- k. Recommend Change Orders and Work Change Directives to the OWNER as appropriate, and the CONSULTANT shall prepare Change Orders and Work Change Directives as required. The CONSULTANT shall not issue such Change Orders and Work Change Directives until the OWNER has approved and accepted Contractor's cost and schedule change to implement such Change Orders and Work Change Directives. The CONSULTANT has budgeted for preparation of up to three (3) Owner-Directed Change Orders or Work Change Directives and one (1) final adjusting Change Order.
- l. Following notice from Contractor that Contractor considers the entire work ready for its intended use, the CONSULTANT's Observer and the OWNER, accompanied by the Contractor, shall conduct a one-day inspection to determine if the work is substantially and satisfactorily complete. If such work is determined by the CONSULTANT to be substantially complete, the CONSULTANT shall provide a notice of substantial completion to the OWNER and Contractor. If work is not deemed suitable, the CONSULTANT shall provide in writing a list of deficiencies to be corrected before the work can be deemed Substantially Complete. The CONSULTANT's Observer, OWNER and SCDHEC representative shall perform one (1) final inspection when the Contractor provides in writing a statement that all deficiencies have been corrected and the project is complete. Final Operations and Maintenance (O&M) Manuals for equipment and systems installed for this project shall be provided by the Contractor per the Contract Documents prior to final inspection. The OWNER shall provide and maintain the WTP O&M Manual for the entire facility, which will incorporate the Contractor provided final O&M Manuals.
- m. Debrief with the OWNER's and the CONSULTANT's Observer to determine if the completed Work is acceptable to the OWNER so that the CONSULTANT may recommend, in writing, final payment to the Contractor and may give written notice to the OWNER and Contractor that the Work is acceptable. Accompanying the recommendation for final payment, the CONSULTANT shall indicate that the work is acceptable to the best of the CONSULTANT's knowledge, information and belief and based on the extent of the services performed and furnished by the CONSULTANT and the OWNER under this Agreement. After determining that the completed Work is acceptable, issue a written Notice of Acceptance to the Contractor. Notice shall establish the completion date.

- n. Following construction and acceptance, the CONSULTANT shall submit to the OWNER and SCDHEC one copy of a certificate of completion to indicate that construction was performed in substantial accordance with the approved construction documents and the appropriate regulations.
- o. Prepare a "Record Drawing" of the completed project using Contractor, OWNER's and construction observer's observation of changes made during construction. These Record Drawings shall be prepared and the electronic files submitted to the OWNER. The CONSULTANT will also distribute one (1) paper set to SCDHEC for the Permit to Operate and one (1) paper set to the OWNER.
- p. It is assumed for the purposes of developing a construction administration fee that construction of the Project will not exceed 360 consecutive calendar days after Contractor's Notice to Proceed.
- q. The CONSULTANT shall have a construction observer provide part time construction observation services during active construction (not to exceed sixty (60) trips and three hundred forty (340) total man-hours) to monitor construction by the Contractor. The OWNER will provide construction observation services when the CONSULTANT's construction observer is not onsite.
- r. The construction observer shall document observations in a site report, and will call to the attention of the Contractor any deficient work noted in the field and, through the assistance of the CONSULTANT's project manager, interpret the plans and specifications when questions arise.

Schedule

CONSULTANT shall complete the Scope of Services as follows:

- Task 1 – 180 days from Notice to Proceed
- Task 2 – 60 days from Bid Advertisement
- Task 3 - 360 days from Construction Notice to Proceed

Compensation

Tasks in this Scope of Services will be compensated on an hourly (time and expense) basis as detailed in the attached Engineering Proposal Form and Rate Schedule up to an amount not to exceed Four Hundred Twenty-Eight Thousand Dollars (\$428,000.00). CONSULTANT will invoice OWNER on the last day of each month for the labor and expenses incurred during that month.

ENGINEERING PROPOSAL FORM

MAIN WORK ACTIVITIES AND FEES

Item no.	Activities	Total (\$)
	Task 1- Design and Permitting (180 Days)	
1.	Site Survey	\$ 5,000
2.	Geotechnical Investigation	\$ 8,000
3.	Preliminary Engineering Report (PER)	\$ 25,000
4.	60% Design Phase	\$ 132,500
5.	90 % Design Phase	\$ 67,700
6.	Construction Documents	\$ 22,500
7.	Permitting	\$ 8,000
8.	Grant Assistance (Allowance)	\$ 10,000
	Subtotal Task 1	\$ 278,700
	Task 2-Bidding and Award (60 Days)	
1.	Bid Advertising and Pre-Bid Meeting	\$ 4,500
2.	Bid Opening, Review and Tabulation	\$ 4,100
3.	Issue Conformed Documents	\$ 3,000
4.	Pre-Construction Conference	\$ 3,900
	Subtotal Task 2	\$ 15,500
	Task 3-Construction Administration (360 Days)	
1.	Construction Administration	\$ 83,500
2.	Construction Observations	\$ 35,000
3.	Closeout Phase	\$ 6,500
4.	Record Drawings	\$ 3,000
	Subtotal Task 3	\$ 128,000
	Reimbursable Expenses	\$ 5,800
	Total	\$ 428,000

W.K. DICKSON & CO., INC. 2021 RATE SCHEDULE

LABOR

2021

Principal	\$225.00/hr.
Senior Consultant	\$215.00/hr.
Senior Project Manager	\$205.00/hr.
Senior Technical Manager	\$205.00/hr.
Project Manager	\$180.00/hr.
Technical Manager	\$180.00/hr.
Senior Project Engineer	\$160.00/hr.
Project Engineer	\$150.00/hr.
Senior Scientist	\$140.00/hr.
Scientist	\$128.00/hr.
Landscape Architect	\$175.00/hr.
Staff Landscape Architect	\$140.00/hr.
Senior Planner	\$170.00/hr.
Planner	\$130.00/hr.
Senior Civil Designer	\$135.00/hr.
Civil Designer	\$100.00/hr.
Senior GIS Analyst	\$145.00/hr.
GIS Analyst	\$115.00/hr.
GIS Technician	\$105.00/hr.
Senior Construction Observer	\$125.00/hr.
Construction Observer	\$100.00/hr.
Project Administrator	\$77.00/hr.

EXPENSES

Printing	Cost
Mileage	IRS Rate (currently \$0.575/mile)
Postage	Cost
Subconsultants	Cost + 10%

Note: The above rates are effective January 1, 2021. WK Dickson reserves the right to revise to reflect inflationary increases.



Statement of Qualifications for:

PROJECT #1606

WTP: SECONDARY SEDIMENTATION BASIN

November 12, 2020

Attachment: WK Dickson SOQ (3211 : WTP Secondary Flocculation Sedimentation Basin Project-Engineering Services)



November 12, 2020

Ms. Daniella Howard, Purchasing Agent
City of Georgetown
1134 North Fraser Street
Georgetown, SC 29440

**Re: Engineering Design Services for WTP: Secondary Sedimentation Basin
Project No.: 1606**

Dear Ms. Howard:

Safe and healthy drinking water is vital to every community. Water treatment plants (WTPs) must be designed, constructed and operated to deliver an abundant supply of drinking water that exceeds regulatory requirements for quality at an affordable price. This is no easy task, and the City of Georgetown needs a trusted advisor to successfully deliver this important project. The WK Dickson team wants to be your partner to complete engineering services for the WTP: Secondary Sedimentation Basin project! Our team brings the following benefits to the City:

- ▶ **Familiarity with your staff, facilities and processes** - Some of our core team members, including Bill Young, PE, Bob Hoffman, and George Boyd, PE, have partnered with you for many years to deliver several successful projects. Most recently, we completed the WTP Generator and High Service Drives project, which will provide reliable emergency backup power to the entire WTP and was completed within the City's budget requirements.
- ▶ **Extensive expertise and experience with similar WTP projects** - Over the past 20 years, our team members have completed numerous WTP designs that have included flocculation and sedimentation basins. Additionally, Bob Hoffman and George Boyd, PE, were the lead civil/process and electrical engineers on the City of Georgetown's last major WTP upgrade completed in 2001. We have also added MBD Consulting Engineers (Conway, SC) to our team. MBD brings extensive WTP process design experience and expertise, having recently completed many similar projects throughout the Carolinas.
- ▶ **Funding** - Our funding specialist, Angie Mettlen, has assisted many communities in South Carolina with securing grant and loan funds for a variety of infrastructure improvement projects. **Our grant preparation and funding assistance team has secured over \$700,000,000 for community infrastructure improvements over the last ten years.** Based upon our initial review of this project, we believe there is an excellent opportunity to secure grant and/or loan funds to supplement the costs for this project. Angie and our team are ready to support the City with these efforts.
- ▶ **Partnerships with Women and Minority Business Enterprises** - We have developed partnerships and mentoring programs through many years of working with WMBE's on our team. Our surveying partner for this project is Cornerstone Surveying & Engineering, Inc. (CSE; Summerville, SC). CSE is a small disadvantaged minority owned business, and we have partnered together for many years on water and wastewater projects throughout coastal South Carolina. We believe it is important to offer participation to a broad spectrum of WMBE firms, while carefully selecting WMBE partners to match individual talents and experience with the needs of the specific project.

Our team stands ready to build upon our achievements and to partner with the City to successfully deliver this project. We appreciate the opportunity to submit our qualifications, and we look forward to discussing this project with you further.

Sincerely,

W.K. Dickson & Co., Inc.

Bill Young, PE
VP / Charleston Regional Manager

EXPERIENCE & AVAILABILITY

WK Dickson has partnered with the City since 2015 to successfully deliver five important water and wastewater infrastructure improvement projects. Additionally, our team members, including Bill Young, Bob Hoffman, Joe McGougan (MBD Consulting Engineers) and George Boyd (CornerStone Design Services), have been working with the City over the past 20 years. Specific to the area of Water Treatment, a chronology of our team member's experiences with the City is provided on the timeline to the right.

Our team has experience in designing surface WTPs with raw water sources similar to the Pee Dee River / International Paper (IP) Company Canal as shown in the table below. Our previous work with these source waters makes us very familiar with the treatment needed to produce high-quality finished water.

TYPICAL RANGES OF RAW WATER QUALITY

Parameter	Black River	IP Canal	Waccamaw River
Turbidity (NTU)	5 - 26	10 - 50	4 - 21
Apparent Color (CU)	182 - 369	133 - 414	72 - 239
TOC (mg/L)	6.0 - 29.2	4.4 - 5.2	1.0 - 20.0

We are proficient in water treatment technology, and our ability to apply innovative technology to WTPs has resulted in substantial cost savings to our clients and the ability to comply with changing regulations. Many of our team's plant projects fall in the small to mid-size range, similar to the City of Georgetown's 6-MGD WTP. These projects include new plants and expansions or upgrades to existing plants. A sampling of our team's experience with similar-sized surface WTP projects is presented in the following pages with project descriptions of some of our most pertinent projects.

PROJECT TEAM AVAILABILITY

Bill Young, PE	40%	Angie Mettlen	40%
Brian Tripp, PE, BCEE	20%	MBD	45%
Jeremy Brashears, PE	20%	Joel E. Wood	40%
Bob Hoffman	50%	Dixon Associates	40%
William Wheeler	50%	Cornerstone Survey	40%
Charley Bunton	45%	CSDS	40%

Our team is available to start work on this project immediately and we are ready when you need us!

1999 - 2001

Bob Hoffman and George Boyd completed design and construction support services for the City of Georgetown's WTP Improvements, including rebuild of the filters, flocculation/sedimentation basin with plate settlers, chemical storage/feed systems, SCADA system and Operations Building renovations.

2005

Conceptual WTP Development Plan completed by Hoffman in support of the West Georgetown Master Planning led by Joe McGougan.

WTP High Service Pump modification analysis and recommendations completed by Hoffman.

2006

Hoffman completed the Water System Master Planning 2005-2025 in support of Tri-County Regionalization Study and IP Canal capacity allotment request

2008

WTP Raw Water Pump selection and procurement services completed by Hoffman.

2012

WTP Clearwell Renovations including new membrane liner, curtain baffles and roofing system replacement completed by Hoffman.

2017

WK Dickson completed the preliminary construction budget for the WTP Flocculation/Sedimentation Basin No. 2.

2019

WK Dickson team (Young, Hoffman, Wheeler and Boyd) completed the WTP Generator and High Service Drives project.

WTP Generator and High Service Drives | City of Georgetown, SC | Consultant: WK Dickson |
Client Contact: William Gunter | 843.545.4501 | wgunter@cogsc.com



*Having completed engineering services for the last major WTP upgrade, as well as the recent WTP Generator and High Service Drives project, **no other team knows your treatment facility better than the WK Dickson team.***

The City of Georgetown's 6 MGD Water Treatment Plant had an existing 150 kW generator that was not adequately sized to provide emergency backup power for the entire facility. The City also had one high service pump with a variable frequency drive (VFD) and two high service pumps with constant speed drives. WK Dickson was selected by the City in 2018 to provide engineering services to design, bid and construct a new generator and automatic transfer switch (ATS) sized to power the entire facility, and to install VFDs on two of the high service pumps.

The WK Dickson team sized the new engine-generator at 250 kW to power the entire WTP and it was located outdoors with a weatherproof enclosure on top of a sub-base diesel fuel storage tank. The generator was designed for emergency use (standby), operating less than 500 hours per year, so it did not require a SCDHEC Bureau of Air Quality Permit.

The high service pump system improvements included the installation of new VFDs on two 150 HP high service pumps, demolition of the existing high service motor control center (MCC), and installation of a new 480V distribution panel, step-down transformer and 208/120V panelboard. The construction was completed while maintaining one high service pump (at a minimum) operational at all times, and with minimal power interruption for connections between the utility company transformer, ATS and existing plant main switchgear.

North Side Water Storage Tank | City of Georgetown, SC | Consultant: WK Dickson |
Client Contact: William Gunter | 843.545.4501 | wgunter@cogsc.com

The City of Georgetown needed a new elevated storage tank to replace an abandoned tank and ensure adequate flows and pressure throughout their transmission system north of the Sampit River. **WK Dickson was hired to provide design and permitting of the new 250,000-gallon pedestal elevated tank and 2,100 LF of new 12-inch diameter water line to connect the tank to the existing system.** To minimize impacts to an adjacent school property, 1,600 LF of water main was installed by horizontal directional drilling. In addition, 325 LF of steel casing was installed by bore-and-jack to cross under a DOT road. The project also included tank valving, a new driveway and site access improvements, site lighting, and instrumentation and control specifications. Permitting included SCDHEC, OCRM, and SCDOT. Our team also provided contract bidding and construction oversight.



Sandy Island WTP Residual System | Georgetown County Water and Sewer District, SC |
Consultant: WK Dickson | Client Contact: Tommie Kennedy | 843.237.9727 | tommiek@gcwdsd.com

Georgetown County Water and Sewer District's (GCWSD) wastewater collection system in the Litchfield area is reaching its maximum capacity during peak flows. The 8 MGD Sandy Island Water Treatment Plant (WTP) currently contributes approximately 155 gallons per minute (gpm) in sedimentation basin residuals to the wastewater collection system. WK Dickson was selected by GCWSD in 2017 to evaluate and recommend the best available technology to manage these residuals at a WTP build-out capacity of 12 MGD. The alternatives evaluated by our team included dewatering, lagoons, and land application.

The study concluded that land application of concentrated WTP residuals offered a significant life-cycle cost advantage over landfilling following mechanical dewatering or lagoon dewatering. Site availability is a key variable in evaluating a lagoon or irrigation implementation plan, and a nearby site was recommended for further evaluation and consideration by the GCWSD. With the land application alternative, seasonal extended periods of wet weather do require onsite storage and maintenance of a wastewater collection discharge capability. WK Dickson also recommended phased construction of facilities for concentration and equalization of WTP residuals to reduce the impact on the wastewater collection and treatment facilities, which would be fully integrated with future irrigation or dewatering improvements.

Sandy Island WTP Raw Water Supply Improvements | Georgetown County Water and Sewer District, SC | Consultant: WK Dickson | Client Contact: Tommie Kennedy | 843.237.9727 | tommiek@gcwdsd.com

By 2020, the existing gravity-fed raw water intake pipe for the WTP was not flowing at capacity, and GCWSD wished to identify locations for a new raw water intake and pumping station. WK Dickson was selected to evaluate alternative raw water withdrawal points and select the most desirable location for the construction of a new raw water intake and/or pump station with an initial capacity of 8 MGD and an ultimate capacity of 12 MGD. Intake alternatives included drawing water from either the Sandy Island Ferry Canal or Willowbrook Canal, which are both tributaries to the Waccamaw River. The results of the study concluded that construction of a new Willowbrook Canal raw water intake structure, screen, and gravity main to the existing raw water pump station was advantageous from both cost and non-cost perspectives. Based upon the study recommendations, GCWSD is contracting with WK Dickson to design and permit the new intake structure consisting of a concrete headwall construction with double-tee, passive wedgewire screens, 500 LF of 30-inch ductile iron intake pipe, and dredging approximately 800 LF of the Willowbrook Canal.



Boone Raw Water System Improvements | Town of Boone, NC | Consultant: WK Dickson | Client Contact: Josh Eller | 828.268.6250 | josh.eller@townofboone.net

W.K. Dickson provided planning, environmental assessment, permitting coordination, funding assistance, engineering design and construction administration for the construction of a new 6-MGD raw water intake, the expansion of the town's existing WTP from 3-MGD to 4.5-MGD, planning for Phase II WTP expansion, and construction of 12 miles of 24-inch water transmission main.

Originally designed and placed in service in the early '80s, the town had two raw water intakes permitted for a combined capacity of 3-MGD and an existing conventional water treatment facility, which treated up to 3-MGD. W.K. Dickson previously completed a Water Supply Master Plan for the Town of Boone that projected its 50-year water needs at 11-MGD.

At the selected intake site, numerous design alternatives were evaluated. The selected alternative, an infiltration gallery, did not result in any permanent negative impacts to aesthetics, recreation, or stream flow. In addition, the town increased the capacity of their existing WTP from 3- to 4.5-MGD by increasing filter rates at the plant and making other necessary operation and maintenance upgrades. **Improvements included upgrades to the existing flocculators, rapid mixers, settling basin, filters, chemical feed equipment, the addition of onsite generation of chlorine disinfectant to replace chlorine gas, and a second clearwell.**



These improvements helped expand the capacity of the plant while keeping it in operation on a very constrained site. A second water treatment plant or additional WTP expansion will be necessary in the future. Due to significant elevation gains from the intake and water treatment plant, a booster pump station was proposed along the raw water transmission main to mitigate extremely high pressures and pump horsepower requirements at the raw water intake pump station. Our team conducted a transmission main system head curve evaluation with field testing prior to selection and sizing of the pumps.

W.K. Dickson assisted the town in acquiring a \$1.8 million USDA-RD grant, a \$32.5 million USDA-RD low interest loan, and \$450,000 loan from the NC Rural Center to make the project possible. **In 2019, this project was recognized with the Grand Conceptor Award, the highest award bestowed by the American Council of Engineering Companies of North Carolina.**

Landrum WTP Critical Asset Study and Vaughn Creek Raw Water Line Replacement |

Spartanburg Water System, SC | Consultant: WK Dickson | Client Contact: Gene Jackson, PE | 864.583.7381 | josh.eller@townofboone.net

Spartanburg Water System selected WK Dickson to perform a comprehensive evaluation of the condition of the critical assets at the Landrum Water Treatment Plant. The 1 MGD plant was originally constructed in 1952 but includes components dating back to the 1920s and improvements made in the 1970s and 1990s. The plant is a conventional treatment process with multiple finished water clearwells and chlorine gas disinfection prior to delivery into the distribution system. In addition to concerns about the condition of several plant components, the configuration of the treatment process made it very difficult to perform some needed maintenance without limiting or interrupting water production.



WK Dickson evaluated each component of the treatment plant separately and the overall treatment process to determine the variety of improvements needed to update and upgrade the facility, thereby extending its useful life. We provided a comprehensive CIP of recommendations, project cost estimates, phasing recommendations and schedules for the improvement alternatives. With so many capital needs at the plant, the CIP carefully prioritized the needs to help Spartanburg Water prepare a multi-year approach to addressing all of the critical issues.

During the study, it was revealed that the Vaughn Creek Raw Water Line was in poor condition. Our team provided design, permitting, and construction oversight to replace the existing 8-inch AC line with an 8-inch DIP line to reduce the occurrence of line breaks and restore operation of the Vaughn Creek raw water pump station to its original design flow of 1.0 MGD.

T.J. Ellison Water Treatment Plant Upgrade | City of Kings Mountain, NC | Consultant: MBD | Client Contact: Rickey Putnam | 704.734.0735 | rickeyp@cityofkm.com

The T.J. Ellison Water Treatment Plant was an 8 MGD water treatment plant that was initially constructed as a 4 MGD facility in the mid-1960s and was expanded in the mid-1970s to the capacity of 8 MGD. The project included the upgrade of the existing sedimentation basins with the installation of Lamella plates to enhance settling. **The improvements to the sedimentation basins included modifications to the existing flocculators, upgrading the structure of the sedimentation basins to accommodate the inclined plates, sludge removal system, and the installation of new Lamella plate settlers to enhance the efficiency and operation of the sedimentation basins.** The upgrades also modified the sedimentation basin outlet troughs to accept the additional flow. The project decreased the number of basins utilized while increasing the capacity of the plant from 8 MGD to 12 MGD.

Davidson Water, Inc. Water Treatment Plant | Davidson Water, Inc., Lexington, NC | Consultant: MBD | Client Contact: Gregg Stabler | 336.240.2799



The Davidson Water, Inc. Water Treatment Plant was an existing 20 MGD water treatment facility located on the Yadkin River that has been in operation since 1968. This MBD project included the construction of a new 15 MGD train, for a total capacity of 30 MGD (the existing 20 MGD plant was de-rated from 20 to 15 MGD). The existing sedimentation basins were modified to provide 15 MGD of capacity utilizing four of the existing six sedimentation basins to achieve a capacity of 15 MGD. **The project included modifications to the sedimentation basins, structure, installation of a flow diversion system to balance flow across the basin, installation of sludge removal equipment, and the installation of the new Lamella plate settlers.**

Myrtle Beach Water Treatment Plant | Grand Strand Water & Sewer Authority, Conway, SC | Consultant: MBD | Client Contact: Tim Brown | 843.443.8248 | tbrown@gswsa.com

MBD prepared plans and specifications for the upgrade of the existing 40 MGD water treatment plant with the removal of existing tube settlers and the installation of new Lamella plate settlers. **The project included design modifications to the structures to balance flow across the basins, upgrades to the outlet of the basins to incorporate the new effluent troughs from the Lamella plate settlers, and all design coordination with GSWSA and SCDHEC for the permitting of the project.**

Saluda County Water and Sewer Authority WTP | Saluda County Water and Sewer Authority, Saluda, SC | Consultant: MBD | Client Contact: Jason Fell | 864.445.9572 | jason.fell.scwsa@gmail.com



MBD assisted in the preparation of a PER and EA required for **USDA funding**. MBD also prepared the design, assisted in construction management, and performed the startup of the water treatment plant. **This project included the construction of the 4 MGD water treatment plant that is expandable to 6 MGD with minor modifications to the system.** The design included flash mix, SuperPulsator settling, dual media Greenleaf filters configured with a pumped backwash system, dual 500,000-gallon clearwells, finished water pumping, operations building, analytical equipment, and controls.

Catawba River WTP Upgrade | Catawba River Water Supply, Van Wyck, SC | Consultant: MBD | Client Contact: Randy Hawkins | 803.286.5949 | rhawkins@crwtp.org

MBD served as the process engineer on this **upgrade design that increases the treatment plant to 40 MGD with the addition of 6 MGD of ultrafiltration membranes**. In addition to the membrane filtration system, the project includes design and construction of a new flash mix, new membrane pump station, upgrade to the SuperPulsators to increase capacity with the use of tube settlers (converting to UltraPulsators), modifications to the existing granular filter systems with the replacement of media, new chemical feed equipment, and sludge upgrades. The membrane filtration systems are designed to be used in conjunction with the effluent from the UltraPulsators or to be used in direct filtration with flow from the flash mix system. Pilot studies were performed that illustrate the ability of the membrane system to provide excellent service in a direct filtration mode. The membrane system and treatment building are designed for an ultimate capacity of approximately 20 MGD.

Harnett County WTP Upgrade | Harnett Regional Water, Lillington, NC | Consultant: MBD | Client Contact: Steve Ward | 910.814.3042 | sward@harnett.org

The Harnett County Water Treatment Plant was originally designed as a 12 MGD SuperPulsator/Greenleaf filter treatment plant that had to be re-permitted to operate at 15 MGD. The treatment plant was initially expanded from 15 MGD to 24 MGD and subsequently expanded to 36 MGD. The design included the upgrade of the existing raw water pump station to a firm capacity of 36 MGD, construction of a new SuperPulsator clarifier, upgrade to existing pulsator, construction of 12 new conventional filters, modification of existing Greenleaf filters to be utilized for GAC contact, construction of 36 MGD ultraviolet (UV) disinfection system capable of expansion to 54 MGD, construction of a new 3 MG contact chamber, construction of a new finished water pump station with three new finished water pumps and two backwash pumps, new chemical bulk storage and chemical feed facilities, and SCADA and control modifications.



KEY PERSONNEL



BILL YOUNG, PE
Client Manager / Project Manager

BRIAN TRIPP, PE, BCEE
QA / QC

JEREMY BRASHEARS, PE
Principal-in-Charge

ENGINEERING DESIGN & PERMITTING

Civil Design and Permitting

Bill Young, PE
Bob Hoffman

Process Design

MBD - Joe McGougan, PE
Joel E. Wood & Associates - Christopher Wood, PE

Structural Design

Dixon Associates - William Dixon, PE

Electrical & Instrumentation Design

CornerStone Design Services - George Boyd, PE

Civil Designers

William Wheeler
Charley Bunton

CONSTRUCTION PHASE SERVICES

Construction Observation

Charley Bunton
MBD - Mike Bailes

Surveying

Cornerstone Surveying and Engineering -
David Branton, RLS (MBE)

Geotechnical Services

Joel E. Wood & Associates - Christopher Wood, PE

REGULATORY & FUNDING

Angie Mettlen

WK Dickson | Subconsultant

WK Dickson 2020 Hourly Rate Schedule

LABOR

2020

Principal	\$220.00/hr.
Senior Consultant	\$198.00/hr.
Senior Project Manager	\$190.00/hr.
Senior Technical Manager	\$190.00/hr.
Project Manager	\$170.00/hr.
Technical Manager	\$170.00/hr.
Senior Project Engineer	\$160.00/hr.
Project Engineer	\$150.00/hr.
Senior Scientist	\$138.00/hr.
Scientist	\$128.00/hr.
Landscape Architect	\$175.00/hr.
Staff Landscape Architect	\$140.00/hr.
Senior Planner	\$167.00/hr.
Planner	\$130.00/hr.
Senior Civil Designer	\$135.00/hr.
Civil Designer	\$125.00/hr.
Senior GIS Analyst	\$140.00/hr.
GIS Analyst	\$115.00/hr.
GIS Technician	\$100.00/hr.
Senior Construction Observer	\$125.00/hr.
Construction Observer	\$100.00/hr.
Project Administrator	\$75.00/hr.

EXPENSES

Reproductions	Cost
Mileage	IRS Rate (currently \$0.575/mile)
Telephone, Postage	Cost
Travel (Meals/Lodging)	Cost
Subconsultants	Cost + 10%

Note: The above rates are effective January 1, 2020. WK Dickson reserves the right to revise to reflect inflationary increases.



BILL YOUNG, PE

CLIENT / PROJECT MANAGER

Bill will provide project management and resource allocation oversight for the project team. Bill is a registered professional engineer with over 26 years of experience in all facets of the planning, design, permitting, construction and management of water and wastewater treatment facilities as well as distribution and conveyance systems. As branch manager of WK Dickson's Charleston office, Bill oversees complex utility projects throughout the state. He has guided the development of numerous engineering reports and alternatives analysis to help clients find the best and most economical long term solutions for their utility management needs. Bill has been working with the City of Georgetown on various projects over the last decade, including the most recent completion of the WTP Generator and High Service Drives project.

LICENSES & CERTIFICATIONS

Professional Engineer - SC, NC

EDUCATION

MS - Civil Engineering
State University of New York at Buffalo

BS - Civil Engineering
University of Connecticut

OFFICE LOCATION

Charleston, SC

YEARS OF EXPERIENCE

26

**Project Experience prior to joining WK Dickson*

- » **Sandy Island Water Treatment Plant Raw Water Supply Improvements | Georgetown County Water and Sewer District, Pawley's Island, SC**
Project Manager. This project evaluated alternatives for raw water supply with rankings based on cost and non-cost criteria for the existing 8 MGD WTP with a future buildout of 12 MGD. Raw water supply from the Willbrook Canal is the selected alternative which includes a canal extension and new intake structure with screens and pipe for conveyance to the existing Raw Water Pump Station. Approximately 800 LF of the existing canal will be dredged to improve water conveyance. Design and permitting is currently underway with construction planned for 2021.
- » **Sandy Island Water Treatment Plant Residuals Management Study | Georgetown County Water and Sewer District, Pawley's Island, SC**
Project Manager. This study evaluated alternatives, including capital and life cycle cost analyses, to manage sedimentation basin residuals for the existing 8 MGD WTP with a future buildout of 12 MGD. Alternatives included equalization and discharge to the wastewater collection system, dewatering, land application, and lagooning.
- » **James E. Quarles Water Treatment Plant | Marietta, GA***
Lead Project Engineer. This project included the design of the 64- to 87-MGD Expansion Plant 2 – Phase 2 Reliability Improvements for the Cobb County-Marietta Water Authority. The expansion included the addition of three new process trains for flocculation, sedimentation and filtration along with chemical feed systems, yard piping and other miscellaneous improvements.
- » **Clarksville Water Treatment Plant Upgrade | Clarksville, TN ***
Lead Project Engineer. Upgrades to a 24 MGD WTP which included design of a new 36-inch raw water emergency intake pipe, a new rapid mix (pump diffusion) system, a new four-stage flocculation basin, new tube settlers and sludge collection systems for the existing sedimentation basins, new hydraulically actuated valves, troughs and media for the existing filters, baffling the existing clearwells, improvements to the existing equalization basin, a new solids holding tank and loading station, new liquid fluoride and corrosion inhibitor bulk storage and feed systems, a new powder activated carbon silo and feed system, and a new on-site sodium hypochlorite generation and feed system.
- » **Design-Build 3.0 MGD Water Treatment Plant Improvements | Elberton, GA ***
Project Engineer. Improvements included replacement and upgrades to the plant chemical storage and feed systems.



EDUCATION

MS - Civil Engineering;
University of Minnesota
BS - Civil Engineering;
University of Minnesota

OFFICE LOCATION
Charleston, SC

YEARS OF EXPERIENCE
50

**Project Experience prior to
joining WK Dickson*



LICENSES / CERTIFICATIONS
Professional Engineer - SC, NC, GA
Board Certified Environmental
Engineer

EDUCATION
ME - Civil & Environmental
Engineering; University of SC
BS - Biosystems Engineering;
Clemson University

OFFICE LOCATION
Charlotte, NC

YEARS OF EXPERIENCE
23

BOB HOFFMAN
SENIOR CONSULTANT

Bob is a senior design engineer in the WK Dickson Charleston office. His 50 years of experience includes multi-discipline civil and process design assignments on water and wastewater treatment plant and pumping station projects of widely varied size and complexity. He has designed and permitted numerous WTP sedimentation basins with inclined plate settlers. Bob has been working with the City of Georgetown for over 20 years, including various projects such as the design and construction of the original WTP upgrades for the City of Georgetown in 2001 and the WTP Clearwell Renovations in 2012. His familiarity with your water treatment plant will prove to be a valuable asset throughout this project.

- » Sandy Island WTP Residual System Study & Raw Water Supply Projects | Georgetown County Water and Sewer, Pawley’s Island, SC
- » WTP Generator and High Service Drives | City of Georgetown, SC
- » Waccamaw Neck WTP Expansion to 8 MGD* | Georgetown County Water and Sewer, Pawley’s Island, SC
- » Hanahan WTP Renovations* | Charleston Water System, Charleston, SC
- » Bay County WTP Improvements* | Bay Co. Utilities Service Dept., Panama City, FL

BRIAN TRIPP, PE, BCEE
QA / QC

Brian has over 23 years of experience related to civil and environmental engineering. He is an industry leader in the environmental field related to water resources and his knowledge of local, state, and federal regulations with regard to water resources engineering is a tremendous asset to the firm. During his career, he has been involved in multiple water distribution system and treatment plant designs. Brian has overseen all aspects of environmental projects including project assessment and development, funding, design, permitting, startup and operational maintenance. Throughout his career, Brian has served as an engineer and consultant to local governments across the Carolinas. He will lead our QA/QC team to ensure the City of Georgetown receives a high-quality project.

- » Water Treatment Plant Expansion Upgrades, High Rate Study, Raw Water Intake, and Secondary WTP | Town of Boone, NC
- » Boone USDA Raw Water Utility Improvements | Town of Boone, NC
- » Highlands 2.0 MGD WTP Filter Rehabilitation and Onsite Generation | Town of Highlands, NC
- » Highlands WTP Filter Repair Construction | Town of Highlands, NC
- » Highlands WTP Phase 2 Improvements - CA / CO | Town of Highlands, NC



JEREMY BRASHEARS, PE

Principal-in-Charge

For over 15 years, Jeremy has brought a wealth of experience in the implementation of engineering services for municipal projects. His experience includes the evaluation, prioritization, and rehabilitation and repair of water, wastewater, and stormwater utility assets throughout the past decade for clients throughout the Carolinas and Georgia. He has also overseen numerous regulatory consent efforts and has aided clients in procuring funding for many of these efforts.

- » Catawba River Water Treatment Plant Gap Analysis | Van Wyck, SC
- » Landrum WTP Critical Asset Study and Vaughn Creek Raw Water Line Replacement | Spartanburg Water System, Spartanburg, SC

LICENSES AND CERTIFICATIONS

Professional Eng - SC, NC, GA, VA

OFFICE LOCATION

Greenville, SC

EDUCATION

MS Civil Eng; NCSU

BS Civil Eng; The Citadel

BS Inform. Mgmt.; U of SC



WILLIAM WHEELER

Civil Designer

William has experience on a variety of engineering projects, including water treatment plants, water distribution and pumping systems, and complex system rehabilitation. He specializes in three-dimensional designs on a variety of software. He has performed 3D modeling of water treatment plants, raw water intakes, and pump stations. The bulk of his career experience has been in the Low Country, providing project support for utility design, routing analysis and alternatives, and permitting.

- » WTP Generator & HS Drives | City of Georgetown, SC
- » Sandy Island WTP Raw Water Supply Improvements | Georgetown County Water and Sewer District, SC
- » North Side Water Tank | City of Georgetown, SC

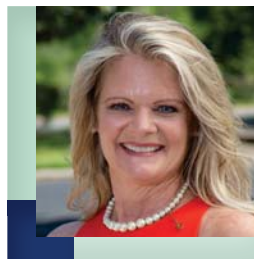
OFFICE LOCATION

Charleston, SC

EDUCATION

AAS Engineering Design Graphics

Trident Technical College



ANGIE METTLEN

Funding & Regulatory Director

Angie brings over two decades of engineering, grant writing and administration, project management, and regulatory permitting experience. Before joining WK Dickson in 2007, her experience included serving as the Assistant District Director for the Central Midlands Environmental Quality Control Office and as the Manager for the Drinking Water Compliance and Enforcement Section of SCDHEC. Ms. Mettlen is an expert in regulatory and governmental issues regarding environmental quality and utility planning. **She has assisted with over \$200M in funding and development of capital projects for clients throughout the Carolinas.**

- » Landrum WTP Critical Asset Study and Vaughn Creek Raw Water Line Replacement | Spartanburg Water System, Spartanburg, SC

LICENSES AND CERTIFICATIONS

NASSCO Cert.; AWWA RRA Cert.

OFFICE LOCATION

Greenville, SC

EDUCATION

BS BioScience/Bioengineering

Clemson University



CHARLEY BUNTON

Civil Designer & Construction Observation

Charley serves as a civil designer in our Charleston office, supporting our team of project managers and engineers. With over ten years of experience working with Low Country utilities, Charley understands the importance of designing and constructing water distribution and wastewater collection systems that are cost effective and easy to operate and maintain. He will provide design and construction administration support, and observation services during construction.

- » Sandy Island WTP Raw Water Supply Improvements | Georgetown County Water and Sewer District, SC
- » ETC Elevated Water Storage Tank | Dorchester County Water and Sewer Department, Summerville, SC

OFFICE LOCATION

Charleston, SC

EDUCATION

AAS Civil Engineering

Technology

Trident Technical College



MBD CONSULTING ENGINEERS

SUBCONSULTANT - WTP PROCESS DESIGN

MBD Consulting Engineers (MBD) is a full-service civil engineering firm located in Conway, SC. Since their founding in 1987, the firm continues to provide personalized, innovative engineering services to clients throughout the Carolinas. MBD has decades of experience in the planning, design, permitting, and construction administration of various water and wastewater projects. They have worked on water treatment plant projects for over 25 years and their team has completed the design, construction administration, and startup of eight new (greenfield) water treatment plants including raw water intakes. In addition, they have upgraded numerous plants, including many of the plants they originally designed, for a total design experience of over 300 MGD. Their team of expertise for this project will be led by Joe McGougan and Mike Bailes.

Joe McGougan, PE

LICENSES / CERTIFICATIONS

Professional Engineer - SC, NC

EDUCATION

NC State University

YEARS OF EXPERIENCE

39+

Joe McGougan is a Professional Engineer and serves as President of MBD Consulting Engineers, P.A. Located in Conway, SC, he serves as a project manager/designer on MBD's water and wastewater treatment projects. Joe has extensive experience with water and wastewater infrastructure including the design of large-scale water treatment plants and wastewater treatment plants, design of water distribution systems including elevated tanks, design of well treatment facilities, and water and sewer master plans. He has over 300 MGD in water treatment plant design experience involving over 25 water treatment plants. His Water Treatment Plant expertise includes the evaluation and utilization of innovative technologies including SuperPulsator, UltraPulsator, Inclined Plate Settling, Dissolved Air Flotation, Submerged Micro and Ultra Membrane Filtration, Pressure Micro and Ultra Membrane Filtration, Reverse Osmosis, UV Disinfection and the use of Chlorine Dioxide.

- ▶ Davidson Water, Inc. Water Treatment Plant Upgrades | Davidson Water Inc., Welcome, NC
- ▶ TJ Ellison Water Treatment Plant Upgrades | City of Kings Mountain, NC
- ▶ Butner Water Treatment Plant Upgrade | Town of Butner, NC
- ▶ Myrtle Beach Water Treatment Plant Modifications | Grand Strand Water & Sewer Authority, Myrtle Beach, SC

Mike Bailes

YEARS OF EXPERIENCE

40+

Mike Bailes is the former Manager of the Catawba River Water Supply Project, a 36 MGD SuperPulsator, Greenleaf filter treatment facility. His duties with MBD include construction management and inspection and consulting with clients on water supply and treatment issues. With more than 40 years in the water industry, the expertise he brings to this project is unparalleled. Mr. Bailes is a member of the Water Environmental Association of South Carolina (since 1979), AWWA (since 1992), South Carolina Rural Water (since 1986), SCRWA Board Member 1996-2008 (President 2001-2003), Environmental Certification Board 2001-2008 (Chair 2005-2008), Catawba Wateree Water Management Group Board Member (Vice Chair 2014), and Subject Matter Expert – American Board of Certification Examiners (ABC) 2001-2008 and 2014-present.

- ▶ Catawba River Water Treatment Plant Upgrade | Union County, NC and Lancaster County Water and Sewer District, Van Wyck, SC
- ▶ Saluda County Water and Sewer Authority Water Treatment Plant | Saluda County Water and Sewer Authority, Saluda, SC

Attachment: WK Dickson SOQ (3211 : WTP Secondary Flocculation Sedimentation Basin Project-Engineering Services)



JOEL E. WOOD & ASSOCIATES

SUBCONSULTANT - PROCESS DESIGN AND GEOTECHNICAL

Joel E. Wood & Associates, LLC (JWA) provides comprehensive planning, engineering, and management services within the civil, geotechnical, and construction testing industry sectors. They are locally owned and operated headquartered in York, South Carolina with a focus on planning, engineering, and management of civil engineering projects. Their staff has both the technical background and specific project-related experience to provide the scope of services for geotechnical, materials testing, and Chapter 17 inspection that may be required under this project. Because the staff has past Water Treatment Plant experience as well as value engineering, they can bring the technical background and innovative thinking that will be required to assist with the solutions that will be required for this project (quality control, testing capability, and lab facilities). Their expertise includes bearing capacity evaluations, pile and drilled shaft capacities, slope stability, settlement evaluations, temporary shoring design, pavement design, modular retaining wall design, and site preparation evaluations.

Christopher E. Wood, PE

LICENSES / CERTIFICATIONS

Professional Engineer - SC, NC

EDUCATION

ME - Civil Engineering, USC
BS - Civil Engineering, Clemson

YEARS OF EXPERIENCE

28+

Christopher Wood oversees both civil and geotechnical engineering projects by JWA and he will lead their team on this project. Christopher is a geotechnical engineer with extensive experience on DOT, public utility, and large development projects throughout the Carolinas. He has extensive experience in soil testing as well as other material testing applications. He also has a broad technical background having worked on commercial and municipal projects dealing with shallow, pile, and drill shaft foundations; subsurface exploration; soil testing; slope stability analysis; pavement design; settlement evaluations; construction materials testing, and special inspections.



DIXON ASSOCIATES

SUBCONSULTANT - STRUCTURAL DESIGN

Founded in 1993, Dixon Associates provides quality, responsive, professional engineering services in structural engineering for Commercial, Industrial, Institutional, and Infrastructure facilities. Their service capabilities include investigations and design for new and renovation projects for buildings, structural design of bridges and water containment structures for treatment facilities and dams. Their ability to remain abreast of the latest technologies in the engineering sciences in order to provide more efficient, accurate and cost effective designs will be an essential quality to the City of Georgetown in maintaining costs on this project. Their team will be led by William Dixon, President of Dixon Associates.

William Dixon, PE

LICENSES / CERTIFICATIONS

Professional Engineer - SC, NC

EDUCATION

ME - Civil Engineering Structures
NC State University
BS - Civil Engineering
NC State University

YEARS OF EXPERIENCE

40+

William Dixon has over forty years of experience as a civil/structural consultant, primarily working on water resources, bridge, commercial, institutional, and light and heavy industrial related projects. Mr. Dixon is personally involved in all aspects of design, specification, coordination with other disciplines and field coordination of construction with all projects performed by Dixon Associates. His experience ranges from residential design, mid-rise building design to the design of heavy industrial processing plants. Mr. Dixon has extensive experience with the design and construction administration for water and waste water treatment structures. He is familiar with all of the commonly used structural materials and construction methods and he has significant experience utilizing computer modeling and software capable of optimizing structural design. In addition, Mr. Dixon has significant experience with inspection and investigations associated with renovation and restoration studies, design and implementation.



CORNERSTONE DESIGN SERVICES

SUBCONSULTANT - ELECTRICAL & INSTRUMENTATION DESIGN

CornerStone Design Services is a consulting engineering firm that provides electrical, mechanical, and plumbing design services to architects, contractors, and owners. Their electrical design services include power, lighting, security, control, lightning protection/grounding, standby power, and communications systems. Cornerstone also provides engineering studies and reports to analyze existing building systems, alternative energy solutions, indoor air quality, demand side management, energy audits, life cycle costing, due diligence, life safety assessment of new and existing building, life safety code summary, and forensic engineering. Cornerstone personnel are licensed in 14 states mostly throughout the southeastern United States, as well as the Midwest and the Northeast.

George Boyd, PE

LICENSES / CERTIFICATIONS

Professional Engineer - SC,
GA, LA, AL, MS

EDUCATION

BS - Electrical Engineering
GA Institute of Technology

YEARS OF EXPERIENCE

30+

George Boyd has been working with the City of Georgetown on various projects for over 20 years. He is already very familiar with your systems as he and Bob Hoffman completed design and construction support services for the City of Georgetown's WTP Improvements, including rebuild of the filters, flocculation/sedimentation basin with plate settlers, chemical storage/feed systems, SCADA system and Operations Building renovations in 2001. He has worked as an electrical engineer since 1990 providing design and construction phase support services for a wide range of municipal, industrial and transportation projects. In addition to performing electrical engineering design services, he has also managed other technical design staff and coordinated the entire electrical engineering design function. George's experience includes power distribution, power generation, lighting, other special and control systems. He has also recently completed specialized courses in protective relaying, standby power generation and lighting design methods.



CORNERSTONE SURVEYING

SUBCONSULTANT - SURVEYING

Cornerstone Surveying & Engineering, Inc. began the professional practice of land surveying and engineering in May of 1990. Cornerstone is a small, disadvantaged minority owned business composed of a select group of professionals with differing areas of expertise in land services. Their professionals have had years of "hands-on" practical experience and bring an exceptionally high level of technical expertise and knowledge to each project. Cornerstone has performed boundary, topographic and engineering survey work, in South Carolina, North Carolina, and Georgia. Cornerstone will add the local knowledge because of their extensive history of over 30 years of surveying in South Carolina.

Robert David Branton, PLS, PE

LICENSES / CERTIFICATIONS

Professional Engineer - SC, NC, GA
Professional Land Surveyor - SC,
NC, GA

EDUCATION

BS - Civil Engineering
The Citadel

YEARS OF EXPERIENCE

37+

David has 37 years of surveying and engineering experience in large-scale utility, site design, industrial and construction projects. He has served as Project Manager and Construction Engineer for a variety of state and federally funded projects, including grants and loans from the State Revolving Fund, Community Block Grants, Farmers Home Administration, and commercial institutions. In addition to his engineering experience, he has successfully performed boundary, topographic, ALTA/ACSM, and subdivision surveys. He serves as quality control supervisor and operations officer for all surveying and engineering related activities.

METHODOLOGY & APPROACH

PROJECT UNDERSTANDING

This is a critical project for the City of Georgetown. We understand your need to do this right, the first time. **So why is the WK Dickson team the right choice for this project?**

- ▶ **Experience / Availability** – Our mission is to provide client centered solutions. In order to do this, we don't pursue every project. We carefully evaluate our clients and their needs, then pursue the projects where we know we will provide great value. This is why **we are proud of our 98% client retention rate**. Our team has recently completed several important water and wastewater projects for the City. We have also completed several drinking water supply and treatment projects throughout the Carolinas, and **we are available now to focus on the City of Georgetown and on providing the right solution to meet your schedule and budget.**
- ▶ **Familiarity / Fresh Perspective / Innovation** – We've been discussing and thinking about this project with the City of Georgetown for a number of years now. We understand its importance to you, and we believe that our past experiences leave us ready to tackle the project the right way. Additionally, our partner, MBD Consulting Engineers, brings considerable expertise and experience with water treatment process design. Our team will bring an innovative and fresh perspective of the design, construction and operating alternatives for the City to consider in the design process, which will prove their value in schedule, short term capital costs and long term operating costs.
- ▶ **Regulatory / Funding Expertise** – This is a critical project which will be a significant capital project for the City of Georgetown. Angie Mettlen, our Director of Strategic Funding and Regulatory Affairs, and our team have recently assisted many of our clients obtain funding for their critical infrastructure projects. Angie will lead our project team's efforts to evaluate alternatives and assist the City with regulatory and funding opportunities.

- ▶ **We Want the Job** – We are excited about this project, it's importance to the City of Georgetown and the region, and our opportunity to help you provide great value through a successful project.



In South Carolina, we have been very successful with a wide variety of funding programs including State Revolving Funds, USDA-Rural Utilities Loans and Grants, EDA-Public Works Economic Development Assistance Grants, Community Development Block Grants and SC Rural Infrastructure Grants.

\$700
million in funding

WK Dickson has helped communities secure over \$700 million in funding through programs in the past 10 years.



Angie Mettlen is WK Dickson's most senior-level state and federal grant expert, having personally secured more than \$200 million for improvements throughout her career.



WK Dickson has provided funding structure/rate support for multiple municipalities and agencies. We tailor this support to the community's unique needs and perspectives because we understand one size does not fit all.

WK Dickson and our partner, MBD Consulting Engineers, have completed numerous water treatment plant (WTP) designs that include flocculation and sedimentation basins, and our clients have trusted our team with their most critical and time sensitive projects. Some of these recently completed projects that are similar in nature and will bring value to the City of Georgetown include:

- ▶ Boone, NC, where WK Dickson worked with our utility partner to oversee the expansion of the WTP from 3 MGD to 4.5 MGD by increasing the filter rates, adding a second clearwell and upgrading the rapid mixers, flocculators, sedimentation basin, filters and chemical feed systems.
- ▶ Davidson Water, Inc. in Lexington, SC where MBD designed and oversaw construction of a new 15 MGD train for an existing 15 MGD plant, for a total capacity of 30 MGD.
- ▶ Kings Mountain, NC where MBD provided engineering services to upgrade the existing sedimentation basins and installation of new plate settlers to enhance the efficiency and operations of the sedimentation basins.

- ▶ Myrtle Beach, SC where MBD provided plans and specifications for the upgrade of a 40 MGD water treatment plant with the removal of existing tube settlers and the installation of new Lamella plate settlers.

We understand how to cost-effectively deliver large, critical, and time sensitive projects to our clients, and this project team is available now to do the same for the City of Georgetown's Water Treatment Plant Improvements: Secondary Sedimentation Basin project!

We pride ourselves on finding creative solutions that are tailored to the needs of our clients while remaining mindful of budget and environmental impacts. Our commitment to client service, the quality of our design and documents, and our schedule adherence have been critical to our successful record of performance as shown with the small sample of recently completed projects below.

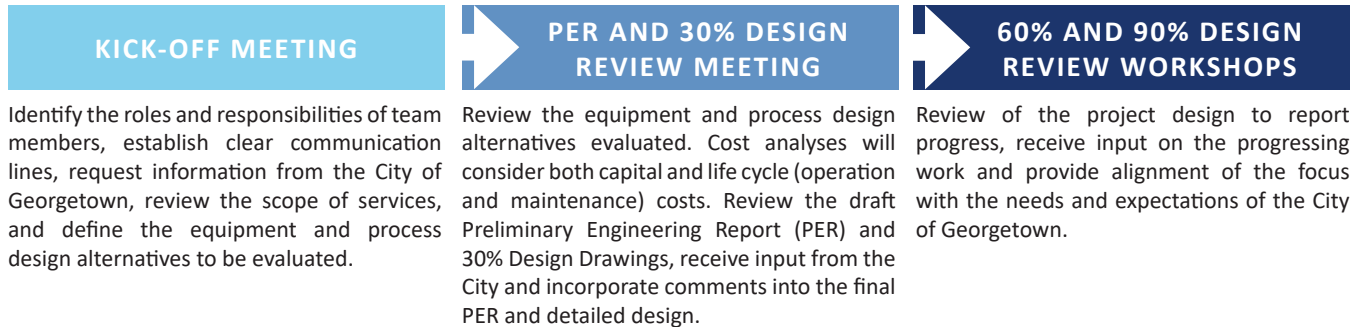
PROJECT	COMPLETED	ON TIME	WITHIN BUDGET
Georgetown WTP Generator and High Service Drives	2020	✓	✓
Berkeley Highway 52 Water Transmission Main	2020	✓	✓
Sandy Island Raw Water Pump Station Evaluation	2020	✓	✓
North Charleston Noisette Pump Station Upgrade	2019	✓	✓
Calks Ferry Highway 1 Tank and Booster Pump Station	2019	✓	✓
Saluda Holley-Ferry Spann Road Water Improvements ▲	2019	✓	✓
North Charleston Ashley Interceptor Phase 8	2019	✓	✓
Boone USDA Raw Water Project	2019	✓	✓
Sandy Island WTP Residuals Study	2018	✓	✓
North Charleston Ashley Interceptor Phase 7	2018	✓	✓
Georgetown WWTF Modifications ▲	2017	✓	✓

▲ Design completed on an expedited schedule

PROJECT APPROACH

WORKSHOP APPROACH

Our collaborative project development approach incorporates members of the City of Georgetown's engineering and operations staff with the WK Dickson team in a series of workshops, facilitated by our project manager, to define the alternatives and final design product. Our proposed workshop plan is:

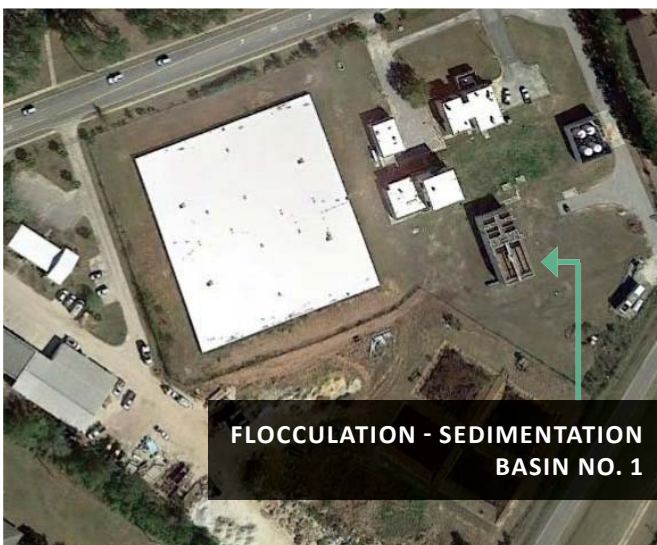


Our team's project approach is described in more detail below for each task provided in the RFQ.

TASK 1 - DESIGN

Project Kickoff and Preliminary Engineering

The project will begin at the Kickoff Meeting and site visit to review the roles and responsibilities, scope and schedule, and define the equipment and process design alternatives to be evaluated. The alternatives evaluated and recommended will be documented in the PER. Should the Drinking Water State Revolving Fund (DWSRF), South Carolina Rural Infrastructure Authority (SCRIA) or other funding source be considered, our team will assist the City with securing funding and meeting all of the requirements for the PER and construction bid documents.



Two of our team members, Bob Hoffman and George Boyd, designed the last major WTP upgrades completed in 2001. The plant was designed to efficiently accommodate a second flocculation-sedimentation basin.

During the preliminary engineering phase, we will also complete the site surveying and geotechnical investigations needed for design. The second flocculation-sedimentation basin will be located in-parallel and adjacent to the existing basin. Based on past geotechnical investigations and construction performed at the WTP, we anticipate the geotechnical engineering recommendations for the new basin will include a foundation supported by driven prestressed concrete or steel piles. 30% design drawings will be developed and submitted to the City prior to conducting a review workshop. Input received from the City will be incorporated into the final PER and detailed design.

Cost Estimating

Our cost estimating personnel follow the standards and recommended practices of the Association for the Advancement of Cost Engineering International (AACEI). In addition, the Project Management Institute (PMI) and ASTM E 1804 guidelines are followed as appropriate for each estimate class. Estimates will be provided to meet the AACEI criteria corresponding to various classes including Conceptual (or CIP) Baseline, Preliminary Engineering Report (PER), Detailed Design, and Final Design (or Contract Bid Documents). Each of the estimate classes has a prescribed contingency level based on the level of definition of the work, and difficulty and risk involved.

We have a track record of regularly providing detailed bottom-up estimates at the PER stage and final estimates within 5% of the low bidder

We also maintain an updated electronic database which relies primarily on in-house historical data for specialized water and wastewater construction, as this information is not otherwise found in published databases. This information is regularly analyzed and updated with installed costs and bid tabulations from projects designed by WK Dickson and/or where we assist in procurement and construction. Quotes are also routinely obtained from local specialty subcontractors and vendors for key work elements and equipment. Our cost estimates are arranged by structure and CSI divisions of the contract technical specifications, and are prepared using MS Excel.

Detailed Design and Permitting

Detailed design will begin immediately following the preliminary design workshop and will include the following tasks:

- ▶ Prepare drawings for civil, process, structural, electrical, and instrumentation and control disciplines
- ▶ Prepare general construction, materials and equipment specifications
- ▶ Submit 60% progress documents and conduct workshop
- ▶ Finalize drawings and specifications
- ▶ Perform quality control review
- ▶ Submit 90% progress documents and conduct workshop
- ▶ Finalize construction contract documents for bidding
- ▶ Prepare and submit permit submittal packages for:
 - » SCDHEC Construction Permit – Drinking Water Facilities
 - » OCRM Coastal Zone Consistency Certification
 - » SCDHEC Notice of Intent (NOI) for coverage under EPA's NPDES General Permit for Stormwater Discharges from Construction Activities

With WK Dickson's long-term professional relationships with SCDHEC and OCRM staff, compliance with all standards, regulations and policies will be efficiently achieved.



WK Dickson recently incorporated pre-negotiated equipment allowances into the contract documents for the City's Wastewater Treatment Facility Modifications project. This approach allowed the City of Georgetown / WK Dickson team the opportunity to review, negotiate and pre-select preferred equipment, such as a new WEMCO Hydrogritter cyclone/classifier, at a fair price.

Procurement

The best interests of the City of Georgetown are sometimes served by sole-source procurement of major process equipment, instrumentation, and SCADA integration services. There may be some preferred vendors for the improvements project including the variable speed turbine mixers (flocculators), inclined plate settlers and SCADA integration services. The WK Dickson team has extensive experience in scope definition, evaluative pre-bidding of equipment and services, price negotiation and preparing documentation to formally integrate the vendor proposal and general construction contract using both pre-purchase and bid allowance approaches. These approaches involve issuance of requests for proposals with negotiations prior to bidding the installation by a general contractor. Another alternative that we have successfully implemented includes using a base bid and alternate bid approach, which allows the Owner to receive pricing at the bid opening and select among various alternate bid options. Owner preferences, fair pricing and high quality can be achieved using these methods.

TASK 2 - CONSTRUCTION MANAGEMENT

Bidding Assistance Services

The final design plans and specifications, including front-end contractual documents, completed under Task 1 will be used in the competitive bidding of the project. These specifications will include coordination requirements for provision of shop drawings, schedules, schedule of values for payment and progress tracking, unique requirements for the construction and phasing of work along with requirements for general conditions, bonds, insurance, and terms and conditions of the contract. The bid form will be prepared and will include allowances, base bids, unit prices, and alternatives as determined through discussions with the City of Georgetown regarding the preferred options.

In addition to the bidding documents, we will provide bidding assistance to include preparation of the advertisement for bid, plans and specifications distribution to potential bidders, conducting a pre-bid meeting for potential bidders, responding to bidder's questions, preparing addenda, attending bid opening, analyzing the bids, and bid tabulation preparation and providing written recommendation of the successful bidder. Final conformed bid documents will be provided to the City of Georgetown and the successful contractor for use in construction administration of the project.

Construction Phase Services

The WK Dickson team will provide construction administration and construction observation services as requested in the RFQ. Based upon our understanding and experiences with similar projects, we have estimated the construction contract timeframe to be twelve (12) months. To ensure exceptional performance, our Project Manager, Bill Young, will serve as your primary point of contact with our construction phase team. Mike Bailes (with Charley Bunton for backup and support) will serve as our Resident Project Representative (RPR), and will report directly to Bill. Mike brings extensive experience in providing construction management services, serving in a similar role on the delivery of several recent water treatment plant upgrades including the 6.6 MGD Killian Creek WWTP Expansion (Lincoln Co. NC), 7.5 MGD Catawba River WWTP (Lancaster, SC), and the Boone WTP (Boone, NC). As RPR, Mike will be responsible for monitoring the activity and performance of the contractor and assuring that the contractor delivers the specified materials, equipment and services in accordance with the

construction contract documents. Mike's responsibilities will also include:

- ▶ Coordination and review of materials testing and specialty inspections (third-party selected by City of Georgetown; funded by allowance in the contract documents)
- ▶ Review and coordination of requests for information
- ▶ Review and coordination of the change management process
- ▶ Review of work progress and stored materials for contractor payment requests
- ▶ Reports (daily field reports)

In addition to construction observation services, the WK Dickson team will perform the following construction administration services during construction:

1. Contractor Schedules – Review Contractor's schedule of values and construction schedule.
2. Pre-Construction Conference – Conduct a pre-construction conference. Prepare and distribute minutes.
3. Shop Drawings – Review Shop Drawings.
4. Monthly Progress Meetings – Conduct monthly construction progress meetings during active onsite construction. Issue agendas and minutes for these meetings.
5. Review Schedule Updates – Review monthly updates of construction schedule.
6. Requests for Information (RFIs) - Respond to



Recently, our team partnered with the City of Georgetown, regulatory agencies and the selected contractors to complete phased WWTP upgrades, improve performance and bring the plant into compliance, and satisfy all of the conditions of the consent order within budget and ahead of schedule.

Contractor RFIs.

7. Testing and Special Inspections – Coordinate and review third party construction and materials testing (i.e. soils, asphalt and concrete) and special inspections that are required and paid under an allowance in the construction contract documents.
8. Project Conformance – Perform a review of the completed project for conformance with the contract documents and to prepare a punch list for the contractor. Conduct a final inspection to verify project completion.
9. Change Order – Prepare change orders for changes to the contract.
10. Pay Request Review – Review monthly contractor pay requests and make recommendations for payment by the City of Georgetown.
11. Project Closeout – Prepare one final change order (if needed to adjust project quantities); prepare record drawings incorporating changes made during construction based on information furnished by the contractor; coordinate and review vendor provided operation and maintenance manuals; and coordinate permitting closure (including SCDHEC Permit to Operate) with each regulatory agency.

During the past several years, we have utilized a web-based Electronic Project Management System (EPMS) for the purposes of managing a wide range of projects during construction. Originally intended to be an internal tool to improve our work processes during construction, the EPMS has quickly become a valuable resource to our clients. Contractors are required to interface with EPMS and provide project information via EPMS. In general, the EPMS receives inputs, provides an opportunity for viewing and printing of drawings and technical information, and is a central repository for information to all project team members. The use of EPMS would allow all authorized Berkeley County staff to access the site at any time to review, upload, or download documents associated with the project. The EPMS automatically informs team members regarding new or updated documents. The following items are typically entered and tracked online:

1. Requests for Information (RFI)
2. Shop drawings
3. Change orders
4. Pay requests

5. Reports (daily, monthly, etc.)
6. Schedules
7. Special inspections
8. Closeout procedures (punch list, warranty, vendor-supplied operation and maintenance manuals, record drawings, and SCDHEC certifications)

At the completion of the project, WK Dickson will provide project closeout documentation including final SCDHEC certifications and record drawings.

A HISTORY OF PARTNERING WITH WMBE FIRMS TO BRING CLIENTS LOCAL, UNIQUE EXPERTISE

WK Dickson believes that our people are our most valuable asset. From engineers to project managers, and from subconsultants to local craftsmen, WK Dickson offers its clients a vast network of talent and passion.

WK Dickson's team is the best in the business, and our success comes from the personal drive of each of them. Our firm was built on the philosophy that people do business with people they like. That goes for our subconsultants, too. We work hard. We take risks. We succeed together.

Historically, we have met or exceeded established WMBE goals for each of our projects. In the last two years alone, WK Dickson has partnered with 43 firms, with fees totaling almost \$5 million.

With well-established, long-term working relationships in place, we have an assembly of WMBE subconsultants that have earned a place on our team not only because of their qualifications, experience, and professionalism, but primarily because of their past contributions to project success. We have carefully selected our subconsultants because of their interest in your project, their knowledge of your system, their firsthand knowledge of your Water Treatment Plant, and the contributions they can help WK Dickson make at the WTP: Secondary Sedimentation Basin project.

LIST OF REFERENCES

Nothing demonstrates the proven performance of WK Dickson more than client satisfaction. Our team's record of performance in meeting clients' objectives is the cornerstone of our firm's reputation. Here are some clients that we have served with similar services in the past as shown in our Statement of Qualifications. **We encourage you to contact them!**



- **CONSULTANT:** WK Dickson
CLIENT: Georgetown County Water and Sewer District
CONTACT: Tommie Kennedy, Assistant Director
PHONE: 843.237.9727
EMAIL: tommiek@gcwsd.com
PROJECT: Sandy Island WTP Residual System Study
COMPLETION: July 2018

- **CONSULTANT:** WK Dickson
CLIENT: Town of Boone, NC
CONTACT: Josh Eller, Public Works Deputy Director
PHONE: 828.268.6250
EMAIL: josh.eller@townofboone.net
PROJECT: Boone USDA Raw Water System Improvements
COMPLETION: August 2019

- **CONSULTANT:** MBD Consulting Engineers
CLIENT: Davidson Water, Inc.
CONTACT: Gregg Stabler, Former Director / Current Board Member
PHONE: 336.240.2799
PROJECT: DWI Water Treatment Plant
COMPLETION: March 2016



REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING DESIGN SERVICES

REQUESTOR: City of Georgetown
1134 North Fraser Street
Georgetown, SC 29440
Contact: Daniella Howard, Purchasing Agent
Email: dhoward@georgetownsc.gov
Phone: 843.545.4043

PROJECT: WTP: Secondary Sedimentation Basin

PROJECT #: 1606

DATE OF ISSUE: Wednesday, October 14, 2020

DUE: **On or before 3:00 PM EST (local time), Thursday, November 12, 2020**

Proposals must be submitted electronically through the City's website, www.georgetownsc.gov. The City will not accept proposals by hard copy, fax, or email.

For instructions on how to submit your proposal electronically, please refer to Exhibit A, "How to register as a vendor", and Exhibit B, "How to respond to an online proposal".

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COVID-19 Coronavirus Important Notice to Bidders

Pursuant to Governor Henry McMaster's declaration of a State of Emergency on Friday, March 13, 2020, City of Georgetown offices are closed to the public.

Until further notice, all proposals **MUST BE** submitted electronically through the City of Georgetown's website, www.georgetownsc.gov, under "Bids". As always, proposals received after the due date and time will not be considered for any reason.

The City **WILL NOT** accept proposals by:

Hard copy
Fax
Email

Your proposal must be submitted electronically to ensure it remains sealed until it is opened at the scheduled date and time.

Background

The City of Georgetown (City) is an incorporated municipality with a population of under 10,000 residents. The City is located 60 miles north of Charleston and 36 miles south of Myrtle Beach. It is the endpoint of the area commonly known as "The Grand Strand." The City is bordered by the Winyah Bay to the east and the Sampit River to the south. Tourism is a major economic driver in the area, as well as local industries, such as Liberty Steel, International Paper and Tideland Hospital. The City is the county seat and operates under the Mayor-Council form of government as outlined in the State of South Carolina Code Chapter II, Article I, Section 2-1. Additional information is available on our website at www.georgetownsc.gov.

Purpose

The purpose of this RFQ is to request Statement of Qualifications (SOQs) from engineering firms specializing in engineering design of water treatment plants. The design consultant shall have relevant experience in sedimentation and flocculation treatment, analysis and performance evaluation of sedimentation basin plate settlers and filter media. Consultant will also assist the City in seeking funding for the construction implementation of the project.

Project Description

The proposed project: *Water Treatment Plant Improvements: Secondary Sedimentation Basin* involves the engineering and construction of a new secondary flocculation and sedimentation basin at the City's water treatment plant (WTP). The WTP's address is 2355 Anthuan Maybank Drive, Georgetown, South Carolina, 29440.

The new secondary flocculation-sedimentation basin is needed to provide backup functions and increase the resiliency and reliability of the City to convert raw water into domestic drinking water for the citizens of Georgetown. The secondary flocculation-sedimentation basin will operate as a

backup system in the event the primary tank becomes disabled due to a natural event or maintenance work.

The secondary flocculation-sedimentation basin would be built in-parallel to the existing basin and will provide a redundancy in the water treatment process. The new basin will be supported with steel piles and built with-cast-in-place reinforced concrete floor and walls. The work will include equipment installation such as corrosion-resistant settler steel plates, mixers, valves, pumps, mechanical and electrical work, and SCADA programming.

Preliminary Site Information

The City's water treatment plant has a design capacity of 6 Million Gallons per Day (MGD), and it was built in the early 1970s. In 2001, the plant received substantial upgrades and improvements, which included the replacement of two clarifier tanks with a new flocculation-sedimentation tank, a new filter control building, expansion of the administration and chemical building, a new bulk chemical storage area, and a new emergency scrubber. The flocculation-basin contents are approaching the end of their 20-year life cycle. Specifically, there are seventy-four (74) stainless steel settler plate packs that are part of the sedimentation basin, which are in poor condition. The settling plates are corroded, dislodged, and in need of replacement. The existing basin contains two chambers: one for flocculation and one for sedimentation. The approximate above-ground tank dimensions are as follows: 75 ft. long, 32 ft. wide, with a water depth of 24 ft.

Scope of Services

The City intends to contract with a qualified consulting firm to provide civil, structural and environmental engineering services for the design and construction of a secondary sedimentation basin in the Water Treatment Plant.

The consulting firm must be properly licensed and authorized to work in the State of South Carolina.

The scope includes the following general services:

Task 1- Design

1. Conduct a kick-off meeting with the Owner.
2. Prepare engineering plans and specifications for the project.
3. Prepare cost estimates, including value engineering for the project.
4. Conduct 60% and 90% design review meetings with the Owner. Plans, specifications and estimates of probable construction costs shall accompany each review.
5. All pertinent permit applications shall be completed by Consultant with application fees paid by Owner.

6. Design package shall include a complete system including all civil, structural, mechanical piping and equipment, electrical, and SCADA programming.
7. File agency permit applications on behalf of the City.
8. Follow recommended design criteria under the federal and state agencies: EPA and SCDHEC. In particular, Regulation 61-58 State Primary Drinking Water Regulations.
9. Follow recommended industry guidelines from the American Water Works Association (AWWA).
10. Assist the City with technical reports needed for project grant and funding application.

Task 2- Construction Management (During FY 21-22 or later)

1. Conduct pre-bid meeting and attend bid opening. Issue addenda and recommend Award of Construction.
2. Conduct pre-construction meeting, and review submittals, pay applications and requests for information and change orders from the Contractor.
3. Conduct monthly progress meetings and onsite inspections throughout construction.
4. Conduct a punch list inspection and final inspection of the completed project.
5. Obtain the Permit to Operate from SCDHEC.
6. All meetings shall include agenda and meeting minutes drafted by Consultant.
7. Perform duties as the Engineer of Record in representing the City.
8. Assist City with closeout documentation.

The City will:

1. Provide pertinent information regarding the project.
2. Review the submittals in a timely fashion to maintain the consultant's schedule.
3. Provide comments and final approval of the engineer's bid documents.
4. Provide Front-End Documents for incorporation with the engineer's technical specifications.
5. Pay for all applicable permit fees.

Process of Selection

By initialing the bottom of each page of this RFQ document, firms represent that (1) their representatives have read and understood the solicitation and (2) their proposal is made in compliance with this solicitation. Firm's representatives are expected to examine this RFQ thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements. Failure to do so will be at their risk.

All ambiguities, discrepancies, errors, omissions, or conflicting statements in this RFQ shall be interpreted to require the better quality or greater quantity of work and/or materials, unless otherwise directed by addendum. Firms assume responsibility for any patent ambiguity in the solicitation that their representatives do not bring to the City's attention.

The City shall have the sole discretion in evaluating both the proposal and qualifications of the firms.

The City will conduct the selection for the best qualified, responsive, and responsible firm experienced in the following manner:

1. This RFQ document will be made available to interested firms and accessible on the City's website at www.georgetownsc.gov under "Bids".
2. Statement of Qualifications (SOQs) will be received and evaluated as described in this RFQ.
3. At the City of Georgetown's discretion, a short list of the most qualified proposers may be compiled and asked to make presentations (virtual) to the City of Georgetown.
4. At the conclusion of the RFQ process, qualified submittals may be presented to the Georgetown City Council for review and approval, as required.
5. A firm will be selected for contract negotiations as required.
6. The City of Georgetown will notify selected firm of intent to offer contract award.
7. The submittal listing of proposals received will be posted on the City's website at www.georgetownsc.gov under "Bids" not earlier than 48 hours after opening.

Evaluation Criteria

All proposals will be reviewed for purposes of determining professional qualifications, responsiveness and responsibility. Any proposal, which does not meet the submittal requirements found on page eleven (11) of this RFQ document, will be subject to disqualification. For purposes of determining responsibility, all information given by the proposer concerning its availability to fulfill the contract requirements and the integrity and reliability of the proposer will be reviewed. The submission of a proposal for review does not necessarily qualify the proposer or proposal as being responsive or responsible. Failure to provide specific information, as requested, for use in the evaluation will cause your proposal to be non- responsive.

The Project Review Committee (PRC), consisting of members appointed by the City Administrator or his/her designee will review the proposals submitted by all firms. In its review, the PRC will consider all elements of the RFQ. Firms shall be ranked from the most highly qualified to least qualified on the basis of the information provided by each firm and the evaluation criteria.

The City shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most highly qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

Offers will be evaluated using only the criteria stated below:

Item no.	Evaluation criteria	Maximum Points
1	Experience in similar projects in scope and services. Quality of performance in previous contracts. Past experience in planning, design, and construction of water treatment plants.	30
2	Methodology and Approach: Firm's creativity in resolving issues and conflicts in similar projects. Meeting the standards of care and use of sound engineering judgement. Demonstrate ability to meet time and budget on past projects.	30
3	Key Staff: Technical and project managerial skills of key staff in related projects. Adequate staffing of firm, ability to provide services and respond to client's needs.	20
4	Meeting the criteria of this RFQ specifications, terms and conditions.	10
5	Women and Minority Business Enterprise (WMBE) Policy – It is the policy of the City to provide minorities, and women equal opportunity for participating in all aspects of the City's contracting and procurement programs. Provide information about the firm's WMBE policy.	10
	TOTAL	100

The PRC will generally select no more than five (5) of the most highly qualified firms. The PRC may, if needed, interview each of the selected firms.

Following completion of its review and evaluation, the designated staff member will present the recommendation of the PRC to the City Administrator or his/her designee who will give approval for the designated staff member to proceed to the negotiation of fees. In the event that the selected firm and the City cannot agree upon the cost and basis for compensation, the City shall negotiate with the second rated firm to do the work, and continue in this manner until an agreement is reached with a firm.

Following successful contract negotiation by the City and the selected firm, the City Administrator or his/her designee will present the recommendation to Mayor and Council for approval, as required.

Once approved, a summary of the ranking of firms will be posted to the city's website for public information.

Protest Procedure

In accordance with the City's Procurement Ordinance, any protest or objection to this RFQ selection award process must be submitted in writing to the City of Georgetown, Attn: Daniella Howard, Purchasing Agent, PO Drawer 939, Georgetown, SC 29440, within ten (10) calendar days of the posting of the award notification to the City's website. The City's Procurement Ordinance to include Section 2-194, Protest Procedure, can be found in its entirety on the City's website at:

<https://www.georgetownsc.gov/wpfb-file/procurement>

Questions

No answers will be given over the phone.

For questions regarding the City's Request for Qualifications process, please contact purchasing@georgetownsc.gov, no later than 5:00 pm EST (Local Time), Wednesday, November 4, 2020.

Please note - if you do not receive confirmation from the City that your email was received before the deadline, it is the sole responsibility of the proposer to contact the purchasing agent at 843.545.4043.

No questions will be accepted after the aforementioned deadline. All submittals shall include the following in the subject line:

WTP Secondary Sedimentation Basin

Answers to questions will be posted on the City's website at www.georgetownsc.gov under "Bids" as an Addendum no later than 5:00 pm EST (local time), Friday, November 6, 2020.

Schedule of Events

The following is the schedule of events listed in the order of occurrence:

MILESTONE EVENT	DATE	TIME EST (LOCAL TIME)
1. RFQ issued	Wednesday, October 14, 2020	
2. Deadline for questions - emailed to: purchasing@georgetownsc.gov	Wednesday, November 4, 2020	5:00 pm
3. Deadline for addenda to be posted to the City's website, www.georgetownsc.gov, under "Bids"	Friday, November 6, 2020	5:00 pm
4. Statement of Qualification submittals due date	Thursday, November 12, 2020	On or before 3:00 pm
5. Project Review Committee (PRC) meeting **Date will be published in the calendar of events of the City's website, www.georgetownsc.gov	TBD	
6. Interviews with firms **will be open only to PRC members and firms being interviewed	TBD	
7. City Council approval (tentative)	Thursday, December 17, 2020	
8. Design Start (tentative)	January 2021	
9. Design Completion (tentative)	December 2021	
10. Construction Start (tentative)	January 2022	
11. Construction Finish (tentative)	December 2022	

When the Procurement Division is closed due to force majeure, proposal openings will be postponed to the same time on the next official business day. Vendor is responsible to obtain information regarding proposal submittals directly from the City's website, www.georgetownsc.gov.

Professional and Construction Service procurement procedures are subject to the City's procurement policies as outlined in Section 2-187 of the City's Municipal Code (Chapter (Administration), Article IV (Procurement)). The City's Procurement Ordinance can be found in its entirety on the City's website at: <http://www.georgetownsc.gov/find/find-ordinances/>.

The City reserves the right to change the project schedule as it deems necessary. In the event of a major date change, the City will post to the City's website and notify known participants. The City reserves the right to issue addenda to this RFQ up to three (3) days before the RFQ due date as needed to clarify the City's desires, or to make corrections, or changes to the RFQ document, or submittal process.

The City reserves the right to request additional information at any time from any and all prospective contractors or individuals as deemed necessary by the City to evaluate the proposals. This process may not be used, however, as an opportunity to submit missing documentation, missing information, or to make substantive revisions to the original proposal.

The City reserves the right to cancel or reissue the RFQ and/or revise the schedule at any time.

The City also reserves the right to accept or reject any or all proposals as deemed to be in its best interest, and to accept all or part of the scope of work herein as its project timeline and/or budget allows.

All information will be updated and posted on the City's website www.georgetownsc.gov, under "Bids". It is the proposer's responsibility to obtain the information directly from the City's website regarding this project.

The proposer will acknowledge receipt of all issued addenda in their submittals, if applicable.

No: 1 Dated: 10/21/2020

No: _____ Dated: _____

No: _____ Dated: _____

Statement of Qualifications (SOQs) Content:

Proposals must be made in the official name of the company or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. Proposals shall not exceed 20 pages and must include the following:

- Letter of Interest – Provide one-page letter and include contact information and signature of company owner/president/CEO/Principal.
- Experience and Availability –Provide summary of qualifications, relevant industry experience, and availability to participate in the RFQ process to provide requested services to the City. Include photos of recent projects. Emphasize any prior experience in sedimentation basin plate settlers design.
- Key Personnel – All participating staff members should be identified, include their qualifications, roles, and the name of the individual responsible for the overall project. Include sub consultants information along with their staff information. Provide project personnel list with titles and hourly rates.
- Methodology and Approach –Summarize the method and proposed project approach in providing preconstruction and construction services to the City. Outline how the proposers intends to service the City to ensure quality control and selection of cost efficient systems and materials.
- List of References – Provide at least three references from similar projects in the past five years. Include contact information such as name, agency name, address, telephone, and email address.

Submittal Instructions

To be considered responsive, interested parties **must** comply with the following:

1. Submit sealed proposal electronically through the City’s website, www.georgetownsc.gov, to include the following items:
 1. Complete initialed copy of this RFQ document
 2. Statement of Qualifications (not-to-exceed 20 pages)
 3. Completed Mandatory Vendor Submittal Form (See Page 15)
2. Proposal must be submitted electronically through the City’s website, www.georgetownsc.gov, no later than the aforementioned deadline. No proposal will be accepted after such time. It is the sole responsibility of proposers to have their proposals electronically submitted to the City before the closing hour and date. The City assumes no responsibility for technological failure in submitting proposals electronically. It is the sole responsibility of proposers to confirm that their proposal was submitted on time. Late proposals will neither be accepted nor considered. The official clock shall be that of the

City's Purchasing Agent or designee. The City reserves the right to accept or reject any or all proposals and to waive any informalities and technicalities in the procurement process. No additional fees, costs, or any other reimbursable expenses will be allowed.

3. This solicitation does not commit the City to award a contract. The City reserves the right to waive any technicalities or informalities and to accept or reject any and/or all submissions as deemed by its sole judgment to be in its best interest. The City also reserves the right to terminate the selection process without notice, to waive any irregularities in any submittal, and to request additional information from any of the proposers submitting a proposal.
4. ~~Proposals must be sealed and clearly identify the name and number of the RFQ on the outside of the envelope/package, as well as the submitter's business name, address, and license number (if applicable). No other information shall be included or written on the outside of the proposal envelope/package. The City shall not be responsible for unidentified proposals.~~
5. Proposers may withdraw their proposal by written request, at any time prior to the scheduled opening of responses. ~~No proposer may withdraw proposals for a period of sixty (60) days after the opening date.~~
6. SOQs must be submitted by proposer's own format and shall address all RFQ requirements. Partial or incomplete proposals will be rejected.
7. All costs incurred in preparing the proposal or costs incurred in any other manner by the proposer in responding to this RFQ will be completely the responsibility of the proposer. All materials and documents submitted by the proposer in response to this RFQ become the property of the City and will not be returned.
8. Any proprietary information contained in the proposal should be so indicated as follows:

Vendor Disclosure

Notice of SC Freedom of Information Act

"The parties acknowledge that all material submitted may be subject to release under the South Carolina Freedom of Information Act (FOIA) and will be released to the public unless exempt from disclosure under the FOIA."

We discourage you from including any information you consider propriety or trade secret, as this material is subject to the FOIA once it's in the City's possession. If you must include any such information in your submission, please identify it by color, labeling, and/or bold font as "PROPRIETARY INFORMATION" so that it can be readily recognized. In the event the City receives a request for this material, the City will notify those parties who have identified information they believe is proprietary or trade secret of the request. The City has a ten (10) day deadline to respond to the request. This is your window to file an action challenging the release. Please be on notice that if the City is not served with such an action, the information will be released.

9. Proposals must be made in the official name of the company or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. Proposals having any erasures or corrections must be initialed in ink by the proposer.

10. Letter of Interest — ~~Not Applicable.~~ Must be no more than one (1) page (one page is one side of an 8.5" x 11" paper) in length and include contact information and signature of company owner/president/CEO.
11. Statement of Qualifications, Experience, and Availability — ~~Not Applicable.~~ Must be no more than five (5) pages. It should summarize qualifications, relevant experience, and availability to participate in the RFQ process to provide requested services to the City. Key staff members participating should be identified. Include photos of recent projects.
12. Proposed Process Approach — ~~Not applicable~~ Must be no more than two (2) pages summarizing the method and approach to providing preconstruction and construction services to the City.
13. List of References — **Mandatory** — Must be no more than one (1) page listing most recent professional references for similar projects and their contact information.
14. Disqualification and Rejection of Proposal – The City reserves the right to reject any proposal from a proposer who has failed to perform satisfactorily, or complete on time, or in a manner consistent with the RFQ documents, contract of similar nature, or to reject the proposal from a proposer who is not in a position to perform such a contract satisfactorily. The City expressly reserves the right to award the contract to the proposer that best meets the requirements as set forth herein.
15. Assignment of Contract – Assignment to the selected proposer of any contract to be entered into in accordance with this RFQ will not be recognized by the City unless such assignment has prior written approval of the City.
16. Insurance Provisions - The selected proposer will be required to provide and maintain proof of insurance throughout the contract term in the amount of \$1,000,000.00 and as required at point of contract negotiation by the City's Risk Manager as follows:
- Comprehensive General Liability (per occurrence);
 - Comprehensive Auto Liability (per occurrence); and
 - Workers' Compensation Liability
 - Automobile Liability

The City is to be named as "Additional Insured" on the above insurance coverage as respect to the City's interest under the contract. Certificates showing proof of insurance shall be submitted to the City prior to commencement of services under the Agreement. Further, it shall be an affirmative obligation upon the proposer to advise the City's Risk Manager within two (2) days of the cancellation herein at one of the following options below:

- Email - cmcdaniel@georgetownsc.gov
- Fax - 843.527.6173
- Mailing address - PO Box 939, Georgetown, SC 29442 or
- Physical address - 1134 N. Fraser Street, Georgetown, SC, 29440

Failure to do so shall be construed to be a breach of the agreement:

17. Indemnification - The selected proposer agrees to indemnify, defend and hold harmless the City and their authorized officers, employees, agents, and volunteers from any and all claims, actions, losses damages, and/or liabilities arising from their acts, errors, or omissions and for any costs or expenses incurred by the City. Under an agreement, the city cannot indemnify the contractor.
18. Compliance With Law – The selected proposer and its agents and employees shall be bound and comply with all federal, state and local laws, ordinance rules and regulations,

as well as all other governing bodies having legal jurisdiction with respect to the area where such work is performed.

19. City Business License and Permits - The selected proposer shall be required to obtain all applicable City permits and business licenses prior to work commencing. Contact Jestin Gilliard, Revenues Manager, jgiillard@georgetownsc.gov or 843.545.4041, for business license information. Contact the Planning & Community Development Department at 843.545.4017 for permitting information. These expenses shall be included in the total proposal cost.
20. Payment terms - A monthly itemized billing statement must be submitted in a form specified by the City for services performed. The City will remit full payment on all undisputed invoices within thirty (30) days from receipt of the invoice by the appropriate person(s) (to be designated at the time of contract).
21. Contract award shall be subject to the approval of the City Council.



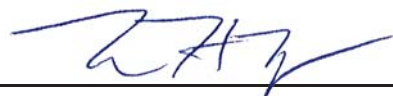
MANDATORY VENDOR SUBMITTAL FORM

The City's Procurement Ordinance to include the Local Vendor Preference Option, can be found in its entirety on the City's website at: <https://www.georgetownsc.gov/wpfb-file/procurement>:

SECTION 2-185 COMPETITIVE SEALED BIDDING LOCAL VENDOR PREFERENCE

☐ I certify that [Company Name] _____ is a **Resident Proposer** of Georgetown City/County as defined in the City of Georgetown Ordinance Chapter 2 Administration, Article IV Procurement, Section 2-185, and our principal place of business is _____ [City and State].

☒ I certify that [Company Name] W.K. Dickson & Co., Inc. is a **Non-Resident Proposer** of Georgetown City/County as defined in the City of Georgetown Ordinance Chapter 2 Administration, Article IV Procurement, Section 2-185, and our principal place of business is Charlotte, NC [City and State].

(X) 

Signature of Company Officer

(X) 11/11/2020

Date

General Contractual Requirements

1. Force Majeure - The proposer shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the proposer. Such causes may include, but are not limited to acts of God or of the public enemy, acts of Governments in either its sovereign or contractual capacity, fires, floods, pandemics, epidemics, quarantine restriction, strikes, freight embargoes, and unusually severe weather, natural or man-made disasters; but in every case the failure to perform must be beyond the control and without the fault or negligence of the proposer.
2. Governing Law - Except to the extent that this agreement may be governed by any federal law, including federal bankruptcy law, this Agreement shall be governed by, constructed and interpreted under, and enforced exclusively in accordance with the laws of the State of South Carolina, and the courts in the State of South Carolina shall have jurisdiction with respect to any dispute arising hereunder.
3. Proposer Qualifications - Proposer must, upon request of the City, furnish satisfactory evidence of its ability to furnish products and/or services in accordance with the terms and conditions of this RFQ. The City reserves the right to make the final determination as to the proposer's ability to provide the services herein.
4. Proposer Responsibility – Each proposer shall fully acquaint him/herself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFQ. It is expected that this will sometimes require on-site observation. The failure or omission of the proposer to acquaint him/herself with existing conditions shall in no way relieve him/her of any obligation with respect to this RFQ or to a contract.
5. Affirmative Action - The proposer will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
6. Women and Minority Business Enterprise (WMBE) Statement - It is the policy of the City to provide minorities, and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina. It is the policy of the City to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status. It is further the policy of the City to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.
7. Termination - Subject to the following provisions, any contract resulting from this request for proposals may be terminated by the City provided a thirty (30) day advance notice in writing by the City Administrator, or his designee, is given to the proposer:
 - 7.1 Non-Appropriations - Funds for this contract are payable from local appropriations. If the sufficient appropriations are not made to pay the charges under the contract it shall terminate without any obligation to the City.
 - 7.2. Convenience - In the event that a contract is terminated or canceled upon request and for the convenience of the City without the required thirty (30) day advance written notice, then the City shall negotiate reasonable termination costs, if applicable.
 - 7.3 Cause - Termination by the City for the cause, default or negligence on part of the proposer, shall be excluded from the foregoing provisions; termination costs, if any shall

not apply. The thirty (30) day advance notice requirement is waived and the default provision herein shall apply.

7.4 Default – In case of default by the proposer, the City reserves the right to purchase any and all items/services in default in open market, charging proposer with any excessive costs. SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT PROPOSALS OF THE DEFAULTING PROPOSER WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.

8. Prime Proposer Responsibilities - The proposer will be required to assume sole responsibility for the complete effort as required by this RFQ. The City will consider the proposer to be the sole point of contact with regard to all contractual matters.
9. Subcontracting - If any part of the work covered by this RFQ is to be subcontracted, the proposer shall identify the subcontracting organization and the contractual arrangements made therewith at the time of the offer. All subcontractors must be approved by the City. The successful proposer will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the proposer.
10. Ownership of Material – All materials and documents submitted by the proposer in response to this specification become the property of the City and will not be returned to the proposer.
11. Compliance with State and Federal Requirements – State and Federal requirements that are more restrictive than these set forth herein shall be followed by the proposer.
12. Contract Amendments - Amendments to any agreement between the City and the proposer must be reviewed and approved in writing by the City Administrator or his/her designee.
13. Assignment - No contract or its provisions may be assigned, sublet, or transferred without the written consent of the City Finance Department.
14. Records Retention and Right to Audit – The City shall have the right to audit the books and records of the proposer as they pertain to this contract. Such books and records shall be maintained for a period of three (3) years from the date of final payment under contract.
15. The City may conduct performance audits of the proposer, as determined necessary by the City. Pertaining to all audits, the proposer shall make available to the City, access to its computer files containing the history of the contract performance and all other documents related to the audit. Additionally, any software used by the proposer shall be made available for auditing purposes at no cost to the City.
16. Independent Contractor Status - The parties hereby agree that the contractor is an independent contractor of the City and that nothing in an agreement with the City shall be deemed to place the parties in a relationship of employer/employee, partners, or joint ventures. Neither party shall have the right to obligate or bind the other in any manner. Each party agrees and acknowledges that it will not hold itself out as an authorized agent with the power to bind the other party in any manner. Each party shall only be responsible for any withholding taxes, payroll taxes, disability insurance payments, unemployment taxes, or other similar taxes or charges with respect to its activities in relation to the performance of its obligations of an agreement.
17. Representations of Proposer - Proposer represents, warrants, and covenants that:
 - (a) In providing the services proposer shall utilize the care and skill used by members of proposer's profession practicing under similar circumstances at the same time and in the same locality.

- (b) All employees provided by the proposer to the City shall have the qualifications, skills, and experience necessary to perform his/her job in accordance with the requirements of the agreement. The City may request removal of any employee for good cause.
 - (c) Proposer is a business, validly existing and in good standing under the Laws of the State of South Carolina.
18. Indemnity Provisions - Proposer agrees to and shall indemnify and hold the City harmless from and against all liability, loss, damages or injury, and all costs and expenses (Including attorney fees and costs of any suit related thereto) suffered or incurred by the City, arising from or related to the terms of this project, or proposer's performance thereunder.
 19. City Business License and permits - The selected proposer shall be required to obtain all applicable City permits and business licenses **prior to work commencing**. Contact Jestin Gilliard, Revenues Manager, jgiilliard@georgetownsc.gov, or 843.545.4041, for business license information. Contact the Planning & Community Development Department at 843.545.4017 for permitting information. These expenses shall be included in the total proposal cost.

Exhibits Available

- A) How to register as a vendor
- B) How to respond to an online proposal
- C) Sample of Professional Services Agreement



CITY OF GEORGETOWN



SIGN IN SHEET

PROJECT:	WTP Secondary Sedimentation Basin Project #1606 - Request for Qualifications (RFQ)	DUE DATE:	Thursday, November 12, 2020, 3.00 pm
FACILITATOR:	Daniella Howard, Purchasing Agent	VIA:	Electronic submittals received online thru www.georgetownsc.gov

[illegible]



PROJECT:	WTP Secondary Sedimentation Basin Project #1606 - Request for Qualifications (RFQ)	DUE DATE:	Thursday, November 12, 2020, 3.00 pm
FACILITATOR:	Daniella Howard, Purchasing Agent	VIA:	Electronic submittals received online through www.georgetownsc.gov

Wanella Howard

Attachment: 1 Sign in Sheet & Submittal Listing (3211 : WTP Secondary Flocculation Sedimentation Basin Project-Engineering Services)

ANALYSIS OF EVALUATIONS

WTP Secondary Sedimentation Basin Project #1606 - RFQ issued 10.14.2020 - Submittals received 11.12.2020

Evaluator:	Firms	
	GMC	WK Dickson
Orlando Arteaga	86	98
Ryan Turner	67	85
Timothy Phipps	85	87
Will Gunter	80	92
TOTAL	318	362

RATING	
WTP Secondary Sedimentation Basin Project #1606	
Submittals received 11.12.2020	
1ST	WK Dickson
2ND	GMC



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

ACTION ITEM

DOC ID: 3209

Council Meeting Date:	21 January 2021
Department:	Electric
Issue Under Consideration:	Motion to Approve Purchase Order and Payment in the Amount of \$250,000 to Sumter Utilities for Miscellaneous Capital Upgrades.
Amount Requested:	\$250,000
Is Item in Current Budget?	Yes, this funding is approved on our capital budget
If no, please explain:	
Financial Impact:	
Points to Consider:	This purchase order is for contract line crew assistance for miscellaneous capital upgrades. Each year, we budget \$250,000 in capital funding to cover non-project capital upgrades such as replacement of bad poles, upgrading conductor sizes in small areas, or line extensions necessary to serve new customers. This has been our practice for quite a few years and serves us well because our line crew is often too busy doing customer related work (new services, light repairs, etc.) to dedicate themselves to work such as this. We last went out for bids for distribution contract assistance in August 2018. We included wording in the bid that the initial term was for one year, but two additional one-year terms could be added if both parties agreed to rates. This request would conclude the second of those two additional one-year terms.
Options:	Approve or disapprove
Staff Recommendation:	Staff recommends approval

Reviews:

Alan Loveless Completed 01/12/2021 2:29 PM
 Debra Bivens Completed 01/12/2021 4:54 PM
 Sandra E. Yudice Ph.D. Completed 01/13/2021 10:44 AM
 Stephanie Buccione Completed 01/15/2021 10:58 AM
 Georgetown City Council Pending 01/21/2021 5:30 PM

Attachments:

Updated: 1/15/2021 10:58 AM by Stephanie Buccione (Page 1)



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ORDINANCE

DOC ID: 3185

Council Meeting Date:	21 January 2021
Department:	Administration
Issue Under Consideration:	Motion to approve an Ordinance setting a Special Election in the City of Georgetown, South Carolina on Tuesday, April 13, 2021 to fill the unexpired term of Mayor Pro Tempore Rudolph A. Bradley.
Amount Requested:	N/A
Is Item in Current Budget?	
If no, please explain:	
Financial Impact:	
Points to Consider:	
Options:	Approve or Disapprove
Staff Recommendations:	Approve

Reviews:

Sandra E. Yudice Ph.D. Completed 12/08/2020 1:35 PM

City Attorney Completed 12/08/2020 1:56 PM

Sandra E. Yudice Ph.D. Completed 12/08/2020 1:59 PM

Stephanie Buccione Completed 12/11/2020 10:33 AM

Georgetown City Council Completed 12/17/2020 5:30 PM

Attachments:

1. 1 12-17-20 Ordinance setting special election (PDF)

**MOTION TO APPROVE AN ORDINANCE SETTING A SPECIAL ELECTION IN THE CITY OF
GEORGETOWN, SOUTH CAROLINA ON TUESDAY, APRIL 13, 2021 TO FILL THE
UNEXPIRED TERM OF MAYOR PRO TEMPORE RUDOLPH A. BRADLEY.**

AN ORDINANCE SETTING A SPECIAL ELECTION IN THE CITY OF GEORGETOWN TO FILL THE
UNEXPIRED TERM OF MAYOR PRO TEMPORE RUDOLPH A. BRADLEY

- WHEREAS, The Honorable Rudolph A. Bradley passed away November 28, 2020; and
- WHEREAS, Mr. Bradley was honorably serving his fourth term on the City of Georgetown City Council, which term was set to expire December 31, 2021, and also was serving as Mayor *Pro Tempore*, having been elected by his fellow councilmembers; and
- WHEREAS, Under South Carolina law and the Code of Ordinances of the City of Georgetown, a Special Election shall be conducted to fill a city councilmember's unexpired term if more than six months remain; and
- WHEREAS, Under Sec. 6-5 of the Code of Ordinances of the City of Georgetown, a Special Election to fill a vacancy in an unexpired term is to be held at a time set by ordinance of City Council, as authorized by Sec. 5-15-50, S.C. Code of Laws; and
- WHEREAS, Under Sec. 6-2 of the Code of Ordinances of the City of Georgetown, Special Elections shall be governed by the applicable provisions of state election laws; and
- WHEREAS, Sec. 7-13-190(B), S.C. Code of Laws, establishes the process and timeline governing special elections; and
- WHEREAS, On August 21, 1997, the City of Georgetown transferred its authority to conduct municipal elections to the Georgetown County Election Commission; and
- WHEREAS, The City Council of the City of Georgetown desires to set the date of the Special Election in compliance with state law the Georgetown County Election Commission's process for conducting the City's special election, and its timelines governed by state statute;

NOW, THEREFORE BE IT ORDAINED by the Mayor and City Council of the City of Georgetown, South Carolina, that a Special Election be held in the City of Georgetown on Tuesday, April 13, 2021, to fill the unexpired City Council term of the late Honorable Rudolph A. Bradley, with all other processes consistent with Sec. 7-13-190, S.C. Code, as implemented by the Georgetown County Election Commission.

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

ATTEST:

Stephanie Buccione, City Clerk

Brendon M. Barber, Sr., Mayor

First Reading: _____

Approved as to Form:

Second Reading: _____

Elise F. Crosby, City Attorney



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

ACTION ITEM

DOC ID: 3184

Council Meeting Date:	21 January 2021
Department:	Administration
Issue Under Consideration:	Motion to approve revisions to Chapter 22 (Utilities), Article VI (Stormwater Utility) of the City of Georgetown Code of Ordinances.
Amount Requested:	N/A
Is Item in Current Budget?	
If no, please explain:	
Financial Impact:	
Points to Consider:	- Article VI – Stormwater Utility defines the Equivalent Residential Unit (ERU) as equal to one (1) for each single-family dwelling unit and provides the method and calculation formula of billing for residential and non-residential properties. All commercial, industrial, nonprofit, public, and semi-public properties are defined as non-residential. Residential properties will be billed monthly based on the number of electric or water meters, whichever is greater. Non-residential properties will be billed monthly based on 6.3 ERU's and the size of the parcel, measured in acres. Meter account holders will be responsible for the payment of the stormwater fee. - Vacant and undeveloped non-residential parcels shall be billed quarterly directly to the property owner listed on the tax records. Undeveloped residential parcels are exempt from the stormwater utility fee.
Options:	Approve, Disapprove, or Amend
Staff Recommendation:	Approve

Reviews:

Sandra E. Yudice Ph.D. Completed 12/08/2020 5:32 PM
 City Attorney Completed 12/09/2020 2:05 PM
 Sandra E. Yudice Ph.D. Completed 12/09/2020 4:48 PM
 Stephanie Buccione Completed 12/11/2020 10:30 AM
 Georgetown City Council Completed 12/17/2020 5:30 PM
 Georgetown City Council Pending 01/21/2021 5:30 PM

Attachments:

1. 1 ARTICLE VI_STORMWATER UTILITY_2nd Reading Rev.2 Red Line (PDF)
2. 2 ARTICLE VI_STORMWATER UTILITY_2nd Reading Rev.2 (PDF)

Updated: 1/15/2021 5:06 PM by Stephanie Buccione (Page 1)

ARTICLE VI. - STORMWATER UTILITY

Ordinance of ~~December~~March 2020 January 2021

Sec. 22-196. - Establishment.

A stormwater utility is hereby created pursuant to Chapter 14, Title 48 of the 1976 South Carolina Code of Laws, as amended by Act 114, 1991. Criteria for implementation of this utility is established in Section 72-310 of the South Carolina Land Resources Conservation Commission Standards for Stormwater Management and Sediment Control.

Sec. 22-197. - Basis for fees.

- (a) Fees shall be established to fund the stormwater utility. In establishing such fees, City Council shall consider, among other factors, the following criteria:
 - (1) The fee system must be reasonable and equitable so that users pay to the extent they contribute to the need for the utility, and the fees must bear a substantial relationship to the cost of the service.
 - (2) The components of the calculations used to establish fees may include, but shall not be limited to, the following cost factors:
 - a. Stormwater management planning and preparation of comprehensive watershed master plans for stormwater management;
 - b. Regular inspections of public and private stormwater management facilities and measures and the construction thereof;
 - c. Maintenance and improvement of stormwater management facilities that have been accepted by the city for that purpose;
 - d. Plan review and inspection of sediment control and stormwater management plans, measures, and practices;
 - e. Retrofitting designated watersheds to reduce existing flooding problems or to improve water quality;
 - f. Acquisition of interests in land, including easements;
 - g. Design and construction of stormwater management facilities and measures and acquisition of equipment;
 - h. Administration and enforcement;
 - i. Water quantity and water quality management, including monitoring and surveillance; and
 - j. Debt service and financing costs.
 - (3) Billing and collection of stormwater utility fees shall be deposited into a Stormwater [Utility](#) Fund, which shall be used for all expenditures related to operations, maintenance, and capital improvements of stormwater facilities.
- (b) Calculation of Equivalent Residential Units:
 - (1) One Equivalent Residential Unit (ERU) shall be equal to one single-family dwelling unit as determined by the existence of one water or electric meter, whether the structure is occupied or vacant. The number of ERUs of a multifamily complex, mobile home park, garage apartment,

and similar residential use shall be determined by the number of water or electrical meters, whichever is greater, on the subject property.

- (2) The stormwater utility fee shall be billed monthly for every active and occupied residential and non-residential unit. Non-residential units include commercial, industrial, nonprofit, public, or semi-public properties.
- (3) ~~Vacant residential parcels, or~~ Vacant and undeveloped non-residential parcels shall be billed quarterly directly to the property owner listed on the tax records. Undeveloped residential parcels are exempt from the stormwater utility fee. A vacant property is defined as a property with an abandoned or unoccupied house or building. Undeveloped property is defined as property with an empty lot without any above-ground structures and active meters.
- (4) The stormwater ~~utility management~~ fee billed each month for a residential lot with more than a single-family use shall be based on one ERU times the electric or water meters, whichever is greater. Structures designed for short-term occupancy such as bed and breakfast establishments and overnight boarding houses shall be considered commercial uses.
- (5) One acre of commercial, industrial, nonprofit, public, or semipublic property shall be equal to 6.3 ERUs or Equivalent Residential Units. Accordingly, fees will be assessed at a standard rate per ERU, as determined by City Council. Non-residential properties will be measured in acres and rounded up to the whole value. ~~total-adjusted-parcel-size~~ Any non-residential property less than one (1) acre shall be considered one (1) acre when computing the fee.
- (6) Multiple tenants on non-residential properties identified above shall be billed monthly based on a prorated basis of the percentage of building structure they occupy within the total acreage of the parcel.

Sec. 22-198. - Billing of stormwater utility fee.

The stormwater ~~management~~-utility fee shall be billed monthly to users by being included on the monthly water, sewer, and/or electric bill for those real properties having active water, sewer, and/or electric billing accounts. For real properties not having active accounts, the fee shall be billed quarterly to the owners or other persons listed on the real property tax records for such properties and shall be due on or before the thirtieth day after such billing. Quarterly fees unpaid as of the thirty-first day after billing shall constitute a lien against the property on which they are due. After written notice to the owners or other persons listed on the real property tax records, the past due quarterly fees may be added to the real property taxes due on any such property. The ~~City~~-~~Administrator~~ shall develop guidelines and procedures for the implementation of the provisions of this section.

Sec. 22-198.1. - Schedule of rates, deposits, and miscellaneous charges.

All rates, deposits, and miscellaneous charges for service shall be adopted and amended from time to time by ordinance of City Council. A schedule of such rates, deposits, and charges in effect will be maintained and on file in ~~the office of the~~ City Clerk's Records of the City of Georgetown, South Carolina.

Section 22-198.2 - Rate calculation formula for residential properties:

Monthly rate times one (1) ERU

Sec. 22-198.3. - Rate calculation formula for non-residential properties:

Monthly rate times 6.3 ERUs times Total Adjusted Acres

Sec. 22-198.4 -Deposits and miscellaneous charges.

The collection of stormwater utility fees and miscellaneous charges related to the enforcement of this ordinance shall be deposited in the Stormwater Utility Fund.

Sec. 22-199. - Management, enforcement, and penalties.

- (a) The City Engineer, Water Utilities Director, manager of stormwater utilities or such other official(s) as designated by the City Administrator ~~shall designate~~ shall be the responsible official for the provisions of this article.
- (b) It shall be unlawful for any person to violate any provision of this article, and any such violation shall be punished as prescribed in section 1-16 of the Code. Each day a violation continues constitutes a separate offense.
- (c) In addition to any other penalties or remedies provided in this article, the city, upon the recommendation of the city attorney and approval of the mayor, may institute a civil action in the appropriate court to obtain compliance with the provisions of this article or remedy or prevent the violation or threatened violation of any provision of this article.

Sec. 22-200. - Municipal liability.

Nothing in this article and no action or failure to act under this article shall or may be construed to:

- (1) Impose any liability on the city, or its departments, agencies, officers or employees for the recovery of damages; or
- (2) Relieve any person engaged in a land-disturbing activity of duties, obligations, responsibilities, or liabilities arising from or incident to operations associated with such activity or imposed by the provisions of this article or the laws and regulations pursuant to which it was adopted.

Sec. 22-201. - Appeals.

A property owner may appeal to the City's Stormwater Appeals Board once per twelve (12) months for a reduction in the fee. This board shall be appointed by City Council and may grant a reduction in fees only due to the presence of any pervious type surfaces such as pervious concrete, pervious pavers, gravel, grass, detention ponds, swales, or rain gardens. In no event shall the board grant a reduction in fee, which equals less than the fee would total if all impervious surfaces were considered the full lot size.

The appeal must be filed in writing along with a \$25.00 fee to pay for administrative costs in connection to this petition. The Stormwater Appeals Board shall hear the petition on a regularly scheduled meeting.

Sec. 22-202. - Stormwater Appeals Board.

The City Council shall appoint a three-person board to review appeals regarding the stormwater management fee and notices of violation. The terms for members shall be three (3) years, with the initial appointment being staggered. The board shall develop written procedures that must be reviewed and approved by City Council.

Sec. 22-203. - Severability.

It is declared the intent of City Council that the sections, subsections, paragraphs, sentences, clauses, and phrases of this article are severable; and if any such provision shall be declared unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, it shall not affect the validity or enforceability of any remaining provisions of this article, and it is the intent of council that such provisions shall continue in full force and effect.

(Ord. of 3-18-93)

Sec. 22-204. - Effective date.

This article shall take effect on [April 1, 2021](#).

Secs. 22-205—22-220. - Reserved.

ARTICLE VI. - STORMWATER UTILITY

Ordinance of January 2021

Sec. 22-196. - Establishment.

A stormwater utility is hereby created pursuant to Chapter 14, Title 48 of the 1976 South Carolina Code of Laws, as amended by Act 114, 1991. Criteria for implementation of this utility is established in Section 72-310 of the South Carolina Land Resources Conservation Commission Standards for Stormwater Management and Sediment Control.

Sec. 22-197. - Basis for fees.

- (a) Fees shall be established to fund the stormwater utility. In establishing such fees, City Council shall consider, among other factors, the following criteria:
 - (1) The fee system must be reasonable and equitable so that users pay to the extent they contribute to the need for the utility, and the fees must bear a substantial relationship to the cost of the service.
 - (2) The components of the calculations used to establish fees may include, but shall not be limited to, the following cost factors:
 - a. Stormwater management planning and preparation of comprehensive watershed master plans for stormwater management;
 - b. Regular inspections of public and private stormwater management facilities and measures and the construction thereof;
 - c. Maintenance and improvement of stormwater management facilities that have been accepted by the city for that purpose;
 - d. Plan review and inspection of sediment control and stormwater management plans, measures, and practices;
 - e. Retrofitting designated watersheds to reduce existing flooding problems or to improve water quality;
 - f. Acquisition of interests in land, including easements;
 - g. Design and construction of stormwater management facilities and measures and acquisition of equipment;
 - h. Administration and enforcement;
 - i. Water quantity and water quality management, including monitoring and surveillance; and
 - j. Debt service and financing costs.
 - (3) Billing and collection of stormwater utility fees shall be deposited into a Stormwater Utility Fund, which shall be used for all expenditures related to operations, maintenance, and capital improvements of stormwater facilities.
- (b) Calculation of Equivalent Residential Units:
 - (1) One Equivalent Residential Unit (ERU) shall be equal to one single-family dwelling unit as determined by the existence of one water or electric meter, whether the structure is occupied or vacant. The number of ERUs of a multifamily complex, mobile home park, garage apartment,

and similar residential use shall be determined by the number of water or electrical meters, whichever is greater, on the subject property.

- (2) The stormwater utility fee shall be billed monthly for every active and occupied residential and non-residential unit. Non-residential units include commercial, industrial, nonprofit, public, or semi-public properties.
- (3) Vacant and undeveloped non-residential parcels shall be billed quarterly directly to the property owner listed on the tax records. Undeveloped residential parcels are exempt from the stormwater utility fee. A vacant property is defined as a property with an abandoned or unoccupied house or building. Undeveloped property is defined as property with an empty lot without any above-ground structures and active meters.
- (4) The stormwater utility fee billed each month for a residential lot with more than a single-family use shall be based on one ERU times the electric or water meters, whichever is greater. Structures designed for short-term occupancy such as bed and breakfast establishments and overnight boarding houses shall be considered commercial uses.
- (5) One acre of commercial, industrial, nonprofit, public, or semipublic property shall be equal to 6.3 ERUs or Equivalent Residential Units. Accordingly, fees will be assessed at a standard rate per ERU, as determined by City Council. Non-residential properties will be measured in acres and rounded up to the whole value. Any non-residential property less than one (1) acre shall be considered one (1) acre when computing the fee.
- (6) Multiple tenants on non-residential properties identified above shall be billed monthly based on a prorated basis of the percentage of building structure they occupy within the total acreage of the parcel.

Sec. 22-198. - Billing of stormwater utility fee.

The stormwater utility fee shall be billed monthly to users by being included on the monthly water, sewer, and/or electric bill for those real properties having active water, sewer, and/or electric billing accounts. For real properties not having active accounts, the fee shall be billed quarterly to the owners or other persons listed on the real property tax records for such properties and shall be due on or before the thirtieth day after such billing. Quarterly fees unpaid as of the thirty-first day after billing shall constitute a lien against the property on which they are due. After written notice to the owners or other persons listed on the real property tax records, the past due quarterly fees may be added to the real property taxes due on any such property. The City Administrator shall develop guidelines and procedures for the implementation of the provisions of this section.

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All rates, deposits, and miscellaneous charges for service shall be adopted and amended from time to time by ordinance of City Council. A schedule of such rates, deposits, and charges in effect will be maintained and on file in City Clerk's Records of the City of Georgetown, South Carolina.

Section 22-198.2 - Rate calculation formula for residential properties:

Monthly rate times one (1) ERU

Sec. 22-198.3. - Rate calculation formula for non-residential properties:

Monthly rate times 6.3 ERUs times Total Adjusted Acres

Sec. 22-198.4 -Deposits and miscellaneous charges.

The collection of stormwater utility fees and miscellaneous charges related to the enforcement of this ordinance shall be deposited in the Stormwater Utility Fund.

Sec. 22-199. - Management, enforcement, and penalties.

- (a) The City Engineer, Water Utilities Director, or such other official(s) as designated by the City Administrator shall be the responsible official for the provisions of this article.
- (b) It shall be unlawful for any person to violate any provision of this article, and any such violation shall be punished as prescribed in section 1-16 of the Code. Each day a violation continues constitutes a separate offense.
- (c) In addition to any other penalties or remedies provided in this article, the city, upon the recommendation of the city attorney and approval of the mayor, may institute a civil action in the appropriate court to obtain compliance with the provisions of this article or remedy or prevent the violation or threatened violation of any provision of this article.

Sec. 22-200. - Municipal liability.

Nothing in this article and no action or failure to act under this article shall or may be construed to:

- (1) Impose any liability on the city, or its departments, agencies, officers or employees for the recovery of damages; or
- (2) Relieve any person engaged in a land-disturbing activity of duties, obligations, responsibilities, or liabilities arising from or incident to operations associated with such activity or imposed by the provisions of this article or the laws and regulations pursuant to which it was adopted.

Sec. 22-201. - Appeals.

A property owner may appeal to the City's Stormwater Appeals Board once per twelve (12) months for a reduction in the fee. This board shall be appointed by City Council and may grant a reduction in fees only due to the presence of any pervious type surface such as pervious concrete, pervious pavers, gravel, grass, detention ponds, swales, or rain gardens. In no event shall the board grant a reduction in fee, which equals less than the fee would total if all impervious surfaces were considered the full lot size.

The appeal must be filed in writing along with a \$25.00 fee to pay for administrative costs in connection to this petition. The Stormwater Appeals Board shall hear the petition on a regularly scheduled meeting.

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Sec. 22-203. - Severability.

It is declared the intent of City Council that the sections, subsections, paragraphs, sentences, clauses, and phrases of this article are severable; and if any such provision shall be declared unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, it shall not affect the validity or enforceability of any remaining provisions of this article, and it is the intent of council that such provisions shall continue in full force and effect.

(Ord. of 3-18-93)

Sec. 22-204. - Effective date.

This article shall take effect on April 1, 2021.

Secs. 22-205—22-220. - Reserved.



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

ACTION ITEM

DOC ID: 3183

Council Meeting Date:	21 January 2021
Department:	Administration
Issue Under Consideration:	Motion to approve an Ordinance to Amend Stormwater Utility Billing Structure and Adjust Rates.
Amount Requested:	N/A
Is Item in Current Budget?	
If no, please explain:	
Financial Impact:	
Points to Consider:	• The City retained WK Dickson to complete a Stormwater Management Plan as a strategic initiative to address flooding. • The consultants identified twelve (12) stormwater capital improvement projects with an estimated cost of \$20,822,000. • The City will apply for grants, as a funding source for some of the identified projects, but most grants are reimbursable and require a match for a portion of the project. • The consultant recognized the inconsistency in our billing applications and recommended two (2) options. The first option is to maintain the current rate structure and adjust the rate for both residential and non-residential customers and the alternative rate structure would use the Impervious Surface Method. • At the February 20th workshop, it was the consensus of City Council to use the current billing method and adjust the rate to \$8.00 per month for both residential and non-residential customers, yielding additional revenues of approximately \$15 million over 20 years. • Per the consultant recommendations, this 20 year revenue projection includes the assumptions that the annual growth rate would be 0.08% and the annual rate adjustment would be 1.6% for a total annual increase of 2.4%. • Council asked for this additional information at first reading: If the monthly rate was increased to \$10.00 per month for both residential and nonresidential customers, the projected revenues of the next 20 years (with the annual growth and rate adjustments) would be approximately \$24 million. • Vacant non-residential properties will be billed quarterly at

Updated: 1/15/2021 11:11 AM by Stephanie Buccione (Page 1)

	the same rate.
Options:	Approve, Amend, or Disapprove Rate Adjustment
Staff Recommendation:	Approve

Reviews:

Sandra E. Yudice Ph.D. Completed 12/09/2020 11:10 AM
City Attorney Completed 12/10/2020 1:15 PM
Sandra E. Yudice Ph.D. Completed 12/10/2020 1:38 PM
Stephanie Buccione Completed 12/11/2020 10:32 AM
Georgetown City Council Completed 12/17/2020 5:30 PM
Georgetown City Council Pending 01/21/2021 5:30 PM

Attachments:

1. 1 2020.12.17 Stormwater Rates Adjustment (PDF)
2. 2 12.17.20 Amended Stormwater Rate Ordinance (PDF)

MAYOR
BRENDON M. BARBER, SR.

CTTY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
HOBSON H. MILTON
RUDOLPH A. BRADLEY
TUPELO HUMES
AL JOSEPH
CAROL JAYROE
CLARENCE C. SMALLS

Executive Offices
(843) 545-4001

To: Mayor Brendon Barber, Sr. and Members of City Council
Prepared by: Sandra E. Yúdice, Ph.D., City Administrator 
Department: Administration
Date Prepared: December 7, 2020
Subject: Stormwater rate adjustment

Issue Background

In May 2018, City Council approved WK Dickson to develop a Stormwater Management Plan for the City. WK Dickson presented the plan to Council in August 2019. Since then, staff has been working with City Council on ways to implement the plan and address flooding during several meetings (Attachment #1).

At the December 19, 2019, meeting, Council approved unanimously the Stormwater Management Plan with the understanding that the proposed rate changes would be brought back to Council in January 2020 (Attachment #2). At subsequent workshops in January 23, 2020 (Attachment #3) and February 20, 2020 (Attachment #4), staff presented information on the fiscal impact of implementing the study, including increasing the rate to \$12 to raise enough revenue to cover the stormwater projects cost of about \$21 million and a phase-in methods to increase the rate gradually through FY 2028. However, the last approach would not have provided enough revenue and would delay implementing the plan's projects.

Based on discussions with Council in January and February 2020, staff, then, presented the ordinance to amend the stormwater utility rates at the April 16, 2020 because the March regular meeting and workshop were cancelled at the onset of the COVID-19 pandemic. At the April 2020 meeting, Council defeated the motion to approve an ordinance to increase the stormwater to \$8 per month, per Equivalent Residential Unit for both the residential and non-residential rates (Attachment #5).

At the November 19, 2021, meeting, the City's external auditor (Attachment #6) reiterated to Council that the Stormwater Fund has been operating at a deficit for too long and had accumulated a "Deficit unrestricted net position of \$963K" and that the Stormwater Fund has been funding operations with subsidies from other funds. If nothing is done, this fund will (1) continue going into deficit beyond \$1 million; (2) require transfers from the General Fund, which would affect services funded with this fund (e.g., law enforcement, public safety, and public works); and/or (3) require cuts in stormwater services, which would increase flooding.

Discussion

The City has submitted grant applications to the U.S. Department of Commerce, Economic Development Administration ("EDA") and the South Carolina Office of Resilience through the CDBG-Mitigation Program. There are strong indications that EDA will approve the \$4.2 million. As with the majority of the state and federal requirements, these grants required a match. For the EDA grant, Georgetown County approved the match of \$841,352 with penny sales tax surplus funds. For the CDBG-Mitigation grant, the City submitted a compelling letter requesting to waive the match. With a combined total of \$12 million, these applications are still pending review.

Should Council approve the rate adjustment, the first order of priority will be to bring the Stormwater Fund out of its deficit status to be able to operate sustainable. Once this is accomplished, in order to complete the stormwater projects, the fund would be able to commit financial resources to (1) continue sustaining operations without transfers from other funds; (2) match grant funding requirements, if there are grant opportunities; and/or (3) issue debt and service it.

Drawer 939
Georgetown, SC 29442

Should Council not approve the rate adjustment at this time, during future budget processes, the Stormwater Fund would have to be balanced by transferring funds from the General Fund to the Stormwater Fund over a period of time until the rate is adjusted or expenses decreased. By doing this, the FY 2021 audit would not reflect this material deficiency (i.e., operating at a deficit). However, this would be done at the expense of services funded with the General Fund (affecting them negatively) or by cutting stormwater services.

For the future, it is also recommended to conduct periodic rate studies (e.g., every five years) to avoid going into deficit again. This practice will be in line with industry standards and best practices.

Alternatives

1. Do not approve the stormwater rate adjustment ordinance.
2. Approve the stormwater rate adjustment ordinance.

Recommended Course of Action

Approve the stormwater rate adjustment to \$8 per ERU, per month for both, the residential and non-residential properties and apply the billing method as outlined on the proposed Chapter 22-Article VI Stormwater Utility Ordinance revision.

Timeline for Recommendation

The recommended timeline for implementing the ordinance is April 1, 2021.

Fiscal Impact

By maintaining the current rate structure and adjusting the rates for both residential and non-residential customers to \$8.00 per month, the stormwater fund would become sustainable with projected revenue of approximately \$15 million over 20 years. The current rate structure includes:

- Billing residential rates based on “one Equivalent Residential Unit (ERU) equal to the number of electric or water meters, whichever is greater.”
- Billing non-residential rates based on acreage, that is, “one acre of commercial, industrial, nonprofit, public, or semipublic property shall be equal to 6.3 ERU’s or Equivalent Residential Units. Any non-residential property less than one acres shall be considered one acre when computing the fee.”

Social Impact

The stormwater system aging infrastructure and the limited resources for a sound maintenance plan all contribute to the flooding complaints from the general public. Drain pipes are undersized and in many parts of the City they cannot adequately handle heavy rains creating flooding conditions on streets and sidewalks. Therefore, it is expected that residents and business owners will not have to continue enduring the consequences (including property losses) of floods due to heavy rainfalls and/or high tides on their properties or businesses.

Environmental Impact

As a strategic initiative, the stormwater management plan¹ included the following goals:

- Address flooding in flood-prone areas;
- Protect property and the natural environment; and
- Enhance water quality.

The implementation of the plan would allow for flood storage in certain areas, thereby, reducing the runoff rate by impacting the timing within the overall watershed.

Attachments

Attachment #1: Stormwater Management Plan Timeline

Attachment #2: December 19, 2019 minutes (excerpt)

Attachment #3: January 23, 2020 minutes (excerpt)

Attachment #4: February 20, 2020 minutes (excerpt)

Attachment #5: April 16, 2020 minutes (excerpt)

Attachment #6: November 19, 2020 presentation from external auditor (excerpt)

¹ Source: City of Georgetown Stormwater Management Plan, Volume I, p. ES-1.

STORMWATER MANAGEMENT PLAN TIMELINE

<u>5/31/18</u>	Council Approved payment to WK Dickson to develop a Stormwater Management Plan.
<u>9/20/18</u>	Council Approved payment to WK Dickson for Phase 2 of development and implementation of a Stormwater Management Plan.
<u>8/1/19</u>	WK Dickson presented to Council a Stormwater Management Plan
<u>10/24/19</u>	Stormwater Plan presentation follow up at Council Workshop
<u>11/21/19</u>	Council did NOT adopt the Storm Water Management Plan (SWMP) prepared and completed by WK Dickson in July of 2019 and presented to City Council at a workshop meeting on August 1st, 2019 and October 24, 2019. The adoption of the SWMP include: 1. Approval of 12 stormwater projects as part of the Capital Improvement Plan in priority order. 2. Authorize staff to initiate process to amend Stormwater Utility and Drainage ordinances. 3. Approve the recommended collection method and revised storm water utility fees as proposed. 4. Adopt stormwater design standards.
<u>12/19/19</u>	Council approved the Storm Water Management Plan (SWMP) prepared by WK Dickson in July of 2019. The plan includes: 1. Approval of 12 stormwater projects as part of the Capital Improvement Plan provided that revisions may be made in the future to each project on a project by project basis and/or additions may be made to the Plan to address flooding in other adjacent areas. 2. Authorize staff to initiate process to amend Stormwater Utility and Drainage ordinances. 3. Revise stormwater collection method for the non-residential properties to an Impervious Surface Area Method and revise residential monthly rates from \$6 to \$8 per month per meter. 4. Adopt new stormwater design standards as part of the amended Stormwater Utility and Drainage ordinances.
<u>1/23/20</u>	Stormwater ordinance & Utility Fee proposed revisions discussions at Council Workshop.
<u>2/20/20</u>	Stormwater ordinance & Utility Fee proposed revisions discussions at Council Workshop.
<u>4/16/20</u>	Council did NOT approve 1 st reading of ordinance to amend stormwater utility billing structure and adjust rates. The consensus from Council was to not enforce the billing method stated in the current ordinance and to continue billing as the City has been doing it thus far.
<u>5/21/20</u>	Council unanimously approved the revision of design standards under the new Chapter 23 of the Drainage Ordinances.

REGULAR MEETING OF CITY COUNCIL DECEMBER 19, 2019... PAGE 10 OF 14

Council Member Humes moved, seconded by Council Member Joseph. Chief Cribb introduced Mr. Brandon Ellis, the new Emergency Manager for Georgetown County. Mr. Ellis stated this Mitigation Plan will make the City eligible for funding if adopted through Resolution.

Mayor Barber called for the vote.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tupelo Humes, Council Member
SECONDER:	Al Joseph, Council Member
AYES:	Barber Sr., Bradley, Jayroe, Joseph, Humes, Smalls
ABSENT:	Butts

9. ENGINEERING

- A. **Motion to approve proposal and make payments to Hanna Engineering in the not-to-exceed amount of \$32,600 to perform engineering and field inspection services for the Port Tank Rehabilitation Project. The work includes engineering, permitting, bidding, and field inspection services.**

Mayor Pro Tempore Bradley moved, seconded by Council Member Humes.

Mayor Barber called for the vote.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rudolph A. Bradley, Mayor Pro Tempore
SECONDER:	Tupelo Humes, Council Member
AYES:	Barber Sr., Bradley, Jayroe, Joseph, Humes, Smalls
ABSENT:	Butts

- B. **Motion to approve construction bid and make payments to Seven Seas Marine Construction Inc. for a not-to-exceed amount of \$53,828.00 to make repairs of 21 lineal feet of bulkhead located at Constitution Park. Work includes excavation, replacement of sheet piling, top and bottom whalers, and replacement of concrete sidewalks and a section of handrails.**

Council Member Joseph moved, seconded by Council Member Smalls.

Mayor Barber called for the vote.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Al Joseph, Council Member
SECONDER:	Clarence C. Smalls, Council Member
AYES:	Barber Sr., Bradley, Jayroe, Joseph, Humes, Smalls
ABSENT:	Butts

- C. **Motion to approve the Storm Water Management Plan (SWMP) prepared by WK Dickson in July of 2019. The plan includes: 1. Approval of 12 stormwater projects as part of the Capital Improvement Plan provided that revisions may**

be made in the future to each project on a project by project basis and/or additions may be made to the Plan to address flooding in other adjacent areas. 2. Authorize staff to initiate process to amend Stormwater Utility and Drainage ordinances. 3. Revise stormwater collection method for the non-residential properties to an Impervious Surface Area Method and revise residential monthly rates from \$6 to \$8 per month per meter. 4. Adopt new stormwater design standards as part of the amended Stormwater Utility and Drainage ordinances.

Council Member Smalls moved, seconded by Council Member Humes. Council Member Humes stated he had voted against this the last time it was brought to Council but after meeting with Mr. Orlando Arteaga and Dr. Yúdice he has a better understanding and the concerns he had in areas he did not think were being met actually are being met. Council Member Humes said moving forward, he can now support it. Council Member Jayroe and Mayor Barber asked for clarification on what the voting includes. Dr. Yúdice explained that all four items in the Plan is what is being voted on. Dr. Yúdice said the rate change is not being voted on at this time. The proposed rate changes will be brought to a meeting in January. Council Member Jayroe commended staff on addressing the public's questions and concerns.

Mayor Barber called for the vote.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Clarence C. Smalls, Council Member
SECONDER:	Tupelo Humes, Council Member
AYES:	Barber Sr., Bradley, Jayroe, Joseph, Humes, Smalls
ABSENT:	Butts

10. ELECTRIC UTILITIES

A. Motion to Approve Purchase of 45 ft Working Height Bucket Truck from Equipment Technology, LLC of Oklahoma City, OK and Payment of \$114,128.63 (Plus Tax)

Council Member Smalls moved, seconded by Mayor Pro Tempore Bradley. Mr. Alan Loveless said this would replace the truck that is most used by his crew and needs to be reliable.

Mayor Barber called for the vote.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Clarence C. Smalls, Council Member
SECONDER:	Rudolph A. Bradley, Mayor Pro Tempore
AYES:	Barber Sr., Bradley, Jayroe, Joseph, Humes, Smalls
ABSENT:	Butts

11. ADMINISTRATION

aside and used for the inner harbor project.

6. Stormwater Ordinance and Utility Fee Proposed Revisions

Mr. Orlando Arteaga reviewed the recommendations from WK Dickson's study in 2018. Mr. Arteaga stated the Stormwater utility revisions include the defining of Equivalent Residential Unit (ERU) as 2,595 square feet, residential property charges will be based on based on a meter and the fees will increase from \$6 to \$8 a month. Mr. Arteaga stated non-residential properties include commercial, industrial, nonprofit, and public. Mr. Arteaga said the revisions of the ordinance would change the non-residential properties new rates would be based on their impervious surface and vacant or undeveloped parcels, both residential and non-residential, would pay a flat rate of \$4 per month. Mr. Arteaga reviewed how the new rate would be calculated for non-residential customers. Mr. Arteaga said there will be a Stormwater Appeals Board that will address fee and notice of violation appeals. The board will include three members appointed by Council and a Board Chair that will be appointed by the Mayor. Mr. Arteaga reviewed a list of suggested revisions to the ordinance regarding drainage. Mr. Arteaga stated standards required for Stormwater design for engineers, developers, and contractors. He said the City could apply for an EDA Grant to help cover some of the costs for the Stormwater Management Plant. Mrs. Debra Bivens explained the formula used to calculate the new rates that were recommended by WK Dickson. Mrs. Bivens explained if the recommended rate of \$12 per ERU is approved, the City will collect approximately \$17 million in the next twenty years for the first phase of the Stormwater Management Plan that includes twelve projects. Mrs. Bivens reviewed a less aggressive timeline for increasing rates for non-residential customers that would increase from \$8 per ERU to \$12 per ERU over the next seven years. This would collect \$10,500,000 over the next twenty years and delay implementation of the Stormwater Management Plan due to the reduced revenue. Discussions followed.

7. PRESENT DRAFT STRATEGIC PLAN

Dr. Sandra Yúdice presented a draft of the Strategic Plan for the City. Dr. Yúdice said they will collect feedback from the Community as to what the residents want to see in the City. Once that information is compiled, a Strategic Plan will be brought to Council for approval. Dr. Yúdice said she will put the vision mission, values, and guiding principles on the City Administrator's Report on the February meeting. She said this will provide guidance during the community meetings.

8. PORT TANK COLOR SELECTION AND LOGO

Mr. Will Gunter presented Council with a PowerPoint slide of the proposed new paint color for the Port Tank. Discussions followed.

9. ADJOURNMENT

Motion to adjourn the Special Meeting of City Council.

Council Member Milton moved, seconded by Council Member Joseph.

SPECIAL MEETING/WORKSHOP OF CITY COUNCIL FEBRUARY 20, 2020... PAGE 2 OF 3**3. ADMINISTRATION****A. Discussion on the request from the Harbor Historical Association to lease docks on Goat Island.**

Dr. Sandra Yúdice stated the Harbor Historical Association has requested to lease wooden docks on the east side of Goat Island, plus a 30 foot buffer along the shore for \$1 a year for a term of fifty years. Dr. Yúdice said that Goat Island is subject to conveyances based on the donation from Mr. and Mrs. Blackmon that the City must comply with along with some funds from the TIF district. After reviewing the information, staff recommends leasing the docks for a higher amount for fewer years. Their recommendation is \$50 per month for a term of five years for the lease. The City would review the lease annually once they receive the TIF funds to begin making the improvements on Goat Island that are stated in the agreement with the City and Mr. and Mrs. Blackmon. Dr. Yúdice stated the Harbor Historical Association will provide a Certificate of Insurance indemnifying the City and not restrict the public to their leased portion of Goat Island. Dr. Yúdice said if there is a consensus with Council they will move forward with putting this on the agenda for March. Discussions followed. Mayor Barber requested this item be put on the March meeting agenda based on the consensus.

4. ENGINEERING**A. Stormwater ordinance and utility fee proposed revisions.**

Dr. Yúdice introduced Mrs. Debra Bivens. Mrs. Bivens reviewed the recommendations for the Stormwater fees from WK Dickson that were presented to Council in August 2019. The first was to maintain the current rate structure but to increase the monthly fee to \$8 for both residential and non-residential customers. The second was to move to an impervious surface structure. Mrs. Bivens reviewed a handout that listed several different scenarios with rate changes for both residential and non-residential customers and how much revenue the City would collect to pay for the consultant recommended Stormwater projects. Discussions followed. Mayor Barber stressed that we need to reach out to all resources for funding to help offset the costs to the City. Mr. Orlando Arteaga explained that all grants require a match in funds from the City. Mr. Arteaga said currently everything is based on revenue projections but if the approved new fees start on July 1, 2020 by December 31, 2020 the City would have a good understanding of how much revenue is coming into the City to cover the Stormwater projects. Each project will have at least a two year life span for planning and implementing and it is possible that multiple projects can be going on at the same time based on available funds. Mrs. Bivens asked for a consensus on which scenario Council would like staff to continue working on. She stated scenario #2 that increases monthly rates from \$6 to \$8 for both residential and non-residential customers and scenario #5 which increases monthly rates to \$8 for residential and \$12 for non-residential customers were recommended by the consultant, WK Dickson. In scenario #2, the City would collect approximately \$15 million and in scenario #5, the City would collect approximately \$17 million over the next twenty years. Mayor Barber confirmed with Mrs. Bivens in scenario #2, the tenant would be billed and in scenario #5 the property owner would be billed for

SPECIAL MEETING/WORKSHOP OF CITY COUNCIL FEBRUARY 20, 2020... PAGE 3 OF 3

non-residential customers. The consensus is to move forward with scenario #2. Mr. Arteaga presented the draft Stormwater ordinance and said staff will move forward with bringing it in front of Council at next month's meeting for approval.

5. ADJOURNMENT**Motion to adjourn the Special Meeting of City Council.**

Mayor Pro Tempore Bradley moved, seconded by Council Member Humes.

Mayor Barber called for the vote.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rudolph A. Bradley, Mayor Pro Tempore
SECONDER:	Tupelo Humes, Council Member
AYES:	Milton, Barber Sr., Bradley, Joseph, Humes, Smalls
ABSENT:	Jayroe

The Special Meeting was adjourned at 5:00pm.

Stephanie Buccione
City Clerk

Date Approved: 04/16/20

REGULAR MEETING OF CITY COUNCIL APRIL 16, 2020... PAGE 3 OF 8

Mayor Barber called for the vote.

RESULT:	APPROVED [5 TO 0]	Next: 5/21/2020 5:30 PM
MOVER:	Al Joseph, Council Member	
SECONDER:	Hobson H. Milton, Council Member	
AYES:	Milton, Barber Sr., Jayroe, Joseph, Smalls	
AWAY:	Bradley, Humes	

6. FINANCE

A. **Motion to approve an Ordinance to Amend Stormwater Utility Billing Structure and Adjust Rates.**

Council Member Joseph moved, seconded by Council Member Jayroe. Mrs. Bivens reviewed the recommendations made by WK Dickson, the consultant that completed the Stormwater Management Plan Study to address flooding issues in the City. Mrs. Bivens stated the City will apply for grants as a funding source for some of the identified projects, but most grants are reimbursable and require a match for a portion of the project. Mrs. Bivens said there was a consensus of City Council at the February 20, 2020 workshop to use the current billing method and adjust the rate from \$6.00 to \$8.00 per month for both residential and non-residential customers, yielding additional revenues of approximately \$15 million over 20 years. Mrs. Bivens said the Stormwater fund is currently operating at a loss. Mrs. Bivens said this ordinance would go into effect on January 1, 2021. Council Member Jayroe asked for clarification on the proposed billing method for non-residential customers and Mrs. Bivens said they would use the 6.3 Equivalent Residential Units and the acreage method. Non-residential customers would pay \$8.00 per month based on acreage. Mrs. Bivens confirmed the ordinance currently states this is how we should be billing customers but the City is not doing that due to the acreage difference. Council Member Jayroe requested business owners be notified of the changes before 4th Quarter of the year for their budget planning next year. Mrs. Bivens stated a letter will go out to non-residential customers prior to July 1, 2020 letting them know what their corrected billing amount would be effective July 1, 2020 and the letter would also state what their rate increase will be effective January 1, 2021. Dr. Yúdice confirmed the original proposal for this ordinance was to go into effect on July 1, 2020 but with the COVID-19 pandemic, it would push out to January 1, 2021. Dr. Yúdice confirmed the billing method as stated in the current ordinance would be corrected and effective July 1, 2020. Mayor Barber asked for clarification if this motion is only for the new rates that would be effective on January 1, 2021 and Mrs. Bivens confirmed. Mrs. Bivens said to correct the billing method as it states in the current ordinance is up to the City Administrator to enforce, however, the consensus from Council is to not enforce the billing method stated in the current ordinance and to continue billing as the City has been. Dr. Yúdice confirmed that this Enterprise Fund has been and will continue to operate at a loss.

Mayor Barber called for the vote.

RESULT: DEFEATED [0 TO 7]

MOVER: Al Joseph, Council Member

SECONDER: Carol R. Jayroe, Council Member

NAYS: Milton, Barber Sr., Bradley, Jayroe, Joseph, Humes, Smalls

7. ENGINEERING

- A. Motion to authorize staff to submit a Transportation Alternative Program (TAP) grant application to the SCDOT/GSATS to place a bicycle path and signs along the designated streets in the Historic District and the West End District. The Opinion of Probable Cost for this project is \$438, 638 with a City's match of \$86,128.**

Council Member Joseph moved, seconded by Mayor Pro Tempore Bradley. Mr. Arteaga stated this project will expand transportation options to link the City with an alternate non-vehicular transportation mode, reduce traffic congestion and promote the City. This development will also become part of the East Coast Greenway (ECG) trail system. Council Member Humes asked Mr. Arteaga how much this will cost the City. Mr. Arteaga said for the grant, the City has to match 20% of the opinion of probable cost of \$438, 638, so the City would pay \$86, 128.00. Mayor Pro Tempore Bradley asked if \$86, 128.00 is available in the budget. Mrs. Bivens stated this is a budgeted item, however, the funds were budgeted to come out of the Hospitality & Accommodations Tax which has been drastically reduced due to the COVID-19 pandemic.

Mayor Barber called for the vote.

RESULT: DEFEATED [0 TO 7]

MOVER: Al Joseph, Council Member

SECONDER: Rudolph A. Bradley, Mayor Pro Tempore

NAYS: Milton, Barber Sr., Bradley, Jayroe, Joseph, Humes, Smalls

- B. Motion to authorize staff to file a CDBG grant application for financial assistance for proposed Sedimentation Basin at Water Treatment Plant project. The requested grant amount is for a \$1,000,000.**

Council Member Smalls moved, seconded by Council Member Jayroe. Mr. Arteaga said this is for the next fiscal year and that Council approval would still be needed for the budget.

Mr. Arteaga stated the tank currently at the Water Treatment Plant is over twenty years old. Discussions followed.



CITY OF GEORGETOWN, SC 2020 FINANCIAL AUDIT

Enterprise Funds

- **Stormwater Fund** had a decrease in net position of \$426K to \$9.9M (including \$10.9M invested in capital assets):
 - Total operating revenues decreased \$11K (1%) from the prior year.
 - Total operating expenses decreased \$197K (15%) from the prior year primarily due to significant repairs and maintenance in the prior year.
 - Transfers to General Fund of \$157K (compared to \$133K in prior year).
 - Deficit unrestricted net position of \$963K.
- **Waste Management Fund** had a decrease in net position of \$26K to a deficit of \$71K (including \$400K invested in capital assets):
 - Total operating revenues increased by \$12K (1%) from the prior year.
 - Total operating expenses increased by \$30K (3%) from the prior year.
 - Deficit unrestricted net position of \$470K.

11



CITY OF GEORGETOWN, SC 2020 FINANCIAL AUDIT

Other Items of Note:

- Total capital assets were \$76.4M at 6/30/20 – increase of \$411K (1%) from 6/30/19:
 - Total capital asset additions of \$660K for governmental activities including:
 - Vehicles, equipment, and furnishings - \$335K
 - Construction in Progress and other Infrastructure - \$143K
 - Other improvements - \$79K
 - Total capital asset additions of \$4.5M for business-type activities including:
 - Poles, Transformers, and Electric Line Upgrades - \$252K
 - CIP Additions - \$3.7M (Including West End Sewer Rehab, Port Tank Rehab, WWTP Chlorination System Modification, and Cannon Street Sewer Upgrades)
 - Other Additions - \$551K
 - Depreciation expense of \$1.3M and \$2.8M for governmental and business-type activities, respectively.

12

AN ORDINANCE TO AMEND THE STORMWATER UTILITY RATES CONTAINED IN THE CITY CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND CHARGES FOR THE CITY OF GEORGETOWN, SOUTH CAROLINA

WHEREAS, it is prudent and fiscally responsible for the City of Georgetown to periodically review established utility policies, and

WHEREAS, the provisions referred to above are contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges.

NOW, THEREFORE, BE IT ORDAINED by City Council of The City of Georgetown, South Carolina, that the Stormwater utility rates contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges be revised as follows:

Effective Date: April 1. 2021

Stormwater Utility Rates

Residential Rates

Residential rates shall apply to a private residence or an individual family apartment. Residential rates are not applicable for structures designed for short-term occupancy such as bed and breakfast establishments and overnight boarding houses. Such structures shall be subject to commercial rates. Fees billed each month for residential lots with more than a single-family use shall be based on one Equivalent Residential Unit (ERU) equal to the number of electric or water meters, whichever is greater.

Monthly rate for residential shall be equal to: \$8.00 per ERU

Non-Residential Rates

Non-residential rates shall apply to commercial and all other users not qualifying for residential rates. One acre of commercial, industrial, nonprofit, public, or semipublic property shall be equal to 6.3 ERU's or Equivalent Residential Units. Any non-residential property less than one acre shall be considered one acre when computing the fee.

Non-residential rates shall also apply to vacant properties.

Monthly rate for non-residential shall be equal to: \$8.00 per ERU.

PASSED this 21st day of January, 2021

ATTEST:

Stephanie Buccione, City Clerk

Brendon M. Barber, Sr., Mayor

First Reading: 17 December 2020
Second Reading: 21 January 2021

Approved as to Form:

Elise F Crosby, City Attorney



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

ACTION ITEM

DOC ID: 3213

Council Meeting Date:	21 January 2021
Department:	Administration
Issue Under Consideration:	Motion to approve first semi-annual payment to SCMIRF in the amount of \$403,480.50 for Property, Liability and Vehicle Insurance and two(2) quarterly payments to SCMIT in the amount of \$217,219.50 for Workers Compensation Insurance.
Amount Requested:	SCMIRF \$403,480.50 (1 st Semi-Annual Payment) SCMIT \$217,219.50 (two quarterly payments)
Is Item in Current Budget?	Yes
If no, please explain:	
Financial Impact:	\$403,480.50 & \$217,219.50 for total requested amount of \$620,700.00
Points to Consider:	These purchase orders are for the payments of our SCMIRF (Property, Auto & General Liability) & SCMIT (Worker's Compensation) insurance premiums for the 1 st half of the 2021 calendar year.
Options:	1. Approve payment request 2. Do not approve payment request
Staff Recommendation:	Approve payment request so that the City's insurance can be renewed.

Reviews:

Gladys Rutledge-Livingston Completed 01/13/2021 12:04 PM

Sandra E. Yudice Ph.D. Completed 01/13/2021 12:05 PM

Stephanie Buccione Completed 01/15/2021 10:58 AM

Georgetown City Council Pending 01/21/2021 5:30 PM

Attachments:

1. 1 SCMIT & SCMIRF Invoice (PDF)

2. 2 SCMIRF-SCMIT Requisition (PDF)

Updated: 1/13/2021 12:03 PM by Gladys Rutledge-Livingston (Page 1)

RECEIVED

INVOICE

DEC 15 2020

SC Muni Insurance Trust
1411 Gervais Street
PO Box 12109
Columbia, SC 29211

Human Resources

Invoice # 880674
Due Date: 1/1/2021
Customer # GEORGE2210
Invoice Date: 12/1/2020
Partic. ID SCMIT

Bill to:

City of Georgetown
P O Drawer 939
Georgetown, SC 29442-0939

Customer - Due on the 1st

Invoice Description: SCMIT 1st Qtr 2021 Billing

External Ref. Number	Transactional Description	Total
	SCMIT 1st Qtr 2021 Billing	\$108,609.75
Total Amount Due		\$108,609.75

1st Quarter Billings are due on January 1, 2021. To avoid late penalties, payments must be received by January 20, 2021. If you are a member utilizing automatic bank draft, your account will be drafted on January 20, 2021. Thank you!

Please refer to the invoice number on your remittance check. Please return the bottom portion with your remittance check.

Invoice #	880674	Partic. ID	SCMIT
Invoice Date:	12/1/2020	Customer #	GEORGE2210
Due Date:	1/1/2021		City of Georgetown

Invoice Description: SCMIT 1st Qtr 2021 Billing

Total Amount Due \$108,609.75

Total Amount Remitted:

Remit to:

SC Muni Insurance Trust, P. O. Box 12220, Columbia, SC 29211

Attachment: SCMIT & SCMIRF Invoice (3213 : SCMIT & SCMIRF Payment)

INVOICE

SC Muni Ins Risk & Fin Fund
1411 Gervais Street
PO Box 12109
Columbia, SC 29211

RECEIVED

RECEIVED

DEC 18 2020

DEC 18 2020

CITY HALL
ADMINISTRATION

Human Resources

Invoice # 880872
Due Date: 1/1/2021
Customer # GEORGE2210
Invoice Date: 12/1/2020
Partic. ID SCMIRF

Bill to:

City of Georgetown
P O Drawer 939
Georgetown, SC 29442-0939

Customer - Due on the 1st

Invoice Description: SCMIRF 1st 2021 SemiAnnual

External Ref. Number	Transactional Description	Total
	SCMIRF 1st 2021 SemiAnnual	\$403,480.50
Total Amount Due		\$403,480.50

1st Semi-Annual Billings are due on January 1, 2021. To avoid late penalties, payments must be received by January 20, 2021. If you are a member that utilizes automatic bank draft, your account will be drafted on January 1, 2021. Please make checks payable

Please refer to the invoice number on your remittance check. Please return the bottom portion with your remittance check.

Invoice #	880872	Partic. ID	SCMIRF
Invoice Date:	12/1/2020	Customer #	GEORGE2210
Due Date:	1/1/2021		City of Georgetown

Invoice Description: SCMIRF 1st 2021 SemiAnnual

Total Amount Due \$403,480.50

Total Amount Remitted:

Remit to:

SC Muni Ins Risk & Fin Fund, P. O. Box 12220, Columbia, SC 29211

Attachment: SCMIT & SCMIRF Invoice (3213 : SCMIT & SCMIRF Payment)

Ship To

PO Drawer 939
GEORGETOWN, South Carolina 29442

Bill To

PO Drawer 939
GEORGETOWN, South Carolina 29442

Requisition **14.D.2**
No. 2021-00000232

DATE 01/13/2021

VENDOR 330 - SCMIRF

DELIVER BY

SHIP VIA

FREIGHT TERMS

PAGE 1 of 1

ORIGINATOR Cindy McDaniel

REFERENCE #SEMI ANNUAL BILLING

Contact

SCMIRF
SC MUNICIPAL INSURANCE RISK AND
FINANCING FUND
PO BOX 12220

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	COG - SEMI ANNUAL BILLING PER ATTACHED INV #879306 0010.20.600.110 - SCMIRF Property/Liab Ins 145,616.11 0030.19.600.110 - SCMIRF Property/Liab Ins 168,211.02 0031.15.600.110 - SCMIRF Property/Liab Ins 12,064.07 0031.16.600.110 - SCMIRF Property/Liab Ins 9,401.10 0031.41.600.110 - SCMIRF Property/Liab Ins 19,367.06 0032.18.600.110 - SCMIRF Property/Liab Ins 20,658.20 0032.34.600.110 - SCMIRF Property/Liab Ins 8,674.83 0033.40.600.110 - SCMIRF Property/Liab Ins 3,348.89 0035.31.600.110 - SCMIRF Property/Liab Ins 16,139.22	403,480.5000	403,480.50
				\$403,480.50

Attachment: SCMIRF-SCMIT Requisition (3213 : SCMIT & SCMIRF Payment)

Special Instructions

SCMIRF 2ND SEMI ANNUAL BILLING 2020 - COUNCIL APPROVED 6.18.2020 - DOCUMENTATION ATTACHED - BUS LIC AND INS NA

Ship To

PO Drawer 939
GEORGETOWN, South Carolina 29442

Bill To

PO Drawer 939
GEORGETOWN, South Carolina 29442

Requisition **14.D.2**
No. 2021-00000231

DATE 01/13/2021

VENDOR 7475 - SCMIT

DELIVER BY

SHIP VIA

FREIGHT TERMS

PAGE 1 of 1

ORIGINATOR Cindy McDaniel

Contact

SC MUNICIPAL INSURANCE TRUST
PO BOX 12220
COLUMBIA, SC 29211-2220

REFERENCE #SCMIT QUARTERLY BILLING

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	COG - 1st & 2nd Qtr 2021 0010.01.408.125 - SCMIT Worker's Comp Ins. 2,139.61 0010.04.408.125 - SCMIT Worker's Comp Ins. 1,172.99 0010.05.05.408.125 - SCMIT Worker's Comp Ins. 29,856.82 0010.05.07.408.125 - SCMIT Worker's Comp Ins. 260.66 0010.09.408.125 - SCMIT Worker's Comp Ins. 1,031.79 0010.10.408.125 - SCMIT Worker's Comp Ins. 640.80 0010.11.408.125 - SCMIT Worker's Comp Ins. 16,302.32 0010.12.408.125 - SCMIT Worker's Comp Ins. 7,320.30 0010.13.408.125 - SCMIT Worker's Comp Ins. 260.66 0010.14.408.125 - SCMIT Worker's Comp Ins. 1,824.64 0030.19.408.125 - SCMIT Worker's Comp Ins. 18,148.69 0031.15.408.125 - SCMIT Worker's Comp Ins. 3,605.84 0031.16.408.125 - SCMIT Worker's Comp Ins. 3,247.43 0031.41.408.125 - SCMIT Worker's Comp Ins. 988.35 0032.18.408.125 - SCMIT Worker's Comp Ins. 6,016.98 0032.34.408.125 - SCMIT Worker's Comp Ins. 1,303.32 0033.40.408.125 - SCMIT Worker's Comp Ins. 4,116.31 0035.31.408.125 - SCMIT Worker's Comp Ins. 10,372.23	108,609.7500	108,609.75
1.0000	Each	COG - 2nd qtr billing 2021 0010.01.408.125 - SCMIT Worker's Comp Ins. 2,139.61 0010.04.408.125 - SCMIT Worker's Comp Ins. 1,172.99 0010.05.05.408.125 - SCMIT Worker's Comp Ins. 29,856.82 0010.05.07.408.125 - SCMIT Worker's Comp Ins. 260.66 0010.09.408.125 - SCMIT Worker's Comp Ins. 1,031.79 0010.10.408.125 - SCMIT Worker's Comp Ins. 640.80 0010.11.408.125 - SCMIT Worker's Comp Ins. 16,302.32 0010.12.408.125 - SCMIT Worker's Comp Ins. 7,320.30 0010.13.408.125 - SCMIT Worker's Comp Ins. 260.66 0010.14.408.125 - SCMIT Worker's Comp Ins. 1,824.64 0030.19.408.125 - SCMIT Worker's Comp Ins. 18,148.69 0031.15.408.125 - SCMIT Worker's Comp Ins. 3,605.84 0031.16.408.125 - SCMIT Worker's Comp Ins. 3,247.43 0031.41.408.125 - SCMIT Worker's Comp Ins. 988.35 0032.18.408.125 - SCMIT Worker's Comp Ins. 6,016.98 0032.34.408.125 - SCMIT Worker's Comp Ins. 1,303.32 0033.40.408.125 - SCMIT Worker's Comp Ins. 4,116.31 0035.31.408.125 - SCMIT Worker's Comp Ins. 10,372.23	108,609.7500	108,609.75
				\$217,219.50

Attachment: SCMIRF-SCMIT Requisition (3213 : SCMIT & SCMIRF Payment)

Special Instructions

SCMIT QUARTERLY BILLING - APPROVED BY MAYOR DOCUMENTATION ATTACHED - BUS LIC AND INS NA 1st 2nd qtr 2021

Requisition Edit Listing

Department

Requisition Category

Vendor/Vendor Address

Description/Bill to Address

01 Administration

2021-00000232 Standard

330-SCMIRF

SCMIRF - SEMI ANNUAL BILLING

G/L Date: 01/13/2021

Deliver By Date:

SCMIRF

SC MUNICIPAL INSURANCE RISK
AND

PO Drawer 939

Form Type: STANDARD

Assigned To:

FINANCING FUND
PO BOX 12220

GEORGETOWN, SC 29442

COLUMBIA, SC 29211

Requisition Message: SCMIRF 2ND SEMI ANNUAL BILLING 2020 - COUNCIL APPROVED 6.18.2020 - DOCUMENTATION ATTACHED - BUS LIC AND
INS NA

Detail: Description	Vendor Part Number	Contract Number	Quantity	U/M	Amount/Unit	Total Amount
COG - SEMI ANNUAL BILLING			1.0000	EA	403,480.5000	403,480.50
List Price Per Unit: 403,480.50						
Discount Percentage: 0%						
Taxable Item: No						
Create Asset: No						
Freight Terms:						
Associate To Asset:						
Ordered For:						
Ship Via:						
PER ATTACHED INV #879306						
GEORGETOWN, SC 29442						
Ship To: Administration						
PO Drawer 939						

Detail Description:

C/L Distribution: 0010.20.600.110 (General Fund,General Government,SCMIRF Property/Liab Ins)

36.09% (E)

0030.19.600.110 (Electric Utility Fund,Electric,SCMIRF Property/Liab Ins)

41.69% (E)

0031.15.600.110 (Water Utility Fund,Water Distribution,SCMIRF Property/Liab Ins)

2.99% (E)

0031.16.600.110 (Water Utility Fund,Filtration,SCMIRF Property/Liab Ins)

2.33% (E)

0031.41.600.110 (Water Utility Fund,General & Administrative,SCMIRF Property/Liab Ins)

4.80% (E)

0032.18.600.110 (Wastewater Fund,Wastewater Collections,SCMIRF Property/Liab Ins)

5.12% (E)

0032.34.600.110 (Wastewater Fund,Regional Wastewater Plant,SCMIRF Property/Liab Ins)

2.15% (E)

0033.40.600.110 (Stormwater Utility Fund,Storm Water Utility Exp.,SCMIRF Property/Liab Ins)

0.83% (E)

0035.31.600.110 (Waste Management Fund,Residential Sanitation,SCMIRF Property/Liab Ins)

4.00% (E)

Total Requisition Items: 1

Requisition Amount: \$403,480.50

Total Requisitions: 1

Requisition Amount: \$403,480.50

Requisition Encumbrances: \$403,480.50
Requisition Encumbrances: \$403,480.50

User: Cindy McDaniel

Pages: 1 of 1

1/13/2021 11:13:08 AM

VENDOR # 330 SCMIRF .. 403,480.50

ACCOUNT # 600.110 Property/Liab Ins

PROJECT #

APPROVAL

APPROVAL DATE

REMARKS SCMIRF 2021 1st Semi Annual

	DEPT #			
ELEC	19.00	0.1062		42,849.63
NON DEPARTMENTAL	20.00	0.2608		105,227.71
KHM	22.29	0.0245		9,885.27
WATER DIST	31.15	0.0563		22,715.95
WATER FILT	31.16	0.1697		68,470.64
WATER G&A	31.41	0.0003		121.04
ENGINEERING	31.42	0.0005		201.74
WW COLLECTIONS	32.18	0.0479		19,326.72
WW TREATMENT	32.34	0.2648		106,841.64
STORMWATER	33.40	0.0638		25,742.06
WASTE MANAGEMENT	35.31	0.0052		2,098.10

1

Total 403,480.50

Attachment: SCMIRF-SCMIT Requisition (3213 : SCMIT & SCMIRF Payment)

Requisition Edit Listing

Department

Requisition Category

Vendor/Vendor Address

Description/Bill to Address

01 Administration

2021-000000231 Standard

7475-SCMIT

SCMIT QUARTERLY BILLING

G/L Date: 01/13/2021

Deliver By Date:

Form Type: STANDARD

Assigned To:

SC MUNICIPAL INSURANCE TRUST

PO BOX 12220

COLUMBIA, SC 29211-2220

PO Drawer 939

GEORGETOWN, SC 29442

Requisition Message: SCMIT QUARTERLY BILLING - APPROVED BY MAYOR & DOCUMENTATION ATTACHED - BUS LIC AND INS NA 1st & 2nd qtr 2021

Detail: Description	Vendor Part Number	Contract Number	Quantity	U/M	Amount/Unit	Total Amount
COG - 1st & 2nd Qtr 2021			1.0000	EA	108,609.7500	108,609.75
List Price Per Unit: 108,609.75						
Discount Percentage: 0%						
Taxable Item: No						
Create Asset: No						
Confirming: No						
1099 Item: No						
Freight Terms:						
Associate To Asset:						
Ordered For:						
Ship Via:						
GEORGETOWN, SC 29442						
Ship To: Administration						
PO Drawer 939						
G/L Distribution:						
0010.01.408.125 (General Fund,Administration,SCMIT Worker's Comp Ins.)					1.97% (E)	
0010.04.408.125 (General Fund,Finance,SCMIT Worker's Comp Ins.)					1.08% (E)	
0010.05.05.408.125 (General Fund,Police,Police Staff Services,SCMIT Worker's Comp Ins.)					27.49% (E)	
0010.05.07.408.125 (General Fund,Police,Victim's Advocate,SCMIT Worker's Comp Ins.)					0.24% (E)	
0010.09.408.125 (General Fund,Planning & Community Development,SCMIT Worker's Comp Ins.)					0.95% (E)	
0010.10.408.125 (General Fund,Municipal Court,SCMIT Worker's Comp Ins.)					0.59% (E)	
0010.11.408.125 (General Fund,Fire,SCMIT Worker's Comp Ins.)					15.01% (E)	
0010.12.408.125 (General Fund,Public Works,SCMIT Worker's Comp Ins.)					6.74% (E)	
0010.13.408.125 (General Fund,Information Technology,SCMIT Worker's Comp Ins.)					0.24% (E)	
0010.14.408.125 (General Fund,Fleet Services,SCMIT Worker's Comp Ins.)					1.68% (E)	
0030.19.408.125 (Electric Utility Fund,Electric,SCMIT Worker's Comp Ins.)					16.71% (E)	
0031.15.408.125 (Water Utility Fund,Water Distribution,SCMIT Worker's Comp Ins.)					3.32% (E)	
0031.16.408.125 (Water Utility Fund,Water Filtration,SCMIT Worker's Comp Ins.)					2.99% (E)	
0031.41.408.125 (Water Utility Fund,General & Administrative,SCMIT Worker's Comp Ins.)					0.91% (E)	
0032.18.408.125 (Wastewater Fund,Wastewater Collections,SCMIT Worker's Comp Ins.)					5.54% (E)	
0032.34.408.125 (Wastewater Fund,Regional Wastewater Plant,SCMIT Worker's Comp Ins.)					1.20% (E)	
0033.40.408.125 (Stormwater Utility Fund,Storm Water Utility Exp.,SCMIT Worker's Comp Ins.)					3.79% (E)	
0035.31.408.125 (Waste Management Fund,Residential Sanitation,SCMIT Worker's Comp Ins.)					9.55% (E)	

User: Cindy McDaniel

Pages: 1 of 3

1/13/2021 11:03:22 AM

Requisition Edit Listing

Department

Requisition

Category

Vendor/Vendor Address

Description/Bill to Address

Detail: Description

Vendor Part Number

Contract Number

Quantity

U/M

Amount/Unit

Total Amount

COG - 2nd qtr billing 2021

1.0000

EA

108,609.7500

108,609.75

List Price Per Unit: 108,609.75

Confirming: No

Ordered For:

Ship To: Administration

Discount Percentage: 0%

1099 Item: No

Ship Via:

PO Drawer 939

Taxable Item: No

Freight Terms:

GEORGETOWN, SC 29442

Create Asset: No

Associate To Asset:

Distribution:

G/L

0010.01.408.125 (General Fund,Administration,SCMIT Worker's Comp Ins.)

1.97% (E)

0010.04.408.125 (General Fund,Finance,SCMIT Worker's Comp Ins.)

1.08% (E)

0010.05.05.408.125 (General Fund,Police,Police Staff Services,SCMIT Worker's Comp Ins.)

27.49% (E)

0010.05.07.408.125 (General Fund,Police,Victim's Advocate,SCMIT Worker's Comp Ins.)

0.24% (E)

0010.09.408.125 (General Fund,Planning & Community Development,SCMIT Worker's Comp Ins.)

0.95% (E)

0010.10.408.125 (General Fund,Municipal Court,SCMIT Worker's Comp Ins.)

0.59% (E)

0010.11.408.125 (General Fund,Fire,SCMIT Worker's Comp Ins.)

15.01% (E)

0010.12.408.125 (General Fund,Public Works,SCMIT Worker's Comp Ins.)

6.74% (E)

0010.13.408.125 (General Fund,Information Technology,SCMIT Worker's Comp Ins.)

0.24% (E)

0010.14.408.125 (General Fund,Fleet Services,SCMIT Worker's Comp Ins.)

1.68% (E)

0030.19.408.125 (Electric Utility Fund,Electric,SCMIT Worker's Comp Ins.)

16.71% (E)

0031.15.408.125 (Water Utility Fund,Water Distribution,SCMIT Worker's Comp Ins.)

3.32% (E)

0031.16.408.125 (Water Utility Fund,Filtration,SCMIT Worker's Comp Ins.)

2.99% (E)

0031.41.408.125 (Water Utility Fund,General & Administrative,SCMIT Worker's Comp Ins.)

0.91% (E)

0032.18.408.125 (Wastewater Fund,Wastewater Collections,SCMIT Worker's Comp Ins.)

5.54% (E)

0032.34.408.125 (Wastewater Fund,Regional Wastewater Plant,SCMIT Worker's Comp Ins.)

1.20% (E)

0033.40.408.125 (Stormwater Utility Fund,Storm Water Utility Exp.,SCMIT Worker's Comp Ins.)

3.79% (E)

0035.31.408.125 (Waste Management Fund,Residential Sanitation,SCMIT Worker's Comp Ins.)

9.55% (E)

Total Requisition Items: 2

Requisition Amount: \$217,219.50

Requisition Encumbrances: \$217,219.50

VENDOR # 7475 SCMIT

ACCOUNT # 408.125 WORKERS COMP INSURANCE (QUARTERLY)

PROJECT #

APPROVAL

APPROVAL DATE

REMARKS LARGE PURCHASE ORDER REQUIRED

PAYMENT MUST BE APPROVED BY MAYOR AND COUNCIL

	DEPT #	%	\$ 108,609.75	TOTAL
MAYOR & COUNCIL	1.02	0		-
ADMIN	1.00	1.97		2,139.61
HC&D	9.00	0.95		1,031.79
FINANCE	4.00	1.08		1,172.99
POLICE	5.05	27.49		29,856.82
VICTIMS ADVOCATE	5.07	0.24		260.66
MUNICIPAL COURT	10.00	0.59		640.80
FIRE	11.00	15.01		16,302.32
PUBLIC WORKS	12.00	6.74		7,320.30
IT	13.00	0.24		260.66
FLEET	14.00	1.68		1,824.64
ELECTRIC	30.19	16.71		18,148.69
WATER DIST	31.15	3.32		3,605.84
WATER FILT	31.16	2.99		3,247.43
WATER G & A	31.41	0.91		988.35
WW COLLECTIONS	32.18	5.54		6,016.98
WW TREATMENT	32.34	1.2		1,303.32
STORMWATER	33.40	3.79		4,116.31
WASTE MANAGEMENT	35.31	9.55		10,372.23
<u>totals</u>		100	\$ 108,609.75	

Attachment: SCMIRF-SCMIT Requisition (3213 : SCMIT & SCMIRF Payment)

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3214)**

Meeting: 01/21/21 05:30 PM

Department: Electric

Category: Report

Prepared By: Alan Loveless

Initiator: Alan Loveless

Sponsors:

DOC ID: 3214

December 2020 Electric Utility Department Report

MAYOR
BRENDON M. BARBER, SR.

CITY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
HOBSON H. MILTON
RUDOLPH A. BRADLEY
TUPELO HUMES
AL JOSEPH
CAROL JAYROE
CLARENCE C. SMALLS

Electric Utility Department
Alan J. Loveless, P.E.
Director of Electric Utility
Office: (843) 545-4600
Fax: (843) 527-7591

January 13, 2020

Following is a brief summary of major activities in the Electric Utility Department for December 2020:

Much of our normal work flow has obviously been disrupted because of the pandemic. Unfortunately, utility work does not lend itself to telecommuting or working remotely from home. We continue to take care of work as normal, while taking extra precautions regarding distance and hygiene.

We were successful in predicting the monthly Santee Cooper system peak for December and were running the peak shaving plant during the correct hour.

We are expecting a check in early December as part of our share of the settlement in the class-action lawsuit against Santee Cooper. A court ruled that Santee Cooper over-collected rates from all of its customers from 2007 through January of 2020. The total settlement awarded by the court is \$520 million, and will be paid in two installments (late November 2020 and November 2022). The check for the first installment was received on December 9th and was in the amount of \$1,145,649.27. This was discussed with Council at the December meeting and staff (Electric, Finance, and Admin) is working to disburse these funds to our customers. This will be presented to Council in January in anticipation of refund disbursement beginning in February.

We have accomplished significant work in the Orange Street parking lot in association with the overhead to underground conversion in the 800 block of Front St. Customer conversions have been completed. We are now waiting for telephone and cable television utilities to remove their overhead facilities so that we can remove two poles.

In late 2019, I attended a meeting conducted by the Green Infrastructure Center (GIC) and the SC Forestry Commission. GIC has obtained a grant to evaluate public tree inventories in communities along the east coast and provide actionable plans as to what needs to be done to make the public tree infrastructure more resilient. The City's public tree inventory will be included in this study. It appears, at first glance, that this study is exactly what we need to address the aging tree canopy in the City, especially in the Historic District. While the study will not resolve our issues for us, it should provide us with expert opinions on what our tree canopy needs. This should be in the form of recommendations that can be presented to Council for budgetary considerations in coming years. A meeting of stakeholders was held in March, along with a public information meeting. GIC is already working on maps of some areas within the study, but they have not done much work on the City's tree canopy yet. They do intend to spend some on this in the near future, but I have not heard from them recently due to the pandemic. There is nothing new to report on this.

P.O. Box 1146
Georgetown, SC 29442

Attachment: december20 (3214 : December 2020 Electric Utility Department Report)

We have two residential customers in the process of installing solar panels on their rooftops. We are in the process of re-programming meters for these customers so that the meters will record energy flow in both directions for billing purposes. We anticipate these installations being complete and ready for testing in late February.

Cooper continues to provide us with replacement water nodes as warranty replacements to allow us to do a better job of staying ahead of failed nodes prior to billing reads. Our meter technicians are working to get these nodes installed as time permits. We are still experiencing a high re-read rate because of this. We are starting to experience failure of some of the new nodes that have been provided by Cooper. Our re-read is staying very high because of this. Cooper has now acknowledged a high failure rate for the new nodes. We have sent a letter to Cooper (now Eaton) informing them of the depth of this problem and asking them for assistance in resolving the situation. This letter has made it to a Vice President's desk and Eaton's engineering staff is collecting data from us so that they can assess the problem.

The December safety meeting was held virtually via an online presentation. It was an annual review of topics covered in 2020 safety meetings.

Other statistics of interest for November:

• Cut-on – regular	133
• Cut-off – regular	117
• Cut-off – non-pay	156
• Non-pay restores	136
• Re-read orders	1825
• Accidents – lost time	0
• Accidents – first aid/property damage	0
• PUPS locates	120
• Total orders worked	2382

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3202)**

Meeting: 01/21/21 05:30 PM

Department: Engineering

Category: Report

Prepared By: Orlando Arteaga

Initiator: Orlando Arteaga

Sponsors:

DOC ID: 3202

Engineering Monthly Report_December 2020



**City of Georgetown
Engineering Monthly Report
December 2020**

Engineering - Orlando Arteaga, P.E.

Date: January 7, 2021

CAPITAL IMPROVEMENT PROJECTS (CIP) STATUS UPDATE

PLANNING

1. WTP Secondary Sedimentation Basin
2. PW's Building Renovations and Addition
3. Front Street Tree Lighting Project

DESIGN

1. Maryville School Lift Station

- Engineer: The Wooten Company
- Design Fee: \$47,816
- Notice to Proceed: 10/2/2020
- Status:
 - Wetland delineation completed.
 - Site survey completed.
 - Consultant completed lift station evaluation.
 - Consultant recommends a new wet well structure with additional storage capacity.
 - Design of new lift station will begin in January 2021.

CONSTRUCTION

1. Queen Street Drainage Improvements

- Engineer: Stantec Consulting
- Contractor: Gulf Stream Construction Co. Inc.
- Bid Amount: \$222,453.25
- Change Order #1: \$12,866.90
- Change Order #2: \$0. Time extension only.
- Revised contract amount: \$235,320.15
- Construction Notice to Proceed: 5/26/2020
- Anticipated Completion Date: 3/18/2021
- Status:
 - No activity this month.
 - Contractor has mobilized the week of January 4th, 2021



**City of Georgetown
Engineering Monthly Report
December 2020**

SCDOT ENCROACHMENT PERMITS PROCESSED:

1. Fraser Street

FLOODING COMPLAINTS:

1. Flooding at adjoining property coming from new Villas at Winyah Bay on Lincoln Street.

GENERAL ACTIVITIES

1. Raymond Engineering-Georgia, Inc. has been identified as the top qualified consultant for the Public Works Building Renovation project. Fee proposal is under review.
2. WK Dickson has been identified as the top qualified consultant for the WTP Sedimentation Basin project. Fee proposal is under review.
3. Front Street Lighting bids received on 12/16/2020. Only two bids were submitted.
4. Filed revised CDBG-MIT grant application on 12/16/20.
5. Monitoring site activities for the Richmond Place Apartment Planned Development.
6. Attend meeting with Spectrum, HTC, Water Department and Electric Departments regarding proposed fiber optic cable and vault installation on Front Street and Sidewalk.
7. Attend meeting with contractor Makson Inc., and CL Benton regarding Richmond Place Apt. site development and installation of waterline on Pyatt Street. Reviewed material technical submittals.
8. Meeting with property owner at 900 Pyatt Street regarding installing of new 6-in waterline in front of his house.
9. North Gate private development project has been completed.
10. Attended ADS Pipe Webinar.

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3207)**

Meeting: 01/21/21 05:30 PM

Department: Fire Department

Category: Report

Prepared By: Amy Skidmore

Initiator: Charles W. Cribb

Sponsors:

DOC ID: 3207

December 2020 Fire Report

The FIRE Report

A monthly report of Fire Department activities to City Council

**JANUARY
2021**



Fire Prevention Bureau

2020

DECEMBER

Inspections	25
Violations Found	6
Buildings without Violations	16
Buildings Cleared of Violations	5
Violations Corrected	8
Violations Not Corrected	4
3rd Party Inspection Review	1
Assemblies Inspected:	2
Business Inspected:	6
Educational Buildings Inspected:	2
Hazardous Buildings Inspected:	0
Factories Inspected:	0
Institutional Inspected:	1
Mercantile Inspected:	10
Residential Inspected:	3
Storage Buildings Inspected:	1
Construction Meetings:	3
Plans Review:	1
Test Conducted:	0
Compliance Issues:	0
Complaints Reviewed:	2
Business License:	2
Citation Issued:	0

Public Education

Programs	0
Participants	0

Suppression Division

A Brief Look at Emergency Responses

DECEMBER 2020

1. Six Medical Calls; One MVA; One Water issue; Two Public Service Calls
2. Five Medical Calls; Two MVA's; One Electrical Short; One Mutual Aid Call; One Public Service Call
3. Five Medical Calls; Two MVA's; One Alarm Activation; One Overheated Motor; One Public Service Call
4. Eight Medical Calls; One MVA; One Gas Leak; One Public Service Call
5. Ten Medical Calls; One Cooking Fire
6. Six Medical Calls; One MVA
7. Eight Medical Calls; One MVA; One Trash Fire
8. Six Medical Calls; Two Public Service Calls
9. Four Medical Calls; One Structure Fire; One Alarm Activation; One Detector Activation; One Gas Leak; Three Public Service Calls
10. Seven Medical Calls; One Smoke Scare; One Gas Leak; One Trash Fire; Four Public Service Calls
11. Four Medical Calls; One Unauthorized Burn
12. Six Medical Calls; Four Public Service Calls
13. Nine Medical Calls; One Public Service Call
14. Fifteen Medical Calls; One False Alarm; One MVA; Four Public Service Calls
15. Seven Medical Calls; Two Public Service Calls
16. Seven Medical Calls; Two MVA's
17. Eleven Medical Calls; Three Public Service Calls
18. Twelve Medical Calls; Four Public Service Calls
19. Twelve Medical Calls; One MVA; Three Public Service Calls
20. Eight Medical Calls; One MVA; One Public Service Calls
21. Fourteen Medical Calls; One MVA; One Public Service Call
22. Three Medical Calls; One False Alarm; Two Public Service Calls
23. Nine Medical Calls; One MVA; One Vehicle Fire
24. Twelve Medical Calls; One Mutual Aid Call
25. Five Medical Calls; One Alarm Activation
26. Four Medical Calls
27. Seven Medical Calls; One Gas Leak
28. Two Medical Call
29. Four Medical Calls; Two False Alarms
30. Eight Medical Calls; One Detector Activation; One False Call
31. Six Medical Calls; One MVA

Attachment: December 2020 (3207 : December 2020 Fire Report)



Total Call Volume	DECEMBER		Year to Date	
	2020	2019	2020	2019
As defined by the National Fire Incident Report System				
Fires	10	2	43	48
Rescue Calls/EMS	245	141	2132	2289
Hazardous Conditions	6	3	61	335
Service Calls	44	32	373	552
Good Intent Calls	5	4	102	119
False Alarms	9	17	124	188
Weather/Flood	0	0	4	9
Special Incident Type	5	8	54	127
Total Calls	324	207	2893	3667

Save/Loss Analysis

	Losses	Property Values
DECEMBER 2020	\$ 57,301	\$ 258,350
DECEMBER 2019	\$ 500	\$ 500
Year to Date	\$ 227,170	\$ 70,616,443

Property values are estimates based on the Georgetown County Assessor's Office 2006 Market Values.

Mutual Aid Calls

	DECEMBER	YTD
To Georgetown County Fire	0	7
To Midway Fire	0	11
To other Departments	0	1
From Georgetown County Fire	4	8
From Midway	0	3
From other Departments	0	1

	DECEMBER	YTD
Staff Training Hours	748.50	10,584.23

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3200)**

Meeting: 01/21/21 05:30 PM

Department: Fleet Services

Category: Report

Prepared By: Natrona Simmons

Initiator: Isaac Williams

Sponsors:

DOC ID: 3200

December 2020 Fleet service Report

FLEET SERVICES MONTHLY REPORT (FY 2021)

Task	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Cummulative
Repairs	100	44	83	79	63	59							428
Preventative Maintenance	24	13	17	38	15	15							122
Tires repaired or Replaced	29	17	34	47	29	19							175
Services Past Due	-												-
Monthly Totals	153	74	134	164	107	93	-	-	-	-	-	-	725

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3215)**

Meeting: 01/21/21 05:30 PM
Department: Police Department
Category: Report
Prepared By: Patrice Coachman
Initiator: Kelvin Waites
Sponsors:
DOC ID: 3215

GPD - December 2020 Monthly Report

MAYOR
BRENDON M. BARBER, SR.

CITY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
RUDOLPH A. BRADLEY
TUPELO HUMES
AL JOSEPH
CAROL JAYROE
HOBSON H. MILTON
CLARENCE C. SMALLS

Georgetown Police Department
KELVIN A. WAITES, CHIEF OF POLICE
Office: (843)545-4300
Fax: (843)520-5848

January 13, 2021

Honorable Mayor Brendon Barber, Sr.
And the Members of City Council
City of Georgetown, South Carolina

Dear Mayor Barber and Council Members:

During December 2020 the Georgetown Police Department has continued to push our way through dealing with the pandemic. We have faced challenges within our agency as well as in the community.

On December 9th Chief Waites met with a group to discuss a bail bonding program that would assist first-time offenders of municipal-level charges in getting bonded out of jail. Chief Waites spoke to the group about different perspectives and some things that the group should pay attention to. One thing that Chief Waites mentioned to the group is the need for people struggling with mental illness to have access to the benefits of this program if they are arrested.

On Tuesday, December 15th Chief Waites met with his Police Community Advisory Board to update them on what has been going on with the department.

In December 2020 the Georgetown Police Department partnered with Love Chapel of Deliverance church to do a community feeding. We partner with them every year and assist in feeding the community. Because of circumstances surrounding the pandemic, we had to do things differently this year. We cooked the food and delivered it to the church; the church then made-to-go plates and began distributing the meals to the community. As a result of our collaborative efforts, we served over 300 meals in the community.

In December 2020, we took time out to recognize the senior citizens in our "Voice" program. As you know we have volunteers who call and check on the senior citizens who lives in the City of Georgetown weekly. Under normal circumstance, we would bring them in for a Christmas luncheon but, because of the pandemic, we cooked them a meal and delivered it to them, along with a beautiful fruit basket.

2222 Highmarket Street
Georgetown, SC 29440

Mayor and City Council Members
January 13, 2021
Page Two

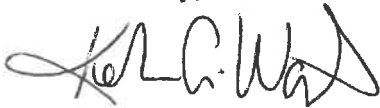
Once again, through our partnership with the St. Peter's Lutheran Church in Pawley's Island, the Georgetown Police Department was able to bless several children in the City of Georgetown by delivering several gift cards and warm jackets to them for Christmas. Even though we are experiencing a pandemic, it sometimes feels like the world is upside down, we still find ways to engage our community.

In December 2020, we hired Taneya Chandler as our new Victim's Advocate. Ms. Chandler is a native of Georgetown and a Graduate of Savannah State University.

In December 2020, the Georgetown Police Department partnered with Saint James Health and Wellness Center to prepared 100-holiday gift bags for the senior citizens in the community.

The Georgetown Police Departments has supported several food giveaways throughout the city over the past few months. In December 2020, the Georgetown Police Department supported the food giveaway that took place at Liberty Steel.

Sincerely,



Kelvin Waite
Chief of Police

KW: pc

Attachments

GEORGETOWN POLICE DEPARTMENT 2020 YEAR-TO-DATE ACTIVITY REPORT

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
SPEEDING CITATIONS	30	26	15	1	12	2	4	16	3	7	6	2	124
OTHER TRAFFIC CITATIONS	83	77	72	33	45	20	37	44	35	67	43	36	592
WARNING - OTHER	83	132	73	12	50	16	25	48	27	39	64	15	584
WARNING - SPEEDING	91	82	55	15	44	9	29	61	25	28	53	17	509
PARKING CITATIONS	73	30	4	0	2	1	1	2	3	1	0	0	117
TOTALS	360	347	219	61	153	48	96	171	93	142	166	70	1,926

TOTAL CITATIONS

1,926

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
STATE ACCIDENTS	18	33	38	21	17	25	39	29	24	28	30	41	343
PARKING LOT ACCIDENTS	8	10	8	8	8	16	12	7	11	9	7	14	118
TOTALS	26	43	46	29	25	41	51	36	35	37	37	55	461

TOTAL ACCIDENTS

461

GEORGETOWN POLICE DEPARTMENT 2020 YEAR-TO-DATE ACTIVITY REPORT

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ARRESTS	65	74	54	53	67	58	58	58	59	63	55	45	709

TOTAL ARRESTS

709

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
CRIMINAL INCIDENTS	16	167	153	137	221	153	153	145	99	166	134	92	1,636
DOMESTIC INCIDENTS	1	2	4	5	7	8	8	4	1	0	0	0	40
	17	169	157	142	228	161	161	149	100	166	134	92	1,676

TOTALS

TOTAL INCIDENTS

1,676

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3212)**

Meeting: 01/21/21 05:30 PM

Department: Administration

Category: Report

Prepared By: Gladys Rutledge-Livingston

Initiator: Gladys Rutledge-Livingston

Sponsors:

DOC ID: 3212

December 2020 Human Resources/Risk Management Report

MAYOR
BRENDON M. BARBER, SR.

CITY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
HOBSON H. MILTON
RUDOLPH A. BRADLEY
TUPELO HUMES
AL JOSEPH
CAROL JAYROE
CLARENCE C. SMALLS

Executive Offices
(843) 545-4001

December 2020 Human Resources / Risk Management Monthly Report

Hires:

- Public Works: Derek Drayton – Heavy Equipment Operator I
- Public Works: Aaron McGill – Public Works Supervisor

Separations:

- Public Works: Timothy Chatman – Streets & Sanitation Manager
- Fleet Services: Wally Gibson – Mechanic II
- Municipal Court: Alpressa Linen – Municipal Court Assistant
- Police: Cameron Maguire – Police Officer III
- Police: Raekwon Sumpter – Police Officer I

Open Positions:

- Public Works Manager
- Fleet Mechanic II
- Municipal Court Assistant (Part Time)

Risk Management

- December 2020 claims status for SCMIT and SCMIRF.
 - Workers Compensation Claims – 3
 - Vehicle Claims – 0
 - Property Claims – 3

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3206)**

Meeting: 01/21/21 05:30 PM

Department: Municipal Court

Category: Report

Prepared By: Cindy Owens

Initiator: Cindy Owens

Sponsors:

DOC ID: 3206

December 2020 Municipal Court Report

Municipal Court Monthly Report (Calendar Year 2020)

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	57	\$ 9,238.00	45	\$ 6,175.75	7	\$ 1,593.75	0	\$ -	50	\$ 7,605.25	9	\$ 1,303.00
Served Time	12	\$ 23,425.00	9	\$ 9,937.50	8	\$ 7,247.50	1	\$ 232.50	2	\$ 4,625.00	7	\$ 4,642.50
Scheduled Time Payment	47	\$ 32,029.65	29	\$ 17,712.99	19	\$ 13,531.78	6	\$ 9,324.08	7	\$ 4,646.38	0	\$ -
NRVC	26	\$ 10,341.75	16	\$ 2,628.25	1	\$ 155.00	0	\$ -	0	\$ -	0	\$ -
Tried in Absence	28	\$ 21,723.00	15	\$ 9,840.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Parking Tickets Paid	44	\$ 440.00	48	\$ 480.00	8	\$ 80.00	3	\$ 95.00	1	\$ 10.00	2	\$ 60.00
Nolle Prosequi/Dismissed/Not Guilty	99		91		31		6		46		5	
Transferred to General Sessions Court	66		64		34		15		21		32	
Voided	3		0		1		4		1		0	
Fine Suspended	1	\$ 2,125.00	2	\$ 2,590.00	0		0	\$ -			0	
Total	383	\$ 99,322.40	319	\$ 49,364.49	109	\$ 22,608.03	35	\$ 9,651.58	128	\$ 16,886.63	55	\$ 6,005.50

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	15	\$ 2,312.50	6	\$ 855.00	10	\$ 1,438.50	2	\$ 309.00	20	\$ 6,912.00	59	\$ 12,886.33
Served Time	5	\$ 4,192.50	3	\$ 2,017.50	12	\$ 9,730.00	9	\$ 8,120.00	1	\$ 1,087.50	19	\$ 21,245.00
Scheduled Time Payment	0	\$ -	0	\$ -	2	\$ 715.00	0	\$ -	19	\$ 11,725.31	63	\$ 27,578.59
NRVC	0	\$ -	0	\$ -	0	\$ -	0	\$ -	35	\$ 11,277.75	31	\$ 8,856.50
Tried in Absence	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	29	\$ 32,420.00
Parking Tickets Paid	1	\$ 10.00	0	\$ -	1	\$ 50.00	2	\$ 20.00	0	\$ -	0	\$ -
Nolle Prosequi/Dismissed/Not Guilty	9		2		30		29		107		108	
Transferred to General Sessions Court	43		20		53		37		26		16	
Voided	2		0				0				1	
Fine Suspended	0		0				0				1	\$ 50.00
Total	75	\$ 6,515.00	31	\$ 2,872.50	108	\$ 11,933.50	79	\$ 8,449.00	208	\$ 31,002.56	327	\$ 103,036.42

Cases Disposed	Cumulative Totals	
	# of Cases Disposed	Fine Amounts
Paid	280	\$ 50,629.08
Served Time	88	\$ 96,502.50
Scheduled Time Payment	192	\$ 117,263.78
NRVC	109	\$ 33,259.25
Tried in Absence	72	\$ 63,983.00
Parking Tickets Paid	110	\$ 1,245.00
Nolle Prosequi/Dismissed/Not Guilty	563	\$ -
Transferred to General Sessions Court	427	\$ -
Voided	12	\$ -
Fine Suspended	4	\$ 4,765.00
Total	1857	\$ 367,647.61

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3196)**

Meeting: 01/21/21 05:30 PM

Department: Housing and Community Development

Category: Report

Prepared By: Matt Millwood

Initiator: Angela Rambeau

Sponsors:

DOC ID: 3196

December 2020 Planning & Community Development Report

Housing & Community Development
Monthly Report - December 2020
Building Official

Inspections and Permits

Checked areas for non-permitted as well as permitted work, site conditions, and responded to calls.

Monthly Report:

Business License	4
Stop Work	2
Re-Inspection	4
Footings	47
Rough Inspections	83
Electrical	39
Mobile Home	1
On-site	69
CO	4
TRC	1
Plan Review & Sign	7
City Alarm System	2
Total	263

Review Meetings/On-site visits

Safety inspections

During the Month of September

Honorable Mayor & Council:

During December:

- Construction continued at the Tidelands Chillers, a commercial building on Broad St, Orange and Front Street, Mike Johnson ball field, and the Eagle site addition.
- Upgrades are being done in the 900 block of Front Street.
- Plans have been received for the Hotel on Front Street.
- We met with the developers for the 126 apartments, the permit has been signed off and the site work has begun.
- We currently have 53 new homes permitted and most are under construction plus a Duplex on Kaminski Street.
- The construction is going on a faster rate than ever and we have issued Certificates of Occupancy for 12 this year.
- We are also working with Ridgeway's Funeral Home Chapel and Scrubby's car wash next to Bo Jangles.
- We are also meeting with some developers and new businesses looking to locate here.
- Matt and I continue to monitor flooding and storms that affect our area.
- We are meeting the public's needs and answer their questions in a timely manner during this time in a safe way.
- Ryan is working with me learning the Building Codes and Inspections and Dilapidated Houses when they are sent over from code enforcement.
- Debra is doing an excellent job as our office manager issuing permits, schedules and recording meetings as well as scheduling meetings for us and builders. Debra and Ryan work extremely hard to assist the public in meeting their needs. We would like to thank you for your support.

Thank you, Rick

Office Manager

Debra Grant

Board & Commissions: * MEETINGS WERE DONE VIA TELE-CONFERENCE

ARB:

New Business:

1. 917 Duke Street was seeking the approval to construct a new 3 car garage.
2. 424 Cannon Street was seeking the approval to replace windows.
3. 315 Front Street was seeking the approval to construct a new screened porch.
4. 711 Highmarket Street was seeking the approval to install a new driveway gate.
5. 1023 Duke Street was seeking the approval to construct a new 1 story dwelling.

ARB (On-Site): None

BZA: None

Planning Commission:

1. Review and approve an easement plate for 1021 Duke Street.
2. Consider and recommend a text amendment to Article IX, Section 909 of the Zoning Ordinance.
3. Consider and recommend a text amendment to Article VIII, Footnote #12 of the Zoning Ordinance.
4. Consider and recommend a text amendment to Article III, IV, and VII of the Zoning Ordinance for Solar Energy Systems.

CAB (Community Appearance Board): None

CBA (Construction Board of Appeals):

1. Consideration for demolition for 2405 Winyah Street.

TRC: None

FOIA:

1. FOIA for permits and code violations for 614 Dawson Street.

Permit Valuation Report:

Commercial Addition	0
Commercial Alteration	1
Commercial Electric	3
Commercial Gas	1
Commercial Mechanical	1
Commercial New Build	0
Commercial Plumbing	0
Commercial Roofing	1
Demolition	0
Mobile Home	0
Residential Addition	2
Residential Alteration	4
Residential Electrical	2
Residential Gas	5
Residential Mechanical	2
Residential New Build	8
Residential Plumbing	3
Residential Roofing	1

Administrative Assistant's Daily Duties:

- Daily operation of the front desk
- Daily scheduling of inspections
- Preparing timesheets
- Rotating my office hours with working from home

Community Planner/GIS Administrator

Matthew Millwood

- Sign Permits: Premiere Auto Rentals & Perfect DiPICtion Studio.
- Temporary Sign Permits: Swamp Fox Players event boards.
- Completed revisions to the Solar Energy Systems Zoning Ordinance text amendment since Council has now approved a model Interconnection Agreement with the electric dept.
- Completed the monthly online training via MASC website.
- Consulted with Chuck's H&A on some proposed development for the corner of Front and Orange Streets. This would be 8 multi-family units located above the currently renovated commercial space. The issue is they had no parking and we require parking for multi-family in the Core Commercial district. So he is taking it to BZA for a variance.
- Added files and ordinances to Minute Trac for the December Council meeting. Planning had two first readings and one second reading on the agenda.
- Continue to review and approve zoning compliance for permits and citizens calling or emailing in on zoning questions. Letters are written upon request.
- Several plat approvals were reviewed including taking one easement to the PC for their approval.
- Started entering into GIS and making scans of all the 2020 building permits. This makes for easy access to the permit files in the future and helps us spatially reference where, how much, and how many permits are being issued.
- Continue to add minutes, agendas, and make updates to the city website for our department. This includes hosting GoToMeetings for the PC and BZA boards.
- Continue to pick up the city mail, answer phones and emails, and respond to citizens in a timely manner since we still cannot meet people in person due to the COVID pandemic.
- Off work multiple days for Christmas holiday and New Year's.

Code Enforcement

Tracy Gibson

Letters Issued for Violations	
Total Letters Issued for Overgrown Lots	4
Total Letters Issued for Neglect of Structures	0
Total Letters Issued for Yard Debris/Solid Waste/Construction Debris/Inoperable Vehicles/Electronic Devices	1
Total Letters Issued for Vision Clearance	0
Total Work Orders Sent to Streets & Sanitation	0
Total Letters Sent for Dilapidated Structures	1
Total Letters Sent for Sign Violations	0
Total Referrals for Water & Sewer	1
Citations Issued for Violations	
Total Citations Issued for Overgrown Lots	0
Total Citation Issued for Trash Violations	0
Total Citations Issued for Business Licenses	0

Total Citations Issued for Dilapidated Structures	0
Total Citations Issued for Hospitality Taxes	0
Total Violations Issued for Signage	0
Total Citations Issued for Encroachment Permits	0
Total Demolitions	
Total Dilapidated Structures Removed	2519 Prince Street TMS #05-0012-158-00-00 2118 Emanuel Street TMS #05-0017-286-00-00
Other Miscellaneous Complaints	
Complaints	9
Permits	
Total Letters Issued for Encroachments	0
Total Referrals to Electric – Tree Crew	1

- Risk Management Training(s) Preventing Accidents in the Workplace for December 2020.
- Attended all departmental /dilapidated property meetings.
- Continue to assist other city departments when needed (Water, Electric-Tree, Public Works & Animal Control)
- Picked up 11 advertisement signs (ex. Pressure washing, roofing and etc.) throughout the city.
- Assisting businesses on the corridor to help bring properties up to code.
- Studying & training using the Comprehensive Planning Guide (Zoning).
- Completed a 2 day Social Science Training (Virtual) hosted by Coastal Training Program
- Picking up mail and answering phones.
- Organizing files.
- Architectural Review Board (ARB) – Meeting was on December 7, 2020; (Virtual Meeting)
- Communicated with all ARB members about future meetings and workshops. Took pictures as well as put signs in the yard of the properties that are on the agenda for meeting; packets were delivered to members for via tele-conference meeting and took COA's for the signature of Chair or Vice-Chair.
- Habitat for Humanity Renovation & Repair program has approved & repaired 8 homes, 1 is in on Winyah Street) and 7+ applications are being reviewed.
- Attended meetings throughout the month with representatives from Habitat for Humanity Renovation & Repair Program for updates and progress.
- Black River United Way –Recruitment in progress. BRUW has a community based grant for property owners to renovate or repair their homes. I'm working with BRUW to recruit property owners in the City of Georgetown who are in need of renovations/repairs for their homes. I have suggested 3 property owners thus far.
- Communicating w/ property owners about dilapidated properties. The options for property owners to demolish the properties themselves or the city to demolish (if properties are beyond repair). If the property owners decide that they want the city to demolish, I forward the property information to the Building Inspector(s) to process, otherwise property owners come into the office to obtain a demolition permit to demolish their own property.
- If the property owner wants to rebuild a new structure on the property, the owner needs to come into the office to discuss future plans for the property with Angela, Matt & Rick. Multiple property owners was misled that they weren't able to rebuild a structure on the property, if it was less than 5000 sq. ft.

Building Inspector/Code Enforcement

Ryan Call

During the month of December I was out in the field on a daily basis doing numerous residential inspections. I have also conducted numerous commercial inspections. I have also assisted in doing numerous inspections for business license applicants. I have answered phones and assisted with walk-ins at City Hall daily. I surveyed the City every Monday, Wednesday, and Friday, for violators working without building permits.

The contractor began demolition for 2118 Emanuel Street and is in the final stages of completing that job. After speaking with the City attorney we have removed 2013 Emanuel Street from being demolished at this time. Mrs. Crosby will be pursuing legal action in court with the above mentioned structure.

The six properties approved by Council on 3/30/20 were sent to Elise to secure title work. Since my update in August, I have received two out of the above mentioned six and will be moving forward with them. The construction board agreed with the City's findings against 2405 Winyah Street on December 8th, and is now in a sixty day waiting period for owners response.

505 Duke Street, 915 N. Congdon Street, 1925 Gilbert Street, and 2513 Prince Street were approved by Council to move forward on 8/20/20. The above three properties were sent out for title work.

I am planning on taking the next class available, after Covid, to acquire my next commercial certification.

FRIENDS OF THE KAMINSKI HOUSE REPORT – December 2020

- Due to the number of active COVID-19 cases in the county, the museum remains closed to the public for tours of the interior of the Kaminski House. The grounds are open for event rentals.
- December is usually a very busy time at the museum due to the designer showcase inside the Kaminski House. This had to be cancelled this year due to Covid-19, so the museum staff and volunteers spent a lot of time working on alternative public program ideas that would be safe in the current climate. One of the programs we implemented was an on-line wreath auction. We had an amazing response from local individuals and businesses who created beautiful wreaths. In all we had 18 wreaths up for auction and brought in over \$1,000.
- On December 11th and 12th we held a Holiday Market on the lawn of the Kaminski House. Designed in the style of a farmer's market, we followed the state's covid guidelines, and everyone had a fun time.
- The museum's annual Light up the Lawn event was held on December 11th. Folks who attended were good about following proper covid procedures and we had about 100 people on the lawn to see the event.
- The Interior Stabilization Project (new climate control system) continues to move forward. On December 10th we had an inperson meeting/presentation by the top

architectural firms. The meeting was held at the new Maryville Fire Station Community Room with proper social distancing and mask wearing protocols in place. The committee voted to hire SGA Architects (from Pawleys Island) to manage and lead the project. We are currently in contract talks with them.

- We continue to work on an inventory/condition review of the museum's collection, which is step one in the Interior Preservation Project (climate control replacement).

Robin Gabriel, Executive Director

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3201)**

Meeting: 01/21/21 05:30 PM

Department: Public Works

Category: Report

Prepared By: Natrona Simmons

Initiator: Tim Chatman

Sponsors:

DOC ID: 3201

December 2020 Public Works Department Report

PUBLIC WORKS MONTHLY REPORT (FY 2021)

Division	Task	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Cummulative
Curbside Debris	Yard Waste: Leaves, Grass & Straw collected (Net Tons)	160	212	163	173	183	121							1,012
Curbside Debris	Brown & White Goods collected (Net Tons)	124	99	114	98	153	148							736
Garbage Collections	Residential Solid Waste Collection (Net Tons)	331	255	304	319	315	338							1,863
Recycle Collections	Recyclables Collected (Net Tons)	14	12	14	15	13	14							82
	Monthly Totals (Net Tons)	629	578	595	605	664	621	-	-	-	-	-	-	3,693

PUBLIC WORKS MONTHLY WORK ORDERS REPORT (FY 2021)

Division	Task	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	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	68	51	100	65	56	61							401
Streets/Curbside Crews	Work Order requests/assignments completed for repairs or installations of residential street signs, curbside debris collections, pot holes and sidewalks	56	32	76	103	52	64							383
	Monthly Work Orders Totals	124	83	176	168	108	125	-	-	-	-	-	-	784
Grounds Maintenance	Assigned areas consists of grass cutting, park and sidewalk maintenance, litter, curbside and garbage collections.													

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3205)**

Meeting: 01/21/21 05:30 PM

Department: Water Utilities

Category: Report

Prepared By: Will Gunter

Initiator: Will Gunter

Sponsors:

DOC ID: 3205

December 2020 Water Utilities Report

WATER - WASTEWATER - STORMWATER UTILITY REPORT (FY 2021)

Description of Work Performed	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21
Water Treatment Plant (WTP)													
Filtered Water Total (MG)	32.000	40.197	29.645	29.429	27.061	29.323							187.655
Average Daily Flow Finished Water (MGD)	1.032	1.297	0.988	0.949	0.902	0.946							6.114
King Well (MG)	6.457	6.542	6.373	6.446	6.259	6.515							38.592
Maryville Well (MG)	7.078	5.192	7.471	7.686	7.372	7.779							42.578

Wastewater Treatment Plant (WWTP)

Influent Flow Total (MG)	149.165	190.492	165.163	161.879	152.729	124.042							943.47
Average Daily Influent Flow (MGD)	4.812	6.145	5.505	5.222	5.091	4.001							30.776
Effluent Flow Total (MG)	125.819	152.274	134.207	124.529	156.605	114.882							808.316
Average Daily Effluent Flow (MGD)	4.059	4.912	4.474	4.017	5.220	3.706							26.388
Rainfall Total (Inches)	7.230	13.010	7.380	3.420	3.770	4.910							39.720

Water Distribution

Work Orders Completed	70	82	63	82	71	71							439
Water Leak Repairs	25	26	14	27	23	17							132
Water Meter Replacements	0	3	2	5	1	0							11
Locates Completed	142	132	133	180	128	121							836

Wastewater Collection

Work Orders Completed	34	38	35	47	44	64							262
Backup Responses	30	24	25	37	36	45							197
Locates Completed	142	132	133	180	128	121							836
Routine Line Cleaning													

Maintenance

Work Orders Completed	40	21	21	31	29	27							169
Work Orders on Pump Stations Completed	15	9	2	14	2	7							49
Work Orders for the WWTP Completed	8	0	6	11	7	4							36
Work Orders for the WTP Completed	0	0	0	0	0	0							0

Stormwater

Work Orders Completed	11	18	5	4	5	5							48
Locates Completed	142	132	133	180	128	121							836
Routine Line and Ditch Cleaning													

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3216)**

Meeting: 01/21/21 05:30 PM

Department: Finance

Category: Report

Prepared By: Debra Bivens

Initiator: Debra Bivens

Sponsors:

DOC ID: 3216

Finance and IT Monthly Reports - December 2020

December 2020 Finance and IT Departments Report

Statistics:

New Business Licenses Issued: Access Alliance Insurance Group, Inc; 7 Dimensions of Health, LLC; and Broad Step Academy.

Projects Progress:

Grants: Please see the attached schedule for the detail on each grant award.

CIP 2021-2022 Planning: We have begun the process to update our five (5) year capital projects planning. The first year of the plan will be recommended as the fiscal year 2021-2022 capital budget.

New City Website Design Project: We have selected a website vendor from 17 submittals that were received and evaluated. The top rated company was Revize, LLC. On January 5, 2021, a virtual kickoff meeting was held with members of the Design Committee, (comprised of City Employees) to go over examples that Revize provided.

SC Cares Grant Reimbursement: Through the end of December 2020, we have received \$90,961 in grant reimbursement for expenses related to COVID-19. Expenses submitted for reimbursement included, paid sick leave, purchase of supplies, janitorial services and waste management collections.

FY 2021/2022 Budget: The beginning stages of budget preparation are underway and the Budget Calendar will be presented to Council for approval at this month's meeting. We will begin the preliminary projections for payroll and capital items, with FY 2021/2022 operating budget projections to follow.

Calendar Year End Processing: We are in the process of balancing the payroll for calendar year ended 2020 and preparing the applicable quarterly and year end reports, with W-2 and 1099 processing to follow.

December 2020 Finance and IT Departments Report (continued)

South Carolina Business License Tax Standardization Act 176: During 2021, the City of Georgetown will need to revise the Business License Ordinance to begin taking the necessary steps for standardization to be effective January 1, 2022. This process includes the following:

- Accepting and using standard business license applications (currently implemented)
- Calculating tax based gross income for calendar year, or business fiscal year
- Implementing April 30 as the new standard due date, with May 1 being the start of the license year.
- Using a newly available online business license renewal payment portal
- Updating our usage of the North American Industry Classification System (NAICS) to code type of business for billing purposes.

Current Procurement Projects:

- Maryville School Lift Station Replacement Project
- WTP Secondary Sedimentation Basin - Engineering
- Queen Street Drainage Project
- Public Works Facility Improvements – Design
- Front Street Tree Lighting Project

Attached are the Budget Performance Reports for December 2020.

Ref	Grantor	Program	Award Amount	Match Amount	Expenditures	Balance	Award #	Status
<u>FEDERAL GRANTS</u>								
1	Bureau of Justice Assistance	Bullet Proof Vest Grant 2020 Regular Solicitation	3,030.00	-	-	3,030.00	-	
2	US Department of Agriculture	Generator for Maryville Fire Station	33,000.00	-	33,000.00	-	-	
3	US Department of Agriculture	Furniture and Equipment for Maryville Fire Station	49,900.00	-	49,900.00	-	-	
4	SC Department of Commerce	Demolition of Dilapidated Units : West End (CDBG)	375,000.00	37,500.00	-	412,500.00	4-CE-20-007	NEW
<u>STATE GRANTS</u>								
5	SC Parks, Recreation, & Tourism (PARD)	Dog Park, Engineering/Architecture for Bobby Alford Building	47,824.02	11,956.01	58,848.10	931.93	2020046	
6	SC Department of Public Safety	Coronavirus Emergency Supplemental Funding Program	32,800.00	-	17,372.33	15,427.67	1CF20026	
<u>OTHER GRANTS</u>								
7	Palmetto Pride	Keep South Carolina Beautiful 2020	5,220.00	-	5,220.00	-	-	CLOSED
8	SC Muni Insurance Trust	2020 Public Works Equipment Cost Sharing	4,000.00	4,000.00	8,000.00	-	-	CLOSED
9	SC Muni Insurance Trust	2020 Law Enforcement Officer Safety Grant	2,000.00	2,000.00	1,867.67	2,132.33	-	CLOSED
TOTAL			552,774.02	55,456.01	174,208.10	434,021.93		

CITY OF GEORGETOWN
SALE OF ASSETS - FY 2020/2021

GovDeal Payment	Govdeal #	Asset ID	Dept.	Description	Amount	Sales Tax	Total Proceeds	Notations	Receipt #
	588		Finance	Dell PCs	-	-	-	reauction	no bid
	589		Finance	Dell PCs	-	-	-	reauction	no bid
	591		Public Works	1990 Chevrolet	-	-	-	auction	
	592		Water	2004 Chevrolet	-	-	-	auction	
	593		Public Works	2003 Ford F150	-	-	-	auction	
	594		Wastewater	2003 Chev Blazer	-	-	-	auction	
				Total July	-	-	-		
8.25.2020	591		Public Works	1990 Chevrolet	2,000.00	-	2,000.00	Harvey Williams	2021-8249
8.25.2020	592		Water	2004 Chevrolet	2,800.11	-	2,800.11	Lindsay/Joey Brown	2021-8249
8.25.2020	593		Public Works	2003 Ford F150	410.00	-	410.00	Humphrey Auto Sales	2021-8249
8.25.2020	594		Wastewater	2003 Chev Blazer	2,026.00	-	2,026.00	Sign & Drive Auto Sales	2021-8249
				Total August	7,236.11	-	7,236.11		
				No Activity	-	-	-		
				Total September	-	-	-		
	588		Finance	Dell PCs	-	-	-	reauction	no bid
	589		Finance	Dell PCs	-	-	-	reauction	no bid
				Total October	-	-	-		
				No Activity	-	-	-		
				Total November	-	-	-		
	595	n/a	Water	Inoperable used fire hydrants				auction	
	596	10606	Electric	Digger/Trencher				auction	
	597	10637	Municipal Court	2003 Dodge Durango SUV	-	-	-	auction	
	598	10650	Wastewater	1999 Ford F550				auction	
	599	12169	Electric	2009 Ford F550 Bucket Truck				auction	
	600	10653	Electric	2000 Ford F150 Supercab				auction	
	601	10064	Engineering	2002 Ford Taurus				reauction	no bid
	602	11241	Water	2002 Chev S Truck				auction	
	603	n/a	Finance	Leather desk chair				reauction	no bid
	604	n/a	Finance	Cloth desk chair	-	-	-	reauction	no bid
				Total December	-	-	-		
					-	-	-		
				Total January			-		
					-	-	-		
				Total February			-		
					-	-	-		
				Total March			-		
					-	-	-		
				Total April	-	-	-		
					-	-	-		
				Total May	-	-	-		
					-	-	-		
				Total June			-		
					-	-	-		
				TOTAL PER G/L	7,236.11	-	7,236.11		



Budget Performance Report

19.K.4

Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 0010 - General Fund								
REVENUE								
Department 00 - Revenue								
Property Taxes								
311.001	Property Taxes - Real	3,175,000.00	8,347.69	.00	361,419.54	2,813,580.46	11	3,248,870.00
311.003	Property Taxes - Vehicles	270,000.00	1,212.04	.00	93,739.82	176,260.18	35	259,241.00
311.005	Prop Tax-Penalties & Cost	34,000.00	.00	.00	.00	34,000.00	0	31,450.00
	<i>Property Taxes Totals</i>	\$3,479,000.00	\$9,559.73	\$0.00	\$455,159.36	\$3,023,840.64	13%	\$3,539,561.00
Licenses and Permits								
321.001	Business Licenses	2,800,000.00	22,974.24	.00	151,493.90	2,648,506.10	5	3,440,991.00
321.002	Business Lic - Penalties	10,000.00	.00	.00	6,736.52	3,263.48	67	8,317.00
322.001	Cable TV Franchise	115,000.00	.00	.00	29,989.30	85,010.70	26	116,387.00
322.002	S.C. Electric & Gas Co.	80,000.00	.00	.00	.00	80,000.00	0	73,217.00
323.001	Electrical Permits	7,150.00	406.00	.00	2,729.00	4,421.00	38	5,831.00
323.002	Plumbing Permits	1,150.00	156.00	.00	669.00	481.00	58	1,328.00
323.003	Gas Permits	690.00	213.00	.00	744.00	(54.00)	108	761.00
323.004	Building Permits	80,000.00	6,318.00	.00	37,662.00	42,338.00	47	76,643.00
323.005	Yard Sale Permits	50.00	3.00	.00	6.00	44.00	12	54.00
323.006	Mobile Home Permits	300.00	.00	.00	300.00	.00	100	225.00
323.007	Demolition & Clearance	1,500.00	(150.00)	.00	600.00	900.00	40	1,655.00
323.008	Mechanical Permits	7,000.00	296.00	.00	3,523.00	3,477.00	50	6,699.00
323.010	Bus Lic Inspection Fee	1,000.00	.00	.00	475.00	525.00	48	1,100.00
323.013	Burning Permit	200.00	.00	.00	100.00	100.00	50	150.00
323.014	Construct Parking Permit	50.00	.00	.00	.00	50.00	0	20.00
323.015	Reinspection Fee	600.00	150.00	.00	1,875.00	(1,275.00)	312	1,050.00
323.016	Permit Not Posted On-Site	100.00	.00	.00	.00	100.00	0	.00

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
363.001	Fees for GIS/B&P Documents	125.00	30.00	.00	70.00	55.00	56	.0
363.005	FOIA Fees	500.00	393.95	.00	627.05	(127.05)	125	2,158.0
<i>Charges for Services Totals</i>		\$151,125.00	\$519.55	\$0.00	\$4,505.61	\$146,619.39	3%	\$165,295.9
<i>State Shared</i>								
311.004	Inventory Tax	132,978.00	.00	.00	33,244.53	99,733.47	25	132,978.0
311.006	Homestead Exemption Tax	132,000.00	.00	.00	.00	132,000.00	0	137,883.0
311.007	Manufacturer's Tax Reduce	20,000.00	.00	.00	.00	20,000.00	0	51,170.0
311.008	Motor Carrier Lieu of Tax	10,000.00	19,358.55	.00	25,041.76	(15,041.76)	250	6,054.9
335.001	Local Government Fund	220,000.00	.00	.00	54,312.11	165,687.89	25	217,248.4
351.007	Sunday Liquor Sales	15,000.00	.00	.00	900.00	14,100.00	6	13,900.0
<i>State Shared Totals</i>		\$529,978.00	\$19,358.55	\$0.00	\$113,498.40	\$416,479.60	21%	\$559,235.4
<i>Local Grants</i>								
332.008	Other Local Grants	8,000.00	3,086.02	.00	3,086.02	4,913.98	39	3,013.0
335.002	Scholarship Funds Paid to Others	.00	.00	.00	.00	.00	+++	920.0
<i>Local Grants Totals</i>		\$8,000.00	\$3,086.02	\$0.00	\$3,086.02	\$4,913.98	39%	\$3,933.0
<i>State Grants</i>								
332.000	State Grants	.00	44,536.36	.00	44,536.36	(44,536.36)	+++	50,176.0
<i>State Grants Totals</i>		\$0.00	\$44,536.36	\$0.00	\$44,536.36	(\$44,536.36)	+++	\$50,176.0
<i>Federal Grants</i>								
335.004	Fema Recovery	25,000.00	.00	.00	3,969.38	21,030.62	16	75,727.0
<i>Federal Grants Totals</i>		\$25,000.00	\$0.00	\$0.00	\$3,969.38	\$21,030.62	16%	\$75,727.0
<i>Investment Earnings</i>								
361.001	Investment Earnings	80,000.00	898.17	.00	8,227.95	71,772.05	10	72,455.0
<i>Investment Earnings Totals</i>		\$80,000.00	\$898.17	\$0.00	\$8,227.95	\$71,772.05	10%	\$72,455.0
<i>Miscellaneous</i>								
362.000	Rents and Royalties	20,000.00	800.00	.00	6,116.91	13,883.09	31	20,277.9

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
364.001	Steel Mill FILOT	15,000.00	.00	.00	.00	15,000.00	0	8,471.0
368.000	Work Comp Reimbursement	50,000.00	.00	.00	.00	50,000.00	0	59,859.8
368.100	Retirement System Reimbursement Credit	.00	.00	.00	.00	.00	+++	45,557.2
369.000	Cash Over & Short	100.00	.00	.00	.00	100.00	0	.0
369.002	Miscellaneous Revenue	25,000.00	520.90	.00	11,607.82	13,392.18	46	24,260.2
369.003	Insurance Proceeds	15,000.00	334.50	.00	3,890.47	11,109.53	26	153,814.2
369.005	Set-off Debt Collection Fees	1,500.00	.00	.00	75.00	1,425.00	5	1,550.0
369.013	Returned Check Fees	3,500.00	90.00	.00	930.00	2,570.00	27	3,360.0
	<i>Miscellaneous Totals</i>	\$130,100.00	\$1,745.40	\$0.00	\$22,620.20	\$107,479.80	17%	\$317,152.2
	<i>Operating Transfers In</i>							
392.001	From Electric Fund	719,889.00	59,990.75	.00	359,944.50	359,944.50	50	741,054.0
392.002	From Water Fund	230,103.00	19,175.25	.00	115,051.50	115,051.50	50	220,838.0
392.003	From Accom Tax Fund	32,000.00	.00	.00	25,424.26	6,575.74	79	30,240.2
392.005	From Wastewater Fund	297,008.00	24,750.67	.00	148,504.02	148,503.98	50	286,425.9
392.007	From Stormwater Fund	161,050.00	13,420.83	.00	80,524.98	80,525.02	50	156,888.9
392.009	From Hospitality Fund	125,000.00	10,416.67	.00	62,500.02	62,499.98	50	125,000.0
392.014	Transfer from debt service	130,000.00	.00	.00	.00	130,000.00	0	.0
394.002	Transfer from fund balance	(75,128.00)	.00	.00	.00	(75,128.00)	0	.0
	<i>Operating Transfers In Totals</i>	\$1,619,922.00	\$127,754.17	\$0.00	\$791,949.28	\$827,972.72	49%	\$1,560,447.2
	<i>Sale of Assets</i>							
391.001	Sale of Assets	5,000.00	.00	.00	2,410.00	2,590.00	48	271,122.2
	<i>Sale of Assets Totals</i>	\$5,000.00	\$0.00	\$0.00	\$2,410.00	\$2,590.00	48%	\$271,122.2
	Department 00 - Revenue Totals	\$9,346,665.00	\$252,997.75	\$0.00	\$1,745,731.21	\$7,600,933.79	19%	\$10,567,336.1
	REVENUE TOTALS	\$9,346,665.00	\$252,997.75	\$0.00	\$1,745,731.21	\$7,600,933.79	19%	\$10,567,336.1
	EXPENSE							
	Department 01 - Administration							

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Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<i>Personal Services</i>								
400.101	Regular Pay	307,550.00	23,839.22	.00	140,809.15	166,740.85	46	300,299.0
401.103	Overtime	1,500.00	.00	.00	555.44	944.56	37	5,099.0
401.106	Contract Labor	.00	.00	.00	.00	.00	+++	1,942.0
405.114	FICA	23,250.00	1,749.44	.00	10,873.24	12,376.76	47	22,063.0
406.116	Retirement	47,300.00	3,507.75	.00	21,807.01	25,492.99	46	47,118.0
408.125	SCMIT Worker's Comp Ins.	9,200.00	.00	.00	4,556.28	4,643.72	50	9,117.0
410.001	Health Claims Cost	21,247.00	2,386.64	.00	14,319.84	6,927.16	67	24,212.0
<i>Personal Services Totals</i>		\$410,047.00	\$31,483.05	\$0.00	\$192,920.96	\$217,126.04	47%	\$409,853.0
<i>Supplies</i>								
500.101	Supplies and Materials	3,500.00	206.37	.00	1,397.70	2,102.30	40	5,668.0
500.102	Equipment	500.00	.00	.00	.00	500.00	0	1,948.0
500.105	Printing and Binding	300.00	.00	.00	.00	300.00	0	187.0
<i>Supplies Totals</i>		\$4,300.00	\$206.37	\$0.00	\$1,397.70	\$2,902.30	33%	\$7,804.0
<i>Other Services & Charges</i>								
610.111	Communications- Landline	5,500.00	433.38	.00	2,839.66	2,660.34	52	5,036.0
610.112	Postage	600.00	7.25	.00	270.10	329.90	45	564.0
610.1110	Communications- Wireless	3,000.00	134.17	.00	666.32	2,333.68	22	1,617.0
620.114	Advertising	250.00	.00	.00	.00	250.00	0	.0
640.124	Travel Expense	3,950.00	49.11	.00	191.20	3,758.80	5	2,172.0
650.127	Electricity	2,478.00	342.64	.00	2,618.69	(140.69)	106	2,773.0
650.128	Water	357.00	33.51	.00	200.03	156.97	56	392.0
650.129	Wastewater	495.00	46.63	.00	278.45	216.55	56	545.0
650.130	Sanitation	903.00	85.24	.00	511.44	391.56	57	1,022.0
650.133	Stormwater	599.00	56.54	.00	339.24	259.76	57	621.0
650.134	Security Lights	1,669.00	157.50	.00	945.00	724.00	57	1,890.0

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
650.1271	Electricity- Sales Tax	146.00	12.78	.00	57.03	88.97	39	128.00
660.103	Emergency Preparedness	.00	109.17	.00	1,245.43	(1,245.43)	+++	419.00
660.139	Fleet Services-RTA Mtce Allocation	500.00	.00	.00	56.32	443.68	11	414.00
660.145	Gasoline & Oil	495.00	35.34	.00	80.54	414.46	16	422.00
660.1391	Fleet Services -Departmental Expense Allocation	600.00	17.82	.00	328.31	271.69	55	713.00
660.1392	Fleet Svcs- Outside Vends	500.00	.00	.00	.00	500.00	0	521.00
670.156	Equipment Rental/Lease	5,500.00	.00	.00	2,033.52	3,466.48	37	4,383.00
685.180	Membership Dues and Fees	3,534.00	200.00	.00	1,549.00	1,985.00	44	2,936.00
685.182	Other Operating Expenses	1,000.00	.00	.00	610.76	389.24	61	6,200.00
685.186	Training	1,375.00	.00	.00	.00	1,375.00	0	210.00
685.1801	Subscriptions	.00	.00	.00	(173.69)	173.69	+++	25.00
686.189	Employee Medical	150.00	.00	.00	.00	150.00	0	120.00
686.195	Repair/Maint Svc Contract	2,400.00	180.96	.00	542.88	1,857.12	23	723.00
686.1895	Employee wellness services	1,250.00	442.03	.00	908.77	341.23	73	1,392.00
Other Services & Charges Totals		\$37,251.00	\$2,344.07	\$0.00	\$16,099.00	\$21,152.00	43%	\$35,250.00
Other Objects								
795.001	IT Internal Allocations	19,000.00	1,125.31	.00	6,400.00	12,600.00	34	23,134.00
795.995	GF Cost Distribution	(297,700.00)	(24,808.32)	.00	(148,849.92)	(148,850.08)	50	(285,259.92)
Other Objects Totals		(\$278,700.00)	(\$23,683.01)	\$0.00	(\$142,449.92)	(\$136,250.08)	51%	(\$262,125.20)
Sub Department 02 - Mayor and Council								
Personal Services								
400.101	Regular Pay	136,264.00	12,818.40	.00	59,893.13	76,370.87	44	138,092.00
405.114	FICA	10,424.00	915.29	.00	4,121.46	6,302.54	40	9,520.00
406.116	Retirement	21,200.00	1,025.48	.00	6,442.69	14,757.31	30	15,524.00
410.001	Health Claims Cost	46,350.00	2,580.68	.00	15,484.08	30,865.92	33	42,321.00
Personal Services Totals		\$214,238.00	\$17,339.85	\$0.00	\$85,941.36	\$128,296.64	40%	\$205,459.00

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
	<i>Supplies</i>							
500.101	Supplies and Materials	900.00	.00	.00	294.89	605.11	33	1,021.0
500.102	Equipment	500.00	.00	.00	.00	500.00	0	920.0
500.105	Printing and Binding	600.00	.00	.00	.00	600.00	0	44.0
	<i>Supplies Totals</i>	\$2,000.00	\$0.00	\$0.00	\$294.89	\$1,705.11	15%	\$1,986.0
	<i>Other Services & Charges</i>							
610.111	Communications- Landline	700.00	49.52	.00	282.97	417.03	40	549.0
610.112	Postage	250.00	.00	.00	37.30	212.70	15	135.0
610.1110	Communications- Wireless	4,500.00	383.48	.00	1,921.44	2,578.56	43	4,654.0
620.114	Advertising	900.00	.00	.00	148.00	752.00	16	1,326.0
640.124	Travel Expense	12,200.00	.00	.00	1,182.05	11,017.95	10	11,981.0
660.103	Emergency Preparedness	.00	.00	.00	64.69	(64.69)	+++	.0
670.156	Equipment Rental/Lease	10,000.00	1,323.06	3,969.18	3,969.18	2,061.64	79	7,419.0
685.180	Membership Dues and Fees	1,000.00	.00	.00	349.00	651.00	35	2,452.0
685.182	Other Operating Expenses	3,500.00	.00	.00	.00	3,500.00	0	5,821.0
685.186	Training	6,200.00	.00	.00	.00	6,200.00	0	1,678.0
686.187	Professional Services	300.00	.00	.00	.00	300.00	0	.0
686.1895	Employee wellness services	2,500.00	1,620.75	.00	3,332.11	(832.11)	133	5,104.0
	<i>Other Services & Charges Totals</i>	\$42,050.00	\$3,376.81	\$3,969.18	\$11,286.74	\$26,794.08	36%	\$41,122.0
	<i>Other Objects</i>							
795.001	IT Internal Allocations	14,000.00	1,800.49	.00	10,240.02	3,759.98	73	18,208.0
	<i>Other Objects Totals</i>	\$14,000.00	\$1,800.49	\$0.00	\$10,240.02	\$3,759.98	73%	\$18,208.0
	Sub Department 02 - Mayor and Council Totals	\$272,288.00	\$22,517.15	\$3,969.18	\$107,763.01	\$160,555.81	41%	\$266,775.0
	Department 01 - Administration Totals	\$445,186.00	\$32,867.63	\$3,969.18	\$175,730.75	\$265,486.07	40%	\$457,558.0
	Department 04 - Finance							
	<i>Personal Services</i>							

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Fiscal Year to Date 12/31/2020
Exclude Rollup Accounts

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Fiscal Year to Date 12/31/20

Exclude Rollup Account

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Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
408.125	SCMIT Worker's Comp Ins.	132,550.00	239.50	.00	64,077.73	68,472.27	48	143,390.9
410.001	Health Claims Cost	277,682.00	21,148.54	.00	126,526.74	151,155.26	46	271,697.2
410.002	Health Claim Costs-Retire	35,475.00	3,237.18	.00	26,498.81	8,976.19	75	35,830.2
Personal Services Totals		\$2,819,693.00	\$205,110.14	\$0.00	\$1,269,515.35	\$1,550,177.65	45%	\$2,768,494.8
Supplies								
500.101	Supplies and Materials	20,730.00	1,142.98	3,323.74	5,373.41	12,032.85	42	25,370.0
500.102	Equipment	7,500.00	.00	.00	136.74	7,363.26	2	9,952.8
500.103	Furniture	2,000.00	1,076.90	.00	1,076.90	923.10	54	633.9
501.101	Uniforms and Clothing	33,050.00	953.99	.00	4,694.12	28,355.88	14	20,548.0
Supplies Totals		\$63,280.00	\$3,173.87	\$3,323.74	\$11,281.17	\$48,675.09	23%	\$56,505.4
Other Services & Charges								
610.111	Communications- Landline	7,000.00	578.21	.00	3,694.61	3,305.39	53	6,524.2
610.112	Postage	700.00	.00	.00	80.83	619.17	12	138.1
610.1110	Communications- Wireless	58,200.00	5,748.51	2,890.91	30,008.36	25,300.73	57	59,792.9
620.114	Advertising	1,500.00	.00	.00	142.50	1,357.50	10	190.0
640.124	Travel Expense	4,250.00	.00	.00	(559.88)	4,809.88	-13	5,937.4
650.127	Electricity	25,716.00	2,595.33	.00	14,057.33	11,658.67	55	26,743.2
650.128	Water	2,057.00	193.71	.00	1,269.40	787.60	62	2,294.0
650.129	Wastewater	2,002.00	185.21	.00	1,243.13	758.87	62	2,220.4
650.130	Sanitation	1,933.00	182.46	.00	1,094.76	838.24	57	2,189.1
650.133	Stormwater	2,100.00	198.20	.00	1,189.20	910.80	57	2,378.4
650.134	Security Lights	3,283.00	309.89	.00	1,859.34	1,423.66	57	3,718.0
650.1271	Electricity- Sales Tax	1,029.00	94.87	.00	532.38	496.62	52	982.0
660.103	Emergency Preparedness	.00	.00	.00	309.92	(309.92)	+++	2,571.2
660.133	Repairs & Maint. Services	20,000.00	.00	.00	3,151.46	16,848.54	16	15,083.1
660.139	Fleet Services-RTA Mtce Allocation	35,000.00	702.88	.00	6,878.43	28,121.57	20	26,442.1

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Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Sub Department 07 - Victim's Advocate								
Personal Services								
400.101	Regular Pay	34,602.00	.00	.00	12,581.04	22,020.96	36	39,018.00
401.103	Overtime	1,500.00	.00	.00	.00	1,500.00	0	1,082.00
405.114	FICA	2,826.00	.00	.00	912.18	1,913.82	32	2,941.00
406.116	Retirement	6,561.00	.00	.00	1,936.13	4,624.87	30	6,247.00
408.125	SCMIT Worker's Comp Ins.	1,000.00	.00	.00	555.08	444.92	56	1,110.00
410.001	Health Claims Cost	6,186.00	.00	.00	2,201.20	3,984.80	36	5,837.00
Personal Services Totals		\$52,675.00	\$0.00	\$0.00	\$18,185.63	\$34,489.37	35%	\$56,238.00
Supplies								
500.101	Supplies and Materials	1,000.00	.00	.00	206.55	793.45	21	526.00
501.101	Uniforms and Clothing	400.00	.00	.00	.00	400.00	0	10.00
Supplies Totals		\$1,400.00	\$0.00	\$0.00	\$206.55	\$1,193.45	15%	\$537.00
Other Services & Charges								
610.111	Communications- Landline	180.00	12.38	.00	70.72	109.28	39	137.00
610.112	Postage	100.00	.00	.00	.00	100.00	0	.00
610.1110	Communications- Wireless	1,300.00	100.38	14.06	538.63	747.31	43	1,184.00
640.124	Travel Expense	400.00	.00	.00	.00	400.00	0	487.00
660.133	Repairs & Maint. Services	500.00	.00	.00	.00	500.00	0	.00
660.139	Fleet Services-RTA Mtce Allocation	200.00	.00	.00	.00	200.00	0	.00
660.145	Gasoline & Oil	852.00	27.47	.00	254.64	597.36	30	893.00
660.1391	Fleet Services -Departmental Expense Allocation	800.00	26.74	.00	162.51	637.49	20	533.00
670.156	Equipment Rental/Lease	200.00	.00	.00	.00	200.00	0	.00
685.180	Membership Dues and Fees	75.00	.00	.00	.00	75.00	0	.00
685.182	Other Operating Expenses	1,700.00	.00	.00	.00	1,700.00	0	890.00
685.186	Training	500.00	.00	.00	(150.00)	650.00	-30	325.00

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Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
685.187	Special Projects	200.00	.00	.00	.00	200.00	0	.0
686.189	Employee Medical	425.00	.00	.00	.00	425.00	0	.0
686.195	Repair/Maint Svc Contract	500.00	.00	.00	.00	500.00	0	385.0
686.1895	Employee wellness services	400.00	147.35	.00	302.93	97.07	76	464.0
Other Services & Charges Totals		\$8,332.00	\$314.32	\$14.06	\$1,179.43	\$7,138.51	14%	\$5,301.4
Other Objects								
795.001	IT Internal Allocations	4,500.00	225.06	.00	1,280.00	3,220.00	28	4,289.9
Other Objects Totals		\$4,500.00	\$225.06	\$0.00	\$1,280.00	\$3,220.00	28%	\$4,289.9
Sub Department 07 - Victim's Advocate Totals		\$66,907.00	\$539.38	\$14.06	\$20,851.61	\$46,041.33	31%	\$66,367.0
Sub Department 26 - Grants								
Supplies								
500.101	Supplies and Materials	2,000.00	.00	.00	19.65	1,980.35	1	854.0
500.102	Equipment	1,000.00	.00	.00	.00	1,000.00	0	401.0
501.101	Uniforms and Clothing	800.00	.00	.00	.00	800.00	0	331.0
Supplies Totals		\$3,800.00	\$0.00	\$0.00	\$19.65	\$3,780.35	1%	\$1,586.0
Other Services & Charges								
610.1110	Communications- Wireless	3,000.00	276.48	26.71	1,457.07	1,516.22	49	3,280.0
640.124	Travel Expense	800.00	.00	.00	.00	800.00	0	.0
660.133	Repairs & Maint. Services	1,000.00	.00	.00	.00	1,000.00	0	.0
660.139	Fleet Services-RTA Mtce Allocation	1,200.00	.00	.00	236.23	963.77	20	777.0
660.145	Gasoline & Oil	2,748.00	167.77	.00	1,256.14	1,491.86	46	3,123.0
660.1391	Fleet Services -Departmental Expense Allocation	1,000.00	32.97	.00	475.42	524.58	48	907.0
660.1392	Fleet Svcs- Outside Vends	.00	.00	.00	.00	.00	+++	899.0
685.182	Other Operating Expenses	2,500.00	.00	.00	.00	2,500.00	0	.0
685.186	Training	600.00	.00	.00	.00	600.00	0	.0
685.187	Special Projects	1,500.00	.00	.00	.00	1,500.00	0	.0

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

19.K.4

Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
	<i>Other Services & Charges Totals</i>	\$14,348.00	\$477.22	\$26.71	\$3,424.86	\$10,896.43	24%	\$8,989.00
	Sub Department 26 - Grants Totals	\$18,148.00	\$477.22	\$26.71	\$3,444.51	\$14,676.78	19%	\$10,575.00
	Department 05 - Police Totals	\$3,567,196.00	\$274,442.27	\$53,755.42	\$1,524,810.65	\$1,988,629.93	44%	\$3,428,930.00
	Department 09 - Planning & Community Development							
	<i>Personal Services</i>							
400.101	Regular Pay	344,100.00	31,109.56	.00	176,903.67	167,196.33	51	373,073.00
401.103	Overtime	2,800.00	133.48	.00	954.95	1,845.05	34	2,473.00
405.114	FICA	26,360.00	2,240.85	.00	12,636.01	13,723.99	48	26,790.00
406.116	Retirement	53,610.00	4,497.54	.00	27,701.94	25,908.06	52	59,098.00
408.125	SCMIT Worker's Comp Ins.	4,400.00	.00	.00	2,197.18	2,202.82	50	4,396.00
410.001	Health Claims Cost	55,000.00	4,961.14	.00	29,766.84	25,233.16	54	62,280.00
	<i>Personal Services Totals</i>	\$486,270.00	\$42,942.57	\$0.00	\$250,160.59	\$236,109.41	51%	\$528,113.00
	<i>Supplies</i>							
500.101	Supplies and Materials	2,345.00	152.21	.00	1,261.22	1,083.78	54	2,415.00
500.102	Equipment	2,100.00	.00	.00	2,131.77	(31.77)	102	2,133.00
500.103	Furniture	200.00	.00	.00	52.99	147.01	26	70.00
500.105	Printing and Binding	1,790.00	.00	.00	293.47	1,496.53	16	.00
	<i>Supplies Totals</i>	\$6,435.00	\$152.21	\$0.00	\$3,739.45	\$2,695.55	58%	\$4,619.00
	<i>Other Services & Charges</i>							
610.111	Communications- Landline	2,000.00	133.15	.00	851.66	1,148.34	43	1,534.00
610.112	Postage	1,415.00	34.30	.00	233.50	1,181.50	17	666.00
610.1110	Communications- Wireless	1,800.00	203.57	.00	1,073.75	726.25	60	2,311.00
620.114	Advertising	2,245.00	.00	.00	1,466.55	778.45	65	3,098.00
640.124	Travel Expense	2,176.00	.00	.00	.00	2,176.00	0	1,303.00
650.127	Electricity	1,248.00	171.53	.00	1,414.72	(166.72)	113	1,387.00
650.128	Water	204.00	19.15	.00	114.31	89.69	56	224.00

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

19.K.4

Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
650.129	Wastewater	283.00	26.65	.00	159.14	123.86	56	311.7
650.130	Sanitation	516.00	48.71	.00	292.26	223.74	57	584.1
650.133	Stormwater	342.00	32.31	.00	193.86	148.14	57	387.7
650.134	Security Lights	953.00	90.00	.00	540.00	413.00	57	1,080.0
650.1271	Electricity- Sales Tax	84.00	7.30	.00	32.59	51.41	39	73.7
660.103	Emergency Preparedness	.00	.00	.00	174.92	(174.92)	+++	1,025.7
660.133	Repairs & Maint. Services	927.00	.00	.00	.00	927.00	0	.0
660.139	Fleet Services-RTA Mtce Allocation	700.00	.00	.00	24.29	675.71	3	782.0
660.145	Gasoline & Oil	2,811.00	112.59	.00	672.47	2,138.53	24	2,539.9
660.1391	Fleet Services -Departmental Expense Allocation	1,000.00	58.82	.00	426.25	573.75	43	1,653.4
660.1392	Fleet Svcs- Outside Vends	1,000.00	.00	.00	.00	1,000.00	0	626.8
670.156	Equipment Rental/Lease	7,500.00	.00	.00	3,573.12	3,926.88	48	6,718.7
685.180	Membership Dues and Fees	1,791.00	.00	.00	.00	1,791.00	0	1,039.0
685.182	Other Operating Expenses	570.00	.00	.00	338.91	231.09	59	589.7
685.186	Training	2,131.00	.00	.00	(250.00)	2,381.00	-12	5,136.0
685.192	KGB Operations	.00	.00	.00	196.71	(196.71)	+++	5,206.8
685.1821	Hurricane/Storm Expense	.00	.00	.00	.00	.00	+++	157.7
685.1921	KGB grant expenses	.00	.00	.00	.00	.00	+++	3,013.0
686.191	Contract Services/Studies	79,500.00	.00	10,000.00	.00	69,500.00	13	29,923.7
686.1895	Employee wellness services	2,000.00	736.70	.00	1,514.59	485.41	76	2,320.7
	<i>Other Services & Charges Totals</i>	\$113,196.00	\$1,674.78	\$10,000.00	\$13,043.60	\$90,152.40	20%	\$73,696.7
	<i>Other Objects</i>							
795.001	IT Internal Allocations	15,000.00	675.18	.00	3,840.05	11,159.95	26	17,840.7
	<i>Other Objects Totals</i>	\$15,000.00	\$675.18	\$0.00	\$3,840.05	\$11,159.95	26%	\$17,840.7
	Department 09 - Planning & Community Development Totals	\$620,901.00	\$45,444.74	\$10,000.00	\$270,783.69	\$340,117.31	45%	\$624,269.1
	Department 10 - Municipal Court							

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

19.K.4

Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<i>Personal Services</i>								
400.101	Regular Pay	126,450.00	10,055.52	.00	57,516.03	68,933.97	45	131,697.0
401.103	Overtime	3,500.00	129.57	.00	2,426.10	1,073.90	69	4,078.0
401.105	On-call pay	5,200.00	400.00	.00	2,600.00	2,600.00	50	5,200.0
405.114	FICA	11,137.00	786.98	.00	4,630.91	6,506.09	42	10,394.0
406.116	Retirement	20,842.00	1,452.87	.00	9,500.23	11,341.77	46	21,529.0
408.125	SCMIT Worker's Comp Ins.	2,750.00	.00	.00	1,364.56	1,385.44	50	2,730.0
410.001	Health Claims Cost	20,232.00	1,120.88	.00	7,165.80	13,066.20	35	19,527.0
<i>Personal Services Totals</i>		\$190,111.00	\$13,945.82	\$0.00	\$85,203.63	\$104,907.37	45%	\$195,158.0
<i>Supplies</i>								
500.101	Supplies and Materials	2,000.00	.00	.00	1,126.99	873.01	56	2,584.0
500.102	Equipment	2,000.00	.00	.00	.00	2,000.00	0	3,937.0
<i>Supplies Totals</i>		\$4,000.00	\$0.00	\$0.00	\$1,126.99	\$2,873.01	28%	\$6,521.0
<i>Other Services & Charges</i>								
610.111	Communications- Landline	550.00	37.13	.00	212.19	337.81	39	411.0
610.112	Postage	3,000.00	226.55	.00	831.35	2,168.65	28	2,210.0
610.1110	Communications- Wireless	350.00	.00	.00	.00	350.00	0	85.0
620.114	Advertising	500.00	.00	.00	.00	500.00	0	.0
640.124	Travel Expense	500.00	.00	.00	.00	500.00	0	710.0
650.127	Electricity	4,782.00	482.62	.00	2,614.09	2,167.91	55	4,973.0
650.128	Water	314.00	29.54	.00	193.59	120.41	62	349.0
650.129	Wastewater	305.00	28.24	.00	189.55	115.45	62	339.0
650.130	Sanitation	102.00	9.67	.00	58.02	43.98	57	116.0
650.133	Stormwater	184.00	17.39	.00	104.34	79.66	57	208.0
650.134	Security Lights	404.00	38.11	.00	228.66	175.34	57	457.0
650.1271	Electricity- Sales Tax	191.00	17.64	.00	99.00	92.00	52	182.0

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

19.K.4

Fiscal Year to Date 12/31/20

Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
660.103	Emergency Preparedness	.00	.00	.00	76.29	(76.29)	+++	102.8
660.133	Repairs & Maint. Services	6,500.00	.00	.00	197.51	6,302.49	3	4,783.7
660.139	Fleet Services-RTA Mtce Allocation	500.00	.00	.00	.00	500.00	0	251.0
660.145	Gasoline & Oil	702.00	22.53	.00	147.76	554.24	21	652.4
660.1391	Fleet Services -Departmental Expense Allocation	1,000.00	17.82	.00	163.33	836.67	16	507.0
670.156	Equipment Rental/Lease	2,400.00	172.04	.00	1,074.79	1,325.21	45	1,749.7
685.180	Membership Dues and Fees	100.00	.00	.00	.00	100.00	0	85.0
685.182	Other Operating Expenses	3,600.00	.00	.00	(741.58)	4,341.58	-21	2,365.9
685.186	Training	100.00	.00	.00	.00	100.00	0	345.0
686.187	Professional Services	22,000.00	.00	.00	1,817.40	20,182.60	8	21,150.0
686.189	Employee Medical	.00	.00	.00	.00	.00	+++	60.0
686.195	Repair/Maint Svc Contract	2,000.00	.00	.00	1,046.75	953.25	52	1,512.8
686.1895	Employee wellness services	1,000.00	442.03	.00	908.77	91.23	91	1,392.7
	<i>Other Services & Charges Totals</i>	\$51,084.00	\$1,541.31	\$0.00	\$9,221.81	\$41,862.19	18%	\$45,003.7
	<i>Other Objects</i>							
795.001	IT Internal Allocations	22,000.00	1,125.31	.00	6,400.00	15,600.00	29	21,449.7
	<i>Other Objects Totals</i>	\$22,000.00	\$1,125.31	\$0.00	\$6,400.00	\$15,600.00	29%	\$21,449.7
	Department 10 - Municipal Court Totals	\$267,195.00	\$16,612.44	\$0.00	\$101,952.43	\$165,242.57	38%	\$268,132.7
	Department 11 - Fire							
	<i>Personal Services</i>							
400.101	Regular Pay	1,297,170.00	109,837.52	.00	626,044.54	671,125.46	48	1,323,699.7
401.103	Overtime	90,000.00	9,186.76	.00	43,591.70	46,408.30	48	126,341.7
402.111	Volunteer Employees	6,000.00	.00	.00	135.00	5,865.00	2	1,605.0
405.114	FICA	105,730.00	8,485.34	.00	47,149.00	58,581.00	45	102,829.7
406.116	Retirement	250,720.00	19,299.60	.00	118,411.35	132,308.65	47	260,665.9
408.125	SCMIT Worker's Comp Ins.	75,000.00	.00	.00	39,728.22	35,271.78	53	73,943.0

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

19.K.4

Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
410.001	Health Claims Cost	278,187.00	20,729.36	.00	127,831.12	150,355.88	46	273,930.00
410.002	Health Claim Costs-Retire	40,709.00	2,721.66	.00	20,295.52	20,413.48	50	36,745.00
<i>Personal Services Totals</i>		\$2,143,516.00	\$170,260.24	\$0.00	\$1,023,186.45	\$1,120,329.55	48%	\$2,199,759.00
<i>Supplies</i>								
500.101	Supplies and Materials	16,000.00	1,255.97	.00	6,072.93	9,927.07	38	16,347.00
500.102	Equipment	25,000.00	296.41	16,866.00	12,556.78	(4,422.78)	118	26,676.00
500.103	Furniture	5,200.00	38.70	.00	4,152.02	1,047.98	80	3,766.00
500.105	Printing and Binding	500.00	.00	.00	.00	500.00	0	98.00
500.107	Technology Supplies	8,052.00	.00	.00	1,722.53	6,329.47	21	4,075.00
501.101	Uniforms and Clothing	28,900.00	3,061.61	8,596.60	7,461.11	12,842.29	56	25,230.00
515.121	Safety Supplies	9,000.00	.00	.00	7,292.77	1,707.23	81	679.00
515.128	Medical Supplies	14,000.00	30.88	.00	2,948.21	11,051.79	21	11,508.00
531.140	Haz Mat Supplies/Equipmnt	10,000.00	.00	.00	1,621.95	8,378.05	16	9,515.00
<i>Supplies Totals</i>		\$116,652.00	\$4,683.57	\$25,462.60	\$43,828.30	\$47,361.10	59%	\$97,898.00
<i>Other Services & Charges</i>								
610.111	Communications- Landline	6,500.00	557.57	.00	3,561.93	2,938.07	55	6,411.00
610.112	Postage	700.00	32.50	.00	285.03	414.97	41	319.00
610.1110	Communications- Wireless	30,000.00	2,541.26	11,222.68	14,621.12	4,156.20	86	30,932.00
620.114	Advertising	750.00	.00	.00	.00	750.00	0	.00
630.121	Fire Prevention Materials	8,595.00	1,135.00	.00	2,577.87	6,017.13	30	6,364.00
640.124	Travel Expense	5,100.00	.00	.00	.00	5,100.00	0	4,793.00
650.127	Electricity	12,854.00	917.34	.00	5,975.27	6,878.73	46	14,426.00
650.128	Water	2,925.00	143.54	.00	1,501.24	1,423.76	51	4,384.00
650.129	Wastewater	3,096.00	197.58	.00	1,158.88	1,937.12	37	2,363.00
650.130	Sanitation	902.00	78.76	.00	472.56	429.44	52	983.00
650.133	Stormwater	1,230.00	116.10	.00	696.60	533.40	57	1,393.00

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Fiscal Year to Date 12/31/2019
Exclude Rollup Account

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

19.K.4

Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<i>Personal Services</i>								
400.101	Regular Pay	450,450.00	35,529.89	.00	177,531.22	272,918.78	39	405,623.0
401.103	Overtime	10,000.00	601.07	.00	3,725.36	6,274.64	37	11,547.0
405.114	FICA	35,145.00	2,580.56	.00	12,820.23	22,324.77	36	29,782.0
406.116	Retirement	70,850.00	4,907.53	.00	27,341.07	43,508.93	39	63,604.0
408.125	SCMIT Worker's Comp Ins.	32,000.00	.00	.00	17,475.40	14,524.60	55	36,452.0
410.001	Health Claims Cost	94,198.00	5,910.58	.00	35,832.94	58,365.06	38	88,965.0
410.002	Health Claim Costs-Retire	35,788.00	2,904.78	.00	23,491.82	12,296.18	66	35,420.0
<i>Personal Services Totals</i>		\$728,431.00	\$52,434.41	\$0.00	\$298,218.04	\$430,212.96	41%	\$671,394.0
<i>Supplies</i>								
500.101	Supplies and Materials	10,000.00	316.95	.00	5,196.27	4,803.73	52	15,019.0
500.102	Equipment	8,000.00	.00	.00	638.33	7,361.67	8	5,876.0
500.103	Furniture	1,000.00	.00	.00	482.28	517.72	48	2,124.0
500.105	Printing and Binding	1,500.00	77.70	.00	1,468.13	31.87	98	1,056.0
501.101	Uniforms and Clothing	16,000.00	1,020.70	729.30	4,944.50	10,326.20	35	16,920.0
513.112	Asphalt/Concrete/Gravel	10,000.00	1,008.40	.00	6,027.40	3,972.60	60	4,888.0
515.121	Safety Supplies	4,000.00	322.82	.00	1,011.83	2,988.17	25	2,718.0
<i>Supplies Totals</i>		\$50,500.00	\$2,746.57	\$729.30	\$19,768.74	\$30,001.96	41%	\$48,603.0
<i>Other Services & Charges</i>								
610.111	Communications- Landline	3,500.00	264.41	.00	2,034.34	1,465.66	58	3,587.0
610.112	Postage	100.00	.00	.00	.00	100.00	0	86.0
610.1110	Communications- Wireless	5,000.00	196.68	.00	991.95	4,008.05	20	3,133.0
620.114	Advertising	750.00	.00	.00	74.00	676.00	10	222.0
640.124	Travel Expense	500.00	.00	.00	27.00	473.00	5	1,217.0
650.127	Electricity	1,223.00	74.38	.00	458.96	764.04	38	1,175.0
650.128	Water	404.00	40.01	.00	235.16	168.84	58	452.0

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

19.K.4

Fiscal Year to Date 12/31/20

Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
650.129	Wastewater	532.00	52.71	.00	310.27	221.73	58	596.7
650.130	Sanitation	336.00	38.04	.00	228.24	107.76	68	418.4
650.133	Stormwater	369.00	34.87	.00	209.22	159.78	57	418.4
650.134	Security Lights	472.00	44.54	.00	267.24	204.76	57	534.4
650.1271	Electricity- Sales Tax	4.00	.24	.00	1.39	2.61	35	3.7
660.103	Emergency Preparedness	.00	.00	.00	691.56	(691.56)	+++	2,756.8
660.133	Repairs & Maint. Services	10,000.00	283.65	.00	3,761.11	6,238.89	38	11,110.0
660.139	Fleet Services-RTA Mtce Allocation	22,000.00	1,000.57	.00	6,914.01	15,085.99	31	17,680.7
660.145	Gasoline & Oil	17,649.00	1,821.59	.00	7,491.30	10,157.70	42	22,173.0
660.1391	Fleet Services -Departmental Expense Allocation	32,000.00	1,763.56	.00	11,835.42	20,164.58	37	37,520.1
660.1392	Fleet Svcs- Outside Vends	.00	.00	.00	938.10	(938.10)	+++	1,422.4
663.142	Street Sign Maintenance	4,000.00	328.16	.00	1,921.01	2,078.99	48	2,150.4
663.148	Maintenance of Parks	15,000.00	530.72	1,707.93	2,249.83	11,042.24	26	8,570.1
670.156	Equipment Rental/Lease	3,000.00	.00	.00	1,339.71	1,660.29	45	4,104.1
685.180	Membership Dues and Fees	300.00	.00	.00	145.00	155.00	48	501.0
685.182	Other Operating Expenses	1,500.00	124.00	.00	732.02	767.98	49	2,040.1
685.186	Training	1,500.00	.00	.00	.00	1,500.00	0	595.0
685.192	KGB Operations	6,000.00	196.85	.00	3,062.17	2,937.83	51	184.7
685.1821	Hurricane/Storm Expense	.00	.00	.00	.00	.00	+++	1,524.0
685.1921	KGB grant expenses	.00	404.58	.00	3,086.02	(3,086.02)	+++	.0
686.187	Professional Services	5,000.00	499.95	5,832.75	2,499.75	(3,332.50)	167	6,499.7
686.189	Employee Medical	1,000.00	245.00	.00	485.00	515.00	48	823.7
686.195	Repair/Maint Svc Contract	8,500.00	1,416.68	783.75	7,281.43	434.82	95	6,223.0
686.1895	Employee wellness services	3,505.00	2,062.78	.00	4,240.88	(735.88)	121	6,496.7
687.203	Contract Services	10,000.00	.00	.00	9,567.00	433.00	96	.0
687.204	Janitorial Services	3,000.00	230.75	1,354.32	1,407.10	238.58	92	3,478.7

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

19.K.4

Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
	<i>Other Services & Charges Totals</i>	\$157,144.00	\$11,654.72	\$9,678.75	\$74,486.19	\$72,979.06	54%	\$147,704.7
	<i>Other Objects</i>							
700.105	Matched Expenses	.00	758.58	.00	758.58	(758.58)	+++	.0
795.001	IT Internal Allocations	4,000.00	450.12	.00	2,560.00	1,440.00	64	6,094.0
	<i>Other Objects Totals</i>	\$4,000.00	\$1,208.70	\$0.00	\$3,318.58	\$681.42	83%	\$6,094.0
	Department 12 - Public Works Totals	\$940,075.00	\$68,044.40	\$10,408.05	\$395,791.55	\$533,875.40	43%	\$873,797.7
	Department 13 - Information Technology							
	<i>Personal Services</i>							
400.101	Regular Pay	80,940.00	6,744.60	.00	48,029.68	32,910.32	59	82,590.7
405.114	FICA	6,160.00	498.80	.00	3,553.34	2,606.66	58	6,057.7
406.116	Retirement	12,530.00	977.90	.00	7,398.01	5,131.99	59	12,825.7
408.125	SCMIT Worker's Comp Ins.	1,000.00	.00	.00	555.08	444.92	56	1,110.8
410.001	Health Claims Cost	8,741.00	666.68	.00	4,020.36	4,720.64	46	8,515.7
	<i>Personal Services Totals</i>	\$109,371.00	\$8,887.98	\$0.00	\$63,556.47	\$45,814.53	58%	\$111,099.8
	<i>Supplies</i>							
500.101	Supplies and Materials	3,000.00	.00	.00	.00	3,000.00	0	1,147.0
500.102	Equipment	10,000.00	.00	.00	192.89	9,807.11	2	63.9
500.107	Technology Supplies	500.00	.00	.00	.00	500.00	0	95.0
	<i>Supplies Totals</i>	\$13,500.00	\$0.00	\$0.00	\$192.89	\$13,307.11	1%	\$1,306.7
	<i>Other Services & Charges</i>							
610.111	Communications- Landline	500.00	37.13	.00	212.19	287.81	42	411.8
610.112	Postage	50.00	.00	.00	.00	50.00	0	.0
610.1110	Communications- Wireless	700.00	46.39	.00	235.99	464.01	34	589.4
640.124	Travel Expense	500.00	.00	.00	.00	500.00	0	.0
650.127	Electricity	624.00	85.77	.00	707.33	(83.33)	113	693.8
650.128	Water	102.00	9.57	.00	57.14	44.86	56	112.7

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
650.129	Wastewater	141.00	13.33	.00	79.60	61.40	56	155.9
650.130	Sanitation	258.00	24.34	.00	146.04	111.96	57	292.0
650.133	Stormwater	1,059.00	99.94	.00	599.64	459.36	57	1,199.2
650.134	Security Lights	477.00	45.00	.00	270.00	207.00	57	540.0
650.1271	Electricity- Sales Tax	42.00	3.65	.00	16.30	25.70	39	36.0
685.180	Membership Dues and Fees	50.00	.00	.00	.00	50.00	0	35.0
685.182	Other Operating Expenses	2,500.00	.00	.00	.00	2,500.00	0	.0
685.186	Training	.00	.00	.00	.00	.00	+++	2,560.0
686.184	Technology Services	144,000.00	12,345.86	67,000.00	71,212.76	5,787.24	96	162,799.2
686.187	Professional Services	.00	.00	.00	3,225.60	(3,225.60)	+++	.0
686.194	Other Prof/Tech Services	6,000.00	759.84	.00	2,279.52	3,720.48	38	3,395.9
686.195	Repair/Maint Svc Contract	10,000.00	.00	.00	.00	10,000.00	0	216.0
686.1895	Employee wellness services	300.00	147.35	.00	302.93	(2.93)	101	464.0
Other Services & Charges Totals		\$167,303.00	\$13,618.17	\$67,000.00	\$79,345.04	\$20,957.96	87%	\$173,501.0
Other Objects								
795.001	IT Internal Allocations	(310,314.00)	(21,605.89)	.00	(122,880.08)	(187,433.92)	40	(301,398.2
Other Objects Totals		(\$310,314.00)	(\$21,605.89)	\$0.00	(\$122,880.08)	(\$187,433.92)	40%	(\$301,398.2
Capital Outlay								
900.3950	Computer Software	16,200.00	.00	.00	.00	16,200.00	0	14,902.8
900.4300	Other Equipment	5,000.00	.00	.00	.00	5,000.00	0	.0
Capital Outlay Totals		\$21,200.00	\$0.00	\$0.00	\$0.00	\$21,200.00	0%	\$14,902.8
Department 13 - Information Technology Totals		\$1,060.00	\$900.26	\$67,000.00	\$20,214.32	(\$86,154.32)	8228%	(\$587.7
Department 14 - Fleet Services								
Personal Services								
400.101	Regular Pay	131,400.00	10,093.68	.00	62,121.06	69,278.94	47	131,241.2
401.103	Overtime	500.00	.00	.00	14.04	485.96	3	272.2

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Fiscal Year to Date 12/31/2020
Exclude Rollup Account

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
660.103	Emergency Preparedness	.00	.00	.00	67.48	(67.48)	+++	10.0
660.133	Repairs & Maint. Services	2,500.00	.00	.00	.00	2,500.00	0	.0
660.139	Fleet Services-RTA Mtce Allocation	1,000.00	.00	.00	11.76	988.24	1	1,049.8
660.145	Gasoline & Oil	1,694.00	110.25	.00	626.80	1,067.20	37	1,870.0
660.1391	Fleet Services -Departmental Expense Allocation	800.00	.00	.00	55.00	745.00	7	358.0
660.1392	Fleet Svcs- Outside Vends	500.00	.00	.00	.00	500.00	0	216.0
662.140	Building Repairs	4,000.00	.00	.00	1,732.59	2,267.41	43	980.0
685.182	Other Operating Expenses	500.00	.00	.00	237.44	262.56	47	211.9
685.186	Training	500.00	.00	.00	.00	500.00	0	.0
686.189	Employee Medical	200.00	.00	.00	.00	200.00	0	160.0
686.195	Repair/Maint Svc Contract	8,950.00	219.00	285.00	4,650.00	4,015.00	55	7,446.0
686.1895	Employee wellness services	1,000.00	294.68	.00	605.83	394.17	61	928.0
Other Services & Charges Totals		\$37,203.00	\$1,718.31	\$285.00	\$14,919.19	\$21,998.81	41%	\$28,628.9
Other Objects								
735.122	Services Billed	(252,900.00)	(13,009.52)	.00	(86,179.38)	(166,720.62)	34	(250,419.1
795.001	IT Internal Allocations	.00	450.12	.00	2,559.99	(2,559.99)	+++	3,609.4
Other Objects Totals		(\$252,900.00)	(\$12,559.40)	\$0.00	(\$83,619.39)	(\$169,280.61)	33%	(\$246,809.6
Department 14 - Fleet Services Totals		\$3,920.00	\$4,547.61	\$285.00	\$31,902.10	(\$28,267.10)	821%	(\$2,040.0
Department 20 - General Government								
Personal Services								
401.106	Contract Labor	4,000.00	.00	.00	1,000.00	3,000.00	25	.0
410.001	Health Claims Cost	500.00	.00	.00	103,209.16	(102,709.16)	20642	.0
410.002	Health Claim Costs-Retire	39,617.00	1,935.39	.00	15,735.75	23,881.25	40	34,220.0
Personal Services Totals		\$44,117.00	\$1,935.39	\$0.00	\$119,944.91	(\$75,827.91)	272%	\$34,220.0
Supplies								
500.103	Furniture	500.00	.00	.00	.00	500.00	0	.0

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
510.106	Cleaning & Sanitation Sup	2,200.00	112.09	.00	388.12	1,811.88	18	2,105.1
	<i>Supplies Totals</i>	\$2,700.00	\$112.09	\$0.00	\$388.12	\$2,311.88	14%	\$2,105.1
	<i>Other Services & Charges</i>							
600.110	SCMIRF Property/Liab Ins	300,000.00	.00	23,341.38	157,087.47	119,571.15	60	302,372.9
600.112	Survivors Health Ins	6,000.00	871.16	.00	6,584.70	(584.70)	110	10,201.4
600.1051	Employee Wellness &Safety	20,700.00	325.00	.00	3,834.00	16,866.00	19	8,443.9
600.1052	Unemployment Insurance	3,600.00	.00	.00	7,287.87	(3,687.87)	202	.0
620.114	Advertising	200.00	.00	.00	74.00	126.00	37	169.0
640.124	Travel Expense	1,000.00	.00	.00	.00	1,000.00	0	716.0
650.133	Stormwater	696.00	65.71	.00	394.26	301.74	57	788.1
660.103	Emergency Preparedness	.00	2,957.00	.00	29,722.74	(29,722.74)	+++	13,342.0
660.133	Repairs & Maint. Services	5,000.00	.00	.00	101.73	4,898.27	2	725.4
685.180	Membership Dues and Fees	3,500.00	.00	.00	475.00	3,025.00	14	3,081.4
685.181	City Hall Demolition/Rebuild Expenses	.00	.00	.00	.00	.00	+++	186,659.1
685.182	Other Operating Expenses	10,000.00	1,007.98	.00	5,675.25	4,324.75	57	80,452.0
685.1822	City Hall - Temporary Locations	103,824.00	8,652.00	.00	60,564.00	43,260.00	58	103,999.0
686.186	Legal Services	100,000.00	2,400.00	7,490.90	25,578.33	66,930.77	33	144,581.0
686.187	Professional Services	9,000.00	820.00	.00	11,826.89	(2,826.89)	131	6,026.0
686.189	Employee Medical	.00	.00	.00	.00	.00	+++	400.0
686.190	Consulting Services	40,000.00	.00	.00	.00	40,000.00	0	.0
686.192	Elections	9,000.00	.00	.00	.00	9,000.00	0	6,988.0
686.194	Other Prof/Tech Services	2,000.00	.00	.00	1,500.00	500.00	75	.0
686.195	Repair/Maint Svc Contract	5,860.00	98.53	.00	591.18	5,268.82	10	1,208.8
686.196	Bank Charges/Fees	20,000.00	.00	.00	4,367.03	15,632.97	22	4,980.0
686.199	Internal Engineering	33,000.00	2,045.62	.00	12,450.18	20,549.82	38	29,689.0
686.1871	Audit Services	36,000.00	10,500.00	.00	33,700.00	2,300.00	94	35,900.0

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



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Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
686.1895	Employee wellness services	2,500.00	.00	.00	.00	2,500.00	0	.0
687.204	Janitorial Services	8,200.00	646.10	3,792.20	3,938.28	469.52	94	7,780.0
Other Services & Charges Totals		\$720,080.00	\$30,389.10	\$34,624.48	\$365,752.91	\$319,702.61	56%	\$948,507.0
Other Objects								
720.002	Unclaimed funds to the State	.00	.00	.00	2,356.83	(2,356.83)	+++	.0
795.995	GF Cost Distribution	(291,560.00)	(24,296.67)	.00	(145,780.02)	(145,779.98)	50	(291,240.0
Other Objects Totals		(\$291,560.00)	(\$24,296.67)	\$0.00	(\$143,423.19)	(\$148,136.81)	49%	(\$291,240.0
Department 20 - General Government Totals		\$475,337.00	\$8,139.91	\$34,624.48	\$342,662.75	\$98,049.77	79%	\$693,593.0
Department 21 - Debt Service								
Other Services & Charges								
681.100	Capital Lease Principal	36,634.00	.00	.00	36,634.03	(.03)	100	.0
681.120	Capital Lease Interest	2,713.00	.00	.00	2,712.99	.01	100	.0
681.145	Fire Stat II Loan Principle	80,618.00	.00	.00	.00	80,618.00	0	78,459.0
681.146	Fire Stat II Loan Interest	50,742.00	.00	.00	.00	50,742.00	0	52,900.0
Other Services & Charges Totals		\$170,707.00	\$0.00	\$0.00	\$39,347.02	\$131,359.98	23%	\$131,360.0
Department 21 - Debt Service Totals		\$170,707.00	\$0.00	\$0.00	\$39,347.02	\$131,359.98	23%	\$131,360.0
EXPENSE TOTALS		\$9,533,994.00	\$680,788.07	\$216,727.41	\$4,322,093.05	\$4,995,173.54	48%	\$9,622,656.0
Fund 0010 - General Fund Totals								
REVENUE TOTALS		9,346,665.00	252,997.75	.00	1,745,731.21	7,600,933.79	19%	10,567,336.0
EXPENSE TOTALS		9,533,994.00	680,788.07	216,727.41	4,322,093.05	4,995,173.54	48%	9,622,656.0
Fund 0010 - General Fund Totals		(\$187,329.00)	(\$427,790.32)	(\$216,727.41)	(\$2,576,361.84)	\$2,605,760.25		\$944,680.0
Fund 0011 - Debt Service								
REVENUE								
Department 00 - Revenue								
Property Taxes								

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



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Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
311.002	Property Taxes -Debt Mill	180,000.00	1,170.75	.00	19,251.99	160,748.01	11	143,994.9
	<i>Property Taxes Totals</i>	\$180,000.00	\$1,170.75	\$0.00	\$19,251.99	\$160,748.01	11%	\$143,994.9
	Department 00 - Revenue Totals	\$180,000.00	\$1,170.75	\$0.00	\$19,251.99	\$160,748.01	11%	\$143,994.9
	REVENUE TOTALS	\$180,000.00	\$1,170.75	\$0.00	\$19,251.99	\$160,748.01	11%	\$143,994.9
	EXPENSE							
	Department 21 - Debt Service							
	<i>Supplies</i>							
500.102	Equipment	50,000.00	.00	.00	.00	50,000.00	0	.0
	<i>Supplies Totals</i>	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0%	\$0.0
	<i>Other Objects</i>							
750.124	Transfers to General Fund	130,000.00	.00	.00	.00	130,000.00	0	.0
	<i>Other Objects Totals</i>	\$130,000.00	\$0.00	\$0.00	\$0.00	\$130,000.00	0%	\$0.0
	Department 21 - Debt Service Totals	\$180,000.00	\$0.00	\$0.00	\$0.00	\$180,000.00	0%	\$0.0
	EXPENSE TOTALS	\$180,000.00	\$0.00	\$0.00	\$0.00	\$180,000.00	0%	\$0.0
	Fund 0011 - Debt Service Totals							
	REVENUE TOTALS	180,000.00	1,170.75	.00	19,251.99	160,748.01	11%	143,994.9
	EXPENSE TOTALS	180,000.00	.00	.00	.00	180,000.00	0%	.0
	Fund 0011 - Debt Service Totals	\$0.00	\$1,170.75	\$0.00	\$19,251.99	(\$19,251.99)		\$143,994.9
	Fund 0012 - Capital Projects Reserve Fund							
	REVENUE							
	Department 00 - Revenue							
	<i>Operating Transfers In</i>							
392.015	Transfer from Capital Projects Fund	435,500.00	.00	.00	.00	435,500.00	0	.0
	<i>Operating Transfers In Totals</i>	\$435,500.00	\$0.00	\$0.00	\$0.00	\$435,500.00	0%	\$0.0
	Department 00 - Revenue Totals	\$435,500.00	\$0.00	\$0.00	\$0.00	\$435,500.00	0%	\$0.0

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

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Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
Fund 0012 - Capital Projects Reserve Fund Totals		(\$35,062.00)	(\$11,500.00)	\$15,763.50	(\$33,440.50)	(\$17,385.00)		(\$321,918.3
Fund 0015 - Agency Fund								
REVENUE								
Department 00 - Revenue								
Investment Earnings								
361.001	Investment Earnings	.00	4.67	.00	46.98	(46.98)	+++	583..
	Investment Earnings Totals	\$0.00	\$4.67	\$0.00	\$46.98	(\$46.98)	+++	\$583..
	Department 00 - Revenue Totals	\$0.00	\$4.67	\$0.00	\$46.98	(\$46.98)	+++	\$583..
	REVENUE TOTALS	\$0.00	\$4.67	\$0.00	\$46.98	(\$46.98)	+++	\$583..
Fund 0015 - Agency Fund Totals								
	REVENUE TOTALS	.00	4.67	.00	46.98	(46.98)	+++	583..
	EXPENSE TOTALS	.00	.00	.00	.00	.00	+++	.0
Fund 0015 - Agency Fund Totals		\$0.00	\$4.67	\$0.00	\$46.98	(\$46.98)		\$583..
Fund 0016 - Firemen's Fund								
REVENUE								
Department 00 - Revenue								
Miscellaneous								
369.001	Insurance Rebate	.00	.00	.00	.00	.00	+++	26,455..
	Miscellaneous Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$26,455..
	Department 00 - Revenue Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$26,455..
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$26,455..
EXPENSE								
Department 02 - Firemen's Fund								
Personal Services								
406.120	Retirement-Contribution	.00	.00	.00	.00	.00	+++	22,000..

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Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
	<i>Personal Services Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$22,000.00
	<i>Other Services & Charges</i>							
685.182	Other Operating Expenses	.00	.00	.00	.00	.00	+++	4,942.00
	<i>Other Services & Charges Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$4,942.00
	Department 02 - Firemen's Fund Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$26,942.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$26,942.00
	Fund 0016 - Firemen's Fund Totals							
	REVENUE TOTALS	.00	.00	.00	.00	.00	+++	26,455.00
	EXPENSE TOTALS	.00	.00	.00	.00	.00	+++	26,942.00
	Fund 0016 - Firemen's Fund Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		(\$486.90)
	Fund 0017 - Federal Grants							
	REVENUE							
	Department 00 - Revenue							
	<i>Federal Grants</i>							
331.000	Federal Grants	.00	.00	.00	.00	.00	+++	3,333.00
	<i>Federal Grants Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$3,333.00
	Department 00 - Revenue Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$3,333.00
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$3,333.00
	EXPENSE							
	Department 69 - Federal Grants							
	<i>Supplies</i>							
500.101	Supplies and Materials	.00	.00	.00	.00	.00	+++	1,193.00
	<i>Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,193.00
	Department 69 - Federal Grants Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,193.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,193.00

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



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Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
	Fund 0017 - Federal Grants Totals							
	REVENUE TOTALS	.00	.00	.00	.00	.00	+++	3,333.4
	EXPENSE TOTALS	.00	.00	.00	.00	.00	+++	1,193.4
	Fund 0017 - Federal Grants Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,140.0
	Fund 0018 - State and Local Grants							
	REVENUE							
	Department 00 - Revenue							
	Local Grants							
332.008	Other Local Grants	.00	.00	.00	3,165.44	(3,165.44)	+++	39,980.8
	Local Grants Totals	\$0.00	\$0.00	\$0.00	\$3,165.44	(\$3,165.44)	+++	\$39,980.8
	State Grants							
332.000	State Grants	.00	.00	.00	7,117.00	(7,117.00)	+++	.0
	State Grants Totals	\$0.00	\$0.00	\$0.00	\$7,117.00	(\$7,117.00)	+++	\$0.0
	Federal Grants							
331.070	Hazard Mitigation Grant	.00	16,439.39	.00	16,439.39	(16,439.39)	+++	33,949.1
	Federal Grants Totals	\$0.00	\$16,439.39	\$0.00	\$16,439.39	(\$16,439.39)	+++	\$33,949.1
	City Funding							
331.069	Match Revenue	.00	758.58	.00	758.58	(758.58)	+++	3,151.4
	City Funding Totals	\$0.00	\$758.58	\$0.00	\$758.58	(\$758.58)	+++	\$3,151.4
	Department 00 - Revenue Totals	\$0.00	\$17,197.97	\$0.00	\$27,480.41	(\$27,480.41)	+++	\$77,081.8
	REVENUE TOTALS	\$0.00	\$17,197.97	\$0.00	\$27,480.41	(\$27,480.41)	+++	\$77,081.8
	EXPENSE							
	Department 70 - State and Local Grants							
	Supplies							
500.101	Supplies and Materials	.00	(322.82)	.00	3,924.02	(3,924.02)	+++	41,132.1

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
501.101	Uniforms and Clothing	.00	.00	.00	.00	.00	+++	2,000.0
	<i>Supplies Totals</i>	\$0.00	(\$322.82)	\$0.00	\$3,924.02	(\$3,924.02)	+++	\$43,132.0
	<i>Other Services & Charges</i>							
685.187	Special Projects	.00	5,980.91	720.00	33,811.72	(34,531.72)	+++	33,949.0
	<i>Other Services & Charges Totals</i>	\$0.00	\$5,980.91	\$720.00	\$33,811.72	(\$34,531.72)	+++	\$33,949.0
	Department 70 - State and Local Grants Totals	\$0.00	\$5,658.09	\$720.00	\$37,735.74	(\$38,455.74)	+++	\$77,081.0
	EXPENSE TOTALS	\$0.00	\$5,658.09	\$720.00	\$37,735.74	(\$38,455.74)	+++	\$77,081.0
	Fund 0018 - State and Local Grants Totals							
	REVENUE TOTALS	.00	17,197.97	.00	27,480.41	(27,480.41)	+++	77,081.0
	EXPENSE TOTALS	.00	5,658.09	720.00	37,735.74	(38,455.74)	+++	77,081.0
	Fund 0018 - State and Local Grants Totals	\$0.00	\$11,539.88	(\$720.00)	(\$10,255.33)	\$10,975.33		\$0.0
	Fund 0020 - State Accommodations Tax							
	REVENUE							
	Department 00 - Revenue							
	<i>State Shared</i>							
318.001	Accommodations Tax	125,000.00	.00	.00	33,485.23	91,514.77	27	129,805.0
	<i>State Shared Totals</i>	\$125,000.00	\$0.00	\$0.00	\$33,485.23	\$91,514.77	27%	\$129,805.0
	<i>Investment Earnings</i>							
361.001	Investment Earnings	1,500.00	.00	.00	96.28	1,403.72	6	2,016.0
	<i>Investment Earnings Totals</i>	\$1,500.00	\$0.00	\$0.00	\$96.28	\$1,403.72	6%	\$2,016.0
	Department 00 - Revenue Totals	\$126,500.00	\$0.00	\$0.00	\$33,581.51	\$92,918.49	27%	\$131,821.0
	REVENUE TOTALS	\$126,500.00	\$0.00	\$0.00	\$33,581.51	\$92,918.49	27%	\$131,821.0
	EXPENSE							
	Department 33 - State Accommodations Tax							
	<i>Other Services & Charges</i>							

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
620.114	Advertising	500.00	.00	.00	.00	500.00	0	222.0
683.173	Tourism Related	65,000.00	481.08	.00	2,293.89	62,706.11	4	74,775.9
683.174	Tourism Advertise/Promote	29,000.00	.00	.00	.00	29,000.00	0	20,659.0
	<i>Other Services & Charges Totals</i>	\$94,500.00	\$481.08	\$0.00	\$2,293.89	\$92,206.11	2%	\$95,657.0
	<i>Other Objects</i>							
750.124	Transfers to General Fund	32,000.00	.00	.00	25,424.26	6,575.74	79	30,240.0
	<i>Other Objects Totals</i>	\$32,000.00	\$0.00	\$0.00	\$25,424.26	\$6,575.74	79%	\$30,240.0
	Department 33 - State Accommodations Tax Totals	\$126,500.00	\$481.08	\$0.00	\$27,718.15	\$98,781.85	22%	\$125,897.4
	EXPENSE TOTALS	\$126,500.00	\$481.08	\$0.00	\$27,718.15	\$98,781.85	22%	\$125,897.4
	Fund 0020 - State Accommodations Tax Totals							
	REVENUE TOTALS	126,500.00	.00	.00	33,581.51	92,918.49	27%	131,821.9
	EXPENSE TOTALS	126,500.00	481.08	.00	27,718.15	98,781.85	22%	125,897.4
	Fund 0020 - State Accommodations Tax Totals	\$0.00	(\$481.08)	\$0.00	\$5,863.36	(\$5,863.36)		\$5,924.0
	Fund 0022 - Local Hospitality/ATax							
	REVENUE							
	Department 00 - Revenue							
	Fees							
324.001	Hospitality Fee	690,000.00	56,225.90	.00	374,090.41	315,909.59	54	743,697.0
324.002	Accommodation Fees	200,000.00	11,678.38	.00	93,739.47	106,260.53	47	192,534.0
	<i>Fees Totals</i>	\$890,000.00	\$67,904.28	\$0.00	\$467,829.88	\$422,170.12	53%	\$936,231.0
	<i>State Grants</i>							
332.015	DBA State Grant	30,000.00	9,901.04	.00	39,901.04	(9,901.04)	133	76,472.0
	<i>State Grants Totals</i>	\$30,000.00	\$9,901.04	\$0.00	\$39,901.04	(\$9,901.04)	133%	\$76,472.0
	<i>Federal Grants</i>							
335.004	Fema Recovery	.00	.00	.00	.00	.00	+++	3,836.0

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Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
	<i>Federal Grants Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$3,836.00
	<i>Investment Earnings</i>							
361.001	Investment Earnings	18,000.00	.00	.00	1,175.16	16,824.84	7	22,047.90
	<i>Investment Earnings Totals</i>	\$18,000.00	\$0.00	\$0.00	\$1,175.16	\$16,824.84	7%	\$22,047.90
	<i>Miscellaneous</i>							
368.100	Retirement System Reimbursement Credit	.00	.00	.00	.00	.00	+++	394.00
369.002	Miscellaneous Revenue	.00	.00	.00	1,000.00	(1,000.00)	+++	4,500.00
	<i>Miscellaneous Totals</i>	\$0.00	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	+++	\$4,894.00
	<i>Capital Contributions</i>							
367.005	Donations/Private Sources	.00	.00	.00	.00	.00	+++	5,000.00
	<i>Capital Contributions Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$5,000.00
	<i>Operating Transfers In</i>							
394.002	Transfer from fund balance	(118,224.00)	.00	.00	.00	(118,224.00)	0	.00
	<i>Operating Transfers In Totals</i>	(\$118,224.00)	\$0.00	\$0.00	\$0.00	(\$118,224.00)	0%	\$0.00
	Department 00 - Revenue Totals	\$819,776.00	\$77,805.32	\$0.00	\$509,906.08	\$309,869.92	62%	\$1,048,482.00
	REVENUE TOTALS	\$819,776.00	\$77,805.32	\$0.00	\$509,906.08	\$309,869.92	62%	\$1,048,482.00
	EXPENSE							
	Department 08 - Winyah Auditorium							
	<i>Other Services & Charges</i>							
650.127	Electricity	9,000.00	322.67	.00	4,892.96	4,107.04	54	8,508.00
	<i>Other Services & Charges Totals</i>	\$9,000.00	\$322.67	\$0.00	\$4,892.96	\$4,107.04	54%	\$8,508.00
	Department 08 - Winyah Auditorium Totals	\$9,000.00	\$322.67	\$0.00	\$4,892.96	\$4,107.04	54%	\$8,508.00
	Department 23 - Old Hospitality Fees							
	<i>Other Services & Charges</i>							
620.114	Advertising	200.00	.00	.00	.00	200.00	0	.00
620.1141	Advertising- Other	500.00	.00	.00	.00	500.00	0	190.00

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
685.182	Other Operating Expenses	2,000.00	164.00	.00	164.00	1,836.00	8	10,582.00
	<i>Other Services & Charges Totals</i>	\$2,700.00	\$164.00	\$0.00	\$164.00	\$2,536.00	6%	\$10,772.00
	<i>Other Objects</i>							
750.124	Transfers to General Fund	125,000.00	10,416.67	.00	62,500.02	62,499.98	50	125,000.00
	<i>Other Objects Totals</i>	\$125,000.00	\$10,416.67	\$0.00	\$62,500.02	\$62,499.98	50%	\$125,000.00
	<i>Capital Outlay</i>							
900.905	Park Improvements	.00	.00	.00	.00	.00	+++	63,758.00
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$63,758.00
	Department 23 - Old Hospitality Fees Totals	\$127,700.00	\$10,580.67	\$0.00	\$62,664.02	\$65,035.98	49%	\$199,530.00
	Department 24 - New Hospitality Fees							
	<i>Personal Services</i>							
400.101	Regular Pay	36,200.00	3,178.49	.00	17,796.67	18,403.33	49	37,439.00
401.103	Overtime	500.00	.00	.00	.00	500.00	0	258.00
405.114	FICA	2,810.00	233.24	.00	1,297.01	1,512.99	46	2,753.00
406.116	Retirement	6,700.00	517.74	.00	3,205.37	3,494.63	48	6,848.00
410.001	Health Claims Cost	3,630.00	290.50	.00	1,743.00	1,887.00	48	3,486.00
	<i>Personal Services Totals</i>	\$49,840.00	\$4,219.97	\$0.00	\$24,042.05	\$25,797.95	48%	\$50,786.00
	<i>Other Services & Charges</i>							
620.1141	Advertising- Other	300.00	.00	.00	74.00	226.00	25	132.00
683.174	Tourism Advertise/Promote	125,000.00	10,053.00	.00	14,896.56	110,103.44	12	152,113.00
685.182	Other Operating Expenses	11,100.00	2,217.09	3,847.50	7,104.23	148.27	99	10,875.00
685.187	Special Projects	10,000.00	.00	.00	3,500.00	6,500.00	35	106,021.00
685.1871	Way-finding project	50,000.00	.00	.00	3,036.20	46,963.80	6	6,384.00
686.195	Repair/Maint Svc Contract	11,800.00	1,048.18	4,750.00	5,387.18	1,662.82	86	13,561.00
687.198	Donations & Promotions	500.00	.00	.00	.00	500.00	0	.00
687.204	Janitorial Services	32,900.00	2,630.56	15,439.40	16,033.54	1,427.06	96	29,872.00

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Exclude Rollup Account

										Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account			Account Description							Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
		Other Services & Charges Totals								\$241,600.00	\$15,948.83	\$24,036.90	\$50,031.71	\$167,531.39	31%	\$318,960.00
		Capital Outlay														
900.905			Park Improvements							25,000.00	.00	.00	.00	25,000.00	0	10,662.00
900.1000			Infrastructure Improvemts							130,000.00	.00	.00	.00	130,000.00	0	54,906.00
900.2500			Land Improvements							10,000.00	.00	.00	.00	10,000.00	0	1,394.00
900.3000			Buildings & Improvements							.00	.00	.00	.00	.00	+++	47,892.00
900.6000			Other Improvements							110,660.00	.00	.00	.00	110,660.00	0	
		Capital Outlay Totals								\$275,660.00	\$0.00	\$0.00	\$0.00	\$275,660.00	0%	\$114,854.00
		Department 24 - New Hospitality Fees Totals								\$567,100.00	\$20,168.80	\$24,036.90	\$74,073.76	\$468,989.34	17%	\$484,601.00
		Department 29 - Kaminski House														
		Other Services & Charges														
600.110			SCMIRF Property/Liab Ins							13,500.00	.00	.00	.00	13,500.00	0	.00
650.127			Electricity							1,864.00	304.72	.00	1,143.54	720.46	61	2,042.00
650.133			Stormwater							1,201.00	113.40	.00	680.40	520.60	57	1,360.00
650.1271			Electricity- Sales Tax							71.00	12.52	.00	43.46	27.54	61	66.00
685.182			Other Operating Expenses							.00	.00	.00	.00	.00	+++	43.00
687.203			Contract Services							170,000.00	20,000.00	.00	95,000.00	75,000.00	56	170,000.00
		Other Services & Charges Totals								\$186,636.00	\$20,430.64	\$0.00	\$96,867.40	\$89,768.60	52%	\$173,512.00
		Department 29 - Kaminski House Totals								\$186,636.00	\$20,430.64	\$0.00	\$96,867.40	\$89,768.60	52%	\$173,512.00
		EXPENSE TOTALS								\$890,436.00	\$51,502.78	\$24,036.90	\$238,498.14	\$627,900.96	29%	\$866,153.00
Fund 0022 - Local Hospitality/ATax Totals																
REVENUE TOTALS										819,776.00	77,805.32	.00	509,906.08	309,869.92	62%	1,048,482.00
EXPENSE TOTALS										890,436.00	51,502.78	24,036.90	238,498.14	627,900.96	29%	866,153.00
Fund 0022 - Local Hospitality/ATax Totals										(\$70,660.00)	\$26,302.54	(\$24,036.90)	\$271,407.94	(\$318,031.04)		\$182,329.00
Fund 0030 - Electric Utility Fund																

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Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
REVENUE								
Department 00 - Revenue								
Operating Revenues								
301.000	Sale Of Utilities	13,045,649.00	832,890.85	.00	5,667,196.25	7,378,452.75	43	10,971,216.1
301.002	New Turn Ons	5,000.00	490.00	.00	2,240.00	2,760.00	45	3,790.0
301.004	Security Lights	250,000.00	23,102.00	.00	137,449.00	112,551.00	55	278,506.0
301.012	Restores	60,000.00	4,740.00	.00	43,650.00	16,350.00	73	47,550.0
302.000	Other Operating Revenues	.00	1,145,649.27	.00	1,145,649.27	(1,145,649.27)	+++	.0
302.001	Penalties	125,000.00	10,660.55	.00	71,650.70	53,349.30	57	94,348.0
302.002	Pole Rental	200,000.00	196,086.00	.00	236,187.08	(36,187.08)	118	195,332.0
302.003	Fiber Rental	25,000.00	2,000.00	.00	12,000.00	13,000.00	48	24,000.0
Operating Revenues Totals		\$13,710,649.00	\$2,215,618.67	\$0.00	\$7,316,022.30	\$6,394,626.70	53%	\$11,614,742.0
State Grants								
332.009	Other State Grants	.00	715.20	.00	715.20	(715.20)	+++	.0
State Grants Totals		\$0.00	\$715.20	\$0.00	\$715.20	(\$715.20)	+++	\$0.0
Federal Grants								
335.004	Fema Recovery	10,000.00	.00	.00	2,421.31	7,578.69	24	75,618.0
Federal Grants Totals		\$10,000.00	\$0.00	\$0.00	\$2,421.31	\$7,578.69	24%	\$75,618.0
Investment Earnings								
306.001	Investment Earnings	90,000.00	568.93	.00	5,736.09	84,263.91	6	131,433.0
Investment Earnings Totals		\$90,000.00	\$568.93	\$0.00	\$5,736.09	\$84,263.91	6%	\$131,433.0
Miscellaneous								
301.001	Revenue from Energy Efficiency Program	55,000.00	3,648.20	.00	36,371.91	18,628.09	66	60,778.0
307.002	Sale Of Scrap	500.00	.00	.00	.00	500.00	0	.0
368.100	Retirement System Reimbursement Credit	.00	.00	.00	.00	.00	+++	5,805.0
369.002	Miscellaneous Revenue	5,000.00	.00	.00	.00	5,000.00	0	5,419.0

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Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
369.003	Insurance Proceeds	1,000.00	.00	.00	.00	1,000.00	0	12,993.9
	<i>Miscellaneous Totals</i>	\$61,500.00	\$3,648.20	\$0.00	\$36,371.91	\$25,128.09	59%	\$84,997.9
	<i>Operating Transfers In</i>							
394.002	Transfer from fund balance	(372,033.00)	.00	.00	.00	(372,033.00)	0	.0
	<i>Operating Transfers In Totals</i>	(\$372,033.00)	\$0.00	\$0.00	\$0.00	(\$372,033.00)	0%	\$0.0
	Department 00 - Revenue Totals	\$13,500,116.00	\$2,220,551.00	\$0.00	\$7,361,266.81	\$6,138,849.19	55%	\$11,906,792.1
	REVENUE TOTALS	\$13,500,116.00	\$2,220,551.00	\$0.00	\$7,361,266.81	\$6,138,849.19	55%	\$11,906,792.1
	EXPENSE							
	Department 19 - Electric							
	<i>Personal Services</i>							
400.101	Regular Pay	793,250.00	62,282.23	.00	368,664.22	424,585.78	46	750,378.0
401.103	Overtime	10,000.00	487.69	.00	5,843.19	4,156.81	58	8,791.0
401.105	On-call pay	10,400.00	800.00	.00	5,200.00	5,200.00	50	10,400.0
401.106	Contract Labor	410,000.00	49,416.10	112,065.40	182,296.40	115,638.20	72	323,656.0
401.107	Labor Billed	.00	(3,111.36)	.00	(3,111.36)	3,111.36	+++	.0
405.114	FICA	61,110.00	4,652.06	.00	27,717.03	33,392.97	45	56,195.0
406.116	Retirement	125,640.00	8,880.48	.00	57,927.57	67,712.43	46	118,868.0
408.125	SCMIT Worker's Comp Ins.	77,800.00	.00	.00	38,647.22	39,152.78	50	79,292.0
410.001	Health Claims Cost	102,873.00	8,007.76	.00	48,472.64	54,400.36	47	102,395.0
410.002	Health Claim Costs-Retire	30,671.00	1,792.39	.00	16,038.22	14,632.78	52	28,723.0
410.003	OPEB cost	15,000.00	.00	.00	.00	15,000.00	0	(38,836.2
410.005	Pension Expense	.00	.00	.00	.00	.00	+++	(46,480.9
	<i>Personal Services Totals</i>	\$1,636,744.00	\$133,207.35	\$112,065.40	\$747,695.13	\$776,983.47	53%	\$1,393,384.0
	<i>Supplies</i>							
500.101	Supplies and Materials	24,070.00	540.46	.00	12,771.75	11,298.25	53	19,711.0
500.102	Equipment	8,000.00	.00	.00	1,312.20	6,687.80	16	5,984.0

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Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
500.103	Furniture	800.00	.00	.00	.00	800.00	0	.0
500.105	Printing and Binding	600.00	.00	.00	.00	600.00	0	.0
501.101	Uniforms and Clothing	15,900.00	508.71	.00	5,202.75	10,697.25	33	13,675.0
514.114	Wire Expense	8,000.00	5,678.10	.00	29,430.72	(21,430.72)	368	25,305.0
514.115	Christmas Decorations	32,100.00	154.39	.00	32,048.39	51.61	100	11,738.0
514.116	Pole Line Hardware	7,000.00	2.22	.00	4,784.11	2,215.89	68	19,746.0
514.117	Poles & Crossarms	6,000.00	1,057.46	.00	3,553.09	2,446.91	59	9,496.0
514.118	Fuel for Peak Shaving Generation	85,000.00	11,764.63	.00	38,517.60	46,482.40	45	72,998.0
515.121	Safety Supplies	300.00	.00	.00	300.00	.00	100	300.0
515.123	Special Dept Supplies	16,000.00	(2,149.32)	2,796.28	11,911.05	1,292.67	92	18,386.0
521.128	Meter Supplies	40,000.00	531.46	.00	2,073.71	37,926.29	5	19,265.0
523.133	Street Light Supplies	3,000.00	16.96	.00	1,849.29	1,150.71	62	14,176.0
531.143	Security Lights	20,000.00	20,704.17	.00	31,683.44	(11,683.44)	158	30,793.0
531.145	Transformer Supplies	8,000.00	6,471.48	.00	23,407.64	(15,407.64)	293	21,457.0
540.150	Power Purchases	7,800,000.00	52,323.86	.00	3,061,653.67	4,738,346.33	39	7,345,600.0
Supplies Totals		\$8,074,770.00	\$97,604.58	\$2,796.28	\$3,260,499.41	\$4,811,474.31	40%	\$7,628,639.0
Other Services & Charges								
540.153	Energy Efficiency Program	60,000.00	.00	.00	27,906.77	32,093.23	47	65,410.0
600.110	SCMIRF Property/Liab Ins	295,000.00	.00	.00	157,943.19	137,056.81	54	295,383.0
610.111	Communications- Landline	5,000.00	430.97	.00	2,816.58	2,183.42	56	5,996.0
610.112	Postage	5,000.00	617.39	.00	2,727.56	2,272.44	55	5,001.0
610.1110	Communications- Wireless	7,000.00	665.15	.00	3,364.63	3,635.37	48	6,465.0
620.114	Advertising	600.00	.00	.00	74.00	526.00	12	74.0
640.124	Travel Expense	6,000.00	.00	.00	797.32	5,202.68	13	3,780.0
650.127	Electricity	19,537.00	1,751.14	.00	8,583.89	10,953.11	44	22,121.0
650.128	Water	1,247.00	152.47	.00	776.64	470.36	62	1,417.0

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Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
650.129	Wastewater	1,732.00	209.00	.00	1,075.40	656.60	62	1,968.0
650.130	Sanitation	1,787.00	168.66	.00	1,011.96	775.04	57	2,023.9
650.133	Stormwater	1,303.00	123.02	.00	738.12	564.88	57	1,476.2
650.134	Security Lights	8,995.00	849.00	.00	5,094.00	3,901.00	57	10,188.0
650.1271	Electricity- Sales Tax	2,657.00	278.09	.00	1,049.23	1,607.77	39	3,166.2
660.103	Emergency Preparedness	.00	.00	.00	148.47	(148.47)	+++	594.2
660.133	Repairs & Maint. Services	8,000.00	.00	.00	2,684.14	5,315.86	34	5,460.4
660.139	Fleet Services-RTA Mtce Allocation	16,000.00	302.79	1,796.68	8,305.66	5,897.66	63	12,331.2
660.140	Hydraulic Repair	12,000.00	607.25	.00	1,769.78	10,230.22	15	12,310.2
660.145	Gasoline & Oil	22,447.00	1,429.66	.00	7,371.86	15,075.14	33	22,202.2
660.1391	Fleet Services -Departmental Expense Allocation	25,000.00	960.59	.00	9,593.94	15,406.06	38	31,736.2
660.1392	Fleet Svcs- Outside Vends	1,000.00	.00	.00	1,623.00	(623.00)	162	638.9
662.140	Building Repairs	2,000.00	.00	.00	.00	2,000.00	0	.0
662.141	Department Repairs	13,000.00	.00	.00	743.77	12,256.23	6	10,266.8
663.145	Sub-Station Maintenance	3,000.00	.00	.00	.00	3,000.00	0	.0
663.146	Transformers Repairs	4,500.00	.00	.00	.00	4,500.00	0	.0
664.101	Community Education	1,500.00	.00	.00	404.26	1,095.74	27	808.2
670.156	Equipment Rental/Lease	3,800.00	226.38	.00	2,878.08	921.92	76	4,166.0
670.157	Equipment Lease	.00	.00	.00	.00	.00	+++	3.0
682.170	Infrared Test	800.00	.00	.00	640.00	160.00	80	.0
682.171	Safety Testing/Compliance	3,500.00	813.44	.00	829.24	2,670.76	24	4,470.9
682.172	Ground Maint. Expenses	.00	.00	.00	.00	.00	+++	8.2
682.173	Tree Crew Maintenance	11,579.00	990.49	.00	3,586.42	7,992.58	31	14,262.9
685.180	Membership Dues and Fees	18,045.00	.00	.00	9,173.49	8,871.51	51	16,883.9
685.182	Other Operating Expenses	2,000.00	.00	.00	(1,244.09)	3,244.09	-62	25,809.2
685.183	Depreciation	530,700.00	64,808.15	.00	388,447.65	142,252.35	73	707,709.4

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		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
685.186	Training	18,200.00	.00	.00	5,967.00	12,233.00	33	12,791.0
685.190	Landfill Fees	7,421.00	153.80	.00	2,835.67	4,585.33	38	8,082.9
685.1801	Subscriptions	40.00	.00	.00	.00	40.00	0	.0
685.1821	Hurricane/Storm Expense	.00	.00	.00	.00	.00	+++	41,668.7
686.186	Legal Services	5,000.00	.00	.00	.00	5,000.00	0	.0
686.187	Professional Services	10,200.00	636.53	5,832.75	3,319.23	1,048.02	90	7,862.9
686.188	Architect/Engineer Servcs	40,000.00	4,520.58	.00	18,718.71	21,281.29	47	59,244.7
686.189	Employee Medical	600.00	60.00	.00	180.00	420.00	30	318.7
686.191	Contract Services/Studies	2,400.00	186.39	.00	768.65	1,631.35	32	3,531.0
686.195	Repair/Maint Svc Contract	21,830.00	920.55	.00	6,425.24	15,404.76	29	24,488.4
686.196	Bank Charges/Fees	.00	.00	.00	20,088.35	(20,088.35)	+++	22,911.9
686.199	Internal Engineering	21,500.00	1,022.81	.00	6,225.10	15,274.90	29	14,844.9
686.1895	Employee wellness services	6,000.00	2,062.78	.00	4,240.88	1,759.12	71	6,496.7
687.202	Utility Billing Services	45,000.00	11,723.67	.00	31,959.95	13,040.05	71	43,546.0
687.204	Janitorial Services	2,500.00	184.60	1,083.46	1,123.68	292.86	88	2,222.9
	Other Services & Charges Totals	\$1,275,420.00	\$96,855.35	\$8,712.89	\$752,767.42	\$513,939.69	60%	\$1,542,150.0
	Other Objects							
702.105	Interest on Bonds	93,654.00	.00	.00	.00	93,654.00	0	98,171.4
702.110	Bond Principal	577,000.00	.00	.00	.00	577,000.00	0	564,083.7
703.1001	Agent Fees	.00	.00	.00	2,500.00	(2,500.00)	+++	2,500.0
720.001	Provision for Bad Debts	40,000.00	3,333.33	.00	19,999.98	20,000.02	50	25,908.7
720.005	Loss on Asset Disposal	.00	.00	.00	.00	.00	+++	192,088.8
720.006	Public Assistance Program	10,000.00	.00	.00	.00	10,000.00	0	10,000.0
750.124	Transfers to General Fund	719,889.00	59,990.75	.00	359,944.50	359,944.50	50	741,054.0
795.001	IT Internal Allocations	107,000.00	5,626.54	.00	32,000.03	74,999.97	30	107,248.7
795.995	GF Cost Distribution	415,190.00	34,599.17	.00	207,595.02	207,594.98	50	413,499.9

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

19.K.4

Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
7999.9999	Principal Reclassified	(577,000.00)	.00	.00	.00	(577,000.00)	0	(564,083.3
	<i>Other Objects Totals</i>	\$1,385,733.00	\$103,549.79	\$0.00	\$622,039.53	\$763,693.47	45%	\$1,590,471.1
	<i>Capital Outlay</i>							
900.3100	Electric Distribution	1,490,000.00	3,428.27	.00	20,726.00	1,469,274.00	1	1,069,083.1
900.3101	Transformer-Pad Mounts 99900	.00	.00	.00	.00	.00	+++	4,068.0
900.3102	Meters & Equipment 99901	.00	.00	.00	.00	.00	+++	648.1
900.3103	Wire Expense 99902	.00	.00	.00	.00	.00	+++	2,463.1
900.3104	Pole Line Hardware 99903	.00	.00	.00	.00	.00	+++	2,558.1
900.3105	Transformer-Pole Mounted 99904	.00	.00	.00	.00	.00	+++	673.0
900.3106	Poles 99905	.00	.00	.00	.00	.00	+++	2,564.0
900.3107	Security & Street Lights 99906	.00	.00	.00	.00	.00	+++	2,134.9
900.3108	Misc. Line Upgrades - Sumter Utilities	.00	.00	.00	.00	.00	+++	236,557.1
900.4100	Vehicles	.00	.00	.00	.00	.00	+++	156,859.9
900.4300	Other Equipment	112,000.00	7,261.00	.00	25,604.60	86,395.40	23	21,770.1
9999.9999	Assets Reclassified	(1,602,000.00)	(10,689.27)	.00	(46,330.60)	(1,555,669.40)	3	(1,499,383.6
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.0
	Department 19 - Electric Totals	\$12,372,667.00	\$431,217.07	\$123,574.57	\$5,383,001.49	\$6,866,090.94	45%	\$12,154,645.4
	Department 36 - Fiber Optics							
	<i>Other Services & Charges</i>							
685.183	Depreciation	1,000.00	19.10	.00	114.64	885.36	11	229.1
	<i>Other Services & Charges Totals</i>	\$1,000.00	\$19.10	\$0.00	\$114.64	\$885.36	11%	\$229.1
	Department 36 - Fiber Optics Totals	\$1,000.00	\$19.10	\$0.00	\$114.64	\$885.36	11%	\$229.1
	EXPENSE TOTALS	\$12,373,667.00	\$431,236.17	\$123,574.57	\$5,383,116.13	\$6,866,976.30	45%	\$12,154,874.1
	Fund 0030 - Electric Utility Fund Totals							
	REVENUE TOTALS	13,500,116.00	2,220,551.00	.00	7,361,266.81	6,138,849.19	55%	11,906,792.1

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



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Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
EXPENSE TOTALS		12,373,667.00	431,236.17	123,574.57	5,383,116.13	6,866,976.30	45%	12,154,874.1
Fund 0030 - Electric Utility Fund Totals		\$1,126,449.00	\$1,789,314.83	(\$123,574.57)	\$1,978,150.68	(\$728,127.11)		(\$248,082.2
Fund 0031 - Water Utility Fund								
REVENUE								
Department 00 - Revenue								
Operating Revenues								
301.000	Sale Of Utilities	2,325,750.00	182,817.91	.00	1,153,153.73	1,172,596.27	50	2,235,511.0
301.002	New Turn Ons	3,000.00	265.00	.00	1,915.00	1,085.00	64	3,180.0
301.006	Sale Of Raw Water	13,000.00	1,145.89	.00	6,012.28	6,987.72	46	11,467.0
301.009	New Service Taps	20,000.00	1,000.00	.00	12,000.00	8,000.00	60	27,006.0
301.013	Meter Installation	3,500.00	900.00	.00	8,550.00	(5,050.00)	244	4,650.0
302.001	Penalties	30,000.00	3,014.23	.00	14,093.45	15,906.55	47	18,144.0
Operating Revenues Totals		\$2,395,250.00	\$189,143.03	\$0.00	\$1,195,724.46	\$1,199,525.54	50%	\$2,299,960.0
Impact Fees								
324.020	Water Impact Fee	25,000.00	550.00	.00	6,600.00	18,400.00	26	39,040.0
Impact Fees Totals		\$25,000.00	\$550.00	\$0.00	\$6,600.00	\$18,400.00	26%	\$39,040.0
State Grants								
332.000	State Grants	.00	.00	.00	209,842.50	(209,842.50)	+++	124,807.0
332.009	Other State Grants	.00	64.08	.00	64.08	(64.08)	+++	.0
State Grants Totals		\$0.00	\$64.08	\$0.00	\$209,906.58	(\$209,906.58)	+++	\$124,807.0
Federal Grants								
335.004	Fema Recovery	5,000.00	.00	.00	364.79	4,635.21	7	33,030.0
Federal Grants Totals		\$5,000.00	\$0.00	\$0.00	\$364.79	\$4,635.21	7%	\$33,030.0
Investment Earnings								
306.001	Investment Earnings	30,000.00	129.09	.00	1,301.85	28,698.15	4	72,341.0
Investment Earnings Totals		\$30,000.00	\$129.09	\$0.00	\$1,301.85	\$28,698.15	4%	\$72,341.0

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
	Miscellaneous							
368.100	Retirement System Reimbursement Credit	.00	.00	.00	.00	.00	+++	6,713.0
369.002	Miscellaneous Revenue	8,000.00	315.00	.00	1,649.40	6,350.60	21	7,635.0
	Miscellaneous Totals	\$8,000.00	\$315.00	\$0.00	\$1,649.40	\$6,350.60	21%	\$14,348.0
	Capital Contributions							
371.004	Capital Contributions	.00	.00	.00	.00	.00	+++	3,465.0
	Capital Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$3,465.0
	Operating Transfers In							
394.002	Transfer from fund balance	417,085.00	.00	.00	.00	417,085.00	0	.0
	Operating Transfers In Totals	\$417,085.00	\$0.00	\$0.00	\$0.00	\$417,085.00	0%	\$0.0
	Sale of Assets							
391.001	Sale of Assets	500.00	.00	.00	2,800.11	(2,300.11)	560	6,252.0
	Sale of Assets Totals	\$500.00	\$0.00	\$0.00	\$2,800.11	(\$2,300.11)	560%	\$6,252.0
	Department 00 - Revenue Totals	\$2,880,835.00	\$190,201.20	\$0.00	\$1,418,347.19	\$1,462,487.81	49%	\$2,593,245.0
	REVENUE TOTALS	\$2,880,835.00	\$190,201.20	\$0.00	\$1,418,347.19	\$1,462,487.81	49%	\$2,593,245.0
	EXPENSE							
	Department 15 - Water Distribution							
	Personal Services							
400.101	Regular Pay	186,020.00	16,739.51	.00	78,512.29	107,507.71	42	186,645.0
401.103	Overtime	14,000.00	122.72	.00	3,308.42	10,691.58	24	13,107.0
401.105	On-call pay	5,200.00	400.00	.00	2,600.00	2,600.00	50	5,200.0
405.114	FICA	15,576.00	1,269.49	.00	6,329.13	9,246.87	41	15,078.0
406.116	Retirement	31,711.00	2,367.36	.00	13,147.16	18,563.84	41	31,762.0
408.125	SCMIT Worker's Comp Ins.	15,500.00	.00	.00	7,678.56	7,821.44	50	15,508.0
410.001	Health Claims Cost	22,984.00	1,953.82	.00	10,828.28	12,155.72	47	23,248.0
410.002	Health Claim Costs-Retire	5,760.00	3.00	.00	42.12	5,717.88	1	3,241.0

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
410.003	OPEB cost	4,000.00	.00	.00	.00	4,000.00	0	.0
	<i>Personal Services Totals</i>	\$300,751.00	\$22,855.90	\$0.00	\$122,445.96	\$178,305.04	41%	\$293,793.0
	<i>Supplies</i>							
500.101	Supplies and Materials	5,250.00	.00	.00	1,720.25	3,529.75	33	4,096.0
500.102	Equipment	4,750.00	.00	.00	275.55	4,474.45	6	2,440.0
501.101	Uniforms and Clothing	4,000.00	269.94	.00	1,697.18	2,302.82	42	3,049.0
513.112	Asphalt/Concrete/Gravel	25,000.00	627.00	16,266.01	5,812.98	2,921.01	88	28,208.0
514.110	Water Dist System Supply	44,500.00	2,527.70	.00	20,139.77	24,360.23	45	60,397.0
515.121	Safety Supplies	300.00	.00	.00	.00	300.00	0	.0
523.136	Hydrant Replacement	5,000.00	1,855.00	.00	5,891.65	(891.65)	118	3,880.0
532.148	Small Hand Tools	300.00	.00	.00	28.77	271.23	10	439.0
	<i>Supplies Totals</i>	\$89,100.00	\$5,279.64	\$16,266.01	\$35,566.15	\$37,267.84	58%	\$102,511.0
	<i>Other Services & Charges</i>							
515.129	Permit Fees Due To Others	1,000.00	537.92	.00	537.92	462.08	54	631.0
600.110	SCMIRF Property/Liab Ins	22,000.00	.00	.00	11,327.66	10,672.34	51	21,184.0
610.112	Postage	900.00	93.39	.00	400.23	499.77	44	711.0
610.1110	Communications- Wireless	660.00	41.39	.00	210.99	449.01	32	539.0
620.114	Advertising	600.00	.00	.00	.00	600.00	0	226.0
640.124	Travel Expense	100.00	.00	.00	.00	100.00	0	803.0
650.127	Electricity	6,749.00	740.36	.00	4,088.73	2,660.27	61	8,068.0
650.128	Water	18,000.00	1,382.90	.00	8,320.21	9,679.79	46	18,136.0
650.129	Wastewater	10,054.00	662.01	.00	4,367.26	5,686.74	43	10,222.0
650.130	Sanitation	593.00	55.96	.00	335.76	257.24	57	671.0
650.133	Stormwater	3,772.00	356.08	.00	2,136.48	1,635.52	57	4,272.0
650.1271	Electricity- Sales Tax	318.00	36.48	.00	205.55	112.45	65	331.0
660.103	Emergency Preparedness	.00	.00	.00	33.23	(33.23)	+++	157.0

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Budget Performance Report

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		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
660.133	Repairs & Maint. Services	12,500.00	.00	3,312.88	3,963.42	5,223.70	58	2,353.7
660.139	Fleet Services-RTA Mtce Allocation	8,000.00	43.43	.00	2,440.50	5,559.50	31	4,858.9
660.145	Gasoline & Oil	8,431.00	449.87	.00	3,027.33	5,403.67	36	8,802.8
660.1391	Fleet Services -Departmental Expense Allocation	8,000.00	342.35	.00	2,487.92	5,512.08	31	8,485.9
660.1392	Fleet Svcs- Outside Vends	.00	.00	.00	126.95	(126.95)	+++	.0
670.156	Equipment Rental/Lease	100.00	.00	.00	.00	100.00	0	.0
685.180	Membership Dues and Fees	250.00	.00	.00	60.00	190.00	24	50.0
685.182	Other Operating Expenses	1,500.00	.00	.00	62.00	1,438.00	4	200.0
685.183	Depreciation	360,000.00	36,889.18	.00	221,214.15	138,785.85	61	402,533.9
685.186	Training	2,280.00	.00	.00	675.00	1,605.00	30	1,415.0
685.1821	Hurricane/Storm Expense	.00	.00	.00	.00	.00	+++	168.8
686.187	Professional Services	2,720.00	166.80	1,946.00	834.00	(60.00)	102	2,168.4
686.189	Employee Medical	660.00	.00	.00	.00	660.00	0	205.0
686.191	Contract Services/Studies	2,400.00	186.39	.00	768.65	1,631.35	32	1,236.4
686.196	Bank Charges/Fees	.00	.00	.00	7,860.66	(7,860.66)	+++	8,965.0
686.199	Internal Engineering	17,000.00	1,022.81	.00	6,225.10	10,774.90	37	14,844.0
686.1895	Employee wellness services	2,400.00	736.70	.00	1,514.59	885.41	63	2,320.0
687.202	Utility Billing Services	8,000.00	1,773.32	.00	4,834.25	3,165.75	60	6,586.0
687.204	Janitorial Services	2,000.00	46.15	270.86	279.32	1,449.82	28	555.0
	Other Services & Charges Totals	\$500,987.00	\$45,563.49	\$5,529.74	\$288,337.86	\$207,119.40	59%	\$531,710.0
	Other Objects							
702.106	Interest- Bonds	122,120.00	.00	.00	22,873.49	99,246.51	19	127,492.0
702.110	Bond Principal	389,869.00	.00	.00	69,029.75	320,839.25	18	403,498.0
703.109	Agents Fee	8,000.00	1,612.50	.00	4,475.00	3,525.00	56	9,850.0
720.001	Provision for Bad Debts	8,000.00	666.67	.00	4,000.02	3,999.98	50	8,992.0
750.124	Transfers to General Fund	121,678.00	10,139.83	.00	60,838.98	60,839.02	50	116,778.0

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		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
750.130	Transfer to Sewer Fund	.00	.00	.00	.00	.00	+++	156,379.0
795.995	GF Cost Distribution	89,600.00	7,466.67	.00	44,800.02	44,799.98	50	89,600.0
7999.9999	Principal Reclassified	(389,869.00)	.00	.00	(69,029.75)	(320,839.25)	18	(403,498.0
	<i>Other Objects Totals</i>	\$349,398.00	\$19,885.67	\$0.00	\$136,987.51	\$212,410.49	39%	\$509,091.0
	<i>Inter-Dept. Allocations</i>							
795.999	Allocation G&A Services	67,700.00	5,378.16	.00	35,491.27	32,208.73	52	52,019.0
	<i>Inter-Dept. Allocations Totals</i>	\$67,700.00	\$5,378.16	\$0.00	\$35,491.27	\$32,208.73	52%	\$52,019.0
	<i>Capital Outlay</i>							
900.3500	Water Distribution	30,000.00	2,155.25	(289,760.74)	293,975.25	25,785.49	14	648,880.0
900.4300	Other Equipment	7,000.00	.00	.00	5,808.38	1,191.62	83	.0
9999.9999	Assets Reclassified	(37,000.00)	(6,205.25)	.00	(299,783.63)	262,783.63	810	(648,880.8
	<i>Capital Outlay Totals</i>	\$0.00	(\$4,050.00)	(\$289,760.74)	\$0.00	\$289,760.74	+++	\$0.0
	Department 15 - Water Distribution Totals	\$1,307,936.00	\$94,912.86	(\$267,964.99)	\$618,828.75	\$957,072.24	27%	\$1,489,125.0
	Department 16 - Filtration							
	<i>Personal Services</i>							
400.101	Regular Pay	249,183.00	18,530.56	.00	106,472.33	142,710.67	43	247,558.0
401.103	Overtime	8,000.00	315.48	.00	2,108.68	5,891.32	26	5,332.0
401.105	On-call pay	7,020.00	533.36	.00	3,466.84	3,553.16	49	6,933.0
405.114	FICA	20,066.00	1,380.30	.00	7,940.57	12,125.43	40	18,351.0
406.116	Retirement	40,834.00	2,698.38	.00	17,033.30	23,800.70	42	40,098.0
408.125	SCMIT Worker's Comp Ins.	14,000.00	.00	.00	6,915.34	7,084.66	49	13,838.0
410.001	Health Claims Cost	46,340.00	3,047.00	.00	17,296.32	29,043.68	37	43,672.0
410.002	Health Claim Costs-Retire	8,076.00	583.24	.00	3,462.08	4,613.92	43	9,783.0
410.003	OPEB cost	5,000.00	.00	.00	.00	5,000.00	0	.0
	<i>Personal Services Totals</i>	\$398,519.00	\$27,088.32	\$0.00	\$164,695.46	\$233,823.54	41%	\$385,570.0
	<i>Supplies</i>							

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Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
660.133	Repairs & Maint. Services	34,000.00	4,949.13	.00	19,790.66	14,209.34	58	49,132.4
660.139	Fleet Services-RTA Mtce Allocation	4,000.00	6.27	.00	213.02	3,786.98	5	2,901.4
660.145	Gasoline & Oil	1,179.00	76.84	.00	387.47	791.53	33	1,613.1
660.1391	Fleet Services -Departmental Expense Allocation	2,000.00	75.24	.00	525.00	1,475.00	26	2,901.1
660.1392	Fleet Svcs- Outside Vends	1,500.00	.00	.00	.00	1,500.00	0	1,107.1
662.140	Building Repairs	.00	.00	.00	.00	.00	+++	3,263.1
670.156	Equipment Rental/Lease	300.00	.00	.00	.00	300.00	0	.1
685.180	Membership Dues and Fees	600.00	.00	.00	485.00	115.00	81	320.1
685.182	Other Operating Expenses	600.00	.00	.00	62.00	538.00	10	495.1
685.183	Depreciation	308,000.00	25,950.07	.00	155,310.56	152,689.44	50	259,403.4
685.186	Training	2,020.00	.00	.00	.00	2,020.00	0	563.1
685.1821	Hurricane/Storm Expense	.00	.00	.00	.00	.00	+++	322.1
686.187	Professional Services	27,340.00	.00	.00	1,245.00	26,095.00	5	20,513.1
686.189	Employee Medical	220.00	85.00	.00	780.00	(560.00)	355	.1
686.195	Repair/Maint Svc Contract	1,800.00	246.75	.00	973.05	826.95	54	1,215.1
686.199	Internal Engineering	18,000.00	1,022.81	.00	6,225.10	11,774.90	35	14,844.1
686.1895	Employee wellness services	2,760.00	884.05	.00	1,817.52	942.48	66	2,784.1
687.204	Janitorial Services	2,000.00	184.60	1,083.46	1,123.98	(207.44)	110	2,222.1
	<i>Other Services & Charges Totals</i>	\$531,967.00	\$42,079.62	\$1,083.46	\$261,635.60	\$269,247.94	49%	\$492,249.1
	<i>Other Objects</i>							
720.005	Loss on Asset Disposal	.00	.00	.00	.00	.00	+++	368,169.1
750.124	Transfers to General Fund	108,425.00	9,035.42	.00	54,212.52	54,212.48	50	104,060.1
795.995	GF Cost Distribution	79,840.00	6,653.33	.00	39,919.98	39,920.02	50	79,839.1
	<i>Other Objects Totals</i>	\$188,265.00	\$15,688.75	\$0.00	\$94,132.50	\$94,132.50	50%	\$552,069.1
	<i>Inter-Dept. Allocations</i>							
795.999	Allocation G&A Services	92,000.00	5,378.16	.00	35,491.27	56,508.73	39	52,019.1

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Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Inter-Dept. Allocations Totals		\$92,000.00	\$5,378.16	\$0.00	\$35,491.27	\$56,508.73	39%	\$52,019.8
Capital Outlay								
900.3000	Buildings & Improvements	30,000.00	.00	27,750.00	.00	2,250.00	92	.0
900.3300	Water Filtration Plant	530,000.00	.00	.00	.00	530,000.00	0	650,735.9
900.4300	Other Equipment	.00	.00	(119,133.60)	115,163.78	3,969.82	+++	9,089.2
9999.9999	Assets Reclassified	(560,000.00)	.00	.00	(115,163.78)	(444,836.22)	21	(659,825.2
Capital Outlay Totals		\$0.00	\$0.00	(\$91,383.60)	\$0.00	\$91,383.60	+++	\$0.0
Department 16 - Filtration Totals		\$1,619,659.00	\$114,379.13	(\$14.62)	\$774,472.97	\$845,200.65	48%	\$1,863,601.8
Department 41 - General & Administrative								
Personal Services								
400.101	Regular Pay	112,449.00	9,480.12	.00	54,182.74	58,266.26	48	110,978.2
401.103	Overtime	200.00	.00	.00	.00	200.00	0	.0
405.114	FICA	8,607.00	695.55	.00	3,952.04	4,654.96	46	8,076.9
406.116	Retirement	17,418.00	1,343.16	.00	8,257.82	9,160.18	47	17,147.0
408.125	SCMIT Worker's Comp Ins.	4,300.00	.00	.00	2,104.66	2,195.34	49	4,211.8
410.001	Health Claims Cost	16,960.00	1,298.58	.00	7,791.48	9,168.52	46	16,971.2
410.003	OPEB cost	4,200.00	.00	.00	.00	4,200.00	0	85,167.9
410.005	Pension Expense	.00	.00	.00	.00	.00	+++	168,211.2
Personal Services Totals		\$164,134.00	\$12,817.41	\$0.00	\$76,288.74	\$87,845.26	46%	\$410,765.0
Supplies								
500.101	Supplies and Materials	5,800.00	234.56	.00	2,564.14	3,235.86	44	4,463.2
500.102	Equipment	200.00	.00	.00	.00	200.00	0	96.9
500.103	Furniture	500.00	.00	.00	.00	500.00	0	486.2
501.101	Uniforms and Clothing	700.00	.00	.00	.00	700.00	0	86.8
Supplies Totals		\$7,200.00	\$234.56	\$0.00	\$2,564.14	\$4,635.86	36%	\$5,133.2
Other Services & Charges								

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
600.110	SCMIRF Property/Liab Ins	35,000.00	.00	.00	18,184.87	16,815.13	52	34,009.0
610.111	Communications- Landline	4,800.00	358.28	.00	2,141.05	2,658.95	45	4,033.0
610.112	Postage	100.00	.00	.00	79.55	20.45	80	10.0
610.1110	Communications- Wireless	2,400.00	41.39	.00	210.99	2,189.01	9	539.0
620.114	Advertising	100.00	.00	.00	.00	100.00	0	74.0
640.124	Travel Expense	100.00	.00	.00	.00	100.00	0	127.0
650.127	Electricity	2,219.00	224.61	.00	1,291.45	927.55	58	2,354.0
650.128	Water	179.00	18.75	.00	106.62	72.38	60	203.0
650.129	Wastewater	256.00	26.63	.00	152.18	103.82	59	289.0
650.130	Sanitation	417.00	39.33	.00	235.98	181.02	57	471.0
650.133	Stormwater	1,758.00	165.94	.00	995.64	762.36	57	1,991.0
650.134	Security Lights	561.00	53.00	.00	318.00	243.00	57	636.0
650.1271	Electricity- Sales Tax	94.00	8.93	.00	54.30	39.70	58	92.0
660.103	Emergency Preparedness	.00	.00	.00	1,155.33	(1,155.33)	+++	651.0
660.133	Repairs & Maint. Services	2,000.00	240.89	.00	814.43	1,185.57	41	365.0
660.139	Fleet Services-RTA Mtce Allocation	2,000.00	.00	.00	545.54	1,454.46	27	971.0
660.145	Gasoline & Oil	2,675.00	106.72	.00	979.87	1,695.13	37	2,513.0
660.1391	Fleet Services -Departmental Expense Allocation	2,500.00	75.75	.00	886.66	1,613.34	35	2,364.0
660.1392	Fleet Svcs- Outside Vends	500.00	.00	.00	.00	500.00	0	156.0
670.156	Equipment Rental/Lease	3,080.00	429.70	.00	1,568.87	1,511.13	51	2,547.0
685.180	Membership Dues and Fees	1,450.00	595.00	.00	1,157.00	293.00	80	1,314.0
685.182	Other Operating Expenses	500.00	.00	.00	.00	500.00	0	(193,074.7
685.183	Depreciation	5,500.00	590.83	.00	3,545.01	1,954.99	64	6,476.0
685.186	Training	960.00	.00	.00	.00	960.00	0	95.0
686.187	Professional Services	1,640.00	.00	.00	.00	1,640.00	0	.0
686.189	Employee Medical	60.00	.00	.00	.00	60.00	0	.0

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
686.195	Repair/Maint Svc Contract	1,500.00	129.24	.00	862.89	637.11	58	854.1
686.1895	Employee wellness services	1,800.00	294.68	.00	605.83	1,194.17	34	928.1
687.204	Janitorial Services	2,000.00	184.60	1,083.46	1,123.80	(207.26)	110	2,222.1
	<i>Other Services & Charges Totals</i>	\$76,149.00	\$3,584.27	\$1,083.46	\$37,015.86	\$38,049.68	50%	(\$126,778.9
	<i>Other Objects</i>							
795.001	IT Internal Allocations	120,250.00	5,626.54	.00	32,000.03	88,249.97	27	117,189.1
	<i>Other Objects Totals</i>	\$120,250.00	\$5,626.54	\$0.00	\$32,000.03	\$88,249.97	27%	\$117,189.1
	<i>Inter-Dept. Allocations</i>							
795.999	Allocation G&A Services	(364,159.00)	(26,890.82)	.00	(177,456.39)	(186,702.61)	49	(260,099.2
	<i>Inter-Dept. Allocations Totals</i>	(\$364,159.00)	(\$26,890.82)	\$0.00	(\$177,456.39)	(\$186,702.61)	49%	(\$260,099.2
	<i>Capital Outlay</i>							
900.3000	Buildings & Improvements	.00	.00	.00	.00	.00	+++	23,707.1
9999.9999	Assets Reclassified	.00	.00	.00	.00	.00	+++	(23,707.2
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.0
	Department 41 - General & Administrative Totals	\$3,574.00	(\$4,628.04)	\$1,083.46	(\$29,587.62)	\$32,078.16	-798%	\$146,210.1
	Department 42 - Engineering Services							
	<i>Personal Services</i>							
400.101	Regular Pay	85,918.00	6,898.56	.00	40,366.14	45,551.86	47	104,938.1
405.114	FICA	6,521.00	481.40	.00	2,786.79	3,734.21	43	7,372.1
406.116	Retirement	13,317.00	1,007.46	.00	6,194.56	7,122.44	47	16,229.1
408.125	SCMIT Worker's Comp Ins.	2,000.00	.00	.00	.00	2,000.00	0	.0
410.001	Health Claims Cost	18,936.00	1,069.52	.00	6,417.12	12,518.88	34	15,958.1
	<i>Personal Services Totals</i>	\$126,692.00	\$9,456.94	\$0.00	\$55,764.61	\$70,927.39	44%	\$144,499.1
	<i>Supplies</i>							
500.101	Supplies and Materials	250.00	.00	.00	.00	250.00	0	249.1
500.105	Printing and Binding	100.00	.00	.00	.00	100.00	0	95.1

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Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
501.101	Uniforms and Clothing	600.00	.00	.00	.00	600.00	0	547.9
515.121	Safety Supplies	200.00	.00	.00	.00	200.00	0	84.7
515.124	Department Supplies	600.00	.00	.00	60.00	540.00	10	.0
Supplies Totals		\$1,750.00	\$0.00	\$0.00	\$60.00	\$1,690.00	3%	\$977.6
Other Services & Charges								
610.112	Postage	75.00	.00	.00	35.58	39.42	47	49.9
610.1110	Communications- Wireless	1,200.00	41.39	.00	210.99	989.01	18	826.9
640.124	Travel Expense	325.00	.00	.00	.00	325.00	0	253.8
685.180	Membership Dues and Fees	700.00	.00	.00	.00	700.00	0	299.0
685.183	Depreciation	5,300.00	435.10	.00	2,610.60	2,689.40	49	1,305.7
685.184	Continuing Education	1,400.00	.00	.00	.00	1,400.00	0	350.0
685.186	Training	750.00	.00	.00	25.00	725.00	3	.0
686.187	Professional Services	4,500.00	.00	.00	2,962.00	1,538.00	66	3,378.7
686.1895	Employee wellness services	1,200.00	294.68	.00	605.83	594.17	50	928.7
Other Services & Charges Totals		\$15,450.00	\$771.17	\$0.00	\$6,450.00	\$9,000.00	42%	\$7,391.4
Other Objects								
735.122	Services Billed	(141,926.00)	(10,228.11)	.00	(62,250.89)	(79,675.11)	44	(148,445.3
Other Objects Totals		(\$141,926.00)	(\$10,228.11)	\$0.00	(\$62,250.89)	(\$79,675.11)	44%	(\$148,445.3
Capital Outlay								
900.4100	Vehicles	.00	.00	.00	.00	.00	+++	31,327.7
9999.9999	Assets Reclassified	.00	.00	.00	.00	.00	+++	(31,327.2
Capital Outlay Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.0
Department 42 - Engineering Services Totals		\$1,966.00	\$0.00	\$0.00	\$23.72	\$1,942.28	1%	\$4,423.7
EXPENSE TOTALS		\$2,933,135.00	\$204,663.95	(\$266,896.15)	\$1,363,737.82	\$1,836,293.33	37%	\$3,503,361.8
Fund 0031 - Water Utility Fund Totals								

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		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
	REVENUE TOTALS	2,880,835.00	190,201.20	.00	1,418,347.19	1,462,487.81	49%	2,593,245.0
	EXPENSE TOTALS	2,933,135.00	204,663.95	(266,896.15)	1,363,737.82	1,836,293.33	37%	3,503,361.8
	Fund 0031 - Water Utility Fund Totals	(\$52,300.00)	(\$14,462.75)	\$266,896.15	\$54,609.37	(\$373,805.52)		(\$910,116.2
	Fund 0032 - Wastewater Fund							
	REVENUE							
	Department 00 - Revenue							
	Operating Revenues							
301.000	Sale Of Utilities	2,751,000.00	215,920.73	.00	1,330,961.84	1,420,038.16	48	2,575,265.0
301.002	New Turn Ons	3,300.00	255.00	.00	1,820.00	1,480.00	55	3,065.0
301.003	Transfers	.00	.00	.00	.00	.00	+++	156,379.0
301.009	New Service Taps	10,000.00	900.00	.00	2,700.00	7,300.00	27	10,509.0
301.014	Fixed Charges - Andrews	120,000.00	10,119.80	.00	50,599.00	69,401.00	42	121,437.0
301.015	Fixed Charges - GCWSD	225,000.00	19,241.87	.00	115,451.22	109,548.78	51	230,902.0
301.016	Fixed Charges - COG	300,000.00	27,651.27	.00	176,027.42	123,972.58	59	331,815.0
301.017	Volume Charges - Andrews	280,000.00	26,430.34	.00	123,222.67	156,777.33	44	232,004.0
301.018	Volume Charges - GCWSD	350,000.00	40,391.38	.00	263,760.15	86,239.85	75	443,090.0
301.019	Volume Charges - COG	1,025,000.00	140,158.44	.00	905,981.03	119,018.97	88	1,405,636.0
301.026	Fixed- Elim Georgetown	(300,000.00)	(27,651.27)	.00	(165,907.62)	(134,092.38)	55	(331,815.2
301.029	Volume-Elim-Georgetown	(1,025,000.00)	(140,158.44)	.00	(891,430.17)	(133,569.83)	87	(1,405,636.9
302.001	Penalties	35,000.00	3,717.85	.00	17,681.38	17,318.62	51	22,107.0
303.006	Septic Tank Dumping	60,000.00	3,000.00	.00	21,776.00	38,224.00	36	56,520.0
	Operating Revenues Totals	\$3,834,300.00	\$319,976.97	\$0.00	\$1,952,642.92	\$1,881,657.08	51%	\$3,851,281.0
	Impact Fees							
324.017	Wastewater Impact Fee	10,000.00	850.00	.00	2,550.00	7,450.00	26	13,580.0
	Impact Fees Totals	\$10,000.00	\$850.00	\$0.00	\$2,550.00	\$7,450.00	26%	\$13,580.0
	State Grants							

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		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
332.009	Other State Grants	.00	1,557.36	.00	1,557.36	(1,557.36)	+++	.00
	<i>State Grants Totals</i>	\$0.00	\$1,557.36	\$0.00	\$1,557.36	(\$1,557.36)	+++	\$0.00
	<i>Investment Earnings</i>							
306.001	Investment Earnings	8,000.00	.00	.00	197.16	7,802.84	2	83,891.8
	<i>Investment Earnings Totals</i>	\$8,000.00	\$0.00	\$0.00	\$197.16	\$7,802.84	2%	\$83,891.8
	<i>Miscellaneous</i>							
368.100	Retirement System Reimbursement Credit	.00	.00	.00	.00	.00	+++	4,616.4
369.002	Miscellaneous Revenue	5,000.00	.00	.00	.00	5,000.00	0	726.8
	<i>Miscellaneous Totals</i>	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$5,343.2
	<i>Operating Transfers In</i>							
394.002	Transfer from fund balance	(192,608.00)	.00	.00	.00	(192,608.00)	0	.00
	<i>Operating Transfers In Totals</i>	(\$192,608.00)	\$0.00	\$0.00	\$0.00	(\$192,608.00)	0%	\$0.00
	<i>Sale of Assets</i>							
391.001	Sale of Assets	1,000.00	.00	.00	2,026.00	(1,026.00)	203	2,575.0
	<i>Sale of Assets Totals</i>	\$1,000.00	\$0.00	\$0.00	\$2,026.00	(\$1,026.00)	203%	\$2,575.0
	Department 00 - Revenue Totals	\$3,665,692.00	\$322,384.33	\$0.00	\$1,958,973.44	\$1,706,718.56	53%	\$3,956,671.8
	REVENUE TOTALS	\$3,665,692.00	\$322,384.33	\$0.00	\$1,958,973.44	\$1,706,718.56	53%	\$3,956,671.8
	EXPENSE							
	Department 18 - Wastewater Collections							
	<i>Personal Services</i>							
400.101	Regular Pay	188,421.00	17,083.49	.00	93,260.66	95,160.34	49	187,741.4
401.103	Overtime	3,000.00	87.31	.00	336.31	2,663.69	11	2,030.0
401.105	On-call pay	4,420.00	233.32	.00	2,166.58	2,253.42	49	4,233.2
405.114	FICA	14,863.00	1,210.21	.00	6,585.35	8,277.65	44	13,481.2
406.116	Retirement	30,181.00	2,359.88	.00	14,468.52	15,712.48	48	29,875.8
408.125	SCMIT Worker's Comp Ins.	30,000.00	.00	.00	12,813.02	17,186.98	43	27,737.9

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		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
410.001	Health Claims Cost	52,074.00	4,650.64	.00	26,478.36	25,595.64	51	53,337.9
410.002	Health Claim Costs-Retire	.00	1,139.24	.00	8,233.16	(8,233.16)	+++	2,364.0
410.003	OPEB cost	3,000.00	.00	.00	.00	3,000.00	0	(14,340.5
410.005	Pension Expense	.00	.00	.00	.00	.00	+++	3,065.8
	<i>Personal Services Totals</i>	\$325,959.00	\$26,764.09	\$0.00	\$164,341.96	\$161,617.04	50%	\$309,528.0
	<i>Supplies</i>							
500.101	Supplies and Materials	6,900.00	109.71	.00	2,579.50	4,320.50	37	6,249.0
500.102	Equipment	15,250.00	721.34	.00	6,580.86	8,669.14	43	1,854.0
501.101	Uniforms and Clothing	7,000.00	362.50	.00	2,610.27	4,389.73	37	5,262.0
512.108	Chemicals	6,000.00	650.27	.00	1,375.34	4,624.66	23	2,337.8
513.112	Asphalt/Concrete/Gravel	28,300.00	840.19	18,705.48	6,339.89	3,254.63	88	28,406.0
514.111	WW Collection Syst Supply	10,000.00	.00	.00	3,339.33	6,660.67	33	9,220.0
515.121	Safety Supplies	900.00	.00	.00	.00	900.00	0	900.0
532.148	Small Hand Tools	600.00	.00	.00	.00	600.00	0	222.0
532.1481	Small Hand Tools - Maintenance	655.00	.00	.00	.00	655.00	0	.0
	<i>Supplies Totals</i>	\$75,605.00	\$2,684.01	\$18,705.48	\$22,825.19	\$34,074.33	55%	\$54,452.0
	<i>Other Services & Charges</i>							
600.110	SCMIRF Property/Liab Ins	37,000.00	.00	.00	19,397.20	17,602.80	52	36,276.0
610.112	Postage	1,100.00	84.55	.00	362.38	737.62	33	1,120.0
610.1110	Communications- Wireless	2,220.00	148.34	.00	756.76	1,463.24	34	1,939.4
620.114	Advertising	1,000.00	.00	.00	74.00	926.00	7	.0
640.124	Travel Expense	100.00	.00	.00	.00	100.00	0	.0
650.127	Electricity	65,419.00	7,748.61	.00	44,182.79	21,236.21	68	77,865.0
650.133	Stormwater	8,485.00	800.95	.00	4,805.70	3,679.30	57	9,611.4
650.134	Security Lights	1,282.00	121.00	.00	726.00	556.00	57	1,452.0
650.1271	Electricity- Sales Tax	2,025.00	246.63	.00	1,542.22	482.78	76	2,321.0

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		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
660.103	Emergency Preparedness	.00	.00	.00	.00	.00	+++	4.1
660.133	Repairs & Maint. Services	68,400.00	.00	19,036.74	23,751.98	25,611.28	63	57,146.0
660.139	Fleet Services-RTA Mtce Allocation	30,000.00	2,266.38	.00	10,667.55	19,332.45	36	20,956.0
660.145	Gasoline & Oil	13,959.00	730.31	.00	5,129.14	8,829.86	37	14,855.0
660.1391	Fleet Services -Departmental Expense Allocation	25,000.00	1,466.79	.00	8,427.91	16,572.09	34	24,327.0
660.1392	Fleet Svcs- Outside Vends	10,000.00	286.40	.00	286.40	9,713.60	3	6,614.0
670.156	Equipment Rental/Lease	6,000.00	.00	.00	.00	6,000.00	0	.0
685.180	Membership Dues and Fees	850.00	.00	.00	.00	850.00	0	100.0
685.182	Other Operating Expenses	1,500.00	.00	.00	.00	1,500.00	0	223.0
685.183	Depreciation	270,000.00	27,715.26	.00	165,940.28	104,059.72	61	264,672.0
685.186	Training	2,450.00	.00	.00	.00	2,450.00	0	.0
685.1821	Hurricane/Storm Expense	.00	.00	.00	.00	.00	+++	6,856.0
686.187	Professional Services	8,100.00	166.65	1,944.25	833.25	5,322.50	34	4,742.0
686.189	Employee Medical	840.00	60.00	.00	270.00	570.00	32	453.0
686.191	Contract Services/Studies	2,040.00	186.44	.00	768.88	1,271.12	38	1,236.0
686.195	Repair/Maint Svc Contract	15,000.00	.00	.00	.00	15,000.00	0	10,000.0
686.196	Bank Charges/Fees	.00	.00	.00	6,550.56	(6,550.56)	+++	7,471.0
686.199	Internal Engineering	20,000.00	1,022.81	.00	6,225.10	13,774.90	31	14,844.0
686.1895	Employee wellness services	4,800.00	1,031.39	.00	2,120.45	2,679.55	44	3,248.0
687.202	Utility Billing Services	7,500.00	1,605.55	.00	4,376.90	3,123.10	58	5,963.0
687.204	Janitorial Services	2,000.00	46.15	270.86	279.32	1,449.82	28	555.0
	Other Services & Charges Totals	\$607,070.00	\$45,734.21	\$21,251.85	\$307,474.77	\$278,343.38	54%	\$574,860.0
	Other Objects							
702.106	Interest- Bonds	34,355.00	.00	.00	16,164.51	18,190.49	47	35,282.0
702.110	Bond Principal	102,731.00	.00	.00	45,794.08	56,936.92	45	101,043.0
703.1001	Agent Fees	2,700.00	.00	.00	.00	2,700.00	0	5,375.0

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

19.K.4

Fiscal Year to Date 12/31/20

Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
720.001	Provision for Bad Debts	7,500.00	625.00	.00	3,750.00	3,750.00	50	10,399.8
750.124	Transfers to General Fund	178,476.00	14,873.00	.00	89,238.00	89,238.00	50	172,116.9
795.995	GF Cost Distribution	83,160.00	6,930.00	.00	41,580.00	41,580.00	50	83,160.0
7999.9999	Principal Reclassified	(102,731.00)	.00	.00	(45,794.08)	(56,936.92)	45	(101,043.6
	<i>Other Objects Totals</i>	\$306,191.00	\$22,428.00	\$0.00	\$150,732.51	\$155,458.49	49%	\$306,334.0
	<i>Inter-Dept. Allocations</i>							
795.999	Allocation G&A Services	84,100.00	6,722.71	.00	44,364.10	39,735.90	53	65,024.8
	<i>Inter-Dept. Allocations Totals</i>	\$84,100.00	\$6,722.71	\$0.00	\$44,364.10	\$39,735.90	53%	\$65,024.8
	<i>Capital Outlay</i>							
900.911	Sewer Improvement Projects	.00	.00	.00	.00	.00	+++	682,023.8
900.3700	Wastewater Collection Sys	75,000.00	3,348.80	44,467.20	3,348.80	27,184.00	64	16,241.4
900.4300	Other Equipment	12,000.00	.00	.00	11,278.40	721.60	94	.0
9999.9999	Assets Reclassified	(87,000.00)	(3,348.80)	.00	(14,627.20)	(72,372.80)	17	(698,265.2
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$44,467.20	\$0.00	(\$44,467.20)	+++	\$0.0
	Department 18 - Wastewater Collections Totals	\$1,398,925.00	\$104,333.02	\$84,424.53	\$689,738.53	\$624,761.94	55%	\$1,310,201.0
	Department 34 - Regional Wastewater Plant							
	<i>Personal Services</i>							
400.101	Regular Pay	277,029.00	20,395.83	.00	111,878.20	165,150.80	40	266,640.3
401.103	Overtime	12,000.00	713.98	.00	4,898.61	7,101.39	41	10,237.4
401.105	On-call pay	7,020.00	533.32	.00	3,466.58	3,553.42	49	6,933.3
405.114	FICA	22,432.00	1,537.97	.00	8,407.95	14,024.05	37	19,732.1
406.116	Retirement	45,619.00	2,988.35	.00	18,263.77	27,355.23	40	43,630.4
408.125	SCMIT Worker's Comp Ins.	5,600.00	4,142.95	.00	7,775.38	(2,175.38)	139	5,554.0
410.001	Health Claims Cost	71,939.00	4,119.48	.00	26,485.72	45,453.28	37	66,172.3
	<i>Personal Services Totals</i>	\$441,639.00	\$34,431.88	\$0.00	\$181,176.21	\$260,462.79	41%	\$418,900.4
	<i>Supplies</i>							

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Fiscal Year to Date 12/31/2020
Exclude Rollup Accounts

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Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
660.145	Gasoline & Oil	1,756.00	237.48	.00	841.40	914.60	48	1,743.4
660.1391	Fleet Services -Departmental Expense Allocation	2,500.00	40.10	.00	1,550.00	950.00	62	1,730.4
660.1392	Fleet Svcs- Outside Vends	700.00	.00	.00	.00	700.00	0	450.0
670.156	Equipment Rental/Lease	1,200.00	.00	.00	705.74	494.26	59	.0
685.180	Membership Dues and Fees	495.00	.00	.00	90.00	405.00	18	185.0
685.182	Other Operating Expenses	1,000.00	.00	.00	.00	1,000.00	0	11,976.0
685.183	Depreciation	1,500.00	214.37	.00	1,227.15	272.85	82	2,217.9
685.186	Training	2,310.00	.00	.00	187.00	2,123.00	8	4,828.0
685.190	Landfill Fees	48,000.00	.00	.00	18,246.73	29,753.27	38	29,243.4
686.187	Professional Services	53,000.00	3,300.91	16,000.00	4,410.91	32,589.09	39	15,506.4
686.189	Employee Medical	880.00	.00	.00	310.00	570.00	35	255.0
686.195	Repair/Maint Svc Contract	2,220.00	278.85	.00	1,461.23	758.77	66	1,727.0
686.199	Internal Engineering	32,000.00	2,045.62	.00	12,450.18	19,549.82	39	29,689.0
686.1895	Employee wellness services	3,240.00	736.70	.00	1,514.59	1,725.41	47	2,320.0
687.204	Janitorial Services	2,000.00	184.60	1,083.46	1,123.98	(207.44)	110	2,222.9
	Other Services & Charges Totals	\$608,652.00	\$39,654.79	\$38,599.02	\$254,891.03	\$315,161.95	48%	\$551,941.8
	Other Objects							
702.106	Interest- Bonds	186,497.00	.00	.00	.00	186,497.00	0	194,523.0
702.110	Bond Principal	562,433.00	.00	.00	.00	562,433.00	0	600,309.4
703.109	Agents Fee	5,800.00	1,612.50	.00	4,475.00	1,325.00	77	4,475.0
750.124	Transfers to General Fund	118,532.00	9,877.66	.00	59,265.96	59,266.04	50	114,308.8
795.995	GF Cost Distribution	55,230.00	4,602.50	.00	27,615.00	27,615.00	50	55,230.0
7999.9999	Principal Reclassified	(562,433.00)	.00	.00	.00	(562,433.00)	0	(600,309.4
	Other Objects Totals	\$366,059.00	\$16,092.66	\$0.00	\$91,355.96	\$274,703.04	25%	\$368,537.4
	Inter-Dept. Allocations							
795.999	Allocation G&A Services	84,100.00	6,722.71	.00	44,364.10	39,735.90	53	65,024.8

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

19.K.4

Fiscal Year to Date 12/31/20

Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
	<i>Inter-Dept. Allocations Totals</i>	\$84,100.00	\$6,722.71	\$0.00	\$44,364.10	\$39,735.90	53%	\$65,024.8
	<i>Capital Outlay</i>							
900.3000	Buildings & Improvements	15,000.00	.00	.00	7,093.01	7,906.99	47	.0
900.3900	Wastewater Treatment Plnt	.00	.00	.00	.00	.00	+++	650,190.4
900.4300	Other Equipment	.00	.00	.00	.00	.00	+++	8,503.9
900.7000	Regional Wstewtr Treatmnt	100,000.00	.00	.00	.00	100,000.00	0	.0
9999.9999	Assets Reclassified	(15,000.00)	.00	.00	(7,093.01)	(7,906.99)	47	(658,694.4
	<i>Capital Outlay Totals</i>	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0%	\$0.0
	Sub Department 17 - Wastewater Treatment							
	<i>Personal Services</i>							
410.003	OPEB cost	5,000.00	.00	.00	.00	5,000.00	0	.0
	<i>Personal Services Totals</i>	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$0.0
	<i>Other Services & Charges</i>							
685.183	Depreciation	600,000.00	53,279.59	.00	319,677.05	280,322.95	53	558,925.0
	<i>Other Services & Charges Totals</i>	\$600,000.00	\$53,279.59	\$0.00	\$319,677.05	\$280,322.95	53%	\$558,925.0
	Sub Department 17 - Wastewater Treatment Totals	\$605,000.00	\$53,279.59	\$0.00	\$319,677.05	\$285,322.95	53%	\$558,925.0
	Department 34 - Regional Wastewater Plant Totals	\$2,376,067.00	\$156,202.20	\$91,500.42	\$959,427.47	\$1,325,139.11	44%	\$2,108,036.0
	EXPENSE TOTALS	\$3,774,992.00	\$260,535.22	\$175,924.95	\$1,649,166.00	\$1,949,901.05	48%	\$3,418,237.0
	Fund 0032 - Wastewater Fund Totals							
	REVENUE TOTALS	3,665,692.00	322,384.33	.00	1,958,973.44	1,706,718.56	53%	3,956,671.8
	EXPENSE TOTALS	3,774,992.00	260,535.22	175,924.95	1,649,166.00	1,949,901.05	48%	3,418,237.0
	Fund 0032 - Wastewater Fund Totals	(\$109,300.00)	\$61,849.11	(\$175,924.95)	\$309,807.44	(\$243,182.49)		\$538,434.0
	Fund 0033 - Stormwater Utility Fund							
	REVENUE							
	Department 00 - Revenue							

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Operating Revenues								
301.000	Sale Of Utilities	850,000.00	70,832.29	.00	426,536.49	423,463.51	50	855,515.00
302.001	Penalties	7,500.00	1,008.56	.00	4,712.57	2,787.43	63	6,178.00
Operating Revenues Totals		\$857,500.00	\$71,840.85	\$0.00	\$431,249.06	\$426,250.94	50%	\$861,694.00
Investment Earnings								
361.001	Investment Earnings	5,000.00	.00	.00	.00	5,000.00	0	.00
Investment Earnings Totals		\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$0.00
Miscellaneous								
368.100	Retirement System Reimbursement Credit	.00	.00	.00	.00	.00	+++	1,815.00
369.002	Miscellaneous Revenue	1,000.00	.00	.00	450.00	550.00	45	2,400.00
Miscellaneous Totals		\$1,000.00	\$0.00	\$0.00	\$450.00	\$550.00	45%	\$4,215.00
Operating Transfers In								
394.002	Transfer from fund balance	479,822.00	.00	.00	.00	479,822.00	0	.00
Operating Transfers In Totals		\$479,822.00	\$0.00	\$0.00	\$0.00	\$479,822.00	0%	\$0.00
Sale of Assets								
391.001	Sale of Assets	.00	.00	.00	.00	.00	+++	5,025.00
Sale of Assets Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$5,025.00
Department 00 - Revenue Totals		\$1,343,322.00	\$71,840.85	\$0.00	\$431,699.06	\$911,622.94	32%	\$870,935.00
REVENUE TOTALS		\$1,343,322.00	\$71,840.85	\$0.00	\$431,699.06	\$911,622.94	32%	\$870,935.00
EXPENSE								
Other Services & Charges								
690.002	Settlement Costs	.00	.00	.00	.00	.00	+++	(80,000.00)
Other Services & Charges Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$80,000.00)
Department 40 - Storm Water Utility Exp.								
Personal Services								
400.101	Regular Pay	188,250.00	16,238.05	.00	91,318.41	96,931.59	49	186,039.00

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

19.K.4

Fiscal Year to Date 12/31/20

Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
650.127	Electricity	3,412.00	420.01	.00	2,533.80	878.20	74	2,933.7
650.128	Water	216.00	24.38	.00	131.58	84.42	61	245.0
650.129	Wastewater	200.00	.00	.00	.00	200.00	0	.0
650.133	Stormwater	14,550.00	1,373.40	.00	8,240.40	6,309.60	57	16,480.8
650.134	Security Lights	848.00	80.00	.00	480.00	368.00	57	960.0
650.1271	Electricity- Sales Tax	29.00	1.71	.00	11.11	17.89	38	23.7
660.103	Emergency Preparedness	.00	.00	.00	.00	.00	+++	1.1
660.133	Repairs & Maint. Services	49,682.00	.00	.00	10,920.85	38,761.15	22	12,156.7
660.139	Fleet Services-RTA Mtce Allocation	30,000.00	475.57	.00	5,765.46	24,234.54	19	27,637.8
660.145	Gasoline & Oil	14,022.00	1,522.71	.00	7,290.84	6,731.16	52	16,350.9
660.1391	Fleet Services -Departmental Expense Allocation	22,000.00	1,011.90	.00	8,371.91	13,628.09	38	23,225.7
660.1392	Fleet Svcs- Outside Vends	3,000.00	.00	.00	2,511.39	488.61	84	1,707.0
670.156	Equipment Rental/Lease	100.00	.00	.00	.00	100.00	0	.0
681.100	Capital Lease Principal	44,878.00	.00	.00	44,878.18	(.18)	100	.0
681.120	Capital Lease Interest	5,429.00	.00	.00	5,428.50	.50	100	.0
685.180	Membership Dues and Fees	200.00	.00	.00	.00	200.00	0	25.0
685.182	Other Operating Expenses	1,000.00	.00	.00	.00	1,000.00	0	46,096.9
685.183	Depreciation	455,000.00	42,823.51	.00	256,941.39	198,058.61	56	512,959.1
685.186	Training	50.00	.00	.00	.00	50.00	0	.0
685.1821	Hurricane/Storm Expense	.00	.00	.00	.00	.00	+++	131.7
686.187	Professional Services	5,040.00	166.65	1,944.25	833.25	2,262.50	55	12,033.7
686.189	Employee Medical	780.00	.00	.00	100.00	680.00	13	340.0
686.195	Repair/Maint Svc Contract	2,500.00	.00	.00	.00	2,500.00	0	.0
686.196	Bank Charges/Fees	.00	.00	.00	2,183.53	(2,183.53)	+++	2,490.7
686.199	Internal Engineering	33,000.00	2,045.62	.00	12,450.18	20,549.82	38	29,689.0
686.1895	Employee wellness services	2,880.00	736.70	.00	1,514.59	1,365.41	53	2,320.7

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Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
687.202	Utility Billing Services	2,800.00	553.64	.00	1,509.28	1,290.72	54	2,056.1
687.204	Janitorial Services	2,000.00	46.15	270.86	279.32	1,449.82	28	555.1
690.002	Settlement Costs	80,000.00	.00	.00	.00	80,000.00	0	80,000.0
Other Services & Charges Totals		\$782,436.00	\$51,407.87	\$2,215.11	\$376,570.36	\$403,650.53	48%	\$798,449.0
Other Objects								
720.001	Provision for Bad Debts	1,550.00	129.17	.00	775.02	774.98	50	2,062.1
720.005	Loss on Asset Disposal	.00	.00	.00	.00	.00	+++	49,349.0
750.124	Transfers to General Fund	161,050.00	13,420.83	.00	80,524.98	80,525.02	50	156,888.9
795.995	GF Cost Distribution	49,830.00	4,152.50	.00	24,915.00	24,915.00	50	49,830.0
Other Objects Totals		\$212,430.00	\$17,702.50	\$0.00	\$106,215.00	\$106,215.00	50%	\$258,130.1
Inter-Dept. Allocations								
795.999	Allocation G&A Services	31,350.00	2,689.08	.00	17,745.65	13,604.35	57	26,009.9
Inter-Dept. Allocations Totals		\$31,350.00	\$2,689.08	\$0.00	\$17,745.65	\$13,604.35	57%	\$26,009.9
Capital Outlay								
900.1000	Infrastructure Improvemts	40,000.00	430.15	(12,092.01)	29,101.31	22,990.70	43	19,767.1
900.4300	Other Equipment	10,000.00	.00	.00	.00	10,000.00	0	235,491.1
950.962	Drainage Improvements	12,000.00	.00	5,176.00	.00	6,824.00	43	10,397.0
9999.9999	Assets Reclassified	(62,000.00)	.00	.00	(24,978.91)	(37,021.09)	40	(265,656.1
Capital Outlay Totals		\$0.00	\$430.15	(\$6,916.01)	\$4,122.40	\$2,793.61	+++	\$0.0
Department 40 - Storm Water Utility Exp. Totals		\$1,373,454.00	\$97,304.23	(\$215.74)	\$661,902.19	\$711,767.55	48%	\$1,376,999.1
EXPENSE TOTALS		\$1,373,454.00	\$97,304.23	(\$215.74)	\$661,902.19	\$711,767.55	48%	\$1,296,999.1
Fund 0033 - Stormwater Utility Fund Totals								
REVENUE TOTALS		1,343,322.00	71,840.85	.00	431,699.06	911,622.94	32%	870,935.4
EXPENSE TOTALS		1,373,454.00	97,304.23	(215.74)	661,902.19	711,767.55	48%	1,296,999.1
Fund 0033 - Stormwater Utility Fund Totals		(\$30,132.00)	(\$25,463.38)	\$215.74	(\$230,203.13)	\$199,855.39		(\$426,064.3

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Exclude Rollup Account

		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
Fund 0035 - Waste Management Fund								
REVENUE								
Department 00 - Revenue								
Charges for Services								
344.001	Refuse Col Chge-Resident	775,000.00	64,981.79	.00	391,277.74	383,722.26	50	779,400.00
344.002	Refuse Col Chge-Comm	140,000.00	12,448.97	.00	74,225.48	65,774.52	53	147,846.00
344.003	Sanitation Fee Penalties	15,000.00	1,703.89	.00	8,053.54	6,946.46	54	11,116.00
Charges for Services Totals		\$930,000.00	\$79,134.65	\$0.00	\$473,556.76	\$456,443.24	51%	\$938,363.00
State Grants								
332.009	Other State Grants	.00	37,772.95	.00	37,772.95	(37,772.95)	+++	.00
State Grants Totals		\$0.00	\$37,772.95	\$0.00	\$37,772.95	(\$37,772.95)	+++	\$0.00
Miscellaneous								
368.100	Retirement System Reimbursement Credit	.00	.00	.00	.00	.00	+++	2,499.00
369.002	Miscellaneous Revenue	1,000.00	.00	.00	.00	1,000.00	0	.00
Miscellaneous Totals		\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$2,499.00
Operating Transfers In								
394.002	Transfer from fund balance	28,092.00	.00	.00	.00	28,092.00	0	.00
Operating Transfers In Totals		\$28,092.00	\$0.00	\$0.00	\$0.00	\$28,092.00	0%	\$0.00
Sale of Assets								
391.001	Sale of Assets	2,000.00	.00	.00	.00	2,000.00	0	10,326.00
Sale of Assets Totals		\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$10,326.00
Department 00 - Revenue Totals		\$961,092.00	\$116,907.60	\$0.00	\$511,329.71	\$449,762.29	53%	\$951,188.00
REVENUE TOTALS		\$961,092.00	\$116,907.60	\$0.00	\$511,329.71	\$449,762.29	53%	\$951,188.00
EXPENSE								
Department 31 - Residential Sanitation								
Personal Services								

Attachment: BudgetPerformanceReport - December 2020 (3216 : Finance and IT Monthly Reports -



Budget Performance Report

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Fiscal Year to Date 12/31/20

Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
400.101	Regular Pay	251,950.00	25,076.08	.00	129,473.79	122,476.21	51	254,258.0
401.103	Overtime	15,000.00	1,117.85	.00	7,734.98	7,265.02	52	24,740.0
405.114	FICA	20,420.00	1,866.20	.00	9,625.63	10,794.37	47	19,973.0
406.116	Retirement	41,080.00	3,482.07	.00	20,710.25	20,369.75	50	42,998.0
408.125	SCMIT Worker's Comp Ins.	45,000.00	.00	.00	22,259.51	22,740.49	49	54,771.0
410.001	Health Claims Cost	51,979.00	5,025.00	.00	27,948.80	24,030.20	54	52,302.0
410.002	Health Claim Costs-Retire	7,152.00	395.34	.00	3,642.30	3,509.70	51	6,027.0
410.003	OPEB cost	5,000.00	.00	.00	.00	5,000.00	0	10,763.0
410.005	Pension Expense	.00	.00	.00	.00	.00	+++	23,977.0
Personal Services Totals		\$437,581.00	\$36,962.54	\$0.00	\$221,395.26	\$216,185.74	51%	\$489,813.0
Supplies								
500.101	Supplies and Materials	3,500.00	.00	.00	1,116.86	2,383.14	32	3,788.0
501.101	Uniforms and Clothing	19,000.00	1,224.68	4,025.32	5,413.38	9,561.30	50	17,656.0
515.121	Safety Supplies	2,000.00	.00	.00	275.15	1,724.85	14	1,491.0
Supplies Totals		\$24,500.00	\$1,224.68	\$4,025.32	\$6,805.39	\$13,669.29	44%	\$22,936.0
Other Services & Charges								
600.110	SCMIRF Property/Liab Ins	28,350.00	.00	.00	15,154.06	13,195.94	53	28,340.0
610.111	Communications- Landline	200.00	12.22	.00	69.83	130.17	35	135.0
610.112	Postage	500.00	59.02	.00	252.94	247.06	51	449.0
620.114	Advertising	800.00	.00	.00	74.00	726.00	9	506.0
640.124	Travel Expense	50.00	.00	.00	.00	50.00	0	.0
650.127	Electricity	1,223.00	74.37	.00	458.90	764.10	38	1,175.0
650.128	Water	404.00	40.01	.00	235.16	168.84	58	452.0
650.129	Wastewater	623.00	61.78	.00	363.68	259.32	58	699.0
650.130	Sanitation	391.00	36.92	.00	221.52	169.48	57	443.0
650.133	Stormwater	45.00	4.28	.00	25.68	19.32	57	51.0

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Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
650.134	Security Lights	465.00	43.89	.00	263.34	201.66	57	526.0
650.1271	Electricity- Sales Tax	4.00	.24	.00	1.39	2.61	35	3.4
660.103	Emergency Preparedness	.00	.00	.00	38,104.35	(38,104.35)	+++	49.7
660.136	Container Repairs	3,000.00	.00	.00	.00	3,000.00	0	1,542.7
660.139	Fleet Services-RTA Mtce Allocation	25,000.00	3,704.69	.00	17,404.50	7,595.50	70	36,611.0
660.145	Gasoline & Oil	42,161.00	2,844.37	.00	15,473.82	26,687.18	37	42,738.7
660.1362	Roll-Out Purchases	20,000.00	.00	9,677.50	9,597.50	725.00	96	19,245.9
660.1391	Fleet Services -Departmental Expense Allocation	50,000.00	4,681.11	.00	24,188.73	25,811.27	48	67,619.8
660.1392	Fleet Svcs- Outside Vends	6,000.00	.00	.00	2,272.18	3,727.82	38	17,459.7
681.100	Capital Lease Principal	46,582.00	.00	.00	46,582.33	(.33)	100	.0
681.120	Capital Lease Interest	3,303.00	.00	.00	3,303.30	(.30)	100	.0
685.180	Membership Dues and Fees	150.00	.00	.00	.00	150.00	0	.0
685.182	Other Operating Expenses	750.00	.00	.00	62.00	688.00	8	(30,352.7
685.183	Depreciation	58,000.00	4,635.49	.00	24,904.38	33,095.62	43	51,992.7
685.186	Training	300.00	.00	.00	.00	300.00	0	.0
685.190	Landfill Fees	1,000.00	.00	.00	.00	1,000.00	0	1,059.4
686.189	Employee Medical	800.00	.00	.00	240.00	560.00	30	761.9
686.196	Bank Charges/Fees	.00	.00	.00	2,620.22	(2,620.22)	+++	2,988.4
686.1895	Employee wellness services	3,000.00	1,178.74	.00	2,423.39	576.61	81	3,712.7
687.202	Utility Billing Services	4,500.00	1,120.69	.00	3,055.07	1,444.93	68	4,162.0
687.203	Contract Services	67,500.00	6,139.13	37,685.27	36,353.86	(6,539.13)	110	66,272.7
687.204	Janitorial Services	2,500.00	230.75	1,354.32	1,407.04	(261.36)	110	2,778.7
Other Services & Charges Totals		\$367,601.00	\$24,867.70	\$48,717.09	\$245,113.17	\$73,770.74	80%	\$321,427.8
Other Objects								
720.001	Provision for Bad Debts	1,500.00	125.00	.00	750.00	750.00	50	5,415.0
730.120	Recycling Labor	37,000.00	2,543.20	5,103.79	13,396.21	18,500.00	50	33,900.7

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		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
730.122	Recycling Operating	5,000.00	240.32	.00	1,544.29	3,455.71	31	6,741.1
795.001	IT Internal Allocations	6,500.00	450.11	.00	2,559.95	3,940.05	39	8,579.1
795.995	GF Cost Distribution	88,010.00	7,334.17	.00	44,005.02	44,004.98	50	88,010.0
	Other Objects Totals	\$138,010.00	\$10,692.80	\$5,103.79	\$62,255.47	\$70,650.74	49%	\$142,646.9
	Capital Outlay							
900.4100	Vehicles	.00	.00	.00	.00	.00	+++	30,919.0
900.4200	Heavy Equipment	.00	.00	(116,344.00)	116,344.00	.00	+++	.0
9999.9999	Assets Reclassified	.00	.00	.00	(116,344.00)	116,344.00	+++	(30,919.0
	Capital Outlay Totals	\$0.00	\$0.00	(\$116,344.00)	\$0.00	\$116,344.00	+++	\$0.0
	Department 31 - Residential Sanitation Totals	\$967,692.00	\$73,747.72	(\$58,497.80)	\$535,569.29	\$490,620.51	49%	\$976,824.0
	Department 32 - Commercial Sanitation							
	Personal Services							
410.001	Health Claims Cost	.00	.00	.00	(533.28)	533.28	+++	.0
	Personal Services Totals	\$0.00	\$0.00	\$0.00	(\$533.28)	\$533.28	+++	\$0.0
	Department 32 - Commercial Sanitation Totals	\$0.00	\$0.00	\$0.00	(\$533.28)	\$533.28	+++	\$0.0
	EXPENSE TOTALS	\$967,692.00	\$73,747.72	(\$58,497.80)	\$535,036.01	\$491,153.79	49%	\$976,824.0
	Fund 0035 - Waste Management Fund Totals							
	REVENUE TOTALS	961,092.00	116,907.60	.00	511,329.71	449,762.29	53%	951,188.1
	EXPENSE TOTALS	967,692.00	73,747.72	(58,497.80)	535,036.01	491,153.79	49%	976,824.0
	Fund 0035 - Waste Management Fund Totals	(\$6,600.00)	\$43,159.88	\$58,497.80	(\$23,706.30)	(\$41,391.50)		(\$25,636.5
	Fund 0081 - Governmental Cap Assets							
	EXPENSE							
	Department 01 - Administration							
	Other Services & Charges							
685.183	Depreciation	.00	50,371.22	.00	304,028.31	(304,028.31)	+++	612,702.1

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Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
	<i>Other Services & Charges Totals</i>	\$0.00	\$50,371.22	\$0.00	\$304,028.31	(\$304,028.31)	+++	\$612,702.31
	<i>Other Objects</i>							
720.005	Loss on Asset Disposal	.00	.00	.00	.00	.00	+++	3,465.91
	<i>Other Objects Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$3,465.91
	<i>Capital Outlay</i>							
900.0000	Capital Outlay Elimination	.00	.00	.00	(21,363.50)	21,363.50	+++	(317,086.41)
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$0.00	(\$21,363.50)	\$21,363.50	+++	(\$317,086.41)
	Department 01 - Administration Totals	\$0.00	\$50,371.22	\$0.00	\$282,664.81	(\$282,664.81)	+++	\$299,081.91
	Department 05 - Police							
	<i>Other Services & Charges</i>							
685.183	Depreciation	.00	43,844.76	.00	263,069.12	(263,069.12)	+++	525,204.31
	<i>Other Services & Charges Totals</i>	\$0.00	\$43,844.76	\$0.00	\$263,069.12	(\$263,069.12)	+++	\$525,204.31
	<i>Other Objects</i>							
720.005	Loss on Asset Disposal	.00	.00	.00	.00	.00	+++	67,198.91
	<i>Other Objects Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$67,198.91
	<i>Capital Outlay</i>							
900.0000	Capital Outlay Elimination	.00	(20,917.46)	.00	(20,917.46)	20,917.46	+++	(228,513.31)
	<i>Capital Outlay Totals</i>	\$0.00	(\$20,917.46)	\$0.00	(\$20,917.46)	\$20,917.46	+++	(\$228,513.31)
	Department 05 - Police Totals	\$0.00	\$22,927.30	\$0.00	\$242,151.66	(\$242,151.66)	+++	\$363,889.91
	Department 12 - Public Works							
	<i>Other Services & Charges</i>							
685.183	Depreciation	.00	8,039.73	.00	48,239.15	(48,239.15)	+++	95,044.31
	<i>Other Services & Charges Totals</i>	\$0.00	\$8,039.73	\$0.00	\$48,239.15	(\$48,239.15)	+++	\$95,044.31
	<i>Capital Outlay</i>							
900.0000	Capital Outlay Elimination	.00	.00	.00	.00	.00	+++	(45,248.71)
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$45,248.71)

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		Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account	Account Description	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
	Department 12 - Public Works Totals	\$0.00	\$8,039.73	\$0.00	\$48,239.15	(\$48,239.15)	+++	\$49,795.1
	EXPENSE TOTALS	\$0.00	\$81,338.25	\$0.00	\$573,055.62	(\$573,055.62)	+++	\$712,767.1
	Fund 0081 - Governmental Cap Assets Totals							
	REVENUE TOTALS	.00	.00	.00	.00	.00	+++	.0
	EXPENSE TOTALS	.00	81,338.25	.00	573,055.62	(573,055.62)	+++	712,767.1
	Fund 0081 - Governmental Cap Assets Totals	\$0.00	(\$81,338.25)	\$0.00	(\$573,055.62)	\$573,055.62		(\$712,767.1
	Fund 0086 - Seized and Forfeited							
	REVENUE							
	Department 00 - Revenue							
	<i>Fines and Forfeitures</i>							
367.000	Drug Enforcement Revenue	2,000.00	.00	.00	.00	2,000.00	0	.0
	<i>Fines and Forfeitures Totals</i>	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$0.0
	<i>Operating Transfers In</i>							
394.002	Transfer from fund balance	45,968.00	.00	.00	.00	45,968.00	0	.0
	<i>Operating Transfers In Totals</i>	\$45,968.00	\$0.00	\$0.00	\$0.00	\$45,968.00	0%	\$0.0
	Department 00 - Revenue Totals	\$47,968.00	\$0.00	\$0.00	\$0.00	\$47,968.00	0%	\$0.0
	REVENUE TOTALS	\$47,968.00	\$0.00	\$0.00	\$0.00	\$47,968.00	0%	\$0.0
	EXPENSE							
	Department 05 - Police							
	<i>Supplies</i>							
500.101	Supplies and Materials	2,500.00	.00	.00	.00	2,500.00	0	.0
500.102	Equipment	4,500.00	.00	.00	.00	4,500.00	0	807.9
501.101	Uniforms and Clothing	1,800.00	.00	.00	.00	1,800.00	0	.0
	<i>Supplies Totals</i>	\$8,800.00	\$0.00	\$0.00	\$0.00	\$8,800.00	0%	\$807.9
	<i>Other Services & Charges</i>							

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										Amended	Current Month	YTD	YTD	Budget - YTD	% Used/	
Account										Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Tot
610.1110										1,200.00	100.38	14.06	538.63	647.31	46	1,139.7
640.124										1,200.00	.00	.00	.00	1,200.00	0	.0
660.133										5,000.00	.00	.00	.00	5,000.00	0	.0
660.134										2,000.00	.00	.00	.00	2,000.00	0	.0
660.145										1,818.00	.00	.00	712.43	1,105.57	39	2,294.7
685.180										1,450.00	.00	.00	800.00	650.00	55	926.0
685.182										6,000.00	.00	.00	.00	6,000.00	0	.0
685.186										1,500.00	.00	.00	.00	1,500.00	0	672.0
685.191										9,000.00	.00	.00	.00	9,000.00	0	1,666.7
686.194										10,000.00	.00	.00	5,000.00	5,000.00	50	5,000.0
Other Services & Charges Totals										\$39,168.00	\$100.38	\$14.06	\$7,051.06	\$32,102.88	18%	\$11,698.7
Capital Outlay																
900.4100										.00	.00	.00	.00	.00	+++	35,734.7
900.4300										.00	9,417.46	.00	9,417.46	(9,417.46)	+++	9,964.0
Capital Outlay Totals										\$0.00	\$9,417.46	\$0.00	\$9,417.46	(\$9,417.46)	+++	\$45,699.0
Department 05 - Police Totals										\$47,968.00	\$9,517.84	\$14.06	\$16,468.52	\$31,485.42	34%	\$58,205.7
EXPENSE TOTALS										\$47,968.00	\$9,517.84	\$14.06	\$16,468.52	\$31,485.42	34%	\$58,205.7
Fund 0086 - Seized and Forfeited Totals																
REVENUE TOTALS										47,968.00	.00	.00	.00	47,968.00	0%	.0
EXPENSE TOTALS										47,968.00	9,517.84	14.06	16,468.52	31,485.42	34%	58,205.7
Fund 0086 - Seized and Forfeited Totals										\$0.00	(\$9,517.84)	(\$14.06)	(\$16,468.52)	\$16,482.58		(\$58,205.1
Grand Totals																
REVENUE TOTALS										33,307,466.00	3,271,061.44	.00	14,017,614.39	19,289,851.61	42%	32,277,924.7
EXPENSE TOTALS										32,672,400.00	1,908,273.40	199,624.70	14,841,967.87	17,630,807.43	46%	33,163,114.7

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