



## CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

*COUNCIL MEMBERS*  
TARA S. ALMOND  
PHIL CARTER  
EVA CORLEY

*CITY MANAGER*  
REBECCA VANCE

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

### City of Cayce Special Council Meeting March 16, 2016

A Special Council Meeting was held this afternoon at 5:00 p.m. at Cayce Tennis & Fitness Center. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins, City Manager Rebecca Vance and Assistant City Manager Shaun Greenwood. Municipal Clerk Mendy Corder, Director of Utilities Blake Bridwell and City Attorney Danny Crowe 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 Corley gave the invocation. Mayor Partin led the assembly in reciting the Pledge of Allegiance.

#### Public Comment Regarding Items in the Agenda

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

#### Other

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

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

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

Ms. Vance stated that there is an extra payroll in the FY2016/2017 budget due to the Leap Year therefore each department's salary line item has increased. Ms. Vance explained that a new line item has been added to each budget. It is 386, Equipment Non-Capital. Any non-capitalized items below \$5,000 will be placed in this line item. She stated that the cost of HVAC and pest control maintenance were also added to each department's budget. She stated that the Utility staff have the opportunity to get their licenses from D to A so there are some salary increases budgeted for possible upgrading of licenses.

Ms. Kay Hutchinson, Customer Service Manager, made her presentation first. She stated that her department's salary line item increased due to two meter technicians who are anticipated to receive their backflow certifications. Also, her department increased from eight employees to nine. The overtime expense line item increased due to the meter technicians being on-call on holidays and weekends now. Mayor Partin asked how after hour's needs were met before if the meter technicians just started being on-call. Ms. Hutchinson explained that previously the field crew staff handled all after hours calls including turning someone's water on and off and unplugs. An additional meter technician was recently hired therefore this department is handling their own calls after hours.

Ms. Hutchinson stated that her staff now replaces all the  $\frac{3}{4}$ " and 1" meters so the inventory is now included in her budget. She explained that it is necessary to have an inventory of meters to replace any that fail, for new housing and to replace any meters in the system that are not radio read. Council Member Carter asked how many meters the City installs in a year. Ms. Hutchinson stated that approximately 500 are installed yearly. She stated that she is also requesting an upgrade to the current security camera system for the safety of her staff and the citizens and to place over the cash tills.

Mr. Bridwell, Director of Utilities, presented the budget for the Utility Administration Department. He stated that the City's electrician was moved into the administration budget last year so the salary and overtime expense line items increased slightly. He stated that the overall budget for this department only increased by 2%.

Mr. Vince Osborne, the Superintendent of the Water Treatment Plant, stated that the two claricones at the Water Treatment Plant are fourteen years old and need painting. He stated that there has not been any exterior maintenance performed on them. He stated that the concrete tank also needs to be repainted. He stated that the cost to paint the claricones has been rolled into the Utility Services contract so it can be spread out over a four year period. This cost would include the painting and maintenance of six tanks total. Council Member Jenkins stated that he thought this cost was in the previous year's budget. Ms. Vance stated that it was cut out of the budget. Mayor Partin asked what the expected lifespan of the new paint job was. Mr. Osborne stated that the paint typically lasts ten to fifteen years. Council Member Jenkins asked if Utility Services would replace the logo that is currently on the tank. Mr. Bridwell stated they will paint whatever is currently on the tank or anything else as long as it is not too complex.

Mr. Osborne stated that he requested in his budget to replace a high service transmission pump and a raw water transmission pump. He stated that seven new pumps were purchased in 2001 when the Water Treatment Plant was renovated. Three of the pumps were installed at the plant and four at the pump station. Three pumps have been replaced and one is being replaced in the current budget year. If the two

pumps that are being requested are approved that will leave only one that will need to be replaced in the near future. Council Member Jenkins asked if staff rotated the usage of the pumps. Mr. Osborne stated that they are rotated but normal wear and tear has worn them down. Mayor Partin asked if all seven of the pumps were being used or if there were any that were stored for backup. Mr. Osborne stated that they were all installed in the ground at the same time. He stated that he also requested to replace the variable frequency drives and panel at the Water Plant and the Raw Water Pump Station. He stated that the panel is so dated that replacement parts have to be purchased on EBay.

Mr. Ben Wright, the Utilities Field Manager, stated his department's proposed budget had decreased by 1.5% from last year. He stated he requested an excavation vacuum machine. He explained that the Palmetto Utility Protection Service (PUPS) regulates how the City locates its water and sewer lines. Currently staff has to use post hole diggers to locate lines which is physically demanding and can take a great deal of time. Staff has to correctly place the mark within 2 ½ feet of the utility line or the City can be held responsible if another agency breaks the line.

Mr. Glemmie Haimes, the Assistant Superintendent of the Wastewater Treatment Plant, stated his department's proposed budget had increased 10% from last year. He stated that the equipment repair expense line item increased due to repairs for the maintenance of pumps, pump stations, generators and switchgear. The annual hoist inspection and repair is also included in this line item.

Mr. Haimes stated that the budget for sludge disposal fees increased due to additional flows from winter rain events and additional flow from the Town of Lexington which contributes to an increase in solids removal from the Waste Water Treatment Plant's processes. The chemical expense budget increased as well due to increased flows into the WWTP.

Mr. Michael Paulchel, the Assistant Wastewater Fields Manager, stated that his department's budget increased 10.9% from last year. He stated that the equipment repair expense line item increased due to repair parts being needed. Pumps, electric motors and electric control panels also need to be repaired. He stated that Pump Station #1 needs to be rebuilt which will cost \$25,000. Ms. Vance explained that this pump station is the master lift station that brings waste to the WWTP. She stated that the City has 65 pump stations and approximately 130 pumps.

Mr. Paulchel stated that the chemical expense line item increased so staff can purchase lime for sterilization at sewer spills and various other chemicals that are used for odor control and grease and gas formation control. He stated he also requested an upgrade for the panel for Magnolia Ridge Pump Station. He also requested new ridged camera push systems since the ones the City currently has are so dated that the repair cost is more than the cost to replace them.

Mr. Neal Klimeck, the Assistant Superintendent of Septage and Grease, stated that the City's Septage and Grease Receiving Facility generated over \$771,000 of revenue in the last three quarters. He stated that business had increased exponentially and another staff member is needed. Currently the three staff members work a lot of overtime due to equipment failure and delays in unloading the vacuum trucks. He explained that if his department had an additional employee then he could perform inspections on the City's restaurant's grease interceptors. Mr. Bridwell stated that if Mr. Klemick had time to perform inspections then a lot of the sanitary sewer overflow would be eliminated.

Mr. Klemick stated that his equipment repair line item increased due to repairs needed for the maintenance of pumps, motors, screening equipment and grinders. He stated that he requested a holding tank mixer because the City does not have a spare one. If one of the mixers broke down then the facility would have to shut down until it could be replaced. Mr. Bridwell stated that the facility has the potential to generate over \$400,000 in net revenue in the next budget year.

Ms. Vance reviewed the non-departmental budget. She explained that these items do not get attributed to any one department. She stated that staff is requesting \$200,000 for the capital improvement project reserve fund. This money is used for unplanned or emergency projects. \$200,000 is also requested for the capital equipment reserve fund.

Each department's proposed budget is attached.

### **Council Comments**

No one had any comments.

### **Executive Session**

- A. Receipt of legal advice relating to claims and potential claims by the City and other matters covered by the attorney-client privilege
- B. Discussion of negotiations incident to proposed contractual arrangements between the City of Cayce and Lexington School District Two
- C. Discussion of City Manager's employment contract renewal

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

### **Possible Actions by Council in Follow up to Executive Session**

**Item V.C.**

Council Member Almond made a motion to approve and authorize the Mayor to sign the agreement as discussed subject to final changes by the City Attorney with regards to the City Manager's compensation contract. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

**Adjourn**

Council Member Almond made a motion to adjourn the meeting. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 8:15 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy Corder, Municipal Clerk



DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Billing

DEPT CODE 30-1909

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>SALARIES &amp; WAGES</b>	<b>30-1909-101</b> \$339,635	Salary for 9 full time employees. Increases include backflow certifications for 2 Meter Techs and Manager, "C" License for 3 Meter Techs.	\$329,905	2.9%
<b>OVERTIME EXPENSE</b>	<b>30-1909-102</b> \$27,200	Overtime due to meter replacement. Also meter techs having to fill in during sick leave, annual leave and holidays. Weekend On-call has been added. OT for on-call meter techs.	\$16,000	70.0%
<b>PRINTING/OFFICE SUPPLIES</b>	<b>30-1909-210</b> \$5,000	The purchase of materials used in the daily Billing administrative operations. i.e.:forms, water bills, work orders, purchase orders, stationary, copier paper, envelopes, pens, pencils, file folders, subscriptions, printer cartridges and supplies, etc. 3 New Chairs.	\$5,000	0.0%
<b>POSTAGE EXPENSE</b>	<b>30-1909-211</b> \$55,000	Postage for Billing, Debt set-off, and final bills.	\$49,000	12.2%
<b>DUES &amp; MEMBERSHIPS</b>	<b>30-1909-214</b> \$1,940	ABPA, AWWA, SCUBA, WEASC memberships	\$1,465	32.4%
<b>TRAVEL EXPENSE</b>	<b>30-1909-215</b> \$1,560	Travel expenses to schools and seminars. Out of town travel, meals and lodging for the SCUBA (SC Utility Billing Assoc.) (\$1,300); and miscellaneous travel (\$200).	\$1,560	0.0%
<b>AUTO OPERATING EXPENSE</b>	<b>30-1909-217</b> \$20,000	Maintenance of 5 vehicles assigned to the Meter Techs (1 Spare Truck-4115) with a projected increase in fuel prices and maintenance.	\$17,500	14.3%
<b>TELEPHONE EXPENSE</b>	<b>30-1909-221</b> \$11,228	2 Smart phones and 5 \$30/mo reimb for office and tech smart phones, 1 tablet, reimb . of \$30/mo for Cust acct Mgr's(\$3480). Telephone and internet services provided by TWC (\$7268/yr for 6 phones). \$648 for 9 emails.	\$8,977	25.1%
<b>SERVICE CONTRACTS</b>	<b>30-1909-226</b> \$17,750	No longer paying Harris \$10,000	\$29,250	-39.3%
		1. Edmunds	\$8,000	
		2. Itron	\$6,500	
		3. MailFinance	\$1,250	
		4. Ricoh USA	\$2,000	
		<b>Total</b>	<b>\$17,750</b>	

DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Billing

DEPT CODE 30-1909

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>EQUIPMENT REPAIRS</b>	30-1909-227 \$1,000		\$0	#DIV/0!
<b>HAND TOOLS AND SUPPLIES</b>	30-1909-231 \$3,000	Replacement tools such as: Curb stop wrenches, shovels, cameras, hand pumps, metal detector, spray paint and misc tools for meter readers.	\$2,000	50.0%
<b>SAFETY SUPPLIES</b>	30-1909-238 \$2,250	Equipment such as: Gloves, goggles, binoculars, vests and steel toe boot reimbursement for meter techs.	\$1,750	28.6%
<b>UNIFORM EXPENSE</b>	30-1909-241 \$2,000	Uniforms for 5 Meter Readers @ \$298.48/person/year. Jackets and shirts for meter techs. Shirts for office, Sweatshirts for techs.	\$1,750	14.3%
<b>JANITORIAL</b>	30-1909-244 \$0		\$0	#DIV/0!
<b>VEHICLE INSURANCE EXP</b>	30-1909-262 \$3,800	Insurance for five vehicles. \$742/Vehicle x 5 = \$3,800	\$2,500	52.0%
<b>TRAINING</b>	30-1909-264 \$6,500	SCUBA Spring/Fall Conferences, ABPA Conference/Certification and training books/manuals.	\$6,500	0.0%
<b>SPEC DEPT FEES - COLL, CHG CARD &amp; ONLINE</b>	30-1909-272 \$85,000	SI Solutions (billing company), SunTrust (VSA/MC), BB&T, SC Interactive	\$85,000	0.0%
<b>SPEC CONTRACT-COPIER</b>	30-1909-271 \$0		\$0	#DIV/0!
<b>MACHINES &amp; EQUIP.</b>	30-1909-385 \$136,500		\$1,200	11275.0%

<b>ITEM # 1</b>	500 3/4" Meters for AMR Replacement Program	\$83,000
<b>ITEM # 2</b>	500 100W ERTs to replace failing ERTs	\$40,000
<b>ITEM # 3</b>	25 1" meters for replacement	\$5,500
<b>ITEM # 4</b>	Camera for Plugging	\$8,000

Items listed in order of priority \$136,500

DATE PREPARED:

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DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Billing

DEPT CODE 30-1909

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
30-1909-386	\$5,400	ITEM # 1 Desktop Computer	\$2,400	0
EQUIPMENT NON-CAPITAL		ITEM # 2 Security Camera System	\$3,000	#DIV/0!
			\$5,400	
30-1909-805	\$40,022		\$37,967	5.4%
SC STATE RETIREMENT CONTRIBUTIONS				
30-1909-810	\$550		\$522	5.4%
RETIREMENT DEATH BENEFIT				
30-1909-814	\$28,063		\$27,155	3.3%
SOCIAL SECURITY				
30-1909-820	\$5,250		\$5,000	5.0%
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)				
30-1909-821	\$7,000		\$5,100	37.3%
WORKERS COMP INSURANCE EXPENSE				
30-1909-822	\$74,281		\$74,741	-0.6%
MEDICAL INSURANCE EXPENSE				
30-1909-825	\$1,000		\$1,000	0.0%
UNEMPLOYMENT COMP EXPENSE				
30-1909-828	\$6,000		\$7,500	-20.0%
HEALTH REIMBURSEMENT ACCOUNT EXPENSE				
<b>TOTAL</b>	<b>\$886,928</b>		<b>\$718,342</b>	<b>23.5%</b>

**FY 1617 Billing - Dues, Memberships & Training Expense Budget Justification**

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
<b>Dues &amp; Memberships Expense</b>					
AWWA Membership	9	\$75	0	No	\$675
SCUBA	5	\$30	0	No	\$150
ABPA	4	\$200	0	No	\$800
WEASC	9	\$35	0	No	\$315
<b>Total Cost</b>					<b>\$1,940</b>
<b>Training Expense</b>					
SCUBA Conference Spring	2	\$150	0	Yes	\$300
SCUBA Conference Fall	3	\$50	0	No	\$150
ABPA Conference/Certification	3	\$300	0	No	\$900
AWWA Customer Service Certification	5	\$625	not set	No	\$3,125
Operator License Exams	4	\$95	12	No	\$380
Short Schools, Seminars, Training Books & Manuals	3	\$375	12	No	\$1,125
Software Training (MS Word)	3	\$125	0	No	\$375
Software Training (MS Excel)	3	\$125	0	No	\$375
Management Training	1	\$0	0	No	\$0
<b>Total Cost</b>					<b>\$6,730</b>

**Travel Expense Budget Justification**

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

## 1909 FY 1617 Billing Equipment Justification

The Meter Replacement Program includes 500) 3/4" meters, 500) ERTs, and 25) 1" meters to replace manual and defective meters in the field. The 3/4" and 1" meters have been added to the Water Billing Department because the Meter Techs are in WB. Replacing the old meters will continue the ongoing effort to have all of the meters electronically read. This will allow the eventual restructuring of billing cycles to allow for a more accurate and efficient billing for the City, Residents and all Customers. It is also a recommendation of the City Auditors to go to monthly billing, which will only be possible when all meters are electronically read. The AR and write-offs will be positively impacted by monthly billing by as much as 25%, totaling \$110,000 for accounts greater than 90 days over a one year period. The meter replacement program also includes a fixed network system which would allow readings to be gathered at the office. This would allow current staff to focus on restructuring billing cycles, collection of past due accounts, and to make the system more efficient. It could also reduce or restructure current staff. This could result in a savings of over \$45,000 per year. The system will also pinpoint when a customer experienced a leak and give data valuable to customer service.

	Description	Quantity	Unit Price	Total Expense
	<b>Meter Replacement Program</b>			
	3/4" Meters including sales tax	500	\$160	\$83,000
	100W ERTs to replace failing ERTs	500	\$75	\$40,000
	1" meters for replacement	25	\$220	\$5,500
		<b>Total Expense</b>		<b>\$128,500</b>

The security cameras will replace the four cameras that were in water billing before the remodel. This is the minimum that would ensure coverage of the ingress/egress areas as well as the cash tills and safe. The cameras that were in place will be used in the server room due to new requirements. The cameras serve as a deterrent to potential external and internal theft as well as the protection of City employees and customers. The cameras are useful in tracking errors, customer payments and the apprehension of potential criminals.

	Description	Quantity	Unit Price	Total Expense
	<b>Security Cameras for Water Billing</b>			
	Security Cameras and accessories	4	\$750	\$3,000
		<b>Total Expense</b>		<b>\$3,000</b>

A new position was added to Water Billing this year for the purpose of plugging and unplugging sewer accounts. In order to properly identify where some of the elder valves are located, the Meter Techs must camera the line to see where it goes and whether or not the line can be plugged or if it needs to be unplugged. This will aid in recovering past due amounts on sewer only accounts and will reduce liability due to not being able to find an elder valve.

	Description	Quantity	Unit Price	Total Expense
	<b>Camera for Plugging/Unplugging</b>			
	Camera , accessories and tax	1	\$8,000	\$8,000
		<b>Total Expense</b>		<b>\$8,000</b>

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DATE PREPARED:

DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>30-1910-101</b>	<b>\$273,327</b>	Salary for 4 full time employees. Salary increases due to passing upcoming Operator's Testing.	\$256,790	6.4%
<b>SALARIES &amp; WAGES</b>				
<b>30-1910-102</b>	<b>\$1,006</b>	Overtime expense for City Electrician.	\$1,000	0.6%
<b>OVERTIME EXPENSE</b>				
<b>30-1910-210</b>	<b>\$5,500</b>	The purchase of materials used in the daily O&M administrative operations. i.e.: forms, purchase orders, stationary, envelopes pens, pencils, file folders, subscriptions, printing supplies, etc.	\$5,000	10.0%
<b>PRINTING/OFFICE SUPPLIES</b>				
<b>30-1910-211</b>	<b>\$6,600</b>	Mailings: letters, checks, purchase orders, etc.... Increase due to higher postage costs.	\$6,000	10.0%
<b>POSTAGE EXPENSE</b>				
<b>30-1910-214</b>	<b>\$630</b>	Professional memberships in Utility & Engineering & Electrical related organizations.	\$665	-5.3%
<b>DUES &amp; MEMBERSHIPS</b>				
<b>30-1910-215</b>	<b>\$3,540</b>	Expenses associated with transportation, lodging, meals, & registration for attendance to meetings, seminars, conferences & training.	\$3,540	0.0%
<b>TRAVEL EXPENSE</b>				
<b>30-1910-217</b>	<b>\$8,000</b>	Funds for fuel, oil, lubricants, maintenance & repair parts for 3 vehicles.	\$10,000	-20.0%
<b>AUTO OPERATING EXPENSE</b>				
<b>30-1910-221</b>	<b>\$6,500</b>	4 Verizon cellular phones. Telephone and internet services provided by TWC.	\$7,500	-13.3%
<b>TELEPHONE EXPENSE</b>				
<b>30-1910-226</b>	<b>\$16,457</b>	Provide for service, support, & maintenance of office equipment, ie: PC's, main computer, meter reading equipment, software support and upgrades, Edmunds, etc.	\$18,972	-13.3%
<b>SERVICE CONTRACTS</b>				
		1. ESRI Mapping Software - Arcview	\$642	
		2. Bentley Systems, Inc. - WaterCAD	\$2,260	
		3. DLT Solutions, Inc. - AutoCAD	\$736	
		4. Edmonds	\$10,000	
		5. Harris	\$0	
		6. MailFinance	\$1,250	
		7. Communication Specialists Radio Service	\$514	
		8. ARC Annual Maintenance Contract for Plotter Equipment	\$1,055	
		Total	\$16,457	

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Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>30-1910-227</b> <b>EQUIPMENT REPAIRS</b>	<b>\$900</b>	Parts & repair of equipment not covered under line item 226.	\$900	0.0%
<b>30-1910-238</b> <b>SAFETY SUPPLIES</b>	<b>\$3,500</b>	Purchase of PPE (Personal Protective Equipment) for WA. \$3000 for Safety Committee. \$500 for WA	\$3,500	0.0%
<b>30-1910-241</b> <b>UNIFORM EXPENSE</b>	<b>\$600</b>	Uniform clothing for staff.	\$550	9.1%
<b>30-1910-249</b> <b>MEDICAL, DOC, PHYSICAL EXPENSE</b>	<b>\$4,100</b>	Provides for pre-employment physicals, drug testing of CDL drivers, spirometer testing, HBV shot series & Flu shots department wide.	\$4,100	0.0%
<b>30-1910-261</b> <b>ADVERTISING</b>	<b>\$1,000</b>	Position available classified advertisements, employee recruitment department wide.	\$1,000	0.0%
<b>30-1910-262</b> <b>VEHICLE INSURANCE EXPENSE</b>	<b>\$2,300</b>	Vehicle Insurance for 3 vehicles.	\$2,000	15.0%
<b>30-1910-264</b> <b>EMPLOYEE TRAINING</b>	<b>\$3,035</b>	Continued education for required re-certification training to obtain required CEUs for Water Admin.	\$3,035	0.0%
<b>30-1910-265</b> <b>PROFESSIONAL SERVICES - AUDIT</b>	<b>\$43,000</b>	Annual audit expense department wide.	\$40,000	7.5%
<b>30-1910-266</b> <b>PROFESSIONAL SERVICES - ATTORNEY</b>	<b>\$55,000</b>	Legal services department wide.	\$55,000	0.0%
<b>30-1910-267</b> <b>PROFESSIONAL SERVICES - ENGINEER</b>	<b>\$25,000</b>	Outside engineering consultant services department wide.	\$25,000	0.0%
<b>30-1910-268</b> <b>CONSULTANT FEES</b>	<b>\$43,000</b>	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	\$50,000	-14.0%

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Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
		given as door prizes for meetings, conferences or training secessions. +\$20,000 for public relations services. +20,000 for miscellaneous auditing. +\$3,000 for District Meeting \$3,000 for District Meeting		
<b>30-1910-271</b> <b>SPECIAL CONTRACT - COPIER</b>	<b>\$2,675</b>	50% of the annual rental contract for the copier that is located in the hallway between P&D and the Utilities/Public works section of the City Hall building. P&D supply the other 50% of the annual rental fee for this copier. This copier is available for use by all city departments.	\$2,675	0.0%
<b>30-1910-385</b> <b>MACHINES &amp; EQUIP.</b>	<b>\$0</b>		\$3,725	-100.0%
<b>30-1910-386</b> <b>EQUIPMENT NON- CAPITAL</b>	<b>\$2,500</b>	<b>ITEM # 1</b> Electrician's Equipment/Misc. Office Equipment	\$0 \$2,500 <hr style="width: 50px; margin-left: auto; margin-right: 0;"/> \$2,500	#DIV/0!
<b>30-1910-805</b> <b>SC STATE RETIREMENT CONTRIBUTIONS</b>	<b>\$29,930</b>		\$27,554	8.6%
<b>30-1910-810</b> <b>SC STATE PRE- RETIREMENT DEATH BENEFIT</b>	<b>\$412</b>		\$379	8.6%
<b>30-1910-814</b> <b>SOCIAL SECURITY</b>	<b>\$20,987</b>		\$19,710	6.5%
<b>30-1910-820</b> <b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>	<b>\$5,200</b>		\$5,200	0.0%
<b>30-1910-821</b> <b>WORKERS COMP INSURANCE EXPENSE</b>	<b>\$7,074</b>		\$5,825	21.5%

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DATE PREPARED:

DEPT. Admin

DATE REV #1:

DEPT CODE 30-1910

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
30-1910-822	\$33,014		\$33,152	-0.4%
<b>MEDICAL INSURANCE EXPENSE</b>				
30-1910-825	\$1,500		\$1,500	0.0%
<b>UNEMPLOYMENT COMP EXPENSE</b>				
30-1910-828	\$3,000		\$3,000	0.0%
<b>HEALTH REIMBURSEMENT ACCOUNT EXPENSE</b>				
30-1910-899	\$8,000		\$8,000	0.0%
<b>PAYING AGENT FEE/BONDS</b>				
<b>TOTAL</b>	<b>\$617,286</b>		<b>\$605,272</b>	<b>2.0%</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.

**FY 1617 UT Admin - Dues, Memberships & Training Expense Budget Justification**

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
<b>Dues &amp; Memberships Expense</b>					
WWC Operator License Renewal	2	\$35	0	No	\$70
WEF Membership	1	\$125	0	No	\$125
WEASC Membership	1	\$35	0	No	\$35
PE License Renewal	2	\$100	0	No	\$200
BB&T Bankcard Corp	1	\$100	0	No	\$100
Electrician License	1	\$100	0	No	\$100
<b>Total Cost</b>					<b>\$630</b>
<b>Training Expense</b>					
SC Environmental Conference	2	\$210	12	Yes	\$420
Pine Island Workshops	2	\$50	3	No	\$100
SC Operators Conference	1	\$35	13.5	Yes	\$35
8 Operator License Exams	1	\$800	12	No	\$800
GPS Equipment Training	1	\$1,000	0	No	\$1,000
Software Training (MS Word)	2	\$125	0	No	\$250
Software Training (MS Excel)	2	\$125	0	No	\$250
Administrative Professionals Conference	1	\$180	6	No	\$180
<b>Total Cost</b>					<b>\$3,035</b>

**Travel Expense Budget Justification**

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person (Mileage)	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
SC Environmental Conf	2	4	\$190	4	\$50	\$200	\$2,320
SC Operators Conference	1	4	\$190	4	\$50	\$200	\$1,160
CM's Christmas Luncheon	2	0	\$0	1	\$30	\$0	\$60
<b>Total Cost</b>							<b>\$3,540</b>

DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. WTP

DEPT CODE 30-1911

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	
<b>SALARIES &amp; WAGES</b>	<b>30-1911-101</b>	<b>\$452,930</b>	Salary for 10 full time employees. We have 2 operators that may be upgrading their license in the upcoming fiscal year.	<b>\$438,340</b>	3.3%
<b>OVERTIME EXPENSE</b>	<b>30-1911-102</b>	<b>\$43,209</b>	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.	<b>\$41,377</b>	4.4%
<b>PRINTING/OFFICE SUPPLIES</b>	<b>30-1911-210</b>	<b>\$700</b>	Log books, toner cartridges, printed forms that are use on a daily basis for record keeping, as well as, compliance with DHEC and EPA regulations and requirements.	<b>\$650</b>	7.7%
<b>POSTAGE EXPENSE</b>	<b>30-1911-211</b>	<b>\$350</b>	Mailing SCDHEC and EPA reports on monthly basis. Increase in postage rates for 2016.	<b>\$275</b>	27.3%
<b>STATE OF S.C PERMIT FEES</b>	<b>30-1911-213</b>	<b>\$24,000</b>	Fees are based on the number of service connections the City has. This includes treatment plant and laboratory certifications (\$370) and all the inspections, analysis, and monitoring done by DHEC during the year (\$22,830). Other permits include 3 NPDES permits (\$300), lab fees (\$500)	<b>\$24,000</b>	0.0%
<b>DUES &amp; MEMBERSHIPS</b>	<b>30-1911-214</b>	<b>\$887</b>	Professional licenses. AWWA & WEASC membership dues for plant personnel.	<b>\$857</b>	3.5%
<b>TRAVEL EXPENSE</b>	<b>30-1911-215</b>	<b>\$2,600</b>	Travel expenses to schools and seminars. Out of town travel, meals and lodging for the WEASC Annual Environmental Conference (\$1,400); the WEASC Operators Conference (\$1,030); and miscellaneous travel (\$495).	<b>\$2,600</b>	0.0%
<b>AUTO OPERATING EXPENSE</b>	<b>30-1911-217</b>	<b>\$4,000</b>	Maintenance of 3 vehicles assigned to the WTP for maintenance.	<b>\$4,000</b>	0.0%
<b>ELECTRIC &amp; GAS EXPENSE</b>	<b>30-1911-220</b>	<b>\$360,000</b>	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.	<b>\$345,000</b>	4.3%
<b>TELEPHONE EXPENSE</b>	<b>30-1911-221</b>	<b>\$8,621</b>	2 Verizon cellular phones for plant operations (\$1028). Telephone and internet services provided by TWC (\$7377). Email service for Office 365 for three users @\$72 = \$216	<b>\$6,933</b>	24.3%

DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. WTP

DEPT CODE 30-1911

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>LUBRICATION SUPPLIES</b>	<b>30-1911-223</b>	<b>\$950</b>		
		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.	<b>\$950</b>	0.0%
<b>SERVICE CONTRACTS</b>	<b>30-1911-226</b>	<b>\$157,974</b>		
		1. Hach Instrumentation Service to meet DHEC requirements	\$6,800	
		2. Laboratory Deionized Water System Service	\$1,100	
		3. Communication Specialists Mobile Phone Maintenance Service	\$515	
		4. Collins Controls specialized instrumentation maintenance and repair	\$3,000	
		5. Chlorinator Sales Annual Chlorine System Preventative Maintenance	\$7,500	
		6. Blanchard WTP & RWPS GENSETS Maintenance	\$3,525	
		7. Yearly Hoist inspection and preventative maintenance	\$500	
		8. WTP Crom Tanks (Utility Services Inc Maint Program 4yrs)	\$32,000	
		9. Garbage Service	\$3,120	
		10. Landscaping Service For WTP	\$25,764	
		11. Balance calibration for lab	\$150	
		12. Claricone Renovation (Utility Services Inc. Maint. Schedule 4yrs)	\$73,000	
		13. Annual Maintenance on Liquid Lime System	\$1,000	
		Total	\$157,974	207.9%
<b>EQUIPMENT REPAIRS</b>	<b>30-1911-227</b>	<b>\$65,000</b>		
		Maintenance on WTP and RWPS to include pumps, motors, valves, VFDs, chemical dosing pumps, fittings, diaphragms, tubing, PVC repair supplies, electrical circuit boards, rotor and stators, hoses, spray nozzles, HDPE chemical feed lines for lime, alum, flouride and carbon systems, pump rental and day labor for Reservoir cleaning .	<b>\$65,000</b>	0.0%
<b>BUILDING REPAIR EXPENSE</b>	<b>30-1911-228</b>	<b>\$8,000</b>		
		Maintenance and general upkeep of the buildings at the WTP and of the outlying buildings.	<b>\$6,500</b>	23.1%
		HVAC contract services Carolina Comfort and pest control by Cayce Exterminating Install new stainless steel cabinet in Laboratory (\$6300)		
<b>HAND TOOLS &amp; SUPPLIES</b>	<b>30-1911-231</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>	0.0%
<b>ELECTRIC &amp; LIGHT SUPPLIES</b>	<b>30-1911-236</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>	0.0%
<b>SAFETY SUPPLIES</b>	<b>30-1911-238</b>	<b>\$1,850</b>		
		Respirators, safety glasses, rubber boots, aprons, rubber gloves and steel toed boots.	<b>\$1,600</b>	15.6%

DATE PREPARED:

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# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. WTP

DEPT CODE 30-1911

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>UNIFORM EXPENSE</b>	<b>30-1911-241</b> \$2,500	Replacement of old uniforms and the purchase of uniforms for new employees including winter jackets.	\$2,400	4.2%
<b>JANITORAL SUPPLIES</b>	<b>30-1911-244</b> \$600	Mops, cleaning supplies, waxes, bleach, buckets, etc.	\$600	0.0%
<b>CHEMICAL EXPENSE</b>	<b>30-1911-248</b> \$268,606	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. Directly related to quality of water coming out of the river.	\$229,000	17.3%
<b>LABORATORY SUPPLIES</b>	<b>30-1911-249</b> \$29,000	Reagents and supplies for the analysis of the raw and finished water including chlorine, color, aluminum, fluoride, NTU, iron, potassium permanganate, and bacteriological analysis that are required by DHEC and EPA.	\$29,000	0.0%
<b>VEHICLE INSURANCE EXPENSE</b>	<b>30-1911-262</b> \$2,300	Insurance on 3 vehicles assigned to the Water Treatment Plant.	\$1,560	47.4%
<b>EMPLOYEE TRAINING</b>	<b>30-1911-264</b> \$3,135	Short schools, seminars and outside training materials (\$750). LLR now requires that 50% of the contact hours/CEUs obtained by the operators must be directly related to their job duties and the training must be performed through an outside agency. The other 50% of training can be obtained through in house safety training. Pine Island \$100. WEASC Annual Environmental Conference \$400; WEASC Operators Conference \$50; WEA/AWWA Lab Workshop \$300; SC LLR examination fees for two operators this coming year \$ 225	\$2,750	14.0%
<b>CONSULTANT &amp; LAB TESTING</b>	<b>30-1911-267</b> \$19,000	Outside laboratory analysis for metals, TCLP, toxicity, aluminum, phosphate, and total organic carbon. These analysis have to be done by a State of SC Certified Laboratory. Continuation of EPA required surface water testing for DBP2. If DHEC loses funding to continue testing, the City will have to pay an additional for testing (Est. \$5,100). Testing for DPB in distribution system.  LT2 Cryptosporidium testing begins 07/2016 through 07/2018 (\$9000)	\$8,500	123.5%
<b>MACHINES &amp; EQUIP.</b>	<b>30-1911-385</b> \$380,000	<ol style="list-style-type: none"> <li>1. High Service Transmission Pump \$60,000</li> <li>2. Raw Water Transmission Pump \$90,000</li> <li>3. Surface Wash Valves Replacement Filter One thru Filter Four \$25,000</li> <li>4. Variable Frequency Drives replacement WTP and RWPS \$200,000</li> <li>5. Decant Station Control Panel Replacement \$5,000</li> </ol>	\$159,853	137.7%
		<b>Items listed in order of priority.</b>	\$380,000	

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DATE PREPARED:

DATE REV #1:

DATE REV #2:

DEPT. WTP

DEPT CODE 30-1911

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>30-1911-386</b>	<b>\$11,095</b>	1. WTP Laboratory Computer	\$900	#DIV/0!
<b>EQUIPMENT NON-CAPITAL</b>		2. WTP Laboratory Refrigerator	\$900	
		3. WTP Furniture for Offices	\$1,500	
		4. WTP pH Meter	\$2,800	
		5. WTP Foxcroft Chlorine Analyzer	\$4,995	
		<b>Items listed in order of priority</b>	<b>\$11,095</b>	
<b>30-1911-805</b>	<b>\$54,129</b>		<b>\$51,399</b>	5.3%
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>				
<b>30-1911-810</b>	<b>\$744</b>		<b>\$707</b>	5.3%
<b>SC STATE PRE- RETIREMENT DEATH BENEFIT</b>				
<b>30-1911-814</b>	<b>\$37,955</b>		<b>\$36,765</b>	3.2%
<b>SOCIAL SECURITY</b>				
<b>30-1911-820</b>	<b>\$17,432</b>		<b>\$17,432</b>	0.0%
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>				
<b>30-1911-821</b>	<b>\$26,635</b>		<b>\$22,455</b>	18.6%
<b>WORKERS COMP INSURANCE EXPENSE</b>				
<b>30-1911-822</b>	<b>\$82,535</b>		<b>\$82,535</b>	0.0%
<b>MEDICAL INSURANCE EXPENSE</b>				

DATE PREPARED:

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DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WTP

DEPT CODE 30-1911

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
30-1911-825	\$550		\$550	0.0%
<b>UNEMPLOYMENT COMP EXPENSE</b>				
30-1911-828	\$3,000		\$1,500	100.0%
<b>HEALTH REIMBURSEMENT ACCOUNT EXPENSE</b>				
TOTAL	\$2,071,786		\$1,637,895	26.5%

## FY 1617 WTP - Dues, Memberships & Training Expense Budget Justification

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
<b>Dues &amp; Memberships Expense</b>					
AWWA Membership	1	\$82	0	No	\$82
WEASC Membership	11	\$35	0	No	\$385
Operator License Renewal	14	\$30	0	No	\$420
<b>Total Cost</b>					<b>\$887</b>
<b>Training Expense</b>					
SC Environmental Conference	2	\$230	12	Yes	\$460
SC Operators Conference	2	\$25	12	Yes	\$50
Pine Island Workshops	3	\$50	3	No	\$150
Operator License Exams	4	\$100	12	No	\$400
SCDHEC Laboratory Workshop	3	\$150	5	No	\$450
Software Training (MS Access)	2	\$125	0	No	\$250
Software Training (MS Excel)	2	\$125	0	No	\$250
Short Schools, Seminars, Training Books & Manuals	3	\$375	12	No	\$1,125
<b>Total Cost</b>					<b>\$3,135</b>

## Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
SC Environmental Conference	2	3	\$145	3	\$50	\$175	\$1,520
SC Operators Conference	2	3	\$120	3	\$50	\$175	\$1,370
CM's Christmas Luncheon	1	0	\$0	1	\$35	\$0	\$35
<b>Total Cost</b>						<b>\$2,925</b>	

### FY 1617 WTP Chemical Budget Justification

Chemical	Units	Estimated Annual Quantity	Unit Price Including Freight	Total Annual Cost	Primary Use	Supplier
Aluminum Sulfate, 48%	Tons	313.99125	\$299.000	\$93,883	Raw Water Coagulant	Univar
Chlorine - 1 Ton Cylinders	Tons	12.775	\$500	\$6,388	Finished Water Disinfection	Jones Chemical
Activated Carbon	Tons	35	\$2,440	\$85,400	TOC Removal	Brenntag
Polymer	Lbs	8389.16	\$1.150	\$9,648	Coagulant Aid	SNF/Polydyne
Fluoride	Lbs	4380	\$0.460	\$2,015	Fluoride Addition	Univar
Phosphate	Lbs	46510	\$0.41	\$19,069	Corrosion Control	Brenntag
Caustic Soda	Lbs	1000	\$2.25	\$2,250	pH Adjustment	Lhoist North America
Lime, Liquid	Tons	68.4375	\$332	\$22,721	pH Adjustment	Burnett Lime
Potassium Permanganate	Lbs	4600	\$2.100	\$9,660	Oxidizer, TOC Removal	Brenntag
			Subtotal	\$251,034		
			7% Tax	\$17,572		
			Total	<b>\$268,606</b>		

## FY 1617 WTP Equipment Justification

All seven pumps were originally installed in 2001, and have been in near continuous service since that time. We have replaced one High Service Pump in FY14-15, one Reservoir Pump in FY 14-15, and one Raw Water Pump in FY11-12. We are in the process of repairing/replacing a High Service Pump this FY 15-16. So in the last four years we have replaced three of the seven pumps/motors. Keeping on schedule, we can replace/repair the remaining four units over the next two to three budget cycles.

	<i>Description</i>	<i>Qty</i>	<i>Unit Price</i>	<i>Total Expense</i>
	<b>High Service Pump</b>	1	\$60,000	\$60,000

All seven pumps were originally installed in 2001, and have been in near continuous service since that time. We have replaced one High Service Pump in FY14-15, one Reservoir Pump in FY 14-15, and one Raw Water Pump in FY11-12. We are in the process of repairing/replacing a High Service Pump this FY 15-16. So in the last four years we have replaced three of the seven pumps/motors. Keeping on schedule, we can replace/repair the remaining four units over the next two to three budget cycles.

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

These valves are to replace the original surface wash valves installed in 1990. These are the last of the air actuated valves at the WTP, as we replaced the majority in FY 11-12. These will be electric operated actuators identical to the Auma Actuators currently on site. Cost is for valves and possible SCAD work needed to function correctly.

	<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Expense</i>
	<b>Surface Wash Valves Filter 1 thru 4</b>	<b>4</b>	<b>\$6,250</b>	<b>\$25,000</b>

These Variable Frequency Drives (VFD) were originally installed during the 2000-01 WTP upgrade are antiquated technology in the VFD/pump industry. Increasing scarcity of parts and high cost of available parts has become a major issue. We have a Replacement would be on a two year cycle, meaning replacing the three at the WTP in total of seven VFD's that are in need of replacement; three at the WTP and four at the Raw Water Station. FY 16-17, and the four at the Raw Pump Station in FY 17-18. This will help spread out cost of the units. Also, current staffing is capable of in-hous installation, so we can save cost on that.

	<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Expense</i>
	<b>Altivar 66 Variable Frequency Drive</b>	<b>3</b>	<b>\$66,666</b>	<b>\$200,000(estimate)</b>
	<b>WTP and RWPS</b>			

The decant station control panel has been in service since 2001, and is in need of repalcement. The figerglass cabinet is disintergrating and the electrical comntrols are obsolete. We have replaced both of the decant pumps over the last two years, and need to upgrade the controls and cabinet to match the new pumps. That keeps us current with technology.

	<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Expense</i>
	<b>Decant Station Control Panel</b>	<b>1</b>	<b>\$5,000</b>	<b>\$5,000</b>

DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. WD

DEPT CODE 30-1912

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>SALARY AND WAGES</b>	30-1912-101	\$527,129	Salary and wages for 13 employees. Increases for employee water distribution certification.	\$510,035 3.4%
<b>OVERTIME</b>	30-1912-102	\$51,814	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.	\$46,067 12.5%
<b>PRINTING &amp; OFFICE SUPPLIES</b>	30-1912-210	\$3,000	Office supplies for Utility Field Manager, Crew Leaders, Waste Water Asst. Field Manager. All positions will be utilizing the same printer, to cover cost of jet ink cartridges, pens, staples, paper clips and various other office supplies.	\$2,500 20.0%
<b>DUES AND MEMBERSHIP</b>	30-1912-214	\$1,387	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)	\$1,374 0.9%
<b>TRAVEL EXPENSE</b>	30-1912-215	\$6,200	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 two operator to operators conference in October 2016 and two employees to the environmental conference in March 2017. To send Utility Field Manager to the annual ABC/AWWA conference as a board member. This will also support ongoing training opportunities to prepare lower grade operators for higher grade certification exams. To send Field Manager to have boom truck recertification.	\$4,080 52.0%
<b>AUTO OPERATING EXPENSE</b>	30-1912-217	\$45,000	For fuels, oils, lubricants, parts, maintenance, and repair of vehicles.	\$50,000 -10.0%
<b>ELECTRIC &amp; GAS EXPENSE</b>	30-1912-220	\$50,000	Electricity & Gas expense for operating 2-booster pump stations, 5 water tanks and the Utility Field Operation Center.	\$50,000 0.0%
<b>TELEPHONE EXPENSE</b>	30-1912-221	\$10,000	For (10) telephone service lines/internet, at Utility Field Operation Center, CAE Tele-metering and to pay for the use of our Verizon, and Time Warner Cable phone services. \$432 will be allotted for six employees to have City email.	\$12,000 -16.7%

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WD

DEPT CODE

30-1912

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>SERVICE CONTRACTS</b>	<b>30-1912-226</b>	<b>\$107,101</b>		
		1. Two-way radios	\$56	
		2. Electric Guard Dog fence contract	\$3,090	
		3. P.U.P.S. Contract	\$3,462	
		4. Utilities Service Inc. Storage Tank Maintenance Agreement	\$100,493	
			\$210,185	-49.0%
<b>EQUIPMENT REPAIR</b>	<b>30-1912-227</b>	<b>\$20,000</b>		
		For repair parts and repairs of non titled equipment i.e. pumps, electric motors, saws, tamps, electric control panels, ect.	\$25,000	-20.0%
<b>BUILDING REPAIRS</b>	<b>30-1912-228</b>	<b>\$500</b>		
		Maintenance of buildings at the Utility Field Operations Center. To cover building additions.	\$500	0.0%
<b>HAND TOOLS AND SUPPLIES</b>	<b>30-1912-231</b>	<b>\$8,000</b>		
		To purchase tools as replacements or as additional as needed, to be used by personnel in the performance of their daily jobs. To replace outdated tools with more efficient and updated tools.	\$8,000	0.0%
<b>MASONRY/CEMENT SUPPLIES</b>	<b>30-1912-234</b>	<b>\$7,000</b>		
		For cement, concrete mix, mortar, sand, bricks, ect. Used to repair driveways , sidewalks, build kicker blocks, etc. To cover cost of workload increase.	\$4,500	55.6%
<b>ASPHALT/GRADING SUPPLIES</b>	<b>30-1912-235</b>	<b>\$55,000</b>		
		For gravel, asphalt, and flowable fill to repair roads per SCDOT guidelines, driveways and sidewalks after new installations or repairs.	\$45,000	22.2%
<b>RADIO SUPPLIES</b>	<b>30-1912-237</b>	<b>\$250</b>		
		Miscellaneous parts/service for mobile radios.	\$250	0.0%
<b>SAFETY SUPPLIES</b>	<b>30-1912-238</b>	<b>\$7,000</b>		
		Raingear, boots, safety glasses, rubber gloves, hard hats, traffic cones, barricades. The size of our staff has grown and to account for employee turn over.	\$7,000	0.0%
<b>UNIFORM SUPPLIES</b>	<b>30-1912-241</b>	<b>\$7,000</b>		
		Rental of uniforms as needed for 13 employees.	\$6,500	7.7%
<b>CHEMICAL EXPENSE</b>	<b>30-1912-248</b>	<b>\$736</b>		
		To purchase chemicals for disinfection of storage tanks (CAE & 321), new water lines and repairs.	\$736	0.0%

DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WD

DEPT CODE

30-1912

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change									
<b>30-1912-256</b> <b>WATER DIST. REPAIR EXPENSE</b>	<b>\$85,000</b>	For the purchase of all materials used for the repair and installation of all sizes of water lines, hydrants & for new water line installations, as well as other water related work materials, etc. \$8,000 will be allotted for 4 ruggedized laptops for mapping.	\$65,000	30.8%									
<b>30-1912-262</b> <b>VEHICLE INSURANCE</b>	<b>\$8,162</b>	For vehicle insurance. \$742 Per vehicle 11 Units.	\$6,500	25.6%									
<b>30-1912-264</b> <b>EMPLOYEE TRAINING</b>	<b>\$11,834</b>	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 send the Feild Manager for boom truck recertification. To account for extra training due to turn over in our department personnel.	\$9,034	31.0%									
<b>30-1912-381</b> <b>WATER DIST. EQUIP. METERS</b>	<b>\$15,000</b>	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%									
<b>30-1912-385</b> <b>MACHINES &amp; EQUIPMENT</b>	<b>\$33,350</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><b>Item #1</b></td> <td style="width: 60%;">Ditch Witch Excavation Vacuum Machine</td> <td style="width: 30%; text-align: right;">\$28,000</td> </tr> <tr> <td><b>Item #2</b></td> <td>Camera Security System</td> <td style="text-align: right;">\$5,350</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Items In Order Of Importance</b></td> <td style="text-align: right;"><b>\$33,350</b></td> </tr> </table>	<b>Item #1</b>	Ditch Witch Excavation Vacuum Machine	\$28,000	<b>Item #2</b>	Camera Security System	\$5,350	<b>Items In Order Of Importance</b>		<b>\$33,350</b>	\$15,500	115.2%
<b>Item #1</b>	Ditch Witch Excavation Vacuum Machine	\$28,000											
<b>Item #2</b>	Camera Security System	\$5,350											
<b>Items In Order Of Importance</b>		<b>\$33,350</b>											
<b>30-1912-386</b> <b>EQUIPMENT NON-CAPITAL</b>	<b>\$900</b>	For the purchase of a desktop computer that falls under the five year replacement plan.	\$900	0%									
<b>30-1912-805</b> <b>SC STATE RETIREMENT CONTRIBUTIONS</b>	<b>\$63,163</b>		\$59,848	5.5%									
<b>30-1912-810</b> <b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>	<b>\$868</b>		\$823	5.5%									
<b>30-1912-814</b> <b>SOCIAL SECURITY</b>	<b>\$44,289</b>		\$42,805	3.5%									

DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WD

DEPT CODE

30-1912

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
30-1912-820 GENERAL INSURANCE EXPENSE	\$13,000		\$9,700	34.0%
30-1912-821 WORKERS COMP INSURANCE EXPENSE	\$30,480	Workers Compensation Program Code #7580, Rate = 0.0487	\$26,290	15.9%
30-1912-822 MEDICAL INSURANCE EXPENSE	\$107,295		\$107,295	0.0%
30-1912-825 UNEMPLOYMENT COMPENSATION EXPENSE	\$2,000		\$2,000	0.0%
30-1912-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$3,000		\$1,000	200.0%
<b>TOTAL 30-1912</b>	<b>\$1,325,458</b>		<b>\$1,345,422</b>	<b>-1.5%</b>

## FY 1617 WD - Dues, Memberships & Training Expense Budget Justification

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
<b>Dues &amp; Memberships Expense</b>					
AWWA Membership	1	\$82	0	No	\$82
Asbestos Group License	1	\$65	0	No	\$65
Operator License Application	10	\$50	0	No	\$500
WEASC Membership	10	\$35	0	No	\$350
Operator License Renewal	13	\$30	0	No	\$390
<b>Total Cost</b>					<b>\$1,387</b>
<b>Training Expense</b>					
SC Environmental Conference	1	\$209	12	Yes	\$209
ABC/AWWA Annual Conference	1	\$300	12	Yes	\$300
Boom Truck Recertification	1	\$2,500	24	Yes	\$2,500
SC Operators Conference	2	\$25	13.5	Yes	\$50
Asbestos Certification	27	\$150	8	No	\$4,050
Confined Space	13	\$125	8	No	\$1,625
Competent Person	13	\$125	8	No	\$1,625
Operator License Exams	5	\$95	12	No	\$475
Software Training (MS Word)	2	\$125	0	No	\$250
Software Training (MS Excel)	2	\$125	0	No	\$250
Management Training	1	\$500	20	No	\$500
<b>Total Cost</b>					<b>\$11,834</b>

### Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
SC Environmental Conference	1	4	\$230	4	\$50	\$220	\$1,340
Boom Truck Recertification	1	4		4	\$50		\$500
ABC/AWWA Conference	1	4	\$230	4	\$50	\$500	\$1,620
SC Operators Conference	2	4	\$230	4	\$50	\$220	\$2,680
CM's Christmas Luncheon	2	0	\$0	1	\$30	\$0	\$60
<b>Total Cost</b>							<b>\$6,200</b>

## FY 1617 WD Chemical Budget Justification

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

## FY 1617 WD Equipment Justification

Items will be used for security of the Utility Field Operation Center. The Operation Center houses a million plus dollars worth of material and equipment at any one time. The current security is an electric fence. A video security system will help identify a person or persons in the event of any type of security incidents.

	Description	Quantity	Unit Price	Total Expense
<b>Video Camera Security System</b>				
	Video Camera	6	\$500	\$3,000
	Accessories	1	\$1,000	\$1,000
	Installation	1	\$1,000	\$1,000
	SC Sales Tax	1	\$350	\$350
			<b>Total Expense</b>	<b>\$5,350</b>

Item will be used for the daily uses in locating/potholing water and sewer mains and services. Currently we are manually hand digging all of our utilities because most of our system does not have tracer wire. The only way that our locators can positively locate our utilities are by manually hand digging them. The water and sewer mains can be anywhere from three to ten plus feet deep. Some of the locate tickets called in require our locators to locate thirteen hundred feet of water and sewer lines at a time. There is not enough time in the day to locate these lines when hand digging. This unit will be used on a daily basis to help aid in the daily activities of locating.

	Description	Quantity	Unit Price	Total Expense
<b>Ditch Witch Excavation Vacuum Machine</b>				
	FX20 Vac System	1		
	FX20 Standard: 150gal spoil, 80gal water	1		
	Lunette 3"	1		
	2.6 GPM Turbo Spray Nozzle	1		
	FX20 Uptime Kit	1		
	Two in One Tool	1		
	S4S Trailer Ass'y	1		
	Fender Kit Installation Charge	1		
	Sub Total	1		\$23,420
	Sales Tax 7%	1		\$1,874
			<b>Total Expense</b>	<b>\$25,294</b>
			<b>Budget Expense</b>	<b>\$28,000</b>

DATE PREPARED: 2/06/15

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP  
DEPT CODE 30-1916

DATE REV #1:

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>SALARY AND WAGES</b>	<b>30-1916-101</b>	<b>\$599,669</b>	Salary and wages for 13 employees.	\$574,150 4.4%
<b>OVERTIME</b>	<b>30-1916-102</b>	<b>\$42,920</b>	Time worked after hours, other than 40 Hr. per week for coverage of holiday and weekend duties @ WWTP (ie: after hours emergency calls for WWTP, Pump Station #1 & #2 for emergency repairs to equipment). Current overtime expenditures reflect increased solids dewatering operations due to additional flows received into the WWTP (membranes, centrifuges, and digesters) to achieve target MLSS concentrations for carousels, additional hauling of solids to landfill, and overtime for WWTP maintenance staff (additional employee added this fiscal year) for possible after hours electrical/mechanical troubleshooting and corrective maintenance.	\$20,000 114.6%
<b>PRINTING &amp; OFFICE SUPPLIES</b>	<b>30-1916-210</b>	<b>\$800</b>	Log books, printed forms, label maker supplies, data sheets, laserjet cartridges for lab and treatment plant. DHEC and EPA record keeping and monthly reporting. Increase due to increased printing of documents from multiple LaserJet printers and increased use of log books to document	\$680 17.6%
<b>POSTAGE EXPENSE</b>	<b>30-1916-211</b>	<b>\$350</b>	Mailing SCDHEC and EPA reports on monthly basis.	\$270 29.6%
<b>STATE OF SC PERMIT FEES</b>	<b>30-1916-213</b>	<b>\$3,250</b>	These fees includes treatment plant and laboratory certification, and covers inspection, analysis, and monitoring done by DHEC over the year.	\$3,250 0.0%
<b>DUES AND MEMBERSHIP</b>	<b>30-1916-214</b>	<b>\$1,617</b>	Professional membership dues for wastewater treatment personnel (ie, AWWA, SCWEA, WEF, annual certification fees for existing personnel ; and additional monies for lower grade operators (3) to sit for certification tests	\$1,500 7.8%
<b>TRAVEL EXPENSE</b>	<b>30-1916-215</b>	<b>\$6,974</b>	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required. Specifically to send 2 operators to the Operators Conference in October 2013, the SC Environmental Conference in March 2014, and to attend the Ovivo MBR Operator's Workshop. This will also support ongoing training opportunities to prepare lower grade operators (3) for higher grade certification exams. Additional training for WWTP maintenance personnel to travel and attend equipment repair training classes for new 25 MGD WWTP.	\$5,000 39.5%

DATE PREPARED: 2/06/15

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.                      WWTP  
DEPT CODE                30-1916

DATE REV #1:

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>AUTO OPERATING EXPENSE</b>	<b>30-1916-217    \$37,000</b>	Maintenance of vehicles and equipment assigned to the WWTP including fuel, oil, lubricants for 1 sedan ,3 pickup trucks, 2 service trucks, & 3 tractor trailers. Total of 9 vehicles. Also supports a John Deere tractor and Gator utility vehicle, a KutKwik sloopemower, and a gasoline utility golf cart. Vehicle expence includes weekly routes for Town of Lexington & Joint Municipal Commission sampling.	\$37,000	0.0%
<b>WATER EXPENSE</b>	<b>30-1916-218    \$474,000</b>	Potable Water Usage @ WWTP @ \$4.25/thousand gallons. 7-1-15 thru 12-31-15 water usage @ 55,745,000 gallons.	\$430,000	10.2%
<b>ELECTRIC &amp; GAS EXPENSE</b>	<b>30-1916-220    \$942,000</b>	Electric power service for operating the WWTP and solids handling facility. Increase due to addition of 2 LCJMW&SC force main metering station operations & one Town of Lexington metering station.	\$939,000	0.3%
<b>TELEPHONE EXPENSE</b>	<b>30-1916-221    \$28,060</b>	Telephone/Internet service, Verizon cellular/direct connect phone service,. Added \$72 e-mail expence per user (5).	\$27,700	1.3%
<b>LUBRICATION SUPPLIES</b>	<b>30-1916-223    \$2,000</b>	Oils and greases for blowers, pumps, clarifier drives and wastewater pump stations #1 & #2.	\$3,000	-33.3%
<b>SERVICE CONTRACTS</b>	<b>30-1916-226    \$141,975</b>	<ol style="list-style-type: none"> <li>1. Annual radio service contract charge. <span style="float: right;">\$450</span></li> <li>2. Generators and Switchgear Service Agreement <span style="float: right;">\$11,000</span></li> <li>3. Lawn service agreement <span style="float: right;">\$55,500</span></li> <li>4. Elevator Service Agreement <span style="float: right;">\$1,740</span></li> <li>5. Annual Industrial Scientific Gas Detector iNET Insite usage fee <span style="float: right;">\$1,020</span></li> <li>6. Hach WWTP Lab &amp; Process Control peventative maintenance agreement <span style="float: right;">\$20,200</span></li> <li>7. Fire Alarm Service (Operations &amp; Chlorine Buildings) <span style="float: right;">\$1,440</span></li> <li>8. Plant garbage service <span style="float: right;">\$10,000</span></li> <li>9. Aquarium maintenance service <span style="float: right;">\$4,200</span></li> <li>10.True up and wwtp audit expenses <span style="float: right;">\$25,000</span></li> <li>11.Xylem Effluent Pump Service contract (Bronze) <span style="float: right;">\$6,600</span></li> <li>12. WWTP HVAC service agreement <span style="float: right;"><u>\$4,825</u></span></li> </ol>	\$133,305	6.5%

DATE PREPARED: 2/06/15

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP

DATE REV #1:

DEPT CODE

30-1916

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>EQUIPMENT REPAIR</b>	30-1916-227 \$151,000	Equipment repairs for the maintenance of pumps, couplings, drives, blowers, pump stations, bar screen, valves, gererators and switchgear,etc. and annual hoist inspection and repair.	\$66,000	128.8%
<b>BUILDING REPAIRS</b>	30-1916-228 \$500	Maintenance of buildings at the WWTP and pump station #1	\$500	0.0%
<b>SULDGE DISPOSAL FEES</b>	30-1916-229 \$260,000	Landfilling of sludge that is generated in the wastewater treatment process and water plant alum sludge. Additional flows from winter rain events and additional flow from the Town of Lexington contribute to increase in solids removal from WWTP processes.	\$200,000	30.0%
<b>HAND TOOLS &amp; SUPPLIES</b>	30-1916-231 \$3,000	Small tools and implements to repair and maintain the WWTP. Additional tool expense to outfit new Maintenance Tech.	\$2,000	50.0%
<b>ELECTRIC &amp; LIGHT SUPPLIES</b>	30-1916-236 \$2,000	Light bulbs, ballasts, and replacement fixtures for the WWTP and pump stations.	\$2,000	0.0%
<b>RADIO SUPPLIES</b>	30-1916-237 \$200	Miscellaneous parts/service for mobile radios.	\$200	0.0%
<b>SAFETY SUPPLIES</b>	30-1916-238 \$6,700	Raingear, boots, safety glasses, and rubber gloves. New safety equipment needed for the ongoing safety program including calibration gas, parts and repair for portable gas monitor.	\$6,000	11.7%
<b>UNIFORM SUPPLIES</b>	30-1916-241 \$6,000	Rental of uniforms as needed for 13 employees Purchase Cayce logo jackets as needed.	\$5,600	7.1%
<b>JANITORIAL SUPPLIES</b>	30-1916-244 \$1,000	Hand soaps, mops, brooms, paper towels, bath tissue and floor cleaning supplies.	\$1,000	0.0%
<b>CHEMICAL EXPENSE</b>	30-1916-248 \$214,852	Purchase of chlorine, sulfur dioxide, polymer, lime, and alum . Increase additional chemical usage due to increased flows into WWTP. So far FY15/16 average flows into WWTP is 28% higher than FY14/15.	\$150,996	42.3%

DATE PREPARED: 2/06/15

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP

DATE REV #1:

DEPT CODE

30-1916

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>LABORATORY SUPPLIES</b>	<b>30-1916-249 \$38,200</b>	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, new E-Coli analysis supplies, increase for laboratory water purification system operations, and purchase of additional disposable sample bottles. Additional monies adjusted for 5.0% anticipated laboratory supply price increases .	\$35,900	6.4%
<b>VEHICLE INSURANCE</b>	<b>30-1916-262 \$8,162</b>	Insurance on 11 Vehicles/Trailers assigned to the WWTP.	\$6,900	18.3%
<b>EMPLOYEE TRAINING</b>	<b>30-1916-264 \$7,795</b>	Short schools, seminars and outside training materials. Certification for employees as keeping up the number of CEU hours required for operator renewal of their certifications. Additional training required to prepare lower grad operators (3) for higher level certification exams. Training for new maintenance technician on WWTP systems.	\$6,000	29.9%
<b>PROFESSIONAL SERVICES</b>	<b>30-1916-267 \$28,000</b>	Outside Laboratory analysis for metals, TCLP, toxicity, total phosphorous, PCB's, total nitrogen and monitoring of Cayce's pretreatment accounts. This analysis has to be done by a State of South Carolina certified laboratory. Also extra sampling to investigate any potential operational problems in WWTP water quality.	\$25,100	11.6%
<b>PROFESSIONAL SERVICES - ENGINEERING</b>	<b>30-1916-268 \$25,000</b>	Engineering for headworks and pretreatment	\$0	#DIV/0!

DATE PREPARED: 2/06/15

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWTP

DATE REV #1:

DEPT CODE

30-1916

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>30-1916-385</b>	<b>\$68,050</b>		\$57,000	19.4%
<b>MACHINES &amp; EQUIPMENT</b>				
	<b>Item #1</b>	ArgusHazco QRAE 3 gas detectors with calibration equipment	\$11,800	
	<b>Item #2</b>	Replacement Chassis/ Body for 2000 Chevy 3500 HD	\$28,200	
	<b>Item #3</b>	BioRem Odor control Recirculation pump/motor assembly	\$5,350	
	<b>Item #4</b>	Headworks rotating screen wash impellor pump	\$13,200	
	<b>Item #5</b>	Carousel WiLo submersible mixer	\$9,500	
		<b>TOTAL</b>	<u>\$68,050</u>	
<b>30-1916-386</b>	<b>\$4,720</b>			
<b>EQUIPMENT NON- CAPITAL</b>				
	<b>Item #1</b>	Laboratory printer/scanner	\$400 (new budget line item)	#VALUE!
	<b>Item #2</b>	Hach rugged PH probe	\$630	
	<b>Item #3</b>	Hach rugged LDO probe	\$820	
	<b>Item #4</b>	LBOD probe	\$1,050	
	<b>Item #5</b>	Laboratory benchtop ph meter	\$1,820	
		<b>TOTAL</b>	<u>\$4,720</u>	
<b>30-1916-805</b>	<b>\$70,106</b>		\$65,433.00	7.1%
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>				
<b>30-1916-810</b>	<b>\$964</b>		\$900.00	7.1%
<b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>				
<b>30-1916-814</b>	<b>\$49,158</b>		\$46,800	5.0%
<b>SOCIAL SECURITY</b>				
<b>30-1916-820</b>	<b>\$86,000</b>		\$86,000	0.0%
<b>GENERAL INSURANCE EXPENSE</b>				
<b>30-1916-821</b>	<b>\$32,433</b>		\$27,170	19.4%
<b>WORKERS COMP INSURANCE EXPENSE</b>				

DATE PREPARED: 2/06/15

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

WWTP

DATE REV #1:

DEPT CODE

30-1916

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
30-1916-822	\$107,295		\$99,042	8.3%
<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 ACCOUNT EXPENSE</b>				
30-1916-830	\$6,615		\$6,615	0.0%
<b>OPEB EXPENSE</b>				
30-1916-950	\$550,000		\$550,000	0.0%
<b>DEPRECIATION</b>				
<b>TOTAL 30-1916</b>	<b>\$4,011,865</b>		<b>\$3,625,511</b>	<b>10.7%</b>

## FY 1617 WWTP - Dues, Memberships & Training Expense Budget Justification

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
<b>Dues &amp; Memberships Expense</b>					
AWWA Membership	1	\$82	0	No	\$82
WEF Membership	2	\$88	0	No	\$176
WEASC Membership	12	\$35	0	No	\$420
Operator License Renewal	21	\$30	0	No	\$630
Certification test fees	3	\$103	0	No	\$309
PE License Renewal	0	\$100	0	No	\$0
<b>Total Cost</b>					<b>\$1,617</b>
<b>Training Expense</b>					
SC Environmental Conference	2	\$240	12	Yes	\$480
SC Operators Conference	2	\$35	14	Yes	\$70
Pine Island Workshops	4	\$75	3	No	\$300
WEASC Specialty Pretreatment Conf	1	\$65	6	No	\$65
WEA/AWWA Safety Seminar	1	\$125	5.25	No	\$125
WEA/AWWA Lab Workshop	4	\$75	4.25	No	\$300
Self Study Course & Manual	5	\$99	9	No	\$495
WEF MOP 11 Operation of WWTP	1	\$210	NA	No	\$210
Software Training (MS Access)	2	\$125	12	No	\$250
Software Training (MS Word)	2	\$125	12	No	\$250
Software Training (MS Excel)	2	\$125	12	No	\$250
Maintenance Tech pump training	1	\$4,000	NA	Yes	\$4,000
Management Training	2	\$500	20	No	\$1,000
<b>Total Cost</b>					<b>\$7,795</b>

### Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
SC Environmental Conference	2	3	\$173	3	\$51	\$60	\$1,464
SC Operators Conference	2	2	\$141	3	\$51	\$200	\$1,270
Maintenance Tech Pump Training	1	5	\$100	5	\$60	\$1,400	\$2,200
Ovivo MBR Operator's Workshop	2	2	\$150	3	\$30	\$600	\$1,980
CM's Christmas Luncheon	2	0	\$0	1	\$30	\$0	\$60
<b>Total Cost</b>							<b>\$6,974</b>

### FY 1617 WWTP Chemical Budget Justification

Chemical	Units	Estimated Annual Quantity	Unit Price Including Freight	Total Annual Cost	Primary Use	Supplier
Lime	Lbs	5000	\$0.180	\$900	Disinfection of SSO's & stormwater catchbasins	Brenntag
Chlorine - 1 Ton Cylinders	Tons	40	\$390	\$15,600	Effluent Disinfection	Brenntag
Sulfur Dioxide - 1 Ton Cylinders	Tons	20	\$695	\$13,900	Effluent De-chlorination	Brenntag
HTH Powered Chlorine	Lbs	0	\$1.740	\$0	Clarifier Weir Maintenance	Brenntag
Sodium Hypochlorite	Gal	660	\$1.790	\$1,181	Sludge Thickener Membrane Cleaning	Univar
Polymer	Tankers	9	\$17,550	\$157,950	Dewatering Coagulant	Polydyne
Polymer Solvent	Gal	15	\$17.000	\$255	Polymer Spill Cleanup	Polydyne
Aluminum Sulfate, 48%	Tons	36	\$300	\$10,800	Phosphorus Removal	Univar
Chlorine scrubber defoamer	Gal.	4	52.5	\$210	Chlorine scrubber operation	Evoqua
			Subtotal	\$200,796		
			7% Tax	\$14,056		
			Total	<b>\$214,852</b>		

## FY 1617 WWTP Equipment Justification

The WWTP requests to purchase 4 Argus Hazco QRAE# gas detectors. These are 4 gas detection units that will provide specific gas detection monitoring for each individual entering a confined space. These units will be linked remotely with an EchoView Host unit that will remotely monitor multiple units that are attached to personnel in a confined space. As well additional equipment will be purchased that allows these units to be calibrated automatically while maintaining a fully charged state for unplanned confined space entry at any hours. The OSHA standard for Confined Space Entry now requires monitoring of each individual in a confined space that is greater than 5 feet away from any stationary gas detection equipment.

Cayce's Public Safety department already utilizes this specific brand of equipment. The purchased of these detectors will standardize the equipment used between the Utility department (WWTP, WTP, and Utility Field Crews) & the Fire Department. These units will be kept at the Public Safety's Fire House and checked out as needed by the Utility Department personnel.

Description	Quantity	Unit Price	Total Expense
<b>Argus Hazco QRAE3 gas detectors with calibration equipment</b>			
QRAE 3 Pumped 4 gas detector	4	\$1,038	\$4,152
QRAE3 Calibration cradle	4	\$989	\$3,956
EchoView Host	2	\$1,299	\$2,598
116 liter Quad Bottle Cal Gas	1	\$249	\$249
Hazmat shipping			\$39
SC Sales Tax	1		\$770
		<b>Total Expense</b>	<b>\$11,764</b>

The purchase of a new 2016 Ford F350 Service Truck is needed to replace #4124, a 2000 Chevrolet 3500 HD service Truck with 122,000 miles currently used by the new WWTP Maintenance Technician. The AutoCrane currently on #4124 will be mounted on the new service truck

Description	Quantity	Unit Price	Total Expense
<b>Purchase: NEW 2016 Ford F350 Service Truck</b>			\$28,200
		<b>Budget Expense</b>	<b>\$28,000</b>

The WWTP Maintenance Dept. would like to purchase a replacement BioRem Odor Control recirculation pump/motor assembly. The current pump/motor assembly is heavily corroded due to the low PH water solution that it pumps. The recirculation pump is critical to the system as it keeps the biomass moist and alive that grows in the tanks upper media area. The air contaminated with H2S and Methane gases is pulled out of the Headworks Tanks upper voids and circulated through the BioRem's biomass to neutralize the corrosive gases. The pump/motor and/or support brackets are expected to fail at some point.

Description	Quantity	Unit Price	Total Expense
<b>BioRem Odor Control Recirculation Pump/Motor assembly</b>			\$5,350
		<b>Budget Expense</b>	<b>\$5,350</b>

The WWTP Maintenance Dept. would like to purchase a Ovivo Proprietary IMPELLER DRIVE UNIT EGGER PUMP to be a spare backup unit for the headworks rotating screen units (3). The pump is a German brand and there is a long lead time for parts to rebuild a failed pump. The placement of the pump also acts as a barrier to flow short-circuiting under the screen, so when a failed pump is pulled for rebuild, the entire screen has to be isolated and is not available for operation. The spare unit will allow for quick exchange and get the down unit back up and operational in a matter of hours.

Description	Quantity	Unit Price	Total Expense
<b>Headworks Rotating Screen Impellor Drive Unit Egger Pump</b>			\$13,200
		<b>Budget Expense</b>	<b>\$13,200</b>

The WWTP Maintenance Dept. would like to purchase a proprietary Wilo 6000250 Mixer, TR60-2.41-4/12, 6.4hp 1680rpm 460 ~3 to be a spare backup unit for the Carousel Anaerobic Tanks (12). The submersible mixer is a German brand and there is a long lead time for parts to rebuild a failed mixer. The tank is utilized for phosphorus removal of the WWTP influent upstream of the aerobic section of the activated sludge process. Proper mixing without introduction of oxygen is critical to the process of binding phosphorus into the bacteria biomass. The spare unit will allow for quick exchange and get the down unit back up and operational in a matter of hours.

Description	Quantity	Unit Price	Total Expense
<b>Wilo Anaerobic Mixer, TR60-2.41-4/12, 6.4hp 1680rpm 460 ~3</b>			\$9,500
		<b>Budget Expense</b>	<b>\$9,500</b>

DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWC

DEPT CODE 30-1917

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	
<b>SALARY AND WAGES</b>	<b>30-1917-101</b>	<b>\$562,746</b>	Salary and wages for 14 employees. Increases for wastewater collection certifications.	\$545,470	3.2%
<b>OVERTIME</b>	<b>30-1917-102</b>	<b>\$65,732</b>	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.	\$55,000	19.5%
<b>DUES AND MEMBERSHIP</b>	<b>30-1917-214</b>	<b>\$1,250</b>	To allow personnel to join and participate in work related organizations. i.e. WEF, WEASC, and Waste Water Collection Certification fees.	\$1,390	-10.1%
<b>TRAVEL EXPENSE</b>	<b>30-1917-215</b>	<b>\$3,640</b>	To pay for travel and living expenses while attending "out of town" and overnight seminars, meetings, and training sessions.	\$3,140	15.9%
<b>AUTO OPERATING EXPENSE</b>	<b>30-1917-217</b>	<b>\$60,000</b>	For fuels, oils, lubricants, parts, maintenance and repair of vehicles. Increase due to larger service area.	\$60,000	0.0%
<b>ELECTRIC &amp; GAS EXPENSE</b>	<b>30-1917-220</b>	<b>\$125,000</b>	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>	<b>30-1917-221</b>	<b>\$25,000</b>	Telephone service, Verizon cellular/ phone service, (cell and monitoring services for sewer pump stations and Flow Meter monitoring.)	\$40,000	-37.5%
<b>LUBRICATION SUPPLIES</b>	<b>30-1917-223</b>	<b>\$300</b>	Oils and greases used for pump operation and maintenance.	\$300	0.0%
<b>SERVICE CONTRACTS</b>	<b>30-1917-226</b>	<b>\$16,908</b>		\$17,878	-5.4%
			1. Two way radio contract	\$63	
			2. Generator set maintenance and inspection agreement.	\$6,710	
			3. Pump station 1 gas detector service contract.	\$1,500	
			4. Guard Dog Electric Fence Contract	\$3,090	
			5. P.U.P.S. Contract	\$3,245	
			6. Garbage Service	\$1,680	
			7. Flow Monitoring Service	\$620	

DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWC

DEPT CODE 30-1917

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>EQUIPMENT REPAIR</b>	<b>30-1917-227</b> \$200,000	For repair parts and repair of non-titled equipment i.e. pumps, electric motors, saws, tamps, electric control panels, etc. The number of sewer pumps increase annually (130+pumps at present). A line item has been added to accomadate for Pump Station # 1 pump rebuild at the cost of \$25,000. Per Glemmie.	\$159,606	25.3%
<b>HAND TOOLS &amp; SUPPLIES</b>	<b>30-1917-231</b> \$8,000	To purchase tools as replacements or as additional as needed, to be used by personnel in the performance of their daily jobs. To replace outdated tools with more efficient tools.	\$8,000	0.0%
<b>MASONRY/CEMENT SUPPLIES</b>	<b>30-1917-234</b> \$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>	<b>30-1917-235</b> \$35,000	For gravel, asphalt, and flowabile fill to repair roads per SCDOT guidelines, driveways and sidewalks after new installions or repairs.	\$25,000	40.0%
<b>RADIO SUPPLIES</b>	<b>30-1917-237</b> \$250	Miscellaneous parts/service for mobile radios.	\$250	0.0%
<b>SAFETY SUPPLIES</b>	<b>30-1917-238</b> \$7,500	Raingear, boots, safety glasses, rubber gloves, hard hats, traffic cones, barricades. The size of our staff has grown and to account for employee turn over.	\$7,500	0.0%
<b>UNIFORM SUPPLIES</b>	<b>30-1917-241</b> \$6,200	Rental of uniforms as needed for 14 employees.	\$6,200	0.0%
<b>JANITORIAL SUPPLIES</b>	<b>30-1917-244</b> \$1,000	For cleaning products to be used at the Utility Field Operation Center	\$500	100.0%
<b>CHEMICAL EXPENSE</b>	<b>30-1917-248</b> \$47,534	To purchase lime for sterilization at sewer spills and various other chemicals used for odor, grease and gas formation control. Weed Killer.	\$18,687	154.4%

DATE PREPARED:

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWC

DEPT CODE 30-1917

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>30-1917-256</b> WW COLL. REPAIR EXPENSE	<b>\$90,000</b>	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.	\$86,688	3.8%
<b>30-1917-257</b> TRANSMISSION LINE O&M	<b>\$5,000</b>		\$5,000	0.0%
<b>30-1917-262</b> VEHICLE INSURANCE	<b>\$11,130</b>	For vehicle insurance.(15 vehicles) \$742 Per Vehicle	\$8,850	25.8%
<b>30-1917-264</b> EMPLOYEE TRAINING	<b>\$6,459</b>	For continued education of personnel. WW Collection certification examination fees. Confined space and competent person training. To send the Asst. Field Manager to the SC Environmental Conference and for boom truck recertification.	\$4,418	46.2%
<b>30-1917-385</b> MACHINES & EQUIPMENT	<b>\$87,683</b>		\$29,500	197.2%
		Item #1 Panel Upgrade for Magnolia Ridge Pump Station	\$7,000	
		Item #2 Ridged camera push systems x 2	\$32,314	
		Item #3 Inspection Camera on Vaccon	\$38,369	
		Item #4 <u>Emergency By-Pass pumping hoses and fittings</u>	\$10,000	
		<b>Items Are In Order Of Importance</b>	<b>\$87,683</b>	
<b>30-1917-386</b> EQUIPMENT NON-CAPITAL	<b>\$900</b>	For the purchase of a desktop computer on the five year replacement plan.	\$900	0%
<b>30-1917-805</b> SC STATE RETIREMENT CONTRIBUTIONS	<b>\$68,567</b>		\$65,181	5.2%
<b>30-1917-810</b> SC STATE PRE-RETIREMENT DEATH BENEFIT	<b>\$943</b>		\$896	5.2%

DATE PREPARED:

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DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. WWC

DEPT CODE 30-1917

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
30-1917-814 SOCIAL SECURITY	\$48,079		\$46,620	3.1%
30-1917-820 GENERAL INSURANCE EXPENSE	\$15,000		\$15,000	0.0%
30-1917-821 WORKERS COMP INSURANCE EXPENSE	\$32,347	Workers Compensation Program Code #7580, Sewage Treatment Plant Rate = 0.0464; Includes 20% discount.	\$28,120	15.0%
30-1917-822 MEDICAL INSURANCE EXPENSE	\$115,549		\$115,549	0.0%
30-1917-825 UNEMPLOYMENT COMPENSATION EXPENSE	\$1,000		\$1,000	0.0%
30-1917-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$3,000		\$1,000	200.0%
30-1917-879 SPRINGDALE CONTRACT EXPENSE	\$105,194		\$105,194	0.0%
<b>TOTAL 30-1917</b>	<b>\$1,758,409</b>		<b>\$1,579,337</b>	<b>11.3%</b>

## FY 16/17 WWC - Dues, Memberships & Training Expense Budget Justification

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
<b>Dues &amp; Memberships Expense</b>					
WEASC Membership	10	\$35	0	No	\$350
Operator License Application	8	\$60	0	No	\$480
Operator License Renewal	14	\$30	0	No	\$420
<b>Total Cost</b>					<b>\$1,250</b>
<b>Training Expense</b>					
WWC Short School	2	\$125	24	Yes	\$250
Confined Space	14	\$125	8	No	\$1,750
Boom Truck Recertification	1	\$2,500	24	Yes	\$2,500
Competent Person	14	\$125	8	No	\$1,750
SC Environmental Conference	1	\$209	12	Yes	\$209
<b>Total Cost</b>					<b>\$6,459</b>

## Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
WWC Short School	2	4	\$160	4	50	60	\$1,800
Boom Truck Recertification	1	4		4	50		\$500
SC Environmental Conference	1	4	\$230	4	\$50	\$220	\$1,340
<b>Total Cost</b>							<b>\$3,640</b>

**FY 16/17 WWC Chemical Budget Justification**

<b>Chemical</b>	<b>Units</b>	<b>Estimated Annual Quantity</b>	<b>Unit Price Including Freight</b>	<b>Total Annual Cost</b>	<b>Primary Use</b>	<b>Supplier</b>
Deodorant Blocks		3Blocks	\$208	\$623	Masking Agent	ATCO
Lime		150 Bags	\$4	\$687	Clean Sewer Overflows	Lowe's
Carbon		1Ton	\$6,000	\$6,000	Control Sewer Oder	Brentag
Z-Blocks		3Blocks	\$423	\$1,269	Odor Control	ATCO
Weed Killer		55 Gal.	\$2,200	\$2,200	Weed Killer	ATCO
Six Mile Creek Chemical			\$36,000	\$36,000	Control Sewer Oder	
			Subtotal	\$46,779		
			7% Tax	\$755		
			Total	\$47,534		

## FY 16/17 WWC Equipment Justification

Item is for Magnolia Ridge pump station. The current control panel at this location has had multiple problems and is also outdated. Also there is no protection against seal and thermal failure in the existing panel which puts the pumps at risk of premature failure.

Description	Quantity	Unit Price	Total Expense
Duplex Control Panel	1	\$5,875	\$5,875
SC Sales Tax	1		\$411
		<b>Total Expense</b>	<b>\$6,286</b>
		<b>Budget Expense</b>	<b>\$7,000</b>

Items to replace Both our current units that have had multiple repairs. Our current units have been in service for over 3 year. These units are a crucial part of the WWC system in inspections and early detection of sewer problems on a daily basis. Both current units are getting to costly to repair rather than replace.

Description	Quantity	Unit Price	Total Expense
Ridgid Kit, CS10 Monitor w/2 Batteries, one charger	2	\$5,100	\$10,200
Ridgid Reel 200' Color Self Level	2	\$8,400	\$16,800
Ridgid Navitrack Scout w/Case	2	\$1,600	\$3,200
SC Sales Tax 7%	1	\$2,114	\$2,115
		<b>Total Expense</b>	<b>\$32,315</b>

Item is a turnkey cost to retrofit a camera system to the new vaccon vacuum truck. This camera system will be an invaluable piece of equipment to the inspection and preventive maintenance of the City of Cayce's sewer system. This unit can also cut cost of other crews having to come out to the job to inspect problem lines. This addition will do everything in one package, inspect, clean, locate and video

Description	Quantity	Unit Price	Total Expense
Inspector Camera complete Assembly	1	\$33,754	\$33,754
Labor	24	\$104	\$2,080
Shop Supplies	1	\$25	\$25
SC Sales Tax 7%	1	\$2,510	\$2,510
		<b>Total Expense</b>	<b>\$38,369</b>

Due to the age of the city's sewer system and the past problems we have had I am asking for additional emergency bypass pumping hose, so we can eliminate some of the cost of renting hoses for any future problems we may have. This pipe can be used for a number of problems with the 65 pump stations or the 270 miles of sewer line we have in our system.

Description	Quantity	Unit Price	Total Expense
Godwin By-Pass Piping	3	\$245	\$734
4"x20' Light Weight Helix Hose w/Godwin QD Fittings	10	\$461	\$4,613
4"x50 Heavy Duty Layflat Hose w/Godwin QD Fitting	10	\$197	\$1,973
4"x20' QD Pipe	5	\$173	\$866
4-1/4" Degree Godwin QD Bend	3	\$92	\$277
4" 90 Degree Godwin QD Bend	3	\$92	\$277
4" Godwin QD O-Ring	21	\$6	\$126
Delivery Motor FRT BR 010 Partial Load	1	\$500	\$500
SC Sales Tax 7%	1	\$656	\$656
		<b>Total Expense</b>	<b>\$10,020</b>

DATE PREPARED: 1/27/15

DATE REV #1: 2/24/2015

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>SALARY AND WAGES</b>	30-1920-101	\$182,833	Salary and wages for Manager and three Operators	\$133,460 37.0%
<b>OVERTIME</b>	30-1920-102	\$16,187	Time worked after hours, other than 40 hr. per week due to equipment failure or delay in unloading of vacuum trucks.	\$3,000 439.6%
<b>PRINTING &amp; OFFICE SUPPLIES</b>	30-1920-210	\$2,000	General office supplies, printing, log books, printed forms, data sheets, inkjet cartridges.	\$1,000 100.0%
<b>POSTAGE EXPENSE</b>	30-1920-211	\$700	Correspondence to potential customers, SCDHEC and EPA and pretreatment industries	\$600 16.7%
<b>DUES AND MEMBERSHIP</b>	30-1920-214	\$380	Professional membership dues for septage and grease personnel (ie, SCWEA, WEF) and annual certification fees for existing personnel.	\$315 20.6%
<b>TRAVEL EXPENSE</b>	30-1920-215	\$2,322	Travel Expenses to schools, seminars and conferences including out of town travel, meals, and rooms if overnight stay is required.	\$1,829 27.0%
<b>AUTO OPERATING EXPENSE</b>	30-1920-217	\$5,000	Maintenance of vehicles and equipment assigned to the Septage & Grease Facility including fuel, oil, lubricants for 1 auto and 1 pickup truck.	\$5,000 0.0%
<b>ELECTRIC &amp; GAS EXPENSE</b>	30-1920-220	\$3,000	Estimated power/gas cost for twelve months.	\$4,000 -25.0%
<b>TELEPHONE EXPENSE</b>	30-1920-221	\$4,000	Telephone/Internet service and Verizon cellular phone service for manager and 3-operators	\$3,280 22.0%
<b>LUBRICATION SUPPLIES</b>	30-1920-223	\$1,000	Oils and greases for pumps, motors and beltpress.	\$700 42.9%
<b>SERVICE CONTRACTS</b>	30-1920-226	\$1,440	1- 6 yard dumpster for receiving station screenings 3 x per week	\$1,440 \$1,440 0.0%

DATE PREPARED: 1/27/15

DATE REV #1: 2/24/2015

DATE REV #2:

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>EQUIPMENT REPAIR</b>	30-1920-227	\$35,000	Equipment repair for maintenance of pumps, motors, screening equipment and grinders.	\$6,000 483.3%
<b>BUILDING REPAIRS</b>	30-1920-228	\$1,000	Maintenance of office ,pump room and beltpress building.	\$1,000 0.0%
<b>SLUDGE DISPOSAL FEES</b>	30-1920-229	\$95,000	Based 2-3 truck loads of sludge per week for 12 months.	\$98,000 -3.1%
<b>HAND TOOLS &amp; SUPPLIES</b>	30-1920-231	\$2,500	Purchase of hand tools for new employees	\$2,000 25.0%
<b>ELECTRIC &amp; LIGHT SUPPLIES</b>	30-1920-236	\$500	Light bulbs for office,pumproom and beltpress building.	\$500 0.0%
<b>SAFETY PROGRAM &amp; SUPPLIES</b>	30-1920-238	\$2,000	PPE for manager and 3-Operators	\$1,100 81.8%
<b>UNIFORM SUPPLIES</b>	30-1920-241	\$2,900	Uniform rentals for 4 employees.	\$2,000 45.0%
<b>JANITORIAL SUPPLIES</b>	30-1920-244	\$500	Hand soaps,mops,brooms,paper towels,bath tissue and floor cleaning supplies.	\$500 0.0%
<b>CHEMICAL EXPENSE</b>	30-1920-248	\$78,296	Polymer addition for sludge dewatering. Lime to adjust Ph.	\$78,000 0.4%
<b>LABORATORY SUPPLIES</b>	30-1920-249	\$750	Reagents and supplies for in line ph and conductivity meters at receiving station.	\$500 50.0%
<b>VEHICLE INSURANCE</b>	30-1920-262	\$1,500	Insurance on 2 Vehicles assigned to the Septage & Grease Facility.	\$1,000 50.0%
<b>EMPLOYEE TRAINING</b>	30-1920-264	\$945	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.	\$925 2.2%

DATE PREPARED: 1/27/15

DATE REV #1: 2/24/2015

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>30-1920-268</b> <b>PROFESSIONAL SERVICES LAB TESTING</b>	<b>\$20,000</b>	Outside analysis for oil and grease on FSEs and test for disposal from pump trucks.	\$8,214	143.5%
<b>30-1920-385</b> <b>MACHINES &amp; EQUIPMENT</b>	<b>\$72,657</b>		\$0	#DIV/0!
		<b>Item #2</b> Holding Tank Mixer; for either the Grease or Septage Tank	\$33,190	
		<b>Item #3</b> SOG Station Muffin Monster Grinder	\$9,774	
		<b>Item #4</b> Auger Assembly	\$21,168	
		<b>Item #5</b> SOG Station Wet Well Pump w/cable	\$8,525	
		<b>Items listed in order of priority.</b>	\$72,657	
<b>30-1920-386</b> <b>EQUIPMENT NON-CAPITAL</b>	<b>\$3,239</b>		\$0	#DIV/0!
		Standard lap top 15"	\$1,264	
		HQ30d HACH pH Meter	\$1,975	
			\$3,239	
<b>30-1920-805</b> <b>SC STATE RETIREMENT CONTRIBUTIONS</b>	<b>\$21,713</b>		\$15,212	42.7%
<b>30-1920-810</b> <b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>	<b>\$299</b>		\$209	42.8%
<b>30-1920-814</b> <b>SOCIAL SECURITY</b>	<b>\$15,225</b>		\$10,880	39.9%
<b>30-1920-820</b> <b>GENERAL INSURANCE EXPENSE</b>	<b>\$3,200</b>		\$2,400	33.3%
<b>30-1920-821</b> <b>WORKERS COMP INSURANCE EXPENSE</b>	<b>\$10,592</b>		\$1,530	592.3%

DATE PREPARED: 1/27/15

DATE REV #1: 2/24/2015

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Pre-Treatment

DEPT CODE 30-1920

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
30-1920-822	\$24,760		\$18,570	33.3%
<b>MEDICAL INSURANCE EXPENSE</b>				
30-1920-825	\$0		\$0	#DIV/0!
<b>UNEMPLOYMENT COMPENSATION EXPENSE</b>				
30-1920-828	\$3,000		\$1,500	100.0%
<b>HEALTH REIMBURSEMENT ACCOUNT EXPENSE</b>				
<b>TOTAL 30-1920</b>	<b>\$614,439</b>		<b>\$404,664</b>	<b>51.8%</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.

## FY 1617 Pretreatment - Dues, Memberships & Training Expense Budget Justification

Item	Number of Persons	Cost Per Person	CEUs Per Person	Travel Expense	Total Cost
<b>Dues &amp; Memberships Expense</b>					
WEASC Membership	4	\$35	0	No	\$140
Operator License Renewal	8	\$30	0	No	\$240
<b>Total Cost</b>					<b>\$380</b>
<b>Training Expense</b>					
SC Environmental Conference	1	\$250	12	Yes	\$250
SC Operators Conference	2	\$30	13.5	Yes	\$60
Pine Island Workshops	3	\$75	3	No	\$225
WEASC Bio-solids / Residual Training	1	\$150	13.75	Yes	\$150
Software Training (MS Word)	1	\$130	12	No	\$130
Software Training (MS Excel)	1	\$130	12	No	\$130
<b>Total Cost</b>					<b>\$945</b>

## Travel Expense Budget Justification

Item	Number of Persons	Lodging Expense		Meals Expense		Travel Cost Per Person	Total Cost
		Number of Nights	Hotel Cost Per Person Per Day	Number of Days	Food Cost Per Person Per Day		
SC Environmental Conference	1	2	\$160	3	\$51	\$60	\$533
SC Operators Conference	2	2	\$160	3	\$51	\$60	\$1,066
WEASC Bio-solids / Residual Training	1	3	\$160	3	\$51	\$60	\$693
CM's Christmas Luncheon	1	0	\$0	1	\$30	\$0	\$30
<b>Total Cost</b>						<b>\$2,322</b>	

## FY 1617 Pre-Treatment Budget Justification

Chemical	Units	Estimated Annual Quantity	Unit Price Including Freight	Total Annual Cost	Primary Use	Supplier
Lime	pallets	15	\$450	\$6,750		
Polymer	Tankers	3	\$20,808	\$62,424	Dewatering Coagulant	polydyne
Misc.		1	4000	\$4,000		
			Subtotal	\$73,174		
			7% Tax	\$5,122		
			Total	\$78,296		

## FY 1617 PRETREATMENT Equipment Justification

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

	Description	Quantity	Unit Price	Total Expense
<b>Holding Tank Mixer (Grease or Septic Tank)</b>				
	Submersible Mixer	1	\$31,039	\$31,039
	SC Sales Tax	1	\$2,151	\$2,151
			<b>Total Expense</b>	<b>\$33,190</b>

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

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

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

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

If this Wet Well Pump fails, we cannot pump to the holding tanks. Another pump needs to be on site in the even of failure.

	Description	Quantity	Unit Price	Total Expense
<b>SOG Station Wet Well Pump w/Cable</b>				
	SOG Station Wet Well Pump w/Cable	1	\$8,325	\$8,325
	Sales Tax 7%	1	\$200	\$200
			<b>Total Expense</b>	<b>\$8,525</b>

DATE PREPARED: 1/30/16

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Non Dept

DATE REV #1:

DEPT CODE 30-1990

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change
<b>30-1990-822</b> RETIREE INSURANCE EXPENSE	<b>\$0</b>	Insurance for one retiree.	\$13,233	-100.0%
<b>30-1990-875</b> CAPITAL IMP PROJ RESERVE	<b>\$200,000</b>	To begin to replenish reserves.	\$100,000	100.0%
<b>30-1990-877</b> CAPITAL EQUIP RESERVE TRN	<b>\$200,000</b>	To begin to replenish reserves.	\$100,000	100.0%
<b>30-1990-880</b> DEBT SERVICE INTEREST	<b>\$11,213</b>	Interest on lease purchase of equipment	\$0	0.0%
<b>30-1990-990</b> DEBT SERVICE PRINCIPAL	<b>\$152,926</b>	Principal on lease purchase of equipment	\$0	0.0%
<b>30-1990-950</b> DEPRECIATION EXPENSE	<b>\$0</b>		\$298,607	-100.0%
<b>30-1990-993</b> O&M ACTUAL INDIRECT COST	<b>\$1,600,000</b>		\$1,600,000	0.0%
<b>TOTAL</b>	<b>\$2,164,139</b>		<b>\$2,111,840</b>	<b>2.5%</b>