



## CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

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

*CITY MANAGER*  
REBECCA V. RHODES

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

### CITY OF CAYCE Special Council Meeting February 19, 2014

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

#### Call to Order

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

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

#### Other

##### A. Bid Approval for Lexington Avenue Waterline Upgrade

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

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

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

**B. Presentation of the Comprehensive Annual Review**

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

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

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

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

**Executive Session**

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

**Adjourn**

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

  
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Elise Partin, Mayor

ATTEST:

  
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Mendy C. Corder, Municipal Clerk

CITY OF CAYCE COMPREHENSIVE PLAN ANNUAL REPORT 2013<sup>14</sup>

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

Adapt the environment to meet changing needs of the elderly.	Cayce to the County Health Clinic in Lexington. City currently has three phases of streetscaping projects open on State Street and one on Airport Boulevard.
Initiate a campaign to emphasize the importance of education and parental involvement in the process.	Require all new public and private projects to be ADA compliant, including City projects.
Work with Midlands Tech and Lexington School District #2 to increase participating in adult education programs leading to GED diplomas. Provide incentives to encourage greater participation in adult education programs.	Have met <del>with</del> <del>meet</del> with officials from Lexington School District #2 to see if there are ways that we can partner with them to achieve this goal and have been fully supportive of their efforts. <del>Need Council Guidance.</del> Will meet with officials from Midlands Tech and Lexington School #2 District to see if there are ways that we can partner with them to achieve this goal. <del>Need Council Guidance.</del> Currently working with the Nehemiah project to find a location within the City to hold Fast Track GED courses.
<b>HOUSING ELEMENT</b>	
Amend Zoning Ordinance to allow use of the PDD on large undeveloped tracts prior to a development proposal.	This is contrary to the definition and process for a Planned Development and Case Law
Amend the Zoning Ordinance to allow for "Cluster Development."	Current ordinance allows for cluster development in a Planned Development District. <del>There is money in this year's budget to have the EMCOG update the amended LDRs are currently being discussed by the Planning Commission.</del>
Amend the Zoning Ordinance to include Development Agreements.	Approved in May 2011.
Initiate Voluntary Inclusionary Zoning incentives.	Developers can apply for grants with the County and the LCDC. Staff coordinates these efforts.
Rezone all property designated PMU on the Land Use Plan Map PDD.	Wording amendment has not been done yet.
Provide Developer Incentives to build low-moderate income housing.	Cayce Housing Authority does this. Funding would need to be identified for this activity.
Cooperate with and assist Affordable Housing Providers.	Worked with Cayce Housing Authority on William's Place Project. This project is completed. Working with Habitat for Humanity and the Midlands Housing Trust when appropriate.
Initiate systematic Code Enforcement program targeting renovation or removal of substandard rental units.	A program exists but the renovation and removal has not been funded. Staff plans requested \$20,000 in the 2012-2013 budget for demolition that was not funded.
Study feasibility of providing developer incentives for in-fill housing.	Currently staff is allowed to give up to a 15% variance on setbacks and size requirements on any new development in an existing subdivision. Current Ordinances allow for Special Exceptions and Variances to allow smaller lots and setbacks for developments to fit into the existing

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

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

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

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

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

<p>Recycle Race Track for major outdoor shows and exhibits.</p>	<p>City works with the current owners of the property for events and fundraisers.</p>
<p>Continue to support and cooperate with the Greater Columbia Chamber of Commerce, West Metro Chamber of Commerce, the South Carolina Chamber of Commerce, the South Carolina Department of Commerce, Lexington County Economic Development Office and other regional business organizations engaged in economic development and recruitment.</p>	<p>Ongoing. Mayor and Staff participate in the Regional Economic Development meeting. Staff also works with the Lexington County Economic Development Office on industrial prospects and the West Metro Chamber. The Assistant City Manager serves as an ex-officio member of the West Metro Chamber Board.</p>
<p>Assist Economic Development Agencies by Prioritizing Community Industrial Recruitment Objectives.</p>	<p>City is working with Lexington County on the Saxe Gotha Industrial Park.</p>
<p>Prepare Landscaping Plan, to include streetscaping, placing utility lines underground, tree planting, highlighted crosswalks, decorative signage and more.</p>	<p>Ongoing through streetscaping projects. Funding outside of SCDOT and CDBG will need to be identified for future projects. TIF funding was utilized to prepare a Master Plan for improvements to Knox Abbott from the River to State Street.</p>
<p>Prepare a marketing strategy, based on market survey results contained in the city's Master Plan Charrette (May, 2009), to help attract new businesses.</p>	<p><del>Currently accepting RFQs for PR Services. Staff has met with companies that can perform this task but it is currently cost prohibitive.</del></p>
<p>Expand local economic development efforts to include tourist and retiree markets.</p> <p>Develop a more aggressive tourism and retirement promotion program, together with educational programs for individuals involved in tourism, and the integration of infrastructure development in support of tourism including historic lodging facilities, specialty restaurants, etc.</p>	<p>The Cayce Tennis Facility will help encourage sports-related tourism.</p> <p><del>Currently accepting RFQs for PR Services. The City is working to create a partnership with SCANA, the River Alliance and numerous other natural and cultural resource agencies to develop the History Park.</del></p>
<p><b>LAND USE ELEMENT</b></p>	
<p>Establish an urban growth boundary.</p> <p>Establish standards and regulations designed to achieve "smart growth", to include:</p> <ol style="list-style-type: none"> <li>1. Provisions requiring mixed use development for large scale subdivisions;</li> <li>2. Provisions requiring new subdivisions to show existing neighborhood public space and public uses, (e.g. school sites) or where such space is planned or reserved.</li> <li>3. Provisions to encourage commercial development within walking distance of new subdivisions;</li> <li>4. Amendments to the Zoning Ordinance to allow housing in all commercial areas;</li> </ol>	<p>A boundary is established through the Land Use 2019 Plan.</p> <p>The Planned Development District and the Development Agreement <u>District</u> allows for mixed use. The <del>proposed</del> amendment to the Parking regulations <u>have helped</u> City staff encourage "smart growth" and mixed use.</p> <p>The PDD and DAD can require this.</p>
<p>3. Provisions to encourage commercial development within walking distance of new subdivisions;</p>	<p>Ongoing.</p>
<p>4. Amendments to the Zoning Ordinance to allow housing in all commercial areas;</p>	<p>Housing is currently allowed in <u>some</u> commercial areas.</p>

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

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



# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

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

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

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

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

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

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

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

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

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

	Actual FY11-12	Budget FY12-13	Budget FY13-14	Actual As of 12/31/13 FY13-14	Budget Request FY14-15	Adopted Request FY14-15
Health Reimbursement Account Expense	38	2,000	2,000		2,000	
OPEB Expense	0	7,816	7,816		7,816	
Christmas Bonus Pool	0	0	0		2,700	
<b>Total</b>	<b>\$ 1,211,603</b>	<b>1,425,957</b>	<b>1,277,679</b>	<b>498,087</b>	<b>1,871,753</b>	
<b>WASTEWATER TREATMENT PLANT</b>						
Salaries & Wages	\$ 483,450	502,757	537,402	258,441	558,680	
Overtime	34,264	38,000	41,255	15,686	36,946	
Printing/Office Supplies	449	525	525	340	680	
Postage		250	250	124	270	
State of S. C. Permit Fees	2,739	3,250	3,250	3,170	3,250	
Dues & Membership	713	1,315	1,500	235	1,491	
Travel	2,330	2,350	4,262		4,958	
Auto Operating Expense	66,872	45,000	45,000	26,448	45,000	
Water Expense	130,168	160,000	50,000	54,383	100,000	
Electric & Gas	510,673	543,200	740,000	403,100	806,200	
Telephone	3,930	10,855	12,650	13,844	27,700	
Lubrication Supplies	2,685	5,000	3,000	867	3,000	
Service Contracts	2,670	18,800	92,060	24,895	98,540	
Equipment Repair	95,929	45,800	30,000	32,387	65,000	
Building Repairs	297	800	800	9	800	
Sludge Disposal Fees	408,733	226,000	200,000	94,435	200,000	
Hand Tools & Supplies	2,916	2,000	3,700	751	3,700	
Electric/Light Supplies	0	210	210	75	210	
Radio Supplies	0	200	200		200	
Safety Program and Supplies	7,547	7,500	3,000	1,822	4,150	
Uniform	455	3,200	4,500	2,565	5,810	
Janitorial Supplies	515	800	1,000	374	1,000	
Chemical	243,173	325,000	280,000	50,572	162,910	
Laboratory Supplies	23,001	33,550	26,200	13,640	27,500	
Force Main/Line Repair Expense	0	0	0		0	
Professional Services - HR	0	0	0		0	
Vehicle Insurance	6,612	9,000	9,490	4,875	6,500	
Employee Training	1,809	6,053	6,073	814	6,608	
Professional Serv. - Lab Tests	17,957	26,500	23,900	13,256	25,100	

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

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

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

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

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

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

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

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

# CITY OF CAYCE

## O & M UTILITIES FUND EXPENDITURES

	Actual FY11-12	Budget FY12-13	Budget FY13-14	Actual As of 12/31/13 FY13-14	Budget Request FY14-15	Adopted Request FY14-15
<b>O&amp;M Revenue</b>					<b>\$ 11,466,592</b>	

Net Revenue/(Shortage)

\$3,797

# CITY OF CAYCE BUDGET JUSTIFICATION

DATE REV #1:  
DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14	Percent
			Appropriation	Change

30-1909-101	\$291,190	Salary for 8 full time employees. Increases include backflow certifications for 3 Meter Techs, "C" License for 1 Meter Tech, Customer Service cert for 4 Clerks. Also includes 5% increase for	\$276,894	5.2%
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30-1909-102	\$16,000	Overtime due to new system conversion, meter replacement. Also meter readers having to fill in during sick leave, annual leave and holidays. OT for on-call meter tech.	\$23,423	-31.7%
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30-1909-210	\$3,750	The purchase of materials used in the daily Billing administrative operations. i.e.:forms, water bills, work orders, purchase orders, stationary, copier paper, envelopes, pens, pencils, file folders, subscriptions, printer cartridges and supplies, etc.	\$5,000	-25.0%
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30-1909-211	\$44,500	Postage for Billing, Debt set-off, and final bills.	\$42,000	6.0%
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30-1909-214	\$1,465	ABPA, AWA WA, SCUBA, WEASC memberships	\$1,010	45.0%
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30-1909-215	\$1,560	Travel expenses to schools and seminars. Out of town travel, meals and lodging for the SCUBA (SC Utility Billing Assoc.) (\$1,300); and miscellaneous travel (\$200).	\$1,360	14.7%
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30-1909-217	\$17,500	Maintenance of 4 vehicles assigned to the Meter Techs (1 Spare Truck-4115) with a projected increase in fuel prices and maintenance.	\$17,500	0.0%
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30-1909-221	\$8,401	3 Verizon cellular phones for meter readers (1 Smart phone) and 1 for office, 1 tablet, reimb . of \$30/mo for Cust acct Mgr's(\$3480), Telephone and internet services provided by TWC	\$5,646	48.8%
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30-1909-226	\$16,750	<ul style="list-style-type: none"> <li>1. Harris Computer Systems</li> <li>2.. Iron</li> <li>3. MailFinance</li> <li>4. Ricoh USA</li> </ul>	\$10,000	7.0%
		Total	\$16,750	

30-1909-227	\$0	current equipment is under warranty so no money necessary	\$0	#DIV/0!
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# CITY OF CAYCE BUDGET JUSTIFICATION

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

DATE PREPARED: 1/30/14

DEPT.

Billing

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT CODE

30-1909

DATE REV #1:

DATE REV #2:

Account Line Item      FY 14/15 Request

Justification

FY 13/14      Percent  
Appropriation      Change

SOCIAL SECURITY	30-1909-814	\$23,606	\$23,084	2.3%
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GENERAL INSURANCE EXPENSE (PROPERTY & TORT)	30-1909-820	\$3,900	\$5,090	-23.4%
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WORKERS COMP INSURANCE EXPENSE	30-1909-821	\$5,687	\$3,400	67.3%
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MEDICAL INSURANCE EXPENSE	30-1909-822	\$61,304	\$57,509	6.6%
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UNEMPLOYMENT COMP EXPENSE	30-1909-825	\$5,000	\$5,000	0.0%
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HEALTH REIMBURSEMENT ACCOUNT EXPENSE	30-1909-828	\$5,000	\$5,000	0.0%
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OPEB EXPENSE	30-1909-830	\$0	\$0	#DIV/0!
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CHRISTMAS BONUS POOL	30-1909-867	\$1,380	\$1,440	-4.2%
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WEBSITE	30-1909-901	\$0	\$0	#DIV/0!
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TOTAL		\$636,487	\$589,064	8.1%
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Each Line Item request must be thoroughly justified, explained and documented. This means, if the request is under prior year, explain why. If above prior year, explain in detail. This means for any budget increase documentation of specific departmental budget requests. Additional activities that warrant or necessitate additional cost page 3

DATE PREPARED: 1/30/14

DEPT.

Billing

DATE REV #1:

DEPT CODE

30-1909

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
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be given. Use as many sheets as necessary to explain justification.

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

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

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
<b>SALARIES &amp; WAGES</b>				
30-1910-101	\$200,725	Salary for 3 full time employees. The Risk Manager position has been moved to the General Fund.	\$250,225	-19.8%
<b>OVERTIME EXPENSE</b>				
30-1910-102	\$0		\$0	#DIV/0!
<b>PRINTING/OFFICE SUPPLIES</b>				
30-1910-210	\$5,000	The purchase of materials used in the daily O&M administrative operations, i.e.: forms, purchase orders, stationary, envelopes pens, pencils, file folders, subscriptions, printing supplies, etc.	\$4,300	16.3%
<b>POSTAGE EXPENSE</b>				
30-1910-211	\$5,375	Mailings: letters, checks, purchase orders, etc... Increase due to higher postage costs.	\$4,000	34.4%
<b>DUES &amp; MEMBERSHIPS</b>				
30-1910-214	\$745	Professional memberships in Utility & Engineering related organizations.	\$742	0.4%
<b>TRAVEL EXPENSE</b>				
30-1910-215	\$2,655	Expenses associated with transportation, lodging, meals, & registration for attendance to meetings, seminars, conferences & training.	\$2,370	12.0%
<b>AUTO OPERATING EXPENSE</b>				
30-1910-217	\$4,500	Funds for fuel, oil, lubricants, maintenance & repair parts for 2 vehicles.	\$4,500	0.0%
<b>TELEPHONE EXPENSE</b>				
30-1910-221	\$6,800	3 Verizon cellular phones for Director, Admin Assistant and Project Engineer. Telephone and internet services provided by TWC.	\$8,150	-16.6%
<b>SERVICE CONTRACTS</b>				
30-1910-226	\$4,122	Provide for service, support, & maintenance of office equipment, ie: PC's, main computer, meter reading equipment, software support and upgrades, etc. Reduction due to removal of Harris Software maintenance. 1. ESRI Mapping Software - Arcview \$642 2. Bentley Systems, Inc. - WaterCAD \$2,260 3. DLT Solutions, Inc. - AutoCAD \$706 4. Communication Specialists Mobile Phone Service \$514 Total \$4,122	\$7,816	-47.3%
<b>EQUIPMENT REPAIRS</b>				
30-1910-227	\$900	Parts & repair of equipment that is not covered under line item 226.	\$860	4.7%
30-1910-238	\$2,750	Purchase of PPE (Personal Protective Equipment). Reduction due to Safety Committee budget	\$5,250	-47.6%

# CITY OF CAYCE BUDGET JUSTIFICATION

DATE REV #1:  
DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14	Percent
			Appropriation	Change

SAFETY SUPPLIES	30-1910-241	\$200	\$150	33.3%
		Uniform clothing for staff.		
		moved to the General Fund. Half of the safety committee amount		

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

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

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

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

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

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

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

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

30-1910-271	\$2,675	50% of the annual rental contract for the copier that is located in the hallway between P&D and 20140131 UT Admin Budget FY 1415 (2-19-2014)	\$2,675	0.0%
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# CITY OF CAYCE BUDGET JUSTIFICATION

DATE PREPARED: 1/30/14

DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14	Percent
			Appropriation	Change
<b>SPECIAL CONTRACT -</b>				
<b>COPIER</b>				
the Utilities/Public works section of the City Hall building. P&D supply the other 50% of the annual rental fee for this copier. This copier is available for use by all city departments.				
30-1910-272	\$0	Moved to 1909	\$0	#DIV/0!
<b>SPEC DEPT FEES - COLL, CHG CARD &amp; ONLINE</b>				
30-1910-385	\$750		\$0	#DIV/0!
<b>MACHINES &amp; EQUIP.</b>				
1. Tahoe for Director				
2. Computer Hardware				
			L/P	
			\$750	
			\$750	
Items listed in order of priority.				
30-1910-805	\$21,636		\$26,462	-18.2%
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>				
30-1910-810	\$302		\$376	-19.7%
<b>SC STATE PRE-RETIREMENT DEATH</b>				
30-1910-814	\$15,397		\$19,188	-19.8%
<b>SOCIAL SECURITY</b>				
30-1910-820	\$2,100		\$2,640	-20.5%
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>				
30-1910-821	\$3,570		\$3,000	19.0%
<b>WORKERS COMP INSURANCE EXPENSE</b>				
30-1910-822	\$22,989		\$28,755	-20.1%
<b>MEDICAL INSURANCE EXPENSE</b>				
30-1910-825	\$1,500		\$1,500	0.0%
<b>UNEMPLOYMENT COMP EXPENSE</b>				

# CITY OF CAYCE BUDGET JUSTIFICATION

DATE REV #1:  
DATE REV #2:

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

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

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

# CITY OF CAYCE BUDGET JUSTIFICATION

DATE REV #1:  
DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
SALARIES & WAGES	30-1911-101 \$427,441	Salary for 10 full time employees. We have 1 operator that will be upgrading their license in the upcoming fiscal year.	\$432,463	-1.2%
OVERTIME EXPENSE	30-1911-102 \$41,244	Overtime due to shift changes and operators being on duty 36 hours one week and 48 hours the next. Also operators having to fill in during sick leave, annual leave and holidays.	\$42,494	-2.9%
PRINTING/OFFICE SUPPLIES	30-1911-210 \$650	Log books, ink cartridges, printed forms that are use on a daily basis for record keeping, as well as, compliance with DHEC and EPA regulations and requirements.	\$650	0.0%
POSTAGE EXPENSE	30-1911-211 \$275	Mailing SCDHEC and EPA reports on monthly basis. Increase in postage rates for 2014.	\$250	10.0%
STATE OF S.C PERMIT FEES	30-1911-213 \$23,700	Fees are based on the number of service connections the City has. This includes treatment plant and laboratory certifications (\$370) and all the inspections, analysis, and monitoring done by DHEC during the year (\$22,830). Other permits include 3 NPDES permits (\$300), lab fees (\$200)	\$24,500	-3.3%
DUES & MEMBERSHIPS	30-1911-214 \$822	Professional licenses. AWWA & WEASC membership due for plant personnel.	\$852	-3.5%
TRAVEL EXPENSE	30-1911-215 \$2,360	Travel expenses to schools and seminars. Out of town travel, meals and lodging for the WEASC Annual Environmental Conference (\$1,300); the WEASC Operators Conference (\$1,030); and miscellaneous travel (\$30).	\$2,360	0.0%
AUTO OPERATING EXPENSE	30-1911-217 \$8,100	Maintenance of 3 vehicles assigned to the WTP with a project increase in fuel prices and maintenance. Mower #4112 transferred to Parks to use/maintain.	\$8,500	-4.7%
ELECTRIC & GAS EXPENSE	30-1911-220 \$285,000	Electrical power service for operating the WTP, raw water pump station and high service pumps. Natural gas is used to heat the filter bay area.	\$275,000	3.6%
TELEPHONE EXPENSE	30-1911-221 \$4,500	2 Verizon cellular phones for plant operations (\$ 1,500). Telephone and internet services provided by TWC (\$3000).	\$5,000	-10.0%
LUBRICATION SUPPLIES	30-1911-223 \$900	Oils and greases for air compressors, sludge thickener drives, chemical feed pumps, raw water pumps and high service pumps. Increase due to additional pumps and motors we now have. This will provide for one oil, gear lube, and compressor oil change per year.	\$900	0.0%
SERVICE CONTRACTS	30-1911-226 \$53,222	1. Hach Instrumentation Service to meet DHEC requirements 20140131 WTP Budget FY 1415 (2-19-2014)	\$52,093	2.2%

SERVICE CONTRACTS

1. Hach Instrumentation Service to meet DHEC requirements  
20140131 WTP Budget FY 1415 (2-19-2014)

\$6,500

# CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
<ol style="list-style-type: none"> <li>2. Laboratory Deionized Water System Service</li> <li>3. Communication Specialists Mobile Phone Service</li> <li>4. Collins Controls specialized instrumentation maintenance and repair</li> <li>5. Chlorinator Sales Annual Chlorine System Preventative Maintenance</li> <li>6. Blanchard WTP &amp; RWPS GENSETS Maintenance</li> <li>7. Yearly Hoist inspection and preventive maintenance</li> <li>8. Crom Tank Service Contract</li> <li>9. Garbage Service</li> <li>10. Landscaping Service For WTP &amp; Distribution Tank Sites</li> </ol>				
	\$1,100		\$515	
	\$3,000		\$6,900	
	\$3,525		\$500	
	\$3,738		\$1,680	
	\$25,764		Total	
	\$53,222			
<b>EQUIPMENT REPAIRS</b>	<b>\$75,000</b>	Maintenance on WTP and RWPS to include pumps, motors, valves, VFDs, chemical dosing pumps, fittings, diaphragms, rubbing, PVC repair supplies, electrical circuit boards, rotor and stators, hoses, spray nozzles, HDPE chemical feed lines for lime, alum, flouride and carbon systems including pump replacement (\$30,000) and day labor for Reservoir cleaning (\$25,000).	<b>\$75,000</b>	<b>0.0%</b>
<b>BUILDING REPAIR EXPENSE</b>	<b>\$500</b>	Maintenance and general upkeep of the buildings at the WTP and of the outlying buildings.	<b>\$500</b>	<b>0.0%</b>
<b>HAND TOOLS &amp; SUPPLIES</b>	<b>\$900</b>	Small hand tools for the maintenance of the WTP and RWPS (e.g. drill bits, wrenches for special jobs, etc.)	<b>\$900</b>	<b>0.0%</b>
<b>ELECTRIC &amp; LIGHT SUPPLIES</b>	<b>\$600</b>	Light bulbs for the WTP, RWPS and various instrument panels that require light sources. Also including high pressure sodium bulbs for the WTP and RWPS.	<b>\$600</b>	<b>0.0%</b>
<b>SAFETY SUPPLIES</b>	<b>\$1,550</b>	Respirators, safety glasses, rubber boots, aprons, rubber gloves and steel toed boots.	<b>\$1,500</b>	<b>3.3%</b>
<b>UNIFORM EXPENSE</b>	<b>\$2,300</b>	Replacement of old uniforms and the purchase of uniforms for new employees including winter jackets.	<b>\$2,100</b>	<b>9.5%</b>
<b>JANITORAL SUPPLIES</b>	<b>\$600</b>	Mops, cleaning supplies, waxes, bleach, buckets, etc.	<b>\$600</b>	<b>0.0%</b>
<b>CHEMICAL EXPENSE</b>	<b>\$229,219</b>	Purchase of chlorine, fluoride, carbon, lime, polymer, potassium permanganate, polyphosphate, aluminum sulfate all used in the treatment process of the raw and finished water. Increase due to projected liquid carbon increased cost and petroleum based chemicals and fuel surcharges.	<b>\$194,077</b>	<b>18.1%</b>

# CITY OF CAYCE BUDGET JUSTIFICATION

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

DATE PREPARED: 1/30/14

DEPT. WTP

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT CODE 30-1911

DATE REV #1:  
DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
30-1911-820	\$17,432		\$13,660	27.6%
GENERAL INSURANCE				
EXPENSE (PROPERTY & TORT)				
<hr/>				
30-1911-821	\$18,192		\$16,170	12.5%
WORKERS COMP				
INSURANCE EXPENSE				
<hr/>				
30-1911-822	\$76,629		\$71,886	6.6%
MEDICAL INSURANCE				
EXPENSE				
<hr/>				
30-1911-825	\$500		\$500	0.0%
UNEMPLOYMENT COMP				
EXPENSE				
<hr/>				
30-1911-828	\$2,500		\$2,500	0.0%
HEALTH REIMBURSEMENT				
ACCOUNT EXPENSE				
<hr/>				
30-1911-830	\$5,411		\$5,411	0.0%
OPEB EXPENSE				
<hr/>				
30-1911-867	\$1,920		\$1,380	39.1%
CHRISTMAS BONUS POOL				
<hr/>				
TOTAL	\$1,550,513		\$1,439,138	7.7%

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

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

**Item #1**

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

**Item #2**

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

**Item #3**

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

City of Cayce  
FY 14-15

Capital Equipment/New Initiatives or Services/Personnel

**Item #4**

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

**Item #5**

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

City of Cayce  
FY 14-15

Capital Equipment/New Initiatives or Services/Personnel

**Item #6**

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

**Item #7**

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

**Item #8**

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

City of Cayce  
FY 14-15

Capital Equipment/New Initiatives or Services/Personnel

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

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

DATE PREPARED: 1/30/14

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WD  
DEPT CODE 30-1912

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

DATE PREPARED: 1/30/14

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WD  
DEPT CODE 30-1912

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

DATE PREPARED: 1/30/14

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WD

DEPT CODE

30-1912

Account Line Item Request

Justification

FY 13/14  
Appropriation

Percent  
Change

30-1912-264	EMPLOYEE TRAINING	\$12,109	Short schools, seminars and outside training materials. Certification for employees as keeping up the number of CEU hours required for operator renewal of their certifications. Asbestos initial and annual training, annual confined space and competent person training. To account for extra training due to turn over in our department personnel.	\$5,000	142.2%
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30-1912-381	WATER DIST. EQUIP. METERS	\$15,000	For purchase of water meters for new installations at new business/sub-divisions. For increase cost to purchase AMR Meters verses direct read water meters.	\$15,000	0.0%
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30-1912-385	MACHINES & EQUIPMENT	\$393,000	<ul style="list-style-type: none"> <li>Item #1 Two HD Vehicles for New Valve Maintenance Crews L/P</li> <li>Item #2 New Excavator to replace Unit 4123 L/P</li> <li>Item #3 New HD Vehicle to replace Vehicle 4158 L/P</li> <li>Item #4 New HD Vehicle to replace Vehicle 4159 L/P</li> <li>Item #5 Continue AMR meter conversion program \$385,000</li> <li>Item #6 Computer Hardware \$8,000</li> </ul> <p>Items listed in order of priority. \$393,000</p>	\$93,250	321.4%
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30-1912-805	SC STATE RETIREMENT CONTRIBUTIONS	\$66,413		\$54,210	22.5%
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30-1912-810	RETIREMENT DEATH BENEFIT	\$927		\$771	20.2%
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30-1912-814	SOCIAL SECURITY	\$47,269		\$39,308	20.3%
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30-1912-820	GENERAL INSURANCE EXPENSE	\$9,700		\$9,540	1.7%
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30-1912-821	WORKERS COMP INSURANCE EXPENSE	\$25,258	Workers Compensation Program Code #7580. Rate = 0.0464. includes 20% discount.	\$10,000	152.6%
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DATE PREPARED: 1/30/14

DEPT.

WD

DATE REV #1:

DEPT CODE

30-1912

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

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

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

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

**Item #1**

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

**Item #2**

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

**City of Cayce  
FY 14-15**

**Capital Equipment/New Initiatives or Services/Personnel**

**Item #3**

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

**Item #4**

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

**City of Cayce  
FY 14-15**

**Capital Equipment/New Initiatives or Services/Personnel**

**Item #5**

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

**City of Cayce  
FY 14-15**

**Capital Equipment/New Initiatives or Services/Personnel**

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

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

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

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

City of Cayce

FY 14-15

Capital Equipment/New Initiatives or Services/Personnel

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

DATE PREPARED: 1/30/14

# CITY OF CAYCE

DEPT. W WTP

DATE REV #1:

## BUDGET JUSTIFICATION

DEPT CODE 30-1916

DATE REV #2:

Account Line Item FY 14/15 Request

Justification

FY 13/14 Appropriation Percent Change

SALARY AND WAGES	30-1916-101	\$561,180	Salary and wages for 13 employees. Includes a proposed W/WTP plant maintenance I personnel.	\$535,122	4.9%
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OVERTIME	30-1916-102	\$32,000	Time worked after hours, other than 40 Hr. per week for coverage of holiday and weekend duties @ W/WTP (ie: after hours emergency calls for W/WTP, Pump Station #1 & #2 for emergency repairs to equipment). Current overtime expenditures reflect decreased solids dewatering operations (membranes, centrifuges, and digesters) to achieve target MLSS concentrations for carousels and overtime for W/WTP maintenance staff for possible after hours electrical troubleshooting and corrective maintenance.	\$41,255	-22.4%
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PRINTING & OFFICE SUPPLIES	30-1916-210	\$680	Log books, printed forms, label maker supplies, data sheets, laserjet cartridges for lab and treatment plant. DHEC and EPA record keeping and monthly reporting. Increase due to increased printing of documents from multiple Laserjet printers and increased use of log books to document operations and maintenance of various W/WTP systems.	\$525	29.5%
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POSTAGE EXPENSE	30-1916-211	\$270	Mailing SCDHEC and EPA reports on monthly basis.	\$250	8.0%
STATE OF SC PERMIT FEES	30-1916-213	\$3,250	These fees includes treatment plant and laboratory certification, and covers inspection, analysis, and monitoring done by DHEC over the year.	\$3,250	0.0%

DUES AND MEMBERSHIP	30-1916-214	\$1,500	Professional membership dues for wastewater treatment personnel (ie. AWWA, SCWEA, WEF); annual certification fees for existing personnel; and additional monies for lower grade operators (4) to sit for certification tests.	\$1,500	0.0%
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TRAVEL EXPENSE	30-1916-215	\$5,000	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required. Specifically to send 2 operators to the Operators Conference in October 2013, the SC Environmental Conference in March 2014, and to attend the Oviwo MBR Operator's Workshop. This will also support ongoing training opportunities to prepare lower grade operators (4) for higher grade certification exams. Additional training for W/WTP maintenance personnel to travel and attend equipment repair training classes for new 25 MGD W/WTP.	\$4,262	17.3%
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AUTO OPERATING EXPENSE	30-1916-217	\$45,000	Maintenance of vehicles and equipment assigned to the W/WTP including fuel, oil, lubricants for 1 sedan, 4 pickup trucks, 2 service trucks, & 3 tractor trailers. Total of 9 vehicles. Also supports	\$45,000	0.0%
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DATE PREPARED: 1/30/14

# CITY OF CAYCE

DEPT. WWTP

DATE REV #1:

## BUDGET JUSTIFICATION

DEPT CODE 30-1916

DATE REV #2:

Account Line Item FY 14/15 Request

Justification

FY 13/14 Appropriation Percent Change

a John Deere tractor and Gator utility vehicle, a KutKwik slopemower, and a proposed gasoline utility golf cart. Vehicle expense includes weekly routes for Town of Lexington & Joint Municipal Commission sampling and 1 vehicle for WWTP additional maintenance personnel.

30-1916-218	\$100,000	Portable Water Usage @ WWTP. Increase based on first year's operational use of water at new WWTP.	\$50,000	100.0%
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30-1916-220	\$806,200	Electric power service for operating the WWTP and solids handling facility.	\$740,000	8.9%
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30-1916-221	\$27,700	Telephone/Internet service, Verizon cellular/direct connect phone service, leased lines for radio, and pump stations #1 & #2.	\$12,650	119.0%
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30-1916-223	\$3,000	Oil's and greases for blowers, pumps, clarifier drives and wastewater pump stations #1 & #2.	\$5,000	-40.0%
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30-1916-226	\$104,600	<ol style="list-style-type: none"> <li>1. Annual radio service contract charge. \$840</li> <li>3. Generators and Switchgear Service Agreement \$22,000</li> <li>4. Lawn service agreement \$52,060</li> <li>5. Elevator Service Agreement \$1,740</li> <li>6. Annual Industrial Scientific Gas Detector INET Insite usage fee \$1,020</li> <li>7. Parts Washer Service Agreement \$600</li> <li>8. Hach DR 2700 Spectrophometer preventative maintenance agreement \$14,200</li> <li>9. Fire Alarm Service (Operations &amp; Chlorine Buildings) \$1,440</li> <li>10. Plant garbage service \$6,500</li> <li>11. Aquarium maintenance service \$4,200</li> </ol> <p>Total \$104,600</p>	\$92,060	13.6%
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30-1916-227	\$65,000	Equipment repairs for the maintenance of pumps, couplings, drives, blowers, pump stations, bar screen, valves, etc. and annual hoist inspection and repair.	\$30,000	116.7%
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30-1916-228	\$500	Maintenance of buildings at the WWTP and pump station #1	\$800	-37.5%
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30-1916-229	\$200,000	Landfilling of sludge that is generated in the wastewater treatment process and water plant alum	\$200,000	0.0%
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DATE PREPARED: 1/30/14

DATE REV #1:

DATE REV #2:

DEPT.

WWTP

DEPT CODE

30-1916

# CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
<b>SUDGE DISPOSAL FEES</b>				
30-1916-231	\$3,700	Sludge.	\$3,700	0.0%
<b>HAND TOOLS &amp; SUPPLIES</b>				
30-1916-236	\$210	Small tools and implements to repair and maintain the WWTP. Additional electrical tools for Maintenance Tech.	\$210	0.0%
<b>ELECTRIC &amp; LIGHT SUPPLIES</b>				
30-1916-237	\$200	Light bulbs for the WWTP and pump stations.	\$200	0.0%
<b>RADIO SUPPLIES</b>				
30-1916-238	\$4,150	Miscellaneous parts/service for mobile radios.	\$3,000	38.3%
<b>SAFETY SUPPLIES</b>				
30-1916-241	\$5,810	Raingear, boots, safety glasses, and rubber gloves. New safety equipment needed for the ongoing safety program including calibration gas, parts and repair for portable gas monitor.	\$4,500	29.1%
<b>UNIFORM SUPPLIES</b>				
30-1916-244	\$1,000	Rental of uniforms as needed for 12 employees to include ARC Flash protective uniforms for maintenance personnel. Purchase Cayce logo jackets for employees.	\$1,000	0.0%
<b>JANITORIAL SUPPLIES</b>				
30-1916-248	\$162,910	Hand soaps, mops, brooms, paper towels, bath tissue and floor cleaning supplies. Increase due to additional buildings in new facility.	\$280,000	-41.8%
<b>CHEMICAL EXPENSE</b>				
30-1916-249	\$27,500	Purchase of chlorine, sulfur dioxide, polymer, lime, alum, and herbicide.	\$26,200	5.0%
<b>LABORATORY SUPPLIES</b>				
30-1916-262	\$6,500	Reagents & supplies for the analysis of influent, effluent and pretreatment samples that are required by DHEC and EPA including chlorine, CODs, BODs, fecal coliform, quality control standards and pH reagents. Purchase of unknown WP Interlaboratory PT study samples as mandated by EPA/DHEC. Analytical balance calibration. Special sampling projects. Resumption of phosphorous analysis required for 25 MGD NPDES limits. Additional costs associated with Town of Lexington & Joint Municipal Commission BOD, TSS & NH3 analysis. Additional monies adjusted for 5.0% anticipated laboratory supply price increases.	\$9,490	-31.5%
<b>VEHICLE INSURANCE</b>				
30-1916-264	\$6,608	Insurance on 13 Vehicles/Trailers assigned to the WWTP.	\$6,073	8.8%
<b>EMPLOYEE TRAINING</b>				
20140131 WWTP Budget FY 1415 (2-19-2014)		Short schools, seminars and outside training materials. Certification for employees as as keeping up the number of CEU hours required for operator renewal of their certifications. Additional training required to prepare lower grad operators (4) for higher level certification exams.		

DATE PREPARED: 1/30/14

DEPT.

WWTP

DATE REV #1:

DEPT CODE

30-1916

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
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Training for maintenance technician on new WWTP systems.

<b>PROFESSIONAL SERVICES</b> 30-1916-267	\$25,100	Outside Laboratory analysis for metals, TCLP, toxicity, total phosphorous, PCBs, total nitrogen and monitoring of Cayce's pretreatment accounts. This analysis has to be done by a State of South Carolina certified laboratory. Also extra sampling to investigate any potential operational problems in WWTP water quality. \$7650 for additional monthly chronic and acute toxicity analysis required by NPDES permit toxicity limits.	\$23,900	5.0%
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<b>MACHINES &amp; EQUIPMENT</b> 30-1916-385	\$10,500		\$58,700	-82.1%
		Item #1 Forced air incubator		3,100
		Item #2 Hach HQ440d Benchtop Dissolved Oxygen multi meter		1,600
		Item #3 Ford F-150 F1C		L/P
		Item #4 3 Automatic Door operators for Centrifuge building Rollup Doors		5,800
		Item #5 Used gasoline Utility Golf Cart		L/P
		Items listed in order of priority.		10,500

<b>SC STATE RETIREMENT CONTRIBUTIONS</b> 30-1916-805	\$64,044		\$61,048	4.9%
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<b>SC STATE PRE-RETIREMENT DEATH</b> 30-1916-810	\$894		\$868	3.0%
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<b>SOCIAL SECURITY</b> 30-1916-814	\$45,576		\$44,267	3.0%
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<b>GENERAL INSURANCE</b> 30-1916-820	\$84,016		\$52,897	58.8%
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<b>WORKERS COMP INSURANCE EXPENSE</b> 30-1916-821	\$25,606		\$18,500	38.4%
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<b>30-1916-822</b>	\$99,618		\$86,263	15.5%
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DATE PREPARED: 1/30/14

DEPT.

WWTP

DATE REV #1:

DEPT CODE

30-1916

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
<b>MEDICAL INSURANCE EXPENSE</b>				
30-1916-825	\$2,000		\$2,000	0.0%
<b>UNEMPLOYMENT COMPENSATION EXPENSE</b>				
30-1916-828	\$1,500		\$1,500	0.0%
<b>HEALTH REIMBURSEMENT</b>				
30-1916-830	\$6,615		\$6,615	0.0%
<b>OPEB EXPENSE</b>				
30-1916-867	\$2,580		\$2,280	13.2%
<b>CHRISTMAS BONUS POOL</b>				
30-1916-950	\$550,000		\$0	#DIV/0!
<b>DEPRECIATION</b>				
<b>TOTAL 30-1916</b>	<b>\$3,092,517</b>		<b>\$2,454,885</b>	<b>26.0%</b>

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

**City of Cayce**

**FY 14 - 15**

**Capital Equipment/New Initiatives or Services/Personnel**

**Item #1**

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

**Item #2**

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

**Item #3**

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

**City of Cayce**

**FY 14 - 15**

**Capital Equipment/New Initiatives or Services/Personnel**

<b>on FY 14-15 Budget</b>	
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**Item #4**

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

**Item #5**

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

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

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

# CITY OF CAYCE BUDGET JUSTIFICATION

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

DATE PREPARED: 1/30/14

DEPT. WWC

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT CODE 30-1917

DATE REV #1:  
DATE REV #2:

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

DATE PREPARED: 1/30/14

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWC

DEPT CODE 30-1917

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
EMPLOYEE TRAINING		and competent person training. Increase due to Department split, employees need more training for job specific duties.		

MACHINES & EQUIPMENT	30-1917-385	\$76,200		
Item #1	2014 Vacuum Truck		\$20,000	281.0%
Item #2	Chevy Silverado 1500		L/P	
Item #3	HD Utility F450		L/P	
Item #4	TC McDonalds PS Discharge Piping Replacement	\$34,300		
Item #5	Maggie Maes PS Rebuild	\$9,400		
Item #6	Mallard Trace PS Rebuild	\$13,000		
Item #7	Electric control panel Cedarfield Pump Station	\$7,000		
Item #8	Electric control panel Davon Pump Station	\$6,500		
Item #9	Kubota RTV Easement Vehicle	L/P		
Item #10	Computer Hardware	\$6,000		
	Items listed in order of priority.	\$76,200		

SC STATE RETIREMENT CONTRIBUTIONS	30-1917-805	\$61,803	\$45,029	37.3%
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RETIREMENT DEATH BENEFIT	30-1917-810	\$862	\$640	34.7%
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SOCIAL SECURITY	30-1917-814	\$43,981	\$32,651	34.7%
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GENERAL INSURANCE EXPENSE	30-1917-820	\$13,000	\$12,175	6.8%
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WORKERS COMP INSURANCE EXPENSE	30-1917-821	\$28,638	\$18,000	59.1%
		Workers Compensation Program Code #7580, Sewage Treatment Plant Rate = 0.0464; Includes 20% discount.		

MEDICAL INSURANCE EXPENSE	30-1917-822	\$114,944	\$93,452	23.0%
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DATE PREPARED: 1/30/14

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DATE REV #1:  
DATE REV #2:

DEPT. WWC  
DEPT CODE 30-1917

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

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

City of Cayce  
FY 14-15

**Capital Equipment/New Initiatives or Services/Personnel**

**Item #1**

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

**Item #2**

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

**City of Cayce**

**FY 14-15**

**Capital Equipment/New Initiatives or Services/Personnel**

**Item #3**

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

**Item #4**

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

**City of Cayce  
FY 14-15**

**Capital Equipment/New Initiatives or Services/Personnel**

**Item #5**

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

**Item #6**

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

**City of Cayce**

**FY 14-15**

**Capital Equipment/New Initiatives or Services/Personnel**

**Item #7**

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

**Item #8**

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

City of Cayce  
FY 14-15

Capital Equipment/New Initiatives or Services/Personnel

Item #9

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

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

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



## CITY OF CAYCE

DEPT. Pre-Treatment

DEPT CODE 30-1920

## BUDGET JUSTIFICATION

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

# CITY OF CAYCE BUDGET JUSTIFICATION

DATE REV #1:  
DATE REV #2:

Account Line Item	FY 14/15 Request	Justification	FY 13/14 Appropriation	Percent Change
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30-1920-264 EMPLOYEE TRAINING	\$859	Short schools, seminars and outside training materials. Certification for employees as as keeping up the number of CEU hours required for operator renewal of their certifications.	\$534	60.9%
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30-1920-267 PROFESSIONAL SERVICES	\$10,000	Outside analysis for oil and grease on FSEs and test for disposal from pump trucks.	\$0	#DIV/0!
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30-1920-385 MACHINES & EQUIPMENT	\$50,000	Item #1 Remodel old WWTP office/lab to convert into office space for septage and grease station employees, maintenance department for WTP and WWTP and City electrician.	\$50,000	150.0%
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Items listed in order of priority. \$50,000

30-1920-805 SC STATE RETIREMENT CONTRIBUTIONS	\$13,985		\$4,107	240.5%
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30-1920-810 SC STATE PRE-RETIREMENT DEATH BENEFIT	\$195		\$58	236.4%
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30-1920-814 SOCIAL SECURITY	\$9,952		\$2,978	234.2%
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30-1920-820 GENERAL INSURANCE EXPENSE	\$500		\$0	#DIV/0!
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30-1920-821 WORKERS COMP INSURANCE EXPENSE	\$6,468		\$0	#DIV/0!
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30-1920-822 MEDICAL INSURANCE EXPENSE	\$22,989		\$5,391	326.4%
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CITY OF CAYCE

BUDGET JUSTIFICATION

DATE REV #1:

DATE REV #2:

Account Line Item	FY 13/14 Appropriation	FY 14/15 Request	Justification	Percent Change
30-1920-825	\$0	\$0		#DIV/0!
UNEMPLOYMENT				
COMPENSATION EXPENSE				
30-1920-828	\$0	\$0		#DIV/0!
HEALTH REIMBURSEMENT				
ACCOUNT EXPENSE				
30-1920-830	\$0	\$0		#DIV/0!
OPEB EXPENSE				
30-1920-867	\$120	\$240		100.0%
CHRISTMAS BONUS POOL				
TOTAL 30-1920	\$101,137	\$361,053		257.0%

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

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

**Item #1**

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

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

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

DATE PREPARED: 1/30/14

# CITY OF CAYCE

DEPT.

Non Dept

## BUDGET JUSTIFICATION

DEPT CODE

30-1990

DATE REV #1:  
DATE REV #2:

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

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