



# CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

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

*CITY MANAGER*  
REBECCA VANCE

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

**City of Cayce  
Regular Council Meeting  
Tuesday, May 3, 2016  
6:00 p.m. – Cayce City Hall – 1800 12<sup>th</sup> Street  
[www.cityofcayce-sc.gov](http://www.cityofcayce-sc.gov)**

**I. Call to Order**

- A. Invocation and Pledge of Allegiance
- B. Approval of Minutes  
April 5, 2016 Regular Meeting  
April 14, 2016 Special Meeting

**II. Public Comment Regarding Items on the Agenda**

**III. Presentations and Proclamations**

- A. Presentation of Whole Sole Awards
- B. Approval of Proclamation – Midlands Gives Giving Day

**IV. Ordinances**

- A. Discussion and Approval of Ordinance 2016-06 Approving and Adopting a Stormwater Enforcement Response Plan – First Reading
- B. Discussion and Approval of Ordinance 2016-05 Amending Section 6.10-1 (“Design Overlay District Creation”) of the Zoning Ordinance of the City of Cayce – Second Reading

**V. Other**

- A. Discussion and Approval of Hospitality Tax Fund Request – South Carolina Brewers Festival
- B. Discussion and Approval of RFQ Award for Landscape Architect and Civil Engineering Services for Riverwalk Repairs
- C. Discussion and Approval of Landscaping Design Plan and Funding for Cayce City Hall
- D. Discussion of Proposed FY2016-2017 General Fund Budget

**VI. City Manager’s Report**

**VII. Committee Matters**

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

Museum Commission – March 2, 2016  
Events Committee – March 10, 2016

- B. Appointments and Reappointments  
Events Committee – One (1) Position

**VIII. Council Comments**

**IX. 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 by City Attorney and Bond Counsel
- B. Discussion of negotiations incident to proposed contractual arrangements between the City of Cayce and Lexington Two School District
- C. Discussion of negotiations incident to proposed contractual arrangements for the funding of a waterline project

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

**XI. Adjourn**

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



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### CITY OF CAYCE Regular Council Meeting April 5, 2016

The April Regular Council Meeting was held this evening at 6:00 p.m. at the Cayce Tennis and Fitness Center. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley and James Jenkins. City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Municipal Clerk Mendy Corder, Municipal Treasurer Garry Huddle, City Attorney Danny Crowe, Director of Utilities Blake Bridwell, and Major Darwin Fulwood were also in attendance.

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

#### **Call to Order**

Mayor Partin called the meeting to order. Council Member Jenkins gave the invocation. Mayor Partin introduced Cayce Public Safety Sgt. Frank Ballentine to lead the assembly in the Pledge of Allegiance. Sgt. Ballentine joined the United States Marine Corps Reserves in January, 1989. He attended basic training at Parris Island Marine Corps Depot and tank crewman training at Fort Knox, Kentucky. He then was assigned to Delta Company, 8<sup>th</sup> Tank Battalion in Columbia, South Carolina. The company was called to active service during Operation Desert Shield / Desert Storm, and Sgt. Ballentine served in the South West Asia combat zone. Sgt. Ballentine was honorably discharged from the reserves in January 1997 at the rank of E-5, Sergeant.

#### **Approval of Minutes**

Council Member Corley made a motion to approve the March 1, 2016 Regular Council Meeting minutes and the March 16, 2016 Special Council Meeting minutes as written. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

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

No one signed up for Public Comment.

#### **Presentations**

A. Presentation of Awards to Cayce Public Safety Officers

Mayor Partin asked Sgt. Frank Ballentine and Cayce Public Safety Officer Rhett Kelly to join her at the podium. She stated that in November 2016, Sgt. Ballentine stopped to investigate a suspicious vehicle. While conducting a pat down of the suspect, Officer Rhett Kelly arrived on the scene to provide backup. The suspect pulled a gun out and shot Officer Kelly in the leg. Sgt. Ballentine engaged the suspect and a struggle ensued. The suspect was able to get free and fled on foot. After checking on Officer Kelly, Sgt. Ballentine gave chase. Behind a nearby structure, Sgt. Ballentine again came into contact with the suspect. After taking fire from the suspect, Sgt. Ballentine returned fire striking the suspect. Upon hearing the gunfire, Officer Kelly struggled through his injury in an attempt to provide backup for his fellow officer. Both of these officers were nominated by a fellow officer to be recognized by the South Carolina Police Chief's Association for their bravery and their willingness to reduce the threat to others regardless of the threat to their own personal safety. The South Carolina Police Chief's Association endorsed the nominations.

Mayor Partin stated that the recognition of valor, exceptional duty performance, and honorable service by sworn law enforcement officers is something the Cayce Department of Public Safety and the South Carolina Police Chief's Association take great pride in. She stated that the Medal of Valor is awarded to officers that demonstrate exceptional heroism in the line of duty, which is clearly beyond the call of duty, involves great risk of injury or death, and results in the prevention of loss of life or serious injury. The Purple Heart is awarded to officers who have sustained serious or fatal injuries while in the line of duty and while participating in a law enforcement action. The injury or death must have been the result of a hostile act or dangerous circumstance associated with or caused by a criminal suspect.

On behalf of the South Carolina Police Chief's Association, Mayor Partin presented the Medal of Valor to Sgt. Frank Ballentine and the Purple Heart to Officer Rhett Kelly. Sgt. Ballentine stated that he and Officer Kelly received a great deal of support from Mayor Partin, Ms. Vance and from Public Safety staff. He thanked everyone and stated that the support was much needed following the incident.

**B. Recognition of Mr. Gabe Caldwell for American Flag Retirement Collection Box Eagle Scout Project**

Mayor Partin invited Mr. Gabe Caldwell to stand with her before the assembly. She stated that Mr. Caldwell was a Boy Scout with Cayce Troop 339. She stated that he built an American Flag Retirement Collection Box to be kept at City Hall as his Eagle Scout project. Mr. Caldwell explained that the collection box is for anyone who has a worn flag that wants to properly dispose of the flag in a dignified manner. He stated that the flags will be processed with respect in accordance with flag protocol.

Mayor Partin thanked Mr. Caldwell for his great idea and stated that City residences now have a way to properly dispose of old or worn American flags that are in need of retirement.

C. Approval of Proclamation – National Service Recognition Day

Council Member Carter made a motion to approve a Proclamation recognizing April 5, 2016 as National Service Recognition Day. Council Member Jenkins seconded the motion which was unanimously approved by roll call vote.

D. Approval of Proclamation – Child Abuse Prevention Month

Council Member Almond made a motion to recognize the month of April as Child Abuse Prevention Month. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

E. Presentation by Dee and Diane Pardue re Rental Registration Program

The Pardues did not attend the meeting.

**Ordinances and Resolutions**

A. Discussion and Approval of Ordinance 2016-05 Amending Section 6.10-1 (“Design Overlay District Creation”) of the Zoning Ordinance of the City of Cayce – First Reading

Ms. Vance stated that Staff is requesting to amend Section 6.10-1 (“Design Overlay District Creation; definition”) of the Zoning Ordinance to add language applicable to the definition of the Knox Abbott Drive Overlay District (OD). Currently, the Knox Abbott OD begins at the Blossom Street Bridge and ends at 12<sup>th</sup> Street. Staff is requesting adoption of the Ordinance to extend the Knox Abbott Drive OD to include the entirety of Knox Abbott Drive from the Blossom Street Bridge to the Cayce City Limits Line. The adoption of the Ordinance will add properties with a C-4 (Highway Commercial) zoning designation. Previously an Ordinance was adopted to regulate all signage in the OD to conform to C-3 signage regulations. The C-3 zoning district permits signs to have a maximum height of seven feet. Staff believes the extension of the OD creates a more cohesive shopping district.

Ms. Vance stated that the Planning Commission considered the request for the text amendment at its regular meeting on March 21, 2016. The text amendment request was opened for public hearing. No one from the public was present to speak for or against the text amendment. The Planning Commission voted unanimously to recommend the requested text amendment.

Council Member Carter made a motion to approve the Ordinance on first reading. Council Member Almond seconded the motion which was unanimously approved by roll call vote.

**Other**

**A. Discussion and Approval of the Accommodations Tax Committee's Recommendation for Distribution of Funding for FY16-17**

Ms. Corder provided Council with a chart listing each event, the amount requested and the Accommodations Tax Committee's recommendation for distribution for FY16-17. The Committee's recommendations are as follows:

Replenish supply of Advertising Specialties - \$1,200  
Airport High School Boys Soccer Tournament - \$2,500  
Airport High School Girls Soccer Tournament - \$2,500  
Brookland Cayce High School Boys Soccer - \$2,500  
Cayce Museum – 25<sup>th</sup> Anniversary Event - \$2,500  
Cayce Museum – Christmas Traditions - \$3,350  
Cayce Museum Aide's Salary - \$11,500  
Christmas in Cayce Festival of Lights - \$10,000  
Columbia Metro Convention & Visitors Center - \$1,000  
Congaree Bluegrass Festival - \$20,000  
Greater Cayce West Columbia Visitors Center - \$18,000  
Guided Nature Tours - \$500  
The River Alliance/Tartan Day South - \$5,000

Council Member Almond made a motion to approve the recommendations as submitted. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

**B. Discussion of Proposed FY2016-2017 Utility Fund Budget**

Ms. Vance stated that the FY2016-2017 Utility Fund Budget is currently out of balance to the positive of \$145,921, with Projected Revenues of \$11,985,861, and Projected Expenditures of \$11,839,940. She stated that the Utility Fund Budget includes a reduced list of capital from \$778,240 to \$310,150. She stated that a number of the reduced items will be able to be purchased in the current year's budget. The budget also includes proposed increases in various service fees as indicated on the Master Fee Schedule. Ms. Vance stated that the Master Fee Schedule will also include General Fund service fee changes and both will have to be adopted with the budget.

Ms. Vance stated that the Utility Fund Budget also includes the 15% debt coverage for the City's utility fund debt and a \$1,600,000 transfer to General Fund for Indirect Costs. She stated the Utility Fund Budget does not include any cost of living adjustment raises for the Utility employees or any increase for health insurance costs. She explained that staff hopes to receive these costs later in the month and will incorporate them at that time. She stated that the Utility Fund Budget also does not include the bond payment or any required rate increases for the proposed Waterline Project. She stated staff was awaiting final word from the State Revolving Fund on the loan amount and timing.

### **City Manager's Report**

Ms. Vance stated that staff has begun the process of moving the Code Enforcement Department from Public Safety to the Planning & Development Department located at City Hall. Mr. Jarrett Epperson was a City Park Ranger and is now a Code Enforcement Officer in training. She stated that Mr. Epperson was currently learning business licenses. She stated that the open Animal Services position will also be moved to Code Enforcement at City Hall. The position is open since the City no longer has an animal shelter. The position will also train under the Building Official to potentially become the next Building Inspector when Mr. Steve Martin retires.

Ms. Vance stated that the City was recently awarded \$270,000 through a CDBG grant for sewer line repairs on Railroad Avenue and Holland Avenue. The City also received \$2,642.00 from a Dewalt grant. Ms. Vance stated that the City mailed out approximately 1,500 letters to rental property owners informing them of the new Rental Registration Program. Currently 300-400 properties have been registered with the City.

Ms. Vance stated that the Avenue's Association's Festival of Arts was that upcoming Saturday from 9am to 5pm at Brookland-Cayce High School. She stated that the Festival has over 100 artists which is twice the amount of artists from the prior year.

### **Committee Matters**

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

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

- Accommodations Tax Committee – March 31, 2015
- Planning Commission – January 25, 2016
- Museum Commission – February 3, 2016
- Events Committee – February 11, 2016

**Board of Zoning Appeals – February 22, 2016**

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

**B. Appointments and Reappointments**

Mayor Partin stated that Mr. Chris Kueny's position on the Planning Commission expired in March and he would like to serve again. The Commission recommends his reappointment. Council Member Almond made a motion to reappoint Mr. Kueny to the Planning Commission. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

Mayor Partin updated the assembly on the City Committees and Foundations with open positions. They are listed below.

**Accommodations Tax Committee – Three (3) Positions**

These positions must be filled by someone in the restaurant or hotel industry in the City.

**Beautification Board – Three (3) Positions**

**Consolidated Board of Appeals – Two (2) Positions**

Members who serve on this Board must either be an Engineer, Contractor, Architect or Design Professional.

**Events Committee – One (1) Position**

**Planning Commission – One (1) Position**

**Public Safety Foundation – Five (5) Positions**

**Council Comments**

Mayor Partin stated that the City of Cayce recently received a letter from a teacher whose 8<sup>th</sup> grade class visited the Cayce Historical Museum. The teacher stated that the Cayce Historical Museum's Native American exhibit is by far the best he had ever seen. He stated that the Museum is a hidden gem. A copy of the letter is attached.

**Executive Session**

**A. Receipt of legal advice relating to claims and potential claims by the City**

and other matters covered by the attorney-client privilege by City Attorney and Bond Counsel

- B. Discussion of negotiations incident to proposed contractual arrangements between the City of Cayce and Lexington Two School District

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

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

IX. A.

Council Member Almond made a motion to authorize the City Manager to proceed with notification to the taxing entities of the extension of the TIF term. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

**Adjourn**

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

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Elise Partin, Mayor

ATTEST:

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Mendy C. Corder, Municipal Clerk



cc: Mayor, Council, Leo,  
File 4/4/16

APR 4 2016

Jeffrey M. Cameron  
41 Pioneers Point Ct  
Irmo SC 29063  
Jeffrey.Cameron@ocsd5.net  
March 26, 2016

Dear Cayce City Manager,

Greetings. My Name is Jeff Cameron and I am a teacher at North Middle/School in North SC. I wanted to let you know what a marvelous experience my 8<sup>th</sup> grade class had this past Thursday at the Cayce Historic Museum. We brought 38 of our Middle School kids to this museum to tour but particularly to see the Native American exhibit. Mr. Leo and Ms. Rachael did an excellent job of attending our visit and we were so pleased with the morning.

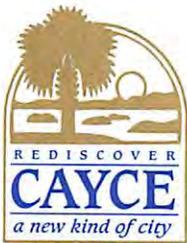
I am an amateur archaeologist with a fascination and love for Native American culture, so I am always impressed to see that particular exhibit at the Cayce Historic Museum. I have been to the Museum of the American Indian in both Washington DC and New York City, the Iroquois Museum in New York, Mt. Rushmore and Crazy Horse. Though those exhibits on Native America are larger, I can honestly say that the Native American exhibit you have in your museum is by far the best I have seen for pure authentic Native tools and points. Your museum is a hidden gem right here in the Midlands of South Carolina.

I just wanted to let you know my thoughts and experiences. Thank you so much for taking the time to read this. Should you have any questions please feel free to contact me.

Thank you again,



Jeffrey M. Cameron



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SHAUN M. GREENWOOD

### City of Cayce Special Council Meeting April 14, 2016

A Special Council Meeting was held this afternoon at 5:00 p.m. at the Cayce Tennis and Fitness Center. Those present included Mayor Elise Partin, Council Members Tara Almond, Phil Carter, Eva Corley, James Jenkins, City Manager Rebecca Vance, Assistant City Manager Shaun Greenwood, Municipal Clerk Mendy Corder and City Treasurer Garry Huddle. Mr. Thomas White, Mr. Layne West, Mr. James Denny, Mr. Leo Redmond and Mr. Mike Clayborn 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 Carter 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.

#### Presentations

A. Presentation by Dee and Diane Pardue re Rental Registration Program

Mr. and Mrs. Pardue did not attend the meeting.

B. Presentation by Ms. Hattie Kenley re Rental Registration Program

Ms. Kenley stated that she owns rental property on Julius Felder Street. She asked Council to waive the yearly business license fee that she is required to pay since she rents a home in the City of Cayce.

C. Presentation by American Engineering Consultants of the Draft Avenues Area Drainage Study

Mr. Bill Bingham of American Engineering Consultants (AEC) presented the draft study of the Avenues Area Drainage. He stated that the purpose of the study was to take a broader look of the watershed that is the Avenues. He stated that the Avenues are made up of three separate drainage areas with a combined acreage of 530 acres. The staff at AEC titled the three areas the Indigo basin, the Naples basin, and the Frink basin. These three basins are how the drainage system divides throughout the City. All three drainage basins contain low lying properties that have insufficient drainage in

them particularly in the Indigo basin between 10<sup>th</sup> and 7<sup>th</sup> Street. The Frink basin is between 2<sup>nd</sup> Street and State Street.

Mr. Bingham stated that the majority of the Avenues were developed in the 20<sup>th</sup> century. He stated that in 1938 the majority of the land in Cayce was farm land. A large portion of the land that is now the Avenues was not able to be used for crops because it was so low lying and flooded so often. He stated that in 2015 the City experienced three separate two-year rain events. A two-year rain event means that the probability of that storm occurring is once every two years.

Mr. Bingham stated that when the Avenues were built legislation did not require detention ponds. Therefore there are not any detention ponds to handle water runoff. Low lying areas were created to allow rain water to flow into them. Over time the areas dried out and homes were built on these lots. Originally all the roads were dirt, over time the roads were paved which increased run off in certain areas and caused flooding in the low lying areas. Mr. Bingham stated that many of the homes in the Avenues were built below street level.

Mr. Bingham stated that when the Avenues were originally built backyard ditches provided drainage. He stated that the majority of the ditches have not been maintained to their original construction. Over time people have piped the ditches, which has reduced the ditches hydraulic capacity in a storm. Mr. Bingham presented renderings that illustrated how much space was lost in a ditch once it is piped. Once a pipe is put in a ditch the majority of the ditch can no longer carry water. He stated another issue is that there are drainage channels that have been rerouted. Therefore, water is being forced into areas where it was never designed to travel.

Mr. Bingham stated that the detention ponds that were built before homes were built on the Avenues had been filled in. AEC staff considered possibly building detention ponds as an option to help with the drainage issue but a large number of detention ponds would have to be built to help the situation at all.

Mr. Bingham stated that he and his staff looked at three possible improvement options. The first option is a partial ten year improvement. The partial ten year improvement would generally improve upon the existing drainage system and reduce the risk of flooding from what is a common occurrence, to a statistical "once in a decade" problem. The main drawback to this alternative is that flooding north of Knox Abbott Drive is not mitigated at all. The pipe size that would be required to serve the area along with the remaining Indigo basin is beyond what could possibly be constructed thru the Brookland Cayce High School property. The cost for this alternative is \$9.1M.

Mr. Bingham stated that another improvement option is a full ten year design basis. In order for the area north of Knox Abbott Drive to be improved, the Karlaney bypass line would be necessary. This solution makes a significant improvement in the

drainage system and mitigates flooding to an acceptable probability given the current state of the system. This combination would mitigate flooding for a 10-year rain event throughout the entire study area. The cost for this alternative would be \$12,047,328.

Mr. Bingham stated that the last alternative is the 25-year design plan. These improvements would include the construction of three river outfalls and four bypass lines. He stated this plan would be a massive undertaking. For example, the Karlaney bypass ranges in size from 8-feet to 6-feet in diameter and would be close to a mile long. The entire road would have to be dug up to install a pipe that size. The pipe would have to be buried fairly deep in the ground to go below the other utility pipes already in the ground. He stated that the stormwater flow that necessitates these improvements comes only once every 25 years and lasts for a few hours. This solution is the safest alternative at the highest cost. The cost for these improvements would be \$15.3M.

Mr. Bingham stated that all three alternatives would keep the water in the storm drain pipes. These solutions would not help the homes that are built in low lying areas. These homeowners would still have to find a way to get the water off of their property to the storm drains. Council Member Jenkins asked how much of water runoff is coming from West Columbia. Mr. Bingham stated very little of the water was from West Columbia.

Mr. Bingham stated that American Engineering Consultants recommends the potential 10-year alternative. He reminded Council that if any of the improvements fall in another jurisdiction that jurisdiction may require a different alternative. He stated that there are a number of drainage ditches that need to be opened back up but that would not solve the problem. He stated that it would take much larger pipes to get the water to the river. Council Member Carter asked if the cost estimates included putting the road back. Mr. Bingham said they did include that cost and that was one reason the plans were so expensive. Mayor Partin thanked Mr. Bingham for his presentation. His Power Point presentation is attached.

## **Other**

### **A. Discussion of Proposed FY2016/2017 General Fund Budget**

Ms. Vance stated that the Sanitation, Parks, Planning & Development, Museum and Garage department's budgets were going to be presented. The remaining General Fund budgets would be presented at the May 3, 2016 Council Meeting. Ms. Vance reminded Council that staff still did not have the new health insurance costs so those numbers will change in the future. She also stated that a new line item had been added to each department's budget to reflect capital items under \$5,000.

Mr. Thomas White, the manager of the Sanitation Department, thanked Council for approving the addition of a new office/storage building for the Parks and Sanitation

Departments. He stated that his Safety Supplies line item increased slightly because the City purchases reflective winter jackets and safety boots bi-annually for the Sanitation Department employees. He stated he requested a new rear loader garbage truck. The current rear loader should have been replaced two years ago and is very expensive to repair. He stated he requested a pickup truck to replace a truck with over 200,000 miles on it. Mr. White stated he also requested a limb grappler truck. The current limb grappler truck has been in use for twenty years and has been rebuilt multiple times. Council Member Carter asked if the new rear loader truck would be replacing another truck. Mr. White stated it would replace the current rear loader which will be used as a recycling truck. The old recycling truck will be sold at auction.

Mr. Layne West, the Director of Planning and Development, stated that his department plans to hire one new position and also acquired one position that was transferred from Public Safety. He stated his employee training budget increased due to his staff being required to maintain certifications and training. He stated he also requested two pickup trucks for the new positions. Council Member Carter asked how many City vehicles his department currently had. He stated that the Building Official has a City truck.

Mr. Leo Redmond, the Director of the Museum, thanked Council and the City Manager for approving hospitality tax funds to renovate the Museum. He stated that the roof was replaced and the exterior of the Museum was recently painted. He stated he requested \$40,800 in the FY2016-2017 budget to continue the renovations and upgrades. The caboose exhibit will be upgraded and exhibits will be added to it. The antique fire truck will be restored and the firehouse exhibit building will be finished. He stated that 2016 was the Museum's 25<sup>th</sup> Anniversary.

Mr. James Denny, the Manager of the Parks Department, thanked Council for approving the new office/storage building for the Parks and Sanitation Departments. He stated his department had increased over the past few years from six to twelve employees due to the large size of the Riverwalk. He stated he requested a Ford F150 with a back-up camera to be used in the Riverwalk. The Riverwalk is so large that two crews work opposite ends of the Park therefore an additional truck is needed. He stated he also requested a stump grinder and additional attachments for the Vectrac.

Mr. Mike Clayborn, the manager of the City's Garage, stated that he requested two truck jacks to raise the large trucks so the mechanics can get below them to repair them. The truck jack the garage currently has is nine years old. He stated he requested a new truck since staff often travels out of town to pick up parts and equipment. He also requested funds to insulate and repair the garage doors. He requested an electric gate with an opener for the back gate so the Parks and Sanitation trucks can use that gate when their new office is built. Therefore, they won't have to travel through City Hall's parking lot.

Mayor Partin thanked all the managers and their staff for their hard work. She stated Council constantly receives compliments on their departments for all that their staff does to make the City great.

### **Committee Matters**

#### **A. Appointments and Reappointments**

Mayor Partin stated that Ms. Therese Griffin's term expired on the Beautification Foundation in April and she would like to serve again. Ms. Yvonne Smith's term expired on the Municipal Election Commission in April and she would like to serve again. The Planning Commission currently has one open position. The City has received a potential member application from Mr. Chris Jordan. The Public Safety Foundation currently has one open position and received a potential member application form Ms. Casey Crook. Council Member Carter made a motion to reappoint Ms. Griffin and Ms. Smith and appoint Mr. Jordan to the Planning Commission and Ms. Crook to the Public Safety Foundation. Council Member Corley seconded the motion which was unanimously approved by roll call vote.

### **Council Comments**

There were not any comments made by Council.

### **Executive Session**

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

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

### **Reconvene**

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

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

There was not any action in follow up to Executive Session.

**Adjourn**

Council Member Almond made a motion to adjourn the meeting. Council Member Carter seconded the motion which was unanimously approved by roll call vote. There being no further business, the meeting adjourned at 6:40 p.m.

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Elise Partin, Mayor

ATTEST:

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Mendy Corder, Municipal Clerk



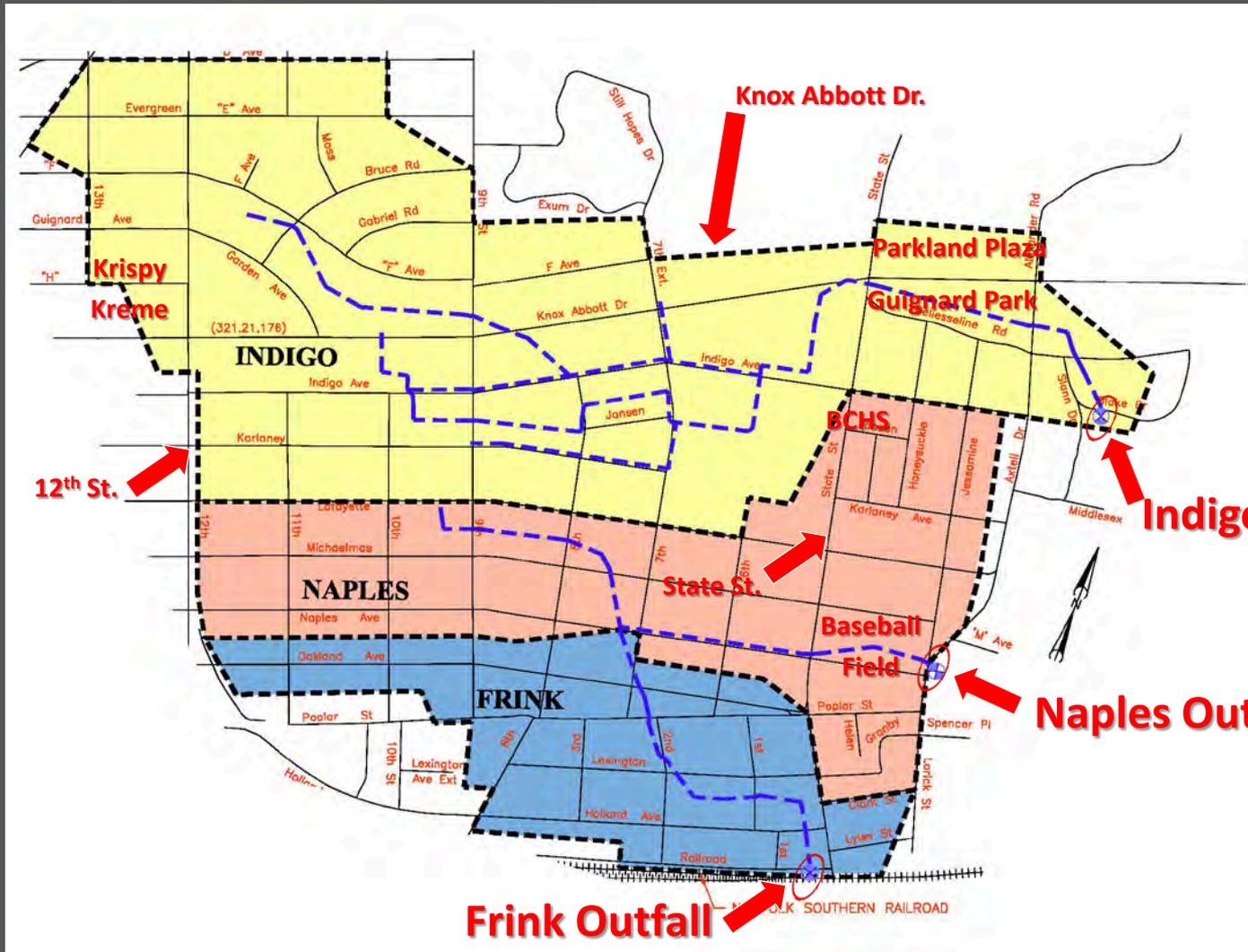
# Avenues Drainage Study



April 2016



# Map – Project Area



# 1938 Aerial Photo





# September 24, 2015 Flooding



# Deliesseline Road



# Indigo Avenue



# Blake Drive



# Blake Drive



# Blake Drive



# Blake Drive



# 9<sup>th</sup> Street



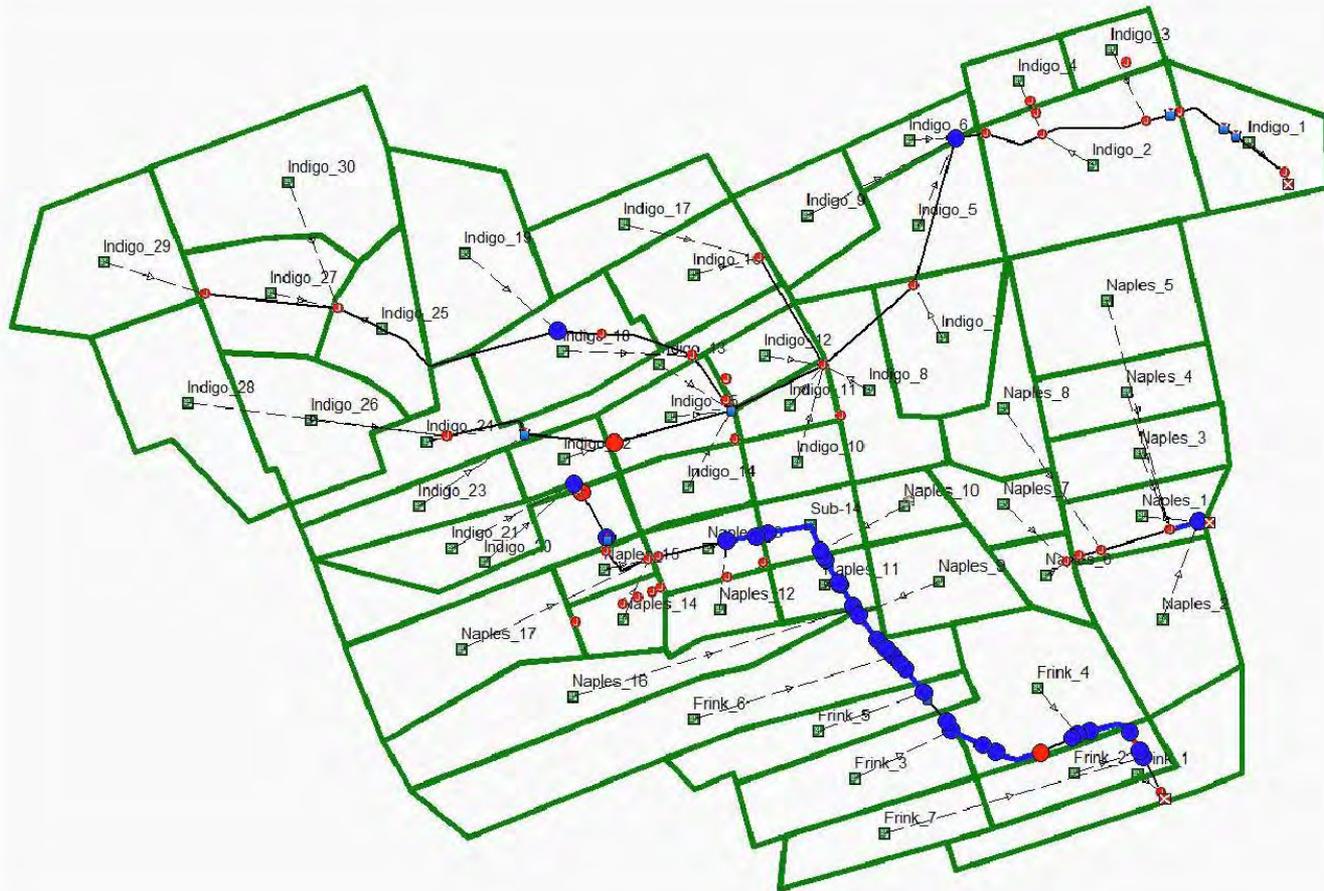
# 8<sup>th</sup> Street



# 7<sup>th</sup> Street



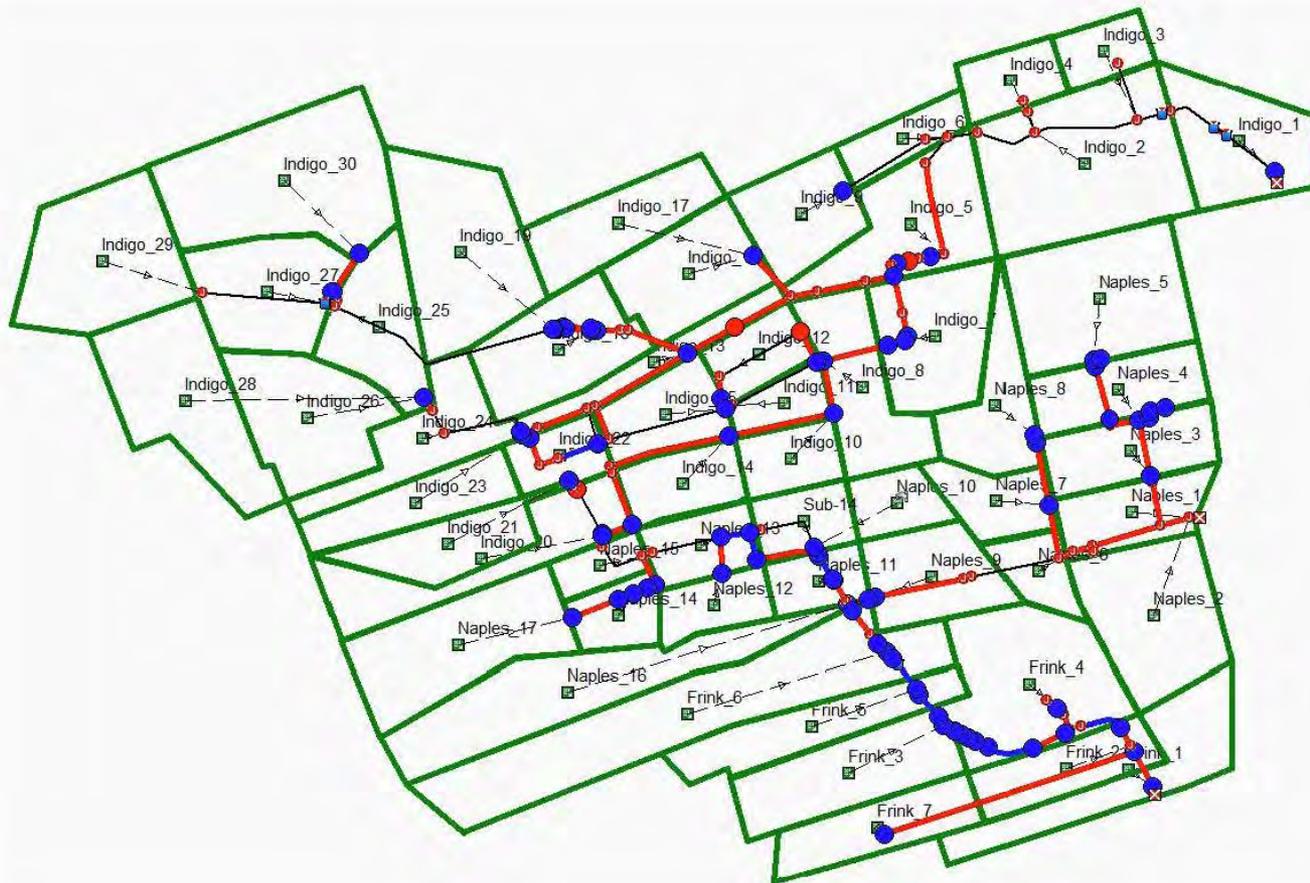
# Predicted 1938 Flooding



\*Blue dots represent flooding



# Predicted Present Day Flooding

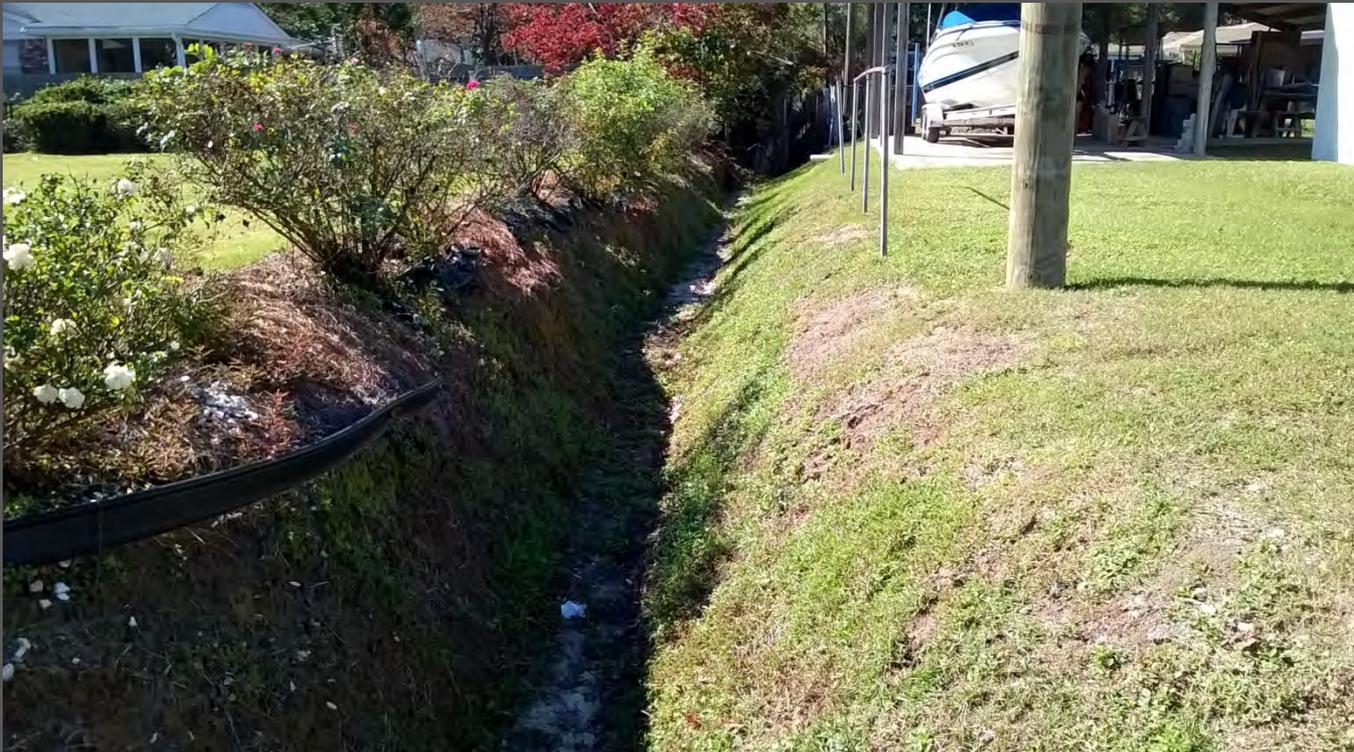


\*Blue dots represent flooding

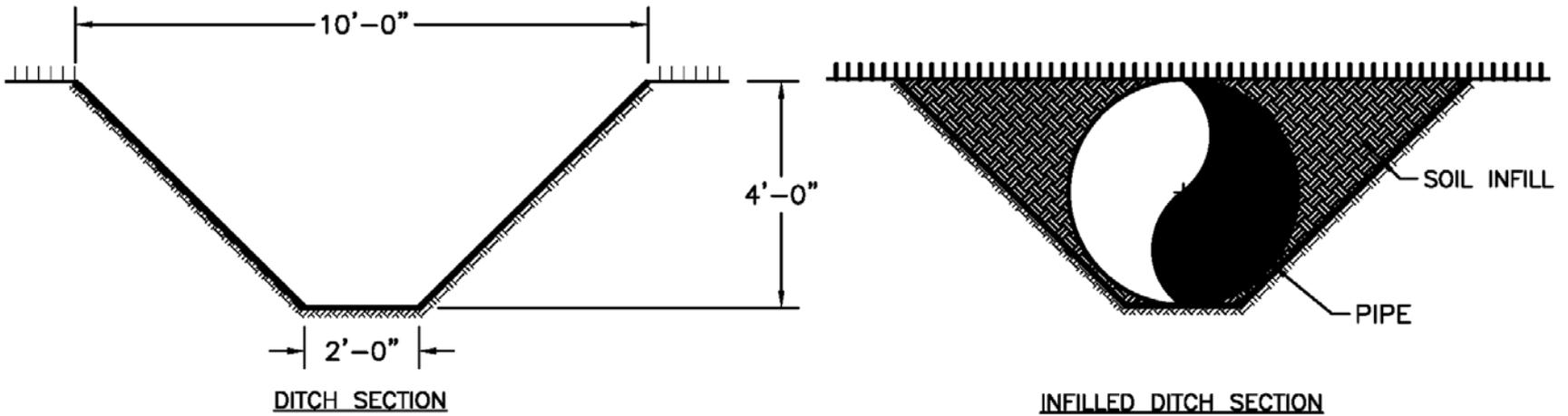


# Ditch Infill

- The piping of drainage ditches in many locations has led to reduced hydraulic capacity.
- The following figure illustrates the impact of piping ditches.



# Ditch Infill



Section	Ditch	4-Foot Pipe	2-Foot Pipe
Area (SF)	24	13	3
Capacity (CFS)	220	150	24



# Re-routing of Drainage Channels

- As roads were constructed and drainage channels were re-routed, attempts have been made to force water into areas that are not natural drainage channels.



# Design Storm

- To estimate stormwater runoff, the amount of rainfall in a given area must be defined. This rainfall is based upon a **theoretical** event that has an **intensity** (inches of rain) and **duration** (rainfall time) that are statistically calculated to occur on a selected **frequency**.



# Design Storm (continued)

- For example, a 100-year storm refers to rainfall totals that have a **one percent** chance of occurring **at that location in that year**. In other words, there is a **1 in 100** or 1% chance that a storm will reach this **intensity** in any given year. If a stormwater system is designed for a 100-year rainfall, it will **theoretically** fail once every 100-years. However, it is possible that multiple 100-year rainfalls could occur in a given year, but it is not statistically likely to occur.

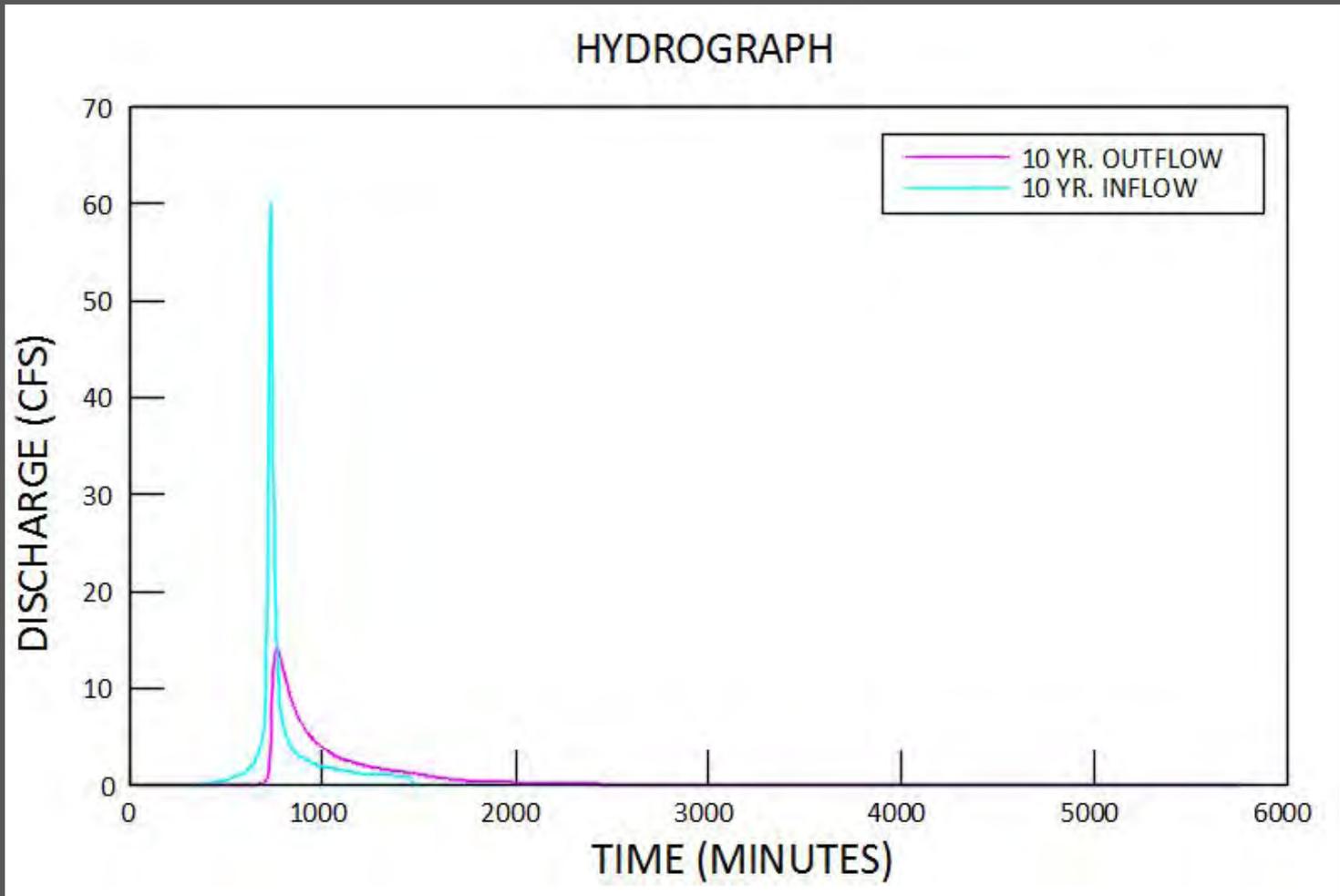


# Stormwater Detention

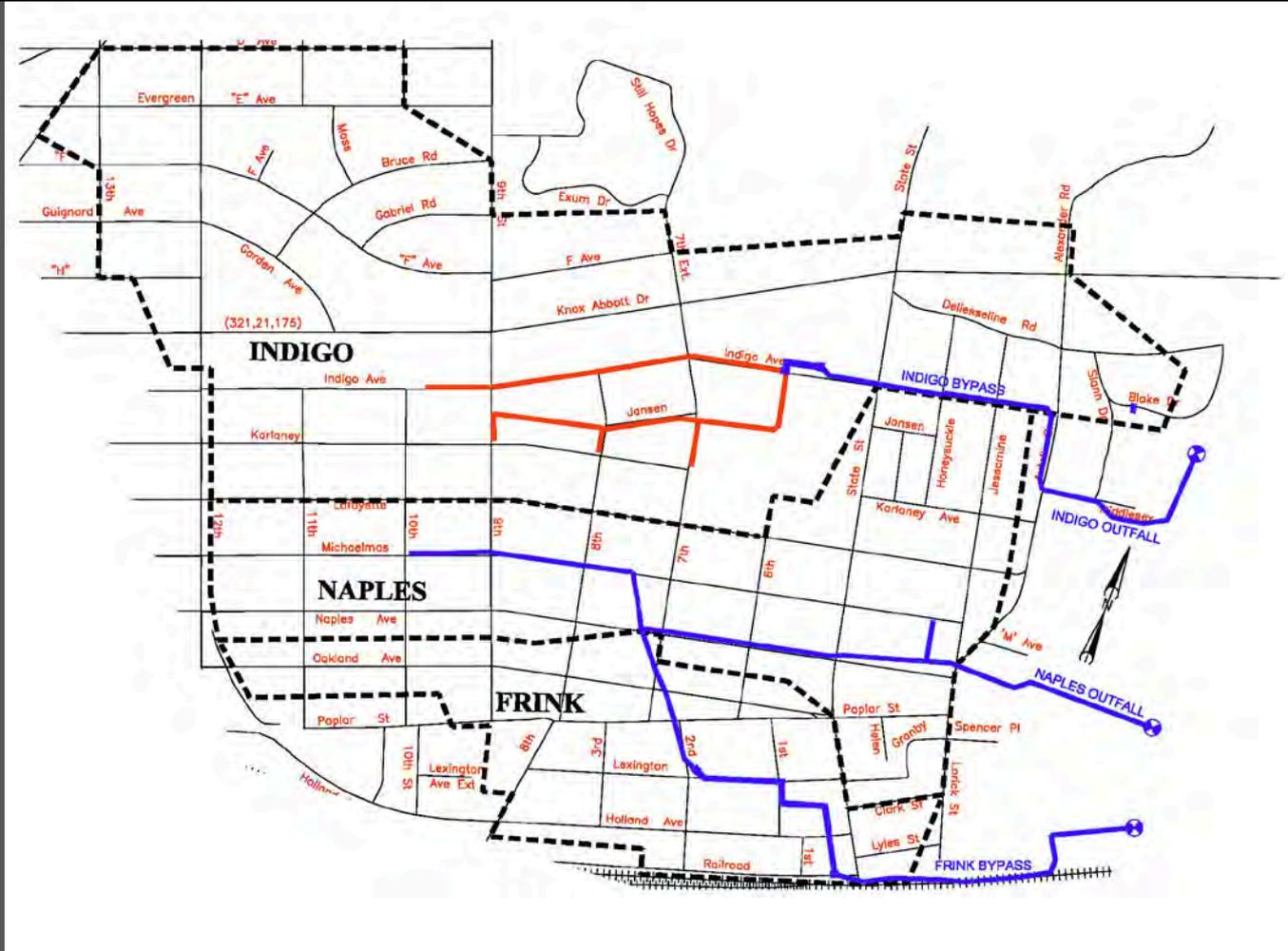
- A detention pond is a depression that stores rainfall and slowly releases stormwater from a large drainage area.
- They are essentially dry basins that store stormwater runoff and release it slowly into downstream drainages. The peak rainfall and runoff occur over a relatively short period of time. Therefore, if peak rainfall can be stored close to its source, the downstream drainage system can be much smaller and more efficient.



# Effect of Stormwater Detention



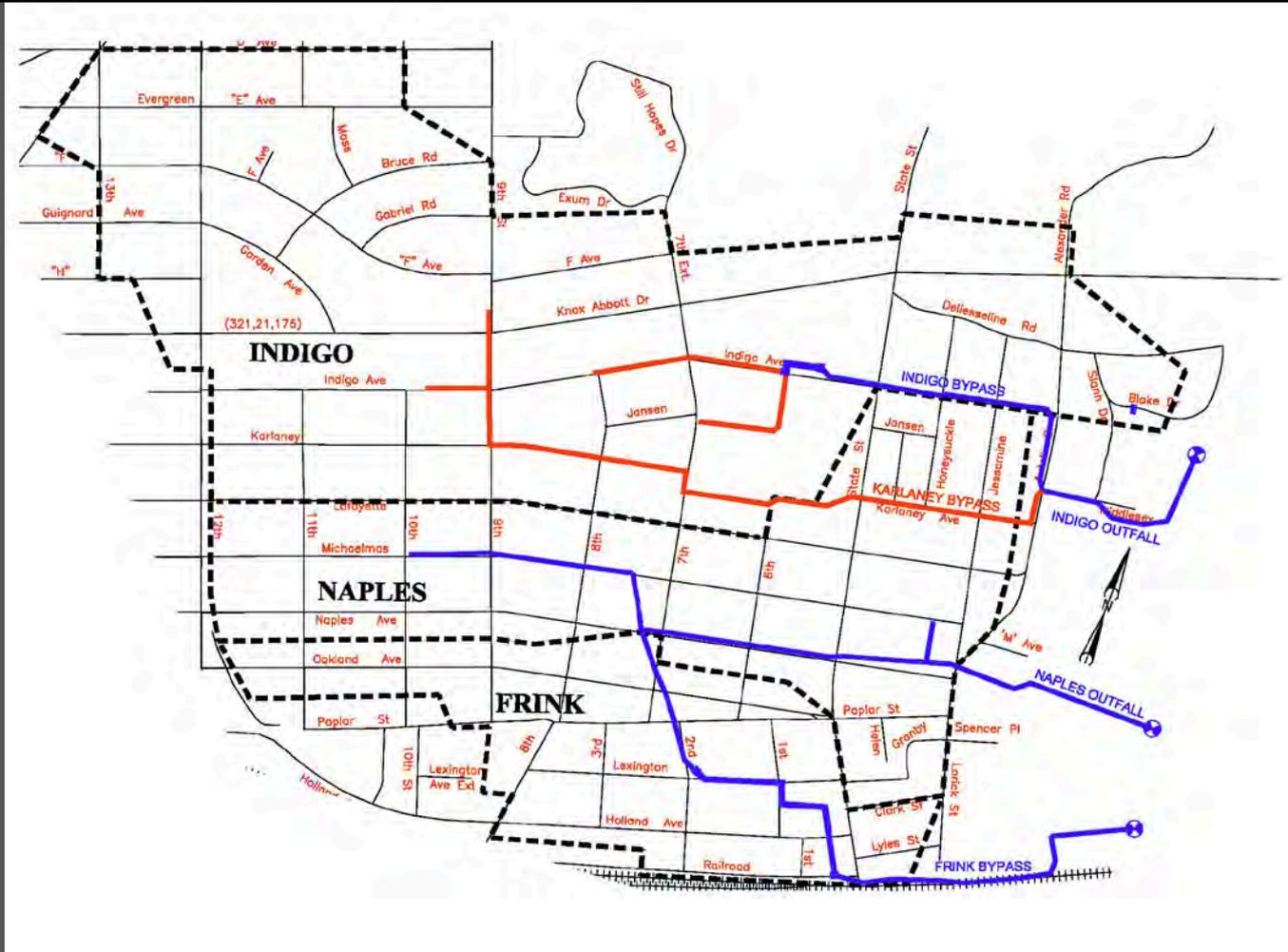
# Proposed Improvements: Partial 10-Year



\$9.1-M Estimated Construction Cost



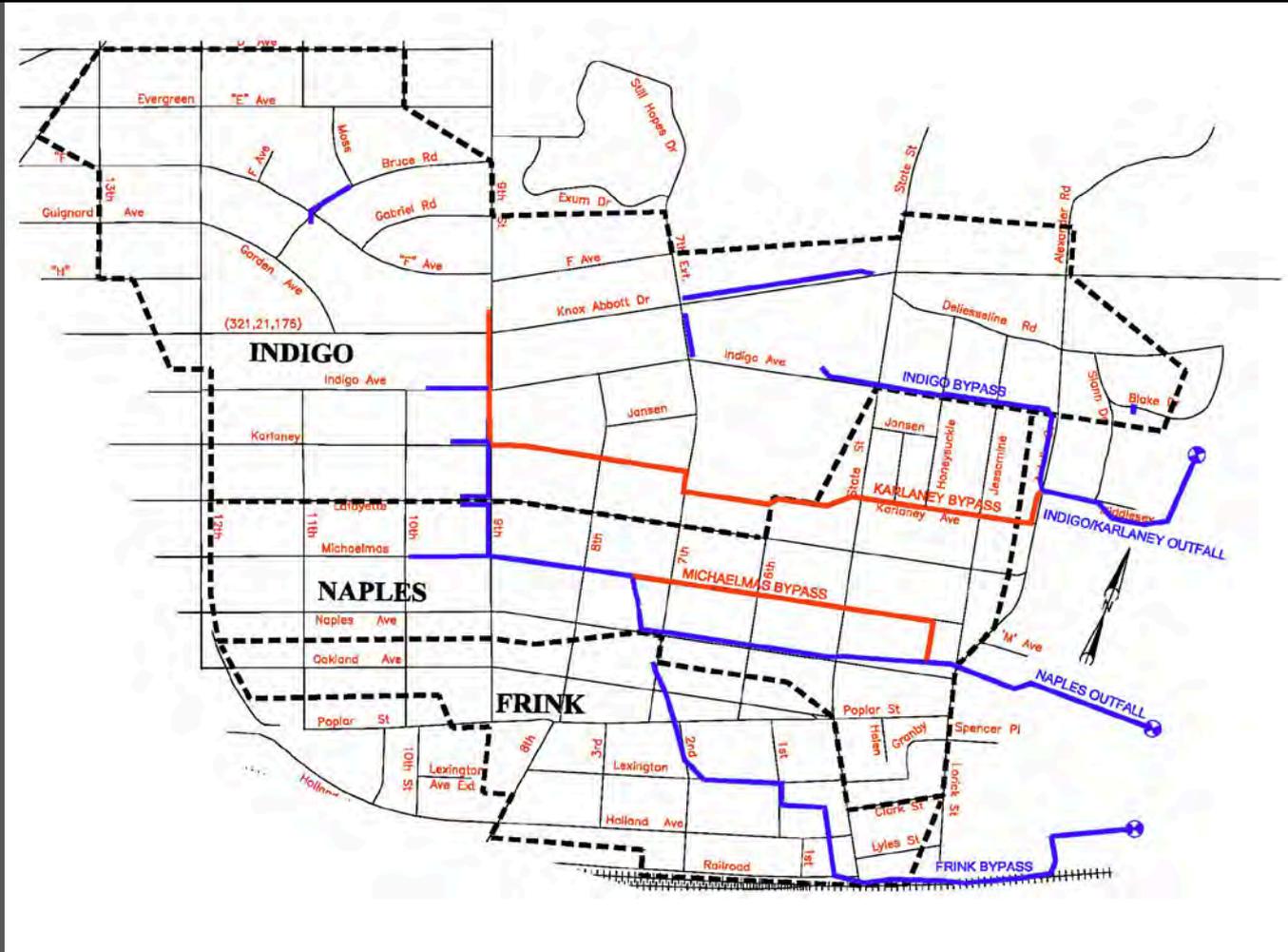
# Proposed Improvements: Full 10-Year



\$12.0-M Estimated Construction Cost



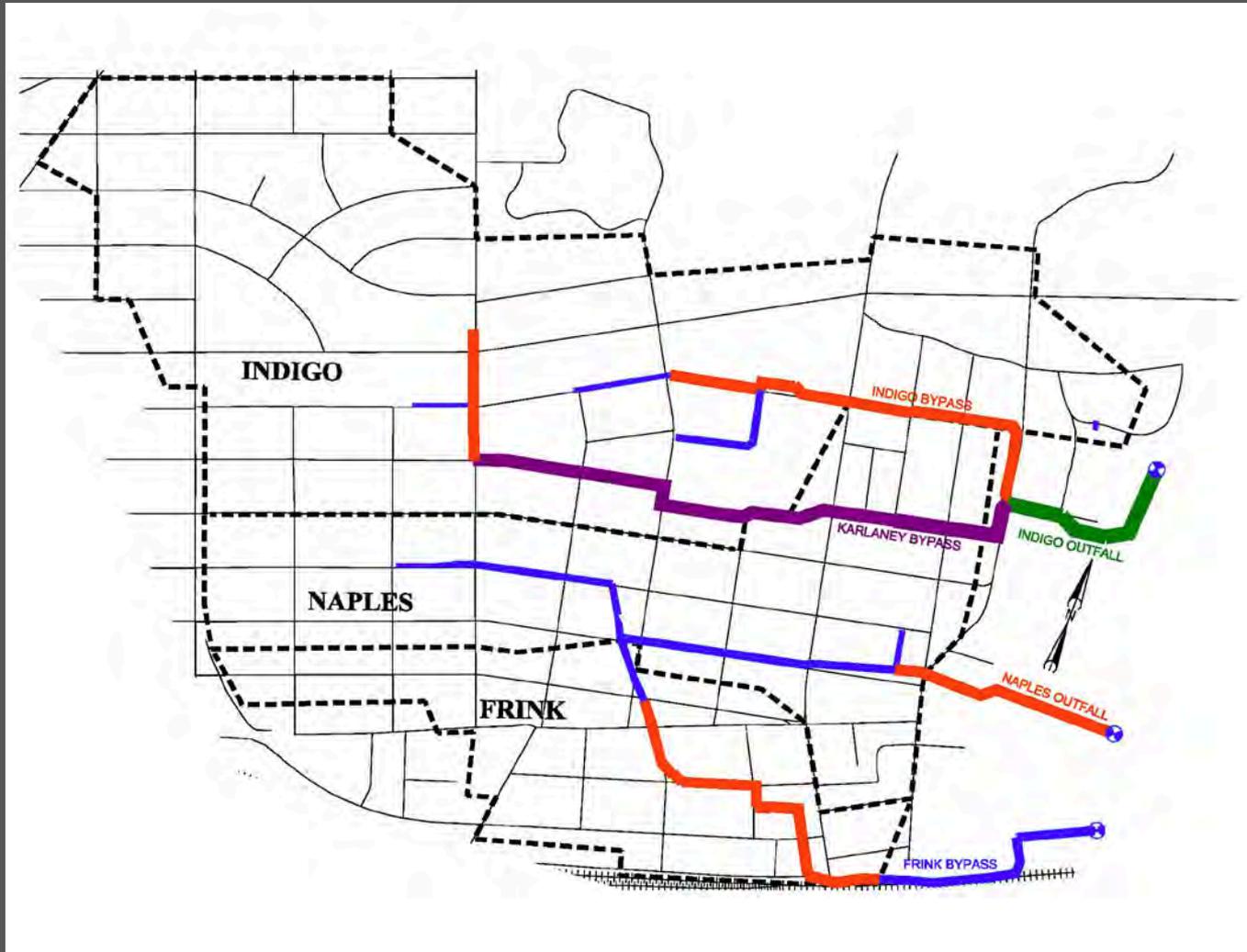
# Proposed Improvements: 25-Year



\$15.3-M Estimated Construction Cost



# Pipe Size



# 84-Inch Pipe



# Summary

- This report is not intended to be a final design but rather a study of the problem with potential solutions
- While it would be preferable to nominally upgrade the existing drainage system it is not sufficient for even a minor storm, and thus not capable of appreciable improvement.
- The Full 10-Year Design represents the recommended solution.
- These recommendations are subject to the review and approval of the entity/s having jurisdiction (i.e. SCDOT or Lexington County).



## ITEM III.A.

Charles Newton was reading meters on February 24, 2016, when he saw an accident occur. The truck in front of him swerved, hit a power pole and ended up in a ditch beside Piggie Park's Sauce Plant. Charles notified Cayce Public Safety and went over to the truck and assisted the driver, helping him out of the vehicle. He stayed on site until first responders arrived. The driver, a Cayce resident, had experienced medical issues.

This is the second time Charles has assisted someone following an accident. He is always attentive to others and treats our citizens with upmost respect. He is a valuable asset to our team and residents!

Kay Hutchinson

Robert Standridge received a call from dispatch at 3:30 am on Monday, April 25. A resident had a leak that was coming from their hot water heater and they wanted the water turned off until they had it repaired. Robert immediately responded, even though he was not the "official" on call person that night. When he showed up, he not only turned their water off, but crawled under the house and stopped the leak at the source by turning off their hot water heater.

Robert always goes the "extra mile" and is willing to assist the team and the public in any manner possible. If he is asked or if he is given accolades, his response is always "I'm just a Meter Reader". That is far from the truth. He is an outstanding asset to the team and the City of Cayce.



## CITY OF CAYCE

*MAYOR*  
ELISE PARTIN

*MAYOR PRO-TEM*  
JAMES E. JENKINS

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

*CITY MANAGER*  
REBECCA VANCE

*ASSISTANT CITY MANAGER*  
SHAUN M. GREENWOOD

### PROCLAMATION

WHEREAS, the Midlands region of South Carolina is blessed by numerous nonprofit organizations, which provide invaluable services that make our community a better place to live, work and play; and

WHEREAS, Midlands Gives was established by Central Carolina Community Foundation as the first regional day of giving online at [www.midlandsgives.org](http://www.midlandsgives.org); and

WHEREAS, Midlands Gives is a day to celebrate philanthropy and a day upon which citizens rally together to support their favorite causes, build a stronger community and give whatever they are able to give to participating nonprofits; and

WHEREAS, through Central Carolina Community Foundation and its community partners, Midlands Gives shall inspire the public to support our nonprofit organizations on this one day, May 3rd; and

WHEREAS, Midlands Gives is an opportunity to encourage citizen's to share their giving experience and passion for charities via all available social media channels encouraging others to give throughout this Giving Day; and

THEREFORE, BE IT RESOLVED that I, Elise Partin, Mayor of Cayce, do hereby proclaim May 3, 2016, as Midlands Gives Giving Day, in the City of Cayce, South Carolina, and urge citizens to celebrate the great work of our area nonprofits and to support their efforts in a way that is both financially meaningful and personally rewarding.

Dated this 3<sup>rd</sup> day of May 2016.

\_\_\_\_\_  
Elise Partin, Mayor

ATTEST:

\_\_\_\_\_  
Mendy C. Corder, Municipal Clerk

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# Memorandum

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**To:** Mayor and Council

**From:** Rebecca Vance, City Manager  
Shaun Greenwood, Asst. City Manager  
Layne West, Director of Planning and Development

**Date:** April 26 2016

**Subject:** First Reading of an Ordinance Approving and Adopting a Stormwater Enforcement Response Plan

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## ISSUE

Council approval is needed for the First Reading of an Ordinance Approving and Adopting a formal Stormwater Enforcement Response Plan (ERP).

## BACKGROUND/DISCUSSION

Staff is requesting approval and adoption of a formal Stormwater Enforcement Response Plan (ERP). The ERP is required as a part of the SCDHEC Small Municipal Separate Storm Sewer System (SMS4) permit. This ERP was created as a joint effort with members of the Lexington County Stormwater Consortium (LCSC) in accord with City Ordinance 2007-1.

City Ordinance 2007-1 authorizes the implementation and enforcement of the Lexington County Stormwater Management Ordinance within the corporate limits of the City. The ERP describes the City's policies and procedures regarding enforcement of the Lexington County Stormwater Management Ordinance and the Lexington County Land Development Manual in accord with City Ordinance 2007-1. Adoption of these policies and procedures is mandatory for continued participation in the Lexington County Stormwater Consortium.

The ERP was forwarded to the City Attorney for review and approval. All of his recommendations have been made to the final document.

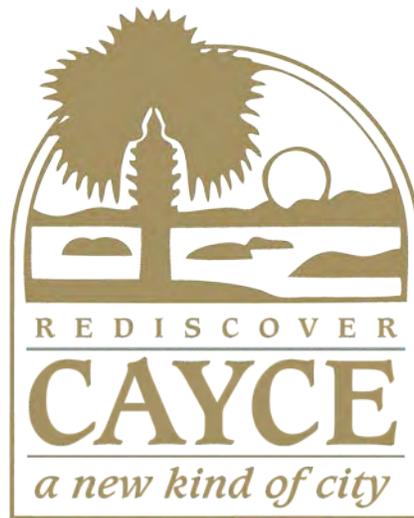
## RECOMMENDATION

Staff recommends that Council approve First Reading of an Ordinance adopting the formal Stormwater Enforcement Response Plan.



# CITY OF CAYCE

## Stormwater Enforcement Response Plan



# Table of Contents

- Table of Contents..... 2
- 1 Introduction..... 3
- 2 Enforcement Process..... 3
  - 2.1 Land Disturbance..... 3
  - 2.2 Illicit Discharges..... 3
- 3 Response Criteria to Consider ..... 4
- 4 Categories of Violations ..... 4
- 5 City Enforcement Responses..... 4
  - 5.1 Verbal Warnings ..... 5
  - 5.2 Corrective Order (Written Warning)..... 5
  - 5.3 Notice of Violation ..... 5
  - 5.4 Civil Citations ..... 6
  - 5.5 Criminal Penalties ..... 7
  - 5.6 Additional Response Alternatives for Land-Disturbance Violations ..... 7
- 6 South Carolina Department of Health and Environmental Control..... 9
- 7 Additional Action by the City of Cayce..... 9
- 8 Corrective Action Plans..... 9

## Appendices

- Appendix A – Lexington County Stormwater Ordinance
- Appendix B – City of Cayce Ordinance Approval Minutes
- Appendix C – Enforcement Forms

# 1 Introduction

As required by the SMS4 permit, this Enforcement Response Plan (ERP) describes the City's procedures and policies regarding enforcement of the stormwater ordinance, including illicit discharges. Compliance shall be achieved through progressively stricter responses as needed. The ERP includes the following items relative to the City's enforcement procedures:

- a. A description of the types of enforcement issued by the City;
- b. A description of specific strategies for escalating enforcement response, where necessary, to address persistent, repeat or escalating violations.

The basis for the City of Cayce's stormwater program enforcement can be found in the following documents:

- Stormwater Management Ordinance
- Land Development Manual (LDM)

This ERP documents the City of Cayce's policies and procedures in support of the documents noted above.

## 2 Enforcement Process

The City's enforcement of land disturbance stormwater violations, water quality violations and illicit discharges is authorized by the Ordinance Authorizing and Approving Implementation, Administration and Enforcement of Lexington County Stormwater Management Ordinance (see Appendix A).

### 2.1 Land Disturbance

For new development and redevelopment sites, the County issues land disturbance permits on behalf of the City of Cayce. The Public Works Stormwater Division issues Land Disturbance Permits in compliance with the Land Development Manual. Chapter 2 of the LDM outlines the permitting process for various types of land disturbances. Building permits are issued by the Cayce Planning and Development Department. Prior to issuing a building permit, Planning Department staff ensure that Land Disturbance Permits and/or other stormwater-related permits have been submitted and approved. Once development has been completed, Cayce Planning Department staff coordinates with Lexington County Stormwater staff to ensure as-builts have been submitted and approved before issuing a certificate of occupancy. When issues arise during construction, Cayce Planning and Development Department staff work in conjunction with Lexington County Public Works Department to withhold inspections and/or Certificates of Occupancy, as necessary. Stormwater staff has found withholding inspections and/or certificates of occupancy to be the most effective in gaining compliance for land disturbance violations.

### 2.2 Illicit Discharges

The City of Cayce has trained their staff on the identification of illicit discharges. Where an illicit discharge has been identified, the City of Cayce Stormwater Manager is notified and follow-up as soon as practical but typically within 2 hours. Illicit discharge investigations follow the protocols outlined in the County's "Standard Operating Procedures for Use in Investigations for Illicit

Discharges". Where illicit discharges are occurring, the City of Cayce will make every effort to resolve the issue but may also contact Lexington County Public Works Stormwater Division and/or DHEC for assistance.

### 3 Response Criteria to Consider

Upon discovery of a violation of the Lexington County Stormwater Management Ordinance No. 06-10, the enforcement process begins by identifying the stormwater violation and determining the severity of the enforcement response. Section 5 outlines the enforcement response and progression from verbal warnings to criminal penalties. The following criteria are considered when determining the appropriate enforcement response:

- **Effect on the Environment.** Violations that have the potential to negatively impact the City's stormwater system, private property, or streams and wetlands are urgent and require expeditious action. Such violations warrant bypassing verbal warnings and moving to more aggressive actions to gain quick compliance.
- **Compliance History of the Violator.** The violator's compliance history can affect the enforcement response. Recurring violations may indicate that an operator's treatment system is inadequate, that the operator has taken a casual approach to operating and maintaining the treatment system or that an operator does not intend to comply with the ordinance. Repeated violations by the same person or company reflects egregiousness and/or willfulness.
- **Duration.** Where a violator has been issued a verbal or written warning, the compliance clock begins. Failure to complete corrective actions within the established time may indicate that escalated enforcement actions are needed to gain compliance.
- **Good Faith of the Violator.** 'Good Faith' is defined as the violator's honest intention to remedy non-compliance evidenced by actions which give support to this intention. Good faith shall be demonstrated by cooperation and completion of corrective measures in a timely manner. A violator's good faith in correcting noncompliance is a factor in determining which enforcement response is suitable.

### 4 Categories of Violations

There are two general categories of violations:

- **Permitted violations.** These types of violations are typically construction projects holding a Land Disturbance Permit that are in violation of permit conditions.
- **Unpermitted violations.** These violations include illicit discharges, illegal dumping, or land disturbances that begin without first obtaining a Land Disturbance Permit.

### 5 City Enforcement Responses

The category of violation and severity of the violation sets the type of enforcement action and aggressiveness of each enforcement steps. The Cayce Stormwater Manager or his/her designee may employ any combination of the following enforcement actions, and may escalate enforcement responses where necessary to address persistent non-compliance, repeat or escalating violations, or incidents of major environmental harm.

## 5.1 Verbal Warnings

For less severe violations or for first time offenders, the Cayce Stormwater Manager or his/her designee may issue verbal warnings that specify the nature of the violation, any required corrective action, and a time to comply with a documented verbal warning. Warnings for construction/post-construction are documented in Lexington County's Construction Inspection tracking system. Warnings for Illicit Discharge Detection and Elimination (IDDE) are tracked in a spreadsheet by the Cayce Stormwater Manager.

## 5.2 Corrective Order (Written Warning)

A Corrective Order is a written warning intended for minor violations. An example of a Corrective Order can be found in Appendix C. The Cayce Stormwater Manager or his/her designee may issue a Corrective Order to the responsible party and/or property owner where the violation has occurred. The Corrective Order typically includes the following:

- The description and nature of the violations to the County Stormwater Management Ordinance, approved SWPPP, Land Development Manual (LDM) and/or construction plans.
- The location where the violations have occurred.
- A description of the steps that must be taken to rectify the violation. Steps may include the development and submittal of corrective action plans, repair of measures on a construction site, immediately ceasing illicit discharges and/or repairing any damages that occurred.
- The deadline by which the repairs or remediation work must be completed to avoid escalated enforcement.
- Signature and Title of the person issuing the Corrective Order.

## 5.3 Notice of Violation

If a Corrective Order has not been addressed to the satisfaction of the Cayce Stormwater Manager, he/she or his/her designee may issue a Notice of Violation (NOV) to the responsible party and/or property owner where the violation has occurred. In addition, for more serious violations or for repeat offenders, a Notice of Violation may be the first notice to the violator.

The NOV does not include the specific fine or penalty amount. An example of a NOV can be found in Appendix C.

The Cayce Stormwater Manager or his/her designee may require the violator to submit, a corrective action plan (CAP) by the deadline stated on the NOV. When required, the CAP must be submitted by the violator to the Cayce Stormwater Manager. An inspection to ensure that corrective actions have been completed is conducted by the Cayce Stormwater Manager or his/her designee. Submission of the CAP in no way relieves the violator of liability for any violations occurring before or after receipt of the NOV. See Section 8 for further information about the CAP.

In addition to the possible CAP requirement, the NOV includes:

- The description and nature of the violation(s) to the Lexington County Stormwater Ordinance (No. 06-10), approved SWPPP, LDM and/or construction plans.
- The location where the violation(s) have occurred.
- A description of the ordered repair or remediation work which is necessary to bring the activity or site into compliance
- Requirement to submit to the Cayce Stormwater Manager within 10 days a written corrective action plan to correct the violation.
- Deadline by which the repair or remediation work must be completed to avoid escalated enforcement. This becomes the expiration date of the NOV. Note that the expiration date is based upon the violator's date of receipt of the NOV.
- Signature and Title of the person issuing the NOV.

## 5.4 Civil Citations

A civil citation is a monetary penalty assessed by the City to any person violating the Lexington County Stormwater Ordinance, LDM or a permit. The fine is considered punitive in nature and is not related to any specific cost borne by the City. The City shall also recover any damages to the City's stormwater system for actions taken by the City to rectify a violation or for actions taken by the City to stop illicit discharges. An example of a Civil Citation Notice can be found in Appendix C. Civil citations are prepared by the Cayce Stormwater Manager and served by a City Code Enforcement Officer.

Along with the civil citation, the City may require the violator to submit a written corrective action plan by the deadline stated on the citation. The CAP must be submitted by the violator to the Cayce Stormwater Manager. An inspection to ensure that the corrective actions have been completed is conducted by the Cayce Stormwater Manager or his/her designee. Submission of this plan in no way relieves the violator of liability for any violations occurring before or after receipt of the NOV. See Section 8 for further information about the CAP.

Civil citations are generally issued after the NOV expires and when corrective actions have not been completed. The amount of the penalty is determined by the magistrate court and is typically proportional to the harm caused by the violation and the City's cost to repair damages. The Magistrate's Court, with input from the Stormwater Manager or his/her designee, will consider the following criteria when assessing penalties:

1. The amount of damage to the public health and the environment.
2. The amount of effort put forth by the violator to remedy this violation.
3. The economic benefit gained by the violator for not obeying the law.
4. Whether the civil penalty imposed will be a substantial economic deterrent to the illegal activity.
5. The amount of penalty established by ordinance or resolution for specific categories of violations.
6. Any unusual or extraordinary enforcement costs incurred by the City.
7. Any equities of the situation that outweigh the benefit of imposing any penalty or damage assessment.

The Magistrate's Court, with input from the Cayce Stormwater Manager or his/her designee, may also consider these additional criteria for determining penalties of violations:

1. Willingness and cooperation of the violator to remedy this violation and remediate any damage.
2. Whether the violation was intentional, negligent, or accidental.
3. Costs incurred by the City for any administrative or remediation costs, including the investigative and monitoring activities. This is often computed in terms of number of man-hours necessary to deal with the problem.
4. Prior violations for this violator or at this location.

## 5.5 Criminal Penalties

Criminal prosecution is a formal process of charging individuals and organizations with violations of ordinance provisions that are punishable, upon conviction, by fines and/or imprisonment. Criminal prosecution is an appropriate enforcement action when there is evidence of willful noncompliance and when criminal negligence or intent can be proven. Some examples of these are altering or falsifying reports, tampering with samples, unauthorized discharges, and violations of administrative orders.

The criminal enforcement process begins when the City has reason to believe crimes have been or will be committed. This information may be gathered during routine inspections or monitoring/sampling activities or in the form of reports from employees or the public. Citations may be issued by a Code Enforcement Officer from the City of Cayce Police Department when it is determined the operator's efforts, or lack thereof, to obtain compliance through less formal actions have failed. If crimes are suspected or known, the Cayce Stormwater Manager or his/her designee shall notify the City Attorney for proper collection of evidence.

Any person who negligently, willfully or intentionally violates any provision of the Stormwater Management Ordinance shall be guilty of a misdemeanor and shall be punished subject to the penalty jurisdiction of the City Municipal Court. Each day of a violation shall constitute a new and separate offense.

## 5.6 Additional Response Alternatives for Land-Disturbance Violations

Additional response alternatives are available for land disturbance-related violations including any one or a combination of the following:

1. **Stop Work Order** – An example of a stop work order can be found in Appendix C. Lexington County Public Works staff can initiate a SWO when the site has active County permits, such as a land disturbance permit or where land disturbance began without a permit. The SWO must include the steps necessary to bring the site in compliance with applicable permits. When a Lexington County Public Works Inspector determines that a permit is being violated or a necessary permit has not been obtained, the following steps must be taken:
  - i. Lexington County Public Works Inspector issues a Stop Work Order.
  - ii. Lexington County Public Works Inspector notifies the County Director of Public Works and the Cayce Stormwater Manager of the Stop Work Order.
  - iii. The Inspector notifies the City of Cayce Building Inspections Department of the Stop Work Order

- iv. The Lexington County Public Works Inspector re-inspects to ensure compliance before the County releases the Stop Work order.

A Stop Work Order may be issued to the permit holder and/or property owner of a construction site to suspend work under the following circumstances:

- i. If a Corrective Order has not resulted in a corrective action at a Construction Site which is acceptable to the Stormwater Inspector by the expiration date of the Corrective Order.
- ii. If work, which requires a SWPPP, has proceeded without first submitting a plan and obtaining a permit.
- iii. Incidents which may cause damage to the SMS4 and/or the health and welfare of the public and County personnel.
- iv. Incidents which may cause damage to the environment.
- v. Chronic violations and/or failures to comply with Verbal Warnings, Corrective Orders and Notices of Violation

A Stop Work Order typically includes:

- The description and nature of the violations to the Stormwater Ordinance, approved SWPPP, LDM and/or construction plans.
- The location where the violations have occurred.
- A description of the ordered repair or remediation work necessary to comply with the Stormwater Ordinance, SWPPP, LDM and/or construction plans.
- Possible requirement to submit a corrective action plan by the deadline on the Stop Work Order. The corrective action plan must address actions that will be taken to bring the site into compliance. See Section 8 for further information about the CAP.
- Signature and Title of the person issuing the Stop Work Order.

2. **Withhold Building Inspections**– When a Lexington County Public Works Inspector determines that an approved SWPP or LDP permit is being violated and building has commenced on the site, building inspections may also be withheld by the following procedure:

- The Public Works Inspector notifies the Cayce Building Inspections Department to withhold building inspections. Cayce Building Inspections Department places a hold on building inspections and will not issue a Certificate of Occupancy.
- The Lexington County Public Works Inspector notifies the County Director of Public Works of the hold on building inspections.
- A Lexington County Public Works Inspector shall re-inspect to ensure compliance before the City releases the hold on building inspections.

3. **Withhold Release of Certificate of Occupancy**– If the post-construction BMPs do not pass the final stormwater inspection by a Lexington County Public Works inspector, the City of Cayce may withhold the release of the Certificate of Occupancy until the site passes its final stormwater inspection by the following procedure:

- i. The Lexington County Public Works Inspector notifies the City Building Inspections Department to withhold the Certificate of Occupancy.
- ii. The Public Works Inspector notifies the Lexington County Director of Public Works of the hold on Certificate of Occupancy.

- iii. A Lexington County Public Works Inspector shall re-inspect to ensure compliance before the City releases the hold on the Certificate of Occupancy.

## 6 South Carolina Department of Health and Environmental Control

In the event that a deficiency cannot be resolved by City enforcement actions, the Cayce Stormwater Manager may notify the South Carolina Department of Health and Environmental Control Bureau of Water to request assistance in obtaining enforcement.

## 7 Additional Action by the City of Cayce

When violations are not corrected in a timely manner or when the violation is damaging or has the imminent potential of damaging other properties or water bodies, City of Cayce, or its contractor, may enter upon the lot or parcel of land and correct the violation. When the City of Cayce completes repairs, the costs incurred by the City and/or its contractor (including inspection, administration, labor, equipment costs) shall be recovered from the offender through collection of bonds or directly billing the offender.

When the City of Cayce is fined and/or placed under a compliance schedule by the state or federal government for violation(s) of its NPDES permit, and the City of Cayce can identify the person(s) who caused such violations(s) to occur, the City can pass through the penalty and cost of compliance to that person(s).

The City of Cayce may institute injunctive, mandamus or other appropriate action or proceedings at law or equity, including criminal conviction, for the enforcement of the Lexington County Stormwater Management Ordinance or to correct violations of the Ordinance, and any court or competent jurisdiction shall have the right to issue restraining orders, temporary or permanent injunctions, mandamus or other appropriate forms of remedy or relief.

## 8 Corrective Action Plans

With any corrective action noted above, the City has the authority to require a violator to submit a Corrective Action Plan (CAP). Some corrective actions needed at a site are straightforward, simple actions such as cleaning out sediment controls or vegetating an area. However, other actions may require more planning and thought. In those situations, the City may also require a CAP. Depending on site conditions, the Cayce Stormwater Manager or his/her designee may require that the CAP be prepared by a Qualified Person or prepared and certified by a Professional Engineer. A CAP must include:

- Proposed corrective actions to resolve the violation, including immediate actions and final actions and
- Proposed schedule for the corrective actions.

When requiring a CAP, the inspector will set a deadline for submittal of the CAP for review and acceptance. If immediate measures are needed to halt damages to the City of Cayce's stormwater system, private property or a stream, those actions should be separately addressed

in the enforcement action and required immediately as opposed to waiting for submittal of the CAP.

**APPENDIX A –  
LEXINGTON COUNTY  
STORMWATER MANAGEMENT ORDINANCE**

**APPENDIX B –**

**CITY OF CAYCE ORDINANCE 2007-01**

Adoption by reference of the Lexington County Stormwater Management Ordinance and the Lexington County Land Development Manual into the Cayce Code of Ordinances

**APPENDIX C –  
ENFORCEMENT FORMS**

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# Memorandum

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**To:** Mayor and Council

**From:** Rebecca Vance, City Manager  
Shaun Greenwood, Asst. City Manager  
Layne West, Director of Planning and Development

**Date:** April 28, 2016

**Subject:** Second Reading of an Ordinance Amending Section 6.10-1 (“Design Overlay District Creation; definition”) of the Zoning Ordinance of the City of Cayce (as it pertains to definition of the Knox Abbott Drive Overlay District).

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## ISSUE

Council approval is needed for the Second Reading of an Ordinance Amending Section 6.10-1 (“Design Overlay District Creation; definition”) of the Zoning Ordinance of the City of Cayce (as it pertains to definition of the Knox Abbott Drive Overlay District).

## BACKGROUND/DISCUSSION

Staff is requesting to amend Section 6.10-1 (“Design Overlay District Creation; definition”) to add language applicable to the definition of the Knox Abbott Drive Overlay District (OD). Currently, the Knox Abbott OD begins at the Blossom Street Bridge and ends at 12<sup>Th</sup> Street. Staff is requesting adoption of the Ordinance to extend the Knox Abbott Drive OD to include the entirety of Knox Abbott Drive from the Blossom Street Bridge to the Cayce City Limits Line. The adoption of the Ordinance will add properties with a C-4 (Highway Commercial) zoning designation. Previously an Ordinance was adopted to regulate all signage in the OD to conform to C-3 signage regulations. The C-3 zoning district permits signs to have a maximum height of 7 feet. Staff believes the extension of the OD creates a more cohesive shopping district.

The Planning Commission considered the request for the text amendment at its regular meeting on March 21, 2016. The text amendment request was opened for public hearing. No one from the public was present to speak for or against the text amendment.

The Planning Commission voted unanimously to recommend the requested text amendment.

## **RECOMMENDATION**

The Planning Commission recommends that Council approve Second Reading of an Ordinance amending Section 6.10-1 (“Design Overlay District Creation; definition”) of the Zoning Ordinance of the City of Cayce (as it pertains to definition of the Knox Abbott Drive Overlay District).

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF LEXINGTON )  
 )  
CITY OF CAYCE )

**ORDINANCE 2016-05**  
**Amending Section 6.10-1 (“Design**  
**Overlay District Creation”) of the**  
**Zoning Ordinance of the City of**  
**Cayce**

**WHEREAS**, the Council has determined that it is in the interest of the public in understanding the provisions of the Zoning Ordinance, and in the interest of the City in administering and enforcing the Zoning Ordinance, to amend Section 6.10-1 (“Design Overlay District Creation; definition”) of the Zoning Ordinance to add language to include regulations to extend the Knox Abbott Drive Design Overlay District to encompass Knox Abbott Drive, in its entirety; and

**WHEREAS**, the Planning Commission held a public hearing on this request to receive comments from the public; and

**WHEREAS**, the Planning Commission met on March 21, 2016, to review public comments and vote on recommending the text amendment and unanimously decided that they do recommend this text amendment,

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Cayce, in Council, duly assembled, that Section 6.10-1 (“Design Overlay District Creation”) of the Zoning Ordinance of the City of Cayce is hereby amended to read as follows:

**Section 6.10-1 Creation; definition**

There are hereby created two design overlay districts:

- (1) Knox Abbott Drive Design Overlay District, which shall parallel Knox Abbott Drive and shall extend from the street right-of-way the depth of each contiguous lot or 200', whichever is less.
- (2) 12th Street Extension Design Overlay District, which shall parallel 12th Street Extension from Poplar Street to the I-77 Interchange, and shall extend from the street right-of-way the depth of each contiguous lot or parcel or 500', whichever is less.

This Ordinance shall be effective from the date of second reading approval by Council.

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
Elise Partin, Mayor

Attest:

\_\_\_\_\_  
Mendy Corder, Municipal Clerk

First Reading: \_\_\_\_\_

Second Reading and Adoption: \_\_\_\_\_

Approved as to form: \_\_\_\_\_  
Danny C. Crowe, City Attorney

**CITY OF CAYCE  
PLANNING COMMISSION  
STAFF EVALUATION REPORT  
CASE NO. TA001-16**

**APPLICANT:** City Staff

**TYPE OF REQUEST:** Revision of the Zoning Ordinance to extend the length of the Knox Abbott Drive Overlay District, to include the entirety of Knox Abbott Drive.

**LOCATION/ADDRESS:** N/A

**TAX MAP NUMBER:** N/A

**NUMBER OF ACRES:** N/A

**EXISTING ZONING CLASSIFICATION:** N/A

**REQUESTED ACTION:** Revision of the Zoning Ordinance to extend the length of the Knox Abbott Drive Overlay District, to include the entirety of Knox Abbott Drive.

**COMPLIANCE WITH COMPREHENSIVE PLAN:** N/A

**STAFF COMMENTS/CONCERNS:**

City Staff is requesting to amend Article 6 Section 6.10-1 of the Ordinance to extend the length of the Knox Abbott Drive Overlay District (OD). Currently, the OD begins at the Blossom Street Bridge and terminates at 12<sup>th</sup> Street. Staff believes the extension of the OD will create a more cohesive shopping district. The red-lined ordinance is attached.

**City of Cayce  
South Carolina**

**Text Amendment Application**

Date Filed : Feb. 16, 2016

Request No. : TA001-16

Fee : N/A

Receipt No : N/A

*Text amendments may be initiated by a property owner (s), the Planning Commission, the Director of Planning & Development, or the City Council. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent section.*

APPLICANT(S) [print]: <u>City Staff</u>
Address : _____
Telephone: _____ [business] _____ [residence]
Interest: _____ Owner(s): _____ Agent of owner(s): _____ Other: _____
OWNER(S) [if other than Applicant(s)] : _____
Address: _____
Telephone: _____ [business] _____ [residence]
[use reverse side if more space is needed;]

**PROPOSED TEXT AMENDMENT**  
*THE APPLICANT HEREBY REQUESTS* that the following changes, additions or deletions be considered for the following Code of Ordinances, City of Cayce, South Carolina; Chapter: \_\_\_\_\_, Article: 6, Section: 6.10-1 Existing Code States;  
See attached

Proposed changes / additions / deletions;  
Amend Section 6.10-1 to extend the distance of the Knox Abbott Drive Overlay District

Justification;  
Extend the Knox Abbott Drive Overlay District to encompass all of Knox Abbott Drive

**DESIGNATION OF AGENT** [complete only if owner is not applicant]  
I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request.  
Date: \_\_\_\_\_  
\_\_\_\_\_  
Owner signature(s)

**CERTIFICATION**  
I (we) certify that to the best of my(our) knowledge that the information contained herein is accurate and correct.  
Date: \_\_\_\_\_  
\_\_\_\_\_  
Applicant signature(s)

**OFFICIAL USE ONLY:**

Published in Newspaper on: \_\_\_\_\_  
PLANNING COMMISSION: March 24, 2016 RECOMMENDATION: \_\_\_\_\_  
(Public Hearing)  
CITY COUNCIL [1<sup>st</sup> Reading] \_\_\_\_\_ ACTION: \_\_\_\_\_  
CITY COUNCIL [2<sup>nd</sup> / Final Reading] \_\_\_\_\_ ACTION: \_\_\_\_\_

Notice to applicant sent on \_\_\_\_\_ advising of Councils action. If approved a statement to the effect that our ordinance now reflects the new text. If disapproved, the reasons for disapproval, and a statement that reconsideration will be in accordance with Section 14-7 of the Zoning Ordinance.

## Section 6.10 Design Overlay District

### Section 6.10-1 Creation; definition

There are hereby created two design overlay districts:

(1) Knox Abbott Drive Design Overlay District, which shall parallel Knox Abbott Drive, ~~from the Blossom Street Bridge to 12th Street~~, and shall extend from the street right-of-way the depth of each contiguous lot or 200', whichever is less.

(2) 12th Street Extension Design Overlay District, which shall parallel 12th Street Extension from Poplar Street to the I-77 Interchange, and shall extend from the street right-of-way the depth of each contiguous lot or parcel or 500', whichever is less.

### Section 6.10-2 Permitted Uses

The above referenced Districts are "overlay" districts. As such permitted uses are determined primarily by the applicable primary or "underlying" zone district. However, the following principal uses are declared to be incompatible with the purpose of the 12th Street Extension Design Overlay District, and the Knox Abbott Drive Design Overlay District, and therefore are not allowed, irrespective of primary or underlying zone district regulations:

1. Truck (stops) and freight terminals
2. Billboards
3. Outdoor sales and storage lots, including, but not limited to, vehicular, boat, trailers, recreational vehicles, campers, manufactured homes, flea markets, furniture, lumber, scrap metal and salvage operations
4. Sexually oriented businesses, night clubs and drinking places (bars and lounges)
5. Communication towers and antennas
6. Pawn shops, consumer cash lending secured by personal property
7. Kennels
- ~~4.8~~ Check cashing services



# CITY OF CAYCE

## Hospitality Tax Grant Application

Project Information	
Project Start Date 04/25/2016	Amount Requested \$23,750.00
Project Completion Date 05/21/2016	Date Submitted 04/25/2016
Project Name South Carolina Brewers Festival	
Project Address/Location 190 Knox Abbot Drive, Cayce, SC 29033	
Organization Information	
Organization South Carolina Brewers Guild	
Mailing Address P.O. Box 1253	
City ST ZIP Johns Island, SC 29457	
Telephone (843) 410-8712	Cell (678) 570-9696
Fax	E-Mail brook@bristowbeveragelaw.com
How long has this organization or corporation existed? 6 Year(s)	
Project Description	
<p>The South Carolina Brewers Guild, in association with the City of Cayce, is looking to further develop the growing craft beer industry in the State of South Carolina. In the last 3 years, the industry has grown from \$255M to \$455M thanks to several law changes. The Midlands area currently boasts 3 breweries and 2 brewpubs, with more in planning. However, none are located in or around Cayce. The Guild is looking to hold a beer festival which shall serve as a fundraiser for the Guild's future promotional and legislative efforts as well as highlight Cayce as a potential destination for brewers looking to open and beer enthusiasts looking for places to go.</p>	

## Tourist Information

What is the estimated number of tourists to be attracted by this project? 1000

Explain how the number of tourists will be calculated (surveys, forms, license plates, etc.).

In terms of the festival, ticket sales will be used to estimate patrons. However, the Guild will also keep a list of its volunteers and brewers and employees to come to a number.

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how these impacts were determined.

Craft beer is big business in South Carolina, having grown by over \$200M in the last several years. Cayce is one of the few large communities in the Midlands that does not have a craft brewery. Having a brewery is a proven way to boost economic development for municipalities. The requested amount will certainly increase tourism in that patrons will be coming to Cayce for a weekend beer festival. However, the intangible value to the city is exposure for the community as a destination for not only beer enthusiasts to come to, but also for future or current brewery owners looking to open or move their operations.

<b>Itemize Total Expected Project Costs</b>	
<b>Itemize Total Expense Below</b>	<b>Dollar Amount</b>
Advertising/PR/Communications	\$ 12,000.00
Rentals	\$6,000.00
Glassware	\$ 1,200.00
Printing	\$2,000.00
T-shirts	\$3,000.00
Ice and Buckets for Beer and Water	\$ 1,500.00
Insurance	\$1,700.00
Police and Fire	\$750.00
Miscellaneous	\$650.00
<b>Total Cost of Project</b>	<b>\$28,800.00</b>

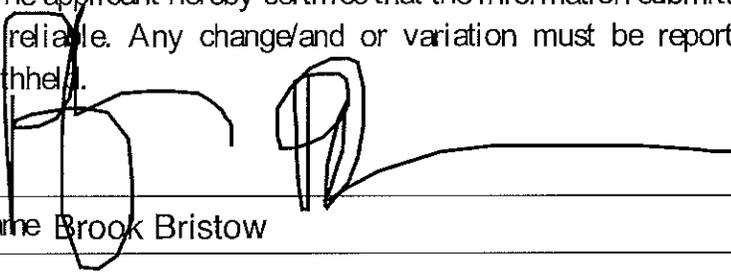
<b>Detail How the City's Hospitality Tax Grant Request Will Be Expended</b>	
<b>Detail Expense Items</b>	<b>Dollar Amount</b>
Advertising and Materials	\$ 15,000.00
Rentals	\$6,000.00
Printing	\$2,000.00
Police and Fire	\$750.00
<b>Amount Requested (must equal Amount Requested on first page of application)</b>	<b>\$23,750.00</b>

<b>List All Sources of Funds for the Proposed Project</b>		
<b>Sources of Funds</b>	<b>Indicate Status of Funds (Proposed, Requested, or Received)</b>	<b>Dollar Amount</b>
Brewers Guild funds	Bank Account	2,000.00
Donations	Proposed	2,000.00
<b>Total Budget</b>		<b>\$28,800.00</b>

### Statement of Assurances/Certification

Upon grant application acceptance and funding award, applicant agrees that financial records, support documents, statistical records, and all other records pertinent to Hospitality Tax funding shall be retained for a period of three years. All procurement transactions, regardless of whether negotiated or advertised shall be conducted in a manner that provides maximum competition. The grant recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others. All expenditures must have adequate documentation. All accounting records and supporting documentation shall be available for inspection by the City of Cayce upon request. No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by Hospitality Tax funds. Employment made by or resulting from Hospitality Tax funding shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin. None of the funds, materials, property, or services provided directly or indirectly under Hospitality Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office. The applicant hereby certifies that the information submitted as part of this application is accurate and reliable. Any change/and or variation must be reported immediately, otherwise funding may be withheld.

Authorized Officer Signature



Printed Authorized Officer Name Brook Bristow

Date 04/25/2016

### Organization Contact Information

Organization South Carolina Brewers Guild

Contact Person Brook Bristow

Mailing Address P.O. Box 1253

City ST ZIP Johns Island, SC 29457

Telephone (843) 410-8712

Cell (678) 570-9696

Fax

E-Mail brook@bristowbeveragelaw.com

### For Staff Use

**MAKE SURE YOU KEEP A COPY OF YOUR APPLICATION- ESPECIALLY THIS SHEET.**

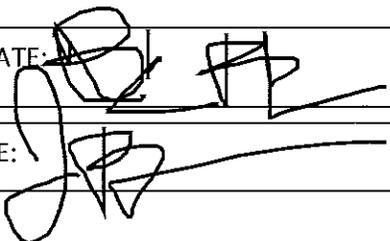
**IF AWARDED YOU MUST AGREE TO THE FOLLOWING REQUIREMENTS:**

1. Unspent funding must be returned to City of Cayce Hospitality Tax Funds. If your organization is found to have spent funding in any other way than as described and approved per your application, funding must be returned to City of Cayce Hospitality Tax Funds.
2. Any revenue generated by the event or attraction **must be to benefit a community or organization within the limits of City of Cayce.** (Profits cannot go to other division of the organization, if that division is outside of the City of Cayce, SC.)
3. The sponsoring agency shall not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in employment or provision of services.
4. Promotional material such as brochures, rack cards, etc., a statement must be added that states "Funding assistance provided by the City of Cayce through Hospitality Tax Funds".
5. When projects are finished a final "Accountability Report" is due to the City of Cayce, C/O Tara Greenwood, 1800 12<sup>th</sup> Street, Cayce, SC 29033.

**Accountability Report must include:**

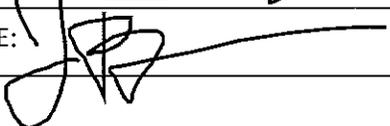
1. A written summary of the project.
  2. A budget, noting the expenses that were outlined on your application.
    - a. A written account of income associated with this project.
    - b. A written account of expenditures associated with the project.
  3. Copies of your cancelled checks and invoices pertaining to the funds we award you.
  4. A marketing plan of how you will promote the project.
  5. Any advertisements or promotional material
  6. Photographs (5 or more) of the project and one additional photo exhibiting your acknowledgment of the City of Cayce through receipt of Cayce Hospitality Tax Funds. (i.e. plaques, signs, etc.)
6. Agree to allow a representative of the City and/or its appointed representative to examine the financial records of my organization insofar as they pertain to this project.
  7. I hereby declare that this organization carries liability insurance in the amount of \$ 2,000,000.00 and agree to include the City of Cayce as a named insured for purposes of this project. This organization assumes full legal responsibility for any suit or action at law or equity, and any or all claims arising from this project/activity, and do hereby indemnify and hold harmless the City of Cayce and its staff from any liability in any action at law or equity associated with its support for this project/activity.

EXECUTIVE DIRECTOR SIGNATURE/DATE:



Brook Bristow - 04/26/16

BOARD CHAIRMAN SIGNATURE/DATE:



John Bauknight - 04/26/16



STATE OF SOUTH CAROLINA  
SECRETARY OF STATE

DEC 23 2009

ARTICLES OF INCORPORATION  
Nonprofit Corporation - Domestic  
Filing Fee \$25.00

*Mark Hammond*  
SECRETARY OF STATE OF SOUTH CAROLINA

TYPE OR PRINT CLEARLY IN BLACK INK

Pursuant to S.C. Code of Laws §33-31-202, the undersigned corporation submits the following information:

1. The name of the nonprofit corporation is South Carolina Brewers Association, Inc.

2. The initial registered office (registered agent's address in SC) of the nonprofit corporation is  
1250 2nd Street North

<u>North Charleston</u>	<u>Charleston County</u>	<u>SC</u>	<u>29405</u>
City	County	State	Zip Code

The name of the registered agent of the nonprofit corporation at that office is  
Jaime Tenny

Print Name

I hereby consent to the appointment as registered agent of the corporation.

*Jaime Tenny*  
Agent's Signature

3. Check "a", "b", or "c" whichever is applicable. Check only one box.
- a.  The nonprofit corporation is a public benefit corporation.
  - b.  The nonprofit corporation is a religious corporation.
  - c.  The nonprofit corporation is a mutual benefit corporation.

4. Check "a" or "b", whichever is applicable.
- a.  This corporation will have members.
  - b.  This corporation will not have members.

5. The address of the principal office of the nonprofit corporation is

<u>1250 2nd Street North</u>	<u>Charleston County</u>	<u>SC</u>	<u>29045</u>
<u>North Charleston</u>	<u>Charleston County</u>	<u>SC</u>	<u>29045</u>
City	County	State	Zip Code



6. If this nonprofit corporation is either a public benefit or religious corporation complete either "a" or "b", whichever is applicable, to describe how the remaining assets of the corporation will be distributed upon dissolution of the corporation. If you are going to apply for 501(c)(3) status, you must complete section "a."

a.  Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose. Any such asset not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

If you choose to name a specific 501(c)(3) entity to which the assets should be distributed, please indicate the name of the selected entity.

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OR

b.  If the dissolved corporation is not described in Section 501(c)(3) of the Internal Code, upon dissolution of the corporation, the assets shall be distributed to one or more public benefit or religious corporations or to one or more of the entities described in (i) above.

If you chose to name a specific public benefit, religious corporation or 501(c)(3) entity to which the assets should be distributed, please indicate the name of the selected entity.

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7. If the corporation is a mutual benefit corporation complete either "a" or "b", whichever is applicable, to describe how the (remaining) assets of the corporation will be distributed upon dissolution of the corporation.

a.  Upon dissolution of the mutual benefit corporation, the (remaining) assets shall be distributed to its members, or if it has no members, to those persons to whom the corporation holds itself out as benefiting or serving.

b.  Upon dissolution of the mutual benefit corporation, the (remaining) assets, consistent with the law, shall be distributed to

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8. The optional provisions which the nonprofit corporation elects to include in the articles of incorporation are as follows (See S.C. Code of Laws §33-31-202(c)).

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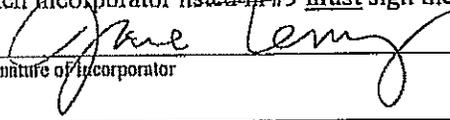
9. The name and address of each incorporator is as follows (only one is required, but you may have more than one).

<u>Jaime Tenny</u>	<u>1250 2nd Street North, North Charleston, SC 29405</u>	
Name	Address	Zip Code
Name	Address	Zip Code
Name	Address	Zip Code

10. Each original director of the nonprofit corporation must sign the articles but only if the directors are named in these articles.

Name (only if named in articles)	Signature of director
Name (only if named in articles)	Signature of director
Name (only if named in articles)	Signature of director

11. Each incorporator listed in #9 must sign the articles.

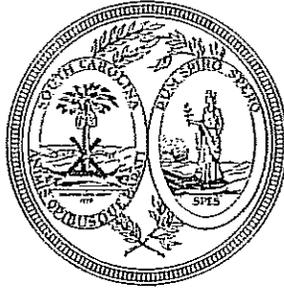

Signature of incorporator
Signature of incorporator
Signature of incorporator

12. If the document is not to be effective upon filing by the Secretary of State, the delayed effective date/time is \_\_\_\_\_

**Filing Checklist**

- Articles of Incorporation (in duplicate)
- \$25.00 made payable to the South Carolina Secretary of State
- Political Associations must submit a CL-1 Form and an additional \$25 fee
- Self-Addressed, Stamped Return Envelope
- Return all documents to: South Carolina Secretary of State's Office  
Attn: Corporate Filings  
P.O. Box 11350  
Columbia, SC 29211

# *The State of South Carolina*



*Office of Secretary of State Mark Hammond*

## **Certificate of Incorporation, Nonprofit Corporation**

**I, Mark Hammond, Secretary of State of South Carolina Hereby certify that:**

SOUTH CAROLINA BREWERS ASSOCIATION, INC.,  
a nonprofit corporation duly organized under the laws of the State of South Carolina on December 23rd, 2009, and having a perpetual duration unless otherwise indicated below, has as of the date hereof filed a Declaration and Petition for Incorporation of a nonprofit corporation for Religious, Educational, Social, Fraternal, Charitable, or other eleemosynary purpose.

Now, therefore, I Mark Hammond, Secretary of State, by virtue of the authority in me vested by Chapter 31, Title 33, Code of 1976 and Acts amendatory thereto, do hereby declare the organization to be a body politic and corporate, with all the rights, powers, privileges and immunities, and subject to all the limitations and liabilities, conferred by Chapter 31, Title 33, Code of 1976 and Acts amendatory thereto.

Given under my Hand and the Great Seal of the State of South Carolina this 23rd day of December, 2009.

  
Mark Hammond, Secretary of State

## **SOUTH CAROLINA BREWERS GUILD EXECUTIVE BOARD FOR 2016**

### **John Bauknight** (President)

RJ Rockers

864-699-8412 (O)

864-809-9900 (C)

[jbauknight@longleafholdings.com](mailto:jbauknight@longleafholdings.com)

### **Chris Brown** (Vice President)

Holy City Brewing

843-276-5796 (C)

[chris@holycitybrewing.com](mailto:chris@holycitybrewing.com)

### **Michael Biondi** (Secretary/Treasurer)

Frothy Beard Brewing

864-723-6450 (C)

[michael@frothybeard.com](mailto:michael@frothybeard.com)

### **Will McCameron** (Communications)

Brewery 85

864-558-0104 (O)

864-303-9591 (C)

[will@brewery85.com](mailto:will@brewery85.com)

### **Brook Bristow** (Executive Director)

843-410-8712 (O)

678-570-9696 (C)

[bbristow@bnmlaw.com](mailto:bbristow@bnmlaw.com)

[brookbristow@gmail.com](mailto:brookbristow@gmail.com)

# Application for Recognition of Exemption Under Section 501(a)

If exempt status is approved, this application will be open for public inspection.

Read the instructions for each Part carefully. **A User Fee must be attached to this application.**

If the required information and appropriate documents are not submitted along with Form 8718 (with payment of the appropriate user fee), the application may be returned to the organization.

**Complete the Procedural Checklist on page 6 of the instructions.**

**Part I. Identification of Applicant** (Must be completed by all applicants; also complete appropriate schedule.)  
 Submit only the schedule that applies to your organization. Do not submit blank schedules.

Check the appropriate box below to indicate the section under which the organization is applying:

- a  Section 501(c)(2)—Title holding corporations (Schedule A, page 7)
- b  Section 501(c)(4)—Civic leagues, social welfare organizations (including certain war veterans' organizations), or local associations of employees (Schedule B, page 8)
- c  Section 501(c)(5)—Labor, agricultural, or horticultural organizations (Schedule C, page 9)
- d  Section 501(c)(6)—Business leagues, chambers of commerce, etc. (Schedule C, page 9)
- e  Section 501(c)(7)—Social clubs (Schedule D, page 11)
- f  Section 501(c)(8)—Fraternal beneficiary societies, etc., providing life, sick, accident, or other benefits to members (Schedule E, page 13)
- g  Section 501(c)(9)—Voluntary employees' beneficiary associations (Parts I through IV and Schedule F, page 14)
- h  Section 501(c)(10)—Domestic fraternal societies, orders, etc., not providing life, sick, accident, or other benefits (Schedule E, page 13)
- i  Section 501(c)(12)—Benevolent life insurance associations, mutual ditch or irrigation companies, mutual or cooperative telephone companies, or like organizations (Schedule G, page 15)
- j  Section 501(c)(13)—Cemeteries, crematoria, and like corporations (Schedule H, page 16)
- k  Section 501(c)(15)—Mutual insurance companies or associations, other than life or marine (Schedule I, page 17)
- l  Section 501(c)(17)—Trusts providing for the payment of supplemental unemployment compensation benefits (Parts I through IV and Schedule J, page 18)
- m  Section 501(c)(19)—A post, organization, auxiliary unit, etc., of past or present members of the Armed Forces of the United States (Schedule K, page 19)
- n  Section 501(c)(25)—Title holding corporations or trusts (Schedule A, page 7)

<b>1a</b> Full name of organization (as shown in organizing document)  <b>SOUTH CAROLINA BREWERS ASSOCIATION, INC.</b>	<b>2</b> Employer identification number (EIN) (if none, see <b>Specific Instructions</b> on page 2)  <b>47 : 3360169</b>				
<b>1b</b> c/o Name (if applicable)  	<b>3</b> Name and telephone number of person to be contacted if additional information is needed  <b>Brook Bristow</b>  <b>( 843 ) 410-8712</b>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>1c</b> Address (number and street) <b>P.O. BOX 1253</b></td> <td style="width: 50%;">Room/Suite</td> </tr> <tr> <td colspan="2"><b>1d</b> City, town or post office, state, and ZIP + 4 If you have a foreign address, see <b>Specific Instructions</b> for Part I, page 2. <b>JOHNS ISLAND, SC 29457</b></td> </tr> </table>	<b>1c</b> Address (number and street) <b>P.O. BOX 1253</b>	Room/Suite	<b>1d</b> City, town or post office, state, and ZIP + 4 If you have a foreign address, see <b>Specific Instructions</b> for Part I, page 2. <b>JOHNS ISLAND, SC 29457</b>		
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<b>1d</b> City, town or post office, state, and ZIP + 4 If you have a foreign address, see <b>Specific Instructions</b> for Part I, page 2. <b>JOHNS ISLAND, SC 29457</b>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>1e</b> Web site address <b>southcarolinabeer.org</b></td> <td style="width: 33%;"><b>4</b> Month the annual accounting period ends <b>December</b></td> <td style="width: 33%;"><b>5</b> Date incorporated or formed <b>12/23/2009</b></td> </tr> </table>	<b>1e</b> Web site address <b>southcarolinabeer.org</b>	<b>4</b> Month the annual accounting period ends <b>December</b>	<b>5</b> Date incorporated or formed <b>12/23/2009</b>		
<b>1e</b> Web site address <b>southcarolinabeer.org</b>	<b>4</b> Month the annual accounting period ends <b>December</b>	<b>5</b> Date incorporated or formed <b>12/23/2009</b>			

**6** Did the organization previously apply for recognition of exemption under this Code section or under any other section of the Code?  Yes  No  
 If "Yes," attach an explanation.

**7** Has the organization filed Federal income tax returns or exempt organization information returns?  Yes  No  
 If "Yes," state the form numbers, years filed, and Internal Revenue office where filed.

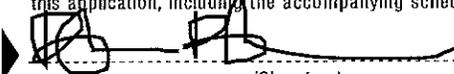
**8** Check the box for the type of organization. ATTACH A CONFORMED COPY OF THE CORRESPONDING ORGANIZING DOCUMENTS TO THE APPLICATION BEFORE MAILING.

- a  Corporation— Attach a copy of the Articles of Incorporation (including amendments and restatements) showing approval by the appropriate state official; also attach a copy of the bylaws.
- b  Trust— Attach a copy of the Trust Indenture or Agreement, including all appropriate signatures and dates.
- c  Association— Attach a copy of the Articles of Association, Constitution, or other creating document, with a declaration (see instructions) or other evidence that the organization was formed by adoption of the document by more than one person. Also include a copy of the bylaws.

If this is a corporation or an unincorporated association that has not yet adopted bylaws, check here

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization, and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

**PLEASE SIGN HERE**

  
 (Signature)

**BROOK BRISTOW**  
 (Type or print name and title or authority of signer)

**04/26/16**  
 (Date)

**Part II. Activities and Operational Information (Must be completed by all applicants)**

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- 1 Provide a detailed narrative description of all the activities of the organization—past, present, and planned. Do not merely refer to or repeat the language in the organizational document. List each activity separately in the order of importance based on the relative time and other resources devoted to the activity. Indicate the percentage of time for each activity. Each description should include, as a minimum, the following: (a) a detailed description of the activity including its purpose and how each activity furthers your exempt purpose; (b) when the activity was or will be initiated; and (c) where and by whom the activity will be conducted.

(a) Promotion - the main goal of the Association is to promote the craft brewing industry in South Carolina. This is primarily accomplished through education of the various styles of products offered by members, the different types of products needed by members to make those styles, and education regarding how breweries and the beer regulatory system operate. Promotion is an ongoing activity accomplished by all members at their breweries. The Association serves as a gathering place for members to share ideas as well as promoting the industry through events and/or blog posts.

(b) Education - the other goal of the Association is to collect information from members, non-members, and various organizations to use for promotion of the craft beer industry in South Carolina as a whole. Collected information is distributed to members, non-members, and media members to illustrate the impact that craft beer in South Carolina has on communities and neighborhoods. Members also assist government authorities in preparing reports regarding the health of the industry.

- 
- 2 List the organization's present and future sources of financial support, beginning with the largest source first.

The Association's present and presumably future source of financial support will come from dues from its voting members and dues from its non-voting members. The Association may also consider applying for certain grants available from other associations or additionally, receiving income raised at various events that it holds in order to promote the Association or promoting the South Carolina beer industry.

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**Part II. Activities and Operational Information (continued)**

**3** Give the following information about the organization's governing body:

a Names, addresses, and titles of officers, directors, trustees, etc.	b Annual compensation
John Bauknight - President - 226-A W Main St, Spartanburg, SC 29306	\$0.00
Chris Brown - Vice President - 4155 Dorchester Rd, Charleston, SC 29405	\$0.00
Michael Biondi - Secretary/Treasurer - 7358 Peppermill Pkwy, North Charleston, SC 29418	\$0.00
Will McCameron - Communications - 6 Whitlee Ct, Greenville, SC 29607	\$0.00

**4** If the organization is the outgrowth or continuation of any form of predecessor, state the name of each predecessor, the period during which it was in existence, and the reasons for its termination. Submit copies of all papers by which any transfer of assets was effected.

N/A

**5** If the applicant organization is now, or plans to be, connected in any way with any other organization, describe the other organization and explain the relationship (e.g., financial support on a continuing basis; shared facilities or employees; same officers, directors, or trustees).

N/A

**6** If the organization has capital stock issued and outstanding, state: (1) class or classes of the stock; (2) number and par value of the shares; (3) consideration for which they were issued; and (4) if any dividends have been paid or whether your organization's creating instrument authorizes dividend payments on any class of capital stock.

N/A

**7** State the qualifications necessary for membership in the organization; the classes of membership (with the number of members in each class); and the voting rights and privileges received. If any group or class of persons is required to join, describe the requirement and explain the relationship between those members and members who join voluntarily. Submit copies of any membership solicitation material. Attach sample copies of all types of membership certificates issued.

**Every Federally and State licensed South Carolina brewery and brewpub is eligible to join the Association as a Voting Member. Any other party may join the Association as a non-voting member attending meetings by invitation.**

**8** Explain how your organization's assets will be distributed on dissolution.

**If the Association should be dissolved, no member will receive any portion of its remaining assets or property. Upon dissolution, the balance of any assets or property of the Association which remains after all debits or obligations are paid will be distributed to any other non-profit corporation which has been selected by the Association's Board of Directors and has been determined by the Internal Revenue Service to be exempt from federal taxes.**

**Part II. Activities and Operational Information (continued)**

9 Has the organization made or does it plan to make any distribution of its property or surplus funds to shareholders or members?  Yes  No  
 If "Yes," state the full details, including: (1) amounts or value; (2) source of funds or property distributed or to be distributed; and (3) basis of, and authority for, distribution or planned distribution.

10 Does, or will, any part of your organization's receipts represent payments for services performed or to be performed?  Yes  No  
 If "Yes," state in detail the amount received and the character of the services performed or to be performed.

11 Has the organization made, or does it plan to make, any payments to members or shareholders for services performed or to be performed?  Yes  No  
 If "Yes," state in detail the amount paid, the character of the services, and to whom the payments have been, or will be, made.

12 Does the organization have any arrangement to provide insurance for members, their dependents, or others (including provisions for the payment of sick or death benefits, pensions, or annuities)?  Yes  No  
 If "Yes," describe and explain the arrangement's eligibility rules and attach a sample copy of each plan document and each type of policy issued.

13 Is the organization under the supervisory jurisdiction of any public regulatory body, such as a social welfare agency, etc.?  Yes  No  
 If "Yes," submit copies of all administrative opinions or court decisions regarding this supervision, as well as copies of applications or requests for the opinions or decisions.

14 Does the organization now lease or does it plan to lease any property?  Yes  No  
 If "Yes," explain in detail. Include the amount of rent, a description of the property, and any relationship between the applicant organization and the other party. Also, attach a copy of any rental or lease agreement. (If the organization is a party, as a lessor, to multiple leases of rental real property under similar lease agreements, please attach a single representative copy of the leases.)

15 Has the organization spent or does it plan to spend any money attempting to influence the selection, nomination, election, or appointment of any person to any Federal, state, or local public office or to an office in a political organization?  Yes  No  
 If "Yes," explain in detail and list the amounts spent or to be spent in each case.

16 Does the organization publish pamphlets, brochures, newsletters, journals, or similar printed material?  Yes  No  
 If "Yes," attach a recent copy of each.

**Part III. Financial Data (Must be completed by all applicants)**

Complete the financial statements for the current year and for each of the 3 years immediately before it. If in existence less than 4 years, complete the statements for each year in existence. If in existence less than 1 year, also provide proposed budgets for the 2 years following the current year.

**A. Statement of Revenue and Expenses**

	(a) Current Tax Year	3 Prior Tax Years or Proposed Budget for Next 2 Years			(e) Total
	From 01/01/16 To Current	(b) 2017	(c) 2018	(d) -----	
<b>Revenue</b>					
1 Gross dues and assessments of members . . . . .	\$750.00	\$5,000.00	\$5,000.00		\$10,750.00
2 Gross contributions, gifts, etc. . . . .	\$0.00	\$0.00	\$0.00		\$0.00
3 Gross amounts derived from activities related to the organization's exempt purpose (attach schedule) (Include related cost of sales on line 9.)	\$0.00	\$15,000.00	\$15,000.00		\$30,000.00
4 Gross amounts from unrelated business activities (attach schedule)	\$0.00	\$0.00	\$0.00		\$0.00
5 Gain from sale of assets, excluding inventory items (attach schedule) . . . . .	\$0.00	\$0.00	\$0.00		\$0.00
6 Investment income (see page 3 of the instructions)	\$0.00	\$0.00	\$0.00		\$0.00
7 Other revenue (attach schedule). . . . .	\$0.00	\$0.00	\$0.00		\$0.00
8 Total revenue (add lines 1 through 7) . . . . .	\$750.00	\$20,000.00	\$20,000.00		\$40,750.00
<b>Expenses</b>					
9 Expenses attributable to activities related to the organization's exempt purposes. . . . .	\$1,735.00	\$10,000.00	\$10,000.00		\$21,735.00
10 Expenses attributable to unrelated business activities	\$0.00	\$0.00	\$0.00		\$0.00
11 Contributions, gifts, grants, and similar amounts paid (attach schedule). . . . .	\$0.00	\$0.00	\$0.00		\$0.00
12 Disbursements to or for the benefit of members (attach schedule)	\$0.00	\$0.00	\$0.00		\$0.00
13 Compensation of officers, directors, and trustees (attach schedule)	\$0.00	\$0.00	\$0.00		\$0.00
14 Other salaries and wages. . . . .	\$0.00	\$0.00	\$0.00		\$0.00
15 Interest . . . . .	\$0.00	\$0.00	\$0.00		\$0.00
16 Occupancy . . . . .	\$0.00	\$0.00	\$0.00		\$0.00
17 Depreciation and depletion . . . . .	\$0.00	\$0.00	\$0.00		\$0.00
18 Other expenses (attach schedule) . . . . .	\$0.00	\$0.00	\$0.00		\$0.00
19 Total expenses (add lines 9 through 18) . . . . .	\$1,735.00	\$10,000.00	\$10,000.00		\$21,735.00
20 Excess of revenue over expenses (line 8 minus line 19) . . . . .	-\$985.00	\$10,000.00	\$10,000.00		\$19,015.00

**B. Balance Sheet (at the end of the period shown)**

		Current Tax Year as of <u>04/26/16</u>
<b>Assets</b>		
1	Cash . . . . .	\$8,539.41
2	Accounts receivable, net . . . . .	\$0.00
3	Inventories . . . . .	\$0.00
4	Bonds and notes receivable (attach schedule) . . . . .	\$0.00
5	Corporate stocks (attach schedule). . . . .	\$0.00
6	Mortgage loans (attach schedule) . . . . .	\$0.00
7	Other investments (attach schedule) . . . . .	\$0.00
8	Depreciable and depletable assets (attach schedule)	\$0.00
9	Land . . . . .	\$0.00
10	Other assets (attach schedule) . . . . .	\$0.00
11	<b>Total assets</b> . . . . .	\$8,539.41
<b>Liabilities</b>		
12	Accounts payable . . . . .	\$0.00
13	Contributions, gifts, grants, etc., payable . . . . .	\$0.00
14	Mortgages and notes payable (attach schedule) . . . . .	\$0.00
15	Other liabilities (attach schedule) . . . . .	\$0.00
16	<b>Total liabilities.</b> . . . . .	\$0.00
<b>Fund Balances or Net Assets</b>		
17	Total fund balances or net assets . . . . .	\$8,539.41
18	<b>Total liabilities and fund balances or net assets</b> (add line 16 and line 17) . . . . .	\$8,539.41

If there has been any substantial change in any aspect of the organization's financial activities since the end of the period shown above, check the box and attach a detailed explanation. ▶

**Schedule C** Organizations described in section 501(c)(5) (Labor, agricultural, including fishermen's organizations, or horticultural organizations) or section 501(c)(6) (business leagues, chambers of commerce, etc.)

1 Describe any services the organization performs for members or others. (If the description of the services is contained in Part II of the application, enter the page and item number here.)

Services for members are more specifically described in Section II on Page 2. However, promotion and collection of statistics for education purposes of members, non-members, and government agencies is of the most importance.

2 Fishermen's organizations only.—What kinds of aquatic resources (not including mineral) are cultivated or harvested by those eligible for membership in the organization?

N/A.

3 Labor organizations only.—Is the organization organized under the terms of a collective bargaining agreement? . . .  Yes  No

If "Yes," attach a copy of the latest agreement.

N/A

<b>Organization Name: South Carolina Brewers Association, Inc.</b>							
<b>Fiscal Year Period: 2016 Budget</b>							
	<b>Current Org.</b>	<b>Current YTD</b>	<b>Previous FY</b>	<b>Previous FY</b>			
	<b>2016 Budget</b>	<b>2016 Actuals</b>	<b>2015 Budget</b>	<b>2015 Actuals</b>			
<b>Revenue</b>							
Government grants & contracts	-	-	-	-			
Foundations	-	-	-	-			
Corporations	-	-	-	-			
Beer institutions	-	-	-	-			
BA, combined federal & other federated campaigns	-	-	-	-			
Member Dues	5,000	750	5,000	5,637			
Fundraising events & products	15,000	-	-	-			
Program income	-	-	-	-			
Other	-	-	-	4,487			
<b>Total cash revenue</b>							
<b>Total in-kind revenue</b>							
<b>Total Revenue</b>	<b>\$ 20,000</b>	<b>\$ 750</b>	<b>\$ 5,000</b>	<b>\$ 10,124</b>			
<b>Expenses</b>							
Staff salary and wages	-	-	-	-			
Insurance	2,500	2,500	750	750			
Fringe benefits & payroll taxes	-	-	-	-			
Sub-grants to partner orgs	-	-	-	-			
Consultant and professional fees	-	-	-	-			
Travel and meetings	500	-	-	-			
Equipment	-	-	-	-			
Supplies	-	-	-	-			
Staff development	-	-	-	-			
Printing & copying	500	-	-	-			
IT/telephone	-	-	-	-			
Postage & delivery	-	-	-	-			
Fundraising fees	-	-	-	-			
Other	-	-	-	-			
<b>Total cash expenses</b>							
<b>Total in-kind expenses</b>							
<b>Total Expenses</b>	<b>\$ 3,500</b>	<b>\$ 2,500</b>	<b>\$ 750</b>	<b>\$ 750</b>			
<b>Revenue over Expenses</b>	<b>\$ 16,500</b>	<b>\$ (1,750)</b>	<b>\$ 4,250</b>	<b>\$ 9,374</b>			

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# Memorandum

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**To:** Mayor and Council

**From:** Rebecca Vance, City Manager  
Tara Greenwood, Special Projects/Grants Coordinator

**Date:** April 27, 2016

**Subject:** Bid Approval for Landscape Architect and Civil Engineering Services for Riverwalk Repairs

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## Issue

Council approval is needed to accept the Request for Qualifications proposal from Landplan Group South for Landscape Architectural and Civil Engineering Services for the Riverwalk Repair Project, and to execute a contract between the City of Cayce and Landplan Group South.

## Discussion

The Cayce Riverwalk sustained extensive damage from the October 2015 floods. The City has worked diligently with FEMA and will receive funds from the Federal Government to help make necessary repairs to the Riverwalk. Professional landscape architectural and civil engineering services are needed for this project. A request for qualifications was placed in SCBO and on the City's website. Seven (7) firms responded. The selection committee individually ranked the firms that responded. After scores were tallied the firms are ranked as follows:

1. Landplan Group South
2. Ken Simmons
3. DDC Engineers
4. Grimball-Cotterill
5. HDR/ICA Engineering
6. Cranston Engineering
7. Alta Planning

Firms were scored on the following criteria:

1. Familiarity/Experience with the Riverwalk Project and terrain;
2. Ability to meet time and budget requirements;
3. References;

4. Firm experience and qualifications;
5. Technical competency;
6. Related experience on similar projects;
7. Key personnel roles and performance;

### **Recommendation**

Staff recommends Council accept the RFQ proposal from Landplan Group South, and authorize the City Manager to execute the contract between the City of Cayce and Landplan Group South.

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# Memorandum

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**To:** Mayor and Council  
**From:** Mendy Corder, Municipal Clerk  
**Date:** April 27, 2016  
**Subject:** Discussion and Approval of Landscaping Design Plan and Funding for Cayce City Hall

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## ISSUE

Council approval is needed in order to proceed with the landscaping design plan drafted by The Landplan Group South for City Hall grounds and approval is needed for funding to implement the design plan.

## BACKGROUND/DISCUSSION

New sod and plants are needed for City Hall grounds. Presently the front lawn is a mixture of various types of grass and weeds. The shrubbery that surrounded the building was old and many of the shrubs were dead or dying. Therefore, Parks staff recently dug up the shrubbery around the three buildings.

The renovations to City Hall are almost complete and staff feels that new plants and shrubs are needed to complement the refurbished buildings. The Landplan Group has created a design that includes drought resistant shrubs, perennial plants and flowers. They are also low maintenance. The grass will be re-sodded and the irrigation system will be updated. City staff will do the majority of the work to save money. The design plan was reviewed by staff and the Parks Department.

The Landplan Group's estimated base bid cost for new trees, shrubs, plants and irrigation is \$18,925.50. They also proposed a bid alternate that includes grading and filling in the front lawn, installing a retaining wall that is approximately 4' in height, new signage and lighting, and new irrigation. The cost of the bid alternate is \$64,900.

## RECOMMENDATION

Staff recommends that Council approve the base bid from The Landplan Group in the amount of \$18,925.50 and authorize the City Manager to spend the funds needed to implement the design plan.



## Cayce City Hall Landscaping

## COST ESTIMATE

Item No.	Description	Quantity	Units	Unit Price	Price
A	Palmetto (Clean Trunk)	4	13'-14'	\$250.00	\$1,000.00
B	Otto Luyken Laurel	0	-	\$0.00	\$0.00
C	Red Double Knockout Rose	32	3 Gal.	\$45.00	\$1,440.00
D	Wintergreen Boxwood	77	3 Gal.	\$55.00	\$4,235.00
E	White Muhly Grass	32	1 Gal.	\$45.00	\$1,440.00
F	Black Eyed Susan	30	1 Gal.	\$20.00	\$600.00
G	Bordeaux Yaupon Holly	48	3 Gal.	\$45.00	\$2,160.00
H	Hardy Gardenia Azalea	6	3 Gal.	\$55.00	\$330.00
I	Southern Sheild Fern	32	1 Gal.	\$25.00	\$800.00
J	Society Garlic	122	4" pot	\$15.00	\$1,830.00
	Sod	1,450	SF	\$0.60	\$870.00
Subtotal:					\$14,705.00
10% Contingency:					\$1,470.50
<b>TOTAL LANDSCAPE:</b>					<b>\$16,175.50</b>
 <b><u>BID ALTERNATE</u></b>					
1	Grading, Fill & Compacting	1	LS	\$14,000.00	\$14,000.00
2	Retaining Wall - average 4' height	1	LS	\$24,000.00	\$24,000.00
3	Signage	1	LS	\$3,000.00	\$3,000.00
4	Lighting	1	LS	\$2,500.00	\$2,500.00
5	Landscape & Irrigation	1	LS	\$15,500.00	\$15,500.00
Subtotal:					\$59,000.00
10% Contingency:					\$5,900.00
<b>TOTAL BID ALTERNATE:</b>					<b>\$64,900.00</b>

DATE PREPARED: 2/27/16

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Legis

DEPT CODE 10-1101

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	Amount Change
10-1101-101	\$81,090	No increase requested	\$81,090	0.0%	\$0
<b>SALARIES &amp; WAGES</b>					
10-1101-210	\$1,000	No increase requested	\$1,000	0.0%	\$0
<b>PRINTING/OFFICE SUPPLIES</b>					
10-1101-211	\$300	No increase requested	\$300	0.0%	\$0
<b>POSTAGE EXPENSE</b>					
10-1101-214	\$2,882	No increase requested	\$2,882	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>					
10-1101-215	\$10,650	No increase requested	\$10,650	0.0%	\$0
<b>TRAVEL EXPENSE</b>					
10-1101-221	\$2,000	No increase requested	\$2,000	0.0%	\$0
<b>TELEPHONE EXPENSE</b>					
10-1101-261	\$250	No increase requested	\$250	0.0%	\$0
<b>ADVERTISING EXPENSE</b>					
10-1101-264	\$7,432	Increase due to Council Member Carter attending the Elected Officials Institute. This also covers training for NLC, US Conference of Mayors and One South Carolina.	\$5,930	25.3%	\$1,502
<b>EMPLOYEE TRAINING EXPENSE</b>					

<b>EMPLOYEE APPRECIATION/AWARDS</b>	10-1101-266	<b>\$6,035</b>	Increase requested for employee picnics, the employee health fair, Whole Sole awards, and employee awards breakfast	\$5,200	16.1%	\$835
<b>CITY ELECTION EXPENSE</b>	10-1101-274	<b>\$2,000</b>	There is a City Election during this time period	\$0	#DIV/0!	\$2,000
<b>CITY HOSTED EVENTS/SPECIAL MTGS</b>	10-1101-276	<b>\$1,500</b>	No increase requested	\$1,500	0.0%	\$0
<b>OTHER OPERATING EXPENSE</b>	10-1101-279	<b>\$1,000</b>	No increase requested	\$1,000	0.0%	\$0
<b>EQUIPMENT NON-CAPITAL</b>	10-1101-386	<b>\$0.00</b>		\$0	0.0%	\$0
<b>SCRS EXPENSE</b>	10-1101-805	<b>\$8,847</b>	Increase based on City Treasurer's numbers	\$1,682	426.0%	\$7,165
<b>SCRS PRE-RET DEATH BENEFIT</b>	10-1101-810	<b>\$99</b>	Increase based on City Treasurer's numbers	\$33	199.0%	\$66
<b>FICA EXPENSE</b>	10-1101-814	<b>\$6,203</b>	Increase based on City Treasurer's numbers	\$1,813	242.2%	\$4,390
<b>WORKERS COMP INS EXPENSE</b>	10-1101-821	<b>\$800</b>	Decrease based on City Treasurer's numbers	\$677	18.2%	\$123
<b>TOTAL</b>		<b>\$132,088</b>		<b>\$116,007</b>	13.9%	<b>\$16,081</b>

**FY16/17 BUDGET PROJECTIONS FOR LEGIS**

<b>Name</b>	<b>Association</b>	<b>Dues</b>	<b>Training/Reg Fees</b>	<b>Date</b>	<b>Travel/Meals/Hotel</b>
Mayor	MASC				
	Annual Mtg		\$380.00	July	\$1,050.00
	Legislative Day		\$90.00	February	In town
	SC Coalition of Mayors	\$400.00			
	W. Metro Chamber	\$390.00			
	US Conference of Mayors	\$1,992.00	\$700.00	Annual Meeting	\$2,500.00
	US Conference of Mayors		\$700.00	Washington, DC Mtg	\$2,500.00
	One South Carolina		\$652.00		
	Other (mileage)				\$400.00
<b>TOTAL</b>		<b>\$2,782.00</b>	<b>\$2,522.00</b>		<b>\$6,450.00</b>
Council Member	MASC	Leg			
District 1	Annual Mtg		\$380.00	July	\$1,050.00
Tara Almond	Legislative Day		\$90.00	February	In town
<b>TOTAL</b>			<b>\$470.00</b>		<b>\$1,050.00</b>
Council Member	MASC	Leg			
District 2	Annual Mtg		\$380.00	July	\$1,050.00
Skip Jenkins	Legis Day		\$90.00	February	In town
	NLC Congress of Cities		\$500.00	Charlotte, NC 11/15/17	\$2,500.00
	NBC-LEO (NLC)	\$50.00			
<b>TOTAL</b>		<b>\$50.00</b>	<b>\$970.00</b>		<b>\$3,550.00</b>
Council Member	MASC				
District 3	Annual Mtg		\$380.00	July	\$1,050.00
Eva Corley	Legis Day		\$90.00	February	In town
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$470.00</b>		<b>\$1,050.00</b>
Council Member	MASC				
District 4	Annual Mtg		\$380.00	July	\$1,050.00
Phil Carter	Legis day		\$90.00	February	In town

	Elected Officials Institute		\$150.00		
<b>TOTAL</b>			<b>\$470.00</b>		<b>\$1,050.00</b>
<b>TOTAL</b>		<b>\$2,882.00</b>	<b>\$7,432.00</b>		<b>\$10,650.00</b>
<b>LEGIS TOTAL</b>	<b>\$20,964</b>				

DATE PREPARED: 2/27/16

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. ADMIN

DATE REV #1:

DEPT CODE 10-1110

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Change
<b>SALARIES &amp; WAGES</b> 10-1110-101	<b>\$484,814</b>	The increase is based on having one extra pay period this fiscal year and including the part time position requested by HR	<b>\$427,029</b>	13.5%	\$57,785
<b>PRINTING/OFFICE SUPPLIES</b> 10-1110-210	<b>\$6,000</b>	Increase requested because at 120% in this line item to date	<b>\$5,500</b>	9.1%	\$500
<b>POSTAGE EXPENSE</b> 10-1110-211	<b>\$1,000</b>	No increase requested	<b>\$1,000</b>	0.0%	\$0
<b>PUBLICATIONS</b> 10-1110-213	<b>\$400</b>	Increase requested because cost of State Newspaper and Lexington Chronicle subscriptions is \$367	<b>\$100</b>	300.0%	\$300
<b>DUES &amp; MEMBERSHIPS</b> 10-1110-214	<b>\$3,832</b>	Slight increase due to Safety Manager having additional memberships. This goes to required training to maintain certifications.	<b>\$3,812</b>	0.5%	\$20
<b>TRAVEL EXPENSE</b> 10-1110-215	<b>\$12,243</b>	Increase requested for Safety Manager's 3 required courses in Atlanta, Ga.	<b>\$11,243</b>	8.9%	\$1,000
<b>AUTO OPERATING EXPENSE</b> 10-1110-217	<b>\$12,600</b>	Includes cost of City Manager's car and mileage (\$7,100). There are 3 cars that are now budgeted in Admin (\$2,000 each)	<b>\$12,600</b>	0.0%	\$0
<b>TELEPHONE EXPENSE</b> 10-1110-221	<b>\$8,860</b>	Increase requested based on adding Office 365 email account cost to this line item	<b>\$8,500</b>	4.2%	\$360
<b>SERVICE CONTRACTS</b> 10-1110-226	<b>\$4,000</b>	Increase due to cost of Edmunds software (HR Module)	<b>\$1,200</b>	233.3%	\$2,800
<b>SAFETY BUDGET</b> 10-1110-238	<b>\$2,200</b>	Slight increase per Safety Manager	<b>\$2,000</b>	10.0%	\$200
<b>PROFESSIONAL SERVICES - HR</b> 10-1110-260	<b>\$3,300</b>	No increase requested	<b>\$3,300</b>	0.0%	\$0

10-1110-261	\$5,000	No increase requested	\$5,000	0.0%	\$0
<b>ADVERTISING EXPENSE</b>					
10-1110-262	\$2,230	Increase due to increase in cost of insurance	\$2,000	11.5%	\$230
<b>VEHICLE INSURANCE EXPENSE</b>					
10-1110-264	\$7,048	Increase requested for Safety Manager to receive additional training and slight increase in HR training	\$6,154	14.5%	\$894
<b>EMPLOYEE TRAINING</b>					
10-1110-279	\$1,750	No increase requested	\$1,750	0.0%	\$0
<b>OTHER OPERATING EXPENSE</b>					
10-1110-386	\$0.00		0	0.0%	\$0
<b>EQUIPMENT NON-CAPITAL</b>					
10-1110-805	\$52,457	Increase to cover increase in salaries	\$45,839	14.4%	\$6,618
<b>SCRS EXPENSE</b>					
10-1110-810	\$721	Increase to cover increase in salaries	\$640	12.7%	\$81
<b>SCRS DEATH BENEFIT EXPENSE</b>					
10-1110-814	\$37,088	Increase to cover increase in salaries	\$32,620	13.7%	\$4,468
<b>FICA EXPENSE</b>					
10-1110-820	\$4,800	Increase based on City Treasurer's numbers	\$2,400	100.0%	\$2,400
<b>GENERAL INSURANCE EXPENSE</b>					
10-1110-821	\$8,981	Increase due to slight increase in cost	\$6,761	32.8%	\$2,220
<b>WORKERS COMP INS EXPENSE</b>					
10-1110-822	\$49,521	Increase based on City Treasurer's numbers	\$47,643	3.9%	\$1,878
<b>MEDICAL INSURANCE EXPENSE</b>					
10-1110-828	\$3,000	Increase based on City Treasurer's numbers	\$2,000	50.0%	\$1,000
<b>HEALTH REIMBURSEMENT ACCOUNT EXPENSE</b>					
<b>TOTAL</b>	<b>\$711,845</b>		<b>\$629,091</b>	<b>13.2%</b>	<b>\$82,754</b>

**FY16/17 BUDGET PROJECTIONS FOR ADMIN**

<b>Name</b>	<b>Association</b>	<b>Dues</b>	<b>Training/Reg Fees</b>	<b>Date</b>	<b>Travel/Meals/Hotel</b>
City Manager	MASC	Leg			
	Annual Mtg		\$175.00	July	\$1,000.00
	Legislative Day		\$90.00	February	In town
	SCCCMA	\$80.00	\$150.00	Summer/Winter	\$800.00
	AICP/SCAPA	\$580.00	\$180.00	Local Training	\$600.00
	ICMA	\$872.00	\$635.00		\$1,800.00
<b>TOTAL</b>		<b>\$1,532.00</b>	<b>\$1,230.00</b>		<b>\$4,200.00</b>
Assistant City Mgr	MASC	Leg			
	Annual Mtg		\$175.00	July	\$1,000.00
	Legislative Day		\$90.00	February	In town
	SCCCMA	\$80.00	\$150.00	Summer/Winter	\$800.00
	ICMA	\$680.00	\$635.00		\$1,800.00
	APA/AICP	\$475.00			
	SCAPA		\$170.00		\$600.00
	ISA	\$160.00			
	BLOA	\$30.00	\$65.00		
	BLOA Conference			10/1/16	\$1,000.00
	Trees SC	\$80.00	\$210.00	Spring & Fall	
<b>TOTAL</b>		<b>\$1,505.00</b>	<b>\$1,495.00</b>		<b>\$5,200.00</b>
Municipal Clerk	MASC	Leg			
	MFOCTA	\$35.00	\$300.00	Spring(\$150) and Annual (\$150)	\$650.00
	MCTI		\$300.00	Spring and Fall	In-town
<b>TOTAL</b>		<b>\$35.00</b>	<b>\$600.00</b>		<b>\$650.00</b>
HR Manager	MASC				
	MHRA	\$50.00	\$75.00	Spring	In town
	SCAPA	\$50.00	\$0.00	Fall	\$0.00
	CPC		\$375.00		\$750.00
<b>TOTAL</b>		<b>\$100.00</b>	<b>\$400.00</b>		<b>\$750.00</b>
Admin Coor	Prof Training	\$0.00	\$300.00		In town
<b>TOTAL</b>			<b>\$300.00</b>		

Risk Manager	SCPRIMA	\$35.00			
	ASSE	\$200.00			In town
	LLR	\$30.00			In town
	CSHM	\$395.00			
	Train the Trainer Boom Truck		\$1,985.00	Atlanta, GA	\$670.50
	Nat'l Safety Council Conference		\$395.00		
	Environmental Cert. Course		\$493.46		
	Parking Course 501		\$75.00		
	Parking Course 511		\$75.00		
<b>TOTAL</b>		<b>\$660.00</b>	<b>\$3,023.46</b>		<b>\$1,442.83</b>
<b>TOTAL</b>		<b>\$3,832.00</b>	<b>\$7,048.46</b>	<b>\$0.00</b>	<b>\$12,242.83</b>
<b>ADMIN TOTAL</b>	<b>\$23,123</b>				

DATE PREPARED: 2/27/16

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

Legal

DATE REV #1:

DEPT CODE

1140

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	Amount Change
10-1140-210 PRINTING/OFFICE SUPPLIES	\$75	No increase requested	\$75	0.0%	\$0
10-1140-211 POSTAGE EXPENSE	\$500	No increase requested	\$500	0.0%	\$0
10-1140-265 PROF SERVICE - ATTORNEY FEES	\$75,000	Increase requested because this line item is at 139% with almost 4 months left in this budget year	\$55,000	36.4%	\$20,000
10-1140-266 PROF SERVICES - PROSECUTOR FEES	\$16,500	No increase requested	\$16,500	0.0%	\$0
10-1140-386 CITY CODE CODIFICATION	\$2,500	The cost of ordinance codification has increased	\$1,500	66.7%	\$1,000
<b>TOTAL</b>	<b>\$94,575</b>		<b>\$73,575</b>	<b>28.5%</b>	<b>\$21,000</b>

DATE PREPARED: 2/27/16

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT.

Comm Re

DEPT CODE

10-1170

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Change
10-1170-201 CMCOG DUES	\$9,398	No increase requested	\$9,398	0.0%	\$0
10-1170-202 MASC DUES	\$5,500	No increase requested	\$5,500	0.0%	\$0
10-1170-203 LCMA DUES	\$500	No increase requested	\$500	0.0%	\$0
10-1170-204 CHRISTMAS DECORS & CITY DROP-IN	\$5,300	Increase requested for the cost of catering the drop-in	\$4,400	20.5%	\$900
10-1170-206 CONSULTANT FOR PUBLIC RELATIONS	\$17,400	No increase requested	\$17,400	0.0%	\$0
10-1170-207 RIVER ALLIANCE DUES	\$10,000	No increase requested	\$10,000	0.0%	\$0
10-1170-208 EMP/FAMILY CHRISTMAS PARTY	\$3,000	Increase requested for increased cost of food	\$2,800	7.1%	\$200

<b>10-1170-209</b>	<b>\$25,080</b>	No increase requested	<b>\$25,080</b>	<b>0.0%</b>	<b>\$0</b>
<b>CMRTA CONTRIBUTION</b>					
<b>10-1170-212</b>	<b>\$6,500</b>	Transitions - (Requested \$10,000 \$5,000 given last year), BC Foundation Table - \$300, Airport Found - \$300, W. Metro Annual Dinner - \$350, Mayor's Prayer B'fst - \$300, BC High Found Membership - \$250	<b>\$6,500</b>	<b>0.0%</b>	<b>\$0</b>
<b>COMMUNITY PROGRAMS</b>					
<b>10-1170-272</b>	<b>\$14,000</b>	This line item includes newsletter cost, postage for newsletter and the City calendars for residents	<b>\$14,000</b>	<b>0.0%</b>	<b>\$0</b>
<b>CITY NEWSLETTER EXPENSE</b>					
<b>TOTAL</b>	<b>\$96,678</b>		<b>\$95,578</b>	<b>1.2%</b>	<b>\$1,100</b>

DATE PREPARED: 2/29/16

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Finance

DATE REV #1:

DEPT CODE 10-1181

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	Dollar Amount Change
<b>SALARIES &amp; WAGES</b>					
10-1181-101	<b>\$177,175</b>	Includes Cash In amounts, Christmas Bonuses and one (1) extra payroll (27).	\$176,500	0.4%	\$675
<b>PRINTING/OFFICE SUPPLIES</b>					
10-1181-210	<b>\$5,000</b>	Will have to have an entirely new stock of checks and new type of ink with Edmunds software each year.	\$5,000	0.0%	\$0
<b>POSTAGE</b>					
10-1181-211	<b>\$760</b>	Same as 15-16 budget	\$760	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>					
10-1181-214	<b>\$600</b>	CMA, IMA, CPA, and GFOA dues and memberships for staff personnel.	\$530	13.2%	\$70
<b>Trave Expense</b>					
10-1181-215	<b>\$450</b>	Edmunds training in Charlotte. Keep up certification for Sarah. May need to send Sarah and Gwen to local GFOA.	\$0	#DIV/0!	\$450
<b>AUTO OPERATING EXPENSE</b>					
10-1181-217	<b>\$0</b>		\$0	0.0%	\$0
<b>TELEPHONE EXPENSE</b>					
10-1181-221	<b>\$2,600</b>	Same as 15-16 budget	\$2,600	0.0%	\$0
<b>SERVICE CONTRACTS</b>					
10-1181-226	<b>\$11,980</b>	Contracts associated with MailFinance (\$1,500); Pro Systems Maintenance (\$80); and Edmunds Computer Maintenance (\$8,500). ACA filings (\$500)	\$11,980	0.0%	\$0
<b>VEHICLE INSURANCE</b>					
10-1181-262	<b>\$0</b>		\$500	-100.0%	-\$500
<b>EMPLOYEE TRAINING EXPENSE</b>					
10-1181-264	<b>\$1,000</b>	Training for GFOA (\$750), Edmunds training (\$250)	\$900	11.1%	\$100
<b>PROFESSIONAL SERVICES AUDIT</b>					
10-1181-265	<b>\$28,000</b>	In addition to Audit, I will need to utelize our audit firm to help with software program changes, and help set up with new GASB and other requirements (\$5,000.00).	\$25,500	9.8%	\$2,500

DATE PREPARED: 2/29/16

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Finance

DATE REV #1:

DEPT CODE 10-1181

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	Dollar Amount Change
10-1181-385 MACHINES & EQUIPMENT	\$0		\$0	0.0%	\$0
10-1181-805 SC STATE RETIREMENT CONTRIBUTIONS	\$19,083	Salaries x .1091	\$18,504	3.1%	\$579
10-1181-810 SC STATE PRE-RETIREMENT DEATH BENEFIT	\$262	Salaries x .0015	\$254	3.3%	\$8
10-1181-814 SOCIAL SECURITY/ FICA	\$13,554	Salaries x .0765	\$13,550	0.0%	\$4
10-1181-820 GENERAL INSURANCE EXPENSE	\$2,500	Departmental share of two semi-annual premium payments.	\$2,000	25.0%	\$500
10-1181-821 WORKERS COMP INSURANCE EXPENSE	\$2,500	Departmental share of four quarterly premium payments. Not expecting any claims.	\$2,435	2.7%	\$65
10-1181-822 MEDICAL INSURANCE EXPENSE	\$24,760	Includes current rate plus a 1% increase. I believe it will be more.	\$24,760	0.0%	\$0
10-1181-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$3,000	Expecting two employees to use.	\$2,001	49.9%	\$999
<b>TOTAL</b>	<b>\$293,225</b>		<b>\$287,774</b>	<b>1.9%</b>	<b>\$5,451</b>

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

<b>Name</b>	<b>Association</b>	<b>Dues</b>	<b>Training/Reg Fees</b>	<b>Date</b>	<b>Travel/Meals/Hotel</b>
<b>Garry Huddle</b>					
	CMA/IMA	300	300		
	GFOA	35			\$150.00
	<b>Total</b>	335	300		\$150.00
<b>Gwen Brunson</b>					
	GFOA	35	300		\$150.00
	<b>Total</b>	35	300		\$150.00
<b>Sarah Johnson</b>					
	GFOA	35	200		\$150.00
	CFE	195	200		
	<b>Total</b>	230	400		\$150.00
<b>TOTAL</b>		<b>600</b>	<b>1,000</b>	<b>\$0.00</b>	<b>\$450.00</b>

**FINANCE DEPT. TOTAL**

**\$2,050.00**

DATE PREPARED: 2/29/16

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Tax Collection

DATE REV #1:

DEPT CODE 10-1183

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	Dollar Amount Change
10-1183-210 PRINTING/OFFICE SUPPLIES	\$50	Same as last year. No change.	\$50	0.0%	\$0
10-1183-211 POSTAGE EXPENSE	\$60	Same as last year. No change.	\$60	0.0%	\$0
10-1183-265 PROFESSIONAL SERVICES TAX CONTRACT	\$21,250	Agreement with Lexington County. Actual spent in 2014-2015 was \$20,856. Goes up about \$200 each year for the last 4 years.	\$21,000	1.2%	\$250
<b>TOTAL</b>	<b>\$21,360</b>		<b>\$21,110</b>	<b>1.2%</b>	<b>\$250</b>

DATE PREPARED: 2/27/16

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. Public Bldgs

DATE REV #1:

DEPT CODE 10-1190

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Change
10-1190-101	\$32,898	Robert received a 5% salary increase during FY2015/2016	\$30,172	9.0%	\$2,727
<b>SALARIES &amp; WAGES</b>					
10-1190-102	\$700	Robert works overtime for Christmas in Cayce events and the Congaree Bluegrass Festival.	\$700	0.0%	\$0
<b>OVERTIME</b>					
10-1190-220	\$32,000	No increase requested	\$32,000	0.0%	\$0
<b>ELECTRIC &amp; GAS EXPENSE</b>					
10-1190-217	\$2,000	Decrease requested because only 9% has been used to this date	\$2,000	0.00%	\$0
<b>AUTO OPERATING EXPENSE</b>					
10-1190-221	\$1,372	Increase requested based on including cost of Office 365 email accounts to this line item	\$1,300	5.5%	\$72
<b>TELEPHONE EXPENSE</b>					
10-1190-226	\$9,860	Increase requested due to HVAC service contract and pest control contract	\$200	4830.0%	\$9,660
<b>SERVICE CONTRACTS</b>					
10-1190-227	\$1,500	No increase requested	\$1,500	0.0%	\$0
<b>EQUIP REPAIR EXP</b>					
10-1190-228	\$2,000	No increase requested	\$2,000	0.0%	\$0
<b>BUILDING REPAIR EXPENSE</b>					
10-1190-233	\$100	No increase requested	\$100	0.0%	\$0

**PAINT SUPPLIES**

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10-1190-236	<b>\$500</b>	No increase requested		\$500	0.0%	\$0
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**ELECTRIC/LIGHT SUPPLIES**

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10-1190-241	<b>\$300</b>	No increase requested		\$300	0.0%	\$0
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**UNIFORM EXPENSE**

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10-1190-244	<b>\$4,000</b>	Increase requested because at 104% with this line item to date		\$3,500	14.3%	\$500
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**JANITORIAL SUPPLIES**

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10-1190-262	<b>\$742</b>	Increase requested due to increase in cost of insurance		\$500	0.0%	\$242
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**VEHICLE INSURANCE EXPENSE**

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10-1190-272	<b>\$5,325</b>	No increase requested		\$5,325	0.0%	\$0
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**COPY MACHINE CONTRACT EXP**

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10-1190-279	<b>\$100</b>	No increase requested		\$100	0.0%	\$0
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**OTHER OPERATING EXPENSE**

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10-1190-385	<b>\$0</b>			\$0	200.0%	\$0
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**MACHINES & EQUIPMENT**

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10-1190-386	<b>\$1,844</b>	1) Cordless Drill & Driver	\$229.00	\$0	0.0%	\$0
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**EQUIPMENT NON-CAPITAL**

- 2) Drill Bit & Driver Bit Set \$49.99
- 3) Mechanic's Tool Set \$249.99
- 4) Vacuum (2) \$426.75 ea. \$913.25
- 5) Hand Truck \$219.99
- 6) Stepladder \$119.99

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**Items listed in order of priority \$1,844.10**

10-1190-805	\$3,418	Increase request based on City Treasurer's numbers.	\$3,345	2.2%	\$73
<b>SCRS EXPENSE</b>					
10-1190-810	\$47	No increase requested	\$47	0.0%	\$0
<b>SCRS PRE-RET DEATH BENEFIT</b>					
10-1190-814	\$2,399	Increase based on City Treasurer's numbers.	\$2,381	0.8%	\$18
<b>FICA EXPENSE</b>					
10-1190-820	\$1,300	Increase request based on City Treasurer's numbers.	\$1,000	30.0%	\$300
<b>GENERAL INSURANCE EXPENSE</b>					
10-1190-821	\$3,600	Increase based on City Treasurer's numbers.	\$2,011	79.0%	\$1,589
<b>WORKERS COMP INS EXPENSE</b>					
10-1190-822	\$8,253	Increase request based on City Treasurer's numbers.	\$7,941	3.9%	\$312
<b>MEDICAL INSURANCE EXPENSE</b>					
<b>TOTAL</b>	<b>\$114,259</b>		<b>\$96,922</b>	<b>17.9%</b>	<b>\$17,337</b>

DATE PREPARED: 2-2-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PUBLIC SAFETY  
DEPT CODE TOTAL BUDGET

Account Line Item		FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>SALARIES &amp; WAGES</b>	101	<b>\$3,195,060</b>	Total salaries for all Public Safety employees; total includes proposed 3 new firefighter positions, .	\$3,035,192	5.3%	\$159,868
<b>OVERTIME EXPENSE</b>	102	<b>\$211,500</b>		\$208,000	1.7%	\$3,500
<b>FIRE RESPONSE OVERTIME EXPENSE</b>	105	<b>\$30,000</b>		\$30,000	0.0%	\$0
<b>PRINTING/OFFICE SUPPLIES</b>	210	<b>\$11,350</b>		\$7,750	46.5%	\$3,600
<b>POSTAGE EXPENSE</b>	211	<b>\$3,000</b>		\$3,000	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>	214	<b>\$3,955</b>		\$3,670	7.8%	\$285
<b>TRAVEL EXPENSE</b>	215	<b>\$8,400</b>		\$5,700	47.4%	\$2,700
<b>SCMIT/DOJ VEST GRANT EXPENSE</b>	216	<b>\$10,000</b>		\$10,000	0.0%	\$0
<b>AUTO OPERATING EXPENSE</b>	217	<b>\$226,700</b>		\$237,450	-4.5%	-\$10,750

DATE PREPARED: 2-2-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PUBLIC SAFETY  
DEPT CODE TOTAL BUDGET

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
220	\$50,500		\$50,000	1.0%	\$500
<b>ELECTRIC &amp; GAS</b>					
221	\$62,256		\$51,400	21.1%	\$10,856
<b>TELEPHONE EXPENSE</b>					
226	\$68,760		\$52,458	31.1%	\$16,302
<b>SERVICE CONTRACTS</b>					
227	\$22,500		\$14,800	52.0%	\$7,700
<b>EQUIPMENT REPAIR EXPENSE</b>					
228	\$92,764		\$16,500	462.2%	\$76,264
<b>BUILDING REPAIRS</b>					
229	\$2,185		\$2,185	0.0%	\$0
<b>SLED/NCIC EQUIPMENT EXPENSE</b>					
231	\$2,000		\$2,500	-20.0%	(\$500)
<b>HAND TOOLS &amp; SUPPLIES</b>					
237	\$2,900		\$1,450	100.0%	\$1,450
<b>RADIO SUPPLIES EXPENSE</b>					
238	\$7,100		\$6,100	16.4%	\$1,000
<b>SAFETY SUPPLIES</b>					
241	\$70,600		\$63,288	11.6%	\$7,312
<b>UNIFORM EXPENSE</b>					

DATE PREPARED: 2-2-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PUBLIC SAFETY

DEPT CODE TOTAL BUDGET

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
242	\$600		\$600	0.0%	\$0
JAIL DETENTION EXPENSE					
243	\$100		\$100	0.0%	\$0
LAUNDRY & LINEN EXPENSE					
244	\$1,700		\$1,450	17.2%	\$250
JANITORAL SUPPLIES					
249	\$2,000		\$9,400	-78.7%	(\$7,400)
MEDICAL/PHYSICAL EXPENSE					
250	\$6,460		\$6,460	0.0%	\$0
SCBA & FIRE EXTINGUISHER EXPENSE					
261	\$500		\$1,500	-66.7%	(\$1,000)
ADVERTISING EXPENSE					
262	\$53,398		\$36,500	46.3%	\$16,898
VEHICLE INSURANCE EXPENSE					
264	\$30,340		\$25,750	17.8%	\$4,590
EXPENSE					
265	\$82,076		\$78,711	4.3%	\$3,365

DATE PREPARED: 2-2-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PUBLIC SAFETY

DEPT CODE TOTAL BUDGET

Account Line Item	FY 15/16 Request		Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>VICTIM ADVOCATE</b>						
<b>ASSESSMENTS EXPENSE</b>						
	266	\$5,000		\$7,100	-29.6%	-\$2,100
<b>DEPT. OF JUV. JUSTICE</b>						
<b>EXPENSE</b>						
	271	\$37,000		\$36,750	0.7%	\$250
<b>SPECIAL DEPT. SUPPLIES</b>						
<b>EXPENSE</b>						
	272	\$5,125		\$5,125	0.0%	\$0
	277	\$500		\$500	0.0%	\$0
<b>EXPLORERS EXPENSE</b>						
	280	\$750		\$2,500	-70.0%	(\$1,750)
<b>ANIMAL CONTROL SUPPLIES</b>						
	385	\$691,445		\$695,096	-0.5%	(\$3,651)
<b>CAPITAL EQUIPMENT EXPENSE</b>						
	386	\$67,406		0	0	67406
<b>NEW EQUIPMENT NON</b>						
<b>CAPITAL</b>						
	805	\$45,393		\$24,820	82.9%	\$20,573
<b>SC STATE RETIREMENT</b>						
<b>CONTRIBUTIONS</b>						
	810	\$620		\$338	83.3%	\$282
<b>SC STATE PRE-RETIREMENT</b>						

DATE PREPARED: 2-2-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PUBLIC SAFETY  
DEPT CODE TOTAL BUDGET

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
<b>DEATH BENEFIT</b>					
811	\$374,846		\$381,848	-1.8%	(\$7,002)
<b>SC PORS EXPENSE</b>					
812	\$5,620		\$5,796	-3.0%	(\$176)
<b>SC PORS PRE-RETIREMENT BENEFIT EXPENSE</b>					
813	\$5,610		\$5,651	-0.7%	(\$41)
<b>SC PORS ACCIDENTAL DEATH BENEFIT EXPENSE</b>					
814	\$241,922		\$248,440	-2.6%	(\$6,518)
<b>SOCIAL SECURITY / FICA</b>					
820	\$100,800		\$66,027	52.7%	\$34,773
<b>EXPENSE (PROPERTY &amp; TORT)</b>					
821	\$259,541		\$154,918	67.5%	\$104,623
<b>WORKERS COMP INSURANCE EXPENSE</b>					
822	\$578,080		\$573,503	0.8%	\$4,577
<b>EXPENSE</b>					
825	\$21,680		\$20,050		\$1,630
<b>UNEMPLOYMENT COMP EXPENSE</b>					

DATE PREPARED: 2-2-2015

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PUBLIC SAFETY

DEPT CODE TOTAL BUDGET

Account Line Item	FY 15/16 Request	Justification	FY 14/15 Appropriation	Percent Change	\$ Amount Changed
828	\$26,000		\$23,000		\$3,000
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
<b>TOTAL</b>	<b>\$6,726,041</b>		<b>\$6,213,376</b>	8.3%	\$512,665

DATE PREPARED: 2-2-2016

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-ADMIN

DATE REV #1:

DEPT CODE 10-1210

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>SALARIES &amp; WAGES</b>					
10-1210-101	<b>\$239,744</b>	Totals salaries for 4 employees: McNair, Fulwood, Rabon, Vargus	\$236,787	1.2%	\$2,957
<b>PRINTING/OFFICE SUPPLIES</b>					
10-1210-210	<b>\$9,000</b>	NCIC computer supplies, copy supplies, paper, toner, film, microfilm, ribbons, all office machine supplies, fax supplies, printing and forms, stationary, envelopes, ink cartridges, etc.	\$7,500	20.0%	\$1,500
<b>POSTAGE EXPENSE</b>					
10-1210-211	<b>\$3,000</b>	Mailing correspondence, jury trials, correspondence for non payment of parking tickets or uniform traffic citations.	\$3,000	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>					
10-1210-214	<b>\$585</b>	Dues for staff for Lex. Co. Law Enforcement Officers Assoc.; SC Law Enforcement Officers Assoc.; SC Police Chiefs Assoc.; SC Fire Chiefs Assoc.; and ICPA	\$585	0.0%	\$0
<b>TRAVEL EXPENSE</b>					
10-1210-215	<b>\$2,000</b>	For various Chief and Major to attend conferences around the state (SCLEOA, Fire Chiefs Conf., Police Chiefs Conf.).	\$2,000	0.0%	\$0
<b>AUTO OPERATING EXPENSE</b>					
10-1210-217	<b>\$3,000</b>	Gas, oil, tires, repairs. Avg \$478 per month (\$3,349); 1.5 set tires and oil changes every 3,000 miles; Two new vehicles will be in this line item this year. Cost should be fuel and oil changes. 1200 gal. fuel x 2.25= \$2,700. Oil changes \$30x6=\$180. Total \$5750	\$5,750	-47.8%	-\$2,750
<b>ELECTRIC &amp; GAS</b>					
10-1210-220	<b>\$45,000</b>	Standard rates (average \$3,530 per month) through Dec. 2015	\$45,000	0.0%	\$0
<b>TELEPHONE EXPENSE</b>					
10-1210-221	<b>\$62,016</b>	Standard rates for Budget FY 15/16 \$ 51,400 which also includes monthly rate for verizon phones and dedicated phone line for the paging system and two dedicated phone lines for 911. Fires cannot be paged if there is an incoming or outgoing fax. We are moving pager expense to this line item. We did away with pager and now use phone text for fire calls for all employees. Avg. expense through Dec... 2015 \$5,168.14 x 12 = \$62,016, E- mail cost \$2,664	\$51,400	20.7%	\$10,616

DATE PREPARED: 2-2-2016

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-ADMIN

DEPT CODE 10-1210

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>SERVICE CONTRACTS</b>					
10-1210-226	<b>\$19,150</b>	Service contracts for Communication Specialists, IACP NET 1,225. Estimated repair fees a month for Nicholson Software updates & maint. 297 x 12 = \$3,564. Federal 1033 program \$1,000. Allwast Fees \$120,Per month. Service agreement with Blanchard to service the generator at Public Safety \$320. Att Bill \$174.11 Projected 16/17 \$9,150.The deductable for our Liability insurance \$25000, pest control 135, Att bill also est. average \$14,000	\$10,000	91.5%	\$9,150
<b>BUILDING REPAIRS</b>					
10-1210-228	<b>\$86,264</b>	Building repairs including plumbing, electrical, painting, rollup doors, etc. The building is aging, as it was built in 1984 (\$10,000). The Public Safety Complex is over 30 years old and is in need of the following items: cement in front of fire bays needs repairing and the front parking lot needs repaving (\$76,264).	\$10,000	762.6%	\$76,264
<b>UNIFORM EXPENSE</b>					
10-1210-241	<b>\$1,200</b>	Due to the requirement to dress professionally, but still perform traditional public safety functions (i.e. fire suppression, crime scene, and other duties), which routinely destroy clothing. For Chief McNair and Major Fulwood.	\$1,200	0.0%	\$0
<b>JANITORAL SUPPLIES</b>					
10-1210-244	<b>\$600</b>	Products needed to clean Firehouse and PS Complex. Dishwashing det. \$3.83/month, dish liquid \$1.99/month, laundry det. \$6.98/month, floor cleaner \$2.49/month, Ajax \$.99/month, window cleaner \$2.59/month, other assorted cleaners \$14.79/month. Floor wax & stripper \$46, mop heads \$35/year.	\$600	0.0%	\$0
<b>MEDICAL/PHYSICAL EXPENSE</b>					
10-1210-249	<b>\$2,000</b>	New hire physicals (required by SCCJA), EEG, X-rays, Hepatitis shots (OSHA required), TB shots (OSHA required), fire physicals (required by NFPA), bloodborne pathogens, etc. (Budget FY 14/15 \$9,000), TB test \$10, new hire physicals \$70, post accident drug test \$30. Physicals moved to 1213 budget.	\$9,400	-78.7%	(\$7,400)
<b>ADVERTISING EXPENSE</b>					
10-1210-261	<b>\$500</b>	Advertising for new employees. Cost through Dec. 2015 is \$0	\$500	0.0%	\$0

DATE PREPARED: 2-2-2016

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-ADMIN

DEPT CODE 10-1210

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>10-1210-262</b> VEHICLE INSURANCE EXPENSE	<b>\$1,484</b>	Two (2) vehicles cost \$742 x 2 = 1,484	\$1,000	48.4%	\$484
<b>10-1210-264</b> EMPLOYEE TRAINING EXPENSE	<b>\$600</b>	Training registration for Chief McNair and Major Fulwood to attend the SC Law Enforcement Officers and SC Police Chiefs conferences. Additional \$220 included for misc. training that comes up during the year.	\$600	0.0%	\$0
<b>10-1210-271</b> COMMUNITY/EMPLOYEE RELATIONS EXPENSE	<b>\$750</b>	T-Shirts, awards, teen programs in the summer, neighborhood watch groups and other community relations expenses. To provide bonus money and plaques for employees of the quarter and employee of the year. \$750.	\$750	0.0%	\$0
<b>10-1210-272</b> SPECIAL CONTRACTS EXPENSE	<b>\$5,125</b>	Copier lease and maintenance agreement (\$280.97/month). Avg \$790/month through Jan. 2016. \$790 x 12 = \$9,481	\$5,125	0.0%	\$0
<b>10-1210-277</b> EXPLORERS EXPENSE	<b>\$500</b>	Travel to scale competition, assist with uniforms, misc. supplies, etc. Charter expense	\$500	0.0%	\$0
<b>10-1210-386</b> NEW EQUIPMENT NON CAPITAL	<b>0</b>		0	0	0
<b>10-1210-805</b> SC STATE RETIREMENT CONTRIBUTIONS	<b>\$9,429</b>		\$9,426	0.0%	\$3
<b>10-1210-810</b> SC STATE PRE-RETIREMENT DEATH BENEFIT	<b>\$130</b>		\$130	-0.3%	(\$0)
<b>10-1210-811</b> SC PORS EXPENSE	<b>\$20,326</b>		\$19,576	3.8%	\$750

DATE PREPARED: 2-2-2016

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-ADMIN

DATE REV #1:

DEPT CODE 10-1210

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
10-1210-812 SC PORS PRE-RETIREMENT BENEFIT EXPENSE	\$305		\$293	4.0%	\$12
10-1210-813 SC PORS ACCIDENTAL DEATH BENEFIT EXPENSE	\$305		\$293	4.0%	\$12
10-1210-814 SOCIAL SECURITY / FICA	\$18,340		\$18,565	-1.2%	(\$225)
10-1210-820 GENERAL INSURANCE EXPENSE (PROPERTY & TORT)	\$5,600	Number of vehicles and tort rates numbers came from Cty Treasure	\$4,384	27.7%	\$1,216
10-1210-821 WORKERS COMP INSURANCE EXPENSE	\$17,000	Cost from City Treasurer	\$9,563	77.8%	\$7,437
10-1210-822 MEDICAL INSURANCE EXPENSE	\$32,976		\$33,198	-0.7%	(\$222)
10-1210-825 UNEMPLOYMENT COMP EXPENSE	\$2,050		\$2,050		\$0
10-1210-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$3,000		\$3,000		\$0
<b>TOTAL</b>	<b>\$591,979</b>		<b>\$492,175</b>	<b>20.3%</b>	<b>\$99,804</b>

## FY16/17 BUDGET PROJECTIONS FOR PS-ADMIN

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

**PS-ADMIN TOTAL**

**\$3,185.00**

DATE PREPARED: 2-01-2016

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Detective

DATE REV #1:

DEPT CODE 10-1211

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>10-1211-101</b> <b>SALARIES &amp; WAGES</b>	<b>406,727</b>	Totals salaries for 8 employees / Grant Position Gang Investigator 1	\$381,390	6.6%	\$25,337
<b>10-1211-102</b> <b>OVERTIME EXPENSE</b>	<b>\$14,000</b>	For investigators during major operations: i.e. vice, narcotics, burglary spree, or serious crimes that require immediate follow-up or continuous, prolonged casework. Per HR office, investigators receive (4) hours of pay each day of on-call duty.	\$14,000	0.0%	\$0
<b>10-1211-214</b> <b>DUES &amp; MEMBERSHIPS</b>	<b>\$650</b>	Dues for staff for Lex. Co. Law Enforcement Officers Assoc.; SC Law Enforcement Officers Assoc.; SC Police Chiefs Assoc.; SC Fire Chiefs Assoc.; and ICPA	\$650	0.0%	\$0
<b>10-1211-215</b> <b>TRAVEL EXPENSE</b>	<b>\$1,000</b>	Gas, lodging, meal re-imbursement during travel for dept. business & training. Advanced training is crucial for investigators due to nature of duties. Advanced training often requires travel. Additional amount (\$370) for possible prisoner extraditions	\$1,000	0.0%	\$0
<b>10-1211-217</b> <b>AUTO OPERATING EXPENSE</b>	<b>\$32,000</b>	Gas, maintenance, and repair expenses for 11 unmarked vehicles, and 1 SWAT vehicle. Repair costs expected to be lower due to reduced avg. age of vehicles, many are under warranty. Expend through Jan.. 2015 \$14,665. Avg. \$2,095.06/mo x 12 = \$25,140.72.	\$32,000	0.0%	\$0
<b>10-1211-226</b> <b>SERVICE CONTRACTS</b>	<b>\$7,348</b>	Annual contract costs for LeadsOnline, MyFax, and 800mhz radio system access. LeadsOnline is an investigative tool for recovering stolen property and identifying suspects.y. Radio access fee \$14.95/mo per radio x 16 radios (8 handheld, 8 in-vehicle) = \$2,870.40.	\$7,348	0.0%	\$0
<b>10-1211-227</b> <b>EQUIPMENT REPAIR EXPENSE</b>	<b>\$300</b>	Repairs to special equipment already in use, to include surveillance equipment, video cameras, digital audio recorders, and other various things used by investigators.	\$300	0.0%	\$0

DATE PREPARED: 2-01-2016

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Detective

DATE REV #1:

DEPT CODE 10-1211

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>10-1211-237</b> <b>RADIO SUPPLIES EXPENSE</b>	<b>\$350</b>	Repairs to radios issued to investigators. Normal wear and tear, along with age, results in batteries and belt clips needing periodic replacement.	\$350	0.0%	\$0
<b>10-1211-241</b> <b>UNIFORM EXPENSE</b>	<b>\$4,800</b>	Clothing allowance for eight (8) investigators. Reimburses \$600 per investigator for purchase of job-specific attire for plain-clothes duty and court appearances (\$300 twice a year per person)	\$4,800	0.0%	\$0
<b>10-1211-262</b> <b>VEHICLE INSURANCE EXPENSE</b>	<b>\$8,880</b>	(12) vehicles @ \$742/year	\$7,500	18.4%	\$1,380
<b>10-1211-264</b> <b>EMPLOYEE TRAINING EXPENSE</b>	<b>\$1,500</b>	Our responsibilities and duties necessitate advanced training. The SC Criminal Justice Academy has reduced the number of advanced training courses over the past few years. In order to obtain training, it is necessary to attend other sources of training, for which there is usually a registration fee. The avg. cost of advanced courses is \$500/detective. Several personnel have instructor cert's that require recertification every 2-3 years.	\$1,500	0.0%	\$0
<b>10-1211-271</b> <b>SPECIAL DEPARTMENTAL SUPPLIES</b>	<b>\$3,000</b>	Cameras, video equipment, batteries, tapes, film, ink cartridges, laboratory supplies, crime scene processing equipment, narcotic test kits, evidence collection material and other related equipment or supplies. Expend thru Dec. 2016 \$2311.80, .	\$3,000	0.0%	\$0

DATE PREPARED: 2-01-2016

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Detective

DATE REV #1:

DEPT CODE 10-1211

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
10-1211-385	<b>\$199,256</b>	Gang Investigator grant To be part of a task force with Richland County 90 / 10 % match; Meth Grant for equipment and training 90/10% match. Will be offset by revenue	\$45,202	340.8%	\$154,054
<b>CAPITAL EQUIPMENT EXPENSE</b>					
		Item 1 Interview Room Camera System	\$6,440		
		Item 2 Throw Phone	\$25,499		
		GRANT Gang Grant (Revenue Offsets 90%)	\$100,665		
		GRANT Meth Grant (Revenue Offsets 90%)	\$66,652		
		<b>Total</b>	<b>\$199,256</b>		
10-1211-386	<b>\$5,644</b>	<b>Counter tops and sink for the lab</b> are in need of replacing due to being over 10 years old. Due to the absorption of a mixture of chemicals over the years, the countertop space has become a hazardous enviornment. New countertops and sink will consist of a non absorbant materal and accidental spill run off. The new material that will be used would make the lab usable through the next 15-20 years.	\$3,391		
<b>NEW EQUIPMENT NON CAPTIAL</b>					
		<b>Item 1</b>			
		<b>Item 2</b> Covert audio surveillance system that provides for the use of existing cell phone as active recording devices that drug agents can monitor during an operation to gather evidence, maintain safety, and track undercover agents and informants. Criminals are aware of other recording devices, but carrying a cell phone is not unusual and does not make criminals suspicious during controlled purchase operations.	\$2,750		
			\$6,141		
10-1211-811	<b>\$57,865</b>	Salaries (\$381,390) x .13340 = \$51,131average Dec.2015 a month	\$51,131	13.2%	\$6,734
<b>SC PORS EXPENSE</b>					

DATE PREPARED: 2-01-2016

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Detective

DATE REV #1:

DEPT CODE 10-1211

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
10-1211-812 SC PORS PRE- RETIREMENT BENEFIT EXPENSE	\$868	Salaries (\$387,888) x .002 = \$767	\$755	14.9%	\$113
10-1211-813 SC PORS ACCIDENTAL DEATH BENEFIT EXPENSE	\$868	Salaries (\$387,888) x .002 = \$767	\$755	14.9%	\$113
10-1211-814 SOCIAL SECURITY / FICA	\$33,535	For all 8 employees: (Salaries) \$387,888 x .0765 = \$29673	\$30,270	10.8%	\$3,265
10-1211-820 EXPENSE (PROPERTY & TORT)	\$11,000	Eight (8) personnel = \$10,329 cost from City Treasure	\$8,607	27.8%	\$2,393
10-1211-821 WORKERS COMP INSURANCE EXPENSE	\$39,784		\$20,785	91.4%	\$18,999
10-1211-822 MEDICAL INSURANCE EXPENSE	\$65,952	per Human Resources. \$608.17per employee per month	\$66,396	-0.7%	(\$444)
10-1211-825 UNEMPLOYMENT COMP EXPENSE	\$2,000		\$2,000		\$0
10-1211-828	\$4,000		\$4,000		\$0

DATE PREPARED: 2-01-2016

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Detective

DATE REV #1:

DEPT CODE 10-1211

DATE REV #2:

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Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
<b>TOTAL</b>	<b>\$901,327</b>		<b>\$683,739</b>	<b>31.8%</b>	<b>\$217,588</b>

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## FY16/17 BUDGET PROJECTIONS FOR PS-DETECTIVE

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

## FY16/17 BUDGET PROJECTIONS FOR PS-DETECTIVE

Name	Association	Dues	Training/Reg Fees	Date	Travel/Meals/Hotel
	SCIAI	\$20.00			
	Interview & Interrogation		\$770.00	Training Course	\$165.00
<b>Thomas, Cal (Narcotics Grant)</b>					
	LCLEOA	\$20.00			
	SCLEOA	\$30.00			
	SCIAI	\$20.00			
<b>Shealy, Tim (PSO Detective)</b>					
	Juvenile Investigator Assoc.	\$50.00	\$75.00	Conference	\$580.00
	LCLEOA	\$20.00			
	SCLEOA	\$30.00			
	SCIAI	\$20.00			
<b>Gleaton, James (PSO Sgt.)</b>					
	LCLEOA	\$20.00			
	SCLEOA	\$30.00			
	SCIAI	\$20.00			
	SCCJA Training Conf.		\$200.00	Conference/Training	\$415.00
	Def Tech Distraction		\$895.00	Recert. Course	\$400.00
<b>Departmental</b>					
	Prisoner Extradition				\$370.00
	Misc. for Staff (As it arises)	\$40.00	\$460.00		
<b>TOTAL</b>					
		<b>\$650.00</b>	<b>\$4,405.00</b>		<b>\$6,574.00</b>

**P&D TOTAL**

**\$11,629.00**

DATE PREPARED: 2-1-2016

DEPARTMENT: PS- DETECTIVE

DEPT CODE: 10-1211

# CITY OF CAYCE

## BUDGET JUSTIFICATION

### FY 16/17

Account Line Item	FY 16/17 Request	Justification
<p style="text-align: center;">10-1211-390-000 <b>CAPITAL EXPENDITURES</b></p>    <p style="text-align: center;">10-1211-390-00 <b>CAPITAL EXPENDITURES</b></p>	<p style="text-align: center;"><b>\$100,665.00</b></p>    <p style="text-align: center;"><b>\$66,652.00</b></p>	<p><b>Gang grant</b> -This grant will help Public Safety with investigating, identifying, and prosecuting street gang criminal organizations. This will enable an intelligence sharing platform to increase the available resources for the City of Cayce Public Safety in these investigations. This program should decrease the gang presence and effect on our community.</p> <p><b>Meth Grant</b> This grant was applied for to help Public Safety be able to purchase equipment and train 4 personnel in Meth Lab Processing and dismantling to comply with OSHA standards CFR 1910. This will increase the effectiveness of safely removing a Lab and the prosecution of the operators. This also add an educational portion for the community to become more aware of the dangers of clandestine labs.</p>
<p style="text-align: center;">10-1211-385 <b>CAPITAL EXPENDITURES</b></p>    <p style="text-align: center;">10-1211-385 <b>CAPITAL EXPENDITURES</b></p>	<p style="text-align: center;"><b>\$6,440.00</b></p>    <p style="text-align: center;"><b>\$25,499.00</b></p>	<p><b>Camera System</b>-The Investigative Unit is in need of an up to date audio and video recording system in the Interview room. This system would better protect the integrity of the interviews conducted and reduce criminal procedure problems for court evidence. This system has a remote monitoring of live interviews at designated computer stations, while the interview is in progress, to enable investigators to work together during a major case. This system conforms to all the rules of evidence and has security features for the preservation of it.</p> <p><b>Direct link Video Throw Phone system</b> would allow crisis Negotiators, SWAT, and Narcotics Investigations to see and communicate with suspects that are holding victims hostage in a barricaded incident.</p>
<p><b>TOTAL CAPITAL COST</b></p>	<p style="text-align: center;"><b>\$199,256.00</b></p>	

**City of Cayce  
FY 16-17**

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

<b>Department</b>	Investigations 10-1211-390-000
<b>Issue</b>	Gang Grant
<b>Justification</b>	<p>Public Safety has applied for Justice Assistance Grant (JAG) through the Bureau of Justice Assistance, U.S. Department of Justice. The grant is a 90% grant with a 10% match from the city. This is a 1 year grant renewable for up to 3 years based on annual evaluation.</p> <p>The cost of the personnel is \$54,690.00. The grant pays 90% (\$49,223.00) and the City of Cayce match at 10% (\$5,469.00).</p> <p>The cost of equipment and training is \$45,975.00. The grant pays 90% (\$29,583) and the City of Cayce match at 10% (\$4,597.00).</p> <p>Total cost after reimbursement on City of Cayce budget for 16/17 is \$10,066.00.</p> <p>This grant will help Public Safety with investigating, identifying, and prosecuting street gang criminal organizations. This will enable an intelligence sharing platform to increase the available resources for the City of Cayce Public Safety in these investigations. This program should decrease the gang presence and effect on our community.</p>
<b>Estimated Impact on</b>	
<b>FY 16-17 Budget</b>	\$100,665.00

**City of Cayce**  
**FY 16-17**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Investigations 10-1211-391-000																
<b>Issue</b>	Meth Grant																
<b>Justification</b>	<p>Public Safety has applied for Justice Assistance Grant (JAG) through the Bureau of Justice Assistance, U.S. Department of Justice. The grant is a 90% grant with a 10% match from the city. This is a 1 year grant renewable for up to 3 years based on annual evaluation.</p> <p><b>The cost of equipment and training is \$66,652.00. The grant pays 90% (\$59,987) and the City of Cayce match at 10% (\$6,665.00).</b></p> <p>Equipment:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>SCBA</td> <td style="text-align: right;">\$5,000.00 x4= \$20,000.00</td> </tr> <tr> <td>Radio</td> <td style="text-align: right;">\$4,000.00 x4= \$16,000.00</td> </tr> <tr> <td>Thermo Suit</td> <td style="text-align: right;">\$1,400.00 x4= \$5,600.00</td> </tr> <tr> <td>Tyvek Suits</td> <td style="text-align: right;">\$400.00 x4= \$1,600.00</td> </tr> <tr> <td>Gloves</td> <td style="text-align: right;">\$100.00 x4= \$400.00</td> </tr> <tr> <td>Chem Boots</td> <td style="text-align: right;">\$300.00 x4= \$1,200.00</td> </tr> <tr> <td>Hard Hats</td> <td style="text-align: right;">\$50.00 x4= \$200.00</td> </tr> <tr> <td>Processing Supplies</td> <td style="text-align: right;">\$4,800.00</td> </tr> </table> <p>Total cost after reimbursement on City of Cayce budget for 16/17 is \$6,665.00.</p> <p>This grant was applied for to help Public Safety be able to purchase equipment and train 4 personnel in Clandestine Lab Processing and dismantling to comply with OSHA standards CFR 1910. This will increase the effectiveness of safely removing a Lab and the prosecution of the operators. This also add an educational portion for the community to become more aware of the dangers of clandestine labs.</p> <p><b>City's match is 10% \$6,665.00.</b></p>	SCBA	\$5,000.00 x4= \$20,000.00	Radio	\$4,000.00 x4= \$16,000.00	Thermo Suit	\$1,400.00 x4= \$5,600.00	Tyvek Suits	\$400.00 x4= \$1,600.00	Gloves	\$100.00 x4= \$400.00	Chem Boots	\$300.00 x4= \$1,200.00	Hard Hats	\$50.00 x4= \$200.00	Processing Supplies	\$4,800.00
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<b>Estimated Impact on</b>																	
<b>FY 16-17 Budget</b>	<b>\$66,652.00</b>																

**City of Cayce  
FY 16-17**

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

<b>Department</b>	Investigations 10-1211-385-001																												
<b>Issue</b>	Purchase Digital Audio/Video recorder for the Interview Room																												
<b>Justification</b>	<p>The Investigative Unit is in need of an up to date audio and video recording system in the Interview room. This system would better protect the integrity of the interviews conducted and reduce criminal procedure problems for court evidence. This system has a remote monitoring of live interviews at designated computer stations, while the interview is in progress, to enable investigators to work together during a major case. This system conforms to all the rules of evidence and has security features for the preservation of it.</p> <p style="text-align: right;">1-inVidia SR Audio/Video Recording</p> <table style="width: 100%; border: none;"> <tr> <td>Software w/ notetaking</td> <td style="text-align: right;">\$4,495.00</td> </tr> <tr> <td>1-Picture N Picture with 2 cameras/one mic</td> <td style="text-align: right;">\$1,000.00</td> </tr> <tr> <td>1-Computer to meet spec.</td> <td style="text-align: right;">\$1,000.00</td> </tr> <tr> <td>1-Button at the door</td> <td style="text-align: right;">\$695.00</td> </tr> <tr> <td>1-Interview room sign at the door</td> <td style="text-align: right;">Included</td> </tr> <tr> <td>1-Web Based training – (2) sessions</td> <td style="text-align: right;">\$400.00</td> </tr> <tr> <td>1-Remote installation and cables</td> <td style="text-align: right;">\$600.00</td> </tr> <tr> <td>Annual phone Support -8/5 first year</td> <td style="text-align: right;">Included</td> </tr> <tr> <td colspan="2" style="padding-top: 20px;"> <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Subtotal</td> <td style="text-align: right;">\$8,190.00</td> </tr> <tr> <td style="text-align: right;">Tax rate</td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td style="text-align: right;">Sales tax</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="text-align: right;">Discount if P.O. arrives prior to 7/31/16</td> <td style="text-align: right;">\$(1,750.00)</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$6,440.00</td> </tr> </table> </td> </tr> </table>	Software w/ notetaking	\$4,495.00	1-Picture N Picture with 2 cameras/one mic	\$1,000.00	1-Computer to meet spec.	\$1,000.00	1-Button at the door	\$695.00	1-Interview room sign at the door	Included	1-Web Based training – (2) sessions	\$400.00	1-Remote installation and cables	\$600.00	Annual phone Support -8/5 first year	Included	<table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Subtotal</td> <td style="text-align: right;">\$8,190.00</td> </tr> <tr> <td style="text-align: right;">Tax rate</td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td style="text-align: right;">Sales tax</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="text-align: right;">Discount if P.O. arrives prior to 7/31/16</td> <td style="text-align: right;">\$(1,750.00)</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$6,440.00</td> </tr> </table>		Subtotal	\$8,190.00	Tax rate	0.00%	Sales tax	0.00	Discount if P.O. arrives prior to 7/31/16	\$(1,750.00)	Total	\$6,440.00
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**City of Cayce**  
**FY 16-17**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Investigations 10-1211-385
<b>Issue</b>	Purchase Direct-Link Video Throw Phone System
<b>Justification</b>	<p>The Cayce Department of Public Safety has experienced and expects tremendous growth in its calls for service. Fire and rescue situations, illegal drug transactions, and barricaded subjects are just a few areas where the "Direct Link Phone" would be needed. With the recent growth in the City of Cayce and the addition of such businesses as SCANA and the Lexington Medical Center complex, the Cayce Department of Public Safety wants to address the issue where hostages may be taken or where there is an incident occurring where we need to have quick access to communication and visually be able to see the immediate area involved. We want to minimize the chances of anyone getting hurt (criminals, victims, officers and other emergency personnel) and to reduce the risk of miscommunication because the proper equipment was not available to us.</p> <p>The impact on the community short and long-term can be immense. If there were a terrorist threat or attack, the business community would be greatly affected. Businesses that rely on consumers would be hurt because of the negative interference connected with terrorism. The overall quality of life for our residents would deteriorate. The substantially higher risk involved in resolving these problems could lead to loss of life, injury and higher costs in training for our police and emergency personnel.</p> <p>At this present time we have a Special Weapons and Tactics Team and a Crisis Negotiations Team. These officers are prepared and ready to respond in a moment's notice to any emergency or high-risk situation that may occur in the City of Cayce. Officers have responded numerous times to incidents involving armed subjects, barricaded subjects, high-risk warrant service, building searches and high risk drug operations and surveillance operations. 1-Direct-link Bridge Series Video throw phone system with (3) tactical remote unit (TRU) kits, Entry Team Awareness (ETA) and Video Multiplexer kit. System includes all components and accessories.</p>
<b>Estimated Impact on</b>	
<b>FY 16-17 Budget</b>	<b>\$25,499.00</b>



**City of Cayce**  
**FY 16-17**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	Investigations 10-1211-386-001
<b>Issue</b>	Lab Sink and Countertop Replacement
<b>Justification</b>	<p>After inspection, it has been determined that the lab sink and countertops have not been replaced in over 11 years. The laminate countertops have developed cracks, and cuts that allow caustic and corrosive chemicals used in the lab to absorb into the underlying wood. It has also been shown that laminate tops are traditionally poor in the areas of chemical and water resistance. Due to the absorption of a mixture of chemicals over the years, the countertop space has become a hazardous environment. There are no catches or spill stops to prevent accidental spills from running into the sink or off onto the floors and years of use have started to rust and corrode the sink. A new Epoxy resin or Phenolic Resin countertop with a ceramic sink would make the Lab usable through the next 15-20 years.</p> <p>Tops and Splashes 49" x 25.5" top A, 147" x 25.5" top B, "277 x 4" cove back splash (1)- 42.4026 Sq. ft. Solid Surface to include Laminate Tear Out.  Subtotal for counter top install: <b>\$2,831.65</b></p> <p>50% deposit prior to template, with balance due at install.  Subtotal: \$777.83, Tax: (8%): \$62.23, Non-Tax Subtotal: \$2,053.82  Counter Top Total: <b>\$2,893.88</b></p> <p>Extras: \$497.24 (Faucet-\$203.37, Emergency Eye Wash \$93.87, Plumber \$200.00</p>
<b>Estimated Impact on</b>	
<b>FY 16-17 Budget</b>	<b>\$3,391.00</b>



DATE PREPARED: 2-1-2016

DATE REV #1:

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DEPT CODE 10-1212

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>10-1212-101</b> <b>SALARIES &amp; WAGES</b>	<b>\$1,388,448</b>	Salaries for all 33 Public Safety Patrol employees; Includes 0% raises due to employees; Victims Advocate salary shown in account 1212-265; 5 Dispatchers moved to 10-1216 budget, 1 to Deputy Fire Marshal, 1 to code enforcement. .	\$1,711,090	-18.9%	(322,642)
<b>10-1212-102</b> <b>OVERTIME EXPENSE</b>	<b>\$150,000</b>	Additional pay for non-exempt employees who exceed the 168 hour threshold over their 28 day pay period. This pay is used when there is a need for specialized services (armed robbery & burglary detail, etc.), also, to provide manpower coverage in times of personnel shortages (sickness, vacations, training, etc..) and for special events (parades, marathons, dignitary protection, etc..); Due to lack of available basic law enforcement training classes at the SCCJA, it can take up to 3 months for a new employee to begin training & another 5 months to complete. Currently, certified personnel are required to work overtime to ensure that service to the citizens and safety of other officers are not allowed to lapse; Exp. through Jan. 2016 \$65,702.59; avg. \$10,950.33/mo. x 12= \$131,404	\$160,000	-6.3%	(10,000)
<b>10-1212-214</b> <b>DUES &amp; MEMBERSHIPS</b>	<b>\$1,150</b>	Membership dues for related professional organizations. Affiliation with these organizations assists in career & dept. development through networking with other law enforcement professionals. LCLEOA 45 officers (\$900); NRA (\$70); Mid-Carolina shooting range twice a year for qualification (\$200).	\$1,150	0.0%	0
<b>10-1212-215</b> <b>TRAVEL EXPENSE</b>	<b>\$1,200</b>	Travel to/from training events, also, expense for criminal extraditions. The Criminal Justice Academy is offering less advanced training, officers have to travel to other locations to receive quality specialized training, many times out of state. The avg. training class is 3 to 5 days and the avg. motel cost is \$60 to \$80/night. Reimbursement for meals avg. \$35/day.	\$1,200	0.0%	0
<b>10-1212-216</b> <b>SCMIT/DOJ VEST GRANT Gang, Met Grant EXPENSE</b>	<b>\$10,000</b>	Cost on grant match. Public Safety has been getting a DOJ grant, SCMIT Fire Service grant, SCMIT body Armor grant, SCMIRF L.E. Liability Reduction grant. These are all 50% match grants, \$4,000 for the DOJ grant, and \$6,000 for the other grants.	\$10,000	0.0%	0
<b>10-1212-217</b> <b>AUTO OPERATING</b>	<b>\$143,700</b>	Oil, gas, supplies and maintenance on Public Safety traffic and fire vehicles. Many of these vehicles are several years old and have excessive mileage on them. This excessive mileage creates an intense drain on allocated funds. Includes, (FY 15/16 \$143,700). Expenditures through Jan. \$11,281/mo. x 12= \$135,372. The garage quoted the avg. patrol vehicle uses 1 1/2 set of tires a year and changes oil every 25,000 miles, uses 1 1/2 sets of brake shoes a year at a cost of \$14.91/oil change, \$322.24 tires, \$160 brakes, rotors \$112. Transmission service once a year \$30.84. For an avg. cost of \$640/patrol vehicle x 50= \$32,000. The purchase of 5 vehicles under warranty should lower the maintenance cost in this years budget due to warrantv ootions.	\$143,700	0.0%	0

DATE PREPARED: 2-1-2016

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DEPT CODE 10-1212

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>SERVICE CONTRACTS</b>					
10-1212-226	<b>\$26,750</b>	Maintenance plan/contract for service and repair of equipment; mobile and hand held 2 way radios, rechargers for radios, 800mhz radio system/service. The service contract with PAL800 is \$1,500/mo. X 12= \$18,000, software and camera warranty for Watch Guard in car Videos \$3750.	\$20,000	33.8%	6,750
<b>EQUIPMENT REPAIR EXPENSE</b>					
10-1212-227	<b>\$9,500</b>	Repair of equipment within Public Safety which is not covered by service contracts. (Tape recorders, cameras, radar units, firearms, bikes, computers and printers). Much of this equipment is getting older and the expected cost to keep this equipment in repair is expected to continue to rise. Public Safety still has the cost to maintain the call boxes out of this budget line item. This cost is being moved to the Park budget.	\$9,500	0.0%	0
<b>SLED/NCIC EQUIPMENT EXPENSE</b>					
10-1212-229	<b>\$2,185</b>	Cost of NCIC terminal with direct line to SLED. NCIC 2000 cost for this system for the line and equipment to SC Control Board is \$92/mo. X 12= \$1,104. Software through Data Maxx is \$6/person/mo 15 x \$6= \$90 x 12 = \$1,080 total. 1 cost/mo.= \$182/mo. X 12 mo. = \$2,184	\$2,185	0.0%	0
<b>HAND TOOLS &amp; SUPPLIES</b>					
10-1212-231	<b>\$500</b>	Hand tools utilized for weapon repairs and parts. The dept. has two armors that are able to work on our hand guns as well as our AR 15s. Electric hand tools, and other tools utilized within the Public Safety Complex.	\$500	0.0%	0
<b>RADIO SUPPLIES</b>					
10-1212-237	<b>\$500</b>	Equipment for two-way radios used by Public Safety (hand-held and mobile radios). Equipment includes batteries, antennas and other parts and expenses not covered by service contracts. Much of this radio equipment is old and associated cost are expected to rise.	\$500	0.0%	0
<b>SAFETY SUPPLIES</b>					
10-1212-238	<b>\$2,600</b>	Personal safety equipment as mandated by OSHA for Public Safety officers. Replace small traffic cones as necessary due to wear and tear. These cones are to be used at traffic accidents to protect officers and those involved in the accident, they will also	\$2,600	0.0%	0

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DEPT CODE 10-1212

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
		provide protection to the motorist who have to maneuver around traffic accidents. Traffic cones are \$11.17 each (25 x \$11.17= \$279.25 + tax & shipping = \$350. Replace traffic vests as needed, PPE kits, rain gear, search gloves, flash lights, air filters for masks, road signs for check points.			
<b>10-1212-241</b>	<b>\$40,000</b>	Replacement uniforms annually needed for 55 uniformed officers, include, short & long sleeve shirts, pants, boots, hats, coats, badges, shoes. Also includes the cost for replacement of ballistic vests. Includes purchase of uniforms for new officers each year, avg. about 5 new officers per year. Patches for uniform shirts. Uniforms are often damaged during the course of duty, due to nature of job, this cost is not included in the total amount. (Please see attached form for price breakdown)	\$40,000	0.0%	0
<b>UNIFORM EXPENSE</b>					
<b>10-1212-242</b>	<b>\$600</b>	Booking expense (only meals were paid for out of this line item in 15/16). Meals and medication for inmates.	\$600	0.0%	0
<b>JAIL DETENTION EXPENSE</b>					
<b>10-1212-243</b>	<b>\$100</b>	Cost for cleaning blankets and other associated linen, utilized in the jail.	\$100	0.0%	0
<b>LAUNDRY &amp; LINEN EXPENSE</b>					
<b>10-1212-262</b>	<b>\$32,648</b>	Forty eight (44) traffic vehicles, liability insurance is \$742/vehicle, collision insurance based on value of fleet.	\$22,000	48.4%	10,648
<b>VEHICLE INSURANCE EXPENSE</b>					
<b>10-1212-264</b>	<b>\$15,000</b>	Training courses held at the SC Criminal Justice Academy for all patrol employees; Water Rescue Operation training for 25 officers; and Swift Water Technician training for 15 officers; Instructor recertification courses for Glock Armorers and TASER's. Patrol Rifle Instructors (2) training . Training equipment that may need to be purchased (Please see attached training form for breakdown).	\$14,150	6.0%	850
<b>EMPLOYEE TRAINING EXPENSE</b>					
<b>10-1212-265</b>	<b>\$82,076</b>	Includes all cost associated with Victim's Advocate. Salary, Wage, Insurance,	\$78,711	4.3%	3,365

DATE PREPARED: 2-1-2016

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DEPT CODE 10-1212

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>VICTIM ADVOCATE ASSESSMENTS EXPENSE</b>		retirement, workers comp, medical, vehicle operating cost, office supplies, forms, dues, memberships, training, travel, and phone.			
<b>10-1212-266</b>	<b>\$5,000</b>	Pays the Dept. of Juvenile fees for housing juveniles who have been taken into custody by the dept. There is a cost starting this year for inmates that are arrested in Richland County. To house them in Richland County is \$25/day. Cost for JV's is \$50/day. Cost through Jan. 2015 \$586 montly avg. x 12 = \$7,100	\$7,100	-29.6%	(2,100)
<b>DEPT. OF JUV. JUSTICE EXPENSE</b>					
<b>10-1212-271</b>	<b>\$28,000</b>	Supplies including: ammunition, handcuffs, training supplies, film, video/audio tapes, batteries, engineer bedding and supplies, mace, and flashlights. Update and maintain current criminal code books and other reference material. We avg. about 5 new officers per year, cost to equip on officer with duty belt \$426 x 5= \$2,128;  Officers must qualify with their weapon twice/year. SWAT must maintain a higher standard in weapon proficiency then patrol officers, and are required to fire more rounds in assigned weapons. Ammunition prices change on a monthly basis and these costs are based on prices as of Feb. 2014; Ammunition needs are 12 cases of .40 cal practice ammo @ \$224/case= \$2,688; 2 cases of .40 cal duty ammo @ \$311/case= \$611; 2 cases of .223 cal practice ammo @ \$338/case= \$676; 2 cases of .223 duty ammo @ \$369/case= \$738; 2 cases of 12 gauge birdshot @ \$306/case= \$612; 2 cases of 12 gauge buckshot @ \$432/case= \$864; 1 case of 12 gauge slugs @ \$416/case= \$416; 1 case of Federal .308 cal match @ \$624/case= \$624; Total for this line item is \$7,506.  During the course of the year, we will use 1 case of targets @ \$90; Replacement batteries for hand-held radios, cameras, and other electronic devices \$2,500; Replacement of duty gear (holsters, handcuff cases, ASP batons, OC cases, duty belts, and glove pouches \$2,300; Annual radar recertification of 25 radars \$875; Video tapes for patrol units, taping training sessions, and for evidence for court \$2,640; Miscellaneous items that have to be purchased during normal operations \$9,000.	\$28,000	0.0%	0
<b>SPECIAL DEPT. SUPPLIES</b>					
<b>10-1212-385</b>	<b>\$207,724</b>		\$121,496	71.0%	86,228
<b>MACHINES &amp; EQUIPMENT</b>					

DATE PREPARED: 2-1-2016

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DEPT CODE 10-1212

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
Item 1		6 New Patrol Vehicles w/ equipment (Cars)	\$171,174		
Item 2		5 800 Radios	\$26,750		
Item 3		Digital Car Cameras	\$54,450		
Item 4		Firearms range this has been an on going project to finish the range est.	\$9,800		
Item 5		Body Cameras (Revenue from state grant should offset)	\$38,750		
		<b>Total</b>	<b>\$300,924</b>		
<b>10-1212-386</b>	<b>\$8,100</b>	Purchasing four (4) Tasers, to include battery packs and four holsters, to replace four of our outdated ones, which can't be repaired or by replacement parts \$4500 to purchase four Tasers. Puchasing four (4) new digital handheld cameras for patrol Sergeants (\$830 each) estimated total \$3600.00	0	0	8,100
<b>NEW EQUIPMENT NON CAPITAL</b>					
<b>10-1212-811</b>	<b>\$185,219</b>	For 33 Public Safety employees;	\$219,915	-15.8%	(34,696)
<b>SC PORS EXPENSE</b>					
<b>10-1212-812</b>	<b>\$2,777</b>	For 33 Public Safety employees;	\$3,381	-17.9%	(604)
<b>SC PORS PRE-RETIREMENT BENEFIT EXPENSE</b>					
<b>10-1212-813</b>	<b>\$2,767</b>	For 33 Public Safety employees;	\$3,236	-14.5%	(469)
<b>SC PORS ACCIDENTAL DEATH BENEFIT EXPENSE</b>					
<b>10-1212-814</b>	<b>\$106,216</b>	For 33 employees, does not include Victim's Advocate, this is reflected in 265 line item; also includes	\$145,890	-27.2%	(39,674)
<b>SOCIAL SECURITY / FICA</b>					

DATE PREPARED: 2-1-2016

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# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Patrol

DEPT CODE 10-1212

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
10-1212-820 GENERAL INSURANCE EXPENSE (PROPERTY & TORT)	\$63,700		\$41,000	55.4%	22,700
10-1212-821 WORKERS COMP INSURANCE EXPENSE	\$152,000		\$89,800	69.3%	62,200
10-1212-822 MEDICAL INSURANCE EXPENSE	\$ 272,052		\$340,504	-20.1%	(68,452)
10-1212-825 UNEMPLOYMENT COMP EXPENSE	\$13,000		\$13,000		0
10-1212-828 HEALTH REIMBURSEMENT ACCOUNT EXPENSE	\$13,000		\$13,000		0
<b>TOTAL</b>	<b>\$2,966,512</b>		<b>\$3,244,308</b>	<b>-8.6%</b>	<b>(277,796)</b>

## FY16/17 BUDGET PROJECTIONS FOR PS-TRAFFIC

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

**PS-TRAFFIC TOTAL**

**\$16,492.50**

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

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

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

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

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

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

Patches have to be ordered for uniform shirts:

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

**TOTAL COSTS FOR ALL UNIFORMS** **\$62,829.00**

DATE PREPARED: 01-29-2016

DEPARTMENT: PS-PATROL

DEPT CODE: 10-1212

## CITY OF CAYCE BUDGET JUSTIFICATION FY 16/17

Account Line Item	FY 16/17 Request	Justification
<b>10-1212-385</b> <b>CAPITAL EXPENDITURES</b> (Firearms Range)	<b>\$9,800</b>	<b>Firearms Range</b> , construction of a Dept. owned firearms range. Upon construction of the range, the dept. would not have to rely on other agencies or range usage fees. The location of the property is city owned and the backstops have already been constructed. The property/land could be maintained by the dept. This is to include all material for the construction project.
<b>10-1212-385</b> <b>CAPITAL EXPENDITURES</b> (800 Radios)	<b>\$26,750</b>	<b>800 Radios</b> Due to system upgrades in early 2016, we have 5 radios that will no longer work on the system. Due to the age of these radios, there is no upgrade available and they will have to be replaced. We propose to purchase the following: 5 portable radios @ \$5,000= \$25000. + 1,750 sales tax.
<b>10-1212-385</b> <b>CAPITAL EXPENDITURES</b> (In Car digital Camera systems)	<b>\$52,950</b>	<b>In-Car Digital Cameras</b> The public safety department has equipped a majority of the patrol division fleet with the WatchGuard digital camera system. The system use a media server at PS for storage and retention. We are asking for 10 more systems to fully equip the 6 vehicles requested in this years budget and to replace four old systems. The purchase of 10 wireless transfer kits (to transfer recorded data from these in car systems in the patrol car to the server inside Public Safety) and to purchase Evidence Library in-car device license. 10 in car systems @ \$4,995 each =\$49,950; 10 wireless transfer kits @ \$200 each = \$2,000; 10 device licenses @ \$75 each = \$750 Shipping est \$250; EL-4 Upgrade Support =\$1,500 <b>Total=\$54,450</b>
<b>10-1212-385</b> <b>CAPITAL EXPENDITURES</b> (Body Worn Cameras)	<b>\$38,750</b>	<b>Body Worn Cameras</b> This purchase will equip every officer (25 units) assigned to the patrol division with a body worn camera. The camera model matches and works in tandem with the Watchguard video evidence server that is already in use by this department. 25 Cameras @ \$1,195 each =\$29,875; 25 kits to sync with in-car system @ \$195 each= \$4,875; 25 device licenses @ \$150 each= \$3,750; Shipping est \$250 <b>Total \$38,750.</b>

DATE PREPARED: 01-29-2016

DEPARTMENT: PS-PATROL

DEPT CODE: 10-1212

# CITY OF CAYCE BUDGET JUSTIFICATION FY 16/17

Account Line Item	FY 16/17 Request	Justification
<p style="text-align: right;">10-1212-385</p> <b>CAPITAL EXPENDITURES</b>		<p><b>The Director of Public Safety &amp; Garage Director have determined these vehicles need replacing:</b></p> <p><b>\$28,529</b> <b>Vehicle 0021:</b> 2009 Chevy Impala; Mileage 114,300; needs replacing due to mileage and age; Cost of repairs \$1,953; Price of new vehicle \$25,029 including sales tax; Lights \$1,600; ; Siren \$418; Stripe kit \$350; Console \$420 cadge \$349, Push Bumper \$190.</p> <p><b>\$28,529</b> <b>Vehicle 0014:</b> 2007 Impala; Mileage 104,449; needs replacing due to mileage and age; Cost of repairs \$4299; Price of new vehicle \$25,029 including sales tax; Lights \$1,600; Cage \$349; Siren \$418; Stripe kit \$350; Push bumper \$190; Console \$420.</p> <p><b>\$28,529</b> <b>Vehicle 0079:</b> 2009 Dodge Charger; Mileage 101,392; needs replacing due to age and motor issues; Cost of repairs \$2702.00; Price of new vehicle \$25,029 including sales tax; Lights \$1,600; Siren \$418; Stripe kit \$350; Console \$420.</p> <p><b>\$28,529</b> <b>Vehicle 0016:</b> 2007 Chevy Impala; Mileage 102,321; needs replacing due to age and mileage; Cost of repairs \$517; Price of new vehicle \$25,029 including sales tax; Lights \$1600; Cage \$349; Siren \$418; Stripe kit \$350; Push bumper \$190; Console \$420.</p>

DATE PREPARED: 01-29-2016

DEPARTMENT: PS-PATROL

DEPT CODE: 10-1212

# CITY OF CAYCE BUDGET JUSTIFICATION FY 16/17

Account Line Item	FY 16/17 Request	Justification
	<b>\$28,529</b>	<b>Vehicle 0026:</b> 2007 Chevy Impala; Mileage 101,001; needs replacing due to age and mileage; Cost of repairs \$1731; Price of new vehicle \$25,029 including sales tax; Lights \$1600; Cage \$349; Siren \$418; Stripe kit \$350; Push bumper \$190; Console \$420.
<b>10-1212-385 CAPITAL EXPENDITURES</b>	<b>\$28,529</b>	<b>Vehicle 0027:</b> 2007 Chevy Impala; Mileage 104,901; needs replacing due to age and mileage; Cost of repairs \$2,324.29; Price of new vehicle \$25,029 including sales tax; Lights \$1600; Cage \$349; Siren \$418; Stripe kit \$350; Push bumper \$190; Console \$420.
<b>TOTAL CAPITAL COST</b>	<b>\$299,424</b>	

**City of Cayce  
FY 16-17**

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

<b>Department</b>	10-1212-385 PS-Patrol
<b>Issue</b>	Body Worn Camera systems
<b>Justification</b>	<p>With the passing of the new state regarding body worn cameras, the purchase of these twenty five (25) body worn cameras would outfit our Patrol Division. The purpose of these cameras is to document all public contacts, arrests and other critical incidents. The recoding from these cameras would help tremendously with being able to review the actions of all persons involved in an incident to determine the probable cause and evidence for investigative and prosecutorial purposes .Additionally these cameras allows for examination to determine officer evaluation and for training needs.</p> <p>The proposed body worn camera works in tandem with the Watchguard video evidence server that is already in use at Public Safety. The purchase of 25 in car cameras system sync kits would make this a dual purpose system The body worn camera would double as the in car camera system body mic. A device license for each unit (25) would also have to be purchased, and an estimated shipping cost of \$250.00 is included.</p> <p>25 body worn cameras @ \$1195.00 = \$29,875.00  25 In car system sync kits @ \$195.00 = \$4875.00  25 Device licenses @ 150.00 = \$3750.00  Shipping est. cost = \$250.00</p> <p><b>Total \$38,750.00</b></p>
<b>Estimated Impact on FY 16-17 Budget</b>	<b>\$38,750.00</b>

**City of Cayce  
FY 16-17**

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

<b>Department</b>	10-1212-385 PS-Patrol
<b>Issue</b>	Firearms Range
<b>Justification</b>	<p>The Cayce Department of Public Safety has been in the process of constructing a Firearms Range. This training facility will assist with all departments of the city for training as well as assisting and hosting training events with outside agencies. With the combined donations from multiples companies the facility is slowly growing and being developed. One of the most important additions to the range is concrete which no company is willing to donate materials and/or monies or manpower hours. This estimate is divided into two parts, this first is for five rows of (3) three feet by (48) forty eight feet totaling \$4680.00. The second part is one row of (9) nine feet by (75) seventy five feet totaling \$4375.00 for a total of \$9779.00, rounded up to \$9800.00.</p> <p>With the additions of this concrete, officers will have sturdy footing while qualifying with their duty weapons and will keep them out of the mud and muck on rainy conditions. This will also help keep any injuries down from officers twisting their ankles due to the natural ground at the range at this present time.</p>
<b>Estimated Impact on FY 16-17 Budget</b>	<b>\$9,800.00</b>

**City of Cayce**  
**FY 16-17**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	10-1212-385 PS-Patrol
<b>Issue</b>	In Car Camera Systems
<b>Justification</b>	<p>Public Safety has equipped a majority of the Patrol Division fleet with the Watchguard digital camera system. The systems use a media server at Public Safety for storage and retention. We are asking for ten (10) more Watchguard systems in this year's budget. Six (6) of those systems will equip the six (6) new patrol vehicles requested in this year's budget. The remaining four (4) systems will replace four of the older VHS systems still being used in some of the older patrol vehicles. These new system can be integrated later with the dual capacity for body worn cameras.</p> <p>We would also purchase ten (10) wireless media transfer kits, which would transfer recorded data from the vehicles to the server inside Public Safety. We would have to purchase an Evidence Library in-car license for each system (10 total). The purchase of these two items ensure video documentation of all incidents in a manner that cannot be manipulated by the individual officer. By purchasing these systems this also eliminates the issues of lost or damaged VHS tapes or DVD's once they have exceeded their internal memory (end of tape or DVD).</p> <p>A software update would need to be purchased to ensure that future cameras would be able to sync to the server for storage and retention, this upgrade is called EL-4 Upgrade Support and is \$1500.00</p> <p>These new systems are all digital and record to a hard disc, eliminating the need to purchase VHS tapes or DVD's to store media. An estimated shipping cost is added to this of \$250.00.</p> <p>10 Watchguard in-car camera systems @ \$4995.00 = \$49,950.00  10 Wireless media transfer kits @ \$200.00 = \$2000.00  10 Device licenses @ \$75.00 = \$750.00  EL-4 Upgrade Support software = \$1500.00  Shipping cost est. = \$250.00</p>
<b>Estimated Impact on FY 16-17 Budget</b>	<b>\$54,450.00</b>

**City of Cayce  
FY 16-17**

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

<b>Department</b>	10-1212-385 PS-Patrol
<b>Issue</b>	800 Radios
<b>Justification</b>	<p>Due to an upgrade to our 800 radio system we will need to purchase five (5) new 800 radios to replace five (5) older ones which cannot be reprogrammed. The purchase of these radios will include all parts and accessories to outfit our officers for their job duties. The cost for these radios is \$5000.00 a piece for a total of \$25,000.00 plus \$1,750 in sales tax.</p>
<b>Estimated Impact on FY 16-17 Budget</b>	<b>\$26,750.00</b>

**City of Cayce**  
**FY 16-17**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	10-1212-385 PS-Patrol																
<b>Issue</b>	Purchase / Replace (6) Patrol Vehicles																
<b>Justification</b>	<p>The City of Cayce Garage and the Director of Public Safety have recommended that (6) vehicles currently in the Public Safety Fleet be replaced . (6) vehicles have high mileage all over 100,000 miles) and have experienced numerous mechanical problems over the last year. all vehicles could require major mechanical repairs if not replaced.</p> <p>Cost of Patrol vehicle: (replacement) Ford Interceptor 25,029 including 300 sales tax = \$25,029 x (6) = \$150,174</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Emergency Lights / Light Bar (6) x \$1,600</td> <td style="text-align: right;">\$9,600</td> </tr> <tr> <td>Cage (6) x \$349</td> <td style="text-align: right;">\$2,094</td> </tr> <tr> <td>Siren / Light control box speaker w/ bracket (6) x 418</td> <td style="text-align: right;">\$2,508</td> </tr> <tr> <td>Stripe Kit (6) x \$350</td> <td style="text-align: right;">\$2,100</td> </tr> <tr> <td>Push Bumper (6) x \$190</td> <td style="text-align: right;">\$1,140</td> </tr> <tr> <td>Console (6) x \$420</td> <td style="text-align: right;">\$2,520</td> </tr> <tr> <td>Misc. Items</td> <td style="text-align: right;">\$1,038</td> </tr> <tr> <td> Total for cars and equipment</td> <td style="text-align: right;"> \$171,174</td> </tr> </table>	Emergency Lights / Light Bar (6) x \$1,600	\$9,600	Cage (6) x \$349	\$2,094	Siren / Light control box speaker w/ bracket (6) x 418	\$2,508	Stripe Kit (6) x \$350	\$2,100	Push Bumper (6) x \$190	\$1,140	Console (6) x \$420	\$2,520	Misc. Items	\$1,038	 Total for cars and equipment	 \$171,174
Emergency Lights / Light Bar (6) x \$1,600	\$9,600																
Cage (6) x \$349	\$2,094																
Siren / Light control box speaker w/ bracket (6) x 418	\$2,508																
Stripe Kit (6) x \$350	\$2,100																
Push Bumper (6) x \$190	\$1,140																
Console (6) x \$420	\$2,520																
Misc. Items	\$1,038																
 Total for cars and equipment	 \$171,174																
<b>Estimated Impact on FY 16-17 Budget</b>	<b>\$171,174.00</b>																

DATE PREPARED: 02-08-2016

DEPARTMENT: PS-PATROL

DEPT CODE: 10-1212

# CITY OF CAYCE BUDGET JUSTIFICATION FY 16/17

Account Line Item	FY 16/17 Request	Justification
<p style="text-align: right;">10-1212-386</p> <b>CAPITAL EXPENDITURES</b> (Taser ECD)	<b>\$4,500</b>	<b>TASER ECD's</b> Purchase four (4) new Tasers to replace four (4) of our older (original) model Tasers that the department purchased back in 2008. These older model Tasers have been discontinued and are no longer able to be repaired if they become broken or disabled due to the newer model change where parts are no longer available. We will also need to purchase the battery packs and holsters for each Taser as well. These items no longer come as a package deal when you purchase a Taser. 4 TASER's @ \$931.45 = \$3725.80; 4 TPPM Battery pack ,pink extender @ \$56.41=\$225.64 and 4 Blackhawk Serpa Taser Holsters @ \$55.11= \$220.44; Total w / tax \$4493.88.
<p style="text-align: right;">10-1212-386</p> <b>CAPITAL EXPENDITURES</b> (Handheld Digital Cameras)	<b>\$3,600</b>	<b>Digital Cameras</b> The purchase of these handheld digital cameras will help our patrol sergeants with the documentation and prosecution of all types of cases that arise throughout their tour of duty. These cameras will assist in photographing domestic violence scenes, residential and commercial break-ins, auto break-ins, traffic collisions, and any other instances where photography is necessary. The Nikon D90 has the ability to photograph in low light and other unfavorable conditions. Each camera cost \$830.00 (18-105 mm zoom lens included). 4 cameras X \$830.00 = \$3,320.00 + \$250 (est. tax)= \$3,600 Total
<b>TOTAL COST</b>	<b>\$8,100</b>	

**City of Cayce  
FY 16-17**

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

<b>Department</b>	10-1212-386 PS-Patrol
<b>Issue</b>	Handheld digital cameras for Patrol Sergeants
<b>Justification</b>	<p>The purchase of these handheld digital cameras will help our patrol sergeants with the documentation and prosecution of all types of cases that arise throughout their tour of duty. These cameras will assist in photographing domestic violence scenes, residential and commercial break-ins, auto break-ins, traffic collisions, and any other instances where photography is necessary.</p> <p>The Nikon D90 has the ability to photograph in low light and other unfavorable conditions. Each camera cost \$830.00 (18-105 mm zoom lens included).</p> <p>4 X \$830.00 = \$3,320.00</p> <p>\$250 – estimated tax</p> <p><b>\$3,600 Total</b></p>
<b>Estimated Impact on FY 16-17 Budget</b>	<b>\$3,600.00</b>

**City of Cayce  
FY 16-17  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	10-1212-386 PS-Patrol
<b>Issue</b>	Taser ECD (Taser replacement purchase)
<b>Justification</b>	<p>We need to purchase four (4) new Tasers to start replacing older model Tasers that were purchased back in 2008. The older Tasers cannot be repaired because that model has been discontinued and no part are available to repair any broken or damaged units. The purchase of these four (4) Tasers will get us starting to rotate out old models with the current new models which we can easily repair or replace parts if needed.</p> <p>The cost of the Taser, battery pack and holster has gone up over the past year. The Taser no longer comes with a battery pack or holster, making us have to purchase each item separately.</p> <p>4 Tasers @ \$931.45 = \$3725.80  4 Pinky extender TPPM battery packs @ \$56.41 = \$225.64  4 Blackhawk Serpa holsters @ \$55.11 = \$220.44</p> <p><b>Total \$4493.12</b></p>
<b>Estimated Impact on FY 16-17 Budget</b>	<b>\$4,500.00</b>

DATE PREPARED: 2-1-2016

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS-Fire

DATE REV #1:

DEPT CODE 10-1213

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>10-1213-101</b>	<b>\$778,111</b>	Total salaries for 16 existing positions and 3 new positions.	\$640,925	21.4%	\$137,186
<b>SALARIES &amp; WAGES</b>					
<b>10-1213-102</b>	<b>\$30,000</b>	Holiday pay for 16 existing personnel (Salaries x 8 hours x 12 holidays) Holiday pay for 3 new personnel Overtime pay for extra duty (covering while others on vacations) As of Feb 1,2016 \$22,012 spent.	\$30,000	0.0%	\$0
<b>OVERTIME EXPENSE</b>					
<b>10-1213-105</b>	<b>\$30,000</b>	Overtime for Quarterly Fire Training and Off Duty fire response. As of Jan. 2015 average (as of 01/12/2016 \$28,262.14 has been spent. )56 certified firefighters.	\$30,000	0.0%	\$0
<b>FIRE RESPONSE OVERTIME EXPENSE</b>					
<b>10-1213-214</b>	<b>\$885</b>	Various Dues/Memberships to LCLEOA, SC Fire Marshal Association, ASHI Instructor Recertification/Update, ICC membership, and NFAP membership; includes LCLEOA for 3 new proposed firefighters.Deputy Fire Marshal	\$885	0.0%	\$0
<b>DUES &amp; MEMBERSHIPS</b>					
<b>10-1213-215</b>	<b>\$1,000</b>	For personnel training classes, etc. Reimbursement for hotels, fuel, and meals.	\$1,000	0.0%	\$0
<b>TRAVEL EXPENSE</b>					
<b>10-1213-217</b>	<b>\$40,000</b>	Estimated fuel cost (based on avg. monthly mileage divided by vehicles mpg's); Service costs based on figures from City fleet services. Avg through jan. 2016 is \$2,912 per month x 12 = \$34,953.96.	\$50,000	-20.0%	-\$10,000
<b>AUTO OPERATING EXPENSE</b>					
<b>10-1213-226</b>	<b>\$8,110</b>	Annual fire extinguisher inspection contract, hood system semi-annual inspection, quarterly air samples and yearly Cascade system maintenance, annual ladder inspections, monthly connection fees for 800mhz radios (16 radios x \$14.98 x 12 months). Pump Testing of four (4) fire Appuratuses.	\$8,110	0.0%	\$0
<b>SERVICE CONTRACTS</b>					
<b>10-1213-227</b>	<b>\$3,700</b>	Minor repairs to small engines, power tools, hand tools, etc. cost in first 6 months of 2015/2016 \$ x 12 = \$3,692	\$3,500	5.7%	\$200
<b>EXPENSE</b>					
<b>10-1213-228</b>	<b>\$5,000</b>	The Fire Dept. was built in 1965, and it needs several updates	\$5,000	0.0%	\$0
<b>EXPENSE</b>					

DATE PREPARED: 2-1-2016

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS-Fire

DATE REV #1:

DEPT CODE 10-1213

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>10-1213-231</b> <b>HAND TOOLS &amp; SUPPLIES</b>	<b>\$1,500</b>	Hand tools, to include, but not limited to: K-12 Saw (\$1,877.85); 5" 2 person hose rollers (\$331.70); and misc. hand tools (\$1,000)	\$2,000	-25.0%	(\$500)
<b>10-1213-237</b> <b>EXPENSE</b>	<b>\$500</b>	Expenses to include, but not limited to, spare batteries, clips, antennas, etc.	\$500	0.0%	\$0
<b>10-1213-238</b> <b>SAFETY SUPPLIES</b>	<b>\$3,500</b>	Used to purchase code books (both soft cover and electronic); NFPA electronic subscription, safety vests, cones, signs, monitor calibration gases, etc.	\$3,500	0.0%	\$0
<b>10-1213-241</b> <b>UNIFORM EXPENSE</b>	<b>\$17,000</b>	Spring and Fall uniform expenses for 16 personnel assigned to the Fire Department.	\$16,250	4.6%	\$750
<b>10-1213-244</b> <b>JANITORIAL SUPPLIES</b>	<b>\$600</b>	Includes household cleaning agents, vehicle cleaning, kitchen, and bathroom supplies.	\$600	0.0%	\$0
<b>10-1213-249</b> <b>EXPENSE</b>	<b>\$11,800</b>	Mandatory physicals related to NFPA for all fire fighters.			
<b>10-1213-250</b> <b>SCBA &amp; FIRE EXTINGUISHER EXPENSE</b>	<b>\$6,460</b>	Includes, but not limited to, the purchase of new fire extinguishers, repair and recharging of fire extinguishers, and repair and maintenance of SCBA's not covered under contract. We are increasing due to the five (5) year contract ending and testing of the airpacks as well as the cylinders. est. cost for testing airpacks and cylinders \$3,000	\$6,460	0.0%	\$0
<b>10-1213-262</b> <b>VEHICLE INSURANCE EXPENSE</b>	<b>\$8,162</b>	Eleven (11) vehicles (Includes 1 trailer) x \$742= \$8,162	\$5,000	63.2%	\$3,162
<b>10-1213-264</b>	<b>\$9,400</b>	Fire Academy Recruit School for PSOT's, Advance fire training, to include,	\$7,500	25.3%	\$1,900

DATE PREPARED: 2-1-2016

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Fire

DATE REV #1:

DEPT CODE 10-1213

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>EMPLOYEE TRAINING EXPENSE</b>		Hazardous Materials, Confined Space, Trench Rescue. Also includes refresher classes for advance fire training, Fire Marshal quarterly training and any other fire related training courses that may relate to services provided by Cayce Public Safety			
10-1213-271	<b>\$3,500</b>	Special department supplies as needed	\$3,500	0.0%	\$0
<b>SPECIAL DEPARTMENT SUPPLIES</b>					
10-1213-385	<b>\$144,465</b>		\$528,398	-72.7%	(\$383,933)
<b>MACHINES &amp; EQUIPMENT</b>					
		Item 1 3 New Fire Fighters (Already Included in Salaries so not in total)	\$153,139		
		Item 2 5 800 Radios	\$17,334		
		Item 3 Brush Truck	\$32,110		
		Item 4 Hurst Battery Operated Extracation Equipment	\$26,146		
		Item 5 Bay Door	\$42,490		
		Item 6 Firehouse Software	\$26,385		
		<b>Total</b>	<b>\$144,465</b>		
10-1213-386	<b>\$53,062</b>				\$53,062.00
<b>NEW EQUIPMENT NON CAPITAL</b>					
		Item 1 Equipment for new personnel	\$19,345		
		Item 2 10 Sets Bunker Gear	\$25,814		
		Item 3 Swift Water Rescue Gear	\$4,256		
		Item 4 Highrise Fire Fighting Equipment	\$3,647		
		<b>Total</b>	<b>\$53,062</b>		
10-1213-811	<b>\$111,436</b>		\$91,226	22.2%	\$20,210
<b>SC PORS EXPENSE</b>					

DATE PREPARED: 2-1-2016

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Fire

DATE REV #1:

DEPT CODE 10-1213

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
10-1213-812	\$1,671		\$1,367	22.2%	\$304
SC PORS PRE-RETIREMENT BENEFIT EXPENSE					
10-1213-813	\$1,671		\$1,367	22.2%	\$304
SC PORS ACCIDENTAL DEATH BENEFIT EXPENSE					
10-1213-814	\$64,249		\$53,715	19.6%	\$10,534
SOCIAL SECURITY / FICA					
10-1213-820	\$20,500		\$12,036	70.3%	\$8,464
GENERAL INSURANCE EXPENSE (PROPERTY & TORT)					
10-1213-821	\$45,000		\$32,770	37.3%	\$12,230
WORKERS COMP INSURANCE EXPENSE					
10-1213-822	\$156,636		\$132,055	18.6%	\$24,581
MEDICAL INSURANCE EXPENSE					
10-1213-825	\$3,000		\$3,000		\$0
UNEMPLOYMENT COMP EXPENSE					
10-1213-828	\$3,000		\$3,000		\$0

DATE PREPARED: 2-1-2016

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Fire

DATE REV #1:

DEPT CODE 10-1213

DATE REV #2:

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Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
<b>TOTAL</b>			<b>\$1,673,664</b>	<b>-6.6%</b>	<b>-\$109,747</b>

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DATE PREPARED: 02-01-2016

DEPARTMENT: PS-Fire Dept

DEPT CODE: 10-1213

# CITY OF CAYCE BUDGET JUSTIFICATION FY 16/17

Account Line Item	FY 16/17 Request	Justification
<b>10-1213-385</b> <b>CAPITAL EXPENDITURES</b>		
	<b>\$32,110.00</b>	<b>2016 Chevrolet Silverado 3500HD 4WD Reg Cab</b> , automatic transmission, Emergency lights,siren light control w/ box speaker, Built in accordance to NFPA, metal for body fabrication
	<b>\$153,138.39</b>	<b>3 new personnel</b> assigned to fire department, working a 24 on 48 off schedule, making it 5 personnel per shift. This cost includes salary, retirement, holiday pay, medical, workers compensation, pre-retirement death, FICA, and Accidental
	<b>\$17,334.00</b>	<b>Five (5) Motorola APX 6000 Radio</b> , Five (5) APX Xtreme Temp. Speaker Microphone
	<b>\$26,385.00</b>	Firehouse Software for the Fire Division of the Department for better report writing, data retention, and analytics. Better information gathering for Fire Marshal reports, Pre-Plan, Fire Incident reports, equipment accountability, Fire hose records, fire equipment records, training records, and other personnel records.
	<b>\$26,146.64</b>	<b>Hurst battery powered extrication equipment</b> to allow employees to access areas that are unable to be accessed by our gas powered hydraulic system.
	<b>\$42,490.00</b>	<b>Fire Department bay doors</b> - Remove and replace all components of eight (8) Fire Department Bay doors.
<b>TOTAL CAPITAL COST</b>	<b>\$297,604.03</b>	

**City of Cayce**  
**FY 16-17**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	10-1213-385 PS FIRE
<b>Issue</b>	New Service/Brush Truck
<b>Justification</b>	<p>2016 Chevrolet Silverado 3500HD 4WD Reg Cab, automatic transmission, Emergency LED warning lights control w/ box speaker, built in accordance to NFPA, metal for body fabrication. This new vehicle would replace the brush truck. There has already been a brush truck skid unit purchased for the vehicle. The purchase of this vehicle will assist in completing a Brush Truck unit for Brush fire responses.</p> <p>Truck: \$26,810.00, Taxes \$300.00, Emergency Equip and Fabrication Work \$5,000.00  <b>Total: 32,110.00</b></p>
<b>Estimated Impact on</b>	
<b>FY 16-17 Budget</b>	<b>\$32,110.00</b>

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

<b>Department</b>	10-1213-385 PS FIRE										
<b>Issue</b>	(3) Motorola APX 6000 Radios w/ Xtreme Temp Microphone										
<b>Justification</b>	<p>This request is for five (3) Motorola APX 6000 walkie-talkies. These radios would provide a radio for each person working the shift. The current radios assigned to the fire division would be reallocated for the patrol division. New Motorola APX 6000 is specific for the use of the APX Remote Speaker Microphone w/ Xtreme Temperature.</p> <p>This request also includes five (3) APX Remote Speaker Microphone w/ Xtreme Temperature cable. The Microphones are formulated with a proprietary blend of materials that offer a significantly higher jacket material melting temperature of 500°f. The dual microphone helps suppress interfering background noise. Fire personnel can be heard over pumper trucks, crowd noise and sirens. This APX XE Remote Speaker Microphone (RSM) with attached Xtreme Temperature Cable is ideal for use in the harsh and hot conditions of a fireground. Its exaggerated buttons and asymmetrical shape help you find the controls without looking, even while wearing bulky gloves.</p> <p>The XE RSM also features a strobe light that activates when the emergency button is pressed, casting light up to 10 feet in thick smoke. The RSM gets sprayed with a hose or dropped in a pool of water; the microphone meets rugged specs (IP68 submersibility) and has unique water-draining speaker design.</p> <table border="0"> <tr> <td>Radios: \$5000.00 each</td> <td align="right">Total:</td> </tr> <tr> <td>\$15,000.00</td> <td></td> </tr> <tr> <td>APX Xtreme Temp Microphones: \$400.00 each</td> <td align="right">Total: \$1,200.00</td> </tr> <tr> <td></td> <td align="right">Estimated Tax:</td> </tr> <tr> <td>\$1,134.00</td> <td></td> </tr> </table>	Radios: \$5000.00 each	Total:	\$15,000.00		APX Xtreme Temp Microphones: \$400.00 each	Total: \$1,200.00		Estimated Tax:	\$1,134.00	
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\$1,134.00											
<b>Estimated Impact on</b>											
<b>FY 16-17 Budget</b>	<b>\$17,334.00</b>										

<b>Department</b>	10-1213-385 PS FIRE																		
<b>Issue</b>	Firehouse Software																		
<b>Justification</b>	<p>This request is to update and upgrade the Cayce Department of Public Safety's Fire Division reporting software. The department is using software that is not meeting the standards of information gathering or analytics. The department was ranked 303<sup>rd</sup> out of approximately 470 to 500 departments within the state for data quality for 2014. A large part of the errors are due to the current software and its inability to provide correct information to the National Fire Incident Reporting System (NFIRS).</p> <p>The Firehouse software would provide the ability for better information gathering to include Fire Marshal reports, Fire incident reports, equipment accountability, fire hose records, and fire equipment records. The powerful Firehouse Software package uses an integrated database and graphical user interface so data is entered one time, even when used in different areas of the system. Firehouse Software is intuitive and easy to use without computer training. All Firehouse Software modules are seamlessly integrated for one complete solution, and the flexible, modular design means it can be used at fire departments and EMS agencies, regardless of size.</p> <table> <tr> <td>FH WEB Bundle</td> <td></td> </tr> <tr> <td>FH Web Additional License</td> <td>\$6,460</td> </tr> <tr> <td>FH Web Complete System Support</td> <td>\$1,875</td> </tr> <tr> <td>FH Web Additional User Support</td> <td>\$1,080</td> </tr> <tr> <td>FH Web Mobile Inspections (3)</td> <td>\$2,790</td> </tr> <tr> <td>FH Web Mobile Inspection Support (3)</td> <td>\$510</td> </tr> <tr> <td>FH Sketch Preplan Drawing Module</td> <td>\$1,445</td> </tr> <tr> <td>FH Sketch Support</td> <td>\$450</td> </tr> <tr> <td>2015 International Fire Codes (When Available)</td> <td>\$1,000</td> </tr> </table>	FH WEB Bundle		FH Web Additional License	\$6,460	FH Web Complete System Support	\$1,875	FH Web Additional User Support	\$1,080	FH Web Mobile Inspections (3)	\$2,790	FH Web Mobile Inspection Support (3)	\$510	FH Sketch Preplan Drawing Module	\$1,445	FH Sketch Support	\$450	2015 International Fire Codes (When Available)	\$1,000
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<b>Estimated Impact on</b>																			
<b>FY 16-17 Budget</b>	<b>\$26,385.00</b>																		

**City of Cayce  
FY 16-17  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	10-1213-385 PS FIRE
<b>Issue</b>	Battery Powered Extrication Equipment

<b>Justification</b>	<p>This extrication equipment is a combination unit that will allow members of Cayce Department of Public Safety to access areas that we currently cannot access due to the limitations of a gas powered hydraulic system like what we currently have on Engine 1. We currently serve a large portion of the interstate which includes I-77 and I-26. Most of the area of interstate that we cover is elevated and has a steep embankment on each side, which increases the chances of a vehicle being located near the bottom of the embankment or on the incline. This equipment will allow us to take just the tool to extricate and not have to carry the power unit, hose, and tools that we currently have.</p> <p>This equipment will also serve as rescue tools that can be used in all rescue disciplines (trench, collapse, confined spaces, high and low angle) They will be used as part of the Rapid Intervention Team cache at working structure fires to help save a downed responder, trapped in a burning building.</p> <p>They will be used as a forcible entry tool for locked or blocked doors during fire operations. Cutting chains, locks and removing security bars from doors and windows.</p> <p>This is not a replacement for the equipment we have, but merely an addition that will increase our productivity during extrication calls.</p>
<b>Estimated Impact on</b>	
<b>FY 16-17 Budget</b>	<b>\$26,146.64</b>

**City of Cayce  
FY 16-17  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	10-1213-385 PS FIRE
<b>Issue</b>	Fire Dept. Bay Doors - Replace all doors and components
<b>Justification</b>	This request is to replace the old, worn out bay doors. Replacing all components of the doors to include the tracks, motors, brackets and provide remotes for the doors.

	<p>Currently we have 6 bay doors that have electric door openers without any remote controls. These motors are older and are starting to show signs of failure due to age.</p> <p>Labor and Material to remove 8 sectional doors and operators.</p> <p>Front Doors to Station:</p> <p>Install 4 12x12 Insulated sectional Steel Door w/ 2 full view glass sections and new electric operator w/remotes.</p> <p>Rear Doors to Station:</p> <p>Install 4 12x12 Insulated sectional Steel Door w/ 2 full view glass sections and new electric operator w/remotes.</p> <p style="text-align: right;"><b>Estimated Cost: \$31,500</b></p> <p>Furnish labor and material to remove 8 electric operators and install 4 new trolley operators' w/photo eyes at bottom</p> <p style="text-align: right;"><b>Estimated Cost: \$10,990</b></p> <p>All doors to have 3" track.</p> <p>Reattach existing power supply.</p>
<b>Estimated Impact on</b>	
<b>FY 16-17 Budget</b>	<b>\$42,490.00</b>

**City of Cayce  
FY 16-17**

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

<b>Department</b>	10-1213-385 PS FIRE
<b>Issue</b>	3 new personnel assigned to PS-Fire (Salaries & Benefits)
<b>Justification</b>	The Cayce DPS Fire Department currently operates with 3 shifts working 24 hours on and 48 hours off with 4 personnel per shift. As the city of Cayce continues to grow the demands of the department also continue to grow and therefore 4 personnel per shift has become an issue when providing services to the citizens of our city.

Currently our minimal staffing is 3 personnel per shift. When we respond to a fire with only these 4 personnel on the truck we are limited when we arrive on scene. 3 personnel will be dressed out in full bunker gear and ready while the other must stay with the truck to operate it. Because of this, we cannot make a timely initial attack. Instead we must wait for other personnel to arrive. When PSO's from patrol and other divisions arrive on scene, they must change out of their uniforms into their bunker gear and then get an air pack off the truck. All of these together results in a substantial delay and makes it appear to the community that we are just standing around instead of putting out the fire. Unfortunately that is exactly what is happening at times due to the lack of man power.

With 5 personnel per shift we will be able to arrive on scene with a minimal of 4 personnel already in full bunker gear ready for fire attack, 1 person to set up the truck and 1 person to size up the scene. All of this is able happen immediately when the truck arrives on scene there for; increasing the chances of stopping the fire in the early stages, conserving property and possibly saving lives.

Another reason 4 personnel per shift is a problem is when 1 of them takes vacation or is out sick, then we must call someone in to try and cover the shift since we cannot operate with just 3 personnel. We often rely on Public Safety Officers from patrol division to fill in during these times. Due to their rotating shift they are often only able to work 12 hrs and therefore we must split the 24 hrs shift between 2 of them paying each 12 hours to cover a shift we normally only pay 14hrs. This obviously results in greater cost for the city. With 5 personnel assigned to each shift, the minimal staffing would be 4 personnel. Therefore we would reduce our need to pay over time since we will still have 4 personnel if 1 person is either out on vacation or sick.

<b>Estimated Impact on</b>	
<b>FY 16-17 Budget</b>	<b>SEE NEXT PAGE</b>

**City of Cayce  
FY 16-17  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	10-1213-385 PS FIRE
<b>Issue</b>	3 new personnel assigned to PS-Fire (Salaries & Benefits)

<b>Justification</b>	<p>Currently we provide services to other departments within the city. We are the confined space team for our utilities department, waste water treatment plant and well as the water treatment plant. A typical confined space rescue requires 10-15 personnel depending on the conditions. With the current staffing of 4 personnel per shift it is almost impossible to assemble a safe and effective operation within a timely matter. With 6 personnel per shift we will be able to start the initial operations immediately upon arrival and then assign additional personnel as they respond in from either patrol division or off duty. The key here is that more personnel are needed as the operations continue but having the extra personnel at the time of the call means we do not delay any operations and again increase the chances of saving someone's life.</p> <p>Salaries (3) x \$34,360.94 = \$103,082.82  Benefits (3) x \$16,682.50= \$50,047.50  Total Salaries and Benefits = \$153,130.32</p>
<b>Estimated Impact on</b>	
<b>FY 16-17 Budget</b>	<b>\$153,130.32</b>

DATE PREPARED: 02-01-2016

DEPARTMENT: PS-Fire Dept

DEPT CODE: 10-1213

# CITY OF CAYCE BUDGET JUSTIFICATION FY 16/17

Account Line Item	FY 16/17 Request	Justification
<b>10-1213-386</b> <b>Equipment EXPENDITURE</b>	<b>\$19,344.96</b>	<b>Equipment for 3 new personnel.</b> Includes: Unifroms, Winter Coat, Fire Gear, SCBA Mask, Ballistic Vest Fire, (1) 800 mhz radio / Monthly fee
	<b>\$25,814.17</b>	<b>10 sets of Bunker Gear,</b> to include, bunker coats, pants w/suspenders, boots, helmet, flash hood, and gloves. Cost for one (1) Set \$2,402.60 plus tax and shipping \$1690
	<b>\$4,943.14</b>	<b>Three (3) Tablets (1-Fire Marshal, 1-Deputy Fire Marshal, 1-First-out Fire Apparatus).</b> (3) Keyboard & Cover, (3) Warranty, (3) Tablet vehicle mounting brackets, (2) Vehicle printers
	<b>\$3,646.56</b>	Small valves and gauges for high rise fire fighting operations.
	<b>\$4,256.46</b>	Swiftwater Equipment to include; Throw Bags, Personal Flotation Devices, Work Wet Boots, Rescue Gloves, Steel Carabiners, Dry Suits, Tech Water Rescue Rope
<b>Non CAPITAL COST</b>	<b>\$58,005.29</b>	

**City of Cayce**  
**FY 16-17**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	10-1213-386 PS FIRE	
<b>Issue</b>	Uniforms and Equipment for 3 New Personell	
<b>Justification</b>	4 Short Sleeve Shirts	\$160.00
	4 Duty Pants	\$160.00
	1 Job Shirt	\$56.00
	1 Duty Boots	\$140.00
	1 Winter Coat	\$103.00
	1 Class A Long Sleeve Shirt	\$65.00
	1 Class A Dress Pants	\$65.00
	1 Class A Dress Shoes	\$60.00
	1 Class A Hat	\$49.00
	1 Class A Belt	\$23.00
	1 Bunker Jacket	\$965.00
	1 Bunker Pants	\$675.00
	1 Bunker Boots	\$340.00
	1 Helmet	\$275.00
	1 Flash Hood	\$29.00
	1 Gloves	\$65.00
	1 MSA Mask	\$321.00
	1 Reflective Vest	\$52.00
	1 Ballistic Vest	\$706.00
<b>Estimated impac on</b>		
<b>FY 16-17 Budget</b>	<b>19,344.96</b>	

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

<b>Department</b>	10-1213-386 PS FIRE																						
<b>Issue</b>	Uniforms and Equipment for 3 New Personell																						
<b>Justification</b>	<p>This is a request for a complete set of bunker gear to include the jacket, pants with suspenders, bunker boots, flash hood and helmet that will outfit one person with up to date gear. This order will continue to help the department replace some existing gear that is coming up on its expiration date per NFPA. The NFPA 1971 standard states that bunker gear should be replaced every ten years. We are maintaining this standard with the purchase of these 10 sets of gear.</p> <p>Complete Set of Bunker Gear:</p> <table border="0"> <tr> <td>Bunker Jacket</td> <td align="right">\$965.00</td> </tr> <tr> <td>Bunker Pants w/ suspenders</td> <td align="right">\$675.00</td> </tr> <tr> <td>Bunker Boots</td> <td align="right">\$340.00</td> </tr> <tr> <td>Honeywell EV1 Helmet</td> <td align="right">\$275.00</td> </tr> <tr> <td>Helmet Fronts</td> <td align="right">\$51.00</td> </tr> <tr> <td>Flash Hood</td> <td align="right">\$29.00</td> </tr> <tr> <td>Gloves</td> <td align="right">\$64.86</td> </tr> <tr> <td>Freight total</td> <td align="right">\$125.00</td> </tr> </table> <table border="0"> <tr> <td>Total Per Set</td> <td align="right">\$24,123.60</td> </tr> <tr> <td>Estimated Tax</td> <td align="right">\$1,690.57</td> </tr> <tr> <td>Estimated Cost for 10 sets</td> <td align="right">\$25,814.17</td> </tr> </table>	Bunker Jacket	\$965.00	Bunker Pants w/ suspenders	\$675.00	Bunker Boots	\$340.00	Honeywell EV1 Helmet	\$275.00	Helmet Fronts	\$51.00	Flash Hood	\$29.00	Gloves	\$64.86	Freight total	\$125.00	Total Per Set	\$24,123.60	Estimated Tax	\$1,690.57	Estimated Cost for 10 sets	\$25,814.17
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<b>FY 16-17 Budget</b>	<b>25,814.17</b>																						

<b>Department</b>	10-1213-386 PS FIRE												
<b>Issue</b>	Tablets for Data Gathering and Analytics												
<b>Justification</b>	<p>This request is for Three (3) Tablets, one (1) for the Fire Marshal, (1) for the Deputy Fire Marshal and (1) for the first out Fire Apparatus, for the use in conducting pre-plans of buildings, maps of the city and or county, Hydrant Mapping, Hazmat response, Fire Marshal Inspections, and various other emergency and non-emergency responses. These devices are important to the Fire Marshal's Office and the Fire Service because of the large amounts of data that can be stored and accessed during minor and major incidents.</p> <p>This request will also include a wireless hotspot for the first out Fire Apparatus for the use of real-time information gathering during Hazardous Incidents and other real-time information gathering during other incident types.</p> <table border="0" style="width: 100%;"> <tr> <td>(3) Microsoft Surface Pro Tablets @ 1000 each</td> <td style="text-align: right;">\$3,000.00</td> </tr> <tr> <td>(3) Keyboards and Covers @ 123 each</td> <td style="text-align: right;">\$366.57</td> </tr> <tr> <td>(3) Warranty @ 226 each</td> <td style="text-align: right;">\$676.77</td> </tr> <tr> <td>(3) Tablet Vehicle Mounting @ 200 each</td> <td style="text-align: right;">\$600.00</td> </tr> <tr> <td>(2) Vehicle Printers</td> <td style="text-align: right;">\$150.00</td> </tr> <tr> <td><b>Estimated Cost</b></td> <td style="text-align: right;"><b>\$4,943.14</b></td> </tr> </table>	(3) Microsoft Surface Pro Tablets @ 1000 each	\$3,000.00	(3) Keyboards and Covers @ 123 each	\$366.57	(3) Warranty @ 226 each	\$676.77	(3) Tablet Vehicle Mounting @ 200 each	\$600.00	(2) Vehicle Printers	\$150.00	<b>Estimated Cost</b>	<b>\$4,943.14</b>
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<b>Estimated Cost</b>	<b>\$4,943.14</b>												
<b>Estimated impact on</b>													
<b>FY 16-17 Budget</b>	<b>4943.14</b>												

**City of Cayce  
FY 16-17  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	10-1213-386 PS FIRE
<b>Issue</b>	Misc Appliances for Current Fire Equipment

<b>Justification</b>	The listed items below are items needed to perform high rise fire fighting operations.
	5" Storz x 2 1/2" NH Female-2 way Siamese-clappered \$750.00
	2 1/2" Gate Valve \$1,500.00
	1 1/2 Line Gauge \$572.00
	2 1/2 Line Gauge \$586.00
	Subtotal \$3,408.00
	Tax \$238.56
	Total \$3,646.56
<b>Estimated impace on</b>	
<b>FY 16-17 Budget</b>	<b>\$3,646.56</b>

**City of Cayce  
FY 16-17  
Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	10-1213-386 PS FIRE
<b>Issue</b>	Swiftwater Rescue Gear
<b>Justification</b>	This request is for equipment that was damaged during the 1000 year flood which occurred October 2015. Several of these items will be

need which occurred October 2016. Several of these items will be replacing damaged or providing more equipment for future swift water response operations. In order to meet the demands of swift water rescue, in accordance with NFPA 1006 and NFPA 1670 this equipment is necessary for emergency operations. Some of this listed equipment will be replacing worn out equipment and providing additional PPE during rescue operations.

NRS 3/8" 75' throw bag 5 @ \$59 each	\$295.00
NRS Personal Flotation Device 4 @ \$135 each	\$540.00
NRS Work Boot (wet) 4 @ \$58 each	\$232.00
NRS Reactor Rescue Gloves 10 @ \$27 each	\$270.00
Rescue-Tech Extreme Dry Suits 4 @ \$575 each	\$2,300.00
Rescue-Tech Water Rescue Rope 1/2" x 300'	\$151.00
	Tax \$278.46
	<b>Total \$4,256.46</b>

<b>Estimated impac on</b>	
<b>FY 16-17 Budget</b>	<b>\$4,256.46</b>

DATE PREPARED: 2-1-2016

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE

## BUDGET JUSTIFICATION

DEPT. PS-Animal Srvs

DEPT CODE 10-1214

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>10-1214-101</b>	<b>\$36,663</b>	Totals salary for 1 employee	\$65,000	-43.6%	(28,336.67)
<b>SALARIES &amp; WAGES</b>					
<b>10-1214-102</b>	<b>\$2,500</b>	The 13 paid holidays per employee and cleaning shelter on weekends	\$4,000	-37.5%	(1,500.00)
<b>OVERTIME EXPENSE</b>					
<b>10-1214-210</b>	<b>\$250</b>	Covers cost for paper, ink cartridges, staples, paper clips, and other office supplies as needed.	\$250	0.0%	0.00
<b>PRINTING &amp; OFFICE SUPPLIES</b>					
<b>10-1214-214</b>	<b>\$400</b>	Annual renewal for DEA and SCACCA \$400 (required to maintain barbiturates)	\$400	0.0%	0.00
<b>DUES &amp; MEMBERSHIPS</b>					
<b>10-1214-215</b>	<b>\$250</b>	State required euthanasia certification classes for 4 employees, given around the state and will require overnight stays.	\$500	-50.0%	(250.00)
<b>TRAVEL EXPENSE</b>					
<b>10-1214-217</b>	<b>\$8,000</b>	1400 gallons of fuel @ \$3.50 = \$4,900 + \$860 maintenance (oil/tires/brakes) = \$5,012 after 6 months over budget by average \$10,023	\$6,000	33.3%	2,000.00
<b>AUTO OPERATING EXPENSE</b>					
<b>10-1214-220</b>	<b>\$5,000</b>	Gas and Electric usage for new shelter cost first 6 months 3802.30. cost should be lower after the move to the county	\$5,000	0.0%	0.00
<b>UTILITIES EXPENSE</b>					
<b>10-1214-226</b>	<b>\$4,358</b>	Internet/IT requirements \$75 x 12 mo. = \$900; 800mhz radio usage fee \$15 x 1 x 12 = \$180.	\$7,000	-37.7%	(2,642.00)
<b>SERVICE CONTRACTS</b>					

DATE PREPARED: 2-1-2016

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Animal Srvs

DEPT CODE 10-1214

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>10-1214-227</b> <b>EQUIPMENT REPAIR EXPENSE</b>	<b>\$1,500</b>	Repairs to essential equipment without warranties such as washer/dryer, freezer, refrigerators, HVAC, ventilation fans, etc.	\$1,500	0.0%	0.00
<b>10-1214-228</b> <b>BUILDING REPAIR EXPENSE</b>	<b>\$1,500</b>	Repairs and maintenance to the facility and office, such as roof, garage doors, fencing, windows, dog doors, flooring, etc.	\$1,500	0.0%	0.00
<b>10-1214-237</b> <b>RADIO SUPPLIES EXPENSE</b>	<b>\$100</b>	Batteries, chargers, ACC for 1 employee	\$100	0.0%	0.00
<b>10-1214-241</b> <b>UNIFORM EXPENSE</b>	<b>\$600</b>	4 shirts @ \$32 = \$128; 4 pants @ \$69 = \$276; 1 set of boots = \$85; 1 belts = \$30	\$1,038	-42.2%	(438.00)
<b>10-1214-244</b> <b>JANITORIAL SUPPLIES</b>	<b>\$250</b>	Bleach, laundry detergent, dish soap, kennel cleaning supplies, deodorizers, toilet paper, paper towels, hand soap, soap dispensers, brooms, mops, mop bucket, scrubbers, brushes, etc..	\$250	0.0%	0.00
<b>10-1214-261</b> <b>ADVERTISING EXPENSE</b>	<b>\$0</b>	Magazine, newspaper, internet ads to promote the shelter and upcoming community service related events. Used to promote Pet Adoption program	\$1,000	-100.0%	(1,000.00)

DATE PREPARED: 2-1-2016

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Animal Srvs

DEPT CODE 10-1214

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
10-1214-262 VEHICLE INSURANCE EXPENSE	\$740	For 1 vehicle	\$1,000	-26.0%	(260.00)
10-1214-264 EMPLOYEE TRAINING EXPENSE	\$250	Euthanasia recertification for two (2) employees (Lt. Beckham and ASO Summers)@ \$125 each	\$2,000	-87.5%	(1,750.00)
10-1214-271 SPECIAL DEPARTMENT SUPPLIES	\$750	Equipment, cages, vet supplies for animals kept overnight awaiting transport to the County.	\$1,500	-50.0%	(750.00)
10-1214-280 ANIMAL CONTROL SUPPLIES (Animal food/Medical/Adoption)	\$750	Euthanasia will still be necessary.; Euthasol/Xlazine/syringes/needles/IV catheters (Standards for Euthanasia are set by State Law) 800 animals @ \$4.10=\$3,280; Dog food \$4,000; Cat food \$400; Cat litter \$250; City cost for euthanizing an animal \$24.70 (not including food or housing)	\$2,500	-70.0%	(1,750.00)

DATE PREPARED: 2-1-2016

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Animal Srvs

DEPT CODE 10-1214

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
10-1214-385 CAPITAL EQUIPMENT EXPENSE	\$0		\$0		
10-1214-386 NEW EQUIPMENT NON CAPITAL	\$0		\$0		
10-1214-805 SC STATE RETIREMENT CONTRIBUTIONS	\$4,000		\$7,565	-47.1%	(3,565.03)
10-1214-810 SC STATE PRE-RETIREMENT DEATH BENEFIT	\$55		\$105	-47.6%	(50.01)

DATE PREPARED: 2-1-2016

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Animal Srvs

DATE REV #1:

DEPT CODE 10-1214

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
10-1214-811	\$0	Salary no one under PORS	\$0	#DIV/0!	0.00
<b>SC PORS EXPENSE</b>					
10-1214-812	\$0	Salary ( No one under PORS	\$0	#DIV/0!	0.00
<b>SCPORS Pre-Ret Death Benefit</b>					
10-1214-813	\$0	Salary (No One under PORS	\$0	#DIV/0!	0.00
<b>SCPORS Pre-Ret Accidental Death Ben.</b>					
10-1214-814	\$2,805		\$5,415	-48.2%	(2,610.26)
<b>SOCIAL SECURITY / FICA</b>					
10-1214-820	\$2,000	(1) vehicles and tort	\$2,000	0.0%	0.00
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>					

DATE PREPARED: 2-1-2016

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS-Animal Srvs

DATE REV #1:

DEPT CODE 10-1214

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
10-1214-821	\$1,000	workers comp (SMIT)	\$1,350	-25.9%	(350.00)
<b>WORKERS COMP INSURANCE EXPENSE</b>					
10-1214-822	\$8,253		\$16,645	-50.4%	(8,391.52)
<b>MEDICAL INSURANCE EXPENSE</b>					
10-1214-825	\$1,630		\$1,630	0.0%	0.00
<b>UNEMPLOYMENT COMP EXPENSE</b>					
10-1214-828	\$1,500		\$2,000		(500.00)
<b>HEALTH REIMBURSEMENT ACCOUNT EXPENSE</b>					
<b>TOTAL</b>	<b>\$85,105</b>		<b>\$137,248</b>	<b>-38.0%</b>	<b>(52,143.48)</b>

**FY16/17 BUDGET PROJECTIONS FOR PS-ANIMAL SERVICES**

<b>Name</b>	<b>Association</b>	<b>Dues</b>	<b>Training/Reg Fees</b>	<b>Date</b>	<b>Travel/Meals/Hotel</b>
<b>Summers, Leigh (ACO)</b>					
	Euthanasia Recertification		\$125.00		\$125.00
<b>Beckham, Jamie</b>					
	Euthanasia Recertification		\$125.00		\$125.00
<b>Departmental</b>					
	SCACCA Membership	\$36.00			
	DEA Membership	\$364.00			
	4th Euthanasia Training				
<b>TOTAL</b>		<b>\$400.00</b>	<b>\$250.00</b>		<b>\$650.00</b>

**ANIMAL SERVICES TOTAL**

**\$900.00**

DATE PREPARED: 1-25-2016

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS Park

DEPT CODE 10-1215

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>SALARIES &amp; WAGES</b> 10-1215-101	<b>\$152,936</b>	Totals salaries for (4) employees;(2) Park Rangers, (2) Park /PSO Law Enforcement Officers	\$133,370		\$19,566
<b>OVERTIME EXPENSE</b> 10-1215-102	<b>\$10,000</b>	Over time hrs. and cost for paid holidays for (4) employees are paid through this line item. 4 x 13 = 48 days x 8 hrs. = \$7,562.03	\$10,000		\$0
<b>PRINTING &amp; OFFICE SUPPLIES</b> 10-1215-210	<b>\$100</b>	Covers cost for paper, ink cartridges, staples, paper clips, and other office supplies as needed.	\$100		\$0
<b>DUES &amp; MEMBERSHIPS</b> 10-1215-214	<b>\$80</b>	Annual renewal for LCLEOA	\$80		\$0
<b>TRAVEL EXPENSE</b> 10-1215-215	<b>\$0</b>	Travel cost for motels and meals for training.	\$0		\$0
<b>AUTO OPERATING EXPENSE</b> 10-1215-217	<b>\$2,500</b>	Maintenance for equipment and fuel cost golf cart, ATV (oil/tires/brakes)	\$2,500		\$0
<b>UTILITIES EXPENSE</b> 10-1215-220	<b>\$500</b>	Gas and Electric usage for new building if one is built.	\$500		\$0
<b>SERVICE CONTRACTS</b> 10-1215-226	<b>\$240</b>	Unsure of any Service contracts at this time.	\$240		\$0
<b>EQUIPMENT REPAIR EXPENSE</b> 10-1215-227	<b>\$2,500</b>	Repairs to essential equipment without warranties such as ATV, Golf Cart.	\$2,500		\$0

DATE PREPARED: 1-25-2016

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS Park

DEPT CODE 10-1215

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
<b>10-1215-228</b>	<b>\$0</b>		\$250		<b>(\$250)</b>
<b>BUILDING REPAIR EXPENSE</b>		Repairs and maintenance to the facility and office, such as roof, garage doors, fencing, windows, flooring, etc.			
<b>10-1215-237</b>	<b>\$250</b>	Batteries, chargers, ACC for 4 employees	\$250		\$0
<b>RADIO SUPPLIES EXPENSE</b>					
<b>10-1215-241</b>	<b>\$3,500</b>	8 SS shirts @ \$32 = \$256.00 8 LS shirts @ \$50 = \$400; 8 pants @ \$69 = \$552; 4 sets of boots @ \$85 = \$340; 4 belts @ \$30 = \$120 new Uniforms that are damaged or worn out. Rain Gear \$300 x 4 = \$1200 = roughly \$3000.00	\$3,500		\$0
<b>UNIFORM EXPENSE</b>					
<b>10-1215-244</b>	<b>\$250</b>	Toilet paper, paper towels, hand soap, soap dispensers, brooms, mops, mop bucket, scrubbers, brushes, etc..	\$250		\$0
<b>JANITORIAL SUPPLIES</b>					
<b>10-1215-261</b>	<b>\$0</b>	Magazine, newspaper, internet ads to promote the Park and upcoming community service related events.	\$0		\$0
<b>ADVERTISING EXPENSE</b>					
<b>10-1215-262</b>	<b>\$1,484</b>	2 vehicles that are picked up at HQ and driven back and forth to the Park.	\$1,000		\$484
<b>VEHICLE INSURANCE EXPENSE</b>					
<b>10-1215-264</b>	<b>\$290</b>	Training for four (4) employees (River Rescue training and EMR training)	\$290		\$0
<b>EMPLOYEE TRAINING EXPENSE</b>					

DATE PREPARED: 1-25-2016

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS Park

DEPT CODE 10-1215

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
10-1215-271	\$1,000	This line item supports all safety equipment plus,, gloves, Vest , Ammo, and misc. Items	\$1,000		\$0
<b>SPECIAL DEPARTMENT SUPPLIES</b>					
10-1215-385	\$10,000	Two (2) 800 mhz Radios for Park Rangers to update them with newer 800 radios so they can maintain contact with dispatch and be able to respond for calls for service in the Riverwalk Park and Timmerman Trail. Item 1      2 800 Radios	\$68,100		(\$58,100)
<b>CAPITAL EQUIPMENT EXPENSE</b>					
10-1215-386	\$9,500	We are in need of traffic safety cones for use for closure of the Riverwalk Park and to assist with closing of roadways and parking lots for numerous special events hosted by the City . We also have numerous runs, walks, concerts and festivals where the need for traffic cones exist for traffic and crowd control. Item 1      Traffic Cones	\$9,500		9500
<b>NEW EQUIPMENT NON CAPITAL</b>					
10-1215-805	\$8,478	Salaries (\$58,997.70) x .10910 = \$6,436.65+ overtime	\$7,829		\$649
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>					
10-1215-810	\$112	Salaries (\$58,997.70) x .0015 = \$105 + overtime	\$103		\$9
<b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>					

DATE PREPARED: 1-25-2016

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS Park

DEPT CODE 10-1215

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
10-1215-811	\$10,478	Salary (\$72,157.96) X.13340 = \$9,625.87 + overtime	\$9,387		\$1,091
<b>SC PORS EXPENSE</b>					
10-1215-812	\$157	Salary ( \$72,157.96 ) x .002 = \$135 + Overtime	\$141		\$16
<b>SCPORS PRE-RETIREMENT DEATH BENEFIT</b>					
10-1215-813	\$157	Salary (\$72,157.96 ) x .002 = \$135 + Overtime	\$141		\$16
<b>SCPORS PRE-RET ACCIDENTAL DEATH BENEFIT</b>					
10-1215-814	\$11,953	For 4 employees: (Salaries) \$145,808.38 x .0765 + overtime = \$11,154.34	\$11,095		\$858
<b>SOCIAL SECURITY / FICA</b>					
10-1215-820	\$2,700		\$2,000		\$700
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>					
10-1215-821	\$5,000	workers comp (SMIT)	\$5,070		-\$70
<b>WORKERS COMP INSURANCE EXPENSE</b>					
10-1215-822	\$32,976		\$33,014		(\$38)
<b>MEDICAL INSURANCE EXPENSE</b>					
10-1215-825	\$1,000		\$1,000		\$0
<b>UNEMPLOYMENT COMP EXPENSE</b>					

DATE PREPARED: 1-25-2016

DATE REV #1:

DATE REV #2:

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS Park

DEPT CODE 10-1215

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Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
10-1215-828	\$3,000		\$3,000		\$0
HEALTH REIMBURSEMENT ACCOUNT EXPENSE					
<b>TOTAL</b>	<b>\$271,141</b>		<b>\$296,710</b>		<b>-\$25,569</b>

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## FY16/17 BUDGET PROJECTIONS FOR PS-Park

Name	Association	Dues	Training/Reg Fees	Date	Travel/Meals/Hotel
<b>Jeffery Strum / Park Ranger</b>	LCLEOA	\$20.00			
River Rescue			\$20.00		
EMR Training			\$65.00		
<b>Jerrett Epperson / Park Ranger</b>	LCLEOA	\$20.00			
River Rescue					
<b>Mandy Fournier / Park LEO</b>	LCLEOA	\$20.00			
River Resue			\$20.00		
EMR Training			\$65.00		
<b>Larwance Creed / Park LEO</b>	LCLEOA	\$20.00			
River Recue			\$20.00		
EMR Training			\$65.00		
<b>TOTAL</b>		<b>\$80.00</b>	<b>\$255.00</b>		<b>\$0.00</b>

**PARK SERVICES TOTAL**

**\$335.00**

DATE PREPARED: 2-3-2016

DEPARTMENT: PS- Parks

DEPT CODE: 10-1215

# CITY OF CAYCE BUDGET JUSTIFICATION FY 16/17

Account Line Item	FY 15/16 Request	Justification
<p style="text-align: right;"><b>10-1215-385</b></p> <p><b>CAPITAL EXPENDITURES</b> (Radio)</p>	<p><b>\$10,000.00</b></p>	<p>800 Radio Cayce Public Safety has moved to an 800 radio system. With new postions being added to Public Safety to staff the Riverwalk Park with two park rangers, two (2) 800 radios are needed for these officers. This is a safety issue for the officers answering calls for service and responding to emergency call box activations. The purchase of this equipment ensures that our officers can notify dispatch of their location and call for assistance in case emergency situations arise.</p>
<p><b>Total Expense</b></p>	<p><b>\$10,000.00</b></p>	

**City of Cayce  
FY 16-17**

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

<b>Department</b>	10-1215-385 PS-Parks
<b>Issue</b>	(2) 800 Radios
<b>Justification</b>	<p>Cayce Public Safety has moved to an 800 radio system. With new positions being added to Public Safety to staff the Riverwalk Park with two park rangers, two (2) 800 radios are needed for these officers. The Park Rangers are sharing one 800 radio and the purchase of these two radios will provide them with their own radio in case of an emergency situation if they were ever needed to respond in on their scheduled day off. This is a safety issue for the officers answering calls for service and responding to emergency call box activations. The purchase of this equipment ensures that our officers can notify dispatch of their location and call for assistance in case emergency situations arise.</p>
<b>Estimated Impact on FY 16-17 Budget</b>	\$10,000.00

DATE PREPARED: 2-8-2016

DEPARTMENT: PS- Parks

DEPT CODE: 10-1215

**CITY OF CAYCE**  
**BUDGET JUSTIFICATION**  
**FY 16/17**

<b>Account Line Item</b>	<b>FY 15/16 Request</b>	<b>Justification</b>
<b>10-12515-386</b> <b>CAPITAL EXPENDITURES</b> (Traffic Cones)	<b>\$9,500.00</b>	We are in need of traffic safety cones for use for closure of the Riverwalk Park and to assist with closing of roadways and parking lots for numerous special events hosted by the City . We also have numerous runs, walks, concerts and festivals where the need for traffic cones exist for traffic and crowd control.
<b>Total Expense</b>	<b>\$9,500.00</b>	

**City of Cayce**  
**FY 16-17**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	10-1215-386 PS-Parks
<b>Issue</b>	Traffic Cones
<b>Justification</b>	<p>Cayce Department of Public Safety is in need of traffic safety cones to assist in properly closing the Riverwalk Park when significant flooding occurs. The purchase of these traffic cones would serve a dual purpose. The park maintenance personnel and Public Safety personnel could use these traffic cones when needed to close off entrance ways to the Riverwalk.</p> <p>Public Safety could also use these traffic cones for the many City sponsored events, such as walks, runs, concerts and festivals hosted by the City of Cayce throughout the year. The cones will be stored in a trailer and kept at our new storage building for easy accessibility for when needed.</p>
<b>Estimated Impact on FY 16-17 Budget</b>	<b>\$9,500.00</b>

DATE PREPARED: 1-19-2016

## CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. PS Dispatch

DATE REV #1:

DEPT CODE 10-1216

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	\$ Amount Changed
10-1216-101 <b>SALARIES &amp; WAGES</b>	<b>\$192,429</b>	Totals salaries for (5) positions in Dispatch	\$0		\$192,429
10-1216-102 <b>OVERTIME EXPENSE</b>	<b>\$15,000</b>	Over time hrs. and cost for paid holidays for (5) employees are paid through this line item. This also covers costs for relief dispatchers.	\$0		\$15,000
10-1216-210 <b>PRINTING &amp; OFFICE SUPPLIES</b>	<b>\$2,000</b>	Covers cost for paper, ink cartridges, staples, paper clips, and other office supplies as needed.	\$0		\$2,000
10-1216-214 <b>DUES &amp; MEMBERSHIPS</b>	<b>\$100</b>	Annual renewal for LCLEOA	\$0		\$100
10-1216-215 <b>TRAVEL EXPENSE</b>	<b>\$750</b>	Travel cost for motels and meals for training.	\$0		\$750
10-1216-217 <b>EQUIPMENT OPERATING EXPENSE</b>	<b>\$0</b>		\$0		\$0
10-1216-220 <b>UTILITIES EXPENSE</b>	<b>\$0</b>		\$0		\$0
10-1216-226 <b>SERVICE CONTRACTS</b>	<b>\$3,044</b>	ATT&T monthly service/support. ESI mapping monthly service/support. Language line annual cost \$2000	\$0		\$3,044
10-1216-227 <b>EQUIPMENT REPAIR EXPENSE</b>	<b>\$5,000</b>	Repairs and maintenance to any computer, console, or other equipment that may not be covered under a warranty or service contract	\$0		\$5,000

<b>BUILDING REPAIR EXPENSE</b>	10-1216-228	\$0	Repairs and maintenance to the facility and office, such as roof, garage doors, fencing, windows, flooring, etc.	\$0	\$0
<b>RADIO SUPPLIES EXPENSE</b>	10-1216-237	\$1,200	Repairs and maintenance to Radio consoles as well as spare batteries and backup radios	\$0	\$1,200
<b>UNIFORM EXPENSE</b>	10-1216-241	\$3,500	Shirts @ \$32 or \$50; pants @ \$69 = \$552; 4 sets of boots @ \$85 = \$170; 4 belts @ \$30 = \$60 new Uniforms that are damaged or worn out.	\$0	\$3,500
<b>JANITORIAL SUPPLIES</b>	10-1216-244	\$0		\$0	\$0
<b>ADVERTISING EXPENSE</b>	10-1216-261	\$0		\$0	\$0
<b>VEHICLE INSURANCE EXPENSE</b>	10-1216-262	\$0		\$0	\$0
<b>EMPLOYEE TRAINING EXPENSE</b>	10-1216-264	\$2,100	E-911 / TCO Training course put on by SCCJA new requirement for all certified dispatchers \$700.00 per person (3 x \$700.00 = \$2100,00)	\$0	\$2,100
<b>SPECIAL DEPARTMENT SUPPLIES</b>	10-1216-271	\$1,000	For any unforeseen expenses that may not be covered in previous line items.	\$0	\$1,000
<b>CAPITAL EQUIPMENT EXPENSE</b>	10-1216-385	\$130,000	2 new V-Viper 911 systems/consoles to include installation and warranty. New management information system including installation and warranty. Mapping software upgrade including installation and warranty  <b>Item 1</b> V-Viper x 2 \$118,971.00 MIS \$5801.00 Mapping \$5228.00  <b>Total \$130,000</b>	\$0	\$0

10-1216-386	\$600	Desk chairs and carpet guards	\$0	
<b>NEW-EQUIP NON CAPT</b>				
10-1216-805	\$23,487	Salaries (\$191,529) x .10910 = \$9963+ overtime		\$23,487
<b>SC STATE RETIREMENT CONTRIBUTIONS</b>				
10-1216-810	\$323	Salaries (\$191,529) x .0015 = \$132 + overtime	\$0	\$323
<b>SC STATE PRE-RETIREMENT DEATH BENEFIT</b>				
10-1216-814	\$15,868	For 5 employees: (Salaries) \$205,200 x .0765 + overtime = \$15,698	\$0	\$15,868
<b>SOCIAL SECURITY / FICA</b>				
10-1216-820			\$0	\$0
<b>GENERAL INSURANCE EXPENSE (PROPERTY &amp; TORT)</b>				
10-1216-821	\$1,213	workers comp (SMIT)	\$0	\$1,213
<b>WORKERS COMP INSURANCE EXPENSE</b>				
10-1216-822	\$41,220		\$0	\$41,220
<b>MEDICAL INSURANCE EXPENSE</b>				
10-1216-825	\$1,000		\$0	\$1,000
<b>UNEMPLOYMENT COMP EXPENSE</b>				
10-1216-828	\$3,000		\$0	\$3,000
<b>HEALTH REIMBURSEMENT ACCOUNT EXPENSE</b>				
<b>TOTAL</b>	<b>\$442,834</b>		<b>\$0</b>	<b>\$442,834</b>

## FY16/17 BUDGET PROJECTIONS FOR PS-DISPATCH

Name	Association	Dues	Training/Reg Fees	Date	Travel/Meals/Hotel
<b>Tony Nelson/ Dispatcher/ TAC</b>	LCLEOA	\$20.00			
E-911 / TCO training (SCCJA)			\$700.00		
<b>Dispatcher</b>	LCLEOA	\$20.00			
E-911 / TCO training (SCCJA)			\$700.00		
<b>Cherise Clogston / Dispatcher</b>	LCLEOA	\$20.00			
<b>Kayla Stewart / Dispatcher</b>	LCLEOA	\$20.00			
E-911 / TCO training (SCCJA)			\$700.00		
<b>Terry Burgess</b>	LCLEOA	\$20.00			
<b>TOTAL</b>		<b>\$100.00</b>	<b>\$2,100.00</b>		<b>\$0.00</b>

**Dispatch Total**

**\$2,200.00**

DATE PREPARED: 1-14-2016

DEPARTMENT: PS- Dispatch

DEPT CODE: 10-1216

# CITY OF CAYCE BUDGET JUSTIFICATION FY 16/17

Account Line Item	FY 16/17 Request	Justification
<b>10-1216-38</b> <b>CAPITAL EXPENDITURES</b>	<b>\$130,000.00</b>	2 new V-Viper 911 systems/consales to include installation and warranty. New management information system, including installation and warranty. Mapping software upgrade, including installation and warranty. V-Viper x 2 \$118971.00, MIS 45801.00 and mapping software \$5228.00
<b>Total Expense</b>	<b>\$130,000.00</b>	

|

**City of Cayce**  
**FY 16-17**  
**Capital Equipment/New Initiatives or Services/Personnel**

<b>Department</b>	10-1216-385 PS-Dispatch
<b>Issue</b>	V-Viper 911 Systems (with MIS and Mapping software)
<b>Justification</b>	<p>The current Lifeline100 911 consoles in dispatch went end of life March of 2015 but are currently supported. Support for these consoles is scheduled to end March of 2017. By statute PSAPs must replace equipment before the end of support date set forth by the manufacturer to ensure continuity in operation of 911 systems.</p> <p>The current proposal is to replace the old equipment with new V-viper consoles supplied by AT&amp;T. These consoles are approved equipment for a 911 center and are available with warranty and service level agreements which meet the criteria for a PSAP. AT&amp;T is the provider for our current equipment as well and has provided the following pricing under their state contract agreement.</p> <p>Most of this equipment cost is reimbursable through the SC CMRS fund at 80% to 100% depending on the particular equipment. However, the funds must first be spent from the general fund and then reimbursement applied for.</p> <p>Public Safety staff recommends the purchase of this equipment to upgrade our 911 center and give us a good solid base as we transition to managing our own PSAP separate from Lexington County.</p> <p>2 new V-Viper 911 systems/consoles (to include installation and warranty) \$118,071.00.</p> <p>New Management Information Systems (to include installation and warranty) \$5801.00</p> <p>Mapping software upgrade (to include installation and warranty) \$5,228.00</p> <p>Miscellaneous equipment(outlet replacements, etc) \$900.00</p>
<b>Estimated Impact on FY 16-17 Budget</b>	<b>\$130,000.00</b>

DATE PREPARED: 2/29/16

# CITY OF CAYCE BUDGET JUSTIFICATION

DEPT. Street Lighting

DATE REV #1:

DEPT CODE 10-1325

DATE REV #2:

Account Line Item	FY 16/17 Request	Justification	FY 15/16 Appropriation	Percent Change	Dollar Amount Change
10-1325-220 ELECTRIC & GAS EXPENSE	\$286,500	COC is averaging almost \$24,000er month in the current year. Already at 82% of current budget.	\$232,000	23.5%	\$54,500
<b>TOTAL</b>	<b>\$286,500</b>		<b>\$232,000</b>	<b>23.5%</b>	<b>\$54,500</b>

**City of Cayce  
Capital Equipment Schedule  
FY 2016 -2017**

Department Code -Name	Initial Budget	Reductions ()
<b>General Fund</b>		
<b>1121 Recorders Court</b>		
<b>Total 1121 Recorders Court</b>	<b>\$0</b>	<b>\$0</b>
<b>1150 IT</b>		
<b>Total 1150 IT</b>	<b>\$0</b>	<b>\$0</b>
<b>1181 Finance</b>		
<b>Total 1181 Finance</b>	<b>\$0</b>	<b>\$0</b>
<b>1190 Public Buildings</b>		
<b>Total 1190 Public Buildings</b>	<b>\$0</b>	<b>\$0</b>
<b>1211 PS-Detectives</b>		
Gang Grant	\$100,665	
Meth Grant	\$66,652	
Purchase Digital Audio/Video recorder for the Interview Room	\$6,440	
Purchase Direct-Link Video Throw Phone System	\$3,319	
New Video System IP Cellular	\$25,499	
<b>Total 1211 PS - Detectives</b>	<b>\$202,575</b>	<b>\$0</b>
<b>1212 PS-Patrol</b>		
25 Body Cameras with car system sync kits and licenses	\$38,750	
Fire arms training facility	\$9,800	
10 Watchguard in-car camera systems with sync kit and licenses	\$54,450	
5 800mhz radios	\$26,750	
Replace 6 patrol vehicles	\$171,174	
<b>Total 1211 PS - Patrol</b>	<b>\$300,924</b>	<b>\$0</b>
<b>1212 PS-Fire</b>		
New Service/Brush Truck	\$32,110	
(3) Motorola APX 6000 Radios w/ Xtreme Temp Microphone	\$17,334	
Firehouse Software	\$26,385	
Battery Powered Extrication Equipment	\$26,147	
Fire Dept. Bay Doors - Replace all doors and components	\$42,490	
3 new personnel assigned to PS-Fire (Salaries & Benefits)	\$153,130	
<b>Total 1211 PS - Fire</b>	<b>\$265,486</b>	<b>\$0</b>
<b>1213 PS-Animal Services</b>		
<b>Total 1213 PS-Animal Services</b>	<b>\$0</b>	<b>\$0</b>
<b>1215 PS-Parks</b>		
2 800mhz radios	\$10,000	
<b>Total 1215 PS-Parks</b>	<b>\$10,000</b>	<b>\$0</b>
<b>1216 PS-Dispatch</b>		
V-Viper 911 Systems (with MIS and Mapping software)	\$130,000	\$0
<b>Total 1216 PS-Dispatch</b>	<b>\$130,000</b>	<b>\$0</b>
<b>1337 Sanitation</b>		
Rear Loader Garbage Truck	\$200,991	\$0
SUV/full size pick up	\$31,500	\$0
Limb grapple truck	\$180,650	\$0
<b>Total 1337 Sanitation</b>	<b>\$413,141</b>	<b>\$0</b>
<b>1720 Parks</b>		
Ford F150 W1E with Back-up camera,bluetooth and radio	\$31,500	\$0
<b>Total 1720 Parks</b>	<b>\$31,500</b>	<b>\$0</b>
<b>1750 Garage</b>		
New Shop Truck	\$30,000	
Garage Doors Repair	\$18,000	
2 Truck Jacks	\$25,000	
Electric Gate w/Opener for Back Gate	\$10,000	
Software for the Shop	\$10,000	
<b>Total 1750 Garage</b>	<b>\$93,000</b>	<b>\$0</b>
<b>Total General Fund</b>	<b>\$1,316,626</b>	<b>\$0</b>



in the fall. Commissioners and Director Redmond discussed many ideas and agreed to continue this brainstorming effort at the April meeting. **We are also directed to:**

- Begin assembling photographic and other items which could be mounted on display panels, depicting the Museum's work over the past quarter century, for the public and invited guests to enjoy. Historical artifacts will also be researched to be loaned, if necessary, for the occasion (personal family items of significance, etc.)
  - Decide on appropriate entertainment, including the excellent suggestions of the Harpists Guild which already meets at the Museum, and significant involvement of the Native American Community which has an important presence at the Museum and has been so supportive over the years and are, after all, descendants of the area's original residents.
  - Plan refreshments to include a large anniversary cake, punch/commemorative water bottles with Museum logo, hors d'oeuvres supplemented by Commissioners, etc.
  - Compile a list of special invitees: e.g., original Commissioners still in the area, City officials during the period, outstanding volunteers during the period (who will also be honored with commemorative coins and/or other awards of appreciation). The event will also be announced in the media and the public invited to attend.
  - Director Redmond will compile a listing of activities and events already scheduled during the late September-October period, keeping in mind such things as football games and other public festivals that would prevent maximum attention to our event. Commissioners will then try to finalize a suitable date for the 25<sup>th</sup> anniversary celebration and observance.
- Christmas in Cayce, 2016
    - Commissioner Hutson wants to start finalizing entertainment for this event and mentioned several past popular acts. He invited other suggestions and agreed to once again chair this sub-committee and proceed with booking and getting early commitments from the entertainers.
    - Commissioners agreed that a fall celebration of the Museum's 25<sup>th</sup> Anniversary will be a natural lead in to the 2016 Christmas Traditions event and the theme should be in conjunction with a Silver Anniversary.

**Other Business:**

- Chairman Moore reported that the letter he drafted for Lexington County Council on behalf of the Museum, of which Commissioners approved, was indeed sent. The letter expressed opposition to the closing of Old State Road, which has been in use for more than 268 years, without public comment. There were two well-researched addendums to the letter: a Brief History of Old State Road, and a white paper on the importance of the Preservation of Old State Road. Moore reported that he had received some verbal comment so far, but no

commitments. Commissioners expressed their appreciation to Chairman Moore and recommended that his efforts continue.

- Commissioners also feel that an historical designation may be possible, given that this is the original road from Columbia to Charleston and has historical significance. This could be a Museum project and will be discussed further in future meetings after more research.
- Preservation of Cemetery on Guignard/Skipper property off Axtell Drive – Widely called a “Indian” Cemetery, but believed to be a Black Cemetery, Commissioners agreed that this property deserved and should have an historical marker, and it would be recommended, but since it is on private property, a recommendation is likely all we can do.
- Having no further business, Commissioner Dantzler moved that the meeting be adjourned. Commissioner Sharpe seconded and the motion was carried.

***The next meeting of the Museum Commission is set for Wednesday, April 6, 2016, 4:00 pm.***

Respectfully submitted,

Alice Brooks

Secretary, Board of Commissioners

CC: Museum Commission Chair Archie Moore and Museum Complex Commissioners  
Leo Redmond, Museum Complex Director; Rachel Steen, Assistant Director

**CITY OF CAYCE  
EVENTS COMMITTEE MEETING MINUTES  
Cayce Tennis and Fitness Center  
1120 Fort Congaree Trail, Cayce, SC 29033  
March 10, 2016**

**Present:** Kimberly Christ, Brenda Cole, Danny Creamer, Amy Roper, and Rachel Scurry

**Absent, Excused:** Dave Capps, Cindy Pedersen, Jason Munsell, and Frankie Newman,

**City Representatives Present:** Kara Carmine and James Denny

Chairperson Danny Creamer called the meeting to order.

The minutes of the February 11, 2016 meeting were reviewed and approved as written.

Ms. Carmine informed the Committee that Council did reappoint Ms. Pedersen to our Committee for another two-year term, which will expire in March 2018.

The Committee now has two open positions.

**Christmas in Cayce**

Ms. Carmine conducted an on-line review of holiday displays. The budget for the purchase will be a maximum of \$15,000. Committee members discussed various options for the new display. Ms. Carmine will forward the link to Committee members, and the Committee plans to discuss their preferences at the April meeting.

Mr. Denny discussed the lighting and electrical upgrades for the Granby Park and City Hall grounds. Any new displays will require LED lights.

Ms. Christ and Ms. Roper presented their proposal for re-branding of Christmas in Cayce. A copy of their comprehensive presentation is attached to the minutes.

**Congaree Bluegrass Festival, Saturday, October 1, and Sunday, October 2, 2016**

Groups booked for Saturday are as follow:

- Doyle Lawson and Quicksilver
- Edgar Laudermilk Band
- Steve Wilson Bandjo Co.
- Slope Valley

For Sunday afternoon, Mr. Creamer has booked The Thomas Family. Currently, Mr. Creamer is in discussion with an upstate middle school group that should attract a more youthful crowd. This group is seeking performance exposure and their fee should be very reasonable. Mr. Creamer plans to book three groups for Sunday afternoon.

As discussed at our January meeting, a contract has been extended to Mr. John Banks as festival consultant and coordinator for services at a fee of \$3400. In addition, a contract has been extended to Ms. Sheila Starkey for social media services at a fee of \$1000. Ms. Carmine will update the Committee on their contract status at the April meeting.

With a motion by Ms. Cole, second by Ms. Christ, and unanimous vote of Committee members, the Committee tabled the discussion on Renaming Christmas in Cayce, Family Day in 2017, and New Applications for Membership.

There being no further business, the meeting was adjourned.

Respectfully submitted,

*Rachel R. Scurry*

Attachment: Cayce Shines Holiday Lights

**The City of Cayce  
presents**

**Cayce  
SHINES  
holiday lights**

**Neighborhood drive through  
light displays**

**Restaurant holiday specials**

**Light displays and interactive  
snow village at City Hall**

**[www.cityofcayce-sc.gov](http://www.cityofcayce-sc.gov)**

**Cayce SHINES**

**Proposed re-branding of Christmas in Cayce**

**Presented by:**

**Kim Christ and Amy Roper**



# **Cayce Shines - Holiday Lights**

## **Shine the Light on Cayce**

Special Friday Nights through the month of December that include restaurant deals and activities at Town Hall will get families into the city.

Bring awareness to what Cayce offers at Christmastime and all year long.

Send out mailer to Midlands families about special events in Cayce. Market as Cayce Shines – Holiday Lights and more. Include information on life and commerce in Cayce, sell ad space on mailer card. Families look for opportunities to drive and see lights during the holidays. Let's be the first city in the Midlands to create this event.

## **Shine the Light on Sponsors**

Sponsors invest when they feel like it will benefit them. They are in the business of making money so any monetary investment that make donation or otherwise is to attract business.

- Steps to gain sponsorships
  - o Create Sponsorship amounts with benefit tiers
  - o Send out letters to prospective sponsors with benefits, follow up in person
  - o Have a clear goal and objective for business involvement in the light tours
    - Major Donors sponsor the Friday Night Light festivities – Seek Wal-Mart, Nephron, SCE&G, Love Mitsubishi, and Amazon

## **Shine the Light on Community**

- Market community involvement
  - o Start advertising to businesses mid- September for involvement
  - o Start advertising mission to community mid-October – get neighborhood associations involved
  - o Widely promote decorating and a light display contest – one for residents, one for neighborhood, and one for business. Ask SCE&G about helping with light discount and grand prize. Make it grand!
  - o Distribute/create digital city map with participating neighborhood locations

## **Enlighten the Public**

- Expect growth in attendance numbers as awareness grows – long term outlook
- Draw in press with press releases, increases awareness quickly to the public and is free advertising
- Social Media and mailing Blitz
- Professional Flyers in all Businesses
- Cayce Official on radio/news

Direct Mailing to Zip Codes 29033, 29169, 29170, 29172, 29160, 29201, 29205, 29210, 29204, 29207, 29061, and 29223



Limit one discount per card per visit per day. Equal or lesser value at any price. Other restrictions may apply.

Buy One 2 Large Subs Get One FREE w/ Purchase of 2 Large Subs. Valid at participating locations.	15% Discount on all menu items. Excludes taxes and tips. Valid at participating locations.	Buy One Soft Drink Get One FREE. Valid at participating locations.	FREE WICH. Purchase of 1 Soft Drink and 1 Sandwich. Valid at participating locations.
10% Discount on all Liquor. Valid at participating locations.	3 FREE Bubba's. w/ Purchase of \$10 or more. Valid at participating locations.	Buy One Soft Drink Get One FREE. Valid at participating locations.	15% OFF. Purchase of 1 Sandwich. Valid at participating locations.
DISCOUNT TIRE. FREE Tire Rotation & Flat Repair (Max 2). w/ Purchase of 1 Tire. Valid at participating locations.	BUY ONE Whopper Meal GET 1 WHOPPER FREE. Valid at participating locations.	Buy One Donut get 1 FREE. Valid at participating locations.	FREE. Credit Construction Member's w/ Purchase of 2 Entrances. Valid at participating locations.
\$5 OFF any \$20 Purchase. Valid at participating locations.	\$5 OFF Signature Service. OR Change. OR Donut. Valid at participating locations.	FREE Large Topping w/ Purchase of Large Specialty Pizza. 1 L, 1 C, 1 D. Valid at participating locations.	2oz. Lean Buffer. Sausage. \$3 Off. Valid at participating locations.
PAPA JOHN'S \$7.99. 1 Large + 1 Topping. Valid at participating locations.	Buy One Large Sandwich GET ONE FREE. Excludes Angus. Valid at participating locations.	Main Street Barber's \$3 Off Any Cut. Valid at participating locations.	DUNKIN' ULTIMATE CAR WASH \$5 OFF. Valid at participating locations.



**5x12 Folded Hybrid Gift Card Mailer**  
HALF PLASTIC HALF PAPER

You're invited to save BIG for 3 days only at Main Street Flooring. Everything in our showroom is reduced for this Spring Flooring Event. Save big on Carpet, Tile, Hardwood, Laminate and More! Plus, present the attached card to save an additional \$100 when you schedule a free no-obligation pre-measure. Hurry, this preferred customer event is for three days only!

**MAIN STREET flooring**  
113 AnyStreet • Whiting, WV 26061  
800-444-2222 [www.mainstreetflooring.com](http://www.mainstreetflooring.com)

On Purchases of \$500 or more made between 4/25/16 and 4/27/16. One gift card per customer. Card not to be combined with any additional discount offers. See store for additional details.

3 BIG DAYS! APRIL 25 - APRIL 27, 2016

**FEATURED MANY COLORS**  
**\$199** SQ. FT.

**DALYLE 12" TILE**  
MANY STYLES TO CHOOSE FROM  
AS LOW AS **\$119** SQ. FT.

**MANNINGTON**  
MANY STYLES TO CHOOSE FROM  
AS LOW AS **99c** SQ. FT.

MAIN STREET FLOORING'S  
**SPRING FLOORING**  
*Preferred Customer*  
**SAVINGS EXTRAVAGANZA!**

**\$100 off**  
WHEN YOU SCHEDULE A FREE NO-OBLIGATION PRE-MEASURE

EXCLUSIVELY FOR  
**JESSICA SAMPSON**

3 BIG DAYS! APRIL 25 - APRIL 27, 2016

Bring this coupon for 3 BIG DAYS a free pad upgrade on your purchase of \$500 or more.

One coupon per purchase. Cannot be combined with other offers. Offer valid on 4/25/16 and 4/27/16. See store for more details.

CHECK OUT THESE PREFERRED CUSTOMER OFFERS!

**12 MONTHS FINANCING**  
On approved credit. Cannot be combined with any other offers. Offer valid on 4/25/16 and 4/27/16. See store for more details.

**FREE PAD UPGRADE**  
Bring this coupon in and receive a free pad upgrade on your purchase of \$500 or more.  
One coupon per purchase. Cannot be

**\$100 off**  
WHEN YOU SCHEDULE A FREE NO-OBLIGATION PRE-MEASURE

EXCLUSIVELY FOR  
**JESSICA SAMPSON**

## Resources:

Cities across the country are drawing visitors in with holiday celebrations –

[http://liherald.com/stories/Holiday-events-aim-to-draw-visitors-to-Long-Beach,51560?page=2&content\\_source](http://liherald.com/stories/Holiday-events-aim-to-draw-visitors-to-Long-Beach,51560?page=2&content_source) <http://www.icic.org/connection/blog-entry/cities-bringing-holiday-cheer-to-urban-business-districts>

McAddenville – Christmas Town USA - Small town outside of Charlotte. In December had over 150,000 hits to website and 600,000 visitors to the city. Their population is under 1000.

<http://www.mcadenville-christmastown.com/>

Examples of Interactive Lights Map –

<http://nocache.azcentral.com/ic/news/projects/lightsmap/lightsmap.html>  
<http://www.chicagotribune.com/suburbs/naperville-sun/ct-nvs-naperville-christmas-decorations-st-1206-20151203-story.html>

Impressive Business Décor – While we may not be able to rival NYC storefronts, Cayce businesses can shoot for the moon.

<http://www.timeout.com/newyork/things-to-do/holiday-windows-in-new-york-city>

The Great Christmas Light Fight - \$50,000 Grand prize.

<http://www.azcentral.com/story/news/local/gilbert/2015/12/15/gilbert-neighborhoods-light-display-wins-abcs-great-christmas-light-fight/77332724/>

A Smaller Version: County wide contest in Nashville.

<http://www.newschannel5.com/news/holiday-lights-finalists-named>

Small Cities with Big Holiday Spirit –

[http://www.huffingtonpost.com/2013/11/29/christmas-celebrations\\_n\\_4343803.html](http://www.huffingtonpost.com/2013/11/29/christmas-celebrations_n_4343803.html)

[http://www.huffingtonpost.com/smartertravel/10-best-small-towns-for-t\\_b\\_6335660.html](http://www.huffingtonpost.com/smartertravel/10-best-small-towns-for-t_b_6335660.html)

<http://www.travelandleisure.com/slideshows/americas-best-towns-for-the-holidays>

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

**COUNCIL ACTION REQUIRED**

**EVENTS COMMITTEE - ONE (1) POSITION**

There is currently one open position on the Events Committee. The City has received a potential member application from Ms. Maxine Creamer. The Committee recommends her for appointment. Her application is attached for Council's review.

**NO COUNCIL ACTION REQUIRED**

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

**ACCOMMODATIONS TAX COMMITTEE – THREE (3) POSITIONS**

Ms. Cherelle Davis is no longer employed with the Country Inn & Suites. Ms. Sue Wofford is no longer with Knights Inn. These positions must be filled by someone from the motel industry in Cayce. The staff liaison is currently speaking with motel managers regarding this position. Mr. Peter Fikas is no longer employed with Red Lobster. This position must be filled by someone from the restaurant industry in Cayce.

**BEAUTIFICATION BOARD – THREE (3) POSITIONS**

Ms. Sue Perry and Ms. Sue Miles both resigned from the Board in October. There is also one additional open position on the Board. The Board has no recommendations at this time.

**CONSOLIDATED BOARD OF APPEALS – TWO (2) POSITIONS**

Mr. Charles Mellette has moved out of the City and is no longer able to serve on the Board. Ms. Maryellyn Cannizzaro resigned from the Board due to work commitments. Members who serve on this Board must be either an Engineer, Contractor, Architect or Design Professional. There are no recommendations at this time.

**PUBLIC SAFETY FOUNDATION – FOUR (4) POSITIONS**

At the February 3, 2015 Council Meeting Council approved amendments to the Cayce Public Safety Foundation's Bylaws. In order to ensure that Council is able to recruit more directors to the Foundation, the Foundation Bylaws now read that Council may appoint directors from within the City at large and directors need not be from particular Council districts.

Also, the amended Bylaws state a quorum consists of the number of directors attending a meeting; provided, that in no event shall a quorum consist of fewer than two (2) directors. Therefore any action needed can be taken at each meeting.

