



## CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

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

*CITY MANAGER*  
REBECCA VANCE

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

### **City of Cayce Special Council Meeting April 22, 2015**

A Special Council Meeting was held this afternoon at 5:00 p.m. in Council Chambers. Those present included Mayor Elise Partin, Council Members Tara Almond, Eva Corley, Tim James and James Jenkins. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood and Municipal Clerk Mendy Corder were also in attendance. Mayor Partin asked if members of the press and the public were duly notified of the meeting in accordance with the FOIA. Ms. Corder confirmed they were notified.

#### **Call to Order**

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

#### **Public Comment Regarding Items in the Agenda**

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

#### **Other**

##### **A. Discussion of Proposed FY/2015-2016 General Fund Budget**

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

Ms. Vance reminded Council that each year she presents Council with the exact budget that she receives from each department. She stated there have not been any changes made to the budget so Council can see everything that is requested. She explained that each manager was also going to discuss their department's accomplishments for the past year and what they are most proud of.

Ms. Corder presented the Administration Budget first. She stated that she feels the administration department excels at customer service. She stated each staff member makes assisting customers and residents their priority. If they are not able to assist someone they get them in touch with the staff member who can help them.

Mr. Roger Marini presented the IT Budget. He stated that all City facilities have been linked, either directly by fiber cabling or via a fiber network, to the City's

Headquarters facilities. He stated that all bandwidths were adjusted to meet the particular needs of the off-site facilities. He stated that the move to the "Cloud" of the City's Exchange (e-mail) and ERP backup functions was completed.

Mr. Marini stated that several major projects were successfully completed this year. The Kenley Substation is now a fully functioning neighborhood substation with fiber network access to headquarters. Burnette Park had a four camera security system installed and is operational with wireless video transmission to a DVR located in Kenley Substation giving network access to stored videos. Phase 4 of Riverwalk Park had new call boxes installed and existing units were repaired or replaced as necessary.

Mr. Marini explained that installation of a citywide upgrade to Office 2013 is still in progress but should be complete soon. He stated implementation of a strategic data backup methodology using a Unitrends device for onsite and offsite backup of servers and data is complete.

Chief McNair reviewed Public Safety's various budgets with Council. He stated that Public Safety staff write approximately 12,000 reports annually and issue 5,500 summons annually and make 1,500 arrests a year. Dispatch and 911 staff answer 33,000 – 34,000 calls a year. He stated that all of Public Safety staff do a great job especially considering how many people they come in contact with on a daily basis.

Mr. Thomas White reviewed the Sanitation Department's budget with Council. He stated that his staff give exceptional service to the City's residents. He explained that he gets very few complaints and often receives calls commenting on the good job staff does and their hard work. Ms. Vance stated Sanitation also has a very low turnover.

Mr. Greenwood presented the Planning and Development Department's budget to Council. He stated that he and his staff have worked to create a business friendly atmosphere. He explained that they have created a business services center where someone can meet with the Building Official, the Fire Marshal, the City Engineer and the Zoning Administrator at one time so the process is streamlined and made as easy as possible for them. He stated that every developer that has built in the City has commented on how pleasant staff is and how easy they are to work with.

Mr. Greenwood stated that all the department's forms have been updated and the business license applications have been updated to a fillable form which makes the process much easier for the applicant and there are less mathematical errors.

Mr. Leo Redmond presented the Museum's budget to Council. He stated that he was proud of the Museum's Centennial event. He explained a lot of hard work went into the event and everyone seemed to really enjoy it. He stated the 150<sup>th</sup> Anniversary of the Civil War event was very successful as well. Mr. Redmond stated that he had been with the City for a long time and felt that the current Council and City Manager and Assistant City Manager were by far the best the City had ever had.

Mr. James Denny presented the Parks Department budget to Council. He stated his department has grown from eight to twelve employees in the past year. This growth in staff members resulted from the completion of the Riverwalk Park and Timmerman Trail. He explained that the City now has over 400 acres of parks and his department

has done a wonderful job at adapting to the immense growth. He stated his staff are excited about the improvement projects in Burnette Park and Guignard Park and take a lot of pride in keeping the City's parks well maintained.

Mr. Mike Clayborn presented the Garage budget to Council. He stated that he is proud of the crew he has in his department. They are all very skilled mechanics and take the initiative to get the job done. He explained that his department does 90% of the work that is needed on the City's fleet of vehicles and machines.

Mr. Garry Huddle presented the Finance budget to Council. He stated that he had one long time employee retire this past year and his staff worked on learning the new software system this year. A new position, Staff Accountant, was created for his department and the person that was hired for this position is doing a wonderful job. She's very smart and catches on quickly. Mr. Huddle stated that the three people in his department handle over a 100 million dollars a year and make very few mistakes.

Mayor Partin thanked each manager for attending the meeting and educating Council on what they do and how well they do it. She thanked them for their expectations of excellence and for supporting their staff and each other.

Mayor Partin explained that unfortunately Council cannot always fund everything but Ms. Vance and Mr. Greenwood do a great job of conveying to Council what is most important and needed.

Ms. Vance stated she is very proud of all her staff and very pleased with the direction the City is going.

Each department's proposed budget is attached.

### **Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to proposed contractual arrangements For funding of Utility projects

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

### **Reconvene**

Council Member James made a motion to move out of Executive Session and reconvene the Regular Meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

Mayor Partin announced that no vote was taken in Executive Session other than to adjourn and resume the Regular Meeting.

**Possible Actions by Council in follow up to Executive Session**

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

**Adjourn**

Council Member James made a motion to adjourn the meeting. Council Member Almond seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 7:50 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy Corder, Municipal Clerk

DATE PREPARED: 3/07/15

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Legis

DEPT CODE 10-1101

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
10-1101-101 <b>SALARIES &amp; WAGES</b>	<b>\$79,500</b>	No increase requested	\$23,700	235.4%	\$55,800
10-1101-210 <b>PRINTING/OFFICE SUPPLIES</b>	<b>\$1,000</b>	Decrease requested because only 23% of this budget line item has been used so far in this budget year	\$1,500	-33.3%	-\$500
10-1101-211 <b>POSTAGE EXPENSE</b>	<b>\$300</b>	No increase requested	\$300	0.0%	\$0
10-1101-214 <b>DUES &amp; MEMBERSHIPS</b>	<b>\$2,882</b>	No increase requested	\$2,882	0.0%	\$0
10-1101-215 <b>TRAVEL EXPENSE</b>	<b>\$10,650</b>	No increase requested	\$10,650	0.0%	\$0
10-1101-221 <b>TELEPHONE EXPENSE</b>	<b>\$2,000</b>	No increase requested	\$2,000	0.0%	\$0
10-1101-261 <b>ADVERTISING EXPENSE</b>	<b>\$250</b>	Decrease requested because no funds have been used in this line item so far this budget year	\$500	-50.0%	-\$250
10-1101-264 <b>EMPLOYEE TRAINING EXPENSE</b>	<b>\$6,530</b>	All of Council have graduated from the Elected Officials Institute. This also covers training for NLC, US Conference of Mayors and One South Carolina.	\$6,080	7.4%	\$450

<b>EMPLOYEE APPRECIATION/AWARDS</b>	10-1101-266	<b>\$5,200</b>	Increase requested to cover increase in cost of food for picnics	\$5,000	4.0%	\$200
<b>CITY ELECTION EXPENSE</b>	10-1101-274	<b>\$0</b>	There is not a City Election during this time period	\$2,000	-100.0%	-\$2,000
<b>CITY HOSTED EVENTS/SPECIAL MTGS</b>	10-1101-276	<b>\$1,500</b>	No increase requested	\$1,500	0.0%	\$0
<b>OTHER OPERATING EXPENSE</b>	10-1101-279	<b>\$1,000</b>	Decrease requested because only 1% used so far in this line item	\$1,500	-33.3%	-\$500
<b>SCRS EXPENSE</b>	10-1101-805	<b>\$9,038</b>	Increase based on City Treasurer's numbers	\$1,682	437.3%	\$7,356
<b>SCRS PRE-RET DEATH BENEFIT</b>	10-1101-810	<b>\$157</b>	Decrease based on City Treasurer's numbers	\$33	375.0%	\$124
<b>FICA EXPENSE</b>	10-1101-814	<b>\$6,082</b>	Increase based on City Treasurer's numbers	\$1,813	235.5%	\$4,269
<b>WORKERS COMP INS EXPENSE</b>	10-1101-821	<b>\$600</b>	Decrease based on City Treasurer's numbers	\$677	-11.4%	-\$77
<b>TOTAL</b>		<b>\$126,688</b>		<b>\$61,817</b>	104.9%	<b>\$64,871</b>

**FY15/16 BUDGET PROJECTIONS FOR LEGIS**

<b>Name</b>	<b>Association</b>	<b>Dues</b>	<b>Training/Reg Fees</b>	<b>Date</b>	<b>Travel/Meals/Hotel</b>
Mayor	MASC	Comm Relations			
	Annual Mtg		\$380.00	July	\$1,050.00
	Legislative Day		\$90.00	February	In town
	SC Coalition of Mayors	\$400.00			
	W. Metro Chamber	\$390.00			
	US Conference of Mayors	\$1,992.00	\$700.00	June 19 - 22 San Fran	\$2,500.00
	One South Carolina		\$600.00		
	Other (mileage)				\$400.00
<b>TOTAL</b>		<b>\$2,782.00</b>	<b>\$1,770.00</b>		<b>\$3,950.00</b>
Council Member	MASC	Leg			
District 1	Annual Mtg		\$380.00	July	\$1,050.00
Tara Almond	Legislative Day		\$90.00	February	In town
<b>TOTAL</b>			<b>\$470.00</b>		<b>\$1,050.00</b>
Council Member	MASC	Leg			
District 2	Annual Mtg		\$380.00	July	\$1,050.00
Skip Jenkins	Legis Day		\$90.00	February	In town
	NLC Congress of Cities		\$500.00	Nashville, TN	\$2,500.00
	NBC-LEO (NLC)	\$50.00			
<b>TOTAL</b>		<b>\$50.00</b>	<b>\$970.00</b>		<b>\$3,550.00</b>
Council Member	MASC				
District 3	Annual Mtg		\$380.00	July	\$1,050.00
Eva Corley	Legis Day		\$90.00	February	In town
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$470.00</b>		<b>\$1,050.00</b>
Council Member	MASC				
District 4	Annual Mtg		\$380.00	July	\$1,050.00
Tim James	Legis day		\$90.00	February	In town
<b>TOTAL</b>			<b>\$470.00</b>		<b>\$1,050.00</b>

<b>TOTAL</b>		<b>\$2,882.00</b>	<b>\$6,530.00</b>		<b>\$10,650.00</b>
<b>LEGIS TOTAL</b>	<b>\$20,062</b>				

DATE PREPARED: 3/07/15

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. ADMIN  
DEPT CODE 10-1110

DATE REV #1:

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Change
<b>SALARIES &amp; WAGES</b> 10-1110-101	<b>\$432,109</b>	The Administrative Coordinator will get up to a 5% increase at the end of her 6 months. The Municipal Clerk is scheduled to get a 5% increase when she graduates from MCTI in the summer of 2015	<b>\$416,473</b>	3.8%	\$15,636
<b>PRINTING/OFFICE SUPPLIES</b> 10-1110-210	<b>\$5,500</b>	No increase requested	<b>\$5,500</b>	0.0%	\$0
<b>POSTAGE EXPENSE</b> 10-1110-211	<b>\$1,000</b>	No increase requested	<b>\$1,000</b>	0.0%	\$0
<b>PUBLICATIONS</b> 10-1110-213	<b>\$100</b>	Decrease in amount is because at this point in the budget we have not used any of the current budgeted amount	<b>\$200</b>	-50.0%	-\$100
<b>DUES &amp; MEMBERSHIPS</b> 10-1110-214	<b>\$3,812</b>	Slight increase due to Safety Manager having additional memberships. This goes to required training to maintain certifications.	<b>\$3,587</b>	6.3%	\$225
<b>TRAVEL EXPENSE</b> 10-1110-215	<b>\$11,243</b>	Increase requested for CM and Asst CM to travel to Seattle, WA for annual ICMA meeting and the Safety Manager's courses in Atlanta, Ga.	<b>\$6,460</b>	74.0%	\$4,783
<b>AUTO OPERATING EXPENSE</b> 10-1110-217	<b>\$13,100</b>	Includes cost of City Manager's car and mileage (\$7,100). Increase is due to 3 cars that are now budgeted in Admin (\$2,000 each)	<b>\$10,600</b>	23.6%	\$2,500
<b>TELEPHONE EXPENSE</b> 10-1110-221	<b>\$12,000</b>	No increase requested	<b>\$12,000</b>	0.0%	\$0
<b>SERVICE CONTRACTS</b> 10-1110-226	<b>\$1,200</b>	Increase due to increase in expenses	<b>\$500</b>	140.0%	\$700
<b>SAFETY BUDGET</b> 10-1110-238	<b>\$2,200</b>	Increase due to cost of safety supplies for daily on site inspections (PPE's)	<b>\$2,000</b>	10.0%	\$200
<b>PROFESSIONAL SERVICES - HR</b> 10-1110-260	<b>\$3,300</b>	No increase requested	<b>\$3,300</b>	0.0%	\$0

10-1110-261	\$5,000	No increase requested	\$5,000	0.0%	\$0
<b>ADVERTISING EXPENSE</b>					
10-1110-262	\$2,000	Admin is now paying insurance on 3 Admin cars	\$1,500	33.3%	\$500
<b>VEHICLE INSURANCE EXPENSE</b>					
10-1110-264	\$6,154	Increase requested for Safety Manager to receive additional training.	\$4,125	49.2%	\$2,029
<b>EMPLOYEE TRAINING</b>					
10-1110-279	\$1,750	No increase requested	\$1,750	0.0%	\$0
<b>OTHER OPERATING EXPENSE</b>					
10-1110-805	\$47,143	Increase to cover increase in salaries	\$45,839	2.8%	\$1,304
<b>SCRS EXPENSE</b>					
10-1110-810	\$648	Increase to cover increase in salaries	\$640	1.3%	\$8
<b>SCRS DEATH BENEFIT EXPENSE</b>					
10-1110-814	\$33,056	Increase to cover increase in salaries	\$32,620	1.3%	\$436
<b>FICA EXPENSE</b>					
10-1110-820	\$4,500	Increase based on City Treasurer's numbers	\$2,400	87.5%	\$2,100
<b>GENERAL INSURANCE EXPENSE</b>					
10-1110-821	\$8,097	Increase due to slight increase in cost and the addition of the Safety Manager	\$6,761	19.8%	\$1,336
<b>WORKERS COMP INS EXPENSE</b>					
10-1110-822	\$49,602	Increase based on City Treasurer's numbers	\$47,643	4.1%	\$1,959
<b>MEDICAL INSURANCE EXPENSE</b>					
10-1110-828	\$3,000	No increase requested	\$2,000	50.0%	\$1,000
<b>HEALTH REIMBURSEMENT ACCOUNT EXPENSE</b>					
<b>TOTAL</b>	<b>\$646,514</b>		<b>\$611,898</b>	<b>5.7%</b>	<b>\$34,616</b>

**FY15/16 BUDGET PROJECTIONS FOR ADMIN**

<b>Name</b>	<b>Association</b>	<b>Dues</b>	<b>Training/Reg Fees</b>	<b>Date</b>	<b>Travel/Meals/Hotel</b>
City Manager	MASC	Leg			
	Annual Mtg		\$175.00	July	\$1,000.00
	Legislative Day		\$90.00	February	In town
	SCCCMA	\$80.00	\$150.00	Summer/Winter	\$800.00
	AICP/SCAPA	\$580.00	\$180.00	Local Training	\$600.00
	ICMA	\$872.00	\$635.00	Sept. 27-30 Seattle, WA	\$1,800.00
<b>TOTAL</b>		<b>\$1,532.00</b>	<b>\$1,230.00</b>		<b>\$4,200.00</b>
Assistant City Mgr	MASC	Leg			
	Annual Mtg		\$175.00	July	\$1,000.00
	Legislative Day		\$90.00	February	In town
	SCCCMA	\$80.00	\$150.00	Summer/Winter	\$800.00
	ICMA	\$680.00	\$635.00	Sept. 27-30 Seattle, WA	\$1,800.00
	APA/AICP	\$475.00			
	SCAPA		\$170.00	Fall 2015	\$600.00
	ISA	\$160.00			
	BLOA	\$30.00	\$65.00	April. 2015	
	Trees SC	\$80.00	\$210.00	Spring & Fall	
<b>TOTAL</b>		<b>\$1,505.00</b>	<b>\$1,495.00</b>		<b>\$4,200.00</b>
Municipal Clerk	MASC	Leg			
	MFOCTA	\$35.00	\$300.00	Spring(\$150) and Annual (\$150)	\$650.00
	MCTI		\$300.00	Spring and Fall	In-town
<b>TOTAL</b>		<b>\$35.00</b>	<b>\$600.00</b>		<b>\$650.00</b>
HR Manager	MASC				
	MHRA	\$50.00	\$75.00	Spring	In town
	SCAPA	\$50.00	\$0.00	Fall	\$0.00
	CPC	Increase due t	\$325.00		\$750.00
<b>TOTAL</b>		<b>\$100.00</b>	<b>\$400.00</b>		<b>\$750.00</b>
Admin Coor	Prof Training	\$0.00	\$300.00		In town
<b>TOTAL</b>			<b>\$300.00</b>		

Risk Manager	SCPRIMA	\$35.00			
	ASSE	\$200.00			In town
	LLR	\$30.00			In town
	CSHM	\$325.00			
	Train the Trainer Course 501		\$875.00	Atlanta, GA	\$828.24
	Train the Trainer Course 511		\$875.00		
	Books		\$39.00		
	Parking Course 501		\$75.00		
	Parking Course 511		\$75.00		
<b>TOTAL</b>		<b>\$590.00</b>	<b>\$1,939.00</b>		<b>\$1,442.83</b>
<b>TOTAL</b>		<b>\$3,762.00</b>	<b>\$5,964.00</b>	<b>\$0.00</b>	<b>\$11,242.83</b>
<b>ADMIN TOTAL</b>	<b>\$20,969</b>				

Increase based on City Treasurer's numbers

DATE PREPARED: 02/24/2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Recorder's Court

DATE REV #1:

DEPT CODE 10-1121

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change	
<b>SALARIES &amp; WAGES</b>	<b>10-1121-101</b>	<b>\$107,469</b>	Increase to convert the part-time Assistant Clerk of Court to a full-time position and to include the proposed 3% COLA and 5% salary increases for the judge and Clerk of Court. In addition, this includes \$4,000 towards Associate Judge, who handles conflicts and recusals when the chief Judge cannot preside over any particular matter.	\$89,195	20.5%	\$18,274
<b>OVERTIME EXPENSE</b>	<b>10-1121-102</b>	<b>\$2,951</b>	OVERTIME EXPENSE - Time beyond normal work hours are expected based on the setting of multiple jury trials throughout the day and evening at which in court assistance from the Clerk's Office is beneficial. We are requesting the same amount as last year as we were well within budget in this category last year.	\$2,951.00	0.0%	\$0
<b>JUROR FEES COMPENSATION</b>	<b>10-1121-104</b>	<b>\$3,000</b>	JUROR FEES COMPENSATION - Current rate for juror compensation is \$5.00 per trial. We are requesting the same amount as last year as we were well within budget in this category last year. The past year was unusual in that we had a lower amount of jury trials because a large percentage of cases settled just short of trial.	\$3,000	0.0%	\$0
<b>PRINTING/OFFICE SUPPLIES</b>	<b>10-1121-210</b>	<b>\$4,000</b>	PRINTING AND OFFICE SUPPLIES - This budget item is expected to increase along with the switch from a part-time to full-time Assistant Clerk of Court. Work output should increase and therefore printing and office supplies needed to support and capture the said work output would likewise increase.	\$4,000	0.0%	\$0
<b>POSTAGE</b>	<b>10-1121-211</b>	<b>\$6,500</b>	Mailings are required for the dissemination of correspondence to attorneys, defendants, and the jury pool. We are requesting an increase from last year in case of postage rate increases and to accommodate an expected volume increase in mailings.	\$5,980	8.7%	\$520
<b>DUES &amp; MEMBERSHIPS</b>	<b>10-1121-214</b>	<b>\$225</b>	MEMBERSHIPS & DUES – Request to maintain membership in: The Municipal Court Administration Association – \$65.00 for Judge, \$5.00 per each additional member) South Carolina Summary Court Judge's Association – \$150.00 (\$50.00 x3 per member)	\$225	0.0%	\$0
<b>TRAVEL EXPENSE</b>	<b>10-1121-215</b>	<b>\$3,500</b>	Each year there is mandatory continuing legal education training required for Court staff. Travel is needed for the SC Municipal Court Administration annual meeting, SC Summary Court Judges Association annual training, and two (2) Criminal Domestic Violence update courses. We are requesting a slight increase to enable the Judge and both full time employees to attend the annual SC Summary Court Judges Association Meeting. Expenditures were lower this year due to the timeframe when the Assistant Clerk of Court position was vacant and also because the Judge did not attend the annual conference this year due to illness.	\$2,489	40.6%	\$1,011

DATE PREPARED: 02/24/2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Recorder's Court

DATE REV #1:

DEPT CODE 10-1121

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change												
<b>PHONE EXPENSE</b>	<b>10-1121-221</b> <b>\$2,500</b>	Telephone /Fax Line- This is the currently the amount that it requires for the court to main two telephone landlines and one fax line. One telephone is located in the court room and the other along with the fax line is located in the Clerk of Courts office.	\$0	100%	\$2,500												
<b>EMPLOYEE TRAINING</b>	<b>10-1121-264</b> <b>\$1,550</b>	Each year there is mandatory continuing legal education training required for Municipal Court staff. Training expenses are needed for registration to the SC Municipal Court Adminsitration annual meeting, SC Summary Court Judges Association annual training, and two (2) Criminal Domestic Violence update courses. We were well within budget in this category last year.	\$1,550	0.0%	\$0												
<b>SPECIAL CONTRACT- MAGISTRATE</b>	<b>10-1121-271</b> <b>\$10,000</b>	We sometimes utilize the services of the county Magistrate, to cover matters involving conflict of schedules, matters requiring recusal, and expediting the issuance of warrants. We are requesting the same amount from last year and would like to ensure that it conforms with the current contract in place.	\$10,000	0.0%	\$0												
<b>SPECIAL DEPT. SUPPLIES</b>	<b>10-1121-272</b> <b>\$3,000</b>	Special Department Supplies - This category supports our ongoing updates of law publications, juror lists, storage materials and costs to provide food and beverages to jurors who fulfill their civic service during meal times. Our storage needs have increased as well as the number of jury trials that we conduct throughout the year. This budget item is expected to increase along with the switch from a part-time to full-time Assistant Clerk of Court. Work output should increase and therefore printing and office supplies needed to support and capture the said work output would likewise increase.	\$2,500	20.0%	\$500												
<b>MACHINES &amp; EQUIPMENT</b>	<b>10-1121-385</b> <b>\$23,214</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1</td> <td style="width: 65%;">Court Room Update</td> <td style="width: 30%; text-align: right;">15000</td> </tr> <tr> <td>2</td> <td>Jury Room Update</td> <td style="text-align: right;">6814</td> </tr> <tr> <td>3</td> <td>Jurry Room AV Equipment</td> <td style="text-align: right;">1400</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right; border-top: 1px solid black;">23214</td> </tr> </table>	1	Court Room Update	15000	2	Jury Room Update	6814	3	Jurry Room AV Equipment	1400	<b>TOTAL</b>		23214	\$0.00		
1	Court Room Update	15000															
2	Jury Room Update	6814															
3	Jurry Room AV Equipment	1400															
<b>TOTAL</b>		23214															
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>	<b>10-1121-805</b> <b>\$11,610</b>	Includes contributions for proposed full-time Assistant Clerk of Court Position.	\$9,938	16.8%	\$1,672												

DATE PREPARED: 02/24/2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Recorder's Court

DATE REV #1:

DEPT CODE 10-1121

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change
<b>10-1121-810</b> SC STATE PRE-RETIREMENT DEATH BENEFIT	<b>\$160</b>	Includes contributions for proposed full-time Assistant Clerk of Court Position.	\$139	14.8%	\$21
<b>10-1121-814</b> SOCIAL SECURITY/ FICA	<b>\$8,141</b>	Includes contributions for proposed full-time Assistant Clerk of Court Position.	\$7,072	15.1%	\$1,069
<b>10-1121-820</b> GENERAL INSURANCE EXPENSE (PROPERTY & TORT)	<b>\$1,750</b>	Includes contributions for proposed full-time Assistant Clerk of Court Position. We are close to reaching the budgeted amount in this category and we are therefore requesting an increase in this category to sufficiently cover the projected costs associated with converting the part-time Assistant Clerk of Court position to a full-time position.	\$1,750	0.0%	\$0
<b>10-1121-821</b> WORKERS COMP INSURANCE EXPENSE	<b>\$1,044</b>	Includes full-time employees, proposed new position, and Associate Judge. Per Finance Dept., this also includes 20% municipality discount.	\$634	64.7%	\$410
<b>10-1121-822</b> MEDICAL INSURANCE EXPENSE	<b>\$15,326</b>	Includes contributions for proposed full-time Assistant Clerk of Court Position but does not include contributions for Judge who no longer receives health insurance benefits from the City.	\$7,940	93.0%	\$7,386
<b>10-1121-828</b> HEALTH REIMBURSEMENT ACCOUNT EXPENSE	<b>\$1,000</b>		\$1,000	0.0%	\$0
<b>TOTAL</b>	<b>\$206,940</b>		<b>\$150,363</b>	<b>37.6%</b>	<b>\$56,577</b>

**FY 15/16 BUDGET PROJECTIONS FOR RECORDER'S COURT**

<b>Name</b>	<b>Association</b>	<b>Dues</b>	<b>Training/Reg Fees</b>	<b>Date</b>	<b>Travel/Meals/Hotel</b>
<b>JUDGE</b>					
	Mun. Court Admin Assoc.	\$65.00	\$75.00	Spring Meeting	
			\$180.00	Annual Meeting	\$628.72
	SC Summary Court Judge Assoc.	\$50.00	\$185.00		\$673.84
<b>CLERK OF COURT</b>					
	Mun. Court Admin Assoc.	\$5.00	\$75.00	Spring Meeting	
			\$180.00	Annual Meeting	\$628.72
	SC Summary Court Judge Assoc.	\$50.00			\$300.00
	CDV Updates - 2 courses		\$200.00		\$170.00
	Certification for Victim Notifiers		\$100.00		
<b>ASST. CLERK OF COURT</b>					
	Mun. Court Admin Assoc.	\$5.00	\$75.00	Spring Meeting	
			\$180.00	Annual Meeting	\$628.72
	SC Summary Court Judge Assoc.	\$50.00			\$300.00
	CDV Updates - 2 courses		\$200.00		\$170.00
	Certification for Victim Notifiers		\$100.00		
<b>TOTAL</b>		<b>\$225.00</b>	<b>\$1,550.00</b>		<b>\$3,500.00</b>

**IT TOTAL**

**\$5,275.00**

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

<b>Department</b>	10-1214-385	Cayce Municipal Court / Recorder's Court
<b>Issue</b>	Request to update the Courtroom	
<b>Justification</b>	Currently, the courtroom is in need of updating in order to increase capacity and efficiency. Folding chairs to secure to the ground, new Judge's bench, new carpet and accessories. We received a high end quote from McWaters (\$36,573,03) but believe that more economical solutions exist.	
<b>Estimated Impact on FY 15-16 Budget</b>	\$15,000.00	

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

<b>Department</b>	10-1214-385 Cayce Municipal Court / Recorder's Court
<b>Issue</b>	Request to convert the part-time, Hourly, Non-Exempt, Grade 107, Assistant Clerk of Court position to a full-time position.
<b>Justification</b>	<p>Due to increased work volume and goals regarding case disposition rates, the Court has need to convert the part-time Assistant Clerk of Court position to a full-time position. This new position will help the Court to attain goals set within the Court which will in turn have a direct impact on the disposition of cases and the meeting of expectations placed upon the Court.</p> <p>The Assistant Clerk of Court is expected to continue to assist with the caseload of the Clerk of Court by acting as the pre-trial/jury trial coordinator as well as by providing coverage when the Clerk of Court is out of the office. The Assistant Clerk of Court is also expected to complete additional tasks assigned by the Judge.</p>
<b>Estimated Impact on FY 15-16 Budget</b>	<p>\$46,057.39</p> <p>The Estimated Impact on FY 15-16 Budget is \$46,057.39 based on base salary of \$32,093.15 (including the proposed 3% COLA) as well as the following expenses: (1) SC State Retirement Contributions, (2) SC State Retirement Death Benefit, (3) FICA, (4) Workers Compensation Insurance (1/3 of the total \$1044.00 for the entire department), and (5) Medical Insurance Expense.</p> <p>This amount estimated to impact the FY 15-16 Budget does not include the training, technology updates, and other expenses reported on those respective budget justification sheets.</p>

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

<b>Department</b>	10-1214-385 Cayce Municipal Court / Recorder's Court
<b>Issue</b>	Request to update, repair the Jury Room
<b>Justification</b>	<p>Currently, the jury room is in need of attention by way of replacement of ceiling tiles with water rings, paint refreshing, and updating of the conference room table and chairs. We received the following estimate for table and chairs from McWaters.</p> <p>Paint - \$500  Ceiling Tiles - \$250  Conference Room Table - \$4,228.13  Chairs - \$1836.00</p>
<b>Estimated Impact on FY 15-16 Budget</b>	\$6,814.13

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

<b>Department</b>	10-1214-385 Cayce Municipal Court / Recorder's Court
<b>Issue</b>	Request for DVD Player, Television, Wall Mount for Jury Room
<b>Justification</b>	<p>Currently, when the audio visual equipment in the jury room is inoperable, jurors are required to re-enter the court room to review evidence during deliberations. When possible, jurors should have the ability to review evidence in private for the purposes of deliberations.</p> <p>DVD Player - \$150.00 Television - \$1,000.00 Wall Mount - \$250.00</p>
<b>Estimated Impact on FY 15-16 Budget</b>	\$1,400.00

DATE PREPARED: 3/07/15

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

Legal

DATE REV #1:

DEPT CODE

1140

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
10-1140-210 PRINTING/OFFICE SUPPLIES	\$75	No increase requested	\$75	0.0%	\$0
10-1140-211 POSTAGE EXPENSE	\$500	No increase requested	\$500	0.0%	\$0
10-1140-265 PROF SERVICE - ATTORNEY FEES	\$65,000	Increase requested because this line item is at 156% with almost 4 months left in this budget year	\$55,000	18.2%	\$10,000
10-1140-266 PROF SERVICES - PROSECUTOR FEES	\$22,000	No increase requested	\$22,000	0.0%	\$0
10-1140-386 CITY CODE CODIFICATION	\$1,575	No increase requested	\$1,575	0.0%	\$0
<b>TOTAL</b>	<b>\$89,150</b>		<b>\$79,150</b>	<b>12.6%</b>	<b>\$10,000</b>

DATE PREPARED: 3/16/15  
 DATE REV #1: 3/31/2015  
 DATE REV #2: 4/20/2015

**CITY OF CAYCE  
 BUDGET JUSTIFICATION**

DEPT. IT  
 DEPT CODE 10-1150

Account Line Item	FY 15-16 Request	Justification	FY 14-15 Appropriation	Percent Change	Dollar Amount Change
10-1150-101	\$126,915	New Position added - Network Technician	\$85,373	48.7%	\$41,542
<b>SALARIES &amp; WAGES</b>					
10-1150-210	\$1,000	Normal maintenance supplies of toner, ink, power strips, etc...	\$1,000	0.0%	\$0
<b>PRINTING/OFFICE SUPPLIES</b>					
10-1150-211	\$140		\$140	0.0%	\$0
<b>POSTAGE</b>					
10-1150-212	\$100		\$100	0.0%	\$0
<b>PUBLICATIONS</b>					
10-1150-214	\$300	Membership dues for MTASC, Microsoft, and dot.gov (incl new person)	\$185	62.2%	\$115
<b>DUES &amp; MEMBERSHIPS</b>					
10-1150-215	\$1,100	Travel expenses for 2 IT personnel to attend training, MTASC meetings, and other local conferences	\$1,100	0.0%	\$0
<b>TRAVEL EXPENSE</b>					
10-1150-221	\$2,122	1 ShorTel Phones (\$968) and 2 Cell Phone (\$1154)	\$1,494	42.0%	\$628
<b>TELEPHONE EXPENSE</b>					
10-1150-226	\$4,000	2 year Dell Maintenance extension on 2 PowerEdge R815 servers and 1 year on our PowerEdge R905 server (\$2500) and Maintenance Contract on City Laser printers from ProSystems (\$1500)	\$2,320	72.4%	\$1,680
<b>SERVICE CONTRACTS</b>					
10-1150-227	\$1,000	Used for miscellaneous small repairs to computers and workstations incl. tools, fixtures, etc.	\$1,000	0.0%	\$0
<b>EQUIPMENT REPAIR EXPENSE</b>					
10-1150-255	\$55,480	For software and license related to computers and servers. Annual costs: ShoreTel Phones (\$5678), MaaS360 (\$1170), O365 Licenses (\$6840), MS Server Software (\$7452). One time charges: Shoretel System Upgrade (\$700), Microsoft True-Up (\$2540), and Firehouse Software (\$30,730)	\$21,150	162.3%	\$34,330
<b>SOFTWARE/LICENSES EXPENSE</b>					

DATE PREPARED: 3/16/15  
 DATE REV #1: 3/31/2015  
 DATE REV #2: 4/20/2015

**CITY OF CAYCE  
 BUDGET JUSTIFICATION**

DEPT. IT  
 DEPT CODE 10-1150

Account Line Item	FY 15-16 Request	Justification	FY 14-15 Appropriation	Percent Change	Dollar Amount Change
10-1150-264 EMPLOYEE TRAINING	\$4,900	For staff to attend the MTASC Spring and Fall Conferences and for (2) IT positions to attend Microsoft Server 2012 Training.	\$4,450	10.1%	\$450
10-1150-266 PROF SERVICES- TECH ASSIST	\$3,750	This is for Charlie Butler and others who provides technical assistance and server support to both Public Safety and City Hall's servers. (Computed as 30 hrs @ \$125/hr)	\$6,250	-40.0%	-\$2,500
10-1150-267 PROF SERVICES- WEB SITE EXP.	\$3,500	The City of Cayce pays monthly for its website. The current rate is 35.95/month x 12 months= \$431.40 + Annual maintenance charges from 18th Street Design (\$200/mo x 12 mo = \$2400) + potential additional website page development (\$669)	\$2,831	23.6%	\$669
10-1150-279 OTHER OPERATING EXPENSES	\$500	Additional funds for work related expenses not planned for.	\$500	0.0%	\$0
10-1150-385 CAPITAL EQUIPMENT EXPENSE	\$65,811	For new servers and other critical network equipment to replace equipment that is out of warranty including 2 Servers (\$7056 ea.), one NAS unit (\$12,293), a new workstation for Roger (\$1628), 3 laptops and one PC for Public Safety (\$3800), PC for new Finance person (\$850), SurfacePro 3's for Tara and Planning Director (\$2533), expansion of our phone system (\$2916), the second half payment for our Unitrends Backup System (\$19,680), and PC's, etc. to support Firehouse System (\$8000)	\$28,835	128.2%	\$36,976
10-1150-805 SC STATE RETIREMENT CONTRIBUTIONS	\$13,846		\$9,178	50.9%	\$4,668
10-1150-810 SC STATE PRE-RETIREMENT DEATH BENEFIT	\$190		\$128	48.7%	\$62

DATE PREPARED: 3/16/15  
 DATE REV #1: 3/31/2015  
 DATE REV #2: 4/20/2015

**CITY OF CAYCE  
 BUDGET JUSTIFICATION**

DEPT. IT  
 DEPT CODE 10-1150

Account Line Item	FY 15-16 Request	Justification	FY 14-15 Appropriation	Percent Change	Dollar Amount Change
10-1150-814	\$9,709		\$6,531	48.7%	\$3,178
SOCIAL SECURITY/ FICA					
10-1150-820	\$2,000		\$1,000	100.0%	\$1,000
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)					
10-1150-821	\$2,031		\$1,366	48.7%	\$665
WORKERS COMP INSURANCE EXPENSE					
10-1150-822	\$14,596		\$7,189	103.0%	\$7,407
MEDICAL INSURANCE EXPENSE					
10-1150-828	\$1,000		\$1,000	0.0%	\$0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
<b>TOTAL</b>	<b>\$313,991</b>		<b>\$183,120</b>	<b>71.5%</b>	<b>\$130,871</b>

**FY15-16 BUDGET PROJECTIONS FOR IT**

<b>Name</b>	<b>Association</b>	<b>Dues</b>	<b>Training/Reg Fees</b>	<b>Date</b>	<b>Travel/Meals/Hotel</b>
<b>IT Director</b>					
	MTASC	\$30.00	\$75.00	Spring 2015	\$25.00
	MTASC		\$150.00	Fall 2014	\$500.00
	Microsoft Training		\$2,225.00		
	Misc.Tech Shows, Seminars, etc.				\$50.00
	Cityofcayce-sc.gov Renewal	\$125.00			
<b>Public Safety IT Personnel</b>					
	MTASC	\$30.00	\$75.00	Spring 2015	\$25.00
	MTASC		\$150.00	Fall 2014	\$500.00
	Microsoft Training		\$2,225.00		
<b>TOTAL</b>		<b>\$185.00</b>	<b>\$4,900.00</b>		<b>\$1,100.00</b>

**IT TOTAL**

**\$6,185.00**

DEPARTMENT: Info Tech (IT)

DEPT CODE: 10-1150

**CITY OF CAYCE  
BUDGET JUSTIFICATION  
GENERAL FUND FY 2015-16**

Account Line Item	Department	FY15-16 Request	Justification
<b>10-1150-385</b> <b>CAPITAL EXPENDITURES</b>	<b>IT</b>	<b>\$50,629.00</b>	2 new servers, 1 SAN, new Workstation for Roger, Phone systems expansion and second payment on Unitrends
	<b>Finance</b>	<b>\$850.00</b>	PC for new person
	<b>P &amp; D</b>	<b>\$1,267.00</b>	Surface Pro 3 for new Director
	<b>Legislative</b>	<b>\$0.00</b>	
	<b>Sanitation</b>	<b>\$0.00</b>	
	<b>Parks</b>	<b>\$0.00</b>	
	<b>Administration</b>	<b>\$1,267.00</b>	Surface Pro 3 for Tara

**CITY OF CAYCE  
BUDGET JUSTIFICATION  
GENERAL FUND FY 2015-16**

DEPARTMENT: Info Tech (IT)

DEPT CODE: 10-1150

Account Line Item	Department	FY15-16 Request	Justification
<b>10-1150-385</b> <b>CAPITAL EXPENDITURES</b>	<b>Municipal Court</b>  <b>Animal Services</b>  <b>PS- Administration</b>  <b>Detectives</b>  <b>PS- Traffic</b>  <b>PS- Fire Dept.</b>	<b>\$0.00</b>  <b>\$0.00</b>  <b>\$0.00</b>  <b>\$1,966.00</b>  <b>\$0.00</b>  <b>\$9,833.00</b>	    2 Laptops for Investigations        Laptop for Carabetta (training), PC for Bullard and Firehouse System hardware
<b>TOTAL CAPITAL COST</b>		<b>\$65,812.00</b>	

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

<b>Department</b>	Public Safety - Fire								
<b>Issue</b>	<b>Laptop for Data Gathering and Analytics</b>								
<b>Justification</b>	<p>This request is for Three (3) Laptops, one (1) for the Fire Marshal, (1) for the Deputy Fire Marshal and (1) for the first out Fire Apparatus, for the use in conducting pre-plans of buildings, maps of the city and or county, Hydrant Mapping, Hazmat response, Fire Marshal Inspections, and various other emergency and non-emergency responses. These devices are important to the Fire Marshal's Office and the Fire Service because of the large amounts of data that can be stored and accessed during minor and major incidents.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Two (2) Ruggedized Laptop \$1800.00 Fire Marshal and Deputy Fire Marshal</td> <td style="text-align: right; vertical-align: bottom;"><b>\$ 3,600.00</b></td> </tr> <tr> <td>One (1) Tough Book Laptop \$4000.00</td> <td style="text-align: right; vertical-align: bottom;"><b>\$ 4,000.00</b></td> </tr> <tr> <td>Two (2) Mobile Printers (Fire &amp; Deputy Fire Marshal)</td> <td style="text-align: right; vertical-align: bottom;"><b>\$ 400.00</b></td> </tr> <tr> <td style="text-align: right;"><b>Estimated Cost:</b></td> <td style="text-align: right;"><b>\$ 8,000.00</b></td> </tr> </table>	Two (2) Ruggedized Laptop \$1800.00 Fire Marshal and Deputy Fire Marshal	<b>\$ 3,600.00</b>	One (1) Tough Book Laptop \$4000.00	<b>\$ 4,000.00</b>	Two (2) Mobile Printers (Fire & Deputy Fire Marshal)	<b>\$ 400.00</b>	<b>Estimated Cost:</b>	<b>\$ 8,000.00</b>
Two (2) Ruggedized Laptop \$1800.00 Fire Marshal and Deputy Fire Marshal	<b>\$ 3,600.00</b>								
One (1) Tough Book Laptop \$4000.00	<b>\$ 4,000.00</b>								
Two (2) Mobile Printers (Fire & Deputy Fire Marshal)	<b>\$ 400.00</b>								
<b>Estimated Cost:</b>	<b>\$ 8,000.00</b>								
<b>Estimated Impact on FY 15/16 Budget</b>	<b>Total: \$8,000.00</b>								

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

<b>Department</b>	Public Safety - Fire																								
<b>Issue</b>	<b>Firehouse Software</b>																								
<b>Justification</b>	<p>This request is to update and upgrade the Cayce Department of Public Safety's Fire Division reporting software. The department is using software that is not meeting the standards of information gathering or analytics. The department was ranked 303<sup>rd</sup> out of approximately 470 to 500 departments within the state for data quality for 2014. A large part of the errors are due to the current software and its inability to provide correct information to the National Fire Incident Reporting System (NFIRS).</p> <p>The Firehouse software would provide the ability for better information gathering to include Fire Marshal reports, Fire incident reports, equipment accountability, fire hose records, and fire equipment records. The powerful Firehouse Software package uses an integrated database and graphical user interface so data is entered one time, even when used in different areas of the system. Firehouse Software is intuitive and easy to use without computer training. All Firehouse Software modules are seamlessly integrated for one complete solution, and the flexible, modular design means it can be used at fire departments and EMS agencies, regardless of size.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">FH WEB – Bundle</td> <td style="text-align: right;">\$10,800.00</td> </tr> <tr> <td>FH Web Additional Licenses (4)</td> <td style="text-align: right;">\$6,460.00</td> </tr> <tr> <td>FH Web – Complete System Support</td> <td style="text-align: right;">\$1,875.00*</td> </tr> <tr> <td>FH Web Additional User Support (4)</td> <td style="text-align: right;">\$1,080.00*</td> </tr> <tr> <td>FH Mobile Inspections (3)</td> <td style="text-align: right;">\$2,790.00</td> </tr> <tr> <td>FH Mobile Inspection Support (3)</td> <td style="text-align: right;">\$510.00*</td> </tr> <tr> <td>FH Sketch Preplan Drawing Module</td> <td style="text-align: right;">\$1,445.00</td> </tr> <tr> <td>FH Sketch Support</td> <td style="text-align: right;">\$450.00*</td> </tr> <tr> <td>2015 International Fire Codes (When Available)</td> <td style="text-align: right;">\$1,000.00</td> </tr> <tr> <td>FH Enterprise Generic CAD interface</td> <td style="text-align: right;">\$3,345.00</td> </tr> <tr> <td>FH CAD Support</td> <td style="text-align: right;">\$975.00*</td> </tr> <tr> <td style="text-align: right;"><b>Estimated Total:</b></td> <td style="text-align: right;"><b>\$30,730.00</b></td> </tr> </table> <p style="text-align: center;">*Annual support cost</p>	FH WEB – Bundle	\$10,800.00	FH Web Additional Licenses (4)	\$6,460.00	FH Web – Complete System Support	\$1,875.00*	FH Web Additional User Support (4)	\$1,080.00*	FH Mobile Inspections (3)	\$2,790.00	FH Mobile Inspection Support (3)	\$510.00*	FH Sketch Preplan Drawing Module	\$1,445.00	FH Sketch Support	\$450.00*	2015 International Fire Codes (When Available)	\$1,000.00	FH Enterprise Generic CAD interface	\$3,345.00	FH CAD Support	\$975.00*	<b>Estimated Total:</b>	<b>\$30,730.00</b>
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<b>Estimated Impact on FY 15/16 Budget</b>	<b>Total: \$30,730.00</b>																								

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

<b>Department</b>	IT
<b>Issue</b>	New Position – Network Technician
<b>Justification</b>	<p>Since the expansion of our network to include the Compound and Sub-Station 2 in 2013 and Kenley substation in 2014, the IT department is responsible for servicing almost 100 users in 12 different buildings/locations. In addition, IT responsibilities in the Public Safety area have increased to include radios (car and portable), park and trails security, car dash cams and soon to be body cams as well. We are making minimal use of Charlie Butler, our consultant for high level system design, as Jamie and I have taken on more of that work. In the past, responsibility had been logically divided between Jamie handling most all of Public Safety and my handling the rest. With the addition of new facilities and the complexity of the new and expected systems to be added, the clear division of labor has become impossible. In addition, I believe that it is good management practice that we both know at least a little about all of what is going on as far as IT in the City is concerned. But, the load is getting to be too much for just two of us to handle. As Department Director, I regularly put in 50 hour weeks and I know that Jamie works more than that. The sheer volume of work leaves me little time to do the strategic planning, records keeping and other administrative tasks. Thankfully, we have Kara to do much of the website update and keep the phone list and website calendar up to date. The City is also using Jay for the rest of the website update but all those updates still need to come through me for approval. In the case of a system wide crisis (as we've seen several times in the past), two people cannot adequately cover the situation. And, if one of us is off on vacation, sick leave, jury duty, etc., the entire support task falls to one person alone. This proposed new position would alleviate Jamie and me from some of the more routine tasks in the IT department and assist us in the support of the Cayce user community. In addition, this new person would release Kara from the phone list update and website update and management so that she could perform other duties for the Administration department.</p> <p>I'm looking for someone who might be fresh out of either College or technical school (or with a few years of experience) who could be trained and assigned to PC and network troubleshooting duties and data collection and analysis tasks. This person would need to be trainable in the various disciplines of IT both on-the-job and in formal training situations. Obviously, a personality that would complement his ongoing contact with our user community is required.</p>
<b>Estimated Impact on FY 15-16 Budget</b>	<p>\$41541.95 (Salary) Grade 112  + \$7477.55 (RET, RDB, FICA, Medicare = 18.35%)  \$49019.50</p>

# IT Department Proposed Budget for FY 2015-2016

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## Overview

The goal again for 2015-16 is to increase network security, reliability and access for our user community. To achieve this goal, we will continue to upgrade our onsite critical hardware and software systems, continue to utilize cloud resources where advantageous (email and backup), firm up our Disaster Recovery capability and incorporate a Mobile Device Policy which will allow secure use of personal phones for City business.

## Background Assumptions

- All City facilities are linked either directly by fiber cabling or via a fiber network.
- The move to the Cloud of our Exchange (e-mail) and Office functions is completed.
- Major projects (Phase 4, Burnette Park, 911, etc.) have been completed
- Citywide upgrade to Office 2013 has been completed

## IT goals for FY 2015-2016

1. We propose a change in our philosophy for the purchase and installation of new PC's (desktops and laptops). Because the reliability of our Dell computers almost always exceeds their 3 year warranty we are currently replacing computers on a 4 year schedule. We propose an increase from our current 4 year to a 5 year replacement schedule. With that change, we will be able to upgrade servers and other critical network equipment every 5<sup>th</sup> year, when PC replacement is minimal. (2015-16 is one of those years.) With this new plan, we expect hardware costs to be more consistent, year to year, than in the past.
2. We propose the status of the service agreements on our critical network equipment be kept current. Due to the more complex nature of server equipment and systems we feel that extending the warranties from the normal 3 years to 5 years is warranted. Adding an additional 2 years onto the initial 3 year warranty also neatly fits into our 5 year replacement schedule.
3. Since some of our critical network equipment is now too old to be covered under a maintenance agreement, we propose the purchase of two new servers and a rack mounted disk array (NAS).
4. We propose that the City adopt the mobile device security plan written by the IT department. This will involve the purchase of software (MaaS360) for configuration management and control of our mobile devices as well as the installation of anti-virus/malware software on each device. Besides increased configuration management, this software provides the capability that if a mobile device is lost or stolen it can be selectively wiped clean of City information.
5. We propose the addition of one network technician to the IT department.
6. We propose upgrading of our ShoreTel Phone software to the latest version.

7. We propose the purchase of a Fire House Management System for Public Safety. This product would substantially increase our efficiency and statistical management of inspections, incident reports, etc.
8. We propose to complete the configuration and installation of the Unitrends Backup Service Device.
9. We propose continuing the relationships and/or maintenance agreements with the following:
  - o Website hosting with Intermedia.net
  - o Maintenance agreement with 18<sup>th</sup> Street Design for upkeep of the City's website.
  - o Mobile phone sets and network with Verizon.
  - o Internet access via Time Warner Cable fiber business systems.
  - o A software Enterprise Agreement with Microsoft for our server Operating systems.
  - o A maintenance agreement with ProSystems for our laser printers.
  - o A continuing relationship with Charlie Butler and others for network consulting at a 40% reduced level from 2014-15.
  - o A continuing relationship with LiftOff.com specifically for Office 365 purchase and consulting.
  - o A maintenance agreement with Shoretel for our centralized VOIP phone equipment.
10. We propose that training be provided as necessary for key individuals within the City to support the implementation and maintenance of specific systems.

City of Cayce  
FY15-16

Capital Equipment/New Initiatives or Services/Personnel

<b>Department</b>	IT
<b>Issue</b>	New Hardware
<b>Justification</b>	<p>The following equipment will be purchased due either to increase in personnel or operational changes:</p> <p><b>Public Safety - Investigations</b> Laptops (2) - \$1966</p>
<b>Estimated Impact on FY 15-16 Budget</b>	<b>\$1966</b>

City of Cayce  
FY15-16

Capital Equipment/New Initiatives or Services/Personnel

<b>Department</b>	IT
<b>Issue</b>	Replacement Hardware
<b>Justification</b>	<p>The following equipment will be purchased to replace existing equipment scheduled to be taken out of service this year due to warranty expiration and/or reliability problems:</p> <p><b>IT</b> Workstation - \$1,628 Servers (2) - \$14,111 Disk Array - \$12,293</p> <p><b>Public Safety - Fire</b> PC - \$850 Laptop - \$983</p>
<b>Estimated Impact on FY 15-16 Budget</b>	<b>\$29,865</b>

DATE PREPARED: 3/07/15

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT.

Comm Re

DEPT CODE

10-1170

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Change
10-1170-201 CMCOG DUES	\$9,396	No increase requested	\$9,396	0.0%	\$0
10-1170-202 MASC DUES	\$5,500	No increase requested	\$5,500	0.0%	\$0
10-1170-203 LCMA DUES	\$500	No increase requested	\$500	0.0%	\$0
10-1170-204 CHRISTMAS DECORS & CITY DROP-IN	\$4,400	No increase requested	\$4,400	0.0%	\$0
10-1170-206 CONSULTANT FOR PUBLIC RELATIONS	\$17,400	No increase requested	\$17,400	0.0%	\$0
10-1170-207 RIVER ALLIANCE DUES	\$10,000	No increase requested	\$10,000	0.0%	\$0
10-1170-208 EMP/FAMILY CHRISTMAS PARTY	\$2,800	No increase requested	\$2,800	0.0%	\$0

<b>10-1170-209</b>	<b>\$25,080</b>	Slight increase due to required contribution increase	\$22,800	10.0%	\$2,280
<b>CMRTA CONTRIBUTION</b>					
<b>10-1170-212</b>	<b>\$12,450</b>	Transitions - (Requested \$10,000 \$5,000 given last year), BC Foundation Table - \$300, Airport Found - \$300, W. Metro Annual Dinner - \$350, Mayor's Prayer B'fst - \$300, Girls & Boys State - \$1,200, BC High Found Membership - \$250	\$7,450	67.1%	\$5,000
<b>COMMUNITY PROGRAMS</b>					
<b>10-1170-272</b>	<b>\$14,000</b>	This line item includes newsletter cost, postage for newsletter and the City calendars for residents	\$14,000	0.0%	\$0
<b>CITY NEWSLETTER EXPENSE</b>					
<b>TOTAL</b>	<b>\$101,526</b>		<b>\$94,246</b>	<b>7.7%</b>	<b>\$7,280</b>

DATE PREPARED: 3/06/15

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Finance

DEPT CODE 10-1181

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change	
<b>SALARIES &amp; WAGES</b>	<b>10-1181-101</b>	<b>\$206,280</b>	Includes Cash In amounts and Bonuses. Need to hire new bookkeeper and want to promote Gwen to Bookkeeper II.	\$167,842	22.9%	\$38,438
<b>PRINTING/OFFICE SUPPLIES</b>	<b>10-1181-210</b>	<b>\$5,000</b>	Add \$500.00 to budget to cover new supplies (calculator, etc) for new employee.	\$4,500	11.1%	\$500
<b>POSTAGE</b>	<b>10-1181-211</b>	<b>\$760</b>	No change	\$760	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>	<b>10-1181-214</b>	<b>\$530</b>	CMA, IMA, CPA, and GFOA dues and memberships for staff personnel. Sarah is now a CFE and her dues will be \$125.00 a year.	\$370	43.2%	\$160
<b>AUTO OPERATING EXPENSE</b>	<b>10-1181-217</b>	<b>\$0</b>		\$1,500	0.0%	-\$1,500
<b>TELEPHONE EXPENSE</b>	<b>10-1181-221</b>	<b>\$3,900</b>	Per Roger, the new phone expense for Finance will be \$2,904.39 this year. Adding a new phone for new employee will be \$968.13.	\$2,600	50.0%	\$1,300
<b>SERVICE CONTRACTS</b>	<b>10-1181-226</b>	<b>\$11,980</b>	Contracts associated with MailFinance (\$1,500); Pro Systems Maintenance (\$80); Edmunds Computer Maintenance (\$9,000); GASB actuarial services (1,400)	\$10,580	13.2%	\$1,400
<b>ADVERTISING EXP</b>	<b>10-1181-261</b>	<b>\$500</b>	For new employee	\$500	0.0%	\$0
<b>VEHICLE INSURANCE EXP</b>	<b>10-1181-262</b>	<b>\$0</b>		\$500	-100.0%	-\$500
<b>EMPLOYEE TRAINING EXPENSE</b>	<b>10-1181-264</b>	<b>\$900</b>	Training for GFOA (\$900)	\$900	0.0%	\$0
<b>PROFESSIONAL SERVICES AUDIT</b>	<b>10-1181-265</b>	<b>\$25,500</b>	Audit Rate \$20,500. I will need to utilize our audit firm to help with new software programs. Help set up with GASB 34 and other requirements (\$5,000.00).	\$23,000	10.9%	\$2,500

DATE PREPARED: 3/06/15

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Finance

DEPT CODE 10-1181

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change
<b>MACHINES &amp; EQUIPMENT</b>					
10-1181-385	<b>\$1,000</b>	Desk, chair, partisions for work space for new employee = \$1,000.00.	\$0	1000.0%	\$1,000
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>					
10-1181-805	<b>\$22,263</b>	Salaries x .1091	\$18,114	22.9%	\$4,149
<b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>					
10-1181-810	<b>\$306</b>	Salaries x .0015	\$253	20.9%	\$53
<b>SOCIAL SECURITY/ FICA</b>					
10-1181-814	<b>\$15,780</b>	Salaries x .0765	\$12,890	22.4%	\$2,890
<b>GENERAL INSURANCE EXPENSE</b>					
10-1181-820	<b>\$2,000</b>	Departmental share of two semi-annual premium payments.	\$1,500	33.3%	\$500
<b>WORKERS COMP INSURANCE EXPENSE</b>					
10-1181-821	<b>\$2,581</b>	Departmental share of four quarterly premium payments. Not expecting any claims.	\$2,321	11.2%	\$260
<b>MEDICAL INSURANCE EXPENSE</b>					
10-1181-822	<b>\$34,941</b>	Includes 10% projected increase and one new employee	\$23,822	46.7%	\$11,119
<b>HEALTH REIMBURSEMENT ACCOUNT EXPENSE</b>					
10-1181-828	<b>\$2,000</b>	Expecting two employees to use.	\$2,000	0.0%	\$0
<b>TOTAL</b>	<b>\$336,221</b>		<b>\$273,952</b>	<b>22.7%</b>	<b>\$62,269</b>

**FY13/14 BUDGET PROJECTIONS FOR FINANCE DEPARTMENT**

<b>Name</b>	<b>Association</b>	<b>Dues</b>	<b>Training/Reg Fees</b>	<b>Date</b>	<b>Travel/Meals/Hotel</b>
<b>Garry Huddle</b>					
	CMA/IMA	300			
	GFOA	35	0		
	<b>Total</b>	335	0		\$0.00
<b>Gwen Brunson</b>	Excel		200		
	GFOA	35	300		
	<b>Total</b>	35	300		\$0.00
<b>Sarah Johnson</b>	CFE/GFOA	160			
	GFOA		600		
	<b>Total</b>	160	600		\$0.00
<b>TOTAL</b>		<b>530</b>	<b>900</b>	<b>\$0.00</b>	<b>\$0.00</b>

**FINANCE DEPT. TOTAL**

**\$1,430.00**

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

<b>Department</b>	Finance						
<b>Issue</b>	Bookkeeper II – Promotion Grade 110						
<b>Justification</b>	<p>Requesting a promotion for Gwen Brunson. Over the past several years Gwen's workload has dramatically increased. We continue to evaluate work flow and make changes to better able to handle the amount of work that comes through her office. Gwen's workload has increased when dealing with vendors and the various departments, mainly A/R's and Department 1909 (Billing). I am depending on her more &amp; more to resolve problems, working with customers concerning payments, working with Dept 1909 on numerous issues, especially dealing with the new Edmunds software system.</p> <p>Gwen has demonstrated a desire to learn the new functions and is doing well in her increased duties. The difficulty level has also increased. Receipting of utility payments through debit and credit cards at the front counter has increased; increased online payments, and lockbox payments being made through BB&amp;T makes reconciliations a much more difficult process. Gwen also takes care of special invoicing issues and all NSF checks, both GF and OM. Gwen also reconciles all statements from vendors. Gwen is also the backup to myself, the Staff Accountant, and can be the Accounts Payable person, though there isn't any time.</p> <p>With the new Edmunds Software, some things are better, but the system is not an easy one to work and for several processes, it takes more steps and a longer time to work. Gwen is not afraid to try working out these issues with Edmunds on her own and needs very little supervision.</p> <p>Gwen has been in her current position for over 3 years and is doing excellent work.</p> <p>If approved, the new pay would be a 5% increase that will be well within the limit of the pay grade.</p> <p>I believe this increase is warranted as the City of Cayce continues to grow and the workload steadily increases.</p>						
<b>Estimated Impact on FY 15-16 Budget</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Salary Increase:</td> <td style="text-align: right;">\$ 3,602.00</td> </tr> <tr> <td>Benefits:</td> <td style="text-align: right;"><u>697.00</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>\$ 4,299.00</u></td> </tr> </table>	Salary Increase:	\$ 3,602.00	Benefits:	<u>697.00</u>	Total	<u>\$ 4,299.00</u>
Salary Increase:	\$ 3,602.00						
Benefits:	<u>697.00</u>						
Total	<u>\$ 4,299.00</u>						

DATE PREPARED: 3/6/15

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Tax Collection

DATE REV #1:

DEPT CODE 10-1183

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change
10-1183-210 PRINTING/OFFICE SUPPLIES	\$50	Same as last year. No change.	\$50	0.0%	\$0
10-1183-211 POSTAGE EXPENSE	\$60	Same as last year. No change.	\$60	0.0%	\$0
10-1183-265 PROFESSIONAL SERVICES TAX CONTRACT	\$20,650	Agreement with Lexington County. Actual amount spent last year was \$20,424. Goes up about \$200 each year for the last 4 years.	\$20,450	1.0%	\$200
<b>TOTAL</b>	<b>\$20,760</b>		<b>\$20,560</b>	<b>1.0%</b>	<b>\$200</b>

DATE PREPARED: 3/07/15

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Public Bldgs

DATE REV #1:

DEPT CODE 10-1190

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Change
<b>10-1190-101</b> <b>SALARIES &amp; WAGES</b>	<b>\$30,660</b>	No increase requested	\$30,660	0.0%	\$0
<b>10-1190-102</b> <b>OVERTIME</b>	<b>\$700</b>	Robert works overtime for Christmas in Cayce events and the Congaree Bluegrass Festival.	\$700	0.0%	\$0
<b>10-1190-220</b> <b>ELECTRIC &amp; GAS EXPENSE</b>	<b>\$32,000</b>	No increase requested	\$32,000	0.0%	\$0
<b>10-1190-217</b> <b>AUTO OPERATING EXPENSE</b>	<b>\$2,000</b>		\$1,500	0.0%	\$500
<b>10-1190-221</b> <b>TELEPHONE EXPENSE</b>	<b>\$7,000</b>	No increase requested	\$7,000	0.0%	\$0
<b>10-1190-226</b> <b>SERVICE CONTRACTS</b>	<b>\$1,000</b>	No increase requested	\$1,000	0.0%	\$0
<b>10-1190-227</b> <b>EQUIP REPAIR EXP</b>	<b>\$2,500</b>	No increase requested	\$2,500	0.0%	\$0
<b>10-1190-228</b> <b>BUILDING REPAIR EXPENSE</b>	<b>\$3,240</b>	Increase requested for audio visual for Council Chambers	\$2,000	62.0%	\$1,240
<b>10-1190-233</b> <b>PAINT SUPPLIES</b>	<b>\$400</b>	No increase requested	\$400	0.0%	\$0

10-1190-236	\$500	No increase requested	\$500	0.0%	\$0
<b>ELECTRIC/LIGHT SUPPLIES</b>					
10-1190-241	\$300	No increase requested	\$300	0.0%	\$0
<b>UNIFORM EXPENSE</b>					
10-1190-244	\$2,750	No increase requested	\$2,750	0.0%	\$0
<b>JANITORIAL SUPPLIES</b>					
10-1190-262	\$500	No increase requested	\$500	0.0%	\$0
<b>VEHICLE INSURANCE EXPENSE</b>					
10-1190-272	\$5,325	No increase requested	\$5,325	0.0%	\$0
<b>COPY MACHINE CONTRACT EXP</b>					
10-1190-279	\$500	No increase requested	\$500	0.0%	\$0
<b>OTHER OPERATING EXPENSE</b>					
10-1190-385	\$1,238	Audio Visual for Council Chambers	\$0		\$1,238
<b>MACHINES &amp; EQUIPMENT</b>					
10-1190-805	\$3,418	Increase request based on City Treasurer's numbers.	\$3,345	2.2%	\$73
<b>SCRS EXPENSE</b>					
10-1190-810	\$47	No increase rerquested	\$47	0.0%	\$0
<b>SCRS PRE-RET DEATH BENEFIT</b>					
10-1190-814	\$2,399	Increase based on City Treasurer's numbers.	\$2,381	0.8%	\$18
<b>FICA EXPENSE</b>					
10-1190-820	\$1,300	Increase request based on City Treasurer's numbers.	\$1,000	30.0%	\$300

**GENERAL INSURANCE  
EXPENSE**

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10-1190-821	<b>\$2,100</b>	Increase based on City Treasurer's numbers.	\$2,011	4.4%	\$89
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**WORKERS COMP INS  
EXPENSE**

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10-1190-822	<b>\$8,000</b>	Increase request based on City Treasurer's numbers.	\$7,941	0.7%	\$59
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**MEDICAL INSURANCE  
EXPENSE**

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<b>TOTAL</b>	<b>\$107,877</b>		<b>\$104,360</b>	<b>3.4%</b>	<b>\$3,517</b>
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**City of Cayce**  
**FY 15-16**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Public Buildings
<b>Issue</b>	Audio Visual for Council Chambers
<b>Justification</b>	<p>Council Chambers currently has a pull down screen and staff uses a projector and tripod to display presentations, Council Meeting agenda packets, etc. Staff would like to purchase a large screen TV, wall mount and wireless display adapter to better display meeting materials. The audience will be able to see the TV better and someone will not be required to sit in the front of the room working the projector.</p>
<b>Estimated Impact on FY 15-16 Budget</b>	\$1,238.67 including est. cost of freight

DATE PREPARED: 2-2-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS-ADMIN

DEPT CODE 10-1210

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>SALARIES &amp; WAGES</b>					
10-1210-101	\$234,092	Totals salaries for 4 employees: McNair, Fulwood, Rabo, Nelson	\$236,787	-1.1%	-\$2,695
<b>PRINTING/OFFICE SUPPLIES</b>					
10-1210-210	\$9,000	NCIC computer supplies, copy supplies, paper, toner, film, microfilm, ribbons, all office machine supplies, fax supplies, printing and forms, stationary, envelopes, ink cartridges, etc. Chief McNair would like to send Christmas cards our from Public Safety. Est. cost \$200	\$10,200	-11.8%	(\$1,200)
<b>POSTAGE EXPENSE</b>					
10-1210-211	\$3,000	Mailing correspondence, jury trials, correspondence for non payment of parking tickets or uniform traffic citations. Postage increased 2 %	\$2,600	15.4%	\$400
<b>DUES &amp; MEMBERSHIPS</b>					
10-1210-214	\$585	Dues for staff for Lex. Co. Law Enforcement Officers Assoc.; SC Law Enforcement Officers Assoc.; SC Police Chiefs Assoc.; SC Fire Chiefs Assoc.; and ICPA	\$655	-10.7%	(\$70)
<b>TRAVEL EXPENSE</b>					
10-1210-215	\$2,000	For various Chief and Major to attend conferences around the state (SCLEOA, Fire Chiefs Conf., Police Chiefs Conf.).	\$2,000	0.0%	\$0
<b>AUTO OPERATING EXPENSE</b>					
10-1210-217	\$5,750	Gas, oil, tires, repairs. Avg \$478 per month (\$3,349); 1.5 set tires and oil changes every 3,000 miles; Two new vehicles will be in this line item this year. Cost should be fuel and oil changes. 1200 gal. fuel x 2.25= \$2,700. Oil changes \$30x6=\$180. Total \$5750	\$4,500	27.8%	\$1,250
<b>ELECTRIC &amp; GAS</b>					
10-1210-220	\$45,000	Standard rates (average \$3,402 per month) through Dec. 2014	\$45,000	0.0%	\$0
<b>TELEPHONE EXPENSE</b>					
10-1210-221	\$51,400	Standard rates for Budget FY 14/15 \$ 51,400 which also includes monthly rate for verizon phones and dedicated phone line for the paging system and two dedicated phone lines for 911. Fires cannot be paged if there is an incoming or outgoing fax. We are moving pager expense to this line item. We did away with pager and now use phone text for fire calls for all employees. Avg. expense through Jan.. 2015 \$4,009.14 x 12 = \$48,109.68	\$51,400	0.0%	\$0

DATE PREPARED: 2-2-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS-ADMIN

DEPT CODE 10-1210

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>SERVICE CONTRACTS</b>	<b>10-1210-226</b>	<b>\$19,150</b>			
		Service contracts for Communication Specialists, IACP NET 1,225. Estimated repair fees a month for Nicholson Software updates & maint. 297 x 12 = \$3,564. Federal 1033 program \$1,000. Allwast Fees \$106.56,Per month. Service agreement with Blanchard to service the generator at Public Safety \$320. Att Bill \$174.11 Projected 15/16 \$9,150.The deductible for our Liability insurance \$10,000	\$7,500	155.3%	\$11,650
<b>BUILDING REPAIRS</b>	<b>10-1210-228</b>	<b>\$75,578</b>			
		Building repairs including plumbing, electrical, painting, rollup doors, etc. The building is aging, as it was built in 1984 (\$10,000). The Public Safety Complex is over 30 years old and is in need of the following items: cement in front of fire bays needs repairing and the front parking lot needs repaving (\$65,720).	\$0	#DIV/0!	\$75,578
<b>UNIFORM EXPENSE</b>	<b>10-1210-241</b>	<b>\$1,200</b>			
		Due to the requirement to dress professionally, but still perform traditional public safety functions (i.e. fire suppression, crime scene, and other duties), which routinely destroy clothing. For Chief McNair and Major Fulwood.	\$1,200	0.0%	\$0
<b>JANITORIAL SUPPLIES</b>	<b>10-1210-244</b>	<b>\$600</b>			
		Products needed to clean Firehouse and PS Complex. Dishwashing det. \$3.83/month, dish liquid \$1.99/month, laundry det. \$6.98/month, floor cleaner \$2.49/month, Ajax \$.99/month, window cleaner \$2.59/month, other assorted cleaners \$14.79/month. Floor wax & stripper \$46, mop heads \$35/year. \$97.50/month x 12 = \$1,170	\$600	0.0%	\$0
<b>MEDICAL/PHYSICAL EXPENSE</b>	<b>10-1210-249</b>	<b>\$9,775</b>			
		New hire physicals (required by SCCJA), EEG, X-rays, Hepatitis shots (OSHA required), TB shots (OSHA required), fire physicals (required by NFPA), bloodborne pathogens, etc. (Budget FY 14/15 \$9,000), expenditures through Jan. \$4,889. Avg \$814.83 x 12 = \$9,777.96. Public Safety physicals \$175 each, TB test \$10, new hire physicals \$70, post accident drug test \$30.	\$9,400	4.0%	\$375
<b>ADVERTISING EXPENSE</b>	<b>10-1210-261</b>	<b>\$1,000</b>			
		Advertising for new employees. Cost through Dec. 2014 is \$0	\$1,000	0.0%	\$0

DATE PREPARED: 2-2-2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-ADMIN

DATE REV #1:

DEPT CODE 10-1210

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>10-1210-262</b> VEHICLE INSURANCE EXPENSE	<b>\$1,000</b>	Two (2) vehicles cost \$500 x 2 = 1,000	\$1,000	0.0%	\$0
<b>10-1210-264</b> EMPLOYEE TRAINING EXPENSE	<b>\$600</b>	Training registration for Chief McNair and Major Fulwood to attend the SC Law Enforcement Officers and SC Police Chiefs conferences. Additional \$220 included for misc. training that comes up during the year.	\$600	0.0%	\$0
<b>10-1210-271</b> COMMUNITY/EMPLOYEE RELATIONS EXPENSE	<b>\$1,800</b>	T-Shirts, awards, teen programs in the summer, neighborhood watch groups and other community relations expenses. To provide bonus money and plaques for employees of the quarter and employee of the year. \$1200.	\$600	200.0%	\$1,200
<b>10-1210-272</b> SPECIAL CONTRACTS EXPENSE	<b>\$5,125</b>	Copier lease and maintenance agreement (\$427/month). Avg \$425/month through Jan. 2015. \$428 x 12 = \$5,136	\$5,125	0.0%	\$0
<b>10-1210-277</b> EXPLORERS EXPENSE	<b>\$500</b>	Travel to scale competition, assist with uniforms, misc. supplies, etc. Charter expense	\$500	0.0%	\$0
<b>10-1210-805</b> SC STATE RETIREMENT CONTRIBUTIONS	<b>\$9,426</b>		\$9,674	-2.6%	(\$248)
<b>10-1210-810</b> SC STATE PRE-RETIREMENT DEATH BENEFIT	<b>\$130</b>		\$135	-3.7%	(\$5)
<b>10-1210-811</b> SC PORS EXPENSE	<b>\$19,576</b>		\$19,091	2.5%	\$485
<b>10-1210-812</b> SC PORS PRE-RETIREMENT BENEFIT EXPENSE	<b>\$293</b>		\$293	0.0%	\$0
<b>10-1210-813</b>	<b>\$293</b>		\$293	0.0%	\$0

DATE PREPARED: 2-2-2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-ADMIN

DATE REV #1:

DEPT CODE 10-1210

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>SC PORS ACCIDENTAL DEATH BENEFIT EXPENSE</b>					
10-1210-814	<b>\$18,200</b>		\$18,200	0.0%	\$0
<b>SOCIAL SECURITY / FICA</b>					
10-1210-820	<b>\$4,384</b>	Number of vehicles and tort rates numbers came from Cty Treasure	\$4,000	9.6%	\$384
<b>EXPENSE (PROPERTY &amp; TORT)</b>					
10-1210-821	<b>\$9,563</b>	Cost from City Treasure	\$9,005	6.2%	\$558
<b>WORKERS COMP INSURANCE EXPENSE</b>					
10-1210-822	<b>\$31,762</b>		\$31,762	0.0%	\$0
<b>MEDICAL INSURANCE EXPENSE</b>					
10-1210-825	<b>\$2,000</b>		\$0		\$2,000
<b>UNEMPLOYMENT COMP EXPENSE</b>					
10-1210-828	<b>\$3,000</b>		\$1,000		\$2,000
<b>HEALTH REIMBURSEMENT ACCOUNT EXPENSE</b>					
<b>TOTAL</b>	<b>\$565,782</b>		<b>\$474,120</b>	19.3%	<b>\$91,662</b>

## FY15/16 BUDGET PROJECTIONS FOR PS-ADMIN

Name	Association	Dues	Training/Reg Fees	Date	Travel/Meals/Hotel
<b>Director (Chief)</b>					
	SC Police Chiefs Assoc.	\$75.00	\$100.00		\$520.00
	SC Law Enforcement Officers	\$35.00	\$90.00		\$480.00
	Misc.		\$110.00		
	LCLEOA	\$20.00			
	SC Fire Chiefs Assoc.	\$50.00			
	ICPA	\$150.00			
<b>Assistant Director (Major)</b>					
	SC Police Chiefs Assoc.	\$75.00	\$100.00		\$520.00
	SC Law Enforcement Officers	\$35.00	\$90.00		\$480.00
	Mics.		\$110.00		
	LCLEOA	\$20.00			
	SC Fire Chiefs Assoc.	\$50.00			
	ICPA				
<b>Admin. Coordinator I</b>					
	LCLEOA	\$20.00			
	SC Law Enforcement Officers	\$35.00			
<b>Admin. Asst / Records Clerk</b>					
	LCLEOA	\$20.00			
<b>TOTAL</b>		<b>\$585.00</b>	<b>\$600.00</b>		<b>\$2,000.00</b>

**PS-ADMIN TOTAL**

**\$3,185.00**

DATE PREPARED: 2-01-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS-Detective

DEPT CODE 10-1211

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>10-1211-101</b>	<b>373,911</b>	Totals salaries for 8 employees	\$363,963	2.7%	\$9,948
<b>SALARIES &amp; WAGES</b>					
<b>10-1211-102</b>	<b>\$16,240</b>	For investigators during major operations: i.e. vice, narcotics, burglary spree, or serious crimes that require immediate follow-up or continuous, prolonged casework. Per HR office, investigators receive (4) hours of pay each day of on-call duty.	\$16,240	0.0%	\$0
<b>OVERTIME EXPENSE</b>					
<b>10-1211-214</b>	<b>\$650</b>	Dues for staff for Lex. Co. Law Enforcement Officers Assoc.; SC Law Enforcement Officers Assoc.; SC Police Chiefs Assoc.; SC Fire Chiefs Assoc.; and ICPA	\$650	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>					
<b>10-1211-215</b>	<b>\$1,000</b>	Gas, lodging, meal re-imburement during travel for dept. business & training. Advanced training is crucial for investigators due to nature of duties. Advanced training often requires travel. Additional amount (\$370) for possible prisoner extraditions	\$1,000	0.0%	\$0
<b>TRAVEL EXPENSE</b>					
<b>10-1211-217</b>	<b>\$38,000</b>	Gas, maintenance, and repair expenses for 11 unmarked vehicles, 1 prisoner transport van, and 1 armored SWAT vehicle. Repair costs expected to be lower due to reduced avg. age of vehicles, many are under warranty. Expend through Jan.. 2015 \$14,665. Avg. \$2,095.06/mo x 12 = \$25,140.72.	\$38,000	0.0%	\$0
<b>AUTO OPERATING EXPENSE</b>					
<b>10-1211-226</b>	<b>\$7,348</b>	Annual contract costs for LeadsOnline, MyFax, and 800mhz radio system access. LeadsOnline is an investigative tool for recovering stolen property and indentifying suspects. MyFax used to distribute important safety or crime information to businesses within the city. Radio access fee \$14.95/mo per radio x 16 radios (8 handheld, 8 in-vehicle) = \$2,870.40.	\$7,348	0.0%	\$0
<b>SERVICE CONTRACTS</b>					
<b>10-1211-227</b>	<b>\$300</b>	Repairs to special equipment already in use, to include surveillance equipment, video cameras, digital audio recorders, and other various things used by investigators.	\$200	50.0%	\$100
<b>EQUIPMENT REPAIR EXPENSE</b>					

DATE PREPARED: 2-01-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Detective

DEPT CODE 10-1211

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>10-1211-237</b> <b>RADIO SUPPLIES EXPENSE</b>	<b>\$350</b>	Repairs to radios issued to investigators. Normal wear and tear, along with age, results in batteries and belt clips needing periodic replacement.	\$350	0.0%	\$0
<b>10-1211-241</b> <b>UNIFORM EXPENSE</b>	<b>\$4,800</b>	Clothing allowance for eight (8) investigators. Reimburses \$600 per investigator for purchase of job-specific attire for plain-clothes duty and court appearances (\$300 twice a year per person)	\$4,800	0.0%	\$0
<b>10-1211-262</b> <b>VEHICLE INSURANCE EXPENSE</b>	<b>\$7,500</b>	(15) vehicles @ \$500/year	\$7,500	0.0%	\$0
<b>10-1211-264</b> <b>EMPLOYEE TRAINING EXPENSE</b>	<b>\$2,000</b>	Our responsibilities and duties necessitate advanced training. The SC Criminal Justice Academy has reduced the number of advanced training courses over the past few years. In order to obtain training, it is necessary to attend other sources of training, for which there is usually a registration fee. The avg. cost of advanced courses is \$500/detective. Several personnel have instructor cert's that require recertification every 2-3 years.	\$2,000	0.0%	\$0
<b>10-1211-271</b> <b>SPECIAL DEPARTMENTAL SUPPLIES</b>	<b>\$3,000</b>	Cameras, video equipment, batteries, tapes, film, ink cartridges, laboratory supplies, crime scene processing equipment, narcotic test kits, evidence collection material and other related equipment or supplies. Expend thru Dec. 2013 \$766.47, .	\$3,000	0.0%	\$0

DATE PREPARED: 2-01-2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Detective

DATE REV #1:

DEPT CODE 10-1211

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>CAPITAL EQUIPMENT EXPENSE</b>	<b>10-1211-385 \$113,979</b>	4 additional TASER's 7433 for each investigator;; covert audio surveillance systems; 4 Level B Suits and 2 SCBA Systems, and 2 new vehicles due to mileage and aging. (See attachment for further details)	\$0		\$113,979
		1. Purchase (4) Level B Suits, and (2) SCBA Systems	\$11,000		
		2. Replace Vehicle 313 with new vehicle and equipment	\$28,664		
		3. Replace Vehicle 308 with new vehicle and equipment	\$26,769		
		4. Replace lab counter tops and sink	\$3,319		
		5. New Video System IP Cellular	\$8,795		
		6. 4 New Taser X-26P	\$7,433		
		7. Covert Audio Surveillance System	\$2,500		
		8. Direct Link Video Throw Phone System	\$25,499		
		<b>Total</b>	<b>\$113,979</b>		
<b>SC PORS EXPENSE</b>	<b>10-1211-811 \$51,131</b>	Salaries $(\$387,888.88) \times .13340 = \$51,131$	\$49,092	4.2%	\$2,039
<b>SC PORS PRE-RETIREMENT BENEFIT EXPENSE</b>	<b>10-1211-812 \$767</b>	Salaries $(\$387,888) \times .002 = \$767$	\$755	1.6%	\$12
<b>SC PORS ACCIDENTAL DEATH BENEFIT EXPENSE</b>	<b>10-1211-813 \$767</b>	Salaries $(\$387,888) \times .002 = \$767$	\$755	1.6%	\$12
<b>SOCIAL SECURITY / FICA</b>	<b>10-1211-814 \$29,673</b>	For all 8 employees: (Salaries) $\$387,888 \times .0765 = \$29673$	\$29,219	1.6%	\$454

DATE PREPARED: 2-01-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Detective

DEPT CODE 10-1211

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
10-1211-820 GENERAL INSURANCE EXPENSE (PROPERTY & TORT)	\$8,607	Eight (8) personnel = \$8,607 cost from City Treasure	\$8,000	7.6%	\$607
10-1211-821 WORKERS COMP INSURANCE EXPENSE	\$20,378		\$20,561	-0.9%	-\$183
10-1211-822 MEDICAL INSURANCE EXPENSE	\$58,384	per Human Resources. \$608.17per employee per month	\$63,524	-8.1%	(\$5,140)
10-1211-825 UNEMPLOYMENT COMP EXPENSE	\$2,000		\$2,000		\$0
10-1211-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$4,000		\$4,000		\$0
<b>TOTAL</b>	<b>\$744,785</b>		<b>\$622,957</b>	<b>19.6%</b>	<b>\$121,828</b>

## FY15/16 BUDGET PROJECTIONS FOR PS-DETECTIVE

Name	Association	Dues	Training/Reg Fees	Date	Travel/Meals/Hotel
<b>Gearon, Mike (PSO Lt.)</b>					
	Crisis Negotiation		\$150.00	Conference	\$490.00
	LCLEOA	\$20.00			
	SCLEOA	\$30.00			
	SCIAI	\$20.00			
<b>Weaver, Darwin (PSO Det.)</b>					
	Colt Armorer		\$450.00	Recert. Course	\$670.00
	LCLEOA	\$20.00			
	SCLEOA	\$30.00			
	SCIAI	\$20.00			
	Crime Scene Photography		\$385.00	Oct. 13-15	\$674.00
	Glock Armorer		\$195.00	Recert. Course	
	Taser Instructor		\$175.00	Recert. Course	
<b>Pereira, Ed (PSO Detective)</b>					
	Arson Investigation		\$495.00	Conference	\$720.00
	LCLEOA	\$20.00			
	SCLEOA	\$30.00			
	SCIAI	\$20.00			
<b>Merrill, Jason (PSO Detective)</b>					
	Financial Investigation		\$0.00	Training Course	\$925.00
	LCLEOA	\$20.00			
	SCLEOA	\$30.00			
	SCIAI	\$20.00			
	ID Theft Investigation				\$450.00
<b>Huffman, Ed (PSO Detective)</b>					
	Hostage Negotiation		\$150.00	Training Course	\$335.00
	LCLEOA	\$20.00			
	SCLEVA		\$250.00		\$550.00
	SCVAN VRW		\$250.00		\$550.00
	SCLEOA	\$30.00			

## FY15/16 BUDGET PROJECTIONS FOR PS-DETECTIVE

Name	Association	Dues	Training/Reg Fees	Date	Travel/Meals/Hotel
	SCIAI	\$20.00			
	Interview & Interrogation		\$770.00	Training Course	\$165.00
<b>Thomas, Cal (Narcotics Grant)</b>					
	LCLEOA	\$20.00			
	SCLEOA	\$30.00			
	SCIAI	\$20.00			
<b>Shealy, Tim (PSO Detective)</b>					
	Juvenile Investigator Assoc.	\$50.00	\$75.00	Conference	\$580.00
	LCLEOA	\$20.00			
	SCLEOA	\$30.00			
	SCIAI	\$20.00			
<b>Gleaton, James (PSO Sgt.)</b>					
	LCLEOA	\$20.00			
	SCLEOA	\$30.00			
	SCIAI	\$20.00			
	SCCJA Training Conf.		\$200.00	Conference/Training	\$415.00
	Def Tech Distraction		\$895.00	Recert. Course	\$400.00
<b>Departmental</b>					
	Prisoner Extradition				\$370.00
	Misc. for Staff (As it arises)	\$40.00	\$460.00		
<b>TOTAL</b>					
		<b>\$650.00</b>	<b>\$4,900.00</b>		<b>\$7,294.00</b>

**P&D TOTAL**

**\$12,844.00**

DATE PREPARED: 2-1-2015

DEPARTMENT: PS- DETECTIVE

DEPT CODE: 10-1211

# CITY OF CAYCE BUDGET JUSTIFICATION FY 15/16

Account Line Item	FY 15/16 Request	Justification
<p style="text-align: right;">10-1211-385</p> <b>CAPITAL EXPENDITURES</b>	<p><b>\$7,433.00</b></p>          <p><b>\$3,319.00</b></p>          <p><b>\$8,795.00</b></p>	<p><b>Four (4) additional TASER ECD's</b> so each investigator can be issued one, so that they will have one when the need arises. Investigators sometimes respond to assist the patrol division with high-priority calls involving violent or resistive persons, and participate in arrest warrant/search warrant operations. TASER's have been shown to reduce the likelihood of injury to both officers and suspects.</p> <p>Counter tops and sink for the lab are in need of replacing due to being over 10 years old. Due to the absorption of a mixture of chemicals over the years, the countertop space has become a hazardous environment. New countertops and sink will consist of a non absorbant material and accidental spill run off. The new material that will be used would make the lab usable through the next 15-20 years.</p> <p><b>a new video system I P cellular</b> would enable the investigative unit to equip undercover vehicles or surveillance vehicles for video surveillance. Respond to citizens or business request for covert camera installations. Anew system would allow the investigation unit to monitor, manipulate and record surveillance over web based applications.</p>
<p style="text-align: right;">10-1211-385</p> <b>CAPITAL EXPENDITURES</b>	<p><b>\$2,500.00</b></p>	<p><b>Covert audio surveillance system</b> that provides for the use of existing cell phone as active recording devices that drug agents can monitor during an operation to gather evidence, maintain safety, and track undercover agents and informants. Criminals are aware of other recording devices, but carrying a cell phone is not unusual and does not make criminals suspicious during controlled purchase operations.</p>

DATE PREPARED: 2-1-2015

DEPARTMENT: PS- DETECTIVE

DEPT CODE: 10-1211

# CITY OF CAYCE BUDGET JUSTIFICATION FY 15/16

Account Line Item	FY 15/16 Request	Justification
<b>10-1211-385</b> <b>CAPITAL EXPENDITURES</b>	<b>\$26,769.00</b>	<b>Vehicle 308</b> Chief and Shop Director have determine that vehicle 308 needs replacing due to mileage and age - 2003 Chevy Tahoe; Mileage 170,314; Cost of repairs \$3,550; New vehicle price \$24,251, includes sales tax; Lights \$1,600; Siren box and speaker \$418; Tool box \$500; Total \$26,377; Cost per mile \$.31 we need avg to be \$.13
	<b>\$28,664.00</b>	<b>Vehicle 313</b> Chief and Shop Director have determine that vehicle 313 needs replacing due to mileage and age - 2001 Chevy Tahoe; Mileage 190,294; Cost of repairs \$2,539; New vehicle price \$26,646, includes sales tax; Lights \$1,600; Siren box and speaker \$418; Total \$28,664; Cost per mile \$.24 we need avg to be \$.13
	<b>\$25,499.00</b>	<b>Direct link Video Throw Phone system</b> would allow crisis Negotiators. SWAT, and Narcotics Investigations to see and communicate with suspects that are holding victims hostage in a barricaded incident.
	<b>\$11,000.00</b>	<b>Purchase (4) Level B Suits, and (2) SCBA Systems</b> for processing Clandestine labs. This equipment is needed instead of using Fire department SCBA systems because of the exposure to different chemicals the harness may absorbe these chemicals and become unsuitable for a high heat environment.

DATE PREPARED: 2-1-2015

DEPARTMENT: PS- DETECTIVE

DEPT CODE: 10-1211

# CITY OF CAYCE BUDGET JUSTIFICATION FY 15/16

Account Line Item	FY 15/16 Request	Justification
TOTAL CAPITAL COST	\$113,979.00	

DATE PREPARED: 2-1-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DEPT CODE 10-1212

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed	
<b>SALARIES &amp; WAGES</b>	<b>10-1212-101</b>	<b>\$1,677,540</b>	Salaries for all 41 Public Safety Patrol employees; Includes 0% raises due to employees; Victims Advocate salary shown in account 1212-265;.Last year bonus cost was \$7440.	\$1,721,455	-2.6%	-\$43,915
<b>OVERTIME EXPENSE</b>	<b>10-1212-102</b>	<b>\$165,234</b>	Additional pay for non-exempt employees who exceed the 168 hour threshold over their 28 day pay period. This pay is used when there is a need for specialized services (armed robbery & burglary detail, etc..), also, to provide manpower coverage in times of personnel shortages (sickness, vacations, training, etc..) and for special events (parades, marathons, dignitary protection, etc..); Due to lack of available basic law enforcement training classes at the SCCJA, it can take up to 3 months for a new employee to begin training & another 5 months to complete. Currently, certified personnel are required to work overtime to ensure that service to the citizens and safety of other officers are not allowed to lapse; Exp. through Jan. 2015 \$96,386.59; avg. \$13,769.51/mo. x 12= \$165,234	\$134,925	22.5%	\$30,309
<b>DUES &amp; MEMBERSHIPS</b>	<b>10-1212-214</b>	<b>\$1,150</b>	Membership dues for related professional organizations. Affiliation with these organizations assists in career & dept. development through networking with other law enforcement professionals. LCLEOA 45 officers (\$900); NRA (\$70); Mid-Carolina shooting range twice a year for qualification (\$200).	\$1,150	0.0%	\$0
<b>TRAVEL EXPENSE</b>	<b>10-1212-215</b>	<b>\$1,200</b>	Travel to/from training events, also, expense for criminal extraditions. The Criminal Justice Academy is offering less advanced training, officers have to travel to other locations to receive quality specialized training, many times out of state. The avg. training class is 3 to 5 days and the avg. motel cost is \$60 to \$80/night. Reimbursement for meals avg. \$35/day.	\$1,200	0.0%	\$0
<b>SCMIT/DOJ VEST GRANT EXPENSE</b>	<b>10-1212-216</b>	<b>\$10,000</b>	Cost on grant match. Public Safety has been getting a DOJ grant, SCMIT Fire Service grant, SCMIT body Armor grant, SCMIRF L.E. Liability Reduction grant. These are all 50% match grants, \$4,000 for the DOJ grant, and \$6,000 for the other grants.	\$10,000	0.0%	\$0
<b>AUTO OPERATING EXPENSE</b>	<b>10-1212-217</b>	<b>\$143,700</b>	Oil, gas, supplies and maintenance on Public Safety traffic and fire vehicles. Many of these vehicles are several years old and have excessive mileage on them. This excessive mileage creates an intense drain on allocated funds. Includes, (FY 14/15 \$129,664). Expenditures through Jan. \$11,979.80/mo. x 12= \$143,758. The garage quoted the avg. patrol vehicle uses 1 1/2 set of tires a year and changes oil every 25,000 miles, uses 1 1/2 sets of brake shoes a year at a cost of \$14.91/oil change, \$322.24 tires, \$160 brakes, rotors \$112. Transmission service once a year \$30.84. For an avg. cost of \$640/patrol vehicle x 50= \$32,000. The purchase of 5 vehicles under warranty should lower the maintenance cost in this years budget due to warrantv options.	\$135,000	6.4%	\$8,700

DATE PREPARED: 2-1-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DEPT CODE 10-1212

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>SERVICE CONTRACTS</b>	<b>10-1212-226</b>	<b>\$20,000</b>			
		<p>Warranty options.</p> <p>Maintenance plan/contract for service and repair of equipment; mobile and hand held 2 way radios, rechargers for radios, 800mhz radio system/service. The service contract with PAL800 is \$1,500/mo. X 12= \$18,000</p>	\$20,180	-0.9%	(\$180)
<b>EQUIPMENT REPAIR EXPENSE</b>	<b>10-1212-227</b>	<b>\$9,500</b>			
		<p>Repair of equipment within Public Safety which is not covered by service contracts. (Tape recorders, cameras, radar units, firearms, bikes, computers and printers). Much of this equipment is getting older and the expected cost to keep this equipment in repair is expected to continue to rise. This year Public Safety is removing the cost to maintain the call boxes out of this budget line item. This cost is being moved to the Park budget.</p>	\$9,500	0.0%	\$0
<b>SLED/NCIC EQUIPMENT EXPENSE</b>	<b>10-1212-229</b>	<b>\$2,185</b>			
		<p>Cost of NCIC terminal with direct line to SLED. NCIC 2000 cost for this system for the line and equipment to SC Control Board is \$92/mo. X 12= \$1,104. Software through Data Maxx is \$6/person/mo 15 x \$6= \$90 x 12 = \$1,080 total. 1 cost/mo.= \$182/mo. X 12 mo. = \$2,184</p>	\$2,185	0.0%	\$0
<b>HAND TOOLS &amp; SUPPLIES</b>	<b>10-1212-231</b>	<b>\$500</b>			
		<p>Hand tools utilized for weapon repairs and parts. The dept. has two armors that are able to work on our hand guns as well as our AR 15s. Electric hand tools, and other tools utilized within the Public Safety Complex.</p>	\$500	0.0%	\$0
<b>RADIO SUPPLIES</b>	<b>10-1212-237</b>	<b>\$500</b>			
		<p>Equipment for two-way radios used by Public Safety (hand-held and mobile radios). Equipment includes batteries, antennas and other parts and expenses not covered by service contracts. Much of this radio equipment is old and associated cost are expected to rise.</p>	\$500	0.0%	\$0

DATE PREPARED: 2-1-2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DATE REV #1:

DEPT CODE 10-1212

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>SAFETY SUPPLIES</b> 10-1212-238	<b>\$2,600</b>	Personal safety equipment as mandated by OSHA for Public Safety officers. Replace small traffic cones as necessary due to wear and tear. These cones are to be used at traffic accidents to protect officers and those involved in the accident, they will also provide protection to the motorist who have to maneuver around traffic accidents. Traffic cones are \$11.17 each (25 x \$11.17= \$279.25 + tax & shipping = \$350. Replace traffic vests as needed, PPE kits, rain gear, search gloves, flash lights, air filters for masks, road signs for check points.	\$2,600	0.0%	\$0
<b>UNIFORM EXPENSE</b> 10-1212-241	<b>\$40,000</b>	Replacement uniforms annually needed for 55 uniformed officers, include, short & long sleeve shirts, pants, boots, hats, coats, badges, shoes. Also includes the cost for replacement of ballistic vests. Includes purchase of uniforms for new officers each year, avg. about 5 new officers per year. Patches for uniform shirts. Uniforms are often damaged during the course of duty, due to nature of job, this cost is not included in the total amount. (Please see attached form for price breakdown)	\$32,000	25.0%	\$8,000
<b>JAIL DETENTION EXPENSE</b> 10-1212-242	<b>\$600</b>	Booking expense (only meals were paid for out of this line item in 15/16). Meals and medication for inmates.	\$600	0.0%	\$0
<b>LAUNDRY &amp; LINEN EXPENSE</b> 10-1212-243	<b>\$100</b>	Cost for cleaning blankets and other associated linen, utilized in the jail.	\$100	0.0%	\$0
<b>VEHICLE INSURANCE EXPENSE</b> 10-1212-262	<b>\$22,000</b>	Forty eight (44) traffic vehicles, liability insurance is \$500/vehicle, collision insurance based on value of fleet.	\$22,000	0.0%	\$0
<b>EMPLOYEE TRAINING EXPENSE</b> 10-1212-264	<b>\$14,143</b>	Training courses held at the SC Criminal Justice Academy for all patrol employees; Water Rescue Operation training for 25 officers; and Swift Water Technician training for 15 officers; Instructor recertification courses for Glock Armorers and TASER's. Patrol Rifle Instructors (2) training . Training equipment that may need to be purchased (Please see attached training form for breakdown).	\$15,000	-5.7%	(\$858)

DATE PREPARED: 2-1-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DEPT CODE 10-1212

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>VICTIM ADVOCATE ASSESSMENTS EXPENSE</b> 10-1212-265	<b>\$78,711</b>	Includes all cost associated with Victim's Advocate. Salary, Wage, Insurance, retirement, workers comp, medical, vehicle operating cost, office supplies, forms, dues, memberships, training, travel, and phone.	\$53,000	48.5%	\$25,711
<b>DEPT. OF JUV. JUSTICE EXPENSE</b> 10-1212-266	<b>\$7,100</b>	Pays the Dept. of Juvenile fees for housing juveniles who have been taken into custody by the dept. There is a cost starting this year for inmates that are arrested in Richland County. To house them in Richland County is \$25/day. Cost for JV's is \$50/day. Cost through Jan. 2015 \$586 montly avg. x 12 = \$7,100	\$5,000	42.0%	\$2,100
<b>SPECIAL DEPT. SUPPLIES</b> 10-1212-271	<b>\$28,000</b>	Supplies including: ammunition, handcuffs, training supplies, film, video/audio tapes, batteries, engineer bedding and supplies, mace, and flashlights. Update and maintain current criminal code books and other reference material. We avg. about 5 new officers per year, cost to equip on officer with duty belt \$426 x 5= \$2,128;  Officers must qualify with their weapon twice/year. SWAT must maintain a higher standard in weapon proficiency then patrol officers, and are required to fire more rounds in assigned weapons. Ammunition prices change on a monthly basis and these costs are based on prices as of Feb. 2014; Ammunition needs are 12 cases of .40 cal practice ammo @ \$224/case= \$2,688; 2 cases of .40 cal duty ammo @ \$311/case= \$611; 2 cases of .223 cal practice ammo @ \$338/case= \$676; 2 cases of .223 duty ammo @ \$369/case= \$738; 2 cases of 12 gauge birdshot @ \$306/case= \$612; 2 cases of 12 gauge buckshot @ \$432/case= \$864; 1 case of 12 gauge slugs @ \$416/case= \$416; 1 case of Federal .308 cal match @ \$624/case= \$624; Total for this line item is \$7,506.  During the course of the year, we will use 1 case of targets @ \$90; Replacement batteries for hand-held radios, cameras, and other electronic devices \$2,500; Replacement of duty gear (holsters, handcuff cases, ASP batons, OC cases, duty belts, and glove pouches \$2,300; Annual radar recertification of 25 radars \$875; Video tapes for patrol units, taping training sessions, and for evidence for court \$2,640; Miscellaneous items that have to be purchased during normal operations \$9,000.	\$25,000	12.0%	\$3,000

DATE PREPARED: 2-1-2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DATE REV #1:

DEPT CODE 10-1212

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
10-1212-385	\$204,991		\$268,931	-23.8%	(\$63,940)
<b>MACHINES &amp; EQUIPMENT</b>					
		1. Replace vehicle 0021 '08 Impala (105,449) with new vehicle & equipment	\$ 27,774.00		
		2. Replace vehicle 0004 '07 Impala (112,321) with new vehicle & equipment	\$ 27,774.00		
		3. Replace vehicle 0005 '07 Impala (114,901) with new vehicle & equipment	\$ 27,774.00		
		4. Replace vehicle 0078 '09 Dodge Charger (90,000) with new vehicle & equipment	\$ 27,774.00		
		5. Replace vehicle 0079 '09 Dodge Charger (90,392) with new vehicle & equipment	\$ 27,774.00		
		6. 5 800mhz radios	\$ 27,000.00		
		7. Radio software upgrades	\$ 10,400.00		
		8. Firearms Range	\$ 9,779.00		
		9. 5 new Tasers	\$ 5,442.00		
		10. 15 New WMD gas mask	\$ 13,500.00		
		<b>Total</b>	<b>\$ 204,991.00</b>		
10-1212-805	\$25,571	For 5 Public Safety employees	\$25,571	0.0%	\$0
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>					
10-1212-810	\$357	For 5 Public Safety employees	\$357	0.0%	\$0
<b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>					
10-1212-811	\$219,915	For 36 Public Safety employees;	\$210,535	4.5%	\$9,380
<b>SC PORS EXPENSE</b>					
10-1212-812	\$3,381	For 36 Public Safety employees;	\$3,236	4.5%	\$145
<b>SC PORS PRE-RETIREMENT BENEFIT EXPENSE</b>					

DATE PREPARED: 2-1-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DEPT CODE 10-1212

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
10-1212-813 SC PORS ACCIDENTAL DEATH BENEFIT EXPENSE	<b>\$3,381</b>	For 36 Public Safety employees;	\$3,236	4.5%	\$145
10-1212-814 SOCIAL SECURITY / FICA	<b>\$143,027</b>	For 41 employees, does not include Victim's Advocate, this is reflected in 265 line item; also includes	\$142,741	0.2%	\$286
10-1212-820 GENERAL INSURANCE EXPENSE (PROPERTY & TORT)	<b>\$41,000</b>	Number of people (41) x \$953.49= \$41,000	\$41,000	0.0%	\$0
10-1212-821 WORKERS COMP INSURANCE EXPENSE	<b>\$88,050</b>		\$88,050	0.0%	\$0
10-1212-822 MEDICAL INSURANCE EXPENSE	<b>\$383,760</b>	Per Human Resources. 780 x 41\$31,980 x 12 = \$383,760	\$345,359	11.1%	\$38,401
10-1212-825 UNEMPLOYMENT COMP EXPENSE	<b>\$13,000</b>		\$13,000		\$0
10-1212-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	<b>\$13,000</b>		\$13,000		\$0
<b>TOTAL</b>	<b>\$3,364,196</b>		<b>\$3,346,911</b>	0.5%	\$17,285

## FY15/16 BUDGET PROJECTIONS FOR PS-TRAFFIC

Name	Association	#	Cost	Dues Total	Training/Reg Fees	Date	Travel/Meals/Hotel
<b>DEPARTMENT</b>							
	LCLEOA	44	\$20.00	\$880.00			
	NRA		\$70.00	\$70.00			
	Mid-Carolina Shooting Range			\$200.00			
	Crisis Negotiation	1			\$150.00	Conference	\$295.00
	TAC Officer	1			\$350.00	Conference	\$405.00
	Misc. classes (as arise)				\$3,732.50		\$500.00
	Glock Armorers Course	3	\$175.00		\$525.00		
	TASER Instructor Recert	3	\$175.00		\$525.00		
	Patrol Rifle Instructor	2	\$445.00		\$1,050.00		
	Shooting Range supplies				\$5,000.00		
<b>CRIMINAL JUSTICE ACADEMY</b>							
	1 Day Classes	6	\$5.00		\$30.00		
	2 Day Classes	5	\$20.00		\$100.00		
	4 Day Classes	4	\$50.00		\$200.00		
	1 Week Classes	10	\$70.00		\$700.00		
	2 Week Classes	10	\$140.00		\$1,400.00		
<b>Water Rescue Training</b>							
	Water Rescue Operations	5	\$20.00		\$100.00		
	Swift Water Rescue Techn.	5	\$20.00		\$100.00		
	Pool Rental/class	1	\$180.00		\$180.00		
<b>TOTAL</b>				<b>\$1,150.00</b>	<b>\$14,142.50</b>		<b>\$1,200.00</b>

**PS-TRAFFIC TOTAL**

**\$16,492.50**

Item Type	# Needed	Cost	Total Amount
Long Sleeve Shirts	2	\$46.00	\$92.00
Short Sleeve Shirts	2	\$46.00	\$92.00
Pants	4	\$46.00	\$184.00
Class A Long Sleeve Shirt	1	\$65.00	\$65.00
Class A Short Sleeve Shirt	1	\$65.00	\$65.00
Class A Pants	1	\$65.00	\$65.00
Hat	1	\$45.00	\$45.00
Shoes	1	\$60.00	\$60.00
Boots	1	\$90.00	\$90.00
			\$758.00
<b>Per Officer</b>	<b>55</b>	<b>\$765.00</b>	<b>\$42,075.00</b>

***Additionally we can anticipate replacing:***

Coats	20	\$250.00	\$5,000.00
Badges	5	\$76.00	\$380.00
Hat Badges	5	\$68.00	\$340.00
Class A Pants	5	\$65.00	\$325.00
Class A Short Sleeve Shirt	5	\$65.00	\$325.00
Class A Long Sleeve Shirt	5	\$65.00	\$325.00
			<b>\$6,695.00</b>

***Ballistic Vest must be replaced every 5 years with about one fifth being replaced each year at a cost of \$550 on avg./ 12 vests per year***

	12	\$597.00	<b>\$7,164.00</b>
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***Over the past years, we have hired 5 new officers/year, each officers initial uniform issue is:***

Class B Long Sleeve Shirt	3	\$46.00	\$138.00
Class B Short Sleeve Shirt	3	\$46.00	\$138.00
Class B Pro Form Pants	3	\$46.00	\$138.00
Boots	1	\$90.00	\$90.00
Shoes	1	\$60.00	\$60.00
Hat	1	\$45.00	\$45.00
Class A Short Sleeve Shirt	1	\$65.00	\$65.00
Class A Long Sleeve Shirt	1	\$65.00	\$65.00
Coat	1	\$250.00	\$250.00
			\$989.00
<b>Total Cost of 5 new officers</b>	<b>5</b>	<b>\$989.00</b>	<b>\$4,945.00</b>

Patches have to be ordered for uniform shirts:

Police Patches	1000	\$1.50	\$1,500.00
Fire Patches	300	\$1.50	\$450.00
			<b>\$1,950.00</b>

**TOTAL COSTS FOR ALL UNIFORMS**

**\$62,829.00**

DATE PREPARED: 2-1-2015

DEPARTMENT: PS-PATROL

DEPT CODE: 10-1212

# CITY OF CAYCE BUDGET JUSTIFICATION FY 15/16

Account Line Item	FY 15/16 Request	Justification
<p style="text-align: right;">10-1212-385</p> <b>CAPITAL EXPENDITURES</b>	<p style="text-align: center;"><b>\$9,779</b></p>       <p style="text-align: center;"><b>\$5,442</b></p>	<p><b>Firearms Range</b>, construction of a Dept. owned firearms range. Upon construction of the range, the dept. would not have to rely on other agencies or range usage fees. The location of the property is city owned and the backstops have already been constructed. The property/land could be maintained by the dept. This is to include all material for the construction project.</p> <p><b>TASER protective equipment</b>, PS officers consider the TASER one of the safest and most effective alternatives available to them on the market. The goal in the dept. is to issues these devices to each officer, currently, TASER's are shared and have to be signed In/Out during the course of duty. The purchase of 5 additional units would greatly enhance the dept. to ensure that all officers on duty are carrying these devices. Training cartridges are required for the recertification process, 2 cartridges are required to be discharged by the officer annually;5 TASER's @ \$899.95 = \$4,499.75 Blackhawk Serpa Taser Holsters @ \$53.25=\$266.25; Total w / tax \$5442.</p>
<p style="text-align: right;">10-1212-385</p> <b>CAPITAL EXPENDITURES</b>	<p style="text-align: center;"><b>\$27,000</b></p>       <p style="text-align: center;"><b>\$10,400</b></p>	<p><b>800 Radios</b> Due to system upgrades in early 2016, we have 5 radios that will no longer work on the system. Due to the age of these radios, there is no upgrade available and they will have to be replaced. We propose to purchase the following: 5 portable radios @ \$5,000= \$25000. + 2,000 sales tax.</p> <p><b>Radio Software upgrades</b> As a result of upgrades to the Palmetto 800 system planned for early 2014, some of our current radios will no longer work on the</p>

DATE PREPARED: 2-1-2015

DEPARTMENT: PS-PATROL

DEPT CODE: 10-1212

# CITY OF CAYCE BUDGET JUSTIFICATION FY 15/16

Account Line Item	FY 15/16 Request	Justification
	<b>\$13,500</b>	<p>system in their current configurations. Replacing these radios would cost approx. \$68,275, however, they can be flash upgraded at the cost of \$400 per radio, for a total of \$10,400. If we purchase the upgrades, they can be done in house and will allow us to continue to use our current equipment.</p> <p><b>GasMask</b> The Federal government supplied this department with gas masks after 911. These mask well assist officers in case of a chemical release. The Federal Government is no longer suppling these mask. We need to replace some damaged mask and provide mask for officers we have added.</p>
<b>10-1212-385 CAPITAL EXPENDITURES</b>	<b>\$27,774</b>	<p><b>The Director of Public Safety &amp; Garage Director have determined these vehicles need replacing:</b></p> <p><b>Vehicle 0078:</b> 2009 Dodge Charger; Mileage 90,000; needs replacing due to mileage and age; Cost of repairs \$1,655; Price of new vehicle \$24,447 including sales tax; Lights \$1,600; ; Siren \$418; Stripe kit \$350; Console \$420 cadge \$349, Push Bumper \$190 Cost per mile \$.23 we need avg to be \$.13</p>
	<b>\$27,774</b>	<p><b>Vehicle 0021:</b> 2008 Impala; Mileage 105,449; needs replacing due to mileage and age; Cost of repairs \$736.80; Price of new vehicle \$24,447 including sales tax; Lights \$1,600; Cage \$349; Siren \$418; Stripe kit \$350; Push bumper \$190; Console \$420. Mileage cost \$.43 we need to average \$.13</p>

DATE PREPARED: 2-1-2015

DEPARTMENT: PS-PATROL

DEPT CODE: 10-1212

# CITY OF CAYCE BUDGET JUSTIFICATION FY 15/16

Account Line Item	FY 15/16 Request	Justification
	<b>\$27,774</b>	<b>Vehicle 0079:</b> 2009 Dodge Charger; Mileage 90,392; needs replacing due to age and motor issues; Cost of repairs \$509.00; Price of new vehicle \$24,447 including sales tax; Lights \$1,600; Siren \$418; Stripe kit \$350; Console \$420. Mileage cost \$.21 we need to average \$.13
	<b>\$27,774</b>	<b>Vehicle 0004:</b> 2007 Chevy Impala; Mileage 112,321; needs replacing due to age and mileage; Cost of repairs \$2,021.44; Price of new vehicle \$24,447 including sales tax; Lights \$1600; Cage \$349; Siren \$418; Stripe kit \$350; Push bumper \$190; Console \$420. Mileage cost \$.11 we need to average \$.13
	<b>\$27,774</b>	<b>Vehicle 0005:</b> 2007 Chevy Impala; Mileage 114,901; needs replacing due to age and mileage; Cost of repairs \$2,324.29; Price of new vehicle \$24,447 including sales tax; Lights \$1600; Cage \$349; Siren \$418; Stripe kit \$350; Push bumper \$190; Console \$420. Mileage cost \$.36 we need to average \$.13
<b>10-1212-385 CAPITAL EXPENDITURES</b>		

DATE PREPARED: 2-1-2015

DEPARTMENT: PS-PATROL

DEPT CODE: 10-1212

**CITY OF CAYCE  
BUDGET JUSTIFICATION  
FY 15/16**

<b>Account Line Item</b>	<b>FY 15/16 Request</b>	<b>Justification</b>
<b>TOTAL CAPITAL COST</b>	<b>\$204,991</b>	

DATE PREPARED: 2-1-2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Fire

DATE REV #1:

DEPT CODE 10-1213

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>10-1213-101</b>	<b>\$725,197</b>	Total salaries for 16 existing positions and 3 new positions.	\$532,725	36.1%	\$192,472
<b>SALARIES &amp; WAGES</b>					
<b>10-1213-102</b>	<b>\$30,000</b>	Holiday pay for 16 existing personnel (Salaries x 8 hours x 12 holidays) Holiday pay for 3 new personnel Overtime pay for extra duty (covering while others on vacations) As of Feb 1,2015 \$23,021 spent.	\$30,000	0.0%	\$0
<b>FIRE RESPONSE OVERTIME EXPENSE</b>	<b>\$30,000</b>	Overtime for Quarterly Fire Training and Off Duty fire response. As of Jan. 2015 average (no money was spent out of this account )56 certified firefighters.	\$30,000	0.0%	\$0
<b>10-1213-214</b>	<b>\$885</b>	Various Dues/Memberships to LCLEOA, SC Fire Marshal Association, ASHI Instructor Recertification/Update, ICC membership, and NFAP membership; includes LCLEOA for 3 new proposed firefighters.Deputy Fire Marshal	\$885	0.0%	\$0
<b>TRAVEL EXPENSE</b>	<b>\$1,000</b>	For personnel training classes, etc. Reimbursement for hotels, fuel, and meals.	\$1,000	0.0%	\$0
<b>10-1213-217</b>	<b>\$50,000</b>	Estimated fuel cost (based on avg. monthly mileage divided by vehicles mpg's); Service costs based on figures from City fleet services. Avg through jan. 2015 is \$2,914 per month x 12 = \$34,971.48.	\$65,000	-23.1%	-\$15,000
<b>AUTO OPERATING EXPENSE</b>					
<b>10-1213-226</b>	<b>\$8,110</b>	Annual fire extinguisher inspection contract, hood system semi-annual inspection, quarterly air samples and yearly Cascade system maintenance, annual ladder inspections, monthly connection fees for 800mhz radios (16 radios x \$14.98 x 12 months).	\$7,750	4.6%	\$360
<b>SERVICE CONTRACTS</b>					
<b>10-1213-227</b>	<b>\$4,000</b>	Minor repairs to small engines, power tools, hand tools, etc. cost in first 6 months of 2014/2015 \$ x 12 = \$5010	\$4,000	0.0%	\$0
<b>EQUIPMENT REPAIR EXPENSE</b>					
<b>10-1213-228</b>	<b>\$5,000</b>	The Fire Dept. was built in 1965, and it needs several updates	\$4,000	25.0%	\$1,000
<b>BUILDING REPAIR EXPENSE</b>					

DATE PREPARED: 2-1-2015

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS-Fire

DATE REV #1:

DEPT CODE 10-1213

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>HAND TOOLS &amp; SUPPLIES</b>					
10-1213-231	<b>\$2,000</b>	Hand tools, to include, but not limited to: K-12 Saw (\$1,877.85); 5" 2 person hose rollers (\$331.70); and misc. hand tools (\$1,000)	\$2,000	0.0%	\$0
<b>RADIO SUPPLIES EXPENSE</b>					
10-1213-237	<b>\$500</b>	Expenses to include, but not limited to, spare batteries, clips, antennas, etc.	\$500	0.0%	\$0
<b>SAFETY SUPPLIES</b>					
10-1213-238	<b>\$3,500</b>	Used to purchase code books (both soft cover and electronic); NFPA electronic subscription, safety vests, cones, signs, monitor calibration gases, etc.	\$3,500	0.0%	\$0
<b>UNIFORM EXPENSE</b>					
10-1213-241	<b>\$16,250</b>	Spring and Fall uniform expenses for 12 personnel assigned to the Fire Department.	\$10,792	50.6%	\$5,458
<b>JANITORIAL SUPPLIES</b>					
10-1213-244	<b>\$600</b>	Includes household cleaning agents, vehicle cleaning, kitchen, and bathroom supplies.	\$600	0.0%	\$0
<b>SCBA &amp; FIRE EXTINGUISHER EXPENSE</b>					
10-1213-250	<b>\$6,460</b>	Includes, but not limited to, the purchase of new fire extinguishers, repair and recharging of fire extinguishers, and repair and maintenance of SCBA's not covered under contract. We are increasing due to the five (5) year contract ending and testing of the airpacks as well as the cylinders. est. cost for testing airpacks and cylinders \$3,000	\$6,460	0.0%	\$0
<b>VEHICLE INSURANCE EXPENSE</b>					
10-1213-262	<b>\$5,000</b>	Nine (10) vehicles (Includes 1 trailer) x \$500= \$5000	\$5,000	0.0%	\$0
<b>EMPLOYEE TRAINING EXPENSE</b>					
10-1213-264	<b>\$7,500</b>	Fire Academy Recruit School for PSOT's, Advance fire training, to include, Hazardous Materials, Confined Space, Trench Rescue. Also includes refresher classes for advance fire training, Fire Marshal quarterly training and any other fire related training courses that may relate to services provided by Cayce Public Safety	\$3,000	150.0%	\$4,500

DATE PREPARED: 2-1-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Fire

DEPT CODE 10-1213

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
10-1213-271	\$3,500	Special department supplies as needed	\$3,500	0.0%	\$0
<b>SPECIAL DEPARTMENT SUPPLIES</b>					
10-1213-385	\$210,816		\$528,398	-60.1%	(\$317,582)
<b>MACHINES &amp; EQUIPMENT</b>					
		1. Equipment for 3 new personell including uniforms	\$19,308		
		2. 10 Sets of new bunker gear	\$24,496		
		3. 12 Class A Haz-Mat suits	\$22,141		
		4. 12 Class B Haz-Mat suits	\$8,462		
		5. 5 800mhz APX 6000 extreme temp radios	\$23,540		
		6. New Brush Truck F-250 4X4 with skid unit	\$40,543		
		7. Small valves & guages for high rise pack	\$3,698		
		8. Hurst battery powered extication equipment	\$26,678		
		9. 8 Fire Dept. Bay Doors with remotes	\$41,950		
		<b>Total</b>	<b>\$210,816</b>		
10-1213-811	\$104,759	Salaries x .13340	\$76,755	36.5%	\$28,004
<b>SC PORS EXPENSE</b>					
10-1213-812	\$1,571	Salaries x .002	\$1,180	33.1%	\$391
<b>SC PORS PRE-RETIREMENT BENEFIT EXPENSE</b>					

DATE PREPARED: 2-1-2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Fire

DATE REV #1:

DEPT CODE 10-1213

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
10-1213-813 SC PORS ACCIDENTAL DEATH BENEFIT EXPENSE	\$1,571	Salaries x .002	\$1,180	33.1%	\$391
10-1213-814 SOCIAL SECURITY / FICA	\$60,420	For all 19 employees: (Salaries) x .0765	\$45,477	32.9%	\$14,943
10-1213-820 GENERAL INSURANCE EXPENSE (PROPERTY & TORT)	\$12,036	(# personnel x \$382 (Tort Rate)); 21 x \$382= \$8,022; 19 firefighters included.	\$8,600	40.0%	\$3,436
10-1213-821 WORKERS COMP INSURANCE EXPENSE	\$36,850		\$26,577	38.7%	\$10,273
10-1213-822 MEDICAL INSURANCE EXPENSE	\$138,662		\$103,147	34.4%	\$35,515
10-1213-825 UNEMPLOYMENT COMP EXPENSE	\$3,000	Based on History of unemployment	\$3,000		\$0
10-1213-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$3,000		\$3,000		\$0
<b>TOTAL</b>	<b>\$1,472,187</b>		<b>\$1,508,026</b>	<b>-2.4%</b>	<b>-\$35,839</b>

## FY14/15 BUDGET PROJECTIONS FOR PS-FIRE DEPT.

Name	Association	# people	Dues	Dues Total	Training/Reg Fees	Date	Travel/Meals/Hotel
<b>DEPARTMENT</b>							
	Mics. Fire Training				\$7,500.00		\$1,000.00
	LCLEOA	21	\$20.00	\$420.00			
	ASHI Instructor/Recert.	5	\$20.00	\$100.00			
	SC Fire Marshal Assoc.	1	\$50.00	\$50.00			
	ICC Membership	1	\$150.00	\$150.00			
	NFPA Membership	1	\$165.00	\$165.00			
<b>FIREMANS FUND</b>							
	SC Fire Marshal Assoc.				\$250.00	Spring Conference	\$1,400.00
	SC Fire Marshal Assoc.				\$150.00	Fall Conference	\$800.00
	SC Fire-Rescue					Summer Convention	\$5,000.00
				<b>\$885.00</b>	<b>\$7,500.00</b>		<b>\$1,000.00</b>

**FIRE DEPARTMENT TOTAL**

**\$9,385.00**

DATE PREPARED: 02-01-2015

DEPARTMENT: PS-Fire Dept

DEPT CODE: 10-1213

# CITY OF CAYCE BUDGET JUSTIFICATION FY 15/16

Account Line Item	FY 13/14 Request	Justification
<b>10-1213-385</b> <b>CAPITAL EXPENDITURES</b>		
	<b>\$40,543.00</b>	<b>2015 Ford F-250 4X4 cab and chassis</b> , automatic transmission, XL package, Skid Unit \$15,000, Emergency lights,siren light control w/ box speaker, Built in accordance to NFPA
	<b>\$22,140.44</b>	<b>12 Class "A" HazMat Suits</b> , ONESuit Flash, Certified to NFPA 1991 (2005 ed.)
	<b>\$8,461.56</b>	<b>12 Class "B" HazMat Suits</b> , ONESuit Shield, Dual Certified to NFPA 1994 Class 2 and NFPA 1992
	<b>\$19,307.86</b>	<b>Equipment for 3 new personnel.</b> Includes all uniforms.
	<b>\$24,495.30</b>	<b>10 sets of Bunker Gear</b> , to include, bunker coats, pants w/suspenders, boots, helmet, flash hood, and gloves.
<b>10-1213-385</b> <b>CAPITAL EXPENDITURES</b>	<b>\$23,540.00</b>	<b>Five (5) Motorola APX 6000 Radio</b> , Five (5) APX Xtreme Temp. Speaker Microphone

DATE PREPARED: 02-01-2015

DEPARTMENT: PS-Fire Dept

DEPT CODE: 10-1213

# CITY OF CAYCE BUDGET JUSTIFICATION FY 15/16

Account Line Item	FY 13/14 Request	Justification
	<p><b>\$26,677.02</b></p> <p><b>\$41,950.00</b></p> <p><b>\$3,697.92</b></p>	<p><b>Hurst battery powered extrication equipment</b> to allow employees to access areas that are unable to be accessed by our gas powered hydraulic system.</p> <p><b>Fire Department bay doors</b> - Remove and replace all components of eight (8) Fire Department Bay doors.</p> <p>Small valves and gauges for high rise fire fighting operations.</p>
<b>TOTAL CAPITAL COST</b>	<b>\$210,813.10</b>	

DATE PREPARED: 2-1-2015

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS-Animal Srvs

DATE REV #1:

DEPT CODE 10-1214

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
10-1214-101	\$63,723	Totals salaries for 2 employees;	\$72,405	-12.0%	-\$8,682
<b>SALARIES &amp; WAGES</b>					
10-1214-102	\$5,500	The 13 paid holidays per employee and cleaning shealter on weekends	\$4,000	37.5%	\$1,500
<b>OVERTIME EXPENSE</b>					
10-1214-210	\$250	Covers cost for paper, ink cartridges, staples, paper clips, and other office supplies as needed.	\$250	0.0%	\$0
<b>PRINTING &amp; OFFICE SUPPLIES</b>					
10-1214-214	\$400	Annual renewal for DEA and SCACCA \$400 (required to maintain barbiturates)	\$400	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>					
10-1214-215	\$500	State required euthanasia certification classes for 4 employees, given around the state and will require overnight stays.	\$500	0.0%	\$0
<b>TRAVEL EXPENSE</b>					
10-1214-217	\$7,000	1400 gallons of fuel @ \$3.50 = \$4,900 + \$860 maintenance (oil/tires/brakes) = \$5,760 after 6 months over budget by 2.4 %	\$7,000	0.0%	\$0
<b>AUTO OPERATING EXPENSE</b>					
10-1214-220	\$5,000	Gas and Electric usage for new shelter cost first 6 months 3802.30. cost should be lower after the move to the county	\$2,500	100.0%	\$2,500
<b>UTILITIES EXPENSE</b>					
10-1214-226	\$7,000	Internet/IT requirements \$75 x 12 mo. = \$900; 800mhz radio usage fee \$15 x 2 x 12 = \$360; Adoption program Pawmetto Lifeline reimbursement \$60 x 200 animals = \$12,000, #'s based on 20% adoption rate, City of Columbia rate is 76%.	\$2,500	180.0%	\$4,500
<b>SERVICE CONTRACTS</b>					
10-1214-227	\$1,500	Repairs to essential equipment without warranties such as washer/dryer, freezer, refrigerators, HVAC, ventilation fans, etc.	\$2,500	-40.0%	(\$1,000)
<b>EQUIPMENT REPAIR EXPENSE</b>					
10-1214-228	\$1,500	Repairs and maintenance to the facility and office, such as roof, garage doors, fencing, windows, dog doors, flooring, etc.	\$2,500	-40.0%	(\$1,000)
<b>BUILDING REPAIR EXPENSE</b>					

DATE PREPARED: 2-1-2015

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS-Animal Srvs

DATE REV #1:

DEPT CODE 10-1214

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>10-1214-237</b> RADIO SUPPLIES EXPENSE	<b>\$100</b>	Batteries, chargers, ACC for 2 employees	\$100	0.0%	\$0
<b>10-1214-241</b> UNIFORM EXPENSE	<b>\$1,038</b>	8 shirts @ \$32 = \$256; 8 pants @ \$69 = \$552; 2 sets of boots @ \$85 = \$170; 2 belts @ \$30 = \$60	\$1,038	0.0%	\$0
<b>10-1214-244</b> JANITORIAL SUPPLIES	<b>\$1,000</b>	Bleach, laundry detergent, dish soap, kennel cleaning supplies, deodorizers, toilet paper, paper towels, hand soap, soap dispensers, brooms, mops, mop bucket, scrubbers, brushes, etc..	\$1,000	0.0%	\$0
<b>10-1214-261</b> ADVERTISING EXPENSE	<b>\$1,000</b>	Magazine, newspaper, internet ads to promote the shelter and upcoming community service related events. Used to promote Pet Adoption program	\$1,000	0.0%	\$0
<b>10-1214-262</b> VEHICLE INSURANCE EXPENSE	<b>\$1,000</b>	For 2 vehicles	\$1,000	0.0%	\$0
<b>10-1214-264</b> EMPLOYEE TRAINING EXPENSE	<b>\$2,000</b>	Euthanasia recertification for two (2) employees @\$125 each + Initial certification for one (1) employee @ \$225 + Shelter Management training \$1,525= \$2,000	\$2,000	0.0%	\$0
<b>10-1214-271</b> SPECIAL DEPARTMENT SUPPLIES	<b>\$3,000</b>	The capacity of the shelter will triple for the 13/14 budget year. This line item supports all safety equipment plus, buckets, bowls, bedding, hoses, gloves, restraint devices, crates, etc. Past budget constraints mean there are no pieces of transferable equipment for the new building. Future budget years will see a reduction in the cost of this equipment as it will be on a replacement schedule, however, start up cost are a result of stagnant spending in past years.	\$2,500	20.0%	\$500

DATE PREPARED: 2-1-2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Animal Srvs

DATE REV #1:

DEPT CODE 10-1214

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
<b>10-1214-280</b>  <b>ANIMAL CONTROL SUPPLIES</b> <b>(Animal food/Medical/Adoption)</b>	<b>\$5,000</b>	The test and vaccines listed below have to be given in order to sent a healthy animal out the door. All major vet work will be performed by Pawmetto Lifeline. These things will be required in order to operate the adoption program as well as continue to run the existing shelter. Microchips \$6.25 x \$500=\$3,125; Heartworm test \$3.75 x 200=\$750 (must be tested before being sent to Pawmetto); Feluk/FIP/FIV \$6.25 x 25=\$156.25 (contagious, would classify the animal as unadoptable); K-9 Combo vaccines \$.56x4/animalx200=\$448; Bordatella vaccine (aka Kennel Cough, very contagious) \$2.63x200=\$526; Flea & Tick Control \$15x200=\$3000.; City cost for adopting animal is \$35/animal; Euthanasia will still be necessary.; Euthasol/Xlazine/syringes/needles/IV catheters (Standards for Euthanasia are set by State Law) 800 animals @ \$4.10=\$3,280; Dog food \$4,000; Cat food \$400; Cat litter \$250; City cost for euthanizing an animal \$24.70 (not including food or housing)	\$5,000	0.0%	\$0
<b>10-1214-385</b>	<b>\$13,500</b>	For Pet Licensing program, dog park, 800mhz radio, (Please see justification forms provided)	\$0		\$13,500
<b>CAPITAL EQUIPMENT EXPENSE</b>		1. 2 800mhz radios 2. Pet licensing program	\$10,000 \$3,500 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> <b>Total</b> \$13,500		
<b>10-1214-805</b>	<b>\$7,565</b>	<b>SC STATE RETIREMENT CONTRIBUTIONS</b>	\$3,557	112.7%	\$4,008
<b>10-1214-810</b>	<b>\$105</b>	<b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>	\$49	114.3%	\$56

DATE PREPARED: 2-1-2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Animal Srvs

DATE REV #1:

DEPT CODE 10-1214

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
10-1214-811	\$0	Salary no one under PORS	\$3,537	-100.0%	-\$3,537
<b>SC PORS EXPENSE</b>					
10-1214-812	\$0	Salary ( No one under PORS	\$86	-100.0%	-\$86
<b>SCPORS Pre-Ret Death Benefit</b>					
10-1214-813	\$0	Salary (No One under PORS	\$86	-100.0%	-\$86
<b>SCPORS</b>					
<b>Pre-Ret Accidental Death Ben.</b>					
10-1214-814	\$5,305		\$5,817	-8.8%	(\$512)
<b>SOCIAL SECURITY / FICA</b>					
10-1214-820	\$2,000	Two (2) vehicles and tort	\$2,000	0.0%	\$0
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>					
10-1214-821	\$1,324	workers comp (SMIT)	\$2,968	-55.4%	-\$1,644
<b>WORKERS COMP INSURANCE EXPENSE</b>					
10-1214-822	\$14,596	Per Human Resources.608.17 per employee per month x 12	\$14,380	1.5%	\$216
<b>MEDICAL INSURANCE EXPENSE</b>					

DATE PREPARED: 2-1-2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Animal Svcs

DATE REV #1:

DEPT CODE 10-1214

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 13/14 Appropriation	Percent Change	\$ Amount Changed
10-1214-825 UNEMPLOYMENT COMP EXPENSE	\$1,630		\$1,630	0.0%	\$0
10-1214-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$2,000		\$2,000		\$0
<b>TOTAL</b>	<b>\$154,536</b>		<b>\$144,303</b>	<b>7.1%</b>	<b>\$10,233</b>

**FY15/16 BUDGET PROJECTIONS FOR PS-ANIMAL SERVICES**

<b>Name</b>	<b>Association</b>	<b>Dues</b>	<b>Training/Reg Fees</b>	<b>Date</b>	<b>Travel/Meals/Hotel</b>
<b>Jeremy Denny</b>					
	Euthanasia Recertification		\$225.00		\$125.00
<b>Summers, Leigh (ACO)</b>					
	Euthanasia Certification		\$125.00		\$125.00
<b>Beckham, Jamie</b>					
	Euthanasia Recertification		\$125.00		\$125.00
<b>Departmental</b>					
	Shelter Management		\$1,525.00		
	SCACCA Membership	\$36.00			
	DEA Membership	\$364.00			
	4th Euthanasia Training				\$125.00
<b>TOTAL</b>		<b>\$400.00</b>	<b>\$2,000.00</b>		<b>\$500.00</b>

**ANIMAL SERVICES TOTAL**

**\$2,900.00**

DATE PREPARED: 2-13-2015

DEPARTMENT: PS- ANIMAL SRV

DEPT CODE: 10-1214

# CITY OF CAYCE BUDGET JUSTIFICATION FY 14/15

Account Line Item	FY 15/16 Request	Justification
<p style="text-align: center;">10-1214-385 <b>CAPITAL EXPENDITURES</b> (Pet Licensing)</p>     <p style="text-align: center;">10-1214-385 <b>CAPITAL EXPENDITURES</b> (Radio)</p>	<p style="text-align: center;"><b>\$3,500.00</b></p>          <p style="text-align: center;"><b>\$10,000.00</b></p>	<p>According to the ASPCA, 62% of American households own pets. Within those households there is an average of 1.6 dogs and 2.1 cats. (AVMA) There are approximately 6,800 households in Cayce. Using those figures, 4,216 households have 1 dog and 2 cats. If a pet license cost \$10 (less than the national average), the program would generate \$126,480/year.</p>          <p>Cayce Public Safety has moved to an 800 radio system. Animal Services requires two (2) radios compatible with the 800 system. This is a safety issue for officers answering daily call for service. Purchase of this equipment ensures that officers can notify dispatch of their location and call for help if necessary.</p>
<p style="text-align: center;"><b>Total Expense</b></p>	<p style="text-align: center;"><b>\$13,500.00</b></p>	

DATE PREPARED: 2-1-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS Park

DEPT CODE 10-1215

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>SALARIES &amp; WAGES</b>					
10-1215-101	\$130,750	Totals salaries for (4) employees;(2) Park Rangers, (2) Park /PSO Law Enforcement Officers	\$0		\$130,750
<b>OVERTIME EXPENSE</b>					
10-1215-102	\$10,000	Over time hrs. and cost for paid holidays for (4) employees are paid through this line item. 4 x 12 = 48 days x 8 hrs. = \$6,304.16	\$0		\$10,000
<b>PRINTING &amp; OFFICE SUPPLIES</b>					
10-1215-210	\$100	Covers cost for paper, ink cartridges, staples, paper clips, and other office supplies as needed.	\$0		\$100
<b>DUES &amp; MEMBERSHIPS</b>					
10-1215-214	\$80	Annual renewal for LCLEOA	\$0		\$80
<b>TRAVEL EXPENSE</b>					
10-1215-215	\$0	Travel cost for motels and meals for training.	\$0		\$0
<b>EQUIPMENT OPERATING EXPENSE</b>					
10-1215-217	\$2,500	maintenance for equipment and fuel cost for golf cart and ATV (oil/tires/brakes)	\$0		\$2,500
<b>UTILITIES EXPENSE</b>					
10-1215-220	\$500	Gas and Electric usage for new building if one is built.	\$0		\$500
<b>SERVICE CONTRACTS</b>					
10-1215-226	\$240	Unsure of any Service contracts at this time.	\$0		\$240
<b>EQUIPMENT REPAIR EXPENSE</b>					
10-1215-227	\$2,500	Repairs to essential equipment without warranties such as ATV, Golf Cart.	\$0		\$2,500
<b>BUILDING REPAIR EXPENSE</b>					
10-1215-228	\$0	Repairs and maintenance to the facility and office, such as roof, garage doors, fencing, windows, flooring, etc.	\$0		\$0

DATE PREPARED: 2-1-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS Park

DEPT CODE 10-1215

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>10-1215-237</b>	<b>\$250</b>	Batteries, chargers, ACC for 4 employees	\$0		\$250
<b>RADIO SUPPLIES EXPENSE</b>					
<b>10-1215-241</b>	<b>\$3,500</b>	Shirts @ \$32 or \$50; pants @ \$69 = \$552; 4 sets of boots @ \$85 = \$170; 4 belts @ \$30 = \$60 new Uniforms that are damaged or worn out. Rain Gear \$300	\$0		\$3,500
<b>UNIFORM EXPENSE</b>					
<b>10-1215-244</b>	<b>\$250</b>	Toilet paper, paper towels, hand soap, soap dispensers, brooms, mops, mop bucket, scrubbers, brushes, etc..	\$0		\$250
<b>JANITORIAL SUPPLIES</b>					
<b>10-1215-261</b>	<b>\$0</b>	Magazine, newspaper, internet ads to promote the Park and upcoming community service related events.	\$0		\$0
<b>ADVERTISING EXPENSE</b>					
<b>10-1215-262</b>	<b>\$1,000</b>	2 vehicles that are picked up at HQ and driven back and forth to the Park.	\$0		\$1,000
<b>VEHICLE INSURANCE EXPENSE</b>					
<b>10-1215-264</b>	<b>\$290</b>	Training for two (2) employees	\$0		\$290
<b>EMPLOYEE TRAINING EXPENSE</b>					
<b>10-1215-271</b>	<b>\$2,000</b>	This line item supports all safety equipment plus,, gloves, Vest , Ammo, and misc. Items	\$0		\$2,000
<b>SPECIAL DEPARTMENT SUPPLIES</b>					

DATE PREPARED: 2-1-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS Park

DEPT CODE 10-1215

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
10-1215-385	<b>\$68,100</b>	Riverwalk Golf Cart, 800 Radios, Storage Building,	\$0		\$68,100
<b>CAPITAL EQUIPMENT EXPENSE</b>					
		1. Riverwalk Club Car Golf Cart	\$7,600		
		2. 2 800mhz radios	\$10,000		
		3. New storage building	\$50,500		
		<b>Total</b>	<b>\$68,100</b>		
10-1215-805	<b>\$7,829</b>	Salaries (\$58,997.70) x .10910 = \$6,436.65+ overtime			\$7,829
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>					
10-1215-810	<b>\$103</b>	Salaries (\$58,997.70) x .0015 = \$105 + overtime	\$0		\$103
<b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>					
10-1215-811	<b>\$9,397</b>	Salary (\$67,085.63) X.13340 = \$8,949.22 + overtime	\$0		\$9,397
<b>SC PORS EXPENSE</b>					
10-1215-812	<b>\$141</b>	Salary ( \$67,085.63 ) x .002 = \$135 + Overtime	\$0		\$141
<b>SCPORS PRE-RETIREMENT DEATH BENEFIT</b>					
10-1215-813	<b>\$141</b>	Salary (\$67,085.63 ) x .002 = \$135 + Overtime	\$0		\$141
<b>SCPORS PRE-RET ACCIDENTAL DEATH BENEFIT</b>					

DATE PREPARED: 2-1-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS Park

DEPT CODE 10-1215

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
10-1215-814	\$10,879	For 4 employees: (Salaries) \$132,387.50 x .0765 + overtime = \$10,879	\$0		\$10,879
<b>SOCIAL SECURITY / FICA</b>					
10-1215-820	\$2,000	Two (2) vehicles and tort	\$0		\$2,000
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>					
10-1215-821	\$4,969	Workers comp (SMIT)	\$0		\$4,969
<b>WORKERS COMP INSURANCE EXPENSE</b>					
10-1215-822	\$29,192	Per Human Resources.\$608.17 per monthper employee	\$0		\$29,192
<b>MEDICAL INSURANCE EXPENSE</b>					
10-1215-825	\$1,000		\$0		\$1,000
<b>UNEMPLOYMENT COMP EXPENSE</b>					
10-1215-828	\$3,000		\$0		\$3,000
<b>HEALTH REIMBURSEMENT ACCOUNT EXPENSE</b>					
<b>TOTAL</b>	<b>\$290,711</b>		<b>\$0</b>		<b>\$290,711</b>

## FY15/16 BUDGET PROJECTIONS FOR PS-Park

Name	Association	Dues	Training/Reg Fees	Date	Travel/Meals/Hotel
<b>Kerri Martin/ Park Ranger</b>	LCLEOA	20			
River Rescue			\$20.00		
<b>Jerrett Epperson / Park Ranger</b>	LCLEOA	20			
River Rescue			\$20.00		
<b>David Byerly / Park LEO</b>	LCLEOA	\$20.00			
River Resue			\$20.00		
EMR Training			\$65.00		
<b>Larwance Creed / Park LEO</b>	LCLEOA	\$20.00			
River Recue			\$20.00		
EMR Training			\$65.00		
<b>TOTAL</b>		<b>\$80.00</b>	<b>\$210.00</b>		<b>\$0.00</b>

**PARK SERVICES TOTAL**

**\$290.00**

DATE PREPARED: 2-2-2015

DEPARTMENT: PS- Parks

DEPT CODE: 10-1215

# CITY OF CAYCE BUDGET JUSTIFICATION FY 15/16

Account Line Item	FY 15/16 Request	Justification
<p style="text-align: center;"><b>10-1215-385</b> <b>CAPITAL EXPENDITURES</b> (Golf Cart)</p>	<p style="text-align: center;"><b>\$7,600.00</b></p>	<p><b>2015/16 Club Car golf cart (gas)</b> with rear folding seat, ultimate light kit, full windshield, extended top, grab bar with trailer hitch, riding cover, ceramic heater and TIR 3 LED emergency lights with brackets. The purchase of this golf cart would ensure that the officer assigned to phase four of the Riverwalk and Timmerman Trail would have a vehicle for them to patrol on a daily basis. An additional \$500 is an anticipated price change when the 2016 models roll out in July of 2015 (Year model change).</p>
<p style="text-align: center;"><b>10-1215-385</b> <b>CAPITAL EXPENDITURES</b> (Radio)</p>	<p style="text-align: center;"><b>\$10,000.00</b></p>	<p><b>800 Radio</b> Cayce Public Safety has moved to an 800 radio system. With new positions being added to Public Safety to staff the Riverwalk Park with two park rangers, two (2) 800 radios are needed for these officers. This is a safety issue for the officers answering calls for service and responding to emergency call box activations. The purchase of this equipment ensures that our officers can notify dispatch of their location and call for assistance in case emergency situations arise.</p>
<p style="text-align: center;"><b>10-1215-385</b> <b>CAPITAL EXPENDITURES</b> (Storage building)</p>	<p style="text-align: center;"><b>\$50,500.00</b></p>	<p><b>Storage Building</b> With the addition of new equipment for the Riverwalk Park (golf carts and Kuboda's), we are in the need of a building to store the equipment. The purchase of a metal storage building to include concrete pad and all electrical equipment to properly provide interior and exterior lights and power. The current storage building at Naples Avenue at the Riverwalk is out of storage space for any further vehicles or equipment. The new storage building will be placed somewhere near the Timmerman Trail/Phase Four of the Riverwalk so that our officers can have access to storage of vehicles and equipment on the new end of the park.</p>
<p><b>Total Expense</b></p>	<p style="text-align: center;"><b>\$68,100.00</b></p>	

DATE PREPARED: 3/6/15

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Street Lighting

DATE REV #1:

DEPT CODE 10-1325

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change
10-1325-220 ELECTRIC & GAS EXPENSE	\$232,000	COC is averaging almost \$19,320 per month in the current year.	\$210,000	10.5%	\$22,000
<b>TOTAL</b>	<b>\$232,000</b>		<b>\$210,000</b>	<b>10.5%</b>	<b>\$22,000</b>

DATE PREPARED: 2-2-2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. SANITATION

DATE REV #1:

DEPT CODE

10-1337

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>SALARIES &amp; WAGES</b>					
10-1337-101	\$592,579	Sufficient for 17 full time positions plus 1 (Refuse Collector )	\$565,921	4.7%	26,658
<b>OVERTIME EXPENSE</b>					
10-1337-102	\$1,500	This will be used for bad storms or major equipment break downs that cause the Dept to get behind and result in overtime.	\$1,500	0.0%	0
<b>PRINTING/OFFICE SUPPLIES</b>					
10-1337-210	\$700	No change	\$700	0.0%	0
<b>POSTAGE EXPENSE</b>					
10-1337-211	\$1,000	No change	\$1,000	0.0%	0
<b>DUES &amp; MEMBERSHIPS</b>					
10-1337-214	\$420	Employees yearly memberships for SGFMA- RCSC -\$100 APWA \$320	\$583	-28.0%	163
<b>TRAVEL EXPENSE</b>					
10-1337-215	\$895	AWPA Fall Conference, ODB ,RCSC-Spring & Fall amount used for rooms and expenses at conferences.	\$1,020	-12.3%	125
<b>AUTO OPERATING EXPENSE</b>					
10-1337-217	\$150,000	Fuel, service maintenance, tires, repairs for 14 sanitation Trucks	\$160,000	-6.3%	10,000
<b>TELEPHONE EXPENSE</b>					
10-1337-221	\$6,000		\$7,000	-14.3%	1,000
<b>SERVICE CONTRACTS</b>					
10-1337-226	\$900	No change	\$900	0.0%	0
<b>EQUIPMENT REPAIR EXPENSE</b>					
10-1337-227	\$8,000	Major work on main Leaf-Machine before leaves season begins this fall.also our pull behind trailer and back up Leaf Trailer unit. Pick-up tubes for both machines.Tarps and covers for roll off trucks and containers.	\$5,500	45.5%	2,500
<b>Waste Disposal/Tipping fees</b>					
10-1337-229	\$1,000	This amount would be for the odds & ends loads that are hauled to the landfill that we are charged for.Construction and debris that we some time have.	\$2,500	-60.0%	1,500



DATE PREPARED: 2-2-2015

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

SANITATION

DATE REV #1:

DEPT CODE

10-1337

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
10-1337-805	\$64,018		\$60,568	5.7%	3,450
SC STATE RETIREMENT CONTRIBUTIONS					
10-1337-810	\$880		\$845	4.2%	35
SC STATE PRE-RETIREMENT DEATH BENEFIT					
10-1337-814	\$45,447		\$43,660	4.1%	1,787
SOCIAL SECURITY / FICA					
10-1337-820	\$9,000		\$8,000	12.5%	1,000
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)					
10-1337-821	\$40,636		\$38,944	4.3%	1,692
WORKERS COMP INSURANCE EXPENSE					
10-1337-822	\$137,932		\$134,989	2.2%	2,943
MEDICAL INSURANCE EXPENSE					
10-1337-825	\$4,000		\$4,000	0.0%	0
UNEMPLOYMENT COMP EXPENSE					
10-1337-828	\$4,000		\$4,000	0.0%	0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
<b>TOTAL</b>	<b>\$1,334,288</b>		<b>\$1,237,485</b>	<b>7.8%</b>	<b>96,803</b>

## **FY 15-16 Dues & Memberships Expense Budget Justification**

10-1337-SANITATION

<b>Item</b>	<b>Number of Persons</b>	<b>Cost Per Person</b>	<b>Total Cost</b>
APWA	2	\$160	\$320
SGFMA	GROUP		
RCSC	2	\$50	\$100

**\$420**

**FY 15-16 Travel Expense Budget Justification**

SANITATION

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
APWA Conference	2	3	\$90	3			\$540
SGFMA/RCSC	1	3	\$90	3			\$270
ODB / Equip.Show	2	1	\$85	1			\$85

**Total Cost            \$895**

## FY 15-16 Training Expense Budget Justification

### SANITATION

<b>Item</b>	<b>Number of Persons</b>	<b>Cost Per Person</b>	<b>CEUs Per Person</b>	<b>Travel Expense</b>	<b>Total Cost</b>
CHAINSAW CLASS	4	\$60			\$240
BUCKET TRUCK					
APWA LOCAL	10	\$10	2	NO	\$100
Recycle PRO. CERT.	2	\$50	10	NO	\$100

**Total Cost            \$440**

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

<b>Department</b>	SANITATION
<b>Issue</b>	Purchase a 2015 Rear Loader Garbage
<b>Justification</b>	<p>Over this past budget year the sanitation routes have expanded. With the introduction of recycling roll carts and more areas being annexed, our trucks are being challenge to keep up with the growth. A full size new truck is needed to keep the pressure off from the old front line trucks. This truck would take the place of truck #1081. It's a 2006 Mack with 13,000 hours of running time on it. We would put this truck on yard trash, and it would still back up the two front line trucks when either goes in for service. Our main trash truck is #1085 a 2002 Mack with over 17,000 hours of running time on it. This truck would be put on recycling and be a spare for any of our other front line trucks. We would like to keep our sanitation fleet on a 7- 10 year program if at all possible; it would help save the city on fuel, maintaince and repair. These trucks are getting higher every year.</p> <p>The growth of the city means a greater demand for service so with the help of the city garage we want to start rotating our fleet to get the most years out of these expensive trucks.</p>
<b>Estimated Impact on FY 15-16 Budget</b>	.10-1337-385 .\$197,000 . .

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

<b>Department</b>	. SANITATION
<b>Issue</b>	Purchase SUV / 4 DOOR TRUCK /Manager Vehicle
<b>Justification</b>	<p>We need a SUV or another full size pick-up truck in the Sanitation Department .What I'm currently driving is an F-150(1071) that would be passed down to the Sanitation Supervisor. The supervisor truck will also be used as the main on call vehicle for any employee that is called in. This truck has caution lights, safety equipment and chain saw gear that are needed for on call. The truck that is being driven now by the supervisor (2004, Chevy with 4x4) will replace a1996 dodge that was purchase from DNR in 2003. The three employees that are on the street crew use this vehicle for traffic control, checking addresses and helping out with flyers. This truck has been holding on for the last two years. It will need some major work if we keep it. We would like to sell and not put any more money in this truck. The routes are branching out more and we need ways to move employees around to other trucks while their trucks are gone to the landfill, recycling center or being worked on while still on the route. We have had so many hand me down vehicles from other departments, which have been good but there are not any good ones being let go this time. It would really save on time and fuel (smaller truck) to have this vehicle in this ever growing department.</p> <p>Estimated Impact on FY 15-16 Budget</p> <p>\$30,000</p>

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

<b>Department</b>	Sanitation
<b>Issues</b>	One (1) Additional Refuse Collector - 103  ( If route is expanded )
<b>Justification</b>	<p>With the rising number of Annexations into the City, we need at least one more worker for the back of the truck. We have added on Concord park and Westwood mobile home park. These two areas when completed will add up to 400 more homes for pickup. Counting the Sanitation Supervisor the department consists of 9 drivers and 7 refuse collectors. Three drivers run the two roll off trucks and limb grapple to keep all the large piles of limbs, leaves and debris. Four drivers are on the residential route, two on garbage one on yard trash and one on recycling. If we expand the route this budget year, we would need another worker.</p> <p>When everyone is at work, we are still a little under man but we make do. This is not counting when employees are sick or on vacation. It would be great to have one more refuse collector to help us out.</p>
<b>Impact on 15-16 Budget</b>	\$24,585.60 plus fringes

DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

P&D

DEPT CODE

10-1463

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change
<b>SALARIES &amp; WAGES</b>					
10-1463-101	\$265,219	Salary for 5 full time employees. 1 employee will receive their 6 month 5% pay increase. Removing Grants Coordinator job. Filling Spec. Projects position and hiring a new Director.	\$191,082	38.8%	\$74,137
<b>PRINTING/OFFICE SUPPLIES</b>					
10-1463-210	\$2,250	Decreased to reflect current expected usage.	\$2,700	-16.7%	-\$450
<b>POSTAGE EXPENSE</b>					
10-1463-211	\$282	No Change- Totally dependent on mailings necessary for required public notices.	\$282	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>					
10-1463-214	\$1,190	Required memberships to maintain current certifications for various department staff. Memberships for new Special Projects Coor. (See attachment for complete breakdown of each positions dues & memberships)	\$645	84.5%	\$545
<b>TRAVEL EXPENSE</b>					
10-1463-215	\$3,825	Travel for conferences associated with certification maintenance requirements for entire departmental staff. Additional funds in conjunction with travel for new Special Projects position. (See attachment for breakdown of each positions travel)	\$0		\$3,825
<b>AUTO OPERATING EXPENSE</b>					
10-1463-217	\$2,600	Maintenance and fuel for Building Official vehicle.	\$2,600	0.0%	\$0
<b>TELEPHONE EXPENSE</b>					
10-1463-221	\$5,900	3 Verizon cellular phones for Director, Building Official, and Special Projects Coor (\$1080). Cost of ShoreTel phone system (\$4,759.66 annual).	\$5,900	0.0%	\$0
<b>BUILDING REPAIR EXPENSE</b>					
10-1463-228	\$4,500	\$4,000 added to replace records/storage shed	\$500	800.0%	\$4,000
<b>HAND TOOLS &amp; SUPPLIES</b>					
10-1463-231	\$500	Replace tripod for projector and existing tools and equipment required to be on construction sites.	\$500	0.0%	\$0

DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

P&D

DEPT CODE

10-1463

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change
<b>UNIFORM EXPENSE</b>					
10-1463-241	<b>\$300</b>	Work attire for Building Official	\$300	0.0%	\$0
<b>ADVERTISING EXPENSE</b>					
10-1463-261	<b>\$1,000</b>	No Change- Totally dependent on number of public hearings	\$1,000	0.0%	\$0
<b>VEHICLE INSURANCE EXPENSE</b>					
10-1463-262	<b>\$500</b>	Insurance on Building Officials Truck	\$500	0.0%	\$0
<b>EMPLOYEE TRAINING</b>					
10-1463-264	<b>\$3,200</b>	Covers costs for departmental staff to maintain certifications, there are minimum credit hours that must be obtained through training each year. Training for staff includes economic development, building codes, grant writing, planning, business licensing, floodplain management, and storm water management. Adoption of 2012 IBC requires updated training for the Building Official. (See attached for more detail)	\$769	316.1%	\$2,431
<b>NPDES PHASE II</b>					
10-1463-265	<b>\$40,000</b>	Cost to contract with Lexington County and AMEC for NPDES program. Cost saving anticipated last year were not realized due to new permit requirements.	\$28,280	41.4%	\$11,720
<b>PROFESSIONAL SERVICES CONTRACT</b>					
10-1463-267	<b>\$12,300</b>	Additional \$10,000 for potential services to completely revise the Zoning Ordinance. \$2,300 added for new software maintenance cost.	\$0		\$12,300
<b>SPECIAL CONTRACT - COPIER</b>					
10-1463-270	<b>\$2,000</b>		\$2,650		-\$650
<b>SPECIAL DEPT. SUPPLIES</b>					
10-1463-271	<b>\$5,620</b>	Required maintenance agreements for GIS and Business License software. Includes grant preparation materials, color photos, presentation binders, etc... \$760 added for receipt printer for permit desk.	\$4,860	15.6%	\$760
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>					
10-1463-805	<b>\$30,199</b>		\$21,807	38.5%	\$8,392

DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

P&D

DEPT CODE

10-1463

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change
10-1463-810	\$547		\$438	25.0%	\$109
SC STATE PRE-RETIREMENT DEATH BENEFIT					
10-1463-814	\$20,289		\$14,691	38.1%	\$5,598
SOCIAL SECURITY/ FICA					
10-1463-820	\$2,600		\$2,600	0.0%	\$0
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)					
10-1463-821	\$2,810		\$2,078	35.2%	\$732
WORKERS COMP INSURANCE EXPENSE					
10-1463-822	\$39,367		\$31,762	23.9%	\$7,605
MEDICAL INSURANCE EXPENSE					
10-1463-828	\$2,500	No Change	\$2,500	0.0%	\$0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
<b>TOTAL</b>	<b>\$449,498</b>		<b>\$318,444</b>	<b>41.2%</b>	<b>\$131,054</b>

**FY13/14 BUDGET PROJECTIONS FOR P&D**

<b>Name</b>	<b>Association</b>	<b>Dues</b>	<b>Training/Reg Fees</b>	<b>Date</b>	<b>Travel/Meals/Hotel</b>
<b>Director</b>	SCEDI		\$600.00	Spring 2015	\$725.00
	APA/AICP	\$475.00			
	SCAPA		\$170.00	Fall 2015	\$600.00
			\$90.00	July 2015 (Date TBD)	
	BLOA	\$30.00	\$65.00	April. 2015	
	SCCDA	\$50.00	\$100.00	Oct. 2014	
	<b>Total</b>	\$555.00	\$1,025.00		\$600.00
<b>Building Official</b>					
	<b>Building Official</b>				
	Building Off. Assoc.	\$10.00			
	SC Fire Mar. Assoc.	\$25.00			
	BLOA	\$30.00	\$65.00		
	Int. Code Congress	\$125.00			
	Central BIA	\$20.00			
	FM Quarterly Training		\$44.00		
	ICC Legal & Manag./ CBO Tech		\$925.00		
	ADA Accessibility Inspector		\$150.00		
	DHEC recert		\$150.00		
	Legal briefings	\$96.00			
	SCASM	\$175.00			
	Building Off. Conf.		\$175.00		\$710.00
	Ansi ADA		\$150.00		
	<b>Total</b>	\$481.00	\$1,659.00		\$710.00
<b>Grants Specialist</b>					
	SC Com. Dev. Asso.	\$15.00	\$100.00	Oct. 2014	
	Grant Writing Classes		\$250.00		
	<b>Total</b>	\$15.00	\$350.00		\$0.00

<b>Zoning Tech</b>	<b>Zoning Technician</b>				
	SCAPA	\$35.00	\$90.00	July 2014, Fall 2014	\$600.00
	SCASM	\$175.00			
	SCAHM		\$170.00	Spring 2015	\$650.00
	Assoc. of State Flood Plain Mana	\$120.00	\$100.00		
	AICP Exam		\$495.00		
	FEMA Exam		\$100.00		\$375.00
	FEMA		\$150.00		
	APA	\$180.00			
	<b>Total</b>	<b>\$510.00</b>	<b>\$1,105.00</b>		<b>\$1,625.00</b>
<b>Admin Coordinator</b>	<b>Admin. Coordinator</b>				
	BLOA	\$30.00	\$150.00	Oct. 2014	\$500.00
			\$65.00	April. 2015	
	<b>Total</b>	<b>\$30.00</b>	<b>\$215.00</b>		<b>\$500.00</b>
<b>Special Projects Coordinator</b>	<b>Special Projects/Grants</b>				
	SC Com. Dev. Asso.	\$15.00	\$100.00	10/10/13	
			\$100.00	5/1/14	\$600.00
	BLOA	\$30.00	\$150.00	10/22/13-10/25/13	\$500.00
			\$65.00	4/1/14	
	SCAPA	\$35.00	\$90.00	July 2013 (Date TBD)	
	<b>Total</b>	<b>\$80.00</b>	<b>\$505.00</b>		<b>\$1,100.00</b>
<b>TOTAL</b>		<b>\$1,190.00</b>	<b>\$3,200.00</b>		<b>\$3,825.00</b>

**P&D TOTAL**

**\$8,215.00**

DATE PREPARED: 2/19/14

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Museum

DATE REV #1:

DEPT CODE 10-1465

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change
<b>SALARIES &amp; WAGES</b>	<b>10-1465-101</b>	<b>\$103,480</b>			
		Salary for 1 full time employee and 2 part-time employees. 10% increase for director. Additional \$2,000 for museum aide position	\$95,256	8.6%	\$8,224
<b>PRINTING/OFFICE SUPPLIES</b>	<b>10-1465-210</b>	<b>\$600</b>			
		No Change - Normal maintenance supplies of toner, ink, binders, labels, tabs, etc...	\$600	0.0%	\$0
<b>POSTAGE</b>	<b>10-1465-211</b>	<b>\$150</b>			
			\$150	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>	<b>10-1465-214</b>	<b>\$200</b>			
		For various memberships to museum organizations	\$200	0.0%	\$0
<b>TRAVEL EXPENSE</b>	<b>10-1465-215</b>	<b>\$500</b>			
			\$500	0.0%	\$0
<b>ELECTRIC &amp; GAS EXPENSE</b>	<b>10-1465-220</b>	<b>\$7,300</b>			
			\$6,200	17.7%	\$1,100
<b>TELEPHONE EXPENSE</b>	<b>10-1465-221</b>	<b>\$4,000</b>			
		Phone system and 1 Verizon cell phone	\$4,000	0.0%	\$0
<b>SERVICE CONTRACTS</b>	<b>10-1465-226</b>	<b>\$1,200</b>			
		ADT Security Monitoring System / heating & air maintenance contract	\$1,200	0.0%	\$0
<b>EQUIPMENT REPAIR EXPENSE</b>	<b>10-1465-227</b>	<b>\$500</b>			
		No Change	\$500	0.0%	\$0
<b>BUILDING REPAIR EXPENSE</b>	<b>10-1465-228</b>	<b>\$72,700</b>			
			\$0		\$72,700
	1	New Roof & Painting (Int. & Ext.) Repair HVAC	\$47,000.00		
	2	Painting exterior of caboose	\$7,000.00		
	3	Upgrade interior of Caboose	\$10,000.00		
	4	Add displays Caboose Exhibit	\$2,000.00		
	5	Work on interior of firehouse exhibit building	\$2,000.00		
	6	Firetruck Restoration	\$4,000.00		
	7	General repairs as needed	\$700.00		
		<b>Total</b>	<u>\$72,700.00</u>		

DATE PREPARED: 2/19/14

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Museum

DATE REV #1:

DEPT CODE 10-1465

DATE REV #2:

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change
10-1465-262 VEHICLE INSURANCE EXPENSE	\$0		\$0		\$0
10-1465-805 SC STATE RETIREMENT CONTRIBUTIONS	\$9,839		\$9,077	8.4%	\$762
10-1465-810 SC STATE PRE-RETIREMENT DEATH BENEFIT	\$135		\$127	6.5%	\$8
10-1465-814 SOCIAL SECURITY/ FICA	\$7,036		\$6,597	6.7%	\$439
10-1465-820 GENERAL INSURANCE EXPENSE (PROPERTY & TORT)	\$2,000		\$1,700	17.6%	\$300
10-1465-821 WORKERS COMP INSURANCE EXPENSE	\$1,723		\$1,892	-9.0%	\$169
10-1465-822 MEDICAL INSURANCE EXPENSE	\$15,326		\$15,881	-3.5%	\$555
10-1465-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$1,000	No Change	\$1,000	0.0%	\$0
<b>TOTAL</b>	<b>\$227,688</b>		<b>\$136,463</b>	<b>66.8%</b>	<b>\$82,808</b>

DATE PREPARED: 2/26/15

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

Parks

DEPT CODE

10-1720

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
<b>10-1720-101</b>	<b>\$340,550</b>	Salary for 12 full time employees. 5% increase for completion of course or certification.	\$315,037	8.1%	\$25,513
<b>SALARIES &amp; WAGES</b>					
<b>10-1720-102</b>	<b>\$2,000</b>	For call ins and yearly festivals	\$1,500	33.3%	\$500
<b>OVERTIME EXPENSE</b>					
<b>10-1720-210</b>	<b>\$400</b>	Ink cartridges and office supplies.	\$300	33.3%	\$100
<b>PRINTING/OFFICE SUPPLIES</b>					
<b>30-1911-211</b>	<b>\$140</b>	Mailing as needed	\$140	0.0%	\$0
<b>POSTAGE EXPENSE</b>					
<b>10-1720-214</b>	<b>\$600</b>	Trees SC (80) ISA(200) and AWPA Dues(320)	\$555	8.1%	\$45
<b>DUES &amp; MEMBERSHIPS</b>					
<b>10-1720-215</b>	<b>\$850</b>	ISA (\$160), APWA (\$540) for meals and lodging,(\$270) SGFMA.	\$700	21.4%	\$150
<b>TRAVEL EXPENSE</b>					
<b>10-1720-217</b>	<b>\$30,000</b>	Maintenance of 10 Vehicles and 5 Commercial mowers and 4 Utility vehicles	\$26,000	15.4%	\$4,000
<b>AUTO OPERATION EXPENSE</b>					
<b>10-1720-220</b>	<b>\$25,000</b>	Electrical in parks including Timmerman Trailand Riverwalk Phase IV	\$16,800	48.8%	\$8,200
<b>ELECTRIC &amp; GAS EXPENSE</b>					
<b>10-1720-221</b>	<b>\$4,600</b>	5 Verizon cellular phones and TWC and adding one phone for Timmerman Trail	\$3,950	16.5%	\$650
<b>TELEPHONE EXPENSE</b>					
<b>10-1720-226</b>	<b>\$4,500</b>	For removal of dead and dangerous trees on city's right of way and properties.	\$4,500	0.0%	\$0
<b>SERVICE CONTRACTS (TREE MNT)</b>					
<b>10-1720-227</b>	<b>\$12,000</b>	To repair mowers, tractors and trailers, older equipment being transferred to department.	\$12,000	0.0%	\$0
<b>EQUIPMENT REPAIR EXPENSE</b>					

DATE PREPARED: 2/26/15

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

Parks

DEPT CODE

10-1720

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
10-1720-228	\$3,000	To repair or replace items in park.	\$3,000	0.0%	\$0
<b>BUILDING REPAIR EXPENSE</b>					
10-1720-231	\$2,500	To replace old and worn rakes, shovels, saws and pruners.	\$2,000	25.0%	\$500
<b>HAND TOOL &amp; SUPPLIES</b>					
10-1720-238	\$4,800	Increase for additional employee, safety boots for 12 employee.	\$3,600	33.3%	\$1,200
<b>SAFETY SUPPLIES</b>					
10-1720-241	\$5,800	12 full time employee.	\$4,350	33.3%	\$1,450
<b>UNIFORM EXPENSE</b>					
10-1720-244	\$2,200	To purchase supplies needed for Riverwalk Park.	\$2,200	0.0%	\$0
<b>JANITORIAL SUPPLIES</b>					
10-1720-248	\$800	To purchase fertilizer, pesticides, herbicides, and grass seed for the year.	\$800	0.0%	\$0
<b>CHEMICAL EXPENSE</b>					
10-1720-249	\$850	Increase due to additional employee	\$750	13.3%	\$100
<b>MEDICAL, DR, PHYSICAL</b>					
10-1720-254	\$1,000	Signs for street and parks.	\$1,000	0.0%	\$0
<b>SIGNS &amp; SIGNS SUPPLIES</b>					
10-1720-261	\$1,500	As needed for job advertisement	\$1,500	0.0%	\$0
<b>ADVERTISEMENT</b>					
10-1720-262	\$7,500	Insurance for vehicles assigned to parks, increase due to added vehicle.	\$7,000	7.1%	\$500
<b>VEHICLE INSURANCE EXPENSE</b>					
101720-264	\$1,575	\$200 for tree care classes and \$350 for APWA, \$160 Arborist Seminars for felling trees, local equipment show and small engine classes \$490, pesticides \$200	\$600	162.5%	\$975
<b>EMPLOYEE TRAINING EXPENSE</b>					

DATE PREPARED: 2/26/15

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Parks  
DEPT CODE 10-1720

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
10-1720-271	<b>\$4,000</b>	To purchase park items needed during the budget year.	\$4,000	0.0%	\$0
<b>SPECIAL DEPT. SUPPLIES</b>					
10-1720-272	<b>\$750</b>	No change	\$750	0.0%	\$0
<b>BEAUTICATION BOARD PROJECTS</b>					
10-1720-385	<b>\$36,500</b>		\$17,181	115.3%	\$19,319
<b>MACHINES AND EQUIPMENT</b>		<b>ITEM # 1</b> 20'x30' metal building two 10' roll up doors and one 40" walk-in door \$ 6,500.00 <b>ITEM # 2</b> SUV/Crew Cab Truck for Manager \$30,000.00 <div style="text-align: right;"><b>TOTAL</b> <u>\$36,500.00</u></div>			
10-1720-391	<b>\$5,000</b>	For repair in Riverwalk Park.	\$14,000	-64.3%	-\$9,000
<b>RIVERWALK PARK / PARKS</b>					
10-1720-805	<b>\$36,936</b>		\$34,035	8.5%	\$2,901
<b>SC STATE RETIREMENT</b>					
10-1720-810	<b>\$525</b>		\$475	10.5%	\$50
<b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>					
10-1720-814	<b>\$25,900</b>		\$24,785	4.5%	\$1,115
<b>SOCIAL SECURITY</b>					
10-1720-820	<b>\$8,670</b>		\$6,500	33.4%	\$2,170
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>					
10-1720-821	<b>\$8,020</b>		\$7,004	14.5%	\$1,016
<b>WORKERS COMP INSURANCE EXPENSE</b>					
10-1720-822	<b>\$91,955</b>		\$84,699	8.6%	\$7,256
<b>MEDICAL INSURANCE EXPENSE</b>					

DATE PREPARED: 2/26/15

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

Parks

DEPT CODE

10-1720

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Amount Change
10-1720-825	\$750		\$750	0.0%	\$0
UNEMPLOYMENT INSURANCE					
10-1720-828	\$1,500		\$1,500	0.0%	\$0
HEALTH REIMBURSEMENT EXPENSE					
<b>TOTAL</b>	<b>\$672,670</b>		<b>\$603,961</b>	<b>11.4%</b>	<b>\$68,709</b>

## FY 2015/2016 PARKS Dues & Memberships Expense Budget

Item	Number of Persons	Cost Per Person	Total Cost
APWA	2	\$160	\$320
ISA	1	\$200	\$200
TREES SC	1	\$80	\$80
			<b>\$600</b>

### FY 2015/2016 PARKS Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
APWA Conference	2	3	\$90.00	3	\$0	\$0	\$540.00
ISA Conference	1	2	\$0.00	3	\$12	\$0	\$36.00
SGFMA	1	3	\$90.00	3			\$270.00
<b>Total Cost</b>						<b>\$</b>	<b>846.00</b>

## FY 2015/16 PARKS Training Expense Budget Justification

<b>Item</b>	<b>Number of Persons</b>	<b>Cost Per Person</b>	<b>CEUs Per Person</b>	<b>Travel Expense</b>	<b>Total Cost</b>
ISA Local Conference	1	\$125	6	No	\$125
Midland Tec Sm Engine	1	\$490		No	\$490
Pesticide	1	\$200		No	\$200
APWA Conference	2	\$175	15	Yes	\$350
Arborist Seminars	4	\$40	3	No	\$160
APWA local	6	\$10		No	\$60
ISA Conference	1	\$190	12	Yes	\$190

**Total Cost        \$1,575**

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

<b>Department</b>	Parks
<b>Issue</b>	Truck,4x4, 4x2 or All Wheel Drive Utility, Intermediate,4-Door, Flex-fuel
<b>Justification</b>	We need to replace 2073, a 1999 1500 series pick-up with a service body. It was passed down from Utilities about 4 years ago to replace another aging vehicle. The Park Manager's 250 Ford will be stepped down to replace 2073 and we will purchase a four door truck or SUV which will get better gas mileage and can be used to transport personnel to seminars, class and other city functions. Price includes taxes, additional options, and hazard strobe lights for traffic control.
<b>Estimated Impact on FY 15-16 Budget</b>	\$30,000.00

DATE PREPARED: 02/18/15

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. Auto/Garage

DATE REV #1:

DEPT CODE 10-1750

DATE REV #2:

Account Line Item	FY15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change
<b>10-1750-101</b>	<b>\$219,090</b>	Salary for 5 full time employees. We have 1 employee that will receive his 6 month 5% pay increase.	\$221,657	-1.2%	-\$2,567
<b>SALARIES &amp; WAGES</b>					
<b>10-1750-102</b>	<b>\$1,500</b>	Cover weekends	\$1,500	0.0%	\$0
<b>OVERTIME</b>					
<b>10-1750-210</b>	<b>\$400</b>	No Change - Normal maintenance supplies of toner, ink, binders, labels, tabs, etc...	\$400	0.0%	\$0
<b>PRINTING/OFFICE SUPPLIES</b>					
<b>10-1750-215</b>	<b>\$1,500</b>	Travel for employees to go to training on new vehicles and computer systems	\$1,500	0.0%	\$0
<b>TRAVEL EXPENSE</b>					
<b>10-1750-217</b>	<b>\$6,500</b>	1 new truck and 2008 Colorado (to pick up parts..etc)	\$6,000	8.3%	\$500
<b>AUTO OPERATING EXPENSE</b>					
<b>10-1750-220</b>	<b>\$6,000</b>	Increase due to reflect current budget numbers	\$5,000	20.0%	\$1,000
<b>ELECTRIC &amp; GAS EXPENSE</b>					
<b>10-1750-221</b>	<b>\$3,000</b>	For 2 Shortel phones and Verizon cell phones for two employees.	\$3,000	0.0%	\$0
<b>TELEPHONE EXPENSE</b>					
<b>10-1750-226</b>	<b>\$4,500</b>	Service contract for parts washer. Additional \$300.00 needed for service on new diagnostic program.	\$3,800	18.4%	\$1,000
<b>SERVICE CONTRACTS</b>					
<b>10-1750-227</b>	<b>\$5,000</b>		\$5,000	0.0%	\$0
<b>EQUIPMENT REPAIR EXPENSE</b>					

DATE PREPARED: 02/18/15

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Auto/Garage

DATE REV #1:

DEPT CODE 10-1750

DATE REV #2:

Account Line Item	FY15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change
10-1750-228 BUILDING REPAIR EXPENSE	\$5,000	Regular Maintenance of Buildings	\$3,000	66.7%	\$2,000
10-1750-231 HAND TOOLS & SUPPLIES	\$5,000	Specialty Tools	\$6,100	-18.0%	-\$1,100
10-1750-236 ELECTRIC/LIGHT SUPPLIES	\$100	No Change	\$100	0.0%	\$0
10-1750-241 UNIFORM EXPENSE	\$2,900	Work uniforms for each employee / price increase	\$2,700	7.4%	\$200
10-1750-262 VEHICLE INSURANCE EXPENSE	\$1,000	Decrease in premium	\$972	2.9%	\$28
10-1750-264 EMPLOYEE TRAINING	\$2,000		\$2,000	0.0%	\$0
10-1750-271 SPECIAL DEPT.	\$8,500	Supplies, welding , misc	\$7,500	13.3%	\$1,000

DATE PREPARED: 02/18/15

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Auto/Garage

DATE REV #1:

DEPT CODE 10-1750

DATE REV #2:

Account Line Item	FY15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change
<b>10-1750-385</b>	<b>\$128,331</b>		\$0	NA	\$128,331
<b>MACHINES &amp; EQUIPMENT</b>					
		1. Used Oil Storage	\$4,400		
		2. Truck Jacks	\$23,000		
		3. Upgrade Disagnostics	\$5,350		
		4. Garage Doors (Repair)	\$16,000		
		5. Lean-to Office	\$2,500		
		6. Reels for hoses....etc	\$8,560		
		7. Air Compressor	\$3,521		
		8. Wash Rack with Oil Separator & Pressure Washer	\$65,000		
		<b>Total</b>	<b>\$128,331</b>		
<b>10-1750-805</b>	<b>\$23,710</b>		\$23,602	0.5%	\$108
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>					
<b>10-1750-810</b>	<b>\$331</b>		\$329	0.6%	\$2
<b>SC STATE PRE- RETIREMENT DEATH BENEFIT</b>					
<b>10-1750-814</b>	<b>\$23,630</b>		\$16,995	39.0%	\$6,635
<b>SOCIAL SECURITY/ FICA</b>					
<b>10-1750-820</b>	<b>\$3,500</b>		\$3,500	0.0%	\$0
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>					

DATE PREPARED: 02/18/15

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Auto/Garage

DATE REV #1:

DEPT CODE 10-1750

DATE REV #2:

Account Line Item	FY15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	Dollar Amount Change
10-1750-821	\$8,250		\$8,123	1.6%	\$127
WORKERS COMP INSURANCE EXPENSE					
10-1750-822	\$38,315		\$39,703	-3.5%	-\$1,388
MEDICAL INSURANCE EXPENSE					
10-1750-828	\$2,000		\$2,000	0.0%	\$0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
<b>TOTAL</b>	<b>\$500,056</b>		<b>\$364,481</b>	<b>37.2%</b>	<b>\$135,875</b>

