



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
Special Council Meeting
Wednesday, March 22, 2017
5:00 p.m. – Cayce City Hall – 1800 12th Street
www.cityofcayce-sc.gov**

I. Call to Order

A. Invocation and Pledge of Allegiance

II. Public Comment Regarding Items on the Agenda

III. Presentation

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

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

IV. Other

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

B. Discussion of Proposed FY2017/2018 Utility Fund Budget

V. City Manager's Report

VI. Committee Matters

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

Memorandum

To: Mayor and Council

From: Rebecca Vance, City Manager
Mendy Corder, Municipal Clerk/Facilities Manager

Date: March 20, 2017

Subject: Bid Awards – Cayce Public Safety Department HVAC & Air Quality Upgrades

ISSUE

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.

BACKGROUND/DISCUSSION

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.

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. 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.

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 (attached) are as follows:

R&R Associates Environmental Co, Inc. \$13,000.00

Asbestos & Demolition \$12,500.00

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 (attached) are as follows:

Southern Atlantic Mechanical \$51,250.00

Bear Mechanical \$44,600.00

Advance Heating & Air \$37,100.00

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.

RECOMMENDATION

Staff recommends that Council approve the low bid from Asbestos & Demolition in the amount of \$12,500.00 and authorize the City Manager to execute a contract between the City of Cayce and Asbestos & Demolition. Staff also recommends that Council approve the low bid from Advance Heating & Air in the amount of \$37,100.00 and authorize the City Manager to execute a contract between the City of Cayce and Advance Heating & Air.

PROPOSAL FORM
FOR
ASBESTOS REMOVAL AND DISPOSAL
Cayce Public Safety Complex
2 Lavern Jumper Road
Cayce, SC 29033

TO:

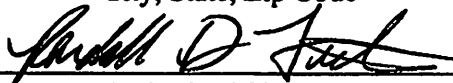
Ms. Mendy Corder
1800 12th Street
Cayce, SC 29033

SUBMITTED BY:

R&R Associates Environmental Co, Inc.
Company Name

PO Box 6954
Address

Columbia, SC 29260
City, State, Zip Code


Authorized Signature

Randall D. Fields
Print Name
803-738-2969
abby@rraec.net

I certify that we have carefully examined the Statement of Work, sketches, Special Conditions, and all other relevant documents, including the asbestos surveys. We propose to furnish all management, supervision, labor, materials, equipment, tools, supplies, equipment and machinery, and all other facilities and services necessary to do all the Work in accordance with the Proposal Documents.

Our Prices are as follows:

Total Asbestos Removal Fixed Price \$ 13,000.00

The undersigned agrees that the prices and terms submitted in this proposal are irrevocable for a period of 60 consecutive calendar days.

Alternate : \$ 26,000.00

PROPOSAL FORM
FOR
ASBESTOS REMOVAL AND DISPOSAL
Cayce Public Safety Complex
2 Lavern Jumper Road
Cayce, SC 29033

TO:


Ms. Mendy Corder
1800 12th Street
Cayce, SC 29033

SUBMITTED BY:

Asbestos + Demolition
Company Name

753 Hwy 601 South
Address

Kyoff SC 29078
City, State, Zip Code


Authorized Signature

Donald Buchanan
Print Name

I certify that we have carefully examined the Statement of Work, sketches, Special Conditions, and all other relevant documents, including the asbestos surveys. We propose to furnish all management, supervision, labor, materials, equipment, tools, supplies, equipment and machinery, and all other facilities and services necessary to do all the Work in accordance with the Proposal Documents.

Our Prices are as follows:

Total Asbestos Removal Fixed Price \$ 12,500.00

The undersigned agrees that the prices and terms submitted in this proposal are irrevocable for a period of 60 consecutive calendar days.



**HVAC
PROPOSAL**

3770 Fernandina Road Columbia, SC 29210
PO Box 2527 Irmo, SC 29063
Phone (803)781-9825 / Fax (803)749-9470
SC LICENSE # M 107551
NC LICENSE # 29805

~ HVAC PROPOSAL ~



SCOPE OF WORK FOR PROJECT: CAYCE FIRE DEPARTMENT
HVAC UPGRADES
BID DATE: 3/2/17 **BID TIME:** 2:00 PM
ESTIMATOR: Dusty Moody **PHONE:** 803-781-9825 Ext. 112



SAMCO is pleased to submit the following proposal for the above project:
Our Proposal includes the following:

- 1. HVAC per drawings M1 & M2 dated.
- 2. We acknowledge addenda #1.
- 3. Gas piping.
- 4. Demolition on roof.

Our Proposal does not include the following:

- 1. Bond—Bond rate is 1.4%.
- 2. Abatement.
- 3. Temporary cooling.
- 4. All ceiling work.
- 5. Painting of any materials or surface.
- 6. Supplemental steel.
- 7. Commissioning.
- 8. Roof flashing or bonding for curbs or openings.
- 9. Cutting, coring, or patching of walls, floors, ceilings or structural members.
- 10. Fire system wiring and starters, unless specifically included above.
- 11. All Power Wiring.
- 12. Auto Cad drawings.
- 13. Fire alarm interlocks. All work to be performed during regular work hours.



HVAC ONLY PRICE.....

~~\$98,475.00~~

\$51,250.00



ANY CONTRACT ISSUED TO SAMCO, LLC MUST INCORPORATE THIS HVAC SCOPE.
Southern Atlantic Mechanical appreciates the opportunity of submitting our proposal to you and looks forward to working with you if awarded this project.

BMS

BEAR MECHANICAL SERVICES, LLC

3044 Main St • Columbia, SC 29201 • Phone 803.252.9226 • Fax 803.252.9939

Date: 3/2/2017	Prepared by: Dennis Anonie
Company Name: City Of Cayce, S.C.	Job Site: Cayce Fire Department
Attention: Mendy Corder	Fax #:
Reference: HVAC Upgrades	

Scope of Work:

This quote includes all labor and material to perform the following scope of work in accordance with drawn specification sheets M1, M2:

- Disconnect, remove, and dispose of the two existing roof top A/C units and the associated ductwork on the roof only. Remove ceiling tile for abatement contractor.
- Provide and install (2) new Gas/Electric roof top units as specified in their new location. Install the necessary ductwork and air distribution down through the roof to serve the 1st and 2nd floor as specified.
- Connect the new units to the existing electrical circuits. Install new thermostats with the necessary thermostat control wiring.
- Provide a crane for the equipment removal and placement on the roof.
- Perform a complete start-up and a certified air balance.
- Fabricate and install a guard rail as specified.
- Provide the necessary roof patching and sealing (work to be performed by a licensed roofing contractor).

Note: We acknowledge Addendum #1

Exclusions: Asbestos abatement, ductwork removal inside the building on the 1st and 2nd floor.

Total Price: \$44,600.00

Acceptance:

Date:

Authorized Signature:

Title:

Advance Heating & Air
1630 UNIVERSITY PKWY
AIKEN, SC 29801
(803)649-0309

PROPOSAL and
ACCEPTANCE

PROPOSAL SUBMITTED TO	PHONE	DATE
Cayce Fire Dept		03/01/17
STREET	JOB NAME	
1800 12 th street	HVAC For Cayce Fire Dept	
CITY, STATE AND ZIP CODE		

Cayce, SC 29033

Advance Heating & Air will provide labor, Supervision, materials and equipment to perform the following work.

- 1. Remove two existing units and install two 3 ton single phase gas pack units.**
- 2. Supply and install duct work for new units**
- 3. Remove existing curbs and install new curbs.**
- 4. Perform a T&B.**
- 5. Startup units and check for proper operation.**

Total cost \$37,100.00

We Propose hereby to furnish material, equipment and labor-complete in accordance with above specifications, Payment to be made as follows: Due upon receipt of invoice.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature: _____
Date _____

Note: This proposal may be withdrawn
by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.
made as outlined above.
Date of acceptance _____

Signature _____
Date _____
Signature _____

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:

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
30-1909-271	\$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)					

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
30-1909-821 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

FY 1718 1909 - UTILITY BILLING Dues, Memberships & Training

Name	Association	#	Cost	Dues Total	Training/Reg Fees	Date	Travel/Meals/Hotel
Dues & Memberships							
	AWWA Membership	3	\$260.00	\$780.00			
	SCUBA	6	\$35.00	\$210.00			
	ABPA	6	\$200.00	\$1,200.00			
	WEASC	9	\$35.00	\$315.00			
Training							
	Itron	2	\$800.00		\$1,600.00		\$2,000.00
	SCUBA Fall	3	\$80.00		\$240.00		\$90.00
	SCUBA Spring	3	\$210.00		\$630.00		\$800.00
	Backflow certification	3	\$225.00		\$675.00		
	ABPA conference	3	\$70.00		\$210.00		
	Short School	2	\$140.00		\$280.00		
					\$0.00		
					\$0.00		
					\$0.00		
TOTAL				\$2,505.00	\$3,635.00		\$2,890.00

1909 TOTAL	
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\$9,030.00

**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

DATE PREPARED:

DATE REV #1:

DATE REV #2:

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

DATE PREPARED:

DATE REV #1:

DATE REV #2:

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, Edmunds, 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. Edmunds	\$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

DATE PREPARED:

DATE REV #1:

DATE REV #2:

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>	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	

DATE PREPARED:

DATE REV #1:

DATE REV #2:

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

DATE PREPARED:

DATE REV #1:

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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
30-1911-101 SALARIES & WAGES	\$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
30-1911-102 OVERTIME EXPENSE	\$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
30-1911-210 PRINTING/OFFICE SUPPLIES	\$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
30-1911-211 POSTAGE EXPENSE	\$350	Mailing SCDHEC and EPA reports on monthly basis. Increase in postage rates for 2017.	\$350	0.0%	\$0
30-1911-213 STATE OF S.C PERMIT FEES	\$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
30-1911-214 DUES & MEMBERSHIPS	\$2,115	Professional licenses. AWWA & WEASC membership dues for plant personnel.	\$887	138.4%	\$1,228
30-1911-215 TRAVEL EXPENSE	\$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
30-1911-217 AUTO OPERATING EXPENSE	\$4,500	Maintenance of 3 vehicles assigned to the WTP for maintenance.	\$4,000	12.5%	\$500
30-1911-220 ELECTRIC & GAS EXPENSE	\$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
30-1911-221 TELEPHONE EXPENSE	\$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

DATE PREPARED:

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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
30-1911-241 UNIFORM EXPENSE	\$2,600	Replacement of old uniforms and the purchase of uniforms for new employees including jackets.	\$2,500	4.0%	\$100
30-1911-244 JANITORAL SUPPLIES	\$600	Mops, cleaning supplies, waxes, bleach, buckets, etc.	\$600	0.0%	\$0
30-1911-248 CHEMICAL EXPENSE	\$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
30-1911-249 LABORATORY SUPPLIES	\$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
30-1911-262 VEHICLE INSURANCE EXPENSE	\$3,000	Insurance on 4 units assigned to the Water Treatment Plant.	\$2,300	30.4%	\$700
30-1911-264 EMPLOYEE TRAINING	\$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/AWWA Lab Workshop. SC LLR examination fees for two operators this coming year \$ 225	\$2,750	-57.8%	-\$1,590
30-1911-267 CONSULTANT & LAB TESTING	\$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
30-1911-385 MACHINES & EQUIP.	\$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 Service 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. 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

DEPT. WD
DEPT CODE 30-1912

DATE PREPARED:
DATE REV #1:
DATE REV #2:

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

DEPT. WD
DEPT CODE 30-1912

DATE PREPARED:
DATE REV #1:
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Account Line Item	FY 17/18 Request	Justification	FY 16/17 Appropriation	Percent Change	Dollar Amount Change														
30-1912-221 TELEPHONE EXPENSE	\$14,000	For (10) telephone service lines/internet, at Utility Field Operation Center, CAE Tele-metering 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														
30-1912-226 SERVICE CONTRACTS	\$86,301	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Two-way radios</td> <td style="text-align: right;">\$56</td> </tr> <tr> <td>2. Electric Guard Dog fence contract</td> <td style="text-align: right;">\$3,090</td> </tr> <tr> <td>3. HVAC</td> <td style="text-align: right;">\$1,070</td> </tr> <tr> <td>4. P.U.P.S. Contract</td> <td style="text-align: right;">\$3,462</td> </tr> <tr> <td>5. Suez Storage Tank Maintenance Agreement</td> <td style="text-align: right;">\$78,323</td> </tr> <tr> <td>6. Pest Control</td> <td style="text-align: right;">\$300</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$86,301</td> </tr> </table>	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	Total	\$86,301	\$107,101	-19.4%	-\$20,800
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																		
Total	\$86,301																		
30-1912-227 EQUIPMENT REPAIR	\$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														
30-1912-228 BUILDING REPAIRS	\$500	Maintenance of buildings at the Utility Field Operations Center. To cover building additions.	\$500	0.0%	\$0														
30-1912-231 HAND TOOLS AND SUPPLIES	\$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														
30-1912-234 MASONRY/CEMENT SUPPLIES	\$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														
30-1912-235 ASPHALT/GRADING SUPPLIES	\$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														
30-1912-237 RADIO SUPPLIES	\$250	Miscellaneous parts/service for mobile radios.	\$250	0.0%	\$0														

CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WD
DEPT CODE 30-1912

DATE PREPARED:
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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

Item	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

DEPT. WD
DEPT CODE 30-1912

DATE PREPARED:
DATE REV #1:
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

FY17/18 BUDGET PROJECTIONS FOR WD

Name	Association	#	Cost	Dues Total	Training/Reg Fees	Date	Travel/Meals/Hotel
DEPARTMENT							
	AWWA Membership	5	\$210.00	\$1,050.00			
	Asbestos Group License	1	\$65.00	\$65.00		February	
	WD Operator Application	5	\$50.00	\$250.00			
	WD Operator Renewal	13	\$30.00	\$390.00		June	
	WEASC Membership	5	\$35.00	\$175.00			
	Asbestos Certification	13	\$135.00		\$1,755.00	December	
	Confined Space	13	\$125.00		\$1,625.00	April	
	Competent Person	13	\$125.00		\$1,625.00	April	
	Management Training	1	\$500.00		\$500.00	Open	
	WWC Annual Renewal	13	\$25.00	\$325.00		June	
	SC Environmental Conference	1	\$250.00		\$250.00	March	\$1,400.00
	SC Operators Conference	1	\$35.00		\$35.00	October	\$1,400.00
	ABC/AWWA Conference	1	\$1,020.00		\$1,020.00	June	\$2,000.00
TOTAL				\$2,255.00	\$6,810.00		\$4,800.00

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\$13,865.00

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 sysytem 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, AWWA, 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

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
30-1916-215 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 slopemower, 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

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
30-1916-249	\$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
LABORATORY SUPPLIES					
30-1916-262	\$11,925	Insurance on 15 Vehicles/Trailers assigned to the WWTP.	\$8,162	46.1%	\$3,763
VEHICLE INSURANCE					
30-1916-264	\$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 cerification exams. Training for new maintenance technician on WWTP systems.	\$7,795	-25.4%	-\$1,980
EMPLOYEE TRAINING					
30-1916-267	\$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
PROFESSIONAL SERVICES -Lab Testing					

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

CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 2/10/15

DATE REV #1:

DATE REV #2:

DEPT. WWTP
DEPT CODE 30-1916

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

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
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

FY17/18 BUDGET PROJECTIONS FOR WWTP

Department	Association	#	Cost	Dues Total	Training/Reg Fees	Date	Travel/Meals/Hotel
	AWWA Membership	1	\$210.00	\$210.00			
	WEF Membership	2	\$65.00	\$130.00			
	WEASC Membership	13	\$35.00	\$455.00			
	Operator License Renewal	22	\$30.00	\$660.00		June	
	Certification test fees	3	\$103.00	\$309.00			
	PE License renewal	0	\$100.00			June	
	SC Environmental Conference	2	\$250.00		\$500.00	March	\$1,464.00
	SC Operators Conference	2	\$35.00		\$70.00	October	\$1,270.00
	Management Training	2	\$500.00		\$1,000.00	Open	
	Pine Island Workshop	4	\$75.00		\$300.00	June	
	WEASC Pretreatment Workshop	1	\$65.00		\$65.00	December	
	WEASC Safety Workshop	1	\$125.00		\$125.00	October	
	WEASC Lab Workshop	4	\$75.00		\$300.00	August	
	Ovivo Membrane Workshop	2	\$0.00		\$0.00	May	\$2,100.00
	Maintenance Tech Pump Training	1	\$2,000.00		\$2,000.00	Open	\$2,000.00
	Sacramento On-Line course/manual	5	\$99.00		\$495.00		
	WEF MOP 11 WWTP Oper.	1	\$210.00		\$210.00		
	Software Training (MS Access)	2	\$125.00		\$250.00		
	Software Training (MS Excel)	2	\$125.00		\$250.00		
	Software Training (Word)	2	\$125.00		\$250.00		
	CM's Christmas Luncheon	2	\$30.00				\$60.00
TOTAL				\$1,764.00	\$5,815.00		\$6,894.00

\$14,473.00

**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	<p>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>

	<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

DEPT. WWC
DEPT CODE 30-1917

DATE PREPARED:

DATE REV #1:

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

DEPT. WWC
DEPT CODE 30-1917

DATE PREPARED:
DATE REV #1:
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

DEPT. WWC
DEPT CODE 30-1917

DATE PREPARED:

DATE REV #1:

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

DEPT. WWC
DEPT CODE 30-1917

DATE PREPARED:
DATE REV #1:
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

DEPT. WWC
DEPT CODE 30-1917

DATE PREPARED:

DATE REV #1:

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

FY17/18 BUDGET PROJECTIONS FOR WWC

Name	Association	#	Cost	Dues Total	Training/Reg Fees	Date	Travel/Meals/Hotel
DEPARTMENT							
	WEASC Membership	5	\$35.00	\$175.00			
	Operator License Application	5	\$60.00	\$300.00			
	Operator License Renewal	15	\$25.00	\$375.00		June	
	AWWA Membership	4	\$210.00	\$840.00			
	Asbestos Trainig	15	\$135.00		\$2,025.00	December	
	Confined Space	15	\$125.00		\$1,875.00	April	
	Competent Person	15	\$125.00		\$1,875.00	April	
	Management Training	1	\$500.00		\$500.00		
	SC Environmental Conference	1	\$250.00		\$250.00	March	\$1,400.00
	SC Operators Conference	1	\$35.00		\$35.00	October	\$1,400.00
TOTAL				\$1,690.00	\$6,560.00		\$2,800.00

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\$11,050.00

**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

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:

DEPT. Pre-Treatment

DATE REV #1:

DEPT CODE 30-1920

DATE REV #2:

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 beltpress.	\$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 beltpress.	\$1,000	0.0%	\$0

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
30-1920-226	\$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:

DEPT. Pre-Treatment

DATE REV #1:

DEPT CODE 30-1920

DATE REV #2:

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:

DEPT. Pre-Treatment

DATE REV #1:

DEPT CODE 30-1920

DATE REV #2:

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

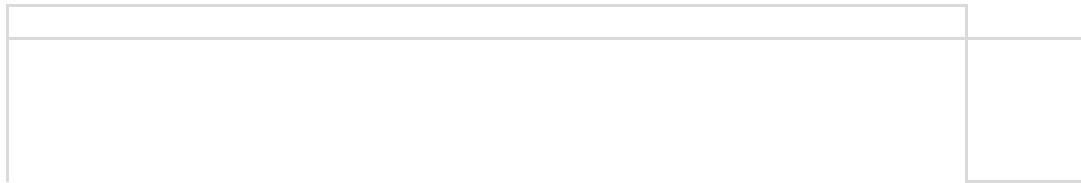
**City of Cayce
FY 17-18**

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

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

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. Two of the positions are have to be filled by someone that works in a motel/hotel in the City. The City has received a potential member application from Mr. Aaron Kot who is the General Manager of the new Marriott Courtyard in Cayce. His appointment application is attached for Council's review.

EVENTS COMMITTEE – ONE (1) POSITION

There is currently one open position on the Events Committee. The City has received a potential member application from Ms. Brenda Cole. Ms. Cole previously served on the Committee and was a great asset. Her 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: Aaron Kot
Home Address: Summit Springs Drive City, State, Zip Columbia, SC 29229
Telephone: [REDACTED] E-Mail: [REDACTED]
Resident of Cayce: Yes No Number of Years: N/A

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

Company: Courtyard Columbia Cayce Position: General Manager
Address: 1125 Fort Congaree Trail City, State, Zip Cayce, SC 29033
Telephone: 803-348-3557 E-Mail: aaron.kot@marriott.com

Work Experience: I have been employed in the hospitality industry for over ten years, primarily in Texas and with Marriott branded hotels. The Courtyard in Cayce is my fourth Courtyard

Educational Background: I have a Bachelor of Arts in Political Science from the University of Houston

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

I am a member in American Mensa

Volunteer Work: Previously, I have worked with animal rescue organizations in Texas including the Texas Marine Mammal Stranding Network and am excited to find South Carolina-based volunteer organizations

Hobbies: I love spending my free time cooking, traveling, reading, and occasionally creating home brewed wine

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



CITY OF CAYCE
COMMITTEE MEMBER REAPPOINTMENT APPLICATION

Name: Brenda Cole
Home Address: [Redacted] Lafayette Avenue City, State, Zip Cayce, SC 29033
Telephone: [Redacted] E-Mail Address: [Redacted]
Resident of Cayce: Yes No Number of Years 40+

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

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

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

Work Address

Company: Coldwell Banker Position Realtor
Address: 1711 Bervais Street
City, State, Zip Columbia SC 29201 Telephone: same
Fax: _____ E-Mail same

Work Experience: Retired From Fort Jackson - served as Executive Assistant to Commanding General
Educational Background: Attended USC

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

Master Gardener (Clemson) Woman's Club of Cayce

Volunteer Work: Woman's Club Activities, church ministries

Hobbies: Gardening, Antiques

Return to:
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Telephone: 803-550-9557 • Fax: 803-796-9072
mccorder@cityofcayce-sc.gov

Sunday School Director @ State St. Bapt. Church