

CITY OF CAYCE

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

COUNCIL MEMBERS
TARA S. ALMOND
PHIL CARTER
EVA CORLEY

CITY MANAGER
REBECCA VANCE

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

**City of Cayce
Regular Council Meeting
Tuesday, April 4, 2017
6:00 p.m. – Cayce City Hall – 1800 12th Street
www.cityofcayce-sc.gov**

I. Call to Order

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes
March 7, 2017 Regular Meeting
March 22, 2017 Special Council Meeting

II. Public Comment Regarding Items on the Agenda

III. Proclamations

- A. Approval of Proclamation – Little Miss Cayce

IV. Other

- A. Discussion of Proposed FY2017-2018 Utility Fund Budget

V. City Manager's Report

VI. Committee Matters

- A. Approval to enter the following approved Committee Minutes into the City's Record

Events Committee – February 9, 2017
Zoning Board of Appeals – February 27, 2017
Planning Commission – February 27, 2017

- B. Appointments and Reappointments
Accommodations Tax Committee - One (1) Position

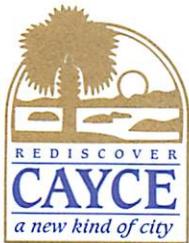
VII. Council Comments

VIII. Executive Session

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

- B. Discussion of negotiations incident to proposed contractual arrangements as it pertains to City rebranding
 - C. Discussion of negotiations incident to proposed contractual arrangements Relating to the City's Tax Increment Finance District
 - D. Discussion of negotiations incident to proposed contractual arrangements Between the City of Cayce and Lexington School District Two
- IX. Reconvene**
- X. Possible Actions by Council in follow up to Executive Session**
- XI. Adjourn**

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



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CITY OF CAYCE Regular Council Meeting March 7, 2017

The March Regular Council Meeting was held this evening at 6:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Municipal Clerk Mendy Corder, Municipal Treasurer Garry Huddle, City Attorney Danny Crowe, and Director of Public Safety Byron Snellgrove were also in attendance.

Mayor Partin asked if members of the press and the public were duly notified of the Council Meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Call to Order

Mayor Partin called the meeting to order. Council Member Carter gave the invocation. Mayor Partin announced that Mr. Miles Guida, a student at East Point Academy, was shadowing her for the meeting. Mr. Guida led the assembly in the Pledge of Allegiance.

Council Member Carter made a motion to amend the agenda to move Item IV. A. between Item II and Item III. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Approval of Minutes

Council Member Corley made a motion to approve the February 7, 2017 Regular Council Meeting minutes and the February 22, 2017 Public Hearing and Special Council Minutes as written. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Public Comment Regarding Items on the Agenda

No one signed up for Public Comment.

Proclamation

A. Approval of Proclamation – Wee Miss Cayce

Council Member Almond made a motion to approve a Proclamation for Wee Miss Cayce. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Mayor Partin asked Miss Bella Kate Little to join her at the podium. She stated that Ms. Little was 5 years old and grew up in Cayce with her parents Thomas and Nikki Little, her little sister Saylor, and 6 month old brother Easton. Ms. Little attends Rocky Creek Elementary School where she is in kindergarten. She is a member of the South Carolina Dance Company where she is currently taking Hip Hop dance and is enrolled in gymnastics at Palmetto Athletic Center where she currently holds a blue belt. Miss Little loves to dance, tumble, sing, play pretend, paint, play outside and compete in pageants. She has competed in pageants since she was two months old and holds over 60 titles, including Miss South Carolina Overall Primary School. She will be representing the City of Cayce in the Little Miss South Carolina Pageant in July as Wee Miss Cayce.

Mayor Partin and Council congratulated Miss Bella Kate Little on all her accomplishments and wished her the best of luck in the upcoming Little Miss South Carolina pageant.

Presentations

A. Presentation of Comprehensive Plan Annual Review

Ms. Vance stated that she was responsible for updating the goals of the Comprehensive Annual Plan annually and presenting them to Council. She stated that the goals were not updated in 2016 since staff and the Planning Commission updated the actual Comprehensive Plan that year.

Ms. Vance stated that one of the goals was to improve the City's ISO rating from a Class 4 to a Class 3. This goal was accomplished in 2016. Another goal was to continually monitor and improve existing park facilities as needed. She stated that all of the City's parks were either renovated or improved in 2016. The H. Kelly Jones Park was built in the Riverland Park neighborhood. The Riverwalk is currently being renovated and the damage from the 2015 floods is being repaired.

Ms. Vance stated that another goal was the serviceability of the City's utility lines. She stated that the City has received \$24.6 million in SRF funding for water line replacements in the majority of the City. The City has also received CDBG funding for a water line repair on Lexington Avenue and a wastewater line off of State Street. She stated that construction is also completed on the Hwy 321 Waterline.

Ms. Vance stated that another goal was to initiate a systematic Code Enforcement program targeting renovation or removal of substandard rental units. The City's Dilapidated Structure program has aided in the tearing down of seven structures. She stated that the implementation of the program spurred the property owners to demolish the dilapidated structures and the City has not spent any of the money allocated to this program yet. Another goal was to improve the appearance of the current commercial buildings in the City which will aid in improving economic development. Presently eight façade grant enhancement applications have been approved and six of these have already been reimbursed for their improvements.

Ms. Vance stated that Council guidance will be needed for creating an annexation policy for the City. Council guidance is also needed for moving forward with storm water drainage. She stated that the Comprehensive Plan goals include a lot of discussion on economic development and recruiting and retention of businesses. Therefore a discussion needs to take place about moving forward with an economic development consultant and what goals there are for economic development for the City.

Ms. Vance stated that the Comprehensive Plan will need to be updated in 2020 and Council will receive new goals at that point.

Mayor Partin stated that the Comprehensive Plan was citizen driven and created in 2009 with a lot of input from the City's residents. She stated that the fact that the Comprehensive Plan comes before Council annually was also citizen driven. She thanked staff for all the progress on the various goals.

B. Presentation of the Updated Priority Investment Schedule of the Comprehensive Plan

Ms. Vance stated that Ms. Rachelle Moody, the City's Grants Specialist and Special Projects Manager, created the Priority Investment Schedule for the Comprehensive Plan and was going to present it to Council. Ms. Moody stated that the City of Cayce maintains a Priority Investment Schedule, which includes a compilation of recommended capital projects for City facilities identified in the Comprehensive Plan, as well as those identified by City department directors as necessary to sustain the present level of government operations. According to the Comprehensive Plan, when prioritizing capital improvements, the following priority scale should be used:

- Priority 1 – New public facilities and improvements to existing facilities that eliminate public hazards.
- Priority 2 – The repair, renovation or replacement of obsolete or worn out facilities that are necessary to achieve or maintain existing levels of service.

- Priority 3 – New and expanded facilities that reduce or eliminate deficiencies in levels of service.
- Priority 4 – New and expanded facilities necessary to serve new development and redevelopment projected during the next five years.

Ms. Moody stated that the updated February 2017 Priority Investment Schedule includes City projects started, completed and planned and spans the years 2014 and beyond. Each listing provides a description of the project, revenue source and provides pertinent project information. She stated that the Cayce Planning Commission received the update at their February 27, 2017 meeting, acknowledged receipt and accepted the update as written.

Proclamations

B. Approval of Proclamation – March for Meals

Council Member Almond made a motion to approve the Proclamation for March for Meals. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Other

A. Discussion and Approval of Hospitality Tax Fund Request – Total Solar Eclipse Weekend

Ms. Vance stated that Council approval is needed to utilize Hospitality Tax funds to make a grant award outside the annual application process. The City has received a revised Hospitality Tax grant application from the Columbia Metropolitan Convention & Visitors Bureau. The application requests \$15,000 to support the Total Solar Eclipse Weekend, scheduled for August 18 – 21, 2017. Funding is requested for website promotion of events to be held in Cayce, social media promotion and promotional materials. She stated that the Columbia Metropolitan Convention & Visitors Bureau previously submitted an application for this event during the application period last fall, but the event was not recommended for funding by staff or approved for funding by Council at the January 23, 2017 meeting. She stated that staff recommends Council approve a \$5,000 grant for the Total Solar Eclipse Weekend.

Mayor Partin stated that the midlands region is one of the best areas for viewing the upcoming total solar eclipse on August 21, 2017. At 2:41 p.m. on Monday, August 21, 2017, visitors and residents who have gathered in the area will experience the longest period of 100% total solar eclipse for a metro area on the entire East Coast of

the United States: 2 minutes and 36 seconds of totality, compared with the national maximum of 2 minutes and 41 seconds that will be visible in other areas in the Central United States. Mayor Partin stated that South Carolina could see an influx of up to one million visitors to witness this amazing event. She stated that event planners, attractions, cultural institutions, sports venues, hotels, restaurants, shops and other entities are planning eclipse events all weekend leading up to and during the Great American Eclipse of 2017.

Council Member Carter made a motion to approve \$5,000 in hospitality tax funds for the Total Solar Eclipse Weekend. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

City Manager's Report

Ms. Vance stated that the new docks for the Newman Boat Landing have been installed. She stated that the Department of Natural Resources has to evaluate the new docks. Once this is done and staff has made the final preparations the boat landing will be reopened and soon after the City will host a reopening ceremony. Council Member Jenkins asked what agency had to inspect the new docks and repairs before the boat landing can be reopened. Ms. Vance stated that DNR would evaluate it but they do not have a protocol for actual approval. She stated that there are only a few contractors licensed to do dock repairs and the contractor that the City used is one of the few in the state. She stated that City staff would inspect it as well.

Ms. Vance stated that staff has seven preconstruction meetings for the waterline project in late March. She stated that the City's Code Enforcement staff recently did a citywide sweep of various code enforcement violations. Each week staff would look for one type of infraction throughout the City. For example, utility trailers that do not have a license. By doing this that issue could be addressed with every resident who is in violation.

Committee Matters

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

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

Zoning Board of Appeals – December 19, 2016
Planning Commission – December 19, 2016
Events Committee – January 10, 2017

Museum Commission – February 1, 2017

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

B. Appointments and Reappointments

Mayor Partin stated that Mr. Bob McArver's term on the Zoning Board of Appeal expires in March. He has served on the Board since 2005 and consistently attends meetings. Council Member Carter made a motion to reappoint Mr. McArver to the Zoning Board of Appeals. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that Ms. Pamme Eades' position on the Cayce Public Safety Foundation expired in February. She has served on the Foundation since 2014 and consistently attends meetings. Council Member Almond made a motion to reappoint Ms. Eades to the Public Safety Foundation. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Council Comments

There were no Council comments.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the city and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to proposed contractual arrangements as it pertains to City rebranding

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

Reconvene

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

Possible Actions by Council in follow up to Executive Session

Mayor Partin stated that no action was taken in Executive Session.

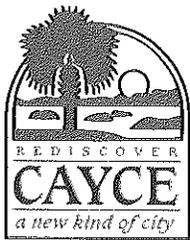
Adjourn

There being no further business, Council Member Carter made a motion to adjourn the meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote. The meeting adjourned at 7:32 p.m.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk



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City of Cayce Special Council Meeting March 22, 2017

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Municipal Clerk Mendy Corder, City Treasurer Garry Huddle and Director of Public Safety Byron Snellgrove were also in attendance.

Mayor Partin asked if members of the press and the public were duly notified of the meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

Call to Order

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

Public Comment Regarding Items on the Agenda

Ms. Corder stated no one had signed up for public comment.

Presentations

- A. Presentation by Mr. Jimmy Zeigler re the City's Property Registration Ordinance

Mr. Zeigler thanked Council for the time and dedication that they spend making the City a better place to live. He stated that he owns a rental property in the City and has an issue with the City's Property Registration Ordinance. The Ordinance requires that the property owner provide a current list of occupants at the property. He stated that he did not think he should have to provide this information to the City. Mr. Zeigler stated that he felt that this requirement singled out a specific group of people since this information is not required of people who own their home and live in it. He also stated that he did not understand why people who live in an apartment complex are not required to provide this information.

- B. Presentation by Steven Follmann re the City's Property Registration Ordinance

Mr. Follman stated that he owns one rental property in the City. He stated that the City's Ordinance requires that anyone with a rental property purchase a business license. He stated that most municipalities do not require a business license for one rental property. He stated that he purchased the home and renovated it completely. He

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stated that if he lived in his rental home in the City he would pay \$413 a year in property taxes. He stated that because his home is not owner occupied he is required to pay a 6% tax instead of a 4% tax. He stated that he tries to keep the rent lower to attract good quality people. However he passes on these additional costs to his tenant which can affect the type of renter he is able to attract.

Other

A. Discussion and Approval of RFP Awards for Cayce Public Safety Department HVAC & Air Quality Upgrades

Ms. Corder stated that electrical upgrades were made to the Public Safety buildings in the spring of 2016. The electrical panels were not adequate enough to maintain the amount of electrical service needed. The previous system was a single phase residential which was upgraded to a three phase commercial system. This increased the amps from 150 to 300. She stated that once the electrical improvements were made, staff was able to address the air quality issue at the Fire Department. A consulting engineering firm that specializes in HVAC design services was contracted. The engineering firm found that the current HVAC units throughout the buildings do not provide any outside ventilation air. She stated that new units need to be installed based on the sizes required to provide ventilation. The ductwork in the buildings is in poor condition and is not sealed. It needs to be replaced per the mechanical survey report that was performed by the consulting engineers.

Ms. Corder stated that the HVAC upgrades cannot be made until asbestos is removed from the ceiling in the Fire Department. City staff has obtained quotes from two reputable, fully bonded and insured asbestos removal companies for the asbestos abatement in the Fire Department. Those companies are R&R Associates Environmental Co, Inc. and Asbestos & Demolition. Both of the company's quotes are based upon the written RFP and the written scope of work. The quotes obtained for the project are as follows:

R&R Associates Environmental Co, Inc.	\$13,000.00
Asbestos & Demolition	\$12,500.00

Ms. Corder stated that City staff has obtained quotes from three reputable, fully bonded and insured Heating and Air Contractors for the HVAC upgrades. Those companies are Southern Atlantic Mechanical, Bear Mechanical and Advance Heating & Air. The three company's quotes are based upon the written RFP and the written scope of work. The quotes obtained for the project are as follows:

Southern Atlantic Mechanical	\$51,250.00
Bear Mechanical	\$44,600.00

Advance Heating & Air

\$37,100.00

Ms. Corder stated that staff also received a quote from Rite Temp in the amount of \$36,600. However, they did not submit the required insurance and bid bond documents therefore their quote was not considered. It was decided that once the electrical improvements were made, staff would come back before Council to request funding for the HVAC and air quality upgrades.

Ms. Corder stated that Council approval is needed in order to accept the proposal from Asbestos and Demolition for asbestos removal in the Fire Department and to authorize the City Manager to execute a contract between the City of Cayce and Asbestos & Demolition. Council approval is also needed to accept the proposal from Advance Heating & Air for the installation of new HVAC units and ductwork in the Fire Department and to authorize the City Manager to execute a contract between the City of Cayce and Advance Heating & Air.

Council Member Jenkins asked if any additional work would need to be done once this project is complete. Ms. Vance stated that the electrical upgrades had to be completed before the HVAC upgrades could be made. She stated that no additional work would be required after this project is complete. Council Member Jenkins made a motion to approve both low bids and authorize the City Manager to execute contracts with Asbestos & Demolition and Advance Heating & Air. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Council Member Almond made a motion to amend the agenda by moving Item IV. B. to be discussed prior to Item VIII. Council Member Corley seconded the motion which was unanimously approved by roll call vote. This was done so Council could move from the dais to the tables so they could sit with the managers while discussing their budgets.

City Manager's Report

Ms. Vance stated that the Thomas Newman Boat Landing repairs are complete and it is now open. The reopening ceremony is March 23, 2017 at 4pm. She stated that staff attended preconstruction meetings for the Waterline Replacement Project. She stated that most of the contractors plan to start some type of mobilization by April 1, 2017 which is the notice to proceed date. She stated that staff is having business cards made that can be given to anyone with questions regarding the project. The cards will have the hotline telephone number, the dedicated email address and website address for this project. There will also be a page on the City's website that details the project along with maps of the affected areas. Staff will also put flyers on every resident's roll cart before the project starts on their street. The contractors will also leave door hangers at every home that will be affected before they start on that street.

Ms. Vance stated that the property registration reminder letters have been mailed and the fee is due on April 17, 2017.

Committee Matters

- A. Appointments and Reappointments
Accommodations Tax Committee – One (1) Position
Events Committee – One (1) Position

Mayor Partin stated that there is currently three open positions on the Accommodations Tax Committee. Two of the three positions have to be filled by someone that is employed with a hotel or motel in the City. The City has received a potential member application from Mr. Aaron Kot, the General Manager of the new Marriott Courtyard in Cayce. Council Member Corley made a motion to appoint Mr. Kot to the Accommodations Tax Committee. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Mayor Partin stated that there is currently one open position on the Events Committee. The City has received a potential member application from Ms. Brenda Cole. Ms. Cole served on the Committee in the past and was a great asset. The Events Committee recommends her for appointment. Council Member Corley made a motion to appoint Ms. Cole to the Events Committee. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

Council Comments

There were no Council comments.

- B. Discussion of Proposed FY2017/2018 Utility Fund Budget

Mayor Partin welcomed everyone and stated she and Council enjoy meeting with each department manager. She stated each year they look forward to the budget process so they can talk directly to staff and receive input from them on what is important to them and their department in the budget.

Ms. Vance reminded Council that each year staff presents the budget to Council as it was presented to the City Manager's office. She stated there have not been any changes made to the budget so Council can see everything that is requested. She stated that the Utility Department has seven sub departments and the manager of each department was in attendance to present their draft budget to Council. Ms. Vance stated that each manager was going to also discuss his or her highlights of the year.

Mr. Bridwell, Director of Utilities, presented the budget for the Utility Administration Department. He stated that he and the City engineer have been involved with different phases of construction for several subdivision projects. These projects

include Emanuel Creek, Drayton, Glen Eagle, Harvest Glen, Timmons Pond, Fieldcrest, Cumberland Place, Indian River, Lloydwood, and Congaree Bluff to name a few. They have also reviewed plans for Saxe Gotha Phase 2, Busbee Elementary, CATE Center, Methodist Park, the Marriott Courtyard, two Neighborhood Walmart Stores, the Amazon Book Factory, and Calhoun County.

Mr. Bridwell stated that his department has overseen or reviewed over \$30 million in projects designed by American Engineering Consultants including the 321 Water Line Project, the Platt Springs Road Force Main Project, and the Avenues Water Line and Tank Projects.

Ms. Kay Hutchinson, Customer Service Manager, stated that she asked her employees what they felt were the highlights for their department. They stated how appreciative they were of the renovations made to the Water Department. They feel much safer and now have ample space to assist customers. She stated that her department had not incurred any injuries for the year. They hold a weekly safety meeting and as a result four of her staff members have won \$200 each in the City's Safety Contest.

Ms. Hutchinson stated that three of her staff members were recognized with Whole Sole Awards. She stated that her department worked with Engineering to ensure new subdivisions with irrigation will have separate irrigation meters. She stated that her staff members commented on how tremendous the inter-departmental teamwork is.

Mr. Vince Osborne, the Superintendent of the Water Treatment Plant, stated that his staff continues to do an excellent job of staying in compliance with the demands of the increasingly challenging regulatory environment of potable water treatment.

Mr. Ben Wright, the Utilities Field Manager, stated that in FY09-10 his department had eight certified operators in the field. Currently there are twenty certified operators in the field. He stated that since Council approved purchasing more efficient locating equipment, his staff has been able to keep up with the many locate tickets that are called in. He stated that since the Water Distribution and Waste Water Collection departments were split into two departments staff has been able to keep up with work orders a lot more efficiently despite not being fully staffed all year. Mr. Wright stated that he thinks this is also related to more operators being certified.

Mr. Glemmie Haimes, the Assistant Superintendent of the Wastewater Treatment Plant, stated that the Waste Water Treatment Plant's laboratory's annual proficiency testing passed with all parameters meeting acceptance limits. He stated that this was a group effort with lab personnel and operators conducting the various analysis. All values reported were very close to the assigned values. The laboratory received a certificate of excellence from ERA, the vendor supplying the unknown samples.

Mr. Haimes stated that the Wastewater & Septage personnel conducted a confined space rescue of two septage customer personnel in February 2017 and prevented fatalities. The men were pulled from their truck's tanker (a confined space) while attempting to remove a blockage from the tanks outlet valve. He stated that the WWTP personnel maintained compliance with all NPDES permit limits during high flow events. For example the tropical storm in September and Hurricane Matthew in October.

Mr. Michael Paulchel, the Assistant Wastewater Fields Manager, stated that his department had a decrease in overtime that he contributes to his staff being professionally trained and certified. His staff performs preventative maintenance on sixty seven pump stations.

Mr. David Hartness, the Assistant Superintendent of Septage and Grease, stated that the City's Septage and Grease Receiving Facility had record levels of revenue and trucks for the year. He stated that he is exploring new methods of treatment so that the receiving station can stay open twenty four hours a day.

Each department's proposed budget is attached.

Executive Session

- A. Receipt of legal advice relating to claims and potential claims by and against the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to proposed contractual arrangements as it pertains to City rebranding
- C. Discussion of negotiations incident to proposed contractual arrangements relating to the City's Tax Increment Finance District
- D. Discussion of negotiations incident to proposed contractual arrangements between the City of Cayce and Lexington School District Two

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

Reconvene

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

Possible Actions by Council in follow up to Executive Session

There was no action taken in follow up to Executive Session.

Adjourn

Council Member Almond made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 8:37 p.m.

Elise Partin, Mayor

ATTEST:

Mendy Corder, Municipal Clerk

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE

BUDGET JUSTIFICATION

DEPT.

Billing

DEPT CODE

30-1909

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1909-101 SALARIES & WAGES	\$368,462	Salary for 10 full time employees. Increases includes 1 new employee, backflow certifications for 4 employees, "D" License for 1 Meter Tech, Promotion of 1 Meter Tech I to Meter Tech II, Promotion of 1 Clerk II to Billing Specialist 1, Promotion of 1 Billing Specialist 1 to Billing Specialist II.	\$346,394	6.4%	\$22,068
30-1909-102 OVERTIME EXPENSE	\$27,166	Overtime due to meter replacement. Also meter techs having to fill in during sick leave, annual leave and holidays. Weekend OT for on-call meter techs.	\$27,356	-0.7%	(\$190)
30-1909-210 PRINTING/OFFICE SUPPLIES	\$6,000	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	20.0%	\$1,000
30-1909-211 POSTAGE EXPENSE	\$55,000	Postage for Billing, Debt set-off, and final bills.	\$51,000	7.8%	\$4,000
30-1909-214 DUES & MEMBERSHIPS	\$2,505	ABPA, AWWA, WA, SCUBA, WEASC memberships	\$1,465	71.0%	\$1,040
30-1909-215 TRAVEL EXPENSE	\$2,890	Travel expenses to schools and seminars. Out of town travel, meals and lodging for the SCUBA (SC Utility Billing Assoc.) and Itron;	\$1,560	85.3%	\$1,330
30-1909-217 AUTO OPERATING EXPENSE	\$14,000	Maintenance of 5 vehicles assigned to the Meter Techs (1 Spare Truck-4115) with a projected increase in fuel prices and maintenance.	\$12,000	16.7%	\$2,000
30-1909-221 TELEPHONE EXPENSE	\$12,500	5 Smart phones and 3 \$30/mo reimb for office/tech smart phones, 2 aircards, reimb . of \$30/mo for Cust acct Mgr's(\$3480). Telephone and internet services provided by TWC (\$7268/yr for 6 phones). \$648 for 9 emails.	\$9,000	38.9%	\$3,500

DATE PREPARED:

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Billing
DEPT CODE 30-1909

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1909-226 SERVICE CONTRACTS	\$18,850	No longer paying Harris \$10,000	\$17,750	6.2%	\$1,100
		1. Edmunds	\$8,100		
		2. Itron	\$6,500		
		3. MailFinance	\$1,250		
		4. Ricoh USA	\$3,000		
		Total	\$18,850		
30-1909-227 EQUIPMENT REPAIRS	\$1,000	Repair of Miscellaneous Equipment.	\$1,000	0.0%	\$0
30-1909-231 HAND TOOLS AND SUPPLIES	\$3,000	Replacement tools such as: Curb stop wrenches, sight glasses, shovels, cameras, hand pumps, metal detectors, spray paint and misc tools for meter readers.	\$3,000	0.0%	\$0
30-1909-238 SAFETY SUPPLIES	\$1,750	Equipment such as: Gloves, goggles, binoculars, vests and steel toe boot reimbursement for meter techs.	\$1,750	0.0%	\$0
30-1909-241 UNIFORM EXPENSE	\$2,500	Uniforms for 5 Meter Readers @ \$298.48/person/year. Jackets and shirts. Shirts for office, Sweatshirts for techs.	\$1,750	42.9%	\$750
30-1909-244 JANITORIAL	\$0		\$0	0.0%	\$0
30-1909-262 VEHICLE INSURANCE EXP	\$3,500	Insurance for five vehicles.	\$3,800	-7.9%	(\$300)
30-1909-264 EMPLOYEE TRAINING	\$3,635	SCUBA Spring/Fall Conferences, ABPA Conference/Certification and training books/manuals.	\$6,500	-44.1%	(\$2,865)
30-1909-272 SPEC DEPT FEES - COLL, CHG CARD & ONLINE	\$88,500	SI Solutions (billing company), SunTrust (VSA/MC), BB&T, SC Interactive	\$85,000	4.1%	\$3,500

DATE PREPARED:

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CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Billing

DEPT CODE 30-1909

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1909-271	\$0		\$0	0.0%	\$0
SPEC CONTRACT- COPIER					
30-1909-385	\$170,000		\$44,000	286.4%	\$126,000
MACHINES & EQUIP.					
		Description	Amount		
		<i>Item 1</i> 500 3/4" Meters w/ 100W ERTs	\$95,000		
		<i>Item 2</i> 500 100W ERTs to replace failing ERTs	\$40,000		
		<i>Item 3</i> Replace Truck 4106 (5 Year Plan)	\$35,000		
		Total	\$170,000		
30-1909-386	\$9,000		\$5,400	66.7%	\$3,600
EQUIPMENT NON- CAPITAL					
		Description	Amount		
		<i>Item 1</i> 200 Replacement Locking Lids	\$4,900		
		<i>Item 2</i> 2 Laptops for Meter Techs	\$3,100		
		<i>Item 3</i> Plugs	\$1,000		
		Total	\$9,000		
30-1909-805	\$53,801		\$42,645	26.2%	\$11,156
SC STATE RETIREMENT CONTRIBUTIONS					
30-1909-810	\$602		\$561	7.3%	\$41
RETIREMENT DEATH BENEFIT					
30-1909-814	\$30,748		\$28,592	7.5%	\$2,156
SOCIAL SECURITY					
30-1909-820	\$5,250		\$5,250	0.0%	\$0
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)					

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CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Billing

DEPT CODE 30-1909

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1909-821 WORKERS COMP INSURANCE EXPENSE	\$9,423		\$7,000	34.6%	\$2,423
30-1909-822 MEDICAL INSURANCE EXPENSE	\$90,250		\$81,225	11.1%	\$9,025
30-1909-825 UNEMPLOYMENT COMP EXPENSE	\$1,000		\$1,000	0.0%	\$0
30-1909-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$6,000		\$6,000	0.0%	\$0
TOTAL	\$987,331		\$795,998	24.0%	\$191,333

**City of Cayce
FY 17-18**

Capital Equipment/New Initiatives or Services/Personnel

Department	Water Billing	
Issue	500 3/4" Meters with 100W ERTs	
Justification	<p>This is part of the five year plan to replace failing meters Outside City. The meters will also be used for new development and current replacement work orders in the system. The current price is \$175 each plus tax and shipping.</p> <p>The 100W ERTs also have a further range than the 60W ERTs and they contain 45 days worth of daily usage information. This will reduce read time and assist in accomplishing the goal we have established of billing monthly instead of bi-monthly. The Auditors also would prefer us to bill monthly. Monthly billing also helps our customers budget more effectively and address leak issues in a more timely manner.</p>	
Estimated Impact on		
FY 17-18 Budget		\$95,000

Department	Water Billing	
Issue	Personnel	
Justification	<p>Add additional employee (Meter Tech II) specifically assigned to adding new accounts, arranging new cycles in Edmunds, Backflow Testing, Work Order Maintenance, A/R Management, Set-Off Debt Management and assist with new projects. This will streamline the Utility Billing process, reduce redundancy and errors and assist in collections. It will also provide better customer service through transitioning to Monthly Billing.</p>	
Estimated Impact on		
FY 17-18 Budget		\$32,000 + Fringe

Department	Water Billing
Issue	(500) 100W ERT Replacement Program
Justification	This is included in the 5 Year Plan to replace the existing 60W ERTs that are not registering. The 100W ERTs also have a further range and contain 45 days worth of usage information. This will reduce read time by approximately two days per cycle with the goal of billing monthly instead of bi-monthly. The Auditors also would prefer us to bill monthly. Monthly billing also helps our customers budget more effectively and address leak issues in a more timely manner. 100W ERTs are currently \$75 each plus tax and shipping.
Estimated Impact on	
FY 17-18 Budget	\$40,000

Department	Water Billing
Issue	Replace Truck 4106
Justification	Truck 4106 has 115,944 miles on it and is driven approximately 80 miles per day. It is part of the 5 Year Plan to replace it in FY 17/18. Truck 4115 was replaced last year, but is used as the Meter Tech spare truck when others are being serviced. It is in disrepair and often cannot be used as a backup. This disrupts the reading process. 4106 will be used as the spare when it is replaced
Estimated Impact on	
FY 17-18 Budget	\$35,000

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CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DEPT CODE 30-1910

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1910-101 SALARIES & WAGES	\$304,416	Salary for 5 full time employees. Adding an employee.	\$278,777	9.2%	\$25,639
30-1910-102 OVERTIME EXPENSE	\$778	Overtime expense for City Electrician.	\$1,026	-24.2%	(\$248)
30-1910-210 PRINTING/OFFICE SUPPLIES	\$6,000	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.	\$5,000	20.0%	\$1,000
30-1910-211 POSTAGE EXPENSE	\$6,800	Mailings: letters, checks, purchase orders, etc.... Increase due to higher postage costs.	\$6,300	7.9%	\$500
30-1910-214 DUES & MEMBERSHIPS	\$660	Professional memberships in Utility & Engineering & Electrical related organizations.	\$630	4.8%	\$30
30-1910-215 TRAVEL EXPENSE	\$3,960	Expenses associated with transportation, lodging, meals, & registration for attendance to meetings, seminars, conferences & training.	\$3,540	11.9%	\$420
30-1910-217 AUTO OPERATING EXPENSE	\$8,000	Funds for fuel, oil, lubricants, maintenance & repair parts for 4 vehicles.	\$8,000	0.0%	\$0
30-1910-221 TELEPHONE EXPENSE	\$8,250	5 Verizon cellular phones. Telephone and internet services provided by TWC.	\$6,500	26.9%	\$1,750

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CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DEPT CODE 30-1910

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1910-226 SERVICE CONTRACTS	\$16,379	Provide for service, support, & maintenance of office equipment, ie: PC's, main computer, software support and upgrades, Edmonds, etc.	\$16,457	-0.5%	(\$78)
		1. ESRI Mapping Software - Arcview	\$2,500		
		2. Bentley Systems, Inc. - WaterCAD	\$2,260		
		3. DLT Solutions, Inc. - AutoCAD	\$1,300		
		4. Edmonds	\$7,500		
		5. Harris	\$0		
		6. MailFinance	\$1,250		
		7. Communication Specialists Radio Service	\$514		
		8. ARC Annual Maintenance Contract for Plotter Equipment	\$1,055		
		Total	\$16,379		
30-1910-227 EQUIPMENT REPAIRS	\$900	Parts & repair of equipment not covered under line item 226.	\$900	0.0%	\$0
30-1910-238 SAFETY SUPPLIES	\$3,600	Purchase of PPE (Personal Protective Equipment) for WA, \$3000 for Safety Committee. \$600 for WA	\$3,500	2.9%	\$100
30-1910-241 UNIFORM EXPENSE	\$650	Uniform clothing for staff.	\$550	18.2%	\$100
30-1910-249 MEDICAL, DOC, PHYSICAL EXPENSE	\$4,000	Provides for pre-employment physicals, drug testing of CDL drivers, spirometer testing, HBV shot series & Flu shots department wide.	\$4,000	0.0%	\$0
30-1910-261 ADVERTISING	\$500	Position available classified advertisements, employee recruitment department wide.	\$1,000	-50.0%	(\$500)
30-1910-262 VEHICLE INSURANCE EXPENSE	\$2,600	Vehicle Insurance for 4 vehicles	\$2,300	13.0%	\$300

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CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DEPT CODE 30-1910

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1910-264 EMPLOYEE TRAINING	\$3,095	Continued education for required re-certification training to obtain required CEUs for Water Admin.	\$2,500	23.8%	\$595
30-1910-265 PROFESSIONAL SERVICES - AUDIT	\$43,000	Annual audit expense department wide.	\$43,000	0.0%	\$0
30-1910-266 PROFESSIONAL SERVICES - ATTORNEY	\$45,000	Legal services department wide.	\$55,000	-18.2%	(\$10,000)
30-1910-267 PROFESSIONAL SERVICES - ENGINEER	\$25,000	Outside engineering consultant services department wide.	\$25,000	0.0%	\$0
30-1910-268 CONSULTANT FEES	\$53,000	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. +\$30,000 for public relations services. +20,000 for miscellaneous auditing. +\$3,000 for District Meeting	\$43,000	23.3%	\$10,000
30-1910-271 SPECIAL CONTRACT - COPIER	\$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 supplies 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
30-1910-385 MACHINES & EQUIP.	\$0		\$0	0.0%	\$0
		<i>Item 1</i>	Description	Amount	
			Total	\$0	
30-1910-386 EQUIPMENT NON- CAPITAL	\$6,000		\$2,500	140.0%	\$3,500
		<i>Item 1</i>	Description	Amount	
		<i>Item 1</i>	Desktop Computer and Monitors (New Employee)	\$2,500	
		<i>Item 2</i>	Miscellaneous Electrician Equipment & Tools	\$1,500	
		<i>Item 3</i>	Miscellaneous Office Equipment	\$2,000	
			Total	\$6,000	

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CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Admin

DEPT CODE 30-1910

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1910-805	\$41,709		\$31,926	30.6%	\$9,783
SC STATE RETIREMENT CONTRIBUTIONS					
30-1910-810	\$467		\$420	11.1%	\$47
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1910-814	\$23,794		\$21,405	11.2%	\$2,389
SOCIAL SECURITY					
30-1910-820	\$5,200		\$5,200	0.0%	\$0
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)					
30-1910-821	\$8,340		\$7,216	15.6%	\$1,124
WORKERS COMP INSURANCE EXPENSE					
30-1910-822	\$45,125		\$36,100	25.0%	\$9,025
MEDICAL INSURANCE EXPENSE					
30-1910-825	\$1,500		\$1,500	0.0%	\$0
UNEMPLOYMENT COMP EXPENSE					
30-1910-828	\$3,000		\$3,000	0.0%	\$0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
30-1910-899	\$8,000		\$8,000	0.0%	\$0
PAYING AGENT FEE/BONDS					
TOTAL	\$682,397		\$626,922	8.8%	\$55,475

FY17/18 BUDGET PROJECTIONS FOR WA

Name	Association	Dues	Training/Reg Fees	Date	Travel/Meals/Hotel
Director					
	SC Environmental Conference		\$200.00	January-18	\$1,300.00
	SC Operator's Conference		\$35.00	August-17	\$1,300.00
	Pine Island Workshop		\$50.00	July-17	
	2 Operator License Exams		\$215.00	July-17	
	WD Operator Renewal	\$30.00		June-18	
	WWC Operator Renewal	\$35.00		June-18	
	WEF Membership	\$170.00		March-18	
	WEASC Membership	\$35.00		March-18	
	PE License Renewal	\$75.00		June-18	
	BB&T Bankcard Corp	\$100.00		January-18	
	CM's Christmas Luncheon			December-18	\$30.00
	Total	\$445.00	\$500.00		\$2,630.00
City Engineer					
	SC Environmental Conference		\$200.00	January-18	\$1,300.00
	WD Operator Renewal	\$30.00		June-18	
	Pine Island Workshop		\$50.00	July-17	
	2 Operator License Exams		\$215.00	July-17	
	WWC Operator Renewal	\$35.00		June-18	
	PE License Renewal	\$75.00		June-18	
	CM's Christmas Luncheon			December-18	\$30.00
	Total	\$140.00	\$465.00		\$1,330.00
Electrician					
	Electrician License Seminar		\$450.00	January-18	
	Exam Fee		\$125.00	January-18	
	Annual License Fee	\$75.00		June-18	
	Total	\$75.00	\$575.00		\$0.00
GIS Technician					
	GPS Equipment Training		\$1,000.00	February-18	
	Software Training (MS Word)		\$125.00	January-18	

City of Cayce
FY 17-18

Capital Equipment/New Initiatives or Services/Personnel

Department	Water Admin 30-1910-101
Issue	One New Position (GIS Technician)
Justification	A GIS Technician position is needed to increase the accuracy of our City Utilities Mapping. This increase in accuracy will help all departments save time in locating water valves, manholes, and other field features of our piping systems. Salary \$38,000.00 Plus Fringe.
Estimated Impact on FY 17-18 Budget	38000+Fringe

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CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WTP

DEPT CODE

30-1911

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Dollar Amount Change
SALARIES & WAGES	30-1911-101 \$449,375	Salary for 10 full time employees. We have 2 operators that may be upgrading their license in the upcoming fiscal year.	\$461,945	-2.7%	-\$12,570
OVERTIME EXPENSE	30-1911-102 \$42,441	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.	\$44,073	-3.7%	-\$1,632
PRINTING/OFFICE SUPPLIES	30-1911-210 \$850	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.	\$700	21.4%	\$150
POSTAGE EXPENSE	30-1911-211 \$350	Mailing SCDHEC and EPA reports on monthly basis. Increase in postage rates for 2017.	\$350	0.0%	\$0
STATE OF S.C PERMIT FEES	30-1911-213 \$25,000	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 (\$500), surface water withdrawal(\$1000)	\$24,000	4.2%	\$1,000
DUES & MEMBERSHIPS	30-1911-214 \$2,115	Professional licenses. AWWA & WEASC membership dues for plant personnel.	\$887	138.4%	\$1,228
TRAVEL EXPENSE	30-1911-215 \$4,800	Travel expenses to schools and seminars. Out of town travel, meals and lodging for the WEASC Annual Environmental Conference ; the WEASC Operators Conference; and miscellaneous travel. Cost breakdown is on adjacent sheet.	\$2,600	84.6%	\$2,200
AUTO OPERATING EXPENSE	30-1911-217 \$4,500	Maintenance of 3 vehicles assigned to the WTP for maintenance.	\$4,000	12.5%	\$500
ELECTRIC & GAS EXPENSE	30-1911-220 \$345,000	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.	\$345,000	0.0%	\$0
TELEPHONE EXPENSE	30-1911-221 \$8,300	2 Verizon cellular phones for plant operations (\$1028). Telephone and internet services provided by TWC (\$6973.62). Email service for Office 365 for three users @\$72 = \$216	\$8,621	-3.7%	-\$321

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CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WTP

DEPT CODE

30-1911

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Dollar Amount Change
30-1911-223	\$1,000	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.	\$950	5.3%	\$50
LUBRICATION SUPPLIES					
30-1911-226	\$177,248		\$52,974	234.6%	\$124,274
SERVICE CONTRACTS					
		1. Hach Instrumentation Service to meet DHEC requirements	\$7,728		
		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 preventative maintenance	\$500		
		8. WTP Crom Tanks (Utility Services Inc Maint Program 4yrs)	\$45,531		
		9. Garbage Service	\$3,120		
		10. Landscaping Service For WTP/RWPS/Water Tanks/Hydrants	\$29,724		
		11. Balance calibration for lab	\$150		
		12. Claricone and 321 Tank Renovation(Utility Services Inc.Maint. Schedule 4yrs	\$72,945		
		13. Annual Maintenance on Liquid Lime System	\$1,000		
		14. Pest Control	\$320		
		15. HVAC Service	\$590		
		Total	\$177,248		
30-1911-227	\$91,000	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, chemical feed lines for lime, alum, flouride and carbon systems. Demolition of two chemical silos at Water Plant (\$26000).	\$65,000	40.0%	\$26,000
EQUIPMENT REPAIRS					
30-1911-228	\$7,000	Maintenance and general upkeep of the buildings at the WTP and of the outlying buildings.	\$8,000	-12.5%	-\$1,000
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
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
ELECTRIC & LIGHT SUPPLIES					
30-1911-238	\$1,925	Respirators, safety glasses, rubber boots, aprons, rubber gloves and steel toed boots.	\$1,850	4.1%	\$75
SAFETY SUPPLIES					

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CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WTP

DEPT CODE 30-1911

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Dollar Amount Change
UNIFORM EXPENSE	30-1911-241 \$2,600	Replacement of old uniforms and the purchase of uniforms for new employees including jackets.	\$2,500	4.0%	\$100
JANITORAL SUPPLIES	30-1911-244 \$600	Mops, cleaning supplies, waxes, bleach, buckets, etc.	\$600	0.0%	\$0
CHEMICAL EXPENSE	30-1911-248 \$255,603	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 liquid carbon increased cost and petroleum based chemicals and fuel surcharges	\$229,000	11.6%	\$26,603
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.	\$29,000	0.0%	\$0
VEHICLE INSURANCE EXPENSE	30-1911-262 \$3,000	Insurance on 4 units assigned to the Water Treatment Plant.	\$2,300	30.4%	\$700
EMPLOYEE TRAINING	30-1911-264 \$1,160	Short schools, seminars and outside training materials . 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. WEASC Annual Environmental Conference ; WEASC Operators Conference ; WEA/AWWWA Lab Workshop. SC LLR examination fees for two operators this coming year \$ 225	\$2,750	-57.8%	-\$1,590
CONSULTANT & LAB TESTING	30-1911-267 \$15,000	Outside laboratory analysis for metals, TCLP, toxicity, aluminum, phosphate, and total organic carbon. These analysis have to be done by a State of SC Certified Laboratory. Continuation of EPA required surface water testing for DBP2. If DHEC loses funding to continue testing, the City will have to pay an additional for testing (Est. \$5,100). Testing for DPB in distribution system. LT2 Cryptosporidium testing begins 07/2017 through 07/2018 (\$4560)	\$19,000	-21.1%	-\$4,000
MACHINES & EQUIP.	30-1911-385 \$162,200		\$175,000	-7.3%	-\$12,800
		Description	Amount		
	<i>Item 1</i>	Raw Water Transmission Pump	\$90,000		
	<i>Item 2</i>	Variable Frequency Drives	\$54,000		
	<i>Item 3</i>	Gate Controllers	\$7,700		
	<i>Item 4</i>	LED Light Upgrade Water Plant	\$10,500		
		Total	\$162,200		

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CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WTP

DEPT CODE

30-1911

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Dollar Amount Change
30-1911-386	\$17,670		\$11,095	59.3%	\$6,575
EQUIPMENT NON-CAPITAL		Description	Amount		
		<i>Item 1</i> BenchTop Turbidimeter	\$3,500		
		<i>Item 2</i> IDEXX Sealer	\$3,900		
		<i>Item 3</i> pH/Fluoride/Conductivity Meter	\$4,272		
		<i>Item 4</i> DR 900 Colorimeter	\$1,341		
		<i>Item 5</i> LED Light Upgrade at Raw Water Pump St.	\$4,657		
		Total	\$17,670		
30-1911-805	\$66,405		\$57,737	15.0%	\$8,668
SC STATE RETIREMENT CONTRIBUTIONS					
30-1911-810	\$743		\$759	-2.1%	-\$16
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1911-814	\$38,080		\$38,710	-1.6%	-\$630
SOCIAL SECURITY					
30-1911-820	\$18,544		\$17,432	6.4%	\$1,112
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)					
30-1911-821	\$26,475		\$27,165	-2.5%	-\$690
WORKERS COMP INSURANCE EXPENSE					
30-1911-822	\$90,250		\$90,250	0.0%	\$0
MEDICAL INSURANCE EXPENSE					

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CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WTP

DEPT CODE 30-1911

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Dollar Amount Change
30-1911-825	\$550		\$550	0.0%	\$0
UNEMPLOYMENT COMP EXPENSE					
30-1911-828	\$3,000		\$3,000	0.0%	\$0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
TOTAL	\$1,893,283		\$1,729,298	9.5%	\$163,985

FY17/18 BUDGET PROJECTIONS FOR WTP

Name	Association	Number	Cost	Dues Total	Training/Reg Fees	Date	Travel/Meals/Hotel
	SC Environmental Conference	3	\$235.00	\$705.00	\$705.00	3/1/18	\$2,400.00
	SC Operators Conference	3	\$35.00	\$105.00	\$105.00	10/31/17	\$2,400.00
	Pine Island WEASC Workshop	4	\$50.00	\$200.00	\$200.00	9/7/17	
	AWWA Membership	1	\$85.00	\$85.00		2/1/17	
	Operator License	10	\$30.00	\$300.00		7/1/18	
	WEASC Membership	10	\$35.00	\$350.00		Varies	
	Laboratory Workshop SCDHEC	3	\$50.00	\$150.00	\$150.00	8/15/17	
	License Test Fees	2	\$110.00	\$220.00		Varies	
	Total			\$2,115.00	\$1,160.00		\$4,800.00
TOTAL				\$2,115.00	\$1,160.00		\$4,800.00

*** WTP Total**

\$8,075.00

* Budget amount is for maximum number of operators attending ALL functions.

**City of Cayce
FY 17-18**

Capital Equipment/New Initiatives or Services/Personnel

Department	Utilities / Water Plant
Issue	Raw Water Transmission Pump
Justification	All seven pumps were originally installed in 2001, and have been in near continuous service since that time. We have replaced two High Service Pumps in FY1415, FY1516, two Reservoir Pumps in FY 1415, FY 1617, and one Raw Water Pump in FY1112. We are in the process of repairing/replacing a High Servcie Pump this FY 1617. So in the last five years we have replaced six of the seven pumps/motors. Keeping on schedule, we can replace/repair the remaining one pump over the next budget cycle.
Estimated Impact on	
FY 17-18 Budget	\$90,000

**City of Cayce
FY 17-18**

Capital Equipment/New Initiatives or Services/Personnel

Department	Utilities / Water Plant
Issue	Variable Frequency Drives
Justification	These Variable Frequency Drives (VFD) were originally installed during the 2000-01 WTP upgrade are antiquated technology in the VFD/pump industry. Increasing scarcity of parts and high cost of available parts has become a major issue. We would have Replacement be on a two year cycle, meaning replacing the three at the WTP FY1718 and four at the Raw Water Station FY1718 . This will help spread out cost of the units. Also, current staffing is capable of in-hous installation, so we can save cost on that.
Estimated Impact on	
FY 17-18 Budget	\$54,000

**City of Cayce
FY 17-18
Capital Equipment/New Initiatives or Services/Personnel**

Department	Utilities / Water Plant
Issue	Main Gate Controllers
Justification	Gate controllers are original equipment from 2001 plant upgrade and are in need of replacement. They have become difficult to get parts for and parts are expensive when they can be found.
Estimated Impact on	
FY 17-18 Budget	\$7,620

**City of Cayce
FY 17-18
Capital Equipment/New Initiatives or Services/Personnel**

Department	Utilities / Water Plant
Issue	LED Lighting Replacement
Justification	Current lights at the Water Plant are original from 1990 installation, and require intensive maintenance and parts to keep operating correctly. LED lighting replacement will have upfront cost for conversion from HID Mercury/Sodium lighting, but will be much more energy efficeint. Energy cost will be much less, as well as maintenance costs for lighting. SCANA may offere discounts for conversion, and possible grant money may be forthcoming.
Estimated Impact on	
FY 17-18 Budget	\$10,498

FY 1718 WTP Chemical Budget Justification

Chemical	Units	Estimated Annual Quantity	Unit Price Including Freight	Total Annual Cost	Primary Use	Supplier
Aluminum Sulfate, 48%	Tons	313.99125	\$310.785	\$97,584	Raw Water Coagulant	Univar
Chlorine - 1 Ton Cylinders	Tons	12	\$600	\$7,200	Finished Water Disinfection	Jones Chemical
Activated Carbon	Tons	33	\$2,440	\$80,520	TOC Removal	Brenntag
Polymer	Lbs	7500	\$2.080	\$15,600	Coagulant Aid	SNF/Polydyne
Fluoride	Lbs	2500	\$0.510	\$1,275	Fluoride Addition	Univar
Phosphate	Lbs	40000	\$0.41	\$16,400	Corrosion Control	Brenntag
Caustic Soda	Lbs	1000	\$2.25	\$2,250	pH Adjustment	Univar
Lime, Liquid	Tons	70.254	\$332	\$23,324	pH Adjustment	Burnett Lime
Potassium Permanganate	Lbs	5000	\$2.290	\$11,450	Oxidizer, TOC Removal	Brenntag
			Subtotal	\$255,603		
			Total	\$255,603		

FY 1718 WTP Equipment Justification

All seven pumps were originally installed in 2001, and have been in near continuous service since that time. We have replaced two High Service Pumps in FY1415, FY1516, two Reservoir Pumps in FY 1415, FY 1617, and one Raw Water Pump in FY1112. We are in the process of repairing/replacing a High Servcie Pump this FY 1617. So in the last five years we have replaced six of the seven pumps/motors. Keeping on schedule, we can replace/repair the remaining one pump over the next budget cycle.

	<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Expense</i>
	Raw Water Transmission Pump	1	\$90,000	\$90,000

These Variable Frequency Drives (VFD) were originally installed during the 2000-01 WTP upgrade are antiquated technology in the VFD/pump industry. Increasing scarcity of parts and high cost of available parts has become a major issue. We have a Replacement would be on a two year cycle, meaning replacing the three at the WTP in total of seven VFD's that are in need of replacement; three at the WTP and four at the Raw Water Station. FY 1718, and the four at the Raw Pump Station in FY 1819. This will help spread out cost of the units. Also, current staffing is capable of in-hous installation, so we can save cost on that.

	<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Expense</i>
	Variable Frequency Drives (VFD's)	7	\$17,000	\$119,000

Gate controllers are original equipment from 2001 plant upgrade and are in need of replacement. They have become difficult to get parts for and parts are expensive when they can be found.

	<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Expense</i>
	Gate Controllers at Water Plant	2	\$4,980	\$7,620

Current lights at the Water Plant are original from 1990 installation, and require more maintenance and parts to keep operating correctly. LED lighting replacement will have upfront cost for conversion from HID Mercury/Sodium lighting, but will be much more energy efficient. Energy cost will be much less, as well as maintenance costs for lighting. SCANA may offer discounts for conversion, and possible grant money may be forthcoming.

	<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Expense</i>
	LED Lighting Conversion at Water Plant			\$10,498

**CITY OF CAYCE
BUDGET JUSTIFICATION**

DATE PREPARED:

DATE REV #1:

DATE REV #2:

DEPT. WD

DEPT CODE 30-1912

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
SALARY AND WAGES					
30-1912-101	\$531,834	Salary and wages for 13 employees. Increases for employee water distribution certification.	\$537,620	-1.1%	-\$5,786
OVERTIME					
30-1912-102	\$38,460	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.	\$52,850	-27.2%	-\$14,390
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%	\$0
DUES AND MEMBERSHIP					
30-1912-214	\$2,255	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)	\$1,387	62.6%	\$868
TRAVEL EXPENSE					
30-1912-215	\$4,800	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. To send Utility Field Manager to the annual ABC/AWWA conference as a board member. This will also support ongoing training opportunities to prepare lower grade operators for higher grade certification exams.	\$6,200	-22.6%	-\$1,400
AUTO OPERATING EXPENSE					
30-1912-217	\$40,000	For fuels, oils, lubricants, parts, maintenance, and repair of vehicles.	\$45,000	-11.1%	-\$5,000
ELECTRIC & GAS EXPENSE					
30-1912-220	\$52,000	Electricity & Gas expense for operating 2-booster pump stations, 5 water tanks and the Utility Field Operation Center.	\$50,000	4.0%	\$2,000

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED:

DEPT. WD

DATE REV #1:

DEPT CODE 30-1912

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
TELEPHONE EXPENSE	30-1912-221 \$14,000	For (10) telephone service lines/internet, at Utility Field Operation Center, CAE Telemetering and to pay for the use of our Verizon, and Time Warner Cable phone services. \$2,016 will be allotted for all employees to have City email.	\$10,000	40.0%	\$4,000
SERVICE CONTRACTS	30-1912-226 \$86,301	<ol style="list-style-type: none"> 1. Two-way radios \$56 2. Electric Guard Dog fence contract \$3,090 3. HVAC \$1,070 4. P.U.P.S. Contract \$3,462 5. Suez Storage Tank Maintenance Agreement \$78,323 6. Pest Control \$300 <p style="text-align: right;">Total \$86,301</p>	\$107,101	-19.4%	-\$20,800
EQUIPMENT REPAIR	30-1912-227 \$25,000	For repair parts and repairs of non titled equipment i.e. pumps, electric motors, saws, tamps, electric control panels, ect.	\$20,000	25.0%	\$5,000
BUILDING REPAIRS	30-1912-228 \$500	Maintenance of buildings at the Utility Field Operations Center. To cover building additions.	\$500	0.0%	\$0
HAND TOOLS AND SUPPLIES	30-1912-231 \$8,000	To purchase tools as replacements or as additional as needed, to be used by personnel in the performance of their daily jobs. To replace outdated tools with more efficient and updated tools.	\$8,000	0.0%	\$0
MASONRY/CEMENT SUPPLIES	30-1912-234 \$7,000	For cement, concrete mix, mortar, sand, bricks, ect. Used to repair driveways, sidewalks, build kicker blocks, etc. To cover cost of workload increase.	\$7,000	0.0%	\$0
ASPHALT/GRADING SUPPLIES	30-1912-235 \$55,000	For gravel, asphalt, and flowable fill to repair roads per SCDOT guidelines, driveways and sidewalks after new installations or repairs.	\$55,000	0.0%	\$0
RADIO SUPPLIES	30-1912-237 \$250	Miscellaneous parts/service for mobile radios.	\$250	0.0%	\$0

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED:

DEPT. WD

DATE REV #1:

DEPT CODE 30-1912

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change	
SAFETY 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.	\$7,000	0.0%	\$0
UNIFORM SUPPLIES	30-1912-241	\$7,000	Rental of uniforms as needed for 13 employees.	\$7,000	0.0%	\$0
CHEMICAL EXPENSE	30-1912-248	\$736	To purchase chemicals for disinfection of storage tanks (CAE & 321), new water lines and repairs. .	\$736	0.0%	\$0
WATER DIST. REPAIR EXPENSE	30-1912-256	\$95,000	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.	\$85,000	11.8%	\$10,000
VEHICLE INSURANCE	30-1912-262	\$11,000	For vehicle insurance 18 Units.	\$8,162	34.8%	\$2,838
EMPLOYEE TRAINING	30-1912-264	\$6,810	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.	\$11,834	-42.5%	-\$5,024
WATER DIST. EQUIP. METERS	30-1912-381	\$25,000	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	66.7%	\$10,000
MACHINES & EQUIPMENT	30-1912-385	\$136,738		\$28,000	388.4%	\$108,738
			Description	Amount		
	<i>Item 1</i>		2017 Ford Explorer	\$32,500		
	<i>Item 2</i>		2017 Caterpillar 301.7D CR Compact Excavator	\$34,238		
	<i>Item 3</i>		2- Pax Mixers and Powervent Installation	\$70,000		
			Total	\$136,738		

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED:

DEPT. WD

DATE REV #1:

DEPT CODE 30-1912

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1912-386	\$910		\$900	1.1%	\$10
EQUIPMENT NON-CAPITAL					
		Description	Amount		
		<i>Item 1</i> Desktop computer for Allemand Smalls	\$910		
			Total \$910		
30-1912-805	\$75,761		\$67,373	12.4%	\$8,388
SC STATE RETIREMENT CONTRIBUTIONS					
30-1912-810	\$847		\$886	-4.4%	-\$39
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1912-814	\$43,807		\$45,171	-3.0%	-\$1,364
SOCIAL SECURITY					
30-1912-820	\$13,000		\$13,000	0.0%	\$0
GENERAL INSURANCE EXPENSE					
30-1912-821	\$31,267	Workers Compensation Program Code #7520, Rate = 0.0400	\$31,089	0.6%	\$178
WORKERS COMP INSURANCE EXPENSE					
30-1912-822	\$117,324		\$117,324	0.0%	\$0
MEDICAL INSURANCE EXPENSE					
30-1912-825	\$2,000		\$2,000	0.0%	\$0
UNEMPLOYMENT COMPENSATION EXPENSE					
30-1912-828	\$3,000		\$3,000	0.0%	\$0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
TOTAL 30-1912	\$1,445,600		\$1,347,383	7.3%	\$98,217

**City of Cayce
FY 17-18**

Capital Equipment/New Initiatives or Services/Personnel

Department	Water Distribution
Issue	Purchase 2017 Ford Explorer
Justification	This vehicle will replace the Field Manager's vehicle 4162. Unit 4162 will be transferred to Water Admin for the new GIS employee.
Estimated Impact on	
FY 17-18 Budget	\$32,500

**City of Cayce
FY 17-18**

Capital Equipment/New Initiatives or Services/Personnel

Department	Water Distribution
Issue	Purchase 2017 Caterpillar 301.7D CR Compact Excavator
Justification	This equipment will be utilized by the Field Crews. There are several new subdivisions in the water and sewer service area. The property lots are very small. This compact excavator is needed because the equipment that we are currently using will not fit in the smaller yards without removing fences a gates. We currently own one compact excavator that is needed for several excavations at any one time.
Estimated Impact on	
FY 17-18 Budget	\$34,238

**City of Cayce
FY 17-18**

Capital Equipment/New Initiatives or Services/Personnel

Department	Water Distribution
Issue	Pax Mixer and Powervent installation For ETMF and CAE Tanks
Justification	This equipment will be used to lower TTHM levels in the Tanks to aid in keeping TTHM levels in distribution system below regulatory levels especially during summer months.
Estimated Impact on	
FY 17-18 Budget	\$70,000

FY 1617 WD Chemical Budget Justification

Chemical	Units	Estimated Annual Quantity	Unit Price Including Freight	Total Annual Cost	Primary Use	Supplier
HTH Powered Chlorine	Lbs	430	\$1.600	\$688	Tank & Line Disinfection	Brenntag
			Subtotal	\$688		
			7% Tax	\$48		
			Total	\$736		

DATE PREPARED: 2/10/15

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP

DEPT CODE 30-1916

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
30-1916-101	\$650,535	Salary and wages for 15 employees.	\$611,606	6.4%	\$38,929
SALARY AND WAGES					
30-1916-102	\$41,056	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 increased solids dewatering operations due to additional flows received into the WWTP (membranes, centrifuges, and digesters) to achieve target MLSS concentrations for carousels, additional hauling of solids to landfill, and overtime for WWTP maintenance staff (additional employee added this fiscal year) for possible after hours electrical/mechanical troubleshooting and corrective maintenance.	\$43,778	-6.2%	-\$2,722
OVERTIME					
30-1916-210	\$800	Log books, printed forms, label maker supplies, data sheets, laserjet cartridges for lab and treatment plant. DHEC and EPA record keeping and monthly reporting. Increase due to increased printing of documents from multiple LaserJet printers and increased use of log books to document operations and maintenance of various WWTP systems.	\$800	0.0%	\$0
PRINTING & OFFICE SUPPLIES					
30-1916-211	\$300	Mailing SCDHEC and EPA reports on monthly basis.	\$300	0.0%	\$0
POSTAGE EXPENSE					
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%	\$0
STATE OF SC PERMIT FEES					
30-1916-214	\$1,764	Professional membership dues for wastewater treatment personnel (ie, AWWWA, SCWEA, WEF, annual certification fees for existing personnel ; and additional monies for lower grade operators (3) to sit for certification tests	\$1,617	9.1%	\$147
DUES AND MEMBERSHIP					

DATE PREPARED: 2/10/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP

DATE REV #1:

DEPT CODE 30-1916

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
30-1916-215 TRAVEL EXPENSE	\$6,894	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 2017, the SC Environmental Conference in March 2018, and to attend the Ovivo MBR Operator's Workshop. This will also support ongoing training opportunities to prepare lower grade operators (3) for higher grade certification exams. Additional training for WWTP maintenance personnel to travel and attend equipment repair training classes for new 25 MGD WWTP.	\$6,974	-1.1%	-\$80
30-1916-217 AUTO OPERATING EXPENSE	\$51,000	Maintenance of vehicles and equipment assigned to the WWTP including fuel, oil, lubricants for 1 sedan ,3 pickup trucks, 2 service trucks, & 4 tractor trailers. Total of 10 vehicles and 4 trailers. Also supports a John Deere tractor and Gator utility vehicle, a KutKwik sloopemower, and a gasoline utility golf cart. Vehicle expence includes weekly routes for Town of Lexington, Joint Municipal Commission (2 sites), & Calhoun County sampling.	\$37,000	37.8%	\$14,000
30-1916-218 WATER EXPENSE	\$530,500	Potable Water Usage @ WWTP @ \$4.25/thousand gallons. Projected water usage FY16/17 @ 124,832,000 gallons.	\$474,000	11.9%	\$56,500
30-1916-220 ELECTRIC & GAS EXPENSE	\$958,000	Electric power service for operating the WWTP and solids handling facility. Increase due to addition of 2 LCJMW&SC force main metering station operations & one Town of Lexington metering station.	\$942,000	1.7%	\$16,000
30-1916-221 TELEPHONE EXPENSE	\$28,700	Telephone/Internet service, Verizon cellular/direct connect phone service,. Added \$72 e-mail expence per user (6).	\$28,060	2.3%	\$640

DATE PREPARED: 2/10/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP
DEPT CODE 30-1916

DATE REV #1:

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
30-1916-223	\$3,000	Oils and greases for blowers, pumps, clarifier drives and wastewater pump station	\$2,000	50.0%	\$1,000

LUBRICATION SUPPLIES

30-1916-226	\$142,861		\$141,975	0.6%	\$886
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SERVICE CONTRACTS

1 Annual radio service contract charge.	\$450
2 Generators and Switchgear Service Agreement	\$11,000
3 Lawn service agreement	\$55,500
4 Elevator Service Agreement	\$1,740
5 Hach WWTP Lab & Process Control PM agreement	\$18,636
6 Fire Alarm Service (Operations & Chlorine Buildings)	\$1,440
7 Plant garbage service	\$10,000
8 Aquarium maintenance service	\$2,600
9 True up and wwtp audit expenses	\$25,000
10 Xylem Effluent Pump Service contract (Bronze)	\$6,600
11 WWTP HVAC service agreement	\$4,825
12 MR Systems SCADA Gold Service Agreement	\$4,320
13 IDEX Laboratory Sealer PM Agreement	\$750
Total	\$142,861

30-1916-227	\$200,000	Equipment repairs for the maintenance of pumps, couplings, drives, blowers, pump stations, bar screen, valves, generators and switchgear, etc. and annual hoist inspection and repair.	\$151,000	32.5%	\$49,000
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EQUIPMENT REPAIR

30-1916-228	\$500	Maintenance of buildings at the WWTP and pump station #1	\$500	0.0%	\$0
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BUILDING REPAIRS

DATE PREPARED: 2/10/15

DATE REV #1:

DATE REV #2:

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWTP

DEPT CODE

30-1916

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
30-1916-229 SULDGE DISPOSAL FEES	\$355,000	Landfilling of sludge that is generated in the wastewater treatment process and water plant alum sludge. Additional flows from rain events (Hurricanes, Tropical storms, and Winter rains) as well as additional loading from Septage facility contribute to increase in solids removal from WWTP processes.	\$260,000	36.5%	\$95,000
30-1916-231 HAND TOOLS & SUPPLIES	\$3,000	Small tools and implements to repair and maintain the WWTP. Additional tool expense to outfit new Maintenance Tech.	\$2,000	50.0%	\$1,000
30-1916-236 ELECTRIC & LIGHT SUPPLIES	\$7,000	Light bulbs, ballasts, and replacement fixtures for the WWTP and pump stations.	\$2,000	250.0%	\$5,000
30-1916-237 RADIO SUPPLIES	\$200	Miscellaneous parts/service for mobile radios.	\$200	0.0%	\$0
30-1916-238 SAFETY SUPPLIES	\$8,000	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.	\$6,700	19.4%	\$1,300
30-1916-241 UNIFORM SUPPLIES	\$7,350	Rental of uniforms as needed for 13 employees. Purchase Cayce logo jackets as needed. Additional money for logo change on shirts due to City of Cayce rebranding program and addition of one new employee.	\$6,000	22.5%	\$1,350
30-1916-244 JANITORIAL SUPPLIES	\$1,500	Hand soaps, mops, brooms, paper towels, bath tissue and floor cleaning supplies.	\$1,000	50.0%	\$500
30-1916-248 CHEMICAL EXPENSE	\$248,839	Purchase of chlorine, sulfur dioxide, polymer, lime, and alum. Increased chemical usage due to increased loadings into WWTP, Calhoun County flows, and Purchaser wastewater flows. Also cost increases have been experienced for polymer, chlorine, and sulfur dioxide.	\$150,996	64.8%	\$97,843

DATE PREPARED: 2/10/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP

DATE REV #1:

DEPT CODE 30-1916

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
30-1916-249 LABORATORY SUPPLIES	\$40,100	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, & Calhoun County BOD, TSS & NH3 analysis, 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 .	\$38,200	5.0%	\$1,900
30-1916-262 VEHICLE INSURANCE	\$11,925	Insurance on 15 Vehicles/Trailers assigned to the WWTP.	\$8,162	46.1%	\$3,763
30-1916-264 EMPLOYEE TRAINING	\$5,815	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 grade operators (3) for higher level certification exams. Training for new maintenance technician on WWTP systems.	\$7,795	-25.4%	-\$1,980
30-1916-267 PROFESSIONAL SERVICES -Lab Testing	\$28,000	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. Price increase received for toxicity analysis (\$150/month).	\$25,100	11.6%	\$2,900

DATE PREPARED: 2/10/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP
DEPT CODE 30-1916

DATE REV #1:
DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
30-1916-268	\$45,000	Engineering for headworks analysis and pretreatment	\$25,000	80.0%	\$20,000

**PROFESSIONAL
SERVICES -
ENGINEERING**

30-1916-385	\$212,000		\$40,000	430.0%	\$172,000
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**MACHINES &
EQUIPMENT**

	Description	Amount
<i>Item 1</i>	Western Star tractor for biosolids disposal @ landfill	\$135,500
<i>Item 2</i>	Clement 28' trailer for biosolids disposal @ landfill	\$46,500
<i>Item 3</i>	Electronic ORP control system	\$20,000
<i>Item 4</i>	Headworks Grit Snail Heat Trace Project	\$10,000
<i>Item 5</i>	WWTP Exterior Plant lighting LED Conversion	\$50,000
Total		\$212,000

30-1916-386	\$17,220		\$4,720	264.8%	\$12,500
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**EQUIPMENT NON-
CAPITAL**

	Description	Amount
<i>Item 1</i>	Tri-Arc 8 step rolling ladder	\$1,050
<i>Item 2</i>	Cellular fire alarm communicator system	\$1,500
<i>Item 3</i>	Hach laboratory COD digital reactor block	\$1,600
<i>Item 4</i>	Norlake 20 cu.ft. BOD Incubator	\$4,900
<i>Item 5</i>	Hot water pressure washer	\$3,300
<i>Item 6</i>	Honda 2" trash pump with suction/discharge hose	\$2,140
<i>Item 7</i>	3 Computer desk top work stations	\$2,730
Total		\$17,220

DATE PREPARED: 2/10/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP
DEPT CODE 30-1916

DATE REV #1:

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
30-1916-805	\$93,425		\$74,779	24.9%	\$18,646
SC STATE RETIREMENT CONTRIBUTIONS					
30-1916-810	\$1,045		\$983.00	6.3%	\$62
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1916-814	\$53,575		\$50,137	6.9%	\$3,438
SOCIAL SECURITY					
30-1916-820	\$86,000		\$86,000	0.0%	\$0
GENERAL INSURANCE EXPENSE					
30-1916-821	\$39,246		\$33,082	18.6%	\$6,164
WORKERS COMP INSURANCE EXPENSE					
30-1916-822	\$135,374		\$117,324	15.4%	\$18,050
MEDICAL INSURANCE EXPENSE					
30-1916-825	\$2,000		\$2,000	0.0%	\$0
UNEMPLOYMENT COMPENSATION EXPENSE					
30-1916-828	\$1,500		\$1,500	0.0%	\$0

DATE PREPARED: 2/10/15

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP

DATE REV #1:

DEPT CODE 30-1916

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY16/17 Appropriation	Percent Change	Amount Change
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
30-1916-830	\$6,615		\$6,615	0.0%	\$0
OPEB EXPENSE					
30-1916-950	\$550,000		\$0	0.0%	\$550,000
DEPRECIATION					
TOTAL 30-1916	\$4,578,890		\$3,395,153	34.9%	\$1,183,737

**FY 17-18
Personnel**

Department	WWTP
Issue	Additional manpower (1) Centrifuge Operator B/CDL
Justification	<p>Present staffing at the Wastewater Treatment Plant for the increased need to operate the Solids Handling operations (centrifuge) & dispose of biosolids at landfill is insufficient to keep pace with increased waste activated sludge volume being generated. The additional volume of WAS is necessary to maintain compliance with the plants NPDES permit limits and manage the WWTP's solids inventory adequately. Present operations manpower limitations restricts an operator from starting up the centrifuges on busy days early enough to generate 3 tractor trailer loads of biosolids necessary to handle the wasting volume being applied to the digesters.</p> <p>A specialized centrifuge operator/ CDL driver will give the WWTP flexibility to operate the centrifuge additional hours daily, and a CDL certified centrifuge operator can assist driving to the landfill when all trailers are full and the centrifuge unable to be operated. A additional CDL operator also gives management flexibility for annual leave/extended sick leave occurrences.</p> <p>Therefore the addition of one Centrifuge Operator/CDL operator 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/repairing the processes associated with the WWTP.</p>
Estimated Impact on	
FY 17-18 Budget	\$36,900 + fringe benefits

**City of Cayce
FY 17-18
Personnel**

Department	WWTP
Issue	Additional manpower (1) Operator A/ Lead Operator
Justification	The WWTP Assistant Superintendent is currently participating in the SCRS TERI program and is scheduled to leave employment with the City of Cayce upon completion of the TERI program on June 30, 2018. It is proposed to create a one time temporary position of an Operator A/Lead Operator for the period of January 1- June 30, 2018 for the purpose of training a replacement

	<p>for the WWTP Assistant Superintendent's position being vacated June 30, 2018. The complexity of the various subsystems at the WWTP will require an extended training period for the successful candidate to fill the Assistant Superintendent slot. This would also fulfill the required 6 month introductory period required for the satisfactory job performance evaluation before regular employment status is conferred. If a present WWTP City of Cayce employee is moved into this position, this will allow that position to be quickly filled and not leave current work load responsibilities to be unfilled for an extended duration.</p>
Estimated Impact on	
FY 17-18 Budget	\$23,540 + fringe benefits

**FY 17-18
Capital Equipment**

Department	WWTP
Issue	New Western Star Tractor to haul bio-solids to the land fill
Justification	<p>This tractor would replace #4131. The requested unit has been specified exactly like Tractor #4133 (in service since 2010) with an Allison Automatic transmission. The automatic transmission will allow for smoother operation in the harsh, often slippery environment found in the landfill and offers greater torque with a lower gear ratio that is helpful. The automatic transmission is a sealed unit that will avoid abrasive deposits that get on the clutch of a standard transmission (will lower operational life of clutch requiring higher maintenance costs and equipment downtime).</p> <p>Tractor #4131 is a 1989 year model and was purchased used over 19 years ago. This tractor wasn't designed for harsh environment/land fill duty. This tractor was designed for over the road driving on pavement only. This tractor can not, and has not been able to stand up to the riggers of the land fill environment. This tractor has had a multitude of equipment failures in the past. The new tractor has been designed for heavy duty operation. The purchase of this new tractor would greatly reduce the kind of equipment failures experienced by #4131. Tractor #4131 will be placed back in service</p>

	for light duty on road hauling by the Field crew, and the WWTP/Septage, as a yard dog.
Estimated Impact on	
FY 17-18 Budget	\$135,500

**City of Cayce
FY 17-18
Capital Equipment**

Department	WWTP
Issue	Purchase: NEW CLEMENT 28' ¼ FRAME U-BED TRAILER
Justification	Purchase new CLEMENT 30' ¼ frame U-bed trailer for WWTP and Septage dewatered biosolids hauling to landfill. This trailer will supplement existing trailers to provide additional resources for transporting biosolids to the Waste Management landfill in Elgin SC. The amount of solids needed to be processed by the Septage and WWTP departments has been increasing steadily. The turnaround time for a trailer to travel to landfill, dump, and return is approx. 3 hours, while only 2 hours is needed to fill the trailer with 2 centrifuges operating. Therefore to efficiently operate the centrifuges, additional trailer capacity is essential. Currently #4131B a 1996 Fruehauf dump trailer has been placed back in service to provide needed additional capacity.
Estimated Impact on	
FY 17-18 Budget	\$46,500

**FY 17-18
Capital Equipment**

Department	WWTP
Issue	Electronic ORP control system
Justification	Purchase new Electronic ORP control system for the WWTP Disinfection system. The current ORP control system (Strantrol 880) was purchased as part of the initial installation of the WWTP and placed in operation in October 2012. The Strantrol chlorination line of equipment was purchased by Evoqua and the WWTP has been acquiring repair parts from Evoqua as needed. However this line of equipment has been discontinued and repair parts are no

	longer available, therefore a new system, that has factory support is urgently needed.
Estimated Impact on	
FY 17-18 Budget	\$20,000

**FY 17-18
Capital Equipment**

Department	WWTP
Issue	Headworks Grit Snail Insulation/Heat trace project
Justification	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 several 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.
Estimated Impact on	
FY 17-18 Budget	\$10,000.00

**FY 17-18
Capital Equipment**

Department	WWTP
Issue	WWTP Exterior Plant lighting LED Conversion
Justification	Purchase & install replacement LED lighting for all exterior lighting on WWTP grounds. There will be a cost savings with SCE&G rebates available for conversion to LED systems.
Estimated Impact on	
FY 17-18 Budget	\$50,000.00

FY 1718 WWTP Chemical Budget Justification

Chemical	Units	Estimated Annual Quantity	Unit Price Including Freight	Total Annual Cost	Primary Use	Supplier
Lime	Lbs	5000	\$0.180	\$900	Disinfection of SSO's & stormwater catchbasins	Brenntag
Chlorine - 1 Ton Cylinders	Tons	40	\$464	\$18,560	Effluent Disinfection	Brenntag
Sulfur Dioxide - 1 Ton Cylinders	Tons	20	\$1,010	\$20,200	Effluent De-chlorination	Brenntag
HTH Powered Chlorine	Lbs	0	\$1.850	\$0	Clarifier Weir Maintenance	Brenntag
Sodium Hypochlorite	Gal	660	\$1.50	\$990	Sludge Thickener Membrane Cleaning	Univar
Polymer	Tankers	10	\$18,060	\$180,600	Dewatering Coagulant	Polydyne
Polymer Solvent	Gal	15	\$20.00	\$300	Polymer Spill Cleanup	Polydyne
Aluminum Sulfate, 48%	Tons	36	\$300	\$10,800	Phosphorus Removal	Univar
Chlorine scrubber defoamer	Gal.	4	52.5	\$210	Chlorine scrubber operation	Evoqua
			Subtotal	\$232,560		
			7% Tax	\$16,279		
			Total	\$248,839		

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED:

DEPT. WWC

DATE REV #1:

DEPT CODE 30-1917

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1917-101 SALARY AND WAGES	\$617,717	Salary and wages for 15 employees. Increases for wastewater collection certifications.	\$573,947	7.6%	\$43,770
30-1917-102 OVERTIME	\$56,328	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.	\$67,047	-16.0%	-\$10,719
30-1917-214 DUES AND MEMBERSHIP	\$1,690	To allow personnel to join and participate in work related organizations. i.e. WEF, WEASC, and Waste Water Collection Certification fees.	\$1,250	35.2%	\$440
30-1917-215 TRAVEL EXPENSE	\$2,800	To pay for travel and living expenses while attending "out of town" and overnight seminars, meetings, and training sessions.	\$3,640	-23.1%	-\$840
30-1917-217 AUTO OPERATING EXPENSE	\$55,000	For fuels, oils, lubricants, parts, maintenance and repair of vehicles. Increase due to larger service area.	\$60,000	-8.3%	-\$5,000
30-1917-220 ELECTRIC & GAS EXPENSE	\$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
30-1917-221 TELEPHONE EXPENSE	\$33,500	Telephone service, Verizon cellular/ phone service, (cell and monitoring services for sewer pump stations and Flow Meter monitoring.)	\$33,000	1.5%	\$500
30-1917-223 LUBRICATION SUPPLIES	\$300	Oils and greases used for pump operation and maintenance.	\$300	0.0%	\$0



CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED:

DEPT. WWC

DATE REV #1:

DEPT CODE 30-1917

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1917-226	\$52,908		\$16,908	212.9%	\$36,000
SERVICE CONTRACTS					
		1 Two way radio contract	\$63		
		2 Generaor set maintenance and inspection agreement	\$6,710		
		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		
		7 Flow monitoring service	\$620		
		8 Six Mile Creek pump station chemical treatment	\$36,000		
		Total	\$52,908		
30-1917-227	\$185,000	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 (130+pumps at present).	\$200,000	-7.5%	-\$15,000
EQUIPMENT REPAIR					
30-1917-231	\$8,000	To purchase tools as replacements or as additional as needed, to be used by personnel in the performance of their daily jobs. To replace outdated tools with more efficient tools.	\$8,000	0.0%	\$0
HAND TOOLS & SUPPLIES					
30-1917-234	\$2,300	For cement, concrete mix, mortar, sand, bricks,ect. Used to repair driveways , sidewalks, build kicker blocks, etc. To cover cost of workload increase.	\$1,500	53.3%	\$800
MASONRY/CEMENT SUPPLIES					
30-1917-235	\$35,000	For gravel, asphalt, and flowabile fill to repair roads per SCDOT guidelines, driveways and sidewalks after new installions or repairs.	\$25,000	40.0%	\$10,000
ASPHALT/GRADING SUPPLIES					
30-1917-237	\$250	Miscellaneous parts/service for mobile radios.	\$250	0.0%	\$0
RADIO SUPPLIES					

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED:

DEPT. WWC

DATE REV #1:

DEPT CODE 30-1917

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1917-238 SAFETY SUPPLIES	\$7,500	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.	\$7,500	0.0%	\$0
30-1917-241 UNIFORM SUPPLIES	\$7,000	Rental of uniforms as needed for 15 employees. Addition of Pump Mechanic I	\$6,200	12.9%	\$800
30-1917-244 JANITORIAL SUPPLIES	\$1,000	For cleaning products to be used at the Utility Field Operation Center	\$500	100.0%	\$500
30-1917-248 CHEMICAL EXPENSE	\$11,534	To purchase lime for sterilization at sewer spills and various other chemicals used for odor, grease and gas formation control. Weed Killer.	\$47,534	-75.7%	-\$36,000
30-1917-256 WW COLL. REPAIR EXPENSE	\$85,000	For the purchase of all materials used for sewer repair and installation of all sizes of sewer lines and manholes, as well as, all other sewer related work.	\$85,000	0.0%	\$0
30-1917-257 TRANSMISSION LINE O&M	\$5,000		\$5,000	0.0%	\$0
30-1917-262 VEHICLE INSURANCE	\$15,000	For vehicle insurance 21 vehicles	\$11,130	34.8%	\$3,870
30-1917-264 EMPLOYEE TRAINING	\$6,560	For continued education of personnel. WW Collection certification examination fees. Confined space, Asbestos, and competent person training. To send the Asst. Field Manager to the SC Environmental and Operators Conference.	\$6,459	1.6%	\$101

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED:

DEPT. WWC

DATE REV #1:

DEPT CODE 30-1917

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1917-385	\$213,748		\$23,150	823.3%	\$190,598
MACHINES & EQUIPMENT					
		Description	Amount		
	<i>Item 1</i>	2017 Caterpillar 308E2 Excavator	\$155,000		
	<i>Item 2</i>	Bomag BW 135 AD-5 asphalt roller	\$58,748		
		Total	\$213,748		
30-1917-386	\$0		\$900	-100.0%	-\$900
EQUIPMENT NON-CAPITAL					
		Description	Amount		
	<i>Item 1</i>				
		Total	\$0		
30-1917-805	\$89,144		\$73,137	21.9%	\$16,007
SC STATE RETIREMENT CONTRIBUTIONS					
30-1917-810	\$997		\$961	3.8%	\$36
SC STATE PRE-RETIREMENT DEATH BENEFIT					
30-1917-814	\$51,654		\$49,036	5.3%	\$2,618
SOCIAL SECURITY					
30-1917-820	\$16,500		\$15,000	10.0%	\$1,500
GENERAL INSURANCE EXPENSE					
30-1917-821	\$44,726		\$32,994	35.6%	\$11,732
WORKERS COMP INSURANCE EXPENSE					
30-1917-822	\$135,374		\$126,349	7.1%	\$9,025
MEDICAL INSURANCE EXPENSE					

**CITY OF CAYCE
BUDGET JUSTIFICATION**

DATE PREPARED:

DEPT. WWC

DATE REV #1:

DEPT CODE 30-1917

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1917-825	\$1,000		\$1,000	0.0%	\$0
UNEMPLOYMENT COMPENSATION EXPENSE					
30-1917-828	\$3,000		\$3,000	0.0%	\$0
HEALTH REIMBURSEMENT					
30-1917-879	\$105,194		\$105,194	0.0%	\$0
SPRINGDALE CONTRACT EXPENSE					
TOTAL 30-1917	\$1,975,724		\$1,715,886	15.1%	\$259,838

**City of Cayce
FY 17-18
Capital Equipment/New Initiatives or Services/Personnel**

Department	Wastewater Collection
Issue	New Employee/Pump Mechanic I
Justification	Currently there are two dedicated Pump Mechanics maintaining sixty-seven pump stations. They are also using an operator from the field crew. For the safety of our workers and to make sure that the pump stations get adequate attention, there needs to be two employees per truck. We can accomplish this by adding a new Pump Mechanic I position.
Estimated Impact on	
FY 17-18 Budget	\$33,124+Fringe

**City of Cayce
FY 17-18
Capital Equipment/New Initiatives or Services/Personnel**

Department	Wastewater Collections
Issue	New 2017 Caterpillar 308E2 Excavator
Justification	New 2017 excavator for WWC and Water Distrabution.This piece of equipment will be an invaluable investment for the City. Within the past year we have spent \$10,000 alone on rentals for this type of machinery and within the past 3 years we have spent three times that with emergency repairs to the water and sewer system. This equipment will also allow the City to do more of their own repairs and not rely on contractors for this work.
Estimated Impact on	
FY 17-18 Budget	\$155,000

City of Cayce
FY 17-18
Capital Equipment/New Initiatives or Services/Personnel

Department	Wastewater Collections
Issue	New Asphalt Roller/Bomag BW 135 AD-5
Justification	With the pending pressure from SCDOT it is evident that our current roller is inadequate. This new roller has three times the crush weight of our current roller and will do a much better job when repairing or paving roadways.
Estimated Impact on	
FY 17-18 Budget	\$58,748

FY 16/17 WWC Chemical Budget Justification

Chemical	Units	Estimated Annual Quantity	Unit Price Including Freight	Total Annual Cost	Primary Use	Supplier
Deodorant Blocks		3Blocks	\$208	\$623	Masking Agent	ATCO
Lime		150 Bags	\$4	\$687	Clean Sewer Overflows	Lowes
Carbon		1Ton	\$6,000	\$6,000	Control Sewer Oder	Brentag
Z-Blocks		3Blocks	\$423	\$1,269	Odor Control	ATCO
Weed Killer		55 Gal.	\$2,200	\$2,200	Weed Killer	ATCO
					Control Sewer Oder	
			Subtotal	\$10,779		
			7% Tax	\$755		
			Total	\$11,534		

CITY OF CAYCE
BUDGET JUSTIFICATION

DATE PREPARED:

DATE REV #1:

DATE REV #2:

DEPT. Pro-Treatment

DEPT CODE 30-1920

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1920-101 SALARY AND WAGES	\$200,622	Salary and wages for Manager and four Operators	\$186,479	7.6%	\$14,143
30-1920-102 OVERTIME	\$10,965	Time worked after hours, other than 40 hr. per week due to equipment failure or delay in unloading of vacuum trucks and running belt press.	\$8,000	37.1%	\$2,965
30-1920-210 PRINTING & OFFICE SUPPLIES	\$2,500	General office supplies, printing, log books, printed forms, data sheets, inkjet cartridges.	\$2,000	25.0%	\$500
30-1920-211 POSTAGE EXPENSE	\$700	Correspondence to potential customers, SCDHEC and EPA and pretreatment indu	\$700	0.0%	\$0
30-1920-214 DUES AND MEMBERSHIP	\$445	Professional membership dues for septage and grease personnel (ie, SCWEA, WEF) and annual certification fees for existing personnel.	\$380	17.1%	\$65
30-1920-215 TRAVEL EXPENSE	\$2,000	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required.	\$2,322	-13.9%	-\$322
30-1920-217 AUTO OPERATING EXPENSE	\$4,000	Maintenance of vehicles and equipment assigned to the Septage & Grease Facility including fuel, oil, lubricants for 1 auto and 1 pickup truck.	\$5,000	-20.0%	-\$1,000
30-1920-220 ELECTRIC & GAS EXPENSE	\$4,350	Estimated power/gas cost for twelve months.	\$3,000	45.0%	\$1,350
30-1920-221 TELEPHONE EXPENSE	\$3,000	Telephone/Internet service and Verizon cellular phone service for manager and 4-operators	\$4,000	-25.0%	-\$1,000
30-1920-223 LUBRICATION SUPPLIES	\$1,000	Oils and greases for pumps, motors and belt press.	\$1,000	0.0%	\$0

CITY OF CAYCE
BUDGET JUSTIFICATION

DATE PREPARED:

DATE REV #1:

DATE REV #2:

DEPT. Pro-Treatment

DEPT CODE 30-1920

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1920-226	\$0		\$1,440	-100.0%	-\$1,440
SERVICE CONTRACTS					
30-1920-227 EQUIPMENT REPAIR	\$50,000	Equipment repair for maintenance of pumps, motors, screening equipment and grinders.	\$35,000	42.9%	\$15,000
30-1920-228 BUILDING REPAIRS	\$1,000	Maintenance of office ,pump room and beltpress building.	\$1,000	0.0%	\$0
30-1920-229	\$50,000	Based 2-3 truck loads of sludge per week for 12 months.	\$56,000	-10.7%	-\$6,000
SLUDGE DISPOSAL FEES					
30-1920-231 HAND TOOLS & SUPPLIES	\$3,500	Purchase of hand tools for new employees	\$2,500	40.0%	\$1,000
30-1920-236 ELECTRIC & LIGHT SUPPLIES	\$500	Light bulbs for office,pumproom and beltpress building.	\$500	0.0%	\$0
30-1920-238 SAFETY PROGRAM & SUPPLIES	\$2,500	PPE for manager and 4-Operators	\$2,000	25.0%	\$500
30-1920-241 UNIFORM SUPPLIES	\$3,200	Uniform rentals for 5 employees.	\$2,900	10.3%	\$300
30-1920-244 JANITORIAL SUPPLIES	\$1,000	Hand soaps,mops,brooms,paper towels,bath tissue and floor cleaning supplies.	\$500	100.0%	\$500

CITY OF CAYCE
BUDGET JUSTIFICATION

DATE PREPARED:

DATE REV #1:

DATE REV #2:

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1920-248 CHEMICAL EXPENSE	\$124,552	Polymer addition for sludge dewatering. Grease Remediation, 1 tote per month	\$78,296	59.1%	\$46,256
30-1920-249	\$750	Reagents and supplies for in line ph and conductivity meters at receiving station.	\$750	0.0%	\$0
LABORATORY SUPPLIES					
30-1920-262 VEHICLE INSURANCE	\$1,500	Insurance on 2 Vehicles assigned to the Septage & Grease Facility.	\$1,500	0.0%	\$0
30-1920-264 EMPLOYEE TRAINING	\$2,420	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.	\$945	156.1%	\$1,475
30-1920-268 PROFESSIONAL SERVICES LAB TESTING	\$10,000	Outside analysis for oil and grease on FSEs and test for disposal from pump trucks.	\$17,000	-41.2%	-\$7,000
30-1920-385 MACHINES & EQUIPMENT	\$64,132			0.0%	\$64,132
		Description	Amount		
		<i>Item 1</i> SOG Station Grinder (Muffin Monster)	\$9,774		
		<i>Item 2</i> Auger Assembly	\$21,168		
		<i>Item 3</i> Holding Tank Mixer (Grease or Septic)	\$33,190		
		Total	\$64,132		
30-1920-386 EQUIPMENT NON-CAPITAL	\$0		\$3,239	-100.0%	-\$3,239

CITY OF CAYCE
BUDGET JUSTIFICATION

DATE PREPARED:

DATE REV #1:

DATE REV #2:

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1920-805	\$28,890		\$22,190	30.2%	\$6,700
SC STATE RETIREMENT CONTRIBUTIONS					
30-1920-810	\$323		\$292	10.7%	\$31
RETIREMENT DEATH BENEFIT					
30-1920-814	\$16,481		\$14,878	10.8%	\$1,603
SOCIAL SECURITY					
30-1920-820	\$3,300		\$3,200	3.1%	\$100
GENERAL INSURANCE EXPENSE					
30-1920-821	\$14,592		\$10,804	35.1%	\$3,788
WORKERS COMP INSURANCE EXPENSE					
30-1920-822	\$45,125		\$27,075	66.7%	\$18,050
MEDICAL INSURANCE EXPENSE					
30-1920-825	\$0		\$0	0.0%	\$0
UNEMPLOYMENT COMPENSATION EXPENSE					
30-1920-828	\$3,000		\$3,000	0.0%	\$0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
TOTAL 30-1920	\$656,347		\$497,890	31.8%	\$158,457

FY17/18 BUDGET PROJECTIONS FOR 1920

Name	Association	#	Cost	Dues Total	Training/Reg Fees	Date	Travel/Meals/Hotel
WWPTP							
	SC Environmental Conference	1	\$250.00		\$250.00	March	\$1,000.00
	SC Operators Conference	1	\$250.00		\$250.00	October	\$1,000.00
	Pine Island WEASC workshop	1	\$50.00		\$50.00	September	
	Operator License Renewal	9	\$30.00	\$270.00			
	Hazwoper Refresher	1	\$125.00		\$125.00		
	Laboratory Workshop SCDHEC	1	\$150.00		\$150.00	August	
	WEASC Membership	5	\$35.00	\$175.00			
	Software Training (MS Excel)	1	\$125.00		\$125.00		
	Operator License Exams	2	\$110.00		\$220.00		
	Confined Space	5	\$125.00		\$625.00		
	Competent Person	5	\$125.00		\$625.00		
	Total			\$445.00	\$2,420.00		\$2,000.00

City of Cayce
FY 17-18

Capital Equipment/New Initiatives or Services/Personnel

Department	O&M, Septage 30-1920-101
Issue	Additional manpower (1) Operator C - Environmental Systems Operator/ CDL Driver
Justification	<p>The City will need an additional individual to perform daily dewatering of sludge obtained from the septage station. This individual is needed to start a second or third shift. We currently average 14 to 15 trucks a day with as many as 27 trucks in one day. Several of our customers are delivering septage/grease in large 6000 gallon tankers.</p> <p>For budgeting purposes, we assume that the new position would be a Grade Level 107.</p>
Estimated Impact on	
FY 17-18 Budget	\$36,750 + fringe benefits

**City of Cayce
FY 17-18
Capital Equipment/New Initiatives or Services/Personnel**

Department	1920
Issue	SOG Station "Muffin Monster" Grinder
Justification	This grinder shreds all solids in the hauled waste. There is only one unit on the installation Line. If this unit fails, we have to halt operations at the receiving facility. Another cartridge unit needs to be on site in the event of failure of the grinder.
Estimated Impact on	
FY 17-18 Budget	\$9,774

**City of Cayce
FY 17-18
Capital Equipment/New Initiatives or Services/Personnel**

Department	1920
Issue	Auger Assembly
Justification	This auger collects the solid waste from the muffin monster and transports solids to the dumpster. If this auger unit fails, we have to halt operations at the receiving facility. Another unit needs to be on site in the event of failure of the unit installed.
Estimated Impact on	
FY 17-18 Budget	\$21,168

**City of Cayce
FY 17-18
Capital Equipment/New Initiatives or Services/Personnel**

Department	1920
Issue	Holding Tank Mixer
Justification	This mixer is only method of mixing the contents of the grease or septic holding tank. If the mixer fails, the tank contents cannot be mixed and solids will accumulate on the bottom. This mixer is shipped from Europe and takes 2 months to arrive in this country.
Estimated Impact on	
FY 17-18 Budget	\$33,190

FY 1718 Pre-Treatment Budget Justification

Chemical	Units	Estimated Annual Quantity	Unit Price Including Freight	Total Annual Cost	Primary Use	Supplier
Bioremedeation	Totes	6	\$8,330	\$49,980	Grease Remedeation	Martech
Polymer	Tankers	3	\$20,808	\$62,424	Dewatering Coagulant	Polydyne
Misc.		1	4000	\$4,000		
			Subtotal	\$116,404		
			7% Tax	\$8,148		
			Total	\$124,552		

FY 1617 PRETREATMENT Equipment Justification

This grinder shreds all solids in the hauled waste. There is the only unit on the installation line. IF this unit fails, we have to halt operations at the receiving facility. Another cartridge unit needs to be on site in the event of failure of the grinder installed.

Description	Quantity	Unit Price	Total Expense
SOG Station "Muffin Monster" Grinder			
SOG Station Grinder	1	\$9,153	\$9,153
Sales Tax 7%	1		\$621
		Total Expense	\$9,774

This auger collects the solid waste from the muffin monster grinder and transports solids to the dumpster. If this auger unit fails, we have to halt operations at the receiving facility. Another unit needs to be on site in the event of failure of the unit installed.

Description	Quantity	Unit Price	Total Expense
Auger Assembly			
Auger Assembly	1	\$19,686	\$19,686
Sales Tax 7%	1	\$1,482	\$1,482
		Total Expense	\$21,168

This mixer is the only method of mixing the contents of the grease or septic holding tank. If the mixer fails, the tank contents cannot be mixed and solids will accumulate on the bottom. This mixer is shipped from Europe and takes 2 months to arrive in this country.

Description	Quantity	Unit Price	Total Expense
Holding Tank Mixer (Grease or Septic Tank)			
Submersible Mixer	1	\$31,039	\$31,039
Sales Tax 7%	1	\$2,151	\$2,151
		Total Expense	\$33,190

DATE PREPARED: 1/30/16

CITY OF CAYCE BUDGET JUSTIFICATION

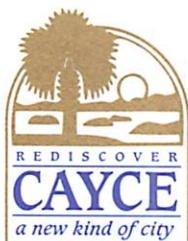
DEPT. Non Dept

DATE REV #1:

DEPT CODE 30-1990

DATE REV #2:

Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change
30-1990-822 RETIREE INSURANCE EXPENSE	\$0		\$13,233	-100.0%	-\$13,233
30-1990-875 CAPITAL IMP PROJ RESERVE	\$100,000	To begin to replenish reserves.	\$100,000	0.0%	\$0
30-1990-877 CAPITAL EQUIP RESERVE TRN	\$100,000	To begin to replenish reserves.	\$100,000	0.0%	\$0
30-1990-880 DEBT SERVICE INTEREST	\$6,419	Interest on lease purchase of equipment	\$6,419	0.0%	\$0
30-1990-990 DEBT SERVICE PRINCIPAL	\$158,172	Principal on lease purchase of equipment	\$158,172	0.0%	\$0
30-1990-950 DEPRECIATION EXPENSE	\$0		\$298,607	-100.0%	-\$298,607
30-1990-993 O&M ACTUAL INDIRECT COST	\$1,600,000		\$1,600,000	0.0%	\$0
TOTAL	\$1,964,591		\$2,276,431	-13.7%	-\$311,840



CITY OF CAYCE

MAYOR
ELISE PARTIN

MAYOR PRO-TEM
JAMES E. JENKINS

COUNCIL MEMBERS
TARA S. ALMOND
PHIL CARTER
EVA CORLEY

CITY MANAGER
REBECCA VANCE

ASSISTANT CITY MANAGER
SHAUN M. GREENWOOD

**PROCLAMATION CONGRATULATING
MISS RAEALYN MCELROY**

WHEREAS, *Miss Raelyn McElroy*, age 7, lives in Pine Ridge, South Carolina; and

WHEREAS, *Miss Raelyn McElroy* attends Congaree Wood Early Education Center where she is in the first grade; and

WHEREAS, *Miss Raelyn McElroy* plays baseball at Midland Dixie Youth Baseball in Pine Ridge since she was 3 years old; and

WHEREAS, *Miss Raelyn McElroy* loves to fish, hunt, go shopping, play baseball, sing and compete in pageants; and

WHEREAS, *Miss Raelyn McElroy* has competed in pageants since she was one month old and holds multiple titles, including South Carolina Princess and Ultimate Supreme Winner for the 2016 State Fair Pageant; and

WHEREAS, *Miss Raelyn McElroy* will be representing the City of Cayce in the Little Miss South Carolina Pageant in July as Little Miss Cayce; and

NOW, THEREFORE, BE IT RESOLVED, the Cayce City Council, in Council Session duly assembled, join in congratulating Miss Raelyn McElroy on all her accomplishments, wish her the best of luck in the upcoming Little Miss South Carolina pageant, and express their heartfelt appreciation for what she has done to impact others and give back to the community.

ADOPTED this 4th day of April, 2017.

Elise Partin, Mayor

ATTEST:

Mendy C. Corder, Municipal Clerk

Memorandum

To: Mayor and Council
From: Rebecca Vance, City Manager
Date: March 30, 2017
Subject: Discussion of FY2017-2018 Utility Budgets

Utility Fund Budget

The 2017-2018 Utility Fund Budget is currently out of balance to the positive of \$62,091, with Projected Revenues of \$13,170,189, and Projected Expenditures of \$13,108,098.

The Utility Fund Budget includes:

- A reduced list of capital from \$1,008,818 to \$465,190. A number of the reduced items will be able to be purchased in this year's budget.
- A 2% increase in the City's SCRS contribution
- Proposed increase of \$.02 for grease treatment
- 15% debt coverage for the City's utility fund debt
- \$1,600,000 transfer to General Fund for Indirect Costs
- A 3.5% rate increase as required by the terms of the SRF Loan

The Utility Budget does not include:

- Any COLA raises for the Utility employees
- Any increase for health insurance costs. We hope to receive these costs this month and will be able to incorporate them then. There will most certainly be an increase and that is why I am comfortable leaving the Utility Budget out of balance right now. The overage will give us room to hopefully absorb any rate increases without having to further cut the budget.
- The lease/purchase payment for the meter portion of the Waterline Replacement Project.

With Council's consent, staff will forward this draft budget to the Purchasers before April 30th per the Wastewater Treatment Services Agreement. The final budget will then be forwarded to them once adopted.

CITY OF CAYCE

O & M Fund Revenue Detail

REVENUES	Approved Budget FY13-14	Actual FY13-14	Approved Budget FY14-15	Proposed Budget FY15-16	Actual to 03/01/2016 FY15-16	Proposed Budget FY16-17	Proposed Budget FY17-18
OPERATING REVENUES							
Interest Earned	10,000	3,075	10,000	10,000	2,113	5,000	5,000
Sale of Property	4,000	0	5,000	5,000	7,344	5,000	5,000
Miscellaneous Revenue	1,300	153,333	5,000	5,000	35,243	25,000	25,000
Transfer in From Gross Revenue	9,258,098	4,960,221	11,503,652	11,436,989	9,445,517	11,860,667	13,029,995
Springdale Contract Revenue	105,194	61,363	105,194	105,194	55,596	105,194	105,194
TOTAL OPERATING REVENUES	\$9,378,592	\$ 5,177,992	\$ 11,628,846	\$ 11,562,183	\$ 9,545,813	\$ 12,000,861	\$ 13,170,189

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Adopted	Actual	Proposed	Adopted	Proposed	Admin Rec	
	FY14-15	FY 14-15	FY 15-16	FY 15-16	FY16-17	FY 16-17	FY17-18	FY17-18	
UTILITIES-1909 BILLING									
Salaries & Wages	291,190	214,738	329,905	322,526	339,635	346,394	368,462	336,462	32,000
Overtime	16,000	13,987	16,000	15,962	27,200	27,356	27,166	27,166	0
Printing/Office Supplies	3,750	1,534	5,000	12,093	5,000	5,000	6,000	6,000	0
Postage	44,500	28,700	49,000	45,200	55,000	51,000	55,000	55,000	0
Dues & Membership	1,465	430	1,465	155	1,940	1,465	2,505	2,505	0
Travel	1,560	75	1,560	473	1,560	1,560	2,890	2,890	0
Auto Operating Expense	17,500	9,470	17,500	10,031	20,000	12,000	14,000	14,000	0
Telephone Expense	8,401	3,658	8,977	5,928	11,228	9,000	12,500	12,500	0
Service Contracts	16,750	16,637	29,250	15,221	17,750	17,750	18,850	18,850	0
Equipment Repairs			0		1,000	1,000	1,000	1,000	0
Hand Tools & Supplies	2,000	102	2,000	2,099	3,000	3,000	3,000	3,000	0
Safety Supplies	1,500	397	1,750	687	2,250	1,750	1,750	1,750	0
Uniform	1,500	732	1,750	1,671	2,000	1,750	2,500	2,500	0
Vehicle Insurance	2,000	1,943	2,500	2,814	3,800	3,800	3,500	3,500	0
Employee Training	7,260	750	6,500	1,291	6,500	6,500	3,635	3,635	0
Spec Dept Fees-Collect, Chg Card, & On-Line	75,000	59,425	85,000	84,724	85,000	85,000	88,500	88,500	0
Special Contract-Copier Machines & Equipment	0	0				0	0	0	0
Equipment Non Capital	6,600	2,857	1,200	10,069	136,500	44,000	170,000	73,000	97,000
SCRS	33,171	24,454	37,967	36,191	40,022	42,645	53,801	49,226	4,575
SCRS Pre-Retirement Benefit	463	341	522	497	550	561	602	551	51
FICA Expense	23,606	16,977	27,155	24,894	28,063	28,592	30,748	28,138	2,610
General Insurance	3,900	4,305	5,000	5,094	5,250	5,250	5,250	5,250	0
Workers Compensation Insurance	5,687	4,945	5,100	8,439	7,000	7,000	9,423	9,704	-281
Medical Insurance	63,524	46,334	74,741	74,109	74,281	81,225	90,250	81,225	9,025
Unemployment Compensation	5,000	0	1,000	0	1,000	1,000	1,000	1,000	0
Health Reimbursement Account Expense	5,000	1,000	7,500	1,500	6,000	6,000	6,000	6,000	0
OPEB Expense	0	0		8,286					0
Christmas Bonus Pool	1,380	0					0	0	0
Total	638,707	453,790	718,342	690,013	886,929	795,998	987,332	842,352	144,980

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Adopted	Actual	Proposed	Adopted	Proposed	Admin Rec	
	FY14-15	FY 14-15	FY 15-16	FY 15-16	FY 16-17	FY 16-17	FY17-18	FY17-18	
UTILITIES-1910 ADMINISTRATION									
Salaries & Wages	200,725	152,112	256,790	267,502.01	273,327	278,777	311,595	311,595	0
Overtime	0	0	1,000	29.06	1,006	1,026	778	778	0
Printing/Office Supplies	5,000	1,576	5,000	4,824	5,500	5,000	6,000	6,000	0
Postage	5,375	3,548	6,000	6,000	6,600	6,300	6,800	6,800	0
Dues & Membership	745	205	665	639	630	6,300	660	660	0
Travel	2,655	1,568	3,540	2,299	3,540	3,540	3,960	3,960	0
Auto Operating Expense	4,500	1,734	10,000	4,684	8,000	8,000	8,000	8,000	0
Telephone Expense	6,800	4,213	7,500	4,906	6,500	6,500	8,250	8,250	0
Service Contracts	4,122	14,178	18,972	11,028	16,457	16,457	16,379	16,379	0
Equipment Repair	900	0	900	267	900	900	900	900	0
Safety Supplies	2,750	1,852	3,500	2,998	3,500	3,500	3,600	3,600	0
Uniform	200	0	550	334	600	550	650	650	0
Medical, Doctor, Physical	4,100	1,532	4,100	2,355	4,100	4,000	4,000	4,000	0
Professional Services - HR	0	0	0	0	0	0	0	0	0
Advertising	4,000	739	1,000	0	1,000	1,000	500	500	0
Vehicle Insurance	1,000	1,698	2,000	1,469	2,300	2,300	2,600	2,600	0
Employee Training	3,450	1,034	3,035	800	3,035	2,500	3,095	3,095	0
Professional Service - Audit	40,000	39,218	40,000	42,783	43,000	43,000	43,000	43,000	0
Professional Service - Attorney	55,000	39,582	55,000	20,619	55,000	55,000	45,000	45,000	0
Professional Service - Engineer	41,000	21,486	25,000	29,526	25,000	25,000	25,000	25,000	0
Consultant Fees	48,500	45,137	50,000	53,811	43,000	43,000	53,000	53,000	0
Special Contract-Copier	2,675	1,828	2,675	1,737	2,675	2,675	2,675	2,675	0
Spec Dept Fees-Collect, Chg Card, & On-Line	0	0							0
Easement Contracts-CSX	0	0							0
Machines & Equipment	2,550	3,078	3,725	5,440	0		0	0	0
Equipment Non Capital			0		2,500	2,500	6,000	6,000	0
SCRS	21,636	16,352	27,554	28,613	29,930	31,926	41,524	41,524	0
SCRS Pre-Retirement Benefit	302	228	379	393	412	420	464	464	0
FICA Expense	15,397	11,430	19,710	19,959	20,987	21,405	24,018	24,018	0
General Insurance	2,100	2,046	5,200	2,123	5,200	5,200	5,200	5,200	0
Workers Compensation Insurance	3,570	3,916	5,825	4,006	7,074	7,216	8,404	8,807	-403
Medical Insurance	23,822	17,897	33,152	34,855	33,014	36,100	45,125	45,125	0
Unemployment Compensation	1,500	0	1,500	0	1,500	1,500	1,500	1,500	0
Health Reimbursement Account Expense	2,000	1,000	3,000	0	3,000	3,000	3,000	3,000	0
OPEB Expense	4,810			6,872					0

Christmas Bonus Pool	540		0		0			
Paying Agent Fee/Bonds	8,000	7,112	8,000	4,741	8,000	8,000	8,000	8,000
Website Expense	2,750	0	0		0			
Total	522,474	396,298	605,272	565,610	617,287	626,922	689,677	690,080

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-403

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Adopted	Actual to	Proposed	Adopted	Proposed	Admin Rec	
	FY14-15	FY 14-15	FY15-16	FY 15-16	FY 16-17	FY 16-17	FY17-18	FY17-18	
1911 WATER TREATMENT PLANT									
Salaries & Wages	427,441	321,743	438,340	462,597	452,930	461,945	449,375	449,375	0
Overtime	41,244	35,754	41,377	43,144	43,209	44,073	42,441	42,441	0
Printing/Office Supplies	650	489	650	618	700	700	850	850	0
Postage	275	318	275	275	350	350	350	350	0
DHEC Permit Fees & CCR	23,700	23,259	24,000	23,269	24,000	24,000	25,000	25,000	0
Dues & Membership	822	404	857	850	887	887	2,115	2,115	0
Travel	2,360	2,728	2,600	938	2,600	2,600	4,800	4,800	0
Auto Operating Expense	8,100	2,917	4,000	4,465	4,000	4,000	4,500	4,500	0
Electric & Gas	285,000	258,274	345,000	302,896	360,000	345,000	345,000	345,000	0
Telephone	4,500	5,605	6,933	7,999	8,621	8,621	8,300	8,300	0
Lubrication Supplies	900	182	950	1,040	950	950	1,000	1,000	0
Service Contracts	53,222	37,692	51,307	49,464	157,974	52,974	177,248	177,248	0
Equipment Repair	75,000	126,642	65,000	18,910	65,000	65,000	91,000	91,000	0
Building Repair	500	0	6,500	4,742	8,000	8,000	7,000	7,000	0
Hand Tools & Supplies	900	782	900	824	900	900	900	900	0
Electric/Light Supplies	600	133	600	455	600	600	600	600	0
Safety Supplies	1,550	1,444	1,600	1,704	1,850	1,850	1,925	1,925	0
Uniform Expense	2,300	2,270	2,400	2,484	2,500	2,500	2,600	2,600	0
Janitorial Supplies	600	377	600	411	600	600	600	600	0
Chemical	229,219	114,606	229,000	185,146	268,606	229,000	255,603	255,603	0
Laboratory Supplies	22,500	23,370	29,000	28,501	29,000	29,000	29,000	29,000	0
Professional Services - HR	0	0	0	0	0	0	0	0	0
Vehicle Insurance	1,500	1,214	1,560	2,324	2,300	2,300	3,000	3,000	0
Employee Training	2,750	1,689	2,750	1,125	3,135	27,500	1,160	1,160	0
Professional Services - Eng	17,000	0	0	0	0	0	0	0	0
Consultant Service/Lab Tests	0	5,737	8,500	8,980	19,000	19,000	15,000	15,000	0
Machines & Equipment	83,190	57,694	159,853	867	380,000	175,000	162,200	107,000	55,200
Equipment Non Capital			0	0	11,095	11,095	17,670	17,670	0
SCRS	50,590	38,125	51,399	54,067	54,129	57,737	66,405	66,405	0
SCRS Pre-Retirement Benefit	706	532	707	742	744	759	743	743	0
FICA Expense	36,001	26,641	36,765	37,487	37,955	38,710	38,080	38,080	0
General Insurance	17,432	18,188	17,432	19,225	17,432	17,432	18,544	18,544	0
Workers Compensation Insurance	18,192	22,717	22,455	29,427	26,635	27,165	26,475	27,897	-1,422
Medical Insurance	79,405	57,418	82,535	86,679	82,535	90,250	90,250	90,250	0
Unemployment Compensation	500	312	550	0	550	550	550	550	0
Health Reimbursement Account Expense	2,500	1,500	1,500	4,345	3,000	3,000	3,000	3,000	0
OPEB Expense	5,411	0		11,884					0

Total	1,496,560	1,190,756	1,637,895	1,397,885	2,071,787	1,729,298	1,893,284	1,839,506
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53,778

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Adopted	Actual to	Proposed	Adopted	Proposed	Admin Rec		
	FY14-15	FY 14-15	FY 15-16	Actual	Budget	FY 16-17	Budget	FY17-18	FY17-18	
				FY 15-16						
1912 WATER DISTRIBUTION & MAINTENANCE										
Salaries & Wages	544,975	353,946	510,035	494,749.54	527,129	537,620	531,834	531,834	0	
Overtime	36,000	37,920	46,067	48,195.77	51,814	52,850	38,460	38,460	0	
Printing & Office Supplies	3,000	1,896	2,500	2,709	3,000	3,000	3,000	3,000	0	
Dues & Membership	1,830	225	1,374	1,137	1,387	1,387	2,255	2,255	0	
Travel	5,310	709	4,080	3,920	6,200	6,200	4,800	4,800	0	
Auto Operating Expense	50,000	35,937	50,000	42,114	45,000	45,000	40,000	40,000	0	
Electric & Gas	40,000	41,692	50,000	51,968	50,000	50,000	52,000	52,000	0	
Telephone	20,000	5,041	12,000	8,512	10,000	10,000	14,000	14,000	0	
Service Contracts	209,495	156,373	210,185	210,068	107,101	107,101	86,301	86,301	0	
Equipment Repair	30,000	12,701	25,000	26,372	20,000	20,000	25,000	25,000	0	
Building Repairs	500	8,289	500	397	500	500	500	500	0	
Hand Tools & Supplies	6,000	5,892	8,000	7,329	8,000	8,000	8,000	8,000	0	
Masonry/Cement Supplies	3,000	2,997	4,500	5,564	7,000	7,000	7,000	7,000	0	
Asphalt/Grading Supplies	26,000	49,269	45,000	35,405	55,000	55,000	55,000	55,000	0	
Radio Supplies	250	0	250	0	250	250	250	250	0	
Safety Supplies	6,000	5,221	7,000	6,939	7,000	7,000	7,000	7,000	0	
Uniform	5,200	4,489	6,500	7,580	7,000	7,000	7,000	7,000	0	
Chemical	736	0	736	0	736	736	736	736	0	
Professional Services - HR	0	0	0	0	0	0	0	0	0	
Water Dist Repair Exp	67,000	53,437	65,000	92,367	85,000	85,000	95,000	95,000	0	
Vehicle Insurance	7,000	6,802	6,500	8,932	8,162	8,162	11,000	11,000	0	
Employee Training	12,109	9,438	9,034	4,811	11,834	11,834	6,810	6,810	0	
Water Distribution Meters	15,000	5,885	15,000	15,016	15,000	15,000	25,000	25,000	0	
Machines & Equipment	7,200	39	15,500	9,354	33,350	28,000	136,738	70,000	66,738	
Equipment Non Capital			900		900	900	910	910	0	
SCRS	62,745	41,868	59,848	57,770	63,163	67,373	75,761	75,761	0	
SCRS Pre-Retirement Benefit	876	584	823	793	868	886	847	847	0	
FICA Expense	44,651	29,548	42,805	40,213	44,289	45,171	43,807	43,807	0	
General Insurance	9,700	10,756	9,700	12,678	13,000	13,000	13,000	13,000	0	
Workers Compensation Insurance	23,126	23,089	26,290	32,526	30,480	31,089	31,267	32,749	-1,482	
Medical Insurance	119,110	68,195	107,295	101,379	107,295	117,324	117,324	117,324	0	
Unemployment Compensation	4,000	0	2,000	0	2,000	2,000	2,000	2,000	0	
Health Reimbursement Account Expense	2,000	0	1,000	0	3,000	1,000	3,000	3,000	0	
OPEB Expense	7,816	0		12,710					0	
Total	1,370,629	972,238	1,345,422	1,341,510	1,325,458	1,345,383	1,445,600	1,380,344	65,256	

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Adopted	Actual	Proposed	Adopted	Proposed	Admin Rec	
	FY14-15	FY 14-15	FY 15-16	FY 15-16	FY 16-17	FY 16-17	FY17-18	FY17-18	
1916 WASTEWATER TREATMENT PLANT									
Salaries & Wages	561,180	395,803	574,150	584,127.95	599,669	574,150	650,535	650,535	0
Overtime	32,000	14,257	20,000	33,824.88	42,920	43,778	41,056	41,056	0
Printing/Office Supplies	680	454	680	992	800	800	800	800	0
Postage	270	178	270	270	350	300	300	300	0
State of S.C. Permit Fees	3,250	3,170	3,250	3,045	3,250	3,250	3,250	3,250	0
Dues & Membership	1,500	435	1,500	1,070	1,617	1,617	1,764	1,764	0
Travel	5,000	1,180	5,000	1,502	6,974	6,974	6,894	6,894	0
Auto Operating Expense	45,000	27,769	37,000	41,282	37,000	37,000	51,000	51,000	0
Water Expense	100,000	0	430,000	365,609	474,000	474,000	530,500	530,500	0
Electric & Gas	806,200	596,433	939,000	931,401	942,000	942,000	958,000	958,000	0
Telephone	27,700	15,578	27,700	24,933	28,060	28,060	28,700	28,700	0
Lubrication Supplies	3,000	1,240	3,000	1,405	2,000	2,000	3,000	3,000	0
Service Contracts	104,600	75,507	133,305	117,416	141,975	141,975	142,861	142,861	0
Equipment Repair	55,000	252,367	66,000	188,422	151,000	151,000	200,000	200,000	0
Building Repairs	500	88	500	925	500	500	500	500	0
Sludge Disposal Fees	200,000	143,875	200,000	311,942	260,000	260,000	355,000	355,000	0
Hand Tools & Supplies	3,700	917	2,000	2,036	3,000	2,000	3,000	3,000	0
Electric/Light Supplies	210	2,125	2,000	1,281	2,000	2,000	7,000	7,000	0
Radio Supplies	200	0	200	0	200	200	200	200	0
Safety Program and Supplies	4,150	4,667	6,000	30,158	6,700	6,700	8,000	8,000	0
Uniform	5,810	4,083	5,600	6,394	6,000	6,000	7,350	7,350	0
Janitorial Supplies	1,000	599	1,000	587	1,000	1,000	1,500	1,500	0
Chemical	152,510	95,738	150,996	172,175	214,852	150,996	248,839	248,839	0
Laboratory Supplies	27,500	26,229	35,900	37,044	38,200	38,200	40,100	40,100	0
Force Main/Line Repair Expense	0	0	0		0	0			0
Professional Services - HR	0	0	0		0	0			0
Vehicle Insurance	6,500	6,797	6,900	9,298	8,162	8,162	11,925	11,925	0
Employee Training	6,608	3,175	6,000	2,375	7,795	7,795	5,815	5,815	0
Professional Serv. Engineer	0	0	0		25,000	25,100	45,000	45,000	0
Professional Serv. - Lab Tests	25,100	16,690	25,100	21,357	28,000	25,000	28,000	28,000	0
FILOT Expense		0	0	1,500	0	0	0	0	0
Machines & Equipment	17,520	4,223	57,000	-221	68,050	57,000	262,000	182,000	80,000
Equipment Non Capital			0		4,720	0	17,220	17,220	0
SCRS	64,044	43,912	65,433	65,822	70,106	65,433	93,425	93,425	0
SCRS Pre-Retirement Benefit	894	613	900	903	964	900	1,045	1,045	0

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Adopted	Actual	Proposed	Adopted	Proposed	Admin Rec	
	FY14-15	FY 14-15	FY 15-16	FY 15-16	FY 16-17	FY16-17	FY17-18	FY17-18	
1917 WASTEWATER COLLECTION									
Salaries & Wages	532,512	359,925	545,470	531,244.7	562,746	573,947	617,717	617,717	0
Overtime	40,000	47,486	55,000	67,804.43	65,732	67,047	56,328	56,328	0
Dues & Membership	1,875	1,910	1,390	1,800	1,250	1,250	1,690	1,690	0
Travel Expense	5,480	5,197	3,140	2,330	3,640	3,640	2,800	2,800	0
Auto Operating Expense	100,000	44,358	60,000	51,122	60,000	60,000	55,000	55,000	0
Electric & Gas	125,000	85,732	115,000	137,434	125,000	125,000	125,000	125,000	0
Telephone Expense	38,200	25,897	40,000	32,959	25,000	33,000	33,500	33,500	0
Lubrication Supplies	300	0	300	0	300	300	300	300	0
Service Contracts	15,100	6,441	17,878	9,140	16,908	16,908	52,908	52,908	0
Equipment Repair	135,000	155,624	159,606	126,281	200,000	200,000	185,000	185,000	0
Hand Tools & Supplies	6,000	3,713	8,000	7,296	8,000	8,000	8,000	8,000	0
Masonry/Cement Supplies	1,500	700	1,500	3,104	1,500	1,500	2,300	2,300	0
Asphalt/Grading Supplies	25,000	25,416	25,000	10,933	35,000	25,000	35,000	35,000	0
Radio Supplies	250	0	250	0	250	250	250	250	0
Safety Supplies	6,000	4,809	7,500	7,413	7,500	7,500	7,500	7,500	0
Uniform	4,500	4,592	6,200	7,580	6,200	6,200	7,000	7,000	0
Janitorial Supplies	500	398	500	365	1,000	500	1,000	1,000	0
Chemical	25,000	11,559	18,687	7,358	47,534	47,534	11,534	11,534	0
WW Coll Repair Exp	66,000	78,726	86,688	83,922	90,000	85,000	85,000	85,000	0
Transmission Line Operation & Maint	5,000	0	5,000	0	5,000	5,000	5,000	5,000	0
Professional Services - HR	0	0	0	0	0	0	0	0	0
Vehicle Insurance	8,500	8,260	8,850	12,600	11,130	11,130	15,000	15,000	0
Employee Training	14,218	9,278	4,418	3,590	6,459	6,459	6,560	6,560	0
Pro Ser - Eng Exp	0	0	0	0	0	0	0	0	0
Machines & Equipment	39,700	139,389	29,500	13,371	87,683	23,150	213,748	0	213,748
Equipment Non Capital			900		900	900	0	0	0

CITY OF CAYCE

O & M UTILITIES FUND EXPENDITURES

	Budget	Actual	Adopted	Actual	Proposed	Adopted	Proposed	Admin Rec	
	FY14-15	FY 14-15	FY 15-16	FY 15-16	FY 16-17	FY16-17	FY17-18	FY17-18	
1920 WASTEWATER PRETREATMENT									
Salaries & Wages	107,100	71,932	133,460	142,282.88	182,833	186,479	200,622	200,622	0
Overtime	5,250	761	3,000	8,070.27	16,187	8,000	10,965	10,965	0
Printing/Office Supplies	500	493	1,000	945.58	2,000	2,000	2,500	2,500	0
Postage	300	198	600	600	700	700	700	700	0
State of S.C. Permit Fees	0	0	0		0	0			0
Dues & Membership	474	95	315	160	380	380	445	445	0
Travel	1,402	482	1,829	678	2,322	2,322	2,000	2,000	0
Auto Operating Expense	11,000	1,038	5,000	1,688	5,000	5,000	4,000	4,000	0
Electric & Gas	36,000	1,366	4,000	2,164	3,000	3,000	4,350	4,350	0
Telephone	2,380	1,372	3,280	1,939	4,000	4,000	3,000	3,000	0
Lubrication Supplies	500	189	700	117	1,000	1,000	1,000	1,000	0
Service Contracts	1,440	7,392	1,440	0	1,440	1,440	0	0	0
Equipment Repair	1,500	4,609	6,000	25,389	35,000	35,000	50,000	50,000	0
Building Repair	400	354	1,000	28	1,000	7,000	1,000	1,000	0
Sludge Disposal Fees	27,300	731	98,000	58,061	95,000	56,000	50,000	50,000	0
Hand Tools & Supplies	1,500	841	2,000	2,614	2,500	2,500	3,500	3,500	0
Electric/Light Supplies	200	0	500	275	500	500	500	500	0
Radio Supplies	0	0	0	0	0	0	0	0	0
Safety Program and Supplies	975	324	1,100	2,026	2,000	2,000	2,500	2,500	0
Uniform	1,300	660	2,000	1,095	2,900	2,900	3,200	3,200	0
Janitorial Supplies	300	0	500	423	500	500	1,000	1,000	0
Chemical	26,545	17,730	78,000	46,204	78,296	78,296	124,552	124,552	0
Laboratory Supplies	500	0	500		750	750	750	750	0
Professional Services - HR	0	0	0	0	0	0	0	0	0
Vehicle Insurance	1,500	486	1,000	612	1,500	1,500	1,500	1,500	0
Employee Training	859	158	925	1,020	945	945	2,420	2,420	0
Professional Serv. - Lab Tests	10,000	2,027	8,214	15,009	20,000	17,000	10,000	10,000	0
Machines & Equipment	51,100	225	0		72,657	0	64,132	33,190	30,942
Equipment Non Capital			0		3,239	0	0	0	0
SCRS	12,103	7,814	15,212	16,007	21,713	22,190	28,890	28,890	0
SCRS Pre-Retirement Benefit	169	109	209	220	299	292	323	323	0
FICA Expense	8,613	5,499	10,880	11,253	15,225	14,878	16,481	16,481	0
General Insurance	500	1,593	2,400	3,119	3,200	3,200	3,300	3,300	0
Workers Compensation Insurance	5,560	1,091	1,530	1,499	10,592	10,804	14,592	15,284	-692
Medical Insurance	19,851	11,914	18,570	23,963	24,760	27,075	45,125	45,125	0

Unemployment Compensation	0	0	0		0	0		
Health Reimbursement Account Expense	0	0	1,500	0	3,000	1,500	3,000	3,000
OPEB Expense	0	0		3,655				
Christmas Bonus Pool	240	0						
Total	337,361	141,482	404,664	371,117	614,438	493,151	656,347	626,097

0
0
0
0
30,250

**City of Cayce
Capital Equipment Schedule
FY 2017-FY 2018**

Department Code -Name	Initial Budget	FY17-18	Budget Reduction
O & M Fund			
1909 Billing			
(500) 3/4" Meters with 100W ERTS	\$95,000	\$38,000	
(500) 100W ERTs to replace failing ERTs	\$40,000	\$0	
Replace Truck 4106 (5 year plan)	\$35,000	\$35,000	
Total 1909 Utilities - Billing	\$170,000	\$73,000	\$97,000
1910 Utilities - Administration			
Total 1910 Utilities - Admin	\$0	\$0	\$0
1911 Water Treatment Plant			
Raw Water Transmission Pump	\$90,000	\$90,000	
Variable Frequency Drives	\$54,000	\$17,000	
Gate Controllers	\$7,700	\$0	
LED Light Upgrade Water Plant	\$10,500	\$0	
Total 1911- Water Plant	\$162,200	\$107,000	\$55,200
1912 Water Distribution			
2017 Ford Explorer	\$32,500	\$0	
2017 Caterpillar Compact Excavator	\$34,238	\$0	
(2)-Pax Mixers and Power Vent Installation (Water Tanks)	\$70,000	\$70,000	
Total 1912-Water Distribution	\$136,738	\$70,000	\$66,738
1916 Wastewater Plant			
Western Star Tractor For Biosolids Disposal	\$135,500	\$135,500	
Clement 28' Trailer For Biosolidss Disposal	\$46,500	\$46,500	
Electronic ORP Control System	\$20,000	\$0	
Headworks Grit Snail Heat Trace Project	\$10,000	\$0	
WWTP Exterior Plant Lighting LED Conversion	\$50,000	\$0	
Total 1916-Wastewater Plant	\$262,000	\$182,000	\$80,000
1917 Wastewater Collection			
2017 Caterpillar 308E2 Excavator	\$155,000	\$0	
Bomag BW 135 Ad-5 Asphalt Roller	\$58,748	\$0	
Total 1917-Wastewater Collection	\$213,748	\$0	\$213,748
1920 Septage & Grease			
SOG Station Grinder (Muffin Monster)	\$9,774	\$0	
Auger Assembly	\$21,168	\$0	
Holding Tank Mixer (Grease or Septage)	\$33,190	\$33,190	
Total 1920-Septage & Grease	\$64,132	\$33,190	\$30,942
Total O&M Fund	\$1,008,818	\$465,190	\$543,628

CITY OF CAYCE

Gross Revenue Fund Revenue Detail

	Proposed Budget FY14-15	Adopted Budget FY14-15	Proposed Budget FY15-16	Adopted Budget FY15-16	Actual FY15-16	Proposed Budget FY16-17	Admin Rec Budget FY16-17	Proposed Budget FY17-18
Operating Revenues								
Water Sales	\$ 5,200,000.00	\$ 5,081,524.00	\$ 4,900,000.00	\$ 5,107,088.00	\$ 5,129,428.00	\$ 4,913,191.81	\$5,030,000	\$5,500,000
Water Taps - Material & Labor	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 121,848.00	\$ 15,000.00	\$15,000	\$20,000
Sewer Service Charges	\$ 8,723,290.00	\$ 8,795,765.00	\$ 9,069,478.00	\$ 9,368,823.00	\$ 9,993,853.00	\$ 9,370,295.10	\$9,800,000	\$9,970,000
Pretreatment Plant Revenue	\$ 1,535,500.00	\$ 263,598.00	\$ 600,000.00	\$ -		\$ -	-	-
Grease Waste Disposal Fee				\$ 252,000.00	\$ 463,863.00	\$ 466,639.50	\$550,000	\$770,000
Septic Waste Disposal Fee				\$ 468,000.00	\$ 419,811.00	\$ 459,656.10	\$450,000	\$530,000
Waste Hauler Permit Fee								
Hauler Truck Cleaning Fee				\$ 1,800.00	\$ 2,000.00	\$ 1,900.00	\$2,000	\$2,000
Sewer Taps - Material & Labor	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,065.00	\$ 1,000.00	\$1,000	\$1,000
Re-connection Fees	\$ 17,000.00	\$ 17,000.00	\$ 24,500.00	\$ 24,500.00	\$ 47,240.00	\$ 24,500.00	\$40,000	\$40,000
Capacity Fees Wa & Sw CFC's	\$ 785,000.00	\$ 785,000.00	\$ 785,000.00	\$ 785,000.00	\$ 785,000.00	\$ 850,000.00	\$937,260	\$475,000
Miscellaneous Revenue	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 204,283.00	\$ 60,000.00	\$60,000	\$75,000
Penalties	\$ 135,000.00	\$ 135,000.00	\$ 150,000.00	\$ 150,000.00	\$ 191,670.00	\$ 150,000.00	\$160,000	\$170,000
Interest	\$ -	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0
Set Up Fees	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 99,375.00	\$ 100,000.00	\$85,000	\$95,000
TOTAL OPERATING	\$ 16,571,790	\$ 15,253,887	\$ 15,704,978	\$ 16,333,211	\$ 17,461,436	\$ 16,412,183	\$17,130,260	\$17,648,000

CITY OF CAYCE
EVENTS COMMITTEE MEETING MINUTES
Council Chambers
February 9, 2017

Present: Danny Creamer, Maxine Creamer, Dave Capps, Rachel Scurry, Frankie Newman, Cindy Pedersen, Brandon Young, Susanna Young, Calvin Bowen

Absent, Excused: Robert Myers

City Representatives Present: Mendy Corder and Katinia Taylor

Consultants: Sheila Starkey

Chairman Creamer called the meeting to order. The minutes of the January 13, 2017 meeting were reviewed with Rachel Scurry making a motion to accept and Maxine Creamer seconding.

Congaree Bluegrass Festival (CBF)

Chairman Creamer suggested a review of the letter he submitted with the meeting's Agenda Packet regarding his thoughts about the CBF. Reasons for keeping the festival at the Historic Columbia Speedway noted were as follows:

- Ease of parking, especially compared to previous location.
- Ability to obtain accurate attendance estimate due to ticket sales and one controlled entrance.
- Importance of maintaining the festival as a two day festival due to the positive reception of the gospel day.

Chairman Creamer mentioned that he had obtained an estimate from Thoughtful Productions, the sound company that provided sound equipment and setup in 2016. Their quote was \$2,300, down \$400 from 2016.

Chairman Creamer suggested that David Snyder and Last Road could headline the Sunday Gospel day, noting that they were one of only two of the original CBF bands still performing. The other being Sugarloaf.

Vice Chairman Dave Capps wholeheartedly agreed on the venue, noting the iconic nature of the Speedway. He then gave a charge to the CEC to find ways to get the word out to other citizens of Cayce. He suggested that the yard signage could be used, placed along each avenue and other strategic locations in Cayce to better advertise that the festival is Free to residents.

Mendy Corder noted that there are currently approximately 14,000 residents in Cayce. This year, each resident will receive a flyer on their roll carts 2-3 weeks before the event.

Rachel Scurry suggested that a couple of paragraphs advertising the event be sent to Churches to include in their newsletters. An ideal time to send those would be in August.

Chairman Creamer took a poll of the committee members to see what the consensus was on keeping the festival at the Speedway. Everyone agreed that this is the ideal location for the festival. Ideas for this years' festival included:

- Placing the stage in the center of the track, straight on when you walk in.
- Keep the hay rides along the track.
- Place signage on the Riverwalk to advertise
- Preparation: at least 2 months out we should already have the layout determined, signs designed, billboard designed and promotional wording finalized.

Cindy Pedersen motioned to accept the Historic Columbia Speedway as the final location for the 2017 CBF. Rachel Scurry seconded and the committee voted to approve.

Sheila Starkey suggested that the CEC work more closely with the River Alliance, noting that the museum could give out the schedule of events and promote the CBF and other events. It was suggested that John Jameson could meet with the committee at the Tennis Center and let us know what they have going on.

Mendy Corder distributed Sheila Starkey's proposed contract for this year's marketing assistance. The contract total is \$1,000. Cindy Pedersen motioned to accept the contract and retain Ms. Starkey. Maxine Creamer seconded and the motion carried.

Subcommittees

Chairman Creamer suggested that the committee form 3 subcommittees:

- Nature Walk
- Christmas in Cayce (CIC)
- CBF

Chairman Creamer put forth a proposal to incorporate a Family Day cookout with this year's Nature Walk, taking place on April 8th. After discussion, the group came to the consensus that this should be tabled until next year due to the short timeline. Therefore, only two subcommittees are needed: Christmas in Cayce and CBF. Ultimately, the following members volunteered for each subcommittee:

- Christmas in Cayce: Rachel Scurry, Maxine Creamer, Frankie Newman, Susanna Young
- CBF: Cindy Pedersen, Dave Capps, Danny Creamer, Sheila Starkey

Duties of the Subcommittees are to include:

- Find sponsorships for the events.
- Organize print materials for the sponsorship packets, including tiered dollar figures.
- Work on promotional wording and advertising plan.
- Establish budgets.
- Discuss ticket price (if applicable). If ticketed, research possibility of having event on Eventbrite.

Cindy Pedersen motioned to accept the subcommittees and members. Susanna Young seconded and the motion carried.

Accommodation Tax Proposal

Katinia Taylor confirmed that the final bank account balances in each account:

- CBF - \$10,860.39
- Christmas in Cayce - \$12,251.79

Chairman Creamer announced that the H Tax application was approved and that the CEC had been granted \$20,000 in H tax for the CBF. Mendy Corders confirmed that every H tax item that was submitted was subsequently approved.

This year, the amount of H tax we requested for each event was:

- CBF: \$20,000
- CIC: \$10,000
- Nature Walk: \$500

The total amount spent on CBF & CIC was:

- CBF: \$58,000
- CIC: \$20,000

Given the above information, the committee decided to request the following in A tax:

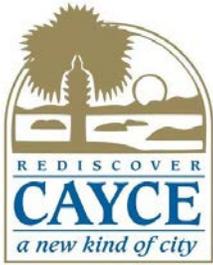
- CBF: \$20,000
- CIC: \$7,500
- Nature Walk: \$500

Rachel Scurry motioned to request the above amounts. Maxine Creamer seconded and the committee voted to approve.

Committee Matters

Mendy Corder announced that there was a new applicant for the committee. This would fill the last open seat on the committee. She is going to send the application to the committee. Danny Creamer mentioned that Brenda Cole was also interested in rejoining the committee.

There being no further business, the meeting was adjourned.



**APPROVED MINUTES
BOARD OF ZONING APPEALS
CAYCE CITY HALL
1800 12TH STREET, CAYCE SC
Monday, February 27, 2017
6:00 PM**

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Chair Robert McLeod. Members present were Bob McArver, Robin DiPietro, Jason Simpson, and Russ Vickery. Staff Present was Shaun Greenwood, Monique Ocean, and Carroll Williamson.

II. APPROVAL OF MINUTES

Mr. McArver made a motion to accept the minutes of the December 19, 2016, meeting as written. Ms. DiPietro seconded the motion. All were in favor.

III. STATEMENT OF NOTIFICATION

Mr. McLeod asked if the media and public were notified of the meeting. Ms. Ocean confirmed that everyone had been notified.

IV. NEW BUSINESS

a. Nomination and election of Officers for 2017

Mr. Vickery made a motion to nominate Mr. McLeod as Chair of the Board for 2017 and Mr. Simpson as Vice-Chair. Mr. McArver seconded the motion. The vote passed unanimously.

b. Nomination of Monique Ocean as Secretary for 2017

Mr. McArver made a motion to nominate Ms. Ocean as Secretary for 2017. Mr. Simpson seconded the motion. All were in favor.

c. Approval of meeting schedule for 2017

Mr. Simpson made a motion to approve the 2017 meeting schedule. Ms. DiPietro seconded the motion. All were in favor.

V. PUBLIC HEARING – Variance Request No. 001-17

A request by the property owner for a variance from the **Zoning Ordinance Section 5.6-2 Accessory Buildings and Uses General Requirements** to exceed, both, the maximum number of accessory uses and the maximum size permitted in a residential zoned district. The property is located at 1306 Pine Street.

a. Opening Statement

Mr. Bill Davenport came before the Board to discuss his request for a variance. Mr. Davenport stated he has lived at 1306 Pine Street for 55 years. Mr. Davenport stated that he decided he wanted a carport in the backyard so he contracted someone to install a concrete slab for it. Mr. Davenport said after the slab was installed, the city denied a permit for the carport because his yard already exceeded the number and size of accessory structures permitted by the Ordinance. Mr. Davenport stated he had no idea that the City had regulations on accessory structures and many people he has spoken to are the same. Mr. Davenport stated the carport would be in the back of the house and not visible. He stated that he is aware the addition of the carport would be over the number and the amount permitted. Mr. Davenport stated he felt a victim to the regulations because residents with larger houses may be allowed to have larger accessory structures. He

stated he was asking the Board to give an exception because of the design of his neighborhood. Mr. Davenport explained he and his wife are aging and the carport is desired as a cover for them when getting out of the car. Mr. Davenport stated he feels the city seems to have disregarded his neighborhood (Broadacres) when creating this ordinance.

b. Public Testimony

Rhett Inabinet of 2211 Cypress Street, Curtis Lake of 1205 Pine Street, Ben Hancock of 1215 Pine Street and Mark Gardner of 215 Tamwood Circle came before the Board to speak in favor of the carport for Mr. Davenport. The public comments about the issue included the following: people are not concerned with buildings in backyards, many existing accessory structures already exceed the regulations, regulations on accessory structures do not appear to be a help to the neighborhood, and that owner occupied properties should have different regulations than rentals. Planning Director Carroll Williamson explained that both the square footage and the number of structures exceeded the allowance. Mr. Williamson explained that the ordinance was created by City Council and he could not speak to the exact circumstances why this ordinance was in place.

c. Adjourn Hearing

With no further discussion the hearing was adjourned.

VI. MOTION

Mr. Simpson made a motion to approve the variance with conditions. The motion died without a second. Mr. McArver made a motion to deny the variance. Ms. DiPietro seconded the motion. The vote to deny the variance passed by 4 to 1. Mr. Simpson voted against denial of the variance.

VII. PUBLIC HEARING - Variance Request No. 002-17

The property owner is requesting a variance from the **Zoning Ordinance Table 8-B Number, Dimension, and Location of Signs Requiring a Permit by Zoning District** to exceed the maximum number of signs permitted per lot in the C-3 (Central Commercial) zoning district. The property is located at 900 – 986 Knox Abbott Drive (TMS#004634-09-014).

a. Opening Statement

Mr. Bob Hinson came before the Board to discuss his request for a variance to the sign ordinance. Mr. Hinson explained that the referenced property consisted of several tax parcels in the past and he had them combined into one large lot to simplify tax requirements. Mr. Hinson explained that the newly created lot has three existing signs and he is requesting a variance to exceed the number of allowable signs. The Board received the following clarification from Staff on the issue: the sign ordinance permits one free-standing sign on each street frontage; the lot currently has three existing free-standing signs; the existence of the signs create a legal non-conformity; the request is for one additional sign; Mr. Hinson does not anticipated removing any of the existing signs and; the property has to receive approval before it may be subdivided back to its original state.

b. Public Testimony

No one was present to speak for or against the variance.

c. Adjourn Hearing

With no further discussion, the hearing was adjourned.

VIII. MOTION

Ms. DiPietro made a motion to deny the variance request. Mr. McArver seconded the motion. The vote to deny the variance passed unanimously.

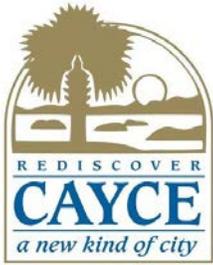
IX. OTHER BUSINESS

Mr. Williamson mentioned to the Board that he would like to have training on the duties of the Board at next month's meeting.

X. ADJOURNMENT

Mr. Vickery made a motion to adjourn. Ms. DiPietro seconded the motion. All were in favor.

**A quorum of Council may be present.
No discussion or action on the part of Council will be taken.**



**APPROVED MINUTES
PLANNING COMMISSION
CAYCE CITY HALL
1800 12TH STREET, CAYCE SC
Monday, February 27, 2017
6:30 PM**

I. CALL TO ORDER

The meeting was called to order by Ed Fuson. Members present were Robert Power, Chris Jordan, Larry Mitchell, John Raley, and Butch Broehm. Chris Kueny was absent excused. Staff present was Shaun Greenwood, Monique Ocean, and Carroll Williamson.

II. APPROVAL OF MINUTES

1. Mr. Power made a motion to approve the minutes of the December 19, 2016, meeting. Mr. Broehm seconded the motion. All were in favor.

III. STATEMENT OF NOTIFICATION

Mr. Fuson inquired if the public had been duly notified of the meeting. Ms. Ocean confirmed that everyone had been notified.

IV. NEW BUSINESS

1. Nomination and election of Officers for 2017

Mr. Raley made a motion to nominate Mr. Fuson as Chair of the Planning Commission for 2017. Mr. Mitchell seconded the motion. All were in favor. Mr. Broehm made a motion to nominate Mr. Power as Vice Chair for 2017. Mr. Raley seconded the motion. All were in favor.

2. Nomination of Monique Ocean as Secretary for 2017

A motion was made by Mr. Power to nominate Ms. Ocean as Secretary for 2017. Mr. Broehm seconded the motion. All were in favor.

3. Approval of meeting schedule for 2017

A motion was made by Mr. Jordan to approve the 2017 meeting schedule. Mr. Raley seconded the motion. All were in favor.

V. OTHER BUSINESS

1. Annual Review of the Priority Investment Schedule (CIP) contained in the Comprehensive Plan by Rachele Moody, Special Projects/Grants Manager

Mr. Williamson informed the Commission that an annual review of the CIP is required by State law. Ms. Moody came before the Commission to discuss the various projects of the CIP. Ms. Moody issued a hand out to the Commission for review and explained that the progress of items in the CIP are compared to the goal of the Comprehensive Plan. She explained the CIP will be presented to City Council also. In

response to questions from the Commission, Ms. Moody estimated the Riverwalk repairs to be completed in 9 months and the water line replacement project to begin in April. Mr. Raley made a motion to accept the report as written. Mr. Broehm seconded the motion. All were in favor.

2. Discussion on proposed amendments to add the DAD zoning district to the Plan Compliance Index (Table 35) in the Comprehensive Plan

Mr. Williamson explained the text of the Comp Plan needed an update and will be discussed further in future meetings.

3. Discussion on proposed application for Street Name Change Request

Mr. Williamson explained that a request to change the name of sections of Poplar and Lillie Street will be on the agenda for the March meeting.

4. Discussion of possible text amendments

Mr. Williamson stated he wanted to discuss some possible text amendments at the next meeting.

VI. ADJOURNMENT

Mr. Mitchell made a motion to adjourn. Mr. Broehm seconded the motion. The vote passed unanimously.

**A quorum of Council may be present.
No discussion or action on the part of Council will be taken.**

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

COUNCIL ACTION REQUIRED

ACCOMMODATIONS TAX COMMITTEE – ONE (1) POSITION

There are currently three open positions on the Accommodations Tax Committee. One of the three positions is required to be filled by someone that works in a restaurant in the City. The City has received a potential member application from Mr. Suki Patel, the owner of the new Schlotzsky's in Cayce. His appointment application is attached for Council's review.

NO COUNCIL ACTION REQUIRED

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

ACCOMMODATIONS TAX COMMITTEE – THREE (3) POSITIONS

Two positions must be filled by someone from the motel industry in Cayce. One position must be filled by someone from the restaurant industry in Cayce.

BEAUTIFICATION BOARD – THREE (3) POSITIONS

The Board has no recommendations at this time.

CAYCE HOUSING AUTHORITY – ONE (1) POSITION

There is currently one open position on the Cayce Housing Authority.

CAYCE MUNICIPAL ELECTION COMMISSION – TWO (2) POSITIONS

There are currently two open positions on the Municipal Election Commission.

CONSOLIDATED BOARD OF APPEALS – TWO (2) POSITIONS

Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. There are no recommendations at this time.

PUBLIC SAFETY FOUNDATION – THREE (3) POSITIONS

The Foundation has no recommendations at this time.

CITY OF CAYCE POTENTIAL MEMBER APPLICATION



Name: Suki Patel
Home Address: [REDACTED] City, State, Zip Lexington SC 29072
Telephone: [REDACTED] E-Mail: [REDACTED]
Resident of Cayce: Yes No Number of Years: _____

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

- Accommodations Tax Committee Beautification Board Events Committee
 Cayce Housing Authority Museum Commission Planning Commission
 Consolidated Board of Appeals Board of Zoning Appeals

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

Work Address Schlitzsky's
Company: 1305 Knox Abbott Dr Position: Owner
Address: _____ City, State, Zip Cayce SC 29033
Telephone: 828 4520 E-Mail: Suki.Spurlock@gmail.com
Work Experience: 21 years in hospitality industry

Educational Background: B.S. USC 1994

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

Volunteer Work: Soccer Coach, F3, Numerous organizations, & Committee

Hobbies: F3, Reading Sports, etc

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