



CITY OF CAYCE

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

COUNCIL MEMBERS
TARA S. ALMOND
EVA CORLEY
TIMOTHY M. JAMES

CITY MANAGER
REBECCA V. RHODES

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

**City of Cayce
Regular Council Meeting
Tuesday, March 4, 2014
6:00 p.m. – Council Chambers - 1800 12th Street
www.cityofcayce-sc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
February 4, 2014 Public Hearing & Regular Meeting
February 19, 2014 Special Meeting

II. Presentations and Proclamations

- A. Presentation of Whole Sole Award
- B. Approval of Proclamation – March for Meals Month

III. Public Comment regarding Items on the Agenda

IV. Ordinances, Resolutions and Other

- A. Approval of Ordinance Amending Section 10-31 of the City of Cayce Code of Ordinances Relating to Technical Codes - Second Reading
- B. Approval of Amendment to the City of Cayce Sewer Use Ordinance – Second Reading
- C. Approval of Ordinance to Amend the Code of Ordinances to Add a New City Code Sec. 40-119 ("Fees Related to Fats, Oil and Grease") Concerning Rates at the City of Cayce Septage and Grease Facility – Second Reading
- D. Consideration and Approval of Resolution approving Agreement for Multijurisdictional Alcohol Enforcement Unit
- E. Discussion of Proposed FY/2014-2015 Utility Fund Budget

V. City Manager's Report

VI. Committee Matters

- A. Approval to Enter the following approved Committee Minutes into the City's Official Record
 - Board of Zoning Appeals – August 19, 2013
 - Cayce Housing Authority – December 17, 2013
 - Cayce Housing Authority (Annual Meeting) – December 17, 2013
 - Cayce Events Committee – January 14, 2014
 - Planning Commission – January 27, 2014

- B. Appointments and Reappointments
 - Accommodations Tax Committee – Two Positions
 - Events Committee - One Position
 - Cayce Housing Authority – One Position
 - Planning Commission – One Position

VII. Executive Session

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege

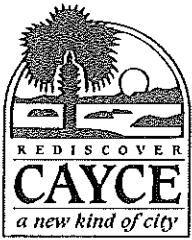
- B. Discussion of negotiations concerning proposed contractual arrangements as it relates to the 12,000 Year History Park

- C. Discussion of negotiations incident to purchase of property for new City Hall

VIII. Possible Actions by Council in follow up to Executive Session

IX. Adjourn

SPECIAL NOTE: Upon request, the City of Cayce will provide this document in whatever form necessary for the physically challenged or impaired.

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CITY OF CAYCE
Public Hearing and Regular Council Meeting
February 4, 2014

A Public Hearing was held at 6:00 p.m. in Council Chambers to obtain public comment on the proposed fees to dispose of fats, oil and grease at the Septage and Grease Receiving Facility. Those present included Mayor Elise Partin, Council Members Tara Almond, Tim James, and James Jenkins. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Mendy Corder, Municipal Clerk, Garry Huddle, Municipal Treasurer and Danny Crowe, City Attorney were also in attendance. Mayor Partin asked if members of the press and the public were duly notified of the Public Hearing in accordance with the FOIA. Ms. Corder confirmed they were notified.

Opening Statement

Mayor Partin stated that the purpose of the Public Hearing was to obtain public comment regarding the proposed fees to dispose of fats, oil and grease at the Septage and Grease Receiving Facility.

Public Testimony

No one from the public in attendance offered any public testimony or comment.

Close Hearing

Mayor Partin closed the public hearing noting that no public comment was received.

The Regular Council Meeting immediately followed the Public Hearing at 6:10 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Tim James, and James Jenkins. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Mendy Corder, Municipal Clerk and Garry Huddle, Municipal Treasurer, City Attorney, Danny Crowe and Public Safety Director Charles McNair were also in attendance. Mayor Partin asked if members of the press and the public were duly notified of the Public Hearing in accordance with the FOIA. Ms. Corder confirmed they were notified.

Mayor Partin called the meeting to order. Councilmember Jenkins gave the invocation and Mr. Frank Cornell led the assembly in reciting the Pledge of Allegiance. Mayor Partin advised that Mr. Cornell served in the Army for nine years and is also the Great Grandfather of Council Member Eva Corley's new baby daughter who was born

the previous night. Mayor Partin explained that Council Member Corley was not able to attend the meeting due to her baby's arrival.

Approval of Minutes

Council Member Almond made a motion to approve the minutes of the January 7, 2014 Regular Meeting and the January 22, 2014 Special Meeting as submitted. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Presentations and Other

A. Presentation of Whole Sole Award

Mayor Partin presented the Whole Sole Award to Mr. Ken Walters and Mr. Erick Kennedy for their hard work and many hours of their own time updating the City's Christmas float. Council thanked them both for creating such a beautiful float.

B. Presentation by Mr. Brian Huskey re Midlands Housing Trust Fund

Mr. Brian Huskey is the Executive Director of the Midlands Housing Trust Fund. He explained that the Midlands Housing Trust Fund was created as an initiative of United Way of the Midlands to address the community's critical need for quality, affordable housing. The mission of Midlands Housing Trust Fund (MHTF) is to create and preserve quality affordable housing in the Midlands. The MHTF is a 501(c)(3) organization incorporated in South Carolina. The MHTF increases housing stock through financing, technical assistance, and advocacy.

Mr. Huskey explained that the MHTF exists to provide financing for developers who want to provide affordable housing projects in the Midlands. The data shows there are over 50% of households in the Midlands who are rent cost burdened. This means they are paying more than 30% of their annual household income for rent and utility expenses. MHTF focuses on people who struggle to secure housing including people who work at low wage jobs, people with disabilities and other special needs.

Mr. Huskey stated the MHTF is funded by public/private partnership. He explained the MHTF is a revolving loan fund modeled after the two other housing trust funds in South Carolina. MHTF provides financing for acquisition and rehab, predevelopment costs, infrastructure, construction and feasibility studies. He explained that traditional lenders are reluctant to provide funding for these types of projects. MHTF provides financing at lower interest rates for developers to rehab unused properties to provide affordable housing. The fund is intended to serve people up to 80% area median income which is about \$51,000 for a family of four.

Mr. Huskey stated he recently learned that 60% of the residents of the City of Cayce are renters and stated it would be great to increase the amount of home ownership in the City. He explained one of the ways the MHTF might be able to help with that is to find funding from a private foundation or some other source and operate a City revolving loan fund. It would loan funds to first time home buyers that are low to median income. Council Member Jenkins asked which areas in the City would be targeted for MHTF loans. Mr. Huskey explained MHTF prefer to focus on a particular neighborhood one street, one block at a time which creates a greater probability of increasing property values for everyone on that street and in that neighborhood. Mayor Partin stated she and Ms. Vance met with Mr. Huskey previously and discussed looking at the City's staff that fit the model of low and median income to see how they can support home ownership with that group of employees. Mayor and Council thanked Mr. Huskey for his informative presentation.

C. Discussion and Approval of design Firm for Riverland Park and Andrew J. Burnette Park

Ms. Vance explained that staff accepted RFQ's for the design of Riverland Park and the renovations of Andrew J. Burnette Park. She stated ten RFQ's were received and the Rating and Ranking Committee ranked the firms. The Rating and Ranking Committee consisted of herself, Mr. Greenwood, Ms. Yates, Council Member Jenkins and James Denny. The firms were rated and ranked on nine different criteria. The top three candidates were LandPlan Group South, the Cardno Group and Grimbell Cotterall.

Ms. Vance stated the City's procurement process does not require that staff interview any candidates but does allow for interviews if needed. She explained since the first and second firms are more than 30 points apart, she would suggest that Council approve and authorize the City Manager to negotiate a contract with the top firm, LandPlan Group South, and she would bring the contract back to Council for approval as soon as possible.

Council Member Jenkins made a motion to authorize the City Manager to negotiate a contract with LandPlan Group South. Council Member James seconded the motion which was unanimously approved by roll call vote. Ms. Vance explained one of the criteria in the RFQ is that the City will require meetings with both neighborhoods where the parks are to receive feedback on what will best suit each neighborhood.

Public Comment Regarding Items on the Agenda

No public comment was given.

Ordinances

- A. Approval of Amendment to the City of Cayce Sewer Use Ordinance -
Second Reading

Mayor Partin stated she was notified before the Council Meeting that staff is asking to postpone the approval of the amendment to the Sewer Use Ordinance since one of the Purchasers of the site would like more time to review the amendment to the Ordinance. Ms. Vance stated that one of the requirements of the Wastewater Services Agreement with the two purchasers is that the City is required to run amendments to the Sewer Use Ordinance by them so they can review it. She explained that this item will be on the February 19, 2013 Special Council Meeting agenda. Council Member James made a motion to postpone the amendment to the Sewer Use Ordinance until the next scheduled Council Meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- B. Approval of Ordinance to Amend the Code of Ordinances to Add a New City Code Sec. 40-119 ("Fees related to Fats, Oil and Grease")
Concerning Rates at the City of Cayce Septage and Grease Facility –
Second Reading

Mayor Partin explained that the Ordinance to Amend the Code of Ordinances to add a new City Code Sec.- 40-119 will need to be postponed as well since it is related to the amendment to the Sewer Use Ordinance. Council Member James made a motion to postpone the Ordinance to the next scheduled Council Meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

- C. Approval of Ordinance Amending Sec. 10-31 ("Adoption of codes by reference") of Chapter 10 ("Buildings and Building Regulations") of the Code of Ordinances of the City of Cayce – First Reading

Mr. Greenwood explained that in May 2013, City Council adopted the most recent versions of the Technical Codes that were approved by the Building Codes Council. In adopting these Codes, the City officially started enforcing the new regulations as of July 1, 2013. In order to more effectively enforce all aspects of the most recent Codes, the City is required to adopt Chapter 1 specifically for each code. Chapter 1 gives the specific enforcement authority and due process requirements for each Code. Mr. Greenwood explained by adopting Chapter 1 for each of these Codes it will ensure that the City is in compliance with State Law. Council Member James made a motion to approve an Ordinance amending Sec. 10-31 of Chapter 10 of the Code of Ordinances of the City of Cayce and adopt Chapter 1. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Vance stated that the Penny for Progress submittals are almost complete and will be delivered this week since the deadline was moved because of the snow last week. She thanked the Department Heads who did their department's submittals and stated it was a good learning experience for staff to learn how to make their projects competitive since they are competing against other municipalities. She stated the City is applying for the MASC Achievement Award again this year and staff will begin work on this project as soon as the Penny for Progress submittals are turned in. Ms. Vance stated she will present the Comp Plan update at the second Council Meeting in February.

Ms. Vance stated that staff has planned a meeting on February 27, 2014 at 10am at the Tennis Center to meet with City real estate agents and developers. The goal of the meeting is to inform everyone about what is currently happening in the City so they will be well informed when selling property in the City. Hopefully someone from Lexington II School District will also attend to talk about the local schools.

Ms. Vance stated Mr. Greenwood and the Planning Commission have been working on updating the Land Development Regulations and the updates should come before Council in the near future. She stated that at the February 19th Special Council Meeting budget discussions will start with the Utility Budget. She informed the assembly that Council, Mr. Greenwood, Ms. Corder and herself have all received Surface Pros and the City is moving towards a completely paperless agenda packet. Ms. Vance stated that with the new Surface Pros the budget process will also be paperless. She explained that there will be an Excel spreadsheet that clearly notes the date of each change to the budget so it will be easier to track all the changes.

Ms. Vance stated that the new recycling roll carts for Concord Park will be distributed the following week. Flyers will be distributed this week to all the residents explaining what can be recycled and the dates of each pickup. Mayor Partin stated she thinks residents will be excited to use the larger recycling carts. Council Member James asked how staff was going to get feedback on the carts. Mr. Greenwood answered that they will be using surveys to receive responses. Ms. Vance explained that the refuse collectors have been picking up Concord Park's refuse separately so they can record the before and after tonnage to see if there is an increase in recycling.

Council Member Jenkins asked if staff has considered what they will do if residents accidentally use the wrong cart to dispose of their trash. Ms. Vance stated the recycling carts do have a different color lid than the garbage carts so hopefully that will help with any confusion.

Mayor Partin asked if staff has current numbers on how many homes have sold in Concord Park. Ms. Vance stated she did not have the most recent numbers but did learn recently that Concord Park was the number one subdivision in the Midlands for both Mungo Homes and Hurricane Builders last year.

Committee Matters

A. Approval to Enter the Following Committee Minutes into the City's Official Record

Council Member Almond made a motion to approve entering the following approved Committee minutes into the City's official record:

Museum Commission – November 5, 2013
Beautification Board – November 12, 2013
Events Committee – November 14, 2013
Planning Commission – December 16, 2013

Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

B. Committee Appointments/Reappointments

Accommodations Tax Committee – Two (2) Positions

Mr. John Hert's term expired in January and he would like to serve again. The Committee has recommended him for reappointment. Mr. Peter Fikas' term expired in February and he would like to serve again. The Committee has also recommended him for reappointment. Council Member Jenkins made a motion to reappoint both members to the Accommodations Tax Committee. Council Member James seconded the motion which was unanimously approved by roll call vote. Council Member Almond asked what the attendance history was for Mr. Hert and Mr. Fikas. Ms. Corder stated both committee members regularly attend the majority of all the Accommodations Tax Committee meetings.

Museum Commission – One (1) Position

Ms. Alice Brooks' term expired in January and she would like to serve again. The Commission has recommended her for reappointment. Council Member Almond made a motion to reappoint Ms. Brooks to the Museum Commission. Council Member James seconded the motion which was unanimously approved by roll call vote.

Public Safety Foundation – One (1) Position

There is one open position in District 2. A potential member application has been received from Pamme Eades who lives in District 2. Council Member Jenkins made a

motion to appoint Ms. Eades to the Public Safety Foundation. Council Member James seconded the motion which was unanimously approved by roll call vote.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by the City
And other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to purchase of property for new City
Hall
- C. Discussion of negotiations concerning proposed contractual
arrangements as it relates to the 12,000 Year History Park

Council Member Jenkins made a motion to move into Executive Session to discuss the matters above. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Reconvene

After the Executive Session was concluded, Council Member James made a motion to reconvene the Regular meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote. Mayor Partin announced that no vote was taken in Executive Session other than to adjourn and resume the Regular meeting.

Possible Actions by Council in follow up to Executive Session

No action was taken by Council in follow up to Executive Session.

There being no further business, Council Member Almond made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 7:40 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk



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CITY OF CAYCE Special Council Meeting February 19, 2014

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Eva Corley and James Jenkins. Council Member James was out of town and unable to attend the meeting. City Manager Rebecca Rhodes, Assistant City Manager Shaun Greenwood, Mendy Corder, Municipal Clerk, Blake Bridwell, Director of Utilities and Garry Huddle, Municipal Treasurer were also in attendance. Mayor Partin asked if members of the press and the public were duly notified of the meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Call to Order

Mayor Partin called the meeting to order and Council Member Jenkins gave the invocation. Mayor Partin led the assembly in the Pledge of Allegiance.

Mayor Partin wished Ms. Vance and Council Member Almond a Happy Birthday and announced Council Member Corley's newborn baby, Rylee, was in attendance at the meeting. Mayor Partin also congratulated Council Member Jenkins on his 40th employment anniversary with CMC Steel.

Other

A. Bid Approval for Lexington Avenue Waterline Upgrade

Ms. Vance explained that the City only received three bids for the waterline upgrade project. B&B Construction Co., was the low bidder with a low bid price of \$154,480. Ms. Vance explained the City received a CDBG grant for this project in the amount of \$171,083 and the total cost for the project is \$179,350. She stated the City will need to pay \$8,267 with Utility funds to cover the difference.

Council Member Almond made a motion to authorize the City Manager to sign the notice of award to B&B Construction Co. Council Member Jenkins voiced concern over the repaving of the roads once the project is done. Mr. Bridwell explained that the road would be patched and then asphalt would be used to cover the patch. Ms. Vance stated that DOT now requires flowable fill to be used which helps considerably with potholes. Council Member Jenkins asked if the City is required to use flowable fill on old patch jobs. Mr. Wright stated that the City is only responsible for roads that are two years old and newer. If the road is over two years old then it is DOT's responsibility.

After further discussion, Council Member Corley seconded the motion which was unanimously approved by roll call vote.

B. Presentation of the Comprehensive Annual Review

Ms. Vance stated that every year she presents an annual review of the Comprehensive Plan to Council so they will know what goals and objectives have been accomplished. She stated in 2015 the Comprehensive Plan will have to be updated. The updated goals will be an improvement since some of the goals in the current plan are vague and immeasurable. The redline copy of the Comprehensive Annual Plan is attached.

C. Discussion of Proposed FY/2014-2015 Utility Fund Budget

Mr. Huddle discussed the FY/2012/2013 audit report in detail with Mayor and Council. He explained that the operating revenue and operating expenses reports were important pages to review. He stated that the Utility departments were under budget on their expenses which is good but the City's utility revenues were also under budget. He explained that the City's water sales have been down for the past few years. Ms. Vance explained she contributes the lower water usage to many products focusing on low flow and conservation.

Ms. Vance stated that the Utility Department has seven sub departments and each department has submitted the first draft of their budget. Mr. Bridwell and his staff provided Council with the highlights of their budgets which are attached.

Executive Session

Ms. Vance stated there were not any items to discuss in Executive Session.

Adjourn

There being no further business, Council Member Almond made a motion to adjourn the meeting. Council Member Corley seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 7:45 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

CITY OF CAYCE COMPREHENSIVE PLAN ANNUAL REPORT 20134

POPULATION ELEMENT	ELEMENT	STATUS
Develop an annexation marketing and/or incentive program to encourage annexation of unincorporated islands and/or inward unincorporated areas.	An annexation brochure exists but is currently being has been updated by the Special Projects Manager. SPM has worked on a plan for efficient and controlled annexation.	Ongoing. Need to amend the City's Annexation Ordinance and Future Land Use Plan. To be discussed at Council Retreat.
Examine opportunities for annexing large scale developments using the State's 75 % petition and Ordinance Method of Annexation.	Agreements exist that would require a property owner to sign a petition to annex. Need to amend the City's Annexation Ordinance and Future Land Use Map	Ongoing with development of parks, streetscaping and new events and festivals. Riverwalk Phase IIIA is completed and B is completed except for lighting and call boxes. Phase IV is designed and awaiting PRT approval to bid out.
Update and enforce existing annexation agreements between the City of Cayce and unincorporated property owners.	Move comprehensively to address and enhance quality of life issues.	Currently accepting RFQs for PR Services. The City is currently working with a PR firm to increase awareness of the City's positive attributes. There is a specific focus on social media to target younger generations.
Develop a resident recruitment program, targeting younger families, college graduates and business entrepreneurs.	Expand the City's Web site to include a strong resident recruitment element profiling the advantages of living in Cayce and quality of life inducements.	New website is complete under way. City hosting a Realtor's Forum to increase awareness of the benefits of the City.
Provide a diversity of housing alternatives.	Provide a diversity of housing alternatives.	The City actively supports the Cayce Housing Authority with their future development. The Cayce Housing Authority has completed construction on the William's Place Development, which will contain 146 affordable units. The City has also approved the Concord Park subdivision which has different phases that will provide different types of housing. The first phase of this development is substantially completed and work on Phase II has begun is currently working on Phase 2.
Provide pedestrian and/or public transportation linkages.	Provide pedestrian and/or public transportation linkages.	Ongoing with Streetscaping projects. Sidewalks are also required in new developments. SCDOT/DBG Phase III and IV of the State Street Project have been completed except for lighting. City is participating in continues to participate in the Lexington County Public Transit Work Group. Council member Jenkins is now serving on the CMRTA Board and there is currently they are working to create a Pilot route from

Adapt the environment to meet changing needs of the elderly.	Cayce to the County Health Clinic in Lexington. City currently has three phases of streetscaping projects open on State Street and one on Airport Boulevard.
Initiate a campaign to emphasize the importance of education and parental involvement in the process.	Require all new public and private projects to be ADA compliant, including City projects. Have met will meet with officials from Lexington School District #2 to see if there are ways that we can partner with them to achieve this goal and have been fully supportive of their efforts. Need Council Guidance.
Work with Midlands Tech and Lexington School District #2 to increase participating in adult education programs leading to GED diplomas. Provide incentives to encourage greater participation in adult education programs.	Will meet with officials from Midlands Tech and Lexington School #2 District to see if there are ways that we can partner with them to achieve this goal. Need Council Guidance. Currently working with the Nehemiah project to find a location within the City to hold Fast Track GED courses.

HOUSING ELEMENT

Amend Zoning Ordinance to allow use of the PDD on large undeveloped tracts prior to a development proposal.	This is contrary to the definition and process for a Planned Development and Case Law
Amend the Zoning Ordinance to allow for "Cluster Development."	Current ordinance allows for cluster development in a Planned Development District. There is money in this year's budget to have the CMCOG update the amended LDRs are currently being discussed by the Planning Commission.
Amend the Zoning Ordinance to include Development Agreements.	Approved in May 2011.
Initiate Voluntary Inclusionary Zoning incentives.	Developers can apply for grants with the County and the LCDC. Staff coordinates these efforts.
Rezone all property designated PMU on the Land Use Plan Map PDD.	Wording amendment has not been done yet.
Provide Developer Incentives to build low-moderate income housing.	Cayce Housing Authority does this. Funding would need to be identified for this activity.
Cooperate with and assist Affordable Housing Providers.	Worked with Cayce Housing Authority on William's Place Project. This project is completed. Working with Habitat for Humanity and the Midlands Housing Trust when appropriate.
Initiate systematic Code Enforcement program targeting renovation or removal of substandard rental units.	A program exists but the renovation and removal has not been funded. Staff plans requested \$30,000 in the 2012-2013 budget for demolition that was not funded.
Study feasibility of providing developer incentives for in-fill housing.	Currently staff is allowed to give up to a 15% variance on setbacks and size requirements on any new development in an existing subdivision. Current Ordinances allow for Special Exceptions and Variances to allow smaller lots and setbacks for developments to fit into the existing

<p>Encourage retrofitting existing homes to more energy efficient "green" homes.</p> <p>Amend Land Development and Zoning Ordinance to include conservation and green building design provisions.</p>	<p>character of neighborhoods.</p> <p>The Grants Department has created is working on a program to use excess HOME funds for renovations on LMI homes. This program would encourage those renovations to be energy efficient. Council also adopted the 2009 Energy Codes in 2012.</p> <p>Staff is reviewing the entire zoning ordinance for comprehensive changes that would assist in these goals and fit the character of the City. There is money in this year's budget to have the CMCOG update the LDRs. The amendments to the parking regulations that occurred this year will encourage green building design.</p>
<p>Rehabilitate existing substandard housing.</p> <p>Protect and maintain existing supply of quality housing.</p> <p>Increase development of infill housing and make more infill sites available by razing dilapidated structures.</p>	<p>The City directs people in need of housing rehabilitation to the Lexington County HOME program. The Grants Department has created is working on a program to use excess HOME funds for renovations on LMI homes.</p> <p>Need further guidance.</p> <p>No funding has been identified for the razing on dilapidated structures. Staff plans requested \$30,000 into the 2012-2013 budget for demolition that was not funded.</p>
<p>NATURAL RESOURCES ELEMENT</p>	
<p>Establish city as "Bird Sanctuary."</p> <p>Amend Land Development Ordinance to require assessment of plant & wildlife presence prior to development.</p> <p>Become a "Tree City", refer pg. 58 for requirements.</p>	<p>No action.</p> <p>Staff reviewing the entire LDRs for comprehensive changes. Section 10.1-5 requires that existing vegetation, including trees, shall be retained to the extent possible.</p> <p>The City currently meets all of the requirements. Currently applying for re-certification. The City is now A Tree City USA.</p>
<p>Improve signage to Riverwalk Park and Heritage Preserve.</p> <p>Prepare self guided historical and cultural brochures and map.</p>	<p>Ongoing. Currently seeking funding options.</p> <p>Our current brochures need to be updated. Currently accepting RFQs for PR services. Currently working with the River Alliance and the National Park Service on the Historic Interpretation Plan for the History Park.</p>
<p>Amend Zoning ordinance to require riparian buffer setbacks along all water resources.</p> <p>Encourage residents to use rain gardens on their property to help reduce runoff.</p>	<p>Currently included in the City's Land Development Regulations.</p> <p>Presentations have been done to the Neighborhood Leader's group and the City maintains a rain garden at City Hall as an example to citizens.</p>
<p>Add maximum impervious surface requirements to the zoning ordinance.</p>	<p>The City Land Development Regulations Zoning Ordinance currently have a provision for maximum impervious coverage based on the</p>

<p>Referenced action by SC Department of Parks, Recreation and Tourism in a study of South Carolina Wetlands includes following:</p> <ol style="list-style-type: none"> 1. Public education efforts focusing on wetland values, potential losses due to various types of development, and how wetlands protection relates to overall water and land use goals. 2. Encouragement and support for private protection efforts by individual landowners or conservation groups. 3. Adoption of local wetland protection plans and policies which guide land use development and management including implementation of Best Management Practices. 4. Adoption of environmental impact statement (EIS) requirements for both public and private projects. 5. Close monitoring and enforcement of existing federal, state and local land and water regulations which directly or indirectly affect the use of wetlands. 6. Acquisition of specific wetlands. 7. Rehabilitation or restoration of damaged wetlands. 	<p>Zoning district, but Staff suggests that the regulations should be amended to include driveways. Staff reviewing the entire LDRs for comprehensive changes. There is money in this year's budget to have the CMCOG update the LDRs.</p> <p>The City currently works with Lexington County through the NPDES program to provide education on storm water management. This program could be expanded to include wetland preservation.</p> <p>Ongoing Need further guidance.</p>
<p>CULTURAL RESOURCES ELEMENT</p> <p>Continue to survey and record city's archaeological and historical resources.</p> <p>Become "Certified Local Government."</p> <p>Study feasibility of new multi-use, community center/auditorium.</p> <p>Support and assist in pursuit and future development of 12,000 Year History Park.</p>	<p>Storm water regulations are included in the City's Land Development Regulations. Staff reviewing the entire LDRs for comprehensive changes. There is money in this year's budget to have the CMCOG update the LDRs. Ultimately the Army Corps of Engineers regulates any development of wetlands.</p> <p>Currently required by the Zoning Ordinance.</p> <p>Ongoing and will be expanded as storm water Regulations increase. The City requires compliance with these regulations for all new development.</p> <p>Funding would need to be identified for the acquisition and operation and maintenance.</p> <p>Funding would need to be identified for the restoration of damaged wetlands.</p>
<p>Ongoing. The Museum staff is currently working on a book about the City's history.</p> <p>This certification would require the establishment of an Architectural Review Board and Design Guidelines.</p> <p>Plans currently exist for a Senior Center that may serve this purpose, but no funding has been identified for the project. There is also a possibility for this facility to be included in the new City Hall and/or the History Park Interpretive Center.</p> <p>Participating in the discussions with the River Alliance, SCANA and Lexington County.</p>	<p>Ongoing. The Museum staff is currently working on a book about the City's history.</p> <p>This certification would require the establishment of an Architectural Review Board and Design Guidelines.</p> <p>Plans currently exist for a Senior Center that may serve this purpose, but no funding has been identified for the project. There is also a possibility for this facility to be included in the new City Hall and/or the History Park Interpretive Center.</p> <p>Participating in the discussions with the River Alliance, SCANA and Lexington County.</p>

Provide up-to-date cultural data to economic development agencies for inclusion in their community resource information packets.	Currently accepting RFGs for PR Services Staff has up to date demographic and economic development information available.
Pursue the use of grants to improve tourist attractions.	Ongoing.
Monitor all rezoning and development proposals to ensure compatibility with existing historical sites and structures, utilizing plan review and the public hearing process.	Ongoing.
Pursue grants and volunteers to continue research and identification of archeological and historic sites.	Ongoing. The City is working to create a partnership with SCANA, the River Alliance and numerous other natural and cultural resource agencies to develop the History Park.
COMMUNITY FACILITIES ELEMENT	
Study feasibility of initiating "impact fees" to cover the cost of needed infrastructure in support of planned new development.	Development Agreement's Ordinance approved in May 2011.
Utilities and Storm Water	Ongoing.
Continue to monitor rates and cost of service for efficiency.	
Monitor serviceability of utility lines.	Ongoing. Currently seeking grants for line replacements in the older parts of the City. Have received CDBG funding for a water line repair on Lexington Avenue and a wastewater line. Just completed and emergency repair of a sewer line on State Street. Staff have applied for CDBG funding for a water and sewer line project for next year's CDBG funding. Staff is also working with AEC and SRF on the replacement of the 16 in. water main that broke in 2013.
Initiate study to document, prioritize and address storm water problems – engage residents in the process.	City did not receive grant. We do have preliminary cost estimates and a comprehensive drainage improvement was included on the City's Penny for Progress list.
Commit the City to full responsibility for storm drainage improvements and maintenance.	Funding will need to be identified for this activity. City has applied for an EPA grant for a comprehensive drainage study. Storm water fee could be established to fund storm water maintenance. City has included a comprehensive drainage improvement project on our Penny for Progress list.
Enforce City's policy to require annexation as a condition to receiving city water and/or sewer service.	Need to update the City's Annexation Ordinance and Future Land Use Plan.
Actively pursue annexation of currently facilitated unincorporated water and sewer service customers.	Ongoing. This is part of the Special Projects Managers job duties.
Public Safety Goals	
Maintain full complement of qualified, crossed trained staff, and vehicle and equipment readiness	Ongoing. The City has purchased equipment and vehicles and continues to be awarded JAG, COPS and MASC grants for officers and equipment.

<p>Study feasibility of completely replacing the Public Safety building.</p>	<p>The construction of a new City Hall building would allow the current facility to be renovated and utilized by Public Safety Department and the Municipal Court system.</p>
<p>Educate public on proper response to distress situations and assist in securing individual homes and apartments with fire extinguishers and ready access to emergency assistance.</p>	<p>Ongoing. City provides smoke detectors and fire prevention information to citizens through neighborhood meetings and social media. Ongoing.</p>
<p>Improve the City's ISO rating to Class 3, if economically feasible.</p>	<p>-ISO rating was reduced to a 4 in 2011. Staff continues to seek funding through grants and the City budget for equipment. A sub station near Hunters Mill was included in the City's Penny for Progress list.</p>
<p>Parks and Recreation Goals Continue to pursue governmental grants for recreational programs and facilities.</p>	<p>Ongoing. The City has completed Phase II of the Riverwalk and has received utilized PRT grant funding for Phase IV, V, VI, VII, VIII, and B of the Riverwalk. Will apply for Phase V this year. City received C Funds from County to improve stairs at Guignard Park. The City also received SCDOT funds to connect Phase II and III of the Riverwalk with a sidewalk through the Riverland Park neighborhood.</p>
<p>Retain and nurture partnerships with non-profit organizations and other governmental entities.</p>	<p>Ongoing through the creation of our affiliated Foundations.</p>
<p>Continually monitor and improve existing facilities as needed, including the addition of shade trees for park playgrounds, where needed.</p>	<p>Ongoing. Parks department utilizes trees donated from the Palmetto Pride program.</p>
<p>Add to the community's park inventory by encouraging or requiring land development practices that reserve park space within or close to newly developed sites.</p>	<p>Open space is currently required in multifamily and Planned Developments. Section 10.4-3 sets out open space requirements for all developments except single-family home developments. The proposed Development Agreement District Ordinance will require 25% open space for all developments. Funding will need to be identified for the operation and maintenance of these parks if they are to be a part of the City Park System.</p>
<p>Work closely with County Recreation Department to better meet the needs of Cayce's residents.</p>	<p>Ongoing. The Cayce Tennis and Wellness Facility was a jointly funded project between the City and the County Recreation Commission.</p>
<p>Health Services and Educational Goals Assist school district by providing volunteer municipal programs to aid in the education process.</p>	<p>City employees volunteer in the school systems and school groups tour City facilities on a regular basis.</p>
<p>TRANSPORTATION ELEMENT</p>	
<p>New Development: Coordinate transportation and land use planning in new developments. Monitor new development for its impact on the level of service (LOS) of existing streets.</p>	<p>Ongoing.</p>

Require Traffic Impact Analysis (TIA) reports for new developments exceeding 175,000 sq. ft. (commercial) or 125 units (residential).	The City requires TIAs for new commercial developments exceeding 90,000 sq. ft. or new residential developments exceeding 100 units.
Provide for flexible, negotiated traffic mitigation measures for large new developments that facilitate pedestrian, bicycle and mass transit access.	Provided for in Planned Development Districts.
Support context-sensitive roadway design in order to ensure that transportation facilities are compatible with surrounding neighborhoods and activity centers.	There is money in this year's budget to have The EMCOG update to the LDRs includes elements of "Complete Streets" and our PDD and DAD zoning districts allow flexibility for mixed used development.
Encourage street connectivity to enhance traffic flow.	Ongoing.
Encourage the use of "neo-traditional" design standards, featuring grid-like street patterns and sidewalks.	There is money in this year's budget to have the The EMCOG update to the LDRs includes elements of "Complete Streets" and our PDD and DAD zoning districts allow flexibility for mixed used development.
Discourage cul-de-sac and dead-end streets in new developments where natural features do not prevent street connectivity.	Ongoing when it meets other requirements such as storm water.
Require large new residential subdivisions to provide multiple entrances and exit points.	Ongoing.
Limit the number of curb cuts and driveways allowed for development along major roadways.	Ongoing. SCDOT controls curb cuts into roadways they own.
Existing Streets: Improve circulation, condition and safety of existing street system.	Ongoing.
Continually monitor street system to ensure that it is functioning properly.	
Take corrective action to maintain and/or improve the existing street system. To this end, the City may have to assume greater involvement in the maintenance of local streets, not in the state highway maintenance program.	Funding will need to be identified to maintain roads. Need further guidance.
Sidewalks and Bike Lanes	
Provide annual budgeting to go towards sidewalk and trail development and local matches for regional, state and federal trail grants.	Ongoing when funding is available. Currently have SCDOT and PRT grants open for these activities.
ECONOMIC ELEMENT	
Create new marketing tools.	Website has been updated and PR firm handles increased social media. is currently being redone. Currently accepting RFPs for PR Services.
Provide business incentives to attract desired industries.	Funding will need to be identified for this activity. City is severely limited by State law when it comes to incentivizing business activities.
Craft and maintain zoning regulations designed to sustain and enhance existing business and industrial uses and identify and protect areas suitable for new and expanded.	Ongoing.

Recycle Race Track for major outdoor shows and exhibits.	City works with the current owners of the property for events and fundraisers.
Continue to support and cooperate with the Greater Columbia Chamber of Commerce, West Metro Chamber of Commerce, the South Carolina Chamber of Commerce, the South Carolina Department of Commerce, Lexington County Economic Development Office and other regional business organizations engaged in economic development and recruitment.	Ongoing. Mayor and Staff participate in the Regional Economic Development meeting. Staff also works with the Lexington County Economic Development Office on industrial prospects and the West Metro Chamber. <u>The Assistant City Manager serves as an ex-officio member of the West Metro Chamber Board.</u>
Assist Economic Development Agencies by Prioritizing Community Industrial Recruitment Objectives.	City is working with Lexington County on the Saxe Gotha Industrial Park.
Prepare Landscaping Plan, to include streetscaping, placing utility lines underground, tree planting, highlighted crosswalks, decorative signage and more.	Ongoing through streetscaping projects. Funding outside of SCDOT and CDBG will need to be identified for future projects. TIF funding was utilized to prepare a Master Plan for improvements to Knox Abbott from the River to State Street.
Prepare a <u>marketing strategy</u> , based on market survey results contained in the city's Master Plan Charrette (May, 2009), to help attract new businesses.	Currently accepting RFQs for PR Services. Staff has met with companies that can perform this task but it is currently cost prohibitive.
Expand local economic development efforts to include tourist and retiree markets.	The Cayce Tennis Facility will help encourage sports-related tourism.
Develop a more aggressive tourism and retirement promotion program, together with educational programs for individuals involved in tourism, and the integration of infrastructure development in support of tourism including historic lodging facilities, specialty restaurants, etc.	Currently accepting RFQs for PR Services. <u>The City is working to create a partnership with SCANA, the River Alliance and numerous other natural and cultural resource agencies to develop the History Park.</u>
LAND USE ELEMENT	
Establish an urban growth boundary.	A boundary is established through the Land Use 2019 Plan.
Establish standards and regulations designed to achieve "smart growth", to include: 1. Provisions requiring mixed use development for large scale subdivisions;	The Planned Development District and the Development Agreement <u>District allows for mixed use.</u> The proposed amendment to the Parking regulations <u>have helped</u> City staff encourage "smart growth" and mixed use.
2. Provisions requiring new subdivisions to show existing neighborhood public space and public uses, (e.g. school sites) or where such space is planned or reserved.	The PDD and DAD can require this.
3. Provisions to encourage commercial development within walking distance of new subdivisions;	Ongoing.
4. Amendments to the Zoning Ordinance to allow housing in all commercial areas;	Housing is currently allowed in <u>some</u> commercial areas.

<p>5. Provisions directing the location of higher density and senior housing near neighborhood centers, community facilities and transit lines;</p>	<p>The 2019 Land Use Plan allows for these uses in the Transition and Density Flex areas.</p>
<p>6. Provisions for density bonuses for development closer to the City's urban corridors; and</p>	<p>There is money in this year's budget to have the CMAAOG update the HDRs. Current regulations have provisions for added density through Special Exceptions and Variances.</p>
<p>7. Provisions designed to reduce dependency on private cars. Require all rezoning proposals to be consistent with the Comprehensive Plan.</p>	<p>Sidewalk requirements could help reduce dependency on private cars. Ongoing. Required by State law.</p>
<p>Plan and zone for housing diversification, cognizant of the need to promote land use compatibility.</p>	<p>Ongoing.</p>
<p>Require through code enforcement all housing in the City to meet minimum health, safety and sanitary standards.</p>	<p>Ongoing.</p>
<p>Continue to participate in housing assistance programs. Continue to raze and remove dilapidated buildings and housing, including mobile homes, declared unfit for habitation and posing a blight on surrounding development.</p>	<p>Ongoing. Dependent upon funding. Staff requested \$30,000 in the 2012-2013 budget for demolition that was not funded.</p>
<p>Encourage retrofitting existing buildings to use alternative energy sources, and to make them more energy efficient.</p>	<p>The City refers individuals in need of home repairs to the Lexington County HOME program. The Grants Department is working on a program to use utilizing excess HOME funds for renovations on LMI homes which would encourage energy-efficient renovations.</p>
<p>Encourage or require developers to incorporate energy efficient building techniques into the design and construction of new buildings.</p>	<p>Ongoing. The State Building Codes encourage these activities.</p>
<p>Require redesign of existing nonconforming parking lots to include planter islands and landscaped areas in accord with Section 10.3-5 of the Zoning Ordinance within a reasonable time frame (5-years).</p>	<p>Need further guidance. This would be very costly to property owners. Currently, if a property owner increases or repairs a structure in the amount that is more than 50% of the total property value, they are required to bring the entire property up to all new requirements.</p>
<p>Adopt design recommendations for signage recommended by the City's Charrette Master Plan.</p>	<p>Currently seeking funding for comprehensive wayfinding and entryway signage like that proposed in the Charrette.</p>
<p>Encourage land development practices that reserve open space and natural resources.</p>	<p>All multifamily, DAD developments and Planned Developments that are over 25 acres are required to set aside open space.</p>
<p>Protect wetlands and flood hazard areas through maintenance and monitoring of flood hazard regulations, and maintenance of flood insurance.</p>	<p>Ongoing.</p>
<p>Monitor development regulations requiring the use of Best Management Practices (BMP's) in dealing with the development of resource areas.</p>	<p>Ongoing.</p>

<p>Amend Land Development (subdivision) regulations to require open space and resource conservation as a requirement for plat approval and site development.</p>	<p>All multifamily, <u>DAD developments</u> and Planned Developments that are over 25 acres are required to set aside open space.</p>
<p>Develop a marketing strategy for the city's commercial areas to include tourists, diners, history buffs, and culture seekers, in addition to shoppers and people engaged in business.</p>	<p>Currently accepting RFQs for PR Services. Staff has met with companies that can perform this task but it is currently cost prohibitive.</p>
<p>Provide for mixed-use housing opportunities in the city's commercial corridors.</p>	<p>Housing is currently allowed in <u>some</u> commercial areas.</p>
<p>Target and actively recruit business opportunities identified from a marketing leakage study contained in the <u>City's Charrette Master Plan</u></p>	<p>-Ongoing. Staff is proactively meeting with developers, property owners and potential new businesses and frequently uses the Charrette Master Plan and it's data.</p>
<p>Amend the Planned Development District (PDD) to require projects to qualify for this zoning by including development characteristics based on specified goals of the Plan.</p>	<p>Staff takes into consideration the City ordinances and Plan when reviewing any zoning amendments. All rezonings are approved by Council and should take into consideration the goals and objectives of the Plan. The PDD regulations were recently amended to ensure that all <u>future PDDs will specifically define certain aspects of the project.</u></p>
<p>Adopt a policy requiring "concurrency".</p>	<p>Staff currently encourages concurrency but it would be difficult to establish a policy to require it.</p>
<p>Establish a courtesy referral procedure with neighboring jurisdictions (Planning Commissions), including Lexington and Richland Counties, and the Cities of Columbia, West Columbia, Springdale and Red Bank, involving all rezoning and development proposals surrounding the City, giving the Cayce Planning Commission an opportunity to comment on such proposals.</p>	<p>There is no formal courtesy referral policy but it is done informally. <u>Currently discussing this with Lexington County.</u></p>

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Actual FY11-12	Budget FY12-13	Budget FY13-14	Actual As of 12/31/13 FY13-14	Budget Request FY14-15	Adopted Request FY14-15
UTILITIES-ADMINISTRATION						
Salaries & Wages	\$ 337,299	363,705	251,005	120,340	200,725	
Overtime	1,650	1,500	0	0	0	
Printing/Office Supplies	10,643	9,000	4,300	2,487	5,000	
Postage	39,062	36,500	4,000	2,504	5,375	
Dues & Membership	870	920	742	35	745	
Travel	952	1,980	2,370	643	2,655	
Auto Operating Expense	2,733	3,000	4,500	2,441	4,500	
Pagers & Telephone	2,194	8,150	8,150	3,390	6,800	
Service Contracts	22,441	23,800	7,816	8,125	4,122	
Equipment Repair	111	360	860	450	900	
Safety Supplies	374	250	5,250	2,680	250	
Uniform	288	150	150		200	
Medical, Doctor, Physical	3,251	4,100	4,100	847	4,100	
Professional Services - HR	31,743	0	0		0	
Advertising	2,857	8,000	8,000	315	4,000	
Vehicle Insurance	2,478	2,000	2,400	1,187	1,000	
Employee Training	654	2,565	2,525	375	3,450	
Professional Service - Audit		40,000	40,000	253	40,000	
Professional Service - Attorney	26,484	35,000	35,000	30,738	61,500	
Professional Service - Engineer	28,233	29,000	29,000	20,577	41,000	
Consultant Fees	22,683	29,988	29,988	24,225	48,500	
Special Contract-Copier	2,560	2,675	2,675	1,293	2,675	
Spec Dept Fees-Collect, Chg Card, & On-Line	76,782	87,200	0		0	
Easement Contracts-CSX	250	0	0		0	
Machines & Equipment	5,171	18,000	0		6,695	
SCRS	31258.29	38,623	26,462	10,822	21,636	
SCRS Pre-Retirement Benefit	499.94	547	376	155	302	
FICA Expense	24918.29	27,874	19,188	9,018	15,397	
General Insurance	4343	4,500	2,640	1,319	5,200	
Workers Compensation Insurance	3235.29	4,775	3,000	1,095	3,490	
Medical Insurance	40650.39	48,117	28,755	17,931	23,620	
Unemployment Compensation	5868	1,500	1,500		1,500	
Health Reimbursement Account Expense	0	2,000	2,000	25	2,000	
OP&B Expense	0	4,810	4,810		4,810	

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Actual FY11-12	Budget FY12-13	Budget FY13-14	Actual As of 12/31/13 FY13-14	Budget Request FY14-15	Adopted Request FY14-15
Christmas Bonus Pool	0	0	0	0	540	
Paying Agent Fee/Bonds	8,000	8,000	8,000	7,233	8,000	
Website Expense		2,750	2,750		2,750	
Total	\$ 740,536	\$ 851,339	\$ 542,312	\$ 270,501	\$ 533,437	

UTILITIES-BILLING						
Salaries & Wages			278,154	139,866	291,190	
Overtime			23,423	3,877	16,000	
Printing/Office Supplies			5,000	628	2,500	
Postage			42,000	20,820	44,500	
Dues & Membership			1,010		1,465	
Travel			1,360		1,560	
Auto Operating Expense			17,500	5,494	17,500	
Pagers & Telephone			5,646	3,128	8,401	
Service Contracts			15,650	12,089	16,750	
Equipment Repair					0	
Hand Tools & Supplies			1,200	428	2,000	
Safety Supplies			600	396	1,500	
Uniform			1,400	310	1,500	
Vehicle Insurance			3,200	1,582	2,000	
Employee Training			2,470	250	7,260	
Spec Dept Fees-Collect, Chg Card, & On-Line			58,000	34,457	75,000	
Special Contract-Copier			900	642	0	
Machines & Equipment			0		4,810	
SCRS			31,835	12,530	34,050	
SCRS Pre-Retirement Benefit			453	180	475	
FICA Expense			23,084	10,595	24,231	
General Insurance			5,090	2,543	0	
Workers Compensation Insurance			3,400	1,228	5,531	
Hospital Insurance			57,509	26,759	62,987	
Unemployment Compensation			5,000		5,000	
Health Reimbursement Account Expense			5,000	2,069	5,000	
OPEB Expense			0			
Christmas Bonus Pool			0		1,380	
Total	0	0	588,884	279,869	632,590	

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Actual FY11-12	Budget FY12-13	Budget FY13-14	Actual As of 12/31/13 FY13-14	Budget Request FY14-15	Adopted Request FY14-15
WATER TREATMENT PLANT						
Salaries & Wages	\$ 400,172	408,654	433,963	210,745	426,666	
Overtime	41,653	41,000	42,494	21,931	41,244	
Printing/Office Supplies	573	600	650	268	650	
Postage	112	250	250	125	275	
DHEC Permit Fees & CCR	26,532	27,000	24,500	22,697	23,700	
Dues & Membership	977	1,000	852	484	822	
Travel	349	2,360	2,360	1,055	2,360	
Auto Operating Expense	8,130	8,500	8,500	3,826	8,100	
Electric & Gas	259,911	270,000	275,000	132,359	285,000	
Telephone	4,583	5,000	5,000	5,844	4,500	
Lubrication Supplies	894	900	900		900	
Service Contracts	10,614	27,499	52,093	21,912	53,222	
Equipment Repair	55,701	119,000	75,000	37,940	75,000	
Building Repair	-112	500	500		500	
Hand Tools & Supplies	798	900	900	637	900	
Electric/Light Supplies	270	600	600	181	600	
Safety Supplies	1,701	1,500	1,500	997	1,550	
Uniform Expense	2,020	2,000	2,100	2,134	2,300	
Janitorial Supplies	583	600	600	303	600	
Chemical	134,581	155,400	194,077	79,215	229,219	
Laboratory Supplies	20,369	23,500	23,500	10,603	22,500	
Professional Services - HR	0	0	0		0	
Vehicle Insurance	2,478	3,000	2,375	1,187	1,500	
Employee Training	1,041	3,000	2,008	1,050	2,750	
Consultant Service/Lab Tests	2,468	9,000	17,000	6,534	17,000	
Machines & Equipment	8,228	49,300	75,000	4,590	146,493	
SCRS	40,809	47,591	50,254	20,121	50,507	
SCRS Pre-Retirement Benefit	652	673	715	289	705	
FICA Expense	32,829	34,346	36,440	17,199	35,942	
General Insurance	24,967	30,886	13,660	6,830	13,660	
Workers Compensation Insurance	11,331	12,986	16,170	5,879	17,787	
Medical Insurance	56,266	66,646	71,886	31,704	78,733	
Unemployment Compensation	0	500	500		500	
Health Reimbursement Account Expense	3,111	2,500	2,500	10	2,500	

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Actual FY11-12	Budget FY12-13	Budget FY13-14	Actual As of 12/31/13 FY13-14	Budget Request FY14-15	Adopted Request FY14-15
OP&B Expense		5,411	5,411		5,411	
Christmas Bonus Pool		0	0		1,920	
Total	\$ 1,154,592	\$ 1,362,602	\$ 1,439,258	\$ 648,649	\$ 1,556,016	
WATER DISTRIBUTION & MAINTENANCE						
Salaries & Wages	\$ 456,466	461,386	497,616	209,101	592,375	
Overtime	117,606	102,500	16,100	21,480	20,116	
Printing & Office Supplies	-	0	3,000	211	3,000	
Dues & Membership	443	1,500	1,500	-310	1,829	
Travel	0	500	1,800	730	5,310	
Auto Operating Expense	59,287	45,000	35,000	26,453	50,000	
Electric & Gas	34,268	35,000	37,500	19,911	40,000	
Telephone	6,901	15,000	20,000	5,435	20,000	
Service Contracts	909	7,000	179,681	44,337	209,495	
Equipment Repair	8,845	10,000	30,000	13,671	30,000	
Building Repairs	189	250	500		500	
Hand Tools & Supplies	3,794	4,000	6,000	2,112	6,000	
Masonry/Cement Supplies	2,269	3,000	3,000	149	3,000	
Asphalt/Grading Supplies	27,821	32,000	25,000	12,068	26,000	
Radio Supplies	0	250	250		250	
Safety Supplies	2,951	4,750	5,200	3,113	6,000	
Uniform	1,785	3,600	4,200	2,661	5,200	
Chemical	0	200	736	333	736	
Professional Services - HR	0	0	0		0	
Water Distribution Repair	246,081	190,000	60,000	38,379	75,000	
Vehicle Insurance	9,914	12,310	12,655	6,459	5,000	
Employee Training	4,355	4,750	5,000	4,588	12,109	
Water Distribution Meters	11,547	13,293	15,000		15,000	
Machines & Equipment	18,562	258,100	93,250	826	445,617	
SCRS	53,960	59,518	54,210	20,383	66,423	
SCRS Pre-Retirement Benefit	861	842	771	293	927	
FICA Expense	42,874	42,954	39,308	17,520	47,269	
General Insurance	11,100	11,100	9,540	4,770	9,540	
Workers Compensation Insurance	13,387	9,133	10,000	2,067	24,695	
Health Insurance	75,391	84,205	97,046	41,346	133,846	
Unemployment Compensation	0	4,000	4,000		4,000	

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Actual FY11-12	Budget FY12-13	Budget FY13-14	Actual As of 12/31/13 FY13-14	Budget Request FY14-15	Adopted Request FY14-15
Health Reimbursement Account Expense	38	2,000	2,000		2,000	
OPEB Expense	0	7,816	7,816		7,816	
Christmas Bonus Pool	0	0	0		2,700	
Total	\$ 1,211,603	1,425,957	1,277,679	498,087	1,871,753	

WASTEWATER TREATMENT PLANT						
Salaries & Wages	\$ 483,450	502,757	537,402	258,441	558,680	
Overtime	34,264	38,000	41,255	15,686	36,946	
Printing/Office Supplies	449	525	525	340	680	
Postage		250	250	124	270	
State of S.C. Permit Fees	2,739	3,250	3,250	3,170	3,250	
Dues & Membership	713	1,315	1,500	235	1,491	
Travel	2,330	2,350	4,262		4,958	
Auto Operating Expense	66,872	45,000	45,000	26,448	45,000	
Water Expense	130,168	160,000	50,000	54,383	100,000	
Electric & Gas	510,673	543,200	740,000	403,100	806,200	
Telephone	3,930	10,855	12,650	13,844	27,700	
Lubrication Supplies	2,685	5,000	3,000	867	3,000	
Service Contracts	2,670	18,800	92,060	24,895	98,540	
Equipment Repair	95,929	45,800	30,000	32,387	65,000	
Building Repairs	297	800	800	9	800	
Sludge Disposal Fees	408,733	226,000	200,000	94,435	200,000	
Hand Tools & Supplies	2,916	2,000	3,700	751	3,700	
Electric/Light Supplies	0	210	210	75	210	
Radio Supplies	0	200	200		200	
Safety Program and Supplies	7,547	7,500	3,000	1,822	4,150	
Uniform	455	3,200	4,500	2,565	5,810	
Janitorial Supplies	515	800	1,000	374	1,000	
Chemical	243,173	325,000	280,000	50,572	162,910	
Laboratory Supplies	23,001	33,550	26,200	13,640	27,500	
Force Main/Line Repair Expense	0	0	0		0	
Professional Services - HR	0	0	0		0	
Vehicle Insurance	6,612	9,000	9,490	4,875	6,500	
Employee Training	1,809	6,053	6,073	814	6,608	
Professional Serv. - Lab Tests	17,957	26,500	23,900	13,256	25,100	

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Actual FY11-12	Budget FY12-13	Budget FY13-14	Actual As of 12/31/13 FY13-14	Budget Request FY14-15	Adopted Request FY14-15
Machines & Equipment	16,710	34,110	58,700	23,407	18,145	
SCRS	48,080	57,072	61,048	23,407	64,307	
SCRS Pre-Retirement Benefit	769	808	868	336	897	
FICA Expense	36,319	41,189	44,267	20,156	45,763	
General Insurance	21,498	113,750	52,897	26,449	60,000	
Workers Compensation Insurance	13,806	16,260	18,500	6,725	26,516	
Health Insurance	67,100	72,176	86,263	43,121	94,480	
Unemployment Compensation	0	2,000	2,000		2,000	
Health Reimbursement Account Expense	1,008	1,500	1,500	1,000	1,500	
OPEB Expense		6,615	6,615		6,615	
Depreciation Expense	0	0	0	0	550,000	
Christmas Bonus Pool	0	0	0	0	2,580	
Total	2,255,176	2,363,395	2,452,885	1,138,302	3,069,006	

WASTEWATER COLLECTION						
	Actual FY11-12	Budget FY12-13	Budget FY13-14	Actual As of 12/31/13 FY13-14	Budget Request FY14-15	Adopted Request FY14-15
Salaries & Wages	300,269	376,742	410,773	199,649	531,312	
Overtime	83,132	80,000	16,100	22,557	17,887	
Dues & Membership	75	350	910	25	1,875	
Travel Expense	0	300	2,070		5,480	
Auto Operating Expense	95,498	93,000	95,000	50,667	100,000	
Electric & Gas	114,553	115,000	115,000	61,087	125,000	
Telephone Expense	22,206	34,300	36,000	4,830	38,200	
Lubrication Supplies	106	300	300		300	
Service Contracts	6,995	12,500	14,388	5,271	15,100	
Equipment Repair	118,240	103,000	103,000	89,382	135,000	
Hand Tools & Supplies	3,131	4,000	6,000	3,912	6,000	
Masonry/Cement Supplies	563	400	1,500		1,500	
Asphalt/Grading Supplies	29,466	25,000	25,000	4,038	25,000	
Radio Supplies	0	250	250		250	
Safety Supplies	3,097	5,800	15,000	3,517	6,000	
Uniform	1,272	3,100	4,200	2,661	4,500	
Janitorial Supplies	194	300	300	289	500	
Chemical	43,448	23,050	25,000	9,849	25,000	
WW Collection Repair	79,365	45,471	50,000	31,341	66,000	
Transmission Line Operation & Maint	0	0	5,000		0	

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Actual FY11-12	Budget FY12-13	Budget FY13-14	Actual As of 12/31/13 FY13-14	Budget Request FY14-15	Adopted Request FY14-15
Professional Services - HR	0	0	0	0	0	0
Vehicle Insurance	9,914	13,310	14,236	7,251	7,000	7,000
Employee Training	93	1,500	918	39	7,568	7,568
Professional Services - Engineer Expense				-7,500	0	0
Easement Contracts	0	400	0	0	0	0
Machines & Equipment	10,240	136,900	20,000	20,723	176,358	176,358
SCRS	35,326	48,262	45,029	18,600	59,297	59,297
SCRS Pre-Retirement Benefit	565	683	640	267	827	827
FICA Expense	27,887	34,831	32,651	16,720	42,197	42,197
General Insurance	11,911	11,912	12,175	6,087	12,175	12,175
Workers Compensation Insurance	12,620	9,803	18,000	6,403	27,520	27,520
Health Insurance	50,188	72,176	93,452	38,929	118,100	118,100
Unemployment Compensation	645	1,000	1,000	1,000	1,000	1,000
Health Reimbursement Account Expense	1,030	2,000	2,000	2,000	2,000	2,000
OPEB Expense	0	5,411	5,411	5,411	5,411	5,411
Christmas Bonus Pool	0	0	0	0	2,400	2,400
Springdale Contract Expense	105,194	105,194	105,194		105,194	
Total	1,167,224	1,366,245	1,276,497	596,596	\$ 1,671,951	
WASTEWATER PRETREATMENT						
Salaries & Wages			38,871	12,060	124,600	
Overtime			0	0	5,250	
Printing/Office Supplies			200	193	500	
Postage			100	20	300	
State of S. C. Permit Fees			0	0	0	
Dues & Membership			236		474	
Travel			1,402		1,402	
Auto Operating Expense			2,000	238	11,000	
Electric & Gas			12,000		36,000	
Telephone			600	505	2,380	
Lubrication Supplies					500	
Service Contracts					1,440	
Equipment Repair					1,500	
Building Repair					400	
Sludge Disposal Fees			8,400		27,300	
Hand Tools & Supplies			1,000		1,500	

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Actual FY11-12	Budget FY12-13	Budget FY13-14	Actual As of 12/31/13 FY13-14	Budget Request FY14-15	Adopted Request FY14-15
Electric/Light Supplies			0		200	
Radio Supplies			0		0	
Safety Program and Supplies			200		975	
Uniform			750	12	1,300	
Janitorial Supplies			0		300	
Chemical			2,250		26,545	
Laboratory Supplies			0		500	
Professional Services - HR			0		0	
Vehicle Insurance			0		1,500	
Employee Training			534		859	
Professional Serv. - Lab Tests			0		10,000	
Machines & Equipment			20,000	19,907	50,000	
SCRS			4,107	836	13,985	
SCRS Pre-Retirement Benefit			58	12	195	
FICA Expense			2,978	913	9,952	
General Insurance			0		500	
Workers Compensation Insurance			0		6,324	
Hospital Insurance			5,391	2,393	17,715	
Unemployment Compensation			0		0	
Health Reimbursement Account Expense			0		0	
OPEB Expense			0		0	
Christmas Bonus Pool			0		240	
Total	0	0	101,077	37,089	355,636	
NON-DEPARTMENTAL						
Medical Insurance Expense - Retiree	0	0	0			
O&M Indirect Cost Transfer	1,690,835	1,500,000	1,500,000	875,000	1,500,000	
Contra Water Expense	0	0	0			
Capital Equipment Replacement Reserve	85,000	85,000	100,000	50,000	140,000	
Capital Improvement Projects Reserve	85,000	85,000	100,000	50,000	140,000	
Depreciation Expense	0	298,607	0			
Total	1,860,835	1,968,607	1,700,000	975,000	1,780,000	

Grand Total \$ 8,389,966 \$ 9,338,145 \$ 9,378,592 \$ 4,444,092 \$ 11,470,389

CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14	Percent
			Appropriation	Change
SALARIES & WAGES				
30-1909-101	\$291,190	Salary for 8 full time employees. Increases include backflow certifications for 3 Meter Techs, "C" license for 1 Meter Tech, Customer Service cert for 4 Clerks. Also includes 5% increase for	\$276,894	5.2%
OVERTIME EXPENSE				
30-1909-102	\$16,000	Overtime due to new system conversion, meter replacement. Also meter readers having to fill in during sick leave, annual leave and holidays. OT for on-call meter tech.	\$23,423	-31.7%
PRINTING/OFFICE SUPPLIES				
30-1909-210	\$3,750	The purchase of materials used in the daily Billing administrative operations. i.e.: forms, water bills, work orders, purchase orders, stationary, copier paper, envelopes, pens, pencils, file folders, subscriptions, printer cartridges and supplies, etc.	\$5,000	-25.0%
POSTAGE EXPENSE				
30-1909-211	\$44,500	Postage for Billing, Debt set-off, and final bills.	\$42,000	6.0%
DUES & MEMBERSHIPS				
30-1909-214	\$1,465	ABPA, AWWA, SCUBA, WEASC memberships	\$1,010	45.0%
TRAVEL EXPENSE				
30-1909-215	\$1,560	Travel expenses to schools and seminars. Out of town travel, meals and lodging for the SCUBA (SC Utility Billing Assoc.) (\$1,300); and miscellaneous travel (\$200).	\$1,360	14.7%
AUTO OPERATING EXPENSE				
30-1909-217	\$17,500	Maintenance of 4 vehicles assigned to the Meter Techs (1 Spare Truck-4115) with a projected increase in fuel prices and maintenance.	\$17,500	0.0%
TELEPHONE EXPENSE				
30-1909-221	\$8,401	3 Verizon cellular phones for meter readers (1 Smart phone) and 1 for office, 1 tablet, reimb. of \$30/mo for Cust acct Mgr's(\$3480). Telephone and internet services provided by TWC	\$5,646	48.8%
SERVICE CONTRACTS				
30-1909-226	\$16,750	<ol style="list-style-type: none"> 1. Harris Computer Systems 2.. Itron 3. MailFinance 4. Ricoh USA 	\$15,650	7.0%
EQUIPMENT REPAIRS				
30-1909-227	\$0	current equipment is under warranty so no money necessary	\$0	#DIV/0!
Total			\$16,750	

CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
HAND TOOLS AND SUPPLIES				
30-1909-231	\$2,000	Replacement tools such as: Curb stop wrenches, shovels, cameras, hand pumps, metal detector, spray paint and misc tools for meter readers.	\$1,200	66.7%
SAFETY SUPPLIES				
30-1909-238	\$1,500	Equipment such as: Gloves, goggles, binoculars, vests and steel toe boot reimbursement for meter readers.	\$600	150.0%
UNIFORM EXPENSE				
30-1909-241	\$1,500	Uniforms for 3 Meter Readers @ \$298.48/person/year. Jackets for meter readers and shirts. 3 Meter reader convertible jackets \$72 each, shirts for office \$150, Sweatshirts/t-shirts for techs \$120.	\$1,400	7.1%
JANITORIAL				
30-1909-244	\$0		\$0	#DIV/0!
VEHICLE INSURANCE EXP				
30-1909-262	\$2,000	Insurance for four vehicles. \$500/Vehicle x 4 = \$2,000	\$3,200	-37.5%
TRAINING				
30-1909-264	\$7,260	SCUBA Spring/Fall Conferences, ABPA Conference/Certification and training books/manuals.	\$2,470	193.9%
SPEC DEPT FEES - COLL, CHG CARD & ONLINE				
30-1909-272	\$75,000	SI Solutions (billing company), SunTrust (VSA/MC), BB&T, SC Interactive	\$58,000	29.3%
SPEC CONTRACT-COPIER				
30-1909-???	\$0	moved to service contracts	\$900	-100.0%
MACHINES & EQUIP.				
30-1909-385	\$6,600	ITEM # 1 Ford F-150 # 2 Computer Hardware	\$0	#DIV/0!
			\$6,600	
		Items listed in order of priority.	\$6,600	
SC STATE RETIREMENT CONTRIBUTIONS				
30-1909-805	\$33,171		\$31,835	4.2%
SC STATE PRE- RETIREMENT DEATH BENEFIT				
30-1909-810	\$463		\$453	2.2%

DATE PREPARED: 1/30/14

DEPT.

Billing

DATE REV #1:

DEPT CODE

30-1909

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
SOCIAL SECURITY	30-1909-814 \$23,606		\$23,084	2.3%
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)	30-1909-820 \$3,900		\$5,090	-23.4%
WORKERS COMP INSURANCE EXPENSE	30-1909-821 \$5,687		\$3,400	67.3%
MEDICAL INSURANCE EXPENSE	30-1909-822 \$61,304		\$57,509	6.6%
UNEMPLOYMENT COMP EXPENSE	30-1909-825 \$5,000		\$5,000	0.0%
HEALTH REIMBURSEMENT ACCOUNT EXPENSE	30-1909-828 \$5,000		\$5,000	0.0%
OPEB EXPENSE	30-1909-830 \$0		\$0	#DIV/0!
CHRISTMAS BONUS POOL	30-1909-867 \$1,380		\$1,440	-4.2%
WEBSITE	30-1909-901 \$0		\$0	#DIV/0!
TOTAL	\$636,487		\$589,064	8.1%

Each Line Item request must be thoroughly justified, explained and documented. This means, if the request is under prior year, explain why. If above prior year, explain in detail. This means for any budget increase documentation of specific departmental objectives, projects or additional activities that warrant or necessitate additional cost plus 3

DATE PREPARED: 1/30/14

CITY OF CAYCE

DEPT.

Billing

DATE REV #1:

BUDGET JUSTIFICATION

DEPT CODE

30-1909

DATE REV #2:

Account Line Item

FY 14/15 Request

Justification

FY 13/14

Percent

Appropriation Change

be given. Use as many sheets as necessary to explain justification.

City of Cayce
FY 14-15
Capital Equipment/New Initiatives or Services/Personnel

Department	Water Billing Department 30-1909-385
Issues	Vehicle to replace Truck # 4115
Justification	<p>Truck # 4115 is a 2006 Model Chevrolet with 122,388 miles on the odometer.</p> <p>As per the fleet manager's recommendation, we need to replace this vehicle, and will replace it with a similar model. Mike recommends a short bed, full size Chevrolet with a V6 engine. We also request a tool box for this vehicle. This vehicle will be transferred and used at the Waste Water Treatment Plant.</p>
Item #1 Estimated Impact on FY 13-14 Budget	\$ 18,382 (Annual Lease Payment of \$ 4,810)

CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item FY 14/15 Request

Justification

FY 13/14
Appropriation

Percent
Change

30-1910-101	\$200,725	Salary for 3 full time employees. The Risk Manager position has been moved to the General Fund.	\$250,225	-19.8%
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30-1910-102	\$0		\$0	#DIV/0!
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30-1910-210	\$5,000	The purchase of materials used in the daily O&M administrative operations, i.e.: forms, purchase orders, stationary, envelopes pens, pencils, file folders, subscriptions, printing supplies, etc.	\$4,300	16.3%
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30-1910-211	\$5,375	Mailings: letters, checks, purchase orders, etc.... Increase due to higher postage costs.	\$4,000	34.4%
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30-1910-214	\$745	Professional memberships in Utility & Engineering related organizations.	\$742	0.4%
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30-1910-215	\$2,655	Expenses associated with transportation, lodging, meals, & registration for attendance to meetings, seminars, conferences & training.	\$2,370	12.0%
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30-1910-217	\$4,500	Funds for fuel, oil, lubricants, maintenance & repair parts for 2 vehicles.	\$4,500	0.0%
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30-1910-221	\$6,800	3 Verizon cellular phones for Director, Admin Assistant and Project Engineer. Telephone and internet services provided by TWC.	\$8,150	-16.6%
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30-1910-226	\$4,122	Provide for service, support, & maintenance of office equipment, ie: PC's, main computer, meter reading equipment, software support and upgrades, etc. Reduction due to removal of Harris Software maintenance.	\$7,816	-47.3%
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1. ESRI Mapping Software - Arcview \$642
 2. Bentley Systems, Inc. - WaterCAD \$2,260
 3. DLT Solutions, Inc. - AutoCAD \$706
 4. Communication Specialists Mobile Phone Service \$514
- Total \$4,122

30-1910-227	\$900	Parts & repair of equipment that is not covered under line item 226.	\$860	4.7%
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30-1910-238	\$2,750	Purchase of PPE (Personal Protective Equipment). Reduction due to Safety Committee budget	\$5,250	-47.6%
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CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin
DEPT CODE 30-1910

Account Line Item FY 14/15 Request Justification FY 13/14 Percent
SAFETY SUPPLIES moved to the General Fund. Half of the safety committee amount Appropriation Change

UNIFORM EXPENSE 30-1910-241 \$200 Uniform clothing for staff. \$150 33.3%

MEDICAL, DOC, PHYSICAL EXPENSE 30-1910-249 \$4,100 Provides for pre-employment physicals, drug testing of CDL drivers, spirometer testing, HBV shot series & Flu shots department wide. \$4,100 0.0%

ADVERTISING 30-1910-261 \$4,000 Position available classified advertisements, employee recruitment department wide. \$8,000 -50.0%

VEHICLE INSURANCE EXPENSE 30-1910-262 \$1,000 Vehicle Insurance for 2 vehicles. \$2,400 -58.3%

EMPLOYEE TRAINING 30-1910-264 \$3,450 Continued education for required re-certification training to obtain required CEUs for the Director & the Project Engineer. \$2,525 36.6%

PROFESSIONAL SERVICES - AUDIT 30-1910-265 \$40,000 Audit & accounting services. \$40,000 0.0%

PROFESSIONAL SERVICES - ATTORNEY 30-1910-266 \$55,000 Legal services department wide. \$35,000 57.1%

PROFESSIONAL SERVICES - ENGINEER 30-1910-267 \$41,000 Outside engineering consultant services department wide. \$29,000 41.4%

CONSULTANT FEES 30-1910-268 \$48,500 Consulting services fees for the City's public relations consultant and to allow the city to sponsor a WEASC District meeting yearly and provide support to other Utility related organization functions and meetings. i.e.: purchase of or share in the purchase of food and/or purchase of items to be given as door prizes for meetings, conferences or training sessions. +\$20,000 for services by MY FGP HR. Also includes rate methodology consulting \$29,988 61.7%

30-1910-271 \$2,675 50% of the annual rental contract for the copier that is located in the hallway between P&D and \$2,675 0.0%

DATE PREPARED: 1/30/14

CITY OF CAYCE

DEPT.

Admin

DATE REV #1:

BUDGET JUSTIFICATION

DEPT CODE

30-1910

DATE REV #2:

Account Line Item FY 14/15 Request

Justification

FY 13/14 Percent
Appropriation Change

SPECIAL CONTRACT - COPIER
the Utilities/Public works section of the City Hall building. P&D supply the other 50% of the annual rental fee for this copier. This copier is available for use by all city departments.

30-1910-272 \$0 Moved to 1909 \$0 #DIV/01

SPEC DEPT FEES - COLL, CHG CARD & ONLINE

30-1910-385 \$750 MACHINES & EQUIP. \$0 #DIV/01
1. Tahoe for Director L/P
2. Computer Hardware \$750

Items listed in order of priority. \$750

30-1910-805 \$21,636 SC STATE RETIREMENT CONTRIBUTIONS \$26,462 -18.2%

30-1910-810 \$302 SC STATE PRE-RETIREMENT DEATH \$376 -19.7%

30-1910-814 \$15,397 SOCIAL SECURITY \$19,188 -19.8%

30-1910-820 \$2,100 GENERAL INSURANCE EXPENSE (PROPERTY & TORT) \$2,640 -20.5%

30-1910-821 \$3,570 WORKERS COMP INSURANCE EXPENSE \$3,000 19.0%

30-1910-822 \$22,989 MEDICAL INSURANCE EXPENSE \$28,755 -20.1%

30-1910-825 \$1,500 UNEMPLOYMENT COMP EXPENSE \$1,500 0.0%

DATE PREPARED: 1/30/14

CITY OF CAYCE

DEPT. Admin

DATE REV #1:

BUDGET JUSTIFICATION

DEPT CODE 30-1910

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
HEALTH REIMBURSEMENT	30-1910-828 \$2,000		\$2,000	0.0%
ACCOUNT EXPENSE				
OPFB EXPENSE	30-1910-830 \$4,810		\$4,810	0.0%
CHRISTMAS BONUS POOL	30-1910-867 \$540		\$600	-10.0%
PAYING AGENT FEE/BONDS	30-1910-899 \$8,000		\$8,000	0.0%
WEBSITE EXPENSE	30-1910-901 \$2,750		\$2,750	0.0%
TOTAL	\$519,840		\$542,132	-4.1%

Each Line Item request must be thoroughly justified, explained and documented. This means, if the request is under prior year, explain why. If above prior year, explain in detail. This means for any budget increase documentation of specific departmental objectives, projects or additional activities that warrant or necessitate additional cost must be given. Use as many sheets as necessary to explain justification.

City of Cayce
 FY 14-15
 Capital Equipment/New Initiatives or Services/Personnel

Department	Water Treatment Plant 30-1910-385
Issues	New Chevrolet Tahoe Assigned to Director of Utilities
Justification	The Director of Utilities' present vehicle #4163 will be stepped down for staff use. Vehicle #4160 (Gold Chevrolet Impala) will transferred to the General Fund.
Estimated Impact on FY 14-15 Budget	\$26,000

CITY OF CAYCE BUDGET JUSTIFICATION

DATE REV #1:
DATE REV #2:

Account Line Item FY 14/15 Request

Justification

FY 13/14
Appropriation
Percent
Change

30-1911-101	\$427,441	Salary for 10 full time employees. We have 1 operator that will be upgrading their license in the upcoming fiscal year.	\$432,463	-1.2%
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30-1911-102	\$41,244	Overtime due to shift changes and operators being on duty 36 hours one week and 48 hours the next. Also operators having to fill in during sick leave, annual leave and holidays.	\$42,494	-2.9%
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30-1911-210	\$650	Log books, ink cartridges, printed forms that are use on a daily basis for record keeping, as well as, compliance with DHEC and EPA regulations and requirements.	\$650	0.0%
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30-1911-211	\$275	Mailing SC/DHEC and EPA reports on monthly basis. Increase in postage rates for 2014.	\$250	10.0%
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30-1911-213	\$23,700	Fees are based on the number of service connections the City has. This includes treatment plant and laboratory certifications (\$370) and all the inspections, analysis, and monitoring done by DHEC during the year (\$22,830). Other permits include 3 NPDES permits (\$300), lab fees (\$200)	\$24,500	-3.3%
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30-1911-214	\$822	Professional licenses. AWWA & WEASC membership due for plant personnel.	\$852	-3.5%
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30-1911-215	\$2,360	Travel expenses to schools and seminars. Out of town travel, meals and lodging for the WEASC Annual Environmental Conference (\$1,300); the WEASC Operators Conference (\$1,030); and miscellaneous travel (\$30).	\$2,360	0.0%
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30-1911-217	\$8,100	Maintenance of 3 vehicles assigned to the WTP with a project increase in fuel prices and maintenance. Mower #4112 transferred to Parks to use/maintain.	\$8,500	-4.7%
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30-1911-220	\$385,000	Electrical power service for operating the WTP, raw water pump station and high service pumps. Natural gas is used to heat the filter bay area.	\$275,000	3.6%
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30-1911-221	\$4,500	2 Verizon cellular phones for plant operations (\$ 1,500). Telephone and internet services provided by TWC (\$3000).	\$5,000	-10.0%
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30-1911-223	\$900	Oils and greases for air compressors, sludge thickener drives, chemical feed pumps, raw water pumps and high service pumps. Increase due to additional pumps and motors we now have. This will provide for one oil, gear lube, and compressor oil change per year.	\$900	0.0%
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30-1911-226	\$53,222	1. Hach Instrumentation Service to meet DHEC requirements 20140131 WTP Budget FY1415 (2-19-2014)	\$52,093	2.2%
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CITY OF CAYCE

BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14	Percent
			Appropriation	Change
		2. Laboratory Deionized Water System Service	\$1,100	
		3. Communication Specialists Mobile Phone Service	\$515	
		4. Collins Controls specialized instrumentation maintenance and repair	\$3,000	
		5. Chlorinator Sales Annual Chlorine System Preventative Maintenance	\$6,900	
		6. Blanchard WTP & RWPS GENSETS Maintenance	\$3,525	
		7. Yearly Hoist inspection and preventive maintenance	\$500	
		8. Cron Tank Service Contract	\$3,738	
		9. Garbage Service	\$1,680	
		10. Landscaping Service For WTP & Distribution Tank Sites	\$25,764	
		Total	\$53,222	
30-1911-227	\$75,000	Maintenance on WTP and RWPS to include pumps, motors, valves, VFDS, chemical dosing pumps, fittings, diaphragms, tubing, PVC repair supplies, electrical circuit boards, rotor and stators, hoses, spray nozzles, HDPE chemical feed lines for lime, alum, fluoride and carbon systems including pump replacement (\$30,000) and day labor for Reservoir cleaning (\$25,000).	\$75,000	0.0%
BUILDING REPAIR EXPENSE	\$500	Maintenance and general upkeep of the buildings at the WTP and of the outlying buildings.	\$500	0.0%
30-1911-231	\$900	Small hand tools for the maintenance of the WTP and RWPS (e.g. drill bits, wrenches for special jobs, etc.)	\$900	0.0%
HAND TOOLS & SUPPLIES	\$900		\$900	0.0%
30-1911-236	\$600	Light bulbs for the WTP, RWPS and various instrument panels that require light sources. Also including high pressure sodium bulbs for the WTP and RWPS.	\$600	0.0%
ELECTRIC & LIGHT SUPPLIES	\$600		\$600	0.0%
30-1911-238	\$1,550	Respirators, safety glasses, rubber boots, aprons, rubber gloves and steel toed boots.	\$1,500	3.3%
SAFETY SUPPLIES	\$1,550		\$1,500	3.3%
30-1911-241	\$2,300	Replacement of old uniforms and the purchase of new uniforms for new employees including winter jackets.	\$2,100	9.5%
UNIFORM EXPENSE	\$2,300		\$2,100	9.5%
30-1911-244	\$600	Mops, cleaning supplies, waxes, bleach, buckets, etc.	\$600	0.0%
JANITORAL SUPPLIES	\$600		\$600	0.0%
30-1911-248	\$229,219	Purchase of chlorine, fluoride, carbon, lime, polymer, potassium permanganate, polyphosphate, aluminum sulfate all used in the treatment process of the raw and finished water. Increase due to projected liquid carbon increased cost and petroleum based chemicals and fuel surcharges.	\$194,077	18.1%
CHEMICAL EXPENSE	\$229,219		\$194,077	18.1%

CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
LABORATORY SUPPLIES				
30-1911-249	\$22,500	Reagents and supplies for the analysis of the raw and finished water including chlorine, color, aluminum, fluoride, NTU, iron, potassium permanganate, and bacteriological analysis that are required by DHEC and EPA.	\$23,500	-4.3%
VEHICLE INSURANCE EXPENSE				
30-1911-262	\$1,500	Insurance on 3 vehicles assigned to the Water Treatment Plant.	\$2,375	-36.8%
EMPLOYEE TRAINING				
30-1911-264	\$2,750	Short schools, seminars and outside training materials (\$750). LLR now requires that 50% of the contact hours/CEUs obtained by the operators must be directly related to their job duties and the training must be performed through an outside agency. The other 50% of training can be obtained through in house safety training. Pine Island \$100. WEASC Annual Environmental Conference \$400; WEASC Operators Conference \$50; WEA/AWWA Lab Workshop \$300; SC LLR Software training on MS Excel and MS Access for supervision and staff.	\$2,008	37.0%
CONSULTANT & LAB TESTING				
30-1911-267	\$17,000	Outside laboratory analysis for metals, TCLP, toxicity, aluminum, phosphate, and total organic carbon. These analysis have to be done by a State of SC Certified Laboratory. Continuation of EPA required surface water testing for DBP2. If DHEC losses funding to continue testing, the City will have to pay an additional for testing (Est. \$5,100). Testing for DPB in distribution	\$17,000	0.0%
MACHINES & EQUIP.				
30-1911-385	\$138,000	<p>ITEM # 1 DR6000 Spectrophotometer \$9,000</p> <p>ITEM # 2 Two Vehicles to replace 4109 and 4108 L/P</p> <p>ITEM # 3 Two Ecore 700 Dosage Pumps (Fluoride and Orthophosphate) \$8,200</p> <p>ITEM # 4 Refurbish Backwash and Surface Wash Pumps at WTP(Est) \$20,000</p> <p>ITEM # 5 Replacement VFD's for Raw Water Pump St. and Water Plant(Est) \$60,000</p> <p>ITEM # 6 SurfaceWash Valves for Filters #1 thru #4 plus Installation Cost \$22,000</p> <p>ITEM # 7 BackWash Control Valve \$18,000</p> <p>ITEM # 8 6 NewChairs for WTP Training Room \$800</p> <p style="text-align: right;">Items listed in order of priority. \$138,000</p>	\$75,000	84.0%
SC STATE RETIREMENT				
30-1911-805	\$50,590		\$50,254	0.7%
RETIREMENT DEATH				
30-1911-810	\$706		\$715	-1.3%
SOCIAL SECURITY				
30-1911-814	\$36,001		\$36,440	-1.2%

DATE PREPARED: 1/30/14

DEPT. WTP

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT CODE 30-1911

DATE REV #1:
DATE REV #2:

Account Line Item FY 14/15 Request

Justification

FY 13/14
Appropriation

Percent
Change

30-1911-820	\$17,432	\$13,660	27.6%
GENERAL INSURANCE			
EXPENSE (PROPERTY & TORT)			

30-1911-821	\$18,192	\$16,170	12.5%
WORKERS COMP INSURANCE EXPENSE			

30-1911-822	\$76,629	\$71,886	6.6%
MEDICAL INSURANCE EXPENSE			

30-1911-825	\$500	\$500	0.0%
UNEMPLOYMENT COMP EXPENSE			

30-1911-828	\$2,500	\$2,500	0.0%
HEALTH REIMBURSEMENT ACCOUNT EXPENSE			

30-1911-830	\$5,411	\$5,411	0.0%
OPEB EXPENSE			

30-1911-867	\$1,920	\$1,380	39.1%
CHRISTMAS BONUS POOL			
TOTAL	\$1,550,513	\$1,439,138	7.7%

Each Line Item request must be thoroughly justified, explained and documented. This means, if the request is under prior year, explain why. If above prior year, explain in detail. This means for any budget increase documentation of specific departmental objectives, projects or additional activities that warrant or necessitate additional cost must be given. Use as many sheets as necessary to explain justification.

City of Cayce
 FY 14-15
 Capital Equipment/New Initiatives or Services/Personnel

Item #1

Department	Water Treatment Plant 30-1911-385
Issues	DR5000 Spectrophotometer Replacement
Justification	The DR5000 currently used in the WTP is over seven years old, used continuously on a twenty four hour basis, and needs to be replaced with a new DR6000 unit. The DR5000 unit is to be stepped down to a backup status to the new unit.
Item #1 Estimated Impact on FY 14-15 Budget	\$9,000

Item #2

Department	Water Treatment Plant 30-1911-385
Issues	Vehicles to replace Truck # 4109 and # 4114
Justification	Truck # 4114 is a 1999 Model Chevrolet with 80,212 miles on the odometer. As per the fleet manager's recommendation, we need to replace this vehicle. Gary Hubbard proposes to lease a new F-150 extended cab for WTP Asst. Supt. and step down #4109 to WWTP. Also, lease new Chevy Equinox to replace #4108 and step down #4108 to replace #4114. Vehicle #4114 will be place into auction.
Item #2 Estimated Impact on FY 14-15 Budget	\$43,924 (Annual Lease Payment of \$ 11,493)

Item #3

Department	Water Treatment Plant 30-1911-385
Issues	Fluoride and Orthophosphate Dosage Pumps
Justification	These pumps are original equipment from 1990 and have reached the end of their lifespan. We replaced three of the five pumps FY 08-09, and need to replace the remaining two we have in service. One is for the fluoride feed, and the other is for polyphosphate.
Item #3 Estimated Impact on FY 14-15 Budget	\$8,200

City of Cayce
FY 14-15

Capital Equipment/New Initiatives or Services/Personnel

Item #4

Department	Water Treatment Plant 30-1911-385
Issues	Refurbish Backwash and Surface Wash Pumps
Justification	These pumps are original equipment from 1990 and need to be checked for wear and tear, corrosion issue and overall health. Video from the Clearwell cleaning that was done in 2009 showed some signs of surface corrosion and pitting. We need to have professional pump company pull pumps, inspect/repair as needed, and return and install. The pumps are working fine and a replacement should not be needed; unless that is the recommendation of the pump company.
Item #4 Estimated Impact on FY 14-15 Budget	Unknown (Estimate \$ 20,000)

Item #5

Department	Water Treatment Plant 30-1911-385
Issues	Altivar 66 Variable Frequency Drives @ Raw Water PS and WTP
Justification	These VFD's were originally installed during the 2000-01 WTP upgrade and are antiquated technology in the VFD/pump industry. Increasing scarcity of parts and high price of parts has become an issue. We have a total of seven (7) VFD's that are in need of upgrades; three (3) located at the WTP and four (4) at the RWPS. Replacement would be on a two year cycle, meaning replacing the three (3) at the WTP FY14-15, and the four (4) at RWPS FY15-16. This will help spread out the cost of the units. Current staffing is capable of installing the units in-house, so we could save monies on installation cost.
Item #5 Estimated Impact on FY 14-15 Budget	\$ 60,000 (\$ 60,000 FY 1516)

City of Cayce
 FY 14-15
 Capital Equipment/New Initiatives or Services/Personnel

Item #6

Department	Water Treatment Plant 30-1911-385
Issues	Filter One through Filter Four Surface Wash Valves
Justification	These valves are to replace the original air operated surface wash valves installed in 1990. These are the last of the air actuated valves @ the WTP, as we replaced the majority last budget cycle. These will be electric operated actuators identical to the Auma Actuators currently on site. Cost is for valves and possible SCADA work needed to function correctly.
Item #6 Estimated Impact on FY 14-15 Budget	\$22,000

Item #7

Department	Water Treatment Plant 30-1911-385
Issues	Backwash Pump Actuator Rate Controller
Justification	Filter backwash is required to maintain filter water quality and in turn potable water quality. With our current backwash pump setup, operators do not have a means to manipulate the backwash water flow rate; the pump is 100% on or 100% off. An electric actuated valve will allow operational staff to control backwash rates as needed. Price reflects the approximate cost of filters and the work to integrate valve control to SCADA.
Item #7 Estimated Impact on FY 14-15 Budget	\$26,000

Item #8

Department	Water Treatment Plant 30-1911-385
Issues	Chairs in the WTP Break-room
Justification	The chairs we currently have in the WTP are a motley collection from the SC State Surplus. We have purchased chairs over the last few years whenever a chair needs replaced, and now have a set of old, mismatched chairs. A set of six will be needed to replace this collection. These chairs are needed for meetings with SCDHEC, vendors, general public, and safety meetings with our staff.
Item #8	

City of Cayce
FY 14-15

Capital Equipment/New Initiatives or Services/Personnel

Estimated Impact on FY 14-15 Budget	\$800
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City of Cayce
FY 14-15
Capital Equipment/New Initiatives or Services/Personnel

Department	Water Treatment Plant 30-1911-385
Issue	Gas Monitors for HAZMAT/Confined Space Operations MultiRAE Lite and QRAE3 with accessories AutoRAE 2 Test and Calibration Equipment for MultiRAE Lite and QRAE3
Justification	<p>Fire service is taking on additional roles to provide more services to our communities. Hazmat operations/ Confined space rescue for the cities Waste Water and Water Treatment Facilities are some of these functions. Significant amount of additional equipment/resources are needed at the scene to provide the support functions for the department to handle these specialized operations. Currently the 4 Gas ITX monitors used by this agency are obsolete (Not being able to get replacement sensors or parts) and must be replaced in accordance with NFPA and OSHA Standards.</p> <p>Benefit: The Multi Rea Lite is a six gas monitor that can be used for all primary HAZMAT/Confined Space functions. Backed up by the QRAE 3 four gas monitor. These products have a long lasting and reliable shelf life. The base units are required to keep the charge active for rapid use. The EchoView Host Mini Controller allows the command post to have real time data and recording capability that is sometimes distorted by the radio and allows for a safer functioning capability.</p> <p>The AutoRAE2 Automatic Test and Calibration System for RAE System portable monitors makes compliance with gas testing and calibration requirements as easy as pressing a button. Simply cradle the monitor and the system takes care of calibration, testing and recharging. AutoRAE 2 supports a wide variety of gases, including exotics. The Multi Rea Lite is a six gas monitor that can be used for all primary HAZMAT/Confined Space functions. Backed up by the QRAE 3 four gas monitor. These products have a long lasting and reliable shelf life. The base units are required to keep the charge active for rapid use.</p> <p>The ARGUS-HAZCO is currently supporting other agency's within our region, and has a representative that support's NC,SC,VA. With the purchase of these devices the company will provide training at no cost to this agency.</p> <p>TOTAL 14,038.46 Split between the WWTP and the WTP.</p>
Estimated Impact on FY 14-15 Budget	\$7019.23

DATE PREPARED: 1/30/14

CITY OF CAYCE

DEPT. WD

BUDGET JUSTIFICATION

DEPT CODE 30-1912

DATE REV #1:
DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
SALARY AND WAGES				
30-1912-101	\$592,375	Salary and wages for 17 employees. One employee moved to Dept 1917. One employee moved from Dept 1917 and three new employees hired to create two new crews for Valve maintenance.	\$495,636	19.5%
OVERTIME				
30-1912-102	\$20,116	Time worked after hours, other than 40 Hr. per week and not being able to leave the task over for the next day due to the nature of the work. Also, to provide service 365 days per year and 24 hours per day, much time is spent attending to service line repairs, water main breaks and water turn offs.	\$16,100	24.9%
PRINTING & OFFICE SUPPLIES				
30-1912-210	\$3,000	Office supplies for Utility Field Manager, Crew Leaders, Pump Mechanic Supervisor, and City Electrician. All positions have will be utilizing the same printer, to cover cost of jet ink cartridges, pens, staples, paper clips and various other office supplies.	\$3,000	NA
DUES AND MEMBERSHIP				
30-1912-214	\$1,830	To allow personnel to join and participate in work related organizations. (i.e., AWWA, SCWWA, WEASC, etc. And annual fees to LLR (\$50.00/person and \$30.00/renewal)	\$1,500	22.0%
TRAVEL EXPENSE				
30-1912-215	\$5,310	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required. Increase is to support employee training when out of town. Specifically to send 4 operator to operators conference in October 2013 and one employee to the environmental conference in March 2014. This will also support ongoing training opportunities to prepare lower grade operators for higher grade certification exams.	\$1,800	195.0%
AUTO OPERATING EXPENSE				
30-1912-217	\$50,000	For fuels, oils, lubricants, parts, maintenance, and repair of vehicles. To cover rising fuel cost. More vehicles will be added due to valve maint. Crew.	\$35,000	42.9%
ELECTRIC & GAS EXPENSE				
30-1912-220	\$40,000	Electricity & Gas expense for operating 2-booster pump stations, 5 water tanks and the Utility Field Operation Center. Increase due to rising cost.	\$37,500	6.7%
TELEPHONE EXPENSE				
30-1912-221	\$20,000	For (9) telephone service lines/internet, at Utility Field Operation Center. CAE Tele-metering and to pay for the use of our AT&T, Verizon, and Time Warner Cable phone services.	\$20,000	0.0%
SERVICE CONTRACTS				
30-1912-226	\$209,495	<ol style="list-style-type: none"> 1. Two-way radios \$56 2. Electric Guard Dog fence contract \$3,090 3. P.U.P.S. Contract \$2,555 4. Utilities Service Inc. Storage Tank Maintenance Agreement \$203,794 	\$179,681	16.6%

DATE PREPARED: 1/30/14

DEPT. WD

CITY OF CAYCE BUDGET JUSTIFICATION

DATE REV #1:
DATE REV #2:

DEPT CODE 30-1912

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
EQUIPMENT REPAIR				
30-1912-227	\$30,000	For repair parts and repairs of non titled equipment i.e. pumps, electric motors, saws, tamps, electric control panels, ect.	\$30,000	0.0%
BUILDING REPAIRS				
30-1912-228	\$500	Maintenance of buildings at the Utility Field Operations Center. To cover building additions.	\$500	0.0%
HAND TOOLS AND SUPPLIES				
30-1912-231	\$6,000	To purchase tools as replacements or as additional as needed, to be used by personnel in the performance of their daily jobs. To replace outdated tools with more efficient and updated tools.	\$6,000	0.0%
MASONRY/CEMENT SUPPLIES				
30-1912-234	\$3,000	For cement, concrete mix, mortar, sand, bricks,ect. Used to repair driveways, sidewalks, build kicker blocks, etc. To cover cost of workload increase.	\$3,000	0.0%
ASPHALT/GRADING SUPPLIES				
30-1912-235	\$26,000	For gravel, asphalt, and flowable fill to repair roads per SCODOT guidelines, driveways and sidewalks after new installations or repairs.	\$25,000	4.0%
RADIO SUPPLIES				
30-1912-237	\$250	Miscellaneous parts/service for mobile radios.	\$250	0.0%
SAFETY SUPPLIES				
30-1912-238	\$6,000	Raingear, boots, safety glasses, rubber gloves, hard hats, traffic cones, barricades. The size of our staff has grown and to account for employee turn over. Increase boot allowance cost. (\$150)	\$5,200	15.4%
UNIFORM SUPPLIES				
30-1912-241	\$5,200	Rental of uniforms as needed for 17 employees. Adding Three new employees for the valve maint. Crew.	\$4,200	23.8%
CHEMICAL EXPENSE				
30-1912-248	\$736	To purchase chemicals for disinfection of storage tanks (CAE & 321), new water lines and repairs. Increase due to chemicals previously budgeted in 1911.	\$736	0.0%
WATER DIST. REPAIR EXPENSE				
30-1912-256	\$67,000	For the purchase of all materials used for the repair and installation of all sizes of water lines, hydrants & for new water line installations, as well as other water related work materials, etc.	\$60,000	11.7%
VEHICLE INSURANCE				
30-1912-262	\$5,000	For vehicle insurance. \$500 Per vehicle 10 Units.	\$12,655	-60.5%

DATE PREPARED: 1/30/14

DEPT. WD

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT CODE 30-1912

DATE REV #1:
DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
EMPLOYEE TRAINING	30-1912-264 \$12,109	Short schools, seminars and outside training materials. Certification for employees as keeping up the number of CEU hours required for operator renewal of their certifications. Asbestos initial and annual training, annual confined space and competent person training. To account for extra training due to turn over in our department personnel.	\$5,000	142.2%
WATER DIST. EQUIP. METERS	30-1912-381 \$15,000	For purchase of water meters for new installations at new business/sub-divisions. For increase cost to purchase AMR Meters verses direct read water meters.	\$15,000	0.0%
MACHINES & EQUIPMENT	30-1912-385 \$393,000	<p>Item #1 Two HD Vehicles for New Valve Maintenance Crews L/P \$93,250 321.4%</p> <p>Item #2 New Excavator to replace Unit 4123 L/P</p> <p>Item #3 New HD Vehicle to replace Vehicle 4158 L/P</p> <p>Item #4 New HD Vehicle to replace Vehicle 4159 L/P</p> <p>Item #5 Continue AMR meter conversion program \$385,000</p> <p>Item #6 Computer Hardware \$8,000</p> <p>Items listed in order of priority. \$393,000</p>		
SC STATE RETIREMENT CONTRIBUTIONS	30-1912-805 \$66,413		\$54,210	22.5%
RETIREMENT DEATH BENEFIT	30-1912-810 \$927		\$771	20.2%
SOCIAL SECURITY	30-1912-814 \$47,269		\$39,308	20.3%
GENERAL INSURANCE EXPENSE	30-1912-820 \$9,700		\$9,540	1.7%
WORKERS COMP INSURANCE EXPENSE	30-1912-821 \$25,258	Workers Compensation Program Code #7580, Rate = 0.0464, includes 20% discount.	\$10,000	152.6%

DATE PREPARED: 1/30/14

DEPT.

WD

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT CODE

30-1912

DATE REV #1:

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
30-1912-822 MEDICAL INSURANCE EXPENSE	\$130,270		\$97,046	34.2%
30-1912-825 UNEMPLOYMENT COMPENSATION EXPENSE	\$4,000		\$4,000	0.0%
30-1912-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$2,000		\$2,000	0.0%
30-1912-830 OPEB EXPENSE	\$7,816		\$7,816	0.0%
30-1912-867 CHRISTMAS BONUS POOL	\$2,700		\$2,100	NA
TOTAL 30-1912	\$1,808,274		\$1,277,799	41.5%

Each Line Item request must be thoroughly justified, explained and documented. This means, if the request is under prior year, explain why. If above prior year, explain in detail. This means for any budget increase documentation of specific departmental objectives, projects or additional activities that warrant or necessitate additional cost must be given. Use as many sheets as necessary to explain justification.

City of Cayce
FY 14-15
Capital Equipment/New Initiatives or Services/Personnel

Item #1

Department	Utilities - O & M Water Distribution 30-1912-385
Issues	Purchase of two HD Truck Extended Cab/Chassis 15,000 LB. GVWR, Gas engine, dual rear wheel, 4x4 Package, service body, two way radio & antenna, bed liner coating and accessories.
Justification	This truck is to be utilized by the new Valve maintenance crews. This truck will be pulling tractors and other equipment needed by the crews for performing every day duties.
Item #2 Estimated Impact on FY 14-15 Budget	\$80,184 (Annual Lease Payment of \$ 20,980)

Item #2

Department	Utilities – O & M Water Distribution 30-1912-385
Issue	Purchase one 2013 John Deere 50G Compact Excavator With HH60 hydraulic breaker withmoil point accessory.
Justification	The item will be utilized to repair/install water and sewer lines. This excavator is smaller than a backhoe, but will reach the depth of a backhoe. It is also small enough to be pulled by our F450 Utility trucks. This machine can also get into places that our current tractors cannot. The attachment for the excavator will be utilized as a jackhammer that can break through SCDOT regulated flow fill. The small jackhammer that the utility department utilizes is not strong enough to break through the flow fill material. This excavator will be replacing a Kubota, unit 4123. The Kubota will be transferred to the parks Department. Per Mike Clayborn, City of Cayce Fleet Manager.
Item #2 Estimated Impact on FY 14-15 Budget	\$76,000.00 (Annual Lease Payment of \$ 18,656)

**City of Cayce
FY 14-15**

Capital Equipment/New Initiatives or Services/Personnel

Item #3

Department	Utilities - O & M Water Distribution 30-1912-385
Issues	Purchase of a HD Truck Extended Cab/Chassis 15,000 LB. GVWR, Gas engine, dual rear wheel, 4x4 Package, service body, two way radio & antenna, bed liner coating and accessories.
Justification	This truck is to replace unit 4158 that has 100,000+ miles on it. This unit will be utilized for first line field ops service. Unit 4158 a 2006 Ford F450 will be replacing the chassis on unit 4124 Per Mike Clayborn, City Fleet Manager
Item #3 Estimated Impact on FY 14-15 Budget	\$40,092 (Annual Lease Payment of \$ 10,490)

Item #4

Department	Utilities - O & M Water Distribution 30-1912-385
Issues	Purchase of a HD Truck Extended Cab/Chassis 15,000 LB. GVWR, Gas engine, dual rear wheel, 4x4 Package, service body, two way radio & antenna, bed liner coating and accessories.
Justification	This truck is to replace unit 4159. This unit will be utilized for first line field ops service. Unit 4159 a 2006 Ford F450 will be Replacing the chassis on unit 4147 that is currently the bucket truck. Per Mike Clayborn, City Fleet Manager
Item #4 Estimated Impact on FY 14-15 Budget	\$40,092 (Annual Lease Payment of \$ 10,490)

**City of Cayce
FY 14-15**

Capital Equipment/New Initiatives or Services/Personnel

Item #5

Department	Utilities - O & M Water Distribution 30-1912-385
Issues	<p align="center">WATER METER AMR CONVERSIONS PROGRAM</p> <p>Obtain continued funding approval for the purchase of AMR (Automatic Meter Reading) water meters and associated equipment to be installed in each metered water service to replace the existing direct read water meter equipment to convert our meter reading process to a drive-by radio meter reading process.</p>
Justification	<p>The city water system has approximately 7,700 direct read water meters that are used to register the water consumption for customer water accounts. I propose that the city direct read water meters be replaced with AMR meters over a four year period commencing with FY 10 – 11. The conversion of the city meter reading system will result in benefits to the city such as reducing the time of obtaining water consumption data from weeks, as it is now, to days. Currently our two meter reader technicians read all water meters by walking to each meter, removing the meter box lid, they record the meter reading on a hand-held micro computer, re-install the meter box lid and walk to the next meter location and repeat this process for each water and some 2,400 sewer accounts that we bill from (W. Columbia and Commission water meters) water meter consumption data. The overall reading cycle is accomplished every two months. After the conversion to AMR, one meter reader technician will drive a specific route and all meter readings will be collected by radio to a collection unit inside the technician's vehicle. The drive-by reading process should be able to be accomplished in less than thirty days, basically in the amount of time that it takes to drive all routes.</p> <p>The replacement of the old water meters with new water meters will increase our utility water & sewer revenue. This increase in revenue is due to the fact that as water meters age and the internals wear and the metering capability lessens so that the meter measures less water than the amount of water that is going through the meter. Therefore, the customer does not pay for all the water that they receive and utility water & sewer revenues decrease as the meters age.</p> <p>Some additional AMR system benefits are, the removal of the human reader factor which will eliminate incorrect readings making the meter data more reliable, the system collects and stores multiple readings daily which creates a consumption history that may be utilized to document water consumption increases, such as when there is a water leak, the consumption history can also be utilized to determine low consumption conditions such as when a water meter stops registering, a reduction in</p>

**City of Cayce
FY 14-15**

Capital Equipment/New Initiatives or Services/Personnel

	<p>reading time generates a more efficient reliable reading and billing process and dramatically reduces the read-to-bill intervals. The drive-by radio read system will greatly reduce the hazards that our meter reader technicians are subject to while performing their present reading responsibilities by physically removing them from these hazards. Hazards such as insect bites from spiders, bees, hornets and wasp, scratches from plants, cuts and abrasions from foreign materials in the meter boxes, animal bites and attacks and snake bites. This process will also reduce the need for our staff to enter onto private property.</p> <p>During FY 09 – 10 we stopped purchasing and installing direct read water meters and we now purchase and install AMR water meter for meter replacements and new installations. We have had our two hand-held micro computers converted/upgraded to radio read capability. While our meter technicians are reading their routes the radio read unit automatically collects the meter reading of each AMR meter when the technician approaches an AMR meter eliminating the need for the technician to open that meter box and physically record the meter reading in the micro computer. The technician just walks by this AMR meter location.</p>
<p>Item #5 Estimated Impact on FY 14-15 Budget</p>	<p>\$385,000.00 (per fiscal year for four (4) fiscal years)</p>

City of Cayce
FY 14-15
Capital Equipment/New Initiatives or Services/Personnel

Department	Operation and Maintenance Water Distribution 30-1912-101
Issues	One Additional Crew Leader Position – Valve Maintenance Crews
Justification	A Crew Leader position is needed to form two new 2 man crews for location and maintenance of the City's water distribution valves. Ricardo Haigler from the Wastewater Collection Department will be moved to Water Distribution to fill the new Crew Leader I position for the Valve Maintenance crews. The two additional crews will be responsible for locating and establishing GPS coordinates for all valves in the water distribution system, establishing a numbering system for the valves with a detailed description of each valve, updating our valve location maps, annual maintenance of valves and hydrants and annual flushing of the water distribution system. The addition of the valve maintenance crews will allow the field crews to manage the increasing everyday work load while being proactive by locating missing water valves and decreasing the number of people that are affected by boil water advisories.
Estimated Impact on FY 14-15 Budget	\$0 Transfer of Personnel from Another Department

Department	Operation and Maintenance Water Distribution 30-1912-101
Issues	One Additional Crew Member II Position – Valve Maintenance Crews
Justification	A Crew Member II position is needed for the additional crews. The additional crews will be responsible for locating and establishing GPS coordinates for all valves in the water distribution system, establishing a numbering system for the valves with a detailed description of each valve, updating our valve location maps, annual maintenance of valves and hydrants and annual flushing of the water distribution system. The addition of the valve maintenance crews will allow the field crews to manage the increasing everyday work load while being proactive by locating missing water valves and decreasing the number of people that are affected by boil water advisories.
Estimated Impact on FY 14-15	\$31,000.00 Plus Fringe Benefits

City of Cayce
FY 14-15

Capital Equipment/New Initiatives or Services/Personnel

Budget	
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Department	Operation and Maintenance Water Distribution 30-1912-101
Issues	Two Additional Crew Member I/Operator Trainee Positions – Valve Maintenance Crews
Justification	Two Crew Member I positions are needed for the additional crews. The additional crews will be responsible for locating and establishing GPS coordinates for all valves in the water distribution system, establishing a numbering system for the valves with a detailed description of each valve, updating our valve location maps, annual maintenance of valves and hydrants and annual flushing of the water distribution system. The addition of the valve maintenance crews will allow the field crews to manage the increasing everyday work load while being proactive by locating missing water valves and decreasing the number of people that are affected by boil water advisories.
Estimated Impact on FY 14-15 Budget	\$50,000.00 Plus Fringe Benefits

DATE PREPARED: 1/30/14

DEPT.

WWTP

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT CODE

30-1916

DATE REV #1:

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
SALARY AND WAGES				
30-1916-101	\$561,180	Salary and wages for 13 employees. Includes a proposed WWTP plant maintenance I personnel.	\$535,122	4.9%
OVERTIME				
30-1916-102	\$32,000	Time worked after hours, other than 40 Hr. per week for coverage of holiday and weekend duties @ WWTP (ie: after hours emergency calls for WWTP, Pump Station #1 & #2 for emergency repairs to equipment). Current overtime expenditures reflect decreased solids dewatering operations (membranes, centrifuges, and digesters) to achieve target MLSS concentrations for carousels and overtime for WWTP maintenance staff for possible after hours electrical troubleshooting and corrective maintenance.	\$41,255	-22.4%
PRINTING & OFFICE SUPPLIES				
30-1916-210	\$680	Log books, printed forms, label maker supplies, data sheets, laserjet cartridges for lab and treatment plant. DHEC and EPA record keeping and monthly reporting. Increase due to increased printing of documents from multiple Laserjet printers and increased use of log books to document operations and maintenance of various WWTP systems.	\$525	29.5%
POSTAGE EXPENSE				
30-1916-211	\$270	Mailing SCDHEC and EPA reports on monthly basis.	\$250	8.0%
STATE OF SC PERMIT FEES				
30-1916-213	\$3,250	These fees includes treatment plant and laboratory certification, and covers inspection, analysis, and monitoring done by DHEC over the year.	\$3,250	0.0%
DUES AND MEMBERSHIP				
30-1916-214	\$1,500	Professional membership dues for wastewater treatment personnel (ie, AWWA, SCWEA, WEF); annual certification fees for existing personnel; and additional monies for lower grade operators (4) to sit for certification tests.	\$1,500	0.0%
TRAVEL EXPENSE				
30-1916-215	\$5,000	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required. Specifically to send 2 operators to the Operators Conference in October 2013, the SC Environmental Conference in March 2014, and to attend the Ovivo MBR Operator's Workshop. This will also support ongoing training opportunities to prepare lower grade operators (4) for higher grade certification exams. Additional training for WWTP maintenance personnel to travel and attend equipment repair training classes for new 25 MGD WWTP.	\$4,262	17.3%
AUTO OPERATING EXPENSE				
30-1916-217	\$45,000	Maintenance of vehicles and equipment assigned to the WWTP including fuel, oil, lubricants for 1 sedan, 4 pickup trucks, 2 service trucks, & 3 tractor trailers. Total of 9 vehicles. Also supports	\$45,000	0.0%

DATE PREPARED: 1/30/14

DEPT. WWTP

DATE REV #1:

DEPT CODE

30-1916

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
WATER EXPENSE				
30-1916-218	\$100,000	Potable Water Usage @ WWTP. Increase based on first year's operational use of water at new WWTP.	\$50,000	100.0%
ELECTRIC & GAS EXPENSE				
30-1916-220	\$806,200	Electric power service for operating the WWTP and solids handling facility.	\$740,000	8.9%
TELEPHONE EXPENSE				
30-1916-221	\$27,700	Telephone/Internet service, Verizon cellular/direct connect phone service, leased lines for radio, and pump stations #1 & #2.	\$12,650	119.0%
LUBRICATION SUPPLIES				
30-1916-223	\$3,000	Oils and greases for blowers, pumps, clarifier drives and wastewater pump stations #1 & #2.	\$5,000	-40.0%
SERVICE CONTRACTS				
30-1916-226	\$104,600	<ol style="list-style-type: none"> 1. Annual radio service contract charge. 3. Generators and Switchgear Service Agreement 4. Lawn service agreement 5. Elevator Service Agreement 6. Annual Industrial Scientific Gas Detector INET Insite usage fee 7. Parts Washer Service Agreement 8. Hach DR 2700 Spectrophometer preventative maintenance agreement 9. Fire Alarm Service (Operations & Chlorine Buildings) 10. Plant garbage service 11. Aquarium maintenance service 	\$92,060	13.6%
		Total	\$104,600	
EQUIPMENT REPAIR				
30-1916-227	\$65,000	Equipment repairs for the maintenance of pumps, couplings, drives, blowers, pump stations, bar screen, valves, etc. and annual hoist inspection and repair.	\$30,000	116.7%
BUILDING REPAIRS				
30-1916-228	\$500	Maintenance of buildings at the WWTP and pump station #1	\$800	-37.5%
30-1916-229	\$200,000	Landfilling of sludge that is generated in the wastewater treatment process and water plant alum	\$200,000	0.0%

DATE PREPARED: 1/30/14

DEPT. WWTP

DATE REV #1:

DEPT CODE 30-1916

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
SUDGE DISPOSAL FEES				
30-1916-231	\$3,700	Small tools and implements to repair and maintain the WWTP. Additional electrical tools for Maintenance Tech.	\$3,700	0.0%
ELECTRIC & LIGHT SUPPLIES				
30-1916-236	\$210	Light bulbs for the WWTP and pump stations.	\$210	0.0%
RADIO SUPPLIES				
30-1916-237	\$200	Miscellaneous parts/service for mobile radios.	\$200	0.0%
SAFETY SUPPLIES				
30-1916-238	\$4,150	Raingear, boots, safety glasses, and rubber gloves. New safety equipment needed for the ongoing safety program including calibration gas, parts and repair for portable gas monitor.	\$3,000	38.3%
UNIFORM SUPPLIES				
30-1916-241	\$5,810	Rental of uniforms as needed for 12 employees to include ARC Flash protective uniforms for maintenance personnel. Purchase Cayce logo jackets for employees.	\$4,500	29.1%
JANITORIAL SUPPLIES				
30-1916-244	\$1,000	Hand soaps, mops, brooms, paper towels, bath tissue and floor cleaning supplies. Increase due to additional buildings in new facility.	\$1,000	0.0%
CHEMICAL EXPENSE				
30-1916-248	\$162,910	Purchase of chlorine, sulfur dioxide, polymer, lime, alum, and herbicide.	\$280,000	-41.8%
LABORATORY SUPPLIES				
30-1916-249	\$27,500	Reagents & supplies for the analysis of influent, effluent and pretreatment samples that are required by DHEC and EPA including chlorine, CODs, BODs, fecal coliform, quality control standards and pH reagents. Purchase of unknown WP Interlaboratory/PT study samples as mandated by EPA/DHEC. Analytical balance calibration. Special sampling projects. Resumption of phosphorous analysis required for 25 MGD NPDES limits. Additional costs associated with Town of Lexington & Joint Municipal Commission BOD, TSS & NH3 analysis. Additional monies adjusted for 5.0% anticipated laboratory supply price increases.	\$26,200	5.0%
VEHICLE INSURANCE				
30-1916-262	\$6,500	Insurance on 13 Vehicles/Trailers assigned to the WWTP.	\$9,490	-31.5%
EMPLOYEE TRAINING				
30-1916-264	\$6,608	Short schools, seminars and outside training materials. Certification for employees as as keeping up the number of CEU hours required for operator renewal of their certifications. Additional training required to prepare lower grad operators (4) for higher level certification exams.	\$6,073	8.8%

DATE PREPARED: 1/30/14

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP

DEPT CODE 30-1916

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change																		
Training for maintenance technician on new W/WTP systems.																						
PROFESSIONAL SERVICES	\$25,100	Outside Laboratory analysis for metals, TCLP, toxicity, total phosphorous, PCBs, total nitrogen and monitoring of Cayce's pretreatment accounts. This analysis has to be done by a State of South Carolina certified laboratory. Also extra sampling to investigate any potential operational problems in WWTP water quality, \$7650 for additional monthly chronic and acute toxicity analysis required by NPDES permit toxicity limits.	\$23,900	5.0%																		
MACHINES & EQUIPMENT	\$10,500	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Item #1 Forced air incubator</td> <td style="width: 20%; text-align: right;">3,100</td> <td style="width: 30%;"></td> </tr> <tr> <td>Item #2 Hach HQ440d Benchtop Dissolved Oxygen multi meter</td> <td style="text-align: right;">1,600</td> <td></td> </tr> <tr> <td>Item #3 Ford F-150 F1C</td> <td style="text-align: right;">L/P</td> <td></td> </tr> <tr> <td>Item #4 3 Automatic Door operators for Centrifuge building Rollup Doors</td> <td style="text-align: right;">5,800</td> <td></td> </tr> <tr> <td>Item #5 Used gasoline Utility Golf Cart</td> <td style="text-align: right;">L/P</td> <td></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">Items listed in order of priority. 10,500</td> </tr> </table>	Item #1 Forced air incubator	3,100		Item #2 Hach HQ440d Benchtop Dissolved Oxygen multi meter	1,600		Item #3 Ford F-150 F1C	L/P		Item #4 3 Automatic Door operators for Centrifuge building Rollup Doors	5,800		Item #5 Used gasoline Utility Golf Cart	L/P				Items listed in order of priority. 10,500	\$58,700	-82.1%
Item #1 Forced air incubator	3,100																					
Item #2 Hach HQ440d Benchtop Dissolved Oxygen multi meter	1,600																					
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Item #4 3 Automatic Door operators for Centrifuge building Rollup Doors	5,800																					
Item #5 Used gasoline Utility Golf Cart	L/P																					
		Items listed in order of priority. 10,500																				
SC STATE RETIREMENT CONTRIBUTIONS	\$64,044		\$61,048	4.9%																		
SC STATE PRE-RETIREMENT DEATH	\$894		\$868	3.0%																		
SOCIAL SECURITY	\$45,576		\$44,267	3.0%																		
GENERAL INSURANCE	\$84,016		\$52,897	58.8%																		
WORKERS COMP INSURANCE EXPENSE	\$25,606		\$18,500	38.4%																		
30-1916-822	\$99,618		\$86,263	15.5%																		

DATE PREPARED: 1/30/14

DEPT. W/WTP

DATE REV #1:

DEPT CODE 30-1916

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
MEDICAL INSURANCE EXPENSE				
30-1916-825 UNEMPLOYMENT COMPENSATION EXPENSE	\$2,000		\$2,000	0.0%
30-1916-828 HEALTH REIMBURSEMENT	\$1,500		\$1,500	0.0%
30-1916-830 OPEB EXPENSE	\$6,615		\$6,615	0.0%
30-1916-867 CHRISTMAS BONUS POOL	\$2,580		\$2,280	13.2%
DEPRECIATION	\$550,000		\$0	#DIV/0!
TOTAL 30-1916	\$3,092,517		\$2,454,885	26.0%

Each Line Item request must be thoroughly justified, explained and documented. This means, if the request is under prior year, explain why. If above prior year, explain in detail. This means for any budget increase documentation of specific departmental objectives, projects or additional activities that warrant or necessitate additional cost must be given. Use as many sheets as necessary to explain justification.

City of Cayce

FY 14 - 15

Capital Equipment/New Initiatives or Services/Personnel

Item #1

Department	Utilities – WWTP 30-1916-385
Issue	Fisher Forced Air Incubator, Model 650F
Justification	The WWTP Laboratory has a need for a new forced air incubator. This equipment will be used for E-Coli analysis as part of the new analysis requirements in the new NPDES permit to be issued to the WWTP. The current incubator being used for Fecal Coliform analysis will not meet QA/QC requirements for the change over to E-Coli analysis.
Item #1 Estimated Impact on FY 14-15 Budget	\$ 3,100

Item #2

Department	Utilities – WWTP 30-1916-385
Issue	Hach HQ 440d Bench Top Multi-meter
Justification	The WWTP Laboratory has a need for an additional Hach bench top meter. This meter will support the new LDO Dissolved Oxygen probes used for BOD and can also be used for PH analysis with a simple change out of a probe. This meter be able to provide backup analysis capabilities if the current meter in use requires corrective maintenance (necessitating being sent back to factory).
Item #2 Estimated Impact on FY 14-15 Budget	\$ 1,600

Item #3

Department	Wastewater Treatment Plant 30-1916-385
Issues	Purchase new Ford F-150 F1C
Justification	Truck # 4104 is a 2010 Model Chevrolet Colorado with 45,000 miles on the odometer. As per the fleet manager's recommendation, we need to step down this vehicle. Gary Hubbard proposes to lease a new F-150 extended cab for WWTP Asst. Supt. and step down #4104 to WWTP operator pool truck. #4113 (current operator pool truck), a 1997 Chevy S-10 with 89,500 miles will be sent to State Surplus auction.
Item #3 Estimated Impact	\$23,018 (Annual Lease Payment of \$ 6,023)

City of Cayce

FY 14 - 15

Capital Equipment/New Initiatives or Services/Personnel

on FY 14-15 Budget	
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Item #4

Department	Utilities – WWTP 30-1916-385
Issue	Centrifuge Building Roll Up door electric operators
Justification	The WWTP Centrifuge building has several large roll up doors that are manually operated with chain hoist assemblies. The 2 entrance/exit doors for the Tractor/Trailer bay directly under the centrifuge under hang conveyors are opened numerous times per day (more in cold weather than warm). These doors are very heavy and require vigorous exertion to open. When closing, the chain operation can be dangerous if the door comes down too fast as well. Public Safety as well utilizes another bay to store their 2 river rescue boats so as to close to the boat landing for expedited launch capability. Electric Door operators will provide assistance in opening /closing the 2 often used doors and a faster response to a river rescue emergency for the third door.
Item #4 Estimated Impact on FY 14-15 Budget	\$ 5,800

Item #5

Department	Utilities – WWTP 30-1916-385
Issue	EZGO Gas Industrial Golf cart with work bed
Justification	The WWTP has a need for a golf cart with work bed for travel around the large campus area of the new 25 MGD WWTP. Operators, grounds maintenance personnel, and maintenance staff will need to be able to move efficiently around a large area with the ability to transfer and move moderate loads from remote areas back to the operations, maintenance, and storage buildings. This golf cart will replace vehicle #4146, which is being transferred to the Septage/Oil & Grease facility (30-1920). The WWTP staff plan to find a lightly used vehicle for this purpose with a lease/purchase option (4 year).
Item #5 Estimated Impact on FY 14-15 Budget	\$ 6,200 (Annual Lease Payment of \$ 1,622)

City of Cayce
FY 14-15
Capital Equipment/New Initiatives of Services/Personnel

Department	O&M, WWTP 30-1916-101
Issue	Additional manpower (1) Maintenance Tech I
Justification	<p>The existing Maintenance Tech II with the operators performs all the maintenance required at the Water Treatment Plant and Wastewater Treatment Plant. With the age of the WTP (20+ years) and the complexity of the new WWTP, the existing staff cannot perform all the maintenance required for the City's facilities during a normal work week. The existing Maintenance Tech II averages 16 hours overtime per pay period to complete all maintenance tasks required. The Utilities Department has purchased a Preventive Maintenance Software package to assist staff with insuring maintenance tasks are completed in a timely manner at the new WWTP and the existing WTP. This new program has not been fully implemented to date. The new Septage & Grease Facility will only increase demands on the City's staff, which is scheduled for startup in March 2014.</p>
Recommendation	<p>This additional manpower will be utilized to support the Maintenance Tech II currently on staff for preventative and corrective maintenance of the new plant upgrade, as the size of the plant, equipment complexity increases, and equipment maintenance load will grow accordingly. Additional specialized maintenance skills will be needed to maintain and repair the new equipment/processes being provided as part of the 25 mgd WWTP. Operation of the planned Septage Receiving project will require extra workloads on the operators to maintain the septage receiving/treatment equipment</p> <p>Therefore the addition of one extra maintenance tech at this time will reduce overtime handled by current staff, lessen overall stress, plus allow current staff to revert back to a more normal work week with counted on days off to spend with family members etc. This addition will also allow greater flexibility with the staffing requirements of operating the processes associated with the new WWTP.</p>
Estimated Impact on FY 2014-2015 Budget	\$35,000.00 + fringe benefits

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE REV #1:
DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
SALARY AND WAGES	30-1917-101 \$532,512	Salary and wages for 15 employees. Added an Operator Trainee position to replace a transferred employee.	\$408,913	30.2%
OVERTIME	30-1917-102 \$40,000	Time worked after hours, other than 40 Hr. per week and not being able to leave the task over for the next day due to the nature of the work. Also, to provide service 365 days per year and 24 hours per day.	\$16,100	148.4%
DUES AND MEMBERSHIP	30-1917-214 \$1,875	To allow personnel to join and participate in work related organizations. i.e. WEF, WEASC, and Waste Water Collection Certification fees.	\$910	106.0%
TRAVEL EXPENSE	30-1917-215 \$5,480	To pay for travel and living expenses while attending "out of town" and overnight seminars, meetings, and training sessions. Increase due to employee turn over and lack of collection licensing.	\$2,070	164.7%
AUTO OPERATING EXPENSE	30-1917-217 \$100,000	For fuels, oils, lubricants, parts, maintenance and repair of vehicles. Increase due to larger service area.	\$95,000	5.3%
ELECTRIC & GAS EXPENSE	30-1917-220 \$125,000	Electric power service for operating sewer pump stations. Increase to account for new pump stations to come on line.	\$115,000	8.7%
TELEPHONE EXPENSE	30-1917-221 \$38,200	Telephone service, Verizon cellular/direct connect phone service, (cell and monitoring services for sewer pump stations.) To account for new pump stations to come on line.	\$36,000	6.1%
LUBRICATION SUPPLIES	30-1917-223 \$300	Oils and greases used for pump operation and maintenance.	\$300	0.0%
SERVICE CONTRACTS	30-1917-226 \$15,100	<ol style="list-style-type: none"> 1. Two way radio contract \$63 2. Generator set maintenance and inspection agreement \$5,500 3. Pump station 1 gas detector service contract \$1,500 4. Guard Dog Electric Fence Contract \$3,090 5. P.U.P.S. Contract \$2,555 6. Garbage Service \$1,680 	\$14,388	4.9%
EQUIPMENT REPAIR	30-1917-227 \$135,000	For repair parts and repair of non-titled equipment i.e. pumps, electric motors, saws, hamps, electric control panels, etc. The number of sewer pumps increase annually (120+ pumps at present).	\$103,000	31.1%

DATE PREPARED: 1/30/14

DEPT.

WWC

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT CODE

30-1917

DATE REV #1:

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
HAND TOOLS & SUPPLIES				
30-1917-231	\$6,000	To purchase tools as replacements or as additional as needed, to be used by personnel in the performance of their daily jobs. To replace outdated tools with more efficient tools. Increase due to repair/replacement of worn locating equipment	\$6,000	0.0%
MASONRY/CEMENT SUPPLIES				
30-1917-234	\$1,500	For cement, concrete mix, mortar, sand, bricks, ect Used to repair driveways, sidewalks, build kicker blocks, etc. To cover cost of workload increase.	\$1,500	0.0%
ASPHALT/GRADING SUPPLIES				
30-1917-235	\$25,000	For gravel, asphalt, and flowable fill to repair roads per SCDOT guidelines, driveways and sidewalks after new installations or repairs.	\$25,000	0.0%
RADIO SUPPLIES				
30-1917-237	\$250	Miscellaneous parts/service for mobile radios.	\$250	0.0%
SAFETY SUPPLIES				
30-1917-238	\$6,000	Raingear, boots, safety glasses, rubber gloves, hard hats, traffic cones, barricades. The size of our staff has grown and to account for employee turn over.	\$15,000	-60.0%
UNIFORM SUPPLIES				
30-1917-241	\$4,500	Rental of uniforms as needed for 15 employees.	\$4,200	7.1%
JANITORIAL SUPPLIES				
30-1917-244	\$500	For cleaning products to be used at the Utility Field Operation Center	\$300	66.7%
CHEMICAL EXPENSE				
30-1917-248	\$25,000	To purchase line for sterilizationat sewer spills and various other chemicals used for odor, grease and gas formation control	\$25,000	0.0%
WW COLL. REPAIR EXPENSE				
30-1917-256	\$66,000	For the purchase of all materials used for sewer repair and installation of all sizes of sewer lines and manholes, as well as, all other sewer related work. Allow \$ 15,000 for purchase of elder valve material.	\$50,000	32.0%
TRANSMISSION LINE O&M				
30-1917-257	\$5,000		\$5,000	0.0%
VEHICLE INSURANCE				
30-1917-262	\$8,500	For vehicle insurance. \$ 500 Per vehicle 14 Units.	\$14,236	-40.3%
30-1917-264	\$7,568	For continued education of personnel. WW Collection certification examination fees. Confined space	\$918	724.4%

DATE PREPARED: 1/30/14

DEPT. WWC

DATE REV #1:

DEPT CODE 30-1917

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
EMPLOYEE TRAINING				
and competent person training. Increase due to Department split, employees need more training for job specific duties.				
MACHINES & EQUIPMENT	\$76,200		\$20,000	281.0%

Item #1	2014 Vacuum Truck	L/P		
Item #2	Chevy Silverado 1500	L/P		
Item #3	HD Utility F450	L/P		
Item #4	TC McDonalds PS Discharge Piping Replacement		\$34,300	
Item #5	Maggie Maes PS Rebuild		\$9,400	
Item #6	Mallard Trace PS Rebuild		\$13,000	
Item #7	Electric control panel Cedarfield Pump Station		\$7,000	
Item #8	Electric control panel Davon Pump Station		\$6,500	
Item #9	Kubota RTV Easement Vehicle	L/P		
Item #10	Computer Hardware		\$6,000	
Items listed in order of priority.			\$76,200	

SC STATE RETIREMENT CONTRIBUTIONS			\$45,029	37.3%
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RETIREMENT DEATH BENEFIT			\$640	34.7%
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SOCIAL SECURITY			\$32,651	34.7%
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GENERAL INSURANCE EXPENSE			\$12,175	6.8%
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30-1917-821 WORKERS COMP INSURANCE EXPENSE		Workers Compensation Program Code #7530, Sewage Treatment Plant Rate = 0.0464; Includes 20% discount	\$18,000	59.1%
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30-1917-822 MEDICAL INSURANCE EXPENSE			\$93,452	23.0%
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DATE PREPARED: 1/30/14

DEPT. WWC

DATE REV #1:

DEPT CODE 30-1917

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
30-1917-825 UNEMPLOYMENT COMPENSATION EXPENSE	\$1,000		\$1,000	0.0%
30-1917-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$2,000		\$2,000	0.0%
30-1917-830 OPEB EXPENSE	\$5,411		\$5,411	0.0%
30-1917-867 CHRISTMAS BONUS POOL	\$2,400		\$1,800	33.3%
30-1917-879 SPRINGDALE CONTRACT EXPENSE	\$105,194		\$105,194	0.0%
TOTAL 30-1917	\$1,604,718		\$1,276,437	25.7%

Each Line Item request must be thoroughly justified, explained and documented. This means, if the request is under prior year, explain why. If above prior year, explain in detail. This means for any budget increase documentation of specific departmental objectives, projects or additional activities that warrant or necessitate additional cost must be given. Use as many sheets as necessary to explain justification.

City of Cayce

FY 14-15

Capital Equipment/New Initiatives or Services/Personnel

Item #1

Department	Utilities - O & M Waste Water Collection 30-1917-385
Issues	Vacuum and water jet truck/two way radio, antenna, lights, and accessories.
Justification	This unit will be replacing truck #4105. The #4105 Vac-con truck has been in service since 1995. The truck is worn out and has become very costly to maintain. Truck #4105 will be sold. Per Mike Clayborn
Item #1 Estimated Impact on FY 14-15 Budget	\$330,180 (Annual Lease Payment of \$ 86,393)

Item #2

Department	Utilities O&M Waste Water Collections 30-1917-385
Issue	Purchase Chevy Silverado 1500 WT CC15753
Justification	This unit will be replacing truck #4134. Unit #4134 will be replacing unit #4143. Unit #4143 will be stepped down to the Parks Department. This unit will be utilized by the Waste Water Assistant Field Manager.
Item #2 Estimated Impact on FY 14-15 Budget	\$26,863 (Annual Lease Payment of \$ 7,029)

**City of Cayce
FY 14-15**

Capital Equipment/New Initiatives or Services/Personnel

Item #3

Department	Utilities - O & M Water Distribution 30-1912-385
Issues	Purchase of a HD Truck Extended Cab/Chassis 15,000 LB. GVWR, Gas engine, dual rear wheel, 4x4 Package, service body, two way radio & antenna, bed liner coating and accessories.
Justification	This truck is to replace unit 4141. This unit will be utilized for first line field ops service installing elder valves. Unit 4141 will be stepped down as a spare unit. Per Mike Clayborn, City Fleet Manager
Item #3 Estimated Impact on FY 14-15 Budget	\$40,092 (Annual Lease Payment of \$ 10,490)

Item #4

Department	Utilities-O&M Waste Water Collections 30-1917-385
Issues	Replacement of discharge piping in wet well and valve pit. All valve piping, flanges and hardware, including pump guide rail system. Labor and materials.
Justification	Items above for TC McDonalds pump station. All valves, hardware, piping are corroded beyond repair and is in need of replacement. The replacement of the complete discharge system from pump base to force main are needed. The construction will be turn-key by a contractor. Labor and materials included.
Item #4 Estimated Impact on FY 14-15 Budget	\$34,300

City of Cayce

FY 14-15

Capital Equipment/New Initiatives or Services/Personnel

Item #5

Department	Utilities O&M Waste Water Collections 30-1917-385
Issues	Purchase of(2) ABS Piranha PE – 35/2W,4.7HP,230 Volt, Single Phase with 32’ Power Cables and SS Lifting Bails.(2) Start kits (2) 1-1/4” Guide Rail Assemblies (2) Upper Guide Rail Brackets 316 SS (2) ¼ “ SS Lift Chain w/Shackles 12’ Each (1) Schedule 40 316 SS Guide Rail Pipe (20’) (1) Start up / Installation of Start Kits in Existing Panel
Justification	Items above for Maggie Maes Pump station. Pumps, brackets, bases and guide rail assemblies are in need of replacement. We already have a new panel and piping ready for this installation and these items will complete the total revamp of this pump station.
Item #5 Estimated Impact on FY 14-15 Budget	\$ 9,400

Item #6

Department	Utilities-O&M Waste Water Collections - 30-1917-385
Issues	(1) Vaughan Model V3V-062 Vertical Wet Well Chopper Pump 12 Feet Long.
Justification	The item above will be replacing a pump at Mallard Trace pump station and will be one of the last pumps upgraded to all of our Midland Utilities pump stations that were purchased by the City of Cayce. All of these stations were in distress conditions and neglected for years prior to the City’s purchase. . All of the pump stations have now been upgraded with new and more efficient equipment. The conditions of these pumps have been proven not to be cost efficient to repair as the price supersedes the price of replacement. We have replaced (5) pumps in the past years due to their age and condition.
Item #6 Estimated Impact on FY 14-15 Budget	\$13,000

City of Cayce

FY 14-15

Capital Equipment/New Initiatives or Services/Personnel

Item #7

Department	Utilities-O&M Waste Water Collections - 30-1917-385
Issues	(1) Duplex Pump Control Panel with Alarm Light and Horn in NEMA 3r SS Enclosure with Main and Emergency Breaker, Seal Failure, Elapsed Time Meters, GFI, Space Heater and Appleton # ADR20044200 Amp (Panel Mounted) Generator Receptacle
Justification	Item above for Cedarfield pump station. The current panel is outdated and not sufficient for the pumps. The station has had a small upgrade in the past year and a half with a hp increase from 5 to 7.5 hp. These pumps are more in the middle of the pumping curve and have been proven to be more efficient. Also there is no protection against seal and thermal failure in the existing panel which puts the pumps at risk of failure.
Item #7 Estimated Impact on FY 14-15 Budget	7,000

Item #8

Department	Utilities-O&M Waste Water Collections 30-1917-385
Issues	One (1) Duplex pump control panel with alarm light and horn. In NEMA 3r type 304 – SS Enclosure with main and emergency breakers, seal failure, elapsed time meters, GFI, space heater and Appleton # ADR20044 200 Amp. (Panel Mounted) Generator receptacle.
Justification	Item above for Davon pump station. The current control panel at this location has had multiple problems. It is outdated and not sufficient for the pumps. The station has had a small upgrade in the past year and a half with an increase from 5 to 7.5 hp. These pumps are more towards the pumping curve and have been proven to be more efficient. Also there is no protection against seal and thermal failure in the existing panel which puts the pumps at risk of failure.
Item #8 Estimated Impact on FY 14-15 Budget	\$ 6,500

City of Cayce

FY 14-15

Capital Equipment/New Initiatives or Services/Personnel

Item #9

Department	Utilities O&M Waste Water Collections 30-1917-385
Issue	Purchase Kubota RTV400Ci-H General Purpose Utility Vehicle.
Justification	Item above is a request of a utility vehicle to gain access to the ever so growing Waste Water collections system. This vehicle would be a great asset to the sewer and water systems. We now have limited access to right of ways, easements and other properties due to the overgrowth of miles and miles of the water and sewer systems in and outside of the city limits. It is the City's responsibility to keep all easements clear and accessible Per DHEC recommendation The versatility of this vehicle will prove to be an essential piece of equipment, it will help with sewer overflows, sewer back-ups and sewer clean-up as well as other tasks.
Item #9 Estimated Impact on FY 14-15 Budget	\$8,300 (Annual Lease Payment of \$ 2,168)

City of Cayce
FY 14-15
Capital Equipment/New Initiatives or Services/Personnel

Department	Operation and Maintenance Wastewater Collection 30-1917-101
Issues	One Additional Crew Member I/Operator Trainee Position
Justification	<p>This Crew Member I/Operator Trainee position will fill a position left open when Ricardo Haigler is moved to Water Distribution to fill the new Crew Leader I position for the Valve maintenance crews. Ricardo is now filling in as a Crew Leader I while Robert Morey is deployed overseas.</p> <p>Tim Wemple from the Water Distribution Department will be transferred to Wastewater Collections to provide additional leadership needed in this department.</p>
Estimated Impact on FY 14-15 Budget	\$25,000.00 Plus Fringe

CITY OF CAYCE BUDGET JUSTIFICATION

DATE REV #1:
DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
SALARY AND WAGES				
30-1920-101	\$124,600	Salary and wages for Manager and two Operators	\$38,811	221.0%
OVERTIME				
30-1920-102	\$5,250	Time worked after hours, other than 40 hr. per week due to equipment failure or delay in unloading of vacuum trucks.	\$0	#DIV/0!
PRINTING & OFFICE SUPPLIES				
30-1920-210	\$500	General office supplies, printing, log books, printed forms, data sheets, inkjet cartridges.	\$200	150.0%
POSTAGE EXPENSE				
30-1920-211	\$300	Correspondence to potential customers, SCDFEC and EPA and pretreatment industries	\$100	200.0%
DUES AND MEMBERSHIP				
30-1920-214	\$474	Professional membership dues for septage and grease personnel (ie, SCWEA, WEF) and annual certification fees for existing personnel.	\$236	100.8%
TRAVEL EXPENSE				
30-1920-215	\$1,402	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required.	\$1,402	0.0%
AUTO OPERATING EXPENSE				
30-1920-217	\$11,000	Maintenance of vehicles and equipment assigned to the Septage & Grease Facility including fuel, oil, lubricants for 1 suv and 2 pickup trucks.	\$2,000	450.0%
WATER EXPENSE				
30-1920-218	\$0		\$0	#DIV/0!
ELECTRIC & GAS EXPENSE				
30-1920-220	\$36,000	Estimated power cost for twelve months.	\$12,000	200.0%
TELEPHONE EXPENSE				
30-1920-221	\$2,380	Telephone/Internet service and Verizon cellular phone service for manager and 2-operators	\$600	296.7%
LUBRICATION SUPPLIES				
30-1920-223	\$500	Oils and greases for pumps, motors and beltpress.	\$0	#DIV/0!
30-1920-226	\$1,440	1- 6 yard dumpster for receiving station screenings 3 x per week	\$1,440	\$0 #DIV/0!

CITY OF CAYCE

BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
SERVICE CONTRACTS				
EQUIPMENT REPAIR				
30-1920-227	\$1,500	Equipment repair for maintenance of pumps, motors, screening equipment and grinders.	\$0	#DIV/0!
BUILDING REPAIRS				
30-1920-228	\$400	Maintenance of office, pump room and beltpress building.	\$0	#DIV/0!
SLUDGE DISPOSAL FEES				
30-1920-229	\$27,300	Based one truck load of sludge per week for 12 months.	\$8,400	225.0%
HAND TOOLS & SUPPLIES				
30-1920-231	\$1,500	Purchase of hand tools for new employees	\$1,000	50.0%
ELECTRIC & LIGHT SUPPLIES				
30-1920-236	\$200	Light bulbs for office, pump room and beltpress building.	\$0	#DIV/0!
RADIO SUPPLIES				
30-1920-237	\$0		\$0	#DIV/0!
SAFETY SUPPLIES				
30-1920-238	\$975	PPE for manager and 2-Operators	\$200	387.5%
UNIFORM SUPPLIES				
30-1920-241	\$1,300	Uniform rentals for 3 employees.	\$750	73.3%
JANITORIAL SUPPLIES				
30-1920-244	\$300	Hand soaps, mops, brooms, paper towels, bath tissue and floor cleaning supplies.	\$0	#DIV/0!
CHEMICAL EXPENSE				
30-1920-248	\$26,545	Polymer addition for sludge dewatering.	\$2,250	1079.8%
LABORATORY SUPPLIES				
30-1920-249	\$500	Reagents and supplies for in line ph and conductivity meters at receiving station.	\$0	#DIV/0!
VEHICLE INSURANCE				
30-1920-262	\$1,500	Insurance on 3 Vehicles assigned to the Septage & Grease Facility.	\$0	#DIV/0!

DATE PREPARED: 1/30/14

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Pre-Treatment
DEPT CODE 30-1920

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
EMPLOYEE TRAINING	30-1920-264 \$859	Short schools, seminars and outside training materials. Certification for employees as as keeping up the number of CEU hours required for operator renewal of their certifications.	\$534	60.9%
PROFESSIONAL SERVICES	30-1920-267 \$10,000	Outside analysis for oil and grease on FSEs and test for disposal from pump trucks.	\$0	#DIV/0!
MACHINES & EQUIPMENT	30-1920-385 \$50,000	Item #1 Remodel old WWTP office/lab to convert into office space for septage and grease station employees, maintenance department for WTP and WWTP and City electrician.	\$20,000	150.0%
		Items listed in order of priority.	\$50,000	
SC STATE RETIREMENT CONTRIBUTIONS	30-1920-805 \$13,985		\$4,107	240.5%
SC STATE PRE-RETIREMENT DEATH BENEFIT	30-1920-810 \$195		\$58	236.4%
SOCIAL SECURITY	30-1920-814 \$9,952		\$2,978	234.2%
GENERAL INSURANCE EXPENSE	30-1920-820 \$500		\$0	#DIV/0!
WORKERS COMP INSURANCE EXPENSE	30-1920-821 \$6,468		\$0	#DIV/0!
MEDICAL INSURANCE EXPENSE	30-1920-822 \$22,989		\$5,391	326.4%

DATE PREPARED: 1/30/14

CITY OF CAYCE

DEPT.

Pre-Treatment

DATE REV #1:

DEPT CODE

30-1920

DATE REV #2:

BUDGET JUSTIFICATION

Account Line Item FY 14/15 Request

Justification

FY 13/14 Percent
Appropriation Change

30-1920-825	\$0		\$0	#DIV/0!
UNEMPLOYMENT				
COMPENSATION EXPENSE				

30-1920-828	\$0		\$0	#DIV/0!
HEALTH REIMBURSEMENT				
ACCOUNT EXPENSE				

30-1920-830	\$0		\$0	#DIV/0!
OPEB EXPENSE				

30-1920-867	\$240		\$120	100.0%
CHRISTMAS BONUS POOL				

TOTAL 30-1920	\$361,053		\$101,137	257.0%
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Each Line Item request must be thoroughly justified, explained and documented. This means, if the request is under prior year, explain why. If above prior year, explain in detail. This means for any budget increase documentation of specific departmental objectives, projects or additional activities that warrant or necessitate additional cost must be given. Use as many sheets as necessary to explain justification.

**City of Cayce
FY 14-15**

Capital Equipment/New Initiatives of Services/Personnel

Item #1

Department	O&M, Pre-Treatment 30-1920-385
Issue	Remodel Old WWTP Office
Justification	<p>The City has entered into a construction contract to complete an addition to the Wastewater Treatment Facility specifically designed to treat septage and grease from residential and commercial customers of Lexington County. The projected completion date of the construction project is March 20, 2014. The City will need office space for Pretreatment manager and staff of two operators to maintain records for disposal of Septage and Grease at receiving station and records for new FOG Policy tracking of FSE's .Office space is needed for Maintenance Dept. for the WTP and the WWTP plus the City Electrician.</p> <p>For budgeting purposes we are using \$50,000 as a cost to remodel the old WWTP office.</p>
Item #1 Estimated Impact on FY 14-15 Budget	\$ 50,000

City of Cayce
FY 14-15
Capital Equipment/New Initiatives of Services/Personnel

Department	O&M, Septage 30-1920-101
Issue	Additional manpower (2) Operator C – Environmental Systems
Justification	<p>The City has entered into a construction contract to complete an addition to the Wastewater Treatment Facility specifically designed to treat septage and grease from residential and commercial customers of Lexington County. The projected completion date of the construction project is March 20, 2014. The City will need two qualified individuals to perform daily operational and maintenance tasks associated with the operations of the new facility. Assist with inspection of Grease traps and interceptors within the City of Cayce’s wastewater collection system. Assist with sampling at industrial sites. The new treatment operators would be hired in the summer of 2014.</p> <p>For budgeting purposes, we have assumed that the new position would be a Grade Level 107 position with a projected annual salary of \$35,000 for each operator.</p>
Estimated Impact on FY 2014-2015 Budget	\$70,000 + fringe benefits

DATE PREPARED: 1/30/14

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE REV #1:
DATE REV #2:

DEPT. Non Dept
DEPT CODE 30-1990

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
RETIREE INSURANCE EXPENSE	30-1990-822 \$5,052	Insurance for one retiree.	\$13,233	-61.8%
CAPITAL IMP PROJ RESERVE	30-1990-875 \$140,000	To begin to replenish reserves.	\$100,000	40.0%
CAPITAL EQUIP RESERVE TRN	30-1990-877 \$140,000	To begin to replenish reserves.	\$100,000	40.0%
DEBT SERVICE INTEREST	30-1990-880 \$10,120	Interest on lease purchase of equipment	\$0	0.0%
DEBT SERVICE PRINCIPAL	30-1990-990 \$185,627	Principal on lease purchase of equipment	\$0	0.0%
DEPRECIATION EXPENSE	30-1990-950 \$0		\$298,607	-100.0%
O&M ACTUAL INDIRECT COST	30-1990-993 \$1,500,000		\$1,500,000	0.0%
TOTAL	\$1,980,799		\$2,011,840	-1.5%

Each Line Item request must be thoroughly justified, explained and documented. This means, if the request is under prior year, explain why. If above prior year, explain in detail. This means for any budget increase documentation of specific departmental objectives, projects or additional activities that warrant or necessitate additional cost must be given. Use as many sheets as necessary to explain justification.

ITEM II. A.

I would like to nominate my assistant,
Rachel Worthy (Steen)
for the City of Cayce's WHOLE SOLE award

Often our visitor's one and only contact with the City of Cayce is their visit to Cayce's museum. Their impression must always be a good one and Rachel serves as the perfect "AMBASSADOR" for our visitors. (To date, the museum staff has already entertained visitors from all 50 states and international visitors from more than 40 foreign countries.)

While Rachel is not a Cayce native, she has been a Cayce resident and homeowner for more than 40 years and she proudly calls Cayce her "adopted city." *After her retirement from Colonial Life & Accident Insurance Company where she enjoyed 33 years of service*, her love of history led her to the newly-created **TOUR GUIDE** position here at Cayce Museum in 1993. At Colonial, she had most recently held the position of Customer Service Manager in the Claims Department.

With her warm, welcoming smile, Rachel quickly relates to every museum visitor. She can *quickly build rapport and communicate on any level*, from the retired rocket scientist (who visited the museum last summer) to the smallest child.

Her enthusiasm is contagious. She's positive and professional and represents her beloved "adopted city" well. With a background in the Customer Service field, she understands the value of excellent customer service to everyone who visits the City of Cayce's museum. Rachel has a great work ethic, is always dependable, always on time, and never calls in sick. She is very goal-oriented and the quality of her work is excellent.


1/31/14

Debecca Vance

She recently conducted a guided tour for the board members of the Aiken County Museum who visited the museum, one of whom was the Chairman of that museum's Board of Directors. Their feedback was extremely positive...they all said they not only loved Cayce's museum but they loved their Tour Guide they had as well.

Rachel and I are currently working on a paper that will be a comprehensive history of Cayce. *We are basically writing down the things we say verbally while conducting our guided tours. This is still very much a "work in progress" but it's already up to almost 50 pages. We hope to use this paper for training docents and/or new museum staff members someday.*

For all the above reasons, I think Rachel should be recognized with the WHOLE SOLE AWARD.


1-10-15

**CITY OF CAYCE**

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

COUNCIL MEMBERS
TARA S. ALMOND
EVA CORLEY
TIMOTHY M. JAMES

CITY MANAGER
REBECCA V. RHODES

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

PROCLAMATION

WHEREAS, on March 22, 1972, Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older;

WHEREAS, the Meals on Wheels Association of America established the National March for Meals Campaign in March 2002 to recognize the historic month, the importance of Older Americans Act Senior Nutrition Programs and raise awareness about senior hunger in America;

WHEREAS, the 2014 observance of the March for Meals Campaign provides an opportunity to support Senior Nutrition Programs that deliver vital and critical services by donation, volunteering and raising awareness about senior hunger;

WHEREAS, Senior Nutrition Programs in South Carolina have served our communities for more than 40 years; and

WHEREAS, volunteer drivers for Meals on Wheels programs in South Carolina are the backbone of the program and they not only deliver nutritious meals to homebound seniors and individuals with disabilities, but also caring, concern and attention to their welfare; and

WHEREAS, Senior Nutrition Programs in South Carolina provide nutritious meals to seniors throughout the State and help them avoid premature or unnecessary institutionalization;

WHEREAS, Senior Nutrition Programs in South Carolina provide a powerful socialization opportunity for millions of seniors to help combat loneliness and isolation;

WHEREAS, Senior Nutrition Programs in South Carolina deserve recognition for the contributions they have made and will continue to make to local communities, our State and our Nation; and

WHEREAS, Lexington County Recreation and Aging Commission's Meals on Wheels Program has served our county admirably for 34 years and provides services to over 1,200 older individuals and provides over 140,000 meals to seniors in Lexington County annually.

NOW THEREFORE, I, Elise Partin, Mayor of Cayce, SC, do proclaim March 2014 as March for Meals Month.

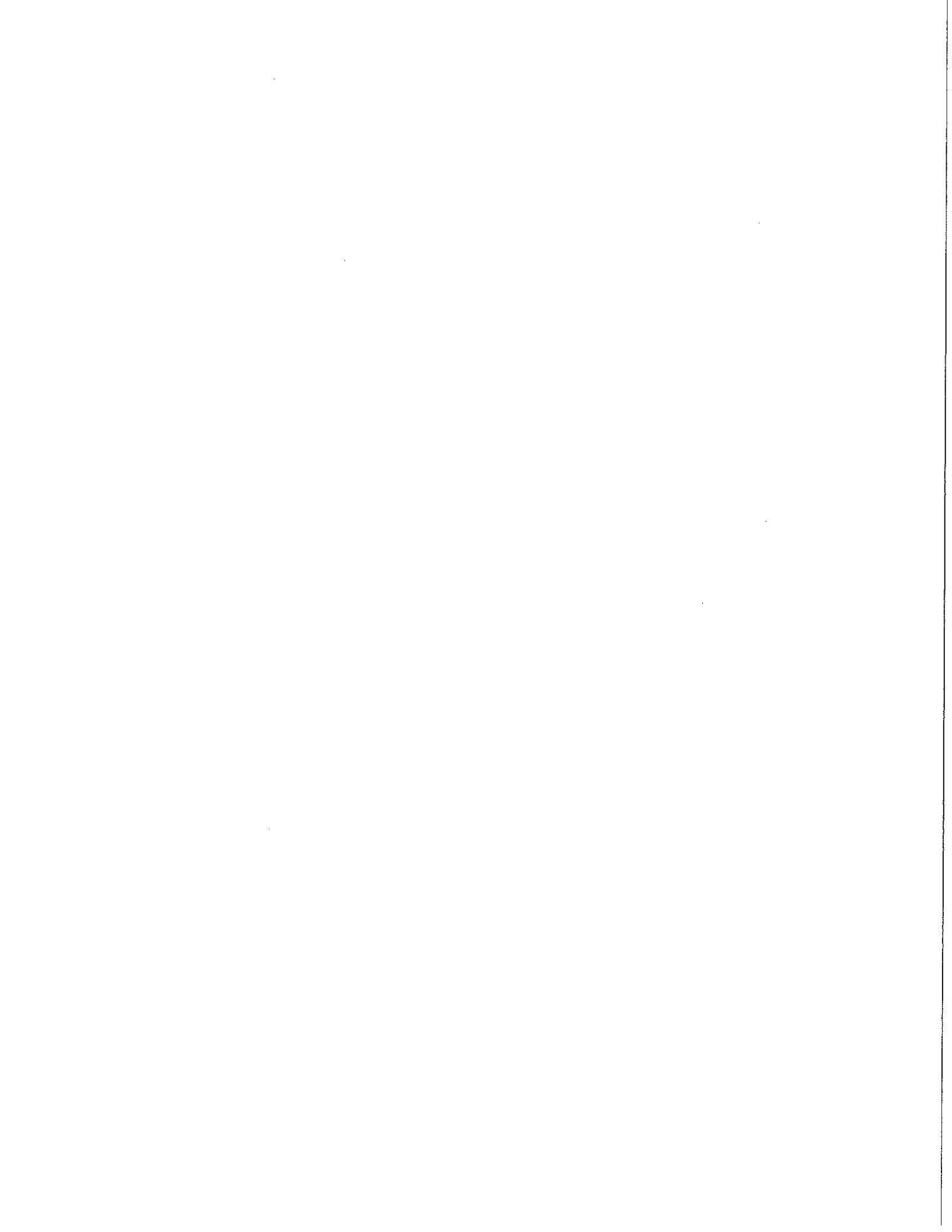
I urge every citizen to take time this month to honor our Senior Nutrition Programs, the seniors they serve and the volunteers who care for them. Our recognition and involvement of the national 2014 March for Meals campaign can enrich our entire community and help end senior hunger in America—*so no senior goes hungry.*

Dated this 4TH day of March 2014

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk



Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Shaun Greenwood, Director P & D
Steve Martin, Building Official

Date: February 26, 2014

Subject: Second Reading of an Ordinance amending Section 10-31 of the City of Cayce Code of Ordinances relating to Technical Codes.

ISSUE

Council approval is needed for the Second Reading of an Ordinance amending Section 10-31 to adopt Chapter 1 of the most recently approved Technical Codes.

BACKGROUND/DISCUSSION

In May 2013, City Council adopted the most recent versions of the Technical Codes that were approved by the Building Codes Council. In adopting these Codes, the City officially started enforcing the new regulations as of July 1, 2013. In order to more effectively enforce all aspects of the most recent Codes, the City is required to adopt Chapter 1 specifically for each code. Chapter 1 gives the specific enforcement authority and due process requirements for each Code. Adopting Chapter 1 for each of these Codes will ensure that the City is in compliance with State Law.

RECOMMENDATION

Staff recommends that Council approve Second Reading of an Ordinance amending the City of Cayce Code of Ordinances to adopt Chapter 1 of the Technical Codes as listed in the Ordinance.

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON)
)
CITY OF CAYCE)

ORDINANCE
Amending Section 10-31 ("Adoption
of codes by reference") of Chapter
10 ("Buildings and Building
Regulations") of the Code of
Ordinances of the City of Cayce

WHEREAS, the Council has determined that it is in the interest of the public and in the interest of the City in administering and enforcing the City's standard technical codes, to clarify the applicability of the administrative chapters and provisions of those codes by specifically adopting all administrative chapters and provisions of those codes,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council, duly assembled, that

Section 10-31 ("Adoption of codes by reference") of the Code of Ordinances of the City of Cayce, contained in Article II ("Technical Codes") of Chapter 10 ("Buildings and Building Regulations"), is hereby amended to add, as an unnumbered paragraph at the end of subsection (a) and following the sentence "All standard codes are adopted with all modifications approved by the South Carolina Codes Council and with no appendices.", the following language:

Adoption of the standard codes listed above specifically includes adoption of the chapters, sections or provisions of the standard codes addressing administrative policies or procedures. In the event of any conflict between such chapters, sections or provisions and other provisions of this section or any other section of the City Code, the City Code shall prevail.

This Ordinance shall be effective from the date of second reading approval by Council.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____ 2014.

Elise Partin, Mayor

Attest:

Mendy Corder, Municipal Clerk

First Reading: 2-4-14

Second Reading and Adoption: _____

Approved as to form:

Danny C. Crowe, City Attorney

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Blake Bridwell, Director of Utilities

Date: February 28, 2014

Subject: Second Reading of an Ordinance to amend the Sewer Use Ordinance as directed by the EPA and to implement a Fats, Oil and Grease Control Policy and Waste Hauler Permitting Program in conjunction with septage and grease receiving facility.

ISSUE

Council's approval is needed for the Second Reading of an Ordinance to amend the Sewer Use Ordinance in order to comply with the findings of an EPA/SCDHEC inspection and to implement a Fats, Oil and Grease (FOG) Control Policy and Waste Hauler Permitting Program.

BACKGROUND/DISCUSSION

In September 2011 the EPA conducted an inspection of the City's pre-treatment program. As part of the findings of that inspection, the EPA requested minor language changes to the City's Sewer Use Ordinance that were adopted by Council on June 1, 2010.

In February of 2011, Mr. Jeff DeBessonnet with SCDHEC contacted the City's former Director of Utilities, Mr. Frank Robinson to ask if the City of Cayce would be willing to enter into the septage/grease receiving and treatment business. Mr. Robinson advised Mr. DeBessonnet that the City would be willing to consider it but only if funding for the development of a septage/grease receiving facility was available without reimbursement (free money). After staff review of the current treatment methods for septage and grease in South Carolina and further negotiations with SCDHEC, the City of Cayce agreed to the construction of a 100,000 gallon per day Septage and Grease Facility to serve Lexington County residential and commercial customers only. Construction of the new Septage and Grease Facility at the City's Regional Wastewater Treatment Facility began in March 2013. At this time, the construction of this facility is nearing completion with an estimated start date of March 2014.

As part of the operation of the new Septage and Grease Facility, staff developed operational and administrative procedures and policies to manage the new facility, including the development of a Fats, Oil and Grease Control policy. The Fats, Oil and Grease (FOG) control policy, which would be a part of our Sewer Use Ordinance, is required by federal, state and local laws in order to control the discharge of FOG into the City's collection system. Limiting the amount of FOG levels entering the City's collection system helps reduce costs related to maintaining the sewer collection system. The City spends a significant amount of money and man hours unclogging and cleaning wastewater collection lines. These costs are passed on to City customers through our sewer rates.

FOG can cause serious problems in the wastewater collection system such as restricting, blocking flow in pipes and damaging pumps at lift stations resulting in potential sanitary sewer overflows (SSO). Blockages in the collection system can cause SSOs to occur in homes, businesses or local waterways which are used for recreational purposes and storm drains; thus creating a health hazard to the public as well as employees with additional costs associated with both cleanup and repairs to damaged properties and equipment in the area. These SSOs have the potential of resulting in fines. Preventing FOG from entering the collection system can help avoid these problems. Any business that regularly prepares food, whether for on-site consumption like restaurants and schools, or for later consumption, like grocery stores, has the potential to add FOG to our wastewater collection system. At this time wastewater from Food Service Establishments contribute to a significant amount of the blockages or SSOs in the City's wastewater collection system.

The FOG Control Policy recommended by staff was developed from FOG control programs currently in use by the Town of Lexington, the Joint Municipal Water and Sewer Commission, the City of Columbia and the City of Rock Hill.

The revised Sewer Use Ordinance includes amendments to the Sewer Use Ordinance after June 2010 (shown in blue text), the requested EPA revisions (shown in red and strikethrough text) and the FOG Control Policy (shown in red text). A brief summary of the revised Sewer Use Ordinance is also provided for Council's review.

RECOMMENDATION

Staff recommends that Council approve Second Reading of the amendment to the Sewer Use Ordinance to comply with EPA requirements and to establish a new Fats, Oil and Grease Control Policy/Waste Hauler Permitting Program.

Summary of Sewer Use Ordinance Changes & Modifications

Changes Associated with EPA Inspection (September 28, 2011)

- Eight general definitions had to be modified in Sec. 1.4 Definitions.
- Sec 2.2 add more specific language regarding PH
- Sec 6.1 modify language regarding sampling requirements
- Clarification to slug control requirements must be referenced in SIU (significant industrial user) control mechanisms.
- Revisions to SNC (significant non compliance) definition
- Modifications to sampling requirements and clarification of the requirement to report all monitoring results.

Modifications Associated with Establishing a FOG Control Program

- Grease, oil, and sand interceptors shall be provided for the proper handling of wastewater containing excessive amounts of grease and oil, which will or tend to cause or contribute to sanitary sewer blockages and obstructions, or sand; except that such interceptors shall not be required for residential users. Food Service Establishments, commercial establishments and other industrial generating wastewater containing fats, oils or greases are subject to this ordinance.
- Grease Traps and Grease Interceptors shall be provided for all restaurants, snack bars, fast food restaurants or carry out food restaurants or any other areas such as service station or residential complex wash racks, automatic car washes or auto service areas, coin laundries, hospitals or other businesses which, in the opinion of the City, deem them necessary to for the proper handling of wastes generated by each business.
- All Grease Traps shall be installed in accordance with the City's most recently adopted version of the International Plumbing Code. Grease Traps and Grease Interceptors shall be installed in accordance with the requirements contained in all applicable local plumbing codes and must be installed by a licensed plumbing contractor. Any Grease Trap and/or Grease Interceptor shall be located in the FSE's lateral sewer line between all fixtures which may introduce Grease into the City's wastewater collection system. Wastewater from domestic facilities and other similar fixtures shall not be introduced into a Grease Trap and/or Grease Interceptor by the FSE.
- All existing FSEs (Food Service Establishments) must have Grease Traps and Grease Interceptors installed and approved by the City in accordance with the City's FOG Control Policy.
- For Existing FSEs operating with Grease Traps and/or Grease Interceptors that were installed prior to the effective date of this ordinance, these FSEs will generally be permitted to operate

and maintain existing Grease Traps and Grease Interceptors provided they are in proper operating condition.

- New FSEs are any FSE's that are undergoing a change of use which necessitates the issuance of a new SCDHEC food service permit or are newly constructed and include existing FSE's expansion or renovation to provide food services are required to install Grease Traps and/or Grease Interceptors.
- All FSEs are required to operate, maintain, clean, and repair their Grease Traps and Grease Interceptors according to and in compliance with all applicable provisions contained within the City of Cayce's FOG Control Policy herein attached.
- Each FSE shall maintain records required by the City of Cayce's FOG Control Policy.
- The FOG Control Policy is adopted with the ordinance from which this section is derived. The Superintendent is authorized to make amendments to the FOG Control Policy provided that any major amendments shall be approved by city council.
- The objective of this Policy is to aid in administration of the City of Cayce's Fats, Oils, and Grease Ordinance ("FOG Ordinance") designed to reduce the introduction and accumulation of fats, oils, and greases into the municipal wastewater collection system. This Policy establishes uniform permitting, maintenance and monitoring requirements for controlling the discharge of grease from food service facilities discharging into the wastewater collection system and for regulation of commercial grease haulers operating within the City of Cayce's collection system.
- All GRD (Grease Removal Devices) plans and specifications must be reviewed and approved by the City of Cayce Inspection Department and the Industrial Pretreatment Program prior to installation. Prior to placing any new GRD into operation, the Cayce Inspection Department and the Industrial Pretreatment Division shall inspect the GRD to assure compliance of approved GRD. No New FSE will be allowed to initiate operations until proper Grease Traps and/or Grease Interceptors, as appropriate, are installed by the FSE in accordance with this ordinance, and are approved by the City.
- Each FSE shall have its grease interceptor(s) pumped at a minimum frequency of once every 90 days.
- Wastes removed from each grease interceptor shall be disposed of at a facility permitted to receive such wastes or at a location designated by the City for such purposes.
- All FSE shall be required to apply for and obtain a "Grease Discharge Permit" (GDP) from the City. The GDP shall be in addition to any other permits, registrations, or occupational licenses which may be required by federal, state, or local law. It shall be a violation of this Policy for any FSE identified by the City to discharge wastewater containing fats, oils, and grease to the City's wastewater collection system without a current GDP.
- The Superintendent or his designee shall maintain records of blockages to assist in determining the effectiveness of the FOG Ordinance and this Policy.

- The Superintendent shall inspect FSE on both an unscheduled and unannounced basis or on a scheduled basis after a GDP has been issued to verify continued compliance with the requirements of this Policy. FSEs with GRDs are responsible for having qualified staff on hand during any inspection to open and close the grease removal devices. The Superintendent shall also determine if all Best Management Practices agreed upon and noted in the permit issued to the facility have been implemented. Inspections shall include all: equipment, food processing and storage areas and shall include a review of the processes that produce wastewater discharged from the facility through the grease interceptor/trap. The Superintendent shall also inspect the interceptor/trap maintenance logbook and file, other pertinent data, the grease interceptor/trap and may check the level of the interceptor/trap contents and/or take samples as necessary. The Superintendent shall record all observations in a written report.

Establishing a Septage & Grease Haulers Program

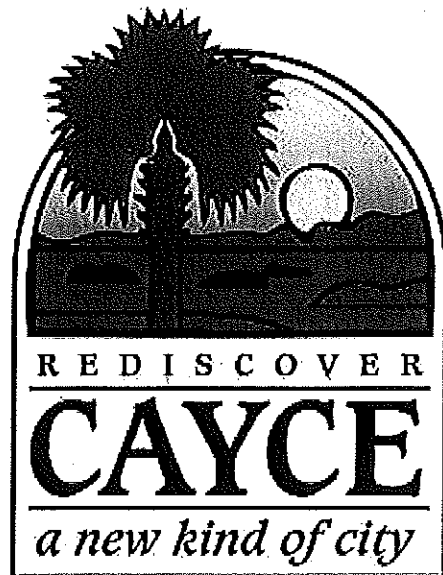
- Any person, firm, or business interested in collecting, pumping or hauling grease interceptor wastes from FSE connected to the City's sewer collection system who does not hold and maintain a current "Waste Hauler Permit (WHP)" shall be required to apply for and obtain a "Waste Hauler Permit (WHP)" from the City and registration for each vehicle used in hauling operations. The Superintendent shall approve, deny, or approve with special conditions all applications for WHP in accordance with the policies and regulations established in this Policy. It shall be unlawful for any identified grease hauler to clean or pump out grease interceptors on the City's system without a current WHP.
- Each WHP approved by the City shall be effective for the calendar year in which it is issued, and may include special conditions as required by the City. The WHP required by the City shall be in addition to any other permits, registrations, or occupational licenses which may be required by federal, state, and local agencies having lawful jurisdiction. The WHP is not transferable.
- Waste haulers must certify that grease was disposed of in accordance with the provisions of this Policy. Waste removed from each grease interceptor shall be disposed of at a facility permitted to receive such waste or at a location designated by the City for such purposes. Neither grease nor solid materials removed from interceptors shall be returned to any grease interceptor, private sewer line, or to any portion of the City's wastewater collection system or water reclamation facilities without prior written permission from the Superintendent. A violation of this section shall result in an immediate revocation of the WHP in addition to any other enforcement action taken. Such waste shall not violate Section 2 of this ordinance or any other requirements established by the City. The City will only accept septic and grease waste from Lexington County residential and commercial properties. The City shall accept approved waste loads at its Septage/Oil/Grease Receiving Station located within the Wastewater Treatment Plant at 539 old State Road, Cayce, SC 29033. The Superintendent may approve the disposal of septic and grease wastes collected from other locations on a case by case basis.

- The Superintendent shall require haulers of industrial, septic and grease waste to be registered with the City, to obtain a City business license and to obtain wastewater discharge permits. The Superintendent also may prohibit the disposal of hauled industrial waste. The discharge of hauled industrial waste is subject to all other requirements of this ordinance. All such discharges are subject to the appropriate fees as described in Sections 14 and 15 of this ordinance. Waste Haulers will not be allowed to discharge hauled waste at the City's Wastewater Treatment Plant without prior payment of fees and charges, as established herein.

Rates & Fees Associated with the FOG Control Program

- FSE Annual grease discharge permit \$0.00
- Variance fee \$0.00
- FSE First re-inspection (violation) fee \$250.00
- FSE Successive re-inspection (violation) fee \$500.00
- Annual Waste Hauler Permit \$250.00
- Septic Waste Disposal fee \$0.10 per gallon
- Grease Waste Disposal fee \$0.12 per gallon
- Waste Testing fee \$0.00
- Hauler Truck Cleaning fee \$50.00

SEWER USE ORDINANCE
CITY OF CAYCE, SC
(Revised December 2013)



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APPENDIX A – FATS, OIL AND GREASE CONTROL POLICY

CITY OF CAYCE SEWER USE ORDINANCE

SECTION 1 - GENERAL PROVISIONS

1.1 Purpose and Policy

This ordinance sets forth uniform requirements for users of the Publicly Owned Treatment Works for the City of Cayce and enables the City to comply with all applicable State and Federal laws, including the Clean Water Act (33 United States Code § 1251 *et seq.*) and the General Pretreatment Regulations (40 Code of Federal Regulations Part 403). The objectives of this ordinance are:

- A. To promote and protect the health and safety of the citizens of the City of Cayce;
- B. To prevent the introduction of pollutants into the City of Cayce Publicly Owned Treatment Works that will interfere with its operation;
- C. To prevent the introduction of pollutants into the City of Cayce Publicly Owned Treatment Works that will pass through the Publicly Owned Treatment Works, inadequately treated, into receiving waters, or otherwise be incompatible with the Publicly Owned Treatment Works;
- D. To protect both City of Cayce Publicly Owned Treatment Works personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
- E. To promote reuse and recycling of industrial wastewater and sludge from the City of Cayce Publicly Owned Treatment Works;
- F. To aid in preventing the introduction and accumulation of fats, oils, and greases into the municipal wastewater system which will or tend to cause or contribute to sanitary sewer blockages and obstructions;
- G. To provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the City of Cayce Publicly Owned Treatment Works; and
- H. To enable the City to comply with its National Pollutant Discharge Elimination System permit conditions, sludge use and disposal requirements, and any other Federal or State laws to which the City of Cayce Publicly Owned Treatment Works is subject.

This ordinance applies to all users of the City of Cayce Publicly Owned Treatment Works, whether directly or indirectly contributing. The ordinance authorizes enforcement of general requirements for users and issuance of wastewater discharge permits; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires user reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

1.2 Administration

Except as otherwise provided herein, the Superintendent shall administer, implement, and enforce the provisions of this ordinance. Any powers granted to or duties imposed upon the Superintendent may be delegated by the Superintendent to other City personnel. Any request for a modification or variance to the following requirements of this ordinance shall be in writing and shall provide the information set forth herein along with any information required by the FOG Control Policy.

1.3 Abbreviations

The following abbreviations, when used in this ordinance, shall have the designated meanings:

- BMP - Best Management Practice
- BOD - Biochemical Oxygen Demand
- CFR - Code of Federal Regulations
- COD - Chemical Oxygen Demand
- EPA - U.S. Environmental Protection Agency
- FOG - Fats, Oils and Greases
- FSE - Food Service Establishment
- gpd - gallons per day
- IU - Industrial User
- mg/l - milligrams per liter
- NPDES - National Pollutant Discharge Elimination System
- POTW - Publicly Owned Treatment Works
- RCRA - Resource Conservation and Recovery Act
- SCDHEC - South Carolina Department of Health and Environmental Control
- SIC - Standard Industrial Classification
- TSS - Total Suspended Solids
- U.S.C. - United States Code

1.4 Definitions

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this ordinance, shall have the meanings hereinafter designated.

Act or "the Act." The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. § 1251 *et seq.*

Approval Authority. The State of South Carolina.

Authorized Representative of the User.

- (1) If the user is a corporation:
 - (a) The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
 - (b) The manager of one or more manufacturing, production, or operation facilities employing more than two hundred fifty (250) persons or having gross annual sales or expenditures exceeding twenty-five (25) million dollars (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (2) If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.
- (3) If the user is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
- (4) The individuals described in paragraphs 1 through 3, above, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the City.

Best Management Practices or BMP. Management and operational procedures that are intended to prevent pollutants from entering a facility's waste stream or from entering a discharge point. BMPs are also schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce pollution. BMPs can also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage plus alternative means of complying with certain established categorical Pretreatment Standards and effluent limits as established in the Code of Federal Regulations.

Biochemical Oxygen Demand or BOD. The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at 20° centigrade, usually expressed as a concentration (e.g., mg/l).

Categorical Pretreatment Standard or Categorical Standard. Any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the Act (33 U.S.C. § 1317) which apply to a specific category of users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405-471.

Categorical User. Any user whose discharge is covered under the categorical pretreatment standard.

City. The City of Cayce.

Direct Discharge. The discharge of treated or untreated wastewater directly to the waters of the State

of South Carolina.

Domestic Waste. Any liquid from bathrooms, shower rooms, toilet rooms, kitchens, laundry facilities located in residences, apartments, hotels, motels, restaurants, cafeterias, office buildings, schools, and commercial establishments. It also includes similar wastes from industries when separated from industrial waste.

Environmental Protection Agency or EPA. The U.S. Environmental Protection Agency or, where appropriate, the Regional Water Management Division Director, or other duly authorized official of said agency.

Existing Source. Any source of discharge, the construction or operation of which commenced prior to the publication by EPA of proposed categorical pretreatment standards, which will be applicable to such source if the standard is thereafter promulgated in accordance with Section 307 of the Act.

Excessive Foaming. Foaming that can not be contained within the POTW or adversely affects the operation of it.

Fats, oils, and greases means organic polar compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules and non polar compounds (petroleum origin) which are in excess of one hundred (100) mg/l or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150) degrees Fahrenheit (zero (0) and sixty five (65) degrees centigrade). These substances are detectable and measurable using analytical test procedures established in 40 CFR 136, as may be amended from time to time. All are sometimes referred to herein as "grease" or "greases" or "FOG".

FOG Control Policy means the written plan and procedures by which the superintendent implements and enforces the FOG control and management program established herein. The policy applies to FOG Control Policy violations and matters of program noncompliance. Penalties for specific and programmatic infractions are addressed in the policy and set forth in the city's fee schedule.

Food Service Establishments or "FSE" means those establishments primarily engaged in activities of preparing, serving, or otherwise making available for consumption foodstuffs and that use one or more of the following preparation activities: cooking by frying, baking, grilling, sautéing, rotisserie cooking, broiling, boiling blanching, roasting, toasting, or poaching, and infrared heating, searing, barbecuing, and any other food preparation or serving activity that produces a hot, non-drinkable food product in or on a receptacle requiring washing to be reused and any other facility which in the sole discretion of the Superintendent, must install a Grease Trap or Grease Interceptor prior to discharging kitchen or food preparation wastewater into the City of Cayce's wastewater collection system.

Grab Sample. A sample which is taken from a wastestream without regard to the flow in the wastestream and over a period of time not to exceed fifteen (15) minutes.

Gray Water means all the liquid contained in a Grease trap or Grease Interceptor that lies below the floating grease layer and above the bottom solids.

Grease Hauler means any a person or entity that collects the contents of Grease Traps and/or Grease

Interceptors and transports the contents to an approved recycling or disposal facility. A Grease Hauler may also provide other services to FSE's related to Grease Trap and/or Grease Interceptor cleaning.

Grease Trap is a device located within an FSE designed to collect, contain, separate, or remove Grease from the waste stream while allowing the sub-straight waste or Gray Water to discharge to the wastewater collection system by gravity. Also known as a grease removal device (GRD).

Grease Interceptor is a vault located outside or inside of an FSE or IU designed to collect, contain, separate, or remove grease, sand fats, wax, flammable liquids, oils of hydrocarbon or petroleum origin and substances which may solidify or become viscous in the system from the waste stream while allowing the sub-straight waste or Gray Water to discharge to the wastewater collection system by gravity. Also known as a grease removal device (GRD).

Headworks Analysis. Determines the maximum amounts of various pollutants that could be discharged at the headworks of the POTW without violating the receiving stream limits. This analysis is based on the minimum flow of the receiving stream, discharges from other POTW's to the receiving stream, and contributions from all users to the City POTW. The Head Works Analysis is updated from time to time.

Indirect Discharge or Discharge. ~~The discharge of treated or untreated wastewater~~ introduction of pollutants into the POTW from any domestic or non-domestic source regulated under section 307(b),(c) or (d) of the Act

Industrial User or "IU". A source of indirect discharge which does not constitute a "discharge of pollutants" under regulations issued pursuant to Section 402, of the Federal Water Pollution Control Act (33 U.S.C. 1342).

Industrial Waste. Liquid waste from industrial processes.

Instantaneous Maximum Allowable Discharge Limit. The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of any discrete or composited sample collected, independent of the industrial flow rate and the duration of the sampling event.

Interference. A discharge, which alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and including an increase in the magnitude or duration of a ~~is a cause of a~~ violation of the City's NPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent State or local regulations: Section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.

May. Is permissive.

Medical Waste. Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

Minimum design capability is the design features of a grease interceptor and its ability or volume required to effectively intercept and retain grease and settled solids from grease-laden wastewater prior to discharge to the public sanitary sewer.

Net Adjustment. Adjustment made to the user's Pretreatment Standard(s), based on the concentration of pollutant(s) in the user's intake water pursuant to Part 403.15 of 40 CFR.

New Source.

- (1) Any building, structure, facility, or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under Section 307(c) of the Act which will be applicable to such source if such standards are thereafter promulgated in accordance with that section, provided that:
 - (a) The building, structure, facility, or installation is constructed at a site at which no other source is located; or
 - (b) The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or
 - (c) The production or wastewater generating processes of the building, structure, facility, or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the existing source, should be considered.
- (2) Construction on a site at which an existing source is located results in a modification rather than a new source if the construction does not create a new building, structure, facility, or installation meeting the criteria of Section (1)(b) or (c) above but otherwise alters, replaces, or adds to existing process or production equipment.
- (3) Construction of a new source as defined under this paragraph has commenced if the owner or operator has:
 - (a) Begun, or caused to begin, as part of a continuous on-site construction program
 - (i) any placement, assembly, or installation of facilities or equipment; or
 - (ii) significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or
 - (b) Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual

obligation under this paragraph.

Noncontact Cooling Water. Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product, or finished product.

Pass Through. A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause for violation of any requirement of the City's NPDES permit, including an increase in the magnitude or duration of a violation.

Person. Any individual, partnership, copartnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all Federal, State, and local governmental entities.

Permit is a document that confirms approval issued by the Superintendent. The User is required to keep the Permit on the premises and produce it upon request of the Superintendent.

pH. Logarithm of the reciprocal of the weight of hydrogen ions in moles (gram moles) per liter of solution.

Pollutant. Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, or odor).

Pollution. The man-made or man-induced alteration of the chemical, physical, biological, and radiological integrity of water.

Pretreatment. The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants unless allowed by an applicable pretreatment standard.

Pretreatment Program. A set of procedures designed to help achieve the City the objective listed in Section 1.1 of this document.

Pretreatment Requirements. Any substantive or procedural requirement related to pretreatment imposed on a user, other than a pretreatment standard.

Pretreatment Standards or Standards. Pretreatment standards shall mean prohibited discharge standards, categorical pretreatment standards, and local limits.

Prohibited Discharge Standards or Prohibited Discharges. Absolute prohibitions against the discharge of certain substances; these prohibitions appear in Section 2.2 of this ordinance.

Publicly Owned Treatment Works or POTW. A "treatment works," as defined by Section 212 of the City of Cayce Sewer Use Ordinance

Act (33 U.S.C. §1292) which is owned by the City. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant.

Receiving Stream. Is that body of water, stream, or watercourse receiving the discharge from a waste treatment plant, or that body of water, stream, or watercourse formed by the effluent from a waste treatment plant.

Recurring Violation. A minimum of three (3) violations of a similar nature in any six (6) consecutive month period.

Septic Tank Waste. Any sewage from holding tanks such as vessels, chemical toilets, campers, trailers, and septic tanks.

Sewage or wastewater. ~~Human excrement and gray water (household showers, dishwashing operations, etc.).~~ Shall mean a combination of the water-carried wastes from residences, business buildings, institutions and industrial establishments together with any groundwater, surface water, and storm water that may be present.

Shall. Is mandatory.

Significant Industrial User.

- (1) A user subject to categorical pretreatment standards; or
- (2) A user that:
 - (a) Discharges an average of twenty-five thousand (25,000) gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
 - (b) Contributes a process waste stream which makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
 - (c) Is designated as such by the City on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.
- (3) Upon a finding that a user meeting the criteria in Subsection (2) has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the City may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 CFR 403.8(f)(6), determine that such user should not be considered a significant industrial user.

Significant Noncompliance. Criteria used to identify important violations and/or patterns of noncompliance with the discharge limits or other provisions of the City Sewer Use Ordinance as defined in Section 9 of this ordinance.

Slug Load or Slug. Any discharge at a flow rate or concentration which could cause a violation of the
City of Cayce Sewer Use Ordinance

prohibited discharge standards in Section 2.2 of this ordinance.

Standard Industrial Classification (SIC) Code. A classification pursuant to the *Standard Industrial Classification Manual* issued by the United States Office of Management and Budget.

Storm Water. Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.

Superintendent. The person designated by the City to supervise the operation of the POTW, and who is charged with certain duties and responsibilities by this ordinance, or a duly authorized representative.

Suspended Solids. The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and which is removable by laboratory filtering.

Toxic Pollutant. Any pollutant or combination of pollutants listed as toxic in regulations promulgated by the Administrator of the Environmental Protection Agency under the provisions of CWA(a) or other Clean Water Acts.

Toxicity Test. A procedure approved by SCDHEC, in which the responses of aquatic organisms are used to measure or detect the presence or effects of one or more substances, wastes, or environmental factors, alone or in combination.

User.

- (1) A source of indirect discharge.
- (2) Is the responsible person or entity for the FSE operations or in the case of the individual FSE, the owner or proprietor of the food service operation. Where the FSE is a franchise operation, the owner of the franchise is the responsible person or entity. Where the FSE operation is owned by a corporation, the corporate representative is the responsible entity. Where two or more FSE share a common grease interceptor, the User shall be the individual who owns or assumes control of the grease interceptor or the property on which the grease interceptor is located.

Utility Rate Schedule. A document updated from time to time which establishes the exact amounts of all categories of fees based upon various criterion such as meter sizes, flow, or other suitable criteria for the fee identified.

Waste Load Allocation. Is the establishment of flows, and pollutant limits and loads for the proposed non-domestic discharges based on the POTW Head Works Analysis which is updated from time to time.

Wastewater. Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

Wastewater Collection System. That portion of the POTW which collects and conveys wastewater to the wastewater treatment plant, which consists of gravity or force mains, pumps, and other appurtenances.

Wastewater Treatment Plant or Treatment Plant. That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.

1.5 Relationship of Ordinance to Wastewater Services Agreements

As to a User which also is a "Purchaser" within the meaning of the Wastewater Services Agreement among the City of Cayce, Town of Lexington and the Joint Municipal Water and Sewer Commission dated August 28, 2009, as amended ("the 2009 Agreement"), the terms and provisions of the 2009 Agreement and the Purchaser's Wastewater Contribution Permit shall control over any conflicting terms and provisions of this ordinance. The City of Cayce acknowledges that the Town of Lexington and the JMW&SC each have a FOG program in place and are administering and overseeing these FOG Programs. Nothing in this Sewer Use Ordinance, or its exhibits hereto, shall impose additional requirements relating to these FOG programs of the Town of Lexington or JMW&SC, including, but not limited to, the provisions of paragraph 3.2 below.

SECTION 2 GENERAL SEWER USE REQUIREMENTS

2.1 General Standards

- A. Within City limits, if sewer service is available within a distance of two hundred and fifty (250) feet from the property boundary, the property owner shall tie-on to the City sewer line. In case of an existing building, the property owner shall initiate sewer service application process within one hundred and eighty (180) days from the date of sewer availability or the adoption of this ordinance, whichever is later, according to Section 2.1B of this ordinance, provided that the existing septic tank is in working order. All newly constructed buildings shall be connected to the City sewer, if sewer service is available prior to the issuance of a certificate of occupancy. In the event that an owner does not tie on to sewer service, if available, the City shall charge for sewer service as if the service is being used pursuant to Sections 14 and 15. Property owners who, as of December 1, 2011, are known to the City not to be connected to, and discharging sewer into, the sewer system shall have the option to elect, in writing, to discontinue payment of the availability charge described in this subsection A but, upon exercise of that option, and any subsequent connection to the sewer system, shall be subject to payment of the then current fees described in subsection B. Property owners who do not discontinue payment of the sewer availability charge described in this subsection A shall be entitled, upon any subsequent connection to the sewer system, to a credit of the amount of subsection A charges paid against, but not to exceed, the amount of any subsection B fees due. Sewer service using privies, cesspools, and/or septic tanks is prohibited in the areas serviced by the City sewer. Existing septic tanks may not be repaired, modified, pumped out or in any way maintained in areas serviced by City of Cayce sewer. Septic tank owners will be required to initiate sewer service application process immediately upon expiration of septic tank capacity provided sewer service is available.
- B. Any person desiring to connect with the City's sanitary sewer system shall obtain a permit for such connection upon paying applicable fees and according to the procedure outlined in Section

4.4 of this ordinance.

- C. Every building having plumbing fixtures installed intended for human habitation, occupancy, or use on premises abutting on a street, alley, or easement in which there is a public sewer shall have a separate connection with the City sewer, except by special permits in accordance with City of Cayce Code 40-99 adopting Southern Building Code. This ordinance is in Section 701.2 of Southern Building Code. Reuse of building sewers is not permitted, unless approved by the Superintendent.
- D. Building sewer line work shall not be commenced until the plans and specifications have been approved by City of Cayce. Such work shall be performed under the supervision and to the satisfaction of the City of Cayce as outlined in City of Cayce Code Section 40-98. All building sewer line materials, grades, and sizes shall be according to the City of Cayce Code Section 40-99, which adopts the Southern Building Code. This ordinance is covered by Standard Plumbing Code Sections 7 - Sanitary Drainage. Sewer line construction or maintenance work shall follow the Occupational Safety and Health Administration Safety Standards as outlined in 29 CFR 1910.
- E. If a user located within another municipal jurisdiction contributes wastewater to the City of Cayce POTW, the user's building sewer work shall be performed according to Section 2.1D of this ordinance. Failure to comply with this provision will result in refusal of sewer service by the City of Cayce.
- F. Septic tank services or other maintenance services may not contract for the removal of septic tank sludge or any maintenance of septic tank on any property serviced by City sewer. Any company or firm which violates this provision shall be subjected to the same fines and other enforcement actions that are applicable to the user or septic tank owner.

2.2 Prohibited Discharge Standards

- A. General Prohibitions. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other National, State, or local pretreatment standards or requirements.
 - (1) No person shall discharge septic tank effluent or cesspool overflow to any open drain, ditch, stream, or well penetrating waterbearing formations, if cesspools and septic tanks are allowed in areas where no sewer service is available.
 - (2) No user shall introduce or cause to be introduced into the POTW:
 - (a) Any pollutant or wastewater which causes pass through or interference;
 - (b) Any pollutant or wastewater to which water is added for the purpose of diluting wastes that would otherwise exceed applicable maximum concentration limitations for any wastewater constituent; or
 - (c) Any substance which will cause the POTW to violate its NPDES permit or the receiving

water quality standards.

B. Specific Prohibitions. No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:

- (1) Pollutants which create a fire or explosive hazard in the POTW, including, but not limited to, wastestreams with a closed-cup flashpoint of less than 140°F (60°C) using the test methods specified in 40 CFR 261.21;
- (2) Pollutants which will cause corrosive structural damage to the POTW, but in no case discharges with ~~Wastewater having a pH less~~ lower than 5.0 or more than 10.0, unless the works is specifically designed to accommodate such discharges;
- (3) Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in interference but in no case solids greater than one-half inch (1/2") or 1.25 centimeter (1.25 cm) in any dimension;
- (4) Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW;
- (5) Wastewater having a temperature greater than 150°F (65°C), or which will inhibit biological activity in the treatment plant resulting in interference, but in no case wastewater which causes the temperature at the introduction into the treatment plant to exceed 104°F (40°C);
- (6) Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through;
- (7) Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems;
- (8) Trucked or hauled pollutants, except at discharge points designated by the Superintendent in accordance with Section 3.4 of this ordinance;
- (9) Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair;
- (10) Wastewater which imparts color which cannot be removed by the treatment process at the POTW, such as, but not limited to, dye wastes and vegetable tanning solutions;
- (11) Wastewater containing any radioactive wastes or isotopes except in compliance with applicable State or Federal regulations;
- (12) Storm water, surface water, groundwater, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and other unpolluted discharges, unless specifically authorized by the Superintendent;

- (13) Sludges, screenings, or other residues from the pretreatment of industrial wastes;
- (14) Medical wastes, except as specifically authorized by the Superintendent in a wastewater discharge permit;
- (15) Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail a toxicity test;
- (16) Detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW;
- (17) Fats, oils, or greases of animal or vegetable origin in concentrations greater than limits established in Section 2.4;
- (18) Wastewater causing two readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than five percent (5%) or any single reading over ten percent (10%) of the Lower Explosive Limit of the meter.
- (19) Discharge of sanitary wastewater into the storm sewer system without exception.

Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW.

2.3 National Categorical Pretreatment Standards

The categorical pretreatment standards found at 40 CFR Chapter I, Subchapter N, Parts 405-471 are hereby incorporated.

- A. Where a categorical pretreatment standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, the Superintendent may impose equivalent concentration or mass limits in accordance with R.61-9.403.6(d)(2).
- B. When wastewater subject to a categorical pretreatment standard is mixed with wastewater not regulated by the same standard, the Superintendent shall impose an alternate limit using the combined wastestream formula in R.61-9.403.6(f).
- C. A user may obtain a variance from a categorical pretreatment standard if the user can prove, pursuant to the procedural and substantive provisions in R.61-9.403.13, that factors relating to its discharge are fundamentally different from the factors considered by EPA when developing the categorical pretreatment standard.
- D. A user may obtain a net adjustment to a categorical standard in accordance with R.61-9.403.15.

2.4 State Pretreatment Standards

Any applicable pretreatment standards as adopted by the State of South Carolina are hereby

incorporated as if fully listed herein.

2.5 Local Pretreatment Limits

Pollutant limits are established to protect against pass through and interference, and to comply with State and Federal Regulations. No person shall discharge wastewater containing in excess of the maximum allowable discharge limits as identified in the most current Industrial User wastewater discharge permits.

These limits apply at the point where the wastewater is discharged to the POTW. All concentrations for metallic substances are for "total" metal unless indicated otherwise. The Superintendent may impose mass limitations for a few or all pollutants, in addition to, or in place of, the concentration-based limitations listed in the Headworks Analysis in accordance with the pretreatment program.

2.6 Discrepancy between Limits

In the event that a discrepancy occurs between one or more of the discharge limits as required by the National Categorical Pretreatment Standards, State Pretreatment Standards, or Local Pretreatment Limits then the most stringent of the standards will govern.

2.7 City's Right of Revision

The City reserves the right to establish, by ordinance, more stringent standards or requirements on discharges to the POTW. The City shall also have the right to establish, in wastewater discharge permits, more stringent standards or requirements on discharges to the POTW:

- A. If the Superintendent feels that such discharges adversely affect the operation of the POTW;
- B. Based on the capacity of the POTW either hydraulically or pollutant loads as determined by the most recent Headworks Analysis; or
- C. To provide an equitable share to all users or for future anticipated discharges to the POTW.

2.8 Dilution

No user shall increase the use of process water, or in any other way dilute or attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable pretreatment standard or

requirement. The Superintendent may impose mass limitations on users who are using dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.

SECTION 3 - PRETREATMENT OF WASTEWATER

3.1 Pretreatment Facilities

Users shall provide wastewater treatment as necessary to comply with this ordinance and shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in Section 2.2 of this ordinance within the time limitations specified by the State or the Superintendent, whichever is more stringent. All facilities necessary for compliance shall be provided, operated, and maintained at the user's expense. Detailed plans describing such facilities and operating procedures shall be submitted to the Superintendent for review, and shall be approved by the Superintendent before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the user from the responsibility of modifying such facilities as necessary to produce a discharge in compliance with the provisions of this ordinance or obtaining permits to construct or operate from other agencies or South Carolina Department of Health and Environmental Control (SCDHEC).

3.2 Additional Pretreatment Measures

- A. Whenever deemed necessary for protection or preservation of public health and safety and the POTW, the Superintendent may require users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage wastestreams from industrial wastestreams, and impose such other conditions as may be necessary to protect the POTW and determine the user's compliance with the requirements of this ordinance.
- B. The Superintendent may require any person discharging into the POTW to install and maintain, on their property and at their expense, a suitable storage and flow-control facility to ensure equalization of flow. A wastewater discharge permit may be issued solely for flow equalization.
- C. Grease, oil, and sand interceptors shall be provided when, ~~in the opinion of the Superintendent, they are necessary~~ for the proper handling of wastewater containing excessive amounts of grease and oil, which will or tend to cause or contribute to sanitary sewer blockages and obstructions, or sand; except that such interceptors shall not be required for residential users. Food Service Establishments, commercial establishments and other industrial generating wastewater containing fats, oils or greases are subject to this ordinance. All FSEs must have a permit setting forth terms and conditions of compliance with this ordinance and the FOG Control Policy. Permit fees are required as set forth herein. Grease Traps and Grease Interceptors shall be

provided for all restaurants, snack bars, fast food restaurants or carry out food restaurants or any other areas such as service station or residential complex wash racks, automatic car washes or auto service areas, coin laundries, hospitals or other businesses which, in the opinion of the City, deem them necessary to for the proper handling of wastes generated by each business. This ordinance regulates such users by requiring that grease traps, interceptors and other approved strategies be installed, implemented, and maintained in accordance with the provisions hereof and policies adopted by the Superintendent. All interception units shall be of type and capacity approved by the Superintendent and shall be so located to be easily accessible for cleaning and inspection. Such traps and interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the user at their expense.

- D. Grease Traps and Grease Interceptors. All Grease Traps shall be installed in accordance with the City's most recently adopted version of the International Plumbing Code. Grease Traps and Grease Interceptors shall be installed in accordance with the requirements contained in all applicable local plumbing codes and must be installed by a licensed plumbing contractor. Any Grease Trap and/or Grease Interceptor shall be located in the FSE's lateral sewer line between all fixtures which may introduce Grease into the City's wastewater collection system. Wastewater from domestic facilities and other similar fixtures shall not be introduced into a Grease Trap and/or Grease Interceptor by the FSE under any circumstances.
- (1) Design and Sizing: Grease Traps and Grease Interceptors must be sized in accordance with the City of Cayce's FOG Control Policy. No Grease Interceptor less than 1,000 gallons total capacity will be approved for installation by the City unless acceptable engineering calculations sealed by a professional engineer registered in the state of South Carolina and demonstrating that a smaller size has satisfactory capacity are provided by the FSE Owner to the City and are approved by the City. The City retains sole discretion to approve or deny approval of a Grease Interceptor less than 1,000 gallons total capacity in all circumstances, even in the event such engineering calculations are provided.
 - (2) Existing FSEs: All existing FSEs must have Grease Traps and Grease Interceptors installed and approved by the City in accordance with the City's FOG Control Policy. Sizing of any Grease Trap or Grease Interceptor must be in accordance with the City of Cayce's *Grease Trap and Interceptor Sizing Guide* (Exhibit 1 of the City's FOG Control Policy).
 - (a) For Existing FSEs operating with Grease Traps and/or Grease Interceptors that were installed prior to the effective date of this ordinance, these FSEs will generally be permitted to operate and maintain existing Grease Traps and Grease Interceptors provided they are in proper operating condition. If a Grease Trap or Grease Interceptor installed prior to the effective date of this ordinance does not allow for measurement and sampling to demonstrate that the Grease Trap or Grease Interceptor is in compliance with this regulation, the FSE must modify or replace the Grease Trap or Grease Interceptor as provided below within six months from the date of the revised sewer ordinance.
 1. The City, in its sole discretion, may approve a proposed modification of an existing Grease Trap or Grease Interceptor which allows for measurement and sampling of the existing Grease Trap or Grease Interceptor to demonstrate that the Grease Trap

or Grease Interceptor is in compliance with the City of Cayce's FOG Control Policy. Any proposed modification to meet this requirement must be submitted to the City for review no later than six months from the date of the revised sewer ordinance.

2. If not modified pursuant to paragraph 1. above, the existing Grease Trap or Grease Interceptor must be replaced with a new Grease Trap or Grease Interceptor, as appropriate, in compliance with the City of Cayce's FOG Control Policy.
 3. New flow control devices, Grease Traps, or Grease Interceptors must be pre-approved prior to installation.
- (b) In situations where it is not feasible for an existing FSE to install an underground Grease Interceptor, the FSE is required to install adequate and approved Grease Traps for use on individual fixtures, including, but not limited to: pot sinks, mop sinks, pre-rinse sinks, wok ovens, floor drains, and any other drains where the potential for introduction of Grease exists. In such cases, Grease Traps will be considered adequate and will be approved by the City only if a flow control device is placed on the inlet that prevent overloading and a sample port is placed on the outlet of each Grease Trap.
 - (c) In cases where existing FSEs do not have a Grease Interceptor installed and where the installation of an outdoor Grease Interceptor is feasible in the City's sole discretion, the Grease Interceptor must be installed by the FSE in accordance with this Ordinance and must be approved by the City in writing in advance of installation.
 - (d) Grease Interceptors must be located as close to the source of the wastewater service line at the building as physically possible, while remaining accessible for cleaning and maintenance.
 - (e) Existing FSEs shall not connect new dishwashers, garbage grinders, or domestic sewer to any Grease Trap or Grease Interceptor. The City, in its sole discretion, may grant a variance to this requirement in circumstances in which the City determines that compliance with this requirement would be unduly burdensome or impractical due to physical condition or layout of the FSE.
- (3) New FSEs Design and Sizing: New FSEs are any FSE's that are undergoing a change of use which necessitates the issuance of a new SCDHEC food service permit or are newly constructed and include existing FSE's expansion or renovation to provide food services. All New FSEs are required to install Grease Traps and/or Grease Interceptors, as appropriate, in compliance with the City's *Grease Trap and Interceptor Sizing Guide*. (Exhibit 1)
- (a) All New FSEs must submit, for each Grease Trap and Grease Interceptor, cut sheets, plans, and specifications. These documents must be submitted to the City prior to the FSE's installation of the Grease Trap and/or Grease Interceptor. An approval letter for each new Grease Trap or Grease Interceptor must be issued by the City to the FSE prior to construction and/or installation of the Grease Trap and/or Grease Interceptor by the FSE. The construction and location criteria for Grease Interceptors must be in accordance with Environmental Protection Agency (EPA) Guidance Document, "On site Wastewater Treatment and Disposal Systems," Chapter 8.

- (b) No New FSE will be allowed to initiate operations until proper Grease Traps and/or Grease Interceptors, as appropriate, are installed by the FSE in accordance with this ordinance, and are approved by the City.
- (4) Inspection by City of Cayce. As previously indicated, a formal plan and application must be submitted to the City for approval prior to installation and upon approval, a written approval will be issued by the City. Upon completion of the installation, an inspection will be required by the Utilities Department prior to operational approval being granted.
- (5) Operational Approval: Once operational approval has been granted, the grease removal device(s) shall be cleaned quarterly and reported to the Utilities Department. The Utilities Department shall require access to inspect the operation of said device during normal and reasonable working hours to determine if the device is being properly maintained and is functioning as designed. Should any deficiency be noted, the inspecting official shall issue a notice for correction which shall be done within five (5) calendar days following that date. The issuance of more than two (2) notices within one year shall constitute grounds for action by the City to demand corrective changes which shall be determined in each individual case by the Superintendent.
- (6) Cleaning, Maintenance and Repairs: All FSEs are required to operate, maintain, clean, and repair their Grease Traps and Grease Interceptors according to and in compliance with all applicable provisions contained within the City of Cayce's FOG Control Policy herein attached. Cleaning and maintenance should generally be performed in accordance with the Grease Trap manufacturer's recommendations. However, despite this provision, cleaning and maintenance must be performed as often as and in the manner necessary to achieve full compliance with the City of Cayce's FOG Control Policy, even if such cleaning and maintenance exceeds that recommended by the manufacturer. At a minimum, Grease Traps and Grease Interceptors must be cleaned on a quarterly basis.
- (7) Operational Documentation: Grease Traps shall be inspected by the Superintendent as often as necessary to ensure compliance with the ordinance and to determine if proper cleaning and maintenance as set forth herein are being adhered to by the FSE. FSEs are responsible for having qualified staff on hand during any inspection to open and close the Grease Trap.
- (a) Each FSE shall maintain records required by the City of Cayce's FOG Control Policy in a bound log book kept on site at the FSE describing and documenting all cleaning, maintenance, and repairs performed for each Grease Trap and Grease Interceptor including the date and time of each pump out or cleaning and details regarding the same. Documentation should include:
- (b) Failure to maintain complete records in accordance with the FOG Control Policy as attached herein or to provide such records to the Superintendent and/or City Staff upon request constitutes a violation of this ordinance
- (c) All records required of an FSE under the FOG Control Policy must be maintained for the time period consisting of the three (3) years immediately preceding the date of the most recent inspection of the FSE by the Superintendent, and for any time period thereafter.

- (d) Each FSE shall be responsible for obtaining any other permits, registrations, or business licenses which may be required of the FSE by federal, state, or local law or ordinance.
- (e) Once operational, shall be cleaned quarterly and reported to the Superintendent. The Superintendent shall require access to inspect the operation of said device during normal and reasonable working hours to determine if the device is being properly maintained and is functioning as designed. Should any deficiency be noted, the inspecting official shall issue a notice for correction which shall be done within five (5) calendar days following that date. The issuance of more than two (2) notices within one year shall constitute grounds for action by the City to demand corrective changes which shall be determined in each individual case by the Superintendent.
- (8) Fines and reinspection fees. In addition to any fine or penalty authorized by the City Code and applicable law (including but not limited to EPA's Streamlining Rule, SC Reg. 61-9), the Superintendent may impose fines upon violators of this section and the FOG Control Policy for amounts set forth in appendix A to the City Code. Violators are also responsible for all remediation and clean-up costs.
- (9) FOG Control Policy. The FOG Control Policy is adopted with the ordinance from which this section is derived. The Superintendent is authorized to make amendments to the FOG Control Policy provided that any major amendments shall be approved by city council.
- (10) Severability. If any provision, paragraph, word, section or ordinance is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections, and chapters shall not be affected and shall continue in full force and effect.
- (11) Conflict. All other ordinances and parts of other ordinances inconsistent or conflicting with any part of this section are hereby repealed to the extent of such inconsistency or conflict.
- E. Users with the potential to discharge flammable substances may be required to install and maintain an approved combustible gas detection meter.
- F. The use of grease emulsifiers, enzymes, acids, caustics and solvents is prohibited by City of Cayce ordinance and by sanitary sewer system use policy without prior written approval by the Superintendent.

3.3 Accidental Discharge/Slug Control Plan

The Superintendent shall evaluate whether each significant industrial user needs an accidentally discharge/slug control plan. The Superintendent may require any User to develop, submit for approval, and implement such a plan or take such other action that may be necessary to control Slug Discharges. Alternatively, the Superintendent may develop such a plan for any user. An accidental discharge/slug discharge control plan shall address, at a minimum, the following:

- A. Description of discharge practices, including nonroutine batch discharges;
- B. Description of stored chemicals;
- C. Procedures for immediately notifying the Superintendent of any accidental or slug discharge and any facility changes affecting the potential for a slug discharge as required by Section 6.6 of this ordinance; and

- D. Procedures to prevent adverse impact from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

3.4 Hauled Wastewater

The following regulations shall apply to haulers of septic, grease and industrial wastewater:

- A. Septic and grease tank waste may be introduced into the POTW only at locations designated by the Superintendent, and at such times as are established by the Superintendent. Such waste shall not violate Section 2 of this ordinance or any other requirements established by the City. The City will only accept septic and grease waste from Lexington County residential and commercial properties. The Superintendent may approve the disposal of septic and grease wastes collected from other locations on a case by case basis. ~~The Superintendent shall require septic tank waste haulers to obtain wastewater discharge permits. All such discharges are subject to the appropriate fees based on out-of-town rates as described in Sections 14 and 15 of this ordinance.~~
- B. The Superintendent shall require haulers of industrial, septic and grease waste to be registered with the City, to obtain a City business license and to obtain wastewater discharge permits. ~~The Superintendent may require generators of hauled industrial waste to obtain wastewater discharge permits.~~ The Superintendent also may prohibit the disposal of hauled industrial waste. The discharge of hauled industrial waste is subject to all other requirements of this ordinance. All such discharges are subject to the appropriate fees ~~based on out-of-town rates~~ as described in Sections 14 and 15 of this ordinance. Waste Haulers will not be allowed to discharge hauled waste at the City's Wastewater Treatment Plant without prior payment of fees and charges, as established herein.
- C. Industrial, septic and grease waste haulers may discharge loads only at the City's Septage/Oil/Grease Receiving Station located within the Wastewater Treatment Plant at 539 Old State Road, Cayce, SC 29033 ~~locations designated by the Superintendent.~~ No load may be discharged without prior consent of the Superintendent. The Superintendent may collect samples of each hauled load to ensure compliance with applicable standards. The Superintendent may require the industrial septic and grease waste hauler to provide a waste analysis of any load prior to discharge. Any industrial, septic and grease hauler who misrepresents the characteristics of the waste being discharged shall be subjected to immediate permit revocation, in addition to enforcement response actions according to Sections 10 and 11 of this ordinance. The City shall accept approved waste loads at its Septage/Oil/Grease Receiving Station located within the Wastewater Treatment Plant at 539 old State Road, Cayce, SC 29033.
- D. Industrial, septic and grease waste haulers must provide a waste-tracking form for every load, financial assurance and pollution insurance as required by the City's FOG Control Policy. This form shall include, at a minimum, the name and address of the industrial waste hauler, permit number, number of hauler vehicles, capacity of each hauler vehicle, truck identification, vehicle license and VIN of each hauler vehicle, names and addresses of sources of waste, and volume and characteristics of waste. The form shall identify the type of industry, known or suspected

waste constituents, and whether any wastes are RCRA hazardous wastes. All industrial, septic and grease waste haulers must be in compliance with SCDHEC Regulation 61-56.1 and the City's ordinance. Industrial, septic and grease haulers shall not comingle waste types within a hauled load prior to discharge at the City's Septage/Oil/Grease Receiving Station located within the Wastewater Treatment Plant at 539 Old State Road, Cayce, SC 29033.

SECTION 4 - WASTEWATER DISCHARGE PERMIT APPLICATION

4.1 Wastewater Analysis

When requested by the Superintendent, a user must submit information on the nature and characteristics of its wastewater within fifteen (15) days of the request. The Superintendent is authorized to prepare a form for this purpose and may periodically require users to update this information. Failure by a user to submit the required information may result in fines or termination of service as determined by the Superintendent.

4.2 Wastewater Discharge Permit Requirement

- A. No significant industrial user shall discharge wastewater into the POTW without first obtaining a wastewater discharge permit from the Superintendent, except that a significant industrial user that has filed a timely application pursuant to Section 4.3 of this ordinance may continue to discharge for the time period specified therein.
- B. The Superintendent may require other users to obtain wastewater discharge permits as necessary to carry out the purposes of this ordinance.
- C. Any violation of the terms and conditions of a wastewater discharge permit shall be deemed a violation of this ordinance and subject the wastewater discharge permittee to the sanctions set out in Sections 10 through 12 of this ordinance. Obtaining a wastewater discharge permit does not relieve a permittee of its obligation to comply with all Federal and State pretreatment standards or requirements or with any other requirements of Federal, State, and local law.

4.3 Wastewater Discharge Permitting: Existing Connections

Any user required to obtain a wastewater discharge permit who was discharging wastewater without a permit into the City POTW prior to the effective date of this ordinance and who wishes to continue such discharges in the future, shall, within thirty (30) days after said date, apply to the Superintendent for a wastewater discharge permit in accordance with Section 4.5 of this ordinance, and shall not cause or allow discharges to the POTW to continue after forty five (45) days of the effective date of this ordinance except in accordance with a wastewater discharge permit issued by the Superintendent.

4.4 Wastewater Discharge Permitting: New Connections

Anyone who proposes to begin discharging into the POTW must obtain a permit prior to the beginning or recommencing of such discharge. The user shall fill out a form identifying the type of discharge, domestic or non-domestic. The user identifying the proposed discharge as domestic, shall certify as follows:

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

The user identifying the proposed discharge as domestic, shall be allowed to connect to the City sewer upon payment of the applicable fees defined in Section 14 of this Ordinance and in the most recent edition of City of Cayce-Utility Rate schedule. These fees shall include, but not limited to Tap Fee and the Impact Fee (Capacity Charge).

The user identifying the proposed discharge as non-domestic, shall fill out a waste survey questionnaire and an application form in accordance with Section 4.5 of this ordinance. All applications for wastewater discharges, whether domestic or non-domestic, must be filed at least ninety (90) days prior to the date upon which any discharge will begin.

4.5 Wastewater Discharge Permit Application Contents

All users identifying the proposed discharge as non-domestic must fill out a waste survey questionnaire and submit a permit application. The Superintendent may require all users to submit as part of an application the following information:

- A. All information required by Section 6.1(B) of this ordinance;
- B. Description of activities, facilities, and plant processes on the premises, including a list of all raw materials and chemicals used or stored at the facility which are, or could accidentally or intentionally be, discharged to the POTW;
- C. Number and type of employees, hours of operation, and proposed or actual hours of operation;
- D. Each product produced by type, amount, process or processes, and rate of production;
- E. Type and amount of raw materials processed (average and maximum per day);

- F. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge;
- G. Time and duration of discharges; and
- H. Any other information as may be deemed necessary by the Superintendent to evaluate the wastewater discharge permit application.

Incomplete or inaccurate applications will not be processed and will be returned to the user for revision. The Superintendent may revoke or modify a wastewater discharge permit according to Sections 5.4 and 5.6 of this ordinance.

4.6 Application Signatories and Certification

- A. All non-domestic wastewater discharge permit applications and user reports must be signed by an authorized representative of the user and contain the following certification statement:

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

- B. If the designation of an Authorized Representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the company, a new written authorization satisfying the requirements of Section 1.4 C must be submitted to the Superintendent prior to or together with any reports to be signed by an Authorized Representative.

4.7 Wastewater Discharge Permit Decisions

Within forty-five (45) days of receipt of a waste survey questionnaire furnished by the non-domestic user, the Superintendent will evaluate the data and determine whether or not to issue a wastewater discharge permit. The Superintendent may deny any application for a wastewater discharge permit for the following reasons:

- A. Failure to furnish complete information as required in Sections 4.5 and 5.1 of this ordinance;
- B. Inadequate or inappropriate pretreatment proposed;

- C. Potential for discharge of toxic chemical(s);
- D. Failure to pay the appropriate fees;
- E. For falsifying or misrepresentation of proposed discharges or other information; and
- F. For any other reason(s) the Superintendent determines that the proposed discharges will adversely affect the operation of the POTW or the implementation of the local pretreatment program.

SECTION 5 - WASTEWATER DISCHARGE PERMIT ISSUANCE PROCESS

5.1 Waste Load Allocation

The Superintendent will evaluate the waste survey questionnaire data furnished by the non-domestic user and may require additional information. Within forty-five (45) days of receipt of waste survey questionnaire and other information, the Superintendent will establish the waste load allocation limits for the proposed discharge. Upon payment of a non-refundable waste load allocation fee the Superintendent will issue a Waste Load Allocation, setting the discharge capacity and limits in the City POTW for the proposed discharges by the non-domestic user. The Waste Load Allocation will be issued for a period of one (1) year; or, until such time as the non-domestic user submits the final plans or sufficient documentation to the City and a permit is issued by the City, whichever comes first. The Waste Load Allocation is not transferable to any other user or for any other discharge than the proposed discharge. Payment of the waste allocation fee will secure the non-domestic user's capacity and limits in the City POTW as set forth in the Waste Load Allocation for a period of one (1) year, provided that suitable pretreatment facilities are proposed or sufficient documents are provided by the non-domestic user that are acceptable to the Superintendent and that will demonstrate to a reasonable certainty that the limits can be met. Approval of plans or documentation by the Superintendent does not relieve the non-domestic user from the liability of the design of the pretreatment facilities nor full compliance with any permits issued. Within one (1) year from the date of establishment of waste load allocation limits, the non-domestic user shall submit to the City, a completed application form, final plans and other information as discussed under Section 4.5 of this ordinance. Failure to submit this information will result in the expiration of the Waste Load Allocation without further remedy unless a prior written request by the non-domestic user for an extension of the Waste Load Allocation has been received by the Superintendent prior to the Waste Load Allocation expiration date. An extension of the Waste Load Allocation will be for a period of up to an additional one (1) year and upon payment of an additional non-refundable waste load allocation fee, as well as other applicable fees that would be due based upon the allocated discharge limits as if the non-domestic user were discharging those limits even though the non-domestic user may not discharge until the operation permits are issued by SCDHEC pursuant to this ordinance. Within thirty (30) days from the date of receipt of complete information, the Superintendent will determine whether or not to issue a wastewater discharge permit. The user may obtain the permit upon payment of the appropriate fees according to Sections 14 and 15 of this ordinance and the City of Cayce-Utility Rate Schedule.

5.2 Wastewater Discharge Permit Duration

A wastewater discharge permit shall be issued for a specified time period, not to exceed five (5) years from the effective date of the permit. A wastewater discharge permit may be issued for a period less than five (5) years, at the discretion of the Superintendent. Each wastewater discharge permit will indicate a specific date upon which it will expire.

5.3 Wastewater Discharge Permit Contents

A wastewater discharge permit shall include such conditions as are deemed reasonably necessary by the Superintendent to prevent pass through or interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW.

A. Wastewater discharge permits must contain:

- (1) A statement that indicates wastewater discharge permit duration, which in no event shall exceed five (5) years;
- (2) A statement that the wastewater discharge permit is nontransferable without prior notification to the City in accordance with Section 5.6 of this ordinance, and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit;
- (3) Effluent limits based on applicable pretreatment standards;
- (4) Self monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants to be monitored, sampling location, sampling frequency, and sample type based on Federal, State, and local law; and
- (5) A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable Federal, State, or local law.
- (6) Requirements to control Slug Discharge, if determined by the Superintendent to be necessary.

B. Wastewater discharge permits may contain the following conditions:

- (1) Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
- (2) Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the treatment works;

- (3) Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or nonroutine discharges;
- (4) Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the POTW;
- (5) The unit charge or schedule of user charges and fees for the management of the wastewater discharged to the POTW;
- (6) Requirements for installation and maintenance of inspection and sampling facilities and equipment;
- (7) A statement that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable Federal and State pretreatment standards, including those which become effective during the term of the wastewater discharge permit; and
- (8) Other conditions as deemed appropriate by the Superintendent to ensure compliance with this ordinance, and State and Federal laws, rules, and regulations.

5.4 Wastewater Discharge Permit Appeals

The Superintendent shall provide public notice of the issuance of a wastewater discharge permit. Any person, including the user, may petition the Superintendent to reconsider the terms of a wastewater discharge permit within fifteen (15) days of notice of its issuance.

- A. Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal.
- B. In its petition, the appealing party must indicate the wastewater discharge permit provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to place in the wastewater discharge permit.
- C. The effectiveness of the wastewater discharge permit shall not be stayed pending the appeal.
- D. If the Superintendent fails to act within thirty (30) days, a request for reconsideration shall be deemed to be denied. Decisions not to reconsider a wastewater discharge permit, not to issue a wastewater discharge permit, or not to modify a wastewater discharge permit shall be considered final administrative actions.

5.5 Wastewater Discharge Permit Modification

The Superintendent may modify a wastewater discharge permit for good cause, including, but not limited to, the following reasons:

- A. To incorporate any new or revised Federal, State, or local pretreatment standards or requirements;
- B. To address significant alterations or additions to the user's operation, processes, or wastewater volume or character since the time of wastewater discharge permit issuance;
- C. A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
- D. Information indicating that the permitted discharge poses a threat to the City's POTW, City personnel, or the receiving waters;
- E. Violation of any terms or conditions of the wastewater discharge permit;
- F. Misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required reporting;
- G. Revision of or a grant of variance from categorical pretreatment standards pursuant to 40 CFR 403.13;
- H. To correct typographical or other errors in the wastewater discharge permit; or
- I. To reflect a transfer of the facility ownership or operation to a new owner or operator.

5.6 Wastewater Discharge Permit Transfer

Wastewater discharge permits may be transferred to a new owner or operator only if the permittee gives at least sixty (60) days advance notice to the Superintendent and the Superintendent approves the wastewater discharge permit transfer. The notice to the Superintendent must include a written certification by the new owner or operator which:

- A. States that the new owner and/or operator has no immediate intent to change the facility's operations and processes;
- B. Identifies the specific date on which the transfer is to occur; and
- C. Acknowledges full responsibility for complying with the existing wastewater discharge permit.

Failure to provide advance notice of a transfer renders the wastewater discharge permit void as of the date of facility transfer.

5.7 Wastewater Discharge Permit Revocation

The Superintendent may revoke a wastewater discharge permit for good cause, including, but not limited to, the following reasons:

- A. Failure to notify the Superintendent of significant changes to the wastewater prior to the changed discharge;
- B. Failure to provide prior notification to the Superintendent of changed conditions pursuant to Section 6.5 of this ordinance;
- C. Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
- D. Falsifying self-monitoring reports;
- E. Tampering with monitoring equipment;
- F. Refusing to allow the Superintendent timely access to the facility premises and records;
- G. Failure to meet effluent limitations;
- H. Failure to pay fines;
- I. Failure to pay sewer charges;
- J. Failure to comply with the Administrative Order or compliance schedules;
- K. Failure to complete a wastewater survey or the wastewater discharge permit application;
- L. Failure to provide advance notice of the transfer of business ownership of a permitted facility;
- M. Unauthorized dilution of wastewater in lieu of treatment; or
- N. Violation of any pretreatment standard or requirement, or any terms of the wastewater discharge permit or this ordinance.

Wastewater discharge permits shall be voidable upon cessation of operations or transfer of business ownership. All wastewater discharge permits issued to a particular user are void upon the issuance of a new wastewater discharge permit to that user.

5.8 Wastewater Discharge Permit Reissuance

A user with an expiring wastewater discharge permit shall apply for wastewater discharge permit reissuance by submitting a complete permit application, in accordance with Section 4.5 of this ordinance, a minimum of six months (180 days) prior to the expiration of the user's existing wastewater discharge permit.

5.9 Regulation of Waste Received from Other Jurisdictions

- A. If another municipality, or user located within another municipality, contributes wastewater to the POTW, the Superintendent shall enter into an intermunicipal agreement with the contributing municipality.
- B. Prior to entering into an agreement required by paragraph A, above, the Superintendent shall request the following information from the contributing municipality:
 - (1) A description of the quality and volume of wastewater discharged to the POTW by the contributing municipality;
 - (2) An inventory of all users located within the contributing municipality that are discharging to the POTW; and
 - (3) Such other information as the Superintendent may deem necessary.
- C. An intermunicipal agreement, as required by paragraph A, above, shall contain the following conditions:
 - (1) A requirement for the contributing municipality to adopt a sewer use ordinance which is at least as stringent as this ordinance and local limits which are at least as stringent as those set out in Section 2.4 of this ordinance. The requirement shall specify that such ordinance and limits must be revised as necessary to reflect changes made to the City's ordinance or local limits;
 - (2) A requirement for the contributing municipality to submit a revised user inventory on at least an annual basis;
 - (3) A provision specifying which pretreatment implementation activities, including wastewater discharge permit issuance, inspection and sampling, and enforcement, will be conducted by the contributing municipality; which of these activities will be conducted by the Superintendent; and which of these activities will be conducted jointly by the contributing municipality and the Superintendent;
 - (4) A requirement for the contributing municipality to provide the Superintendent with access to all information that the contributing municipality obtains as part of its pretreatment activities;
 - (5) Limits on the nature, quality, and volume of the contributing municipality's wastewater at the point where it discharges to the POTW;
 - (6) Requirements for monitoring the contributing municipality's discharge;
 - (7) A provision ensuring the Superintendent access to the facilities of users located within the contributing municipality's jurisdictional boundaries for the purpose of inspection, sampling, and any other duties deemed necessary by the Superintendent;
 - (8) A provision specifying remedies available for breach of the terms of the intermunicipal

agreement;

SECTION 6 - REPORTING REQUIREMENTS

6.1 Baseline Monitoring Reports

- A. Within either one hundred eighty (180) days after the effective date of a categorical pretreatment standard, or the final administrative decision on a category determination under 40 CFR 403.6(a)(4), whichever is later, existing categorical users currently discharging to or scheduled to discharge to the POTW shall submit to the Superintendent a report which contains the information listed in paragraph B, below. At least ninety (90) days prior to commencement of their discharge, new sources, and sources that become categorical users subsequent to the promulgation of an applicable categorical standard, shall submit to the Superintendent a report which contains the information listed in paragraph B, below. A new source shall report the method of pretreatment it intends to use to meet applicable categorical standards. A new source also shall give estimates of its anticipated flow and quantity of pollutants to be discharged.
- B. Categorical users shall submit the information set forth below.
- (1) Identifying Information. The name and address of the facility, including the name of the operator and owner.
 - (2) Environmental Permits. A list of any environmental control permits held by or for the facility.
 - (3) Description of Operations. A brief description of the nature, average rate of production, and standard industrial classifications of the operation(s) carried out by such user. This description should include a schematic process diagram which indicates points of discharge to the POTW from the regulated processes.
 - (4) Flow Measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined wastestream formula set out in 40 CFR 403.6(e).
 - (5) Measurement of Pollutants.
 - (a) The categorical pretreatment standards applicable to each regulated process.
 - (b) The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the standard or by the Superintendent, of regulated pollutants in the discharge from each regulated process. Instantaneous, daily maximum, and long-term average concentrations, or mass, where required, shall be reported. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in Section 6.10 of this ordinance.
 - (c) Sampling must be performed in accordance with procedures set out in Section 6.11 of this ordinance.

- (d) The user shall take a minimum of one representative sample to compile the data necessary to comply with the requirements of this section.
- (e) Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to pretreatment the user should measure the flows and concentrations necessary to allow use of the combined waste stream formula in accordance with 40 CFR 403.6(e). Where process effluent is mixed prior to treatment with wastewaters other than those generated by the regulated process, fixed alternative discharge limits may be derived by the POTW or by the Industrial User with the written concurrence of the POTW. These alternative limits shall be applied to the mixed effluent. When deriving alternative categorical limits, the POTW or Industrial User shall calculate both an alternative daily maximum value using the daily maximum value(s) specified in the appropriate categorical Pretreatment Standard(s) and an alternative consecutive sampling day average value using the monthly average value(s) specified in the appropriate categorical Pretreatment Standard(s). The Industrial User shall comply with the alternative daily maximum and monthly average limits fixed by the POTW until the POTW modifies the limits or approves an Industrial User modification request. Modification is authorized whenever there is a material or significant change in the values used in the calculation to fix alternative limits for the regulated pollutant. An Industrial User must immediately report any such material or significant change to the POTW where appropriate new alternative categorical limits shall be calculated within 30 days in order to evaluate compliance with Pretreatment Standards. Where an alternate concentration or mass limit has been calculated in accordance with 40 CFR 403.6(e) this adjusted limit along with supporting data shall be submitted to the POTW.
- (6) Certification. A statement, reviewed by the user's authorized representative and certified by a qualified professional, indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the pretreatment standards and requirements.
- (7) Compliance Schedule. If additional pretreatment and/or O&M will be required to meet the pretreatment standards, the shortest schedule by which the user will provide such additional pretreatment and/or O&M. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. A compliance schedule pursuant to this section must meet the requirements set out in Section 6.2 of this ordinance.
- (8) Signature and Certification. All baseline monitoring reports must be signed and certified in accordance with Section 4.6 of this ordinance.

6.2 Compliance Schedule Progress Reports

The following conditions shall apply to the compliance schedule required by Section 6.1 (B) (7) of this ordinance:

- A. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
- B. No increment referred to above shall exceed nine (9) months;
- C. The user shall submit a progress report to the Superintendent no later than fourteen (14) days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the user to return to the established schedule; and
- D. In no event shall more than nine (9) months elapse between such progress reports to the Superintendent

6.3 Reports on Compliance with Categorical Pretreatment Standard Deadline

Within ninety (90) days following the date for final compliance with applicable categorical pretreatment standards, or in the case of a new source following commencement of the introduction of wastewater into the POTW, any user subject to such pretreatment standards and requirements shall submit to the Superintendent a report containing the information described in Section 6.1(B)(4-6) of this ordinance. For users subject to equivalent mass or concentration limits established in accordance with the procedures in 40 CFR 403.6(c), this report shall contain a reasonable measure of the user's long-term production rate. For all other users subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the user's actual production during the appropriate sampling period. All compliance reports must be signed and certified in accordance with Section 4.6 of this ordinance.

6.4 Periodic Compliance Reports

- A. All significant industrial users shall, at a frequency determined by the Superintendent but in no case less than twice per year, submit a report indicating the nature and concentration of pollutants in the discharge which are limited by pretreatment standards and the measured or estimated average and maximum daily flows for the reporting period. In cases where the Pretreatment Standard requires compliance with a Best Management Practice or pollution prevention alternative, the User must submit documentation required by the Superintendent or the Pretreatment Standard necessary to determine the compliance status of the User. All periodic

compliance reports must be signed and certified in accordance with Section 4.6 of this ordinance.

- B. All wastewater samples must be representative of the user's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a user to keep its monitoring facility in good working order shall not be grounds for the user to claim that sample results are unrepresentative of its discharge.
- C. If a user subject to the reporting requirement in this section monitors any pollutant more frequently than required by the Superintendent, using the procedures prescribed in Section 6.11 of this ordinance, the results of this monitoring shall be included in the report.

6.5 Reports of Changed Conditions

Each user must notify the Superintendent of any planned significant changes to the user's operations or system which might alter the nature, quality, or volume of its wastewater at least ninety (90) days before the change.

- A. The Superintendent may require the user to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a wastewater discharge permit application under Section 4.5 of this ordinance.
- B. The Superintendent may issue a wastewater discharge permit under Section 4.7 of this ordinance or modify an existing wastewater discharge permit under Section 5.5 of this ordinance in response to changed conditions or anticipated changed conditions.
- C. For purposes of this requirement, significant changes include, but are not limited to, flow increases of twenty percent (20%) or greater, and the discharge of any previously unreported pollutants.

6.6 Reports of Potential Problems

- A. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a nonroutine, episodic nature, a noncustomary batch discharge, or a slug load, that may cause potential problems for the POTW, the user shall immediately notify the Superintendent of the incident by telephone or facsimile. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user.
- B. Within five (5) days following such discharge, the user shall, unless waived by the Superintendent, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this ordinance.

- C. A notice shall be permanently posted on the user's bulletin board or other prominent place advising employees whom to call in the event of a discharge described in paragraph A above. Employers shall ensure that all employees who may cause such a discharge to occur are advised of the emergency notification procedure.

6.7 Reports from Unpermitted Users

All users not required to obtain a wastewater discharge permit shall provide appropriate reports to the Superintendent as the Superintendent may require.

6.8 Notice of Violation/Repeat Sampling and Reporting

If sampling performed by a user indicates a violation, the user must notify the Superintendent within twenty-four (24) hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Superintendent within thirty (30) days after becoming aware of the violation. The user is not required to resample if the Superintendent monitors at the user's facility at least once a month, or if the Superintendent samples between the user's initial sampling and when the user receives the results of this sampling. If the City performed the sampling and analysis in lieu of the User, the City will perform the repeat sampling and analysis unless it notifies the User of the violation and requires the User to perform the repeat sampling and analysis.

6.9 Notification of the Discharge of Hazardous Waste

- A. Any user who commences the discharge of hazardous waste shall notify the Superintendent, the EPA Regional Waste Management Division Director, and State hazardous waste authorities, in writing, of any discharge into the POTW of a substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261. Such notification must include the name of the hazardous waste as set forth in 40 CFR Part 261, the EPA hazardous waste number, and the type of discharge (continuous, batch, or other). If the user discharges more than one hundred (100) kilograms of such waste per calendar month to the POTW, the notification also shall contain the following information to the extent such information is known and readily available to the user: an identification of the hazardous constituents contained in the wastes, an estimation of the mass and concentration of such constituents in the wastestream discharged during that calendar month, and an estimation of the mass of constituents in the wastestream expected to be discharged during the following twelve (12) months. All notifications must take place no later than thirty (30) days after the discharge commences. Any notification under this paragraph need be submitted only once for each hazardous waste discharged. However, notifications of changed conditions must be submitted under Section 6.5 of this ordinance. The notification requirement in this section does not apply to pollutants already reported by users subject to categorical pretreatment standards under the self-monitoring requirements of Sections 6.1, 6.3, and 6.4 of this ordinance.

- B. Dischargers are exempt from the requirements of paragraph A, above, during a calendar month in which they discharge no more than fifteen (15) kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Discharge of more than fifteen (15) kilograms of nonacute hazardous wastes in a calendar month, or of any quantity of acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e), requires a one-time notification. Subsequent months during which the user discharges more than such quantities of any hazardous waste do not require additional notification.
- C. In the case of any new regulations under Section 3001 of RCRA identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the user must notify the Superintendent, the EPA Regional Waste Management Waste Division Director, and State hazardous waste authorities of the discharge of such substance within ninety (90) days of the effective date of such regulations.
- D. In the case of any notification made under this section, the user shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical.
- E. This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this ordinance, a permit issued thereunder, or any applicable Federal or State law.

6.10 Analytical Requirements

All pollutant analyses, including sampling techniques, to be submitted as part of a wastewater discharge permit application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, sampling and analyses must be performed in accordance with procedures approved by SCDHEC. The user shall report, to the City of all the sample analyses conducted according to 40 CFR Part 136 or SCDHEC approved procedures, including those that are not designed for periodic compliance reporting under Section 6.4 of this ordinance.

6.11 Sample Collection

- A. Except as indicated in Section B, below, the user must collect wastewater samples using 24-hour flow proportional composite collection ~~techniques~~ samples. In the event flow proportional sampling is infeasible, the Superintendent may authorize the use of time proportional sampling or a minimum of four (4) grab samples where the user demonstrates that this will provide a representative sample of the effluent being discharged. In addition, grab samples may be required to show compliance with instantaneous discharge limits.
- B. Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.

- C. For sampling required in support of baseline monitoring and 90-day compliance reports required in Section 6.1 and 6.3, a minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the Superintendent may authorize a lower minimum. For the reports required by Section 6.4, the User is required to collect the number of grab samples necessary to assess and assure compliance with applicable Pretreatment Standards and Requirements.

6.12 Timing

Written reports will be deemed to have been submitted on the date postmarked. For reports which are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.

6.13 Record Keeping

Users subject to the reporting requirements of this ordinance shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by this ordinance and any additional records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements and documentation associated with Best Management Practices. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the user or the City, or where the user has been specifically notified of a longer retention period by the Superintendent.

SECTION 7 - COMPLIANCE MONITORING

7.1 Right of Entry: Inspection and Sampling

The Superintendent shall have the right to enter the premises of any user to determine whether the user is complying with all requirements of this ordinance and any wastewater discharge permit or order issued hereunder. Users shall allow the Superintendent ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

- A. Where a user has security measures in force which require proper identification and clearance before entry into its premises, the user shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, the Superintendent will be permitted to enter without delay for the purposes of performing specific responsibilities.
- B. The Superintendent shall have the right to set up on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.

- C. The Superintendent may require the user to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the user at its own expense. All flow measuring devices shall be calibrated at least once every six months. To insure accuracy, all water quality analysis shall be justified using blanks.
- D. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of the Superintendent and shall not be replaced. The costs of clearing such access shall be born by the user.
- E. Unreasonable delays in allowing the Superintendent access to the user's premises shall be a violation of this ordinance.

7.2 Search Warrants

If the Superintendent has been refused access to a building, structure, or property, or any part thereof, and is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program of the City designed to verify compliance with this ordinance or any permit or order issued hereunder, or to protect the overall public health, safety and welfare of the community, then the Superintendent may seek issuance of a search warrant.

SECTION 8 - CONFIDENTIAL INFORMATION

Information and data on a user obtained from reports, surveys, wastewater discharge permit applications, wastewater discharge permits, and monitoring programs, and from the Superintendent's inspection and sampling activities, shall be available to the public without restriction, unless the user specifically requests, and is able to demonstrate to the satisfaction of the Superintendent, that the release of such information would divulge information, processes, or methods of production entitled to protection as trade secrets under applicable State law. Any such request must be asserted at the time of submission of the information or data. When requested and demonstrated by the user furnishing a report that such information should be held confidential, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public, but shall be made available immediately upon request to governmental agencies for uses related to the NPDES program or pretreatment program, and in enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics and other "effluent data" as defined by 40 CFR 2.302 will not be recognized as confidential information and will be available to the public without restriction.

SECTION 9 - PUBLICATION OF USERS IN SIGNIFICANT NONCOMPLIANCE

The Superintendent shall publish annually, in the largest daily newspaper published a newspaper of general circulation in the municipality where the POTW is located, a list of the Users which, at any time during the previous twelve (12) months, were in Significant Noncompliance with applicable Pretreatment Standards and Requirements. The term Significant Noncompliance shall be applicable to all Significant Industrial Users (or any other User that violates paragraphs (C), (D), or (H) of this Section) and shall mean:

- A. Chronic violations of wastewater discharge limits, defined here as those in which sixty-six percent (66%) or more of all the wastewater measurements taken for the same pollutant parameter during a six- (6-) month period exceed (by any magnitude) a numeric Pretreatment Standard or Requirement, including instantaneous limits, as defined by 40 CFR 403.3(1) ~~the daily maximum limit, average limit, or instantaneous limit for the same pollutant parameter by any amount;~~
- B. Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of all of the wastewater measurements taken for the same each pollutant parameter during a six- (6-)month period equals or exceeds the product of the numeric Pretreatment Standard or Requirement including ~~daily maximum limit, average limit, or instantaneous limits~~ as defined by 40 CFR 403.3(1) multiplied by the applicable TRC criteria (TRC=1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH);
- C. Any other ~~discharge~~ violation of a Pretreatment Standard or Requirement as defined by 40 CFR 403.3(1) (daily maximum, long term average, instantaneous limit, or narrative Standard) that the POTW determines Superintendent believes has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public;
- D. Any discharge of a pollutants that has caused imminent endangerment to human health, welfare ~~the public~~ or to the environment, or has resulted in the Superintendent's POTW's exercise of its emergency authority to halt or prevent such a discharge;
- E. Failure to meet, within ninety (90) days after of the scheduled date, a compliance schedule milestone contained in a local control mechanism ~~wastewater discharge permit~~ or enforcement order for starting construction, completing construction, or attaining final compliance;
- F. Failure to provide within thirty (30)~~forty five (45)~~ days after the due date, any required reports, including such as baseline monitoring reports, ninety (90) day compliance reports, ~~on compliance with categorical pretreatment standard deadlines,~~ periodic self-monitoring reports, and reports on compliance with compliance schedules;
- G. Failure to accurately report noncompliance; or
- H. Any other violation(s), which may include a violation of the Best Management Practices, which the Superintendent POTW determines will adversely affect the operation or implementation of

the local pretreatment program.

SECTION 10 - ADMINISTRATIVE ENFORCEMENT REMEDIES

10.1 Notification of Violation

When the Superintendent finds that a user has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Superintendent may serve upon that user a written Notice of Violation. Within ten (10) days of the receipt of this notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the user to the Superintendent. Submission of this plan in no way relieves the user of liability for any violations occurring before or after receipt of the Notice of Violation. Nothing in this section shall limit the authority of the Superintendent to take any action, including emergency actions or any other enforcement action, without first issuing a Notice of Violation.

10.2 Consent Orders

The Superintendent may enter into Consent Orders, assurances of voluntary compliance, or other similar documents establishing an agreement with any user responsible for noncompliance. Such documents will include specific action to be taken by the user to correct the noncompliance within a time period specified by the document. Such documents shall have the same force and effect as the administrative orders issued pursuant to Sections 10.4 and 10.5 of this ordinance and shall be judicially enforceable.

10.3 Show Cause Hearing

The Superintendent may order a user which has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, to appear before the Superintendent and show cause why the proposed enforcement action should not be taken. Notice shall be served on the user specifying the time and place for the meeting, the proposed enforcement action, the reasons for such action, and a request that the user show cause why the proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least seven (7) days prior to the hearing. Such notice may be served on any authorized representative of the user. A show cause hearing shall not be a bar against, or prerequisite for, taking any other action against the user.

10.4 Compliance Orders

When the Superintendent finds that a user has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Superintendent may issue an order to the user responsible for the discharge directing that the user come into compliance within a specified time. If the user does not come into compliance within the time provided, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a pretreatment standard or requirement, nor does a compliance order relieve the user of liability for any violation, including any continuing violation. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.

10.5 Cease and Desist Orders

When the Superintendent finds that a user has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, or that the user's past violations are likely to recur, the Superintendent may issue an order to the user directing it to cease and desist all such violations and directing the user to:

- A. Immediately comply with all requirements; and
- B. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge.

Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the user.

10.6 Administrative Fines

- A. When the Superintendent finds that a user has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Superintendent may fine such user in an amount not less than one hundred dollars (\$100.00) and not to exceed two-thousand dollars (\$2000.00). Such fines shall be assessed on a per violation, per day basis. In the case of a continuing violation, each day's offense shall be counted as a separate and distinct offense. Fines for a continuing violation shall be assessed for each day during the period of violation. Depending on the severity of the violation, the City may elect to take other enforcement action(s) with or without imposing a fine. In the case of recurring violations of a similar nature, escalation from a

Notice of Violation to an administrative fine will occur after three (3) occurrences in a consecutive six (6) month period.

- B. Unpaid charges, fines, and penalties shall, after thirty (30) calendar days, be assessed an additional penalty of five percent (5%) of the unpaid balance, and interest shall accrue thereafter at a rate of one percent (1%) per month. A lien against the user's property will be sought for unpaid charges, fines, and penalties.
- C. Users desiring to dispute such fines must file a written request for the Superintendent to reconsider the fine along with full payment of the fine amount within thirty (30) days of being notified of the fine. Where a request has merit, the Superintendent may convene a hearing on the matter. In the event the user's appeal is successful, the payment, together with any interest accruing thereto, shall be returned to the user. The Superintendent may add the costs of preparing administrative enforcement actions, such as notices and orders, to the fine.
- D. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user.

10.7 Emergency Suspensions

The Superintendent may immediately suspend a user's discharge, after informal notice to the user, whenever such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present or cause an imminent or substantial endangerment to the health or welfare of persons. The Superintendent may also immediately suspend a user's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW, or which presents, or may present, an endangerment to the environment.

- A. Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a user's failure to immediately comply voluntarily with the suspension order, the Superintendent may take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. The Superintendent may allow the user to recommence its discharge when the user has demonstrated to the satisfaction of the Superintendent that the period of endangerment has passed, unless the termination proceedings in Section 10.8 of this ordinance are initiated against the user.
- B. A user that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence, to the Superintendent prior to the date of any show cause or termination hearing under Sections 10.3 or 10.8 of this ordinance.

Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension under this section.

10.8 Termination of Discharge

In addition to the provisions in Section 5.7 of this ordinance, any user who violates the following conditions is subject to discharge termination:

- A. Violation of wastewater discharge permit conditions;
- B. Failure to accurately report the wastewater constituents and characteristics of its discharge;
- C. Failure to report significant changes in operations or wastewater volume, constituents, and characteristics prior to discharge;
- D. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling;
- E. Violation of the pretreatment standards in Section 2 of this ordinance;
- F. Falsifying reports;
- G. Failure to install monitoring equipment (intentional);
- H. Improper sampling scheme;
- I. Violation of compliance schedule; or
- J. Wastewater dilution, in lieu of treatment.

Such user will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under Section 10.3 of this ordinance why the proposed action should not be taken. Exercise of this option by the Superintendent shall not be a bar to, or a prerequisite for, taking any other action against the user.

SECTION 11 - JUDICIAL ENFORCEMENT REMEDIES

11.1 Injunctive Relief

When the Superintendent finds that a user has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, the Superintendent may petition Lexington County Court of Common Pleas through the City's Attorney for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the wastewater discharge permit, order, or other requirement imposed by this ordinance on activities of the user. The Superintendent may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for

the user to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a user.

11.2 Civil Penalties

- A. A user who has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement shall be liable to the City for a civil penalty of not more than two-thousand dollars (\$2000.00), pursuant to South Carolina Code Section 6-11-285, per violation per day.. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
- B. The Superintendent may recover reasonable attorneys' fees, court costs, and other expenses associated with enforcement activities, including medical treatment of injured City employees, sampling and monitoring expenses, and the cost of any actual damages incurred by the City.
- C. In determining the amount of civil liability, the Court shall take into account all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the user's violation, corrective actions by the user, the compliance history of the user, and any other factor as justice requires.
- D. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, taking any other action against a user.

11.3 Criminal Prosecution

- A. A user who willfully or negligently violates any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than two-thousand dollars (\$2000.00) per violation, per day, or imprisonment for not more than two years, or both.

11.4 Remedies Nonexclusive

The remedies provided for in this ordinance are not exclusive. The Superintendent may take any, all, or any combination of these actions against a noncompliant user. Enforcement of pretreatment violations will generally be in accordance with the City's enforcement response plan. However, the Superintendent may take other action against any user when the circumstances warrant. Further, the Superintendent is empowered to take more than one enforcement action against any noncompliant user.

SECTION 12 - SUPPLEMENTAL ENFORCEMENT ACTION

12.1 Performance Bonds

The Superintendent may decline to issue or reissue a wastewater discharge permit to any user who has failed to comply with any provision of this ordinance, a previous wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, unless such user first files a satisfactory bond, payable to the City, in a sum not to exceed a value determined by the Superintendent to be necessary to achieve consistent compliance.

12.2 Liability Insurance

The Superintendent may decline to issue or reissue a wastewater discharge permit to any user who has failed to comply with any provision of this ordinance, a previous wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, unless the user first submits proof that it has obtained financial assurances sufficient to restore or repair damage to the POTW caused by its discharge.

12.3 Water Supply Severance

Whenever a user has violated or continues to violate any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, water service to the user may be severed. Service will only recommence, at the user's expense, after it has satisfactorily demonstrated its ability to comply.

12.4 Public Property Damage

A violation of any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement is hereby declared a damage to public property and shall be corrected or abated as directed by the Superintendent. Any person(s) creating damage to public property shall be subject to the provisions of the City of Cayce Code 28-42 Tampering with Property of Public Utilities and Code 28-54 Injuring Public Property and Property Open to Public, governing such damage, including reimbursing the City for any costs incurred in removing, abating, or remedying said damage.

12.5 Informant Rewards

The Superintendent may pay up to five hundred dollars (\$500.00) for information leading to the discovery of noncompliance by a user. In the event that the information provided results in a civil penalty or an administrative fine levied against the user, the Superintendent may disperse up to ten percent (10%) of the collected fine or penalty to the informant. However, a single reward payment may not exceed three thousand dollars (\$3,000).

12.6 Contractor Listing

Users which have not achieved compliance with applicable pretreatment standards and requirements are not eligible to receive a contractual award for the sale of goods or services to the City. Existing contracts for the sale of goods or services to the City held by a user found to be in significant noncompliance with pretreatment standards or requirements may be terminated at the discretion of the Superintendent.

SECTION 13 - AFFIRMATIVE DEFENSES TO DISCHARGE VIOLATIONS

13.1 Upset

- A. For the purposes of this section, "upset" means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- B. An upset shall constitute an affirmative defense to an action brought for noncompliance with categorical pretreatment standards if the requirements of paragraph (C), below, are met.
- C. A user who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
- (1) An upset occurred and the user can identify the cause(s) of the upset;
 - (2) The facility was at the time being operated in a prudent and workman-like manner and in compliance with applicable operation and maintenance procedures; and
 - (3) The user has submitted the following information to the Superintendent within twenty-four (24) hours of becoming aware of the upset. If this information is provided orally, a written submission must be provided within five (5) days:
 - (a) A description of the indirect discharge and cause of noncompliance;
 - (b) The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue; and
 - (c) Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
- D. In any enforcement proceeding, the user seeking to establish the occurrence of an upset shall have the burden of proof.
- E. Users will have the opportunity for a judicial determination on any claim of upset only in an

enforcement action brought for noncompliance with categorical pretreatment standards.

- F. Users shall control production of all discharges to the extent necessary to maintain compliance with categorical pretreatment standards upon reduction, loss, or failure of its treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost, or fails.

13.2 Prohibited Discharge Standards

A user shall have an affirmative defense to an enforcement action brought against it for noncompliance with the general prohibitions in Section 2.2(A) of this ordinance or the specific prohibitions in Sections 2.2(B)(3) through 2.2(B)(6) of this ordinance if it can prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause pass through or interference and that either:

- A. A local limit exists for each pollutant discharged and the user was in compliance with each limit directly prior to, and during, the pass through or interference; or
- B. No local limit exists, but the discharge did not change substantially in nature or constituents from the user's prior discharge when the City was regularly in compliance with its NPDES permit, and in the case of interference, was in compliance with applicable sludge use or disposal requirements.

13.3 Bypass

A. For the purposes of this section,

- (1) "Bypass" means the intentional diversion of wastestreams from any portion of a user's treatment facility.
- (2) "Severe property damage" means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.

B. A user may allow any bypass to occur which does not cause pretreatment standards or requirements to be violated, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provision of paragraphs (C) and (D) of this section.

C. (1) If a user knows in advance of the need for a bypass, it shall submit prior notice to the Superintendent, at least ten (10) days before the date of the bypass, if possible.

(2) A user shall submit oral notice to the Superintendent of an unanticipated bypass that

exceeds applicable pretreatment standards within twenty-four (24) hours from the time it becomes aware of the bypass. A written submission shall also be provided within five (5) days of the time the user becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the bypass. The Superintendent may waive the written report on a case-by-case basis if the oral report has been received within twenty-four (24) hours.

- D. (1) Bypass is prohibited, and the Superintendent may take an enforcement action against a user for a bypass, unless
- (a) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - (b) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - (c) The user submitted notices as required under paragraph (C) of this section.
- (2) The Superintendent may approve an anticipated bypass, after considering its adverse effects, if the Superintendent determines that it will meet the three conditions listed in paragraph (D)(1) of this section.

SECTION 14 - WASTEWATER TREATMENT RATES

To provide facilities for conveying and treating the wastewater, to recover the annual operating costs, and to provide sludge management costs, the City adopts the following types of fees. The amount of each of the fees established herein is detailed in the most recent City of Cayce-Utility Rate Schedule which is updated from time to time. All users shall pay the appropriate fee as determined by the Superintendent based upon the rates in the Utility Rate Schedule and the type of service being provided.

A. Fees.

- (1). Application Fee. A user shall pay a fee at the time of initial application for service.
- (2). Survey Questionnaire Fee. Fee for the analysis of waste survey information for the proposed wastewater discharge to determine if the user must have a wastewater contribution permit.
- (3). Capacity Reservation Fee. Fees for providing a reservation of capacity in the City POTW for a specific period of time.

- (4). Tap Fee. Fees for providing the connection to the City POTW.
- (5). Impact Fee (Capacity Charge). Fees for the impact of wastewater discharges on the City POTW system. The impact on the City POTW will be assessed using the Guidelines for Unit Contributory Loadings as published by SCDHEC (latest edition).
- (6). Sewer Availability Fees. City may charge for sewer when sewer service is available adjacent to any property in use, or otherwise occupied, even if a property is not discharging wastewater to the City sewer.
- (7). Monthly Usage Fees. All users are subjected to a monthly fee based on the rate system adopted by the City.
- (8). Surcharge Fees. All industrial users shall be subjected to the following types of surcharges. The exact amount is based on the current rates adopted by the City.
 - (a) BOD exceeding 250 mg/l
 - (b) TSS exceeding 250 mg/l
 - (c) Other pollutants, if available, in amounts exceeding the “pro-rata” share based upon the flow using the allowable remaining balance as determined by the Headworks Analysis and making an equitable distribution of the unused balance of pollutants to all users requesting additional capacity and subject to the approval of the Superintendent.
- (9) Permit Fees. The City may charge FSEs and waste haulers a wastewater discharge fee for review of plans or other documentation, processing, and issuance of wastewater discharge permits associated with the disposal of septage and/or grease.
- (10) Dumping Fees. The City may charge a per gallon fee to Industrial, Septic and Grease Haulers .

B. Measurement.

- (1) Monthly Usage Measurement.
 - (a) The City may install a separate meter for sewer service to the user for measurement of the monthly sewer flow.
 - (b) If the user is also a City water user, and the City feels that it is impractical to install separate flow measurement equipment for the sewer line serving the user, it is permissible to use the water meter serving the user as the basis for the monthly sewer fee.
 - (c) In the event that the user is not a water customer or has no water meter, the City may at its discretion make a determination of a flat rate monthly fee based upon similar types of users and their discharges or may monitor flows temporarily to obtain an average flow as a basis for the monthly charge, install a meter in well water supply line at owners expense, or use any other equitable method of determining an average usage.

(d) If the City determines that it is impractical to install a separate meter for measurement of sewer flow and uses any alternate method for determination of monthly sewer fees, the user has the right to pay the City for all costs to install a separate meter for sewer. In addition to the costs for the installation of the meter there will be a separate monthly fee for maintenance and reading of the separate meter.

- (2) Surcharge Measurement. Surcharges shall be billed on a monthly basis to all permitted users who have additional capacity of any pollutant beyond the pro-rata share based on flows as determined by the headworks analysis. The monthly Surcharge Fee shall be based on the permitted amount of each pollutant or on the actual discharge of any pollutant, whichever is greater. However, if the amount of pollutant discharged is in excess of the permitted amount there may be fines and penalties in accordance with Section 10 of this Ordinance.

SECTION 15 - MISCELLANEOUS PROVISIONS

15.1 Pretreatment Charges and Fees

To provide for reimbursement of the development cost of the City's Pretreatment Program, for recovery of the annual operating costs, and for maintenance of the pretreatment program, the City herein adopts the following categories of fees. The amount of each of the fees established herein is detailed in the most recent City of Cayce-Utility Rate Schedule which is updated from time to time. All users shall pay the appropriate fees as determined by the Superintendent based upon the rates in the Utility Rate Schedule and the types of service being provided.

- A. Pretreatment Application Fees. Fees for wastewater discharge permit applications including the cost of processing such applications in the following two part process:
- (1) Waste Load Allocation Fee. A non-refundable fee paid by the non-domestic user prior to the issuance of the Waste Load Allocation. The Waste Load Allocation insures the non-domestic user of the capacity and loading limits in the City POTW for a period of one (1) year, within which time final plans or sufficient documentation must be submitted to the City and a Wastewater Discharge Permit must be issued.
 - (2) Wastewater Discharge Permit Fee. Fee for review of final plans or other documentation, processing, and issuance of pretreatment permits.
- B. Annual Fee. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a user's discharge, and reviewing monitoring reports submitted by users. This fee is billed at the beginning of each fiscal year, in the first week of the month of July. Failure to pay the required dues by the due date will result in fines and/or surcharges.
- C. Fees for reviewing and responding to accidental discharge procedures and construction.
- D. Fees for filing appeals.

- E. Other fees as the City may deem necessary to carry out the requirements contained herein. These fees relate solely to the matters covered by this ordinance and are separate from all other fees, fines, and penalties chargeable by the City.

15.2 Severability

If any provision of this ordinance is invalidated by any court of competent jurisdiction, the remaining provisions shall not be effected and shall continue in full force and effect.

SECTION 16 - EFFECTIVE DATE

This ordinance shall be in full force and effect immediately following its passage, approval, and publication, as provided by law. This ordinance shall supersede the previous sewer use ordinance and amendments thereof.

Appendix A
City of Cayce
Fats, Oil and Grease Control Policy

Section 1: Purpose and Objectives:

The objective of this Policy is to aid in administration of the City of Cayce's Fats, Oils, and Grease Ordinance ("FOG Ordinance") designed to reduce the introduction and accumulation of fats, oils, and greases into the municipal wastewater collection system.

This Policy establishes uniform permitting, maintenance and monitoring requirements for controlling the discharge of grease from food service facilities discharging into the wastewater collection system and for regulation of commercial grease haulers operating within the City of Cayce's (City's) collection system.

Section 2: Definitions: The following definitions apply to this Policy.

City means the City of Cayce Utilities Department

Fats, oils, and greases means organic polar compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules. These substances are detectable and measurable using analytical test procedures established in 40 CFR 136, as may be amended from time to time. All are sometimes referred to herein as "grease" or "greases" or "FOG".

Food Service Establishments (FSE): Those establishments primarily engaged in activities of preparing, serving, or otherwise making available for consumption foodstuffs, and that use one or more of the following preparation activities: cooking by frying, baking, grilling, sautéing, rotisserie cooking, broiling (all methods), boiling, blanching, roasting, toasting, or poaching. Also included are infrared heating, searing, barbecuing, and any other food preparation activity that produces a hot, non-drinkable food product in or on a receptacle that requires washing. Those establishments that engage in the preparation of precooked and frozen food materials and meat cutting preparation and applicable to all "Food Service Establishments" that discharge wastewater containing grease to the City of Cayce Sanitary Sewer System including but not limited to the following: restaurants, grocery stores, meat markets, hotels, factory and office building cafeterias, public and private schools, hospitals, nursing homes, commercial day care centers, churches, and catering services.

Food service establishment owner or owner means in the case of individual FSE, the owner or proprietor of the food service operation. Where the FSE is a franchise operation, the owner of the franchise is the responsible person or entity. Where the FSE operation is owned by a corporation, the corporate representative is the responsible entity. Where two or more FSE share a common grease interceptor, the owner shall be the individual who owns or assumes control of the grease interceptor or the property on which the grease interceptor is located.

Gray water means all of the liquid contained in a grease interceptor that lies below the floating grease layer and above the food solids layer.

Grease Discharge Permit (GDP) means a permit issued by the City of Cayce authorizing the discharge of wastewater to the wastewater collection system from a FSE.

Grease hauler means a person and/or company who collect the contents of a grease interceptor or trap and transports it to an approved recycling or disposal facility. A grease hauler may also provide other services to a FSE related to grease interceptor maintenance.

Grease Interceptor is a large underground concrete vault located outside of an FSE designed to collect, contain, separate, or remove Grease from the waste stream while allowing the sub-straight waste or Gray Water to discharge to the wastewater collection system by gravity. Interceptors shall be in conformance with the provisions of the South Carolina Plumbing Code.

Grease removal device (GRD) refers generically to grease traps and grease interceptors.

Grease trap means a device located in a FSE usually under a sink designed to collect, contain or remove food wastes and grease from the waste stream while allowing the balance of the liquid waste to discharge to the wastewater collection system by gravity. Traps shall be in conformance with the provisions of this Policy and the South Carolina Plumbing Code.

Registered hauler means a grease hauler registered and permitted with the Superintendent in accordance with this Policy.

Superintendent. The person designated by the City to supervise the operation of the POTW, including but not limited to, the implementation of the City's Grease Management Program (GMP), and who is charged with certain duties and responsibilities by this ordinance, or a duly authorized representative.

Waste Hauler Permit (WHP) means a permit issued by the City of Cayce authorizing a grease hauler to collect grease and to operate a grease hauling business in the City.

Section 3: General Requirements:

Section 3.01: Applicability:

The administrative, operational, and general requirements of this Policy are applicable to ALL FSE, new or existing. All FSE shall have grease removal and handling equipment approved by the City. Establishments whose grease removal device (GRD) is not in accordance with this standard shall be given a compliance schedule with a deadline not to exceed six (6) months from initial notification date to bring this equipment into compliance or install adequate equipment approved by the City. The Superintendent shall provide assistance in the facilitation of the FSE FOG training. In addition, educational materials shall be available through the GMP and City's website.

Section 3.02: Grease Removal Devices:

All GRD plans and specifications must be reviewed and approved by the City of Cayce Inspection Department and the Industrial Pretreatment Program prior to installation. Prior to placing any new GRD into operation, the Cayce Inspection Department and the Industrial Pretreatment Division shall inspect the GRD to assure compliance of approved GRD. No New FSE will be allowed to initiate operations until proper Grease Traps and/or Grease Interceptors, as appropriate, are installed by the FSE in accordance with this ordinance, and are approved by the City.

Grease traps and grease interceptors shall be provided for the proper handling of wastewater containing excessive amounts of grease and oil, which will or tend to cause or contribute to sanitary sewer blockages and obstructions, or sand; except that such interceptors shall not be required for residential users. Food Service Establishments, commercial establishments and other industrial generating wastewater containing fats, oils or greases are subject to this ordinance. All existing and new FSEs must have Grease Traps and/or Grease Interceptors installed and approved by the City in accordance with the City FOG Control Policy. All FSEs must have a permit setting forth terms and conditions of compliance with the Sewer Use Ordinance and the FOG Control Policy. Permit fees are required as set forth herein. Grease Traps and/or Grease Interceptors shall be provided for all restaurants, snack bars, fast food restaurants or carry out food restaurants or any other areas such as service station or residential complex wash racks, automatic car washes or auto service areas, coin laundries, hospitals or other businesses which, in the opinion of the City, deem them necessary to for the proper handling of wastes generated by each business. All GRD units shall be of type and capacity approved by the Superintendent and shall be so located to be easily accessible for cleaning and inspection. Such GRD units shall be inspected, cleaned, and repaired regularly, as needed, by the user at their expense.

All Grease Traps and Grease Interceptors shall be installed in accordance with the City's most recently adopted version of the International Plumbing Code. Grease Interceptors shall be installed in accordance with the requirements contained in all applicable local plumbing codes and must be installed by a licensed plumbing contractor. Wastewater from domestic facilities and other similar fixtures shall not be introduced into a Grease Trap or Grease Interceptor by the FSE under any circumstances.

1. Design and Sizing: Grease Traps and Grease Interceptors must be sized in accordance with the City of Cayce's FOG Control Policy formulae set forth in (A), (B), or (C) of the City of Cayce's *Grease Trap and Grease Interceptor Tank Sizing Guide* (Exhibit 1) unless the City approves sizing calculations signed and sealed by a registered professional engineer in accordance with the Fixture Unit Calculation Method set forth in (D) of the City of Cayce's *Grease Trap and Grease Interceptor Tank Sizing Guide* (Exhibit 1).
 - (a) All FSEs must submit, for each Grease Trap and Grease Interceptor, cut sheets, plans, and specifications. These documents must be submitted to the City prior to the FSE's installation of the Grease Trap and/or Grease Interceptor. An approval letter for each new Grease Trap or Grease Interceptor must be issued by the City to the FSE prior to construction and/or installation of the Grease Trap and/or Grease Interceptor by the FSE. The construction and location criteria for Grease Interceptors must be in accordance with Environmental Protection Agency (EPA) Guidance Document, "On site Wastewater Treatment and Disposal Systems," Chapter 8.
2. New FSEs Design and Sizing: New FSEs are any FSE's that are undergoing a change of use which necessitates the issuance of a new SCDHEC food service permit or are newly constructed and

include existing FSE's expansion or renovation to provide food services. All New FSEs are required to install Grease Traps and/or Grease Interceptors, as appropriate, in compliance with the City's *Grease Trap and Interceptor Sizing Guide*. (Exhibit 1)

3. For Existing FSEs operating with Grease Traps and/or Grease Interceptors that were installed prior to the effective date of this ordinance. These FSEs will generally be permitted to operate and maintain existing Grease Traps and/or Grease Interceptors provided they are in proper operating condition. If a Grease Trap or Grease Interceptor installed prior to the effective date of this ordinance does not allow for measurement and sampling to demonstrate that the Grease Trap or Grease Interceptor is in compliance with this regulation, the FSE must modify or replace the Grease Trap or Grease Interceptor as provided below within six months from the date of the revised sewer ordinance.
4. The City, in its sole discretion, may approve a proposed modification of an existing Grease Trap or Grease Interceptor which allows for measurement and sampling of the existing Grease Trap or Grease Interceptor to demonstrate that the Grease Trap or Grease Interceptor is in compliance with the City of Cayce's FOG Control Policy. Any proposed modification to meet this requirement must be submitted to the City for review no later than six months from the date of the revised sewer ordinance.
5. If not modified pursuant to paragraph (4) above, the existing Grease Trap or Grease Interceptor must be replaced with a new Grease Trap or Grease Interceptor, as appropriate, in compliance with the City of Cayce *Grease Trap and Interceptor Sizing Guide* (Exhibit 1).
6. Existing FSEs shall not connect new dishwashers, garbage grinders, or domestic sewer to any Grease Trap or Grease Interceptor. The City, in its sole discretion, may grant a variance to this requirement in circumstances in which the City determines that compliance with this requirement would be unduly burdensome or impractical due to physical condition or layout of the FSE.

A. Design and Structural Criteria for Exterior Grease Interceptors:

Grease Interceptors shall conform to the following general criteria when being designed and constructed:

1. Location: Any Grease Interceptor shall be located in the FSE's lateral sewer line between all fixtures which may introduce grease into the City's wastewater collection system. Grease Interceptors must be located as close to the source of the wastewater service line at the building as physically possible, while remaining accessible for cleaning and maintenance. All Grease Interceptors shall be located where they are easily accessible for inspection, cleaning, and maintenance.
 - (a) In cases where existing FSEs do not have a Grease Interceptor installed and where the installation of an outdoor Grease Interceptor is feasible in the City's sole discretion, the Grease Interceptor must be installed by the FSE in accordance with this Ordinance and must be approved by the City in writing in advance of installation.
 - (b) In situations where it is not feasible for an existing FSE to install an underground Grease Interceptor, the FSE is required to install adequate and approved Grease Traps for use on individual fixtures, including, but not limited to: pot sinks, mop sinks, pre-rinse sinks, wok ovens, floor drains, and any other drains where the potential for introduction of Grease exists. In such cases, Grease Traps will be considered adequate and will be approved by the City only if a

flow control device is placed on the inlet that prevent overloading and a sample port is placed on the outlet of each Grease Trap

2. Design and Sizing: The design and size of all interceptor units must comply with Exhibit 1 & 3 of this ordinance. The size, type and location of each grease interceptor shall be approved by the City based on plans and specifications submitted to by the user. FSEs must comply with standard details GR #1 (Exhibit 3) and GR #2 (Exhibit 3) for standard Grease Interceptor installation. Grease Interceptors may be installed in series, if volume required is more than 1500 gallons. When installed in series, the first tank shall not have a baffle or center tee (see standard detail GR #2, Exhibit 3). Design is the responsibility of the user/owner/developer. No device shall be installed prior to written approval from the City.
3. No Grease Interceptor less than 1,000 gallons total capacity will be approved for installation by the City unless acceptable engineering calculations sealed by a professional engineer registered in the state of South Carolina and demonstrating that a smaller size has satisfactory capacity are provided by the FSE Owner to the City and are approved by the City. The City retains sole discretion to approve or deny approval of a Grease Interceptor less than 1,000 gallons total capacity in all circumstances, even in the event such engineering calculations are provided.
4. A minimum hydraulic retention time of 24 minutes at actual peak flow between the influent and effluent baffles, with 25 percent of the total volume of the grease interceptor being allowed for any food-derived solids to settle or accumulate and floatable grease derived materials to rise and accumulate.
5. Grease Interceptors shall be precast or cast in place minimum 4000 psi concrete vaults. The City, in its sole discretion, may allow the use of other materials upon written request for approval prior to installation. Grease Interceptors shall contain the following:
 - (a) Two-way cleanouts must be provided by the FSEs on the inlet and outlet lines of the Grease Interceptor.
 - (b) Open top inlet tee must extend to 24" from the bottom of the vault.
 - (c) The vault shall have a baffle wall with a minimum 3" air gap for venting at the top and an open top tee extending to 12" from the bottom of the vault.
 - (d) Open top outlet tee must extend to 12" from the bottom of the vault.
 - (e) Anti-flotation design with proper base course and compacted sub-grade should be considered to prevent settling where conditions warrant.
6. Access Manholes shall be provided by the FSE directly above all three tees for inspection and maintenance. Access manholes shall have an installed diameter of 24 inches, a maximum weight of 50 pounds, and shall be provided over each chamber, interior baffle wall, and each sanitary tee. The access penetrations, commonly referred to as "risers" into the grease interceptor shall also be, at a minimum, 24 inches in diameter. The access manholes shall extend at least to finished grade and be designed and maintained to prevent water inflow or infiltration. The manholes shall also have readily removable covers to facilitate inspection, grease removal, and wastewater sampling activities. Manhole frames and covers shall conform to the following criteria:
 - (a) An access opening shall be provided by the FSE above the inlet, baffle wall, and outlet tees and shall be easily removable by one person.

- (b) A minimum 6" diameter traffic rated clean out with a concrete collar extending down through the vault top may be provided by the FSE above the baffle wall tee in lieu of an access manhole.
- (c) Manhole frames and covers shall be grey iron castings, ASTM A48, Class 30 Iron with all bearing surfaces machined.
- (d) Acceptable manufacturer: US Foundry Model 680; and provide HS-20 rated frame and cover where applicable.

B. Interior Grease Traps:

Grease Traps shall conform to the following general criteria when being designed and constructed:

1. Location: All Grease Traps shall be located between all fixtures in the FSE and the interior piping which is connected to City's wastewater collection system. The FSE is required to install adequate and approved Grease Traps for use on individual fixtures, including, but not limited to: pot sinks, mop sinks, pre-rinse sinks, ovens, floor drains, and any other drains where the potential for introduction of grease exists. Each grease trap shall be so installed and connected that it will be readily accessible for cleaning and inspection at all times.
 - (a) In cases where circumstances will not allow for the installation of an outdoor in ground grease interceptor and only with the approval of the City, the FSE may be allowed to install an indoor GRD through the variance process. The FSE shall submit an application for a variance on a form provided by the City along with the variance fee. The application shall include unusual circumstances warranting a GRD. The application shall (i) describe the FSE (i.e., hours of operation, type of food sold and average number of customers served on a weekly basis); (ii) describe the food preparation process for the business; (iii) the type of proposed interior grease trap; and (iv) processes and procedures used to ensure FOG does not leave the grease trap into the City's wastewater system. If approved, the GRD variance shall be in force until there is either (i) a change in ownership of the FSE; (ii) evidence demonstrates that a GRD is no longer necessary; (iii) evidence that the GRD is not keeping FOG out of the City's wastewater system; and/or (iv) remodeling of the kitchen or facility.
- (2) Design and Sizing: Sizing of any Grease Trap must be in accordance with the City of Cayce's *Grease Trap and Interceptor Sizing Guide* (attached as Exhibit 1). The minimum size of grease traps shall be based on the maximum rate of flow of all fixtures discharging into the grease trap multiplied by a retention factor of 1.5 minutes. No grease trap shall be installed with an approved rate of flow less than 20 gallons per minute or a retention capacity of less than 40 lbs. No garbage disposal or dishwasher shall be connected to or discharged into any grease trap.
- (3) Grease traps shall be constructed of durable materials satisfactory to the Superintendent and shall have a full size gas tight cover, which can be readily removed. Each grease trap shall have a water seal of not less than 2" in depth or the diameter of its outlet, whichever is greater. No single in-line grease trap shall serve more than two separate fixtures. Grease traps shall be installed and vented in accordance with the International Plumbing Code.
- (4) Cleaning and maintenance should generally be performed in accordance with the Grease Trap manufacturer's recommendations. However, despite this provision, cleaning and maintenance must be performed as often as and in the manner necessary to achieve full compliance with the City of

Cayce's FOG Control Policy, even if such cleaning and maintenance exceeds that recommended by the manufacturer. At a minimum, Grease Traps must be cleaned on a quarterly basis.

C. Inspection and Operational Approval:

The FSE must notify the City 48 hours in advance, during the normal work week, when the Grease Trap and/or Grease Interceptor is ready for final inspection by the City. The City must give final approval prior to the FSE covering any Grease Interceptor. Where the City denies approval of the Grease Interceptor for a new FSE, the City may elect to submit a request to the appropriate building official requesting that certificates of occupancy be withheld until the Grease Interceptor is constructed in accordance with this specification and is approved by the City.

Section 4: Alternative grease removal devices or technologies:

Alternative devices and technologies such as automatic grease removal systems shall be subject to written approval by the Superintendent prior to installation. Approval of the device shall be based on demonstrated (proven) removal efficiencies and reliability of operation. The City may approve these types of devices depending on manufacturer's specifications on a case by case basis. The FSE may be required to furnish analytical data demonstrating that grease discharge concentrations to the City's wastewater collection system will not exceed the established limitations.

The use of biological or other additives as a grease degradation or conditioning agent is permissible only upon prior written approval of the Superintendent. Any FSE using biological or other additives shall maintain the trap or interceptor in such a manner that attainment of any grease wastewater, action level, solids blanket or grease cap criteria, goal or directive, as measured from the grease interceptor outlet or interior, is consistently achieved. Safety Data Sheets (SDS) and any other applicable information concerning the composition, frequency of use and mode of action of the proposed additive shall be sent to the City together with a written statement outlining the proposed use of the additive(s). Permission to use any specific additive may be withdrawn by the City at any time. Flushing a GRD with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater treatment system, is a violation of this Policy.

Section 5: FSE Permit Applications:**A. Permitting requirements for FSE:**

All FSE shall be required to apply for and obtain a "Grease Discharge Permit" (GDP) from the City. The GDP shall be in addition to any other permits, registrations, or occupational licenses which may be required by federal, state, or local law. It shall be a violation of this Policy for any FSE identified by the City to discharge wastewater containing fats, oils, and grease to the City's wastewater collection system without a current GDP.

B. Application form, Fees:

The City shall provide an application form for a GDP. The appropriate form shall be mailed or delivered to previously identified FSE owners identified by the City. All FSE required under the terms of this program to obtain a GDP shall submit a completed application form at the address shown on the form within thirty (30) days of receipt of the form. The annual permit fee (as set forth and established by City Council on Appendix A to the City Code) must be sent with the application. A GDP is required prior to a Certificate of Occupancy for new FSE and these FSE should submit an application early in the zoning process to allow sufficient time for the City to issue or deny a GDP. Each application shall include the following information: (Exhibit 5)

1. Name, address, telephone number and location, (if different from the mailing address) of the FSE owner from which fats, oils and grease are discharged, and the name of a representative duly authorized to act on behalf of the FSE.
2. A description of the activities, facilities, and plant processes on the premises, including a list of all equipment, raw materials and chemicals used or stored at the facility. Safety Data Sheets (SDS) of all such chemicals shall be included.
3. A drawing in sufficient detail to show the location of all kitchen equipment that produces wastewater, and all sewers, floor drains, sewer connections, grease interceptors and appurtenances in the FSE premises if known or it may be readily ascertained.
4. Number of employees, number and times of shifts, and hours and days of facility operation.
5. Copies of recent water bills.
6. Details of all grease interceptor or grease trap maintenance within the past year.
7. A signed statement from the FSE owner that the information provided is accurate, and that the applicant agrees to abide by the regulations contained in this Policy, as well as any other applicable federal, state or local regulations governing the FSE.
8. Any other information determined by the Superintendent to be necessary in order to evaluate the GDP application.

C. Pre-permit inspection procedure:

1. Individual FSE. Once a completed application form has been received, the FSE will be inspected prior to the issuance of the individual GDP. During the pre-permit inspection, the information contained in the application form will be verified, the average daily potable water use will be calculated and the grease interceptor or trap will be inspected. General GDP may be issued in accordance with Section 6(2) below prior to pre-permit inspections if there is a back-log of inspections, which is anticipated during the first year of implementation of this Policy.
2. If all information is verified and the grease interceptor or trap is in proper working condition in accordance with the requirements of this Policy, a GDP will be issued together with a copy of the City's information on Best Management Practices (BMP) document entitled "Fats, Oil, and Grease Best Management Practices Manual."
3. If the grease interceptor or trap requires any maintenance or repairs, or incorrect information has been given, the Superintendent shall provide a written notice to correct any deficiencies, including a required time schedule for repairs to be effected prior to a second pre-permit inspection. Second pre-permit inspections shall be performed after a minimum of 30 calendar days have elapsed to allow for corrective action by the FSE to occur. If the facility is not in compliance at the second pre-permit inspection, re-inspection charges and fees will be levied for future inspections.

Section 6: Grease discharge permit:

General Provisions. The following criteria apply to all GDP: Except for General GDP described in subsection 2 below, each GDP shall be effective for the calendar year in which the GDP is issued.

1. The GDP must be displayed in a conspicuous place where it can be seen by the staff of the FSE and a copy of the GDP must be kept in the records file.
2. General GDP without facility specific terms and conditions may be issued prior to a pre-permit FSE facility inspection. General GDP may be revoked or replaced with an individual GDP after inspection of the FSE.
3. The GDP shall be issued to a specific user for a specific operation. GDP will vary in content and requirements depending on the class of the FSE and the type of grease removal devices(s) installed. A GDP shall not be transferred or sold to a new owner under any circumstances. A new owner is required to apply for a new GDP.
4. An application for renewal of the GDP shall be submitted at least 60 days prior to the expiration date of the existing GDP by each applicant wishing to continue to discharge into the wastewater collection system. Failure to submit applications in a timely manner shall constitute a violation of this Policy and are subject to a re-inspection fee (non-compliance).
5. The terms and conditions of the GDP are subject to modification by the City during the term of the permit, if limitations or requirements in this program are modified. The FSE shall be informed of any proposed changes in the issued permit at least 60 days prior to the effective date of the change(s). Any changes or new conditions in the GDP shall include a reasonable schedule for achieving compliance.

Section 7: Records Maintenance and Retention:**A. Record keeping:**

Each FSE shall maintain a logbook in which a record of all interceptor maintenance is entered, including the date and time of the maintenance, details of any repairs required and dates of repair completion and any other records pertaining to the interceptor. This logbook shall be made available for review upon request by the Superintendent. Each FSE shall also maintain a file on-site which contains the following information:

1. The (as-built) drawings of the plumbing system, if available. If as-built drawings are not available, other drawings of sufficient detail to depict the plumbing layout of the FSE.
2. A copy of the current Grease Discharge Permit.
3. Copies of quarterly reports.
4. Log of maintenance, pumping or cleaning activities.
5. Receipts from grease haulers.
6. Grease hauler information.

The FSE shall maintain a written record of grease interceptor maintenance for three (3) years. All such records will be available for inspection by the City at all times. These records shall include but not be limited to (See Exhibit 4):

1. FSE name and physical location
2. Date and time of grease interceptor service
3. Name and signature of grease hauler performing said service
4. Established service frequency and type of service: full pump-out, partial pump-out, on-site treatment (type of nature of operations)
5. Number and size of each grease interceptor serviced at FSE location
6. Total volume of waste removed from each grease interceptor
7. Destination of removed wastes, food solids, and wastewater disposal
8. Signature and date of FSE personnel confirming service completion
9. Such other information as required by Superintendent.

The file shall be available at all times for inspection and review by the Superintendent. The failure to maintain complete records or to provide such records to the Superintendent upon request constitutes a violation of this Policy.

B. FSE May Authorize Registered Haulers Conduct Reporting

A FSE may authorize a grease hauler to act on its behalf regarding the inspection, disposal, records maintenance, and reporting requirements of this section, provided the grease hauler has registered with the City and meets the following conditions:

1. Grease hauler has a current Waste Hauler Permit (WHP) with the City and provides a list of every FSE authorizing grease hauler to perform the inspection, disposal, record keeping, and reporting requirements.
2. Grease hauler agrees to maintain all records regarding all maintenance activities for a period of three (3) years and to make such records available for review by the Superintendent.
3. Grease hauler submits monthly reports detailing interceptor cleaning for each FSE along with a statement attesting to the accuracy of the information contained in the reports. The report shall include the following information:
 - (a) Estimated depth of grease, gray water and solids removed from interceptor.
 - (b) Any defects in the grease interceptor.
 - (c) Date of pump-out and notation of whether or not gray water was returned to the interceptor.
 - (d) Capacity of interceptor tank.
4. A FSE that has authorized a registered grease hauler to act on its behalf is not relieved of its responsibilities pursuant to this Policy. However, in the event reports are not timely submitted or are incomplete, the Superintendent will attempt to first contact the registered hauler and request that the deficiencies be corrected.

C. City Performance Indicators. The Superintendent or his designee shall maintain records of blockages to assist in determining the effectiveness of the FOG Ordinance and this Policy.

Section 8: Inspection, Pumping and Maintenance:

A. Inspection: All FSE shall be inspected as follows:

1. Inspections. The Superintendent shall inspect FSE on both an unscheduled and unannounced basis or on a scheduled basis after a GDP has been issued to verify continued compliance with the requirements of this Policy. FSEs with GRDs are responsible for having qualified staff on hand during any inspection to open and close the grease removal devices. The Superintendent shall also determine if all Best Management Practices agreed upon and noted in the permit issued to the facility have been implemented. Inspections shall include all: equipment, food processing and storage areas and shall include a review of the processes that produce wastewater discharged from the facility through the grease interceptor/trap. The Superintendent shall also inspect the interceptor/trap maintenance logbook and file, other pertinent data, the grease interceptor/trap and may check the level of the interceptor/trap contents and/or take samples as necessary. The Superintendent shall

record all observations in a written report. Any deficiencies shall be noted, including but not be limited to:

- (a) Failure to properly maintain the grease interceptor or trap in accordance with the provisions of the grease discharge permit and this Policy.
- (b) Inability of existing grease interceptor or grease traps to prevent discharge of grease into sewer system as evidence by build-up of grease downstream of the grease interceptor or trap.
- (c) Failure to report changes in operations, or wastewater constituents and characteristics.
- (d) Failure to report pumping activities or keep copies of manifest forms or receipts.
- (e) Failure to maintain logs, files, records or access for inspection or monitoring activities.
- (f) Failure to obtain or renew the Grease Discharge Permit in a timely manner.
- (g) Any other inconsistency with the program that requires correction by the FSE concerned.

If any deficiencies are recorded by the Superintendent during an inspection, the Superintendent shall provide the FSE a written notice to correct the deficiency within 30 calendar days, and a tentative date for a first re-inspection.

2. Re-inspections. The Superintendent shall re-inspect FSE which received deficiency notices after the original inspection and charge a re-inspection fee (as set forth and established by City Council on Appendix B to the City Code). The Superintendent shall inspect any repairs or other deficiencies and shall provide written notice of compliance or non-compliance as the case may be. In the event of continuing non-compliance, successive re-inspections will be scheduled and fees (as set forth and established by City Council on Appendix B to the City Code and any other applicable law, including but not limited to EPA's Streamlining Rule, SC Reg. 61-9) shall be charged to the FSE concerned for all successive re-inspections. A first re-inspection shall be performed after a minimum of 30 calendar days have elapsed (unless an earlier time is requested by the FSE) to allow for corrective action by the FSE to be completed. Violators are also responsible for all remediation and clean-up costs.
3. Grease Traps shall be inspected and maintained by FSE staff on a weekly basis until sufficient data logs of the inspections indicate a lower frequency is warranted.

B. Pumping/Cleaning and Maintenance:

Interceptor pumping frequency: Each FSE shall have its grease interceptor(s) pumped at a minimum frequency of once every 90 days. In addition to required pumping, each FSE shall determine an additional frequency at which its grease interceptor(s) shall be pumped according to the following criteria:

1. When the floatable grease layer exceeds six (6) inches in depth as measured by an approved dipping method, or;
2. When the settleable solids layer exceeds eight (8) inches in depth as measured by an approved dipping method, or;
3. When the total volume of captured grease and solid material displaces more than 25 percent of the capacity of the interceptor as calculated using an approved dipping method, or;
4. When the interceptor is not retaining/capturing oils and greases.

Each FSE shall be responsible for the costs of installing, inspecting, pumping, cleaning, and maintaining its grease interceptor. Since the FSE is liable for the condition of their pretreatment devices they may want to witness all cleaning/maintenance activities to verify that the grease interceptor is being fully cleaned and properly maintained. All FSE that have grease interceptors shall utilize a grease hauler who has been permitted by the City for pumping services. Pumping services shall include the initial complete removal of all contents, including floating materials, wastewater, and bottom sludges and solids from the interceptor.

The following are the pumping practices required of registered waste haulers (Steps 1-12):

Step 1. Record reading using appropriate dipping method (sludge judge reading, etc.).

Step 2. Skim the entire grease cap and debris from the top of the Grease Interceptor. The interceptor may need to be agitated slightly to loosen the grease cap.

Step 3. Place the vacuum tube all the way into the Grease Interceptor to withdraw remaining solids from the bottom.

Step 4. Vacuum water out of the Grease Interceptor.

Step 5. Clean the sides and bottom of the Grease Interceptor. This may be done by "back flowing" the water from the pump truck or by using an alternative water source to hose down the interceptor. Make sure the Grease Interceptor is completely clean.

Step 6. Vacuum the remaining water out of the Grease Interceptor.

Step 7. Check that the sanitary "Tees" on the inlet and outlet sides of the Grease Interceptor are not clogged, loose, or missing.

Step 8. Verify that the baffle is secure and in place.

Step 9. Inspect the Grease Interceptor for any cracks or other defects.

Step 10. Allow FSE contact to inspect the cleaning for their approval. It is the responsibility of each FSE to inspect its Grease Interceptor during and after the pumping and cleaning procedure to ensure that the Grease Interceptor is properly cleaned out and that the structure is sound and all fittings and fixtures inside the Grease Interceptor are in working condition and are functioning properly.

Step 11. Refill grease interceptor with clean water, check that lids are securely and properly seated after completion of pumping.

Step 12. Provide a copy of the waste hauler manifest to the FSE

C. Variance for pumping frequency:

Variance procedure: If a FSE determines that ~~monthly~~quarterly pumping of their grease interceptor is unnecessary in order to remain in compliance with the criteria of Section 8(B), the facility may make

written application for a variance from the ~~monthly~~ quarterly pumping requirements to the City. The variance procedure shall be as follows:

1. The FSE shall submit an application for a variance on a form provided by the City along with the appropriate variance fee as set forth and established by City Council on Appendix B to the City Code. The application shall include the next date and time the facility intends to have its interceptor pumped and cleaned and an affidavit from the applicant stating that it shall permit no further pumping or cleaning of the interceptor until the City has completed its evaluation and notified the applicant of the appropriate pumping frequency.
2. The Superintendent shall inspect the interceptor on the specified date and time during or after the pump-out procedure.
3. If the interceptor is in good working condition during the initial inspection, the Superintendent shall re-inspect the interceptor approximately 30 days after the initial inspection.
4. After the initial re-inspection, the Superintendent shall inspect the interceptor at intervals of approximately every 14 working days to determine the grease and solids level using a dipping method approved by the City.
5. If during re-inspection the level of grease reaches six inches or the level of solids reaches eight inches, the Superintendent shall use the number of days from the initial pumping date to the final re-inspection date as the new pumping frequency requirement to be included in the variance granted.
6. If, at a re-inspection, the level of grease exceeds six inches or the level of solids exceeds eight inches, the Superintendent shall use the number of days from the initial pumping date to the previous re-inspection date as the new pumping frequency requirement to be included in the variance granted.
7. Where two or more interceptors are located at the same facility on different laterals, one variance application process shall apply to both interceptors and different variances may be determined for each interceptor.
8. Where two or more interceptors are connected in series on the same lateral, one variance application process shall apply to both interceptors. The two or more interceptors shall all be initially pumped on the same day and the variance for the first interceptor shall be determined when the grease or solids criteria are reached. The first interceptor shall not be pumped at this time and the variance procedure shall continue to monitor the second interceptor until either the grease or solids criteria are reached. At this time both interceptors must be pumped and the new variances for the first and second interceptors will be issued.
9. If there is any evidence that the interceptor has been tampered with or pumped out during the variance procedure, the procedure will be declared null and void and a new application and a first re-inspection fee (for non-compliance) will be required from the FSE to re-start the procedure.
10. The determined variance shall be in force until there is either (i) a change in ownership of the FSE; (ii) evidence demonstrates that more frequent pumping is necessary; or (iii) extensive remodeling of the kitchen or facility occurs which requires a City plumbing permit to be issued.

11. In any event, pump-out and cleaning of an interceptor shall be required at least once every 18090 days with no return of gray water to the interceptor.
12. Failure to provide complete pump-out of interceptor at the required intervals may result in a revocation of the approved variance.
13. In the event any pre-existing data has been approved by the Superintendent, it may be used during the variance process.

D. Disposal Requirements: Wastes removed from each grease interceptor shall be disposed of at a facility permitted to receive such wastes or at a location designated by the City for such purposes. Neither grease nor solid materials removed from interceptors shall be returned to any grease interceptor, private sewer line or to any portion of the City's wastewater collection system or water reclamation facilities without prior written permission from the Superintendent.

Section 9: Right of Entry:

1. The City (or its designee) shall have right-of-entry on or upon the property of any FSE subject to this Policy for the purpose of inspection, determination of compliance, or enforcement action. The City shall be provided ready access to all parts of the premises for the purposes of inspection, monitoring, sampling, ability to establish limits, inventory, records examination and copying, and the performance of any other duties which the City reasonably deems necessary to determine compliance with this Policy.
2. Where security measures are in place which require proper identification and clearance before entry into the premises, the property owner or commercial enterprise shall make necessary arrangements with its security guards so that, upon presentation of proper credentials, the City will be permitted to enter without delay for the purposes of inspecting the site and investigating any complaints or alleged violations of this Policy.
3. The City shall have the right to set up on the property such devices as are necessary to conduct sampling and/or metering and shall have the power to require written statements, certificates, certifications, or the filing of reports relating to complaints or alleged violations of this Policy.
4. All grease removal devices (GRD) shall be easily accessible and shall not be obstructed by landscaping, parked cars, or other obstructions. Any temporary or permanent obstruction to safe and easy access to the areas to be inspected and/or monitored shall be removed promptly by the responsible party at the written or verbal request of the City. The costs of clearing such access shall be borne by the responsible party.

Section 10: Grease Hauler Regulation Program:

A. Administration and permitting of grease haulers:

Any person, firm, or business interested in collecting, pumping or hauling grease interceptor wastes from FSE connected to the City's sewer collection system who does not hold and maintain a current "Waste

Hauler Permit (WHP)” shall be required to apply for and obtain a “Waste Hauler Permit (WHP)” from the City and registration for each vehicle used in hauling operations. The Superintendent shall approve, deny, or approve with special conditions all applications for WHP in accordance with the policies and regulations established in this Policy. It shall be unlawful for any identified grease hauler to clean or pump out grease interceptors on the City’s system without a current WHP.

B. Application form:

To obtain a WHP, a grease hauler shall submit a completed WHP application form together with the appropriate fee (as set forth and established by City Council on Appendix B to the City Code) to the City. The grease hauler shall be issued a WHP within 30 working days of the City’s receipt of the properly completed application form and appropriate fees for the permit and vehicle registration. The grease hauler shall obtain the WHP prior to providing grease hauling services within the City’s wastewater collection system service area. Each application shall include the following information:

1. Name of applicant. If the applicant is a partnership, corporation or other business entity, the name of an individual who legally is able to act on behalf of the organization must be provided.
2. Applicant address and phone number, including information for person(s) to contact at times other than regular business hours.
3. The type, license tag number, and capacity of each vehicle which will be used to pump or haul liquid wastes from grease interceptors. New or replacement equipment acquired subsequent to the application shall be reported to the City prior to use.
4. A copy of any other current permits or licenses if the hauler pumps or hauls septic tank waste or portable toilet wastes.
5. Financial assurance in the amount of \$10,000.00 in a form acceptable to the City such as a bond or letter of credit. Such assurance shall remain in effect for the life of the permit. This assurance shall be used to guarantee disposal costs, fines, and the costs of any damages that may result from a grease hauler discharging in violation of this Policy.
6. A list of the disposal facilities that the applicant intends to use.
7. A signed statement that the information provided is accurate, and that the applicant agrees to abide by the regulations contained in this Policy, as well as any other applicable federal, state or local regulations governing their activities.
8. Any other information determined by the Superintendent to be necessary to evaluate the WHP application.

C. Waste Hauler Permits (WHP):

Each WHP approved by the City shall be effective for the calendar year in which it is issued, and may include special conditions as required by the City. The WHP required by the City shall be in addition to any other permits, registrations, or occupational licenses which may be required by federal, state, and local agencies having lawful jurisdiction. The WHP is not transferable.

All approved WHP shall include a statement of the duration of the permit, including the effective and expiration dates; identification of all approved vehicles and the liquid wastes which may be hauled by each; standard conditions relating to permit renewal and permit revision; and any other applicable special conditions. Special conditions may include, but are not limited to:

1. A statement that: All grease interceptors shall be pumped completely empty. Excessive solids shall be scraped from the walls and baffles, and inlet, outlet and baffle ports shall be cleared. No grease or solids may be re-introduced into the interceptor.
2. A statement that the waste hauler is required to comply with all federal, state and local regulations concerning the pumping of grease interceptors and the hauling and disposal of their contents.
3. Any other statement or requirement that the City believes to be necessary to meet the intent of this Policy.
4. A statement that the grease hauler agrees to submit information congruent to any business that no longer accepts grease pumping, (i.e., payment issues, etc.)

D. Permit Renewal:

An application for WHP renewal shall be submitted on the appropriate renewal form together with the permit and vehicle registration fees at least 60 days prior to the expiration date of the existing WHP by each applicant wishing to provide waste hauling services to permitted FSE located in the City's wastewater collection service area.

E. Spill Reporting:

Any accident, spill, or other discharge of grease or gray water which occurs within the City shall be reported to the City by the waste hauler as soon as possible but not longer than 24 hours after the incident. The waste hauler shall comply with all procedures contained in federal, state and local regulations. The waste hauler shall be responsible for all clean-up procedures and costs.

F. Record Keeping:

Waste haulers shall retain and make available for inspection and copying, all records related to grease interceptor pumping and grease disposal from businesses located in the wastewater collection service area. Records are required for each trip to a disposal facility to include the vehicle, date, amount of waste and name of disposal facility. These records shall remain available for a period of at least three years. The failure to provide information to the City within ten days of a written request is a violation of this Policy and may result in revocation of a permit. The City may require additional record keeping and reporting, as necessary, to ensure compliance with the terms of this Policy. Repeated failure of a registered hauler to submit required or requested reports in a timely manner or the repeated submission of incomplete reports will result in the removal of that hauler from the registered hauler list.

G. Vehicle inspection:

Waste haulers shall submit to inspection of all registered vehicles. All vehicles shall conspicuously place registration confirmation in a form approved by the City.

H. Disposal:

Waste haulers must certify that grease was disposed of in accordance with the provisions of this Policy. Waste removed from each grease interceptor shall be disposed of at a facility permitted to receive such waste or at a location designated by the City for such purposes. Neither grease nor solid materials removed from interceptors shall be returned to any grease interceptor, private sewer line, or to any portion of the City's wastewater collection system or water reclamation facilities without prior written permission from the Superintendent. A violation of this section shall result in an immediate revocation of the WHP in addition to any other enforcement action taken.

Section 11: Enforcement

A. Administrative Enforcement Activities:

The City is authorized, but not limited to taking the following actions in response to noncompliance with the Fats, Oils and Grease Policy:

1. Written Notice of Deficiency [NOD]
2. Written Notice to Correct [NTC]
3. Notice of Violation [NOV]
4. Enforcement Meeting
 - (a) Administrative Order [AO]
 - (b) Initiation of Self-Monitoring
 - (c) Employee Training Requirement
 - (d) Consent Order (may contain Schedule of Compliance)
5. Administrative Fines and Re-inspection Fees. Penalties per EPA's Streamlining Rule, SC Reg. 61-9 and as set forth and established by City Council on Appendix B to the City Code
6. Payment of Remediation/Clean-Up Costs and/or Cost Recovery
7. Termination of (Sewer and/or Water) Service [TOS]

B. Recovery of costs:

When a discharge of waste causes an obstruction, damage or any other impairment to the facilities, or any expense of whatever character or nature to the City, the Superintendent may assess the expenses incurred by the City to clear the obstruction, repair damage to the facility, and any other expenses or damage of

any kind or nature suffered by the City. The Superintendent shall file a claim with the FSE or any other person or entity causing such damages seeking reimbursement for any and all expenses or damages suffered by the City. If the claim is ignored or denied, the Superintendent shall notify the City Attorney to take such measures as shall be appropriate to recover any expense or to correct other damages suffered by the City.

C. Remedies nonexclusive:

The remedies provided for in this Policy are not exclusive. The City may take any, all, or any combination of these actions against a person violating this Policy. Enforcement of violations will generally be in accordance with this Policy; however, the City may take other action against any person when the circumstances warrant. Further, the City is empowered to take more than one enforcement action against any person in violation of this Policy.

APPENDIX B FEE SCHEDULE

Chapter 40. Utilities

Article III. Sewer System

Division 2. Sewer Rates, Tap Fees

§ 40-119. Fats, oils and grease:

FSE Annual grease discharge permit\$0.00
Variance fee\$0.00
FSE First reinspection (violation) fee\$250.00
FSE Successive reinspection (violation) fee\$500.00
Annual Waste Hauler Permit\$250.00
Septic Waste Disposal fee \$0.10 per gallon
Grease Waste Disposal fee \$0.12 per gallon
Waste Testing fee \$0.00
Hauler Truck Cleaning fee \$50.00

Grease Trap and Grease Interceptor Sizing Guide

A. NON-COOKING INTENSIVE FOOD ESTABLISHMENTS

Includes ice cream shops, candy shops, deli in grocery or convenience store without cooking facilities, bagel shops, etc.

Formula

$$\text{Gallon Capacity} = \frac{(\# \text{ of compartments} \times \text{L in.} \times \text{W in.} \times \text{D in.}) \times 7.48 \times 0.80}{1728}$$

Example

$$\begin{aligned} \text{Gallon capacity for 3 compartment sink} &= \frac{(3 \text{ compartments} \times 17'' \times 17'' \times 11'') \times 7.48 \times 0.80}{1728} \\ &= 33.02 \text{ gallon capacity} = (4.4 \text{ cu. ft.}) \end{aligned}$$

B. COOKING INTENSIVE FOOD ESTABLISHMENTS

Includes restaurants, drive-in restaurants, deli's with cooking capacity, carry out restaurants, etc.

Formula

$$\text{Total Volume} = \text{Number of Seats} \times \text{FR} \times (\text{Hours of Operation}/18)$$

FR = Flow Rate

Full Service Restaurant = 25 gallons

Non-washable, paper, or plastic Utensils = 12.5 gallons

C. OTHER TYPES OF ESTABLISHMENTS

Includes hotels, nursing homes, schools, office or factory cafeteria, etc.

Formula

$$\text{Total Volume} = \# \text{ of person meals} \times 5 \text{ gal.} \times \text{DW}$$

DW = Dishwashing

With Dishwasher = 1.0 Without Dishwasher = .75

Examples

1. A cafeteria with a dishwasher serves 300 meals a day:

$$\begin{aligned} \text{Total Volume} &= 300 \text{ meals} \times 5 \text{ gal.} \times 1.0 \\ &= 1,500 \text{ gal.} \end{aligned}$$

2. 200 unit motel with efficiency kitchens:

$$\begin{aligned} \text{Total Volume} &= 200 \text{ rooms} \times 4 \text{ people/room} \times 5 \text{ gal./meal} \times 0.75 \\ &= 3,000 \text{ gal.} \end{aligned}$$

Cooking intensive carry out or delivery restaurant

Use peak instantaneous flow based on peak fixture loading rate from AWWA water meter sizing guide or plumbing code for ½ hour retention.

D. FIXTURE UNIT CALCULATION METHOD

When using the fixture unit calculation method, the Owner must submit calculations signed and sealed by a registered professional engineer in the state of South Carolina to the City for review.

Formula

$$\text{Total Volume} = Q \times T \times SF$$

Q = Flow in GPM

Flow derived from total Drainage Fixture Units (DFU) or Fixture Units (FU) connected to the interceptor as determined using the International Plumbing Code (2000 or higher edition) or AWWA Manual of Water Supply Practices M22.

T = Retention Time

= 30 Minutes

SF = Storage Factor

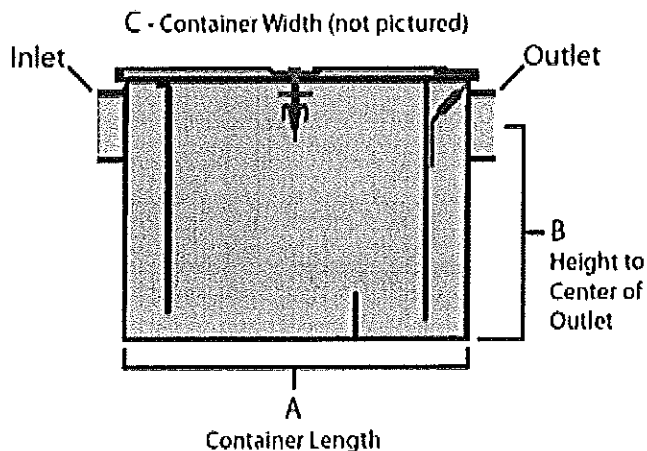
= 1.25 based on fully loaded interceptor with 25% grease/solids

NOTES

1. Non-Cooking Intensive Food Service Establishments as determined by the City may utilize grease traps (must have provisions for sampling at outlet of trap). All others must utilize grease interceptors unless approved by City staff. Refer to Specifications for Grease Traps and Interceptors for requirements.
2. Regardless of minimum size required, underground grease interceptors are required to have a minimum 1,000 gallon capacity. When greater than 1,500 gallon capacity is required, multiple units may be furnished and installed in series, see standard details in Specifications for Grease Traps and Interceptors. Larger sized interceptors may be approved on a case by case basis.
3. Refer to Fats, Oils, and Grease Control Policy for additional information.
4. The foregoing is a recommended minimum guideline only. It does not in any way relieve the owner of ordinance mandated requirements that discharged waste have a maximum grease content of 100 mg/l, see Sewer Use Ordinance Sec. 2.0.
5. When a new device is approved, that conditional approval is limited to the City's assessment of the compliance of your FSE's Grease Containment Device with the sizing and design specifications for Grease Traps and Grease Interceptors and does not address or concern other matters related to the sufficiency of the installation, plumbing connections, performance, operation or maintenance of your FSE's Grease Trap or Grease Interceptor.
6. The introduction of chemicals, enzymes, emulsifiers, live bacteria or other grease cutters or additives into the wastewater collection system is generally prohibited by the City.

CITY OF CAYCE GREASE TRAP SPECIFICATION SHEET EXAMPLE

NON-COOKING INTENSIVE FOOD ESTABLISHMENTS ONLY



(NOT TO SCALE)

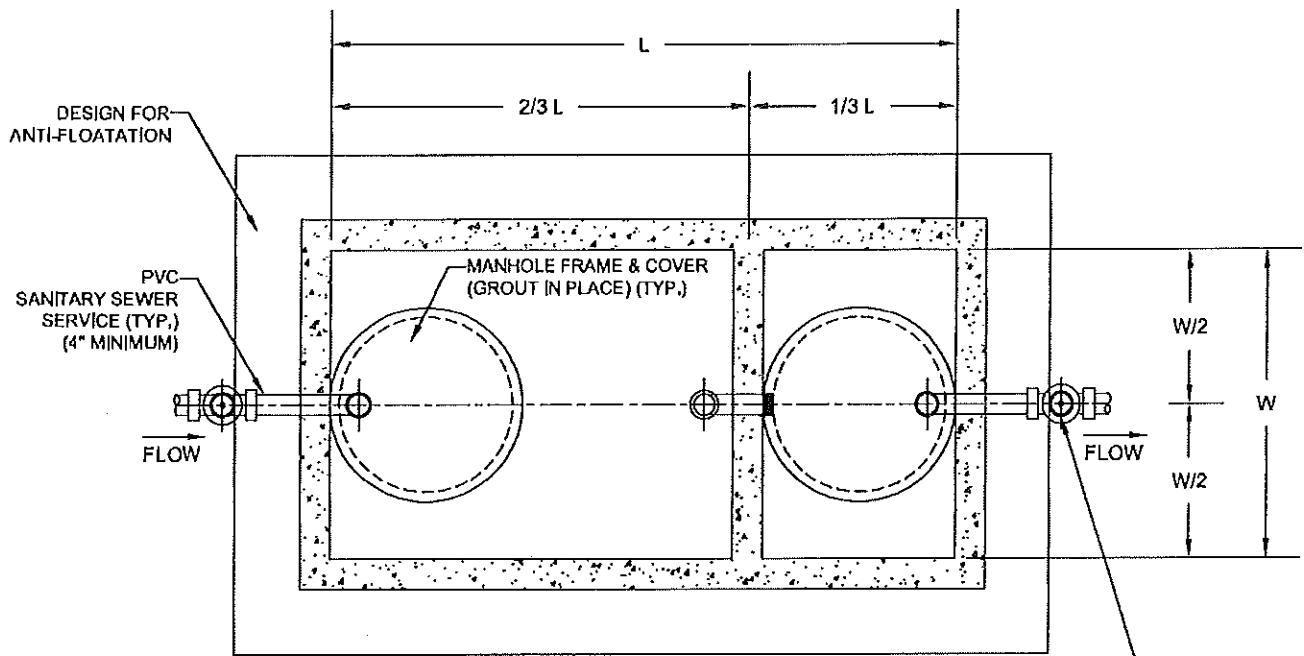
Total Gallon Capacity	Dimension In Inches		
	Length (A)	Height (B)	Width (C)
9.2	19"	8"	14"
19.4	24"	11"	17"
49.8	30"	16"	24"
74.2	34"	18"	28"
98.7	38"	20"	30"

Formula for Calculating Total Grease Trap Capacity:

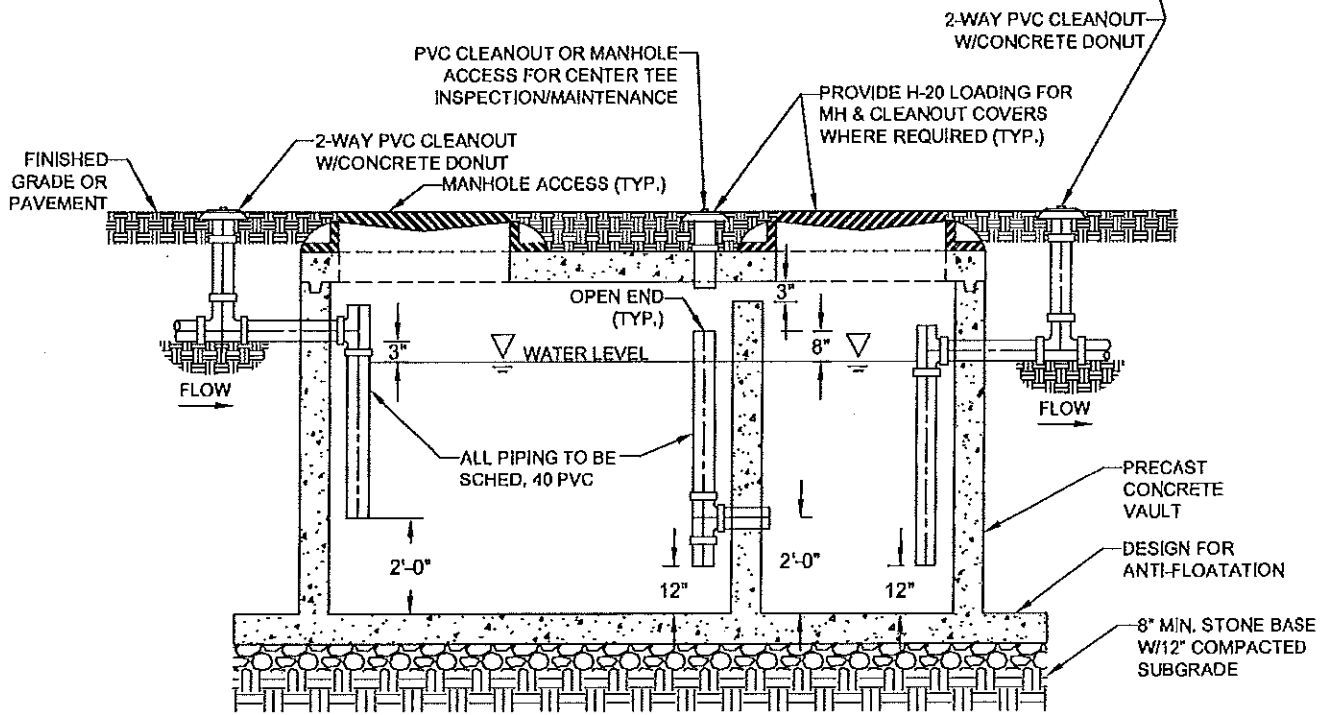
$$[\text{Length}(A) \times \text{Height}(B) \times \text{Width}(C) / 1728] \times 7.48 = \text{Total Gallon Capacity}$$

NOTES:

1. ALL PROPOSED GREASE TRAP PLANS TO BE SUBMITTED & APPROVED BY CITY OF CAYCE DEPARTMENT OF UTILITIES AND ENGINEERING PRIOR TO INSTALLATION.
2. GREASE TRAP INSTALLED, OWNED AND MAINTAINED BY PROPERTY OWNER.



PLAN



PROFILE

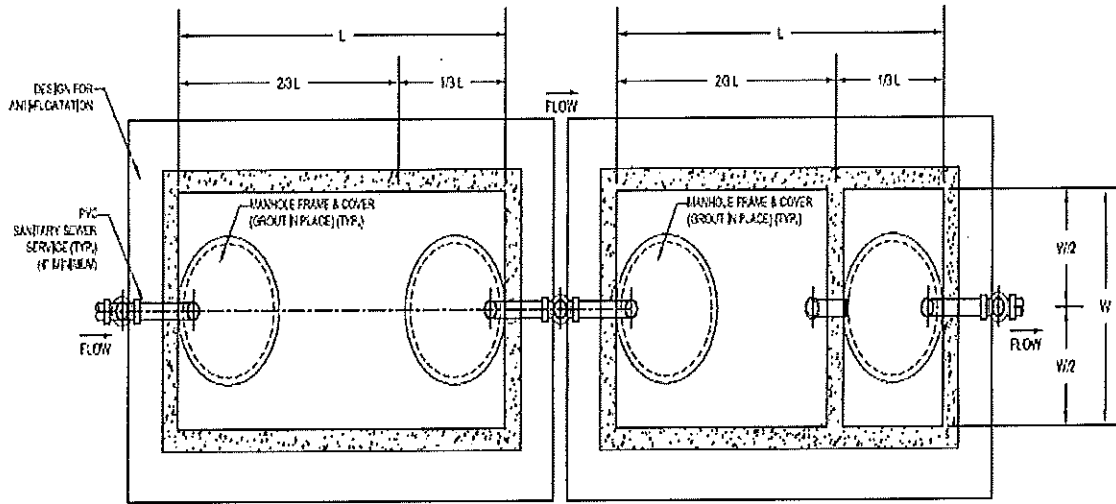
NOTES:

1. ALL PROPOSED GREASE INTERCEPTORS TO BE SUBMITTED TO CITY OF CAYCE FOR APPROVAL PRIOR TO INSTALLATION.

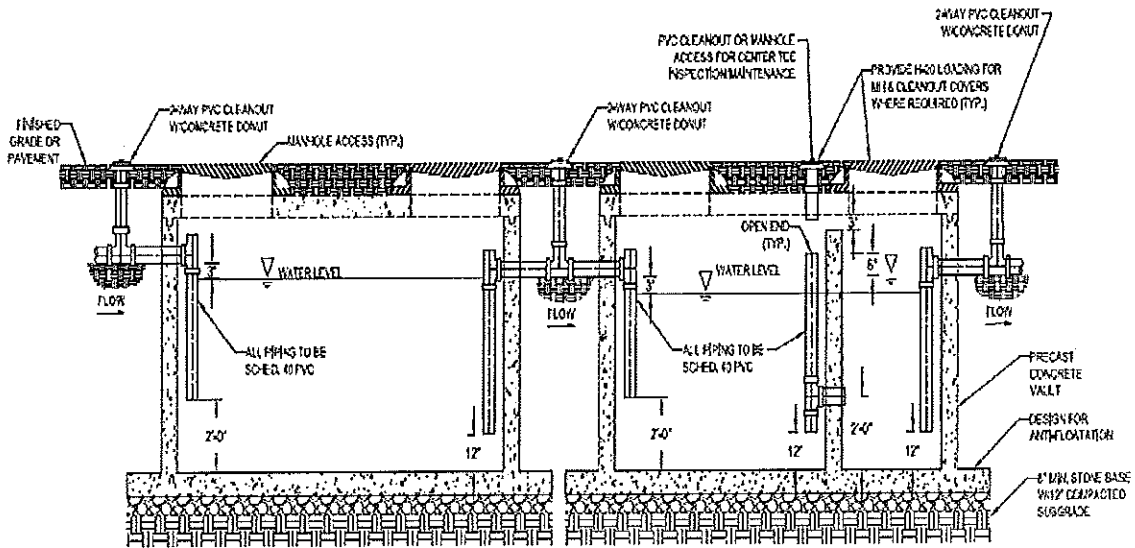
GR #1

**CITY OF CAYCE
STANDARD GREASE INTERCEPTOR
(NOT TO SCALE)**

2. ALL GREASE INTERCEPTORS TO BE INSTALLED, OWNED AND MAINTAINED BY PROPERTY OWNER.
3. USE NON-SHRINK GROUT AT ALL PENETRATIONS.
4. PROVIDE BUTYL RUBBER SEAL BETWEEN ALL SECTIONS AND TOP.
5. LOCATE MANHOLE ACCESS ABOVE TEES FOR VISUAL INSPECTION AND MAINTENANCE.



PLAN



PROFILE

NOTES:

1. ALL PROPOSED GREASE INTERCEPTORS TO BE SUBMITTED TO THE CITY OF CAYCE FOR APPROVAL PRIOR TO INSTALLATION
2. ALL GREASE INTERCEPTORS TO BE INSTALLED, OWNED AND MAINTAINED BY PROPERTY OWNER.
3. USE NON-SHEDDING GROUT AT ALL PENETRATIONS.
4. PROVIDE BUTYL RUBBER SEAL BETWEEN ALL SECTIONS AND TOP.
5. LOCATE MANHOLE ACCESS ABOVE TEES FOR VISUAL INSPECTION AND MAINTENANCE.

GR #2

**CITY OF CAYCE
STANDARD GREASE INTERCEPTOR IN SERIES
(NOT TO SCALE)**

APPLICATION FOR WASTEWATER DISCHARGE
CITY OF CAYCE, SOUTH CAROLINA

The undersigned being the _____
Print Name: Indicate if (Owner, Leasee, Tenant, etc.)

of property located at _____

does hereby request permit for sewer connection.

I. Select the appropriate wastewater discharge category for the property referenced above:

Domestic – Residential: Liquid waste from bathrooms, shower rooms, toilet rooms, Kitchens, or laundry facilities located in residences, apartments, hotels, and motels.

OR

Non-Domestic – Commercial: Liquid waste from bathrooms, shower rooms, toilet rooms, retail, recreational, or other commercial establishments. It also includes Similar wastes from industries when separated from industrial waste.

Non-Domestic – Industrial: Other liquid waste (industrial, process, cooling water, etc.

II. Provide a description of the primary business activities conducted at the above referenced address and the principal products produced from the business activities:

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Signature Printed Name Title Date

Phone Number: _____

Form 1 (REV. 4/10)

**COMMERCIAL NON-DOMESTIC WASTEWATER
DISCHARGE QUESTIONNAIRE
CITY OF CAYCE**

SECTION A - GENERAL INFORMATION

1. Company name, mailing address, and telephone number:

Name: _____

Address: _____

Telephone No. (____) _____

A.2. Physical address of business/commercial facility. (If same as above, check here: _____)

Telephone No. (____) _____

You may attach additional sheets to this document if more space is necessary to give full and complete responses to the following questions. Any additional information that is attached will be deemed to be a part of this questionnaire.

Should a discharge permit be required for your facility, the information in this questionnaire will be used to assist in issuing the permit.

This is to be signed by an authorized official of your facility after adequate completion of this form including any attached documentation and review of the information contained herein by the signing official.

"I have personally examined and am familiar with the information submitted in this document and attachments. Based upon my inquiry of those individuals immediately responsible for obtaining the information reported herein, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and/or imprisonment."

(Date)

Signature of Official

(Seal if applicable)

EXHIBIT 5

December 2013

A.4. Provide the following information for the person authorized to represent this facility in official dealings with the Sewer Authority and/or City:

Name _____ Title _____

Tel. No. _____ E-mail _____

A.5. Identify the type of business conducted (food preparation facility, grocery store, film developing, drycleaner, paint supplier, school, daycare facility, office building, etc.).

A.6. Provide a brief narrative description of the services or activities your facility conducts.

A.7. List any products that are prepared or manufactured at your facility and the raw materials used in its preparation or manufacture. _____

A.8. How are any waste materials, scraps, spent items, bad batches of products, or cleaning products disposed of from the facility (trash, sink/drain, waste hauler, other)? _____

A.9. (a) Are any chemicals used at your facility? _____ *[If no, skip to A.10.]*

(b) If yes, provide the names of these chemicals (common or brand name) and describe how these chemicals are used at your facility. _____

(c) How are these chemicals disposed of from the facility (trash, sink/drain, waste hauler, other)? _____

A.10 (a) Are there any garbage disposals/grinders at your facility? _____ [if no, skip to A.11.]

(b) If yes, how many? _____

A.11. (a) Is there a grease trap, oil/water separator or a grit trap at your facility? _____ [if no, skip to Section B]

(b) If yes, what is the date of the last maintenance that was performed on it? _____

(c) How often is maintenance/servicing performed on the grease trap? _____

(d) Who performs the maintenance work on the grease trap? _____

(e) Provide the product name for any chemicals added to the grease trap to aid in grease breakdown. _____

SECTION B - FACILITY OPERATION CHARACTERISTICS

B.1. Provide the number of employee shifts worked per 24-hour day. _____
Provide the average number of employees per shift. _____

B.2. Starting times of each shift: 1st ___ a.m. 2nd ___ a.m. 3rd ___ a.m.
_____ p.m. _____ p.m. _____ p.m.

B.3. Hours of operation: _____ a.m. to _____ p.m.

B.4. How many days per week do you operate? _____

B.5. (a) Are any expansions or changes in services provided at your facility planned during the next three years? _____

(b) If yes, describe the nature of the planned expansions or changes. _____

B.6. (a) Provide the average monthly water usage at your facility: _____

(b) If water service is not currently provided by the City of Cayce for your facility, provide twelve (12) months of monthly water usage data.

[Include as an attachment to this questionnaire]

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Blake Bridwell, Director of Utilities

Date: February 28, 2014

Subject: Second Reading of an Ordinance to amend the Code of Ordinances to establish new fees to dispose of Fats, Oil and Grease in conjunction with Septage and Grease receiving facility.

ISSUE

Council's approval is needed for the Second Reading of an Ordinance to amend the Code of Ordinances to establish new fees pertaining to the disposal of Fats, Oil and Grease (FOG) at the new Septage and Grease receiving facility.

BACKGROUND/DISCUSSION

The City's Septage and Grease Facility is projected to be operational as of March 2014. In anticipation of the opening of the facility City staff has been reviewing the operating procedures for how the City will handle this new service. In order to effectively and efficiently operate this new facility, some changes are required in both the City's Sewer Use Ordinance and the City Code of Ordinances. The revisions to the Sewer Use Ordinance are on the agenda for Council to approve separately. The change to the City's Code of Ordinances is the addition of fees for the disposal of the Fats, Oil and Grease. The change will include the addition of the following information:

Sec. 40-119. Fats, oils and grease.

Annual grease discharge permit\$0.00
Annual Waste Hauler Permit250.00
Variance fee0.00
First re-inspection (violation) fee250.00
Successive re-inspection (violation) fee500.00
Septic Waste Disposal fee 0.10 per gallon
Grease Waste Disposal fee 0.12 per gallon
Waste Testing fee \$0.00
Hauler Truck Cleaning fee \$50.00

The establishment of new fees requires a public hearing at City Council. Prior to the second reading of the amendment to the city ordinance, the public hearing will be held.

RECOMMENDATION

Staff recommends that Council approve Second Reading of an ordinance amending the City of Cayce Code of Ordinances to establish new fees associated with the Fats, Oil and Grease Control Policy/Waste Hauler Permitting Program.

STATE OF SOUTH CAROLINA)	ORDINANCE
)	Adding a New City Code Section 40-119
COUNTY OF LEXINGTON)	("Fees Related to Fats, Oil and Grease")
)	Concerning Rates at the City of Cayce
CITY OF CAYCE)	Septage and Grease Facility

WHEREAS, the Council has determined that it is in the interest of the City and the financial condition of its utility service to establish fees associated with the control and disposal of fats, oil and grease at the City of Cayce Septage and Grease Facility and pursuant to the provisions of the City's Sewer Use Ordinance,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Cayce, in Council duly assembled, that:

Article III ("Sewer System") of Chapter 40 ("Utilities") of the Cayce City Code is hereby amended to add a new Section 40-119 to read as follows:

Sec. 40-119. Fees Related to Fats, Oil and Grease.

The following fees are established for control and disposal of fats, oil and grease at the City Septage and Grease Facility and pursuant to the City's Sewer Use Ordinance:

- Annual grease discharge permit\$0.00
- Annual Waste Hauler Permit250.00
- Variance fee0.00
- First re-inspection (violation) fee250.00
- Successive re-inspection (violation) fee500.00
- Septic Waste Disposal fee 0.10 per gallon
- Grease Waste Disposal fee 0.12 per gallon
- Waste Testing fee \$0.00
- Hauler Truck Cleaning fee..... \$50.00

This Ordinance shall take effect upon the second and final reading.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____,
2014.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

First reading: 1-7-14

Public Hearing held: 2-4-14

Second reading and adoption: _____

Approved as to form: _____
Danny C. Crowe, City Attorney

Memorandum

To: Mayor and Council

From: Rebecca V. Rhodes
Chief Charles McNair

Date: February 28, 2014

Subject: Resolution approving a Multijurisdictional Alcohol Enforcement Unit Agreement

ISSUE

Consideration of a resolution approving a Multijurisdictional Alcohol Enforcement Agreement between the City of Cayce Public Safety Department, Town of Springdale Police Department, Lexington County Sheriff's Department and the City of West Columbia Police Department.

BACKGROUND/DISCUSSION

S.C. Code section 23-20-50 was amended and requires that an agreement entered into pursuant to Title 23 on behalf of a law enforcement authority must be approved by the appropriate state, county or local law enforcement authority's chief executive officer, and by the governing body of each jurisdiction.

Council has already approved similar Resolutions ratifying Mutual Aid and Task Force Agreements with several entities. Council's approval of the resolution ratifies and meets the new requirement for these types of agreements.

RECOMMENDATION

Staff recommends Council approve a resolution approving a Multijurisdictional Alcohol Enforcement Unit Agreement and authorize the Mayor to sign the agreement on behalf of the City.

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON)
)
CITY OF CAYCE)

RESOLUTION
Approving Multijurisdictional Alcohol
Enforcement Unit Agreement

WHEREAS, the need for law enforcement agencies to enter into contracts with other law enforcement agencies for mutual aid and support and for multijurisdictional task forces is recognized in Chapter 20 ("Law Enforcement Assistance and Support Act") of Title 23 ("Law Enforcement and Public Safety") of the South Carolina Code of Laws, and in S.C. Code sections 23-1-210 and 23-1-215; and

WHEREAS, S.C. Code section 23-20-50, which is a part of Chapter 20 of Title 23 of the State Code, provides that an agreement entered into pursuant to that chapter on behalf of a law enforcement authority must be approved by the appropriate state, county or local law enforcement authority's chief executive officer, and by the governing body of each jurisdiction; and

WHEREAS, S.C. Code sections 23-1-210 and 23-1-215 also require or may be construed by the Courts to require the approval of the Council in multijurisdictional agreements entered into pursuant to those sections; and

WHEREAS, the Council wishes to clarify and confirm the process by which it approves such mutual aid agreements and task force agreements as are entered into between the law enforcement agency of the City of Cayce and the law enforcement agencies of other political subdivisions of the State,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of Cayce, in Council duly assembled, as follows:

The City Council hereby ratifies or approves the City of Cayce entering into a Multijurisdictional Alcohol Enforcement Unit Agreement with the Lexington County Sheriff's Department, Town of Springdale Police Department, and City of West Columbia Police Department, and the Mayor is authorized to sign the agreement on behalf of the City.

ADOPTED this _____ day of _____, 2014.

Elise Partin, Mayor

ATTEST:

Mendy Corder, Municipal Clerk

Approved as to form: _____
Danny C. Crowe, City Attorney

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON)

MULTIJURISDICTIONAL ALCOHOL
ENFORCEMENT UNIT
AGREEMENT

This agreement is made and entered into this 12 day of September, 2013, by the following parties: **Town of Springdale Police Department, Cayce Department of Public Safety, City of West Columbia Police Department, and Lexington County Sheriff's Department.**

WHEREAS, it is the desire and intent of the parties to evidence their joint undertaking for the provision of mutual assistance investigating and prosecuting criminal activities involving alcohol and tobacco which occur by the creating and operation of one multi-jurisdictional task forces within Lexington County; and

WHEREAS, each of the parties provide law enforcement for some portion of Lexington and Richland Counties; and

WHEREAS, the parties as set out above, by and through their representatives affixing their signatures below, consent and agree to span the geopolitical boundaries of the Lexington Two school district areas of Lexington County to the fullest extent allowed under South Carolina law for the express purpose of investigating and prosecuting criminal activities involving alcohol by creating this Rise Above It/Lexington County multi-jurisdictional Alcohol Enforcement Team; and

WHEREAS, Article VIII, Section 13 of the South Carolina Constitution authorizes counties and municipalities to provide by agreement for the joint administration of any function, the exercise of powers, and the sharing of the costs thereof; and

WHEREAS, South Carolina Code Ann. 17-13-45 provides that when a law enforcement officer responds to a distress call or a request for assistance in an adjacent jurisdiction, the authority, rights, privileges, and immunities, including the workers' compensation laws, and tort liability coverage obtained pursuant to the provisions of Chapter 78 of Title 15, that are applicable to an officer within the jurisdiction in which he is employed are extended to and include the adjacent jurisdiction; and

WHEREAS, South Carolina Code Ann. Section 23-1-210 provides for the temporary transfer of law enforcement officers within multijurisdictional task forces pursuant to written agreement; and

WHEREAS, South Carolina Code Ann. Section 23-1-215 provides for agreements between multiple law enforcement agencies for the purpose of investigating crimes involving multiple jurisdictions; and

WHEREAS, South Carolina Code Ann. Section 23-20-10, et seq., provides for contractual agreements between and among state, county, municipal and local law enforcement agencies for law enforcement services; and

NOW, THEREFORE, it is the intent of the parties to share jurisdiction under this

written agreement to the fullest extent permitted under South Carolina law and it is further agreed as follows:

1. SCOPE OF SERVICES

It is agreed that the parties shall assign, on a temporary basis, officers to participate in the Rise Above It Lexington County multi-jurisdictional Alcohol Enforcement Team ("the Team") to investigate and prosecute criminal activities involving alcohol as well as other collateral criminal offenses which may become apparent to officers assigned under this agreement which occur within the whole of Lexington County for the duration of the agreement or until this agreement is rescinded or terminated as set forth herein. Further, this agreement is intended to be a request for assistance from adjacent jurisdictions.

2. TERM AND RENEWAL

This agreement is effective as to each party at the date and time of signing and will automatically renew each anniversary date, year to year, and term to term unless a party exercises its right to terminate as further described herein. Any termination by an individual party is not intended to affect the relationship(s) between any remaining parties.

3. VESTING OF AUTHORITY AND JURISDICTION

To the fullest extent permitted by the Constitution and the statutes of this State, officers assigned under the agreement shall be vested with authority, jurisdiction, rights, immunities, and privileges outside his resident jurisdiction for the purpose of investigation, arrest, or any other activity related to the criminal activity for which the agreement is drawn. This agreement is in no way intended to effect any other multi-jurisdictional agreement(s) which may exist between the agencies.

However, local ordinances adopted by a participating party shall not be deemed extended into areas of operation that are located outside the geopolitical territorial limits of that party.

4. PERSONNEL, COSTS AND RECORDS

Except as otherwise agreed among the parties, each party shall maintain control over its personnel. Except as otherwise provided herein, each party shall bear its own costs incurred in the performance of its obligations hereunder, and shall keep its own personnel and other usual records as to its assigned officers.

5. NO INDEMNIFICATION OR THIRD PARTY RIGHTS

To the extent provided by law, the parties shall be solely responsible for the acts and omissions of their respective employees, officers, and officials, and for any claims, lawsuits and payment of damages that arise from activities of its assigned officers. No right of indemnification is created by this agreement and the parties expressly disclaim such. The provisions of this agreement shall not be deemed to give rise to or vest any rights or obligations in favor of any rights or obligations in favor of any party or entity not a party to this agreement.

6. INSURANCE

Each party shall maintain such insurance coverage for general liability, workers' compensation, and other such coverage as may be required by law or deemed advisable by individual parties.

7. COMPENSATION, BOND, AND RELATED MATTERS

This agreement shall in no manner affect or reduce the compensation, pension or retirement rights of any officers acting under its authority and such officers shall continue to be paid by the county or municipality where they are permanently employed. The bond, if any, for any officers operating under this agreement shall include coverage for their activity in the county or municipality covered in this agreement in the same manner and to the same extent provided by the bonds of regularly employed officers of that county or municipality.

8. REIMBURSEMENT AND ANCILLARY BENEFITS

The parties to this agreement hereby expressly agree the compensation and/or reimbursement for services of like kind between agencies involved is limited to the provision of reciprocal services and to the ancillary benefits of increased investigation and prosecution of alcohol offenses in the whole of Lexington/Richland County. Any other agreement for the reimbursement between the parties must be written and executed in the same manner as this agreement.

9. TERMINATION AND RIGHT TO RESCIND

The participation of any party may be terminated at the discretion of the chief law enforcement officer upon providing written notice to all other parties. The termination must be delivered or mailed to the other parties with return receipt requested. Any such rescission or termination will become effective upon receipt by the other parties. The election of any party or parties to exercise this right to rescind or terminate does not in any way affect the rights, duties, privileges, immunities, or obligations of the other parties.

10. RESPONSIBILITY TO RESPECTIVE GOVERNING BODIES

Each party is responsible for any notice, reporting, or approval requirements to their respective governing body as may be required under South Carolina law.

11. SEVERABILITY

Should any part of this agreement be found to be unenforceable by any court or other competent authority, then the rest shall remain in full force and effect.

12. AMENDMENTS AND BINDING SUCCESSORS IN OFFICE

This agreement may be amended or modified only by written agreement of all parties. Each party agrees that any and all successors in interest to their office will be similarly bound by the terms of this agreement without necessitating execution of any amendment.

IN WITNESS WHEREOF, the parties, by and through their undersigned duly authorized representatives, have duly executed this agreement effective as of the date set forth above.

Joe G. Mergo III
Lexington County Administrator

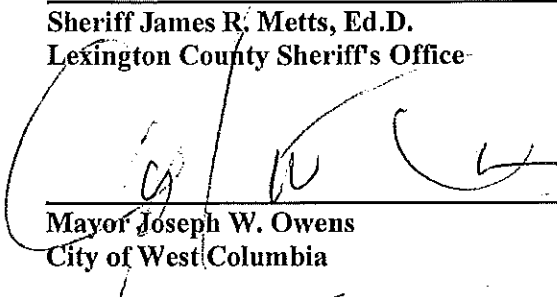
Witness

Witness

Sheriff James R. Metts, Ed.D.
Lexington County Sheriff's Office

Witness

Witness



Mayor Joseph W. Owens
City of West Columbia

Witness

Witness



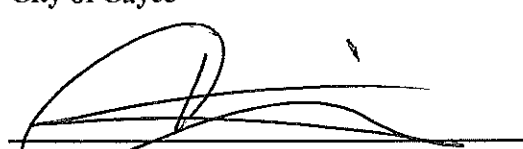
Chief Dennis Tyndall
West Columbia Police Department

Witness

Witness

Mayor Elise Partin
City of Cayce

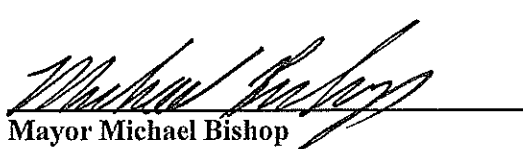
Witness



Chief Charles E. McNair
Cayce Department of Public Safety

Witness

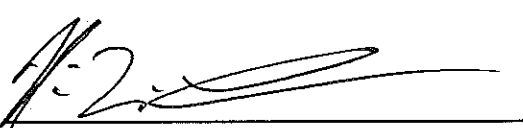
Witness



Mayor Michael Bishop
Town of Springdale

Witness

Witness



Chief Kevin Cornett
Springdale Police Department

Witness

Witness



Witness

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager

Date: February 28, 2014

Subject: Discussion and Preliminary Approval of the FY 14-15 Utility Budget

The proposed draft of the FY 14-15 Utility Fund Budget is attached for your review. Please note the items in the column labeled "Changes 3/4/14" are those items that have been reduced or changed. Also please find attached a copy of the Capital Equipment Schedule for FY 2014-2015. The items which were removed or reduced are shown in the Column labeled "Reductions (3/4)". Currently the budget is out of balance by \$2,087.

After Council gives general approval to this budget, staff will provide our Auditors with the budget for them to do our annual rate analysis to determine if a rate increase is required to meet our debt coverage.

As a note, I have also had staff create a list of further budget reductions in case the revenues for the Septage and Grease Facility do not come in as expected. We anticipate the Facility opening in April and should have good revenue data by the end of this fiscal year to determine if any of these cuts will be needed. If they are needed, I will include them in the final draft of the Utility Budget. We do not anticipate having any issues with these revenues but they are a new source of revenue and I feel it would be prudent to be prepared for any shortages.

Please let me know if you have any questions as you are reviewing these items or the attachments.

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Actual FY12-13	Budget FY13-14	Actual to 01/31/2014 FY13-14	Proposed Budget FY14-15	Changes 3/4/14	Adopted FY14-15
UTILITIES-1910 ADMINISTRATION						
Salaries & Wages	\$ 342,311	251,005	148,849	200,725		
Overtime	1,658	0	0	0		
Printing/Office Supplies	8,279	4,300	2,706	5,000		
Postage	43,078	4,000	2,504	5,375		
Dues & Membership	263	742	70	745		
Travel	2,264	2,370	643	2,655		
Auto Operating Expense	3,582	4,500	2,723	4,500		
Pagers & Telephone	7,235	8,150	3,792	6,800		
Service Contracts	18,729	7,816	8,238	4,122		
Equipment Repair	101	860	471	900		
Safety Supplies	23	5,250	3,065	2,750		
Uniform	103	150	0	200		
Medical, Doctor, Physical	3,335	4,100	1,157	4,100		
Professional Services - HR	0	0	0	0		
Advertising	2,470	8,000	344	4,000		
Vehicle Insurance	2,309	2,400	2,149	1,000		
Employee Training	992	2,525	375	3,450		
Professional Service - Audit	31,778	40,000	31,253	40,000		
Professional Service - Attorney	55,709	35,000	35,377	55,000		
Professional Service - Engineer	18,981	29,000	20,577	41,000		
Consultant Fees	50,504	29,988	25,552	48,500		
Special Contract-Copier	2,487	2,675	1,489	2,675		
Spec Dept Fees-Collect, Chg Card, & On-Line	78,982	0	0	0		
Easement Contracts-CSX	0	0	0	0		
Machines & Equipment	2,227	0	0	750	2,550	
SCRS	36,509	26,462	15,862	21,636		
SCRS Pre-Retirement Benefit	524	376	228	302		
FICA Expense	25,897	19,188	11,166	15,397		
General Insurance	4,743	2,640	2,364	2,100		
Workers Compensation Insurance	4,491	3,000	2,278	3,570		
Medical Insurance	61,162	28,755	20,943	22,989		

Unemployment Compensation	4,560	1,500	0	1,500	
Health Reimbursement Account Expense	4,214	2,000	30	2,000	
OPEB Expense	0	4,810	0	4,810	
Christmas Bonus Pool	0	0		540	
Paying Agent Fee/Bonds	7,233	8,000	7,233	8,000	
Website Expense	5,500	2,750	0	2,750	
Total	832,233	542,312	351,437	519,841	521,641

CITY OF CAYCE O & M UTILITIES FUND EXPENDITURES

	Actual FY12-13	Budget FY13-14	Actual to 01/31/2014 FY13-14	Proposed Budget FY14-15	Changes 3/4/14	Adopted FY14-15
UTILITIES-1909 BILLING						
Salaries & Wages		278,154	171,390	291,190		
Overtime		23,423	4,618	16,000		
Printing/Office Supplies		5,000	760	3,750		
Postage		42,000	23,834	44,500		
Dues & Membership		1,010	0	1,465		
Travel		1,360	0	1,560		
Auto Operating Expense		17,500	10,950	17,500		
Pagers & Telephone		5,646	3,449	8,401		
Service Contracts		15,650	13,065	16,750		
Hand Tools & Supplies		1,200	428	2,000		
Safety Supplies		600	396	1,500		
Uniform		1,400	380	1,500		
Vehicle Insurance		3,200	2,544	2,000		
Employee Training		2,470	250	7,260		
Spec Dept Fees-Collect, Chg Card, & On-Line		58,000	40,565	75,000		
Special Contract-Copier		900	642	0		
Machines & Equipment		0		6,600		
SCRS		31,835	18,269	33,171		
SCRS Pre-Retirement Benefit		453	262	463		
FICA Expense		23,084	13,009	23,606		
General Insurance		5,090	4,467	3,900		
Workers Compensation Insurance		3,400	2,555	5,687		
Hospital Insurance		57,509	31,555	61,304		

Unemployment Compensation		5,000	0	5,000		
Health Reimbursement Account Expense		5,000	2,069	5,000		
OPEB Expense		0		0		
Christmas Bonus Pool		0		1,380		
Total	0	588,884	345,455	636,487	636,487	

CITY OF CAYCE O & M UTILITIES FUND EXPENDITURES

	Actual	Budget	Actual to 01/31/2014	Proposed Budget	Changes 3/4/14	Adopted
1911 WATER TREATMENT PLANT						
Salaries & Wages	\$ 417,983	433,963	260,578	427,441		
Overtime	43,215	42,494	30,185	41,244		
Printing/Office Supplies	551	650	346	650		
Postage	225	250	125	275		
DHEC Permit Fees & CCR	22,608	24,500	22,697	23,700		
Dues & Membership	519	852	484	822		
Travel	1,312	2,360	1,055	2,360		
Auto Operating Expense	6,930	8,500	4,201	8,100		
Electric & Gas	263,049	275,000	157,542	285,000		
Telephone	10,539	5,000	6,744	4,500		
Lubrication Supplies	664	900	0	900		
Service Contracts	17,845	52,093	26,277	53,222		
Equipment Repair	40,993	75,000	44,603	75,000		
Building Repair	443	500	0	500		
Hand Tools & Supplies	650	900	745	900		
Electric/Light Supplies	494	600	549	600		
Safety Supplies	1,357	1,500	1,093	1,550		
Uniform Expense	1,997	2,100	2,134	2,300		
Janitorial Supplies	523	600	303	600		
Chemical	195,546	194,077	84,745	229,219		
Laboratory Supplies	17,764	23,500	13,079	22,500		
Professional Services - HFR	0	0	0	0		
Vehicle Insurance	2,309	2,375	1,911	1,500		
Employee Training	1,153	2,008	1,050	2,750		
Professional Services - Eng		0	0	17,000		

CITY OF CAYCE O & M UTILITIES FUND EXPENDITURES

Consultant Service/Lab Tests	14,541	17,000	7,006	0		
Machines & Equipment	2,267	75,000	4,590	138,000	83,190	
SCRS	47,972	50,254	30,298	50,590		
SCRS Pre-Retirement Benefit	689	715	435	706		
FICA Expense	33,701	36,440	21,558	36,001		
General Insurance	20,278	13,660	15,546	17,432		
Workers Compensation Insurance	12,215	16,170	12,470	18,192		
Medical Insurance	66,697	71,886	37,737	76,629		
Unemployment Compensation	0	500	0	500		
Health Reimbursement Account Expense	1,010	2,500	10	2,500		
OPEB Expense	0	5,411	0	5,411		
Christmas Bonus Pool	0	0		1,920		
Total	1,248,039	1,439,258	790,095	1,550,514	1,495,704	
1912 WATER DISTRIBUTION & MAINTENANCE						
Salaries & Wages	\$ 439,722	497,616	260,870	592,375		
Overtime	67,990	16,100	28,642	20,116	36,000	
Printing & Office Supplies	0	3,000	302	3,000		
Dues & Membership	1,780	1,500	-310	1,830		
Travel	195	1,800	730	5,310		
Auto Operating Expense	54,825	35,000	29,866	50,000		
Electric & Gas	38,759	37,500	25,045	40,000		
Telephone	11,327	20,000	6,024	20,000		
Service Contracts	5,305	179,681	44,604	209,495		
Equipment Repair	8,813	30,000	20,188	30,000		
Building Repairs	0	500	0	500		
Hand Tools & Supplies	2,594	6,000	2,186	6,000		
Masonry/Cement Supplies	1,227	3,000	267	3,000		
Asphalt/Grading Supplies	16,151	25,000	12,875	26,000		
Radio Supplies	0	250	0	250		
Safety Supplies	3,725	5,200	3,466	6,000		
Uniform	2,089	4,200	3,035	5,200		

Chemical	0	736	333	736		
Professional Services - HR	0	0	0	0		
Water Dist Repair Exp	51,616	60,000	74,235	67,000		
Vehicle Insurance	11,207	12,655	9,827	5,000		7,000
Employee Training	4,893	5,000	4,588	12,109		
Water Distribution Meters	1,814	15,000	0	15,000		
Machines & Equipment	16,607	93,250	826	393,000		7,200
SCRS	52,656	54,210	30,777	66,413		68,120
SCRS Pre-Retirement Benefit	756	771	442	927		951
FICA Expense	37,550	39,308	21,974	47,269		48,476
General Insurance	11,271	9,540	9,616	9,700		
Workers Compensation Insurance	9,806	10,000	4,062	25,258		
Health Insurance	80,040	97,046	48,584	130,270		
Unemployment Compensation	0	4,000	0	4,000		
Health Reimbursement Account Expense	3,000	2,000	0	2,000		
OPEB Expense	0	7,816	0	7,816		
Christmas Bonus Pool	0	0	0	2,700		
Total	332,448	1,277,679	643,051	1,808,274	1,443,296	

CITY OF CAYCE O & M UTILITIES FUND EXPENDITURES

	Actual FY12-13	Budget FY13-14	Actual to 01/31/2014 FY13-14	Proposed Budget FY14-15	Changes 3/4/14	Adopted FY14-15
1916 WASTEWATER TREATMENT PLANT						
Salaries & Wages	\$ 514,281	537,402	318,620	561,180		
Overtime	39,241	41,255	19,905	32,000		
Printing/Office Supplies	367	525	555	680		
Postage	229	250	124	270		
State of S.C. Permit Fees	2,973	3,250	3,170	3,250		
Dues & Membership	705	1,500	235	1,500		
Travel	3,331	4,262	0	5,000		
Auto Operating Expense	56,109	45,000	31,164	45,000		
Water Expense	67,573	50,000	54,383	100,000		
Electric & Gas	699,132	740,000	465,598	806,200		
Telephone	18,934	12,650	15,906	27,700		

Lubrication Supplies	1,178	3,000	867	3,000		
Service Contracts	6,331	92,060	56,429	104,600		
Equipment Repair	21,027	30,000	34,309	65,000		55,000
Building Repairs	277	800	9	500		
Sludge Disposal Fees	271,916	200,000	113,870	200,000		
Hand Tools & Supplies	1,341	3,700	870	3,700		
Electric/Light Supplies	0	210	75	210		
Radio Supplies	82	200	0	200		
Safety Program and Supplies	4,916	3,000	2,095	4,150		
Uniform	2,434	4,500	2,943	5,810		
Janitorial Supplies	506	1,000	461	1,000		
Chemical	282,054	280,000	71,836	162,910		152,510
Laboratory Supplies	32,183	26,200	15,695	27,500		
Force Main/Line Repair Expense	232	0	0	0		
Professional Services - HR	0	0	0	0		
Vehicle Insurance	8,097	9,490	8,003	6,500		
Employee Training	1,143	6,073	814	6,608		
Professional Serv. Engineer		0	0	25,100		
Professional Serv. - Lab Tests	13,523	23,900	15,806	0		
FILLOT Expense		0	95			
Machines & Equipment	4,570	58,700	4,050	10,500		17,520
SCRS	57,445	61,048	34,716	64,044		
SCRS Pre-Retirement Benefit	825	868	498	894		
FICA Expense	39,333	44,267	24,914	45,576		
General Insurance	37,944	52,897	68,457	84,016		
Workers Compensation Insurance	17,411	18,500	13,893	25,606		
Health Insurance	76,842	86,263	49,757	99,618		
Unemployment Compensation	0	2,000	0	2,000		
Health Reimbursement Account Expense	1,000	1,500	1,000	1,500		
OPEB Expense	0	6,615	0	6,615		
Depreciation Expense		0		550,000		
Christmas Bonus Pool	0	0		2,580		
Total	2,285,486	2,452,885	1,431,123	3,092,517		3,079,137

CITY OF CAYCE
O & M UTILITIES FUND EXPENDITURES

	Actual	Budget	Actual to 01/31/14	Proposed Budget	Changes 3/4/14	Adopted
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1917 WASTEWATER COLLECTION	FY12-13	FY13-14	FY13-14	FY14-15	FY14-15
Salaries & Wages	\$ 353,102	410,773	246,808	532,512	
Overtime	58,642	16,100	29,528	40,000	
Dues & Membership	100	910	25	1,875	
Travel Expense	18	2,070	0	5,480	
Auto Operating Expense	94,190	95,000	61,653	100,000	
Electric & Gas	124,357	115,000	71,499	125,000	
Telephone Expense	26,836	36,000	24,372	38,200	
Lubrication Supplies	0	300	0	300	
Service Contracts	14,637	14,388	6,101	15,100	
Equipment Repair	65,101	103,000	120,861	135,000	
Hand Tools & Supplies	3,725	6,000	4,855	6,000	
Masonry/Cement Supplies	835	1,500	0	1,500	
Asphalt/Grading Supplies	7,493	25,000	4,845	25,000	
Radio Supplies	0	250	0	250	
Safety Supplies	5,187	15,000	3,720	6,000	
Uniform	4,226	4,200	3,035	4,500	
Janitorial Supplies	199	300	392	500	
Chemical	29,908	25,000	9,849	25,000	
WW Coil Repair Exp	2,061	50,000	38,180	66,000	
Transmission Line Operation & Maint	0	5,000	0	5,000	
Professional Services - HR	0	0	0	0	
Vehicle Insurance	13,116	14,236	11,341	8,500	
Employee Training	556	918	39	7,568	
Pro Ser - Eng Exp	0	0	-7,500	0	
Machines & Equipment	1,820	20,000	20,723	76,200	39,700
SCRS	42,422	45,029	28,339	61,803	
SCRS Pre-Retirement Benefit	609	640	407	862	
FICA Expense	30,179	32,651	20,812	43,981	
General Insurance	12,430	12,175	12,591	13,000	
Workers Compensation Insurance	9,446	18,000	13,326	28,638	
Health Insurance	71,136	93,452	46,167	114,944	
Unemployment Compensation	0	1,000	0	1,000	
Health Reimbursement Account Expense	1,853	2,000	0	2,000	
OPEB Expense	0	5,411	0	5,411	
Christmas Bonus Pool	0	0	0	2,400	
Springdale Contract Expense	0	105,194	0	105,194	
Total	302,302	1,276,497	771,967	1,604,718	1,568,218

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Actual FY12-13	Budget FY13-14	Actual to 01/31/2014 FY13-14	Proposed Budget FY14-15	Changes 3/4/14	Adopted FY14-15
1920 WASTEWATER PRETREATMENT						
Salaries & Wages		38,871	18,060	124,600	107,100	
Overtime		0	0	5,250		
Printing/Office Supplies		200	193	500		
Postage		100	20	300		
State of S.C. Permit Fees		0	0	0		
Dues & Membership		236	0	474		
Travel		1,402	0	1,402		
Auto Operating Expense		2,000	381	11,000		
Electric & Gas		12,000	0	36,000		
Telephone		600	593	2,380		
Lubrication Supplies				500		
Service Contracts				1,440		
Equipment Repair				1,500		
Building Repair				400		
Sludge Disposal Fees		8,400	0	27,300		
Hand Tools & Supplies		1,000	0	1,500		
Electric/Light Supplies		0	0	200		
Radio Supplies		0	0	0		
Safety Program and Supplies		200	0	975		
Uniform		750	12	1,300		
Janitorial Supplies		0		300		
Chemical		2,250	0	26,545		
Laboratory Supplies		0	0	500		
Professional Services - HR		0	0	0		
Vehicle Insurance		0	241	1,500		
Employee Training		534	0	859		
Professional Serv. - Lab Tests		0	0	10,000		
Machines & Equipment		20,000	19,907	50,000	51,100	
SCRS		4,107	1,887	13,985	12,103	
SCRS Pre-Retirement Benefit		58	27	195	169	
FICA Expense		2,978	1,370	9,952	8,613	

General Insurance								
Workers Compensation Insurance		0	225	500				
Medical Insurance		5,391	2,996	6,468			5,560	
Unemployment Compensation		0	0	22,989			19,157	
Health Reimbursement Account Expense		0	0	0			0	
OPEB Expense		0	0	0			0	
Christmas Bonus Pool		0	0	240			240	
Total	0	101,077	45,912	361,054			336,667	

CITY OF CAYCE O & M UTILITIES FUND EXPENDITURES

	Actual FY12-13	Budget FY13-14	Actual to 01/31/2014 FY13-14	Proposed Budget FY14-15	Changes 3/4/14	Adopted FY14-15
1990 NON-DEPARTMENTAL						
Medical Insurance Expense - Retiree	-10,534	0	0	5,052		
O&M Indirect Cost Transfer	1,500,000	1,500,000	875,000	1,500,000		
Contra Water Expense	-67,573	0	-54,383			
Capital Equipment Replacement Reserve	0	100,000	58,333	140,000	100,000	
Capital Improvement Projects Reserve	0	100,000	58,333	140,000	100,000	
Debt Service Principal				185,627		
Debt Service Interest				10,120		
Depreciation Expense	3,288,125			0		
Total	4,710,017	1,700,000	937,284	1,980,799	1,900,799	

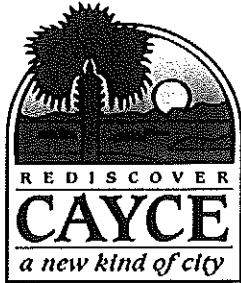
Grand Total \$ 9,710,524 \$ 9,378,592 \$ 5,316,323 11,554,204 10,981,949 \$ -

O&M Revenue 10,984,036 10,984,036

Net Revenue/(Shortage) -570,168 2,087

**City of Cayce
Capital Equipment Schedule
FY 2014 -2015**

Department Code -Name	Initial Budget	Reductions (3/4/14)
O & M Fund		
1909 Billing		
Computer Hardware	\$6,600	\$6,600
Total 1909 Billing	\$6,600	\$6,600
1910 Utilities - Administration		
Computer Hardware	\$750	\$2,550
Total 1910 Utilities - Admin	\$750	\$2,550
1911 Water Treatment Plant		
DR 6000 Spectrophotometer	\$9,000	\$9,000
Two Encore 700 Dosage Pumps	\$8,200	\$8,200
Refurbish Backwash and Surface Wash Pumps	\$58,170	\$58,170
Replacement VFD's for Raw Water PS and Water Plant	\$60,000	\$0
Surface Wash Valves for Filters #1 thru #4 plus Installation	\$22,000	\$0
Back Wash Control Valve	\$18,000	\$0
6 New Chairs for WTP Training Room	\$800	\$800
HAZMAT Equipment	\$7,020	\$7,020
Total 1911 Water Plant	\$183,190	\$83,190
1912 Water Distribution		
Continue AMR meter conversion program	\$385,000	\$0
Computer Hardware	\$8,000	\$7,200
Total 1912 Water Distribution	\$393,000	\$7,200
1916 Wastewater Plant		
Forced Air Incubator	\$3,100	\$3,100
Hach HQ440d Benchtop Dissolved Oxygen Muiltmeter	\$1,600	\$1,600
3 Automatic Door Operators for Centrifuge Building Doors	\$5,800	\$5,800
HAZMAT Equipment	\$7,020	\$7,020
Total 1916 Wastewater Plant	\$17,520	\$17,520
1917 Wastewater Collection		
TC McDonalds PS Discharge Piping Replacement	\$34,300	\$34,300
Maggie Maes PS Rebuild	\$9,400	\$0
Mallard Trace PS Rebuild	\$13,000	\$0
Electric control panel Cedarfield Pump Station	\$7,000	\$0
Electric control panel Davon Pump Station	\$6,500	\$0
Computer Hardware	\$5,400	\$5,400
Total 1917 Wastewater Collection	\$75,600	\$39,700
1920 Septage & Grease		
Remodel old WWTP office/lab	\$50,000	\$50,000
Computer Hardware	\$1,100	\$1,100
Total 1920 Septage & Grease	\$51,100	\$51,100
Total O&M Fund	\$727,760	\$207,860



**City of Cayce
South Carolina**

**APPROVED MINUTES
Board of Zoning Appeals
Monday August 19, 2013
City of Cayce Council Chambers
6:00 p.m.**

I. CALL TO ORDER

Vice Chair Robert McLeod called the meeting to order at 6:00 p.m. Members present were R. McLeod, R. McArver, F. Dickerson and J. Simpson. Chair Leo Dryer was absent excused. Staff present was Shaun Greenwood, Monique Ocean and Michelle Paulchel.

II. APPROVAL OF MINUTES

A motion was made by Mr. McArver to approve the May 20, 2013, minutes as written. Mr. Dickerson seconded the motion and it passed unanimously.

III. OPEN PUBLIC HEARING VA007-13

Vice Chairman Robert McLeod opened the public hearing: A request by Mr. Paul Lown for a variance from Section 6.7 Table 3 of the Zoning Ordinance to allow the property at 416 Poplar Street (TMS#004653-06-016) to reduce the required rear yard setback by 15 feet.

Mr. Paul Lown began by stating that a petition was signed by all of his neighbors in support of the variance. Mr. Lown mentioned that he desired to add a rear addition to his home. The addition will consist of a bedroom and a bathroom. Mr. Lown stated that the size of the addition would be sixteen feet by twenty-seven feet (16 ft. x 27 ft.). Mr. Dickerson asked Mr. Lown if the addition would obstruct the view of others. Mr. Lown expressed that his home faces the same direction as others on the street. Mr. Lown said the requested variance would allow him to square up his home with others on the street and the addition would not obstruct anyone's view.

IV. CLOSED PUBLIC HEARING VA007-13

Mr. McLeod closed the public hearing.

V. MOTION PUBLIC HEARING VA007-13

Mr. Simpson made a motion to approve the variance request. Mr. Dickerson seconded the motion. The motion was unanimously approved.

VI. OLD BUSINESS

There was no old business.

VII. NEW BUSINESS

New ordinances will be updated in the zoning books when ready.

VIII. ADJOURNMENT

Mr. Dickerson made a motion to adjourn. Mr. Simpson seconded the motion. All were in favor.

THE HOUSING AUTHORITY OF THE CITY OF CAYCE, S.C.

December 17, 2013

The Board of Commissioners of The Housing Authority of the City of Cayce, S.C. convened at 5:10 P.M., Tuesday, December 17, 2013 in Council Chambers at Cayce City Hall.

The Chairman called the meeting to order and upon roll call, those present and absent were as follows:

PRESENT: Jack L. Sightler, Jr., Chairman
Mr. Bruce Smith, Chair-Elect
Silvia Sullivan, Commissioner

ABSENT: Brenda Kegler, Commissioner

STAFF: Howard Thomas, Lee McRoberts, Beverly Malone

M. Walker
JP

Mr. Smith opened with a prayer.

Upon motion of Mr. Smith, seconded by Ms. Sullivan the minutes of the June 18th, 2013 minutes were approved. Upon motion of Ms. Sullivan, seconded by Mr. Smith, the minutes of the October 15th, 2013 meeting were approved.

Mrs. Malone gave the Operations Report for November and December. She stated that 3 accounts were sent to the Magistrate in November and 0 in December, there were no accounts over thirty days old, 24 work orders were received in November and 16 in December, 24 work orders were completed in November and 12 completed to date in December, no emergency work orders were received either month and none remain to be completed.

Mr. Smith asked why the window replacement project was taking so long. Mr. Thomas said that the manufacturer shipped the wrong windows when the initial order was replaced. It took some time for the replacement order to be received but work has resumed. Additionally some of the windows had to be enlarged in some properties to accommodate new state codes for egress. Approximately 300 windows are being replaced with this project and staff expects the contractor to move quickly from one site to the next now that materials are on hand.

Ms. Malone provided a breakdown of work orders received for November. There were 4 plumbing, 5 carpentry, 3 water heater, 4 refrigerator, 5 HVAC, 2 general and 1 electrical order for the month. There was a general discussion of how work orders are handled and prioritized.

Mr. Thomas gave a briefing on the submission of an application to convert the Cayce Housing Authority to Rental Assistance Demonstration units (RAD). If approved,

the program would convert Cayce's public housing units to more of a Section 8 type program. HUD gives the Authority the units outright and each unit would receive a voucher. Tenants would pay 30% of their income in rent and the voucher would pay the difference. Rents would be based on Fair Market Value and an approved payment standard. While units no longer receive operating subsidy under RAD, all monies received in rents is free of all federal regulations.


Mr. Walker said that many small authorities are moving to this program. RAD requires that finances are managed closely and a reserve set aside to fund any large projects or work to be done to the units. All units in Cayce with the exception of the single family home on Riverside would be subject to the conversion. As a financial reserve is built, those funds could be used to build additional units, buy existing units or complete other projects as directed by the Board. Mr. Walker stated that the if the application is approved for submission and selected to become part of the RAD program, the Board will still have the right to withdraw its interest in conversion should circumstances change.

Upon motion of Mr. Smith, seconded by Ms. Sullivan, the Resolution approving the submission of a RAD application was unanimously approved.

Mr. Thomas reported on security. There were 12 reportable incidents during the last 2 months. There were several incidents at Spencer Place and Mr. Thomas explained that one family was responsible for those problems and is now gone from the property.

Mr. Walker said that Cayce achieved the High Performer designation from HUD again after scoring well on the PHAS. Mr. Sigtler asked if those same standards would apply if the Authority converts to RAD. Mr. Thomas said that the units would still be graded but under the SEMAP instead.

There being no additional business, the meeting adjourned at 6:06 pm.



Secretary

APPROVED:



THE HOUSING AUTHORITY OF THE CITY OF CAYCE, S.C.

December 17, 2013

ANNUAL MEETING

The Board of Commissioners of The Housing Authority of the City of Cayce, S.C. convened at 6:06 P.M., Tuesday, December 17 2013 in the Cayce City Hall.

The Chairman called the meeting to order and upon roll call, those present and absent were as follows:

PRESENT: Jack L. Sightler, Jr., Chairman
Mr. Bruce Smith, Chair-Elect
Silvia Sullivan, Commissioner


ABSENT: Brenda Kegler, Commissioner

STAFF: Howard Thomas, Lee McRoberts, Beverly Malone

The Chair stated that the purpose of the Annual Meeting is to elect Officers for the upcoming year. *Mr. Wa*

The floor was opened to nominations for Chair and Vice Chair. Ms. Sullivan moved that the current officers remain in their positions and serve in their capacities during 2013; seconded by Mr. Smith it was unanimously approved.

There being no further business, the meeting adjourned at 6:10 p.m.


Secretary

APPROVED: 
Chairman

**MINUTES OF EVENTS COMMITTEE
CITY OF CAYCE
January 14, 2014**

Present: Brenda Cole, Mendy Corder (City Representative), Dr. Pete Cassidy, Danny Creamer, Julie Isom, Ellen Mancke, Rachel Scurry, and Jay Thompson

Absent, Excused: Kirsten Davis (City Representative), James Denny (City Representative), Frankie Newman, Cindy Pedersen

Chairperson Julie Isom called the meeting to order. The minutes of the November 14, 2013, meeting were reviewed and approved as written.

With a motion by Dr. Cassidy and a second by Ms. Cole, the 2014 officers were elected unanimously as follows: President: Julie Isom; Vice-President: Ellen Mancke; and Secretary: Rachel Scurry.

CHRISTMAS IN CAYCE REVIEW

Ms. Corder presented the preliminary budget review for the events. She will review and present the finalized expenditures and budget comparison at the next meeting.

The City Complex holiday decorations and lights were very attractive this year. The Women's Club Annual Tree Lighting ceremony was well attended. The lighting and sound were much improved this year.

Ms. Scurry thanked the committee members and city personnel for their hard work on Carols along the Riverwalk. The performers and attendees contributed greatly to the success of the event.

The Committee discussed improvements and ideas for the 2014 event.

- The Committee discussed ways to attract more talent and expand the number of performers to a maximum of ten groups.
- Listing the performers in the Cayce Newsletter and in press releases was suggested.
- Providing a list of performers and a trail map will assist attendees in visiting each group's location.
- Limited parking and lack of easy access for the elder, young families, and handicapped persons are issues.
- Safety for attendees and performers is a primary concern.
- The Committee discussed blocking Axtell and re-routing traffic. Ms. Isom will contact the District Traffic Engineer to determine the process for obtaining permission to do so.
- Limited electrical hook-ups at the pavilion and the unavailability of electrical sources for the performers' equipment are issues that need to be addressed.

- Access to the Riverwalk between Riverland Park and Thomas Newman Landing was discussed as an alternate location for the event.
- Provide bottles of water for the performers.
- Handout the Christmas in Cayce Schedule of Events as attendees are leaving the event.
- Ms. Mancke, Ms. Pedersen, Mr. Thompson, and Ms. Scurry will work together to plan the 2014 Carols along the Riverwalk event which is scheduled for Friday, December 5.

2014 EVENTS AND PROJECTS

Spring Guided Nature Tours: The 2014 event will be held at Guignard Park. Ms. Corder will contact Dr. Mancke and determine the date.

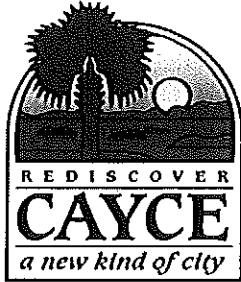
City of Cayce's Centennial Celebration: The celebration is planned for the weekend of September 5-7, 2014. Ms. Corder will seek additional guidance from Council concerning the budget and events.

Congaree Bluegrass Festival: The event is scheduled for October 4, 2014. Mr. Creamer discussed potential performers. Committee members discussed various ways to lower expenses. Ms. Corder will provide an estimated budget at the next meeting.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Rachel R. Scurry, Secretary



**City of Cayce
South Carolina**

**APPROVED MINUTES
PLANNING COMMISSION
Monday January 27, 2014
City of Cayce Council Chambers
6:00 p.m.**

I. CALL TO ORDER

Chair Ed Fuson called the meeting to order at 6:00 p.m. Members present were B. Kelly, R. Power, L. Mitchell, J. Raley, E. Fuson, C. Kueny and Mr. Brohem. Staff present was Shaun Greenwood, Monique Ocean and Michelle Paulchel.

II. APPROVAL OF MINUTES

Mr. Brohem made a motion to approve the minutes from the December 16, 2013, meeting to include a change to reflect that Mr. Mitchell was absent. Mr. Raley seconded the motion. The vote passed unanimously.

III. STATEMENT OF NOTIFICATION

Chair Ed Fuson asked if the public and media had been duly notified of the meeting. Michelle Paulchel stated everyone had been notified.

IV. OTHER BUSINESS

- Shaun Greenwood discussed the changes to the Land Development Regulations. Mr. Greenwood stated that he intended to have a representative from the Central Midlands Council of Governments present at the meeting but due to conflicts in scheduling the representative was not able to attend. Mr. Greenwood explained that two major issues needed further revision in order to complete the Land Development Regulations:

1. Private roads
2. Traffic impact studies (TIS)

Mr. Greenwood stated that some of the language may need to be changed because the way the draft is currently written, the City of Cayce would need a traffic engineer on staff to complete a Traffic Impact Study (TIS). The Planning Commission further discussed if a TIS was actually needed. The Planning Commission requested that staff research an acceptable threshold when determining if there was a need for a TIS. Mr. Greenwood agreed that staff would research the issue and have information at the next meeting. Mr. Greenwood also stated, in the matter of private roads, staff strongly suggests adopting Lexington County standards. Mr. Greenwood mentioned that Lexington County Public Works permitted private roads with the stipulation that the roads were approved by the Lexington County Planning Commission and written documentation that the owner of the road was knowledgeable that Lexington County Public Works would never take over maintenance of the road. The discussion ended with the Planning Commission stating they would like to see the proposed changes to the draft and the dialogue will be continued at the next meeting.

- A motion was made by Mr. Kueny to appoint Michelle Paulchel as secretary. Mr. Powers seconded the motion. The vote passed unanimously.
- A motion was made by Mr. Raley to appoint Mr. Powers as Vice Chairman. Mr. Kueny seconded the motion. The vote passed unanimously.
- A motion was made by Mr. Raley to appoint Mr. Fuson as Chair. Mr. Mitchell seconded the motion. The vote passed unanimously.
- A motion was made by Mr. Mitchell to approve the 2014 Meeting Schedule. Mr. Brohem seconded the motion. The vote passed unanimously.

V. ADJOURNMENT

Mr. Raley made a motion to adjourn. Mr. Kueny seconded the motion. All were in favor.

All open positions will be advertised on the City's website and Facebook page.

ACCOMMODATIONS TAX COMMITTEE – TWO (2) POSITIONS

Dr. Pete Cassidy's term expired in February. He would like to serve again and the Committee has recommended him for reappointment. His application is attached for Council review. Ms. Lynda Murray's term expired in February. She would like to serve again and the Committee has recommended her for reappointment. Her application is attached for Council's review.

EVENTS COMMITTEE – ONE (1) POSITION

Ms. Cindy Pedersen's term expired in March. She would like to serve again and the Committee has recommended her for reappointment. Her application is attached for Council's review.

CAYCE HOUSING AUTHORITY – ONE (1) POSITION

There is one open position on the committee. A potential member application has been received from Ms. Janice Mixon and is attached for Council's review. The Housing Authority recommends the appointment of Ms. Mixon.

PLANNING COMMISSION – ONE (1) POSITION

Mr. Robert Power's term expired in March. He would like to serve again and the Commission has recommended him for reappointment. His application is attached for Council's review.

NO COUNCIL ACTION REQUIRED

The following positions have been postponed by Council until receipt of potential member applications.

ACCOMMODATIONS TAX COMMITTEE – TWO (2) POSITIONS

Ms. Cherelle Davis is no longer employed with the Country Inn & Suites. Ms. Sue Wofford is no longer with Knights Inn. These positions must be filled by someone from the motel industry in Cayce. The staff liaison is currently speaking with motel managers regarding this position.

CONSOLIDATED BOARD OF APPEALS – THREE (3) POSITIONS

Mr. Ron Lawson's term has expired. We have been unable to reach Mr. Lawson by phone. A letter has been sent to Mr. Lawson to inquire about his interest in serving on this Board. No response to the City's letter has been received. Mr. Frank Strange and Mr. Lemuel Knight both passed away recently. There are no recommendations at this time.

PUBLIC SAFETY FOUNDATION – FOUR (4) POSITIONS

Mr. Spires' term has expired and Council has already postponed this position. In checking with all the members of the foundation, Mr. Brice Corbitt has advised he will be unable to serve. Mr. Ohlen White is no longer a resident of the City and Ms. Joan Hoffman's term expired in May and she is unable to serve again at this time. Ms. Terri Camp recently moved from District 1 to District 4. Council Member James currently has two people from his district serving on the Foundation therefore Ms. Camp can fill one of the Mayor's open positions.

In summary, we have the following open positions:

- District 1 – one position
- District 3 – two positions
- Mayor – one position

Mayor and Council Members in these districts will need to submit potential members for Council review and approval.

Memorandum

To: Mayor and Council
From: Mendy
Date: 02/28/2014
Re: Committee Members Attendance Record

Dr. Pete Cassidy was appointed to the Accommodations Tax Committee in February 1986. His term expired in February 2014. The Committee has recommended him for reappointment. The Accommodations Tax Committee only meets a few times a year. Dr. Cassidy is the Chairman of the Committee and attends every meeting.

Ms. Lynda Murray was appointed to the Accommodations Tax Committee in February 2006. The Committee has recommended her for reappointment. The Accommodations Tax Committee only meets a few times a year and she attends each meeting.

Ms. Cindy Pedersen was appointed to the Events Committee in March 2001. The Committee has recommended her for reappointment. Below is her attendance record for the last few years:

1/12	Present	1/13	Present
2/12	Present	3/13	Excused absence
3/12	Present	4/13	Present
4/12	Excused absence	5/13	Present
5/12	Present	6/13	Excused absence
6/12	Present	7/13	Present
8/12	Excused absence	8/13	Present
9/12	Present	9/13	Present
10/12	Present	10/13	Present
11/12	Present	11/13	Present

Mr. Robert Power was appointed to the Planning Commission in March 2009. The Commission has recommended him for reappointment. Below is his attendance record for the last few years.

1/12	Present	3/13	Present
2/12	Present	5/13	Present
3/19/12	Present	6/13	Present
3/26/12	Present	7/13	Present
5/12	Present	8/13	Present
8/12	Present	9/13	Present
9/12	Present	10/13	Present
10/12	Present	12/13	Present
1/13	Present		
2/13	Present		



CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: Pete Cassidy
Home Address: 308 South Edin^{Dr} City, State, Zip Cayce, S.C. 29033
Telephone: 791-8472 E-Mail Address petcassidy@mindspring.com
~~240-3618~~
Resident of Cayce: Yes No Number of Years 30

Please check the Committee for which you are applying for reappointment:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Accommodations Tax Committee | <input type="checkbox"/> Beautification Board | <input type="checkbox"/> Event Committee |
| <input type="checkbox"/> Cayce Housing Authority | <input type="checkbox"/> Museum Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Consolidated Board of Appeals | <input type="checkbox"/> Board of Zoning Appeals | |

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, specify below:

Work Address

Company: Cayce 1st BAPT. Church Position Interim Pastor
Address: 600 HOLLAND AVE.
City, State, Zip Cayce, SC 29033 Telephone: 796-6028
Fax: _____ E-Mail _____
Work Experience: Baptist Pastor more than 50 years.

Educational Background: BA, MDiv, DMIN

Membership Information (Professional, Neighborhood and/or Civic Organizations):

Ederwood Neighborhood Assn.
Volunteer Work: President of Home Owners for Ederwood

Hobbies: Remodeling Homes, Reading

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072
mcorder@cityofcayce-sc.gov

CITY OF CAYCE
POTENTIAL COMMITTEE MEMBER APPLICATION

FEB - 4 2014



Name: LYNDA S. MURRAY
Home Address: 1065 TARRY TOWN LN City, State, Zip West Columbia, SC 29170
Telephone: 803-315-9736 E-Mail Address NONE
Resident of Cayce: Yes No Number of Years _____

Please indicate the Committee(s) for which you are applying:

- Accommodations Tax Committee Beautification Board Event Committee
 Cayce Housing Authority Museum Commission Planning Commission
 Housing/Constr Board of Appeals Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, specify below.

Work Address

Company: MURRAY'S Position CORPORATE RECORDS SWITCHBOARD AND RECEPTIONIST
Address: 2433 CHARLESTON HWY.
City, State, Zip CAYCE S.C. 29033 Telephone: 315-9737
Fax: _____ E-Mail _____

Work Experience:

Ag FIRST
1401 HAMPTON ST. COHA, S.C.

Educational Background:

High School

Membership Information (Professional, Neighborhood and/or Civic Organizations):

Accommodations Tax Committee

Volunteer Work:

Hobbies:

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072



**CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION**

Name: Cynthia M. Pedersen

Home Address: 1006 Michaelmas Avenue Cayce, SC Telephone: 803-239-8006

E-Mail Address: pedersen4th@gmail.com

Resident of Cayce: { Yes X Number of Years 18

Please check the Committee for which you are applying for reappointment:

{ Accommodations Tax Committee { Beautification Board X Event Committee
{ Cayce Housing Authority { Museum Commission { Planning Commission
{ Consolidated Board of Appeals { Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? X No If yes, specify below:

Work Address

Company: SCDHHS, Position: Program Coordinator II

Address: 1801 Main St. P O Box 8206

City, State, Zip: Columbia, SC 29033 Telephone: 803-898-2033

Fax: 803-255-8204 E-Mail: Pedersen@scdhhs.gov

Work Experience: 6 years at Empire Returns, Utica, NY as the Interplant Policy and Customer Service Coordinator. Over 20 years of experience at SCDHHS from HR to to Nursing Homes to Hospice to Budget Projections and Reporting

Educational Background: BA from (SUNY) Potsdam College, Potsdam, NY; Associate Public Manager certification by the State of SC; PDD certification by the State of SC; HIPPA certified by SCDHHS; Dementia Specialist certification from USC; Lean Six Sigma trained by SCDHHS, Sworn Guardian Ad Litem through the SC Governor's Office and Circuit Court.

Membership Information (Professional, Neighborhood and/or Civic Organizations):

PME National Honorary Mathematics Fraternity; Former AAAA member; SC State Employees Association; Friend of the SC State Museum

Volunteer Work: Meals on Wheels Volunteer for over 15 years, SCDHHS Mobile

Mammography Coordinator for 18 years; Blood donor for 35 years; SC Guardian Ad Litem for 3 years; City of Cayce Beautification Board for several years and the City of Cayce Event Planning Committee for many years

Hobbies: Reading, gardening and kayaking



CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: Robert Power

Home Address: 817 Indigo City, State, Zip Cayce

Telephone: 309-0132 E-Mail Address RPOWER7714@GMAIL.COM

Resident of Cayce: Yes No Number of Years 33

Please check the Committee for which you are applying for reappointment:

- Accommodations Tax Committee
- Beautification Board
- Events Committee
- Cayce Housing Authority
- Museum Commission
- Planning Commission
- Consolidated Board of Appeals
- SPAT Committee
- Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, specify below:

Work Address

Company: None currently Position _____

Address: _____

City, State, Zip _____ Telephone: _____

Fax: _____ E-Mail _____

Work Experience: Land development project management,
civil engineering

Educational Background: M.S. Environmental Systems Engineering
B.S. Civil Engineering

Membership Information (Professional, Neighborhood and/or Civic Organizations):

ASCE WEASC Cayce Avenues Assoc. Cayce Beautification Foundation

Volunteer Work: _____

Hobbies: _____

Return to:
Mendy C. Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-796-9020 • Fax: 803-796-9072



THE HOUSING AUTHORITY OF THE CITY OF CAYCE, SOUTH CAROLINA

1017 Harden Street * Columbia, SC 29204-1015

Telephone: (803) 254-3886

TDD: (803) 256-7762

February 25, 2014

Ms. Rebecca L. Vance
City Manager
City of Cayce
P.O. Box 2004
Cayce, South Carolina 29171

Dear Ms. Vance:

This letter is written regarding the open seat on the Board of Commissioners for the Cayce Housing Authority. We are attaching an application from Mrs. Janice Mixon and fully support her appointment to the Board if Council votes accordingly.

Mrs. Mixon is a long-time resident of Cayce and a concerned member of the community who has a long history of involvement with the area. Please feel free to contact me at (803) 376 - 6103 if you require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Walker", is positioned below the word "Sincerely,".

Gilbert Walker
Executive Director

**CITY OF CAYCE
POTENTIAL COMMITTEE MEMBER APPLICATION**



Name: Janice M. Mixon
Home Address: 113 Hickory Lane City, State, Zip Cayce, SC 29033
Telephone: 803-791-1849 E-Mail Address JANMIX69@bellsouth.net
Resident of Cayce: Yes No Number of Years 36

Please indicate the Committee(s) for which you are applying:

- Accommodations Tax Committee Beautification Board Event Committee
 Cayce Housing Authority Museum Commission Planning Commission
 Housing/Constr Board of Appeals Board of Zoning Appeals

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, specify below.

Work Address

Company: Retired Position _____
Address: _____
City, State, Zip _____ Telephone: _____
Fax: _____ E-Mail _____

Work Experience: Retired after having a licensed home daycare for 30 yrs.

Educational Background: H.S. + 2 yrs. college

Membership Information (Professional, Neighborhood and/or Civic Organizations):

Edenwood Neighborhood Assoc (in past)

Volunteer Work: Edenwood Swim Club

Hobbies: _____

Return to:
Mendy Corder, Municipal Clerk
City of Cayce, P.O. Box 2004, Cayce, SC 29171-2004
Telephone: 803-550-9557 • Fax: 803-796-9072