

**REGULAR MEETING OF CITY COUNCIL  
FEBRUARY 15, 2024 – 5:30 PM  
MUNICIPAL COURTROOM  
2222 HIGHMARKET STREET  
GEORGETOWN, SOUTH CAROLINA  
AND LIVESTREAM:**



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

- 1. CALL TO ORDER**
- 2. ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES**
- 3. INVOCATION & PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENTS ON CURRENT AGENDA ITEMS**
- 5. INTRODUCTION OF NEW EMPLOYEES**
- 6. PLANNING AND COMMUNITY DEVELOPMENT**
  - A. Motion to approve second reading of an ordinance amending Article VI of Chapter 5 of the Code of Ordinances for the City of Georgetown “Dwellings Unfit For Human Habitation” at Sections 5-103, 5-104, and 5-110.**

Attachments:

|   |                                       |       |
|---|---------------------------------------|-------|
| 1 | text amendment dilapidated houses ord | (PDF) |
|---|---------------------------------------|-------|
  - B. Motion to approve first reading of an ordinance for the Short Term Vacation Rental Text Amendment for Article III: Definitions, Article IV: general Provisions, and Article VII: Provisions Governing Use District.**

Attachments:

|   |                                          |       |
|---|------------------------------------------|-------|
| 1 | Ex. A Definitions                        | (PDF) |
| 2 | Ex. B STVR Update Article 4              | (PDF) |
| 3 | Ex. C use charts redlined                | (PDF) |
| 4 | Ex. D. STVR Permit Application           | (PDF) |
| 5 | Short Term Vacation Rentals Ord 01-30-24 | (PDF) |
  - C. Motion to approve a contract in the amount of \$ 12, 450 for the software Forerunner and award contract to Forerunner.**

Attachments:

|   |                                        |       |
|---|----------------------------------------|-------|
| 1 | Georgetown, SC_ MSA + SOW - Forerunner | (PDF) |
| 2 | GeorgetownSC_FinalProposal             | (PDF) |
| 3 | Forerunner_SoleSource                  | (PDF) |
| 4 | StevenElliotQuote                      | (PDF) |

**7. FINANCE**

- A. Motion to uphold the suspension and revoke the Business License for Mingz Bar and Grill.**

Attachments:

- |   |                                  |       |
|---|----------------------------------|-------|
| 1 | Signed Mingz Revocation Letter   | (PDF) |
| 2 | Case # 20240129-005 Civil Papers | (PDF) |
| 3 | Mingz Nuisance Letter            | (PDF) |

**8. ENGINEERING**

- A. Motion to approve acquisition of water utility easement located at 615 Front Street (currently The George Hotel).**

Attachments:

- |   |                                                         |       |
|---|---------------------------------------------------------|-------|
| 1 | Water Line Easement to City - Georgetown Hotel (Winyah) | (PDF) |
| 2 | 5961 WATER EASEMENT PLAN                                | (PDF) |

- B. Motion to authorize the city administrator and city attorney to negotiate and execute a Memorandum of Understanding and proposed Consent Order to resolve case no. 2023-CP-22-0768 as to John C. and Patricia C. Burgess, and to subsequently bring an easement back to City Council for consideration by ordinance.**

Attachments:

- |   |                                                     |       |
|---|-----------------------------------------------------|-------|
| 1 | Cleland Dozier Alley-Approval of MOU with Burgesses | (PDF) |
| 2 | 09-29-23 filed plat Ex. A                           | (PDF) |

**9. ADMINISTRATION**

- A. Motion to re-affirm the use of the Design-Build contracting method and to solicit statement of qualifications and fee proposals from qualified contractors to perform renovations at the former Liberty Steel Headquarters building located at 420 S. Hazard Street in accordance with Section 2-187 of the City's procurement policy.**

Attachments:

- |   |                                                                   |       |
|---|-------------------------------------------------------------------|-------|
| 1 | 2024.02.05 #2-1 New City Hall Design-Build Approach Determination | (PDF) |
| 2 | City of Georgetown - DB RFQ (Final REv. 1) 2-6-24                 | (PDF) |

**10. CITY ADMINISTRATOR REPORT**

**11. MINUTES**

- A. Motion to approve minutes of October 19, 26; November 9, 16; and December 21, 2023 Council Meetings.**

**12. OLD BUSINESS**

**13. NEW BUSINESS**

**14. DEPARTMENT MONTHLY REPORTS**

**A. Electric Department Monthly Report**

Attachments:

1 Electric Department January 2024 Report (PDF)

**B. Engineering Department Monthly Report**

Attachments:

1 Engineering Department January 2024 Report (PDF)

**C. Fire Department Monthly Report**

Attachments:

1 Fire Department January 2024 Report (PDF)

**D. Fleet Service Monthly Report**

Attachments:

1 Fleet Services January 2024 Report (PDF)

**E. Municipal Court Monthly Report**

Attachments:

1 Municipal Court January 2024 Report (PDF)

**F. Planning and Community Development Monthly Report**

Attachments:

1 Planning and Community Development January 2024 Report (PDF)

2 Planning and Community Development January 2024 Statistics (PDF)

**G. Police Department Monthly Report**

Attachments:

1 Police Department January 2024 Report (PDF)

2 Police Department January 2024 Report Statistics (PDF)

**H. Public Works Monthly Report**

Attachments:

1 Public Works January 2024 Report (PDF)

**I. Risk Management Monthly Report**

Attachments:

1 Risk Management January 2024 Report (PDF)

**J. Water Utilities Monthly Report**

Attachments:

1 Water Utilities Department January 2024 (PDF)

**K. Finance and IT Department Monthly Report**

Attachments:

1 Finance Department Active Businesses January 2024 Report (PDF)

2 Finance Department Budget Performance December 2023 Report (PDF)

3 Finance Department Current Project January 2024 Report (PDF)

4 Finance Department GovDeal January 2024 Report FY24 (PDF)

5 Finance Department Open PO January 2024 Report (PDF)

6 Finance Department Grant Summary January 2024 Report (PDF)

7 Finance and IT Department January 2024 Report (PDF)

8 Finance Department ARPA Project Cost January 2024 Report (PDF)

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

**16. EXECUTIVE SESSION**

- A. Motion to adjourn Regular Meeting and enter into Executive Session pursuant to Section 30-4-70(a) (1)(2) and (5) to discuss and receive legal advice regarding the potential purchase of property; to discuss economic development incentives regarding the location of a business to be served by the City; to receive quarterly legal update from the city attorney on pending cases and cases adjudicated since last update; to receive legal advice related to pending litigation 2023-CP-22-0768; and to discuss appointments/reappointments to the City Boards/Commissions.**
- B. Motion to adjourn Executive Session and reconvene Regular Meeting.**
- C. NO FORMAL ACTION WAS TAKEN IN EXECUTIVE SESSION.**
- D. City Council may take action on items discussed in Executive Session.**

**17. ADJOURNMENT**

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





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

## ORDINANCE

DOC ID: 4017

|                                   |                                                                                                                                                                                                  |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council Meeting Date:</b>      | 15 February 2024                                                                                                                                                                                 |
| <b>Department:</b>                | Planning and Community Development                                                                                                                                                               |
| <b>Issue Under Consideration:</b> | Motion to approve an ordinance amending Article VI of Chapter 5 of the Code of Ordinances for the City of Georgetown “Dwellings Unfit For Human Habitation” at Sections 5-103, 5-104, and 5-110. |
| <b>Amount Requested:</b>          | N/A                                                                                                                                                                                              |
| <b>Is Item in Current Budget?</b> | Yes                                                                                                                                                                                              |
| <b>If no, please explain:</b>     |                                                                                                                                                                                                  |
| <b>Financial Impact:</b>          | None                                                                                                                                                                                             |
| <b>Points to Consider:</b>        | Update Language in Ordinance                                                                                                                                                                     |
| <b>Options:</b>                   | N/A                                                                                                                                                                                              |
| <b>Staff Recommendations:</b>     | Recommend update to ordinance                                                                                                                                                                    |

### Reviews:

City Attorney Completed 01/08/2024 11:56 PM  
 Peter Gaytan Completed 01/10/2024 8:29 AM  
 Scott Whittier Completed 01/11/2024 9:32 AM  
 Stephanie Buccione Completed 01/11/2024 3:57 PM  
 Georgetown City Council Completed 01/18/2024 5:30 PM

### Attachments:

1. 1 text amendment dilapidated houses ord (PDF)

**MOTION TO APPROVE AN ORDINANCE AMENDING ARTICLE VI OF CHAPTER 5 OF THE  
CODE OF ORDINANCES FOR THE CITY OF GEORGETOWN “DWELLINGS UNFIT FOR  
HUMAN HABITATION” AT SECTIONS 5-103, 5-104, AND 5-110.**

Recommend that this ordinance does not need Council Approval to remove Dwellings unfit for Human Habitation.

**AN ORDINANCE AMENDING ARTICLE VI OF CHAPTER 5 OF THE CODE OF ORDINANCES FOR THE CITY OF GEORGETOWN, “DWELLINGS UNFIT FOR HUMAN HABITATION” AT SECTIONS 5- 103, 5-104, AND 5-110**

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

**WHEREAS,** The City of Georgetown understands and appreciates the importance of providing its citizens with a mechanism of addressing dwellings unfit for human habitation and has adopted related ordinances and policies; and

**WHEREAS,** Under Section 31-15-50 of the S.C. Code, the City Council is authorized to adopt an ordinance providing that a public officer may determine that a dwelling is unfit for human habitation if he or she finds that conditions exist in such dwelling which are dangerous or injurious to the health, safety or morals of the occupants of such dwelling, the occupants of neighboring dwellings or other residents of such municipality; and

**WHEREAS,** The City of Georgetown has reviewed the current procedures and desires to streamline the process in a prescribed manner consistent with state law, for the benefit of public safety;

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and City Council of the City of Georgetown, South Carolina, duly assembled, that Section 5-103 of the City of Georgetown Code of Ordinances be deleted in its entirety and reserved, and Sections 5-104(a) and 5-110(c) of the City of Georgetown Code of Ordinances be amended as follows, shown stricken in **bold** and added in **bold** (not to be codified in bold):

**~~Sec. 5-103. Present factual findings of dangerous dwellings to city council for approval to proceed.~~**

~~Whenever the public officer finds conditions exist in a dwelling which are dangerous or injurious to the health, safety, or morals of the occupants, neighbors, or citizens, rendering it unfit for human habitation due to dilapidation, defects increasing the hazards of fire, accidents or other calamities, lack of ventilation, light or sanitary facilities, or other conditions rendering those dwellings unsafe according to the International Building Code and/or the International Property Maintenance Code, dangerous or detrimental to the health, safety or morals or otherwise inimical to the welfare of the residents of the city, the public official shall present City Council with evidence of such findings.~~

~~(Ord. of 8-16-12)~~

**Sec. 5-104. Dwellings unfit for human habitation; hearing before the construction board of appeals; orders by the construction board of appeals; remedies.**

- (a) Upon information received of a dwelling unfit for habitation from the building official or designee ~~and receiving approval from city council to proceed~~, the city may issue its complaint petition

stating the charges in that respect and cause same to be served upon the owner and all parties in interest in the dwelling, setting forth the nature of the complaint and requiring the owner and all parties in interest to appear before the construction board of appeals at a place and date therein to be fixed, the date to be not less than ten (10) days nor more than thirty (30) days after service. The owner and parties in interest shall be given the right to file answer and to appear, in person or otherwise, and give testimony at the place and time fixed. **(state law ref. §31-15-50)**

**Sec. 5-110. Checklist for unfit dwellings within the City of Georgetown.**

- (a) Preliminary investigation by building official or designated agent and identification of property, defects, and parties, pending title work.
- (b) Draft complaint petition.
- (c) ~~Present draft complaint petition to city council for approval to proceed.~~
- (c) Secure title work and finalize parties in complaint petition.
- (d) Serve complaint petition, including notice of hearing, and file with clerk of court in the manner of a lis pendens, along with proof of service.
- (e) Hearing held before the construction board of appeals.
- (f) Order issued, served, posted, and filed with clerk of court.
- (g) Wait sixty (60) days for owner response.
- (h) Building official or designated agent may act to enforce order:
  - (1) Do demolition or repairs with in house staff;
  - (2) Bid out work under procurement code; or
  - (3) Sell materials, apply all funds collected to cost of demolition.
- (i) Determine city's cost of work and file municipal lien with register of deeds and/or Georgetown County Treasurer, in the manner of a municipal tax lien.

Nothing herein is intended to abrogate the city's right to file a nuisance abatement action in circuit court.

**BE IT FURTHER ORDAINED**, that all unamended sections of Sections 5-104 and 5-110 remain, and 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

\_\_\_\_\_  
Carol Jayroe, Mayor

First Reading: \_\_\_\_\_

Approved as to Form:

Second Reading: \_\_\_\_\_

\_\_\_\_\_  
Elise F. Crosby, City Attorney



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## ORDINANCE

DOC ID: 4026

|                                   |                                                                                                                                                                                   |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council Meeting Date:</b>      | 15 February 2024                                                                                                                                                                  |
| <b>Department:</b>                | Planning and Community Development                                                                                                                                                |
| <b>Issue Under Consideration:</b> | Motion to approve the Short Term Vacation Rental Text Amendment for Article III: Definitions, Article IV: general Provisions, and Article VII: Provisions Governing Use District. |
| <b>Amount Requested:</b>          | 0                                                                                                                                                                                 |
| <b>Is Item in Current Budget?</b> | Yes                                                                                                                                                                               |
| <b>If no, please explain:</b>     |                                                                                                                                                                                   |
| <b>Financial Impact:</b>          | To Gain Revenue on STVR's                                                                                                                                                         |
| <b>Points to Consider:</b>        | Track/Manage STVR's                                                                                                                                                               |
| <b>Options:</b>                   |                                                                                                                                                                                   |
| <b>Staff Recommendation:</b>      | To approve Text Amendment                                                                                                                                                         |

### Reviews:

Peter Gaytan Completed 01/29/2024 9:41 AM  
 City Attorney Completed 02/05/2024 1:40 PM  
 Scott Whittier Completed 02/05/2024 4:40 PM  
 Stephanie Buccione Completed 02/06/2024 10:32 AM  
 Georgetown City Council Pending 02/15/2024 5:30 PM

### Attachments:

1. 1 Ex. A Definitions (PDF)
2. 2 Ex. B STVR Update Article 4 (PDF)
3. 3 Ex. C use charts redlined (PDF)
4. 4 Ex. D. STVR Permit Application (PDF)
5. 5 Short Term Vacation Rentals Ord 01-30-24 (PDF)

**MOTION TO APPROVE THE SHORT TERM VACATION RENTAL TEXT AMENDMENT FOR  
ARTICLE III: DEFINITIONS, ARTICLE IV: GENERAL PROVISIONS, AND ARTICLE VII:  
PROVISIONS GOVERNING USE DISTRICT.**

Zoning Ordinance Text Amendment to Article III Definitions, Article IV General Provisions, Article VII Provisions Governing Use District. Add STVR Permit Application. Add Fee's and CAP on STVR Properties.

2. The fondling or erotic touching of human genitals, pubic region, buttocks, anus, or female breast; or
3. Sex acts, normal or perverted, actual or simulated, including intercourse, oral copulation, or sodomy; or
4. Masturbation, actual or simulated; or
5. Excretory function as part of, or in connection with, any of the activities set forth above.

**360 Shopping Center:** Any grouping of 2 or more commercial tenants or uses located within a single structure, with each having their own electrical service and exterior electrical meter. Shopping centers are categorized by size, as follows:

**360.1 Mini-shopping Centers:** Shopping centers with a total floor area of the principal building not exceeding 10,000 square feet.

**360.2 Regional Shopping Centers:** Shopping centers with a total floor area of the principal building exceeding 10,000 square feet. Upon any lot containing any sort of shopping center, the property owner may construct up to 2 free-standing accessory buildings, each not to exceed 400 square feet in size; to house uses customarily considered accessory to a shopping center, such as automated teller machines, one-hour photo labs, and the like.

**361 Short-Term Vacation Rental:** an accommodation for transient guests where, in exchange for compensation, a residential dwelling unit is provided for lodging for a period of time not to exceed thirty (30) consecutive days. Such use may or may not include an on-site manager. For the purposes of this definition, a residential dwelling shall include all housing types and shall exclude group living, hotel/motel, or other lodging uses.

~~Renumber all after Short-term Vacation Rental Definition~~

362 **361 Signs:** See Article X: Sign Ordinance

363 **362 Small Wind Energy System:** Small Wind Energy System: An energy system that consists of one or more wind turbines or other such devices and their related or supporting facilities that produces electric power from wind that has a rated capacity of 100 kilowatts or less. Power produced by such a system will be used primarily for onsite consumption.

**363.1 Street:** Any public way set aside for public travel, twenty-one feet or more in width. The word "street" shall include the words "road," "highway," and "thoroughfare."

~~363.1 Reserved.~~

**363.2 Reserved.**

**363.3 Minor Street:** A street used primarily for access to abutting properties.

**363.301 Alley:** A minor street used for service access to the back or side of properties otherwise abutting on a street.

**363.302 Cul-de-sac:** A minor street with only one outlet, sometimes called a "dead-end" street.

**364 Structure** Any man-made device, whether free standing or attached to another structure. This definition includes, but is not limited to: buildings, fences, signs, canopies, trellises, arboretums, swimming pools, docks, piers, flag poles, gazebos, satellite dishes, antennae, greenhouses, decks, dumpster screens, etc.



#### 441 Short-Term Vacation Rentals (STVR)

Short-Term vacation rentals are subject to the following requirements:

##### 441.1 Applicability, Definitions, Purpose

##### 441.2 Definitions; general provisions.

*Business license* - is a document executed by a short-term vacation owner certifying that the short-term vacation unit complies with applicable zoning, building, health and safety code provisions. No person shall allow occupancy or possession of any short-term vacation rental unit if the premises is in violation of any applicable zoning, building, health and safety code provisions.

*Short-term vacation rental* - means an accommodation for transient guests where, in exchange for compensation, a residential dwelling unit is provided for lodging for a period of time not to exceed thirty (30) consecutive days. Such use may or may not include an on-site manager. For the purposes of this definition, a residential dwelling shall include all housing types and shall exclude group living, hotel/motel, or other lodging uses.

*Short-term vacation rental agent* - means a natural person or agency designated by the owner of a short-term vacation rental on the short-term vacation rental business license application. Such person shall be available for and responsive to contact at all times and someone who is customarily present at a location within the city for purposes of transacting business.

*Short-term vacation rental operator*- Any property owner who receives payment for operating a residential dwelling unit, or portion thereof, as a short-term rental.

*Short-term vacation rental occupants* - means guests, tourists, lessees, vacationers or any other person who, in exchange for compensation, occupy a dwelling unit for lodging for a period of time not to exceed thirty (30) consecutive days.

**Purpose.** It is the purpose of this section to protect the public health, safety and general welfare of individuals and the community at large; to monitor and provide reasonable means for citizens to mitigate impacts created by occupancy of short-term vacation units; Establish a system to track and manage STVR inventory in the city; and to implement rationally based, reasonably tailored regulations to protect the integrity of the city's neighborhoods.

**Maximum number allowed.** At no time shall the maximum number of residential dwelling units used as short-term vacation rentals exceed 250 properties (the "Cap"), except as otherwise set forth in Section 441.4. The proposed CAP can be changed if needed by City Council.

##### 441.3 Short term vacation rental business license.

No person shall rent, lease or otherwise exchange for compensation all or any portion of a dwelling unit as short-term vacation rental, as defined in Section 441.2, without first obtaining a **STVR Permit** and a business license from the Revenues Manager and complying with the regulations contained in this section. No business license issued under this section may be transferred or assigned or used by any person other than the one to whom it is issued, or at any location other than the one for which it is issued.



441.4 Application for short-term vacation rental permit and short-term vacation rental business license.

(a) Short-term vacation rental permit. To operate each short-term vacation rental, a property owner must obtain a short-term vacation rental permit from the Planning and Community Development Department, which must be applied for on an annual basis no later than May 1 as follows:

1. Short-term vacation rental permit requirements. The following requirements must be met prior to issuance of a short-term vacation rental permit.
  - a. The approved short-term vacation rental application.
  - b. Payment of short-term vacation rental permit application fees; and
2. Annual registration.
  - a. The Short-term vacation rental permit application and registration fees shall be paid at the time the application is submitted. Any outstanding penalty fees must be paid prior to an application being reviewed. For current Short-term vacation rental operators, applications must be submitted and associated fees paid, starting April 1, and ending May 1. Current Short-term vacation rental operators that submit an application by the May 1 deadline and are able to provide proof that all requirements were met during the previous operating year, shall not be subject to the cap, as set forth in 441.2. Applications received from current Short-term vacation rental operators after May 1 will be subject to the "cap", as set forth in 441.2, and will be treated as a new Short-term vacation rental operator application.
  - b. Beginning April 1, STVR applications may be considered, starting with the waitlist, for issuance of an STVR permit.
  - c. Beginning April 1, STVR applications may be considered, starting with the waitlist, for issuance of an STVR permit if the cap has not been reached after current STVR operators have completed their applications. Any application received for an STVR that was illegally operating the prior year will be assessed a penalty fee of \$500 in addition to the standard permit fees. If an application is found to be incomplete, the primary contact will be notified, and will have ten business days to submit missing information. If not received within ten business days of notification, the application will be denied.
3. Inaccurate or incomplete registration information. It shall be a violation of this subsection for an owner to intentionally provide inaccurate information for the registration of a residential dwelling unit used as an STVR, or to fail to provide information required by the application form.
4. Permit application fee. At the time of the application, a non-refundable application fee of \$250 shall be paid for owner-occupied STVRs. In the case of whole-house rentals and ADUs (accessory Dwelling Units), a non-refundable application fee of \$500 shall be paid. These fees are established by City Council and may be changed from time to time during the budget process. Applications must be submitted annually with a renewal fee of \$250.

5. Annual application requirements. An application must be submitted annually to the Planning and Community Development Department.
  6. A parking plan must be submitted with the STVR permit application.
- (b) Applicants for a short-term vacation rental business license shall submit, on an annual basis, **no later than May 1**, an application for a short-term vacation rental business license to the Revenues Manager of the City of Georgetown. The business license application shall be **provided** by the Revenues Manager or Zoning Administrator and accompanied by a non-refundable application fee as set forth in the City's business license fee ordinance. Such application should include:
1. The name, address, telephone number and/or email address of the owner(s) of record of the dwelling unit for which a license is sought. If such owner is not a natural person, the application shall identify all partners, officers and/or directors of any such entity, including personal contacts information;
  2. The address of the unit to be used as a short-term vacation rental;
  3. The name, address, telephone number and/or email address of the short-term vacation rental agent, which shall constitute his or her 24-hour contact information;
  4. The owner's signature of sworn acknowledgement that he or she has received a copy of this section, has reviewed it and understands its requirements;
  5. The owner's agreement to use his or her best efforts to assure that use of the premises by short-term vacation rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties; and
  6. Any other information that this chapter requires the owner to provide to the city as part of an application for a short-term vacation rental business license. The Zoning Administrator or his or her designee shall have the authority to obtain additional information from the applicant as necessary to achieve the objectives of this chapter.
- (c) Attached to and concurrent with submission of the business license application described in this section, the owner shall provide:
- a. A written exemplar agreement, which shall consist of the form of document to be executed between the owner and occupant(s) and which shall contain the following provisions:
    1. The occupant(s)' agreement, to abide by all of the requirements of this section, any other City of Georgetown ordinances, state and federal law and acknowledgement that his or her rights under the agreement may not be transferred or assigned to anyone else;
    2. The occupant(s)' acknowledgement that it shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in Georgetown County's Noise Ordinance (Section 13.8-2);
    3. The occupant(s)' acknowledgement and agreement that they shall conform to the regulations stated in the City of Georgetown Zoning Ordinance, Article XI: Off-Street Parking.
    4. The occupant(s)' acknowledgement and agreement that they shall conform to the regulations stated in the International Property Maintenance Code on Overcrowding and Bedroom

requirements (IPMC 404.4 & 404.5), **as adopted by city council;**  
and

5. The occupant(s)' acknowledgement and agreement that violation of the agreement or this section may result in immediate termination of the agreement and eviction from the short-term vacation rental unit by the owner or agent, as well as the potential liability for payments of fines levied by the city.
- b. Proof of the owner's current ownership of the short-term vacation rental unit;
- c. Proof of property and liability insurance; and
- d. A written certification from the short-term vacation rental agent that he or she agrees to perform the duties specified in Section 441.5(b).

#### 441.5 Short-term vacation rental agent

- (a) The owner of a short-term vacation rental shall designate a short-term vacation rental agent on its application for a short-term vacation rental license. A property owner may serve as the short-term vacation rental agent. Alternatively, the owner may designate a natural person as his or her agent who is over age eighteen (18).
- (b) The duties of the short-term vacation rental agent are to:
  1. Be reasonably available to handle any problems arising from use of the short-term vacation rental unit;
  2. Appear on the premises of any short-term vacation rental unit within one (1) hour following notification from the city of issues related to the use or occupancy of the premises. This includes, but is not limited to, notification that occupants of the short-term vacation rental unit have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of the City of Georgetown Code of Ordinances and/or Zoning Ordinance or other applicable law pertaining to noise, disorderly conduct, overcrowding, consumption of alcohol or use of illegal drugs. Failure of the agent to timely appear to two or more complaints regarding violations may be grounds for penalties as set forth in the section. This is not intended to impose a duty to act as a peace officer or otherwise require the agent to place himself or herself in a perilous situation;
  3. Receive and accept service of any notice of violation related to the use or occupancy of the premises; and
  4. Monitor the short-term vacation rental unit for compliance with this section.
- (c) An owner may change his or her designation of a short-term vacation rental agent temporarily or permanently; however there shall only be one such agent for a property at any given time. To change the designated agent, the owner shall notify the Zoning Administrator in writing of the new agent's identity, together with all information regarding such person as required by the applicable provisions of this section (441).

#### 441.6 Grant or denial of application

Review of an application shall be conducted in accordance with due process principles and shall be granted unless the applicant fails to meet the conditions and requirements of this section, or otherwise fails to demonstrate the ability to comply with local, state or federal law. Any false statements or information provided in the application are grounds for revocation, suspension and/or imposition of penalties, including denial of future applications.

#### 441.7 Short-term vacation rental units.

- (a) A copy of the short-term vacation rental business license shall be posted within the unit and include all of the following information:
  - 1. The name and address of the short-term vacation rental owner and/or agent;
  - 2. The business license number;
  - 3. The maximum number of occupants allowed in the rental unit;
  - 4. License effective and expiration date; and
- (b) Short-term vacation rental units shall be properly maintained and regularly inspected by the owner to ensure continued compliance with applicable zoning, building, health and safety code provisions.

#### 441.8 Short-term vacation regulation procedure.

- (a) To ensure the continued application of the intent and purpose of this section, the Zoning Administrator of the city shall notify the owner of a short-term vacation rental unit of all instances in which nuisance behavior of the rental guest or the conduct of his or her short-term vacation rental unit occupant results in a citation for a code violation or other legal infraction.
- (b) The Zoning Administrator shall maintain in each short-term vacation rental location file a record of all code violation charges, founded accusations and convictions occurring at or relating to a short-term vacation rental unit. When a property owner has accumulated three (3) code violations for a particular property within a period of twelve (12) consecutive months, any pending certificates or applications shall be rejected or suspended for a period of twelve (12) consecutive months.
- (c) If a short-term vacation rental unit owner has been cited and found to be in violation of any zoning, building, health or life safety code provision, the owner must demonstrate compliance with the applicable code prior to being eligible to receive a short-term vacation rental certificate.
- (d) Citations for code violations and any other violation of the city code may be heard by the Zoning Administrator or Code Enforcer of the City of Georgetown.
- (e) Violations of this section are subject to fines that can be found in the official records on file with the City Clerk, which shall not be waived or reduced and which may be combined with any other legal remedy available to the City.
  - (f) A person aggrieved by the city's decision to revoke, suspend or deny a short-term vacation rental certificate may appeal the decision to the Board of Zoning Appeals (BZA). The appeal must be filed with the Zoning Administrator in writing, within thirty (30) calendar days after the adverse action and it shall contain a concise statement of the reasons for the appeal. Timely filing of an appeal shall state the revocation, suspension or denial pending a decision by the BZA.
- (g) The Board of Zoning Appeals shall consider the appeal within thirty (30) days after receipt by the zoning administrator of a request unless otherwise agreed in writing by the city and aggrieved party. All interested parties shall have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The BZA shall render a determination, which will constitute a final ruling on the application.

- (h) Nothing in this section shall limit the city from enforcement of its code, state or federal law by any other legal remedy available to the city. Nothing in this section shall be construed to limit or supplant the power of any city inspector, deputy marshal or other duly empowered code official under the city's ordinances, rules and regulations and the authority granted under state law, as amended, to take necessary action, consistent with the law, to protect the public from property which constitutes a public nuisance or to abate a nuisance by any other lawful means of proceedings.

#### 441.9 Taxes.

Short-term vacation rental unit owners are subject to state sales tax, city hospitality and accommodation taxes, business license fees **and annual permit fees**, and are liable for payment thereof as established by state law and the city code. The city may seek to enforce payment of all applicable taxes to the extent provided by law, including injunctive relief.

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.

**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.

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

**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  |    |                        |
| Duplex                          |    | C  | C  | C  | C  |    | Article 4, Section 420 |
|                                 |    |    |    |    |    |    |                        |

| <b>Residential Use Classifications</b>                        | <b>R1</b> | <b>R2</b> | <b>R3</b> | <b>R4</b> | <b>R5</b> | <b>MR</b> | <b>Conditions</b>             |
|---------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-------------------------------|
| 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        |
| <b>Short-Term Vacation Rental</b>                             | <b>C</b>  | <b>C</b>  | <b>C</b>  | <b>C</b>  | <b>C</b>  | <b>C</b>  | <b>Article 4, Section 441</b> |
| 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        |
| <b>Commercial Use Classifications</b>                         | <b>IC</b> | <b>CC</b> | <b>WC</b> | <b>NC</b> | <b>GC</b> |           | <b>Conditions</b>             |
| 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         |           |                               |
| Automotive Sales and Service (excluding automotive junk yard) | C         |           |           |           | P         |           | Article 4, Section 438        |

Attachment: Ex. C use charts redlined (4026 : Short Term Vacation Rental Text Amendment)

| Commercial Use Classifications                                           | IC | CC | WC | NC | GC |  | Conditions             |
|--------------------------------------------------------------------------|----|----|----|----|----|--|------------------------|
| 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 |

Attachment: Ex. C use charts redlined (4026 : Short Term Vacation Rental Text Amendment)



| 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 |

Attachment: Ex. C use charts redlined (4026 : Short Term Vacation Rental Text Amendment)

| 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  |    |    |  |                        |
| Short-term Vacation Rental                                                        |    | C  | C  | C  | C  |  | Article 4, Section 441 |
| 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  |    |  |                        |

Attachment: Ex. C use charts redlined (4026 : Short Term Vacation Rental Text Amendment)

MAYOR  
CAROL JAYROE

CITY ADMINISTRATOR  
SCOTT WHITTIER

CITY CLERK  
STEPHANIE BUCCIONE



Planning and Community Development  
(843) 545-4010

COUNCIL MEMBERS  
MAYOR PRO TEMPORE  
JIM CLEMENTS

JONATHAN ANGNER  
HOBSON H. MILTON  
JIMMY MORRIS  
CLARENCE SMALLS  
TAMIKA WILLIAMS-OBENG

## SHORT-TERM VACATION RENTAL APPLICATION

### INCOMPLETE SHORT TERM VACTION RENTAL (STVR) APPLICATIONS WILL NOT BE PROCESSED.

Please complete this STVR Application when requesting a new STVR Certificate or renewing an existing STVR Certificate. A separate STVR application must be submitted for each dwelling unit used as a STVR. Checks should be made payable to the City of Georgetown.

- FOR NEW STVR CERTIFICATE. STVR Property Address:
  - STVR Application: Complete pages 1-8; page numbers can be found at the bottom of each page.
  - Copy of Written Exemplar Agreement that will be used between Property Owner/Renter Management and Tenant (Sample form, page can be used. When a customized Written Exemplar Agreement is used, must ensure it is consistent with the criteria outlined in Article IV, Section 441)
  - Proof of Property Ownership (New property owners must submit copy of HUD/Settlement Statement when Warranty Deed is not available at time of submission.)
  - When submitting application as owner-occupied, must provide:
    - Proof of valid homestead exemption; OR
    - In lieu of a valid homestead exemption, a Sword Affidavit (Form included and must be primary dwelling unit is the legal residence and domicile of the resident. Supporting documentation to establish proof of residency must be submitted in the form of two of the following: 1) copy of a valid South Carolina Driver's License or South Carolina Identification Card; 2) copy of registration for vehicles owned by and registered in the name of the applicant; 3) copy of Georgetown County Voter's Registration Card; or 4) copy of previous year's W-2 Form or Internal Revenue Service Tax Return
  - Proof of Insurance indicating the property is used as a short-term rental
  - Adjacent Neighbors Notification Requirement (Instructions Attached)
  - Non-refundable initial annual fee of \$500.00
  - Non-refundable initial fee of \$250.00 for Owner-Occupied STVR
  - Non-refundable Initial fee of \$250.00 for Accessory Dwelling Unit (ADU)

Once the application is processed, the property owner or designated rental agent will be notified to apply for a Business License from the Finance Department. Property owner or designated rental agent is required to provide a copy of the Business License to the Planning and Community Development Department; at which time, the STVR application will be finalized and the STVR Certificate will be issued via email.

- TO RENEW AN EXISTING STVR CERTIFICATE. It is the property owner's responsibility to renew it on time. STVR Certificates automatically expire after one year of issuance. Please submit the following items 30 days prior to expiration to prevent cancellation of STVR status:

- STVR Application- pages 1, 2, 3, 5, and 6; page numbers can be found at the bottom of each page.
- Please provide: STVR Certificate # Address:
- Copy of Business License- Cannot be expired.
- Proof of Insurance indicating the property is used as a short-term rental.
- Non-refundable renewal annual fee of \$250.00
- When property owner has rental agent change during renewal process, must include Written Exemplar Agreement, sample page 7: and copy of neighbor's notification. Adjacent neighbors must receive updated notification (Instructions Attached)
- STVR Business Location Information Form, page 4.

SUMBIT STVR APPLICATION(S), REQUIRED DOCUMENTS AND APPLICABLE FEES TO:

US MAIL: Planning and Community Development, P.O. Drawer 939, Georgetown, SC 29442  
 IN PERSON: 1134 N Fraser St, City Hall, Georgetown, SC 29440  
 FAX: Not Available  
 EMAIL: [Pgaytan@georgetownsc.gov](mailto:Pgaytan@georgetownsc.gov)  
 FEES: Check, Cash, or Credit Card only; Checks made payable to the City of Georgetown; Must mail or drop off payment when emailing application.

PROPERTY OWNER INFORMATION

If the owner is not a natural person, the applicant will need to identify primary partners, officers and/or directors of such entity, including personal contact information.

Property Owner Name(s):

Property Owner Address:

Property Owner Phone:

Email:

Property Owner Alternate Phone:

Email:

SHORT-TERM VACATION RENTAL UNIT INFORMATION

Address of STVR Property:

Number of Bedrooms (Limited 6 Per Parcel):      Number of Off-Street Parking Spaces:  
 (6-14 bedrooms is considered operating an Inn; 15+ bedrooms are considered operating a hotel)

Location of Off-Street Parking Space:

Four (4) or more bedrooms require a parking plan, i.e., diagram/snapshot of parking spaces.

**RENTAL AGENT CONTACT INFORMATION** – Must complete section even when the property owner will act as their own rental agent. If the rental agent changes after issuance of STVR permit, the property owner must submit the Rental Agent Change form to Planning and Community Development Department within five (5) business days of change. Only one rental agent may be in place at any given time.

Rental Agent Name:

Address:

24-hour Contact telephone number:

Email:

|                                    |
|------------------------------------|
| STVR BUSINESS LOCATION INFORMATION |
|------------------------------------|

A building inspection, building permit, site plan, and/or a Board of Zoning Appeals application may be required to complete the approval process for STVR Certification.

Please check all applicable statements:

Under New Construction

- ☐ You are making changes to the dwelling, i.e., add or remove walls, doors, windows, stairs.
- ☐ You are adding or changing heating, ventilation, air conditioners, or refrigeration.
- ☐ You are adding or changing plumbing, i.e., sinks, toilets, showers, bathtubs.
- ☐ You are adding or changing electrical, i.e., new lights, switches, outlets.

Property Identification Number:

Previous Business Use at this location:

(please state "single family home," if applicable)

When known, if previous business has an existing STVR, indicate STVR #:

Identify the Zoning District where the Property is Located:

The Property is: ☐ Owner Occupied ☐ Non-Owner Occupied

Owner-occupied property refers to real property which contains one or more dwelling unit(s) where the principal dwelling unit must be occupied by the property owner and constitute his/her primary and usual place of residence. The dwelling units must share the Property Identification Number assigned by the Georgetown County Assessor Office.

## PROPERTY OWNER ACKNOWLEDGEMENT

I,

(Property Owner)

- Acknowledge Article IV, Section 441 entitled Short-term Vacation Rentals, have reviewed it, understanding its requirements, and will comply with the regulations contained with this Section;
- Agree to use my best efforts to assure that use of the premises by STVR occupants will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
- Certify that I have confirmed and answered all the questions contained herein and know the same to be true and correct. Further, I understand that any Planning and Community Development approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinances;
- It is the responsibility of every business owner or operator to make certain that the type or nature of business activity being conducted at any location in the City of Georgetown is permitted by and conforms to the Zoning Ordinance and Building Regulations of the City before signing a lease/contract and before operating the business;
- I understand that all construction work will require a permit prior to commencing construction, which includes alterations, modifications, renovations, remodeling, signage, etc;
- Authorize the City of Georgetown to verify information provided in the application.

Signature of Property Owner

Date

Print Name

## FOR OFFICE USE ONLY

New Application ☐Renewal ☐

Zoning District

STVR Certificate #

Reviewed by

Date Reviewed

Approved ☐Denied ☐

Comment(s):

Attachment: Ex. D. STVR Permit Application (4026 : Short Term Vacation Rental Text Amendment)

## SHORT-TERM VACATION RENTAL (STVR) RENTAL AGENT WRITTEN CERTIFICATION

Address of STVR Property:

Name of STVR Property Owner:

STVR Agent Name:

STVR Agent Address:

STVR Agent 24-hour phone:

Agent Email:

I, \_\_\_\_\_ (Agent) representing  
(Property Owner) am charged with the following duties and responsibilities for maintaining good relations between guests residing in the above-named property and the City of Georgetown. As the short-term vacation rental agent, I will:

1. Be reasonably available to handle any problems arising from use of the short-term vacation rental unit;
2. Appear on the premises of any short-term vacation rental unit within two hours following notification from the City of issues related to the use or occupancy of the premises. This includes, but is not limited to, notification that occupants of the STVR unit have created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of the City of Georgetown Code of Ordinances or other applicable law pertaining to noise, disorderly conduct, overcrowding, and consumption of alcohol or use of illegal drugs. Failure of the agent to timely appear to two or more complaints regarding violations may be grounds for penalties set forth in this Section. This is not intended to impose a duty to act as a peace officer or otherwise require the agent to place himself or herself in a perilous situation;
3. Receive and accept service of any notice of violation related to the use or occupancy of the premises; and
4. Monitor the short-term vacation rental unit for compliance with Article IV, Section 441 entitled Short Term Vacation Rentals of the Zoning Ordinance.

I verify that I am a natural person and am over the age of 18 years old. I also acknowledge Article IV, Section 441, of the Zoning Ordinance, have reviewed it, understand its requirements, and will comply with its regulations.

I hereby certify that I have answered all the questions contained herein and know the same to be true and correct. Further, I understand that any Planning and Community Development Department approval issued, based upon false information or misrepresentation provided by the property owner, will be null and void and subject to penalty as provided by law and ordinances.

Signature of STVR Rental Agent

Date

Approved by Signature of Property Owner

Date

Attachment: Ex. D. STVR Permit Application (4026 : Short Term Vacation Rental Text Amendment)



## SHORT-TERM VACATION RENTAL (STVR) EXEMPLAR RENTAL AGREEMENT

As part of the application, property owners must submit a copy of an exemplar agreement which is executed between the property owner and occupant(s). You may create your own or may use this example.

Welcome to the City of Georgetown! The Planning and Community Development Department in the City of Georgetown is committed to providing you with the very best experience. In addition, we work closely with our neighbors to ensure the quality of life that residents and visitors both expect. Enclosed is information regarding neighborhood policies and local laws and regulations. Please keep in mind that violations of any of these rules can lead to fines or even eviction without refund. We know that you'll do your part to be a great neighbor in the City of Georgetown!

Please be mindful of the City of Georgetown Noise Ordinance. As you are staying in a residential area, we would like to remind you to observe the City of Georgetown quiet times between the hours of 11pm – 7am. Please remember that sound carries very well through the City of Georgetown, most especially in courtyards, porches, patios, and verandas.

Guests must not exceed the maximum parking allotted to each property. Guests must park only in designated parking places.

Pet waste must be cleaned up immediately.

Public intoxication is unlawful and may result in heavy fines and/or incarceration.

The City of Georgetown has strict litter laws. Please be sure that all litter, trash, and cigarette butts are placed in waste receptacles. Help Keep Georgetown Beautiful!

Household trash and recycling must be placed in City of Georgetown collection carts specific to the property. Trash bags and recycling may not be left outside of collection carts, left on porches, or left in lanes.

Helpful Hints for your Stay in the City of Georgetown: 9-1-1 is the phone number for emergency services in the city. Georgetown is a walking city, and our architecture and squares are best enjoyed by foot. Please remember to only cross streets in designated crosswalks. And, as in most cities, jaywalking is punishable by a fine. Obey all pedestrian signals and signage.

Bicycles are a great mode of transportation in the City of Georgetown; please obey all traffic laws while on bicycles.

If you happen to be locked out of your property, please contact your rental agent. Neighbors and surrounding businesses do not have spare keys to the property.

Short-term Vacation Rental Occupant/Guest

Date

Attachment: Ex. D. STVR Permit Application (4026 : Short Term Vacation Rental Text Amendment)

## SWORN AFFIDAVIT

(Required only when submitting a STVR application as an owner-occupied property)

I/We, \_\_\_\_\_, hereby affirm that

Property Owner Names(s)

, Parcel I.D #

Property Address

is my/our principal primary residence, and that this same address serves as my/our legal residence and domicile.

The foregoing information is hereby given and all of the foregoing statements are hereby made on oath, willfully, knowingly, and absolutely, and the same is and are hereby sworn to be true under penalty for false swearing, as provided by law.

I/We, \_\_\_\_\_, having been

Property Owner Name(s)

administered a lawful oath or affirmation, hereby certify under penalty of false swearing that the above information is true and correct.

Property Owner Signature

Date

Property Owner Signature

Date

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

Notary Public

Attachment: Ex. D. STVR Permit Application (4026 : Short Term Vacation Rental Text Amendment)

## INSTRUCTIONS

## ADJACENT NEIGHBORS NOTIFICATION REQUIREMENT

The “Adjacent Neighbor(s) Notification,” herein referred to as “notification” requirement, as outlined in the Short-Term Vacation Rental (STVR) Application, requires the property owner/STVR applicant or the property owner’s rental agent to notify adjacent neighbor(s), to the left and/or to the right, that a STVR application has been submitted to the City requesting operation of a proposed STVR. Copies of the documentation showing that notification was made is required at the time of submission of a STVR application through the STVR application process and prior to the issuance of an initial STVR certificate.

This notification is also required within 5 days of a rental agent change to notify adjacent neighbors of updated rental agent point of contact as outlined in the instructions below.

Notification must include the information outlined below and must be provided in writing and addressed to the property owner(s) mailing address. You can locate adjacent property owner information on the Georgetown County QPublic website at <https://qpublic.schneidercorp.com>.

Each adjacent property owner should sign acknowledging that they were provided with notification of this short-term vacation rental use, when notification is provided in-person/hand-delivery; OR

Notification can be via certified mail, return receipt requested, and the City would need a copy of the document/letter that you provide to the adjacent property owner(s); and copies of completed certified mail receipts.

Notification in writing and addressed to the property owner(s) must provide:

1. Street of proposed short-term vacation rental;
2. Location of any on-site parking for short-term vacation rental occupants;
3. Provide maximum occupancy – Calculate the maximum occupancy as follows: 1-2 Bedrooms, maximum occupancy is always 4; 3 or more bedrooms, multiply number of bedroom times 2 = # maximum occupancy
4. Copy of short-term vacation exemplar agreement;
5. Name of property owner; and
6. Name of rental agent and contact information. When property owner is the rental agent, must provide property owner(s) contact information.

## SHORT-TERM VACATION RENTALS

### AN ORDINANCE AMENDING THE CITY OF GEORGETOWN ZONING ORDINANCE ARTICLES III, DEFINITIONS, IV GENERAL PROVISIONS, AND VII PROVISIONS GOVERNING USE DISTRICTS, AND TO ADOPT A SHORT-TERM RENTAL APPLICATION

- 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 Mayor and Council are mindful of the burgeoning popularity of short-term vacation rentals and Georgetown's increasing attraction as a destination, and desire to balance the city's welcome to visitors, the wishes of property owners to offer accommodation, and the character of the city's residential neighborhoods; and
- WHEREAS,** on October 24, 2023, the Planning Commission of the City of Georgetown, South Carolina held a public hearing of the proposed amendments to Articles III, IV, and VII regarding Short-Term Vacation Rentals; and
- WHEREAS,** following the public hearing, the Planning Commission voted 6-1 in favor of amending the Zoning Ordinance to change the text of Zoning Ordinance in the referenced sections; and
- WHEREAS,** the City Council wishes to approve city staff's implementation of a short-term vacation rental application;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and City Council of the City of Georgetown, South Carolina, in a meeting duly assembled, that Articles III, IV, and VII of the City of Georgetown Zoning Ordinance be amended or replaced as follows, and as shown in the Exhibits A, B, C, and D, attached and incorporated:

### ART. III DEFINITIONS

Sec. 361 shall be amended by replacing its content to read "*Short-Term Vacation Rental*" with the definition appearing in Section 361 in redline in Exhibit A.

The content of Sections 361 – 363.1 shall be renumbered as follows:

Sec. 362 Signs (formerly Sec. 361)

Sec. 363 Small Wind Energy Systems (formerly Sec. 362)

Sec. 363.1 Streets (formerly Sec. 363) [*this section previously reserved*]

## ART. IV GENERAL PROVISIONS

Sec. 441 *Short-Term Vacation Rentals* shall be deleted and replaced in its entirety with Section 441 (and subsections 441.1 – 441.9) as appearing on Exhibit B.

## ART. VII PROVISIONS GOVERNING USE DISTRICTS

Sec. 704 *Zoning District Use Classifications Chart* shall be amended to add Short-Term Vacation Rentals to the Residential Use Classification chart as a conditional use in districts R1, R2, R3, R4, R5, and MR, and to the Commercial Use Classification chart as a conditional use in districts CC, WC, NC, and GC, as shown in redline on the attached Zoning District Use Classifications Chart, Exhibit C.

**AND BE IT FURTHER ORDAINED**, that city staff is authorized to adopt and implement the Short-Term Vacation Rental Application attached as Exhibit D, and to amend such application and process as needed from time to time, and to maintain applications available to the public at the Office of Planning and Development.

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

ATTEST:

\_\_\_\_\_  
Stephanie Buccione  
City Clerk

\_\_\_\_\_  
Carol Jayroe  
Mayor

First Reading: \_\_\_\_\_

Approved as to Form:

Second Reading: \_\_\_\_\_

\_\_\_\_\_  
Elise F. Crosby, City Attorney

Attachment: Short Term Vacation Rentals Ord 01-30-24 (4026 : Short Term Vacation Rental Text Amendment)



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

## ACTION ITEM

DOC ID: 4032

|                                   |                                                                                                                       |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Council Meeting Date:</b>      | 15 February 2024                                                                                                      |
| <b>Department:</b>                | Planning and Community Development                                                                                    |
| <b>Issue Under Consideration:</b> | Motion to approve a contract in the amount of \$ 12, 450 for the software Forerunner and award contract to Forerunner |
| <b>Amount Requested:</b>          | 12,450                                                                                                                |
| <b>Is Item in Current Budget?</b> | Funds are available in Capital                                                                                        |
| <b>If no, please explain:</b>     |                                                                                                                       |
| <b>Financial Impact:</b>          | 12,450 a year, but 7% discount if we sign for 5 Years                                                                 |
| <b>Points to Consider:</b>        | Much need Flood Software, Raises CRS Rating, relieves hiring extra personnel. County and EOD already use it.          |
| <b>Options:</b>                   | Forerunner is a SoleSource software.                                                                                  |
| <b>Staff Recommendation:</b>      | Recommend purchasing this software to facilitate the CFM and manage all properties within the Floodplain.             |

### Reviews:

Peter Gaytan Completed 02/05/2024 8:21 AM  
 Finance Completed 02/06/2024 2:34 PM  
 City Attorney Completed 02/07/2024 9:23 AM  
 subject to recommended legal changes provided to vendor  
 Scott Whittier Completed 02/07/2024 12:06 PM  
 Stephanie Buccione Completed 02/07/2024 12:38 PM  
 Georgetown City Council Pending 02/15/2024 5:30 PM

### Attachments:

1. 1 Georgetown, SC\_ MSA + SOW - Forerunner (PDF)
2. 2 Forerunner\_SoleSource (PDF)
3. 3 StevenElliotQuote (PDF)
4. 4 Georgetown\_SCFinal Proposal (PDF)

Updated: 2/6/2024 2:34 PM by Kathy Vermeland (Page 1)

FORERUNNER

# Master Services Agreement & Statement of Work

City of Georgetown, SC

Attachment: Georgetown, SC\_ MSA + SOW - Forerunner (4032 : Forerunner Software)

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## Master Services Agreement

1. Definitions.
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# Master Services Agreement

This Master Services Agreement (“**Agreement**”), effective as of July 1st, 2024 (“**MSA Effective Date**”), is entered into between Forerunner Industries, Inc., a Delaware corporation (“**Forerunner**”), and the City of Georgetown, a State of South Carolina Municipality (“**Customer**”).

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Definitions.** Defined terms have the meanings set forth in this Paragraph 1. Definitions and elsewhere in this Agreement and any Statement of Work attached to this Agreement and incorporated herein when capitalized. These terms may be read in singular, plural, or an alternative tense as the context requires.
  - a. **Affiliate** means, with respect to any entity, any other entity who, directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with, such entity. The term “control” means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of an entity, whether through the ownership of voting securities, by contract or otherwise.
  - b. **Applicable Law** means, with respect to any party, any federal, state or local statute, law, ordinance, rule, administrative interpretation, regulation, order, writ, injunction, directive, judgment, decree or other requirement of any international, federal, state or local court, administrative agency or commission or other governmental or regulatory authority or instrumentality, domestic or foreign, applicable to such party or any of its properties, assets or business operations.
  - c. **Authorized User** means an Affiliate, employee or independent contractor of Customer (solely to the extent such contractor is providing services to Customer), who has been authorized by Customer to use the Services.
  - d. **Confidential Data Sets** means any sets of data or content originally created or developed by Forerunner or the Software, which may include, but is not limited to, sets of data in which Extracted Data is an input, combined or aggregated with, or augmented by other data or content that is not Extracted Data.
  - e. **Confidential Information** means, without limitation, business, technical, and/or financial information relating to the Disclosing Party, regardless of the form and whether or not marked or otherwise identified as “Confidential.” With respect to Forerunner, Confidential Information also means the Services, Confidential Data Sets, and any and all source code relating thereto, as well as documentation and non-public information or material regarding Forerunner’s legal or business affairs, financing, customers, properties or data. With respect to the Customer, Confidential Information means any non-public information or material regarding Customer’s legal or business affairs, financing, customers, properties or data. Notwithstanding any of the foregoing, Confidential Information does not include information which: (i) is or becomes public knowledge without any action by, or involvement of, the party to which the Confidential Information is disclosed (the “Receiving Party”); (ii) is documented as being known to the Receiving Party prior to its disclosure by the other party (the “Disclosing Party”); (iii) is independently developed by the Receiving Party without reference or access to the Confidential Information of the Disclosing Party and it so documents; or (iv) is obtained by the Receiving Party without restrictions on use or disclosure from a third person who did not receive it, directly or indirectly, from the disclosing party.
  - f. **Customer Data** shall mean the Customer Materials and Extracted Data, collectively.
  - g. **Customer Materials** means all materials and other content provided by Customer to Forerunner to enable the provision of the Services.
  - h. **Extracted Data** means all information, data, and other content that is extracted or collected by Forerunner solely from the Customer Materials or otherwise from the Customer through the Services and is not combined or aggregated with or augmented by data or content that is not Extracted Data.
  - i. **Forerunner Intellectual Property** means:
    1. The Software used by Forerunner to provide the Services, including all Updates, revisions, derivatives, improvements and modifications thereto.

2. The hardware, software, databases, networks, cloud or other hosted solutions, or other information technology infrastructure used by or on behalf of Forerunner in performing the Services (the “**Forerunner Information Technology Infrastructure**”).
  3. Any other technology, data (whether encrypted or unencrypted), reports, documents, manuals, instructions or other materials or deliverables that Forerunner creates, derives from, provides or uses in connection with the Services, and, any other information or materials that otherwise comprise or relate to the Services, including but not limited to any Confidential Data Sets.
  4. Any models, analyses, analytics, algorithms, and machine learning applications created or developed by Forerunner that incorporate, in whole or in part, the Confidential Data Sets and/or Extracted Data.
  5. Any other technology, data (whether encrypted or unencrypted), reports, documents, manuals, instructions or other materials or deliverables that Forerunner provides in connection with the Services designates as confidential, proprietary or trade secret information and/or as exempt from public disclosure.
- j. **Forerunner Representatives** mean Forerunner’s employees, officers, directors, agents, independent contractors, service providers, subcontractors.
  - k. **Integration Agreement** means the agreement, if applicable, governing any integrations with Third Party Applications.
  - l. **Intellectual Property Rights** means all intellectual and industrial property rights, whether now existing or existing in the future, including without limitation, (i) all patent rights, including any rights in pending patent applications and any related rights; (ii) all copyrights and other related rights throughout the world in works of authorship, including all registrations and applications therefor; (iii) all trademarks, service marks, trade dress or other proprietary trade designations, including all registrations and applications therefor (iv) all rights throughout the world to proprietary know-how, trade secrets and other confidential information, whether arising by law or pursuant to any contractual obligation of non-disclosure; and (v) all other rights covering industrial or intellectual property recognized in any jurisdiction.
  - m. **Services** means the services provided or required to be provided according to this Agreement, as well as any Statements of Work attached to this Agreement and incorporated by reference.
  - n. **Software** means Forerunner’s computer software and all Updates made available by Forerunner to Customer under this Agreement, including Confidential Data Sets.
  - o. **Statement of Work (SOW)** means a detailed plan of work to be agreed by the Parties in conjunction with this Agreement.
  - p. **Term** means the Initial Term and any Renewal Terms.
  - q. **Third Party Provider** means third parties, including other Vendors, state agencies and local agencies that control products and/or databases with which Forerunner Services are to be interfaced and whose engagement has been pre-approved by Forerunner. Before engaging with a Third Party Provider, Customer agrees to obtain prior approval by Forerunner.
  - r. **Updates** means any and all new releases, new versions, patches and other updates for the Services that Forerunner makes generally available without additional charge to other customers of its Services.
  - s. **Vendors** means third parties with whom Forerunner contracts to provide components of the Services and includes without limitation, Amazon Web Services (for platform hosting) and Google (for Google Maps).

## 2. Forerunner Software Services.

- a. Subject to this Agreement, Forerunner will use commercially reasonable efforts to provide the Forerunner Services described in the Statement of Work attached to this Agreement and incorporated herein by reference, and in any additional SOWs that may be entered into by the parties from time to time and which incorporate this Agreement by reference (collectively, the “Services”).
- b. Forerunner may make changes or updates to the Services that it deems necessary or useful to: (a) maintain or enhance the quality, delivery, cost efficiency or performance of the Services; and/or (b) comply with any Applicable Law, statute, regulation or other governmental rule or requirement (“Law”).
- c. Forerunner may also make other changes and updates as it deems necessary, provided that such changes do not materially derogate the overall quality of the Services. Forerunner does not guarantee

that the Services are or will remain compatible with any particular third party software or equipment, and may, upon written notice, terminate its support for any software or equipment that Forerunner determines is incompatible with the operation of the Services.

- d. Other than with respect to reasonable costs incurred to provide updated versions of Forerunner Services, all Updates or updated versions provided by Forerunner during the Term of this Agreement are deemed part of the Services and are subject to all applicable terms and conditions in this Agreement. Customer agrees to pay for reasonable costs, if any, incurred to achieve compliance with laws, statutes, regulations, and/or other governmental rules.
- e. The parties acknowledge and agree that Forerunner may engage Vendors to perform Services. Vendors will be subject to provisions detailed in this Master Services Agreement and any Statement of Work attached and incorporated by reference.

### 3. Customer Responsibilities; Restrictions; and Suspension.

- a. **Responsibilities.** Customer will be responsible for and is required to obtain and maintain an information technology infrastructure necessary to connect to, access, or otherwise use the Services, including, without limitation, hardware, software, operating systems, networks, databases, and web servers and/or any other information technology infrastructures necessary to connect to, access, or otherwise use the Services. However, notwithstanding any provision herein, nothing in this Agreement and any Statement of Work attached shall require Customer to fail to comply with all applicable records retention requirements and public records laws.
- b. **In addition, Customer shall:**
  - i. Have sole responsibility for the accuracy; legality; and rights to use, obtain, and share with Forerunner all Customer Materials and any data or information contained therein.
  - ii. Ensure that its Authorized Users shall securely manage their respective password(s) for access to the Service and any user IDs, passwords, and other access credentials for the Services are kept strictly confidential and not shared with any unauthorized person.
  - iii. Promptly notify Forerunner of any breach of security or unauthorized use of its account.
  - iv. Comply with all applicable local, state, federal and foreign laws in using the Services.
- c. **Restrictions.**
  - i. As a condition to receiving the Services, and in addition to any other obligations set forth in a properly executed SOW, Customer may only use the Services in furtherance of its internal government operations, and not for the use by, or benefit of, any third party.
  - ii. Customer shall use the Services solely for itself and its Affiliates' government purposes as contemplated by this Agreement for itself and its Affiliates.
  - iii. Customer shall not license, sell, resell, lease, transfer, distribute, or otherwise commercially exploit or make the Services or Forerunner Intellectual Property available to any third party.
  - iv. Customer shall not modify, translate or create derivative works based on the Services or Forerunner Intellectual Property.
  - v. Customer shall not alter or remove any proprietary rights, notices or marks in the Services or Forerunner Intellectual Property, or use the Services or Forerunner Intellectual Property in any way or for any purpose that infringes, misappropriates or otherwise violates any Intellectual Property Rights or other right of Forerunner and/or any third party.
  - vi. Customer shall not send via the Services, or store within the Services, any unlawful, offensive or tortious material, including, without limitation, hate speech or discriminatory content.
  - vii. Customer shall not imitate or impersonate another person, or his, her or its email or other address or contact information.
  - viii. Customer shall not create false accounts for the purposes of sending unsolicited messages (spam).
  - ix. Customer shall not send messages to individuals who have asked not to receive future messages from Customer (opted out).
  - x. Customer shall not send, upload to, or store within the Services any viruses, worms, time bombs, Trojan horses and/or any other harmful or malicious codes, files, scripts, agents or programs.

- xi. Customer shall not interfere with, or disrupt, the integrity or performance of the Services or the data contained therein.
- xii. Customer shall not attempt to gain unauthorized access to the Services or its related systems or networks.
- xiii. Customer shall not use the Services in any fraudulent, harmful or misleading way or in any other way that violates any Applicable Law.

- d. **Suspension.** Any use of the Services by Customer or its Authorized Users that, in Forerunner's reasonable judgment, imminently threatens the security, stability, integrity or availability of the Services, or otherwise harms other customers or third parties, may result in immediate suspension of the Services. Forerunner, however, will use commercially reasonable efforts under the circumstances to notify Customer in advance of such suspension and provide Customer with an opportunity to correct its usage prior to any such suspension. Forerunner will have no liability for any such suspension made in good faith. Additionally, unless this Agreement has been terminated, Forerunner will cooperate with Customer to restore access to the Services once it verifies that Customer has resolved the condition requiring suspension.

**4. Fees; Payment Terms; Taxes; Customer Acknowledgement.** Customer will pay Forerunner the fees described in any SOW attached to this Agreement for the applicable Services in accordance with the terms therein (the "**Fees**").

- a. **Fees.** Except as otherwise may be specified herein or in any SOW attached to this Agreement:
  - i. Fees are based on the Services purchased.
  - ii. Payment obligations are non-cancelable.
  - iii. Fees paid for services rendered are non-refundable.
  - iv. Upon the expiration of the Term, the Annual Fee for any subsequent renewal Term shall be subject to Forerunner's sole discretion and based on, among other factors, software enhancements that Forerunner has made or anticipates making to the Services, security and other updates to the Services, but at least a 10% increase over the prior Term's Annual Fee.
- b. **Payment Terms.**
  - i. All amounts due for this Agreement and any SOW's attached to this Agreement shall be paid within thirty (30) days after invoice is received by Customer.
  - ii. Forerunner reserves the right to charge, and Customer agrees to pay, a late charge equal to one and one half percent (1.5%) per month on any amount that is unpaid on such amount's due date, and on any other outstanding balance.
  - iii. Customer will pay all amounts due under this Agreement without setoff, deduction, recoupment or withholding of any kind, for amounts owed or payable by Forerunner whether under this Agreement, Applicable Law or otherwise and whether relating to Forerunner's breach, bankruptcy or otherwise.
- c. **Taxes.** Customer will be responsible for all taxes associated with Services.
- d. **Customer Acknowledgement.** Customer acknowledges and agrees that although the Services may include legal-related information, no recommendations are being made by Forerunner regarding Customer's legal or other decisions related to any agreements, forms or related advice. Customer acknowledges that no Services provided by Forerunner constitutes investment, accounting, tax, or legal advice. Planning decisions made by Customer using Forerunner deliverables are done at the sole discretion and risk of the Customer and Forerunner is not responsible for the outcomes of any decisions.

**5. Term; Termination.**

- a. **Term.** This Agreement is effective as of the MSA Effective Date and will continue thereafter for the Term specified in any SOW attached to this Agreement (the "**Initial Term**"), unless earlier terminated.
- b. **Renewal.** This Agreement may be renewed for additional periods, subject to written agreement of both parties.
- c. **Termination.**
  - i. Forerunner may terminate this Agreement in the event of a breach by Customer of any term or

condition of this Agreement upon ten (10) days prior written notice (written notice includes an e-mail to the e-mail address provided by the Customer).

- ii. In addition, Forerunner may terminate this Agreement immediately if the Customer becomes insolvent, files for bankruptcy or is adjudged to bankruptcy proceedings.
- iii. Forerunner may also terminate this Agreement under other reasonable circumstances with thirty (30) days prior written notice, provided that Forerunner shall refund any pre-paid fees for the Term (pro-rated based on the number of days that have elapsed from the MSA Effective Date through the effective date of termination).
- iv. Customer may terminate this Agreement for convenience or cause with thirty (30) days prior written notice.
- v. **Effect of Expiration of Term; Termination; Survival.** Upon expiration of Term or earlier termination:
  - 1. The Services will terminate and each party will cease use of the other party's Confidential Information.
  - 2. Customer will pay Forerunner any remaining balance of the fees in full for the Services up to and including the last day on which the Services are provided.
  - 3. Forerunner may, but is not obligated to, delete stored Customer Materials.
  - 4. All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, perpetual licenses granted by Customer, confidentiality obligations, warranty disclaimers, and limitations of liability.

## 6. Intellectual Property and Ownership.

### a. Forerunner Intellectual Property.

- i. All right, title and interest in, and to, the Services and the Forerunner Intellectual Property are and will remain with Forerunner and its licensors, if any, subject only to the Limited License granted to Customer in the next paragraph "**Limited License.**"
- ii. **Limited License.** Forerunner grants Customer a revocable, non-exclusive, non-transferable, non-sub-licensable license to use the Services and Forerunner Intellectual Property during the Term solely in furtherance of Customer's internal government operations and not for the use by, or benefit of, any third party.

### b. Customer Data.

- i. Other than as provided in this Agreement, Forerunner acknowledges and agrees that Customer will own all rights to, title in, and interest in Customer Data, and Forerunner will provide copies of Customer Data to Customer upon Customer's request. Customer grants Forerunner a perpetual, irrevocable, worldwide, royalty-free right and license to use Customer Data for business or commercial purposes including, but without limit to, performing the Services and exercising its rights hereunder, improving and enhancing the Services or other Forerunner services or offerings, and preparing reports and other interpretation of trends for analysis, analytics, marketing purposes; developing algorithms, creating or developing Confidential Data Sets, data applications or analytical programs; and for machine learning applications, whether or not in connection with the Services.

## 7. Publicity and Marketing. The parties agree that:

- a. Forerunner may include Customer's name and logo in its customer lists and on its website.
- b. Forerunner may issue communications, such as press releases, case studies, and testimonials that reference the relationship between Customer and Forerunner and the manner in which Customer is using the Forerunner solution.
- c. Customer will use reasonable efforts to act as a reference for Forerunner.
- d. Upon request by Customer, Forerunner shall coordinate its efforts with appropriate communications personnel in Customer's organization to secure approval of any such published materials.

## 8. Confidential Information.



- a. Each party as the “**Recipient**” understands that the other party as the “**Disclosing Party**” has disclosed or may disclose nonpublic, confidential or proprietary information relating to the Disclosing Party’s business. In addition to all descriptions of Confidential Information in this Agreement, Confidential Information does not include information that:
  - i. Was rightfully known to the Recipient prior to such information being disclosed or made available to it in connection with this Agreement.
  - ii. Was or becomes generally known by the public other than by the Recipient’s or Representative’s noncompliance with this Agreement.
  - iii. Was or is received by the Recipient on a non-confidential basis from a third party that was not or is not, at the time of such receipt, under any obligation to maintain its confidentiality.
- b. As a condition to being provided with access to Confidential Information, Recipient agrees that it will:
  - i. Not access or use Confidential Information other than as necessary to exercise its rights or perform its obligations under and in accordance with this Agreement.
  - ii. Not disclose or permit access to Confidential Information other than to its Authorized Users, who need to know such Confidential Information for purposes of the Recipient’s exercise of its rights or performance of its obligations under this Agreement and are bound by confidentiality obligations no less restrictive than those set forth herein, or to a third party if the Recipient is compelled by Applicable Law pursuant to a lawful court order or judicial subpoena (but in no event will the Recipient voluntarily provide any Confidential Information to any third party, whether governmental or otherwise).
  - iii. Safeguard the Confidential Information from unauthorized use, access or disclosure using at least the degree of care it uses to protect its similarly sensitive information and in no event less than a reasonable degree of care.

## 9. Representations and Warranties.

- a. **Customer.**
  - i. Customer represents and warrants that Customer owns or otherwise has and will have the necessary rights and consents in and relating to the Customer Materials so that, as received by Forerunner and processed in accordance with this Agreement, they do not and will not infringe, misappropriate, or otherwise violate any Intellectual Property Rights, or any privacy or other rights of any third party or violate any Applicable Law.
  - ii. Customer further represents and warrants that it will ensure that all Authorized Users will:
    - 1. Safeguard the Services and only use the Services in accordance with the terms and conditions set forth herein and not in any manner prohibited by this Agreement.
    - 2. Not use the Services or any Forerunner Intellectual Property in a manner or for any purpose that infringes, misappropriates or otherwise violates any law or Intellectual Property Right of Forerunner or other third party.
    - 3. Use the Services in compliance with all Applicable Laws.
- b. **Forerunner.** Forerunner represents and warrants to Customer that it will:
  - i. Perform the Services using personnel of required skill, experience and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services.
  - ii. Devote reasonably adequate resources to maintain the Services in a manner that minimizes errors and interruptions.
  - iii. Employ commercially reasonable security measures in accordance with applicable industry practice in connection with its collection, storage and processing of Customer Materials.
  - iv. Notwithstanding the foregoing, Forerunner will not incur any obligation or liability if the Services are unavailable:
    - 1. For scheduled maintenance.
    - 2. As a result of any satellite, broadband or network connectivity issues, interruptions or failures.
    - 3. As a result of any other circumstances beyond Forerunner’s reasonable control, including,

without limitation:

- a. Customer's negligence or failure to use the Services properly or in accordance with the terms and conditions of this Agreement;
- b. Customer's use of the Services in a modified form, or Customer's use of the Services in connection or combination with any third party software or hardware;
- c. When Forerunner suspends the Services where it determines in its sole discretion that any data collection, processing, or transferring would be restricted or prohibited by Applicable Law
- d. When Forerunner suspends or terminates Customer's access to the Services due to its good faith belief that Customer is involved in any type of fraudulent, misleading or unlawful activity relating to or in connection with any of the Services, or has otherwise failed to comply with the terms and conditions of this Agreement; and/or
- e. Where Forerunner receives a judicial or other governmental order, subpoena or similar request that expressly or by reasonable implication requires Forerunner to suspend or terminate the Services.

#### 10. Disclaimer of Warranties.

- a. Forerunner does not warrant that the Services will be uninterrupted or error free or be compatible with any other goods, services, or technologies.
- b. Forerunner does not make any warranty as to the data, reports, or results that may be obtained from use of the services, including the completeness or accuracy of such data, reports or results, including geocoding or data extraction, except as expressly set forth in this section.
- c. The Services are provided "AS IS" and Forerunner disclaims all warranties, express or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose and non-infringement.

#### 11. Indemnification. Customer (the "Indemnifying Party") shall indemnify, defend and hold harmless Forerunner and its officers, directors, employees, agents, successors and assigns (collectively, the "Indemnified Party") against all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs or expenses of whatever kind, including reasonable attorney fees and the costs of enforcing any right to indemnification under this Agreement ("Losses"), arising out of or resulting from any third-party claim, suit, action or proceeding ("Action") arising out of, relating to or resulting from its:

- a. Breach of any representation, warranty, covenant or obligation under this Agreement.
- b. Use of the Services in a manner not authorized by this Agreement.
- c. Gross negligence, willful misconduct or fraud in connection with the performance of its obligations under this Agreement.
- d. The Indemnified Party will promptly notify the Indemnifying Party of the existence of any Action giving rise to a claim for indemnification under this section and will give the Indemnifying Party a reasonable opportunity to defend the same at its own expense and with its own counsel, provided that the Indemnified Party will at all times have the right to participate in such defense at its own expense.

#### 12. Limitation of Liability.

- a. **Limitation of Liability.** In no event will Forerunner be liable to Customer or to any third party under, or in, connection with this agreement under any legal or equitable theory, including breach of contract, tort (including negligence), strict liability and/or otherwise, for:
  - i. Any loss of revenue or profit.
  - ii. Cost of replacement goods or services.
  - iii. Loss of goodwill or reputation.
  - iv. Loss, damage, or corruption of any Customer Materials or reports provided as part of the Services.
  - v. Losses caused by, or resulting from, any action, conclusion, decision or omission based on any data

or reports provided as part of the Services.

- vi. Damage or losses caused by any third party materials used in connection with the services.
- vii. For any consequential, incidental, indirect, exemplary, special, enhanced or punitive damages, regardless of whether such party was advised of the possibility of such losses or damages were otherwise foreseeable.

- b. **Limitation of Aggregate Liability.** In no event will the aggregate liability of Forerunner in connection with this Agreement under any legal or equitable theory exceed the fees paid or payable by Customer to Forerunner in the twelve months preceding the action.

**13. Dispute Resolution.** In the event of a dispute arising under or relating to this Agreement, the parties agree to finally and exclusively resolve the dispute by binding arbitration governed by the Federal Arbitration Act ("FAA"). All disputes will be resolved before a neutral arbitrator, whose decision will be final except for a limited right of appeal under the FAA. Any court with jurisdiction over the parties may enforce the arbitrator's award. The arbitration shall be commenced and conducted under the Commercial Arbitration Rules of the American Arbitration Association (AAA) then in effect, which is available at the AAA website [www.adr.org](http://www.adr.org). If those rules conflict with this provision, this provision shall control. The arbitration shall be conducted before a panel of one or more arbitrators. The arbitrator(s) shall be selected from the AAA's National Roster of Arbitrators pursuant to agreement between the parties or through selection procedures administered by the AAA. The arbitration may be conducted in person, through the submission of documents, by phone or online. If conducted in person, the arbitration shall take place in New York, New York. The arbitrator(s) shall determine the matters in dispute strictly in accordance with the terms of this Agreement and the substantive law of the State of New York, excluding its principles of conflicts of laws, except that the interpretation and enforcement of this arbitration provision shall be governed by the FAA. The parties agree that New York, New York, USA is the proper forum for any appeals of an arbitration award or for trial court proceedings in the event that the arbitration provision herein is found to be unenforceable.

- a. **Arbitral Award.** The award of the arbitrator(s) shall be the sole and exclusive remedy between the parties regarding any claims, counterclaims, issues or accountings presented or pled to the arbitrators, provided that the Arbitrator(s) shall have no authority to award either party any special, punitive, indirect, incidental, or consequential damages (including damages for lost profits), or attorneys' fees or costs.
- b. **Court Litigation.** The parties may litigate in court and shall submit to the personal jurisdiction of the federal and state courts located in New York, New York for any action to do the following: (i) to compel arbitration; (ii) to stay proceeding pending arbitration; (iii) seek injunctive or other equitable relief to prevent the actual or threatened infringement, misappropriation or violation of a its copyrights, trademarks, trade secrets, patents, or other intellectual property or proprietary rights, including any provisional relief required to prevent irreparable harm; (iv) to protect or defend the ownership, validity or enforcement of any Intellectual Property Rights; (v) or to confirm, modify, vacate or enter judgment on the award entered by the arbitrator.
- c. **Confidentiality and Admissibility.** The arbitration award and record, and any Confidential Information that is used at or in connection with the arbitration shall not be disclosed to third parties by the arbitrator(s) or the parties without the prior written consent of both parties. Neither the fact that the arbitration occurred nor the result of the arbitration shall be admissible in evidence in a subsequent proceeding brought on the same claims that were presented at the arbitration.

**14. Notices.** All notices under this Agreement will be provided in writing to the addresses set forth on the signature page and will be deemed to have been duly given when received as follows:

- a. Personally delivered.
- b. When receipt is confirmed by recipient and/or by email delivery notification if transmitted by facsimile or e-mail.
- c. The day after it is sent, if sent for next day delivery by recognized overnight delivery service.
- d. Upon receipt, if sent by certified or registered mail, return receipt requested.

**15. Miscellaneous.**

- a. This Agreement is for the sole benefit of the parties hereto and their respective permitted successors and



permitted assigns and nothing herein, express or implied, is intended to or shall confer on any other third party any legal or equitable right, benefit or remedy of any nature whatsoever under, or by reason of this Agreement.

- b. This Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement.
- c. In the event a conflict between this Agreement and a SOW arises, this Agreement will control, unless otherwise expressly provided in the SOW.
- d. The parties agree that all waivers and modifications must be in a writing signed by both parties, except as otherwise provided herein.
- e. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any rights, remedy, power or privilege arising from this Agreement shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.
- f. All remedies for breach of this Agreement are cumulative, and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.
- g. The titles and headings contained in this Agreement are for reference purposes only and shall not in any manner limit the construction or interpretation of this Agreement.
- h. If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable.
- i. Except as otherwise provided in this Agreement, neither party may assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of the other party; provided, that Forerunner may assign any of its rights or delegate any of its duties under this Agreement without any prior written consent of Customer if such assignment or delegation is to a successor by consolidation, merger or operation of law or to a purchaser of all or substantially all of its assets.
- j. No agency, partnership, joint venture, or employment is created as a result of this Agreement and Customer does not have any authority of any kind to bind Forerunner in any respect whatsoever.
- k. Except with respect to failure to pay any amount due under this Agreement, nonperformance of either party will be excused to the extent that performance is rendered impossible by strike, fire, flood, governmental acts that are not caused by or within the control of the nonperforming party, orders or restrictions, failure of suppliers, or any other reason where failure to perform is beyond the control and not caused by the negligence of the non-performing party.
- l. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees.
- m. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.
- n. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

[Signature Page Follows]

# Forerunner MSA Signature Page

**IN WITNESS WHEREOF**, the parties hereto have executed this Master Services Agreement as of the MSA Effective Date.

**Forerunner Industries, Inc.**

Signed:

Name: Susanna Pho

Title: Chief Operating Officer

Date:

Address: 548 Market Street #93531,  
San Francisco, CA 94104

**City of Georgetown, SC**

Signed:

Name:

Title:

Date:

Address:

Attachment: Georgetown, SC\_ MSA + SOW - Forerunner (4032 : Forerunner Software)

# Statement of Work No. 1

This Statement of Work No. [1] ("**SOW**"), effective as of July 1st, 2024 (the "**SOW Effective Date**"), is entered into between Forerunner Industries, Inc., a Delaware corporation ("**Forerunner**"), and the City of Georgetown, a State of South Carolina Municipality ("**Customer**"). This SOW adopts and incorporates by reference the terms and conditions of the Master Services Agreement ("**MSA**"), entered into by Forerunner and Customer on July 1st, 2024. Capitalized terms used but not defined in this SOW shall have the meanings set out in the MSA.

## Customer Information

Customer Name: City of Georgetown, SC  
 Customer Address: 1134 North Fraser Street, Georgetown, SC 29442  
 Customer Contact Name: Peter Gaytan  
 Contact Email: pgraytan@georgetownsc.gov  
 Contact Phone: 843-545-4016

Billing Contact Name: Kathy Vermeland  
 Billing Contact Email: kvermeland@georgetownsc.gov  
 Payment Type (Ex. ACH, Check):  
 Purchase order signature necessary? (Y/N):

## Initial Term

One (1) Year

## Fees

| Item                                                                      | Type                | Cost               |
|---------------------------------------------------------------------------|---------------------|--------------------|
| <b>Forerunner License</b>                                                 | Yearly              | \$9,000            |
| <b>Repetitive Loss Data Module</b>                                        | Yearly              | \$1,350            |
| <b>Mobile Application</b>                                                 | Yearly              | \$1,350            |
| <del>One-time Set-up</del><br><i>Waived if signed by March 31st, 2024</i> | <del>One-Time</del> | <del>\$5,000</del> |

## Payment Terms

Forerunner's may be renewed for additional periods, subject to written agreement of both parties. As described in the Agreement, all amounts due shall be payable within 30 days after invoice is received by Customer.

## Description of Forerunner Software and Services

1. **Software and Services.** Forerunner will provide the following software and services to the Customer:
  - a. **Data Extraction.** Forerunner will extract select fields (“Extracted Data”) from Customer’s archived and incoming Elevation Certificates, subject to the terms and conditions of the Master Services Agreement. List of extracted fields provided to Customer by request.
    - i. **Data augmentation.** When available, data extraction will include:
      - b. Automated address geocoding, subject to the terms and conditions of the Master Services Agreement.
      - c. Automated Elevation Certificate parcel assignment, subject to the terms and conditions of the Master Services Agreement.
      - d. FIRM data assignment.
      - e. Datum conversion.
  - b. **Software.** As part of its ongoing Software offering, Forerunner will provide the following:
    - i. Accounts for up to five (5) users. Additional seats available for added fee.
    - ii. Forerunner internal dashboard
      - a. Elevation Certificate management.
        - i. Internal Elevation Certificate upload.
        - ii. Elevation Certificate table with filtering.
        - iii. Elevation Certificate download.
      - b. Internal document management.
        - i. Internal per-property document upload and storage.
      - c. Activity tracking.
        - i. Activity tracking for internal actions taken in dashboard.
        - ii. Per-property comment tracking.
      - d. Substantial Improvement and Damage tracking
      - e. Mapping.
        - i. FIRM map overlay(s) where available.
        - ii. Address search.
        - iii. Per-property building attribute data, where available.
      - f. Automated Elevation Certificate error detection for:
        - i. Residential structures only.
        - ii. Documents with form dates more recent than 2015.
        - iii. Documents with issue dates more recent than Effective FIRM date for location.
      - g. Per-property communication log.
        - i. Log export.
      - h. Dashboard permissions.
        - i. Segmented access to dashboard functionality by role type.
        - ii. Ability to add new users and set roles.
    - iii. Public Website.
      - a. Elevation Certificate public search including:
        - i. Elevation Certificate table filtering by address, parcel ID, Block, Lot, and more.
        - ii. PDF document view.
      - b. Public property profiles displaying flood risk information.

- i. Share public profile functionality and communication log tracking on internal dashboard.
    - c. Property search by address.
  - iv. Repetitive Loss Data Module
    - a. Yearly import of Customer's repetitive loss data, as provided by Customer.
    - b. Advanced user role/permissions and access logging.
    - c. Forerunner has implemented commercially reasonable measures designed to protect Repetitive Loss Data. Upon import, Repetitive Loss Data is scrambled in staging and local development environments. Forerunner also provides features that allow Customer to limit access to Repetitive Loss Data to authorized personnel.
2. **Onboarding.** As part of initial Customer onboarding and implementation, Forerunner will provide Customer with successful transfer of all existing and relevant Customer Materials to Forerunner's database, user login/password provisioning, and onboarding training. Additionally, Forerunner will import and extract Customer's existing Elevation Certificate archive, as made available by Customer, during initial onboarding period. Customer will be responsible for uploading Elevation Certificates to Forerunner after initial onboarding period.
  3. **Support.** Forerunner provides a dedicated account manager to the Customer starting at the time of initial onboarding to assist in coordination, troubleshooting, and error identification. Additional trainings are available upon request.
  4. **License.** During the Term, Forerunner hereby grants a non-exclusive, non-transferable, non-sub-licensable license to Customer to access and use the Services through the Forerunner Website for Customer's internal purposes and in accordance with the terms and conditions of the Master Services Agreement, to which this Statement of Work is attached and incorporated by reference. Forerunner will be responsible for hosting the Software, and Customer and its Authorized Users will be responsible for obtaining internet connections and other third party software and services necessary for it to access the Software through the Internet. Customer and any of its Authorized Users will be responsible to Forerunner for compliance with the restrictions on use and other terms and conditions of the Master Services Agreement, to which this Statement of Work is attached and incorporated by reference.
  5. **Customization and Consulting.**
    - a. Customer will notify Forerunner of changes in FIRM data that warrant updates from FEMA's Map Service Center.
    - b. Data incorporated into dashboard is obtained from Vendors at Forerunner's discretion. Incorporating additional data sources into the Services may be possible for an additional fee, to be negotiated as needed.
    - c. Customization, including the integration of additional map layers and unique exports, and data analysis consulting services are available for an additional fee. Any work or services not outlined in the Master Services Agreement or this Statement of Work will be incorporated in a separate SOW.
    - d. To the extent Services involve the development of any customization or configuration of software, all Intellectual Property Rights to such customization or configuration will be solely owned by Forerunner and will be deemed to be included in the definition of Services and licensed to Customer on the terms set forth in the Master Services Agreement, to which this Statement of Work is attached and incorporated by reference.
  6. **Termination.** Extracted Data will be made available to Customer for 90 days following the termination of this Statement of Work.

[ Signature Page Follows ]

Attachment: Georgetown, SC\_ MSA + SOW - Forerunner (4032 : Foreunner Software)

# Forerunner SOW Signature Page

The parties hereto have executed this STATEMENT OF WORK as of the SOW Effective Date.

**Forerunner Industries, Inc.**

Signed:

Name: Susanna Pho

Title: Chief Operating Officer

Date:

Address: 548 Market Street #93531,  
San Francisco, CA 94104

**City of Georgetown, SC**

Signed:

Name:

Title:

Date:

Address:

Attachment: Georgetown, SC\_MSA + SOW - Forerunner (4032 : Forerunner Software)

# Forerunner Sole Source Justification

FORERUNNER

6.C.2

Attachment: Forerunner\_SoleSource (4032 : Forerunner Software)

Packet Pg. 52



# Forerunner

## Documentation of Forerunner's software features and unique functionality

### Executive summary

Forerunner is software designed to help with Floodplain Management. Our Platform simplifies workflows and saves time for resource-constrained communities, while our Public flood website provides a turn-key flood website for residents.

Forerunner Industries, Inc. is the only vendor that provides a unique suite of software that allows municipalities to efficiently manage their floodplain management programs, monitor aspects of compliance with the National Flood Insurance Program (NFIP), and streamline activities related to the Community Rating System (CRS) program. Forerunner is also the only vendor available that has developed software customized for the extraction and validation of data from Elevation Certificates and for property-level floodplain management analysis.

### Key distinguishing features

Forerunner Industries, Inc. warrants that the Platform is a sole source product and that Forerunner Industries, Inc. is the sole manufacturer and sole provider of the Platform. Forerunner Industries, Inc. further warrants that it is the only source for onboarding and customization, training, and customer support services for the Forerunner software. There are no similar or competing products that use machine learning to extract, synthesize, and draw conclusions from floodplain data and Elevation Certificates. The Platform is also unique in its individual features, a summary of which is below:

### Elevation Certificate processing & error detection

- The Platform uses Machine Learning and Object Character Recognition to automated data extraction with custom templates for all Elevation Certificate document types, including:
  - 1982 Elevation Certificate
  - 1984 Elevation Certificate
  - 1987 Elevation Certificate
  - 1990 Elevation Certificate
  - 1993 Elevation Certificate
  - 1996 Elevation Certificate
  - 1999 Elevation Certificate
  - 2002 Elevation Certificate
  - 2005 Elevation Certificate
  - 2009 Elevation Certificate
  - 2012 Elevation Certificate
  - 2015 Elevation Certificate
  - 2018 Elevation Certificate
  - 2022 Elevation Certificate
  - 2026 Elevation Certificate

## FORERUNNER

- The Platform provides field-level validation on every Elevation Certificate value to increase the accuracy of our extraction.
- The Platform uses the extracted Building Street Address from the Elevation Certificate to automatically geocode the document to a specific coordinate, and display the document location on a geospatial dashboard.
- Once an Elevation Certificate coordinate has been established, the Platform will create a relationship between the Elevation Certificate location and the corresponding parcel that the coordinate falls within.
- For every Elevation Certificate processed, the Platform will provide an automated vertical datum conversion (from NGVD29 to NAVD88) of each value in the Building Elevation Information by establishing a datum conversion factor.
- Using the values extracted from customer's Elevation Certificates and parcel-level flood determinations, the Platform will provide a Lowest Floor Elevation determination for every Elevation Certificate where data is available following FEMA guidance.
- For every Elevation Certificate processed, the Platform allows a user to report a data issue if a field is incorrectly transcribed.
- The Platform allows users to export all Elevation Certificates and document data in multiple formats including shapefile, zipped PDFs, and csv. There is also an export for the CRS program.
- The Platform will validate the data extracted from every Elevation Certificate against 150 different issues following FEMA guidance. The individual Error Detection issues and triggers can be viewed in our Error Detection Guide.
- Where an extracted value from an Elevation Certificate does not meet the acceptance criteria for the field, the Platform will flag the Elevation Certificate for inspection.
- The Platform allows a user to ignore an issue on an individual Elevation Certificate while also allowing for an issue to be turned off at the account level.
- For every Elevation Certificate processed, the Platform allows a user to report a data issue if they find an incorrect issue.

### Flood and property level data

- The Platform stores FEMA Flood Insurance Rate Map (FIRM) data and allows users to compare data side-by-side.
- The Platform imports and updates tax assessor parcel data (including parcel geometry and valuation data).

## FORERUNNER

- The Platform uses FIRM data and parcel geometry to identify the Flood Zone, Base Flood Elevation, Floodway, Coastal A Zone & Pre/Post-FIRM determinations for every parcel.
- The Platform allows users to override Flood Zone, Base Flood Elevation, Floodway, and Coastal A Zone determinations for any parcel, ensuring accurate determination info.
- The Platform allows users to upload any floodplain document to a property including, but not limited to, V-Zone Certificates, Floodproofing Certificates, Appraisals, Substantial Damage Determination Letters, Building Permits, and more.
- The Platform allows users to track ECs, Documents, SI/SD, and more on individual structures within a parcel.

### Substantial Improvement and Substantial Damage

- The Platform allows for tracking of Substantial Improvement and Substantial Damage costs on a per-property level.
- The Platform will automatically calculate the full assessed value of a structure for use in SI/SD using the improvement value and the account's adjustment ratio.
- The Platform accommodates different SI/SD tracking periods including: per-project, cumulatively over a number of years, and lifetime of building.
- When a property is close to the SI/SD threshold, or exceeds the SI/SD threshold, the Platform will show a warning.
- The Platform also allows for tracking of Preliminary Damage Assessments on a per-property level.
- When a property is tagged with a damage level from a Preliminary Damage Assessment, the Platform will show a warning.

### Resident logs

- The Platform allows for tracking of Resident logs for CRS purposes on a per-property level.
- The Platform will pre-populate a Resident log with relevant information if the log is attached to a property or created when sharing a Public link.
- When a community is ready to submit documentation for CRS purposes, the Platform allows for an export of the Resident logs over any specified time-range.

## FORERUNNER

### Public flood website

- A public flood website is generated for every account and will be white-labeled including a community's name, brand colors, and Logo.
- Visitors to the Public flood website will be able to search for their property's FIRM data including Flood Zone, Base Flood Elevation, Design Flood Elevation, Floodway, Coastal A Zone, Pre/Post-FIRM and more.
- Visitors to the Public flood website will be able to request help, which generates a new Resident log within the community's account and send a notification via email.
- Visitors to the Public flood website will be able to view all Elevation Certificates that the community has on file, unlocking credits within the CRS program (activity 352.c).

### Repetitive Loss Property tracking

- The Platform allows for tracking of Repetitive Loss data on a per-property level.
- The Platform allows users to upload a Repetitive Loss data .CSV and will automatically geocode the properties on the spreadsheet and associate them to a parcel.
- If a property is Repetitive Loss or Severe Repetitive Loss, the Platform will show a warning. These warnings can be viewed on a per-property basis, or across the entire account.
- Repetitive Loss data is only shown to internal users who have the Personally Identifiable Information permission set to true.
- Anytime a user views the Repetitive Loss data for a specific property, the activity will be logged on the property's activity feed.

### Document Generation

- The Platform enables users to generate templated letters, and automatically populates the letter with property information.
- The Platform saves the document on the internal dashboard, and gives the option to share publicly on the community's public flood website.

If you have any questions please do not hesitate to contact me. I appreciate your interest in our product and hope that we will have the opportunity to work with your team.

JT White  
CEO, Forerunner  
jt@withforerunner.com

*“Forerunner helps to significantly streamline the county’s flood risk management efforts and provide potentially life- and property-saving information and resources for our residents. In addition, this new public resource also helps the county to streamline floodplain management, compliance and outreach. That has the added benefit of helping improve the county’s CRS score, which has a direct impact on flood insurance rates.”*

Steven Elliot  
Building Official  
Georgetown County, SC

# Forerunner Preliminary Proposal

City of Georgetown, SC

FORERUNNER

6.C.4

Attachment: Georgetown\_SCFinal Proposal (4032 : Forerunner Software)

Packet Pg. 58



# Forerunner's Floodplain Platform

Dear City of Georgetown team — thank you for your interest in Forerunner! I've highlighted some of the key features and benefits of our software for your administration below.

Sample of some of  
Forerunner's unique features

- Automated Elevation  
Certificate Processing
- Automated Elevation  
Certificate Error Detection
- FEMA Floodplain  
Models/Maps
- Custom Floodplain  
Models/Maps
- Property Lookup &  
Determinations
- SI/SD Tracking
- Resident Interaction  
Tracking
- Resident Property Profiles
- & more...

## Significant time savings & efficiency

Forerunner's software automation will create significant efficiencies for your team by aggregating disparate flood information into a single dashboard and automating many workflows & reports.

## NFIP & CRS

As FEMA increases the scrutiny on NFIP & CRS communities, **Forerunner's features can play a key role to ensure that your community continues to receive your existing annual CRS discount.** And through the ~700 credits our software facilitates, your community may be able to increase insurance discounts annually.

## More granular data on per-property risk

The data that Forerunner aggregates from your Elevation Certificates and other sources can be critical for resilience & adaptation planning, Benefit Cost Analysis, and improving the strength of your State & Federal grant applications.

## Increase risk communication with residents

Forerunner's property profiles enable communities to connect directly with residents and educate them about potential flood risks. By making Elevation Certificates publicly available online, municipalities can minimize costs for residents.

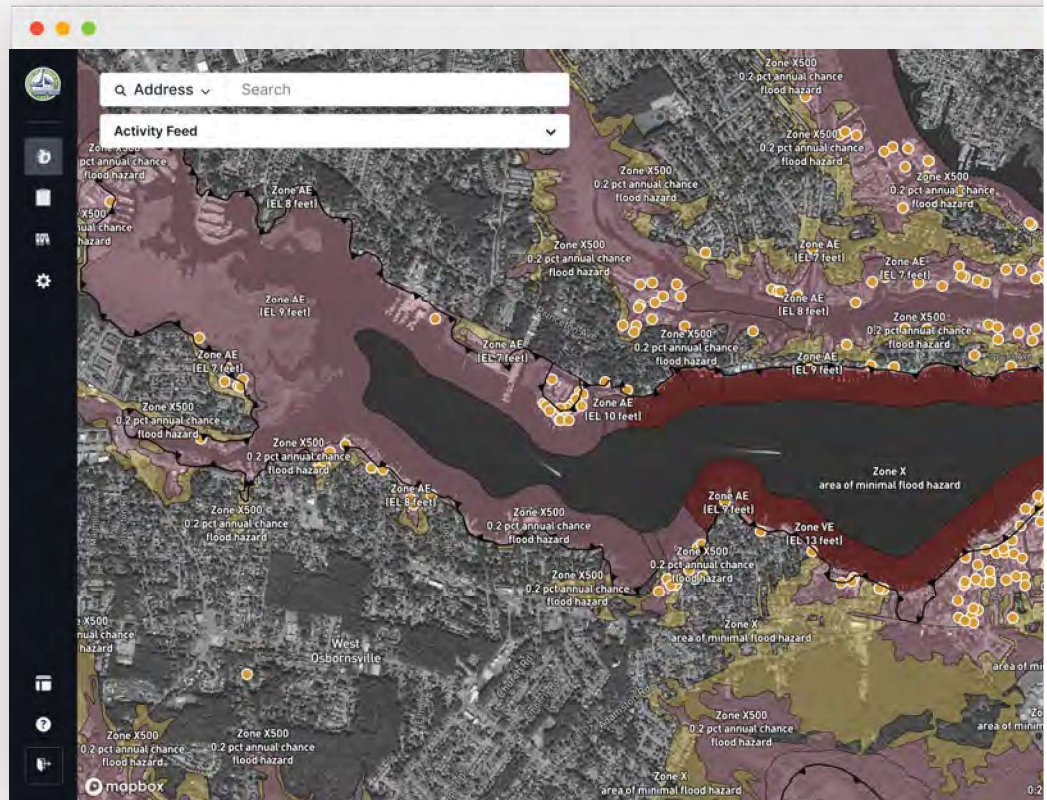
If you have any questions please do not hesitate to contact me. I appreciate your interest and hope that we will have the opportunity to work with your team.

Sophia Clavel  
Account Executive, Forerunner  
sophia@withforerunner.com

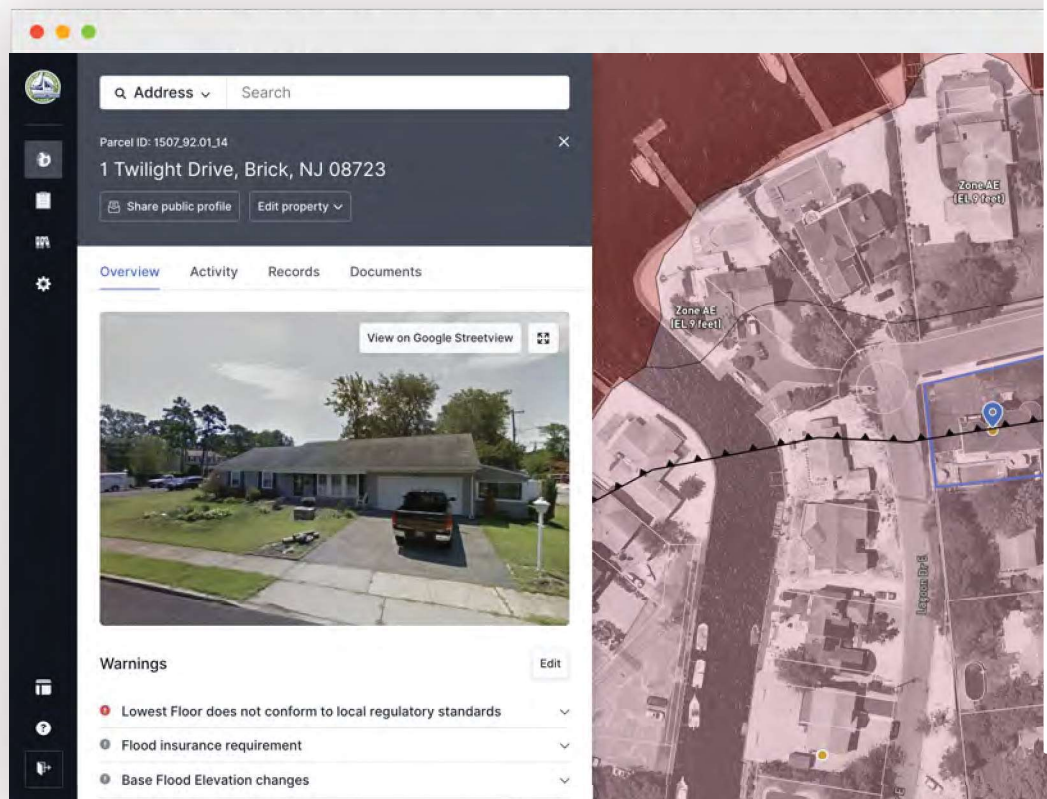
## FORERUNNER

## Internal Dashboard

Forerunner's floodplain management dashboard will aggregate all of your community's flood data into an easy-to-use geospatial tool for use internally.



Forerunner gives you the ability to track critical floodplain data across all of your properties, including FIRM determinations, parcel data, SI/SD, files, logs, and more.





## FORERUNNER

## Internal Dashboard

Forerunner's Repetitive Loss Data tracker will help you better organize information on losses – so that you can make more informed recommendations to members of the public.

Parcel ID: 1507.92.01.14  
1 Twilight Drive, Brick, NJ 08723

Share public profile Edit property

Overview Activity Records Documents

|                   |             |
|-------------------|-------------|
| Datum             | NAVD1988    |
| FIRM date         | 10/8/2015   |
| FIRM panel        | 34029C0208G |
| Initial FIRM date | 8/17/1971   |
| Pre or Post-FIRM  | Pre-FIRM    |

Disclaimer: The information presented does not represent an official determination. To learn more about our determinations view our [determinations guide](#).

**FEMA Repetitive Loss Data** [View data](#)

Warning: Repetitive Loss Data contains Personally Identifiable Information which is protected by the Privacy Act. Please ensure that you keep this data private.

Building attribute info NVDG29 NAVD88

Forerunner's SI/SD tracking automatically calculates a structure's total assessed value and allows you to track Substantial Improvement and Damage costs over time, ensuring that you stay compliant with NFIP regulations.

Parcel ID: 1507.92.01.14  
1 Twilight Drive, Brick, NJ 08723

Share public profile Edit property

Overview Activity **Records** Documents

**Warnings**

- Property is over the SI/SD threshold

**Cost of Improvements & Damages** [Add new](#)

|                                            |                   |      |
|--------------------------------------------|-------------------|------|
| 9/13/2021 Improvement<br>New Porch         | 22.81% (\$49,500) | Edit |
| 1/6/2021 Improvement<br>Kitchen renovation | 39.40% (\$85,499) | Edit |

**Summary**

Cumulative SI/SD Percentage (%) **62.22%**

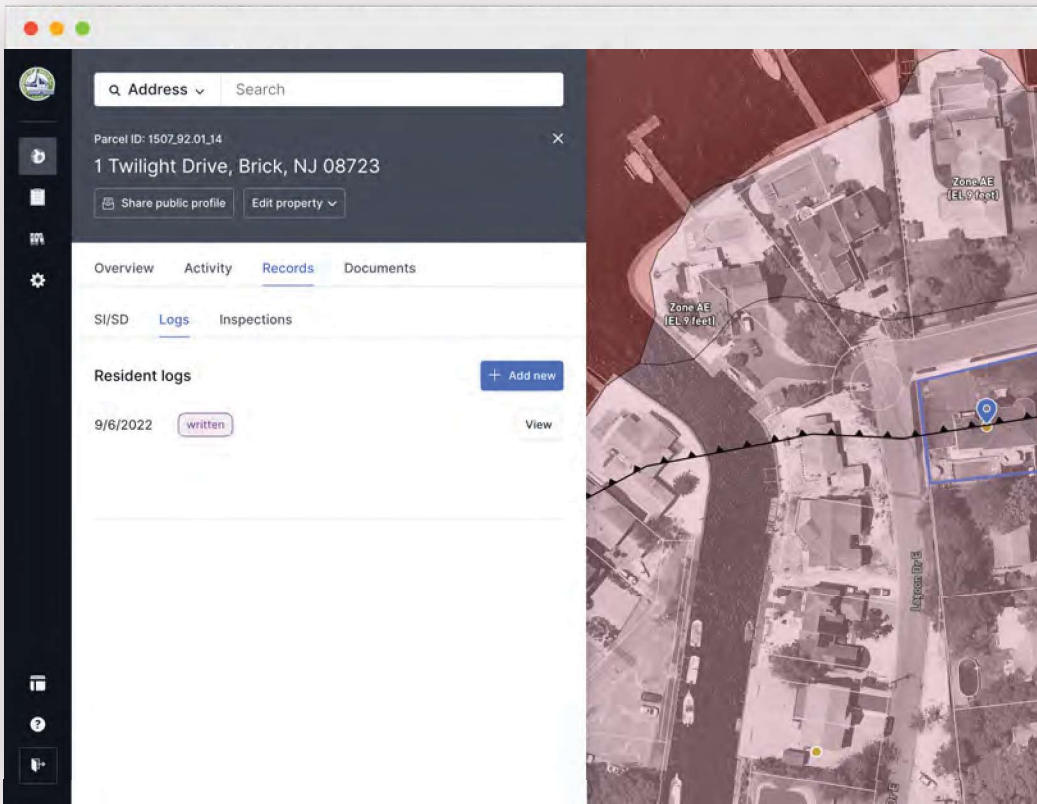
Cumulative SI/SD Costs (\$) **\$134,999**

Tracking period **3 years**

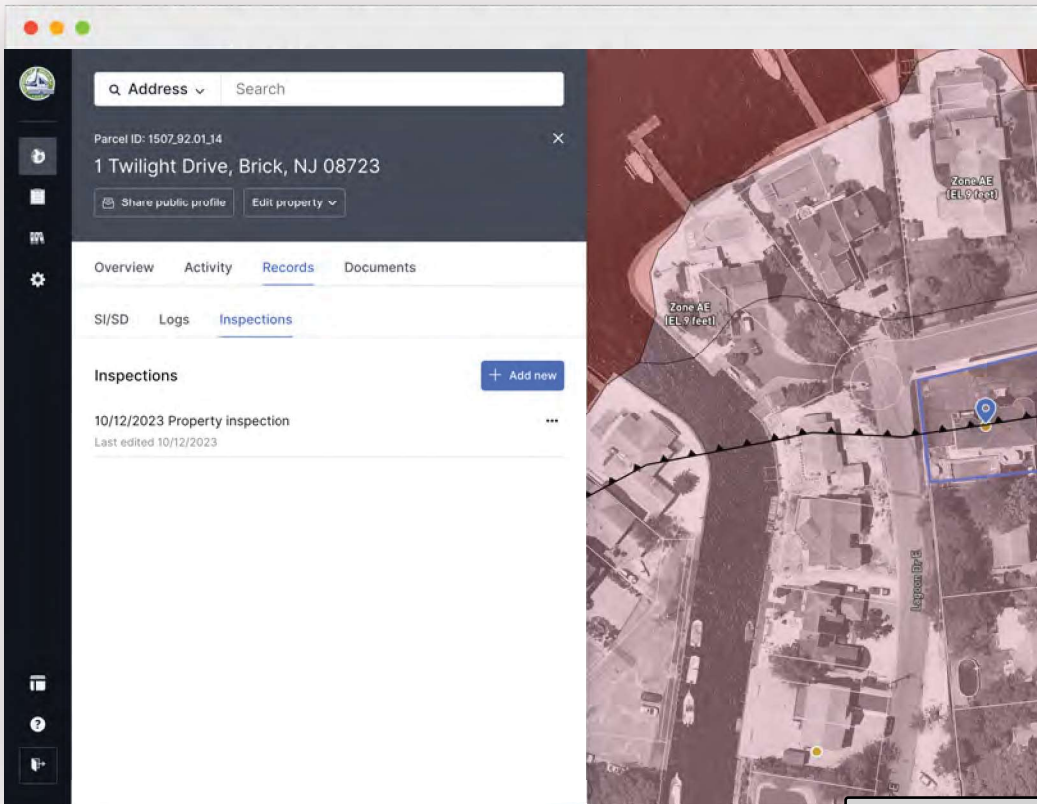
Note: This section of the Forerunner app is here to assist you in tracking substantial damage and substantial improvements. Forerunner does not make substantial damage or improvement determinations.

Internal Dashboard

Per-property resident logs enables your team to better track resident engagement for the CRS and internal record-keeping. Use it to keep apprised of what your team is communicating to community stakeholders.



Our Inspections feature enables checking properties for compliance, damage, and lots more.



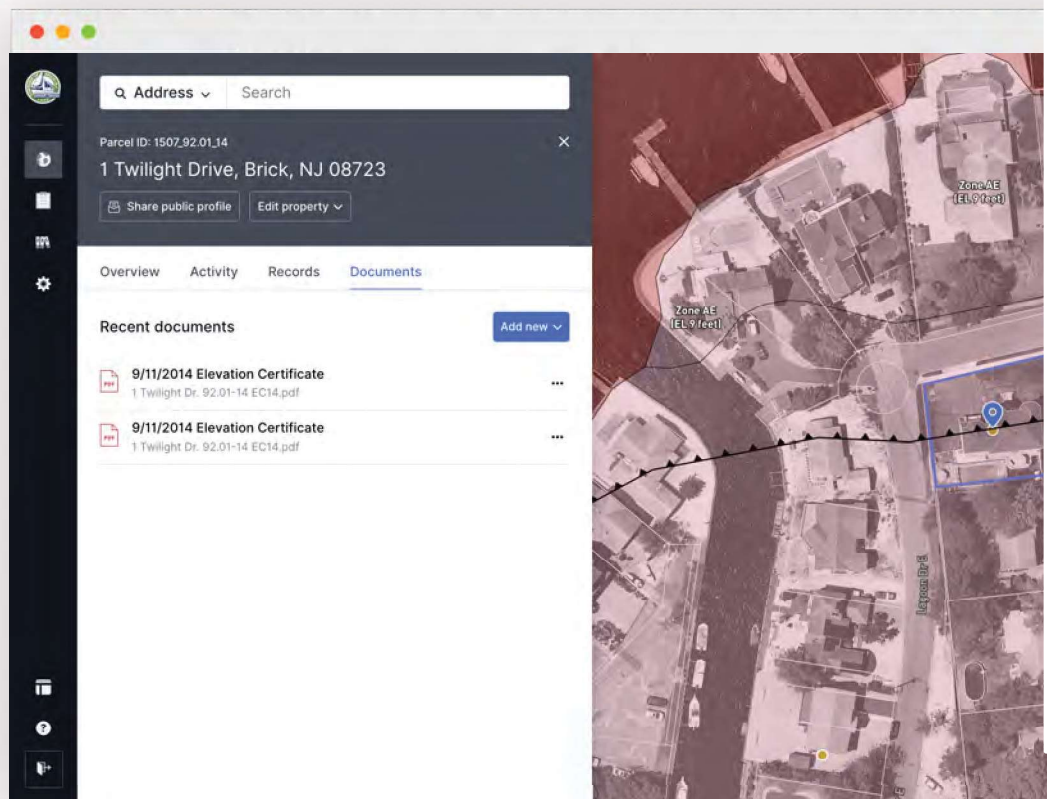
Attachment: Georgetown\_SCFinal Proposal (4032 : Forerunner Software)

## Internal Dashboard

The PDA feature form enables the collection of crucial damage data quickly. It's mobile responsive, so that users have the flexibility of collecting and reviewing data both in the field through mobile web browsers and at their computers.

The screenshot shows a web browser window with the title 'New preliminary damage assessment'. The form is titled 'Add a preliminary damage assessment' with the instruction 'Provide details on the property's damage'. It contains several fields: 'Date of assessment' with a date picker set to 8/29/2022; 'Type of structure' with a dropdown menu set to 'Conventionally Built Home'; 'Degree of damage' with a dropdown menu set to 'Major'; 'Owner or renter?' with a dropdown menu set to 'Owner'; 'Is there insurance?' with a dropdown menu set to 'Unknown'; and a 'Description (optional)' text area containing the text 'Water entered the home up to 3'. Most of structure damaged, including roof which was partially destroyed.' Below the form is a section titled 'Add photos' with the instruction 'Upload .jpg and .png image files of the property's damage' and a dashed box for uploads.

Forerunner provides robust file management to centralize data and streamline reporting.





## Internal Dashboard

Forerunner's Error Detection feature automatically highlights potential issues with your Elevation Certificates. Our software is able to identify clerical errors, FEMA FIRM information mistakes, discrepancies in Elevation measurements, and more.

Our document generation feature enables your team to instantly generate documents from a template by automatically inserting data tracked on the property.

4 Catalina Dr..pdf

Issues (4) | Extracted fields | Settings

A8.d Engineered flood vent openings Yes ...

A9.d Engineered flood vent openings Yes ...

B1. Community Name BRICK, TOWNSHIP OF ...

C2.f Lowest adjacent grade 6.1 ...

Our Issues feature does not replace a document review process from a Certified Floodplain Manager. Please read through our [Issues Guide](#) to ensure that you understand the full capabilities of the feature. Here are a few items that need to be checked for manually on each Elevation Certificate:

- Accuracy of Latitude & Longitude coordinates
- Inclusion of at least 2 photographs
- Correct Diagram Number selection
- Accuracy of CBRS & OPA determination on ECs with an expiration year prior to 2026
- Accuracy of FIRM Index Date
- Presence of surveyor, engineer, or architect stamp & signature
- Accuracy of Section F and G
- Presence of Section F
- Presence of Section E and G on ECs with an expiration year prior to 2026
- Attachment of Flood Openings Certification, where applicable
- Attachment of V Zone Certification, where applicable
- Amendments made using a Memo of Correction

3437fa79-981d-4f4a-ac5d-a9... 1 / 12 100%

U.S. DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
National Flood Insurance Program

**ELEVATION CERTIFICATE**  
Important: Follow the instructions on pages 1-3

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance company, and (3) lender.

**SECTION A - PROPERTY INFORMATION**

A1. Building Owner's Name  
Stephen & Bernadette McDonald

A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route & Box No.  
4 Catalina Drive

City Brick State New Jersey

A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description)  
Lot 63, Block 210.30, Brick Township

A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.)  
Residential

A5. Latitude/Longitude: Lat: 40°01'23.94" Long: 74°05'45.48" Horiz: ...

A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain a loan or refinance.

A7. Building Diagram Number 8

A8. For a building with a crawlspace or enclosure(s):

a) Square footage of crawlspace or enclosure(s) 1,638 sq ft

b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above finished floor level 2

c) Total net area of flood openings in A8.b 2,000 sq in

d) Engineered flood openings? ☒ Yes ☐ No

A9. For a building with an attached garage:

a) Square footage of attached garage 334 sq ft

b) Number of permanent flood openings in the attached garage within 1.0 foot above finished floor level 2

c) Total net area of flood openings in A9.b 400 sq in

d) Engineered flood openings? ☒ Yes ☐ No

1 Twilight Drive.pdf

Form fields | Settings

**Form fields**

today's date 10/12/2023 ...

property address 1 Twilight Drive ...

parcel id 1507\_92.01\_14 ...

property owner name MICHELLE M & LISTORTI, S CARROCCIA ...

community number 345285 ...

panel number 34029C0212G ...

flood zone AE ...

SFHA IN ...

account name Brick ...

mailing 2 BRICK, NJ 08723 ...

mailing 1 1 TWILIGHT DRIVE ...

owner name MICHELLE M & LISTORTI, S CARROCCIA ...

c24b11a4-9e17-44c3-8dfd-67... 1 / 1 100%

 **Brick**  
Floodplain Management

Date: 10/12/2023

MICHELLE M & LISTORTI, S CARROCCIA  
1 TWILIGHT DRIVE  
BRICK, NJ 08723

Re: Flood Zone Determination  
Property address: 1 Twilight Drive  
Parcel ID: 1507\_92.01\_14

Dear MICHELLE M & LISTORTI, S CARROCCIA

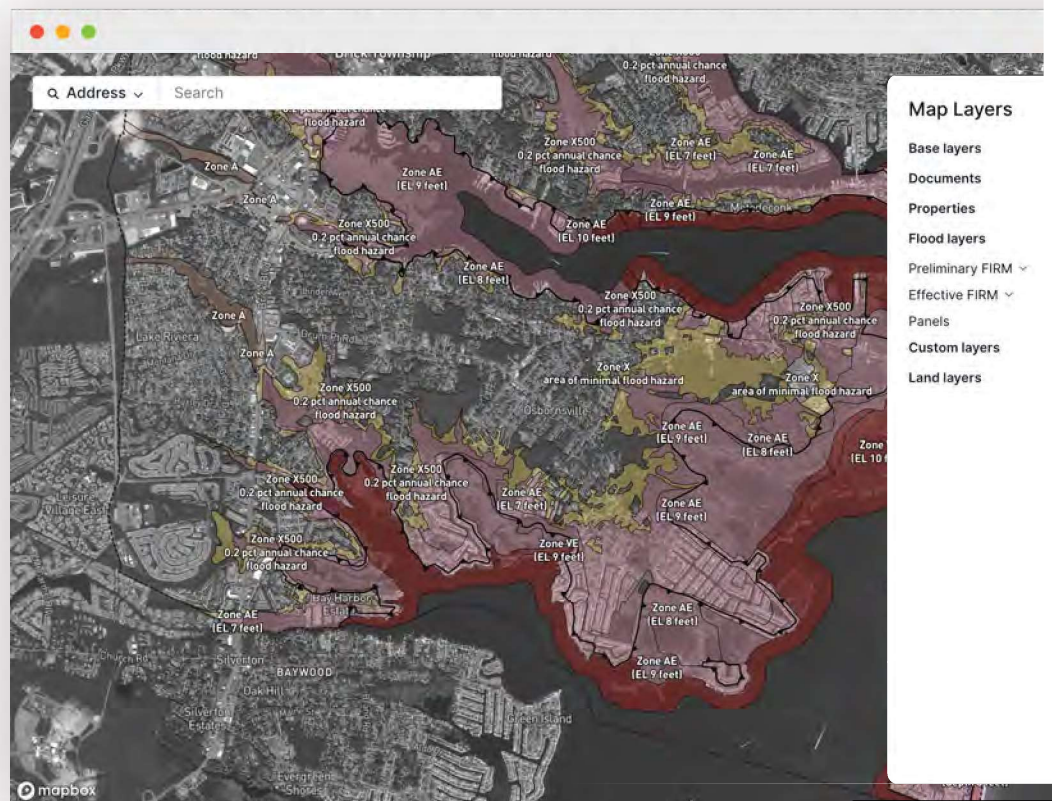
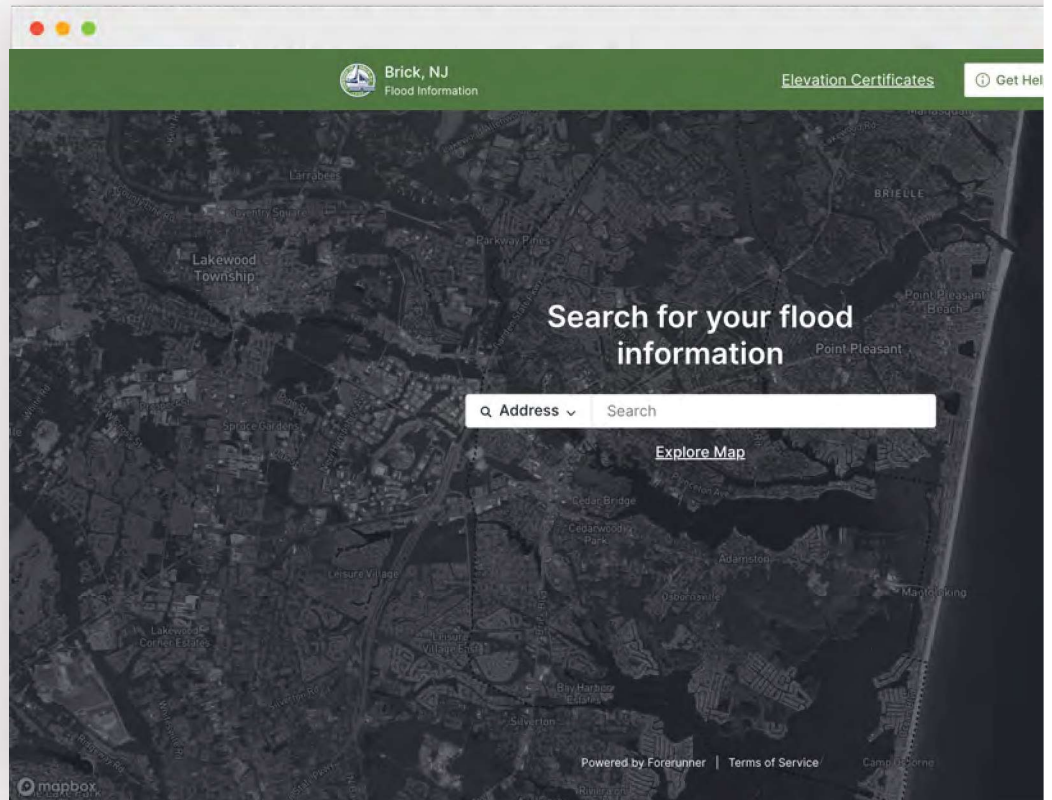
This is a Flood Zone Determination Statement for the property address: 1 Twilight Drive. Please note that this is not an elevation statement rather of the area. To obtain the elevation status of your particular address, please contact a licensed land surveyor. The following information is provided:

- Community Number: 345285
- Panel number: 34029C0212G
- FIRM Flood Zone: AE
- Special Flood Hazard Area Determination: IN

## Resident Experience

Forerunner's public flood website is white labeled and provides an easy-to-use resource for stakeholders seeking to share or research flood risk information.

Our website allows users to explore different FEMA FIRM map layers and flags when a property is undergoing a flood zone change to help stakeholders better prepare for the future.

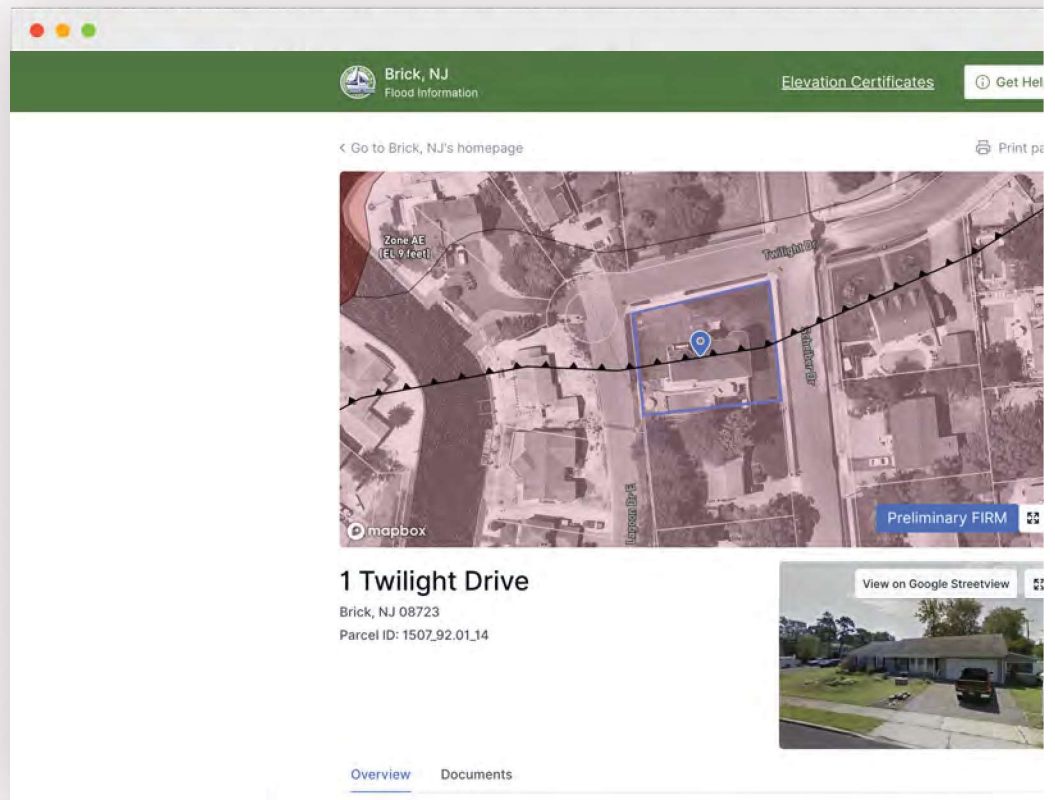


## FORERUNNER

## Resident Experience

Forerunner generates unique public profiles for every property. Each property profile includes a read-only version of your flood data to be shared with homeowners, landlords, contractors, real estate agents, insurance agents, and more...

Use our Get Help form to provide a simple pathway for stakeholders to request assistance while consolidating inquiries into one location for easier response management.



The screenshot displays the 'Get Help' form on the 'Brick, NJ Flood Information' website. The form includes contact information for Elissa Commins and a form to request assistance.

**Get Help**

Answer the questions below. Once the form is submitted, a representative from Brick, NJ will follow up shortly.

If you'd like to reach out directly, please contact:  
**Name:** Elissa Commins  
**Phone Number:** (732) 262-1040 ext. 1341  
**Email:** ecommins@twp.brick.nj.us

What's your name?\*

What's your email address?\*

What's the best number to reach you at?

What address do you need help with?\*

Q Address Search



## 3-year pricing overview for Georgetown, SC

Prices are subject to change as Forerunner and Georgetown further define and agree upon details of the Forerunner License and any customizations.

Pricing offer expires on March 31st, 2024

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Offer date</b>                     | January 18th, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>License type</b>                   | Small Tier License                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>License term</b>                   | 3 year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>License cost</b>                   | <p>Year 1: \$9,000</p> <p>Year 2: \$9,900</p> <p>Year 3: \$10,890</p> <ul style="list-style-type: none"> <li>• License provides a single municipality access to the Forerunner government dashboard &amp; white-labeled public flood website for the License term.</li> <li>• Software as a Service (SaaS): fully hosted &amp; maintained, cloud-based web platform.</li> <li>• Dedicated Customer Success Manager for each License holder.</li> <li>• License provides accounts for up to 5 users within organization.</li> <li>• The license cost does not include any integrations or account customizations, which may be an additional fee.</li> <li>• A 10% optimization fee is reflected in the year-over-year license cost in this proposal.</li> </ul> |
| <b>Total license cost for 3 years</b> | <p>\$29,790</p> <ul style="list-style-type: none"> <li>• \$28,300.50 (5% discount) for paying for 3 years upfront</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Add on costs</b>                   | <p><b>Additional users — Annual Cost: \$750 per user / year</b></p> <ul style="list-style-type: none"> <li>• Cost for each additional users beyond base license count.</li> </ul> <p><b>Repetitive Loss Data Module — Annual Cost: \$1,350 / year</b></p> <ul style="list-style-type: none"> <li>• Repetitive Loss Data Module (Small Tier). Monitor and assess Repetitive Loss properties. Includes advanced user permissions &amp; logging.</li> </ul> <p><b>Mobile Application — Annual Cost: \$1,350 / year</b></p> <ul style="list-style-type: none"> <li>• iOS &amp; Android mobile app experience that allows for offline mode to capture data in low-service areas.</li> </ul>                                                                          |
| <b>One-time setup cost</b>            | <p>\$5,000</p> <ul style="list-style-type: none"> <li>• \$0 (100% discount) if MSA is executed by March 31st, 2024</li> <li>• \$2,500 (50% discount) if MSA is executed by May 31st, 2024</li> </ul> <p>One-time setup cost includes account creation, application configuration, and customized training.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



## 5-year pricing overview for Georgetown, SC

Prices are subject to change as Forerunner and Georgetown further define and agree upon details of the Forerunner License and any customizations. Pricing offer expires on March 31st, 2024.

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Offer date</b>                     | January 18th, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>License type</b>                   | Small Tier License                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>License term</b>                   | 5 year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>License cost</b>                   | <p>Year 1: \$9,000</p> <p>Year 2: \$9,900</p> <p>Year 3: \$10,890</p> <p>Year 4: \$11,979</p> <p>Year 5: \$13,176.90</p> <ul style="list-style-type: none"> <li>• License provides a single municipality access to the Forerunner government dashboard &amp; white-labeled public flood website for the License term.</li> <li>• Software as a Service (SaaS): fully hosted &amp; maintained, cloud-based web platform.</li> <li>• Dedicated Customer Success Manager for each License holder.</li> <li>• License provides accounts for up to 10 users within organization.</li> <li>• The license cost does not include any integrations or account customizations, which may be an additional fee.</li> <li>• A 10% optimization fee is reflected in the year-over-year license cost in this proposal.</li> </ul> |
| <b>Total license cost for 5 years</b> | <p><b>\$54,954.90</b></p> <ul style="list-style-type: none"> <li>• <b>\$51,108.06 (7% discount) for paying for 5 years upfront</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Add on costs</b>                   | <p><b>Additional users — Annual Cost: \$750 per user / year</b></p> <ul style="list-style-type: none"> <li>• Cost for each additional users beyond base license count.</li> </ul> <p><b>Repetitive Loss Data Module — Annual Cost: \$1,350 / year</b></p> <ul style="list-style-type: none"> <li>• Repetitive Loss Data Module (Small Tier). Monitor and assess Repetitive Loss properties. Includes advanced user permissions &amp; logging.</li> </ul> <p><b>Mobile Application — Annual Cost: \$1,350 / year</b></p> <ul style="list-style-type: none"> <li>• iOS &amp; Android mobile app experience that allows for offline mode to capture data in low-service areas.</li> </ul>                                                                                                                              |
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## CRS credits we can directly capture

Listed below are activities that your community can receive credit for as a result of implementing Forerunner's software suite. All you have to do is use Forerunner and submit documentation for each activity.

| Activity                       | Forerunner feature | Max Credits |
|--------------------------------|--------------------|-------------|
| 352.c Flood Protection Website | Resident App       | 20          |
| 442.a Additional Map Data      | Map                | 120         |
| Total credits                  |                    | <b>140</b>  |

## CRS credits our software can facilitate

Listed below are activities that Forerunner's software facilitates by making it easier to maintain participation through digitizing workflows and simplifying documentation.

|                                                                  |                                   |            |
|------------------------------------------------------------------|-----------------------------------|------------|
| 312.a Maintaining Elevation Certificates                         | EC Management                     | 38         |
| 312.b Maintaining Elevation Certificates for post-FIRM buildings | EC Management                     | 48         |
| 312.c Maintaining Elevation Certificates for pre-FIRM buildings  | EC Management                     | 30         |
| 322.a Basic FIRM Information                                     | Map, Property database            | 30         |
| 322.b Additional FIRM Information                                | Map, Property database            | 20         |
| 362.a. Property protection advice                                | Map, Property database, CRS Logs  | 40         |
| 362.b. Protection advice provided after a site visit             | Map, Property database, CRS Logs  | 45         |
| 362.c. Financial assistance advice                               | Map, Property database, CRS Logs  | 15         |
| 372.d Technical assistance                                       | CRS Logs                          | 20         |
| 432.d Cumulative substantial improvements                        | Substantial Improvement Tracking  | 90         |
| 512.b Repetitive loss area analysis (RLAA)                       | Repetitive Loss Property Tracking | 140        |
| 512.d. Substantial Damage Management Plan                        | Map, Property database            | 90         |
| Total credits                                                    |                                   | <b>598</b> |

# Forerunner Proposal

City of Georgetown, SC

FORERUNNER

6.C.4

Attachment: Georgetown\_SCFinal Proposal (4032 : Forerunner Software)

Packet Pg. 70

# Forerunner's Floodplain Platform

Dear City of Georgetown team — thank you for your interest in Forerunner! I've highlighted some of the key features and benefits of our software for your administration below.

Sample of some of  
Forerunner's unique features

- Automated Elevation  
Certificate Processing
- Automated Elevation  
Certificate Error Detection
- FEMA Floodplain  
Models/Maps
- Custom Floodplain  
Models/Maps
- Property Lookup &  
Determinations
- SI/SD Tracking
- Resident Interaction  
Tracking
- Resident Property Profiles
- & more...

## Significant time savings & efficiency

Forerunner's software automation will create significant efficiencies for your team by aggregating disparate flood information into a single dashboard and automating many workflows & reports.

## NFIP & CRS

As FEMA increases the scrutiny on NFIP & CRS communities, **Forerunner's features can play a key role to ensure that your community continues to receive your existing annual CRS discount.** And through the ~700 credits our software facilitates, your community may be able to increase insurance discounts annually.

## More granular data on per-property risk

The data that Forerunner aggregates from your Elevation Certificates and other sources can be critical for resilience & adaptation planning, Benefit Cost Analysis, and improving the strength of your State & Federal grant applications.

## Increase risk communication with residents

Forerunner's property profiles enable communities to connect directly with residents and educate them about potential flood risks. By making Elevation Certificates publicly available online, municipalities can minimize costs for residents.

If you have any questions please do not hesitate to contact me. I appreciate your interest and hope that we will have the opportunity to work with your team.

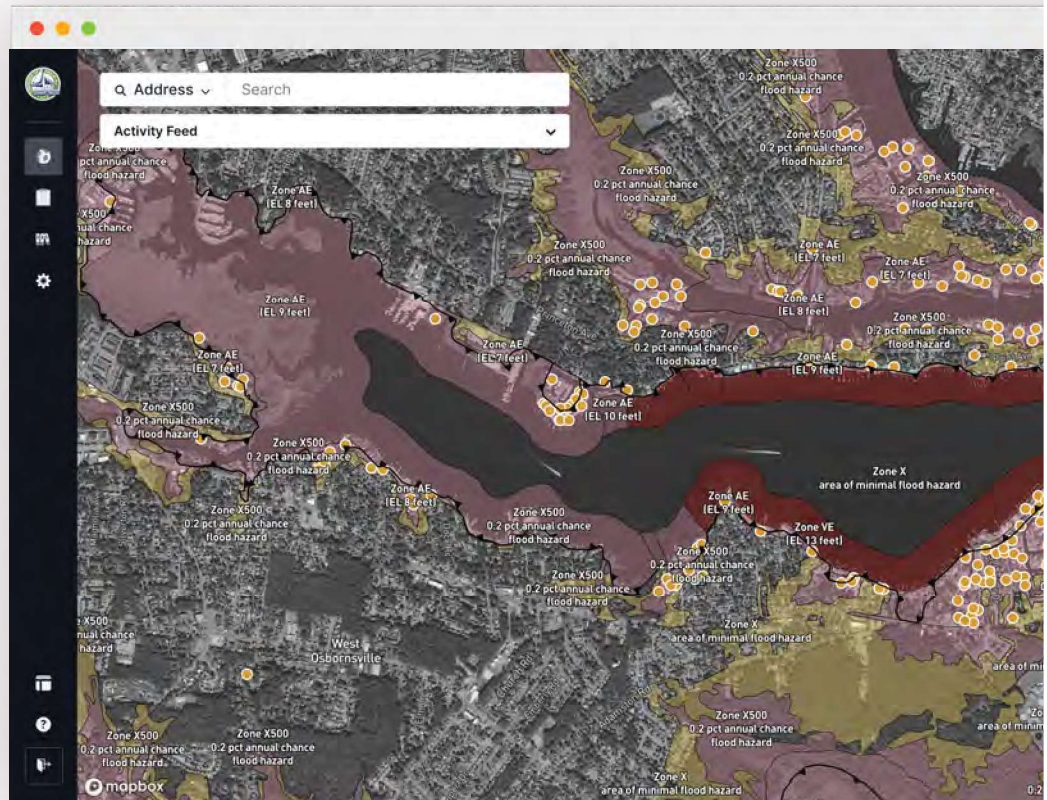
Sophia Clavel  
Account Executive, Forerunner  
sophia@withforerunner.com



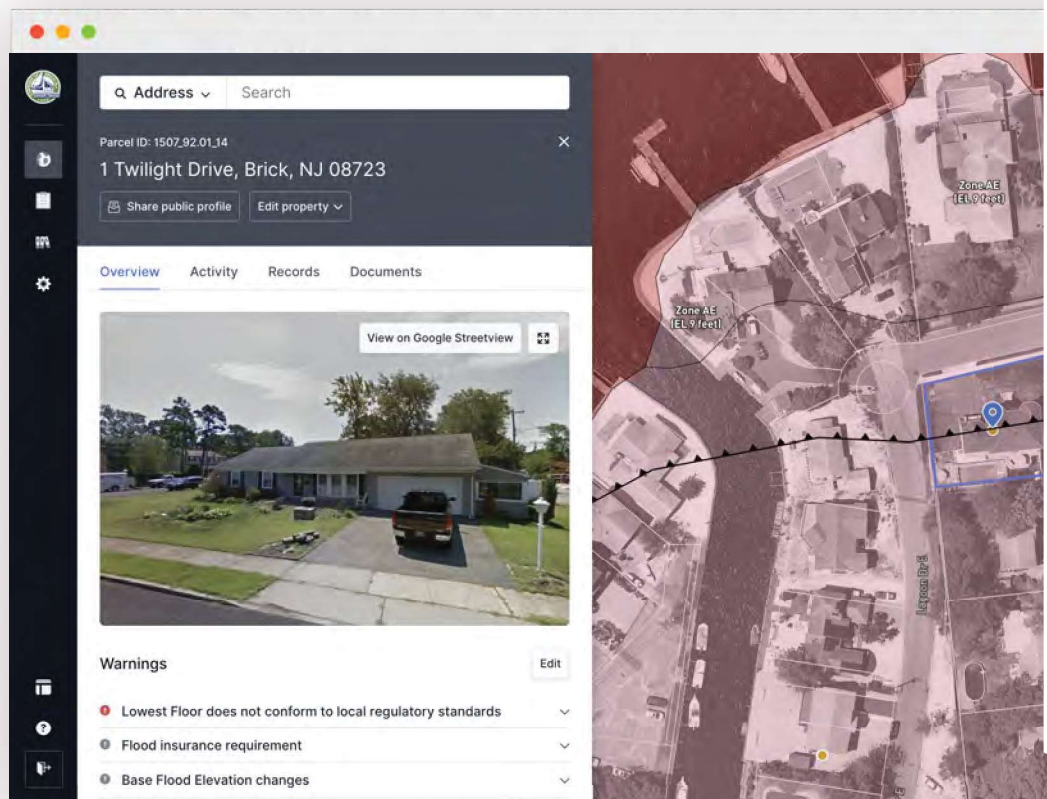
## FORERUNNER

## Internal Dashboard

Forerunner's floodplain management dashboard will aggregate all of your community's flood data into an easy-to-use geospatial tool for use internally.



Forerunner gives you the ability to track critical floodplain data across all of your properties, including FIRM determinations, parcel data, SI/SD, files, logs, and more.



## FORERUNNER

## Internal Dashboard

Forerunner's Repetitive Loss Data tracker will help you better organize information on losses – so that you can make more informed recommendations to members of the public.

Parcel ID: 1507.92.01.14  
1 Twilight Drive, Brick, NJ 08723

Share public profile Edit property

Overview Activity Records Documents

Datum NAVD1988  
FIRM date 10/8/2015  
FIRM panel 34029C0208G  
Initial FIRM date 8/17/1971  
Pre or Post-FIRM Pre-FIRM

Disclaimer: The information presented does not represent an official determination. To learn more about our determinations view our [determinations guide](#).

FEMA Repetitive Loss Data [View data](#)

Warning: Repetitive Loss Data contains Personally Identifiable Information which is protected by the Privacy Act. Please ensure that you keep this data private.

Building attribute info NVDG29 NAVD88

Forerunner's SI/SD tracking automatically calculates a structure's total assessed value and allows you to track Substantial Improvement and Damage costs over time, ensuring that you stay compliant with NFIP regulations.

Parcel ID: 1507.92.01.14  
1 Twilight Drive, Brick, NJ 08723

Share public profile Edit property

Overview Activity Records Documents

Warnings

- Property is over the SI/SD threshold

Cost of Improvements & Damages [Add new](#)

|                                            |                   |      |
|--------------------------------------------|-------------------|------|
| 9/13/2021 Improvement<br>New Porch         | 22.81% (\$49,500) | Edit |
| 1/6/2021 Improvement<br>Kitchen renovation | 39.40% (\$85,499) | Edit |

Summary

Cumulative SI/SD Percentage (%) 62.22%

Cumulative SI/SD Costs (\$) \$134,999

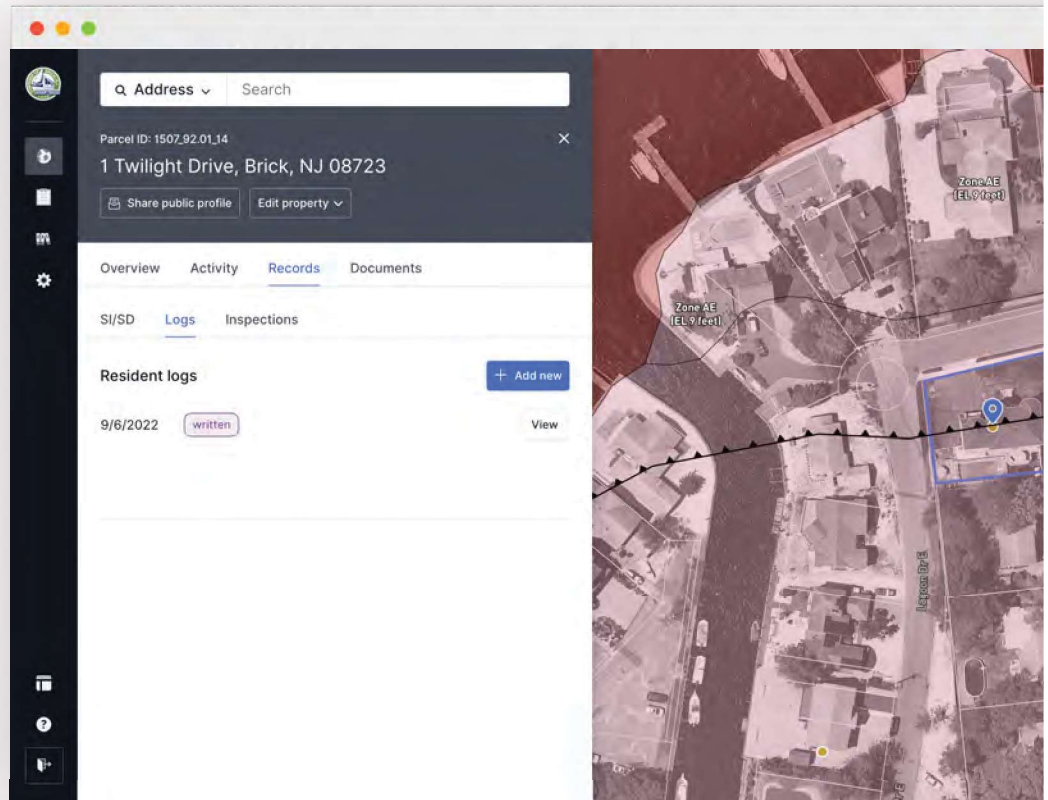
Tracking period 3 years

Note: This section of the Forerunner app is here to assist you in tracking substantial damage and substantial improvements. Forerunner does not make substantial damage or improvement determinations.

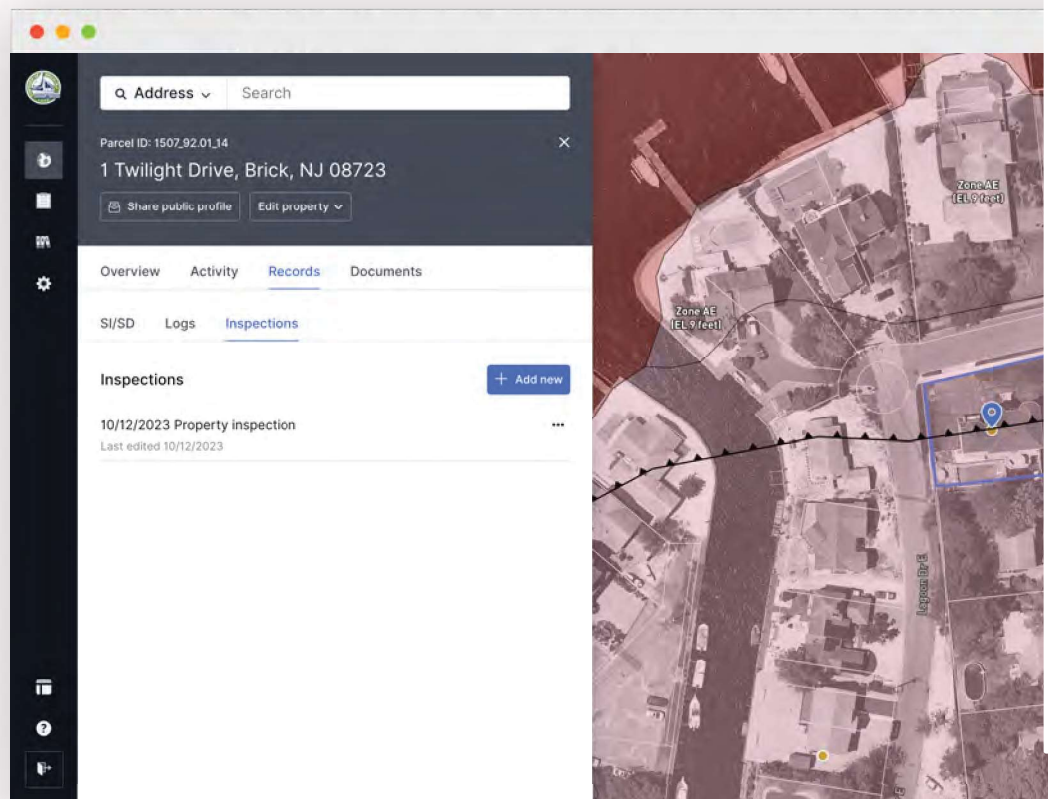


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Our Inspections feature enables checking properties for compliance, damage, and lots more.



## FORERUNNER

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The PDA feature form enables the collection of crucial damage data quickly. It's mobile responsive, so that users have the flexibility of collecting and reviewing data both in the field through mobile web browsers and at their computers.

**New preliminary damage assessment**

**Add a preliminary damage assessment**  
Provide details on the property's damage

**Date of assessment**  
8/29/2022

**Type of structure**  
Conventionally Built Home

**Degree of damage**  
Major

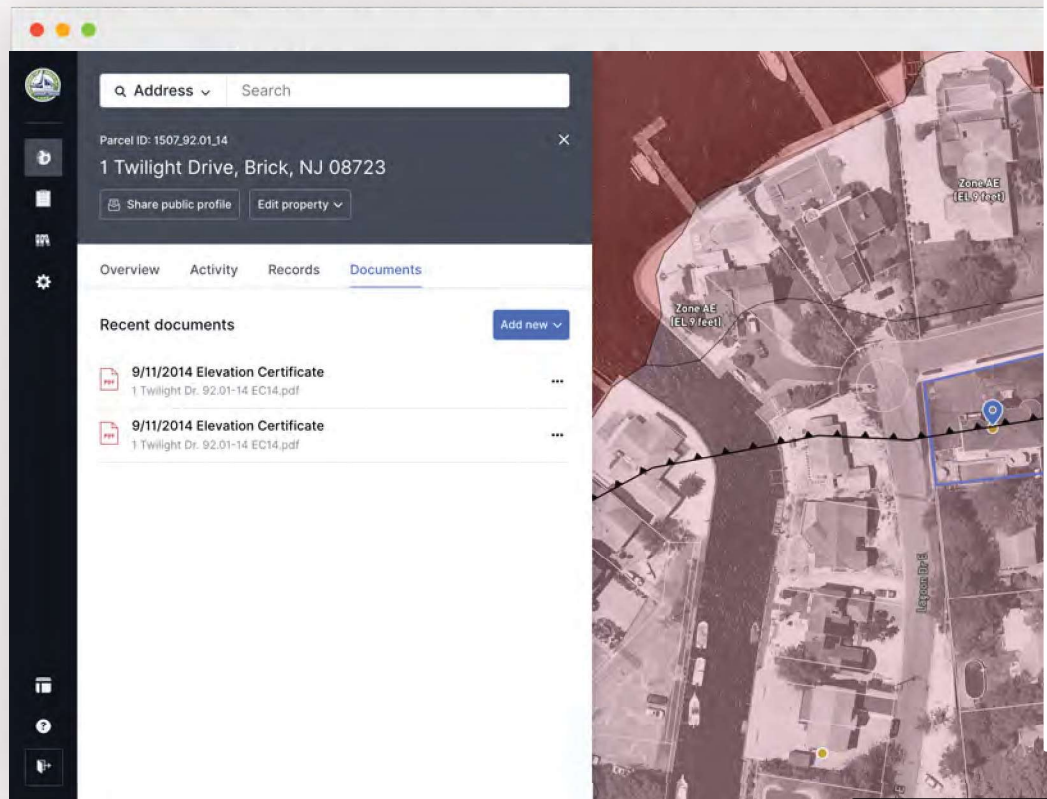
**Owner or renter?**  
Owner

**Is there insurance?**  
Unknown

**Description (optional)**  
Water entered the home up to 3'. Most of structure damaged, including roof which was partially destroyed.

**Add photos**  
Upload .jpg and .png image files of the property's damage

Forerunner provides robust file management to centralize data and streamline reporting.



## Internal Dashboard

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- Accuracy of FIRM Index Date
- Presence of surveyor, engineer, or architect stamp & signature
- Accuracy of Section F and G
- Presence of Section F
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- Attachment of Flood Openings Certification, where applicable
- Attachment of V Zone Certification, where applicable
- Amendments made using a Memo of Correction

3437fa79-981d-4f4a-ac5d-a9... 1 / 12 100%

U.S. DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
National Flood Insurance Program

**ELEVATION CERTIFICATE**  
Important: Follow the instructions on pages 1-3

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A1. Building Owner's Name  
Stephen & Bernadette McDonald

A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route & Box No.  
4 Catalina Drive

City Brick State New Jersey

A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description)  
Lot 63, Block 210.30, Brick Township

A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) Resident

A5. Latitude/Longitude: Lat: 40°01'23.94" Long: 74°05'45.48" Horiz

A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain:

A7. Building Diagram Number 8

A8. For a building with a crawlspace or enclosure(s):

a) Square footage of crawlspace or enclosure(s) 1,638 sq ft

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d) Engineered flood openings? ☒ Yes ☐ No

A9. For a building with an attached garage:

a) Square footage of attached garage 334 sq ft

b) Number of permanent flood openings in the attached garage within 1.0 foot above

c) Total net area of flood openings in A9.b 400 sq in

d) Engineered flood openings? ☒ Yes ☐ No

1 Twilight Drive.pdf

Form fields | Settings

**Form fields**

today's date 10/12/2023 ...

property address 1 Twilight Drive ...

parcel id 1507\_92.01\_14 ...

property owner name MICHELLE M & LISTORTI, S CARROCCI ...

community number 345285 ...

panel number 34029C0212G ...

flood zone AE ...

SFHA IN ...

account name Brick ...

mailing 2 BRICK, NJ 08723 ...

mailing 1 1 TWILIGHT DRIVE ...

owner name MICHELLE M & LISTORTI, S CARROCCI ...

c24b11a4-9e17-44c3-8dfd-67... 1 / 1 100%

 **Brick**  
Floodplain Management

Date: 10/12/2023

MICHELLE M & LISTORTI, S CARROCCI  
1 TWILIGHT DRIVE  
BRICK, NJ 08723

Re: Flood Zone Determination  
Property address: 1 Twilight Drive  
Parcel ID: 1507\_92.01\_14

Dear MICHELLE M & LISTORTI, S CARROCCIA

This is a Flood Zone Determination Statement for the property address: Insurance Rate Map (FIRM). Please note that this is not an elevation statement rather of the area. To obtain the elevation status of your particular address, please obtain a Certificate from a licensed land surveyor. The following information is:

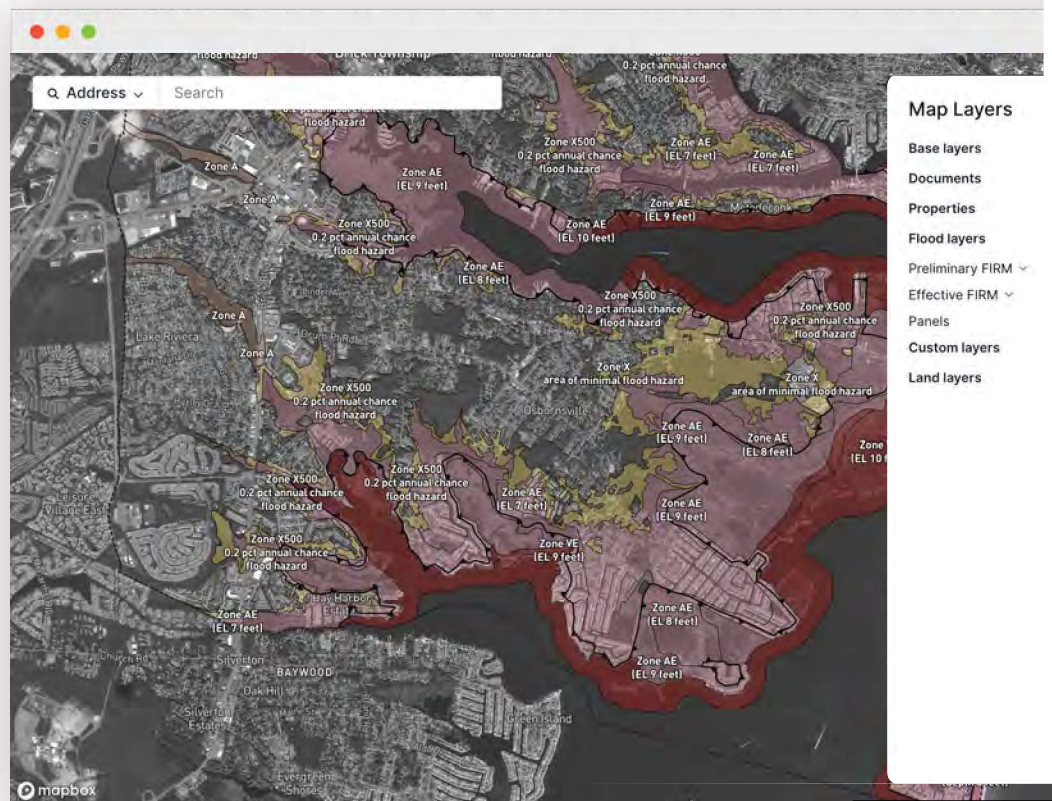
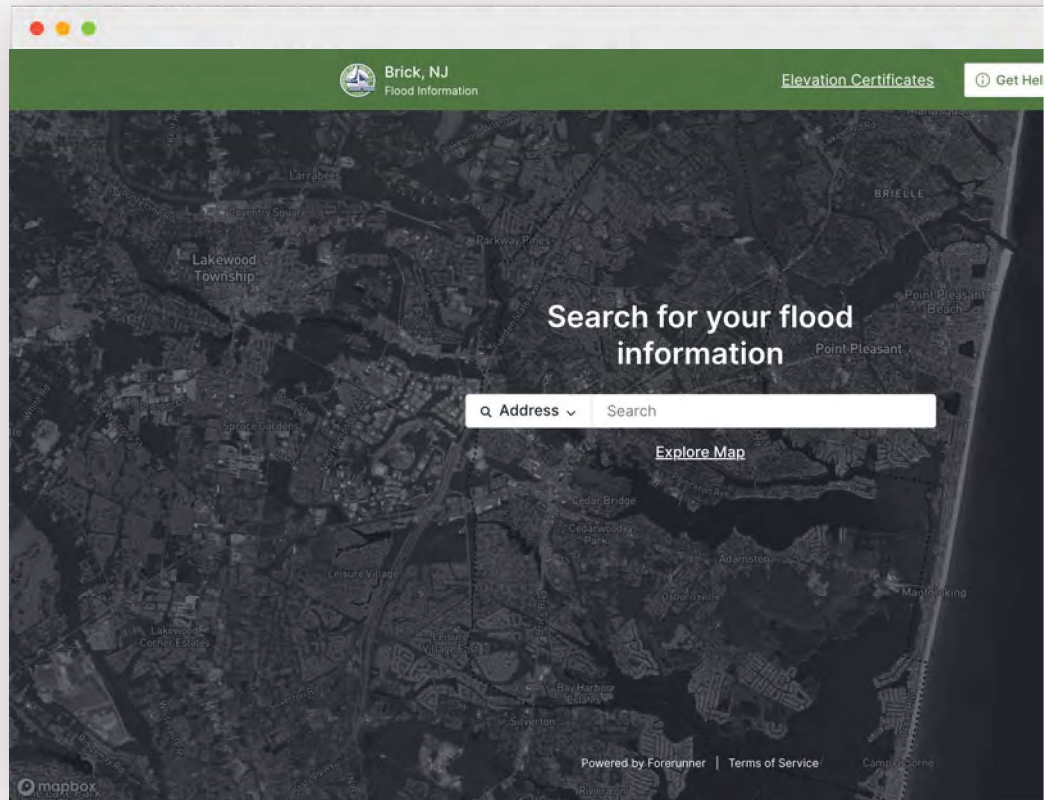
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## Resident Experience

Forerunner's public flood website is white labeled and provides an easy-to-use resource for stakeholders seeking to share or research flood risk information.

Our website allows users to explore different FEMA FIRM map layers and flags when a property is undergoing a flood zone change to help stakeholders better prepare for the future.

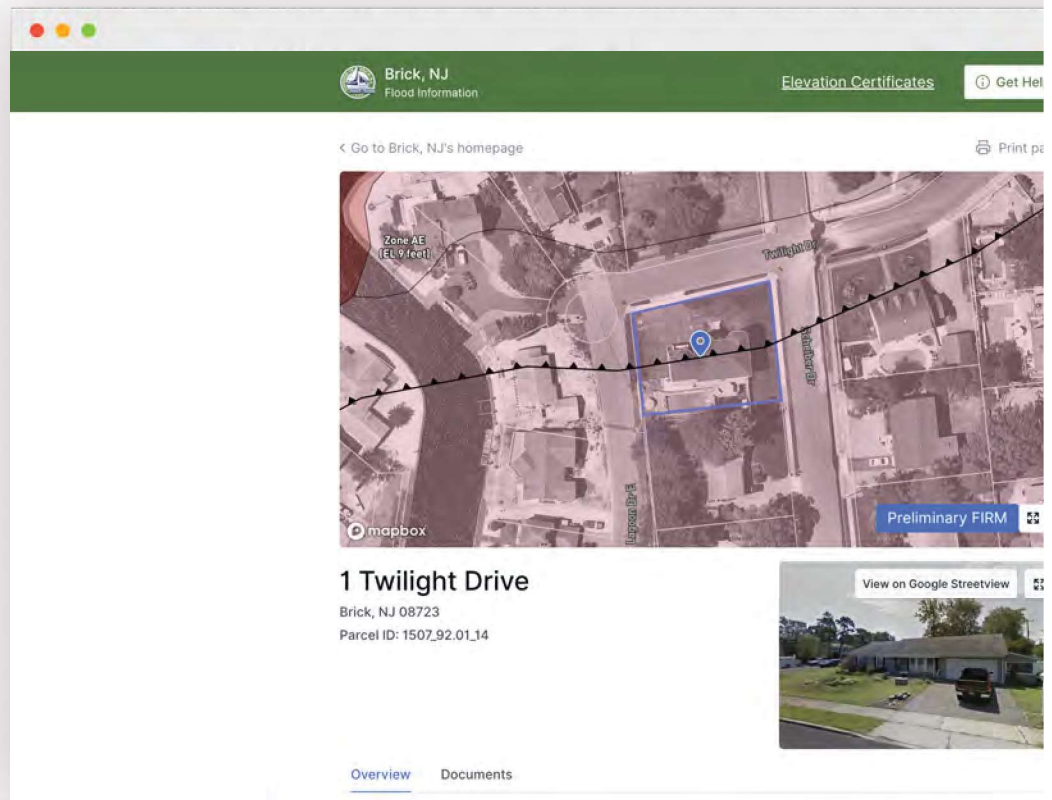


## FORERUNNER

## Resident Experience

Forerunner generates unique public profiles for every property. Each property profile includes a read-only version of your flood data to be shared with homeowners, landlords, contractors, real estate agents, insurance agents, and more...

Use our Get Help form to provide a simple pathway for stakeholders to request assistance while consolidating inquiries into one location for easier response management.



Brick, NJ  
Flood Information

Elevation Certificates Get Help

< Go to Brick, NJ's homepage Print page

Zone AE (1-9 feet)

1 Twilight Drive

Brick, NJ 08723  
Parcel ID: 1507\_92.01\_14

Preliminary FIRM

View on Google Streetview

Overview Documents

Get Help

Answer the questions below. Once the form is submitted, a representative from Brick, NJ will follow up shortly.

If you'd like to reach out directly, please contact:  
**Name:** Elissa Commins  
**Phone Number:** (732) 262-1040 ext. 1341  
**Email:** ecommins@twp.brick.nj.us

What's your name?\*

What's your email address?\*

What's the best number to reach you at?

What address do you need help with?\*

Address Search

## 5-year pricing overview for Georgetown, SC

Prices are subject to change as Forerunner and Georgetown further define and agree upon details of the Forerunner License and any customizations. Pricing offer expires on March 31st, 2024.

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Offer date</b>                     | January 18th, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>License type</b>                   | Small Tier License                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>License term</b>                   | 5 year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>License cost</b>                   | <p>Year 1: \$9,000</p> <p>Year 2: \$9,900</p> <p>Year 3: \$10,890</p> <p>Year 4: \$11,979</p> <p>Year 5: \$13,176.90</p> <ul style="list-style-type: none"> <li>• License provides a single municipality access to the Forerunner government dashboard &amp; white-labeled public flood website for the License term.</li> <li>• Software as a Service (SaaS): fully hosted &amp; maintained, cloud-based web platform.</li> <li>• Dedicated Customer Success Manager for each License holder.</li> <li>• License provides accounts for up to 10 users within organization.</li> <li>• The license cost does not include any integrations or account customizations, which may be an additional fee.</li> <li>• A 10% optimization fee is reflected in the year-over-year license cost in this proposal.</li> </ul> |
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## CRS credits we can directly capture

Listed below are activities that your community can receive credit for as a result of implementing Forerunner's software suite. All you have to do is use Forerunner and submit documentation for each activity.

| Activity                       | Forerunner feature | Max Credits |
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Listed below are activities that Forerunner's software facilitates by making it easier to maintain participation through digitizing workflows and simplifying documentation.

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| 512.b Repetitive loss area analysis (RLAA)                       | Repetitive Loss Property Tracking | 140        |
| 512.d. Substantial Damage Management Plan                        | Map, Property database            | 90         |
| Total credits                                                    |                                   | <b>598</b> |

# Forerunner Proposal

City of Georgetown, SC

FORERUNNER

6.C.4

Attachment: Georgetown\_SCFinal Proposal (4032 : Forerunner Software)

Packet Pg. 81

# Forerunner's Floodplain Platform

Dear City of Georgetown team — thank you for your interest in Forerunner! I've highlighted some of the key features and benefits of our software for your administration below.

Sample of some of  
Forerunner's unique features

- Automated Elevation  
Certificate Processing
- Automated Elevation  
Certificate Error Detection
- FEMA Floodplain  
Models/Maps
- Custom Floodplain  
Models/Maps
- Property Lookup &  
Determinations
- SI/SD Tracking
- Resident Interaction  
Tracking
- Resident Property Profiles
- & more...

## Significant time savings & efficiency

Forerunner's software automation will create significant efficiencies for your team by aggregating disparate flood information into a single dashboard and automating many workflows & reports.

## NFIP & CRS

As FEMA increases the scrutiny on NFIP & CRS communities, **Forerunner's features can play a key role to ensure that your community continues to receive your existing annual CRS discount.** And through the ~700 credits our software facilitates, your community may be able to increase insurance discounts annually.

## More granular data on per-property risk

The data that Forerunner aggregates from your Elevation Certificates and other sources can be critical for resilience & adaptation planning, Benefit Cost Analysis, and improving the strength of your State & Federal grant applications.

## Increase risk communication with residents

Forerunner's property profiles enable communities to connect directly with residents and educate them about potential flood risks. By making Elevation Certificates publicly available online, municipalities can minimize costs for residents.

If you have any questions please do not hesitate to contact me. I appreciate your interest and hope that we will have the opportunity to work with your team.

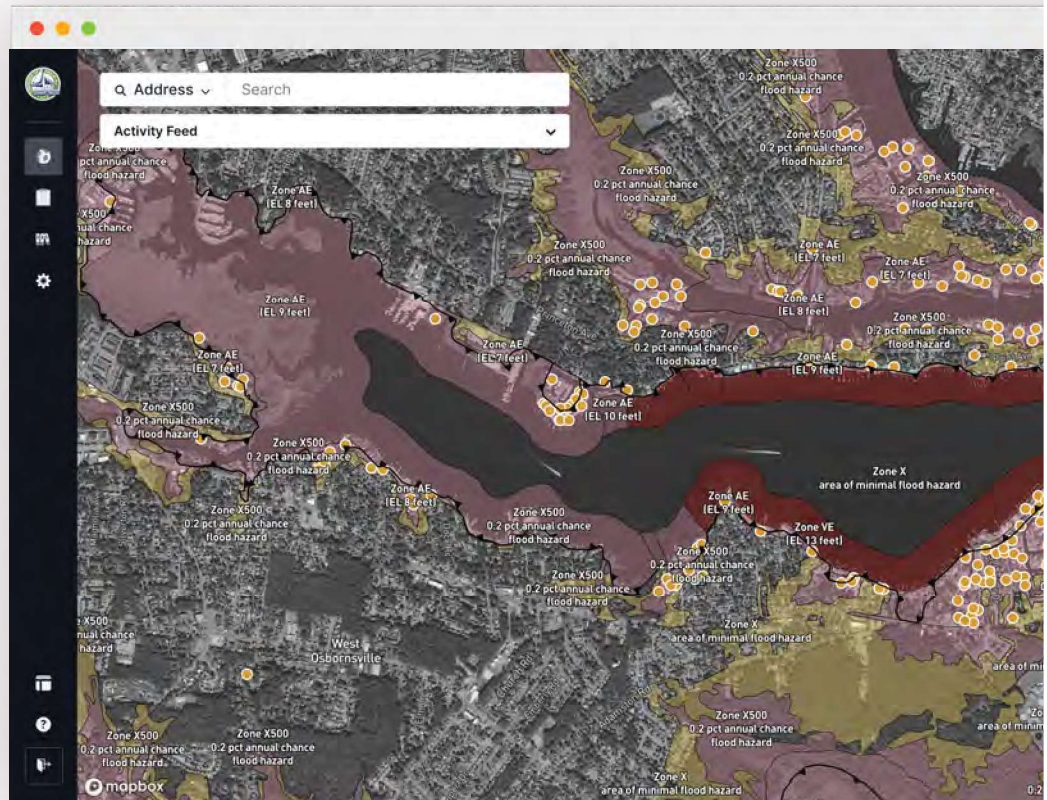
Sophia Clavel  
Account Executive, Forerunner  
sophia@withforerunner.com



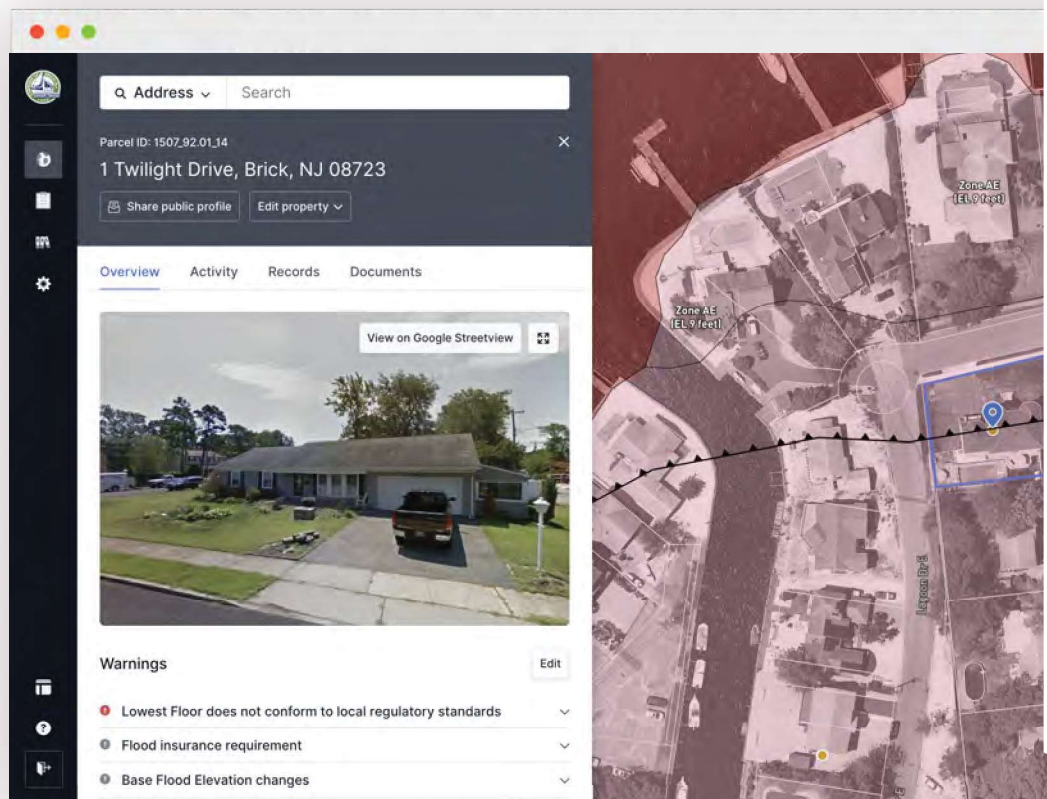
## FORERUNNER

## Internal Dashboard

Forerunner's floodplain management dashboard will aggregate all of your community's flood data into an easy-to-use geospatial tool for use internally.



Forerunner gives you the ability to track critical floodplain data across all of your properties, including FIRM determinations, parcel data, SI/SD, files, logs, and more.



## FORERUNNER

## Internal Dashboard

Forerunner's Repetitive Loss Data tracker will help you better organize information on losses – so that you can make more informed recommendations to members of the public.

Parcel ID: 1507.92.01.14  
1 Twilight Drive, Brick, NJ 08723

Share public profile Edit property

Overview Activity Records Documents

|                   |             |
|-------------------|-------------|
| Datum             | NAVD1988    |
| FIRM date         | 10/8/2015   |
| FIRM panel        | 34029C0208G |
| Initial FIRM date | 8/17/1971   |
| Pre or Post-FIRM  | Pre-FIRM    |

Disclaimer: The information presented does not represent an official determination. To learn more about our determinations view our [determinations guide](#).

**FEMA Repetitive Loss Data** [View data](#)

Warning: Repetitive Loss Data contains Personally Identifiable Information which is protected by the Privacy Act. Please ensure that you keep this data private.

Building attribute info NVDG29 NAVD88

Forerunner's SI/SD tracking automatically calculates a structure's total assessed value and allows you to track Substantial Improvement and Damage costs over time, ensuring that you stay compliant with NFIP regulations.

Parcel ID: 1507.92.01.14  
1 Twilight Drive, Brick, NJ 08723

Share public profile Edit property

Overview Activity **Records** Documents

**Warnings**

- Property is over the SI/SD threshold

**Cost of Improvements & Damages** [Add new](#)

|                                            |                   |                      |
|--------------------------------------------|-------------------|----------------------|
| 9/13/2021 Improvement<br>New Porch         | 22.81% (\$49,500) | <a href="#">Edit</a> |
| 1/6/2021 Improvement<br>Kitchen renovation | 39.40% (\$85,499) | <a href="#">Edit</a> |

**Summary**

Cumulative SI/SD Percentage (%) **62.22%**

Cumulative SI/SD Costs (\$) **\$134,999**

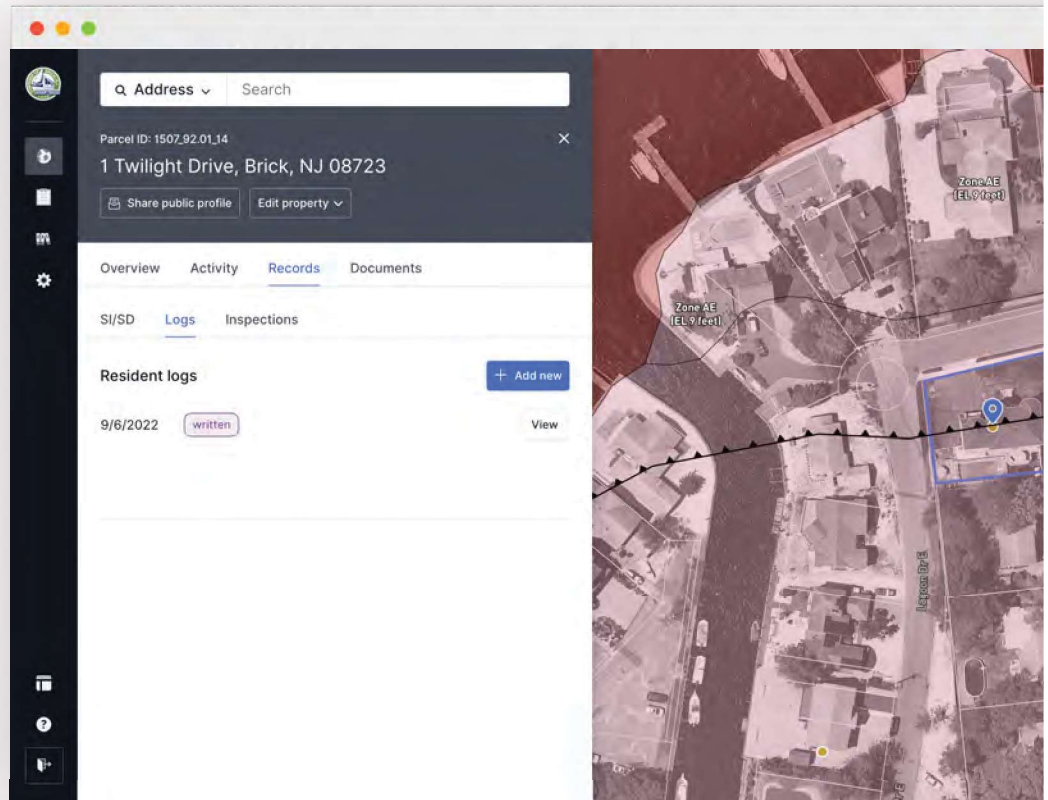
Tracking period **3 years**

Note: This section of the Forerunner app is here to assist you in tracking substantial damage and substantial improvements. Forerunner does not make substantial damage or improvement determinations.

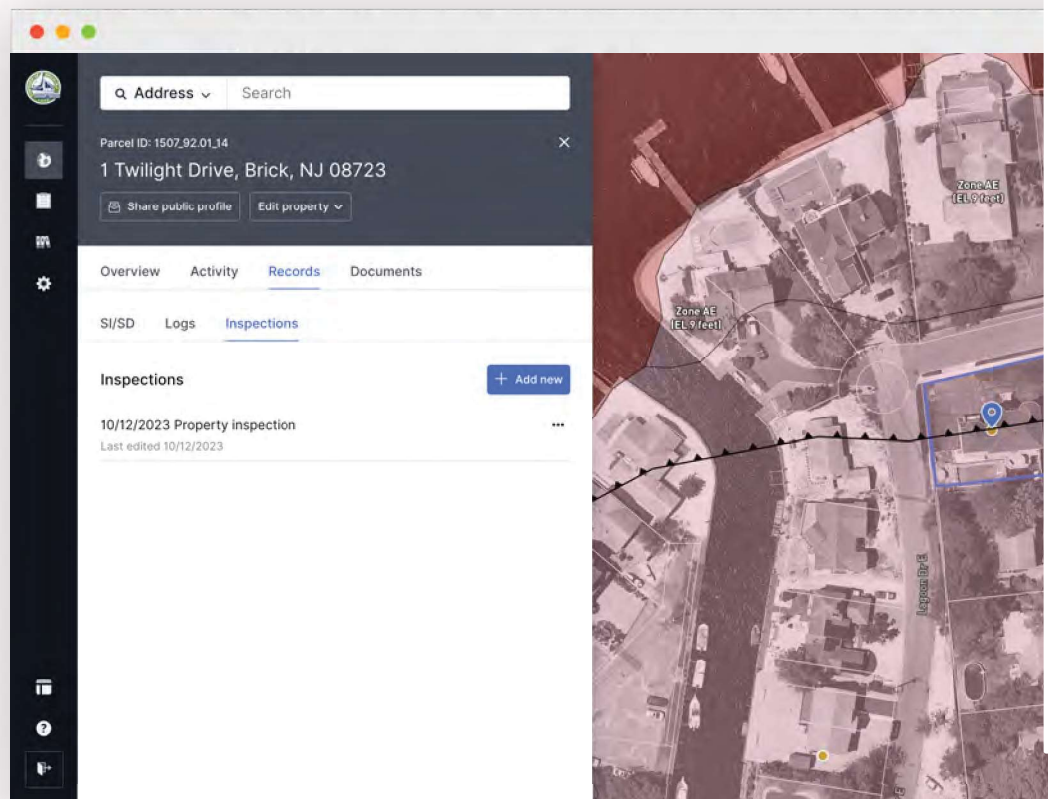


## Internal Dashboard

Per-property resident logs enables your team to better track resident engagement for the CRS and internal record-keeping. Use it to keep apprised of what your team is communicating to community stakeholders.



Our Inspections feature enables checking properties for compliance, damage, and lots more.

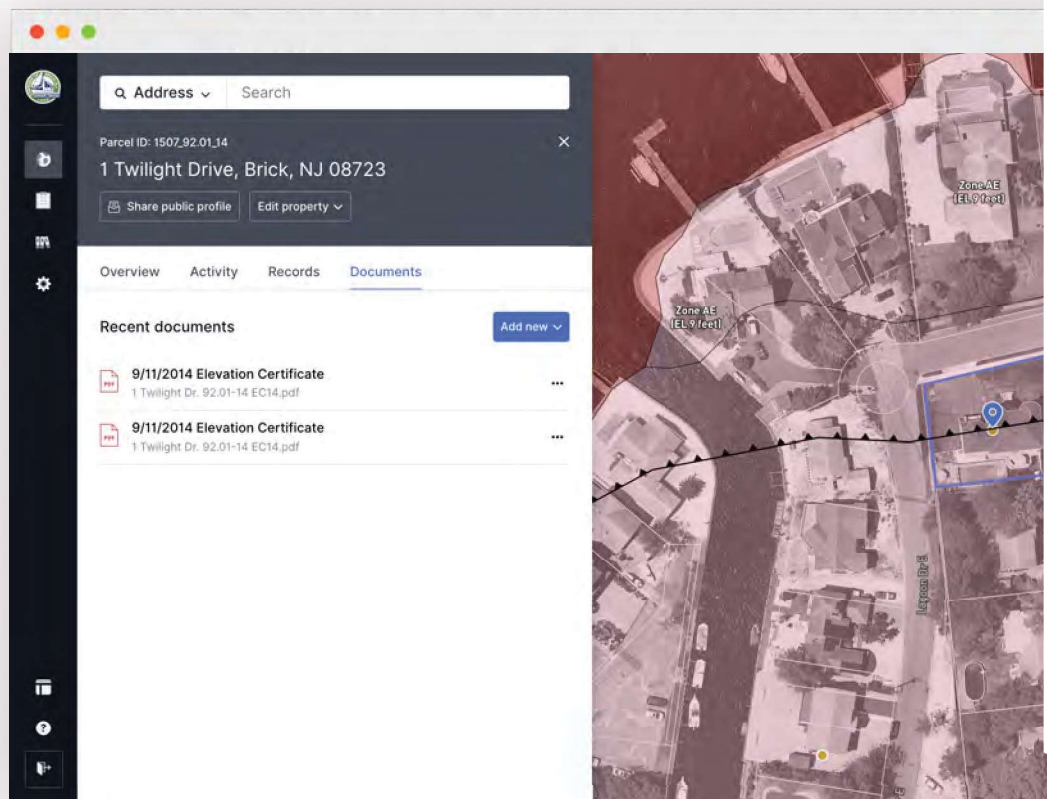


## Internal Dashboard

The PDA feature form enables the collection of crucial damage data quickly. It's mobile responsive, so that users have the flexibility of collecting and reviewing data both in the field through mobile web browsers and at their computers.

The screenshot shows a web browser window with the title 'New preliminary damage assessment'. The form is titled 'Add a preliminary damage assessment' with the instruction 'Provide details on the property's damage'. It contains several fields: 'Date of assessment' with a date picker set to 8/29/2022; 'Type of structure' with a dropdown menu set to 'Conventionally Built Home'; 'Degree of damage' with a dropdown menu set to 'Major'; 'Owner or renter?' with a dropdown menu set to 'Owner'; 'Is there insurance?' with a dropdown menu set to 'Unknown'; and a 'Description (optional)' text area containing the text 'Water entered the home up to 3'. Most of structure damaged, including roof which was partially destroyed.' Below the form is a section titled 'Add photos' with the instruction 'Upload .jpg and .png image files of the property's damage' and a dashed box for uploads.

Forerunner provides robust file management to centralize data and streamline reporting.



## Internal Dashboard

Forerunner's Error Detection feature automatically highlights potential issues with your Elevation Certificates. Our software is able to identify clerical errors, FEMA FIRM information mistakes, discrepancies in Elevation measurements, and more.

Our document generation feature enables your team to instantly generate documents from a template by automatically inserting data tracked on the property.

4 Catalina Dr..pdf

Issues (4) | Extracted fields | Settings

A8.d Engineered flood vent openings Yes ...

A9.d Engineered flood vent openings Yes ...

B1. Community Name BRICK, TOWNSHIP OF ...

C2.f Lowest adjacent grade 6.1 ...

Our Issues feature does not replace a document review process from a Certified Floodplain Manager. Please read through our [Issues Guide](#) to ensure that you understand the full capabilities of the feature. Here are a few items that need to be checked for manually on each Elevation Certificate:

- Accuracy of Latitude & Longitude coordinates
- Inclusion of at least 2 photographs
- Correct Diagram Number selection
- Accuracy of CBRS & OPA determination on ECs with an expiration year prior to 2026
- Accuracy of FIRM Index Date
- Presence of surveyor, engineer, or architect stamp & signature
- Accuracy of Section F and G
- Presence of Section F
- Presence of Section E and G on ECs with an expiration year prior to 2026
- Attachment of Flood Openings Certification, where applicable
- Attachment of V Zone Certification, where applicable
- Amendments made using a Memo of Correction

3437fa79-981d-4f4a-ac5d-a9... 1 / 12 100%

U.S. DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
National Flood Insurance Program

**ELEVATION CERTIFICATE**  
Important: Follow the instructions on pages 1-3

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance company, and (3) lender.

**SECTION A - PROPERTY INFORMATION**

A1. Building Owner's Name  
Stephen & Bernadette McDonald

A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route & Box No.  
4 Catalina Drive

City Brick State New Jersey

A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description)  
Lot 63, Block 210.30, Brick Township

A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.)  
Residential

A5. Latitude/Longitude: Lat: 40°01'23.94" Long: 74°05'45.48" Horiz: ...

A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain a loan or refinance.

A7. Building Diagram Number 8

A8. For a building with a crawlspace or enclosure(s):

a) Square footage of crawlspace or enclosure(s) 1,638 sq ft

b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above finished floor level 2,000 sq in

c) Total net area of flood openings in A8.b 2,000 sq in

d) Engineered flood openings? ☒ Yes ☐ No

A9. For a building with an attached garage:

a) Square footage of attached garage 334 sq ft

b) Number of permanent flood openings in the attached garage within 1.0 foot above finished floor level 400 sq in

c) Total net area of flood openings in A9.b 400 sq in

d) Engineered flood openings? ☒ Yes ☐ No

1 Twilight Drive.pdf

Form fields | Settings

**Form fields**

today's date 10/12/2023 ...

property address 1 Twilight Drive ...

parcel id 1507\_92.01\_14 ...

property owner name MICHELLE M & LISTORTI, S CARROCCIA ...

community number 345285 ...

panel number 34029C0212G ...

flood zone AE ...

SFHA IN ...

account name Brick ...

mailing 2 BRICK, NJ 08723 ...

mailing 1 1 TWILIGHT DRIVE ...

owner name MICHELLE M & LISTORTI, S CARROCCIA ...

c24b11a4-9e17-44c3-8dfd-67... 1 / 1 100%

**Brick**  
Floodplain Management

Date: 10/12/2023

MICHELLE M & LISTORTI, S CARROCCIA  
1 TWILIGHT DRIVE  
BRICK, NJ 08723

Re: Flood Zone Determination  
Property address: 1 Twilight Drive  
Parcel ID: 1507\_92.01\_14

Dear MICHELLE M & LISTORTI, S CARROCCIA

This is a Flood Zone Determination Statement for the property address: 1 Twilight Drive. Please note that this is not an elevation statement rather of the area. To obtain the elevation status of your particular address, please contact a licensed land surveyor. The following information is:

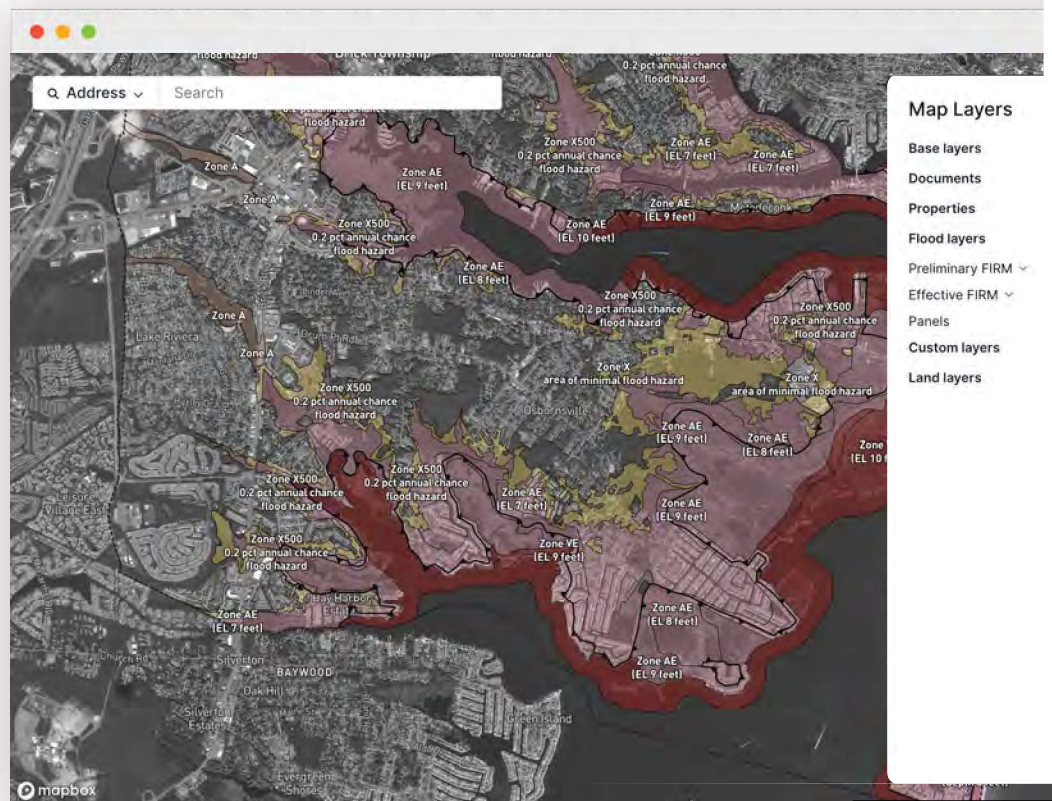
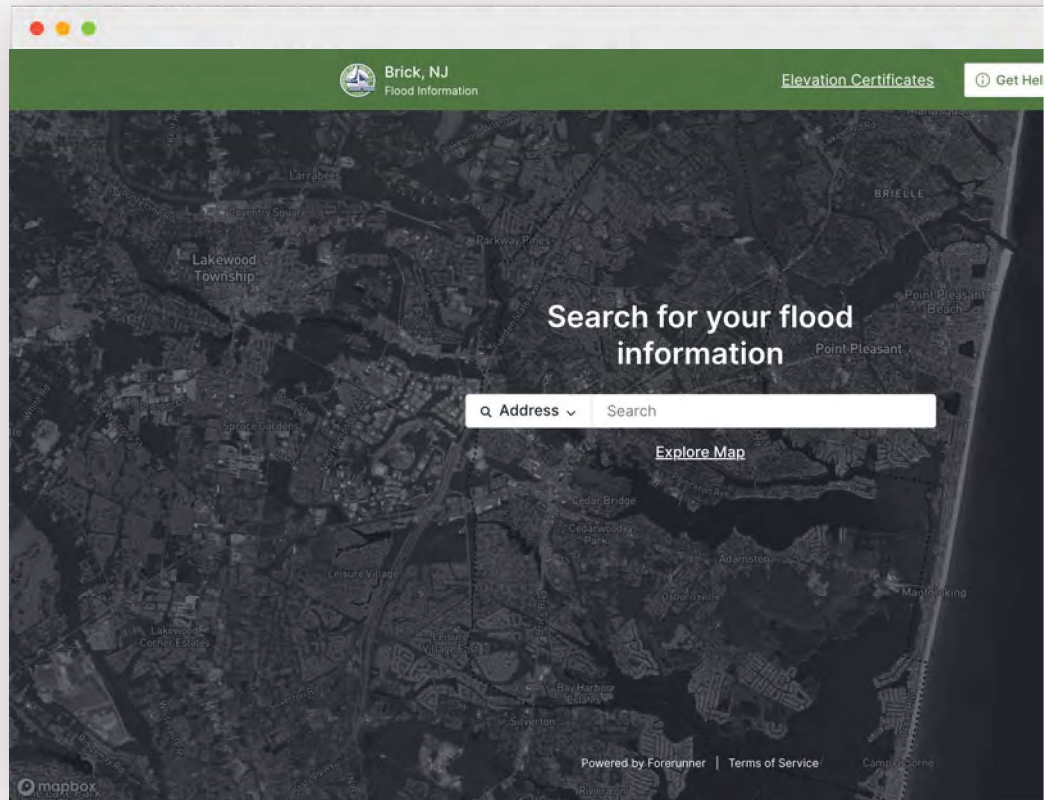
- Community Number: 345285
- Panel number: 34029C0212G
- FIRM Flood Zone: AE
- Special Flood Hazard Area Determination: IN



## Resident Experience

Forerunner's public flood website is white labeled and provides an easy-to-use resource for stakeholders seeking to share or research flood risk information.

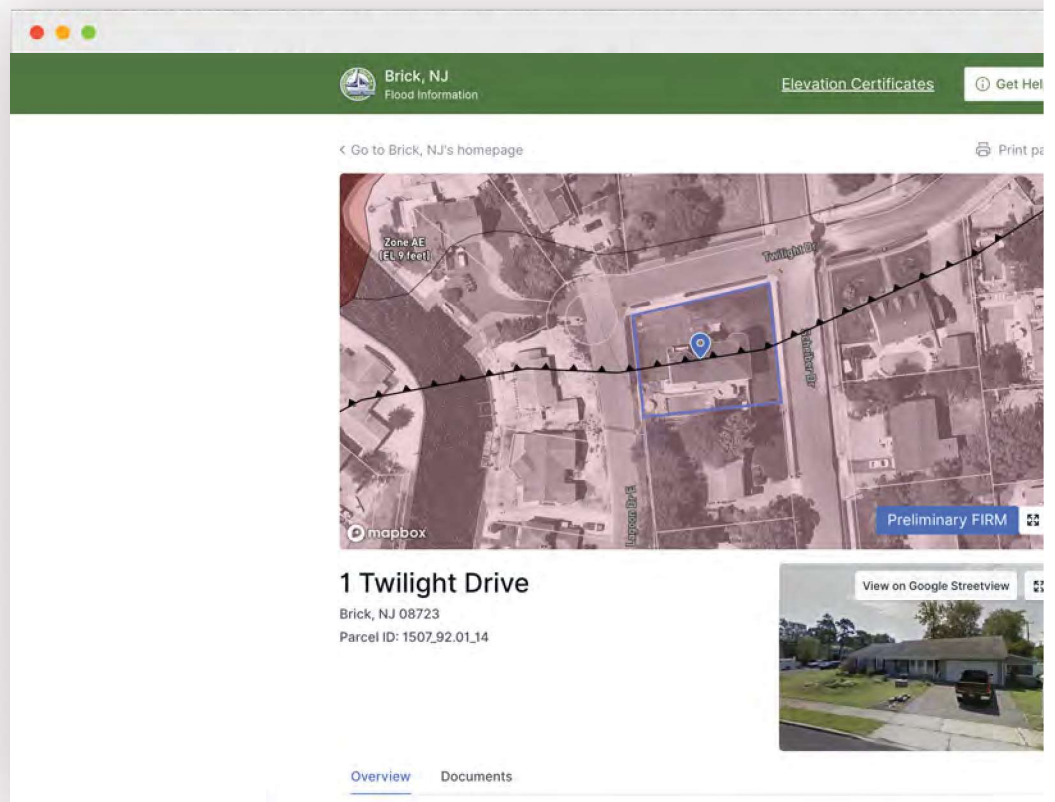
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What's your name?\*

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Address Search



## 1-year pricing overview for Georgetown, SC

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Pricing offer expires on March 31st, 2024

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Offer Date</b>          | <b>February 2nd, 2024</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>License size</b>        | <b>Small Tier License</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>License term</b>        | <b>1 year</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>License cost</b>        | <p><b>\$9,000 / year</b></p> <ul style="list-style-type: none"> <li>• License provides a single municipality access to the Forerunner government dashboard &amp; white-labeled public flood website for the License term.</li> <li>• Software as a Service (SaaS): fully hosted &amp; maintained, cloud-based web platform.</li> <li>• Dedicated Customer Success Manager for each License holder.</li> <li>• License provides accounts for up to 5 users within organization.</li> <li>• The license cost does not include any integrations or account customizations, which may be an additional fee.</li> <li>• 10% optimization fee applied to future years during renewal.</li> </ul> |
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Attachment: Georgetown\_SCFinal Proposal (4032 : Foreunner Software)

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| Total credits                                                    |                                   | <b>598</b> |



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

## ACTION ITEM

DOC ID: 4039

|                                   |                                                                                          |
|-----------------------------------|------------------------------------------------------------------------------------------|
| <b>Council Meeting Date:</b>      | 15 February 2024                                                                         |
| <b>Department:</b>                | Finance                                                                                  |
| <b>Issue Under Consideration:</b> | Motion to uphold the suspension and revoke the Business License for Mingz Bar and Grill. |
| <b>Amount Requested:</b>          | N/A                                                                                      |
| <b>Is Item in Current Budget?</b> | N/A                                                                                      |
| <b>If no, please explain:</b>     | N/A                                                                                      |
| <b>Financial Impact:</b>          | N/A                                                                                      |
| <b>Points to Consider:</b>        | Revocation Letter                                                                        |
| <b>Options:</b>                   | Approve/Disapprove                                                                       |
| <b>Staff Recommendation:</b>      | Approve                                                                                  |

### Reviews:

Kathy Vermeland Completed 02/06/2024 2:21 PM  
 Elise Crosby Completed 02/06/2024 2:31 PM  
 Scott Whittier Completed 02/07/2024 1:47 PM  
 Stephanie Buccione Completed 02/07/2024 4:28 PM  
 Georgetown City Council Pending 02/15/2024 5:30 PM

### Attachments:

1. 1 Signed Mingz Revocation Letter (PDF)
2. 2 Case # 20240129-005 Civil Papers (PDF)
3. 3 Mingz Nuisance Letter (PDF)

MAYOR  
CAROL JAYROE

CITY ADMINISTRATOR  
SCOTT WHITTIER

CITY CLERK  
STEPHANIE BUCCIONE



COUNCIL MEMBERS  
JIM CLEMENTS  
MAYOR PRO TEMPORE

JONATHAN ANGNER  
BRUCE CARL  
ERIN ETHRIDGE  
JIMMY MORRIS  
TAMIKA WILLIAMS-OBENG

Finance Department  
Kathy Vermeland, Director  
Office: (843) 545-4031  
Fax: (843) 546-5435

January 29, 2024

Monta Moore, Licensee  
Mingz Bar and Grill  
203 N. Merriman Road  
Georgetown, SC

Re: Business License Suspension and Proposed Revocation

Ms. Moore:

The City of Georgetown has made a determination that Mingz Bar and Grill meets the requirements of Section 13-30 (E) of the City of Georgetown Code of Ordinances: *"a licensee has engaged in an unlawful activity or nuisance related to the business."* Therefore, the City of Georgetown business license for Mingz Bar and Grill is immediately suspended, pending a hearing to determine whether the suspension should be upheld and the business license revoked."

The basis for this determination and proposed revocation includes but is not limited to: On October 9, 2023, Mingz Bar and Grill was served with notice of prohibition against maintaining a public nuisance and warned that because of the history and ongoing recurring criminal issues at the business, any future offenses could result in criminal prosecution under City Code Section 16-234, *Prohibition against maintaining nuisances*. Between January 3, 2023, and October 6, 2023, the Georgetown Police Department responded to sixty (60) calls for service at this establishment for incidents ranging from assaults, shots fired, and disorderly persons.

Please consider this notice under §13-30 of the City Code of the hearing in this matter:

DATE: February 15, 2024

TIME: 5:30 PM

LOCATION: Municipal Courtroom, 2222 Highmarket Street, Georgetown, SC 29440

I am enclosing for your reference a copy of the applicable provisions of the ordinance, sections 13-16 through 13-34.

Sincerely,

Gillian Davis  
Revenue Manager and Business License Official

enclosure

cc: (via email only)  
Mayor Carol Jayroe and Members of City Council  
Scott Whittier, City Administrator  
William Pierce, Chief of Police  
Kathy Vermeland, Finance Director  
Elise F. Crosby, City Attorney

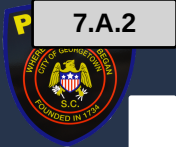
Drawer 939  
Georgetown, SC 29442

Attachment: Signed Mingz Revocation Letter (4039 : Mingz Bar and Grill Revocation)



# Georgetown Police Department

2222 Highmarket St, Georgetown, South Carolina 29440



Incident 20240129-005

## Incident Location

Area: 3  
Address: 2708 Front St  
Georgetown, South Carolina 29440

## Report Information

Created 2024-01-29 17:04 EST

## Incident Information

From: 2024-01-26 12:20 EST  
To: 2024-01-26 12:25 EST

## Incident Details

Rptg Officer: Blair Cribb  
Incident Status: C  
By: jasonward@georgetownsc.gov  
At: 2024-01-30 13:36 EST  
Related

## Call Information

Call Type: PAPERS - CIVIL PAPERS  
Complainant: N/AN/A  
Dispatcher: Haley Hardee  
Received At: 2024-01-29 16:44 EST  
Arrived At: N/A

## Offenses

| Code/Status               | Description | Location/Entry |
|---------------------------|-------------|----------------|
| 90Z-INFO<br>C - Completed | Info Only   |                |

## Offenders

| Offender/Address                                                                                                  | Details                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| MOORE, MONTA<br>2708 Front St<br>Georgetown, South Carolina 29440<br>DL: 8447492 SC<br>Phone:<br>Home: 8434815662 | SSN:<br>DOB: 1965-09-26 Age: 58.0<br>J - Person is a resident of this jurisdiction<br>A - Asian<br>F - FEMALE<br>N - Not Hispanic or Latino |

## Narrative

On 1/29/2024 at approximately 1630 hours myself and Officer Toussaint went to 2708 Front St. and met with Monta Moore. Mrs. Moore was served with a notice for her business license being revoked for Mingz Bar and Grill on Merriman Road. I told Mrs. Moore that she could not operate her business and it had to

Attachment: Case # 20240129-005 Civil Papers (4039 : Mingz Bar and Grill Revocation)

remain closed until her hearing date on February 15, 2024. Mrs. Moore was given a letter from City Hall revoking her license as well as a copy of the city ordinance.

Primary Narrative

Blair Cribb

Supplemental Narratives

Attachment: Case # 20240129-005 Civil Papers (4039 : Mingz Bar and Grill Revocation)

MAYOR  
CAROL JAYROE

CITY ADMINISTRATOR  
SCOTT WHITTIER

CITY CLERK  
STEPHANIE BUCCIONE



COUNCIL MEMBERS  
JIM CLEMENTS  
MAYOR PRO TEMPORE

JONATHAN ANGNER  
HOBSON H. MILTON  
JIMMY MORRIS  
CLARENCE SMALLS  
TAMIKA WILLIAMS-OBENG

Georgetown Police Department  
William Pierce, Jr, Chief of Police  
Office: (843) 545-4300  
Fax: (843) 520-5848

To: Scott Whittier, Georgetown City Administrator  
From: William Pierce, Chief of Police  
Re: Mingz Bar & Grill  
Date: November 3, 2023

Mingz Bar and Grill located at 203 N. Merriman Rd is a local business owned and operated by Monta Moore. The business does currently hold a business license to operate in the City of Georgetown. On October 9<sup>th</sup>, 2023, Mingz was served with notice of prohibition against maintaining a public nuisance and warned that because of the history, and ongoing recurring criminal issues, any future offenses could result in criminal prosecution under City Code Section 16-234 (Prohibition against maintaining nuisances). Between January 3, 2023, and October 6, 2023, the Georgetown Police Department responded to 60 calls for service at this establishment for incidents ranging from assaults to shots fired, to disorderly persons. On October 14<sup>th</sup> 2023, Georgetown Police were dispatched to Mingz for a fight. As police were arriving 4 to 5 shots were fired from an unidentified individual near the front door of the establishment. Patrons on scene were uncooperative and would not provide information to police. Fifteen minutes later, police were dispatched to Prince Street where they met with a victim (Jenkins) who reported he was at Mingz earlier the same evening when suspect (Greene) allegedly shot at him. Jenkins walked home followed by Greene when Greene allegedly shot at him a second time. On October 14<sup>th</sup> 2023, Mingz was charged for maintaining a public nuisance following the aforementioned incidents, this charge is still pending. It should be noted that on August 10<sup>th</sup> 2023, Mingz was cited by SLED for violating SC Code 64-04-0580, by permitting a criminal act, simple possession of marijuana/ecstasy after an individual was found on the back porch of the establishment allegedly smoking marijuana. That case is still pending.

It is my intention to contact the City's business license manager to request revocation of Mingz business license. The Georgetown Police Department has compiled a detailed case file sufficient to establish that Mingz Bar and Grill, while in operation, frequently serves as a venue where illegal or nuisance related activity causing hurt or damage or danger to the public results from person(s) congregating at this establishment. Furthermore, the business owner, Monta Moore, has knowingly failed to abate or mitigate the public nuisance related to the business conducted at Mingz Bar and Grill. Please accept this as my formal request to initiate proceedings to revoke the business license for Mingz Bar and Grill per City Code Section 13-30 (E) Suspension or Revocation of License, which states the following:

When the license official determines:

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



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

## ACTION ITEM

DOC ID: 4037

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Council Meeting Date:</b>      | 15 February 2024                                                                                                  |
| <b>Department:</b>                | Engineering                                                                                                       |
| <b>Issue Under Consideration:</b> | Motion to approve acquisition of water utility easement located at 615 Front Street (currently The George Hotel). |
| <b>Amount Requested:</b>          | N/A                                                                                                               |
| <b>Is Item in Current Budget?</b> |                                                                                                                   |
| <b>If no, please explain:</b>     |                                                                                                                   |
| <b>Financial Impact:</b>          | No cost exchange                                                                                                  |
| <b>Points to Consider:</b>        | Easement is required to access water meter for any type of maintenance needed in the future.                      |
| <b>Options:</b>                   | Approve or Not Approve                                                                                            |
| <b>Staff Recommendation:</b>      | Approve                                                                                                           |

### Reviews:

Orlando Arteaga Completed 02/05/2024 3:48 PM  
 Elise Crosby Completed 02/05/2024 5:08 PM  
 Scott Whittier Completed 02/07/2024 7:53 AM  
 Stephanie Buccione Completed 02/07/2024 9:32 AM  
 Georgetown City Council Pending 02/15/2024 5:30 PM

### Attachments:

1. 1 Water Line Easement to City - Georgetown Hotel (Winyah) (PDF)
2. 2 5961 WATER EASEMENT PLAN (PDF)





appurtenances, as may be necessary for the provision of water services, together the right of ingress, egress, and access to and from such rights-of-way across and upon lands of Grantor as may be necessary for the purposes connected therewith and as long as such work is conducted expediently and the ingress and egress of Grantor, its agents, guests and invitees are not blocked.

2. Together with the right, from time to time, to install water lines, hydrants, valves, and meters in said Easement Areas near the lot lines, with the right as necessary for such work to trim, cut, or remove trees, underbrush and other obstructions that are over, under, or within the Easement Area. Any affected area within the Easement Areas will be restored to its prior condition.

3. The Grantor, its successors and assigns, will have full use of the surface area of the Easement Area; provided, however, the Grantor shall not construct, build or place any permanent object over the surface of the Easement Area, it being the purpose of the Grantee to (1) protect the integrity of the said water line which will be located below the surface, and (2) to allow quick and ready access to the water line to facilitate repairs. Notwithstanding the foregoing, this prohibition as to the construction or placement of objects within the Easement Area does not extend to Grantor's existing fencing across the Easement Area and its right to maintain, repair, or relocate said fencing.

4. This easement will run with the land and continue to exist so long as they are used for utility purposes and, in the event the Grantee should abandon the utility easements, written notice will be given to the present owner of the Grantor Property stating that the Grantee has given up all rights to the right-of-way easements.

TO HAVE AND TO HOLD, all and singular, the easements, rights, and privileges unto the **City of Georgetown**, its successors and assigns forever.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK – SIGNATURE PAGES FOLLOW]**

Executed this the \_\_\_\_\_ day of January, 2024.

WITNESSES:

GRANTOR:

**WINYAH HOTEL, LLC**

By: Winyah Development, LLC, Manager

\_\_\_\_\_  
Witness #1

\_\_\_\_\_  
Witness #2/Notary

By: \_\_\_\_\_  
Joseph J. Keenan III, Manager

**STATE OF SOUTH CAROLINA            )**  
**COUNTY OF CHARLESTON            )**

PERSONALLY appeared before me the undersigned witness and made oath that (s)he saw the within named **Winyah Hotel, LLC** by its Manager Winyah Hospitality, LLC by its Manager, Joseph J. Keenan, III, sign, seal and as his act and deed deliver the within written Water Line Easement Agreement, and that (s)he, with the other witness above subscribed, witnessed the execution thereof.

\_\_\_\_\_  
Witness #1

SWORN to before me this \_\_\_\_\_ day of January, 2024.  
\_\_\_\_\_  
(SEAL)

NAME: \_\_\_\_\_

NOTARY PUBLIC FOR SOUTH CAROLINA

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

WITNESSES:

GRANTEE:

CITY OF GEORGETOWN

\_\_\_\_\_  
Witness #1\_\_\_\_\_  
By: \_\_\_\_\_\_\_\_\_\_  
Its: \_\_\_\_\_\_\_\_\_\_  
Witness #2/NotarySTATE OF SOUTH CAROLINA       )  
COUNTY OF GEORGETOWN       )

PERSONALLY appeared before me the undersigned witness and made oath that (s)he saw the within named **City of Georgetown** by \_\_\_\_\_, its \_\_\_\_\_, sign, seal and as his/her act and deed deliver the within written Water Line Easement Agreement, and that (s)he, with the other witness above subscribed, witnessed the execution thereof.

\_\_\_\_\_  
Witness #1

SWORN to before me this \_\_\_\_\_ day of January, 2024.  
\_\_\_\_\_  
(SEAL)

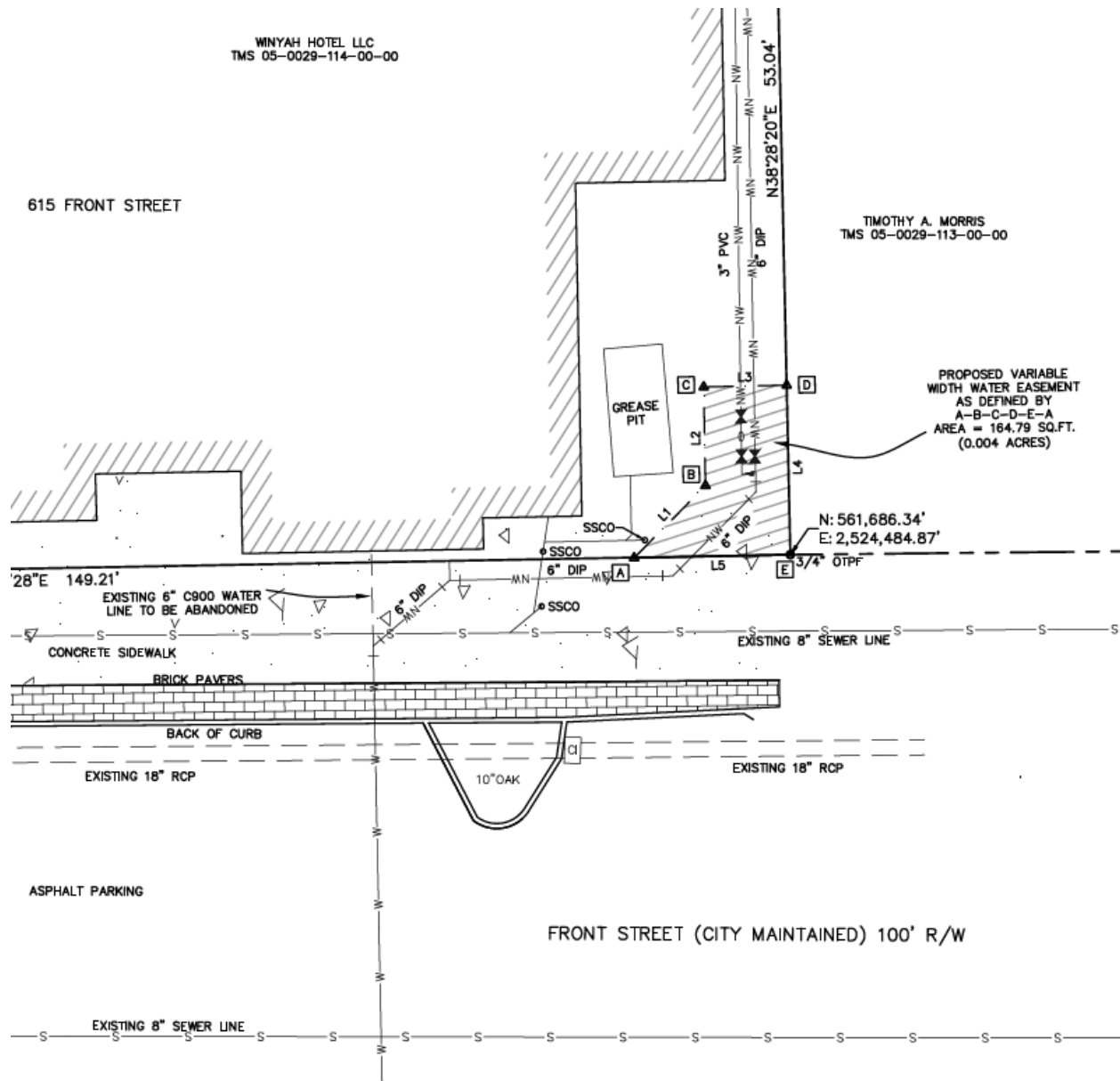
NAME: \_\_\_\_\_

NOTARY PUBLIC FOR SOUTH CAROLINA

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

# EXHIBIT A

## Easement Area



STATE OF SOUTH CAROLINA     )  
                                                            )  
 COUNTY OF GEORGETOWN        )                   AFFIDAVIT FOR EXEMPT TRANSFERS

PERSONALLY appeared before me the undersigned, who being duly sworn, deposes and says:

1. I have read the information on this affidavit and I understand such information.
2. An easement on the property located at 615 Front Street, Georgetown, South Carolina, bearing Georgetown County Tax Map Numbers 05-0029-114-00-00, was transferred by Winyah Hotel, LLC to the City of Georgetown, on \_\_\_\_\_, 2024.
3. The deed is exempt from the deed recording fee because (see Information section of affidavit): #2, Transfer to a governmental agency

If exempt under exception #14 as described in the Information section of this affidavit, did the agent and principal relationship exist at the time of the original sale and was the purpose of this relationship to purchase the realty? Check Yes \_\_\_\_\_ or No \_\_\_\_\_

4. As required by Code Section 12-24-70, I state that I am a responsible person who was connected with the transaction as: grantor, grantee or legal representative.
5. I understand that a person required to furnish this affidavit who willfully furnishes a false or fraudulent affidavit is guilty of a misdemeanor and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than one year, or both.

\_\_\_\_\_  
 Responsible Person Connected with the Transaction

\_\_\_\_\_  
 Print or Type Name Here

Sworn to before me this  
 \_\_\_\_ day of January, 2024.

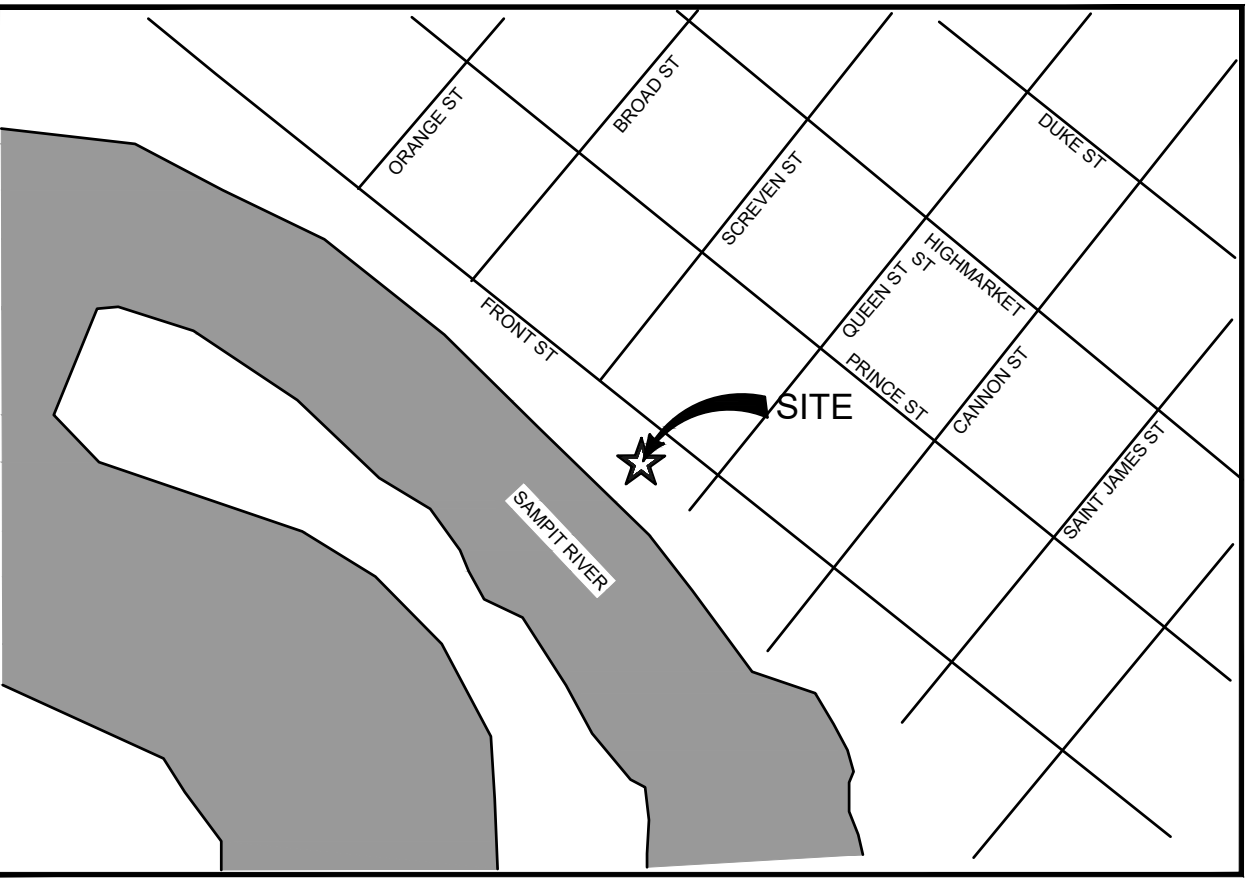
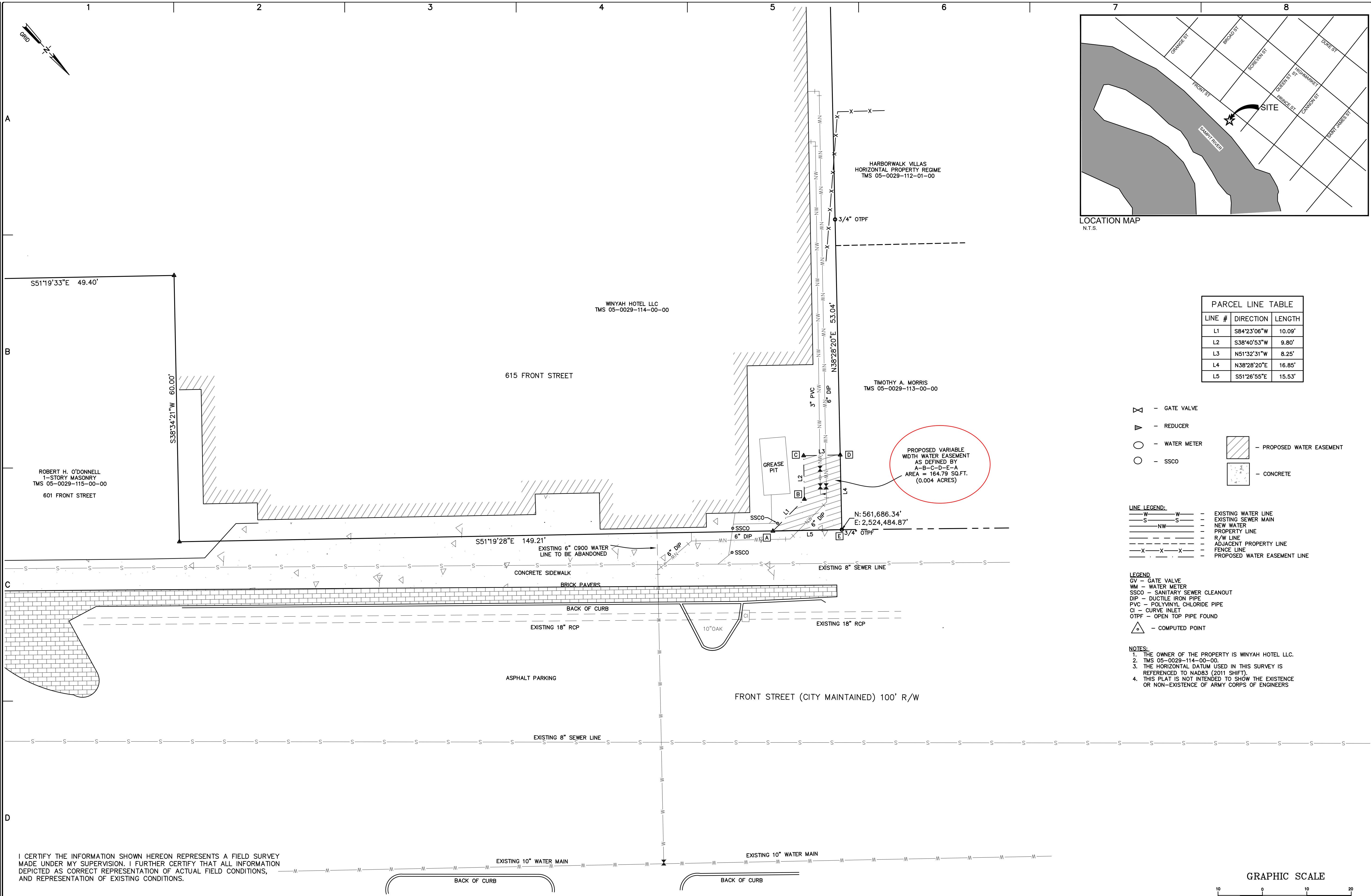
\_\_\_\_\_(SEAL)

Name: \_\_\_\_\_

Notary Public for South Carolina

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





| PARCEL LINE TABLE |             |        |
|-------------------|-------------|--------|
| LINE #            | DIRECTION   | LENGTH |
| L1                | S84°23'06"W | 10.09' |
| L2                | S38°40'53"W | 9.80'  |
| L3                | N51°32'31"W | 8.25'  |
| L4                | N38°28'20"E | 16.85' |
| L5                | SS1°26'55"E | 15.53' |

- ⊗

- GATE VALVE

▼

- REDUCER

○

- WATER METER

○

- SSCO

- PROPOSED WATER EASEMENT

- CONCRETE
- LINE LEGEND:

— W — W

- EXISTING WATER LINE

— S — S

- EXISTING SEWER MAIN

— NW

- NEW WATER

---

- PROPERTY LINE

---

- R/W LINE

---

- ADJACENT PROPERTY LINE

- X - X - X

- FENCE LINE

---

- PROPOSED WATER EASEMENT LINE
- LEGEND

⊗

- GATE VALVE

▼

- WATER METER

○

- SSCO

---

- DUCTILE IRON PIPE

---

- POLYVINYL CHLORIDE PIPE

CI

- CURVE INLET

OTPF

- OPEN TOP PIPE FOUND

△

- COMPUTED POINT
- NOTES:

1. THE OWNER OF THE PROPERTY IS WINYAH HOTEL LLC.

2. TMS 05-0029-114-00-00.

3. THE HORIZONTAL DATUM USED IN THIS SURVEY IS REFERENCED TO NAD83 (2011 SHIFT).

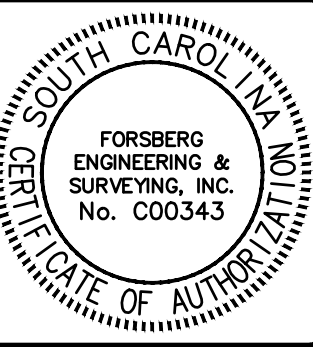
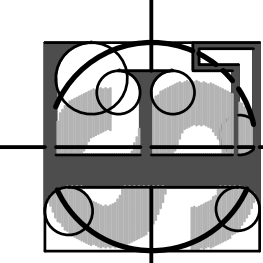
4. THIS PLAT IS NOT INTENDED TO SHOW THE EXISTENCE OR NON-EXISTENCE OF ARMY CORPS OF ENGINEERS

I CERTIFY THE INFORMATION SHOWN HEREON REPRESENTS A FIELD SURVEY MADE UNDER MY SUPERVISION. I FURTHER CERTIFY THAT ALL INFORMATION DEPICTED AS CORRECT REPRESENTATION OF ACTUAL FIELD CONDITIONS, AND REPRESENTATION OF EXISTING CONDITIONS.

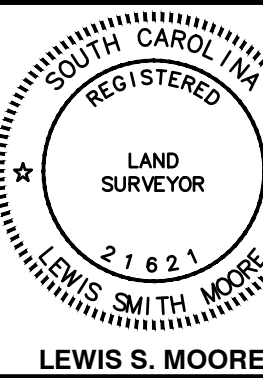
LEWIS SMITH MOORE, P.L.S. No. 21621

IF SHEET IS LESS THAN (22" X 34") IT IS A REDUCED PRINT, SCALE REDUCED ACCORDINGLY

**FORSBERG ENGINEERING AND SURVEYING, INC.**  
1587 SAVANNAH HIGHWAY SUITE B  
P.O. BOX 50375  
CHARLESTON, SOUTH CAROLINA 29417  
(843) 571-2622 FAX (843) 571-6780  
CIVIL ENGINEERING, SURVEYING  
AND LANDSCAPE ARCHITECTURE



**PROPOSED VARIABLE WIDTH WATER EASEMENT AS DEFINED BY A-B-C-D-E-A**  
**WINYAH HOTEL LLC**  
**615 FRONT STREET**  
CITY OF GEORGETOWN, GEORGETOWN COUNTY, S.C.



DATE  
**DECEMBER 19, 2023**

DRAWN/CHECKED  
**CPS/LSM**

LAST REVISED

APPROVED  
**LSM**

SCALE  
**1"=10'**

PROJECT NO.  
**5961**

SHEET NUMBER  
**1**  
OF 1



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

## ACTION ITEM

DOC ID: 4035

|                                   |                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council Meeting Date:</b>      | 15 February 2024                                                                                                                                                                                                                                                                                                     |
| <b>Department:</b>                | Engineering                                                                                                                                                                                                                                                                                                          |
| <b>Issue Under Consideration:</b> | Motion to authorize the city administrator and city attorney to negotiate and execute a Memorandum of Understanding and proposed Consent Order to resolve case no. 2023-CP-22-0768 as to John C. and Patricia C. Burgess, and to subsequently bring an easement back to City Council for consideration by ordinance. |
| <b>Amount Requested:</b>          | N/A                                                                                                                                                                                                                                                                                                                  |
| <b>Is Item in Current Budget?</b> |                                                                                                                                                                                                                                                                                                                      |
| <b>If no, please explain:</b>     |                                                                                                                                                                                                                                                                                                                      |
| <b>Financial Impact:</b>          |                                                                                                                                                                                                                                                                                                                      |
| <b>Points to Consider:</b>        | This motion is required for the City to take ownership of the half width of the alley and the use of the full width (17') will be shared by both the City and the adjacent property owner by mutual agreement.                                                                                                       |
| <b>Options:</b>                   | Approve or Not-Approve                                                                                                                                                                                                                                                                                               |
| <b>Staff Recommendation:</b>      | Approve                                                                                                                                                                                                                                                                                                              |

### Reviews:

Orlando Arteaga Completed 02/05/2024 3:47 PM  
 Elise Crosby Completed 02/05/2024 5:10 PM  
 Please advise before agenda packet is published publicly  
 Scott Whittier Completed 02/07/2024 7:50 AM  
 Stephanie Buccione Completed 02/09/2024 9:27 AM  
 Georgetown City Council Pending 02/15/2024 5:30 PM

### Attachments:

1. 1 Cleland Dozier Alley-Approval of MOU with Burgesses (PDF)
2. 2 09-29-23 filed plat Ex. A (PDF)

## **MEMORANDUM OF UNDERSTANDING**

### **Regarding the Closing of the Alley running between Cleland and Dozier Streets**

THIS MEMORANDUM OF UNDERSTANDING (“**MOU**”) is made and entered into by and between the City of Georgetown, South Carolina (the “**City**”) and John C. and Patricia C. Burgess (“**the Burgesses**”) (together with the City, the “**Parties**”) and setting forth certain understandings between these Parties and resolving their disputes in *City of Georgetown v. Charlie’s Music Co., Inc. and John C. and Patricia C. Burgess*, 2023-CP-22-00768.

### **RECITALS**

A. The City is a municipal corporation located in Georgetown County, South Carolina and as such possesses all general powers granted by the Constitution and laws of the State of South Carolina to such public entities, and owing real property in the city adjacent to property of the Burgesses, separated by an untitled alley.

B. The Burgesses are residents of Georgetown County, South Carolina, and own jointly titled real property in the city adjacent to property of the City, separated by an untitled alley.

C. The boundary between the parcels of the Parties’ is an untitled earthen alley running approximately 17’ wide (15.69’ at Dozier Street and 17.57’ at Cleland Street) and 205.55’ in length. This is the subject property (“**the Alley**” Ex. A)

D. The City is the Plaintiff in the above-referenced action seeking to close the Alley as a right-of-way in order to use necessary lands of the Alley to the benefit of the public.

E. The Parties freely and voluntarily desire to enter into this MOU to be construed as an Agreement between them for terms acceptable to both for rights as such each may have in the Alley, if closed, acknowledging no such agreement made on behalf of the City is valid and enforceable without approval of the City Council of the City of Georgetown.

NOW, THEREFORE, for good and valuable consideration and subject to the contingencies hereinbelow, the parties covenant and agree as follows:

### **SUMMARY OF TERMS**

#### **I. Road Closing**

As Defendants in the road closing action, the Burgesses consent to the closing of the Alley and agree to sign a consent order reflecting same. The Parties agree a consent order will include terms as reflected in this MOU.

#### **II. Title**

Title to the Alley as closed shall rest in the Parties, one-half of the width to each Party, for the length of the Alley parcel presently serving as the boundary between the lands of the Parties.

### III. Mutual Easements

Each party agrees to grant, execute, and record a thirty (30) year Easement for the benefit of the other Party, such that each shall have mutual access over the half of the Alley vested in the other. These Easements shall be in the nature of Joint-Access Easements and each Easement shall be express as to the other's right to vehicle access the footage of the former Alley owned by the other without impediment or structure, and the obligation for the party exercising its Easement rights to repair any damage caused and not block the way other than temporarily or otherwise by agreement.

### IV. Corporate Action and Contingencies

Each Party has authority to execute this MOU individually or by necessary corporate municipal action.

Acknowledging the City is a public municipal corporation subject to laws of the State of South Carolina and the City of Georgetown Code of Ordinances, no transfer of rights in public property can occur except by ordinance of the City Council. The City agrees to use best efforts to seek such approval upon the closing of the Alley, for the mutual benefit of the Parties.

### V. Term and Termination

This MOU shall continue in effect until the earlier of: (1) the termination of this MOU by providing thirty (30) days written notice to the other party, which right is extinguished upon the Circuit Court issuing a Consent Order closing the road; or (2) the recording of the Easements as described hereinabove in Section III.

### VI. Notice

Any and all notices required under the terms of this MOU shall be in writing and shall be delivered in person or by U.S. Mail, postage prepaid to the Parties as follows:

City of Georgetown  
Attn: City Administrator  
P.O. Box 939  
Georgetown, SC 29442

With email copies to:  
Scott Whittier [swhittier@georgetownsc.gov](mailto:swhittier@georgetownsc.gov)  
Elise F. Crosby, Esq. [ecrosby@crosbyfirm.com](mailto:ecrosby@crosbyfirm.com)

John C. and Patricia C. Burgess  
P.O. Box 795  
Pawleys Island, SC 29585

With email copy to:  
Cynthia Ranck Person, Esq. [KIG.Advocacy@gmail.com](mailto:KIG.Advocacy@gmail.com)

## **VII. Amendment**

This MOU may be amended only by a written agreement executed by the Parties.

## **VIII. Expiration**

This MOU will be void if not fully executed by June 30, 2024.

## **IX. Execution of MOU**

This MOU may be signed by the Parties in one or more counterparts, which taken together shall constitute one and the same instrument. Signature pages may be exchanged electronically in PDF form, and any such signatures reflected therein shall have the same force and effect as original signatures.

(Signature Pages Follow)

I, the undersigned representative of the City, DO HEREBY AGREE to the provisions of the foregoing MOU and shall adhere to its provisions to the extent practicable.

CITY OF GEORGETOWN, SOUTH CAROLINA

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

Attest

\_\_\_\_\_  
City Clerk



I, the undersigned, DO HEREBY AGREE to the provisions of the foregoing MOU and shall adhere to its provisions to the extent practicable.

JOHN C. BURGESS

\_\_\_\_\_

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

WITNESS

BY: \_\_\_\_\_

NAME \_\_\_\_\_

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

PATRICIA C. BURGESS

\_\_\_\_\_

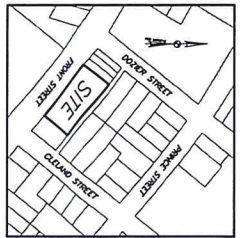
DATE: \_\_\_\_\_

WITNESS

BY: \_\_\_\_\_

NAME \_\_\_\_\_

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



VICINITY MAP  
(NOT TO SCALE)

EXHIBIT

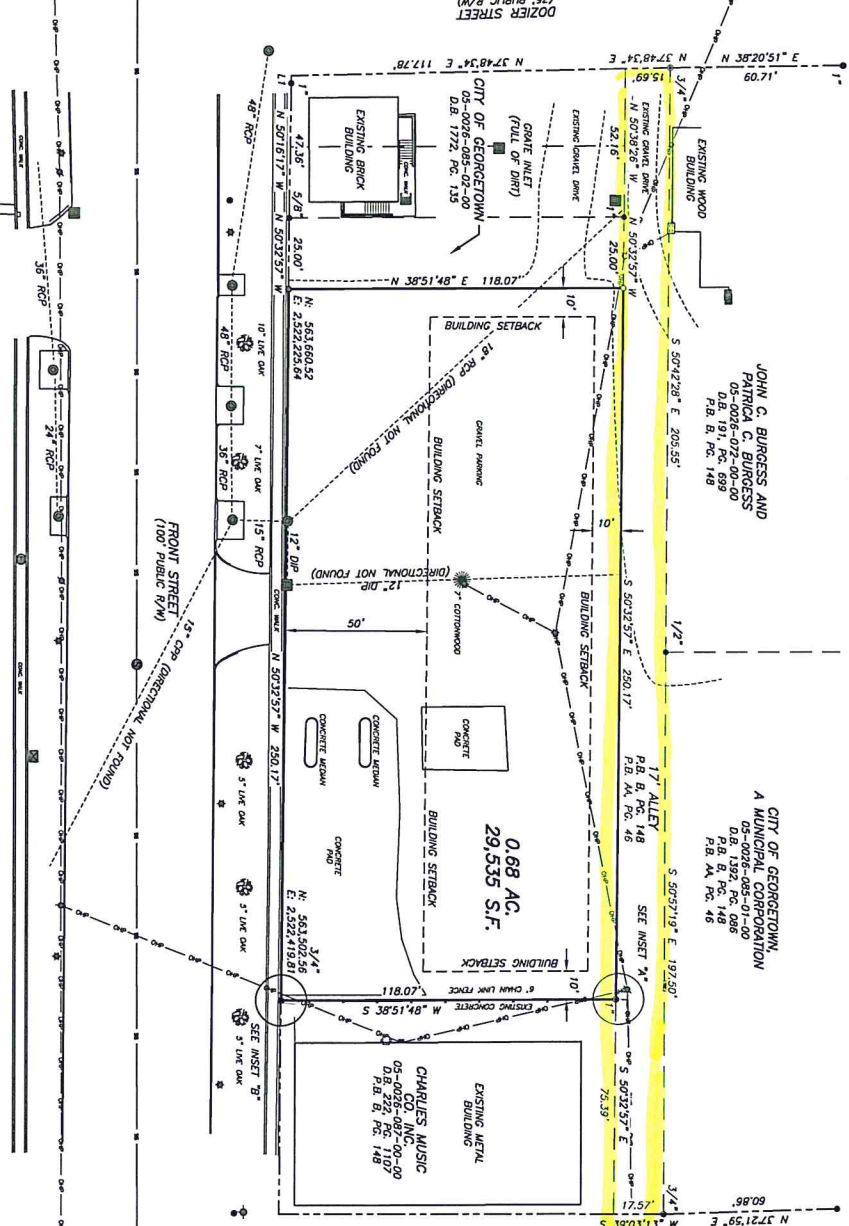
A

LEGEND

- ELECTRIC BOX
- ELECTRIC MANHOLE
- FIRE HYDRANT
- GRATE INLET
- GRATE INLET
- IRON PIPE FOUND
- IRON REBAR FOUND
- LIGHT POLE
- POWER POLE
- STORM DRAINAGE MANHOLE
- SEWAGE MANHOLE
- TELEPHONE BOX
- COTTEWOOD TREE
- WATER METER
- IRON REBAR SET

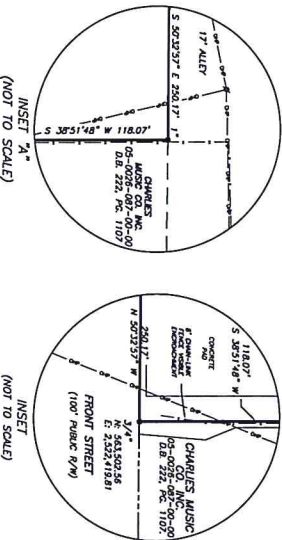
NOTES:

- 1) TAX MAP NO. 05-0026-085-00-00.
- 2) ACCORDING TO F.L.M. MAP NO. 45042C, PANEL 0485C, SHOWN ON THIS PLAT IS LOCATED IN FLOOD HAZARD ZONE ALE10.
- 3) ALL BEARINGS AND COORDINATES SHOWN ON THIS SURVEY SYSTEM (NAD83) DISTANCES SHOWN ARE GROUND DISTANCES, NOT GRID DISTANCES.
- 4) THIS SURVEY IS VALID ONLY IF THE PRINT OF SOLE HAS THE SURVEYOR'S SIGNATURE AND EMBOSSED SEAL OF THE LAND SURVEYOR.
- 5) A TITLE SEARCH WAS NOT PERFORMED BY C3 ENGINEERING & SURVEYING, LLC AT THE TIME OF THIS SURVEY.
- 6) EASEMENTS AND RESTRICTIONS OF RECORD.
- 7) DEED REFERENCE: D.B. 1526, PG. 143.
- 8) PLAT REFERENCE: P.B. 44, PG. 46.
- 9) THE SURVEYOR HAS REVIEWED THE RECORDS OF THE PLAT AND HAS DETERMINED THAT THE SURVEY IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE PLAT ACT.
- 10) THERE ARE NO HORIZONTAL CONTROL MONUMENTS ON THE UNITED STATES FOR STATE AGENCY SURVEY SYSTEMS LOCATED WITHIN 200 FEET OF THE SUBJECT PROPERTY.
- 11) CORNER ADDRESS: 420 SOUTH HAZARD ST. GEORGETOWN, SC 29440
- 12) CURRENT ZONING: GENERAL COMMERCIAL (C-1)
- 13) BUILDING SETBACKS: 5' FRONT YARD, 10' REAR YARD, 15' SIDE YARD
- 14) PARKING SPACES: STANDARD PARKING: 0
- 15) PROPERTY ADDRESS: 1206 FRONT STREET, GEORGETOWN, SC 29440
- 16) NO BARRY OR COMMON WALLS WERE OBSERVED ALONG THE PROPERTY LINES.
- 17) NO OBSERVED EVIDENCE OF RECENT EARTH MOVING OR CONSTRUCTION.
- 18) RIGHTS-OF-WAY.
- 19) NO PROJECTIONS WERE OBSERVED, FENCE ENCROACHMENT 30' ON THE SOUTHEAST CORNER OF PROPERTY.
- 20) ON THE SOUTHEAST CORNER OF PROPERTY, 100' PUBLIC R/W AND CLELAND STREET (75' PUBLIC R/W).
- 21) THE PLAT AND ALL REPRESENTATIVE CORNER OF THE PLAT ARE THE PROPERTY OF C3 ENGINEERING & SURVEYING, LLC. NO PART OF THE PLAT OR ANY INFORMATION THEREON IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM C3 ENGINEERING & SURVEYING, LLC.



REFERENCE MAPS:

- 1) PLAT OF WALKER-HOLMES LOTS BY G. HAMILTON HOLMES, RECORDED IN P.B. 8, PG. 148, GEORGETOWN COUNTY REGISTER OF DEEDS OFFICE.
- 2) MAP OF A RESURVEY OF LOTS 3 THROUGH 13 AND 18 SURVEYED FOR TRUSTEE DATED NOVEMBER 1974 BY SAMUEL H. HARRER, R.S. AND RECORDED IN P.B. 44, PG. 46, GEORGETOWN COUNTY REGISTER OF DEEDS OFFICE.



| LINE TABLE |                     |
|------------|---------------------|
| LINE       | BEARING DISTANCE    |
| L1         | N 50°16'17" W 2.64' |

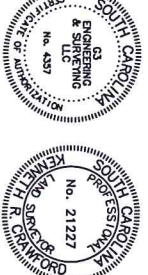
ALTA/MSPS LAND TITLE  
SURVEY OF  
LOTS 4-13 OF THE WALKER  
HOME SUBDIVISION  
PREPARED FOR  
CITY OF GEORGETOWN  
SOUTH CAROLINA

**C3**  
ENGINEERING  
& SURVEYING

P.O. BOX 2666  
PAWLEY'S ISLAND, SC 29585  
PHONE: 843.237.1001

SCALE: 1" = 30'  
FILE NO. 07/12/23  
FIELD DATE 07/12/23  
PLAT DATE 07/12/23

DRAWN BY: [Signature]  
APPROVED BY: [Signature]  
PLAT CHECK: [Signature]



TO THE CITY OF GEORGETOWN:  
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE PLAT ACT AND THE REQUIREMENTS FOR ALTA/MSPS LAND TITLE SURVEY ESTABLISHED AND ADOPTED BY ALTA AND INCLUDED REELS 1, 2, 3, 4, 6(a), 6(b), 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 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1808, 1809, 1810, 1811, 1812, 1813, 1814, 1815, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 1824, 1825, 1826, 1827, 1828, 1829, 1830, 1831, 1832, 1833, 1834, 1835, 1836, 1837, 1838, 1839, 1840, 1841, 1842, 1843, 1844, 1845, 1846, 1847, 1848, 1849, 1850, 1851, 1852, 1853, 1854, 1855, 1856, 1857, 1858, 1859, 1860, 1861, 1862, 1863, 1864, 1865, 1866, 1867, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 1877, 1878, 1879, 1880, 1881, 1882, 1883, 1884, 1885, 1886, 1887, 18



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

## ACTION ITEM

DOC ID: 4043

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council Meeting Date:</b>      | 15 February 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Department:</b>                | Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Issue Under Consideration:</b> | Motion to re-affirm the use of the Design-Build contracting method and to solicit statement of qualifications and fee proposals from qualified contractors to perform renovations at the former Liberty Steel Headquarters building located at 420 S. Hazard Street in accordance with Section 2-187 of the City's procurement policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Amount Requested:</b>          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Is Item in Current Budget?</b> | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>If no, please explain:</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Financial Impact:</b>          | By selecting a Design-Build method of construction administration, this will eliminate the complexity of multiple contracts and time-consuming processes. There should be cost savings as the builder is involved in the design phase.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Points to Consider:</b>        | <ol style="list-style-type: none"> <li>1. Staff seeks confirmation of the proposed use of Design-Build contracting method. The City of Georgetown's procurement policy, section 2-187, provides the City Administrator the discretion to use design-build services for construction administration if it is believed to be the most advantageous method for timeliest, economical, and successful completion of the project. In making such election, the City Administrator shall submit the recommendation for review to the City Council at a regular meeting. After this meeting, interested parties have fifteen days to submit written comments on the position of the selection. At the next regular meeting, interested parties who have submitted comments may address Council.</li> <li>2. The DB method will allow the solicitation of a single entity responsible for both design and construction.</li> <li>3. A request for proposal (RFP) will follow after the selection of the three most qualified vendors for pre-construction and design services.</li> <li>4. Once the design is complete, a cost estimate with a Guaranteed Maximum Price (GMP) can be prepared for council's approval.</li> <li>5. The DB seems to be the most advantageous for the City's needs in terms of cost and time.</li> </ol> |
| <b>Options:</b>                   | Approve or Not-Approve                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

Updated: 2/7/2024 11:22 AM by Kathy Vermeland (Page 1)

|                              |         |
|------------------------------|---------|
| <b>Staff Recommendation:</b> | Approve |
|------------------------------|---------|

**Reviews:**

Scott Whittier Completed 02/07/2024 10:52 AM  
Kathy Vermeland Completed 02/08/2024 9:01 AM  
Elise Crosby Completed 02/08/2024 12:31 PM  
Scott Whittier Completed 02/09/2024 8:59 AM  
Stephanie Buccione Completed 02/09/2024 9:22 AM  
Georgetown City Council Pending 02/15/2024 5:30 PM

**Attachments:**

1. 1 2024.02.05 #2-1 New City Hall Design-Build Approach Determination (PDF)
2. 2 City of Georgetown - DB RFQ (Final REv. 1) 2-6-24 (PDF)

MAYOR  
CAROL JAYROE

CITY ADMINISTRATOR  
SCOTT WHITTIER

CITY CLERK  
STEPHANIE BUCCIONE



COUNCIL MEMBERS  
JIM CLEMENTS  
MAYOR PRO TEMPORE

JONATHAN ANGNER  
BRUCE CARL  
ERIN ETHRIDGE  
JIMMY MORRIS  
TAMIKA WILLIAMS-OBENG

Executive Office  
(843) 545-4001

### Council Memorandum #2-1 (2024)

To: Mayor Carol Jayroe and Members of City Council

From: Scott Whittier, City Administrator Scott Whittier  
Digitally signed by Scott Whittier  
DN: cn=Scott Whittier, o=ou,  
email=swhittier@georgetownsc.  
gov, c=US  
Date: 2024.02.05 07:43:31 -05'00'

Re: Determination to use Design-Build Services to build the new City Hall

Date: February 5, 2024

CC: Kathy Vermeland, Finance Director  
Orlando Arteaga, City Engineer  
Elise Crosby, City Attorney

Pursuant to the Procurement Ordinance (i.e., Section 2-187 Professional and Construction Management Services, Design-Build Services, Turnkey Management), at his/her discretion, the City Administrator is required to determine on the construction contracting administration that is most advantageous to the City regarding the new City Hall project. As required and as part of this determination, the City Administrator shall have the discretion to use construction management services, design-build services, or turnkey management services as alternatives for construction contracting administration. If the City Administrator determines the use of one of the alternatives for construction is the most advantageous means of securing the construction contract administration, the selected method shall be submitted for review to City Council at a regular meeting. After such review, interested parties have fifteen days to submit to the City Administrator written comments on the selected construction method. Interested parties who have provided such comments may address Council at the following regular meeting.

I have determined the City's best option for the renovation of the new City Hall project is the Design-Build delivery method for the construction contracting administration. The Design-Build services approach is the most advantageous means of securing the construction contracting administration with the anticipation that this approach will result in the timeliest, most economical, and successful completion of the renovations of the new City Hall building.

Per Section 2-176 (Communication) of the Procurement Ordinance, it is the policy of the City of Georgetown to commit to transparency, ensure impartiality, and complete procurement processes free of internal and external influences. To accomplish this policy, **ex parte communication about the bid, between the time of commencement of preparation of the solicitation document and the bid award (written or oral), is prohibited.** Therefore, potential respondents

Drawer 939  
Georgetown, SC 29442

Attachment: 2024.02.05 #2-1 New City Hall Design-Build Approach Determination (4043 : Approval of Design-Build contracting method for new City Hall



and/or respondents submitting proposals, bids, qualifications, quotes, etc. shall not engage in communication with any City employee, including elected officials, except the City official(s) designated as the contact in the Solicitation Document. Any communication outside the one between the designated City contact in the solicitation document and respondents shall be considered ex parte communication and shall not be relied upon. The City shall disqualify any potential respondent and/or respondent's proposal if the City discovers that potential respondent or respondent engaged in ex parte communication. **City employees and/or elected officials shall neither initiate nor engage in ex parte communication with potential respondent and/or respondents.**

Please let me know if you have any questions. Thank you.



## REQUEST FOR QUALIFICATIONS (RFQ) FOR DESIGN-BUILD SERVICES

REQUESTOR: City of Georgetown (City)  
1134 North Fraser Street  
Georgetown, SC 29440  
Contact: Nereo Parreno, Purchasing Agent  
Email: [nparreno@georgetownsc.gov](mailto:nparreno@georgetownsc.gov)  
Phone: 843.545.4043

PROJECT: City Hall – Design-Build Services

PROJECT NO.: 2005

DATE OF ISSUE: Wednesday, February 7, 2024

DUE DATE: **On or before 3:00 PM EST (local time) Friday, March 1, 2024**

Proposals must be submitted electronically through the City’s website, [www.georgetownsc.gov](http://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 the City’s website, [click here](#) for a direct link.

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**Important hyperlinks and email addresses:**

1. [City of Georgetown website](#)
2. [City of Georgetown Public Facebook](#)
3. [City of Georgetown Purchasing Ordinance in its entirety.](#)
4. [All available project documents](#)
5. All questions must be in writing and emailed to: [purchasing@georgetownsc.gov](mailto:purchasing@georgetownsc.gov).

**Communication**

The City of Georgetown's policy is to commit to transparency, ensure impartiality, and complete procurement processes free of internal and external influences. To accomplish this policy, ex parte communication about the bid, between the time of commencement of preparation of the solicitation document and the bid award (written or oral), is prohibited. Therefore, potential respondents and/or respondents submitting proposals, bids, qualifications, quotes, etc. shall not engage in communication with any City employee, including elected officials, except the City official(s) designated as the contact in the Solicitation Document.

Any communication outside the one between the designated City contact in the Solicitation Document and respondents shall be considered ex parte communication and shall not be relied upon. The City shall disqualify any potential respondent and/or respondent's proposal if the City discovers that the potential respondent and/or respondent engaged in ex parte communication.

City employees and/or elected officials shall neither initiate nor engage in ex parte communication with the potential respondent and/or respondents.

**Background**

The City of Georgetown (City) is an incorporated municipality with a population of nearly 9,000 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 Winyah Bay borders the City to the east and the Sampit River to the south. Tourism is a significant economic driver in the area and local industries, such as International Paper and Tidelands 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](http://www.georgetownsc.gov).

The original City Hall building was located at 120 N. Fraser Street, Georgetown, SC. It was constructed in 1977. The building foundation became unstable during the US 17/City Hall Drainage Project in 2011 after a dewatering process causing the building to be deemed unsafe and uninhabitable in August 2016. The building was demolished in January 2019.

## Purpose

The City is soliciting responses from qualified contractors specializing in design-build project delivery, with strong experience in municipal and government projects. The City will engage with a single entity Design-Builder who shall be responsible for both design and construction. The Design-Builder will lead in hiring and managing the architectural and engineering team (including civil design) and will enter into agreements with the architect, engineers and subcontractors, as required. Design-Builder must have an active BD-5 General Contractor's License through the South Carolina Contractor's Licensing Board and have available bonding capacity in excess of the proposed Contract Sum.

The City has hired a Project Management Consultant, LCK, to assist the City in working with the Design-Builder.

For the purposes of this RFQ solicitation, the words "Firm", "Vendor", "Design-Builder", and "Respondent" are considered synonyms.

## Site

The site address is 420 South Hazard Street, Georgetown, SC and more specifically is the property bordered by Gilbert Street, South Hazard Street, Butts Street, and S. Kaminski Street. The parcel is approximately four (4) acres and includes four (4) existing structures. The primary structure is an existing office building (approximately 11,500 square feet), and the three (3) remaining buildings are pre-engineered metal building structures, one (1) of which has been upfitted with typical office finishes, while the other two (2) are utilized for storage.

The work will involve demolition, interior renovations of the existing building facilities, mechanical, plumbing, fire protection system, and electrical upgrades, and limited site improvements (e.g., a drive lane to support the drive through payment window)

## Project Description

The new City Hall will house the following departments:

- Administration
- Finance
- Planning and Community Development
- Mayor's Office
- City Clerk's Office

The facility will also include:

- Council chambers
- Conference rooms
- Kitchenette area for staff
- Main lobby
- Drive-through
- Restroom facilities
- Vandal-proof exterior doors
- Impact-resistant exterior windows and doors



- Bullet-proof glass for customer service counters
- HEPA-type air filters
- Fiber/IT infrastructure upgrades
- Standby emergency generator adequate to power up the entire building facility.

The Design-Builder will be responsible for a turnkey package to include all design, permit submittals and construction activities to support the proposed site and general building improvements. The proposed work consists of scope such as demolition, site surveying, soil erosion, sedimentation and stormwater management, site grading for a driveway pay window, , minor paving, landscaping, hardscaping, , architectural interior renovations and limited exterior finishes and improvements, roofing, windows and doors, thermal protection, door hardware, fire protection, communications cabling, plumbing, heating and cooling, and electrical systems, including building security alarm and CCTV systems.

The work will primarily consist of interior architectural renovations, HVAC, fire protection, plumbing, electrical, IT and Telecom upgrades to an existing building previously occupied by Liberty Steel Headquarters. No structural work is anticipated.

The City's estimated budget for this project is approximately \$3 million dollars.

### **Scope of Services**

The Contractor will provide a turnkey construction under the Design-Build delivery method in order to execute the proposed scope detailed in the Project Description above.

The City will engage the Design-Builder using the following AIA document: A141-2014, Standard Form of Agreement Between Owner and Design-Builder.

In general, the work will be divided into four phases:

#### **Phase I- Pre-Design**

1. Collaborate with City and Project Management consultant (LCK).
2. Use cost-effective materials, products and systems.
3. Consider the safety and security of the building occupants.
4. Review the spatial assessment needs with City staff.
5. Consider the City Hall department functions as part of the design.
6. Use energy efficient mechanical and electrical equipment.
7. Prepare schematic design and renderings for City's approval.
8. Prepare and present the final conceptual design for City's approval.
9. Collaborate with the Building Official and Fire Marshal for their input on existing building conditions and proposed building improvements.
10. Coordinate with City's IT manager and third-party City vendors.

**Phase II-Design**

1. The building shall be designed per the latest building, fire, mechanical, and electrical codes in effect in this jurisdiction as it relates to the proposed renovation scope in an existing building.
2. Coordinate all design work with sub-consultants and contractors.
3. Develop design plans at 60%, 90%, and 100% completion milestones.
1. The upgrades must be designed with sustainability and energy efficiency in mind.
2. Prepare final construction plans and specifications.
3. Attend design meetings with the City and LCK.
4. Prepare for Owner's approval a project design and construction comprehensive schedule in alignment with the City's goals and objectives.
5. Provide construction estimates and cost evaluations.
6. Perform constructability reviews with the City and LCK.
7. Review finish schedules with the City.
8. Perform interior design including assisting the City in selecting finishing materials.
9. Perform value engineering and provide the City with cost savings recommendations.
10. Coordinate with City's IT manager and third-party City vendors.

**Phase III-Construction**

1. Prepare the final Guaranteed Maximum Price (GMP).
2. Provide Payment and Performance Bonds based on the City's procurement guidelines.
3. Provide Builder's Risk Insurance.
4. Submit, track progress, and secure all applicable construction permits.
5. Procure all subcontractors and vendors.
6. Prepare construction baseline schedule for Owner's approval and provide monthly schedule updates.
7. Assign a full time, on-site construction superintendent to manage and coordinate day-to-day construction activities.
8. Perform all construction renovations and improvements in accordance with approved plans and specifications.
9. Ensure quality control and compliance, including coordinating any required construction testing with the City's third-party testing firm.

10. Coordinate all building inspections with code enforcement.
11. Monitor and enforce all OSHA construction safety standards.
12. Procure any furniture and window treatments on behalf of the City (as applicable).
13. Coordinate IT and Telecom work with City's third-party vendors.
14. Coordinate work and report directly to the City and LCK.

**Phase IV- Closeout**

1. Monitor and ensure the completion of all punch list items for each sub-contractor.
2. Provide operations and maintenance manuals to the City.
3. Test and commission all applicable mechanical and electrical systems.
4. Provide test reports to the City and LCK.
5. Provide a one-year warranty letter to the City.
6. Provide any extended warranty letters, as applicable.
7. Conduct an 11-month building inspection with the City and LCK.
8. Identify any warranty issues at the 11-month inspection and ensure correction.

## Preliminary Project Schedule

| No. | MILESTONE EVENTS                                                                                                                                                                                                                                                                           | DATES                                    |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| 1   | Issue RFQ for Design-Build (DB) Services                                                                                                                                                                                                                                                   | Wednesday, February 7, 2024              |
| 2   | Non-mandatory Pre-Proposal Conference (via Teams Meeting)                                                                                                                                                                                                                                  | Wednesday, February 14, 2024, at 4:00 PM |
| 3   | Issue Memorandum of DB Method Determination to City Council for Review and Approval                                                                                                                                                                                                        | Thursday, February 15, 2024              |
| 4   | Mayor selects an independent monitor from an agency of government who does not report directly or indirectly to the City Administrator or City Council to observe the source selection process to determine if the process was fair, open, and competitive at the time of source selection | Friday, February 16, 2024                |
| 5   | City Administrator selects committee review members responsible to review DB contractor qualifications                                                                                                                                                                                     | Friday, February 16, 2024                |
| 6   | Deadline for written questions – emailed to: <a href="mailto:purchasing@georgetownsc.gov">purchasing@georgetownsc.gov</a>                                                                                                                                                                  | Friday, February 16, 2024, at 3:00 PM    |
| 7   | Deadline for addenda to be posted to the City's website, <a href="http://www.georgetownsc.gov">www.georgetownsc.gov</a>                                                                                                                                                                    | Wednesday, February 21, 2024, at 3:00 PM |
| 8   | Interested parties shall submit to the City Administrator written comments setting forth the position of the parties with respect to the determination as to the Design-Build contracting method to be used                                                                                | Friday, March 1, 2024, at 3:00 PM        |
| 9   | <b>Statements of Qualifications Due Date</b>                                                                                                                                                                                                                                               | <b>Friday, March 1, 2024, at 3:00 PM</b> |
| 10  | Complete Committee Review of Qualification Statements (Tentative)                                                                                                                                                                                                                          | Friday, March 8, 2024                    |
| 11  | City Council DB contractor selection and negotiation approval                                                                                                                                                                                                                              | Thursday, March 21, 2024, at 5:30 PM     |
| 12  | Interested parties may address City Council on the construction contracting method determination                                                                                                                                                                                           | Thursday, March 21, 2024, at 5:30 PM     |
| 13  | Request for Proposals (RFP) Release Date                                                                                                                                                                                                                                                   | Monday, March 25, 2024                   |
| 14  | RFP Responses Due Date                                                                                                                                                                                                                                                                     | Monday, April 1, 2024, at 3:00 PM        |
| 15  | Design-Builder Proposal approval by City Council                                                                                                                                                                                                                                           | Thursday, April 18, 2024                 |
| 16  | Design Start Date                                                                                                                                                                                                                                                                          | Wednesday, May 1, 2024                   |
| 17  | Design Completion Date (125 Days after start of design)                                                                                                                                                                                                                                    | Tuesday, September 3, 2024               |
| 18  | City Council Approval of Design-Build Guaranteed Maximum Price (GMP)                                                                                                                                                                                                                       | Thursday, September 19, 2024             |
| 19  | Permitting (25 Days)                                                                                                                                                                                                                                                                       | Friday, September 27, 2024               |

|    |                                                                 |                            |
|----|-----------------------------------------------------------------|----------------------------|
| 20 | Construction Start Date                                         | Monday, September 30, 2024 |
| 21 | Construction Finish Date (200 Days after start of construction) | Friday, April 25, 2025     |
| 22 | IT, Security, Multimedia, Telecom Work (21 days)                | Friday, May 9, 2025        |
| 23 | Furniture, Fixtures, and Equipment (20 days)                    | Friday, May 30, 2025       |
| 24 | Move-In (5 days)                                                | Wednesday, June 4, 2025    |

When the Procurement Division is closed due to force majeure, response openings will be postponed to the same time on the next official business day. The vendor is responsible for obtaining information regarding response submittals directly from the [City's website](#).

Procurement procedures are subject to the City's procurement policies as outlined in the City's Municipal Code, Chapter 2 Administration, Article IV Procurement. The City's Procurement Ordinance can be found in its entirety on the [City's website](#).

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 notice of such on the City's website and notify known participants. The City reserves the right to issue addenda to this RFQ up to two (2) 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.

All information will be updated and posted on the [City's website](#).

It is the firm's sole responsibility to obtain the information directly from the [City's website](#) regarding this project.

### Site Visit

A site visit is not mandatory for the RFQ response. The selected contractors will be required to perform a site visit prior to submission of a fee proposal.

### Pre-Proposal Conference

A Non-Mandatory Pre-Proposal Conference (via Teams Meeting) is scheduled for Wednesday, February 14, 2024, at 4:00 PM. Contact Purchasing Agent for meeting invitation.

### Process

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 response is made in compliance with this solicitation. The 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 better quality or greater quantity of work unless otherwise directed by addendum. Firms assume responsibility for any ambiguity in the solicitation that their representatives do not bring to the City's attention.



The City shall have the sole discretion in evaluating the responses and qualifications of each firm. Contracts must be awarded to the responsible firm whose response is most advantageous to the project, considering the qualifications.

The City will conduct the selection for the best qualified, responsive, and responsible firm in accordance with its procurement policy Section 2-187 Professional and Construction Management Services, Turnkey Management 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](http://www.georgetownsc.gov) under "Bids", and the South Carolina Business Opportunity (SCBO) website: <https://scbo.sc.gov/online-edition>.
2. Statement of qualifications will be opened publicly via the City's public Facebook page, <https://www.facebook.com/cityofgtown/>. (Confirm with COG if this is applicable)
3. The submittal listing of proposals received will be posted on the City's website at [https://georgetownsc.gov/under "Bids"](https://georgetownsc.gov/under/Bids) not earlier than 48 hours after opening.
4. Statement of Qualifications (SOQs) will be evaluated as described in this RFQ.
5. A shortlist of at least three (3) top-ranked respondents may be compiled. Interviews or presentations (virtual or in-person, to be determined) to the City of Georgetown may be required.
6. At the conclusion of the RFQ committee review evaluation, the three (3) top scoring firms will be invited to submit a proposal. The City must solicit and receive at least two (2) fee proposals in response to an RFP.
7. A qualified fee proposal will be presented to City Council for approval.
8. The City of Georgetown must award to the lowest responsive and responsible vendor.
9. The City of Georgetown will notify the selected firm of a contract award after Council approval.
10. The City will exercise the local vendor preference in this solicitation. Please refer to the City's procurement policy for additional process selection criteria.

### Evaluation Criteria

All responses will be reviewed for the purpose of determining professional qualifications, comparable project experience, responsiveness, and responsibility. Any response which does not meet the submittal instructions found on this RFQ document, will be subject to disqualification. For purposes of determining responsibility, the City will review all information given by the respondent concerning its availability to fulfill the contract requirements and the integrity and reliability of the responder.

Submitting a response does not necessarily qualify the respondent or response as responsive or responsible. Failure to provide specific information, as requested, for use in the evaluation will cause the proposal to be non-responsive.

The Project Review Committee (PRC), consisting of members appointed by the City Administrator or his/her designee, will review and independently score the responses 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 based on the information provided by each firm and the evaluation criteria.

Offers will be consistently evaluated using only the criteria stated below:

| Item no. | Evaluation Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Maximum Points |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1        | <b>Experience in Design-Build Construction</b><br>Experience in municipal and government projects with an emphasis of design-build approach. Bonding capacity.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 30             |
| 2        | <b>Past Performance and Current Workload</b><br>Performance recommendations regarding work quality, schedule, budget, communication and coordination of projects. Provide three (3) professional references.<br>Workload of the firm and key personnel, related to how it might impact the respondent's ability to meet the project's schedule requirements.<br>Past project examples (with repeat clients noted where applicable) with negotiated fee and general conditions between the Owner and Design-Builder.<br>Provide one (1) or two (2) examples of cost savings methods with clients when budgets are limited. | 30             |
| 3        | <b>Qualifications of Key Staff</b><br>Technical expertise and competence of proposed project team, including education, OSHA training, project construction management experience, registration, and years of experience of individuals who will be assigned to this project. Demonstrate ability to execute design-build projects and perform value engineering.                                                                                                                                                                                                                                                         | 30             |
| 4        | <b>Local Vendor Preference, Proximity and Local Knowledge</b><br>Proximity to the project location and knowledge of the area and the infrastructure to be improved, as demonstrated through relevant experience.                                                                                                                                                                                                                                                                                                                                                                                                          | 5              |
| 5        | <b>Participation of Women, Minority, and Veteran owned firms</b><br>This relates to the proposed sub-consultants and sub-contracting firms, not workers, involved in the design and execution of the project.                                                                                                                                                                                                                                                                                                                                                                                                             | 5              |
|          | TOTAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 100            |

The PRC will generally shortlist no more than three (3) of the most highly qualified firms for interviews with the PRC (as needed). The three (3) most qualified and top-ranked firms shall submit a separate fee proposal. If the selected firm and the City cannot agree upon the cost and basis for compensation, the City shall negotiate with the second-ranked firm to do the work and continue in this manner until an agreement is reached with a firm.

### Award

The City will make an award to a Design-Builder based on qualifications and fee. The City reserves the right to assess the Design-Builder's responsibility and qualifications after evaluating all RFQ submittals and professional references provided.

The City shall have the absolute and sole discretion in determining the best qualified and responsible firm. The City shall consider the following:

- A. The ability, capacity, and skill of the firm to perform the contract to provide the service required.
- B. Whether the firm 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 firm.
- D. The quality of performance of previous contracts or services similar to services being sought in this RFQ.
- E. The previous and existing compliance by the firm with laws and ordinances relating to the contract or services.
- F. The sufficiency of the financial resources and ability of the firm 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 firm to provide services for the nature of the requirements of an awarded contract as required in the RFQ; and
- I. Whether the firm has met the criteria of the RFQ specifications, terms and conditions of the RFQ.

### Protest

In accordance with the City's Procurement Ordinance, any protest or objection to this RFQ award process must be submitted in writing to the City, Attn: Nereo Parreno, Purchasing Agent, PO Drawer 939, Georgetown, SC 29440, within ten (10) calendar days of the notification of award posted to the City's website.

### Questions

No answers will be given over the phone.

Questions regarding this RFQ should be submitted in writing and emailed to [purchasing@georgetownsc.gov](mailto:purchasing@georgetownsc.gov), no later than 3:00 PM EST (local time), Friday, February 16, 2024. For questions regarding the City's Request for Proposals process, please contact [purchasing@georgetownsc.gov](mailto: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 firm to contact the purchasing agent at 843.545.4043.

No questions will be accepted after the aforementioned deadline. All emails shall include the following in the subject line: **CITY HALL**

Answers to questions or Addenda will be posted on the City's website as an Addendum no later than 3:00 PM EST (local time), Wednesday, February 21, 2024.

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

No: \_\_\_\_\_ Dated: \_\_\_\_\_

No: \_\_\_\_\_ Dated: \_\_\_\_\_

No: \_\_\_\_\_ Dated: \_\_\_\_\_

### Submittal Instructions

Submitting a response does not necessarily qualify the respondent or response as responsive or responsible. Failure to provide specific information, as requested, for use in the evaluation may cause the response to be non-responsive.

Responses must be submitted on the firm's letterhead and signed by a legal duly authorized officer of the firm offering the response.

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

All procurement procedures are subject to the City's procurement policies as outlined in the City's municipal code. The City's Purchasing Ordinance can be found in its entirety on the [City's website](#).

It is the sole responsibility of the Design-Builder to have their Responses delivered to the City before the closing hour and date. The City assumes no responsibility **for technological failure in submitting Responses electronically**. It is the firm's sole responsibility to ensure that their response was submitted on time and that their PDF file/files are not corrupt.

Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other vendors. The City may waive such informalities or allow the vendor to correct them depending on which is in the best interest of the City.

**Submittals may be rejected if deemed non-responsive.** To be considered, interested parties **must** submit the following no later than the aforementioned deadline:

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

Hard copy

Fax

Email

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

1. Submit proposal electronically through the City's website, [www.georgetownsc.gov](http://www.georgetownsc.gov).  
[Click here to submit electronically.](#)

Submittal package must include **all** of the following items. The PDF file upload limit is twenty-five (25) pages, single sided 8 1/2" x 11" in size, excluding RFQ document and Mandatory Local Vendor form. If more than one PDF file is uploaded, each PDF file should be clearly labeled as such:

1. Letter of Interest – 1 Page
  2. Firm Qualifications 5 to 10 Pages
  3. Key Personnel – 2 to 4 Pages
  4. Relevant Experience- 4 to 5 Pages
  5. Firm Workload- 1 Page
  6. References – 1 Page
  7. Evidence of bonding capacity – 1 page
  8. Complete Initialed copy of this RFQ document – (Place the responsible person's initials on each page)
  9. Complete Mandatory Local Vendor Submittal Form (Exhibit C)
2. The City reserves the right to waive any minor informalities and irregularities of submittals that do not affect price, quantity, quality, or delivery. Minor informalities to include: failing to initial the response, failing to acknowledge addenda, will not, by themselves result in a submittal being deemed non-responsive. The City will request that any and all firms correct the minor informality or irregularity within the same specified time.
  3. Response must be received electronically through the City's website, [www.georgetownsc.gov](http://www.georgetownsc.gov), no later than the aforementioned deadline. Responses will be publicly opened with only the proposer's names read aloud via the City's public Facebook page, <https://www.facebook.com/Cityofgtown/>. **It is the sole responsibility of the firm to have their Responses delivered to the City before the closing hour and date. The City assumes no responsibility for technological failure in submitting Responses electronically. It is the sole responsibility of the firm to confirm that their response was submitted on time, and that their PDF file/files are not corrupt.** Late Responses 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 Responses and to waive any informalities and technicalities in the RFQ process. No additional fees, costs, or any other reimbursable expenses will be allowed.
  4. 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 firms submitting a response.
  5. Any Contractor may withdraw their response only by written request, at any time prior to the scheduled opening of responses. Partial or incomplete proposals may be rejected.
  6. All costs incurred in preparing the response, or costs incurred in any other manner by the firm in responding to this RFQ, will be wholly the responsibility of the firm. All materials



and documents submitted by the firm in response to this RFQ become the property of the City and will not be returned.

7. 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.

8. Responses 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 response. Responses having any erasures or corrections must be initialed in ink by the vendor.
9. Disqualification and Rejection of Response – The City reserves the right to reject any response from a firm 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 response from a firm who is not in a position to perform such a contract satisfactorily. The City expressly reserves the right to award the contract to the firm that best meets the requirements as set forth herein.
10. Assignment of Contract – Assignment to the selected firm 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.
11. Insurance Provisions – The selected proposer will be required to provide and maintain proof of insurance throughout the contract term and as required at point of contract negotiation by the City's Risk Manager as follows:

Commercial General Liability:

Each Occurrence \$1,000,000

General Aggregate \$2,000,000

Automobile Liability:

Combined Single Limit \$1,000,000

Workers' Compensation:

Statutory Limits

Professional Liability Insurance

Each Claim \$1,000,000

Aggregate \$ 2,000,000

Builder's Risk Insurance

Each Claim: \$1,000,000

Aggregate: \$3,000,000

The City and LCK are 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 firm to advise the City’s Risk Management Department within two (2) days of the cancellation herein at one of the following options below:

- Email – purchasing@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:

12. Indemnification – The selected firm agrees to indemnify, defend and hold harmless the City, LCK, 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.
13. Compliance With Law – The selected firm 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.
14. City Business License and Permits – The selected firm shall be required to obtain all applicable City permits and business licenses prior to work commencing. Contact Finance Department at 843.545.4048, for business license information. Contact the Planning & Community Development Department at 843.545.4010 for permitting information. These expenses shall be included in the total project cost.
15. 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).

### **General Contractual Requirements**

1. Force Majeure – The firm 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 firm. 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 firm.
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. Firm Qualifications – Firm 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 firm’s ability to provide the services herein.

4. Firm Responsibility – Each firm 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 firm 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 firm 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 Qualifications 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 firm:
  - 7.1 Non-Appropriations – Funds for this contract are payable from local appropriations. If 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 firm, 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 firm, the City reserves the right to purchase any and all items/services in default in open market, charging firm with any excessive costs. SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT PROPOSALS OF THE DEFAULTING FIRM WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.
8. Prime Firm Responsibilities – The firm will be required to assume sole responsibility for the complete effort as required by this RFQ. The City will consider the firm to be the sole point of contact with regard to all contractual matters.
9. Subcontracting – For those scopes of work covered by this RFQ that are to be subcontracted, at the appropriate stage of the project, the Design-Builder shall identify the subcontracting organization and the contractual arrangements made therewith. All subcontractors must be approved by the City. If required, the successful firm will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the firm.
10. Ownership of Material – All materials and documents submitted by the firm in response to this RFQ become the property of the City and will not be returned to the firm.

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 Contractor.
12. Contract Amendments - Amendments to any agreement between the City and the firm must be reviewed and approved in writing by the City Administrator or 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 firm 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 firm, as determined necessary by the City. Pertaining to all audits, the firm 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 firm 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 Firm - Firm represents, warrants, and covenants that:
  - (a) In providing the services firm shall utilize the care and skill used by members of firm's profession practicing under similar circumstances at the same time and in the same locality.
  - (b) All employees provided by the firm 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) The firm is a business, validly existing and in good standing under the Laws of the State of South Carolina.
18. Indemnity Provisions - Firm 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 firm's performance thereunder.

#### **Exhibits Available**

- A) Site Survey
- B) Existing floor plan for main office building
- C) Local Vendor Preference form

**Georgetown City Council**

120 North Fraser Street  
Georgetown, SC 29442

**SCHEDULED****MONTHLY REPORT (ID # 4028)**

Meeting: 02/15/24 05:30 PM

Department: Electric

Category: Report

Prepared By: Ryan Courtemanche

Initiator: Ryan Courtemanche

Sponsors:

DOC ID: 4028

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**Electric Department Monthly Report**



MAYOR  
CAROL JAYROE

CITY ADMINISTRATOR  
SCOTT WHITTIER

CITY CLERK  
STEPHANIE BUCCIONE



COUNCIL MEMBERS  
JIM CLEMENTS  
MAYOR PRO TEMPORE

JONATHAN ANGNER  
BRUCE CARL  
ERIN ETHRIDGE  
JIMMY MORRIS  
TAMIKA WILLIAMS-OBENG

Electric Utility Department  
Office: (843) 545-4600  
Fax: (843) 527-7591

February 5, 2024

The following is a summary of major activities in the Electric Utility Department for January 2024:

Peak shaving was successful for the month of January. The coincidental electrical peak load, with Santee Cooper, was correctly projected and the generation plant operated both units during those hours. The electric peak load occurred on January 22, 2024, at 7am. Generators ran a total of 13.7 hours for the month of January.

As in the past, the Electric Department spent time in January removing all the Christmas decorations throughout the city. The Electric Department continued with replacing old poles, completing service orders for repair/installation of security lights and installed additional underground utilities in Harbor Club and South Island Plantation.

The Electric Department, along with engineers and contractors, completed a preconstruction meeting to finalize the details for the upcoming Front Street electric distribution upgrade. Construction is scheduled to start the second week of February.

With the upcoming move to the new municipal complex, staff have continued with cleaning and packing the Church Street electric building.

The January safety meeting was held on the 26<sup>th</sup> with the topic being blood borne pathogens.

Other statistics of interest for January:

| Electric Department Statistics (FY 2024) |        |        |        |        |        |        |        |        |        |        |        |        |        |
|------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Description                              | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Totals |
| Cut-on – regular                         | 165    | 163    | 140    | 145    | 141    | 110    | 133    |        |        |        |        |        | 997    |
| Cut-off – regular                        | 104    | 90     | 60     | 107    | 76     | 116    | 136    |        |        |        |        |        | 689    |
| Cut-off – non-pay                        | 115    | 244    | 156    | 232    | 212    | 173    | 332    |        |        |        |        |        | 1,464  |
| Non-pay restores                         | 89     | 121    | 101    | 162    | 100    | 138    | 262    |        |        |        |        |        | 973    |
| Re-read orders                           | 2,006  | 2,230  | 2,223  | 2,837  | 2,545  | 2,130  | 3,633  |        |        |        |        |        | 17,604 |
| Miscellaneous order                      | 5      | 3      | 3      | 7      | 2      | 1      | 4      |        |        |        |        |        | 25     |
| Void orders                              | 1      | -      |        |        |        |        |        |        |        |        |        |        | 1      |
| Total orders worked                      | 2,483  | 2,851  | 2,683  | 3,490  | 3,076  | 2,668  | 4,500  | -      | -      | -      | -      | -      | 21,751 |
|                                          |        |        |        |        |        |        |        |        |        |        |        |        |        |
| PUPS locates                             | 107    | 130    | 177    | 181    | 156    | 113    | 139    |        |        |        |        |        | 1,003  |

**Georgetown City Council**

120 North Fraser Street  
Georgetown, SC 29442

**SCHEDULED****MONTHLY REPORT (ID # 4041)**

Meeting: 02/15/24 05:30 PM

Department: Engineering

Category: Report

Prepared By: Orlando Arteaga

Initiator: Orlando Arteaga

Sponsors:

DOC ID: 4041

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## Engineering Department Monthly Report



**City of Georgetown  
Engineering Department January 2024 Report**

Date: February 5, 2024

**DESIGN**

**WATER & WASTEWATER**

**1. Maryville Water Distribution Improvements-Phase I (ARPA)**

- Engineer: G3 Engineering & Surveying, LLC
- Status:
  1. Plans and specifications released for public bidding on 1/31/24.

**2. Sanitary Sewer Line and Manhole Inspections and Repairs-S. Fraser St. (ARPA)**

- Engineer: Weston and Sampson Inc.
- Status:
  1. Meeting with SCDOT representatives and D. Grant from City to discuss traffic lane closures and restrictions on 1-29-24.
  2. Plans and specifications documents released for re-bid on 1/31/24.

**3. SCDOT Black River Road Widening Project- Water and Sewer Relocations**

- Engineer: Rowe
- Status:
  1. Project has been suspended indefinitely.
  2. A meeting was held with hospital executives on 1/16/24.
  3. Project will need further discussion with council.

**4. Raw Water Station Electrical Upgrades (Project # 1607)**

- Engineer: Howard Engineering
- Status:
  1. Design work is ongoing.
  2. A coordination meeting was held with Liberty Steel representatives and engineering consultant on 1/17/24.



**City of Georgetown  
Engineering Department January 2024 Report**

**5. Pump Station #11 and 20-in. Force Main Replacement (SCIIP Project #1820 and #1821)**

- Engineer: WK Dickson
- Status:
  1. Design work is ongoing.
  2. Consultant is working on PER

**PUBLIC WORKS**

**1. Cleland Street Parking Lot -CDBG Grant**

- Engineer: Hanna Engineering
- Status:
  1. Design is on hold.
  2. City Attorney provided an update on 2/1/24.
  3. Will present two MOUs for council approval on 2/15/24.

**CONSTRUCTION**

**WATER**

**1. West End District Water Main Upgrades –CDBG Grant**

- Engineer: In-house
- Contractor: ARC, Inc.
- Status:
  1. Work on Emanuel Street is ongoing.
  2. Wet tap completed at intersection of S. Fraser and Emanuel Streets.

**2. WTP Secondary Sedimentation Basin –EDA Grant**

- Engineer: WK Dickson
- Contractor: Consensus Construction Inc.
- Contract Amount: \$5,223,180.87
- Status:
  1. Equipment submittals on going.
  2. Sitework activities on going.
  3. Pile driving testing completed.



**City of Georgetown  
Engineering Department January 2024 Report**

**WASTEWATER**

**WWTP Grit Removal System Replacement (#1822)**

- Contractor: North American Construction Company
- Bid Award: 10/25/23.
- Bid Amount: \$454,500.
- Status:
  1. Equipment submittals will start in March.
  2. Anticipated completion is November 2024 due to long lead times.

**2. Sewer Pump Station Generators-FEMA Grant**

- FEMA grant amount: \$160,665.75
- Contractor: Melton Electric.
- Bid Amount: \$215,862
- Notice of Award: 7/26/2022
- Pre-Construction Meeting: 11/16/22.
- Project Start date: March 2024 (Revised)
- Status Comments:
  1. Generators should arrive in early April.

**STORMWATER**

**1. Historic District Stormwater System Improvements-EDA Grant**

- Engineer: WK. Dickson
- Contractor: Green Wave Contracting, Inc.
- Contract Amount: \$6,251,220.
- Status:
  1. Work on Queen Street is ongoing.
  2. Encountered two water and sewer utility conflicts. Two conflict boxes were required.





**City of Georgetown  
Engineering Department January 2024 Report**

**PUBLIC WORKS**

**1. Bobby Alford Picnic Pavilion –CDBG Grant**

- Architect: Rosenblum Coe
- Contractor: Pyramid Contracting LLC
- Status:
  1. Revised structural plans were released to Contractor on 1/22/24.
  2. Contractor is currently reviewing and pricing change order.

**2. Gilbert, Hawkins, and Butts Street Sidewalk Extension Program**

- Contractor: Benton Concrete & Utilities, LLC
- Bid Amount: \$ 218,125.50
- Notice of Award: 12/22/2023
- Notice to Proceed: 2/5/2024
- Status:
  1. Held pre-construction meeting on 2/1/24.
  2. Contractor will mobilize on 2/5/24.

**CITY HALL BLDG.**

Project Management (PM) consultant: LCK

- Status:
  1. Terracon performed asbestos inspection on 2/1/24.
  2. Building envelope and roofing inspections scheduled for 2/6/24.
  3. Reviewed RFQ draft with LCK.
  4. Design-Build RFQ is scheduled for release on 2/7/24.
  5. Carolina Cool conducted inspection of HVAC system on 1-25-24.

**MUNICIPAL COMPLEX (ELECTRIC & PUBLIC WORKS) BLDG.**

Status:

1. Architect conducted space needs assessment.
2. Held coordination meeting with Architect on 1-12-24.
3. Architect is currently working on conceptual plans after receiving input from City staff.



**City of Georgetown  
Engineering Department January 2024 Report**

**SCDOT ENCROACHMENT PERMITS PROCESSED:**

1. Meeting with Will Anderson of SCDOT to review blanket permit requirements on 1-22-24.
2. Filed blanket permit for water and sewer connection repairs which is valid for one year.

**OTHER ACTIVITIES:**

1. Attended pre-construction meeting for Winyah Fishing Club on 1-10-24.
2. Attended pre-construction meeting with Front Street electric contractor: Sumter Utilities on 1-11-24.
3. Attended TRC meeting for new proposed bldg. at corner of Front & Orange Streets on 1-16-24.
4. Attended RIA webinar on 1-18-24.
5. Attended TRC meeting for a proposed bank site development 1-23-24.
6. Met with Maryville Social Hall bldg. owners due to flooding complaints on 1-24-24.

Prepared by: Orlando Arteaga, P.E., City Engineer

**Georgetown City Council**

120 North Fraser Street  
Georgetown, SC 29442

**SCHEDULED****MONTHLY REPORT (ID # 4030)**

Meeting: 02/15/24 05:30 PM

Department: Fire Department

Category: Report

Prepared By: Amy Skidmore

Initiator: Charles W. Cribb

Sponsors:

DOC ID: 4030

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**Fire Department Monthly Report**

# The FIRE Report

*A monthly report of Fire Department activities to City Council*

**February  
2024**



## Fire Prevention Bureau

**2024**

**January**

|                                 |    |
|---------------------------------|----|
| Inspections                     | 34 |
| Violations Found                | 25 |
| Buildings without Violations    | 30 |
| Buildings Cleared of Violations | 4  |
| Violations Corrected            | 14 |
| Violations Not Corrected        | 11 |
| 3rd Party Inspection Review     | 2  |

|                                  |    |
|----------------------------------|----|
| Assemblies Inspected:            | 1  |
| Business Inspected:              | 19 |
| Educational Buildings Inspected: | 0  |
| Factories Inspected:             | 0  |
| Mobile Food Trucks               | 0  |
| Hazardous Buildings Inspected    | 0  |
| Institutional Inspected:         | 1  |
| Mercantile Inspected:            | 10 |
| Residential Inspected:           | 3  |
| Storage Buildings Inspected:     | 0  |
| Construction Meetings:           | 2  |
| Plans Review:                    | 4  |
| Test Conducted:                  | 0  |
| Compliance Issues:               | 0  |
| Complaints Reviewed:             | 0  |
| Business License:                | 22 |
| Citation Issued:                 | 0  |

## Public Education

|              |     |
|--------------|-----|
| Programs     | 3   |
| Participants | 630 |

## Suppression Division

### A Brief Look at Emergency Responses

#### **January 2024**

1. Three Medical Calls; One Detector Activation; One Brush Fire
2. Nine Medical Calls; One Alarm Activation; One Mutual Aid Call; One Public Service Call
3. Nine Medical Calls; One False Alarm; One Controlled Burn; One Public Service Call
4. Nine Medical Calls; One Smoke Scare; One Public Service Call
5. Seven Medical Calls; One Dumpster Fire; One Public Service Call
6. Four Medical Calls
7. Five Medical Calls; Two Detector Activations; One Transmission of Alarm
8. Six Medical Calls; Three Public Service Calls
9. Six Medical Calls; One Power Line Down; One Atmospheric Monitoring; One Public Service Call
10. Three Medical Calls; One MVA; One Authorized Burn; One Public Service Call
11. Four Medical Calls; One Structure Fire; Three Public Service Calls
12. Eight Medical Calls; One Structure Fire; One Mutual Aid; One Public Service Call
13. Four Medical Calls; One Alarm Activation; One Public Service Call
14. Three Medical Calls; One Excessive Heat; Two Public Service Calls
15. Six Medical Calls; Two Public Service Calls
16. Four Medical Calls; One Gas Spill; One Alarm Activation; One Detector Activation; One Police Matter
17. Seven Medical Calls; One Power Line Down; One MVA; One Smoke Scare; One False Call; One Public Service Call
18. Seven Medical Calls; One MVA; One False Alarm; One Police Matter
19. Five Medical Calls; One MVA; One Alarm Activation
20. Five Medical Calls; One Structure Fire; One Excessive Heat Call; One False Alarm; One Public Service Call
21. Seven Medical Calls; One MVA
22. Seven Medical Calls; One MVA; One Water Leak; Three Public Service Calls
23. Six Medical Calls; One unauthorized Burn
24. Four Medical Calls
25. Four Medical Calls; One Gas Leak; One False Call; Three Public Service Calls
26. Six Medical Calls; One Alarm Activation; One Excessive Heat; Two Public Service Calls
27. Two Medical Calls; Two MVA's
28. Five Medical Calls; One MVA
29. Four Medical Calls; One Alarm Activation; One Public Service Call
30. Ten Medical Calls; One Detector Activation; One Smoke Scare
31. Eight Medical Calls; One MVA

Attachment: Fire Department January 2024 Report (4030 : Fire Department Monthly Report)



| <b>Total Call Volume</b>                               | <b>January</b> |             | <b>Year to Date</b> |             |
|--------------------------------------------------------|----------------|-------------|---------------------|-------------|
|                                                        | <b>2024</b>    | <b>2023</b> | <b>2024</b>         | <b>2023</b> |
| As defined by the National Fire Incident Report System |                |             |                     |             |
| Fires                                                  | 8              | 8           | 8                   | 8           |
| Rescue Calls/EMS                                       | 178            | 201         | 178                 | 201         |
| Hazardous Conditions                                   | 6              | 2           | 6                   | 2           |
| Service Calls                                          | 43             | 28          | 43                  | 28          |
| Good Intent Calls                                      | 24             | 21          | 24                  | 21          |
| False Alarms                                           | 16             | 20          | 16                  | 20          |
| Weather/Flood                                          | 0              | 0           | 0                   | 0           |
| Special Incident Type                                  | 0              | 1           | 0                   | 1           |
| <b>Total Calls</b>                                     | <b>275</b>     | <b>281</b>  | <b>275</b>          | <b>281</b>  |

### Save/Loss Analysis

|              | <b>Losses</b> | <b>Property Values</b> |
|--------------|---------------|------------------------|
| January 2024 | \$ 68,301     | \$ 338,500             |
| January 2023 | \$ 14,002     | \$ 133,400             |
| Year to Date | \$ 68,301     | \$ 338,500             |

*Property values are estimates based on the Georgetown County Assessor's Office 2020 Market Values.*

### Mutual Aid Calls

|                             | <b>January</b> | <b>YTD</b> |
|-----------------------------|----------------|------------|
| To Georgetown County Fire   | 0              | 0          |
| To Midway Fire              | 6              | 6          |
| To other Departments        | 0              | 0          |
| From Georgetown County Fire | 0              | 0          |
| From Midway                 | 9              | 9          |
| From other Departments      | 0              | 0          |

|                      | <b>January</b> | <b>YTD</b> |
|----------------------|----------------|------------|
| Staff Training Hours | 1016.50        | 1016.50    |



**Georgetown City Council**

120 North Fraser Street  
Georgetown, SC 29442

**SCHEDULED****MONTHLY REPORT (ID # 4031)**

Meeting: 02/15/24 05:30 PM

Department: Fleet Services

Category: Report

Prepared By: Isaac Williams

Initiator: Isaac Williams

Sponsors:

DOC ID: 4031 A

## Fleet Service Monthly Report

FLEET SERVICES MONTHLY REPORT (FY 23-24)

| Task                       | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24 | Cumulative |
|----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------|
| Repairs                    | 54     | 82     | 56     | 71     | 117    | 103    | 82     |        |        |        |        |        | 565        |
| Preventative Maintenance   | 14     | 19     | 13     | 14     | 15     | 20     | 24     |        |        |        |        |        | 119        |
| Tires repaired or Replaced | 35     | 20     | 23     | 22     | 40     | 32     | 50     |        |        |        |        |        | 222        |
| Services Past Due          | -      | -      |        |        |        |        |        |        |        |        |        |        | -          |
| Monthly Totals             | 103    | 121    | 92     | 107    | 172    | 155    | 156    | -      | -      | -      | -      | -      | 906        |

**Georgetown City Council**

120 North Fraser Street  
Georgetown, SC 29442

**SCHEDULED****MONTHLY REPORT (ID # 4034)**

Meeting: 02/15/24 05:30 PM

Department: Municipal Court

Category: Report

Prepared By: Cindy Owens

Initiator: Cindy Owens

Sponsors:

DOC ID: 4034

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**Municipal Court Monthly Report**

## Municipal Court Monthly Report (Fiscal Year 2024)

| Cases Disposed                        | July                |              | August              |              | September           |              | October             |              | November            |              | December            |              |
|---------------------------------------|---------------------|--------------|---------------------|--------------|---------------------|--------------|---------------------|--------------|---------------------|--------------|---------------------|--------------|
|                                       | # of Cases Disposed | Fine Amounts | # of Cases Disposed | Fine Amounts | # of Cases Disposed | Fine Amounts | # of Cases Disposed | Fine Amounts | # of Cases Disposed | Fine Amounts | # of Cases Disposed | Fine Amounts |
| Paid                                  | 49                  | \$ 7,622.00  | 86                  | \$ 17,781.23 | 57                  | \$ 12,079.50 | 45                  | \$ 8,557.50  | 57                  | \$ 10,944.38 | 31                  | \$ 7,273.50  |
| Served Time                           | 0                   | \$ -         | 7                   | \$ 8,035.00  | 6                   | \$ 8,392.50  | 18                  | \$ 13,357.50 | 16                  | \$ 12,985.00 | 7                   | \$ 8,027.50  |
| Scheduled Time Payment                | 5                   | \$ 2,295.88  | 9                   | \$ 2,888.56  | 21                  | \$ 11,418.58 | 16                  | \$ 5,968.18  | 20                  | \$ 13,078.75 | 17                  | \$ 9,024.52  |
| NRVC                                  | 14                  | \$ 2,475.25  | 18                  | \$ 5,660.00  | 19                  | \$ 9,212.50  | 25                  | \$ 8,043.00  | 28                  | \$ 8,099.50  | 11                  | \$ 3,106.75  |
| Tried in Absence                      | 3                   | \$ 3,055.00  | 11                  | \$ 8,654.95  | 13                  | \$ 8,810.00  | 9                   | \$ 2,980.00  | 23                  | \$ 23,017.50 | 15                  | \$ 15,405.00 |
| Parking Tickets Paid                  | 70                  | \$ 2,320.00  | 64                  | \$ 2,345.00  | 42                  | \$ 780.00    | 45                  | \$ 1,500.00  | 28                  | \$ 760.00    | 31                  | \$ 925.00    |
| Nolle Prosequi/Dismissed/Not Guilty   | 37                  |              | 77                  |              | 96                  |              | 59                  |              | 62                  |              | 57                  |              |
| Transferred to General Sessions Court | 26                  |              | 11                  |              | 30                  |              | 51                  |              | 27                  |              | 29                  |              |
| Voided                                | 18                  |              | 9                   |              | 8                   |              | 8                   |              | 8                   |              | 4                   |              |
| Fine Suspended                        |                     |              | 0                   |              | 0                   |              | 1                   | \$ 2,125.00  | 0                   |              | 0                   |              |
| Code Enforcement Tried in Absence     |                     |              | 5                   | \$ 5,437.50  | 1                   | \$ 1,087.50  | 0                   |              | 0                   |              | 3                   | \$ 3,262.50  |
| Code Enforcement Fine Suspended       |                     |              | 1                   | \$ 1,087.50  | 0                   |              | 1                   | \$ 1,087.50  | 0                   |              | 0                   |              |
| Code Enforcement Fine Paid            |                     |              | 0                   | \$ -         |                     |              | 0                   |              | 0                   |              | 0                   |              |
| Code Enforcement Nolle Prosequi       |                     |              |                     |              |                     |              | 8                   |              | 12                  |              | 0                   |              |
| Total                                 | 222                 | \$ 17,768.13 | 298                 | \$ 51,889.74 | 293                 | \$ 51,780.58 | 286                 | \$ 43,618.68 | 281                 | \$ 68,885.13 | 205                 | \$ 47,024.77 |

| 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                                  | 98                  | \$ 19,116.21 |                     |              |                     |              |                     |              |                     |              |                     |              |
| Served Time                           | 3                   | \$ 2,057.50  |                     |              |                     |              |                     |              |                     |              |                     |              |
| Scheduled Time Payment                | 11                  | \$ 4,120.02  |                     |              |                     |              |                     |              |                     |              |                     |              |
| NRVC                                  | 26                  | \$ 6,743.00  |                     |              |                     |              |                     |              |                     |              |                     |              |
| Tried in Absence                      | 9                   | \$ 5,920.00  |                     |              |                     |              |                     |              |                     |              |                     |              |
| Parking Tickets Paid                  | 37                  | \$ 1,025.00  |                     |              |                     |              |                     |              |                     |              |                     |              |
| Nolle Prosequi/Dismissed/Not Guilty   | 81                  |              |                     |              |                     |              |                     |              |                     |              |                     |              |
| Transferred to General Sessions Court | 24                  |              |                     |              |                     |              |                     |              |                     |              |                     |              |
| Voided                                | 11                  |              |                     |              |                     |              |                     |              |                     |              |                     |              |
| Fine Suspended                        |                     |              |                     |              |                     |              |                     |              |                     |              |                     |              |
| Code Enforcement Tried in Absence     |                     |              |                     |              |                     |              |                     |              |                     |              |                     |              |
| Code Enforcement Fine Suspended       |                     |              |                     |              |                     |              |                     |              |                     |              |                     |              |
| Code Enforcement Fine Paid            |                     |              |                     |              |                     |              |                     |              |                     |              |                     |              |
| Code Enforcement Nolle Prosequi       | 3                   |              |                     |              |                     |              |                     |              |                     |              |                     |              |
| Total                                 | 303                 | \$ 38,981.73 | 0                   | \$ -         | 0                   | \$ -         | 0                   | \$ -         | 0                   | \$ -         | 0                   | \$ -         |

| Cases Disposed                        | Cummulative Totals  |               |
|---------------------------------------|---------------------|---------------|
|                                       | # of Cases Disposed | Fine Amounts  |
| Paid                                  | 423                 | \$ 83,374.32  |
| Served Time                           | 57                  | \$ 52,855.00  |
| Scheduled Time Payment                | 99                  | \$ 48,794.49  |
| NRVC                                  | 141                 | \$ 43,340.00  |
| Tried in Absence                      | 83                  | \$ 67,842.45  |
| Parking Tickets Paid                  | 317                 | \$ 9,655.00   |
| Nolle Prosequi/Dismissed/Not Guilty   | 469                 | \$ -          |
| Transferred to General Sessions Court | 198                 | \$ -          |
| Voided                                | 66                  | \$ -          |
| Fine Suspended                        |                     |               |
| Code Enforcement Tried in Absence     | 9                   | \$ 9,787.50   |
| Code Enforcement Fine Suspended       | 2                   | \$ 2,175.00   |
| Code Enforcement Fine Paid            | 0                   | \$ -          |
| Code Enforcement Nolle Prosequi       | 35                  | \$ -          |
| Total                                 | 1864                | \$ 317,823.76 |

**Georgetown City Council**

120 North Fraser Street  
Georgetown, SC 29442

**SCHEDULED****MONTHLY REPORT (ID # 4027)**

Meeting: 02/15/24 05:30 PM

Department: Planning and Community Development

Category: Report

Prepared By: Brittany Powell

Initiator: Peter Gaytan

Sponsors:

DOC ID: 4027

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**Planning and Community Development Monthly Report**

## January 2024 – Monthly Report

### Friends of the Kaminski House Report – January 2024

- Visitors came from 11 different states and 2 foreign countries in January. Since July, we have had visitors from 45 different states and 12 different countries. We have seen a 3% increase in house tour visitors, a 22% increase for museum shop visitors for the month, and a -1% decrease in total visitors for the year-to-date (due to the house being closed for tours for 2.5 weeks due to painting the interior)
- Volunteers put in a total of 105 hours of work in January.
- After all of the holiday decorations were removed from the Designer Showcase, the inside of the Kaminski House got a thorough cleaning. The curtains and rugs got vacuumed, the glassware and ceramics got cleaned, and the furniture got dusted.
- As part of the Interior Stabilization Project, the interior of the Kaminski House has been painted to reflect the original colors of the rooms as they appeared during the tenure of the Kaminskis. The majority of the painting was completed before the Designer Showcase was installed in November/December, however the library had to wait to be painted until early January. Once the paint properly cures, the books will be restored to the shelves and the room will be re-installed to look as it did in the 1950's – 1960's.

#### Staff Updates from the Friends of the Kaminski House Board of Directors:

- Robin Gabriel, our longtime Executive Director, will be retiring soon. We have employed her successor who will be joining us in mid-February. Robin will remain with us for an undetermined period of time to assist with the transition of her responsibilities to the new Executive Director.
- Kim Leatherwood, our Deputy Director resigned effective January 31<sup>st</sup>. We are starting the process to redefine the Deputy Director position and select her successor.
- We will be making a public announcement of these changes by the middle of next week.

Robin Gabriel  
Executive Director



### January 2024 – Ryan Call, Building Official

- Inspections- 182
- Stop Works- 2
- Business License- 3-4

### January 2024 - Peter Gaytan, Director

- Comp Plan Update Meetings
- One BZA Meeting
- One BZA Application
- One ARB Meeting
- Four ARB Applications
- One Planning Commission Workshop
- Meeting with County and COG on Comp Plan
- Meet with Forerunner rep to start free trial
- Meet with Deckard Rentalscape to learn about STR Software
- Meet with the new council members
- Attend NAPC Webinars
- Attended CFM Webinars
- Attended USFS Webinars
- Attended APA Webinars
- Meet with rep for Placer.ai software
- Meet with several developers
- Conducted SBA ride around to assess storm damage
- Two TRC meetings
- One Council Meeting
- One Council Workshop
- Meet with Kathy and Scott about A/H Tax
- Attended GSATS Meeting
- Three Sign Permits Issued
- 8 Temp Signs Issued
- 3 Plat Reviews
- Meet with Administrator and Habitat on potential Habitat Village

### January 2024 - Derek Harrelson, Code Enforcement

- Calls/complaints - 9
- Site Visits - 51
- Courtesy Notices Sent - 3
- In Person Notices - 15
- Sign violations - 44
- Other issues addressed and meetings:
  - Dilapidated house grant

### January 2024 – Al Joseph, Main Street Director

- Attended the Keep Georgetown Beautiful Board Meeting
- Attended the ribbon cutting for Dandelion Day Care
- Attended the planning committee meeting for the 2024 Art Festival and Wine Walk
- GAB News January interview
- Chaired three (3) Arts Commission subcommittee meeting to update the previously submitted application based on the recommendations from our liaison at the SC Arts Commission. We submitted our final revisions on 1/12. The state board will meet on 2/8
- Attended the January regular meeting of the Arts Commission
- Attended the SC250 Planning Meeting
- Attended the GBA monthly board meeting and regular meeting
- Met with Mayor Jayroe and local citizens to initiate conversations of placing an historical marker in Joseph Rainey Park
- Interview with American Dream TV
- Attended the TRC meeting for the Front and Orange Street property
- Met with Chris Styles, general manager of The George Hotel
- Participated in the city Driver Training class
- Attended the 2024 Music in the Park planning meeting, two additional planning meetings with MIP chair Carolyn Baker.
- Meeting with Susan Lumpkin and Carol Williams about the Farmers Market

## Planning & Co Month

| Boards and Com                |          |          |          |          |
|-------------------------------|----------|----------|----------|----------|
| Boards & Commissions          | January  | February | March    | April    |
| Architectural Review Board    | 5        |          |          |          |
| Board of Zoning Appeals       | 2        |          |          |          |
| Planning Commission           | 1        |          |          |          |
| Community Appearance Board    | 0        |          |          |          |
| Construction Board of Appeals | 0        |          |          |          |
| <b>Totals</b>                 | <b>8</b> | <b>0</b> | <b>0</b> | <b>0</b> |

| Num                              |            |          |          |          |
|----------------------------------|------------|----------|----------|----------|
| Inspection Type                  | January    | February | March    | April    |
| Certificates of Occupancy Issued | 0          |          |          |          |
| Stop Work                        | 2          |          |          |          |
| Inspections                      | 182        |          |          |          |
| Technical Review Committee       | 0          |          |          |          |
| Plan Review & Sign               | 0          |          |          |          |
| Business Licenses                | 4          |          |          |          |
| <b>Totals</b>                    | <b>188</b> | <b>0</b> | <b>0</b> | <b>0</b> |

| Co                                        |            |          |          |          |
|-------------------------------------------|------------|----------|----------|----------|
| Enforcement                               | January    | February | March    | April    |
| Calls/Complaints                          | 9          |          |          |          |
| Site Vistis                               | 51         |          |          |          |
| Courtesy Notices sent or In person notice | 18         |          |          |          |
| Sign Violations                           | 44         |          |          |          |
| Other Issues Addressed and Meetings       | 1          |          |          |          |
| <b>Totals</b>                             | <b>123</b> | <b>0</b> | <b>0</b> | <b>0</b> |

## Community Development Monthly Report (2024)

### Permit Applications Heard

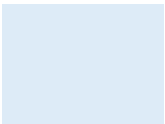
| May | June | July | August | September | October | November | December |
|-----|------|------|--------|-----------|---------|----------|----------|
|     |      |      |        |           |         |          |          |
|     |      |      |        |           |         |          |          |
|     |      |      |        |           |         |          |          |
|     |      |      |        |           |         |          |          |
|     |      |      |        |           |         |          |          |
| 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        |

### Number of Inspections

| May | June | July | August | September | October | November | December |
|-----|------|------|--------|-----------|---------|----------|----------|
|     |      |      |        |           |         |          |          |
|     |      |      |        |           |         |          |          |
|     |      |      |        |           |         |          |          |
|     |      |      |        |           |         |          |          |
|     |      |      |        |           |         |          |          |
| 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        |

### Code Enforcement

| May | June | July | August | September | October | November | December |
|-----|------|------|--------|-----------|---------|----------|----------|
|     |      |      |        |           |         |          |          |
|     |      |      |        |           |         |          |          |
|     |      |      |        |           |         |          |          |
|     |      |      |        |           |         |          |          |
|     |      |      |        |           |         |          |          |
| 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        |



|       |
|-------|
|       |
| Total |
| 5     |
| 2     |
| 1     |
| 0     |
| 0     |
| 8     |

|       |
|-------|
|       |
| Total |
| 0     |
| 2     |
| 182   |
| 0     |
| 0     |
| 4     |
| 188   |

|       |
|-------|
|       |
| Total |
| 9     |
| 51    |
| 18    |
| 44    |
| 1     |
| 123   |

**Georgetown City Council**

120 North Fraser Street  
Georgetown, SC 29442

**SCHEDULED****MONTHLY REPORT (ID # 4040)**

Meeting: 02/15/24 05:30 PM  
Department: Police Department  
Category: Report  
Prepared By: Tenetra Sellers  
Initiator: William Pierce  
Sponsors:  
DOC ID: 4040

**Police Department Monthly Report**



MAYOR  
CAROL JAYROE

CITY ADMINISTRATOR  
SCOTT WHITTIER

CITY CLERK  
STEPHANIE BUCCIONE



COUNCIL MEMBERS  
JIM CLEMENTS  
MAYOR PRO TEMPORE

JONATHAN ANGNER  
BRUCE CARL  
ERIN ETHRIDGE  
JIMMY MORRIS  
TAMIKA WILLIAMS-OBENG

Georgetown Police Department  
William Pierce, Jr, Chief of Police  
Office: (843) 545-4300  
Fax: (843) 520-5848

February 5, 2024

Honorable Mayor Carol Jayroe  
And Members of City Council  
City of Georgetown, South Carolina

Dear Mayor Carol Jayroe and Council Members:

On January 8<sup>th</sup>, the Georgetown Police Department was on-hand to welcome Georgetown High School faculty back to school with a presentation on surviving an active shooter event. Subject matter experts Staff Sergeant Blair Cribb and Investigator Joe Wilson engaged school staff utilizing the Advanced Law Enforcement Rapid Response Training (ALERRT) model to educate on the Civilian Response to Active Shooters. In 2013, ALERRT at Texas State was named the National Standard in Active Shooter Response Training by the FBI. The ALERRT curriculum has been adopted by numerous states and agencies as their standard active shooter training.

We are in the process of partnering with SafeTradeSpots.com to establish a designated location at the Georgetown Police Department to promote the safe completion of online transactions. We are joining thousands of other law enforcement agencies across the country that have already installed safe meet up spots. Our "safe spot" will be identified by signs and monitored by 24-hours video surveillance to encourage safer buying and selling transactions in our community. Additionally, we will be listed on safetradespots.com. so that anyone needing a safe location to meet will know where to find us.

On January 26<sup>th</sup>, we met with Marie Livingston and organizers of the Bridge-2-Bridge run to discuss logistics for the upcoming race in April.

After a yearlong multi-agency federal, state, and local operation thirteen (13) individuals were arrested throughout the 15<sup>th</sup> Circuit and beyond during a round-up the week of January 22<sup>nd</sup>. Those arrested were identified during a press release held at the Myrtle Beach Police Department on Monday January 29<sup>th</sup>. The GPD was actively involved in this case. Our street crimes unit provided information and a confidential informant to MBPD that was instrumental in the Federal investigation. Federal charges include conspiracy to distribute 500 grams or more of Fentanyl which was linked to a delivery of 3 pounds of the drug to a residence located in the City of Georgetown. More arrests in connection with this investigation are likely.

On January 29<sup>th</sup>, Mingz Bar and Grill was served with a temporary injunction prohibiting the business from operating. Mingz will be closed until a final decision is made regarding the status of their business license.

January 30<sup>th</sup>, was our annual on-site visit with MASC to assess our current policies and procedures. There were no issues identified, and we were commended for our use of PowerDMS as a policy/training/accreditation platform.

We are currently undergoing a "mock" accreditation assessment by South Carolina Law Enforcement Accreditation (SCLEA). The "mock" assessment uses outside practitioners familiar with the process, and assigned by SCLEA, to review our organization, management, operations, and administrative activities to determine whether we meet the requirements of applicable standards.

Sincerely,

William Pierce,  
Chief of Police

Drawer 939  
Georgetown, SC 29442

Attachment: Police Department January 2024 Report (4040 : Police Department Monthly Report)

| Enforcement                   | January     | February | March | April | May | June | July | August | September | October | November | December | Total       |
|-------------------------------|-------------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------------|
| <b>Calls for Service</b>      | <b>2202</b> |          |       |       |     |      |      |        |           |         |          |          | <b>2202</b> |
| <b>Incident Reports</b>       | <b>161</b>  |          |       |       |     |      |      |        |           |         |          |          | <b>161</b>  |
| <b>Zone 1</b>                 | 29          |          |       |       |     |      |      |        |           |         |          |          | 29          |
| <b>Zone 2</b>                 | 60          |          |       |       |     |      |      |        |           |         |          |          | 60          |
| <b>Zone 3</b>                 | 72          |          |       |       |     |      |      |        |           |         |          |          | 72          |
| <b>Arrest</b>                 | <b>79</b>   |          |       |       |     |      |      |        |           |         |          |          | <b>79</b>   |
| <b>Warrants Served</b>        | <b>38</b>   |          |       |       |     |      |      |        |           |         |          |          | <b>38</b>   |
| <b>Traffic Accidents</b>      |             |          |       |       |     |      |      |        |           |         |          |          |             |
| Responded To                  | 34          |          |       |       |     |      |      |        |           |         |          |          | 34          |
| TR310s completed              | 29          |          |       |       |     |      |      |        |           |         |          |          | 29          |
| <b>Traffic Stops</b>          | <b>569</b>  |          |       |       |     |      |      |        |           |         |          |          | <b>569</b>  |
| <b>Uniform Traffic Ticket</b> | <b>233</b>  |          |       |       |     |      |      |        |           |         |          |          | <b>233</b>  |
| Male                          | 149         |          |       |       |     |      |      |        |           |         |          |          | 149         |
| Female                        | 84          |          |       |       |     |      |      |        |           |         |          |          | 84          |
| Caucasian                     | 121         |          |       |       |     |      |      |        |           |         |          |          | 121         |
| African American              | 33          |          |       |       |     |      |      |        |           |         |          |          | 33          |
| Hispanic                      | 30          |          |       |       |     |      |      |        |           |         |          |          | 30          |
| Other                         | 49          |          |       |       |     |      |      |        |           |         |          |          | 49          |
| <b>Warning/Public Contact</b> | <b>325</b>  |          |       |       |     |      |      |        |           |         |          |          | <b>325</b>  |
| Male                          | 200         |          |       |       |     |      |      |        |           |         |          |          | 200         |
| Female                        | 125         |          |       |       |     |      |      |        |           |         |          |          | 125         |
| Caucasian                     | 178         |          |       |       |     |      |      |        |           |         |          |          | 178         |
| African American              | 13          |          |       |       |     |      |      |        |           |         |          |          | 13          |
| Hispanic                      | 14          |          |       |       |     |      |      |        |           |         |          |          | 14          |
| Other                         | 120         |          |       |       |     |      |      |        |           |         |          |          | 120         |
| <b>Property Check</b>         | <b>797</b>  |          |       |       |     |      |      |        |           |         |          |          | <b>797</b>  |
| <b>Overdose</b>               | <b>3</b>    |          |       |       |     |      |      |        |           |         |          |          | <b>3</b>    |
| Non-death                     | 3           |          |       |       |     |      |      |        |           |         |          |          | 3           |
| Death                         | 0           |          |       |       |     |      |      |        |           |         |          |          | 0           |
| Narcan by GPD                 | 0           |          |       |       |     |      |      |        |           |         |          |          | 0           |
| <b>Parking Tickets</b>        | <b>53</b>   |          |       |       |     |      |      |        |           |         |          |          | <b>53</b>   |

**Georgetown City Council**

120 North Fraser Street  
Georgetown, SC 29442

**SCHEDULED****MONTHLY REPORT (ID # 4044)**

Meeting: 02/15/24 05:30 PM

Department: Public Works

Category: Report

Prepared By: Natrona Simmons

Initiator: Natrona Simmons

Sponsors:

DOC ID: 4044

**Public Works Monthly Report**

PUBLIC WORKS CURBSIDE COLLECTIONS MONTHLY REPORT (FY 2023-2024)

| Division            | Task                                          | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24 | Cummulative |
|---------------------|-----------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------------|
| Curbside Debris     | Yard Waste: Leaves, Grass & Straw collected   | 66     | 90     | 81     | 64     | 119    | 89     | 77     |        |        |        |        |        | 587         |
| Curbside Debris     | Brown & White Goods collected (Net Tons)      | 84     | 33     | 5      | 149    | 20     | 31     | 97     |        |        |        |        |        | 420         |
| Garbage Collections | Residential Solid Waste Collection (Net Tons) | 348    | 332    | 316    | 342    | 301    | 314    | 336    |        |        |        |        |        | 2,288       |
| Recycle Collections | Recyclables Collected (Net Tons)              | 11     | 13     | 12     | 12     | 12     | 11     | 14     |        |        |        |        |        | 84          |
|                     | Monthly Totals (Net Tons)                     | 509    | 469    | 413    | 567    | 453    | 445    | 524    | -      | -      | -      | -      | -      | 3,379       |

PUBLIC WORKS MONTHLY WORK ORDERS REPORT (FY 2023-2024)

| Division                                     | Task                                                                                                                                                                                                                                                    | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24 | Cummulative |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------------|
| Solid Waste Maintenance                      | # of work orders requests completed for new roll out cart deliveries, and/or replacements, recycle bins and special events.                                                                                                                             | 67     | 59     | 58     | 25     | 37     | 49     | 44     |        |        |        |        |        | 339         |
| Streets/Curbside Crews & Grounds Maintenance | Work Order requests/assignments completed for repairs or installations of residential street signs, curbside debris collections, pot holes and sidewalks, park maintenance, grass cutting, park and sidewalk maintenance, litter, curbside collections. | 35     | 24     | 14     | 36     | 23     | 18     | 33     |        |        |        |        |        | 183         |
|                                              | Monthly Work Orders Totals                                                                                                                                                                                                                              | 102    | 83     | 72     | 61     | 60     | 67     | 77     | -      | -      | -      | -      | -      | 522         |

KEEP GEORGETOWN BEAUTIFUL - MONTH OF JANUARY, 2024

Bulk Waste Collections completed. Next Bulk Waste Collections set for April, 2024.

**Georgetown City Council**

120 North Fraser Street  
Georgetown, SC 29442

**SCHEDULED****MONTHLY REPORT (ID # 4029)**

Meeting: 02/15/24 05:30 PM  
Department: Risk Management  
Category: Report  
Prepared By: Amy Skidmore  
Initiator: Charles W. Cribb  
Sponsors:

DOC ID: 4029

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## Risk Management Monthly Report

MAYOR  
CAROL JAYROE

CITY ADMINISTRATOR  
SCOTT WHITTIER

CITY CLERK  
STEPHANIE BUCCIONE



COUNCIL MEMBERS  
JIM CLEMENTS  
MAYOR PRO TEMPORE

JONATHAN ANGNER  
BRUCE CARL  
ERIN ETHRIDGE  
JIMMY MORRIS  
TAMIKA WILLIAMS-OBENG

Georgetown City Fire Department  
Charles W. Cribb, Fire Chief  
Office: (843) 545-4200  
Fax: (843) 527-1650

### Risk Management January 2023 Report

#### Risk Management

| Department                       | SCMIT/SCMIRF            | Loss Description                             |
|----------------------------------|-------------------------|----------------------------------------------|
| Public Works                     | SCMIT – 0<br>SCMIRF – 0 |                                              |
| Water Utilities                  | SCMIT – 0<br>SCMIRF – 0 |                                              |
| Electric Utilities               | SCMIT – 0<br>SCMIRF – 0 |                                              |
| Fleet                            | SCMIT – 0<br>SCMIRF – 1 | Vehicle Accident                             |
| Finance                          | SCMIT – 0<br>SCMIRF – 0 |                                              |
| Fire                             | SCMIT – 1<br>SCMIRF – 0 | Foot Sprain                                  |
| Administration                   | SCMIT – 0<br>SCMIRF – 0 |                                              |
| Engineering                      | SCMIT – 0<br>SCMIRF – 0 |                                              |
| Municipal Court                  | SCMIT – 0<br>SCMIRF – 0 |                                              |
| Planning & Community Development | SCMIT – 0<br>SCMIRF – 0 |                                              |
| Police Department                | SCMIT – 1<br>SCMIRF – 1 | Officer Assaulted<br>Vehicle/Property Damage |

Attachment: Risk Management January 2024 Report (4029 : Risk Management Monthly Report)



**Georgetown City Council**

120 North Fraser Street  
Georgetown, SC 29442

**SCHEDULED****MONTHLY REPORT (ID # 4042)**

Meeting: 02/15/24 05:30 PM

Department: Water Utilities

Category: Report

Prepared By: Chris Mullis

Initiator: Chris Mullis

Sponsors:

DOC ID: 4042

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## Water Utilities Monthly Report

## WATER - WASTEWATER - STORMWATER UTILITY REPORT (FY 2024)

| Description of Work Performed           | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24 | Cumulative |
|-----------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------|
| <b>Water Treatment Plant (WTP)</b>      |        |        |        |        |        |        |        |        |        |        |        |        |            |
| Filtered Water Total (MG)               | 44.021 | 42.946 | 42.493 | 39.403 | 39.913 | 43.912 | 43.570 |        |        |        |        |        | 296.258    |
| Average Daily Flow Finished Water (MGD) | 1.420  | 1.385  | 1.416  | 1.271  | 1.208  | 1.417  | 2.476  |        |        |        |        |        | 10.593     |
| King Well (MG)                          | 1.250  | 0.000  | 0.000  | 0.000  | 2.111  | 0.000  | 0.000  |        |        |        |        |        | 3.361      |
| Maryville Well (MG)                     | 2.843  | 0.000  | 0.000  | 0.000  | 1.554  | 0.000  | 0.000  |        |        |        |        |        | 4.397      |

**Wastewater Treatment Plant (WWTP)**

|                                   |         |         |         |         |         |         |         |  |  |  |  |  |         |
|-----------------------------------|---------|---------|---------|---------|---------|---------|---------|--|--|--|--|--|---------|
| Influent Flow Total (MG)          | 102.216 | 113.355 | 112.102 | 110.947 | 100.477 | 146.368 | 148.057 |  |  |  |  |  | 833.522 |
| Average Daily Influent Flow (MGD) | 3.297   | 3.657   | 3.736   | 3.578   | 3.349   | 4.722   | 4.776   |  |  |  |  |  | 27.115  |
| Effluent Flow Total (MG)          | 98.360  | 113.689 | 95.166  | 97.640  | 96.533  | 146.949 | 150.476 |  |  |  |  |  | 798.813 |
| Average Daily Effluent Flow (MGD) | 3.173   | 3.667   | 3.172   | 3.150   | 3.218   | 4.740   | 4.854   |  |  |  |  |  | 25.974  |
| Rainfall Total (Inches)           | 8.010   | 5.870   | 3.030   | 3.910   | 3.250   | 12.629  | 2.080   |  |  |  |  |  | 38.779  |

**Water Distribution**

|                          |     |     |     |     |     |     |     |  |  |  |  |  |      |
|--------------------------|-----|-----|-----|-----|-----|-----|-----|--|--|--|--|--|------|
| Work Orders Completed    | 52  | 65  | 36  | 51  | 60  | 65  | 78  |  |  |  |  |  | 407  |
| Water Leak Repairs       | 16  | 14  | 16  | 24  | 36  | 14  | 27  |  |  |  |  |  | 147  |
| Water Meter Replacements | 1   | 0   | 3   | 4   | 5   | 0   | 5   |  |  |  |  |  | 18   |
| Locates Completed        | 113 | 110 | 172 | 307 | 278 | 230 | 292 |  |  |  |  |  | 1502 |

**Wastewater Collection**

|                       |     |     |     |     |     |     |     |  |  |  |  |  |      |
|-----------------------|-----|-----|-----|-----|-----|-----|-----|--|--|--|--|--|------|
| Work Orders Completed | 30  | 34  | 28  | 51  | 43  | 34  | 67  |  |  |  |  |  | 287  |
| Backup Responses      | 16  | 17  | 12  | 30  | 24  | 17  | 31  |  |  |  |  |  | 147  |
| Locates Completed     | 113 | 110 | 172 | 307 | 278 | 230 | 292 |  |  |  |  |  | 1502 |

**Maintenance**

|                                        |    |    |    |    |    |    |    |  |  |  |  |  |     |
|----------------------------------------|----|----|----|----|----|----|----|--|--|--|--|--|-----|
| Work Orders Completed                  | 22 | 26 | 24 | 25 | 20 | 26 | 19 |  |  |  |  |  | 162 |
| Work Orders on Pump Stations Completed | 3  | 3  | 3  | 2  | 0  | 3  | 12 |  |  |  |  |  | 26  |
| Work Orders for the WWTP Completed     | 3  | 2  | 2  | 7  | 6  | 2  | 6  |  |  |  |  |  | 28  |
| Work Orders for the WTP Completed      | 1  | 1  | 1  | 1  | 0  | 1  | 1  |  |  |  |  |  | 6   |

**Stormwater**

|                       |     |     |     |     |     |     |     |  |  |  |  |  |      |
|-----------------------|-----|-----|-----|-----|-----|-----|-----|--|--|--|--|--|------|
| Work Orders Completed | 2   | 3   | 10  | 1   | 1   | 3   | 10  |  |  |  |  |  | 30   |
| Locates Completed     | 113 | 110 | 172 | 307 | 278 | 230 | 292 |  |  |  |  |  | 1502 |

## DRAINAGE SYSTEM INSPECTION AND MAINTENANCE LOG

| ADDRESS OF INSPECTION               | DATE    | INSPECTED BY   | PROBLEMS OBSERVED                        | ASSIGNED TO | ACTION TAKEN             | PIPE SIZE | CLEANING FOOTAGE | COMPLETED DATE |
|-------------------------------------|---------|----------------|------------------------------------------|-------------|--------------------------|-----------|------------------|----------------|
| 2402 Duke st                        | 1/2/24  | Freddie Darby  | Catch basin and line need cleaning       | Stormwater  | Clean CB and line        | 12"       |                  | 1/2/2024       |
| 2404 Duke st                        | 1/2/24  | Freddie Darby  | Catch basin and line need cleaning       | Stormwater  | Clean CB and line        | 12"       |                  | 1/2/2024       |
| Dekalb st and Duke st               | 1/2/24  | Freddie Darby  | Catch basin and line need cleaning       | Stormwater  | Clean CB and line        | 15"       |                  | 1/2/2024       |
| 1909 Loblolly st                    | 1/5/24  | Daniel Sumpter | Ditch pipe need cleaning                 | Stormwater  | Clean ditch pipe         | 15"       |                  | 1/5/2024       |
| 1907 Loblolly st                    | 1/5/24  | Daniel Sumpter | Ditch pipe need cleaning                 | Stormwater  | Clean ditch pipe         | 15"       |                  | 1/5/2024       |
| 222 Board st                        | 1/5/24  | Freddie Darby  | Catch basin and line need cleaning       | Stormwater  | Clean CB and line        | 18"       |                  | 1/5/2024       |
| 719 North Hazard st                 | 1/5/24  | Daniel Sumpter | Debris on catch basin grate / in box     | Stormwater  | Remove debris            |           |                  | 1/5/2024       |
| 2513 South Fraser st                | 1/8/24  | John Britton   | Ditch pipe need cleaning                 | Stormwater  | Clean ditch pipe         | 15"       |                  | 1/8/2024       |
| 100 King st                         | 1/9/24  | John Britton   | Catch basin and line need cleaning       | Stormwater  | Clean CB and line        | 18"       |                  | 1/9/2024       |
| 102 King st                         | 1/10/24 | John Britton   | Catch basin and line need cleaning       | Stormwater  | Clean CB and line        | 18"       |                  | 1/10/2024      |
| 643 Rosemary st                     | 1/11/24 | John Britton   | Ditch needed cleaning                    | Stormwater  | Clean ditch              |           |                  | 1/11/2024      |
| 417 Birch st                        | 1/19/24 | John Britton   | Driveway pipe need cleaning              | Stormwater  | Clean driveway pipe      | 15"       |                  | 1/19/2024      |
| 517 Birch st                        | 1/19/24 | John Britton   | Driveway pipe need cleaning              | Stormwater  | Clean driveway pipe      | 15"       |                  | 1/19/2024      |
| 519 Birch st                        | 1/19/24 | John Britton   | Driveway pipe need cleaning              | Stormwater  | Clean driveway pipe      | 15"       |                  | 1/19/2024      |
| 523 Birch st                        | 1/19/24 | John Britton   | Driveway pipe need cleaning              | Stormwater  | Clean driveway pipe      | 15"       |                  | 1/19/2024      |
| 219 North Congdon st                | 1/23/24 | John Britton   | Drainage pipe needed install into CB box | Stormwater  | Install pipe into CB box | 15"       | Install 8ft      | 1/26/2024      |
| 410 Palm st                         | 1/29/24 | John Britton   | Ditch need cleaning                      | Stormwater  | Clean ditch              |           |                  | 1/29/2024      |
| 1907 Loblolly st                    | 1/29/24 | John Britton   | Ditch need cleaning                      | Stormwater  | clean ditch              |           |                  | 1/29/2024      |
| 1909 Loblolly st                    | 1/29/24 | John Britton   | Ditch need cleaning                      | Stormwater  | clean ditch              |           |                  | 1/29/2024      |
| White Bridge st and White Bridge st | 1/29/24 | John Britton   | Debris on catch basin grate / in box     | Stormwater  | Remove debris            |           |                  | 1/29/2024      |
| Seaboard st and Prince st           | 1/29/24 | John Britton   | Debris on catch basin grate / in box     | Stormwater  | Remove debris            |           |                  | 1/29/2024      |
| B st and Front st                   | 1/29/24 | John Britton   | Debris on catch basin grate / in box     | Stormwater  | Remove debris            |           |                  | 1/29/2024      |
| Winyah st and A ave                 | 1/29/24 | John Britton   | Debris on catch basin grate / in box     | Stormwater  | Remove debris            |           |                  | 1/29/2024      |
| Emanuel st and H ave                | 1/30/24 | John Britton   | Debris on catch basin grate / in box     | Stormwater  | Remove debris            |           |                  | 1/30/2024      |
| Hawkins st and Kaminski st          | 1/30/24 | John Britton   | Debris on catch basin grate / in box     | Stormwater  | Remove debris            |           |                  | 1/30/2024      |
| 325 Orange st                       | 1/30/24 | John Britton   | Catch basin and line need cleaning       | Stormwater  | Clean CB and line        | 12"       |                  | 1/30/2024      |
| 334 Orange st                       | 1/30/24 | John Britton   | Catch basin and line need cleaning       | Stormwater  | Clean CB and line        | 12"       |                  | 1/30/2024      |
| 418 Orange st                       | 1/30/24 | John Britton   | Catch basin and line need cleaning       | Stormwater  | Clean CB and line        | 12"       |                  | 1/30/2024      |
| 417 Orange st                       | 1/30/24 | John Britton   | Catch basin and line need cleaning       | Stormwater  | Clean CB and line        | 12"       |                  | 1/30/2024      |
| Duke st and Lynch st                | 1/31/24 | John Britton   | Debris on catch basin grate / in box     | Stormwater  | Remove debris            |           |                  | 1/31/2024      |
| Azalea Cir and North Fraser st      | 1/31/24 | John Britton   | Debris on catch basin grate / in box     | Stormwater  | Remove debris            |           |                  | 1/31/2024      |

**Georgetown City Council**

120 North Fraser Street  
Georgetown, SC 29442

**SCHEDULED****MONTHLY REPORT (ID # 4038)**

Meeting: 02/15/24 05:30 PM

Department: Finance

Category: Report

Prepared By: Kathy Vermeland

Initiator: Kathy Vermeland

Sponsors:

DOC ID: 4038

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**Finance and IT Department Monthly Report**

| Active Businesses                                                    |                                                                                                                                      |                                                  |                           |             |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------|-------------|
| Business                                                             | Type of Business                                                                                                                     | Source                                           | Status                    | Last Worker |
| 3Chords Inc                                                          | Staffing agency for school districts, clinicians, and educators                                                                      | Business Requested                               | PAID-INITIAL              | 5/26/2023   |
| 3M Company                                                           | Lease Equipment                                                                                                                      | Georgetown County Business Personal Property Tax | CALCULATION SENT          | 1/30/2024   |
| A American Custom Garage Door & Service                              | Garage door installation, repair, and service                                                                                        | City Vendor List                                 | AVENUE EXHAUSTED          | 6/19/2024   |
| A&A Seamless Gutters                                                 | Gutter installation and cleaning                                                                                                     | City Vendor List                                 | AVENUE EXHAUSTED          | 10/13/2027  |
| ABM Industries dba ABM Electrical Power Services LLC                 | Facility Management and Cleaning                                                                                                     | Common Business                                  | PAID-INITIAL              | 2/8/2023    |
| Active Glass and Mirror (AG&M)                                       | Commercial and residential glass services                                                                                            | City Vendor List                                 | Multiple Attempts         | 1/23/2024   |
| ADP, Inc.                                                            | Payroll Processing                                                                                                                   | City Vendor List                                 | PAID-INITIAL              | 12/29/2022  |
| ADT Commercial LLC (The ADT Security Corporation)                    | Commercial Electronic Security Svcs.                                                                                                 | Georgetown County Business Personal Property Tax | PAID-INITIAL              | 12/6/2023   |
| All Source Enterprises, LLC (DBA Safe Industries)                    | Fire protection                                                                                                                      | Common Business                                  | PAID-INITIAL              | 12/29/2022  |
| Al-Tar                                                               | Cold storage, histology, calibration, on-site lab equipment repair, centrifuge services, lab balances                                | City Vendor List                                 | PHONE CALL                | 1/19/2024   |
| American Builders & Contractors Supply dba ABC Supply Co             | Distributor of roofing, siding, windows, gutters and more                                                                            | City Vendor List                                 | PAID-INITIAL              | 11/30/2022  |
| American Greeting Corp                                               | Greeting cards-Marketing services                                                                                                    | Common Business                                  | PAID-INITIAL              | 11/30/2022  |
| Amplify Education                                                    | Professional School Teacher Development plan and Tech Support                                                                        | Georgetown County School Transparency List       | APPLICATION-1ST FOLLOW UP | 2/15/2024   |
| Another Printer Inc                                                  | Printing and binding                                                                                                                 | City Vendor List                                 | ONE AT A TIME             | 2/1/2024    |
| Apex Learning                                                        | Digital Curriculum Consulting                                                                                                        | Georgetown County School Transparency List       | Multiple Attempts         | 1/10/2024   |
| Apollo Piping Design Services dba Aalberts Integrated Piping Systems | Piping design, AIPS calibration, OEM manufacturing, sales reps                                                                       | City Vendor List                                 | PHONE CALL                | 1/15/2024   |
| Arc3 Gases South                                                     | Welding Products and Gases, rentals and repairs                                                                                      | Common Business                                  | PAID-INITIAL              | 10/31/2022  |
| Ascentium Capital LLC                                                | Finance new and used equipment                                                                                                       | Common Business                                  | PAID-INITIAL              | 4/24/2023   |
| ATCO International                                                   | Distributor of maintenance products                                                                                                  | City Vendor List                                 | PAID-INITIAL              | 2/8/2023    |
| Augusta Fiberglass Coatings Inc                                      | Engineering & Field service, repair, and maintenance                                                                                 | City Vendor List                                 | AVENUE EXHAUSTED          | 1/26/2024   |
| B&M Well Drilling                                                    | Well drilling services                                                                                                               | City Vendor List                                 | AVENUE EXHAUSTED          | 5/23/2025   |
| Beckman Coulter Inc                                                  | Lease medical equipment                                                                                                              | Common Business                                  | PAID-INITIAL              | 11/30/2022  |
| Beltram Edge Tool Supply, Inc. dba Beltram of the Carolinas          | Full Service Restaurant Equipment Dealer, Deliver and Installation                                                                   | Common Business                                  | APPLICATION-2ND FOLLOW UP | 1/29/2024   |
| Benton Roofing Inc                                                   | Roof installation, replacement, maintenance, and repair                                                                              | Georgetown County School Transparency List       | Verifying Liability       | 1/25/2024   |
| Binswanger Enterprises, LLC                                          | Glass & Repair                                                                                                                       | Common Business                                  | PAID-INITIAL              | 11/30/2022  |
| Blossman Gas and Appliance                                           | Propane gas, appliance and service                                                                                                   | Common Business                                  | PAID-INITIAL              | 8/31/2023   |
| Bobby's Appliance Center                                             | Appliances and mattress sale. Home delivery and installation. Appliance repair                                                       | Georgetown County School Transparency List       | PENDING APPLICATIONS      | 1/18/2024   |
| Boston Scientific Corp                                               | Surgical Supplies                                                                                                                    | Common Business                                  | PAID-INITIAL              | 8/16/2023   |
| Brink's Incorporated                                                 | Armored truck services                                                                                                               | Common Business                                  | PAID-INITIAL              | 5/8/2023    |
| C&S Solutions Inc                                                    | Locating, Inspecting, & Fault Finding Utilities Equipment, on-site training and demonstration                                        | City Vendor List                                 | AVENUE EXHAUSTED          | 9/1/2024    |
| Camden Fire Extinguishers Services                                   | Fire Extinguishers Installation, Test, Repair, Services, and Inspections                                                             | Common Business                                  | PAID-INITIAL              | 4/4/2023    |
| Canon Financial Services Inc                                         | Lease office equipment                                                                                                               | Common Business                                  | PAID-INITIAL              | 12/29/2022  |
| Carolina International Trucks, Inc.                                  | Sells and services medium, heavy, and severe service International Trucks, IC Buses, delivery via company own fleet. Truck lease and | City Vendor List                                 | APPLICATION-INITIAL       | 1/31/2024   |
| Carolina Office Systems Inc                                          | Computer and office machine repair                                                                                                   | Common Business                                  | PAID-INITIAL              | 4/24/2023   |
| Carolina Shine LLC                                                   | Cleaning supplies distributor, deliver via own company trucks, travelling sales reps                                                 | City Vendor List                                 | CALCULATION SENT          | 1/15/2024   |

|                                               |                                                                                                                                                                                 |                                                  |                           |            |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------|------------|
| Carolina Turf Farms                           | Turf supplier, delivery via company owned fleet                                                                                                                                 | City Vendor List                                 | AVENUE EXHAUSTED          | 2/7/2024   |
| Coast 2 Coast Lawns LLC                       | Land maintenance and lawn care                                                                                                                                                  | Georgetown County School Transparency List       | PHONE CALL                | 1/15/2024  |
| Coastal Capital Group Inc                     | Equipment leasing and financing                                                                                                                                                 | City Vendor List                                 | APPLICATION-INITIAL       | 1/31/2024  |
| Coastal Capital Leasing                       | Copy Machine Leasing                                                                                                                                                            | Business                                         | CALCULATION SENT          | 1/24/2024  |
| Coastal Staffing Services LLC                 | Staffin                                                                                                                                                                         | City Vendor List                                 | PAID-INITIAL              | 8/30/2023  |
| Coastal Transfer and Storage                  | Moving/relocation services, self storage facilities                                                                                                                             | City Vendor List                                 | AVENUE EXHAUSTED          | 1/26/2024  |
| Coastal Waterworks Plumbing                   | Residential and commercial plumbing services                                                                                                                                    | City Vendor List                                 | Multiple Attempts         | 1/18/2024  |
| CodeLynx                                      | Audio visual and physical security design and installation for A/V, access control and video surveillance                                                                       | Georgetown County School Transparency List       | APPLICATION-INITIAL       | 8/31/2023  |
| CoinCloud (Cash Cloud, Inc)                   | Bitcoin atm rental                                                                                                                                                              | Common Business                                  | PAID-INITIAL              | 2/8/2023   |
| Combs and Associates (Combs Technologies Inc) | Equipment for Water and Waterwater Treatment. Territory sales reps                                                                                                              | City Vendor List                                 | PHONE CALL                | 1/17/2024  |
| Commercial Openings                           | Doors and frames, door hardware, bathroom partitions and accessories. On-site installation. Have own company fleet of vehicles                                                  | City Vendor List                                 | FINAL Phone Call          | 1/15/2024  |
| Community Design Solutions                    | Community Design & Planning services                                                                                                                                            | City Vendor List                                 | APPLICATION-INITIAL       | 8/1/2023   |
| ComputerPlus Sales and Service Inc            | Systems maintenance, hardware contract maintenance, managed imac services, depot repair and advanced exchange, printer equipment and supplies, on-site services                 | City Vendor List                                 | Multiple Attempts         | 1/22/2024  |
| Consolidated Pipe & Supply Company, Inc.      | Pipe, Valve & Fitting Products and Services                                                                                                                                     | City Vendor List                                 | CALCULATION SENT          | 2/2/2024   |
| Conway Rental Center (CRC)                    | Party and equipment rental                                                                                                                                                      | City Vendor List                                 | APPLICATION-2ND FOLLOW UP | 1/26/2024  |
| Core & Main LP                                | Maintenance & repairs                                                                                                                                                           | Common Business                                  | PAID-INITIAL              | 4/24/2023  |
| CR JACKSON                                    | Asphalt repaving                                                                                                                                                                | City Vendor List                                 | PHONE CALL                | 2/1/2024   |
| Crane 1 Services Inc                          | Maintenance/Repair and Training on Hoist and Cranes. Have own company fleet of vehicles.                                                                                        | City Vendor List                                 | APPLICATION-2ND FOLLOW UP | 1/15/2024  |
| CSC Leasing Company                           | Equipment leasing and financing                                                                                                                                                 | Georgetown County Business Personal Property Tax | PENDING APPLICATIONS      | 1/26/2024  |
| CSC Serviceworks Inc                          | Lease Equipment                                                                                                                                                                 | Common Business                                  | PAID-INITIAL              | 4/24/2023  |
| CSI Leasing                                   | Lease Equipment                                                                                                                                                                 | Common Business                                  | PAID-INITIAL              | 10/31/2022 |
| Culinary Depot - Columbia Office              | Restaurant equipment, commercial refrigeration, smallwares, storage and transport, tabletop, disposable, furniture, janitorial supply. Installation team with own company fleet | Georgetown County School Transparency List       | ONE AT A TIME             | 2/1/2024   |
| D&W Sitework LLC                              | Demolition and Excavation services                                                                                                                                              | City Vendor List                                 | PHONE CALL                | 1/15/2024  |
| Daikin Applied Americas Inc.                  | Commercial HVAC systems for heating, ventilation and air conditioning                                                                                                           | Common Business                                  | PAID-INITIAL              | 6/27/2023  |
| Danny's Pest Control                          | Pest control services                                                                                                                                                           | City Vendor List                                 | APPLICATION-2ND FOLLOW UP | 1/26/2024  |
| Dawson Lumber Company                         | Lumber and building materials supplies. Delivery offered                                                                                                                        | City Vendor List                                 | APPLICATION-INITIAL       | 1/31/2024  |
| De Lage Landen Financial Services             | Lease Equipment                                                                                                                                                                 | Common Business                                  | CALCULATION SENT          | 2/5/2024   |
| Delta Industrial Electric                     | Electrical Contractor                                                                                                                                                           | City Vendor List                                 | APPLICATION-2ND FOLLOW UP | 1/5/2024   |
| Delta Medical Systems Inc                     | Medical imaging solutions, field service, project management, applications training. c-arm leasing program, marketing, service                                                  | City Vendor List                                 | APPLICATION-2ND FOLLOW UP | 1/8/2024   |
| Dependable Service Plumbing and Air Inc       | HVAC and plumbing services                                                                                                                                                      | City Vendor List                                 | CALCULATION SENT          | 1/16/2024  |
| Digitalmint Bitcoin ATM                       | Bitcoin ATM                                                                                                                                                                     | Common Business                                  | ONE AT A TIME             | 1/31/2024  |
| Dish Network LLC                              | Satellite service provider                                                                                                                                                      | Georgetown County Business Personal Property Tax | PAID-INITIAL              | 11/6/2023  |
| DocuSystems Inc                               | Office copiers and equipment, managed IT, managed print services, document management service                                                                                   | City Vendor List                                 | CALCULATION SENT          | 1/25/2024  |
| Donald Withers Photography                    | Photograph services                                                                                                                                                             | City Vendor List                                 | APPLICATION-2ND FOLLOW UP | 1/8/2024   |
| D's Door Company                              | Garage door installation                                                                                                                                                        | City Vendor List                                 | AVENUE EXHAUSTED          | 2/14/2024  |
| Dukes Root Control Inc                        | Root maintenance, sanitary sewer maintenance, sewer evaluation services, rehabilitation. Have own company fleet of vehicles                                                     | City Vendor List                                 | Multiple Attempts         | 1/23/2024  |



|                                                        |                                                                                                                                                                                                                 |                                            |                           |            |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------|------------|
| Eadie's Construction Company Inc                       | Storm drain install/repair, sewer main install/repair, water main install/repair, sewer lift station install/repair, hydrant install/repair, jack and bore, directional drilling, septic systems, box culverts, | City Vendor List                           | APPLICATION-2ND FOLLOW UP | 1/8/2024   |
| Eadie's Industrial Inc                                 | Industrial Vacuum services, combo sewer jet, sewer lift stations, water blasting, storage tank cleaning, video/camera inspections, drainage maintenance, remediation services                                   | City Vendor List                           | APPLICATION-INITIAL       | 1/8/2024   |
| East Coast Metal Distributors                          | HVAC product suppliers. Deliver via own truck                                                                                                                                                                   | Common Business                            | PAID-INITIAL              | 2/8/2023   |
| Eastland Pest Control                                  | Pest control service                                                                                                                                                                                            | Georgetown County School Transparency List | AVENUE EXHAUSTED          | 7/7/2024   |
| Ecolab Inc                                             | Ecolab offers water, hygiene and infection prevention solutions and                                                                                                                                             | Common Business                            | PENDING APPLICATIONS      | 2/9/2024   |
| Event Works Rentals (Peach Tree Tents and Events LLC)  | Event Rentals, Tent Set Up, Consultation and Delivery                                                                                                                                                           | Georgetown County School Transparency List | PAID-INITIAL              | 7/12/2023  |
| Eye Shadow Photography                                 | Wedding and event photographer                                                                                                                                                                                  | Georgetown County School Transparency List | Verifying Liability       | 1/26/2024  |
| Ferrellgas LP (dba Blue Rhino)                         | Propane supplier                                                                                                                                                                                                | Common Business                            | PAID-INITIAL              | 11/30/2022 |
| First Data Merchants Services LLC (Fiserv)             | Installation of credit card machine and/or e-commerce credit system                                                                                                                                             | Common Business                            | Biz bypassed              | 1/23/2024  |
| Freightliner of Arizona LLC dba Velocity Truck Centers | Truck sales, parts support, maintenance appointments, truck rentals                                                                                                                                             | City Vendor List                           | APPLICATION-INITIAL       | 1/31/2024  |
| FujiFilm North America Corporation                     | Medical imaging Equipment                                                                                                                                                                                       | Common Business                            | PAID-INITIAL              | 8/16/2023  |
| Futura Systems Inc                                     | Geo Spatial Mapping and asset management, staking and project tracker, FieldPro, outage management, Futura Flex                                                                                                 | City Vendor List                           | APPLICATION-1ST FOLLOW UP | 1/26/2024  |
| Georgetown Executive Center                            | Virtual office and temporary office leasing                                                                                                                                                                     | Discovery                                  | AVENUE EXHAUSTED          | 6/12/2024  |
| Grand Strand Fire Sprinkler                            | Fire sprinkler system installation, fire sprinkle service/inspections, fire extinguisher inspection                                                                                                             | City Vendor List                           | APPLICATION-1ST FOLLOW UP | 1/26/2024  |
| GSI-Generator Services Inc                             | Sales, service and repair                                                                                                                                                                                       | Common Business                            | PAID-INITIAL              | 3/1/2023   |
| GXC Inc                                                | Armed and unarmed security personnel, metal detectors, rental services with on site setup                                                                                                                       | Georgetown County School Transparency List | CALCULATION SENT          | 1/16/2024  |
| H&E Equipment Services                                 | Earthmoving, construction, industrial, material handling, and heavy equipment rental                                                                                                                            | Georgetown County School Transparency List | PAID-INITIAL              | 9/28/2023  |
| Hallmark Marketing Company LLC                         | Greeting cards, gift wrap, ornaments & gifts                                                                                                                                                                    | Common Business                            | PAID-INITIAL              | 10/31/2022 |
| Hardwick's Landscaping LLC                             | Excavating and landscaping services                                                                                                                                                                             | Georgetown County School Transparency List | BUSINESS STATING PAID     | 1/22/2024  |
| Herff Jones LLC                                        | Sells educational recognition, achievement and motivational products/materials                                                                                                                                  | Common Business                            | PAID-INITIAL              | 7/13/2023  |
| Hershey Creamery Company                               | Ice Cream                                                                                                                                                                                                       | Common Business                            | PAID-INITIAL              | 10/31/2022 |
| Hill-Rom Company Inc                                   | Lease Equipment                                                                                                                                                                                                 | Common Business                            | ONE AT A TIME             | 1/26/2024  |
| I-Leadr Inc                                            | School development training services                                                                                                                                                                            | Georgetown County School Transparency List | CALCULATION SENT          | 1/29/2024  |
| Imperial Dade & Paper Co LLC                           | Supplies-Maintenance                                                                                                                                                                                            | Common Business                            | PAID-INITIAL              | 10/31/2022 |
| Industrial Rewinding Inc                               | Sales, service, repair                                                                                                                                                                                          | City Vendor List                           | APPLICATION-INITIAL       | 1/31/2024  |
| Industrial Scientific Corporation                      | Gas detector and equipment rentals, training classes, calibration gas replenishment program, gas detector maintenance service                                                                                   | City Vendor List                           | APPLICATION-INITIAL       | 1/31/2024  |
| Industrial Solutions and Supplies                      |                                                                                                                                                                                                                 | City Vendor List                           | APPLICATION-INITIAL       | 1/31/2024  |
| Interface Security Systems LLC                         | Lease Equipment                                                                                                                                                                                                 | Common Business                            | ONE AT A TIME             | 1/23/2024  |
| JCI Jones Chemicals Inc                                | re-packer of Chlorine and one of the largest Industrial Bleach manufacturers                                                                                                                                    | City Vendor List                           | BIZ RESEARCHING           | 2/1/2024   |
| Johnson-Lambe Company                                  | sports equipment jersey designs, trophies and awards, Sales reps in SC                                                                                                                                          | Georgetown County School Transparency List | PAID-INITIAL              | 10/19/2023 |
| KCI USA, Inc. dba 3M Medical Solutions                 | Sell and rent medical equipment                                                                                                                                                                                 | Common Business                            | PENDING APPLICATIONS      | 1/26/2024  |
| Kelly Services Global LLC                              | Employment Agency                                                                                                                                                                                               | Georgetown County School Transparency List | PAID-INITIAL              | 10/31/2022 |
| Kelly Services Inc                                     | Employment Agency                                                                                                                                                                                               | Georgetown County School Transparency List | PAID-INITIAL              | 10/31/2022 |
| Kelly Services USA LLC                                 | Employment Agency                                                                                                                                                                                               | Georgetown County School Transparency List | PAID-INITIAL              | 10/31/2022 |

|                                                                              |                                                                                                                                                                  |                                                  |                           |            |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------|------------|
| L&W Supply Corporation dba Acoustical & Drywall Supply (ABC Supply)          | Products Supply/Delivery                                                                                                                                         | Common Business                                  | PAID-INITIAL              | 6/20/2023  |
| Leading Up LLC                                                               | On-site professional and personal development                                                                                                                    | Georgetown County School Transparency List       | FINAL Phone Call          | 1/10/2024  |
| LiftOne, LLC                                                                 | Lease Equipment                                                                                                                                                  | Common Business                                  | PAID-INITIAL              | 10/31/2022 |
| Line Equipment Sales Company Inc                                             | Test Lab, Tool Repair, Manufacturing, Delivery via own company fleet                                                                                             | City Vendor List                                 | APPLICATION-INITIAL       | 1/31/2024  |
| Live Productions                                                             | Lighting, sound, staging, entertainment, planning/management/design, equipment rentals, power                                                                    | Georgetown County School Transparency List       | APPLICATION-2ND FOLLOW UP | 1/11/2024  |
| Loomis Armored US LLC                                                        | Armored truck services                                                                                                                                           | Common Business                                  | PAID-INITIAL              | 4/24/2023  |
| Lux Vending dba Bitcoin Depot                                                | Bitcoin atm rentals                                                                                                                                              | Common Business                                  | PAID-INITIAL              | 11/30/2022 |
| Meco Inc of Florence                                                         | Petroleum refueling, technicians come on site for maintenance/repairs, have own company fleet of vehicles                                                        | City Vendor List                                 | PAID-INITIAL              | 11/30/2022 |
| Modern Turf, Inc                                                             | Sport field landscaping                                                                                                                                          | Georgetown County School Transparency List       | AVENUE EXHAUSTED          | 7/5/2026   |
| Motorola Solutions Inc                                                       | Access control systems, video security, body worn cameras, cybersecurity services, on-site preventative maintenance, technology lifecycle management             | Common Business                                  | PAID-INITIAL              | 11/6/2023  |
| Nalco Company LLC                                                            | Water treatment                                                                                                                                                  | Georgetown County Business Personal Property Tax | PAID-INITIAL              | 8/22/2023  |
| NetSource ET, LLC                                                            | Educational Technology                                                                                                                                           | Georgetown County School Transparency List       | APPLICATION-2ND FOLLOW UP | 1/17/2024  |
| Nu-Idea School Supply Co.                                                    | Furniture supplier                                                                                                                                               | Georgetown County School Transparency List       | PAID-INITIAL              | 6/26/2023  |
| Olympus America Inc                                                          | Equipment rental                                                                                                                                                 | Common Business                                  | PAID-INITIAL              | 4/4/2023   |
| Pawleys Island Locksmith                                                     | Locksmith services                                                                                                                                               | City Vendor List                                 | PAID-INITIAL              | 8/31/2023  |
| Pitney Bowes Global Financial Services                                       | Lease postage equipment                                                                                                                                          | Georgetown County Business Personal Property Tax | CALCULATION SENT          | 1/23/2024  |
| Pro Kitchen LLC                                                              | Kitchen Equipment Installation and Service/Repair                                                                                                                | Common Business                                  | 2nd Phone Call            | 1/11/2024  |
| Pugh Lubricants, LLC dba Apollo Oil, LLC                                     | Distributor of automotive-fleet oils and greases, oil and fuel absorbents, and car oil,fuel, air filters                                                         | Common Business                                  | PAID-INITIAL              | 10/31/2022 |
| Quest Resource Management Group                                              | Recycling & Disposal Services and equipment rentals                                                                                                              | Common Business                                  | PAID-INITIAL              | 6/14/2023  |
| Rentokil North America Inc dba J C Ehrlich Co, Inc                           | Pest control & consulting                                                                                                                                        | Common Business                                  | PAID-INITIAL              | 12/29/2022 |
| Ricky's Tree Service                                                         | Tree removal and trimming, tree cutting services, bush hog service, debris removal, land clearing, demolition, crane and bucket truck service, highway clearance | City Vendor List                                 | APPLICATION-INITIAL       | 1/31/2024  |
| Robert Half International Inc                                                | Accounting Staffing Agency                                                                                                                                       | Common Business                                  | CALCULATION SENT          | 1/31/2024  |
| Roto Rooter Plumbing and Drain Service of Myrtle Beach SC                    | Plumbing services                                                                                                                                                | Georgetown County School Transparency List       | APPLICATION-1ST FOLLOW UP | 1/29/2024  |
| Royal Cup Inc                                                                | sale of coffee and tea                                                                                                                                           | Common Business                                  | PAID-INITIAL              | 4/24/2023  |
| Rug Doctor LLC                                                               | Rental cleaning supplies                                                                                                                                         | Common Business                                  | PAID-INITIAL              | 12/29/2022 |
| Shutterfly Lifetouch, LLC (Previously Lifetouch National School Studios Inc) | Pictures taken at school locations                                                                                                                               | Common Business                                  | PENDING APPLICATIONS      | 1/31/2024  |
| Smith's Addressing Machine Services                                          | Installation, onsite service, and preventive maintenance-                                                                                                        | Georgetown County School Transparency List       | Verifying Liability       | 1/15/2024  |
| Snider Tire Inc dba Snider Fleet Solutions                                   | Roadside service with mobile service trucks, tire retread, fleet management, onsite scheduled services, forklift repairs. Have own company fleet of vehicles     | Common Business                                  | PAID-INITIAL              | 12/6/2023  |
| SPATCO Energy Solutions                                                      | Equipment installation & repairs                                                                                                                                 | Common Business                                  | PAID-INITIAL              | 11/30/2022 |
| Stone Construction Company                                                   | Excavation Contractor, septic services                                                                                                                           | City Vendor List                                 | APPLICATION-INITIAL       | 1/31/2024  |
| Stryker Sales LLC (dba Stryker Medical)                                      | Medical devices and equipment                                                                                                                                    | Common Business                                  | PAID-INITIAL              | 12/6/2023  |
| Superior Plus Energy Services dba Freeman Gas                                | Propane Supplier- delivery, install/repair                                                                                                                       | Business Self Reported                           | PAID-INITIAL              | 2/2/2024   |
| The Hertz Corporation                                                        | Passenger Rental Cars                                                                                                                                            | Georgetown County Business Personal Property Tax | APPLICATION-2ND FOLLOW UP | 1/15/2024  |
| Therapy Travelers LLC                                                        | Staffing agency for school districts, clinicians, and educators                                                                                                  | Business request                                 | PAID-INITIAL              | 5/26/2023  |

|                                                        |                                                                                                                                        |                                                          |                            |            |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------|------------|
| TIAA Commercial Finance, Inc                           | Commercial equipment leasing                                                                                                           | Common Business                                          | PAID-INITIAL               | 11/30/2022 |
| TIAA FSB                                               | Commercial Equipment Leasing (Separate Entity from TIAA Commercial Finance)                                                            | discovery                                                | PAID-INITIAL               | 11/30/2022 |
| Timepayment Corporation                                | Lease Equipment                                                                                                                        | Common Business                                          | CALCULATION SENT           | 1/30/2024  |
| Tisdale Plumbing Company                               | Plumbing services                                                                                                                      | Georgetown County School Transparency List               | 2nd Phone Call             | 1/15/2024  |
| Toyota Industries Commercial Finance INC               | Forklifts Financial Services                                                                                                           | Common Business                                          | Addr Complete/Pending apps | 1/31/2024  |
| Trane US Inc                                           | Maintenance Repairs                                                                                                                    | Georgetown County School Transparency List               | PAID-INITIAL               | 11/30/2022 |
| True Blue Nursery Inc                                  | Plants delivery, design and planning, pavers and brickwork, planting shrubs and trees, plant diagnosis and treatment, patios and water | City Vendor List                                         | APPLICATION-INITIAL        | 1/31/2024  |
| US Foods, Inc.                                         | Food supplier (retail)                                                                                                                 | Georgetown County School Transparency List & City Vendor | PAID-INITIAL               | 11/30/2022 |
| ViaSat, Inc.                                           | Lease and install internet equipment                                                                                                   | Common Business                                          | PAID-INITIAL               | 11/6/2023  |
| W.W. Grainger, Inc                                     | Cleaning and Sanitation                                                                                                                | Common Business                                          | PAID-INITIAL               | 12/30/2022 |
| W.W. Williams Company, LLC                             | Vehicle Parts/Service/Repair                                                                                                           | Common Business                                          | PAID-INITIAL               | 11/30/2022 |
| Wells Fargo Vendor Financial Services                  | Equipment leasing                                                                                                                      | Common Business                                          | PAID-INITIAL               | 12/6/2023  |
| Williams Scotsman, Inc. (dba WillScot dba Mobile Mini) | Builds/leases modular buildings, portable classrooms, and mobile office space                                                          | Common Business                                          | PAID-INITIAL               | 2/8/2023   |
| WIN LLC                                                | Recruitment, schedule management, cost management, risk management, quality management, process management, 3rd party                  | Georgetown County School Transparency List               | APPLICATION-2ND FOLLOW UP  | 1/30/2024  |
| WM Building Envelope Consultants LLC                   | Exterior Walls, Roofing and Waterproofing consulting services                                                                          | Georgetown County School Transparency List               | AVENUE EXHAUSTED           | 7/18/2024  |
| Wyeth Holdings, LLC (Pfizer Inc)                       | Medical Equipment sales and rental                                                                                                     | Common Business                                          | PAID-INITIAL               | 2/8/2023   |
| Xerox Corporation                                      | Lease Equipment                                                                                                                        |                                                          | PAID-INITIAL               | 11/27/2023 |
| Zimmer US, Inc.                                        | Lease Equipment                                                                                                                        | Common Business                                          | PAID-INITIAL               | 11/6/2023  |



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                  | Account Description       | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|--------------------------|---------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0010 - General Fund |                           |                |                   |                |                            |                  |                  |                           |               |            |
| REVENUE                  |                           |                |                   |                |                            |                  |                  |                           |               |            |
| Department 00 - Revenue  |                           |                |                   |                |                            |                  |                  |                           |               |            |
| 302.008                  | Opioid Recovery Program   | 141,211.00     | .00               | 141,211.00     | .00                        | .00              | 25,000.00        | 116,211.00                | 18            |            |
| 311.001                  | Property Taxes - Real     | 4,287,807.00   | .00               | 4,287,807.00   | 14,121.01                  | .00              | 101,191.38       | 4,186,615.62              | 2             | 443,918    |
| 311.003                  | Property Taxes - Vehicles | 350,000.00     | .00               | 350,000.00     | 32,389.66                  | .00              | 180,798.15       | 169,201.85                | 52            | 160,951    |
| 311.004                  | Inventory Tax             | 132,978.00     | .00               | 132,978.00     | .00                        | .00              | 66,489.06        | 66,488.94                 | 50            | 33,241     |
| 311.005                  | Prop Tax-Penalties & Cost | 32,000.00      | .00               | 32,000.00      | .00                        | .00              | .00              | 32,000.00                 | 0             |            |
| 311.006                  | Homestead Exemption Tax   | 148,000.00     | .00               | 148,000.00     | .00                        | .00              | .00              | 148,000.00                | 0             |            |
| 311.007                  | Manufacturer's Tax Reduce | 60,000.00      | .00               | 60,000.00      | .00                        | .00              | .00              | 60,000.00                 | 0             |            |
| 311.008                  | Motor Carrier Lieu of Tax | 15,000.00      | .00               | 15,000.00      | 918.19                     | .00              | 8,059.26         | 6,940.74                  | 54            | 8,371      |
| 311.011                  | Boat and Motor Taxes      | 35,000.00      | .00               | 35,000.00      | 3,410.97                   | .00              | 35,865.42        | (865.42)                  | 102           |            |
| 321.001                  | Business Licenses         | 3,310,000.00   | .00               | 3,310,000.00   | 24,871.71                  | .00              | 225,128.78       | 3,084,871.22              | 7             | 320,660    |
| 321.002                  | Business Lic - Penalties  | 6,000.00       | .00               | 6,000.00       | 19,209.53                  | .00              | 27,711.29        | (21,711.29)               | 462           | 1,111      |
| 322.001                  | Cable TV Franchise        | 116,000.00     | .00               | 116,000.00     | .00                        | .00              | 28,216.16        | 87,783.84                 | 24            | 29,201     |
| 322.002                  | S.C. Electric & Gas Co.   | 65,000.00      | .00               | 65,000.00      | .00                        | .00              | .00              | 65,000.00                 | 0             |            |
| 323.001                  | Electrical Permits        | 5,000.00       | .00               | 5,000.00       | 260.00                     | .00              | 2,572.00         | 2,428.00                  | 51            | 5,251      |
| 323.002                  | Plumbing Permits          | 2,500.00       | .00               | 2,500.00       | .00                        | .00              | 1,825.00         | 675.00                    | 73            | 1,210      |
| 323.003                  | Gas Permits               | 2,500.00       | .00               | 2,500.00       | 174.00                     | .00              | 592.00           | 1,908.00                  | 24            | 771        |
| 323.004                  | Building Permits          | 110,000.00     | .00               | 110,000.00     | 9,019.00                   | .00              | 130,543.50       | (20,543.50)               | 119           | 98,991     |
| 323.005                  | Yard Sale Permits         | 50.00          | .00               | 50.00          | .00                        | .00              | 9.00             | 41.00                     | 18            | 0          |
| 323.006                  | Mobile Home Permits       | 500.00         | .00               | 500.00         | 150.00                     | .00              | 314.40           | 185.60                    | 63            | 600        |
| 323.007                  | Demolition & Clearance    | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | 450.00           | 1,550.00                  | 22            | 2,100      |
| 323.008                  | Mechanical Permits        | 5,000.00       | .00               | 5,000.00       | 812.00                     | .00              | 4,840.00         | 160.00                    | 97            | 3,800      |
| 323.010                  | Bus Lic Inspection Fee    | 50.00          | .00               | 50.00          | .00                        | .00              | .00              | 50.00                     | 0             |            |
| 323.013                  | Burning Permit            | 50.00          | .00               | 50.00          | .00                        | .00              | .00              | 50.00                     | 0             |            |
| 323.014                  | Construct Parking Permit  | 50.00          | .00               | 50.00          | .00                        | .00              | 160.00           | (110.00)                  | 320           | 90         |
| 323.015                  | Reinspection Fee          | 4,000.00       | .00               | 4,000.00       | .00                        | .00              | 1,425.00         | 2,575.00                  | 36            | 3,540      |
| 323.016                  | Permit Not Posted On-Site | 50.00          | .00               | 50.00          | .00                        | .00              | .00              | 50.00                     | 0             |            |
| 323.019                  | Stop Work Order Fee       | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 246.00           | 754.00                    | 25            | 1,460      |
| 323.020                  | Board of Appeals Fee      | 500.00         | .00               | 500.00         | .00                        | .00              | 150.00           | 350.00                    | 30            | 500        |
| 323.021                  | Zoning Fees               | 7,200.00       | .00               | 7,200.00       | 600.00                     | .00              | 9,820.00         | (2,620.00)                | 136           | 5,350      |
| 323.022                  | Plan Review Fee           | 60,000.00      | .00               | 60,000.00      | 3,721.50                   | .00              | 52,622.00        | 7,378.00                  | 88            | 67,690     |
| 323.023                  | Sign Permit Fee           | 2,000.00       | .00               | 2,000.00       | 90.00                      | .00              | 1,750.00         | 250.00                    | 88            | 1,940      |
| 323.024                  | Planning Commission Fees  | 50.00          | .00               | 50.00          | .00                        | .00              | .00              | 50.00                     | 0             |            |
| 323.025                  | ARB Fees                  | 1,000.00       | .00               | 1,000.00       | 90.00                      | .00              | 540.00           | 460.00                    | 54            | 770        |
| 323.026                  | Plat Approval Fees        | 500.00         | .00               | 500.00         | 20.00                      | .00              | 505.00           | (5.00)                    | 101           | 850        |
| 323.027                  | Special Events Permit     | 750.00         | .00               | 750.00         | 75.00                      | .00              | 2,580.00         | (1,830.00)                | 344           | 530        |
| 323.028                  | Miscellaneous permits     | 200.00         | .00               | 200.00         | .00                        | .00              | 1,500.00         | (1,300.00)                | 750           | 170        |
| 324.008                  | Fire Impact Fee           | 55,000.00      | .00               | 55,000.00      | 7,574.40                   | .00              | 87,005.74        | (32,005.74)               | 158           | 80,940     |
| 331.000                  | Federal Grants            | 375,000.00     | .00               | 375,000.00     | .00                        | .00              | .00              | 375,000.00                | 0             |            |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                        | Account Description                  | Adopted Budget  | Budget Amendments | Amended Budget  | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year  |
|--------------------------------|--------------------------------------|-----------------|-------------------|-----------------|----------------------------|------------------|------------------|---------------------------|---------------|-------------|
| Fund 0010 - General Fund       |                                      |                 |                   |                 |                            |                  |                  |                           |               |             |
| REVENUE                        |                                      |                 |                   |                 |                            |                  |                  |                           |               |             |
| Department 00 - Revenue        |                                      |                 |                   |                 |                            |                  |                  |                           |               |             |
| 332.000                        | State Grants                         | 219,114.00      | 11,636.00         | 230,750.00      | .00                        | .00              | 66,211.80        | 164,538.20                | 29            | 15,877      |
| 332.008                        | Other Local Grants                   | 6,100.00        | .00               | 6,100.00        | .00                        | .00              | .00              | 6,100.00                  | 0             | 2,500       |
| 335.001                        | Local Government Fund                | 196,933.00      | .00               | 196,933.00      | .00                        | .00              | 51,694.80        | 145,238.20                | 26            | 49,238      |
| 335.004                        | Fema Recovery                        | .00             | .00               | .00             | .00                        | .00              | 53,664.18        | (53,664.18)               | +++           |             |
| 344.005                        | SRO Reimbursement                    | 148,000.00      | .00               | 148,000.00      | .00                        | .00              | .00              | 148,000.00                | 0             |             |
| 351.001                        | Police Fines                         | 63,000.00       | .00               | 63,000.00       | .00                        | .00              | 27,394.05        | 35,605.95                 | 43            | 28,871      |
| 351.003                        | Parking Fines                        | 9,700.00        | .00               | 9,700.00        | 875.00                     | .00              | 6,300.00         | 3,400.00                  | 65            | 5,091       |
| 351.007                        | Sunday Liquor Sales                  | 15,000.00       | .00               | 15,000.00       | .00                        | .00              | 1,800.00         | 13,200.00                 | 12            | 1,650       |
| 351.008                        | Victim's Asst. Fees-(%)              | 5,000.00        | .00               | 5,000.00        | .00                        | .00              | 3,519.57         | 1,480.43                  | 70            | 3,671       |
| 351.009                        | Victim's Asst. Flat Fees             | 2,500.00        | .00               | 2,500.00        | .00                        | .00              | 1,105.20         | 1,394.80                  | 44            | 1,261       |
| 351.010                        | Misc Police Revenue                  | 5,000.00        | .00               | 5,000.00        | 24.00                      | .00              | 3,112.20         | 1,887.80                  | 62            | 8,241       |
| 361.001                        | Investment Earnings                  | 150,000.00      | .00               | 150,000.00      | .00                        | .00              | 215,276.39       | (65,276.39)               | 144           | 125,311     |
| 362.000                        | Rents and Royalties                  | 16,478.00       | .00               | 16,478.00       | 1,211.14                   | .00              | 6,772.39         | 9,705.61                  | 41            | 5,161       |
| 363.001                        | Fees for GIS/B&P Documents           | 50.00           | .00               | 50.00           | .00                        | .00              | .00              | 50.00                     | 0             |             |
| 363.005                        | FOIA Fees                            | 500.00          | .00               | 500.00          | .00                        | .00              | 18.00            | 482.00                    | 4             | 751         |
| 364.000                        | Housing Authority FILOT              | 45,000.00       | .00               | 45,000.00       | .00                        | .00              | .00              | 45,000.00                 | 0             |             |
| 364.001                        | Steel Mill FILOT                     | 5,000.00        | .00               | 5,000.00        | .00                        | .00              | .00              | 5,000.00                  | 0             | 5,841       |
| 367.007                        | Donations and Promotions-Police Dept | .00             | .00               | .00             | (156.03)                   | .00              | 1,108.92         | (1,108.92)                | +++           | 5,271       |
| 368.000                        | Work Comp Reimbursement              | 41,003.00       | .00               | 41,003.00       | .00                        | .00              | .00              | 41,003.00                 | 0             |             |
| 369.000                        | Cash Over & Short                    | 100.00          | .00               | 100.00          | 1.69                       | .00              | (38.31)          | 138.31                    | -38           | (191)       |
| 369.002                        | Miscellaneous Revenue                | 15,000.00       | .00               | 15,000.00       | 1,608.18                   | .00              | 4,425.88         | 10,574.12                 | 30            | (3,087)     |
| 369.003                        | Insurance Proceeds                   | 15,000.00       | .00               | 15,000.00       | .00                        | .00              | 16,154.26        | (1,154.26)                | 108           | 19,761      |
| 369.005                        | Set-off Debt Collection Fees         | 500.00          | .00               | 500.00          | .00                        | .00              | 75.00            | 425.00                    | 15            | 101         |
| 369.013                        | Returned Check Fees                  | 2,000.00        | .00               | 2,000.00        | 90.00                      | .00              | 1,500.00         | 500.00                    | 75            | 1,441       |
| 391.001                        | Sale of Assets                       | 1,500.00        | .00               | 1,500.00        | .00                        | .00              | .00              | 1,500.00                  | 0             |             |
| 392.001                        | From Electric Fund                   | 819,987.00      | .00               | 819,987.00      | .00                        | .00              | 341,661.25       | 478,325.75                | 42            | 365,311     |
| 392.002                        | From Water Fund                      | 326,554.00      | .00               | 326,554.00      | .00                        | .00              | 136,064.15       | 190,489.85                | 42            | 147,641     |
| 392.003                        | From Accom Tax Fund                  | 32,000.00       | .00               | 32,000.00       | .00                        | .00              | .00              | 32,000.00                 | 0             | 26,401      |
| 392.005                        | From Wastewater Fund                 | 338,082.00      | .00               | 338,082.00      | .00                        | .00              | 140,867.45       | 197,214.55                | 42            | 159,901     |
| 392.009                        | From Hospitality Fund                | 125,000.00      | .00               | 125,000.00      | .00                        | .00              | .00              | 125,000.00                | 0             | 62,501      |
| 393.003                        | GO Bond Proceeds                     | 250,000.00      | .00               | 250,000.00      | .00                        | .00              | .00              | 250,000.00                | 0             |             |
| 394.002                        | Transfer from fund balance           | 1,517,819.00    | .00               | 1,517,819.00    | .00                        | .00              | .00              | 1,517,819.00              | 0             |             |
| Department 00 - Revenue Totals |                                      | \$13,705,866.00 | \$11,636.00       | \$13,717,502.00 | \$121,160.95               | \$0.00           | \$2,076,596.32   | \$11,640,905.68           | 15%           | \$2,312,841 |
| REVENUE TOTALS                 |                                      | \$13,705,866.00 | \$11,636.00       | \$13,717,502.00 | \$121,160.95               | \$0.00           | \$2,076,596.32   | \$11,640,905.68           | 15%           | \$2,312,841 |
| EXPENSE                        |                                      |                 |                   |                 |                            |                  |                  |                           |               |             |
| Department 01 - Administration |                                      |                 |                   |                 |                            |                  |                  |                           |               |             |
| 400.101                        | Regular Pay                          | 412,950.00      | .00               | 412,950.00      | 11,365.80                  | .00              | 183,440.84       | 229,509.16                | 44            | 192,251     |
| 401.103                        | Overtime                             | 3,000.00        | .00               | 3,000.00        | 13.07                      | .00              | 4,876.17         | (1,876.17)                | 163           | 3,861       |

Attachment: Finance Department Budget Performance December 2023 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Accounts

| Account                        | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|--------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0010 - General Fund       |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                        |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| Department 01 - Administration |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 401.106                        | Contract Labor                                  | 1,500.00       | .00               | 1,500.00       | .00                        | .00              | .00              | 1,500.00                  | 0             | 37%        |
| 405.114                        | FICA                                            | 31,820.00      | .00               | 31,820.00      | 785.26                     | .00              | 13,869.90        | 17,950.10                 | 44            | 14,298     |
| 406.116                        | Retirement                                      | 77,200.00      | .00               | 77,200.00      | 2,065.63                   | .00              | 34,657.87        | 42,542.13                 | 45            | 33,711     |
| 408.125                        | SCMIT Worker's Comp Ins.                        | 8,500.00       | .00               | 8,500.00       | .00                        | 4,542.08         | 4,529.15         | (571.23)                  | 107           | 3,981      |
| 410.001                        | Health Claims Cost                              | 28,331.00      | .00               | 28,331.00      | 2,200.26                   | .00              | 15,217.22        | 13,113.78                 | 54            | 10,881     |
| 410.002                        | Health Claim Costs-Retire                       | .00            | .00               | .00            | .00                        | .00              | 4,236.00         | (4,236.00)                | +++           |            |
| 500.101                        | Supplies and Materials                          | 4,000.00       | .00               | 4,000.00       | 162.03                     | .00              | 2,315.82         | 1,684.18                  | 58            | 2,731      |
| 500.102                        | Equipment                                       | 200.00         | .00               | 200.00         | .00                        | .00              | .00              | 200.00                    | 0             | 2,561      |
| 500.105                        | Printing and Binding                            | 300.00         | .00               | 300.00         | .00                        | .00              | .00              | 300.00                    | 0             |            |
| 500.107                        | Technology Supplies                             | 250.00         | .00               | 250.00         | .00                        | .00              | .00              | 250.00                    | 0             |            |
| 610.111                        | Communications- Landline                        | 6,000.00       | .00               | 6,000.00       | 530.27                     | .00              | 3,279.79         | 2,720.21                  | 55            | 2,911      |
| 610.112                        | Postage                                         | 500.00         | .00               | 500.00         | .00                        | .00              | 338.06           | 161.94                    | 68            | 681        |
| 610.1110                       | Communications- Wireless                        | 3,000.00       | .00               | 3,000.00       | .00                        | .00              | 700.36           | 2,299.64                  | 23            | 1,161      |
| 620.114                        | Advertising                                     | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | .00              | 1,000.00                  | 0             | 281        |
| 640.124                        | Travel Expense                                  | 3,500.00       | .00               | 3,500.00       | .00                        | .00              | 144.00           | 3,356.00                  | 4             | 1,721      |
| 650.127                        | Electricity                                     | 3,552.00       | .00               | 3,552.00       | 60.64                      | .00              | 1,478.50         | 2,073.50                  | 42            | 1,511      |
| 650.128                        | Water                                           | 745.00         | .00               | 745.00         | .00                        | .00              | 304.02           | 440.98                    | 41            | 311        |
| 650.129                        | Wastewater                                      | 800.00         | .00               | 800.00         | .00                        | .00              | 332.72           | 467.28                    | 42            | 341        |
| 650.130                        | Sanitation                                      | 1,208.00       | .00               | 1,208.00       | .00                        | .00              | 426.20           | 781.80                    | 35            | 511        |
| 650.133                        | Stormwater                                      | 700.00         | .00               | 700.00         | .00                        | .00              | 530.04           | 169.96                    | 76            | 451        |
| 650.134                        | Security Lights                                 | 1,900.00       | .00               | 1,900.00       | .00                        | .00              | 787.50           | 1,112.50                  | 41            | 941        |
| 650.1271                       | Electricity- Sales Tax                          | 111.00         | .00               | 111.00         | .00                        | .00              | 47.95            | 63.05                     | 43            | 51         |
| 660.105                        | COVID-19 Pandemic Expense                       | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 1,681      |
| 660.139                        | Fleet Services-RTA Mtce Allocation              | 100.00         | .00               | 100.00         | .00                        | .00              | .00              | 100.00                    | 0             | 151        |
| 660.145                        | Gasoline & Oil                                  | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             |            |
| 660.1391                       | Fleet Services -Departmental Expense Allocation | 424.00         | .00               | 424.00         | .00                        | .00              | 174.53           | 249.47                    | 41            | 341        |
| 660.1392                       | Fleet Svcs- Outside Vends                       | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             | 301        |
| 670.156                        | Equipment Rental/Lease                          | 5,900.00       | .00               | 5,900.00       | 757.34                     | .00              | 2,228.56         | 3,671.44                  | 38            | 2,691      |
| 685.180                        | Membership Dues and Fees                        | 2,454.00       | .00               | 2,454.00       | .00                        | .00              | 1,239.00         | 1,215.00                  | 50            | 1,591      |
| 685.182                        | Other Operating Expenses                        | 3,000.00       | .00               | 3,000.00       | 154.26                     | .00              | 174.40           | 2,825.60                  | 6             | 1,031      |
| 685.186                        | Training                                        | 5,375.00       | .00               | 5,375.00       | .00                        | .00              | 1,048.22         | 4,326.78                  | 20            | 2,391      |
| 685.1801                       | Subscriptions                                   | .00            | .00               | .00            | .00                        | .00              | 167.60           | (167.60)                  | +++           | 21         |
| 686.187                        | Professional Services                           | .00            | .00               | .00            | 3,615.20                   | 10,000.00        | 37,256.60        | (47,256.60)               | +++           |            |
| 686.189                        | Employee Medical                                | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 151        |
| 686.195                        | Repair/Maint Svc Contract                       | 2,400.00       | .00               | 2,400.00       | .00                        | .00              | 372.72           | 2,027.28                  | 16            | 551        |
| 686.1895                       | Employee wellness services                      | 3,009.00       | .00               | 3,009.00       | 211.24                     | .00              | 790.38           | 2,218.62                  | 26            | 761        |
| 687.204                        | Janitorial Services                             | 6,106.00       | .00               | 6,106.00       | .00                        | .00              | .00              | 6,106.00                  | 0             |            |
| 795.001                        | IT Internal Allocations                         | 52,470.00      | .00               | 52,470.00      | .00                        | .00              | 7,680.30         | 44,789.70                 | 15            | 10,741     |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT





# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                      | Account Description        | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|----------------------------------------------|----------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0010 - General Fund                     |                            |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                                      |                            |                |                   |                |                            |                  |                  |                           |               |            |
| Department 01 - Administration               |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 795.995                                      | GF Cost Distribution       | (387,425.00)   | .00               | (387,425.00)   | .00                        | .00              | (161,427.10)     | (225,997.90)              | 42            | (128,970)  |
| Sub Department 02 - Mayor and Council        |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 400.101                                      | Regular Pay                | 101,710.00     | .00               | 101,710.00     | 5,041.12                   | .00              | 56,251.35        | 45,458.65                 | 55            | 59,520     |
| 405.114                                      | FICA                       | 7,780.00       | .00               | 7,780.00       | 330.98                     | .00              | 3,926.30         | 3,853.70                  | 50            | 4,220      |
| 406.116                                      | Retirement                 | 18,877.00      | .00               | 18,877.00      | 402.72                     | .00              | 6,797.98         | 12,079.02                 | 36            | 7,210      |
| 408.125                                      | SCMIT Worker's Comp Ins.   | 2,055.00       | .00               | 2,055.00       | .00                        | .00              | .00              | 2,055.00                  | 0             |            |
| 410.001                                      | Health Claims Cost         | 34,156.00      | .00               | 34,156.00      | 2,461.78                   | .00              | 13,485.50        | 20,670.50                 | 39            | 10,910     |
| 500.101                                      | Supplies and Materials     | 2,000.00       | .00               | 2,000.00       | 48.29                      | .00              | 142.58           | 1,857.42                  | 7             | 610        |
| 500.102                                      | Equipment                  | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             | 200        |
| 500.105                                      | Printing and Binding       | 600.00         | .00               | 600.00         | .00                        | .00              | .00              | 600.00                    | 0             |            |
| 610.111                                      | Communications- Landline   | 600.00         | .00               | 600.00         | 81.12                      | .00              | 524.38           | 75.62                     | 87            | 300        |
| 610.112                                      | Postage                    | 400.00         | .00               | 400.00         | .00                        | .00              | 13.20            | 386.80                    | 3             | 500        |
| 610.1110                                     | Communications- Wireless   | 6,300.00       | .00               | 6,300.00       | .00                        | .00              | 2,061.77         | 4,238.23                  | 33            | 2,840      |
| 620.114                                      | Advertising                | 3,000.00       | .00               | 3,000.00       | 862.50                     | .00              | 1,030.50         | 1,969.50                  | 34            | 1,050      |
| 640.124                                      | Travel Expense             | 19,275.00      | .00               | 19,275.00      | .00                        | .00              | 1,042.42         | 18,232.58                 | 5             | 920        |
| 670.156                                      | Equipment Rental/Lease     | 11,000.00      | .00               | 11,000.00      | 787.68                     | 4,726.08         | 4,726.08         | 1,547.84                  | 86            | 5,300      |
| 685.180                                      | Membership Dues and Fees   | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | .00              | 2,000.00                  | 0             | 150        |
| 685.182                                      | Other Operating Expenses   | 4,800.00       | .00               | 4,800.00       | .00                        | .00              | 677.04           | 4,122.96                  | 14            | 500        |
| 685.186                                      | Training                   | 12,305.00      | .00               | 12,305.00      | .00                        | .00              | 795.00           | 11,510.00                 | 6             | 1,230      |
| 685.1801                                     | Subscriptions              | .00            | .00               | .00            | .00                        | .00              | 142.29           | (142.29)                  | +++           |            |
| 686.187                                      | Professional Services      | .00            | .00               | .00            | .00                        | .00              | 261.38           | (261.38)                  | +++           |            |
| 686.1895                                     | Employee wellness services | 11,004.00      | .00               | 11,004.00      | 774.56                     | .00              | 2,898.11         | 8,105.89                  | 26            | 2,810      |
| 795.001                                      | IT Internal Allocations    | 59,966.00      | .00               | 59,966.00      | .00                        | .00              | 8,777.49         | 51,188.51                 | 15            | 12,270     |
| Sub Department 02 - Mayor and Council Totals |                            | \$298,328.00   | \$0.00            | \$298,328.00   | \$10,790.75                | \$4,726.08       | \$103,553.37     | \$190,048.55              | 36%           | \$109,960  |
| Department 01 - Administration Totals        |                            | \$584,208.00   | \$0.00            | \$584,208.00   | \$32,711.75                | \$19,268.16      | \$264,770.69     | \$300,169.15              | 49%           | \$279,060  |
| Department 04 - Finance                      |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 400.101                                      | Regular Pay                | 558,498.00     | .00               | 558,498.00     | 22,635.71                  | .00              | 259,881.05       | 298,616.95                | 47            | 229,830    |
| 401.103                                      | Overtime                   | 3,500.00       | .00               | 3,500.00       | 5.51                       | .00              | 2,739.93         | 760.07                    | 78            | 1,740      |
| 401.106                                      | Contract Labor             | 5,000.00       | .00               | 5,000.00       | .00                        | .00              | .00              | 5,000.00                  | 0             | 6,770      |
| 405.114                                      | FICA                       | 42,996.00      | .00               | 42,996.00      | 1,593.55                   | .00              | 19,226.93        | 23,769.07                 | 45            | 17,000     |
| 406.116                                      | Retirement                 | 104,308.00     | .00               | 104,308.00     | 4,163.59                   | .00              | 47,913.67        | 56,394.33                 | 46            | 39,770     |
| 408.125                                      | SCMIT Worker's Comp Ins.   | 5,200.00       | .00               | 5,200.00       | .00                        | 2,490.08         | 2,482.97         | 226.95                    | 96            | 2,180      |
| 410.001                                      | Health Claims Cost         | 56,810.00      | .00               | 56,810.00      | 5,730.68                   | .00              | 27,502.78        | 29,307.22                 | 48            | 21,590     |
| 410.002                                      | Health Claim Costs-Retire  | 2,015.00       | .00               | 2,015.00       | .00                        | .00              | 832.80           | 1,182.20                  | 41            | 970        |
| 500.101                                      | Supplies and Materials     | 5,000.00       | .00               | 5,000.00       | 808.91                     | .00              | 2,687.62         | 2,312.38                  | 54            | 2,030      |
| 500.102                                      | Equipment                  | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | .00              | 2,000.00                  | 0             | 420        |
| 500.103                                      | Furniture                  | 400.00         | .00               | 400.00         | .00                        | .00              | .00              | 400.00                    | 0             |            |
| 610.111                                      | Communications- Landline   | 3,500.00       | .00               | 3,500.00       | 375.64                     | .00              | 2,391.23         | 1,108.77                  | 68            | 1,640      |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                   | Account Description        | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|-------------------------------------------|----------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0010 - General Fund                  |                            |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                                   |                            |                |                   |                |                            |                  |                  |                           |               |            |
| Department 04 - Finance                   |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 610.112                                   | Postage                    | 6,500.00       | .00               | 6,500.00       | .00                        | .00              | 2,044.33         | 4,455.67                  | 31            | 2,551      |
| 610.1110                                  | Communications- Wireless   | 750.00         | .00               | 750.00         | .00                        | .00              | 185.09           | 564.91                    | 25            | 271        |
| 640.124                                   | Travel Expense             | 5,000.00       | .00               | 5,000.00       | .00                        | (950.00)         | 152.74           | 5,797.26                  | -16           | 991        |
| 650.127                                   | Electricity                | 3,200.00       | .00               | 3,200.00       | .00                        | .00              | 3,916.00         | (716.00)                  | 122           | 1,211      |
| 650.128                                   | Water                      | 630.00         | .00               | 630.00         | .00                        | .00              | 260.59           | 369.41                    | 41            | 261        |
| 650.129                                   | Wastewater                 | 686.00         | .00               | 686.00         | .00                        | .00              | 285.18           | 400.82                    | 42            | 291        |
| 650.130                                   | Sanitation                 | 1,035.00       | .00               | 1,035.00       | .00                        | .00              | 365.30           | 669.70                    | 35            | 431        |
| 650.133                                   | Stormwater                 | 750.00         | .00               | 750.00         | .00                        | .00              | 465.08           | 284.92                    | 62            | 381        |
| 650.134                                   | Security Lights            | 1,750.00       | .00               | 1,750.00       | .00                        | .00              | 675.00           | 1,075.00                  | 39            | 811        |
| 650.1271                                  | Electricity- Sales Tax     | 200.00         | .00               | 200.00         | .00                        | .00              | 41.10            | 158.90                    | 21            | 41         |
| 670.156                                   | Equipment Rental/Lease     | 9,000.00       | .00               | 9,000.00       | 1,366.56                   | .00              | 3,944.88         | 5,055.12                  | 44            | 4,571      |
| 685.180                                   | Membership Dues and Fees   | 1,800.00       | .00               | 1,800.00       | 250.00                     | .00              | 250.00           | 1,550.00                  | 14            | 291        |
| 685.182                                   | Other Operating Expenses   | 10,000.00      | .00               | 10,000.00      | 163.47                     | .00              | 1,218.40         | 8,781.60                  | 12            | 5,941      |
| 685.184                                   | Continuing Education       | 1,350.00       | .00               | 1,350.00       | .00                        | .00              | .00              | 1,350.00                  | 0             |            |
| 685.186                                   | Training                   | 3,250.00       | .00               | 3,250.00       | 14.95                      | .00              | 304.90           | 2,945.10                  | 9             | 691        |
| 685.1801                                  | Subscriptions              | .00            | .00               | .00            | .00                        | .00              | 142.29           | (142.29)                  | +++           |            |
| 686.189                                   | Employee Medical           | 750.00         | .00               | 750.00         | .00                        | .00              | 300.00           | 450.00                    | 40            | 151        |
| 686.1895                                  | Employee wellness services | 10,007.00      | .00               | 10,007.00      | 704.14                     | .00              | 2,634.64         | 7,372.36                  | 26            | 2,551      |
| 795.001                                   | IT Internal Allocations    | 52,470.00      | .00               | 52,470.00      | .00                        | .00              | 7,680.31         | 44,789.69                 | 15            | 10,741     |
| 795.995                                   | GF Cost Distribution       | (377,214.00)   | .00               | (377,214.00)   | .00                        | .00              | (157,172.50)     | (220,041.50)              | 42            | (190,511)  |
| Department 04 - Finance Totals            |                            | \$521,141.00   | \$0.00            | \$521,141.00   | \$37,812.71                | \$1,540.08       | \$233,352.31     | \$286,248.61              | 45%           | \$165,741  |
| Department 05 - Police                    |                            |                |                   |                |                            |                  |                  |                           |               |            |
| Sub Department 05 - Police Staff Services |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 400.101                                   | Regular Pay                | 2,308,986.00   | .00               | 2,308,986.00   | 81,532.51                  | .00              | 984,963.92       | 1,324,022.08              | 43            | 870,851    |
| 401.103                                   | Overtime                   | 120,300.00     | .00               | 120,300.00     | 7,040.42                   | .00              | 79,765.88        | 40,534.12                 | 66            | 61,651     |
| 401.105                                   | On-call pay                | 6,000.00       | .00               | 6,000.00       | 400.00                     | .00              | 2,600.00         | 3,400.00                  | 43            | 2,601      |
| 405.114                                   | FICA                       | 182,995.00     | .00               | 182,995.00     | 6,223.38                   | .00              | 78,123.57        | 104,871.43                | 43            | 68,121     |
| 406.116                                   | Retirement                 | 504,694.00     | .00               | 504,694.00     | 15,945.48                  | .00              | 204,506.88       | 300,187.12                | 41            | 183,511    |
| 408.125                                   | SCMIT Worker's Comp Ins.   | 138,000.00     | .00               | 138,000.00     | 1,948.57                   | 63,381.76        | 70,412.09        | 4,206.15                  | 97            | 55,601     |
| 410.001                                   | Health Claims Cost         | 278,431.00     | .00               | 278,431.00     | 22,572.02                  | .00              | 136,643.84       | 141,787.16                | 49            | 114,061    |
| 410.002                                   | Health Claim Costs-Retire  | 53,966.00      | .00               | 53,966.00      | (799.19)                   | .00              | 29,459.27        | 24,506.73                 | 55            | 26,021     |
| 500.101                                   | Supplies and Materials     | 12,754.00      | .00               | 12,754.00      | 290.49                     | .00              | 6,322.38         | 6,431.62                  | 50            | 11,051     |
| 500.102                                   | Equipment                  | 6,319.00       | .00               | 6,319.00       | 294.34                     | .00              | 2,507.99         | 3,811.01                  | 40            | 1,061      |
| 500.103                                   | Furniture                  | 450.00         | .00               | 450.00         | .00                        | .00              | 95.38            | 354.62                    | 21            | 1,531      |
| 501.101                                   | Uniforms and Clothing      | 37,100.00      | 11,636.00         | 48,736.00      | 9,098.09                   | .00              | 22,680.51        | 26,055.49                 | 47            | 11,121     |
| 610.111                                   | Communications- Landline   | 7,000.00       | .00               | 7,000.00       | 917.77                     | .00              | 5,773.35         | 1,226.65                  | 82            | 3,901      |
| 610.112                                   | Postage                    | 500.00         | .00               | 500.00         | .00                        | .00              | 86.95            | 413.05                    | 17            | 111        |
| 610.1110                                  | Communications- Wireless   | 75,484.00      | .00               | 75,484.00      | 5,068.92                   | 7,500.30         | 32,084.54        | 35,899.16                 | 52            | 36,331     |

Attachment: Finance Department Budget Performance December 2023 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                          | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year  |
|--------------------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|-------------|
| Fund 0010 - General Fund                         |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| EXPENSE                                          |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| Department 05 - Police                           |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| Sub Department 05 - Police Staff Services        |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| 620.114                                          | Advertising                                     | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 718         |
| 640.124                                          | Travel Expense                                  | 19,234.00      | .00               | 19,234.00      | 608.65                     | .00              | 5,652.85         | 13,581.15                 | 29            | 6,440       |
| 650.127                                          | Electricity                                     | 32,082.00      | .00               | 32,082.00      | .00                        | .00              | 11,805.33        | 20,276.67                 | 37            | 14,011      |
| 650.128                                          | Water                                           | 4,235.00       | .00               | 4,235.00       | .00                        | .00              | 1,777.32         | 2,457.68                  | 42            | 1,800       |
| 650.129                                          | Wastewater                                      | 3,180.00       | .00               | 3,180.00       | .00                        | .00              | 1,338.30         | 1,841.70                  | 42            | 1,350       |
| 650.130                                          | Sanitation                                      | 2,584.00       | .00               | 2,584.00       | .00                        | .00              | 912.30           | 1,671.70                  | 35            | 1,090       |
| 650.133                                          | Stormwater                                      | 3,157.00       | .00               | 3,157.00       | .00                        | .00              | 1,363.98         | 1,793.02                  | 43            | 1,570       |
| 650.134                                          | Security Lights                                 | 3,720.00       | .00               | 3,720.00       | .00                        | .00              | 1,549.45         | 2,170.55                  | 42            | 1,850       |
| 650.1271                                         | Electricity- Sales Tax                          | 954.00         | .00               | 954.00         | .00                        | .00              | 406.88           | 547.12                    | 43            | 470         |
| 660.103                                          | Emergency Preparedness                          | .00            | .00               | .00            | .00                        | .00              | 12.82            | (12.82)                   | +++           |             |
| 660.105                                          | COVID-19 Pandemic Expense                       | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 3,050       |
| 660.133                                          | Repairs & Maint. Services                       | 28,000.00      | .00               | 28,000.00      | 106.32                     | .00              | 3,607.03         | 24,392.97                 | 13            | 15,850      |
| 660.139                                          | Fleet Services-RTA Mtce Allocation              | 32,800.00      | .00               | 32,800.00      | .00                        | .00              | 9,551.86         | 23,248.14                 | 29            | 25,540      |
| 660.145                                          | Gasoline & Oil                                  | 89,212.00      | .00               | 89,212.00      | 8,715.05                   | .00              | 45,630.99        | 43,581.01                 | 51            | 43,270      |
| 660.1391                                         | Fleet Services -Departmental Expense Allocation | 34,938.00      | .00               | 34,938.00      | .00                        | .00              | 20,735.83        | 14,202.17                 | 59            | 25,980      |
| 660.1392                                         | Fleet Svcs- Outside Vends                       | 25,500.00      | .00               | 25,500.00      | 458.79                     | .00              | 12,865.42        | 12,634.58                 | 50            | 19,340      |
| 670.156                                          | Equipment Rental/Lease                          | 6,200.00       | .00               | 6,200.00       | 891.78                     | .00              | 2,750.22         | 3,449.78                  | 44            | 3,310       |
| 682.1721                                         | Prisoner Housing                                | 70,000.00      | .00               | 70,000.00      | 2,092.50                   | 8,450.00         | 19,887.50        | 41,662.50                 | 40            | 22,000      |
| 685.180                                          | Membership Dues and Fees                        | 1,775.00       | .00               | 1,775.00       | 250.00                     | .00              | 725.00           | 1,050.00                  | 41            | 780         |
| 685.182                                          | Other Operating Expenses                        | 28,850.00      | .00               | 28,850.00      | 1,395.25                   | 23,853.67        | 3,590.72         | 1,405.61                  | 95            | 3,140       |
| 685.186                                          | Training                                        | 8,378.00       | .00               | 8,378.00       | 105.00                     | .00              | 1,700.00         | 6,678.00                  | 20            | 3,150       |
| 685.187                                          | Special Projects                                | 2,000.00       | .00               | 2,000.00       | 262.78                     | .00              | 7,250.37         | (5,250.37)                | 363           | 2,730       |
| 685.1801                                         | Subscriptions                                   | 10,385.00      | .00               | 10,385.00      | 435.68                     | .00              | 7,481.08         | 2,903.92                  | 72            | 2,450       |
| 685.1861                                         | Law Enforce Accreditation/Policy                | 7,600.00       | .00               | 7,600.00       | .00                        | .00              | 3,330.13         | 4,269.87                  | 44            | 5,200       |
| 686.184                                          | Technology Services                             | 39,884.00      | .00               | 39,884.00      | .00                        | .00              | 38,350.00        | 1,534.00                  | 96            |             |
| 686.189                                          | Employee Medical                                | 2,775.00       | .00               | 2,775.00       | .00                        | .00              | 1,878.00         | 897.00                    | 68            | 3,650       |
| 686.194                                          | Other Prof/Tech Services                        | 75,000.00      | .00               | 75,000.00      | 18,750.00                  | 37,500.00        | 37,500.00        | .00                       | 100           | 37,500      |
| 686.195                                          | Repair/Maint Svc Contract                       | 24,000.00      | .00               | 24,000.00      | .00                        | .00              | 3,602.54         | 20,397.46                 | 15            | 7,450       |
| 686.1895                                         | Employee wellness services                      | 36,021.00      | .00               | 36,021.00      | 2,464.50                   | .00              | 9,221.23         | 26,799.77                 | 26            | 8,950       |
| 687.203                                          | Contract Services                               | 5,500.00       | .00               | 5,500.00       | .00                        | .00              | 350.00           | 5,150.00                  | 6             | 3,950       |
| 687.204                                          | Janitorial Services                             | 6,106.00       | .00               | 6,106.00       | .00                        | .00              | 2,340.00         | 3,766.00                  | 38            |             |
| 720.120                                          | Donations and Promotions                        | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 1,760       |
| 795.001                                          | IT Internal Allocations                         | 59,966.00      | .00               | 59,966.00      | .00                        | .00              | 7,680.31         | 52,285.69                 | 13            | 10,740      |
| 795.010                                          | 911 Expense Billing                             | (1,888.00)     | .00               | (1,888.00)     | .00                        | .00              | (157.30)         | (1,730.70)                | 8             | (8,845)     |
| 900.4100                                         | Vehicles                                        | .00            | .00               | .00            | .00                        | (6,106.26)       | .00              | 6,106.26                  | +++           | 54,390      |
| 900.4300                                         | Other Equipment                                 | .00            | .00               | .00            | .00                        | 16,014.22        | .00              | (16,014.22)               | +++           | 5,550       |
| Sub Department 05 - Police Staff Services Totals |                                                 | \$4,395,127.00 | \$11,636.00       | \$4,406,763.00 | \$187,069.10               | \$150,593.69     | \$1,920,716.71   | \$2,335,452.60            | 47%           | \$1,777,890 |

Attachment: Finance Department Budget Performance December 2023 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                          | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year  |
|--------------------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|-------------|
| Fund 0010 - General Fund                         |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| EXPENSE                                          |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| Department 05 - Police                           |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| Sub Department 07 - Victim's Advocate            |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| 400.101                                          | Regular Pay                                     | .00            | .00               | .00            | 1,729.19                   | .00              | 7,926.00         | (7,926.00)                | +++           | 18,411      |
| 401.103                                          | Overtime                                        | .00            | .00               | .00            | 176.92                     | .00              | 228.20           | (228.20)                  | +++           | 284         |
| 405.114                                          | FICA                                            | .00            | .00               | .00            | 114.94                     | .00              | 592.92           | (592.92)                  | +++           | 1,370       |
| 406.116                                          | Retirement                                      | .00            | .00               | .00            | 304.95                     | .00              | 1,443.10         | (1,443.10)                | +++           | 3,190       |
| 408.125                                          | SCMIT Worker's Comp Ins.                        | .00            | .00               | .00            | .00                        | 553.36           | 551.77           | (1,105.13)                | +++           | 481         |
| 410.001                                          | Health Claims Cost                              | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 2,511       |
| 501.101                                          | Uniforms and Clothing                           | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 290         |
| 610.111                                          | Communications- Landline                        | .00            | .00               | .00            | 20.28                      | .00              | 131.10           | (131.10)                  | +++           | 71          |
| 610.1110                                         | Communications- Wireless                        | .00            | .00               | .00            | .00                        | .00              | 57.93            | (57.93)                   | +++           | 590         |
| 660.145                                          | Gasoline & Oil                                  | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 210         |
| 660.1391                                         | Fleet Services -Departmental Expense Allocation | .00            | .00               | .00            | .00                        | .00              | 261.80           | (261.80)                  | +++           | 320         |
| 685.182                                          | Other Operating Expenses                        | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 30          |
| 686.195                                          | Repair/Maint Svc Contract                       | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 380         |
| 686.1895                                         | Employee wellness services                      | .00            | .00               | .00            | 70.41                      | .00              | 263.46           | (263.46)                  | +++           | 250         |
| 795.001                                          | IT Internal Allocations                         | .00            | .00               | .00            | .00                        | .00              | 1,097.19         | (1,097.19)                | +++           | 1,530       |
| Sub Department 07 - Victim's Advocate Totals     |                                                 | \$0.00         | \$0.00            | \$0.00         | \$2,416.69                 | \$553.36         | \$12,553.47      | (\$13,106.83)             | +++           | \$29,980    |
| Sub Department 26 - Grants                       |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| 610.1110                                         | Communications- Wireless                        | .00            | .00               | .00            | .00                        | .00              | 115.56           | (115.56)                  | +++           | 1,640       |
| 660.139                                          | Fleet Services-RTA Mtce Allocation              | .00            | .00               | .00            | .00                        | .00              | 1,265.30         | (1,265.30)                | +++           | 670         |
| 660.145                                          | Gasoline & Oil                                  | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 1,110       |
| 660.1391                                         | Fleet Services -Departmental Expense Allocation | .00            | .00               | .00            | .00                        | .00              | 845.38           | (845.38)                  | +++           | 880         |
| 660.1392                                         | Fleet Svcs- Outside Vends                       | .00            | .00               | .00            | .00                        | .00              | 6,116.86         | (6,116.86)                | +++           | 2,060       |
| 685.182                                          | Other Operating Expenses                        | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 50          |
| 685.187                                          | Special Projects                                | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 710         |
| Sub Department 26 - Grants Totals                |                                                 | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$8,343.10       | (\$8,343.10)              | +++           | \$7,150     |
| Department 05 - Police Totals                    |                                                 | \$4,395,127.00 | \$11,636.00       | \$4,406,763.00 | \$189,485.79               | \$151,147.05     | \$1,941,613.28   | \$2,314,002.67            | 47%           | \$1,815,040 |
| Department 06 - Building Department              |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| 685.186                                          | Training                                        | .00            | .00               | .00            | .00                        | .00              | (290.00)         | 290.00                    | +++           | \$0         |
| Department 06 - Building Department Totals       |                                                 | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | (\$290.00)       | \$290.00                  | +++           | \$0         |
| Department 09 - Planning & Community Development |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| 400.101                                          | Regular Pay                                     | 320,518.00     | .00               | 320,518.00     | 16,629.36                  | .00              | 169,811.38       | 150,706.62                | 53            | 182,120     |
| 401.103                                          | Overtime                                        | 2,500.00       | .00               | 2,500.00       | (73.85)                    | .00              | 1,535.54         | 964.46                    | 61            | 1,140       |
| 401.106                                          | Contract Labor                                  | 124,800.00     | .00               | 124,800.00     | 283.00                     | .00              | 19,938.00        | 104,862.00                | 16            |             |
| 405.114                                          | FICA                                            | 24,711.00      | .00               | 24,711.00      | 1,196.36                   | .00              | 12,664.43        | 12,046.57                 | 51            | 13,570      |
| 406.116                                          | Retirement                                      | 59,952.00      | .00               | 59,952.00      | 3,224.48                   | .00              | 32,415.83        | 27,536.17                 | 54            | 32,520      |
| 408.125                                          | SCMIT Worker's Comp Ins.                        | 4,500.00       | .00               | 4,500.00       | .00                        | 2,190.34         | 2,184.09         | 125.57                    | 97            | 1,920       |
| 410.001                                          | Health Claims Cost                              | 53,195.00      | .00               | 53,195.00      | 3,182.44                   | .00              | 16,805.74        | 36,389.26                 | 32            | 17,430      |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                                 | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|---------------------------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0010 - General Fund                                |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                                                 |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| Department 09 - Planning & Community Development        |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 500.101                                                 | Supplies and Materials                          | 3,220.00       | .00               | 3,220.00       | .00                        | .00              | 720.28           | 2,499.72                  | 22            | 1,851      |
| 500.102                                                 | Equipment                                       | 2,300.00       | .00               | 2,300.00       | .00                        | .00              | 2,468.60         | (168.60)                  | 107           | 1,851      |
| 500.103                                                 | Furniture                                       | 200.00         | .00               | 200.00         | .00                        | .00              | .00              | 200.00                    | 0             |            |
| 500.105                                                 | Printing and Binding                            | 1,820.00       | .00               | 1,820.00       | 74.53                      | .00              | 223.59           | 1,596.41                  | 12            |            |
| 610.111                                                 | Communications- Landline                        | 1,600.00       | .00               | 1,600.00       | 173.12                     | .00              | 1,082.16         | 517.84                    | 68            | 88         |
| 610.112                                                 | Postage                                         | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | 1,748.05         | 251.95                    | 87            | 1,341      |
| 610.1110                                                | Communications- Wireless                        | 3,600.00       | .00               | 3,600.00       | .00                        | .00              | 1,669.73         | 1,930.27                  | 46            | 3,131      |
| 620.114                                                 | Advertising                                     | 4,322.00       | .00               | 4,322.00       | 1,084.50                   | .00              | 1,722.75         | 2,599.25                  | 40            | 2,311      |
| 640.124                                                 | Travel Expense                                  | 3,399.00       | .00               | 3,399.00       | 289.00                     | .00              | 1,086.17         | 2,312.83                  | 32            | 1,981      |
| 650.127                                                 | Electricity                                     | 6,100.00       | .00               | 6,100.00       | .00                        | .00              | 907.81           | 5,192.19                  | 15            | 811        |
| 650.128                                                 | Water                                           | 655.00         | .00               | 655.00         | .00                        | .00              | 173.71           | 481.29                    | 27            | 171        |
| 650.129                                                 | Wastewater                                      | 490.00         | .00               | 490.00         | .00                        | .00              | 190.11           | 299.89                    | 39            | 191        |
| 650.130                                                 | Sanitation                                      | 137.00         | .00               | 137.00         | .00                        | .00              | 243.50           | (106.50)                  | 178           | 291        |
| 650.133                                                 | Stormwater                                      | 515.00         | .00               | 515.00         | .00                        | .00              | 345.41           | 169.59                    | 67            | 251        |
| 650.134                                                 | Security Lights                                 | 1,080.00       | .00               | 1,080.00       | .00                        | .00              | 450.00           | 630.00                    | 42            | 541        |
| 650.1271                                                | Electricity- Sales Tax                          | 180.00         | .00               | 180.00         | .00                        | .00              | 27.40            | 152.60                    | 15            | 31         |
| 660.133                                                 | Repairs & Maint. Services                       | 927.00         | .00               | 927.00         | .00                        | .00              | .00              | 927.00                    | 0             |            |
| 660.139                                                 | Fleet Services-RTA Mtce Allocation              | 500.00         | .00               | 500.00         | .00                        | .00              | 301.14           | 198.86                    | 60            | 151        |
| 660.145                                                 | Gasoline & Oil                                  | 3,867.00       | .00               | 3,867.00       | 259.53                     | .00              | 1,822.34         | 2,044.66                  | 47            | 1,931      |
| 660.1391                                                | Fleet Services -Departmental Expense Allocation | 1,400.00       | .00               | 1,400.00       | .00                        | .00              | 850.96           | 549.04                    | 61            | 911        |
| 660.1392                                                | Fleet Svcs- Outside Vends                       | 150.00         | .00               | 150.00         | .00                        | .00              | .00              | 150.00                    | 0             | 91         |
| 670.156                                                 | Equipment Rental/Lease                          | 7,500.00       | .00               | 7,500.00       | 1,149.50                   | .00              | 3,639.03         | 3,860.97                  | 49            | 4,971      |
| 685.180                                                 | Membership Dues and Fees                        | 2,000.00       | .00               | 2,000.00       | 655.00                     | .00              | 1,445.00         | 555.00                    | 72            | 1,241      |
| 685.182                                                 | Other Operating Expenses                        | 600.00         | .00               | 600.00         | 95.85                      | .00              | 953.07           | (353.07)                  | 159           | 691        |
| 685.184                                                 | Continuing Education                            | 3,000.00       | .00               | 3,000.00       | .00                        | .00              | .00              | 3,000.00                  | 0             | 2,941      |
| 685.186                                                 | Training                                        | 5,219.00       | .00               | 5,219.00       | .00                        | .00              | 1,339.00         | 3,880.00                  | 26            | 2,471      |
| 686.187                                                 | Professional Services                           | .00            | .00               | .00            | .00                        | 5,665.00         | 261.38           | (5,926.38)                | +++           |            |
| 686.189                                                 | Employee Medical                                | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 131        |
| 686.191                                                 | Contract Services/Studies                       | 486,000.00     | .00               | 486,000.00     | .00                        | (14,337.77)      | 200.00           | 500,137.77                | -3            | 39,181     |
| 686.201                                                 | Main Street Coordinator Operating Expenses      | 14,500.00      | .00               | 14,500.00      | .00                        | .00              | 1,108.03         | 13,391.97                 | 8             |            |
| 686.1895                                                | Employee wellness services                      | 5,004.00       | .00               | 5,004.00       | 352.07                     | .00              | 1,317.31         | 3,686.69                  | 26            | 1,271      |
| 795.001                                                 | IT Internal Allocations                         | 22,487.00      | .00               | 22,487.00      | .00                        | .00              | 3,291.57         | 19,195.43                 | 15            | 4,601      |
| Department 09 - Planning & Community Development Totals |                                                 | \$1,174,948.00 | \$0.00            | \$1,174,948.00 | \$28,574.89                | (\$6,482.43)     | \$284,943.11     | \$896,487.32              | 24%           | \$325,031  |
| Department 10 - Municipal Court                         |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 400.101                                                 | Regular Pay                                     | 149,525.00     | .00               | 149,525.00     | 6,510.58                   | .00              | 78,251.33        | 71,273.67                 | 52            | 72,811     |
| 401.103                                                 | Overtime                                        | 4,500.00       | .00               | 4,500.00       | (246.82)                   | .00              | 2,085.84         | 2,414.16                  | 46            | 2,351      |
| 401.105                                                 | On-call pay                                     | 5,200.00       | .00               | 5,200.00       | 400.00                     | .00              | 2,600.00         | 2,600.00                  | 50            | 2,601      |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year   |
|----------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|--------------|
| Fund 0010 - General Fund               |                                                 |                |                   |                |                            |                  |                  |                           |               |              |
| EXPENSE                                |                                                 |                |                   |                |                            |                  |                  |                           |               |              |
| Department 10 - Municipal Court        |                                                 |                |                   |                |                            |                  |                  |                           |               |              |
| 405.114                                | FICA                                            | 12,180.00      | .00               | 12,180.00      | 499.91                     | .00              | 5,519.33         | 6,660.67                  | 45            | 5,880.00     |
| 406.116                                | Retirement                                      | 29,552.00      | .00               | 29,552.00      | 1,232.25                   | .00              | 13,491.72        | 16,060.28                 | 46            | 13,400.00    |
| 408.125                                | SCMIT Worker's Comp Ins.                        | 3,000.00       | .00               | 3,000.00       | .00                        | 1,360.32         | 1,356.44         | 283.24                    | 91            | 1,190.00     |
| 410.001                                | Health Claims Cost                              | 12,927.00      | .00               | 12,927.00      | 497.70                     | .00              | 2,925.80         | 10,001.20                 | 23            | 2,620.00     |
| 500.101                                | Supplies and Materials                          | 2,500.00       | .00               | 2,500.00       | .00                        | .00              | 1,162.82         | 1,337.18                  | 47            | 2,030.00     |
| 500.102                                | Equipment                                       | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             | .00          |
| 610.111                                | Communications- Landline                        | .00            | .00               | .00            | 60.83                      | .00              | 393.27           | (393.27)                  | +++           | 220.00       |
| 610.112                                | Postage                                         | 3,300.00       | .00               | 3,300.00       | .00                        | .00              | 1,637.22         | 1,662.78                  | 50            | 1,480.00     |
| 640.124                                | Travel Expense                                  | 900.00         | .00               | 900.00         | 158.53                     | .00              | 158.53           | 741.47                    | 18            | 500.00       |
| 650.127                                | Electricity                                     | 6,100.00       | .00               | 6,100.00       | .00                        | .00              | 3,132.01         | 2,967.99                  | 51            | 2,600.00     |
| 650.128                                | Water                                           | 646.00         | .00               | 646.00         | .00                        | .00              | 271.02           | 374.98                    | 42            | 270.00       |
| 650.129                                | Wastewater                                      | 485.00         | .00               | 485.00         | .00                        | .00              | 204.05           | 280.95                    | 42            | 200.00       |
| 650.130                                | Sanitation                                      | 137.00         | .00               | 137.00         | .00                        | .00              | 48.35            | 88.65                     | 35            | 50.00        |
| 650.133                                | Stormwater                                      | 277.00         | .00               | 277.00         | .00                        | .00              | 227.27           | 49.73                     | 82            | 130.00       |
| 650.134                                | Security Lights                                 | 458.00         | .00               | 458.00         | .00                        | .00              | 190.55           | 267.45                    | 42            | 220.00       |
| 650.1271                               | Electricity- Sales Tax                          | 178.00         | .00               | 178.00         | .00                        | .00              | 75.64            | 102.36                    | 42            | 80.00        |
| 660.105                                | COVID-19 Pandemic Expense                       | .00            | .00               | .00            | .00                        | .00              | 1,080.00         | (1,080.00)                | +++           | 1,520.00     |
| 660.133                                | Repairs & Maint. Services                       | 2,500.00       | .00               | 2,500.00       | .00                        | .00              | 1,138.52         | 1,361.48                  | 46            | 1,420.00     |
| 660.139                                | Fleet Services-RTA Mtce Allocation              | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             | .00          |
| 660.145                                | Gasoline & Oil                                  | 350.00         | .00               | 350.00         | .00                        | .00              | 166.99           | 183.01                    | 48            | 170.00       |
| 660.1391                               | Fleet Services -Departmental Expense Allocation | 424.00         | .00               | 424.00         | .00                        | .00              | 174.53           | 249.47                    | 41            | 210.00       |
| 670.156                                | Equipment Rental/Lease                          | 2,300.00       | .00               | 2,300.00       | 531.26                     | .00              | 882.50           | 1,417.50                  | 38            | 880.00       |
| 685.180                                | Membership Dues and Fees                        | 110.00         | .00               | 110.00         | .00                        | .00              | .00              | 110.00                    | 0             | .00          |
| 685.182                                | Other Operating Expenses                        | 3,435.00       | .00               | 3,435.00       | 444.00                     | .00              | 1,174.29         | 2,260.71                  | 34            | 1,110.00     |
| 685.186                                | Training                                        | 400.00         | .00               | 400.00         | .00                        | .00              | .00              | 400.00                    | 0             | .00          |
| 686.187                                | Professional Services                           | 41,350.00      | .00               | 41,350.00      | 8,000.00                   | 8,500.00         | 22,129.87        | 10,720.13                 | 74            | 9,070.00     |
| 686.189                                | Employee Medical                                | .00            | .00               | .00            | .00                        | .00              | 150.00           | (150.00)                  | +++           | .00          |
| 686.195                                | Repair/Maint Svc Contract                       | 2,200.00       | .00               | 2,200.00       | .00                        | .00              | 201.75           | 1,998.25                  | 9             | 300.00       |
| 686.1895                               | Employee wellness services                      | 3,009.00       | .00               | 3,009.00       | 211.24                     | .00              | 790.38           | 2,218.62                  | 26            | 760.00       |
| 795.001                                | IT Internal Allocations                         | 37,479.00      | .00               | 37,479.00      | .00                        | .00              | 5,485.93         | 31,993.07                 | 15            | 7,670.00     |
| Department 10 - Municipal Court Totals |                                                 | \$326,422.00   | \$0.00            | \$326,422.00   | \$18,299.48                | \$9,860.32       | \$147,105.95     | \$169,455.73              | 48%           | \$131,430.00 |
| Department 11 - Fire                   |                                                 |                |                   |                |                            |                  |                  |                           |               |              |
| 400.101                                | Regular Pay                                     | 1,730,900.00   | .00               | 1,730,900.00   | 60,886.98                  | .00              | 717,945.61       | 1,012,954.39              | 41            | 702,820.00   |
| 401.103                                | Overtime                                        | 120,000.00     | .00               | 120,000.00     | 18,973.07                  | .00              | 166,682.88       | (46,682.88)               | 139           | 113,410.00   |
| 402.111                                | Volunteer Employees                             | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 150.00           | 850.00                    | 15            | 130.00       |
| 405.114                                | FICA                                            | 141,595.00     | .00               | 141,595.00     | 5,665.98                   | .00              | 65,640.10        | 75,954.90                 | 46            | 59,100.00    |
| 406.116                                | Retirement                                      | 393,131.00     | .00               | 393,131.00     | 16,643.51                  | .00              | 187,071.87       | 206,059.13                | 48            | 157,440.00   |
| 408.125                                | SCMIT Worker's Comp Ins.                        | 78,000.00      | .00               | 78,000.00      | .00                        | 34,607.50        | 38,869.50        | 4,523.00                  | 94            | 30,360.00    |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT





# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/2023

Exclude Rollup Accounts

| Account                  | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|--------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0010 - General Fund |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                  |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| Department 11 - Fire     |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 410.001                  | Health Claims Cost                              | 266,098.00     | .00               | 266,098.00     | 16,800.70                  | .00              | 97,724.12        | 168,373.88                | 37            | 98,680     |
| 410.002                  | Health Claim Costs-Retire                       | 38,225.00      | .00               | 38,225.00      | (715.34)                   | .00              | 13,506.78        | 24,718.22                 | 35            | 12,470     |
| 500.101                  | Supplies and Materials                          | 23,000.00      | .00               | 23,000.00      | 246.30                     | .00              | 7,608.12         | 15,391.88                 | 33            | 9,300      |
| 500.102                  | Equipment                                       | 34,800.00      | .00               | 34,800.00      | 856.77                     | .00              | 1,638.20         | 33,161.80                 | 5             | 5,650      |
| 500.103                  | Furniture                                       | 6,200.00       | .00               | 6,200.00       | 136.14                     | .00              | 2,328.18         | 3,871.82                  | 38            | 1,020      |
| 500.105                  | Printing and Binding                            | 500.00         | .00               | 500.00         | .00                        | .00              | 168.30           | 331.70                    | 34            |            |
| 500.107                  | Technology Supplies                             | 11,440.00      | .00               | 11,440.00      | 88.35                      | .00              | 3,021.45         | 8,418.55                  | 26            | 5,380      |
| 501.101                  | Uniforms and Clothing                           | 34,500.00      | .00               | 34,500.00      | 2,396.60                   | 15,688.00        | 7,833.97         | 10,978.03                 | 68            | 3,200      |
| 515.121                  | Safety Supplies                                 | 9,000.00       | .00               | 9,000.00       | 465.00                     | .00              | 1,807.56         | 7,192.44                  | 20            | 5,220      |
| 515.128                  | Medical Supplies                                | 16,500.00      | .00               | 16,500.00      | 1,013.19                   | .00              | 7,552.37         | 8,947.63                  | 46            | 6,380      |
| 531.140                  | Haz Mat Supplies/Equipmnt                       | 10,000.00      | .00               | 10,000.00      | 4,837.73                   | .00              | 4,837.73         | 5,162.27                  | 48            | 4,350      |
| 610.111                  | Communications- Landline                        | 6,500.00       | .00               | 6,500.00       | 743.87                     | .00              | 4,627.58         | 1,872.42                  | 71            | 3,730      |
| 610.112                  | Postage                                         | 1,000.00       | .00               | 1,000.00       | 40.57                      | .00              | 190.04           | 809.96                    | 19            | 700        |
| 610.1110                 | Communications- Wireless                        | 33,000.00      | .00               | 33,000.00      | 1,354.78                   | .00              | 11,607.37        | 21,392.63                 | 35            | 14,780     |
| 620.114                  | Advertising                                     | 750.00         | .00               | 750.00         | .00                        | .00              | .00              | 750.00                    | 0             |            |
| 630.121                  | Fire Prevention Materials                       | 9,000.00       | .00               | 9,000.00       | .00                        | .00              | 1,297.27         | 7,702.73                  | 14            | 2,010      |
| 640.124                  | Travel Expense                                  | 5,156.00       | .00               | 5,156.00       | .00                        | .00              | .00              | 5,156.00                  | 0             | 870        |
| 650.127                  | Electricity                                     | 17,793.00      | .00               | 17,793.00      | 236.24                     | .00              | 5,673.36         | 12,119.64                 | 32            | 7,600      |
| 650.128                  | Water                                           | 4,862.00       | .00               | 4,862.00       | 188.52                     | .00              | 2,032.64         | 2,829.36                  | 42            | 2,070      |
| 650.129                  | Wastewater                                      | 3,337.00       | .00               | 3,337.00       | .00                        | .00              | 1,384.80         | 1,952.20                  | 41            | 1,420      |
| 650.130                  | Sanitation                                      | 1,116.00       | .00               | 1,116.00       | .00                        | .00              | 393.80           | 722.20                    | 35            | 470        |
| 650.133                  | Stormwater                                      | 1,849.00       | .00               | 1,849.00       | .00                        | .00              | 924.17           | 924.83                    | 50            | 920        |
| 650.134                  | Security Lights                                 | 1,812.00       | .00               | 1,812.00       | .00                        | .00              | 755.00           | 1,057.00                  | 42            | 900        |
| 650.1271                 | Electricity- Sales Tax                          | 370.00         | .00               | 370.00         | .00                        | .00              | 158.82           | 211.18                    | 43            | 180        |
| 660.103                  | Emergency Preparedness                          | 3,000.00       | .00               | 3,000.00       | .00                        | .00              | .00              | 3,000.00                  | 0             |            |
| 660.105                  | COVID-19 Pandemic Expense                       | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | .00              | 2,000.00                  | 0             |            |
| 660.133                  | Repairs & Maint. Services                       | 38,000.00      | .00               | 38,000.00      | 416.66                     | .00              | 13,548.73        | 24,451.27                 | 36            | 13,960     |
| 660.139                  | Fleet Services-RTA Mtce Allocation              | 30,000.00      | .00               | 30,000.00      | 5,099.83                   | .00              | 22,749.14        | 7,250.86                  | 76            | 18,300     |
| 660.145                  | Gasoline & Oil                                  | 40,000.00      | .00               | 40,000.00      | 2,989.73                   | .00              | 16,145.57        | 23,854.43                 | 40            | 17,440     |
| 660.1391                 | Fleet Services -Departmental Expense Allocation | 11,095.00      | .00               | 11,095.00      | .00                        | .00              | 5,583.04         | 5,511.96                  | 50            | 9,620      |
| 660.1392                 | Fleet Svcs- Outside Vends                       | 40,000.00      | .00               | 40,000.00      | 4,065.74                   | .00              | 10,028.91        | 29,971.09                 | 25            | 7,950      |
| 670.156                  | Equipment Rental/Lease                          | 8,500.00       | .00               | 8,500.00       | 200.30                     | .00              | 1,742.24         | 6,757.76                  | 20            | 2,270      |
| 682.169                  | Laundry & Linen                                 | 2,000.00       | .00               | 2,000.00       | 84.80                      | .00              | 300.68           | 1,699.32                  | 15            | 190        |
| 685.180                  | Membership Dues and Fees                        | 2,218.00       | .00               | 2,218.00       | 225.00                     | .00              | 300.00           | 1,918.00                  | 14            | 100        |
| 685.182                  | Other Operating Expenses                        | 3,000.00       | .00               | 3,000.00       | 540.58                     | .00              | 1,298.72         | 1,701.28                  | 43            | 670        |
| 685.184                  | Continuing Education                            | 3,000.00       | .00               | 3,000.00       | .00                        | .00              | .00              | 3,000.00                  | 0             |            |
| 685.186                  | Training                                        | 19,890.00      | .00               | 19,890.00      | 227.50                     | .00              | 1,506.97         | 18,383.03                 | 8             | 5,010      |
| 685.1801                 | Subscriptions                                   | 13,223.00      | .00               | 13,223.00      | .00                        | .00              | 6,747.00         | 6,476.00                  | 51            | 7,930      |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/2023

Exclude Rollup Accounts

| Account                      | Account Description                | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year  |
|------------------------------|------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|-------------|
| Fund 0010 - General Fund     |                                    |                |                   |                |                            |                  |                  |                           |               |             |
| EXPENSE                      |                                    |                |                   |                |                            |                  |                  |                           |               |             |
| Department 11 - Fire         |                                    |                |                   |                |                            |                  |                  |                           |               |             |
| 685.1821                     | Hurricane/Storm Expense            | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 24%         |
| 686.187                      | Professional Services              | .00            | .00               | .00            | .00                        | .00              | 261.38           | (261.38)                  | +++           |             |
| 686.189                      | Employee Medical                   | 13,800.00      | .00               | 13,800.00      | 6,262.00                   | .00              | 8,832.00         | 4,968.00                  | 64            | 8,080       |
| 686.195                      | Repair/Maint Svc Contract          | 69,936.00      | .00               | 69,936.00      | 15,655.78                  | .00              | 36,422.77        | 33,513.23                 | 52            | 23,970      |
| 686.1895                     | Employee wellness services         | 30,004.00      | .00               | 30,004.00      | 2,112.43                   | .00              | 7,903.95         | 22,100.05                 | 26            | 7,710       |
| 795.001                      | IT Internal Allocations            | 44,975.00      | .00               | 44,975.00      | .00                        | .00              | 6,583.11         | 38,391.89                 | 15            | 9,200       |
| Department 11 - Fire Totals  |                                    | \$3,376,075.00 | \$0.00            | \$3,376,075.00 | \$168,739.31               | \$50,295.50      | \$1,493,385.80   | \$1,832,393.70            | 46%           | \$1,382,800 |
| Department 12 - Public Works |                                    |                |                   |                |                            |                  |                  |                           |               |             |
| 400.101                      | Regular Pay                        | 465,355.00     | .00               | 465,355.00     | 20,600.88                  | .00              | 219,570.82       | 245,784.18                | 47            | 249,010     |
| 401.103                      | Overtime                           | 25,000.00      | .00               | 25,000.00      | 748.04                     | .00              | 9,906.26         | 15,093.74                 | 40            | 10,130      |
| 401.106                      | Contract Labor                     | 17,500.00      | .00               | 17,500.00      | .00                        | .00              | .00              | 17,500.00                 | 0             |             |
| 405.114                      | FICA                               | 37,181.00      | .00               | 37,181.00      | 1,506.76                   | .00              | 16,717.52        | 20,463.48                 | 45            | 19,100      |
| 406.116                      | Retirement                         | 90,204.00      | .00               | 90,204.00      | 3,910.44                   | .00              | 41,669.84        | 48,534.16                 | 46            | 43,120      |
| 408.125                      | SCMIT Worker's Comp Ins.           | 35,000.00      | .00               | 35,000.00      | .00                        | 15,539.94        | 15,599.87        | 3,860.19                  | 89            | 13,720      |
| 410.001                      | Health Claims Cost                 | 87,104.00      | .00               | 87,104.00      | 5,790.42                   | .00              | 30,416.23        | 56,687.77                 | 35            | 37,160      |
| 410.002                      | Health Claim Costs-Retire          | 31,050.00      | .00               | 31,050.00      | (1,619.88)                 | .00              | 10,416.88        | 20,633.12                 | 34            | 14,970      |
| 500.101                      | Supplies and Materials             | 12,000.00      | .00               | 12,000.00      | 2,054.92                   | .00              | 4,522.52         | 7,477.48                  | 38            | 7,030       |
| 500.102                      | Equipment                          | 13,000.00      | .00               | 13,000.00      | 4,507.63                   | .00              | 4,941.64         | 8,058.36                  | 38            | 9,010       |
| 500.103                      | Furniture                          | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 30.00            | 970.00                    | 3             | 1,030       |
| 500.105                      | Printing and Binding               | 1,500.00       | .00               | 1,500.00       | 633.89                     | .00              | 633.89           | 866.11                    | 42            |             |
| 501.101                      | Uniforms and Clothing              | 16,000.00      | .00               | 16,000.00      | 180.66                     | .00              | 4,048.51         | 11,951.49                 | 25            | 7,650       |
| 513.112                      | Asphalt/Concrete/Gravel            | 17,500.00      | .00               | 17,500.00      | 2,708.46                   | .00              | 6,407.40         | 11,092.60                 | 37            | 13,300      |
| 515.121                      | Safety Supplies                    | 2,750.00       | .00               | 2,750.00       | 2,012.94                   | 1,587.06         | 3,200.60         | (2,037.66)                | 174           | 2,600       |
| 610.111                      | Communications- Landline           | 3,500.00       | .00               | 3,500.00       | 342.79                     | .00              | 2,102.76         | 1,397.24                  | 60            | 2,120       |
| 610.112                      | Postage                            | 700.00         | .00               | 700.00         | .00                        | .00              | 124.23           | 575.77                    | 18            | 310         |
| 610.1110                     | Communications- Wireless           | 5,000.00       | .00               | 5,000.00       | .00                        | .00              | 1,112.46         | 3,887.54                  | 22            | 1,550       |
| 620.114                      | Advertising                        | 150.00         | .00               | 150.00         | 84.00                      | .00              | 84.00            | 66.00                     | 56            | 80          |
| 640.124                      | Travel Expense                     | 1,500.00       | .00               | 1,500.00       | .00                        | .00              | 56.54            | 1,443.46                  | 4             | 1,100       |
| 650.127                      | Electricity                        | 1,782.00       | .00               | 1,782.00       | .00                        | .00              | 475.52           | 1,306.48                  | 27            | 760         |
| 650.128                      | Water                              | 877.00         | .00               | 877.00         | .00                        | .00              | 359.73           | 517.27                    | 41            | 370         |
| 650.129                      | Wastewater                         | 908.00         | .00               | 908.00         | .00                        | .00              | 372.99           | 535.01                    | 41            | 380         |
| 650.130                      | Sanitation                         | 584.00         | .00               | 584.00         | .00                        | .00              | 190.15           | 393.85                    | 33            | 220         |
| 650.133                      | Stormwater                         | 556.00         | .00               | 556.00         | .00                        | .00              | 345.30           | 210.70                    | 62            | 270         |
| 650.134                      | Security Lights                    | 535.00         | .00               | 535.00         | .00                        | .00              | 222.70           | 312.30                    | 42            | 260         |
| 650.1271                     | Electricity- Sales Tax             | 90.00          | .00               | 90.00          | .00                        | .00              | .88              | 89.12                     | 1             | 0           |
| 660.133                      | Repairs & Maint. Services          | 10,000.00      | .00               | 10,000.00      | 372.72                     | .00              | 4,037.05         | 5,962.95                  | 40            | 3,240       |
| 660.139                      | Fleet Services-RTA Mtce Allocation | 15,000.00      | .00               | 15,000.00      | .00                        | .00              | 15,893.87        | (893.87)                  | 106           | 20,190      |
| 660.145                      | Gasoline & Oil                     | 26,000.00      | .00               | 26,000.00      | 1,293.67                   | .00              | 10,814.32        | 15,185.68                 | 42            | 12,310      |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|----------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0010 - General Fund               |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                                |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| Department 12 - Public Works           |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 660.1391                               | Fleet Services -Departmental Expense Allocation | 34,450.00      | .00               | 34,450.00      | .00                        | .00              | 18,599.44        | 15,850.56                 | 54            | 21,190     |
| 660.1392                               | Fleet Svcs- Outside Vends                       | 5,000.00       | .00               | 5,000.00       | .00                        | .00              | 3,753.81         | 1,246.19                  | 75            | 2,869      |
| 663.142                                | Street Sign Maintenance                         | 12,000.00      | .00               | 12,000.00      | .00                        | .00              | 3,087.00         | 8,913.00                  | 26            | 5,561      |
| 663.148                                | Maintenance of Parks                            | .00            | .00               | .00            | .00                        | .00              | 503.46           | (503.46)                  | +++           | 5,210      |
| 670.156                                | Equipment Rental/Lease                          | 3,000.00       | .00               | 3,000.00       | .00                        | .00              | 1,161.36         | 1,838.64                  | 39            | 1,680      |
| 685.180                                | Membership Dues and Fees                        | 600.00         | .00               | 600.00         | .00                        | .00              | 50.00            | 550.00                    | 8             | 230        |
| 685.182                                | Other Operating Expenses                        | 1,500.00       | .00               | 1,500.00       | 75.00                      | .00              | 916.09           | 583.91                    | 61            | 420        |
| 685.186                                | Training                                        | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | 675.00           | 1,325.00                  | 34            | 1,300      |
| 685.187                                | Special Projects                                | 95,675.00      | (95,675.00)       | .00            | .00                        | .00              | .00              | .00                       | +++           | 480        |
| 685.192                                | KGB Operations                                  | .00            | .00               | .00            | .00                        | .00              | 1,017.06         | (1,017.06)                | +++           | 2,870      |
| 685.1821                               | Hurricane/Storm Expense                         | .00            | .00               | .00            | .00                        | .00              | 3,373.99         | (3,373.99)                | +++           | 1,220      |
| 685.1921                               | KGB grant expenses                              | .00            | .00               | .00            | .00                        | .00              | 1,442.00         | (1,442.00)                | +++           | 1,010      |
| 686.187                                | Professional Services                           | 7,000.00       | .00               | 7,000.00       | 499.95                     | 6,239.38         | 2,354.50         | (1,593.88)                | 123           | 2,490      |
| 686.189                                | Employee Medical                                | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 540.00           | 460.00                    | 54            | 300        |
| 686.195                                | Repair/Maint Svc Contract                       | 13,500.00      | .00               | 13,500.00      | 385.05                     | .00              | 3,841.69         | 9,658.31                  | 28            | 8,380      |
| 686.1895                               | Employee wellness services                      | 13,996.00      | .00               | 13,996.00      | 985.80                     | .00              | 3,688.49         | 10,307.51                 | 26            | 3,580      |
| 687.203                                | Contract Services                               | .00            | .00               | .00            | .00                        | .00              | 259.92           | (259.92)                  | +++           | 6,930      |
| 687.204                                | Janitorial Services                             | 2,458.00       | .00               | 2,458.00       | .00                        | .00              | 360.00           | 2,098.00                  | 15            | 1,220      |
| 795.001                                | IT Internal Allocations                         | 14,992.00      | .00               | 14,992.00      | .00                        | .00              | 2,194.37         | 12,797.63                 | 15            | 3,060      |
| Department 12 - Public Works Totals    |                                                 | \$1,126,497.00 | (\$95,675.00)     | \$1,030,822.00 | \$47,074.14                | \$23,366.38      | \$452,092.66     | \$555,362.96              | 46%           | \$541,200  |
| Department 13 - Information Technology |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 400.101                                | Regular Pay                                     | 95,905.00      | .00               | 95,905.00      | 4,396.74                   | .00              | 48,321.72        | 47,583.28                 | 50            | 45,960     |
| 405.114                                | FICA                                            | 7,340.00       | .00               | 7,340.00       | 315.80                     | .00              | 3,489.00         | 3,851.00                  | 48            | 3,380      |
| 406.116                                | Retirement                                      | 17,800.00      | .00               | 17,800.00      | 814.66                     | .00              | 8,758.34         | 9,041.66                  | 49            | 7,960      |
| 408.125                                | SCMIT Worker's Comp Ins.                        | 1,200.00       | .00               | 1,200.00       | .00                        | 553.36           | 551.77           | 94.87                     | 92            | 480        |
| 410.001                                | Health Claims Cost                              | 9,959.00       | .00               | 9,959.00       | 918.18                     | .00              | 5,359.60         | 4,599.40                  | 54            | 4,610      |
| 500.101                                | Supplies and Materials                          | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | .00              | 2,000.00                  | 0             | 430        |
| 500.102                                | Equipment                                       | 2,500.00       | .00               | 2,500.00       | .00                        | .00              | 247.55           | 2,252.45                  | 10            | 4,250      |
| 500.107                                | Technology Supplies                             | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             |            |
| 610.111                                | Communications- Landline                        | 500.00         | .00               | 500.00         | 60.83                      | .00              | 393.27           | 106.73                    | 79            | 220        |
| 610.1110                               | Communications- Wireless                        | 700.00         | .00               | 700.00         | .00                        | .00              | 185.09           | 514.91                    | 26            | 270        |
| 640.124                                | Travel Expense                                  | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             |            |
| 650.127                                | Electricity                                     | 1,100.00       | .00               | 1,100.00       | .00                        | .00              | 1,151.18         | (51.18)                   | 105           | 400        |
| 650.128                                | Water                                           | 209.00         | .00               | 209.00         | .00                        | .00              | 86.86            | 122.14                    | 42            | 80         |
| 650.129                                | Wastewater                                      | 250.00         | .00               | 250.00         | .00                        | .00              | 95.07            | 154.93                    | 38            | 90         |
| 650.130                                | Sanitation                                      | 400.00         | .00               | 400.00         | .00                        | .00              | 121.75           | 278.25                    | 30            | 140        |
| 650.133                                | Stormwater                                      | 1,562.00       | .00               | 1,562.00       | .00                        | .00              | 856.08           | 705.92                    | 55            | 790        |
| 650.134                                | Security Lights                                 | 540.00         | .00               | 540.00         | .00                        | .00              | 225.00           | 315.00                    | 42            | 270        |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                       | Account Description        | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|-----------------------------------------------|----------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0010 - General Fund                      |                            |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                                       |                            |                |                   |                |                            |                  |                  |                           |               |            |
| Department 13 - Information Technology        |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 650.1271                                      | Electricity- Sales Tax     | 45.00          | .00               | 45.00          | .00                        | .00              | 13.70            | 31.30                     | 30            | 1!         |
| 660.145                                       | Gasoline & Oil             | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | .00              | 2,000.00                  | 0             |            |
| 685.180                                       | Membership Dues and Fees   | 50.00          | .00               | 50.00          | .00                        | .00              | .00              | 50.00                     | 0             |            |
| 685.182                                       | Other Operating Expenses   | 7,000.00       | .00               | 7,000.00       | 87.98                      | .00              | 2,316.14         | 4,683.86                  | 33            | 6,84       |
| 685.1801                                      | Subscriptions              | 6,000.00       | .00               | 6,000.00       | .00                        | .00              | .00              | 6,000.00                  | 0             | 4,87       |
| 686.184                                       | Technology Services        | 340,488.00     | .00               | 340,488.00     | 22,761.83                  | 7,147.77         | 93,284.00        | 240,056.23                | 29            | 71,32      |
| 686.194                                       | Other Prof/Tech Services   | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 8:         |
| 686.195                                       | Repair/Maint Svc Contract  | 250.00         | .00               | 250.00         | .00                        | .00              | .00              | 250.00                    | 0             |            |
| 686.1895                                      | Employee wellness services | 998.00         | .00               | 998.00         | 70.41                      | .00              | 263.46           | 734.54                    | 26            | 25!        |
| 795.001                                       | IT Internal Allocations    | (749,577.00)   | .00               | (749,577.00)   | .00                        | .00              | (109,718.67)     | (639,858.33)              | 15            | (153,489   |
| 900.3950                                      | Computer Software          | 250,000.00     | .00               | 250,000.00     | .00                        | (5,625.00)       | .00              | 255,625.00                | -2            |            |
| 900.4300                                      | Other Equipment            | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 5,43:      |
| Department 13 - Information Technology Totals |                            | \$219.00       | \$0.00            | \$219.00       | \$29,426.43                | \$2,076.13       | \$56,000.91      | (\$57,858.04)             | 26519%        | \$4,76:    |
| Department 14 - Fleet Services                |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 400.101                                       | Regular Pay                | 164,559.00     | .00               | 164,559.00     | 6,995.07                   | .00              | 82,869.31        | 81,689.69                 | 50            | 77,25!     |
| 401.103                                       | Overtime                   | 500.00         | .00               | 500.00         | .00                        | .00              | 45.11            | 454.89                    | 9             |            |
| 405.114                                       | FICA                       | 12,666.00      | .00               | 12,666.00      | 503.22                     | .00              | 6,128.67         | 6,537.33                  | 48            | 5,70:      |
| 406.116                                       | Retirement                 | 30,728.00      | .00               | 30,728.00      | 1,289.15                   | .00              | 15,216.97        | 15,511.03                 | 50            | 13,31:     |
| 408.125                                       | SCMIT Worker's Comp Ins.   | 8,000.00       | .00               | 8,000.00       | .00                        | 3,873.46         | 3,862.40         | 264.14                    | 97            | 3,39!      |
| 410.001                                       | Health Claims Cost         | 24,536.00      | .00               | 24,536.00      | 2,028.40                   | .00              | 11,847.28        | 12,688.72                 | 48            | 10,76:     |
| 410.002                                       | Health Claim Costs-Retire  | 12,454.00      | .00               | 12,454.00      | .00                        | .00              | 7,483.66         | 4,970.34                  | 60            | 6,00:      |
| 500.101                                       | Supplies and Materials     | 5,600.00       | .00               | 5,600.00       | 169.31                     | .00              | 924.23           | 4,675.77                  | 17            | 1,74!      |
| 500.102                                       | Equipment                  | 5,000.00       | .00               | 5,000.00       | 1,236.24                   | .00              | 2,045.26         | 2,954.74                  | 41            | 1,58!      |
| 500.105                                       | Printing and Binding       | 600.00         | .00               | 600.00         | .00                        | .00              | .00              | 600.00                    | 0             | 25!        |
| 501.101                                       | Uniforms and Clothing      | 2,700.00       | .00               | 2,700.00       | 217.09                     | .00              | 1,475.55         | 1,224.45                  | 55            | 1,10!      |
| 515.121                                       | Safety Supplies            | 600.00         | .00               | 600.00         | .00                        | .00              | 389.09           | 210.91                    | 65            | 38!        |
| 610.111                                       | Communications- Landline   | 2,000.00       | .00               | 2,000.00       | 227.51                     | .00              | 886.68           | 1,113.32                  | 44            | 1,12:      |
| 610.112                                       | Postage                    | 50.00          | .00               | 50.00          | .00                        | .00              | .00              | 50.00                     | 0             |            |
| 610.1110                                      | Communications- Wireless   | 600.00         | .00               | 600.00         | .00                        | .00              | 196.88           | 403.12                    | 33            | 24:        |
| 620.114                                       | Advertising                | 100.00         | .00               | 100.00         | .00                        | .00              | .00              | 100.00                    | 0             |            |
| 640.124                                       | Travel Expense             | 300.00         | .00               | 300.00         | .00                        | .00              | 28.00            | 272.00                    | 9             |            |
| 650.127                                       | Electricity                | 16,391.00      | .00               | 16,391.00      | .00                        | .00              | 3,781.90         | 12,609.10                 | 23            | 7,00:      |
| 650.128                                       | Water                      | 877.00         | .00               | 877.00         | .00                        | .00              | 359.73           | 517.27                    | 41            | 37:        |
| 650.129                                       | Wastewater                 | 908.00         | .00               | 908.00         | .00                        | .00              | 372.99           | 535.01                    | 41            | 38:        |
| 650.130                                       | Sanitation                 | 523.00         | .00               | 523.00         | .00                        | .00              | 184.60           | 338.40                    | 35            | 22:        |
| 650.133                                       | Stormwater                 | 1,010.00       | .00               | 1,010.00       | .00                        | .00              | 545.63           | 464.37                    | 54            | 50:        |
| 650.134                                       | Security Lights            | 511.00         | .00               | 511.00         | .00                        | .00              | 212.85           | 298.15                    | 42            | 25!        |
| 650.1271                                      | Electricity- Sales Tax     | 561.00         | .00               | 561.00         | .00                        | .00              | 235.55           | 325.45                    | 42            | 28!        |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                               | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|---------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0010 - General Fund              |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                               |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| Department 14 - Fleet Services        |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 660.133                               | Repairs & Maint. Services                       | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | .00              | 2,000.00                  | 0             |            |
| 660.139                               | Fleet Services-RTA Mtce Allocation              | 6,000.00       | .00               | 6,000.00       | .00                        | .00              | 667.09           | 5,332.91                  | 11            | 5,681      |
| 660.145                               | Gasoline & Oil                                  | 3,000.00       | .00               | 3,000.00       | 193.55                     | .00              | 1,784.12         | 1,215.88                  | 59            | 1,290      |
| 660.1391                              | Fleet Services -Departmental Expense Allocation | 1,745.00       | .00               | 1,745.00       | .00                        | .00              | 385.00           | 1,360.00                  | 22            | 1,630      |
| 660.1392                              | Fleet Svcs- Outside Vends                       | 1,500.00       | .00               | 1,500.00       | .00                        | .00              | .00              | 1,500.00                  | 0             | 1,300      |
| 662.140                               | Building Repairs                                | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 246.36           | 753.64                    | 25            | 200        |
| 685.182                               | Other Operating Expenses                        | 58,484.00      | (57,984.00)       | 500.00         | .00                        | .00              | 142.29           | 357.71                    | 28            | 100        |
| 685.186                               | Training                                        | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | .00              | 1,000.00                  | 0             |            |
| 686.189                               | Employee Medical                                | .00            | .00               | .00            | .00                        | .00              | 60.00            | (60.00)                   | +++           |            |
| 686.195                               | Repair/Maint Svc Contract                       | 10,700.00      | .00               | 10,700.00      | .00                        | .00              | 5,226.00         | 5,474.00                  | 49            | 6,070      |
| 686.1895                              | Employee wellness services                      | 1,995.00       | .00               | 1,995.00       | 140.83                     | .00              | 526.93           | 1,468.07                  | 26            | 510        |
| 735.122                               | Services Billed                                 | (212,130.00)   | .00               | (212,130.00)   | .00                        | .00              | (115,246.88)     | (96,883.12)               | 54            | (141,147)  |
| 795.001                               | IT Internal Allocations                         | 14,992.00      | .00               | 14,992.00      | .00                        | .00              | 2,194.35         | 12,797.65                 | 15            | 3,060      |
| Department 14 - Fleet Services Totals |                                                 | \$182,060.00   | (\$57,984.00)     | \$124,076.00   | \$13,000.37                | \$3,873.46       | \$35,077.60      | \$85,124.94               | 31%           | \$10,480   |
| Department 20 - General Government    |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 401.106                               | Contract Labor                                  | 4,000.00       | .00               | 4,000.00       | .00                        | .00              | .00              | 4,000.00                  | 0             |            |
| 410.001                               | Health Claims Cost                              | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 92,910     |
| 410.002                               | Health Claim Costs-Retire                       | 20,087.00      | .00               | 20,087.00      | (780.88)                   | .00              | 13,953.44        | 6,133.56                  | 69            | 8,870      |
| 510.106                               | Cleaning & Sanitation Sup                       | 3,000.00       | .00               | 3,000.00       | 352.65                     | .00              | 1,030.10         | 1,969.90                  | 34            | 700        |
| 515.124                               | Department Supplies                             | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 400        |
| 600.110                               | SCMIRF Property/Liab Ins                        | 250,368.00     | .00               | 250,368.00     | .00                        | 2,575.38         | 161,155.25       | 86,637.37                 | 65            | 139,200    |
| 600.111                               | Retirees Health Insurance                       | 10,000.00      | .00               | 10,000.00      | .00                        | .00              | .00              | 10,000.00                 | 0             |            |
| 600.112                               | Survivors Health Ins                            | 6,500.00       | .00               | 6,500.00       | .00                        | .00              | 4,753.96         | 1,746.04                  | 73            | 2,800      |
| 600.1051                              | Employee Wellness &Safety                       | 23,100.00      | .00               | 23,100.00      | 4,264.75                   | .00              | 8,675.52         | 14,424.48                 | 38            | 9,060      |
| 600.1052                              | Unemployment Insurance                          | 4,000.00       | .00               | 4,000.00       | .00                        | .00              | .00              | 4,000.00                  | 0             |            |
| 620.114                               | Advertising                                     | 200.00         | .00               | 200.00         | 685.74                     | .00              | 953.78           | (753.78)                  | 477           | 800        |
| 640.124                               | Travel Expense                                  | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | .00              | 2,000.00                  | 0             |            |
| 650.127                               | Electricity                                     | 2,494.00       | .00               | 2,494.00       | .00                        | .00              | 1,002.46         | 1,491.54                  | 40            | 1,060      |
| 650.128                               | Water                                           | 282.00         | .00               | 282.00         | .00                        | .00              | 128.14           | 153.86                    | 45            | 120        |
| 650.129                               | Wastewater                                      | 328.00         | .00               | 328.00         | .00                        | .00              | 147.45           | 180.55                    | 45            | 140        |
| 650.133                               | Stormwater                                      | 1,649.00       | .00               | 1,649.00       | .00                        | .00              | 832.55           | 816.45                    | 50            | 820        |
| 650.1271                              | Electricity- Sales Tax                          | 218.00         | .00               | 218.00         | .00                        | .00              | 28.25            | 189.75                    | 13            | 90         |
| 660.113                               | Opioid Recovery Program Expenses                | 141,211.00     | .00               | 141,211.00     | .00                        | .00              | .00              | 141,211.00                | 0             |            |
| 660.133                               | Repairs & Maint. Services                       | 10,000.00      | (10,000.00)       | .00            | 440.00                     | .00              | 1,200.35         | (1,200.35)                | +++           | 1,710      |
| 685.180                               | Membership Dues and Fees                        | 3,000.00       | .00               | 3,000.00       | .00                        | .00              | 183.65           | 2,816.35                  | 6             | 90         |
| 685.182                               | Other Operating Expenses                        | 73,588.00      | .00               | 73,588.00      | 3,330.39                   | .00              | 122,248.87       | (48,660.87)               | 166           | 88,120     |
| 685.1822                              | City Hall - Temporary Locations                 | 130,200.00     | .00               | 130,200.00     | 17,304.00                  | .00              | 60,564.00        | 69,636.00                 | 47            | 60,560     |
| 686.186                               | Legal Services                                  | 75,000.00      | .00               | 75,000.00      | 38,563.13                  | 49,717.43        | 72,748.14        | (47,465.57)               | 163           | 52,030     |

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# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                     | Account Description                       | Adopted Budget  | Budget Amendments | Amended Budget  | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year    |
|---------------------------------------------|-------------------------------------------|-----------------|-------------------|-----------------|----------------------------|------------------|------------------|---------------------------|---------------|---------------|
| Fund 0010 - General Fund                    |                                           |                 |                   |                 |                            |                  |                  |                           |               |               |
| EXPENSE                                     |                                           |                 |                   |                 |                            |                  |                  |                           |               |               |
| Department 20 - General Government          |                                           |                 |                   |                 |                            |                  |                  |                           |               |               |
| 686.187                                     | Professional Services                     | 14,500.00       | .00               | 14,500.00       | .00                        | .00              | 261.38           | 14,238.62                 | 2             | 14,071        |
| 686.190                                     | Consulting Services                       | .00             | .00               | .00             | .00                        | .00              | 5,200.00         | (5,200.00)                | +++           |               |
| 686.192                                     | Elections                                 | 10,500.00       | .00               | 10,500.00       | 6,037.86                   | .00              | 6,256.22         | 4,243.78                  | 60            | 1,031         |
| 686.194                                     | Other Prof/Tech Services                  | .00             | .00               | .00             | .00                        | .00              | 1,500.00         | (1,500.00)                | +++           |               |
| 686.195                                     | Repair/Maint Svc Contract                 | 2,200.00        | .00               | 2,200.00        | .00                        | .00              | 1,597.54         | 602.46                    | 73            | 641           |
| 686.196                                     | Bank Charges/Fees                         | 3,500.00        | .00               | 3,500.00        | .00                        | .00              | 1,909.08         | 1,590.92                  | 55            | 2,351         |
| 686.199                                     | Internal Engineering                      | 45,504.00       | .00               | 45,504.00       | .00                        | .00              | 17,946.71        | 27,557.29                 | 39            | 18,001        |
| 686.1871                                    | Audit Services                            | 47,000.00       | .00               | 47,000.00       | .00                        | .00              | .00              | 47,000.00                 | 0             | 19,501        |
| 687.203                                     | Contract Services                         | .00             | .00               | .00             | .00                        | 74,985.92        | 4,626.53         | (79,612.45)               | +++           |               |
| 687.204                                     | Janitorial Services                       | 10,874.00       | .00               | 10,874.00       | .00                        | .00              | 2,400.00         | 8,474.00                  | 22            | 5,431         |
| 691.002                                     | Clearing Expense Account                  | .00             | .00               | .00             | 15,585.74                  | .00              | 66,649.64        | (66,649.64)               | +++           | 8,361         |
| 720.002                                     | Unclaimed funds to the State              | 5,000.00        | .00               | 5,000.00        | .00                        | .00              | .00              | 5,000.00                  | 0             |               |
| 795.995                                     | GF Cost Distribution                      | (284,437.00)    | .00               | (284,437.00)    | .00                        | .00              | (118,515.40)     | (165,921.60)              | 42            | (160,462)     |
| Department 20 - General Government Totals   |                                           | \$615,866.00    | (\$10,000.00)     | \$605,866.00    | \$85,783.38                | \$127,278.73     | \$439,437.61     | \$39,149.66               | 94%           | \$367,441     |
| Department 21 - Debt Service                |                                           |                 |                   |                 |                            |                  |                  |                           |               |               |
| 681.100                                     | Capital Lease Principal                   | 23,521.00       | .00               | 23,521.00       | .00                        | .00              | 23,520.00        | 1.00                      | 100           | 38,421        |
| 681.120                                     | Capital Lease Interest                    | 4,162.00        | .00               | 4,162.00        | .00                        | .00              | 4,160.83         | 1.17                      | 100           | 921           |
| 702.105                                     | Interest on Bonds                         | .00             | 81,048.00         | 81,048.00       | .00                        | .00              | .00              | 81,048.00                 | 0             |               |
| 702.110                                     | Bond Principal                            | .00             | 72,611.00         | 72,611.00       | .00                        | .00              | .00              | 72,611.00                 | 0             |               |
| Department 21 - Debt Service Totals         |                                           | \$27,683.00     | \$153,659.00      | \$181,342.00    | \$0.00                     | \$0.00           | \$27,680.83      | \$153,661.17              | 15%           | \$39,341      |
| Department 22 - Other Financing Uses        |                                           |                 |                   |                 |                            |                  |                  |                           |               |               |
| 750.127                                     | Transfers to Waste Mgmt                   | .00             | .00               | .00             | .00                        | .00              | .00              | .00                       | +++           | 5,631         |
| 750.128                                     | Transfer to Electric Fund                 | .00             | .00               | .00             | .00                        | .00              | .00              | .00                       | +++           | 106,941       |
| 750.134                                     | Transfer to Storm Water                   | 192,867.00      | .00               | 192,867.00      | .00                        | .00              | .00              | 192,867.00                | 0             | 37,481        |
| 750.140                                     | Transfer to Capital Projects Reserve Fund | 1,182,753.00    | .00               | 1,182,753.00    | .00                        | .00              | .00              | 1,182,753.00              | 0             | 575,881       |
| 750.141                                     | Transfer to Water Utility                 | .00             | .00               | .00             | .00                        | .00              | .00              | .00                       | +++           | 51,711        |
| 750.142                                     | Transfer to Wastewater                    | .00             | .00               | .00             | .00                        | .00              | .00              | .00                       | +++           | 1,621         |
| Department 22 - Other Financing Uses Totals |                                           | \$1,375,620.00  | \$0.00            | \$1,375,620.00  | \$0.00                     | \$0.00           | \$0.00           | \$1,375,620.00            | 0%            | \$779,271     |
| EXPENSE TOTALS                              |                                           | \$13,705,866.00 | \$1,636.00        | \$13,707,502.00 | \$650,908.25               | \$382,223.38     | \$5,375,170.75   | \$7,950,107.87            | 42%           | \$5,841,641   |
| Fund 0010 - General Fund Totals             |                                           |                 |                   |                 |                            |                  |                  |                           |               |               |
| REVENUE TOTALS                              |                                           | 13,705,866.00   | 11,636.00         | 13,717,502.00   | 121,160.95                 | .00              | 2,076,596.32     | 11,640,905.68             | 15%           | 2,312,841     |
| EXPENSE TOTALS                              |                                           | 13,705,866.00   | 1,636.00          | 13,707,502.00   | 650,908.25                 | 382,223.38       | 5,375,170.75     | 7,950,107.87              | 42%           | 5,841,641     |
| Fund 0010 - General Fund Totals             |                                           | \$0.00          | \$10,000.00       | \$10,000.00     | (\$529,747.30)             | (\$382,223.38)   | (\$3,298,574.43) | \$3,690,797.81            |               | (\$3,528,796) |
| Fund 0011 - Debt Service                    |                                           |                 |                   |                 |                            |                  |                  |                           |               |               |
| REVENUE                                     |                                           |                 |                   |                 |                            |                  |                  |                           |               |               |
| Department 00 - Revenue                     |                                           |                 |                   |                 |                            |                  |                  |                           |               |               |
| 311.002                                     | Property Taxes -Debt Mill                 | 180,000.00      | .00               | 180,000.00      | 532.74                     | .00              | 13,856.88        | 166,143.12                | 8             | 49,591        |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT





# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                          | Account Description                 | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year     |
|--------------------------------------------------|-------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|----------------|
| Fund 0011 - Debt Service                         |                                     |                |                   |                |                            |                  |                  |                           |               |                |
| REVENUE                                          |                                     |                |                   |                |                            |                  |                  |                           |               |                |
| Department 00 - Revenue Totals                   |                                     | \$180,000.00   | \$0.00            | \$180,000.00   | \$532.74                   | \$0.00           | \$13,856.88      | \$166,143.12              | 8%            | \$49,590.00    |
| REVENUE TOTALS                                   |                                     | \$180,000.00   | \$0.00            | \$180,000.00   | \$532.74                   | \$0.00           | \$13,856.88      | \$166,143.12              | 8%            | \$49,590.00    |
| EXPENSE                                          |                                     |                |                   |                |                            |                  |                  |                           |               |                |
| Department 21 - Debt Service                     |                                     |                |                   |                |                            |                  |                  |                           |               |                |
| 681.130                                          | GO Bond Principal                   | 85,113.00      | .00               | 85,113.00      | .00                        | .00              | .00              | 85,113.00                 | 0             |                |
| 681.140                                          | GO Bond Interest                    | 46,248.00      | .00               | 46,248.00      | .00                        | .00              | .00              | 46,248.00                 | 0             |                |
| 750.137                                          | Trns from/to Fund Balance           | 48,639.00      | .00               | 48,639.00      | .00                        | .00              | .00              | 48,639.00                 | 0             |                |
| Department 21 - Debt Service Totals              |                                     | \$180,000.00   | \$0.00            | \$180,000.00   | \$0.00                     | \$0.00           | \$0.00           | \$180,000.00              | 0%            | \$0.00         |
| EXPENSE TOTALS                                   |                                     | \$180,000.00   | \$0.00            | \$180,000.00   | \$0.00                     | \$0.00           | \$0.00           | \$180,000.00              | 0%            | \$0.00         |
| Fund 0011 - Debt Service Totals                  |                                     |                |                   |                |                            |                  |                  |                           |               |                |
| REVENUE TOTALS                                   |                                     | 180,000.00     | .00               | 180,000.00     | 532.74                     | .00              | 13,856.88        | 166,143.12                | 8%            | 49,590.00      |
| EXPENSE TOTALS                                   |                                     | 180,000.00     | .00               | 180,000.00     | .00                        | .00              | .00              | 180,000.00                | 0%            |                |
| Fund 0011 - Debt Service Totals                  |                                     | \$0.00         | \$0.00            | \$0.00         | \$532.74                   | \$0.00           | \$13,856.88      | (\$13,856.88)             |               | \$49,590.00    |
| Fund 0012 - Capital Projects Reserve Fund        |                                     |                |                   |                |                            |                  |                  |                           |               |                |
| REVENUE                                          |                                     |                |                   |                |                            |                  |                  |                           |               |                |
| Department 00 - Revenue                          |                                     |                |                   |                |                            |                  |                  |                           |               |                |
| 331.000                                          | Federal Grants                      | 144,604.00     | .00               | 144,604.00     | .00                        | .00              | .00              | 144,604.00                | 0             |                |
| 331.010                                          | Grant Revenue                       | 595,412.00     | (11,636.00)       | 583,776.00     | .00                        | .00              | 163,365.84       | 420,410.16                | 28            | 601,240.00     |
| 331.069                                          | Match Revenue                       | 33,636.00      | .00               | 33,636.00      | .00                        | .00              | .00              | 33,636.00                 | 0             |                |
| 392.004                                          | From General Fund                   | 1,182,753.00   | .00               | 1,182,753.00   | .00                        | .00              | .00              | 1,182,753.00              | 0             | 575,880.00     |
| 392.015                                          | Transfer from Capital Projects Fund | 464,872.00     | .00               | 464,872.00     | .00                        | .00              | .00              | 464,872.00                | 0             |                |
| Department 00 - Revenue Totals                   |                                     | \$2,421,277.00 | (\$11,636.00)     | \$2,409,641.00 | \$0.00                     | \$0.00           | \$163,365.84     | \$2,246,275.16            | 7%            | \$1,177,120.00 |
| REVENUE TOTALS                                   |                                     | \$2,421,277.00 | (\$11,636.00)     | \$2,409,641.00 | \$0.00                     | \$0.00           | \$163,365.84     | \$2,246,275.16            | 7%            | \$1,177,120.00 |
| EXPENSE                                          |                                     |                |                   |                |                            |                  |                  |                           |               |                |
| Department 26 - Special Projects                 |                                     |                |                   |                |                            |                  |                  |                           |               |                |
| 900.903                                          | Sidewalk Program                    | 330,000.00     | .00               | 330,000.00     | 111.30                     | .00              | 111.30           | 329,888.70                | 0             |                |
| 900.1000                                         | Infrastructure Improvments          | .00            | .00               | .00            | 10,500.00                  | (19,000.00)      | 19,000.00        | .00                       | +++           | 20,270.00      |
| 900.2000                                         | Land                                | .00            | .00               | .00            | .00                        | .00              | 271,206.76       | (271,206.76)              | +++           |                |
| 900.3000                                         | Buildings & Improvements            | 1,175,000.00   | 6,880.00          | 1,181,880.00   | .00                        | 160,500.00       | 1,100,457.06     | (79,077.06)               | 107           | 129,260.00     |
| 900.3950                                         | Computer Software                   | .00            | .00               | .00            | .00                        | .00              | 15,500.00        | (15,500.00)               | +++           |                |
| 900.4100                                         | Vehicles                            | 339,375.00     | 3,120.00          | 342,495.00     | 174,700.00                 | 121,791.08       | 194,700.00       | 26,003.92                 | 92            | 35,360.00      |
| 900.4200                                         | Heavy Equipment                     | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 549,750.00     |
| 900.4300                                         | Other Equipment                     | 419,794.00     | (11,636.00)       | 408,158.00     | 134,995.70                 | 303,445.60       | 138,240.74       | (33,528.34)               | 108           | 60,220.00      |
| 900.6000                                         | Other Improvements                  | 157,108.00     | .00               | 157,108.00     | 5,226.26                   | (23,069.79)      | 37,309.35        | 142,868.44                | 9             | 39,880.00      |
| Department 26 - Special Projects Totals          |                                     | \$2,421,277.00 | (\$1,636.00)      | \$2,419,641.00 | \$325,533.26               | \$543,666.89     | \$1,776,525.21   | \$99,448.90               | 96%           | \$834,770.00   |
| EXPENSE TOTALS                                   |                                     | \$2,421,277.00 | (\$1,636.00)      | \$2,419,641.00 | \$325,533.26               | \$543,666.89     | \$1,776,525.21   | \$99,448.90               | 96%           | \$834,770.00   |
| Fund 0012 - Capital Projects Reserve Fund Totals |                                     |                |                   |                |                            |                  |                  |                           |               |                |



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/2023

Exclude Rollup Accounts

| Account                                           | Account Description                 | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year  |
|---------------------------------------------------|-------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|-------------|
| REVENUE TOTALS                                    |                                     | 2,421,277.00   | (11,636.00)       | 2,409,641.00   | .00                        | .00              | 163,365.84       | 2,246,275.16              | 7%            | 1,177,120   |
| EXPENSE TOTALS                                    |                                     | 2,421,277.00   | (1,636.00)        | 2,419,641.00   | 325,533.26                 | 543,666.89       | 1,776,525.21     | 99,448.90                 | 96%           | 834,771     |
| Fund 0012 - Capital Projects Reserve Fund Totals  |                                     | \$0.00         | (\$10,000.00)     | (\$10,000.00)  | (\$325,533.26)             | (\$543,666.89)   | (\$1,613,159.37) | \$2,146,826.26            |               | \$342,341   |
| Fund 0013 - TIF District                          |                                     |                |                   |                |                            |                  |                  |                           |               |             |
| REVENUE                                           |                                     |                |                   |                |                            |                  |                  |                           |               |             |
| Department 00 - Revenue                           |                                     |                |                   |                |                            |                  |                  |                           |               |             |
| 302.006                                           | TIF Proceeds                        | 91,612.00      | .00               | 91,612.00      | .00                        | .00              | .00              | 91,612.00                 | 0             |             |
| Department 00 - Revenue Totals                    |                                     | \$91,612.00    | \$0.00            | \$91,612.00    | \$0.00                     | \$0.00           | \$0.00           | \$91,612.00               | 0%            | \$0         |
| REVENUE TOTALS                                    |                                     | \$91,612.00    | \$0.00            | \$91,612.00    | \$0.00                     | \$0.00           | \$0.00           | \$91,612.00               | 0%            | \$0         |
| EXPENSE                                           |                                     |                |                   |                |                            |                  |                  |                           |               |             |
| 750.137                                           | Trns from/to Fund Balance           | 91,612.00      | .00               | 91,612.00      | .00                        | .00              | .00              | 91,612.00                 | 0             |             |
| EXPENSE TOTALS                                    |                                     | \$91,612.00    | \$0.00            | \$91,612.00    | \$0.00                     | \$0.00           | \$0.00           | \$91,612.00               | 0%            | \$0         |
| Fund 0013 - TIF District Totals                   |                                     |                |                   |                |                            |                  |                  |                           |               |             |
| REVENUE TOTALS                                    |                                     | 91,612.00      | .00               | 91,612.00      | .00                        | .00              | .00              | 91,612.00                 | 0%            |             |
| EXPENSE TOTALS                                    |                                     | 91,612.00      | .00               | 91,612.00      | .00                        | .00              | .00              | 91,612.00                 | 0%            |             |
| Fund 0013 - TIF District Totals                   |                                     | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$0.00           | \$0.00                    |               | \$0         |
| Fund 0014 - American Rescue Plan Act (ARP)        |                                     |                |                   |                |                            |                  |                  |                           |               |             |
| REVENUE                                           |                                     |                |                   |                |                            |                  |                  |                           |               |             |
| Department 00 - Revenue                           |                                     |                |                   |                |                            |                  |                  |                           |               |             |
| 306.001                                           | Investment Earnings                 | .00            | .00               | .00            | .00                        | .00              | 65,928.79        | (65,928.79)               | +++           | 40,220      |
| 331.011                                           | American Rescue Plan (ARP) Proceeds | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 2,176,071   |
| Department 00 - Revenue Totals                    |                                     | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$65,928.79      | (\$65,928.79)             | +++           | \$2,216,290 |
| REVENUE TOTALS                                    |                                     | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$65,928.79      | (\$65,928.79)             | +++           | \$2,216,290 |
| EXPENSE                                           |                                     |                |                   |                |                            |                  |                  |                           |               |             |
| 687.203                                           | Contract Services                   | .00            | .00               | .00            | .00                        | (81,515.97)      | .00              | 81,515.97                 | +++           | 1,900       |
| EXPENSE TOTALS                                    |                                     | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | (\$81,515.97)    | \$0.00           | \$81,515.97               | +++           | \$1,900     |
| Fund 0014 - American Rescue Plan Act (ARP) Totals |                                     |                |                   |                |                            |                  |                  |                           |               |             |
| REVENUE TOTALS                                    |                                     | .00            | .00               | .00            | .00                        | .00              | 65,928.79        | (65,928.79)               | +++           | 2,216,290   |
| EXPENSE TOTALS                                    |                                     | .00            | .00               | .00            | .00                        | (81,515.97)      | .00              | 81,515.97                 | +++           | 1,900       |
| Fund 0014 - American Rescue Plan Act (ARP) Totals |                                     | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$81,515.97      | \$65,928.79      | (\$147,444.76)            |               | \$2,214,390 |
| Fund 0015 - Agency Fund                           |                                     |                |                   |                |                            |                  |                  |                           |               |             |
| REVENUE                                           |                                     |                |                   |                |                            |                  |                  |                           |               |             |
| Department 00 - Revenue                           |                                     |                |                   |                |                            |                  |                  |                           |               |             |
| 361.001                                           | Investment Earnings                 | .00            | .00               | .00            | .00                        | .00              | 828.76           | (828.76)                  | +++           | 510         |
| Department 00 - Revenue Totals                    |                                     | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$828.76         | (\$828.76)                | +++           | \$510       |
| REVENUE TOTALS                                    |                                     | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$828.76         | (\$828.76)                | +++           | \$510       |
| Fund 0015 - Agency Fund Totals                    |                                     |                |                   |                |                            |                  |                  |                           |               |             |
| REVENUE TOTALS                                    |                                     | .00            | .00               | .00            | .00                        | .00              | 828.76           | (828.76)                  | +++           | 510         |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/23

Exclude Rollup Accounts

| Account                                            | Account Description                    | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|----------------------------------------------------|----------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| EXPENSE TOTALS                                     |                                        | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           |            |
| Fund 0015 - Agency Fund                            | Totals                                 | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$828.76         | (\$828.76)                |               | \$510.00   |
| Fund 0017 - Federal Grants                         |                                        |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                                            |                                        |                |                   |                |                            |                  |                  |                           |               |            |
| Department 69 - Federal Grants                     |                                        |                |                   |                |                            |                  |                  |                           |               |            |
| 500.101                                            | Supplies and Materials                 | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 300.00     |
| Department 69 - Federal Grants Totals              |                                        | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$0.00           | \$0.00                    | +++           | \$300.00   |
| EXPENSE TOTALS                                     |                                        | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$0.00           | \$0.00                    | +++           | \$300.00   |
| Fund 0017 - Federal Grants Totals                  |                                        |                |                   |                |                            |                  |                  |                           |               |            |
| REVENUE TOTALS                                     |                                        | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           |            |
| EXPENSE TOTALS                                     |                                        | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 300.00     |
| Fund 0017 - Federal Grants Totals                  |                                        | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$0.00           | \$0.00                    |               | (\$300.00) |
| Fund 0018 - State and Local Grants                 |                                        |                |                   |                |                            |                  |                  |                           |               |            |
| REVENUE                                            |                                        |                |                   |                |                            |                  |                  |                           |               |            |
| Department 00 - Revenue                            |                                        |                |                   |                |                            |                  |                  |                           |               |            |
| 332.000                                            | State Grants                           | 12,000.00      | .00               | 12,000.00      | .00                        | .00              | .00              | 12,000.00                 | 0             | 3,410.00   |
| 332.008                                            | Other Local Grants                     | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 3,550.00   |
| Department 00 - Revenue Totals                     |                                        | \$12,000.00    | \$0.00            | \$12,000.00    | \$0.00                     | \$0.00           | \$0.00           | \$12,000.00               | 0%            | \$6,970.00 |
| REVENUE TOTALS                                     |                                        | \$12,000.00    | \$0.00            | \$12,000.00    | \$0.00                     | \$0.00           | \$0.00           | \$12,000.00               | 0%            | \$6,970.00 |
| EXPENSE                                            |                                        |                |                   |                |                            |                  |                  |                           |               |            |
| Department 70 - State and Local Grants             |                                        |                |                   |                |                            |                  |                  |                           |               |            |
| 500.101                                            | Supplies and Materials                 | 8,000.00       | .00               | 8,000.00       | 1,403.41                   | .00              | 4,908.99         | 3,091.01                  | 61            | 7,960.00   |
| 500.102                                            | Equipment                              | 4,000.00       | .00               | 4,000.00       | .00                        | .00              | .00              | 4,000.00                  | 0             |            |
| Department 70 - State and Local Grants Totals      |                                        | \$12,000.00    | \$0.00            | \$12,000.00    | \$1,403.41                 | \$0.00           | \$4,908.99       | \$7,091.01                | 41%           | \$7,960.00 |
| EXPENSE TOTALS                                     |                                        | \$12,000.00    | \$0.00            | \$12,000.00    | \$1,403.41                 | \$0.00           | \$4,908.99       | \$7,091.01                | 41%           | \$7,960.00 |
| Fund 0018 - State and Local Grants Totals          |                                        |                |                   |                |                            |                  |                  |                           |               |            |
| REVENUE TOTALS                                     |                                        | 12,000.00      | .00               | 12,000.00      | .00                        | .00              | .00              | 12,000.00                 | 0%            | 6,970.00   |
| EXPENSE TOTALS                                     |                                        | 12,000.00      | .00               | 12,000.00      | 1,403.41                   | .00              | 4,908.99         | 7,091.01                  | 41%           | 7,960.00   |
| Fund 0018 - State and Local Grants Totals          |                                        | \$0.00         | \$0.00            | \$0.00         | (\$1,403.41)               | \$0.00           | (\$4,908.99)     | \$4,908.99                |               | (\$991.00) |
| Fund 0019 - Res. Utilities Round Up Program        |                                        |                |                   |                |                            |                  |                  |                           |               |            |
| REVENUE                                            |                                        |                |                   |                |                            |                  |                  |                           |               |            |
| Department 00 - Revenue                            |                                        |                |                   |                |                            |                  |                  |                           |               |            |
| 302.007                                            | Residential Utilities Round Up Program | .00            | .00               | .00            | 79.39                      | .00              | 779.52           | (779.52)                  | +++           |            |
| Department 00 - Revenue Totals                     |                                        | \$0.00         | \$0.00            | \$0.00         | \$79.39                    | \$0.00           | \$779.52         | (\$779.52)                | +++           | \$0.00     |
| REVENUE TOTALS                                     |                                        | \$0.00         | \$0.00            | \$0.00         | \$79.39                    | \$0.00           | \$779.52         | (\$779.52)                | +++           | \$0.00     |
| Fund 0019 - Res. Utilities Round Up Program Totals |                                        |                |                   |                |                            |                  |                  |                           |               |            |
| REVENUE TOTALS                                     |                                        | .00            | .00               | .00            | 79.39                      | .00              | 779.52           | (779.52)                  | +++           |            |
| EXPENSE TOTALS                                     |                                        | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           |            |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/23

Exclude Rollup Accounts

| Account                                            | Account Description        | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|----------------------------------------------------|----------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0019 - Res. Utilities Round Up Program Totals |                            | \$0.00         | \$0.00            | \$0.00         | \$79.39                    | \$0.00           | \$779.52         | (\$779.52)                |               | \$0.00     |
| Fund 0020 - State Accommodations Tax               |                            |                |                   |                |                            |                  |                  |                           |               |            |
| REVENUE                                            |                            |                |                   |                |                            |                  |                  |                           |               |            |
| Department 00 - Revenue                            |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 318.001                                            | Accommodations Tax         | 160,000.00     | .00               | 160,000.00     | .00                        | .00              | 48,907.76        | 111,092.24                | 31            | 53,179     |
| 361.001                                            | Investment Earnings        | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             |            |
| Department 00 - Revenue Totals                     |                            | \$160,500.00   | \$0.00            | \$160,500.00   | \$0.00                     | \$0.00           | \$48,907.76      | \$111,592.24              | 30%           | \$53,179   |
| REVENUE TOTALS                                     |                            | \$160,500.00   | \$0.00            | \$160,500.00   | \$0.00                     | \$0.00           | \$48,907.76      | \$111,592.24              | 30%           | \$53,179   |
| EXPENSE                                            |                            |                |                   |                |                            |                  |                  |                           |               |            |
| Department 33 - State Accommodations Tax           |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 620.114                                            | Advertising                | 100.00         | .00               | 100.00         | .00                        | .00              | 84.00            | 16.00                     | 84            | 84         |
| 683.173                                            | Tourism Related            | 50,000.00      | .00               | 50,000.00      | .00                        | .00              | 6,750.00         | 43,250.00                 | 14            | 4,760      |
| 683.174                                            | Tourism Advertise/Promote  | 40,000.00      | .00               | 40,000.00      | .00                        | .00              | 7,172.33         | 32,827.67                 | 18            | 17,450     |
| 685.187                                            | Special Projects           | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 15,450     |
| 750.124                                            | Transfers to General Fund  | 32,000.00      | .00               | 32,000.00      | .00                        | .00              | .00              | 32,000.00                 | 0             | 26,400     |
| 750.137                                            | Trns from/to Fund Balance  | 38,400.00      | .00               | 38,400.00      | .00                        | .00              | .00              | 38,400.00                 | 0             |            |
| Department 33 - State Accommodations Tax Totals    |                            | \$160,500.00   | \$0.00            | \$160,500.00   | \$0.00                     | \$0.00           | \$14,006.33      | \$146,493.67              | 9%            | \$64,160   |
| EXPENSE TOTALS                                     |                            | \$160,500.00   | \$0.00            | \$160,500.00   | \$0.00                     | \$0.00           | \$14,006.33      | \$146,493.67              | 9%            | \$64,160   |
| Fund 0020 - State Accommodations Tax Totals        |                            |                |                   |                |                            |                  |                  |                           |               |            |
| REVENUE TOTALS                                     |                            | 160,500.00     | .00               | 160,500.00     | .00                        | .00              | 48,907.76        | 111,592.24                | 30%           | 53,179     |
| EXPENSE TOTALS                                     |                            | 160,500.00     | .00               | 160,500.00     | .00                        | .00              | 14,006.33        | 146,493.67                | 9%            | 64,160     |
| Fund 0020 - State Accommodations Tax Totals        |                            | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$34,901.43      | (\$34,901.43)             |               | (\$10,986) |
| Fund 0022 - Local Hospitality/ATax                 |                            |                |                   |                |                            |                  |                  |                           |               |            |
| REVENUE                                            |                            |                |                   |                |                            |                  |                  |                           |               |            |
| Department 00 - Revenue                            |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 324.001                                            | Hospitality Fee            | 935,000.00     | .00               | 935,000.00     | 89,022.61                  | .00              | 486,825.01       | 448,174.99                | 52            | 367,780    |
| 324.002                                            | Accommodation Fees         | 160,000.00     | .00               | 160,000.00     | 17,695.85                  | .00              | 97,071.76        | 62,928.24                 | 61            | 84,190     |
| 331.000                                            | Federal Grants             | 250,000.00     | .00               | 250,000.00     | .00                        | .00              | .00              | 250,000.00                | 0             |            |
| 331.069                                            | Match Revenue              | 251,933.00     | .00               | 251,933.00     | .00                        | .00              | .00              | 251,933.00                | 0             |            |
| 332.015                                            | DBA State Grant            | 77,060.00      | .00               | 77,060.00      | .00                        | .00              | 52,147.18        | 24,912.82                 | 68            | 56,040     |
| 361.001                                            | Investment Earnings        | 3,000.00       | .00               | 3,000.00       | .00                        | .00              | .00              | 3,000.00                  | 0             |            |
| 394.002                                            | Transfer from fund balance | 667,520.00     | 80,000.00         | 747,520.00     | .00                        | .00              | .00              | 747,520.00                | 0             |            |
| Department 00 - Revenue Totals                     |                            | \$2,344,513.00 | \$80,000.00       | \$2,424,513.00 | \$106,718.46               | \$0.00           | \$636,043.95     | \$1,788,469.05            | 26%           | \$508,020  |
| REVENUE TOTALS                                     |                            | \$2,344,513.00 | \$80,000.00       | \$2,424,513.00 | \$106,718.46               | \$0.00           | \$636,043.95     | \$1,788,469.05            | 26%           | \$508,020  |
| EXPENSE                                            |                            |                |                   |                |                            |                  |                  |                           |               |            |
| Department 08 - Winyah Auditorium                  |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 650.127                                            | Electricity                | 9,000.00       | .00               | 9,000.00       | .00                        | .00              | 4,192.33         | 4,807.67                  | 47            | 4,960      |
| 685.182                                            | Other Operating Expenses   | 26,000.00      | .00               | 26,000.00      | .00                        | .00              | 26,000.00        | .00                       | 100           |            |
| Department 08 - Winyah Auditorium Totals           |                            | \$35,000.00    | \$0.00            | \$35,000.00    | \$0.00                     | \$0.00           | \$30,192.33      | \$4,807.67                | 86%           | \$4,960    |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                           | Account Description       | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year   |
|---------------------------------------------------|---------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|--------------|
| Fund 0022 - Local Hospitality/ATax                |                           |                |                   |                |                            |                  |                  |                           |               |              |
| EXPENSE                                           |                           |                |                   |                |                            |                  |                  |                           |               |              |
| Department 23 - Accommodation Taxes (ATAX)        |                           |                |                   |                |                            |                  |                  |                           |               |              |
| 400.101                                           | Regular Pay               | 129,022.00     | .00               | 129,022.00     | 2,272.79                   | .00              | 25,569.92        | 103,452.08                | 20            | 23,551.00    |
| 401.103                                           | Overtime                  | 44,150.00      | .00               | 44,150.00      | 4,496.17                   | .00              | 25,039.20        | 19,110.80                 | 57            | 8,000.00     |
| 405.114                                           | FICA                      | 13,248.00      | .00               | 13,248.00      | 494.20                     | .00              | 3,825.54         | 9,422.46                  | 29            | 1,740.00     |
| 406.116                                           | Retirement                | 35,911.00      | .00               | 35,911.00      | 274.49                     | .00              | 5,378.60         | 30,532.40                 | 15            | 4,700.00     |
| 410.001                                           | Health Claims Cost        | 3,615.00       | .00               | 3,615.00       | 290.50                     | .00              | 1,743.00         | 1,872.00                  | 48            | 1,740.00     |
| 620.114                                           | Advertising               | 150.00         | .00               | 150.00         | .00                        | .00              | .00              | 150.00                    | 0             | .00          |
| 681.100                                           | Capital Lease Principal   | 12,992.00      | .00               | 12,992.00      | .00                        | .00              | 12,992.00        | .00                       | 100           | .00          |
| 681.120                                           | Capital Lease Interest    | 2,298.00       | .00               | 2,298.00       | .00                        | .00              | 2,298.37         | (.37)                     | 100           | .00          |
| 685.182                                           | Other Operating Expenses  | .00            | .00               | .00            | .00                        | 12,037.36        | .00              | (12,037.36)               | +++           | 2,000.00     |
| 750.124                                           | Transfers to General Fund | 125,000.00     | .00               | 125,000.00     | .00                        | .00              | .00              | 125,000.00                | 0             | 62,500.00    |
| Department 23 - Accommodation Taxes (ATAX) Totals |                           | \$366,386.00   | \$0.00            | \$366,386.00   | \$7,828.15                 | \$12,037.36      | \$76,846.63      | \$277,502.01              | 24%           | \$94,361.00  |
| Department 24 - Hospitality Taxes (HTAX)          |                           |                |                   |                |                            |                  |                  |                           |               |              |
| 401.103                                           | Overtime                  | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 13,280.00    |
| 620.1141                                          | Advertising- Other        | .00            | .00               | .00            | 84.00                      | .00              | 84.00            | (84.00)                   | +++           | .00          |
| 683.174                                           | Tourism Advertise/Promote | 194,000.00     | .00               | 194,000.00     | 1,755.21                   | .00              | 32,345.63        | 161,654.37                | 17            | 61,200.00    |
| 685.182                                           | Other Operating Expenses  | 98,100.00      | .00               | 98,100.00      | 10,404.49                  | 29,638.87        | 37,456.39        | 31,004.74                 | 68            | 14,130.00    |
| 685.187                                           | Special Projects          | 114,700.00     | .00               | 114,700.00     | 4,760.42                   | 6,161.97         | 46,245.56        | 62,292.47                 | 46            | 65,410.00    |
| 685.1871                                          | Way-finding project       | 50,000.00      | .00               | 50,000.00      | 12,487.71                  | 3,919.47         | 28,525.16        | 17,555.37                 | 65            | 1,850.00     |
| 686.191                                           | Contract Services/Studies | 25,000.00      | .00               | 25,000.00      | .00                        | .00              | .00              | 25,000.00                 | 0             | .00          |
| 686.195                                           | Repair/Maint Svc Contract | 56,000.00      | .00               | 56,000.00      | .00                        | .00              | 10,065.66        | 45,934.34                 | 18            | 11,560.00    |
| 687.204                                           | Janitorial Services       | 65,000.00      | .00               | 65,000.00      | .00                        | .00              | .00              | 65,000.00                 | 0             | 30,020.00    |
| 900.905                                           | Park Improvements         | 362,500.00     | (15,017.00)       | 347,483.00     | 4,075.00                   | 98,655.83        | 40,345.97        | 208,481.20                | 40            | 22,410.00    |
| 900.1000                                          | Infrastructure Improvemts | 360,933.00     | .00               | 360,933.00     | .00                        | (1,130.00)       | 1,130.00         | 360,933.00                | 0             | 1,350.00     |
| 900.2000                                          | Land                      | 145,000.00     | .00               | 145,000.00     | .00                        | 3,500.00         | 136,387.79       | 5,112.21                  | 96            | .00          |
| 900.3000                                          | Buildings & Improvements  | 24,000.00      | 15,017.00         | 39,017.00      | 39,016.45                  | (79,560.79)      | 118,577.24       | .55                       | 100           | .00          |
| 900.4100                                          | Vehicles                  | 53,125.00      | .00               | 53,125.00      | .00                        | 48,100.00        | .00              | 5,025.00                  | 91            | .00          |
| 900.4300                                          | Other Equipment           | 69,000.00      | .00               | 69,000.00      | .00                        | 25,968.00        | 48,131.72        | (5,099.72)                | 107           | 20,560.00    |
| 900.6000                                          | Other Improvements        | .00            | .00               | .00            | .00                        | .00              | 87,176.18        | (87,176.18)               | +++           | 18,060.00    |
| Department 24 - Hospitality Taxes (HTAX) Totals   |                           | \$1,617,358.00 | \$0.00            | \$1,617,358.00 | \$72,583.28                | \$135,253.35     | \$586,471.30     | \$895,633.35              | 45%           | \$259,880.00 |
| Department 29 - Kaminski House                    |                           |                |                   |                |                            |                  |                  |                           |               |              |
| 600.110                                           | SCMIRF Property/Liab Ins  | 23,520.00      | .00               | 23,520.00      | .00                        | .00              | 11,311.96        | 12,208.04                 | 48            | 9,850.00     |
| 650.127                                           | Electricity               | 3,326.00       | .00               | 3,326.00       | .00                        | .00              | 1,211.72         | 2,114.28                  | 36            | 1,420.00     |
| 650.133                                           | Stormwater                | 1,806.00       | .00               | 1,806.00       | .00                        | .00              | 824.37           | 981.63                    | 46            | 900.00       |
| 650.1271                                          | Electricity- Sales Tax    | 117.00         | .00               | 117.00         | .00                        | .00              | 35.20            | 81.80                     | 30            | 40.00        |
| 687.203                                           | Contract Services         | 297,000.00     | .00               | 297,000.00     | 47,500.00                  | .00              | 142,500.00       | 154,500.00                | 48            | 82,500.00    |
| Department 29 - Kaminski House Totals             |                           | \$325,769.00   | \$0.00            | \$325,769.00   | \$47,500.00                | \$0.00           | \$155,883.25     | \$169,885.75              | 48%           | \$94,730.00  |
| EXPENSE TOTALS                                    |                           | \$2,344,513.00 | \$0.00            | \$2,344,513.00 | \$127,911.43               | \$147,290.71     | \$849,393.51     | \$1,347,828.78            | 43%           | \$453,951.00 |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                   | Account Description                    | Adopted Budget  | Budget Amendments | Amended Budget  | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year  |
|-------------------------------------------|----------------------------------------|-----------------|-------------------|-----------------|----------------------------|------------------|------------------|---------------------------|---------------|-------------|
| Fund 0022 - Local Hospitality/ATax Totals |                                        |                 |                   |                 |                            |                  |                  |                           |               |             |
| REVENUE TOTALS                            |                                        | 2,344,513.00    | 80,000.00         | 2,424,513.00    | 106,718.46                 | .00              | 636,043.95       | 1,788,469.05              | 26%           | 508,021     |
| EXPENSE TOTALS                            |                                        | 2,344,513.00    | .00               | 2,344,513.00    | 127,911.43                 | 147,290.71       | 849,393.51       | 1,347,828.78              | 43%           | 453,955     |
| Fund 0022 - Local Hospitality/ATax Totals |                                        | \$0.00          | \$80,000.00       | \$80,000.00     | (\$21,192.97)              | (\$147,290.71)   | (\$213,349.56)   | \$440,640.27              |               | \$54,061    |
| Fund 0030 - Electric Utility Fund         |                                        |                 |                   |                 |                            |                  |                  |                           |               |             |
| REVENUE                                   |                                        |                 |                   |                 |                            |                  |                  |                           |               |             |
| Department 00 - Revenue                   |                                        |                 |                   |                 |                            |                  |                  |                           |               |             |
| 301.000                                   | Sale Of Utilities                      | 13,635,876.00   | .00               | 13,635,876.00   | 904,171.14                 | .00              | 5,738,889.70     | 7,896,986.30              | 42            | 5,023,024   |
| 301.001                                   | Revenue from Energy Efficiency Program | 30,000.00       | .00               | 30,000.00       | 1,562.76                   | .00              | 8,729.30         | 21,270.70                 | 29            | 10,911      |
| 301.002                                   | New Turn Ons                           | 4,500.00        | .00               | 4,500.00        | 300.00                     | .00              | 2,060.00         | 2,440.00                  | 46            | 2,500       |
| 301.004                                   | Security Lights                        | 290,000.00      | .00               | 290,000.00      | 24,103.00                  | .00              | 147,423.97       | 142,576.03                | 51            | 146,450     |
| 301.012                                   | Restores                               | 70,000.00       | .00               | 70,000.00       | 8,715.00                   | .00              | 41,866.95        | 28,133.05                 | 60            | 37,841      |
| 302.001                                   | Penalties                              | 120,000.00      | .00               | 120,000.00      | 11,064.22                  | .00              | 79,866.06        | 40,133.94                 | 67            | 67,971      |
| 302.002                                   | Pole Rental                            | 250,000.00      | .00               | 250,000.00      | 195,162.00                 | .00              | 195,162.00       | 54,838.00                 | 78            | 195,162     |
| 306.001                                   | Investment Earnings                    | 30,000.00       | .00               | 30,000.00       | .00                        | .00              | 116,142.03       | (86,142.03)               | 387           | 77,031      |
| 307.002                                   | Sale Of Scrap                          | 500.00          | .00               | 500.00          | .00                        | .00              | .00              | 500.00                    | 0             |             |
| 335.004                                   | Fema Recovery                          | .00             | .00               | .00             | .00                        | .00              | 84,415.67        | (84,415.67)               | +++           |             |
| 369.002                                   | Miscellaneous Revenue                  | 3,000.00        | .00               | 3,000.00        | .00                        | .00              | 4,119.11         | (1,119.11)                | 137           | 481         |
| 371.000                                   | Budget Balancing Account               | (821,557.00)    | .00               | (821,557.00)    | .00                        | .00              | .00              | (821,557.00)              | 0             |             |
| 391.001                                   | Sale of Assets                         | .00             | .00               | .00             | 27,026.00                  | .00              | 27,026.00        | (27,026.00)               | +++           |             |
| 394.002                                   | Transfer from fund balance             | 519,386.00      | .00               | 519,386.00      | .00                        | .00              | .00              | 519,386.00                | 0             |             |
| 395.001                                   | Transfer from General Fund             | .00             | .00               | .00             | .00                        | .00              | .00              | .00                       | +++           | 106,941     |
| Department 00 - Revenue Totals            |                                        | \$14,131,705.00 | \$0.00            | \$14,131,705.00 | \$1,172,104.12             | \$0.00           | \$6,445,700.79   | \$7,686,004.21            | 46%           | \$5,668,331 |
| REVENUE TOTALS                            |                                        | \$14,131,705.00 | \$0.00            | \$14,131,705.00 | \$1,172,104.12             | \$0.00           | \$6,445,700.79   | \$7,686,004.21            | 46%           | \$5,668,331 |
| EXPENSE                                   |                                        |                 |                   |                 |                            |                  |                  |                           |               |             |
| Department 19 - Electric                  |                                        |                 |                   |                 |                            |                  |                  |                           |               |             |
| 400.101                                   | Regular Pay                            | 946,840.00      | .00               | 946,840.00      | 35,924.22                  | .00              | 365,498.05       | 581,341.95                | 39            | 370,891     |
| 401.103                                   | Overtime                               | 17,000.00       | .00               | 17,000.00       | 277.04                     | .00              | 9,124.81         | 7,875.19                  | 54            | 10,271      |
| 401.105                                   | On-call pay                            | 12,000.00       | .00               | 12,000.00       | 800.00                     | .00              | 5,200.00         | 6,800.00                  | 43            | 5,200       |
| 401.106                                   | Contract Labor                         | 665,000.00      | .00               | 665,000.00      | 149,030.02                 | 378,679.51       | 248,064.69       | 38,255.80                 | 94            | 167,161     |
| 401.107                                   | Labor Billed                           | .00             | .00               | .00             | .00                        | .00              | (1,073.04)       | 1,073.04                  | +++           |             |
| 405.114                                   | FICA                                   | 77,714.00       | .00               | 77,714.00       | 2,632.63                   | .00              | 27,852.65        | 49,861.35                 | 36            | 28,271      |
| 406.116                                   | Retirement                             | 188,543.00      | .00               | 188,543.00      | 6,797.30                   | .00              | 69,766.91        | 118,776.09                | 37            | 66,361      |
| 408.125                                   | SCMIT Worker's Comp Ins.               | 77,000.00       | .00               | 77,000.00       | .00                        | 38,527.08        | 39,346.72        | (873.80)                  | 101           | 33,801      |
| 410.001                                   | Health Claims Cost                     | 104,386.00      | .00               | 104,386.00      | 8,282.66                   | .00              | 44,297.84        | 60,088.16                 | 42            | 39,931      |
| 410.002                                   | Health Claim Costs-Retire              | 36,994.00       | .00               | 36,994.00       | (1,083.14)                 | .00              | 18,543.07        | 18,450.93                 | 50            | 17,831      |
| 500.101                                   | Supplies and Materials                 | 14,300.00       | .00               | 14,300.00       | 567.82                     | .00              | 4,474.54         | 9,825.46                  | 31            | 6,341       |
| 500.102                                   | Equipment                              | 7,500.00        | .00               | 7,500.00        | .00                        | .00              | 2,402.14         | 5,097.86                  | 32            | 1,561       |
| 500.103                                   | Furniture                              | 1,800.00        | .00               | 1,800.00        | .00                        | .00              | .00              | 1,800.00                  | 0             |             |
| 500.105                                   | Printing and Binding                   | 600.00          | .00               | 600.00          | .00                        | .00              | .00              | 600.00                    | 0             |             |
| 501.101                                   | Uniforms and Clothing                  | 15,900.00       | .00               | 15,900.00       | 417.88                     | .00              | 1,512.87         | 14,387.13                 | 10            | 6,811       |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT





# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                           | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|-----------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0030 - Electric Utility Fund |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                           |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| Department 19 - Electric          |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 514.114                           | Wire Expense                                    | 35,000.00      | .00               | 35,000.00      | .00                        | .00              | 13,628.90        | 21,371.10                 | 39            | 33,811     |
| 514.115                           | Christmas Decorations                           | 23,350.00      | .00               | 23,350.00      | 592.49                     | 334.56           | 11,083.37        | 11,932.07                 | 49            | 6,271      |
| 514.116                           | Pole Line Hardware                              | 12,000.00      | .00               | 12,000.00      | .00                        | .00              | 11,616.61        | 383.39                    | 97            | 10,681     |
| 514.117                           | Poles & Crossarms                               | 15,000.00      | .00               | 15,000.00      | .00                        | .00              | 5,167.49         | 9,832.51                  | 34            | 6,101      |
| 514.118                           | Fuel for Peak Shaving Generation                | 125,000.00     | .00               | 125,000.00     | .00                        | 20,647.76        | 48,981.83        | 55,370.41                 | 56            | 61,341     |
| 515.121                           | Safety Supplies                                 | 300.00         | .00               | 300.00         | .00                        | .00              | .00              | 300.00                    | 0             | 291        |
| 515.123                           | Special Dept Supplies                           | 16,000.00      | .00               | 16,000.00      | 2,366.08                   | .00              | 5,906.69         | 10,093.31                 | 37            | 7,231      |
| 521.128                           | Meter Supplies                                  | 35,000.00      | .00               | 35,000.00      | 90.87                      | .00              | 14,243.77        | 20,756.23                 | 41            | 21,991     |
| 523.133                           | Street Light Supplies                           | 4,000.00       | .00               | 4,000.00       | .00                        | .00              | 1,782.24         | 2,217.76                  | 45            | 1,851      |
| 531.143                           | Security Lights                                 | 32,000.00      | .00               | 32,000.00      | .00                        | .00              | 8,460.16         | 23,539.84                 | 26            | 24,841     |
| 531.145                           | Transformer Supplies                            | 80,000.00      | .00               | 80,000.00      | 4,912.04                   | .00              | 78,971.46        | 1,028.54                  | 99            | 4,981      |
| 540.150                           | Power Purchases                                 | 7,540,000.00   | .00               | 7,540,000.00   | 634,700.87                 | .00              | 3,795,479.59     | 3,744,520.41              | 50            | 3,769,481  |
| 540.153                           | Energy Efficiency Program                       | 50,000.00      | .00               | 50,000.00      | 1,157.81                   | .00              | 7,078.72         | 42,921.28                 | 14            | 12,961     |
| 541.001                           | Santee Cooper Settlement Expenses               | 519,386.00     | .00               | 519,386.00     | .00                        | .00              | .00              | 519,386.00                | 0             |            |
| 600.110                           | SCMIRF Property/Liab Ins                        | 101,952.00     | .00               | 101,952.00     | .00                        | .00              | 49,033.87        | 52,918.13                 | 48            | 42,731     |
| 610.111                           | Communications- Landline                        | 5,500.00       | .00               | 5,500.00       | 705.43                     | .00              | 3,445.69         | 2,054.31                  | 63            | 3,131      |
| 610.112                           | Postage                                         | 6,000.00       | .00               | 6,000.00       | 225.57                     | .00              | 7,673.21         | (1,673.21)                | 128           | 3,461      |
| 610.1110                          | Communications- Wireless                        | 10,000.00      | .00               | 10,000.00      | 432.22                     | .00              | 4,009.85         | 5,990.15                  | 40            | 4,501      |
| 620.114                           | Advertising                                     | 600.00         | .00               | 600.00         | .00                        | .00              | 84.00            | 516.00                    | 14            | 71         |
| 640.124                           | Travel Expense                                  | 12,100.00      | .00               | 12,100.00      | .00                        | .00              | .00              | 12,100.00                 | 0             |            |
| 650.127                           | Electricity                                     | 24,709.00      | .00               | 24,709.00      | 469.72                     | .00              | 11,024.31        | 13,684.69                 | 45            | 10,551     |
| 650.128                           | Water                                           | 2,613.00       | .00               | 2,613.00       | .00                        | .00              | 1,253.74         | 1,359.26                  | 48            | 1,111      |
| 650.129                           | Wastewater                                      | 2,753.00       | .00               | 2,753.00       | .00                        | .00              | 1,239.75         | 1,513.25                  | 45            | 1,171      |
| 650.130                           | Sanitation                                      | 2,389.00       | .00               | 2,389.00       | .00                        | .00              | 843.30           | 1,545.70                  | 35            | 1,011      |
| 650.133                           | Stormwater                                      | 1,960.00       | .00               | 1,960.00       | .00                        | .00              | 1,117.17         | 842.83                    | 57            | 971        |
| 650.134                           | Security Lights                                 | 10,188.00      | .00               | 10,188.00      | .00                        | .00              | 4,245.00         | 5,943.00                  | 42            | 5,091      |
| 650.1271                          | Electricity- Sales Tax                          | 470.00         | .00               | 470.00         | .00                        | .00              | 182.71           | 287.29                    | 39            | 231        |
| 660.133                           | Repairs & Maint. Services                       | 6,000.00       | .00               | 6,000.00       | 875.17                     | .00              | 875.17           | 5,124.83                  | 15            | 381        |
| 660.139                           | Fleet Services-RTA Mtce Allocation              | 10,000.00      | .00               | 10,000.00      | 242.00                     | .00              | 3,775.37         | 6,224.63                  | 38            | 7,131      |
| 660.140                           | Hydraulic Repair                                | 12,000.00      | .00               | 12,000.00      | .00                        | .00              | 2,900.00         | 9,100.00                  | 24            | 441        |
| 660.145                           | Gasoline & Oil                                  | 32,000.00      | .00               | 32,000.00      | 2,050.38                   | .00              | 12,193.57        | 19,806.43                 | 38            | 15,971     |
| 660.1391                          | Fleet Services -Departmental Expense Allocation | 19,919.00      | .00               | 19,919.00      | .00                        | .00              | 10,174.24        | 9,744.76                  | 51            | 12,511     |
| 660.1392                          | Fleet Svcs- Outside Vends                       | 10,000.00      | .00               | 10,000.00      | .00                        | .00              | 1,150.60         | 8,849.40                  | 12            | 12,471     |
| 662.140                           | Building Repairs                                | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             |            |
| 662.141                           | Department Repairs                              | 123,809.00     | .00               | 123,809.00     | 1,521.96                   | .00              | 68,967.23        | 54,841.77                 | 56            | 17,901     |
| 663.145                           | Sub-Station Maintenance                         | 3,000.00       | .00               | 3,000.00       | .00                        | .00              | .00              | 3,000.00                  | 0             |            |
| 663.146                           | Transformers Repairs                            | 8,000.00       | .00               | 8,000.00       | .00                        | .00              | .00              | 8,000.00                  | 0             | 71         |
| 664.101                           | Community Education                             | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 808.51           | 191.49                    | 81            | 401        |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                           | Account Description        | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|-----------------------------------|----------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0030 - Electric Utility Fund |                            |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                           |                            |                |                   |                |                            |                  |                  |                           |               |            |
| Department 19 - Electric          |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 670.155                           | Building Rental            | 20,000.00      | .00               | 20,000.00      | .00                        | .00              | .00              | 20,000.00                 | 0             |            |
| 670.156                           | Equipment Rental/Lease     | 3,800.00       | .00               | 3,800.00       | 541.92                     | .00              | 1,849.95         | 1,950.05                  | 49            | 2,091      |
| 681.100                           | Capital Lease Principal    | 34,347.00      | .00               | 34,347.00      | .00                        | .00              | 34,346.67        | .33                       | 100           |            |
| 681.120                           | Capital Lease Interest     | 6,077.00       | .00               | 6,077.00       | .00                        | .00              | 6,076.14         | .86                       | 100           |            |
| 682.170                           | Infrared Test              | 850.00         | .00               | 850.00         | .00                        | .00              | .00              | 850.00                    | 0             | 731        |
| 682.171                           | Safety Testing/Compliance  | 3,500.00       | .00               | 3,500.00       | .00                        | .00              | 1,219.85         | 2,280.15                  | 35            | 1,891      |
| 682.173                           | Tree Crew Maintenance      | 12,000.00      | .00               | 12,000.00      | 557.01                     | .00              | 4,850.70         | 7,149.30                  | 40            | 3,561      |
| 685.180                           | Membership Dues and Fees   | 27,219.00      | .00               | 27,219.00      | .00                        | .00              | 6,587.04         | 20,631.96                 | 24            | 9,981      |
| 685.182                           | Other Operating Expenses   | 50,000.00      | .00               | 50,000.00      | 1,321.35                   | .00              | 9,849.66         | 40,150.34                 | 20            | 1,661      |
| 685.183                           | Depreciation               | 858,534.00     | .00               | 858,534.00     | .00                        | .00              | 192,767.37       | 665,766.63                | 22            | 363,071    |
| 685.186                           | Training                   | 19,950.00      | .00               | 19,950.00      | 7,345.00                   | .00              | 8,045.00         | 11,905.00                 | 40            | 4,191      |
| 685.190                           | Landfill Fees              | 8,000.00       | .00               | 8,000.00       | 910.00                     | .00              | 2,936.25         | 5,063.75                  | 37            | 4,301      |
| 685.1821                          | Hurricane/Storm Expense    | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 34,251     |
| 686.186                           | Legal Services             | 5,000.00       | .00               | 5,000.00       | .00                        | .00              | .00              | 5,000.00                  | 0             |            |
| 686.187                           | Professional Services      | 10,200.00      | .00               | 10,200.00      | 615.82                     | 6,239.38         | 2,788.59         | 1,172.03                  | 89            | 10,921     |
| 686.188                           | Architect/Engineer Servcs  | 50,000.00      | .00               | 50,000.00      | 4,580.14                   | .00              | 24,713.73        | 25,286.27                 | 49            | 57,181     |
| 686.189                           | Employee Medical           | .00            | .00               | .00            | .00                        | .00              | 220.00           | (220.00)                  | +++           | 121        |
| 686.191                           | Contract Services/Studies  | 2,400.00       | .00               | 2,400.00       | 178.86                     | 18,526.75        | 1,671.12         | (17,797.87)               | 842           | 1,251      |
| 686.195                           | Repair/Maint Svc Contract  | 23,700.00      | .00               | 23,700.00      | 296.32                     | 10,853.34        | 3,881.61         | 8,965.05                  | 62            | 4,901      |
| 686.196                           | Bank Charges/Fees          | 19,500.00      | .00               | 19,500.00      | .00                        | .00              | 8,781.78         | 10,718.22                 | 45            | 10,811     |
| 686.199                           | Internal Engineering       | 22,753.00      | .00               | 22,753.00      | .00                        | .00              | 8,973.36         | 13,779.64                 | 39            | 9,001      |
| 686.1895                          | Employee wellness services | 13,996.00      | .00               | 13,996.00      | 985.80                     | .00              | 3,688.49         | 10,307.51                 | 26            | 3,581      |
| 687.202                           | Utility Billing Services   | 50,000.00      | .00               | 50,000.00      | 13,165.92                  | .00              | 34,068.93        | 15,931.07                 | 68            | 34,721     |
| 687.204                           | Janitorial Services        | 2,495.00       | .00               | 2,495.00       | .00                        | .00              | .00              | 2,495.00                  | 0             | 1,241      |
| 702.105                           | Interest on Bonds          | 54,755.00      | 55,052.00         | 109,807.00     | .00                        | .00              | .00              | 109,807.00                | 0             |            |
| 702.110                           | Bond Principal             | 719,539.00     | (55,052.00)       | 664,487.00     | .00                        | .00              | .00              | 664,487.00                | 0             |            |
| 703.1001                          | Agent Fees                 | .00            | .00               | .00            | .00                        | .00              | 2,500.00         | (2,500.00)                | +++           |            |
| 720.001                           | Provision for Bad Debts    | 40,000.00      | .00               | 40,000.00      | .00                        | .00              | 16,666.65        | 23,333.35                 | 42            | 19,991     |
| 750.124                           | Transfers to General Fund  | 819,987.00     | .00               | 819,987.00     | .00                        | .00              | 341,661.25       | 478,325.75                | 42            | 365,311    |
| 750.142                           | Transfer to Wastewater     | 89,605.00      | .00               | 89,605.00      | .00                        | .00              | .00              | 89,605.00                 | 0             |            |
| 795.001                           | IT Internal Allocations    | 187,394.00     | .00               | 187,394.00     | .00                        | .00              | 27,429.67        | 159,964.33                | 15            | 38,371     |
| 795.995                           | GF Cost Distribution       | 505,966.00     | .00               | 505,966.00     | .00                        | .00              | 210,819.15       | 295,146.85                | 42            | 231,471    |
| 900.3000                          | Buildings & Improvements   | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 87,801     |
| 900.3100                          | Electric Distribution      | 2,045,000.00   | .00               | 2,045,000.00   | 5,724.00                   | 719,843.57       | 46,892.71        | 1,278,263.72              | 37            | 27,101     |
| 900.4100                          | Vehicles                   | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 26,631     |
| 900.4300                          | Other Equipment            | 61,250.00      | .00               | 61,250.00      | .00                        | .00              | .00              | 61,250.00                 | 0             |            |
| 900.6000                          | Other Improvements         | .00            | .00               | .00            | 2,648.74                   | (11,840.85)      | 17,759.72        | (5,918.87)                | +++           |            |
| 7999.9999                         | Principal Reclassified     | (615,167.00)   | .00               | (615,167.00)   | .00                        | .00              | .00              | (615,167.00)              | 0             |            |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Accounts

| Account                                  | Account Description        | Adopted Budget  | Budget Amendments | Amended Budget  | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year  |
|------------------------------------------|----------------------------|-----------------|-------------------|-----------------|----------------------------|------------------|------------------|---------------------------|---------------|-------------|
| Fund 0030 - Electric Utility Fund        |                            |                 |                   |                 |                            |                  |                  |                           |               |             |
| EXPENSE                                  |                            |                 |                   |                 |                            |                  |                  |                           |               |             |
| Department 19 - Electric                 |                            |                 |                   |                 |                            |                  |                  |                           |               |             |
| 9999.9999                                | Assets Reclassified        | (2,106,250.00)  | .00               | (2,106,250.00)  | .00                        | .00              | .00              | (2,106,250.00)            | 0             | (141,545)   |
| Department 19 - Electric Totals          |                            | \$14,106,475.00 | \$0.00            | \$14,106,475.00 | \$892,859.92               | \$1,181,811.10   | \$6,043,454.76   | \$6,881,209.14            | 51%           | \$6,072,451 |
| Department 36 - Fiber Optics             |                            |                 |                   |                 |                            |                  |                  |                           |               |             |
| 662.141                                  | Department Repairs         | 25,000.00       | .00               | 25,000.00       | .00                        | .00              | .00              | 25,000.00                 | 0             |             |
| 685.183                                  | Depreciation               | 230.00          | .00               | 230.00          | .00                        | .00              | 57.32            | 172.68                    | 25            | 114         |
| Department 36 - Fiber Optics Totals      |                            | \$25,230.00     | \$0.00            | \$25,230.00     | \$0.00                     | \$0.00           | \$57.32          | \$25,172.68               | 0%            | \$114       |
| EXPENSE TOTALS                           |                            | \$14,131,705.00 | \$0.00            | \$14,131,705.00 | \$892,859.92               | \$1,181,811.10   | \$6,043,512.08   | \$6,906,381.82            | 51%           | \$6,072,571 |
| Fund 0030 - Electric Utility Fund Totals |                            |                 |                   |                 |                            |                  |                  |                           |               |             |
| REVENUE TOTALS                           |                            | 14,131,705.00   | .00               | 14,131,705.00   | 1,172,104.12               | .00              | 6,445,700.79     | 7,686,004.21              | 46%           | 5,668,330   |
| EXPENSE TOTALS                           |                            | 14,131,705.00   | .00               | 14,131,705.00   | 892,859.92                 | 1,181,811.10     | 6,043,512.08     | 6,906,381.82              | 51%           | 6,072,571   |
| Fund 0030 - Electric Utility Fund Totals |                            | \$0.00          | \$0.00            | \$0.00          | \$279,244.20               | (\$1,181,811.10) | \$402,188.71     | \$779,622.39              |               | (\$404,236) |
| Fund 0031 - Water Utility Fund           |                            |                 |                   |                 |                            |                  |                  |                           |               |             |
| REVENUE                                  |                            |                 |                   |                 |                            |                  |                  |                           |               |             |
| Department 00 - Revenue                  |                            |                 |                   |                 |                            |                  |                  |                           |               |             |
| 301.000                                  | Sale Of Utilities          | 4,143,439.00    | .00               | 4,143,439.00    | 353,068.11                 | .00              | 1,747,373.29     | 2,396,065.71              | 42            | 1,535,694   |
| 301.002                                  | New Turn Ons               | 3,500.00        | .00               | 3,500.00        | 205.00                     | .00              | 1,635.00         | 1,865.00                  | 47            | 1,551       |
| 301.006                                  | Sale Of Raw Water          | 13,000.00       | .00               | 13,000.00       | 1,167.74                   | .00              | 6,884.26         | 6,115.74                  | 53            | 6,780       |
| 301.009                                  | New Service Taps           | 25,000.00       | .00               | 25,000.00       | 3,450.00                   | .00              | 9,650.00         | 15,350.00                 | 39            | 15,100      |
| 301.013                                  | Meter Installation         | 12,000.00       | .00               | 12,000.00       | 750.00                     | .00              | 3,300.00         | 8,700.00                  | 28            | 8,551       |
| 302.001                                  | Penalties                  | 26,000.00       | .00               | 26,000.00       | 4,965.11                   | .00              | 27,351.71        | (1,351.71)                | 105           | 20,374      |
| 306.001                                  | Investment Earnings        | .00             | .00               | .00             | .00                        | .00              | 22,962.87        | (22,962.87)               | +++           | 15,461      |
| 324.020                                  | Water Impact Fee           | 19,000.00       | .00               | 19,000.00       | 2,850.00                   | .00              | 13,690.00        | 5,310.00                  | 72            | 37,400      |
| 331.000                                  | Federal Grants             | .00             | .00               | .00             | 29,894.00                  | .00              | 29,894.00        | (29,894.00)               | +++           |             |
| 369.002                                  | Miscellaneous Revenue      | 5,000.00        | .00               | 5,000.00        | 279.68                     | .00              | 56,320.06        | (51,320.06)               | 1126          | 3,081       |
| 371.000                                  | Budget Balancing Account   | (227,301.00)    | .00               | (227,301.00)    | .00                        | .00              | .00              | (227,301.00)              | 0             |             |
| 391.001                                  | Sale of Assets             | .00             | .00               | .00             | .00                        | .00              | 2,380.00         | (2,380.00)                | +++           |             |
| 395.001                                  | Transfer from General Fund | .00             | .00               | .00             | .00                        | .00              | .00              | .00                       | +++           | 51,711      |
| Department 00 - Revenue Totals           |                            | \$4,019,638.00  | \$0.00            | \$4,019,638.00  | \$396,629.64               | \$0.00           | \$1,921,441.19   | \$2,098,196.81            | 48%           | \$1,695,721 |
| REVENUE TOTALS                           |                            | \$4,019,638.00  | \$0.00            | \$4,019,638.00  | \$396,629.64               | \$0.00           | \$1,921,441.19   | \$2,098,196.81            | 48%           | \$1,695,721 |
| EXPENSE                                  |                            |                 |                   |                 |                            |                  |                  |                           |               |             |
| Department 15 - Water Distribution       |                            |                 |                   |                 |                            |                  |                  |                           |               |             |
| 400.101                                  | Regular Pay                | 178,397.00      | .00               | 178,397.00      | 5,903.17                   | .00              | 47,198.08        | 131,198.92                | 26            | 88,251      |
| 401.103                                  | Overtime                   | 17,000.00       | .00               | 17,000.00       | 1,578.91                   | .00              | 4,518.27         | 12,481.73                 | 27            | 11,171      |
| 401.105                                  | On-call pay                | 5,200.00        | .00               | 5,200.00        | .00                        | .00              | .00              | 5,200.00                  | 0             | 2,600       |
| 405.114                                  | FICA                       | 15,348.00       | .00               | 15,348.00       | 538.01                     | .00              | 3,834.58         | 11,513.42                 | 25            | 7,331       |
| 406.116                                  | Retirement                 | 37,231.00       | .00               | 37,231.00       | 1,379.66                   | .00              | 9,408.30         | 27,822.70                 | 25            | 17,341      |
| 408.125                                  | SCMIT Worker's Comp Ins.   | 18,500.00       | .00               | 18,500.00       | .00                        | 7,654.70         | 6,748.21         | 4,097.09                  | 78            | 6,711       |



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                            | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0031 - Water Utility Fund     |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                            |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| Department 15 - Water Distribution |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 410.001                            | Health Claims Cost                              | 23,110.00      | .00               | 23,110.00      | 2,197.04                   | .00              | 7,722.80         | 15,387.20                 | 33            | 10,351     |
| 410.002                            | Health Claim Costs-Retire                       | 1,145.00       | .00               | 1,145.00       | .00                        | .00              | 1,019.20         | 125.80                    | 89            | (137)      |
| 500.101                            | Supplies and Materials                          | 3,500.00       | .00               | 3,500.00       | .00                        | .00              | 3,294.36         | 205.64                    | 94            | 1,621      |
| 500.102                            | Equipment                                       | 6,000.00       | .00               | 6,000.00       | .00                        | .00              | .00              | 6,000.00                  | 0             | 1,681      |
| 501.101                            | Uniforms and Clothing                           | 4,400.00       | .00               | 4,400.00       | 148.65                     | .00              | 697.87           | 3,702.13                  | 16            | 1,881      |
| 513.112                            | Asphalt/Concrete/Gravel                         | 51,000.00      | .00               | 51,000.00      | 74.08                      | 9,722.42         | 277.58           | 41,000.00                 | 20            | 16,681     |
| 514.110                            | Water Dist System Supply                        | 70,000.00      | .00               | 70,000.00      | 7,819.45                   | .00              | 28,988.22        | 41,011.78                 | 41            | 33,681     |
| 515.129                            | Permit Fees Due To Others                       | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | .00              | 1,000.00                  | 0             |            |
| 523.136                            | Hydrant Replacement                             | 10,000.00      | .00               | 10,000.00      | .00                        | .00              | .00              | 10,000.00                 | 0             | (1,838)    |
| 532.148                            | Small Hand Tools                                | 300.00         | .00               | 300.00         | .00                        | .00              | 209.86           | 90.14                     | 70            |            |
| 600.110                            | SCMIRF Property/Liab Ins                        | 54,048.00      | .00               | 54,048.00      | .00                        | .00              | 25,994.41        | 28,053.59                 | 48            | 22,651     |
| 610.112                            | Postage                                         | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | .00              | 1,000.00                  | 0             |            |
| 610.1110                           | Communications- Wireless                        | 2,040.00       | .00               | 2,040.00       | .00                        | .00              | 317.13           | 1,722.87                  | 16            | 511        |
| 620.114                            | Advertising                                     | 600.00         | .00               | 600.00         | .00                        | .00              | .00              | 600.00                    | 0             | 81         |
| 640.124                            | Travel Expense                                  | 100.00         | .00               | 100.00         | .00                        | .00              | .00              | 100.00                    | 0             |            |
| 650.127                            | Electricity                                     | 9,978.00       | .00               | 9,978.00       | .00                        | .00              | 4,155.23         | 5,822.77                  | 42            | 4,261      |
| 650.128                            | Water                                           | 37,706.00      | .00               | 37,706.00      | .00                        | .00              | 17,939.85        | 19,766.15                 | 48            | 16,111     |
| 650.129                            | Wastewater                                      | 12,788.00      | .00               | 12,788.00      | .00                        | .00              | 5,309.40         | 7,478.60                  | 42            | 5,461      |
| 650.130                            | Sanitation                                      | 793.00         | .00               | 793.00         | .00                        | .00              | 279.80           | 513.20                    | 35            | 331        |
| 650.133                            | Stormwater                                      | 5,671.00       | .00               | 5,671.00       | .00                        | .00              | 5,768.36         | (97.36)                   | 102           | 2,831      |
| 650.1271                           | Electricity- Sales Tax                          | 279.00         | .00               | 279.00         | .00                        | .00              | 156.31           | 122.69                    | 56            | 131        |
| 660.133                            | Repairs & Maint. Services                       | 23,000.00      | .00               | 23,000.00      | .00                        | .00              | .00              | 23,000.00                 | 0             | 221        |
| 660.139                            | Fleet Services-RTA Mtce Allocation              | 7,500.00       | .00               | 7,500.00       | .00                        | .00              | 950.26           | 6,549.74                  | 13            | 3,561      |
| 660.145                            | Gasoline & Oil                                  | 10,000.00      | .00               | 10,000.00      | 593.16                     | .00              | 2,220.05         | 7,779.95                  | 22            | 4,681      |
| 660.1391                           | Fleet Services -Departmental Expense Allocation | 4,709.00       | .00               | 4,709.00       | .00                        | .00              | 3,339.05         | 1,369.95                  | 71            | 4,571      |
| 660.1392                           | Fleet Svcs- Outside Vends                       | 3,500.00       | .00               | 3,500.00       | .00                        | .00              | .00              | 3,500.00                  | 0             | 3,181      |
| 670.156                            | Equipment Rental/Lease                          | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             |            |
| 685.180                            | Membership Dues and Fees                        | 200.00         | .00               | 200.00         | .00                        | .00              | .00              | 200.00                    | 0             |            |
| 685.182                            | Other Operating Expenses                        | 1,500.00       | .00               | 1,500.00       | .00                        | .00              | 671.12           | 828.88                    | 45            | 311        |
| 685.183                            | Depreciation                                    | 515,598.00     | .00               | 515,598.00     | .00                        | .00              | 114,470.04       | 401,127.96                | 22            | 228,241    |
| 685.186                            | Training                                        | 1,100.00       | .00               | 1,100.00       | 37.29                      | .00              | 37.29            | 1,062.71                  | 3             | 351        |
| 686.187                            | Professional Services                           | 3,700.00       | .00               | 3,700.00       | 166.80                     | 2,081.66         | 959.72           | 658.62                    | 82            | 831        |
| 686.189                            | Employee Medical                                | 1,500.00       | .00               | 1,500.00       | .00                        | .00              | 450.00           | 1,050.00                  | 30            |            |
| 686.191                            | Contract Services/Studies                       | 252,000.00     | .00               | 252,000.00     | 2,530.87                   | 46,350.00        | 42,188.91        | 163,461.09                | 35            | 1,251      |
| 686.196                            | Bank Charges/Fees                               | 7,750.00       | .00               | 7,750.00       | .00                        | .00              | 3,436.33         | 4,313.67                  | 44            | 4,231      |
| 686.199                            | Internal Engineering                            | 22,752.00      | .00               | 22,752.00      | .00                        | .00              | 8,973.36         | 13,778.64                 | 39            | 9,001      |
| 686.1895                           | Employee wellness services                      | 5,004.00       | .00               | 5,004.00       | 352.07                     | .00              | 1,317.31         | 3,686.69                  | 26            | 1,271      |
| 687.202                            | Utility Billing Services                        | 7,500.00       | .00               | 7,500.00       | 1,991.48                   | .00              | 5,153.24         | 2,346.76                  | 69            | 5,251      |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                   | Account Description       | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|-------------------------------------------|---------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0031 - Water Utility Fund            |                           |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                                   |                           |                |                   |                |                            |                  |                  |                           |               |            |
| Department 15 - Water Distribution        |                           |                |                   |                |                            |                  |                  |                           |               |            |
| 687.204                                   | Janitorial Services       | 824.00         | .00               | 824.00         | .00                        | .00              | 106.68           | 717.32                    | 13            | 41         |
| 702.106                                   | Interest- Bonds           | 99,372.00      | .00               | 99,372.00      | .00                        | .00              | .00              | 99,372.00                 | 0             | 55,29      |
| 702.110                                   | Bond Principal            | 396,021.00     | .00               | 396,021.00     | .00                        | .00              | .00              | 396,021.00                | 0             | 71,21      |
| 703.109                                   | Agents Fee                | 8,000.00       | .00               | 8,000.00       | .00                        | .00              | 4,475.00         | 3,525.00                  | 56            | 4,55       |
| 720.001                                   | Provision for Bad Debts   | 9,000.00       | .00               | 9,000.00       | .00                        | .00              | 3,333.35         | 5,666.65                  | 37            | 4,00       |
| 750.124                                   | Transfers to General Fund | 172,681.00     | .00               | 172,681.00     | .00                        | .00              | 71,950.40        | 100,730.60                | 42            | 78,07      |
| 795.995                                   | GF Cost Distribution      | 109,190.00     | .00               | 109,190.00     | .00                        | .00              | 45,495.85        | 63,694.15                 | 42            | 49,95      |
| 795.999                                   | Allocation G&A Services   | 90,990.00      | .00               | 90,990.00      | .00                        | .00              | 21,257.50        | 69,732.50                 | 23            | 32,88      |
| 900.3500                                  | Water Distribution        | 700,000.00     | .00               | 700,000.00     | 185,466.25                 | (249,901.08)     | 315,178.58       | 634,722.50                | 9             |            |
| 900.4100                                  | Vehicles                  | 40,000.00      | .00               | 40,000.00      | .00                        | .00              | .00              | 40,000.00                 | 0             |            |
| 900.4300                                  | Other Equipment           | 31,250.00      | .00               | 31,250.00      | .00                        | .00              | .00              | 31,250.00                 | 0             |            |
| 7999.9999                                 | Principal Reclassified    | (396,021.00)   | .00               | (396,021.00)   | .00                        | .00              | .00              | (396,021.00)              | 0             | (71,219    |
| 9999.9999                                 | Assets Reclassified       | (771,250.00)   | .00               | (771,250.00)   | .00                        | .00              | .00              | (771,250.00)              | 0             | (233,034   |
| Department 15 - Water Distribution Totals |                           | \$1,925,004.00 | \$0.00            | \$1,925,004.00 | \$210,776.89               | (\$184,092.30)   | \$819,801.86     | \$1,289,294.44            | 33%           | \$508,89   |
| Department 16 - Filtration                |                           |                |                   |                |                            |                  |                  |                           |               |            |
| 400.101                                   | Regular Pay               | 289,752.00     | .00               | 289,752.00     | 10,883.57                  | .00              | 130,654.44       | 159,097.56                | 45            | 122,67     |
| 401.103                                   | Overtime                  | 8,000.00       | .00               | 8,000.00       | (625.62)                   | .00              | 4,600.67         | 3,399.33                  | 58            | 7          |
| 401.105                                   | On-call pay               | 5,200.00       | .00               | 5,200.00       | 533.36                     | .00              | 3,466.84         | 1,733.16                  | 67            | 3,16       |
| 405.114                                   | FICA                      | 23,176.00      | .00               | 23,176.00      | 745.65                     | .00              | 10,069.70        | 13,106.30                 | 43            | 8,98       |
| 406.116                                   | Retirement                | 56,228.00      | .00               | 56,228.00      | 1,981.59                   | .00              | 25,391.65        | 30,836.35                 | 45            | 21,63      |
| 408.125                                   | SCMIT Worker's Comp Ins.  | 13,500.00      | .00               | 13,500.00      | .00                        | 6,893.84         | 6,874.15         | (267.99)                  | 102           | 6,04       |
| 410.001                                   | Health Claims Cost        | 42,884.00      | .00               | 42,884.00      | 3,930.09                   | .00              | 22,770.47        | 20,113.53                 | 53            | 21,90      |
| 410.002                                   | Health Claim Costs-Retire | 10,925.00      | .00               | 10,925.00      | .00                        | .00              | .00              | 10,925.00                 | 0             | 1          |
| 500.101                                   | Supplies and Materials    | 2,500.00       | .00               | 2,500.00       | 28.11                      | .00              | 365.25           | 2,134.75                  | 15            | 1,56       |
| 500.102                                   | Equipment                 | 6,500.00       | .00               | 6,500.00       | .00                        | .00              | 246.06           | 6,253.94                  | 4             |            |
| 501.101                                   | Uniforms and Clothing     | 4,000.00       | .00               | 4,000.00       | 84.78                      | .00              | 1,349.00         | 2,651.00                  | 34            | 33         |
| 512.108                                   | Chemicals                 | 352,600.00     | .00               | 352,600.00     | 23,856.72                  | 115,717.90       | 152,744.27       | 84,137.83                 | 76            | 123,35     |
| 512.109                                   | Laboratory Supplies       | 28,000.00      | .00               | 28,000.00      | 4,070.43                   | .00              | 13,367.58        | 14,632.42                 | 48            | 11,56      |
| 515.121                                   | Safety Supplies           | 1,600.00       | .00               | 1,600.00       | .00                        | .00              | .00              | 1,600.00                  | 0             | 23         |
| 515.129                                   | Permit Fees Due To Others | 23,000.00      | .00               | 23,000.00      | .00                        | .00              | 20,712.00        | 2,288.00                  | 90            | 20,42      |
| 532.148                                   | Small Hand Tools          | 300.00         | .00               | 300.00         | .00                        | .00              | .00              | 300.00                    | 0             |            |
| 540.151                                   | IP Raw Water Contract-Cty | 22,960.00      | .00               | 22,960.00      | 1,850.51                   | .00              | 10,256.51        | 12,703.49                 | 45            | 7,13       |
| 540.152                                   | Raw Water Pump Maint.     | 65,000.00      | .00               | 65,000.00      | .00                        | .00              | 30,767.94        | 34,232.06                 | 47            | 29,96      |
| 540.157                                   | Treated Water Purchase    | 200.00         | .00               | 200.00         | 47.00                      | .00              | 68.06            | 131.94                    | 34            | 3          |
| 540.1510                                  | IP Raw Water Contract-Stl | 11,808.00      | .00               | 11,808.00      | 547.74                     | .00              | 2,706.11         | 9,101.89                  | 23            | 2,78       |
| 600.110                                   | SCMIRF Property/Liab Ins  | 162,912.00     | .00               | 162,912.00     | .00                        | .00              | 78,352.61        | 84,559.39                 | 48            | 68,29      |
| 610.111                                   | Communications- Landline  | 1,500.00       | .00               | 1,500.00       | 209.67                     | .00              | 742.83           | 757.17                    | 50            | 63         |
| 610.112                                   | Postage                   | 800.00         | .00               | 800.00         | 70.33                      | .00              | 70.33            | 729.67                    | 9             |            |

Attachment: Finance Department Budget Performance December 2023 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                  | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|------------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0031 - Water Utility Fund           |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                                  |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| Department 16 - Filtration               |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 610.1110                                 | Communications- Wireless                        | 660.00         | .00               | 660.00         | .00                        | .00              | 165.09           | 494.91                    | 25            | 24%        |
| 620.114                                  | Advertising                                     | 1,000.00       | .00               | 1,000.00       | 168.00                     | .00              | 168.00           | 832.00                    | 17            | 8%         |
| 640.124                                  | Travel Expense                                  | 100.00         | .00               | 100.00         | .00                        | .00              | .00              | 100.00                    | 0             |            |
| 650.127                                  | Electricity                                     | 104,948.00     | .00               | 104,948.00     | .00                        | .00              | 39,956.52        | 64,991.48                 | 38            | 44,84%     |
| 650.130                                  | Sanitation                                      | 1,056.00       | .00               | 1,056.00       | .00                        | .00              | 376.00           | 680.00                    | 36            | 45%        |
| 650.133                                  | Stormwater                                      | 2,860.00       | .00               | 2,860.00       | .00                        | .00              | 1,507.75         | 1,352.25                  | 53            | 1,42%      |
| 650.134                                  | Security Lights                                 | 1,584.00       | .00               | 1,584.00       | .00                        | .00              | 660.00           | 924.00                    | 42            | 79%        |
| 650.1271                                 | Electricity- Sales Tax                          | 107.00         | .00               | 107.00         | .00                        | .00              | 36.63            | 70.37                     | 34            | 4%         |
| 660.133                                  | Repairs & Maint. Services                       | 60,000.00      | .00               | 60,000.00      | 542.50                     | .00              | 4,380.55         | 55,619.45                 | 7             | 15,25%     |
| 660.139                                  | Fleet Services-RTA Mtce Allocation              | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 98.55            | 901.45                    | 10            | 84%        |
| 660.145                                  | Gasoline & Oil                                  | 1,750.00       | .00               | 1,750.00       | .00                        | .00              | 345.04           | 1,404.96                  | 20            | 19%        |
| 660.1391                                 | Fleet Services -Departmental Expense Allocation | 1,464.00       | .00               | 1,464.00       | .00                        | .00              | 670.88           | 793.12                    | 46            | 1,59%      |
| 660.1392                                 | Fleet Svcs- Outside Vends                       | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             |            |
| 670.156                                  | Equipment Rental/Lease                          | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             |            |
| 685.180                                  | Membership Dues and Fees                        | 1,100.00       | .00               | 1,100.00       | .00                        | .00              | 45.00            | 1,055.00                  | 4             | 4%         |
| 685.182                                  | Other Operating Expenses                        | 25,000.00      | .00               | 25,000.00      | .00                        | .00              | .00              | 25,000.00                 | 0             | 11%        |
| 685.183                                  | Depreciation                                    | 346,292.00     | .00               | 346,292.00     | .00                        | .00              | 65,292.45        | 280,999.55                | 19            | 142,25%    |
| 685.186                                  | Training                                        | 2,420.00       | .00               | 2,420.00       | 114.00                     | .00              | 518.00           | 1,902.00                  | 21            | 58%        |
| 686.187                                  | Professional Services                           | 23,300.00      | .00               | 23,300.00      | 571.21                     | .00              | 3,016.71         | 20,283.29                 | 13            | 7,26%      |
| 686.189                                  | Employee Medical                                | 1,200.00       | .00               | 1,200.00       | .00                        | .00              | .00              | 1,200.00                  | 0             | 38%        |
| 686.195                                  | Repair/Maint Svc Contract                       | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | 803.90           | 1,196.10                  | 40            | 1,05%      |
| 686.199                                  | Internal Engineering                            | 22,752.00      | .00               | 22,752.00      | .00                        | .00              | 8,973.36         | 13,778.64                 | 39            | 9,00%      |
| 686.1895                                 | Employee wellness services                      | 6,001.00       | .00               | 6,001.00       | 422.49                     | .00              | 1,580.79         | 4,420.21                  | 26            | 1,53%      |
| 687.204                                  | Janitorial Services                             | 2,458.00       | .00               | 2,458.00       | .00                        | .00              | 320.00           | 2,138.00                  | 13            | 1,22%      |
| 750.124                                  | Transfers to General Fund                       | 153,873.00     | .00               | 153,873.00     | .00                        | .00              | 64,113.75        | 89,759.25                 | 42            | 69,56%     |
| 795.995                                  | GF Cost Distribution                            | 97,296.00      | .00               | 97,296.00      | .00                        | .00              | 40,540.00        | 56,756.00                 | 42            | 44,51%     |
| 795.999                                  | Allocation G&A Services                         | 90,990.00      | .00               | 90,990.00      | .00                        | .00              | 21,257.50        | 69,732.50                 | 23            | 32,88%     |
| 900.3300                                 | Water Filtration Plant                          | 2,320,000.00   | .00               | 2,320,000.00   | 30,797.75                  | 4,946,588.88     | 344,871.99       | (2,971,460.87)            | 228           | 12,91%     |
| 900.4100                                 | Vehicles                                        | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 27,30%     |
| 9999.9999                                | Assets Reclassified                             | (2,320,000.00) | .00               | (2,320,000.00) | .00                        | .00              | .00              | (2,320,000.00)            | 0             | (40,221%   |
| Department 16 - Filtration Totals        |                                                 | \$2,085,556.00 | \$0.00            | \$2,085,556.00 | \$80,829.88                | \$5,069,200.62   | \$1,115,274.93   | (\$4,098,919.55)          | 297%          | \$827,05%  |
| Department 41 - General & Administrative |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 400.101                                  | Regular Pay                                     | 149,015.00     | .00               | 149,015.00     | 5,282.18                   | .00              | 59,633.21        | 89,381.79                 | 40            | 76,82%     |
| 405.114                                  | FICA                                            | 11,400.00      | .00               | 11,400.00      | 376.17                     | .00              | 4,372.28         | 7,027.72                  | 38            | 5,62%      |
| 406.116                                  | Retirement                                      | 27,659.00      | .00               | 27,659.00      | 975.84                     | .00              | 10,929.39        | 16,729.61                 | 40            | 13,24%     |
| 408.125                                  | SCMIT Worker's Comp Ins.                        | 4,100.00       | .00               | 4,100.00       | .00                        | 2,098.12         | 2,092.13         | (90.25)                   | 102           | 1,84%      |
| 410.001                                  | Health Claims Cost                              | 18,220.00      | .00               | 18,220.00      | 1,459.36                   | .00              | 7,163.80         | 11,056.20                 | 39            | 8,78%      |
| 500.101                                  | Supplies and Materials                          | 5,400.00       | .00               | 5,400.00       | .00                        | .00              | 1,019.46         | 4,380.54                  | 19            | 1,71%      |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT





# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                         | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|-------------------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0031 - Water Utility Fund                  |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                                         |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| Department 41 - General & Administrative        |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 500.102                                         | Equipment                                       | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | 42.04            | 1,957.96                  | 2             | 40%        |
| 500.103                                         | Furniture                                       | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 190.79           | 809.21                    | 19            | 55%        |
| 501.101                                         | Uniforms and Clothing                           | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             |            |
| 600.110                                         | SCMIRF Property/Liab Ins                        | 288.00         | .00               | 288.00         | .00                        | .00              | 138.51           | 149.49                    | 48            | 12%        |
| 610.111                                         | Communications- Landline                        | 4,800.00       | .00               | 4,800.00       | 539.83                     | .00              | 3,450.26         | 1,349.74                  | 72            | 2,37%      |
| 610.112                                         | Postage                                         | 1,500.00       | .00               | 1,500.00       | .00                        | .00              | 1,113.15         | 386.85                    | 74            | 46%        |
| 610.1110                                        | Communications- Wireless                        | 660.00         | .00               | 660.00         | .00                        | .00              | 165.09           | 494.91                    | 25            | 24%        |
| 620.114                                         | Advertising                                     | 200.00         | .00               | 200.00         | .00                        | .00              | 111.00           | 89.00                     | 56            |            |
| 640.124                                         | Travel Expense                                  | 100.00         | .00               | 100.00         | .00                        | .00              | .00              | 100.00                    | 0             |            |
| 650.127                                         | Electricity                                     | 2,860.00       | .00               | 2,860.00       | .00                        | .00              | 1,244.69         | 1,615.31                  | 44            | 1,22%      |
| 650.128                                         | Water                                           | 411.00         | .00               | 411.00         | .00                        | .00              | 181.84           | 229.16                    | 44            | 17%        |
| 650.129                                         | Wastewater                                      | 459.00         | .00               | 459.00         | .00                        | .00              | 201.95           | 257.05                    | 44            | 19%        |
| 650.130                                         | Sanitation                                      | 557.00         | .00               | 557.00         | .00                        | .00              | 196.65           | 360.35                    | 35            | 23%        |
| 650.133                                         | Stormwater                                      | 2,643.00       | .00               | 2,643.00       | .00                        | .00              | 1,258.75         | 1,384.25                  | 48            | 1,32%      |
| 650.134                                         | Security Lights                                 | 636.00         | .00               | 636.00         | .00                        | .00              | 265.00           | 371.00                    | 42            | 31%        |
| 650.1271                                        | Electricity- Sales Tax                          | 91.00          | .00               | 91.00          | .00                        | .00              | 39.42            | 51.58                     | 43            | 4%         |
| 660.133                                         | Repairs & Maint. Services                       | 8,000.00       | .00               | 8,000.00       | 15.27                      | .00              | 4,465.27         | 3,534.73                  | 56            | 22%        |
| 660.139                                         | Fleet Services-RTA Mtce Allocation              | 250.00         | .00               | 250.00         | .00                        | .00              | 315.07           | (65.07)                   | 126           | 4%         |
| 660.145                                         | Gasoline & Oil                                  | 2,500.00       | .00               | 2,500.00       | 152.64                     | .00              | 661.82           | 1,838.18                  | 26            | 97%        |
| 660.1391                                        | Fleet Services -Departmental Expense Allocation | 1,803.00       | .00               | 1,803.00       | .00                        | .00              | 920.51           | 882.49                    | 51            | 1,02%      |
| 660.1392                                        | Fleet Svcs- Outside Vends                       | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             | 1,29%      |
| 670.156                                         | Equipment Rental/Lease                          | 3,800.00       | .00               | 3,800.00       | 428.00                     | .00              | 1,266.40         | 2,533.60                  | 33            | 1,47%      |
| 685.180                                         | Membership Dues and Fees                        | 1,600.00       | .00               | 1,600.00       | 600.00                     | .00              | 1,018.00         | 582.00                    | 64            | 45%        |
| 685.182                                         | Other Operating Expenses                        | 1,500.00       | .00               | 1,500.00       | 647.50                     | .00              | 647.50           | 852.50                    | 43            | 50%        |
| 685.183                                         | Depreciation                                    | 7,090.00       | .00               | 7,090.00       | .00                        | .00              | 1,772.50         | 5,317.50                  | 25            | 3,54%      |
| 685.186                                         | Training                                        | 800.00         | .00               | 800.00         | .00                        | .00              | .00              | 800.00                    | 0             |            |
| 686.187                                         | Professional Services                           | 1,640.00       | .00               | 1,640.00       | .00                        | .00              | 822.87           | 817.13                    | 50            | 3,09%      |
| 686.189                                         | Employee Medical                                | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             | 15%        |
| 686.195                                         | Repair/Maint Svc Contract                       | 2,200.00       | .00               | 2,200.00       | .00                        | .00              | 615.36           | 1,584.64                  | 28            | 74%        |
| 686.1895                                        | Employee wellness services                      | 1,995.00       | .00               | 1,995.00       | 140.83                     | .00              | 526.93           | 1,468.07                  | 26            | 51%        |
| 687.204                                         | Janitorial Services                             | 2,472.00       | .00               | 2,472.00       | .00                        | .00              | 320.00           | 2,152.00                  | 13            | 1,23%      |
| 795.001                                         | IT Internal Allocations                         | 187,394.00     | .00               | 187,394.00     | .00                        | .00              | 27,429.68        | 159,964.32                | 15            | 38,37%     |
| 795.999                                         | Allocation G&A Services                         | (454,950.00)   | .00               | (454,950.00)   | .00                        | .00              | (106,287.48)     | (348,662.52)              | 23            | (164,412%  |
| Department 41 - General & Administrative Totals |                                                 | \$3,593.00     | \$0.00            | \$3,593.00     | \$10,617.62                | \$2,098.12       | \$28,303.84      | (\$26,808.96)             | 846%          | \$4,97%    |
| Department 42 - Engineering Services            |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 400.101                                         | Regular Pay                                     | 145,750.00     | .00               | 145,750.00     | 6,171.08                   | .00              | 72,927.24        | 72,822.76                 | 50            | 65,45%     |
| 405.114                                         | FICA                                            | 11,150.00      | .00               | 11,150.00      | 415.34                     | .00              | 5,210.04         | 5,939.96                  | 47            | 4,67%      |
| 406.116                                         | Retirement                                      | 27,052.00      | .00               | 27,052.00      | 1,136.25                   | .00              | 13,426.13        | 13,625.87                 | 50            | 11,31%     |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                     | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year     |
|---------------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|----------------|
| Fund 0031 - Water Utility Fund              |                                                 |                |                   |                |                            |                  |                  |                           |               |                |
| EXPENSE                                     |                                                 |                |                   |                |                            |                  |                  |                           |               |                |
| Department 42 - Engineering Services        |                                                 |                |                   |                |                            |                  |                  |                           |               |                |
| 408.125                                     | SCMIT Worker's Comp Ins.                        | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | .00              | 2,000.00                  | 0             |                |
| 410.001                                     | Health Claims Cost                              | 15,504.00      | .00               | 15,504.00      | 1,719.86                   | .00              | 10,055.02        | 5,448.98                  | 65            | 7,471.00       |
| 500.101                                     | Supplies and Materials                          | 250.00         | .00               | 250.00         | 26.49                      | .00              | 210.71           | 39.29                     | 84            | 190.00         |
| 500.105                                     | Printing and Binding                            | 300.00         | .00               | 300.00         | .00                        | .00              | 109.21           | 190.79                    | 36            | 110.00         |
| 501.101                                     | Uniforms and Clothing                           | 600.00         | .00               | 600.00         | .00                        | .00              | .00              | 600.00                    | 0             | 120.00         |
| 515.121                                     | Safety Supplies                                 | 250.00         | .00               | 250.00         | .00                        | .00              | .00              | 250.00                    | 0             |                |
| 515.124                                     | Department Supplies                             | 250.00         | .00               | 250.00         | .00                        | .00              | .00              | 250.00                    | 0             | 180.00         |
| 600.110                                     | SCMIRF Property/Liab Ins                        | 480.00         | .00               | 480.00         | .00                        | .00              | 230.85           | 249.15                    | 48            | 200.00         |
| 610.112                                     | Postage                                         | 50.00          | .00               | 50.00          | .00                        | .00              | .00              | 50.00                     | 0             |                |
| 610.1110                                    | Communications- Wireless                        | 1,200.00       | .00               | 1,200.00       | .00                        | .00              | 330.18           | 869.82                    | 28            | 500.00         |
| 620.114                                     | Advertising                                     | .00            | .00               | .00            | 84.00                      | .00              | 84.00            | (84.00)                   | +++           |                |
| 640.124                                     | Travel Expense                                  | 550.00         | .00               | 550.00         | 99.95                      | .00              | 99.95            | 450.05                    | 18            | 200.00         |
| 660.1391                                    | Fleet Services -Departmental Expense Allocation | 1,803.00       | .00               | 1,803.00       | .00                        | .00              | .00              | 1,803.00                  | 0             |                |
| 685.180                                     | Membership Dues and Fees                        | 600.00         | .00               | 600.00         | .00                        | .00              | .00              | 600.00                    | 0             |                |
| 685.183                                     | Depreciation                                    | 5,222.00       | .00               | 5,222.00       | .00                        | .00              | 1,305.30         | 3,916.70                  | 25            | 2,610.00       |
| 685.184                                     | Continuing Education                            | 7,500.00       | .00               | 7,500.00       | 5,370.00                   | .00              | 5,370.00         | 2,130.00                  | 72            |                |
| 685.186                                     | Training                                        | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | .00              | 1,000.00                  | 0             |                |
| 686.187                                     | Professional Services                           | 9,500.00       | .00               | 9,500.00       | .00                        | .00              | 1,384.25         | 8,115.75                  | 15            | 4,360.00       |
| 686.1895                                    | Employee wellness services                      | 1,995.00       | .00               | 1,995.00       | 140.83                     | .00              | 526.93           | 1,468.07                  | 26            | 510.00         |
| 735.122                                     | Services Billed                                 | (227,521.00)   | .00               | (227,521.00)   | .00                        | .00              | (89,733.61)      | (137,787.39)              | 39            | (90,018.00)    |
| Department 42 - Engineering Services Totals |                                                 | \$5,485.00     | \$0.00            | \$5,485.00     | \$15,163.80                | \$0.00           | \$21,536.20      | (\$16,051.20)             | 393%          | \$7,750.00     |
| EXPENSE TOTALS                              |                                                 | \$4,019,638.00 | \$0.00            | \$4,019,638.00 | \$317,388.19               | \$4,887,206.44   | \$1,984,916.83   | (\$2,852,485.27)          | 171%          | \$1,348,680.00 |
| Fund 0031 - Water Utility Fund Totals       |                                                 |                |                   |                |                            |                  |                  |                           |               |                |
| REVENUE TOTALS                              |                                                 | 4,019,638.00   | .00               | 4,019,638.00   | 396,629.64                 | .00              | 1,921,441.19     | 2,098,196.81              | 48%           | 1,695,720.00   |
| EXPENSE TOTALS                              |                                                 | 4,019,638.00   | .00               | 4,019,638.00   | 317,388.19                 | 4,887,206.44     | 1,984,916.83     | (2,852,485.27)            | 171%          | 1,348,680.00   |
| Fund 0031 - Water Utility Fund Totals       |                                                 | \$0.00         | \$0.00            | \$0.00         | \$79,241.45                | (\$4,887,206.44) | (\$63,475.64)    | \$4,950,682.08            |               | \$347,040.00   |
| Fund 0032 - Wastewater Fund                 |                                                 |                |                   |                |                            |                  |                  |                           |               |                |
| REVENUE                                     |                                                 |                |                   |                |                            |                  |                  |                           |               |                |
| Department 00 - Revenue                     |                                                 |                |                   |                |                            |                  |                  |                           |               |                |
| 301.000                                     | Sale Of Utilities                               | 3,764,324.00   | .00               | 3,764,324.00   | 275,442.50                 | .00              | 1,555,727.19     | 2,208,596.81              | 41            | 1,381,940.00   |
| 301.002                                     | New Turn Ons                                    | 3,000.00       | .00               | 3,000.00       | 205.00                     | .00              | 1,575.00         | 1,425.00                  | 52            | 1,500.00       |
| 301.009                                     | New Service Taps                                | 11,000.00      | .00               | 11,000.00      | 900.00                     | .00              | 7,200.00         | 3,800.00                  | 65            | 9,000.00       |
| 301.014                                     | Fixed Charges - Andrews                         | 91,946.00      | .00               | 91,946.00      | .00                        | .00              | 72,067.57        | 19,878.43                 | 78            | 60,710.00      |
| 301.015                                     | Fixed Charges - GCWSD                           | 174,861.00     | .00               | 174,861.00     | .00                        | .00              | 137,029.89       | 37,831.11                 | 78            | 115,450.00     |
| 301.016                                     | Fixed Charges - COG                             | 477,254.00     | .00               | 477,254.00     | .00                        | .00              | 157,720.30       | 319,533.70                | 33            | 165,900.00     |
| 301.017                                     | Volume Charges - Andrews                        | 129,350.00     | .00               | 129,350.00     | .00                        | .00              | 72,240.29        | 57,109.71                 | 56            | 60,180.00      |
| 301.018                                     | Volume Charges - GCWSD                          | 333,356.00     | .00               | 333,356.00     | .00                        | .00              | 161,164.40       | 172,191.60                | 48            | 167,330.00     |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/2023

Exclude Rollup Accounts

| Account                                | Account Description            | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year  |
|----------------------------------------|--------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|-------------|
| Fund 0032 - Wastewater Fund            |                                |                |                   |                |                            |                  |                  |                           |               |             |
| REVENUE                                |                                |                |                   |                |                            |                  |                  |                           |               |             |
| Department 00 - Revenue                |                                |                |                   |                |                            |                  |                  |                           |               |             |
| 301.019                                | Volume Charges - COG           | 851,357.00     | .00               | 851,357.00     | .00                        | .00              | 473,653.22       | 377,703.78                | 56            | 425,016     |
| 301.026                                | Fixed- Elim Georgetown         | (477,254.00)   | .00               | (477,254.00)   | .00                        | .00              | (157,720.30)     | (319,533.70)              | 33            | (165,907)   |
| 301.029                                | Volume-Elim-Georgetown         | (851,357.00)   | .00               | (851,357.00)   | .00                        | .00              | (473,653.22)     | (377,703.78)              | 56            | (425,016)   |
| 302.001                                | Penalties                      | 35,000.00      | .00               | 35,000.00      | 4,888.20                   | .00              | 26,154.35        | 8,845.65                  | 75            | 20,361      |
| 303.006                                | Septic Tank Dumping            | 35,000.00      | .00               | 35,000.00      | 2,580.00                   | .00              | 16,036.00        | 18,964.00                 | 46            | 16,041      |
| 306.001                                | Investment Earnings            | .00            | .00               | .00            | .00                        | .00              | 24,072.52        | (24,072.52)               | +++           | 2,301       |
| 324.017                                | Wastewater Impact Fee          | 19,800.00      | .00               | 19,800.00      | 1,320.00                   | .00              | 14,505.00        | 5,295.00                  | 73            | 58,351      |
| 331.000                                | Federal Grants                 | 19,800.00      | .00               | 19,800.00      | .00                        | .00              | .00              | 19,800.00                 | 0             |             |
| 332.009                                | Other State Grants             | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 67,931      |
| 361.001                                | Investment Earnings            | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | .00              | 1,000.00                  | 0             |             |
| 369.002                                | Miscellaneous Revenue          | 150.00         | .00               | 150.00         | 2,723.00                   | .00              | 2,843.00         | (2,693.00)                | 1895          | 31          |
| 391.001                                | Sale of Assets                 | .00            | .00               | .00            | 5,040.00                   | .00              | 5,040.00         | (5,040.00)                | +++           |             |
| 392.001                                | From Electric Fund             | 89,605.00      | .00               | 89,605.00      | .00                        | .00              | .00              | 89,605.00                 | 0             |             |
| 395.001                                | Transfer from General Fund     | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 1,621       |
| Department 00 - Revenue Totals         |                                | \$4,708,192.00 | \$0.00            | \$4,708,192.00 | \$293,098.70               | \$0.00           | \$2,095,655.21   | \$2,612,536.79            | 45%           | \$1,962,781 |
| REVENUE TOTALS                         |                                | \$4,708,192.00 | \$0.00            | \$4,708,192.00 | \$293,098.70               | \$0.00           | \$2,095,655.21   | \$2,612,536.79            | 45%           | \$1,962,781 |
| EXPENSE                                |                                |                |                   |                |                            |                  |                  |                           |               |             |
| Department 18 - Wastewater Collections |                                |                |                   |                |                            |                  |                  |                           |               |             |
| 400.101                                | Regular Pay                    | 243,006.00     | .00               | 243,006.00     | 7,675.23                   | .00              | 95,440.20        | 147,565.80                | 39            | 104,171     |
| 401.103                                | Overtime                       | 3,000.00       | .00               | 3,000.00       | 282.90                     | .00              | 2,420.02         | 579.98                    | 81            | 1,001       |
| 401.105                                | On-call pay                    | 5,200.00       | .00               | 5,200.00       | 533.32                     | .00              | 3,466.58         | 1,733.42                  | 67            | 1,661       |
| 405.114                                | FICA                           | 18,655.00      | .00               | 18,655.00      | 588.32                     | .00              | 7,348.99         | 11,306.01                 | 39            | 7,581       |
| 406.116                                | Retirement                     | 46,624.00      | .00               | 46,624.00      | 1,559.29                   | .00              | 18,563.62        | 28,060.38                 | 40            | 18,301      |
| 408.125                                | SCMIT Worker's Comp Ins.       | 25,000.00      | .00               | 25,000.00      | 390.71                     | 12,773.20        | 13,151.13        | (924.33)                  | 104           | 11,201      |
| 410.001                                | Health Claims Cost             | 54,006.00      | .00               | 54,006.00      | 2,958.66                   | .00              | 18,463.20        | 35,542.80                 | 34            | 19,541      |
| 410.002                                | Health Claim Costs-Retire      | 16,989.00      | .00               | 16,989.00      | .00                        | .00              | 7,848.12         | 9,140.88                  | 46            | 8,191       |
| 500.101                                | Supplies and Materials         | 5,500.00       | .00               | 5,500.00       | 169.21                     | .00              | 1,941.42         | 3,558.58                  | 35            | 2,291       |
| 500.102                                | Equipment                      | 15,000.00      | .00               | 15,000.00      | .00                        | .00              | 1,147.99         | 13,852.01                 | 8             | 5,351       |
| 501.101                                | Uniforms and Clothing          | 5,500.00       | .00               | 5,500.00       | 39.34                      | .00              | 2,951.92         | 2,548.08                  | 54            | 2,961       |
| 512.108                                | Chemicals                      | 5,500.00       | .00               | 5,500.00       | .00                        | .00              | 1,115.20         | 4,384.80                  | 20            | 2,491       |
| 513.112                                | Asphalt/Concrete/Gravel        | 40,000.00      | .00               | 40,000.00      | 1,495.92                   | 11,669.12        | 4,116.56         | 24,214.32                 | 39            | 11,741      |
| 514.111                                | WW Collection Syst Supply      | 10,000.00      | .00               | 10,000.00      | 162.48                     | .00              | 4,255.37         | 5,744.63                  | 43            | 4,261       |
| 515.121                                | Safety Supplies                | 900.00         | .00               | 900.00         | .00                        | .00              | 185.42           | 714.58                    | 21            | 301         |
| 532.148                                | Small Hand Tools               | 300.00         | .00               | 300.00         | .00                        | .00              | 163.58           | 136.42                    | 55            |             |
| 532.1481                               | Small Hand Tools - Maintenance | 450.00         | .00               | 450.00         | 100.89                     | .00              | 100.89           | 349.11                    | 22            |             |
| 600.110                                | SCMIRF Property/Liab Ins       | 45,984.00      | .00               | 45,984.00      | .00                        | .00              | 22,116.03        | 23,867.97                 | 48            | 19,271      |
| 610.112                                | Postage                        | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 1,007.80         | (7.80)                    | 101           | 421         |
| 610.1110                               | Communications- Wireless       | 3,100.00       | .00               | 3,100.00       | .00                        | .00              | 743.61           | 2,356.39                  | 24            | 1,131       |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|----------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0032 - Wastewater Fund            |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                                |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| Department 18 - Wastewater Collections |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 620.114                                | Advertising                                     | 500.00         | .00               | 500.00         | .00                        | .00              | 84.00            | 416.00                    | 17            | 74         |
| 640.124                                | Travel Expense                                  | 200.00         | .00               | 200.00         | .00                        | .00              | .00              | 200.00                    | 0             |            |
| 650.127                                | Electricity                                     | 78,673.00      | .00               | 78,673.00      | .00                        | .00              | 40,262.70        | 38,410.30                 | 51            | 33,620     |
| 650.133                                | Stormwater                                      | 12,756.00      | .00               | 12,756.00      | .00                        | .00              | 6,026.59         | 6,729.41                  | 47            | 6,370      |
| 650.134                                | Security Lights                                 | 1,452.00       | .00               | 1,452.00       | .00                        | .00              | 605.00           | 847.00                    | 42            | 720        |
| 650.1271                               | Electricity- Sales Tax                          | 2,185.00       | .00               | 2,185.00       | .00                        | .00              | 1,106.44         | 1,078.56                  | 51            | 930        |
| 660.133                                | Repairs & Maint. Services                       | 120,000.00     | .00               | 120,000.00     | .00                        | 5,532.14         | 4,073.03         | 110,394.83                | 8             | 3,520      |
| 660.139                                | Fleet Services-RTA Mtce Allocation              | 15,000.00      | .00               | 15,000.00      | .00                        | .00              | 4,849.46         | 10,150.54                 | 32            | 6,000      |
| 660.145                                | Gasoline & Oil                                  | 23,625.00      | .00               | 23,625.00      | 1,666.85                   | .00              | 10,066.97        | 13,558.03                 | 43            | 11,810     |
| 660.1391                               | Fleet Services -Departmental Expense Allocation | 20,513.00      | .00               | 20,513.00      | .00                        | .00              | 9,538.59         | 10,974.41                 | 47            | 12,460     |
| 660.1392                               | Fleet Svcs- Outside Vends                       | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | 6,590.74         | (4,590.74)                | 330           | 1,860      |
| 670.156                                | Equipment Rental/Lease                          | 6,000.00       | .00               | 6,000.00       | .00                        | .00              | .00              | 6,000.00                  | 0             |            |
| 681.100                                | Capital Lease Principal                         | 57,000.00      | .00               | 57,000.00      | .00                        | .00              | 57,000.00        | .00                       | 100           | 56,000     |
| 681.120                                | Capital Lease Interest                          | 7,220.00       | .00               | 7,220.00       | .00                        | .00              | 7,220.00         | .00                       | 100           | 8,540      |
| 685.180                                | Membership Dues and Fees                        | 600.00         | .00               | 600.00         | .00                        | .00              | 45.00            | 555.00                    | 8             | 40         |
| 685.182                                | Other Operating Expenses                        | 5,000.00       | .00               | 5,000.00       | .00                        | .00              | 43.12            | 4,956.88                  | 1             | 80         |
| 685.183                                | Depreciation                                    | 460,293.00     | .00               | 460,293.00     | .00                        | .00              | 104,974.36       | 355,318.64                | 23            | 190,430    |
| 685.186                                | Training                                        | 2,250.00       | .00               | 2,250.00       | .00                        | .00              | .00              | 2,250.00                  | 0             |            |
| 686.187                                | Professional Services                           | 6,400.00       | .00               | 6,400.00       | 730.84                     | 2,079.79         | 2,731.90         | 1,588.31                  | 75            | 7,530      |
| 686.189                                | Employee Medical                                | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 164.00           | 836.00                    | 16            | 530        |
| 686.190                                | Consulting Services                             | .00            | .00               | .00            | .00                        | .00              | 31,488.85        | (31,488.85)               | +++           |            |
| 686.191                                | Contract Services/Studies                       | 2,220.00       | .00               | 2,220.00       | 9,836.42                   | 291.00           | 11,022.22        | (9,093.22)                | 510           | 1,250      |
| 686.195                                | Repair/Maint Svc Contract                       | 15,000.00      | .00               | 15,000.00      | .00                        | .00              | 14,999.27        | .73                       | 100           |            |
| 686.196                                | Bank Charges/Fees                               | 6,750.00       | .00               | 6,750.00       | .00                        | .00              | 2,863.63         | 3,886.37                  | 42            | 3,520      |
| 686.199                                | Internal Engineering                            | 22,752.00      | .00               | 22,752.00      | .00                        | .00              | 8,973.36         | 13,778.64                 | 39            | 9,000      |
| 686.1895                               | Employee wellness services                      | 6,998.00       | .00               | 6,998.00       | 492.90                     | .00              | 1,844.27         | 5,153.73                  | 26            | 1,790      |
| 687.202                                | Utility Billing Services                        | 7,000.00       | .00               | 7,000.00       | 1,803.08                   | .00              | 4,665.72         | 2,334.28                  | 67            | 4,750      |
| 687.204                                | Janitorial Services                             | 3,282.00       | .00               | 3,282.00       | .00                        | .00              | 426.66           | 2,855.34                  | 13            | 1,640      |
| 702.106                                | Interest- Bonds                                 | 29,122.00      | .00               | 29,122.00      | .00                        | .00              | .00              | 29,122.00                 | 0             | 15,880     |
| 702.110                                | Bond Principal                                  | 107,967.00     | .00               | 107,967.00     | .00                        | .00              | .00              | 107,967.00                | 0             | 52,650     |
| 703.1001                               | Agent Fees                                      | .00            | .00               | .00            | .00                        | .00              | 1,612.50         | (1,612.50)                | +++           | 4,110      |
| 720.001                                | Provision for Bad Debts                         | 8,000.00       | .00               | 8,000.00       | .00                        | .00              | 3,125.00         | 4,875.00                  | 39            | 3,750      |
| 750.124                                | Transfers to General Fund                       | 203,158.00     | .00               | 203,158.00     | .00                        | .00              | 84,649.15        | 118,508.85                | 42            | 96,090     |
| 795.995                                | GF Cost Distribution                            | 101,342.00     | .00               | 101,342.00     | .00                        | .00              | 42,225.85        | 59,116.15                 | 42            | 46,360     |
| 795.999                                | Allocation G&A Services                         | 113,737.00     | .00               | 113,737.00     | .00                        | .00              | 26,571.87        | 87,165.13                 | 23            | 41,100     |
| 900.911                                | Sewer Improvement Projects                      | 1,717,718.00   | .00               | 1,717,718.00   | 36,514.13                  | 1,186,485.87     | 36,514.13        | 494,718.00                | 71            |            |
| 900.3700                               | Wastewater Collection Sys                       | 535,000.00     | .00               | 535,000.00     | 7,359.50                   | (205,914.29)     | 164,671.79       | 576,242.50                | -8            | 591,660    |
| 900.4100                               | Vehicles                                        | 40,000.00      | .00               | 40,000.00      | .00                        | .00              | .00              | 40,000.00                 | 0             |            |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/2023

Exclude Rollup Accounts

| Account                                       | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year  |
|-----------------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|-------------|
| Fund 0032 - Wastewater Fund                   |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| EXPENSE                                       |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| Department 18 - Wastewater Collections        |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| 900.4300                                      | Other Equipment                                 | 31,250.00      | .00               | 31,250.00      | 59,103.00                  | (59,103.00)      | 59,103.00        | 31,250.00                 | 0             | 161,790     |
| 7999.9999                                     | Principal Reclassified                          | (107,967.00)   | .00               | (107,967.00)   | .00                        | .00              | .00              | (107,967.00)              | 0             | (52,657)    |
| 9999.9999                                     | Assets Reclassified                             | (2,323,968.00) | .00               | (2,323,968.00) | .00                        | .00              | .00              | (2,323,968.00)            | 0             | (1,263,377) |
| Department 18 - Wastewater Collections Totals |                                                 | \$1,887,742.00 | \$0.00            | \$1,887,742.00 | \$133,462.99               | \$953,813.83     | \$956,686.82     | (\$22,758.65)             | 101%          | \$281,880   |
| Department 34 - Regional Wastewater Plant     |                                                 |                |                   |                |                            |                  |                  |                           |               |             |
| 400.101                                       | Regular Pay                                     | 328,606.00     | .00               | 328,606.00     | 11,477.89                  | .00              | 141,482.81       | 187,123.19                | 43            | 137,341     |
| 401.103                                       | Overtime                                        | 11,000.00      | .00               | 11,000.00      | 841.08                     | .00              | 8,822.67         | 2,177.33                  | 80            | 5,500       |
| 401.105                                       | On-call pay                                     | 7,000.00       | .00               | 7,000.00       | 533.32                     | .00              | 3,466.58         | 3,533.42                  | 50            | 3,460       |
| 405.114                                       | FICA                                            | 26,513.00      | .00               | 26,513.00      | 885.12                     | .00              | 11,157.92        | 15,355.08                 | 42            | 10,360      |
| 406.116                                       | Retirement                                      | 64,330.00      | .00               | 64,330.00      | 2,373.22                   | .00              | 28,375.79        | 35,954.21                 | 44            | 25,180      |
| 408.125                                       | SCMIT Worker's Comp Ins.                        | 6,000.00       | .00               | 6,000.00       | .00                        | 2,766.76         | 2,758.86         | 474.38                    | 92            | 2,420       |
| 410.001                                       | Health Claims Cost                              | 58,236.00      | .00               | 58,236.00      | 4,440.31                   | .00              | 27,083.91        | 31,152.09                 | 47            | 25,050      |
| 500.101                                       | Supplies and Materials                          | 2,500.00       | .00               | 2,500.00       | 113.60                     | .00              | 1,462.40         | 1,037.60                  | 58            | 1,890       |
| 500.102                                       | Equipment                                       | 7,300.00       | .00               | 7,300.00       | 616.68                     | .00              | 3,540.40         | 3,759.60                  | 48            | 870         |
| 501.101                                       | Uniforms and Clothing                           | 4,000.00       | .00               | 4,000.00       | 248.78                     | .00              | 1,723.87         | 2,276.13                  | 43            | 940         |
| 512.108                                       | Chemicals                                       | 151,000.00     | .00               | 151,000.00     | 7,827.04                   | 43,642.44        | 65,239.06        | 42,118.50                 | 72            | 39,840      |
| 512.109                                       | Laboratory Supplies                             | 24,000.00      | .00               | 24,000.00      | 1,559.54                   | .00              | 5,713.89         | 18,286.11                 | 24            | 8,620       |
| 515.121                                       | Safety Supplies                                 | 900.00         | .00               | 900.00         | .00                        | .00              | 300.00           | 600.00                    | 33            |             |
| 515.129                                       | Permit Fees Due To Others                       | 9,700.00       | .00               | 9,700.00       | 2,660.00                   | .00              | 8,098.98         | 1,601.02                  | 83            | 8,380       |
| 532.148                                       | Small Hand Tools                                | 300.00         | .00               | 300.00         | 134.41                     | .00              | 289.45           | 10.55                     | 96            | 290         |
| 600.110                                       | SCMIRF Property/Liab Ins                        | 254,208.00     | .00               | 254,208.00     | .00                        | .00              | 122,261.47       | 131,946.53                | 48            | 106,560     |
| 610.111                                       | Communications- Landline                        | 2,400.00       | .00               | 2,400.00       | 156.39                     | .00              | 923.95           | 1,476.05                  | 38            | 1,080       |
| 610.112                                       | Postage                                         | 1,200.00       | .00               | 1,200.00       | 217.46                     | .00              | 217.46           | 982.54                    | 18            | 500         |
| 610.1110                                      | Communications- Wireless                        | 660.00         | .00               | 660.00         | .00                        | .00              | 293.18           | 366.82                    | 44            | 390         |
| 620.114                                       | Advertising                                     | 500.00         | .00               | 500.00         | .00                        | .00              | 84.00            | 416.00                    | 17            |             |
| 640.124                                       | Travel Expense                                  | 100.00         | .00               | 100.00         | .00                        | .00              | .00              | 100.00                    | 0             | 220         |
| 650.127                                       | Electricity                                     | 316,710.00     | .00               | 316,710.00     | .00                        | .00              | 141,063.43       | 175,646.57                | 45            | 135,340     |
| 650.128                                       | Water                                           | 2,533.00       | .00               | 2,533.00       | .00                        | .00              | 1,010.45         | 1,522.55                  | 40            | 1,080       |
| 650.130                                       | Sanitation                                      | 3,681.00       | .00               | 3,681.00       | .00                        | .00              | 1,310.65         | 2,370.35                  | 36            | 1,570       |
| 650.133                                       | Stormwater                                      | 3,353.00       | .00               | 3,353.00       | .00                        | .00              | 7,807.03         | (4,454.03)                | 233           | 1,670       |
| 650.134                                       | Security Lights                                 | 4,164.00       | .00               | 4,164.00       | .00                        | .00              | 1,735.00         | 2,429.00                  | 42            | 2,080       |
| 650.1271                                      | Electricity- Sales Tax                          | 13,010.00      | .00               | 13,010.00      | .00                        | .00              | 4,759.65         | 8,250.35                  | 37            | 5,500       |
| 660.133                                       | Repairs & Maint. Services                       | 159,586.00     | .00               | 159,586.00     | 13,425.09                  | 41,218.78        | 54,332.89        | 64,034.33                 | 60            | 63,190      |
| 660.139                                       | Fleet Services-RTA Mtce Allocation              | 3,000.00       | .00               | 3,000.00       | .00                        | .00              | 1,517.61         | 1,482.39                  | 51            | 1,070       |
| 660.145                                       | Gasoline & Oil                                  | 3,707.00       | .00               | 3,707.00       | 608.80                     | .00              | 2,259.49         | 1,447.51                  | 61            | 1,850       |
| 660.1391                                      | Fleet Services -Departmental Expense Allocation | 955.00         | .00               | 955.00         | .00                        | .00              | 1,217.69         | (262.69)                  | 128           | 890         |
| 660.1392                                      | Fleet Svcs- Outside Vends                       | 150.00         | .00               | 150.00         | .00                        | .00              | .00              | 150.00                    | 0             |             |
| 670.156                                       | Equipment Rental/Lease                          | 1,200.00       | .00               | 1,200.00       | .00                        | .00              | .00              | 1,200.00                  | 0             |             |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Accounts

| Account                                          | Account Description        | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/Rec'd | Prior Year |
|--------------------------------------------------|----------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|--------------|------------|
| Fund 0032 - Wastewater Fund                      |                            |                |                   |                |                            |                  |                  |                           |              |            |
| EXPENSE                                          |                            |                |                   |                |                            |                  |                  |                           |              |            |
| Department 34 - Regional Wastewater Plant        |                            |                |                   |                |                            |                  |                  |                           |              |            |
| 685.180                                          | Membership Dues and Fees   | 425.00         | .00               | 425.00         | .00                        | .00              | 90.00            | 335.00                    | 21           | 90         |
| 685.182                                          | Other Operating Expenses   | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 102.00           | 898.00                    | 10           | 12         |
| 685.183                                          | Depreciation               | 696,881.00     | .00               | 696,881.00     | .00                        | .00              | 1,938.45         | 694,942.55                | 0            | 1,28       |
| 685.186                                          | Training                   | 2,150.00       | .00               | 2,150.00       | .00                        | .00              | 114.00           | 2,036.00                  | 5            | 64         |
| 685.190                                          | Landfill Fees              | 75,000.00      | .00               | 75,000.00      | 4,432.00                   | .00              | 15,540.16        | 59,459.84                 | 21           | 30,88      |
| 686.187                                          | Professional Services      | 42,775.00      | .00               | 42,775.00      | 375.63                     | .00              | 10,785.73        | 31,989.27                 | 25           | 8,65       |
| 686.189                                          | Employee Medical           | 1,100.00       | .00               | 1,100.00       | .00                        | .00              | .00              | 1,100.00                  | 0            |            |
| 686.195                                          | Repair/Maint Svc Contract  | 2,220.00       | .00               | 2,220.00       | .00                        | .00              | 1,256.10         | 963.90                    | 57           | 1,53       |
| 686.199                                          | Internal Engineering       | 45,504.00      | .00               | 45,504.00      | .00                        | .00              | 17,946.73        | 27,557.27                 | 39           | 18,00      |
| 686.1895                                         | Employee wellness services | 5,004.00       | .00               | 5,004.00       | 352.07                     | .00              | 1,317.31         | 3,686.69                  | 26           | 1,27       |
| 702.106                                          | Interest- Bonds            | 151,549.00     | .00               | 151,549.00     | .00                        | .00              | .00              | 151,549.00                | 0            | 83,83      |
| 702.110                                          | Bond Principal             | 605,768.00     | .00               | 605,768.00     | .00                        | .00              | .00              | 605,768.00                | 0            |            |
| 703.109                                          | Agents Fee                 | 5,800.00       | .00               | 5,800.00       | .00                        | .00              | 2,862.50         | 2,937.50                  | 49           | 2,86       |
| 750.124                                          | Transfers to General Fund  | 134,924.00     | .00               | 134,924.00     | .00                        | .00              | 56,218.30        | 78,705.70                 | 42           | 63,81      |
| 795.995                                          | GF Cost Distribution       | 67,305.00      | .00               | 67,305.00      | .00                        | .00              | 28,043.75        | 39,261.25                 | 42           | 30,79      |
| 795.999                                          | Allocation G&A Services    | 113,738.00     | .00               | 113,738.00     | .00                        | .00              | 26,571.87        | 87,166.13                 | 23           | 41,10      |
| 900.3900                                         | Wastewater Treatment Plnt  | 530,000.00     | .00               | 530,000.00     | .00                        | 273,547.00       | 191,810.08       | 64,642.92                 | 88           | 57,18      |
| 900.4300                                         | Other Equipment            | 95,000.00      | .00               | 95,000.00      | 61,877.50                  | .00              | 77,820.66        | 17,179.34                 | 82           |            |
| 7999.9999                                        | Principal Reclassified     | (605,768.00)   | .00               | (605,768.00)   | .00                        | .00              | .00              | (605,768.00)              | 0            |            |
| 9999.9999                                        | Assets Reclassified        | (625,000.00)   | .00               | (625,000.00)   | .00                        | .00              | .00              | (625,000.00)              | 0            | (57,187    |
| Sub Department 17 - Wastewater Treatment         |                            |                |                   |                |                            |                  |                  |                           |              |            |
| 685.183                                          | Depreciation               | 2,573.00       | .00               | 2,573.00       | .00                        | .00              | 160,015.21       | (157,442.21)              | 6219         | 321,97     |
| Sub Department 17 - Wastewater Treatment Totals  |                            | \$2,573.00     | \$0.00            | \$2,573.00     | \$0.00                     | \$0.00           | \$160,015.21     | (\$157,442.21)            | 6219%        | \$321,97   |
| Department 34 - Regional Wastewater Plant Totals |                            | \$2,820,450.00 | \$0.00            | \$2,820,450.00 | \$115,155.93               | \$361,174.98     | \$1,242,743.39   | \$1,216,531.63            | 57%          | \$1,199,71 |
| EXPENSE TOTALS                                   |                            | \$4,708,192.00 | \$0.00            | \$4,708,192.00 | \$248,618.92               | \$1,314,988.81   | \$2,199,430.21   | \$1,193,772.98            | 75%          | \$1,481,59 |
| Fund 0032 - Wastewater Fund Totals               |                            |                |                   |                |                            |                  |                  |                           |              |            |
| REVENUE TOTALS                                   |                            | 4,708,192.00   | .00               | 4,708,192.00   | 293,098.70                 | .00              | 2,095,655.21     | 2,612,536.79              | 45%          | 1,962,78   |
| EXPENSE TOTALS                                   |                            | 4,708,192.00   | .00               | 4,708,192.00   | 248,618.92                 | 1,314,988.81     | 2,199,430.21     | 1,193,772.98              | 75%          | 1,481,59   |
| Fund 0032 - Wastewater Fund Totals               |                            | \$0.00         | \$0.00            | \$0.00         | \$44,479.78                | (\$1,314,988.81) | (\$103,775.00)   | \$1,418,763.81            |              | \$481,18   |
| Fund 0033 - Stormwater Utility Fund              |                            |                |                   |                |                            |                  |                  |                           |              |            |
| REVENUE                                          |                            |                |                   |                |                            |                  |                  |                           |              |            |
| Department 00 - Revenue                          |                            |                |                   |                |                            |                  |                  |                           |              |            |
| 301.000                                          | Sale Of Utilities          | 1,295,007.00   | .00               | 1,295,007.00   | 98,669.20                  | .00              | 280,006.44       | 1,015,000.56              | 22           | 570,90     |
| 302.001                                          | Penalties                  | 9,500.00       | .00               | 9,500.00       | 1,033.90                   | .00              | 5,632.28         | 3,867.72                  | 59           | 6,03       |
| 332.000                                          | State Grants               | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++          | 273,76     |
| 369.002                                          | Miscellaneous Revenue      | .00            | .00               | .00            | .00                        | .00              | 221.22           | (221.22)                  | +++          | 39,41      |
| 391.001                                          | Sale of Assets             | .00            | .00               | .00            | 3,051.00                   | .00              | 3,051.00         | (3,051.00)                | +++          |            |

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# Budget Performance Report

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Fiscal Year to Date 12/31/2023

Exclude Rollup Accounts

| Account                                  | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/Rec'd | Prior Year |
|------------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|--------------|------------|
| Fund 0033 - Stormwater Utility Fund      |                                                 |                |                   |                |                            |                  |                  |                           |              |            |
| REVENUE                                  |                                                 |                |                   |                |                            |                  |                  |                           |              |            |
| Department 00 - Revenue                  |                                                 |                |                   |                |                            |                  |                  |                           |              |            |
| 395.001                                  | Transfer from General Fund                      | 192,867.00     | .00               | 192,867.00     | .00                        | .00              | .00              | 192,867.00                | 0            | 37,483     |
| Department 00 - Revenue Totals           |                                                 | \$1,497,374.00 | \$0.00            | \$1,497,374.00 | \$102,754.10               | \$0.00           | \$288,910.94     | \$1,208,463.06            | 19%          | \$927,600  |
| REVENUE TOTALS                           |                                                 | \$1,497,374.00 | \$0.00            | \$1,497,374.00 | \$102,754.10               | \$0.00           | \$288,910.94     | \$1,208,463.06            | 19%          | \$927,600  |
| EXPENSE                                  |                                                 |                |                   |                |                            |                  |                  |                           |              |            |
| Department 40 - Storm Water Utility Exp. |                                                 |                |                   |                |                            |                  |                  |                           |              |            |
| 400.101                                  | Regular Pay                                     | 239,535.00     | .00               | 239,535.00     | 8,216.02                   | .00              | 96,400.58        | 143,134.42                | 40           | 109,573    |
| 401.103                                  | Overtime                                        | 3,000.00       | .00               | 3,000.00       | 702.74                     | .00              | 999.93           | 2,000.07                  | 33           | 500        |
| 401.105                                  | On-call pay                                     | 3,000.00       | .00               | 3,000.00       | 400.00                     | .00              | 2,600.00         | 400.00                    | 87           | 1,800      |
| 405.114                                  | FICA                                            | 18,937.00      | .00               | 18,937.00      | 647.31                     | .00              | 7,223.79         | 11,713.21                 | 38           | 7,940      |
| 406.116                                  | Retirement                                      | 45,943.00      | .00               | 45,943.00      | 1,711.35                   | .00              | 18,299.97        | 27,643.03                 | 40           | 19,180     |
| 408.125                                  | SCMIT Worker's Comp Ins.                        | 17,000.00      | .00               | 17,000.00      | .00                        | 8,738.34         | 8,713.40         | (451.74)                  | 103          | 7,660      |
| 410.001                                  | Health Claims Cost                              | 53,580.00      | .00               | 53,580.00      | 2,719.34                   | .00              | 14,743.64        | 38,836.36                 | 28           | 19,980     |
| 410.002                                  | Health Claim Costs-Retire                       | 610.00         | .00               | 610.00         | .00                        | .00              | 6,339.08         | (5,729.08)                | 1039         |            |
| 500.101                                  | Supplies and Materials                          | 2,300.00       | .00               | 2,300.00       | 96.48                      | .00              | 892.99           | 1,407.01                  | 39           | 810        |
| 500.102                                  | Equipment                                       | 5,000.00       | .00               | 5,000.00       | 1,006.99                   | .00              | 1,006.99         | 3,993.01                  | 20           | 510        |
| 501.101                                  | Uniforms and Clothing                           | 5,000.00       | .00               | 5,000.00       | 30.69                      | .00              | 904.91           | 4,095.09                  | 18           | 1,790      |
| 513.112                                  | Asphalt/Concrete/Gravel                         | 7,750.00       | .00               | 7,750.00       | 37.04                      | 4,858.46         | 1,370.84         | 1,520.70                  | 80           | 1,660      |
| 514.112                                  | SW Collection Syst Supply                       | 10,000.00      | .00               | 10,000.00      | .00                        | .00              | .00              | 10,000.00                 | 0            | 900        |
| 515.121                                  | Safety Supplies                                 | 1,200.00       | .00               | 1,200.00       | .00                        | .00              | 21.21            | 1,178.79                  | 2            | 300        |
| 532.148                                  | Small Hand Tools                                | 300.00         | .00               | 300.00         | .00                        | .00              | 18.54            | 281.46                    | 6            |            |
| 600.110                                  | SCMIRF Property/Liab Ins                        | 61,248.00      | .00               | 61,248.00      | .00                        | .00              | 29,457.26        | 31,790.74                 | 48           | 25,670     |
| 610.111                                  | Communications- Landline                        | 1,500.00       | .00               | 1,500.00       | 259.28                     | .00              | 1,026.49         | 473.51                    | 68           | 970        |
| 610.112                                  | Postage                                         | 300.00         | .00               | 300.00         | .00                        | .00              | 347.54           | (47.54)                   | 116          | 140        |
| 610.1110                                 | Communications- Wireless                        | 1,260.00       | .00               | 1,260.00       | .00                        | .00              | 317.13           | 942.87                    | 25           | 470        |
| 620.114                                  | Advertising                                     | 200.00         | .00               | 200.00         | .00                        | .00              | .00              | 200.00                    | 0            |            |
| 640.124                                  | Travel Expense                                  | 100.00         | .00               | 100.00         | 28.00                      | .00              | 28.00            | 72.00                     | 28           |            |
| 650.127                                  | Electricity                                     | 5,500.00       | .00               | 5,500.00       | .00                        | .00              | 156.72           | 5,343.28                  | 3            | 160        |
| 650.128                                  | Water                                           | 470.00         | .00               | 470.00         | .00                        | .00              | 117.42           | 352.58                    | 25           | 200        |
| 650.133                                  | Stormwater                                      | 21,875.00      | .00               | 21,875.00      | .00                        | .00              | 9,500.05         | 12,374.95                 | 43           | 10,930     |
| 650.134                                  | Security Lights                                 | 960.00         | .00               | 960.00         | .00                        | .00              | 400.00           | 560.00                    | 42           | 480        |
| 650.1271                                 | Electricity- Sales Tax                          | 125.00         | .00               | 125.00         | .00                        | .00              | .20              | 124.80                    | 0            |            |
| 660.133                                  | Repairs & Maint. Services                       | 72,000.00      | .00               | 72,000.00      | .00                        | (233,329.70)     | 248,156.10       | 57,173.60                 | 21           | 31,680     |
| 660.139                                  | Fleet Services-RTA Mtce Allocation              | 12,000.00      | .00               | 12,000.00      | .00                        | .00              | 5,486.84         | 6,513.16                  | 46           | 16,200     |
| 660.145                                  | Gasoline & Oil                                  | 28,000.00      | .00               | 28,000.00      | 729.56                     | .00              | 6,520.02         | 21,479.98                 | 23           | 11,330     |
| 660.1391                                 | Fleet Services -Departmental Expense Allocation | 21,468.00      | .00               | 21,468.00      | .00                        | .00              | 11,622.54        | 9,845.46                  | 54           | 13,520     |
| 660.1392                                 | Fleet Svcs- Outside Vends                       | 7,000.00       | .00               | 7,000.00       | .00                        | .00              | 3,122.76         | 3,877.24                  | 45           | 5,440      |
| 670.156                                  | Equipment Rental/Lease                          | 200.00         | .00               | 200.00         | .00                        | .00              | .00              | 200.00                    | 0            |            |
| 681.100                                  | Capital Lease Principal                         | 48,061.00      | .00               | 48,061.00      | .00                        | .00              | 48,060.63        | .37                       | 100          | 46,970     |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                               | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|-------------------------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0033 - Stormwater Utility Fund                   |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                                               |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| Department 40 - Storm Water Utility Exp.              |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 681.120                                               | Capital Lease Interest                          | 2,247.00       | .00               | 2,247.00       | .00                        | .00              | 2,246.05         | .95                       | 100           | 3,333      |
| 685.180                                               | Membership Dues and Fees                        | 200.00         | .00               | 200.00         | .00                        | .00              | .00              | 200.00                    | 0             |            |
| 685.182                                               | Other Operating Expenses                        | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | .00              | 1,000.00                  | 0             | 42         |
| 685.183                                               | Depreciation                                    | 571,583.00     | .00               | 571,583.00     | .00                        | .00              | 129,036.75       | 442,546.25                | 23            | 259,741    |
| 685.186                                               | Training                                        | 250.00         | .00               | 250.00         | .00                        | .00              | .00              | 250.00                    | 0             |            |
| 686.187                                               | Professional Services                           | 3,200.00       | .00               | 3,200.00       | 166.65                     | 2,079.79         | 697.71           | 422.50                    | 87            | 83         |
| 686.189                                               | Employee Medical                                | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | .00              | 1,000.00                  | 0             | 12         |
| 686.191                                               | Contract Services/Studies                       | 57,420.00      | .00               | 57,420.00      | .00                        | (23,333.75)      | 23,333.75        | 57,420.00                 | 0             |            |
| 686.196                                               | Bank Charges/Fees                               | 2,500.00       | .00               | 2,500.00       | .00                        | .00              | 954.54           | 1,545.46                  | 38            | 1,171      |
| 686.199                                               | Internal Engineering                            | 45,504.00      | .00               | 45,504.00      | .00                        | .00              | 17,946.73        | 27,557.27                 | 39            | 18,000     |
| 686.1895                                              | Employee wellness services                      | 5,004.00       | .00               | 5,004.00       | 352.07                     | .00              | 1,317.31         | 3,686.69                  | 26            | 1,271      |
| 687.202                                               | Utility Billing Services                        | 3,000.00       | .00               | 3,000.00       | 621.75                     | .00              | 1,608.88         | 1,391.12                  | 54            | 1,641      |
| 687.204                                               | Janitorial Services                             | 824.00         | .00               | 824.00         | .00                        | .00              | 106.66           | 717.34                    | 13            | 41         |
| 720.001                                               | Provision for Bad Debts                         | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | 645.85           | 1,354.15                  | 32            | 77         |
| 795.995                                               | GF Cost Distribution                            | 60,725.00      | .00               | 60,725.00      | .00                        | .00              | 25,302.10        | 35,422.90                 | 42            | 27,781     |
| 795.999                                               | Allocation G&A Services                         | 45,495.00      | .00               | 45,495.00      | .00                        | .00              | 10,628.74        | 34,866.26                 | 23            | 16,441     |
| 900.956                                               | Stormwater System Improvements EDA #04-79-07494 | 2,700,000.00   | .00               | 2,700,000.00   | 2,537.00                   | 6,172,417.48     | 78,802.52        | (3,551,220.00)            | 232           | 131,270    |
| 900.4100                                              | Vehicles                                        | 55,000.00      | .00               | 55,000.00      | .00                        | .00              | .00              | 55,000.00                 | 0             |            |
| 900.4200                                              | Heavy Equipment                                 | 450,000.00     | .00               | 450,000.00     | .00                        | .00              | .00              | 450,000.00                | 0             |            |
| 9999.9999                                             | Assets Reclassified                             | (3,205,000.00) | .00               | (3,205,000.00) | .00                        | .00              | .00              | (3,205,000.00)            | 0             | (131,270)  |
| Sub Department 40 - City Hall Drainage Project        |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 685.1821                                              | Hurricane/Storm Expense                         | .00            | .00               | .00            | .00                        | .00              | 2,162.90         | (2,162.90)                | +++           |            |
| Sub Department 40 - City Hall Drainage Project Totals |                                                 | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$2,162.90       | (\$2,162.90)              | +++           | \$0        |
| Department 40 - Storm Water Utility Exp. Totals       |                                                 | \$1,497,374.00 | \$0.00            | \$1,497,374.00 | \$20,262.27                | \$5,931,430.62   | \$818,646.06     | (\$5,252,702.68)          | 451%          | \$668,831  |
| EXPENSE TOTALS                                        |                                                 | \$1,497,374.00 | \$0.00            | \$1,497,374.00 | \$20,262.27                | \$5,931,430.62   | \$818,646.06     | (\$5,252,702.68)          | 451%          | \$668,831  |
| Fund 0033 - Stormwater Utility Fund Totals            |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| REVENUE TOTALS                                        |                                                 | 1,497,374.00   | .00               | 1,497,374.00   | 102,754.10                 | .00              | 288,910.94       | 1,208,463.06              | 19%           | 927,601    |
| EXPENSE TOTALS                                        |                                                 | 1,497,374.00   | .00               | 1,497,374.00   | 20,262.27                  | 5,931,430.62     | 818,646.06       | (5,252,702.68)            | 451%          | 668,831    |
| Fund 0033 - Stormwater Utility Fund Totals            |                                                 | \$0.00         | \$0.00            | \$0.00         | \$82,491.83                | (\$5,931,430.62) | (\$529,735.12)   | \$6,461,165.74            |               | \$258,761  |
| Fund 0035 - Waste Management Fund                     |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| REVENUE                                               |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| Department 00 - Revenue                               |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 344.001                                               | Refuse Col Chge-Resident                        | 1,089,509.00   | .00               | 1,089,509.00   | 90,405.77                  | .00              | 538,164.97       | 551,344.03                | 49            | 425,311    |
| 344.002                                               | Refuse Col Chge-Comm                            | 195,840.00     | .00               | 195,840.00     | 23,101.84                  | .00              | 135,652.26       | 60,187.74                 | 69            | 76,251     |
| 344.003                                               | Sanitation Fee Penalties                        | 15,000.00      | .00               | 15,000.00      | 1,868.54                   | .00              | 11,546.61        | 3,453.39                  | 77            | 8,141      |
| 344.006                                               | Brown Goods Fees                                | 1,500.00       | .00               | 1,500.00       | .00                        | .00              | .00              | 1,500.00                  | 0             |            |
| 369.002                                               | Miscellaneous Revenue                           | .00            | .00               | .00            | .00                        | .00              | 276.00           | (276.00)                  | +++           | 60         |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                | Account Description                             | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|----------------------------------------|-------------------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0035 - Waste Management Fund      |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| REVENUE                                |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| Department 00 - Revenue                |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 371.000                                | Budget Balancing Account                        | (21,680.00)    | .00               | (21,680.00)    | .00                        | .00              | .00              | (21,680.00)               | 0             |            |
| 391.001                                | Sale of Assets                                  | .00            | .00               | .00            | 27,500.00                  | .00              | 27,500.00        | (27,500.00)               | +++           |            |
| 392.004                                | From General Fund                               | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 5,631      |
| Department 00 - Revenue Totals         |                                                 | \$1,280,169.00 | \$0.00            | \$1,280,169.00 | \$142,876.15               | \$0.00           | \$713,139.84     | \$567,029.16              | 56%           | \$515,961  |
| REVENUE TOTALS                         |                                                 | \$1,280,169.00 | \$0.00            | \$1,280,169.00 | \$142,876.15               | \$0.00           | \$713,139.84     | \$567,029.16              | 56%           | \$515,961  |
| EXPENSE                                |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| Department 31 - Residential Sanitation |                                                 |                |                   |                |                            |                  |                  |                           |               |            |
| 400.101                                | Regular Pay                                     | 388,867.00     | .00               | 388,867.00     | 8,959.94                   | .00              | 150,173.19       | 238,693.81                | 39            | 134,611    |
| 401.103                                | Overtime                                        | 30,000.00      | .00               | 30,000.00      | 150.14                     | .00              | 4,656.67         | 25,343.33                 | 16            | 7,931      |
| 405.114                                | FICA                                            | 32,044.00      | .00               | 32,044.00      | 596.31                     | .00              | 11,170.37        | 20,873.63                 | 35            | 10,651     |
| 406.116                                | Retirement                                      | 77,742.00      | .00               | 77,742.00      | 1,268.12                   | .00              | 25,770.30        | 51,971.70                 | 33            | 23,131     |
| 408.125                                | SCMIT Worker's Comp Ins.                        | 46,000.00      | .00               | 46,000.00      | .00                        | 22,018.76        | 21,985.53        | 1,995.71                  | 96            | 19,311     |
| 410.001                                | Health Claims Cost                              | 51,946.00      | .00               | 51,946.00      | 2,306.44                   | .00              | 17,466.43        | 34,479.57                 | 34            | 16,361     |
| 410.002                                | Health Claim Costs-Retire                       | 6,841.00       | .00               | 6,841.00       | .00                        | .00              | 7,432.76         | (591.76)                  | 109           | 3,291      |
| 500.101                                | Supplies and Materials                          | 3,500.00       | .00               | 3,500.00       | 203.93                     | .00              | 429.14           | 3,070.86                  | 12            | 1,811      |
| 501.101                                | Uniforms and Clothing                           | 14,100.00      | .00               | 14,100.00      | 180.66                     | .00              | 3,543.83         | 10,556.17                 | 25            | 5,291      |
| 515.121                                | Safety Supplies                                 | 5,250.00       | .00               | 5,250.00       | 45.03                      | 3,600.00         | 1,315.87         | 334.13                    | 94            | 1,301      |
| 600.110                                | SCMIRF Property/Liab Ins                        | 4,992.00       | .00               | 4,992.00       | .00                        | .00              | 2,400.91         | 2,591.09                  | 48            | 2,091      |
| 610.111                                | Communications- Landline                        | 200.00         | .00               | 200.00         | 20.02                      | .00              | 129.29           | 70.71                     | 65            | 71         |
| 610.112                                | Postage                                         | 500.00         | .00               | 500.00         | .00                        | .00              | 703.48           | (203.48)                  | 141           | 291        |
| 620.114                                | Advertising                                     | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 657.81           | 342.19                    | 66            | 81         |
| 640.124                                | Travel Expense                                  | 150.00         | .00               | 150.00         | .00                        | .00              | .00              | 150.00                    | 0             |            |
| 650.127                                | Electricity                                     | 1,782.00       | .00               | 1,782.00       | .00                        | .00              | 482.78           | 1,299.22                  | 27            | 761        |
| 650.128                                | Water                                           | 877.00         | .00               | 877.00         | .00                        | .00              | 359.83           | 517.17                    | 41            | 371        |
| 650.129                                | Wastewater                                      | 1,064.00       | .00               | 1,064.00       | .00                        | .00              | 437.17           | 626.83                    | 41            | 451        |
| 650.130                                | Sanitation                                      | 523.00         | .00               | 523.00         | .00                        | .00              | 184.60           | 338.40                    | 35            | 221        |
| 650.133                                | Stormwater                                      | 68.00          | .00               | 68.00          | .00                        | .00              | 130.56           | (62.56)                   | 192           | 31         |
| 650.134                                | Security Lights                                 | 527.00         | .00               | 527.00         | .00                        | .00              | 219.45           | 307.55                    | 42            | 261        |
| 650.1271                               | Electricity- Sales Tax                          | 60.00          | .00               | 60.00          | .00                        | .00              | .49              | 59.51                     | 1             | 1          |
| 660.136                                | Container Repairs                               | 3,000.00       | .00               | 3,000.00       | 1,861.94                   | .00              | 1,861.94         | 1,138.06                  | 62            |            |
| 660.139                                | Fleet Services-RTA Mtce Allocation              | 35,000.00      | .00               | 35,000.00      | .00                        | .00              | 24,076.16        | 10,923.84                 | 69            | 21,881     |
| 660.145                                | Gasoline & Oil                                  | 77,467.00      | .00               | 77,467.00      | 4,617.42                   | .00              | 24,535.95        | 52,931.05                 | 32            | 38,231     |
| 660.1362                               | Roll-Out Purchases                              | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 25,671     |
| 660.1391                               | Fleet Services -Departmental Expense Allocation | 56,766.00      | .00               | 56,766.00      | .00                        | .00              | 30,034.79        | 26,731.21                 | 53            | 35,381     |
| 660.1392                               | Fleet Svcs- Outside Vends                       | 25,000.00      | .00               | 25,000.00      | .00                        | .00              | 2,492.50         | 22,507.50                 | 10            | 5,411      |
| 681.100                                | Capital Lease Principal                         | 41,142.00      | .00               | 41,142.00      | .00                        | .00              | 41,141.33        | .67                       | 100           | 21,991     |
| 681.120                                | Capital Lease Interest                          | 7,279.00       | .00               | 7,279.00       | .00                        | .00              | 7,278.16         | .84                       | 100           | 501        |
| 685.180                                | Membership Dues and Fees                        | 600.00         | .00               | 600.00         | .00                        | .00              | 245.00           | 355.00                    | 41            |            |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Accounts

| Account                                       | Account Description        | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year |
|-----------------------------------------------|----------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------|
| Fund 0035 - Waste Management Fund             |                            |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                                       |                            |                |                   |                |                            |                  |                  |                           |               |            |
| Department 31 - Residential Sanitation        |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 685.182                                       | Other Operating Expenses   | 32,892.00      | (31,892.00)       | 1,000.00       | 15.00                      | .00              | 5,744.08         | (4,744.08)                | 574           | 25,900     |
| 685.183                                       | Depreciation               | 65,142.00      | .00               | 65,142.00      | .00                        | .00              | 12,672.33        | 52,469.67                 | 19            | 27,810     |
| 685.186                                       | Training                   | 500.00         | .00               | 500.00         | .00                        | .00              | .00              | 500.00                    | 0             |            |
| 685.190                                       | Landfill Fees              | 1,000.00       | .00               | 1,000.00       | 329.85                     | .00              | 391.05           | 608.95                    | 39            | 270        |
| 686.189                                       | Employee Medical           | 800.00         | .00               | 800.00         | .00                        | .00              | .00              | 800.00                    | 0             | 210        |
| 686.196                                       | Bank Charges/Fees          | 3,750.00       | .00               | 3,750.00       | .00                        | .00              | 1,145.44         | 2,604.56                  | 31            | 1,410      |
| 686.1895                                      | Employee wellness services | 7,996.00       | .00               | 7,996.00       | 563.31                     | .00              | 2,107.68         | 5,888.32                  | 26            | 2,040      |
| 687.202                                       | Utility Billing Services   | 4,500.00       | .00               | 4,500.00       | 1,258.56                   | .00              | 3,256.73         | 1,243.27                  | 72            | 3,310      |
| 687.203                                       | Contract Services          | 71,000.00      | .00               | 71,000.00      | .00                        | 38,893.10        | 32,106.90        | .00                       | 100           | 35,430     |
| 687.204                                       | Janitorial Services        | 2,458.00       | .00               | 2,458.00       | .00                        | .00              | 360.00           | 2,098.00                  | 15            | 1,220      |
| 702.105                                       | Interest on Bonds          | .00            | 16,822.00         | 16,822.00      | .00                        | .00              | .00              | 16,822.00                 | 0             |            |
| 702.110                                       | Bond Principal             | .00            | 15,070.00         | 15,070.00      | .00                        | .00              | .00              | 15,070.00                 | 0             |            |
| 720.001                                       | Provision for Bad Debts    | 1,500.00       | .00               | 1,500.00       | .00                        | .00              | 625.00           | 875.00                    | 42            | 750        |
| 730.120                                       | Recycling Labor            | 38,400.00      | .00               | 38,400.00      | 3,015.38                   | 23,331.44        | 16,004.86        | (936.30)                  | 102           | 15,540     |
| 730.122                                       | Recycling Operating        | 13,700.00      | .00               | 13,700.00      | 298.63                     | .00              | 2,754.06         | 10,945.94                 | 20            | 3,560      |
| 795.001                                       | IT Internal Allocations    | 14,992.00      | .00               | 14,992.00      | .00                        | .00              | 2,194.39         | 12,797.61                 | 15            | 3,060      |
| 795.995                                       | GF Cost Distribution       | 107,252.00     | .00               | 107,252.00     | .00                        | .00              | 44,688.30        | 62,563.70                 | 42            | 49,060     |
| 900.3000                                      | Buildings & Improvements   | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 26,820     |
| 900.4200                                      | Heavy Equipment            | 350,000.00     | .00               | 350,000.00     | .00                        | (125,609.53)     | 125,609.53       | 350,000.00                | 0             |            |
| 900.4300                                      | Other Equipment            | 105,000.00     | .00               | 105,000.00     | 11,637.50                  | 66,813.74        | 23,091.00        | 15,095.26                 | 86            |            |
| 9999.9999                                     | Assets Reclassified        | (455,000.00)   | .00               | (455,000.00)   | .00                        | .00              | .00              | (455,000.00)              | 0             | (26,828)   |
| Department 31 - Residential Sanitation Totals |                            | \$1,280,169.00 | \$0.00            | \$1,280,169.00 | \$37,328.18                | \$29,047.51      | \$654,067.64     | \$597,053.85              | 53%           | \$547,140  |
| Department 32 - Commercial Sanitation         |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 410.001                                       | Health Claims Cost         | .00            | .00               | .00            | .00                        | .00              | 266.64           | (266.64)                  | +++           |            |
| Department 32 - Commercial Sanitation Totals  |                            | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$266.64         | (\$266.64)                | +++           | \$0        |
| EXPENSE TOTALS                                |                            | \$1,280,169.00 | \$0.00            | \$1,280,169.00 | \$37,328.18                | \$29,047.51      | \$654,334.28     | \$596,787.21              | 53%           | \$547,140  |
| Fund 0035 - Waste Management Fund Totals      |                            |                |                   |                |                            |                  |                  |                           |               |            |
| REVENUE TOTALS                                |                            | 1,280,169.00   | .00               | 1,280,169.00   | 142,876.15                 | .00              | 713,139.84       | 567,029.16                | 56%           | 515,960    |
| EXPENSE TOTALS                                |                            | 1,280,169.00   | .00               | 1,280,169.00   | 37,328.18                  | 29,047.51        | 654,334.28       | 596,787.21                | 53%           | 547,140    |
| Fund 0035 - Waste Management Fund Totals      |                            | \$0.00         | \$0.00            | \$0.00         | \$105,547.97               | (\$29,047.51)    | \$58,805.56      | (\$29,758.05)             |               | (\$31,170) |
| Fund 0081 - Governmental Cap Assets           |                            |                |                   |                |                            |                  |                  |                           |               |            |
| EXPENSE                                       |                            |                |                   |                |                            |                  |                  |                           |               |            |
| Department 01 - Administration                |                            |                |                   |                |                            |                  |                  |                           |               |            |
| 685.183                                       | Depreciation               | .00            | .00               | .00            | .00                        | .00              | 145,038.08       | (145,038.08)              | +++           | 289,930    |
| 720.005                                       | Loss on Asset Disposal     | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 127,480    |
| 900.0000                                      | Capital Outlay Elimination | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | (142,670)  |
| Department 01 - Administration Totals         |                            | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$145,038.08     | (\$145,038.08)            | +++           | \$274,740  |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT



# Budget Performance Report

14.K.2

Fiscal Year to Date 12/31/22

Exclude Rollup Account

| Account                                    | Account Description        | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances  | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year  |
|--------------------------------------------|----------------------------|----------------|-------------------|----------------|----------------------------|-------------------|------------------|---------------------------|---------------|-------------|
| Fund 0081 - Governmental Cap Assets        |                            |                |                   |                |                            |                   |                  |                           |               |             |
| EXPENSE                                    |                            |                |                   |                |                            |                   |                  |                           |               |             |
| Department 05 - Police                     |                            |                |                   |                |                            |                   |                  |                           |               |             |
| 685.183                                    | Depreciation               | .00            | .00               | .00            | .00                        | .00               | 125,676.93       | (125,676.93)              | +++           | 195,911     |
| 900.0000                                   | Capital Outlay Elimination | .00            | .00               | .00            | .00                        | .00               | .00              | .00                       | +++           | (98,040)    |
| Department 05 - Police Totals              |                            | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00            | \$125,676.93     | (\$125,676.93)            | +++           | \$97,871    |
| Department 12 - Public Works               |                            |                |                   |                |                            |                   |                  |                           |               |             |
| 685.183                                    | Depreciation               | .00            | .00               | .00            | .00                        | .00               | 38,960.46        | (38,960.46)               | +++           | 47,051      |
| 900.0000                                   | Capital Outlay Elimination | .00            | .00               | .00            | .00                        | .00               | .00              | .00                       | +++           | (551,102)   |
| Department 12 - Public Works Totals        |                            | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00            | \$38,960.46      | (\$38,960.46)             | +++           | (\$504,048) |
| EXPENSE TOTALS                             |                            | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00            | \$309,675.47     | (\$309,675.47)            | +++           | (\$131,428) |
| Fund 0081 - Governmental Cap Assets Totals |                            |                |                   |                |                            |                   |                  |                           |               |             |
| REVENUE TOTALS                             |                            | .00            | .00               | .00            | .00                        | .00               | .00              | .00                       | +++           |             |
| EXPENSE TOTALS                             |                            | .00            | .00               | .00            | .00                        | .00               | 309,675.47       | (309,675.47)              | +++           | (131,428)   |
| Fund 0081 - Governmental Cap Assets Totals |                            | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00            | (\$309,675.47)   | \$309,675.47              |               | \$131,428   |
| Fund 0086 - Seized and Forfeited           |                            |                |                   |                |                            |                   |                  |                           |               |             |
| EXPENSE                                    |                            |                |                   |                |                            |                   |                  |                           |               |             |
| Department 05 - Police                     |                            |                |                   |                |                            |                   |                  |                           |               |             |
| 660.145                                    | Gasoline & Oil             | .00            | .00               | .00            | 34.96                      | .00               | 274.88           | (274.88)                  | +++           | 2,721       |
| 685.180                                    | Membership Dues and Fees   | .00            | .00               | .00            | .00                        | .00               | 850.00           | (850.00)                  | +++           | 800         |
| Department 05 - Police Totals              |                            | \$0.00         | \$0.00            | \$0.00         | \$34.96                    | \$0.00            | \$1,124.88       | (\$1,124.88)              | +++           | \$3,521     |
| EXPENSE TOTALS                             |                            | \$0.00         | \$0.00            | \$0.00         | \$34.96                    | \$0.00            | \$1,124.88       | (\$1,124.88)              | +++           | \$3,521     |
| Fund 0086 - Seized and Forfeited Totals    |                            |                |                   |                |                            |                   |                  |                           |               |             |
| REVENUE TOTALS                             |                            | .00            | .00               | .00            | .00                        | .00               | .00              | .00                       | +++           |             |
| EXPENSE TOTALS                             |                            | .00            | .00               | .00            | 34.96                      | .00               | 1,124.88         | (1,124.88)                | +++           | 3,521       |
| Fund 0086 - Seized and Forfeited Totals    |                            | \$0.00         | \$0.00            | \$0.00         | (\$34.96)                  | \$0.00            | (\$1,124.88)     | \$1,124.88                |               | (\$3,525)   |
| Grand Totals                               |                            |                |                   |                |                            |                   |                  |                           |               |             |
| REVENUE TOTALS                             |                            | 44,552,846.00  | 80,000.00         | 44,632,846.00  | 2,335,954.25               | .00               | 14,471,155.79    | 30,161,690.21             | 32%           | 17,094,961  |
| EXPENSE TOTALS                             |                            | 44,552,846.00  | .00               | 44,552,846.00  | 2,622,248.79               | 14,336,149.49     | 20,031,644.60    | 10,185,051.91             | 77%           | 17,195,631  |
| Grand Totals                               |                            | \$0.00         | \$80,000.00       | \$80,000.00    | (\$286,294.54)             | (\$14,336,149.49) | (\$5,560,488.81) | \$19,976,638.30           |               | (\$100,668) |

Attachment: Finance Department Budget Performance December 2023 Report (4038 : Finance and IT

**CURRENT PROJECT LISTING REPORT  
FOR THE PERIOD ENDING 01.31.2024**

| PROJ # | PO #     | PROJECT NAME - DESC/COMMENTS                                                                                                                                                                | NOTES FROM ENGINEERS MONTHLY REPORT DATED 9.08.2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Vendor                                  | Cost       | % Complete | balance remaining on PO |
|--------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------|------------|-------------------------|
| 2005   | TBD      | <b>City Hall Rebuild - RFQ for Project Management Services to be issued Wednesday, September 6, 2023</b>                                                                                    | Status<br>Request for Qualifications for Project Management Services issued on 09.06.2023. 1.<br>2. Statement of Qualifications received 10.04.2023 3. Will fast track review and recommendation at the October Council meeting.<br>4. A PM firm should be identified for recommendation at the October Council meeting.<br>5. Kick off meeting held on 12.13.2023 6. PM will secure proposal for asbestons/lead based paint inspections and roof/envelope survey by early January 7. PM has begun work on Design Build RFQ and will have draft ready for review in early January.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | LCK LLC                                 | 155,000.00 |            | 155,000.00              |
| 2002   | TBD      | <b>Wi-Fi in Public Parks - State CDBG Cares Act Funding - CDBG-CV1-022 - RFP Rebid issued - Bids received 6.21.2023, but were non-responsive - asked COG for guidance on how to proceed</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | HTC                                     |            |            |                         |
| 1220   | TBD      | <b>Public Works Office Building Improvements - The city is looking at other site options at this time.</b>                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | TBD                                     |            |            |                         |
| 1222   | 2024.095 | <b>East Bay Park Bobby Alford Pavilion - CDBG Project #CV1-019 - A/E Services - PO issued 9.08.2022</b>                                                                                     | Contract is fully executed.<br>2. Pre-construction meeting held on May 9, 2023<br>3. Contractor mobilized on May 30, 2023.<br>4. Asbestos abatement and demolition complete as of 6/30/23.<br>5. Steel frame has some heavy rusting and corrosion. Steel column sections will need to be replaced via change order. Currently, contractor is pricing up the design revisions. 6. Contractor submitted a change order proposal in the amount of \$91,611.80 and is requesting a 90 calendar days of time extension.<br>7. Change order proposal is currently under review by A/E and City staff. - Change order #01 approved by CDBG, Friday, September 1, 2023 8.. Grant award has been amended for another \$90,091.80 with a 90 day time extension.<br>9. Contractor plans to remobilize on :10.09.2023 10. The contractor discovered a 16 in void under the slab. 11. Structural engineer requested a Geotech report. 12. Geotechnical exploration proposal in the amount of \$14,250 was approved on 11.13.2023.<br>13. Geotech report completed on 12.08.2023 and submitted to A/E team and grant administrator on 12.13.2023. 14. Structural engineer is currently working on foundation design revisions and plans are anticipated in early January.                                                                                                                                                                                                                                                                                                                                                        | ROSENBLUM COE                           | 92,500.00  | 0.69       | 28,975.48               |
| 1222   | 2024.101 | <b>East Bay Park Bobby Alford Pavilion - CDBG Project #CV1-019</b>                                                                                                                          | Contract is fully executed.<br>2. Pre-construction meeting held on May 9, 2023<br>3. Contractor mobilized on May 30, 2023.<br>4. Asbestos abatement and demolition complete as of 6/30/23.<br>5. Steel frame has some heavy rusting and corrosion. Steel column sections will need to be replaced via change order. Currently, contractor is pricing up the design revisions. 6. Contractor submitted a change order proposal in the amount of \$91,611.80 and is requesting a 90 calendar days of time extension.<br>7. Change order proposal is currently under review by A/E and City staff. - Change order #01 approved by CDBG, Friday, September 1, 2023 8. Change order no 1 approved by council and SC Department of Commerce.<br>9. Grant award has been amended for another \$90,091.80 with a 90 day time approval.<br>10. Contractor plans to remobilize on:TBD (Waiting for steel shop drawings approvals)<br>11. All work ceased until we obtain a recommendation from the geotechnical engineer.<br>12. Architect is requesting an amendment for an increase of fees and time: \$20,000<br>13. Geotechnical study proposal is \$18,600. 14. The contractor found a 16 in void under the slab. 15. Structural Engineer requested a Geotech report. 16. Geotechnical exploration proposal in the amount \$14,250 was approved on 11.13.2023.<br>17. Geotech report completed on 12.08.2023 and submitted to A/E team and grant administrator on 12.13.2023 18. Structural engineer is currently working on foundation design revisions and revised structural plans are anticipated in early January. | Pyramid Contracting                     | 887,098.00 | 0.01       | 875,951.50              |
| 1230   | 2024.094 | <b>East Bay Park Boat Landing Repairs - SCPARD GRANT #2022020 - PO issued 8.26.2022 with anticipated completion date of 1.30.2023</b>                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ASSOCIATES ROOFING & CONSTRUCTION (ARC) | 48,759.00  | 0.94       | 2,923.65                |
| 1236   | 2024.098 | <b>Gilbert Hawkins Butts Street Sidewalk Extension - Rep Anderson Grant</b>                                                                                                                 | Status Comments:<br>1. Kick-off meeting was held on 3/28/23.<br>2. Surveying completed as of 6/30/23.<br>3. Design is 60% complete.<br>4. 60% plan set is under City's and SCDOT's review. 5.<br>Consultant is currently working on the permit set. 6. design is 100% complete. 7. Permit has been submitted to DHEC and SCDOT for approval. 8.<br>Benton Concrete & Utilities LLC is the lowest bidder. 9. Benton's bid will be presented to council for approval. 10. City council approved Bentons bid on 12.21.2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Cagle Consulting Engineers, LLC         | 44,900.00  | 0.79       | 9,400.00                |
| 1237   |          | <b>Baruch Park Bathroom</b>                                                                                                                                                                 | Status<br>bathroom unit delivered on Friday 10.13.2023. 1. Prefab<br>complete and the final CO was issued on 11.02.2023. 2. All work is                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | CXT                                     |            |            |                         |

Attachment: Finance Department Current Project January 2024 Report (4038 : Finance and IT Department Monthly Report)



**CURRENT PROJECT LISTING REPORT  
FOR THE PERIOD ENDING 01.31.2024**

| PROJ #      | PO #     | PROJECT NAME - DESC/COMMENTS                                                                                                                       | NOTES FROM ENGINEERS MONTHLY REPORT DATED 9.08.2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Vendor                                  | Cost         | % Complete | balance remaining on PO |
|-------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------|------------|-------------------------|
| 1515        | 2024.104 | <b>West End District Water Main Improvements - Construction</b> - PO issued 2.02.2023                                                              | Status Comments:<br>1. Pre-construction meeting: 2/16/2023.<br>2. Contractor mobilized on 5/1/2023.<br>3. Work on Bourne Street is complete.<br>4. Waiting for additional materials (brass connectors for water services)<br>5. Contractor is scheduled to remobilize in September.<br>6. Extension of time until April 2024 has been approved by Dept. of Commerce .<br>7. Work on Emanuel St is ongoing<br>8. Work was suspended due to holidays<br>9. Contractor will resume work on 1.10.2024                                                                                                                                                                                                                                                                                                     | ARC Inc.                                | 1,013,380.00 | 0.42       | 586,172.50              |
| 1516        | 2024.105 | <b>Maryville Water Distribution Improvements Phase I</b> - Notice of Intent to Award issued 4.05.2023                                              | Status:<br>1. Design is 70% complete.<br>2. Consultant is currently working on the permit set.<br>3. Permit set will be submitted to DHEC and SCDOT for approval in the next coming weeks.<br>4. Design is 100% complete.<br>5. Permit set submitted to DHEC- Bureau of Water, OCRM and CZC for approval.<br>6. Permit set submitted to SCDOT for approval.<br>7. Plan on soliciting bids in January upon SCDOT approval release.                                                                                                                                                                                                                                                                                                                                                                     | G3 Engineering                          | 62,500.00    | 0.73       | 17,057.61               |
| 1606        | 2024.108 | <b>WTP Secondary Sedimentation Basin - Engineering Services</b> - EDA Grant #04-79-07777                                                           | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | WK Dickson                              | 428,000.00   | 0.73       | 117,550.66              |
| 1606        | 2024.085 | <b>WTP Secondary Sedimentation Basin/WTP FLOC/SED Basin No. 2 - Construction</b>                                                                   | Status:<br>1. Notice of Award issued on July 25, 2023.<br>2. Pre-Construction meeting held on September 6, 2023.<br>3. There are some long-lead item materials such as DIP, valves and s.s. settler plates.<br>4. Contractor mobilization date is TBD.<br>5. Notice to proceed date 01.08.2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Consensus                               | 5,223,180.87 | 0.06       | 4,933,696.77            |
| 1607        | 2024.180 | <b>Raw Water Station Electrical Upgrades</b>                                                                                                       | 1. Engineering RFP released on 10.04.2023<br>2. Proposals are due on 10.25.2023<br>3. Three proposals were submitted by the following vendors: UTEC, W K Dickson, Howard Engineering<br>4. Engineer: Howard Engineering.<br>5. Engineer notice to proceed.<br>6. Status: Held design kickoff meeting on 12/05/23. Design work started.<br>7. Design work is ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                   | Howard Engineering                      | 83,480.00    | 0.00       | 83,480.00               |
| 1818        | 2024.109 | <b>Sanitary Sewer and Manhole Surveys - RFP for Engineering</b> issued 1.25.2023 - proposals received 2.22.2023 - Notice of Intent to Award issued | Status:<br>1. Vortex mobilized on May 15th to begin CCTV sewer line inspection work.<br>2. CCTV work is still incomplete to this date. No activity in June and July.<br>3. Weston & Sampson anticipates the survey completion and submittal of plans and technical specifications by August 18th.<br>4. Reports and design plans submitted for the City's review and approval.<br>5. Design is 90% complete.<br>6. Consultant submitted permit set for City's review.<br>7. Permit set plans have been submitted to SCDOT for approval.<br>8. Bid documents will be released once we obtain SCDOT encroachment permit.<br>9. Design is 100% complete.<br>10. No DHEC permit is required.<br>11. SCDOT permit approved.<br>12. Bid documents were released on 11.22.23<br>13. Bids are due on 12/22/23 | Weston & Sampson                        | 100,525.00   | 0.73       | 26,930.00               |
| 1820 & 1821 | 2024.164 | <b>Pump Station #11 and 20 in Force Main Replacement</b>                                                                                           | Status<br>1. Pending release for PO from Finance Department.<br>2. Design kickoff meeting planned for 11.09.2023<br>3. Surveying work started 11.14.2023 and is on-going.<br>4. Drawton testing at pump station was performed on 12.05.23.<br>5. Consultant is currently working on Preliminary Engineering Report (PER).                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | WK Dickson                              | 1,223,000.00 | 0.07       | 1,133,334.37            |
| 1822        | 2024.159 | <b>Grit Removal System Replacement Project - RFB</b> issued 8.30.2023                                                                              | Status<br>1. Request for bid issued on 08.30.2023<br>2. Bid received 09.27.2023<br>3. Bid amount \$454,500<br>4. Only one bid received from North American Construction Company. Bid will be presented at the October council meeting for approval.<br>5. Council approved contractor's bid at the 10.19.2023 council meeting.<br>6. Pre Construction meeting held on 12.19.2023.<br>7. Equipment vendor will confirm production and delivery dates. Anticipated equipment lead time is 8 to 9 months after submittal approvals.                                                                                                                                                                                                                                                                      | North American Construction Co. Inc     | 454,500.00   | 0.00       | 454,500.00              |
| 1927        | 2024.124 | <b>Front St Under Ground (UG) Infrastructure Upgrade Project - Engineering</b>                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Utility Technology                      | 102,500.00   | 0.55       | 45,839.03               |
| 2001        | 2024.034 | <b>Duke St Laydown Yard Site Improvements</b>                                                                                                      | Status<br>1. All trees and shrubbery are removed<br>2. Site is graded<br>3. Fence is installed except for entrance gate<br>4. Entrance gate needs to be modified to 20 foot wide roller type gate<br>5. Waiting for additional funding to continue with the yard improvements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ASSOCIATES ROOFING & CONSTRUCTION (ARC) | 60,727.50    | 0.79       | 12,908.43               |

| CURRENT PROJECT LISTING REPORT<br>FOR THE PERIOD ENDING 01.31.2024 |          |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |            |            |                         |
|--------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------|------------|-------------------------|
| PROJ #                                                             | PO #     | PROJECT NAME - DESC/COMMENTS                                                                                             | NOTES FROM ENGINEERS MONTHLY REPORT DATED 9.08.2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Vendor            | Cost       | % Complete | balance remaining on PO |
| 2402                                                               | 2024.099 | Cleland Street Parking Lot - RFP for engineering                                                                         | Status Comments:<br>1. Design is on hold<br>2. We need to resolve the use of adjacent 17-ft. alley due to landscaping buffer requirements.<br>3. City attorney needs to prepare easement acquisition documentation for council approval.<br>4. Need to submit a CAB application for a variance of landscape setback distances within the new parking lot.<br>5. Dept. of Commerce has been notified that this process may take 3 to 5 months<br>6. No new updates for this month                                                                                                                                                                                                                                                                                                      | Hanna Engineering | 22,500.00  | 0.36       | 14,300.00               |
| 2403                                                               | 2024.102 | Howard School Park                                                                                                       | Status:<br>• Per City council's direction at council meeting on 7/20/23, the project design has been suspended until further notice due to the lack of funding availability for the construction of the park. The consultants have been put on notice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Rowe              | 25,000.00  | 0.17       | 20,800.00               |
| 4015                                                               | 2024.116 | Stormwater System Improvements - Engineering - EDA Grant number 04-79-07494 - Change orders 1, 2 & 3 processed 2.17.2023 | Status Comments:<br>1. Contractor: Green Wave Contracting Inc.<br>2. Bid Amount: \$6,251,220.<br>3. Notice of Intent to Award issued on May 25, 2023.<br>4. Council approved bid on 7/20/23.<br>5. City has applied for additional funding with the EDA. Approval is pending.<br>6. Notice of Award issued on August 31, 2023<br>7. PO and execution of contract is pending.<br>8. Contract executed on 09.20.2023.<br>9. Pre Construction conference held in 09.28.2023.<br>10. Need to get all materials approved before construction starts.<br>11. Notice to Proceed issued on 10.12.2023<br>12. Construction start date 01/10/2024<br>13. Submittal approval is on-going.<br>14. Contractor has provided construction schedule and will start on Phase III: Queen Street.<br>15. | WK Dickson        | 567,200.00 | 0.52       | 274,931.72              |

**CITY OF GEORGETOWN**  
**SALE OF ASSETS - FY24**

| GovDeal    |           |          |               |                        |                       |                                          |                 |
|------------|-----------|----------|---------------|------------------------|-----------------------|------------------------------------------|-----------------|
| Payment    | Govdeal # | Asset ID | Dept.         | Description            | Amount/Total Proceeds | Notations                                | Receipt #       |
|            |           |          |               | no activity            |                       |                                          |                 |
|            |           |          |               | <b>Total July</b>      | -                     |                                          |                 |
|            |           |          |               | no activity            |                       |                                          |                 |
|            |           |          |               | <b>Total August</b>    | -                     |                                          |                 |
|            |           |          |               | no activity            |                       |                                          |                 |
|            |           |          |               | <b>Total September</b> | -                     |                                          |                 |
|            |           |          |               | no activity            |                       |                                          |                 |
|            |           |          |               | <b>Total October</b>   | -                     |                                          |                 |
|            | 617       | 10707    | P WORKS 35.31 | 1996 FORD FT 900F      |                       | LISTED IN NOVEMBER-AUCTION ENDED NOV. 16 |                 |
|            | 618       | 10708    | P WORKS 35.31 | 2008 FORD F-750        |                       | LISTED IN NOVEMBER-AUCTION ENDED NOV. 16 |                 |
|            | 619       | 10711    | P WORKS 35.31 | JOHN DEERE 244H        |                       | LISTED IN NOVEMBER-AUCTION ENDED NOV. 16 |                 |
|            | 620       | 11236    | WATER 31.15   | 1999 FORD F-250 SD     |                       | LISTED IN NOVEMBER-AUCTION ENDED NOV. 16 |                 |
|            | 621       | 10816    | WATER 33.40   | 2007 FORD F-150        |                       | LISTED IN NOVEMBER-AUCTION ENDED NOV. 16 |                 |
|            | 622       | 11010    | WWATER 32.18  | 2004 CHEV SILVERADO    |                       | LISTED IN NOVEMBER-AUCTION ENDED NOV. 16 |                 |
|            | 623       | NA       | WWATER 32.18  | GENERAC GENERATOR      |                       | LISTED IN NOVEMBER-AUCTION ENDED NOV. 16 |                 |
|            | 624       | NA       | WWATER 32.18  | GENERAC GENERATOR      |                       | LISTED IN NOVEMBER-AUCTION ENDED NOV. 16 |                 |
|            | 625       | 10651    | ELECT 30.19   | 1985 GMC C7D042        |                       | LISTED IN NOVEMBER-AUCTION ENDED NOV. 16 |                 |
|            | 626       | 10657    | ELECT 30.19   | 2007 CHEV COLORADO     |                       | LISTED IN NOVEMBER-AUCTION ENDED NOV. 16 |                 |
|            | 627       | 10660    | ELECT 30.19   | 2004 F-750             |                       | LISTED IN NOVEMBER-AUCTION ENDED NOV. 16 |                 |
|            | 628       | 11021    | WWATER 32.18  | 2000 FORD F-150        |                       | LISTED IN NOVEMBER-AUCTION ENDED NOV. 16 |                 |
| 11.27.2023 | 620       | 11236    | WATER 31.15   | 1999 FORD F-250 SD     | 2,380.00              | Sold to Robbie Geathers                  | Rec #2024-23026 |
|            |           |          |               | <b>Total November</b>  | <b>2,380.00</b>       |                                          |                 |
| 12.04.2023 | 617       | 10707    | P WORKS 35.31 | 1996 FORD FT 900F      | 7,600.00              | Sold to Stone Street Builders            | Rec #2024-24310 |
| 12.04.2023 | 618       | 10708    | P WORKS 35.31 | 2008 FORD F-750        | 19,900.00             | Sold to Ron White                        | Rec #2024-24312 |
| 12.06.2023 | 621       | 10816    | WATER 33.40   | 2007 FORD F-150        | 3,051.00              | Sold to Jerry Cook                       | Rec #2024-24672 |
| 12.04.2023 | 622       | 11010    | WWATER 32.18  | 2004 CHEV SILVERADO    | 3,625.00              | Sold to James Yarborough                 | Rec #2024-24316 |
| 12.11.2023 | 623       | NA       | WWATER 32.18  | GENERAC GENERATOR      | 1,500.00              | Sold to BandBConstruction                | Rec #2024-25091 |
| 12.06.2023 | 624       | NA       | WWATER 32.18  | GENERAC GENERATOR      | 975.00                | Sold to Gabriel Evans                    | Rec #2024-24671 |
| 12.04.2023 | 626       | 10657    | ELECT 30.19   | 2007 CHEV COLORADO     | 4,826.00              | Sold to Murray Burrows                   | Rec #2024-24308 |
| 12.11.2023 | 627       | 10660    | ELECT 30.19   | 2004 F-750             | 22,200.00             | Sold to Econo Auto Sales Inc             | Rec #2024-25088 |
| 12.04.2023 | 628       | 11021    | WWATER 32.18  | 2000 FORD F-150        | 1,415.00              | Sold to Herbert Greene                   | Rec #2024-24319 |
|            |           |          |               |                        |                       |                                          |                 |
|            | 619       | 10711    | P WORKS 35.31 | JOHN DEERE 244H        |                       |                                          |                 |
| 12.27.2023 | 625       | 10651    | ELECT 30.19   | 1985 GMC C7D042        |                       | Sold to Steve Nichols                    |                 |
|            |           |          |               | <b>Total December</b>  | <b>65,092.00</b>      |                                          |                 |
| 01.29.2024 | 625       | 10651    | ELECT 30.19   | 1985 GMC C7D042        | 1,775.00              | Sold to Steve Nichols                    | Rec #2024-32542 |
|            |           |          |               |                        |                       |                                          |                 |
|            |           |          |               |                        |                       |                                          |                 |

Attachment: Finance Department GovDeal January 2024 Report FY24 (4038 : Finance and IT Department

|                       |  |
|-----------------------|--|
| CITY OF GEORGETOWN    |  |
| SALE OF ASSETS - FY24 |  |

[illegible]



# OPEN PURCHASE ORDER REPORT - MONTHLY

14.K.5

As of G/L Date 01/31/24  
Report by Department - Purchase Order Number  
Summary Listing

|                   |                                                 |            |                                  |                 |            |            |        |
|-------------------|-------------------------------------------------|------------|----------------------------------|-----------------|------------|------------|--------|
| Department        | 01 Administration                               |            |                                  |                 |            |            |        |
| Purchase Order    | 2024-00000029                                   | Department | 01 Administration                | G/L Date        | 07/10/2023 | Amount     | 25,000 |
| Description       | ROBERT DURANT COX DBA COMMERCIAL CONSULTANTS    | Vendor     | 19377 - COX, ROBERT DURANT       | Deliver by Date | 07/30/2023 | Voided     |        |
| Type              | Standard ok                                     |            |                                  | Printed Date    | 07/14/2023 | Discounted |        |
| Status            | Open                                            |            | ROBERT D COX                     | Completed Date  |            | Expensed   | 19,335 |
| Bill To Location  | P-04 - Finance                                  |            | DBA COMMERCIAL COSULTANTS        | Expiration Date | 12/31/2023 | Remaining  | 5,665  |
| Assigned To Buyer |                                                 |            | 6320 CHOPPEE RD                  |                 |            | Encumbered | 5,665  |
| Resolution Number | COMMERCIAL CONSULTANT                           |            | GEORGETOWN, SC 29440             |                 |            |            |        |
| Purchase Order    | 2024-00000036                                   | Department | 01 Administration                | G/L Date        | 07/17/2023 | Amount     | 9,452  |
| Description       | CARASOFT                                        | Vendor     | 16119 - CARASOFT TECHNOLOGY CORP | Deliver by Date | 06/30/2024 | Voided     |        |
| Type              | Blanket ok                                      |            | CARASOFT                         | Printed Date    | 07/21/2023 | Discounted |        |
| Status            | Open                                            |            | 11493 SUNSET HILLS RD SUITE 100  | Completed Date  |            | Expensed   | 5,513  |
| Bill To Location  | P-04 - Finance                                  |            | RESTON, VA 20190                 | Expiration Date | 07/30/2024 | Remaining  | 3,938  |
| Assigned To Buyer |                                                 |            |                                  |                 |            | Encumbered | 3,938  |
| Resolution Number | BLANKET - COUNCIL MEETING SOFTWARE HOSTING FEES |            |                                  |                 |            |            |        |
| Purchase Order    | 2024-00000080                                   | Department | 01 Administration                | G/L Date        | 08/23/2023 | Amount     | 23,500 |
| Description       | SET SOLUTIONS                                   | Vendor     | 7196 - SET SOLUTIONS, LLC        | Deliver by Date | 06/30/2024 | Voided     |        |
| Type              | Standard ok                                     |            | SET SOLUTIONS, LLC               | Printed Date    | 08/23/2023 | Discounted |        |
| Status            | Open                                            |            | 710 EAST MAIN STREET             | Completed Date  |            | Expensed   | 6,280  |
| Bill To Location  | P-04 - Finance                                  |            | LEXINGTON, SC 29072              | Expiration Date | 07/30/2024 | Remaining  | 17,220 |
| Assigned To Buyer |                                                 |            |                                  |                 |            | Encumbered | 17,220 |
| Resolution Number | PROFESSIONAL SERVICES                           |            |                                  |                 |            |            |        |
| Purchase Order    | 2024-00000086                                   | Department | 01 Administration                | G/L Date        | 08/15/2023 | Amount     | 25,000 |
| Description       | CROSBY LAW FIRM LLC - BLANKET                   | Vendor     | 10151 - CROSBY LAW FIRM LLC      | Deliver by Date | 12/31/2023 | Voided     |        |
| Type              | Standard                                        |            | CROSBY LAW FIRM LLC              | Printed Date    | 09/01/2023 | Discounted |        |
| Status            | Open manually close                             |            | 405 DOZIER STREET                | Completed Date  |            | Expensed   | 24,532 |
| Bill To Location  | P-04 - Finance                                  |            | GEORGETOWN, SC 29440             | Expiration Date | 06/30/2024 | Remaining  | 467    |
| Assigned To Buyer |                                                 |            |                                  |                 |            | Encumbered | 467    |
| Resolution Number | LEGAL FEES                                      |            |                                  |                 |            |            |        |
| Purchase Order    | 2024-00000167                                   | Department | 01 Administration                | G/L Date        | 11/17/2023 | Amount     | 25,000 |
| Description       | CROSBY LAW FIRM LLC - BLANKET                   | Vendor     | 10151 - CROSBY LAW FIRM LLC      | Deliver by Date | 06/30/2024 | Voided     |        |
| Type              | Standard                                        |            | CROSBY LAW FIRM LLC              | Printed Date    | 11/27/2023 | Discounted |        |
| Status            | Open ok                                         |            | 405 DOZIER STREET                | Completed Date  |            | Expensed   | 3,688  |
| Bill To Location  | P-04 - Finance                                  |            | GEORGETOWN, SC 29440             | Expiration Date | 06/30/2024 | Remaining  | 21,311 |
| Assigned To Buyer |                                                 |            |                                  |                 |            | Encumbered | 21,311 |
| Resolution Number | LEGAL FEES                                      |            |                                  |                 |            |            |        |
| Purchase Order    | 2024-00000182                                   | Department | 01 Administration                | G/L Date        | 12/11/2023 | Amount     | 10,000 |



# OPEN PURCHASE ORDER REPORT - MONTHLY

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As of G/L Date 01/31/24

Report by Department - Purchase Order Number  
Summary Listing

|                                            |                                                      |            |                                             |                 |            |                      |
|--------------------------------------------|------------------------------------------------------|------------|---------------------------------------------|-----------------|------------|----------------------|
| Department <b>01 Administration</b>        |                                                      |            |                                             |                 |            |                      |
| Description                                | HERITAGE LOGISTICS                                   | Vendor     | 19435 - HERITAGE LOGISTICS LLP              | Deliver by Date | 06/30/2024 | Voided               |
| Type                                       | Standard                                             |            | HERITAGE LOGISTICS LLP                      | Printed Date    | 12/14/2023 | Discounted           |
| Status                                     | Open <b>ok</b>                                       |            | 604 FRONT ST SUITE 104                      | Completed Date  |            | Expensed 2,258       |
| Bill To Location                           | P-04 - Finance                                       |            | GEORGETOWN, SC 29440                        | Expiration Date | 06/30/2024 | Remaining 7,741      |
| Assigned To Buyer                          |                                                      |            |                                             |                 |            | Encumbered 7,741     |
| Resolution Number                          | PROFESSIONAL SERVICES                                |            |                                             |                 |            |                      |
|                                            |                                                      |            |                                             |                 |            |                      |
| Purchase Order                             | 2024-00000186                                        | Department | 01 Administration                           | G/L Date        | 12/14/2023 | Amount 27,938        |
| Description                                | POPE FLYNN                                           | Vendor     | 15213 - POPE FLYNN LLC                      | Deliver by Date | 12/31/2023 | Voided               |
| Type                                       | Standard <b>ok</b>                                   |            | POPE FLYNN LLC                              | Printed Date    | 12/28/2023 | Discounted           |
| Status                                     | Open                                                 |            | ATTORNEYS AT LAW                            | Completed Date  |            | Expensed             |
| Bill To Location                           | P-04 - Finance                                       |            | PO BOX 11509                                | Expiration Date | 06/30/2024 | Remaining 27,938     |
| Assigned To Buyer                          |                                                      |            | COLUMBIA, SC 29211                          |                 |            | Encumbered 27,938    |
| Resolution Number                          | LEGAL FEES - COMBINED PUBLIC UTILITY SYS<br>REV BOND |            |                                             |                 |            |                      |
|                                            |                                                      |            |                                             |                 |            |                      |
| Purchase Order                             | 2024-00000200                                        | Department | 01 Administration                           | G/L Date        | 01/16/2024 | Amount 12,000        |
| Description                                | GEORGETOWN ALCOHOL AND DRUG AB                       | Vendor     | 8794 - GEORGETOWN ALCOHOL AND DRUG AB       | Deliver by Date | 06/30/2024 | Voided               |
| Type                                       | Standard                                             |            | GEORGETOWN ALCOHOL AND                      | Printed Date    | 01/19/2024 | Discounted           |
| Status                                     | Open <b>ok</b>                                       |            | DRUG ABUSE COMMISSION                       | Completed Date  |            | Expensed             |
| Bill To Location                           | P-04 - Finance                                       |            | 1423 WINYAH ST                              | Expiration Date | 06/30/2024 | Remaining 12,000     |
| Assigned To Buyer                          |                                                      |            | GEORGETOWN, SC 29440                        |                 |            | Encumbered 12,000    |
| Resolution Number                          | OPIOID RECOVERY PROGRAM                              |            |                                             |                 |            |                      |
|                                            |                                                      |            |                                             |                 |            |                      |
| Purchase Order                             | 2024-00000202                                        | Department | 01 Administration                           | G/L Date        | 01/07/2024 | Amount 631,886       |
| Description                                | SCMIRF - SEMI ANNUAL BILLING                         | Vendor     | 330 - SCMIRF                                | Deliver by Date | 06/30/2024 | Voided               |
| Type                                       | Standard                                             |            | SCMIRF                                      | Printed Date    | 01/25/2024 | Discounted           |
| Status                                     | Complete <b>ok</b>                                   |            | SC MUNICIPAL INSURANCE RISK AND             | Completed Date  | 02/01/2024 | Expensed             |
| Bill To Location                           | P-04 - Finance                                       |            | FINANCING FUND                              | Expiration Date | 06/30/2024 | Remaining            |
| Assigned To Buyer                          |                                                      |            | PO BOX 12220                                |                 |            | Encumbered 631,886   |
| Resolution Number                          | SEMI ANNUAL BILLING                                  |            | COLUMBIA, SC 29211                          |                 |            |                      |
|                                            |                                                      |            |                                             |                 |            |                      |
| Department <b>01 Administration</b> Totals |                                                      |            |                                             | Purchase Orders | 9          | Amount \$789,777     |
|                                            |                                                      |            |                                             |                 |            | Voided \$0           |
|                                            |                                                      |            |                                             |                 |            | Discounted \$0       |
|                                            |                                                      |            |                                             |                 |            | Expensed \$61,609    |
|                                            |                                                      |            |                                             |                 |            | Remaining \$96,282   |
|                                            |                                                      |            |                                             |                 |            | Encumbered \$728,168 |
|                                            |                                                      |            |                                             |                 |            |                      |
| Department <b>04 Finance</b>               |                                                      |            |                                             |                 |            |                      |
| Purchase Order                             | 2024-00000033                                        | Department | 04 Finance                                  | G/L Date        | 07/20/2023 | Amount 25,000        |
| Description                                | ERIN BAILEY - TO REPRESENT INDIGENT<br>DEFENDANTS    | Vendor     | 18315 - THE LAW OFFICE OF ERIN E BAILEY LLC | Deliver by Date | 06/30/2024 | Voided               |





# OPEN PURCHASE ORDER REPORT - MONTHLY

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As of G/L Date 01/31/24  
Report by Department - Purchase Order Number  
Summary Listing

|                       |                                        |    |                                                                                                                                                                  |                 |            |            |            |
|-----------------------|----------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------|------------|------------|
| Department 04 Finance |                                        |    |                                                                                                                                                                  |                 |            |            |            |
| Type                  | Blanket                                | ok | THE LAW OFFICE OF ERIN E BAILEY LLC<br>407 CHURCH ST SUITE G<br>GEORGETOWN, SC 29440                                                                             | Printed Date    | 07/21/2023 | Discounted |            |
| Status                | Open                                   |    |                                                                                                                                                                  | Completed Date  |            | Expensed   | 16,500     |
| Bill To Location      | P-04 - Finance                         |    |                                                                                                                                                                  | Expiration Date | 07/30/2024 | Remaining  | 8,500      |
| Assigned To Buyer     |                                        |    |                                                                                                                                                                  |                 |            | Encumbered | 8,500      |
| Resolution Number     | PROFESSIONAL SERVICES                  |    |                                                                                                                                                                  |                 |            |            |            |
|                       |                                        |    |                                                                                                                                                                  |                 |            |            |            |
| Purchase Order        | 2024-00000141                          | ok | Department 04 Finance<br>Vendor 19509 - SWIFTWATER STRATEGIES LLC<br>SWIFTWATER STRATEGIES LLC<br>145 CULVER ROAD<br>SUITE 160<br>ROCHESTER, NY 14620            | G/L Date        | 10/11/2023 | Amount     | 30,000     |
| Description           | SWIFTWATER STRATEGIES                  |    |                                                                                                                                                                  | Deliver by Date | 06/24/2024 | Voided     |            |
| Type                  | Standard                               |    |                                                                                                                                                                  | Printed Date    | 10/11/2023 | Discounted |            |
| Status                | Open                                   |    |                                                                                                                                                                  | Completed Date  |            | Expensed   | 24,465     |
| Bill To Location      | P-04 - Finance                         |    |                                                                                                                                                                  | Expiration Date | 06/24/2024 | Remaining  | 5,534      |
| Assigned To Buyer     |                                        |    |                                                                                                                                                                  |                 |            | Encumbered |            |
| Resolution Number     | PROFESSIONAL SERVICES                  |    |                                                                                                                                                                  |                 |            |            |            |
|                       |                                        |    |                                                                                                                                                                  |                 |            |            |            |
| Purchase Order        | 2024-00000161                          | ok | Department 04 Finance<br>Vendor 16313 - STATEWIDE SECURITY SYSTEMS INC<br>STATEWIDE SECURITY SYSTEMS INC<br>3120 N BELTLINE BLVD SUITE 100<br>COLUMBIA, SC 29204 | G/L Date        | 11/13/2023 | Amount     | 41,400     |
| Description           | STATEWIDE - CITY WIDE CAMERAS          |    |                                                                                                                                                                  | Deliver by Date | 06/30/2024 | Voided     |            |
| Type                  | Blanket                                |    |                                                                                                                                                                  | Printed Date    | 11/13/2023 | Discounted |            |
| Status                | Open                                   |    |                                                                                                                                                                  | Completed Date  |            | Expensed   | 24,150     |
| Bill To Location      | P-04 - Finance                         |    |                                                                                                                                                                  | Expiration Date | 06/30/2024 | Remaining  | 17,250     |
| Assigned To Buyer     |                                        |    |                                                                                                                                                                  |                 |            | Encumbered | 17,250     |
| Resolution Number     | BLANKET - CITY WIDE CAMERAS            |    |                                                                                                                                                                  |                 |            |            |            |
|                       |                                        |    |                                                                                                                                                                  |                 |            |            |            |
| Purchase Order        | 2024-00000174                          | ok | Department 04 Finance<br>Vendor 19520 - LCK, LLC<br>LCK, LLC<br>PO BOX 11129<br>COLUMBIA, SC 29211                                                               | G/L Date        | 11/29/2023 | Amount     | 155,000    |
| Description           | CITY HALL PROJECT MANAGEMENT SERVICES  |    |                                                                                                                                                                  | Deliver by Date | 06/30/2024 | Voided     |            |
| Type                  | Standard                               |    |                                                                                                                                                                  | Printed Date    | 12/01/2023 | Discounted |            |
| Status                | Open                                   |    |                                                                                                                                                                  | Completed Date  |            | Expensed   |            |
| Bill To Location      | P-04 - Finance                         |    |                                                                                                                                                                  | Expiration Date | 06/30/2024 | Remaining  | 155,000    |
| Assigned To Buyer     |                                        |    |                                                                                                                                                                  |                 |            | Encumbered | 155,000    |
| Resolution Number     | CITY HALL PROJECT MANAGEMENT PROJ 2005 |    |                                                                                                                                                                  |                 |            |            |            |
|                       |                                        |    |                                                                                                                                                                  |                 |            |            |            |
| Purchase Order        | 2024-00000183                          | ok | Department 04 Finance<br>Vendor 4942 - NAFECO INC<br>NAFECO INC<br>1515 WEST MOULTON ST<br>DECATUR, AL 35601                                                     | G/L Date        | 12/11/2023 | Amount     | 15,688     |
| Description           | NAFECO - FIREFIGHTER TURNOUT GEAR      |    |                                                                                                                                                                  | Deliver by Date | 05/31/2024 | Voided     |            |
| Type                  | Standard                               |    |                                                                                                                                                                  | Printed Date    | 12/14/2023 | Discounted |            |
| Status                | Open                                   |    |                                                                                                                                                                  | Completed Date  |            | Expensed   |            |
| Bill To Location      | P-04 - Finance                         |    |                                                                                                                                                                  | Expiration Date | 06/30/2024 | Remaining  | 15,688     |
| Assigned To Buyer     |                                        |    |                                                                                                                                                                  |                 |            | Encumbered | 15,688     |
| Resolution Number     | FIREFIGHTER TURN OUT GEAR              |    |                                                                                                                                                                  |                 |            |            |            |
|                       |                                        |    |                                                                                                                                                                  |                 |            |            |            |
| Purchase Order        | 2024-00000191                          | ok | Department 04 Finance<br>Vendor 19554 - BS&A INTERMEDIATE LLC<br>BS&A INTERMEDIATE LLC<br>DBA BS&A SOFTWARE LLC<br>14965 ABBEY LANE                              | G/L Date        | 01/03/2024 | Amount     | 250,000    |
| Description           | BS&A INTERMDIATE LLC                   |    |                                                                                                                                                                  | Deliver by Date | 06/30/2024 | Voided     |            |
| Type                  | Standard                               |    |                                                                                                                                                                  | Printed Date    | 02/01/2024 | Discounted |            |
| Status                | Open                                   |    |                                                                                                                                                                  | Completed Date  |            | Expensed   |            |
| Bill To Location      | P-04 - Finance                         |    |                                                                                                                                                                  | Expiration Date | 08/30/2024 | Remaining  | 250,000.00 |

Attachment: Finance Department Open PO January 2024 Report (4038 : Finance and IT Department)

Attachment: Finance Department Open PO January 2024 Report (4038 : Finance and IT Department



# OPEN PURCHASE ORDER REPORT - MONTHLY

14.K.5

As of G/L Date 01/31/24

Report by Department - Purchase Order Number  
Summary Listing

## Department 04 Finance

|                   |                       |            |         |
|-------------------|-----------------------|------------|---------|
| Assigned To Buyer | BATH, MI 44808        | Encumbered | 250,000 |
| Resolution Number | PROFESSIONAL SERVICES |            |         |

|                   |                    |            |                        |                 |            |            |        |
|-------------------|--------------------|------------|------------------------|-----------------|------------|------------|--------|
| Purchase Order    | 2024-00000194      | Department | 04 Finance             | G/L Date        | 01/03/2024 | Amount     | 10,361 |
| Description       | CONWAY FORD        | Vendor     | 9253 - CONWAY FORD INC | Deliver by Date | 06/30/2024 | Voided     |        |
| Type              | Standard           |            | CONWAY FORD INC        | Printed Date    | 01/05/2024 | Discounted |        |
| Status            | Open <b>ok</b>     |            | 2393 HWY 501 WEST      | Completed Date  |            | Expensed   |        |
| Bill To Location  | P-04 - Finance     |            | CONWAY, SC 29526       | Expiration Date | 06/30/2024 | Remaining  | 10,361 |
| Assigned To Buyer |                    |            |                        |                 |            | Encumbered | 10,361 |
| Resolution Number | ENGINE REPLACEMENT |            |                        |                 |            |            |        |

|                   |                                     |            |                               |                 |            |            |        |
|-------------------|-------------------------------------|------------|-------------------------------|-----------------|------------|------------|--------|
| Purchase Order    | 2024-00000201                       | Department | 04 Finance                    | G/L Date        | 01/23/2024 | Amount     | 70,000 |
| Description       | HTC - CLOUD MANAGEMENT              | Vendor     | 5615 - HTC COMMUNICATIONS INC | Deliver by Date | 06/30/2024 | Voided     |        |
| Type              | Blanket                             |            | HTC COMMUNICATIONS INC        | Printed Date    | 01/25/2024 | Discounted |        |
| Status            | Open <b>ok</b>                      |            | PO BOX 1819                   | Completed Date  |            | Expensed   | 11,377 |
| Bill To Location  | P-04 - Finance                      |            | CONWAY, SC 29528-1819         | Expiration Date | 06/30/2024 | Remaining  | 58,622 |
| Assigned To Buyer |                                     |            |                               |                 |            | Encumbered | 58,622 |
| Resolution Number | BLANKET - CLOUD MANAGEMENT SERVICES |            |                               |                 |            |            |        |

|                              |                 |   |            |           |
|------------------------------|-----------------|---|------------|-----------|
| Department 04 Finance Totals | Purchase Orders | 8 | Amount     | \$597,449 |
|                              |                 |   | Voided     | \$0       |
|                              |                 |   | Discounted | \$0       |
|                              |                 |   | Expensed   | \$76,492  |
|                              |                 |   | Remaining  | \$520,956 |
|                              |                 |   | Encumbered | \$515,422 |

## Department 05 Police

|                   |                                    |            |                                 |                 |            |            |        |
|-------------------|------------------------------------|------------|---------------------------------|-----------------|------------|------------|--------|
| Purchase Order    | 2024-00000006                      | Department | 05 Police                       | G/L Date        | 07/03/2023 | Amount     | 75,000 |
| Description       | SAINT FRANCES ANIMAL CENTER        | Vendor     | 6700 - ST FRANCES ANIMAL CENTER | Deliver by Date | 06/30/2024 | Voided     |        |
| Type              | Standard                           |            | ST FRANCES ANIMAL CENTER        | Printed Date    | 07/10/2023 | Discounted |        |
| Status            | Open <b>ok</b>                     |            | 125 RIDGE ST                    | Completed Date  |            | Expensed   | 37,500 |
| Bill To Location  | P-05 - Police                      |            | GEORGETOWN, SC 29440            | Expiration Date | 06/30/2024 | Remaining  | 37,500 |
| Assigned To Buyer |                                    |            |                                 |                 |            | Encumbered | 37,500 |
| Resolution Number | CONTRACT SERVICES - ANIMAL CONTROL |            |                                 |                 |            |            |        |

|                   |                                                  |            |                               |                 |            |            |       |
|-------------------|--------------------------------------------------|------------|-------------------------------|-----------------|------------|------------|-------|
| Purchase Order    | 2024-00000042                                    | Department | 05 Police                     | G/L Date        | 07/11/2023 | Amount     | 7,291 |
| Description       | MOTOROLA - FY24 SCDPS SRO GRANT #SR-033-N2202-24 | Vendor     | 3613 - MOTOROLA SOLUTIONS INC | Deliver by Date | 10/31/2023 | Voided     |       |
| Type              | Standard <b>ok</b>                               |            | MOTOROLA SOLUTIONS INC        | Printed Date    | 07/21/2023 | Discounted |       |
| Status            | Open                                             |            | PO BOX 404059                 | Completed Date  |            | Expensed   |       |
| Bill To Location  | P-04 - Finance                                   |            | ATLANTA, GA 30384-4059        | Expiration Date | 11/30/2023 | Remaining  | 7,291 |
| Assigned To Buyer |                                                  |            |                               |                 |            | Encumbered | 7,291 |
| Resolution Number | EQUIPMENT - HANDHELD RADIOS                      |            |                               |                 |            |            |       |



# OPEN PURCHASE ORDER REPORT - MONTHLY

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Report by Department - Purchase Order Number  
Summary Listing

Department 05 Police

|                   |                                                  |            |                                           |                 |            |            |        |
|-------------------|--------------------------------------------------|------------|-------------------------------------------|-----------------|------------|------------|--------|
| Purchase Order    | 2024-00000043                                    | Department | 05 Police                                 | G/L Date        | 07/11/2023 | Amount     | 8,722  |
| Description       | MOTOROLA - FY24 SCDPS SRO GRANT #SR-033-N2202-24 | Vendor     | 3613 - MOTOROLA SOLUTIONS INC             | Deliver by Date | 10/31/2023 | Voided     |        |
| Type              | Standard ok                                      |            | MOTOROLA SOLUTIONS INC                    | Printed Date    | 07/21/2023 | Discounted |        |
| Status            | Open                                             |            | PO BOX 404059                             | Completed Date  |            | Expensed   |        |
| Bill To Location  | P-04 - Finance                                   |            | ATLANTA, GA 30384-4059                    | Expiration Date | 11/30/2023 | Remaining  | 8,722  |
| Assigned To Buyer |                                                  |            |                                           |                 |            | Encumbered | 8,722  |
| Resolution Number | EQUIPMENT - MOBILE RADIOS                        |            |                                           |                 |            |            |        |
| Purchase Order    | 2024-00000050                                    | Department | 05 Police                                 | G/L Date        | 07/20/2023 | Amount     | 43,729 |
| Description       | VIC BAILEY FORD - POLICE DEPT ANIMAL CONTROL     | Vendor     | 745 - VIC BAILEY FORD INC                 | Deliver by Date | 10/30/2023 | Voided     |        |
| Type              | Standard ok                                      |            | VIC BAILEY FORD INC                       | Printed Date    | 07/21/2023 | Discounted |        |
| Status            | Open                                             |            | 501 E DANIEL MORGAN                       | Completed Date  |            | Expensed   |        |
| Bill To Location  | P-04 - Finance                                   |            | SPARTANBURG, SC 29304                     | Expiration Date | 11/30/2023 | Remaining  | 43,729 |
| Assigned To Buyer |                                                  |            |                                           |                 |            | Encumbered | 43,729 |
| Resolution Number | REPLACES VEH #619                                |            |                                           |                 |            |            |        |
| Purchase Order    | 2024-00000054                                    | Department | 05 Police                                 | G/L Date        | 07/24/2023 | Amount     | 20,000 |
| Description       | LENSLOCK INC - EQUIPMENT                         | Vendor     | 19359 - LENSLOCK INC                      | Deliver by Date | 10/30/2023 | Voided     |        |
| Type              | Standard ok                                      |            | LENSLOCK INC                              | Printed Date    | 07/31/2023 | Discounted |        |
| Status            | Open                                             |            | 13125 DANIELSON ST #112                   | Completed Date  |            | Expensed   | 20,000 |
| Bill To Location  | P-04 - Finance                                   |            | POWAY, CA 92064                           | Expiration Date | 11/30/2023 | Remaining  | 15,000 |
| Assigned To Buyer |                                                  |            |                                           |                 |            | Encumbered |        |
| Resolution Number | REPLACEMENT OF VEHICLES                          |            |                                           |                 |            |            |        |
| Purchase Order    | 2024-00000068                                    | Department | 05 Police                                 | G/L Date        | 08/07/2023 | Amount     | 10,000 |
| Description       | SC DJJ                                           | Vendor     | 4085 - SC DEPARTMENT OF JUVENILE JUSTICE  | Deliver by Date | 06/30/2024 | Voided     |        |
| Type              | Standard ok                                      |            | SC DEPARTMENT OF JUVENILE JUSTICE         | Printed Date    | 08/11/2023 | Discounted |        |
| Status            | Open                                             |            | P O BOX 21069                             | Completed Date  |            | Expensed   | 6,825  |
| Bill To Location  | P-04 - Finance                                   |            | COLUMBIA, SC 29221                        | Expiration Date | 07/30/2024 | Remaining  | 3,175  |
| Assigned To Buyer |                                                  |            |                                           |                 |            | Encumbered | 3,175  |
| Resolution Number | BLANKET - JUVENILE HOUSING                       |            |                                           |                 |            |            |        |
| Purchase Order    | 2024-00000078                                    | Department | 05 Police                                 | G/L Date        | 08/15/2023 | Amount     | 12,859 |
| Description       | MOBILE COMMUNICATIONS - VEH #619                 | Vendor     | 18200 - MOBILE COMMUNICATIONS AMERICA INC | Deliver by Date | 11/30/2023 | Voided     |        |
| Type              | Standard ok                                      |            | MOBILE COMMUNICATIONS AMERICA INC         | Printed Date    | 08/21/2023 | Discounted |        |
| Status            | Open                                             |            | DEPT #125                                 | Completed Date  |            | Expensed   |        |
| Bill To Location  | P-04 - Finance                                   |            | PO BOX 37904                              | Expiration Date | 12/31/2023 | Remaining  | 12,859 |
| Assigned To Buyer |                                                  |            | CHARLOTTE, NC 28237-7904                  |                 |            | Encumbered | 12,859 |
| Resolution Number | REPLACEMENT OF VEH #619                          |            |                                           |                 |            |            |        |

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Report by Department - Purchase Order Number  
Summary Listing

|                                                 |                                                                  |            |                                                     |                 |            |            |           |
|-------------------------------------------------|------------------------------------------------------------------|------------|-----------------------------------------------------|-----------------|------------|------------|-----------|
| Department 05 Police                            |                                                                  |            |                                                     |                 |            |            |           |
| Purchase Order                                  | 2024-00000172                                                    | Department | 05 Police                                           | G/L Date        | 11/21/2023 | Amount     | 56,409    |
| Description                                     | MOBILE COMMUNICATIONS AMERICA INC -                              | Vendor     | 18200 - MOBILE COMMUNICATIONS AMERICA INC           | Deliver by Date | 03/30/2024 | Voided     |           |
| Type                                            | Standard ok                                                      |            | MOBILE COMMUNICATIONS AMERICA INC                   | Printed Date    | 11/27/2023 | Discounted |           |
| Status                                          | Open                                                             |            | DEPT #125                                           | Completed Date  |            | Expensed   |           |
| Bill To Location                                | P-04 - Finance                                                   |            | PO BOX 37904                                        | Expiration Date | 06/30/2024 | Remaining  | 56,409    |
| Assigned To Buyer                               |                                                                  |            | CHARLOTTE, NC 28237-7904                            |                 |            | Encumbered | 56,409    |
| Resolution Number                               | VEHICLE UPGRADES                                                 |            |                                                     |                 |            |            |           |
|                                                 |                                                                  |            |                                                     |                 |            |            |           |
| Purchase Order                                  | 2024-00000192                                                    | Department | 05 Police                                           | G/L Date        | 11/03/2023 | Amount     | 159,819   |
| Description                                     | MOTOROLA SOLUTIONS - JAG SCDPS GRANT 5G000923                    | Vendor     | 3613 - MOTOROLA SOLUTIONS INC                       | Deliver by Date | 06/30/2024 | Voided     |           |
| Type                                            | Standard ok                                                      |            | MOTOROLA SOLUTIONS INC                              | Printed Date    | 01/05/2024 | Discounted |           |
| Status                                          | Open                                                             |            | PO BOX 404059                                       | Completed Date  |            | Expensed   |           |
| Bill To Location                                | P-04 - Finance                                                   |            | ATLANTA, GA 30384-4059                              | Expiration Date | 06/30/2024 | Remaining  | 159,819   |
| Assigned To Buyer                               |                                                                  |            |                                                     |                 |            | Encumbered | 159,819   |
| Resolution Number                               | RADIOS AND TASERS JAG SCDPS GRANT 5G000923                       |            |                                                     |                 |            |            |           |
|                                                 |                                                                  |            |                                                     |                 |            |            |           |
| Department 05 Police Totals                     |                                                                  |            |                                                     | Purchase Orders | 9          | Amount     | \$393,830 |
|                                                 |                                                                  |            |                                                     |                 |            | Voided     | \$0       |
|                                                 |                                                                  |            |                                                     |                 |            | Discounted | \$0       |
|                                                 |                                                                  |            |                                                     |                 |            | Expensed   | \$64,325  |
|                                                 |                                                                  |            |                                                     |                 |            | Remaining  | \$329,505 |
|                                                 |                                                                  |            |                                                     |                 |            | Encumbered | \$344,505 |
|                                                 |                                                                  |            |                                                     |                 |            |            |           |
| Department 09 Housing and Community Dev.        |                                                                  |            |                                                     |                 |            |            |           |
| Purchase Order                                  | 2024-00000147                                                    | Department | 09 Housing and Community Dev.                       | G/L Date        | 09/15/2023 | Amount     | 5,770     |
| Description                                     | SUMMIT ENGINEERING - CDBG GRANT #4-CE-20-007 - WEST END DEMO PRO | Vendor     | 19232 - SUMMIT ENGINEERING LABORATORY & TESTING INC | Deliver by Date | 06/30/2024 | Voided     |           |
| Type                                            | Standard                                                         |            | SUMMIT ENGINEERING LABORATORY & TESTING INC         | Printed Date    | 10/19/2023 | Discounted |           |
| Status                                          | Open ok                                                          |            | 3575 CENTRE CIRCLE                                  | Completed Date  |            | Expensed   | 200       |
| Bill To Location                                | P-04 - Finance                                                   |            | FORT MILL, SC 29715                                 | Expiration Date | 06/30/2024 | Remaining  | 5,570     |
| Assigned To Buyer                               |                                                                  |            |                                                     |                 |            | Encumbered | 5,570     |
| Resolution Number                               | WEST END NEIGHBORHOOD DEMO PROJECT - ASBESTOS TESTING            |            |                                                     |                 |            |            |           |
|                                                 |                                                                  |            |                                                     |                 |            |            |           |
| Department 09 Housing and Community Dev. Totals |                                                                  |            |                                                     | Purchase Orders | 1          | Amount     | \$5,770   |
|                                                 |                                                                  |            |                                                     |                 |            | Voided     | \$0       |
|                                                 |                                                                  |            |                                                     |                 |            | Discounted | \$0       |
|                                                 |                                                                  |            |                                                     |                 |            | Expensed   | \$200     |
|                                                 |                                                                  |            |                                                     |                 |            | Remaining  | \$5,570   |
|                                                 |                                                                  |            |                                                     |                 |            | Encumbered | \$5,570   |

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Summary Listing

|                   |                                                   |            |                                 |                 |            |            |        |
|-------------------|---------------------------------------------------|------------|---------------------------------|-----------------|------------|------------|--------|
| Department        | 11 Fire                                           |            |                                 |                 |            |            |        |
| Purchase Order    | 2024-00000057                                     | Department | 11 Fire                         | G/L Date        | 07/26/2023 | Amount     | 63,120 |
| Description       | COASTAL CHEVROLET - REPLACEMENT OF VEH #1131      | Vendor     | 82 - COASTAL CHEVROLET/CADILLAC | Deliver by Date | 09/30/2023 | Voided     |        |
| Type              | Standard ok                                       |            | COASTAL CHEVROLET/CADILLAC      | Printed Date    | 07/31/2023 | Discounted |        |
| Status            | Open                                              |            | PO BOX 9                        | Completed Date  |            | Expensed   |        |
| Bill To Location  | P-04 - Finance                                    |            | PAWLEYS ISLAND, SC 29585        | Expiration Date | 10/30/2023 | Remaining  | 63,120 |
| Assigned To Buyer |                                                   |            |                                 |                 |            | Encumbered | 63,120 |
| Resolution Number | REPLACEMENT OF VEH #1131                          |            |                                 |                 |            |            |        |
| Purchase Order    | 2024-00000065                                     | Department | 11 Fire                         | G/L Date        | 07/31/2023 | Amount     | 49,778 |
| Description       | MOTOROLA - FIRE DEPT                              | Vendor     | 3613 - MOTOROLA SOLUTIONS INC   | Deliver by Date | 12/31/2023 | Voided     |        |
| Type              | Standard                                          |            | MOTOROLA SOLUTIONS INC          | Printed Date    | 08/11/2023 | Discounted |        |
| Status            | Open ok                                           |            | PO BOX 404059                   | Completed Date  |            | Expensed   |        |
| Bill To Location  | P-04 - Finance                                    |            | ATLANTA, GA 30384-4059          | Expiration Date | 01/30/2024 | Remaining  | 49,778 |
| Assigned To Buyer |                                                   |            |                                 |                 |            | Encumbered | 49,778 |
| Resolution Number | PORTABLE AND IN-CAR RADIO REPLACEMENT             |            |                                 |                 |            |            |        |
| Purchase Order    | 2024-00000082                                     | Department | 11 Fire                         | G/L Date        | 08/11/2023 | Amount     | 25,000 |
| Description       | SCMIRF - MONTHLY DEDUCTIBLE FOR PROPERTY/LIAB INS | Vendor     | 330 - SCMIRF                    | Deliver by Date | 12/31/2023 | Voided     |        |
| Type              | Standard                                          |            | SCMIRF                          | Printed Date    | 08/25/2023 | Discounted |        |
| Status            | Open ok                                           |            | SC MUNICIPAL INSURANCE RISK AND | Completed Date  |            | Expensed   | 22,424 |
| Bill To Location  | P-04 - Finance                                    |            | FINANCING FUND                  | Expiration Date | 06/30/2024 | Remaining  | 2,575  |
| Assigned To Buyer |                                                   |            | PO BOX 12220                    |                 |            | Encumbered | 2,575  |
| Resolution Number | PROPERTY INSURANCE                                |            | COLUMBIA, SC 29211              |                 |            |            |        |
| Purchase Order    | 2024-00000136                                     | Department | 11 Fire                         | G/L Date        | 10/02/2023 | Amount     | 12,804 |
| Description       | MOTOROLA - FIRE DEPT RADIOS                       | Vendor     | 3613 - MOTOROLA SOLUTIONS INC   | Deliver by Date | 12/23/2023 | Voided     |        |
| Type              | Standard                                          |            | MOTOROLA SOLUTIONS INC          | Printed Date    | 10/06/2023 | Discounted |        |
| Status            | Open ok                                           |            | PO BOX 404059                   | Completed Date  |            | Expensed   |        |
| Bill To Location  | P-04 - Finance                                    |            | ATLANTA, GA 30384-4059          | Expiration Date | 12/31/2023 | Remaining  | 12,804 |
| Assigned To Buyer |                                                   |            |                                 |                 |            | Encumbered | 12,804 |
| Resolution Number | RADIOS                                            |            |                                 |                 |            |            |        |
| Purchase Order    | 2024-00000148                                     | Department | 11 Fire                         | G/L Date        | 10/02/2023 | Amount     | 67,146 |
| Description       | RHINEHART FIRE SERVICES - SCBA FOR FIRE DEPT      | Vendor     | 16567 - RHINEHART FIRE SERVICES | Deliver by Date | 12/31/2023 | Voided     |        |
| Type              | Standard ok                                       |            | RHINEHART FIRE SERVICES         | Printed Date    | 10/19/2023 | Discounted |        |
| Status            | Open                                              |            | PO BOX 36                       | Completed Date  |            | Expensed   |        |
| Bill To Location  | P-04 - Finance                                    |            | CANDLER, NC 28715               | Expiration Date | 06/30/2024 | Remaining  | 67,146 |
| Assigned To Buyer |                                                   |            |                                 |                 |            | Encumbered | 67,146 |
| Resolution Number | SCBA COMPRESSOR REPLACEMENT                       |            |                                 |                 |            |            |        |

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Report by Department - Purchase Order Number  
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## Department 11 Fire

Purchase Order 2024-00000193  
Description SCMIT QUARTERLY BILLING  
Type Standard **ok**  
Status Open  
Bill To Location P-04 - Finance  
Assigned To Buyer  
Resolution Number SCMIT QUARTERLY BILLING

Department 11 Fire  
Vendor 7475 - SCMIT  
SC MUNICIPAL INSURANCE TRUST  
PO BOX 12220  
COLUMBIA, SC 29211-2220

|                 |            |            |         |
|-----------------|------------|------------|---------|
| G/L Date        | 12/21/2023 | Amount     | 230,563 |
| Deliver by Date | 06/30/2024 | Voided     |         |
| Printed Date    | 01/05/2024 | Discounted |         |
| Completed Date  |            | Expensed   | 115,281 |
| Expiration Date | 06/30/2024 | Remaining  | 115,281 |
|                 |            | Encumbered | 115,281 |

|                           |                 |   |            |           |
|---------------------------|-----------------|---|------------|-----------|
| Department 11 Fire Totals | Purchase Orders | 6 | Amount     | \$448,412 |
|                           |                 |   | Voided     | \$0       |
|                           |                 |   | Discounted | \$0       |
|                           |                 |   | Expensed   | \$137,706 |
|                           |                 |   | Remaining  | \$310,706 |
|                           |                 |   | Encumbered | \$310,706 |

## Department 12 Public Works

Purchase Order 2024-00000015  
Description S & ME INC PROJ 1222  
Type Standard **ok**  
Status Open  
Bill To Location P-04 - Finance  
Assigned To Buyer  
Resolution Number BOBBY ALFORD CONTINGENCY PROJ 1222

Department 12 Public Works  
Vendor 1008 - S & ME INC  
S & ME INC  
PO BOX 277523  
ATLANTA, GA 30384-7523

|                 |            |            |        |
|-----------------|------------|------------|--------|
| G/L Date        | 07/06/2023 | Amount     | 12,990 |
| Deliver by Date | 09/06/2023 | Voided     |        |
| Printed Date    | 07/10/2023 | Discounted |        |
| Completed Date  |            | Expensed   | 1,277  |
| Expiration Date | 12/31/2023 | Remaining  | 11,712 |
|                 |            | Encumbered | 11,712 |

Purchase Order 2024-00000030  
Description DESTINY BREE BUTLER  
Type Standard **ok**  
Status Open  
Bill To Location P-04 - Finance  
Assigned To Buyer  
Resolution Number FLORAL INSTALLATION & MAINTENANCE

Department 12 Public Works  
Vendor 19306 - DESTINY BREE BUTLER  
DESTINY BREE BUTLER  
DBA SONGBIRD NURSERY  
1735 RICE STREET  
GEORGETOWN, SC 29440

|                 |            |            |        |
|-----------------|------------|------------|--------|
| G/L Date        | 07/12/2023 | Amount     | 37,466 |
| Deliver by Date | 08/30/2023 | Voided     |        |
| Printed Date    | 07/14/2023 | Discounted |        |
| Completed Date  |            | Expensed   | 19,726 |
| Expiration Date | 12/31/2023 | Remaining  | 17,740 |
|                 |            | Encumbered | 17,740 |

Purchase Order 2024-00000034  
Description ARC - DUKE STREET YARD PROJ #2001  
Type Standard  
Status Open **ok**  
Bill To Location P-04 - Finance  
Assigned To Buyer  
Resolution Number PROJ #2001

Department 12 Public Works  
Vendor 18295 - ASSOCIATES ROOFING & CONSTRUCTION INC  
ASSOCIATES ROOFING & CONSTRUCTION INC  
1135 BURGESS RD  
MURRELLS INLET, SC 29576

|                 |            |            |        |
|-----------------|------------|------------|--------|
| G/L Date        | 07/12/2023 | Amount     | 65,227 |
| Deliver by Date | 08/30/2023 | Voided     |        |
| Printed Date    | 07/21/2023 | Discounted |        |
| Completed Date  |            | Expensed   | 52,319 |
| Expiration Date | 09/30/2023 | Remaining  | 12,908 |
|                 |            | Encumbered | 12,908 |

Purchase Order 2024-00000039

Department 12 Public Works

|          |            |        |        |
|----------|------------|--------|--------|
| G/L Date | 07/17/2023 | Amount | 38,400 |
|----------|------------|--------|--------|





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Report by Department - Purchase Order Number  
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|                   |                                             |            |                                                |                 |            |            |
|-------------------|---------------------------------------------|------------|------------------------------------------------|-----------------|------------|------------|
| Department        | 12 Public Works                             |            |                                                |                 |            |            |
| Description       | GEORGETOWN COUNTY BOARD OF DISABILITIES     | Vendor     | 4200 - GEORGETOWN COUNTY BOARD OF DISABILITIES | Deliver by Date | 06/30/2024 | Voiced     |
| Type              | Standard                                    |            | GEORGETOWN COUNTY BOARD OF                     | Printed Date    | 07/21/2023 | Discounted |
| Status            | Open                                        |            | & SPECIAL NEEDS                                | Completed Date  |            | Expensed   |
| Bill To Location  | P-04 - Finance                              |            | PO BOX 1471                                    | Expiration Date | 07/30/2024 | Remaining  |
| Assigned To Buyer |                                             |            | GEORGETOWN, SC 29442                           |                 |            | Encumbered |
| Resolution Number | 6 MONTH BLANKET                             |            |                                                |                 |            | 19,604     |
| Purchase Order    | 2024-00000051                               | Department | 12 Public Works                                | G/L Date        | 07/17/2023 | Amount     |
| Description       | WRANGLER HOLDCO - DBA WASTE INDUSTRIES      | Vendor     | 18736 - WRANGLER HOLDCO CORP                   | Deliver by Date | 06/30/2024 | Voiced     |
| Type              | A GFL                                       |            |                                                | Printed Date    | 07/21/2023 | Discounted |
| Status            | Standard                                    |            | WRANGLER HOLDCO CORP                           | Completed Date  |            | Expensed   |
| Bill To Location  | Open                                        |            | DBA WASTE INDUSTRIES LLC                       | Expiration Date | 07/30/2024 | Remaining  |
| Assigned To Buyer | P-04 - Finance                              |            | A GFL ENVIRONMENTAL COMPANY                    |                 |            | Encumbered |
| Resolution Number | BLANKET FOR 12 MONTHS OF SERVICE            |            | 3301 BENSON DR SUITE 601                       |                 |            | 38,893     |
|                   |                                             |            | RALEIGH, NC 27609                              |                 |            | 38,893     |
| Purchase Order    | 2024-00000067                               | Department | 12 Public Works                                | G/L Date        | 08/02/2023 | Amount     |
| Description       | RISE ABOVE CONSULTING - WAYFINDING SIGNS    | Vendor     | 19441 - RISE ABOVE CONSULTING LLC              | Deliver by Date | 06/30/2024 | Voiced     |
| Type              | Standard                                    |            | RISE ABOVE CONSULTING LLC                      | Printed Date    | 08/11/2023 | Discounted |
| Status            | Open                                        |            | 7171 BRYHAWKE CIRCLE                           | Completed Date  |            | Expensed   |
| Bill To Location  | P-04 - Finance                              |            | SUITE 100                                      | Expiration Date | 07/30/2024 | Remaining  |
| Assigned To Buyer |                                             |            | NORTH CHARLESTON, SC 29418                     |                 |            | Encumbered |
| Resolution Number | WAYFINDING SIGNS                            |            |                                                |                 |            | 3,919      |
| Purchase Order    | 2024-00000075                               | Department | 12 Public Works                                | G/L Date        | 07/27/2023 | Amount     |
| Description       | KISHA GAMBLE - DBA RANDOLPHS KRAZY KLEANING | Vendor     | 19431 - KISHA GAMBLE                           | Deliver by Date | 06/30/2024 | Voiced     |
| Type              | Standard                                    |            |                                                | Printed Date    | 08/21/2023 | Discounted |
| Status            | Open                                        |            | KISHA GAMBLE                                   | Completed Date  |            | Expensed   |
| Bill To Location  | P-04 - Finance                              |            | DBA RANDOLPH KRAZY KLEANING SERVICES LLC       | Expiration Date | 07/30/2024 | Remaining  |
| Assigned To Buyer |                                             |            | 793 SOUTH SANTEE RD                            |                 |            | Encumbered |
| Resolution Number | JANITORIAL SERVICES                         |            | MC CLELLANVILLE, SC 29458                      |                 |            | 42,148     |
| Purchase Order    | 2024-00000077                               | Department | 12 Public Works                                | G/L Date        | 08/15/2023 | Amount     |
| Description       | CINTAS - SAFETY BOOTS                       | Vendor     | 6945 - CINTAS CORPORATION                      | Deliver by Date | 05/30/2024 | Voiced     |
| Type              | Standard                                    |            | CINTAS CORPORATION                             | Printed Date    | 08/21/2023 | Discounted |
| Status            | Open                                        |            | 1359 CANNON ROAD                               | Completed Date  |            | Expensed   |
| Bill To Location  | P-04 - Finance                              |            | MYRTLE BEACH, SC 29577                         | Expiration Date | 06/30/2024 | Remaining  |
| Assigned To Buyer |                                             |            |                                                |                 |            | Encumbered |
| Resolution Number | SAFETY BOOTS                                |            |                                                |                 |            | 5,187      |
| Purchase Order    | 2024-00000094                               | Department | 12 Public Works                                | G/L Date        | 07/17/2023 | Amount     |
|                   |                                             |            |                                                |                 |            | 5,090      |



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Report by Department - Purchase Order Number  
Summary Listing

|                            |                                                                  |            |                                               |                 |            |            |  |         |  |
|----------------------------|------------------------------------------------------------------|------------|-----------------------------------------------|-----------------|------------|------------|--|---------|--|
| Department 12 Public Works |                                                                  |            |                                               |                 |            |            |  |         |  |
| Description                | ASSOCIATES ROOFING & CONSTRUCTION INC - PROJ #1230               | Vendor     | 18295 - ASSOCIATES ROOFING & CONSTRUCTION INC | Deliver by Date | 06/30/2024 | Voided     |  |         |  |
| Type                       | Standard                                                         | ok         | ASSOCIATES ROOFING & CONSTRUCTION INC         | Printed Date    | 09/08/2023 | Discounted |  |         |  |
| Status                     | Open                                                             |            | 1135 BURGESS RD                               | Completed Date  |            | Expensed   |  | 2,166   |  |
| Bill To Location           | P-04 - Finance                                                   |            | MURRELLS INLET, SC 29576                      | Expiration Date | 06/30/2024 | Remaining  |  | 2,923   |  |
| Assigned To Buyer          |                                                                  |            |                                               |                 |            | Encumbered |  | 2,923   |  |
| Resolution Number          | EAST BAY PARK PUBLIC BOAT LANDING IMPROVEMENT PROJ #1230         |            |                                               |                 |            |            |  |         |  |
| Purchase Order             | 2024-00000095                                                    | Department | 12 Public Works                               | G/L Date        | 07/17/2023 | Amount     |  | 38,449  |  |
| Description                | ROSENBLUM COE - EBP BOBBY ALFORD BLDG PROJ #1222 - CV1-019       | Vendor     | 18750 - ROSENBLUM COE ARCHITECTS INC          | Deliver by Date | 06/30/2024 | Voided     |  |         |  |
| Type                       | Standard                                                         |            | ROSENBLUM COE ARCHITECTS INC                  | Printed Date    | 09/08/2023 | Discounted |  |         |  |
| Status                     | Open                                                             | ok         | 1643 MEANS ST                                 | Completed Date  |            | Expensed   |  | 9,473   |  |
| Bill To Location           | P-04 - Finance                                                   |            | CHARLESTON, SC 29412                          | Expiration Date | 06/30/2024 | Remaining  |  | 28,975  |  |
| Assigned To Buyer          |                                                                  |            |                                               |                 |            | Encumbered |  | 28,975  |  |
| Resolution Number          | EAST BAY PARK IMPROVEMENTS - BOBBY ALFORD BLDG PROJ #1222        |            |                                               |                 |            |            |  |         |  |
| Purchase Order             | 2024-00000096                                                    | Department | 12 Public Works                               | G/L Date        | 07/17/2023 | Amount     |  | 285,483 |  |
| Description                | AMICK EQUIPMENT - REPLACEMENT OF GARBAGE TRUCK #1305             | Vendor     | 19 - AMICK EQUIPMENT COMPANY INC              | Deliver by Date | 12/31/2023 | Voided     |  |         |  |
| Type                       | Standard                                                         | ok         | AMICK EQUIPMENT COMPANY INC                   | Printed Date    | 09/08/2023 | Discounted |  |         |  |
| Status                     | Open                                                             |            | PO BOX 1965                                   | Completed Date  |            | Expensed   |  |         |  |
| Bill To Location           | P-04 - Finance                                                   |            | LEXINGTON, SC 29071                           | Expiration Date | 06/30/2024 | Remaining  |  | 285,483 |  |
| Assigned To Buyer          |                                                                  |            |                                               |                 |            | Encumbered |  | 285,483 |  |
| Resolution Number          | REPLACEMENT OF GARBAGE TRUCK #1305                               |            |                                               |                 |            |            |  |         |  |
| Purchase Order             | 2024-00000098                                                    | Department | 12 Public Works                               | G/L Date        | 07/17/2023 | Amount     |  | 28,400  |  |
| Description                | CAGLE CONSULTING - GILBERT, HAWKINS, BUTT ST SIDEWALK PROJ #1236 | Vendor     | 17829 - CAGLE CONSULTING ENGINEERS LLC        | Deliver by Date | 06/30/2024 | Voided     |  |         |  |
| Type                       | Standard                                                         |            | CAGLE CONSULTING ENGINEERS LLC                | Printed Date    | 09/08/2023 | Discounted |  |         |  |
| Status                     | Open                                                             | ok         | 181 E EVANS ST SUITE E2                       | Completed Date  |            | Expensed   |  | 19,000  |  |
| Bill To Location           | P-04 - Finance                                                   |            | FLORENCE, SC 29508                            | Expiration Date | 06/30/2024 | Remaining  |  | 9,400   |  |
| Assigned To Buyer          |                                                                  |            |                                               |                 |            | Encumbered |  | 9,400   |  |
| Resolution Number          | PROJ #1236                                                       |            |                                               |                 |            |            |  |         |  |
| Purchase Order             | 2024-00000099                                                    | Department | 12 Public Works                               | G/L Date        | 07/17/2023 | Amount     |  | 15,430  |  |
| Description                | HANNA ENGINEERING - PROJ #2402 - CDGB #4-SP-22-004               | Vendor     | 18731 - HANNA ENGINEERING LLC                 | Deliver by Date | 06/30/2024 | Voided     |  |         |  |
| Type                       | Standard                                                         | ok         | HANNA ENGINEERING LLC                         | Printed Date    | 09/08/2023 | Discounted |  |         |  |
| Status                     | Open                                                             |            | 2412 PISGAH RD                                | Completed Date  |            | Expensed   |  | 1,130   |  |
| Bill To Location           | P-04 - Finance                                                   |            | FLORENCE, SC 29501                            | Expiration Date | 06/30/2024 | Remaining  |  | 14,300  |  |
| Assigned To Buyer          |                                                                  |            |                                               |                 |            | Encumbered |  | 14,300  |  |

Attachment: Finance Department Open PO January 2024 Report (4038 : Finance and IT Department



# OPEN PURCHASE ORDER REPORT - MONTHLY

14.K.5

As of G/L Date 01/31/2024  
Report by Department - Purchase Order Number  
Summary Listing

|                            |  |                                                                 |  |            |  |                                            |  |                 |  |            |  |            |  |         |  |
|----------------------------|--|-----------------------------------------------------------------|--|------------|--|--------------------------------------------|--|-----------------|--|------------|--|------------|--|---------|--|
| Department 12 Public Works |  |                                                                 |  |            |  |                                            |  |                 |  |            |  |            |  |         |  |
| Resolution Number          |  | PROJ #2402 - CDGB #4-SP-22-004 CLELAND ST PARKING LOT           |  |            |  |                                            |  |                 |  |            |  |            |  |         |  |
| Purchase Order             |  | 2024-00000101                                                   |  | Department |  | 12 Public Works                            |  | G/L Date        |  | 07/17/2023 |  | Amount     |  | 875,951 |  |
| Description                |  | PYRAMID CONTRACTING - PROJ 1222                                 |  | Vendor     |  | 19376 - PYRAMID CONTRACTING                |  | Deliver by Date |  | 06/30/2024 |  | Voided     |  |         |  |
| Type                       |  | Standard                                                        |  |            |  | PYRAMID CONTRACTING                        |  | Printed Date    |  | 09/08/2023 |  | Discounted |  |         |  |
| Status                     |  | Open                                                            |  | ok         |  | 951 WESTERN LANE                           |  | Completed Date  |  |            |  | Expensed   |  |         |  |
| Bill To Location           |  | P-04 - Finance                                                  |  |            |  | IRMO, SC 29063                             |  | Expiration Date |  | 06/30/2024 |  | Remaining  |  | 875,951 |  |
| Assigned To Buyer          |  |                                                                 |  |            |  |                                            |  |                 |  |            |  | Encumbered |  | 875,951 |  |
| Resolution Number          |  | EAST BAY PARK - BOBBY ALFORD PAVILLION PROJ #1222               |  |            |  |                                            |  |                 |  |            |  |            |  |         |  |
| Purchase Order             |  | 2024-00000102                                                   |  | Department |  | 12 Public Works                            |  | G/L Date        |  | 07/19/2023 |  | Amount     |  | 25,000  |  |
| Description                |  | ROWE PROFESSIONAL SERVICE - PROJECT #2403                       |  | Vendor     |  | 18619 - ROWE PROFESSIONAL SERVICES COMPANY |  | Deliver by Date |  | 12/30/2023 |  | Voided     |  |         |  |
| Type                       |  | Standard                                                        |  | ok         |  | ROWE PROFESSIONAL SERVICES COMPANY         |  | Printed Date    |  | 09/08/2023 |  | Discounted |  |         |  |
| Status                     |  | Open                                                            |  |            |  | 540 S SAGINAW ST STE 200                   |  | Completed Date  |  |            |  | Expensed   |  | 4,200   |  |
| Bill To Location           |  | P-04 - Finance                                                  |  |            |  | FLINT, MI 48502                            |  | Expiration Date |  | 06/30/2024 |  | Remaining  |  | 20,800  |  |
| Assigned To Buyer          |  |                                                                 |  |            |  |                                            |  |                 |  |            |  | Encumbered |  | 20,800  |  |
| Resolution Number          |  | HOWARD SCHOOL PARK PROJECT #2403                                |  |            |  |                                            |  |                 |  |            |  |            |  |         |  |
| Purchase Order             |  | 2024-00000103                                                   |  | Department |  | 12 Public Works                            |  | G/L Date        |  | 07/19/2023 |  | Amount     |  | 31,025  |  |
| Description                |  | GREENBERG FARROW ARCH - PROJ #2403                              |  | Vendor     |  | 19433 - GREENBERG FARROW ARCHITECTURE INC  |  | Deliver by Date |  | 06/30/2024 |  | Voided     |  |         |  |
| Type                       |  | Standard                                                        |  |            |  | GREENBERG FARROW ARCHITECTURE INC          |  | Printed Date    |  | 09/08/2023 |  | Discounted |  |         |  |
| Status                     |  | Open                                                            |  | ok         |  | DBA SGA NW, A GF DESIGN COMPANY            |  | Completed Date  |  |            |  | Expensed   |  | 3,724   |  |
| Bill To Location           |  | P-04 - Finance                                                  |  |            |  | 1230 PEACHTREE ST NE SUITE 2900            |  | Expiration Date |  | 06/30/2024 |  | Remaining  |  | 27,300  |  |
| Assigned To Buyer          |  |                                                                 |  |            |  | ATLANTA, GA 30309                          |  |                 |  |            |  | Encumbered |  | 27,300  |  |
| Resolution Number          |  | HOWARD SCHOOL PARK PROJ #2403                                   |  |            |  |                                            |  |                 |  |            |  |            |  |         |  |
| Purchase Order             |  | 2024-00000160                                                   |  | Department |  | 12 Public Works                            |  | G/L Date        |  | 11/01/2023 |  | Amount     |  | 25,968  |  |
| Description                |  | MEGA SIGN LLC - PORTABLE LED DISPLAY SINGLE SIDED MESSAGE BOARD |  | Vendor     |  | 19516 - MEGA SIGN INC.                     |  | Deliver by Date |  | 12/31/2023 |  | Voided     |  |         |  |
| Type                       |  | Standard                                                        |  | ok         |  | DBA MEGA LED TECHNOLOGY                    |  | Printed Date    |  | 11/03/2023 |  | Discounted |  |         |  |
| Status                     |  | Open                                                            |  |            |  | 2601 PINWOOD DR                            |  | Completed Date  |  |            |  | Expensed   |  |         |  |
| Bill To Location           |  | P-12 - Public Works                                             |  |            |  | GRAND PRAIRIE, TX 75051                    |  | Expiration Date |  | 06/30/2024 |  | Remaining  |  | 25,968  |  |
| Assigned To Buyer          |  |                                                                 |  |            |  |                                            |  |                 |  |            |  | Encumbered |  | 25,968  |  |
| Resolution Number          |  | MESSAGE BOARD                                                   |  |            |  |                                            |  |                 |  |            |  |            |  |         |  |
| Purchase Order             |  | 2024-00000163                                                   |  | Department |  | 12 Public Works                            |  | G/L Date        |  | 11/07/2023 |  | Amount     |  | 5,930   |  |
| Description                |  | ANIXTER POWER SOLUTIONS INC                                     |  | Vendor     |  | 4559 - ANIXTER INC                         |  | Deliver by Date |  | 12/31/2023 |  | Voided     |  |         |  |
| Type                       |  | Standard                                                        |  | ok         |  | ANIXTER POWER SOLUTIONS LLC                |  | Printed Date    |  | 11/13/2023 |  | Discounted |  |         |  |
| Status                     |  | Open                                                            |  |            |  | 801 PULASKI STREET                         |  | Completed Date  |  |            |  | Expensed   |  | 2,403   |  |
| Bill To Location           |  | P-04 - Finance                                                  |  |            |  | COLUMBIA, SC 29201                         |  | Expiration Date |  | 06/30/2024 |  | Remaining  |  | 3,527   |  |

Attachment: Finance Department Open PO January 2024 Report (4038 : Finance and IT Dept)

Attachment: Finance Department Open PO January 2024 Report (4038 : Finance and IT Department



# OPEN PURCHASE ORDER REPORT - MONTHLY

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As of G/L Date 01/31/24

Report by Department - Purchase Order Number  
Summary Listing

Department **12 Public Works**

Assigned To Buyer

Resolution Number AUTOMATIC DOOR LOCKS & SOFTWARE

Encumbered 3,527

Purchase Order 2024-00000177  
Description THE CART GUY - QTY 450 ROLL OUT CARTS FOR RESIDENTIAL CUST.  
Type Standard  
Status Open **ok**  
Bill To Location P-12 - Public Works  
Assigned To Buyer  
Resolution Number ROLL OUT CARTS

Department 12 Public Works  
Vendor 18827 - THE CART GUY LLC  
THE CART GUY LLC  
2929 N 215TH ST W  
COLWICH, KS 67030

G/L Date 11/27/2023 Amount 31,977  
Deliver by Date 03/30/2024 Voided  
Printed Date 12/01/2023 Discounted  
Completed Date Expensed  
Expiration Date 06/30/2024 Remaining 31,977  
Encumbered 31,977

Purchase Order 2024-00000203  
Description BENTON CONCRETE - PROJ #1236  
Type Standard **ok**  
Status Open  
Bill To Location P-04 - Finance  
Assigned To Buyer  
Resolution Number SIDEWALK REPAIRS PROJECT #1236

Department 12 Public Works  
Vendor 17780 - BENTON CONCRETE & UTILITIES LLC  
BENTON CONCRETE & UTILITIES LLC  
PO BOX 797  
CONWAY, SC 29528

G/L Date 01/19/2024 Amount 218,125  
Deliver by Date 06/30/2024 Voided  
Printed Date 01/25/2024 Discounted  
Completed Date Expensed  
Expiration Date 06/30/2024 Remaining 218,125  
Encumbered 218,125

Purchase Order 2024-00000205  
Description TYCH & WALKER ARCHHITECTS - PROJ #1926 #1234 #3501  
Type Standard **ok**  
Status Open  
Bill To Location P-04 - Finance  
Assigned To Buyer  
Resolution Number ARCHITECTURAL SERVICES

Department 12 Public Works  
Vendor 5010 - TYCH & WALKER ARCHITECTS, LLP  
TYCH & WALKER ARCHITECTS, LLP  
PO BOX 1507  
Murrells Inlet, SC 29576

G/L Date 01/31/2024 Amount 32,000  
Deliver by Date 06/30/2024 Voided  
Printed Date 02/01/2024 Discounted  
Completed Date Expensed  
Expiration Date 06/30/2024 Remaining 32,000  
Encumbered 32,000

Department **12 Public Works** Totals

Purchase Orders 21  
Amount \$1,963,485  
Voided \$0  
Discounted \$0  
Expensed \$222,701  
Remaining \$1,732,661  
Encumbered \$1,686,697

Department **19 Electric**

Purchase Order 2024-00000018  
Description BORDER STATES INDUSTRIES  
Type Blanket  
Status Open **ok**  
Bill To Location P-04 - Finance  
Assigned To Buyer

Department 19 Electric  
Vendor 18809 - BORDER STATES INDUSTRIES INC  
BORDER STATES INDUSTRIES INC  
PO BOX 603585  
CHARLOTTE, NC 28260-3585

G/L Date 07/05/2023 Amount 75,000  
Deliver by Date 06/30/2024 Voided  
Printed Date 07/14/2023 Discounted  
Completed Date Expensed 68,530  
Expiration Date 06/30/2024 Remaining 6,469  
Encumbered



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Report by Department - Purchase Order Number  
Summary Listing

|                                                 |                              |            |                                         |                 |            |            |        |
|-------------------------------------------------|------------------------------|------------|-----------------------------------------|-----------------|------------|------------|--------|
| Department 19 Electric                          |                              |            |                                         |                 |            |            |        |
| Resolution Number BLANKET INVENTORY MATERIALS   |                              |            |                                         |                 |            |            |        |
| Purchase Order                                  | 2024-00000019                | Department | 19 Electric                             | G/L Date        | 07/05/2023 | Amount     | 75,000 |
| Description                                     | LINE EQUIPMENT SALES CO INC  | Vendor     | 8540 - LINE EQUIPMENT SALES CO INC      | Deliver by Date | 06/30/2024 | Voided     |        |
| Type                                            | Blanket ok                   |            | LINE EQUIPMENT SALES CO INC             | Printed Date    | 07/14/2023 | Discounted |        |
| Status                                          | Open                         |            | ELECTRIC UTILITY SUPPLY LTD             | Completed Date  |            | Expensed   | 52,733 |
| Bill To Location                                | P-04 - Finance               |            | PO BOX 3269                             | Expiration Date | 06/30/2024 | Remaining  | 22,266 |
| Assigned To Buyer                               |                              |            | WEST COLUMBIA, SC 29171-3269            |                 |            | Encumbered |        |
| Resolution Number BLANKET - INVENTORY MATERIALS |                              |            |                                         |                 |            |            |        |
| Purchase Order                                  | 2024-00000020                | Department | 19 Electric                             | G/L Date        | 07/05/2023 | Amount     | 25,000 |
| Description                                     | WESCO DISTRIBUTION I NC      | Vendor     | 367 - WESCO DISTRIBUTION INC            | Deliver by Date | 06/30/2024 | Voided     |        |
| Type                                            | Blanket ok                   |            | WESCO DISTRIBUTION INC                  | Printed Date    | 07/14/2023 | Discounted |        |
| Status                                          | Open                         |            | 1050 CHRIS CIRCLE                       | Completed Date  |            | Expensed   |        |
| Bill To Location                                | P-04 - Finance               |            | WEST COLUMBIA, SC 29170                 | Expiration Date | 06/30/2024 | Remaining  | 25,000 |
| Assigned To Buyer                               |                              |            |                                         |                 |            | Encumbered |        |
| Resolution Number BLANKET - INVENTORY MATERIALS |                              |            |                                         |                 |            |            |        |
| Purchase Order                                  | 2024-00000021                | Department | 19 Electric                             | G/L Date        | 07/05/2023 | Amount     | 22,611 |
| Description                                     | CANNON TECHNOLOGIES - METERS | Vendor     | 16312 - CANNON TECHNOLOGIES INC         | Deliver by Date | 06/30/2024 | Voided     |        |
| Type                                            | Standard ok                  |            | CANNON TECHNOLOGIES INC                 | Printed Date    | 07/14/2023 | Discounted |        |
| Status                                          | Open                         |            | DBA EATON CORP                          | Completed Date  |            | Expensed   | 19,800 |
| Bill To Location                                | P-04 - Finance               |            | 28370 NETWORK PLACE                     | Expiration Date | 06/30/2024 | Remaining  | 2,811  |
| Assigned To Buyer                               |                              |            | CHICAGO, IL 60673-1283                  |                 |            | Encumbered |        |
| Resolution Number INVENTORY                     |                              |            |                                         |                 |            |            |        |
| Purchase Order                                  | 2024-00000023                | Department | 19 Electric                             | G/L Date        | 07/05/2023 | Amount     | 75,000 |
| Description                                     | UTILITY TRANSFORMER BROKERS  | Vendor     | 19316 - UTILITY TRANSFORMER BROKERS LLC | Deliver by Date | 06/30/2024 | Voided     |        |
| Type                                            | Blanket ok                   |            | UTILITY TRANSFORMER BROKERS LLC         | Printed Date    | 07/14/2023 | Discounted |        |
| Status                                          | Open                         |            | PO BOX 535                              | Completed Date  |            | Expensed   | 16,556 |
| Bill To Location                                | P-04 - Finance               |            | SANTAQUIN, UT 84655                     | Expiration Date | 06/30/2024 | Remaining  | 58,444 |
| Assigned To Buyer                               |                              |            |                                         |                 |            | Encumbered |        |
| Resolution Number INVENTORY                     |                              |            |                                         |                 |            |            |        |
| Purchase Order                                  | 2024-00000024                | Department | 19 Electric                             | G/L Date        | 07/05/2023 | Amount     | 69,200 |
| Description                                     | UTILITY TRANSFORMER BROKERS  | Vendor     | 19316 - UTILITY TRANSFORMER BROKERS LLC | Deliver by Date | 06/30/2024 | Voided     |        |
| Type                                            | Standard ok                  |            | UTILITY TRANSFORMER BROKERS LLC         | Printed Date    | 07/14/2023 | Discounted |        |
| Status                                          | Open                         |            | PO BOX 535                              | Completed Date  |            | Expensed   |        |
| Bill To Location                                | P-04 - Finance               |            | SANTAQUIN, UT 84655                     | Expiration Date | 06/30/2024 | Remaining  | 69,200 |
| Assigned To Buyer                               |                              |            |                                         |                 |            | Encumbered |        |
| Resolution Number INVENTORY                     |                              |            |                                         |                 |            |            |        |
| Purchase Order                                  | 2024-00000025                | Department | 19 Electric                             | G/L Date        | 07/05/2023 | Amount     | 65,000 |





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Report by Department - Purchase Order Number  
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|                   |                                                         |            |                                       |                 |            |            |
|-------------------|---------------------------------------------------------|------------|---------------------------------------|-----------------|------------|------------|
| Department        | 19 Electric                                             |            |                                       |                 |            |            |
| Description       | COASTAL STRUCTURES - CONTRACTING OF EMPLOYEE            | Vendor     | 6524 - COASTAL STRUCTURES CORPORATION | Deliver by Date | 06/30/2024 | Voided     |
| Type              | Blanket                                                 |            |                                       | Printed Date    | 07/14/2023 | Discounted |
| Status            | Open                                                    |            | COASTAL STRUCTURES CORPORATION        | Completed Date  |            | Expensed   |
| Bill To Location  | P-04 - Finance                                          |            | PO BOX 937                            | Expiration Date | 06/30/2024 | Remaining  |
| Assigned To Buyer |                                                         |            | GEORGETOWN, SC 29442                  |                 |            | Encumbered |
| Resolution Number | PROFESSIONAL SERVICES                                   |            |                                       |                 |            |            |
| Purchase Order    | 2024-00000027                                           | Department | 19 Electric                           | G/L Date        | 07/07/2023 | Amount     |
| Description       | SUNBELT SOLOMON SERVICES                                | Vendor     | 19074 - SUNBELT SOLOMON SERVICES LLC  | Deliver by Date | 06/30/2024 | Voided     |
| Type              | Standard                                                |            | SUNBELT SOLOMON SERVICES LLC          | Printed Date    | 07/14/2023 | Discounted |
| Status            | Open                                                    |            | PO BOX 245                            | Completed Date  |            | Expensed   |
| Bill To Location  | P-04 - Finance                                          |            | SOLOMON, KS 67480                     | Expiration Date | 06/30/2024 | Remaining  |
| Assigned To Buyer |                                                         |            |                                       |                 |            | Encumbered |
| Resolution Number | BLANKET - SOLE SOURCE                                   |            |                                       |                 |            |            |
| Purchase Order    | 2024-00000072                                           | Department | 19 Electric                           | G/L Date        | 07/26/2023 | Amount     |
| Description       | SUMTER UTILITIES                                        | Vendor     | 16338 - SUMTER UTILITIES INC          | Deliver by Date | 06/30/2024 | Voided     |
| Type              | Blanket                                                 |            | SUMTER UTILITIES                      | Printed Date    | 08/11/2023 | Discounted |
| Status            | Open                                                    |            | PO BOX 579                            | Completed Date  |            | Expensed   |
| Bill To Location  | P-04 - Finance                                          |            | SUMTER, SC 29151-0579                 | Expiration Date | 07/30/2024 | Remaining  |
| Assigned To Buyer |                                                         |            |                                       |                 |            | Encumbered |
| Resolution Number | ELECTRIC DISTRIBUTION CONTRACTOR - LINE CREW ASSISTANCE |            |                                       |                 |            |            |
| Purchase Order    | 2024-00000089                                           | Department | 19 Electric                           | G/L Date        | 08/23/2023 | Amount     |
| Description       | SUNBELT SOLOMON SERVICES                                | Vendor     | 19074 - SUNBELT SOLOMON SERVICES LLC  | Deliver by Date | 06/30/2024 | Voided     |
| Type              | Standard                                                |            | SUNBELT SOLOMON SERVICES LLC          | Printed Date    | 09/01/2023 | Discounted |
| Status            | Open                                                    |            | PO BOX 245                            | Completed Date  |            | Expensed   |
| Bill To Location  | P-04 - Finance                                          |            | SOLOMON, KS 67480                     | Expiration Date | 06/30/2024 | Remaining  |
| Assigned To Buyer |                                                         |            |                                       |                 |            | Encumbered |
| Resolution Number | BLANKET - SOLE SOURCE                                   |            |                                       |                 |            |            |
| Purchase Order    | 2024-00000090                                           | Department | 19 Electric                           | G/L Date        | 08/24/2023 | Amount     |
| Description       | BORDER STATES INDUSTRIES                                | Vendor     | 18809 - BORDER STATES INDUSTRIES INC  | Deliver by Date | 06/30/2024 | Voided     |
| Type              | Blanket                                                 |            | BORDER STATES INDUSTRIES INC          | Printed Date    | 09/01/2023 | Discounted |
| Status            | Open                                                    |            | PO BOX 603585                         | Completed Date  |            | Expensed   |
| Bill To Location  | P-04 - Finance                                          |            | CHARLOTTE, NC 28260-3585              | Expiration Date | 06/30/2024 | Remaining  |
| Assigned To Buyer |                                                         |            |                                       |                 |            | Encumbered |
| Resolution Number | BLANKET INVENTORY MATERIALS                             |            |                                       |                 |            |            |
| Purchase Order    | 2024-00000113                                           | Department | 19 Electric                           | G/L Date        | 08/16/2023 | Amount     |
| Description       | XYLEM INC                                               | Vendor     | 19243 - XYLEM INC                     | Deliver by Date | 06/30/2024 | Voided     |





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Report by Department - Purchase Order Number  
Summary Listing

|                        |                                             |    |                                                                                                                       |                 |            |                                       |  |
|------------------------|---------------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------|-----------------|------------|---------------------------------------|--|
| Department 19 Electric |                                             |    |                                                                                                                       |                 |            |                                       |  |
| Type                   | Blanket                                     | ok | XYLEM INC<br>208 E PLUME ST SUITE 250<br>NORFOLK, VA 23510                                                            | Printed Date    | 09/08/2023 | Discounted                            |  |
| Status                 | Open                                        |    |                                                                                                                       | Completed Date  |            | Expensed 58,473                       |  |
| Bill To Location       | P-04 - Finance                              |    |                                                                                                                       | Expiration Date | 06/30/2024 | Remaining 66,526<br>Encumbered 66,526 |  |
| Assigned To Buyer      |                                             |    |                                                                                                                       |                 |            |                                       |  |
| Resolution Number      | TREE CREW SERVICES CONTRACT LABOR           |    |                                                                                                                       |                 |            |                                       |  |
| Purchase Order         | 2024-00000124                               |    | Department 19 Electric                                                                                                | G/L Date        | 07/10/2023 | Amount 45,839                         |  |
| Description            | UTILITY TECHNOLOGY - PROJ 1927              |    | Vendor 6254 - UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC                                                           | Deliver by Date | 06/30/2024 | Voided                                |  |
| Type                   | Blanket                                     | ok | UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC<br>DBA UTILITY TECHNOLOGY<br>147 DUBLIN SQUARE RD<br>ASHEBORO, NC 27203 | Printed Date    | 09/15/2023 | Discounted                            |  |
| Status                 | Open                                        |    |                                                                                                                       | Completed Date  |            | Expensed                              |  |
| Bill To Location       | P-04 - Finance                              |    |                                                                                                                       | Expiration Date | 06/30/2024 | Remaining 45,839<br>Encumbered 45,839 |  |
| Assigned To Buyer      |                                             |    |                                                                                                                       |                 |            |                                       |  |
| Resolution Number      | PROFESSIONAL SERVICES                       |    |                                                                                                                       |                 |            |                                       |  |
| Purchase Order         | 2024-00000128                               |    | Department 19 Electric                                                                                                | G/L Date        | 09/14/2023 | Amount 24,750                         |  |
| Description            | CANNON TECHNOLOGIES - METER INVENTORY       |    | Vendor 16312 - CANNON TECHNOLOGIES INC                                                                                | Deliver by Date | 03/31/2024 | Voided                                |  |
| Type                   | Standard                                    | ok | CANNON TECHNOLOGIES INC<br>DBA EATON CORP<br>28370 NETWORK PLACE<br>CHICAGO, IL 60673-1283                            | Printed Date    | 09/22/2023 | Discounted                            |  |
| Status                 | Open                                        |    |                                                                                                                       | Completed Date  |            | Expensed                              |  |
| Bill To Location       | P-04 - Finance                              |    |                                                                                                                       | Expiration Date | 06/30/2024 | Remaining 24,750<br>Encumbered        |  |
| Assigned To Buyer      |                                             |    |                                                                                                                       |                 |            |                                       |  |
| Resolution Number      | INVENTORY                                   |    |                                                                                                                       |                 |            |                                       |  |
| Purchase Order         | 2024-00000138                               |    | Department 19 Electric                                                                                                | G/L Date        | 10/03/2023 | Amount 43,749                         |  |
| Description            | LINE EQUIPMENT - PROJ 1927                  |    | Vendor 8540 - LINE EQUIPMENT SALES CO INC                                                                             | Deliver by Date | 06/30/2024 | Voided                                |  |
| Type                   | Standard                                    | ok | LINE EQUIPMENT SALES CO INC<br>ELECTRIC UTILITY SUPPLY LTD<br>PO BOX 3269<br>WEST COLUMBIA, SC 29171-3269             | Printed Date    | 10/06/2023 | Discounted                            |  |
| Status                 | Open                                        |    |                                                                                                                       | Completed Date  |            | Expensed                              |  |
| Bill To Location       | P-04 - Finance                              |    |                                                                                                                       | Expiration Date | 06/30/2024 | Remaining 43,749<br>Encumbered 43,749 |  |
| Assigned To Buyer      |                                             |    |                                                                                                                       |                 |            |                                       |  |
| Resolution Number      | MATERIALS FOR FRONT ST UG UPGRADE PROJ 1927 |    |                                                                                                                       |                 |            |                                       |  |
| Purchase Order         | 2024-00000139                               |    | Department 19 Electric                                                                                                | G/L Date        | 10/03/2023 | Amount 19,458                         |  |
| Description            | LINE EQUIPMENT - INVENTORY                  |    | Vendor 8540 - LINE EQUIPMENT SALES CO INC                                                                             | Deliver by Date | 06/30/2024 | Voided                                |  |
| Type                   | Standard                                    | ok | LINE EQUIPMENT SALES CO INC<br>ELECTRIC UTILITY SUPPLY LTD<br>PO BOX 3269<br>WEST COLUMBIA, SC 29171-3269             | Printed Date    | 10/06/2023 | Discounted                            |  |
| Status                 | Open                                        |    |                                                                                                                       | Completed Date  |            | Expensed                              |  |
| Bill To Location       | P-04 - Finance                              |    |                                                                                                                       | Expiration Date | 06/30/2024 | Remaining 19,458<br>Encumbered        |  |
| Assigned To Buyer      |                                             |    |                                                                                                                       |                 |            |                                       |  |
| Resolution Number      | INVENTORY                                   |    |                                                                                                                       |                 |            |                                       |  |
| Purchase Order         | 2024-00000140                               |    | Department 19 Electric                                                                                                | G/L Date        | 10/03/2023 | Amount 31,613                         |  |
| Description            | BORDER STATES INDUSTRIES - INVENTORY        |    | Vendor 18809 - BORDER STATES INDUSTRIES INC                                                                           | Deliver by Date | 06/30/2024 | Voided                                |  |



# OPEN PURCHASE ORDER REPORT - MONTHLY

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Report by Department - Purchase Order Number  
Summary Listing

Department 19 Electric

Type Standard  
Status Open **ok**  
Bill To Location P-04 - Finance  
Assigned To Buyer  
Resolution Number INVENTORY ITEMS

BORDER STATES INDUSTRIES INC  
PO BOX 603585  
CHARLOTTE, NC 28260-3585

Printed Date 10/06/2023  
Completed Date  
Expiration Date 06/30/2024  
Discounted Expensed 31,457  
Remaining Encumbered 3,810

Purchase Order 2024-00000142  
Description COLONIAL OIL INDUSTRIES - DIESEL FUEL FOR GENERATORS

Department 19 Electric  
Vendor 18729 - COLONIAL OIL INDUSTRIES INC

G/L Date 10/09/2023  
Deliver by Date 06/30/2024  
Amount 26,009  
Voided

Type Standard  
Status Open **ok**  
Bill To Location P-04 - Finance  
Assigned To Buyer  
Resolution Number FUEL FOR GENERATORS

COLONIAL OIL INDUSTRIES INC  
PO BOX 576  
SAVANNAH, GA 31402-0576

Printed Date 10/13/2023  
Completed Date 06/30/2024  
Expiration Date  
Discounted Expensed 26,009  
Remaining Encumbered

Purchase Order 2024-00000152  
Description SUMTER UTILITIES - PROJ 1927

Department 19 Electric  
Vendor 16338 - SUMTER UTILITIES INC  
SUMTER UTILITIES  
PO BOX 579  
SUMTER, SC 29151-0579

G/L Date 10/24/2023  
Deliver by Date 06/30/2024  
Printed Date 10/26/2023  
Completed Date 06/30/2024  
Expiration Date  
Amount 688,931  
Voided  
Discounted Expensed 688,931  
Remaining Encumbered 688,931

Type Blanket  
Status Open **ok**  
Bill To Location P-19 - Electric  
Assigned To Buyer  
Resolution Number FRONT ST UNDERGROUND UPGRADE - PROJ 1927

Purchase Order 2024-00000181  
Description CANNON TECHNOLOGIES INC - METERS

Department 19 Electric  
Vendor 16312 - CANNON TECHNOLOGIES INC  
CANNON TECHNOLOGIES INC  
DBA EATON CORP  
28370 NETWORK PLACE  
CHICAGO, IL 60673-1283

G/L Date 12/05/2023  
Deliver by Date 05/03/2024  
Printed Date 12/14/2023  
Completed Date 06/30/2024  
Expiration Date  
Amount 30,100  
Voided  
Discounted Expensed 30,100  
Remaining Encumbered

Type Standard  
Status Open **ok**  
Bill To Location P-04 - Finance  
Assigned To Buyer  
Resolution Number METERS

Purchase Order 2024-00000204  
Description BLANCHARD MACHINERY CO - PEAK SHAVING GENERATORS MAINTENANCE

Department 19 Electric  
Vendor 45 - BLANCHARD MACHINERY CO

G/L Date 01/04/2024  
Deliver by Date 06/30/2024  
Amount 32,612  
Voided

Type Standard  
Status Open **ok**  
Bill To Location P-04 - Finance  
Assigned To Buyer  
Resolution Number MAINTENANCE

BLANCHARD MACHINERY CO  
PO BOX 402197  
ATLANTA, GA 30384-2197

Printed Date 02/01/2024  
Completed Date 06/30/2024  
Expiration Date  
Discounted Expensed 32,612  
Remaining Encumbered 32,612

Department 19 Electric Totals Purchase Orders 21 Amount 32,612  
Voided \$2,144,876  
\$0



# OPEN PURCHASE ORDER REPORT - MONTHLY

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As of G/L Date 01/31/24  
Report by Department - Purchase Order Number  
Summary Listing

|                     |                                               |            |                                        |                 |            |            |             |
|---------------------|-----------------------------------------------|------------|----------------------------------------|-----------------|------------|------------|-------------|
|                     |                                               |            |                                        |                 |            | Discounted | \$0         |
|                     |                                               |            |                                        |                 |            | Expensed   | \$654,330   |
|                     |                                               |            |                                        |                 |            | Remaining  | \$1,494,200 |
|                     |                                               |            |                                        |                 |            | Encumbered | \$1,093,554 |
| Department 21 G & A |                                               |            |                                        |                 |            |            |             |
| Purchase Order      | 2024-00000008                                 | Department | 21 G & A                               | G/L Date        | 07/05/2023 | Amount     | 75,000      |
| Description         | JONES CHEMICALS                               | Vendor     | 9909 - JONES CHEMICALS INC             | Deliver by Date | 06/30/2024 | Voided     |             |
| Type                | Standard                                      |            | JCI JONES CHEMICALS INC                | Printed Date    | 07/10/2023 | Discounted |             |
| Status              | Open ok                                       |            | PO BOX 748240                          | Completed Date  |            | Expensed   | 39,159      |
| Bill To Location    | P-04 - Finance                                |            | ATLANTA, GA 30374-8240                 | Expiration Date | 06/30/2024 | Remaining  | 35,840      |
| Assigned To Buyer   |                                               |            |                                        |                 |            | Encumbered | 35,840      |
| Resolution Number   | BLANKET - CHOLRINE FOR WWTP                   |            |                                        |                 |            |            |             |
|                     |                                               |            |                                        |                 |            |            |             |
| Purchase Order      | 2024-00000011                                 | Department | 21 G & A                               | G/L Date        | 07/05/2023 | Amount     | 25,000      |
| Description         | JONES CHEMICALS                               | Vendor     | 9909 - JONES CHEMICALS INC             | Deliver by Date | 06/30/2024 | Voided     |             |
| Type                | Standard                                      |            | JCI JONES CHEMICALS INC                | Printed Date    | 07/10/2023 | Discounted |             |
| Status              | Open ok                                       |            | PO BOX 748240                          | Completed Date  |            | Expensed   | 16,748      |
| Bill To Location    | P-04 - Finance                                |            | ATLANTA, GA 30374-8240                 | Expiration Date | 06/30/2024 | Remaining  | 8,251       |
| Assigned To Buyer   |                                               |            |                                        |                 |            | Encumbered | 8,251       |
| Resolution Number   | BLANKET - CHLORINE FOR WTP                    |            |                                        |                 |            |            |             |
|                     |                                               |            |                                        |                 |            |            |             |
| Purchase Order      | 2024-00000032                                 | Department | 21 G & A                               | G/L Date        | 07/14/2023 | Amount     | 9,000       |
| Description         | G3 ENGINEERING & SURVEYING LLC - ALTA SURVEY  | Vendor     | 19372 - G3 ENGINEERING & SURVEYING LLC | Deliver by Date |            | Voided     |             |
| Type                | Standard                                      |            | G3 ENGINEERING & SURVEYING LLC         | Printed Date    | 07/14/2023 | Discounted |             |
| Status              | Open                                          |            | 24 COMMERCE DR                         | Completed Date  |            | Expensed   |             |
| Bill To Location    | P-04 - Finance                                |            | PAWLEYS ISLAND, SC 29585               | Expiration Date | 12/31/2023 | Remaining  | 9,000       |
| Assigned To Buyer   |                                               |            |                                        |                 |            | Encumbered | 9,000       |
| Resolution Number   | PROFESSIONAL SERVICES                         |            |                                        |                 |            |            |             |
|                     |                                               |            |                                        |                 |            |            |             |
| Purchase Order      | 2024-00000041                                 | Department | 21 G & A                               | G/L Date        | 07/17/2023 | Amount     | 25,000      |
| Description         | INDUSTRIAL REWINDING - WWTP 32.34             | Vendor     | 1128 - INDUSTRIAL REWINDING INC        | Deliver by Date | 06/30/2024 | Voided     |             |
| Type                | Standard                                      |            | INDUSTRIAL REWINDING INC               | Printed Date    | 07/21/2023 | Discounted |             |
| Status              | Open ok                                       |            | PO BOX 3442                            | Completed Date  |            | Expensed   | 10,559      |
| Bill To Location    | P-04 - Finance                                |            | MYRTLE BEACH , SC 29578                | Expiration Date | 07/30/2024 | Remaining  | 14,440      |
| Assigned To Buyer   |                                               |            |                                        |                 |            | Encumbered | 14,440      |
| Resolution Number   | BLANKET - ELECTRIC MOTOR REPAIRS - WWTP 32.34 |            |                                        |                 |            |            |             |
|                     |                                               |            |                                        |                 |            |            |             |
| Purchase Order      | 2024-00000047                                 | Department | 21 G & A                               | G/L Date        | 07/17/2023 | Amount     | 10,000      |
| Description         | THOMAS SUPPLY - ELECTRICAL WIRE               | Vendor     | 356 - THOMAS SUPPLY CO INC             | Deliver by Date | 06/30/2024 | Voided     |             |
| Type                | Standard                                      |            | THOMAS SUPPLY CO INC                   | Printed Date    | 07/21/2023 | Discounted |             |
| Status              | Open ok                                       |            | PO BOX 610                             | Completed Date  |            | Expensed   | 2,740       |

Attachment: Finance Department Open PO January 2024 Report (4038 : Finance and IT Department



# OPEN PURCHASE ORDER REPORT - MONTHLY

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Report by Department - Purchase Order Number

Summary Listing

|                     |                                                             |                                                        |                 |            |                      |
|---------------------|-------------------------------------------------------------|--------------------------------------------------------|-----------------|------------|----------------------|
| Department 21 G & A |                                                             |                                                        |                 |            |                      |
| Bill To Location    | P-04 - Finance                                              | MARION, SC 29571                                       | Expiration Date | 07/30/2024 | Remaining 7,259      |
| Assigned To Buyer   |                                                             |                                                        |                 |            | Encumbered 7,259     |
| Resolution Number   | SUPPLIES - ELECTRICAL WIRE                                  |                                                        |                 |            |                      |
| Purchase Order      | 2024-00000071                                               | Department 21 G & A                                    | G/L Date        | 07/31/2023 | Amount 27,000        |
| Description         | STONE CONSTRUCTION                                          | Vendor 9046 - STONE CONSTRUCTION                       | Deliver by Date | 06/30/2024 | Voided               |
| Type                | Blanket                                                     | STONE CONSTRUCTION                                     | Printed Date    | 08/11/2023 | Discounted           |
| Status              | Open ok                                                     | 11191 GAPWAY RD                                        | Completed Date  |            | Expensed 4,313       |
| Bill To Location    | P-04 - Finance                                              | ANDREWS, SC 29510                                      | Expiration Date | 07/30/2024 | Remaining 22,686     |
| Assigned To Buyer   |                                                             |                                                        |                 |            | Encumbered 22,686    |
| Resolution Number   | BLANKET - SOLE SOURCE                                       |                                                        |                 |            |                      |
| Purchase Order      | 2024-00000076                                               | Department 21 G & A                                    | G/L Date        | 08/14/2023 | Amount 25,000        |
| Description         | COASTAL ASPHALT - WATER                                     | Vendor 15796 - COASTAL ASPHALT LLC                     | Deliver by Date | 06/30/2024 | Voided               |
| Type                | Standard                                                    | COASTAL ASPHALT LLC                                    | Printed Date    | 08/21/2023 | Discounted           |
| Status              | Open ok                                                     | 2142 WINBURN ST                                        | Completed Date  |            | Expensed 2,454       |
| Bill To Location    | P-04 - Finance                                              | CONWAY, SC 29527                                       | Expiration Date | 07/31/2024 | Remaining 22,546     |
| Assigned To Buyer   |                                                             |                                                        |                 |            | Encumbered 22,546    |
| Resolution Number   | BLANKET - ANNUAL CITYWIDE ASPHALT PAVING SERVICES           |                                                        |                 |            |                      |
| Purchase Order      | 2024-00000085                                               | Department 21 G & A                                    | G/L Date        | 08/15/2023 | Amount 5,223,180     |
| Description         | CONSENSUS CONSTRUCTION & CONSULTING - PROJ #1606            | Vendor 16490 - CONSENSUS CONSTRUCTION & CONSULTING INC | Deliver by Date | 08/30/2024 | Voided               |
| Type                | Standard                                                    | CONSENSUS CONSTRUCTION & CONSULTING INC                | Printed Date    | 09/01/2023 | Discounted           |
| Status              | Open ok                                                     | 4722-A HWY 17 BY PASS SOUTH                            | Completed Date  |            | Expensed 289,484     |
| Bill To Location    | P-04 - Finance                                              | MYRTLE BEACH, SC 29588                                 | Expiration Date | 06/30/2024 | Remaining 4,933,696  |
| Assigned To Buyer   |                                                             |                                                        |                 |            | Encumbered 4,933,696 |
| Resolution Number   | WTP CONSTRUCTION - EDA GRANT NO 04-79-07777                 |                                                        |                 |            |                      |
| Purchase Order      | 2024-00000104                                               | Department 21 G & A                                    | G/L Date        | 07/25/2023 | Amount 864,236       |
| Description         | ASSOCIATES ROOFING & CONST - PROJ #1515 - CDGG #4-CI-21-008 | Vendor 18295 - ASSOCIATES ROOFING & CONSTRUCTION INC   | Deliver by Date | 06/30/2024 | Voided               |
| Type                | Standard                                                    | ASSOCIATES ROOFING & CONSTRUCTION INC                  | Printed Date    | 09/08/2023 | Discounted           |
| Status              | Open ok                                                     | 1135 BURGESS RD                                        | Completed Date  |            | Expensed 278,064     |
| Bill To Location    | P-04 - Finance                                              | MURRELLS INLET, SC 29576                               | Expiration Date | 06/30/2024 | Remaining 586,172    |
| Assigned To Buyer   |                                                             |                                                        |                 |            | Encumbered 586,172   |
| Resolution Number   | PROJ #1515 - CDGG #4-CI-21-008                              |                                                        |                 |            |                      |
| Purchase Order      | 2024-00000105                                               | Department 21 G & A                                    | G/L Date        | 07/25/2023 | Amount 44,590        |
| Description         | G3 ENGINEERING & SURVEYING LLC - PROJ 1516 - ARPA           | Vendor 19372 - G3 ENGINEERING & SURVEYING LLC          | Deliver by Date | 06/30/2024 | Voided               |
| Type                | Standard                                                    | G3 ENGINEERING & SURVEYING LLC                         | Printed Date    | 09/08/2023 | Discounted           |



# OPEN PURCHASE ORDER REPORT - MONTHLY

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Report by Department - Purchase Order Number  
Summary Listing

|                     |                                           |    |                          |                                            |                 |            |            |         |
|---------------------|-------------------------------------------|----|--------------------------|--------------------------------------------|-----------------|------------|------------|---------|
| Department 21 G & A |                                           |    |                          |                                            |                 |            |            |         |
| Status              | Open                                      | ok | 24 COMMERCE DR           |                                            | Completed Date  |            | Expensed   | 35,828  |
| Bill To Location    | P-04 - Finance                            |    | PAWLEYS ISLAND, SC 29585 |                                            | Expiration Date | 06/30/2024 | Remaining  | 8,762   |
| Assigned To Buyer   |                                           |    |                          |                                            |                 |            | Encumbered | 8,762   |
| Resolution Number   | PROJ #1516                                |    |                          |                                            |                 |            |            |         |
|                     |                                           |    |                          |                                            |                 |            |            |         |
| Purchase Order      | 2024-00000106                             |    | Department               | 21 G & A                                   | G/L Date        | 07/25/2023 | Amount     | 13,537  |
| Description         | ROWE PROFESSIONAL SERVICE - PROJECT #1517 |    | Vendor                   | 18619 - ROWE PROFESSIONAL SERVICES COMPANY | Deliver by Date | 06/30/2024 | Voided     |         |
| Type                | Standard                                  |    |                          | ROWE PROFESSIONAL SERVICES COMPANY         | Printed Date    | 09/08/2023 | Discounted |         |
| Status              | Open                                      | ok |                          | 540 S SAGINAW ST STE 200                   | Completed Date  |            | Expensed   | 1,805   |
| Bill To Location    | P-04 - Finance                            |    |                          | FLINT, MI 48502                            | Expiration Date | 06/30/2024 | Remaining  | 11,732  |
| Assigned To Buyer   |                                           |    |                          |                                            |                 |            | Encumbered | 11,732  |
| Resolution Number   | PROJECT #1517                             |    |                          |                                            |                 |            |            |         |
|                     |                                           |    |                          |                                            |                 |            |            |         |
| Purchase Order      | 2024-00000107                             |    | Department               | 21 G & A                                   | G/L Date        | 07/25/2023 | Amount     | 13,537  |
| Description         | ROWE PROFESSIONAL SERVICE - PROJECT #1817 |    | Vendor                   | 18619 - ROWE PROFESSIONAL SERVICES COMPANY | Deliver by Date | 12/31/2023 | Voided     |         |
| Type                | Standard                                  | ok |                          | ROWE PROFESSIONAL SERVICES COMPANY         | Printed Date    | 09/08/2023 | Discounted |         |
| Status              | Open                                      |    |                          | 540 S SAGINAW ST STE 200                   | Completed Date  |            | Expensed   |         |
| Bill To Location    | P-04 - Finance                            |    |                          | FLINT, MI 48502                            | Expiration Date | 06/30/2024 | Remaining  | 13,537  |
| Assigned To Buyer   |                                           |    |                          |                                            |                 |            | Encumbered | 13,537  |
| Resolution Number   | PROJECT #1817                             |    |                          |                                            |                 |            |            |         |
|                     |                                           |    |                          |                                            |                 |            |            |         |
| Purchase Order      | 2024-00000108                             |    | Department               | 21 G & A                                   | G/L Date        | 07/25/2023 | Amount     | 133,133 |
| Description         | WK DICKSON - PROJ #1606                   |    | Vendor                   | 5417 - W K DICKSON & CO INC                | Deliver by Date | 12/31/2023 | Voided     |         |
| Type                | Standard                                  | ok |                          | W K DICKSON & CO INC                       | Printed Date    | 09/08/2023 | Discounted |         |
| Status              | Open                                      |    |                          | PO BOX 36005                               | Completed Date  |            | Expensed   | 15,582  |
| Bill To Location    | P-04 - Finance                            |    |                          | CHARLOTTE, NC 28236                        | Expiration Date | 06/30/2024 | Remaining  | 117,550 |
| Assigned To Buyer   |                                           |    |                          |                                            |                 |            | Encumbered | 117,550 |
| Resolution Number   | PROJ #1606                                |    |                          |                                            |                 |            |            |         |
|                     |                                           |    |                          |                                            |                 |            |            |         |
| Purchase Order      | 2024-00000109                             |    | Department               | 21 G & A                                   | G/L Date        | 07/31/2023 | Amount     | 74,766  |
| Description         | WESTON & SAMPSON ENGINEERS INC PROJ #1818 |    | Vendor                   | 18055 - WESTON & SAMPSON ENGINEERS INC     | Deliver by Date | 12/31/2023 | Voided     |         |
| Type                | Standard                                  | ok |                          | WESTON & SAMPSON ENGINEERS INC             | Printed Date    | 09/08/2023 | Discounted |         |
| Status              | Open                                      |    |                          | 5 CENTENNIAL DR                            | Completed Date  |            | Expensed   | 47,836  |
| Bill To Location    | P-04 - Finance                            |    |                          | PEABODY, MA 01960                          | Expiration Date | 06/30/2024 | Remaining  | 26,930  |
| Assigned To Buyer   |                                           |    |                          |                                            |                 |            | Encumbered | 26,930  |
| Resolution Number   | SANITARY AND MH SURVEY PROJECT #1818 ARPA |    |                          |                                            |                 |            |            |         |
|                     |                                           |    |                          |                                            |                 |            |            |         |
| Purchase Order      | 2024-00000110                             |    | Department               | 21 G & A                                   | G/L Date        | 07/31/2023 | Amount     | 3,669   |
| Description         | LE WOOTEN & COMPANY - PROJ #1815          |    | Vendor                   | 18836 - L.E WOOTEN & COMPANY               | Deliver by Date | 12/31/2023 | Voided     |         |

Attachment: Finance Department Open PO January 2024 Report (4038 : Finance and IT Department





# OPEN PURCHASE ORDER REPORT - MONTHLY

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Report by Department - Purchase Order Number  
Summary Listing

|                     |                                                               |                                                                                            |                 |            |                    |
|---------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------|------------|--------------------|
| Department 21 G & A |                                                               |                                                                                            |                 |            |                    |
| Type                | Standard                                                      | L.E WOOTEN & COMPANY<br>DBA THE WOOTEN COMPANY<br>120 N BOYLAN AVENUE<br>RALEIGH, NC 27603 | Printed Date    | 09/08/2023 | Discounted         |
| Status              | Open ok                                                       |                                                                                            | Completed Date  |            | Expensed 2,169     |
| Bill To Location    | P-04 - Finance                                                |                                                                                            | Expiration Date | 06/30/2024 | Remaining 1,500    |
| Assigned To Buyer   |                                                               |                                                                                            |                 |            | Encumbered 1,500   |
| Resolution Number   | MARYVILLE SCHOOL LIFT STATION #16 PROJ #1815                  |                                                                                            |                 |            |                    |
|                     |                                                               |                                                                                            |                 |            |                    |
| Purchase Order      | 2024-00000115                                                 | Department 21 G & A                                                                        | G/L Date        | 08/21/2023 | Amount 215,862     |
| Description         | MELTON ELECTRIC - PUMP STATION GENERATORS                     | Vendor 18607 - MELTON ELECTRIC CO INC                                                      | Deliver by Date | 06/30/2024 | Voided             |
| Type                | Standard                                                      | MELTON ELECTRIC CO INC<br>111 JACOB LANE<br>MYRTLE BEACH, SC 29579                         | Printed Date    | 09/08/2023 | Discounted         |
| Status              | Open ok                                                       |                                                                                            | Completed Date  |            | Expensed           |
| Bill To Location    | P-04 - Finance                                                |                                                                                            | Expiration Date | 06/30/2024 | Remaining 215,862  |
| Assigned To Buyer   |                                                               |                                                                                            |                 |            | Encumbered 215,862 |
| Resolution Number   | PUMP STATION GENERATORS - FEMA/SCEMD HMGP #4542 PROJ #F4-S132 |                                                                                            |                 |            |                    |
|                     |                                                               |                                                                                            |                 |            |                    |
| Purchase Order      | 2024-00000116                                                 | Department 21 G & A                                                                        | G/L Date        | 08/21/2023 | Amount 300,633     |
| Description         | W K DICKSON - PROJ #4015 - EDA GRANT #04-79-07494             | Vendor 5417 - W K DICKSON & CO INC                                                         | Deliver by Date | 12/31/2023 | Voided             |
| Type                | Standard ok                                                   | W K DICKSON & CO INC<br>PO BOX 36005<br>CHARLOTTE, NC 28236                                | Printed Date    | 09/08/2023 | Discounted         |
| Status              | Open                                                          |                                                                                            | Completed Date  |            | Expensed 25,702    |
| Bill To Location    | P-04 - Finance                                                |                                                                                            | Expiration Date | 06/30/2024 | Remaining 274,931  |
| Assigned To Buyer   |                                                               |                                                                                            |                 |            | Encumbered 274,931 |
| Resolution Number   | PROJ #4015 - EDA GRANT #04-79-07494                           |                                                                                            |                 |            |                    |
|                     |                                                               |                                                                                            |                 |            |                    |
| Purchase Order      | 2024-00000117                                                 | Department 21 G & A                                                                        | G/L Date        | 08/21/2023 | Amount 18,503      |
| Description         | WRCOG - PROJ #1606 - EDA GRANT #04-79-07777                   | Vendor 1137 - WACCAMAW REGIONAL & PLANNING                                                 | Deliver by Date | 06/30/2024 | Voided             |
| Type                | Standard ok                                                   | WACCAMAW REGIONAL COUNCIL OF GOVERNMENT<br>1230 HIGHMARKET ST<br>GEORGETOWN, SC 29440      | Printed Date    | 09/08/2023 | Discounted         |
| Status              | Open                                                          |                                                                                            | Completed Date  |            | Expensed           |
| Bill To Location    | P-04 - Finance                                                |                                                                                            | Expiration Date | 06/30/2024 | Remaining 18,503   |
| Assigned To Buyer   |                                                               |                                                                                            |                 |            | Encumbered 18,503  |
| Resolution Number   | PROFESSIONAL SERVICES - PROJ #1606                            |                                                                                            |                 |            |                    |
|                     |                                                               |                                                                                            |                 |            |                    |
| Purchase Order      | 2024-00000118                                                 | Department 21 G & A                                                                        | G/L Date        | 08/21/2023 | Amount 16,699      |
| Description         | WRCOG - PROJ #1515 - CDBG #4-CI-21-008                        | Vendor 1137 - WACCAMAW REGIONAL & PLANNING                                                 | Deliver by Date | 12/31/2023 | Voided             |
| Type                | Standard ok                                                   | WACCAMAW REGIONAL COUNCIL OF GOVERNMENT<br>1230 HIGHMARKET ST<br>GEORGETOWN, SC 29440      | Printed Date    | 09/08/2023 | Discounted         |
| Status              | Open                                                          |                                                                                            | Completed Date  |            | Expensed           |
| Bill To Location    | P-04 - Finance                                                |                                                                                            | Expiration Date | 06/30/2024 | Remaining 16,699   |
| Assigned To Buyer   |                                                               |                                                                                            |                 |            | Encumbered 16,699  |
| Resolution Number   | PROFESSIONAL SERVICES - PROJ #1515                            |                                                                                            |                 |            |                    |





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Department 21 G & A

|                   |                                             |            |                                         |                 |            |            |           |
|-------------------|---------------------------------------------|------------|-----------------------------------------|-----------------|------------|------------|-----------|
| Purchase Order    | 2024-00000119                               | Department | 21 G & A                                | G/L Date        | 08/21/2023 | Amount     | 14,472    |
| Description       | WRCOG - PROJ #4015 - EDA GRANT #04-79-07494 | Vendor     | 1137 - WACCAMAW REGIONAL & PLANNING     | Deliver by Date | 12/31/2023 | Voided     |           |
| Type              | Standard <b>ok</b>                          |            |                                         | Printed Date    | 09/08/2023 | Discounted |           |
| Status            | Open                                        |            | WACCAMAW REGIONAL COUNCIL OF GOVERNMENT | Completed Date  |            | Expensed   |           |
| Bill To Location  | P-04 - Finance                              |            | 1230 HIGHMARKET ST                      | Expiration Date | 06/30/2024 | Remaining  | 14,472    |
| Assigned To Buyer |                                             |            | GEORGETOWN, SC 29440                    |                 |            | Encumbered | 14,472    |
| Resolution Number | PROFESSIONAL SERVICES - PROJ #4015          |            |                                         |                 |            |            |           |
| Purchase Order    | 2024-00000126                               | Department | 21 G & A                                | G/L Date        | 09/12/2023 | Amount     | 6,251,220 |
| Description       | GREEN WAVE CONTRACTING - PROJ 4015          | Vendor     | 16954 - GREEN WAVE CONTRACTING INC      | Deliver by Date | 06/30/2024 | Voided     |           |
| Type              | Standard <b>ok</b>                          |            | GREEN WAVE CONTRACTING INC              | Printed Date    | 09/15/2023 | Discounted |           |
| Status            | Open                                        |            | 3989 HIGHMARKET ST                      | Completed Date  |            | Expensed   | 56,260    |
| Bill To Location  | P-04 - Finance                              |            | GEORGETOWN, SC 29440                    | Expiration Date | 06/30/2024 | Remaining  | 6,194,959 |
| Assigned To Buyer |                                             |            |                                         |                 |            | Encumbered | 6,194,959 |
| Resolution Number | HISTORIC DISTRICT STORMWATER IMPROVEMENTS   |            |                                         |                 |            |            |           |
| Purchase Order    | 2024-00000130                               | Department | 21 G & A                                | G/L Date        | 09/19/2023 | Amount     | 45,441    |
| Description       | CANNON TECHNOLOGIES INC                     | Vendor     | 16312 - CANNON TECHNOLOGIES INC         | Deliver by Date | 06/30/2024 | Voided     |           |
| Type              | Standard <b>ok</b>                          |            | CANNON TECHNOLOGIES INC                 | Printed Date    | 09/22/2023 | Discounted |           |
| Status            | Open                                        |            | DBA EATON CORP                          | Completed Date  |            | Expensed   |           |
| Bill To Location  | P-04 - Finance                              |            | 28370 NETWORK PLACE                     | Expiration Date | 06/30/2024 | Remaining  | 45,441    |
| Assigned To Buyer |                                             |            | CHICAGO, IL 60673-1283                  |                 |            | Encumbered | 45,441    |
| Resolution Number | WATER METER NODES                           |            |                                         |                 |            |            |           |
| Purchase Order    | 2024-00000131                               | Department | 21 G & A                                | G/L Date        | 09/19/2023 | Amount     | 14,674    |
| Description       | CANNON TECHNOLOGIES                         | Vendor     | 16312 - CANNON TECHNOLOGIES INC         | Deliver by Date | 12/31/2023 | Voided     |           |
| Type              | Standard <b>ok</b>                          |            | CANNON TECHNOLOGIES INC                 | Printed Date    | 09/22/2023 | Discounted |           |
| Status            | Open                                        |            | DBA EATON CORP                          | Completed Date  |            | Expensed   |           |
| Bill To Location  | P-04 - Finance                              |            | 28370 NETWORK PLACE                     | Expiration Date | 06/30/2024 | Remaining  | 14,674    |
| Assigned To Buyer |                                             |            | CHICAGO, IL 60673-1283                  |                 |            | Encumbered | 14,674    |
| Resolution Number | WATER METER NODES                           |            |                                         |                 |            |            |           |
| Purchase Order    | 2024-00000132                               | Department | 21 G & A                                | G/L Date        | 09/19/2023 | Amount     | 14,630    |
| Description       | CANNON TECHNOLOGIES - WATER METER NODES     | Vendor     | 16312 - CANNON TECHNOLOGIES INC         | Deliver by Date | 06/30/2024 | Voided     |           |
| Type              | Standard <b>ok</b>                          |            | CANNON TECHNOLOGIES INC                 | Printed Date    | 09/22/2023 | Discounted |           |
| Status            | Open                                        |            | DBA EATON CORP                          | Completed Date  |            | Expensed   |           |
| Bill To Location  | P-04 - Finance                              |            | 28370 NETWORK PLACE                     | Expiration Date | 06/30/2024 | Remaining  | 14,630    |
| Assigned To Buyer |                                             |            | CHICAGO, IL 60673-1283                  |                 |            | Encumbered | 14,630    |



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|                                                          |                                                      |            |                                                 |                 |            |            |           |
|----------------------------------------------------------|------------------------------------------------------|------------|-------------------------------------------------|-----------------|------------|------------|-----------|
| Department 21 G & A                                      |                                                      |            |                                                 |                 |            |            |           |
| Resolution Number WATER METER NODES                      |                                                      |            |                                                 |                 |            |            |           |
| Purchase Order                                           | 2024-00000150                                        | Department | 21 G & A                                        | G/L Date        | 10/17/2023 | Amount     | 39,650    |
| Description                                              | RAFTELIS                                             | Vendor     | 19062 - RAFTELIS FINANCIAL CONSULTANTS INC      | Deliver by Date | 12/31/2023 | Voided     |           |
| Type                                                     | Standard ok                                          |            | RAFTELIS FINANCIAL CONSULTANTS INC              | Printed Date    | 10/19/2023 | Discounted |           |
| Status                                                   | Open                                                 |            | DBA RAFTELIS                                    | Completed Date  |            | Expensed   | 22,431    |
| Bill To Location                                         | P-04 - Finance                                       |            | 227 WEST TRADE ST SUITE 1400                    | Expiration Date | 06/30/2024 | Remaining  | 17,218    |
| Assigned To Buyer                                        |                                                      |            | CHARLOTTE, NC 28202                             |                 |            | Encumbered | 17,910    |
| Resolution Number PROFESSIONAL SERVICES                  |                                                      |            |                                                 |                 |            |            |           |
| Purchase Order                                           | 2024-00000156                                        | Department | 21 G & A                                        | G/L Date        | 10/25/2023 | Amount     | 31,000    |
| Description                                              | HERITAGE LOGISTICS - ROBBIE GEATHERS                 | Vendor     | 19435 - HERITAGE LOGISTICS LLP                  | Deliver by Date | 06/30/2024 | Voided     |           |
| Type                                                     | Standard                                             |            | HERITAGE LOGISTICS LLP                          | Printed Date    | 10/26/2023 | Discounted |           |
| Status                                                   | Open ok                                              |            | 604 FRONT ST SUITE 104                          | Completed Date  |            | Expensed   | 16,828    |
| Bill To Location                                         | P-04 - Finance                                       |            | GEORGETOWN, SC 29440                            | Expiration Date | 06/30/2024 | Remaining  | 14,172    |
| Assigned To Buyer                                        |                                                      |            |                                                 |                 |            | Encumbered | 14,172    |
| Resolution Number PROFESSIONAL SERVICES                  |                                                      |            |                                                 |                 |            |            |           |
| Purchase Order                                           | 2024-00000158                                        | Department | 21 G & A                                        | G/L Date        | 10/31/2023 | Amount     | 8,290     |
| Description                                              | BALLARD IRON WORKS                                   | Vendor     | 38 - BALLARD IRON WORKS INC                     | Deliver by Date | 06/30/2024 | Voided     |           |
| Type                                                     | Standard                                             |            | BALLARD IRON WORKS INC                          | Printed Date    | 11/03/2023 | Discounted |           |
| Status                                                   | Open ok                                              |            | 626 S FRASER ST                                 | Completed Date  |            | Expensed   |           |
| Bill To Location                                         | P-04 - Finance                                       |            | GEORGETOWN, SC 29440                            | Expiration Date | 06/30/2024 | Remaining  | 8,290     |
| Assigned To Buyer                                        |                                                      |            |                                                 |                 |            | Encumbered | 8,290     |
| Resolution Number REPAIRS                                |                                                      |            |                                                 |                 |            |            |           |
| Purchase Order                                           | 2024-00000159                                        | Department | 21 G & A                                        | G/L Date        | 10/31/2023 | Amount     | 454,500   |
| Description                                              | NORTH AMERICAN CONSTRUCTION COMPANY - PROJ 1822      | Vendor     | 17332 - NORTH AMERICAN CONSTRUCTION COMPANY INC | Deliver by Date | 06/30/2024 | Voided     |           |
| Type                                                     | Standard ok                                          |            | NORTH AMERICAN CONSTRUCTION COMPANY INC         | Printed Date    | 11/03/2023 | Discounted |           |
| Status                                                   | Open                                                 |            | PO BOX 15088                                    | Completed Date  |            | Expensed   |           |
| Bill To Location                                         | P-04 - Finance                                       |            | QUINBY, SC 29506                                | Expiration Date | 06/30/2024 | Remaining  | 454,500   |
| Assigned To Buyer                                        |                                                      |            |                                                 |                 |            | Encumbered | 454,500   |
| Resolution Number WWTP GRIT REMOVAL PROJ 1822            |                                                      |            |                                                 |                 |            |            |           |
| Purchase Order                                           | 2024-00000164                                        | Department | 21 G & A                                        | G/L Date        | 11/07/2023 | Amount     | 1,223,000 |
| Description                                              | WK DICKSON & CO - SCIIP GRANT AWARD PROJ 1820 & 1821 | Vendor     | 5417 - W K DICKSON & CO INC                     | Deliver by Date | 06/30/2024 | Voided     |           |
| Type                                                     | Standard ok                                          |            | W K DICKSON & CO INC                            | Printed Date    | 11/13/2023 | Discounted |           |
| Status                                                   | Open                                                 |            | PO BOX 36005                                    | Completed Date  |            | Expensed   | 89,665    |
| Bill To Location                                         | P-04 - Finance                                       |            | CHARLOTTE, NC 28236                             | Expiration Date | 06/30/2024 | Remaining  | 1,133,334 |
| Assigned To Buyer                                        |                                                      |            |                                                 |                 |            | Encumbered | 1,133,334 |
| Resolution Number SCIIP GRANT A-23-C079 PROJ 1820 & 1821 |                                                      |            |                                                 |                 |            |            |           |

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Department 21 G & A

|                   |                                             |            |                                           |                 |            |            |        |
|-------------------|---------------------------------------------|------------|-------------------------------------------|-----------------|------------|------------|--------|
| Purchase Order    | 2024-00000169                               | Department | 21 G & A                                  | G/L Date        | 11/20/2023 | Amount     | 25,000 |
| Description       | INDUSTRIAL SOLUTIONS - 25% SODIUM HYDROXIDE | Vendor     | 89 - INDUSTRIAL SOLUTIONS & SUPPLY        | Deliver by Date | 06/30/2024 | Voided     |        |
| Type              | Standard                                    |            | INDUSTRIAL SOLUTIONS & SUPPLY             | Printed Date    | 11/27/2023 | Discounted |        |
| Status            | Open ok                                     |            | PO BOX 1172                               | Completed Date  |            | Expensed   | 12,454 |
| Bill To Location  | P-04 - Finance                              |            | MARION, SC 29571                          | Expiration Date | 06/30/2024 | Remaining  | 12,545 |
| Assigned To Buyer |                                             |            |                                           |                 |            | Encumbered | 12,545 |
| Resolution Number | CHEMICALS                                   |            |                                           |                 |            |            |        |
| Purchase Order    | 2024-00000171                               | Department | 21 G & A                                  | G/L Date        | 11/20/2023 | Amount     | 16,670 |
| Description       | CAROLINA INDUSTRIAL EQUIPMENT               | Vendor     | 18498 - CAROLINA INDUSTRIAL EQUIPMENT INC | Deliver by Date | 06/30/2024 | Voided     |        |
| Type              | Standard                                    |            | CAROLINA INDUSTRIAL EQUIPMENT INC         | Printed Date    | 11/27/2023 | Discounted |        |
| Status            | Open ok                                     |            | PO BOX 667907                             | Completed Date  |            | Expensed   |        |
| Bill To Location  | P-04 - Finance                              |            | CHARLOTTE, NC 28266                       | Expiration Date | 06/30/2024 | Remaining  | 16,670 |
| Assigned To Buyer |                                             |            |                                           |                 |            | Encumbered | 16,670 |
| Resolution Number | REPAIRS                                     |            |                                           |                 |            |            |        |
| Purchase Order    | 2024-00000173                               | Department | 21 G & A                                  | G/L Date        | 11/29/2023 | Amount     | 74,985 |
| Description       | WRCOG - ARPA                                | Vendor     | 1137 - WACCAMAW REGIONAL & PLANNING       | Deliver by Date | 06/30/2024 | Voided     |        |
| Type              | Standard                                    |            | WACCAMAW REGIONAL COUNCIL OF GOVERNMENT   | Printed Date    | 12/01/2023 | Discounted |        |
| Status            | Open ok                                     |            | 1230 HIGHMARKET ST                        | Completed Date  |            | Expensed   |        |
| Bill To Location  | P-04 - Finance                              |            | GEORGETOWN, SC 29440                      | Expiration Date | 06/30/2024 | Remaining  | 74,985 |
| Assigned To Buyer |                                             |            |                                           |                 |            | Encumbered | 74,985 |
| Resolution Number | PROFESSIONAL SERVICES                       |            |                                           |                 |            |            |        |
| Purchase Order    | 2024-00000178                               | Department | 21 G & A                                  | G/L Date        | 12/05/2023 | Amount     | 75,000 |
| Description       | PVS - FERRIC CHLORIDE                       | Vendor     | 8905 - PVS TECHNOLOGIES INC               | Deliver by Date | 06/30/2024 | Voided     |        |
| Type              | Standard                                    |            | PVS TECHNOLOGIES INC                      | Printed Date    | 12/07/2023 | Discounted |        |
| Status            | Open ok                                     |            | 25212 NETWORK PLACE                       | Completed Date  |            | Expensed   | 21,610 |
| Bill To Location  | P-04 - Finance                              |            | CHICAGO, IL 60673-1503                    | Expiration Date | 06/30/2024 | Remaining  | 53,389 |
| Assigned To Buyer |                                             |            |                                           |                 |            | Encumbered | 53,389 |
| Resolution Number | CHEMICALS                                   |            |                                           |                 |            |            |        |
| Purchase Order    | 2024-00000180                               | Department | 21 G & A                                  | G/L Date        | 12/06/2023 | Amount     | 83,480 |
| Description       | HOWARD ENGINEERING - PROJ 1607              | Vendor     | 19524 - HOWARD ENGINEERING, INC.          | Deliver by Date | 06/30/2034 | Voided     |        |
| Type              | Standard                                    |            | HOWARD ENGINEERING, INC.                  | Printed Date    | 12/07/2023 | Discounted |        |
| Status            | Open ok                                     |            | 5 RIVER RIDGE ROAD                        | Completed Date  |            | Expensed   |        |
| Bill To Location  | P-04 - Finance                              |            | MARIETTA, SC 29661                        | Expiration Date | 06/30/2024 | Remaining  | 83,480 |
| Assigned To Buyer |                                             |            |                                           |                 |            | Encumbered | 83,480 |
| Resolution Number | ENGINEERING DESIGN SERVICES PROJ 1607       |            |                                           |                 |            |            |        |

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|                            |                           |                 |                                 |                 |            |              |        |
|----------------------------|---------------------------|-----------------|---------------------------------|-----------------|------------|--------------|--------|
| Department 21 G & A        |                           |                 |                                 |                 |            |              |        |
| Purchase Order             | 2024-00000185             | Department      | 21 G & A                        | G/L Date        | 12/14/2023 | Amount       | 5,532  |
| Description                | RODDERS & JETS            | Vendor          | 9807 - RODDERS & JETS SUPPLY CO | Deliver by Date | 06/30/2024 | Voided       |        |
| Type                       | Standard <b>ok</b>        |                 | RODDERS & JETS SUPPLY CO        | Printed Date    | 12/28/2023 | Discounted   |        |
| Status                     | Open                      |                 | PO BOX 2577                     | Completed Date  |            | Expensed     |        |
| Bill To Location           | P-04 - Finance            |                 | SUMTER, SC 29151                | Expiration Date | 06/30/2024 | Remaining    | 5,532  |
| Assigned To Buyer          |                           |                 |                                 |                 |            | Encumbered   | 5,532  |
| Resolution Number          | REPAIRS                   |                 |                                 |                 |            |              |        |
|                            |                           |                 |                                 |                 |            |              |        |
| Purchase Order             | 2024-00000195             | Department      | 21 G & A                        | G/L Date        | 01/08/2024 | Amount       | 13,000 |
| Description                | BRENNTAG - ORTHOPHOSPATE  | Vendor          | 9902 - BRENNTAG MID-SOUTH INC   | Deliver by Date | 06/30/2024 | Voided       |        |
| Type                       | Standard <b>ok</b>        |                 | BRENNTAG MID-SOUTH INC          | Printed Date    | 01/11/2024 | Discounted   |        |
| Status                     | Open                      |                 | PO BOX 7410714                  | Completed Date  |            | Expensed     |        |
| Bill To Location           | P-04 - Finance            |                 | CHICAGO, IL 60674-0714          | Expiration Date | 06/30/2024 | Remaining    | 13,000 |
| Assigned To Buyer          |                           |                 |                                 |                 |            | Encumbered   | 13,000 |
| Resolution Number          | CHEMICALS                 |                 |                                 |                 |            |              |        |
|                            |                           |                 |                                 |                 |            |              |        |
| Purchase Order             | 2024-00000199             | Department      | 21 G & A                        | G/L Date        | 01/12/2024 | Amount       | 6,000  |
| Description                | CLEARWATER - POLYMER PUMP | Vendor          | 5360 - CLEARWATER INC           | Deliver by Date | 03/31/2024 | Voided       |        |
| Type                       | Standard <b>ok</b>        |                 | CLEARWATER INC                  | Printed Date    | 01/19/2024 | Discounted   |        |
| Status                     | Open                      |                 | PO BOX 1469                     | Completed Date  |            | Expensed     |        |
| Bill To Location           | P-04 - Finance            |                 | HICKORY, NC 28603               | Expiration Date | 06/30/2024 | Remaining    | 6,000  |
| Assigned To Buyer          |                           |                 |                                 |                 |            | Encumbered   | 6,000  |
| Resolution Number          |                           |                 |                                 |                 |            |              |        |
|                            |                           |                 |                                 |                 |            |              |        |
| Department 21 G & A Totals |                           | Purchase Orders | 37                              | Amount          |            | \$15,514,896 |        |
|                            |                           |                 |                                 | Voided          |            | \$0          |        |
|                            |                           |                 |                                 | Discounted      |            | \$0          |        |
|                            |                           |                 |                                 | Expensed        |            | \$991,699    |        |
|                            |                           |                 |                                 | Remaining       |            | \$14,523,197 |        |
|                            |                           |                 |                                 | Encumbered      |            | \$14,523,888 |        |
|                            |                           |                 |                                 |                 |            |              |        |
| Grand Totals               |                           | Purchase Orders | 112                             | Amount          |            | \$21,858,498 |        |
|                            |                           |                 |                                 | Voided          |            | \$0          |        |
|                            |                           |                 |                                 | Discounted      |            | \$0          |        |
|                            |                           |                 |                                 | Expensed        |            | \$2,209,063  |        |
|                            |                           |                 |                                 | Remaining       |            | \$19,013,080 |        |
|                            |                           |                 |                                 | Encumbered      |            | \$19,208,513 |        |

| Ref            | Grantor                                                                                    | Program                                                   | Award Amount  | Match Amount | Expenditures | Balance       | Award #         | Status |
|----------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------|--------------|--------------|---------------|-----------------|--------|
| FEDERAL GRANTS |                                                                                            |                                                           |               |              |              |               |                 |        |
| 1              | US Department of Agriculture                                                               | Fire Training Center and Equipment for Fire Station II    | 49,900.00     | 41,100.00    | 68,050.44    | 22,949.56     | -               |        |
| 2              | US Department of Commerce                                                                  | Stormwater System Improvements (EDA) Proj #4015           | 3,365,409.00  | 841,353.00   | 423,897.59   | 3,782,864.41  | 04-79-07494     |        |
| 3              | US Department of Commerce                                                                  | Water Treatment Plant Improvements (EDA) Proj #1606       | 3,428,000.00  | 857,000.00   | 695,319.83   | 3,589,680.17  | 04-79-07777     |        |
| 4              | SC Department of Commerce                                                                  | Demolition of Dilapidated Units : West End (CDBG)         | 375,000.00    | 37,500.00    | 45,098.73    | 367,401.27    | 4-CE-20-007     |        |
| 5              | SC Department of Commerce                                                                  | West End District Water Upgrades (CDBG) Proj #1515        | 750,000.00    | 36,628.00    | 433,044.94   | 353,583.06    | 4-CI-21-008     |        |
| 6              | SC Department of Commerce                                                                  | Cleland Street Public Parking Lot (CDBG) Proj #2402       | 250,000.00    | 110,933.00   | 17,149.39    | 343,783.61    | 4-SP-22-004     |        |
| 7              | SC Department of Commerce                                                                  | Bobby Alford Pavilion (CDBG-CV1) Proj #1222               | 844,298.00    | 150,000.00   | 196,104.94   | 798,193.06    | CV1-019         |        |
| 8              | SC Department of Commerce                                                                  | WI-FI in Parks (CDBG-CV1)                                 | 144,604.00    | -            | -            | 144,604.00    | -               |        |
| 9              | Federal Emergency Management Agency (FEMA)                                                 | HMGP : Pump Station Generators                            | 192,798.90    | 21,422.10    | -            | 214,221.00    | 4542-0004-R     |        |
| 10             | SC Infrastructure Investment Program (SCIIP)<br><i>Award \$9,733,783 Match \$1,717,718</i> | Sewer Pump Station #11 Replacement                        | 3,888,325.00  | 686,175.00   | -            | 4,574,500.00  | A-23-C079       |        |
|                |                                                                                            | Sewer Force Main Replacement                              | 5,845,413.00  | 1,031,543.00 | -            | 6,876,956.00  |                 |        |
| 11             | Justice Assistance Grant (SCDPS)                                                           | Radios and Tasers                                         | \$190,191.00  | \$21,132.00  | 50,662.10    | 160,660.90    | 5G000923        |        |
| STATE GRANTS   |                                                                                            |                                                           |               |              |              |               |                 |        |
| 12             | SC Department of Public Safety                                                             | FY24 School Resource Officer Program                      | 214,730.00    | -            | 54,871.00    | 159,859.00    | SR-033-C2202-24 |        |
| 13             | Body Armor Award Grant Program                                                             | Bulletproof Vest                                          | 11,636.00     | -            | 10,526.33    | 1,109.67      | 1BA23077        | CLOSED |
| 14             | SC Department of Public Safety                                                             | In-Car Video Cameras                                      | 113,444.61    | -            | 62,401.14    | 51,043.47     | -               |        |
| 15             | SC Department of Public Safety                                                             | Body-Worn Cameras                                         | 49,921.23     | -            | 31,447.02    | 18,474.21     | -               |        |
| OTHER GRANTS   |                                                                                            |                                                           |               |              |              |               |                 |        |
| 16             | Palmetto Pride                                                                             | Keep South Carolina Beautiful 2023                        | 6,100.00      | -            | 4,408.08     | 1,691.92      | -               |        |
| 17             | State of South Carolina                                                                    | Gilbert/Hawkins/Butts St Sidewalk Ext. Program Proj# 1236 | 375,000.00    | -            | 37,000.00    | 338,000.00    | -               |        |
| TOTAL          |                                                                                            |                                                           | 20,094,770.74 | 3,834,786.10 | 2,129,981.53 | 21,799,575.31 |                 |        |

**Statistics:****New Business Licenses Issued:****License Activity Report**

Activity Date Range 01/01/24 - 01/31/24

Detail Listing

| License For                | Activity Date |
|----------------------------|---------------|
| Swiftwater Strategies, LLC | 01/05/2024    |
| LEMMKAN INC - H & R BLOCK  | 01/23/2024    |
| 2                          |               |
| 2                          |               |

**Projects Progress:**

**Grants:** Please see the attached schedule for the details on each grant award.

**American Rescue Plan Act** – The proposed budget plan was presented to Council passing 2<sup>nd</sup> reading in January 2022. City staff has initiated the process of seeking bids for projects. **The City has received the 2<sup>nd</sup> and Final Payment for APRA proceeds.**

Our ARPA funds will be subject to Single Audit reporting back to the federal government.

**FY23, 24, and 25 Financial Statement Audit RFP.** As required, procurement requested a proposal for financial statement audit services for FY23, 24, and 25. Based on the information provided, Finance recommended that we go forward with Mauldin & Jenkins (<https://www.mjcpa.com>). Council approved on May 19, 2022.

**Update:**

**Audit work has begun, and the auditors completed their on-site fieldwork on October 9, 2023, through October 11, 2023. They anticipate the audit to be completed by February 29, 2024.**

**Finance and City Administrator met with Mauldin & Jenkins for an introductory Audit Meeting on April 25, 2023, to discuss the FY23 audit requirements.**

**South Carolina Business License Tax Standardization Act 176:** Our first season of issuing business Council approved the Business License Ordinance to include the new Standardization procedures and requirements on **September 15, 2022.**

**Chapter 1, Article II, “Business Licenses” of the Code of Ordinances for the City of Georgetown by replacing Article II in its entirety.**

**Update:** MASC required NAICS codes and rates to be rebalanced, council approved 2<sup>nd</sup> reading at the January meeting.



DataMax/HDL Companies: DataMax has been acquired by HDL Companies. Day-to-day business will continue as normal and our contacts will remain the same. HDL Companies can provide more diverse service offerings and additional resources for local governments.

**The City received and approved the listing of potential businesses operating within the City without a business license for January 2024. (See Active Businesses Report)**

**The City received approved payments from three companies totaling \$3,478.76 before reimbursement to HDL Companies, per contract.**

**Lease Purchase Resolution:** Council approved a Resolution on September 22, 2022 in the amount of \$600,000 to lease purchase four vehicles budgeted for FY23 to include: Ford F-250, Electric Line Truck, Garbage Truck, and a Chevy Tahoe. The City closed on October 4, 2022, and will move forward to procure these vehicles.

**All vehicles except the Garbage Truck (estimated delivery is Fall 2024) have been purchased and delivered.**

**Santee Cooper Legal Settlement:** All active utility accounts have received their credit. We are continuing to work through the remaining inactive utility accounts. A Santee Cooper Credit Voicemail line has been set up (843) 545-4050 for customers to call and leave a message concerning their credit or provide us with information needed on where to send their check if they are no longer a customer with the City of Georgetown.

The process of distributing approximately 11,000 checks for all amounts due no matter how small has required a high administrative burden on the Finance Department staff. Many checks will go uncashed due to mail problems, bad addresses, or small amounts the recipient fails to cash. An additional settlement distribution is expected in the coming months. Uncashed checks must be reconciled on monthly bank reconciliations and eventually reported to the SC State Treasurer as uncashed checks. We have to send out one follow-up letter for each uncashed check regardless of amount, and we have to submit funds related to all uncashed checks \$50 and above to the State Treasurer. In some instances, we have been asked to reissue checks that have been uncashed for 90 days. We are approaching the end of the project. The refunds are in the amount of \$3.00 or less at this current point. We are about to wrap up the first round of issued refunds. There will be additional work required related to bank reconciliation and uncashed checks reporting to the State Treasurer. An additional 2<sup>nd</sup> settlement check is expected from Santee Cooper in the coming months.

**Update: Council approved at the regular December 21<sup>st</sup> meeting for credits to be applied to all active accounts upon customer request within 30 days of notification. Inserts will be included in utility billings. Swiftwater Strategies is expected to complete credit reimbursements on or before March 31, 2024.**

**Update: Council approved Swiftwater Strategies proposed reimbursement methodology at the regular September 21<sup>st</sup> meeting. These reimbursements are expected to be completed on or before December 31, 2023.**

The City received the 2<sup>nd</sup> settlement check from Santee Cooper on March 6th for \$519,385.81. Dr. Yudi has informed Council that the City will seek an outside 3<sup>rd</sup> party to handle these reimbursements.

14.K.7

## IT

**Update:** A meeting was scheduled for the end of November to discuss implementation. BS&A has submitted a list of questions to various areas to establish city procedures. Once these are completed, they will review and schedule another call.

**BS&A software contract has been executed and project work for implementation began in August 2023.**

GO Bond Ordinance for this project was adopted by Council on September 21, 2023.

IT continues conversations with HTC and Engineering on connecting the two new locations to the City's fiber network and how to convey this to contractors.

## Other

**Finance is currently fully staffed with approved budgeted positions. (One employee is out on FLMA)**

**Attached are the Budget Performance Reports for December 2023. With the earlier Council Meeting Agenda deadline, monthly financial information will be for the previous month.**

Attachment: Finance and IT Department January 2024 Report (4038 : Finance and IT Department Monthly Report)

## ARPA Project Cost

January 31, 2024

| Project Description                                                           | ARPA Funding        | Total Cost          | ARPA Balance        |
|-------------------------------------------------------------------------------|---------------------|---------------------|---------------------|
| City Employee Bonus Pay CLOSED                                                | 450,000.00          | 450,000.00          | -                   |
| Household Assistance Program (Habitat) CLOSED                                 | 200,000.00          | 200,000.00          | -                   |
| Lift Station Portable Diesel Pumps CLOSED                                     | 161,545.09          | 161,545.09          | -                   |
| Maryville Lift Station Supplement Project #1815 CLOSED                        | 587,894.00          | 587,894.00          | -                   |
| Historic District Sewer Line Repairs Project #1819 CLOSED                     | 364,971.00          | 364,971.00          | -                   |
| SCADA for Water Plant                                                         | 166,302.78          | 166,302.78          | -                   |
| Admin Cost (WRCOG)                                                            | 100,000.00          | 25,014.08           | <b>74,985.92</b>    |
| Maryville Water Distribution Improvements Phase I Project #1516 : Engineering | 634,500.00          | -                   | <b>634,500.00</b>   |
| Maryville Water Distribution Improvements Phase I Project #1516               | 62,500.00           | 41,647.59           | <b>20,852.41</b>    |
| West End Water Main Improvements Project #1515                                | 304,580.00          | 94,509.00           | <b>210,071.00</b>   |
| West End Water Main Improvements Project #1515 : Contingency                  | 50,000.00           | -                   | <b>50,000.00</b>    |
| Sewer/MH Pipe Lining and Repairs Project #1818 : Engineering                  | 474,475.00          | -                   | <b>474,475.00</b>   |
| Sewer/MH Pipe Lining and Repairs Project #1818                                | 100,525.00          | 73,595.00           | <b>26,930.00</b>    |
| WTP Secondary Sed Basin Project #1606 : Contingency                           | 400,000.00          | -                   | <b>400,000.00</b>   |
| Project Contingency                                                           | 294,859.03          | -                   | <b>294,859.03</b>   |
|                                                                               | <b>4,352,151.90</b> | <b>2,165,478.54</b> | <b>2,186,673.36</b> |