

**PUBLIC HEARING & REGULAR MEETING
OF CITY COUNCIL
JUNE 18, 2025 — 5:30 PM
MUNICIPAL COURTROOM
2222 HIGHMARKET STREET
GEORGETOWN, SOUTH CAROLINA
AND LIVESTREAM:**



<https://www.facebook.com/cityofgtown/>

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

- 1. CALL TO ORDER**
- 2. ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES**
- 3. INVOCATION & PLEDGE OF ALLEGIANCE**
- 4. PUBLIC HEARING**
 - A. The purpose of the Public Hearing will be to receive citizen input concerning an ordinance to adopt a budget and raise revenue for the City of Georgetown, South Carolina for the fiscal year ending June 30, 2026 (FY2026) and the imposition of certain adjustments to sanitation fees, stormwater fees, and rates/charges associated with the city's combined water, sewer, and electric system.**
 - 1. Open the Public Hearing**
 - 2. Close the Public Hearing**
- 5. PUBLIC COMMENTS ON CURRENT AGENDA ITEMS**
- 6. INTRODUCTION OF NEW EMPLOYEES**
- 7. PRESENTATION OF TREE CITY USA AWARD**
- 8. PROCLAMATION**
 - A. A Proclamation proclaiming June 28, 2025 as Carolina Day in the City of Georgetown, South Carolina.**
- 9. PLANNING & COMMUNITY DEVELOPMENT**
 - A. Motion to approve second reading for an ordinance rezoning approximately 1.93 acres, located at 2704 Highmarket St., owned by Barrel Properties LLC, from Split Zoned Medium Density Residential (R3) / General Commercial (GC) to General Commercial (GC).**

- B. Motion to approve first reading of an Ordinance Amending the City of Georgetown Zoning Ordinance Article X: Sign Regulations Section 1012 Core Commercial (CC) to Include a Provision for Perpendicular Signage Within the Core Commercial (CC) Zoning District.**

10. FINANCE

- A. Motion to approve second reading of an ordinance to amend the Residential Utility Round-Up Program.**
- B. Motion to approve second reading of an ordinance to adopt a budget and raise revenue for the City of Georgetown, South Carolina, for the fiscal year ending June 30, 2026 (FY 2026).**

11. ENGINEERING

- A. Motion to select the recommended option for a new stormwater pumping system identified in the feasibility report. Choose Option 1: New vertical axial pumps powered by electrical motor mounted directly on top or Option 5: Rehabilitation of existing hydraulically driven submersible pumps with new hydraulic lines.**
- B. Motion to approve GMP proposal from and make payments to Coastal Structures Corp. for the Municipal Building Complex Phase II work: Main Building Renovations in the amount of \$1,087,495.21.**

12. POLICE

- A. Motion to approve a contract with Saint Francis Animal Shelter in the amount of \$85,000.00 using fiscal year 2025 / 2026 budget.**
- B. Motion to approve first reading of an ordinance amending Chapter 16, Article IX of the code of ordinances for the City of Georgetown by adding Section 16-167, Hate-Based Intimidation.**

13. WATER UTILITIES

- A. Motion to approve an agreement with the West Georgetown County Regional Wastewater Treatment System for the WWTP.**

14. ADMINISTRATION

- A. Motion to approve a resolution for an extended moratorium of the two-hour parking ordinance starting on June 29, 2025, and ending December 31, 2025.**

- B. Motion to approve the revised Employee Handbook as presented during the May 22nd workshop.**

15. CITY ADMINISTRATOR REPORT

16. MINUTES

- A. Motion to approve minutes of May 1, May 15, and May 22, 2025 Council meetings.**

17. OLD BUSINESS

18. NEW BUSINESS

19. DEPARTMENT MONTHLY REPORTS

- A. Building Monthly Report**
 - B. Electric Department Monthly Report**
 - C. Engineering Department Monthly Report**
 - D. Finance Department Monthly Report**
 - E. Fire Department Monthly Report**
 - F. Fleet Services Monthly Report**
 - G. Human Resources Monthly Report**
 - H. Municipal Court Monthly Report**
 - I. Planning & Community Development Monthly Report**
 - J. Police Department Monthly Report**
 - K. Public Works Monthly Report**
 - L. Risk Management Monthly Report**
 - M. Water Utilities Monthly Report**

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

21. EXECUTIVE SESSION

- A. Motion to adjourn Regular Meeting and enter into Executive Session pursuant to Section 30-4-70(a)(1) to discuss appointments, reappointment, and releases for the City's Boards and Commissions.**
- B. Motion to adjourn Executive Session and reconvene Regular Meeting.**
- C. NO FORMAL ACTION WAS TAKEN IN EXECUTIVE SESSION.**
- D. City Council may take action on items discussed in Executive Session.**

22. ADJOURNMENT

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



MAYORAL PROCLAMATION

Whereas, On June 28, 1776, the British Navy set its sights on taking Charleston by force; and

Whereas, its nine heavily armed ships gathered near the mouth of the harbor, while it also landed forces on the Isle of Palms with plans to attack a partially completed palmetto log fort on Sullivan's Island; and

Whereas, a force of Carolina patriots, which included both free and enslaved blacks and Native Americans under the command of Colonel William Moultrie; and

Whereas, this Patriot force was able to repulse the attack, keeping the fourth largest and wealthiest city in the colony away from direct British military rule for several years; and

Whereas, the fort's Liberty flag was shot off its staff, Sgt. William Jasper quickly retrieved the flag, tied it to a ramrod and held it atop the ramparts amid heavy fire; and

Whereas, because of its importance as a critical turning point in the early days of the American Revolution, we, the patriots of Georgetown, celebrate Carolina Day.

Now therefore, I, Carol Jayroe, by virtue of the authority vested in me as Mayor, and on behalf of our City Council, do hereby proclaim **June 28, 2025** as "**Carolina Day**" in the City of Georgetown, South Carolina on the 249th anniversary of the Patriot's victory over the British forces.

SIGNED, SEALED AND DATED this 18th Day of June 2025.

ATTEST:

Stephanie Buccione
City Clerk

Carol Jayroe
Mayor



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

ACTION ITEM

Council Meeting Date:	June 18, 2025
Department:	Planning & Community Development
Issue Under Consideration:	Motion to approve second reading for an ordinance rezoning approximately 1.93 acres, located at 2704 Highmarket St., owned by Barrel Properties LLC, from Split Zoned Medium Density Residential (R3) / General Commercial (GC) to General Commercial (GC).
Amount Requested:	n/a
In Current Budget?:	n/a
If not, please explain:	n/a
Financial Impact:	n/a
Points to Consider:	See attached Staff Report
Options:	Approve or Disapprove
Staff Recommendation:	Staff supports Planning Commissions determination to approve.

Reviews:

Clarissa Tindall	Approver	Created/Initiated
Ryan Call	Approver	Approved
Elise Crosby	Approver	Approved
Scott Whittier	Approver	Approved
Stephanie Buccione	Approver	Final Approval

Attachments:

1. Georgetown Rezoning Application-3-11-25 (1)
2. Plat - 2704 Highmarket Rezoning

3. 2704 Highmarket St. CC Staff Report
4. RZO 1.93 acres, 2704 Highmarket St. R3/GC to GC



Rezoning Application

Tax Map Number 05-0006-010-00-00
 Area (sq. ft. or acres) 1.2 ac - R3 + 0.73 ac - G.C.
 Physical Address of Property 2704 Highmarket St.
Georgetown, SC
 Existing Use of Property vacant commercial building
 Location of Property North of Highmarket St.
 Existing Zoning District G.C./R-3 Requested Zoning District G.C.

Ownership Information:

Name: Barrel Properties, LLC
 Address: 1300 Hurricane Rd.
 City: Huntsville State: TN Zip: 37756 Phone: (865) 332-9062

Agent Information:

Name: ROWE PSC c/o Ryan Harvey, PE
 Address: 6009 N. Kings Hwy
 City: Myrtle Beach State: SC Zip: 29577 Phone: (843) 685-9454

What road will provide access to the site: Highmarket St.
 Is the access road a paved or unpaved road: paved
 Approximately how many acres of the site is considered wetlands: 0
 Is any of the site considered a floodplain or floodway: Yes ☒ No
 Are high traffic patterns a concern in your area: Yes ☒ No

Important Notes:

- A plat of the property to be rezoned shall be submitted with this application.
- An application fee of \$300.00 must accompany application. GL# (0010.00.323.024)
- Notice to Adjacent Property Owners: The person requesting the Zoning Map Amendment must submit to the Building & Planning Department stamped envelopes with the following return address on the envelope: "Georgetown City Zoning" 1134 N Fraser St, Georgetown, South Carolina 29440. Building & Planning staff will comprise a letter and a map and send them to the residents or businesses within two hundred (200) feet of the proposed rezoned property to notify them.
- It is understood by the undersigned that while this application will be carefully reviewed and considered the burden of proving the need for the proposed rezoning rest with the applicant.



Signature Page

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

Owners:

SEE ATTACHED

Print Name	Signature	Date
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Print Name	Signature	Date
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Corporation/Partnership

Print Corporation/Partnership Name	(if in LLC or Corp. name please, provide authorization to sign)
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Print Name	Signature	Date
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Print Title and Name

Designation of Agent:

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

ROWE PSC c/o Ryan E. Harvey, PE

Print Agents Name

Signature of Agent	Date
Ryan E Harvey	3/11/25

Signature of Owner	Date
SEE ATTACHED	

Witness Signature	Date
-------------------	------

3/11/25

Date

Ryan E. Harvey

Applicant Signature(s)

3/11/2025 | 17:49 PDT

Date

Signed by:
John McClacken
BADB116E9FFB402...

Owners Signature(s)

3/11/2025 | 18:31 PDT

Date

DocuSigned by:
Brent Edgerton
F5E0E55131034ED...

Owners Signature(s)

3/11/2025 | 18:45 PDT

Date

Signed by:
Frank Zep
7D3BBBEBF6364A6...

Owners Signature(s)

3/12/2025 | 11:06 PDT

Date

Signed by:
Wes Wooten
F3C552F97814464...

Owners Signature(s)

3/12/2025 | 04:58 PDT

Date

DocuSigned by:
AA Wooten
7A7DD11C31EE46A...

Owners Signature(s)

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
ERIN ETHRIDGE
BRUCE CARL
JIMMY MORRIS
TAMIKA WILLIAMS-OBENG

CITY OF GEORGETOWN CITY COUNCIL

Planning Department Staff Report

MEETING DATE: June 18, 2025

AGENDA ITEM: PLZ-2025-0001. A request from Ryan Harvey, agent for property owners, Barrel Properties, LLC, to rezone one (1) parcel totaling approximately 1.93 acres from *Split Zoned* Medium Density Residential (R3) / General Commercial (GC) to General Commercial (GC). This property is located off Highmarket St. TMS#: 05-0006-010-00-00.

CURRENT STATUS: The parcel is located north of Highmarket St. and has one existing structure on the property.

POINTS TO CONSIDER:

1. This parcel is located within the City of Georgetown service area. Electric, water and sewer are available to this property.
2. Currently, the property is split zoned, R3/GC, which is not an established, and therefore not an allowable, practice within the City of Georgetown per the City of Georgetown Zoning Ordinance and the City of Georgetown Land Development Regulations.
3. The current zoning allows for a mixture of uses, with the front of the property allowed to be utilized for commercial purposes, with the rear of the property allowed to be utilized for residential purposes.
4. This rezoning would not be considered an up or down zoning, this would be a correction to the zoning for this parcel.
5. The dimensional standards for the General Commercial Zoning District are as follows:

<u>Zoning District</u>	<u>Minimum Lot Size</u>	<u>Front Setback</u>	<u>Side Setback</u>	<u>Rear Setback</u>	<u>Maximum Building Height</u>
<i>Existing R3 Residential Multi-Family</i>	12,000 sq ft	35 ft	30 ft	30 ft	35 ft
<i>Existing GC General Commercial</i>	10,000 sq ft	50 ft	10 ft	10 ft	35 ft
<i>Proposed General Commercial</i>	10,000 sq ft	50 ft	10 ft	10 ft	35 ft

6. The existing structure does conform to the area, yard and height requirements for the General Commercial Zoning District.
7. The parcel in question does conform to the minimum lot size requirements for the General Commercial Zoning District (*Reference Item 1*).
8. Adjacent parcels are zoned (*Reference Item 2; Reference Item 3*):
 - a. TMS#:05-0006-010-01-00; General Commercial (GC)
 - b. TMS#:05-0006-009-00-00; *Split zoned* Medium Density Residential (R3) / General Commercial (GC)
 - c. TMS#:05-0006-018-01-00; Medium Density Residential (R3)
 - d. TMS#:05-0006-018-02-00; Medium Density Residential (R3)

- e. TMS#:05-0006-011-01-00; General Commercial (GC)
 - f. TMS#:05-0006-011-00-00; General Commercial (GC)
 - g. TMS#:05-0006-069-00-00; General Commercial (GC)
 - h. TMS#:05-0006-068-00-00; General Commercial (GC)
 - i. TMS#:05-0006-067-00-00; General Commercial (GC)
9. As there are surrounding parcels zoned GC, staff would not consider this spot zoning.
 10. The Future Land Use map (*2040 Comprehensive Plan*) designates this property as Corridor Commercial. All surrounding properties are designated either as Neighborhood Residential or Corridor Commercial (*Reference Item 4*).
 11. This rezoning is consistent with the Future Land Use Map and aligns with the relevant elements of the Comprehensive Plan.
 12. This property is not located within a flood zone (*Reference Item 5*).
 13. This property is located within the Main Corridor Design Overlay District (MCOD).
 14. Notification letters regarding the rezoning request were mailed, and the property was posted in compliance with the South Carolina Comprehensive Planning Enabling Act.
 15. Staff did receive phone calls regarding the proposed rezoning. No callers expressed concerns. All callers were encouraged to write a letter and/or attend the public hearing to convey their comments to the commission.
 16. All rezonings must be heard one (1) time at Planning Commission, and two (2) times at City Council.

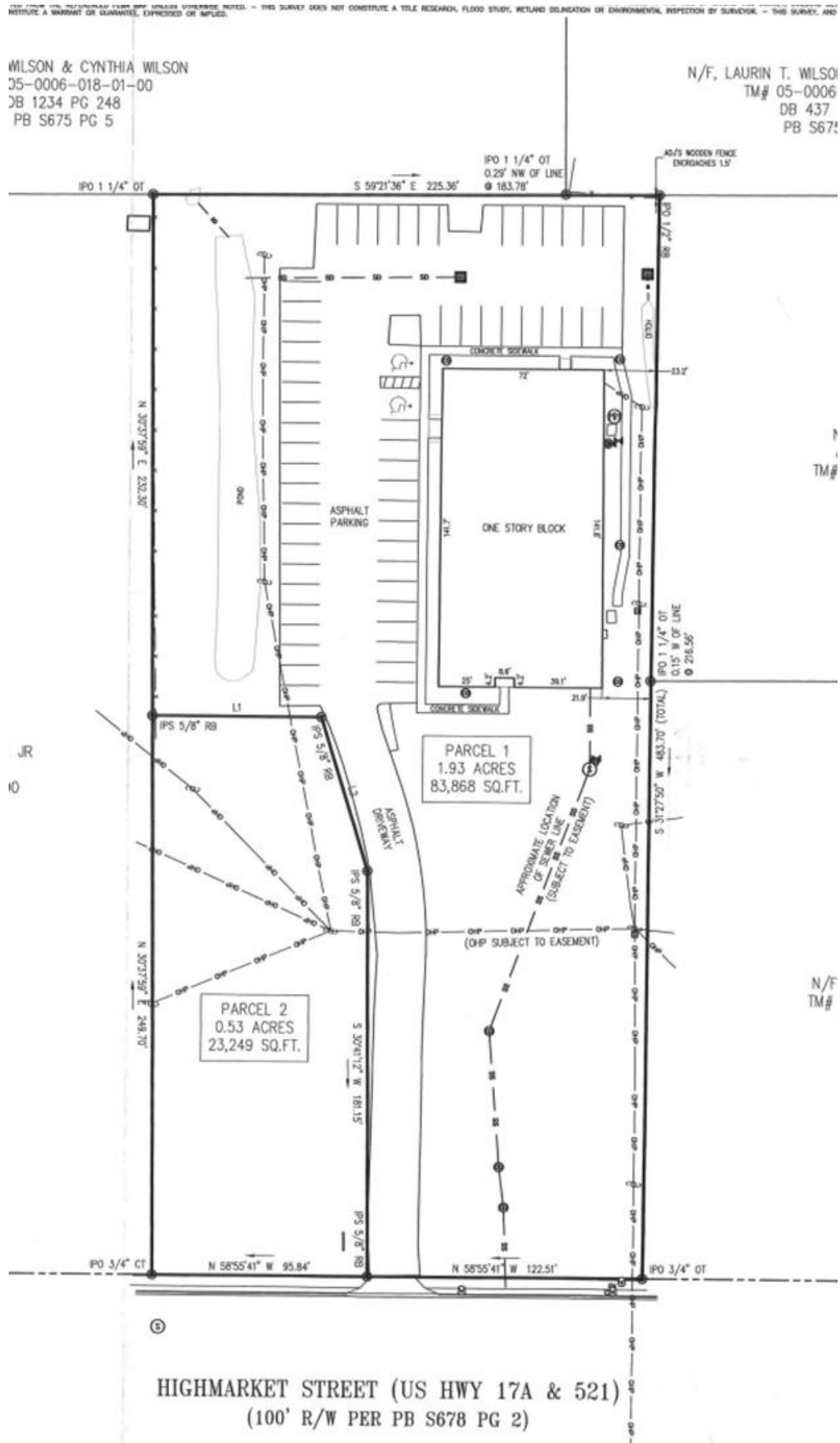
CONCLUSION: Mr. Harvey (agent) would like to request a straight rezoning completed for this property, which is currently owned by Barrel Properties, LLC. The property is not for sale. General Commercial zoning is consistent with the surrounding land uses and aligns with the character of properties along Highmarket Street, where the front of the property faces the established business corridor.

PLANNING COMMISSION MEETING DISCUSSION: One member of the public, the adjacent property owner of 2710 Highmarket Street (TMS#: 05-0006-009-00-00), spoke during the meeting. He expressed concerns about the maintenance of the stormwater pond and the overflow onto his property during heavy rain events. He noted that he had discussed the issue with the property owners prior to the meeting and felt confident that a solution could be reached. He clarified that he had no objection to the proposed rezoning but signed up to speak to voice his concerns regarding stormwater management on the property. Staff informed the Commission that this issue would need to be addressed through civil channels or referred to the appropriate city department, such as Code Enforcement, as ongoing property maintenance and stormwater management are not within the Commission's area of focus. Commissioners inquired about the intended use of the property, to which the applicants explained that the original proposed use, multi-family housing for a boys home, is no longer viable. They now intend to utilize the site for internal storage. As internal storage is not a listed or permitted use within the City of Georgetown Zoning Ordinance, the applicants submitted a Special Exception request to the Board of Zoning Appeals. The Special Exception request was approved via a unanimous vote in favor at the May 7, 2025 Board of Zoning Appeals meeting.

PLANNING COMMISSION FINAL RECOMMENDATION: Planning Commission voted in support of the rezoning request as submitted at the April 22, 2025, Planning Commission regular meeting. The vote was 6/0.

REFERENCE MATERIALS

REFERENCE ITEM 1: Plat submitted by applicants.



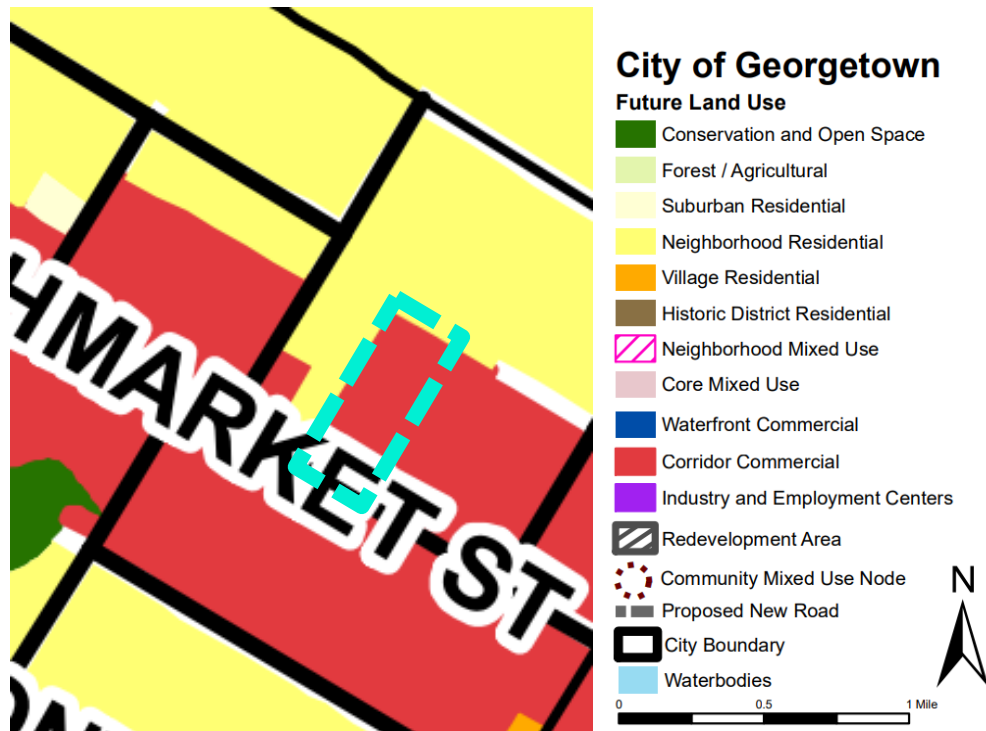
REFERENCE ITEM 2: Tax map showing, adjacent parcels detailed above indicated in yellow, parcel in question indicated in red. *(Please note, location of parcel lines are not entirely accurate on the Qpublic tax map)*



REFERENCE ITEM 3: Zoning map distinguishing zoning of adjacent parcels. Parcel in question indicated in red. Pink color indicates Medium Density Residential (R3) zoning, purple color indicates General Commercial (GC).



REFERENCE ITEM 4: Future land use designation. Approximate position of parcel in question indicated by dashed seafoam green/blue line.



REFERENCE ITEM 5: FEMA Flood Map showing no flood zones applicable. *(Please note, location of parcel lines are not entirely accurate on the Fourrunner Flood Map)*



AN ORDINANCE REZONING APPROXIMATELY 1.93 ACRES, LOCATED AT 2704 Highmarket St., OWNED BY Barrel Properties LLC, FROM Split Zoned Medium Density Residential (R3) / General Commercial (GC) TO General Commercial (GC)

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, On March 12, 2025, the City of Georgetown received an application from the owner to rezone the parcel(s) having County Tax Map No. 05-0006-010-00-00 from Split zoned Medium Density Residential (R3) / General Commercial (GC) to General Commercial (GC) ; and

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

WHEREAS, following the public hearing on April 22, 2025, the Planning Commission heard a motion to approve rezoning, which passed 6-0; and

WHEREAS, the Mayor and City Council of the City of Georgetown have determined that the rezoning is consistent with the Future Land Use Map and that the zoning boundaries as shown on the Official Zoning Map be revised and amended as follows:

Rezoning from Split Zoned Medium Density Residential (R3) / General Commercial (GC) to General Commercial (GC), property totaling approximately 1.93 acres located on Highmarket Street, identified by the Georgetown County Tax Map as TMS# (05-0006-010-00-00).

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

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

Rezoning from Split Zoned Medium Density Residential (R3) / General Commercial (GC) to General Commercial (GC), property totaling approximately 1.93 acres located at 2704 Highmarket Street, identified by the Georgetown County Tax Map as TMS# (05-0006-010-00-00).

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

ATTEST:

Stephanie Buccione, City Clerk

Carol Jayroe, Mayor

First Reading: June 17, 2025

Approved as to Form:

Second Reading: _____

Elise F. Crosby, City Attorney



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

ACTION ITEM

Council Meeting Date:	June 18, 2025
Department:	Planning & Community Development
Issue Under Consideration:	Motion to approve first reading of an Ordinance Amending the City of Georgetown Zoning Ordinance Article X: Sign Regulations Section 1012 Core Commercial (CC) to Include a Provision for Perpendicular Signage Within the Core Commercial (CC) Zoning District.
Amount Requested:	n/a
In Current Budget?:	n/a
If not, please explain:	n/a
Financial Impact:	n/a
Points to Consider:	See attached staff report.
Options:	Approve or disapprove.
Staff Recommendation:	Staff supports Planning Commission's determination to approve.

Reviews:

Clarissa Tindall	Approver	Created/Initiated
Ryan Call	Approver	Approved
Elise Crosby	Approver	Approved
Scott Whittier	Approver	Approved
Stephanie Buccione	Approver	Final Approval

Attachments:

1. GBA Signage Text Amendment Application
2. GBA Text Amendment CC Staff Report

3. ORD Text Amendment Article X Sign Regulations Section 1012



Zoning Ordinance Text Amendment

Contact Information:

Name of Person(s) Requesting Change: Greg Metcalfe / AL Joseph - GBA

Mailing Address: 221 Queen St.

City: Georgetown State: SC Zip: 29440 Phone: 828-263-7318

Text Change Request:

What specific section(s) of the zoning ordinance is proposed to be changed? _____

Article X: Sign Regulations - addition of a section 1012.104: Perpendicular Signage

Reason(s) for the requested change(s): Businesses located on side streets within the core commercial zoning district would like for perpendicular signage to be allowed, enabling them to advertise in a way that is visible from front street.

Proposed Change(s): 1012.104 Perpendicular signage: One(1) additional wall sign may be installed perpendicular to the street frontage for buildings with primary frontage on Queen, Screen, Broad, Orange, King, or Wood streets, provided adequate wall space is available. Signage shall count towards total allowable signage for the business and must comply with the size requirements outlined in section 1012.102. Signage shall not extend beyond the architectural features of the building. Such signs must be removed by the sign owner if an adjacent property owner begins vertical expansion or new construction.

An application fee of \$250.00 must accompany application. GL# (0010.00.323.020)

It is understood by the undersigned that while this application will be carefully reviewed and considered, the burden of proving the need for the proposed amendment rest with the applicant.

AL Joseph
Print Name

AL Joseph
Signature
Greg Metcalfe

4/17/25
Date
4/17/25

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
ERIN ETHRIDGE
BRUCE CARL
JIMMY MORRIS
TAMIKA WILLIAMS-OBENG

CITY OF GEORGETOWN CITY COUNCIL

MEETING DATE: June 18, 2025

AGENDA ITEM: **PLZ-2025-0004.** An amendment to Article X: Sign Regulations to add a new provision allowing for perpendicular signage for businesses on side streets within the Core Commercial (CC) Zoning District.

CURRENT STATUS: Article X: Sign Regulations Section 1012 does not currently allow for perpendicular signage within the Core Commercial (CC) Zoning District.

PROPOSED CHANGE: 1012.104 Perpendicular Signage: One (1) additional wall sign may be installed perpendicular to the street frontage for buildings with primary frontage on Queen, Screven, Broad, Orange, King, or Wood streets, provided adequate wall space is available. Signage shall count towards total allowable signage for the business and must comply with the size requirements outlined in section 1012.102. Signage shall not extend beyond the architectural features of the building. Such signs must be removed by the sign owner if an adjacent property owner begins vertical expansion or new construction.

EXISTING ORDINANCE:

1012.1 Wall Signs: Any sign affixed in such a way that its exposed face and sign area is parallel to the plane of the building.

1012.101 Wall signs must fit within the architectural details of the building.

1012.102 Area: Area of the wall sign shall not exceed one times the linear frontage of the building or unit (where a building has been sub-divided into individual stores with separate entrances). (i.e. if a principal building/unit is 20 feet in width, then a 20 square foot sign shall be permitted and the maximum square footage for any wall sign shall not exceed sixty (60) square feet). In cases where a business in the Core Commercial District has frontage on the public –100 boardwalk along the Sampit River, the owner may utilize a single additional sign on the river side of the building. The sign area may not exceed twenty (20) sq. ft. on the rear sign.

1012.103 Number: One (1) wall sign shall be permitted per principal building except where a building has been sub-divided into individual stores with separate entrances. In this instance, each business shall be permitted one (1) wall sign. The gross surface area for each sign shall be calculated based on the width of each store front

POINTS TO CONSIDER:

1. The reason for the requested change as stated in the application is: “Businesses located on side streets within the Core Commercial zoning district would like for perpendicular signage to be allowed, enabling them to advertise in a way that is visible from front street.”
2. The Comprehensive Plan does not include any recommendations in regard to signage throughout the City of Georgetown.

3. The Comprehensive Plan does include recommendations to update the Zoning Ordinance, which encompasses the Sign Ordinance. Therefore, it can be reasonably interpreted that updates to the Sign Ordinance are also being recommended.
4. Affected properties (*Reference Item 1*)
5. Zoning of affected properties (*Reference Item 2*)
 - a. Affected properties are within the Historic Buildings District
6. Future Land Use Designation of affected properties (*Reference Item 3*)
7. All callers were encouraged to write a letter and/or attend the public hearing to convey their comments to the commission.
8. All text amendments must be heard one (1) time at Planning Commission, and two (2) times at City Council.

CONCLUSION:

The Georgetown Business Association has applied to Planning Commission to amend the text of Article X: Sign Regulations of the City of Georgetown Zoning Ordinance. The proposed amendment would allow for perpendicular signage for businesses on side streets within the Core Commercial (CC) zoning district and increase visibility of said businesses.

PLANNING COMMISSION MEETING DISCUSSION:

No members of the public spoke pertaining to this text amendment. The text amendment request was presented by City of Georgetown Main St. Coordinator Al Joseph and Georgetown Business Association President Greg Metcalf. Mr. Joseph and Mr. Metcalf detailed that businesses on side streets are at a disadvantage compared to businesses fronting Front St. as they have less visibility to passing visitors and experience less customer traffic. Additionally, Mr. Joseph and Mr. Metcalf explained that there is a precedent for such signage, with multiple businesses or entities on side streets currently exhibiting non-conforming perpendicular signage. One commissioner expressed concerns that this was not fair to all businesses on side streets as some businesses do not have the wall space available for perpendicular signage. Mr. Metcalf responded by noting that the ordinance currently allows for additional signage only for businesses with access to the Harborwalk, and that fairness is hard to obtain when dealing with businesses located on different property types (i.e. riverfront, fronting Front St., fronting side roads). Another commissioner expressed concerns about the size of allowable signage. Mr. Joseph and Mr. Metcalf discussed that they are not proposing any change to the allowable size of signage, only to allow for signage on the side of buildings on side streets.

PLANNING COMMISSION FINAL RECOMMENDATION:

Planning commission voted in support of the text amendment as submitted at the May 27, 2025 Planning Commission regular meeting. The vote was 6/1, with 1 commissioner refusing to vote.

REFERENCE MATERIALS

REFERENCE ITEM 1: Tax map showing, affected parcels indicated in yellow.



REFERENCE ITEM 3: City of Georgetown Zoning map distinguishing zoning of area of affected parcels. (Please note this version of the Zoning map is currently under construction)



REFERENCE ITEM 4: Future land use designation of affected parcels.



**AN ORDINANCE AMENDING THE CITY OF GEORGETOWN ZONING ORDINANCE
ARTICLE X: SIGN REGULATIONS SECTION 1012 CORE COMMERCIAL (CC) TO INCLUDE
A PROVISION FOR PERPENDICULAR SIGNAGE WITHIN THE CORE COMMERCIAL (CC)
ZONING DISTRICT**

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, On April 17, 2025, the City of Georgetown received a text amendment application from the Georgetown Business Association to address requests from businesses located on side streets in the Core Commercial District to be able to add one wall sign on the side of a building with an exposed side, such that the sign could be visible from Front Street; and

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

WHEREAS, following the public hearing on May 27, 2025, the Planning Commission heard a motion to approve the text amendment, which passed 6-1; and

WHEREAS, the Mayor and City Council of the City of Georgetown have determined that the text amendment is consistent with the Comprehensive Plan;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Georgetown, in Council duly assembled, that Article X Sign Regulations of the official City of Georgetown Zoning Ordinance be amended at Section 1012 Core Commercial (CC) by adding a new subsection to section 1012.1 Wall Signs as follows:

1012.104 Perpendicular Signage: One (1) additional wall sign may be installed on the side of a building perpendicular to the primary street frontage for buildings with primary frontage on Queen, Screven, Broad, Orange, King, or Wood streets, provided adequate wall space is available. Signage shall count towards total allowable signage for the business and must comply with the size requirements outlined in section 1012.102. Signage shall not extend beyond the architectural features of the building. Such signs must be removed by the sign owner if an adjacent property owner begins vertical expansion or new construction.

BE IT FURTHER ORDAINED, that such changes shall be made to the Official City of Georgetown Zoning Ordinance. All ordinances or parts of ordinances inconsistent with this Ordinance are repealed to the extent of such inconsistency.

ATTEST:

Stephanie Buccione, City Clerk

First Reading: _____

Second Reading: _____

Carol Jayroe, Mayor

Approved as to Form:

Elise F. Crosby, City Attorney



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

ACTION ITEM

Council Meeting Date:	June 18, 2025
Department:	Finance
Issue Under Consideration:	Motion to approve second reading of an ordinance to amend the Residential Utility Round-Up Program.
Amount Requested:	
In Current Budget?:	
If not, please explain:	
Financial Impact:	
Points to Consider:	The cost of utility services has increased for our customers and the increase will allow the program to better assist those qualified applicants in need.
Options:	Approve/Disapprove
Staff Recommendation:	Approve

Reviews:

Stephanie Buccione	Approver	Created/Initiated
Kathy Vermeland	Approver	Approved
Elise Crosby	Approver	Approved
Scott Whittier	Approver	Approved
Stephanie Buccione	Approver	Final Approval

Attachments:

1. Residential Utility Round Up Program Redlined 4.14.25 (2)
2. Ex. A to Round-Up ordinance

AN ORDINANCE TO AMEND THE RESIDENTIAL UTILITY ROUND-UP PROGRAM

WHEREAS, By ordinance adopted January 19, 2023, the City of Georgetown, South Carolina created a Residential Utility Round-Up Program and a Utilities Round-Up Assistance Fund (Ordinance 2023-01); and

WHEREAS, through the generosity of the citizens, the Round-Up Program has been successfully implemented for more than two years, assisting city utility customers with financial need; and

WHEREAS, under the program, an applicant is entitled to make one application in a twelve-month period for a credit up to \$400; and

WHEREAS, the City Finance Department and the Round-Up program manager, Good Friends of Georgetown County, recommend increasing the eligibility and funding amounts; and

WHEREAS, City Council finds the cost of utility services has increased, both for the city to provide service and for its customers to use the utility service; and

WHEREAS, consistent with the recommendation of staff and the program manager, the Mayor and Council desire to amend the program to better assist those qualified applicants in need.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GEORGETOWN, SOUTH CAROLINA:

Ordinance 2023-01, creating the Residential Utility Round-Up Program, shall be amended As shown in Sections 2 and 4, shown in red-line below, to be adopted as amended on Ex. A, incorporated.

...SECTION 2. Creation of the Residential Utilities Round-Up Program.

The Residential Utilities Round-Up Program (“Program”) is hereby created as a means to financially assist the City’s utility customers who are eligible and qualify for the Program. The Program would be voluntary and utility customers would have the opportunity to opt-in to participate in the program to round up their utility bills to the next highest dollar amount. The difference between the actual utility bill and the round-up amount would be earmarked to the Residential Utility Assistance Round-Up Fund to assist low-income households within the City limits ~~with one-time financial assistance in a 12-month period two times~~ in a 12-month period.

Additional private donations could be made on a voluntary basis to the Fund to increase the number of low-income households receiving assistance. Utility customers or anyone may choose to make private donations to the Program in any amount. The donation will be restricted and earmarked to the Residential Utility Assistance Round-Up Fund.

The Program shall not make cash payments to utility customers. The program is intended to only provide a credit to the utility bill based on the recommendation from a third-party administrator.

...SECTION 4. Residential Utilities Round-Up Program Eligibility.

To be eligible for the program, a customer must:

- (1) Be a residential customer of the City utility services. Commercial customers are not eligible.
- (2) Be under threat of disconnection of utility services due to non-payment.
- (3) Agree to go on a payment plan of up to six months for the remaining balance of the past due amount, and adhere to that plan. Failure to adhere to the plan may result in ineligibility for future assistance from the Program. This requirement shall be waived if written documentation prohibiting participation in a payment plan is provided by a landlord.
- (4) A maximum award of ~~\$400~~ \$500.00 per customer is permitted ~~in 12-month period~~ up to two times within a twelve-month period
- (5) Must not have received assistance from the Utility Round Up Program within the last six (6) months.
- (6) Applications must be received by the City no later than noon on the 20th day of each month to ensure consideration for that month....

PASSED by City Council duly assembled this ____ day of June, 2025.

ATTEST:

Stephanie Buccione
City Clerk

Carol Jayroe
Mayor

APPROVED AS TO FORM:

First Reading:
Second Reading:

Elise F. Crosby
City Attorney

CITY OF GEORGETOWN UTILITY ASSISTANCE PROGRAM

SECTION 1. Enactment

This Ordinance was enacted by the City Council by a positive majority vote.

SECTION 2. Creation of the Residential Utilities Round-Up Program.

The Residential Utilities Round-Up Program (“Program”) is hereby created as a means to financially assist the City’s utility customers who are eligible and qualify for the Program. The Program would be voluntary and utility customers would have the opportunity to opt-in to participate in the program to round up their utility bills to the next highest dollar amount. The difference between the actual utility bill and the round-up amount would be earmarked to the Residential Utility Assistance Round-Up Fund to assist low-income households within the City limits two times in a 12-month period.

Additional private donations could be made on a voluntary basis to the Fund to increase the number of low-income households receiving assistance. Utility customers or anyone may choose to make private donations to the Program in any amount. The donation will be restricted and earmarked to the Residential Utility Assistance Round-Up Fund.

The Program shall not make cash payments to utility customers. The program is intended to only provide a credit to the utility bill based on the recommendation from a third-party administrator.

SECTION 3. Creation of the Residential Utilities Round-Up Fund.

The Residential Utility Assistance Round-Up Program Fund (“Fund”) is hereby created as a separate fund to account for private donations resulting from voluntary enrollment of the City’s utility customers on the Residential Utilities Round-Up Program and/or from other private donations. The Round-Up Fund is exclusively created to account for the receipt of those funds and all respective administrative cost and financial assistance appropriations as approved by City Council during the annual budget process. Funds shall be maintained in a separate bank account and not comingled with other City revenues. Earned interest on that account shall be used to further fulfill the purpose of the Program.

The City will provide \$10,000 as seed funds for the Program from the FY 2023 budgeted Public Assistance Program. City Council shall appropriate funds each fiscal year based on the previous fiscal year’s fund balance of the Residential Utilities Round-Up Fund to alleviate the financial burden of eligible and qualified utility customers within the City limits to receive assistance under the Program. Funds would be available on a first-come, first-served basis until the annual appropriation is exhausted or until there are no approved applications from eligible, qualified applicants, whichever comes first.

Unspent appropriations at the end of each fiscal year shall return to the Fund and be available for appropriation the following fiscal year. A maximum of \$200.00 shall be maintained as fund balance in order to achieve the purpose of the Fund so that no funds are accumulated.

SECTION 4. Residential Utilities Round-Up Program Eligibility.

To be eligible for the program, a customer must:

- (1) Be a residential customer of the City utility services. Commercial customers are not eligible.
- (2) Be under threat of disconnection of utility services due to non-payment.
- (3) Agree to go on a payment plan of up to six months for the remaining balance of the past due amount, and adhere to that plan. Failure to adhere to the plan may result in ineligibility for future assistance from the Program. This requirement shall be waived if written documentation prohibiting participation in a payment plan is provided by a landlord.
- (4) A maximum award of \$500.00 per customer is permitted up to two times within a twelve-month period
- (5) Must not have received assistance from the Utility Round Up Program within the last six (6) months.
- (6) Applications must be received by the City no later than noon on the 20th day of each month to ensure consideration for that month.

SECTION 5. Residential Utilities Round-Up Program Administration.

The City Administrator and the Finance Director are authorized to develop the Program's Rules and Procedures based on the Federal Poverty Guidelines. Such Rules may be revised from time to time by the City Administrator and the Finance Director to comply with the purpose of the Program.

To ensure fair treatment of utility customers, the City Administrator and the Finance Director are authorized to contract with a third-party human services organization located within the City limits to review applications and qualify applicants for the Program based on Federal Poverty Guidelines. The organization shall provide a list of eligible and qualified utility customers within the City limits to the Finance Director to apply for financial assistance as recommended. The list shall certify that applications have been reviewed and eligible customers comply with Federal Poverty Guidelines. Any administrative fee shall be paid by the Fund.

SECTION 6. Severability

That if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by valid judgment or decree of any Court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, which remaining parts shall be considered as severable and shall continue in full force and effect.

SECTION 7. Penalty

Whoever violates or fails to comply with any of the provisions of this chapter is guilty of a minor misdemeanor and shall be fined not more than the maximum amount allowed by law.

[Initially adopted January 19, 2025, amended June 18, 2025]



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

ACTION ITEM

Council Meeting Date:	June 18, 2025
Department:	Finance
Issue Under Consideration:	Motion to approve second reading of an ordinance to adopt a budget and raise revenue for the City of Georgetown, South Carolina, for the fiscal year ending June 30, 2026 (FY 2026).
Amount Requested:	\$54,566,237
In Current Budget?:	N/A
If not, please explain:	N/A
Financial Impact:	N/A
Points to Consider:	This was discussed during the Budget Retreat on March 27, 2025, and the Budget Workshops on April 17, 2025, and May 1, 2025.
Options:	Motion to approve FY 24-25 Operating and Capital Budgets with fee and rate adjustments/do not approve motion
Staff Recommendation:	Approve

Reviews:

Stephanie Buccione
Kathy Vermeland
Elise Crosby
Scott Whittier
Stephanie Buccione

Approver
Approver
Approver
Approver
Approver

Created/Initiated
Approved
Approved
Approved
Final Approval

Attachments:

1. FY2025-2026 Budget Message
2. FY26 Budget Ordinance- Redlined Rate Changes 5.9.25
3. FY26 Budget Ordinance- Redlined Rate Changes 6.10.25
4. FY26 Budget Ordinance- Clean Rate Changes 6.10.25

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 Offices
(843) 545-4001

June 18, 2025

Budget Message: Fiscal Year 2025/2026 Proposed Budget

Mayor Carol Jayroe, Members of City Council, and City of Georgetown Residents:

It is my privilege to present the proposed Fiscal Year 2025/2026 (FY 2026) budget for the City of Georgetown for your consideration and approval. This budget provides the financial plan for the city to continue delivering municipal services for the fiscal year starting July 1, 2025 and ending June 30, 2026. The budget includes a fiscally responsible financial allocation plan necessary to maintain services. As recommended, the budget presents an expenditure plan for meeting the service needs of the city of Georgetown's residents through excellent service delivery and much needed capital infrastructure investments on our aging infrastructure.

As proposed, the FY 2026 budget totals \$54,526,593. The budget includes capital projects and general operating expenditures necessary to support the city's general fund operations as well as the needs for the enterprise funds. The FY 2026 budgeted expenditures are 10.59% higher than the FY 2025 amended budget.

As discussed at the budget retreat and workshops, the proposed budget includes the revised operating millage equal to 129.90 for the provision of general government services such as law enforcement, first responders, public works, and general administration and 4.0 mills for the city's general obligation bonds payment. The FY 2026 budget includes a \$3,099,156 transfer from the General Fund's (GF) fund balance to support General Fund expenditures, the Capital Projects Reserve Fund, and Waste Management.

The City covenanted in its 2011 Master Bond Ordinance to maintain all rates and charges of its Combined Water, Wastewater and Electric System as necessary to pay operational expenses, debt service on bonds, and other system costs. The utility rate adjustments include 4% for water, 4% for wastewater, and 11% for electric.

The waste management fee is adjusted by 8% from \$27.69 to \$29.89 per month for residential customers and non-residential customers outside the Downtown Sanitation District (DSD) for twice a week pickup. Waste management fees for non-residential customers within the DSD will increase from \$87.87 to \$94.90 per month to continue providing 7-days a week/365 days a year garbage pickup services. This fund is balanced with a transfer of \$92,135 from the fund balance of the General Fund since the fee adjustment does not cover this fund's FY 2026 budget. As the waste management Fund's deficit decreases over time, this fund should begin reimbursing the General Fund this and any other recorded transfers.

The stormwater fee adjustment is 2.3%, per the recommendation of the January 2024 rate study.

Drawer 939
Georgetown, SC 29442

The utilities, stormwater, and waste management rates/fees adjustments are expected to have an overall impact between 7.3% and 7.8% on utility bills for a handful of randomly selected customers. Approving these adjustments is not a popular decision to make; however, under the current economic circumstances and due to past policy decisions of not addressing adjustments incrementally, the proposed increases are necessary to:

- Continue providing reliable services (operations and maintenance) based on recovering costs primarily through user charges;
- Address infrastructure needs; and
- Be in compliance with covenants imposed when the city issued debt in 2011, which pledged the revenues of the Combined Utility System to service the debt.

Budgeting Considerations and Financial and Economic Factors

The City of Georgetown provides essential services to its residents including public safety (i.e., law enforcement, first responders, and firefighting), planning and building inspections, utilities (i.e., stormwater maintenance, potable water, wastewater treatment, and electricity), public works (i.e., waste management, yard debris pickup, grounds and street maintenance), public property maintenance, administration, human resources, risk management, information technology, fleet services, and finance administration. It does not matter what the emergency is, such services cannot shut down or pause.

Tax Increment Financing District (TIF District): City council approved the first TIF District Redevelopment Plan on April 18, 2019. The Georgetown County School District and Georgetown County agreed to participate in the TIF District. Table 1 provides the School District and County’s participation.

Table 1. Georgetown County School District and Georgetown County TIF Participation

Entity	Participation	Term/Starting Date
Georgetown County School District	• TIF revenue distribution: 75% to City; 25% to School District. • Capped to the GCSD’s rate of tax millage for operations or 109.7 mills, whichever is less, plus the tax millage levied for its debt service.	25 years/July 1, 2019
Georgetown County	• TIF revenue distribution: 100% to City. • Capped to the County’s operating tax millage or 56.3 mills, whichever is less, plus the tax millage levied for its debt service	25 years/July 1, 2020

Pursuant to the TIF ordinance, City council will need to establish the priority of the projects “in a manner that it, in its sole discretion, may determine will provide the most likelihood of redevelopment within the Redevelopment Area.” In anticipation of future development within the TIF District, staff plans to work with Council to review the prioritized list of TIF funded projects. The City needs to establish a record of TIF revenue received before any TIF bonds may be issued to fund approved projects. TIF revenue will continue to be generated as and if new development occurs within the district.

In 2021, we received the first TIF revenue totaling \$37,968.78 for tax year 2020. This year, we are budgeting \$157,687 in new TIF revenue for tax year 2024. It is anticipated that TIF revenue will increase over time. No major TIF expenditures are currently anticipated in FY 2026. Table 2 provides a summary of TIF revenues and distribution.

Table 2. Summary of TIF Revenue Received and Distributed

Distribution of TIF Funds	Tax Year			2023	2024 (Projected)	Totals
	2020	2021	2022			
From City of Georgetown (at 100%)	\$14,828.21	\$19,453.57	\$36,180.41	\$55,705.02	\$68,508.23	\$194,675.44
From Georgetown County (at 100%)	\$8,816.77	\$11,566.99	\$21,525.05	\$30,881.44	\$35,266.93	\$108,057.18
From Georgetown School District (at 75%)	\$14,323.80	\$18,791.82	\$33,906.87	\$47,210.35	\$53,914.71	\$168,147.55
Total TIF Funds to City	\$37,968.78	\$49,812.38	\$91,612.33	\$133,796.82	\$157,686.87	\$470,880.17
Georgetown School District (25%)*	\$4,774.60	\$6,263.94	\$11,302.99	\$15,736.78	\$17,971.57	\$56,049.88
Total TIF Revenue Generated	\$42,743.38	\$56,076.32	\$102,915.32	\$149,533.60	\$175,658.44	\$526,930.05

* Funds sent to Georgetown School District

FY 2025 Priorities of the City of Georgetown

In FY 2025, the city addressed or continued to address the following areas:

Beautification Efforts Continue: The Public Works Department continues with maintenance of the gateways, streets, and sidewalks. The city hires temporary staff in the summer to assist our crews with maintenance during the growing season. Staff will continue monitoring City streets and report debris for removal. We have hired a gardener to maintain the planters on Front Street to ensure they look their best year round. The city will continue implementing the Clean Sweeps and Adopt a Street programs. Since its implementation, this program has helped our residents with disposing unwanted and bulk items in a much more organized way.

Comprehensive Plan Update: State law requires local governments to do an update to their Comprehensive Plan ("Plan") every 10 years. Most municipalities enlist outside help with this task, as there are some aspects of the plan that are data intensive and technical in matter. Council approved entering into a contract with the Waccamaw Regional Council of Governments (WRCOG) to assist with updating the Plan for the city. The WRCOG submitted the draft plan in March 2022. Planning staff reviewed the plan in 2022. Due to turn over in the Planning Department and at the WRCOG, updating the Plan has been delayed. The Plan was completed and adopted by city council the spring of 2025. The Plan will be continually reviewed and updated as necessary.

Stormwater Infrastructure Improvements: The city's stormwater drainage system has not been adequately maintained and/or upgraded causing recurring floods affecting businesses and residential properties. Therefore, it is important that city council continues addressing this issue pursuant to the recommendations of the adopted SWMP completed in July 2019.

In February 2021, the Economic Development Administration (EDA) of the US Department of Commerce approved a grant for \$3,365,409 and Georgetown County Council approved the cash match for \$841,353 from the Capital Sales Tax surplus funds. City council approved an additional \$500,000 as local match and the City was awarded a Rural Initiative Grant for \$781,764. This grant is funding the first stormwater project in the commercial district and the construction of a bulkhead behind Constitution Park and the Georgetown County owned property. The project design and procurement process are complete. Bids came higher than the construction budget approved. The city had requested and received approval for additional funds to the SC Department of Commerce and EDA. This project will be completed during the early part of FY2026.

Secondary Water Flocculation/Sedimentation Basin: The City owns and operates the water treatment plant (WTP), which was built in the early 1970s. The city undertook a major overhaul at the end of 2001. The existing basin is in need of renovations due to aging, exposure to natural coastal weather elements such as

hurricanes and tropical storms. The city needs a secondary basin to enhance the water treatment plant reliability of the raw water treatment process. The Water Department requested funding for the construction of a secondary basin to provide redundancy. Now more than ever, the city needs a reliable water treatment system to supply water to its customers without interruption..

The city had completed the design phase of this project with local funds. The estimated cost at the time of the grant application submission was \$4.285 million. City council approved the local match totaling \$857,000. EDA approved the federal share on June 7, 2022 for \$3.428 million. The construction industry has experienced unprecedented inflationary costs. COVID-19 effects and the disruption of the materials supply chain had created extraordinary inflationary increases in the construction market. The lowest bid for the project was \$5.186+ million. The city had requested and received additional financial assistance from the state and federal governments to cover the increased costs. This project is currently in construction and will be completed during the early part of FY2026

City Hall Building: The old City Hall building located at 120 North Fraser Street was demolished in January 2019. City Council approved construction of a new City Hall building on the same site. However, primarily due to the unknown economic effects of the COVID-19 pandemic, Council passed a resolution in May 2020 to suspend the new City Hall project. In addition, Council approved an ordinance to commit \$3.5 million of insurance proceeds received for the future construction of the new City Hall. The proceeds from the City Hall settlement are accounted for in the Capital Projects Reserve Fund. Due to the persistence of the pandemic, building a new City Hall was not pursued in 2021. In early 2022, City Council determined to not build on the same site and authorized resuming the project at a different location. In June of 2023, the City purchased the headquarters building of Liberty Steel located at 420 South Hazard Street. The new City Hall building will be located at this facility. The building is scheduled to start renovations late summer to early fall of 2025.

Salaries, recruitment and retention: This continues to be a concern as jurisdictions around the city are increasing salaries. If not addressed, skilled employees may decide to leave the city. City council understands the critical financial needs of the city to continue providing uninterrupted and high quality public services. A compensation study was completed at the beginning of 2025. New wage scales have been created and several staff member wages have been adjusted for FY2026. In addition to these adjustments, the budget includes increases to salaries based on merit and cost of living that are applicable to eligible employees as noted in the Employee Handbook policies.

Budget Development and Process

In times of economic uncertainties, a fiscal discipline and being good stewards of the city's resources were considerations of staff in the FY 2026 budget development processes. Based on the current economic conditions, we used a realistic approach to develop the recommended FY 2026 budget by (1) continue providing services needed; (2) addressing employees' salaries; and (3) not placing the City in an adverse financial position. The budget process is similar to processes in previous years. Table 3 shows the budget development process followed for FY 2026.

Table 3. City of Georgetown Annual Budget Process

January	February	March	April	May	June	July
Departments Input Budget	- Departments Projections - Directors Meetings with Administration and Finance	- Administration and Finance Review - Finance Prepares Draft Budget - City council Retreat (Budget presentation)	- Budget Workshop #1 - Individual meetings with Council members	- Individual meetings with Council members 1st Reading of Budget Ordinance	- Individual meetings with Council members - Public Hearings 2nd Reading of Budget Ordinance	New Fiscal Year begins on July 1

Budget in Brief: FY 2026 Budget by Fund

The proposed FY 2026 budget totals \$54,526,593. The General Fund budget totals \$15,118,937. Table 4 includes a summary of the budget by fund.

Table 4. Summary of FY 2025 Budget by Fund

Fund	Proposed FY 2026 (\$)	Percent of Budget	Fund	Proposed FY 2026 (\$)	Percent of Budget
General Fund	\$15,118,937	27.73%	Local Hospitality/A Tax	\$3,358,066	6.16%
Debt Service	\$180,000	0.33%	Electric Utility Fund	\$17,008,121	31.19%
Capital Projects Reserve Fund	\$4,877,893	8.95%	Water Utility Fund	\$4,636,965	8.50%
TIF District	\$157,687	0.29%	Wastewater Fund	\$5,432,387	9.96%
State and Local Grants	\$414,522	0.76%	Stormwater Utility Fund	\$1,569,952	2.88%
State Accommodations Tax	\$170,711	0.31%	Waste Management Fund	\$1,601,363	2.94%
			Seized and forfeited	\$0	0.00%
Total Proposed FY 2026 Budget			\$54,526,593		

(Note: ARPA funds are not reflected since funds are appropriated for capital projects. These funds are budgeted but reclassified as assets (i.e., backed out of the budget) in order to expense the depreciation of the asset in future years.)

The Combined Public Utility System (i.e., electric, water and wastewater utilities) totals \$27,077,473 and equates to 49.66% of the FY 2026 budget. Figure 1 shows the budget by fund in a graphic form.

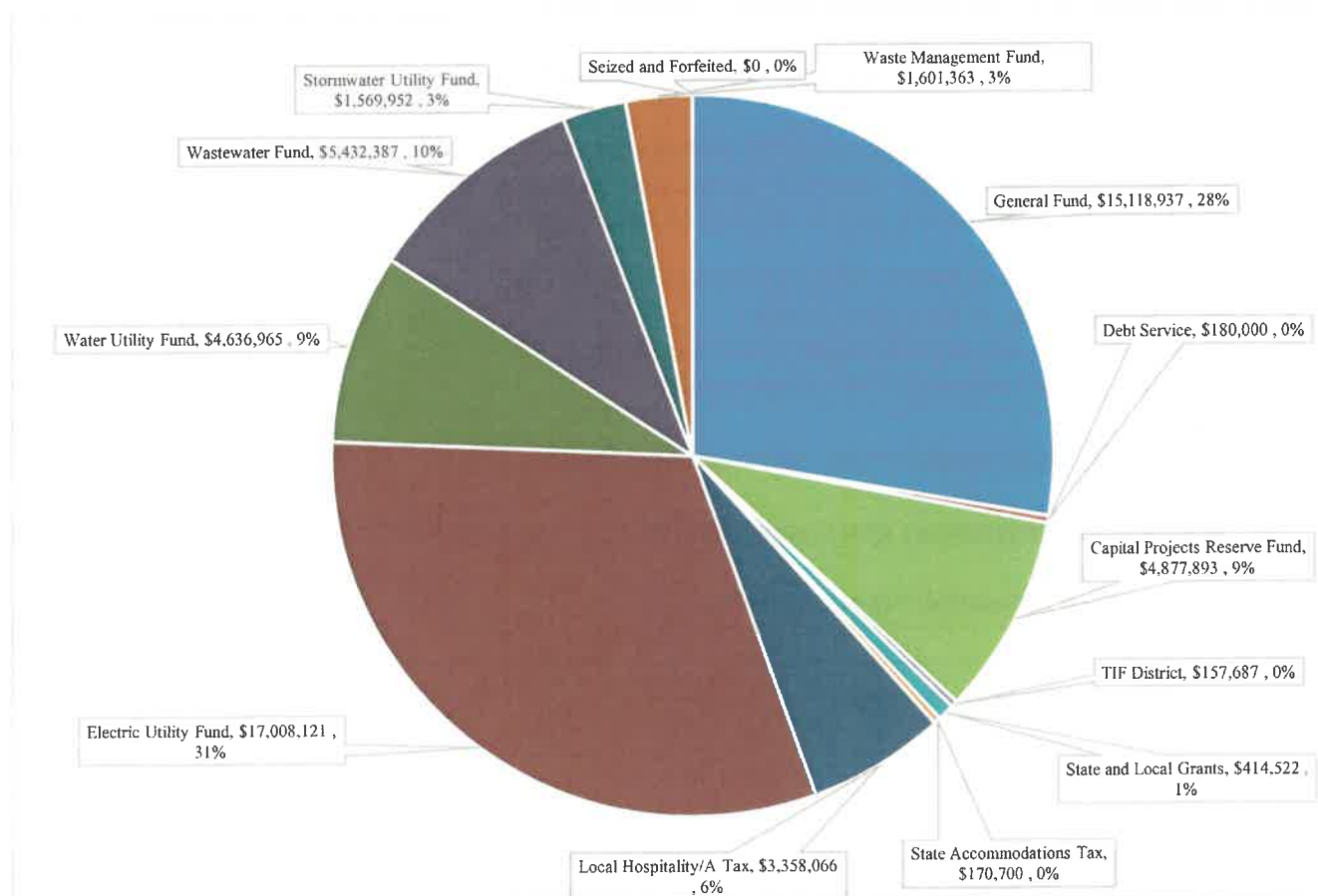


Figure 1. FY 2026 Budget by Fund

The proposed FY 2026 budget is 10.59% higher than the FY 2025 amended budget. Table 5 provides an overview of the proposed budget in comparison with the FY 2025 adopted budget, as amended.

Table 5. Fiscal Year 2024 Budget in Brief

FY 2025 Revenue, As Amended	Proposed FY 2026 Revenue	Percent Change in Revenue	Current FY 2025 Operating Millage	Proposed FY 2026 Operating Millage
\$49,303,255	\$54,526,593	10.59%	127.70	129.90
FY 2025 Expenditures, As Amended	Proposed FY 2026 Expenditures	Percent Change in Expenditures		
\$49,303,255	\$54,526,593	10.59%		
<i>The total millage levy in the City will be one hundred thirty-one and 70/100 (131.70), which includes 4.0 mills of debt service millage to be levied for the City's general obligation bonds.</i>				

Budget in Brief: Summary of Capital Projects

General Fund includes three state grants, the SC Department of Public Safety BAAG and SRO grants that support the City of Georgetown Police Department. The SCMIT/SCMIRF grants will supplement purchases of required safety supplies in the Fire, Police, and Public Work department.

Capital Projects in the Local Hospitality/Accommodations Tax Fund for FY 2026 totals \$1,679,933. Of this amount, \$250,000 are grant funded projects.

Capital projects in the enterprise funds total \$17,832,329. Of this amount, \$800,000 are grant funded project through EDA, SCIIP, and other sources.

Table 6. Summary of FY 2026 Grant Funded Projects

FY 2026 GRANT FUNDED PROJECTS (\$)

GENERAL FUND	
SCHOOL RESOURCE OFFICER (SRO): SC DEPARTMENT OF PUBLIC SAFETY GRANT	\$274,912
SC MUNICIPAL INSURANCE TRUST/SC MUNICIPAL INSURANCE RESERVE FUND	\$12,000
BODY ARMOR ASSISTANCE GRANT: SC DEPARTMENT OF PUBLIC SAFETY GRANT	\$11,259
LOCAL H/A TAX	
DMO MARKETING: SCPRT ANNUAL FUNDING	\$60,288
DMO MARKETING: SCPRT TAG GRANT	\$77,731
PUBLIC WORKS: PALMETTO PRIDE CODE ENFORCEMENT	\$10,000
CLELAND STREET PARKING LOT: CDBG-COVID	\$250,000
TOTAL	\$696,190
FY 2026 GRANT FUNDED PROJECTS (\$) - ENTERPRISE FUNDS	
WATER FUND	
SEWER PUMP STATION #11 AND FORCE MAIN REPLACEMENT PROJECTS: SCIIP	\$500,00
STORMWATER FUND	
STORMWATER IMPROVEMENTS PROJECT: EDA	\$300,000
TOTAL	\$800,000

Federal and state agencies require local match. Should we continue submitting grant applications, we need to be prepared to provide the local match to not jeopardize grant awards. It is highly recommended that city council continues discussions with our South Carolina Legislative Delegation and seek support to assist with projects. It is also recommended seeking grants with no local match requirements, if there are any.

We continue working with our financial advisor and bond counsel on developing a comprehensive multiyear capital improvement program and identifying sources of funds to address the several capital needs of the city. City council will need to establish a permanent and sustainable funding mechanism for the Capital Projects Reserve Fund. A portion of such funding may involve the issuance of general obligation bonds, which are secured by property taxes levied in the form of debt service millage. The City currently levies 4.0 debt service mills on its outstanding general obligation bonds. This millage is levied and collected through the regular property tax bill each year.

Conclusion

I commend the hard work of staff and their commitment to sound fiscal management and being trustees of the city's assets and infrastructure. Despite the multiple challenges presented in developing a balanced budget for FY 2026 during uncertain economic times, the proposed budget serves as the expenditure plan to continue providing essential services in a manner that is appropriate with the provision of such services at this time.

Many thanks to department directors and managers for taking a hard look at their budget requests to finally present a balanced budget. Thanks also to Mayor Carol Jayroe and members of city council for working with staff as we went through the process.

As we conclude this budget process, again, it has been a great honor to work with all department directors and managers, Finance Director Kathy Vermeland and Assistant Finance Director Eliza Jagger in allocating financial resources to accomplish our goals for the upcoming fiscal year. It has also been a privilege to work with all city employees as we strive to continue providing the level of services needed keeping in mind our fiduciary responsibility to the taxpayers and customers of the City of Georgetown while recruiting and retaining our talented workforce. I sincerely appreciate the commitment of city employees in serving our residents and visitors.

Sincerely,



Scott J. Whittier
City Administrator

**AN ORDINANCE TO ADOPT A BUDGET AND RAISE REVENUE FOR THE CITY OF
GEORGETOWN, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2026 (FY 2026)**

AND

**TO AMEND THE WATER UTILITY RATES CONTAINED IN THE CITY CLERK'S OFFICIAL
RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND CHARGES
FOR THE CITY; AMEND THE WASTEWATER UTILITY RATES CONTAINED IN THE CITY
CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES
AND CHARGES FOR THE CITY; AMEND THE STORMWATER UTILITY RATE CONTAINED IN
THE CITY CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND
MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AMEND THE RESIDENTIAL AND
GENERAL ELECTRIC SERVICE RATE PROVISIONS CONTAINED IN THE CITY CLERK'S
OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND
CHARGES FOR THE CITY; AND AMEND THE WASTE MANAGEMENT/SANITATION RATES
CONTAINED IN THE CITY CLERK'S OFFICIAL RECORD OF RATES, DEPOSITS, AND
MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AND OTHER MATTERS RELATING
TO ALL OF THE FOREGOING**

WHEREAS, the City of Georgetown, South Carolina (the "City") is a municipal corporation of the State of South Carolina (the "State"), located in Georgetown County, South Carolina (the "County") and as such possesses all general powers granted by the South Carolina Constitution (1895, as amended) and statutes of the State to municipal corporations; and

WHEREAS, pursuant to Sections 5-9-10 *et seq.* of the Code of Laws of South Carolina 1976, as amended (the "SC Code") and Section 2-1 of the City's code of ordinances, the City operates under the mayor-council form of government, with a mayor and six council members serving as the governing body of the City (the "City Council"); and

WHEREAS, Section 5-9-30 of the SC Code requires that Mayor, with the assistance of the City Administrator and City staff, prepare and submit a budget for consideration by City Council; and

WHEREAS, Section 5-9-40 of the SC Code provides that the City Council shall adopt a budget for each fiscal year (July 1 through June 30 of the following calendar year and for purposes herein a, "Fiscal Year") to appropriate revenues and expenditures for various purposes necessary to conduct of business of City; and

WHEREAS, prior to the adoption of the budget, the City Council is required to hold a public hearing on the budget and any new fees resulting therefrom as required pursuant to Sections 5-7-260, 6-1-80, and 6-1-330 of the SC Code and the City's code of ordinances; and

WHEREAS, heretofore, and acting pursuant to the various authorizations described in the foregoing recital, the City Council, after due and proper notice, held public hearings on June 18, 2025 on the adoption of the budget and the various fees implemented hereunder; the hearings were conducted publicly and both proponents and opponents of the proposed actions of City Council were given the full opportunity to be heard; and

WHEREAS, subject to the limitations in Section 6-1-320 of the SC Code, City Council is authorized to increase the millage rate imposed for general operating purposes; and

WHEREAS, Section 6-1-330 of the SC Code authorizes City Council to charge and collect new service and user fees after public notice and hearing (as noted and recited above); and

WHEREAS, as required by the City's Master Bond Ordinance dated July 28, 2011, as amended on August 20, 2015 (the "Master Bond Ordinance") the City has covenanted to maintain rates and charges for the City's Combined Public Utility System (the "System") necessary to support the System and sustain the various revenue coverage requirements provided thereunder; acting under this legal mandate, the City shall periodically review its policies, rates, and fees necessary to facilitate operations, maintenance, capital expenditures, and debt service payments on revenue bonds payable from revenues of the System; and

WHEREAS, on the basis of the foregoing, this Ordinance authorizes and approves the City of Georgetown Annual Budget by Organization Report for FY 2025-2026 (the "FY 2026 Budget"), a copy of which is attached hereto as Exhibit A, and further authorizes and implements certain new fees and charges as necessary to support and fund the FY 2026 Budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GEORGETOWN, SOUTH CAROLINA:

SECTION 1. Enactment

This Ordinance was enacted by the City Council by a positive majority vote.

SECTION 2. Hearing

Following public hearings held after due and proper notice on June 18, 2025, this Ordinance and the FY 2026 Budget approved hereunder complies with Sections 6-1-80, 5-7-260, 6-1-320 and 6-1-330 of the SC Code as well as Sections 2-41 and 2-46 of the City's Code of Ordinances.

SECTION 3. Budget

The FY 2026 Budget, with proposed revenue for payment thereof, as prepared and as contained in an archived copy on file in the office of the Municipal Clerk, and available for public inspection, which copy is incorporated herein by reference, is adopted and made a part hereof. The FY 2026 Budget, as shown attached as Exhibit A and incorporated herein, is balanced as to receipts and disbursements in the total sum of \$54,566,237. The FY 2026 Budget, as presented, sets forth the necessary revenues and expenditures for the various purposes described therein and shall govern the appropriation of the City's funds during the 2026 fiscal year. A summary of the revenues and expenditures for each of the City's major funds and the System is set forth in the Sections herein below.

SECTION 4. Ad Valorem Taxes

- A. *Ad valorem* property taxes, as a general fund revenue source, in the amounts and in the manner hereinafter mentioned, are and shall be levied, collected and paid as follows: a tax of ~~one hundred thirty-one and 70/100 (\$131.70)~~ **one hundred thirty-three and 90/100 (\$133.90)** one hundred on every one thousand dollars and no/100 (\$1,000.00) in assessed value of all real estate and personal property of every description owned and used in the City, except as such property may be exempt from taxation under the Constitution and laws of the State; such tax shall be levied by the County Auditor and collected by the County Treasurer. Upon such collection, all taxes shall be paid into the City treasury for credit to the City, for the corporate purposes, permanent improvements, and current expenses. The total millage levy in the City shall be ~~one hundred Thirty-one and 70/100 (\$131.70)~~ **one hundred thirty-three and 90/100 (\$133.90)** which includes 4.0 mills of debt service millage to be levied for the City's general obligation bonds.

- B. The millage rates are based on estimated assessments received from the County Auditor and are subject to change based on final assessment figures. Any change in the FY 2026 Budget or the tax levy shall be by subsequent Ordinance enacted in accordance with the SC Code. However, upon information and belief, the millage levied herein is compliant with the terms of Section 6-1-320 of the SC Code.
- C. Upon its approval, a copy of this Ordinance and the FY 2026 Budget shall be made available to Georgetown County in order to properly order the levy and collection of *ad valorem* property taxes. Additionally, the City Administrator shall be authorized to make the millage certification to the County Auditor required by Section 12-43-285 of the SC Code.
- D. The Finance Director of the City (including any person holding such role in an interim or acting capacity), acting in concert with the proper officials of the County, shall be responsible for the collection of delinquent taxes, penalties and other charges.

SECTION 5. Fees, Taxes and Other Charges.

- A. That the FY 2026 Budget imposes special event permit fee schedule; such schedule shall be for permits rendered on or after July 1, 2025. A copy of which is summarized on Schedule A attached hereto.
- B. That the FY 2026 Budget appropriates sufficient revenues within the Local Hospitality Tax fund to provide for the payment of all qualified expenses of local hospitality taxes, local accommodations taxes and state accommodations taxes, and debt service, if any.
- C. That the FY 2026 Budget appropriates sufficient revenues to fund the City's capital program. The capital program shall be funded from the issuance of debt and other sources made available for pay-as-you-go financing by the City.

SECTION 6. Combined Utility Fund for the System

- A. *Generally:* It is prudent and fiscally responsible for the City to periodically review established utility policies and rates to facilitate operations for the System. On such basis, the City has determined to implement certain rate increases for the System as summarized in subsections B, C and D below.
- B. *Water Utility Fund:* For fiscal year 2026, in the Water Utility Fund, a rate increase of 4% is included in the FY 2026 Budget and will apply to all water customers effective July 1, 2025. Therefore, the water utility rates contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2026 Budget.
- C. *Wastewater Utility Fund:* For the fiscal year 2026, in the Wastewater Utility Fund, a rate increase of 4% is included in the FY 2026 Budget and will apply to all wastewater customers effective July 1, 2025. Therefore, the wastewater rates contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2026 Budget.
- D. *Electric Utility Fund:* For the fiscal year 2026, in the Electric Utility Fund, a rate increase of 11% is included in the FY 2026 Budget and will apply to all electric customers effective July 1, 2025.

Further, City Council has previously enacted certain provisions addressing the applicability of residential rates and general service rates to the City's electric utility customers. City Council desires to further refine and clarify the customers subject to each rate category. Therefore, the electric rates and certain categories of rate payors contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2026 Budget.

SECTION 7. Stormwater Drainage Utility Fund

A. *Generally*: The City obtained a third party consultant in 2024 to conduct a stormwater rate study. The study advised City Council to follow a recommended schedule rate increase. For the fiscal year 2026, in the Stormwater Utility Fund, a rate increase of 2.3% is included in the FY 2026 Budget and will be effective July 1, 2025. Therefore, the stormwater rates contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule D attached hereto, which have been fully incorporated into the FY 2026 Budget.

SECTION 8. Waste Management Fund

A. The City provides sanitation services to residential and certain commercial properties within the City. It is prudent and fiscally responsible for the City to periodically review the rates it charges for its sanitation services. Based upon a review of such rates, the City has determined to implement a rate increase of 8% for its residential and non-residential sanitation services, as shown in Schedule C. Based on the inclusion of these rate adjustments, the FY 2026 Budget appropriates sufficient revenues to fund the Waste Management Fund.

SECTION 9. Allocation of Funds.

To facilitate operations as contemplated by the FY 2026 Budget, there shall be established and maintained a General Fund, Enterprise Funds, and other appropriate funds, in such amounts as are provided for in the budget aforesaid, as hereby adopted or as hereafter modified pursuant to law.

SECTION 10. Transfer Policy

On July 13, 2017, the City adopted a formal 'Transfer Policy' to allocate funds to and otherwise reimburse its General Fund for costs attributable to the Funds established for the Combined Public Utility System, which includes the Electric, Water, and Wastewater utilities. Any transfer from the Funds to the General Fund are considered an expense of the Funds but shall only be made from those revenues which constitute surplus funds under the provisions of the Master Bond Ordinance.

SECTION 11. Reallocation of Funds

The City Administrator is hereby authorized to administer the budget and to transfer appropriations within and between departments of each fund if necessary to achieve the goals of the FY 2026 Budget. However, no such transfer shall (a) be made from one fund to another fund established pursuant to Section 9 above, or (b) conflict with any previously adopted policy of the City Council. Any change in the budget which would increase or decrease the total of all authorized expenditures must be approved by City Council.

SECTION 12. Ratification

The City Council ratifies and approves the findings of fact recited above. Further, all actions of the Mayor, City Administrator, and other City staff regarding the public hearings and drafting,

execution and delivery of the FY 2026 Budget are ratified, approved and confirmed. Further, the City Administrator and City staff shall be authorized to do all things necessary to implement the provisions of the FY 2026 Budget.

SECTION 13. Severability

That if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by valid judgment or decree of any Court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance, which remaining parts shall be considered as severable and shall continue in full force and effect.

SECTION 14. Future Adjustments

In the event that unforeseen expenditures become necessary during the FY 2026 and such expenditures would cause appropriations of a fund to be exceeded in total, a public hearing and an ordinance amending the original Budget will be necessary to appropriate additional funds.

PASSED by City Council duly assembled this 18th day of June, 2025.

ATTEST:

Stephanie Buccione, Municipal Clerk

Carol Jayroe, Mayor

Approved as to Form:

Elise F Crosby, City Attorney

First Reading:	<u>May 15, 2025</u>
Second Reading:	<u>June 18, 2025</u>
Public Hearing for Budget:	<u>June 18, 2025</u>
Public Hearing for Adjusted Rates:	<u>June 18, 2025</u>

Schedule A

CITY OF GEORGETOWN SPECIAL EVENT PERMIT SCHEDULE OF FEES

A non-refundable fee will be charges to cover the cost of processing. Other charges may be made for additional city services

<i>Festival or major event</i> May include: outdoor entertainment, sale food/beverages, and/ or generate revenue INCLUDES ROAD CLOSURES & ATTENDANCE GREATER THAN 200	30 days prior to the event	\$100.00 two or more days \$75.00 single day
<i>Festival or major event</i> May include: outdoor entertainment, sale food/beverages, and/ or generate revenue DOES NOT INCLUDES ROAD CLOSURES	30 days prior to the event	\$75.00 two or more days \$25.00 single day
<i>Private or Public Gathering</i> May include: outdoor entertainment, sale food/beverages, and service of alcohol INCLUDES ROAD CLOSURES	30 days prior to the event	\$100.00
<i>Private or Public Gathering</i> May include: outdoor entertainment, sale food/beverages, and service of alcohol DOES NOT INCLUDES ROAD CLOSURES	30 days prior to the event	\$75.00
<i>Parade, procession, march, road race, bicycle race</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROAD-WAY AND ATTENDANCE GREATER THAN 200	30 days prior to the event	\$75.00
<i>Parade, procession, march, road race, bicycle race</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROAD-WAY AND ATTENDANCE GREATER THAN 200	15 days prior to the event	\$35.00
<i>Neighborhood block party or walk</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROAD	30 days prior to the event	\$25.00
<i>Filming and Photography</i>	15 days prior to the event	\$25.00
Rollout Trash Containers		\$15.00/ Containers
Eight Foot Barricades (Includes delivery, setup and removal)		\$5.00/ Barricade

Schedule B

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

Water Utility Rates

In-City Rates

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

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
0.75"	\$24.42 \$25.40	\$5.58 \$5.80
1.00"	\$40.71 \$42.34	\$5.58 \$5.80
1.50"	\$81.18 \$84.43	\$5.58 \$5.80
2.00"	\$129.91 \$135.11	\$5.58 \$5.80
3.00"	\$243.65 \$253.40	\$5.58 \$5.80
4.00"	\$406.26 \$422.51	\$5.58 \$5.80
6.00"	\$812.22 \$844.71	\$5.58 \$5.80
8.00"	\$1462.10 \$1,520.58	\$5.58 \$5.80

Out-of-City Rates

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

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
0.75"	\$48.88 \$50.84	\$11.18 \$11.63
1.00"	\$81.40 \$84.66	\$11.18 \$11.63
1.50"	\$162.35 \$168.84	\$11.18 \$11.63
2.00"	\$259.79 \$270.18	\$11.18 \$11.63
3.00"	\$487.33 \$506.82	\$11.18 \$11.63
4.00"	\$812.52 \$845.02	\$11.18 \$11.63
6.00"	\$1624.39 \$1,689.37	\$11.18 \$11.63
8.00"	\$2924.23 \$3,041.20	\$11.18 \$11.63

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

Wastewater Utility Rates

In-City Rates

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

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
0.75"	\$28.40 \$29.54	\$5.67 \$5.90
1.00"	\$45.02 \$46.82	\$5.67 \$5.90
1.50"	\$89.99 \$93.59	\$5.67 \$5.90
2.00"	\$142.50 \$148.20	\$5.67 \$5.90
3.00"	\$267.53 \$278.23	\$5.67 \$5.90
4.00"	\$444.98 \$462.78	\$5.67 \$5.90
6.00"	\$887.42 \$922.92	\$5.67 \$5.90
8.00"	\$1594.89 \$1,658.69	\$5.67 \$5.90

Out-of-City Rates

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

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
0.75"	\$56.78 \$59.05	\$11.36 \$11.81
1.00"	\$90.00 \$93.60	\$11.36 \$11.81
1.50"	\$179.99 \$187.19	\$11.36 \$11.81
2.00"	\$284.99 \$296.39	\$11.36 \$11.81
3.00"	\$535.02 \$556.42	\$11.36 \$11.81
4.00"	\$889.94 \$925.540	\$11.36 \$11.81
6.00"	\$1774.85 \$1,845.84	\$11.36 \$11.81
8.00"	\$3189.76 \$3,317.35	\$11.36 \$11.81

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

Water and Wastewater Development Fees

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

Electric Utility Rates Schedule

Definitions:

Customer: The actual user of the electric service.

Customer Charge: A monthly fee that is not just for expenses related to the meter, but also includes other costs that do not vary with consumption. Since these costs are incurred regardless of customer consumption, they are collected as a set fee even though a customer may have no consumption.

~~Commercial Non-Demand Customer: All commercial customers that are not demand metered.~~
~~Commercial Demand~~

Commercial Customer: All commercial customers that are demand metered and have monthly demands of less than 1000 KW.

Demand: The maximum measured KW over a period of fifteen (15) minutes.

Energy: The amount of power used over a period of time. Energy is measured in kilowatt-hours.

Extra Large Commercial Customer: All commercial customers that are demand metered and are reasonably expected to have monthly demands that exceed 1000 KW.

~~Hours Use Demand: A representation of load factor and is the total energy usage of a customer in a particular month divided by the customer's demand for the same month.~~

KW (Kilowatt): A unit of power equal to 1,000 watts.

KWH (Kilowatt Hour): A unit of energy equal to one thousand (1,000) watt hours.

Load Factor: The relative use of energy for the maximum amount of demand placed on the system in a given time period.

Purchased Power Cost Adjustment: The purchased power cost adjustment (PPCA) is intended to adjust for any over or under recovery of purchased power costs resulting from variances in actual purchased power costs as compared to those costs that are estimated and incorporated in the base electric rates adopted from time to time. This PPCA provision is applicable to and becomes a part of the City's published rate schedules that so specify.

Residential Customer: All customers whose consumption is in a private residence or individual family apartment. This would also include home occupations, bed and breakfast establishments, recognized boarding and rooming houses, and other structures that are primarily used for residential purposes.

Residential Rates

Residential rates shall be applicable for use in private residence or an individual family apartment. Also includes home occupations, bed and breakfast establishments, recognized boarding and rooming houses, and other structures that are primarily used for residential purposes. Each residence or each apartment will be served by a separate meter. Energy may not be resold or shared with others.

Residential service shall be alternating current, 60 hertz, single-phase at available voltage.

Monthly service charges shall consist of the following:

Customer Charge ~~\$10.75~~ \$14.00

Energy Charge per KWH ~~\$0.116126~~ \$0.12681

Purchased Power Cost Adjustment As calculated

General Service Rates

General Service rates shall be applicable to commercial and other customers not subject to the residential rate schedule. Churches, synagogues, and other recognized places of religious worship, and all buildings that are a part thereof, shall be exempt from demand charges. Energy may not be resold or shared with others.

General Service shall be alternating current, 60 hertz, single or three-phase at the City's options, at available voltage.

General Service Rates shall consist of ~~two three (23)~~ classes: commercial demand, and extra-large commercial.

Monthly service charges shall consist of the following:

~~Commercial Non-Demand Class:~~

~~Customer Charge~~ ~~_____ \$16.12~~

~~Implied Demand Charge~~

~~First 10 KW~~ ~~_____ \$0.00~~

~~All above 10 KW~~ ~~_____ \$8.88 per Kw~~

~~Energy Charge~~

~~First 2,800 KWH~~ ~~_____ \$0.11346 per KWH~~

~~All above 2,800 KWH~~ ~~_____ \$0.10675 per KWH~~

~~Purchase Power Cost Adjustment~~ ~~_____ As calculated~~

Commercial Demand Class:

Customer Charge ~~\$16.12~~ \$28.00

Demand Charge

First 10 KW \$0.00

All above 10 KW ~~\$8.88~~ \$9.8568 per KW

Energy Charge:

~~First 400 HUD:~~

First 2,800 KWH ~~\$0.11257~~ \$0.12495 per KWH

All above 2,800 KWH ~~\$0.10584~~ \$0.09956 per KWH

~~Above 400 HUD:~~

~~All KWH~~ ~~_____ \$0.05713 per KWH~~

Purchase Power Cost Adjustment As calculated

Extra Large Commercial Class:

Customer Charge ~~\$2,688.14~~ \$2.983.83

Demand Charge – All KW ~~\$16.12~~ \$17.8932

Energy Charge:

~~First 400 HUD~~ ~~\$0.07259~~ \$0.07673 per KWH

~~Above 400 HUD~~ ~~_____ \$0.05713 per KWH~~

Purchased Power Cost Adjustment As calculated

Purchased Power Cost Adjustment (PPCA)

This rate is applicable throughout the entire territory served by the City of Georgetown. It becomes a part of all the City's retail electric service schedules other than lighting and is applicable to all KWH sales hereunder. The monthly bill computed under the appropriate rate schedule will be increased or decreased by an amount equal to the result of multiplying the KWH used by the Purchased Power Cost Adjustment factor.

The PPCA will be calculated as follows:

$$\text{PPCA} = ((\text{Pm} + \text{TU})/\text{Sm}) - \text{Base Rate}$$

PPCA = Purchased Power Cost Adjustment factor in dollars per KWH rounded to the nearest one thousandth of a cent applicable to bills rendered during the current billing period.

Pm = Total estimated applicable purchased power costs

Sm = Energy sales, excluding lighting usage for the projected billing period

Base rate = ~~\$0.06476~~ \$0.06974

$$\text{TU} = [\text{Sn-23} \times (\text{PPCAN-2} + \text{Base Rate})] - [(\text{Pn-2} + \text{TUn-2})]$$

Where:

Sn-23 = Total system sales (KWH) excluding street lights from ~~second~~ third preceding month

Pn-23 = Actual purchased power cost for the ~~second~~ third preceding month

PPCAN-23 = Purchased power cost adjustment factor in dollars per KWH rounded to the nearest one thousandth of a cent applicable to bills rendered during the ~~second~~ third preceding billing month

TUn-23 = True-up for the ~~second~~ third preceding billing month

Schedule C

Waste Management Fees Schedule

Residential Customers:

- (A) Residential customers shall be charged twenty ~~seven~~ **nine** dollars and ~~68/100 89/100 (\$27.68~~ **\$29.89)** per month.
- (A) Service for additional rollout will be an additional twenty ~~seven~~ **nine** dollars and ~~68/100 89/100 (\$27.68~~ **\$29.89)** per month.
- (B) Backdoor residential customers shall be charged twenty ~~seven~~ **nine** dollars and ~~68/100 89/100 (\$27.68~~ **\$29.89)** per month.

Non-Residential Customers:

- (A) Nonresidential customers utilizing rollout containers in the DSD (Downtown Sanitation District) shall be charged a base monthly fee of ~~eighty-seven ninety four~~ dollars and ~~87/100 90/100 (\$87.87~~ **\$94.90)**, which provides for one rollout container and up to seven (7) pickups per week as well as the pickup of flattened boxes. Customers generating higher volumes of waste can request service for an additional rollout container at the monthly rate of ~~eighty-seven ninety four~~ dollars and ~~87/100 90/100 (\$87.87~~ **\$94.90)**, per rollout container. Pickup of yard debris, white and brown goods are not provided to nonresidential sanitation customers in the DSD.
- (B) All other nonresidential sanitation customers utilizing rollout containers shall be charged ~~thirteen~~ **fourteen** dollars and ~~84/100 945/1000 (\$13.84~~ **\$14.945)** (per rollout container per twice weekly pickup). This fee provides only for pickup of rollout containers. Customers generating higher volumes of waste can request service for an additional rollout container at the monthly rate twenty ~~seven~~ **nine** dollars and ~~68/100 89/100 (\$27.68~~ **\$29.89)** per rollout container.
- (C) Nonresidential or commercial sanitation customers utilizing bulk containers (dumpsters) shall be charged a base rate of two dollars and ~~31/100 49/100 (\$2.31~~ **\$2.49)** per month, plus a collection fee of five dollars and ~~27/100 69/100 (\$5.27~~ **\$5.69)** per cubic yard of material collected per month. Cubic yardage shall be calculated by multiplying the total cubic yard capacity of all containers utilized by the total number of pickups per month.

Brown and White Goods Pick Up:

The city provides clean sweeps for residential customers on a quarterly basis to dispose unwanted furniture, appliance and electronic waste items. Residential customers requesting an additional pickup service outside the scheduled clean sweeps shall pay a fee of one hundred ~~forty-nine sixty one~~ dollars and ~~35/100 30/100 (\$149.35~~ **\$161.30)** per pickup service.

Schedule D

Stormwater Utility Rates

Residential Rates

Residential rates shall apply to a private residence or an individual family apartment. Residential rates are not applicable for structures designed for short-term occupancy such as bed and breakfast establishments and overnight boarding houses. Such structures shall be subject to commercial rates. Fees billed each month for residential lots with more than a single-family use shall be based on one Equivalent Residential Unit (ERU) equal to the number of electric or water meters, whichever is greater.

Monthly rate for residential shall be equal to: ~~\$10.33~~ \$10.56 per ERU

Non-Residential Rates

Non-residential rates shall apply to commercial and all other users not qualifying for residential rates. One acre of commercial, industrial, nonprofit, public, or semipublic property shall be equal to 6.3 ERU's or Equivalent Residential Units. Any non-residential property less than one acre shall be considered one acre when computing the fee.

Non-residential rates shall also apply to vacant properties.

Monthly rate for non-residential shall be equal to: ~~\$10.33~~ \$10.56 per ERU

EXHIBIT A

City of Georgetown Annual Budget by Organization Report for FY 2026
(July 1, 2025 to June 30, 2026)

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 1
Fund: 0010 General Fund							
0					162.93	-	-
10.00	General Fund	10,499,369.27	11,081,867.82	14,334,600.66	13,636,582.32	14,219,854.00	15,118,109.00
1.00	Administration	167,494.60	278,226.64	397,071.22	285,100.32	289,409.00	302,196.00
1.02	Mayor and Council	231,515.39	248,309.02	243,694.33	258,808.64	306,389.00	310,537.00
3.00	Building & Planning			33.89		-	-
4.00	Finance	442,697.97	463,950.85	360,951.98	473,032.88	655,167.00	694,567.00
5.05	Police Staff Services	3,194,954.74	3,426,018.54	3,697,868.88	4,197,709.81	5,290,997.00	5,659,510.00
5.07	Victim's Advocate	48,154.06	62,829.26	45,124.31	51,209.62	74,023.00	90,432.00
5.26	Grants	8,231.88	12,879.22	16,363.21	12,365.09	-	2,059.00
6.00	Building Department				64.54	27,787.00	-
9.00	Planning & Community Development	571,623.12	625,149.11	706,128.94	775,415.32	1,089,170.00	1,341,411.00
10.00	Municipal Court	238,237.13	280,237.44	277,164.62	323,849.27	365,625.00	420,333.00
11.00	Fire	2,611,432.49	2,791,991.03	2,866,660.20	3,078,005.21	3,785,148.00	4,137,638.00
12.00	Public Works	865,331.08	1,171,991.84	1,085,816.15	1,029,235.49	1,086,110.00	1,265,375.00
13.00	Information Technology	58,523.93	1,437.15	5,136.39	7,480.73	178.00	-
14.00	Fleet Services	80,450.06	2,848.99	12,727.51	13,386.11	153,752.00	391.00
20.00	General Government	525,275.75	475,022.39	525,859.57	744,059.74	611,795.00	609,732.00
21.00	Debt Service	170,707.02	39,347.02	39,347.02	259,222.64	245,643.00	191,793.00
22.00	Other Financing Uses		2,179,401.00	779,279.00	1,377,599.74	232,711.00	92,135.00
Fund 0010 - General Fund:							
TOTAL ESTIMATED REVENUES		10,499,369.27	11,081,867.82	14,334,600.66	13,636,582.32	14,219,854.00	15,118,109.00
TOTAL APPROPRIATIONS		9,214,629.22	12,059,639.50	11,059,227.22	12,886,708.08	14,213,904.00	15,118,109.00
NET OF REVENUES & APPROPRIATIONS:		1,284,740.05	(977,771.68)	3,275,373.44	749,874.24	5,950.00	-
Fund: 0011 Debt Service							
11	Debt Service	163,386.28	151,249.36	185,784.99	43,536.19	180,000.00	180,000.00
21	Debt Service		132,755.63	131,360.00	131,360.00	180,000.00	180,000.00

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 1
Fund 0011 - Debt Service:							
	TOTAL ESTIMATED REVENUES	163,386.28	151,249.36	185,784.99	43,536.19	180,000.00	180,000.00
	TOTAL APPROPRIATIONS	-	132,755.63	131,360.00	131,360.00	180,000.00	180,000.00
	NET OF REVENUES & APPROPRIATIONS:	163,386.28	18,493.73	54,424.99	(87,823.81)	-	-
Fund: 0012 Capital Projects Reserve Fund							
	0		20,432.67			-	-
	12 Capital Projects Reserve Fund		892,272.00	1,388,714.54	1,997,323.20	4,213,609.00	4,877,893.00
	26 Special Projects	132,561.94	787,428.61	2,896,529.11	2,874,647.17	4,219,559.00	4,877,893.00
Fund 0012 - Capital Projects Reserve Fund:							
	TOTAL ESTIMATED REVENUES	-	892,272.00	1,388,714.54	1,997,323.20	4,213,609.00	4,877,893.00
	TOTAL APPROPRIATIONS	132,561.94	807,861.28	2,896,529.11	2,874,647.17	4,219,559.00	4,877,893.00
	NET OF REVENUES & APPROPRIATIONS:	(132,561.94)	84,410.72	(1,507,814.57)	(877,323.97)	(5,950.00)	-
Fund: 0013 TIF District							
	0		11,094.60			133,797.00	157,687.00
	13 TIF District	37,968.78	4,774.60	85,790.73	184,656.19	133,797.00	157,687.00
Fund 0013 - TIF District:							
	TOTAL ESTIMATED REVENUES	37,968.78	4,774.60	85,790.73	184,656.19	133,797.00	157,687.00
	TOTAL APPROPRIATIONS	-	11,094.60	-	-	133,797.00	157,687.00
	NET OF REVENUES & APPROPRIATIONS:	37,968.78	(6,320.00)	85,790.73	184,656.19	-	-
Fund: 0014 American Rescue Plan Act (ARP)							
	0		655,691.52	14,696.03		-	-
	14 American Rescue Plan Act (ARP)		660,563.02	1,156,514.23		-	-
Fund 0014 - American Rescue Plan Act (ARP):							
	TOTAL ESTIMATED REVENUES	-	660,563.02	1,156,514.23	-	-	-
	TOTAL APPROPRIATIONS	-	655,691.52	14,696.03	-	-	-

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 1
NET OF REVENUES & APPROPRIATIONS:		-	4,871.50	1,141,818.20	-	-	-
Fund: 0017 Federal Grants							
17	Federal Grants	(10.86)	1,706.75	2,931.68		-	-
69	Federal Grants	740.49	1,706.73	2,931.68		-	-
Fund 0017 - Federal Grants:							
TOTAL ESTIMATED REVENUES		(10.86)	1,706.75	2,931.68	-	-	-
TOTAL APPROPRIATIONS		740.49	1,706.73	2,931.68	-	-	-
NET OF REVENUES & APPROPRIATIONS:		(751.35)	0.02	-	-	-	-
Fund: 0018 State and Local Grants							
18	State and Local Grants	73,655.64	76,765.75	28,828.24	10,413.07	12,000.00	414,522.00
70	State and Local Grants	73,655.62	76,765.75	13,911.41	9,145.53	12,000.00	414,522.00
Fund 0018 - State and Local Grants:							
TOTAL ESTIMATED REVENUES		73,655.64	76,765.75	28,828.24	10,413.07	12,000.00	414,522.00
TOTAL APPROPRIATIONS		73,655.62	76,765.75	13,911.41	9,145.53	12,000.00	414,522.00
NET OF REVENUES & APPROPRIATIONS:		0.02	-	14,916.83	1,267.54	-	-
Fund: 0019 Res. Utilities Round Up Program							
19	Res. Utilities Round Up Program			10,563.90	1,847.71	-	-
Fund 0019 - Res. Utilities Round Up Program:							
TOTAL ESTIMATED REVENUES		-	-	10,563.90	1,847.71	-	-
TOTAL APPROPRIATIONS		-	-	-	-	-	-
NET OF REVENUES & APPROPRIATIONS:		-	-	10,563.90	1,847.71	-	-
Fund: 0020 State Accommodations Tax							
20	State Accommodations Tax	133,789.01	196,049.20	186,986.14	231,499.53	160,500.00	170,700.00
33	State Accommodations Tax	76,070.87	153,250.00	240,944.54	198,620.45	160,500.00	170,700.00

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 1
Fund 0020 - State Accommodations Tax:							
TOTAL ESTIMATED REVENUES		133,789.01	196,049.20	186,986.14	231,499.53	160,500.00	170,700.00
TOTAL APPROPRIATIONS		76,070.87	153,250.00	240,944.54	198,620.45	160,500.00	170,700.00
NET OF REVENUES & APPROPRIATIONS:		57,718.14	42,799.20	(53,958.40)	32,879.08	-	-
Fund: 0022 Local Hospitality/ATax							
22	Local Hospitality/ATax	1,066,575.78	1,182,349.29	1,335,336.16	1,660,946.45	2,672,504.00	3,399,738.00
8	Winyah Auditorium	6,836.74	8,950.11	7,776.83	33,944.90	35,934.00	31,000.00
23	Accommodation Taxes (ATAX)	129,837.13	139,262.27	205,137.50	392,759.78	377,309.00	389,350.00
24	Hospitality Taxes (HTAX)	274,561.53	438,690.63	743,352.94	1,393,592.69	2,030,147.00	2,724,502.00
29	Kaminski House	173,745.10	218,610.97	268,215.01	238,579.06	229,114.00	254,886.00
Fund 0022 - Local Hospitality/ATax:							
TOTAL ESTIMATED REVENUES		1,066,575.78	1,182,349.29	1,335,336.16	1,660,946.45	2,672,504.00	3,399,738.00
TOTAL APPROPRIATIONS		584,980.50	805,513.98	1,224,482.28	2,058,876.43	2,672,504.00	3,399,738.00
NET OF REVENUES & APPROPRIATIONS:		481,595.28	376,835.31	110,853.88	(397,929.98)	-	-
Fund: 0030 Electric Utility Fund							
30	Electric Utility Fund	12,790,918.72	12,281,772.07	12,960,645.51	14,079,812.30	15,007,290.00	17,006,921.00
19	Electric	12,331,338.71	12,025,737.80	11,967,768.62	13,242,244.05	14,982,060.00	16,981,671.00
36	Fiber Optics	229.27	229.26	4,415.60	229.26	25,230.00	25,250.00
Fund 0030 - Electric Utility Fund:							
TOTAL ESTIMATED REVENUES		12,790,918.72	12,281,772.07	12,960,645.51	14,079,812.30	15,007,290.00	17,006,921.00
TOTAL APPROPRIATIONS		12,331,567.98	12,025,967.06	11,972,184.22	13,242,473.31	15,007,290.00	17,006,921.00
NET OF REVENUES & APPROPRIATIONS:		459,350.74	255,805.01	988,461.29	837,338.99	-	-
Fund: 0031 Water Utility Fund							
31	Water Utility Fund	2,651,544.31	4,338,590.18	4,167,859.85	5,606,652.06	4,481,185.00	4,636,965.00
15	Water Distribution	1,360,521.92	1,380,675.03	1,569,257.75	1,614,485.22	1,913,602.00	2,038,030.00
16	Filtration	1,555,803.46	1,586,729.81	1,773,520.80	1,969,785.05	2,566,960.00	2,598,087.00

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 1
41	General & Administrative	(12,649.24)	(117,367.83)	(24,164.17)	12,804.63	445.00	848.00
42	Engineering Services	6,714.94	(915.78)	22,418.39	18,615.21	178.00	-
Fund 0031 - Water Utility Fund:							
TOTAL ESTIMATED REVENUES		2,651,544.31	4,338,590.18	4,167,859.85	5,606,652.06	4,481,185.00	4,636,965.00
TOTAL APPROPRIATIONS		2,910,391.08	2,849,121.23	3,341,032.77	3,615,690.11	4,481,185.00	4,636,965.00
NET OF REVENUES & APPROPRIATIONS:		(258,846.77)	1,489,468.95	826,827.08	1,990,961.95	-	-
Fund: 0032 Wastewater Fund							
32	Wastewater Fund	3,913,844.81	4,017,950.67	5,076,901.50	5,109,180.54	5,211,015.00	5,432,387.00
18	Wastewater Collections	1,446,702.58	1,530,956.66	1,604,115.52	1,920,009.06	2,112,260.00	2,265,775.00
34	Regional Wastewater Plant	1,545,676.68	1,760,514.28	1,839,650.98	1,922,837.18	2,428,755.00	2,515,612.00
34	Wastewater Treatment	639,354.03	638,675.67	642,845.22	612,938.82	670,000.00	651,000.00
Fund 0032 - Wastewater Fund:							
TOTAL ESTIMATED REVENUES		3,913,844.81	4,017,950.67	5,076,901.50	5,109,180.54	5,211,015.00	5,432,387.00
TOTAL APPROPRIATIONS		3,631,733.29	3,930,146.61	4,086,611.72	4,455,785.06	5,211,015.00	5,432,387.00
NET OF REVENUES & APPROPRIATIONS:		282,111.52	87,804.06	990,289.78	653,395.48	-	-
Fund: 0033 Stormwater Utility Fund							
33	Stormwater Utility Fund	1,185,040.35	1,328,640.15	1,501,142.48	1,248,323.15	1,584,368.00	1,569,952.00
40	Storm Water Utlity Exp.	1,574,368.97	1,454,101.74	1,295,883.84	1,294,579.19	1,584,368.00	1,569,952.00
40.40	City Hall Drainage Project				2,162.90	-	-
Fund 0033 - Stormwater Utility Fund:							
TOTAL ESTIMATED REVENUES		1,185,040.35	1,328,640.15	1,501,142.48	1,248,323.15	1,584,368.00	1,569,952.00
TOTAL APPROPRIATIONS		1,574,368.97	1,454,101.74	1,295,883.84	1,296,742.09	1,584,368.00	1,569,952.00
NET OF REVENUES & APPROPRIATIONS:		(389,328.62)	(125,461.59)	205,258.64	(48,418.94)	-	-
Fund: 0035 Waste Management Fund							
35	Waste Management Fund	996,047.98	1,009,032.81	1,028,789.60	1,458,284.34	1,420,705.00	1,601,363.00

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 1
	31 Residential Sanitation	1,049,992.49	1,012,385.47	1,135,311.22	1,099,720.88	1,420,108.00	1,600,766.00
	32 Commercial Sanitation	(533.28)	(133.32)		266.64	597.00	597.00
Fund 0035 - Waste Management Fund:							
TOTAL ESTIMATED REVENUES		996,047.98	1,009,032.81	1,028,789.60	1,458,284.34	1,420,705.00	1,601,363.00
TOTAL APPROPRIATIONS		1,049,459.21	1,012,252.15	1,135,311.22	1,099,987.52	1,420,705.00	1,601,363.00
NET OF REVENUES & APPROPRIATIONS:		(53,411.23)	(3,219.34)	(106,521.62)	358,296.82	-	-
Fund: 0086 Seized and Forfeited							
	86 Seized and Forfeited		2,100.00			6,428.00	-
	5 Police	23,298.69	17,855.66	800.00		6,428.00	-
Fund 0086 - Seized and Forfeited:							
TOTAL ESTIMATED REVENUES		-	2,100.00	-	-	6,428.00	-
TOTAL APPROPRIATIONS		23,298.69	17,855.66	800.00	-	6,428.00	-
NET OF REVENUES & APPROPRIATIONS:		(23,298.69)	(15,755.66)	(800.00)	-	-	-
Report Totals:							
TOTAL ESTIMATED REVENUES - ALL FUNDS		33,512,130.07	37,225,683.67	43,451,390.21	45,269,057.05	49,303,255.00	54,566,237.00
TOTAL APPROPRIATIONS - ALL FUNDS		31,603,457.86	35,993,723.44	37,415,906.04	41,870,035.75	49,303,255.00	54,566,237.00
NET OF REVENUES & APPROPRIATIONS:		1,908,672.21	1,231,960.23	6,035,484.17	3,399,021.30		

**AN ORDINANCE TO ADOPT A BUDGET AND RAISE REVENUE FOR THE CITY OF
GEORGETOWN, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2026 (FY 2026)**

AND

**TO AMEND THE WATER UTILITY RATES CONTAINED IN THE CITY CLERK'S OFFICIAL
RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND CHARGES
FOR THE CITY; AMEND THE WASTEWATER UTILITY RATES CONTAINED IN THE CITY
CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES
AND CHARGES FOR THE CITY; AMEND THE STORMWATER UTILITY RATE CONTAINED IN
THE CITY CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND
MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AMEND THE RESIDENTIAL AND
GENERAL ELECTRIC SERVICE RATE PROVISIONS CONTAINED IN THE CITY CLERK'S
OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND
CHARGES FOR THE CITY; AND AMEND THE WASTE MANAGEMENT/SANITATION RATES
CONTAINED IN THE CITY CLERK'S OFFICIAL RECORD OF RATES, DEPOSITS, AND
MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AND OTHER MATTERS RELATING
TO ALL OF THE FOREGOING**

WHEREAS, the City of Georgetown, South Carolina (the "City") is a municipal corporation of the State of South Carolina (the "State"), located in Georgetown County, South Carolina (the "County") and as such possesses all general powers granted by the South Carolina Constitution (1895, as amended) and statutes of the State to municipal corporations; and

WHEREAS, pursuant to Sections 5-9-10 *et seq.* of the Code of Laws of South Carolina 1976, as amended (the "SC Code") and Section 2-1 of the City's code of ordinances, the City operates under the mayor-council form of government, with a mayor and six council members serving as the governing body of the City (the "City Council"); and

WHEREAS, Section 5-9-30 of the SC Code requires that Mayor, with the assistance of the City Administrator and City staff, prepare and submit a budget for consideration by City Council; and

WHEREAS, Section 5-9-40 of the SC Code provides that the City Council shall adopt a budget for each fiscal year (July 1 through June 30 of the following calendar year and for purposes herein a, "Fiscal Year") to appropriate revenues and expenditures for various purposes necessary to conduct of business of City; and

WHEREAS, prior to the adoption of the budget, the City Council is required to hold a public hearing on the budget and any new fees resulting therefrom as required pursuant to Sections 5-7-260, 6-1-80, and 6-1-330 of the SC Code and the City's code of ordinances; and

WHEREAS, heretofore, and acting pursuant to the various authorizations described in the foregoing recital, the City Council, after due and proper notice, held public hearings on June 18, 2025 on the adoption of the budget and the various fees implemented hereunder; the hearings were conducted publicly and both proponents and opponents of the proposed actions of City Council were given the full opportunity to be heard; and

WHEREAS, subject to the limitations in Section 6-1-320 of the SC Code, City Council is authorized to increase the millage rate imposed for general operating purposes; and

WHEREAS, Section 6-1-330 of the SC Code authorizes City Council to charge and collect new service and user fees after public notice and hearing (as noted and recited above); and

WHEREAS, as required by the City's Master Bond Ordinance dated July 28, 2011, as amended on August 20, 2015 (the "Master Bond Ordinance") the City has covenanted to maintain rates and charges for the City's Combined Public Utility System (the "System") necessary to support the System and sustain the various revenue coverage requirements provided thereunder; acting under this legal mandate, the City shall periodically review its policies, rates, and fees necessary to facilitate operations, maintenance, capital expenditures, and debt service payments on revenue bonds payable from revenues of the System; and

WHEREAS, on the basis of the foregoing, this Ordinance authorizes and approves the City of Georgetown Annual Budget by Organization Report for FY 2025-2026 (the "FY 2026 Budget"), a copy of which is attached hereto as Exhibit A, and further authorizes and implements certain new fees and charges as necessary to support and fund the FY 2026 Budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GEORGETOWN, SOUTH CAROLINA:

SECTION 1. Enactment

This Ordinance was enacted by the City Council by a positive majority vote.

SECTION 2. Hearing

Following public hearings held after due and proper notice on June 18, 2025, this Ordinance and the FY 2026 Budget approved hereunder complies with Sections 6-1-80, 5-7-260, 6-1-320 and 6-1-330 of the SC Code as well as Sections 2-41 and 2-46 of the City's Code of Ordinances.

SECTION 3. Budget

The FY 2026 Budget, with proposed revenue for payment thereof, as prepared and as contained in an archived copy on file in the office of the Municipal Clerk, and available for public inspection, which copy is incorporated herein by reference, is adopted and made a part hereof. The FY 2026 Budget, as shown attached as Exhibit A and incorporated herein, is balanced as to receipts and disbursements in the total sum of ~~\$54,566,237~~ **\$54,526,593**. The FY 2026 Budget, as presented, sets forth the necessary revenues and expenditures for the various purposes described therein and shall govern the appropriation of the City's funds during the 2026 fiscal year. A summary of the revenues and expenditures for each of the City's major funds and the System is set forth in the Sections herein below.

SECTION 4. Ad Valorem Taxes

- A. *Ad valorem* property taxes, as a general fund revenue source, in the amounts and in the manner hereinafter mentioned, are and shall be levied, collected and paid as follows: a tax of ~~one hundred thirty-one and 70/100 (\$131.70)~~ **one hundred thirty-three and 90/100 (\$133.90)** one hundred on every one thousand dollars and no/100 (\$1,000.00) in assessed value of all real estate and personal property of every description owned and used in the City, except as such property may be exempt from taxation under the Constitution and laws of the State; such tax shall be levied by the County Auditor and collected by the County Treasurer. Upon such collection, all taxes shall be paid into the City treasury for credit to the City, for the corporate purposes, permanent improvements, and current expenses. The total millage levy in the City shall be ~~one hundred Thirty-one and 70/100 (\$131.70)~~ **one hundred thirty-three and 90/100 (\$133.90)** which includes 4.0 mills of debt service millage to be levied for the City's general obligation bonds.

- B. The millage rates are based on estimated assessments received from the County Auditor and are subject to change based on final assessment figures. Any change in the FY 2026 Budget or the tax levy shall be by subsequent Ordinance enacted in accordance with the SC Code. However, upon information and belief, the millage levied herein is compliant with the terms of Section 6-1-320 of the SC Code.
- C. Upon its approval, a copy of this Ordinance and the FY 2026 Budget shall be made available to Georgetown County in order to properly order the levy and collection of *ad valorem* property taxes. Additionally, the City Administrator shall be authorized to make the millage certification to the County Auditor required by Section 12-43-285 of the SC Code.
- D. The Finance Director of the City (including any person holding such role in an interim or acting capacity), acting in concert with the proper officials of the County, shall be responsible for the collection of delinquent taxes, penalties and other charges.

SECTION 5. Fees, Taxes and Other Charges.

- A. That the FY 2026 Budget imposes special event permit fee schedule; such schedule shall be for permits rendered on or after July 1, 2025. A copy of which is summarized on Schedule A attached hereto.
- B. That the FY 2026 Budget appropriates sufficient revenues within the Local Hospitality Tax fund to provide for the payment of all qualified expenses of local hospitality taxes, local accommodations taxes and state accommodations taxes, and debt service, if any.
- C. That the FY 2026 Budget appropriates sufficient revenues to fund the City's capital program. The capital program shall be funded from the issuance of debt and other sources made available for pay-as-you-go financing by the City.

SECTION 6. Combined Utility Fund for the System

- A. *Generally:* It is prudent and fiscally responsible for the City to periodically review established utility policies and rates to facilitate operations for the System. On such basis, the City has determined to implement certain rate increases for the System as summarized in subsections B, C and D below.
- B. *Water Utility Fund:* For fiscal year 2026, in the Water Utility Fund, a rate increase of 4% is included in the FY 2026 Budget and will apply to all water customers effective July 1, 2025. Therefore, the water utility rates contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2026 Budget.
- C. *Wastewater Utility Fund:* For the fiscal year 2026, in the Wastewater Utility Fund, a rate increase of 4% is included in the FY 2026 Budget and will apply to all wastewater customers effective July 1, 2025. Therefore, the wastewater rates contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2026 Budget.
- D. *Electric Utility Fund:* For the fiscal year 2026, in the Electric Utility Fund, a rate increase of 11% is included in the FY 2026 Budget and will apply to all electric customers effective July 1, 2025.

Further, City Council has previously enacted certain provisions addressing the applicability of residential rates and general service rates to the City's electric utility customers. City Council desires to further refine and clarify the customers subject to each rate category. Therefore, the electric rates and certain categories of rate payors contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2026 Budget.

SECTION 7. Stormwater Drainage Utility Fund

A. *Generally:* The City obtained a third party consultant in 2024 to conduct a stormwater rate study. The study advised City Council to follow a recommended schedule rate increase. For the fiscal year 2026, in the Stormwater Utility Fund, a rate increase of 2.3% is included in the FY 2026 Budget and will be effective July 1, 2025. Therefore, the stormwater rates contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule D attached hereto, which have been fully incorporated into the FY 2026 Budget.

SECTION 8. Waste Management Fund

A. The City provides sanitation services to residential and certain commercial properties within the City. It is prudent and fiscally responsible for the City to periodically review the rates it charges for its sanitation services. Based upon a review of such rates, the City has determined to implement a rate increase of 8% for its residential and non-residential sanitation services, as shown in Schedule C. Based on the inclusion of these rate adjustments, the FY 2026 Budget appropriates sufficient revenues to fund the Waste Management Fund.

SECTION 9. Allocation of Funds.

To facilitate operations as contemplated by the FY 2026 Budget, there shall be established and maintained a General Fund, Enterprise Funds, and other appropriate funds, in such amounts as are provided for in the budget aforesaid, as hereby adopted or as hereafter modified pursuant to law.

SECTION 10. Transfer Policy

On July 13, 2017, the City adopted a formal 'Transfer Policy' to allocate funds to and otherwise reimburse its General Fund for costs attributable to the Funds established for the Combined Public Utility System, which includes the Electric, Water, and Wastewater utilities. Any transfer from the Funds to the General Fund are considered an expense of the Funds but shall only be made from those revenues which constitute surplus funds under the provisions of the Master Bond Ordinance.

SECTION 11. Reallocation of Funds

The City Administrator is hereby authorized to administer the budget and to transfer appropriations within and between departments of each fund if necessary to achieve the goals of the FY 2026 Budget. However, no such transfer shall (a) be made from one fund to another fund established pursuant to Section 9 above, or (b) conflict with any previously adopted policy of the City Council. Any change in the budget which would increase or decrease the total of all authorized expenditures must be approved by City Council.

SECTION 12. Ratification

The City Council ratifies and approves the findings of fact recited above. Further, all actions of the Mayor, City Administrator, and other City staff regarding the public hearings and drafting,

execution and delivery of the FY 2026 Budget are ratified, approved and confirmed. Further, the City Administrator and City staff shall be authorized to do all things necessary to implement the provisions of the FY 2026 Budget.

SECTION 13. Severability

That if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by valid judgment or decree of any Court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance, which remaining parts shall be considered as severable and shall continue in full force and effect.

SECTION 14. Future Adjustments

In the event that unforeseen expenditures become necessary during the FY 2026 and such expenditures would cause appropriations of a fund to be exceeded in total, a public hearing and an ordinance amending the original Budget will be necessary to appropriate additional funds.

PASSED by City Council duly assembled this 18th day of June, 2025.

ATTEST:

Stephanie Buccione, Municipal Clerk

Carol Jayroe, Mayor

Approved as to Form:

Elise F Crosby, City Attorney

First Reading:	<u>May 15, 2025</u>
Second Reading:	<u>June 18, 2025</u>
Public Hearing for Budget:	<u>June 18, 2025</u>
Public Hearing for Adjusted Rates:	<u>June 18, 2025</u>

Schedule A

CITY OF GEORGETOWN SPECIAL EVENT PERMIT SCHEDULE OF FEES

A non-refundable fee will be charges to cover the cost of processing. Other charges may be made for additional city services

<i>Festival or major event</i> May include: outdoor entertainment, sale food/beverages, and/ or generate revenue INCLUDES ROAD CLOSURES & ATTENDANCE GREATER THAN 200	30 days prior to the event	\$100.00 two or more days \$75.00 single day
<i>Festival or major event</i> May include: outdoor entertainment, sale food/beverages, and/ or generate revenue DOES NOT INCLUDES ROAD CLOSURES	30 days prior to the event	\$75.00 two or more days \$25.00 single day
<i>Private or Public Gathering</i> May include: outdoor entertainment, sale food/beverages, and service of alcohol INCLUDES ROAD CLOSURES	30 days prior to the event	\$100.00
<i>Private or Public Gathering</i> May include: outdoor entertainment, sale food/beverages, and service of alcohol DOES NOT INCLUDES ROAD CLOSURES	30 days prior to the event	\$75.00
<i>Parade, procession, march, road race, bicycle race</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROAD-WAY AND ATTENDANCE GREATER THAN 200	30 days prior to the event	\$75.00
<i>Parade, procession, march, road race, bicycle race</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROAD-WAY AND ATTENDANCE GREATER THAN 200	15 days prior to the event	\$35.00
<i>Neighborhood block party or walk</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROAD	30 days prior to the event	\$25.00
<i>Filming and Photography</i>	15 days prior to the event	\$25.00
Rollout Trash Containers		\$15.00/ Containers
Eight Foot Barricades (Includes delivery, setup and removal)		\$5.00/ Barricade

Schedule B

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

Water Utility Rates

In-City Rates

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

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
0.75"	\$24.42 \$25.40	\$5.58 \$5.80
1.00"	\$40.74 \$42.34	\$5.58 \$5.80
1.50"	\$81.18 \$84.43	\$5.58 \$5.80
2.00"	\$129.94 \$135.11	\$5.58 \$5.80
3.00"	\$243.65 \$253.40	\$5.58 \$5.80
4.00"	\$406.26 \$422.51	\$5.58 \$5.80
6.00"	\$842.22 \$844.71	\$5.58 \$5.80
8.00"	\$1462.40 \$1,520.58	\$5.58 \$5.80

Out-of-City Rates

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

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
0.75"	\$48.88 \$50.84	\$11.18 \$11.63
1.00"	\$81.40 \$84.66	\$11.18 \$11.63
1.50"	\$162.35 \$168.84	\$11.18 \$11.63
2.00"	\$259.79 \$270.18	\$11.18 \$11.63
3.00"	\$487.33 \$506.82	\$11.18 \$11.63
4.00"	\$842.52 \$845.02	\$11.18 \$11.63
6.00"	\$1624.39 \$1,689.37	\$11.18 \$11.63
8.00"	\$2924.23 \$3,041.20	\$11.18 \$11.63

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

Wastewater Utility Rates

In-City Rates

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

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
0.75"	\$28.40 \$29.54	\$5.67 \$5.90
1.00"	\$45.02 \$46.82	\$5.67 \$5.90
1.50"	\$89.99 \$93.59	\$5.67 \$5.90
2.00"	\$142.50 \$148.20	\$5.67 \$5.90
3.00"	\$267.53 \$278.23	\$5.67 \$5.90
4.00"	\$444.98 \$462.78	\$5.67 \$5.90
6.00"	\$887.42 \$922.92	\$5.67 \$5.90
8.00"	\$1594.89 \$1,658.69	\$5.67 \$5.90

Out-of-City Rates

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

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
0.75"	\$56.78 \$59.05	\$11.36 \$11.81
1.00"	\$90.00 \$93.60	\$11.36 \$11.81
1.50"	\$179.99 \$187.19	\$11.36 \$11.81
2.00"	\$284.99 \$296.39	\$11.36 \$11.81
3.00"	\$535.02 \$556.42	\$11.36 \$11.81
4.00"	\$889.94 \$925.540	\$11.36 \$11.81
6.00"	\$1774.85 \$1,845.84	\$11.36 \$11.81
8.00"	\$3189.76 \$3,317.35	\$11.36 \$11.81

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

Water and Wastewater Development Fees

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

Electric Utility Rates Schedule

Definitions:

Customer: The actual user of the electric service.

Customer Charge: A monthly fee that is not just for expenses related to the meter, but also includes other costs that do not vary with consumption. Since these costs are incurred regardless of customer consumption, they are collected as a set fee even though a customer may have no consumption.

~~Commercial Non-Demand Customer: All commercial customers that are not demand metered.~~
~~Commercial Demand~~

Commercial Customer: All commercial customers that are demand metered and have monthly demands of less than 1000 KW.

Demand: The maximum measured KW over a period of fifteen (15) minutes.

Energy: The amount of power used over a period of time. Energy is measured in kilowatt-hours.

Extra Large Commercial Customer: All commercial customers that are demand metered and are reasonably expected to have monthly demands that exceed 1000 KW.

~~Hours Use Demand: A representation of load factor and is the total energy usage of a customer in a particular month divided by the customer's demand for the same month.~~

KW (Kilowatt): A unit of power equal to 1,000 watts.

KWH (Kilowatt Hour): A unit of energy equal to one thousand (1,000) watt hours.

Load Factor: The relative use of energy for the maximum amount of demand placed on the system in a given time period.

Purchased Power Cost Adjustment: The purchased power cost adjustment (PPCA) is intended to adjust for any over or under recovery of purchased power costs resulting from variances in actual purchased power costs as compared to those costs that are estimated and incorporated in the base electric rates adopted from time to time. This PPCA provision is applicable to and becomes a part of the City's published rate schedules that so specify.

Residential Customer: All customers whose consumption is in a private residence or individual family apartment. This would also include home occupations, bed and breakfast establishments, recognized boarding and rooming houses, and other structures that are primarily used for residential purposes.

Residential Rates

Residential rates shall be applicable for use in private residence or an individual family apartment. Also includes home occupations, bed and breakfast establishments, recognized boarding and rooming houses, and other structures that are primarily used for residential purposes. Each residence or each apartment will be served by a separate meter. Energy may not be resold or shared with others.

Residential service shall be alternating current, 60 hertz, single-phase at available voltage.

Monthly service charges shall consist of the following:

Customer Charge ~~\$40.75~~ \$14.00

Energy Charge per KWH ~~\$0.116126~~ \$0.12681

Purchased Power Cost Adjustment As calculated

General Service Rates

General Service rates shall be applicable to commercial and other customers not subject to the residential rate schedule. Churches, synagogues, and other recognized places of religious worship, and all buildings that are a part thereof, shall be exempt from demand charges. Energy may not be resold or shared with others.

General Service shall be alternating current, 60 hertz, single or three-phase at the City's options, at available voltage.

General Service Rates shall consist of ~~two three~~ (23) classes: commercial demand, and extra-large commercial.

Monthly service charges shall consist of the following:

~~Commercial Non-Demand Class:~~

~~Customer Charge~~ ~~_____~~ ~~\$16.12~~

~~Implied Demand Charge~~

~~First 10 KW~~ ~~_____~~ ~~\$0.00~~

~~All above 10 KW~~ ~~_____~~ ~~\$8.88 per Kw~~

~~Energy Charge~~

~~First 2,800 KWH~~ ~~_____~~ ~~\$0.11346 per KWH~~

~~All above 2,800 KWH~~ ~~_____~~ ~~\$0.10675 per KWH~~

~~Purchase Power Cost Adjustment~~ ~~_____~~ ~~As calculated~~

Commercial Demand Class:

Customer Charge ~~\$16.12~~ \$28.00

Demand Charge

First 10 KW \$0.00

All above 10 KW ~~\$8.88~~ \$9.8568 per KW

Energy Charge:

~~First 400 HUD:~~

First 2,800 KWH ~~\$0.11257~~ \$0.12495 per KWH

All above 2,800 KWH ~~\$0.10584~~ \$0.09956 per KWH

~~Above 400 HUD:~~

~~All KWH~~ ~~_____~~ ~~\$0.05713 per KWH~~

Purchase Power Cost Adjustment As calculated

Extra Large Commercial Class:

Customer Charge ~~\$2,688.14~~ \$2.983.83

Demand Charge – All KW ~~\$16.12~~ \$17.8932

Energy Charge:

~~First 400 HUD~~ ~~\$0.07259~~ \$0.07673 per KWH

~~Above 400 HUD~~ ~~_____~~ ~~\$0.05713 per KWH~~

Purchased Power Cost Adjustment As calculated

Purchased Power Cost Adjustment (PPCA)

This rate is applicable throughout the entire territory served by the City of Georgetown. It becomes a part of all the City's retail electric service schedules other than lighting and is applicable to all KWH sales hereunder. The monthly bill computed under the appropriate rate schedule will be increased or decreased by an amount equal to the result of multiplying the KWH used by the Purchased Power Cost Adjustment factor.

The PPCA will be calculated as follows:

$$\text{PPCA} = ((P_m + T_u)/S_m) - \text{Base Rate}$$

PPCA = Purchased Power Cost Adjustment factor in dollars per KWH rounded to the nearest one thousandth of a cent applicable to bills rendered during the current billing period.

P_m = Total estimated applicable purchased power costs

S_m = Energy sales, excluding lighting usage for the projected billing period

Base rate = ~~\$0.06476~~ \$0.06974

$$T_u = [S_{n-23} \times (\text{PPCA}_{n-2} + \text{Base Rate})] - [(P_{n-2} + T_{Un-2})]$$

Where:

S_{n-23} = Total system sales (KWH) excluding street lights from ~~second~~ third preceding month

P_{n-23} = Actual purchased power cost for the ~~second~~ third preceding month

PPCA_{n-23} = Purchased power cost adjustment factor in dollars per KWH rounded to the nearest one thousandth of a cent applicable to bills rendered during the ~~second~~ third preceding billing month

T_{Un-23} = True-up for the ~~second~~ third preceding billing month

Schedule C

Waste Management Fees Schedule

Residential Customers:

- (A) Residential customers shall be charged twenty ~~seven~~ **nine** dollars and ~~68/100 89/100 (\$27.68~~ **\$29.89)** per month.
- (A) Service for additional rollout will be an additional twenty ~~seven~~ **nine** dollars and ~~68/100 89/100 (\$27.68~~ **\$29.89)** per month.
- (B) Backdoor residential customers shall be charged twenty ~~seven~~ **nine** dollars and ~~68/100 89/100 (\$27.68~~ **\$29.89)** per month.

Non-Residential Customers:

- (A) Nonresidential customers utilizing rollout containers in the DSD (Downtown Sanitation District) shall be charged a base monthly fee of ~~eighty-seven ninety four~~ dollars and ~~87/100 90/100 (\$87.87~~ **\$94.90)**, which provides for one rollout container and up to seven (7) pickups per week as well as the pickup of flattened boxes. Customers generating higher volumes of waste can request service for an additional rollout container at the monthly rate of ~~eighty-seven ninety four~~ dollars and ~~87/100 90/100 (\$87.87~~ **\$94.90)**, per rollout container. Pickup of yard debris, white and brown goods are not provided to nonresidential sanitation customers in the DSD.
- (B) All other nonresidential sanitation customers utilizing rollout containers shall be charged ~~thirteen~~ **fourteen** dollars and ~~84/100 945/1000 (\$13.84~~ **\$14.945)** (per rollout container per twice weekly pickup). This fee provides only for pickup of rollout containers. Customers generating higher volumes of waste can request service for an additional rollout container at the monthly rate twenty ~~seven~~ **nine** dollars and ~~68/100 89/100 (\$27.68~~ **\$29.89)** per rollout container.
- (C) Nonresidential or commercial sanitation customers utilizing bulk containers (dumpsters) shall be charged a base rate of two dollars and ~~31/100 49/100 (\$2.31~~ **\$2.49)** per month, plus a collection fee of five dollars and ~~27/100 69/100 (\$5.27~~ **\$5.69)** per cubic yard of material collected per month. Cubic yardage shall be calculated by multiplying the total cubic yard capacity of all containers utilized by the total number of pickups per month.

Brown and White Goods Pick Up:

The city provides clean sweeps for residential customers on a quarterly basis to dispose unwanted furniture, appliance and electronic waste items. Residential customers requesting an additional pickup service outside the scheduled clean sweeps shall pay a fee of one hundred ~~forty-nine sixty one~~ dollars and ~~35/100 30/100 (\$149.35~~ **\$161.30)** per pickup service.

Schedule D

Stormwater Utility Rates

Residential Rates

Residential rates shall apply to a private residence or an individual family apartment. Residential rates are not applicable for structures designed for short-term occupancy such as bed and breakfast establishments and overnight boarding houses. Such structures shall be subject to commercial rates. Fees billed each month for residential lots with more than a single-family use shall be based on one Equivalent Residential Unit (ERU) equal to the number of electric or water meters, whichever is greater.

Monthly rate for residential shall be equal to: ~~\$10.33~~ \$10.56 per ERU

Non-Residential Rates

Non-residential rates shall apply to commercial and all other users not qualifying for residential rates. One acre of commercial, industrial, nonprofit, public, or semipublic property shall be equal to 6.3 ERU's or Equivalent Residential Units. Any non-residential property less than one acre shall be considered one acre when computing the fee.

Non-residential rates shall also apply to vacant properties.

Monthly rate for non-residential shall be equal to: ~~\$10.33~~ \$10.56 per ERU

EXHIBIT A

City of Georgetown Annual Budget by Organization Report for FY 2026
(July 1, 2025 to June 30, 2026)

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 2
Fund: 0010 General Fund							
	0.00				162.93	-	-
10.00	General Fund	10,499,369.27	11,081,867.82	14,334,600.66	13,636,582.32	14,219,854.00	15,118,937.00
1.00	Administration	167,494.60	278,226.64	397,071.22	285,100.32	289,409.00	302,196.00
1.02	Mayor and Council	231,515.39	248,309.02	243,694.33	258,808.64	306,389.00	310,537.00
3.00	Building & Planning			33.89		-	-
4.00	Finance	442,697.97	463,950.85	360,951.98	473,032.88	655,167.00	694,567.00
5.05	Police Staff Services	3,194,954.74	3,426,018.54	3,697,868.88	4,197,709.81	5,290,997.00	5,659,510.00
5.07	Victim's Advocate	48,154.06	62,829.26	45,124.31	51,209.62	74,023.00	90,432.00
5.26	Grants	8,231.88	12,879.22	16,363.21	12,365.09	-	2,059.00
6.00	Building Department				64.54	27,787.00	-
9.00	Planning & Community Development	571,623.12	625,149.11	706,128.94	775,415.32	1,089,170.00	1,341,411.00
10.00	Municipal Court	238,237.13	280,237.44	277,164.62	323,849.27	365,625.00	420,333.00
11.00	Fire	2,611,432.49	2,791,991.03	2,866,660.20	3,078,005.21	3,785,148.00	4,137,638.00
12.00	Public Works	865,331.08	1,171,991.84	1,085,816.15	1,029,235.49	1,086,110.00	1,265,375.00
13.00	Information Technology	58,523.93	1,437.15	5,136.39	7,480.73	178.00	-
14.00	Fleet Services	80,450.06	2,848.99	12,727.51	13,386.11	153,752.00	1,219.00
20.00	General Government	525,275.75	475,022.39	525,859.57	744,059.74	611,795.00	609,732.00
21.00	Debt Service	170,707.02	39,347.02	39,347.02	259,222.64	245,643.00	191,793.00
22.00	Other Financing Uses		2,179,401.00	779,279.00	1,377,599.74	232,711.00	92,135.00
Fund 0010 - General Fund:							
	TOTAL ESTIMATED REVENUES	10,499,369.27	11,081,867.82	14,334,600.66	13,636,582.32	14,219,854.00	15,118,937.00
	TOTAL APPROPRIATIONS	9,214,629.22	12,059,639.50	11,059,227.22	12,886,708.08	14,213,904.00	15,118,937.00
	NET OF REVENUES & APPROPRIATIONS:	1,284,740.05	(977,771.68)	3,275,373.44	749,874.24	5,950.00	-
Fund 0011 - Debt Service:							
	11.00 Debt Service	163,386.28	151,249.36	185,784.99	43,536.19	180,000.00	180,000.00
	21.00 Debt Service		132,755.63	131,360.00	131,360.00	180,000.00	180,000.00

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 2
Fund 0011 - Debt Service:							
	TOTAL ESTIMATED REVENUES	163,386.28	151,249.36	185,784.99	43,536.19	180,000.00	180,000.00
	TOTAL APPROPRIATIONS	-	132,755.63	131,360.00	131,360.00	180,000.00	180,000.00
	NET OF REVENUES & APPROPRIATIONS:	163,386.28	18,493.73	54,424.99	(87,823.81)	-	-
Fund 0012 - Capital Projects Reserve Fund:							
	0.00		20,432.67			-	-
	12.00 Capital Projects Reserve Fund		892,272.00	1,388,714.54	1,997,323.20	4,213,609.00	4,877,893.00
	26.00 Special Projects	132,561.94	787,428.61	2,896,529.11	2,874,647.17	4,219,559.00	4,877,893.00
Fund 0012 - Capital Projects Reserve Fund:							
	TOTAL ESTIMATED REVENUES	-	892,272.00	1,388,714.54	1,997,323.20	4,213,609.00	4,877,893.00
	TOTAL APPROPRIATIONS	132,561.94	807,861.28	2,896,529.11	2,874,647.17	4,219,559.00	4,877,893.00
	NET OF REVENUES & APPROPRIATIONS:	(132,561.94)	84,410.72	(1,507,814.57)	(877,323.97)	(5,950.00)	-
Fund 0013 - TIF District:							
	0.00		11,094.60			133,797.00	157,687.00
	13.00 TIF District	37,968.78	4,774.60	85,790.73	184,656.19	133,797.00	157,687.00
Fund 0013 - TIF District:							
	TOTAL ESTIMATED REVENUES	37,968.78	4,774.60	85,790.73	184,656.19	133,797.00	157,687.00
	TOTAL APPROPRIATIONS	-	11,094.60	-	-	133,797.00	157,687.00
	NET OF REVENUES & APPROPRIATIONS:	37,968.78	(6,320.00)	85,790.73	184,656.19	-	-
Fund 0014 - American Rescue Plan Act (ARP):							
	0.00		655,691.52	14,696.03		-	-
	14.00 American Rescue Plan Act (ARP)		660,563.02	1,156,514.23		-	-
Fund 0014 - American Rescue Plan Act (ARP):							
	TOTAL ESTIMATED REVENUES	-	660,563.02	1,156,514.23	-	-	-
	TOTAL APPROPRIATIONS	-	655,691.52	14,696.03	-	-	-

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 2
NET OF REVENUES & APPROPRIATIONS:		-	4,871.50	1,141,818.20	-	-	-
Fund 0017 - Federal Grants:							
17.00 Federal Grants		(10.86)	1,706.75	2,931.68		-	-
69.00 Federal Grants		740.49	1,706.73	2,931.68		-	-
Fund 0017 - Federal Grants:							
TOTAL ESTIMATED REVENUES		(10.86)	1,706.75	2,931.68	-	-	-
TOTAL APPROPRIATIONS		740.49	1,706.73	2,931.68	-	-	-
NET OF REVENUES & APPROPRIATIONS:		(751.35)	0.02	-	-	-	-
Fund 0018 - State and Local Grants:							
18.00 State and Local Grants		73,655.64	76,765.75	28,828.24	10,413.07	12,000.00	414,522.00
70.00 State and Local Grants		73,655.62	76,765.75	13,911.41	9,145.53	12,000.00	414,522.00
Fund 0018 - State and Local Grants:							
TOTAL ESTIMATED REVENUES		73,655.64	76,765.75	28,828.24	10,413.07	12,000.00	414,522.00
TOTAL APPROPRIATIONS		73,655.62	76,765.75	13,911.41	9,145.53	12,000.00	414,522.00
NET OF REVENUES & APPROPRIATIONS:		0.02	-	14,916.83	1,267.54	-	-
Fund 0019 - Res. Utilities Round Up Program:							
19.00 Res. Utilities Round Up Program				10,563.90	1,847.71	-	-
Fund 0019 - Res. Utilities Round Up Program:							
TOTAL ESTIMATED REVENUES		-	-	10,563.90	1,847.71	-	-
TOTAL APPROPRIATIONS		-	-	-	-	-	-
NET OF REVENUES & APPROPRIATIONS:		-	-	10,563.90	1,847.71	-	-
Fund 0020 - State Accommodations Tax:							
20.00 State Accommodations Tax		133,789.01	196,049.20	186,986.14	231,499.53	160,500.00	170,700.00
33.00 State Accommodations Tax		76,070.87	153,250.00	240,944.54	198,620.45	160,500.00	170,700.00

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 2
Fund 0020 - State Accommodations Tax:							
TOTAL ESTIMATED REVENUES		133,789.01	196,049.20	186,986.14	231,499.53	160,500.00	170,700.00
TOTAL APPROPRIATIONS		76,070.87	153,250.00	240,944.54	198,620.45	160,500.00	170,700.00
NET OF REVENUES & APPROPRIATIONS:		57,718.14	42,799.20	(53,958.40)	32,879.08	-	-
Fund 0022 - Local Hospitality/ATax:							
22.00 Local Hospitality/ATax		1,066,575.78	1,182,349.29	1,335,336.16	1,660,946.45	2,672,504.00	3,358,066.00
8.00 Winyah Auditorium		6,836.74	8,950.11	7,776.83	33,944.90	35,934.00	31,000.00
23.00 Accommodation Taxes (ATAX)		129,837.13	139,262.27	205,137.50	392,759.78	377,309.00	389,350.00
24.00 Hospitality Taxes (HTAX)		274,561.53	438,690.63	743,352.94	1,393,592.69	2,030,147.00	2,682,830.00
29.00 Kaminski House		173,745.10	218,610.97	268,215.01	238,579.06	229,114.00	254,886.00
Fund 0022 - Local Hospitality/ATax:							
TOTAL ESTIMATED REVENUES		1,066,575.78	1,182,349.29	1,335,336.16	1,660,946.45	2,672,504.00	3,358,066.00
TOTAL APPROPRIATIONS		584,980.50	805,513.98	1,224,482.28	2,058,876.43	2,672,504.00	3,358,066.00
NET OF REVENUES & APPROPRIATIONS:		481,595.28	376,835.31	110,853.88	(397,929.98)	-	-
Fund 0030 - Electric Utility Fund:							
30.00 Electric Utility Fund		12,790,918.72	12,281,772.07	12,960,645.51	14,079,812.30	15,007,290.00	17,008,121.00
19.00 Electric		12,331,338.71	12,025,737.80	11,967,768.62	13,242,244.05	14,982,060.00	16,982,871.00
36.00 Fiber Optics		229.27	229.26	4,415.60	229.26	25,230.00	25,250.00
Fund 0030 - Electric Utility Fund:							
TOTAL ESTIMATED REVENUES		12,790,918.72	12,281,772.07	12,960,645.51	14,079,812.30	15,007,290.00	17,008,121.00
TOTAL APPROPRIATIONS		12,331,567.98	12,025,967.06	11,972,184.22	13,242,473.31	15,007,290.00	17,008,121.00
NET OF REVENUES & APPROPRIATIONS:		459,350.74	255,805.01	988,461.29	837,338.99	-	-
Fund 0031 - Water Utility Fund:							
31.00 Water Utility Fund		2,651,544.31	4,338,590.18	4,167,859.85	5,606,652.06	4,481,185.00	4,636,965.00
15.00 Water Distribution		1,360,521.92	1,380,675.03	1,569,257.75	1,614,485.22	1,913,602.00	2,038,030.00
16.00 Filtration		1,555,803.46	1,586,729.81	1,773,520.80	1,969,785.05	2,566,960.00	2,598,087.00

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 2
	41.00 General & Administrative	(12,649.24)	(117,367.83)	(24,164.17)	12,804.63	445.00	848.00
	42.00 Engineering Services	6,714.94	(915.78)	22,418.39	18,615.21	178.00	-
Fund 0031 - Water Utility Fund:							
TOTAL ESTIMATED REVENUES		2,651,544.31	4,338,590.18	4,167,859.85	5,606,652.06	4,481,185.00	4,636,965.00
TOTAL APPROPRIATIONS		2,910,391.08	2,849,121.23	3,341,032.77	3,615,690.11	4,481,185.00	4,636,965.00
NET OF REVENUES & APPROPRIATIONS:		(258,846.77)	1,489,468.95	826,827.08	1,990,961.95	-	-
Fund 0032 - Wastewater Fund:							
	32.00 Wastewater Fund	3,913,844.81	4,017,950.67	5,076,901.50	5,109,180.54	5,211,015.00	5,432,387.00
	18.00 Wastewater Collections	1,446,702.58	1,530,956.66	1,604,115.52	1,920,009.06	2,112,260.00	2,265,775.00
	34.00 Regional Wastewater Plant	1,545,676.68	1,760,514.28	1,839,650.98	1,922,837.18	2,428,755.00	2,515,612.00
	34.17 Wastewater Treatment	639,354.03	638,675.67	642,845.22	612,938.82	670,000.00	651,000.00
Fund 0032 - Wastewater Fund:							
TOTAL ESTIMATED REVENUES		3,913,844.81	4,017,950.67	5,076,901.50	5,109,180.54	5,211,015.00	5,432,387.00
TOTAL APPROPRIATIONS		3,631,733.29	3,930,146.61	4,086,611.72	4,455,785.06	5,211,015.00	5,432,387.00
NET OF REVENUES & APPROPRIATIONS:		282,111.52	87,804.06	990,289.78	653,395.48	-	-
Fund 0033 - Stormwater Utility Fund:							
	33.00 Stormwater Utility Fund	1,185,040.35	1,328,640.15	1,501,142.48	1,248,323.15	1,584,368.00	1,569,952.00
	40.00 Storm Water Utility Exp.	1,574,368.97	1,454,101.74	1,295,883.84	1,294,579.19	1,584,368.00	1,569,952.00
	40.40 City Hall Drainage Project				2,162.90	-	-
Fund 0033 - Stormwater Utility Fund:							
TOTAL ESTIMATED REVENUES		1,185,040.35	1,328,640.15	1,501,142.48	1,248,323.15	1,584,368.00	1,569,952.00
TOTAL APPROPRIATIONS		1,574,368.97	1,454,101.74	1,295,883.84	1,296,742.09	1,584,368.00	1,569,952.00
NET OF REVENUES & APPROPRIATIONS:		(389,328.62)	(125,461.59)	205,258.64	(48,418.94)	-	-
Fund 0035 - Waste Management Fund:							

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 2
	35.00 Waste Management Fund	996,047.98	1,009,032.81	1,028,789.60	1,458,284.34	1,420,705.00	1,601,363.00
	31.00 Residential Sanitation	1,049,992.49	1,012,385.47	1,135,311.22	1,099,720.88	1,420,108.00	1,600,766.00
	32.00 Commercial Sanitation	(533.28)	(133.32)		266.64	597.00	597.00
Fund 0035 - Waste Management Fund:							
	TOTAL ESTIMATED REVENUES	996,047.98	1,009,032.81	1,028,789.60	1,458,284.34	1,420,705.00	1,601,363.00
	TOTAL APPROPRIATIONS	1,049,459.21	1,012,252.15	1,135,311.22	1,099,987.52	1,420,705.00	1,601,363.00
	NET OF REVENUES & APPROPRIATIONS:	(53,411.23)	(3,219.34)	(106,521.62)	358,296.82	-	-
Fund 0086 - Seized and Forfeited:							
	86.00 Seized and Forfeited		2,100.00			6,428.00	-
	5.00 Police	23,298.69	17,855.66	800.00		6,428.00	-
Fund 0086 - Seized and Forfeited:							
	TOTAL ESTIMATED REVENUES	-	2,100.00	-	-	6,428.00	-
	TOTAL APPROPRIATIONS	23,298.69	17,855.66	800.00	-	6,428.00	-
	NET OF REVENUES & APPROPRIATIONS:	(23,298.69)	(15,755.66)	(800.00)	-	-	-
Report Totals:							
	TOTAL ESTIMATED REVENUES - ALL FUNDS	33,512,130.07	37,225,683.67	43,451,390.21	45,269,057.05	49,303,255.00	54,526,593.00
	TOTAL APPROPRIATIONS - ALL FUNDS	31,603,457.86	35,993,723.44	37,415,906.04	41,870,035.75	49,303,255.00	54,526,593.00
	NET OF REVENUES & APPROPRIATIONS:	1,908,672.21	1,231,960.23	6,035,484.17	3,399,021.30		

**AN ORDINANCE TO ADOPT A BUDGET AND RAISE REVENUE FOR THE CITY OF
GEORGETOWN, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2026 (FY 2026)**

AND

**TO AMEND THE WATER UTILITY RATES CONTAINED IN THE CITY CLERK'S OFFICIAL
RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND CHARGES
FOR THE CITY; AMEND THE WASTEWATER UTILITY RATES CONTAINED IN THE CITY
CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES
AND CHARGES FOR THE CITY; AMEND THE STORMWATER UTILITY RATE CONTAINED IN
THE CITY CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND
MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AMEND THE RESIDENTIAL AND
GENERAL ELECTRIC SERVICE RATE PROVISIONS CONTAINED IN THE CITY CLERK'S
OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND
CHARGES FOR THE CITY; AND AMEND THE WASTE MANAGEMENT/SANITATION RATES
CONTAINED IN THE CITY CLERK'S OFFICIAL RECORD OF RATES, DEPOSITS, AND
MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AND OTHER MATTERS RELATING
TO ALL OF THE FOREGOING**

WHEREAS, the City of Georgetown, South Carolina (the "City") is a municipal corporation of the State of South Carolina (the "State"), located in Georgetown County, South Carolina (the "County") and as such possesses all general powers granted by the South Carolina Constitution (1895, as amended) and statutes of the State to municipal corporations; and

WHEREAS, pursuant to Sections 5-9-10 *et seq.* of the Code of Laws of South Carolina 1976, as amended (the "SC Code") and Section 2-1 of the City's code of ordinances, the City operates under the mayor-council form of government, with a mayor and six council members serving as the governing body of the City (the "City Council"); and

WHEREAS, Section 5-9-30 of the SC Code requires that Mayor, with the assistance of the City Administrator and City staff, prepare and submit a budget for consideration by City Council; and

WHEREAS, Section 5-9-40 of the SC Code provides that the City Council shall adopt a budget for each fiscal year (July 1 through June 30 of the following calendar year and for purposes herein a, "Fiscal Year") to appropriate revenues and expenditures for various purposes necessary to conduct of business of City; and

WHEREAS, prior to the adoption of the budget, the City Council is required to hold a public hearing on the budget and any new fees resulting therefrom as required pursuant to Sections 5-7-260, 6-1-80, and 6-1-330 of the SC Code and the City's code of ordinances; and

WHEREAS, heretofore, and acting pursuant to the various authorizations described in the foregoing recital, the City Council, after due and proper notice, held public hearings on June 18, 2025 on the adoption of the budget and the various fees implemented hereunder; the hearings were conducted publicly and both proponents and opponents of the proposed actions of City Council were given the full opportunity to be heard; and

WHEREAS, subject to the limitations in Section 6-1-320 of the SC Code, City Council is authorized to increase the millage rate imposed for general operating purposes; and

WHEREAS, Section 6-1-330 of the SC Code authorizes City Council to charge and collect new service and user fees after public notice and hearing (as noted and recited above); and

WHEREAS, as required by the City's Master Bond Ordinance dated July 28, 2011, as amended on August 20, 2015 (the "Master Bond Ordinance") the City has covenanted to maintain rates and charges for the City's Combined Public Utility System (the "System") necessary to support the System and sustain the various revenue coverage requirements provided thereunder; acting under this legal mandate, the City shall periodically review its policies, rates, and fees necessary to facilitate operations, maintenance, capital expenditures, and debt service payments on revenue bonds payable from revenues of the System; and

WHEREAS, on the basis of the foregoing, this Ordinance authorizes and approves the City of Georgetown Annual Budget by Organization Report for FY 2025-2026 (the "FY 2026 Budget"), a copy of which is attached hereto as Exhibit A, and further authorizes and implements certain new fees and charges as necessary to support and fund the FY 2026 Budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GEORGETOWN, SOUTH CAROLINA:

SECTION 1. Enactment

This Ordinance was enacted by the City Council by a positive majority vote.

SECTION 2. Hearing

Following public hearings held after due and proper notice on June 18, 2025, this Ordinance and the FY 2026 Budget approved hereunder complies with Sections 6-1-80, 5-7-260, 6-1-320 and 6-1-330 of the SC Code as well as Sections 2-41 and 2-46 of the City's Code of Ordinances.

SECTION 3. Budget

The FY 2026 Budget, with proposed revenue for payment thereof, as prepared and as contained in an archived copy on file in the office of the Municipal Clerk, and available for public inspection, which copy is incorporated herein by reference, is adopted and made a part hereof. The FY 2026 Budget, as shown attached as Exhibit A and incorporated herein, is balanced as to receipts and disbursements in the total sum of \$54,526,593. The FY 2026 Budget, as presented, sets forth the necessary revenues and expenditures for the various purposes described therein and shall govern the appropriation of the City's funds during the 2026 fiscal year. A summary of the revenues and expenditures for each of the City's major funds and the System is set forth in the Sections herein below.

SECTION 4. Ad Valorem Taxes

A. *Ad valorem* property taxes, as a general fund revenue source, in the amounts and in the manner hereinafter mentioned, are and shall be levied, collected, and paid as follows: a tax of one hundred thirty-three and 90/100 (\$133.90) one hundred on every one thousand dollars and no/100 (\$1,000.00) in assessed value of all real estate and personal property of every description owned and used in the City, except as such property may be exempt from taxation under the Constitution and laws of the State; such tax shall be levied by the County Auditor and collected by the County Treasurer. Upon such collection, all taxes shall be paid into the City treasury for credit to the City, for the corporate purposes, permanent improvements, and current expenses. The total millage levy in the City shall be one hundred thirty-three and 90/100 (\$133.90) which includes 4.0 mills of debt service millage to be levied for the City's general obligation bonds.

- B. The millage rates are based on estimated assessments received from the County Auditor and are subject to change based on final assessment figures. Any change in the FY 2026 Budget or the tax levy shall be by subsequent Ordinance enacted in accordance with the SC Code. However, upon information and belief, the millage levied herein is compliant with the terms of Section 6-1-320 of the SC Code.
- C. Upon its approval, a copy of this Ordinance and the FY 2026 Budget shall be made available to Georgetown County in order to properly order the levy and collection of *ad valorem* property taxes. Additionally, the City Administrator shall be authorized to make the millage certification to the County Auditor required by Section 12-43-285 of the SC Code.
- D. The Finance Director of the City (including any person holding such role in an interim or acting capacity), acting in concert with the proper officials of the County, shall be responsible for the collection of delinquent taxes, penalties and other charges.

SECTION 5. Fees, Taxes and Other Charges.

- A. That the FY 2026 Budget imposes special event permit fee schedule; such schedule shall be for permits rendered on or after July 1, 2025. A copy of which is summarized on Schedule A attached hereto.
- B. That the FY 2026 Budget appropriates sufficient revenues within the Local Hospitality Tax fund to provide for the payment of all qualified expenses of local hospitality taxes, local accommodations taxes and state accommodations taxes, and debt service, if any.
- C. That the FY 2026 Budget appropriates sufficient revenues to fund the City's capital program. The capital program shall be funded from the issuance of debt and other sources made available for pay-as-you-go financing by the City.

SECTION 6. Combined Utility Fund for the System

- A. *Generally*: It is prudent and fiscally responsible for the City to periodically review established utility policies and rates to facilitate operations for the System. On such basis, the City has determined to implement certain rate increases for the System as summarized in subsections B, C and D below.
- B. *Water Utility Fund*: For fiscal year 2026, in the Water Utility Fund, a rate increase of 4% is included in the FY 2026 Budget and will apply to all water customers effective July 1, 2025. Therefore, the water utility rates contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2026 Budget.
- C. *Wastewater Utility Fund*: For the fiscal year 2026, in the Wastewater Utility Fund, a rate increase of 4% is included in the FY 2026 Budget and will apply to all wastewater customers effective July 1, 2025. Therefore, the wastewater rates contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2026 Budget.
- D. *Electric Utility Fund*: For the fiscal year 2026, in the Electric Utility Fund, a rate increase of 11% is included in the FY 2026 Budget and will apply to all electric customers effective July 1, 2025. Further, City Council has previously enacted certain provisions addressing the applicability of

residential rates and general service rates to the City's electric utility customers. City Council desires to further refine and clarify the customers subject to each rate category. Therefore, the electric rates and certain categories of rate payors contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2026 Budget.

SECTION 7. Stormwater Drainage Utility Fund

A. *Generally:* The City obtained a third party consultant in 2024 to conduct a stormwater rate study. The study advised City Council to follow a recommended schedule rate increase. For the fiscal year 2026, in the Stormwater Utility Fund, a rate increase of 2.3% is included in the FY 2026 Budget and will be effective July 1, 2025. Therefore, the stormwater rates contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule D attached hereto, which have been fully incorporated into the FY 2026 Budget.

SECTION 8. Waste Management Fund

A. The City provides sanitation services to residential and certain commercial properties within the City. It is prudent and fiscally responsible for the City to periodically review the rates it charges for its sanitation services. Based upon a review of such rates, the City has determined to implement a rate increase of 8% for its residential and non-residential sanitation services, as shown in Schedule C. Based on the inclusion of these rate adjustments, the FY 2026 Budget appropriates sufficient revenues to fund the Waste Management Fund.

SECTION 9. Allocation of Funds.

To facilitate operations as contemplated by the FY 2026 Budget, there shall be established and maintained a General Fund, Enterprise Funds, and other appropriate funds, in such amounts as are provided for in the budget aforesaid, as hereby adopted or as hereafter modified pursuant to law.

SECTION 10. Transfer Policy

On July 13, 2017, the City adopted a formal 'Transfer Policy' to allocate funds to and otherwise reimburse its General Fund for costs attributable to the Funds established for the Combined Public Utility System, which includes the Electric, Water, and Wastewater utilities. Any transfer from the Funds to the General Fund are considered an expense of the Funds but shall only be made from those revenues which constitute surplus funds under the provisions of the Master Bond Ordinance.

SECTION 11. Reallocation of Funds

The City Administrator is hereby authorized to administer the budget and to transfer appropriations within and between departments of each fund if necessary to achieve the goals of the FY 2026 Budget. However, no such transfer shall (a) be made from one fund to another fund established pursuant to Section 9 above, or (b) conflict with any previously adopted policy of the City Council. Any change in the budget which would increase or decrease the total of all authorized expenditures must be approved by City Council.

SECTION 12. Ratification

The City Council ratifies and approves the findings of fact recited above. Further, all actions of the Mayor, City Administrator, and other City staff regarding the public hearings and drafting, execution and delivery of the FY 2026 Budget are ratified, approved and confirmed. Further, the

City Administrator and City staff shall be authorized to do all things necessary to implement the provisions of the FY 2026 Budget.

SECTION 13. Severability

That if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by valid judgment or decree of any Court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance, which remaining parts shall be considered as severable and shall continue in full force and effect.

SECTION 14. Future Adjustments

In the event that unforeseen expenditures become necessary during the FY 2026 and such expenditures would cause appropriations of a fund to be exceeded in total, a public hearing and an ordinance amending the original Budget will be necessary to appropriate additional funds.

PASSED by City Council duly assembled this 18th day of June, 2025.

ATTEST:

Stephanie Buccione, Municipal Clerk

Carol Jayroe, Mayor

Approved as to Form:

Elise F Crosby, City Attorney

First Reading:	<u>May 15, 2025</u>
Second Reading:	<u>June 18, 2025</u>
Public Hearing for Budget:	<u>June 18, 2025</u>
Public Hearing for Adjusted Rates:	<u>June 18, 2025</u>

Schedule A

CITY OF GEORGETOWN SPECIAL EVENT PERMIT SCHEDULE OF FEES

A non-refundable fee will be charges to cover the cost of processing. Other charges may be made for additional city services

<i>Festival or major event</i> May include: outdoor entertainment, sale food/beverages, and/ or generate revenue INCLUDES ROAD CLOSURES & ATTENDANCE GREATER THAN 200	30 days prior to the event	\$100.00 two or more days \$75.00 single day
<i>Festival or major event</i> May include: outdoor entertainment, sale food/beverages, and/ or generate revenue DOES NOT INCLUDES ROAD CLOSURES	30 days prior to the event	\$75.00 two or more days \$25.00 single day
<i>Private or Public Gathering</i> May include: outdoor entertainment, sale food/beverages, and service of alcohol INCLUDES ROAD CLOSURES	30 days prior to the event	\$100.00
<i>Private or Public Gathering</i> May include: outdoor entertainment, sale food/beverages, and service of alcohol DOES NOT INCLUDES ROAD CLOSURES	30 days prior to the event	\$75.00
<i>Parade, procession, march, road race, bicycle race</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROAD-WAY AND ATTENDANCE GREATER THAN 200	30 days prior to the event	\$75.00
<i>Parade, procession, march, road race, bicycle race</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROAD-WAY AND ATTENDANCE GREATER THAN 200	15 days prior to the event	\$35.00
<i>Neighborhood block party or walk</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROAD	30 days prior to the event	\$25.00
<i>Filming and Photography</i>	15 days prior to the event	\$25.00
Rollout Trash Containers		\$15.00/ Containers
Eight Foot Barricades (Includes delivery, setup and removal)		\$5.00/ Barricade

Schedule B

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

Water Utility Rates

In-City Rates

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

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
0.75"	\$25.40	\$5.80
1.00"	\$42.34	\$5.80
1.50"	\$84.43	\$5.80
2.00"	\$135.11	\$5.80
3.00"	\$253.40	\$5.80
4.00"	\$422.51	\$5.80
6.00"	\$844.71	\$5.80
8.00"	\$1,520.58	\$5.80

Out-of-City Rates

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

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
0.75"	\$50.84	\$11.63
1.00"	\$84.66	\$11.63
1.50"	\$168.84	\$11.63
2.00"	\$270.18	\$11.63
3.00"	\$506.82	\$11.63
4.00"	\$845.02	\$11.63
6.00"	\$1,689.37	\$11.63
8.00"	\$3,041.20	\$11.63

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

Wastewater Utility Rates

In-City Rates

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

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
0.75"	\$29.54	\$5.90
1.00"	\$46.82	\$5.90
1.50"	\$93.59	\$5.90
2.00"	\$148.20	\$5.90
3.00"	\$278.23	\$5.90
4.00"	\$462.78	\$5.90
6.00"	\$922.92	\$5.90
8.00"	\$1,658.69	\$5.90

Out-of-City Rates

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

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
0.75"	\$59.05	\$11.81
1.00"	\$93.60	\$11.81
1.50"	\$187.19	\$11.81
2.00"	\$296.39	\$11.81
3.00"	\$556.42	\$11.81
4.00"	\$925.54	\$11.81
6.00"	\$1,845.84	\$11.81
8.00"	\$3,317.35	\$11.81

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

Water and Wastewater Development Fees

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

Electric Utility Rates Schedule

Definitions:

Customer: The actual user of the electric service.

Customer Charge: A monthly fee that is not just for expenses related to the meter, but also includes other costs that do not vary with consumption. Since these costs are incurred regardless of customer consumption, they are collected as a set fee even though a customer may have no consumption.

Commercial Customer: All commercial customers that are demand metered and have monthly demands of less than 1000 KW.

Demand: The maximum measured KW over a period of fifteen (15) minutes.

Energy: The amount of power used over a period of time. Energy is measured in kilowatt-hours.

Extra Large Commercial Customer: All commercial customers that are demand metered and are reasonably expected to have monthly demands that exceed 1000 KW.

KW (Kilowatt): A unit of power equal to 1,000 watts.

KWH (Kilowatt Hour): A unit of energy equal to one thousand (1,000) watt hours.

Load Factor: The relative use of energy for the maximum amount of demand placed on the system in a given time period.

Purchased Power Cost Adjustment: The purchased power cost adjustment (PPCA) is intended to adjust for any over or under recovery of purchased power costs resulting from variances in actual purchased power costs as compared to those costs that are estimated and incorporated in the base electric rates adopted from time to time. This PPCA provision is applicable to and becomes a part of the City's published rate schedules that so specify.

Residential Customer: All customers whose consumption is in a private residence or individual family apartment. This would also include home occupations, bed and breakfast establishments, recognized boarding and rooming houses, and other structures that are primarily used for residential purposes.

Residential Rates

Residential rates shall be applicable for use in private residence or an individual family apartment. Also includes home occupations, bed and breakfast establishments, recognized boarding and rooming houses, and other structures that are primarily used for residential purposes. Each residence or each apartment will be served by a separate meter. Energy may not be resold or shared with others.

Residential service shall be alternating current, 60 hertz, single-phase at available voltage.

Monthly service charges shall consist of the following:

Customer Charge \$14.00

Energy Charge per KWH \$0.12681

Purchased Power Cost Adjustment As calculated

General Service Rates

General Service rates shall be applicable to commercial and other customers not subject to the residential rate schedule. Churches, synagogues, and other recognized places of religious worship, and all buildings that are a part thereof, shall be exempt from demand charges. Energy may not be resold or shared with others.

General Service shall be alternating current, 60 hertz, single or three-phase at the City's options, at available voltage.

General Service Rates shall consist of two (2) classes: commercial demand, and extra-large commercial.

Monthly service charges shall consist of the following:

Commercial Demand Class:	
Customer Charge	\$28.00
Demand Charge	
First 10 KW	\$0.00
All above 10 KW	\$9.8568 per KW
Energy Charge:	
First 2,800 KWH	\$0.12495 per KWH
All above 2,800 KWH	\$0.09956 per KWH
Purchase Power Cost Adjustment	As calculated
Extra Large Commercial Class:	
Customer Charge	\$2.983.83
Demand Charge – All KW	\$17.8932
Energy Charge:	\$0.07673 per KWH
Purchased Power Cost Adjustment	As calculated

Purchased Power Cost Adjustment (PPCA)

This rate is applicable throughout the entire territory served by the City of Georgetown. It becomes a part of all the City's retail electric service schedules other than lighting and is applicable to all KWH sales hereunder. The monthly bill computed under the appropriate rate schedule will be increased or decreased by an amount equal to the result of multiplying the KWH used by the Purchased Power Cost Adjustment factor.

The PPCA will be calculated as follows:

$$\text{PPCA} = ((P_m + T_u)/S_m) - \text{Base Rate}$$

PPCA = Purchased Power Cost Adjustment factor in dollars per KWH rounded to the nearest one thousandth of a cent applicable to bills rendered during the current billing period.

P_m = Total estimated applicable purchased power costs

S_m = Energy sales, excluding lighting usage for the projected billing period

Base rate = \$0.06974

$$T_u = [S_{n-3} \times (\text{PPCA}_{n-} + \text{Base Rate})] - [(P_{n-} + T_{Un-})]$$

Where:

Sn-3 = Total system sales (KWH) excluding street lights from third preceding month
Pn-3 = Actual purchased power cost for the third preceding month
PPCAn-3 = Purchased power cost adjustment factor in dollars per KWH rounded to the
 nearest one thousandth of a cent applicable to bills rendered during the third
 preceding billing month
TUn-3 = True-up for the third preceding billing month

Schedule C

Waste Management Fees Schedule

Residential Customers:

- (A) Residential customers shall be charged twenty-nine dollars and 89/100 (\$29.89) per month.
- (A) Service for additional rollout will be an additional twenty-nine dollars and 89/100 (\$29.89) per month.
- (B) Backdoor residential customers shall be charged twenty-nine dollars and 89/100 (\$29.89) per month.

Non-Residential Customers:

- (A) Nonresidential customers utilizing rollout containers in the DSD (Downtown Sanitation District) shall be charged a base monthly fee of ninety-four dollars and 90/100 (\$94.90), which provides for one rollout container and up to seven (7) pickups per week as well as the pickup of flattened boxes. Customers generating higher volumes of waste can request service for an additional rollout container at the monthly rate of ninety-four dollars and 90/100 (\$94.90), per rollout container. Pickup of yard debris, white and brown goods are not provided to nonresidential sanitation customers in the DSD.
- (B) All other nonresidential sanitation customers utilizing rollout containers shall be charged fourteen dollars and ~~84/100~~ 945/1000 (\$14.945) (per rollout container per twice weekly pickup). This fee provides only for pickup of rollout containers. Customers generating higher volumes of waste can request service for an additional rollout container at the monthly rate of twenty-nine dollars and 89/100 (\$29.89) per rollout container.
- (C) Nonresidential or commercial sanitation customers utilizing bulk containers (dumpsters) shall be charged a base rate of two dollars and 49/100 (\$2.49) per month, plus a collection fee of five dollars and 69/100 (\$5.69) per cubic yard of material collected per month. Cubic yardage shall be calculated by multiplying the total cubic yard capacity of all containers utilized by the total number of pickups per month.

Brown and White Goods Pick Up:

The city provides clean sweeps for residential customers on a quarterly basis to dispose unwanted furniture, appliance and electronic waste items. Residential customers requesting an additional pickup service outside the scheduled clean sweeps shall pay a fee of one hundred sixty-one dollars and 30/100 (\$161.30) per pickup service.

Schedule D

Stormwater Utility Rates

Residential Rates

Residential rates shall apply to a private residence or an individual family apartment. Residential rates are not applicable for structures designed for short-term occupancy such as bed and breakfast establishments and overnight boarding houses. Such structures shall be subject to commercial rates. Fees billed each month for residential lots with more than a single-family use shall be based on one Equivalent Residential Unit (ERU) equal to the number of electric or water meters, whichever is greater.

Monthly rate for residential shall be equal to: \$10.56 per ERU

Non-Residential Rates

Non-residential rates shall apply to commercial and all other users not qualifying for residential rates. One acre of commercial, industrial, nonprofit, public, or semipublic property shall be equal to 6.3 ERU's or Equivalent Residential Units. Any non-residential property less than one acre shall be considered one acre when computing the fee.

Non-residential rates shall also apply to vacant properties.

Monthly rate for non-residential shall be equal to: \$10.56 per ERU

EXHIBIT A

City of Georgetown Annual Budget by Organization Report for FY 2026
(July 1, 2025 to June 30, 2026)

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 2
Fund: 0010 General Fund							
	0.00				162.93	-	-
10.00	General Fund	10,499,369.27	11,081,867.82	14,334,600.66	13,636,582.32	14,219,854.00	15,118,937.00
1.00	Administration	167,494.60	278,226.64	397,071.22	285,100.32	289,409.00	302,196.00
1.02	Mayor and Council	231,515.39	248,309.02	243,694.33	258,808.64	306,389.00	310,537.00
3.00	Building & Planning			33.89		-	-
4.00	Finance	442,697.97	463,950.85	360,951.98	473,032.88	655,167.00	694,567.00
5.05	Police Staff Services	3,194,954.74	3,426,018.54	3,697,868.88	4,197,709.81	5,290,997.00	5,659,510.00
5.07	Victim's Advocate	48,154.06	62,829.26	45,124.31	51,209.62	74,023.00	90,432.00
5.26	Grants	8,231.88	12,879.22	16,363.21	12,365.09	-	2,059.00
6.00	Building Department				64.54	27,787.00	-
9.00	Planning & Community Development	571,623.12	625,149.11	706,128.94	775,415.32	1,089,170.00	1,341,411.00
10.00	Municipal Court	238,237.13	280,237.44	277,164.62	323,849.27	365,625.00	420,333.00
11.00	Fire	2,611,432.49	2,791,991.03	2,866,660.20	3,078,005.21	3,785,148.00	4,137,638.00
12.00	Public Works	865,331.08	1,171,991.84	1,085,816.15	1,029,235.49	1,086,110.00	1,265,375.00
13.00	Information Technology	58,523.93	1,437.15	5,136.39	7,480.73	178.00	-
14.00	Fleet Services	80,450.06	2,848.99	12,727.51	13,386.11	153,752.00	1,219.00
20.00	General Government	525,275.75	475,022.39	525,859.57	744,059.74	611,795.00	609,732.00
21.00	Debt Service	170,707.02	39,347.02	39,347.02	259,222.64	245,643.00	191,793.00
22.00	Other Financing Uses		2,179,401.00	779,279.00	1,377,599.74	232,711.00	92,135.00
Fund 0010 - General Fund:							
	TOTAL ESTIMATED REVENUES	10,499,369.27	11,081,867.82	14,334,600.66	13,636,582.32	14,219,854.00	15,118,937.00
	TOTAL APPROPRIATIONS	9,214,629.22	12,059,639.50	11,059,227.22	12,886,708.08	14,213,904.00	15,118,937.00
	NET OF REVENUES & APPROPRIATIONS:	1,284,740.05	(977,771.68)	3,275,373.44	749,874.24	5,950.00	-
Fund 0011 - Debt Service:							
	11.00 Debt Service	163,386.28	151,249.36	185,784.99	43,536.19	180,000.00	180,000.00
	21.00 Debt Service		132,755.63	131,360.00	131,360.00	180,000.00	180,000.00

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 2
Fund 0011 - Debt Service:							
	TOTAL ESTIMATED REVENUES	163,386.28	151,249.36	185,784.99	43,536.19	180,000.00	180,000.00
	TOTAL APPROPRIATIONS	-	132,755.63	131,360.00	131,360.00	180,000.00	180,000.00
	NET OF REVENUES & APPROPRIATIONS:	163,386.28	18,493.73	54,424.99	(87,823.81)	-	-
Fund 0012 - Capital Projects Reserve Fund:							
	0.00		20,432.67			-	-
	12.00 Capital Projects Reserve Fund		892,272.00	1,388,714.54	1,997,323.20	4,213,609.00	4,877,893.00
	26.00 Special Projects	132,561.94	787,428.61	2,896,529.11	2,874,647.17	4,219,559.00	4,877,893.00
Fund 0012 - Capital Projects Reserve Fund:							
	TOTAL ESTIMATED REVENUES	-	892,272.00	1,388,714.54	1,997,323.20	4,213,609.00	4,877,893.00
	TOTAL APPROPRIATIONS	132,561.94	807,861.28	2,896,529.11	2,874,647.17	4,219,559.00	4,877,893.00
	NET OF REVENUES & APPROPRIATIONS:	(132,561.94)	84,410.72	(1,507,814.57)	(877,323.97)	(5,950.00)	-
Fund 0013 - TIF District:							
	0.00		11,094.60			133,797.00	157,687.00
	13.00 TIF District	37,968.78	4,774.60	85,790.73	184,656.19	133,797.00	157,687.00
Fund 0013 - TIF District:							
	TOTAL ESTIMATED REVENUES	37,968.78	4,774.60	85,790.73	184,656.19	133,797.00	157,687.00
	TOTAL APPROPRIATIONS	-	11,094.60	-	-	133,797.00	157,687.00
	NET OF REVENUES & APPROPRIATIONS:	37,968.78	(6,320.00)	85,790.73	184,656.19	-	-
Fund 0014 - American Rescue Plan Act (ARP):							
	0.00		655,691.52	14,696.03		-	-
	14.00 American Rescue Plan Act (ARP)		660,563.02	1,156,514.23		-	-
Fund 0014 - American Rescue Plan Act (ARP):							
	TOTAL ESTIMATED REVENUES	-	660,563.02	1,156,514.23	-	-	-
	TOTAL APPROPRIATIONS	-	655,691.52	14,696.03	-	-	-

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 2
NET OF REVENUES & APPROPRIATIONS:		-	4,871.50	1,141,818.20	-	-	-
Fund 0017 - Federal Grants:							
17.00 Federal Grants		(10.86)	1,706.75	2,931.68		-	-
69.00 Federal Grants		740.49	1,706.73	2,931.68		-	-
Fund 0017 - Federal Grants:							
TOTAL ESTIMATED REVENUES		(10.86)	1,706.75	2,931.68	-	-	-
TOTAL APPROPRIATIONS		740.49	1,706.73	2,931.68	-	-	-
NET OF REVENUES & APPROPRIATIONS:		(751.35)	0.02	-	-	-	-
Fund 0018 - State and Local Grants:							
18.00 State and Local Grants		73,655.64	76,765.75	28,828.24	10,413.07	12,000.00	414,522.00
70.00 State and Local Grants		73,655.62	76,765.75	13,911.41	9,145.53	12,000.00	414,522.00
Fund 0018 - State and Local Grants:							
TOTAL ESTIMATED REVENUES		73,655.64	76,765.75	28,828.24	10,413.07	12,000.00	414,522.00
TOTAL APPROPRIATIONS		73,655.62	76,765.75	13,911.41	9,145.53	12,000.00	414,522.00
NET OF REVENUES & APPROPRIATIONS:		0.02	-	14,916.83	1,267.54	-	-
Fund 0019 - Res. Utilities Round Up Program:							
19.00 Res. Utilities Round Up Program				10,563.90	1,847.71	-	-
Fund 0019 - Res. Utilities Round Up Program:							
TOTAL ESTIMATED REVENUES		-	-	10,563.90	1,847.71	-	-
TOTAL APPROPRIATIONS		-	-	-	-	-	-
NET OF REVENUES & APPROPRIATIONS:		-	-	10,563.90	1,847.71	-	-
Fund 0020 - State Accommodations Tax:							
20.00 State Accommodations Tax		133,789.01	196,049.20	186,986.14	231,499.53	160,500.00	170,700.00
33.00 State Accommodations Tax		76,070.87	153,250.00	240,944.54	198,620.45	160,500.00	170,700.00

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 2
Fund 0020 - State Accommodations Tax:							
TOTAL ESTIMATED REVENUES		133,789.01	196,049.20	186,986.14	231,499.53	160,500.00	170,700.00
TOTAL APPROPRIATIONS		76,070.87	153,250.00	240,944.54	198,620.45	160,500.00	170,700.00
NET OF REVENUES & APPROPRIATIONS:		57,718.14	42,799.20	(53,958.40)	32,879.08	-	-
Fund 0022 - Local Hospitality/ATax:							
22.00 Local Hospitality/ATax		1,066,575.78	1,182,349.29	1,335,336.16	1,660,946.45	2,672,504.00	3,358,066.00
8.00 Winyah Auditorium		6,836.74	8,950.11	7,776.83	33,944.90	35,934.00	31,000.00
23.00 Accommodation Taxes (ATAX)		129,837.13	139,262.27	205,137.50	392,759.78	377,309.00	389,350.00
24.00 Hospitality Taxes (HTAX)		274,561.53	438,690.63	743,352.94	1,393,592.69	2,030,147.00	2,682,830.00
29.00 Kaminski House		173,745.10	218,610.97	268,215.01	238,579.06	229,114.00	254,886.00
Fund 0022 - Local Hospitality/ATax:							
TOTAL ESTIMATED REVENUES		1,066,575.78	1,182,349.29	1,335,336.16	1,660,946.45	2,672,504.00	3,358,066.00
TOTAL APPROPRIATIONS		584,980.50	805,513.98	1,224,482.28	2,058,876.43	2,672,504.00	3,358,066.00
NET OF REVENUES & APPROPRIATIONS:		481,595.28	376,835.31	110,853.88	(397,929.98)	-	-
Fund 0030 - Electric Utility Fund:							
30.00 Electric Utility Fund		12,790,918.72	12,281,772.07	12,960,645.51	14,079,812.30	15,007,290.00	17,008,121.00
19.00 Electric		12,331,338.71	12,025,737.80	11,967,768.62	13,242,244.05	14,982,060.00	16,982,871.00
36.00 Fiber Optics		229.27	229.26	4,415.60	229.26	25,230.00	25,250.00
Fund 0030 - Electric Utility Fund:							
TOTAL ESTIMATED REVENUES		12,790,918.72	12,281,772.07	12,960,645.51	14,079,812.30	15,007,290.00	17,008,121.00
TOTAL APPROPRIATIONS		12,331,567.98	12,025,967.06	11,972,184.22	13,242,473.31	15,007,290.00	17,008,121.00
NET OF REVENUES & APPROPRIATIONS:		459,350.74	255,805.01	988,461.29	837,338.99	-	-
Fund 0031 - Water Utility Fund:							
31.00 Water Utility Fund		2,651,544.31	4,338,590.18	4,167,859.85	5,606,652.06	4,481,185.00	4,636,965.00
15.00 Water Distribution		1,360,521.92	1,380,675.03	1,569,257.75	1,614,485.22	1,913,602.00	2,038,030.00
16.00 Filtration		1,555,803.46	1,586,729.81	1,773,520.80	1,969,785.05	2,566,960.00	2,598,087.00

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 2
	41.00 General & Administrative	(12,649.24)	(117,367.83)	(24,164.17)	12,804.63	445.00	848.00
	42.00 Engineering Services	6,714.94	(915.78)	22,418.39	18,615.21	178.00	-
Fund 0031 - Water Utility Fund:							
TOTAL ESTIMATED REVENUES		2,651,544.31	4,338,590.18	4,167,859.85	5,606,652.06	4,481,185.00	4,636,965.00
TOTAL APPROPRIATIONS		2,910,391.08	2,849,121.23	3,341,032.77	3,615,690.11	4,481,185.00	4,636,965.00
NET OF REVENUES & APPROPRIATIONS:		(258,846.77)	1,489,468.95	826,827.08	1,990,961.95	-	-
Fund 0032 - Wastewater Fund:							
	32.00 Wastewater Fund	3,913,844.81	4,017,950.67	5,076,901.50	5,109,180.54	5,211,015.00	5,432,387.00
	18.00 Wastewater Collections	1,446,702.58	1,530,956.66	1,604,115.52	1,920,009.06	2,112,260.00	2,265,775.00
	34.00 Regional Wastewater Plant	1,545,676.68	1,760,514.28	1,839,650.98	1,922,837.18	2,428,755.00	2,515,612.00
	34.17 Wastewater Treatment	639,354.03	638,675.67	642,845.22	612,938.82	670,000.00	651,000.00
Fund 0032 - Wastewater Fund:							
TOTAL ESTIMATED REVENUES		3,913,844.81	4,017,950.67	5,076,901.50	5,109,180.54	5,211,015.00	5,432,387.00
TOTAL APPROPRIATIONS		3,631,733.29	3,930,146.61	4,086,611.72	4,455,785.06	5,211,015.00	5,432,387.00
NET OF REVENUES & APPROPRIATIONS:		282,111.52	87,804.06	990,289.78	653,395.48	-	-
Fund 0033 - Stormwater Utility Fund:							
	33.00 Stormwater Utility Fund	1,185,040.35	1,328,640.15	1,501,142.48	1,248,323.15	1,584,368.00	1,569,952.00
	40.00 Storm Water Utility Exp.	1,574,368.97	1,454,101.74	1,295,883.84	1,294,579.19	1,584,368.00	1,569,952.00
	40.40 City Hall Drainage Project				2,162.90	-	-
Fund 0033 - Stormwater Utility Fund:							
TOTAL ESTIMATED REVENUES		1,185,040.35	1,328,640.15	1,501,142.48	1,248,323.15	1,584,368.00	1,569,952.00
TOTAL APPROPRIATIONS		1,574,368.97	1,454,101.74	1,295,883.84	1,296,742.09	1,584,368.00	1,569,952.00
NET OF REVENUES & APPROPRIATIONS:		(389,328.62)	(125,461.59)	205,258.64	(48,418.94)	-	-
Fund 0035 - Waste Management Fund:							

Budget by Organization Exhibit A

GL Number	Description	20-21 Activity	21-22 Activity	22-23 Activity	23-24 Activity	24-25 Amended Budget	25-26 CITY COUNCIL 2
	35.00 Waste Management Fund	996,047.98	1,009,032.81	1,028,789.60	1,458,284.34	1,420,705.00	1,601,363.00
	31.00 Residential Sanitation	1,049,992.49	1,012,385.47	1,135,311.22	1,099,720.88	1,420,108.00	1,600,766.00
	32.00 Commercial Sanitation	(533.28)	(133.32)		266.64	597.00	597.00
Fund 0035 - Waste Management Fund:							
	TOTAL ESTIMATED REVENUES	996,047.98	1,009,032.81	1,028,789.60	1,458,284.34	1,420,705.00	1,601,363.00
	TOTAL APPROPRIATIONS	1,049,459.21	1,012,252.15	1,135,311.22	1,099,987.52	1,420,705.00	1,601,363.00
	NET OF REVENUES & APPROPRIATIONS:	(53,411.23)	(3,219.34)	(106,521.62)	358,296.82	-	-
Fund 0086 - Seized and Forfeited:							
	86.00 Seized and Forfeited		2,100.00			6,428.00	-
	5.00 Police	23,298.69	17,855.66	800.00		6,428.00	-
Fund 0086 - Seized and Forfeited:							
	TOTAL ESTIMATED REVENUES	-	2,100.00	-	-	6,428.00	-
	TOTAL APPROPRIATIONS	23,298.69	17,855.66	800.00	-	6,428.00	-
	NET OF REVENUES & APPROPRIATIONS:	(23,298.69)	(15,755.66)	(800.00)	-	-	-
Report Totals:							
	TOTAL ESTIMATED REVENUES - ALL FUNDS	33,512,130.07	37,225,683.67	43,451,390.21	45,269,057.05	49,303,255.00	54,526,593.00
	TOTAL APPROPRIATIONS - ALL FUNDS	31,603,457.86	35,993,723.44	37,415,906.04	41,870,035.75	49,303,255.00	54,526,593.00
	NET OF REVENUES & APPROPRIATIONS:	1,908,672.21	1,231,960.23	6,035,484.17	3,399,021.30		



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

ACTION ITEM

Council Meeting Date:	June 18, 2025
Department:	Engineering
Issue Under Consideration:	Motion to select the recommended option for a new stormwater pumping system identified in the feasibility report. Choose Option 1: New vertical axial pumps powered by electrical motor mounted directly on top or Option 5: Rehabilitation of existing hydraulically driven submersible pumps with new hydraulic lines.
Amount Requested:	N/A
In Current Budget?:	N/A
If not, please explain:	N/A
Financial Impact:	Option 1: \$3,000,000 to \$4,275,000 based on conceptual estimate from Ardurra's report Option 2: \$1,400,000 based on a conceptual estimate from Ardurra's report.
Points to Consider:	- Option 1: Presents moderate to high mechanical and electrical upgrades, short construction duration, typical design with reliable performance and reduced maintenance. - Option 5: No new pumps, keep existing set up, requires inspection of existing pumps, and possible complete retrofit of pumps and install new hydraulic lines. It is the most cost-effective with a relatively quick implementation. There are concerns about hydraulic reliability and recurring maintenance costs. Minimum electrical upgrades. - Staff must obtain a decision from council in order to proceed to the next phase of the work, which is preliminary and final engineering.

	4. Staff will also need some assistance in seeking funding opportunities for the implementation of this project. 5. The state grant award is \$375,000. WKD (Ardurra) fee for the feasibility study is \$72,000, and the rain gauge monitoring station is \$4,987.50. Therefore, we have \$298,012.50 for the preliminary engineering report (PER), engineering design, construction administration, and funding assistance work.
Options:	Option 1: New vertical axial flow pumps with electrical motor mounted directly on top. Option 5: Rehabilitate existing hydraulic-driven pumps and hydraulic lines.
Staff Recommendation:	Option 1

Reviews:

Orlando Arteaga	Approver	Created/Initiated
Orlando Arteaga	Approver	Approved
Scott Whittier	Approver	Approved
Stephanie Buccione	Approver	Final Approval

Attachments:

1. 20250521_Georgetown Feasibility Study Report
2. Stormwater Pump Options
3. GeorgeTown_WaterPlant_Option01_05-15-25v2

City of Georgetown Alternate Stormwater Pumping System Feasibility Study



5/20/2025

CITY OF GEORGETOWN
STORMWATER PUMP STATION FEASIBILITY STUDY

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Executive Summary

1.1 Project overview

WK Dickson, now known as Ardurra Group Inc, was selected to provide a feasibility report to assess the City Hall Drainage Station for the City of Georgetown, South Carolina and to identify and evaluate options that would make the station operate more reliably. This station has been used sparingly since its construction over ten years ago but has experienced several outages and is currently only operable at a reduced capacity.

1.2 Objectives and scope of the feasibility study

The objective of the feasibility study was to assess the current condition of the existing stormwater pump station, evaluate its components, identify potential improvements, and recommend new pumps based on installation cost, construction duration, operation and maintenance. Ardurra was also tasked with recommending any electrical modifications and Supervisory Control and Data Acquisition (SCADA) upgrades that would be necessary.

1.3 Summary of findings and recommendations

Ardurra had an opportunity to participate in a site visit to the facility and several opportunities to meet with the City of Georgetown staff to discuss concerns and preferences. The site visit enabled familiarization with the existing site and current conditions and the discussion with staff played a key role in the development of the pump recommendations in this document.

In order to perform the evaluation of the drainage equipment, Ardurra identified four different pumping configurations and included a fifth option to rehabilitate the existing equipment as well. Each of the options evaluated provides a reasonable solution that will address the concerns of the City of Georgetown staff regarding this location.

Three separate power options for providing sufficient electrical power to the pumps were also evaluated. One of those options is used with the rehabilitation of the existing hydraulic lines while the other two options included replacing the hydraulic lines with electric motor driven pumps. Throughout the conversation with the City of Georgetown staff, the continued issues with the hydraulic lines were stressed.

Three separate SCADA options were also identified that would enable the City of Georgetown staff to remotely monitor the operations of the station and also be able to remotely operate the station during extreme weather events. The science of SCADA has come a long way since this station was first installed and upgrading from the current SCADA system would better enable the city staff to take advantage of these improvements.

After a thorough review of the available information and potential options, the Ardurra team has determined that rehabilitating the existing equipment is likely the most economical and expedient method for addressing the station. However, a detailed inspection of the equipment's current condition is necessary to confirm the viability of this option. While this inspection was discussed during the study, it was not performed due to time and budget constraints.

If the inspection indicates that rehabilitation is not viable, or if the city determines that the rehabilitation of the existing equipment is not preferred, it is recommended that the city move forward with a vertical axial flow pump powered by an electrical motor that is located directly on top of the pump. This option represents an economic solution and benefits from being the least likely to require any type of significant modification of the existing facility. This alternative removes the concerns about the hydraulic lines moving forward.

Introduction

The City of Georgetown, South Carolina operates two drainage pumping stations that address separate drainage basins, one at the corner of Church and Reservoir Streets and the other near the former City Hall site on Dozier Street. The City of Georgetown does not have a city-wide drainage pumping system but has two facilities that each address an area of particular concern. The City of Georgetown has expressed concern with the operation and reliability of the City Hall Drainage Station.

Ardurra was selected to review the existing City Hall drainage pumping station and to perform a feasibility study to identify improvements that would advance the reliability and operation of that facility.

Purpose

The City of Georgetown has contracted with WK Dickson, now Ardurra, for the development of a feasibility study to assess and evaluate options associated with the replacement of the drainage pumps located at the City Hall Drainage Station. The drainage pump station provides flood protection for 50 to 75 properties. One of these properties is the City's main fire station and another is the steel mill. More importantly, the system works to reduce flooding and the number of flood events on US 17 between Butts Street and Woods Street and on US 521 between Cleland Street and Congdon Street. US 17 is a major four lane highway that links the City of Georgetown to Charleston to the south and Myrtle Beach to the north. In conjunction with US 521, US 17 is a primary evacuation route for coastal communities in the area between Charleston and Myrtle Beach. This document is the assessment element of the study of the drainage pump station and is the result of the review of city-provided information and observations made by the Ardurra team during a visit to the pump station and resulting discussions with the City of Georgetown staff.

Site Visit

A site visit to the City of Georgetown City Hall Pump Station was held on January 29, 2025.

Attendees included:

- Scott Whittier – City Administrator
- Orlando Arteaga – City Engineer
- Chris Mullins - City Water Department Manager
- Chris Caines – City Pump Station Supervisor
- Freddie Darby – City Stormwater Collections Supervisor
- Derrick Grant – City Wastewater Collections Supervisor
- Yesim Yazgan – Ardurra Senior Project Manager
- Jonathan Heald – Ardurra Client Services Manager
- George Boyd – Ardurra Senior Electrical Engineer
- Evan Rullman – Ardurra Project Engineer

A follow-up visit was held on February 26, 2025 to perform a draw-down test on the pumps.

Existing Conditions

- The Pump Station consists of:
 - An open water 22,000 ft² detention pond bounded on three sides by US 17 (N), Front Street (W), and Dozier Street (S)
 - Twin mechanically cleaned bar screens (Figure 1)



Figure 1 – Existing Bar Screens

- Twin axial flow hydraulically driven submersible pumps (Figure 2) (67,500 gpm each)

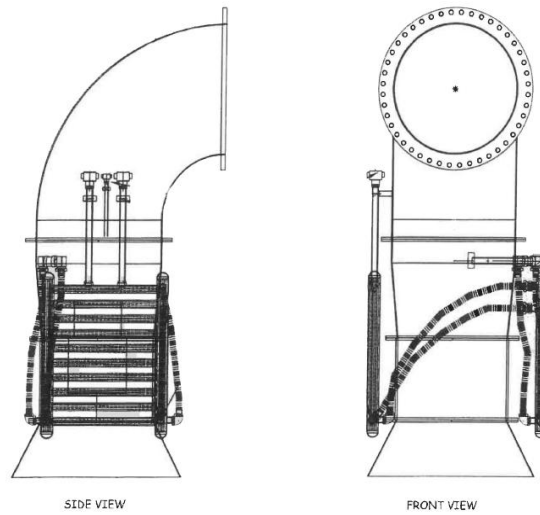


Figure 2 – Schematic of existing MWI hydraulically-driven submersible pumps



Figure 3 – View of existing MWI hydraulically-driven submersible pump in wet well

- Motor House Building housing twin diesel engines which drive the pumps, a small generator to power the station, the main electrical distribution panels, monitoring equipment including the SCADA system, and the detention pond water level display. This building is located across Dozier St. at 1224 Front St which is approximately 110 ft from the Motor House to the pumps.



Figure 4 – Existing Motor House at 1224 Front Street



Figure 5 – Existing Diesel Engine Driven Hydraulic Pump in Motor House

- The detention pond, bar screens and pumps are secured by a mid-height fence that allows the public to safely walk around and view the pond as an aesthetic feature. The Motor House is locked and elevated, presumably above the Base Flood Elevation. According to the latest FEMA information the site is in an AE zone with a flood elevation of 10' NAVD'88. The As Built drawings of the station's construction provided elevations in NGVD'29 datum and there is no easy, direct conversion from NGVD to NAVD.
- The pond features a floating aerator/fountain which was reported to not work at the time of the inspection; however, was noticed to be operational on a later date.



Figure 6 – City Hall Pump Station Detention Pond

- The station was completed in 2013; the existing pumps typically have a useful life of ten (10) years when used for this application. However, the information provided indicates that the pumps have approximately 250 hours of run time on each and are used less than three times a year for storm events. It would be expected that these pumps would have a much longer service life given these operating conditions.
- Visual observations of the building indicate no structural issues or subsidence which was confirmed by City Staff. Note that this area has experienced sinkhole activities that did lead to the demolition of the former City Hall building that was previously located east of the pond. It was reported that the dewatering activities used during the construction of the pond were a contributing cause of the sinkholes in the area.
- Visual observation of the pond and other exterior elements showed typical wear for items of this age in a southern Atlantic port city and no immediate issues of concern were noted.

Operation

- The drainage system is designed to capture stormwater from the area and route it to the harbor with the goal of reducing the flooding in the area.
- It has been reported that the pumps failed to provide the desired flood protection during events in 2015, 2018, and 2023 due to rainfall events greater than what the station was designed for.
- There are two conduits which are utilized to drain the detention pond into the Sampit River:
 - A gravity main fitted with a tidal gate that allows runoff collected in the pond to be typically discharged into the harbor at low tide
 - A pressure main from the pumps in Front Street to Wood Street which needs to be utilized in certain tidal conditions.
- The pumping system is actuated by a level sensor in the pond that is set to operate the pumps within a four-foot range of water in the pond.

- As a part of its Standard Operating Procedures, the City of Georgetown draws down the pond in advance of a significant storm event to buffer the storage capacity of the system.
- The City of Georgetown staff reported that, depending on the number and size of storm events, the system is used as little as zero times a year to as many as three times a year, excluding maintenance.
- The pond and the pumps are subject to water with a high salinity level ranging from fresh to sea-water conditions. These conditions will have an impact the lifespan of the system if the equipment is not designed for high salinity exposure.

Pump Station Components

- The system consists of two separate sets of elements that can operate independently or together to pump water from the pond to the harbor. Each of the elements in the sets are numbered either #1 or #2 to denote which group they belong to. The #1 set is the more eastern set while the #2 set is the western set, closer to the harbor.
- The mechanical elements in each set include:
 - Mechanically Cleaned Bar Screens by Duperon
 - Hydraulically Driven Axial Flow Submersible Pump by MWI (formerly known as FPI), model # HAF 48-42-440 rated for 67,500 gpm (150 cfs) at 16.2' Total Dynamic Head
 - Diesel Driven Hydraulic Pump Engine by Caterpillar, model C18, 575 hp/429kW.

Pumps

- Currently the #1 pump is operational. During a site visit, the #1 system was manually activated and a preliminary draw-down indicated a six-inch drop in the pond elevation during the four minutes that the #1 pump was running. The pump engine was run at 1,350 rpm which is below the 1,500-rpm design speed.
- At the time of the January site visit, #2 pump was not operational due to a reported (by City of Georgetown staff) defect with the hydraulic line.
- During the drawdown test in February, the #1 pump was run for twenty-one minutes at 1,400 rpm. The initial water surface reading was 5.04 feet, and the final water surface reading was 0.28 feet. This final water surface reading correlates roughly with the top of the curb that defines the lower part of the lagoon. To avoid any tidal influences, the test started at 2:00 pm and low tide occurred at 2:25 pm.

Bar Screen

- Each bar screen cleaner is actuated when its associated pump is powered for operation. It was observed during the site visit that the bar screen associated with pump #1 did not operate when the pump was turned on. The City of Georgetown staff indicated that it was due to an electrical issue.
- The pumps are fed by separate intake channels. However, the City of Georgetown staff will not utilize a pump should its bar screen cleaner become inoperable.

Diesel Engines

- Noted above, Pump #1 was successfully operated, and no issues were reported or observed with the engine.
- Pump #2 and its engine were not exercised. This is due to a failure of the access hatch on the hydraulic fluid reservoir and the inability to contain fluid pressure. Since the #2 pump cannot be operated, no assessment of it and its engine can be made until the issue with the hydraulic fluid is resolved.
- Note the City of Georgetown uses food-grade hydraulic fluid to mitigate hazards associated with spills. It was reported that replacing the hydraulic fluid for the pump costs approximately \$20K, which would put the capacity of the hydraulic tanks at approximately 1,000 gallons.
- The city staff noted that the total run time on each pump system is approximately 250 hours.

Hydraulic Lines

- The pumps are located just downstream from the bar screens at the southern end of the pond. The engines that engage the pumps are located in the Motor House across the street from the pumps and bar screens. The engines push hydraulic fluid in lines that run between the Motor House and the Pumps and under Dozier Street.
- The city reported multiple previous failures in the hydraulic lines that required the excavation of Dozier Street to access and repair the lines. These lines could be impacted by pressure, or they may be exposed to high salinity level conditions.

Electrical

The existing electrical system is adequately sized for current operations of the facility and features:

- a 480V, 400A, 3-phase utility power service,
- a 40kW, 480V diesel engine-generator,
- a 480V, three-phase distribution panels,
- a 280/120V, three-phase distribution panel,
- an engine/pump system control panel,
- a SCADA panel,
- miscellaneous support panels (water level, fire, security, etc.), and
- wiring devices are located within the Motor House Building.
- The electrical system appears to be installed as shown on the 2009 Davis and Floyd contract documents. For its age and considering it has been exposed to temperature and humidity extremes, all electrical equipment and wiring appears to be functional and in reasonably good condition. Some corrosion should be expected on cable lugs although these were not visible at the time of inspection.
- No evidence of physical damage, wiring faults or overheating was noted.
- Engine/pump controls and SCADA components are housed in separate NEMA 4X stainless steel enclosures and appear to be in good condition.

- Wiring between the Pond and Motor House Building is installed in a duct bank under Dozier St. The city reports that Bar Screen No.1 is inoperable due to a failure in the 480V wiring between Screen Control Panel No.1 at the Pond and 480V Panelboard HE in the Motor House Building.
- Screen control panels, located outdoors at the Pond, show significant effects of exposure to the weather. Pilot devices (operator interface) and nameplates are especially degraded due to UV exposure. The conduit that is exposed to the weather is galvanized rigid steel and appears to be in good condition.

Supervisory Control and Data Acquisition (SCADA)

- The existing CITI Pump Control Panel controls and monitors the pumps. In hand mode, the pump(s) start. In auto mode, the pump(s) start and stop based on the level in the pond which is monitored by an ultrasonic level transducer connected to a Hydromanager controller. The pumps operate in a standard lead / lag mode. The pump control panel monitors the pumps (on / off / pressure / temperature), pond level, and screens (running / stop).
- The Pump Control Panel communicates to the City of Georgetown Water Treatment Plant (WTP) via a fiber connection. The VTSCADA based HMI at the City of Georgetown WTP displays the pump status (on / off), screen status, and pond level.
- A pond level HIGH detection initiates an alarm at the WTP which then issues an SMS text message to a designated cellular phone.
- Monthly maintenance includes operating the pumps in hand mode once a month for approximately 5 minutes.

Engineering Analysis of Pumping System

Total Dynamic Head (TDH) Calculation

The total dynamic head (TDH) for the pump system, using the existing discharge piping arrangement, was determined using the Darcy-Weisbach method, which calculates friction losses in pipes. The pump being analyzed is a hydraulically driven submersible pump with a flow rate of 67,500 gallons per minute (gpm). This flow rate, established in the station's original design, has been determined to be satisfactory by the City of Georgetown staff. TDH calculations were calculated using this flow rate as a basis.

A drawdown test was performed on February 26, 2025, at the drainage pump station that allowed the elevations on the original Davis & Floyd design plans to be referenced to the depth readings of the detention pond. The calculation considered the path of water as it moved through the system. First, the pump discharges water through a wafer check valve and a butterfly valve. The water then travels through 100 feet of 48-inch steel pipe before entering a larger 84-inch steel pipe manifold. From there, it flows through 1,372 feet of 84-inch steel pipe until it reaches its final discharge point at the Sampit River.

Considering pipe friction and minor losses from the valves and fittings, the total dynamic head (TDH) for the system was calculated to be 13 feet with both pumps operating. This value represents the total energy required to move the water through the system at the given flow rate. The TDH calculated is similar to the original design TDH by Davis & Floyd.

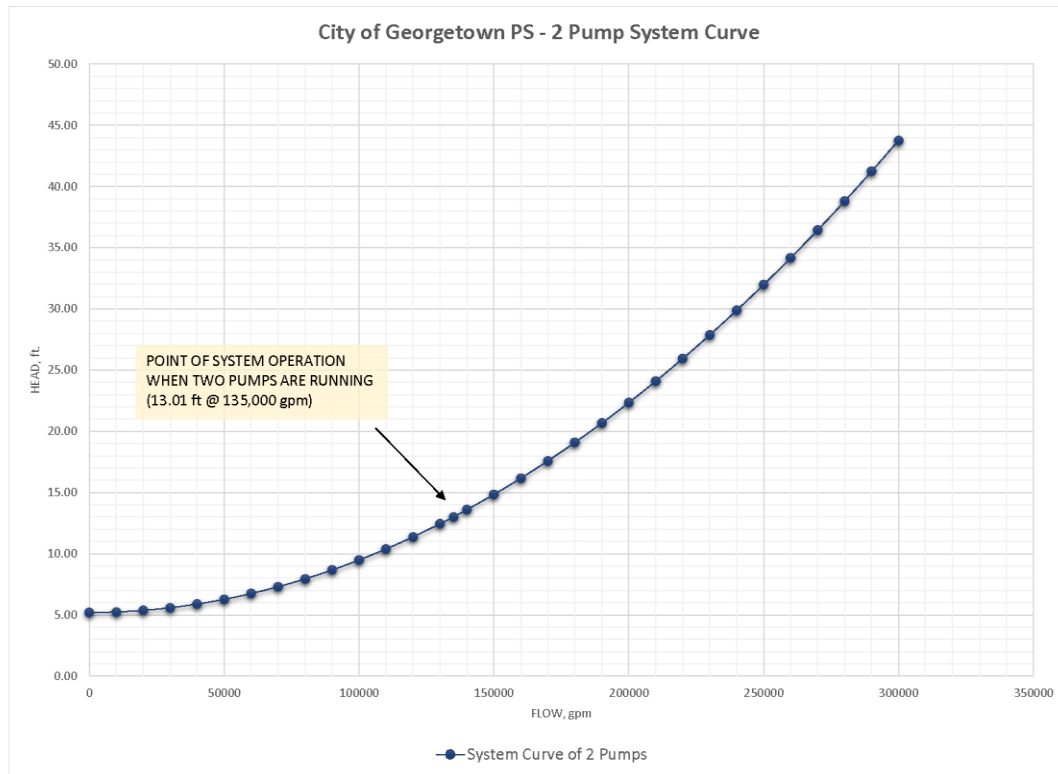


Figure 7 – System Curve of existing pump

Engineering Evaluation of Options

The existing stormwater pumping system consists of two hydraulically driven pumps, each capable of moving 67,500 gallons per minute (gpm). The analysis of the run time for the existing pumps that have been in place for the last ten years indicates that additional drainage capacity will not be required. This was confirmed in conversations with the City of Georgetown staff. Therefore, this evaluation will focus on pumps that provide the same operating capacity under the same conditions.

Based upon the calculated TDH, five pumping system options were selected, with one of the five being to investigate rehabilitation options for the existing facility. The five alternative systems include:

1. Vertical Axial Flow Pump with Direct Drive Electric Motor
2. Vertical Axial Flow Pump with Right Angle Gear Drive and Electric Motor
3. Submersible Axial Flow Vertical Pump with Electric Motor
4. Vertical Axial Flow Electric Pump with Formed Suction Inlet, and
5. Rehabilitation of Existing Equipment

Each of these options represents industry standard pumping options that will provide a competitive bidding process and allow a selection of a state-of-the-art pumping system that is designed to enable a tailor-made solution that can address the individual challenges.

Using variable frequency drive (VFD) controls was considered. These would allow the flow rate of the pumps to be adjusted over a range of low to high flow. However, this option is not viable for several reasons. First, the initial costs of the VFD controls and their electrical infrastructure are significant. Second, implementing VFD's would necessitate converting the Motor House into an air-conditioned space to manage the heat generated by the drives, adding further costs for HVAC systems and ongoing energy consumption. Third, there is little practical benefit to precisely matching the pumping rate to the inflow of stormwater into the detention pond as extreme events are better handled by the system's maximum capacity rather than fine adjustments. Therefore, VFD's introduce unnecessary complexity and expense with a proportional benefit.

To address the concerns of the City of Georgetown staff for the reliability and service life of Options 1 – 4 operating in a coastal environment, the following questions were asked of the pump manufacturers. In the limited time allotted, we were able to get a response from one of the four pump manufacturers that were interviewed as part of the Feasibility Analysis. It is expected that additional responses will be received from other pump manufacturers in the coming days.

Question 1. Expected service life of these pumps under minimal operation (30 hours/year) in a coastal brackish/saltwater environment.

Response - Service life ultimately depends on hours of operation and pump materials of construction based on pumpage. It is not uncommon to replace a typical stormwater pump that is 50-75 years old.

Question 2. Materials of construction and any available options for enhanced corrosion resistance.

Response - Industry standard stormwater pump construction consists of carbon steel motor stand, discharge elbow, column pipe, enclosing tube, cast iron bowl, bronze impeller, bronze bearings, 416 SS shafting, steel bolting, and all wetted surfaces epoxy coated. Impeller can be upgraded from bronze to 316 SS. A final material upgrade would be 316 SS pump construction throughout, but not common and typically reserved for dry dock applications at a shipyard for instance.

Question 3. Any recommended coatings, treatments, or maintenance practices to extend service life?

Response - Upgrade all pump wetted & non-wetted surfaces from standard epoxy paint system (Carboline 1086 or Tnemec N69) to Scotchkote 134 fusion-bonded epoxy.

It is recognized that the above criterion is vital for the delivery of a pump that will successfully address the needs of the City. It is important to clarify that the key to ensuring pumps meet these criteria is to develop a set of specifications that can be used to competitively select a pump that addresses these concerns as well as any others that are identified through the design process.

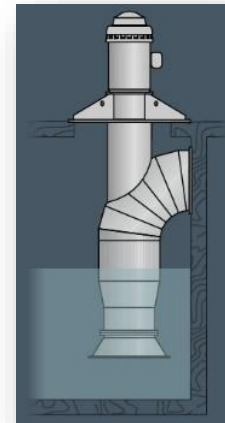
Description of Options

1. Vertical Axial Flow Pump with Direct-Drive Motor

A vertical pump with a direct mounted motor is a type of axial flow pump where the motor is mounted directly on top of the pump, eliminating the need for a separate coupling or shaft between the two. This configuration is commonly used in applications requiring compact designs and high efficiency operation. The motor, positioned vertically, drives the impeller through a short direct connection.

In a direct-mounted vertical pump, the motor is typically coupled to the pump's shaft using a rigid connection. This setup reduces the mechanical losses associated with long shafts and couplings, improving overall system efficiency and reliability. Additionally, by integrating the motor and pump as a single unit, this design minimizes the space required for installation, making it ideal for environments with limited space.

These pumps are well suited for municipal stormwater drainage applications. Their vertical design allows them to handle lift and large capacity flow rate requirements while maintaining a compact size. Their direct motor mounting also helps to reduce vibration and noise levels compared to other configurations, enhancing the system's longevity and operational performance.



For this application, it is anticipated that this would fit into the existing pump bay without significant alterations, and this would be the simplest replacement option, leveraging existing infrastructure with no major structural or piping changes.

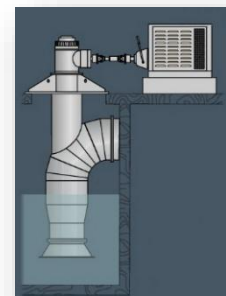


Figure 8 – Vertical Axial Flow Pump with Direct-Drive Motor Rendering

2. Vertical Axial Flow Pump with Right-Angle Gear Drive

In this setup, the pump is driven by a motor that is connected to the pump shaft via a right-angle gear drive. This gear drive mechanism consists of a set of gears, usually bevel or helical, that change the direction of rotation from horizontal motor to the vertical pump shaft while also providing the necessary torque to drive the pump.

These pumps are well suited for municipal drainage applications. Their vertical design allows them to handle lift and large capacity flow rate requirements. The right-angle drive also allows the use of a horizontal high rpm motor to reduce equipment costs. However, these advantages are offset by



higher initial installation costs, the potential for increased vibration and more complex maintenance. The gear drive will tend to wear over time, leading to potential reliability issues if not properly maintained.

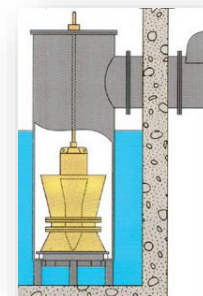
For this application, it is anticipated that this pump would fit inside the existing bay but there would be additional structural support required for the right-angle gear mount. It is anticipated that this option will have slightly less equipment costs but the additional installation costs due to the structural supports would make this slightly more expensive than the direct drive motor.



Figure 9 – Vertical Axial Flow Pump with Right-Angle Gear Drive Rendering

3.Submersible Axial Flow Vertical Pump with Electric Motor

This option places the entire pump and motor underwater. Since the pump is submerged, it does not require as much space above ground. They are encased in waterproof housing, the pump is fully submerged in the fluid it is pumping, which helps in preventing motor damage and reducing noise. It features a sealed electric motor, an impeller that moves the water, and a discharge pipe that directs the water away.



These pumps are highly efficient for removing water from flooded areas and their compact design allows for easy installation in tight spaces. Submersible pumps are regarded as efficient, space-saving, versatile and known for their quiet operation. However, they do require a significantly higher initial installation cost and maintenance can be much more expensive. The repairs are generally much more complex requiring more time and expense and they have a much shorter lifespan.

This option will work in this application, but it is anticipated that significant modifications to the intake piping will be needed along with higher costs due to the submersible pump and piping changes.

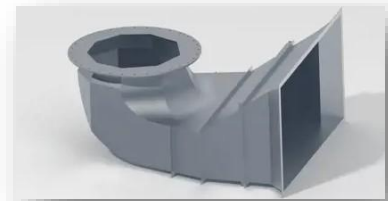


Figure 10 – Submersible Axial Flow Vertical Pump with Electric Motor

4. Vertical Pump Axial Flow Electric Pump with Formed Suction Inlet

Similar to the first option, this setup has an electric motor mounted directly on top, but it also includes a Formed Suction Inlet (FSI), which improves water flow into the pump. This design can help improve efficiency and reduce turbulence; however, turbulence does not seem to be an issue at this location. The FSI pump has an inlet device that provides optimal inflow to the propeller pump by gradually accelerating and redirecting the flow towards the pump inlet. This is a pumping process that has been witnessed by Georgetown staff on other site visits.

A FSI vertical pump is designed to efficiently move fluids in a vertical orientation, typically used in applications where space is limited. The primary advantage of the FSI pump is the pump's suction inlet is specially formed to ensure smooth fluid entry in high flow conditions, reducing turbulence and chance for vortices that can cause cavitation. This results in enhanced performance allowing for better flow dynamics and minimizing the risk of flow entrapment.



The construction of the FSI would represent a significant additional cost and offer minimal efficiency benefits, given the limited run time of the pumps. Furthermore, there are no adverse conditions associated with the existing pump setup, which negates the potential benefit of turbulence reduction provided by an FSI.

For this application, this option will fit into the existing pump bay but will require significant alterations to the pump intake for the installation of a formed suction inlet. Installation of these inlets will require dewatering of each of the pump bays during construction. It is expected that this would be the most expensive of the options reviewed due to the additional special equipment and extensive intake modifications. Also, this type of pump is intended to address flow issues, such as cavitation and whirlpools, which do not appear to be an issue at this time.



Figure 11 – Vertical Pump Axial Flow Electric Pump with Formed Suction Inlet

5. Rehabilitation of existing pumping system

The existing pumps are described in detail within the existing conditions section earlier in this report. These pumps have a minimal run time and would be expected to have significant additional lifespan. It is expected that rehabilitating these pumps would be the quickest option and also the least expensive. However, it is necessary to remove the pumps from the basin and evaluate their current condition to determine if this option would be viable. Due to the short timeline for this report and budgeting concerns, these existing pumps were not removed and evaluated for this report.

Any option to rehabilitate the existing pumps would have to also include an inspection of all the critical components including the hydraulic lines that have recently been so problematic. It is anticipated that choosing the rehabilitation option will require these lines to be replaced with new lines made from stainless steel, which would be more resistant to corrosion in the high salinity environment. In addition to the stainless-steel material, a larger pipe diameter could lower the pressure in the lines and reduce the possibility of rupture.



Figure 12 – Existing MWI hydraulically-driven submersible pump installation

For this application, the removal of the pumps for an extensive condition assessment is essential before choosing this option. If that condition assessment indicates this is a viable path, there would not be structural changes to the pump bay. Again, if viable, this option would represent the least cost impactful and quickest repair option.

Pump Station Options Chart

Option	Description	Equipment & Installation Cost	Construction Duration	Facility Modifications	Maintenance Costs	Pros	Cons
1	Vertical axial flow pump powered by an electrical motor mounted directly on top	Moderate – High: (motor and pump cost, electrical upgrades).	Short	Moderate: (remove hydraulic system, add electrical infrastructure).	\$	More typical design, reliable, reduced maintenance.	May require minimal modifications/reinforcement of mounting structure.
2	Vertical axial flow pump powered by a horizontal electrical motor with a right-angle gear mounted directly on top	Moderate – High: (motor and pump cost, electrical upgrades).	Medium	Moderate: (remove hydraulic system, requires mounting for gear drive, add electrical infrastructure).	\$\$	Flexible motor positioning. Less expensive equipment cost than Option 1.	Additional maintenance for gear unit, higher losses. Additional infrastructure for motor and gear assembly.
3	Submersible electric axial flow vertical pump	Moderate: (integrated unit, but submersible-specific design).	Medium	Moderate: Pump intake piping reconfiguration required, add electrical infrastructure.	\$\$\$	Compact, minimal surface footprint, quieter operation.	Difficult maintenance, shorter lifespan.
4	Vertical axial flow pump powered by an electrical motor mounted directly on top with a Formed Suction Inlet for smoother flow	High: (additional FSI fabrication and installation).	Long	Significant: Requires modifications to intake system and electrical modifications.	\$	Provides better flow for adverse flow conditions. However, no difficult conditions exist in this setting.	Additional intake structure changes needed.
5	Rehabilitation of existing hydraulically driven submersible pumps with new, reliable hydraulic lines (possible pump rehabilitation upon inspection)	Low: (parts and labor, no new pump).	Medium	Minimal: Keep existing setup, requires inspection of existing equipment and routing of new hydraulic lines.	\$\$\$	Cost-effective, quick implementation.	Hydraulic system reliability concerns, recurring maintenance costs.

Legend:

- Cost: \$ (Lowest) to \$\$\$ (Highest)
- Construction Duration: Short (<3 months), Medium (3-6 months), Long (12+ months) Note durations do not include development and review or major equipment submittals and lead time associated with major equipment procurement.
- Facility Modifications: Minimal (Few changes to infrastructure), Moderate (Some structural adjustments), Significant (Major redesign or new components)

Power Supply Options

To improve reliability, there are two main options: rehabilitating the current hydraulic system or replacing it with a new electrical system.

Should one of the options to replace the two 67,500 gpm hydraulically driven submersible vertical pumps with electric vertical pumps be selected, two primary options have been identified for providing the required 460V, three-phase power. This section evaluates these options— purchasing two new 460V, three-phase alternators to pair with the existing Caterpillar C-18 diesel engines or supplying power via a new feed from the municipal electrical grid.

Option E1: Retain the existing diesel engine driven hydraulic pumping system.

No electrical service upgrades nor power distribution system modifications would be needed. The main utility electric service is adequate to support this option. Existing electrical distribution equipment, including the existing 40kW standby generator is in generally good condition and could remain in service. Electrical upgrades would be limited to repairs to the bar screen circuits and possibly replacement of panels and pilot devices at the pond that have suffered from long-term exposure to the weather. Any SCADA upgrades or changes to instrumentation and controls wiring would be addressed if necessary. This option can only be utilized with Pump Option 5.

Electrical cost: Under \$10,000.

Option E2: Replace the existing hydraulic pumps with alternators and replace the existing hydraulically-driven submersible pumps with electric motor driven pumps.

Minimal changes would be required to the existing electrical system. The main utility electric service is adequate to support this option. Existing electrical distribution equipment, including the existing 40kW standby generator is in generally good condition and could remain in service. Electrical upgrades would include locating pump motor controllers (reduced voltage soft starters – RVSSs) in the existing building and wiring connections from the alternators to the motor starters and from the motor starters to the electric motor driven water pumps across the street via an underground duct bank. A system control panel would also be located in the existing building and wired to the engine starting panels, the pump motor starters, and the SCADA panel. Note that in this scenario, space inside the existing building will be extremely limited due to the addition of the motor starter panels, system control panel, and NEC Article 110.26 required working space requirements. This option can be utilized with Pump Options 1-4.

Description:

This option utilizes the existing Caterpillar C-18 diesel engines, originally used to drive the hydraulic pumps, by coupling them with two new 460V, three-phase alternators. These alternators would generate the necessary power on-site to operate the electric pumps.

This option would be cost effective, would enable faster implementation, would provide independence from the electrical grid, and would enable the utilization of existing assets. Using the existing diesel engines reduces the need for extensive new infrastructure, lowering initial capital expendi-

ture compared to a full grid connection. The primary cost is the purchase and installation of the alternators. With no reliance on utility schedules or permitting, this option can be executed more quickly, minimizing downtime during the pump replacement process. On-site power generation eliminates dependence on external utilities, ensuring operation during grid outages and in remote locations with limited grid access. And repurposing the existing C-18 engines maximizes the value of existing equipment, avoiding the sunk cost of retiring functional machinery.

However, this option would also require regular maintenance and would be dependent upon the delivery of diesel fuel. Diesel engines and alternators require regular maintenance (e.g., oil changes, fuel system checks, and alternator servicing), increasing operational complexity and long-term costs compared to grid power. Continuous operation demands a reliable fuel supply, introducing logistical challenges and exposure to fluctuating diesel prices. On-site fuel storage also requires compliance with environmental and safety regulations.

Electrical cost: \$100,000 excluding the RVSS motor starters and pumping system control panel.

Option E3: Remove the existing engines and hydraulic pumps and replace the existing hydraulically-driven submersible pumps with electric motor driven pumps.

Significant changes would be required to the existing electrical system. A much larger main utility electric service would be required. Depending on sequencing this could be coordinated with the City Hall Pump Station No. 11 project and the City of Georgetown Electric Company to provide a service transformer of adequate capacity to serve both the new City Hall Pump Station No. 11 and the upgraded Stormwater Pump Station. Since the existing electrical distribution equipment is in generally good condition, portions of it may be able to remain in service. The existing 40kW standby generator and automatic transfer switch would be removed. A 1600A, 480V, 3-phase main switchboard with electrically operated utility main and generator main circuit breakers and distribution feeders would be installed in the existing building along with a 1000kW Tier 2* diesel fueled standby engine generator. Electrical upgrades would include locating pump motor controllers (reduced voltage soft starters – RVSSs) in the existing building and wiring connections from the main switchboard to the motor starters and from the motor starters to the electric motor driven water pumps across the street via an underground duct bank. A system control panel would also be located in the existing building and wired to the pump motor starters and the SCADA panel. Note that in this scenario, space inside the existing building will be extremely limited due to the addition of the main switchboard, motor starter panels, system control panel, and NEC Article 110.26 required working space requirements. Subdivision of the existing building interior may be required to isolate heat from the generator and humidity from the electrical distribution and control equipment. This option can be utilized with Pump Options 1-4.

* - Tier 2 unless the expected annual runtime exceeds emergency standby limitations in which case a Tier 4 certified emissions system would be required. Add another \$250,000 for this.

Description:

This option involves coordinating with the local utility provider to install a new 460V, three-phase power feed from the municipal electrical grid to the pump site. The infrastructure would include transformers, switchgear, and cabling to deliver power directly to the new electric pumps.

This option would provide the most reliable power source, would require lower maintenance and would be scalable in the event of future system expansion. Electrical grid power is typically stable and professionally maintained, reducing the risk of outages beyond extreme weather events or grid failures. This ensures consistent pump operation for critical applications. With no on-site power generation equipment, there are no additional maintenance requirements beyond the pumps themselves, reducing long-term operational costs and staffing needs. And the grid connection can support future expansions or additional equipment without requiring significant redesigning of the power supply system.

However, this option does have some concerns that need to be taken into consideration. It will have higher initial costs, would likely face extensive lead time, would leave the facility vulnerable to outages and will have additional ongoing costs. Establishing a new grid connection involves significant upfront expenses, including utility fees, trenching, conduit installation, and electrical infrastructure (e.g., transformers and switchgear). Permitting and coordination with the local power utility could further increase costs and timelines. Utility projects often face delays due to permitting, engineering reviews, procurement and construction schedules, which could potentially extend the replacement timeline. While generally reliable, grid power is susceptible to regional outages from storms, equipment failures, or peak demand overloads, which could interrupt pump operation. This necessitates installing a backup generator system. And monthly utility bills introduce a recurring operational expense, which may escalate with rate increases or higher demand charges. Electrical cost: \$500,000 for the generator + \$150,000 for electrical distribution equipment + \$500,000 for installation and wiring = at least \$1,150,000. This excludes the RVSS motor starters and pumping system control panel.

SCADA Options**Option S1: Retain the existing diesel engine driven hydraulic pumping system.**

Upgrades to the existing Pump Control Panel (PCP) would include adding additional monitoring and control points, including a Local-Remote switch for each engine to allow remote control of the engines from the off-site VT SCADA computer located at the City of Georgetown water plant.

Upgrades to the existing RTU would include modifications to allow for the remote control from the off-site VT SCADA computer. Additional upgrades would include monitoring points for Engines #1 and #2 Hydraulic Pressure, Hydraulic Level, Fuel, Oil Pressure, Oil Temperature, RPMs, and rainfall. Monitoring points would be trended and alarmed at the VT SCADA computer.

A new rain gauge with pulse output to the RTU would be provided to monitor rain and storm events at the site. This option can only be utilized with Pump Option 5.

SCADA cost: \$75,000.

Option S2: Replace the existing hydraulic pumps with alternators and replace the existing hydraulically-driven submersible pumps with electric motor driven pumps.

Upgrades to the existing Pump Control Panel (PCP) would include adding additional monitoring and control points, including a Local-Remote switch for each engine to allow remote control of the engines from the off-site VT SCADA computer located at the City of Georgetown water plant.

Upgrades to the existing RTU would include modifications to allow for the remote control from the off-site VT SCADA computer. Additional upgrades would include removing the monitoring points for the hydraulic system and adding monitoring points for Alternator Motor Status (Run, Fault, and Stop) and rainfall. Monitoring points would be trended and alarmed at the VT SCADA computer.

A new rain gauge with pulse output to the RTU would be provided to monitor rain and storm events at the site. This option can be utilized with Pump Options 1-4.

SCADA cost: \$75,000.

Option S3: Remove the existing engines and hydraulic pumps and replace the existing hydraulically driven submersible pumps with electric motor driven pumps.

A new Allen Bradley PLC based Pump Control Panel would be provided to allow for local control or remote control from the off-site VT SCADA computer located at the City of Georgetown water plant. The new Pump Control Panel would control the pumps based on level and include pump alternation, local-remote switches, hand-off-auto switches, and motor monitoring system.

A new RTU would be provided and allow for local control or remote control from the off-site VT SCADA computer. The new RTU would include control for the two pumps and monitoring points for pumps #1 and #2, lagoon level, screen status, force main #1 and #2 valve status, rainfall, and generator status. Monitoring points would be trended and alarmed at the VT SCADA computer.

A new rain gauge with pulse output to the new RTU would be provided to monitor rain and storm events at the site. This option can be utilized with Pump Options 1-4.

SCADA cost: \$125,000.

Discussion and Considerations

The choice between these options depends on project priorities, including budget, timeline, operational reliability. Option C (grid power) offers a low-maintenance, scalable solution with higher initial costs and potential delays, making it suitable for sites with reliable grid access and long-term operational goals. Option B (alternators with diesel engines) provides a faster, more independent solution with lower upfront costs but higher ongoing maintenance and fuel expenses, ideal for scenarios where grid connectivity is impractical or immediate deployment is critical. Option A is similar to Option B but no electrical service upgrades nor power distribution system modifications would be needed. Further analysis, including a detailed cost-benefit study and site-specific factors (e.g., distance to grid, fuel availability, and regulatory requirements), will refine the recommendation for the final design.

Cost Estimate for Pump Options

The feasibility study utilized a combination of major equipment cost information published or provided by vendors and parametric cost estimating method utilizing the parameters of nominal crew size and crew cost, site equipment mix and cost, utilized 20% of major equipment costs for the cost of ancillary equipment items and materials, and a 25% contingency. This estimate is an American Association of Cost Engineering (AACE) Class 4 feasibility type of costs estimate that has an accuracy range of +/- 30% to 50%. A Class 4 estimate is considered a feasibility study estimate. It is used by organization heads for alternative or option evaluation during the planning or pre-design stage or a project.

Pump Station Options Estimated Costs

Option No.	Description	Pump & Motor ¹	Pump Deck & Structural Mods	460V Commercial Power Drop	Building Mods	Misc. Materials (20% major equip)	Site Equip	Labor	Contingency (25%)	TOTAL
1	Vertical axial flow pump powered by an electrical motor mounted directly on top	\$ 950,000.00	\$ 200,000.00	\$ 50,000.00	\$ 100,000.00	\$ 260,000.00	\$ 120,000.00	\$ 240,000.00	\$ 480,000.00	\$ 2,400,000.00
2	Vertical axial flow pump powered by a horizontal electrical motor with a right-angle gear mounted directly on top	\$ 900,000.00	\$ 400,000.00	\$ 50,000.00	\$ 100,000.00	\$ 290,000.00	\$ 120,000.00	\$ 240,000.00	\$ 525,000.00	\$ 2,625,000.00
3	Submersible electric axial flow vertical pump	\$ 1,500,000.00	\$ 80,000.00	\$ 50,000.00	\$ 100,000.00	\$ 346,000.00	\$ 80,000.00	\$ 160,000.00	\$ 579,000.00	\$ 2,895,000.00
4	Vertical axial flow pump powered by an electrical motor mounted directly on top with a Formed Suction Inlet for smoother flow	\$ 2,000,000.00	\$ 1,500,000.00	\$ 50,000.00	\$ 100,000.00	\$ 730,000.00	\$ 240,000.00	\$ 480,000.00	\$ 1,275,000.00	\$ 6,375,000.00
5	Rehabilitation of existing hydraulically driven submersible pumps with new, reliable hydraulic lines (possible pump rehabilitation upon inspection) ²	\$ 500,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 110,000.00	\$ 80,000.00	\$ 160,000.00	\$ 225,000.00	\$ 1,125,000.00

¹ Pump and electric motor FOB job site

² Includes cost of pump removal and inspection

The above chart does not include the electrical and SCADA costs for each option. These will be discussed later in the study. The chart below shows the computations for the estimated costs for structural modifications, site equipment and labor of each alternative used in the table above.

Pump Station Options Estimated Structural Mods, Site Equipment and Labor Costs

Option No.	Pump Deck & Structural Mods		Site Equipment			Labor (wkdays)		
	Materials (tons)		Site Equip (wkdays)	\$/day	Total	Labor (wkdays)	\$/day	Total
1	20	\$ 200,000.00	60	\$ 2,000.00	\$ 120,000.00	60	\$ 4,000.00	\$ 240,000.00
2	40	\$ 400,000.00	60	\$ 2,000.00	\$ 120,000.00	60	\$ 4,000.00	\$ 240,000.00
3	8	\$ 80,000.00	40	\$ 2,000.00	\$ 80,000.00	40	\$ 4,000.00	\$ 160,000.00
4	10	\$ 100,000.00	120	\$ 2,000.00	\$ 240,000.00	120	\$ 4,000.00	\$ 480,000.00
5	10	\$ 100,000.00	40	\$ 2,000.00	\$ 80,000.00	40	\$ 4,000.00	\$ 160,000.00

These estimates will include both the equipment (pumps and motors), installation, and rehabilitation of the existing system factoring in the specific requirements or modifications noted for each option. Engineering design, permits, and downtime costs are not included unless specified.

Cost Estimate for Pump Options with Electrical and SCADA Options

Option No.	Description	Option Total	Electrical Options	Electrical Options Cost	SCADA Options	SCADA Options Cost	Total with Elect. & SCADA Options	TOTAL (plus cost escalation at 5% for 3 years)
1	Vertical axial flow pump powered by an electrical motor mounted directly on top	\$ 2,400,000.00	B	\$ 100,000.00	B	\$ 75,000.00	\$ 2,575,000.00	\$ 3,000,000.00
			C	\$ 1,150,000.00	C	\$ 125,000.00	\$ 3,675,000.00	\$ 4,275,000.00
2	Vertical axial flow pump powered by a horizontal electrical motor with a right-angle gear mounted directly on top	\$ 2,625,000.00	B	\$ 100,000.00	B	\$ 75,000.00	\$ 2,800,000.00	\$ 3,250,000.00
			C	\$ 1,150,000.00	C	\$ 125,000.00	\$ 3,900,000.00	\$ 4,575,000.00
3	Submersible electric axial flow vertical pump	\$ 2,895,000.00	B	\$ 100,000.00	B	\$ 75,000.00	\$ 3,070,000.00	\$ 3,575,000.00
			C	\$ 1,150,000.00	C	\$ 125,000.00	\$ 4,170,000.00	\$ 4,875,000.00
4	Vertical axial flow pump powered by an electrical motor mounted directly on top with a Formed Suction Inlet for smoother flow	\$ 6,375,000.00	B	\$ 100,000.00	B	\$ 75,000.00	\$ 6,550,000.00	\$ 7,600,000.00
			C	\$ 1,150,000.00	C	\$ 125,000.00	\$ 7,650,000.00	\$ 8,900,000.00
5	Rehabilitation of existing hydraulically driven submersible pumps with new, reliable hydraulic lines (possible pump rehabilitation upon inspection)	\$ 1,125,000.00	A	\$ 10,000.00	A	\$ 75,000.00	\$ 1,210,000.00	\$ 1,400,000.00

Conclusions

In order to provide a recommendation, the five pumping options were evaluated and scored in each category from 1 to 5 with 5 being the most attractive. For scoring purposes, each of these categories was weighted as equally important. This approach is reflected by prior experience with these pumping options and an understanding of the specific conditions involved.

Ratings of Pump System Options

Option	Description	Equipment & Installation Cost	Construction Duration	Facility Modifications	Maintenance Costs	Construction Cost	Total
1	Vertical axial flow pump powered by an electrical motor mounted directly on top	4	4	3	4	4	19
2	Vertical axial flow pump powered by a horizontal electrical motor with a right-angle gear mounted directly on top	4	3	3	3	4	17
3	Submersible electric axial flow vertical pump	3	3	3	3	3	15
4	Vertical axial flow pump powered by an electrical motor mounted directly on top with a Formed Suction Inlet for smoother flow	1	1	1	4	1	8
5	Rehabilitation of existing hydraulically driven submersible pumps with new, reliable hydraulic lines (possible pump rehabilitation upon inspection)	5	5	5	3	5	23

It is recommended that Option 5, the rehabilitation of the existing hydraulically driven submersible pumps with new, reliable hydraulic lines, would be the most cost-effective and least disruptive option, provided that an inspection of the pumps indicates that this is feasible. Currently only one pump is operational while the other is out of service due to issues with the hydraulic system. During the January visit and the February draw-down test, the #1 pump was operated without any issues and successfully pumped the water from the lagoon. Based on this, it can be assumed that both pumps are operational; however, this assumption would need to be verified prior to proceeding with any upgrades to the hydraulic system.



Figure 13 – Delivery of existing MWI hydraulically-driven submersible pumps

If refurbishing the existing equipment is either not feasible or preferred, Option 1 is recommended, the vertical axial flow pump powered by an electrical motor mounted directly on top. It is anticipated that this would be a straightforward replacement with minimal modifications, and it would eliminate the hydraulic system risks.

Appendix

Locations of Pump Manufacturers that contributed information to the Feasibility Study

	Pump Manufacturer's Authorized Representative	Pump Manufacturer's Service Location	
MWI Pumps	Pete Duty & Associates Summerville, SC	Pete Duty & Associates Hillsborough, NC (minor)	MWI Pumps Vero Beach, FL (major)
Cascade Pumps	Clearwater, Inc. Hickory, NC	Clearwater, Inc. Hickory, NC	
Patterson Pumps	Heyward Rock Hill, SC	Heyward Columbia, SC	
ITT Goulds Pumps	Tencarva Machinery Co. Charleston, SC	ITT Pro Services Center Colfax, NC	

City of Georgetown Provided Information

The list below is the information provided by the City of Georgetown in conjunction with this project. The Ardurra team relied on this information as provided for evaluation and assessment in the determination of the elements of the projects as they were intended to be designed and constructed. The assessment nor the feasibility study will verify all of the elements and features of the design or the accuracy of the construction. Unless otherwise noted and discussed, overall engineering and performance evaluation of the facility was conducted by the Ardurra team in conjunction with this task order.

- 2009 US 17 City Hall Drainage Improvements
- City Hall Drainage Improvements Addendum 1
- City Hall Drainage Improvements As Built 2009
- FPI Pumps Test Report
- Old City Hall Site SW GIS Map Updated
- Site Map
- Transmittal Letter from Davis and Floyd dated Jun 5, 2013
- O&M Manual for Triton XR-70 Butterfly valves
- Fire Protection Sprinkler System from Crawford Sprinkler Company
- Owner's Manual Cummins QSB4.5 and QSB6.7 Engine
- Installation Manual Cummins GenSet Model # DSFAA, DSFAB, DSFAC, DSFAD & DSFAE, with 11x17 drawings
- Sens EnerGenius Installation and Operation Manual for 10 Amp Battery Charger
- O&M Manual for US17/City Hall Stormwater Pump Station from Davis and Floyd
- Cummins 40-4000 Amperes Transfer Switch Operator Manual
- Pump Control and SCADA RTU Sequence of Operations and Maintenance manual from Coastal Automation
- Duperon Mechanically Cleaned Bar Screen Manual

Pump Station Options Chart

Option	Description	Equipment & Installation Cost	Construction Duration	Facility Modifications	Maintenance Costs	Pros	Cons
1	Vertical axial flow pump powered by an electrical motor mounted directly on top	Moderate – High: (motor and pump cost, electrical upgrades).	Short	Moderate: (remove hydraulic system, add electrical infrastructure).	\$	More typical design, reliable, reduced maintenance.	May require minimal modifications/reinforcement of mounting structure.
2	Vertical axial flow pump powered by a horizontal electrical motor with a right-angle gear mounted directly on top	Moderate – High: (motor and pump cost, electrical upgrades).	Medium	Moderate: (remove hydraulic system, requires mounting for gear drive, add electrical infrastructure).	\$\$	Flexible motor positioning. Less expensive equipment cost than Option 1.	Additional maintenance for gear unit, higher losses. Additional infrastructure for motor and gear assembly.
3	Submersible electric axial flow vertical pump	Moderate: (integrated unit, but submersible-specific design).	Medium	Moderate: Pump intake piping reconfiguration required, add electrical infrastructure.	\$\$\$	Compact, minimal surface footprint, quieter operation.	Difficult maintenance, shorter lifespan.
4	Vertical axial flow pump powered by an electrical motor mounted directly on top with a Formed Suction Inlet for smoother flow	High: (additional FSI fabrication and installation).	Long	Significant: Requires modifications to intake system and electrical modifications.	\$	Provides better flow for adverse flow conditions. However, no difficult conditions exist in this setting.	Additional intake structure changes needed.
5	Rehabilitation of existing hydraulically driven submersible pumps with new, reliable hydraulic lines (possible pump rehabilitation upon inspection)	Low: (parts and labor, no new pump).	Medium	Minimal: Keep existing setup, requires inspection of existing equipment and routing of new hydraulic lines.	\$\$\$	Cost-effective, quick implementation.	Hydraulic system reliability concerns, recurring maintenance costs.

Cost Estimate for Pump Options with Electrical and SCADA Options

Option No.	Description	Option Total	Electrical Options	Electrical Options Cost	SCADA Options	SCADA Options Cost	Total with Elect. & SCADA Options	TOTAL (plus cost escalation at 5% for 3 years)
1	Vertical axial flow pump powered by an electrical motor mounted directly on top	\$ 2,400,000.00	B	\$ 100,000.00	B	\$ 75,000.00	\$ 2,575,000.00	\$ 3,000,000.00
			C	\$ 1,150,000.00	C	\$ 125,000.00	\$ 3,675,000.00	\$ 4,275,000.00
2	Vertical axial flow pump powered by a horizontal electrical motor with a right-angle gear mounted directly on top	\$ 2,625,000.00	B	\$ 100,000.00	B	\$ 75,000.00	\$ 2,800,000.00	\$ 3,250,000.00
			C	\$ 1,150,000.00	C	\$ 125,000.00	\$ 3,900,000.00	\$ 4,575,000.00
3	Submersible electric axial flow vertical pump	\$ 2,895,000.00	B	\$ 100,000.00	B	\$ 75,000.00	\$ 3,070,000.00	\$ 3,575,000.00
			C	\$ 1,150,000.00	C	\$ 125,000.00	\$ 4,170,000.00	\$ 4,875,000.00
4	Vertical axial flow pump powered by an electrical motor mounted directly on top with a Formed Suction Inlet for smoother flow	\$ 6,375,000.00	B	\$ 100,000.00	B	\$ 75,000.00	\$ 6,550,000.00	\$ 7,600,000.00
			C	\$ 1,150,000.00	C	\$ 125,000.00	\$ 7,650,000.00	\$ 8,900,000.00
5	Rehabilitation of existing hydraulically driven submersible pumps with new, reliable hydraulic lines (possible pump rehabilitation upon inspection)	\$ 1,125,000.00	A	\$ 10,000.00	A	\$ 75,000.00	\$ 1,210,000.00	\$ 1,400,000.00

STORMWATER PUMPS

Alternative 1 – Vertical Axial Flow Pump with Direct-Drive Motor





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

ACTION ITEM

Council Meeting Date:	June 18, 2025
Department:	Engineering
Issue Under Consideration:	Motion to approve GMP proposal from and make payments to Coastal Structures Corp. for the Municipal Building Complex Phase II work: Main Building Renovations in the amount of \$1,087,495.21.
Amount Requested:	\$1,087,495.21
In Current Budget?:	This will be part of the FY 26 budget.
If not, please explain:	This work will be executed under the Fiscal Year 2026 budget scheduled for 2nd reading council approval on 6-18-25.
Financial Impact:	None
Points to Consider:	Phase I: PEMB work for the amount of \$567,265.39 was approved at the April 2025 council meeting. Phase II: Main Building Renovations will follow after Phase I is completed. Total construction cost is \$1,654,761.20 per AIA agreement between City of Georgetown (Owner) and Coastal Structures Corp. (Contractor.)
Options:	1. Approve 2. Not Approve
Staff Recommendation:	Approve

Reviews:

Orlando Arteaga
Orlando Arteaga
Kathy Vermeland

Approver
Approver
Approver

Created/Initiated
Approved
Approved

Elise Crosby
Scott Whittier
Stephanie Buccione

Approver
Approver
Approver

Approved
Approved
Final Approval

Attachments:

1. CSC-City AIA agreement electric dept- Executed

AIA® Document A104® – 2017

Standard Abbreviated Form of Agreement Between Owner and Contractor

AGREEMENT made as of the 30 day of April in the year 2025
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

City of Georgetown
PO Box 939
Georgetown, SC 29442

and the Contractor:
(Name, legal status, address and other information)

Coastal Structures Corp.
407 Church St. Suite J
Georgetown SC 29442

for the following Project:
(Name, location and detailed description)

CITY MUNICIPAL BUILDING COMPLEX

The Architect:
(Name, legal status, address and other information)

Tych & Walker Architects, LLP
149 Wall Street, Unit B
PO Box 509
Pawleys Island, SC 29585

The Owner and Contractor agree as follows. Both parties agree that this project will be divided into two phases. Phase 1 will consist of the demo of the existing shed and the erection of the new PEMB. The substantial completion date of Phase 1 will be determined when we have a firm delivery date of the PEMB. Phase 2 will begin when the City has vacated the existing building. Demo will begin at that time. Phase 2 substantial Completion will be established when Demo and construction can begin. Due to the delay in approval of this agreement, Subcontractor proposals are outdated. Most proposals were submitted between July 2024 and November 2024. Therefore, if any cost increases have occurred prior to signing of this agreement, Contractor can inform the owner of these price escalations which will be added to the cost of the project. Any cost escalations must be approved by the Architect and Owner. The price of the metal building can only be held until April 11th.

As part of this agreement, Exhibit A (Coastal Structures GMP Estimate dated 3-17-25) will be attached to help better describe the understanding of each line item and scope.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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TABLE OF ARTICLES

- 1 THE WORK OF THIS CONTRACT
- 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 3 CONTRACT SUM
- 4 PAYMENT
- 5 DISPUTE RESOLUTION
- 6 ENUMERATION OF CONTRACT DOCUMENTS
- 7 GENERAL PROVISIONS
- 8 OWNER
- 9 CONTRACTOR
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- 15 PAYMENTS AND COMPLETION
- 16 PROTECTION OF PERSONS AND PROPERTY
- 17 INSURANCE AND BONDS
- 18 CORRECTION OF WORK
- 19 MISCELLANEOUS PROVISIONS
- 20 TERMINATION OF THE CONTRACT
- 21 CLAIMS AND DISPUTES

EXHIBIT A DETERMINATION OF THE COST OF THE WORK

ARTICLE 1 THE WORK OF THIS CONTRACT

The Contractor shall execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

Work consists of Phase I: New metal prefabricated building and Phase II: Main Building Renovations

ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 2.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

☐ The date of this Agreement.

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(1110724972)

☒ [X] A date set forth in a notice to proceed issued by the Owner

☐ [] Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 2.2 The Contract Time shall be measured from the date of commencement.

§ 2.3 Substantial Completion

§ 2.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:
(Check the appropriate box and complete the necessary information.)

☐ [] Not later than) calendar days from the date of commencement of the Work.

☒ [X] By the following date: TBD based on Phase 1 which will consist of the demo of the existing shed and the erection of the new PEMB. The substantial completion date of Phase 1 will be determined when we have a firm delivery date of the PEMB. Phase 2 will begin when the City has vacated the existing building. Demo will begin at that time. Phase 2 substantial completion will be established when Demo is complete and construction can begin.

§ 2.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work

Substantial Completion Date

§ 2.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 2.3, liquidated damages, if any, shall be assessed as set forth in Section 3.5.

ARTICLE 3 CONTRACT SUM

§ 3.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be one of the following:
(Check the appropriate box.)

☐ [] Stipulated Sum, in accordance with Section 3.2 below

☐ [] Cost of the Work plus the Contractor's Fee, in accordance with Section 3.3 below

☒ [X] Cost of the Work plus the Contractor's Fee with a Guaranteed Maximum Price, in accordance with Section 3.4 below

(Based on the selection above, complete Section 3.2, 3.3 or 3.4 below.)

§ 3.2 The Stipulated Sum shall be (\$), subject to additions and deductions as provided in the Contract Documents.

§ 3.2.1 The Stipulated Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

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User Notes:

(1110724972)

§ 3.2.2 Unit prices, if any:

(Identify the item and state the unit price and the quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
------	-----------------------	-------------------------

§ 3.2.3 Allowances, if any, included in the stipulated sum:

(Identify each allowance.)

Price

Allowances are noted in the addendum

§ 3.3 Cost of the Work Plus Contractor's Fee

§ 3.3.1 The Cost of the Work is as defined in Exhibit A, Determination of the Cost of the Work.

§ 3.3.2 The Contractor's Fee:

(State a lump sum, percentage of Cost of the Work or other provision for determining the Contractor's Fee and the method of adjustment to the Fee for changes in the Work.)

Contractor shall be compensated cost of the work plus 12% for any changes in scope of work

§ 3.4 Cost of the Work Plus Contractor's Fee With a Guaranteed Maximum Price

§ 3.4.1 The Cost of the Work is as defined in Exhibit A, Determination of the Cost of the Work.

§ 3.4.2 The Contractor's Fee:

(State a lump sum, percentage of Cost of the Work or other provision for determining the Contractor's Fee and the method of adjustment to the Fee for changes in the Work.)

\$181,505.15 - Includes General Contractor's Overhead and Profit - Fixed Fee for current scope of work

§ 3.4.3 Guaranteed Maximum Price

§ 3.4.3.1 The sum of the Cost of the Work and the Contractor's Fee is guaranteed by the Contractor not to exceed (\$1,654,761.20), subject to additions and deductions by changes in the Work as provided in the Contract Documents. This maximum sum is referred to in the Contract Documents as the Guaranteed Maximum Price. Costs which would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Contractor without reimbursement by the Owner. The project is broken down into two phases. Phase 1 for the Metal Building Structure is estimated at \$567,265.39. Phase 2 for the Main Building Renovations is estimated at \$1,087,495.21. The GMP will be based on \$1,654,761.20. Both parties understand that based on the current economic environment (tariffs) that some materials price escalations may occur. The contractor will show and the Architect will approve any change orders for these items. Specifically, the metal building price will increase on April 11th, 2025.

(Insert specific provisions if the Contractor is to participate in any savings.)

§ 3.4.3.2 The Guaranteed Maximum Price is based on the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

N/A

§ 3.4.3.3 Unit Prices, if any:

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(Identify the item and state the unit price and the quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
N/A		

§ 3.4.3.4 Allowances, if any, included in the Guaranteed Maximum Price:
(Identify each allowance.)

Item	Price
Allowances are shown in Addendum 1	

§ 3.4.3.5 Assumptions, if any, on which the Guaranteed Maximum Price is based:

Assumptions, specifications, substitutes are noted on Exhibit A details noted

§ 3.4.3.6 To the extent that the Contract Documents are anticipated to require further development, the Guaranteed Maximum Price includes the costs attributable to such further development consistent with the Contract Documents and reasonably inferable therefrom. Such further development does not include changes in scope, systems, kinds and quality of materials, finishes or equipment, all of which, if required, shall be incorporated by Change Order.

§ 3.4.3.7 The Owner shall authorize preparation of revisions to the Contract Documents that incorporate the agreed-upon assumptions contained in Section 3.4.3.5. The Owner shall promptly furnish such revised Contract Documents to the Contractor. The Contractor shall notify the Owner and Architect of any inconsistencies between the agreed-upon assumptions contained in Section 3.4.3.5 and the revised Contract Documents.

§ 3.5 Liquidated damages, if any:
(Insert terms and conditions for liquidated damages, if any.)

\$500.00 per day if the delay is caused directly by the contractor. Weather delays, design delays, material delays and Owner decision delays do not constitute damages owed to the owner. Any actual damages paid must be approved by the Architect. Substantial completion dates for phase 1 and phase 2 will be established per this agreement and LD's will be based on those two separate independent schedules.

ARTICLE 4 PAYMENT

§ 4.1 Progress Payments

§ 4.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 4.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 4.1.3 Provided that an Application for Payment is received by the Architect not later than the 30th day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the 30th day of the following month. If an Application for Payment is received by the Architect after the date fixed above, payment shall be made by the Owner not later than Thirty (30) calendar days after the Architect receives the Application for Payment.
(Federal, state or local laws may require payment within a certain period of time.)

§ 4.1.4 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold 10% retainage from the payment otherwise due as follows:
(Insert a percentage or amount to be withheld as retainage from each Application for Payment and any terms for reduction of retainage during the course of the Work. The amount of retainage may be limited by governing law.)

§ 4.1.5 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located. *(Insert rate of interest agreed upon, if any.)*

legal prevailing rate

§ 4.2 Final Payment

§ 4.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Section 18.2, and to satisfy other requirements, if any, which extend beyond final payment;
- .2 the Contractor has submitted a final accounting for the Cost of the Work, where payment is on the basis of the Cost of the Work with or without a Guaranteed Maximum Price; and
- .3 a final Certificate for Payment has been issued by the Architect in accordance with Section 15.7.1.

§ 4.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

ARTICLE 5 DISPUTE RESOLUTION

§ 5.1 Binding Dispute Resolution

For any claim subject to, but not resolved by, mediation pursuant to Section 21.5, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

- ☐ Arbitration pursuant to Section 21.6 of this Agreement
- ☒ Litigation in a court of competent jurisdiction: Georgetown County
- ☐ Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, claims will be resolved in a court of competent jurisdiction.

ARTICLE 6 ENUMERATION OF CONTRACT DOCUMENTS

§ 6.1 The Contract Documents are defined in Article 7 and, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 6.1.1 The Agreement is this executed AIA Document A104™-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor.

§ 6.1.2 Building information modeling exhibit, dated as indicated below:
(Insert the date of the building information modeling exhibit incorporated into this Agreement.)

N/A

§ 6.1.3 The Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
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§ 6.1.4 The Specifications:

(Either list the Specifications here or refer to an exhibit attached to this Agreement.)

Construction Specifications dated March 2025 Exhibit E

Section	Title	Date	Pages
---------	-------	------	-------

§ 6.1.5 The Drawings:

(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

Permit set per Exhibit B dated 3-18-25

Number	Title	Date
Permit Set dated 3-18-25	See Exhibit F	3-18-25

§ 6.1.6 The Addenda, if any:

Number	Date	Pages
Addendum 1	3-13-25	

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are enumerated in this Article 6.

§ 6.1.7 Additional documents, if any, forming part of the Contract Documents:

.1 Other Exhibits:

(Check all boxes that apply.)

☒ Exhibit A, Determination of the Cost of the Work: Coastal Structures GMP Estimate dated 3-17-25

☐ AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

☐ The Sustainability Plan:

Title	Date	Pages
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☐ Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
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.2 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents.)

Exhibit B- Addendum 1 & Modifications/ Changes to Specifications
Exhibit C- Phase 1 Schedule - TBD
Exhibit D- Phase 2 Schedule - TBD
Exhibit E- Specification dated March 2025
Exhibit F- Permit Plans dated 3-18-25

ARTICLE 7 GENERAL PROVISIONS

§ 7.1 The Contract Documents

The Contract Documents are enumerated in Article 6 and consist of this Agreement (including, if applicable, Supplementary and other Conditions of the Contract), Drawings, Specifications, Addenda issued prior to the execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect. The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

§ 7.2 The Contract

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind between any persons or entities other than the Owner and the Contractor.

§ 7.3 The Work

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

§ 7.4 Instruments of Service

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

§ 7.5 Ownership and use of Drawings, Specifications and Other Instruments of Service

§ 7.5.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights. All parties acknowledge Owner is subject to the SC Freedom of Information Act.

§ 7.5.2 The Contractor, Subcontractors, Sub-subcontractors and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to the protocols established pursuant to Sections 7.6 and 7.7, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect and the Architect's consultants.

§ 7.6 Digital Data Use and Transmission

The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

§ 7.7 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.



§ 7.8 Severability

The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

§ 7.9 Notice

§ 7.9.1 Except as otherwise provided in Section 7.9.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission in accordance with a building information modeling exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with a building information modeling exhibit, insert requirements for delivering Notice in electronic format such as name, title and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

Notice to be made per Section 19.4 and 19.5

§ 7.9.2 Notice of Claims shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

§ 7.10 Relationship of the Parties

Where the Contract is based on the Cost of the Work plus the Contractor's Fee, with or without a Guaranteed Maximum Price, the Contractor accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate with the Architect and exercise the Contractor's skill and judgment in furthering the interests of the Owner; to furnish efficient business administration and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests. The Owner agrees to furnish and approve, in a timely manner, information required by the Contractor and to make payments to the Contractor in accordance with the requirements of the Contract Documents.

ARTICLE 8 OWNER

§ 8.1 Information and Services Required of the Owner

§ 8.1.1 Prior to commencement of the Work, at the written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 8.1.1, the Contract Time shall be extended appropriately.

§ 8.1.2 The Owner shall furnish all necessary surveys and a legal description of the site.

§ 8.1.3 The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

§ 8.1.4 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 9.6.1, the Owner shall secure and pay for other necessary approvals, easements, assessments, and charges required for the construction, use, or occupancy of permanent structures or for permanent changes in existing facilities.

§ 8.2 Owner's Right to Stop the Work

If the Contractor fails to correct Work which is not in accordance with the requirements of the Contract Documents, or repeatedly fails to carry out the Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order is eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity.

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§ 8.3 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents, and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to any other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 15.4.3, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including the Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 21.

ARTICLE 9 CONTRACTOR

§ 9.1 Review of Contract Documents and Field Conditions by Contractor

§ 9.1.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

§ 9.1.2 Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 8.1.2, shall take field measurements of any existing conditions related to that portion of the Work and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies, or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional unless otherwise specifically provided in the Contract Documents.

§ 9.1.3 The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

§ 9.2 Supervision and Construction Procedures

§ 9.2.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters.

§ 9.2.2 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for or on behalf of the Contractor or any of its Subcontractors.

§ 9.3 Labor and Materials

§ 9.3.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

§ 9.3.2 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

§ 9.3.3 The Contractor may make a substitution only with the consent of the Owner, after evaluation by the Architect and in accordance with a Modification.

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§ 9.4 Warranty

The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation or normal wear and tear under normal usage. All other warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 15.6.3.

§ 9.5 Taxes

The Contractor shall pay sales, consumer, use, and other similar taxes that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

§ 9.6 Permits, Fees, Notices, and Compliance with Laws

§ 9.6.1 Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

§ 9.6.2 The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work. If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

§ 9.7 Allowances

The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. The Owner shall select materials and equipment under allowances with reasonable promptness. Allowance amounts shall include the costs to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts. Contractor's costs for unloading and handling at the site, labor, installation, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowance.

§ 9.8 Contractor's Construction Schedules

§ 9.8.1 The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall not exceed time limits current under the Contract Documents, shall be revised at appropriate intervals as required by the conditions of the Work and Project, shall be related to the entire Project to the extent required by the Contract Documents, and shall provide for expeditious and practicable execution of the Work.

§ 9.8.2 The Contractor shall perform the Work in general accordance with the most recent schedule submitted to the Owner and Architect.

§ 9.9 Submittals

§ 9.9.1 The Contractor shall review for compliance with the Contract Documents and submit to the Architect Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents in coordination with the Contractor's construction schedule and in such sequence as to allow the Architect reasonable time for review. By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them; (2) determined and verified materials, field measurements, and field construction criteria related thereto, or will do so; and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents. The Work shall be in accordance with approved submittals.

§ 9.9.2 Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents.



§ 9.9.3 The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents or unless the Contractor needs to provide such services in order to carry out the Contractor's own responsibilities. If professional design services or certifications by a design professional are specifically required, the Owner and the Architect will specify the performance and design criteria that such services must satisfy. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional. If no criteria are specified, the design shall comply with applicable codes and ordinances. Each Party shall be entitled to rely upon the information provided by the other Party. The Architect will review and approve or take other appropriate action on submittals for the limited purpose of checking for conformance with information provided and the design concept expressed in the Contract Documents. The Architect's review of Shop Drawings, Product Data, Samples, and similar submittals shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. In performing such review, the Architect will approve, or take other appropriate action upon, the Contractor's Shop Drawings, Product Data, Samples, and similar submittals.

§ 9.10 Use of Site

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

§ 9.11 Cutting and Patching

The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly.

§ 9.12 Cleaning Up

The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus material from and about the Project.

§ 9.13 Access to Work

The Contractor shall provide the Owner and Architect with access to the Work in preparation and progress wherever located.

§ 9.14 Royalties, Patents and Copyrights

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents or where the copyright violations are contained in Drawings, Specifications or other documents prepared by the Owner or Architect. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect.

§ 9.15 Indemnification

§ 9.15.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section 9.15.1.

§ 9.15.2 In claims against any person or entity indemnified under this Section 9.15 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 9.15.1 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

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ARTICLE 10 ARCHITECT

§ 10.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction, until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents, unless otherwise modified in writing in accordance with other provisions of the Contract.

§ 10.2 Duties, responsibilities, and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

§ 10.3 The Architect will visit the site at intervals appropriate to the stage of the construction to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

§ 10.4 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. **As to promptly reported deviations,** The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of and will not be responsible for acts or omissions of the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

§ 10.5 Based on the Architect's evaluations of the Work and of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

§ 10.6 The Architect has authority to reject Work that does not conform to the Contract Documents and to require inspection or testing of the Work.

§ 10.7 The Architect will review and approve or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 10.8 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents, Plans, specifications, and Addenda on written request of either the Owner or Contractor. The Architect will make initial decisions on all claims, disputes, and other matters in question between the Owner and Contractor but will not be liable for results of any interpretations or decisions rendered in good faith.

§ 10.9 The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

ARTICLE 11 SUBCONTRACTORS

§ 11.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site.

§ 11.2 Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the Subcontractors or suppliers proposed for each of the principal portions of the Work. The Contractor shall not contract with any Subcontractor or supplier to whom the Owner or Architect has made reasonable written objection within ten days after receipt of the Contractor's list of Subcontractors and suppliers. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the

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Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

§ 11.3 Contracts between the Contractor and Subcontractors shall (1) require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by the terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work, which the Contractor, by the Contract Documents, assumes toward the Owner and Architect, and (2) allow the Subcontractor the benefit of all rights, remedies and redress against the Contractor that the Contractor, by these Contract Documents, has against the Owner.

ARTICLE 12 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

§ 12.1 The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.

§ 12.2 The Contractor shall afford the Owner and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's activities with theirs as required by the Contract Documents.

§ 12.3 The Owner shall be reimbursed by the Contractor for costs incurred by the Owner which are payable to a Separate Contractor because of delays, improperly timed activities, or defective construction of the Contractor. The Owner shall be responsible to the Contractor for costs incurred by the Contractor because of delays, improperly timed activities, damage to the Work, or defective construction of a Separate Contractor.

ARTICLE 13 CHANGES IN THE WORK

§ 13.1 By appropriate Modification, changes in the Work may be accomplished after execution of the Contract. The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, with the Contract Sum and Contract Time being adjusted accordingly. Such changes in the Work shall be authorized by written Change Order signed by the Owner, Contractor, and Architect, or by written Construction Change Directive signed by the Owner and Architect. Upon issuance of the Change Order or Construction Change Directive, the Contractor shall proceed promptly with such changes in the Work, unless otherwise provided in the Change Order or Construction Change Directive.

§ 13.2 Adjustments in the Contract Sum and Contract Time resulting from a change in the Work shall be determined by mutual agreement of the parties or, in the case of a Construction Change Directive signed only by the Owner and Architect, by the Contractor's cost of labor, material, equipment, and reasonable overhead and profit, unless the parties agree on another method for determining the cost or credit. Pending final determination of the total cost of a Construction Change Directive, the Contractor may request payment for Work completed pursuant to the Construction Change Directive. The Architect will make an interim determination of the amount of payment due for purposes of certifying the Contractor's monthly Application for Payment. When the Owner and Contractor agree on adjustments to the Contract Sum and Contract Time arising from a Construction Change Directive, the Architect will prepare a Change Order.

§ 13.3 The Architect will have authority to order minor changes in the Work not involving adjustment in the Contract Sum or extension of the Contract Time and not inconsistent with the intent of the Contract Documents. Such changes shall be effected by written order and shall be binding on the Owner and Contractor. The Contractor shall carry out such written orders promptly. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work.

§ 13.4 If concealed or unknown physical conditions are encountered at the site that differ materially from those indicated in the Contract Documents or from those conditions ordinarily found to exist, the Contract Sum and Contract Time shall be equitably adjusted as mutually agreed between the Owner and Contractor; provided that the Contractor provides notice to the Owner and Architect promptly and before conditions are disturbed.

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ARTICLE 14 TIME

§ 14.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing this Agreement the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

§ 14.2 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

§ 14.3 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

§ 14.4 The date of Substantial Completion is the date certified by the Architect in accordance with Section 15.6.3.

§ 14.5 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) changes ordered in the Work; (2) by labor disputes, fire, unusual delay in deliveries, abnormal adverse weather conditions not reasonably anticipatable, unavoidable casualties, or any causes beyond the Contractor's control; or (3) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine, subject to the provisions of Article 21.

ARTICLE 15 PAYMENTS AND COMPLETION

§ 15.1 Schedule of Values

§ 15.1.1 Where the Contract is based on a Stipulated Sum or the Cost of the Work with a Guaranteed Maximum Price pursuant to Section 3.2 or 3.4, the Contractor shall submit a schedule of values to the Architect before the first Application for Payment, allocating the entire Stipulated Sum or Guaranteed Maximum Price to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy required by the Architect. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 15.1.2 The allocation of the Stipulated Sum or Guaranteed Maximum Price under this Section 15.1 shall not constitute a separate stipulated sum or guaranteed maximum price for each individual line item in the schedule of values.

§ 15.2 Control Estimate

§ 15.2.1 Where the Contract Sum is the Cost of the Work, plus the Contractor's Fee without a Guaranteed Maximum Price pursuant to Section 3.3, the Contractor shall prepare and submit to the Owner a Control Estimate within 14 days of executing this Agreement. The Control Estimate shall include the estimated Cost of the Work plus the Contractor's Fee.

§ 15.2.2 The Control Estimate shall include:

- .1 the documents enumerated in Article 6, including all Modifications thereto;
- .2 a list of the assumptions made by the Contractor in the preparation of the Control Estimate to supplement the information provided by the Owner and contained in the Contract Documents;
- .3 a statement of the estimated Cost of the Work organized by trade categories or systems and the Contractor's Fee;
- .4 a project schedule upon which the Control Estimate is based, indicating proposed Subcontractors, activity sequences and durations, milestone dates for receipt and approval of pertinent information, schedule of shop drawings and samples, procurement and delivery of materials or equipment the Owner's occupancy requirements, and the date of Substantial Completion; and
- .5 a list of any contingency amounts included in the Control Estimate for further development of design and construction.

§ 15.2.3 When the Control Estimate is acceptable to the Owner and Architect, the Owner shall acknowledge it in writing. The Owner's acceptance of the Control Estimate does not imply that the Control Estimate constitutes a Guaranteed Maximum Price.

§ 15.2.4 The Contractor shall develop and implement a detailed system of cost control that will provide the Owner and Architect with timely information as to the anticipated total Cost of the Work. The cost control system shall compare

the Control Estimate with the actual cost for activities in progress and estimates for uncompleted tasks and proposed changes. This information shall be reported to the Owner, in writing, no later than the Contractor's first Application for Payment and shall be revised and submitted with each Application for Payment.

§ 15.2.5 The Owner shall authorize preparation of revisions to the Contract Documents that incorporate the agreed-upon assumptions contained in the Control Estimate. The Owner shall promptly furnish such revised Contract Documents to the Contractor. The Contractor shall notify the Owner and Architect of any inconsistencies between the Control Estimate and the revised Contract Documents.

§ 15.3 Applications for Payment

§ 15.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 15.1, for completed portions of the Work. The application shall be notarized, if required; be supported by all data substantiating the Contractor's right to payment that the Owner or Architect require; shall reflect retainage if provided for in the Contract Documents; and include any revised cost control information required by Section 15.2.4. Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.

§ 15.3.2 With each Application for Payment where the Contract Sum is based upon the Cost of the Work, or the Cost of the Work with a Guaranteed Maximum Price, the Contractor shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner to demonstrate that cash disbursements already made by the Contractor on account of the Cost of the Work equal or exceed progress payments already received by the Contractor plus payrolls for the period covered by the present Application for Payment, less that portion of the progress payments attributable to the Contractor's Fee.

§ 15.3.3 Payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment stored, and protected from damage, off the site at a location agreed upon in writing.

§ 15.3.4 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information and belief, be free and clear of liens, claims, security interests or other encumbrances adverse to the Owner's interests.

§ 15.4 Certificates for Payment

§ 15.4.1 The Architect will, within seven days after receipt of the Contractor's Application for Payment, either issue to the Owner a Certificate for Payment, with a copy to the Contractor, for such amount as the Architect determines is properly due, or notify the Contractor and Owner of the Architect's reasons for withholding certification in whole or in part as provided in Section 15.4.3.

§ 15.4.2 The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluations of the Work and the data in the Application for Payment, that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion and to specific qualifications expressed by the Architect. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.



§ 15.4.3 The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 15.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 15.4.1. If the Contractor and the Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 9.2.2, because of

- .1 defective Work not remedied;
- .2 third-party claims filed or reasonable evidence indicating probable filing of such claims unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a Separate Contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.

§ 15.4.4 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 15.4.3, in whole or in part, that party may submit a Claim in accordance with Article 21.

§ 15.5 Progress Payments

§ 15.5.1 The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to sub-subcontractors in a similar manner.

§ 15.5.2 Neither the Owner nor Architect shall have an obligation to pay or see to the payment of money to a Subcontractor or supplier except as may otherwise be required by law.

§ 15.5.3 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

§ 15.5.4 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

§ 15.6 Substantial Completion

§ 15.6.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

§ 15.6.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

§ 15.6.3 Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. When the Architect determines that the Work or designated portion thereof is substantially complete, the Architect will issue a Certificate of Substantial Completion which shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall

finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 15.6.4 The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance and consent of surety, if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

§ 15.7 Final Completion and Final Payment

§ 15.7.1 Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection and, when the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions stated in Section 15.7.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

§ 15.7.2 Final payment shall not become due until the Contractor has delivered to the Owner a complete release of all liens arising out of this Contract or receipts in full covering all labor, materials and equipment for which a lien could be filed, or a bond satisfactory to the Owner to indemnify the Owner against such lien. If such lien remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging such lien, including costs and reasonable attorneys' fees.

§ 15.7.3 The making of final payment shall constitute a waiver of claims by the Owner except those arising from

- .1 liens, claims, security interests or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Contract Documents;
- .3 terms of special warranties required by the Contract Documents; or
- .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.

§ 15.7.4 Acceptance of final payment by the Contractor, a Subcontractor or supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of the final Application for Payment.

ARTICLE 16 PROTECTION OF PERSONS AND PROPERTY

§ 16.1 Safety Precautions and Programs

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract. The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor; and
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation, or replacement in the course of construction.

The Contractor shall comply with, and give notices required by, applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons and property and their protection from damage, injury, or loss. The Contractor shall promptly remedy damage and loss to property caused in whole or in part by the Contractor, a Subcontractor, a sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 16.1.2 and 16.1.3. The Contractor may make a claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 9.15.

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§ 16.2 Hazardous Materials and Substances

§ 16.2.1 The Contractor is responsible for compliance with the requirements of the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents, and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased in the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

(Paragraph deleted)

§ 16.2.

§ 16.2.3 If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall indemnify the Contractor for all cost and expense thereby incurred.

ARTICLE 17 INSURANCE AND BONDS

§ 17.1 Contractor's Insurance

§ 17.1.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in this Section 17.1 or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the insurance required by this Agreement from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 18.4, unless a different duration is stated below:

§ 17.1.2 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than One Million (\$ 1,000,000) each occurrence, Two Million (\$ 2,000,000) general aggregate, and N/A (\$) aggregate for products-completed operations hazard, providing coverage for claims including

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Contractor's indemnity obligations under Section 9.15.

§ 17.1.3 Automobile Liability covering vehicles owned by the Contractor and non-owned vehicles used by the Contractor, with policy limits of not less than One Million (\$ 1,000,000) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.

§ 17.1.4 The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as those required under Section 17.1.2 and 17.1.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 17.1.5 Workers' Compensation at statutory limits.

§ 17.1.6 Employers' Liability with policy limits not less than (\$ 1,000,000) each accident, (\$ 1,000,000) each employee, and (\$ 1,000,000) policy limit.

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§ 17.1.7 If the Contractor is required to furnish professional services as part of the Work, the Contractor shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than N/A (\$) per claim and (\$) in the aggregate.

§ 17.1.8 If the Work involves the transport, dissemination, use, or release of pollutants, the Contractor shall procure Pollution Liability insurance, with policy limits of not less than N/A (\$) per claim and (\$) in the aggregate.

§ 17.1.9 Coverage under Sections 17.1.7 and 17.1.8 may be procured through a Combined Professional Liability and Pollution Liability insurance policy, with combined policy limits of not less than N/A (\$) per claim and (\$) in the aggregate.

§ 17.1.10 The Contractor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Section 17.1 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment and thereafter upon renewal or replacement of such coverage until the expiration of the period required by Section 17.1.1. The certificates will show the Owner as an additional insured on the Contractor's Commercial General Liability and excess or umbrella liability policy.

§ 17.1.11 The Contractor shall disclose to the Owner any deductible or self-insured retentions applicable to any insurance required to be provided by the Contractor.

§ 17.1.12 To the fullest extent permitted by law, the Contractor shall cause the commercial liability coverage required by this Section 17.1 to include (1) the Owner, the Architect, and the Architect's Consultants as additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's Consultants, CG 20 32 07 04.

§ 17.1.13 Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by this Section 17.1, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

§ 17.1.14 Other Insurance Provided by the Contractor

(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)

Coverage	Limits
N/A	

§ 17.2 Owner's Insurance

§ 17.2.1 Owner's Liability Insurance

The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance.

§ 17.2.2 Property Insurance

§ 17.2.2.1 The Owner shall purchase and maintain, from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located, property insurance written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis. The Owner's property insurance coverage shall be no less than the amount of the initial Contract Sum, plus the value of subsequent Modifications and labor performed or materials or equipment supplied by

others. The property insurance shall be maintained until Substantial Completion and thereafter as provided in Section 17.2.2.2, unless otherwise provided in the Contract Documents or otherwise agreed in writing by the parties to this Agreement. This insurance shall include the interests of the Owner, Contractor, Subcontractors, and Sub-subcontractors in the Project as insureds. This insurance shall include the interests of mortgagees as loss payees.

§ 17.2.2.2 Unless the parties agree otherwise, upon Substantial Completion, the Owner shall continue the insurance required by Section 17.2.2.1 or, if necessary, replace the insurance policy required under Section 17.2.2.1 with property insurance written for the total value of the Project that shall remain in effect until expiration of the period for correction of the Work set forth in Section 18.4.

§ 17.2.2.3 If the insurance required by this Section 17.2.2 is subject to deductibles or self-insured retentions, the Owner shall be responsible for all loss not covered because of such deductibles or retentions.

§ 17.2.2.4 If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, until the expiration of the period for correction of Work as set forth in Section 18.4, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure against direct physical loss or damage, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties.

§ 17.2.2.5 Prior to commencement of the Work, the Owner shall secure the insurance, and provide evidence of the coverage, required under this Section 17.2.2 and, upon the Contractor's request, provide a copy of the property insurance policy or policies required by this Section 17.2.2. The copy of the policy or policies provided shall contain all applicable conditions, definitions, exclusions, and endorsements.

§ 17.2.2.6 Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any insurance required by this Section 17.2.2, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

§ 17.2.2.7 Waiver of Subrogation

§ 17.2.2.7.1 The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by this Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this Section 17.2.2.7 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

§ 17.2.2.7.2 If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 17.2.2.7.1 for damages caused by fire or other causes of loss covered by this separate property insurance.



§ 17.2.2.8 A loss insured under the Owner's property insurance shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements, written where legally required for validity, the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

§ 17.2.3 Other Insurance Provided by the Owner

(List below any other insurance coverage to be provided by the Owner and any applicable limits.)

Coverage	Limits
All Risk Property Builders Risk Insurance	Cost of the Project

§ 17.3 Performance Bond and Payment Bond

§ 17.3.1 The Owner shall have the right to require the Contractor to furnish bonds covering faithful performance of the Contract and payment of obligations arising thereunder as stipulated in the Contract Documents on the date of execution of the Contract.

- a. A Performance Bond shall be in an amount equal to one hundred percent (100%) of the contract amount; and
- b. A Payment Bond for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work shall be in an amount equal to one hundred percent (100%) of the contract amount.

§ 17.3.2 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

ARTICLE 18 CORRECTION OF WORK

§ 18.1 The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, whether discovered before or after Substantial Completion and whether or not fabricated, installed, or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense, unless compensable under Section A.1.7.3 in Exhibit A, Determination of the Cost of the Work.

§ 18.2 In addition to the Contractor's obligations under Section 9.4, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 15.6.3, or by terms of an applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty.

§ 18.3 If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Section 8.3.

§ 18.4 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

§ 18.5 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Article 18.

ARTICLE 19 MISCELLANEOUS PROVISIONS

§ 19.1 Assignment of Contract

Neither party to the Contract shall assign the Contract without written consent of the other, except that the Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project if



the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate such assignment.

§ 19.2 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 21.6.

§ 19.3 Tests and Inspections

Tests, inspections, and approvals of portions of the Work required by the Contract Documents or by applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities shall be made at an appropriate time. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

§ 19.4 The Owner's representative:

(Name, address, email address and other information)

Scott Whittier
City Administrator
PO Box 939
Georgetown, SC 29442

Phone: 843-545-4001

Email: swhattier@georgetownsc.gov

§ 19.5 The Contractor's representative:

(Name, address, email address and other information)

Brad Jenkins
Vice-President
407 Church St. Suite J
Georgetown SC 29440

Phone: 843-833-0960

Email: Brad@coastalstructures.com

§ 19.6 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

init.


ARTICLE 20 TERMINATION OF THE CONTRACT

§ 20.1 Termination by the Contractor

If the Architect fails to certify payment as provided in Section 15.4.1 for a period of 30 days through no fault of the Contractor, or if the Owner fails to make payment as provided in Section 4.1.3 for a period of 30 days, the Contractor may, upon seven additional days' notice to the Owner and the Architect, terminate the Contract and recover from the Owner payment for Work executed, including reasonable overhead and profit, costs incurred by reason of such termination, and damages.

§ 20.2 Termination by the Owner for Cause

§ 20.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the Subcontractors;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

§ 20.2.2 When any of the reasons described in Section 20.2.1 exists, the Owner, upon certification by the Architect that sufficient cause exists to justify such action, may, without prejudice to any other remedy the Owner may have and after giving the Contractor seven days' notice, terminate the Contract and take possession of the site and of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor and may finish the Work by whatever reasonable method the Owner may deem expedient. Upon request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

§ 20.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 20.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 20.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Architect, upon application, and this obligation for payment shall survive termination of the Contract.

§ 20.3 Termination by the Owner for Convenience

The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause. The Owner shall pay the Contractor for Work executed; and costs incurred by reason of such termination, including costs attributable to termination of Subcontracts; and a termination fee, if any, as follows:

(Insert the amount of or method for determining the fee payable to the Contractor by the Owner following a termination for the Owner's convenience, if any.)

ARTICLE 21 CLAIMS AND DISPUTES

§ 21.1 Claims, disputes, and other matters in question arising out of or relating to this Contract, including those alleging an error or omission by the Architect but excluding those arising under Section 16.2, shall be referred initially to the Architect for decision. Such matters, except those waived as provided for in Section 21.11 and Sections 15.7.3 and 15.7.4, shall, after initial decision by the Architect or 30 days after submission of the matter to the Architect, be subject to mediation.

§ 21.2 Notice of Claims

§ 21.2.1 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 18.2, shall be initiated by notice to the Architect within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

§ 21.2.2 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 18.2, shall be initiated by notice to the other party.

§ 21.3 Time Limits on Claims

The Owner and Contractor shall commence all claims and causes of action against the other and arising out of or related to the Contract in accordance with the requirements of the final dispute resolution method selected in this Agreement whether in contract, tort, breach of warranty, or otherwise, within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all claims and causes of action not commenced in accordance with this Section 21.3.

§ 21.4 If a claim, dispute or other matter in question relates to or is the subject of a mechanic's lien, the party asserting such matter may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

§ 21.5

(Paragraphs deleted)

§ 21.9 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction Georgetown County Circuit Court

§ 21.10 Continuing Contract Performance

Pending final resolution of a Claim, except as otherwise agreed in writing, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 21.11 Waiver of Claims for Consequential Damages

The Contractor and Owner waive claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 20. Nothing contained in this Section 21.11 shall be deemed to preclude an award of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

This Agreement entered into as of the day and year first written above.



OWNER (Signature)

Scott Whittier City Administrator
(Printed name and title)



CONTRACTOR (Signature)

Brad Jenkins Vice-President
(Printed name and title)

Init.

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PAGE 1

AGREEMENT made as of the 30 day of April in the year 2025

...

City of Georgetown
PO Box 939
Georgetown, SC 29442

...

Coastal Structures Corp.
407 Church St. Suite J
Georgetown SC 29442

...

CITY MUNICIPAL BUILDING COMPLEX

...

Tych & Walker Architects, LLP
149 Wall Street, Unit B
PO Box 509
Pawleys Island, SC 29585

The Owner and Contractor agree as follows. Both parties agree that this project will be divided into two phases. Phase 1 will consist of the demo of the existing shed and the erection of the new PEMB. The substantial completion date of Phase 1 will be determined when we have a firm delivery date of the PEMB. Phase 2 will begin when the City has vacated the existing building. Demo will begin at that time. Phase 2 substantial Completion will be established when Demo and construction can begin. Due to the delay in approval of this agreement, Subcontractor proposals are outdated. Most proposals were submitted between July 2024 and November 2024. Therefore, if any cost increases have occurred prior to signing of this agreement, Contractor can inform the owner of these price escalations which will be added to the cost of the project. Any cost escalations must be approved by the Architect and Owner. The price of the metal building can only be held until April 11th.

As part of this agreement, Exhibit A (Coastal Structures GMP Estimate dated 3-17-25) will be attached to help better describe the understanding of each line item and scope.

PAGE 2

Work consists of Phase I: New metal prefabricated building and Phase II: Main Building Renovations

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[X] A date set forth in a notice to proceed issued by the ~~Owner~~ Owner

...

[] Not later than (—) calendar days from the date of commencement of the Work.

[X] By the following date: TBD based on Phase 1 which will consist of the demo of the existing shed and the erection of the new PEMB. The substantial completion date of Phase 1 will be determined when we have a firm delivery date of the PEMB. Phase 2 will begin when the City has vacated the existing building. Demo will begin at that time. Phase 2 substantial completion will be established when Demo is complete and construction can begin.

...

[X] Cost of the Work plus the Contractor's Fee with a Guaranteed Maximum Price, in accordance with Section 3.4 below

PAGE 4

Item	Price
------	-------

Allowances are noted in the addendum

...

Contractor shall be compensated cost of the work plus 12% for any changes in scope of work

...

\$181,505.15 - Includes General Contractor's Overhead and Profit – Fixed Fee for current scope of work

...

§ 3.4.3.1 The sum of the Cost of the Work and the Contractor's Fee is guaranteed by the Contractor not to exceed (\$ \$1,654,761.20), subject to additions and deductions by changes in the Work as provided in the Contract Documents. This maximum sum is referred to in the Contract Documents as the Guaranteed Maximum Price. Costs which would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Contractor without reimbursement by the Owner. The project is broken down into two phases. Phase 1 for the Metal Building Structure is estimated at \$567,265.39. Phase 2 for the Main Building Renovations is estimated at \$1,087,495.21. The GMP will be based on \$1,654,761.20. Both parties understand that based on the current economic environment (tariffs) that some materials price escalations may occur. The contractor will show and the Architect will approve any change orders for these items. Specifically, the metal building price will increase on April 11th, 2025.

...

N/A

PAGE 5

N/A

...

Allowances are shown in Addendum 1

...

Assumptions, specifications, substitutes are noted on Exhibit A details noted

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...

\$500.00 per day if the delay is caused directly by the contractor. Weather delays, design delays, material delays and Owner decision delays do not constitute damages owed to the owner. Any actual damages paid must be approved by the Architect. Substantial completion dates for phase 1 and phase 2 will be established per this agreement and LD's will be based on those two separate independent schedules.

...

§ 4.1.3 Provided that an Application for Payment is received by the Architect not later than the 30th day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the 30th day of the following month. If an Application for Payment is received by the Architect after the date fixed above, payment shall be made by the Owner not later than Thirty (30) calendar days after the Architect receives the Application for Payment.

...

§ 4.1.4 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold 10% retainage from the payment otherwise due as follows:

PAGE 6

%—legal prevailing rate

...

[☒] Litigation in a court of competent ~~jurisdiction~~jurisdiction: Georgetown County

...

N/A
PAGE 7

Construction Specifications dated March 2025Exhibit E

...

Permit set per Exhibit B dated 3-18-25

...

Permit Set dated 3-18-25

See Exhibit F

3-18-25

...

Addendum 1

3-13-25

...

[☒] Exhibit A, Determination of the Cost of the ~~Work~~Work: Coastal Structures GMP Estimate
dated 3-17-25

...

Exhibit B- Addendum 1 & Modifications/ Changes to Specifications
Exhibit C- Phase 1 Schedule TBD
Exhibit D- Phase 2 Schedule - TBD
Exhibit E- Specification dated March 2025

0502
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§ 7.5.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights. All parties acknowledge Owner is subject to the SC Freedom of Information Act.

PAGE 9

Notice to be made per Section 19.4 and 19.5

PAGE 13

§ 10.4 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The As to promptly reported deviations. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of and will not be responsible for acts or omissions of the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

...

§ 10.8 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract ~~Documents~~ Documents, Plans, specifications, and Addenda on written request of either the Owner or Contractor. The Architect will make initial decisions on all claims, disputes, and other matters in question between the Owner and Contractor but will not be liable for results of any interpretations or decisions rendered in good faith.

PAGE 19

~~§ 16.2.2 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area, if in fact, the material or substance presents the risk of bodily injury or death as described in Section 16.2.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.~~

§ 16.2.

...

§ 17.1.2 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than One Million (\$ 1,000,000) each occurrence, Two Million (\$ 2,000,000) general aggregate, and N/A (\$) aggregate for products-completed operations hazard, providing coverage for claims including

...

§ 17.1.3 Automobile Liability covering vehicles owned by the Contractor and non-owned vehicles used by the Contractor, with policy limits of not less than One Million (\$ 1,000,000) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.

...

§ 17.1.6 Employers' Liability with policy limits not less than (\$ 1,000,000) each accident, (\$ 1,000,000) each employee, and (\$ 1,000,000) policy limit.

§ 17.1.7 If the Contractor is required to furnish professional services as part of the Work, the Contractor shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than N/A (\$) per claim and (\$) in the aggregate.

§ 17.1.8 If the Work involves the transport, dissemination, use, or release of pollutants, the Contractor shall procure Pollution Liability insurance, with policy limits of not less than N/A (\$) per claim and (\$) in the aggregate.

§ 17.1.9 Coverage under Sections 17.1.7 and 17.1.8 may be procured through a Combined Professional Liability and Pollution Liability insurance policy, with combined policy limits of not less than N/A (\$) per claim and (\$) in the aggregate.

PAGE 20

N/A

PAGE 22

All Risk Property Builders Risk
Insurance

Cost of the Project

...

- a. A Performance Bond shall be in an amount equal to one hundred percent (100%) of the contract amount; and
- b. A Payment Bond for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work shall be in an amount equal to one hundred percent (100%) of the contract amount.

PAGE 23

Scott Whittier
City Administrator
PO Box 939
Georgetown, SC 29442

Phone: 843-545-4001

Email: swhittier@georgetownsc.gov

...

Brad Jenkins
Vice-President
407 Church St. Suite J
Georgetown SC 29440

Phone: 843-833-0960

Email: Brad@coastalstructures.com

PAGE 24

§ 21.1 Claims, disputes, and other matters in question arising out of or relating to this Contract, including those alleging an error or omission by the Architect but excluding those arising under Section 16.2, shall be referred initially to the Architect for decision. Such matters, except those waived as provided for in Section 21.1.1 and Sections 15.7.3 and 15.7.4, shall, after initial decision by the Architect or 30 days after submission of the matter to the Architect, be subject to ~~mediation as a condition precedent to binding dispute resolution~~ mediation.

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~~§ 21.5 The parties shall endeavor to resolve their disputes by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with their Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.~~

~~§ 21.6 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association, in accordance with the Construction Industry Arbitration Rules in effect on the date of this Agreement. Demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.~~

~~§ 21.7 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).~~

~~§ 21.8 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, any party to an arbitration may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of a Claim not described in the written Consent.~~

~~§ 21.9 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.~~ Georgetown County Circuit Court

...

Scott Whittier City Administrator

Brad Jenkins Vice-President

① SJW

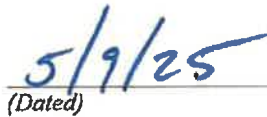
Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 11:42:00 ET on 04/07/2025 under Order No. 2114503579 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A104™ – 2017, Standard Abbreviated Form of Agreement Between Owner and Contractor, other than those additions and deletions shown in the associated Additions and Deletions Report.


(Signed)


(Title)


(Dated)



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User Notes:

(1110724972)

Item	Quantity	Unit	Rate	Amount	Remarks
1. Cement	100	kg	1.50	150.00	
2. Sand	200	m³	10.00	2000.00	
3. Aggregate	150	m³	12.00	1800.00	
4. Labour	10	man	20.00	200.00	
5. Transport	1	km	5.00	5.00	
6. Profit	1	%	10.00	10.00	
7. Total				4165.00	
8. Cement	100	kg	1.50	150.00	
9. Sand	200	m³	10.00	2000.00	
10. Aggregate	150	m³	12.00	1800.00	
11. Labour	10	man	20.00	200.00	
12. Transport	1	km	5.00	5.00	
13. Profit	1	%	10.00	10.00	
14. Total				4165.00	
15. Cement	100	kg	1.50	150.00	
16. Sand	200	m³	10.00	2000.00	
17. Aggregate	150	m³	12.00	1800.00	
18. Labour	10	man	20.00	200.00	
19. Transport	1	km	5.00	5.00	
20. Profit	1	%	10.00	10.00	
21. Total				4165.00	
22. Cement	100	kg	1.50	150.00	
23. Sand	200	m³	10.00	2000.00	
24. Aggregate	150	m³	12.00	1800.00	
25. Labour	10	man	20.00	200.00	
26. Transport	1	km	5.00	5.00	
27. Profit	1	%	10.00	10.00	
28. Total				4165.00	
29. Cement	100	kg	1.50	150.00	
30. Sand	200	m³	10.00	2000.00	
31. Aggregate	150	m³	12.00	1800.00	
32. Labour	10	man	20.00	200.00	
33. Transport	1	km	5.00	5.00	
34. Profit	1	%	10.00	10.00	
35. Total				4165.00	
36. Cement	100	kg	1.50	150.00	
37. Sand	200	m³	10.00	2000.00	
38. Aggregate	150	m³	12.00	1800.00	
39. Labour	10	man	20.00	200.00	
40. Transport	1	km	5.00	5.00	
41. Profit	1	%	10.00	10.00	
42. Total				4165.00	
43. Cement	100	kg	1.50	150.00	
44. Sand	200	m³	10.00	2000.00	
45. Aggregate	150	m³	12.00	1800.00	
46. Labour	10	man	20.00	200.00	
47. Transport	1	km	5.00	5.00	
48. Profit	1	%	10.00	10.00	
49. Total				4165.00	
50. Cement	100	kg	1.50	150.00	
51. Sand	200	m³	10.00	2000.00	
52. Aggregate	150	m³	12.00	1800.00	
53. Labour	10	man	20.00	200.00	
54. Transport	1	km	5.00	5.00	
55. Profit	1	%	10.00	10.00	
56. Total				4165.00	
57. Cement	100	kg	1.50	150.00	
58. Sand	200	m³	10.00	2000.00	
59. Aggregate	150	m³	12.00	1800.00	
60. Labour	10	man	20.00	200.00	
61. Transport	1	km	5.00	5.00	
62. Profit	1	%	10.00	10.00	
63. Total				4165.00	
64. Cement	100	kg	1.50	150.00	
65. Sand	200	m³	10.00	2000.00	
66. Aggregate	150	m³	12.00	1800.00	
67. Labour	10	man	20.00	200.00	
68. Transport	1	km	5.00	5.00	
69. Profit	1	%	10.00	10.00	
70. Total				4165.00	
71. Cement	100	kg	1.50	150.00	
72. Sand	200	m³	10.00	2000.00	
73. Aggregate	150	m³	12.00	1800.00	
74. Labour	10	man	20.00	200.00	
75. Transport	1	km	5.00	5.00	
76. Profit	1	%	10.00	10.00	
77. Total				4165.00	
78. Cement	100	kg	1.50	150.00	
79. Sand	200	m³	10.00	2000.00	

④ (S.T.)

EXHIBIT B

ADDENDUM 1

City of Georgetown Municipal Complex

DATE: March 13, 2025

FROM: Tych & Walker Architects, LLP
PO Box 509
Pawleys Island, SC 29585

1. Division 1

Building Permit City of Georgetown

The Owner will pay for the City of Georgetown building permit to include building permit fee, fire impact fee, water and sewer impact fee and plan review fee.

2. Special

Inspections/Testing

All other fees and business licenses are to be included as part of the General Contractor's base bid.

These third party testing services will be by the Owner. Testing will include the following geotechnical elements:

- Hand auger to verify allowable soil bearing pressure
- Monitor removal of top soil
- Soil compaction
- Monitor proof roll of building pad
- Verify compatibility of fill material
- Compaction testing

Structural Elements:

- Concrete testing
- Foundation slab reinforcement inspection
- PEMB bolt connections



3. Builders Risk

Owner will provide builders risk insurance.

4. Tile

Delete Specification Section 09300 tile. In lieu of wall tile, on room finish schedule, substitute with FRP : (tile cost omitted) Floor Tile in restrooms will be substituted with LVT.

5. FRP Panel

Prefinished polyester glass reinforced plastic sheets adhered to unfinished gypsum board (FRP price to be included in GMP)

Manufacturer

- Marlite: Standard FRP
- 0.090 Thick
- 4'0" Wide
- 8'-0" Length
- Color: P100 White
- Adhesive: Marlite C551 FRP, adhesive, water resistant non-flammable

6. Metal Building Panel
@ Vehicle Storage

Room 130 – in lieu of gypsum board, the interior walls will pre-finished be 26 gauge R-panel wall panel

7. Vehicle Storage

Asphalt pavement in the parking areas will remain other than what is necessary to be removed for the foundation of the metal building. (\$7500.00 allowance)

8. Showers

Shower basins will be excluded as well as wall tile. Showers Units will be fiberglass inserts.(\$2,000.00 each allowance)

9. Casework

Casework allowance shall be (\$43,250.00)

10 . Countertops

Countertops allowance shall be (\$14,700.00)

END OF DOCUMENT

Handwritten signature and initials in blue ink. The signature appears to be "SW" followed by a stylized mark, and the initials "SW" are circled.

EXHIBIT B CONTINUED

SECTION 01200 PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Cash allowances.
- B. Contingency allowances.
- C. Testing and inspection allowances.
- D. Schedule of values.
- E. Applications for payment.
- F. Change procedures.
- G. Defect assessment.
- H. Unit prices.
- I. Alternates.

1.2 CASH ALLOWANCES

- A. Costs Included in Cash Allowances: Cost of product to Contractor or Subcontractor, less applicable trade discounts.
- B. Costs Not Included in Cash Allowances But Included in Contract Sum/Price: Handling at site, including unloading, uncrating, and storage; protection of products from elements and from damage.
- C. Architect/Engineer Responsibilities:
 - 1. Consult with Contractor for consideration and selection of products, suppliers, and installers.
 - 2. Select products in consultation with Owner and transmit decision to Contractor.
 - 3. Prepare Change Order.
 - 4. Assist to obtain proposals from suppliers and installers and offer recommendations. All proposals will be delivered and/or copied to the office of the Architect prior to final decisions.
- D. Contractor Responsibilities:

1. Assist Architect/Engineer in selection of products, suppliers and installers.
 2. Upon notification of selection by Architect/Engineer, execute purchase agreement with designated supplier and installer. The Contractor shall not execute any agreements with an allowance supplier or subcontractor without written approval from the Architect.
 3. Arrange for and process shop drawings, product data, and samples. Arrange for delivery.
 4. Promptly inspect products upon delivery for completeness, damage, and defects. Submit claims for transportation damage.
- E. Differences in costs that are approved by Architect will be adjusted by Change Order. Any amounts remaining at close out will be refunded to the Owner.
- F. Allowances Schedule: The Architect reserves the right to assign a contract or purchase order to the General Contractor/Subcontractor. The General Contractor shall not issue a contract on the allowance without the prior approval of the Architect. The Owner will have no financial responsibility to the General Contractor if the above referenced procedures are not followed.

ALLOWANCE SCHEDULE

1. Section 08111, 08212 & 08710 Standard Steel Doors and Frames, Wood Doors & Door Hardware

Include the stipulated sum/price for the Standard Steel Doors/Frames, Wood Doors and Door Hardware as specified in Sections 08111, 08212 and 08710. Installation of all doors, frames and hardware is to be included as part of the General Contractor's base bid. \$40,000.00

Doors shall be 1-3/4" flush birch solid particle core by REEB with pre-hung jambs. The door slabs will be painted. The door hardware will be privacy and passage sets, light duty hardware by Schlage or equal. Quantities –

Phase 1 four (4) doors, Phase 2 forty (40) doors.

2. Owner Contingency

A stipulated sum/price for use by the Owner to address unforeseen conditions. Written approval from the Architect must be obtained prior to any authorized allocation of funds. \$55,000.00

3. Section 09651 Resilient Floor Tile

Include the stipulated sum/price for \$0

In lieu of floor tile in the bathrooms as defined on the room finish schedule, provide resilient tile floor, LVT as specified in Section 09651.

1.3 OWNER CONTINGENCY ALLOWANCES

- A. Include in the Contract, a stipulated sum/price for use upon Owner's instruction (as indicated on item #7 Owner Contingency above).
- B. Contractor's costs for products, delivery, installation, labor, insurance, payroll, taxes, bonding, equipment rental, overhead and profit will not be included in Change Orders authorizing expenditure of funds from this Contingency Allowance. This shall be in base bid.
- C. Funds will be drawn from Contingency Allowance only by Change Order.
- D. At closeout of Contract, funds remaining in Contingency Allowance will be credited to Owner by Change Order.

1.4 TESTING AND INSPECTION -

- A. Costs Included in Testing and Inspecting: Cost of engaging testing and inspecting agency; execution of tests and inspecting; and reporting results.
- B. Costs Not Included in Testing and Inspecting But Included in Contract Sum/Price:
 - 1. Costs of incidental labor and facilities required to assist testing or inspecting agency.
 - 2. Costs of testing services used by Contractor separate from Contract Document requirements.
 - 3. Costs of retesting upon failure of previous tests as determined by Architect/Engineer.
- C. Payment Procedures:
 - 1. Submit one copy of inspecting or testing firm's invoice with next application for payment.
 - 2. Pay invoice on approval by Architect/Engineer.

1.5 SCHEDULE OF VALUES

- A. Submit printed schedule on AIA Form G703 - Continuation Sheet for G702. Contractor's standard form or electronic media printout will be considered.
- B. Submit Schedule of Values in duplicate within fifteen days after date established in Notice to Proceed.

- C. Format: Utilize Table of Contents of this Project Manual. Identify each line item with number and title of major specification Section. Identify site mobilization, bonds and insurance as separate line items. Architect will require a breakdown of major items, i.e. rough-in electric below slabs, above slabs, fixtures, trim etc.
- D. Include in each line item, amount of Allowances specified in this section.
- E. Contractor overhead and profit shall be displayed as a separate line item and not incorporated within each line item.
- F. Revise schedule to list approved Change Orders, with each Application For Payment.

1.6 APPLICATIONS FOR PAYMENT

- A. Submit three copies of each application on **AIA Form G702 - Application and Certificate for Payment and AIA G703 - Continuation Sheet for G702**. Contractor's electronic media driven form can be approved upon review of compliance.
- B. Content and Format: Utilize Schedule of Values for listing items in Application for Payment.
- C. Submit updated construction schedule with each Application for Payment.
- D. Payment Period: Submit at intervals stipulated in the Agreement.
- E. Submit with transmittal letter as specified for Submittals in Section 01330 - Submittal Procedures.
- F. Substantiating Data: When Architect/Engineer requires substantiating information, submit data justifying dollar amounts in question. Include the following with Application for Payment:
 - 1. Partial release of liens from major subcontractors and vendors.
 - 2. Affidavits attesting to off-site stored products.
 - 3. Construction progress schedules, revised and current as specified in Section 01323 Network Analysis Schedules.

1.7 CHANGE PROCEDURES

- A. Submittals: Submit name of individual authorized to receive change documents, and be responsible for informing others in Contractor's employ or Subcontractors of changes to the Work.
- B. The Architect/Engineer will advise of minor changes in the Work not involving adjustment to Contract Sum/Price or Contract Time by issuing supplemental instructions on AIA Form G710.
- C. The Architect/Engineer may issue a Proposal Request or Notice of Change including a detailed description of proposed change with supplementary or revised Drawings and specifications, a change in Contract Time for executing the change. Contractor will prepare and submit estimate within ten days.
- D. Contractor may propose changes by submitting a request for change to Architect/Engineer, describing proposed change and its full effect on the Work. Include a statement describing

reason for the change, and effect on Contract Sum/Price and Contract Time with full documentation and a statement describing effect on Work by separate or other Contractors. Document requested substitutions in accordance with Section 01600 - Product Requirements.

- E. Stipulated Sum/Price Change Order: Based on Proposal Request or Notice of Change and Contractor's fixed] price quotation or Contractor's request for Change Order as approved by Architect/Engineer.
- F. Unit Price Change Order: For contract unit prices and quantities, the Change Order will be executed on fixed unit price basis. For unit costs or quantities of units of work which are not pre-determined, execute Work under Construction Change Directive. Changes in Contract Sum/Price or Contract Time will be computed as specified for Time and Material Change Order.
- G. Construction Change Directive: Architect/Engineer may issue directive, on AIA Form G713 Construction Change Directive signed by Owner, instructing Contractor to proceed with change in the Work, for subsequent inclusion in a Change Order. Document will describe changes in the Work, and designate method of determining any change in Contract Sum/Price or Contract Time. Promptly execute change.
- H. Time and Material Change Order: Submit itemized account and supporting data after completion of change, within time limits indicated in Conditions of the Contract. Architect/Engineer will determine change allowable in Contract Sum/Price and Contract Time as provided in Contract Documents.
- I. Maintain detailed records of work done on Time and Material basis. Provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the Work.
- J. Document each quotation for change in cost or time with sufficient data to allow evaluation of quotation.
- K. Change Order Forms: AIA G701 Change Order.
- L. Execution of Change Orders: Architect/Engineer will issue Change Orders for signatures of parties as provided in Conditions of the Contract.
- M. Correlation Of Contractor Submittals:
 - 1. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as separate line item and adjust Contract Sum/Price.
 - 2. Promptly revise progress schedules to reflect change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
 - 3. Promptly enter changes in Project Record Documents.

1.8 DEFECT ASSESSMENT

- A. Replace the Work, or portions of the Work, not conforming to specified requirements.
- B. If, in the opinion of the Architect/Engineer, it is not practical to remove and replace the Work, the Architect/Engineer will direct appropriate remedy or adjust payment.

- C. The defective Work may remain, but unit sum/price will be adjusted to new sum/price at discretion of Architect/Engineer.
- D. Defective Work will be partially repaired to instructions of Architect/Engineer, and unit sum/price will be adjusted to new sum/price at discretion of Architect/Engineer.
- E. Individual specification sections may modify these options or may identify specific formula or percentage sum/price reduction.
- F. Authority of Architect/Engineer to assess defects and identify payment adjustments is final.
- G. Non-Payment For Rejected Products: Payment will not be made for rejected products for any of the following:
 - 1. Products wasted or disposed of in a manner that is not acceptable.
 - 2. Products determined as unacceptable before or after placement.
 - 3. Products not completely unloaded from transporting vehicle.
 - 4. Products placed beyond lines and levels of required Work.
 - 5. Products remaining on hand after completion of the Work.
 - 6. Loading, hauling, and disposing of rejected products.
 - 7. Metering Devices: Inspected, tested and certified by applicable South Carolina department within past year.
 - 8. Measurement by Weight: Concrete reinforcing steel, rolled or formed steel or other metal shapes will be measured by handbook weights. Welded assemblies will be measured by handbook or scale weight.
 - 9. Measurement by Volume: Measured by cubic dimension using mean length, width and height or thickness.
 - 10. Measurement by Area: Measured by square dimension using mean length and width or radius.
 - 11. Linear Measurement: Measured by linear dimension, at item centerline or mean chord.
 - 12. Stipulated Sum/Price Measurement: Items measured by weight, volume, area, or linear means or combination, as appropriate, as completed item or unit of the Work.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

ATTACHMENTS:

G702 – APPLICATION AND CERTIFICATE FOR PAYMENT

G701 – CHANGE ORDER



END OF SECTION



Exhibit C- Phase 1 schedule- TBD

Exhibit D- Phase 2 schedule TBD

A handwritten signature in blue ink, followed by the date "5/22" enclosed in a small oval.

EXHIBIT E

TABLE OF CONTENTS

DIVISION 2 - SITE CONSTRUCTION

02360 Termite Control

DIVISION 3 - CONCRETE

03200 Concrete Reinforcement

03300 Cast-In-Place Concrete

DIVISION 5 -- METALS

05400 Cold Formed Metal Framing

05500 Metal Fabrications

DIVISION 6 - WOOD AND PLASTICS

06100 Rough Carpentry

06114 Wood Blocking and Curbing

06200 Finish Carpentry

06410 Architectural Wood Casework

DIVISION 7 - THERMAL AND MOISTURE PROTECTION

07213 Batt and Blanket Insulation

07460 Fiber Cement Siding

07840 Firestopping

07900 Joint Sealers

DIVISION 8 - DOORS AND WINDOWS

08111 Standard Steel Doors & Frames

08212 Wood Doors

08710 Door Hardware

08800 Glazing

DIVISION 9 - FINISHES

09260 Gypsum Board Systems

09510 Acoustical Ceilings

09651 Resilient Flooring

09900 Paints and Coatings

DIVISION 10 -- SPECIALTIES

10170 Toilet Compartments

10523 Fire Extinguishers and Cabinets

10800 Toilet and Bath Accessories




TWA-2023-12

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00000-1

July 2024

City of Georgetown Municipal Complex
TYCH & WALKER ARCHITECTS, LLP

DIVISION 11 – EQUIPMENT

Not Used

DIVISION 12 - FURNISHINGS

Not Used

DIVISION 13 - SPECIAL CONSTRUCTION

13120 Steel Building Systems

DIVISION 14 - CONVEYING SYSTEMS

Not Used

DIVISION 15/16- PLUMBING / MECHANICAL / ELECTRICAL / FIRE PROTECTION

Specifications on drawings



TWA-2023-12

TABLE OF CONTENTS

00000-2

EXHIBIT F

DRAWING INDEX

ARCHITECTURAL

- G0.1 CODE COMPLIANCE
- LS1 LIFE SAFETY PLANS
- AD1.0 BUILDING 1 DEMOLITION PLAN
- SP1.0 ARCHITECTURAL SITE PLAN
- A1.0 BUILDING 1 FLOOR PLAN
- A1.1 BUILDING 1 DOOR SCHEDULE AND
HOLLOW METAL DETAILS
- A1.2 BUILDING 1 ENLARGED
BATHROOM PLANS AND
ELEVATIONS
- A1.3 HOLLOW METAL DOOR DETAILS
- A1.4 BUILDING 1 INTERIOR
ELEVATIONS AND DETAILS
- A1.5 BUILDING 3 FLOOR PLAN /
SECTIONS / ELEVATIONS
- A1.6 BUILDING 3 REFLECTED CEILING
PLAN / INTERIOR ELEVATIONS
- A5.0 BUILDING 1 REFLECTED CEILING
PLAN
- A5.1 SEISMIC DETAILS FOR ACOUSTIC
CEILING TILE
- FS-1 CONSTRUCTION ASSEMBLY
DETAILS

STRUCTURAL

- S1.0 BUILDING 3 GENERAL NOTES
- S2.0 BUILDING 3 FLOOR PLAN
- S3.0 BUILDING 3 GENERAL NOTES

PLUMBING

- P1.0 PLUMBING FLOOR PLAN - WATER
- P1.1 PLUMBING FLOOR PLAN - WASTE
- P2.0 PLUMBING SCHEDULES
- P3.0 PLUMBING DETAILS
- P4.0 PLUMBING SPECIFICATIONS

MECHANICAL

- M0.1 MECHANICAL SCHEDULES
- M0.2 MECHANICAL SCHEDULES
- M0.3 MECHANICAL SCHEDULES
- M1.0 MECHANICAL FLOOR PLANS
- M2.0 MECHANICAL DETAILS
- M2.1 MECHANICAL DETAILS
- M2.2 MECHANICAL DETAILS
- M3.0 MECHANICAL SPECIFICATIONS
- M3.1 MECHANICAL SPECIFICATIONS

ELECTRICAL

- E0.1 ELECTRICAL SYMBOLS &
SCHEDULES
- E2.1 ELECTRICAL LIGHTING PLAN
- E3.1 ELECTRICAL POWER PLAN
- E4.1 ELECTRICAL RISERS
- E5.1 ELECTRICAL DETAILS
- E6.1 ELECTRICAL PANEL SCHEDULES
- E7.1 SPECIFICATIONS
- E7.2 SPECIFICATIONS
- E7.3 SPECIFICATIONS
- E7.4 SPECIFICATIONS
- E7.5 SPECIFICATIONS



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

ACTION ITEM

Council Meeting Date:	June 18, 2025
Department:	Police
Issue Under Consideration:	Motion to approve a contract with Saint Francis Animal Shelter in the amount of \$85,000.00 using fiscal year 2025 / 2026 budget.
Amount Requested:	\$85,000.00
In Current Budget?:	Yes
If not, please explain:	Funds are 2025 / 2026
Financial Impact:	Amount requested
Points to Consider:	This is the annual agreement with the St. Francis Animal Shelter to provide housing and care for all animals delivered by the City To the shelter.
Options:	Approve / Not Approve
Staff Recommendation:	Approval

Reviews:

Genise Prior	Approver	Created/Initiated
William Pierce	Approver	Approved
Kathy Vermeland	Approver	Approved
Elise Crosby	Approver	Approved
Scott Whittier	Approver	Approved
Stephanie Buccione	Approver	Final Approval

Attachments:

1. Georgetown_Animal_Center_MOU_2025-2026

STATE OF SOUTH CAROLINA

CITY OF GEORGETOWN

SERVICE AGREEMENT

This Service and Funding Agreement (the "Agreement") is entered into by and between the City of Georgetown, South Carolina (the "City") and Saint Frances Animal Center, a 501(c)(3) nonprofit organization (the "Animal Center"), to provide for the care and disposition of dogs and cats transported to the Animal Center by the City of Georgetown Police Department (hereinafter referred to as the "Animals"). The City and the Animal Center shall collectively be referred to as the "Parties."

WITNESSETH

WHEREAS, the City desires that the Animal Center provide services to ensure a safe environment for Animals transported to the Center in response to calls from concerned citizens; and

WHEREAS, it is the City's goal to provide residents and visitors with an environment free from roaming animals that may pose a nuisance or danger to public health and safety; and

WHEREAS, the Animal Center shares the goal of providing a safe environment for such Animals and agrees to provide the services described herein; and

WHEREAS, both Parties acknowledge this mutual agreement under which the Animal Center is compensated for services provided to the City according to the terms outlined herein.

NOW, THEREFORE

in consideration of the foregoing and the terms contained herein, the Parties agree as follows:

1. Animal Care and Housing

The Animal Center shall provide housing and care for all Animals delivered by the City of Georgetown Police Department. The Animal Center will be solely responsible for the shelter, board, medical care, and disposition of such Animals, subject to the provisions of Paragraph 3. The Animal Center will endeavor to arrange for the adoption of Animals it deems adoptable.

2. Response to Cat-Related Calls

The City does not respond to all calls regarding free-roaming cats or kittens but will respond to reports involving ill, injured, imperiled, or threatening cats. Such animals will be transported to the Animal Center. The City will refer other calls to the Animal Center with

the express notice to the caller that the Animal Center does not provide animal control or transportation services.

3. Animals Involved in Legal Proceedings

Animals involved in legal proceedings will be cared for by the Animal Center until the matters are resolved and the Animals are legally released. The City will use best efforts to expedite such cases. The Animal Center recognizes that these Animals may pose a risk and agrees that it is professionally capable of housing them. If segregation is necessary, the Parties may negotiate terms for in-kind services, such as constructing a segregated dog run. Any such agreement will be documented separately and is outside the scope of this Agreement.

4. Quarantine Protocol

The Animal Center will not house Animals under quarantine due to bite incidents per DHEC regulations, except for strays with no identifiable owner. Quarantine arrangements for owned animals are the responsibility of the owner.

5. Cruelty Investigations

Upon request by the Georgetown Police Department, Animal Center personnel will assist with the investigation of animal cruelty within City limits.

6. Ownership and Disposition

Animals legally released to the Animal Center become its property, and it assumes all responsibility for care and disposition. The Center will comply with S.C. Code Chapter 3, Article 47, including reasonable efforts to locate rightful owners. No spay/neuter services shall be performed on claimed animals within the five-day holding period or if ownership is established under S.C. Code § 47-3-480(B). Fees for room, board, inoculation, and microchipping may be charged to private owners. If unaltered animals are housed separately, the Animal Center may charge higher fees, provided the separate housing is verified and documented.

7. Recordkeeping

The Animal Center will maintain detailed records of all animal admissions and dispositions under this Agreement for the duration of the Agreement or as otherwise legally required.

8. Public Interaction

The Animal Center shall engage with the public respectfully and professionally to foster positive community relations.

9. Insurance and Liability

The Animal Center shall maintain the following insurance coverage:

(a) Comprehensive General Liability of at least \$300,000 per occurrence and \$600,000 aggregate.

(b) Workers' Compensation and Employer's Liability Insurance as required by South Carolina law.

Certificates of insurance shall be provided to the City upon request.

The Animal Center shall indemnify and hold harmless the City and its agents from all claims or liabilities arising from its performance under this Agreement.

(c) The Animal Center warrants that it will perform its duties with the same degree of care and professionalism expected of reputable animal shelters in South Carolina. It shall comply with all federal and state employment laws, including payroll withholding, discrimination, and immigration laws. The Animal Center also acknowledges that certain records may be subject to the South Carolina Freedom of Information Act (§30-4-10 et seq.) and agrees to comply with all lawful requests, with the City consulting the Center as needed.

10. Compensation and In-Kind Support

(a) The City will compensate the Animal Center \$85,000.00 for Fiscal Year 2025–2026, payable in four equal installments in July, October, January, and April. Payments are due by the 30th of each due month. This sum equals \$232.88 per day for 365 days, covering all services described herein, including Animals involved in legal proceedings.

(b) The City will also provide in-kind support through public waste management services (trash pickup) for the term of this Agreement.

11. Term

This Agreement shall begin on July 1, 2025, and end on June 30, 2026, unless earlier terminated per Section 12.

12. Termination

Either Party may terminate this Agreement with six (6) months' written notice.

Compensation will be prorated through the date of termination.

13. Non-Appropriation Clause

If funding is not appropriated for the current fiscal year, this Agreement shall become null and void, and the City will only be responsible for payment for services rendered up to the date of non-appropriation.

14. Independent Contractor Status

The Animal Center shall remain an independent contractor and shall not be deemed an agent or employee of the City. Nothing herein shall create a joint venture or partnership.

15. Entire Agreement

This Agreement constitutes the entire understanding between the Parties. Any changes must be made in writing and signed by both Parties.

16. Legal Compliance

This Agreement shall not conflict with state law or City ordinances. In case of a conflict, state law and City ordinances shall prevail.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals this ____ day of _____, 2025, binding themselves, their successors, heirs, and assigns.

WITNESSES

CITY OF GEORGETOWN

Mayor

City Administrator

SAINT FRANCES ANIMAL CENTER

Executive Director



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

ACTION ITEM

Council Meeting Date:	June 18, 2025
Department:	Police
Issue Under Consideration:	Motion to approve an ordinance amending Chapter 16, Article IX of the code of ordinances for the City of Georgetown by adding Section 16-167, Hate-Based Intimidation
Amount Requested:	N/A
In Current Budget?:	N/A
If not, please explain:	N/A
Financial Impact:	N/A
Points to Consider:	N/A
Options:	N/A
Staff Recommendation:	N/A

Reviews:

Tenetra Sellers
William Pierce
Elise Crosby
Scott Whittier
Stephanie Buccione

Approver
Approver
Approver
Approver
Approver

Created/Initiated
Approved
Approved
Approved
Final Approval

Attachments:

1. Hate crimes_16-167

**AN ORDINANCE AMENDING CHAPTER 16, ARTICLE IX
OF THE CODE OF ORDINANCES FOR THE CITY OF GEORGETOWN
ADDING SECTION 16-167, “HATE-BASED INTIMIDATION”**

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 is home to a diverse population representing different races, religions, national origins, sexual orientations, genders and gender identities, physical and mental disabilities, ages, and political affiliations and attracts and welcomes similarly diverse visitors; and

WHEREAS, crimes that are motivated by hate or bias toward any individual or group because of actual or perceived race, religion, national identity, sexual orientation, gender, gender identity, physical or mental disability, age, or political affiliation are an indignity to human rights; and

WHEREAS, the City wishes to deter crimes motivated by such hate or bias and provide separate appropriate penalties in addition to the punishment for the underlying violation of the criminal ordinances of the City; and

WHEREAS, the Mayor and City Council, having the authority to adopt ordinances that are not inconsistent with the City Code of Ordinances, the Constitutions of the United States and the state of South Carolina, and laws of the state of South Carolina and further having the authority and duty to promote and protect the security and general welfare of all its residents and visitors, and to preserve the peace and maintain order within its borders, desire to create the separate offense of hate-based intimidation and to provide for appropriate penalties;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Georgetown, South Carolina, in council duly assembled, that Article IX of Chapter 16 of the Code of Ordinances of the City of Georgetown shall be amended to add Section 16-167, formerly reserved, as follows:

Article IX Offenses Against Morals

§16-167 Hate-Based Intimidation

a. Offense defined.

A person who commits a crime in the city in violation of another section of this Chapter, or in violation of any state criminal statute, with the intent to cause harm, injury, or damage to the person or property of a another person, or to cause that person to fear harm, injury, or property damage because of the actual or perceived race, religion,

national origin, sexual orientation, gender, gender identity, physical or mental disability, age, and political affiliation of the person, is guilty of the separate offense of hate-based intimidation.

b. Penalties.

Any person found in violation of this ordinance shall be subject to punishment for a misdemeanor as set out in section 1-16 of this Code. The sentence imposed shall be consecutive to the sentence for the underlying criminal offense unless the court articulates on the record the reasons why the sentences should run concurrently. Any sentence may be suspended upon completion by the defendant of appropriate education, counseling, or community service, as ordered by the court.

In addition to the penalty, the court may order restitution up to the limits of the court's jurisdiction for actual money damages incurred by the victim of this offense directly related to the underlying criminal offense.

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

ATTEST:

Stephanie Buccione, City Clerk

Carol Jayroe, Mayor

First Reading: _____

Approved as to Form:

Second Reading: _____

Elise F. Crosby, City Attorney



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

ACTION ITEM

Council Meeting Date:	June 18, 2025
Department:	Water Utilities
Issue Under Consideration:	Motion to approve an agreement with the West Georgetown County Regional Wastewater Treatment System for the WWTP.
Amount Requested:	NA
In Current Budget?:	NA
If not, please explain:	NA
Financial Impact:	NA
Points to Consider:	This agreement has been in place for the last ten years. No adjustments have been made other than minor grammatical errors.
Options:	Approve or deny
Staff Recommendation:	Staff recommends approval of this agreement.

Reviews:

Chris Mullis	Approver	Created/Initiated
Chris Mullis	Approver	Approved
Kathy Vermeland	Approver	Approved
Elise Crosby	Approver	Approved
Scott Whittier	Approver	Approved
Stephanie Buccione	Approver	Final Approval

Attachments:

1. 2025 IJA without signatures

WEST GEORGETOWN COUNTY REGIONAL WASTEWATER TREATMENT SYSTEM SERVICE AGREEMENT

Contracting Parties:

City of Georgetown

Georgetown County Water and Sewer District

Town of Andrews

County of Georgetown



Issued: April 18, 2019

Revised: August 14, 2019

Updated without Revisions: May 12, 2025

Effective: August 1, 2025

Expires: August 1, 2035

THIS CONTRACT IS SUBJECT TO ARBITRATION PURSUANT TO THE SOUTH CAROLINA UNIFORM
ARBITRATION ACT.

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**THIS CONTRACT IS SUBJECT TO ARBITRATION PURSUANT TO THE SOUTH CAROLINA UNIFORM
ARBITRATION ACT**

**WEST GEORGETOWN COUNTY REGIONAL WASTEWATER
TREATMENT SYSTEM SERVICE AGREEMENT**

A SERVICE AGREEMENT (HEREAFTER "CONTRACT") BY AND AMONG THE CITY OF GEORGETOWN, THE TOWN OF ANDREWS, THE GEORGETOWN COUNTY WATER AND SEWER DISTRICT, AND THE COUNTY OF GEORGETOWN.

THIS CONTRACT is made and entered into this the 18th day of April 2019 by and among the City of Georgetown (hereafter "City"), the Town of Andrews (hereafter "Andrews"), the Georgetown County Water and Sewer District (hereafter "District"), and the County of Georgetown (hereafter "County"). It is hereby contracted and agreed by and among the parties as follows:

Issued this 18th day of April 2019

Revised this 14th day of August 2019

Updated without Revisions this 12th day of May, 2025

Effective this 1st day of August 2025

Expires this 1st day of August 2035

ARTICLE ONE

FACTUAL BACKGROUND

As a means of setting forth the matters of mutual inducement that have resulted in the making of this Contract, it has been found and determined as follows:

- I. The City, Andrews, the District, and the County are all Parties to this Contract.
 1. An original contract was executed on October 30, 1997. There were four amendments executed on December 17, 1998, May 31, 2001, May 31, 2002, and July 1, 2009 and they are all incorporated into this contract.
 2. The City, Andrews, and the District are Participants in the Contract.
 3. The City and Andrews are municipal corporations duly chartered by the State of South Carolina pursuant to applicable constitutional and statutory provisions relative thereto. Each of these cities has heretofore established and now operates a municipal wastewater system.
 4. The District is a political subdivision of the State of South Carolina. The District has heretofore established and now operates a Satellite wastewater system #SSS000793
 5. The County is a political subdivision of the State of South Carolina. The County operates Georgetown County Landfill which accepts and processes biosolids from the service providers.
 6. The Parties have determined that by joining together wastewater transportation, treatment and disposal project for their mutual benefit, rather than each separately constructing its own new or improved system, economies of the scale will result in long term savings and other tangible and intangible benefits for their users and the community at large.
 7. The City 1) constructed the West Georgetown County Regional Treatment Facility (hereafter "Treatment Facility"), a wastewater treatment facility and discharge system that treats and discharges treated wastewater into the Sampit River; and 2) carries out the operations and maintenance of this Treatment Facility.
 8. The District constructed the West Georgetown County Regional Interceptor (Satellite) Sewer System (hereafter the "Interceptor") and carries out the operations and maintenance of this Interceptor.
 9. This District is duly authorized by the Constitutions and statutes of South Carolina and constructed the Interceptor and financed the construction in the manner hereafter set forth and took all actions required by the Constitution and Statutes of South Carolina. The District constructed and thereafter operates and maintains the Interceptor.

10. The Georgetown County Landfill accepts and processes biosolids and other sludges for a tipping fee to Participants in accordance with The Georgetown County Solid Waste Ordinance and applicable federal and state regulations and permits. Rates for land applying sludge at Georgetown County Landfill will be reviewed on an annual basis.
11. The Participants acknowledge that all expenditures made pursuant to this Contract must be derived from the revenues of the utility systems owned by each respective Participant.
12. The Participants further acknowledge the payments made by them to the Service Providers for the purchase of wastewater capacity pursuant to this Contract are intended to become a part of the revenues of the Treatment Facility and Interceptor Projects (hereafter the "Projects") and will be pledged to meet the principal of the interest on indebtedness of the Service Providers incurred to acquire and construct the Projects.
13. The Participants have determined that their rights in the Projects constitute extensions of their respective wastewater utility systems and that their obligations to pay the Service Providers the rates and charges for use of the Projects constitute a portion of the operating costs of their respective wastewater systems.
14. On the basis of the foregoing facts, the Parties enter into this Contract as of the date first above written.

ARTICLE TWO

DEFINITIONS

Unless the context shall clearly indicate some other meaning or may otherwise require, the terms defined in this Article shall, for all purposes of this Contract and of any agreement or other instrument amendatory hereof or supplemental hereto, have the meanings herein specified, with the following definitions to be equally applicable to both the singular and plural forms of any terms herein defined, unless otherwise specifically provided herein.

- 2.1 “Allocated Capacity” means that total portion of the wastewater capacity of the Projects initially or subsequently allocated to a Participant and verified by the Consulting Engineer as a reasonable projection of each such Participant’s anticipated needs. Final allocations will be determined during final engineering design of the Projects.
- 2.2 “Base Charge” means the monthly charge payables to the Service Providers(s) which shall represent each Participant’s fair allocation of the Debt Service and any other capital expenditures agreed upon by the Participants to be recovered through the Base Charge. The Base Charge shall be calculated as described in Article Five. The City will be excluded from paying a Base Charge on the Interceptor. In addition, any Participant contributing all or a portion of the Capital Costs of the Projects, shall have its Base Charge proportionately reduced.
- 2.3 “Bond Ordinance of Bond Resolution” means the official legal documents adopted by the Governing Body of either the City or the District to authorize and provide for the issuance of Bonds.
- 2.4 “Bonds” means the bonds, loans, or other financing instruments issued from time to time pursuant to and under authority of the Bond Ordinance of Bond Resolution for financing the Projections.
- 2.5 “Capital Cost of the Projects” means all costs of the Projects, including costs of the acquisition of necessary lands, easements, and rights-of-way over lands and water; costs erection, construction, rehabilitation, repair, and replacement of treatment, pumping storage, or other facilities and the installation of mains and pipelines; costs of financing and administration of acquisition, erection, construction, rehabilitation, repair, replacement or installation, and the like of aforesaid; and costs for such other purposes as agreed upon by the Participants.
- 2.6 “Capital Improvements” means a material expansion, replacement, rehabilitation, and /or upgrade to the Treatment Facility or Interceptor subject to this Contract.
- 2.7 “Completion Date” means the respective date that the Projects are to provide capacity to and accept wastewater from the Participants.
- 2.8 “Biosolids Processing facility” means the Georgetown County Landfill.

- 2.9 “Consulting Engineer” means the consulting engineering firm or corporation appointed pursuant to this Contract.
- 2.10 “Contract” means this Service Agreement.
- 2.11 “Contract Year” means a twelve-month period commencing on July 1 of a calendar year and ending on June 30 of the subsequent calendar year, except for the First Contract Year. The first Contract Year shall commence on the completion date and end at midnight on the next June 30.
- 2.12 “Debt Service” shall mean the costs of repayment of the Bonds as may be incurred for Capital Costs of the Projects, including relevant administrative expenses prior to issuance of the financing instruments, debt service payments, reserve requirements, coverage requirements, and other costs as required by the Bond Ordinance or Bond Resolution.
- 2.13 “DHEC” means the South Carolina Department of Health and Environmental Control
- 2.14 “Disputes Resolution Committee” means the committee of representatives appointed by the Parties to hear a dispute pursuant to Article Eighteen, which shall attempt to mediate and resolve disputes between the Parties arising from the terms and obligations of this Contract.
- 2.15 “EPA” means the United States Environmental Protection Agency.
- 2.16 “Fixed Costs” means amounts to be recovered through the Base Charge and includes 1) the principal and interest on the Bonds; 2) reserves to comply with the covenants of the Bond Ordinance(s) or Bond Resolution (s); and /or 3) other capital expenditures as agreed upon by the Participants to be recovered by the Base Charge.
- 2.17 “Force Majeure” means an occurrence which affects the respective duties and obligations of the Parties hereunder, which duties and obligations shall be suspended while and so long as performance thereof is prevented or impeded. A Force Majeure occurrence includes civil disturbances, riots, vandalism, vendor delays, fires, floods, hurricanes, tornadoes, epidemics, inclement weather, federal, state, or local governmental action or inaction, acts of war, acts of God or any other cause which is beyond responsible control of the Party from whom the performance was due.
- 2.18 “Governing Bodies” means those elected or appointed officials that are members of legal boards authorized to provide legal policy guidelines for the Parties.
- 2.19 “Indirect Costs” means the indirect costs of services provided the Participants by the Service Providers. Indirect costs shall include typical overhead costs incurred by the Service Provider to support wastewater service activities. These indirect costs shall include such cost items as accounting, finance, administration, engineering, security, risk management, purchasing, human

resources, governing body expenses, or other relevant costs where there is a logical relationship between the support cost and the wastewater service being provided.

- 2.20 "Infiltration and Joints" means the extraneous groundwater and surface water that can be expected to enter into the Interceptor, other than customers' wastewater, through the joints and manholes.
- 2.21 "Interceptor" or "Satellite Sewer System" means the West Georgetown County Regional Satellite Sewer System SSS000793, including the interceptor.
- 2.22 "MGD" means millions of gallons per day.
- 2.23 "Monthly service Charge" means the sum of each Participant's monthly Base Charge and monthly Volume Charge. The monthly Service Charge is considered an operating cost to each Participant and becomes a superior pledge over the payment of debt service of any outstanding bonded indebtedness of the Participants.
- 2.24 "Non-specification Influent" means wastewater delivered for transportation or treatment that does not conform to the physical and chemical quality requirements of the Service Provider (s), as defined by the Sewer Use Ordinances of the Service Providers.
- 2.25 "NPDES Permit" means the regulatory permit issued by DHEC or EPA to operate the wastewater facility under the National Pollution Discharge and Elimination System.
- 2.26 "Operating Budget" means the annual budget of the service Providers for operating the Treatment Facility or Interceptor.
- 2.27 "Operation and Maintenance Costs" (hereafter O&M Costs) means that portion of the Operating Budget which represents all costs of labor, equipment, materials, supplies, contracted services chemical, and power and all other things and expenses necessary to operate and maintain the Projects and the accumulation of operational reserves related to payment of such costs so that the Projects will supply each Participant its Allocated Capacity. O&M costs payable under the Contract shall in any month at least be equal to the amount required to be deposited monthly into the appropriate account for operation and maintenance of the Projects.
- 2.28 "Oversight Committee" means the committee of representatives appointed by the Parties which has the duties, responsibilities, and obligations rising from this contract as delineated in Article Twenty-Three.
- 2.29 "Participant" means a political entity which has entered into this contract to reserve and /or utilize wastewater capacity in the projects.
- 2.30 "Participant's Wastewater Collection System" means the wastewater collection system now owed by a Participant, and any extensions or improvements thereto hereafter made, but specifically excluding the Interceptor.

- 2.31 “Party” or Parties” means those entities to have executed this Contract, their successors, or assigns.
- 2.32 “Projects” means both the Treatment Facility and the Interceptor, as applicable to each of the Participants.
- 2.33 “Reserve Fund” means that special fund established by the Participants to provide funds for working capital requirements; depreciation funds for capital facilities as agreed to by the Participants; annual true-ups to be paid to Participant; operating contingencies; and other operating needs or demands necessary to provide continuous and suitable operations and maintenance of the Projects. Contributions to the Reserve Fund will be made through the Monthly Service Charge or cash calls by the Participants.
- 2.34 “Service Providers” means the City and /or the District, as applicable and as hereinafter further defined.
- 2.35 “Specification Influent” means wastewater delivered for transportation and/or treatment that conforms with the physical and chemical quality requirements of the Service Provider(s) as defined by their currently Sewer Use Ordinance(s).
- 2.36 “Treatment Facility” means the West Georgetown County Regional Wastewater Treatment Facility
- 2.37 “User” means a wastewater customer of a Participant.
- 2.38 “User Charge System” means a wastewater cost recovery system by which customers of each Participant pay their proportionate share of operating and maintenance costs. (Including replacement) associated with the West Georgetown County Regional Wastewater System and the wastewater system operated by each participant. User Charge requirements are governed by 40 C.F.R. §35.929.
- 2.39 “Volume Charge” means the monthly charge payable to the Service Providers for wastewater treatment or transportation, which charges shall be allocated among all Participants in direct proportion to each Participant’s usage. The volume charge shall be calculated as discussed Section 5.2.2. The City will be excluded from paying a Volume Charge for the Interceptor.
- 2.40 “West Georgetown County regional Wastewater Interceptor Sewer System” (hereafter the “Interceptor”) (Satellite wastewater system #SSS000793) means those major sewer force mains, together with pump stations, measuring devices, the Interceptor, and other adjunct facilities to be financed with proceeds of the Bonds, which facilities will be part of the Interceptor and will be used to transport wastewater to the Treatment Facility.
- 2.41 “West Georgetown County Regional Wastewater System” (hereafter the “Regional Wastewater System”) means the Treatment Facility, the Interceptor, and any capital additions to the Interceptor or Treatment Facility that benefits one or more of the Participants.

- 2.42 “West Georgetown County Regional Wastewater Treatment Facility”, (hereafter the “Treatment Facility”) means the wastewater treatment plant improved and enlarged by Georgetown and the effluent discharge outfall to the Sampit River.

ARTICLE THREE

CONSTRUCTION OF THE PROJECTS, PURCHASE AND SALE OF WASTEWATER SERVICES

3.1 Terms of Contract

This Contract shall become effective upon execution and delivery of the Contract to each of the Parties; provided, however, should any of the named Parties fail to execute this contract any Participant shall have the option to go forward with the Contract in the absence of any Participant. This contract shall be in effect for a period of 10 years from the date of execution.

3.2 Description of the Project

The Project consists of the Interceptor and the Treatment Facility.

3.3 Ownership Responsibilities

The City shall be the owner of Treatment Facility, the District shall be the owner of the Interceptor, and each shall have the rights of ownership and the responsibilities and rights of an owner, subject to the terms and provisions of this Contract. The flow equalization basin and the main pumping station previously owned by Andrews has become part of the Interceptor owned and operated by the District.

3.4 Industrial Wastewater Pretreatment

All participants covenant to meet and adhere to all requirements of the City's Industrial Wastewater Pretreatment Ordinance, as may be amended from time to time, and the City's approved Industrial Pretreatment Program, as may be amended from time to time. Georgetown will administer and enforce its Industrial Pretreatment program requirements to applicable customers of the West Georgetown County Regional Wastewater System served by the Interceptor and the Treatment Facility. The City agrees to sell industrial pretreatment services to these customers under all operational and administrative rules, guidelines and practices as established in the City's Pretreatment Ordinance, including high strength surcharges, laboratory and analysis fees, and penalties. All participants will cooperate with the City to identify all existing and future customers, which would be subject to the Pretreatment Ordinance.

3.5 Allocation of Plant Treatment and Interceptor System Capacity

3.5.1 Initial Allocation

The preliminary capacities of the Treatment Facility and the Interceptor will be initially 12.0 MGD and 6.0 MGD respectively.

3.5.2 Reallocation of Hydraulic Capacity

The reallocation of hydraulic capacity will occur when: 1) one Participant has average daily flows above its initial Allocated Capacity for two (2) consecutive NPDES monthly reporting periods; 2) another Participant has flows below its initial Allocated Capacity for two consecutive NPDES monthly reporting periods; and 3) the Treatment Facility or the Interceptor does not need to be expanded. The basis for the cost of the reallocated hydraulic capacity will be “reproduction cost.” The Oversight Committee can override the requirement for the reallocation of capacity should unusual or extenuating circumstances exist.

Reproduction cost is defined as the original cost of the facility inflated to the date of transfer of allocation. The original cost of construction by the ratio of the estimated Handy-Whitman Index on the date of transfer to the estimated original Handy-Whitman Index at the time of beneficial occupancy of the Projects. Reproduction cost will be calculated as a cost per gallon and applied to the gallons of additional capacity allocation being procured.

If the conditions of reallocation are met and a Participant with excess hydraulic capacity declines to sell any of its excess hydraulic capacity, the Dispute Resolution Process, as identified in Section 18.2, will be initiated. During the period and until the dispute is resolved, the Participant utilizing hydraulic capacity above its allocation will be billed for the utilization at a rate as described in Section 7.5.

3.5.3 Reallocation of Pollutant Capacity

Should any Participant exceed for two (2) consecutive NPDES monthly reporting periods its allocated pollutant loading capacity, the Oversight Committee shall evaluate the appropriate course of action for reallocating capacity and/or expanding the Treatment Facility. The Oversight Committee shall attempt to determine a course of action that will not financially injure any Participant given its contracted share of pollutant loading capacity.

3.5.4 Pledge to Reserve Wastewater Capacity

In consideration Participants’ agreements to pay the Monthly Service charge and of the other terms, warranties, representations and agreements herein contained, the Service Providers agree to construct and maintain the Projects and, upon completion thereof, to reserve wastewater capacity to Participants. The Participants covenant and agree to maintain rates and charges for all services furnished by their respective systems which shall at all times be sufficient to satisfy and discharge their obligations under this contract and under any other agreement relating to the financing of the Projects.

3.6 Payment to Service Providers

Each Participant agrees to pay to Service Providers a Monthly Service Charge as defined in Section 5.2. Each Participant agrees that holders of Bonds may rely on the foregoing obligation

to assure payment of principal and interest on the Bonds and satisfaction of the requirements of the Bond Ordinance or Bond Resolution.

3.7 Annual Operating Budget

An annual Operating Budget will be prepared each year by each Service Provider to identify projected costs of the Projects to be recovered through the Volume Charge for the forthcoming year. The Operating Budget will include annual operating and maintenance costs, indirect costs, pay-as-you-go capital, and reserved fund contributions. Final Operating Budgets will be finalized within 30 days of completion of construction of the Projects.

3.8 Annual Capital Budget

An annual Capital Budget will be prepared each year by each Service Provider to identify projected capital costs of the Projects for the forthcoming year. The Capital Budget will include debt service to be recovered through the Base Charge plus any other capital requirements to be recovered through the Base Charge and /or the Volume Charge.

Prior to each Contract Year thereafter, the Service Providers shall adopt an annual Operating Budget and an annual Capital Budget for such upcoming Contract Year and shall furnish copies thereof to each Participant for review. Any required amendments to reflect material variations during a Contract Year shall also be adopted by the Service Providers and furnished to the Participants.

3.9 Billing

Monthly billing shall be sent to Participants by the Service Providers on or before the 15th of each month, or at such other time as established by the Service Providers, showing the amount due for the previous month. Invoices shall be due and payable on or before the 30th day of each month.

If any payment required of a Participant under this Contract shall be received by the Service Providers more than thirty (30) days after it is due, such Participant shall be in default, and interest on the amount of such payment shall accrue from the date such payment became due until paid in full with interest as herein specified at a rate equal to the higher of the interest rate on the Bonds or the prime rate from time to time announced by the largest commercial bank (measured in terms of total assets) located and doing banking business in the state of South Carolina, plus two (2%) percent.

ARTICLE FOUR

ROLES AND RESPONSIBILITIES

4.1 General

The roles and responsibilities of each party of the Project and this Contract are defined below.

4.2 The Roles and Responsibilities of Each Participant

- A. Ensure that specification influent is discharged into the Regional Wastewater System.
- B. Address appropriate infiltration issue within its service area.
- C. Provide input for budget preparation by Service Providers.
- D. Not allow the excessive discharge to the Treatment Facility of any substance that would cause non-compliance with applicable federal and state sludge use and disposal regulations and permits.
- G. Participate on the Oversight Committee.
- H. Maintain and operate collection systems connected to the Treatment Facility and/or the Interceptor.

4.3 The Roles and Responsibilities of the Service Providers

- A. Secure interim and permanent financing.
- B. Operate and maintain facilities.
- C. Coordinate economic issues:
 - Service fees
 - Annual true-up
 - Annual operating and capital budgets
 - Sale of capacity
- D. Report to participants.
- E. Coordinate expansions/upgrades.
- F. Serve as regulatory interface on ownership issues.
- G. Hold regulatory permits.
- I. Provide relevant regulatory compliance.
- J. Provide regulatory interface on operational issues.

4.4 The Role and Responsibilities of the City

- A. Implement and enforce a pretreatment program to control discharges from all Industrial users of the West Georgetown County Regional Wastewater System.
- B. Implement and enforce specific local limits, as needed, to all parties.
- C. Update the industrial waste survey.
- D. Issue permits to all industrial users required to obtain a permit.
- E. Conduct inspections, sampling, and analysis of all IU within the Regional Wastewater System.
- F. Take all appropriate enforcement action as outlined in the City's Sewer Use Ordinance and Enforcement Response Guide.

4.5 The Roles and Responsibilities of the District

No additional responsibilities specific only to the District

4.6 The Roles and Responsibilities of Georgetown County

- A. Coordinate the biosolids disposal needs of the Treatment Facility and the District.
- B. Fund the purchase of equipment, vehicles, and miscellaneous capital items necessary to operate the biosolids processing facility.
- C. Operate and maintain the Georgetown County Landfill for accepting and processing of treatment Facility biosolids and other sludges for a tipping fee to Participants in accordance with The Georgetown County Solid Waste Ordinance and applicable federal and state regulations and permits. Rates for land applying sludge at Georgetown County Landfill will be reviewed on an annual basis.
- D. Comply with all relevant laws and regulations in operating the Georgetown County Landfill.

ARTICLE FIVE

MONTHLY SERVICE CHARGE

5.1 General

The descriptions of this Article apply equally to both the Treatment Facility and the interceptor.

5.2 Calculation of Monthly Service Charge

Each Service Provider will calculate and implement a Monthly Service Charge which will have 1) a Base Charge, which is a fixed component for the proportionate recovery of Fixed Costs; and 2) a Volume Charge, which is a variable component for the recovery of each Participant's proportionate share of the total Operating Budget.

5.2.1 Base Charge

The Base Charge will consist of one-twelfth (1/12) of each Participant's share (based upon allocated reserved capacity in each segment of the Project) of 1.) the Service Provider's annual debt service payment according to his debt payment scheduled including reserve fund contributions required by the Bond Ordinances or Bond Resolutions, and 2) capital expenditures agreed upon by the participants to be recovered through the Base Charge. The City will not pay a Base Charge related to the Interceptor. Any Participant contributing all or a portion of the Capital Costs of the Projects shall have its Base Charge proportionately reduced.

5.2.2 Volume Charge

The Volume Charge will be a signed rate per 1,000 gallons of delivered wastewater as measured by the flow measuring devices. This Volume Charge will be based upon:

- 1) Total revenue requirements consisting of the Operating Budget which includes budgeted O&M costs; budgeted indirect costs for the segments of the Project as developed by the indirect cost allocation plans of the Service Providers; budgeted "pay-as-you-go" (or cash funded annual capital programs); and budgeted contributions to a Reserve Fund as agreed upon by all Participants;

LESS

- 2) Operating or non-operating revenue offsets generated by the Service Providers related to the operations of the Treatment Facility and/or Interceptor. These offsets could include surcharges imposed on Participants exceeding capacity allocation, penalties, and other miscellaneous revenue.

The City will not pay a Volume Charge related to the Interceptor.

A Reserve Fund for the Treatment Facility will be maintained by the City and a Reserve Fund on the Interceptor may be established and maintained by the District should circumstances dictate. The Reserve Fund will be in the form of a revolving fund to be used for the following purposes; working capital requirements; annual true-ups to be paid to Participants; operating contingencies; depreciation funds for capital facilities as agreed to by the Participants; and other operating needs or demands necessary to provide continuous and suitable operations and maintenance of the Projects. Reserve Fund contributions will be proposed to the Oversight Committee as part of the Annual Operating Budget process.

The Operating Budgets may include Indirect Costs for the Service Provider. Indirect Costs will exclude any costs that do not support wastewater activities provided to the Participants by the Service Provider. Reasonable justification of the Indirect Costs included in the Operating Budget shall be provided by the Service Provider to the Oversight Committee as a part of the annual review of costs detailed in Section 23.4. The sum of the costs included in the calculation of the Volume Charge will be divided by the total projected annual flows from all Participants to determine the Volume Charge for the next Contract Year.

5.3 Annual Review of Costs

The costs used to calculate the Base and Volume Charges will be reviewed annually by the Oversight Committee as detailed in Section 23.4.

5.4 Annual “True-Up” of Monthly Service Charge

5.4.1 True-Up Process

After the completion of the fiscal year, actual O&M, indirect costs, pay-as-you-go capital improvements costs, and offsetting operating, and non-operating revenues will be determined, along with actual metered flows from each Participant during the Contract Year. After determining the difference between estimated costs and revenues used for calculating the Volume Charge, and actual costs and revenues for the Contract Year, a revised Volume charge will be calculated and applied to the actual wastewater flow delivered by each Participant during the Contract Year. The participant will be a true-up amount that will be due to, or due from each Participant. This true-up amount will become due and be paid in full by January 31 after the Contract Year to which the true-up relates.

5.4.2 True-Up Schedule

The preliminary annual True-up calculation will be provided to each Participant by each Service Provider by September 30 after completion of the Contract Year to which the true-up relates. The final True-up calculation will be provided by each Service Provider by December 31 after completion of the contract Year.

ARTICLE SIX

COVENANTS, REPRESENTATIONS, AND WARRANTIES OF SERVICE PROVIDERS

6.1 Authority of the City

The City represents and warrants that it is duly organized as a municipal corporation duly chartered in the State of South Carolina, and that it has all power and authority required to enter into this Contract and perform its obligations hereunder.

6.2 Authority of the District

The District represents and warrants that it is duly organized as a public corporate and political body formed in accordance with Act No. 733 of 1967, Acts of the general Assembly, as amended, and that it has all power and authority required to enter into this Contract and to perform its obligations hereunder and to make the representations and warranties contained herein.

6.3 Approval and Permits

The District and the City covenant to use their best efforts to obtain all federal, state and local government regulatory approvals and permits, all licenses, and other rights necessary to perform their obligations under this contract.

6.4 Regulatory Compliance

The District and the City represent and warrant that the Projects, when completed, will be in compliance with all applicable regulatory standards of the EPA and DHEC.

6.5 Operation and Maintenance

The District and the City, through their own staffs, or others employed by them, covenant to use their best efforts to provide all the operations and maintenance requirements of their respective wastewater treatment, transmission, and disposal facilities and to maintain the improvements and facilities in good repair and working condition, unless prevented therefrom by Force Majeure or other events outside of their control or responsibility.

6.6 Issuance of Bonds

The District and the City covenant to use their best efforts to issue Bonds or other debt instruments to fund Costs of the Projects as set forth in the initial Annual Capital Budgets described in Section 3.8.

6.7 District and the City Responsibilities as “Participant”

Both the District and the City are a Service Provider and a Participant under this Contract. As a Participant they covenant to be bound in all respects by the terms and provisions of the contract which apply to a Participant.

ARTICLE SEVEN

COVENANTS, REPRESENTATIONS, AND WARRANTIES OF PARTIES

7.1 Authority of Parties

Each Party represents and warrants that the Party has the authority to enter into this Contract and to perform its obligations hereunder and to make the representations and warranties herein contained.

7.1.1 The City

The City represents and warrants that it is a municipal corporation duly chartered by the State of South Carolina pursuant to applicable constitutional and statutory provisions relative thereto.

7.1.2 Town of Andrews

Andrews represents and warrants that it is a municipal corporation duly chartered by the State of South Carolina pursuant to applicable constitutional and statutory provisions relative thereto.

7.1.3 Georgetown County Water and Sewer District

The District represents and warrants that it is duly organized as a public corporate and political body formed in accordance with Act No. 733 of 1967, Acts of the General Assembly.

7.1.4 County of Georgetown

The County represents and warrants that it is a County duly chartered by the State of South Carolina pursuant to applicable constitutional and statutory provisions relative thereto.

7.2 Payment of Allocated Capacity

In certain cases, a Participant may elect to pay upfront for its Allocated Capacity rather than to pay for this capacity through its monthly Base charge. In such cases, the Participant covenants and agrees to purchase its Allocated Capacity agreed upon in keeping with the time limits established by the service provider.

7.3 Payment of Monthly Service Charge

Each Participant pledges to pay promptly the Monthly Service Charge each month and any other charges which from time to time may be required hereunder during the term of this Contract.

7.4 Authority to Serve Service Areas

The Participants warrant and represent that they collectively are authorized to serve those geographical areas set forth.

7.5 Requirements in Excess of Allocated Capacity

If in any month before a reallocation of capacity is performed a Participant uses capacity in excess of its allocated capacity, that Participant will be surcharged a proportionate amount of the Base Charge related to that excess use as specified in Article Five plus a penalty. The penalty will be 100% of the Volume Charge applied to that amount of the flow in excess of the Allocated Capacity. Payment of the penalty will not alleviate the responsibility of the Participant to purchase additional capacity as discussed in Section 3.5.2.

7.6 Preservation, Maintenance and Operation of Participant's Wastewater Collection and Transmission System

Each Participant represents that it presently owns its wastewater collection and transmission system providing sewer service to its users and contemplates some expansion of that system. Each Participant covenants to use its best efforts to maintain its system in good repair and working condition, unless prevented therefrom by Force Majeure.

7.7 Agreement to be Bound by Bond Ordinance or Bond Resolution

The Parties each agree to be bound by the provisions of the Bond Ordinance or Bond Resolution of the issuing Service Provider for applicable capital costs under this contract and similar documentation creating legal obligations to the holders of the Bonds.

7.8 User Charge System

The Participants each agree to maintain a User Charge system governed by 40 C.F.R. §35.929, "Requirements for user charge system."

7.9 Financial Condition

Each Participant represents and warrants that there has been no material change in its financial condition as set forth in its annual audited financial statements. Each Participant further represents and warrants that it will notify the Service Providers within 45 days of any material change from the information set forth in its annual audited financial statements. Guidance for determining a material charge shall be governed by generally accepted account principles.

7.10 Cooperation in Construction of the Projects

Each Participant covenants to cooperate with the Service Providers in the construction and acquisition of the Projects. Each Participant covenants to grant, or acquire and grant, without charge to the Service Providers, any reasonably required construction easements and any permanent easements and land necessary. The Service Providers agree to restore the easement property in a reasonable manner after construction. Each Participant covenants to grant the Service Providers access to its property to the extent reasonably necessary to construct and install the points of delivery and the appurtenant devices.

7.11 Individual Financing

Each participant will be allowed the flexibility to pursue individual financing; and all potential financing must consider the impacts related to current financing and outstanding debt requirements of all the Participants.

7.12 Wastewater Quality

As the NPDES Permit holder, all parties acknowledge that the City will be responsible to DHEC for ensuring that specification Influent treated in the treatment Facility and disposal biosolids resulting from the treatment of Specification Influent comply with appropriate pretreatment requirements. All parties acknowledge this responsibility for compliance is reliant in part on the wastewater quality delivered for treatment.

Each Participant covenants and agrees to deliver wastewater to such a quality that is treatable within reasonable constraints of the wastewater facility it is using (Specification Influent). Such quality shall be defined by the City's most current Sewer Use Ordinance.

In accordance with 40 CFR 403.8(f)(3) the City shall have sufficient resources and qualified personnel to carry out the authorities and procedures in the Industrial Pretreatment Program and the Authority to assess high strength surcharges to Participants or Participant's users. The City will surcharge any of the users delivering high strength wastewater above domestic concentrations as described in the City's Sewer Use Ordinance.

ARTICLE EIGHT

WASTEWATER CAPACITY

8.1 Capacity Available

The Service Provider's obligation to each Participant to provide wastewater treatment and transmission capacity hereunder shall be limited to a maximum amount per day not to exceed the Allocated Capacity of each Participant.

Although the Service Providers have no obligation under this Contract to provide wastewater capacity in excess of the allocated capacity, temporary capacity needs in excess of a participant's allocated capacity shall be supplied by the Service Providers in the event excess capacity is available and capable of being delivered to meet the participant's temporary needs without interfering with the Allocated Capacities of the other Participants.

The Participant with temporary excess capacity becomes the Selling Participant, or Lessor, and the Participant with the need of additional capacity becomes the Purchasing Participant, or lessee.

If, however, more than one Participant requires excess capacity and there is not sufficient capacity to furnish all such Participants' excess needs, the Selling Participant may supply the needs of all such Participants on a pro-rata basis according to the original allocation of capacity reserved in conjunction with this Agreement as amended.

The Participant shall not, however, discriminate against any Participants in favor of any other Participants in supplying needs in excess of Allocated Capacity.

Payment for such excess capacity shall be based upon a lease arrangement with certain terms negotiated between the Selling Participant and the Purchasing Participant.

The monthly lease payment will assume a 20-year amortization period; a principal based upon a capacity cost as determined under Section 3.5.2 using the reproduction cost approach; and the Bond interest rate to which the capacity relates.

If the Bonds are paid out or capacity was purchased by upfront contributions from Participants, and interest rate will be established based upon analysis performed and approved by the Oversight Committee.

8.2 Emergency or Maintenance Shutoff

The Service Providers undertake to use reasonable care and diligence to provide uninterrupted service as provided herein but reserves the right at any time to temporarily interrupt service for emergency and maintenance purposes. The Service Providers shall give to the Participants notice not less than forty-eight (48) hours in advance of any such service interruption except that in emergencies it shall give notice which is reasonable under the particular circumstances. No adjustment shall be made to the Monthly Service Charge in the event of emergency or maintenance service interruption.

ARTICLE NINE

WASTEWATER COLLECTION

9.1 Points of Wastewater Collection

The points of wastewater collection shall be defined as the metering points where the wastewater is either delivered to the Interceptor or received at the Treatment Facility.

9.2 Participants to Operate and Maintain its Wastewater Collection System

Each Participant agrees to operate its own wastewater collection system from the point(s) of Wastewater Collection described above to its user.

ARTICLE TEN

MEASURING EQUIPMENT

10.1 General

The City shall be responsible for providing devices measuring wastewater flows influent to the Treatment facility. The District shall be responsible for providing devices measuring wastewater flows into the Interceptor.

10.2 Service Providers to Supply Equipment and Official Record

The Service Providers shall furnish and install, own, operate, maintain, repair, and replace at the points of collection, the necessary equipment and devices for properly measuring the quality of wastewater delivered under this Contract together with such structures as the Service Providers shall deem necessary to house and reasonably protect such equipment and devices.

Such equipment and devices shall be of a type meeting the established industry standards acceptable to the Oversight Committee. Such structures and equipment shall be located at sites selected and provided for such purpose by each Participant within the service area of each respective Participant or at a common boundary, the specific locations of sites to be determined during final engineering design.

All such sites shall be subject to review and approval by the Service Providers, to which approval shall not be unreasonably withheld. Each participant agrees to grant to the Service Providers a property interest, easement, or right of way in each respective site sufficient to enable right of ingress or egress to such during the term of this contract.

The Service Providers and each Participant shall have access to such structures and equipment for examination and visual inspection at all reasonable times, but the reading for billing purposes, calibration adjustment, and maintenance thereof shall be done only by the employees or agents of the Service providers.

No Tampering or adjustment shall be made by a Participant. For the purpose of this Contract, the official record of readings of the meter or meters shall be the journal or computer record or other record book of the Service Providers in its office in which the records of the employees or agents of the Service Providers take the readings or may have them transcribed.

Upon written request of a Participant, the Service Providers give the Participant a copy of such journal, record book or permit the Participant to have access thereto in the office of the Service Providers during regular business hours.

10.3 Calibration

At least once in each Contract Year, the Service Providers shall have an independent certified meter expert calibrate its meters measuring wastewater either delivered for transmission or received to treatment and disposal. The Service Providers shall give each Participant at least forty-eight (48) hours advance notice of calibration so that a representative of the Participant at least has the opportunity to be present. The Service Providers and the Participant shall jointly observe any adjustments which are made to the meter in case any adjustments may be necessary.

Upon the request of any Participant, the Service Provider shall schedule certification of a particular meter or meters by a certified meter expert and shall give the Participant such advance notification thereof as is reasonable under the circumstances. In the event that such certification shows that the meter is accurate within a range of +5% to -5%, the "Participant" requesting the certification shall pay. In the event that such certification shows that the meter is not accurate within a range of +5% to -5%, the Service provider shall pay for the certification.

To adjust billing for a certification that is not accurate with such range, the Service Providers and the Participant shall review available data to determine as accurately as possible the date upon which the inaccuracy began, the amount of the usage disruption, and the amount that the bill should be adjusted, if any.

10.4 Costs of Metering

The Service Providers will bear the meter costs of providing, operating, and maintaining the metering facilities, and will recover these costs from the benefiting Participant. The metering cost for wastewater measured at the wastewater treatment plant shall be recovered through the Volume charge for the Treatment facility. The metering cost for measurement of Andrew's usage shall be recovered exclusively from Andrews. The metering costs to measure District usage shall be recovered exclusively from the District.

ARTICLE ELEVEN

ADMISSION OF NEW PARTICIPANTS

11.1 Organizations Eligible to Become Participants

Any new Participant shall be either a public body or a nonprofit corporation, which shall be authorized to, and which shall agree to become bound by this Contract.

11.2 Vote to Add New Participants

Amendment of this Contract to add a new Participant shall be by majority vote of the Oversight Committee. Representation by a new Participant on the Oversight Committee shall be determined by the Oversight Committee.

11.3 Obligations of New Participant

A new participant shall pay a Monthly Service Charge calculated in the same manner as for other Participants, plus an initial connection charge sufficient to reimburse the existing Participants for a fair share of Fixed Costs as of the date the new Participant becomes a Party to the Contract. That connection charge shall consist of: 1) the actual costs of being connected to the Interceptor or Treatment Facility (including the metering facility) including relevant overhead costs, and 2) the Capital costs as defined in Section 3.5.2, Reallocation of Capacity.

The connection charge shall be paid to the appropriate Service Providers (transportation or treatment) in a lump sum as of the date the new Participant is admitted. The portion of the connection fee related to connecting a new Participant to the Projects will be used to pay the actual cost of connection. The portion of the connection fee related to reallocation of Capacity will be paid, prorated to those Participants transferring their capacity to the new Participant. The transferring Participants(s) will continue to pay the Base Charge on the Reallocated Capacity.

The capacity requested by the prospective Participant shall be reviewed prior to purchase by the Oversight Committee to determine whether the request reasonably reflects the anticipated future needs of such prospective Participant.

11.4 Continuing Liability of Existing Participants

The admission of a new Participant shall in no way reduce the obligations of the existing participants and they shall remain liable to the service Providers.

ARTICLE TWELVE

SALE OF ALLOCATED CAPACITY BY A PARTICIPANT NOT IN DEFAULT

12.1 Conditions for Disposing of Allocated Capacity

A Participant not in default may sell or lease all or any portion of its Allocated Capacity, but only upon the following conditions:

- A. The valuation of the share to be sold shall be made by the reallocation formula set forth Section 3.5.2.
- B. The share shall first be offered to the remaining Participants, on the same terms, and upon a pro rata basis according to Allocated Capacity for a period of 90 days, unless extended by the selling Participants.
- C. If any Participant(s) elects not to receive its portion, then that portion shall be offered pro rata according to Allocated Capacity to the other Participants for a period of 30 days unless extended by the selling Participant.
- D. If all or any portion remains, it may then be offered to a new proposed Participant approved by the existing Participants under the provisions of Article Eleven.
- E. If any Participant elects to lease a portion of its capacity to another it may do so under the terms identified in Section 8.1, provided that such a lease arrangement in no way eliminates or changes in any manner the Participant's rights and responsibilities under this Contract.

12.2 Continuing Obligations of Disposing Participant

No such sale, lease, rental or other disposition shall waive or relieve this disposing Participant from its obligations and liability under this Contract, and it shall remain liable to the Service Providers, except such liability shall be reduced to the extent the new Participant shall be deemed by the bond trustee to be of equal financial responsibility with the disposing Participant and both willing to, and financially capable of, assuming its pro rata share of liability hereunder.

ARTICLE THIRTEEN

FORCE MAJEURE

13.1 Force Majeure by Participants

In case any Party by reason of Force Majeure shall be rendered unable wholly or in part to carry out its obligations under this Contract, then if such Party shall give notice and full particulars of such Force Majeure in writing to the other Parties within twenty-four hours of the existence of such Force Majeure, the obligation of the Party giving such notice so far as it is affected by such Force Majeure shall be suspended during the continuance of the inability then claimed, but for no longer period, and any such Party shall be required to resume performance of its obligations under this Contract upon the termination of the aforementioned Force Majeure; provided, however, the Party unable to perform shall use its best efforts and act in good faith to avoid or overcome the impediment. No Force Majeure which renders any of the Parties unable to perform under this Contract shall relieve a Participant of its obligation to make payments to the Service Providers as required under Article Five.

ARTICLE FOURTEEN

DEFAULT AND ENFORCEMENT REMEDY

14.1 Default by Participant and Enforcement Remedy

In the event any Party breaches or fails to perform any material obligation of this Contract, the remaining Parties, after expiration of the time set forth in the notice to cure and the exhaustion of the initial procedure for the resolution of disputes set forth below in this Contract may seek declaratory relief, a writ of mandamus, or sue for specific performance of the obligation in the Common Pleas Court of Georgetown County and may seek both a temporary or permanent mandatory injunction requiring performance by the defaulting Party or a temporary or permanent order restraining the defaulting party. In addition, and as a part of the same proceeding, if prevailing, the Plaintiff Party may recover attorney's fees incurred and may recover for the actual loss of any net revenues during the period of the defaulting Party's insurance coverage as required by this Contract. In no event shall any Party be entitled to sue for or recover punitive damages.

ARTICLE FIFTEEN

ADDITIONAL REMEDY WHEN THERE IS A FAILURE TO PAY THE MONTHLY SERVICE CHARGE

15.1 Failure to Pay by Participant

Upon the refusal or inability of a Participant to pay the Monthly Service charge within sixty (60) days of the date it is due, the remaining Participants shall purchase that portion of the Allocated Capacity on a prorated basis and shall assume the pro rata share of the Monthly Service charges applicable to that portion of the Allocated Capacity for the remaining term of the Contract or until a sale can be made. The sales shall be automatic, without the execution or delivery of any further documents except a written notice from the Service Providers to the remaining Participants that the Allocated Capacity has been prorated and transferred. The notice shall show how the share was divided, the amount due by each Participant to catch up the arrears of the defaulting Participant, and the new Monthly Service Charge as adjusted for each remaining Participant.

No sale or transfer shall, however, waive or release the defaulting Participant from its obligations to pay under this Contract, and the defaulting Participant shall remain liable to the Service Providers as if the sale had not occurred; provided, however, such liability shall be reduced to the extent the Service Providers shall receive actual payment from a purchaser or a transferee.

A determination of inability to pay may also be made upon the following events:

- A. If a decree or order for relief is entered against the Participant in an involuntary case under any applicable bankruptcy, insolvency, state receivership, or similar law; or
- B. If a receiver, liquidator, custodian or trustee or similar official is appointed for Participant or over its assets; or
- C. If an order provides for the liquidation of a Participant's affairs and remains unstayed or in effect for twenty (20) days; or
- D. If Participants shall consent to any such order or appointment; or
- E. If Participant should commence a voluntary bankruptcy, including a reorganization bankruptcy, receivership or liquidation; or
- F. If Participant shall make a general assignment for the benefit of creditors.

ARTICLE SIXTEEN

INDEMNIFICATION FOR LOSSES OF THIRD PARTIES

16.1 Indemnification by Parties

To the extent permitted by law, the Parties and the Service Provider agree to indemnify and defend each other, including their agents, officers and employees, against all liabilities from suits, proceedings, demands, judgments, damages, losses, expenses, and costs of any third party. Such indemnity shall be available only if the indemnifying Party has 1) breached this Contract, or 2) acted or failed to act in a negligent or more culpable manner. Losses to third parties that are subject to indemnification shall include civil and criminal fines; penalties; takings (whether direct or indirect); loss of use of services; bodily injury, death, personal injury; damage to real or personal property ; and reasonable attorneys' fees and costs (including appellate proceedings).

16.2 Notice to Parties

The Service Providers shall promptly notify a Party of any material civil or criminal actions filed against it; of any notice of material violation from any Federal or State agency; or of an material claim as soon as practical arising out of the Party's performance or failure to perform any of the obligations under this Contract.

The Party, upon receipt of such notice, shall have the right at its election to defend all actions or suits or join in the defense. Nothing herein shall be construed to prevent the Service Providers from defending its own interests.

16.3 Indemnification by Service Providers

The Service Providers agree to indemnify, defend, hold harmless, and reimburse any Party, its agents, officers and employees from and against any and all losses, liabilities, expenses, and all claims for damages, of a third party, of any nature whatsoever, relating to or arising out of any action or failure to act by the Service Providers, its officers, agents, or employees or relating to, or arising out of, the performance or failure to perform by the Service Providers, its officers, agents, or employees of any of the obligations under this Contract. Losses liabilities, expenses, and claims for damages shall include, but not be limited to, civil and criminal fines and penalties, a taking, whether director or indirect (inverse), loss and use of services, bodily injury, death, personal injury or injury to real or personal property, defense costs legal fees and costs, and attorney's fees for an appeal. It is specifically understood and agreed that recovery under this section shall not be limited by the Service Providers' insurance coverage.

16.4 Notice to Service Providers

A Party shall promptly notify the Service Providers of any material civil or criminal actions filed against it or of any notice of material violations from any Federal or State agency or any material claim as soon as practical. The service Providers, upon receipt of such notice, shall have the right at its election to defend any and all actions or suits or join in the defense. Nothing herein shall be construed to prevent a Party from defending its own interests.

ARTICLE SEVENTEEN

INSURANCE REQUIREMENTS

17.1 Common Insurance Requirements

For protection against liability and property claims for the Project(s), the Service Providers shall provide insurance for the Treatment Facility and Interceptor. Insurance will include the following types of coverage to the extent available at a reasonable cost: builder's risk, tort liability, auto liability, flood, inland marine coverage, replacement cost fire insurance, electronic data processing, and contingent business interruption. The applicable Service Provider will be the named insured and will be responsible for maintaining the coverage. The cost of all annual premiums and/or allocations will be included by the Service Provider in the Operating Budget and recovered through the Volume Charge.

17.2 Participants' Insurance Requirements

Each Participant shall be required, to the extent available at a reasonable cost, to maintain contingent business interruption coverage and all other insurance coverage necessary in order to comply. Costs for this coverage will be borne by the Participant.

ARTICLE EIGHTEEN

DISPUTE RESOLUTION

18.1 Payments Required

If a Participant choose to dispute all or any part of any billing or payment arising under terms of this contract, the Participant shall nevertheless pay this full amount of any such billing or payment when due. The Participant shall also include with such payment written notification to the Service Provider that there is a dispute of the billing or payment amount, the grounds for the dispute, and the amount in dispute.

18.2 Dispute Resolution Process

The Dispute Resolution process will provide an orderly mechanism to address disagreements and disputes related to this Agreement among Parties and Participants. Disputes could relate to capacity allocation and reallocation; and other matters of common interest to the Parties. Each Party and Participant agrees to follow the Dispute Resolution process as defined in the Article.

Use of the singular in this Section applies equally to parties of plural action.

18.2.1 Level 1 – Resolution by Service Provider and the Participant

Upon receipt of notification of a dispute, representatives of the disputing Parties shall meet to resolve such dispute. The disputing Parties shall promptly attempt and continue efforts to resolve the dispute.

If the dispute is a billing dispute, no adjustment or relief on account of any disputed charges shall be made unless the disputed charges have been paid as required by this section and the Service Provider has been given notice of the dispute within a reasonable period from the time the Participant knew or should have known of the facts giving rise to the dispute.

In the event that it is determined that the Participant shall have overpaid, it shall receive a refund of the overpayment.

18.2.2 Level 2 – Referral to Oversight Committee

In the event the disputing Parties are unable to resolve the dispute, the party initiating the dispute shall notify the Chairman of the Oversight Committee in writing. The Oversight Committee, within a ten (10) day “cure period” of receiving such written notification, shall attempt to mediate the dispute between the disputing Parties.

18.2.3 Level 3 – Disputes Resolution Committee

In the event the Oversight Committee is unsuccessful in mediating the dispute, it shall within ten (10) days after the expiration of the cure period, elect one person, not a member of the Oversight Committee, as Chairman of a Disputes Resolution Committee. Within this same time period, the Oversight Committee shall also notify each disputing Party to name one person to serve on the Disputes Resolution Committee. Each Party to the dispute shall have five (5) days from receipt of notice by the oversight committee to select its delegate to the Disputes Resolution Committee.

The Disputes Resolution Committee shall meet within fifteen (15) days to mediate and resolve the dispute between the Parties. In the event a resolution of the dispute is obtained, the resolution must be approved by the Governing Bodies of the Parties in dispute.

18.2.4 Remedies

In the event resolution is not obtained, Remedies available to the parties include those as described in Section 14.1, supra.

Jurisdiction for any action brought hereunder shall be the state courts of the State of South Carolina.

ARTICLE NINETEEN

DEFINITION OF BREACH OR FAILURE TO PERFORM A MATERIAL OBLIGATION

19.1 Breach of Contract

A default, breach, or failure to perform a material obligation of this Contract is such that causes one or more of the following: (i) economic loss but not a de minimus economic loss, or (ii) impairment of the ability of any Party to pay any obligation, or (iii) interference with the success of the Project for any Party or the Service Providers, or (iv) risk to public health.

ARTICLE TWENTY

DUTY TO MINIMIZE DAMAGES

20.1 Duty to Minimize Losses

Every Party to this Contract shall have the affirmative duty to use its best efforts in good faith to minimize any losses or damages arising each against the other, and it shall be a duty of the Oversight Committee to encourage and assist in the minimization of damages.

ARTICLE TWENTY-ONE

NOTICE TO CURE

21.1 Notice to Cure

Any Party defaulting shall be given a written notice and demand to cure the breach or failure to perform within thirty (30) days by the Party claiming a breach or failure who shall prepare a certificate of mailing.

A copy shall be sent to the Oversight Committee, and all Participants, as well as the defaulting Party.

ARTICLE TWENTY-TWO

AUDITS, RECORD KEEPING, AND REPORTS

22.1 Records of Service Providers

Service Providers shall keep separate, distinct and accurate records and accounts for the Treatment Facility and the Interceptor.

These records shall contain information confirming the receipt and application of proceeds from the Bond issue and receipts; and application of all revenues and expenditures from the Projects. An independent Certified Public Accountant employed by Service Providers annually shall audit such records and accounts, and such audit, including comments and recommendations, shall be made available to the Oversight Committee within thirty (30) days after completion of the audit.

22.2 Records of Participant

Each Participant shall keep similar separate, distinct and accurate records for its utility systems and shall submit copies thereof to the Service Providers upon request.

22.3 Service Provider's Annual Report

Service Providers shall, within ninety (90) days after the close of each Contract Year, make an annual report to all Participants of its prior year's activities. This annual report shall summarize its operations (including its industrial pretreatment program), financial reports, and legal activity for the year. It shall also provide the preliminary true-up calculations per Section 5.4; its proposed Operating Budget for the next Contract Year including justification for Service charge Calculations of next Contract Year; and its goals for the next year.

Within one hundred- eighty (180) days after the close of each Calendar Year the Service Provider shall finalize the true-up calculations for each Participant and its Operating Budget, its Capital Budget, and the Monthly Service Charge for the next Contract Year.

22.4 Inspection of Records and Reports

Such records, audits, and reports of Service Providers and those of any Participant shall be made available to any duly authorized representation of a Participant, the Service Providers or the Oversight Committee, for inspection at reasonable times, during normal office hours, at the office of the Party having such records.

22.5 Cooperation Between Parties

The Service Providers and every Participant shall be responsive to any reasonable request or demand from the Oversight Committee to provide any additional information relating to any of the above matters, and further, upon request, shall cooperate or furnish the data for an audit of

physical facilities of the Projects or of any Participant's Wastewater Collection and Transmission System.

ARTICLE TWENTY-THREE

THE COMPOSITION, DUTIES, AND COSTS OF THE OVERSIGHT COMMITTEE

23.1 Composition of Oversight Committee and Meetings

The Oversight Committee shall be composed of two representatives for each Participant. The Governing Boards of each Participant reserve the right to appoint two positions to the Oversight Committee. Initially, the appointments will include the Executive Director of the District, the City's Public Water Utilities Manager & Public Works, and the Town Administrator of Andrews plus one additional representative appointed by the Governing Bodies of each Participant. Each Participant may appoint an alternate to act on behalf of an Oversight Committee member in their absence. In addition, the Georgetown County Administrator will be an ex officio member and will vote only to break a tie. Written notice of such appointments shall be given by the respective Governing Bodies to the Oversight Committee. Each Participant shall be entitled to one vote upon each matter on which the Oversight Committee has authority to vote hereunder. The business of the Oversight Committee shall be conducted by a simple majority vote. The Oversight Committee shall meet at least bi-annually. Meetings of the Oversight Committee may, however, be held more frequently, as necessary, upon call for a meeting by the chairman, or by not less than two Participants.

23.2 Officers

The Oversight Committee annually shall elect the following officers: A Chair and Vice-Chair. Officers shall be from different Participants. The duly elected officers of the Oversight Committee shall assume their respective duties on or after July 1st of each year.

23.3 Term of Representatives

Each representative and each alternate representative shall serve at the pleasure of the Governing Board appointing such person.

23.4 Duties

The duties of the Oversight Committee shall consist of the following:

- A. To propose and maintain provisions of the Service Agreement;
- B. To act as the focal point for interfacing with participants and resolving disputes between the Service Providers and the Participants or between Parties as required under this Contract.

- C. To review and make recommendations relating to each annual Operating Budget and each Capital Budget of the Service Providers;
- D. To review each annual audit and annual report of the Service Providers relating to the Treatment Facility and the Interceptor;
- E. To call for additional audits when deemed necessary;
- F. To require audits of physical assets and performance of this Contract by any Party when deemed necessary.
- G. To review application and appropriateness of the various formula and annual service fee true-up set forth in this Contract throughout the term of the contract;
- H. To propose amendments to this Contract to admit a new Participant;
- I. To determine the representative, if any, a new Participant should have on the Oversight Committee.
- J. To review and make recommendations concerning expansion of the Treatment Facility and the Interceptor;
- K. To encourage cooperation between the Parties and the success of the Projects;
- L. To recommend enforcement of this Contract;
- M. To report its findings and recommendations to the Governing Body of each Party;
- N. To maintain an active role in the procurement of professional services, recommend preferred consultants and vendors to the Service Providers, and other related activities;
- O. To recommend the review and approval as appropriate, the assignation or transfer of this contract or interest herein by a Party;
- P. To determine appropriate action should a Participant exceed their pollutant loading capacity; and
- Q. To carry out any additional responsibilities as required in the Contract.

23.5 Costs and Expenses

Each Participant shall bear the costs and expenses of its representatives to the Oversight Committee.

ARTICLE TWENTY-FOUR

MUTUAL COOPERATION IN ISSUANCE OF OBLIGATIONS

24.1 Mutual Cooperation

Each Party shall cooperate with the Service Providers in the issuance of Bonds. In connection therewith, each Party and the Service Providers shall comply with all reasonable requests of each other and will, upon request, do as follows:

- A. Make available general and financial information about itself;
- B. Consent to publication and distribution of its financial information;
- C. Certify that general and financial information about it is accurate, does not contain an untrue statement of a material fact and does not omit to state a material fact necessary in order to make the statements in the information, in light of the circumstances under which they were made, not misleading;
- D. Make available certified copies of official proceedings;
- E. Provide reasonable certifications to be used in a transcript of closing documents;
- F. Provide and pay for reasonably requested opinions of counsel as to the validity of its actions taken with respect to the binding effect Contract; title to the Treatment Facility and Interceptor as applicable; pending or threatened litigation which could materially affect its performance hereunder, and any other reasonably related opinions.
- G. Provide information as needed to comply with the continuing disclosure requirements of Security and Exchange Commission Rule 15c2-12 ("the Rule") to the extent such Party shall be deemed to be an "obligated person" as defined in the Rule with respect to any Bonds issued by the Service Providers.

ARTICLE TWENTY-FIVE

FUTURE EXPANSIONS OF THE TREATMENT FACILITY AND THE INTERCEPTOR

25.1 Expansion or Upgrade for Benefit of All Participants

It is recognized by the Parties that the Participants, or any of them, may require increased wastewater flows or capacity at some time in the future.

Planning for expansion: At such time as the average daily flow for two (2) consecutive NPDES monthly reporting periods exceeds 70% of total design capacity of the Treatment facility or the Interceptor, Service Providers shall begin planning for expansion of the Project, including consultation with the Participants as to their future requirements for wastewater.

Design and engineering: At such time as the average daily flow for two (2) consecutive NPDES monthly reporting periods exceeds 80% of total design capacity of the Project, Service Providers will begin design and engineering of the necessary expansion.

Completion of construction; Service Providers will use its best efforts to begin construction of any such expansion of the Treatment Facility and/or the Interceptor at or before such time as average daily demand for wastewater capacity for two (2) consecutive NPDES monthly reporting periods exceeds 90% of the total design capacity of the Facilities.

At all times the Oversight Committee is authorized to override the thresholds listed in this paragraph to plan, design, or construct additional capacity based upon unusual or extenuating circumstances.

Service Providers shall also undertake such expansions or upgrades of the Treatment Facility and/or the Interceptor as may from time to time be required to comply with applicable law and regulations.

The cost of any expansion or upgrade of the Treatment Facility or the Interceptor for the benefit of all Participants shall be based upon the same rationale as the distribution of initial capacity costs delineated in Article Three.

25.2 Capital Improvement for Primary Benefit of One Participant

In the event that a Participant desires expansion of the Treatment Facility and/or the Interceptor at times, in amounts, or under circumstances other than those set forth above, the Participant shall notify Service Providers of such desire for expansion in writing, which notice shall set forth the proposed expansion.

Before requesting any such improvement, however, such Participant shall first make inquiry of each other Participant whether any such Participant has excess Allocated Capacity that it is willing to sell. If the Participant in need of additional Allocated Capacity is unable to fill all of its additional needs by such method, the improvement may be undertaken to the extent such additional needs have not been filled by purchases of excess Allocated Capacity from the other Participants. The appropriate Service Provider will undertake such expansion at the expense of the Participant requesting the improvements. Such requesting Participant shall pay all costs relating to design, acquisitions, construction, and operation and maintenance of the improvement, as well as the Volume Charge associated with such improvement.

ARTICLE TWENTY-SIX

MISCELLANEOUS PROVISIONS

26.1 Regulatory Bodies

The Parties through this Contract seek to exercise and maintain all sovereign rights granted to them under and through the Constitution and laws of the State of South Carolina. This Contract shall be subject to all valid rules, regulations and laws applicable hereto passed or promulgated by the United States of America, the State of South Carolina, or any governmental body or agency having lawful jurisdiction, or any authorized representative or agency of any of them; provided, however, that this clause shall not be construed as waiving the right of any Party to challenge the validity of such rule, regulation, or law on any basis, including the impairment of this Contract.

26.2 Change of Law

The terms and conditions of this Contract and the mutual covenants made between the Parties are based upon existing law as of the date of this Contract. All terms and conditions contained herein are intended to be absolute conditions hereof and are agreed to by the Parties.

A change of law or regulation occurring after the date of execution of this Contract which occasions a financial impact upon the Project, increasing cost of operation and maintenance, or necessitates expenditures or capital expense shall be justification for an adjustment in the Monthly Service Charge commensurate with the costs incurred. If such an adjustment is made, written notice shall be given to the Participants setting forth the reasons, calculations of the amount and effective date of the adjustment.

26.3 Applicable Law

This Contract shall be construed and enforced exclusively in accordance with the laws of the State of South Carolina.

26.4 Notices of Evidence of Actions

All notices or communications provided for herein shall be in writing and shall be delivered either in person or by United States Mail, by certified mail, return receipt requested, postage paid. Notices or communications delivered or mailed to any Participant, Service Provider, or member of the Oversight Committee shall be addressed to the principal office of such Party. Any notice or communication to be delivered or mailed to the Oversight Committee shall be delivered pursuant to the terms of this Section and shall be addressed to:

The City of Georgetown
ATTN: Public Water Utilities Manager
P.O. Box 939
Georgetown, South Carolina 29442

The Town of Andrews
ATTN: Town Manager
P.O. Box 378
Andrews, South Carolina 29510

Georgetown County Water and Sewer District
ATTN: Executive Director
P.O. Drawer 2730
Pawleys Island, South Carolina 29585

The County of Georgetown
ATTN: County Administrator
716 Price Street
Georgetown, South Carolina 29440

26.5 Severability

Should any part of this Contract, for any reason, be declared invalid or void, such decision shall not affect the remaining portions which shall remain in full force and effect as if this Contract had been executed with the invalid portion eliminated.

26.6 Non-Assignability

Except to the extent herein provided, no Party shall assign or transfer this Contract or any rights or interest herein without the written consent of the Oversight Committee as herein above provided. The right to receive all payment which are required to be made by the Participants to the Service Providers in accordance with the provisions of this Contract may be assigned by the Service Providers to any trustee as provided in the Bond Ordinance or Bond Resolution to secure the payment of the principal of premium, if any, and interest on the Bonds as those amount come due, subject to the application of those payments as may be provided in the Bond Ordinance or Bond Resolution. The Participants will, upon notice of assignment to any such trustee, make all payments directly to such trustee. The rights of the Service Providers to enforce the provisions of this Contract may be assigned to such trustee and, in such event; the trustee will have the right to enforce this Contract at law or in equity with or without the further consent or participation of the Service Provider or the Oversight Committee. The Service Provider may also retain the right to enforce this Contract.

26.7 Execution in Counterparts

This Contract may be executed in several counterparts, each of which shall be deemed to be an original, and all of which shall constitute but one and the same instrument. Any such counterpart may be signed by one or more of the Parties hereto as long as each of the Parties hereto has signed one or more of such counterparts.

26.8 Modification and Amendment

This Contract constitutes the complete and entire understanding of the Parties. No prior or contemporaneous agreements shall be effective to alter or amend the plan meaning hereof. Subject to Section 26.2 herein, no amendment, modification or other change to this Contract shall be effective without the prior written consent of the Governing Bodies of all Parties.

26.9 Restrictions on Construction of Separate Facilities

There shall be no restrictions placed on the Participants as to the construction of separate wastewater treatment facilities so long as no breach of this Contract shall result.

IN WITNESS WHEREOF, the Parties hereto have caused their respective corporate names to be subscribed hereto and their respective corporate seals to be hereto affixed and attested by their duly authorized officers, all on the dates set opposite their respective corporate names.

ATTEST:

The City of Georgetown

By: _____

Title: _____

ATTEST:

The Town of Andrews

By: _____

Title: _____

ATTEST:

Georgetown County Water and Sewer District

By: _____

Title: _____

ATTEST:

The County of Georgetown

By: _____

Title: _____



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

ACTION ITEM

Council Meeting Date:	June 18, 2025
Department:	Administration
Issue Under Consideration:	Motion to approve a resolution for an extended moratorium of the two-hour parking ordinance starting on June 29, 2025, and ending December 31, 2025.
Amount Requested:	N/A
In Current Budget?:	N/A
If not, please explain:	N/A
Financial Impact:	Reduction in revenue from parking fines.
Points to Consider:	Under chapter 14, article III, section 14-43 of the City of Georgetown Code of Ordinance, it authorizes the Georgetown Police Department to enforce a two-hour parking in the Core Commercial District on Front Street; Monday through Saturday from 9:00 am to 5:00 pm. City Council, in the past, has evaluated options for parking in this area. During the time period of December 1, 2024 through January 5, 2025 and then again from February 26, 2025 through June 29, 2025, Council approved a trial moratorium of the two hour parking. To further evaluate the parking and the option to modify the ordinance, an extension is being recommended between June 29, 2025 and December 31, 2025. This will allow visitors to this area additional time to shop, dine and visit the City Parks.
Options:	Approve or Not Approve.
Staff Recommendation:	Approve.

Reviews:

Scott Whittier	Approver	Created/Initiated
Scott Whittier	Approver	Approved
Scott Whittier	Approver	Approved
Stephanie Buccione	Approver	Final Approval

Attachments:

1. 6-18-25 Resolution two-hour parking Moratorium

STATE OF SOUTH CAROLINA)
)
CITY OF GEORGETOWN)
)
RESOLUTION
MORATORIUM OF TWO
HOURLY PARKING ENFORCEMENT IN
CORE COMMERCIAL DISTRICT

WHEREAS, Chapter 14. Motor Vehicles and Traffic, Article III. Stopping, Standing and Parking, Section 14-43. Two-hour Parking, of the City of Georgetown Code of Ordinance authorized the Georgetown Police Department to enforce two-hour parking, Monday through Saturday from 9:00 a.m. to 5:00 p.m.

WHEREAS, the City Council had implemented a temporary moratorium of the two-hour parking enforcement from December 1, 2024 through January 5, 2025.

WHEREAS, the City Council wished to provide an additional temporary moratorium of the two-hour parking enforcement from February 26, 2025 through June 29, 2025.

WHEREAS, the City Council would like to extend the moratorium of the two-hour parking enforcement from June 29, 2025 through December 31, 2025.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Georgetown, in a meeting duly assembled, that: City Council extends to all citizens and visitors a temporary moratorium of enforcement of the two-hour parking from June 29, 2025 through December 31, 2025, for the purpose of an additional extended parking trial and to promote extended visits to businesses, shops and restaurants in Georgetown.

APPROVED this ____ day of _____ 2025.

ATTEST:

CITY OF GEORGETOWN
a Municipal Corporation

Stephanie Buccione
City Clerk

Carol Jayroe
Mayor

APPROVED AS TO FORM:

Elise F. Crosby
City Attorney



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

ACTION ITEM

Council Meeting Date:	June 18, 2025
Department:	Human Resources
Issue Under Consideration:	Motion to approve the revised Employee Handbook as presented during the May 22 nd workshop.
Amount Requested:	
In Current Budget?:	
If not, please explain:	
Financial Impact:	
Points to Consider:	
Options:	
Staff Recommendation:	

Reviews:

Katie Badgett
Katie Badgett
Scott Whittier
Stephanie Buccione

Approver
Approver
Approver
Approver

Created/Initiated
Approved
Approved
Final Approval

Attachments:

1. City Council Workshop Letter



Employee Handbook

DISCLAIMER

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

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Disclaimer & Acknowledgement Receipt – Employer Copy

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

Signature

Date

Printed Name

Disclaimer & Acknowledgement Receipt – Employee Copy

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

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

Signature

Date

Printed Name

Equal Employment Opportunity

Equal Employment Opportunity

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

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

Anti-Harassment

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

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

Sexual Harassment

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

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

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

Complaint Procedure and Investigation

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

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

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

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

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

-- Important--

To avoid misunderstandings, complaints made to members of management or to the human resources department require the completion of a complaint report, either by you or by the

person, to whom the complaint is made, summarizing the allegations, and listing any witnesses to the alleged harassment. You should be sure to get a copy of this initial complaint report to confirm you have complied with this procedure.

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

Anti-Bullying

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

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

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

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

Employment Relationship

Filling of Vacancies

Equal employment opportunity

The City provides equal opportunity to all applicants for employment and administers hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of race, color, religion, gender, gender identification, sexual orientation, pregnancy, childbirth, or related medical conditions (including but not limited

to lactation) disability, genetic information, age, or national origin. The City also prohibits retaliation against employees who have reported discrimination. Any employee who believes that he has been discriminated against in violation of this policy should report the matter to the administrator.

Recruitment

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

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

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

Examinations

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

Promotions and Transfers

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

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

Selection of New Employees

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

Probationary Period

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

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

Promotions

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

Regular Status

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

Nepotism/Employment of Relatives

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

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

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

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

Payment of Wages

Pay Schedule and Scheduled Work Hours

Employees will be paid on a bi-weekly basis with payday being on Friday. The City has a mandatory direct deposit policy for employee paychecks. Employees can use a bank of their choice for direct deposit. Direct deposits can be made into checking and/or savings accounts. First time paper checks will be available for departmental pick up after 10 am on pay day from the Finance Department.

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

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

Overtime

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

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

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

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

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

Compensatory Time

Non-exempt 37.5 hour/week employees who work over the 37.5 hour threshold in any workweek have the option to earn compensatory time at straight time instead of receiving straight pay at the discretion of the City. Non-exempt employees who work over 40 hours in any workweek have

the option to earn compensatory time at 1 ½ times their regular rate instead of receiving overtime pay at the discretion of the City. For compensatory time purposes, general leave hours are not considered hours worked.

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

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

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

On Call Pay/Call Out Pay

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

All non-exempt (hourly) employees that have primary “on-call responsibilities” will be paid a ~~\$100-200~~ on call stipend during their active on-call period. The ~~\$100-200~~ on call stipend replaces the previous mileage reimbursement policy. In addition, an employee designated as being “on call” will receive call out pay of two (2) hours minimum, for responding to service calls outside of their regular work day schedule. If an employee is called out multiple times during a two (2) hour period, the employee will only receive two (2) work hours unless the call for service extends longer than two (2) hours, then the employee will receive pay for actual time worked. If an employee is called out again after a two (2) hour period ends, the employee will receive an additional two (2) hours of call out pay for that call out. Employees are solely responsible for covering the entirety of their on call rotation and must inform their supervisor of any changes to scheduling.

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

DEPARTMENT	CALL OUT PAY MINIMUM	ON CALL STIPEND
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Water Utilities	2 Hours	\$100.00 200
Electric – Line Technician	2 Hours	\$100.00 200
Electric – Meter Technician	2 Hours *only if called out otherwise actual time worked	\$100.00 200
Police - Investigations	2 Hours	\$100.00 200
Police- On Call Emergency	2 Hours	\$200
Municipal Court	2 Hours	\$100.00 200

Paycheck Deductions

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

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

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

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

Compensation

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

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

Commented [KB1]: I think we should look at this.

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

Commented [KB2]: I would like to discuss this too

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

Commented [KB3]: Same as above

HAZARDOUS WEATHER AND EMERGENCY LEAVE ~~Inclement Weather~~

“Emergency Conditions” means circumstances that would expose City employees to harmful or unsafe conditions, as determined by the Administrator. “Extended Emergency Condition” means a Declaration of Emergency with duration of three or more consecutive days.

The Administrator or his/her designee has the sole authority to excuse employees from the City from reporting to work during extreme weather or other emergency conditions. The Administrator shall issue a Declaration of Emergency stating that, because of extreme weather or other specified emergency conditions, employees should not report to work. Unless such a Declaration of Emergency has been issued, all City government employees are expected to report to work.

During a Declaration of Emergency, all essential and direct care services will be maintained. All Department Heads shall identify essential employees by position, classification, or internal title.

It may be necessary for the City to establish and maintain emergency work groups as a part of the overall emergency response plan. These groups will consist of City employees who do not perform emergency response function. Human Resources will develop the work groups in coordination with Administration and other City departments. The work groups will perform ancillary services and tasks required before, during and after an event or disaster. These work groups may be reassigned to jobs or tasks that may differ from their normal jobs or tasks.

There may be times when the City will close certain departments/offices due to inclement weather or emergencies as defined by the SC Emergency Management Division. During these

emergencies, non-essential and essential employees will be determined by the Department Head of that department.

Non-essential employees whose departments are closed due to inclement weather or emergency may utilize General Leave or leave without pay for hours missed from work. If employees have enough time, they will be required to use their own General Leave balance first.

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

Any Declaration of Emergency that remains in effect longer than seven days will be considered an Extended Declaration of Emergency. When an Extended Declaration of Emergency is in effect, employees will be compensated if they report to work as directed by the Administrator or his/her designees. The use of paid leave time during an Extended Emergency may be limited or eliminated at the discretion of the Administrator.

Employment References

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

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

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

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

Time Off & Employee Leave of Absences

Official Holidays

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

- New Year's Day

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

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

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

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

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

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

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

Civil Leave

Jury duty:

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

is excused from jury duty because of illness shall be charged to general leave. An employee shall be entitled to all fees received as a juror.

Official Court Attendance:

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

Private litigation:

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

Approval:

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

General Leave

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

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

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

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

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

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

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

use after they have successfully completed their probationary period. This decision will be at the sole discretion of the City.

All employees assigned to regular full-time positions who are scheduled to work an average of 30 hours or more per week will accumulate general leave time according to the schedules below. All employees who are probationary are eligible to use their accrued time after three months with department head approval.

0 months- 5 years

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

5-10 years

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

10-15 years

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

15-20 years

Scheduled Work Hours	Average Work Hours Per week	Average Work Hours Per Day	Hours Accumulated Per Year	Hours Accumulated Per Month
1,560	30.00	6.0	162.00	13.50
1,950	37.50	7.5	202.50	16.875

2,080	40.00	8.0	216.00	18.00
2,184	42.00	8.4	226.80	18.90
2,210	42.50	8.5	229.50	19.125
2,756	53.00	10.6	286.20	23.85

20 + years

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

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

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

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

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

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

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

Bereavement Leave

Bereavement Leave is intended to support employees at the time of their loved one's death. Employees may be required to submit evidence of death and family relationship to receive bereavement leave pay. Employees will be paid for time lost up to (3) consecutive working days for the following immediate family members: spouse, parent, child, grandparents, brother, sister, grandchildren, parent -in-law, stepchildren.

Firefighters will receive two shifts for the death of a spouse or child, they will receive one shift for everyone else.

Wellness Program

Policy Statement

To assist employees in living a healthy lifestyle and making healthy choices. The Wellness Program offers rewards and education related to physical activity, nutrition, disease prevention/management, financial wellness and mental wellness. Wellness reward hours are increments of qualified leave time that full-time employees can earn by participating and providing proof thereof in designated wellness activities and events.

Eligibility: All full-time employees are eligible to earn wellness reward hours. Wellness reward hours will be given for qualifying activities performed in the same calendar year. A total of 16 wellness reward hours can be earned. Wellness hours will not be retroactively applied for a previous year.

Use: Wellness hours can be requested to take as "paid time off." Wellness hours need to be scheduled in advance with the approval of the supervisor. Employees, when submitting their leave request, must indicate their wellness hours. Wellness hours are earned and can be used in hour increments.

Qualifying Ways to Earn Wellness Hours:

Health Screenings: Attending our city clinic. Providing a note that you went.

Dental Cleanings: Providing a doctor's note of the dental cleaning.

Vision Screenings: Going to get your annual vision screening

Donation of Blood: If someone donates blood, they are eligible with documentation of completion.

Quarterly Lunch & Learn: By participating in the city-wide event all employees will be eligible to earn one hour.

All submissions are to be sent to Human Resources for the hours to be added to your GL Balance at the end of every month. Wellness hours are not paid out at the end of employment.

Leave Donation

Policy Statement

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

Eligibility

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

Guidelines

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

Family Health Related Emergency

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

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

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

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

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

Procedure

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

Approval

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

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

Leave of Absence

Military Leave

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

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

Family and Medical Leave Act (FMLA)

Purpose

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

Eligibility

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

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

General

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

Reason for Leave of Absence

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

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

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

Proof of need for leave of absence may be required regardless of the type of leave taken.

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

employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household.

Length of Leave

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

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

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

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

Effect of Leave on Accrual of Fringe Benefits

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

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

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

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

Termination of Leave of Absence

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

Reinstatement

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

Extension of Leave without Benefits

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

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

Special Situations

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

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

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

Notice of Rights

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

Effect of Leave on Accrual of Fringe Benefits

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

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

Employee Responsibility

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

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

Termination of Leave of Absence

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

Reinstatement

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

Employee Status after Leave

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

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

Intermittent Leave or a Reduced Work Schedule. The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day or more on a periodic basis), or

under certain circumstances may use the leave to reduce the work week or work day, resulting in a reduced hourly schedule. In all cases, the leave may not exceed a total of:

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

Physical Disability and Personal Leave

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

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

Worker's Compensation/Light Duty

Purpose

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

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

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

Reporting Injuries

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

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

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

Lost Time Due to an Injury

- A. An employee injured on the job will be eligible for compensation under the City of Georgetown's Worker's Compensation coverage with the SC Municipal Insurance Trust (SCMIT) after seven (7) calendar days off from work. These first seven (7) days or workweek may be covered or paid for by general leave. If the employee's time off from work exceeds fourteen (14) days, then the first week [seven (7) day period] will be covered by Worker's Compensation. Upon receipt and endorsement of the check from SCMIT for the payment of this first week back to the City of Georgetown, credit will be given for two thirds (2/3) of the general leave time previously charged.
- B. SCMIT will pay, on a weekly basis, two thirds (2/3) of the employee's average weekly rate, based on the past 52 weeks, up to a maximum rate equal to the average weekly wage for South Carolina during the past fiscal year. Worker's Compensation checks will be mailed directly to the employee. Worker's Compensation payments made by SCMIT are not subject to Federal and State income tax or to Social Security tax. Additionally, during the period of disability (including non-FMLA leave), the City will continue to make its regular contributions towards the employee's health and/or life insurance premiums. Further, the City shall make contributions to the State Retirement Systems as though the employee had worked in the employees' regular straight time schedule of work.
- C. The employee shall be responsible for paying, by the tenth (10th) day of the month, the premiums for dependent health insurance and similar programs which are subject to payroll deduction. Should the employee fail to make any such payments when due, coverage will be terminated. With the exception of the provisions of this paragraph, employees who are unable to work due to a workers' compensation covered condition shall be subject to the terms of the City's Leave of Absence policy, including but not limited to its return to work and termination provisions.
- D. Employees may also elect to take one-third (1/3) of a day's General Leave pay from their leave balance, if available. Employees' deductions such as health insurance, etc. can be taken from that one-third (1/3) of a day's General Leave pay.
- E. Family Medical Leave will run concurrently with lost time due to a worker's compensation injury or a non-work related injury.
- F. Employees who miss time due to a non-work related injury will need to fill out the necessary leave forms with their department per the parameters of the City's General Leave policy. Employees will be placed on Family Medical Leave. All necessary Family Medical Leave forms will be processed through the Human Resources Department.

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

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

Employee Benefits

Tuition Reimbursement

Policy statement:

This policy is provided to encourage all regular, full time employees to continue their education and training so as to maintain and improve skills and knowledge useful in their current positions. Education and training must be related solely to position with the city. Assistance is provided

solely for employees to gain an Associate's, Bachelor's, or Master's Degree. Classes should be scheduled during off-duty hours. Due to budgetary limitations, the City may not be able to approve all tuition reimbursement requests. The City retains the right to amend or terminate the offering of this benefit at any time. Eligibility to participate in this program should not be considered a right of employment, but rather a privilege afforded to employees who are determined to be eligible and qualify to participate.

Eligibility:

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

Approved courses:

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

General:

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

Covered expenses:

Should reimbursement from other sources not be available, an employee may be reimbursed for the cost of tuition, all course-related fees and one-half the cost of required textbooks. All other costs, such as activity fees, graduation fees, etc., shall be paid by the employee and not eligible for reimbursement. Subject to the City's budget and the availability of funds, the City may pay up to \$ 5,000 per fiscal year per employee for approved tuition reimbursements.

Application for tuition reimbursement:

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

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

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

Required courses:

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

Training programs, workshops, seminars:

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

Repayment of Funds

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

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

Travel and Subsistence Allowance

Statement of Policy

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

Travel

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

Subsistence

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

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

Lodging

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

Advances

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

General

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

Conferences that are within the 60 miles of the City of Georgetown that are a multiday conference have to be pre-approved by the City Administrator to attend.

Retiree Insurance Coverage

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

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

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

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

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

Workplace Guidelines

Attendance & Electronic Time Recording

Purpose

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

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individual responsibilities with regard to attendance, record keeping, and the use of the City's electronic time clock system.

Definitions

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

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

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

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

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

Attendance

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

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

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

Attendance Procedure

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

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

Electronic Time Recording

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

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

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

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

Electronic Time Recording Procedure

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

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

Non-exempt employees are required to clock in by using the phone system no earlier than seven (7) minutes prior to their scheduled starting times unless authorized to do so, in writing, by their

Supervisor or Department Head. Non-exempt employees are required to obtain written approval from their supervisors before working overtime or additional time in excess of their scheduled hours. Employees may still be disciplined for clocking in or out before or after their scheduled starting and ending time.

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

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

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

Meal Breaks

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

Personal Appearance Policy

The City of Georgetown considers personal appearance of employees to be extremely important. It is expected that employees present a high degree of professionalism to our customers. In order to maintain this high degree of professionalism, employees are required to dress in a manner compatible with a professional image.

The following guidelines are provided to clarify acceptable dress and appearance standards in the workplace:

1. Uniformed Employees:

Many employees are required to wear uniforms issued by the City. Each department will provide employees who wear uniforms with personal appearance guidelines as they relate to the uniforms worn in that department. Generally, non-issued items should not be worn with your uniform unless approved by the appropriate supervisor. Please note if the City issues you a uniform, they must be returned at the time of termination to avoid payment for the uniform.

2. Non-Uniformed Employees

The City of Georgetown strives to provide a work environment that is free of offensive or provocative conduct. This includes the manner in which employees dress. Therefore, clothing that is unacceptable in the workplace includes, but not limited to the following:

Jeans (Exception is on Fridays); shorts; sweatpants; athletic attire; halter tops; miniskirts; Skirts can be worn (Exception is 3 inches above the knee); skorts; spandex or other form fitting garments; distracting or revealing clothing; bib overalls; sexually provocative clothing; T-Shirts; tank tops; Shirts that expose the midriff; any suggestive slogan T-Shirts; Any torn or ripped or dirty clothing; bare feet; or beach flip flops.

The list above is not all inclusive and styles may change over time; thus, management reserves the right to determine appropriateness when necessary. **If you are unsure an article of clothing is acceptable, most likely it isn't. When in doubt don't wear it.**

Gifts and Gratuities

To comply with the State Ethics Act which prohibits employees from soliciting or accepting gifts of more than a nominal value. No employee may directly or indirectly solicit, accept, or receive a gift when it could be inferred that the gift was intended to influence the employee in their performance of their official duties or was intended as a reward for an official act on their part. A gift can be defined as any benefit, favor, service, privilege, or things of value that could be interpreted as influencing an employee's impartiality. A gift includes, but not limited to meals, trips, money, loans, rewards, merchandise, tickets to sporting or cultural events, entertainment, and personal services or work provided by city suppliers or contractors. This policy is not intended to prohibit the acceptance of items of nominal value that are distributed generally to all employees.

Disciplinary Action

The City of Georgetown expects employees to meet its standards of performance and behavior and to comply with and carry out City of Georgetown rules and directives. As is the case with all organizations and entities, instances arise when an employee must be reprimanded, suspended,

demoted or terminated, with or without notice. The City of Georgetown will administer discipline according to the situation and the City's needs. Importantly, the City does not guarantee and does not promise that progressive discipline will be used. Any disciplinary action that is administered will be at the sole discretion of the City.

Types of Disciplinary Action:

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

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

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

Examples of Conduct Warranting Disciplinary Action

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

- A. Incompetency.
- B. Unauthorized absence.
- C. Insubordination, including disrespect for authority, or other conduct that tends to undermine authority.
- D. Intentional failure or refusal to carry out instructions.
- E. Unauthorized possession or removal, misappropriation, willful destruction, theft or conversion of City of Georgetown property or the property of others.
- F. Violation of safety rules, neglect, or engaging in unsafe practices.
- G. Interference with the work of other employees.
- H. Threatening, coercing, or intimidating fellow employees.
- I. Dishonesty.
- J. Willful disregard of others.
- K. Excessive tardiness or absenteeism.
- L. Failure to provide or falsification of any information required in the employment application.

- M. Failure to report properly an accident or personal injury.
- N. Neglect or carelessness resulting in damage to city property or equipment or the property or equipment of others.
- O. Repeated convictions during employment on misdemeanor and/or traffic charges. (This provision is in no way intended to limit the City of Georgetown's ability to terminate the employment relationship for a single incident or an incident that does not result in a conviction. See section (q) below.)
- P. Introduction, possession, or use of illegal or unauthorized prescription drugs or intoxicating beverages on city property or while on duty anywhere; working while under the influence of illegal or unauthorized drugs or intoxicating beverages; or the off-the job illegal use or possession of drugs. (For purposes of this policy, an employee shall be determined to be "under the influence" if the employee has any detectable amount of any such substance in his/her system.)
- Q. Acts of misconduct at any time which are unbecoming of a representative of the City of Georgetown and which reflect unfavorably upon it. (This necessarily includes "charges" of misconduct.)
- R. Unsatisfactory performance.
- S. Inappropriate behavior or conduct directed toward or affecting a co-worker, vendor, customer, or member of the public.
- T. Violation of the City's policies and procedures.
- U. Any other reason deemed appropriate by the City.

Grievance Procedure

General

This procedure is adopted in accordance with the "County and Municipal Employees Grievance Procedure Act," Section 8-17-110, *et seq.*, Code of Laws of South Carolina, 1976, as amended.

1. A grievance is defined as a complaint by an employee that he has been treated unlawfully or in violation of the employees' rights under City policies regarding the employee's employment. This definition includes, but is not limited to, discharge, suspension, involuntary transfer, promotion, and demotion. An employee's level of compensation or classification is not the proper subject of a grievance except as it applies to alleged inequities within the employee's department. However, if an employee believes he has not received or been credited with or has otherwise lost wages or benefits to which the employee is entitled, the employee must present the grievance in accordance with this procedure.
2. An employee who believes the employee has a grievance must follow the following procedure:
 - Step 1. The employee must file the grievance within 10 calendar days of the event giving rise to the grievance or the employees' knowledge of the events giving rise to the grievance. The employee is to follow the chain of command in the employees

department, appealing to each successive level of supervision. These steps may be oral. At each level, each supervisor has four calendar days to render a decision. If no decision is made within this time, the grievance is considered denied. If a supervisor at a particular level is unavailable to consider the grievance, it is considered denied and the employee is to appeal to the next level of supervision.

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

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

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

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

The Employee Grievance Committee

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

- A. The Committee annually selects its own chair from among its members. The chair serves as the presiding officer at all hearings that the employee attends but may designate some other member to serve as presiding officer in the employees' absence. The chair has

authority to schedule and to re-schedule all hearings.

- B. A quorum consists of at least two-thirds of committee members and no hearings may be held without a quorum.
- C. The presiding officer has control of the proceedings. The employee may take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing. Parties must abide by the employees decisions, except when a Committee member objects to a decision to accept or reject evidence, in which case the majority vote of the Committee governs.
- D. The Committee has the authority to call for files, records and papers that are pertinent to any investigation and that are subject to the control of the City; to call for or consider affidavits of witnesses; to request and hear the testimony of witnesses; to consider the results of polygraph examinations; and to secure the services of a recording secretary in its discretion. The Committee has no authority to subpoena witnesses, documents, or other evidence, nor may any City employee be compelled to attend any hearing. All proceedings must be recorded. Witnesses, other than the grieving employee and the department representative, are sequestered when not testifying. All witnesses must testify under oath.
- E. All hearings are held in executive session unless the grieving employee requests, at least 24 hours prior to the hearing, that it be held in open session. The official recording and the official minutes of all hearings are subject to the control and disposition of the mayor.
- F. Neither the grieving employee nor the department may be assisted by advisers or by attorneys during the hearing itself. However, the Committee may have an attorney available to it at all times it considers necessary and the human resource director may provide assistance in reading written materials to the Committee at the request of a grieving employee.
- G. In disciplinary actions by department heads and their subordinate supervisors, the employee must receive in reasonable detail written notice of the nature of the acts or omissions that are the basis for the disciplinary action. This notice may be amended at any time 24 hours or more before the commencement of the hearing. The department must demonstrate the disciplinary action is for the good of the City. The department makes the first presentation. The Committee may base its findings and recommendations on any additional or different grounds developed from the employee's presentation.
- H. In non-disciplinary grievances, the employee must establish that a right existed and it was denied the employee unlawfully or in violation of a City policy. The employee makes the first presentation.
- I. In all grievances, the grieving employee and the department are each limited to one hour of initial presentation. The party required to make the first presentation is entitled to a ten-minute rebuttal of the other party's presentation. The chair may appoint himself/herself or another member of the Committee as timekeeper.

- J. In all grievances, presentations may be oral, in writing or both. They may be supported by affidavits or unsworn signed statements from witnesses, records, other documentary evidence, photographs and other physical evidence. Presentations are made by the grieving employee (with reading assistance from a member of the Human Resources Department if the employee desires) and by a managerial employee of the affected department. Parties may request the Committee call witnesses, and a list of potential witnesses should be submitted to the Committee five days prior to the hearing. However, neither party may question the other party or question any witness called by the Committee.
- K. The Committee shall, within 20 days after hearing an appeal, make its findings and recommendation and report such findings and recommendations to the City Administrator for transmittal to the Mayor. If the Mayor approves, the recommendation of the Committee shall be its decision and copies of the decision shall be transmitted by the Committee to the employee and to the head of the particular department involved.

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

Dual Employment (Outside Employment)

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

Approval shall not be granted in the following situations:

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

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

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

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

Rehiring of Former Employees

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

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

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

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

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

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

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

Rehiring Retirees

Employees who separate employment from the City due to retirement must work with Human Resources prior to returning to work after the mandatory 30-day break.

City retirees will remain on City insurance during their break in service and will be required to pay all insurance premiums.

Retirees will be paid out their GL time at 50% upon departure from the City.

Retirees receive a rehire date when returning from the 30-day retirement break and earn vacation leave according to their date of rehire.

Retirees must get approval from their department to return to work. Retirees may be required to attend portions of the new hire orientation as assigned by Human Resources.

Vehicle Management Program

Introduction

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

General rules

- A. City vehicles shall be operated in a safe and courteous manner at all times.
- B. No one shall be transported in a City vehicle except City employees or others traveling on City business, and immediate family members on a portal-to-portal basis on scheduled work day during normal business hours, except as noted in this policy.
- C. City vehicles shall only be used for official City business.
- D. Seatbelts shall be provided in City-owned motor vehicles where required and seatbelts shall be used at all times.
- E. The City reserves the right to request random driver's license records of City employees from the SC Department of Motor Vehicles to check for DUIs, DWIs, suspended licenses, etc. to ensure that City employees are properly licensed to operate City vehicles.
- F. Employees are prohibited from altering City owned vehicles by adding any personal decorations, signage, or items that reflect their personal views/beliefs that may cause misrepresentation of the City in any way.
- G. Any employee who violates this Vehicle Management Program policy will be subject to disciplinary action, up to and including termination.

Travel in Non-City-Owned vehicles

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

Vehicle management

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

Fleet gas cards for City vehicles

- A. Each Fleet Gas Card will contain the City's Fleet Gas Account number, prefix number, card number (different for each card), expiration date and specific City vehicle tag and asset number.
- B. Fleet Gas Cards are to remain in their assigned vehicles at all times, there are exemptions for certain departments where employees will have to request and sign gas cards out Gas cards should never be removed from the assigned vehicles unless they are being used to purchase gas. Each card contains specific vehicle identification information and should only be used for that vehicle. Receipts from vehicle fuel purchases will need to be turned into designated department representatives daily.
- C. Each department will have a MISCELLANEOUS gas card for fuel purchases for Non-Vehicle Equipment. Employees will need to keep receipts when using a Department MISCELLANEOUS card and indicate which piece of equipment it was used for. Department Heads will need to provide allocations for use of miscellaneous gas card.
- D. When using a vehicle, employees should always verify that the correct gas card is in the vehicle before use. If there is no gas card or there is the incorrect gas card in a vehicle, employees must immediately report it to their supervisor.
- E. Employees must immediately report a lost or stolen gas card to their supervisor/department, who should then report it to the Fleet Superintendent.
- F. All employees are responsible for remembering their driver Personal Identification Number (PIN) numbers. Driver PIN numbers are the only way an employee can use the gas card. Driver PIN numbers are unique to each employee; therefore, there is absolutely **no** sharing of PIN numbers amongst employees. If employees forget their PIN number, they must contact their department office manager to retrieve it.
- G. Employee's personal use of the City's Fleet Gas Cards is strictly prohibited. Any employee who violates this policy will be subject to disciplinary action, up to and including termination.
- H. A Driver Guide with instructions on how to use the gas cards will be distributed with all cards and should remain in the vehicles with the gas cards. There is a WEX Connect Mobile App that can be downloaded to a smart phone to quickly find fuel locations around the City that accept fleet gas cards, as well as maps and directions and current fuel prices. Employees are encouraged to utilize this tool. Employees can also visit this link to find locations <http://www.wexinc.com/accepting-locations/>
- I. Reports of fuel usage by driver PIN number, vehicle card number and department will be reviewed weekly by departments and monthly by the Fleet Superintendent in order to verify invoice amounts and identify any irregularities.

Restrictions on use of City vehicles

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

- B. Only those City employees with a valid State driver's license may operate City owned vehicles. In the event that any employee's driver's license is revoked, suspended, or otherwise restricted in any fashion to include the issuance of a (temporary alcohol license), the employee shall immediately inform his/her Supervisor and the Human Resources Department.
- C. Persons not employed by the City shall not operate a City-owned vehicle; provided, however, that the Department Head or Supervisor may authorize non-City employees to pick up and deliver vehicles for repair.
- D. No driver of City equipment will permit carrying passengers in or on any vehicles with these exceptions:
 - a. Other employees on City business.
 - b. Others engaged in advising on or assisting in matters related to City services or improvements.
 - c. City prisoners when being transported to or from a detention center.
 - d. Immediate family members on a portal-to-portal basis on scheduled work days during normal business hours.The driver shall require all passengers to wear seatbelts and to otherwise comply with applicable laws regarding safety restraints.
- E. City owned vehicles will be parked, when not in use, in a pre-designated parking space in the various City parking lot(s) or facilities. When not in use, vehicles will have all windows closed and doors locked. At no time will the keys be left in the vehicle when it is left unattended. An employee who violates this policy will be subject to disciplinary action, up to and including termination.
- F. Employees not usually authorized to take vehicles home at night or over weekends shall not do so except when the conduct of City business can be facilitated. Examples of when permission may be granted by the Department Head on a daily basis include the following:
 - a. Employee assigned vehicles. These vehicles must remain within a distance not to exceed thirty (30) miles of the nearest Georgetown county line boundary using the shortest, most economical and reasonable route. **See Vehicle Take Home Policy.**
 - b. Drivers of radio-equipped vehicles who are dispatched directly from their residence to the field.
 - c. Drivers of vehicles who perform certain services for the City on a regular basis directly upon leaving or returning to their place of residence.
- G. Use of drugs or alcohol is strictly prohibited.
- H. Personal alterations to city vehicles, to include but not limited to decorations, signage, and items that reflect personal views or beliefs, are strictly prohibited in and on all city vehicles.
- I. Use of tobacco products, including e-cigarettes and smokeless tobacco, is strictly prohibited. All vehicles will have a "NO SMOKING" decal inside the vehicle to remind employees.
- J. Cellular and other wireless devices must not be used while operating a moving licensed vehicle and/or in-gear motorized off-road (maintenance/construction type) equipment due to the distraction and lack of concentration they present to safe work performance. The only exception is for calls placed to 9-1-1. If there is a passenger in the vehicle, it is acceptable to let the passenger make or receive the cellular phone call. See Computer, Internet, Cell Phone and Communications Policy for additional information.

Usage of City vehicles for long distance traveling

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

Vehicle Use – Take Home Vehicle

Purpose

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

Policy

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

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

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

- A. Employees will maintain the vehicle in a state of readiness. The vehicle shall always have sufficient fuel.
- B. Employees shall not operate a Department vehicle at any time when under the influence of drugs and/or alcohol.
- C. Employees while in an off duty status and operating a Department vehicle, marked or unmarked, shall not stop at or frequent a business whose primary business is the sale of alcohol. Example: liquor store/bar.
- D. Employees and passengers are prohibited from smoking tobacco products while in the vehicle.
- E. Communications equipment such as radios will remain on during all vehicle usage.

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- F. GPS equipment will remain on during all vehicle usage.
- G. Employees shall obey all traffic regulations (e.g., speed limits, parking regulations, seat belts, shoulder harnesses, and child restraint seats.)
- H. Employees shall not park their assigned take-home vehicle at any commercial, public, or private location for compensation.
- I. Employees shall not permit any other person to operate their assigned take-home vehicle (e.g., spouse, children, friends, etc.)
- J. Employees shall not use their take-home vehicle to transport pets, carry excessive loads, or carry protruding objects.
- K. Employees may use the vehicle to conduct personal business within City limits, except when off duty (Command staff are excluded from this exception).
- L. Employees will wear some type of identifying attire, i.e., Department approved shirt, hat, or display a city ID/badge on their person.

Parking:

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

Maintenance:

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

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

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

All damage or accidents need to be reported to the Department Head and Risk Manager within 24 hours.

Computer, Internet, Cellphone and Communications Policy

The City of Georgetown maintains a computer network and an electronic mail system. The City provides internet access for employees through the City's computer system. The City also

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

City Property

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

Improper Use (General) Prohibited

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

Cell Phones/ Wireless Devices

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

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

- Allow voicemail to handle calls and return them when safe.
- If employees need to place or receive a call, pull off the road to a safe location and stop the vehicle before using the phone.
- Ask a passenger to make or take the call.
- Inform regular caller of the best time to reach you based upon your driving schedule.

- The only exception to this policy is for calls placed to 9-1-1 or emergency public safety reasons.
- If placing or accepting an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.
- Under no circumstances should employees use cell phones during adverse weather or difficult traffic conditions.
- Always avoid or terminate phone calls involving stressful or emotional conversations.
- No personal calls should be made or taken.
- Texting or usage of any wireless device while driving is prohibited.

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

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

Improper Use (Specific Types) Prohibited

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

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

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

Authorship and Sources of Communication

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

Accessing Information

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

Circumventing System Controls

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

Authorized Software

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

Passwords and Access Codes

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

Email Etiquette

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

Third Party Usage

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

Employee Termination, Leave of Absence, Vacation or Other

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

Social Networks, Personal Websites and Blogs

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

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

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

Teleworking

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

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

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

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

Eligibility

Telework applications are submitted by the employee to the department head. The department head reviews for approval and submits to the Human Resources Division for next level of approval. The City Administrator will have the final approval. Approvals will be considered on a case-by-case basis. Telework might not be feasible within some departments or for certain positions within a department. Telework should not be abused and will be decided by the City Administrator on a case-by-case basis.

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

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

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

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

Equipment

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

The employee must sign an inventory of all city property received and agree to take appropriate action to protect the items from damage or theft. If, at any time during the telework agreement

period, a piece of equipment is lost, stolen or damaged, the employee must fill out a loss report and report the incident to their department head and the Information Technology division. Upon termination of the telework agreement or overall employment, all company property will be returned to the company, unless other arrangements have been made.

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

Security

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

Safety

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

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

Time Worked

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

Ad Hoc Arrangements

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

extent practical for the employee and the city and with the consent of the employee's health care provider, if appropriate.

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

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

Responsibilities

1. Employee

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

2. Supervisor / Department Head

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

3. Human Resources Department

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

Workplace Safety

Safety

Purpose:

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

Safety Coordinator:

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

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

Department Head responsibilities:

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

- A. Develop, publish and enforce reasonable, practical safety procedures pertinent to the activities conducted by the Department as well as procedures required by State or Federal laws.
- B. Inform all employees about safety procedures placed in effect and take steps to provide each employee with a printed copy (Departmental Safety Policies) of all such

procedures that apply to each employee.

- C. Establish and maintain a system of safety inspections, accident investigations and pertinent safety performance records.
- D. Provide continuing job training and safety instruction for all employees in their Department. Ensure that all new and temporary employees receive instructions on the safe use and operation of all equipment as well as the proper and safe way to perform jobs.
- E. Inform the Safety Coordinator of training needs and/or arrange training courses in coordination with the Safety Coordinator.
- F. Documents of all safety training should be forwarded to Risk Management. Employees are to sign a form indicating that they have received the training and the Department Head or supervisor will sign off as verification of the training received.
- G. Personally interview each employee who suffers a “serious” on the job injury. For purposes of this policy, “serious injury” is defined as “any injury requiring medical treatment from a medical professional including EMS personnel. Provides safety leadership through action.

Supervisor responsibilities:

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

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

Employee responsibilities:

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

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

Medical Treatment:

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

Employee Drug Use and Drug Testing

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

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

General Rule

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

Applicants for Employment

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

Current Employees

1. All City employees will be subject to drug testing by urinalysis (or any other methodology deemed appropriate by the City) where "particularized suspicion" of drug use in violation of this policy exists or under other lawful conditions.
 - 1.1. Particularized suspicion can result from various types of employee behavior. The following is a list of some examples of when particularized suspicion is deemed to exist :
 - 1.1.1.information that an employee has used illegal drugs or substances is provided by a reliable informant;
 - 1.1.1.1. a serious accident occurs due to fault of the employee; "Serious accident" is defined as:
 - 1.1.1.1.1. an accident involving a fatality;
 - 1.1.1.1.2. an accident causing bodily injury which requires medical treatment away from the scene of the accident;
 - 1.1.1.1.3. an accident causing total aggregate property damage of at least \$2,000 based on reliable estimates;
2. An employee exhibits any of the following:
 - 2.1. extreme mood swings;
 - 2.2. slurred speech;
 - 2.3. unusual clumsiness;
 - 2.4. staggering;
 - 2.5. dilation of pupils;
 - 2.6. sleeping on the job or lethargy;
 - 2.7. excessive unexplained sweating; or
 - 2.8. other aberrational behavior.
3. An employee has been arrested for violation of drug laws;
4. An employee has admitted violating the Department's drug policy;
5. An employee has tested positive previously for illegal drugs within the past 2 years.

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

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

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

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

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

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

Testing Procedure

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

results have been confirmed as positive the opportunity to justify the result before the Medical Review Officer notifies the City of the test results.

Notice to Employees

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

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

- A. As a condition of employment, employees agree to notify the City within five calendar days after any criminal conviction for workplace manufacturing, distribution, dispensation, possession, or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. The City shall notify all state and federal grantors/contracting agencies of such employee convictions as required by the state and federal Drug Free Workplace Acts. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest, or a plea of guilty.
- B. The City shall notify law enforcement authorities whenever illegal drugs are found in the workplace.

Consequences of Violating this Policy:

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

- A. For sworn police officers, the City shall terminate the employee if he or she is found to be in violation of this policy.
- B. For probationary employees, the City shall terminate the employee if he or she is found to be in violation of the policy.
- C. For all other employees, the City shall impose discipline up to and including termination for an employee who is found to be in violation of this policy:
 - 1. The City, in lieu of termination, may condition the continued or future employment of an employee who tests positive for or admits to the use of illegal drugs, upon the successful completion of a drug counseling/rehabilitation program.
 - 2. If the City, after considering all of the relevant circumstance, agrees to allow an employee who is found to be in violation of this policy to continue as City employee, the City will do following:
 - a. Refer the employee for drug abuse counseling.
 - b. Require the employee to authorize the Employee Assistance Program or other facility to report periodically to the City during the course of the treatment-counseling.
 - c. Retest the employee for controlled substances before allowing the employee to return to duty.
 - d. Place the employee on probation for at least six months following the employee's return.
 - e. Require the employee to submit to unannounced follow-up drug testing for a

- period not to exceed two years.
- f. Should an employee, whose continued or future employment is conditioned upon the successful completion of a counseling or rehabilitation program, refuse or fail to participate in a single counseling or treatment session, the employee will be terminated.
 - g. An employee whose return to duty test sample does not indicate that the employee has discontinued use of illegal drugs, will be terminated.

Coming forward with substance abuse problems

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

Confidentiality

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

Testing Costs

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

Notification of Test Results

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

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

Employee Assistance Program

The use of illegal drugs and similar substances is a serious threat to our nation's collective health, safety and welfare. Drug abuse in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury and death. In order to prevent these consequences of drug abuse, the City has implemented the above policy and made available to its employees an Employee Assistance Program. The program provides employees

with professional help for problems such as alcohol and drug abuse, emotional stress, money management difficulties and volatile family situations.

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

Police Department Drug Use and Drug Testing

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

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

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

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

General Rule

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

Applicants for Employment

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

Current Employee

1. Effective immediately, all Department employees will be subject to drug testing by urinalysis (or any other methodology deemed appropriate by the City) where “particularized suspicion” of drug use in violation of this policy exists or under other lawful conditions.
 - 1.1. Particularized suspicion can result from various types of employee behavior. The following is a list of some examples of when particularized suspicion is deemed to exist when :
 - 1.1.1. information that an employee has used illegal drugs or substances is provided by a reliable informant;
 - 1.1.2. a serious accident occurs due to fault of the employee; “Serious accident” is defined as:
 - 1.1.2.1. an accident involving a fatality;
 - 1.1.2.2. an accident causing bodily injury which requires medical treatment away from the scene of the accident;
 - 1.1.2.3. an accident causing total aggregate property damage of at least \$2,000 based on reliable estimates;
 - 1.1.3. an employee exhibits any of the following:
 - 1.1.3.1. extreme mood
 - 1.1.3.2. swings; slurred speech;
 - 1.1.3.3. unusual clumsiness;
 - 1.1.3.4. staggering;
 - 1.1.3.5. dilation of pupils;
 - 1.1.3.6. sleeping on the job or lethargy;
 - 1.1.3.7. excessive unexplained sweating; or
 - 1.1.3.8. other aberrational behavior.
 - 1.1.4. an employee has been arrested for violation of drug laws;
 - 1.1.5. an employee has admitted violating the Department’s drug policy;
 - 1.1.6. an employee has tested positive previously for illegal drugs within the past 2 years.
 - 1.2. Particularized suspicion testing shall not be conducted without the approval of the Chief or Deputy Chief of Police.
2. Effective immediately, random testing for illegal or unauthorized drug use shall be conducted for all sworn police officers.

Testing Procedure

- A. Drug testing will be by urinalysis (or any other methodology deemed appropriate by the City).
- B. The collection of samples will be performed under reasonable and sanitary conditions.
- C. Urine normally will be collected under conditions of semi-privacy -- that is, a person of the same gender will be in a position to observe obvious attempts to substitute or adulterate a urine sample.

Collection of the urine sample may be directly observed by a person of the same gender, however, where the person supervising the collection believes an employee has tampered with an earlier urine sample or the employee has previously admitted or been proved to have used drugs in violation of this rule.

- D. Urine samples will be sealed, labeled, and documented in accordance with the procedure of the drug testing company. Labeling, storage, and transportation of samples shall be performed so as reasonably to preclude the probability of erroneous identification, sample contamination, or sample adulteration.
- E. Specimens will be checked for at least the following six substances:
 - 1. marijuana and related substances
 - 2. cocaine
 - 3. opiates
 - 4. amphetamines
 - 5. phencyclidine
 - 6. barbiturates
- F. Applicants and employees will have an opportunity to provide any information which they consider relevant to the test, including identification of currently used prescription or nonprescription drugs, or other relevant information.
- G. Samples which initially result in a positive finding for drug use will be re-tested by the gas chromatography/mass spectrometry (GCMS) method. If the GCMS test results in a positive finding of drug use, and is verified by the Medical Review Officer, the written report of the Medical Review Officer shall be conclusive for all employment-related purposes.
- H. The City's Medical Review Officer normally will allow an employee whose drug test results have been confirmed as positive the opportunity to justify the result before the Medical Review Officer notifies the City of the test results.

Notice to Employees

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

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

As a condition of employment, employees agree to notify the City within five calendar days after any criminal conviction for the workplace manufacture, distribution, dispensation, possession, or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. The City shall notify all state and federal grantors/contracting agencies of such employee convictions as required by the state and federal Drug Free Workplace Acts. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest, or a plea of guilty.

Consequences of Violating this Policy

For all Police Department employees, violations of this policy will result in termination.

Confidentiality

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

Testing Costs

The City will pay the cost for all drug tests to which the Department requires an employee to submit.

Notification of Test Results

- A. Applicants will be notified of the results of a pre-employment drug test, provided the applicant requests the results within 60 days of being notified of the disposition of the employment application.
- B. Employees will be notified of the results [including the drug(s) discovered] of all drug tests, provided the results are positive.

Employee Alcohol Use and Alcohol Testing

The abuse and misuse of alcohol is a very serious problem which threatens our nation's collective health, safety, and welfare. The City of Georgetown is committed to maintaining a safe and productive work environment. Alcohol in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. Furthermore, it is the policy of the City of Georgetown to establish and maintain alcohol free workplaces, to comply with applicable government regulations, and to prohibit the unauthorized, improper, or unlawful use of alcohol on City premises or time.

For these reasons, the City of Georgetown has implemented the following Alcohol Use and Alcohol Testing Policy.

General Rule

All employees of the City are prohibited from using or possessing alcoholic beverages on City premises or time. The term "City premises or time" includes: City vehicles and private vehicles on City premises; parking lots and recreation areas; and any circumstances in which an employee is representing the City, such as attending off-premises business meetings or conferences. Employees are not prohibited, however, from having unopened containers of alcoholic beverages in their personal vehicles. City Council or the City Administrator may approve moderate alcohol use at designated social or business functions.

Furthermore, all employees of the City are prohibited from reporting to or being at work while under the influence of alcohol. An employee shall be considered to be "under the influence of alcohol" if he has any detectable amount of alcohol in his system.

Finally, employees who are required by their jobs to possess a commercial driver's license are subject to the Federal Department of Transportation Motor Carrier Safety Regulations and, more

specifically, to 49 CFR Part 382 which addresses the misuse of alcohol among DOT regulated employees. These regulations prohibit the following:

- using alcohol within four hours of reporting for duty;
- reporting for work with an alcohol concentration of .02 or greater;
- using alcohol while on duty;
- using alcohol within eight (8) hours following an accident which requires an alcohol test or until a post-accident test is conducted, whichever occurs first;
- possessing alcohol while on duty;
- transporting alcohol in any DOT regulated vehicle (except when alcohol is manifested cargo).

Current Employees

1. All City employees are subject to alcohol testing where "particularized suspicion" of alcohol use in violation of this policy exists.
 - 1.1. Particularized suspicion can result from various types of employee behavior. The following is a list of some examples of when particularized suspicion is deemed to exist:
 - 1.1.1. information that an employee has used or possessed alcohol in violation of this policy is provided by a reliable informant;
 - 1.1.2. a serious accident occurs due to fault of the employee;
 - 1.1.2.1. "serious accident" is defined as:
 - 1.1.2.1.1. an accident involving a fatality;
 - 1.1.2.1.2. an accident causing bodily injury which requires medical care away from the scene of the accident;
 - 1.1.2.1.3. an accident causing total aggregate property damage of \$2,000 based on reliable estimates;
 - 1.1.2.1.4. an accident in which one or more motor vehicles incurs disabling damages as a result of the accident, requiring the towing of one or more of the vehicles from the scene by a tow truck or other vehicle.
 - 1.1.3. an employee exhibits behavior consistent with alcohol use such as but not limited to:
 - 1.1.3.1. erratic behavior (mood swings, slurred speech, staggering, bloodshot eyes, sleeping on the job or lethargy, excessive unexplained sweating, etc.);
 - 1.1.3.2. the apparent odor of an alcoholic beverage on an employee's breath;
 - 1.1.3.3. other aberrational behavior such as but not limited to excessive absenteeism or tardiness, significant deterioration in job performance, repeated errors or rules or violations, etc.
 - 1.1.4. an employee has admitted violating the City's alcohol policy;
 - 1.1.5. an employee is arrested for or convicted of an alcohol related offense;
 - 1.1.6. an employee has tested positive for alcohol in violation of this policy within the past two years.
 - 1.2. Particularized suspicion testing shall not be conducted without the approval of the City Administrator or his/her designee;
2. All employees occupying positions designated by the City as "safety sensitive" are subject to random selection alcohol testing to determine compliance with this policy. A list of safety sensitive positions is attached as Appendix B. All DOT regulated employees are subject to random selection testing pursuant to 49 CFR Part 382.

(DOT regulated employees will be randomly tested at an annualized rate of at least 25% in accordance with 49 CFR Part 382). Random selection testing is unannounced.

3. If an employee refuses to submit to an alcohol test when directed to do so, the employee shall be terminated.

Testing Procedure

- A. Employees will have an opportunity to provide any information which they consider to be relevant to the test.
- B. Alcohol tests will be conducted to determine if an employee has violated this policy.
- C. The City shall use only DOT approved non-evidential screening devices and DOT approved evidential breath testing (EBT) devices for alcohol testing pursuant to this policy.
- D. A non-evidential screening device will normally be utilized to initially determine compliance with this policy. If the screening device indicates the presence of alcohol, or if the results of the screening device are deemed questionable by the City, then a confirmatory test will be conducted utilizing an EBT device.
- E. The EBT confirmatory test will be conducted by an individual properly certified to use the equipment. (In situations involving DOT regulated employees, the EBT operator will be properly certified in accordance with applicable DOT regulations.)
- F. A confirmatory test result generated through the use of an EBT which indicates a presence of alcohol in violation of this policy will be conclusive for purposes of this policy.

Notice to Employees

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

Consequences of Violating this Policy

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

- A. The City shall terminate a probationary employee and any employee in a safety sensitive position to include all sworn police officers and firefighter/EMTs who violates this policy.
- B. The City shall impose discipline up to and including termination for a non-probationary employee who violates this policy.
 1. The City, in lieu of terminating an employee who has violated this policy, may suspend the employee and condition the employees' continued or future employment upon the successful completion of an alcohol counseling/rehabilitation program.
 2. If the City, after considering all of the relevant circumstances, allows an employee who has violated this policy to continue as a City employee, the City will do the following:
 - a. Refer the employee to a Substance Abuse Professional (SAP) for assessment and require the employee to follow the SAP's prescribed program of

- counseling/treatment;
 - b. Require the employee to authorize the Employee Assistance Program or other facility to report periodically to the City during the course of counseling/treatment;
 - c. Retest the employee for alcohol use in violation of this policy before allowing the employee to return to duty;
 - d. Place the employee on probation for at least six months following the employee's return to duty; and
 - e. Require the employee to submit to unannounced follow-up alcohol testing for a period not to exceed two years. (The employee will be solely responsible for the total cost of all follow-up alcohol tests conducted pursuant to this policy.)
- C. Should an employee whose continued or future employment is conditioned upon the successful completion of a counseling or rehabilitation program refuse or fail to participate in a single counseling or treatment session, the employee will be terminated.
- D. An employee whose return-to-duty alcohol test indicates that the employee is in violation of this policy will be terminated.

Coming forward with Alcohol Abuse Problems

- A. Employees who have alcohol abuse problems and report them to the City before being selected for testing, and before the occurrence of an event which normally would result in testing, normally will not be disciplined but will be subject to Consequences of Violating this Policy (B) (2).
- B. If an employee admits to a violation of this policy or tests positive for use of alcohol in violation of this policy, but seeks counseling and remains an employee of the City, the employee will be discharged if the employee again either admits to a violation of this policy or tests positive for alcohol in violation of this policy.

Confidentiality

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

Testing Costs

The City will pay the costs of all alcohol tests to which the City requires an employee to submit. However, the employee will be solely responsible for the total cost of all follow-up alcohol tests conducted pursuant to Consequences of Violating this Policy (B) (2) (a-e).

Employee Assistance Program

In order to prevent the negative effects of alcohol abuse, the City has implemented the above policy and made available to its employees an Employee Assistance Program. The program provides employees with professional help for problems such as alcohol and drug abuse, emotional stress, money management difficulties and unpleasant family situations.

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

Appendix A – Employee Rights Under The Family Medical Leave Act

Appendix B – Safety Sensitive Positions Subject to Random Drug Testing

POSITIONS REQUIRING CDL LICENSES – (DOT)

HEAVY EQUIPMENT OPERATOR SENIOR
MAINTENANCE SPECIALIST VEHICLE
MECHANIC
STREET CREW LEADER
FLEET SUPERINTENDENT
WATER DISTRIBUTION MECHANIC WATER
DISTRIBUTION SUPERVISOR WASTEWATER
TREATMENT OPERATORS
WASTEWATER TREATMENT SUPERVISOR
WASTEWATER/STORM WATER MECHANIC
WASTEWATER SUPERVISOR
STORMWATER SUPERVISOR FACILITIES
MAINTENANCE TECHNICIAN FACILITIES
MAINTENANCE SUPERVISOR TREE TRIMMER
UTILITY LINE TECHNICIAN UTILITY
LINE CREW LEADER

SAFETY SENSITIVE POSITIONS (Non DOT)

ALL SWORN POLICE OFFICERS
ALL CERTIFIED FULL-TIME FIRE FIGHTERS/EMTS WATER TREATMENT
PLANT OPERATORS & SUPERVISOR
WASTEWATER/WATER TREATMENT PLANT MANAGER

Appendix C – Acknowledgement of Receipt/ Authorization for Deductions

I _____, acknowledge receipt of the following for use in my job for the City of Georgetown:

	<u>ITEM</u>	<u>VALUE</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

I understand that I must properly care for and maintain the equipment I have been given and return it promptly upon request. I further understand that if the equipment is damaged or lost due to improper care or maintenance by me that I may be required to pay for the cost of a replacement.

Finally, I authorize a deduction of the above-referenced value from my pay if I fail to return the equipment when requested or if due to my conduct it is lost or damaged.

Date: _____

Employee Signature

On Call Pay/Call Out Pay

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

DEPARTMENT	CALL OUT PAY MINIMUM	ON CALL STIPEND
Water Utilities	2 Hours	\$200
Electric – Line Technician	2 Hours	\$200
Electric – Meter Technician	2 Hours *only if called out otherwise actual time worked	\$200
Police - Investigations	2 Hours	\$200
Municipal Court	2 Hours	\$200

Hazardous Weather and Emergency Leave

“Emergency Conditions” means circumstances that would expose City employees to harmful or unsafe conditions, as determined by the Administrator. “Extended Emergency Condition” means a Declaration of Emergency with duration of three or more consecutive days.

- The Administrator or his/her designee has the sole authority to excuse employees from the City from reporting to work during extreme weather or other emergency conditions. The Administrator shall issue a Declaration of Emergency stating that, because of extreme weather or other specified emergency conditions, employees should not report to work. Unless such a Declaration of Emergency has been issued, all City government employees are expected to report to work.
- During a Declaration of Emergency, all essential and direct care services will be maintained. All Department Heads shall identify essential employees by position, classification, or internal title.
- It may be necessary for the City to establish and maintain emergency work groups as a part of the overall emergency response plan. These groups will consist of City employees who do not perform emergency response function. Human Resources will develop the work groups in coordination with Administration and other City departments. The work groups will perform ancillary services and tasks required before, during and after an event or disaster. These work groups may be reassigned to jobs or tasks that may differ from their normal jobs or tasks.
- There may be times when the City will close certain departments/offices due to inclement weather or emergencies as defined by the SC Emergency Management Division. During

these emergencies, non-essential and essential employees will be determined by the Department Head of that department.

- Non-essential employees whose departments are closed due to inclement weather or emergency may utilize General Leave or leave without pay for hours missed from work. If employees have enough time, they will be required to use their own General Leave balance first.
- If a non-essential employee chooses not to report to work due to the weather but the City's offices are open, they will be required to use their own General Leave or take unpaid time.
- Any Declaration of Emergency that remains in effect longer than seven days will be considered an Extended Declaration of Emergency. When an Extended Declaration of Emergency is in effect, employees will be compensated if they report to work as directed by the Administrator or his/her designees. The use of paid leave time during an Extended Emergency may be limited or eliminated at the discretion of the Administrator.

Rehiring Retirees

- Employees who separate employment from the City due to retirement must work with Human Resources prior to returning to work after the mandatory 30-day break.
- City retirees will remain on City insurance during their required 30-day break in service and will be required to pay all insurance premiums.
- Retirees will be paid out their GL time at 50% upon departure from the City.
- Retirees receive a rehire date when returning from the 30-day retirement break and earn vacation leave according to their date of rehire.
- Retirees must get approval from their department to return to work. Retirees may be required to attend portions of the new hire orientation as assigned by Human Resources.

Building Department Monthly Report Statistics (2025)

Number of Inspections by Building Official/Building Inspector

Inspection Type	January	February	March	April	May	June	July	August	September	October	November	December	Total
Certificates of Occupancy Issued	0	0	2	5	2								9
Stop Work	5	3	4	2	2								16
Inspections	146	117	138	128	132								661
Plan Review & Sign	0	0	0	0	0								0
Business License Inspections For New Businesses	5	5	5	5	3								23
Totals	156	125	149	140	139	0	0	0	0	0	0	0	709

Boards and Commissions Applications & Applications Heard

Boards and Commissions	January	February	March	April	May	June	July	August	September	October	November	December	Total
Construction Board of Appeals	0	0	0	0	0								0
Technical Review Committee	0	0	0	0	0								0
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0

Code Enforcement Issues

Enforcement	January	February	March	April	May	June	July	August	September	October	November	December	Total
Calls/Complaints	6	7	9	5	9								36
Site Visits	25	26	48	51	55								205
Courtesy Notices sent or In person notice	10	20	18	17	19								84
Sign Violations	1	2	4	6	4								17
Contact with Business Owners Regarding Business Licenses	2	1	2	8	7								20
Other Issues Addressed and Meetings	0	0	0	2	1								3
Totals	44	56	81	89	95	0	0	0	0	0	0	0	365

May Monthly Report

The month started off with our board meeting. We were joined by our 3 new board members and a perspective member.

Movies in the Park for the coming year will be in July, October and March.

The board divided historic signs and street signs to clean up. Brad did them all!

Met with Jen from Hobcow and Destiny – board chair along with volunteer Brad at East Bay Boat Landing to check on the plants and their progress. Dainty white flowers have appeared.

Attended the GBA meeting with board members we discussed dog owners not picking up after their dogs.

Our first Willowbank Day was held on May 16th. Buggy but flowers were planted to give the parks some color. Those who did not plant picked up litter. Black River Rd had 5 bags of litter. The plan is to have a day in each section of the city. Per SCDOT we can not plant on street corners.

Maureen from County Environmental Services and Laurie went to Maryville Elementary and read a book by a local author which takes place in Waccamaw River. Maureen had an enlightening program on the litter in the river. Maryville was split into 2 sessions. K-2 and then 3-5, about 400 students' total.

AKA Sorority Planted a tree on May 23rd in Mt Zion Park to give the bench some shade – eventually.

Nancy Corrigan has passed away. She has a tree and a plaque now in the Tree Memorial.

Georgetown Rotary did their cleanup of Antwan Maybank on Saturday, May 31st.

Keep Georgetown Beautiful, volunteer Brad Campbell, cleaned all the historical markers and some streets signs.

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

June 9th, 2025

The following is a summary of major activities in the Electric Utility Department for May 2025:

Peak shaving efforts for the month of May were unsuccessful due to a battery failure that prevented remote operation of the generation plant. Despite accurately projecting the coincidental electrical peak load with Santee Cooper, the plant was unable to respond as intended. The peak load occurred on May 16th, 2025, at 5:00 PM. Generators ran for a total of 12.6 hours during the month. The issue has since been resolved, and maintenance efforts are ongoing to enhance the reliability of the peak shaving plant moving forward.

The Electric Utility Department worked to improve reliability by replacing old poles, fixing and installing security lights, upgrading pole structures, and adding underground lines in the Harbor Club and South Island Plantation areas. These efforts help provide more dependable electric service to customers.

Construction on the Front Street Phase 3 underground electric upgrades is progressing smoothly and remains on schedule, with completion projected by the end of June. All primary conductors have been installed and successfully energized.

The Electric Utility Department has begun installing all secondary conductors for the South Island Landing Development Phase 1. The installation of primary conductors is scheduled to take place in the coming days.

The Electric Department has started its annual inventory of stock items. This process is essential for maintaining accurate records of materials used and ensuring proper inventory management.

The May safety meeting was cancelled due to the employee safety appreciation lunch held this month.

Other statistics of interest for May:

Electric Department Statistics (FY 2025)													
Description	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Totals
Cut-on – regular	104	123	132	193	72	144	92	15	15	95	30		1,015
Cut-off – regular	87	107	141	46	103	116	123	25	16	97	215		1,076
Cut-off – non-pay	324	386	357	169	271	191	68	-	-	204	542		2,512
Non-pay restores	229	274	334	169	211	156	64	7	-	110	330		1,884
Re-read orders	2,946	3,409	2,863	3,049	2,614	3,527	3,502	3,998	3,476	1,298	1,080		31,762
Miscellaneous order	3	10	5	11	8	9	1	4	1	2	17		71
Void orders													-
Total orders worked	3,693	4,309	3,832	3,637	3,279	4,143	3,850	4,049	3,508	1,806	2,214	-	38,320
PUPS locates	143	122	205	159	110	99	146	114		163	164		1,425



**City of Georgetown
Engineering Department May 2025 Report**

Date: June 6, 2025

DESIGN

WATER & WASTEWATER

1. Maryville Water Distribution Improvements-Phase II (Project # 1518)

- Engineer: Rowe Professional Services Company
- Fee: \$70,000
- Status:
 1. Design plans are 95% complete.
 2. Permit applications sent to SCDOT and SCDES in early May.

2. Willowbank Watermain Improvements Project (Project #1519)

- Engineer: Thomas & Hutton
- Fee: \$98,500
- Design Notice to Proceed (NTP): 5/21/25.
- Status:
 1. Contract is fully executed
 2. Engineering kickoff meeting held on 5/21/25.
 3. Surveying work started week of 6/2/25 and is ongoing.

STORMWATER

1. Stormwater Pump Station Feasibility and Preliminary Engineering Study (Project #4017)

Consultant: WK Dickson

Status:

- Final report and presentation to City council completed on May 22, 2025.
- City council must approve option plan recommended by the consultant.



**City of Georgetown
Engineering Department May 2025 Report**

2. N. Merriman -Congdon Street Stormwater Improvements (Project # 4016)

- Engineer: Rowe Professional
- Fee: \$101,500
- Status:
 1. Contract is fully executed.
 2. Engineering kickoff meeting was held on 5/5/25.
 3. Surveying work started in mid-May, and it is currently ongoing.
 4. SCDOT encroachment permit for soil borings has been filed

CONSTRUCTION

WATER

1. WTP Secondary Sedimentation Basin –EDA Grant (Project #1606)

- Engineer: WK Dickson
- Contractor: Consensus Construction Inc.
- Contract Amount: \$5,223,180.87
- Approved Change Orders: \$78,809.40
- Revied Contract Amount: \$5,301,990.27
- Status:
 1. SCADA work completed.
 2. Punch list inspection completed.
 3. Currently working on punch list items.

2. Raw Water Station Electrical Upgrades (Project # 1607)

- Engineer: Howard Engineering
- Contractor: Coastal Structures Corp.
- Notice of Award: 8/16/24
- Bid Amount: \$1,082,485
- Contract Change Order: (\$261,026.85)



**City of Georgetown
Engineering Department May 2025 Report**

- Revised Contract Amount: \$821,458.15
- Status:
 1. Pre-Construction meeting held on 6/4/25.
 2. All engineering submittals are completed.
 3. Contractor will mobilize for demolition work by the end of June.
 4. Generator and VFD will be delivered to Electric Dept.

WASTEWATER

1. 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: TBD (Revised)
- Status Comments:
 1. The two Kohler portable generators have been delivered.
 2. Start-up testing is scheduled for 6/9 and 6/10.
 3. Need approval from SCEMD to proceed with conversion of standby to portable generator (third generator).

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

- Engineer: WK Dickson
- Division I Pump Station Contractor: Moorhead Construction
- Division II Force Main Contractor: RH Moore Construction
- Status:
 1. Engineering submittals are ongoing.
 2. Mobilization date is planned for mid to late August.



**City of Georgetown
Engineering Department May 2025 Report**

4. WWTP Bar Screen Replacement Project #3408

Engineer: In-house

Contractor: Consensus

Contract Amount: \$488,876

Status:

1. Notice of Award issued on 4/21/2025.
2. PO has been issued, and contract is fully executed.
3. Pre-construction meeting scheduled for 6/9/25.

STORMWATER

1. Historic District Stormwater System Improvements-EDA Grant (Project #4015)

- Engineer: WK. Dickson
- Contractor: Green Wave Contracting, Inc.
- Contract Amount: \$6,251,220.
- Contract Change Orders: \$262,588.35
- Revised Contract Amount: \$6,513,808.35
- Status:
 1. Division II punch list inspection held on 5/6/25.
 2. Division II punch list is completed and subject to final SCDOT inspection.
 3. Division I-Front Street-Constitution Park and CCU Bulkhead work continues.
 4. Bulkhead is about 95% complete.
 5. Digging for new drainage system at Front and Orange Street intersection is scheduled to start week of 6/30/25.

PUBLIC WORKS

1. Indigo Avenue Resurfacing

Engineer: N/A

Contractor: King Asphalt, Inc.

Amount: \$135,162

Status:

1. City Council approved bid from King Asphalt on 5/15/25.
2. Contract is fully executed.
3. Start date is TBD.



**City of Georgetown
Engineering Department May 2025 Report**

2. Cleland Street Parking Lot -CDBG Grant (Project #2402)

- Engineer: Hanna Engineering
- Contractor: Ben Cox LLC
- Amount: \$332,853.30
- Status:
 1. Four bids were received on April 30th.
 2. Ben Cox, LLC is the qualified low bidder.
 3. City Council approved bid from Ben Cox on 5/15/25.
 4. Waiting for Dept. of Commerce bid approval.

CITY HALL BLDG.

Project Management (PM) consultant: LCK
Design-Build Contractor: Coastal Structures Corp.
Architect: Graham Leigh Architecture
Award amount is \$720,718 (for design and pre-construction services only).
Status:

1. Bi-weekly meetings being held with PM and DB contractor.
2. Design development (DD) phase is complete.
3. A/E team issued a pricing set to the contractor for calculation of GMP.
4. GMP proposal is expected by 6/24/25.

MUNICIPAL COMPLEX (ELECTRIC & PUBLIC WORKS) BLDG.

Architect: Tych & Walker
Contractor: Coastal Structures
Phase I-Pre-engineered Metal Building (PEMB): \$567,265.37
Phase II- Main Building Renovations: \$\$
Status:

1. Phase I work was approved by City Council last month.
2. Prefab metal building shop drawings are approved.
3. Tentative Phase I:PEMB start date is mid-July.
4. Phase II Renovations need council approval.

OTHER ACTIVITIES:

1. Meeting with WK Dickson for WTP condition assessment.,
2. Meeting with Bolt & Menk for WWTP and LS condition assessment.

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

Finance and IT Department May 2025 Report

Statistics:

New Business Licenses Issued:

CSX TRANSPORTATION
A+ HOOD SYSTEMS
GREAT SECURITY
WINYAH BAY WINE & SPIRITS
WALTERBORO AND GEORGETOWN LLC
GEORGETOWN LIQUORS
GREAT SECURITY, LLC
HARBOR HISTORICAL ASSOCIATION
SOUTHERN CROSS
JOHNNY MEATS, LLC
CHUCKS HEATING & AIR INC
PLAYWORLD PREFERRED INC
AKEYBA'S MAJESTIC WORKS, LLC
SWEET & SAVORY BITES, LLC
BROADVIEW ORGANIZING
LINDE GAS & EQUIPMENT INC
CRANE 1 SERVICE, INC
PI TOWING & STORAGE
STARTING 5, INC PO'BOYS
NEXT LEVEL PRO CONSTRUCTION LLC
GARDA CL EAST INC.
QUANTUM HEALTH PROFESSIONAL INC.
CHARLES MILLER AND COMPANY
E-Z PLUMBING
DELL MARKETING L.P.
DOWN EAST HEATING & AIR CONDITIONING OF SC

South Carolina Business License Tax Standardization Act 176: During our first season of issuing business licenses, the Council approved the Business License Ordinance on September 15, 2022, to include the new Standardization procedures and requirements.

Chapter 1, Article II, "Business Licenses" of the Code of Ordinances for the City of Georgetown by replacing Article II in its entirety.

Update:

Final Assessment Letters are being sent to the outstanding business owners.

Finance has processed 669 renewals since February.

Finance continues to receive and process renewals through the portal, in person, and by mail.

858 Annual Business License Renewals were sent out in February 2025.

HDL Companies: The city received and approved the listing of potential businesses operating in the city without a business license for May 2025. (See Active Businesses Report)

Per the contract, the city received approved payments from one company totaling \$32,616.71 before reimbursement to HDL Companies.

Projects Progress:

Grants: Please see the attached schedule for the details on each grant award.

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.

FY2025 audit work will begin in July 2025.

Budget

The council approved the FY 2025-26 budget calendar at the December 2024 meeting. The budget has been initialized, and departmental budget meetings were held during the week of February 21, 2025.

The first Reading of the budget was on May 15, 2025, at the regular council meeting.

Budget Workshops were held on April 17, 2025, and May 1, 2025, at 4:00 pm.

Finance presented the draft budget to the council at the Annual Budget Retreat on March 27, 2025.

ERP Software

Staff continues to work with BS&A to develop strategies for ensuring accurate invoice calculations, as well as to receive training ongoing training.

IT

Continues to monitor and audit processes ensuring efficiency and best practices and identifying critical areas for SQL Server management, such as security, backup/disaster recovery, and performance tuning.

Other

Finance has no vacancies.

The Budget Performance Report for April 2025 is attached. Due to the earlier Council Meeting Agenda deadline, monthly financial information will be for the previous month.

CITY OF GEORGETOWN
ARPA Project Cost
May 31, 2025

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	-
Historic District Sewer Line Inspection Project #1819 CLOSED	5,885.00	5,885.00	-
SCADA for Water Plant CLOSED	166,302.78	166,302.78	-
West End Water Main Improvements Project #1515 CLOSED	236,781.00	236,781.00	-
Sewer/MH Pipe Lining and Repairs Project #1818 CLOSED	626,748.03	626,748.03	-
WTP Secondary Sed Basin Project #1606 CLOSED	629,500.00	629,500.00	-
Maryville Water Distribution Improvements Phase I Project #1516 CLOSED	634,500.00	634,500.00	-
Maryville Water Distribution Improvements Phase I Project #1516 : Engineering CLOSED	62,500.00	62,500.00	-
Sewer/MH Pipe Lining and Repairs Project #1818 : Engineering CLOSED	125,525.00	125,525.00	-
Admin Cost (WRCOG)*	100,000.00	88,129.01	11,870.99
	4,352,151.90	4,340,280.91	11,870.99

**Final invoice will be submitted in June and ARPA will be closed out*

CURRENT PROJECT LISTING REPORT FOR THE PERIOD ENDING 05.30.2025

PROJ #	PO #	PROJECT NAME - DESC/COMMENTS	Vendor	Cost	% Complete	balance remaining on PO
2005	2025-084	City Hall Rebuild - Project Management Services	LCK LLC	155,000.00	0.82	28,397.79
2005	2025-027	New City Hall Project	COASTAL STRUCTURES	864,810.00	0.39	530,770.36
1103	2025-107	FIRE TRAINING CENTER	COASTAL STRUCTURES	71,880.00		71,880.00
1220	TBD	Public Works Office Building Improvements - The city is looking at other site options at this time.	TBD			
1222	2025-085	East Bay Park Bobby Alford Pavilion - CDBG Project #CV1-019 - A/E Services - PO issued 9.08.2022	ROSENBLUM COE	92,500.00	0.94	5,428.34
1234 1923 3501	2025-117	ARCHITECTURAL SERVICES MUNICIPAL COMPLEX	TYCH AND WALKER	73,875.00	0.67	24,275.00
1234 1923 3501	2025-280	MUNICIPAL COMPLEX BLDG	COASTAL STRUCTURES	567,265.37	0.00	567,265.37
1240	2025-269	Morgan Park Walking Trail and Bridge	G3 Engineering	150,335.00	0.00	150,335.00
1606	2025-116	WTP Secondary Sedimentation Basin - Engineering Services - EDA Grant #04-79-07777	WK Dickson	526,700.00	0.85	78,390.79
1518	2025-170	Maryville Water Distribution Improvements Phase II	Rowe	70,000.00	0.60	27,780.00
1519	2025-271	Willowbank Watermain Improvements Project	Thomas & Hutton	98,500.00	1.00	98,500.00
1606	2025-093	WTP Secondary Sedimentation Basin/WTP FLOC/SED Basin No. 2 - Construction	Consensus	5,223,180.87	0.95	283,418.69
1607	2025-100	Raw Water Station Electrical Upgrades	Howard Engineering	83,480.00	0.83	14,280.00

CURRENT PROJECT LISTING REPORT FOR THE PERIOD ENDING 05.30.2025

PROJ #	PO #	PROJECT NAME - DESC/COMMENTS	Vendor	Cost	% Complete	balance remaining on PO
1607	2025-149	Raw Water Station Electrical Upgrades	Coastal Structures	1,082,485.00	0.00	1,082,485.00
1820 & 1821	2025-094	Pump Station #11 and 20 in Force Main Replacement	WK Dickson	1,223,000.00	0.69	382,895.64
1820	2025-273	Division 1 Pump Station contractor	Moorhead Construction	6,972,555.00	0	6,972,555.00
1821	2025-266	Division 2 Force Main Replacment SCIIP Grant contractor	R H Moore	3,247,960.00	0.00	3,247,960.00
1927	2025-114	Front St Under Ground (UG) Infrastructure Upgrade Project - Engineering	Utility Technology	102,500.00	0.75	25,788.14
2402	2025-118	Cleland Street Parking Lot - Engineering Services	Hanna Engineering	22,500.00	0.48	11,800.00
3408	2025-286	WWTP Bar Screen Replacement	consensus construction & consulting	488,876.00	0.00	488,876.00
4015	2025-115	Stormwater System Improvements - Engineering - EDA Grant number 04-79-07494 - Change orders 1, 2 & 3 processed 2.17.2023	WK Dickson	567,200.00	0.82	104,314.54
4015	2025-092	Historic District Stormwater Improvements	Green Wave	6,251,220.00	0.57	2,664,698.18
4016	2025-263	North Merriman-Congdon st Stormwater Improvements	Rowe Professional	101,500.00	0.00	101,500.00
4017	2025-216	Stormwater Pump station Feasibility	WK Dickson	72,000.00	0.90	7,200.00

CITY OF GEORGETOWN
SALE OF ASSETS - FY25

GovDeal							
Payment	Govdeal #	Asset ID	Dept.	Description	Amount/Total Proceeds	Notations	Receipt #
08.23.2024	630	NA	POLICE	LOT OF FEDERAL SIGNAL STINGERS	1,100.00	LISTED IN AUGUST-AUCTION ENDED AUGUST 8	2025-9287
Total July					1,100.00		
				no activity			
Total August					-		
				no activity			
Total September					-		
				no activity			
Total October					-		
				no activity			
Total November							
				no activity			
Total December							
				no activity			
Total January							
				no activity			
Total February							
03.14.2025	632		POLICE	LOT OF 20 PANASONIC TOUGHBOOK		LISTED IN FEBRUARY - AUCTION ENDED MAR 14	
Total March					-		
03.14.2025	632		POLICE	LOT OF 20 PANASONIC TOUGHBOOK	875.00	LISTED IN FEBRUARY - AUCTION ENDED MAR 14	2025-45450
04.08.2025	633		POLICE	LOT OF 22 PANASONIC TOUGHBOOK	PMT NOT RECEIVED	LISTED IN APRIL - AUCTION ENDED APR 20	
04.15.2025	636		IT	LOT OF USED CELLPHONES	PMT NOT RECEIVED	LISTED IN APRIL - AUCTION ENDED APR 27	
Total April					875.00		
04.15.2025	636		IT	LOT OF USED CELLPHONES	RE-LISTED	RE- LISTED IN MAY 23 - AUCTION END MAY 31	
05.01.2025	633		POLICE	LOT OF 22 PANASONIC TOUGHBOOK	3,675.00	LISTED APRIL 8 - AUCTION ENDED APRIL 20	
05.01.2025	634		PW	BOTTLE FILLING STATION	\$600.00	LISTED MAY 1, 2025 - AUCTION ENDED MAY 17	2025-56631
05.01.2025	635		PW	SANDBAGGER MODEL II	PMT NOT RECEIVED	LISTED MAY 1, 2025 - AUCTION ENDED MAY 17	
Total May					4,275.00		
Total June							
TOTAL PER G/L					6,250.00		

CITY OF GEORGETOWN
FY25 GRANTS
MAY 2025

Ref	Grantor	Program	Award Amount	Match Amount	Expenditures	Balance	Award #	Status
<u>FEDERAL GRANTS</u>								
1	US Department of Commerce	Stormwater System Improvements (EDA) Proj #4015	5,488,526.00	2,405,435.00	4,235,401.70	3,658,559.30	04-79-07494	
2	US Department of Commerce	Water Treatment Plant Improvements (EDA) Proj #1606	3,428,000.00	857,000.00	3,958,015.08	326,984.92	04-79-07777	
3	SC Department of Commerce	Cleland Street Public Parking Lot (CDBG) Proj #2402	250,000.00	110,933.00	47,825.50	313,107.50	4-SP-22-004	
4	Federal Emergency Management Agency (FEMA)	HMGP : Pump Station Generators	192,798.90	21,422.10	-	214,221.00	4542-0004-R	
5	SC Infrastructure Investment Program (SCIIP)	Sewer Pump Station #11 Replacement Proj #1820	3,888,325.00	686,175.00	841,042.96	3,733,457.04	A-23-C079	
	<i>Award \$9,733,783 Match \$1,717,718</i>	Sewer Force Main Replacement Proj #1821	5,845,413.00	1,031,543.00	-	6,876,956.00		
6	Justice Assistance Grant (SCDPS)	Justice Assistance Grant (JAG) Program <i>Mobile Radios</i>	74,966.00	-	83,574.47	(8,608.47)	5G001424	
<u>STATE GRANTS</u>								
7	SC Department of Public Safety	FY25 School Resource Officer Program	193,132.00	-	175,739.25	17,392.75	SR-033-C2202-25	
8	Body Armor Award Grant Program	Bulletproof Vest	11,259.00	-	2,755.65	8,503.35	1BA24023	
<u>OTHER GRANTS</u>								
9	State of South Carolina	Gilbert/Hawkins/Butts St Sidewalk Ext. Program Proj# 1236	375,000.00	-	272,683.36	102,316.64	-	
10	SC Department of Environmental Services - SC DES	FY25 Solid Waste Grant - 22.01SW25	13,250.00	-	8,948.33	4,301.67	-	
11	SCMIRF	Public Works Property and Liability Reduction Grant	4,000.00	4,000.00	317.91	7,682.09	-	
12	SCMIT	2025 Law Enforcement Officer Safety - Body Armor Vests	4,000.00	4,000.00	-	8,000.00	-	
<u>OTHER GRANTS CONTINUED</u>								
13	SCMIRF	2025 Law Enforcement Liability Reduction - Tasers	4,000.00	4,000.00	-	8,000.00	-	
TOTAL			19,772,669.90	5,124,508.10	9,626,304.21	15,270,873.79		

Active Businesses				
Business	Type of Business	Source	Status	Last Worked
3Chords Inc	Staffing agency for school districts, clinicians, and educators	Business Requested	PAID-RENEWAL	6/10/2024
3M Company	Lease Equipment	Georgetown County Business Personal Property Tax	PENDING BL Apps	5/27/2025
A&A Seamless Gutters	Gutter installation and cleaning	City Vendor List	MAIL SENT	3/25/2025
A3 Communications Inc	Networking, Security and Communcations	Georgetown County Schools Transparencies Jan-April 2023	PAID-INITIAL	3/31/2025
Abbie US LLC	Lessor of Medical Equipment	Georgetown Business Personal Property Tax	PAID-INITIAL	10/30/2024
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	MAIL SENT	3/25/2025
ADP, Inc.	Payroll Processing	City Vendor List	PAID-2ND RENEWAL	9/30/2024
ADT Commercial LLC (The ADT Security Corporation)	Commercial Electronic Security Svcs.	Georgetown County Business Personal Property Tax	PAID-RENEWAL	6/10/2024
AED Brands LLC	First aid equipment and defibrillators. Provide on-site inspections	Georgetown Combined Muni Lists	APPLICATION-INITIAL	5/20/2025
All Source Enterprises, LLC (DBA Safe Industries)	Fire protection	Common Business	PAID-2ND RENEWAL	9/30/2024
Al-Tar	Cold storage, histology, calibration, on-site lab equipment repair, centrifuge services, lab balances	City Vendor List	PHONE CALL	4/9/2025
Altec Industries	Electric utility products	City Vendor List	PAID-INITIAL	7/8/2024
American Builders & Contractors Supply dba ABC Supply Co	Distributor of roofing, siding, windows, gutters and more	City Vendor List	PAID-2ND RENEWAL	9/30/2024
American Greeting Corp	Greeting cards-Marketing services	Common Business	PAID-RENEWAL	9/30/2024
American Tire Distributors (ATD)	Tire supplier, Have own company fleet of vehicles for delivery	Common Business	PAID-INITIAL	12/16/2024
Amplify Education	Professional School Teacher Development plan and Tech Support	Georgetown County School Transparency List	MAIL SENT	3/25/2025
Apex Learning	Digital Curriculum Consulting	Georgetown County School Transparency List	MAIL SENT	3/25/2025
Apollo Piping Design Services dba Aalberts Integrated Piping Systems	DNA - Piping design, AIPS calibration, OEM manufacturing, sales reps	City Vendor List	MAIL SENT	3/25/2025
Apple Inc	Technology /software	Georgetown County School Transparency	BIZ RESEARCHING	4/24/2025
AquaFix Inc	Wastewater technology, lab services, product supplier. Sales reps	City Vendor List	PAID-INITIAL	4/7/2025
Arc3 Gases South	Welding Products and Gases, rentals and repairs	Common Business	PAID-2ND RENEWAL	9/30/2024
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 Concrete Block Company	Manufacturer of Concrete Blocks, Reatining Wall Services	Discovery	APPLICATION-1ST FOLLOW UP	5/2/2025
Augusta Fiberglass Coatings Inc	Engineering & Field service, repair, and maintenance	City Vendor List	MAIL SENT	5/16/2025
Baker Distributing Company	Equipment & Supplies. Have own company fleet of vehicles for delivery	Business requested	PAID-INITIAL	6/10/2024
Beard Equipment Company	Golf and sports turf equipment supplier, repairs, rentals, have own company vehicles	Discovery	WAITING ON PROOF RESPONSE-(disco	4/22/2025
Beckman Coulter Inc	Lease medical equipment	Common Business	PAID-2ND RENEWAL	9/30/2024
Binswanger Enterprises, LLC	Glass & Repair	Common Business	PAID-INITIAL	11/30/2022
Blossman Gas and Appliance	Propane gas, appliance and service	Common Business	PAID-RENEWAL	6/10/2024
Bobby's Appliance Center	Appliances and mattress sale. Home delivery and installation. Appliance repair	Georgetown County School Transparency List	MAIL SENT	3/25/2025
Boston Scientific Corp	DNA - Surgical Supplies	Common Business	PAID-RENEWAL	6/10/2024
Brainpop	Technology Services	Georgetown County School Transparency September 2024	PHONE CALL	5/20/2025
Brenntag Mid-South Inc	Chemical distribution	Georgetown County Vendor List	Needs Mail Sent	4/22/2025
Bridgetek Solutions LLC	Equipment/software technology	Georgetown County Schools Transparencies Jan-April 2023	Multiple Attempts	4/14/2025
Brink's Incorporated	Armored truck services	Common Business	PAID-RENEWAL	6/10/2024
Britton Landscaping LLC		Georgetown County Vendor List	APPLICATION-INITIAL	4/15/2025

BSN Sports	marketer, manufacturer and distributor of sporting goods apparel and equipment w/ field reps	Georgetown County School Transparency 02/2025	APPLICATION-1ST FOLLOW UP	6/9/2025
C&S Solutions Inc	Locating, Inspecting, & Fault Finding Utilities Equipment, on-site training and demonstration	City Vendor List	Needs Mail Sent	4/28/2025
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-2ND RENEWAL	9/30/2024
Cantey Gutters	Residential Gutter Installations and Repairs	Discovery	APPLICATION-INITIAL	5/20/2025
Capitol Materials Coastal	Construction materials and equipment supplier, safety and site reviews, delivery via own company fleet of vehicles	Georgetown County Vendor List	BIZ RESEARCHING	4/14/2025
Caplea Coe Architects Inc	Technology solutions and architectural services	City Vendor List 8/2024	ADDRESS REQUEST	6/4/2025
Carolina Industrial Equipment, Inc	Industrial Equipment and Supplier, rental, and service	Georgetown County Vendor List	APPLICATION-2ND FOLLOW UP	4/3/2025
Carolina International Trucks, Inc.	Sells and services medium, heavy, and severe service International Trucks, IC Buses, delivery via company own fleet. Truck lease and rentals	City Vendor List	MAIL SENT	3/25/2025
Carolina Office Systems Inc	Computer and office machine repair	Common Business	PAID-RENEWAL	9/30/2024
Carolina Parks and Play	playgrounds, splash pads, site furnishings, shade products	City Vendor List 8/2024	PAID-INITIAL	4/9/2025
Carolina Recording Systems	Voice recording systems, on-site support, on-site preventative maintenance	Common Business	PAID-INITIAL	2/6/2025
Carolina Shine LLC	Cleaning supplies distributor, deliver via own company trucks, travelling sales reps	City Vendor List	CALCULATION SENT	4/15/2025
Carolina Turf Farms	Turf supplier, delivery via company owned fleet	City Vendor List	MAIL SENT	3/25/2025
CDW Government Inc	IT Services	Georgetown County School Transparency November 2024	APPLICATION-1ST FOLLOW UP	5/5/2025
Cisco Systems Capital Corporation	Lease Equipment	Discovery	APPLICATION-1ST FOLLOW UP	4/15/2025
ClassLink	Identity and access management technology services, learning analytics,	Georgetown County School Transparency July 2024	APPLICATION-2ND FOLLOW UP	4/15/2025
Coast 2 Coast Lawns LLC	Land maintenance and lawn care	Georgetown County School Transparency List	MAIL SENT	3/25/2025
Coastal Capital Leasing	Copy Machine Leasing	Business	PAID-RENEWAL	6/10/2024
Coastal Sanitary Supply Co, Inc	Janitorial supplies, Floor equipment, training & maintenance, ship locally and regionally on own fleet trucks	Georgetown County School Transparency 2021 & 2023-2024	Multiple Attempts	4/15/2025
Coastal Staffing Services LLC	Staffin	City Vendor List	PAID-INITIAL	8/30/2023
Coastal Wire Company	Coil wire, box wire, high tensile galvanized wire. equipment parts and equipment service	Georgetown County Vendor List	Multiple Attempts	4/15/2025
CodeLynx	Audio visual and physical security design and installation for A/V, access control and video surveillance	Georgetown County School Transparency List	Multiple Attempts	4/7/2025
CoinCloud (Cash Cloud, Inc)	Bitcoin atm rental	Common Business	PAID-INITIAL	2/8/2023
Coleman Worldwide Moving	Local, Long Distance, & International Moving Services	Discovery	APPLICATION-INITIAL	5/20/2025
Combs and Associates (Combs Technologies Inc)	Equipment for Water and Waterwater Treatment. Territory sales reps	City Vendor List	MAIL SENT	3/25/2025
Commercial Openings	Doors and frames, door hardware, bathroom partitions and accessories. On-site installation. Have own company fleet of vehicles	City Vendor List	MAIL SENT	3/25/2025
Community Design Solutions	Community Design & Planning services	City Vendor List	Multiple Attempts	4/7/2025
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	MAIL SENT	3/25/2025
Concrete Designs LLC	Precast Concrete, Delivery, and Install	City Vendor List	PAID-INITIAL	9/30/2024
Consensus Construction and Consulting Inc	General Contractor	City Vendor List 2024	Needs Mail Sent	4/15/2025
Consolidated Pipe & Supply Company, Inc.	Pipe, Valve & Fitting Products and Services	City Vendor List	PAID-RENEWAL	6/10/2024
Construction Materials Group	Construction materials supplier. Delivery offered	Georgetown County Vendor List	Multiple Attempts	4/15/2025
Conway Rental Center (CRC)	Party and equipment rental	City Vendor List	PAID-INITIAL	3/19/2025
Cook and Boardman LLC	Hardware Distribution, fire door inspection and installation, on-site diagnostic service, custom fabrication and welding, project management	Georgetown County School Transparency 2021 & 2023-2024	PAID-INITIAL	4/2/2025
Core & Main LP	Maintenance & repairs	Common Business	PAID-RENEWAL	6/10/2024
Crossmark Inc	Contract to scan inventory	Discovery	Multiple Attempts	6/9/2025

CSC Leasing Company	Equipment leasing and financing	Georgetown County Business Personal Property Tax	MAIL SENT	5/16/2025
CSC Serviceworks Inc	Lease Equipment	Common Business	PAID-RENEWAL	6/10/2024
CSI Leasing	DNA KY- Lease Equipment	Common Business	PAID-2ND RENEWAL	9/30/2024
D&W Sitework LLC	Demolition and Excavation services	City Vendor List	MAIL SENT	3/25/2025
Daikin Applied Americas Inc.	Commercial HVAC systems for heating, ventilation and air conditioning	Common Business	PAID-INITIAL	6/27/2023
Dawson Lumber Company	Lumber and building materials supplies. Delivery offered	City Vendor List	MAIL SENT	3/25/2025
De Lage Landen Financial Services	Lease Equipment	Common Business	PAID-RENEWAL	6/10/2024
Dell Marketing LP	Technology/Software-Retail	City Vendor List	PAID-INITIAL	6/2/2025
Dependable Service Plumbing and Air Inc	HVAC and plumbing services	City Vendor List	PAID-RENEWAL	9/30/2024
Digitalmint Bitcoin ATM	Bitcoin ATM	Common Business	Needs Mail Sent	4/16/2025
Dish Network LLC	DNA - 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	PAID-RENEWAL	6/10/2024
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, demolition	City Vendor List	Multiple Attempts	4/7/2025
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	MAIL SENT	3/25/2025
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	MAIL SENT	3/25/2025
Eckberg Enterprises Inc.	Plumbing services	Georgetown County School Transparency List	PAID-INITIAL	4/15/2024
Edmentum, Inc.	Educational computer software (dba Plato Learning)	Georgetown County School Transparency 02/2025	Multiple Attempts	5/19/2025
Elliott's Stump Grinding (Kevin Elliot's Stump Grinding)	Tree stump and root clearing	Georgetown County Vendor List	Needs Mail Sent	6/5/2025
Enome Inc (Goalbook)	Educational tools for teachers w on site demonstrations, conferences, and traveling sales reps	Georgetown County Schools Transparencies Jan-April 2023	PHONE CALL	5/23/2025
Esri Inc. (Environmental Systems Research Institute)	Consulting, Geo Spatial Mapping	City Vendor List	MAIL SENT	3/25/2025
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
Ferrellgas LP (dba Blue Rhino)	Propane supplier	Common Business	PAID-INITIAL	11/30/2022
Flock Group Inc.	Public safety solutions, surveillance/safety camera installation and maintenance	Georgetown County Vendor List	PAID-INITIAL	10/30/2024
Focus 5 Inc	Professional learning opportunities and program consulting focused on aligning arts integration, best instructional practices, and current thinking in the field of arts and education	Georgetown County School Transparency 02/2025	APPLICATION-INITIAL	4/21/2025
Fortiline Waterworks	Underground Water, Sewer and Storm Drain Utility Products	City Vendor List 8/2024	PHONE CALL	4/7/2025
Franklin Baking Company, LLC	Produces bread, rolls, cakes, and donuts, It operates direct-store-delivery routes	Georgetown Combined Muni Lists	APPLICATION-INITIAL	5/20/2025
FujiFilm North America Corporation	Medical imaging Equipment	Common Business	PAID-RENEWAL	9/30/2024
G Meetze Construction, LLC	General contractor	Discovery	APPLICATION-INITIAL	4/21/2025
G3 Engineering & Surveying LLC	Civil engineering, land surveying, site planning services, landscape architecture & land development consulting	City Vendor List 8/2024	PAID-INITIAL	3/31/2025
Garda CL East Inc (GardaWorld)	Armored truck services	Discovery	PAID-INITIAL	5/22/2025
Genco Inc	Janitorial Supplies, Food Service, Facility and Grounds Maintenance. Deliver via own company fleet	Georgetown County School Transparency September-November 2024	APPLICATION-1ST FOLLOW UP	4/7/2025
Graham's Golf Cars Inc	Golf cart sales, service, rentals, new and used parts	City Vendor List	PAID-INITIAL	4/2/2025

Graybar Electric Company	Electrical apparatus and equipment	Georgetown County School Transparency 02/2025	APPLICATION-INITIAL	4/21/2025
Gray's Lawn Care LLC	Landscaping	City Vendor List 8/2024	APPLICATION-1ST FOLLOW UP	5/23/2025
GSI-Generator Services Inc	Sales, service and repair	Common Business	PAID-INITIAL	3/1/2023
GW Services Inc	Regime and association management, rentals and real estate sales, home inspections, interior and exterior remodeling, contact maintenance	City Vendor List	Needs Mail Sent	4/9/2025
GXC Inc	Armed and unarmed security personnel, metal detectors, rental services with on site setup	Georgetown County School Transparency List	PAID-INITIAL	2/5/2024
H&E Equipment Services	Earthmoving, construction, industrial, material handling, and heavy equipment rental	Georgetown County School Transparency List	PAID-RENEWAL	9/30/2024
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	PAID-INITIAL	2/5/2024
HCA Healthcare (Hospital Corporation of America)	Healthcare facility operator	Discovery	AVENUE EXHAUSTED	6/4/2025
Helena Chemical Company (Helena Agri-Enterprises LLC)	Services include: Custom seed treating, Product delivery, Custom application, Fertilizer, Plant tissue	Discovery	PAID-INITIAL	2/13/2025
Herff Jones LLC	Sells educational recognition, achievement and motivational products/materials	Common Business	PAID-RENEWAL	9/30/2024
Hershey Creamery Company	Ice Cream	Common Business	PAID-INITIAL	10/31/2022
Hill-Rom Company Inc	Lease Equipment	Common Business	ONE AT A TIME	4/23/2025
Hobgood Electric	Technical field services, industrial electrical contracting, apparatus repair services. Have own company fleet of vehicles	City Vendor List	MAIL SENT	3/25/2025
Hometown Sheds	Metal sheds, wooden buildings, play sets, carports/garages, pre-owned sheds, dog kennels. Set-up and delivery	City Vendor List	MAIL SENT	5/16/2025
Hydro Conduit dba Rinker Materials	Building materials supplies	Georgetown County Vendor List	PAID-INITIAL	12/2/2024
Imperial Dade & Paper Co LLC	Supplies-Maintenance	Common Business	PAID-INITIAL	10/31/2022
Industrial Solutions and Supplies		City Vendor List	PAID-RENEWAL	9/30/2024
Internetwork Engineering	Engineer	Georgetown County School Transparency	APPLICATION-2ND FOLLOW UP	5/7/2025
JCI Jones Chemicals Inc	re-packager of Chlorine and one of the largest Industrial Bleach manufacturers	City Vendor List	PAID-INITIAL	6/25/2024
Johnson-Lambe Company	sports equipment jersey designs, trophies and awards, Sales reps in SC	Georgetown County School Transparency List	PAID-RENEWAL	9/30/2024
KCI USA, Inc. dba 3M Medical Solutions	Sell and rent medical equipment	Common Business	BIZ RESEARCHING	4/23/2025
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
King Construction Services Inc	Residential/commercial devlopment, material hauling, underground utilities, roadway and street construction, surface storm drain improvements, water and sewer install, land clearing and maintenance, concrete	City Vendor List 8/2024	Needs Mail Sent	5/14/2025
Kingston Electric	Commercial Electrician Services	Georgetown County Vendor List	Multiple Attempts	4/3/2025
L&W Supply Corporation dba Acoustical & Drywall Supply (ABC Supply)	Products Supply/Delivery	Common Business	PAID-RENEWAL	9/30/2024
Language Line Services, Inc	Onsite Translators	Georgetown County Vendor List	ONE AT A TIME	5/15/2025
Leading Up LLC	On-site professional and personal development	Georgetown County School Transparency List	MAIL SENT	3/25/2025
LEAF Capital Funding LLC	Lease Equipment	Common Business	PAID-INITIAL	7/8/2024
Lee Transport Equipment, Inc.	Installation and service of transport equipment	City Vendor List	Needs Mail Sent	4/1/2025
Leland O'neil Plumbing and Backflow Specialties	Plumbing services	Georgetown County School Transparency September-October 2024	Needs Mail Sent	5/22/2025
LensLock	Body worn cameras, in-car cameras, surveillance cameras, evidence management	City Vendor List	PAID-INITIAL	1/3/2025
LiftOne, LLC	Lease Equipment	Common Business	PAID-INITIAL	10/31/2022
Lincare	Home healthcare services	Discovery	PAID-INITIAL	6/10/2024

Lindler's Construction of South Carolina, LLC	General Contractor	Discovery	APPLICATION-INITIAL	5/20/2025
Line Equipment Sales Company Inc	Test Lab, Tool Repair, Manufacturing, Delivery via own company fleet	City Vendor List	PAID-INITIAL	6/10/2024
Live Productions	Lighting, sound, staging, entertainment, planning/management/design, equipment rentals, power management	Georgetown County School Transparency List	MAIL SENT	3/25/2025
Loomis Armored US LLC	Armored truck services	Common Business	PAID-RENEWAL	9/30/2024
Lowco Roofing	Roofing Services, Interior & Exterior Painting	Google Maps Data SC (Inside City Limits)	APPLICATION-INITIAL	5/21/2025
Lowcountry Sod Pros	Sodding, hardscapes, patios, paving	Georgetown County Vendor List	MAIL SENT	5/16/2025
Lux Vending dba Bitcoin Depot	DNA - Bitcoin atm rentals	Common Business	PAID-INITIAL	11/30/2022
Mansfield Oil Company	Supplies-Maintenance, fuel system design build, environmental compliance testing and reporting, fuel quality management, gas delivery and mobile fueling	City Vendor List 2021 & 2024 - Georgetown County School Transparency 2021 & 2023-2024 - Georgetown County AP 2023	ADDRESS REQUEST	4/21/2025
Masimo Americas Inc.	Medical monitoring machines	City Vendor List	MAIL SENT	3/25/2025
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
Mega LED Technology (Mega Sign Inc)	Large sign manufacturing and install	City Vendor List	PHONE CALL	6/4/2025
Modern Turf, Inc	DNA - Sport field landscaping	Georgetown County School Transparency List	MAIL SENT	3/25/2025
Moseley Architects of SC, PC	Architects	Georgetown County AP 2023	APPLICATION-1ST FOLLOW UP	5/12/2025
Motorola Solutions Inc	Access control systems, video security, body worn cameras, cybersecurity services, on-site preventative maintenance, technology lifecycle management	Common Business	PAID-RENEWAL	9/30/2024
MSA Safety Sales LLC	Safety equipment supplier, on-site service and equipment repair, rental equipment	Common Business	PAID-INITIAL	12/11/2024
Nalco Company LLC	Water treatment	Georgetown County Business Personal Property Tax	PAID-RENEWAL	9/30/2024
National Power Corporation	Generator Repair and Rental	Common Business	PAID-INITIAL	12/2/2024
NearPod Inc	Interactive mobile presentations that teachers create and customize themselves-In person training	Georgetown County School Transparency 02/2025	PHONE CALL	4/24/2025
NetSource ET, LLC	Educational Technology	Georgetown County School Transparency List	MAIL SENT	3/25/2025
New Dairy Group, LLC. (DBA Borden Dairy) *SC*	Retail product sold and delivered via own trucks	Georgetown Combined Muni Lists	APPLICATION-INITIAL	5/20/2025
Nu-Idea School Supply Co.	Furniture supplier	Georgetown County School Transparency List	PAID-RENEWAL	9/30/2024
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
Pawnee Leasing Corporation	Lease equipment	Common Business	PAID-INITIAL	6/7/2024
Pee Dee Scale Company	Scale supplier, have own company fleet of trucks	Georgetown County Vendor List	Needs Mail Sent	6/5/2025
Pet Dairy	Dairy Products	Georgetown County Schools Transparencies Jan-April 2023	Multiple Attempts	6/4/2025
Pinnacle Network Solutions	Consulting, onsite repair, warranty services	Georgetown County School Transparency 2021 & 2023-2024	PHONE CALL	4/30/2025
Pitney Bowes Global Financial Services	Lease postage equipment	Georgetown County Business Personal Property Tax	CALCULATION SENT	4/3/2025
Playworld Preferred, Inc	Playground equipment supplier	Georgetown County School Transparency 02/2025	PAID-INITIAL	5/13/2025
Porter Roofing Contractors Inc	Roofing contractor	Georgetown County School Transparency 2021 & 2023	PHONE CALL	5/23/2025
Praxair Distribution Inc / Linde Gas & Equipment Inc.	Industrial gases, supply, equipment & services	Georgetown County School Transparency 02/2025	CALCULATION SENT	4/30/2025
ProPump & Controls Inc	Pump station install and maintenance, irrigation control panels and retrofits, wet well install, biogas systems, pipe fitting and fabrication. Sales reps	City Vendor List	MAIL SENT	5/16/2025
Protective Technologies Inc	Cathodic protection, tank lining, internal inspections, under-dispenser containment, sump repairs, sump waterproofing, spill bucket repairs	Discovery	PHONE CALL	5/9/2025
Pro-Tek Termite and Pest Control	Pest control services	Georgetown County Vendor List	Needs Mail Sent	4/30/2025

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
PVS Chemicals	Chemical manufacturing and delivery services	Georgetown County Vendor List	Needs Mail Sent	5/1/2025
Quadient, Inc. (previously Neopost USA, Inc.)	rental of postage meter and supplies	Georgetown County School Transparency 2023-2024	APPLICATION-1ST FOLLOW UP	5/20/2025
Quantum Health Professionals, Inc	Staffing service	Georgetown County School Transparency 2023-2024	PAID-INITIAL	5/28/2025
Quench USA Inc (Advanced H2O Solutions LLC)	Water technology company that rents and services filtered water coolers.	Common Business	PAID-INITIAL	7/8/2024
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-2ND RENEWAL	9/30/2024
Robert Half International Inc	Accounting Staffing Agency	Common Business	PAID-RENEWAL	9/30/2024
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
S&R Turf and Irrigation Equipment, LLC	Irrigation Equipment, Parts and Service, sod sales, golf course services	Georgetown County Vendor List	2nd Phone Call	5/23/2025
Safeware Inc	Safety equipment rentals and sales, on-site technical services. Have own company fleet of vehicles	City Vendor List	MAIL SENT	3/25/2025
Santee Automotive Ford Dealership	Car dealership w/ delivery & roadside assistance	Georgetown County Schools Transparencies Jan-April 2023	Verifying Liability	4/22/2025
School Bell Studio	Photography for schools, yearbooks, ids, photos, dances, etc	Georgetown County Schools Transparencies Jan-April 2023	Multiple Attempts	6/5/2025
Security Solutions of America	Guarding, event security, mobile patrol, remote guarding, perimeter security, client specialized training	Georgetown County Vendor List	PHONE CALL	4/21/2025
SHI International Corp	Reseller of software, hardware, and related servicetechnology products and services	Georgetown County School Transparency October 2024	PHONE CALL	4/9/2025
Shutterfly Lifetouch, LLC (Previously Lifetouch National School Studios Inc)	Pictures taken at school locations	Common Business	PAID-INITIAL	3/27/2024
Sirchie FingerPrint Labs	Crime Scenes Investigation & Forensic Science Solutions and training	City Vendor List	Needs Mail Sent	5/2/2025
Smith's Addressing Machine Services	Installation, onsite service, and preventive maintenance-	Georgetown County School Transparency List	MAIL SENT	3/25/2025
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
Soteria Innovations LLC	Install/Maint Double check child safety system, computer security	Georgetown County School Transparency August 2024	Multiple Attempts	6/2/2025
Southeastern Paper Group	Distributor of disposables, packaging, janitorial/sanitation supplies and equipment	City Vendor List	MAIL SENT	3/25/2025
Sparrow and Kennedy Tractor Company	Tractor and outdoor equipment supplies, repair technicians with own company fleet of vehicles	City Vendor List	MAIL SENT	3/25/2025
SPATCO Energy Solutions	Equipment installation & repairs	Common Business	PAID-INITIAL	11/30/2022
Spiral Fittings Inc.	Sheet Metal Manufacturer	Google Maps Data SC (Outside City Limits)	APPLICATION-INITIAL	5/20/2025
Stantec Consulting Services	Consulting services	Georgetown County Vendor List	CALCULATION SENT	5/13/2025
Stone Construction Company	Excavation Contractor, septic services	City Vendor List	PAID-INITIAL	6/4/2024
Stryker Sales LLC (dba Stryker Medical)	Medical devices and equipment	Common Business	PAID-RENEWAL	9/30/2024
Sumter Utilities	Construction	City Vendor List 8/2024	APPLICATION-1ST FOLLOW UP	6/3/2025
Sunbelt Soloman Services LLC	Industrial transformer sales, services, and rent	Georgetown County Vendor List	2nd Phone Call	4/30/2025
Superior Plus Energy Services dba Freeman Gas	Propane Supplier- delivery, install/repair	Business Self Reported	PAID-RENEWAL	9/30/2024
Talotta Contract Interiors	Moving and delivery services, project management, installations, interior designers, space planning. Have own company fleet of vehicles	City Vendor List	PAID-INITIAL	9/30/2024
Tanner Industries Inc	Anhydrous Ammonia & Aqua Ammonia supplier, storage tanks, and pump out services	City Vendor List	BIZ RESEARCHING	4/3/2025
Therapy Travelers LLC	Staffing agency for school districts, clinicians, and educators	Business request	PAID-RENEWAL	9/30/2024
Thompson Turner Construction	Construction company	Discovery	PHONE CALL	5/1/2025
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	PAID-INITIAL	4/11/2024
Tisdale Plumbing Company	Plumbing services	Georgetown County School Transparency List	MAIL SENT	3/25/2025
Toter LLC	Cart assembly and delivery, cart maintenance, RFID cart management, custom solutions. Have own company fleet of vehicles	Georgetown County Vendor List	Needs Mail Sent	5/23/2025
Toyota Industries Commercial Finance INC	Forklifts Financial Services	Common Business	PAID-INITIAL	4/12/2024
Trane US Inc	Maintenance Repairs	Georgetown County School Transparency List	PAID-INITIAL	11/30/2022
TruckPro LLC	Truck parts and service experts	Common Business	PAID-INITIAL	6/10/2024
Uline	distributes shipping, packaging, and industrial supplies w/ field sales team	City Vendor List 8/2024	APPLICATION-INITIAL	4/3/2025
US Foods, Inc.	Food supplier (retail)	Georgetown County School Transparency List & City Vendor List	PAID-INITIAL	11/30/2022
US Tire Recycling LP	Tire recycling. Tire remediation (on-site tire collection)	Georgetown County Vendor List	PAID-INITIAL	12/20/2024
USIC Locating Services, LLC	Locating Underground Services	Business Provided	PAID-INITIAL	5/1/2025
ViaSat, Inc.	Lease and install internet equipment	Common Business	PAID-INITIAL	11/6/2023
Voya Financial	Wealth Solutions, Health Solutions, and Investment Management w/ field reps	Georgetown County School Transparency 2021 & 2023-2024	PHONE CALL	4/28/2025
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-2ND RENEWAL	9/30/2024
Wells Fargo Vendor Financial Services	Equipment leasing	Common Business	PAID-RENEWAL	6/10/2024
Wesco Distribution Inc dba Englewood Electrical Supply Company	Automation Solutions, Managed Solutions, Training Solutions, Inventory Management and Consolidation, Lighting Services, Ecommerce	City Vendor List	PAID-INITIAL	9/30/2024
Williams Scotsman, Inc. (dba WillScot dba Mobile Mini)	Builds/leases modular buildings, portable classrooms, and mobile office space	Common Business	PAID-2ND RENEWAL	9/30/2024
WK Dickson & Co	Infrastructure Consultant/General Contractor	Georgetown County AP 2023 & City Vendor List 2021-2022 & 2024	APPLICATION-1ST FOLLOW UP	4/29/2025
WM Building Envelope Consultants LLC	Exterior Walls, Roofing and Waterproofing consulting services	Georgetown County School Transparency List	MAIL SENT	5/16/2025
Wyeth Holdings, LLC (Pfizer Inc)	Medical Equipment sales and rental	Common Business	PAID-2ND RENEWAL	6/10/2024
Xerox Corporation	Lease Equipment		PAID-RENEWAL	6/10/2024
Zimmer US, Inc.	Lease Equipment - sales and marketing of orthopedic, sports medicine, surgical and trauma products	Common Business	PAID-RENEWAL	6/10/2024



CUSTOM PURCHASE ORDER REPORT FOR CITY OF GEORGETOWN, SC
POST DATES 07/01/2024 - 05/30/2025
STATUS: OPEN & PARTIAL PO STATE: REQUISITIONS AND PURCHASE ORDERS

Approval Department	Vendor Name	PO/Req Number		Description	Amount	Date Posted	Remaining Balance	Vendor Code	PO Status
01	Vendor Code: 10151 CROSBY LAW FIRM LLC								
01	CROSBY LAW FIRM LLC	2025-00071	ok	CROSBY LAW FIRM LLC - BLANKET	3,728.4		1,431.97	10151	Partial
Total Vendor Code 10151:					3,728.4		1,431.97		
01	Vendor Code: 16119 CARAHSOFT TECHNOLOGY CORP								
01	CARAHSOFT TECHNOLOGY CORP	2025-00020	ok	CARAHSOFT -	6,506.5		5,664.14	16119	Partial
Total Vendor Code 16119:					6,506.5		5,664.14		
01	Vendor Code: 7196 SET SOLUTIONS, LLC								
01	SET SOLUTIONS, LLC	2025-00058	ok	SET SOLUTIONS - SAFETY TRAINING	19,000.		16,000.00	7196	Partial
Total Vendor Code 7196:					19,000.		16,000.00		
01	Vendor Code: 8794 GEORGETOWN ALCOHOL AND DRUG AB								
01	GEORGETOWN ALCOHOL AND DRUG AB	2025-00125	ok	GEORGETOWN ALCOHOL AND DRUG AB	61,617.		44,563.90	8794	Partial
Total Vendor Code 8794:					61,617.		44,563.90		
Total 01:					90,852.		67,660.01		
04	Vendor Code: 1085 KAMINSKI HOUSE MUSEUM								
04	KAMINSKI HOUSE MUSEUM	2025-00033	ok	KAMINSKI HOUSE MUSEUM - DEFERRED PROJECT	19,331.		19,331.00	1085	Open
Total Vendor Code 1085:					19,331.		19,331.00		
04	Vendor Code: 18315 THE LAW OFFICE OF ERIN E BAILEY LLC								
04	THE LAW OFFICE OF ERIN E BAILEY LLC	2025-00163	ok	ERIN BAILEY - PUBLIC DEFENDER SERVICES	8,000.0		2,000.00	18315	Partial
Total Vendor Code 18315:					8,000.0		2,000.00		
04	Vendor Code: 19520 LCK, LLC								
04	LCK, LLC	2025-00084	ok	CITY HALL PROJECT MANAGEMENT SERVICES - PROJ 2005	62,373.		28,397.79	19520	Partial
Total Vendor Code 19520:					62,373.		28,397.79		
Total 04:					89,704.		49,728.79		
05	Vendor Code: 4085 SC DEPARTMENT OF JUVENILE JUSTICE								
05	SC DEPARTMENT OF JUVENILE JUSTICE	2025-00035	ok	SC DJJ	7,550.0		1,950.00	4085	Partial
Total Vendor Code 4085:					7,550.0		1,950.00		



CUSTOM PURCHASE ORDER REPORT FOR CITY OF GEORGETOWN, SC

POST DATES 07/01/2024 - 05/30/2025

STATUS: OPEN & PARTIAL PO STATE: REQUISITIONS AND PURCHASE ORDERS

Approval Department	Vendor Name	PO/Req Number		Description	Amount	Date Posted	Remaining Balance	Vendor Code	PO Status
05									
Vendor Code: 6700 ST FRANCES ANIMAL CENTER									
05	ST FRANCES ANIMAL CENTER	2025-00050	ok	SAINT FRANCES ANIMAL CENTER	42,500.		21,250.00	6700	Partial
Total Vendor Code 6700:					42,500.		21,250.00		
Total 05:					50,050.		23,200.00		
11									
Vendor Code: 330 SCMIRF									
11	SCMIRF	2025-00106	ok	SCMIRF - BLANKET	5,738.7		5,738.72	330	Open
Total Vendor Code 330:					5,738.7		5,738.72		
Vendor Code: 6524 COASTAL STRUCTURES CORPORATION									
11	COASTAL STRUCTURES CORPORATION	2025-00107	ok	COASTAL STRUCTURES CORP - PROJECT 1103	71,880.		71,880.00	6524	Open
Total Vendor Code 6524:					71,880.		71,880.00		
Total 11:					77,618.		77,618.72		
12									
Vendor Code: 16313 STATEWIDE SECURITY SYSTEMS INC									
12	STATEWIDE SECURITY SYSTEMS INC	2025-00090	ok	STATEWIDE SECURITY SYSTEMS - SECURITY CAMERAS	18,000.		3,000.00	16313	Partial
Total Vendor Code 16313:					18,000.		3,000.00		
Vendor Code: 18736 WRANGLER HOLDCO CORP									
12	WRANGLER HOLDCO CORP	2025-00048	ok	WRANGLER HOLDCO - DBA WASTE INDUSTRIES A GFL	52,381.		16,866.67	18736	Partial
Total Vendor Code 18736:					52,381.		16,866.67		
Vendor Code: 19306 DESTINY BREE BUTLER									
12	DESTINY BREE BUTLER	2025-00137	ok	DESTINY BRE BUTLER	46,130.		21,321.00	19306	Partial
Total Vendor Code 19306:					46,130.		21,321.00		
Vendor Code: 4200 GEORGETOWN COUNTY BOARD OF DISABILITIES									
12	GEORGETOWN COUNTY BOARD OF DISABILITIES	2025-00123	ok	GEORGETOWN COUNTY BOARD OF DISABILITIES	36,291.		24,031.37	4200	Partial
Total Vendor Code 4200:					36,291.		24,031.37		
Total 12:					152,803		65,219.04		
19									
Vendor Code: 16312 CANNON TECHNOLOGIES INC									
19	CANNON TECHNOLOGIES INC	2025-00187	ok	CANNON TECHNOLOGIES - WATER NODE	85,256.		14,416.00	16312	Partial
19	CANNON TECHNOLOGIES INC	2025-00196	ok	CANNON TECHNOLOGIES -	6,001.6		6,001.60	16312	Open



CUSTOM PURCHASE ORDER REPORT FOR CITY OF GEORGETOWN, SC
POST DATES 07/01/2024 - 05/30/2025
STATUS: OPEN & PARTIAL PO STATE: REQUISITIONS AND PURCHASE ORDERS

Approval Department	Vendor Name	PO/Req Number		Description	Amount	Date Posted	Remaining Balance	Vendor Code	PO Status
19	Vendor Code: 16312 CANNON TECHNOLOGIES INC								
	Total Vendor Code 16312:				91,257.		20,417.60		
19	Vendor Code: 16338 SUMTER UTILITIES INC								
19	SUMTER UTILITIES INC	2025-00070	ok	SUMTER UTILITIES INC	493,394		268,678.60	16338	Partial
	Total Vendor Code 16338:				493,394		268,678.60		
19	Vendor Code: 18809 BORDER STATES INDUSTRIES INC								
19	BORDER STATES INDUSTRIES INC	2025-00006	ok	BORDER STATES INDUSTRIES	19,354.		905.51	18809	Partial
19	BORDER STATES INDUSTRIES INC	2025-00202	ok	BORDER STATES INDUSTRIES	75,000.		18,768.46	18809	Partial
	Total Vendor Code 18809:				94,354.		19,673.97		
19	Vendor Code: 19062 RAFTELIS FINANCIAL CONSULTANTS INC								
19	RAFTELIS FINANCIAL CONSULTANTS INC	2025-00126	ok	RAFTELIS - 2024-2025 ELECTRIC RATE STUDY	62,701.		5,221.00	19062	Partial
	Total Vendor Code 19062:				62,701.		5,221.00		
19	Vendor Code: 19074 SUNBELT SOLOMON SERVICES LLC								
19	SUNBELT SOLOMON SERVICES LLC	2025-00007	ok	SUNBELT SOLOMON SERVICES - TRANSFORMERS	6,102.4		6,102.43	19074	Open
19	SUNBELT SOLOMON SERVICES LLC	2025-00129	liquidated	SUNBELT SOLOMON SERVICES - TRANSFORMERS	20,522.		912.36	19074	Partial
	Total Vendor Code 19074:				26,624.		7,014.79		
19	Vendor Code: 19243 XYLEM INC								
19	XYLEM INC	2025-00081	ok	XYLEM INC	60,676.		5,087.27	19243	Partial
	Total Vendor Code 19243:				60,676.		5,087.27		
19	Vendor Code: 19316 UTILITY TRANSFORMER BROKERS LLC								
19	UTILITY TRANSFORMER BROKERS LLC	2025-00008	ok	UTILITY TRANSFORMER BROKERS	13,840.		13,840.00	19316	Open
19	UTILITY TRANSFORMER BROKERS LLC	2025-00113	ok	UTILITY TRANSFORMERS BROKERS	61,160.		61,160.00	19316	Open
	Total Vendor Code 19316:				75,000.		75,000.00		
19	Vendor Code: 2349 SOUTHEASTERN TRANSFORMER								
19	SOUTHEASTERN TRANSFORMER	2025-00130	ok	SOUTHEASTERN TRANSFORMER -	75,000.		75,000.00	2349	Open
	Total Vendor Code 2349:				75,000.		75,000.00		
19	Vendor Code: 6254 UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC								
19	UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC	2025-00072	ok	UTILITY TECHNOLOGY ENGINEERS - GIS MAPPING	94,715.		40,140.17	6254	Partial



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19	Vendor Code: 6254 UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC								
	Total Vendor Code 6254:				94,715.		40,140.17		
19	Vendor Code: 6524 COASTAL STRUCTURES CORPORATION								
19	COASTAL STRUCTURES CORPORATION	2025-00009	ok	COASTAL STRUCTURES - CONTRACTING OF EMPLOYEE	28,197.		16,002.50	6524	Partial
	Total Vendor Code 6524:				28,197.		16,002.50		
19	Vendor Code: 8540 LINE EQUIPMENT SALES CO INC								
19	LINE EQUIPMENT SALES CO INC	2025-00005	ok	LINE EQUIPMENTS SALES - INVENTORY	54,434.		37,237.19	8540	Partial
	Total Vendor Code 8540:				54,434.		37,237.19		
Total 19:					1,156,3		569,473.09		
21	Vendor Code: 1128 INDUSTRIAL REWINDING INC								
21	INDUSTRIAL REWINDING INC	2025-00039	ok	INDUSTRIAL REWINDING - ELECTRIC MOTOR REPAIRS	15,093.		5,626.61	1128	Partial
	Total Vendor Code 1128:				15,093.		5,626.61		
21	Vendor Code: 7936 TANNER INDUSTRIES, INC.								
21	TANNER INDUSTRIES, INC.	2025-00127	ok	TANNER INDUSTRIES - AMMONIA	10,579.		10,579.17	7936	Open
	Total Vendor Code 7936:				10,579.		10,579.17		
21	Vendor Code: 89 INDUSTRIAL SOLUTIONS & SUPPLY								
21	INDUSTRIAL SOLUTIONS & SUPPLY	2025-00040	ok	INDUSTRIAL SOLUTIONS - SULFURIC ACID	25,000.		17,818.74	89	Partial
21	INDUSTRIAL SOLUTIONS & SUPPLY	2025-00132	ok	INDUSTRIAL SOLUTIONS	13,917.		2,835.90	89	Partial
21	INDUSTRIAL SOLUTIONS & SUPPLY	2025-00161	ok	INDUSTRIAL SOLUTIONS - 25% SODIUM HYDROXIDE CAUSTIC	19,130.		7,053.84	89	Partial
	Total Vendor Code 89:				58,048.		27,708.48		
21	Vendor Code: 8905 PVS TECHNOLOGIES INC								
21	PVS TECHNOLOGIES INC	2025-00159	ok	PVS TECHNOLOGIES - FERRIC CHLORIDE	41,994.		9,004.34	8905	Partial
	Total Vendor Code 8905:				41,994.		9,004.34		
21	Vendor Code: 9902 BRENNTAG MID-SOUTH INC								
21	BRENNTAG MID-SOUTH INC	2025-00160	liquidated	BRENNTAG MID-SOUTH - 25% CAUSTIC HYDROXIDE	13,360.		462.46	9902	Partial
21	BRENNTAG MID-SOUTH INC	2025-00186	ok	BRENNTAG MID-SOUTH - ORTHOPHOSPHATE	2,439.4		2,439.40	9902	Open
	Total Vendor Code 9902:				15,800.		2,901.86		



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21									
Vendor Code: 9909 JONES CHEMICALS INC									
21	JONES CHEMICALS INC	2025-00016	ok	JONES CHEMICALS - CHLORINE CYLINDERS	35,105.		11,176.38	9909	Partial
21	JONES CHEMICALS INC	2025-00028	ok	JONES CHEMICALS - CHLORINE CYLINDERS	8,401.1		2,932.17	9909	Partial
Total Vendor Code 9909:					43,506.		14,108.55		
Total 21:					185,021		69,929.01		
ADMIN									
Vendor Code: 10151 CROSBY LAW FIRM LLC									
ADMIN	CROSBY LAW FIRM LLC	2025-00237	ok	BLANKET - CITY ATTORNEY'S FEES	25,000.		18,408.51	10151	Partial
Total Vendor Code 10151:					25,000.		18,408.51		
Vendor Code: 19563 CIVICPLUS LLC									
ADMIN	CIVICPLUS LLC	2025-00262	ok	ANNUAL FEE AGENDA AND MEETING	10,230.		10,230.59	19563	Open
Total Vendor Code 19563:					10,230.		10,230.59		
Total ADMIN:					35,230.		28,639.10		
BUILDING									
Vendor Code: 19441 RISE ABOVE CONSULTING LLC									
BUILDING	RISE ABOVE CONSULTING LLC	2025-00292	ok	RISE ABOVE SIGN & GRAPHICS - INVOICE # 9629	15,174.		15,174.70	19441	Open
Total Vendor Code 19441:					15,174.		15,174.70		
Vendor Code: 19874 JACKLYN J DONEVANT									
BUILDING	JACKLYN J DONEVANT	2025-00293	ok	CONTRACT LABOR	10,000.		10,000.00	19874	Open
Total Vendor Code 19874:					10,000.		10,000.00		
Total BUILDING:					25,174.		25,174.70		
ELECTRIC									
Vendor Code: 16312 CANNON TECHNOLOGIES INC									
ELECTRIC	CANNON TECHNOLOGIES INC	2025-00270	ok	RFN IT C2SXD 2S CLASS200 240V 420-ITC202SC121901- RFN530LGS4X RXR 16S CL320	39,305.		39,305.20	16312	Open
Total Vendor Code 16312:					39,305.		39,305.20		
Vendor Code: 16338 SUMTER UTILITIES INC									
ELECTRIC	SUMTER UTILITIES INC	2025-00205	ok	SUMTER UTILITIES - FRONT ST UPGRADE PROJECT PHASE 3 PROJ 1931	671,021		348,192.13	16338	Partial



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ELECTRIC									
Vendor Code: 16338 SUMTER UTILITIES INC									
ELECTRIC	SUMTER UTILITIES INC	2025-00249	ok	PROJECT#1932 LABOR & EQUIPMENT INSTALLING 750' PRIMARY, CONDUIT, CABINET, PADMOUNT TRANS.	59,160.		4,638.20	16338	Partial
Total Vendor Code 16338:					730,181		352,830.33		
Vendor Code: 18809 BORDER STATES INDUSTRIES INC									
ELECTRIC	BORDER STATES INDUSTRIES INC	2025-00220	ok	INVENTORY ITEMS	75,000.		37,438.83	18809	Partial
ELECTRIC	BORDER STATES INDUSTRIES INC	2025-00284	ok	INVENTORY ITEMS	75,000.		75,000.00	18809	Open
Total Vendor Code 18809:					150,000		112,438.83		
Vendor Code: 19062 RAFTELIS FINANCIAL CONSULTANTS INC									
ELECTRIC	RAFTELIS FINANCIAL CONSULTANTS INC	2025-00281	ok	2025 SERVICE FOR UTILITY BILLING ASSESSMENT	38,400.		38,400.00	19062	Open
Total Vendor Code 19062:					38,400.		38,400.00		
Vendor Code: 19074 SUNBELT SOLOMON SERVICES LLC									
ELECTRIC	SUNBELT SOLOMON SERVICES LLC	2025-00219	ok	INVENTORY ITEMS- TRANSFORMERS	75,000.		3,662.00	19074	Partial
Total Vendor Code 19074:					75,000.		3,662.00		
Vendor Code: 5010 TYCH & WALKER ARCHITECTS, LLP									
ELECTRIC	TYCH & WALKER ARCHITECTS, LLP	2025-00117	ok	TYCH & WALKER ARCHITECTS - PROJ 1234 1926 3501	24,275.		24,275.00	5010	Open
Total Vendor Code 5010:					24,275.		24,275.00		
Vendor Code: 6254 UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC									
ELECTRIC	UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC	2025-00037	ok	UTILITY TECHNOLOGY ENGINEERING - PROJ 1931 PHASE 3	28,932.		21,324.35	6254	Partial
ELECTRIC	UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC	2025-00114	ok	UTILITY TECHNOLOGY - PROJ 1927 ROLLOVER FROM PO#2024-124	25,788.		25,788.14	6254	Open
ELECTRIC	UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC	2025-00223	ok	CONSTRUCTION SERVICES FOR FRONT STREET PROJECT #1931	39,300.		25,239.41	6254	Partial
Total Vendor Code 6254:					94,020.		72,351.90		
Vendor Code: 6524 COASTAL STRUCTURES CORPORATION									
ELECTRIC	COASTAL STRUCTURES CORPORATION	2025-00241	ok	PROFESSIONAL SERVICES	20,000.		12,485.00	6524	Partial



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ELECTRIC									
Vendor Code: 6524 COASTAL STRUCTURES CORPORATION									
ELECTRIC	COASTAL STRUCTURES CORPORATION	2025-00280	ok	PHASE 1 METAL BLDG MUNICIPAL COMPLEX-PROJECT 1234 , 1926 , 3501	567,265		567,265.37	6524	Open
Total Vendor Code 6524:					587,265		579,750.37		
Vendor Code: 8540 LINE EQUIPMENT SALES CO INC									
ELECTRIC	LINE EQUIPMENT SALES CO INC	2025-00258	ok	INVENTORY ITEMS	75,000.		35,034.31	8540	Partial
Total Vendor Code 8540:					75,000.		35,034.31		
Total ELECTRIC:					1,813,4		1,258,047.94		
FINANCE									
Vendor Code: 16313 STATEWIDE SECURITY SYSTEMS INC									
FINANCE	STATEWIDE SECURITY SYSTEMS INC	2025-00003	ok	STATEWIDE - CITY WIDE CAMERAS	20,250.		3,000.00	16313	Partial
Total Vendor Code 16313:					20,250.		3,000.00		
Vendor Code: 19554 BS&A INTERMEDIATE LLC									
FINANCE	BS&A INTERMEDIATE LLC	2025-00203	ok	BS&A INTERMDIATE LLC - ERP SOFTWARE SYSTEMS	131,615		131,615.00	19554	Open
Total Vendor Code 19554:					131,615		131,615.00		
Vendor Code: 19559 MAULDIN & JENKINS, LLC									
FINANCE	MAULDIN & JENKINS, LLC	2025-00168	ok	MAULDIN & JENKINS	39,330.		17,330.00	19559	Partial
Total Vendor Code 19559:					39,330.		17,330.00		
Vendor Code: 5615 HTC COMMUNICATIONS INC									
FINANCE	HTC COMMUNICATIONS INC	2025-00232	ok	CLOUD MANAGEMENT	70,000.		11,415.04	5615	Partial
Total Vendor Code 5615:					70,000.		11,415.04		
Vendor Code: 6524 COASTAL STRUCTURES CORPORATION									
FINANCE	COASTAL STRUCTURES CORPORATION	2025-00027	ok	COASTAL STRUCTURES CORP - PROJECT 2005	795,863		530,770.36	6524	Partial
Total Vendor Code 6524:					795,863		530,770.36		
Total FINANCE:					1,057,0		694,130.40		
FIRE									
Vendor Code: 15201 LANDS END BUSINESS OUTFITTERS									
FIRE	LANDS END BUSINESS OUTFITTERS	2025-00294	ok	CANVAS TOTE BAGS	5,510.8		5,510.87	15201	Open
Total Vendor Code 15201:					5,510.8		5,510.87		
Vendor Code: 330 SCMIRF									



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FIRE									
Vendor Code: 330 SCMIRF									
FIRE	SCMIRF	2025-00234	ok	SCMIRF BLANKET FOR MONTHLY DEDUCTABLE	25,000.		11,994.11	330	Partial
Total Vendor Code 330:					25,000.		11,994.11		
Total FIRE:					30,510.		17,504.98		
PUBLIC WORKS									
Vendor Code: 16313 STATEWIDE SECURITY SYSTEMS INC									
PUBLIC WORKS	STATEWIDE SECURITY SYSTEMS INC	2025-00291	ok	PUBLIC WORKS SURVEILLANCE CAMERAS AND CONTROL BOX MAINT. SERVICE FEES	8,800.0		8,800.00	16313	Open
Total Vendor Code 16313:					8,800.0		8,800.00		
Vendor Code: 17878 S&ME INC									
PUBLIC WORKS	S&ME INC	2025-00121	ok	S&ME - BOBBY ALFORD PAVILION - PROJ. 1222	3,788.7		3,788.75	17878	Open
Total Vendor Code 17878:					3,788.7		3,788.75		
Vendor Code: 18731 HANNA ENGINEERING LLC									
PUBLIC WORKS	HANNA ENGINEERING LLC	2025-00118	ok	HANNA ENGINEERING - PROJ #2402 - CDGB #4-SP-22-004	15,140.		11,800.00	18731	Partial
Total Vendor Code 18731:					15,140.		11,800.00		
Vendor Code: 18750 CAPLEA COE ARCHITECTS INC									
PUBLIC WORKS	CAPLEA COE ARCHITECTS INC	2025-00085	ok	ROSENBLUM COE - EBP BOBBY ALFORD BLDG PROJ #1222 - CV1-019	8,978.3		5,428.34	18750	Partial
Total Vendor Code 18750:					8,978.3		5,428.34		
Vendor Code: 18827 THE CART GUY LLC									
PUBLIC WORKS	THE CART GUY LLC	2025-00218	ok	RESIDENTIAL TRASH CANS	22,998.		22,998.75	18827	Open
Total Vendor Code 18827:					22,998.		22,998.75		
Vendor Code: 19249 DOBBS EQUIPMENT SOUTHEAST LLC									
PUBLIC WORKS	DOBBS EQUIPMENT SOUTHEAST LLC	2025-00242	ok	EQUIPMENT - JOHN DEERE COMPACT WHEEL LOADER	128,180		128,180.91	19249	Open
Total Vendor Code 19249:					128,180		128,180.91		
Vendor Code: 19372 G3 ENGINEERING & SURVEYING LLC									
PUBLIC WORKS	G3 ENGINEERING & SURVEYING LLC	2025-00269	ok	MORGAN PARK WALKING TRAIL AND BRIDGE PROJECT 1240	150,335		150,335.00	19372	Open
Total Vendor Code 19372:					150,335		150,335.00		



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PUBLIC WORKS									
Vendor Code: 19431 KISHA GAMBLE									
PUBLIC WORKS	KISHA GAMBLE	2025-00049	ok	KISHA GAMLBE - DBA RANDOLPHS KRAZY KLEANING	64,875.		28,072.00	19431	Partial
Total Vendor Code 19431:					64,875.		28,072.00		
Vendor Code: 19832 PRO-TAINER INC									
PUBLIC WORKS	PRO-TAINER INC	2025-00211	ok	PRO-TAINER INC - RECYCLE TRAILER	22,750.		22,750.00	19832	Open
Total Vendor Code 19832:					22,750.		22,750.00		
Vendor Code: 19834 CRD OF HILTON HEAD INC									
PUBLIC WORKS	CRD OF HILTON HEAD INC	2025-00214	ok	CRD OF HILTON HEAD - PROJECT 2405	466,927		12,305.00	19834	Partial
Total Vendor Code 19834:					466,927		12,305.00		
Vendor Code: 19868 QUALITY LANDSCAPES & DESIGN LLC									
PUBLIC WORKS	QUALITY LANDSCAPES & DESIGN LLC	2025-00274	ok	BOBBY ALFORD PAVILION LANDSCAPE PROJ 1222	24,603.		24,603.59	19868	Open
Total Vendor Code 19868:					24,603.		24,603.59		
Vendor Code: 19871 KING ASHPALT INC									
PUBLIC WORKS	KING ASHPALT INC	2025-00285	ok	INDIGO AVE ASPHALT RESURFACING PROJECT 1221	135,162		135,162.00	19871	Open
Total Vendor Code 19871:					135,162		135,162.00		
Vendor Code: 4559 ANIXTER INC									
PUBLIC WORKS	ANIXTER INC	2025-00247	ok	AUTOMATIC LOCKS FOR PUBLIC RESTROOMS	5,246.2		4,166.65	4559	Partial
Total Vendor Code 4559:					5,246.2		4,166.65		
Vendor Code: 4885 REVELS TURF & TRACTOR									
PUBLIC WORKS	REVELS TURF & TRACTOR	2025-00067	ok	REVELS TURF & TRACTOR - EQUIPMENT ZERO TURN MOWER	15,578.		15,578.46	4885	Open
PUBLIC WORKS	REVELS TURF & TRACTOR	2025-00068	ok	REVELS TURF & TRACTOR - EQUIPMENT ZERO TURN MOWER	15,578.		15,578.46	4885	Open
Total Vendor Code 4885:					31,156.		31,156.92		
Vendor Code: 7749 CAROLINA INTERNATIONAL TRUCKS									
PUBLIC WORKS	CAROLINA INTERNATIONAL TRUCKS	2025-00204	ok	CAROLINA INTERNATIONAL TRUCKS - SCOWBODY DUMP TRUCK	196,149		196,149.75	7749	Open
Total Vendor Code 7749:					196,149		196,149.75		
Total PUBLIC WORKS:					1,285,0		785,697.66		



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WATER									
Vendor Code: 1137 WACCAMAW REGIONAL & PLANNING									
WATER	WACCAMAW REGIONAL & PLANNING	2025-00095	ok	WRCOG - ARPA	31,386.		11,870.99	1137	Partial
WATER	WACCAMAW REGIONAL & PLANNING	2025-00103	ok	WRCOG - PROJ #4015 - EDA GRANT #04-79-07494	3,041.7		3,041.74	1137	Open
Total Vendor Code 1137:					34,427.		14,912.73		
Vendor Code: 15354 CAROTEK INC									
WATER	CAROTEK INC	2025-00222	liquidated	EIM MODEL 2DLG-3 SLIDE GATE FOR SBR	10,145.		266.48	15354	Partial
Total Vendor Code 15354:					10,145.		266.48		
Vendor Code: 15796 COASTAL ASPHALT LLC									
WATER	COASTAL ASPHALT LLC	2025-00278	ok	WATER UTILITIES ADMIN OFFICE ASPHALT RESURFACING	49,522.		49,522.80	15796	Open
Total Vendor Code 15796:					49,522.		49,522.80		
Vendor Code: 16490 CONSENSUS CONSTRUCTION & CONSULTING INC									
WATER	CONSENSUS CONSTRUCTION & CONSULTING INC	2025-00093	ok	CONSENSUS CONSTRUCTION & CONSULTING - PROJ #1606	1,280,0		283,418.69	16490	Partial
WATER	CONSENSUS CONSTRUCTION & CONSULTING INC	2025-00286	ok	HEADWORKS BAR SCREEN REPLACEMENT PROJ 3408	488,876		488,876.00	16490	Open
Total Vendor Code 16490:					1,768,9		772,294.69		
Vendor Code: 16954 GREEN WAVE CONTRACTING INC									
WATER	GREEN WAVE CONTRACTING INC	2025-00092	ok	GREEN WAVE CONTRACTING - PROJ 4015	4,485,8		2,664,698.18	16954	Partial
Total Vendor Code 16954:					4,485,8		2,664,698.18		
Vendor Code: 18607 MELTON ELECTRIC CO INC									
WATER	MELTON ELECTRIC CO INC	2025-00099	ok	MELTON ELECTRIC - PUMP STATION GENERATORS	215,862		215,862.00	18607	Open
Total Vendor Code 18607:					215,862		215,862.00		
Vendor Code: 18619 ROWE PROFESSIONAL SERVICES COMPANY									
WATER	ROWE PROFESSIONAL SERVICES COMPANY	2025-00170	ok	ROWE PROFESSIONAL SERVICES - ENGINEERING SERVICES PROJECT 1518	62,845.		27,780.00	18619	Partial
WATER	ROWE PROFESSIONAL SERVICES COMPANY	2025-00263	ok	N MERRIMAN -CONGDON STREET STORMWATER IMPROVEMENTS PROJ 4016	101,500		101,500.00	18619	Open
Total Vendor Code 18619:					164,345		129,280.00		
Vendor Code: 18902 COMBS TECHNOLOGIES INC									
WATER	COMBS TECHNOLOGIES INC	2025-00287	ok	CONTROLLER PLC SANITAIRE PART FOR DECANTERS	8,121.3		8,121.30	18902	Open



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WATER								
Vendor Code: 18902 COMBS TECHNOLOGIES INC				8,121.3		8,121.30		
Total Vendor Code 18902:								
Vendor Code: 19356 CITI INC								
WATER	CITI INC	2025-00221 ok	UPGRADING ON VT SCADA LICENSE	24,258.		24,258.10	19356	Open
Total Vendor Code 19356:				24,258.		24,258.10		
Vendor Code: 19524 HOWARD ENGINEERING, INC.								
WATER	HOWARD ENGINEERING, INC.	2025-00100 ok	HOWARD ENGINEERING - PROJ 1607	15,980.		14,280.00	19524	Partial
Total Vendor Code 19524:				15,980.		14,280.00		
Vendor Code: 19855 BOLTON & MENK, INC								
WATER	BOLTON & MENK, INC	2025-00268 ok	WASTEWATER TREATMENT PLANT CONDITION ASSESSMENT PROJECT 1823	31,000.		31,000.00	19855	Open
WATER	BOLTON & MENK, INC	2025-00267 ok	WASTEWATER LIFT STATION CONDITION ASSESSMENT PROJECT 1825	36,500.		36,500.00	19855	Open
Total Vendor Code 19855:				67,500.		67,500.00		
Vendor Code: 19864 Thomas & Hutton Engineering Co								
WATER	Thomas & Hutton Engineering Co	2025-00271 ok	WILLOWBANK WATER MAIN IMPROVEMENTS ENGINEERING SERVICES PROJECT 1519	98,500.		98,500.00	19864	Open
Total Vendor Code 19864:				98,500.		98,500.00		
Vendor Code: 19866 DON MOORHEAD CONSTRUCTION INC								
WATER	DON MOORHEAD CONSTRUCTION INC	2025-00273 ok	SCIIP GRANT PROJECT 1820	6,972,5		6,972,555.00	19866	Open
Total Vendor Code 19866:				6,972,5		6,972,555.00		
Vendor Code: 4137 R H MOORE INC								
WATER	R H MOORE INC	2025-00266 ok	DIVISION II FORCE MAIN REPLACEMENT SCIIP GRANT A-23-C079 PROJECT 1821	3,247,9		3,247,960.00	4137	Open
Total Vendor Code 4137:				3,247,9		3,247,960.00		
Vendor Code: 5417 W K DICKSON & CO INC								
WATER	W K DICKSON & CO INC	2025-00094 ok	WK DICKSON & CO - SCIIP GRANT AWARD PROJ 1820 & 18201	416,717		382,895.64	5417	Partial
WATER	W K DICKSON & CO INC	2025-00115 ok	W K DICKSON - PROJ #4015 - EDA GRANT #04-79-07494	171,597		104,314.54	5417	Partial
WATER	W K DICKSON & CO INC	2025-00116 ok	WK DICKSON - PROJ #1606	107,955		78,390.79	5417	Partial



CUSTOM PURCHASE ORDER REPORT FOR CITY OF GEORGETOWN, SC
POST DATES 07/01/2024 - 05/30/2025
STATUS: OPEN & PARTIAL PO STATE: REQUISITIONS AND PURCHASE ORDERS

Approval Department	Vendor Name	PO/Req Number		Description	Amount	Date Posted	Remaining Balance	Vendor Code	PO Status
WATER									
Vendor Code: 5417 W K DICKSON & CO INC									
WATER	W K DICKSON & CO INC	2025-00216	ok	W K DICKSON - PROJECT 4017	72,000.		7,200.00	5417	Partial
WATER	W K DICKSON & CO INC	2025-00215	ok	W K DICKSON - PROJECT 1609	58,900.		17,670.00	5417	Partial
Total Vendor Code 5417:					827,169		590,470.97		
Vendor Code: 6524 COASTAL STRUCTURES CORPORATION									
WATER	COASTAL STRUCTURES CORPORATION	2025-00149	ok	COASTAL STRUCTURES - PROJ 1607	1,082,4		1,082,485.00	6524	Open
Total Vendor Code 6524:					1,082,4		1,082,485.00		
Vendor Code: 75 CHLORINATOR SALES & SERVICE INC									
WATER	CHLORINATOR SALES & SERVICE INC	2025-00251	ok	CHLORINE SYSTEM ANNUAL MAINTENANCE WWTP	8,000.0		8,000.00	75	Open
WATER	CHLORINATOR SALES & SERVICE INC	2025-00250	ok	CHLORINE SYSTEM ANNUAL MAINTENANCE WTP	8,000.0		3,097.80	75	Partial
Total Vendor Code 75:					16,000.		11,097.80		
Vendor Code: 7749 CAROLINA INTERNATIONAL TRUCKS									
WATER	CAROLINA INTERNATIONAL TRUCKS	2025-00261	ok	PURCHASE OF A 2026 HX250 SFA DUMP TRUCK	282,698		282,698.06	7749	Open
Total Vendor Code 7749:					282,698		282,698.06		
Vendor Code: 89 INDUSTRIAL SOLUTIONS & SUPPLY									
WATER	INDUSTRIAL SOLUTIONS & SUPPLY	2025-00275	ok	25% SODIUM HYDROXIDE (CAUSTIC)	14,000.		14,000.00	89	Open
Total Vendor Code 89:					14,000.		14,000.00		
Vendor Code: 8905 PVS TECHNOLOGIES INC									
WATER	PVS TECHNOLOGIES INC	2025-00239	ok	FERRIC CHLORIDE	75,000.		52,912.96	8905	Partial
Total Vendor Code 8905:					75,000.		52,912.96		
Vendor Code: 9902 BRENNTAG MID-SOUTH INC									
WATER	BRENNTAG MID-SOUTH INC	2025-00272	ok	ORTHOPHOSPHATE	14,000.		2,440.00	9902	Partial
WATER	BRENNTAG MID-SOUTH INC	2025-00276	ok	25% SODIUM HYDROXIDE (CAUSTIC)	14,000.		7,750.00	9902	Partial
Total Vendor Code 9902:					28,000.		10,190.00		
Total WATER:					19,489,		16,323,866.07		
Report Total:					25,538,		20,055,889.51		

CITY OF GEORGETOWN

Vehicle and Heavy Equipment Purchase Listing

May 31, 2025

Description	Department	Cost
2024 Chevrolet Equinox Wagon	Administration	31,905.00
2024 Chevrolet Equinox Wagon	Municipal Court	31,905.00
2024 Durango Pursuit Wagon	Police	59,160.91
2024 Durango Pursuit Wagon	Police	59,160.91
2024 Durango Pursuit Wagon	Police	59,160.91
2024 Durango Pursuit Wagon	Police	58,603.91
2020 Ford Interceptor and Equipment (2024 Dodge Durango Totaled; Insurance Proceeds)	Police	42,000.00
2025 Ford F150	Public Works	40,850.00
2024 Terex TC55 Bucket Truck	Electric	241,000.00
Bobcat Forklift	Electric	48,345.63
Leaf Vacuum Truck	Waste Management	265,079.30
2024 Automated Garbage Truck (From FY24 Budget/PO); Lease drawdown \$210,537.60	Waste Management	285,483.61
2025 Automated Garbage Truck	Waste Management	337,253.28
2024 Ford F150 Truck	Fleet Service	44,750.00
2024 Ford F150 Truck	Public Works	40,850.00
2024 Ford F150 Truck	Building	40,850.00
2024 Ford F150 Truck	Electric	40,850.00
2025 Ford Explorer	Electric	38,391.00
2024 Ford F150 Truck	Electric	40,850.00
2024 Ford F250 Truck	Stormwater	46,949.00
2024 RAM 550 Truck Mounted Combination Sewer Cleaner	Stormwater	367,709.66
Knuckle Boom Truck	Waste Management	219,163.66
		2,440,271.78

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0010 General Fund							
Estimated Revenues							
0010.00.00.3020.0008	Opioid Recovery Program	101,088	0	101,088	79,892	0	79
0010.00.00.3110.0001	Property Taxes - Real	5,346,613	0	5,346,613	4,919,055	0	92
0010.00.00.3110.0003	Property Taxes - Vehicles	380,000	0	380,000	423,528	0	111
0010.00.00.3110.0004	Inventory Tax	132,978	0	132,978	99,734	0	75
0010.00.00.3110.0005	Prop Tax-Penalties & Cost	33,000	0	33,000	0	0	0
0010.00.00.3110.0006	Homestead Exemption Tax	156,000	0	156,000	213,758	0	137
0010.00.00.3110.0007	Manufacturer's Tax Reduce	130,000	0	130,000	209,249	0	161
0010.00.00.3110.0008	Motor Carrier Lieu of Tax	16,000	0	16,000	34,087	0	213
0010.00.00.3110.0011	Boat and Motor Taxes	70,000	0	70,000	58,649	0	84
0010.00.00.3210.0001	Business Licenses	4,000,000	0	4,000,000	1,734,315	0	43
0010.00.00.3210.0002	Business Lic - Penalites	15,000	0	15,000	19,570	0	130
0010.00.00.3220.0001	Cable TV Franchise	140,000	0	140,000	114,352	0	82
0010.00.00.3220.0002	S.C. Electric & Gas Co.	89,000	0	89,000	0	0	0
0010.00.00.3230.0001	Electrical Permits	5,000	0	5,000	7,827	0	157
0010.00.00.3230.0002	Plumbing Permits	2,500	0	2,500	3,966	0	159
0010.00.00.3230.0003	Gas Permits	2,500	0	2,500	957	0	38
0010.00.00.3230.0004	Building Permits	110,000	0	110,000	128,964	0	117
0010.00.00.3230.0005	Yard Sale Permits	50	0	50	27	0	54
0010.00.00.3230.0006	Mobile Home Permits	500	0	500	3,000	0	600
0010.00.00.3230.0007	Demolition & Clearance	2,000	0	2,000	3,000	0	150
0010.00.00.3230.0008	Mechanical Permits	5,000	0	5,000	8,975	0	180
0010.00.00.3230.0010	Bus Lic Inspection Fee	50	0	50	37,182	0	74,364
0010.00.00.3230.0013	Burning Permit	50	0	50	50	0	100
0010.00.00.3230.0014	Construct Parking Permit	50	0	50	620	0	1,240
0010.00.00.3230.0015	Reinspection Fee	4,000	0	4,000	675	0	17
0010.00.00.3230.0016	Permit Not Posted On-Site	50	0	50	0	0	0
0010.00.00.3230.0019	Stop Work Order Fee	1,000	0	1,000	2,466	0	247
0010.00.00.3230.0020	Board of Appeals Fee	500	0	500	3,300	0	660
0010.00.00.3230.0021	Zoning Fees	7,200	0	7,200	10,650	0	148
0010.00.00.3230.0022	Plan Review Fee	60,000	0	60,000	51,150	0	85
0010.00.00.3230.0023	Sign Permit Fee	2,000	0	2,000	7,910	0	396
0010.00.00.3230.0024	Planning Commission Fees	50	0	50	600	0	1,200
0010.00.00.3230.0025	ARB Fees	1,000	0	1,000	6,490	0	649
0010.00.00.3230.0026	Plat Approval Fees	500	0	500	814	0	163
0010.00.00.3230.0027	Special Events Permit	750	0	750	4,145	0	553
0010.00.00.3230.0028	Miscellaneous permits	200	0	200	6,200	0	3,100
0010.00.00.3230.0029	STR Permits	0	0	0	17,316	0	0
0010.00.00.3230.0030	Community Appearance Board Ap	0	0	0	800	0	0
0010.00.00.3240.0008	Fire Impact Fee	90,000	0	90,000	47,757	0	53
0010.00.00.3320.0000	State Grants	204,391	0	204,391	258,273	0	126
0010.00.00.3320.0008	Other Local Grants	6,500	0	6,500	0	0	0
0010.00.00.3350.0001	Local Government Fund	196,933	0	196,933	217,026	0	110
0010.00.00.3350.0004	Fema Recovery	0	0	0	5,386	0	0
0010.00.00.3440.0005	SRO Reimbursement	178,000	0	178,000	0	0	0
0010.00.00.3510.0001	Police Fines	70,000	0	70,000	82,316	0	118
0010.00.00.3510.0003	Parking Fines	12,000	0	12,000	41,883	0	349
0010.00.00.3510.0007	Sunday Liquor Sales	12,000	0	12,000	7,400	0	62
0010.00.00.3510.0008	Victim's Asst. Fees-(%)	5,000	0	5,000	11,122	0	222
0010.00.00.3510.0009	Victim's Asst. Flat Fees	2,000	0	2,000	2,780	0	139
0010.00.00.3510.0010	Misc Police Revenue	5,000	0	5,000	8,086	0	162

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0010 General Fund							
Estimated Revenues							
0010.00.00.3610.0001	Investment Earnings	225,000	0	225,000	409,401	0	182
0010.00.00.3620.0000	Rents and Royalties	17,000	0	17,000	20,772	0	122
0010.00.00.3630.0001	Fees for GIS/B&P Documents	50	0	50	30	0	60
0010.00.00.3630.0005	FOIA Fees	120	0	120	718	0	598
0010.00.00.3640.0000	Housing Authority FILOT	45,000	0	45,000	71,126	0	158
0010.00.00.3640.0001	Steel Mill FILOT	5,000	0	5,000	0	0	0
0010.00.00.3670.0005	Donations/Private Sources	0	0	0	500	0	0
0010.00.00.3670.0007	Donations and Promotions-Poli	0	0	0	5,929	0	0
0010.00.00.3680.0000	Work Comp Reimbursement	48,832	0	48,832	48,832	0	100
0010.00.00.3690.0000	Cash Over & Short	0	0	0	22	0	0
0010.00.00.3690.0002	Miscellaneous Revenue	15,000	0	15,000	659,659	0	4,398
0010.00.00.3690.0003	Insurance Proceeds	15,000	0	15,000	41,837	0	279
0010.00.00.3690.0005	Set-off Debt Collection Fees	500	0	500	14,630	0	2,926
0010.00.00.3690.0013	Returned Check Fees	2,000	0	2,000	2,310	0	116
0010.00.00.3700.0000	Overpayments	0	0	0	27	0	0
0010.00.00.3920.0001	From Electric Fund	844,043	0	844,043	773,706	0	92
0010.00.00.3920.0002	From Water Fund	338,950	0	338,950	310,703	0	92
0010.00.00.3920.0003	From Accom Tax Fund	32,000	0	32,000	25,119	0	78
0010.00.00.3920.0005	From Wastewater Fund	355,830	0	355,830	326,178	0	92
0010.00.00.3920.0007	From Stormwater Fund	0	0	0	450	0	0
0010.00.00.3920.0009	From Hospitality Fund	125,000	0	125,000	114,583	0	92
0010.00.00.3930.0002	Lease Purchase Proceeds	0	0	0	25	0	0
0010.00.00.3940.0002	Transfer from fund balance	554,076	0	554,076	0	0	0
0010.20.00.3950.0002	Unclassified Revenue Clearing	0	0	0	1,561	0	0
Estimated Revenues		14,219,854	0	14,219,854	11,723,420	0	82.44
Appropriations							
0010.01.00.4000.0101	Regular Pay	409,900	0	409,900	380,022	0	93
0010.01.00.4010.0103	Overtime	0	0	0	2,583	0	0
0010.01.00.4050.0114	FICA	31,500	0	31,500	27,946	0	89
0010.01.00.4060.0116	Retirement	76,200	0	76,200	70,265	0	92
0010.01.00.4080.0125	SCMIT Worker's Comp Ins.	11,979	0	11,979	9,659	0	81
0010.01.00.4100.0001	Health Claims Cost	34,026	0	34,026	37,614	0	111
0010.01.00.4100.0002	Health Claim Costs-Retire	9,472	0	9,472	11,606	0	123
0010.01.00.5000.0101	Supplies and Materials	5,000	0	5,000	3,020	0	60
0010.01.00.5000.0102	Equipment	200	0	200	0	0	0
0010.01.00.5000.0105	Printing and Binding	300	0	300	0	0	0
0010.01.00.6100.0111	Communications- Landline	6,500	0	6,500	3,271	0	50
0010.01.00.6100.0112	Postage	500	0	500	131	0	26
0010.01.00.6100.1110	Communications- wireless	3,000	0	3,000	960	0	32
0010.01.00.6200.0114	Advertising	0	0	0	154	0	0
0010.01.00.6400.0124	Travel Expense	5,000	0	5,000	922	0	18
0010.01.00.6500.0127	Electricity	3,660	0	3,660	3,236	0	88
0010.01.00.6500.0128	Water	752	0	752	976	0	130
0010.01.00.6500.0129	Wastewater	823	0	823	623	0	76
0010.01.00.6500.0130	Sanitation	1,054	0	1,054	767	0	73
0010.01.00.6500.0133	Stormwater	1,340	0	1,340	1,084	0	81
0010.01.00.6500.0134	Security Lights	1,622	0	1,622	1,418	0	87
0010.01.00.6500.1271	Electricity- Sales Tax	120	0	120	105	0	88
0010.01.00.6600.0105	COVID-19 Pandemic Expense	0	0	0	560	0	0

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0010 General Fund							
Appropriations							
0010.01.00.6600.0139	Fleet Services-RTA Mtce Alloc	0	0	0	26	0	0
0010.01.00.6600.0145	Gasoline & Oil	1,500	0	1,500	511	0	34
0010.01.00.6600.1391	Fleet Services -Departmental	424	0	424	457	0	108
0010.01.00.6700.0156	Equipment Rental/Lease	5,900	0	5,900	3,052	0	52
0010.01.00.6850.0180	Membership Dues and Fees	2,874	0	2,874	85	0	3
0010.01.00.6850.0182	Other Operating Expenses	3,000	0	3,000	660	0	22
0010.01.00.6850.0186	Training	5,575	0	5,575	808	0	14
0010.01.00.6850.1801	Subscriptions	375	0	375	280	0	75
0010.01.00.6860.0187	Professional Services	5,000	0	5,000	0	0	0
0010.01.00.6860.0195	Repair/Maint Svc Contract	800	0	800	1,295	0	162
0010.01.00.6860.1895	Employee wellness services	3,009	0	3,009	1,951	0	65
0010.01.00.6870.0204	Janitorial Services	5,819	0	5,819	5,302	482	91
0010.01.00.7950.0001	IT Internal Allocations	49,384	0	49,384	22,281	0	45
0010.01.00.7950.0995	GF Cost Distribution	(397,199)	0	(397,199)	(364,099)	0	92
0010.01.02.4000.0101	Regular Pay	101,711	0	101,711	111,865	0	110
0010.01.02.4050.0114	FICA	7,781	0	7,781	7,491	0	96
0010.01.02.4060.0116	Retirement	18,878	0	18,878	15,524	0	82
0010.01.02.4080.0125	SCMIT Worker's Comp Ins.	2,672	0	2,672	0	0	0
0010.01.02.4100.0001	Health Claims Cost	38,187	0	38,187	28,745	0	75
0010.01.02.4100.0002	Health Claim Costs-Retire	2,253	0	2,253	0	0	0
0010.01.02.5000.0101	Supplies and Materials	2,000	0	2,000	528	0	26
0010.01.02.5000.0102	Equipment	5,495	0	5,495	3,392	0	62
0010.01.02.5000.0105	Printing and Binding	600	0	600	0	0	0
0010.01.02.6100.0111	Communications- Landline	850	0	850	0	0	0
0010.01.02.6100.0112	Postage	400	0	400	60	0	15
0010.01.02.6100.1110	Communications- Wireless	6,300	0	6,300	3,809	0	60
0010.01.02.6200.0114	Advertising	3,000	0	3,000	2,207	0	74
0010.01.02.6400.0124	Travel Expense	19,415	0	19,415	2,397	0	12
0010.01.02.6700.0156	Equipment Rental/Lease	11,000	0	11,000	5,057	5,664	46
0010.01.02.6850.0180	Membership Dues and Fees	0	0	0	230	0	0
0010.01.02.6850.0182	Other Operating Expenses	4,800	0	4,800	1,340	0	28
0010.01.02.6850.0186	Training	13,305	0	13,305	400	0	3
0010.01.02.6860.0187	Professional Services	300	0	300	0	0	0
0010.01.02.6860.1895	Employee wellness services	11,004	0	11,004	7,153	0	65
0010.01.02.7950.0001	IT Internal Allocations	56,438	0	56,438	22,698	0	40
0010.04.00.4000.0101	Regular Pay	693,000	0	693,000	582,879	0	84
0010.04.00.4010.0103	Overtime	5,000	0	5,000	487	0	10
0010.04.00.4010.0106	Contract Labor	15,000	0	15,000	2,531	0	17
0010.04.00.4050.0114	FICA	54,000	0	54,000	43,055	0	80
0010.04.00.4060.0116	Retirement	130,500	0	130,500	108,453	0	83
0010.04.00.4080.0125	SCMIT Worker's Comp Ins.	8,168	0	8,168	5,295	0	65
0010.04.00.4100.0001	Health Claims Cost	63,514	0	63,514	56,029	0	88
0010.04.00.4100.0002	Health Claim Costs-Retire	2,253	0	2,253	639	0	28
0010.04.00.5000.0101	Supplies and Materials	6,000	0	6,000	3,365	0	56
0010.04.00.5000.0102	Equipment	1,398	0	1,398	1,110	0	79
0010.04.00.5000.0105	Printing and Binding	600	0	600	0	0	0
0010.04.00.6100.0111	Communications- Landline	5,000	0	5,000	630	0	13
0010.04.00.6100.0112	Postage	7,000	0	7,000	8,751	0	125
0010.04.00.6100.1110	Communications- Wireless	500	0	500	449	0	90
0010.04.00.6400.0124	Travel Expense	5,000	3,000	2,000	1,532	0	77

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0010 General Fund							
Appropriations							
0010.04.00.6500.0127	Electricity	8,594	0	8,594	2,328	0	27
0010.04.00.6500.0128	Water	645	0	645	837	0	130
0010.04.00.6500.0129	Wastewater	706	0	706	534	0	76
0010.04.00.6500.0130	Sanitation	903	0	903	658	0	73
0010.04.00.6500.0133	Stormwater	1,163	0	1,163	896	0	77
0010.04.00.6500.0134	Security Lights	1,500	0	1,500	1,215	0	81
0010.04.00.6500.1271	Electricity- Sales Tax	103	0	103	90	0	87
0010.04.00.6700.0156	Equipment Rental/Lease	10,761	0	10,761	3,371	0	31
0010.04.00.6850.0180	Membership Dues and Fees	2,000	0	2,000	796	0	40
0010.04.00.6850.0182	Other Operating Expenses	3,000	(3,000)	6,000	2,017	0	34
0010.04.00.6850.0184	Continuing Education	1,600	0	1,600	400	0	25
0010.04.00.6850.0186	Training	3,250	0	3,250	1,931	0	59
0010.04.00.6850.1801	Subscriptions	300	0	300	0	0	0
0010.04.00.6860.0189	Employee Medical	650	0	650	0	0	0
0010.04.00.6860.1895	Employee wellness services	10,007	0	10,007	6,503	0	65
0010.04.00.7950.0001	IT Internal Allocations	49,384	0	49,384	19,861	0	40
0010.04.00.7950.0995	GF Cost Distribution	(436,332)	0	(436,332)	(399,971)	0	92
0010.05.05.4000.0101	Regular Pay	2,823,020	0	2,823,020	2,246,836	0	80
0010.05.05.4010.0103	Overtime	120,300	0	120,300	146,209	0	122
0010.05.05.4010.0105	On-call pay	6,000	0	6,000	5,000	0	83
0010.05.05.4010.0106	Contract Labor	2,500	0	2,500	0	0	0
0010.05.05.4050.0114	FICA	226,500	0	226,500	175,877	0	78
0010.05.05.4060.0116	Retirement	626,000	0	626,000	517,096	0	83
0010.05.05.4080.0125	SCMIT Worker's Comp Ins.	163,355	0	163,355	143,282	0	88
0010.05.05.4100.0001	Health Claims Cost	311,286	0	311,286	267,255	0	86
0010.05.05.4100.0002	Health Claim Costs-Retire	65,871	0	65,871	59,861	0	91
0010.05.05.5000.0101	Supplies and Materials	24,454	0	24,454	18,169	0	74
0010.05.05.5000.0102	Equipment	23,717	0	23,717	15,957	0	67
0010.05.05.5000.0103	Furniture	6,000	0	6,000	4,809	0	80
0010.05.05.5000.0108	SRO Grant Expenses	30,560	0	30,560	1,303	0	4
0010.05.05.5010.0101	Uniforms and Clothing	59,159	0	59,159	47,523	0	80
0010.05.05.6100.0111	Communications- Landline	12,050	0	12,050	1,125	0	9
0010.05.05.6100.0112	Postage	500	0	500	221	0	44
0010.05.05.6100.1110	Communications- wireless	60,984	0	60,984	65,317	0	107
0010.05.05.6200.0114	Advertising	1,500	0	1,500	571	0	38
0010.05.05.6400.0124	Travel Expense	23,485	0	23,485	6,534	0	28
0010.05.05.6500.0127	Electricity	30,601	0	30,601	27,934	0	91
0010.05.05.6500.0128	Water	4,399	0	4,399	3,663	0	83
0010.05.05.6500.0129	Wastewater	3,314	0	3,314	2,483	0	75
0010.05.05.6500.0130	Sanitation	2,255	0	2,255	1,642	0	73
0010.05.05.6500.0133	Stormwater	3,182	0	3,182	1,628	0	51
0010.05.05.6500.0134	Security Lights	3,192	0	3,192	2,789	0	87
0010.05.05.6500.1271	Electricity- Sales Tax	1,020	0	1,020	835	0	82
0010.05.05.6600.0103	Emergency Preparedness	0	0	0	9,266	0	0
0010.05.05.6600.0133	Repairs & Maint. Services	38,000	0	38,000	30,724	0	81
0010.05.05.6600.0139	Fleet Services-RTA Mtce Alloc	32,200	0	32,200	21,315	0	66
0010.05.05.6600.0145	Gasoline & Oil	115,500	0	115,500	94,723	0	82
0010.05.05.6600.1391	Fleet Services -Departmental	33,600	0	33,600	44,395	0	132
0010.05.05.6600.1392	Fleet Svcs- Outside Vends	25,500	0	25,500	13,868	0	54
0010.05.05.6700.0156	Equipment Rental/Lease	7,100	0	7,100	3,153	0	44

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0010 General Fund							
Appropriations							
0010.05.05.6820.1721	Prisoner Housing	70,000	0	70,000	52,520	1,950	75
0010.05.05.6850.0180	Membership Dues and Fees	3,025	0	3,025	3,160	0	104
0010.05.05.6850.0182	Other Operating Expenses	7,100	0	7,100	2,622	0	37
0010.05.05.6850.0184	Continuing Education	3,000	0	3,000	0	0	0
0010.05.05.6850.0186	Training	12,405	0	12,405	4,308	0	35
0010.05.05.6850.0187	Special Projects	9,350	0	9,350	5,195	0	56
0010.05.05.6850.0189	Reserve Program	2,950	0	2,950	2,723	0	92
0010.05.05.6850.1801	Subscriptions	11,285	0	11,285	7,893	0	70
0010.05.05.6850.1861	Law Enforce Accreditation/Pol	11,500	0	11,500	7,612	0	66
0010.05.05.6860.0184	Technology Services	41,500	0	41,500	40,074	0	97
0010.05.05.6860.0189	Employee Medical	2,775	0	2,775	2,661	0	96
0010.05.05.6860.0194	Other Prof/Tech Services	85,000	0	85,000	63,750	21,250	75
0010.05.05.6860.0195	Repair/Maint Svc Contract	38,400	0	38,400	8,596	0	22
0010.05.05.6860.1895	Employee wellness services	36,021	0	36,021	22,760	0	63
0010.05.05.6870.0203	Contract Services	8,500	0	8,500	2,286	0	27
0010.05.05.6870.0204	Janitorial Services	5,819	0	5,819	5,338	482	92
0010.05.05.7950.0001	IT Internal Allocations	57,151	0	57,151	19,861	0	35
0010.05.05.7950.0010	911 Expense Billing	(1,888)	0	(1,888)	0	0	0
0010.05.07.4000.0101	Regular Pay	42,300	0	42,300	41,155	0	97
0010.05.07.4010.0103	Overtime	2,000	0	2,000	0	0	0
0010.05.07.4050.0114	FICA	3,500	0	3,500	3,101	0	89
0010.05.07.4060.0116	Retirement	7,900	0	7,900	(14,648)	0	(185)
0010.05.07.4080.0125	SCMIT Worker's Comp Ins.	2,178	0	2,178	1,177	0	54
0010.05.07.4100.0001	Health Claims Cost	0	0	0	67	0	0
0010.05.07.4150.0133	Uniforms & Clothing	400	0	400	0	0	0
0010.05.07.5000.0101	Supplies and Materials	1,050	0	1,050	0	0	0
0010.05.07.5000.0102	Equipment	1,375	0	1,375	0	0	0
0010.05.07.5010.0101	Uniforms and Clothing	400	0	400	0	0	0
0010.05.07.6100.0111	Communications- Landline	300	0	300	0	0	0
0010.05.07.6100.0112	Postage	150	0	150	0	0	0
0010.05.07.6100.1110	Communications- Wireless	2,020	0	2,020	0	0	0
0010.05.07.6400.0124	Travel Expense	1,875	0	1,875	827	0	44
0010.05.07.6600.0105	COVID-19 Pandemic Expense	0	0	0	26	0	0
0010.05.07.6600.0133	Repairs & Maint. Services	800	0	800	800	0	100
0010.05.07.6600.0134	Radio Repairs	650	0	650	0	0	0
0010.05.07.6600.0145	Gasoline & Oil	3,500	0	3,500	198	0	6
0010.05.07.6600.1391	Fleet Services -Departmental	0	0	0	562	0	0
0010.05.07.6700.0156	Equipment Rental/Lease	250	0	250	0	0	0
0010.05.07.6850.0180	Membership Dues and Fees	325	0	325	0	0	0
0010.05.07.6850.0182	Other Operating Expenses	1,300	0	1,300	350	0	27
0010.05.07.6850.0186	Training	750	0	750	419	0	56
0010.05.07.6850.0187	Special Projects	350	0	350	0	0	0
0010.05.07.6860.0195	Repair/Maint Svc Contract	650	0	650	495	0	76
0010.05.07.6860.1895	Employee wellness services	0	0	0	650	0	0
0010.05.07.7950.0001	IT Internal Allocations	0	0	0	2,837	0	0
0010.05.26.6600.0139	Fleet Services-RTA Mtce Alloc	0	0	0	908	0	0
0010.05.26.6600.1391	Fleet Services -Departmental	0	0	0	1,386	0	0
0010.05.26.6850.0182	Other Operating Expenses	0	0	0	1,397	0	0
0010.06.00.4000.0101	Regular Pay	221,500	194,393	27,107	0	0	0
0010.06.00.4010.0103	Overtime	2,500	(7,440)	9,940	0	0	0

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget	24-25 Used
Fund: 0010 General Fund								
Appropriations								
0010.06.00.4010.0106	Contract Labor	50,000	50,000	0	0	0		0
0010.06.00.4050.0114	FICA	17,500	15,364	2,136	0	0		0
0010.06.00.4060.0116	Retirement	42,000	38,736	3,264	0	0		0
0010.06.00.4080.0125	SCMIT Worker's Comp Ins.	4,901	4,901	0	1,052	0		0
0010.06.00.4100.0001	Health Claims Cost	29,736	29,736	0	0	0		0
0010.06.00.5000.0101	Supplies and Materials	2,070	2,070	0	68	0		0
0010.06.00.5000.0103	Furniture	200	200	0	0	0		0
0010.06.00.5010.0101	Uniforms and Clothing	320	320	0	0	0		0
0010.06.00.6100.0112	Postage	2,768	2,768	0	0	0		0
0010.06.00.6200.0114	Advertising	588	588	0	833	0		0
0010.06.00.6400.0124	Travel Expense	4,320	4,320	0	0	0		0
0010.06.00.6500.0127	Electricity	1,111	1,111	0	0	0		0
0010.06.00.6500.0128	Water	215	215	0	0	0		0
0010.06.00.6500.0129	Wastewater	235	235	0	0	0		0
0010.06.00.6500.0130	Sanitation	301	301	0	49	0		0
0010.06.00.6500.0133	Stormwater	426	426	0	68	0		0
0010.06.00.6500.0134	Security Lights	464	464	0	90	0		0
0010.06.00.6500.1271	Electricity- Sales Tax	34	34	0	3	0		0
0010.06.00.6600.0133	Repairs & Maint. Services	550	550	0	0	0		0
0010.06.00.6600.0139	Fleet Services-RTA Mtce Alloc	1,000	1,000	0	0	0		0
0010.06.00.6600.0145	Gasoline & Oil	3,867	3,867	0	104	0		0
0010.06.00.6600.1391	Fleet Services -Departmental	750	750	0	0	0		0
0010.06.00.6700.0156	Equipment Rental/Lease	3,750	3,750	0	0	0		0
0010.06.00.6850.0180	Membership Dues and Fees	900	900	0	0	0		0
0010.06.00.6850.0182	Other Operating Expenses	340	0	340	0	0		0
0010.06.00.6850.0184	Continuing Education	2,947	2,947	0	0	0		0
0010.06.00.6850.0186	Training	5,096	5,096	0	0	0		0
0010.06.00.6860.0191	Contract Services/Studies	54,500	69,500	(15,000)	0	0		0
0010.06.00.7950.0001	IT Internal Allocations	10,582	10,582	0	0	0		0
0010.09.00.4000.0101	Regular Pay	236,750	(221,500)	458,250	423,998	0		93
0010.09.00.4010.0103	Overtime	2,000	(2,500)	4,500	723	0		16
0010.09.00.4010.0106	Contract Labor	2,500	(50,000)	52,500	0	10,000		0
0010.09.00.4050.0114	FICA	18,500	(17,500)	36,000	31,239	0		87
0010.09.00.4060.0116	Retirement	44,500	(42,000)	86,500	78,245	0		90
0010.09.00.4080.0125	SCMIT Worker's Comp Ins.	4,356	(4,901)	9,257	3,605	0		39
0010.09.00.4100.0001	Health Claims Cost	29,736	(29,736)	59,472	46,663	0		78
0010.09.00.5000.0101	Supplies and Materials	2,235	(2,390)	4,625	2,121	0		46
0010.09.00.5000.0102	Equipment	2,300	0	2,300	701	0		30
0010.09.00.5000.0103	Furniture	100	(200)	300	0	0		0
0010.09.00.5000.0105	Printing and Binding	1,820	0	1,820	313	0		17
0010.09.00.5150.0124	Department Supplies	200	0	200	166	0		83
0010.09.00.6100.0111	Communications- Landline	1,000	0	1,000	753	0		75
0010.09.00.6100.0112	Postage	1,450	(2,768)	4,218	2,597	0		62
0010.09.00.6100.1110	Communications- Wireless	1,300	0	1,300	3,379	0		260
0010.09.00.6200.0114	Advertising	4,590	(588)	5,178	3,925	0		76
0010.09.00.6400.0124	Travel Expense	4,000	(4,320)	8,320	1,892	0		23
0010.09.00.6500.0127	Electricity	1,111	(1,111)	2,222	1,508	0		68
0010.09.00.6500.0128	Water	215	(215)	430	558	0		130
0010.09.00.6500.0129	Wastewater	235	(235)	470	315	0		67
0010.09.00.6500.0130	Sanitation	301	(301)	602	390	0		65

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0010 General Fund							
Appropriations							
0010.09.00.6500.0133	Stormwater	426	(426)	852	545	0	64
0010.09.00.6500.0134	Security Lights	464	(464)	928	720	0	78
0010.09.00.6500.1271	Electricity- Sales Tax	35	(34)	69	140	0	203
0010.09.00.6600.0133	Repairs & Maint. Services	465	(550)	1,015	0	0	0
0010.09.00.6600.0139	Fleet Services-RTA Mtce Alloc	500	(1,000)	1,500	366	0	24
0010.09.00.6600.0145	Gasoline & Oil	3,000	(3,867)	6,867	2,652	0	39
0010.09.00.6600.1391	Fleet Services -Departmental	1,000	(750)	1,750	1,415	0	81
0010.09.00.6600.1392	Fleet Svcs- Outside Vends	150	0	150	336	0	224
0010.09.00.6700.0156	Equipment Rental/Lease	3,750	(3,750)	7,500	3,047	0	41
0010.09.00.6850.0180	Membership Dues and Fees	2,000	(900)	2,900	996	0	34
0010.09.00.6850.0182	Other Operating Expenses	415	0	415	702	0	169
0010.09.00.6850.0184	Continuing Education	2,000	(2,947)	4,947	412	0	8
0010.09.00.6850.0186	Training	1,300	(5,096)	6,396	46	0	1
0010.09.00.6860.0186	Legal Services	0	0	0	120	0	0
0010.09.00.6860.0187	Professional Services	350	0	350	0	0	0
0010.09.00.6860.0191	Contract Services/Studies	215,000	(54,500)	269,500	8,596	0	3
0010.09.00.6860.0201	Main Street Coordinator Opera	18,399	0	18,399	4,531	0	25
0010.09.00.6860.1895	Employee wellness services	5,004	0	5,004	3,251	0	65
0010.09.00.7950.0001	IT Internal Allocations	10,582	(10,582)	21,164	8,512	0	40
0010.10.00.4000.0101	Regular Pay	176,628	0	176,628	159,363	0	90
0010.10.00.4010.0103	Overtime	5,500	0	5,500	4,051	0	74
0010.10.00.4010.0105	On-call pay	5,200	0	5,200	4,800	0	92
0010.10.00.4050.0114	FICA	13,512	0	13,512	12,624	0	93
0010.10.00.4060.0116	Retirement	32,782	0	32,782	30,951	0	94
0010.10.00.4080.0125	SCMIT Worker's Comp Ins.	4,356	0	4,356	2,893	0	66
0010.10.00.4100.0001	Health Claims Cost	14,453	0	14,453	8,221	0	57
0010.10.00.5000.0101	Supplies and Materials	3,000	0	3,000	1,969	0	66
0010.10.00.5000.0102	Equipment	500	0	500	285	0	57
0010.10.00.5000.0103	Furniture	1,200	0	1,200	779	0	65
0010.10.00.6100.0111	Communications- Landline	1,000	0	1,000	1,396	0	140
0010.10.00.6100.0112	Postage	4,500	0	4,500	3,582	0	80
0010.10.00.6400.0124	Travel Expense	1,000	0	1,000	0	0	0
0010.10.00.6500.0127	Electricity	7,620	0	7,620	5,195	0	68
0010.10.00.6500.0128	Water	671	0	671	558	0	83
0010.10.00.6500.0129	Wastewater	505	0	505	379	0	75
0010.10.00.6500.0130	Sanitation	120	0	120	87	0	73
0010.10.00.6500.0133	Stormwater	533	0	533	283	0	53
0010.10.00.6500.0134	Security Lights	393	0	393	343	0	87
0010.10.00.6500.1271	Electricity- Sales Tax	190	0	190	155	0	82
0010.10.00.6600.0133	Repairs & Maint. Services	2,500	0	2,500	1,820	0	73
0010.10.00.6600.0139	Fleet Services-RTA Mtce Alloc	0	0	0	232	0	0
0010.10.00.6600.0145	Gasoline & Oil	350	0	350	322	0	92
0010.10.00.6600.1391	Fleet Services -Departmental	424	0	424	489	0	115
0010.10.00.6700.0156	Equipment Rental/Lease	2,300	0	2,300	1,754	0	76
0010.10.00.6850.0180	Membership Dues and Fees	120	0	120	145	0	121
0010.10.00.6850.0182	Other Operating Expenses	3,710	0	3,710	2,134	0	58
0010.10.00.6850.0186	Training	400	0	400	0	0	0
0010.10.00.6860.0187	Professional Services	41,875	0	41,875	26,368	2,000	63
0010.10.00.6860.0195	Repair/Maint Svc Contract	2,000	0	2,000	4,780	0	239
0010.10.00.6860.1895	Employee wellness services	3,009	0	3,009	1,951	0	65

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

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GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0010 General Fund							
Appropriations							
0010.10.00.7950.0001	IT Internal Allocations	35,274	0	35,274	14,186	0	40
0010.11.00.4000.0101	Regular Pay	1,887,000	0	1,887,000	1,437,209	0	76
0010.11.00.4010.0103	Overtime	225,000	0	225,000	258,846	0	115
0010.11.00.4020.0111	Volunteer Employees	1,000	0	1,000	300	0	30
0010.11.00.4050.0114	FICA	162,000	0	162,000	124,293	0	77
0010.11.00.4060.0116	Retirement	449,000	0	449,000	345,625	0	77
0010.11.00.4080.0125	SCMIT Worker's Comp Ins.	87,123	0	87,123	79,331	0	91
0010.11.00.4100.0001	Health Claims Cost	297,498	0	297,498	194,269	0	65
0010.11.00.4100.0002	Health Claim Costs-Retire	42,736	0	42,736	25,911	0	61
0010.11.00.5000.0101	Supplies and Materials	23,000	0	23,000	18,335	0	80
0010.11.00.5000.0102	Equipment	34,800	0	34,800	11,789	0	34
0010.11.00.5000.0103	Furniture	6,200	0	6,200	455	0	7
0010.11.00.5000.0105	Printing and Binding	500	0	500	0	0	0
0010.11.00.5000.0107	Technology Supplies	14,197	0	14,197	11,284	0	79
0010.11.00.5010.0101	Uniforms and Clothing	34,500	0	34,500	28,733	0	83
0010.11.00.5150.0121	Safety Supplies	9,000	0	9,000	5,703	0	63
0010.11.00.5150.0128	Medical Supplies	16,500	0	16,500	8,560	0	52
0010.11.00.5310.0140	Haz Mat Supplies/Equipmnt	10,000	0	10,000	2,908	0	29
0010.11.00.6100.0111	Communications- Landline	6,500	0	6,500	2,927	0	45
0010.11.00.6100.0112	Postage	1,000	0	1,000	493	0	49
0010.11.00.6100.1110	Communications- Wireless	33,000	0	33,000	26,546	0	80
0010.11.00.6200.0114	Advertising	750	0	750	0	0	0
0010.11.00.6300.0121	Fire Prevention Materials	9,000	0	9,000	6,575	0	73
0010.11.00.6400.0124	Travel Expense	5,156	0	5,156	766	0	15
0010.11.00.6500.0127	Electricity	13,760	0	13,760	13,051	0	95
0010.11.00.6500.0128	Water	4,727	0	4,727	15,051	0	318
0010.11.00.6500.0129	Wastewater	3,437	0	3,437	12,355	0	359
0010.11.00.6500.0130	Sanitation	973	0	973	709	0	73
0010.11.00.6500.0133	Stormwater	2,294	0	2,294	1,704	0	74
0010.11.00.6500.0134	Security Lights	1,555	0	1,555	1,359	0	87
0010.11.00.6500.1271	Electricity- Sales Tax	397	0	397	315	0	79
0010.11.00.6600.0103	Emergency Preparedness	3,000	0	3,000	670	0	22
0010.11.00.6600.0105	COVID-19 Pandemic Expense	2,000	0	2,000	561	0	28
0010.11.00.6600.0133	Repairs & Maint. Services	38,000	5,950	32,050	161,175	0	503
0010.11.00.6600.0139	Fleet Services-RTA Mtce Alloc	30,000	0	30,000	22,305	0	74
0010.11.00.6600.0145	Gasoline & Oil	42,000	0	42,000	27,585	0	66
0010.11.00.6600.1391	Fleet Services -Departmental	11,095	0	11,095	12,935	0	117
0010.11.00.6600.1392	Fleet Svcs- Outside Vends	40,000	0	40,000	46,236	0	116
0010.11.00.6700.0156	Equipment Rental/Lease	8,500	0	8,500	4,591	0	54
0010.11.00.6820.0169	Laundry & Linen	2,000	0	2,000	290	0	15
0010.11.00.6850.0180	Membership Dues and Fees	2,218	0	2,218	845	0	38
0010.11.00.6850.0182	Other Operating Expenses	3,000	0	3,000	2,411	0	80
0010.11.00.6850.0184	Continuing Education	3,000	0	3,000	0	0	0
0010.11.00.6850.0186	Training	19,890	0	19,890	12,785	0	64
0010.11.00.6850.0187	Special Projects	23,700	0	23,700	2,751	5,511	12
0010.11.00.6850.1801	Subscriptions	13,223	0	13,223	12,337	0	93
0010.11.00.6850.1821	Hurricane/Storm Expense	0	0	0	543	0	0
0010.11.00.6860.0189	Employee Medical	13,800	0	13,800	3,595	0	26
0010.11.00.6860.0195	Repair/Maint Svc Contract	80,736	0	80,736	64,764	0	80
0010.11.00.6860.1895	Employee wellness services	30,004	0	30,004	19,509	0	65

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0010 General Fund							
Appropriations							
0010.11.00.7950.0001	IT Internal Allocations	42,329	0	42,329	17,024	0	40
0010.12.00.4000.0101	Regular Pay	487,000	27,107	459,893	517,016	0	112
0010.12.00.4010.0103	Overtime	35,000	9,940	25,060	23,441	0	94
0010.12.00.4010.0106	Contract Labor	25,000	0	25,000	0	0	0
0010.12.00.4050.0114	FICA	41,000	2,136	38,864	39,541	0	102
0010.12.00.4060.0116	Retirement	96,000	3,264	92,736	97,876	0	106
0010.12.00.4080.0125	SCMIT Worker's Comp Ins.	43,561	0	43,561	34,867	0	80
0010.12.00.4100.0001	Health Claims Cost	97,383	0	97,383	72,895	0	75
0010.12.00.4100.0002	Health Claim Costs-Retire	34,714	0	34,714	26,312	0	76
0010.12.00.5000.0101	Supplies and Materials	12,000	0	12,000	13,307	0	111
0010.12.00.5000.0102	Equipment	17,900	0	17,900	15,234	0	85
0010.12.00.5000.0105	Printing and Binding	1,500	0	1,500	1,444	0	96
0010.12.00.5010.0101	Uniforms and Clothing	17,000	0	17,000	12,031	0	71
0010.12.00.5130.0112	Asphalt/Concrete/Gravel	17,500	0	17,500	17,014	0	97
0010.12.00.5150.0121	Safety Supplies	5,000	0	5,000	4,952	0	99
0010.12.00.6100.0111	Communications- Landline	3,500	0	3,500	2,546	0	73
0010.12.00.6100.0112	Postage	400	0	400	83	0	21
0010.12.00.6100.1110	Communications- Wireless	5,800	0	5,800	3,531	0	61
0010.12.00.6200.0114	Advertising	150	0	150	1,063	0	709
0010.12.00.6400.0124	Travel Expense	600	0	600	410	0	68
0010.12.00.6500.0127	Electricity	1,109	0	1,109	979	0	88
0010.12.00.6500.0128	Water	888	0	888	1,150	0	130
0010.12.00.6500.0129	Wastewater	921	0	921	960	0	104
0010.12.00.6500.0130	Sanitation	470	0	470	342	0	73
0010.12.00.6500.0133	Stormwater	823	0	823	486	0	59
0010.12.00.6500.0134	Security Lights	459	0	459	401	0	87
0010.12.00.6500.1271	Electricity- Sales Tax	60	0	60	1	0	2
0010.12.00.6600.0103	Emergency Preparedness	0	0	0	6,354	0	0
0010.12.00.6600.0133	Repairs & Maint. Services	10,000	0	10,000	10,164	0	102
0010.12.00.6600.0139	Fleet Services-RTA Mtce Alloc	20,000	0	20,000	21,621	0	108
0010.12.00.6600.0145	Gasoline & Oil	26,000	0	26,000	32,279	0	124
0010.12.00.6600.1391	Fleet Services -Departmental	34,450	0	34,450	39,561	0	115
0010.12.00.6600.1392	Fleet Svcs- Outside Vends	5,000	0	5,000	9,200	0	184
0010.12.00.6630.0142	Street Sign Maintenance	12,000	0	12,000	12,069	0	101
0010.12.00.6630.0148	Maintenance of Parks	600	0	600	116	0	19
0010.12.00.6700.0156	Equipment Rental/Lease	3,000	0	3,000	2,884	0	96
0010.12.00.6850.0180	Membership Dues and Fees	450	0	450	553	0	123
0010.12.00.6850.0182	Other Operating Expenses	1,700	0	1,700	1,148	0	68
0010.12.00.6850.0186	Training	2,000	0	2,000	2,987	0	149
0010.12.00.6850.0192	KGB Operations	1,300	0	1,300	1,024	0	79
0010.12.00.6850.1921	KGB grant expenses	1,500	0	1,500	183	0	12
0010.12.00.6860.0187	Professional Services	10,000	0	10,000	3,500	5,333	35
0010.12.00.6860.0189	Employee Medical	1,000	0	1,000	164	0	16
0010.12.00.6860.0195	Repair/Maint Svc Contract	21,800	0	21,800	16,678	8,567	77
0010.12.00.6860.1895	Employee wellness services	13,996	0	13,996	9,104	0	65
0010.12.00.6870.0203	Contract Services	300	0	300	0	0	0
0010.12.00.6870.0204	Janitorial Services	2,458	0	2,458	2,153	194	88
0010.12.00.7030.1001	Agent Fees	1,155	0	1,155	700	0	61
0010.12.00.7950.0001	IT Internal Allocations	14,110	0	14,110	5,675	0	40
0010.13.00.4000.0101	Regular Pay	168,777	0	168,777	124,989	0	74

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used	24-25 Used
Fund: 0010 General Fund								
Appropriations								
0010.13.00.4050.0114	FICA	13,000	0	13,000	9,212	0		71
0010.13.00.4060.0116	Retirement	32,000	0	32,000	23,033	0		72
0010.13.00.4080.0125	SCMIT Worker's Comp Ins.	2,178	0	2,178	1,177	0		54
0010.13.00.4100.0001	Health Claims Cost	11,985	0	11,985	13,401	0		112
0010.13.00.5000.0101	Supplies and Materials	2,000	0	2,000	0	0		0
0010.13.00.5000.0102	Equipment	8,000	0	8,000	4,390	0		55
0010.13.00.5000.0103	Furniture	0	0	0	46	0		0
0010.13.00.6100.0111	Communications- Landline	500	0	500	0	0		0
0010.13.00.6100.1110	Communications- Wireless	700	0	700	762	0		109
0010.13.00.6500.0127	Electricity	2,547	0	2,547	776	0		30
0010.13.00.6500.0128	Water	215	0	215	279	0		130
0010.13.00.6500.0129	Wastewater	235	0	235	178	0		76
0010.13.00.6500.0130	Sanitation	301	0	301	219	0		73
0010.13.00.6500.0133	Stormwater	2,195	0	2,195	1,886	0		86
0010.13.00.6500.0134	Security Lights	464	0	464	405	0		87
0010.13.00.6500.1271	Electricity- Sales Tax	34	0	34	30	0		88
0010.13.00.6600.0145	Gasoline & Oil	2,000	0	2,000	486	0		24
0010.13.00.6850.0180	Membership Dues and Fees	50	0	50	75	0		150
0010.13.00.6850.0182	Other Operating Expenses	7,000	0	7,000	7,742	0		111
0010.13.00.6860.0184	Technology Services	271,808	0	271,808	232,528	31,964		86
0010.13.00.6860.1895	Employee wellness services	998	0	998	650	0		65
0010.13.00.7950.0001	IT Internal Allocations	(706,744)	0	(706,744)	(283,726)	0		40
0010.13.00.9000.3950	Computer Software	179,935	0	179,935	48,320	131,615		27
0010.14.00.4000.0101	Regular Pay	174,000	0	174,000	161,981	0		93
0010.14.00.4010.0103	Overtime	1,000	0	1,000	265	0		27
0010.14.00.4050.0114	FICA	13,400	0	13,400	12,008	0		90
0010.14.00.4060.0116	Retirement	32,500	0	32,500	29,633	0		91
0010.14.00.4080.0125	SCMIT Worker's Comp Ins.	9,257	0	9,257	8,237	0		89
0010.14.00.4100.0001	Health Claims Cost	27,432	0	27,432	22,805	0		83
0010.14.00.4100.0002	Health Claim Costs-Retire	16,734	0	16,734	12,916	0		77
0010.14.00.5000.0101	Supplies and Materials	5,600	0	5,600	4,148	0		74
0010.14.00.5000.0102	Equipment	3,000	0	3,000	997	0		33
0010.14.00.5000.0105	Printing and Binding	600	0	600	0	0		0
0010.14.00.5000.0107	Technology Supplies	1,872	0	1,872	0	0		0
0010.14.00.5010.0101	Uniforms and Clothing	1,700	0	1,700	1,748	0		103
0010.14.00.5150.0121	Safety Supplies	600	0	600	716	0		119
0010.14.00.6100.0111	Communications- Landline	2,000	0	2,000	1,400	0		70
0010.14.00.6100.0112	Postage	50	0	50	0	0		0
0010.14.00.6100.1110	Communications- Wireless	600	0	600	373	0		62
0010.14.00.6200.0114	Advertising	100	0	100	0	0		0
0010.14.00.6400.0124	Travel Expense	600	0	600	198	0		33
0010.14.00.6500.0127	Electricity	9,421	0	9,421	9,553	0		101
0010.14.00.6500.0128	Water	888	0	888	1,150	0		130
0010.14.00.6500.0129	Wastewater	921	0	921	959	0		104
0010.14.00.6500.0130	Sanitation	456	0	456	332	0		73
0010.14.00.6500.0133	Stormwater	1,327	0	1,327	912	0		69
0010.14.00.6500.0134	Security Lights	438	0	438	383	0		87
0010.14.00.6500.1271	Electricity- Sales Tax	594	0	594	458	0		77
0010.14.00.6600.0133	Repairs & Maint. Services	2,000	0	2,000	16	0		1
0010.14.00.6600.0139	Fleet Services-RTA Mtce Alloc	6,000	0	6,000	1,716	0		29

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used	24-25 Used
Fund: 0010 General Fund								
Appropriations								
0010.14.00.6600.0145	Gasoline & Oil	3,500	0	3,500	2,575	0		74
0010.14.00.6600.1391	Fleet Services -Departmental	1,000	0	1,000	986	0		99
0010.14.00.6600.1392	Fleet Svcs- Outside Vends	1,500	0	1,500	308	0		21
0010.14.00.6620.0140	Building Repairs	1,000	0	1,000	134	0		13
0010.14.00.6850.0182	Other Operating Expenses	500	0	500	115	0		23
0010.14.00.6850.0186	Training	1,000	0	1,000	250	0		25
0010.14.00.6860.0195	Repair/Maint Svc Contract	9,200	0	9,200	4,620	0		50
0010.14.00.6860.1895	Employee wellness services	1,995	0	1,995	1,301	0		65
0010.14.00.7030.1001	Agent Fees	700	0	700	1,155	0		165
0010.14.00.7350.0122	Services Billed	(193,843)	0	(193,843)	(253,498)	0		131
0010.14.00.7950.0001	IT Internal Allocations	14,110	0	14,110	5,675	0		40
0010.20.00.4010.0106	Contract Labor	4,000	0	4,000	0	0		0
0010.20.00.4100.0002	Health Claim Costs-Retire	31,200	0	31,200	(35,964)	0		(115)
0010.20.00.5100.0106	Cleaning & Sanitation Sup	3,000	0	3,000	1,504	0		50
0010.20.00.6000.0110	SCMIRF Property/Liab Ins	360,396	0	360,396	414,825	17,733		115
0010.20.00.6000.0112	Survivors Health Ins	0	0	0	11,265	0		0
0010.20.00.6000.1051	Employee Wellness &Safety	12,500	0	12,500	6,365	0		51
0010.20.00.6000.1052	Unemployment Insurance	4,000	0	4,000	4,591	0		115
0010.20.00.6200.0114	Advertising	2,500	0	2,500	0	0		0
0010.20.00.6500.0127	Electricity	2,779	0	2,779	5,018	0		181
0010.20.00.6500.0128	Water	312	0	312	432	0		138
0010.20.00.6500.0129	Wastewater	360	0	360	1,338	0		372
0010.20.00.6500.0133	Stormwater	2,058	0	2,058	1,499	0		73
0010.20.00.6500.1271	Electricity- Sales Tax	150	0	150	86	0		57
0010.20.00.6600.0113	Opioid Recovery Program Expen	101,088	0	101,088	35,328	44,564		35
0010.20.00.6600.0133	Repairs & Maint. Services	10,000	0	10,000	509	0		5
0010.20.00.6850.0180	Membership Dues and Fees	3,000	0	3,000	2,992	0		100
0010.20.00.6850.0181	City Hall Demolition/Rebuild	0	0	0	3,594	0		0
0010.20.00.6850.0182	Other Operating Expenses	77,588	0	77,588	83,926	0		108
0010.20.00.6850.0186	Training	0	0	0	275	0		0
0010.20.00.6850.1822	City Hall - Temporary Locatio	130,200	(15,000)	145,200	113,761	0		78
0010.20.00.6860.0186	Legal Services	75,000	0	75,000	48,385	15,642		65
0010.20.00.6860.0187	Professional Services	64,500	0	64,500	33,218	0		52
0010.20.00.6860.0190	Consulting Services	5,000	0	5,000	0	0		0
0010.20.00.6860.0192	Elections	10,500	0	10,500	0	0		0
0010.20.00.6860.0194	Other Prof/Tech Services	1,500	0	1,500	1,500	0		100
0010.20.00.6860.0195	Repair/Maint Svc Contract	2,200	0	2,200	2,835	0		129
0010.20.00.6860.0196	Bank Charges/Fees	3,500	0	3,500	3,974	0		114
0010.20.00.6860.0199	Internal Engineering	26,964	0	26,964	33,451	0		124
0010.20.00.6860.1871	Audit Services	50,000	0	50,000	36,000	17,330		72
0010.20.00.6870.0203	Contract Services	0	0	0	31,045	11,871		0
0010.20.00.6870.0204	Janitorial Services	10,364	0	10,364	9,515	858		92
0010.20.00.6910.0002	Clearing Expense Account	0	0	0	24,682	0		0
0010.20.00.7950.0995	GF Cost Distribution	(397,864)	0	(397,864)	(364,709)	0		92
0010.21.00.6810.0100	Capital Lease Principal	24,361	0	24,361	22,618	0		93
0010.21.00.6810.0120	Capital Lease Interest	3,414	0	3,414	3,169	0		93
0010.21.00.6810.0130	GO Bond Principal	52,000	0	52,000	52,000	0		100
0010.21.00.6810.0140	GO Bond Interest	11,956	0	11,956	11,955	0		100
0010.21.00.7020.0105	Interest on Bonds	85,012	0	85,012	85,013	0		100
0010.21.00.7020.0110	Bond Principal	68,900	0	68,900	68,900	0		100

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0010 General Fund							
Appropriations							
0010.22.00.7500.0127	Transfers to Waste Mgmt	6,250	0	6,250	0	0	0
0010.22.00.7500.0134	Transfer to Storm Water	226,461	0	226,461	0	0	0
Appropriations		14,219,854	5,950	14,213,904	11,199,958	333,010	78.80
Fund 0010 - General Fund:							
TOTAL ESTIMATED REVENUES		14,219,854	0	14,219,854	11,723,420	0	82.44
TOTAL APPROPRIATIONS		14,219,854	5,950	14,213,904	11,199,958	333,010	78.80
NET OF REVENUES & APPROPRIATIONS:		0	(5,950)	5,950	523,462	(333,010)	
		0.00%	0.00%	0.04%	4.47%	0.00%	

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0011 Debt Service							
Estimated Revenues							
0011.00.00.3110.0002	Property Taxes -Debt Mill	180,000	0	180,000	172,067	0	96
	Estimated Revenues	180,000	0	180,000	172,067	0	95.59
Appropriations							
0011.21.00.6810.0130	GO Bond Principal	89,859	0	89,859	89,858	0	100
0011.21.00.6810.0140	GO Bond Interest	41,502	0	41,502	41,502	0	100
0011.21.00.7500.0137	Trns from/to Fund Balance	48,639	0	48,639	0	0	0
	Appropriations	180,000	0	180,000	131,360	0	72.98
Fund 0011 - Debt Service:							
TOTAL ESTIMATED REVENUES		180,000	0	180,000	172,067	0	95.59
TOTAL APPROPRIATIONS		180,000	0	180,000	131,360	0	72.98
NET OF REVENUES & APPROPRIATIONS:		0	0	0	40,707	0	
		0.00%	0.00%	0.00%	23.66%	0.00%	

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0012 Capital Projects Reserve Fund							
Estimated Revenues							
0012.00.00.3310.0000	Federal Grants	0	0	0	70,546	0	0
0012.00.00.3920.0004	From General Fund	0	0	0	1,182,753	0	0
0012.00.00.3920.0004.099907	From General Fund	0	0	0	(1,182,753)	0	0
0012.00.00.3920.0015	Transfer from Capital Project	4,213,609	0	4,213,609	0	0	0
Estimated Revenues		4,213,609	0	4,213,609	70,546	0	1.67
Appropriations							
0012.26.00.9000.0904	Street Re-Surfacing Program	160,000	0	160,000	0	135,162	0
0012.26.00.9000.1000	Infrastructure Improvements	0	0	0	46,673	0	0
0012.26.00.9000.3000	Buildings & Improvements	2,826,853	(14,150)	2,841,003	535,828	839,137	19
0012.26.00.9000.3950	Computer Software	60,256	0	60,256	56,939	0	94
0012.26.00.9000.4100	Vehicles	542,700	8,550	534,150	575,811	0	108
0012.26.00.9000.4300	Other Equipment	551,300	(8,550)	559,850	606,562	31,157	108
0012.26.00.9000.6000	Other Improvements	72,500	8,200	64,300	0	0	0
Appropriations		4,213,609	(5,950)	4,219,559	1,821,813	1,005,456	43.18
Fund 0012 - Capital Projects Reserve Fund:							
TOTAL ESTIMATED REVENUES		4,213,609	0	4,213,609	70,546	0	1.67
TOTAL APPROPRIATIONS		4,213,609	(5,950)	4,219,559	1,821,813	1,005,456	43.18
NET OF REVENUES & APPROPRIATIONS:		0	5,950	(5,950)	(1,751,267)	(1,005,456)	
		0.00%	0.00%	-0.14%	-2,482.45%	0.00%	

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0013 TIF District							
Appropriations							
0013.00.00.7500.0137	Trns from/to Fund Balance	133,797	0	133,797	0	0	0
Appropriations		133,797	0	133,797	0	0	0.00
Fund 0013 - TIF District:							
TOTAL ESTIMATED REVENUES							
TOTAL APPROPRIATIONS							
		133,797	0	133,797	0	0	0.00
NET OF REVENUES & APPROPRIATIONS:							
		(133,797)	0	(133,797)	0	0	
		0.00%	0.00%	0.00%	0.00%	0.00%	

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0015 Agency Fund							
Estimated Revenues							
0015.00.00.3610.0001	Investment Earnings	0	0	0	1,548	0	0
	Estimated Revenues	0	0	0	1,548	0	0.00
Fund 0015 - Agency Fund:							
TOTAL ESTIMATED REVENUES		0	0	0	1,548	0	0.00
TOTAL APPROPRIATIONS		0	0	0	0	0	0.00
NET OF REVENUES & APPROPRIATIONS:		0	0	0	1,548	0	
		0.00%	0.00%	0.00%	100.00%	0.00%	

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	24-25 % Budget Used
Fund: 0018 State and Local Grants							
Estimated Revenues							
0018.00.00.3320.0000	State Grants	12,000	0	12,000	14,946	0	125
	Estimated Revenues	12,000	0	12,000	14,946	0	124.55
Appropriations							
0018.70.00.5000.0101	Supplies and Materials	8,000	0	8,000	26,956	0	337
0018.70.00.5000.0102	Equipment	4,000	0	4,000	0	0	0
	Appropriations	12,000	0	12,000	26,956	0	224.63
Fund 0018 - State and Local Grants:							
TOTAL ESTIMATED REVENUES		12,000	0	12,000	14,946	0	124.55
TOTAL APPROPRIATIONS		12,000	0	12,000	26,956	0	224.63
NET OF REVENUES & APPROPRIATIONS:		0	0	0	(12,010)	0	
		0.00%	0.00%	0.00%	-80.36%	0.00%	

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0019 Res. Utilities Round Up Program							
Estimated Revenues							
0019.00.00.3020.0007	Residential Utilities Round U	0	0	0	(972)	0	0
Estimated Revenues		0	0	0	(972)	0	0.00
Fund 0019 - Res. Utilities Round Up Program:							
TOTAL ESTIMATED REVENUES		0	0	0	(972)	0	0.00
TOTAL APPROPRIATIONS		0	0	0	0	0	0.00
NET OF REVENUES & APPROPRIATIONS:		0	0	0	(972)	0	
		0.00%	0.00%	0.00%	100.00%	0.00%	

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0020 State Accommodations Tax							
Estimated Revenues							
0020.00.00.3180.0001	Accommodations Tax	160,000	0	160,000	80,850	0	51
0020.00.00.3610.0001	Investment Earnings	500	0	500	0	0	0
Estimated Revenues		160,500	0	160,500	80,850	0	50.37
Appropriations							
0020.33.00.6200.0114	Advertising	100	0	100	139	0	139
0020.33.00.6830.0173	Tourism Related	50,000	0	50,000	73,953	0	148
0020.33.00.6830.0174	Tourism Advertise/Promote	40,000	0	40,000	25,392	0	63
0020.33.00.6850.0187	Special Projects	38,400	0	38,400	0	0	0
0020.33.00.7500.0124	Transfers to General Fund	32,000	0	32,000	25,119	0	78
Appropriations		160,500	0	160,500	124,603	0	77.63
Fund 0020 - State Accommodations Tax:							
TOTAL ESTIMATED REVENUES		160,500	0	160,500	80,850	0	50.37
TOTAL APPROPRIATIONS		160,500	0	160,500	124,603	0	77.63
NET OF REVENUES & APPROPRIATIONS:		0	0	0	(43,753)	0	
		0.00%	0.00%	0.00%	-54.12%	0.00%	

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0022 Local Hospitality/ATax							
Estimated Revenues							
0022.00.00.3240.0001	Hospitality Fee	960,000	0	960,000	986,752	0	103
0022.00.00.3240.0002	Accommodation Fees	200,000	0	200,000	378,743	0	189
0022.00.00.3310.0000	Federal Grants	250,000	0	250,000	1,164,364	0	466
0022.00.00.3310.0069	Match Revenue	151,933	0	151,933	0	0	0
0022.00.00.3320.0015	DBA State Grant	107,958	0	107,958	104,229	0	97
0022.00.00.3610.0001	Investment Earnings	3,000	0	3,000	0	0	0
0022.00.00.3670.0001	Operating Contributions	0	0	0	85,000	0	0
0022.00.00.3690.0003	Insurance Proceeds	0	0	0	360	0	0
0022.00.00.3940.0002	Transfer from fund balance	999,613	0	999,613	0	0	0
Estimated Revenues		2,672,504	0	2,672,504	2,719,448	0	101.76
Appropriations							
0022.08.00.6500.0127	Electricity	9,934	0	9,934	3,087	0	31
0022.08.00.6850.0182	Other Operating Expenses	26,000	0	26,000	26,000	0	100
0022.23.00.4000.0101	Regular Pay	131,825	0	131,825	104,437	0	79
0022.23.00.4010.0103	Overtime	44,150	0	44,150	63,630	0	144
0022.23.00.4050.0114	FICA	13,600	0	13,600	12,186	0	90
0022.23.00.4060.0116	Retirement	28,200	0	28,200	23,677	0	84
0022.23.00.4100.0001	Health Claims Cost	4,042	0	4,042	16,119	0	399
0022.23.00.6200.0114	Advertising	150	0	150	0	0	0
0022.23.00.6810.0100	Capital Lease Principal	13,456	0	13,456	9,955	0	74
0022.23.00.6810.0120	Capital Lease Interest	1,886	0	1,886	1,395	0	74
0022.23.00.6850.0182	Other Operating Expenses	15,000	0	15,000	198	0	1
0022.23.00.7500.0124	Transfers to General Fund	125,000	0	125,000	114,583	0	92
0022.24.00.6200.1141	Advertising- Other	0	0	0	417	0	0
0022.24.00.6830.0174	Tourism Advertise/Promote	299,000	0	299,000	237,858	0	80
0022.24.00.6850.0182	Other Operating Expenses	292,100	7,870	284,230	145,946	24,321	51
0022.24.00.6850.0187	Special Projects	138,450	0	138,450	10,967	15,365	8
0022.24.00.6850.0192	KGB Operations	0	0	0	442	0	0
0022.24.00.6850.1871	Way-finding project	50,000	0	50,000	30,759	15,175	62
0022.24.00.6860.0191	Contract Services/Studies	25,000	25,000	0	0	0	0
0022.24.00.6860.0195	Repair/Maint Svc Contract	87,400	25,000	62,400	30,118	0	48
0022.24.00.6860.0199	Internal Engineering	26,964	0	26,964	0	0	0
0022.24.00.6870.0204	Janitorial Services	65,000	0	65,000	63,388	15,479	98
0022.24.00.9000.0905	Park Improvements	650,000	(30,000)	680,000	1,402,919	176,498	206
0022.24.00.9000.1000	Infrastructure Improvemts	360,933	0	360,933	10,626	11,800	3
0022.24.00.9000.4300	Other Equipment	35,300	(20,000)	55,300	105,734	0	191
0022.24.00.9000.6000	Other Improvements	0	(7,870)	7,870	7,246	0	92
0022.29.00.6000.0110	SCMIRF Property/Liab Ins	33,856	0	33,856	34,625	0	102
0022.29.00.6500.0127	Electricity	3,240	0	3,240	1,858	0	57
0022.29.00.6500.0133	Stormwater	1,913	0	1,913	939	0	49
0022.29.00.6500.1271	Electricity- Sales Tax	105	0	105	44	0	42
0022.29.00.6850.0182	Other Operating Expenses	0	0	0	70	0	0
0022.29.00.6870.0203	Contract Services	190,000	0	190,000	272,919	19,331	144
Appropriations		2,672,504	0	2,672,504	2,732,142	277,969	102.23
Fund 0022 - Local Hospitality/ATax:							
TOTAL ESTIMATED REVENUES		2,672,504	0	2,672,504	2,719,448	0	101.76
TOTAL APPROPRIATIONS		2,672,504	0	2,672,504	2,732,142	277,969	102.23
NET OF REVENUES & APPROPRIATIONS:		0	0	0	(12,694)	(277,969)	

BUDGET REPORT FOR CITY OF GEORGETOWN, SC
Calculations As of 04/30/2024

GL Number	Description	Original Budget	24-25 Original Budget Amt Change	24-25 Budget Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0022 Local Hospitality/ATax			0.00%	0.00%	0.00%	-0.47%	0.00%

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0030 Electric Utility Fund							
Estimated Revenues							
0030.00.00.3010.0000	Sale Of Utilities	14,120,790	0	14,120,790	12,410,608	0	88
0030.00.00.3010.0001	Revenue from Energy Efficiency	30,000	0	30,000	25,182	0	84
0030.00.00.3010.0002	New Turn Ons	4,500	0	4,500	3,810	0	85
0030.00.00.3010.0004	Security Lights	293,000	0	293,000	257,605	0	88
0030.00.00.3010.0012	Restores	76,000	0	76,000	60,617	0	80
0030.00.00.3020.0001	Penalties	130,000	0	130,000	93,551	0	72
0030.00.00.3020.0002	Pole Rental	200,000	0	200,000	196,579	0	98
0030.00.00.3060.0001	Investment Earnings	150,000	0	150,000	252,053	0	168
0030.00.00.3350.0004	Fema Recovery	0	0	0	812	0	0
0030.00.00.3690.0002	Miscellaneous Revenue	3,000	0	3,000	1,991	0	66
Estimated Revenues		15,007,290	0	15,007,290	13,302,808	0	88.64
Appropriations							
0030.19.00.4000.0101	Regular Pay	1,109,343	0	1,109,343	888,794	0	80
0030.19.00.4010.0103	Overtime	22,000	0	22,000	23,995	0	109
0030.19.00.4010.0105	On-call pay	12,000	0	12,000	9,900	0	83
0030.19.00.4010.0106	Contract Labor	801,250	0	801,250	487,932	302,253	61
0030.19.00.4010.0107	Labor Billed	0	0	0	(4,900)	0	0
0030.19.00.4050.0114	FICA	87,500	0	87,500	67,127	0	77
0030.19.00.4060.0116	Retirement	210,000	0	210,000	167,371	0	80
0030.19.00.4080.0125	SCMIT Worker's Comp Ins.	92,569	0	92,569	81,926	0	89
0030.19.00.4100.0001	Health Claims Cost	116,704	0	116,704	101,407	0	87
0030.19.00.4100.0002	Health Claim Costs-Retire	41,463	0	41,463	40,065	0	97
0030.19.00.5000.0101	Supplies and Materials	14,300	0	14,300	14,295	0	100
0030.19.00.5000.0102	Equipment	7,500	0	7,500	7,481	0	100
0030.19.00.5000.0105	Printing and Binding	600	0	600	132	0	22
0030.19.00.5010.0101	Uniforms and Clothing	15,900	(5,000)	20,900	20,704	0	99
0030.19.00.5140.0114	Wire Expense	40,000	0	40,000	(62,065)	0	(155)
0030.19.00.5140.0115	Christmas Decorations	23,350	0	23,350	23,222	0	99
0030.19.00.5140.0116	Pole Line Hardware	40,000	0	40,000	(8,039)	0	(20)
0030.19.00.5140.0117	Poles & Crossarms	10,000	0	10,000	22,259	0	223
0030.19.00.5140.0118	Fuel for Peak Shaving Generat	125,000	19,200	105,800	54,952	0	52
0030.19.00.5150.0121	Safety Supplies	600	0	600	178	0	30
0030.19.00.5150.0123	Special Dept Supplies	16,000	(6,000)	22,000	21,999	0	100
0030.19.00.5210.0128	Meter Supplies	35,000	0	35,000	14,039	0	40
0030.19.00.5230.0133	Street Light Supplies	4,000	0	4,000	(2,385)	0	(60)
0030.19.00.5310.0143	Security Lights	32,000	0	32,000	18,533	0	58
0030.19.00.5310.0145	Transformer Supplies	95,000	0	95,000	13,180	0	14
0030.19.00.5400.0150	Power Purchases	8,010,188	134,500	7,875,688	6,749,857	0	86
0030.19.00.5400.0153	Energy Efficiency Program	50,000	0	50,000	14,813	0	30
0030.19.00.5410.0001	Santee Cooper Settlement Expe	0	0	0	5,892	0	0
0030.19.00.6000.0110	SCMIRF Property/Liab Ins	146,756	0	146,756	150,090	0	102
0030.19.00.6100.0111	Communications- Landline	5,500	0	5,500	5,128	0	93
0030.19.00.6100.0112	Postage	6,000	0	6,000	4,470	0	75
0030.19.00.6100.1110	Communications- wireless	10,000	0	10,000	9,553	0	96
0030.19.00.6200.0114	Advertising	600	0	600	1,304	0	217
0030.19.00.6400.0124	Travel Expense	12,100	0	12,100	2,756	0	23
0030.19.00.6500.0127	Electricity	25,894	0	25,894	20,949	0	81
0030.19.00.6500.0128	Water	3,117	0	3,117	1,756	0	56
0030.19.00.6500.0129	Wastewater	5,905	0	5,905	1,463	0	25

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0030 Electric Utility Fund							
Appropriations							
0030.19.00.6500.0130	Sanitation	2,085	0	2,085	1,518	0	73
0030.19.00.6500.0133	Stormwater	3,011	0	3,011	2,594	0	86
0030.19.00.6500.0134	Security Lights	8,745	0	8,745	7,641	0	87
0030.19.00.6500.1271	Electricity- Sales Tax	461	0	461	607	0	132
0030.19.00.6600.0133	Repairs & Maint. Services	3,000	0	3,000	0	0	0
0030.19.00.6600.0139	Fleet Services-RTA Mtce Alloc	8,500	0	8,500	15,086	0	177
0030.19.00.6600.0140	Hydraulic Repair	12,000	0	12,000	8,020	0	67
0030.19.00.6600.0145	Gasoline & Oil	35,000	0	35,000	28,968	0	83
0030.19.00.6600.1391	Fleet Services -Departmental	16,000	0	16,000	24,827	0	155
0030.19.00.6600.1392	Fleet Svcs- Outside Vends	5,000	0	5,000	8,471	0	169
0030.19.00.6620.0141	Department Repairs	30,500	0	30,500	21,451	0	70
0030.19.00.6630.0145	Sub-Station Maintenance	3,000	0	3,000	0	0	0
0030.19.00.6630.0146	Transformers Repairs	3,000	0	3,000	375	0	13
0030.19.00.6640.0101	Community Education	1,000	0	1,000	404	0	40
0030.19.00.6700.0156	Equipment Rental/Lease	3,800	0	3,800	2,065	0	54
0030.19.00.6810.0100	Capital Lease Principal	35,574	0	35,574	51,905	0	146
0030.19.00.6810.0120	Capital Lease Interest	4,984	0	4,984	3,533	0	71
0030.19.00.6820.0170	Infrared Test	850	0	850	795	0	94
0030.19.00.6820.0171	Safety Testing/Compliance	3,500	0	3,500	2,447	0	70
0030.19.00.6820.0173	Tree Crew Maintenance	12,000	(6,000)	18,000	15,555	0	86
0030.19.00.6850.0180	Membership Dues and Fees	30,219	(5,000)	35,219	35,007	0	99
0030.19.00.6850.0182	Other Operating Expenses	50,000	17,000	33,000	28,081	0	85
0030.19.00.6850.0183	Depreciation	860,000	0	860,000	829,829	0	96
0030.19.00.6850.0186	Training	32,050	5,000	27,050	19,165	0	71
0030.19.00.6850.0190	Landfill Fees	8,000	0	8,000	4,937	0	62
0030.19.00.6850.1801	Subscriptions	0	0	0	73	0	0
0030.19.00.6860.0186	Legal Services	5,000	0	5,000	0	0	0
0030.19.00.6860.0187	Professional Services	85,200	(19,200)	104,400	74,686	29,754	72
0030.19.00.6860.0188	Architect/Engineer Svcs	50,000	(134,500)	184,500	143,226	40,140	78
0030.19.00.6860.0189	Employee Medical	220	0	220	104	0	47
0030.19.00.6860.0191	Contract Services/Studies	3,000	0	3,000	2,257	0	75
0030.19.00.6860.0195	Repair/Maint Svc Contract	25,100	0	25,100	21,121	0	84
0030.19.00.6860.0196	Bank Charges/Fees	19,500	0	19,500	18,281	0	94
0030.19.00.6860.0199	Internal Engineering	26,964	0	26,964	16,726	0	62
0030.19.00.6860.1895	Employee wellness services	13,996	0	13,996	9,104	0	65
0030.19.00.6870.0202	Utility Billing Services	55,000	0	55,000	46,910	0	85
0030.19.00.6870.0204	Janitorial Services	2,378	0	2,378	2,180	197	92
0030.19.00.6890.0800	Equipment Charges	0	0	0	(3,138)	0	0
0030.19.00.7020.0105	Interest on Bonds	100,117	0	100,117	40,230	0	40
0030.19.00.7020.0110	Bond Principal	674,801	0	674,801	46,800	0	7
0030.19.00.7030.1001	Agent Fees	3,760	0	3,760	3,760	0	100
0030.19.00.7200.0001	Provision for Bad Debts	40,000	0	40,000	0	0	0
0030.19.00.7500.0124	Transfers to General Fund	844,043	0	844,043	773,706	0	92
0030.19.00.7500.0141	Transfer to Water Utility	149,685	0	149,685	0	0	0
0030.19.00.7500.0142	Transfer to Wastewater	386,638	0	386,638	0	0	0
0030.19.00.7950.0001	IT Internal Allocations	177,143	0	177,143	70,931	0	40
0030.19.00.7950.0995	GF Cost Distribution	593,898	0	593,898	544,407	0	92
0030.19.00.7999.9999	Principal Reclassified	(674,801)	0	(674,801)	(46,800)	0	7
0030.19.00.9000.3000	Buildings & Improvements	766,548	0	766,548	75,481	297,270	10
0030.19.00.9000.3100	Electric Distribution	1,985,000	0	1,985,000	524,931	425,182	26

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	24-25 % Budget Used
Fund: 0030 Electric Utility Fund							
Appropriations							
0030.19.00.9000.4100	Vehicles	440,000	0	440,000	361,162	0	82
0030.19.00.9000.4200	Heavy Equipment	0	0	0	48,346	0	0
0030.19.00.9000.4300	Other Equipment	30,000	0	30,000	29,331	0	98
0030.19.00.9000.6000	Other Improvements	14,500	0	14,500	0	0	0
0030.19.00.9999.9999	Assets Reclassified	(3,236,048)	0	(3,236,048)	(445,224)	0	14
0030.36.00.6620.0141	Department Repairs	25,000	0	25,000	2,502	0	10
0030.36.00.6850.0183	Depreciation	230	0	230	38	0	17
Appropriations		15,007,290	0	15,007,290	12,444,545	1,094,796	82.92
Fund 0030 - Electric Utility Fund:							
TOTAL ESTIMATED REVENUES		15,007,290	0	15,007,290	13,302,808	0	88.64
TOTAL APPROPRIATIONS		15,007,290	0	15,007,290	12,444,545	1,094,796	82.92
NET OF REVENUES & APPROPRIATIONS:		0	0	0	858,263	(1,094,796)	
		0.00%	0.00%	0.00%	6.45%	0.00%	

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0031 Water Utility Fund							
Estimated Revenues							
0031.00.00.3010.0000	Sale of Utilities	4,160,000	0	4,160,000	3,758,112	0	90
0031.00.00.3010.0002	New Turn Ons	3,500	0	3,500	2,985	0	85
0031.00.00.3010.0006	Sale Of Raw Water	13,000	0	13,000	7,770	0	60
0031.00.00.3010.0009	New Service Taps	25,000	0	25,000	21,045	0	84
0031.00.00.3010.0013	Meter Installation	12,000	0	12,000	4,950	0	41
0031.00.00.3020.0001	Penalties	30,000	0	30,000	32,215	0	107
0031.00.00.3060.0001	Investment Earnings	40,000	0	40,000	48,768	0	122
0031.00.00.3240.0020	Water Impact Fee	40,000	0	40,000	28,800	0	72
0031.00.00.3310.0000	Federal Grants	0	0	0	1,759,243	0	0
0031.00.00.3690.0002	Miscellaneous Revenue	8,000	0	8,000	10,782	0	135
0031.00.00.3690.0003	Insurance Proceeds	0	0	0	32,186	0	0
0031.00.00.3920.0016	Transfer from Electric Utilit	149,685	0	149,685	0	0	0
Estimated Revenues		4,481,185	0	4,481,185	5,706,856	0	127.35
Appropriations							
0031.15.00.4000.0101	Regular Pay	233,000	0	233,000	179,070	0	77
0031.15.00.4010.0103	Overtime	17,000	0	17,000	12,726	0	75
0031.15.00.4010.0105	On-call pay	5,200	0	5,200	3,700	0	71
0031.15.00.4050.0114	FICA	20,000	0	20,000	14,310	0	72
0031.15.00.4060.0116	Retirement	48,800	0	48,800	35,820	0	73
0031.15.00.4080.0125	SCMIT Worker's Comp Ins.	23,959	0	23,959	16,277	0	68
0031.15.00.4100.0001	Health Claims Cost	25,837	0	25,837	29,192	0	113
0031.15.00.4100.0002	Health Claim Costs-Retire	2,279	0	2,279	99	0	4
0031.15.00.5000.0101	Supplies and Materials	7,000	0	7,000	6,256	0	89
0031.15.00.5000.0102	Equipment	4,500	0	4,500	1,336	0	30
0031.15.00.5010.0101	Uniforms and Clothing	4,400	0	4,400	2,252	0	51
0031.15.00.5130.0112	Asphalt/Concrete/Gravel	51,000	0	51,000	26,227	0	51
0031.15.00.5140.0110	Water Dist System Supply	113,838	0	113,838	68,778	0	60
0031.15.00.5150.0129	Permit Fees Due To Others	1,000	0	1,000	755	0	76
0031.15.00.5230.0136	Hydrant Replacement	10,000	0	10,000	3,551	0	36
0031.15.00.5320.0148	Small Hand Tools	300	0	300	0	0	0
0031.15.00.5400.1510	IP Raw Water Contract-Stl	0	0	0	255	0	0
0031.15.00.6000.0110	SCMIRF Property/Liab Ins	77,800	0	77,800	86,717	0	111
0031.15.00.6100.0112	Postage	1,000	0	1,000	0	0	0
0031.15.00.6100.1110	Communications- wireless	2,040	0	2,040	746	0	37
0031.15.00.6200.0114	Advertising	600	0	600	0	0	0
0031.15.00.6400.0124	Travel Expense	100	0	100	0	0	0
0031.15.00.6500.0127	Electricity	10,195	0	10,195	8,130	0	80
0031.15.00.6500.0128	Water	41,493	0	41,493	42,987	0	104
0031.15.00.6500.0129	Wastewater	12,737	0	12,737	14,438	0	113
0031.15.00.6500.0130	Sanitation	692	0	692	504	0	73
0031.15.00.6500.0133	Stormwater	19,553	0	19,553	33,509	0	171
0031.15.00.6500.1271	Electricity- Sales Tax	382	0	382	256	0	67
0031.15.00.6600.0133	Repairs & Maint. Services	23,000	0	23,000	4,435	0	19
0031.15.00.6600.0139	Fleet Services-RTA Mtce Alloc	5,000	0	5,000	3,052	0	61
0031.15.00.6600.0145	Gasoline & oil	10,000	0	10,000	12,218	0	122
0031.15.00.6600.1391	Fleet Services -Departmental	5,000	0	5,000	7,882	0	158
0031.15.00.6600.1392	Fleet Svcs- Outside Vends	3,500	0	3,500	5,700	0	163
0031.15.00.6700.0156	Equipment Rental/Lease	500	0	500	0	0	0
0031.15.00.6850.0180	Membership Dues and Fees	200	0	200	45	0	23

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used	24-25 Used
Fund: 0031 Water Utility Fund								
Appropriations								
0031.15.00.6850.0182	Other Operating Expenses	1,500	0	1,500	335	0		22
0031.15.00.6850.0183	Depreciation	520,000	0	520,000	540,557	0		104
0031.15.00.6850.0186	Training	6,100	0	6,100	5,228	0		86
0031.15.00.6860.0187	Professional Services	3,700	(19,500)	23,200	1,168	20,979		5
0031.15.00.6860.0189	Employee Medical	1,500	0	1,500	0	0		0
0031.15.00.6860.0191	Contract Services/Studies	52,000	19,500	32,500	23,697	0		73
0031.15.00.6860.0196	Bank Charges/Fees	0	0	0	7,153	0		0
0031.15.00.6860.0199	Internal Engineering	26,964	0	26,964	16,726	0		62
0031.15.00.6860.1895	Employee wellness services	5,004	0	5,004	3,251	0		65
0031.15.00.6870.0202	Utility Billing Services	8,000	0	8,000	7,097	0		89
0031.15.00.6870.0204	Janitorial Services	785	0	785	722	65		92
0031.15.00.7020.0106	Interest- Bonds	89,557	0	89,557	45,743	0		51
0031.15.00.7020.0110	Bond Principal	434,121	0	434,121	130,235	0		30
0031.15.00.7030.0109	Agents Fee	8,000	0	8,000	4,475	0		56
0031.15.00.7200.0001	Provision for Bad Debts	9,000	0	9,000	0	0		0
0031.15.00.7500.0124	Transfers to General Fund	179,235	0	179,235	164,299	0		92
0031.15.00.7950.0995	GF Cost Distribution	128,166	0	128,166	117,486	0		92
0031.15.00.7950.0999	Allocation G&A Services	92,186	0	92,186	44,579	0		48
0031.15.00.7999.9999	Principal Reclassified	(434,121)	0	(434,121)	(130,235)	0		30
0031.15.00.9000.3500	Water Distribution	1,145,000	0	1,145,000	531,455	136,476		46
0031.15.00.9999.9999	Assets Reclassified	(1,145,000)	0	(1,145,000)	(194,505)	0		17
0031.16.00.4000.0101	Regular Pay	307,000	0	307,000	266,657	0		87
0031.16.00.4010.0103	Overtime	8,500	0	8,500	7,039	0		83
0031.16.00.4010.0105	On-call pay	6,500	0	6,500	6,667	0		103
0031.16.00.4050.0114	FICA	25,000	0	25,000	20,260	0		81
0031.16.00.4060.0116	Retirement	59,000	0	59,000	51,440	0		87
0031.16.00.4080.0125	SCMIT Worker's Comp Ins.	17,425	0	17,425	14,660	0		84
0031.16.00.4100.0001	Health Claims Cost	50,915	0	50,915	45,874	0		90
0031.16.00.4100.0002	Health Claim Costs-Retire	12,215	0	12,215	0	0		0
0031.16.00.5000.0101	Supplies and Materials	2,500	0	2,500	1,329	0		53
0031.16.00.5000.0102	Equipment	23,327	0	23,327	7,648	0		33
0031.16.00.5010.0101	Uniforms and Clothing	4,000	0	4,000	2,453	0		61
0031.16.00.5120.0108	Chemicals	558,908	0	558,908	323,259	109,058		58
0031.16.00.5120.0109	Laboratory Supplies	28,000	0	28,000	20,697	0		74
0031.16.00.5150.0121	Safety Supplies	1,600	0	1,600	0	0		0
0031.16.00.5150.0129	Permit Fees Due To Others	23,000	0	23,000	19,640	0		85
0031.16.00.5320.0148	Small Hand Tools	300	0	300	0	0		0
0031.16.00.5400.0151	IP Raw Water Contract-Cty	47,394	0	47,394	12,281	0		26
0031.16.00.5400.0152	Raw Water Pump Maint.	65,000	0	65,000	36,489	0		56
0031.16.00.5400.0157	Treated Water Purchase	200	0	200	72	0		36
0031.16.00.5400.1510	IP Raw Water Contract-Stl	24,374	0	24,374	9,933	0		41
0031.16.00.6000.0110	SCMIRF Property/Liab Ins	234,506	0	234,506	239,833	0		102
0031.16.00.6100.0111	Communications- Landline	1,500	0	1,500	1,428	0		95
0031.16.00.6100.0112	Postage	800	0	800	0	0		0
0031.16.00.6100.1110	Communications- Wireless	660	0	660	404	0		61
0031.16.00.6200.0114	Advertising	1,000	0	1,000	1,166	0		117
0031.16.00.6400.0124	Travel Expense	100	0	100	0	0		0
0031.16.00.6500.0127	Electricity	96,392	0	96,392	60,758	0		63
0031.16.00.6500.0130	Sanitation	929	0	929	677	0		73
0031.16.00.6500.0133	Stormwater	3,984	0	3,984	3,838	0		96

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used	24-25 Used
Fund: 0031 Water Utility Fund								
Appropriations								
0031.16.00.6500.0134	Security Lights	1,360	0	1,360	1,188	0		87
0031.16.00.6500.1271	Electricity- Sales Tax	250	0	250	59	0		24
0031.16.00.6600.0133	Repairs & Maint. Services	60,000	0	60,000	23,472	0		39
0031.16.00.6600.0139	Fleet Services-RTA Mtce Alloc	500	0	500	175	0		35
0031.16.00.6600.0145	Gasoline & Oil	1,750	0	1,750	655	0		37
0031.16.00.6600.1391	Fleet Services -Departmental	1,400	0	1,400	1,725	0		123
0031.16.00.6600.1392	Fleet Svcs- Outside Vends	500	0	500	0	0		0
0031.16.00.6700.0156	Equipment Rental/Lease	500	0	500	0	0		0
0031.16.00.6850.0180	Membership Dues and Fees	1,100	0	1,100	190	0		17
0031.16.00.6850.0182	Other Operating Expenses	15,000	0	15,000	4,488	0		30
0031.16.00.6850.0183	Depreciation	350,000	0	350,000	284,090	0		81
0031.16.00.6850.0186	Training	2,420	0	2,420	1,106	0		46
0031.16.00.6860.0187	Professional Services	68,800	0	68,800	9,791	27,356		14
0031.16.00.6860.0189	Employee Medical	1,200	0	1,200	0	0		0
0031.16.00.6860.0195	Repair/Maint Svc Contract	2,000	0	2,000	1,923	0		96
0031.16.00.6860.0199	Internal Engineering	26,964	0	26,964	16,726	0		62
0031.16.00.6860.1895	Employee wellness services	6,001	0	6,001	3,902	0		65
0031.16.00.6870.0204	Janitorial Services	2,343	0	2,343	2,139	194		91
0031.16.00.7020.0105	Interest on Bonds	53,738	0	53,738	26,871	0		50
0031.16.00.7020.0110	Bond Principal	35,180	0	35,180	(4,479)	0		(13)
0031.16.00.7030.1001	Agent Fees	0	0	0	3,000	0		0
0031.16.00.7500.0124	Transfers to General Fund	159,714	0	159,714	146,405	0		92
0031.16.00.7950.0995	GF Cost Distribution	114,205	0	114,205	104,688	0		92
0031.16.00.7950.0999	Allocation G&A Services	92,186	0	92,186	44,579	0		48
0031.16.00.7999.9999	Principal Reclassified	(35,180)	0	(35,180)	0	0		0
0031.16.00.9000.3300	Water Filtration Plant	1,665,000	0	1,665,000	2,701,562	1,476,244		162
0031.16.00.9999.9999	Assets Reclassified	(1,665,000)	0	(1,665,000)	(1,328,584)	0		80
0031.41.00.4000.0101	Regular Pay	150,000	0	150,000	127,181	0		85
0031.41.00.4050.0114	FICA	11,500	0	11,500	9,365	0		81
0031.41.00.4060.0116	Retirement	28,000	0	28,000	23,323	0		83
0031.41.00.4080.0125	SCMIT Worker's Comp Ins.	5,445	0	5,445	4,462	0		82
0031.41.00.4100.0001	Health Claims Cost	20,370	0	20,370	17,445	0		86
0031.41.00.5000.0101	Supplies and Materials	5,400	0	5,400	3,819	0		71
0031.41.00.5000.0102	Equipment	9,500	0	9,500	2,265	0		24
0031.41.00.5000.0103	Furniture	1,000	0	1,000	0	0		0
0031.41.00.5010.0101	Uniforms and Clothing	500	0	500	31	0		6
0031.41.00.6000.0110	SCMIRF Property/Liab Ins	416	0	416	424	0		102
0031.41.00.6100.0111	Communications- Landline	4,800	0	4,800	595	0		12
0031.41.00.6100.0112	Postage	1,500	0	1,500	1,483	0		99
0031.41.00.6100.1110	Communications- Wireless	660	0	660	373	0		57
0031.41.00.6200.0114	Advertising	200	0	200	84	0		42
0031.41.00.6400.0124	Travel Expense	100	0	100	0	0		0
0031.41.00.6500.0127	Electricity	3,068	0	3,068	3,079	0		100
0031.41.00.6500.0128	Water	434	0	434	350	0		81
0031.41.00.6500.0129	Wastewater	484	0	484	352	0		73
0031.41.00.6500.0130	Sanitation	486	0	486	354	0		73
0031.41.00.6500.0133	Stormwater	3,112	0	3,112	2,266	0		73
0031.41.00.6500.0134	Security Lights	546	0	546	477	0		87
0031.41.00.6500.1271	Electricity- Sales Tax	97	0	97	89	0		92
0031.41.00.6600.0133	Repairs & Maint. Services	8,000	0	8,000	966	0		12

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0031 Water Utility Fund							
Appropriations							
0031.41.00.6600.0139	Fleet Services-RTA Mtce Alloc	500	0	500	865	0	173
0031.41.00.6600.0145	Gasoline & Oil	2,500	0	2,500	1,593	0	64
0031.41.00.6600.1391	Fleet Services -Departmental	2,000	0	2,000	2,123	0	106
0031.41.00.6600.1392	Fleet Svcs- Outside Vends	500	0	500	0	0	0
0031.41.00.6700.0156	Equipment Rental/Lease	3,800	0	3,800	1,631	0	43
0031.41.00.6850.0180	Membership Dues and Fees	1,600	0	1,600	1,175	0	73
0031.41.00.6850.0182	Other Operating Expenses	1,500	0	1,500	730	0	49
0031.41.00.6850.0183	Depreciation	7,500	0	7,500	1,612	0	21
0031.41.00.6850.0186	Training	800	0	800	275	0	34
0031.41.00.6850.1821	Hurricane/Storm Expense	0	0	0	144	0	0
0031.41.00.6860.0187	Professional Services	1,640	0	1,640	0	0	0
0031.41.00.6860.0189	Employee Medical	500	0	500	0	0	0
0031.41.00.6860.0195	Repair/Maint Svc Contract	2,200	0	2,200	1,458	0	66
0031.41.00.6860.1895	Employee wellness services	1,995	0	1,995	1,301	0	65
0031.41.00.6870.0204	Janitorial Services	2,356	0	2,356	2,157	195	92
0031.41.00.7950.0001	IT Internal Allocations	176,370	0	176,370	70,931	0	40
0031.41.00.7950.0999	Allocation G&A Services	(460,934)	0	(460,934)	(222,894)	0	48
0031.41.00.9000.3000	Buildings & Improvements	60,000	0	60,000	0	49,523	0
0031.41.00.9999.9999	Assets Reclassified	(60,000)	0	(60,000)	0	0	0
0031.42.00.4000.0101	Regular Pay	154,205	0	154,205	145,921	0	95
0031.42.00.4050.0114	FICA	11,797	0	11,797	10,557	0	89
0031.42.00.4060.0116	Retirement	28,621	0	28,621	26,414	0	92
0031.42.00.4080.0125	SCMIT Worker's Comp Ins.	2,178	0	2,178	0	0	0
0031.42.00.4100.0001	Health Claims Cost	22,484	0	22,484	20,638	0	92
0031.42.00.5000.0101	Supplies and Materials	300	0	300	0	0	0
0031.42.00.5000.0105	Printing and Binding	300	0	300	0	0	0
0031.42.00.5010.0101	Uniforms and Clothing	600	0	600	173	0	29
0031.42.00.5150.0121	Safety Supplies	300	0	300	0	0	0
0031.42.00.5150.0124	Department Supplies	300	0	300	397	0	132
0031.42.00.6000.0110	SCMIRF Property/Liab Ins	691	0	691	707	0	102
0031.42.00.6100.0112	Postage	50	0	50	30	0	60
0031.42.00.6100.1110	Communications- Wireless	1,200	0	1,200	765	0	64
0031.42.00.6200.0114	Advertising	100	0	100	0	0	0
0031.42.00.6400.0124	Travel Expense	600	0	600	309	0	52
0031.42.00.6600.1391	Fleet Services -Departmental	1,800	0	1,800	0	0	0
0031.42.00.6850.0180	Membership Dues and Fees	600	0	600	799	0	133
0031.42.00.6850.0182	Other Operating Expenses	5,450	0	5,450	33	0	1
0031.42.00.6850.0183	Depreciation	5,500	0	5,500	6,091	0	111
0031.42.00.6850.0184	Continuing Education	3,000	0	3,000	0	0	0
0031.42.00.6850.0186	Training	1,500	0	1,500	1,390	0	93
0031.42.00.6860.0187	Professional Services	26,250	0	26,250	4,100	0	16
0031.42.00.6860.1895	Employee wellness services	1,995	0	1,995	1,301	0	65
0031.42.00.7350.0122	Services Billed	(269,643)	0	(269,643)	(167,255)	0	62
Appropriations		4,481,185	0	4,481,185	5,255,116	1,820,090	117.27
Fund 0031 - water Utility Fund:							
TOTAL ESTIMATED REVENUES		4,481,185	0	4,481,185	5,706,856	0	127.35
TOTAL APPROPRIATIONS		4,481,185	0	4,481,185	5,255,116	1,820,090	117.27
NET OF REVENUES & APPROPRIATIONS:		0	0	0	451,740	(1,820,090)	

BUDGET REPORT FOR CITY OF GEORGETOWN, SC
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GL Number	Description	Original Budget	24-25 Original Budget Amt Change	24-25 Budget Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0031	Water Utility Fund		0.00%	0.00%	0.00%	7.92%	0.00%

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0032 Wastewater Fund							
Estimated Revenues							
0032.00.00.3010.0000	Sale Of Utilities	3,848,000	0	3,848,000	3,380,462	0	88
0032.00.00.3010.0002	New Turn Ons	3,000	0	3,000	2,915	0	97
0032.00.00.3010.0009	New Service Taps	11,000	0	11,000	16,140	0	147
0032.00.00.3010.0014	Fixed Charges - Andrews	149,040	0	149,040	136,499	0	92
0032.00.00.3010.0015	Fixed Charges - GCWSD	283,387	0	283,387	254,461	0	90
0032.00.00.3010.0016	Fixed Charges - COG	450,000	0	450,000	165,908	0	37
0032.00.00.3010.0017	Volume Charges - Andrews	120,000	0	120,000	243,784	0	203
0032.00.00.3010.0018	Volume Charges - GCWSD	250,000	0	250,000	549,403	0	220
0032.00.00.3010.0019	Volume Charges - COG	750,000	0	750,000	760,481	0	101
0032.00.00.3010.0026	Fixed- Elim Georgetown	(450,000)	0	(450,000)	(165,908)	0	37
0032.00.00.3010.0029	Volume-Elim-Georgetown	(750,000)	0	(750,000)	(760,481)	0	101
0032.00.00.3020.0001	Penalties	45,000	0	45,000	31,378	0	70
0032.00.00.3030.0006	Septic Tank Dumping	35,000	0	35,000	53,921	0	154
0032.00.00.3060.0001	Investment Earnings	60,000	0	60,000	105,062	0	175
0032.00.00.3240.0017	Wastewater Impact Fee	19,800	0	19,800	31,710	0	160
0032.00.00.3690.0002	Miscellaneous Revenue	150	0	150	2,360	0	1,573
0032.00.00.3920.0001	From Electric Fund	386,638	0	386,638	0	0	0
Estimated Revenues		5,211,015	0	5,211,015	4,808,095	0	92.27
Appropriations							
0032.18.00.4000.0101	Regular Pay	253,000	0	253,000	189,868	0	75
0032.18.00.4010.0103	Overtime	4,500	0	4,500	3,767	0	84
0032.18.00.4010.0105	On-call pay	5,200	0	5,200	5,067	0	97
0032.18.00.4050.0114	FICA	20,500	0	20,500	14,389	0	70
0032.18.00.4060.0116	Retirement	48,000	0	48,000	36,726	0	77
0032.18.00.4080.0125	SCMIT Worker's Comp Ins.	28,859	0	28,859	27,175	0	94
0032.18.00.4100.0001	Health Claims Cost	60,379	0	60,379	35,504	0	59
0032.18.00.4100.0002	Health Claim Costs-Retire	18,994	0	18,994	12,916	0	68
0032.18.00.5000.0101	Supplies and Materials	5,500	0	5,500	6,283	0	114
0032.18.00.5000.0102	Equipment	15,000	0	15,000	4,491	0	30
0032.18.00.5000.0107	Technology Supplies	4,681	0	4,681	102	0	2
0032.18.00.5010.0101	uniforms and Clothing	5,500	0	5,500	3,726	0	68
0032.18.00.5120.0108	Chemicals	5,500	0	5,500	137	0	2
0032.18.00.5130.0112	Asphalt/Concrete/Gravel	40,000	0	40,000	21,337	0	53
0032.18.00.5140.0111	WW Collection Syst Supply	10,000	0	10,000	8,159	0	82
0032.18.00.5150.0121	Safety Supplies	900	0	900	934	0	104
0032.18.00.5320.0148	Small Hand Tools	300	0	300	111	0	37
0032.18.00.5320.1481	Small Hand Tools - Maintenanc	450	0	450	298	0	66
0032.18.00.6000.0110	SCMIRF Property/Liab Ins	66,192	0	66,192	67,696	0	102
0032.18.00.6100.0112	Postage	1,000	0	1,000	1,290	0	129
0032.18.00.6100.1110	Communications- Wireless	3,100	0	3,100	1,921	0	62
0032.18.00.6200.0114	Advertising	500	0	500	168	0	34
0032.18.00.6400.0124	Travel Expense	200	0	200	0	0	0
0032.18.00.6500.0127	Electricity	106,130	0	106,130	69,948	0	66
0032.18.00.6500.0133	Stormwater	15,612	0	15,612	13,970	0	89
0032.18.00.6500.0134	Security Lights	2,881	0	2,881	1,089	0	38
0032.18.00.6500.1271	Electricity- Sales Tax	2,881	0	2,881	1,866	0	65
0032.18.00.6600.0133	Repairs & Maint. Services	120,000	0	120,000	73,850	15,000	62
0032.18.00.6600.0139	Fleet Services-RTA Mtce Alloc	0	0	0	12,347	0	0
0032.18.00.6600.0145	Gasoline & Oil	23,625	0	23,625	18,302	0	77

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Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used	24-25 Used
Fund: 0032 Wastewater Fund								
Appropriations								
0032.18.00.6600.1391	Fleet Services -Departmental	15,500	0	15,500	23,218	0		150
0032.18.00.6600.1392	Fleet Svcs- Outside Vends	7,500	0	7,500	180	0		2
0032.18.00.6700.0156	Equipment Rental/Lease	6,000	0	6,000	0	0		0
0032.18.00.6810.0100	Capital Lease Principal	58,000	0	58,000	58,000	0		100
0032.18.00.6810.0120	Capital Lease Interest	6,080	0	6,080	2,027	0		33
0032.18.00.6850.0180	Membership Dues and Fees	600	0	600	45	0		8
0032.18.00.6850.0182	Other Operating Expenses	5,000	0	5,000	1,644	0		33
0032.18.00.6850.0183	Depreciation	481,545	0	481,545	479,968	0		100
0032.18.00.6850.0186	Training	2,250	0	2,250	372	0		17
0032.18.00.6860.0187	Professional Services	6,400	0	6,400	3,897	1,778		61
0032.18.00.6860.0189	Employee Medical	1,000	0	1,000	187	0		19
0032.18.00.6860.0191	Contract Services/Studies	2,220	0	2,220	2,258	0		102
0032.18.00.6860.0195	Repair/Maint Svc Contract	15,000	0	15,000	15,000	0		100
0032.18.00.6860.0196	Bank Charges/Fees	6,750	0	6,750	5,961	0		88
0032.18.00.6860.0199	Internal Engineering	26,964	0	26,964	16,726	0		62
0032.18.00.6860.1895	Employee wellness services	6,998	0	6,998	4,552	0		65
0032.18.00.6870.0202	Utility Billing Services	8,000	0	8,000	6,425	0		80
0032.18.00.6870.0204	Janitorial Services	3,128	0	3,128	2,861	259		91
0032.18.00.7020.0106	Interest- Bonds	123,629	0	123,629	60,271	0		49
0032.18.00.7020.0110	Bond Principal	195,656	0	195,656	103,833	0		53
0032.18.00.7030.1001	Agent Fees	4,301	0	4,301	4,806	0		112
0032.18.00.7200.0001	Provision for Bad Debts	8,000	0	8,000	0	0		0
0032.18.00.7500.0124	Transfers to General Fund	213,824	0	213,824	196,005	0		92
0032.18.00.7950.0995	GF Cost Distribution	118,954	0	118,954	109,041	0		92
0032.18.00.7950.0999	Allocation G&A Services	115,233	0	115,233	55,724	0		48
0032.18.00.7999.9999	Principal Reclassified	(195,656)	0	(195,656)	(103,833)	0		53
0032.18.00.9000.0911	Sewer Improvement Projects	13,000,000	0	13,000,000	372,264	10,603,411		3
0032.18.00.9000.3700	Wastewater Collection Sys	570,000	0	570,000	905,603	252,362		159
0032.18.00.9000.4300	Other Equipment	75,000	0	75,000	4,235	0		6
0032.18.00.9999.9999	Assets Reclassified	(13,645,000)	0	(13,645,000)	(1,139,840)	0		8
0032.34.00.4000.0101	Regular Pay	347,000	0	347,000	284,778	0		82
0032.34.00.4010.0103	Overtime	15,000	0	15,000	15,749	0		105
0032.34.00.4010.0105	On-call pay	7,000	0	7,000	6,666	0		95
0032.34.00.4050.0114	FICA	28,500	0	28,500	22,046	0		77
0032.34.00.4060.0116	Retirement	65,000	0	65,000	56,810	0		87
0032.34.00.4080.0125	SCMIT Worker's Comp Ins.	8,168	0	8,168	5,883	0		72
0032.34.00.4100.0001	Health Claims Cost	65,108	0	65,108	55,189	0		85
0032.34.00.5000.0101	Supplies and Materials	2,800	0	2,800	8,490	0		303
0032.34.00.5000.0102	Equipment	9,672	0	9,672	3,650	0		38
0032.34.00.5010.0101	Uniforms and Clothing	4,000	0	4,000	1,737	0		43
0032.34.00.5120.0108	Chemicals	231,000	0	231,000	107,575	31,831		47
0032.34.00.5120.0109	Laboratory Supplies	24,000	0	24,000	20,077	0		84
0032.34.00.5150.0121	Safety Supplies	900	0	900	0	0		0
0032.34.00.5150.0129	Permit Fees Due To Others	9,700	0	9,700	8,099	0		83
0032.34.00.5320.0148	Small Hand Tools	500	0	500	470	0		94
0032.34.00.6000.0110	SCMIRF Property/Liab Ins	365,923	0	365,923	374,236	0		102
0032.34.00.6100.0111	Communications- Landline	2,400	0	2,400	1,491	0		62
0032.34.00.6100.0112	Postage	1,200	0	1,200	91	0		8
0032.34.00.6100.1110	Communications- Wireless	660	0	660	745	0		113
0032.34.00.6200.0114	Advertising	500	0	500	363	0		73

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0032 Wastewater Fund							
Appropriations							
0032.34.00.6400.0124	Travel Expense	100	0	100	0	0	0
0032.34.00.6500.0127	Electricity	315,884	0	315,884	238,148	0	75
0032.34.00.6500.0128	Water	3,051	0	3,051	2,458	0	81
0032.34.00.6500.0130	Sanitation	3,420	0	3,420	2,359	0	69
0032.34.00.6500.0133	Stormwater	29,589	0	29,589	59,009	0	199
0032.34.00.6500.0134	Security Lights	3,574	0	3,574	3,123	0	87
0032.34.00.6500.1271	Electricity- Sales Tax	10,113	0	10,113	8,867	0	88
0032.34.00.6600.0133	Repairs & Maint. Services	175,000	0	175,000	135,504	13,748	77
0032.34.00.6600.0139	Fleet Services-RTA Mtce Alloc	3,000	0	3,000	1,351	0	45
0032.34.00.6600.0145	Gasoline & Oil	3,707	0	3,707	1,907	0	51
0032.34.00.6600.1391	Fleet Services -Departmental	2,000	0	2,000	1,457	0	73
0032.34.00.6600.1392	Fleet Svcs- Outside Vends	150	0	150	0	0	0
0032.34.00.6700.0156	Equipment Rental/Lease	1,200	0	1,200	0	0	0
0032.34.00.6850.0180	Membership Dues and Fees	425	0	425	135	0	32
0032.34.00.6850.0182	Other Operating Expenses	1,000	0	1,000	235	0	24
0032.34.00.6850.0183	Depreciation	7,754	0	7,754	8,887	0	115
0032.34.00.6850.0186	Training	2,150	0	2,150	145	0	7
0032.34.00.6850.0190	Landfill Fees	75,000	0	75,000	45,092	0	60
0032.34.00.6860.0187	Professional Services	68,975	0	68,975	45,480	8,000	66
0032.34.00.6860.0189	Employee Medical	1,100	0	1,100	150	0	14
0032.34.00.6860.0195	Repair/Maint Svc Contract	2,220	0	2,220	2,400	0	108
0032.34.00.6860.0199	Internal Engineering	53,929	0	53,929	33,451	0	62
0032.34.00.6860.1895	Employee wellness services	5,004	0	5,004	3,251	0	65
0032.34.00.7020.0106	Interest- Bonds	129,337	0	129,337	53,890	0	42
0032.34.00.7020.0110	Bond Principal	630,565	0	630,565	0	0	0
0032.34.00.7030.0109	Agents Fee	5,800	0	5,800	2,863	0	49
0032.34.00.7500.0124	Transfers to General Fund	142,007	0	142,007	130,173	0	92
0032.34.00.7950.0995	GF Cost Distribution	79,002	0	79,002	72,419	0	92
0032.34.00.7950.0999	Allocation G&A Services	115,233	0	115,233	55,724	0	48
0032.34.00.7999.9999	Principal Reclassified	(630,565)	0	(630,565)	0	0	0
0032.34.00.9000.3900	Wastewater Treatment Plnt	555,000	0	555,000	454,370	519,876	82
0032.34.00.9000.4100	Vehicles	200,000	0	200,000	0	282,698	0
0032.34.00.9000.4300	Other Equipment	180,000	0	180,000	124,902	0	69
0032.34.00.9999.9999	Assets Reclassified	(935,000)	0	(935,000)	0	0	0
0032.34.17.6850.0183	Depreciation	670,000	0	670,000	675,232	0	101
Appropriations		5,211,015	0	5,211,015	4,961,994	11,728,963	95.22
Fund 0032 - Wastewater Fund:							
TOTAL ESTIMATED REVENUES		5,211,015	0	5,211,015	4,808,095	0	92.27
TOTAL APPROPRIATIONS		5,211,015	0	5,211,015	4,961,994	11,728,963	95.22
NET OF REVENUES & APPROPRIATIONS:		0	0	0	(153,899)	(11,728,963)	
		0.00%	0.00%	0.00%	-3.20%	0.00%	

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used	24-25 Used
Fund: 0033 Stormwater Utility Fund								
Estimated Revenues								
0033.00.00.3010.0000	Sale of Utilities	1,347,000	0	1,347,000	1,504,996	0		112
0033.00.00.3020.0001	Penalties	9,000	0	9,000	9,222	0		102
0033.00.00.3310.0000	Federal Grants	0	0	0	1,398,959	0		0
0033.00.00.3310.0010	Grant Revenue	0	0	0	375,000	0		0
0033.00.00.3310.0020	Prog. Income-Other	0	0	0	541,353	0		0
0033.00.00.3320.0000	State Grants	0	0	0	294,876	0		0
0033.00.00.3690.0002	Miscellaneous Revenue	1,000	0	1,000	450	0		45
0033.00.00.3950.0001	Transfer from General Fund	227,368	0	227,368	0	0		0
Estimated Revenues		1,584,368	0	1,584,368	4,124,856	0		260.35
Appropriations								
0033.40.00.4000.0101	Regular Pay	235,000	0	235,000	202,224	0		86
0033.40.00.4010.0103	Overtime	3,000	0	3,000	1,547	0		52
0033.40.00.4010.0105	On-call pay	4,500	0	4,500	2,700	0		60
0033.40.00.4050.0114	FICA	18,600	0	18,600	14,789	0		80
0033.40.00.4060.0116	Retirement	43,600	0	43,600	37,926	0		87
0033.40.00.4080.0125	SCMIT Worker's Comp Ins.	21,781	0	21,781	18,582	0		85
0033.40.00.4100.0001	Health Claims Cost	59,903	0	59,903	36,921	0		62
0033.40.00.4100.0002	Health Claim Costs-Retire	14,175	0	14,175	10,304	0		73
0033.40.00.5000.0101	Supplies and Materials	2,300	0	2,300	1,688	0		73
0033.40.00.5000.0102	Equipment	5,000	0	5,000	255	0		5
0033.40.00.5010.0101	Uniforms and Clothing	5,000	0	5,000	3,515	0		70
0033.40.00.5130.0112	Asphalt/Concrete/Gravel	7,750	0	7,750	3,308	0		43
0033.40.00.5140.0112	SW Collection Syst Supply	10,000	0	10,000	2,509	0		25
0033.40.00.5150.0121	Safety Supplies	1,200	0	1,200	65	0		5
0033.40.00.5320.0148	Small Hand Tools	300	0	300	71	0		24
0033.40.00.6000.0110	SCMIRF Property/Liab Ins	88,164	0	88,164	90,167	0		102
0033.40.00.6100.0111	Communications- Landline	1,500	0	1,500	1,835	0		122
0033.40.00.6100.0112	Postage	300	0	300	197	0		66
0033.40.00.6100.1110	Communications- Wireless	1,260	0	1,260	746	0		59
0033.40.00.6200.0114	Advertising	200	0	200	0	0		0
0033.40.00.6400.0124	Travel Expense	100	0	100	0	0		0
0033.40.00.6500.0127	Electricity	390	0	390	291	0		75
0033.40.00.6500.0128	Water	484	0	484	407	0		84
0033.40.00.6500.0133	Stormwater	22,484	0	22,484	17,096	0		76
0033.40.00.6500.0134	Security Lights	824	0	824	720	0		87
0033.40.00.6500.1271	Electricity- Sales Tax	25	0	25	0	0		0
0033.40.00.6600.0133	Repairs & Maint. Services	63,429	0	63,429	68,467	0		108
0033.40.00.6600.0139	Fleet Services-RTA Mtce Alloc	8,000	0	8,000	16,475	0		206
0033.40.00.6600.0145	Gasoline & Oil	12,500	0	12,500	11,944	0		96
0033.40.00.6600.1391	Fleet Services -Departmental	16,000	0	16,000	24,582	0		154
0033.40.00.6600.1392	Fleet Svcs- Outside Vends	6,000	0	6,000	4,325	0		72
0033.40.00.6700.0156	Equipment Rental/Lease	200	0	200	0	0		0
0033.40.00.6810.0100	Capital Lease Principal	49,171	0	49,171	49,171	0		100
0033.40.00.6810.0120	Capital Lease Interest	1,136	0	1,136	473	0		42
0033.40.00.6850.0180	Membership Dues and Fees	200	0	200	0	0		0
0033.40.00.6850.0182	Other Operating Expenses	1,000	0	1,000	799	0		80
0033.40.00.6850.0183	Depreciation	681,600	0	681,600	569,899	0		84
0033.40.00.6850.0186	Training	250	0	250	175	0		70
0033.40.00.6860.0187	Professional Services	3,200	0	3,200	1,167	1,778		36

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0033 Stormwater Utility Fund							
Appropriations							
0033.40.00.6860.0189	Employee Medical	1,000	0	1,000	0	0	0
0033.40.00.6860.0191	Contract Services/Studies	57,420	0	57,420	0	0	0
0033.40.00.6860.0196	Bank Charges/Fees	2,500	0	2,500	1,987	0	79
0033.40.00.6860.0199	Internal Engineering	53,930	0	53,930	33,451	0	62
0033.40.00.6860.1895	Employee wellness services	5,004	0	5,004	3,251	0	65
0033.40.00.6870.0202	Utility Billing Services	3,000	0	3,000	2,215	0	74
0033.40.00.6870.0204	Janitorial Services	785	0	785	713	65	91
0033.40.00.7200.0001	Provision for Bad Debts	2,000	0	2,000	0	0	0
0033.40.00.7950.0995	GF Cost Distribution	71,278	0	71,278	65,338	0	92
0033.40.00.7950.0999	Allocation G&A Services	46,096	0	46,096	22,289	0	48
0033.40.00.7999.9999	Principal Reclassified	(49,171)	0	(49,171)	0	0	0
0033.40.00.9000.0956	Stormwater System Improvement	300,000	0	300,000	2,485,055	2,751,386	828
0033.40.00.9000.1000	Infrastructure Improvemts	750,000	0	750,000	64,800	108,700	9
0033.40.00.9000.4100	Vehicles	50,000	0	50,000	46,949	0	94
0033.40.00.9000.4200	Heavy Equipment	450,000	0	450,000	367,710	(423,301)	82
0033.40.00.9999.9999	Assets Reclassified	(1,550,000)	0	(1,550,000)	(447,053)	0	29
Appropriations		1,584,368	0	1,584,368	3,842,045	2,438,628	242.50
Fund 0033 - Stormwater Utility Fund:							
TOTAL ESTIMATED REVENUES		1,584,368	0	1,584,368	4,124,856	0	260.35
TOTAL APPROPRIATIONS		1,584,368	0	1,584,368	3,842,045	2,438,628	242.50
NET OF REVENUES & APPROPRIATIONS:		0	0	0	282,811	(2,438,628)	
		0.00%	0.00%	0.00%	6.86%	0.00%	

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0035 Waste Management Fund							
Estimated Revenues							
0035.00.00.3240.0007	Fees- Services	0	0	0	353,899	0	0
0035.00.00.3440.0001	Refuse Col Chge-Resident	1,112,400	0	1,112,400	767,572	0	69
0035.00.00.3440.0002	Refuse Col Chge-Comm	284,280	0	284,280	193,092	0	68
0035.00.00.3440.0003	Sanitation Fee Penalties	15,000	0	15,000	13,605	0	91
0035.00.00.3440.0006	Brown Goods Fees	0	0	0	597	0	0
0035.00.00.3610.0001	Investment Earnings	0	0	0	6,925	0	0
0035.00.00.3690.0002	Miscellaneous Revenue	0	0	0	45	0	0
0035.00.00.3920.0004	From General Fund	9,025	0	9,025	0	0	0
0035.00.00.3930.0002	Lease Purchase Proceeds	0	0	0	210,538	0	0
Estimated Revenues		1,420,705	0	1,420,705	1,546,273	0	108.84
Appropriations							
0035.31.00.4000.0101	Regular Pay	483,000	0	483,000	240,429	0	50
0035.31.00.4010.0103	Overtime	9,000	0	9,000	9,849	0	109
0035.31.00.4050.0114	FICA	37,500	0	37,500	18,143	0	48
0035.31.00.4060.0116	Retirement	90,000	0	90,000	45,220	0	50
0035.31.00.4080.0125	SCMIT Worker's Comp Ins.	52,818	0	52,818	47,040	0	89
0035.31.00.4100.0001	Health Claims Cost	58,076	0	58,076	26,161	0	45
0035.31.00.4100.0002	Health Claim Costs-Retire	16,620	0	16,620	7,045	0	42
0035.31.00.5000.0101	Supplies and Materials	8,500	0	8,500	4,760	0	56
0035.31.00.5000.0102	Equipment	6,584	0	6,584	671	0	10
0035.31.00.5010.0101	Uniforms and Clothing	18,500	0	18,500	10,900	0	59
0035.31.00.5150.0121	Safety Supplies	5,250	0	5,250	3,025	0	58
0035.31.00.6000.0110	SCMIRF Property/Liab Ins	7,186	0	7,186	7,349	0	102
0035.31.00.6100.0111	Communications- Landline	300	0	300	0	0	0
0035.31.00.6100.0112	Postage	1,000	0	1,000	399	0	40
0035.31.00.6100.1110	Communications- Wireless	2,400	0	2,400	0	0	0
0035.31.00.6200.0114	Advertising	1,000	0	1,000	793	0	79
0035.31.00.6400.0124	Travel Expense	150	0	150	0	0	0
0035.31.00.6500.0127	Electricity	1,124	0	1,124	979	0	87
0035.31.00.6500.0128	Water	888	0	888	1,150	0	130
0035.31.00.6500.0129	Wastewater	1,079	0	1,079	1,125	0	104
0035.31.00.6500.0130	Sanitation	456	0	456	332	0	73
0035.31.00.6500.0133	Stormwater	282	0	282	57	0	20
0035.31.00.6500.0134	Security Lights	452	0	452	395	0	87
0035.31.00.6500.1271	Electricity- Sales Tax	25	0	25	1	0	4
0035.31.00.6600.0136	Container Repairs	1,000	0	1,000	451	0	45
0035.31.00.6600.0139	Fleet Services-RTA Mtce Alloc	25,000	0	25,000	38,959	0	156
0035.31.00.6600.0145	Gasoline & Oil	55,000	0	55,000	33,676	0	61
0035.31.00.6600.1391	Fleet Services -Departmental	50,000	0	50,000	63,457	0	127
0035.31.00.6600.1392	Fleet Svcs- Outside Vends	15,000	0	15,000	4,705	0	31
0035.31.00.6810.0100	Capital Lease Principal	42,611	0	42,611	31,523	0	74
0035.31.00.6810.0120	Capital Lease Interest	5,970	0	5,970	(62)	0	(1)
0035.31.00.6850.0180	Membership Dues and Fees	600	0	600	0	0	0
0035.31.00.6850.0182	Other Operating Expenses	1,000	0	1,000	1,989	0	199
0035.31.00.6850.0183	Depreciation	68,517	0	68,517	119,608	0	175
0035.31.00.6850.0186	Training	5,000	0	5,000	0	0	0
0035.31.00.6850.0190	Landfill Fees	1,000	0	1,000	(39)	0	(4)
0035.31.00.6860.0189	Employee Medical	800	0	800	0	0	0
0035.31.00.6860.0195	Repair/Maint Svc Contract	2,600	0	2,600	251	4,400	10

BUDGET REPORT FOR CITY OF GEORGETOWN, SC

Calculations As of 04/30/2024

GL Number	Description	24-25 Original Budget	24-25 Original Budget Amt Change	24-25 Amended Budget	24-25 Activity	24-25 Encumbrance	% Budget Used
Fund: 0035 Waste Management Fund							
Appropriations							
0035.31.00.6860.0196	Bank Charges/Fees	3,750	0	3,750	2,384	0	64
0035.31.00.6860.1895	Employee wellness services	7,996	0	7,996	5,202	0	65
0035.31.00.6870.0202	Utility Billing Services	5,000	0	5,000	4,484	0	90
0035.31.00.6870.0203	Contract Services	105,000	0	105,000	80,012	16,867	76
0035.31.00.6870.0204	Janitorial Services	2,343	0	2,343	2,130	194	91
0035.31.00.7020.0105	Interest on Bonds	17,644	0	17,644	12,832	0	73
0035.31.00.7020.0110	Bond Principal	14,300	0	14,300	14,300	0	100
0035.31.00.7030.1001	Agent Fees	385	0	385	385	0	100
0035.31.00.7200.0001	Provision for Bad Debts	1,500	0	1,500	0	0	0
0035.31.00.7300.0120	Recycling Labor	53,000	0	53,000	28,969	24,031	55
0035.31.00.7300.0122	Recycling Operating	7,200	0	7,200	5,950	0	83
0035.31.00.7950.0001	IT Internal Allocations	14,110	0	14,110	5,674	0	40
0035.31.00.7950.0995	GF Cost Distribution	125,892	0	125,892	115,401	0	92
0035.31.00.7999.9999	Principal Reclassified	(14,300)	0	(14,300)	(14,300)	0	100
0035.31.00.9000.3000	Buildings & Improvements	317,965	0	317,965	22,644	89,181	7
0035.31.00.9000.4200	Heavy Equipment	1,219,103	0	1,219,103	1,109,097	324,331	91
0035.31.00.9000.4300	Other Equipment	112,000	0	112,000	60,420	45,749	54
0035.31.00.9999.9999	Assets Reclassified	(1,649,068)	0	(1,649,068)	(306,371)	0	19
0035.32.00.4100.0001	Health Claims Cost	597	0	597	0	0	0
Appropriations		1,420,705	0	1,420,705	1,869,554	504,753	131.59
Fund 0035 - Waste Management Fund:							
TOTAL ESTIMATED REVENUES		1,420,705	0	1,420,705	1,546,273	0	108.84
TOTAL APPROPRIATIONS		1,420,705	0	1,420,705	1,869,554	504,753	131.59
NET OF REVENUES & APPROPRIATIONS:		0	0	0	(323,281)	(504,753)	
		0.00%	0.00%	0.00%	-20.91%	0.00%	
Report Totals:							
TOTAL ESTIMATED REVENUES - ALL FUNDS		49,163,030	0	49,163,030	44,270,741	0	90.05
TOTAL APPROPRIATIONS - ALL FUNDS		49,296,827	0	49,296,827	44,410,086	19,203,665	90.09
NET OF REVENUES & APPROPRIATIONS:		(133,797)	0	(133,797)	(139,345)	(19,203,665)	
		-0.27%	0.00%	-0.27%	-0.31%	0.00%	

The FIRE Report

A monthly report of Fire Department activities to City Council

June
2025



Fire Prevention Bureau

2025
May

Inspections	46
Violations Found	35
Buildings without Violations	31
Buildings Cleared of Violations	8
Violations Corrected	26
Violations Not Corrected	17
3rd Party Inspection Review	21
Assemblies Inspected:	8
Business Inspected:	19
Educational Buildings Inspected:	0
Factories Inspected:	0
Mobile Food Trucks	5
Hazardous Buildings Inspected	0
Institutional Inspected:	1
Mercantile Inspected:	9
Residential Inspected:	4
Storage Buildings Inspected:	0
Construction Meetings:	1
Plans Review:	2
Test Conducted:	0
Compliance Issues:	0
Complaints Reviewed:	1
Business License:	13
Citation Issued:	0

Public Education

Programs	2
Participants	34

Suppression Division

A Brief Look at Emergency Responses

May 2025

1. Twelve Medical Calls; One Structure Fire; One MVA; One Detector Activations: One False Alarm; One Public Safety Call
2. Three Medical Calls; One MVA; Two Detector Activations; Two Public Service Calls
3. Five Medical Calls; One Power Line Down; Two Public Service Calls
4. Five Medical Calls; One Police Matter
5. Six Medical Calls; One Alarm Activation; One Public Service
6. Fourteen Medical Calls; One Structure Fire; One MVA; One Public Service Call
7. Seven Medical Calls; One Smoke Scare; One MVA
8. Seven Medical Calls; One Alarm Activation; One MVA; One Public Service Call
9. Six Medical Calls; One Police Matter
10. Eight Medical Calls; One Public Service Call
11. Five Medical Calls; One Public Service Call
12. Eight Medical Calls; Two Detector Activations; Two MVA's; Two Public Service Calls
13. Two Medical Calls; One Power Line Down; Two MVA's; One Public Service Call
14. Ten Medical Calls; One Police Matter; Three Public Service Calls
15. Six Medical Calls; One Alarm Activation; One MVA; Two Public Service Calls
16. Seven Medical Calls; Two MVA's; Two Public Service Calls
17. Eight Medical Calls; One MVA
18. Four Medical Calls
19. One Medical Call; One False Alarm; One Public Service Call
20. Three Medical Calls; One Gas Leak; Two Medical Call
21. Four Medical Calls; Three False Alarms; One MVA; One Smoke Scare
22. Four Medical Calls; One MVA; One Alarm Activation
23. Ten Medical Calls
24. Six Medical Calls; One False Alarm; Two Public Service Calls
25. Two Medical Calls
26. Four Medical Calls
27. Six Medical Calls; One Public Service Call
28. Six Medical Calls; One MVA; Two Public Service Calls
29. Eight Medical Calls; Three Public Service Calls
30. Seven Medical Calls; Two False Alarms
31. Eight Medical Calls; One MVA; One Public Service



Total Call Volume	May		Year to Date	
	2025	2024	2025	2024
As defined by the National Fire Incident Report System				
Fires	3	3	25	23
Rescue Calls/EMS	205	171	871	893
Hazardous Conditions	3	6	13	22
Service Calls	40	29	183	157
Good Intent Calls	12	10	72	69
False Alarms	16	13	65	61
Weather/Flood	0	0	2	0
Special Incident Type	1	1	4	2
Total Calls	280	233	1235	1227

Save/Loss Analysis

	Losses	Property Values
May 2025	\$ 50	\$ 402,800
May 2024	\$ 35,000	\$ 110,000
Year to Date	\$ 305,257	\$ 1,299,300

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

Mutual Aid Calls

	May	YTD
To Georgetown County Fire	1	6
To Midway Fire	2	15
To other Departments	0	0
From Georgetown County Fire	0	2
From Midway	1	10
From other Departments	0	0

	May	YTD
Staff Training Hours	580	3361

FLEET SERVICES MONTHLY REPORT (FY 24-25)

Task	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Cummulative
Repairs	77	98	79	77	78	55	64	52	71	72	75		798
Preventative Maintenance	27	30	17	15	16	16	13	22	19	22	25		222
Tires repaired or Replaced	49	30	38	25	30	19	27	34	25	37	26		340
Services Past Due	-	-											-
Monthly Totals	153	158	134	117	124	90	104	108	115	131	126	-	1,360

Task

Repairs

Preventative Maintenance

MAYOR
CAROL JAYROE

CITY ADMINISTRATOR
SCOTT WHITTIER

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
JIM CLEMENTS
MAYOR PRO TEMPORE

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

Administration
Human Resources
Katie Badgett/HR Director
Office: (843) 545.4004
Fax: (843) 527.6173

Human Resources Department May 2025 Report

New Hires:

Department	Employee Name	Position
Public Works	Akeem Myers	Grounds Maintenance Tech
Waste Management	Adrian Alston	HEO I
Engineering Dept.	Gavin Hansen	Summer Intern

Separations:

Department	Employee Name	Position
Fire Dept.	David Raudenbush	Firefighter EMT
Public Works	Anthony White	HEO
Water Dept.	Nathan Dickman	WW Collection System Oper I

Promotions: None

Department	Employee Name	Position
Fire Dept.	Chris Rodgers	Interim Battalion Chief
Fire Dept.	Denise Delatte	Fire Lieutenant

Positions Extended to May:

Department	Title
Finance	Accounting Technician
P&C Development	Director of Planning & Community Development
Electric Dept.	Staking Technician

Open Until Filled Positions:

Department	Job Title	Date Position Opened
Fire Dept.	Firefighter EMT	January 5, 2025

Municipal Court Monthly Report (Fiscal Year 2023)

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	21	\$ 4,433.00	20	\$ 3,795.00	28	\$ 5,855.00	38	\$ 7,164.00	39	\$ 6,503.23	62	\$ 10,667.75
Served Time	8	\$ 9,530.00	12	\$ 14,877.50	7	\$ 8,235.00	8	\$ 10,957.50	14	\$ 23,317.50	16	\$ 12,882.50
Scheduled Time Payment	13	\$ 4,011.89	24	\$ 11,809.78	15	\$ 4,839.52	16	\$ 7,507.32	8	\$ 4,947.47	13	\$ 4,481.38
NRVC	5	\$ 1,577.50	13	\$ 3,870.00	9	\$ 2,257.50	9	\$ 3,452.00	19	\$ 7,454.00	19	\$ 3,977.50
Tried in Absence	24	\$ 13,967.50	9	\$ 5,153.34	20	\$ 11,333.50	9	\$ 7,270.00	8	\$ 10,535.00	5	\$ 4,360.00
Parking Tickets Paid	34	\$ 460.00	43	\$ 1,255.00	14	\$ 245.00	22	\$ 340.00	37	\$ 540.00	43	\$ 825.00
Nolle Prosequi/Dismissed/Not Guilty	27		53		43		45		41		80	
Transferred to General Sessions Court	18		25		31		35		21		41	
Voided	10		3		5		3		5		5	
Fine Suspended	1	\$ 1,087.50							1	\$ 1,087.50		
Total	161	\$ 35,067.39	202	\$ 40,760.62	172	\$ 32,765.52	185	\$ 36,690.82	193	\$ 54,384.70	284	\$ 37,194.13

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	91	\$ 17,404.00	53	\$ 8,121.50	76	\$ 14,641.50	72	\$ 11,603.50	60	\$ 13,053.25	66	\$ 12,175.56
Served Time	7	\$ 5,435.00	13	\$ 8,302.50	3	\$ 3,445.00	7	\$ 7,347.50	11	\$ 8,127.50	9	\$ 8,932.50
Scheduled Time Payment	21	\$ 8,192.87	15	\$ 6,990.98	16	\$ 11,086.20	31	\$ 12,030.05	12	\$ 3,619.01	18	\$ 8,386.36
NRVC	22	\$ 4,538.75	5	\$ 617.00	25	\$ 6,819.00	36	\$ 12,634.75	9	\$ 1,760.00	20	\$ 5,291.50
Tried in Absence	12	\$ 9,916.25	16	\$ 7,395.50	24	\$ 13,640.00	23	\$ 15,766.50	3	\$ 1,050.00	11	\$ 8,185.00
Parking Tickets Paid	33	\$ 620.00	46	\$ 735.00	60	\$ 1,295.00	73	\$ 885.00	113	\$ 1,805.00	107	\$ 2,985.00
Nolle Prosequi/Dismissed/Not Guilty	110		64		114		109		59		73	
Transferred to General Sessions Court	14		25		31		23		24		20	
Voided	5		5		14		11		18		18	
Fine Suspended			1	\$ 465.00								
Total	315	\$ 46,106.87	243	\$ 32,627.48	363	\$ 50,926.70	385	\$ 60,267.30	309	\$ 29,414.76	342	\$ 45,955.92

Cases Disposed	Cumulative Totals	
	# of Cases Disposed	Fine Amounts
Paid	626	\$ 115,417.29
Served Time	115	\$ 121,390.00
Scheduled Time Payment	202	\$ 87,902.83
NRVC	191	\$ 54,249.50
Tried in Absence	164	\$ 108,572.59
Parking Tickets Paid	625	\$ 11,990.00
Nolle Prosequi/Dismissed/Not Guilty	818	\$ -
Transferred to General Sessions Court	308	\$ -
Voided	102	\$ -
Fine Suspended	3	\$ 2,640.00
Total	3154	\$ 502,162.21

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		30	
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 Enforce Scheduled Time Payment												
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	106	\$ 21,221.00	99	\$ 18,962.00	128	\$ 23,487.38	61	\$ 11,410.06	162	\$ 28,098.63
Served Time	3	\$ 2,057.50	14	\$ 19,997.50	4	\$ 2,295.00	15	\$ 14,687.50	13	\$ 12,362.50	12	\$ 10,332.50
Scheduled Time Payment	11	\$ 4,120.02	8	\$ 6,023.57	19	\$ 11,544.66	12	\$ 3,652.00	17	\$ 5,947.54	20	\$ 9,739.83
NRVC	26	\$ 6,743.00	15	\$ 4,124.50	26	\$ 5,817.00	23	\$ 5,050.25	19	\$ 4,510.75	39	\$ 9,192.50
Tried in Absence	9	\$ 5,920.00	7	\$ 7,830.00	18	\$ 11,600.75	9	\$ 6,364.50	2	\$ 697.50	14	\$ 10,030.00
Parking Tickets Paid	70	\$ 1,025.00	32	\$ 825.00	33	\$ 875.00	81	\$ 2,865.00	47	\$ 1,350.00	64	\$ 2,150.00
Nolle Prosequi/Dismissed/Not Guilty	81		54		118		90		79		92	
Transferred to General Sessions Court	24		28		12		42		37		24	
Voided	11		7		8		5		4		5	
Fine Suspended			2	\$ 440.00	0		0		0		0	
Code Enforcement Tried in Absence			2	\$ 2,175.00	0		0		2	\$ 2,175.00	4	\$ 4,350.00
Code Enforcement Fine Suspended					0		0		0		0	
Code Enforcement Fine Paid					0		0		0		0	
Code Enforce Scheduled Time Payment							1	\$ 772.50	4		0	
Code Enforcement Nolle Prosequi	3				0		3				4	
Total	336	\$ 38,981.73	275	\$ 62,636.57	337	\$ 51,094.41	409	\$ 56,879.13	285	\$ 38,453.35	440	\$ 73,893.46

Cases Disposed	Cumulative Totals	
	# of Cases Disposed	Fine Amounts
Paid	979	\$ 186,553.39
Served Time	115	\$ 112,530.00
Scheduled Time Payment	175	\$ 85,702.09
NRVC	263	\$ 72,035.00
Tried in Absence	133	\$ 104,365.20
Parking Tickets Paid	607	\$ 17,720.00
Nolle Prosequi/Dismissed/Not Guilty	902	\$ -
Transferred to General Sessions Court	341	\$ -
Voided	95	\$ -
Fine Suspended	3	\$ 2,565.00
Code Enforcement Tried in Absence	17	\$ 18,487.50
Code Enforcement Fine Suspended	2	\$ 2,175.00
Code Enforcement Fine Paid	0	\$ -
Code Enforce Scheduled Time Payment	1	\$ 772.50
Code Enforcement Nolle Prosequi	30	\$ -
Total	3667	\$ 602,905.68

Municipal Court Monthly Report (Fiscal Year 2025)

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	64	\$ 12,875.88	175	\$ 31,171.46	79	\$ 14,508.52	114	\$ 27,616.70	61	\$ 10,692.14	97	\$ 20,501.75
Served Time	13	\$ 12,452.50	19	\$ 18,347.50	10	\$ 14,107.50	17	\$ 20,040.00	10	\$ 11,705.00	13	\$ 15,092.50
Scheduled Time Payment	7	\$ 3,453.08	16	\$ 7,207.06	15	\$ 9,011.17	18	\$ 5,790.27	24	\$ 11,588.01	22	\$ 6,441.34
NRVC	17	\$ 3,710.00	38	\$ 9,306.00	14	\$ 2,831.63	21	\$ 6,457.50	25	\$ 6,986.76	27	\$ 7,454.88
Tried in Absence	11	\$ 8,231.25	7	\$ 3,795.00	5	\$ 4,317.50	20	\$ 10,675.00	9	\$ 10,480.00	10	\$ 6,458.00
Parking Tickets Paid	98	\$ 3,850.00	97	\$ 3,279.00	113	\$ 4,125.00	130	\$ 6,515.00	98	\$ 5,550.00	81	\$ 3,575.00
Nolle Prosequi/Dismissed/Not Guilty	93		109		100		139		88		108	
Transferred to General Sessions Court	26		28		25		38		14		6	
Voided	5		4		1		13		9		9	
Fine Suspended	2	\$ 100.00	1	\$ 25.00	0		2	\$ 525.00	0			
Code Enforcement Tried in Absence	2	\$ 2,175.00	1	\$ 1,087.50	0		4	\$ 4,350.00	0			
Code Enforcement Fine Suspended	0				0		0		1	\$ 1,087.50		
Code Enforcement Fine Paid	0				0		1	\$ 187.50				
Code Enforce Scheduled Time Payment	0				0		0					
Code Enforcement Nolle Prosequi	3				0		0					
Total	341	\$ 46,847.71	495	\$ 74,218.52	362	\$ 48,901.32	517	\$ 82,156.97	339	\$ 58,089.41	373	\$ 59,523.47

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	90	\$ 13,922.63	166	\$ 26,705.88	79	\$ 12,964.64	180	\$ 30,112.15	199	\$ 32,761.16		
Served Time	8	\$ 6,832.50	18	\$ 14,080.00	27	\$ 33,597.50	6	\$ 7,977.50	15	\$ 13,092.50		
Scheduled Time Payment	5	\$ 1,956.71	16	\$ 7,911.79	16	\$ 6,756.46	11	\$ 4,067.30	11	\$ 5,528.95		
NRVC	25	\$ 6,004.00	31	\$ 8,149.75	34	\$ 7,480.73	42	\$ 10,192.80	35	\$ 8,401.00		
Tried in Absence	16	\$ 14,453.25	14	\$ 8,490.00	12	\$ 9,944.50	6	\$ 4,602.50	9	\$ 8,982.00		
Parking Tickets Paid	49	\$ 1,825.00	68	\$ 2,610.00	51	\$ 2,650.00	53	\$ 1,950.00	65	\$ 3,075.00		
Nolle Prosequi/Dismissed/Not Guilty	93		97		112		140		135			
Transferred to General Sessions Court	24		47		19		32		41			
Voided	13		11		13		7		4			
Fine Suspended	1	\$ 25.00			1	\$ 615.00	0		5	\$ 675.00		
Code Enforcement Tried in Absence					2	\$ 2,175.00	9	\$ 9,787.50				
Code Enforcement Fine Suspended							0					
Code Enforcement Fine Paid							0					
Code Enforce Scheduled Time Payment							0					
Code Enforcement Nolle Prosequi	4				1		4		2			
Total	328	\$ 45,019.09	468	\$ 67,947.42	367	\$ 76,183.83	490	\$ 68,689.75	521	\$ 72,515.61	0	\$ -

Cases Disposed	Cumulative Totals	
	# of Cases Disposed	Fine Amounts
Paid	1304	\$ 220,000.28
Served Time	156	\$ 160,500.50
Scheduled Time Payment	161	\$ 69,712.14
NRVC	309	\$ 76,975.05
Tried in Absence	119	\$ 90,429.00
Parking Tickets Paid	903	\$ 39,004.00
Nolle Prosequi/Dismissed/Not Guilty	1214	\$ -
Transferred to General Sessions Court	300	\$ -
Voided	89	\$ -
Fine Suspended	12	\$ 1,965.00
Code Enforcement Tried in Absence	18	\$ 19,575.00
Code Enforcement Fine Suspended	1	\$ -
Code Enforcement Fine Paid	1	\$ 1,087.50
Code Enforce Scheduled Time Payment	0	\$ 187.50
Code Enforcement Nolle Prosequi	14	\$ -
Total	4601	\$ 700,093.10

Planning & Community Development

Monthly Report – May 2025

Al Joseph, Main Street Coordinator, Planning & Community Development

- Compiled list and schedule of 25 Front St businesses for Story Sprint interviews over two days
- Spent two days with Phil Eich with Storyville Cities and Jenny Boulware from Main Street SC interviewing 25 Front St. businesses for an interview and pictorial series
- Dinner with Jenny Boulware, Main Street SC director
- Attended the Arts Commission monthly meeting
- Attended the GBA board and regular meetings
- Passed out Art/Wine Walk postcards to Historic Business District merchants
- Meeting with Ken Baeszler from SC250 to plan for a new event
- Attended Art/Wine Walk Committee planning meeting
- Installed the first vinyl wrap on the King St transformer and the second on the 600 block. The plan is to have all completed by the end of June
- Began coordinating with the Arts Commission to put local art in all the windows of the county buildings on the 900 block of Front St. Received permission from the county to do so
- Invited by Dr. Pam Martin from CCU to speak to a class of 16 students in her intern program about Georgetown
- Phone meeting with Jenny Boulware from Main Street SC to discuss the Story Print interview series and plan the release of the interviews
- Breakfast meeting with the Chief Development Officer of the Smith Clinic to plan an event at the Georgetown location
- Entered conversations with Citadel Shipworks about locating their headquarters in Georgetown
- TEAMS meeting with other SC Main Street Directors about dealing with downtown area construction projects
- Presented a zoning ordinance proposal to the Planning Commission
- Began working with the South Carolina Arts Commission to bring a state meeting and tour to Georgetown in September
- After Action meeting with the Police Department and the chairs of the Food, Beer and Wine Festival
- Walked Front St. with Laurie Cipolla to update the kiosks

-
- Was the first guest on the new Georgetown-The Podcast. This is part of the launch of a new Georgetown magazine by the publisher of Mt. Pleasant magazine

Clarissa Tindall, Zoning Administrator, Planning & Community Development

Meetings:

- 1 ARB Meeting
- 1 CAB Workshop (Cancelled)
- 1 BZA Meeting
- 1 City Council Meeting
- 1 City Council Special Meeting
- 1 Planning Commission Meeting
- 1 Board Training
- Meetings with citizens about Zoning Violations
- Meetings with citizens about various projects
- Meetings with various board members regarding board function, any questions they have
- Forerunner meeting

For Boards/Commissions/Council:

- Staff reports, agenda, public notification, and creation of packets for the Architectural Review Board Regular Meeting
- Staff report, agenda, public notification, and creation of packets for the Board of Zoning Appeals
- Staff report, agenda, public notification, and creation of packets for Planning Commission
- Agenda, public notification, and creation of packets for CAB workshop (cancelled due to lack of quorum)
- City Council staff report for rezoning

Applications and Permits:

- 3 ARB Applications
- 5 BZA Applications
- 1 PC Text Amendment Application to City Council
- 2 CAB Applications
- 1 Encroachment Permit
- 4 Sign Applications
- 1 Temp Sign Application
- 6 Short-Term Vacation Rental renewals

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- 2 Short-Term Vacation Rental new applications
 - 3 Tree Investigation Forms and subsequent site visits
 - 1 Rezoning Application sent to City Council
 - 5 Plats
 - Creation of address change application
 - Review of Building Permits, communication with developers regarding revisions

Public:

- Talked with property owners and project coordinators
- Meetings with developers about conceptual projects
- 1 Presentation to council and public regarding potential improvements to CAB and guidelines

Zoning Letters:

- 1 Zoning Information/Notification Letters
- 4 Zoning Violation Letters

Ordinance Updates:

- 1 Finalized Ordinance Update Draft
- LDR – Road adoption process build out

Other:

- Creation of new/updated zoning map to reflect: Correction of parcel lines (to represent subdivisions and combinations over the past 3 years)
- Correction of zoning distinctions (all zoning districts were represented as overlays; I had to re-distinguish the zoning of each parcel on the map) ▪ Each parcel now lists the zoning classification
- Correction of property information (property owner, parcel size, TMS Numbers, street addresses) ▪ Each parcel now lists the street address
- Review of rezonings from past 10 years to ensure map is accurate
- Creation of parcels for South Island Landing
- These updates are still in progress
- Zoning Ordinance Update Background Work Distinguishing potential layout for update
- Reconfiguration of location of guidelines (not official, just to support the new layout)
- Review of potential for stormwater infrastructure upgrades

Streater Mitchum, Executive Director, Friends of the Kaminski House

- In May, we welcomed visitors from 17 different states and 8 different countries, marking an 11% increase in fiscal year-to-date (FYTD) visitors compared to last year. Since July 2024 we have welcomed visitors from 47 states and 25 different countries. Our Volunteers put in 115 hours in the month of May. Our volunteers directly contribute in our successful tour operations and help tremendously with general upkeep of our lawn.
- Our Spring wedding season is drawing to a close, with the final wedding scheduled for the end of June. We are currently finalizing the data and will soon provide a detailed report on the economic impacts to the city, county, and state. Looking ahead, we are experiencing high demand for weddings in 2026, and several months next Spring are already fully booked. As the popularity of destination weddings at Kaminski House continues to grow, we are committed to maintaining the same level of care and excellence on our lawn that we offer to our couples and their guests. To ensure our landscape remains in top condition, we plan to carry out additional fertilization during the off-season.
- We are continuing to work with Branded Rooster (our marketing company) and we will welcome them in town in June to film a marketing video for us. We are still preparing to launch our new logo/branding on July 4th week.
- As our fiscal year comes to an end we are working to close out advertising grant claims and waiting on new grant updates. We have gotten our grant from the state of SC for advertising and we are excited to execute our ad plan for the next fiscal year.
- We have a free concert on the lawn on Tuesday, June 3rd and we are thrilled with the RSVP's and public response thus far! We are preparing for our annual 4th of July concert and working on securing sponsorships now.
- Finally, we are looking forward to continuing micro events to meet community needs and provide a place for community and tourist to connect, learn, and engage.

Planning & Community Development Monthly Report Statistics (2025)

Boards and Commissions Applications & Applications Heard													
Boards & Commissions	January	February	March	April	May	June	July	August	September	October	November	December	Total
Architectural Review Board	5	8	11	10									
Board of Zoning Appeals	0	1	2	5									
Planning Commission	0	3	0	2									
Community Appearance Board	2	0	1	0									
Construction Board of Appeals	0	0	0	0									
Totals	7	12	14	17	0	0	0	0	0	0	0	0	0

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

May 2025

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

Dear Mayor Jayroe and Council Members,

Congratulations to Captain Burbage on earning the Executive Leadership Credential. Captain Burbage has successfully completed the Executive Credential in Police Leadership from the Excellence in Policing and Public Safety (EPPS) Program at the University Of South Carolina Joseph F. Rice School Of Law. This credential reflects more than 260 hours of advanced training completed over a 15-month period an outstanding accomplishment that highlights her dedication to excellence in policing and leadership development. We are proud to have such a committed and forward-thinking leader on our team. Well done, Captain Burbage!

On May 14th, we held a hiring process to fill vacancies within the department. Six applicants were invited to participate in testing and interviews. As a result, four conditional offers of employment were extended. These applicants are currently undergoing background investigations. Two of the four have prior law enforcement experience.

At the June 18th council meeting, I intend to propose the adoption of a local hate/biased crime ordinance for first reading. This ordinance includes enhanced penalties for crimes motivated by bias or hatred based on race, religion, national origin, sexual orientation, gender identity, disability, or other protected characteristics. Adopting this ordinance is a necessary step toward building a safer, more just, and inclusive community. It provides both a practical and symbolic affirmation of our city's zero tolerance for hate-motivated violence or intimidation.

On May 28th, we met with the organizers of the Food, Beer, and Wine Festival to address issues related to alcohol service at the venue. Because restricting alcohol solely to Maritime Park is neither the current reality nor the apparent intent, event organizers were advised that, moving forward, insurance and state alcohol permits will be carefully reviewed. These documents must reflect that the entire special event venue is properly designated in the alcohol plan section of the special event permit before approval is granted. The meeting was well-received, and the organizers were receptive to the proposed changes.

Lastly, an update regarding the Coast RTA bus stop at Piggly Wiggly: The City Administrator has been in contact with Coast RTA officials to express our concerns. Coast RTA has requested a meeting to discuss the issue further. The location continues to be problematic. Last week, officers responded to a report of a man with a gun at the bus stop. The suspect was located shortly afterward; however, no weapon was found, and no charges were filed. In addition, officers continue to encounter individuals consuming alcohol at the stop.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Pierce".

William Pierce,
Chief of Police

Enforcement	January	February	March	April	May	June	July	August	September	October	November	December	Total
CAD Activity	3353	2578	2856	3050	2675								14512
Calls for Service	675	745	933	859	880								4092
Incident Reports	144	142	162	137	166								751
Zone 1	17	19	14	19	18								87
Zone 2	40	50	67	49	40								246
Zone 3	87	73	81	69	108								418
Arrest	83	88	99	92	89								451
Warrants Served	23	36	20	34	37								150
Traffic Accidents													
Responded To	43	35	54	56	58								246
TR310s completed	31	35	49	52	57								224
Traffic Stops	598	358	576	508	596								2636
Uniform Traffic Ticket	324	267	395	311	437								1734
Male	189	172	231	209	254								1055
Female	135	95	164	102	183								679
Caucasian	175	137	221	176	246								955
African American	119	98	137	104	161								619
Hispanic	25	24	40	24	30								143
Other	1	8	7	7	0								23
Warning/Public Contact	335	179	277	260	272								1323
Male	170	108	152	130	146								706
Female	165	71	125	130	126								617
Caucasian	201	96	168	166	133								764
African American	119	72	93	76	128								488
Hispanic	11	7	9	7	11								45
Other	4	4	7	11	0								26
Property Check	1987	1438	1328	1563	1064								7380
Overdose	3	3	5	1	2								14
Non-death	3	3	4	1	2								13
Death	0	0	1	0	0								1
Narcan by GPD	0	0	0	0	1								1
Parking Tickets	93	37	22	120	138								410

Calls for service = SOMA CAD - Traffic Stops - Property Checks - Parking Tickets

PUBLIC WORKS CURBSIDE COLLECTIONS MONTHLY REPORT (FY 2024-2025)

Division	Task	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Cummulative
Curbside Debris	Yard Waste: Leaves, Grass & Straw collected	35	121	82	104	108	82	50	76	483	250	161		1,552
Curbside Debris	Brown & White Goods collected (Net Tons)	156	86	13	75	4	9	127	82	7	53	21		634
Garbage Collections	Residential Solid Waste Collection (Net Tons)	376	342	318	343	288	357	292	255	317	334	319		3,541
Recycle Collections	Recyclables Collected (Net Tons)	13	12	11	13	11	11	20	10	16	12	13		141
	Monthly Totals (Net Tons)	580	561	423	536	410	459	489	423	823	649	514	-	

PUBLIC WORKS MONTHLY WORK ORDERS REPORT (FY 2024-2025)

Division	Task	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Cummulative
Solid Waste Maintenance	New roll out cart deliveries, and/or replacements, recycle bins and special events.	55	98	66	88	84	30	46	68	66	47	62		710
Streets	Sidewalk, curbing and boardwalk repairs.	17	35	23	35	29	52	21	13	30	37	24		316
Facility Maintenance	City parks and restrooms, and facility maintenance repairs.	36	53	53	43	50	74	13	10	5	11	7		355
	Monthly Work Orders Totals	108	186	142	166	163	156	80	91	101	95	93	-	1,381

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

Risk Management May 2025 Report

Risk Management

Department	SCMIT/SCMIRF	Loss Description
Public Works	SCMIT – 0 SCMIRF – 1	Damage to Tarp left handle rod & motor
Water Utilities	SCMIT – 0 SCMIRF – 0	
Electric Utilities	SCMIT – 1 SCMIRF – 0	Strain to Calf
Fleet	SCMIT – 0 SCMIRF – 0	
Finance	SCMIT – 0 SCMIRF – 0	
Fire	SCMIT – 1 SCMIRF – 0	Sprain Ankle
Administration	SCMIT – 0 SCMIRF – 0	
Engineering	SCMIT – 0 SCMIRF – 0	
Municipal Court	SCMIT – 0 SCMIRF – 0	
Planning & Community Development	SCMIT – 0 SCMIRF – 0	
Police Department	SCMIT – 2 SCMIRF – 0	1-Leg Strain 2-Head & Knee Injury

WATER - WASTEWATER - STORMWATER UTILITY REPORT (FY 2025)

Description of Work Performed	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Cumulative
Water Treatment Plant (WTP)													
Filtered Water Total (MG)	43.848	41.947	39.745	41.078	35.932	38.908	44.198	33.451	37.714	41.040	42.844		440.705
Average Daily Flow Finished Water (MGD)	1.514	1.353	1.325	1.325	1.198	1.255	1.426	1.266	1.217	1.368	1.382		1.330
King Well (MG)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		0
Maryville Well (MG)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		0

Wastewater Treatment Plant (WWTP)

Influent Flow Total (MG)	102.707	200.269	124.963	104.225	76.327	75.409	93.726	85.448	85.033	79.125	93.722		1120.954
Average Daily Influent Flow (MGD)	3.313	6.460	4.165	3.362	2.544	2.433	3.023	3.052	2.743	2.638	3.023		3.341
Effluent Flow Total (MG)	102.609	169.555	105.118	99.945	82.213	71.523	68.635	85.144	66.946	68.628	78.795		999.111
Average Daily Effluent Flow (MGD)	3.310	5.470	3.504	3.224	2.740	2.307	2.214	3.041	2.160	2.288	2.542		32.800
Rainfall Total (Inches)	7.150	13.210	8.500	0.015	2.060	2.710	1.940	1.160	2.480	2.650	5.400		47.275

Water Distribution

Work Orders Completed	51	57	66	67	68	59	84	68	64	82	47		713
Water Leak Repairs	23	25	26	23	34	30	36	26	15	17	13		268
Water Meter Replacements	3	0	1	7	0	1	0	9	6	5	3		35
Locates Completed	266	247	329	327	244	93	301	255	299	280	253		2894

Wastewater Collection

Work Orders Completed	36	49	34	75	45	50	55	52	58	47	21		522
Backup Responses	18	24	13	39	34	30	36	29	37	20	10		290
Locates Completed	266	247	329	327	244	93	301	255	299	280	253		2894

Maintenance

Work Orders Completed	34	29	26	32	24	27	19	23	20	25	23		282
Work Orders on Pump Stations Completed	12	15	9	8	11	9	8	9	9	11	8		109
Work Orders for the WWTP Completed	3	5	10	5	9	6	3	5	8	4	3		61
Work Orders for the WTP Completed	2	9	1	1	0	1	1	2	0	1	4		22

Stormwater

Work Orders Completed	5	3	6	2	1	0	1	1	1	1	4		25
Locates Completed	266	247	329	327	244	93	301	255	299	280	253		2894

DRAINAGE SYSTEM INSPECTION AND MAINTENANCE LOG

ADDRESS OF INSPECTION	DATE	INSPECTED BY	PROBLEMS OBSERVED	ASSIGNED TO	ACTION TAKEN	PIPE SIZE	CLEANING FOOTAGE	COMPLETED DATE
717 Highmarket st	4/17/25	Freddie Darby	Drainage system need replacing	Stormwater	Install new drainage system	18"	60ft	5/9/2025
723 Highmarket st	5/12/25	Freddie Darby	Drainage system need replacing	Stormwater	Install new drainage system	18"	60ft	5/21/2025
218 Cannon st	5/28/25	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and lines	18"		5/28/2025
217, 215, 213, 209 Cannon st	5/28/25	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and lines	12"		5/28/2025
Cannon st and Prince st	5/28/25	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and lines	12"		5/28/2025
720 Willowbank Rd	5/28/25	John Britton	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/28/2025
North Merriman Rd and Winyah st	5/28/25	John Britton	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/28/2025
1306 Richmond Dr	5/28/25	John Britton	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/28/2025
619 North Fraser st	5/29/25	Daniel Sumpter	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/29/2025
719 North Hazard st	5/29/25	Daniel Sumpter	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/29/2025
Saville st and Hazard st	5/29/25	Daniel Sumpter	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/29/2025
Azalea Cir and North Fraser st	5/29/25	Daniel Sumpter	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/29/2025
Church st and Palm st	5/29/25	Daniel Sumpter	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/29/2025
Duke st and Palm st	5/29/25	Daniel Sumpter	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/29/2025
State st and North Merriman Rd	5/29/25	Daniel Sumpter	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/29/2025
North Congdon st and Hampton st	5/29/25	Daniel Sumpter	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/29/2025
North Merriman Rd and Sims st	5/29/25	Daniel Sumpter	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/29/2025
North Merriman Rd and Church st	5/29/25	Daniel Sumpter	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/29/2025
Duke st and Liberty st	5/29/25	Daniel Sumpter	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/29/2025
2015, 2405 Winyah st	5/30/25	John Britton	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/30/2025
210, 219 Dusenberry st	5/30/25	John Britton	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/30/2025
Emanuel st and South Congdon st	5/30/25	John Britton	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/30/2025
Emanuel st and Kaminski st	5/30/25	John Britton	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/30/2025
Hazard st and Emanuel st	5/30/25	John Britton	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/30/2025
Davis Alley and Emanuel st	5/30/25	John Britton	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/30/2025
Gilbert st and Emanuel st	5/30/25	John Britton	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/30/2025
Gilbert st and South Merriman Rd	5/30/25	John Britton	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/30/2025
Alex Alford Dr and Gilbert st	5/30/25	John Britton	Debris on catch basin box / in CB box	Stormwater	Remove debris			5/30/2025