



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 VANCE

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

**City of Cayce
Special Council Meeting
March 18, 2015
5:00 p.m. – Council Chambers – 1800 12th Street
www.cityofcayce-sc.gov**

I. Call to Order

A. Invocation and Pledge

II. Other

A. Discussion of Proposed FY/2015-2016 Utility Fund Budget

III. 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

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

V. Adjourn

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

CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
SALARIES & WAGES	30-1909-101	\$321,936			
		Salary for 9 full time employees. Addition of Tech, Increases include backflow certifications for 1 Meter Tech, "C" License for 1 Meter Tech, Customer Service cert for 4 Clerks. Also includes 5% increase for FY15/16 for 6 mos (Turner, New Tech).	\$291,190	10.6%	\$30,746
OVERTIME EXPENSE	30-1909-102	\$23,671			
		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.	\$16,000	47.9%	\$7,671
PRINTING/OFFICE SUPPLIES	30-1909-210	\$5,000			
		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. 3 New Chairs.	\$5,000	0.0%	\$0
POSTAGE EXPENSE	30-1909-211	\$49,000			
		Postage for Billing, Debt set-off, and final bills.	\$44,500	10.1%	\$4,500
DUES & MEMBERSHIPS	30-1909-214	\$1,465			
		ABPA, AWWA, SCUBA, WEASC memberships	\$1,465	0.0%	\$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).	\$1,560	0.0%	\$0
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%	\$0
TELEPHONE EXPENSE	30-1909-221	\$8,977			
		3 Verizon cellular phones for meter readers (3 Smart phones) and 1 for office, 1 tablet, reimb . of \$30/mo for Cust acct Mgr's(\$3480). Telephone and internet services provided by TWC	\$8,401	6.9%	\$576
SERVICE CONTRACTS	30-1909-226	\$27,750			
		1. Harris Computer Systems	\$10,000		
		2. Edmunds	\$8,000		
		2.. Itron	\$6,500		
		3. MailFinance	\$1,250		
		4. Ricoh USA	\$2,000		
		Total	\$27,750		

DATE PREPARED: 2/06/2015

DATE REV #1: 2/10/2015

DATE REV #2: 2/12/2015

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Billing

DEPT CODE 30-1909

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1909-227	\$0		\$0	#DIV/0!	\$0
EQUIPMENT REPAIRS					
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.	\$2,000	0.0%	\$0
HAND TOOLS AND SUPPLIES					
30-1909-238	\$2,300	Equipment such as: Gloves, goggles, binoculars, vests and steel toe boot reimbursement for meter readers.	\$1,500	53.3%	\$800
SAFETY SUPPLIES					
30-1909-241	\$2,500	Uniforms for 4 Meter Readers @ \$298.48/person/year. Jackets for meter readers and shirts. 4 Meter reader convertible jackets \$75 each, shirts for office \$150, Sweatshirts/t-shirts for techs	\$1,500	66.7%	\$1,000
UNIFORM EXPENSE					
30-1909-244	\$0		\$0	#DIV/0!	\$0
JANITORIAL					
30-1909-262	\$3,120	Insurance for four vehicles. \$780/Vehicle x 4 = \$3,120	\$2,000	56.0%	\$1,120
VEHICLE INSURANCE EXP					
30-1909-264	\$7,260	SCUBA Spring/Fall Conferences, ABPA Conference/Certification and training books/manuals.	\$7,260	0.0%	\$0
TRAINING					
30-1909-272	\$85,000	SI Solutions (billing company), SunTrust (VSA/MC), BB&T, SC Interactive. Increased online payments.	\$75,000	13.3%	\$10,000
SPEC DEPT FEES - COLL, CHG CARD & ONLINE					
30-1909-???	\$0		\$900	-100.0%	(\$900)
SPEC CONTRACT-COPIER					
30-1909-385	\$181,200		\$0	#DIV/0!	\$181,200
MACHINES & EQUIP.					
		ITEM # 1 Ford F-250 (Lease Purchase)	\$30,000		
		ITEM # 2 Computer Equipment	\$1,200		
		ITEM # 3 2000 (100W ERT Replacement)	\$150,000		
		Items listed in order of priority.	<u>\$181,200</u>		

DATE PREPARED: 2/06/2015

DATE REV #1: 2/10/2015

DATE REV #2: 2/12/2015

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Billing

DEPT CODE 30-1909

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1909-805 SC STATE RETIREMENT CONTRIBUTIONS	\$37,967		\$33,171	14.5%	\$4,796
30-1909-810 RETIREMENT DEATH BENEFIT	\$522		\$463	12.7%	\$59
30-1909-814 SOCIAL SECURITY	\$26,622		\$23,606	12.8%	\$3,016
30-1909-820 GENERAL INSURANCE EXPENSE (PROPERTY & TORT)	\$5,000		\$3,900	28.2%	\$1,100
30-1909-821 WORKERS COMP INSURANCE EXPENSE	\$10,000		\$5,687	75.8%	\$4,313
30-1909-822 MEDICAL INSURANCE EXPENSE	\$70,860		\$63,524	11.5%	\$7,336
30-1909-825 UNEMPLOYMENT COMP EXPENSE	\$5,000		\$5,000	0.0%	\$0
30-1909-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$7,500		\$5,000	50.0%	\$2,500
30-1909-830 OPEB EXPENSE	\$0		\$0	#DIV/0!	\$0

DATE PREPARED: 2/06/2015

DATE REV #1: 2/10/2015

DATE REV #2: 2/12/2015

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Billing

DEPT CODE 30-1909

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1909-867 CHRISTMAS BONUS POOL	\$1,500		\$1,380	8.7%	\$120
30-1909-901 WEBSITE	\$0		\$0	#DIV/0!	\$0
TOTAL	\$905,211		\$634,257	42.7%	\$270,954

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.

FY 1516 Billing - Dues, Memberships & Training Expense Budget Justification

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
Dues & Memberships Expense					
AWWA Membership	5	\$75	0	No	\$375
SCUBA	5	\$30	0	No	\$150
ABPA	4	\$200	0	No	\$800
WEASC	4	\$35	0	No	\$140
Total Cost					\$1,465
Training Expense					
SCUBA Conference Spring	2	\$150	0	Yes	\$300
SCUBA Conference Fall	3	\$50	0	No	\$150
ABPA Conference/Certification	3	\$300	0	No	\$900
AWWA Customer Service Certification	5	\$625	not set	No	\$3,125
Operator License Exams	3	\$95	12	No	\$285
Short Schools, Seminars, Training Books & Manuals	3	\$375	12	No	\$1,125
Software Training (MS Word)	5	\$125	0	No	\$625
Software Training (MS Excel)	6	\$125	0	No	\$750
Management Training	1	\$0	0	No	\$0
Total Cost					\$7,260

Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
SC Utility Billing Assoc. Conference	2	3	\$150	3	\$50	\$65	\$1,330
Misc Short School Travel	2					\$100	\$200
CM's Christmas Luncheon	1	0	\$0	1	\$30	\$0	\$30
Total Cost						\$1,560	

**City of Cayce
FY 15-16**

Capital Equipment/New Initiatives of Services/Personnel

Item #1

Department	Water Billing, 30-1909-385
Issue	New Truck Lease Purchase for to replace #4115
Justification	<p>Recommended by Assistant Utility Director and Fleet Manager in last year's budget to replace truck #4115, due to mileage and wear and tear caused by constant use (currently 66,810 miles). 4115 will go to the Septage and Grease facility for use. The Meter Tech carries meters, lids and other equipment that is weighing down the smaller vehicle. He also has to store meters in the extended cab of the truck, which is a potential safety hazard. A heavier duty truck with a utility box will solve the problem. It will be comparable to the truck used by another Meter Tech.</p> <p>For budgeting purposes we are using \$28,576 as a cost and \$7,787/tear for the lease/purchase.</p>
Item #1 Estimated Impact on FY 15-16 Budget	\$ 7,787

Item #2

Department	Water Billing, 30-1909-101
Issue	Meter Technician I will replace Meter Reader/Mechanic position and Meter Technician II will be a new position with 1 new employee added to 1909
Justification	<p>A new position, Meter Technician II will be created and have a Payroll Classification of 106. This position will have an expanded role to include: Primary On-Call for Plug/Unplug; Cut-Off list responsibility and Execution; Ensuring completion of Work Orders; Enters completed Work Orders; Assists in setting up new development in System. This position will include field and office work, trouble-shooting and resolution of complex account issues. The Meter Technician II will work closely with the Customer Accounts Manager to improve the efficiency of the Meter Reading, Cut-off and Plugging Processes. This position will also allow the Sewer Crew to focus more on sewer line problems and installing elder valves. Accountability will reside within a more direct line of supervision. See Class Description tabs with changes in red for each position.</p>
Item #2 Estimated Impact on FY 15-16 Budget	\$ 30,724.32

DATE PREPARED: 2/13/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1910-101 SALARIES & WAGES	\$250,972	Salary for 4 full time employees. City Electrician moved from Collections to Utilities Admin.	\$200,725	25.0%	\$50,247
30-1910-102 OVERTIME EXPENSE	\$1,000	Overtime expense for City Electrician.	\$0	0.0%	\$1,000
30-1910-210 PRINTING/OFFICE SUPPLIES	\$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. Includes 2 office chairs.	\$5,000	0.0%	\$0
30-1910-211 POSTAGE EXPENSE	\$6,000	Mailings: letters, checks, purchase orders, etc.... Increase due to higher postage costs.	\$5,375	11.6%	\$625
30-1910-214 DUES & MEMBERSHIPS	\$665	Professional memberships in Utility & Engineering & Electrical related organizations.	\$745	-10.7%	-\$80
30-1910-215 TRAVEL EXPENSE	\$3,540	Expenses associated with transportation, lodging, meals, & registration for attendance to meetings, seminars, conferences & training.	\$2,655	33.3%	\$885
30-1910-217 AUTO OPERATING EXPENSE	\$10,000	Funds for fuel, oil, lubricants, maintenance & repair parts for 3 vehicles.	\$4,500	122.2%	\$5,500
30-1910-221 TELEPHONE EXPENSE	\$7,500	4 Verizon cellular phones. Added Electrician's Phone. Telephone and internet services provided by TWC.	\$6,800	10.3%	\$700
30-1910-226 SERVICE CONTRACTS	\$18,972	Provide for service, support, & maintenance of office equipment, ie: PC's, main computer, meter reading equipment, software support and upgrades, Edmunds, etc.	\$4,122	360.3%	\$14,850
		1. ESRI Mapping Software - Arcview	\$642		
		2. Bentley Systems, Inc. - WaterCAD	\$2,260		
		3. DLT Solutions, Inc. - AutoCAD	\$706		
		4. Edmunds	\$10,000		
		5. Harris	\$3,600		
		6. MailFinance	\$1,250		
		7. Communication Specialists Radio Service	\$514		
		Total	\$18,972		

DATE PREPARED: 2/13/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1910-227 EQUIPMENT REPAIRS	\$900	Parts & repair of equipment that is not covered under line item 226.	\$900	0.0%	\$0
30-1910-238 SAFETY SUPPLIES	\$3,500	Purchase of PPE (Personal Protective Equipment) for WA. \$3000 for Safety Committee. \$500 for WA	\$2,750	27.3%	\$750
30-1910-241 UNIFORM EXPENSE	\$550	Uniform clothing for staff. Added electrician's uniforms.	\$200	175.0%	\$350
30-1910-249 MEDICAL, DOC, PHYSICAL EXPENSE	\$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%	\$0
30-1910-261 ADVERTISING	\$3,000	Position available classified advertisements, employee recruitment department wide.	\$4,000	-25.0%	(\$1,000)
30-1910-262 VEHICLE INSURANCE EXPENSE	\$2,550	Vehicle Insurance for 3 vehicles. Increase for Electrician's Vehicle.	\$1,000	155.0%	\$1,550
30-1910-264 EMPLOYEE TRAINING	\$3,035	Continued education for required re-certification training to obtain required CEUs for the Director & the City Engineer.	\$3,450	-12.0%	(\$415)
30-1910-265 PROFESSIONAL SERVICES - AUDIT	\$40,000	Annual audit expense department wide.	\$40,000	0.0%	\$0
30-1910-266 PROFESSIONAL SERVICES - ATTORNEY	\$55,000	Legal services department wide.	\$55,000	0.0%	\$0
30-1910-267 PROFESSIONAL SERVICES - ENGINEER	\$41,000	Outside engineering consultant services department wide.	\$41,000	0.0%	\$0

DATE PREPARED: 2/13/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
CONSULTANT FEES	30-1910-268	\$50,000			
		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 secessions. +\$17,500 for public relations services. +30,000 for miscellaneous auditing. +\$2,500 for District Meeting	\$48,500	3.1%	\$1,500
		\$2,500 for District Meeting			
SPECIAL CONTRACT - COPIER	30-1910-271	\$2,675			
		50% of the annual rental contract for the copier that is located in the hallway between P&D and 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.	\$2,675	0.0%	\$0
MACHINES & EQUIP.	30-1910-385	\$33,025			
		ITEM # 1 Tahoe for Director (Lease/Purchase)	\$29,300		
		ITEM # 2 Ladders	\$475		
		ITEM # 3 Stationary Tool Storage Box	\$1,000		
		ITEM # 4 Office Printer	\$250		
		ITEM # 5 New Desk Computer Replacement Per Roger for Dire	\$2,000		
		Items listed in order of priority.	\$33,025		
SC STATE RETIREMENT	30-1910-805	\$27,554			
			\$21,636	27.4%	\$5,918
DEATH BENEFIT	30-1910-810	\$379			
			\$302	25.4%	\$77
SOCIAL SECURITY	30-1910-814	\$19,320			
			\$15,397	25.5%	\$3,923
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)	30-1910-820	\$5,200			
			\$2,100	147.6%	\$3,100
EXPENSE	30-1910-821	\$5,712			
			\$3,570	60.0%	\$2,142
MEDICAL INSURANCE EXPENSE	30-1910-822	\$31,493			
			\$23,822	32.2%	\$7,671

DATE PREPARED: 2/13/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1910-825 UNEMPLOYMENT COMP EXPENSE	\$1,500		\$1,500	0.0%	\$0
30-1910-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$3,000		\$2,000	50.0%	\$1,000
30-1910-830 OPEB EXPENSE	\$4,810		\$4,810	0.0%	\$0
30-1910-867 CHRISTMAS BONUS POOL	\$780		\$540	44.4%	\$240
30-1910-899 PAYING AGENT FEE/BONDS	\$8,000		\$8,000	0.0%	\$0
TOTAL	\$650,732		\$519,724	25.2%	\$131,008

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.

FY 1516 UT Admin - Dues, Memberships & Training Expense Budget Justification

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
Dues & Memberships Expense					
WWC Operator License Renewal	2	\$35	0	No	\$70
WEF Membership	1	\$125	0	No	\$125
WEASC Membership	1	\$35	0	No	\$35
PE License Renewal	2	\$100	0	No	\$200
BB&T Bankcard Corp	1	\$100	0	No	\$100
Sam's Club	1	\$35	0	No	\$35
Electrician License	1	\$100	0	No	\$100
Total Cost					\$665
Training Expense					
SC Environmental Conference	2	\$210	12	Yes	\$420
Pine Island Workshops	2	\$50	3	No	\$100
SC Operators Conference	1	\$35	13.5	Yes	\$35
8 Operator License Exams	1	\$800	12	No	\$800
GPS Equipment Training	1	\$1,000	0	No	\$1,000
Software Training (MS Word)	2	\$125	0	No	\$250
Software Training (MS Excel)	2	\$125	0	No	\$250
Administrative Professionals Conference	1	\$180	6	No	\$180
Total Cost					\$3,035

Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person (Mileage)	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
SC Environmental Conference	2	4	\$200	4	\$50	\$140	\$2,280
SC Operators Conference	1	4	\$200	4	\$50	\$200	\$1,200
CM's Christmas Luncheon	2	0	\$0	1	\$30	\$0	\$60
Total Cost							\$3,540

**City of Cayce
FY 15-16**

Capital Equipment/New Initiatives or Services/Personnel

Item #1

Department	O&M Water Admin 30-1910-385
Issues	New Chevrolet Tahoe Assigned to Director of Utilities(Lease Purchase)
Justification	The Director of Utilities' present vehicle #4163 will be stepped down to the City Engineer.
Item #1 Estimated Impact on FY 15-16 Budget	\$7,666

**City of Cayce
FY 15-16**

Capital Equipment/New Initiatives of Services/Personnel

Item #2

Department	O&M, Water Admin 30-1910-385
Issue	Ladders
Justification	Includes an 8' step ladder and a 24' extension ladder. The 8' step ladder will replace a worn 8' ladder. Electrician will use the new extension ladder to work safely at the required working heights for equipment maintenance.
Item #2 Estimated Impact on FY 15-16 Budget	\$ 475

**City of Cayce
FY 15-16**

Capital Equipment/New Initiatives of Services/Personnel

Item #3

Department	O&M, Water Admin 30-1910-385
Issue	Stationary Tool Storage Box
Justification	The City Electrician will use the new stationary tool storage box to secure his tools and equipment when they are not in his work truck.
Item #3 Estimated Impact on FY 15-16 Budget	\$ 1000

**City of Cayce
FY 15-16**

Capital Equipment/New Initiatives of Services/Personnel

Item #4

Department	O&M, Water Admin 30-1910-385
Issue	Office Printer
Justification	This printer will replace the old printer of the Utilities Administrative Coordinator.
Item #4 Estimated Impact on FY 15-16 Budget	\$ 250

**City of Cayce
FY 15-16**

Capital Equipment/New Initiatives of Services/Personnel

Item #5

Department	O&M, Water Admin 30-1910-385
Issue	Office Replacement Desk Computer for Director
Justification	This computer will replace the older desk computer of the Director per Roger's scheduled replacement schedule.
Item #5 Estimated Impact on FY 15-16 Budget	\$ 2,000

DATE PREPARED:

DATE REV #1: 2/12/15

DATE REV #2:

CITY OF CAYCE

BUDGET JUSTIFICATION

DEPT.

WTP

DEPT CODE

30-1911

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change	
SALARIES & WAGES	30-1911-101	\$427,762	Salary for 10 full time employees. We have 1 operator that will be upgrading their license in the upcoming fiscal year.	\$424,821	0.7%	2,941.00
OVERTIME EXPENSE	30-1911-102	\$41,377	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.	\$41,244	0.3%	133.00
PRINTING/OFFICE SUPPLIES	30-1911-210	\$650	Log books, toner 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%	0.00
POSTAGE EXPENSE	30-1911-211	\$275	Mailing SCDHEC and EPA reports on monthly basis. Increase in postage rates for 2015.	\$275	0.0%	0.00
STATE OF S.C PERMIT FEES	30-1911-213	\$24,000	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)	\$23,700	1.3%	300.00
DUES & MEMBERSHIPS	30-1911-214	\$857	Professional licenses. AWWA & WEASC membership dues for plant personnel.	\$822	4.3%	35.00
TRAVEL EXPENSE	30-1911-215	\$2,600	Travel expenses to schools and seminars. Out of town travel, meals and lodging for the WEASC Annual Environmental Conference (\$1,400); the WEASC Operators Conference (\$1,030); and miscellaneous travel (\$170).	\$2,360	10.2%	240.00
AUTO OPERATING EXPENSE	30-1911-217	\$8,400	Maintenance of 2 vehicles assigned to the WTP with a project increase in maintenance.	\$8,100	3.7%	300.00
ELECTRIC & GAS EXPENSE	30-1911-220	\$350,000	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.	\$285,000	22.8%	65,000.00
TELEPHONE EXPENSE	30-1911-221	\$6,933	2 Verizon cellular phones for plant operations (\$1,056). Telephone and internet services provided by TWC (\$5877).	\$4,500	54.1%	2,433.00
LUBRICATION SUPPLIES	30-1911-223	\$950	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	5.6%	50.00

DATE PREPARED:

DATE REV #1: 2/12/15

DATE REV #2:

CITY OF CAYCE

BUDGET JUSTIFICATION

DEPT.

WTP

DEPT CODE

30-1911

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1911-226	\$78,508		\$53,222	47.5%	25,286.00
SERVICE CONTRACTS		1. Hach Instrumentation Service to meet DHEC requirements	\$6,800		
		2. Laboratory Deionized Water System Service	\$1,100		
		3. Communication Specialists Mobile Phone Maintenance Service	\$515		
		4. Collins Controls specialized instrumentation maintenance and repair	\$3,000		
		5. Chlorinator Sales Annual Chlorine System Preventative Maintenance	\$7,500		
		6. Blanchard WTP & RWPS GENSETS Maintenance	\$3,525		
		7. Yearly Hoist inspection and preventive maintenance	\$500		
		8. Crom Tank Service Contract (Exterior Painting of 2.5 MG Clearwell)	\$27,201		
		9. Garbage Service	\$1,680		
		10. Landscaping Service For WTP	\$26,537		
		11. Balance calibration for lab	\$150		
		Total	\$78,508		
30-1911-227	\$65,000	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, flouride and carbon systems, pump rental and day labor for Reservoir cleaning (\$25,000).	\$75,000	-13.3%	(10,000.00)
EQUIPMENT REPAIRS					
30-1911-228	\$6,500	Maintenance and general upkeep of the buildings at the WTP and of the outlying buildings. Painting WTP Interior and Ceiling Tile Replacement	\$500	1200.0%	6,000.00
BUILDING REPAIR EXPENSE					
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%	0.00
HAND TOOLS & SUPPLIES					
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%	0.00
ELECTRIC & LIGHT SUPPLIES					
30-1911-238	\$1,600	Respirators, safety glasses, rubber boots, aprons, rubber gloves and steel toed boots.	\$1,550	3.2%	50.00
SAFETY SUPPLIES					
30-1911-241	\$2,400	Replacement of old uniforms and the purchase of uniforms for new employees including winter jackets.	\$2,300	4.3%	100.00
UNIFORM EXPENSE					
30-1911-244	\$600	Mops, cleaning supplies, waxes, bleach, buckets, etc.	\$600	0.0%	0.00
JANITORAL SUPPLIES					

DATE PREPARED:

DATE REV #1: 2/12/15

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WTP

DEPT CODE

30-1911

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change	
CHEMICAL EXPENSE	30-1911-248	\$229,000	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.	\$229,219	-0.1%	(219.00)
LABORATORY SUPPLIES	30-1911-249	\$29,000	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.	\$22,500	28.9%	6,500.00
VEHICLE INSURANCE EXPENSE	30-1911-262	\$1,560	Insurance on 2 vehicles assigned to the Water Treatment Plant.	\$1,500	4.0%	60.00
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	\$2,750	0.0%	0.00
CONSULTANT & LAB TESTING	30-1911-267	\$8,500	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 system.	\$17,000	-50.0%	(8,500.00)
MACHINES & EQUIP.	30-1911-385	\$238,853	<ol style="list-style-type: none"> 1. Sodium Hypo Dosage System for 321 Booster Pump Station \$9,000 2. High Service Transmission Pump \$60,000 3. Raw Water Transmission Pump \$90,000 4. Replace Vehicle 4108 and Vehicle 4109 \$44,800 5. Surface Wash Valves Replacement Filter One thru Filter Four \$20,000 6. Autoclave for WTP Laboratory \$6,200 7. Replacement Computer for WTP Office \$853 8. Replace sample sink, cabinet and surround in the WTP Laboratory \$8,000 	\$83,190	187.1%	155,663.00
			Items listed in order of priority.	\$238,853		

DATE PREPARED:

DATE REV #1: 2/12/15

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WTP

DEPT CODE

30-1911

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1911-805	\$51,399		\$50,590	1.6%	809.00
SC STATE RETIREMENT CONTRIBUTIONS					
30-1911-810	\$707		\$706	0.1%	1.00
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1911-814	\$36,041		\$36,001	0.1%	40.00
SOCIAL SECURITY					
30-1911-820	\$17,432		\$17,432	0.0%	0.00
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)					
30-1911-821	\$22,014		\$18,192	21.0%	3,822.00
WORKERS COMP INSURANCE EXPENSE					
30-1911-822	\$78,733		\$79,405	-0.8%	(672.00)
MEDICAL INSURANCE EXPENSE					
30-1911-825	\$550		\$500	10.0%	50.00
UNEMPLOYMENT COMP EXPENSE					
30-1911-828	\$2,500		\$2,500	0.0%	0.00
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
30-1911-830	\$5,411		\$5,411	0.0%	0.00
OPEB EXPENSE					
30-1911-867	\$1,980		\$1,920	3.1%	60.00
CHRISTMAS BONUS POOL					
TOTAL	\$1,746,342		\$1,495,860	16.7%	250,482.00

FY 1516 WTP - Dues, Memberships & Training Expense Budget Justification

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
Dues & Memberships Expense					
AWWA Membership	1	\$82	0	No	\$82
WEASC Membership	11	\$35	0	No	\$385
Operator License Renewal	13	\$30	0	No	\$390
Total Cost					\$857
Training Expense					
SC Environmental Conference	2	\$230	12	Yes	\$460
SC Operators Conference	2	\$25	12	Yes	\$50
Pine Island Workshops	3	\$50	3	No	\$150
Operator License Exams	4	\$100	12	No	\$400
SCDHEC Laboratory Workshop	3	\$150	5	No	\$450
Software Training (MS Access)	2	\$125	0	No	\$250
Software Training (MS Excel)	2	\$125	0	No	\$250
Short Schools, Seminars, Training Books & Manuals	2	\$375	12	No	\$750
Total Cost					\$2,760

Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
SC Environmental Conference	2	3	\$145	3	\$50	\$95	\$1,360
SC Operators Conference	2	3	\$120	3	\$50	\$95	\$1,210
CM's Christmas Luncheon	1	0	\$0	1	\$30	\$0	\$30
Total Cost						\$2,600	

City of Cayce
FY 15-16
Capital Equipment/New Initiatives or Services/Personnel

Item # 1

Department	Water Treatment Plant 30-1911-385
Issues	Sodium Hypochlorite Dosage System for 321Booster Pump Station
Justification	Since initial tank construction in 2002, the chlorine residual in this tank falls below minimum levels at times. WTP staff climb the tank and dose with HTH powder to maintain proper chlorine residuals. A chlorine dosage system at the booster pump station will add chlorine solution as the pump fills the tank. This will enable the tank to have adequate residuals at all times, and keep staff from climbing the tank.
Item # 1 Estimated Impact on FY 15-16 Budget	\$9,000(estimate)

Item # 2

Department	Water Treatment Plant 30-1911-385
Issues	High Service Pump Replacement
Justification	All seven pumps were originally installed in 2002, and have been in near continuous service since that time. We have replaced one High Service Pump in FY14-15, and one Raw Water Transmission Pump in FY 11-12. We are in the process of replacing another Raw Water pump this fiscal year. So in the last four years, we will have replaced three of the original seven pumps. Due to the nature of their use, these other three will need replaced in the upcoming years. So by budgeting for one or two pumps per budget cycle, we will have replaced all the seven original pumps by FY 17-18.
Item # 2 Estimated Impact on FY 15-16 Budget	\$60,000(estimate)

City of Cayce
FY 15-16
Capital Equipment/New Initiatives or Services/Personnel

Item # 3

Department	Water Treatment Plant 30-1911-385
Issues	Raw Water Transmission Pump Replacement
Justification	All seven pumps were originally installed in 2002, and have been in near continuous service since that time. We have replaced one High Service Pump in FY14-15, and one Raw Water Transmission Pump in FY 11-12. We are in the process of replacing another Raw Water pump this fiscal year. So in the last four years, we will have replaced three of the original seven pumps. Due to the nature of their use, these other three will need replaced in the upcoming years. So by budgeting for one or two pumps per budget cycle, we will have replaced all the seven original pumps by FY 17-18.
Item # 3 Estimated Impact on FY 15-16 Budget	\$ 90,000(estimate)

Item # 4

Department	Water Treatment Plant 30-1911-385
Issues	Replace Vehicle 4108 and Vehicle 4109
Justification	As per the fleet manager's recommendation, we need to replace these vehicles. We propose to lease a new Chevy Equinox for WTP Asst. Supt. and step down #4109 to WWTP. Also, lease new Colorado P/U to replace #4108 and step down #4108 to replace #4114. Vehicle #4114 was put into auction 8/1/14.
Item # 4 Estimated Impact on FY 15-16 Budget	\$45,500

Item # 5

Department	Water Treatment Plant 30-1911-385
Issues	Surface Wash Valves for Filter One thru filter Four
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 # 5 Estimated Impact on FY 15-16 Budget	\$20,000(estimate)

**City of Cayce
FY 15-16
Capital Equipment/New Initiatives or Services/Personnel**

Item # 6

Department	Water Treatment Plant 30-1911-385
Issues	Autoclave for WTP Laboratory
Justification	Our current autoclave is a 1990 model and is beginning to have some operational issues. We need this device to sterilize laboratory waste products for proper disposal, as per SCDHEC.
Item # 6 Estimated Impact on FY 15-16 Budget	\$6,200

Item # 7

Department	Water Treatment Plant 30-1912-385
Issues	Replacement Computer for WTP Office
Justification	Current computer is now three years old, and will be stepped down to the operator's desk. The operators computer is a 2008 model and will be recycled.
Item #7 Estimated Impact on FY 15-16 Budget	\$853

Item # 8

Department	Water Treatment Plant 30-1912-385
Issues	Painting WTP Interior and Replace Ceiling Tiles
Justification	Paint on the interior walls of the WTP need of a fresh coat of paint. The 2000 renovation was the last time the plant was painted. The ceiling tiles have been installed since 1990, and the majority have staining and/or are cracked. We have several on staff that could replace the tiles. That would save on labor cost.
Item #8 Estimated Impact on FY 15-16 Budget	\$6,000

City of Cayce
FY 15-16
Capital Equipment/New Initiatives or Services/Personnel

Item # 9

Department	Water Treatment Plant 30-1912-385
Issues	Replace sample sink cabinet, top, surround and non-functional faucets
Justification	Cabinet that contains the sample faucets for our water treatment process was installed in 1990, and has corrosion and structural issues. The constant use of the water flow through the sample faucets has released chlorine that has corroded the metal cabinet. Also, some of the faucets are not working, and need replacing. The proposed cabinet and all accessories will be constructed of stainless steel, and will hold up much better than the metal currently used. We will reuse the stainless steel sink, as it is still in great shape.
Item # 9 Estimated Impact on FY 15-16 Budget	\$8,000

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DATE REV #1: 2/24/2015

DATE REV #2:

DEPT. WD

DEPT CODE 30-1912

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change	
SALARY AND WAGES	30-1912-101	\$497,571	Salary and wages for 13 employees. Increases for employees that take and pass water distribution exams.	\$499,975	-0.5%	<i>(2,403.74)</i>
OVERTIME	30-1912-102	\$46,067	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.	\$36,000	28.0%	<i>10,066.54</i>
PRINTING & OFFICE SUPPLIES	30-1912-210	\$3,000	Office supplies for Utility Field Manager, Crew Leaders, Waste Water Asst. Field Manager. All positions will be utilizing the same printer, to cover cost of jet ink cartridges, pens, staples, paper clips and various other office supplies.	\$3,000	0.0%	<i>0.00</i>
DUES AND MEMBERSHIP	30-1912-214	\$1,374	To allow personnel to join and participate in work related organizations. (i.e., AWWA, SCAWWA, WEASC, etc. And annual fees to LLR (\$50.00/person and \$30.00/renewal)	\$1,830	-24.9%	<i>(456.00)</i>
TRAVEL EXPENSE	30-1912-215	\$5,760	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 2 operator to operators conference in October 2015 and one employee to the environmental conference in March 2016. This will also support ongoing training opportunities to prepare lower grade operators for higher grade certification exams.	\$5,310	8.5%	<i>450.00</i>
AUTO OPERATING EXPENSE	30-1912-217	\$50,000	For fuels, oils, lubricants, parts, maintenance, and repair of vehicles. To cover rising fuel cost.	\$50,000	0.0%	<i>0.00</i>
ELECTRIC & GAS EXPENSE	30-1912-220	\$50,000	Electricity & Gas expense for operating 2-booster pump stations, 5 water tanks and the Utility Field Operation Center. Increase due to rising cost.	\$40,000	25.0%	<i>10,000.00</i>
TELEPHONE EXPENSE	30-1912-221	\$15,000	For (10) 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	-25.0%	<i>(5,000.00)</i>

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DATE REV #1: 2/24/2015

DATE REV #2:

DEPT. WD

DEPT CODE 30-1912

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1912-226	\$210,185		\$209,495	0.3%	690.00
SERVICE CONTRACTS		1. Two-way radios \$56 2. Electric Guard Dog fence contract \$3,090 3. P.U.P.S. Contract \$3,245 4. Utilities Service Inc. Storage Tank Maintenance Agreement \$203,794			
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%	0.00
EQUIPMENT REPAIR					
30-1912-228	\$500	Maintenance of buildings at the Utility Field Operations Center. To cover building additions.	\$500	0.0%	0.00
BUILDING REPAIRS					
30-1912-231	\$8,000		\$6,000	33.3%	2,000.00
HAND TOOLS AND SUPPLIES		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.			
30-1912-234	\$4,500		\$3,000	50.0%	1,500.00
MASONRY/CEMENT SUPPLIES		For cement, concrete mix, mortar, sand, bricks, ect. Used to repair driveways , sidewalks, build kicker blocks, etc. To cover cost of workload increase.			
30-1912-235	\$45,000		\$26,000	73.1%	19,000.00
ASPHALT/GRADING SUPPLIES		For gravel, asphalt, and flowable fill to repair roads per SCDOT guidelines, driveways and sidewalks after new installations or repairs.			
30-1912-237	\$250	Miscellaneous parts/service for mobile radios.	\$250	0.0%	0.00
RADIO SUPPLIES					
30-1912-238	\$7,000	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.	\$6,000	16.7%	1,000.00
SAFETY SUPPLIES					
30-1912-241	\$6,500	Rental of uniforms as needed for 13 employees. Increased due to new uniforms and emblems.	\$5,200	25.0%	1,300.00
UNIFORM SUPPLIES					

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DATE REV #1: 2/24/2015

DATE REV #2:

DEPT. WD

DEPT CODE 30-1912

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change																		
30-1912-248 CHEMICAL EXPENSE	\$736	To purchase chemicals for disinfection of storage tanks (CAE & 321), new water lines and repairs.	\$736	0.0%	<i>0.00</i>																		
30-1912-256 WATER DIST. REPAIR EXPENSE	\$65,000	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. \$8,000 will be allotted for 4 ruggedized laptops for mapping.	\$67,000	-3.0%	<i>(2,000.00)</i>																		
30-1912-262 VEHICLE INSURANCE	\$8,200	For vehicle insurance. \$500 Per vehicle 12 Units.	\$7,000	17.1%	<i>1,200.00</i>																		
30-1912-264 EMPLOYEE TRAINING	\$10,084	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.	\$12,109	-16.7%	<i>(2,025.00)</i>																		
30-1912-381 WATER DIST. EQUIP. METERS	\$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%	<i>0.00</i>																		
30-1912-385 MACHINES & EQUIPMENT	\$482,584	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Item #1</td> <td style="width: 60%;">Gate Operator/Card Reader</td> <td style="width: 30%; text-align: right;">\$12,000</td> </tr> <tr> <td>Item #2</td> <td>New HD Vehicle to replace Vehicle 4159 (Lease/Purchase)</td> <td style="text-align: right;">\$40,092</td> </tr> <tr> <td>Item #3</td> <td>New HD Vehicle to replace Vehicle 4158 (Lease/Purchase)</td> <td style="text-align: right;">\$40,092</td> </tr> <tr> <td>Item #4</td> <td>3 Ruggedized Laptops or tablets</td> <td style="text-align: right;">\$5,400</td> </tr> <tr> <td>Item #5</td> <td>Continue AMR meter conversion program</td> <td style="text-align: right;"><u>\$385,000</u></td> </tr> <tr> <td></td> <td>Items In Order Of Importance</td> <td style="text-align: right;"><u>\$482,584</u></td> </tr> </table>	Item #1	Gate Operator/Card Reader	\$12,000	Item #2	New HD Vehicle to replace Vehicle 4159 (Lease/Purchase)	\$40,092	Item #3	New HD Vehicle to replace Vehicle 4158 (Lease/Purchase)	\$40,092	Item #4	3 Ruggedized Laptops or tablets	\$5,400	Item #5	Continue AMR meter conversion program	<u>\$385,000</u>		Items In Order Of Importance	<u>\$482,584</u>	\$7,200	6602.6%	<i>475,384.00</i>
Item #1	Gate Operator/Card Reader	\$12,000																					
Item #2	New HD Vehicle to replace Vehicle 4159 (Lease/Purchase)	\$40,092																					
Item #3	New HD Vehicle to replace Vehicle 4158 (Lease/Purchase)	\$40,092																					
Item #4	3 Ruggedized Laptops or tablets	\$5,400																					
Item #5	Continue AMR meter conversion program	<u>\$385,000</u>																					
	Items In Order Of Importance	<u>\$482,584</u>																					
30-1912-805 SC STATE RETIREMENT CONTRIBUTIONS	\$59,848		\$57,908	3.3%	<i>1,939.66</i>																		
30-1912-810 SC STATE PRE-RETIREMENT DEATH BENEFIT	\$823		\$809	1.7%	<i>13.84</i>																		
30-1912-814 SOCIAL SECURITY	\$41,965		\$41,209	1.8%	<i>755.67</i>																		

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DATE REV #1: 2/24/2015

DATE REV #2:

DEPT. WD

DEPT CODE 30-1912

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1912-820 GENERAL INSURANCE EXPENSE	\$9,700		\$9,700	0.0%	0.00
30-1912-821 WORKERS COMP INSURANCE EXPENSE	\$25,772	Workers Compensation Program Code #7580, Rate = 0.0497	\$23,126	11.4%	2,646.47
30-1912-822 MEDICAL INSURANCE EXPENSE	\$102,353		\$111,170	-7.9%	(8,816.84)
30-1912-825 UNEMPLOYMENT COMPENSATION EXPENSE	\$4,000		\$4,000	0.0%	0.00
30-1912-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$2,000		\$2,000	0.0%	0.00
30-1912-830 OPEB EXPENSE	\$7,816		\$7,816	0.0%	0.00
30-1912-867 CHRISTMAS BONUS POOL	\$2,460		\$2,700	NA	(240.00)
TOTAL 30-1912	\$1,819,048		\$1,312,043	38.6%	507,004.59

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.

FY 1516 WD - Dues, Memberships & Training Expense Budget Justification

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
Dues & Memberships Expense					
AWWA Membership	1	\$82	0	No	\$82
Asbestos Group License	1	\$52	0	No	\$52
Operator License Application	10	\$50	0	No	\$500
WEASC Membership	10	\$35	0	No	\$350
Operator License Renewal	13	\$30	0	No	\$390
Total Cost					\$1,374
Training Expense					
SC Environmental Conference	1	\$209	12	Yes	\$209
SC Operators Conference	2	\$25	13.5	Yes	\$50
Pine Island Workshops	4	\$75	3	No	\$300
Asbestos Certification	27	\$150	8	No	\$4,050
Distribution Short School	2	\$375	24	Yes	\$750
Confined Space	13	\$125	8	No	\$1,625
Competent Person	13	\$125	8	No	\$1,625
Operator License Exams	5	\$95	12	No	\$475
Software Training (MS Word)	2	\$125	0	No	\$250
Software Training (MS Excel)	2	\$125	0	No	\$250
Management Training	1	\$500	20	No	\$500
Total Cost					\$10,084

Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		

SC Environmental Conference	1	4	\$230	4	\$50	\$220	\$1,340
Distribution Short School	2	4	\$160	3	\$50	\$30	\$1,680
SC Operators Conference	2	4	\$230	4	\$50	\$220	\$2,680
CM's Christmas Luncheon	2	0	\$0	1	\$30	\$0	\$60
Total Cost							\$5,760

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

Item #1

Department	Utilities - O & M Water Distribution 30-1912-385
Issues	<p style="text-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</p>

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

	<p>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 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>
Estimated Impact on FY 15-16 Budget	\$385,000.00 (per fiscal year for four (4) fiscal years)

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

Item #2

Department	Utilities - O & M Water Distribution 30-1912-385
Issues	Purchase of a gate operator and Keri card reader. SL585-150-11 Slide Oper. 1.5Hp, 110V or 230V.
Justification	This item is needed to electronically open the gate at the Field Operation Center. The gate was replaced due to damage. The old gate was not designed to stay open and would close any time the wind blew. It then caused problems for drivers to make it through the gate without the gate hitting the vehicle. It was replaced with a gate that rolls open. The new gate is very heavy and is a safety concern. The purchase of the electric opener will alleviate any safety issues. It will also electronically open using the same card reader as the Water and Sewer plants. We will also be able to control who enters the property. The gate is left open all day because it is physically demanding to open and close each time an employee leaves the property. The only time that the gate is closed during the day is when there are no employees on the property.
Estimated Impact on FY 15-16 Budget	\$12,000.00

City of Cayce

FY 15-16

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
Estimated Impact on FY 15-16 Budget	\$45755

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
Estimated Impact on FY 15-16 Budget	\$45755

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/06/15

DATE REV #1:

DATE REV #2:

DEPT. WWTP

DEPT CODE 30-1916

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change	
SALARY AND WAGES	30-1916-101	\$560,311	Salary and wages for 13 employees. Includes a proposed WWTP plant maintenance I personnel.	\$543,680	3.1%	<i>16631.30</i>
OVERTIME	30-1916-102	\$24,000	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.	\$32,000	-25.0%	<i>(8000.00)</i>
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	\$680	0.0%	<i>0.00</i>
POSTAGE EXPENSE	30-1916-211	\$270	Mailing SCDHEC and EPA reports on monthly basis.	\$270	0.0%	<i>0.00</i>
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%	<i>0.00</i>
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 (3) to sit for certification tests	\$1,500	0.0%	<i>0.00</i>
TRAVEL EXPENSE	30-1916-215	\$7,474	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.	\$5,000	49.5%	<i>2474.00</i>

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/06/15

DATE REV #1:

DATE REV #2:

DEPT. WWTP

DEPT CODE 30-1916

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change	
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 10 vehicles. Also supports a John Deere tractor and Gator utility vehicle, a KutKwik slopemower, and a proposed gasoline utility golf cart. Vehicle expence includes weekly routes for Town of Lexington & Joint Municipal Commission sampling and 1 vehicle for WWTP additional maintenance personnel.	\$45,000	0.0%	<i>0.00</i>
WATER EXPENSE	30-1916-218	\$430,000	Potable Water Usage @ WWTP @ \$3.66/thousand gallons. 7-1-14 thru 12-31-14 water usage @ 58,826,000 gallons.	\$100,000	330.0%	<i>330000.00</i>
ELECTRIC & GAS EXPENSE	30-1916-220	\$939,000	Electric power service for operating the WWTP and solids handling facility. Increase due to wet weather pumping and treatment costs and addition of 2 LCJMW&SC force main metering station operations	\$806,200	16.5%	<i>132800.00</i>
TELEPHONE EXPENSE	30-1916-221	\$27,700	Telephone/Internet service, Verizon cellular/direct connect phone service,.	\$27,700	0.0%	<i>0.00</i>
LUBRICATION SUPPLIES	30-1916-223	\$3,000	Oils and greases for blowers, pumps, clarifier drives and wastewater pump stations #1 & #2.	\$3,000	0.0%	<i>0.00</i>
SERVICE CONTRACTS	30-1916-226	\$133,050	<ol style="list-style-type: none"> 1. Annual radio service contract charge. \$450 3. Generators and Switchgear Service Agreement \$22,000 4. Lawn service agreement \$53,500 5. Elevator Service Agreement \$1,740 6. Annual Industrial Scientific Gas Detector iNET Insite usage fee \$1,020 7. Parts Washer Service Agreement \$600 8. Hach WWTP Lab & Process Control peventative maintenance agreement \$20,000 9. Fire Alarm Service (Operations & Chlorine Buildings) \$1,440 10. Plant garbage service \$6,500 11. Aquarium maintenance service \$4,200 12.true up and wwtp audit expenses \$15,000 13.Xylem Effluent Pump Service contract (Bronze) \$6,600 	\$104,600	27.2%	<i>28450.00</i>
			Total	\$133,050		

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/06/15

DATE REV #1:

DATE REV #2:

DEPT. WWTP

DEPT CODE 30-1916

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change	
EQUIPMENT REPAIR	30-1916-227	\$66,000	Equipment repairs for the maintenance of pumps, couplings, drives, blowers, pump stations, bar screen, valves, gererators and switchgear,etc. and annual hoist inspection and repair.	\$55,000	20.0%	<i>11000.00</i>
BUILDING REPAIRS	30-1916-228	\$500	Maintenance of buildings at the WWTP and pump station #1	\$500	0.0%	<i>0.00</i>
SULDGE DISPOSAL FEES	30-1916-229	\$200,000	Landfilling of sludge that is generated in the wastewater treatment process and water plant alum sludge.	\$200,000	0.0%	<i>0.00</i>
HAND TOOLS & SUPPLIES	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%	<i>0.00</i>
ELECTRIC & LIGHT SUPPLIES	30-1916-236	\$2,000	Light bulbs, ballasts, and replacement fixtures for the WWTP and pump stations. Increase due to lightening damage to increased # of lighting fixtures at new WWTP facility.	\$210	852.4%	<i>1790.00</i>
RADIO SUPPLIES	30-1916-237	\$200	Miscellaneous parts/service for mobile radios.	\$200	0.0%	<i>0.00</i>
SAFETY SUPPLIES	30-1916-238	\$6,000	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.	\$4,150	44.6%	<i>1850.00</i>
UNIFORM SUPPLIES	30-1916-241	\$5,600	Rental of uniforms as needed for 13 employees Purchase Cayce logo jackets for 2 employees.	\$5,810	-3.6%	<i>(210.00)</i>
JANITORIAL SUPPLIES	30-1916-244	\$1,000	Hand soaps, mops, brooms, paper towels, bath tissue and floor cleaning supplies.	\$1,000	0.0%	<i>0.00</i>
CHEMICAL EXPENSE	30-1916-248	\$150,996	Purchase of chlorine, sulfur dioxide, polymer, lime, and alum .	\$152,510	-1.0%	<i>(1513.85)</i>

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/06/15

DEPT. WWTP

DATE REV #1:

DEPT CODE 30-1916

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
LABORATORY SUPPLIES	30-1916-249	\$35,900			
		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 COD testing associated with Septage sampling, new E-Coli analysis supplies, increase for laboratory water purification system operations, and purchase of additional disposable sample bottles. Additional monies adjusted for 5.0% anticipated laboratory supply price increases.	\$27,500	30.5%	8400.00
VEHICLE INSURANCE	30-1916-262	\$6,900			
		Insurance on 12 Vehicles/Trailers assigned to the WWTP.	\$6,500	6.2%	400.00
EMPLOYEE TRAINING	30-1916-264	\$11,670			
		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. Additional training required to prepare lower grad operators (3) for higher level certification exams. Training for maintenance technician on new WWTP systems.	\$6,608	76.6%	5062.00
PROFESSIONAL SERVICES	30-1916-267	\$25,100			
		Outside Laboratory analysis for metals, TCLP, toxicity, total phosphorous, PCB's, 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.	\$25,100	0.0%	0.00
MACHINES & EQUIPMENT	30-1916-385	\$139,350			
		Item #1 Replacement dump trailer for #4261	\$46,500		
		Item #2 Headworks rotating screen control cabinet air conditioner	\$5,000		
		Item #3 Insulation & heat tracing for headworks grit snails	\$10,000		
		Item #4 8" lay flat hose, Kaniflex hose, PVC hose, all with bauer fittings	\$13,500		
		Item #5 Table Top Autoclave (lab)	\$5,500		
		Item #6 Chevy Colorado extended cab	\$22,500		
		Item #7 BioRem Odor control Recirculation pump/motor assembly	\$5,350		
		Item #8 Headworks rotating screen wash impellor pump	\$13,200		
		Item #9 Carousel WiLo submersible mixer	\$9,500		
		Item #10 Used gasoline Utility Golf Cart	\$8,300		
		TOTAL	\$139,350		

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/06/15

DATE REV #1:

DATE REV #2:

DEPT. WWTP

DEPT CODE 30-1916

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1916-805	\$65,433		\$61,048	7.2%	4384.99
SC STATE RETIREMENT CONTRIBUTIONS					
30-1916-810	\$900		\$868	3.6%	31.63
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1916-814	\$45,881		\$44,267	3.6%	1614.06
SOCIAL SECURITY					
30-1916-820	\$86,000		\$52,897	62.6%	33103.00
GENERAL INSURANCE EXPENSE					
30-1916-821	\$26,638		\$18,500	44.0%	8137.72
WORKERS COMP INSURANCE EXPENSE					
30-1916-822	\$94,480		\$86,263	9.5%	8216.84
MEDICAL INSURANCE EXPENSE					
30-1916-825	\$2,000		\$2,000	0.0%	0.00
UNEMPLOYMENT COMPENSATION EXPENSE					
30-1916-828	\$1,500		\$1,500	0.0%	0.00
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
30-1916-830	\$6,615		\$6,615	0.0%	0.00
OPEB EXPENSE					

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/06/15

DEPT. WWTP

DATE REV #1:

DEPT CODE 30-1916

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1916-867	\$2,580		\$2,280	13.2%	300.00
CHRISTMAS BONUS POOL					
30-1916-950	\$550,000		\$0	#DIV/0!	550000.00
DEPRECIATION					
TOTAL 30-1916	\$3,712,178		\$2,455,426	51.2%	1256751.68

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.

FY 1516 WWTP - Dues, Memberships & Training Expense Budget Justification

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
Dues & Memberships Expense					
AWWA Membership	1	\$82	0	No	\$82
WEF Membership	2	\$88	0	No	\$176
WEASC Membership	11	\$35	0	No	\$385
Operator License Renewal	19	\$30	0	No	\$570
Certification test fees	3	\$103	0	No	\$309
PE License Renewal	0	\$100	0	No	\$0
Total Cost					\$1,522
Training Expense					
SC Environmental Conference	2	\$235	12	Yes	\$470
SC Operators Conference	2	\$35	14	Yes	\$70
Pine Island Workshops	4	\$65	3	No	\$260
WEASC Specialty Pretreatment Conf	1	\$65	6	No	\$65
WEA/AWWA Safety Seminar	1	\$125	5.25	No	\$125
WEA/AWWA Lab Workshop	3	\$75	4.25	No	\$225
Self Study Course & Manual	5	\$99	9	No	\$495
WEF MOP 11 Operation of WWTP	1	\$210	NA	No	\$210
Software Training (MS Access)	2	\$125	12	No	\$250
Software Training (MS Word)	2	\$125	12	No	\$250
Software Training (MS Excel)	2	\$125	12	No	\$250
Maintenance Tech SCADA Training IFIX database	1	\$4,000	NA	Yes	\$4,000
Maintenancee Tech Proworx32 Alarm, RTU, PLC	1	\$4,000	NA	Yes	\$4,000
Management Training	2	\$500	20	No	\$1,000
Total Cost					\$11,670

Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
SC Environmental Conference	2	3	\$173	3	\$51	\$60	\$1,464
SC Operators Conference	2	2	\$141	3	\$51	\$200	\$1,270
Maintenance Tech SCADA Training	1	10	\$100	10	\$60	\$1,400	\$3,000
Ovivo MBR Operator's Workshop	2	2	\$150	3	\$30	\$450	\$1,680
CM's Christmas Luncheon	2	0	\$0	1	\$30	\$0	\$60
Total Cost							\$7,474

**City of Cayce
FY 15-16
Capital Equipment/New Initiatives of Services/Personnel**

Department	O&M, WWTP
Issue	Additional manpower (1) Maintenance Tech I
Justification	<p>Present staffing at the Wastewater Treatment plant and Septage/Oil & Grease facility hasn't sufficiently covered all positions adequately throughout the year due to various situations including but not limited to employee vacations, combined sick leaves/light duty recovery periods, modified operator 4-10 hour shift work, Belt press operations for septage received, additional wasting schedules, unforeseen emergency coverage's, clarifier and contact chamber cleaning.</p> <p>An increased training schedule remains in progress for operating personnel that will step up time away from ordinary job duties. A specialized skilled mechanic will free up regular operators to fill in other areas as needed.</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 currently part of the 25 mgd WWTP. Operation of the Septage/Oil & Grease facility as well 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 2015-2016 Budget	\$38,937.50 + fringe benefits

**City of Cayce
FY 15-16
Capital Equipment/New Initiatives or Services/Personnel**

Department	Wastewater Treatment Plant 30-1916-385
Issues	Purchase: NEW MAC 29' ¼ FRAME U-BED TRAILER
Justification	Purchase new MAC 29' ¼ frame U-bed trailer for WWTP and Septage dewatered biosolids hauling to landfill. This trailer will replace #4261, a 2002 Montone dump trailer that was totaled in an accident @ the Waste Management landfill this fiscal year. Currently #4131B a 1996 Freuahuf dump trailer has been placed back in service to temporarily replace #4261. \$23,000 has been received by the City as an insurance settlement for the loss of #4261.
Estimated Impact on FY 15-16 Budget Item #1 of 10	\$46,500

**City of Cayce
FY 15 - 16
Capital Equipment/New Initiatives or Services/Personnel**

Department	Utilities – WWTP 30-1916-385
Issue	Headworks Rotating Screen Control Cabinet Air Conditioner
Justification	<p>The WWTP Maintenance Dept. would like to install a specialty air conditioner in the Nema 4 Stainless Steel control cabinet on the roof of the Headworks building. This control cabinet is in direct sunlight during daylight hours and heats up excessively during the summer months. Premature subcomponent failure has been experienced in the control cabinet that controls the rotating screens. Staff attempted to control the heating issues by first installing a sun screen on the cabinet that partially blocks the sunlight but still allows air to circulate around the cabinet. This did not solve the issue. Other control cabinets in the WWTP have these air conditioners installed where heat producing VFD's are installed and they keep the systems operational during the hot summer climate. The maintenance staff feel that a similar system will benefit the reliability of the Headworks Control Cabinet.</p>
Estimated Impact on FY 15 - 16 Budget	\$5000
Item #2 of 10	

**City of Cayce
FY 15 - 16
Capital Equipment/New Initiatives or Services/Personnel**

Department	Utilities – WWTP 30-1916-385
Issue	Headworks Grit Snail Insulation/Heat trace project
Justification	<p>The WWTP has a need to insulate and heat trace the 3 Grit Snail grit dewatering/transfer units @ the Headworks building that are exposed to extreme cold weather events. These units transfer dewatered grit to dumpsters for disposal at the local landfill. The past 2 winters have seen extreme cold weather events where the temperature has dropped as low as 12* overnight. When these low temperatures are experienced, the Grit Snail conveyor, collection discharge shoot, and discharge tube will freeze solid and the grit cannot be transferred to the dumpsters on the ground floor.</p>
Estimated Impact on FY 15 - 16 Budget	\$10000
Item #3 of 10	

**City of Cayce
FY 15 - 16
Capital Equipment/New Initiatives or Services/Personnel**

Department	Utilities – WWTP 30-1916-385
Issue	8” Kaniflex, PVC, & Layflat hoses with Bauer fittings
Justification	<p>The WWTP has a need for various 8” hoses to do pumping projects around the clarifiers, carousels, and contact chambers. The WWTP yearly transfers the mixed liquor from the 2 active carousel basins to the idle carousels. This hose will avoid yearly rentals of hoses to accomplish this. As well these hoses can be used to help dewater clarifiers and contact chambers when doing cleaning/inspections. The hoses could also possibly be used for pump around projects by the Utility Collections department.</p>
Estimated Impact on FY 15 - 16 Budget	\$13,500
Item #4 of 10	

**City of Cayce
FY 15 - 16
Capital Equipment/New Initiatives or Services/Personnel**

Department	Utilities – WWTP 30-1916-385
Issue	Laboratory Autoclave
Justification	The WWTP Laboratory has a need for a new autoclave. The current autoclave is 10+ years old and is need of its 2 nd major repair in past 3 years. This instrument is used daily to sterilize biological reagents, glassware, metal instruments, and also used to decontaminate biohazard materials generated in the analysis of process control and effluent microbiological samples.
Estimated Impact on FY 15 - 16 Budget	\$5500
Item #5 of 10	

**City of Cayce
FY 15-16
Capital Equipment/New Initiatives or Services/Personnel**

Department	Wastewater Treatment Plant 30-1916-385
Issues	Purchase: NEW 2015 CHEVY Colorado Extended Cab Pickup
Justification	<p>The purchase of a new 2015 CHEVY Colorado Extended Cab Pickup is needed to replace #4104, a 2010 Chevrolet Colorado with 60,000 miles currently used by the WWTP Assistant Superintendent. #4104 will be stepped down as a operator pool truck for the WWTP and would replace # 4113, a 1997 Chevy S-10 with 91,000 miles.</p> <p>The garage supervisor recommends that #4113 be sold at auction. #4104, a 2010 Chevy Colorado truck will be assigned to the WWTP as a operator pool truck to include the duty of running a weekly sample set-up/collection route for the Purchaser Contribution Permit holders (3).</p> <p>A four year lease/purchase will be used for this vehicle @ \$ 5887 /year.</p>
Estimated Impact on FY 15-16 Budget Item #6 of 10	\$23,000

**City of Cayce
FY 15 - 16
Capital Equipment/New Initiatives or Services/Personnel**

Department	Utilities – WWTP 30-1916-385
Issue	BioRem Odor Control Recirculation Pump/Motor assembly
Justification	<p>The WWTP Maintenance Dept. would like to purchase a replacement BioRem Odor Control recirculation pump/motor assembly. The current pump/motor assembly is heavily corroded due to the low PH water solution that it pumps. The recirculation pump is critical to the system as it keeps the biomass moist and alive that grows in the tanks upper media area. The air contaminated with H2S and Methane gases is pulled out of the Headworks Tanks upper voids and circulated through the BioRem's biomass to neutralize the corrosive gases. The pump/motor and/or support brackets are expected to fail at some point.</p>
Estimated Impact on FY 15 - 16 Budget	\$5350
Item #7 of 10	

City of Cayce
FY 15 - 16
Capital Equipment/New Initiatives or Services/Personnel

Department	Utilities – WWTP 30-1916-385
Issue	Headworks Rotating Screen IMPELLER DRIVE UNIT EGGER PUMP
Justification	<p>The WWTP Maintenance Dept. would like to purchase a Ovivo Proprietary IMPELLER DRIVE UNIT EGGER PUMP to be a spare backup unit for the headworks rotating screen units (3). The pump is a German brand and there is a long lead time for parts to rebuild a failed pump. The placement of the pump also acts as a barrier to flow short-circuiting under the screen, so when a failed pump is pulled for rebuild, the entire screen has to be isolated and is not available for operation. The spare unit will allow for quick exchange and get the down unit back up and operational in a matter of hours.</p>
Estimated Impact on FY 15 - 16 Budget	\$13,200
Item #8 of 10	

**City of Cayce
FY 15 - 16
Capital Equipment/New Initiatives or Services/Personnel**

Department	Utilities – WWTP 30-1916-385
Issue	Wilo Anaerobic Mixer, TR60-2.41-4/12, 6.4hp 1680rpm 460 ~3
Justification	<p>The WWTP Maintenance Dept. would like to purchase a proprietary Wilo 6000250 Mixer, TR60-2.41-4/12, 6.4hp 1680rpm 460 ~3 to be a spare backup unit for the Carousel Anaerobic Tanks (12). The submersible mixer is a German brand and there is a long lead time for parts to rebuild a failed mixer. The tank is utilized for phosphorus removal of the WWTP influent upstream of the aerobic section of the activated sludge process. Proper mixing without introduction of oxygen is critical to the process of binding phosphorus into the bacteria biomass. The spare unit will allow for quick exchange and get the down unit back up and operational in a matter of hours.</p>
Estimated Impact on FY 15 - 16 Budget	\$9500
Item #9 of 10	

**City of Cayce
FY 15 - 16
Capital Equipment/New Initiatives or Services/Personnel**

Department	Utilities – WWTP 30-1916-385
Issue	EZGO Gas Industrial Golf cart with work bed
Justification	<p>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. Operations personnel and maintenance staff 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 vehicle will replace vehicle #4113 for plant site use. The WWTP staff plan to find a lightly used vehicle for this purpose. A four year lease/purchase will be used for this vehicle @ \$2093/year.</p>
Estimated Impact on FY 15 - 16 Budget	\$8000
Item #10 of 10	

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DEPT. WWC

DATE REV #1: 2/24/2015

DEPT CODE 30-1917

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change	
SALARY AND WAGES	30-1917-101	\$532,195	Salary and wages for 14 employees. Added an Operator Trainee and a Crew Leader position to maintain the increase in sewer problems/blockages. Moved the City Electrician to Water Admin.	\$520,012	2.3%	12,182.96
OVERTIME	30-1917-102	\$62,670	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.	\$40,000	56.7%	22,669.82
DUES AND MEMBERSHIP	30-1917-214	\$1,390	To allow personnel to join and participate in work related organizations. i.e. WEF, WEASC, and Waste Water Collection Certification fees.	\$1,875	-25.9%	(485.00)
TRAVEL EXPENSE	30-1917-215	\$3,140	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.	\$5,480	-42.7%	(2,340.00)
AUTO OPERATING EXPENSE	30-1917-217	\$85,000	For fuels, oils, lubricants, parts, maintenance and repair of vehicles. Increase due to larger service area.	\$100,000	-15.0%	(15,000.00)
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.	\$125,000	0.0%	0.00
TELEPHONE EXPENSE	30-1917-221	\$45,000	Telephone service, Verizon cellular/direct connect phone service, (cell and monitoring services for sewer pump stations.) Change direct connect to smart phones	\$38,200	17.8%	6,800.00
LUBRICATION SUPPLIES	30-1917-223	\$300	Oils and greases used for pump operation and maintenance.	\$300	0.0%	0.00

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DATE REV #1: 2/24/2015

DATE REV #2:

DEPT. WWC

DEPT CODE 30-1917

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1917-226	\$17,878		\$15,100	18.4%	2,778.00
SERVICE CONTRACTS		1. Two way radio contract \$63 2. Generator set maintenance and inspection agreement. \$8,300 3. Pump station 1 gas detector service contract. \$1,500 4. Guard Dog Electric Fence Contract \$3,090 5. P.U.P.S. Contract \$3,245 6. Garbage Service \$1,680			
30-1917-227	\$175,000	For repair parts and repair of non-titled equipment i.e. pumps, electric motors, saws, tamps, electric control panels, etc. The number of sewer pumps increase annually (120+pumps at present). \$12,825.00 will be allotted for the upgrade field kits for 57 Omni units. From 2G to 3G.	\$135,000	29.6%	40,000.00
EQUIPMENT REPAIR					
30-1917-231	\$8,000		\$6,000	33.3%	2,000.00
HAND TOOLS & SUPPLIES		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.			
30-1917-234	\$1,500		\$1,500	0.0%	0.00
MASONRY/CEMENT SUPPLIES		For cement, concrete mix, mortar, sand, bricks,ect. Used to repair driveways , sidewalks, build kicker blocks, etc. To cover cost of workload increase.			
30-1917-235	\$25,000		\$25,000	0.0%	0.00
ASPHALT/GRADING SUPPLIES		For gravel, asphalt, and flowabile fill to repair roads per SCDOT guidelines, driveways and sidewalks after new installions or repairs.			
30-1917-237	\$250		\$250	0.0%	0.00
RADIO SUPPLIES		Miscellaneous parts/service for mobile radios.			
30-1917-238	\$7,500		\$6,000	25.0%	1,500.00
SAFETY SUPPLIES		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.			

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DEPT. WWC

DATE REV #1: 2/24/2015

DEPT CODE 30-1917

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1917-241	\$6,200	Rental of uniforms as needed for 14 employees.	\$4,500	37.8%	1,700.00
UNIFORM SUPPLIES					
30-1917-244	\$500	For cleaning products to be used at the Utility Field Operation Center	\$500	0.0%	0.00
JANITORIAL SUPPLIES					
30-1917-248	\$18,687	To purchase lime for sterilization at sewer spills and various other chemicals used for odor, grease and gas formation control.	\$25,000	-25.3%	(6,313.00)
CHEMICAL EXPENSE					
30-1917-256	\$85,000		\$66,000	28.8%	19,000.00
WW COLL. REPAIR EXPENSE		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.			
30-1917-257	\$5,000		\$5,000	0.0%	0.00
TRANSMISSION LINE O&M					
30-1917-262	\$8,850	For vehicle insurance.(15 vehicles)	\$8,500	4.1%	350.00
VEHICLE INSURANCE					
30-1917-264	\$4,418	For continued education of personnel. WW Collection certification examination fees. Confined space and competent person training. Increase due to Department split, employees need more training for job specific duties.	\$14,218	-68.9%	(9,800.00)
EMPLOYEE TRAINING					

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DEPT. WWC

DATE REV #1: 2/24/2015

DEPT CODE 30-1917

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1917-385	\$536,798		\$65,700	717.0%	471,098.00
MACHINES & EQUIPMENT					
Item #1		4" Bypass Pump and accessories	\$55,000		
Item #2		2014 Vacuum Truck	\$350,300		
Item #3		HD Utility F450	\$40,092		
Item #4		F250 4x4 Truck	\$30,300		
Item #5		Timberland Pump Station II Conversion Phase Upgrade	\$25,000		
Item #6		Electric control panel Davon Pump Station	\$6,500		
Item #7		Mallard Trace PS Rebuild	\$13,000		
Item #8		Spare Pump for Air South Pump Station	\$9,500		
Item #9		Two Desktops Computers	\$1,706		
Item #10		3 Ruggedized Laptops or Tablets	\$5,400		
		Items Are In Order Of Importance	\$536,798		
30-1917-805	\$65,181		\$60,460	7.8%	4,721.23
SC STATE RETIREMENT CONTRIBUTIONS					
30-1917-810	\$896		\$844	6.2%	52.17
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1917-814	\$45,705		\$43,025	6.2%	2,679.53
SOCIAL SECURITY					
30-1917-820	\$15,000		\$13,000	15.4%	2,000.00
GENERAL INSURANCE EXPENSE					

CITY OF CAYCE

BUDGET JUSTIFICATION

DATE PREPARED: 2/2/2015

DEPT. WWC

DATE REV #1: 2/24/2015

DEPT CODE 30-1917

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1917-821 WORKERS COMP INSURANCE EXPENSE	\$27,566	Workers Compensation Program Code #7580, Sewage Treatment Plant Rate = 0.0464; Includes 20% discount.	\$28,638	-3.7%	(1,072.15)
30-1917-822 MEDICAL INSURANCE EXPENSE	\$110,226		\$116,462	-5.4%	(6,235.52)
30-1917-825 UNEMPLOYMENT COMPENSATION EXPENSE	\$1,000		\$1,000	0.0%	0.00
30-1917-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$2,000		\$2,000	0.0%	0.00
30-1917-830 OPEB EXPENSE	\$5,411		\$5,411	0.0%	0.00
30-1917-867 CHRISTMAS BONUS POOL	\$2,580		\$2,400	7.5%	180.00
30-1917-879 SPRINGDALE CONTRACT EXPENSE	\$105,194		\$105,194	0.0%	0.00
TOTAL 30-1917	\$2,136,035		\$1,587,569	34.5%	548,466.04

FY 1516 WWC - Dues, Memberships & Training Expense Budget Justification

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
Dues & Memberships Expense					
WEASC Membership	14	\$35	0	No	\$490
Operator License Application	8	\$60	0	No	\$480
Operator License Renewal	14	\$30	0	No	\$420
Total Cost					\$1,390
Training Expense					
WWC Short School	2	\$125	24	Yes	\$250
Confined Space	14	\$125	8	No	\$1,750
Competent Person	14	\$125	8	No	\$1,750
Software Training (MS Word)	1	\$125	0	No	\$125
Software Training (MS Excel)	1	\$125	0	No	\$125
SC Environmental Conference	2	\$209	12	Yes	\$418
Total Cost					\$4,418

Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
WWC Short School	2	4	\$160	4	50	60	\$1,800
SC Environmental Conference	1	4	\$230	4	\$50	\$220	\$1,340
Total Cost						\$3,140	

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #1

Department	Operation and Maintenance Waste Water Collection 30-1917-101
Issues	One Additional Crew Leader Position
Justification	A Crew Leader position is needed to for an additional crew. The additional crew will be responsible for the repairs and maintenance of the increasing waste water collection system. The waste water collection system is very old and requires more maintenance. Salary \$37,678.29 Plus Fringe
Estimated Impact on FY 15-16 Budget	\$37,678.29

Item #2

Department	Operation and Maintenance Waste Water Collection 30-1917-101
Issues	One Additional Crew Member I/Operator Trainee Position
Justification	A Crew Member I position is needed to for an additional crew. The additional crew will be responsible for the repairs and maintenance of the increasing waste water collection system. The waste water collection system is very old and requires more maintenance. Salary \$26,250.00 Plus Fringe
Estimated Impact on FY 15-16 Budget	\$26,250.00

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #3

Department	Utilities - O & M Waste Water Collection 30-1917-385
Issues	Purchase of a F250 4x4 Package, two way radio & antenna, bed liner coating and accessories.
Justification	This truck will Replace unit 4143. 4143 will be stepped down and utilized as a spare truck.
Estimated Impact on FY 15-16 Budget	\$30,300.00

Item #4

Department	Utilities - O & M Waste Water Collection 30-1917-385
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 that has 100,000+ miles on it. This unit will be utilized for first line field ops service. Unit 4141 will be stepped down as a spare unit. Per Mike Clayborn, City Fleet Manager
Estimated Impact on FY 15-16 Budget	\$45,755.00

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #5

Department	Utilities - O & M Waste Water Collection 30-1917-385
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 will be utilized by the new Crew Leader Position. This unit will be a 1 st response everyday use vehicle.
Estimated Impact on FY 15-16 Budget	\$45,755.00

Item #6

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
Estimated Impact on FY 15-16 Budget	\$350,000.00

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #7

Department	Utilities - O & M Waste Water Collection 30-1917-385
Issue	Purchase Two Desktop Computers
Justification	These items will be utilized by the Pump Mechanic II and the new Crew Leader position. The Pump Mechanic II needs a computer for keeping track of the pump station Omni-Site units and creating Purchase order requisitions. The new Crew Leader position also requires a computer.
Estimated Impact on FY 15-16 Budget	\$1,706.00

Item #8

Department	Utilities - O & M Waste Water Collection 30-1917-385
Issue	Purchase 3 Ruggedized Laptops or Tablets
Justification	The laptops/tablets will be utilized in the field for electronic mapping. We currently have three in the field. Three more will be used by the remaining Waste Water Collection Crew Leaders.
Estimated Impact on FY 15-16 Budget	\$5,400.00

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

Item #9

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 condition of these pumps has 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.
Estimated Impact On FY 15-16 Budget	13,000

Item #10

Department	Utilities O&M Waste Water Collections 30-1917-385
Issues	Purchase of spare pump for Air South pump station.
Justification	Requesting a spare pump to put on the yard as a replacement pump in an emergency situation or complete failure. It normally takes six to eight weeks to build this pump at the factory. It takes this long due to the heat treated process that is done to the wet end assembly of this particular pump, this is the only pump station that has this process done to it so it can have a longer

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

	life expectancy.
Estimated Impact on FY 15-16 Budget	\$ 10,000.00

Item #11

Department	Utilities-O&M Waste Water Collections 30-1917-385
Issues	(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.
Estimated Impact on FY 15-16 Budget	\$ 6500.00

Item #12

Department	Utilities O&M Waste Water Collections 30-1917-385
Issues	(1) Dri- Prime CD100M Critically Silenced Skid Mounted By-pass pump, with 250 ft of flex and 250 ft of hard By-Pass hose.
Justification	We are requesting the above items for a variety of reasons. In the FY 14-15 the City had spent approximately \$49,017.60 on rental units to do emergency repairs on the City’s sewer system. The majority of these repairs have been unpredictable. We currently have (3) By-pass pumps that are dedicated to the City’s day to day operations and are a bit oversized for the majority of

City of Cayce

FY 15-16

Capital Equipment/New Initiatives or Services/Personnel

[Type text]

	Emergency's.
Estimated Impact on FY 15-16 Budget	\$ 59,0000

Item #13

Department	Utilities O&M Waste Water Collections 30-1917-385
Issues	(1) Duplex VFD Control Panel / Nema4x – 316 SS Enclosure, 120v Transformer, voltage monitor, Lightning Arrestor, Time delay, Duplex GFCI Receptacle, Moisture sensor relays, Pump run lights, side mount alarm light, Aux. Breakers and Line reactors.
Justification	Item above is to replace the single phase control panel at Timberland 2 Pump Station. The current panel is inadequate for the new technology that is available. The current panel has been giving us problems for the past year and a half and is not efficient as a Three phase control panel. We have done this upgrade already to Granby Crossing and have had excellent results with the three phase conversion as 3 phase power is not available.
Estimated Impact on FY 15-16 Budget	15,000.00

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 1/27/15

DATE REV #1:

DATE REV #2:

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
SALARY AND WAGES					
30-1920-101	\$130,423	Salary and wages for Manager and two Operators	\$107,000	21.9%	23,422.83
OVERTIME					
30-1920-102	\$8,589	Time worked after hours, other than 40 hr. per week due to equipment failure or delay in unloading of vacuum trucks.	\$5,250	63.6%	3,339.13
PRINTING & OFFICE SUPPLIES					
30-1920-210	\$1,000	General office supplies, printing, log books, printed forms, data sheets, inkjet cartridges.	\$500	100.0%	500.00
POSTAGE EXPENSE					
30-1920-211	\$600	Correspondence to potential customers, SCDHEC and EPA and pretreatment industries	\$300	100.0%	300.00
DUES AND MEMBERSHIP					
30-1920-214	\$315	Professional membership dues for septage and grease personnel (ie, SCWEA, WEF) and annual certification fees for existing personnel.	\$474	-33.5%	(159.00)
TRAVEL EXPENSE					
30-1920-215	\$1,829	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required.	\$1,402	30.5%	427.00
AUTO OPERATING EXPENSE					
30-1920-217	\$7,500	Maintenance of vehicles and equipment assigned to the Septage & Grease Facility including fuel, oil, lubricants for 1 auto and 1 pickup truck.	\$11,000	-31.8%	(3,500.00)
ELECTRIC & GAS EXPENSE					
30-1920-220	\$15,000	Estimated power cost for twelve months.	\$36,000	-58.3%	(21,000.00)
TELEPHONE EXPENSE					
30-1920-221	\$3,280	Telephone/Internet service and Verizon cellular phone service for manager and 2-operators	\$2,380	37.8%	900.00
LUBRICATION SUPPLIES					
30-1920-223	\$1,000	Oils and greases for pumps, motors and beltpress.	\$500	100.0%	500.00
SERVICE CONTRACTS					
30-1920-226	\$1,440	1- 6 yard dumpster for receiving station screenings 3 x per week	\$1,440	0.0%	0.00
EQUIPMENT REPAIR					
30-1920-227	\$6,000	Equipment repair for maintenance of pumps, motors, screening equipment and grinders.	\$1,500	300.0%	4,500.00

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 1/27/15

DATE REV #1:

DATE REV #2:

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
BUILDING REPAIRS					
30-1920-228	\$1,000	Maintenance of office ,pump room and beltpress building.	\$400	150.0%	600.00
SLUDGE DISPOSAL FEES					
30-1920-229	\$98,000	Based 2-3 truck loads of sludge per week for 12 months.	\$27,300	259.0%	70,700.00
HAND TOOLS & SUPPLIES					
30-1920-231	\$2,000	Purchase of hand tools for new employees	\$1,500	33.3%	500.00
ELECTRIC & LIGHT SUPPLIES					
30-1920-236	\$500	Light bulbs for office,pumproom and beltpress building.	\$200	150.0%	300.00
SAFETY PROGRAM & SUPPLIES					
30-1920-238	\$1,100	PPE for manager and 2-Operators	\$975	12.8%	125.00
UNIFORM SUPPLIES					
30-1920-241	\$2,000	Uniform rentals for 3 employees.	\$1,300	53.8%	700.00
JANITORIAL SUPPLIES					
30-1920-244	\$500	Hand soaps,mops,brooms,paper towels,bath tissue and floor cleaning supplies.	\$300	66.7%	200.00
CHEMICAL EXPENSE					
30-1920-248	\$78,296	Polymer addition for sludge dewatering. Lime to adjust Ph.	\$26,545	195.0%	51,751.18
LABORATORY SUPPLIES					
30-1920-249	\$750	Reagents and supplies for in line ph and conductivity meters at receiving station.	\$500	50.0%	250.00
VEHICLE INSURANCE					
30-1920-262	\$1,560	Insurance on 2 Vehicles assigned to the Septage & Grease Facility.	\$1,500	4.0%	60.00
EMPLOYEE TRAINING					
30-1920-264	\$925	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.	\$859	7.7%	66.00
PROFESSIONAL SERVICES					
30-1920-267	\$0		\$0	#DIV/0!	0.00
PROFESSIONAL SERVICES LAB TESTING					
30-1920-268	\$10,000	Outside analysis for oil and grease on FSEs and test for disposal from pump trucks.	\$10,000	0.0%	0.00

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 1/27/15

DATE REV #1:

DATE REV #2:

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1920-385	\$51,500		\$51,100	0.8%	400.00
MACHINES & EQUIPMENT		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.	\$50,000		
		Item #2 COMPUTER HARDWARE	\$1,500		
		Items listed in order of priority	\$51,500		
30-1920-805	\$15,212		\$12,103	25.7%	3,109.03
SC STATE RETIREMENT CONTRIBUTIONS					
30-1920-810	\$209		\$169	23.8%	40.15
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1920-814	\$10,667		\$8,613	23.8%	2,053.55
SOCIAL SECURITY					0.00
					0.00
30-1920-820	\$2,400		\$500	380.0%	1,900.00
GENERAL INSURANCE EXPENSE					
30-1920-821	\$6,620		\$5,560	19.1%	1,059.53
WORKERS COMP INSURANCE EXPENSE					
30-1920-822	\$17,715		\$19,851	-10.8%	(2,136.03)
MEDICAL INSURANCE EXPENSE					
30-1920-825	\$0		\$0	#DIV/0!	0.00
UNEMPLOYMENT COMPENSATION EXPENSE					
30-1920-828	\$4,500		\$0	#DIV/0!	4,500.00
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 1/27/15

DATE REV #1:

DATE REV #2:

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
30-1920-830	\$0		\$0	#DIV/0!	0.00
OPEB EXPENSE					
30-1920-867	\$420		\$240	75.0%	180.00
CHRISTMAS BONUS POOL					
TOTAL 30-1920	\$482,849		\$337,261	43.2%	145,588.36

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.

FY 1516 Pretreatment - Dues, Memberships & Training Expense Budget Justification

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
Dues & Memberships Expense					
WEASC Membership	3	\$35	0	No	\$105
Operator License Renewal	7	\$30	0	No	\$210
Total Cost					\$315
Training Expense					
SC Environmental Conference	1	\$250	12	Yes	\$250
SC Operators Conference	2	\$25	13.5	Yes	\$50
Pine Island Workshops	3	\$75	3	No	\$225
WEASC Bio-solids / Residual Training	1	\$150	13.75	Yes	\$150
Software Training (MS Word)	1	\$125	12	No	\$125
Software Training (MS Excel)	1	\$125	12	No	\$125
Total Cost					\$925

Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
SC Environmental Conference	1	2	\$159	3	\$51	\$60	\$531
SC Operators Conference	2	2	\$107	3	\$51	\$60	\$854
WEASC Bio-solids / Residual Training	1	3	\$67	3	\$51	\$60	\$414
CM's Christmas Luncheon	1	0	\$0	1	\$30	\$0	\$30
Total Cost						\$1,829	

**City of Cayce
FY 15-16
Capital Equipment/New Initiatives of Services/Personnel**

Department	O&M, Septage 30-1920-101
Issue	Additional manpower (1) Operator C – Environmental Systems
Justification	<p>The City has completed an addition to the Wastewater Treatment Facility specifically designed to treat septage and grease from residential and commercial customers of the state of South Carolina. The completion date of the construction project was May 02, 2014. The City will need an additional qualified individual 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 2015.</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 \$36,000 for the operator.</p>
Estimated Impact on FY 2015-2016 Budget	\$36,000 + fringe benefits

**City of Cayce
FY 15-16**

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 completion date of the construction project was May 02, 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 15-16 Budget	\$ 50,000

**City of Cayce
FY 15-16**

Capital Equipment/New Initiatives of Services/Personnel

Item #2

Department	O&M, Pre-Treatment 30-1920-385
Issue	Desktop computer and Copier/fax/scan
Justification	<p>The City has completed an addition to the Wastewater Treatment Facility specifically designed to treat septage and grease from residential and commercial customers of the state of South Carolina. The completion date of the construction project was May 02, 2014. The City will need a desk top computer and copier/fax/scan 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. This Office site will also have the Maintenance Dept. for the WTP and the WWTP plus the City Electrician. This equipment will be located at the old WWTP.</p>
Item #2 Estimated Impact on FY 15-16 Budget	\$ 1500